



2

Rick Lemmo,  
*President*  
 Joseph Stitick,  
*Vice President*  
 Helen McDonagh,  
*Treasurer*  
 Raul Porto,  
*Secretary*  
 Brent Gardner  
 Jennifer Hiramoto  
 Nicole Dedic

**Downtown Glendale Association  
 Executive Committee Meeting  
 Tuesday, July 24<sup>th</sup>, 2018 – 8:30 am  
 100 N. Brand Blvd., 6<sup>th</sup> Floor Conference Room  
 Glendale, CA 91203  
 www.downtownglendale.com**

**Present:** Rick Lemmo/Caruso Affiliated, Joseph Stitick/Investment Property Services, and Helen McDonagh/Massage Envy

**Absent:** Raul Porto/Porto's Bakery

**Staff:** Marco Li Mandri, Nick Lemmo, and Jacqueline Benthem

**MINUTES**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	President Rick Lemmo called the meeting to order at 8:30 AM	<b>No Action Taken</b>
<b>2. Approval of May 22<sup>nd</sup>, 2018 Minutes</b>	President Rick Lemmo reviewed the May 22 <sup>nd</sup> , 2018 Minutes with the Executive Committee.	<b>Joe moved &amp; Helen seconded the approval of the May 22<sup>nd</sup>, 2018 minutes. The motion was approved unanimously.</b>
<b>3. Public Comments &amp; Announcements</b>	President Rick Lemmo opened the floor for any public comments and announcements. a. Marco announced that he would work with Jennifer on removing the unused news racks on Brand Boulevard.	<b>No Action Taken</b>
<b>4. Introduction of Staff Support</b>	Marco introduced Jacqueline Benthem.	<b>No Action Taken</b>

<b>5. Committee Reports:</b>	Rick & Marco went through the following items:	
<b>a. Review of rough draft FY18 budget</b>	<p>Marco reviewed the FY 18 draft budget.</p> <p>a. Marco explained that the DGA still needs to receive roughly 112k in Assessment Income. New City America has worked with Jennifer and the DGA should expect to receive all assessments by end of August.</p> <p>b. Joe asked if the budget reflected the new maintenance contract, DMS. Staff explained that the DMS contract is in line with the current budget.</p>	<b>Joe moved &amp; Helen seconded a motion to approve the FY18 draft budget. The motion was approved unanimously.</b>
<b>b. Road name changed proposed</b>	<p>Rick explained that City Council voted unanimously to change Maryland Avenue from Harvard to Wilson to Artsakh Avenue. He also stated that Economic Development is working on a grant program to assist businesses with the costs associated to stationary and marketing. Discussion Followed.</p>	<b>No Action Taken</b>
<b>c. Update on renewal and expansion</b>	<p>Marco gave an update on the expansion and renewal. Discussion Followed.</p>	<b>No Action Taken</b>
<b>d. Transition to new Service Provider</b>	<p>Rick explained that District Maintenance Services has started and is doing an excellent job.</p>	<b>No Action Taken</b>
<b>e. Authorization for Staff to file small claims charge against man that stole flowers from Brand Blvd.</b>	<p>Rick explained that a person stole flowers from the DGA planters. The DGA has proof of him stealing the flowers and the police were notified. He has stolen in excess of \$1000 of flowers. Discussion Followed.</p>	<b>Joe motioned to send the person a certified letter for demand with a copy of the police report. Helen seconded the motion. The motion was approved unanimously.</b>

4

<b>6. Other</b>	Rick Lemmo opened the floor for any other announcements.	<b>No Action Taken</b>
<b>7. Next Meeting</b>	Next meeting for the Executive Committee will be on September 25 <sup>th</sup> , 2018 at 8:30 am.	<b>No Action Taken</b>

Minutes taken by Jacqueline Bentham and Ryan Huffman, Staff.