



Rick Lemmo,  
President  
Raul Porto,  
Vice President  
Helen McDonagh,  
Treasurer  
Joe Stitick,  
Secretary  
Phil Lanzafame  
Brent Gardner

**Downtown Glendale Association  
Sidewalk Operations, Beautification and Order (SOBO) Committee  
Wednesday, May 4<sup>th</sup>, 2016, 12:00 noon  
100 N Brand Blvd. – 6<sup>th</sup> Floor Conference Room, Glendale, CA 91203**

**AGENDA**

1. Introductions – Brent Gardner, Chair
2. Public comment and announcements
3. Review of March 29<sup>th</sup>, 2016 SOBO Minutes, approval by consensus
4. Review of budget for YTD Fiscal Year 2016
5. Updates:
  - a. Possible Worker Comp reclassification, audit
  - b. Banked hours;
  - c. Storage space
6. Maryland Avenue improvements
7. Demonstration block – status and timeline, review of new tree well composite material
8. Other, need for more members
9. Next Meeting: \_\_\_\_\_

***BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at the meeting room door as well as the DGA office door. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Ryan Huffman at 818 476-0120 x 420 at least 48 hours prior to the meeting***



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**Downtown Glendale Association  
Sidewalk Operations, Beautification and Order (SOBO)**

**Tuesday, March 29<sup>th</sup>, 2016 – 10:00 a.m.**

**100 N Brand Blvd, 6<sup>th</sup> Floor Conference Room, Glendale, CA 91203**

**[www.downtownglendale.com](http://www.downtownglendale.com)**

**Present:** Brent Gardner, Joe Stitick, Kevin Dizon (GPD), and Jennifer McLain

**Staff:** Marco Li Mandri, Nick Lemmo, Ryan Huffman

**MINUTES:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	Brent Gardner called the meeting to order at 10:00 a.m.	<b>No action taken</b>
<b>2. Public Comments and Announcements</b>	Brent opened the floor to public comment and announcements: a. Brent reported that Nick and the Glendale Police Department was instrumental in assisting with a Spring Display that was vandalized. Discussion followed.	<b>No action taken</b>
<b>3. Approval of January 19<sup>th</sup>, 2016 Minutes</b>	Brent reviewed the January 19 <sup>th</sup> , 2016 SOBO Committee Minutes. Discussion followed.	<b>Joe moved and Brent seconded the approval of the January 19<sup>th</sup>, 2016 Minutes. The motion was unanimously approved.</b>
<b>4. Review of budget YTD for SOBO</b>	Marco went over the SOBO Budget for FY 2016. Discussion followed.	<b>No action taken</b>
<b>5. SOBO Committee Updates</b>	Brent opened the Floor for updates: a. Nick gave an update on the work and banked hours report. b. Marco explained that the current workers	<b>No action taken</b>

	<p>compensation % has gone up. This could result in an estimated \$20,000.00 increase. NCPS is appealing that decision and will provide more information at the next meeting.</p> <p>c. Ryan explained the new cigarette-recycling program that the DGA has enrolled it.</p> <p>d. Nick explained that the DGA is in the process of moving out of the current storage space to a larger space located at the Glendale Galleria. Discussion followed.</p>	
<b>5. Maryland Avenue Improvements</b>	<p>a. Nick gave an update on multiple activities that are being completed to improve Maryland Avenue. The DGA will be adding Tables, Chairs, and Umbrella's. They will also be installing Concrete Flower Pots. Finally, they are working with the City to get the power turned on to the new LED lights that have been installed on the palm trees.</p> <p>b. Jennifer commented on the City discussing on whether to make Maryland a one-way street. Discussion followed.</p>	<b>No action taken</b>
<b>6. Demonstration Block</b>	<p>Marco Explained Bob Perry's report on replacing trees along Brand Blvd. He explained that the DGA has previously proposed a Demonstration block from Wilson Avenue to California Avenue. Jennifer said she would talk to the City about this. Discussion followed.</p>	<b>No action taken.</b>
<b>7. Other</b>	<p>a. Jennifer discussed that the city might be increasing the parking rates along Brand Blvd.</p> <p>b. Brent mentioned that the Glendale Galleria would be turning 40 years old this October. Discussion followed.</p>	<b>No action taken.</b>
<b>8. Next Meeting</b>	<p>Next meeting for the SOBO Committee will be held on May 5<sup>th</sup>, 2016 10:00 a.m. 100 North Brand Blvd., 6<sup>th</sup> floor conference room, Glendale CA 91203</p>	<b>No action Taken</b>

Minutes taken by Ryan Huffman, staff.

**Downtown Glendale Association**  
**2016 SOBO DRAFT Budget**

12/01/15 - 04/30/2016

SOBO	April 2016	Dec 1, 15' - Apr 30, 16'	Year-to-Date	% YTD		% Annual	
				Budget	Annual Budget	Budget	Budget
Landscape Architect		0.00	833.33	0.00%	2,000.00	0.19%	
Maintenance Provider	32,130.00	160,450.00	162,500.00	41.14%	390,000.00	37.88%	
Operations Director	10,000.00	46,666.64	50,000.00	38.89%	120,000.00	11.66%	
Public Space Maintenance	429.79	2,721.62	7,500.00	15.12%	18,000.00	1.75%	
Rent, Parking, Utilities	1,520.00	7,600.00	7,291.67	43.43%	17,500.00	1.70%	
SOBO Misc	443.08	1,947.82	2,083.33	38.96%	5,000.00	0.49%	
Capital Improvements		0.00	6,250.00	0.00%	15,000.00	1.46%	
Supplies	228.40	436.10	1,250.00	14.54%	3,000.00	0.29%	
Uniforms	291.75	529.96	416.67	53.00%	1,000.00	0.10%	
<b>Total SOBO</b>	<b>45,043.02</b>	<b>220,352.14</b>	<b>238,125.00</b>	<b>38.56%</b>	<b>571,500.00</b>	<b>55.51%</b>	

# Downtown Glendale Association

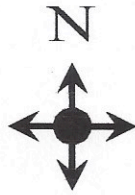
Hours Detail	Page 1 of 1
Service From	5/30/15
Service To	4/21/16



2016	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16
Week 1	320	280	286	267				
Week 2	308	291	285	291				
Week 3	311	270	284	290				
Week 4	305	280	288					
Week 5			312					
Add'l Svc/BOT								
Adjustments								
<b>Total</b>	1244	1121	1455	848	0	0	0	0
<b>Weeks</b>	4	4	5	4				
<b>Contracted Weekly</b>	302	302	302	302				
<b>Previous Month Bank</b>	168	132	219					
<b>This Month Bank</b>	-36	87	55					
<b>Total Bank</b>	132	219	274					

downtown  
**glendale**  
 association

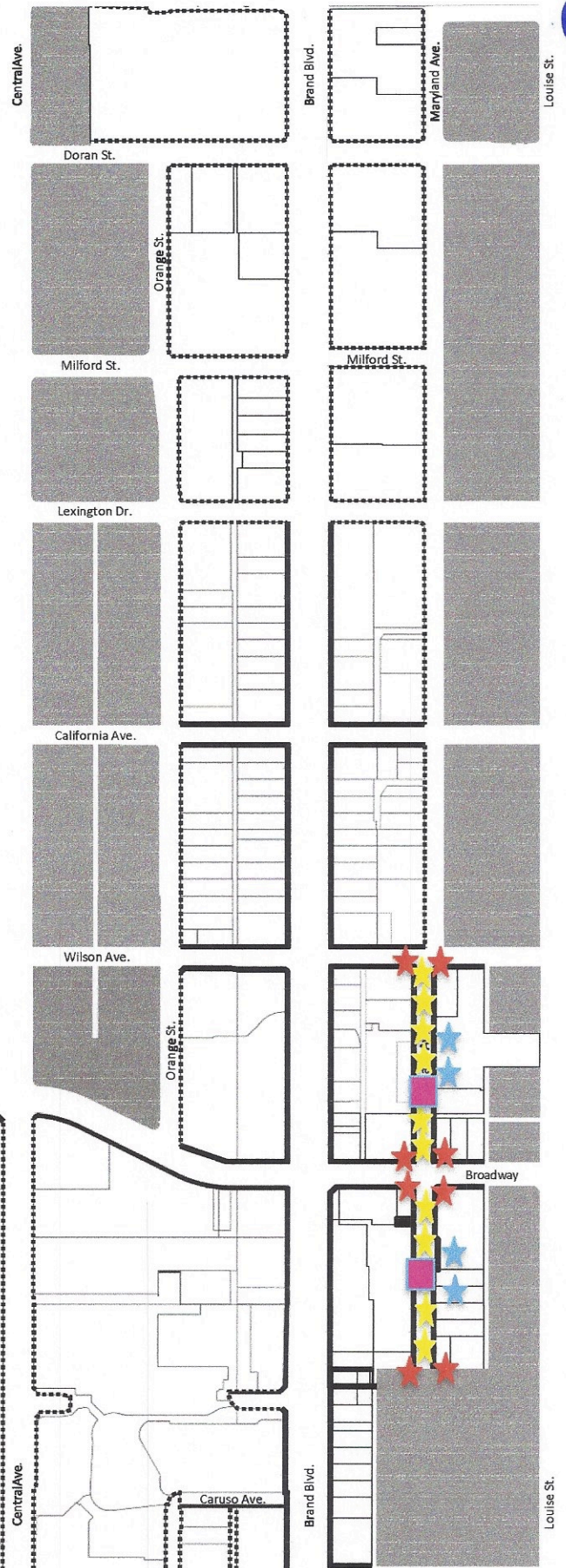
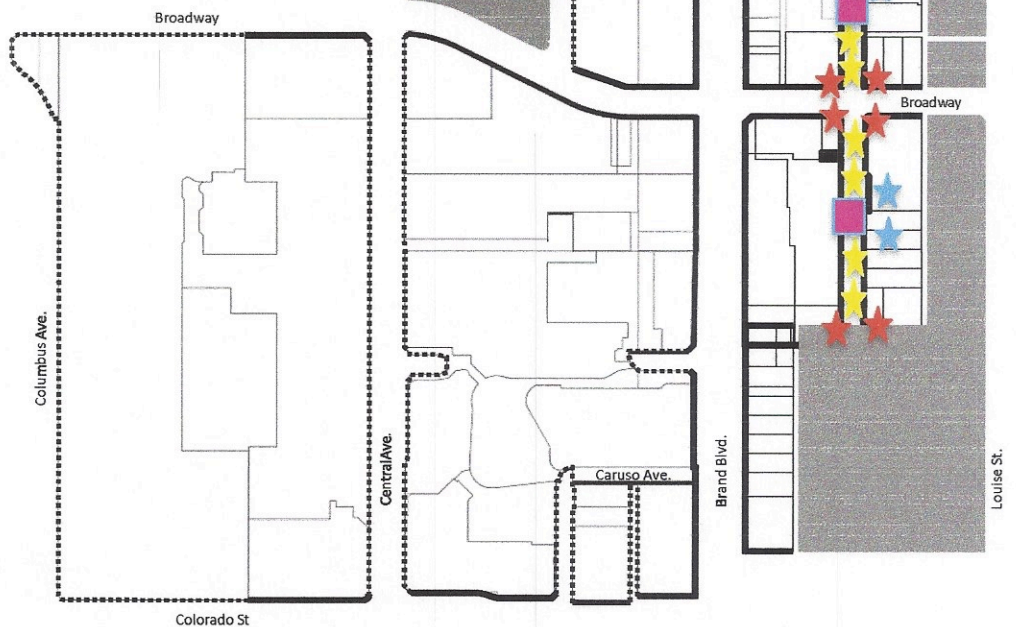
Improvements  
 to  
**Maryland Ave.**

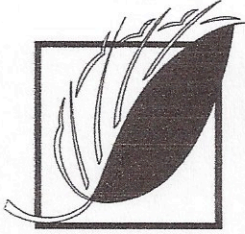


-  New LED Lights on Palm Trees
-  New Concrete Planters
-  New Table & Chairs
-  Spring Displays



Map created by New City America, Inc.





**PERRY & ASSOCIATES  
COLLABORATIVE**

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**Brand Boulevard Street Tree Plan for Wilson Avenue to California Avenue**

July 7, 2015

Bob Perry, Landscape Architect

This report summarizes a series of observations and recommendations regarding the street tree plantings along Brand Boulevard between Wilson and California Avenues in Glendale. A graphic plan and set of planting details have also been prepared to accompany this report.

The purpose of this effort is to identify tree-planting improvements that can be implemented during a single phase of work. This work would be implemented through a combined effort between the Downtown Glendale Association and the City to improve this section of Brand Boulevard.

**Background:**

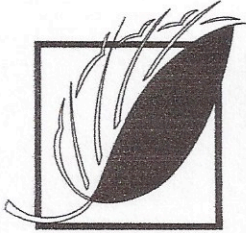
The City of Glendale has been in the process of replacing existing carrotwood trees along Brand Boulevard for several years. A schematic tree replacement plan prepared by the City in 2011 has guided this effort. Tree replacement is divided into phases with approximately 35 trees being removed and replaced each year. Currently, the street trees that exist along Brand Boulevard are a random mixture of new and old trees within each block.

**Observations:**

Previous field observations have noted problematic issues with the current tree replacement program. Replacement trees have not reflected the species types called out in the City plan; some trees are of questionable quality, and installation and staking practices have been sub-standard in various locations. Additionally, long-term supplemental watering practices appear to be absent, resulting in moisture stress and damage to many trees.

**Recommendations:**

A new plan is proposed by the Downtown Glendale Association to finish all of the street tree plantings between Wilson and California Avenues. This plan identifies existing trees to keep as well as which trees should be replaced. This plan is



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accompanied by planting details that specify the planting preparation and planting installation actions for this project. See the accompanying drawing and details of this program.

The intent of this program is to achieve a complete street tree planting for the entire City block between Wilson and California Avenues. It also incorporates responsibilities for the City to remove existing carrowwood trees and to prepare all planting holes per the attached detail. The Downtown Glendale Association would be responsible for purchasing the trees, adding new topsoil, installing, staking and watering the new trees upon planting and into the future. Eventual needs for pruning would also be the responsibility of the City.

Listed below are the species, sizes and quantities of trees to be removed and planted in this project:

16 Carrowwood Trees to be Removed

14 Existing Trees to be Retained

17 New Street Trees to be Installed, Including:

7 – 24" Box *Pinus canariensis* – Canary Island Pine

3 – 24" Box *Tipuana Tipu* – Tipu Tree

2 – 24" Box *Lagerstroemia indica* ‘Tuscarora’ – Grape Myrtle

5 – 24" Box *Gleditsia triacanthos* ‘Sunburst’ – Sunburst Honeylocust



BRAND BLVD CITY STREET TREE PLAN  
 COLORADO ST. TO GLENDALE BLVD.  
 CITY OF GLENDALE

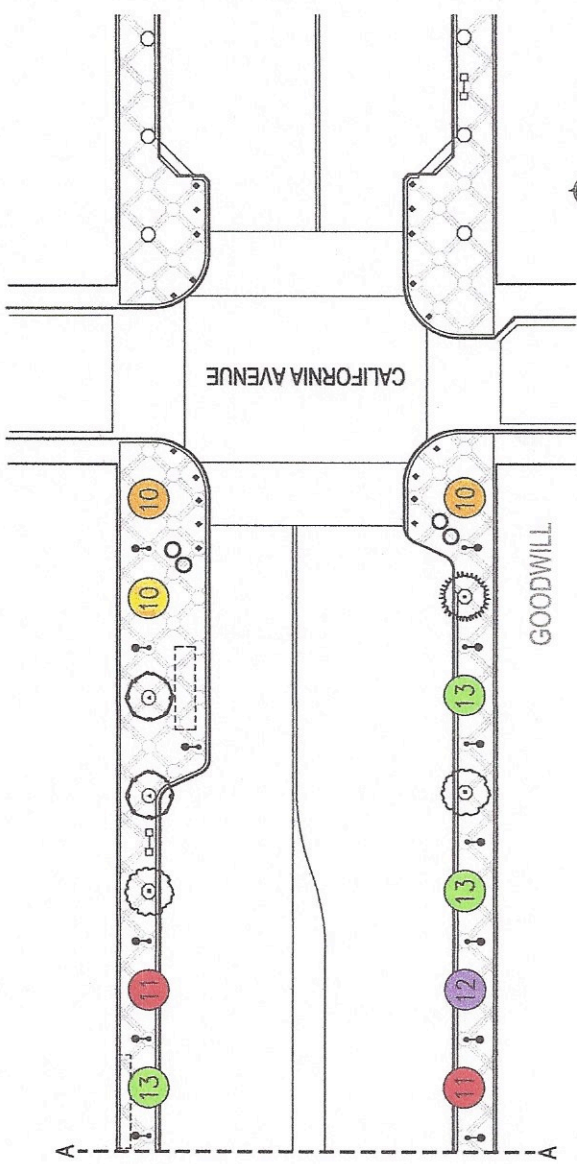
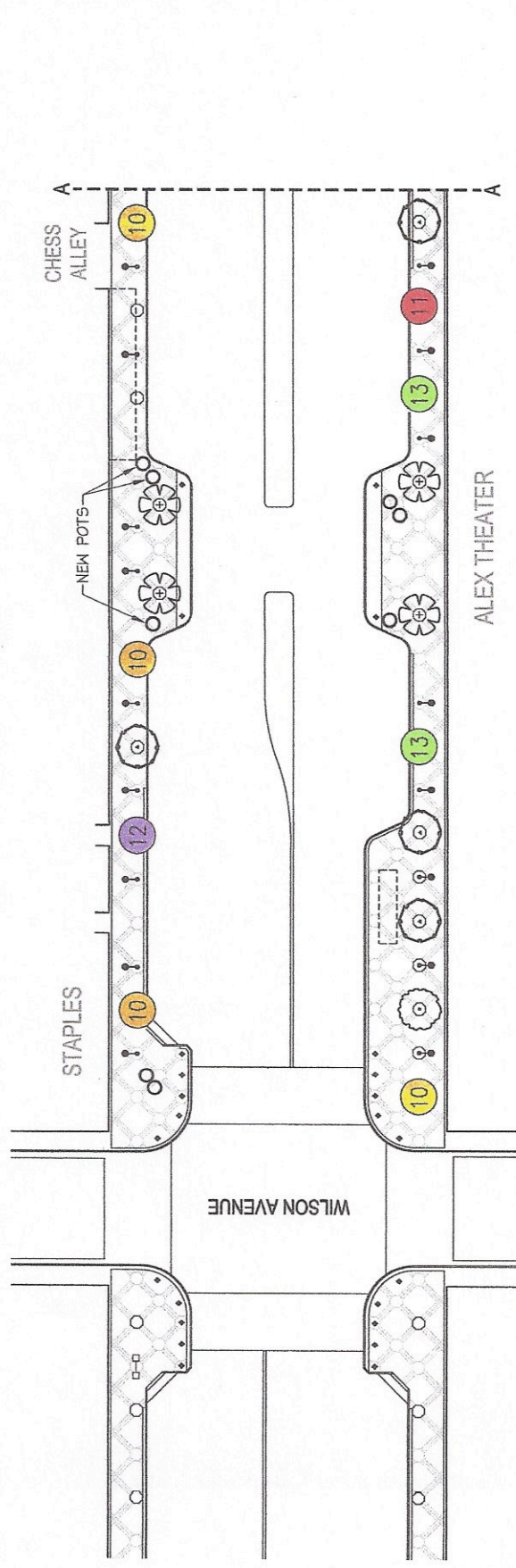
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DATE: 06/20/13  
 DRAWING: 2  
 DRAWING TITLE

DWGS: 010

DATE	REVISION #



TREE LEGEND

SYMBOL	BOTANIC NAME	COMMON NAME	QTY
	BRAHEA EDULIS	GUADALUPE PALM	4
	GINKGO BILOBA	MAIDENHAIR TREE	1
	PLATANUS BLOODGOOD	LONDON PLANE TREE	3
	SAPIUM SEBIFERUM	CHINESE TALLOW TREE	6
	PINUS CANARIENSIS	CANARY ISLAND PINE	7
	TIPUANA TIPU	TIPU TREE	3
	LAGERSTROEMIA TUSCARORA	TUSCARORA CRAPE MYRTLE	2
	GEDISIA T. 'SUNBURST'	SUNBURST HONEYLOCUST	5