

**Downtown Burbank Partnership
Meeting Agenda
June 11, 2020 9:00 AM**

Zoom Meeting Link:

<https://burbankca.zoom.us/j/94773844210?pwd=enZ0Q3BiQWovNVVYbHICZyt5QnNTUT09>

Meeting ID: 947 7384 4210

Password: 919426

A. ROLL CALL

B. ANNOUNCEMENTS

C. PUBLIC COMMENT

At this time, anyone may address the Board for up to five minutes on any matter related to the PBID.

D. RESPONSE TO PUBLIC COMMENT

At this time, any Board Member can respond to comments made by the public.

E. APPROVAL OF MINUTES

ACTION ITEM

Minutes for the March 5, 2020 Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of May 31, 2020 will be presented for approval.

G. Downtown Burbank Website Update

Staff from ANYONE Collective will share updates and information on the newly designed Downtown Burbank website, www.DTNBUR.com.

Staff Recommendation: Note and file.

H. City of Burbank Covid-19 Update and Recovery Plan

Staff will share the latest information on the City's response to the Coronavirus and update the Board on the approved Economic Development Recovery Plan.

Staff Recommendation: Note and file.

I. Downtown Burbank Event Update

Staff will update the Board on event programming for 2020.

Staff Recommendation: Note and file.

J. Downtown Burbank Holiday Decor

The Downtown Burbank Holiday Décor Subcommittee will submit a proposed Holiday Décor company to the Board for review and approval.

Staff Recommendation: Approve the proposed Holiday Décor company, and allow the Board Chair to sign a contract for services on behalf of the PBID after attorney review.

K. On-Going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$50,000 in funding from the PBID holding account to cover monthly ambassador fees for April and May of \$30,000, \$15,000 in marketing expenses, and administrative expenses of \$5,000. For a list of additional operational expenses, please see attached financial statements.

L. Future Agenda Items

Board Members and staff may introduce new items for discussion, but no action may take place at this time, except to place the item on a future agenda.

M. ADJOURNMENT: Next tentative meeting: July 2, 2020.

<u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u>	<u>Community Development Department</u> <u>Key Staff</u>
Michael Cusumano, Cusumano Real Estate Group, Chair James O'Neil, Crown Realty & Development Inc, Vice Chair Frank Gangi, Gangi Development, Treasurer Ted Slaughter, The Village Walk, Secretary Michael DeLeon, Burbank Town Center Christine Deschaine, Kennedy Wilson Judie Wilke, Asst. City Manager Patrick Prescott, Community Development Director Dominick Scarola, North End Pizzeria Brett Warner, Lee and Associates Parham Yedidsion, Evolution Strategic Partners LLC Barbara Holliday, Flappers Comedy Club (non-voting)	Simone McFarland, Asst. Community Development Director Business & Economic Development Marketing Manager/Public Information Officer Mary Hamzoian, Economic Development Manager Marissa Minor, Economic Development Analyst Erika DeLeon, Economic Development Analyst

The PBID Board is comprised of eleven members originally appointed by the City Council. Regular meetings are held monthly the first Thursday of the month unless otherwise agenized. The PBID Board's primary function is to conduct business for the revitalization, improvement and activities for Downtown Burbank. The agenda packet consisting of all documentation relating to agenda items are on file in the Economic Development Division of the Community Development Department located at 150 N. Third Street during normal business hours and will be posted on the Downtown Burbank Website: www.DTNBUR.com

This Downtown Burbank Partnership meeting is ADA accessible. In compliance with the Americans with Disabilities Act, if any special assistance is needed to participate in this meeting, please contact the ADA Coordinator at (818) 238-5021 voice or (818) 238-5035 TDD. Notification 48 hours in advance of this meeting will enable the City to make reasonable arrangements for special assistance.