

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

<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 June 11, 2020 Board meeting will be presented for approval.

**F. TREASURER'S REPORT**

**ACTION ITEM**

The Treasurer's report as of June 30, 2020 will be presented for approval.

**G. StreetPlus Update**

Staff from StreetPlus will update the Board on the Downtown Burbank Hospitality and Social Outreach Services program.

*Staff Recommendation: Note and file.*

**H. Budget Update**

Staff will give an update on the 2020 PBID Budget.

*Staff Recommendation: Note and file.*

**I. Downtown Burbank Holiday Décor**

**ACTION ITEM**

Staff will submit a revised Holiday Décor contract to the Board from The Christmas Light Guy Co. for review and approval.

*Staff Recommendation: Approve the contract from The Christmas Light Guy Co. in the annual amount of \$112,000, and allow the Board Chair to sign a contract for services on behalf of the PBID after attorney review.*

**J. Outdoor Dining Pilot Program**

**ACTION ITEM**

Staff will submit a communal outdoor parklet dining program and budget to the Board for review and approval.

*Staff Recommendation: Approve the proposed communal outdoor dining program and allocate funds to purchase materials to create, install, and maintain the communal dining areas.*

**K. On-Going Operational Issues**

**ACTION ITEM**

Staff will ask the Board to consider transferring \$90,000 in funding from the PBID holding account to cover monthly ambassador fees for June of \$15,000, \$40,000 in marketing expenses, parklet dining program expenses of \$30,000, 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.

- Street Performer Ordinance

**M. ADJOURNMENT: Next tentative meeting: August 6, 2020.**

<p align="center"><b><u>Downtown Burbank Partnership, Inc.</u></b> <b><u>Board Members</u></b></p>	<p align="center"><b><u>Community Development Department</u></b> <b><u>Key Staff</u></b></p>
<p>Michael Cusumano, Cusumano Real Estate Group, <b>Chair</b> James O’Neil, Crown Realty &amp; Development Inc, <b>Vice Chair</b> Frank Gangi, Gangi Development, <b>Treasurer</b> Ted Slaughter, The Village Walk, <b>Secretary</b> 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)</p>	<p>Simone McFarland, Asst. Community Development Director Business &amp; Economic Development Marketing Manager/Public Information Officer Mary Hamzoian, Economic Development Manager Marissa Minor, Economic Development Analyst Erika DeLeon, Economic Development Analyst Melissa Colasanto, Economic Development Analyst Teresa Mackey, Downtown Burbank Partnership Bookkeeper Bob Newman, StreetPlus Team Lead</p>

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 agenzized. 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](http://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.