

**Downtown Burbank Partnership
Meeting Agenda**

August 16, 2017 9:00 AM

City of Burbank, Community Services Building
150 North Third Street, Room 101 Burbank, CA 91502

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 July 20, 2017 meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of July 14, 2017 will be presented for approval.

G. AC Hotel Presentation

ACTION ITEM

Representatives from AC Hotels will present details of the proposed hotel development slated for 550 N. Third Street and request a letter of support from the Partnership.

H. Renewal Intercept Survey

ACTION ITEM

Staff will present information to the Board regarding intercept survey options as a part of the Downtown Burbank Renewal process.

I. Downtown Burbank Paseo Art and Mural Update

ACTION ITEM

Staff will present design renderings and pricing for art and mural programs in the Downtown paseos.

J. 150 E. Olive Ave. Property Discussion

ACTION ITEM

Staff will provide information and background to the Board on a property owner complaint and request for funding.

K. Downtown Burbank Car Classic Event Wrap-Up

Staff will present the 2017 Car Classic wrap-up to the Board for review.

L. On-going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$40,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$10,750 and

marketing consultant fees in the amount of \$3,390. For a list of additional operational expenses please see attached financial statements.

M. 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.

N. ADJOURNMENT: Next tentative meeting: September 7, 2017

<u>Downtown Burbank Partnership, Inc. Board Members</u>	<u>Community Development Department Key Staff</u>
Michael Cusumano, Cusumano Real Estate Group, Chair James O’Neil, Crown Realty & Development Inc, Vice Chair Michael Wilford, HW LLP, Treasurer Ted Slaughter, The Village Walk, Secretary Amy Brown, Burbank Town Center Justin Hess, Assistant City Manager Frank Gangi, Gangi Development Barbara Holliday, Flappers Comedy Club Patrick Prescott, Community Development Director Dominick Scarola, North End Pizzeria Brett Warner, Lee and Associates	Simone McFarland, Asst. Community Development Director Mary Hamzoian, Economic Development Manager Marissa Minor, Economic Development Analyst Robin Faulk, Downtown Marketing Consultant

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 that is a City holiday. In that case, the Board will meet the second or third Thursday. 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 facility is disabled 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.

**DOWNTOWN BURBANK P-BID BOARD MEETING
MINUTES FOR MEETING OF July 20, 2017**

9:00 A.M. - 10:00 A.M.

COMMUNITY SERVICES BUILDING
150 N. Third Street, First Floor, Room 104

Members Present: Michael Cusumano, Cusumano Real Estate Group, **Chair**
James O'Neill, Crown Realty & Development, **Vice Chair**
Ted Slaughter, The Village Walk **Secretary**
Michael Wilford, **Treasurer**
Amy Brown, The Burbank Town Center
Justin Hess, Assistant City Manager
Patrick Prescott, Community Development Director
Dominick Scarola, North End Pizzeria

Members Absent: Frank Gangi, Gangi Development
Barbara Holliday, Flappers Comedy Club
Brett Warner, Lee and Associates

Department Key Staff: Simone McFarland, Community Development Dept.
Mary Hamzoian, Community Development Dept.
Marissa Minor, Community Development Dept.

The Board meeting was called to order at 11:05 a.m., Thursday, July 20, 2017

A. Roll Call

B. Announcements: The following announcements were made by staff:

- The Boiling Crab opened for business on June 26, 2017
- The Burbank Town Center will be holding movie nights this summer in the former IKEA parking lot.
- The next Steering Committee meeting will be held on August 3, 2017
- The AC Hotel will be going to Planning Board for review in September 2017
- The property owner located at 150 E. Olive Ave. has expressed concerns regarding the MUD Paseo, staff will bring and update to the Board at the next meeting.
- Story Tavern will be holding a Cider Festival on August 27, 2017.

C. Public Comment

There were no members of the public present at this time.

D. Approval of Minutes

The minutes for the meetings of May 17, 2017 were presented for approval. Mike Wilford made a motion to approve the minutes as presented, seconded by Dominick Scarola; motion carried 8-0 with one abstention from Patrick Prescott.

E. Treasurer's Report

ACTION ITEM

The treasurer's report for July 14, 2017 was presented for approval by Mike Wilford. Mr. Wilford noted that the Board's current assets stand at \$350,231.72. Ted Slaughter made a motion to approve the report as presented, seconded by Jim O'Neil; motion carried 8-0.

F. Downtown Burbank Car Classic Event Production and Budget

Staff provided an update on the 6th Annual Downtown Burbank Car Classic which will be held on August 5th from 3PM to 9PM. As of July 19th, over 100 cars were registered. This year, staff is working with the Road Kings to help facilitate event registration and day of event activities. Due to some changes in the contract and the work that the Road Kings were able to provide, staff has taken on more of the logistical work; for that reason, the contract for event production was reduced to \$5,500; a cost savings of \$2,000. This year's event entertainment will feature DJ's playing music from various decades, and an awards ceremony honoring longtime Road King members: Bob Muravez and Jimmy Miles. The show's popular VIP block will feature vehicles from the Peterson Automotive Museum, The Television Motion Picture Car Club, Tesla, and The Burbank Historical Society.

Staff also reviewed the Car Classic budget and cost comparisons from 2015 to 2017. In 2017, the proposed cost of the Car Classic event is \$58,000, a potential cost decrease of \$7,000 from 2016.

G. Downtown Burbank Paseo Update

Staff updated the Board on the Paseo Improvement Program which is set to enliven the district adding art features and infrastructure upgrades. Benches and trash receptacles have been ordered for the paseos, and the capital improvement plans for the work are set to be approved the week of July 24th. Plans for paseo art and design work including budget and pricing for labor and materials will be provided to the Board for review at the next meeting.

H. Ongoing Operational Issues

ACTION ITEM

Staff asked the Board to consider transferring \$20,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$10,750 and marketing consultant fees in the amount of \$3,390. Additional operational expenses total \$5,860.00. For an itemized list, please refer to the PBID's financial statements. Michael Wilford made a motion for approval, seconded by Dominick Scarola; motion carried 8-0.

I. Future Agenda Items

Staff will bring back information to the Board on the upcoming Open Streets event as well as property owner concerns from 150 E. Olive Ave. The Board also requested a presentation from the proposed AC Hotel Project. These items will be reviewed at the August 2017 meeting.

J. Next Scheduled Meeting: August 9, 2017

Downtown Burbank Partnership, Inc.

Balance Sheet

As of August 11, 2017

Aug 11, 17

ASSETS

Current Assets

Checking/Savings

Checking account 10,627.87

City Treasurer 470,380.23

Money market 20,059.26

Total Checking/Savings 501,067.36

Total Current Assets 501,067.36

TOTAL ASSETS 501,067.36

LIABILITIES & EQUITY

Equity

Unrestrict (retained earnings) 656,110.59

Net Income -155,043.23

Total Equity 501,067.36

TOTAL LIABILITIES & EQUITY 501,067.36

Downtown Burbank Partnership, Inc.
Profit & Loss

January 1 through August 11, 2017

Jan 1 - Aug 11, 17

Ordinary Income/Expense

Income

Sponsorship	19,819.30
Interest	2,797.34
Assessments - Other properties	365,627.96

Total Income 388,244.60

Gross Profit 388,244.60

Expense

Promotional Sponsorship	50,000.00
State of California	10.00

Capital Improvements

Paseo Upgrade	2,100.00
Landscaping	23,900.00

Total Capital Improvements 26,000.00

Administrative & Other

District Renewal	18,228.00
Memberships	815.89
Accounting Services	350.00
Salaries & benefits	69,300.00
Insurance	8,749.00
Administrative & Other - Other	2,080.00

Total Administrative & Other 99,522.89

Events

Winter Wine Walk	495.00
Burbank Beer Festival	8,608.00
Downtown Burbank Car Classic	31,748.88
Downtown Fine Arts Fest	10,786.46

Total Events 51,638.34

Holiday Promotions

Ice Rink	18,239.01
Holiday Creative & Design	475.00
Holiday set-up & take-down	87,625.00

Total Holiday Promotions 106,339.01

Marketing and Promotions

District Advertising	7,675.00
Marketing Consultant Services	30,456.00
Marketing and Promotions - Other	10,715.06

Total Marketing and Promotions 48,846.06

Materials & Supplies

Reimbursements	391.34
Stationary	413.20
Newsletter	115.00
Website maintenance	698.73
Materials & Supplies - Other	156.88

Total Materials & Supplies 1,775.15

Downtown Burbank Partnership, Inc.
Profit & Loss

January 1 through August 11, 2017

Jan 1 - Aug 11, 17

Security & Maintenance	
Maintenance	159,156.38
Total Security & Maintenance	<u>159,156.38</u>
Total Expense	<u>543,287.83</u>
Net Ordinary Income	<u>-155,043.23</u>
Net Income	<u><u>-155,043.23</u></u>

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

January 1 through August 11, 2017

Date	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense				
Income				
Sponsorship				
01/05/2017	California Beer Festival	2016 Burbank Beer Festival Income	4,298.90	4,298.90
03/01/2017	KIND Snacks	KIND Snacks Ice Rlnk Sponsirship	12,000.00	16,298.90
04/11/2017		2017 Arts Festival Sponsorship: Options For Youth	485.20	16,784.10
04/11/2017		2017 Arts Festival Sponsorship: Options For Youth	485.20	17,269.30
04/21/2017	Sponsor - Arts Fest	2017 Arts Fest Booth Sponsor - NY Life	500.00	17,769.30
04/30/2017	Sponsor - Arts Fest	2017 Arts Festival Booth - Starlight	300.00	18,069.30
06/22/2017	Sponsor - Arts Fest	KIND Booth Sponsrship 2016	500.00	18,569.30
06/22/2017	Sponsorship - Car Classic	2016 Booth Sponsorship - Let's Make a Deal	500.00	19,069.30
06/22/2017	Sponsorship - Car Classic	2017 Booth Sponsorship - Let's Make a Deal	500.00	19,569.30
06/22/2017	Sponsorship - Car Classic	2017 Booth Sponsorship - LA Conservation Core	250.00	19,819.30
Total Sponsorship			19,819.30	19,819.30
Interest				
01/31/2017		Interest	7.63	7.63
01/31/2017	Interest Income	January 2017 Interest Income	611.14	618.77
02/28/2017		Interest	7.64	626.41
02/28/2017	Interest Income	February 2017 Interest Income	677.75	1,304.16
03/22/2017	Interest Income	March 2017 Interest Income	523.19	1,827.35
03/31/2017		Interest	6.90	1,834.25
04/30/2017		Interest	7.64	1,841.89
04/30/2017	Interest Income	April Interest Income	393.47	2,235.36
05/30/2017	Interest Income	May Interest Income	552.10	2,787.46
05/31/2017		Interest	7.40	2,794.86
07/31/2017		Interest	2.48	2,797.34
Total Interest			2,797.34	2,797.34
Assessments - Other properties				
01/31/2017	All Other Assessments	January 2017 Assessment Income	56,616.19	56,616.19
02/28/2017	All Other Assessments	February 2017 Assessment Income	26,024.52	82,640.71
03/22/2017	All Other Assessments	March 2017 Assessment Income	26,443.24	109,083.95
04/30/2017	All Other Assessments	April 2017 Assessment Income	172,122.87	281,206.82
05/31/2017	All Other Assessments	May 2017 Assessment Income	81,405.08	362,611.90

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

	Date	Name	Memo	Paid Amount	Balance
	January 1 through August 11, 2017				
	05/31/2017	City Treasurer Adjustment	APR'17 LEHMAN BROS SETTLEMENT PROCEEDS	138.99	362,750.89
	07/31/2017	All Other Assessments	July 2017 Assessment Income	2,877.07	365,627.96
Total Assessments - Other properties				365,627.96	365,627.96
Total Income				388,244.60	388,244.60
Gross Profit				388,244.60	388,244.60
Expense					
Promotional Sponsorship					
	04/21/2017	Flappers Comedy, LLC	Comedy Festival Sponsorship 2017	20,000.00	20,000.00
	07/10/2017	Burbank Film Festival	2017 Festival Sponsorship	30,000.00	50,000.00
Total Promotional Sponsorship				50,000.00	50,000.00
State of California					
	08/03/2017	Franchise Tax Board	Downtown Burbank 20-0364210 - 2016 Taxes	10.00	10.00
Total State of California				10.00	10.00
Capital Improvements					
Paseo Upgrade					
	07/10/2017	JMD Landscape	DTNBUR Paseo Construction Documents	2,100.00	2,100.00
Total Paseo Upgrade				2,100.00	2,100.00
Landscaping					
	02/27/2017		Landscape Maintenance Fees December and January	23,900.00	23,900.00
Total Landscaping				23,900.00	23,900.00
Total Capital Improvements				26,000.00	26,000.00
Administrative & Other					
District Renewal					
	05/12/2017	Civitas	May 2017 Monthly Fees - Invoice #3063	9,596.00	9,596.00
	07/10/2017	Civitas	June 2017 Monthly Fees - Invoice #3153	4,316.00	13,912.00
	07/10/2017	Civitas	July 2017 Monthly Fees - Invoice #3159	4,316.00	18,228.00
Total District Renewal				18,228.00	18,228.00
Memberships					
	02/01/2017		ICSC Membership Renewal - M. Hamzoian	100.00	100.00
	02/23/2017		2017 ICSC Flight - M. Hamzoian	156.87	256.87
	02/27/2017		State of the City Luncheon	180.00	436.87
	03/01/2017	ICSC	Membership Renewal - Mary Hamzoian #1282179	0.00	436.87
	03/01/2017	ICSC	For CHK 3668 voided on 03/15/2017	100.00	536.87

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

Date	Name	Memo	Paid Amount	Balance
03/15/2017	ICSC	For CHK 3668 voided on 03/15/2017	-100.00	436.87
04/10/2017		2017 ICSC Flight Fee: M. Hamzoian	24.03	460.90
04/28/2017		2017 ICSC Hotel: M. Hamzoian	304.99	765.89
05/23/2017		ICSC Registration	50.00	815.89
Total Memberships			815.89	815.89
Accounting Services				
05/02/2017	Turner, Warren, Hwang	Inv #29037 - 2016 1099 FormTax Preperation	350.00	350.00
Total Accounting Services			350.00	350.00
Salaries & benefits				
01/31/2017		January 2017 Salaries and Benefits	7,700.00	7,700.00
02/28/2017		February 2017 Salaries and Benefits	7,700.00	15,400.00
03/31/2017		Salaries and Benefits March 2017	7,700.00	23,100.00
03/31/2017		March 2017 Salaries and Benefits	7,700.00	30,800.00
04/30/2017		April 2017 Salaries and Benefits	7,700.00	38,500.00
05/31/2017		May 2017 Salaries and Benefits	7,700.00	46,200.00
06/30/2017		June 2017 Salaries and Benefits	7,700.00	53,900.00
07/31/2017		July 2017 Salaries and Benefits	7,700.00	61,600.00
08/11/2017		August 2017 Salaries and Benefits	7,700.00	69,300.00
Total Salaries & benefits			69,300.00	69,300.00
Insurance				
05/02/2017	Philadelphia Insurance	Non-Profit Pkg 2017 Renewal	3,884.00	3,884.00
05/02/2017	Philadelphia Insurance	Non-Profit Umbrella 2017 Renewal	616.00	4,500.00
05/02/2017	Philadelphia Insurance	Flexi-Plus Five 2017 Renewal	4,249.00	8,749.00
Total Insurance			8,749.00	8,749.00
Administrative & Other - Other				
07/10/2017	Civitas	2017 Tax Rolls Fee	2,080.00	2,080.00
Total Administrative & Other - Other			2,080.00	2,080.00
Total Administrative & Other			99,522.89	99,522.89
Events				
Winter Wine Walk				
05/12/2017	Stay Green Inc.	Arts Festival Street Cleaning 2016 - Invoice #94864	495.00	495.00
Total Winter Wine Walk			495.00	495.00
Burbank Beer Festival				

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

Date	Name	Memo	Paid Amount	Balance
January 1 through August 11, 2017				
03/01/2017	CBS RADIO	2016 Burbank Beer Festival Promotions	5,000.00	5,000.00
03/01/2017	Clear Channel Outdoor	Bus Shelter Ad's - 2016 Beer Festival	763.00	5,763.00
03/01/2017	iHeart Media	2016 Burbank Beer Festival Invoice: 1103547573	445.00	6,208.00
03/01/2017	iHeart Media	2016 Burbank Beer Festival Invoice: 1103547592	2,400.00	8,608.00
Total Burbank Beer Festival			8,608.00	8,608.00
Downtown Burbank Car Classic				
01/31/2017		2017 Downtown Burbank Car Classic Banner	125.00	125.00
01/31/2017		Police Services - 2016 Car Classic	5,807.23	5,932.23
05/02/2017	RuffHaus	2017 Car Classic	1,760.00	7,692.23
07/10/2017	RuffHaus	2017 Downtown Burbank Car Classic	1,275.00	8,967.23
07/10/2017	MetroMedia Technologies	2017 Burbank Car Classic OFM Shelters	332.53	9,299.76
07/10/2017	CBS RADIO, KRTH-FM	2017 Car Festival Promotions	3,999.99	13,299.75
07/10/2017	KRTH-FM Digital	2017 Car Classic Advertising	3,999.99	17,299.74
07/10/2017	Fric-Frac Productions, Inc.	VIP DJ Payment 1/2 2017	4,620.00	21,919.74
07/14/2017		Facebook Advertising - Car Classic	1,207.56	23,127.30
07/31/2017		Crown Awards - 2017 Car Classic	6.58	23,133.88
08/02/2017	Blanca Rose Laba	2017 Car Classic Balloons and Face Painting	800.00	23,933.88
08/02/2017	Fric-Frac Productions, Inc.	VIP DJ Payment 2/2 2017	4,620.00	28,553.88
08/02/2017	Ruth Villa	Chalk Artist - 2017 Car Classic	200.00	28,753.88
08/02/2017	Everardo Galvez	Chalk Artist - 2017 Car Classic	200.00	28,953.88
08/02/2017	Robin Cohen	DTN Car Classic Chalk	200.00	29,153.88
08/02/2017	RuffHaus	2017 Downtown Burbank Car Classic	695.00	29,848.88
08/02/2017	My Burbank, Inc.	Car Classic ad on myBurbank.com #17068	400.00	30,248.88
08/02/2017	LA Weekly	2017 Car Classic Invoice #D10110694	1,500.00	31,748.88
Total Downtown Burbank Car Classic			31,748.88	31,748.88
Downtown Fine Arts Fest				
01/31/2017		2017 Downtown Burbank Arts Fest Banner	125.00	125.00
01/31/2017		Police Services - 2016 Arts Festival	2,055.30	2,180.30
04/05/2017	RuffHaus	2017 Downtown Burbank Arts Fest	1,800.00	3,980.30
04/05/2017	MetroMedia Technologies	2017 Burbank Arts Festival OFM Shelters	332.20	4,312.50
04/21/2017	My Burbank, Inc.	Arts Fest ad on myBurbank.com #17031	285.00	4,597.50
05/02/2017	RuffHaus	2017 Arts Festival	90.00	4,687.50
05/02/2017	LA Weekly	2017 Arts Festival Invoice #DI0108392	500.00	5,187.50

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

Date	Name	Memo	Paid Amount	Balance
January 1 through August 11, 2017				
05/12/2017	Anderson Party Rentals	Invoice #26776 Arts Fest CTN Booths	1,167.58	6,355.08
05/12/2017	Anderson Party Rentals	Invoice #26972 Arts Fest Sponsor Booths	4,146.38	10,501.46
07/10/2017	Luigi Dubon	2017 Arts Festival Photography	285.00	10,786.46
Total Downtown Fine Arts Fest			10,786.46	10,786.46
Total Events			51,638.34	51,638.34
Holiday Promotions				
Ice Rink				
01/04/2017	Seaside Ice, LLC	2016 Ice Rink Pmt. 3/3	5,000.00	5,000.00
01/04/2017	My Burbank, Inc.	Ice Rink ad on myBurbank.com #16103	360.00	5,360.00
01/04/2017	AAA Flag & Banner	Invoice #208492 - DTNBUR Ice Rink Banners	1,051.58	6,411.58
01/04/2017	LA Weekly	2016 Ice Rink Invoice #DI0105578	1,000.00	7,411.58
01/04/2017	iHeart Media	2016 Ice Rink Advertising Invoice: 1029079684	693.00	8,104.58
02/27/2017		Ice Rink Power Expenses 2016	9,479.04	17,583.62
03/06/2017	AAA Flag & Banner	For CHK 3650 voided on 03/06/2017	-1,239.61	16,344.01
04/05/2017	Seaside Ice, LLC	2016 Ice Rink Sponsor Activation	1,895.00	18,239.01
Total Ice Rink			18,239.01	18,239.01
Holiday Creative & Design				
03/01/2017	RuffHaus	2016 Ice Rink Advertising	475.00	475.00
Total Holiday Creative & Design			475.00	475.00
Holiday set-up & take-down				
01/04/2017	Mobile Illumination, Inc.	4 GOBO Projection Units	2,625.00	2,625.00
03/01/2017	Mobile Illumination, Inc.	2016 Holiday Decor Balance	85,000.00	87,625.00
Total Holiday set-up & take-down			87,625.00	87,625.00
Total Holiday Promotions			106,339.01	106,339.01
Marketing and Promotions				
District Advertising				
01/04/2017	SEMC	Where Magazine Advertisement December 2016 #42520	1,925.00	1,925.00
03/01/2017	Burbank Chamber	Inv #10025 - Full Page ad for 2017 Guide to Burbank	1,900.00	3,825.00
04/21/2017	SEMC	Where Magazine Advertisement April 2017 #43985	1,925.00	5,750.00
08/02/2017	SEMC	Where Magazine Advertisement July 2017 #45222	1,925.00	7,675.00
Total District Advertising			7,675.00	7,675.00
Marketing Consultant Services				
03/01/2017	Robin Faulk	July 2016 Marketing Consultant Services	3,384.00	3,384.00

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

Date	Name	Memo	Paid Amount	Balance
January 1 through August 11, 2017				
03/01/2017	Robin Faulk	August 2016 Marketing Consultant Services	3,384.00	6,768.00
03/01/2017	Robin Faulk	September 2016 Marketing Consultant Services	3,384.00	10,152.00
03/01/2017	Robin Faulk	October 2016 Marketing Consultant Services	3,384.00	13,536.00
03/01/2017	Robin Faulk	November 2016 Marketing Consultant Services	3,384.00	16,920.00
03/01/2017	Robin Faulk	December 2016 Marketing Consultant Services	3,384.00	20,304.00
05/02/2017	Robin Faulk	January 2017 Marketing Consultant Services	3,384.00	23,688.00
05/02/2017	Robin Faulk	February 2017 Marketing Consultant Services	3,384.00	27,072.00
05/02/2017	Robin Faulk	March 2017 Marketing Consultant Services	3,384.00	30,456.00
Total Marketing Consultant Services			30,456.00	30,456.00
Marketing and Promotions - Other				
01/03/2017		January 2017 Facebook Marketing	509.96	509.96
02/01/2017		February 2017 Facebook Marketing	26.23	536.19
05/02/2017	RuffHaus	2016 Annual Report	6,750.00	7,286.19
05/02/2017	RuffHaus	DTN Marketing	455.00	7,741.19
05/12/2017	Burbank Printing	Annual Report Printing #35961	1,673.14	9,414.33
05/12/2017	Burbank Printing	Annual Report Printing #35960	268.73	9,683.06
07/10/2017	RuffHaus	2018 Event Sponsorship Brochure	650.00	10,333.06
07/28/2017		Animoto Monthly Maintenance Fee	42.00	10,375.06
08/02/2017	RuffHaus	2018 Event Sponsorship Brochure	340.00	10,715.06
Total Marketing and Promotions - Other			10,715.06	10,715.06
Total Marketing and Promotions			48,846.06	48,846.06
Materials & Supplies				
Reimbursements				
03/01/2017	Mary Hamzoian	Reimbursement for ICSC SoCal Parking	20.00	20.00
03/01/2017	Marissa Minor	Reimbursement for ICSC SoCal Parking	20.00	40.00
03/01/2017	Marissa Minor	Reimbursement for ICSC SoCal Mileage .535 x 16 Miles	8.56	48.56
03/01/2017	Mary Hamzoian	Reimbursement for ICSC SoCal Mileage .535 x 16 miles	8.56	57.12
07/10/2017	Mary Hamzoian	Reimbursement for ICSC Parking and Transportation	136.22	193.34
07/10/2017	Mary Hamzoian	Reimbursement for ICSC Meals	198.00	391.34
Total Reimbursements			391.34	391.34
Stationary				
01/31/2017		New Account Checks, Deposit Stamp	413.20	413.20
Total Stationary			413.20	413.20

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

	Date	Name	Memo	Paid Amount	Balance
Newsletter					
	01/30/2017		January 2017 Newsletter Fees	15.00	15.00
	02/28/2017		February 2017 Newsletter Fees	15.00	30.00
	03/28/2017		March 2017 Newsletter Fees	15.00	45.00
	04/26/2017		April 2017 Newsletter Fees	15.00	60.00
	05/26/2017		May 2017 Monthly Newsletter Fee	15.00	75.00
	06/28/2017		June 2017 Monthly Newsletter Fees	20.00	95.00
	07/28/2017		July 2017 Monthly Newsletter Fee	20.00	115.00
Total Newsletter				115.00	115.00
Website maintenance					
	03/03/2017		Website Domain Renewal	64.68	64.68
	04/05/2017		Domian Purchase	71.88	136.56
	05/30/2017		GoDaddy Updates	14.17	150.73
	07/10/2017		WP Engine Website Maintinace	49.00	199.73
	07/12/2017		Casr Classic Website Updates	450.00	649.73
	07/24/2017		Website Updates	49.00	698.73
Total Website maintenance				698.73	698.73
Materials & Supplies - Other					
	01/17/2017		IPad Case and Keyboard	52.13	52.13
	05/28/2017		Presentation Folders for ICSC	104.75	156.88
Total Materials & Supplies - Other				156.88	156.88
Total Materials & Supplies				1,775.15	1,775.15
Security & Maintenance					
Maintenance					
	01/04/2017	Landscape Forms, Inc.	LF Order 222342 - Bins & Benches	68,310.31	68,310.31
	03/01/2017	Mobile Illumination, Inc.	MUD Paseo Lighting Deposit	8,080.05	76,390.36
	03/30/2017		Landscape Maintenance Fees February and March	22,700.00	99,090.36
	03/31/2017		Utility Fees	12.66	99,103.02
	04/30/2017		April 2017 Maintenance Services	11,950.00	111,053.02
	05/17/2017	A.S.D. Interiors	Phase 1: Paseo Design Development	4,250.00	115,303.02
	05/31/2017		May 2017 Maintenance Services	11,950.00	127,253.02
	05/31/2017		Utility Fees	12.66	127,265.68
	06/28/2017		Utility Fees	12.69	127,278.37

3:31 PM
 08/11/17
 Cash Basis

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

		January 1 through August 11, 2017			
Date	Name	Memo	Paid Amount	Balance	
06/30/2017		June 2017 Maintinace Services	11,950.00	139,228.37	
07/10/2017	Mobile Illumination, Inc.	Lighting Bracket Work - DTNBUR	7,820.00	147,048.37	
07/10/2017	Stay Green Inc.	Pot Replacement Invoice #95020	145.00	147,193.37	
07/30/2017		utility	13.01	147,206.38	
08/11/2017		July 2017 Maintinace Services	11,950.00	159,156.38	
	Total Maintenance		159,156.38	159,156.38	
	Total Security & Maintenance		159,156.38	159,156.38	
	Total Expense		543,287.83	543,287.83	
	Net Ordinary Income		-155,043.23	-155,043.23	
	Net Income		-155,043.23	-155,043.23	