

**Downtown Burbank Partnership  
Meeting Agenda**

**October 5, 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 September 7, 2017 meeting will be presented for approval.

**F. TREASURER'S REPORT**

**ACTION ITEM**

The Treasurer's report as of September 31, 2017 will be presented for approval.

**G. 150 E. Olive Ave. Property Discussion**

**ACTION ITEM**

Staff will provide an update to the Board on a property owner complaint.

**H. Burbank Development Design Standards Discussion**

**ACTION ITEM**

Staff will discuss design standards with the Board to help them determine what makes Downtown a better neighborhood.

**I. Burbank Beer Festival and Wine Walk Event Updates**

Staff will update the Board on the upcoming Burbank Beer Festival and Winter Wine Walk.

**J. Downtown Burbank Car Classic Event Wrap-Up**

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

**K. On-going Operational Issues**

**ACTION ITEM**

Staff will ask the Board to consider transferring \$150,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$10,750, pre-approved district Paseo lighting and design enhancement expenses in the amount of \$70,000 and marketing consultant fees in the amount of \$17,000. 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: November 2, 2017**

<b><u>Downtown Burbank Partnership, Inc. Board Members</u></b>	<b><u>Community Development Department Key Staff</u></b>
Michael Cusumano, Cusumano Real Estate Group, <b>Chair</b> James O’Neil, Crown Realty & Development Inc, <b>Vice Chair</b> Michael Wilford, HW LLP, <b>Treasurer</b> Ted Slaughter, The Village Walk, <b>Secretary</b> 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](http://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 September 7, 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**  
Amy Brown, The Burbank Town Center  
Frank Gangi, Gangi Development  
Barbara Holliday, Flappers Comedy Club  
Patrick Prescott, Community Development Director

Members Absent: Michael Wilford, **Treasurer**  
Justin Hess, Assistant City Manager  
Dominick Scarola, North End Pizzeria  
Brett Warner, Lee and Associates

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

The Board meeting was called to order at 9:09 a.m., Thursday September 7, 2017.

**A. Roll Call**

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

- The State of the City will be taking place at the Burbank Airport Marriott on October 25<sup>th</sup>, please let staff know if you would like to attend;
- The Burbank International Film Festival is underway and will run through September 10th; and
- The second Annual Winter Wine Walk will be held on Saturday, November 18th. Additional information will be brought back at next month's meeting.

**C. Public Comment**

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

**D. Approval of Minutes**

The minutes for the meeting of August 16, 2017 were presented for approval. Ted Slaughter made a motion to approve the minutes as presented, seconded by Patrick Prescott; motion carried 6-0.

**E. Treasurer's Report**

**ACTION ITEM**

The report was moved to the next meeting so that Treasurer Michael Wilford would be present to report.

**F. LA Terra Presentation**

**ACTION ITEM**

This presentation was tabled to a later meeting after which time the Board can discuss a list of criteria to better review and approve development projects in Downtown Burbank.

**G. Burbank Community YMCA Turkey Trot**

**ACTION ITEM**

Mary Cutone from the Burbank Community YMCA addressed the Board requesting a sponsorship of \$15,000 for the annual Turkey Trot event. The annual event is held on Thanksgiving in Downtown Burbank and hosts more than 2,500 runners, 49% of which live in Burbank. The Board agreed to approve a \$15,000 sponsorship to The Burbank Community YMCA for this event, with the stipulation that staff work with the YMCA to develop more opportunities for merchants to benefit from event attendees prior to or after the event. The Board also requested to be notified of the request for sponsorship earlier in the future. Ted Slaughter made a motion to approve the \$15,000 with this instruction, seconded by Frank Gangi; motion carried 6-0.

**H. Buxton Update and Proposal**

**ACTION ITEM**

Cheyenne Robinson and Matt Tate from the retail analysis and recruitment firm Buxton Co. presented a wrap-up to the Board of the 2016 partnership and recruitment efforts for Downtown Burbank. During the last year, Buxton has assisted staff with outreach and assistance to over twenty targeted district retailers resulting in several meetings and future opportunities. Buxton also presented two new opportunities to the Board for a 2017-18 contract. The Board discussed the importance of continuing aggressive efforts to recruit retailers to Downtown, specifically with the mall renovation underway. The Board also understood that retail recruitment takes time, and one year with Buxton was not enough. Frank Gangi made a motion to approve a one-year \$50,000 contract to assist in the recruitment and outreach of an additional 20 retailers, seconded by Jim O'Neil; motion carried 6-0.

**I. Burbank Beer Festival Event Contract Renewal**

**ACTION ITEM**

Staff presented a contract to partner with the California Beer Festival to produce the 2017 Burbank Beer Festival. The event is scheduled to take place on Saturday, October 21, 2017 and will once again feature two ticketed tasting sessions, a free fall street fair and live entertainment. Staff also updated the Board on changes that would take place for the 2017 event including new restroom placement, adding a beer tasting block on San Fernando between Olive Ave. and Angeleno Ave. and cutting back on some of the street performers that are hired so as not to create cacophonous noise. With these event conditions, Ted Slaughter made a motion to approve the 2017 Beer Festival Contract, seconded by Frank Gangi; motion carried 6-0.

**J. Homeless Steering Committee: Business/Owner Nominations ACTION ITEM**

Marcos Gonzales from the City's Community Development Department addressed the Board with a request to nominate two business or property owner volunteers that would serve on the Homeless Steering Committee for the City. The Committee will meet monthly through January 2018 to develop a Homelessness Plan tailored to the

needs of the City of Burbank. Frank Gangi volunteered to serve on the committee as a property owner and Ted Slaughter noted that his son or daughter, whom are both local business owners may be interested in serving. As a backup, the Board noted that Dominick Scarola who was absent from today's meeting may also be willing to serve. Jim O'Neil made a motion to approve the nominations to the City's Homelessness Committee, seconded by Amy Brown; motion carried 7-0. *Barbara Holliday arrived during this agenda item.*

**K. Downtown Burbank Car Classic Event Wrap-Up**

An update on the Downtown Burbank Car Classic was tabled to the September meeting in the interest of time.

**L. Ongoing Operational Issues**

**ACTION ITEM**

Staff asked the Board to consider transferring \$50,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$10,750, Burbank Beer Festival Seed Funding in the Amount of \$30,000, and marketing consultant fees in the amount of \$3,390. For an itemized list, please refer to the PBID's financial statements. Jim O'Neil made a motion for approval, seconded by Ted Slaughter; motion carried 7-0.

**M. Future Agenda Items**

A wrap up of the 2017 Downtown Burbank Car Classic will be presented at the next meeting.

**N. Next Scheduled Meeting: October 5, 2017**

**Downtown Burbank Partnership, Inc.**  
**Balance Sheet**

**DRAFT**

**As of September 29, 2017**  
**Sep 29, 17**

**ASSETS**

**Current Assets**

**Checking/Savings**

Checking account 15,074.19

City Treasurer 440,149.60

Money market 20,059.26

**Total Checking/Savings** 475,283.05

**Total Current Assets** 475,283.05

**TOTAL ASSETS** 475,283.05

**LIABILITIES & EQUITY**

**Equity**

Unrestrict (retained earnings) 656,110.59

Net Income -180,827.54

**Total Equity** 475,283.05

**TOTAL LIABILITIES & EQUITY** 475,283.05

**Downtown Burbank Partnership, Inc.**  
**Profit & Loss**

**DRAFT**

January 1 through September 29, 2017

Jan 1 - Sep 29, 17

Ordinary Income/Expense

Income

Sponsorship	30,673.89
Interest	-3,191.99
Assessments - City & Agency	22,000.00
Assessments - Other properties	365,627.96

Total Income 415,109.86

Gross Profit 415,109.86

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	<u>26,000.00</u>

Administrative & Other

District Renewal	26,860.00
Memberships	2,168.06
Accounting Services	2,500.00
Salaries & benefits	61,600.00
Insurance	8,749.00
Administrative & Other - Other	2,080.00

Total Administrative & Other 103,957.06

Events

Winter Wine Walk	495.00
Burbank Beer Festival	11,974.67
Downtown Burbank Car Classic	53,150.46
Downtown Fine Arts Fest	12,751.46

Total Events 78,371.59

Holiday Promotions

Ice Rink	18,921.86
Holiday Creative & Design	475.00
Holiday set-up & take-down	87,625.00

Total Holiday Promotions 107,021.86

Marketing and Promotions

District Advertising	7,675.00
Marketing Consultant Services	30,456.00
Marketing and Promotions - Other	11,892.48

Total Marketing and Promotions 50,023.48

Materials & Supplies

Reimbursements	-1,926.66
Stationary	413.20
Newsletter	135.00
Website maintenance	1,075.36
Materials & Supplies - Other	156.88

**Downtown Burbank Partnership, Inc.**  
**Profit & Loss**

**DRAFT**

**January 1 through September 29, 2017**

**Jan 1 - Sep 29, 17**

<b>Total Materials &amp; Supplies</b>	<b>-146.22</b>
<b>Security &amp; Maintenance</b>	
<b>Maintenance</b>	<b>180,699.63</b>
<b>Total Security &amp; Maintenance</b>	<b>180,699.63</b>
<b>Total Expense</b>	<b>595,937.40</b>
<b>Net Ordinary Income</b>	<b>-180,827.54</b>
<b>Net Income</b>	<b>-180,827.54</b>



**Downtown Burbank Partnership, Inc.**  
**Profit & Loss Detail**

January 1 through September 29, 2017

Ordinary Income/Expense	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
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 RInk Sponsorship	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
	08/01/2017	Sponsorship - Car Classic	Car Show Sponsor Fee - AP Marketing	873.30	20,692.60
	08/13/2017	Sponsorship - Car Classic	Car Show Sponsor Fee - Colony Theater Group	23.97	20,716.57
	08/13/2017	Sponsorship - Car Classic	Car Show Sponsor Fee - Burning Rubber	485.20	21,201.77
	08/13/2017	Sponsorship - Car Classic	Car Show Sponsor Fee - Perry White	291.00	21,492.77
	08/23/2017	Car Show Applicants	5 Car Show Applicants	125.00	21,617.77
	08/23/2017	Car Show Applicants	16 Car Show Applicants	435.00	22,052.77
	08/23/2017	Car Show Applicants	1 Car Show Applicant	35.00	22,087.77
	08/23/2017	Car Show Applicants	1 Car Show Applicant	35.00	22,122.77
	08/23/2017	Sponsorship - Car Classic	1 Car Show Non-Profit Booth Sponsor	250.00	22,372.77
	08/23/2017	Car Show Applicants	Day of Registration and T-Shirt Sales	923.00	23,295.77
	08/23/2017	Sponsorship - Car Classic	Car Classic T-Shirt Sponsor - Story Tavern	1,000.00	24,295.77
	08/23/2017	Sponsorship - Car Classic	Car Classic Booth - Dollar Tree	500.00	24,795.77
	08/23/2017	Sponsorship - Car Classic	Car Classic Booth - 360 Remodeling	500.00	25,295.77
	08/23/2017	Sponsorship - Car Classic	Car Classic Booth - Beach Coast Insurance	300.00	25,595.77
	08/23/2017	Sponsorship - Car Classic	Car Classic T-Shirt Sponsor - Community Chevrolet	1,000.00	26,595.77
	08/23/2017	Sponsorship - Car Classic	Car Classic Booth - Great Destinations	500.00	27,095.77
	08/23/2017	Car Show Applicants	20 Car Show Applicants	500.00	27,595.77
	08/23/2017	Car Show Applicants	1 Car Show Applicant and 2 T Shirts	61.00	27,656.77
	08/23/2017	Car Show Applicants	4 Car Show Applications	100.00	27,756.77
	08/23/2017	Car Show Applicants	4 Car Show Applications and 1 T Shirt	118.00	27,874.77

**Downtown Burbank Partnership, Inc.**  
**Profit & Loss Detail**

January 1 through September 29, 2017

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
	08/23/2017	Car Show Applicants	3 Car Show Applications and 3 T Shirts	129.00	28,003.77
	08/23/2017	Car Show Applicants	8 Car Show Applications	200.00	28,203.77
	08/23/2017	Car Show Applicants	4 Car Show Applications and 4 T Shirts	160.00	28,363.77
	08/23/2017	Car Show Applicants	52 Car Show Applications	1,300.00	29,663.77
	08/23/2017	Car Show Applicants	41 Car Show Applications and Shirts (Via Eventbrite)	991.00	30,654.77
	08/25/2017	Sponsorship - Car Classic	Square ACH Credit	19.12	30,673.89
Total Sponsorship				<u>30,673.89</u>	<u>30,673.89</u>
<b>Interest</b>					
	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
	05/29/2017		May 2017 Interest Income	541.82	2,777.18
	05/30/2017	Interest Income	May Interest Income	552.10	3,329.28
	05/31/2017		Interest	7.40	3,336.68
	06/26/2017		GASB 31 MARKET VALUE ADJUSTMENT FOR 16/17	-7,117.30	-3,780.62
	06/26/2017		June 2017 Interest Income	573.05	-3,207.57
	07/31/2017		Interest	2.48	-3,205.09
	08/31/2017		Interest	13.10	-3,191.99
Total Interest				<u>-3,191.99</u>	<u>-3,191.99</u>
<b>Assessments - City &amp; Agency</b>					
	06/30/2017	All Other Assessments	2017 Assessment Income	<u>22,000.00</u>	<u>22,000.00</u>
Total Assessments - City & Agency				<u>22,000.00</u>	<u>22,000.00</u>
<b>Assessments - Other properties</b>					
	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**

January 1 through September 29, 2017

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
	05/31/2017	City Treasurer Adjustment	ALLOCATE APR'17 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				<u>365,627.96</u>	<u>365,627.96</u>
Total Income				<u>415,109.86</u>	<u>415,109.86</u>
Gross Profit				415,109.86	415,109.86
<b>Expense</b>					
<b>Promotional Sponsorship</b>					
	04/21/2017	Flappers Comedy, LLC	Comedy Festival Sponsorship 2017	20,000.00	20,000.00
	07/10/2017	Burbank International Film Festival	2017 Festival Sponsorship	30,000.00	50,000.00
Total Promotional Sponsorship				<u>50,000.00</u>	<u>50,000.00</u>
<b>State of California</b>					
	08/03/2017	Franchise Tax Board	Downtown Burbank 20-0364210 - 2016 Taxes	10.00	10.00
Total State of California				<u>10.00</u>	<u>10.00</u>
<b>Capital Improvements</b>					
<b>Paseo Upgrade</b>					
	07/10/2017	JMD Landscape Architecture	DTNBUR Paseo Construction Documents	2,100.00	2,100.00
Total Paseo Upgrade				<u>2,100.00</u>	<u>2,100.00</u>
<b>Landscaping</b>					
	02/27/2017		Landscape Maintenance Fees December and January	23,900.00	23,900.00
Total Landscaping				<u>23,900.00</u>	<u>23,900.00</u>
Total Capital Improvements				<u>26,000.00</u>	<u>26,000.00</u>
<b>Administrative &amp; Other</b>					
<b>District Renewal</b>					
	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
	09/29/2017	Civitas	Monthly Renewal Expenses - August 2017	4,316.00	22,544.00
	09/29/2017	Civitas	Monthly Renewal Expenses - September 2017	4,316.00	26,860.00
Total District Renewal				<u>26,860.00</u>	<u>26,860.00</u>
<b>Memberships</b>					
	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

**Downtown Burbank Partnership, Inc.**  
**Profit & Loss Detail**

January 1 through September 29, 2017

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
	03/01/2017	International Council of Shopping Centers	Membership Renewal - Mary Hamzoian #1282179	0.00	436.87
	03/01/2017	International Council of Shopping Centers	For CHK 3668 voided on 03/15/2017	100.00	536.87
	03/15/2017	International Council of Shopping Centers	Reverse of GJE 507 -- 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
	08/21/2017		ICSC SoCal Registration	700.00	1,515.89
	08/25/2017		Transportation ICSC - M. Hamzoian	60.78	1,576.67
	08/25/2017		Hotel - ICSC	291.39	1,868.06
	09/29/2017	International Downtown Association	Renewal of Membership for 2015- M. Hamzoian	300.00	2,168.06
Total Memberships				2,168.06	2,168.06
<b>Accounting Services</b>					
	05/02/2017	Turner, Warren, Hwang & Conrad	Inv #29037 - 2016 1099 FormTax Preperation	350.00	350.00
	09/29/2017	Turner, Warren, Hwang & Conrad	Inv #30072 - 2016 Tax Preperation	2,150.00	2,500.00
Total Accounting Services				2,500.00	2,500.00
<b>Salaries &amp; benefits</b>					
	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
	06/30/2017		June 2017 Salaries and Benefits	7,700.00	46,200.00
	07/31/2017		July 2017 Salaries and Benefits	7,700.00	53,900.00
	08/11/2017		August 2017 Salaries and Benefits	7,700.00	61,600.00
Total Salaries & benefits				61,600.00	61,600.00
<b>Insurance</b>					
	05/02/2017	Philadelelphia Insurance Companies	Non-Profit Pkg 2017 Renewal	3,884.00	3,884.00
	05/02/2017	Philadelelphia Insurance Companies	Non-Profit Umbrella 2017 Renewal	616.00	4,500.00
	05/02/2017	Philadelelphia Insurance Companies	Flexi-Plus Five 2017 Renewal	4,249.00	8,749.00
Total Insurance				8,749.00	8,749.00
<b>Administrative &amp; Other - Other</b>					
	07/10/2017	Civitas	2017 Tax Rolls Fee	2,080.00	2,080.00
Total Administrative & Other - Other				2,080.00	2,080.00

**Downtown Burbank Partnership, Inc.**  
**Profit & Loss Detail**

January 1 through September 29, 2017

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
Total Administrative & Other				103,957.06	103,957.06
<b>Events</b>					
<b>Winter Wine Walk</b>					
	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
<b>Burbank Beer Festival</b>					
	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
	09/06/2017	Twin Valet Parking	2016 Burbank Beer Festival Shuttle Invoice	1,620.00	10,228.00
	09/29/2017	MetroMedia Technologies Inc.	2017 Burbank Beer Fest OFM Shelters	296.17	10,524.17
	09/29/2017	RuffHaus	2017 Downtown Burbank Beer Festival	1,450.50	11,974.67
Total Burbank Beer Festival				11,974.67	11,974.67
<b>Downtown Burbank Car Classic</b>					
	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 Inc.	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

**Downtown Burbank Partnership, Inc.**  
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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
08/07/2017		Car Show Award Plaque	33.20	31,782.08
08/24/2017	Arlou Somo	2017 DTN Car Classic Chalk	200.00	31,982.08
09/06/2017	Robin Faulk	Car Classic Reimbursement - Incidental	87.39	32,069.47
09/06/2017	Luigi Dubon	2017 Car Classic Photography	400.00	32,469.47
09/06/2017	Dave Lindsay	#17331 - 2017 SoCal Car Culture Banner Ad	150.00	32,619.47
09/06/2017	American Pin Co.	2017 Car Classic Awards	383.68	33,003.15
09/06/2017	Stay Green Inc.	Car Classic Event Clean-Up Invoice #98712	1,620.00	34,623.15
09/06/2017	The Road Kings of Burbank	2017 Car Classic Event Production Assistance	5,500.00	40,123.15
09/29/2017	The Corporate Gift Service	2017 Car Classic T-Shirts - #24816	4,173.51	44,296.66
09/29/2017	Anderson Party Rentals, Inc.	Invoice #27153 - 2017 Car Show	8,853.80	53,150.46
Total Downtown Burbank Car Classic			53,150.46	53,150.46
<b>Downtown Fine Arts Fest</b>				
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 Inc.	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
05/12/2017	Anderson Party Rentals, Inc.	Invoice #26776 Arts Fest CTN Booths	1,167.58	6,355.08
05/12/2017	Anderson Party Rentals, Inc.	Invoice #26972 Arts Fest Sponsor Booths	4,146.38	10,501.46
06/26/2017		ARTS FESTIVAL POLICE SVCS 4/29 & 4/30/17	1,965.00	12,466.46
07/10/2017	Luigi Dubon	2017 Arts Festival Photography	285.00	12,751.46
Total Downtown Fine Arts Fest			12,751.46	12,751.46
Total Events			78,371.59	78,371.59
<b>Holiday Promotions</b>				
<b>Ice Rink</b>				
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

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	03/06/2017	AAA Flag & Banner	Reverse of GJE 506 -- 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
	09/29/2017	United Site Services	2017 Car Classic - Restroom Rental	682.85	18,921.86
Total Ice Rink				18,921.86	18,921.86
<b>Holiday Creative &amp; Design</b>					
	03/01/2017	RuffHaus	2016 Ice Rink Advertising	475.00	475.00
Total Holiday Creative & Design				475.00	475.00
<b>Holiday set-up &amp; take-down</b>					
	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				107,021.86	107,021.86
<b>Marketing and Promotions</b>					
<b>District Advertising</b>					
	01/04/2017	Southern California Media Group	Where Magazine Advertisement December 2016 #42520	1,925.00	1,925.00
	03/01/2017	Burbank Chamber of Commerce	Inv #10025 - Full Page ad for 2017 Guide to Burbank	1,900.00	3,825.00
	04/21/2017	Southern California Media Group	Where Magazine Advertisement April 2017 #43985	1,925.00	5,750.00
	08/02/2017	Southern California Media Group	Where Magazine Advertisement July 2017 #45222	1,925.00	7,675.00
Total District Advertising				7,675.00	7,675.00
<b>Marketing Consultant Services</b>					
	03/01/2017	Robin Faulk	July 2016 Marketing Consultant Services	3,384.00	3,384.00
	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
<b>Marketing and Promotions - Other</b>					
	01/03/2017		January 2017 Facebook Marketing	509.96	509.96
	02/01/2017		February 2017 Facebook Marketing	26.23	536.19

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	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 Maintinace Fee	42.00	10,375.06
	08/01/2017		DTNBUR Facebook Advertising	662.92	11,037.98
	08/02/2017	RuffHaus	2018 Event Sponsorship Brochure	340.00	11,377.98
	08/28/2017		Animoto Video Editing Monthly Service Fee	42.00	11,419.98
	09/29/2017	RuffHaus	2017 BIFF Ad and Email Blast	472.50	11,892.48
				<u>11,892.48</u>	<u>11,892.48</u>
Total Marketing and Promotions - Other				11,892.48	11,892.48
Total Marketing and Promotions				50,023.48	50,023.48
<b>Materials &amp; Supplies</b>					
<b>Reimbursements</b>					
	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
	08/23/2017	reimbursement	Ad Reimbursement for Bus Shelters	-2,318.00	-1,926.66
				<u>-1,926.66</u>	<u>-1,926.66</u>
Total Reimbursements				-1,926.66	-1,926.66
<b>Stationary</b>					
	01/31/2017		New Account Checks, Deposit Stamp, and Deposit Slips	413.20	413.20
				<u>413.20</u>	<u>413.20</u>
Total Stationary				413.20	413.20
<b>Newsletter</b>					
	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



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	08/28/2017		August 2017 Monthly Newsletter Fees	20.00	135.00
Total Newsletter				135.00	135.00
<b>Website maintenance</b>					
	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
	08/14/2017		Downtown Burbank Website Maint.	376.63	1,075.36
Total Website maintenance				1,075.36	1,075.36
<b>Materials &amp; Supplies - Other</b>					
	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				-146.22	-146.22
<b>Security &amp; Maintenance</b>					
<b>Maintenance</b>					
	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
	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
	07/24/2017		July 2017 Utility Fees	13.01	147,206.38
	07/30/2017		utility	13.20	147,219.58
	08/11/2017		July 2017 Maintinace Services	11,950.00	159,169.58

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	08/31/2017		Downtown Burbank Monthly Maintenance	11,950.00	171,119.58
	09/06/2017	A.S.D. Interiors	Phase 2: Paseo Design Development	1,500.00	172,619.58
	09/06/2017	Mobile Illumination, Inc.	MUD Paseo Festival Lighting Balance	8,080.05	180,699.63
				<u>180,699.63</u>	<u>180,699.63</u>
Total Maintenance				180,699.63	180,699.63
Total Security & Maintenance				<u>180,699.63</u>	<u>180,699.63</u>
Total Expense				<u>595,937.40</u>	<u>595,937.40</u>
Net Ordinary Income				<u>-180,827.54</u>	<u>-180,827.54</u>
<b>Net Income</b>				<u><b>-180,827.54</b></u>	<u><b>-180,827.54</b></u>