

**Downtown Burbank Partnership
Meeting Agenda
July 11, 2018 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 May 10, 2018 Board meetings will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of June 30, 2018 will be presented for approval.

G. Downtown Burbank Social Media Update

Staff from Strausberg Marketing will present a quarterly update to the Board on social Media in Downtown Burbank.

H. Downtown Burbank Renewal Update

Staff will update the Board on the District Renewal and outcome of the Resolution of Formation report to Council.

I. Downtown Burbank Car Classic Update

Staff will update the on the upcoming Downtown Burbank Car Classic.

J. Economic Development Updates

Staff will update the Board on new retail tenants and project developments throughout Burbank.

K. On-going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$20,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$11,950, Car Classic event expenses, and marketing consultant fees in the amount of \$3,400. 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: August 2, 2018

<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 Michael DeLeon, 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 Business & Economic Development Marketing Manager/Public Information Officer 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 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

This Downtown Burbank Partnership meeting facility 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.

**DOWNTOWN BURBANK P-BID BOARD MEETING
MINUTES FOR MEETING OF May 10, 2018**

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

150 N, Third Street Burbank, CA 91502

Members Present: Michael Cusumano, Cusumano Real Estate Group, **Chair**
James O'Neil, Crown Realty & Development, **Vice Chair**
Ted Slaughter, The Village Walk **Secretary**
Michael Wilford, **Treasurer**
Michael de Leon, Burbank Town Center Manager
Justin Hess, Assistant City Manager
Barbara Holliday, Flappers Comedy Club
Patrick Prescott, Community Development Director
Barbara Holliday, Flappers Comedy Club
Brett Warner, Lee and Associates

Members Absent: Dominick Scarola, North End Pizzeria

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 9:05 a.m., Thursday May 10, 2018

A. Roll Call

B. Announcements: The following announcements were made by staff and Board members:

- Staff announced that the Car Show date was set for Saturday, August 4th. In an effort to raise awareness for the Car Show and drive traffic to the Downtown Burbank website, all registration materials and information has been migrated over from the previously used Car Classic website. Staff will bring more updates on the Car Classic to the Board as the event approaches.

C. Public Comment

There were no members of the public who wished to comment.

D. Approval of Minutes

ACTION ITEM

The minutes for the meeting of April 12, 2018 were presented for approval. Ted Slaughter made a motion to approve the minutes as presented, seconded by Patrick Prescott; motion carried 10-0.

E. Treasurer's Report

ACTION ITEM

Michael Wilford presented financial statements for the month of April 2018 to the Board for review noting that the Board currently held \$302,219 in liabilities and equity. Patrick

Prescott made a motion to approve the treasurer's report as presented, seconded by Frank Gangi; motion carried 10-0.

H. Downtown Burbank Renewal Updates

Staff updated the Board on the PBID's renewal efforts. The next step in the renewal process will be the resolution of formation hearing at the June 26th Council Meeting. On June 26th, if a majority of the ballots received are in favor of renewal, the City Council may consider final approval of the renewal of the PBID through the Resolution of Formation. If ballots in opposition exceed the ballots in support of the proposed assessment, the PBID would dissolve on December 31, 2018.

H. Downtown Burbank Arts Festival Update

Staff updated the Board on the 15th annual Downtown Burbank Arts Festival which took place April 14 and 15. This year's event featured four blocks of handcrafted art as well as specialty artists from The Creative Talent Network. Animation focused chalk painters also created murals throughout the weekend in front of the newly remodeled Burbank Town Center. To complete the event a Wine Garden sponsored by Urban Press Winery was set up on the Palm Paseo walkway. Event attendance topped 18,000, and marketing reached over 2.4 million individuals. In preparation for next year's event staff will look at other arts coordination organizations that Downtown Burbank can work with to bring in new and exciting vendors who will appeal to a larger audience.

I. Ongoing Operational Issues

Staff asked the Board to consider transferring \$15,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$11,950 and marketing consultant fees in the amount of \$3,400. For an itemized list, please refer to the PBID's financial statements. Jim O'Neil made a motion for approval, seconded by Michael Wilford; motion carried 10-0.

J. Future Agenda Items

The Cultural Arts Commission proposal for a Downtown Burbank beautification project will be presented at a future meeting.

K. Next Scheduled Meeting: June 2018

Downtown Burbank Partnership, Inc.
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking account	9,886.49
City Treasurer	403,455.46
Money market	4,144.73
Total Checking/Savings	<u>417,486.68</u>
Total Current Assets	<u>417,486.68</u>
TOTAL ASSETS	<u><u>417,486.68</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestrict (retained earnings)	387,235.25
Net Income	30,251.43
Total Equity	<u>417,486.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>417,486.68</u></u>

Downtown Burbank Partnership, Inc.

Profit & Loss

January through June 2018

Jan - Jun 18

Ordinary Income/Expense

Income

Misc. Income	1,698.18
Sponsorship	44,221.14
Interest	1,545.85
Assessments - Other properties	292,777.39

Total Income 340,242.56

Gross Profit 340,242.56

Expense

Acct. Balancing Adj.	-73.70
Promotional Sponsorship	30,000.00
Administrative & Other	
District Renewal	22,190.00
Memberships	2,861.46
Accounting Services	577.95
Adjustments Per City Treasurer	8.80
Salaries & benefits	38,500.00
Insurance	8,437.00

Total Administrative & Other 72,575.21

Events

Winter Wine Walk	2,000.00
Downtown Burbank Car Classic	7,479.00
Downtown Fine Arts Fest	7,559.06

Total Events 17,038.06

Holiday Promotions

Ice Rink	6,577.17
Holiday Lightng	45,335.13

Total Holiday Promotions 51,912.30

Marketing and Promotions

District Advertising	1,925.00
Marketing Consultant Services	30,456.00
General Identity Banners	1,102.25
Marketing and Promotions - Other	45,846.33

Total Marketing and Promotions 79,329.58

Materials & Supplies

Reimbursements	207.15
Postage	186.50
Newsletter	280.00
Website maintenance	472.82
Materials & Supplies - Other	78.76

Total Materials & Supplies 1,225.23

Security & Maintenance

Maintenance	57,984.45
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Total Security & Maintenance 57,984.45

4:54 PM
06/29/18
Cash Basis

Downtown Burbank Partnership, Inc.

Profit & Loss

January through June 2018

Total Expense	<u>309,991.13</u>
Net Ordinary Income	<u>30,251.43</u>
Net Income	<u><u>30,251.43</u></u>

Downtown Burbank Partnership, Inc.
Profit & Loss Detail
January through June 2018

	Date	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense					
Income					
Misc. Income					
	03/16/2018	Burbank City Federal	18 Closed Acct. not on Balance Sheet BCFCU	1,698.18	1,698.18
Total Misc. Income				1,698.18	1,698.18
Sponsorship					
	03/16/2018	California Beer Festival	2017 Burbank Beer Fetsival Income	494.94	494.94
	03/16/2018	KIND Snacks	2017 Ice Rink Sponsorship	1,500.00	1,994.94
	03/19/2018	Sponsor - Arts Fest	Arts Fest Booth Sponsor 2018	291.00	2,285.94
	04/23/2018	Sponsor - Arts Fest	Starlight Bowl Booth for Arts Fest (1 Day)	300.00	2,585.94
	04/24/2018	Sponsor - Arts Fest	2018 Arts Festival Booth Sponsor	485.20	3,071.14
	05/08/2018	Sponsor - Arts Fest	Arts Fest Booth - NY Life	300.00	3,371.14
	05/08/2018	Sponsor - Arts Fest	Arts Fest Booth - NY Life	200.00	3,571.14
	05/08/2018	Sponsor - Arts Fest	Arts Fest Booth - Great Destinations	500.00	4,071.14
	05/08/2018	Sponsor - Arts Fest	Arts Fest Vendor Booth - Luis Gonzales	150.00	4,221.14
	05/08/2018	Visit Burbank	Beer Fest Sponsorship	30,000.00	34,221.14
	05/08/2018	Visit Burbank	Wine Walk Sponsorship	10,000.00	44,221.14
Total Sponsorship				44,221.14	44,221.14
Interest					
	01/29/2018	Interest Income	Interest Income January 2018	368.72	368.72
	01/31/2018		Interest	9.38	378.10
	02/26/2018	Interest Income	February 2018 Interest Income	445.52	823.62
	02/28/2018		Interest	8.48	832.10
	03/26/2018	Interest Income	March 2018 Interest Income	430.71	1,262.81
	03/31/2018		Interest	3.85	1,266.66
	04/22/2018	Interest Income	Interest Income April 2018	277.32	1,543.98
	04/30/2018		Interest	1.87	1,545.85
Total Interest				1,545.85	1,545.85
Assessments - Other properties					
	01/29/2018	All Other Assessments	January 2018 Assessment Income	56,006.46	56,006.46
	02/28/2018	All Other Assessments	February 2018 Assessment Income	32,902.70	88,909.16
	03/26/2018	All Other Assessments	March 2018 Assessment Income	26,443.24	115,352.40

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January through June 2018

	Date	Name	Memo	Paid Amount	Balance
	04/23/2018	All Other Assessments	April 2018 Assessment Income	161,520.43	276,872.83
	05/08/2018	All Other Assessments	Metro 2017 Assessment Payment	15,904.56	292,777.39
Total Assessments - Other properties				292,777.39	292,777.39
Total Income				340,242.56	340,242.56
Gross Profit				340,242.56	340,242.56
Expense					
Acct. Balancing Adj.					
	01/01/2018	City Treasurer Adj.	ALLOCATE DEC'17 LBS SETTLEMENT	-73.70	-73.70
Total Acct. Balancing Adj.				-73.70	-73.70
Promotional Sponsorship					
	03/16/2018	Burbank YMCA	Sponsorship for 2017 Turkey Trot	15,000.00	15,000.00
	06/11/2018	Flappers Comedy, LLC	Comedy Festival Sponsorship 2018	15,000.00	30,000.00
Total Promotional Sponsorship				30,000.00	30,000.00
Administrative & Other					
District Renewal					
	01/19/2018	Civitas	Monthly Renewal Expenses - December 2017	4,316.00	4,316.00
	02/13/2018	Civitas	Monthly Renewal Expenses - January 2018	4,316.00	8,632.00
	05/08/2018	Civitas	Monthly Renewal Expenses - February 2018	4,316.00	12,948.00
	05/08/2018	Civitas	Monthly Renewal Expenses - March 2018	1,676.00	14,624.00
	05/08/2018	Civitas	Monthly Renewal Expenses - April 2018	4,316.00	18,940.00
	05/08/2018	Bennett Engineering	Engineers Report Final PMT.	2,250.00	21,190.00
	06/11/2018	Civitas	Monthly Renewal Expenses - May 2018	1,000.00	22,190.00
Total District Renewal				22,190.00	22,190.00
Memberships					
	01/17/2018		ICSC SoCal Conference 2-2018	95.00	95.00
	02/01/2018		ICSC Membership Renewal M. Hamzoian	100.00	195.00
	02/09/2018		CDA Conference Attendance- M.Minor	345.00	540.00
	02/12/2018		Flight M. Minor for CDA Conference	127.97	667.97
	02/21/2018		ICSC COnference - M. Hamzoian	640.00	1,307.97
	03/12/2018		ICSC Membership - M. Minor	50.00	1,357.97
	03/23/2018		CDA Hotel Expense M. Minor	393.14	1,751.11
	04/20/2018		ICSC Hotel - M. Hamzoian	356.01	2,107.12
	05/08/2018	Marissa Minor	Reimbursement for Meals	60.78	2,167.90

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January through June 2018

	Date	Name	Memo	Paid Amount	Balance
	05/08/2018	Marissa Minor	Reimbursement for Travel	93.56	2,261.46
	06/11/2018	California DTN Assoc.	Renewal of Membership for 2018 - MH	600.00	2,861.46
Total Memberships				2,861.46	2,861.46
Accounting Services					
	03/16/2018	TWHC Accounting	Inv #31181 - 2017 1099 Preperation	358.00	358.00
	03/19/2018		Quickbooks Update	219.95	577.95
Total Accounting Services				577.95	577.95
Adjustments Per City Treasurer					
	01/15/2018		JAN-18 Purchase Invoices USD	8.80	8.80
Total Adjustments Per City Treasurer				8.80	8.80
Salaries & benefits					
	01/15/2018		January 2018 Salaries and Benefits	7,700.00	7,700.00
	02/19/2018		February 2018 Salaries and Benefits	7,700.00	15,400.00
	03/19/2018		March 2018 Salaries and Benefits	7,700.00	23,100.00
	04/15/2018		Salaries and Benefits April 2018	7,700.00	30,800.00
	05/14/2018		May 2018 Salaries and Benefits	7,700.00	38,500.00
Total Salaries & benefits				38,500.00	38,500.00
Insurance					
	05/08/2018	Philadelphia Insurance	Non-Profit Pkg 2018 Renewal	3,887.00	3,887.00
	05/08/2018	Philadelphia Insurance	Non-Profit Umbrella 2018 Renewal	616.00	4,503.00
	05/08/2018	Philadelphia Insurance	Flexi-Plus Five 2018 Renewal	3,934.00	8,437.00
Total Insurance				8,437.00	8,437.00
Total Administrative & Other				72,575.21	72,575.21
Events					
Winter Wine Walk					
	01/19/2018	Vox Media, Inc.	Winter Wine Walk Radio Ads SIN013189	2,000.00	2,000.00
Total Winter Wine Walk				2,000.00	2,000.00
Downtown Burbank Car Classic					
	03/12/2018		2018 DTNBUR Car Classic Banner	174.00	174.00
	06/11/2018	Fric-Frac Productions, Inc.	VIP DJ Payment 1/2 2018	4,620.00	4,794.00
	06/11/2018	Strausberg Group, Inc.	Car Classic Website Updates	750.00	5,544.00
	06/11/2018	RuffHaus	Car Classic Application, Poster, Banner	1,935.00	7,479.00
Total Downtown Burbank Car Classic				7,479.00	7,479.00

Downtown Burbank Partnership, Inc.
Profit & Loss Detail
January through June 2018

	Date	Name	Memo	Paid Amount	Balance
Downtown Fine Arts Fest					
	01/19/2018	United Site Services	Balance Due - Restroom Rental	4.06	4.06
	04/13/2018		Over 21 Bracelets for Wine Garden	17.98	22.04
	05/08/2018	Stay Green Inc.	Arts Festival - Maintenance Services	1,920.00	1,942.04
	05/08/2018	My Burbank, Inc.	Arts Fest on myBurbank.com #18027	400.00	2,342.04
	05/08/2018	Randall's Art	DTN Arts Fest Chalk	200.00	2,542.04
	05/08/2018	Lury Norris	DTN Arts Fest Chalk	200.00	2,742.04
	05/08/2018	Anderson Party Rentals	Invoice #27813 - Arts Fest	1,915.78	4,657.82
	05/08/2018	MetroMedia Technologies In	2018 Arts Fest Bus Shelters	339.41	4,997.23
	05/08/2018	RuffHaus	Arts Fest Marketing	2,530.00	7,527.23
	06/11/2018	Robin Faulk	Meal Reimbursement	31.83	7,559.06
				7,559.06	7,559.06
Total Downtown Fine Arts Fest				17,038.06	17,038.06
Total Events					
Holiday Promotions					
Ice Rink					
	01/19/2018	RuffHaus	2017 The Rink in DTNBUR	365.00	365.00
	01/19/2018	MetroMedia Technologies In	2017 Burbank Ice Rink OFM Shelters	738.17	1,103.17
	01/19/2018	My Burbank, Inc.	Ice Rink ad on myBurbank.com #17122	300.00	1,403.17
	01/19/2018	Ice America	Ice Rink Final PMT	5,000.00	6,403.17
	03/12/2018		2018 DTNBUR Ice Rink Banner	174.00	6,577.17
				6,577.17	6,577.17
Total Ice Rink					
Holiday Lightng					
	03/09/2018	Mobile Illumination, Inc.	2017 Holiday Lighting and Decor Pmt 2/2	45,335.13	45,335.13
				45,335.13	45,335.13
Total Holiday Lightng					
Total Holiday Promotions				51,912.30	51,912.30
Marketing and Promotions					
District Advertising					
	01/19/2018	Southern California Media G	Where Magazine Advertisement Dec 2017	1,925.00	1,925.00
				1,925.00	1,925.00
Total District Advertising					
Marketing Consultant Services					
	02/28/2018	Robin Faulk	Robin Faulk Marketing April 2017	3,384.00	3,384.00
	02/28/2018	Robin Faulk	Robin Faulk Marketing May 2017	3,384.00	6,768.00
	03/16/2018	Robin Faulk	Robin Faulk Marketing June 2017	3,384.00	10,152.00

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January through June 2018

Date	Name	Memo	Paid Amount	Balance
03/16/2018	Robin Faulk	Robin Faulk Marketing July 2017	3,384.00	13,536.00
03/16/2018	Robin Faulk	Robin Faulk Marketing August 2017	3,384.00	16,920.00
03/16/2018	Robin Faulk	Robin Faulk Marketing September 2017	3,384.00	20,304.00
06/11/2018	Robin Faulk	Robin Faulk Marketing October 2017	3,384.00	23,688.00
06/11/2018	Robin Faulk	Robin Faulk Marketing November 2017	3,384.00	27,072.00
06/11/2018	Robin Faulk	Robin Faulk Marketing December 2017	3,384.00	30,456.00
Total Marketing Consultant Services			30,456.00	30,456.00
General Identity Banners				
05/08/2018	AAA Flag & Banner	Invoice #226819 - DTNBUR Banner Repairs	1,102.25	1,102.25
Total General Identity Banners			1,102.25	1,102.25
Marketing and Promotions - Other				
01/02/2018		January 2018 Facebook Marketing	495.90	495.90
01/29/2018		January 2018 Animoto Fees	42.00	537.90
02/15/2018		February 2018 Facebook Marketing	495.98	1,033.88
02/28/2018		February 2018 Animoto	42.00	1,075.88
03/12/2018		March Monthly Animoto Fees	42.00	1,117.88
03/16/2018	Buxton	Retail Recruitment Model Solution Final Pmt	25,000.00	26,117.88
03/20/2018		March 2018 Facebook Marketing	432.02	26,549.90
04/09/2018		April 2018 Facebook Marketing	621.83	27,171.73
04/23/2018		April Animoto Fees	42.00	27,213.73
05/08/2018	Burbank Printing	Annual Report Printing #38833	1,497.08	28,710.81
05/08/2018	Burbank Printing	Annual Report Printing #38692	248.02	28,958.83
05/08/2018	The Strausberg Group	Social Media Start-Up Fee	2,000.00	30,958.83
05/08/2018	The Strausberg Group	Social Media March 2018	1,500.00	32,458.83
05/08/2018	The Strausberg Group	Social Media April 2018	1,500.00	33,958.83
05/08/2018	The Strausberg Group	Social Media May 2018	1,500.00	35,458.83
05/08/2018	RuffHaus	Chamber Ad	85.00	35,543.83
05/08/2018	RuffHaus	Cover Wrap AR 2017-18	552.50	36,096.33
05/08/2018	RuffHaus	2017-18 Annual Report	5,750.00	41,846.33
06/11/2018	Picnic Design	Invoice #7174 Mural Design	2,500.00	44,346.33
06/11/2018	The Strausberg Group	Social Media June 2018	1,500.00	45,846.33
Total Marketing and Promotions - Other			45,846.33	45,846.33
Total Marketing and Promotions			79,329.58	79,329.58

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January through June 2018

	Date	Name	Memo	Paid Amount	Balance
Materials & Supplies					
Reimbursements					
	01/19/2018	Marissa Minor	Reimbursement for Event Expenses/Postage	79.13	79.13
	06/11/2018	Mary Hamzoian	Reimbursement for Taxi and Meals ICSC	128.02	207.15
Total Reimbursements				207.15	207.15
Postage					
	03/23/2018		Stamps for SASE	186.50	186.50
Total Postage				186.50	186.50
Newsletter					
	01/29/2018		January 2018 MailChimp Newsletter Fees	20.00	20.00
	02/13/2018	RuffHaus	Janaury and February Newsletter Design	100.00	120.00
	02/28/2018		February 2018 Newsletter Subscription	20.00	140.00
	03/12/2018		March 2018 Monthly Newsletter	20.00	160.00
	04/23/2018		April 2018 Newsletter	20.00	180.00
	05/08/2018	RuffHaus	March Newsletter Design	50.00	230.00
	06/11/2018	RuffHaus	June Newsletter	50.00	280.00
Total Newsletter				280.00	280.00
Website maintenance					
	03/12/2018		Website Renewal DTNBUR.com	119.02	119.02
	04/23/2018		April 2018 Website Updates	353.80	472.82
Total Website maintenance				472.82	472.82
Materials & Supplies - Other					
	02/26/2018		Stamps for SASE Mailing	43.74	43.74
	03/19/2018		Envelopes for Renewal Mailing	35.02	78.76
Total Materials & Supplies - Other				78.76	78.76
Total Materials & Supplies				1,225.23	1,225.23
Security & Maintenance					
Maintenance					
	01/15/2018		January 2018 Utility Billing	14.95	14.95
	01/15/2018		January 2018 Maintenance	11,950.00	11,964.95
	01/19/2018	Blank Canvas LA	Starbucks Mural Deposit	5,000.00	16,964.95
	01/19/2018	A.S.D. Interiors	Design Hours for October and November	1,105.00	18,069.95
	01/19/2018	Stay Green Inc.	Trash Can and Bench Installatiion	0.00	18,069.95

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January through June 2018

Date	Name	Memo	Paid Amount	Balance
01/19/2018	Stay Green Inc.	For CHK 3775 voided on 02/13/2018	4,592.00	22,661.95
02/05/2018		February 2018 Utility Billing	14.87	22,676.82
02/13/2018	Blank Canvas LA	Starbucks Mural Completion	5,000.00	27,676.82
02/13/2018	Stay Green Inc.	Trash Can and Bench Installatiion	7,498.00	35,174.82
02/13/2018	ProTec Building Services	Exterior Paint work at The Collection	1,669.32	36,844.14
02/13/2018	Stay Green Inc.	Reverse of GJE 599 -- For CHK 3775 void	-4,592.00	32,252.14
02/13/2018	Schafer Electric	Reverse of GJE 600 -- For CHK 3750 void	-18,950.00	13,302.14
03/09/2018	Blank Canvas LA	Made in Burbank Mural Completion	0.00	13,302.14
03/09/2018	Larry Bisordi Painting	Painting of Six Downtown Pergolas	11,000.00	24,302.14
03/09/2018	Blank Canvas LA	For CHK 3785 voided on 03/09/2018	5,000.00	29,302.14
03/09/2018	Blank Canvas LA	Reverse of GJE 605 -- For CHK 3785 void	-5,000.00	24,302.14
03/12/2018		February 2018 Maintenance	11,950.00	36,252.14
03/16/2018	Schafer Electric	Pergola Electrical and Install for 5 Paseo's	20,810.00	57,062.14
03/26/2018		March 2018 Utility Billing	14.41	57,076.55
04/20/2018		April 2018 Utility Fees	13.63	57,090.18
05/08/2018	Marissa Minor	Reimbursement for Light Bulbs	44.27	57,134.45
06/11/2018	Stay Green Inc.	Move Benches on Magnolia	500.00	57,634.45
06/11/2018	RuffHaus	Mural Rendering	350.00	57,984.45
	Total Maintenance		<u>57,984.45</u>	<u>57,984.45</u>
	Total Security & Maintenance		<u>57,984.45</u>	<u>57,984.45</u>
	Total Expense		<u>309,991.13</u>	<u>309,991.13</u>
	Net Ordinary Income		<u>30,251.43</u>	<u>30,251.43</u>
	Net Income		<u>30,251.43</u>	<u>30,251.43</u>