

**Downtown Burbank Partnership
Meeting Agenda**

August 9, 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 July 11, 2018 Board meetings will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of July 31, 2018 will be presented for approval.

G. Burbank International Film Festival Update

Jeff Rector from the Burbank International Film Festival will update the Board on the 2018 event.

H. Downtown Burbank Mall Mural

ACTION ITEM

Staff will present a proposed mural sponsorship for the Burbank Town Center façade to the Board for review and approval.

I. Downtown Burbank Car Classic Update

Staff will update the Board on the 2018 Downtown Burbank Car Classic.

J. 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.

K. 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.

L. ADJOURNMENT: Next tentative meeting: September 6, 2018

<u>Downtown Burbank Partnership, Inc. Board Members</u>	<u>Community Development Department Key Staff</u>
<p>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</p>	<p>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</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

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 July 11, 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**
Michael Wilford, **Treasurer**
Michael de Leon, Burbank Town Center Manager
Justin Hess, Assistant City Manager
Barbara Holliday, Flappers Comedy Club

Members Absent: Ted Slaughter, The Village Walk **Secretary**
Frank Gangi, Gangi Development
Patrick Prescott, Community Development Director
Dominick Scarola, North End Pizzeria
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 9:05 a.m., Thursday July 11, 2018

A. Roll Call

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

- Staff announced that the State of the City was scheduled for October 3rd. All Board members are invited to attend on behalf of the PBID, and staff will send out an email with more information.
- Staff also announced that the Burbank Town Center Dining Terrace was now open, new tenants for the terrace will be announced this summer.

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 May 10, 2018 were presented for approval. Michael DeLeon made a motion to approve the minutes as presented, seconded by Jim O'Neil; motion carried 6-0.

E. Treasurer's Report

ACTION ITEM

Michael Wilford presented financial statements for the month of June 2018 to the Board for review noting that the Board currently held \$417,000 in liabilities and equity. Michael

DeLeon made a motion to approve the treasurer's report as presented, seconded by Jim O'Neil; motion carried 6-0.

F. Downtown Burbank Social Media Update

Chelsea Kawahara, Ashley Cherry, and Hannah McGuire from Strausberg Media Group updated the Board on March through June 2018 metrics for Downtown Burbank Social Media platforms. Reports show that since March, the Downtown Burbank Facebook page has seen an 8% growth in followers while Instagram has seen a 5% growth in followers. Facebook advertising has garnered 266,044 impressions for Downtown Burbank with a click-thru-rate of 2.84%, almost 2% higher than the industry average. Future plans for social media advertising include optimization of Facebook Ads and implementation of Instagram marketing via Social Drift.

G. Downtown Burbank Renewal Update

On June 26th at the Burbank City Council Resolution of Formation Hearing, The Downtown Burbank Partnership was renewed for a 10-year term beginning January 2019. The votes were collected, and Property owners representing 81% of the district voted in favor of the renewal and expansion. The new district boundaries will expand south to Alameda Ave., and the new district budget will be \$1,138,485.06 annually divided amongst three district zones. In addition to the services currently provided by the PBID, merchants and owners will now receive services including a new façade improvement program and dedicated homeless assistance services. Staff has already begun the groundwork for new services including acceptance of proposals for a Homeless Assistance Liaison, and bids for new holiday décor.

H. Downtown Burbank Car Classic Update

Staff reported that the 8th Annual Car Classic was off to a great start with 95 registrants and sponsors including Story Tavern and Community Chevrolet. This year the Partnership is closing the street from Magnolia to the Burbank Town Center to create more synergy with the mall. This new layout will include lawn games on the terrace provided by the Burbank Town Center and a DJ spinning music. Additionally, staff is looking to add excitement to the closure area with a celebrity vehicle or demonstration. Event attendees this year will include West Coast Customs, Vehicle Effects, Unique Twist, The Burbank Historical Society and more. This year, the event will also feature a Visit Burbank Influencer, LA Girl, who will eat and drink in Downtown and take photos to share on Social Media.

I. Economic Development Updates

Staff presented the Board with an Economic Development Program update detailing new retail tenants, marketing plans for the Burbank Hospitality Association, and new development projects throughout the City. Staff reminded the Board that Economic development focuses on improving the standard of living through job creation, support of innovation and new ideas, and enhanced quality of life. These goals are achieved via the core program elements of attraction, retention, tourism, and entrepreneurship.

J. Ongoing Operational Issues

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 \$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. Michael Wilford made a motion for approval, seconded by Barbara Holliday; motion carried 6-0.

K. Future Agenda Items

There were no future agenda items to report.

L. Next Scheduled Meeting: August 2018

DRAFT

Downtown Burbank Partnership, Inc.

Balance Sheet

As of July 31, 2018

Jul 31, 18

ASSETS

Current Assets

Checking/Savings

Checking account 22,015.64

City Treasurer 445,003.06

Money market 4,148.53

Total Checking/Savings 471,167.23

Total Current Assets 471,167.23

TOTAL ASSETS 471,167.23

LIABILITIES & EQUITY

Equity

Unrestrict (retained earnings) 387,235.25

Net Income 83,931.98

Total Equity 471,167.23

TOTAL LIABILITIES & EQUITY 471,167.23

Downtown Burbank Partnership, Inc.

Profit & Loss

January through July 2018

Jan - Jul 18

Ordinary Income/Expense

Income

Misc. Income	1,698.18
Sponsorship	45,191.24
Interest	2,071.21
Assessments - Other properties	439,667.18

Total Income 488,627.81

Gross Profit 488,627.81

Expense

Acct. Balancing Adj.	-73.70
Promotional Sponsorship	45,000.00
State of California	10.00

Administrative & Other

District Renewal	22,686.80
Memberships	4,364.25
Accounting Services	577.95
Adjustments Per City Treasurer	8.80
Salaries & benefits	38,500.00
Insurance	8,437.00
Other	92.30

Total Administrative & Other 74,667.10

Events

Winter Wine Walk	2,105.00
Burbank Beer Festival	105.00
Downtown Burbank Car Classic	14,801.37
Downtown Fine Arts Fest	7,559.06

Total Events 24,570.43

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	48,808.02

Total Marketing and Promotions 82,291.27

Materials & Supplies

Reimbursements	207.15
Postage	186.50
Newsletter	370.00
Website maintenance	472.82
Materials & Supplies - Other	78.76

Total Materials & Supplies 1,315.23

Security & Maintenance

Downtown Burbank Partnership, Inc.

Profit & Loss

January through July 2018

Jan - Jul 18

Maintenance	<u>125,003.20</u>
Total Security & Maintenance	<u>125,003.20</u>
Total Expense	<u>404,695.83</u>
Net Ordinary Income	<u>83,931.98</u>
Net Income	<u><u>83,931.98</u></u>

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

	Date	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense					
Income					
Misc. Income					
	03/16/2018	Burbank Credit Union	18 Closed Acct. not on BalSheet	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
	06/11/2018	Sponsorship - Car Classic	2018 Food Vendor - Churro Stix	242.45	44,463.59
	06/11/2018	Sponsorship - Car Classic	2018 Vendor - Renewal by Anderson	485.20	44,948.79
	06/11/2018	Sponsorship - Car Classic	2018 Community/Sample - WingStop	242.45	45,191.24
Total Sponsorship				45,191.24	45,191.24
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
	05/21/2018	Interest Income	Interest Income May 2018	521.56	2,067.41
	05/31/2018		Interest	1.93	2,069.34
	06/01/2018		Interest	1.87	2,071.21

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

	Date	Name	Memo	Paid Amount	Balance
Total Interest				2,071.21	2,071.21
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
	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
	05/14/2018	All Other Assessments	May 2018 Assessment Income	76,889.79	369,667.18
	06/22/2018	All Other Assessments	March 2018 Board Approved Transfer	20,000.00	389,667.18
	06/22/2018	All Other Assessments	April 2018 Board Approved Transfer	50,000.00	439,667.18
Total Assessments - Other properties				<u>439,667.18</u>	<u>439,667.18</u>
Total Income				<u>488,627.81</u>	<u>488,627.81</u>
Gross Profit				488,627.81	488,627.81
Expense					
Acct. Balancing Adj.					
	01/01/2018	City Treasurer Adjustment	ALLOCATE DEC'17 LEHMAN SETTLEMENT	-73.70	-73.70
Total Acct. Balancing Adj.				<u>-73.70</u>	<u>-73.70</u>
Promotional Sponsorship					
	03/16/2018	Burbank Community 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
	07/25/2018	Burbank International Film Fest	2018 Festival Sponsorship	15,000.00	45,000.00
Total Promotional Sponsorship				<u>45,000.00</u>	<u>45,000.00</u>
State of California					
	07/25/2018	Franchise Tax Board	Downtown Burbank - 2017 Taxes	10.00	10.00
Total State of California				<u>10.00</u>	<u>10.00</u>
Administrative & Other					
District Renewal					
	01/19/2018	Civitas	Renewal Expenses - December 2017	4,316.00	4,316.00
	02/13/2018	Civitas	Renewal Expenses - January 2018	4,316.00	8,632.00
	05/08/2018	Civitas	Renewal Expenses - February 2018	4,316.00	12,948.00
	05/08/2018	Civitas	Renewal Expenses - March 2018	1,676.00	14,624.00
	05/08/2018	Civitas	Renewal Expenses - April 2018	4,316.00	18,940.00
	05/08/2018	Bennett Engineering Services	Engineers Report Final PMT.	2,250.00	21,190.00

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

Date	Name	Memo	Paid Amount	Balance
06/11/2018	Civitas	Monthly Renewal Expenses - May 2018	1,000.00	22,190.00
07/25/2018	Civitas	Final Renewal Expenses	496.80	22,686.80
Total District Renewal			22,686.80	22,686.80
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
05/03/2018		ICSC Flight M. Hamzoian	495.96	2,603.08
05/08/2018	Marissa Minor	Reimbursement for Meals	60.78	2,663.86
05/08/2018	Marissa Minor	Reimbursement for Travel	93.56	2,757.42
05/24/2018		ICSC Hotel M. Hamzoian	819.31	3,576.73
05/25/2018		ICSC Taxi Transportation M. Hamzoian	57.92	3,634.65
05/25/2018		ICSC Meals M. Hamzoian	129.60	3,764.25
06/11/2018	California Downtown Assoc	Renewal of Membership 2018 Hamzoian	600.00	4,364.25
Total Memberships			4,364.25	4,364.25
Accounting Services				
03/16/2018	TWHC	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

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

	Date	Name	Memo	Paid Amount	Balance
Total Salaries & benefits				38,500.00	38,500.00
Insurance					
	05/08/2018	Philadelelphia Insurance Co	Non-Profit Pkg 2018 Renewal	3,887.00	3,887.00
	05/08/2018	Philadelelphia Insurance Co	Non-Profit Umbrella 2018 Renewal	616.00	4,503.00
	05/08/2018	Philadelelphia Insurance Co	Flexi-Plus Five 2018 Renewal	3,934.00	8,437.00
Total Insurance				8,437.00	8,437.00
Other					
	06/22/2018		Merchant/Owner Mtg Catering May 2018	92.30	92.30
Total Other				92.30	92.30
Total Administrative & Other				74,667.10	74,667.10
Events					
Winter Wine Walk					
	01/19/2018	Vox Media, Inc.	Winter Wine Walk Radio Ads SIN013189	2,000.00	2,000.00
	07/25/2018	RuffHaus	Wine Walk Updates	105.00	2,105.00
Total Winter Wine Walk				2,105.00	2,105.00
Burbank Beer Festival					
	07/25/2018	RuffHaus	Beer Fest Updates	105.00	105.00
Total Burbank Beer Festival				105.00	105.00
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	The 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
	07/19/2018	LA County Department Health	Event Permit Fees - 2018 Car Classic	631.00	8,110.00
	07/25/2018	Blanca Rose Laba	2018 Car Classic Balloons Face Painting	800.00	8,910.00
	07/25/2018	Fric-Frac Productions, Inc.	VIP DJ Payment 2/2 2018	4,620.00	13,530.00
	07/25/2018	MetroMedia Technologies Inc.	2018 Car Classic Bus Shelters	341.37	13,871.37
	07/25/2018	RuffHaus	Car Classic Kiosk, Newsletter, Ad	930.00	14,801.37
Total Downtown Burbank Car Classic				14,801.37	14,801.37
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

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

Date	Name	Memo	Paid Amount	Balance
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, Inc.	Invoice #27813 - Arts Fest	1,915.78	4,657.82
05/08/2018	MetroMedia Technologies Inc.	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
Total Downtown Fine Arts Fest			7,559.06	7,559.06
Total Events			24,570.43	24,570.43
Holiday Promotions				
Ice Rink				
01/19/2018	RuffHaus	2017 The Rink in DTNBUR	365.00	365.00
01/19/2018	MetroMedia Technologies Inc.	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
Total Ice Rink			6,577.17	6,577.17
Holiday Lightng				
03/09/2018	Mobile Illumination, Inc.	2017 Holiday Lighting and Decor Pmt 2/2	45,335.13	45,335.13
Total Holiday Lighting			45,335.13	45,335.13
Total Holiday Promotions			51,912.30	51,912.30
Marketing and Promotions				
District Advertising				
01/19/2018	Southern California Media Group	Where Magazine Ad December 2017	1,925.00	1,925.00
Total District Advertising			1,925.00	1,925.00
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
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

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

Date	Name	Memo	Paid Amount	Balance
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
05/04/2018		Facebook Marketing May 2018	502.30	27,716.03
05/08/2018	Burbank Printing	Annual Report Printing #38833	1,497.08	29,213.11
05/08/2018	Burbank Printing	Annual Report Printing #38692	248.02	29,461.13
05/08/2018	The Strausberg Group, Inc.	Social Media Start-Up Fee	2,000.00	31,461.13
05/08/2018	The Strausberg Group, Inc.	Social Media March 2018	1,500.00	32,961.13
05/08/2018	The Strausberg Group, Inc.	Social Media April 2018	1,500.00	34,461.13
05/08/2018	The Strausberg Group, Inc.	Social Media May 2018	1,500.00	35,961.13
05/08/2018	RuffHaus	Chamber Ad	85.00	36,046.13
05/08/2018	RuffHaus	Cover Wrap AR 2017-18	552.50	36,598.63
05/08/2018	RuffHaus	2017-18 Annual Report	5,750.00	42,348.63
05/28/2018		Monthly Animoto Expense	42.00	42,390.63
06/11/2018	Picnic Design	Invoice #7174 Mural Design	2,500.00	44,890.63
06/11/2018	The Strausberg Group, Inc.	Social Media June 2018	1,500.00	46,390.63
06/25/2018		Monthly Animoto June 2018	42.00	46,432.63
06/29/2018		Facebook Advertising June 2018	525.39	46,958.02
07/25/2018	The Strausberg Group, Inc.	Social Media July 2018	1,500.00	48,458.02
07/25/2018	RuffHaus	Comedy Fest Program	350.00	48,808.02

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

	Date	Name	Memo	Paid Amount	Balance
Total Marketing and Promotions - Other				48,808.02	48,808.02
Total Marketing and Promotions				82,291.27	82,291.27
Materials & Supplies					
Reimbursements					
	01/19/2018	Marissa Minor	Reimbursement 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	January 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
	05/29/2018		May 2018 Newsletter	20.00	250.00
	06/11/2018	RuffHaus	June Newsletter	50.00	300.00
	06/29/2018		Monthly Newsletter June 2018	20.00	320.00
	07/25/2018	RuffHaus	July Newsletter	50.00	370.00
Total Newsletter				370.00	370.00
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				1,315.23	1,315.23
Security & Maintenance					
Maintenance					

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

Date	Name	Memo	Paid Amount	Balance
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
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 The Collection INV #165826	1,669.32	36,844.14
02/13/2018	Stay Green Inc.	For CHK 3775 voided	-4,592.00	32,252.14
02/13/2018	Schafer Electric	For CHK 3750 voided on 02/13/2018	-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 Company	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	For CHK 3785 voided on 03/09/2018	-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
05/07/2018		March 2018 Maintenance	11,950.00	69,040.18
05/08/2018	Marissa Minor	Reimbursement for Light Bulbs	44.27	69,084.45
05/14/2018		April and May Maintenance	23,900.00	92,984.45
05/21/2018		May 2018 Utility Billing	13.75	92,998.20
06/11/2018	Stay Green Inc.	Move Benches on Magnolia	500.00	93,498.20
06/11/2018	RuffHaus	Mural Rendering	350.00	93,848.20
07/25/2018	Blank Canvas LA	Market City Caffé Mural Deposit	1,900.00	95,748.20
07/25/2018	Blank Canvas LA	Market City Caffé Mural Completion	1,900.00	97,648.20
07/25/2018	Blank Canvas LA	BTC Mural Deposit	4,920.00	102,568.20
07/25/2018	Schafer Electric	String Lighting Electrical Install for Paseo	22,435.00	125,003.20
	Total Maintenance		125,003.20	125,003.20
	Total Security & Maintenance		125,003.20	125,003.20
	Total Expense		404,695.83	404,695.83

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Cash Basis

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January through July 2018

Date	Name	Memo	Paid Amount	Balance
Net Ordinary Income			83,931.98	83,931.98
			83,931.98	83,931.98