

**Downtown Burbank Partnership
Meeting Agenda**

October 4, 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 August 9, 2018 Board meetings will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

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

G. Downtown Burbank Car Classic Update

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

H. Burbank Beer Festival and Wine Walk Event Updates

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

I. On-going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$90,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$11,950, Burbank Beer Festival Seed Funding and expenses in the amount of \$40,000, and marketing consultant fees in the amount of \$32,000, the remainder of the funds will cover on-going administrative costs. For a list of additional operational expenses please see attached financial statements.

J. 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.

K. ADJOURNMENT: Next tentative meeting: November 15, 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 August 9, 2018**

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

150 N, Third Street Burbank, CA 91502

Members Present: Ted Slaughter, The Village Walk **Secretary**
James O'Neil, Crown Realty & Development, **Vice Chair**
Michael Wilford, **Treasurer**
Michael de Leon, Burbank Town Center Manager
Patrick Prescott, Community Development Director
Dominick Scarola, North End Pizzeria

Members Absent: Michael Cusumano, Cusumano Real Estate Group, **Chair**
Frank Gangi, Gangi Development
Justin Hess, Assistant City Manager
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 9:10 a.m., Thursday August 9, 2018. There was not a quorum at this time.

A. Roll Call

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

- Susie Avetisyan had been promoted from her position in Economic Development to Senior Analyst in Library Services.
- All Board members are invited to attend the October 3rd State of the City on behalf of the PBID.
- Cookie Doug Dreams on Magnolia Blvd and Osh-Kosh B'Gosh/Carters located in the Burbank Town Center are now open. A lease for Panini Grill had been signed for the Town Center Dining Terrace.
- Michael DeLeon and Jim O'Neil also announced that Macy's would be undergoing an internal \$10 million refresh expected to begin in 2Q 2019.

C. Public Comment

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

In light of the lack of quorum, the Burbank Film Festival Update and Car Classic Update were moved up on the agenda.

D. Downtown Burbank Film Festival Update

Jeff Rector from the Burbank International Film Festival (BIFF) made a presentation to the Board on the upcoming 10th Annual Film Festival. This year, the BIFF will accommodate various events and parties at local Downtown Burbank locations including the Holiday Inn Crystal View Lounge, Story Tavern, and Wockano. More than 200 films are set to be screened at the event, and Mr. Rector expects 5,000 attendees. Among the noted guests set to attend are Ariel Winter and Tyler Posey.

E. Downtown Burbank Car Classic Update

Staff gave a brief report on the 8th Annual Car Classic which welcomed the most attendees (20,000+ visitors) and the most registrants to date (200+ cars). This year, the event footprint expanded across Magnolia to include the recently renovated Burbank Town Center dining terrace. The events famed VIP Block included West Coast Customs, Cars from *The Fast and the Furious* franchise via Vehicle Effects, Unique Twist, and The Burbank Historical Society. A full event wrap-up will be presented at the next Board meeting.

F. Downtown Burbank Mall Mural

ACTION ITEM

Staff presented a proposal to the Board for mural sponsorship at the Burbank Town Center (BTC). For installation of mural art in Downtown Burbank, the Partnership has entered into right-of-entry agreements with property owners to install and maintain murals through the life of the PBID. Due to the BTC's inability to agree to the terms of the Partnership's Agreement, a sponsorship for the mural was proposed. The Board reviewed the proposed sponsorship, and it was noted that if sponsored, the Partnership would forfeit rights and obligations as stated in the currently used "Right of Entry for Installation and Maintenance of Artwork" Agreement. The Burbank Town Center would then be responsible for entering into an agreement with Blank Canvas (the artist), receiving approval from the Partnership on the final mural design, pulling necessary permits for work, and any/all future mural maintenance. Upon further discussion, it was decided that a sponsorship would be approved with the caveat that the Partnership would pay the artist for their work directly. Ted Slaughter made a motion to approve sponsorship of a not to exceed amount of \$10,000 for the cost of work quoted at \$9,840 by Blank Canvas and any costs related to a street use permit to the City, seconded by Patrick Prescott; motion carried 6-0.

Dominick Scarola arrived during discussion for this agenda item, so a quorum was present.

G. 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 \$11,950, and Car Classic event expenses. For a list of additional operational expenses please see attached financial statements. Michael Wilford made a motion for approval, seconded by Dominick Scarola; motion carried 6-0.

H. **Approval of Minutes**

ACTION ITEM

The minutes for the meeting of July 11, 2018 were presented for approval. Michael Wilford made a motion to approve the minutes as presented, seconded by Ted Slaughter; motion carried 6-0.

I. **Treasurer's Report**

The treasurer's report for this month was tabled to the next meeting.

J. **Future Agenda Items**

Staff noted that an update on 2019-2028 Management District Plan (MDP) services including the Homeless Assistance Program and Holiday Décor would be presented at a future meeting date.

K. **Next Scheduled Meeting:** October 4, 2018

DRAFT

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

Sep 30, 18

ASSETS

Current Assets

Checking/Savings

Checking account 14,845.41

City Treasurer 257,529.42

Money market 4,152.40

Total Checking/Savings 276,527.23

Total Current Assets 276,527.23

TOTAL ASSETS 276,527.23

LIABILITIES & EQUITY

Equity

Unrestrict (retained earnings) 387,235.25

Net Income -110,708.02

Total Equity 276,527.23

TOTAL LIABILITIES & EQUITY 276,527.23

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

	<u>Jan - Sep 18</u>
Ordinary Income/Expense	
Income	
Misc. Income	1,698.18
Sponsorship	56,973.31
Interest	3,201.58
Assessments - Other properties	353,762.62
Total Income	<u>415,635.69</u>
Gross Profit	415,635.69
Expense	
Acct. Balancing Adj.	-73.70
Promotional Sponsorship	45,000.00
State of California	10.00
Capital Improvements	
Wi-Fi	20,280.61
Total Capital Improvements	<u>20,280.61</u>
Administrative & Other	
District Renewal	22,686.80
Memberships	4,554.25
Accounting Services	2,727.95
Adjustments Per City Treasurer	-3,625.66
Salaries & benefits	53,900.00
Insurance	8,437.00
Other	92.30
Total Administrative & Other	<u>88,772.64</u>
Events	
Winter Wine Walk	2,105.00
Burbank Beer Festival	596.44
Downtown Burbank Car Classic	49,921.99
Downtown Fine Arts Fest	10,172.06
Total Events	<u>62,795.49</u>
Holiday Promotions	
Ice Rink	16,129.59
Holiday Lightng	45,335.13
Total Holiday Promotions	<u>61,464.72</u>
Marketing and Promotions	
District Advertising	1,925.00
Marketing Consultant Services	30,456.00
Reimbursements	696.96
Advertising	350.00
General Identity Banners	1,102.25
Marketing and Promotions - Other	55,110.61
Total Marketing and Promotions	<u>89,640.82</u>
Materials & Supplies	
Reimbursements	729.87

Downtown Burbank Partnership, Inc.
Profit & Loss

January through September 2018

	<u>Jan - Sep 18</u>
Postage	186.50
Newsletter	510.00
Website maintenance	1,217.82
Materials & Supplies - Other	<u>96.71</u>
Total Materials & Supplies	2,740.90
Security & Maintenance	
Maintenance	<u>155,712.23</u>
Total Security & Maintenance	<u>155,712.23</u>
Total Expense	<u>526,343.71</u>
Net Ordinary Income	<u>-110,708.02</u>
Net Income	<u><u>-110,708.02</u></u>

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

	Date	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense					
Income					
Misc. Income					
	3/16/2018	Burbank City Federal Credit	2018 Closed Acct. not on Balance Sheet BCFCU	1,698.18	1,698.18
Total Misc. Income				1,698.18	1,698.18
Sponsorship					
	3/16/2018	California Beer Festival	2017 Burbank Beer Fetsival Income	494.94	494.94
	3/16/2018	KIND Snacks	2017 Ice Rink Sponsorship	1,500.00	1,994.94
	3/19/2018	Sponsor - Arts Fest	Arts Fest Booth Sponsor 2018	291.00	2,285.94
	4/23/2018	Sponsor - Arts Fest	Starlight Bowl Booth for Arts Fest (1 Day)	300.00	2,585.94
	4/24/2018	Sponsor - Arts Fest	2018 Arts Festival Booth Sponsor	485.20	3,071.14
	5/8/2018	Sponsor - Arts Fest	Arts Fest Booth - NY Life	300.00	3,371.14
	5/8/2018	Sponsor - Arts Fest	Arts Fest Booth - NY Life	200.00	3,571.14
	5/8/2018	Sponsor - Arts Fest	Arts Fest Booth - Great Destinations	500.00	4,071.14
	5/8/2018	Sponsor - Arts Fest	Arts Fest Vendor Booth - Luis Gonzales	150.00	4,221.14
	5/8/2018	Visit Burbank	Beer Fest Sponsorship	30,000.00	34,221.14
	5/8/2018	Visit Burbank	Wine Walk Sponsorship	10,000.00	44,221.14
	6/11/2018	Sponsorship - Car Classic	2018 Food Vendor - Churro Stix	242.45	44,463.59
	6/11/2018	Sponsorship - Car Classic	2018 Vendor - Renewal by Anderson	485.20	44,948.79
	6/11/2018	Sponsorship - Car Classic	2018 Community/Sample - WingStop	242.45	45,191.24
	7/13/2018	Sponsorship - Car Classic	Car Classic Booth - Perry's Collectibles	339.55	45,530.79
	7/13/2018	Sponsorship - Car Classic	Car Classic Food Vendor - Cold Krush Sno Cone	242.45	45,773.24
	7/13/2018	Sponsorship - Car Classic	Car Classic Booth - Quest for God	485.20	46,258.44
	8/1/2018	Sponsorship - Car Classic	Car Classic Registration (1)	33.62	46,292.06
	8/1/2018	Sponsorship - Car Classic	Car Classic Booth - Born Free Cycles	482.35	46,774.41
	8/1/2018	Sponsorship - Car Classic	Car Classic Booth - Faith Granger	193.90	46,968.31
	9/6/2018	Sponsorship - Car Classic	Car Classic Attendees - Eventbrite Payout	4,340.00	51,308.31
	9/6/2018	Sponsorship - Car Classic	Car Classic Booth - Infinity by Marvin	500.00	51,808.31
	9/6/2018	Sponsorship - Car Classic	Car Classic T Shirt Sponsorship - Story Tavern	1,000.00	52,808.31
	9/6/2018	Sponsorship - Car Classic	Car Classic Booth - Burning Rubber	400.00	53,208.31
	9/6/2018	Sponsorship - Car Classic	Car Classic Booth - Marianna Z Health Coach	500.00	53,708.31
	9/6/2018	Sponsorship - Car Classic	Car Classic Booth - Great Destinations	500.00	54,208.31

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
9/6/2018	Sponsorship - Car Classic	Car Classic Booth - Johnn for Congress	500.00	54,708.31
9/6/2018	Sponsorship - Car Classic	Car Classic Registration	35.00	54,743.31
9/6/2018	Sponsorship - Car Classic	Car Classic Registration	35.00	54,778.31
9/6/2018	Sponsorship - Car Classic	Car Classic Registration and T-Shirt (7)	301.00	55,079.31
9/6/2018	Sponsorship - Car Classic	Car Classic Registration (2)	50.00	55,129.31
9/6/2018	Sponsorship - Car Classic	Car Classic Registration (2)	50.00	55,179.31
9/6/2018	Sponsorship - Car Classic	Car Classic Registration (35) - Early Bird	875.00	56,054.31
9/6/2018	Sponsorship - Car Classic	Car Classic T-Shirt and Hat Sales	919.00	56,973.31
Total Sponsorship			56,973.31	56,973.31
Interest				
1/29/2018	Interest Income	Interest Income January 2018	368.72	368.72
1/31/2018		Interest	9.38	378.10
2/26/2018	Interest Income	February 2018 Interest Income	445.52	823.62
2/28/2018		Interest	8.48	832.10
3/26/2018	Interest Income	March 2018 Interest Income	430.71	1,262.81
3/31/2018		Interest	3.85	1,266.66
4/22/2018	Interest Income	Interest Income April 2018	277.32	1,543.98
4/30/2018		Interest	1.87	1,545.85
5/21/2018	Interest Income	Interest Income May 2018	521.56	2,067.41
5/31/2018		Interest	1.93	2,069.34
6/1/2018		Interest	1.87	2,071.21
6/15/2018	Interest Income	May 2018 Interest Income	638.32	2,709.53
6/15/2018	Interest Income	June 2018 Interest Income	484.36	3,193.89
6/15/2018	City Treasurer Adjustment	ADJ TO INT RECEIVABLE ACCRUALS	3.82	3,197.71
7/1/2018		Interest	1.94	3,199.65
8/1/2018		Interest	1.93	3,201.58
Total Interest			3,201.58	3,201.58
Assessments - Other properties				
1/29/2018	All Other Assessments	January 2018 Assessment Income	56,006.46	56,006.46
2/28/2018	All Other Assessments	February 2018 Assessment Income	32,902.70	88,909.16
3/26/2018	All Other Assessments	March 2018 Assessment Income LAMTA	15,904.56	104,813.72
3/26/2018	All Other Assessments	March 2018 Assessment Income	10,538.68	115,352.40
4/23/2018	All Other Assessments	April 2018 Assessment Income	161,520.43	276,872.83

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
5/8/2018	All Other Assessments	Metro 2017 Assessment Payment	15,904.56	292,777.39
5/14/2018	All Other Assessments	May 2018 Assessment Income	76,889.79	369,667.18
6/22/2018		LAMTA rev. for Mar.(deposit to Chking)	-15,904.56	353,762.62
	Total Assessments - Other properties		<u>353,762.62</u>	<u>353,762.62</u>
	Total Income		<u>415,635.69</u>	<u>415,635.69</u>
	Gross Profit		415,635.69	415,635.69
	Expense			
	Acct. Balancing Adj.			
1/1/2018	City Treasurer Adjustment	ALLOCATE DEC'17 LEHMAN BROS SETTLEMENT	-73.70	-73.70
	Total Acct. Balancing Adj.		<u>-73.70</u>	<u>-73.70</u>
	Promotional Sponsorship			
3/16/2018	Burbank Community YMCA	Sponsorship for 2017 Turkey Trot	15,000.00	15,000.00
6/11/2018	Flappers Comedy, LLC	Comedy Festival Sponsorship 2018	15,000.00	30,000.00
7/25/2018	Burbank Intl 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			
7/25/2018	Franchise Tax Board	Downtown Burbank 20-0364210 - 2017 Taxes	10.00	10.00
	Total State of California		<u>10.00</u>	<u>10.00</u>
	Capital Improvements			
	Wi-Fi			
7/18/2018		EPLUS TECHNOLOGY INC Wi-Fi Credit	-92.62	-92.62
7/20/2018		ARUBA AP 365 Updated Wi-Fi Infrastructure	20,373.23	20,280.61
	Total Wi-Fi		<u>20,280.61</u>	<u>20,280.61</u>
	Total Capital Improvements		<u>20,280.61</u>	<u>20,280.61</u>
	Administrative & Other			
	District Renewal			
1/19/2018	Civitas	Monthly Renewal Expenses - December 2017	4,316.00	4,316.00
2/13/2018	Civitas	Monthly Renewal Expenses - January 2018	4,316.00	8,632.00
5/8/2018	Civitas	Monthly Renewal Expenses - February 2018	4,316.00	12,948.00
5/8/2018	Civitas	Monthly Renewal Expenses - March 2018	1,676.00	14,624.00
5/8/2018	Civitas	Monthly Renewal Expenses - April 2018	4,316.00	18,940.00
5/8/2018	Bennett Engineering Services	Invoice #18037118 - Engineers Report Final PMT.	2,250.00	21,190.00
6/11/2018	Civitas	Monthly Renewal Expenses - May 2018	1,000.00	22,190.00

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
7/25/2018	Civitas	Final Renewal Expenses	496.80	22,686.80
Total District Renewal			22,686.80	22,686.80
Memberships				
1/17/2018		ICSC SoCal Conference 2-2018	95.00	95.00
2/1/2018		ICSC Membership Renewal M. Hamzoian	100.00	195.00
2/9/2018		CDA Conference Attendance- M.Minor	345.00	540.00
2/12/2018		Flight M. Minor for CDA Conference	127.97	667.97
2/21/2018		ICSC COnference - M. Hamzoian	640.00	1,307.97
3/12/2018		ICSC Membership - M. Minor	50.00	1,357.97
3/23/2018		CDA Hotel Expense M. Minor	393.14	1,751.11
4/20/2018		ICSC Hotel - M. Hamzoian	356.01	2,107.12
5/3/2018		ICSC Flight M. Hamzoian	495.96	2,603.08
5/8/2018	Marissa Minor	Reimbursement for Meals	60.78	2,663.86
5/8/2018	Marissa Minor	Reimbursement for Travel	93.56	2,757.42
5/24/2018		ICSC Hotel M. Hamzoian	819.31	3,576.73
5/25/2018		ICSC Taxi Transportation M. Hamzoian	57.92	3,634.65
5/25/2018		ICSC Meals M. Hamzoian	129.60	3,764.25
6/11/2018	California Downtown Assoc	Renewal of Membership for 2018 - M. Hamzoian	600.00	4,364.25
8/20/2018		ICSC October Conference M. Minor&M. Hamzoian	190.00	4,554.25
Total Memberships			4,554.25	4,554.25
Accounting Services				
3/16/2018	Turner, Warren, Hwang	Inv #31181 - 2017 1099 Preperation	358.00	358.00
3/19/2018		Quickbooks Update	219.95	577.95
9/24/2018	Turner, Warren, Hwang	Inv. #32311 - 2917 Tax Preperation	2,150.00	2,727.95
Total Accounting Services			2,727.95	2,727.95
Adjustments Per City Treasurer				
1/15/2018		JAN-18 Purchase Invoices USD	8.80	8.80
6/29/2018		MARKET VALUE ADJUSTMENT AS OF 6/30/18	3,261.22	3,270.02
6/29/2018	City Treasurer	Revenue Accruals for FY17-18	-1,443.19	1,826.83
6/29/2018	City Treasurer	AR ACCRUAL For JUN18-AUG18	-5,394.46	-3,567.63
6/29/2018	City Treasurer	ALLOCATE APR'18 LEHMAN BROS SETTLEMENT P	-58.03	-3,625.66
Total Adjustments Per City Treasurer			-3,625.66	-3,625.66
Salaries & benefits				

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
1/15/2018		January 2018 Salaries and Benefits	7,700.00	7,700.00
2/19/2018		February 2018 Salaries and Benefits	7,700.00	15,400.00
3/19/2018		March 2018 Salaries and Benefits	7,700.00	23,100.00
4/15/2018		Salaries and Benefits April 2018	7,700.00	30,800.00
5/14/2018		May 2018 Salaries and Benefits	7,700.00	38,500.00
6/15/2018		Salaries and Benefits June 2018	7,700.00	46,200.00
7/20/2018		Salaries and Benefits June 2018	7,700.00	53,900.00
Total Salaries & benefits			53,900.00	53,900.00
Insurance				
5/8/2018	Philadelphia Insurance Co	Non-Profit Pkg 2018 Renewal	3,887.00	3,887.00
5/8/2018	Philadelphia Insurance Co	Non-Profit Umbrella 2018 Renewal	616.00	4,503.00
5/8/2018	Philadelphia Insurance Co	Flexi-Plus Five 2018 Renewal	3,934.00	8,437.00
Total Insurance			8,437.00	8,437.00
Other				
6/22/2018		Merchant/Owner Meeting Catering May 2018	92.30	92.30
Total Other			92.30	92.30
Total Administrative & Other			88,772.64	88,772.64
Events				
Winter Wine Walk				
1/19/2018	Vox Media, Inc.	Winter Wine Walk Radio Ads SIN013189	2,000.00	2,000.00
7/25/2018	RuffHaus	Wine Walk Updates	105.00	2,105.00
Total Winter Wine Walk			2,105.00	2,105.00
Burbank Beer Festival				
7/25/2018	RuffHaus	Beer Fest Updates	105.00	105.00
9/24/2018	MetroMedia Technologies Inc.	2018 Beer Fest Bus Shelters	341.44	446.44
9/24/2018	RuffHaus	Beer FEst Transit Shelytyer	150.00	596.44
Total Burbank Beer Festival			596.44	596.44
Downtown Burbank Car Classic				
3/12/2018		2018 DTNBUR Car Classic Banner	174.00	174.00
6/11/2018	Fric-Frac Productions, Inc.	VIP DJ Payment 1/2 2018	4,620.00	4,794.00
6/11/2018	The Strausberg Group, Inc.	Car Classic Website Updates	750.00	5,544.00
6/11/2018	RuffHaus	Car Classic Application, Poster, Banner	1,935.00	7,479.00
6/29/2018		Fed Ex Shipping Fee - Car Classic Payment	19.98	7,498.98

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
7/19/2018	LA Department of Health	Event Permit Fees - 2018 Car Classic	631.00	8,129.98
7/25/2018	Blanca Rose Laba	2018 Car Classic Balloons and Face Painting	800.00	8,929.98
7/25/2018	Fric-Frac Productions, Inc.	VIP DJ Payment 2/2 2018	4,620.00	13,549.98
7/25/2018	MetroMedia Technologies Inc.	2018 Car Classic Bus Shelters	341.37	13,891.35
7/25/2018	RuffHaus	Car Classic Kiosk, Newsletter, News Ad, Program	930.00	14,821.35
7/27/2018		Car Classic DashCards	22.75	14,844.10
8/1/2018	Arlou Somo	2018 DTN Car Classic Chalk	300.00	15,144.10
8/1/2018	Shaina Joel	2018 DTN Car Classic Chalk	300.00	15,444.10
8/9/2018	Luigi Dubon	2018 Car Classic Photography	400.00	15,844.10
8/9/2018	Vehicle Effects	2018 Car Classic	2,750.00	18,594.10
8/9/2018	Dave Lindsay	#18419 - 2018 SoCal Car Culture Banner Ad	150.00	18,744.10
8/9/2018	The Corporate Gift Service	2018 Car Classic T-Shirts - #26310	4,770.48	23,514.58
8/9/2018	The Corporate Gift Service	2018 Car Classic Awards - #26305	229.96	23,744.54
8/24/2018		Car Classic Attendee Refund	25.00	23,769.54
9/7/2018	Susie Avetisyan	Car Classic Ice	13.14	23,782.68
9/7/2018	United Site Services	Car Classic Restroom Rental	746.58	24,529.26
9/7/2018	JCL Barricade	Invoice #96530 2018 Car Classic	13,207.26	37,736.52
9/7/2018	Luigi Dubon	2018 Car Classic Video	380.00	38,116.52
9/7/2018	My Burbank, Inc.	Car Classic Ad on myBurbank.com #18057	500.00	38,616.52
9/24/2018	Stay Green Inc.	Invoice #109288 - Car Classic Cleanup	1,620.00	40,236.52
9/24/2018	Anderson Party Rentals, Inc.	Invoice #28080 - Car Classic Event Rentals	9,235.47	49,471.99
9/24/2018	Los Angeles Times	2018 Car Classic Ad - Inv. 000953991000	450.00	49,921.99
Total Downtown Burbank Car Classic			49,921.99	49,921.99
Downtown Fine Arts Fest				
1/19/2018	United Site Services	Balance Due - Restroom Rental	4.06	4.06
4/13/2018		Over 21 Bracelets for Wine Garden	17.98	22.04
5/8/2018	Stay Green Inc.	Arts Festival - Maintenance Services	1,920.00	1,942.04
5/8/2018	My Burbank, Inc.	Arts Fest on myBurbank.com #18027	400.00	2,342.04
5/8/2018	Randall's Art	DTN Arts Fest Chalk	200.00	2,542.04
5/8/2018	Lury Norris	DTN Arts Fest Chalk	200.00	2,742.04
5/8/2018	Anderson Party Rentals, Inc.	Invoice #27813 - Arts Fest	1,915.78	4,657.82
5/8/2018	MetroMedia Technologies Inc.	2018 Arts Fest Bus Shelters	339.41	4,997.23
5/8/2018	RuffHaus	Arts Fest Marketing	2,530.00	7,527.23

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
6/11/2018	Robin Faulk	Meal Reimbursement	31.83	7,559.06
6/29/2018		PD - ARTS FESTIVAL APRIL 14-15, 2018	2,613.00	10,172.06
Total Downtown Fine Arts Fest			10,172.06	10,172.06
Total Events			62,795.49	62,795.49
Holiday Promotions				
Ice Rink				
1/19/2018	RuffHaus	2017 The Rink in DTNBUR	365.00	365.00
1/19/2018	MetroMedia Technologies Inc.	2017 Burbank Ice Rink OFM Shelters	738.17	1,103.17
1/19/2018	My Burbank, Inc.	Ice Rink ad on myBurbank.com #17122	300.00	1,403.17
1/19/2018	Ice America	Ice Rink Final PMT	5,000.00	6,403.17
3/12/2018		2018 DTNBUR Ice Rink Banner	174.00	6,577.17
7/27/2018		2016-17 Ice Rink Utility Billing	9,102.42	15,679.59
9/24/2018	RuffHaus	2018-19 Ice Rink Materials	450.00	16,129.59
Total Ice Rink			16,129.59	16,129.59
Holiday Lightng				
3/9/2018	Mobile Illumination, Inc.	2017 Holiday Lighting and Decor Pmt 2/2	45,335.13	45,335.13
Total Holiday Lightng			45,335.13	45,335.13
Total Holiday Promotions			61,464.72	61,464.72
Marketing and Promotions				
District Advertising				
1/19/2018	Southern California Media Group	Where Magazine Advertisment December 2017	1,925.00	1,925.00
Total District Advertising			1,925.00	1,925.00
Marketing Consultant Services				
2/28/2018	Robin Faulk	Robin Faulk Marketing April 2017	3,384.00	3,384.00
2/28/2018	Robin Faulk	Robin Faulk Marketing May 2017	3,384.00	6,768.00
3/16/2018	Robin Faulk	Robin Faulk Marketing June 2017	3,384.00	10,152.00
3/16/2018	Robin Faulk	Robin Faulk Marketing July 2017	3,384.00	13,536.00
3/16/2018	Robin Faulk	Robin Faulk Marketing August 2017	3,384.00	16,920.00
3/16/2018	Robin Faulk	Robin Faulk Marketing September 2017	3,384.00	20,304.00
6/11/2018	Robin Faulk	Robin Faulk Marketing October 2017	3,384.00	23,688.00
6/11/2018	Robin Faulk	Robin Faulk Marketing November 2017	3,384.00	27,072.00
6/11/2018	Robin Faulk	Robin Faulk Marketing December 2017	3,384.00	30,456.00
Total Marketing Consultant Services			30,456.00	30,456.00

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January through September 2018

	Date	Name	Memo	Paid Amount	Balance
Reimbursements					
	9/7/2018	Aram (Khoren) Martikyan	2014 Assessment Reimburesment	174.24	174.24
	9/7/2018	Aram (Khoren) Martikyan	2015 Assessment Reimburesment	174.24	348.48
	9/7/2018	Aram (Khoren) Martikyan	2016 Assessment Reimburesment	174.24	522.72
	9/7/2018	Aram (Khoren) Martikyan	2017 Assessment Reimburesment	174.24	696.96
Total Reimbursements				696.96	696.96
Advertising					
	9/7/2018	RuffHaus	Burbank Film Fest Ad	350.00	350.00
Total Advertising				350.00	350.00
General Identity Banners					
	5/8/2018	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					
	1/2/2018		January 2018 Facebook Marketing	495.90	495.90
	1/29/2018		January 2018 Animoto Fees	42.00	537.90
	2/15/2018		February 2018 Facebook Marketing	495.98	1,033.88
	2/28/2018		February 2018 Animoto	42.00	1,075.88
	3/12/2018		March Monthly Animoto Fees	42.00	1,117.88
	3/16/2018	Buxton	Retail Recruitment Model Solution Final Pmt	25,000.00	26,117.88
	3/20/2018		March 2018 Facebook Marketing	432.02	26,549.90
	4/9/2018		April 2018 Facebook Marketing	621.83	27,171.73
	4/23/2018		April Animoto Fees	42.00	27,213.73
	5/4/2018		Facebook Marketing May 2018	502.30	27,716.03
	5/8/2018	Burbank Printing	Annual Report Printing #38833	1,497.08	29,213.11
	5/8/2018	Burbank Printing	Annual Report Printing #38692	248.02	29,461.13
	5/8/2018	The Strausberg Group, Inc.	Social Media Start-Up Fee	2,000.00	31,461.13
	5/8/2018	The Strausberg Group, Inc.	Social Media March 2018	1,500.00	32,961.13
	5/8/2018	The Strausberg Group, Inc.	Social Media April 2018	1,500.00	34,461.13
	5/8/2018	The Strausberg Group, Inc.	Social Media May 2018	1,500.00	35,961.13
	5/8/2018	RuffHaus	Chamber Ad	85.00	36,046.13
	5/8/2018	RuffHaus	Cover Wrap AR 2017-18	552.50	36,598.63
	5/8/2018	RuffHaus	2017-18 Annual Report	5,750.00	42,348.63
	5/28/2018		Monthly Animoto Expense	42.00	42,390.63

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
6/11/2018	Picnic Design	Invoice #7174 Mural Design	2,500.00	44,890.63
6/11/2018	The Strausberg Group, Inc.	Social Media June 2018	1,500.00	46,390.63
6/25/2018		Monthly Animoto June 2018	42.00	46,432.63
6/29/2018		Facebook Advertising June 2018	525.39	46,958.02
7/2/2018		July 2017 Facebook Marketing	480.60	47,438.62
7/23/2018		July 2017 Animoto Subscription	42.00	47,480.62
7/25/2018	The Strausberg Group, Inc.	Social Media July 2018	1,500.00	48,980.62
7/25/2018	RuffHaus	Comedy Fest Program	350.00	49,330.62
8/3/2018		August 2018 Instagram Marketing	39.99	49,370.61
8/9/2018	The Strausberg Group, Inc.	Social Media August 2018	1,500.00	50,870.61
8/10/2018		August 2018 Animoto	42.00	50,912.61
8/30/2018		August 2018 Facebook Marketing	528.00	51,440.61
9/24/2018	Picnic Design	Invoice #7189 Mural Design Final Pmt	2,500.00	53,940.61
9/24/2018	Picnic Design	Expanded Mural Design	1,170.00	55,110.61
Total Marketing and Promotions - Other			55,110.61	55,110.61
Total Marketing and Promotions			89,640.82	89,640.82
Materials & Supplies				
Reimbursements				
1/19/2018	Marissa Minor	Reimbursement for Event Expenses and Postage	79.13	79.13
6/11/2018	Mary Hamzoian	Reimbursement for Taxi and Meals ICSC	128.02	207.15
9/7/2018	Jerry Gutierrez	2014 Assessment Reimburesment	174.24	381.39
9/7/2018	Jerry Gutierrez	2015 Assessment Reimburesment	174.24	555.63
9/7/2018	Jerry Gutierrez	2016 Assessment Reimburesment	174.24	729.87
Total Reimbursements			729.87	729.87
Postage				
3/23/2018		Stamps for SASE	186.50	186.50
Total Postage			186.50	186.50
Newsletter				
1/29/2018		January 2018 MailChimp Newsletter Fees	20.00	20.00
2/13/2018	RuffHaus	Janaury and February Newsletter Design	100.00	120.00
2/28/2018		February 2018 Newsletter Subscription	20.00	140.00
3/12/2018		March 2018 Monthly Newsletter	20.00	160.00
4/23/2018		April 2018 Newsletter	20.00	180.00

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
5/8/2018	RuffHaus	March Newsletter Design	50.00	230.00
5/29/2018		May 2018 Newsletter	20.00	250.00
6/11/2018	RuffHaus	June Newsletter	50.00	300.00
6/29/2018		Monthly Newsletter June 2018	20.00	320.00
7/20/2018		July 2018 Newsletter Expenses	20.00	340.00
7/25/2018	RuffHaus	July Newsletter	50.00	390.00
8/28/2018		July 2017 Newsletter Fees	20.00	410.00
9/7/2018	RuffHaus	August Newsletter	50.00	460.00
9/24/2018	RuffHaus	September Newsletter	50.00	510.00
Total Newsletter			510.00	510.00
Website maintenance				
3/12/2018		Website Renewal DTNBUR.com	119.02	119.02
4/23/2018		April 2018 Website Updates	353.80	472.82
8/24/2018		Website Renewal	49.00	521.82
8/30/2018		Website Renewal DTNBUR.com	696.00	1,217.82
Total Website maintenance			1,217.82	1,217.82
Materials & Supplies - Other				
2/26/2018		Stamps for SASE Mailing	43.74	43.74
3/19/2018		Envelopes for Renewal Mailing	35.02	78.76
7/27/2018		Coffee for PBID Meeting	17.95	96.71
Total Materials & Supplies - Other			96.71	96.71
Total Materials & Supplies			2,740.90	2,740.90
Security & Maintenance				
Maintenance				
1/15/2018		January 2018 Utility Billing	14.95	14.95
1/15/2018		December 2017 Maintenance	11,950.00	11,964.95
1/19/2018	Blank Canvas LA	Starbucks Mural Deposit	5,000.00	16,964.95
1/19/2018	A.S.D. Interiors	Design Hours for October and November	1,105.00	18,069.95
1/19/2018	Stay Green Inc.	Trash Can and Bench Installiion	0.00	18,069.95
1/19/2018	Stay Green Inc.	For CHK 3775 voided on 02/13/2018	4,592.00	22,661.95
2/5/2018		February 2018 Utility Billing	14.87	22,676.82
2/13/2018	Blank Canvas LA	Starbucks Mural Completion	5,000.00	27,676.82
2/13/2018	Stay Green Inc.	Trash Can and Bench Installiion	7,498.00	35,174.82

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January through September 2018

Date	Name	Memo	Paid Amount	Balance
2/13/2018	ProTec Building Services	Exterior Paint work at The Collection INV #165826	1,669.32	36,844.14
2/13/2018	Stay Green Inc.	Rev of GJE 599 CHK 3775 voided on 02/13/18	-4,592.00	32,252.14
2/13/2018	Schafer Electric	Rev of GJE 600 CHK 3750 voided on 02/13/18	-18,950.00	13,302.14
3/9/2018	Blank Canvas LA	Made in Burbank Mural Completion	0.00	13,302.14
3/9/2018	Larry Bisordi Painting Company	Painting of Six Downtown Pergolas	11,000.00	24,302.14
3/9/2018	Blank Canvas LA	For CHK 3785 voided on 03/09/2018	5,000.00	29,302.14
3/9/2018	Blank Canvas LA	Revo of GJE 605 - CHK 3785 voided on 03/09/18	-5,000.00	24,302.14
3/12/2018		January 2018 Maintenance	11,950.00	36,252.14
3/16/2018	Schafer Electric	Pergola Electrical and Install for 5 Paseo's	20,810.00	57,062.14
3/26/2018		March 2018 Utility Billing	14.41	57,076.55
4/20/2018		April 2018 Utility Fees	13.63	57,090.18
5/7/2018		February 2018 Maintenance	11,950.00	69,040.18
5/8/2018	Marissa Minor	Reimbursement for Light Bulbs	44.27	69,084.45
5/14/2018		Mrch and April Maintenance	23,900.00	92,984.45
5/21/2018		May 2018 Utility Billing	13.75	92,998.20
6/11/2018	Stay Green Inc.	Invoice #106541 - Move Benches on Magnolia	500.00	93,498.20
6/11/2018	RuffHaus	Mural Rendering	350.00	93,848.20
6/22/2018		May and June 2018 Monthly Miantenance	23,900.00	117,748.20
6/29/2018		Utility Fees June 2018	14.03	117,762.23
7/25/2018	Blank Canvas LA	Market City Caffé Mural Deposit	1,900.00	119,662.23
7/25/2018	Blank Canvas LA	Market City Caffé Mural Completion	1,900.00	121,562.23
7/25/2018	Blank Canvas LA	BTC Mural Deposit	4,920.00	126,482.23
7/25/2018	Schafer Electric	Pergola String Light/Electrical Install for 5 Paseo's	22,435.00	148,917.23
8/9/2018	Blank Canvas LA	MCC Mural Extension	1,500.00	150,417.23
9/24/2018	Stay Green Inc.	Invoice #100294 - Trash Can Install	375.00	150,792.23
9/24/2018	Blank Canvas LA	BTC Mural - Final Pmt.	4,920.00	155,712.23
	Total Maintenance		<u>155,712.23</u>	<u>155,712.23</u>
	Total Security & Maintenance		<u>155,712.23</u>	<u>155,712.23</u>
	Total Expense		<u>526,343.71</u>	<u>526,343.71</u>
	Net Ordinary Income		<u>-110,708.02</u>	<u>-110,708.02</u>
	Net Income		<u>-110,708.02</u>	<u>-110,708.02</u>