

**Downtown Burbank Partnership
Meeting Agenda**

January 17, 2019 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 November 15, 2018 Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

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

G. Downtown Burbank Leasing Update

Staff will update the Board on current leasing activity in Downtown Burbank.

H. Downtown Burbank Marketing and Wayfinding RFP

Staff will give an update on the recently distributed Marketing and Wayfinding RFP and present a timeline for implementation.

I. Downtown Burbank Marketing Consultant Services

ACTION ITEM

Staff will provide an update regarding the contract with Robin Faulk for Marketing consultant services.

J. Downtown Burbank Marketing and Wayfinding Subcommittee ACTION ITEM

The Board will elect a Marketing and Wayfinding subcommittee to guide the Partnership in the selection of a new marketing and design firm.

K. Downtown Burbank Homeless Liaison Proposal

ACTION ITEM

Staff will present a proposal for social services including homeless outreach, safety, and hospitality services in Downtown Burbank to commence in Q1 2019.

Staff Recommendation: Staff recommends that the Board review and approve the proposal from Street Plus for service for an annual not to exceed amount of \$189,586.00 annually.

L. On-going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$70,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$12,000, marketing consultant fees of \$8,000, and remaining 2018 Holiday Décor expenses in the amount of \$50,000. For a list of additional operational expenses please see attached financial statements.

M. Future Agenda Items

Board Members and staff may introduce new items for discussion, but no action may take place at this time, except to place the item on a future agenda.

In February 2019, staff will present a 2019 Budget for review and approval as well as a contract for marketing consultant services to the Board.

N. ADJOURNMENT: Next tentative meeting: February 7, 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 November 15, 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**
Ted Slaughter, The Village Walk **Secretary**
James O'Neil, Crown Realty & Development, **Vice Chair**
Michael de Leon, Burbank Town Center Manager
Frank Gangi, Gangi Development
Justin Hess, Assistant City Manager
Patrick Prescott, Community Development Director
Dominick Scarola, North End Pizzeria
Brett Warner, Lee and Associates

Members Absent: Michael Wilford, **Treasurer**
Barbara Holliday, Flappers Comedy Club

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

The Board meeting was called to order at 9:05 a.m., Thursday November 15, 2018. There was not a quorum at this time.

A. Roll Call

B. Announcements

- The Downtown Burbank Ice Rink will open December 13th and run through January 6, 2019.
- The Burbank Winter Wine Walk will take place Saturday, November 17, 2019.
- The annual Downtown Burbank Arts Festival is scheduled for May 18-19, 2019.

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 October 4, 2018, were presented for approval. Jim O'Neil made a motion to approve the minutes as presented, seconded by Michael DeLeon; motion carried 9-0.

E. Treasurer's Report

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

F. Downtown Burbank High Visibility Cross Walk Update

David Kriske from the City's Transportation Department provided the Board with an update on the recently installed High Visibility Crosswalks along San Fernando Blvd.

The improvements include large wide white stripes at mid-block crossings and new pedestrian signage from Magnolia Blvd. to Verdugo Blvd.

G. Downtown Burbank Social Media Update

Staff from The Strausberg Group provided the Board with a comprehensive update on social media outlets from July 2018 through October 2018. Since July, the Strausberg Group has created social media content and posted daily across Downtown Burbank's Twitter, Facebook and Instagram channels. This has resulted in an 11% growth in followers on Facebook, and a phenomenal 61.4% growth in followers on Instagram. Twitter, has experienced 3.3% growth. The Board requested that additional data on the location of Downtown's followers be included in the next report.

H. Downtown Burbank Leasing Update

Mary Hamzoian provided the Board with an update on leasing activity including staff's recent attendance at the International Council of Shopping Center's Western Conference and Deal Making convention where 12 expanding retailers were contacted and given leasing information for the City of Burbank including: DRNK Coffee + Tea/QWENCH Juice Bar, Paris Baguette and Stretch Lab/Club Pilates. Mrs. Hamzoian also gave an update on retailers that would be opening soon including: Orange Theory Fitness, H&M, Shake Shack, and Spectrum.

I. Downtown Burbank Marketing and Wayfinding RFP

PBID staff presented a draft Marketing and Wayfinding Request for Proposal (RFP). The proposal requests design and marketing services for 2019 that would include: a comprehensive marketing strategy, brand identity, a new website, wayfinding signage, and district banners, among other services. The Board discussed the RFP presented, and agreed to distribute it via the City's Plant Bids website. The Board suggested that merchants in the district be surveyed and used as a focus group once a firm has been chosen so that their input can be used to guide marketing process. Additionally, the Board suggested that an RFP subcommittee be formed so that all proposals received could be reviewed and vetted prior to their presentation to the entire Board. Frank Gangi made a motion to approve the RFP for distribution, seconded by Dominick Scarola; motion carried 9-0. Staff will follow up with the Board to assemble an RFP Subcommittee in January 2019.

J. Downtown Burbank Homeless Liaison Proposal

PBID Staff presented proposals to the Board for social outreach services, these services would begin in 2019 as a part of the Partnership's new Management District Plan (MDP) for 2019-2028. After review, and given the high cost of the proposals received, staff recommended that the Board consider expansion of the proposal to also include safety and hospitality services that would be completed on behalf of the Partnership which would also meet additional requirements set forth in the MDP. By combining these services, a greater percentage of the budget can be allocated to this programming, and more services can be completed via a single contracted company. The Board agreed to this, and directed staff to expand the requested scope of services and bring a revised proposal to the Boards for review at the next meeting.

K. Downtown Burbank Bookkeeping Proposal

Staff presented a proposal for bookkeeping services from Teresa Mackey Consulting. Ms. Mackey currently provides bookkeeping services to the Burbank Hospitality Association, and her monthly bills average \$960 a month. After review of the proposal presented, the Board agreed to approve a proposal for services at the fixed rate of \$60/hour for the first six months. After the first six months, a determination will be made of the accurate scope of work and a flat rate will be established. Michael DeLeon a made a motion for approval, seconded by Ted Slaughter; motion carried 9-0.

L. City Services Agreement

Staff presented the 2019-2028 City Services Agreement between the Downtown Burbank Partnership and the City of Burbank to the Board for review. After some discussion, Michael DeLeon made a motion to approve the Agreement, with the notation that the Board would like the City to do a funding 'true-up' twice annually so that the percentage of salaries paid by the Partnership to the City is commensurate with the annual assessment funding received, seconded by Ted Slaughter; motion carried 9-0. The agreement will be brought to City Council for final approval on December 11, 2018.

Ongoing Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$45,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$12,000, marketing consultant fees in the amount of \$8,000, and Ice Rink Fees in the amount of \$25,000. For a list of additional operational expenses please see attached financial statements. Dominick Scarola made a motion for approval, seconded by Jim O'Neil; motion carried 9-0.

M. Next Scheduled Meeting: January 2019

Downtown Burbank Partnership, Inc.
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking account	4,674.86
City Treasurer	63,753.02
Money market	4,158.09
Total Checking/Savings	<u>72,585.97</u>
Total Current Assets	<u>72,585.97</u>
TOTAL ASSETS	<u><u>72,585.97</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestrict (retained earnings)	387,235.25
Net Income	-314,649.28
Total Equity	<u>72,585.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>72,585.97</u></u>

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

	<u>Jan - Dec 18</u>
Ordinary Income/Expense	
Income	
Misc. Income	1,698.18
Sponsorship	56,973.31
Interest	4,425.90
Assessments - Other properties	353,762.62
Total Income	<u>416,860.01</u>
Gross Profit	416,860.01
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	24,025.30
Memberships	4,554.25
Accounting Services	2,727.95
Adjustments Per City Treasurer	-3,634.67
Salaries & benefits	92,400.00
Insurance	8,437.00
Other	92.30
Total Administrative & Other	<u>128,602.13</u>
Events	
Winter Wine Walk	11,222.94
Burbank Beer Festival	51,515.08
Downtown Burbank Car Classic	59,984.83
Downtown Fine Arts Fest	10,706.78
Total Events	<u>133,429.63</u>
Holiday Promotions	
Ice Rink	42,807.02
Holiday Creative & Design	550.00
Holiday Lighitng	45,335.13
Total Holiday Promotions	<u>88,692.15</u>
Marketing and Promotions	
District Advertising	1,925.00
Marketing Consultant Services	50,760.00
Reimbursements	767.48
Advertising	350.00
General Identity Banners	1,497.25
Marketing and Promotions - Other	61,248.12
Total Marketing and Promotions	<u>116,547.85</u>
Materials & Supplies	

Downtown Burbank Partnership, Inc.

Profit & Loss

January through December 2018

Jan - Dec 18

Reimbursements	780.39
Postage	214.68
Newsletter	670.00
Website maintenance	1,767.82
Materials & Supplies - Other	96.71
Total Materials & Supplies	3,529.60
Security & Maintenance	
Maintenance	195,443.44
Security & Maintenance - Other	47.58
Total Security & Maintenance	195,491.02
Total Expense	731,509.29
Net Ordinary Income	-314,649.28
Net Income	<u><u>-314,649.28</u></u>

Downtown Burbank Partnership, Inc.

Profit & Loss Detail

January 1, 2018 through January 10, 2019

	Date	Name	Memo	Paid Amount	Balance
Ordinary Income/Expense					
Income					
Misc. Income					
	03/16/2018	Bur Federal Credit Union	2018 Closed Acct. not on Balance Sheet BCF	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	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
	07/13/2018	Sponsorship - Car Classic	Car Classic Booth - Perry's Collectibles	339.55	45,530.79
	07/13/2018	Sponsorship - Car Classic	Car Classic Food Vendor - Cold Krush Sno	242.45	45,773.24
	07/13/2018	Sponsorship - Car Classic	Car Classic Booth - Quest for God	485.20	46,258.44
	08/01/2018	Sponsorship - Car Classic	Car Classic Registration (1)	33.62	46,292.06
	08/01/2018	Sponsorship - Car Classic	Car Classic Booth - Born Free Cycles	482.35	46,774.41
	08/01/2018	Sponsorship - Car Classic	Car Classic Booth - Faith Granger	193.90	46,968.31
	09/06/2018	Sponsorship - Car Classic	Car Classic Attendees - Eventbrite Payout	4,340.00	51,308.31
	09/06/2018	Sponsorship - Car Classic	Car Classic Booth - Infinity by Marvin	500.00	51,808.31
	09/06/2018	Sponsorship - Car Classic	Car Classic T Shirt - Story Tavern	1,000.00	52,808.31
	09/06/2018	Sponsorship - Car Classic	Car Classic Booth - Burning Rubber	400.00	53,208.31
	09/06/2018	Sponsorship - Car Classic	Car Classic Booth - Marianna Z Health	500.00	53,708.31
	09/06/2018	Sponsorship - Car Classic	Car Classic Booth - Great Destinations	500.00	54,208.31

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
09/06/2018	Sponsorship - Car Classic	Car Classic Booth - Johnn for Congress	500.00	54,708.31
09/06/2018	Sponsorship - Car Classic	Car Classic Registration	35.00	54,743.31
09/06/2018	Sponsorship - Car Classic	Car Classic Registration	35.00	54,778.31
09/06/2018	Sponsorship - Car Classic	Car Classic Registration and T-Shirt (7)	301.00	55,079.31
09/06/2018	Sponsorship - Car Classic	Car Classic Registration (2)	50.00	55,129.31
09/06/2018	Sponsorship - Car Classic	Car Classic Registration (2)	50.00	55,179.31
09/06/2018	Sponsorship - Car Classic	Car Classic Registration (35) - Early Bird	875.00	56,054.31
09/06/2018	Sponsorship - Car Classic	Car Classic T-Shirt and Hat Sales	919.00	56,973.31
Total Sponsorship			56,973.31	56,973.31
Interest				
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
06/15/2018	Interest Income	May 2018 Interest Income	638.32	2,709.53
06/15/2018	Interest Income	June 2018 Interest Income	484.36	3,193.89
06/15/2018	City Treasurer Adjustment	ADJ TO INT RECEIVABLE ACCRUALS	3.82	3,197.71
07/01/2018		Interest	1.94	3,199.65
08/01/2018		Interest	1.93	3,201.58
08/30/2018	Interest Income	Interest Income August 2018	461.77	3,663.35
09/01/2018		Interest	1.88	3,665.23
09/28/2018	Interest Income	Interest Income September 2018	376.79	4,042.02
10/01/2018		Interest	1.94	4,043.96
10/30/2018	Interest Income	Interest Income October 2018	285.80	4,329.76
10/31/2018		Interest	6.77	4,336.53
11/01/2018		Interest	1.87	4,338.40

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
11/22/2018	Interest Income	Interest Income November 2018	72.94	4,411.34
12/01/2018		Interest	14.56	4,425.90
01/01/2019		Interest	18.65	4,444.55
Total Interest			4,444.55	4,444.55
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 LAMTA	15,904.56	104,813.72
03/26/2018	All Other Assessments	March 2018 Assessment Income	10,538.68	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		Assessment (deposit to Checking Acct.)	-15,904.56	353,762.62
Total Assessments - Other properties			353,762.62	353,762.62
Total Income			416,878.66	416,878.66
Gross Profit			416,878.66	416,878.66
Expense				
Acct. Balancing Adj.				
01/01/2018	City Treasurer Adjustment	ALLOCATE DEC'17 PROCEEDS	-73.70	-73.70
Total Acct. Balancing Adj.			-73.70	-73.70
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	2018 Festival Sponsorship	15,000.00	45,000.00
Total Promotional Sponsorship			45,000.00	45,000.00
State of California				
07/25/2018	Franchise Tax Board	Downtown Burbank 2017 Taxes	10.00	10.00
Total State of California			10.00	10.00
Capital Improvements				
Wi-Fi				
07/20/2018		Updated Wi-Fi Infrastructure	20,280.61	20,280.61
Total Wi-Fi			20,280.61	20,280.61
Total Capital Improvements			20,280.61	20,280.61

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

	Date	Name	Memo	Paid Amount	Balance
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	Engineers Report Final PMT.	2,250.00	21,190.00
	06/11/2018	Civitas	Renewal Expenses - May 2018	1,000.00	22,190.00
	07/25/2018	Civitas	Final Renewal Expenses	496.80	22,686.80
	10/18/2018	Civitas	July 2018 Renewal Expenses	1,338.50	24,025.30
				24,025.30	24,025.30
Total District Renewal				24,025.30	24,025.30
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 Asc.	Renewal of Membership for 2018	600.00	4,364.25
	08/20/2018		ICSC October Conference	190.00	4,554.25
				4,554.25	4,554.25
Total Memberships				4,554.25	4,554.25
Accounting Services					
	03/16/2018	Turner, Warren, Hwang	Inv #31181 - 2017 1099 Preperation	358.00	358.00
	03/19/2018		Quickbooks Update	219.95	577.95

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

January 1, 2018 through January 10, 2019

	Date	Name	Memo	Paid Amount	Balance
	09/24/2018	Turner, Warren, Hwang	Inv. #32311 - 2017 Tax Preperation	2,150.00	2,727.95
Total Accounting Services				2,727.95	2,727.95
Adjustments Per City Treasurer					
	01/15/2018		JAN-18 Purchase Invoices USD	8.80	8.80
	06/29/2018		MARKET VALUE ADJ AS OF 6/30/18	3,261.22	3,270.02
	06/29/2018	City Treasurer	Revenue Accruals for FY17-18	-1,443.19	1,826.83
	06/29/2018	City Treasurer	AR ACCRUAL For JUN-18-15-AUG-2018	-5,394.46	-3,567.63
	06/29/2018	City Treasurer	ALLOCATE APR'18 PROCEEDS	-58.03	-3,625.66
	10/30/2018		ALLOCATE SETTLEMENT PROCEEDS	-9.01	-3,634.67
Total Adjustments Per City Treasurer				-3,634.67	-3,634.67
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
	06/15/2018		Salaries and Benefits June 2018	7,700.00	46,200.00
	07/20/2018		Salaries and Benefits June 2018	7,700.00	53,900.00
	08/27/2018		Augist 2017 Salary and Benefits	7,700.00	61,600.00
	09/20/2018		September 2018 Salary and Benefits	7,700.00	69,300.00
	10/19/2018		October 2018 Salary and Benefits	7,700.00	77,000.00
	11/15/2018		Salaries and Benefits November 2018	7,700.00	84,700.00
	12/20/2018		Salaries and Benefits December 2018	7,700.00	92,400.00
Total Salaries & benefits				92,400.00	92,400.00
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
Other					
	06/22/2018		MerchantMeeting Catering May 2018	92.30	92.30
Total Other				92.30	92.30
Total Administrative & Other				128,602.13	128,602.13

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Events	Date	Name	Memo	Paid Amount	Balance
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
	10/18/2018	RuffHaus	Wine Walk Poster/Transit/Ads	600.00	2,705.00
	11/09/2018		IHeart Media Wine Walk Ads	2,000.00	4,705.00
	11/16/2018		Winter Wine Walk Promo GC	40.00	4,745.00
	11/29/2018	California Beer Festival	2018 Wine Walk Tickets	2,580.00	7,325.00
	11/29/2018	Stay Green Inc.	Invoice #112696 - Wine Walk Clean-Up	560.00	7,885.00
	11/29/2018	LocalWineEvents.com	2018 Burbank Wine Walk E-Blast	2,000.00	9,885.00
	11/29/2018	RuffHaus	Banners, Ads, Postcards	635.00	10,520.00
	11/29/2018	MetroMedia Technologies	2018 Wine Walk Bus Shelters	342.94	10,862.94
	11/29/2018		2018 Traffic Control Wine Walk	360.00	11,222.94
				11,222.94	11,222.94
Total Winter Wine Walk					
Burbank Beer Festival					
	07/25/2018	RuffHaus	Beer Fest Updates	105.00	105.00
	09/24/2018	MetroMedia Technologies Inc.	2018 Beer Fest Bus Shelters	341.44	446.44
	09/24/2018	RuffHaus	Beer FEst Transit Shelyter	150.00	596.44
	10/03/2018	DIG-Los Angeles	Beer Fest 1x1 Targeted FB Advertising	2,500.00	3,096.44
	10/03/2018	California Beer Festival	2018 Seed Money & Sponsorship	40,000.00	43,096.44
	10/11/2018		2018 KROQ Giveaway - Beer Fest	499.00	43,595.44
	10/18/2018	Twin Valet Parking	2018 Beer Festival Shuttle Invoice	2,430.00	46,025.44
	10/18/2018	RuffHaus	Beer Fest Postcard/Ads	950.00	46,975.44
	10/24/2018		Beer Fest Hotel Rooms - CBF Staff	3,194.64	50,170.08
	10/30/2018		2018 Traffic Control Beer Fest	360.00	50,530.08
	11/29/2018	Stay Green Inc.	Invoice #111624 - Beer Fest Clean-Up	560.00	51,090.08
	11/29/2018	RuffHaus	Ads and LED Slides	425.00	51,515.08
				51,515.08	51,515.08
Total Burbank Beer Festival					
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

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
06/29/2018		Fed Ex Shipping - Car Classic Payment	19.98	7,498.98
07/19/2018	LA County Department	Event Permit Fees - 2018 Car Classic	631.00	8,129.98
07/25/2018	Blanca Rose Laba	2018 Car Classic Balloons/ Face Painting	800.00	8,929.98
07/25/2018	Fric-Frac Productions, Inc.	VIP DJ Payment 2/2 2018	4,620.00	13,549.98
07/25/2018	MetroMedia Technologies	2018 Car Classic Bus Shelters	341.37	13,891.35
07/25/2018	RuffHaus	Car Classic Kiosk, Newsletter, News Ad, Proq	930.00	14,821.35
07/27/2018		Car Classic DashCards	22.75	14,844.10
08/01/2018	Arlou Somo	2018 DTN Car Classic Chalk	300.00	15,144.10
08/01/2018	Shaina Joel	2018 DTN Car Classic Chalk	300.00	15,444.10
08/09/2018	Luigi Dubon	2018 Car Classic Photography	400.00	15,844.10
08/09/2018	Vehicle Effects	2018 Car Classic	2,750.00	18,594.10
08/09/2018	Dave Lindsay	#18419 - 2018 SoCal Car Culture Banner Ad	150.00	18,744.10
08/09/2018	The Corporate Gift Service	2018 Car Classic T-Shirts - #26310	4,770.48	23,514.58
08/09/2018	The Corporate Gift Service	2018 Car Classic Awards - #26305	229.96	23,744.54
08/24/2018		Car Classic Attendee Refund	25.00	23,769.54
09/07/2018	Susie Avetisyian	Car Classic Ice	13.14	23,782.68
09/07/2018	United Site Services	Car Classic Restroom Rental	746.58	24,529.26
09/07/2018	JCL Barricade	Invoice #96530 2018 Car Classic	13,207.26	37,736.52
09/07/2018	Luigi Dubon	2018 Car Classic Video	380.00	38,116.52
09/07/2018	My Burbank, Inc.	Car Classic Ad on myBurbank.com	500.00	38,616.52
09/24/2018	Stay Green Inc.	Invoice #109288 - Car Classic Cleanup	1,620.00	40,236.52
09/24/2018	Anderson Party Rentals	Invoice #28080 - Car Classic Event Rentals	9,235.47	49,471.99
09/24/2018	Los Angeles Times	2018 Car Classic Ad	450.00	49,921.99
09/24/2018		2018 Car Classic Police Services	9,461.10	59,383.09
09/28/2018		Car Classic - Returned Check	60.00	59,443.09
10/18/2018	Robin Faulk	Water, Frames, Meals For Car Classic	181.74	59,624.83
10/30/2018		2018 Traffic Control Beer Fest	360.00	59,984.83
Total Downtown Burbank Car Classic			59,984.83	59,984.83
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

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
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	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
06/29/2018		PD - DOWNTOWN ARTS FESTIVAL	2,613.00	10,172.06
10/18/2018	RuffHaus	2019 Arts Fest Save the Date	350.00	10,522.06
10/26/2018		2018 Save the Date Postcards	184.72	10,706.78
Total Downtown Fine Arts Fest			10,706.78	10,706.78
Total Events			133,429.63	133,429.63
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
07/27/2018		2016-17 Ice Rink Utility Billing	9,102.42	15,679.59
09/24/2018	RuffHaus	2018-19 Ice Rink Materials	450.00	16,129.59
11/29/2018	Ice America	Ice Rink Payment 1/3	15,000.00	31,129.59
11/29/2018	MetroMedia Technologies	2018 Ice Rink Bus Shelters	747.43	31,877.02
11/29/2018	Burbank Water & Power	2018 Ice Rink Water Meter Deposit	930.00	32,807.02
12/06/2018	Ice America	Ice Rink Payment 2/3	0.00	32,807.02
12/06/2018	Ice America	For CHK 3854 voided on 12/06/2018	100,000.00	132,807.02
12/06/2018	Ice America	Reverse of GJE 710 - For CHK 3854	-100,000.00	32,807.02
12/06/2018	Ice America	Ice Rink Payment 2/3	10,000.00	42,807.02
Total Ice Rink			42,807.02	42,807.02
Holiday Creative & Design				
11/29/2018	RuffHaus	Tree Panels	550.00	550.00
Total Holiday Creative & Design			550.00	550.00
Holiday Lightng				
03/09/2018	Mobile Illumination, Inc.	2017 Holiday Lighting and Decor Pmt 2/2	45,335.13	45,335.13

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

	Date	Name	Memo	Paid Amount	Balance
Total Holiday Lightng				45,335.13	45,335.13
Total Holiday Promotions				88,692.15	88,692.15
Marketing and Promotions					
District Advertising					
	01/19/2018	Southern California Media	Where Magazine 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
	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
	10/18/2018	Robin Faulk	Robin Faulk Marketing January 2018	3,384.00	33,840.00
	10/18/2018	Robin Faulk	Robin Faulk Marketing February 2018	3,384.00	37,224.00
	10/18/2018	Robin Faulk	Robin Faulk Marketing March 2018	3,384.00	40,608.00
	10/18/2018	Robin Faulk	Robin Faulk Marketing April 2018	3,384.00	43,992.00
	10/18/2018	Robin Faulk	Robin Faulk Marketing May 2018	3,384.00	47,376.00
	10/18/2018	Robin Faulk	Robin Faulk Marketing June 2018	3,384.00	50,760.00
Total Marketing Consultant Services				50,760.00	50,760.00
Reimbursements					
	09/07/2018	Aram (Khoren) Martikyan	2014 Assessment Reimburesment	174.24	174.24
	09/07/2018	Aram (Khoren) Martikyan	2015 Assessment Reimburesment	174.24	348.48
	09/07/2018	Aram (Khoren) Martikyan	2016 Assessment Reimburesment	174.24	522.72
	09/07/2018	Aram (Khoren) Martikyan	2017 Assessment Reimburesment	174.24	696.96
	10/18/2018	Marissa Minor	Reimbursement for ICSC Parking	40.00	736.96
	10/18/2018	Marissa Minor	Reimbursement for ICSC Mileage	30.52	767.48
Total Reimbursements				767.48	767.48
Advertising					
	09/07/2018	RuffHaus	Burbank Film Fest Ad	350.00	350.00

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

	Date	Name	Memo	Paid Amount	Balance
Total Advertising				350.00	350.00
General Identity Banners					
	05/08/2018	AAA Flag & Banner	DTNBUR Banner Repairs	1,102.25	1,102.25
	10/18/2018	AAA Flag & Banner	DTNBUR Banner Repairs	395.00	1,497.25
Total General Identity Banners				1,497.25	1,497.25
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 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
	07/02/2018		July 2017 Facebook Marketing	480.60	47,438.62
	07/23/2018		July 2017 Animoto Subscription	42.00	47,480.62
	07/25/2018	The Strausberg Group, Inc.	Social Media July 2018	1,500.00	48,980.62

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
07/25/2018	RuffHaus	Comedy Fest Program	350.00	49,330.62
08/03/2018		August 2018 Instagram Marketing	39.99	49,370.61
08/09/2018	The Strausberg Group, Inc.	Social Media August 2018	1,500.00	50,870.61
08/10/2018		August 2018 Animoto	42.00	50,912.61
08/30/2018		August 2018 Facebook Marketing	528.00	51,440.61
09/21/2018		September 2018 Facebook Marketing	624.82	52,065.43
09/24/2018	Picnic Design	Invoice #7189 Mural Design FInal Pmt	2,500.00	54,565.43
09/24/2018	Picnic Design	Expanded Mural Design	1,170.00	55,735.43
10/01/2018		October 2018 Facebook Advertising	498.20	56,233.63
10/18/2018	The Strausberg Group, Inc.	Social Media September 2018	1,500.00	57,733.63
10/18/2018	The Strausberg Group, Inc.	Social Media October 2018	1,500.00	59,233.63
11/01/2018		November 2018 Facebook Marketing	514.49	59,748.12
11/29/2018	The Strausberg Group, Inc.	Social Media November 2018	1,500.00	61,248.12
Total Marketing and Promotions - Other			61,248.12	61,248.12
Total Marketing and Promotions			116,547.85	116,547.85
Materials & Supplies				
Reimbursements				
01/19/2018	Marissa Minor	Reimbursement for Expenses/Postage	79.13	79.13
06/11/2018	Mary Hamzoian	Reimbursement for Taxi and Meals ICSC	128.02	207.15
09/07/2018	Jerry Gutierrez	2014 Assessment Reimburesment	174.24	381.39
09/07/2018	Jerry Gutierrez	2015 Assessment Reimburesment	174.24	555.63
09/07/2018	Jerry Gutierrez	2016 Assessment Reimburesment	174.24	729.87
10/18/2018	Mary Hamzoian	Reimbursement for ICSC Parking	20.00	749.87
10/18/2018	Mary Hamzoian	Reimbursement for ICSC Mileage	30.52	780.39
Total Reimbursements			780.39	780.39
Postage				
03/23/2018		Stamps for SASE	186.50	186.50
10/30/2018		FedEx Shipment 10.2018	28.18	214.68
Total Postage			214.68	214.68
Newsletter				
01/29/2018		January 2018 MailChimp Newsletter	20.00	20.00
02/13/2018	RuffHaus	January and February Newsletter	100.00	120.00
02/28/2018		February 2018 Newsletter Subscription	20.00	140.00

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
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
07/20/2018		July 2018 Newsletter Expenses	20.00	340.00
07/25/2018	RuffHaus	July Newsletter	50.00	390.00
08/28/2018		July 2017 Newsletter Fees	20.00	410.00
09/07/2018	RuffHaus	August Newsletter	50.00	460.00
09/21/2018		September 2018 Monthly Newsletter	20.00	480.00
09/24/2018	RuffHaus	September Newsletter	50.00	530.00
10/18/2018	RuffHaus	October Newsletter	50.00	580.00
10/29/2018		October 2018 Monthly Newsletter Fees	20.00	600.00
11/28/2018		November 2018 Newsletter Fees	20.00	620.00
11/29/2018	RuffHaus	November Newsletter	50.00	670.00
Total Newsletter			670.00	670.00
Website maintenance				
03/12/2018		Website Renewal DTNBUR.com	119.02	119.02
04/23/2018		April 2018 Website Updates	353.80	472.82
08/24/2018		Website Renewal	49.00	521.82
08/30/2018		Website Renewal DTNBUR.com	696.00	1,217.82
10/09/2018		DTNBUR Website Renewals	550.00	1,767.82
Total Website maintenance			1,767.82	1,767.82
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
07/27/2018		Coffee for PBID Meeting	17.95	96.71
Total Materials & Supplies - Other			96.71	96.71
Total Materials & Supplies			3,529.60	3,529.60
Security & Maintenance				
Maintenance				
01/15/2018		January 2018 Utility Billing	14.95	14.95

Downtown Burbank Partnership, Inc. Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
01/15/2018		December 2017 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 work at The Collection	1,669.32	36,844.14
02/13/2018	Stay Green Inc.	Reverse of GJE 599 -For CHK 3775	-4,592.00	32,252.14
02/13/2018	Schafer Electric	Reverse of GJE 600 - For CHK 3750	-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	-5,000.00	24,302.14
03/12/2018		January 2018 Maintenance	11,950.00	36,252.14
03/16/2018	Schafer Electric	Pergola Electrical and Install for 5 Paseo	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		February 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		March and April 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
06/22/2018		May and June 2018 Monthly Maintenance	23,900.00	117,748.20
06/29/2018		Utility Fees June 2018	14.03	117,762.23
07/25/2018	Blank Canvas LA	Market City Caffe Mural Deposit	1,900.00	119,662.23
07/25/2018	Blank Canvas LA	Market City Caffe Mural Completion	1,900.00	121,562.23
07/25/2018	Blank Canvas LA	BTC Mural Deposit	4,920.00	126,482.23
07/25/2018	Schafer Electric	Pergola String Lighting Electrical&Install	22,435.00	148,917.23
08/09/2018	Blank Canvas LA	MCC Mural Extension	1,500.00	150,417.23
08/24/2018		May 2018 Stay Green Maintenance	11,950.00	162,367.23

Downtown Burbank Partnership, Inc.
Profit & Loss Detail

January 1, 2018 through January 10, 2019

Date	Name	Memo	Paid Amount	Balance
09/17/2018		June 2018 Stay Green Maintenance	11,950.00	174,317.23
09/24/2018	Stay Green Inc.	Invoice #100294 - Trash Can Install	375.00	174,692.23
09/24/2018	Blank Canvas LA	BTC Mural - Final Pmt.	4,920.00	179,612.23
10/29/2018		Utility Fees October 2018	15.85	179,628.08
10/30/2018		August 2018 Monthly Maintenance	11,950.00	191,578.08
11/29/2018	Landscape Forms, Inc.	Replacement Bins & Lids	3,865.36	195,443.44
Total Maintenance			195,443.44	195,443.44
Security & Maintenance - Other				
08/24/2018		Utility Fees August 2018	15.93	15.93
09/28/2018		Utility Fees September 2018	15.85	31.78
11/30/2018		November 2018 Utility Billing	15.80	47.58
Total Security & Maintenance - Other			47.58	47.58
Total Security & Maintenance			195,491.02	195,491.02
Total Expense			731,509.29	731,509.29
Net Ordinary Income			-314,630.63	-314,630.63
Net Income			-314,630.63	-314,630.63