

**Downtown Burbank Partnership
Meeting Agenda**

February 6, 2020 9:00 AM

City of Burbank, Community Services Building
150 North Third Street, Room 104 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 January 9, 2020 Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of January 31, 2020 will be presented for approval.

G. Board Member Applications and Executive Committee Positions **ACTION ITEM**

The Board will review and approve current non-voting members to voting Board seats that have been vacated by Barbara Holliday and Michael Wilford. The Board will also review and approve Barbara Holliday to a non-voting Board position. The Board will then accept nominations for the reorganization of the Executive Committee.

Recommendation: Staff recommends the Board approve two current non-voting members to fill vacant Board seats, approve Barbara Holliday as a non-voting member, and accept nominations for Executive Committee positions by approving appointments as needed for the 2020 calendar year.

H. Downtown Burbank 2020 Budget

ACTION ITEM

Staff will present the 2020 PBID Budget to the Board for review and approval. The Board will review and approve program expenditures for the year including those for holiday décor, marketing, special events, and district maintenance.

Staff Recommendation: Review and approve the 2020 budget as presented.

I. Holiday Décor Subcommittee

ACTION ITEM

The Board will accept nominations for a holiday décor subcommittee that will be tasked with reviewing holiday décor proposals and interviewing 2-3 Holiday décor companies in advance of the 2020 Holiday season.

Recommendation: Staff recommends the Board accept 2-3 nominations for a Holiday Décor Subcommittee.

J. Downtown Burbank Leasing and Development Update

Staff will update the Board on current development projects in Downtown Burbank.

Recommendation: Note and file.

K. 2019 Downtown Burbank Winter Wine Walk Update and 2020 Event Calendar

Staff will provide an update on the 2019 Burbank Winter Wine Walk event, and will discuss events planned for 2020.

Recommendation: Note and file.

L. 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 ambassador fees for February of \$15,000, and administrative expenses of \$5,000. 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.

- a. Complete Streets Update

N. ADJOURNMENT: Next tentative meeting: March 2020.

<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 Christine Deschaine, Kennedy Wilson, (non-voting) Judie Wilke, Asst. 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 Parham Yedidsion, Evolution Strategic Partners LLC, (non-voting)	Simone McFarland, Asst. Community Development Director Business & Economic Development Marketing Manager/Public Information Officer Mary Hamzoian, Economic Development Manager Marissa Minor, Economic Development Analyst Erika DeLeon, Economic Development Analyst

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

agenized. 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.