

**Downtown Burbank Partnership
Meeting Agenda**

February 21, 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 January 17, 2019 Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of February 15, 2019 will be presented for approval.

G. Downtown Burbank Leasing and Development Update

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

H. 2018 Downtown Burbank Beer Festival and Winter Wine Walk Update and 2019 Event Calendar

Staff will provide an update on the 2018 Burbank Beer Festival and Winter Wine Walk events, and will discuss events planned for 2019.

I. Downtown Burbank 2019 Budget

ACTION ITEM

Staff will present the 2019 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, special events, and district maintenance.

Staff Recommendation: Review and approve the 2019 budget as presented.

J. Downtown Burbank Sponsorship Application

ACTION ITEM

Staff will present a PBID Sponsorship Application Process to the Board for a formal review process of the sponsorships provided to outside organizations through the PBID.

Staff Recommendation: Review and approve the PBID Sponsorship Application as presented. Temporarily discontinue outgoing sponsorships and use funds for district wide marketing and capital improvements.

K. On-going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$15,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$12,000, marketing consultant fees of \$3,000. For a list of additional operational expenses please see attached financial statements.

Staff Recommendation: Approve the recommended funding request for \$15,000.

L. Future Agenda Items

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

M. ADJOURNMENT: Next tentative meeting: March 2019

<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.