

**Downtown Burbank Partnership
Meeting Agenda**

May 2, 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 March 12, 2019 Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of April 24, 2019 will be presented for approval.

G. La Terra Select Burbank Development Presentation

ACTION ITEM

Representatives from LaTerra Development will present details of their proposed mixed use development and request a letter of support from the Partnership.

H. Marketing & Wayfinding Design Timeline

Staff will provide the Marketing and Wayfinding Design contract with Anyone Collective and present a timeline of services for review.

I. Downtown Burbank 2018 Annual Report

Staff will provide the Board with copies of the 2018 PBID Annual Report which went to Council for approval on April 30th.

J. Downtown Burbank Arts Festival Update

Staff will update the Board on the 2019 Downtown Burbank Arts Festival taking place May 18th and 19th.

K. StreetPlus Update

Staff will update the Board on the new Hospitality and Social Outreach Services program with Street Plus.

L. Capital Improvements and Maintenance Update

Staff will update the Board on Zone 3 replanting and improvements as well as recently implemented supplementary maintenance services for Zone 1 and 2.

M. On-going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$40,000 in funding from the PBID holding account to cover monthly maintenance fees in the amount of \$20,000, marketing consultant fees of \$8,000, and Arts Festival expenses in the amount of \$12,000. For a list of additional operational expenses please see attached financial statements.

N. 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.

O. ADJOURNMENT: Next tentative meeting: June 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 Tigran Yeremyan, 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 ajenized. 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.