

**Downtown Burbank Partnership
Meeting Agenda**

June 6, 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 May 2, 2019 Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of May 31, 2019 will be presented for approval.

G. Downtown Burbank Arts Festival Update Wrap-Up

Staff will provide a wrap-up of the 2019 Downtown Burbank Arts Festival.

H. Capital Improvements and Maintenance Update

Staff will update the Board on Zone 3 median replanting.

I. Marketing & Wayfinding Design Update

Staff will provide an update on the implementation of Marketing and Wayfinding Design services with Anyone Collective.

J. On-going Operational Issues

ACTION ITEM

Staff will ask the Board to consider transferring \$120,000 in funding from the PBID holding account to cover replenishment of the Money Market account at \$20,000, monthly ambassador fees in the amount of \$15,000, marketing expenses in the amount of \$32,000, marketing signage in the amount of \$5,000, mural installation expenses in the Amount of \$15,000, and event expenses in the amount of \$10,000. For a list of additional operational expenses please see attached financial statements.

K. 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.

L. **ADJOURNMENT**: Next tentative meeting: July 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 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.