

**Downtown Burbank Partnership
Meeting Agenda
November 5, 2020 9:00 AM**

<https://burbankca.zoom.us/j/98043433258?pwd=bWgvODNnbVppNXJPSnFDN0F4WEJlQT09>

Meeting ID: 980 4343 3258

Password: 206616

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 September 10, 2020, Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

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

G. 2019 Tax Returns

ACTION ITEM

The 2019 Downtown Burbank Tax Returns will be presented to the Board for review and approval.

Staff Recommendation: Review and approve the 2019 Tax Returns.

H. StreetPlus Update

Staff from StreetPlus will update the Board on the Downtown Burbank Hospitality and Social Outreach Services program.

Staff Recommendation: Note and file.

I. Complete Streets Update

Associate Transportation Planner Hannah Woo will provide an update on the citywide Complete Streets program.

Staff Recommendation: Note and file.

J. Street Closure Update & Discussion

Staff will provide an update on the street closure of San Fernando and associated outdoor dining in Downtown Burbank.

Recommendation: Discuss and recommend direction to staff for future outdoor dining opportunities.

K. Downtown Burbank 2020 Budget Update

Staff will present the actual 2020 PBID Budget to-date to the Board for review.

Staff Recommendation: Note and File.

L. 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 ambassador fees for October and November of \$30,000, and \$10,000 in marketing expenses. 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.

- Street Performer Ordinance

N. ADJOURNMENT: Next tentative meeting: December 3, 2020.

<u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u>	<u>Community Development Department</u> <u>Key Staff</u>
Michael Cusumano, Cusumano Real Estate Group, Chair James O'Neil, Crown Realty & Development Inc, Vice Chair Frank Gangi, Gangi Development, Treasurer Ted Slaught, The Village Walk, Secretary Michael DeLeon, Burbank Town Center Christine Deschaine, Kennedy Wilson Judie Wilke, Asst. City Manager Patrick Prescott, Community Development Director Dominick Scarola, North End Pizzeria Brett Warner, Lee and Associates Parham Yedidsion, Evolution Strategic Partners LLC Barbara Holliday, Flappers Comedy Club (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 Teresa Mackey, Downtown Burbank Partnership Bookkeeper Bob Newman, StreetPlus Team Lead

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 agenzied. 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 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.