

**Downtown Burbank Partnership  
Meeting Agenda**

**December 3, 2020 9:00 AM**

<https://burbankca.zoom.us/j/91756180654?pwd=WFJXTEwxZWVYyZVWNIBoOFIMTGROU09>

**Meeting ID: 917 5618 0654**

**Passcode: 608088**

**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 November 5, 2020, Board meeting will be presented for approval.

**F. TREASURER'S REPORT**

**ACTION ITEM**

The Treasurer's report as of November 30, 2020, will be presented for approval.

**G. Letter and Feedback Regarding LA County Health Orders**

**ACTION ITEM**

Discuss proposed correspondence to be sent on behalf of the Downtown Burbank Partnership to the LA County Supervisor's Office and other associated entities regarding the currently imposed LA County Health Officer Orders.

**H. On-Going Operational Issues**

**ACTION ITEM**

Staff will ask the Board to consider transferring \$90,000 in funding from the PBID holding account to cover monthly ambassador fees for December of \$15,000, Holiday Décor Expenses of \$55,000, and \$20,000 in marketing expenses. For a list of additional operational expenses, please see attached financial statements.

**I. 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

**J. ADJOURNMENT: Next tentative meeting: January 7, 2020.**

<u><b>Downtown Burbank Partnership, Inc. Board Members</b></u>	<u><b>Community Development Department Key Staff</b></u>
<p>Michael Cusumano, Cusumano Real Estate Group, <b>Chair</b>  James O'Neil, Crown Realty &amp; Development Inc, <b>Vice Chair</b>  Frank Gangi, Gangi Development, <b>Treasurer</b>  Ted Slaught, The Village Walk, <b>Secretary</b>  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)</p>	<p>Simone McFarland, Asst. Community Development Director Business &amp; 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</p>

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](http://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.