

**Downtown Burbank Partnership
Revised Meeting Agenda
February 4, 2021 9:00 AM**

<https://burbankca.zoom.us/j/95862441902?pwd=WTJ3TncrcFA4aXVZckRjL2ZibkhDZz09>

Meeting ID: 958 6244 1902

Passcode: 688936

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 7, 2021, Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of January 31, 2021, will be presented for approval.

G. Urgency Ordinance Letter of Support

ACTION ITEM

The Board will review and discuss a proposed Urgency Ordinance brought forth by the City to temporarily remove Administrative (AUP) and Conditional (CUP) Use Permit requirements for Downtown Burbank businesses.

Recommendation: Approve a letter of support for the proposed Urgency Ordinance to be sent to City Council on behalf of the PBID.

H. Downtown Burbank Parklet Sub-Committee

ACTION ITEM

The Board will approve Resolution 2021-001 establishing a sub-committee to discuss parklets and a potential hybrid street closure in Downtown Burbank, formalizing the decision to create a subcommittee at the January 2021 meeting.

Recommendation: Approve the Resolution retroactively appointing Ted Slaughter, Frank Gangi, Brett Warner, and Christine Deschaine to the Parklet Subcommittee.

I. Street Closure Update & Discussion ACTION ITEM

In partnership with staff, the subcommittee will provide an update on the hybrid closure of San Fernando Blvd. and recommendations to move forward with outdoor dining and parklets.

Recommendation: Review the recommendations provided by the subcommittee, and approve a plan to move forward with parklets in Downtown Burbank.

J. Downtown Burbank 2021 Budget ACTION ITEM

Staff will present a 2021 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, marketing, and district maintenance.

Staff Recommendation: Review and approve the 2021 budget as presented.

K. On-Going Operational Issues ACTION ITEM

Staff will ask the Board to consider transferring \$65,000 in funding from the PBID holding account to cover \$20,000 in marketing expenses, \$15,000 in wayfinding expenses, and \$30,000 in ambassador expenses. For a list of additional operational expenses, please see attached financial statements.

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 4, 2021.

<u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u>	<u>Community Development</u> <u>Department 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 Slaughter, 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	Simone McFarland, Asst. Community Development Director 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

Parham Yedission, Evolution Strategic Partners LLC Barbara Holliday, Flappers Comedy Club (non-voting)	
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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 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.