

**DOWNTOWN BURBANK P-BID BOARD MEETING
MINUTES FOR MEETING OF December 3, 2020**

9:00 A.M. - 10:00 A.M.

Zoom Meeting

Members Present: James O'Neil, Crown Realty & Development, **Vice Chair**
Ted Slaughter, The Village Walk, **Secretary**
Frank Gangi, Gangi Development, **Treasurer**
Christine Deschaine, Kennedy Wilson
Michael de Leon, Burbank Town Center Manager
Patrick Prescott, Community Development Director
Dominick Scarola, North End Pizzeria
Judie Wilke, Assistant City Manager
Parham Yedidsion, Evolution Strategic Partners LLC

Members Absent: Michael Cusumano, Cusumano Real Estate Group, **Chair**
Brett Warner, Lee and Associates
Barbara Holliday, Flappers Comedy Club (non-voting)

Department Key Staff: Mary Hamzoian, Community Development Dept.
Marissa Minor, Community Development Dept.
Erika DeLeon, Community Development Dept.
Teresa Mackey, Downtown Burbank Partnership Bookkeeper
Bob Newman, StreetPlus Team Lead

The Board meeting was called to order at 9:03 a.m., Thursday November 5, 2020

A. Roll Call

B. Announcements

- **COVID-19 Survey #2:** The City has distributed a survey to get feedback on how the Pandemic has effected Burbank businesses. Staff encourages all businesses to take the survey which will close at the end of the week.
- **Holiday Décor:** Downtown's remaining holiday décor including the 36' walk-thru tree, holiday wreaths, and photo props were installed the second week of November. The final décor element, a lighted overhang with stars will be installed on the AMC walkway next week.
- **Batman Statue:** Thanks to our sister organization Visit Burbank, the new bronze Batman statue has been installed on the AMC walkway and has attracted a lot of press and user generated content. Downtown Burbank will continue to promote the statue as a fun safe art piece to visit in Downtown Burbank.

C. Public Comment

There was no Public Comment

D. Response to Public Comment

There was no response to Public Comment.

E. Approval of Minutes **ACTION ITEM**
The minutes for the meeting of November 5, 2020, were presented for approval. Dominick Scarola made a motion to approve the minutes as presented, seconded by Ted Slaughter; motion carried 9-0.

F. Treasurer's Report **ACTION ITEM**
The Treasurer's Report through November 30, 2020, was presented to the Board by Treasurer Frank Gangi. Total liabilities and equity for the PBID currently stand at \$108,085.23. Staff noted that assessment income for November and December had not yet been accounted for and should be reported by February 2021. The Board reviewed the report as presented and Michael de Leon made a motion for approval, seconded by Patrick Prescott; motion carried 9-0.

G. Letter and Feedback Regarding LA County Health Orders **ACTION ITEM**
The Board discussed the extreme hardships felt by business and property owners in the district as related to the COVID-19 pandemic. Several members noted that significant losses had been felt with the new Health Orders reducing retail occupancy further and eliminating outdoor dining once again. Board members asked that PBID staff work with the City to ensure the all correspondence is drafted and presented in line with the City's forthcoming Council Resolution. The Board also wished to include thanks to Supervisors Barger and Hahn for their support of cities, and their leadership in instating a restaurant grant program. After further discussion, Parham Yedidion made a motion to write a letter to the LA County Supervisors Office and any other applicable County organizations on behalf of the PBID: noting opposition of the current LA County Health Orders, asking for special consideration to reopen sectors based on the City's low infection rates, and thanking the LA County Supervisors for their assistance thus far, the motion was seconded by Dominick Scarola; motion carried 9-0.

H. On-going Operational Issues **ACTION ITEM**
Staff asked the Board to consider transferring \$90,000 in funds 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. Ted Slaughter made a motion for approval, seconded by Christine Deschaine; motion carried 9-0.

The Meeting adjourned at 9:25am.

I. Future Agenda Items:

- Street Performer Ordinance
- Update on Retail

J. Next Scheduled Meeting: January 7, 2020