

**DOWNTOWN BURBANK P-BID BOARD MEETING  
MINUTES FOR MEETING OF January 9, 2020**

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

150 N, Third Street Burbank, CA 91502

Members Present: Michael Cusumano, Cusumano Real Estate Group, **Chair**  
James O'Neil, Crown Realty & Development, **Vice Chair**  
Ted Slaughter, The Village Walk **Secretary**  
Michael Wilford, **Treasurer**  
Frank Gangi, Gangi Development  
Patrick Prescott, Community Development Director  
Dominick Scarola, North End Pizzeria  
Judie Wilke, Assistant City Manager

Members Absent: Michael de Leon, Burbank Town Center Manage  
Barbara Holliday, Flappers Comedy Club  
Brett Warner, Lee and Associates

Department Key Staff: Mary Hamzoian, Community Development Dept.  
Marissa Minor, Community Development Dept.  
Melissa Colasanto, Community Development Dept.  
Erika DeLeon, Community Development Dept.  
Simone McFarland, Community Development Dept.

The Board meeting was called to order at 9:02 a.m., Thursday January 9, 2020.

**A. Roll Call**

**B. Announcements**

- Finney's Craftthouse has signed a lease for the former Market City Caffe space in Downtown Burbank. This new to Burbank gastropub concept will be a great addition to Downtown Burbank. Staff has been working closely with Finney's to facilitate their tenant improvements for an anticipated opening in September.
- Visit Burbank has collaborated with DC Comics for the fabrication and installation of a bronze Batman Statue at the AMC Walkway in front of the AMC 16 Theaters. This statue will not only celebrate Batman's iconic presence in Burbank, but will also act as a 'selfie-spot' attracting tourists and visitors. Visit Burbank plans to continue to work with DC Comics for the installation of other notable character statues throughout Burbank.
- Staff is working on a RFP for Holiday Décor to be distributed the week of January 20th. A subcommittee of board members will be selected to review proposals at the February PBID meeting. Final proposals will be presented to the Board for approval and new décor will be installed in November 2020.

**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 7, 2019, were presented for approval. Dominick Scarola made a motion to approve the minutes as presented, seconded by Jim O'Neil; motion carried 8-0.

**F. Treasurer's Report**

**ACTION ITEM**

The treasurer's report through December 31, 2019, was presented. Treasurer Michael Wilford noted that the City had not yet reconciled the PBID's holding account for December and so the end-of-year assessment income is not included on the report. The Board reviewed the report as presented, and chose to table approval until a more complete year-end report can be reviewed.

**G. I-5 Freeway Update**

Sara Mockus from the City's outreach consultancy group, Costin Outreach updated the Board on construction plans for the I-5 Freeway, and closure of the Burbank Boulevard Overcrossing. The Burbank Boulevard Bridge will be demolished and rebuilt beginning on or about February 14th. The new bridge will accommodate new carpool lanes, a wider sidewalk for pedestrians and bicyclists, and a new diamond interchange. Construction is expected to take between 12-14 months. During the demolition and reconstruction, nine freeway crossings and five freeway interchanges will remain open to serve Burbank. Information on the construction and closure will be sent to Downtown Burbank merchants and property owners via e-mail, and will be posted on Downtown Burbank social media channels for visitors and guests the first week of February.

**H. Downtown Burbank Bylaws**

**ACTION ITEM**

Staff presented the Board with a redlined version of the 2014 PBID bylaws for review. The new version of the bylaws recommends the following changes for clarity and Board continuity:

- The ability to add non-voting member positions to the Board allowing for additional insight to help grow participation should future vacancies become available.
- Additional information on Annual Board Meetings.
- Clarification of posting procedures on regular vs. special meetings.
- Clarification of quorum procedures.
- Clarification on the addition of new Directors.
- A change to the period for submitting annual reporting info to the City of Burbank, to be in line with the BHA's method of reporting.

Staff noted that all changes to the Bylaws comply with the Brown Act, and have been reviewed and approved by the PBID's representative Attorney. Ted Slaughter made a motion to approve the Bylaws as presented, seconded by Frank Gang; motion carried 8-0.

- I. Board Member Applications ACTION ITEM**  
Staff presented two non-voting Board Member applications to the Board for review. Both applicants attended the meeting, and were invited to introduce themselves. Ms. Christine Deschaine introduced herself as Senior Vice President of Kennedy Wilson's brokerage division and stated that she has a long relationship with Downtown Burbank. Mr. Parham Yedidsion introduced himself as a local property owner, and Co-Founder and Managing Director of Evolution Strategic Partners LLC. The applicants both have stake in the Downtown, and with the approval of the revised Bylaws, they are eligible to serve as non-voting members as there are no voting member positions available at this time. Ted Slaughter made a motion to approve Ms. Deschaine and Mr. Yedidsion as non-voting Board members, seconded by Jim O'Neil; motion carried 8-0.
- J. Executive Committee Positions ACTION ITEM**  
This item was tabled to the February meeting to allow staff to assist the Chair with outreach to members regarding Board meeting participation. Staff will tally meeting attendance for 2019, and report back to the Chair. Staff will also reach out to current Executive Committee Members to discuss serving for 2020.  
  
*10:00am - Patrick Prescott and Judie Wilke left the meeting.*
- K. Downtown Burbank Leasing and Development Update**  
This item was tabled to the February Meeting due to time constraints.
- L. 2019 Downtown Burbank Winter Wine Walk Update and 2020 Event Calendar**  
This item was tabled to the February Meeting due to time constraints.
- M. On-going Operational Issues ACTION ITEM**  
Staff asked the Board to consider transferring \$45,000 in funding from the PBID holding account to cover January ambassador fees of \$15,000, and marketing expenses of \$30,000. Frank Gangi made a motion for approval, seconded by Dominick Scarola; motion carried 6-0.  
  
**Meeting Adjourned 10:20am**
- N. Future Agenda Items:**  
a) Complete Streets Update  
b) Downtown Civic Center Plan Update  
c) 2020 Budget
- O. Next Scheduled Meeting: February 6, 2020**