

**Downtown Burbank Partnership
Meeting Agenda
April 7, 2022, 9:00 AM**

<https://burbankca.zoom.us/j/95862441902?pwd=WTJ3TncrcFA4aXVZckRlL2ZibkhDZz09>

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 a Teleconference Meeting Resolution ACTION ITEM

Under the recent amendments to the Brown Act, as of October 1, 2021, the Board must approve or deny a resolution finding a public health emergency to continue to meet remotely by Zoom.

Recommendation: Approve a resolution authorizing the PBID to continue to meet virtually pursuant to Government Code Section 54953(e).

F. APPROVAL OF MINUTES ACTION ITEM

Minutes for the March 10, 2022, Board meeting will be presented for approval.

G. TREASURER'S REPORT ACTION ITEM

The Treasurer's report as of February 28, 2022, will be presented for approval.

H. In-Person Meeting Discussion ACTION ITEM

The Board must decide whether to continue meeting by teleconference, or to resume meeting in-person beginning May 2022.

Staff Recommendation: Based on the Boards feedback, decide to resume meeting in-person or continue meeting via Zoom until Brown Act Rules specify differently.

I. StreetPlus Update

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

Staff Recommendation: Note and file.

J. Valet Parking Discussion ACTION ITEM

Staff will provide an update on the potential Pilot Valet Program including outreach to merchants and discuss plans for possible program implementation.

Staff Recommendation: Discuss the proposals presented and timeline to determine if the implementation of a Pilot Valet Parking Program is feasible for Downtown.

K. Winter Wine Walk Event ACTION ITEM

Staff will provide and update regarding the opportunity to co-produce the Wine Walk event in November 2022 in Downtown Burbank for the reduced cost of \$45,000.

Staff Recommendation: Discuss the proposed event, and determine if the Board is interested in investing \$45,000 for a 2022 Winter Wine Walk.

L. On-Going Operational Issues ACTION ITEM

Staff will ask the Board to consider transferring \$119,000 in funding from the PBID holding account to cover \$10,000 in monthly marketing expenses, \$15,000 in monthly ambassador expenses, \$44,000 in Valet Pilot Program expenses and \$45,000 in Winter Wine Walk if approved, and \$5,000 in monthly administrative 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.

N. ADJOURNMENT: Next tentative meeting: May 5, 2022

| <u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u> | <u>Community Development</u> <u>Department Key Staff</u> |
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| 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 Parham Yedidsion, Evolution Strategic Partners LLC Barbara Holliday, Flappers Comedy Club (non-voting) | Simone McFarland, Asst. Community Development Director Mary Hamzoian, Economic Development Manager Marissa Minor, Economic Development Analyst Megan Anghel, Economic Development Analyst Aida Ofsepian, Economic Development Analyst Teresa Mackey, Partnership Bookkeeper Samuel Merritt, 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 ajenized. 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.