

**Downtown Burbank Partnership
Meeting Agenda**

July 7, 2022, 9:00 AM

City of Burbank, Community Services Building
150 North Third Street, Room 104 Burbank, CA 91502

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 May 10, 2022, Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of April 30, 2022, will be presented for approval.

G. STREETPLUS UPDATE

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

Staff Recommendation: Note and file.

H. 2021 PBID FINANCIAL AUDIT

ACTION ITEM

Staff will present a proposal from LSL, a Certified Public Accountancy Firm for an audit of the PBID's financials for 2021 calendar year. Per the PBID's current Agreement for Services, a financial audit is required every three years beginning with calendar year 2021.

Staff Recommendation: Review and approve the proposal as presented.

I. REQUEST TO OPEN BOARD VACANCY

ACTION ITEM

Staff will discuss the current vacancies left by the resignations of both Frank Gangi Michael deLeon, and request that the Board open the vacancies to be filled.

Staff Recommendation: Open the vacant positions and direct staff to distribute and accept applications for the available board positions.

- J. BOARD TREASURER APPOINTMENT** **ACTION ITEM**
Staff will facilitate the nomination and appointment of a current Board member to the vacant position of PBID Board Treasurer that was left by the resignation of Frank Gangi.

Staff Recommendation: Consider proposals for the vacant position, and approve a new PBID Treasurer.

- K. ORANGE GROVE MURAL** **ACTION ITEM**
Staff will provide an opportunity for a potential new mural in Downtown Burbank on the wall of the Monji Optometry building.

Staff Recommendation: Consider approving an expenditure of \$1,500 to support the installation of a new mural in Zone 2 of Downtown Burbank.

- L. PBID ATTORNEY SERVICES** **ACTION ITEM**
Staff will present an agreement letter for legal representation to the Board for attorney services related to the operations of the Downtown Burbank Business Improvement District.

Staff Recommendation: Consider the proposed agreement for legal representation and approve a not-to-exceed amount of \$15,000 in services.

- M. WRAP-UP OF THE DOWNTOWN BURBANK ARTS FESTIVAL**
Staff will provide an update to the Board on the Downtown Burbank Arts Festival that was held on May 14th & 15th.

Staff Recommendation: Note and file.

- N. ON-GOING OPERATIONAL ISSUES** **ACTION ITEM**
Staff will ask the Board to consider transferring \$60,000 in funding from the PBID holding account to cover \$1,500 for mural expenses, \$20,000 in marketing expenses, \$30,000 in ambassador expenses, \$2,500 for monthly legal expenses and \$10,000 in monthly administrative expenses. For a list of additional operational expenses, please see attached financial statements.

- O. 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.

- P. ADJOURNMENT: Next tentative meeting: August 4, 2022**

<p align="center"><u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u></p>	<p align="center"><u>Community Development</u> <u>Department Key Staff</u></p>
<p>Michael Cusumano, Cusumano Real Estate Group, Chair James O’Neil, Crown Realty & Development Inc, Vice Chair Ted Slaught, 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)</p>	<p>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</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 agenzed. 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.