

**Downtown Burbank Partnership  
Meeting Agenda**

**October 6, 2022, 9:00 AM**

City of Burbank, Community Services Building  
150 North Third Street, Room 101 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 July 7, 2022, Board meeting will be presented for approval.

**F. TREASURER'S REPORT**

**ACTION ITEM**

The Treasurer's report as of July 31, 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 September and October.

*Staff Recommendation: Note and file.*

**H. BOARD VACANCY UPDATE AND APPLICATIONS**

**ACTION ITEM**

Staff will provide an update on the recruitment process to fill the two (2) vacant board positions and present applications to the Board for review and approval.

*Recommendation: Staff recommends the Board approve applications for two voting members to the PBID Board. The Board may also elect to offer and appoint a non-voting position if applicable.*

**I. VALET PARKING UPDATE AND CITY HALL LOT APPROVAL**

**ACTION ITEM**

Staff will provide an update on the Pilot Valet Parking Program and present information on the fees associated with use of the City Hall Parking Lot on Orange Grove Ave.

*Staff Recommendation: Review and approve the monthly cost of \$1,664.00 per month for use of the City Hall Parking Lot for the Pilot Valet Parking Program.*

**J. BURBANK INTERNATIONAL FILM FESTIVAL SPONSORSHIP ACTION ITEM**  
 Staff from the Burbank International Film Festival requested sponsorship funding of \$5,000 from the PBID at the August 2022 meeting. Due to lack of quorum, this item was moved to the October meeting.

*Staff Recommendation: Discuss a potential sponsorship of \$5,000 for the Burbank International Film Festival.*

**K. ON-GOING OPERATIONAL ISSUES ACTION ITEM**  
 Staff will ask the Board to consider transferring \$245,000 in funding from the PBID holding account to cover \$14,500 in PBID audit expenses, \$5,000 in legal expenses, \$20,000 in marketing expenses, \$45,000 in Winter Wine Walk Expenses, \$123,500 in Holiday Décor Expenses, \$30,000 in ambassador expenses, \$5,000 in Burbank Film Festival sponsorship funding (pending approval) and \$2,000 in monthly administrative 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: October 6, 2022**

<b><u>Downtown Burbank Partnership, Inc.</u></b> <b><u>Board Members</u></b>	<b><u>Community Development</u></b> <b><u>Department Key Staff</u></b>
Michael Cusumano, Cusumano Real Estate Group, <b>Chair</b> James O’Neil, Crown Realty & Development Inc, <b>Vice Chair</b> Ted Slaughter, The Village Walk, <b>Secretary</b> Dominick Scarola, North End Pizzeria <b>Treasurer</b> Christine Deschaine, Kennedy Wilson Judie Wilke, Asst. City Manager Patrick Prescott, Community Development Director Brett Warner, Lee and Associates Parham Yedidsion, Evolution Strategic Partners LLC Two (2) Vacant Board Seats Barbara Holliday, Flappers Comedy Club (non-voting)	Simone McFarland, Asst. Community Development Director Mary Hamzoian, Economic Development Manager Marissa Minor, 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 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](http://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.