

**Downtown Burbank Partnership
Meeting Agenda**

February 2, 2023 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 January 19, 2023, Board meeting will be presented for approval.

F. CIVIC CENTER PLAN UPDATE

Staff from the Burbank Public Library will provide an update on the proposed Civic Center Plan including plans for revitalized public assets and private development.

Staff Recommendation: Note and file.

G. GENERAL COUNSEL BROWN ACT TRAINING

Aleks R. Giragosian, from Colantuono, Highsmith & Whatley, PC will provide the Board with a Brown Act Training.

Recommendation: Note and File.

H. STREETPLUS UPDATE

Staff from StreetPlus will provide a wrap-up of the 2022 Hospitality and Social Outreach Services Program.

Staff Recommendation: Note and file.

I. COMMUNAL PARKLET DECKING PROPOSAL

ACTION ITEM

Staff will provide options to build out two (2) semi-permanent parklets in the communal in-street dining areas currently managed by the PBID.

Recommendation: Review and approve Option #1 for the installation of two (2) semi-permanent parklet installs for a total of \$50,000.

J. GENERAL COUNSEL COST UPDATE

Staff will provide an overview of outside counsel costs and discuss next steps for invoicing the City.

Staff Recommendation: Note and file.

K. ON-GOING OPERATIONAL ISSUES

ACTION ITEM

Staff will ask the Board to consider transferring \$35,000 in funds from the PBID holding account to cover \$2,500 in legal expenses, \$10,000 in marketing expenses, \$15,000 for StreetPlus ambassador services, and \$7,500 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.

- Wayfinding Update
- Quarterly Burbank PD Update

M. ADJOURNMENT: Next tentative meeting: March 2, 2023

<u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u>	<u>Community Development</u> <u>Department Key Staff</u>
Michael Cusumano, Cusumano Real Estate Group, Chair James O’Neil, Crown Realty & Development Inc, Vice Chair Ted Slaughter, The Village Walk, Secretary Dominick Scarola, Local Resident Treasurer Mary Ann Barroso-Castanon, IKEA Christine Deschaine, Kennedy Wilson Erik Maenner, Burbank Town Center Patrick Prescott, Community Development Director Brett Warner, Lee and Associates Judie Wilke, Assistant City Manager Parham Yedidsion, Evolution Strategic Partners LLC Brad Bucklin, Property Owner (non-voting) Mark Gangi, Gangi Architects (non-voting) Jamie Keyser, Burbank Chamber (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 agenized. 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.