

**Downtown Burbank Partnership
Meeting Agenda**

April 6, 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 March 2, 2023, Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of January 31, 2023, will be presented for review and approval.

Staff Recommendation: Review and approve the treasurer's report as presented.

G. 2022 PBID AUDIT

ACTION ITEM

The 2022 PBID Audit Report will be presented for review and approval.

Staff Recommendation: Review and approve the 2022 PBID Audit as presented.

H. QUARTERLY POLICE DEPARTMENT PRESENTATION

Staff from the Burbank Police Department will provide an update on police presence and activity in Downtown Burbank.

Staff Recommendation: Note and File.

I. STREETPLUS QUARTERLY UPDATE

Staff from StreetPlus will provide a quarterly update on the Hospitality and Social Outreach Services Program for January – March 2023.

Staff Recommendation: Note and File.

J. DOWNTOWN BURBANK 2022 ANNUAL REPORT

Staff will review the 2022 Downtown Burbank PBID Annual Report with the Board.

Staff Recommendation: Note and File.

K. DOWNTOWN BURBANK WAYFINDING SIGNAGE ACTION ITEM

Staff will provide an update on the wayfinding signage project and present final draft signage and costs for review and approval.

Staff Recommendation: Review and approve the new Downtown Burbank wayfinding signage plan and costs.

L. ON-GOING OPERATIONAL ISSUES ACTION ITEM

Staff will ask the Board to consider transferring \$60,000 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, \$30,000 in wayfinding expenses, and \$2,500 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 4, 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, Burbank Community Member, 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 Yedidson, Evolution Strategic Partners LLC	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

Brad Bucklin, Professional Literary Services <i>non-voting</i> Mark Gangi, Gangi Architects <i>non-voting</i> Jamie Keyser, Burbank Chamber <i>non-voting</i>	
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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.