

**Downtown Burbank Partnership  
Meeting Agenda**

**June 1, 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 May 4, 2023, Board meeting will be presented for approval.

**F. COMPLETE STREETS UPDATE**

Staff from the Transportation Division will provide an update on the Complete Streets Project and pilot reconfiguration of San Fernando Blvd.

*Staff Recommendation: Note and File.*

**G. MID-YEAR PROJECTS UPDATE**

Staff will provide an update on the Downtown Burbank Mid-Year Projects and funding approved by the City of Burbank.

*Staff Recommendation: Note and File.*

**H. STREETPLUS QUARTERLY UPDATE**

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

*Staff Recommendation: Note and File.*

**I. BURBANK INTERNATIONAL FILM FESTIVAL SPONSORSHIP ACTION ITEM**

Staff from the Burbank International Film Festival will make a presentation requesting \$10,000 in sponsorship from the PBID in support of the upcoming event in September 2023.

*Staff Recommendation: Discuss a potential sponsorship for the Burbank International Film Festival.*

**J. BOARD APPROVED EXPENDITURES ACTION ITEM**  
 The Board will consider transferring \$5,280 from the holding account to cover the additional expenses incurred by Curbstand pursuant to the parties' agreement.

*Staff Recommendation: Approve additional payment of \$5,280 for additional Valet service expenses incurred from July 2022 - January 2023.*

**K. ON-GOING OPERATIONAL ISSUES ACTION ITEM**  
 Staff will ask the Board to consider transferring \$45,500 in funds from the PBID holding account to cover \$10,000 in sponsorship for BIFF, \$2,500 in legal expenses, \$10,000 in marketing expenses, \$15,000 for StreetPlus ambassador services, \$5,280 in valet services, and \$2,720 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: July 6, 2023**

<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, Burbank Community Member, <b>Treasurer</b> 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, Professional Literary Services <i>non-voting</i> Mark Gangi, Gangi Architects <i>non-voting</i> Jamie Keyser, Burbank Chamber <i>non-voting</i>	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 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](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.