

**Downtown Burbank Partnership
Regular Meeting Agenda
July 6, 2023 4:00 PM**

Hilton Garden Inn
401 S. San Fernando Blvd, Polo Room AB, 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 June 1, 2023, Board meeting will be presented for approval.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's report as of April 30, 2023, will be presented for review and approval.

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

G. BURBANK FLAPPERS COMEDY CLUB SPONSORSHIP

ACTION ITEM

Staff from the Burbank Flappers Comedy Club will make a presentation requesting \$10,000 in sponsorship from the PBID in support of an upcoming event in August 2023.

H. AD HOC SUBCOMMITTEE RESOLUTION

ACTION ITEM

The Board will consider adopting a resolution to dissolve certain subcommittees and authorize the Board Chairperson to establish ad hoc committees on an as-needed basis and to appoint members to those committees.

I. DOWNTOWN BURBANK 20TH ANNIVERSARY

Staff will present highlights from the PBID accomplishments over the past 20 years.

Staff Recommendation: Note and File.

J. 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 \$5,000 in legal expenses, \$20,000 in marketing expenses, \$30,000 for StreetPlus ambassador services, and \$5,000 in monthly administrative

expenses. For a list of additional operational expenses, please see attached financial statements.

K. 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.

L. ADJOURNMENT*: Next tentative meeting: September 7, 2023

**Please note that the meeting will adjourn to the 20th-Anniversary reception immediately following its conclusion. We invite all meeting attendees to join us for the reception at the Hilton Garden Inn in Polo Room AB.*

<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 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 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></p>	<p>Simone McFarland, Asst. Community Development Director Mary Hamzoian, Economic Development Manager Marissa Minor, Economic Development Analyst Aida Ofsepien, 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 agenzized. 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.