

**Downtown Burbank Partnership
Meeting Agenda
September 7, 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. APPROVAL OF MINUTES ACTION ITEM

Minutes for the July 6, 2023, Board meeting will be presented for approval.

E. TREASURER'S REPORT ACTION ITEM

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

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

F. 2022 PBID TAX RETURN ACTION ITEM

The 2022 PBID Tax Return will be presented for review and approval. The Tax Return was reviewed by the Treasurer and PBID's bookkeeper.

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

G. US DEPARTMENT OF TRANSPORTATION STRENGTHENING MOBILITY AND REVOLUTIONIZING TRANSPORTATION (S.M.A.R.T.) GRANT PRESENTATION ACTION ITEM

Staff from the Information Technology Department will provide an update on a USDOT S.M.A.R.T Grant to improve safety, curbside management and traffic flow in Downtown Burbank

Staff Recommendation: Review an opportunity to submit a letter in support of the City's grant application.

H. LEASING UPDATE AND AD-HOC COMMITTEE FORMATION

The Board will provide an update on commercial leases in Downtown Burbank and will consider creating an ad hoc committee to discuss and develop programming to support new leasing opportunities.

Recommendation: Staff recommends the Board Chair approve the Ad-Hoc Committee and appoint up to four members to serve on the committee.

I. WRAP-UP OF THE JUNE DOWNTOWN BURBANK ARTS FESTIVAL

Staff will present a wrap-up of the event including business survey results for the Downtown Burbank Arts Festival held on June 3rd & 4th.

Staff Recommendation: Note and file.

J. 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.

K. ON-GOING OPERATIONAL ISSUES ACTION ITEM

Staff will ask the Board to consider transferring \$30,000 in funds from the PBID holding account to cover \$10,000 in marketing expenses, \$2,500 in legal expenses, \$15,000 for StreetPlus ambassador services, and \$2,500 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.

M. ADJOURNMENT: Next tentative meeting: October 12, 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 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

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.