

**Downtown Burbank Partnership
Meeting Agenda**

October 12, 2023 9:00 AM

City of Burbank, Community Services Building
150 North Third Street, **Room 101**, 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 September 7, 2023, Board meeting will be presented for approval.

E. TREASURER'S REPORT

The Treasurer's report as of August 31, 2023 is not available yet.

Staff Recommendation: No action is taken at this time.

F. CITY TREASURER'S PRESENTATION

Krystle Palmer from the City Treasurer's Department will give the Board an overview of the City's investment portfolio as it relates to the PBID's holding account.

Recommendation: Note and File.

G. DOWNTOWN BURBANK PAID PARKING UPDATE

Staff from the City's Transportation Division will provide an update on paid parking in Downtown.

Staff Recommendation: Note and File.

H. SAN FERNANDO RECONFIGURATION UPDATE

Staff from the Transportation Division will provide an update on the San Fernando Reconfiguration Project including a timeline.

Staff Recommendation: Note and File.

I. RESOLUTION NO. 2023-002 APPOINTING ACCOUNT REPRESENTATIVES AND AUTHORIZED SIGNATORIES

ACTION ITEM

The Board will consider adopting Resolution No. 2023-002 appointing the Chairperson, Treasurer, Secretary, and Executive Director to serve as account representatives and to authorize the Chairperson, Treasurer, and Secretary to sign checks on behalf of the Board.

Recommendation: Staff recommends review and approval of the resolution as presented.

J. MID-YEAR PROJECTS UPDATE

Staff will provide an update on completed and upcoming projects in Downtown funded by the City of Burbank.

Staff Recommendation: Note and File.

K. STREETPLUS QUARTERLY UPDATE

Staff from StreetPlus will provide a quarterly update on the Hospitality and Social Outreach Services Program for July - September 2023.

Staff Recommendation: Note and File.

L. ON-GOING OPERATIONAL ISSUES ACTION ITEM

Staff will ask the Board to consider transferring \$230,000 in funds from the PBID holding account for two months to cover \$120,000 in Holiday décor, \$20,000 in Money Market replenishment, \$40,000 in marketing expenses, \$5,000 in legal expenses, \$40,000 for StreetPlus ambassador services, and \$5,000 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: December 7, 2023

| <u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u> | <u>Community Development</u> <u>Department Key Staff</u> |
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| 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 | 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 |

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| 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 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.