

**Downtown Burbank Partnership
Meeting Agenda
March 7, 2024, 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 not on the agenda and related to the PBID.

D. APPROVAL OF MINUTES

ACTION ITEM

Minutes for the February 7, 2024, Board meeting will be presented for approval.

E. TREASURER'S REPORT

ACTION ITEM

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

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

F. EVENT SPONSORSHIP OPPORTUNITY

ACTION ITEM

Staff from the Burbank Comedy Festival and Burbank Film Festival will each make a presentation requesting sponsorship funding in the amounts of \$5,000 and \$10,000, respectively, in support of their upcoming events in August and September 2024.

Staff Recommendation: Review and approve sponsorship.

G. 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

H. BOARD MEMBER TERM RENEWALS

ACTION ITEM

Staff will provide a review of current Board positions that are slated for a three-year renewal from 2024 through 2026.

Board Member	Current Term Ends	Next Term Ends
Michael Cusumano	December 31, 2023	December 31, 2026
Dominick Scarola	December 31, 2023	December 31, 2026
Christine Deschaine	December 31, 2023	December 31, 2026
Parham Yedidsion	December 31, 2023	December 31, 2026

Staff Recommendation: Review and approve the renewal of Board seats for the 2024 term.

I. EXECUTIVE COMMITTEE RENEWALS

ACTION ITEM

The Board will accept nominations for the reorganization of the Executive Committee positions including Chairperson, Vice Chairperson, Secretary, and Treasurer, to serve through 2024.

Currently appointed:

- Michael Cusumano – **Chair**
- James O’Neil – **Vice-Chair**
- Ted Slaught – **Secretary**
- Dominick Scarola – **Treasurer**

Staff Recommendation: Appoint Executive Committee positions including Chairperson, Vice Chairperson, Secretary, and Treasurer.

J. DOWNTOWN BURBANK ANNUAL SURVEY RESULTS

Staff will provide an update on the 2023 year-end business and property owner survey.

Staff Recommendation: Note and file.

K. ON-GOING OPERATIONAL ISSUES

ACTION ITEM

Staff will ask the Board to consider transferring \$150,000 in funds from the PBID holding account to cover the following pre-approved expenses for two months: \$10,000 in public relations expenses, \$60,000 in marketing expenses, \$60,000 for StreetPlus ambassador services, \$10,000 in legal expenses, and \$10,000 in 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: May 2, 2024

<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 Brett Warner, Lee and Associates Christine Deschaine, Kennedy Wilson Courtney Padgett, Assistant City Manager Eric Maenner, Burbank Town Center Mary Ann Barroso-Castanon, IKEA Parham Yedidsion, Evolution Strategic Partners LLC Patrick Prescott, Community Development Director Brad Bucklin, Professional Literary Services <i>non-voting</i> Jamie Keyser, Burbank Chamber <i>non-voting</i> Mark Gangi, Gangi Architects <i>non-voting</i>	Simone McFarland, Asst. Community Development Director Mary Hamzoian, Economic Development Manager Marissa Cardwell, Economic Development Analyst Aida Ofsepian, Economic Development Analyst Teresa Mackey, Partnership Bookkeeper Samuel Merritt, StreetPlus

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 agenzied. 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.