

**Downtown Burbank Partnership
Meeting Agenda
December 5, 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 November 7, 2024, Board meeting will be presented for approval.

Staff Recommendation: Review and approve November 7, 2024 meeting minutes.

E. TREASURER'S REPORT ACTION ITEM

The Treasurer's Report as of September 30, 2024, will be presented for review and approval.

Staff Recommendation: Review and approve the Treasurer's Report as of September 30, 2024.

F. ANIMATION MUSEUM PRESENTATION

Staff from the Animation Museum will provide an overview of the proposed Animation Museum project in Burbank.

Staff Recommendation: Note and File.

G. MUSEXPO 2025 SPONSORSHIP REQUEST ACTION ITEM

Staff from MUSEXPO will present a request for \$4,500 in sponsorship of the event's opening mixer held in Downtown Burbank.

Staff Recommendation: Discuss and deliberate a sponsorship to MUSEXPO.

H. MAINTENANCE UPDATE

Staff will provide an update on maintenance efforts for 2024.

Staff Recommendation: Note and File.

I. LEASING SUBCOMMITTEE UPDATE

Staff will provide an update on the leasing subcommittee’s recent activities.

Staff Recommendation: Note and File.

J. ON-GOING OPERATIONAL ISSUES

ACTION ITEM

Staff will ask the Board to consider transferring \$155,000 in funds from the PBID holding account to cover \$5,000 for remainder of the 2024 holiday décor as well as 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.

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: February 6, 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 Properties Courtney Padgett, Assistant City Manager Eric Maenner, Burbank Town Center Mary Ann Barroso-Castanon, IKEA Parham Yedidsion, Evoque Equity 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 Larry Miller, 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.