

**Downtown Burbank Partnership  
Regular Meeting Agenda  
March 6, 2025, 9:00 – 11:00 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 6, 2025, Board meeting will be presented for approval.

*Staff Recommendation: Review and approve February 6, 2025 meeting minutes.*

**E. TREASURER'S REPORT ACTION ITEM**

The Treasurer's Report as of December 31, 2024, will be presented for review and approval.

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

**F. 2025 BUDGET AND EVENT CALENDAR ACTION ITEM**

Staff will present the 2025 PBID Budget and event calendar to the Board. The Board will review and approve program expenditures for the year including those for holiday décor, marketing, event sponsorships, and district maintenance.

*Staff Recommendation: Review and approve the 2025 Budget and events calendar as presented.*

**G. 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 2025. 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.*

**H. 2024 EVENT SUMMARY AND SURVEY RESULTS**

Staff will present an event summary including business survey results for the Winter Wine Walk held on November 23, 2024, and Winter Arts Festival held on December 7-8, 2024, as well as an update on the 2024 year-end business and property owner survey.

*Staff Recommendation: Note and file.*

**I. AD-HOC LEASING SUBCOMITEE UPDATE**

The Ad-Hoc Leasing Subcommittee will provide leasing updates and discuss an upcoming broker event and potential marketing efforts.

Staff Recommendation: Note and file.

**J. 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.

**K. ADJOURNMENT: Next tentative meeting: April 3, 2025**

<p align="center"><b><u>Downtown Burbank Partnership, Inc.</u></b> <b><u>Board Members</u></b></p>	<p align="center"><b><u>Community Development</u></b> <b><u>Department Key Staff</u></b></p>
<p>Michael Cusumano, Cusumano Real Estate Group, <b>Chair</b>            James O’Neil, Crown Realty Group, <b>Vice Chair</b>            Ted Slaughter, The Village Walk, <b>Secretary</b>            Dominick Scarola, Burbank Community Member, <b>Treasurer</b>            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></p>	<p>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</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](http://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.