

**Downtown Burbank Partnership  
Regular Meeting Agenda  
April 3, 2025, 9:00 – 10:00 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 March 6, 2025, Board meeting will be presented for approval.

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

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

The Treasurer's Report as of January 31, 2025, will be presented for review and approval.

*Staff Recommendation: Review and approve the Treasurer's Report as of January 31, 2025.*

**F. BURBANK INTERNATIONAL FILM FESTIVAL ACTION ITEM  
SPONSORSHIP OPPORTUNITY**

Anna McNiven from the Burbank International Film Festival will make a presentation requesting sponsorship funding in the amount of \$30,000 in support of their upcoming event in September 2025.

*Staff Recommendation: Review and consider approving a \$10,000 sponsorship in alignment with the approved budget.*

**BURBANK COMEDY FESTIVAL ACTION ITEM  
SPONSORSHIP OPPORTUNITY**

Josh Snyder from the Burbank Comedy Festival will make a presentation requesting sponsorship funding in the amount of \$5,000 in support of their upcoming event in August 2025.

*Staff Recommendation: Review and consider approving a \$5,000 sponsorship in alignment with the approved budget.*

**G. METRO GRANT SUPPORT LETTER**

**ACTION ITEM**

The City’s Transportation staff will share details about a proposal to pursue Metro grant funding for pedestrian infrastructure improvements in Downtown, including Phase 2 of the San Fernando Reconfiguration project. A letter of commitment from the Downtown Burbank Partnership to serve as a project partner by offering input and feedback on this initiative will be considered.

*Staff Recommendation: Review and approve letter of support.*

**H. ON-GOING OPERATIONAL ISSUES**

**ACTION ITEM**

Staff will ask the Board to consider transferring \$63,000 in funds from the PBID holding account to cover for sponsorships of \$10,000 for BIFF, \$5,000 for Comedy Festival and the following pre-approved expenses: \$3,000 in public relations expenses, \$15,000 in marketing expenses, \$20,000 for StreetPlus ambassador services, \$5,000 in legal expenses, and \$5,000 in administrative expenses. For a list of additional operational expenses, please see attached financial statements.

**I. 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.

**J. ADJOURNMENT: Next tentative meeting: May 1, 2025**

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