

**Downtown Burbank Partnership
Special Meeting Agenda
May 15, 2025, 9:00 AM**

Closed Session

City of Burbank, Community Services Building
150 North Third Street, Room 202, Burbank, CA 91502

A. ROLL CALL

B. PUBLIC COMMENT

**C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (1 CASE)
(Gov. Code Sec. 54956.9(d)(1))**

The Board of Directors find, based on advice from legal counsel, that discussion in open session will prejudice the position of the Downtown Burbank Partnership in the litigation.

Name of Case: Labbad v. City of Burbank et al.
Case No.: 21STCV08999

**Adjournment to
Open Session**

A. ROLL CALL

B. ANNOUNCEMENTS & REPORT OUT OF CLOSED SESSION

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 April 3, 2025, Board meeting will be presented for approval.

Staff Recommendation: Review and approve April 3, 2025, meeting minutes.

E. TREASURER'S REPORT ACTION ITEM

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

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

F. BURBANK COMEDY FESTIVAL SPONSORSHIP OPPORTUNITY ACTION ITEM

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

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

G. DOWNTOWN BURBANK 2025 ANNUAL REPORT ACTION ITEM

Staff will review the 2025 Downtown Burbank PBID Annual Report with the Board which will be presented to City Council on June 10th.

Staff Recommendation: Approve the 2025 Annual Report.

H. HOSPITALITY AND SOCIAL OUTREACH SERVICES AMBASSADOR CONTRACT ACTION ITEM

Staff, in collaboration with representatives from Allied Universal, will present two proposal options for a new Downtown Burbank Hospitality and Social Outreach Services Ambassador contract with Allied Universal for review and discussion.

Staff Recommendation: Review and approve a contract for services with Allied Universal for Hospitality and Social Outreach Ambassador services.

I. ASSESSMENT INCREASE ACTION ITEM

Staff will discuss the required steps and funding impacts on the PBID of a potential 3% assessment increase. The Board will discuss and consider whether to move forward with the proposed increase.

Staff Recommendation: Discuss and determine whether to proceed.

J. BROKER OPEN HOUSE WRAP UP

Staff will provide a wrap up of the Broker Open House held on April 9, 2025.

Staff Recommendation: Note & file.

K. ON-GOING OPERATIONAL ISSUES

There is no funding request at this time.

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: TBD

<p align="center"><u>Downtown Burbank Partnership, Inc.</u> <u>Board Members</u></p>	<p align="center"><u>Community Development</u> <u>Department Key Staff</u></p>
<p>Michael Cusumano, Cusumano Real Estate Group, Chair James O’Neil, Crown Realty Group, Vice Chair Ted Slaughter, The Village Walk, Secretary Dominick Scarola, Burbank Community Member, Treasurer Brett Warner, Lee and Associates Christine Deschaine, KWP Real Estate 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</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

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.