

**Downtown Burbank Partnership  
Meeting Agenda  
September 4, 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. BOARD MEMBER COMMENT**

At this time, any Board member may address any matter or share information not on the agenda and related to the PBID.

**E. APPROVAL OF MINUTES**

**ACTION ITEM**

Minutes for the July 9, 2025, Board meeting will be presented for approval.

*Staff Recommendation: Review and approve July 9, 2025, meeting minutes.*

**F. TREASURER'S REPORT**

No updates at this time.

*Staff Recommendation: Note and file.*

**G. SAN FERNANDO BOULEVARD RECONFIGURATION PROJECT PHASE 1 UPDATE**

Marcos Fuentes from the Transportation Division will provide an update on the first 12 months of the Downtown Burbank San Fernando Boulevard Reconfiguration phase 1.

*Staff Recommendation: Note and file.*

**H. DOWNTOWN BURBANK AMBASSADOR UPDATE**

Staff will provide an update on the Downtown Burbank Ambassador program.

*Staff Recommendation: Note and File.*

**I. 2024 TAX RETURN**

**ACTION ITEM**

The 2024 PBID Tax Returns will be presented for review and approval.

*Staff Recommendation: Review and approve the 2024 tax return.*

**J. LEASING SUBCOMMITTEE UPDATE**

Staff will provide an update regarding the recent leasing subcommittee meeting and the upcoming ICSC Conference.

*Staff Recommendation: Note and File.*

**K. ON-GOING OPERATIONAL ISSUES**

**ACTION ITEM**

Staff will ask the Board to consider transferring \$53,000 in funds from the PBID holding account to cover for the following pre-approved expenses: \$3,000 in public relations expenses, \$15,000 in marketing expenses, \$25,000 in 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.

**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: October 2, 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, 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>	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

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.