

**Downtown Burbank Partnership
Meeting Agenda
November 6, 2025, 9:00 – 10:00 AM**
City of Burbank, Community Services Building
150 North Third Street, Room 104, Burbank, CA 91502

Closed Session

A. ROLL CALL

B. PUBLIC COMMENT

C. CONFERENCE WITH LEGAL COUNSEL

- 1) Conference with Legal Counsel: Existing Litigation (Gov. Code 54956.9(d)(1))
Name of Case: Abraham Labbad v. City of Burbank et al.
Case No.: 21STCV08999
- 2) Conference with Legal Counsel: Initiation of Litigation (Gov. Code 54956.9(d)(4))
Number of Potential Cases: 1

Adjournment to Open Session

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 September 4, 2025, Board meeting will be presented for approval.

Staff Recommendation: Review and approve September 4, 2025, meeting minutes.

F. TREASURER'S REPORT

ACTION ITEM

The Treasurer's Report as of September 30, 2025, will be presented for review and approval.

Staff Recommendation: Review and approve the Treasurer's Report as of September 30, 2025.

G. POLICE DEPARTMENT UPDATE ON DOWNTOWN

Staff from the Burbank Police Department will provide an update on police presence and activity in Downtown Burbank.

Staff Recommendation: Note and File

H. DOWNTOWN BURBANK AMBASSADOR UPDATE

Staff from Allied Universal will provide a quarterly update on the Downtown Burbank Ambassador program.

Staff Recommendation: Note and File.

I. BURBANK INTERNATIONAL FILM FESTIVAL RECAP

Anna Maybury will present a wrap-up of the Burbank International Film Festival (September 23 – 28, 2025), highlighting event outcomes and key data.

Staff Recommendation: Note and File

J. FLAPPERS COMEDY FESTIVAL RECAP

Josh Snyder will present a wrap-up of the Flappers Comedy Festival (August 9 – 16), highlighting event outcomes and key data.

Staff Recommendation: Note and File

K. ON-GOING OPERATIONAL ISSUES

ACTION ITEM

Staff will ask the Board to consider transferring \$95,000 in funds from the PBID holding account to cover \$40,000 in sponsorship for the Winter Wine Walk and the following pre-approved expenses: \$5,000 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: December 4, 2025

<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 Group, Vice Chair Ted Slaught, The Village Walk, Secretary Dominick Scarola, Burbank Community Member, Treasurer Brett Warner, Lee and Associates Christine Deschaine, KWP Real Estate	Simone McFarland, Asst. Community Development Director Mary Hamzoian, Economic Development Manager Marissa Cardwell, Economic Development Analyst

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>	Aida Ofsepian, Economic Development Analyst Teresa Mackey, Partnership Bookkeeper
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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

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.