

**Downtown Burbank Partnership  
Special Meeting Agenda  
February 26, 2026, 9:00 – 10:30 AM**  
City of Burbank, Community Services Building  
150 North Third Street, Room 104, Burbank, CA 91502

**A. ANNOUNCEMENTS**

**B. 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.

**C. BOARD MEMBER COMMENT**

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

**D. APPROVAL OF MINUTES**

**ACTION ITEM**

Minutes of January 15, 2026, Board meeting will be presented for review.

*Staff Recommendation: Review and approve minutes for January 15, 2026.*

**E. TREASURER'S REPORT**

**ACTION ITEM**

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

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

**F. IKE WAYFINDING & TOURISM KIOSK PRESENTATION**

**ACTION ITEM**

Elizabeth Hennes from The Afriat Consulting Group will present an overview of a proposed digital wayfinding and tourism kiosk program for the City of Burbank and request a letter of support from the Board.

*Staff Recommendation: Approve a letter of support for a wayfinding and tourism kiosk program through IKE.*

**G. MUSEXPO 2026 SPONSORSHIP REQUEST**

**ACTION ITEM**

Sat Bisla from MUSEXPO will present a request for \$5,000 in sponsorship for the Musement Pub Crawl event held in Downtown Burbank on March 20, 2026.

*Staff Recommendation: Discuss and approve sponsorship to MUSEXPO.*

**H. FIFA FANZONE UPDATE**

Staff will provide an update regarding Downtown Burbank's designation as an official FIFA FanZone.

*Staff Recommendation: Note and File.*

**I. DOWNTOWN TRANSIT ORIENTED DEVELOPMENT (TOD) PLAN UPDATE**

Leonard Bechet from the Planning Division will provide an update on the Downtown Transit Oriented Development (TOD) Plan.

*Staff Recommendation: Note and File.*

**J. CENTRAL LIBRARY & PUBLIC PLAZA PROJECT UPDATE**

Eric Lashley, Library Services Director, will provide an update on the Central Library and Public Plaza Project.

*Staff Recommendation: Note and File.*

**K. LETTER OF SUPPORT REQUEST FOR INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL ACCREDITATION ACTION ITEM**

Staff will request Board approval of a letter of support for the International Economic Development Council (IEDC) accreditation for the Economic Development Division recognizing the organization's commitment to professional standards and excellence in economic development.

*Staff Recommendation: Approve Letter of Support for IEDC.*

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

The Ad-Hoc Leasing Subcommittee will provide leasing updates and share targeted strategies for 2026.

*Staff Recommendation: Note and File.*

**M. WINTER WINE WALK & WINTER ARTS FESTIVAL WRAP-UP**

Staff will present a summary of the Downtown Burbank Winter Wine Walk (held on November 22, 2025) and Winter Arts Festival (held on December 13-14, 2025).

*Staff Recommendation: Note and file*

**N. ON-GOING OPERATIONAL ISSUES ACTION ITEM**

Staff will ask the Board to consider transferring \$100,000 in funding from the PBID holding account to cover the following pre-approved expenses for two months: \$3,000 for public relations, \$30,000 for marketing, \$60,000 in ambassador services, \$2,000 for legal services, and \$5,000 in administrative expenses. For a list of additional operational expenses, please see attached financial statements.

**O. 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.

**P. ADJOURNMENT: Thursday, April 2, 2026**

<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, 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 on the first Thursday of the month unless otherwise ajenized. 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.