Downtown Burbank Partnership
Meeting Agenda
April 2, 2026, 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 or related to the PBID.

E. APPROVAL OF MINUTES **ACTION ITEM**

Minutes of February 26, 2026, Board meeting will be presented for review.

Staff Recommendation: Review and approve minutes for February 26, 2026.

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

The Treasurer's Report as of January 31, 2026, will be presented for review and approval.

Staff Recommendation: Review and approve the Treasurer's Report as of January 31, 2026.

G. BURBANK COMEDY FESTIVAL SPONSORSHIP OPPORTUNITY ACTION ITEM

Josh Snyder, Burbank Comedy Festival Co-Producer will make a presentation requesting sponsorship funding in the amount of $5,000 in support of their upcoming event in August 2026.

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

H. BURBANK INTERNATION FILM FESTIVAL SPONSORSHIP OPPORTUNITY **ACTION ITEM**

Anna McNiven, President of the Burbank International Film Festival will make a presentation requesting sponsorship funding in the amount of $20,000 in support of their upcoming event in August 2026.

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

I. DOWNTOWN BURBANK AMBASSADOR UPDATE

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

Staff Recommendation: Note and File.

J. DOWNTOWN BURBANK SIDEWALK ENHANCEMENT PROJECT UPDATE

Marcos Fuentes, Senior Transportation Planner, will provide an update on Phase 2 of the Downtown Burbank Sidewalk Enhancement Project (formerly Downtown Burbank San Fernando Boulevard Reconfiguration Project).

Staff Recommendation: Note and file.

K. AMC WALKWAY/PALM PASEO BEAUTIFICATION PROJECT UPDATE

Staff will provide an update on the Palm Paseo Beautification Project.

Staff Recommendation: Note & File

L. DOWNTOWN BURBANK 2025 ANNUAL REPORT AND 2026 LOOKING AHEAD **ACTION ITEM**

Staff will review and approve the 2026 Downtown Burbank Annual Report.

Staff Recommendation: Approve the adopted 2026 Downtown Burbank Annual Report.

M. ASSESSMENT INCREASE **ACTION ITEM**

Pursuant to Section V.B.3 in the Management District Plan, the Board will discuss the required steps and funding impacts on the PBID of a potential three percent (3%) assessment increase.

Staff Recommendation: Approve a 3% increase in assessment for Fiscal Year 2027.

N. FIFA FANZONE UPDATE AND SPONSORSHIP REQUEST **ACTION ITEM**

Staff will provide an update on the latest developments with the Los Angeles World Cup 2026 Fan Zone at Downtown Burbank and discuss an opportunity for Downtown Burbank to sponsor the event in the amount of $30,000.

Staff Recommendation: Note and File.

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

Staff will ask the Board to consider transferring $85,000 in funding from the PBID holding account to cover $30,000 in FIFA Fanzone sponsorship and the following pre-approved expenses for one month: $3,000 for public relations, $15,000 for marketing, $30,000 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.

P. 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.

Q. ADJOURNMENT: Thursday, May 7, 2026

Downtown Burbank Partnership, Inc. Board Members	**Community Development Department Key Staff**
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 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 *non-voting* Jamie Keyser, Burbank Chamber *non-voting* Mark Gangi, Gangi Architects *non-voting*	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 on 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.