Downtown Burbank Partnership
Special Meeting Agenda
September 10, 2026, 9:00 – 10:00 AM

City of Burbank, Community Services Building
150 North Third Street, Room 101, 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 July 9, 2026, Board meeting will be presented for review.

Staff Recommendation: Review and approve minutes for July 9, 2026.

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

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

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

G. BURBANK POLICE DEPARTMENT UPDATE

Staff from the Police Department will discuss public safety initiatives in Downtown Burbank.

Staff Recommendation: Note and File.

H. DOWNTOWN BURBANK FAN ZONE UPDATE

Staff will provide an update on the Los Angeles World Cup 26 Fan Zone in Downtown Burbank.

Staff Recommendation: Note and File.

I. LEASING UPDATE AND RENDERING PROPOSAL **ACTION ITEM**

Staff will provide an update on leasing activity in Downtown Burbank and present a $5,000 proposal from Gangi Architects to prepare renderings for a reimagined lease space.

Staff Recommendation: Review and approve a proposal to create renderings for available lease space in Downtown Burbank.

J. 2025 TAX RETURN **ACTION ITEM**

The 2025 PBID Tax Returns will be presented for review and approval.

Staff Recommendation: Review and approve the 2025 tax return.

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

Staff will ask the Board to consider transferring $120,000 in funding from the PBID holding account to cover the following pre-approved expenses for July and August: $10,000 for public relations, $40,000 for marketing, $60,000 in ambassador services, 5,000 for legal services, 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: TBD

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 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.