



Weekly Management Report

September 13, 2024

- 1. Synopsis** Planning Commission Meeting on
August 28, 2024
Community Development Department

- 2. Synopsis** Special Heritage Commission Meeting
on August 28, 2024
Community Development Department

- 3. Notice** Burbank-Glendale-Pasadena Airport Authority
Meeting on September 16, 2024
Burbank-Glendale-Pasadena Airport Authority

- 4. Minutes** Sustainable Burbank Commission
Meeting on August 19, 2024
Public Works Department



MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 10, 2024

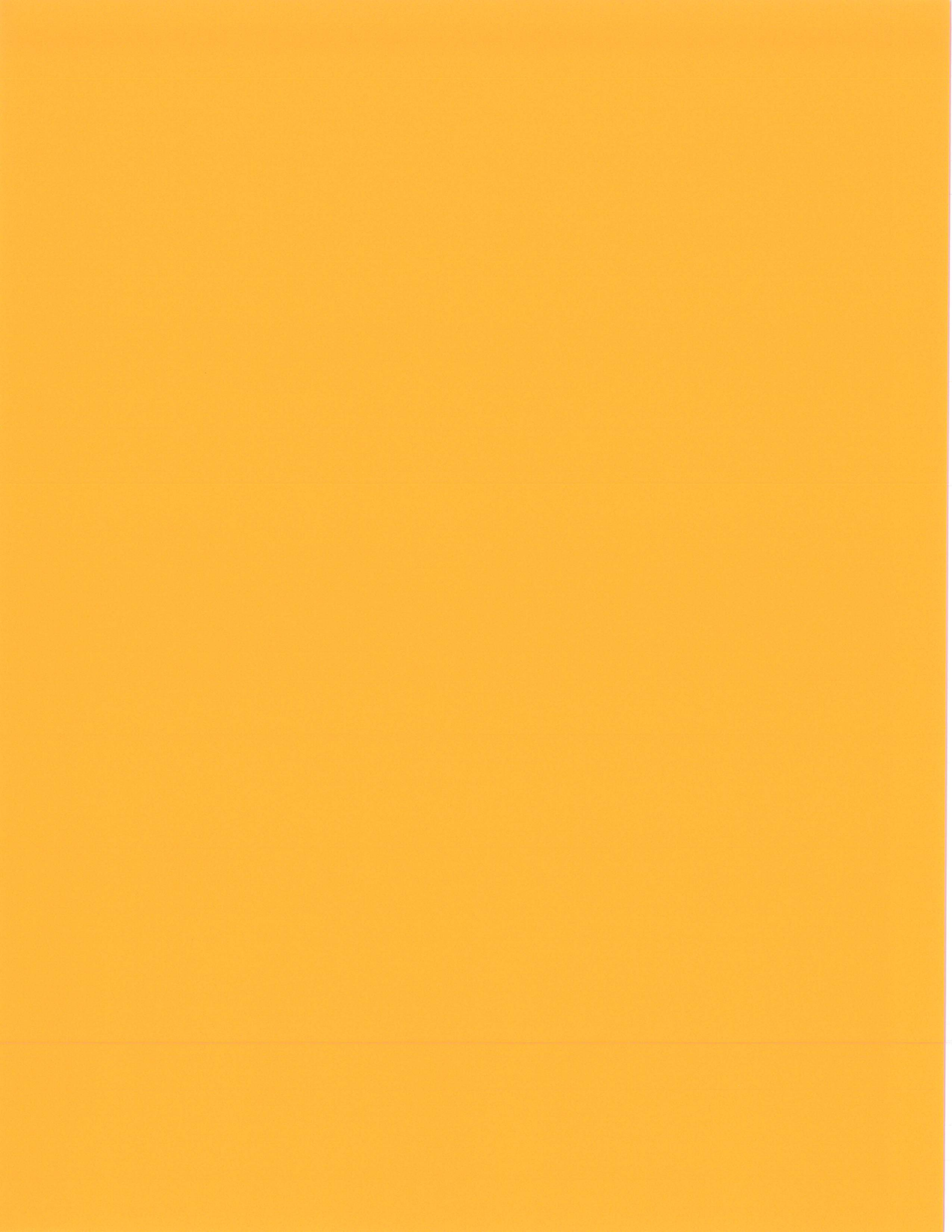
TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Fred Ramirez, Assistant Community Development Director – Planning 
By: Diana Arias, Clerical Worker

SUBJECT: Planning Commission Meeting – August 28, 2024

This memorandum goes over general information of the Planning Commission meeting that was held on August 28, 2024.

- Project No. 23-0002978 & No. 24-0003075 was presented to the Planning Commission by Associate Planner, Joseph Onyebuchi, a request for approval of a Variance and Lot Line Adjustment for a Single-Family Home at 242 W. Ash Avenue.
- After commission discussion, Vice Chair Wick made a motion to approve Project No. 23-0002978, a request for a Variance to allow an unpermitted 116 square-foot addition and a proposed 61 square-foot addition to be attached to the side of a 1,048 square-foot single-family dwelling unit with a non-conforming west side yard setback; and Project No. 24-0003075, a request to approve a Lot Line Adjustment on the western property line to facilitate the subject property owner's purchase of approximately four square-foot portion of the adjacent Los Angeles County Flood Control District right-of-way for a single-family lot at 2424 W. Ash Avenue, in a Single-Family Residential (R-1) zone. Seconded by Commissioner Bennett. Motion passes by a 4-0 vote.
- Assistant Director Ramirez notified the Commission that the City Council will appoint a new member to fill the current vacancy on the Planning Commission during their scheduled meeting on August 27, 2024.





MEMORANDUM



COMMUNITY DEVELOPMENT

DATE: September 5, 2024

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Leonard Bechet, Principal Planner 
By: Diana Arias, Clerical Worker

SUBJECT: Special Heritage Commission Meeting – August 21, 2024

This memorandum recaps the Special Heritage Commission meeting that was held on August 21, 2024:

- Vice Chair Kronzek and Commissioner Solis were absent.
- Principal Planner, Leonard Bechet introduced and welcomed new Commissioner Hardy.
- Approval of Minutes for Heritage Commission meeting of January 24, 2024, was postponed due to lack of a quorum of Commissioners that attended that meeting.
- First item was presented to the Heritage Commission by Principal Planner Leonard Bechet, who provided an update to the Heritage Commission on the placement of the Mariposa Street Bridge on the National and State registers of historic places.
- A presentation on the first item followed by Emily Gabel-Luddy, former City Council member and current Burbank Glendale Pasadena Airport Authority Commissioner, and Burbank Rancho Neighborhood resident, Nori Walla; both of whom worked to nominate the Mariposa Street Bridge and submit the nomination to the State Historical Resources Commission (SHRC) for consideration. Their presentation consisted of the showing a video clip of the SHRC meeting wherein the SHRC unanimously moved that the nomination be moved forward for listing on the National Register. Furthermore, they shared comments from the SHRC in support of the nomination, and their experience in working on the nomination.
- Second item, Project No. 24-0004049 was presented to the Heritage Commission by Principal Planner, Leonard Bechet, was a request to approve a Permit to Alter a Designated Historic Resource for the proposed repair work to the city hall fountain at 275 East Olive Avenue.
- After commission discussion, Commissioner Schmidt made a motion to approve Project No. 24-0004049 | Adoption of A Resolution of the Heritage Commission of the City of Burbank approving Project No. 24-0004049, A permit to alter a designated historic resource for the proposed repair work to the city hall fountain,

and finding the project categorically exempt under CEQA, based on the findings of fact and subject to Conditions of Approval (Exhibit A), seconded by Commissioner Hardy. Motion passed by a 3-0 vote.

- Principal Planner Bechet provided the Commission with the tentative schedule for the remainder of the year.



September 12, 2024

CALL AND NOTICE OF A REGULAR MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that a regular meeting of the Burbank-Glendale-Pasadena Airport Authority will be held on Monday, September 16, 2024, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

In addition to attending the meeting in person, members of the public may observe the meeting telephonically and may offer comment in real time through the following number:

Dial in: (818) 862-3332

Leslie Whitmore, Assistant Board Secretary
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of September 16, 2024

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members in-person attendance or participation at meeting of the Commission is allowed, members of the public are requested to observe the following rules of decorum:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to three minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 N. Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

Monday, September 16, 2024

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT (Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Comments are limited to 3 minutes each, and the Authority President may limit this time if reasonable under the circumstances.)
5. CONSENT CALENDAR (Includes Minutes. Items on the Consent Calendar are generally routine in nature and may be acted upon by one motion unless removed for separate consideration.)
 - a. Committee Minutes
(For Note and File)
 - 1) Executive Committee
 - (i) August 7, 2024 **[See page 1]**
 - 2) Operations and Development Committee
 - (i) July 15, 2024 **[See page 3]**
 - 3) Finance and Administration Committee
 - (i) July 15, 2024 **[See page 5]**
 - 4) Legal, Government and Environmental Affairs Committee
 - (i) July 15, 2024 **[See page 7]**
 - b. Commission Minutes
(For Approval)
 - 1) August 19, 2024 **[See page 9]**
 - c. Treasurer's Report
 - 1) May 2024 **[See page 17]**
 - d. License Agreement – City of Burbank
on Behalf of Burbank Water and Power **[See page 43]**
 - e. Approval of Aid-In-Construction Payment Deposits
Replacement Passenger Terminal Project **[See page 45]**

- f. Assignment of Legislative Representation Service Contract *[See page 50]*
- g. Airport Solution Line Service Agreement Amendment 4 *[See page 56]*

- 6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Professional Services Agreement Air Service Consulting Services *[See page 58]*
 - b. Executive Director Search Ad Hoc Committee Creation and Appointments *[See page 60]*

- 7. ITEMS FOR COMMISSION INFORMATION
 - a. Airport Carbon Accreditation – Level 2 Award
 - b. Report SCAQMD MOU Update

- 8. CLOSED SESSION
 - a. PUBLIC EMPLOYEE APPOINTMENT
(California Government Code Section 54957(b))
Title: Executive Director

- 9. PULLED FROM CONSENT CALENDAR

- 10. EXECUTIVE DIRECTOR COMMENTS

- 11. COMMISSIONER COMMENTS
(Commissioners may make a brief announcement, make a brief report on their activities, and request an agenda item for future meetings.)

- 12. PUBLIC COMMENT

- 13. ADJOURNMENT

COMMISSION NEWSLETTER

Monday, September 16, 2024

[Regarding agenda items]

5. CONSENT CALENDAR

(Consent Calendar items may be enacted by one motion. There will be no separate discussion on these items unless a Commissioner so requests, in which event the item will be removed from the Consent Calendar and considered in its normal sequence on the agenda.)

- a. COMMITTEE MINUTES. Approved minutes of the Executive Committee meeting of August 7, 2024; Operations and Development Committee meeting of July 15, 2024; Finance and Administration Committee meeting of July 15, 2024; and the Legal, Government and Environmental Affairs Committee meeting of July 15, 2024, are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. A draft copy of the minutes of the Commission regular meeting of August 19, 2024, is included in the agenda packet for Commission review and approval.
- c. TREASURER'S REPORT. The Treasurer's Report for May 2024 is included in the agenda packet. At its meeting on August 19, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. LICENSE AGREEMENT – CITY OF BURBANK ON BEHALF OF BURBANK WATER AND POWER. A staff report is included in the agenda packet. At its meeting on August 19, 2024, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission approve a proposed License Agreement with the City of Burbank for Burbank Water and Power ("BWP") to install temporarily an electrical transformer and riser pole on Authority property near the Empire Avenue entrance to the Airport. The purpose of this installation is to facilitate BWP's ongoing effort to upgrade aging transformers and mitigate future power disruptions.
- e. APPROVAL OF AID-IN-CONSTRUCTION PAYMENT DEPOSITS REPLACEMENT PASSENGER TERMINAL PROJECT. A staff report is attached. At its meeting on September 4, 2024, the Executive Committee ("Committee") voted (3-0), to recommend that the Commission approve the Aid-In-Construction ("AIC") deposit request Numbers 8 and 9, copies attached, from the City of Burbank for:
 1. **\$9,257,700** for Phase 3 (Permanent Power) to order long-lead time items for the proposed new 12 kV community substation as part of the Replacement Passenger Terminal ("RPT") Project site. This phase is expected to be complete by 2029.
 2. **\$200,000** for Phase 3 (Permanent Power) transmission and distribution engineering for the substation.

- f. ASSIGNMENT OF LEGISLATIVE REPRESENTATION SERVICE CONTRACT. A staff report is attached. Subject to the recommendation of the Legal, Government and Environmental Affairs Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve of an Assignment of Professional Services Agreement ("Assignment") to transfer the Authority's legislative representation service contract from Renne Public Law Group ("RPLG") to California Public Policy Group ("CPPG").
- g. AIRPORT SOLUTION LINE SERVICE AGREEMENT AMENDMENT 4. A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee ("Committee") at its meeting immediately preceding the Commission meeting, Staff recommends that the Commission approve Amendment No. 4, copy attached, to the Airport Solution Line Service Agreement ("Service Agreement") with SITA Information Network Computing USA, Inc. ("SITA") for the Common Use Passenger Processing System ("CUPPS") installed at the Airport. This extension is for the period from October 1, 2024, to October 31, 2026, at a monthly cost of \$75,157. If necessary, the Authority will have the option to further extend the Service Agreement in two-month increments not to exceed a total of twelve months. All costs provided under the Service Agreement are reimbursed by the airlines using the CUPPS.

6. ITEMS FOR COMMISSION APPROVAL

- a. AWARD OF PROFESSIONAL SERVICES AGREEMENT – AIR SERVICE CONSULTING SERVICES. A staff report is included in the agenda packet. At its meeting on August 19, 2024, the Legal, Government and Environmental Affairs Committee ("Committee") voted (3-0) to recommend that the Commission award a Professional Services Agreement ("Agreement"), copy attached, to Arthur D. Little, LLC ("ADL") for continued air service consulting services. The services to be provided by ADL are complementary to the airport marketing consulting services obtained through the contract recently awarded to Anyone Collective. The proposed cost for the proposed services is for an amount not-to-exceed \$70,000.
- b. EXECUTIVE DIRECTOR SEARCH – AD HOC COMMITTEE CREATION AND APPOINTMENTS. A staff report is included in the agenda packet. Staff seeks Commission approval of the creation of an Executive Director Search Ad Hoc Committee, and the President's appointment of members to this Committee.

7. INFORMATION FOR COMMISSION INFORMATION

- a. AIR QUALITY IMPROVEMENT PROGRAM UPDATE. The Authority maintained its Level 2 Airport Carbon Accreditation certification for 2024 from ACI at its annual conference on September 9, 2024. This is a continued effort by the Authority to reduce carbon emissions at the airport as part of the Global Airport industry's response to the challenges of Climate Change.
- b. REPORT SCAQMD MOU UPDATE. Staff and consultant will update the commission on the status of the Authority's emission reduction efforts through the MOU measures with AQMD. This report is on the emissions from ground support equipment and Airport shuttle buses.

SUSTAINABLE BURBANK COMMISSION
August 19, 2024, MINUTES

I. CALL TO ORDER

The meeting of the Sustainable Burbank Commission was held in the Community Services Building, 150 N. Third St., on the above date. Chair Victoria Kirschenbaum called the meeting to order at 5:02 p.m.

II. ROLL CALL

Members Present:

Victoria Kirschenbaum (Chair)
Kevin O'Brien
Robin Gemmill
Jared Cavagnuolo
Limor Zimskind
Alissandra Valdez
Adrine Der-Tavitian (Vice Chair)
Jenny Deahl
Charles Wilson

Members Absent:

Council Members, Liaisons, and Staff Present:

John Molinar – Asst. Public Works Director – Streets & Waste Management
Amber Duran – Recycling Coordinator
Berenice Quintero – Senior Clerk – Recording Secretary
Drew Johnstone – Sustainability Officer, Burbank Water & Power
Nikki Perez – City Council Member

III. ORAL COMMUNICATIONS (Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Commission. The Commission has adopted rules to limit oral communications to 3 minutes; however, the Commission reserves the right to shorten this time period.)

A. Public Communication

Community member, Nicole McClellan spoke about electric vehicle charging infrastructure and utilities as a contributor to greenhouse gas emissions.

B. Commission Member Communication

Ms. Gemmill announced the Hollywood Way Garden and provided an update on the \$1M planning grant for Central Library, Tree People and Burbank Unified School District.

Chair Victoria Kirschenbaum attended the Nation Night Out and Chandler Bike path events. She informed the Commission about a Los Angeles Times article on artificial turf.

Commission Jenny Deahl provided an update on the Drought Tolerance Stakeholder meeting and the Parks and Recreation Board meeting.

C. Staff Communication

John Molinar asked the Commissioners to RSVP for their monthly meetings.

Drew Johnstone informed the Commission about Burbank Water and Power's (BWP) rebate statistics for fiscal year 2023-2024.

IV. APPROVAL OF MINUTES

Ms. Deahl moved, and Ms. Kirschenbaum seconded a motion to approve the July 15, 2024, draft minutes. The motion was approved by Ms. Gemmill, Ms. Valdez, Ms. Der-Tavitian, Mr. Wilson, Mr. Cavagnuolo, and Ms. Zimskind. Mr. O'Brien abstained.

- V. SUPPORT BURBANK WATER AND POWER'S GRANT APPLICATION FOR ELECTRIC VEHICLE CHARGING INFRASTRUCTURE PROJECT**
 BWP's Sustainability Officer Drew Johnstone requested support from the Commission on a grant application for electric vehicle charging infrastructure (attachment 1). Ms. Kirschenbaum moved, and Ms. Valdez seconded a motion to sign the drafted letter of support for BWP's grant application (attachment 2). All present approved.
- VI. ELECTION OF OFFICERS**
 Mr. Wilson moved, and Ms. Valdez seconded a motion to nominate Ms. Kirschenbaum as the Chair. The motion was approved by Ms. Kirschenbaum, Ms. Gemmill, Ms. Deahl, Mr. Cavagnuolo, Ms. Der-Tavitian, Mr. O'Brien, and Ms. Zimskind. Ms. Gemmill moved, and Ms. Zimskind seconded a motion to nominate Ms. Der-Tavitian as the Vice Chair. The motion was approved by Ms. Kirschenbaum, Mr. Wilson, Ms. Deahl, Mr. Cavagnuolo, Ms. Der-Tavitian, Mr. O'Brien, and Ms. Valdez.
- VII. AD HOC SUSTAINABLE BURBANK COMMISSION BUDGET SUBCOMMITTEE**
 Ms. Kirschenbaum removed herself from the subcommittee.
- VIII. AD HOC OUTREACH SUBCOMMITTEE**
 Ms. Kirschenbaum explained the budget breakdown of events letter (attachment 3). The subcommittee and staff discussed budget availability for events.
- IX. AD HOC WASTE REDUCTION ORDINANCE IMPLEMENTATION SUBCOMMITTEE**
 Staff provided an update on business outreach and feedback from businesses regarding the ordinance.
- X. AD HOC BURBANK HABITAT RESTORATION SUBCOMMITTEE**
 Ms. Gemmill informed that BWP staff contacted her to assist with designs for drought tolerant parkways. Drew provided an update BWP's Sustainable Water Use Ordinance regarding drought tolerant parkway templates for the community.
- XI. AD HOC GREENHOUSE GAS REDUCTION PLAN IMPLEMENTATION SUBCOMMITTEE**
 Ms. Kirschenbaum informed that she went to the BWP Board meeting and provided an update on virtual powerplants and solar batteries on water facilities. Drew provided an update on BWP's efforts on electrical landscaping.
- XII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS**
1. Ban on the Use of Gas-Powered Leaf Blowers – Discussion (September 10, 2024)
 2. Livable Communities Initiative – Discussion (October 1, 2024)
- XIII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS**
 Mr. Wilson moved, and Mr. Cavagnuolo seconded a motion to have James Ingram provide a presentation to the Commission on Zoning of Small Businesses at the September 16, 2024, meeting. All present approved.
- FUTURE AGENDA ITEMS**
- Discussion of the 2025 Draft Meeting Calendar (November 18, 2024)
- XIV. ADJOURNMENT**
 The meeting was adjourned at 7:02 p.m. The next meeting will be held on Monday, September 16, 2024, at 5:00 p.m. at the Community Services Building, Room 104.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Waste Management

JM: ad

Attachment 1

U.S. DOT Charging and Fueling Infrastructure Discretionary Grant - Round 2

Sustainable Burbank Commission
August 19, 2024

Drew Johnstone
Sustainability Officer, BWP



WATER AND
POWER



U.S. Department
of Transportation
**Federal Highway
Administration**

Charging and Fueling Infrastructure Discretionary Grant Opportunity

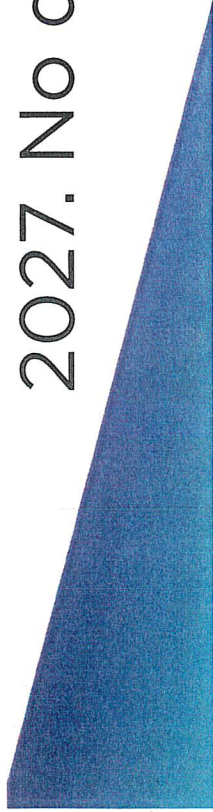
Funding available: \$800M

Awards: \$500k - \$15M

Match required: 20%

Deadline: August 28, 2024

Timeline: Funding obligated by Sept.
2027. No deadline to spend the funds.



Proposed Sites

	Site	Description	DAC
1	George Izay Park	Up to two DCFC	Y
2	McCambridge Park	Up to two DCFC, four Level 2 ports	N
3	Orange Grove Parking Structure	Up to twelve DCFC, eight Level 2 ports	Y
4	Metrolink Parking	Up to twelve DCFC	Y
5	Courthouse Parking Structure	Up to four DCFC, twenty Level 2 ports	Y

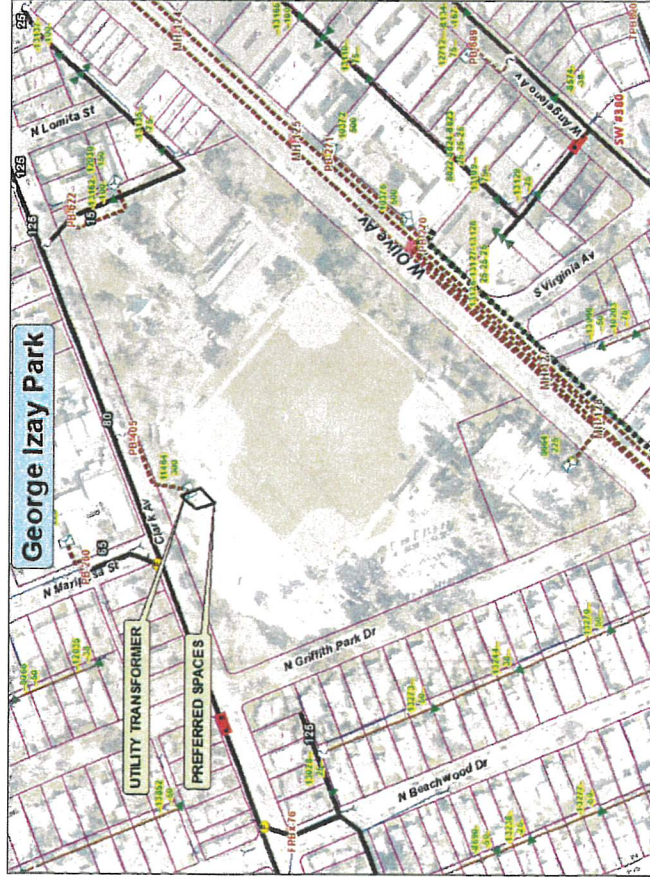


Summary of Costs

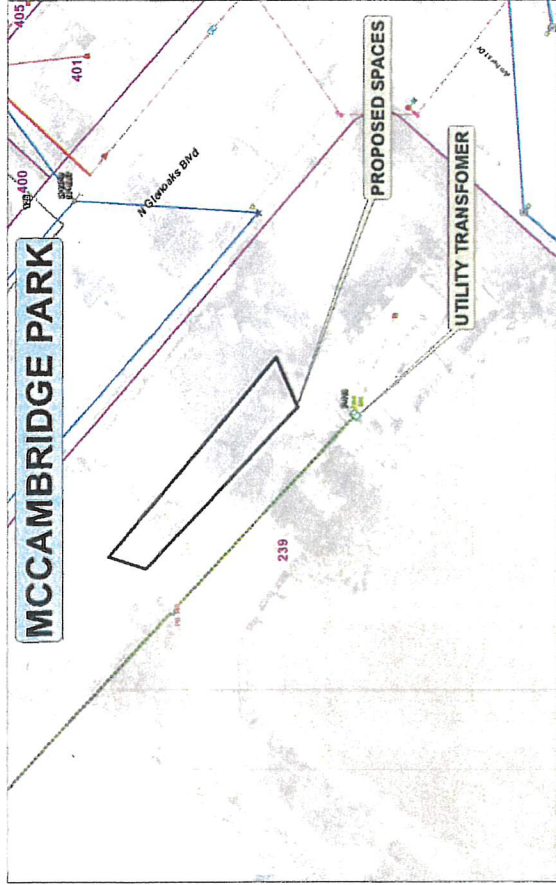


32 DCFC	\$5,032,000
32 Level 2	<u>\$1,670,000</u>
Subtotal	<u>\$6,702,000</u>
20% match	\$1,340,400
Total Grant Request	\$5,361,600

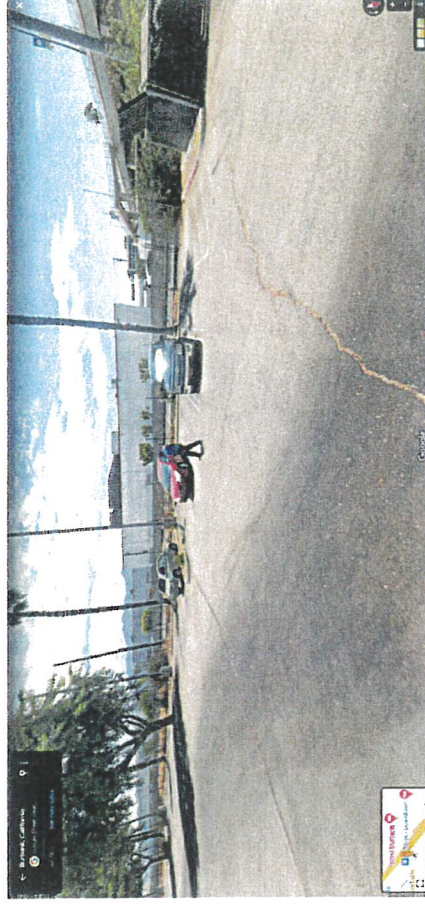
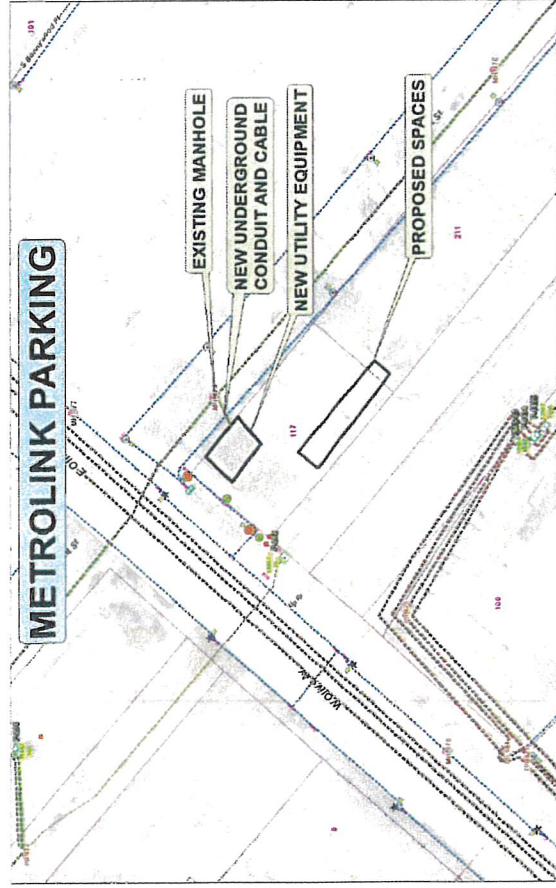
George Izay Park - 1022 Clark Ave



McC Cambridge Park - 1515 N. Glenoaks Blvd



Metrolink Parking - 201 Front St.



Grant Application Staged for Success

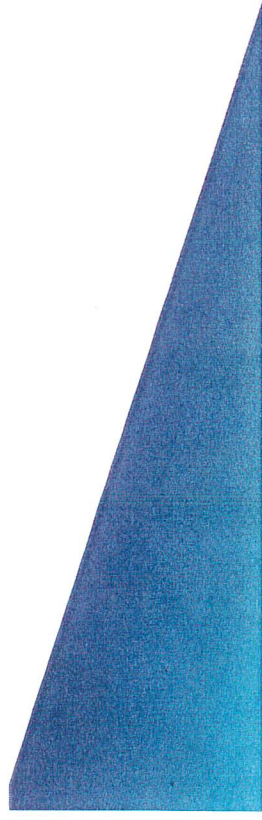


- “Highly Recommended” in Round One
- Support local and regional zero-emission transportation
- Bring EV charging infrastructure to underserved and emission-impacted communities
- Expand existing city-owned network



Recommendation

Staff requests that the Sustainable Burbank Commission sign a letter of support.



QUESTIONS?

Drew Johnstone
Sustainability Officer, BWP
DJohnstone@BurbankCA.gov
(818) 238-3791 office



WATER AND
POWER

Attachment 2

Letter of Support for CFI Program
INSTRUCTIONS

Action requested by Friday, August 23, 2024

- 1. Please review, edit to your liking, sign, and email the letter on agency letterhead to Drew Johnstone at djohnstone@burbankca.gov by **Friday, August 23, 2024**.*
 - 2. Please do not send the letter directly to USDOT. All support letters will be bundled with the application and submitted at the same time.*
 - 3. Any questions? Please call Drew Johnstone at (818) 238-3791.*
 - 4. Thank you for supporting the City of Burbank's efforts to secure EV infrastructure funding.*
-

August 23, 2024

Ms. Gloria Shepherd
Executive Director
U.S. Department of Transportation
Federal Highway Administration
1200 New Jersey Avenue, SE
Washington, DC 20590

Subject: City of Burbank Water and Power DOT Community Charging Project – Round 2

Dear Ms. Shepherd:

The Sustainable Burbank Commission strongly supports the efforts of the City of Burbank Water and Power Department's grant application to the U.S. Department of Transportation Federal Highway Administration. To address climate change by reducing greenhouse gas emissions, Burbank proposes to install electric vehicle charging stations and related infrastructure in publicly accessible locations throughout the City. Charging station locations will be in parking areas at recreation centers, public parks, and near commercial buildings and transit corridors.

The City Council established the Sustainable Burbank Task Force (now the Sustainable Burbank Commission) in 2008 to advise and make recommendations to the City Council and engage the community by participating in various public education, outreach, and promotional activities. With nine appointed members, the Commission serves as the voice of the people on policy issues relating to the environment, human capital, transportation, water conservation, energy, and more. The Commission meets monthly to discuss sustainability efforts in Burbank. The City's sustainability goals and policies pertaining to air pollution reduction are outlined in the City's Greenhouse Gas Reduction Plan Update.

Population growth and the dominance of fossil-fuel powered automobiles introduce new challenges to sustainable communities; fossil fuel combustion required to power vehicles creates a variety of pollutants, including carbon dioxide and other greenhouse gases. These are not new pollutants, but they compound health risks and economic costs historically associated with poor air quality. Solutions for reducing air contamination and potential resulting health risks drive advances in legislation, technology, and more sustainable ways to live. This project represents an important step in this transition to clean, efficient energy and transportation choices.

Thank you in advance for your thoughtful review of Burbank's project for a cleaner future.

Letter of Support for CFI Program
INSTRUCTIONS
Action requested by Friday, August 23, 2024

Sincerely,

Victoria Kirschenbaum
Commission Chair

Attachment 3

BUDGET

Partnering with Burbank Eco Council and Burbank Community Garden on one fall event and two spring/Earth Day events, the estimate totals \$13,700 (\$10,500 for Eco Council event and \$3,200 for 2 Community Garden events). This would leave \$1,300 for any Go Green events. Outreach Committee is still working on the Go Green events which are just in the beginning planning stages; these events might be a plastics related movie partnering with the Library, an Eco Justice Roundtable at the YMCA Social Impact Center, an all electric cooking demo with Switch is On.

I am still waiting for updates from Eco Council. The Community Garden folks will be meeting again with our Outreach Committee on Aug 26 with updates on availability of the presenters.

BURBANK ECO COUNCIL EARTH DAY EVENT AT IKEA

Burbank Eco Council Earth Day Event at IKEA will cost a total of \$25,000, but they will be asking for funding only for "must have" items for about \$10,500. We do not have their detailed information as yet but basically we think the items will be:

- | | |
|------------------------------------|----------|
| 1. Tables, Chairs, Canopies rental | \$ 3,500 |
| 2. Insurance | 4,000 |
| 3. Stage/Sound rental | 3,000 |

\$10,500

FALL EVENT AT BURBANK COMMUNITY GARDEN (tentatively Nov. 9)
(presenters are tentative, based on availability)

- | | |
|--|----------------------------|
| 1. Porta Potty Rental | \$ 500 approx, city vendor |
| 2. Newspaper Block Pot Demo and Planting | 50 |
| Master Gardeners | |
| Justin Okin | |
| Robin Gemmill | |
| another gardener | |
| 3. Composting Presentation and Demo | 250 |
| Ashley Young | |
| 4. Ollas Presentation and Demo | 400 |
| (ollas to take home) | |
| Kreigh Hampel | |
| Denise Bergstrud | |
| 5. Terrariums, Presentation and Demo | 250 |
| (only instructions to take home) | |
| Erin Bark | |
| 6. Contingency Funds | 150 |

SPRING EVENT AT BURBANK COMMUNITY GARDEN (date TBA)
(presenters are tentative, based on availability)

1. Porta Potty Rental	500 approx, city vendor
2. Straw Bale Gardening Presentation and Demo	50
Master Gardeners	
Justin Okin	
Robin Gemmill	
another gardener	
3. Compost Presentation and Demo	250
Ashley Young	
4. Ollas Presentation and Demo	400
(ollas to take home)	
Kreigh Hampel	
Denise Bergstrud	
5. Terrariums Presentation and Demo	250
(only instructions to take home)	
Erin Bark	
6. Contingency Funds	150
	<hr/>
	\$ 3,200

Vicki Kirschenbaum will supply the following:

- Reusable cups and Water Dispenser
- Fruit
- Crayons
- Flyers
- Foam Core and Butcher Paper for Signs

We want to look into a battery-operated sound system, to borrow or rent or purchase, which could come from the "contingency" funds.