



# Weekly Management Report

## August 13, 2021

- 1. Minutes**      Sustainable Burbank Commission  
Meeting on July 19, 2021  
**Public Works Department**
  
- 2. Notice**      Burbank-Glendale-Pasadena Airport Authority  
Meeting on August 12, 2021  
**Burbank-Glendale-Pasadena Airport Authority**
  
- 3. Minutes**      Burbank Police Commission  
Meeting on June 16, 2021  
**Burbank Police Commission**
  
- 4. Memo**        Status Update on the Improvements for Plan Check and  
Planning Entitlement Process  
**Community Development Department**



**SUSTAINABLE BURBANK COMMISSION  
JULY 19, 2021 MINUTES**

**I. CALL TO ORDER:**

The meeting of the Sustainable Burbank Commission was held online via Zoom on the above date. Vice Chair Laura Tenenbaum called the meeting to order at 5:00 p.m.

**II. ROLL CALL:**

**Members Present:**

Robin Gemmill  
Victoria Kirschenbaum  
Dion Mokhtari  
Kevin O'Brien  
Heather Robb (Chair)  
Jean Schanberger  
Laura Tenenbaum (Vice Chair)  
Chris Weber  
Limor Zimskind

**Members Absent:**

Darin Chase  
Larry Cross  
Maggie Martinez  
Chris Rizzotti

**Council Members and Staff Present:**

Bob Frutos – Mayor  
Nick Schultz – Council Member  
Ken Berkman – Public Works Director  
John Molinar – Asst. Public Works Director - Street & Sanitation  
Noemi Garcia – Clerical Worker, Public Works

**III. GREEN SPOTLIGHT AWARD:**

The Green Spotlight Award was presented to the Burbank Backyard Food Growers Club, an online food swap community group. Founding members, Lisa Kinman and Jane Hur were awarded for their sustainable practices. Ms. Hur was unable to attend.

**IV. 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 2 minutes; however, the Commission reserves the right to extend this time period.)

**A. Public Communication:**

Burbank Resident, Tamala Takahashi, voiced her support for adding a "Skip the Stuff" ordinance. As a member of the Reusable Burbank community group, she offered her support promoting and educating the community if the ordinance is passed.

Member of the Surfrider Foundation- South Bay Chapter, Craig Cadwallader, called in to voice his support for adding a "Skip the Stuff" ordinance, and offered his advisory services.

**Commission Member Communication:**

Mr. Mokhtari announced his term on the Commission has ended. He thanked the group for their support and shared how grateful he is for the opportunity to serve on the Commission.

Ms. Tenenbaum shared that her 2016 TEDx Talk was selected by the TED Talk's main website. She also announced she will be meeting with a climate philanthropist who she will be an advisor for.

Staff Communication:

John Molinar, Assistant Public Works Director - Street & Sanitation, announced that the Greenhouse Gas Reduction Plan by the Community Development Department was postponed until the August meeting.

Ken Berkman, Public Works Director, congratulated the returning elected Commissioners for their re-appointment. He announced that in-person meetings have been delayed due to the new COVID-19 update.

**V. APPROVAL OF MINUTES:**

Ms. Tenenbaum moved and Ms. Gemmill seconded a motion to approve the June 21, 2021, minutes. The minutes were unanimously approved by all in attendance.

**VI. DISCUSS YOUTH BOARD LIAISONS:**

Noemi Garcia, Recording Secretary, gave an update on the current Youth Board status.

The group suggested that a Commissioner volunteer to speak during public comment once the Youth Board reconvenes.

**VII. DISCUSS "SKIP THE STUFF" ORDINANCE:**

Ms. Kirschenbaum shared that she spoke with Mr. Cadwallader and discussed the recently passed Skip the Stuff Ordinance in Culver City.

Mr. Molinar will be sending an informational memo to City Council with a Plastics Ordinance update. He reminded the group that they are to emulate the City of Berkley's Plastics Ordinance. He suggested the ad hoc Single Use Plastic Ban Implementation Subcommittee meet with him to further to review the ordinance.

Ms. Kirschenbaum suggested the Subcommittee create a sample memo of a Skip the Stuff Ordinance to present at next month's meeting.

**VIII. AD HOC WORK PLAN DEVELOPMENT SUBCOMMITTEE:**

Ms. Robb shared that the ad hoc Work Plan Subcommittee met with Mr. Berkman and Mr. Molinar. She announced the subcommittee will be providing quarterly reports to the Commission. Ms. Robb and Ms. Gemmill will be following up with each subcommittee to get an update on their work plan goals and status.

Mr. Berkman emphasized that January is a critical deadline for the Fiscal Year to ensure that they have a prioritized Capital Improvement Project program for the City.

**IX. AD HOC ALTERNATIVES TO REPOWERING THE INTERMOUNTAIN POWER PLANT SUBCOMMITTEE:**

Mr. Weber encouraged the public and the Commission to watch the Intermountain Power Plant (IPP) Update presentation given at the July 13, 2021 City Council meeting.

Ms. Kirschenbaum shared her thoughts on the IPP presentation given by Burbank Water and Power. She stated that her and Mr. Weber plan on creating more in-depth questions and continuing their research.

**X. AD HOC GREENHOUSE GAS REDUCTION PLAN UPDATE SUBCOMMITTEE REPORT:**  
There were no updates.

**XI. AD HOC COMMUNITY ENGAGEMENT PHASE 2 SUBCOMMITTEE REPORT:**  
There were no updates.

**XII. AD HOC EQUITY AND ECONOMIC SUSTAINABILITY SUBCOMMITTEE REPORT:**  
Ms. Gemmill encouraged the Commission to attend the July 26, 2021 webinar hosted by the Coalition for Clean Air, the webinar was forwarded to the Commission by Mr. Weber.

**XIII. AD HOC FOOD SYSTEM SUSTAINABILITY SUBCOMMITTEE:**  
There were no updates.

**XIV. AD HOC SINGLE USE PLASTIC BAN IMPLEMENTATION REPORT:**  
Mr. O'Brien shared that the Subcommittee, along with Mr. Molinar, met with one of the co-founders of DeliverZero, a reusable container program based in New York.

**XV. AD HOC MONARCH MILE ESTABLISHMENT REPORT:**  
Ms. Gemmill shared that she spoke to Michael Del Campo – Landscape and Forestry Services Superintendent and discussed tree data.

The group agreed to re-name the Subcommittee at next month's meeting.

**XVI. AD HOC COMMUNITY GARDEN REPORT:**  
Ms. Robb moved and Mr. Weber seconded a motion to disband the ad hoc Community Garden Subcommittee. The motion was unanimously approved by all in attendance.

**XVII. DISCUSS UPCOMING SUSTAINABILITY RELATED COUNCIL AGENDA ITEMS:**  
Ms. Robb shared that the following item concerns the Equity and Economic aspect of Sustainability.

- August 10, 2021- Approval of a Professional Services Agreement and Budget Appropriation to Implement the Federal Emergency Housing Voucher (EHV) Allocation.

**XVIII. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**  
The Commission agreed to add the following items to the August 16, 2021 meeting:

- Greenhouse Gas Reduction Update Presentation by the Community Development Department (CDD)
- Election of Chair and Vice Chair

**XIX. BURBANK GREEN SPOTLIGHT AWARD FOR AUGUST 2021:**  
The August 2021 Green Spotlight Award recipient will be Benjamin Franklin Elementary School.

**XX. ADJOURNMENT:**  
The meeting was adjourned at 6:43 p.m. The next meeting will be held on Monday, August 16, 2021 at 5:00 p.m. Location to be determined at a future time.

Respectfully submitted,

John Molinar, Assistant Public Works Director - Street & Sanitation  
JM: ng





August 12, 2021

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, August 16, 2021, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Commission or staff may participate in this meeting via teleconference. In the interest of maintaining appropriate social distancing, members of the public may observe and participate in the meeting telephonically through the following number:

*Dial In: (818) 862-3332*

Terri Williams, Board Secretary  
Burbank-Glendale-Pasadena Airport Authority

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Airport Skyroom

Regular Meeting of Monday, August 16, 2021

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 of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:*

- *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 five 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, August 16, 2021

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
  - a. Committee Minutes  
(For Note and File)
    - 1) Operations and Development Committee  
(i) June 21, 2021 **[See page 1]**
    - 2) Finance and Administration Committee  
(i) June 21, 2021 **[See page 3]**
    - 3) Legal, Government and Environmental Affairs Committee  
(i) June 21, 2021 **[See page 5]**
  - b. Commission Minutes  
(For Approval)
    - 1) July 19, 2021 **[See page 7]**
  - c. Treasurer's Report
    - 1) May 2021 **[See page 14]**
  - d. Amendment to Conditional Consent to Assignment  
Development Ground Lease – AvJet Corporation **[See page 39]**
  - e. Update to Los Angeles City Councilmembers on Response  
to Southern San Fernando Valley Airplane Noise Task Force  
Recommendations; Letter to Federal Aviation Administration  
On Flight Path Shifts **[See page 44]**
6. ITEMS FOR COMMISSION APPROVAL
  - a. Award of Purchase Order – Airport Operations Department  
Portable Radio Replacement **[See page 66]**
  - b. Award of License Agreement – County of Los Angeles **[See page 70]**

c. Allied Universal Contract Amendment

**[See page 79]**

7. ITEMS FOR COMMISSION DISCUSSION

a. Financial Performance Update FY 2021  
(Fourth Quarter and 12 Months)

8. ITEMS FOR COMMISSION INFORMATION

a. FAA Briefing on Proposed VNY Departure Procedures

b. June 2021 Passenger and Air Cargo Statistics

**[See page 85]**

c. June 2021 Transportation Network Companies

d. June 2021 Parking Revenue Statistics

9. CLOSED SESSION

a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant Exposure to Litigation (California Government Code Section  
54956.9(d)(2)): 1 potential case. Facts and Circumstances: FAA Southern  
California Metroplex Project

b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
California Government Code Section 54956.9(d)(1)  
Name of Case: City of Los Angeles v. FAA et al. (Case No. 21-71170)

10. EXECUTIVE DIRECTOR COMMENTS

11. COMMISSIONER COMMENTS  
(Other updates and information items, if any)

12. ADJOURNMENT

## COMMISSION NEWSLETTER

Monday, August 16, 2021

*[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 Operations and Development Committee meeting of June 21, 2021; approved minutes of the Finance and Administration Committee meeting of June 21, 2021; and approved minutes of the Legal, Government and Environmental Affairs Committee meeting of June 21, 2021, are included in the agenda packet for information purposes.
- b. **COMMISSION MINUTES.** Draft minutes of the July 19, 2021, Commission meeting are attached for the Commission's review and approval.
- c. **TREASURER'S REPORT.** The Treasurer's Report for May 2021 is included in the agenda packet. At its July 19, 2021 meeting, the Finance and Administration Committee voted unanimously (3-0) to recommend that the Commission note and file this report.
- d. **AMENDMENT TO CONDITIONAL CONSENT TO ASSIGNMENT DEVELOPMENT GROUND LEASE – AVJET CORPORATION.** A staff report is included in the agenda packet. At its meeting on July 19, 2021, the Finance and Administration Committee unanimously voted (3-0) to recommend that the Commission approve an amendment to the Conditional Consent to Assignment of Lease for transfer of Hangar 25 from AvJet Corporation to Harbor Freight Tools, USA. The purpose of the amendment is to provide additional time for the completion of certain repairs as required under the Purchase and Sales Agreement between AvJet and Harbor Freight Tools.
- e. **UPDATE TO LOS ANGELES CITY COUNCILMEMBERS ON RESPONSE TO SOUTHERN SAN FERNANDO VALLEY AIRPLANE NOISE TASK FORCE RECOMMENDATIONS LETTER TO FEDERAL AVIATION ADMINISTRATION ON FLIGHT PATH SHIFTS.** A staff report is included in the agenda packet. Staff seeks the Commission's authorization for Executive Director Frank Miller to send Los Angeles City Councilmembers Paul Krekorian, Paul Koretz, Nithya Raman, and Nury Martinez the attached letter updating them on the Authority's response to recommendations of the Southern San Fernando Valley Airplane Noise Task Force (Task Force) that are specific to the Authority. Additionally, Staff seeks the Commission's authorization for President Devine to send the Federal Aviation Administration (FAA) a letter reiterating the Authority's prior requests that the shift in flight paths be addressed

## 6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF PURCHASE ORDER – AIRPORT OPERATIONS DEPARTMENT PORTABLE RADIO REPLACEMENT.** A staff report is included in the agenda packet. At its meeting on July 19, 2021, the Operations and Development Committee voted unanimously (3–0) to recommend that the Commission approve the acquisition of replacement interoperable radio equipment from Motorola Solutions. The proposed acquisition replaces the Airport Operations Department's current 17 handheld Motorola portable radios, which have reached the end of their useful life, with the Motorola APX 8000 series radios and ancillary accessories at a total cost of \$122,699.95.
- b. **AWARD OF LICENSE AGREEMENT – COUNTY OF LOS ANGELES.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks a Operations and Development Committee recommendation to the Commission to award a License Agreement to the County of Los Angeles for the purpose of conducting a temporary free COVID-19 vaccination clinic within the Airport passenger terminal building commencing August 16, 2021 through August 15, 2022.
- c. **ALLIED UNIVERSAL CONTRACT AMENDMENT.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee at its meeting immediately preceding the Commission meeting, Staff seeks approval from the Commission for a proposed Amendment No. 3 to the Professional Services Agreement (“PSA”) with Universal Protection Service LP, dba Allied Universal, to increase the appropriations for airport security and traffic controls services. In October 2020, the Commission approved a one-year extension of this PSA, in the amount of \$974,413, based on the projected reduced traffic volume due to the effects of the COVID-19 pandemic, and the contract is set to expire on October 31, 2021. However with the rapid return of leisure travel, vehicular and passenger traffic has increased significantly. In order to maintain consistent flow of traffic and ensure pedestrian safety on the Airport roads, Staff is recommending that the current appropriation be increased by a not-to-exceed amount of \$125,000 to accommodate additional staffing, which would result in a total contract amount of \$1,099,413 for the extension period ending October 31, 2021.

## 7. ITEMS FOR COMMISSION DISCUSSION

- a. **FINANCIAL PERFORMANCE UPDATE FY 2021 (FOURTH QUARTER AND 12 MONTHS).** No staff report attached. Staff will update the Commission with information regarding the financial results for the fourth quarter of FY 2021 and the full fiscal year ending June 30, 2021.

## 8. ITEMS FOR COMMISSION INFORMATION

- a. **FAA BRIEFING ON PROPOSED VNY DEPARTURE PROCEDURES.** No staff report attached. Staff will report on the FAA briefing regarding the proposed VNY departure procedures that was presented virtually to the public on August 9, 2021.

- b. JUNE 2021 PASSENGER AND AIR CARGO STATISTICS. A staff report is included in the agenda packet. The June 2021 passenger count of 359,104 was down 31% compared to June of 2019's 520,215 passengers. Also compared to June of 2019, air carrier aircraft operations in June 2021 decreased 37%, while cargo volume was up 5%, at 9 million pounds.
- c. JUNE 2021 TRANSPORTATION NETWORK COMPANIES. No staff report attached. Staff will update the Commission on TNC activity for the month of June 2021.
- d. JUNE 2021 PARKING REVENUE STATISTICS. No staff report attached. Staff will present parking revenue data for the month of June 2021.



**June 16, 2021**

A regular meeting of the Burbank Police Commission was held in the Council Chamber of City Hall, 275 East Olive Avenue, on the above date. The meeting was called to order at 1810 hours by Commission Chair Kobaissi.

**CALL TO ORDER**

Present: Via Videoconference: Commissioners Cohen, Elman, and Vest  
In Chamber: Chair Kobaissi

Also Present: In Chamber: Chief LaChasse, Deputy Chief Albanese, Captain Cremins and Irving, Police Administrator Padgett, and Executive Assistant Nakamura

Via Videoconference: Senior Assistant City Attorney Oh, Liaisons Frutos and Schultz

**FLAG SALUTE**

The flag salute was led by Chair Kobaissi.

**COMMISSION ANNOUNCEMENTS AND REPORTING OUT BY COMMISSION SUBCOMMITTEES**

The Mental Health Subcommittee reported out on their findings regarding the expansion of the MHET team to include having services provided by other City departments. Chair Kobaissi contacted DMH to discover that most MHET teams are partnered with Police Departments and find there is a better fit and a sense of comfort having a PD counterpart.

Commissioner Elman looked further into a recommendation from a citizen to evaluate the Denver STAR program. It is a relatively new program, with response to calls without an officer. The team responds to roughly 6 incidents a day, working Monday-Friday, 1000 – 1800 hours, with the majority of the incidents involving trespass and welfare checks. The database is fairly small, with only 6 months of data – Commissioner Elman recommends that a review of the model be done after a period of time when more data is available for evaluation. The program is underfunded and the group is asking for donations from the public

Since the City Council has approved additional staffing and a transport van in the new budget cycle, it is the recommendation of the Subcommittee that the City develop an internal system to utilize the MHET team for all Departments.

**FIRST PERIOD OF ORAL COMMUNICATIONS**

Tamala Takahashi attempted to phone in, but was unable to get through due to a technical difficulty. She sent the Department her comments via email, which are included verbatim this one time in the minutes, since there will not be an opportunity for the public to review her comments on the recording of the meeting.

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Good evening chair kobassi and commissioners

My name is Tamala Takahashi, resident of Burbank

I'm calling tonight on two items.

First, the topic of item G1 on the agenda, public communication with the commission.

June 16, 2021

**Meeting of the Burbank Police Commission**

Page 2

I would like to thank you for putting this item on the agenda. In order for the commission to be able to fairly and freely exercise its roles and responsibilities, having its own line of communication and independent presence is essential. As an advisory body to council, and as a body that conducts hearings and reviewer of complaints, as are outlined in the commission's mission statement on the city website, autonomy is crucial to avoid bias or influence.

I would also like to request that contact information for the point person for the commission be provided in the publicly posted agendas that are available on the city website meetings page. It is difficult to find the contact information for the commission, and having it on the agenda for each meeting would make it easier to reach out before the meeting itself.

Lastly, for this item, I would like to encourage the commissioners to continue to receive phone calls as public comment even when meeting in person again. Allowing phone calls makes it more accesible to those who are working, those who have children, those with disabilities, and those who have overlapping meetings. It is a practice I believe many if not most of the comunity would appreciate for this and all boards.

My second item is a general comment, regarding the new police departments budget for next year. Perhaps you are already planning on doing this, but I think it would be of great value to the community and to the commission to review the new budget, what's been included, what's changed, and if it will have any effect - positive, negative, for neutral - on the operations of the police department. For example, the additional staffing for the MHET team and the van. Discussing the budget updates also would give the new incoming police commissioners a jumping off point and orientation in their work on the commission in the upcoming year. If you are so amenable, as a member of the public, I would very much appreciate having that on an upcoming agenda.

And BTW, thank you for looking into the STAR program I shared with the commission, and possibly diverting certain kinds calls to the MHET team directly.

Thank you for your time and consideration and have a great rest of your meeting.

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**RESPONSE TO ORAL COMMUNICATIONS**

None

**APPROVAL OF MINUTES FROM APRIL 21, 2021**

A motion was made by Commissioner Elman, with a second by Commissioner Cohen, to approve the minutes of the April 17<sup>th</sup> meeting. Approved by consensus.

**ITEMS OF BUSINESS**

1. **Discuss and define how the public communicates with the Commission (e.g. email dissemination), to establish an identity independent of the PD (current use of PD letterhead for Commission business), and identify any other procedural practices that may need further evaluation.**

To appear independent of the Police Department and to conform with other Boards and Commissions, moving forward, the agenda will no longer appear on Department letterhead.



June 16, 2021

**Meeting of the Burbank Police Commission**

Page 3

Chair Kobaissi made a motion, seconded by Commissioner Elman, to recommend that the City Council conduct a study on how the Commission could be more independent from the Police Department, including assigning staff outside of the Police Department to support the Commission, and to identify if there should be a change on how the Commission receives/sends communications from/to the public (including the development of letterhead). Motion carries by consensus

**2. General announcements by the Police Chief - brief announcements regarding upcoming events and/or items of note related to the police department**

Chief LaChasse announced:

- National Night Out will be held August 3<sup>rd</sup> – neighborhood block parties will resume
- This is his last meeting before he retires on July 6, 2021 – he shared some of his personal philosophies

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

No agenda items were introduced.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission will be Wednesday, July 21, 2021, 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1840 hours.

Mike Chapman, Secretary  
Burbank Police Commission

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# MEMORANDUM




## COMMUNITY DEVELOPMENT

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**DATE:** August 5, 2021

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Ron Takiguchi, Assistant Community Development Director/Building Official  
VIA: Fred Ramirez, Assistant Community Development Director - Planning

**SUBJECT:** Status Update on the Improvements for Plan Check and Planning Entitlement Process

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This memo is an update on ongoing improvement to the plan check and permitting process.

Due to unprecedented development demands and inadequate staffing, turnaround for plan check and permitting have increased significantly. As noted below the increased demand has resulted in turnaround times increasing by up to 50%. This is the baseline from which we will measure improvement over time. CDD staff will implement process improvements, updated technology, and recruit and train new staff in order to achieve this improvement over the next 12 to 18 months.

### Baseline

- Building Plan Check review times for initial plan check have increased from 6 to 8 weeks to 12 to 16 weeks.
- Building Plan Check review times for minor/smaller projects have increased from 5 to 6 weeks to 8 to 10 weeks.
- Planning Review times for Single-Family Residential Development Permits have increased from 6 to 8 months to 12 to 16 months.
- Planning Review of residential permit additions have increased from 6 to 8 weeks to 12 to 16 weeks.
- Burbank has received approximately 782 ADU applications in the last four years. During that same period, the State mandated review time was slashed in half from 120 days to 60 days.

- Planned Development/Development Agreement applications review times which typically should take 12 to 16 months have tripled in review time to 3 to 4 years to complete.

As noted, the goal is to reduce review times for plan check and planning entitlement permits by up to 50%. Customers will begin to see improvements in turnaround times as we hire and train new staff and implement process improvements. Below are updates on the resources that will be utilized to reduce turnaround times and also how we will show that improvement over time.

## 1. Dashboard

The Dashboard will be a tool that helps describe the City's baseline turnaround times and communicate progress for plan check and planning entitlement permits. To obtain this information, staff is working on the details for both of the City's ePALS and ProjectDox (plan check) software. Staff has been meeting internally to draft a dashboard template, which will include snapshot information to visually see the turnaround times. The lead team has been established, and anticipates meeting with Information Technology (IT) Department in August 2021.

While the Dashboard is in progress, staff will provide monthly updates to City Council and quarterly updates in CDD's Quarterly Operations Report.

## 2. Recruitment

Job Title	No. of Vacancy	Type	Status	Selected Candidate
Principal Planner	1	NEW	Recruitment is currently open from July 12, 2021 to August 6, 2021.	Pending
Associate Planner	1	NEW	Recruitment is currently open from August 2 to 27, 2021.	Pending
Plan Check Engineer	1	NEW	Staff is working on supplemental/interview questions and recruitment will open in August 2021.	Pending
Planning Technicians	3	Vacant	In 2021, 2 planners resigned and 1 was vacant due to the hiring freeze. Staff completed interviews, and have selected 3 new candidates for Planning Technicians.	Joseph, Jesus, and Sara

Planning Division: With the support of \$260,509 in new staffing (i.e., Principal Planner and Associate Planner), the City will assess City zoning land use tables and current regulations across the various districts and determine potential conflicts between

permitted land uses and possible interface with City neighborhoods including sensitive land uses. Additionally, the planners will assist in improving service delivery by helping processing pending planning and plan check applications. This work will be undertaken over the next 12 months. Additionally, this zoning review will be done in combination with the proposed Specific Plans for Golden State, Downtown Burbank, and the Media District. Golden State and Downtown Burbank specific plans are slated to be completed by the 2nd Quarter of 2022. The Media District Specific Plan Update would take place over the span of the next two years with completion anticipated by Summer 2023.

### **3. FY 2021-21 Budget Request Projects for Increased Building Safety and to Improve Customer Services for Plan Check/Planning Entitlement**

- \$80,000 for Soft-Story Seismic Retrofit Program - Request for Proposals will be issued in August 2021 for a consultant to assist with the development and ordinance for a Soft-Story Seismic Retrofit Program for a maximum not-to-exceed \$80,000 contract amount.
- \$100,000 for Consultant Plan Check Services - City Council's one-time allocation of \$100,000 for additional consultant plan check services will allow Building & Safety to address the major and large scale developments on time while allowing smaller scale projects to be handled by staff with expected response times.
- Up to \$300,000 for R-1 Development Standards Update - Request for Proposals from On-Call Consultants to facilitate an update of the City's R-1 Standards will be issued in August 2021. The R-1 Standards were last updated in early 2017. Over the past four years, City staff has identified potential areas to improve these regulations that could facilitate more streamlined review of single family residential development including new homes and additions, while still addressing the issues of bulk and mass that can affect the character of existing City neighborhoods.

It is anticipated that this will take approximately 6 months to complete (by the end of January 2022). The draft ordinance will be presented to the Planning Board for review and eventual consideration by the City Council for adoption.

- \$45,000 for CEQA Review - Request for Consultant Services to assist the City with peer-review of outside agency CEQA documents and provide the City with a detailed assessment of these environmental assessments. This review will allow the City to provide timely responses to said CEQA documents and ensure that we are protecting the City's interests while working collaboratively to address regional needs that may also have a local benefit and/or impact.
- \$255,000 Planning Entitlement and Plan Check – This budget request is being used for Consultant Services to undertake planning and plan check review of new Accessory Dwelling Units (ADUs) and Single Family Development Permit Applications, respectively over the coming 12 months to keep pace with the

increased applications while providing staff with the time necessary to update the R-1 standards and address the ongoing delays for these types of applications and meet State-mandated streamlined review for projects including the new 60-day shot clock to complete the review of ADUs.

#### **4. Department Initiatives to Improve Efficiencies**

- Online Tools -
  - i. The addition of online garage sales permitting - now live - has created efficiencies at the public counter by reducing the need for staff to manually process and issue garage sales permits.
  - ii. Building & Safety staff is working with IT and the vendor of ePALS to complete the configuration of online simple permits. This initiative will launch in two phases with the first phase including permits for non-review required permits (water heaters, kitchen and bath fixtures, etc.) followed by more detailed permits (re-roofs, windows, electrical services, etc.). First phase launch expected by November 2021.
- Information Technology Tools -
  - i. IT will program the interface between ProjectDox and ePALS to automatically replicate data entries in both systems. Interface will eliminate the need for double entry by staff, and will ensure up-to-date information in both platforms.
  - ii. IT has been requested to program a report from ProjectDox data that reports aging and overdue completion of plan check. Report can be used by managers of all reviewing City Departments to ensure that staff provides timely completion of plan check.