



# Weekly Management Report

## November 8, 2024

- 1. Memo**                      CM Tracking List Item No. 2644 – School Traffic Safety Enforcement Measures  
**Police Department**
  
- 2. Memo**                      Urban Forest Master Plan Update  
**Parks and Recreation Department**
  
- 3. Synopsis**                Landlord-Tenant Commission Meeting on October 7, 2024  
**Community Development Department**
  
- 4. Summary**                Art in Public Places Committee Meeting on November 4, 2024  
**Parks and Recreation Department**



# MEMORANDUM



## POLICE DEPARTMENT

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**DATE:** November 8, 2024

**TO:** Justin Hess, City Manager

**FROM:** Michael Albanese, Chief of Police  
VIA: Viviana Garzon, Police Administrator  
BY: Lieutenant John Pfrommer, Traffic Bureau

**SUBJECT:** City Manager Tracking List # 2644 – School Traffic Safety Enforcement Measures

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### **BACKGROUND**

At the October 1, 2024, Council meeting, Council Member Mullins requested a memorandum with an update on the Burbank Police Department's (Department) school safety enforcement measures, including measures around the high schools.

### **DISCUSSION**

Facilitating the safe and efficient movement of traffic throughout the City of Burbank is a core objective of the Department, managed by the Traffic Bureau. The Traffic Bureau collaborates with the Public Works and Community Development Departments to proactively implement education, enforcement, and engineering measures that enhance traffic safety. While the Department focuses on education and enforcement, Public Works and Community Development identify and apply engineering improvements to roadway and intersection design.

The Traffic Bureau partners with the Burbank Unified School District (BUSD) to educate and enforce measures aimed at increasing safety on all 21 school campuses (Table 1). The Traffic Bureau ensures that its education and enforcement efforts are distributed equitably across all schools, with priorities determined in coordination with BUSD and each school principal.

Table 1. Schools in Burbank Unified School District

BUSD School Campuses	
Elementary Schools	Secondary Schools
Bret Harte Elementary	Dolores Huerta Middle School
George Washington Elementary	John Muir Middle School
Joaquin Miller Elementary	Luther Burbank Middle School
Providencia Elementary	Burbank High School
Ralph Emerson Elementary	John Burroughs High School
Robert Luis Stevenson Elementary	Monterey High School
Theodore Roosevelt Elementary	Alternative Schools
Thomas Edison Elementary	Burbank Adult School
Thomas Jefferson Elementary	Horace Mann Children's Center
Walt Disney Elementary	Independent Learning Academy
William McKinley Elementary	Magnolia Park School

**Enforcement**

**Motor Officers**

Motor officers in the Department's Traffic Bureau play an essential role in ensuring traffic safety throughout the City by reducing injury collisions through enforcement, investigating traffic incidents, and addressing traffic-related community complaints. At the start of the school year, the Traffic Bureau adjusts its operational hours to guarantee motor officers are present at all the schools during morning drop-off and afternoon pick-up times. The assigned officers meet with school principals, exchange contact information, and discuss traffic safety concerns. Each school has both common and unique traffic-related concerns, and motor officers use this opportunity to determine the best strategies for mitigating risks caused by traffic congestion and violations of traffic laws.

For the 2024-2025 school year which began on August 12, 2024, the Traffic Bureau assigned motor officers and parking enforcement officers to schools for the first four weeks. Initially, the officers focused on driver education by issuing warnings before transitioning to active enforcement for observed driving and traffic violations. Common violations include stopping in a traffic lane, unloading students in the traffic lane, parking in red zones, and double parking. Enforcement encourages voluntary compliance with traffic laws. After the first four weeks, motor officers began visiting their assigned schools on a rotating basis, as each officer is responsible for two to three schools. The Department's ongoing partnership with BUSD has enhanced school zone safety during critical drop-off and pick-up times, addressed traffic concerns, and promoted compliance through education, and enforcement.

## **Crossing Guards**

Crossing guards are assigned to 9 of the eleven elementary schools. Theodore Roosevelt Elementary and William McKinley Elementary were excluded based on a previous survey indicating a small number of parents walking their children to the two schools. The primary role of crossing guards is to ensure children cross intersections safely near the schools by stopping traffic, guiding children, alerting drivers of the presence of pedestrians, and reporting hazards to the appropriate City departments. The Traffic Bureau has recently received community requests to add crossing guards at the remaining two elementary schools and the three middle schools. To address this, the Traffic Bureau is in the process of hiring five additional crossing guards.

## **Education**

### **Establishing Valet Zones**

Motor officers also provide training for school staff on establishing and safely operating valet zones designed to promote the orderly flow of traffic and reduce congestion. Traffic congestion can limit driver visibility in school zones and contribute to driver frustration, especially when running late. Frustrated drivers are more prone to engage in reckless behaviors, increasing the risk of collisions in areas where children are crossing. Properly managed valet programs can alleviate traffic congestion and minimize the dangerous driving behaviors that often accompany it.

### **Speed Trailers**

The Traffic Bureau deploys speed display trailers equipped with mobile message boards on roadways leading to school campuses. The trailers capture and display the speeds of approaching vehicles while displaying traffic safety messages aimed at deterring unsafe driving behavior. Commonly used messages include "Slow Down", "Driving too fast", and "Thank you for driving safely".

### **School Presentations and Social Media**

The Traffic Bureau presents their "Mindfulness for Young Drivers" program at Burbank High School and John Burroughs High School. This program educates ninth-grade students on the rules of the road, the dangers of distracted and impaired driving, and the dangers of speeding and reckless driving, all before becoming licensed drivers. Students, parents, and school staff have been receptive to these presentations, with over 4,500 students participating in the program since its implementation in spring 2022.

Additionally, the Traffic Bureau produces educational videos focused on school safety, which are shared on the Department's and the City of Burbank's social media platforms. The Department has also initiated discussions with BUSD to distribute the videos on their school websites to reach more community members.

### **BUSD Collaboration Update**

The Traffic Bureau attended the annual BUSD principals' meeting prior to the start of the 2024-2025 school year to discuss additional measures to improve traffic safety around schools. The following steps were outlined:

- Review current drop-off and pick-up procedures.
- Survey parents and students to identify modes of travel.
- Direct separate modes of travel to designated school entry points.
- Create school circulation maps for each individual school.
- Create a communications plan to provide clear and consistent messaging.
- Reinforce the circulation plan with education and enforcement.

The review of drop-off and pick-up procedures includes evaluations of each school's valet zone to identify areas for improvement and update circulation maps accordingly. Once complete, the Department will collaborate with Public Works to execute proposed changes, including updates to curb markings and parking signage. The goal is to complete this project during the 2024-2025 school year.

### **CONCLUSION**

School zones present a unique environment where a high volume of vehicles and pedestrians converge in a small area during a short time frame, creating congestion and, more importantly, risks to student safety. The Traffic Bureau recognizes these risks and works to mitigate them through both education and enforcement at our local schools.

In response to recent community concerns regarding traffic safety around school campuses, the Traffic Bureau is hiring five additional crossing guards and has adjusted the motor officers' operational hours to align with school drop-off and pick-up times. This temporary adjustment demonstrates the Department's commitment to serve the Burbank community by acknowledging community concerns, adapting our operations to meet those needs, and enhancing our service through collaboration with all stakeholders focused on traffic safety.





# MEMORANDUM



## PARKS AND RECREATION



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**DATE:** November 5, 2024

**TO:** Justin Hess, City Manager

**FROM:** Marisa Garcia, Park, Recreation, and Community Services Director  
VIA: Michael del Campo, Park, Recreation and Community Services Assistant Director  
BY: Lupe Santarriaga, Administrative Analyst I

**SUBJECT:** Urban Forest Master Plan Update

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### **BACKGROUND**

Burbank's urban trees are a vital community resource, contributing significantly to the City's infrastructure, identity, and environment. The Parks and Recreation Department (Department) manages the City sidewalk trees, which has been central to maintaining the City's urban forest. Since 1999, the Department has partnered with Davey Resource Group (DRG) to inventory and manage these trees, supporting the City's long-standing commitment to tree preservation through the Tree City USA program.

To date, Burbank has yet to create a comprehensive Urban Forest Master Plan. In alignment with the 2022 Greenhouse Gas Reduction Plan (GGRP), the City has committed to developing this plan, as well as conducting an urban canopy study to ensure that neighborhoods with limited tree coverage, particularly underserved areas, have equal access to the environmental and health benefits provided by trees.

### **DISCUSSION**

As part of the Fiscal Year (FY) 2024-2025 Budget Process, City Council (Council) approved \$1.2 million to develop an Urban Forest Master Plan (UFMP), including an allocation for a California Environmental Quality Act (CEQA) consultant to ensure environmental compliance. DRG was also the approved consultant to complete the UFMP.

The overall UFMP effort will include updating the City's park and street tree inventory, assessing tree health, and conducting an urban canopy study. This effort will also include community outreach to ensure resident input is incorporated into the plan. The UFMP effort commenced on October 21, 2024, and is expected to be completed by Spring 2026.



Upon completion, the plan will be presented to Council for review and approval. Below is the timeline of the milestones.

### TIMELINE

- **Tree Inventory:** October 2024 – November 2024
- **Data Analysis:** November 2024 – July 2025
- **Community Outreach:** August 2025 – September 2025
- **Master Plan Development:** July 2025 – September 2025
- **Plan Presentation:** October 2025 – February 2026
- **Plan Finalization:** March 2026
- **Implementation:** April 2026

### CONCLUSION

The development of the UFMP is a key initiative to ensure the long-term sustainability of Burbank's urban forest. By leveraging DRG's expertise and conducting broad community engagement, the plan will provide a strategic framework for expanding Burbank's tree canopy, improving environmental benefits, and promoting equitable access to the health and resilience benefits of trees for all community members. This project underscores the City's commitment to fostering a healthy and vibrant urban environment for the benefit of all residents.

cc: Parks and Recreation Board  
Sustainable Burbank Commission



# MEMORANDUM



## COMMUNITY DEVELOPMENT

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**DATE:** October 30, 2024

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
VIA: Simone McFarland, Assistant Community Development Director 

**SUBJECT:** Landlord-Tenant Commission Meeting – October 7, 2024

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- Five members of the public attended the in-person meeting. One person joined over Zoom, but did not participate in oral communications. Five members of the public had comments for the Commission related to the allotted time for oral communications during Rent Cap Outreach meetings, subpoena powers of the Landlord-Tenant Commission, and tenants' rights questions.
- In response to oral communications, Commission Chair Ingalsbee informed that she is aware of the subpoena powers of the Boards, Commissions and Committees and the item will be added to the upcoming agenda to be discussed at the next Commission meeting. Furthermore, Housing staff informed the public of their rights under state and local laws and provided resources. Additionally, as a response to the first two speakers, Housing staff announced the upcoming City Council meeting on October 15, 2024, regarding the Rent Cap Outreach and public survey.
- The Commission reported on three intake forms, two related to a rent increase and tenant protections question, and a notice to vacate requesting mediation.
- The Commission approved the draft minutes of September 2, 2024.
- The meeting adjourned at 06:57 p.m.



CITY OF BURBANK  
**PARKS AND RECREATION**  
**ANNOTATED AGENDA/MEETING SUMMARY**

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**Meeting:** *Art in Public Places Committee*

**Date:** *11-4-2024*

**Members Present:** Kat Olson, Lermont Khachikyan, Patrica Hollis, Monica Caram, Samantha Wick, and Heather Owens.

**Members Absent:** Myeisha Peguero Gamiño

**Staff Present:** Grace Coronado - Cervantes – Assistant Park, Recreation and Community Services Director,  
Megan Wilke - Administrative Analyst II, Emin Yusuf - Administrative Analyst I, Diana Alvarez - Senior Clerk

**Council Liaison:** Art in Public Places has no liaison per the BMC.

Item Discussed		Summary	Direction or Action, if any
1	Announcements	Mr. Wilke introduced the committee’s new members: Monica Caram and Samantha Wick.	None
2	Announcements	Ms. Wilke informed the Committee that there will be no December meeting.	None
3	Approval of minutes	Minutes for the August 5, 2024, meeting were approved.	Moved by Mr. Khachikyan, seconded by Ms. Owens, and carried (6-0) to approve the August 5, 2024, meeting minutes.
4	Approval of minutes	Minutes for the September 9, 2024, meeting were approved.	Moved by Mr. Khachikyan, seconded by Ms. Hollis, and carried (6-0) to approve the September 9, 2024, meeting minutes.
5	Witten Communications	None	None

6	Public Comment	None	None
7	Response to Public Comment	None	None
8	Public Art Fund Financials and Deferred Art Projects Update	Ms. Wilke provided an update regarding the current status of the Public Art Fund and any deferred art projects.	Noted and Filed
9	Johnny Carson Park Bench Donation	Mr. Yusufov provided the Committee with an update regarding a potential bench donation from the donors Ron and Cheryl Howard. The proposed bench location will be at Johnny Carson Park.	Noted and Filed
10	Johnny Carson Park Shade Structure Project – Capital Improvement Project Budget Increase	Ms. Wilke provided an update regarding additional funding for the Johnny Carson Park Shade Structure Project.  Recommendation: Committee Recommended that staff requests an additional \$150,000 in funding for this project through the Fiscal Year (FY) 2025-26 Budget Process.	Action: Motion made by Mr. Khachikyan, seconded by Ms. Wick, and carried (6-0) to recommend that staff request an additional \$240,000 for the Johnny Carson Park Shade Structure Project during the FY 2025-26 Budget Process.
11	Adjournment	Meeting adjourned at 6:41pm	