



Weekly Management Report

November 10, 2022

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MEMORANDUM



POLICE DEPARTMENT

DATE: November 9, 2022

TO: Justin Hess, City Manager

FROM: Michael Albanese, Chief of Police
VIA: Adam Cornils, Captain – Patrol Division
BY: Courtney Padgett, Police Administrator
John Pfrommer, Lieutenant – Traffic Bureau

SUBJECT: City Manager Tracking List # 2495 Update on Parking Enforcement in Downtown Burbank and Magnolia Park

At the June 21, 2022, City Council meeting Mayor Talamantes requested a report on the Police Department's parking enforcement efforts, specifically in downtown Burbank and in the Magnolia Park business district. This request was in response to complaints received from business owners regarding violations of the two-hour parking limit.

BACKGROUND

The Burbank Police Department operates a Parking Enforcement Unit that is a component within the Department's Patrol Division. Parking Enforcement is responsible for maintaining traffic safety by enforcing parking laws, removing vehicles that are obstructing the roadway, and impounding abandoned vehicles. Under the direction of a Police Captain and Police Lieutenant, the Parking Enforcement Unit consists of 11 positions: one Parking Control Supervisor and 10 Parking Control Officers (PCOs). All Parking Enforcement Unit positions are non-sworn and full-time.

DISCUSSION

The primary function of the Parking Enforcement Unit is the enforcement of California Vehicle Code (CVC) and Burbank Municipal Code (BMC) parking violations, 72-hour parking violations, responding to calls for service related to parking violations, and impounding vehicles for violations outlined in 22651 of the CVC. Enforcement activities are conducted in all areas throughout the City, which includes approximately 3,364 public

parking spaces located in the downtown area. Burbank also has 196 streets designated as preferential parking districts that are controlled with parking restricted signage. Ninety percent (90%) of the City's roadways also have restrictions pertaining to street sweeping occurring Monday through Friday.



Daily duty assignments for parking enforcement are divided among all PCOs on duty for the shift. PCOs are each assigned to perform a specific type of enforcement each day, such as street sweeping enforcement or time-restricted parking enforcement. This provides a targeted response to focus enforcement efforts on violations that are of high concern to the community and impact parking in residential areas and access to businesses. PCOs work assigned shifts Monday through Friday,

between the hours of 6:30 am to 5:00 pm. On the weekend days, there is one assigned PCO for Saturday and Sunday between the hours of 6:30 am and 5:00 pm.

PCOs are also deployed to incoming calls for service for parking issues that are received from members of the community. In most instances, these calls for service are given priority over routine enforcement assignments as they present the need for immediate attention. These calls are often related to blocked driveways, blocked alleyways, illegal parking in Americans with Disabilities Act (ADA) accessible parking spots, parking in front of a fire hydrant, and parking in a red zone. If not addressed immediately, these issues may pose a significant safety concern within the community. In 2022, the Department has received and responded to 4,241 calls for service pertaining to parking-related issues within the City. During times of high call volumes, PCOs may be diverted completely from their routine parking enforcement assignments to effectively respond to priority parking concerns from the community.

PCOs are also frequently required to assist with a variety of major incidents that occur within the City. These incidents may include major traffic collisions, large community events, structure fires, organized protests, etc. During these events PCOs provide traffic control, crowd management, and parking enforcement, relieving sworn police officers from such duties to focus on managing and investigating the incident.

Specific to downtown Burbank and the Magnolia Park business district, the Parking Enforcement Unit conducts regular enforcement for parking violations in these areas. Downtown and Magnolia Park both have time-restricted parking, including 30-minute, 1-hour, and 2-hour parking limits. These time restricted parking regulations assist with the timely turnover of parked vehicles to ensure that consumers have available parking to access businesses. In addition to being part of the Parking Enforcement Unit's regularly assigned enforcement areas, PCOs are frequently deployed to both areas to respond to calls for service to address specific parking concerns.



From January 1, 2022, to November 1, 2022, the Department issued 21,140 citations for parking violations. The breakdown of citations issued by type of violation is displayed in the chart below.

Burbank Police Department Parking Citations Issued 1/1/22-11/1/22		
Violation	Citations Issued	Percentage of Total Citations
Street Sweeping	10,613	50%
Permit Parking	1,601	8%
Expired Registration	1,521	7%
Time-Restricted	1,375	7%
Overnight Restricted	1,334	6%
Red Zone	746	4%
Fire Hydrant	336	2%

There are additional citations for violations not listed in the above chart; these violations include, but are not limited to: blocked driveways, blocked sidewalks, obstructing traffic, double parking, bus zone violations, ADA accessible parking violations, commercial vehicle violations, etc.

Over the past several years, the Parking Enforcement Unit has experienced ongoing challenges in providing continuous effective services for the City. Challenges for the program include difficulty maintaining a stable, well-trained, and experienced workforce. Recently, the Department has lost several newly hired PCOs prior to the end of their probationary period, yielding little return on the City's significant investment in hiring and

training these personnel. These departures have been due to job opportunities in other jurisdictions with increased salaries. These staffing limitations have impacted the Department's ability to consistently provide full-service parking enforcement throughout the City. The Department currently has five (5) filled PCO positions and is also utilizing a Police Cadet to assist with parking enforcement duties. One PCO is anticipated to retire prior to the end of the calendar year. Patrol Officers also respond when available to address calls for service pertaining to immediate parking enforcement issues.

In response to the impact caused by staffing shortages, the Department is implementing a pilot program utilizing a third-party professional service provider. This service provider will supplement the City's existing enforcement program, utilizing a combination of City staff and third-party resources to conduct parking enforcement to meet the service demand within the City. A Request for Proposals (RFP) has been published to solicit qualified service providers and it is anticipated that the pilot program will be implemented in the first part of 2023.

Additionally, at the November 1, 2022, City Council meeting, Council directed staff to move forward with the implementation of a Community Service Officer (CSO) program within the Police Department. Upon implementation of this program (pending establishment of a job classification and budget approval for positions), CSOs can be utilized to conduct parking enforcement duties in addition to those performed by PCOs and employees of a third-party service provider.

CONCLUSION

As part of the City's goal to provide a high level of service, the Police Department will continue to remain agile and adaptable in responding to the evolving parking enforcement needs throughout the City. This includes exploring and implementing non-traditional enforcement options, such as collaboration with a professional service provider and utilization of alternate positions (Police Cadets and Community Service Officers) to enhance services. These options are in addition to the Department's commitment to utilize existing available resources to continue to provide parking enforcement services as efficiently as possible throughout the City.

MEMORANDUM



POLICE DEPARTMENT

DATE: November 4, 2022

TO: Justin Hess, City Manager

FROM: Michael Albanese, Chief of Police
VIA: Adam Cornils, Captain – Patrol Division
BY: Courtney Padgett, Police Administrator
John Pfrommer, Lieutenant – Traffic Bureau

SUBJECT: City Manager Tracking List # 2519: Update on the Police Department's Speeding Enforcement Efforts

At the October 25, 2022, City Council meeting Mayor Talamantes requested a report on the Police Department's speeding enforcement efforts.

BACKGROUND

Facilitating the safe and efficient movement of traffic throughout the city of Burbank is one of the primary objectives of the Police Department. In addition to conducting daily traffic enforcement activities, the Department regularly works in collaboration with other City departments to implement proactive education and engineering measures to increase the safety of all users of the City's roadways. The Traffic Bureau's primary goal is to reduce injuries and property damage resulting from traffic collisions. Traffic enforcement strategies are based on continual review of collision data, enforcement activity records, traffic volume, and traffic conditions. The Traffic Bureau enforces traffic laws based on the frequency of their occurrence in collision situations and in the interest of public safety.

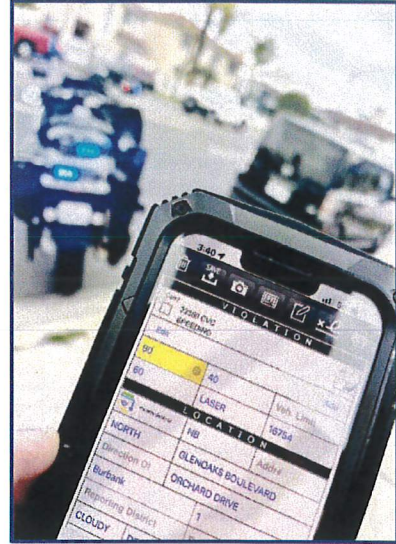
DISCUSSION

Enforcement

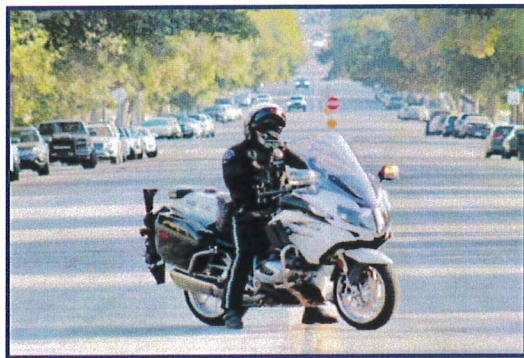
From January 1, 2022, to November 1, 2022, the Department issued 7,480 citations for traffic violations. This marks a 26% year to date increase from 2021 in the total number of citations issued. Two-thousand two-hundred and seventy-nine (2,279) of the citations

issued in 2022 (31%) were issued for speeding violations and 19 (.25%) were issued for reckless driving. There has been one (1) arrest made for an individual participating in an illegal speed contest.

The Traffic Bureau conducts specialized details to curb speeding and other behaviors that have a high likelihood to cause collisions and injuries. On June 4, 2022, the Department partnered with the Glendale Police Department for a joint traffic enforcement operation. Conducted along Glenoaks Boulevard, the high-visibility operation resulted in the issuance of 190 citations, 35% (67) of which were issued for unsafe speed. Throughout the year, the Bureau has conducted 11 additional details focused specifically on speed enforcement. These details resulted in the issuance of 186 citations and 18 advisals.



For daily enforcement activities, officers are assigned targeted enforcement areas on main City corridors such as Glenoaks Boulevard and Sunset Canyon Drive, as well as at highly congested intersections such as Victory Boulevard and Hollywood Way. Officers are also regularly deployed to conduct enforcement in areas such as downtown, the Empire Center, and around schools where there are high volumes of pedestrians.



Additionally, the Department has expanded the hours of deployment for officers specifically trained in traffic enforcement strategies and collision investigation to provide enhanced enforcement during evening and early morning hours. The Department also utilizes several speed display boards that are regularly deployed on high-traffic roadways to notify drivers of their speed and warn them to slow down.

Education

In partnership with the Burbank Unified School District, in spring 2022 the Department facilitated the '*Mindfulness for Young Drivers*' driver education program. Provided to all ninth-grade students at Burbank High School and Burroughs High School, students were taught the importance of safe driving through topics presented by Burbank Police Officers; topics included: reckless driving (including speeding and street racing), rules of the road, distracted driving, impaired driving, and what to do if involved in a traffic collision. The program educated approximately 1,500 future drivers on the responsibilities that come with driving and the importance of engaging in safe driving behaviors.

Public Awareness/Education Campaigns



The Traffic Bureau collaborated with Burbank Water and Power (BWP) for the implementation of an educational campaign addressing the dangers and consequences of speeding and street racing. The campaign provided several educational bulletins that were disseminated via mail to BWP customers throughout the spring. The

bulletins were also published electronically and posted on the Police Department and City social media platforms and websites.

In partnership with the community traffic organization 'Together We Can', the Department coordinated an educational campaign to increase awareness on the consequences of speeding. The Traffic Bureau designed an informational poster that was placed on eight Metro bus shelter stations throughout the City. Placed in September, these posters provide a visual reminder to the community of the fees associated with speeding violations.



The Department maintains a robust social media presence and regularly utilizes various social media platforms to post information on the dangers of speeding and street racing and highlighting the Department's enforcement efforts. The Traffic Bureau has also produced several educational public service videos, to include 'Back to School Traffic Safety 2022' and 'Labor Day Weekend 2022 Traffic Safety Reminders and Tips'. These videos are publicized through social media and provide reminders of safety tips and traffic laws.

The Department participated in the following traffic safety awareness campaigns through the publication of educational materials and videos on the Department website and via postings on the Department's and the City's various social media platforms:

- National Walk to School Day
- National Teen Driver Safety Week
- National Distracted Driving Awareness Month
- National Motorcycle Safety Month
- National Bicycle Safety Month

- National Highway Traffic Safety Administration Click It or Ticket Mobilization
- National Child Passenger Safety Week
- California's Pedestrian Safety Month

Although not focused specifically on speeding, these campaigns provide a visual deterrent and enforcement presence in the community for all traffic-related violations.

Additional Efforts

The Traffic Bureau works alongside the City's Public Works Department, Traffic Engineering section, to evaluate areas in the City with traffic congestion and a high frequency of traffic collisions. This evaluation includes potential implementation of traffic calming measures to alter driving behavior and improve driver and pedestrian safety.

The Department and the Traffic Bureau respond to complaints of speeding, racing, reckless driving, and other traffic-related concerns received from members of the community. In 2022, the Department has responded to 129 traffic-related complaints, 32 (25%) of which have been for concerns related to speeding within the City.

Burbank Police Officers also engage in regular dialogue with the Los Angeles Police Department and the California Highway Patrol Illegal Street Racing Task Force. The task force identifies enforcement areas known to be popular for illegal street racing enthusiasts and collaborates on strategies to mitigate organized street racing events. The Department has requested to be added to the task force's Memorandum of Agreement and is engaged in the process to directly partner with the group for future enforcement initiatives.

Conclusion

The Police Department will continue its focus on enforcing speed violations in the City through proactive enforcement efforts. In addition to enforcement, the Department will continue ongoing education with community members, participation in educational campaigns, and evaluation of engineering elements to address speeding and other traffic concerns. It is noted that a holistic approach that includes family members, educators, planners, engineers, law enforcement, and all members of the community is necessary to effectively continue to educate drivers, change driving behaviors, and enhance safety on all City roadways.

MEMORANDUM



**PARKS AND
RECREATION**

DATE: October 3, 2022

TO: Justin Hess, City Manager

FROM: Marisa Garcia, Parks, Recreation, and Community Services Director
Patrick Prescott, Community Development Director

BY: Caroline Arrechea, Executive Assistant

SUBJECT: City Manager Tracking List No. 2443 – Provide Information On How To Transition Gardeners From Using Gas Powered Leaf Blowers To Electric Blowers

At the November 16, 2021 City Council meeting, Council Member Springer requested staff provide information on how to transition gardeners from using gas powered leaf blowers to electric blowers.

BACKGROUND

This memorandum includes background information on Governor Gavin Newsom's Executive Order, Assembly Bill 1346 (AB 1346) and the California Air Resources Board's measure which have led to restrictions on gas powered leaf blowers in an effort to mitigate the impacts of climate change.

In September 2020, Governor Gavin Newsom signed Executive Order N-79-20 (Order), which notes that the climate change crisis is impacting California in unprecedented ways, affecting the health and safety of its residents. It further states that zero emissions technologies reduce both greenhouse gas emissions and toxic air pollutants. The Order pledged to accelerate California's actions to mitigate and adapt to climate change, and more quickly move toward a low-carbon, sustainable and resilient future.

Following this direction, California Assembly Members Marc Berman and Lorena Gonzalez put forth AB 1346 in 2021, which proposed stopping the sale of new gas-powered small off-road engines (SORE). SOREs are spark-ignition engines with rated power at or below 19 kilowatts (25 horsepower), primarily used for leaf blowers and lawn mowers. However, they also include other equipment such as generators, golf carts, airport ground support equipment, and specialty vehicles. The SORE regulations require new engines to be certified and labeled to meet emission standards and other requirements. The bill also requires all new sales of SORE to be zero-emission by at least 2024. The new legislation is tied to California's attempts to

lessen the impacts of climate change. In October 2021, Governor Newsom signed AB 1346 into law.

Additionally, on December 9, 2021, the California Air Resources Board (CARB) approved the measure, amending CARB's existing small off-road engine regulations and emissions standards first adopted in 1990.

DISCUSSION

As defined by the new law, the ban solely applies to the *sale* of new gas-powered small off-road engines effective 2024, and primarily only affects manufacturers at this time. Notably, Californians can continue to operate their current CARB-compliant gasoline-powered SORE equipment. There will not be a ban on using older models or used equipment purchased in the future. Older models on store shelves can also be purchased even if they are gasoline-powered.

Understandably, local landscapers can choose to continue to use the older model equipment they currently own, and will likely do so given the costs associated with purchasing new electric equipment. However, following in the direction of the state and determined to contribute towards the reduction of air pollutants to make, staff is devising a plan of action to work directly with landscapers to provide education on the benefits of transitioning towards alternate equipment, including educational materials in multiple languages.

Moreover, staff will also inform landscapers of existing and upcoming incentive, rebate and buy-back programs available through sources such as the South Coast Air Quality Management District (SCAQMD), CARB, and Burbank Water and Power's Commercial Landscape Battery Rebate Program.

SCAQMD Programs

Currently, SCAQMD has two programs that help clean the air through the replacement of gasoline-powered residential lawn mowers and commercial lawn and garden equipment. The public can receive a rebate of up to \$250 with the purchase of a cordless, battery-electric lawn mower. An operable, gasoline powered lawn mower must be disposed of in order to be eligible for the rebate. Also, the Commercial Electric Lawn and Garden Equipment Incentive & Exchange Program is available for commercial landscapers and gardeners operating within the SCAQMD's region providing up to 75% off commercial lawn and garden equipment. This program is also open to local governments, school districts, colleges, and non-profits. Commercial lawn and garden equipment will be made available at a discounted price through pre-authorized dealerships. An equivalent operable gasoline or diesel powered piece of lawn or garden equipment must be disposed of when the new battery-electric equipment is purchased.

CORE Program

Additionally, incentive funds will be available to commercial purchasers of new zero-emission equipment through CARB's Clean Off-Road Equipment Voucher Incentive Project (CORE), which was created to accelerate deployment of cleaner off-road technologies. The Legislature has allocated \$30 million to be dedicated to sole proprietors and other small landscaping

businesses in California to help them purchase zero-emission small off-road equipment, including leaf blowers, lawn mowers and string trimmers. The public can receive a rebate of up to \$250 with the purchase of a cordless, battery-electric lawn mower as long as an operable, gasoline powered lawn mower is disposed of in its place.

BWP Rebate Program

Burbank Water and Power (BWP) also provides an additional incentive through their rebate program to commercial customers who participate in the South Coast SCAQMD Commercial Electric Lawn and Garden Program. BWP's rebate applies to the purchase of a new battery for electric lawn and garden equipment only, and customers may receive up to a \$475 incentive.

CONCLUSION

Staff is committed to working in partnership with local landscapers to construct a cohesive plan that will benefit both the City and these businesses, which provide a vital service to our community. The City remains dedicated to mitigating the effects of climate change in any way possible as well as improving air quality for Burbank residents, and will continue to work towards this goal. As part of this educational campaign, staff will also provide information on recycling opportunities through the Burbank Recycle Center for unwanted gas powered leaf blowers, and other related equipment.

MEMORANDUM




COMMUNITY DEVELOPMENT



DATE: October 17, 2022

TO: Justin Hess, City Manager

FROM: Patrick Prescott, Community Development Director 
Fred Ramirez, Asst. Community Development Director
BY: Amanda Landry, Senior Planner

SUBJECT: City Managers Tracking List Item # 2411: Development Review Community Meeting Procedures

On July 13, 2021, Council Member Shultz requested a staff report to explain the policy for recording Development Review Community Meetings.

Executive Summary

Prior to the pandemic, Development Review Community Meetings were held on an ad-hoc basis in the Community Services Building (CSB Room 104) and were not livestreamed/televised or recorded due to their irregular schedules and difficulty in securing the availability of qualified staff and resources required to prepare for and record such meetings. In addition, the majority of Development Review Community Meetings are for smaller projects and generally have a small number of attendees, if any. However, during the height of the pandemic, when in-person meetings were not possible, Development Review Community Meetings were held virtually via Zoom. As the conditions of the pandemic have stabilized, staff has resumed hosting traditional in-person Development Review Community Meetings this year.

Development Review Community Meetings

Pursuant to Burbank Municipal Code (BMC) Section 10-1-1909.1, proposed projects requiring approval of a Development Review application require the Community Development Director to host a Community Meeting prior to making a decision regarding the project. BMC Section 10-1-1909.1(A) establishes that the purpose of these meetings is to provide an opportunity for the public to become involved in the project review process and provide input directly to the Director and/or designated City staff assigned to the processing of said application before a decision is made. Prior to and after Development Review Community Meetings, members of the public may continue to reach out and communicate with City staff or the applicant prior to a decision being made. During the Development Review Community Meetings, City staff serves as the host and moderators of the event

while the project applicant and their representatives, including the project architect, present the proposed project, listen to comments and concerns from the public, and respond to comments. The majority of the Development Review Community Meetings that are held are not for major projects with citywide impacts. Most of the meetings are for minor projects such as the addition of a residential unit to a multifamily property, or the new construction of, or addition to, a smaller commercial building. The meetings for these types of projects typically have few, if any, attendees besides staff and the applicant.

In addition, unlike Planning Board and City Council meetings, there is no official set time and place for Development Review Community Meetings. They are held on an ad-hoc basis, most often during the work week on a Wednesday or Thursday evening at 6:00 P.M. in the Community Services Building (CSB Room 104). The number of these meetings varies throughout the year. As a result, during some months one or more items are scheduled for Development Review Community Meetings while other months have no scheduled meetings. A regular pattern cannot be anticipated.

Pre-pandemic, these open-to-the public meetings were held in the large assembly room in the Community Services Building (CSB room 104). During the height of the pandemic, when this was no longer possible, Planning staff quickly pivoted to hosting virtual meetings via the widely available Zoom application, a process which could be done from their individual computers, to facilitate ongoing public input. Regardless of whether or not the Development Review Community Meeting was held in-person or Zoom. As with pre-pandemic conditions, the majority of these meetings had few, if any, attendees and these meetings were not otherwise televised/livestreamed and recorded. A shift to providing new features such as recorded/televised community meetings would require additional staffing time and resources.

Development Review Public Notification:

In the lead up to Development Review Community Meetings, City staff sends out public notices to property owners and occupants within a 1,000-foot radius of the proposed project site and an on-site sign is also required to be posted. Although Development Review Community Meetings are not televised/ livestreamed or recorded, the public can remain fully engaged in the review process and stay informed about a Development Review application as public notification is provided through mailings and an on-site sign posting, and the project plans are posted on the website with the contact information of the staff project manager. The public can also visit the "Pending Projects" webpage to review all current pending planning projects, as City staff updates the City's website with information about projects, including project plans and supporting documentation. Development Review Community Meetings are also placed on the Community Development Event Calendar. The public may also sign up for email notifications on the City's website to receive notices for upcoming community meetings. Therefore, members of the public can find and review information as well as ask questions of City staff or the applicant at any time leading up to a decision.

From time-to-time, high profile large discretionary projects, like the Mixed-Use Project that was processed for the former Fry's retail store site, require approval of Development Review and a Conditional Use Permit application. In these situations, when Development

Review project also requires discretionary review and approval by the Planning Board and/or City Council via a Public Hearing, the Development Review Community Meeting is held prior to the Public Hearing. In the case of the Mixed-Use Project at the former Fry's site, the project was submitted when Development Review Community Meetings were being held virtually due to the pandemic, so the Development Review Community Meeting was held via Zoom and like all other Development Review Community Meetings at the time, the meeting was not recorded. However, it is important to note that the subsequent hearings before the Planning Board and City Council for the project were publicly noticed, and consistent with all other discretionary projects where the Planning Board or City Council are the review authority, those meetings were televised/livestreamed and recorded for individuals to go back and review the discussion that led to the final decision. It is possible to televise/livestream Planning Board and City Council meetings because they are held on a regular basis with qualified City staff scheduled to run the meetings. Community meetings that are done online can more easily be recorded and this is often done for community meetings for long range planning projects such as specific plans.

Conclusion

Since Development Review Community Meetings can occur at any time, it is impractical and infeasible to televise/livestream or record them due to the investment required to obtain qualified specialized City staff to prepare for and attend the meetings, the majority of which are for smaller projects and have few, if any, attendees. Further, doing so may also impact the ability of the qualified existing staff to support the regularly scheduled Planning Board and City Council meetings. In addition, City staff ensures there are multiple additional means for members of the public to find and review information as well as ask questions of City staff or the applicant at any time leading up to a decision.