

Weekly Management Report

June 30, 2017

1. **Memo** Information on Buena Vista at Victory Left Turn Modification
Public Works Department
2. **Memo** Parking issues on Keystone Street (North of Burbank Blvd)
Public Works Department
3. **Summary** Hamline Fire
Fire Department

**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: June 22, 2017

TO: Ron Davis, City Manager

FROM: Jim Biery, Interim Public Works Director ✓
By: Jonathan Yee, Assistant Public Works Director Traffic *Jonathan Yee for JB*

SUBJECT: City Manager Tracking List No. 2028 - Information on Buena Vista at Victory Left Turn Modification

Introduction

At the May 9, 2017, Council meeting, a resident asked for additional information about the conversion of a double left to a single left on Victory Boulevard at Buena Vista Street. The use of a single left turn allows for an improved traffic signal operation that reduces delay and congestion. The efficient operation of our signals is a high priority. In addition, the double left turn lanes were constructed based on traffic forecasts from the Empire Center Environmental Impact Report (EIR). However, the actual traffic is actually much less than forecasted and staff found double lefts were not justified.

Discussion

In late 2016, staff started the Buena Vista Safety Project to optimize signal synchronization and improve traffic operations on Buena Vista Street and crossing arterials. As part of this project, staff analyzed the Buena Vista/Victory intersection and found the double left should be converted to a single left.

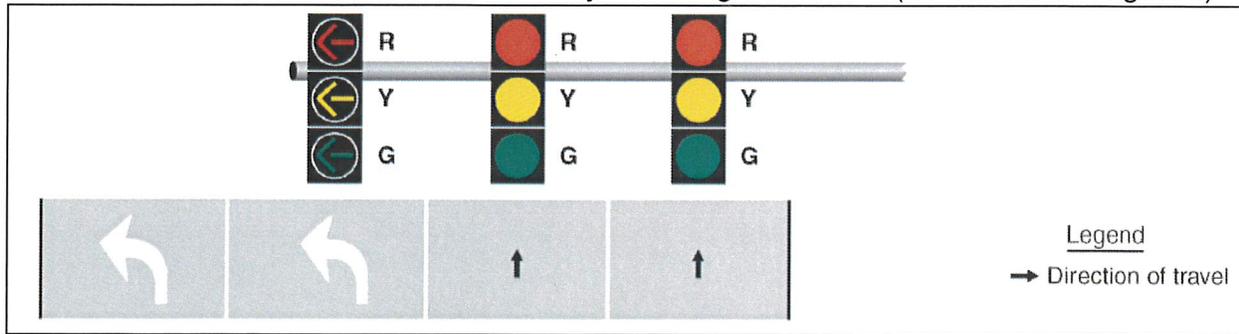
Improved Traffic Operations

The double left lane can only be controlled with a "protected" operation. This means that left turn vehicles can only turn on a green arrow. However, a single left lane can be controlled with a "protected-permissive" operation. This means that left turn vehicles can turn on **both** a green arrow and a green circle (after yielding to opposing through traffic and pedestrians).

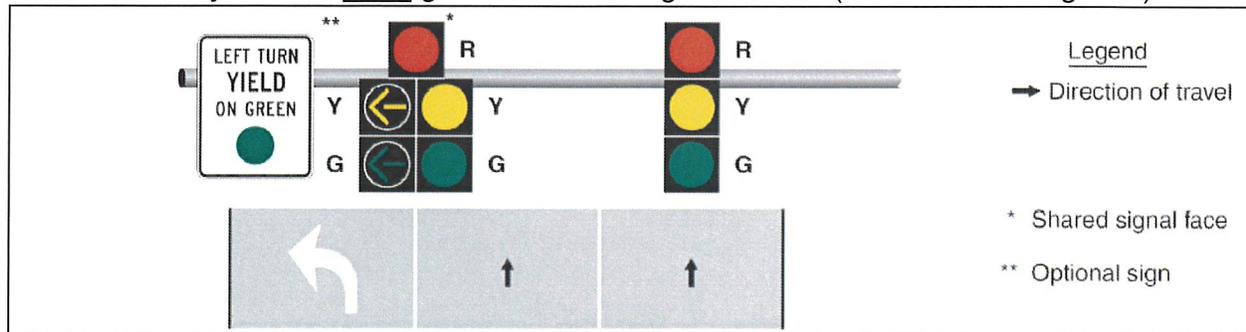
The single left lane improves traffic operations because vehicles have more green time to turn and do not have to wait on a red arrow until the next cycle. Instead of two lanes turning during 20 seconds of green, now there is one lane turning during 60 seconds of green.

Staff conducted computer simulations of both current and future traffic conditions. The simulations demonstrated reduced delay, fuel consumption, and air emissions because of the improved traffic operations.

Double left lane = "Protected". Can only turn on green arrow (20 seconds of green)



Single left lane = "Protected/permissive".
Can only turn on **both** green arrow and green circle (60 seconds of green)



Traffic Forecast Overestimated

The 1999 Empire Center EIR traffic study forecasted Year 2008 traffic volumes. Staff collected actual volumes in January 2017 to compare to the EIR's forecast. The results are presented below.

Vehicles	1999 EIR 2008 forecast	Actual count 2017	2016 Supplemental EIR 2035 forecast
AM peak hour	328	126	189
PM peak hour	278	200	181

Although collected nearly ten years after the forecast year, the actual counts are significantly less than the forecast. The 1999 EIR forecast overestimated the left turn traffic.

In addition, the Year 2035 forecast does not satisfy the California Manual on Uniform Traffic Control Devices (MUTCD) Section 4D.107(CA), which states:

"If the left turn volume is 300 or more vehicles per hour, or if delays to traffic at the intersection can be significantly reduced, consideration should be given to a two-lane left turn."

99 Cent Store alley and Ralphs driveway

At the May 9, 2017 meeting, staff was asked to verify if the 99 Cent Store alley on Buena Vista Street was impacted by the conversion. Staff observed before and after video during the AM and PM peak hours and only one or two vehicles typically stopped to allow vehicles to exit the 99 Cent Store alley. Left turn vehicles from Victory Boulevard were not impacted by the conversion.

There was also a concern about impacts to the Ralphs driveway on Victory Boulevard. Video during the AM and PM peak hours showed the Ralphs driveway was blocked 50% of the time both before and after the conversion. The driveway was typically blocked by queues in the through lane and not by the left turn queue. Staff found the left turn queue blocked the Ralphs driveway only 2 times during the heaviest 2 hours of the day after the conversion.

Conclusion

The single left turn lane allows more green time for vehicles and reduces wait time on a red arrow. Double left turn lanes are not justified using California MUTCD criteria and video observation demonstrates the conversion is not severely impacting driveways around the intersection.

**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: June 21, 2017

TO: Ron Davis, City Manager

FROM: Jim Biery, Interim Public Works Director ✓
By: Jonathan Yee, Assistant Public Works Director Traffic
By: David Kriske, Assistant CDD Director Transportation

Handwritten signature and initials: [Signature] For JB

**SUBJECT: City Manager Tracking List No.1974 – Parking issues on Keystone St.
(north of Burbank Blvd)**

Introduction

At the March 14, 2017, Council meeting, several residents spoke during public comment regarding parking issues on Keystone Street north of Burbank Boulevard. Their complaints were regarding a business on Burbank Boulevard and its employees parking on their street.

Discussion

In November 2016, these residents submitted a permit parking petition to the Public Works Department. Staff collected parking data in December through 14 site visits. The analysis of data was completed in January; however, the study's findings did not support the residents' claims and staff decided to conduct additional field studies.

At the March 14, 2017 Council meeting, staff informed the residents of the initial findings and confirmed additional field studies were to be conducted. Staff collected additional data in late March. The new findings showed non-resident vehicles occupying the spaces in front of the first five homes north of Burbank Boulevard. The petition sponsor was contacted and notified of the findings.

On April 14, 2017, letters were mailed to residents notifying them of the findings and instructing them to obtain permits. In late April, staff installed new "2-hour except by permit" signs on Keystone Street along the first five homes north of Burbank Boulevard.

In addition, the Community Development Department contacted the business at 2101 West Burbank Boulevard, whose employees the residents believed were parking on their street, to discuss parking concerns in the adjacent residential neighborhood. The business's human resource manager confirmed they employ 30 people, but only have 10 on-site parking spaces, and therefore the remaining employees park on the residential streets. The manager was generally unsympathetic to the resident concerns and

expressed that the employees need to rely on the public residential street parking, which was not restricted. CDD staff informed the business that permit parking restrictions were likely to be imposed and provided the business with information about public transportation and other travel alternatives the employees could use to reduce their parking impact.

Conclusion

Public Works staff completed additional field studies and installed a new permit parking zone on part of Keystone Street north of Burbank Boulevard. Although the business identified as the cause of the parking issue was unsympathetic to resident concerns, the new parking restriction will protect residents from employees parking issues discussed at the March 14, 2017 Council meeting. Staff recommends no changes to the permit parking zone installed in April 2017.

HAMLIN FIRE

Burbank CA.
VFC 1744223

Day Operations

June 29, 2017

0700-1900

^{wmk}
Just an
example of
a Fire daily
operations
report.
Thought it might
be of interest.
R

FIRE BEHAVIOR FORECAST

FORECAST NUMBER #1	TYPE OF FIRE Wildland Fire
FIRE NAME Hamline Fire	OPERATIONAL PERIOD Day Shift 0700-1900
DATE ISSUED 6/29/17	TIME ISSUED 0200
UNIT Fire Behavior	SIGNED <i>Steve Briggs</i>

WEATHER SUMMARY:

Good humidity recovery over night with hot temperatures and normal diurnal winds expected for today.

Sunny, High 80

Winds S 5-10

RH 26%

FIRE BEHAVIOR

GENERAL: Good humidity recovery overnight. There are still areas on the fire, the East flank and some green areas behind the homes, which could cause some minor problems.

SPECIFIC:

Division A: Very little problems are anticipated. However, since there is still unburned areas behind some of the homes, keep vigilant for any heat sources that could become a problem.

Division Z: There is quite a bit of line that will likely have been worked during the night, but due to the very difficult terrain this area remains a concern for any heat sources that may remain.

Viewcrest Structure Group: Patrol and watch for flying embers.

AIR OPERATIONS: No limitations are expected early in the shift.

SAFETY

While the fire is no longer very active, many hazards remain.

Keep your heads in the game, the ground is still steep and the brush is still dry.

Watch for rolling material establishing in drainages and ash pots on the interior

INCIDENT OBJECTIVES ICS 202	1. INCIDENT NAME Hamline	2. DATE PREPARED 6/28/2017	3. TIME PREPARED 23:30
4. OPERATIONAL PERIOD (DATE/TIME) <p style="text-align:center;">06/29/2017 0700-1900 Day Operations</p>			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
* Firefighter and public safety is our core value. All identified hazards will be eliminated, mitigated or avoided.			
MANAGEMENT OBJECTIVES:			
* Maintain positive community relations			
* Fiscal responsibility will be factored into fire line decision making.			
OPERATIONAL OBJECTIVES:			
* Keep the fire- East of Joaquin Drive Cyn, North of Hamline, West of Landfill, South of Viewcrest Drive			
OPERATIONAL PRIORITIES:			
* Maintain structure protection for the community of Burbank			
* Continue direct line construction and Mop Up 100 Feet In			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
See attached Weather			
7. GENERAL / SAFETY MESSAGE			
See attached Safety Message			
8. ATTACHMENTS (CHECK IF ATTACHED)			
<input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203)	<input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206)	<input type="checkbox"/> Base Map	
<input checked="" type="checkbox"/> DIVISION ASSIGNMENT LISTS (ICS 204)	<input checked="" type="checkbox"/> INCIDENT MAP	<input type="checkbox"/> PHONE DIRECTORY	
<input checked="" type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)	<input type="checkbox"/> TRAFFIC PLAN	<input type="checkbox"/>	
ICS 202	9. PREPARED BY (PLANNING SECTION CHIEF) Steve Briggs 	10. APPROVED BY (Fire Chief) T. Lenahan 	

1. BRANCH	2. DIVISION/GROUP A	DIVISION ASSIGNMENT LIST	ICS 204
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3. INCIDENT NAME Hamline	4. OPERATIONAL PERIOD 06/29/17 0700-1900 Day Ops
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5. OPERATIONS PERSONNEL	
OPERATIONS CHIEF _____	DIVISION/GROUP SUPERVISOR Hemphill
BRANCH DIRECTOR _____	AIR ATTACK SUPERVISOR _____

6. RESOURCES ASSIGNED THIS PERIOD					
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	Last Day	DROP OFF POINT / TIME	PICK UP POINT / TIME
E 711	Hemphill	4		Fire Station 16/ 0700	
SUPT. 22	Garcia	1		Fire Station 16/ 0700	
Crew 16-1	Sherrifs	13		Fire Station 16/ 0700	
Crew 16-4	Alley	13		Fire Station 16/ 0700	

7. CONTROL OPERATIONS Improve fireline and mop-up 100 feet in Div. A

8. SPECIAL INSTRUCTIONS If requested, share Engines with Structure Protection Group as needed.
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9. DIVISION/GROUP COMMUNICATIONS SUMMARY								
FUNCTION	Frequency	SYSTEM	Channel		FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	TBD				SUPPORT			
					LOCAL REPEAT			
DIV./GROUP TACTICAL	TBD				GROUND TO AIR		XLC A/G	
PREPARED BY (RESOURCE UNIT LDR.) Briggs				APPROVED BY (PLANNING SECT. CH.)		DATE 6/28/2017	TIME 23:45	

1. BRANCH		2. DIVISION/GROUP B		DIVISION ASSIGNMENT LIST			ICS 204	
3. INCIDENT NAME Hamline				4. OPERATIONAL PERIOD 06/29/17 0700-1900 Day Ops				
5. OPERATIONS PERSONNEL								
OPERATIONS CHIEF _____			DIVISION/GROUP SUPERVISOR Byrne					
BRANCH DIRECTOR _____			AIR ATTACK SUPERVISOR _____					
6. RESOURCES ASSIGNED THIS PERIOD								
STRIKE TEAM/TASK FORCE/ RESOURCE DESIGNATOR	LEADER	NUMBER PERSONS	Last Day	DROP OFF POINT / TIME	PICK UP POINT / TIME			
E-12	Byrne	4		Fire Station 16 0700				
SUPT. 14	Hunter	1		Fire Station 16 0700				
Crew 14-1	Gurrola	13		Fire Station 16 0700				
Crew 14-4	Galbreath	13		Fire Station 16 0700				
7. CONTROL OPERATIONS Improve fireline and mop-up 100 feet in Div Z								
8. SPECIAL INSTRUCTIONS If requested, share Engines with Structure Protection Group as needed.								
9. DIVISION/GROUP COMMUNICATIONS SUMMARY								
FUNCTION	Frequency	SYSTEM	Channel		FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	TBD				SUPPORT			
					LOCAL REPEAT			
DIV./GROUP TACTICAL	TBD				GROUND TO AIR		XLC A/G	
PREPARED BY (RESOURCE UNIT LDR.) Briggs				APPROVED BY (PLANNING SECT. CH.)		DATE 6/28/2017	TIME 23:45	

HEALTH AND SAFETY MESSAGE

SAFETY* starts with *YOU

We are **ALL** accountable for **SAFE** behaviors

INCIDENT: **Hamline**

DATE: **June 29, 2017 Day Shift 0700-1900**

Major Hazards and Risks:

- ✓ Complacency Due to Low Fire Intensity / Mop Up.
- ✓ Steep Terrain
- ✓ Driving on Winding Neighborhood Roads
- ✓ Heat Stress & Dehydration

Narrative:

- ✓ Don't let your guard down just because you're mopping up. Maintain LACES at all times.
- ✓ The steep terrain and loose rocks can cause sprained ankles. Use extra care when walking and hiking.
- ✓ If you get behind drinking water, you can't catch up, take frequent breaks and pace yourself throughout the shift.

L.A.C.E.S.

L

Use lookouts when necessary.

A

Be aware of your personal situational safety.

C

Don't be afraid to tell your supervisor if something isn't right.

E

Escape routes are narrow and easily blocked by civilian traffic and other equipment on the division.

S

Safety Zones are tough to maintain in all divisions due to the difficult terrain features.

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD
	Hamline	6/29/2017	2:32	6/29/17 0700-1900

5. INCIDENT MEDICAL AID STATIONS			
MEDICAL AID STATIONS	LOCATION	PARAMEDICS	
		YES	NO

6. TRANSPORTATION				
A. AMBULANCE SERVICE				
NAME	ADDRESS	PHONE	PARAMEDICS	
			YES	NO
BRK Fire	311 East Orange Grove (HQ) Burbank		X	

B. INCIDENT AMBULANCES				
NAME	LOCATION	PHONE	PARAMEDICS	
			YES	NO

7. HOSPITALS								
NAME	ADDRESS	TRAVEL TIME		PHONE	HELIPAD		BURN CENTER	
		AIR	GRND		YES	NO	YES	NO
PROVIDENCE ST JOSEPHS	501 S BUENA VISTA		8 min	818-843-5111		X		X
GLENDALE ADVENTIST	1509 WILSON TERR, GLENDALE	<5	10min	818-409-8000	X			X
GROSSMAN BURN CENTER	7300 Med Cntr Dr, West Hills, Ca.	<10	20min	818-907-4580	X		X	
Holy Cross	15031 Rinaldi St. Mission Hills	<10	15min	818-365-8051	X			
LACUSC Med Ctr	1200 N. State St. Los Angeles	<10	18min	323-226-2622	X			

8. MEDICAL EMERGENCY PROCEDURES

All personnel are to report any injuries immediately to IC through the chain of command.

ICS 206	9. PREPARED BY	10. REVIEWED BY (SAFETY OFFICER)
	Steve Briggs	<i>[Signature]</i>



A

M

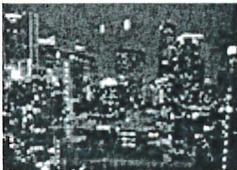
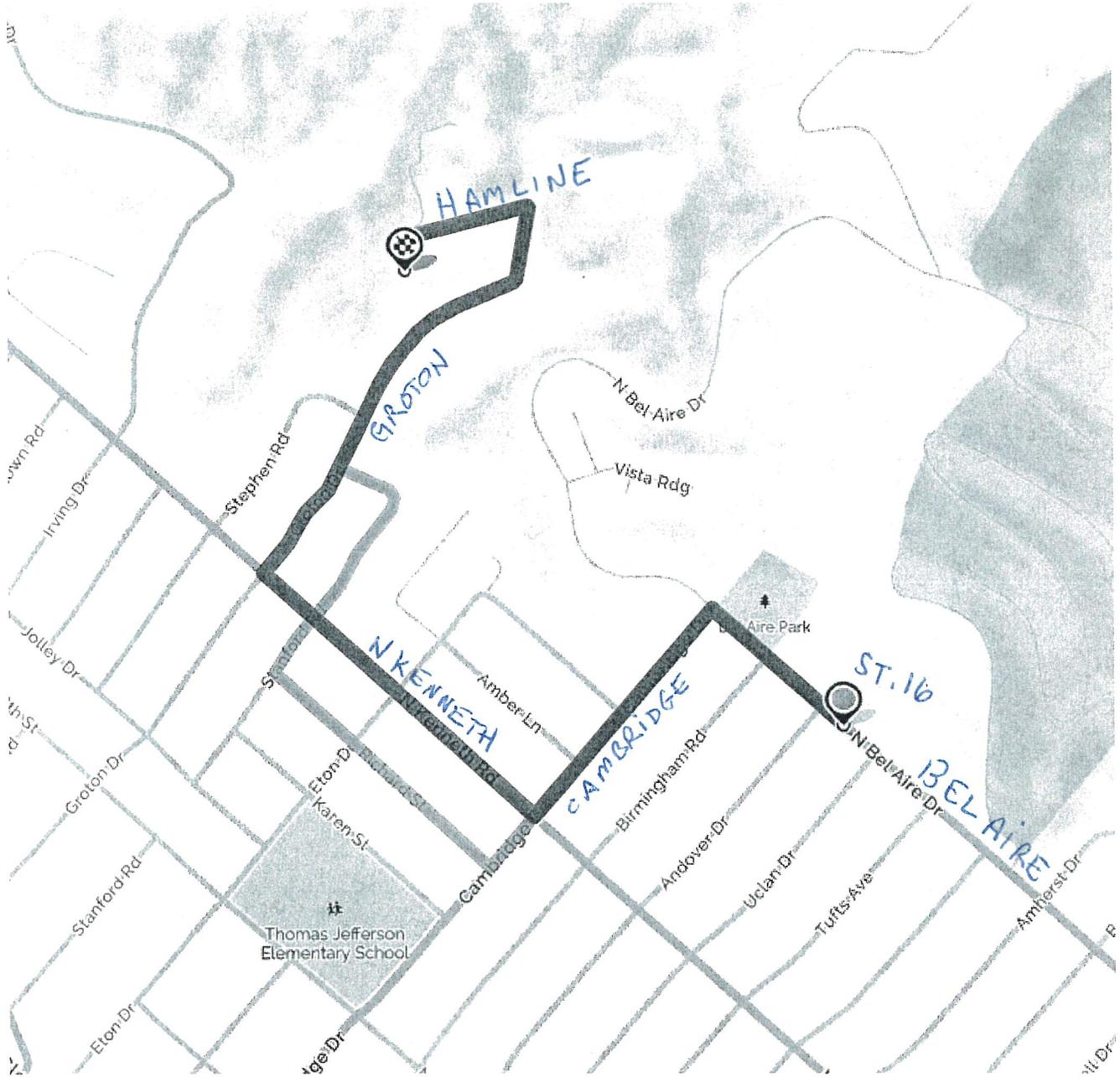


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Pour Wine and Bites

Flawless Art Jewelry





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