



# Weekly Management Report

## September 22, 2017

1. **Synopsis** Transportation Commission Meeting of August 21, 2017  
**Community Development Department**
2. **Minutes** Burbank Police Commission Meeting of August 16, 2017  
**Police Department**
3. **Memo** City of Burbank Flag Purchases  
**Financial Services Department**
4. **Synopsis** Sustainable Commission Meeting of September 18, 2017  
**Public Works Department**
5. **Memo** Information on Buena Vista at Victory Left Turn  
Modification  
**Public Works Department**



# memorandum

**DATE:** August 24, 2017

**TO:** Ron Davis, City Manager

**FROM:** Patrick Prescott, Community Development Director 

**SUBJECT:** August 21, 2017 Transportation Commission Meeting Synopsis

- The Commission received a presentation from staff on the requirements of the Brown Act and an overview of Conflicts of Interest Rules outlined under the Fair Political Practices Commission (FPPC). The discussion also included the logistics of how a potential future special meeting to visit various rail stations in the City could be conducted with consideration to following the rules of the Brown Act so that members of the public would be able to attend and participate, if desired.
- Councilmember Springer announced that the recent City Council Goal Setting Workshop on August 5<sup>th</sup> identified a goal to make BurbankBus Senior & Disabled Transit more efficient for the new fiscal year.
- Staff provided an update to the ongoing BurbankBus Comprehensive Operations Analysis (COA) for the Fixed-Route service. Staff reported that efforts had been made to reach out to businesses in the City to gather survey data on origins and destinations of its employees, but that the response rate was quite low. The next step for the COA will be to survey regional commuters, existing BurbankBus riders, and local residents. Vice Chair Diel suggested that staff should inquire with the Mayor to make an announcement during City Council to notify residents of the survey. The Commission provided advice to look at serving only major transit hubs inside and outside of the City limits, such as the L.A. Metro North Hollywood and Universal City/Studio City Stations, and that service is needed for nearby Community Colleges and Universities. The Commission also recommended looking into resolving duplicative service with L.A. Metro.
- The Commission discussed the status of the Senior Board Mobility Study. Commissioner Dickson and Vice Chair Diel, who currently serve on the Ad Hoc Committee, will present an update on the study at the next Commission meeting.
- The Commission elected Mark Ehrhardt as the new Chair and Janet Diel to continue serving as the Vice Chair for the new fiscal year.
- The next Transportation Commission meeting will be held on Monday, September 18<sup>th</sup> at 5:00 pm.



## **AUGUST 16, 2017**

A regular meeting of the Burbank Police Commission was held in the Community Services Building, Room 104, 150 N Olive Avenue, on the above date. The meeting was called to order at 1805 hours by Commission Chair Diamond.

### **CALL TO ORDER**

Present: Commissioners Chapman, Cohen, Diamond, Dineen, Hergelian, Kobaissi, and Stearns-Niesen

Also Present: Chief LaChasse, Deputy Chief Albanese, Captains Dermenjian, Police Administrator Wilson, Senior Assistant City Attorney Oh, and Executive Assistant Nakamura

### **INVOCATION AND FLAG SALUTE**

The invocation was led by Commissioner Stearns-Niesen and the flag salute was led by Commissioner Dineen.

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

Commissioners Chapman, Cohen, Dineen, Hergelian, Kobaissi, and Stearns-Niesen attended National Night Out festivities on August 2<sup>nd</sup>.

### **ORAL COMMUNICATIONS**

Appearing to speak before the Commission was Mike Ellman, who commented on speeding in his neighborhood and request for effort to cite vehicles without license plates.

### **RESPONSE TO ORAL COMMUNICATIONS**

Commissioners thanked Mr. Ellman and concurred with his comments.

Chief LaChasse suggested that the Commissioners agendaize a presentation on traffic enforcement efforts in the City.

### **APPROVAL OF MINUTES FROM JULY 19, 2017**

A motion was made by Commissioner Cohen, seconded by Commissioner Stearns-Niesen, to approve the minutes as written. Motion carried by Commissioners Chapman, Cohen, and Stearns-Niesen, with abstentions by Commissioners Diamond, Dineen, Hergelian and Kobaissi.

### **ITEMS OF BUSINESS**

#### **1. Election of New Officers**

Commissioner Dineen made a motion, seconded by Commissioner Stearns-Niesen, to nominate Commissioner Diamond to serve again as Commission Chair. Motion carried by consensus.

Commissioner Diamond made a motion, seconded by Commissioner Stearns-Niesen, to nominate Commissioner Dineen to serve again as Commission Vice Chair. Motion carried by consensus.

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Commissioner Hergelian made a motion, seconded by Commissioner Chapman, to nominate Commissioner Stearns-Niesen to serve again as Commission Secretary. Motion carried by consensus.

**2. Presentation and Discussion of new Commissioner Welcome Packet**

After having an opportunity to review the packets prior to the meeting, Commissioners made recommendations to include the following:

- Staff contact numbers
- Mission Statement and Code of Conduct
- Information on NACOLE organization

**3. Presentation of BPD Performance Measures**

Police Administrator Wilson provided an overview of the measures for the last fiscal year and those projected for the next year. The measures act as a management tool for the Department to track their progress toward Departmental goals.

**4. Announcement by the Police Chief**

Chief LaChasse announced

- 8/17 Five recruits graduating from the Rio Hondo Academy
- Personnel will be sent to professional association conferences, including Women Leaders in Law Enforcement, International Chiefs of Police Association
- Elks Lodge event on August 30<sup>th</sup> to recognize Fire, Police, Teacher, and City employees of the year
- *Business Insider* did an article on 25 safest cities to live in – Burbank was listed as #15

**FINAL PERIOD OF PUBLIC COMMENTS**

None

**RESPONSE TO ORAL COMMUNICATIONS**

None

**COUNCIL LIASON COMMENTS**

Council Member Frutos welcomed new Police Commissioner, Nidal Kobaissi, and asked him to introduce himself. He also commended investigation and patrol personnel on the apprehension of suspects in a criminal ring that had targeted a local business.

**INTRODUCTION OF AGENDA ITEMS FOR FUTURE MEETINGS**

Commissioner Stearns-Niesen made a motion, seconded by Commissioner Hergelian, for a presentation/brief overview of the latest version of the Strategic Plan, followed by a discussion of potential Commission oversight of the strategies as had been done in the past. Motion carried by consensus.

Commissioner Chapman made a motion, seconded by Commissioner Stearns-Niesen, to discuss adjusting the monthly agenda to include a brief overview of any correspondence

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received from the public and acknowledgement at the meeting. Motion did not carry, with only Commissioners Chapman and Stearns-Niesen in favor of the motion.

Commissioner Chapman made a motion, seconded by Commissioner Stearns-Niesen, to discuss the quarterly report of correspondence received from the public. Motion was carried by consensus.

**NEXT MEETING DATE**

The next scheduled meeting of the Police Commission is Wednesday, September 20th at 1800 hours.

**ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 1910 hours.

s/Elise Stearns-Niesen

Elise Stearns-Niesen, Secretary  
Burbank Police Commission

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**City of Burbank**  
**Financial Services Department**  
**MEMORANDUM**

Date: September 18, 2017

To: Ron Davis, City Manager

From: Paul Herman, Purchasing Manager

**Subject: City of Burbank Flag Purchases**

The City currently purchases flags in two ways:

1. With blanket purchase orders that do not exceed \$5,000. These purchases do not require competitive bidding Per Section 2-2-113a of the Burbank Municipal Code
2. With Price Agreements. This type of contract require competitive bidding and is issued for one year, with up to three additional option years. There is no dollar limitation on the amount of these contracts.

In Fiscal Year 2017/2018, three blanket purchase orders have been issued for flags and banners (not exceeding \$5,000). These are listed below:

1. James J. Perry, Purchase Order No. 150473, issued for six departments.
2. James J. Perry, Purchase Order No. 150775, issued for Public Works only.
3. Dekra Lite, Purchase Order No. 149950, issued for Burbank Water & Power.

The City has one Price Agreement issued on Purchase Order No. 149782 to Dekra lite for flags and banners. It was competitively bid this year. The Agreement is in its first year and has three additional option years. The contract requires the Vendor to furnish, install and remove custom banners in public places, including street lights. It also requires traffic control measures. The value of that contract is \$40,000.

The City of Burbank has a Local Vendor Preference of one percent. This means that a Burbank vendor could benefit in a competitive bid situation and would be given a one percent advantage (in the calculation of bids) over vendors bidding from outside the City.

The City of Burbank has a Buy American provision in Section III D of the Purchasing Administrative Procedure. It says "The City should make reasonable efforts to purchase goods made in America or services with product components made in America whenever possible, providing the cost for such products or services is the same or lower than the cost of those goods and services made from other countries".

The flags purchased from both James J. Perry and Dekra Lite are manufactured in the United States. Dekralite manufactures their flags and banners in Santa Ana and the flags for James E Perry Co. Inc. are manufactured in Pennsylvania.



**SUSTAINABLE BURBANK COMMISSION**  
**September 18, 2017**

**SYNOPSIS OF ITEMS ARE IN BOXES BELOW**

**I. GREEN SPOTLIGHT AWARD:**

Mr. Roesner introduced the September Green Spotlight recipient, Magnolia Park Mamas (MPM). MPM is a private Facebook group comprised of Burbank mothers that promote local activities and social equity through a safe moderated environment.

**II. ORAL COMMUNICATIONS:**

**A. Public Communication:**

Burbank resident Karin Flores addressed the Commission and asked that the group discuss supporting a polystyrene ban in the City as soon as possible. Ms. Flores also stated that the Los Angeles Natural History Museum is hosting a free event on November 8, 2017, to train participants on how to upload photographs of nature on the California Academy of Sciences website.

**B. Commission Member Communication:**

Mr. Roesner reported that he recently read an article about China no longer accepting recyclables.

**C. Staff Communication:**

Kreigh Hampel, Recycling Coordinator, provided a PowerPoint presentation on the global increase of plastics generated annually.

John Molinar, Assistant Public Works Director – Street & Sanitation, introduced Mary Doyle, Senior Clerk, Public Works. Mary will be the new recording secretary for the Sustainable Burbank Commission.

**III. APPROVAL OF MINUTES:**

Mr. Yegparian moved and Mr. Goodman seconded, to approve the August 21, 2017, minutes. The minutes were approved with a correction clarifying item V.– B. and a correction to a typo in item VII. The minutes were approved by Mr. Dunigan, Mr. Goodman, Ms. Kirschenbaum, Mr. O'Brien, Mr. Roesner, Mr. Yegparian, and Ms. Zimskind. Mr. Hagobian abstained.

**IV. AD HOC GREEN SPOTLIGHT AWARD SUBCOMMITTEE REPORT:**

At its June 6, 2016, meeting, the Commissioners agreed to form the ad hoc Burbank Green Spotlight Award Subcommittee to investigate sponsorship and format of the Burbank Green Spotlight Award. The ad hoc subcommittee will provide the Commission with an update on the group's progress and proposed future direction for discussion and Commission direction. The Commission may ask questions, engage in discussion, and provide feedback.

Mr. Yegparian moved and Mr. Roesner seconded, to approve the final draft of the new Green Spotlight Award application. The motion was approved by Mr. Dunigan, Mr. Goodman, Mr. Hagobian, Ms. Kirschenbaum, Mr. O'Brien, Mr. Roesner, Mr. Yegparian, and Ms. Zimskind.

Mr. Yegparian moved and Mr. Roesner seconded, to dissolve the Ad Hoc Green Spotlight Award Subcommittee. The motion was approved by Mr. Dunigan, Mr. Goodman, Mr. Hagobian, Ms. Kirschenbaum, Mr. O'Brien, Mr. Roesner, Mr. Yegparian, and Ms. Zimskind.

**V. STUDY SESSION TO REVIEW SUSTAINABILITY ACTION PLAN & COMMISSION GOALS**

At its March 20, 2017, meeting, the Commissioners formulated a draft of seven goals. At its June 19, 2017, meeting, the Commissioners agreed to review the 22 items in the Burbank Sustainability Action Plan, and to use items from the Plan that pertain to the Sustainable Burbank Commission to finalize their future goals. The Commission may engage in discussion, provide feedback, and ask questions in order to continue reviewing, refining, finalizing, and prioritizing their future objectives. The group may also entertain a motion to form as-needed ad hoc subcommittees that pertain to the Commission's final list of goals.

Mr. Dunigan compiled input from the Commissioners and provided a PowerPoint presentation to review the group's feedback. Mr. Dungan's presentation included twelve goals submitted by the Commissioners, combinable goals, proposed goals, short term goals in detail, and long term goals. The group engaged in a lengthy discussion, asked questions, and provided feedback. The Commissioners agreed to create the following four ad hoc subcommittees, each comprised of no more than four Commissioners (one less than a quorum): Ad Hoc Community Outreach Subcommittee, Ad Hoc Project Development Checklist Subcommittee, Ad Hoc Community Scorecard Subcommittee, and Ad Hoc Bicycle Path Connectivity Subcommittee.

**VI. INTRODUCTION OF ADDITIONAL AGENDA ITEMS:**

At the May 14, 2009, Sustainable Burbank Task Force (now the Sustainable Burbank Commission) meeting, those present voted unanimously that members can suggest agenda items and obtain consensus from the group to have the items added to a future agenda.

- Discuss ad hoc and standing subcommittees (presentation by City Attorney staff)
- Presentation by Planning Division staff to explain the project development process

**VII. BURBANK GREEN SPOTLIGHT AWARD FOR OCTOBER 2017:**

The Commission will select one of its members to identify a Burbank Green Spotlight Award winner for October 2017.

There were no nominations for the October 2017 Green Spotlight Award.

**VIII. ADJOURNMENT**

The meeting was adjourned at 7:08 p.m.



**This was previously given to you in the  
June 30, 2017**

**Weekly Management Report.**

**Additional information will be coming  
regarding accidents and adoption by other  
cities.**

**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  for JB

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

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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.

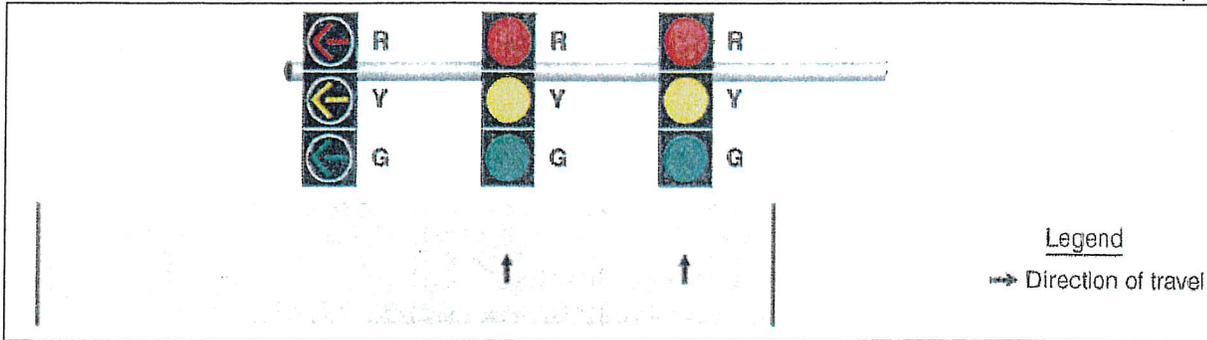
*Improved Traffic Operations*

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.

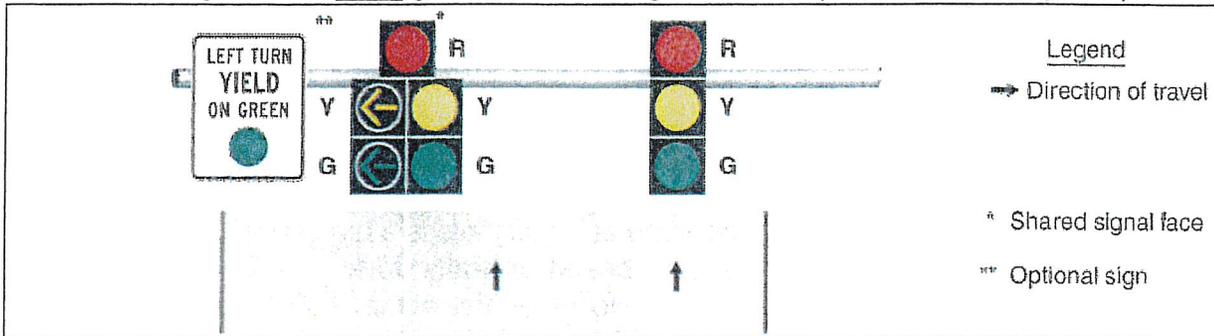
Staff conducted computer simulations of both current and future traffic conditions. The simulations demonstrated reduced delay, fuel consumption, and air emissions because of the improved traffic operations.

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.