



Weekly Management Report

December 1, 2017

1. **Synopsis** Landlord-Tenant Commission Meeting of November 6, 2017
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2. **Update** Information on Buena Vista at Victory Left Turn Modification
Public Works Department
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Police Department
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Burbank-Glendale-Pasadena Airport Authority

memorandum

DATE: November 15, 2017

TO: Ron Davis, City Manager

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

SUBJECT: Landlord-Tenant Commission Meeting – November 6, 2017

- The Burbank Board of Realtors asked the Commission Chair to attend the November meeting. Staff asked for a report. Chairperson Smith reported that Vice Chair Smallin attended the meeting. Vice Chair Smallin was absent so no report was given.
- Five (5) members of the public with new cases attended the meeting. Three tenants had questions regarding 60-Day notices to move. The Commission answered their questions and provided information and resources. The Commission Sub-committee will mediate on behalf of the tenants and ask for an extension of the move-out notices to at least past the holidays. Two tenants, from a different building, had questions regarding rent increases, issues with their units, and complaints about the property manager. The Commission Sub-committee will mediate on behalf of all the tenants to possibly negotiate the rent increases. Furthermore, the Commission and staff provided recourses and information to the tenants to assist them with their property manager complaints.
- The Sub-committee reported out on four (4) questionnaires received the previous month.
- The Commission elected Commissioner Good and Chairperson Smith to the Sub-committee of November, December, and January 2018. These two commissioners will handle any landlord or tenant questionnaires received during this time.
- The Commission approved the amended minutes of October 2, 2017.
- The meeting was adjourned at 7:45 p.m.



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: November 16, 2017

TO: Ron Davis, City Manager

FROM: Marnell Gibson, Public Works Director

By: Jonathan Yee, Assistant Public Works Director Traffic

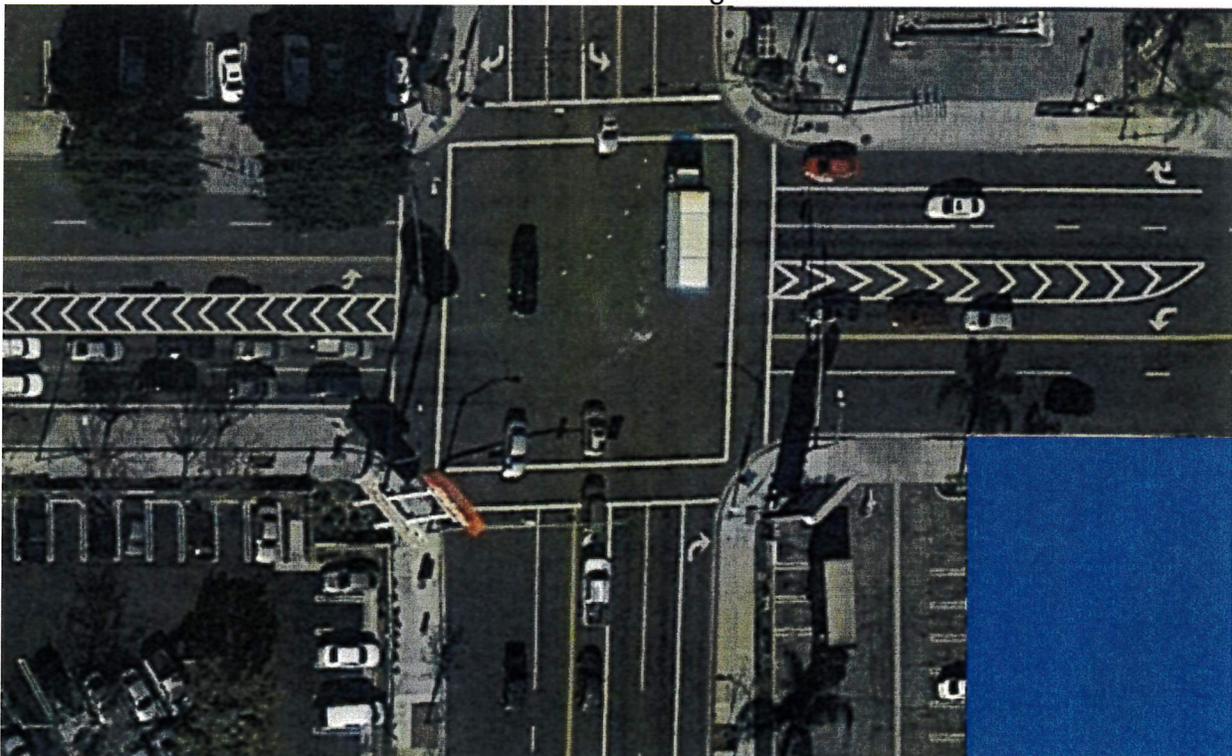
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[Handwritten date: 11/16/17]

SUBJECT: City Manager Tracking List No. 2060-2 - Information on Buena Vista at Victory Left Turn Modification

Introduction

In April 2017, staff re-configured the Victory Boulevard left turn lanes at Buena Vista Street. The re-configuration changed these approaches from two lane, "protected" operation to a one lane, "protected-permissive" operation.

Intersection Re-configuration



Introduction

In June 2000, the City Council certified a Final Environmental Impact Report (EIR) for the Burbank Empire Center and approved Mitigation Measure 7.2 in the Final Environmental Impact Report. This modification measure required the eastbound and southbound approaches to the intersection be restriped to provide two left turn lanes.

In April 2016, the City Council certified a Final Supplemental Environmental Impact Report (SEIR) for the Burbank Empire Center and approved a modification to Mitigation Measure 7.2 to the Final Environmental Impact Report. This modification measure required the westbound approach to the intersection be restriped to provide two left turn lanes and deleted the requirement for the southbound approach to be restriped to provide two left turn lanes.

By July 2016, the eastbound and westbound approaches to Buena Vista Street at Victory Boulevard intersection were restriped to provide two left turn lanes. Therefore, Mitigation Measure 7.2 as amended by the Final SEIR had been completed and a note to file was created in December 2016.

Discussion

Empire Center Environmental Impact Report (EIR)

The 2000 Final EIR certified by Council forecasted traffic volumes for the Year 2008 using Year 1996 counts. This forecast was used as a basis for the two left turn lanes on Victory Boulevard eastbound.

The 2016 Final SEIR certified by Council forecasted traffic volumes for the Year 2035 using Year 2014 counts.

In January 2017, staff collected actual traffic volumes after Walmart opened. All three data sources are shown in the table below.

Data Source	EL	ET	ER	WL	WT	WR
2000 FEIR Year 2008 Forecast AM	326	615	131	91	596	50
2016 SEIR Year 2014 Actual AM	224	700	248	91	494	113
Year 2017 Actual AM	154	735	310	73	577	213
Data Source	EL	ET	ER	WL	WT	WR
2000 FEIR Year 2008 Forecast PM	276	824	100	94	825	192
2016 SEIR Year 2014 Actual PM	203	690	115	128	703	138
Year 2017 Actual PM	195	704	159	114	773	236

Upon review, the 2000 Final EIR forecasted traffic volumes for the eastbound left movement that were significantly higher than actual. The Final EIR forecasted 276 to 326 vehicles per hour in 2008, however actual 2017 counts were 154 to 195 vehicles per hour.

California Environmental Quality Act (CEQA)

Since Mitigation Measure 7.2 was completed in July 2016, the City satisfied all environmental requirements of the Empire Center project. Therefore, after July 2016, the intersection's lane configuration is considered an existing facility per CEQA 15301, which states:

"Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The types of "existing facilities" itemized below are not intended to be all-inclusive of the types of projects which might fall within Class 1. The key consideration is whether the project involves negligible or no expansion of an existing use.

Examples include but are not limited to:

...(c) Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety)."

Per Burbank Municipal Code 6-1-301 and 6-1-401, the Public Works Director shall determine proper timing and maintenance of traffic signals. The Public Works Department regularly evaluates the performance of intersections to ensure a safe and efficient operation.

In January 2017, an engineering consulting firm (Iteris, Inc.) completed a left turn analysis of Buena Vista Street at Victory Boulevard. The analysis was completed to determine the optimal left turn control for the intersection using the Federal Highway Administration (FHWA) Signal Timing Manual guidelines for left-turn phasing. In addition, Public Works staff completed computer simulations using Trafficware Synchro software to evaluate vehicle delay and fuel consumption.

Based on the traffic analyses, the City determined the optimal configuration for the intersection was one lane for eastbound and westbound left turns using protected-permissive phasing (instead of two lanes for eastbound and westbound left turns using protected only phasing).

In April 2017, the Public Works Department implemented the new lane configuration and completed a minor alteration of an existing public facility. This action is considered categorically exempt under CEQA Section 15301(c).

Analysis

The two lane configuration 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 or a flashing yellow arrow (after yielding to opposing through traffic and pedestrians). Staff did not use flashing yellow arrows on Victory Boulevard since their control is still being tested on the Buena Vista and Glenoaks corridors.

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 traffic operations using 2017 counts. The simulations showed a single lane configuration operated with less delay, fuel consumption, and air emissions because of the improved traffic operations.

Furthermore, the 2017 counts show the eastbound left 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

Staff observed video of the intersection before and after implementation. During the AM and PM peak hours, 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.

In addition, 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 conversion to a one-lane configuration.

Conclusion

The single lane configuration provides more green time for eastbound left vehicles and reduces wait time on a red arrow. Staff’s analysis shows the double left turn lanes are not justified since actual traffic volumes are significantly lower than forecasted from the 1999 Empire Center EIR. In addition, the movement does not meet California MUTCD criteria and video demonstrates the conversion is not severely impacting driveways around the intersection.

Attachments

1. Community Development Department Memorandum dated December 26, 2016 for Empire Center SEIR Implementation of Mitigation Measure 7.2 (Buena Vista Street at Victory Boulevard)
2. Public Works Traffic Operation Report dated January 4, 2017 for Buena Vista at Victory Traffic Operation Change
3. Public Works Memorandum dated June 22, 2017 for City Manager Tracking List No. 2028 – Information on Buena Vista at Victory Left Turn Modification

Attachment 1:

Community Development Department Memorandum dated December 26, 2016 for Empire Center SEIR Implementation of Mitigation Measure 7.2 (Buena Vista Street at Victory Boulevard)

memorandum

DATE: December 26, 2016

TO: Project File - Planned Development No. 97-3 (Burbank Empire Center)

FROM: David L. Kriske, Assistant Community Development Director

SUBJECT: **Empire Center SEIR Implementation of Mitigation Measure 7.2
(Buena Vista Street at Victory Boulevard)**

On April 26, 2016, the City Council certified a Final Supplemental Environmental Impact Report (SEIR) for the Burbank Empire Center and approved a modification to Mitigation Measure 7.2 to the Final Environmental Impact Report. This modification measure required the westbound approach to the intersection be restriped to provide two left turn lanes, two through lanes, and one right turn lane.

On May 26, 2016, the Public Works Department issued a work order to implement the restriping, and on July 19, 2016 the restriping was completed. With this work, Mitigation Measure 7.2 as amended by the Final SEIR has been completed.

Attachments:

Work Order



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
TRAFFIC DIVISION WORK ORDER**

TO: Signs and Painting

DATE: Feb 16, 2016

W.O. NO. _____

ATTN: Jerry Anderson

PRIORITY: Normal

P.W. FILE: Location File

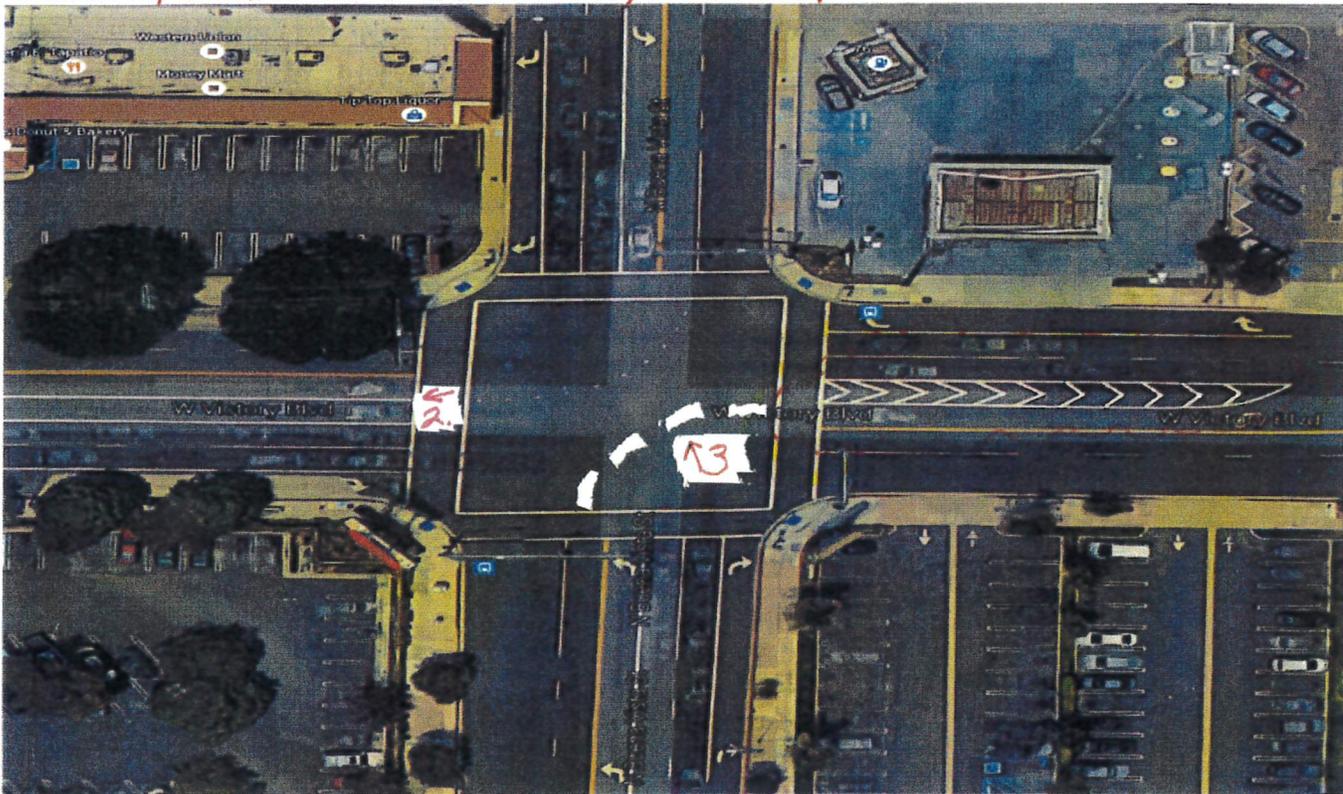
LOCATION: East leg of Victory Blvd. and Buena Vista St.

DESCRIPTION: Remove chevron markings. Install Type IV(L) arrow and Striping Detail 38A per Caltrans Std. Plan A20D for a second left-turn pocket.

2. Replace R3-4 Sign with R73-6 (CA) ON W/B MAST ARM

Location: East leg of Victory Blvd. and Buena Vista St.

3. Install Detail 40 4" Line 12" Long 6 Foot GAP



NOTE: Contact TMC beforehand to coordinate signal timing operation.

Requested by: David Kriske, 818-238-5269 Assistant CD Director	Date: 05/26/2016
Approved by: Jonathan Yee	Date: 05/26/2016
Completed by: <i>Jga (Paint) B Lee (Signs)</i>	Date: <i>7-19-16 7-19-16</i>
Copy sent to Police Department <i>R L. Lee</i>	Date: <i>7/26/16</i>

Attachment 2:

Public Works Traffic Operation Report dated January 4, 2017 for Buena Vista at Victory
Traffic Operation Change



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
TRAFFIC OPERATION REPORT**

DATE: January 4, 2017
TO: Daniel Rynn, Acting Public Works Director
FROM: Jonathan Yee, Assistant Public Works Director Traffic
SUBJECT: BUENA VISTA AT VICTORY TRAFFIC OPERATION CHANGE

DESCRIPTION

Staff proposes to convert the Protected Only Mode control to Protected/Permissive Mode for the eastbound left and westbound left turn movements at Buena Vista Street at Victory Boulevard.

BACKGROUND

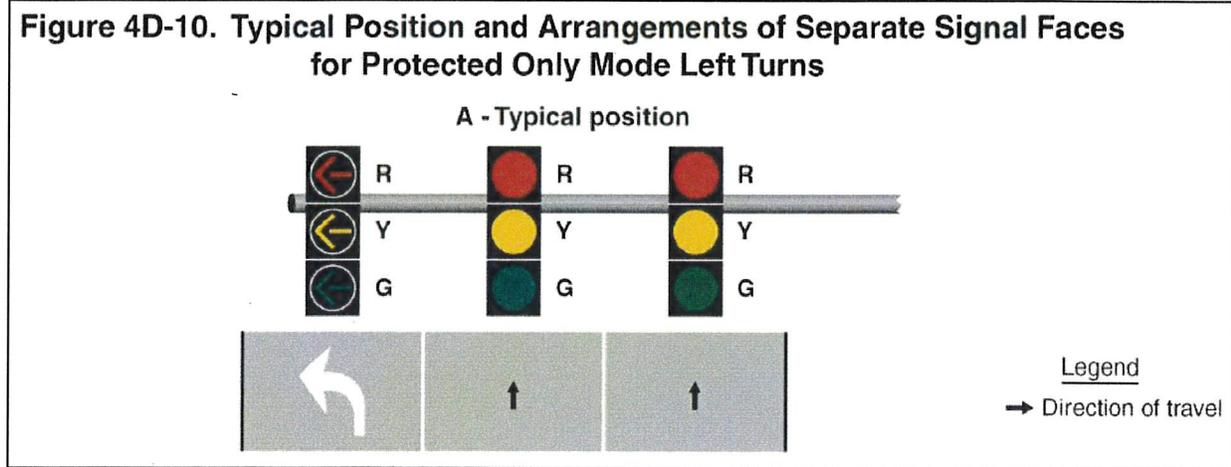
The city currently use three different operational modes for left turns, depending on location, traffic demand and intersection visibility:

1. Permissive Only Mode: Where turns are made on a CIRCULAR GREEN or flashing left-turn YELLOW ARROW, after yielding to pedestrians and/or any opposing through traffic
2. Protected Only Mode: Where turns are made only when a GREEN ARROW is displayed
3. Protected/Permissive Mode: Where both Permissive and Protected modes occur during the same signal cycle

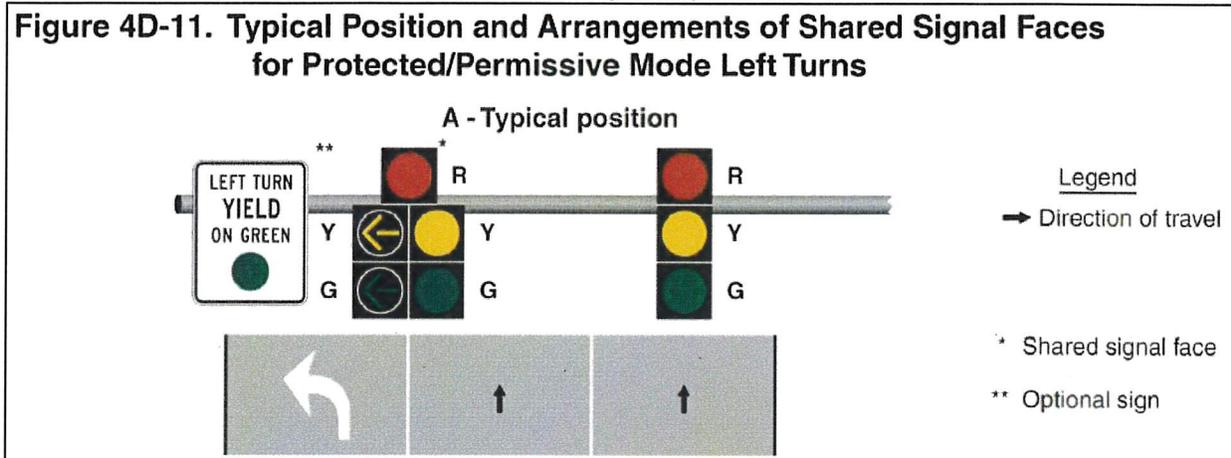
At locations using the Protected Mode for left turns, the City currently uses a separate signal face as allowed in the 2014 California MUTCD Figure 4D-10. The signal face has 3 indications: red arrow, yellow left arrow, and green left arrow.

Staff proposes to replace the separate signal face with a shared signal face as allowed in the 2014 California MUTCD Figure 4D-11. This signal face is shared between the left turn and through movement. The signal face has 5 indications: circular red, circular yellow, circular green, yellow left arrow, and green left arrow, and it is commonly known as a "5-section head" or "doghouse" configuration.

Existing signal operation



Proposed signal operation



DISCUSSION

Prior to 2016, the Buena Vista Street at Victory Boulevard intersection operated with two eastbound left lanes and one westbound left lane and protected only modes.

In April 2016, Council recertified the final environmental impact report for the Burbank Empire Center as revised by the supplemental environmental impact report (SEIR). The project SEIR was approved with an alternate mitigation measure to install a second westbound left lane for Buena Vista Street at Victory Boulevard. The configuration of two lanes for eastbound and westbound left turns was shown to improve Year 2035 traffic operations under complete build-out of Empire Center.

In July 2016, Traffic Division staff implemented the alternate mitigation measure as required by the SEIR.

In January 2017, Iteris, Inc. completed a left turn analysis of Buena Vista Street at Victory Boulevard as part of the Buena Vista Safety Improvement Project. The analysis was completed to determine the optimal left turn control for the intersection. The analysis used the Federal Highway Administration (FHWA) Signal Timing Manual guidelines for left-turn phasing. Several factors were considered, including:

- Left-turn and opposing through volumes
- Number of opposing through lanes
- Cycle Length
- Speed of opposing traffic
- Distance for left-turn vehicle to view opposing traffic
- Left-turn crash history

Staff also completed a left turn operations analysis using computer simulations to evaluate improvements in operations. Simulations were completed for the following scenarios:

- 2016 AM, Noon, Pre-PM, PM, Saturday and Sunday traffic operations with two lanes and protected only mode for eastbound and westbound left turns
- 2016 AM, Noon, Pre-PM, PM, Saturday and Sunday traffic operations with one lane and protected/permissive mode for eastbound and westbound left turns
- 2035 AM and PM peak traffic operations with two lanes and protected only mode for eastbound and westbound left turns
- 2035 AM and PM peak traffic operations with one lane and protected/permissive mode for eastbound and westbound left turns

ANALYSIS

Operational Mode of Control

The analysis completed by Iteris, Inc. had the following results:

- The eastbound left should use protected/permissive control in the AM, Noon, Saturday, and Sunday peaks
- The eastbound left should use permissive control for all other times
- The westbound left should use protected/permissive control in the Sunday peak
- The westbound left should use permissive control for all other times

The analysis completed by Iteris, Inc. showed the eastbound and westbound left turns satisfied criteria for one lane and protected/permissive mode control.

Traffic Operations

Staff completed SimTraffic 8 computer simulation models to evaluate traffic operations using two lanes & protected only mode and one lane & protected/permissive mode.

Year 2016 simulations used data collected by Iteris, Inc. as part of the Buena Vista Safety Improvement Project. The results are shown in the table below.

Year 2016	2-lane, protected	1-lane, protected/ permissive	Improvement
Annual* Delay(hr)	94,868	91,050	4.0%
Annual* Fuel (gal)	115,930	115,316	0.5%

*Calculated using 251 weekdays, 52 Saturdays, and 52 Sundays. Assumes one weekday has AM period of 2.5 hours, Noon period of 2.5 hours, Pre-PM period of 1 hour, PM period of 2.75 hours, Saturday period is 3.5 hours, and Sunday period is 3 hours.

Year 2035 simulations used data from the SEIR approved by Council to recertify the final environmental impact report. The results are shown in the table below.

Year 2035	2-lane, protected	1-lane, protected/ permissive	Improvement
AM and PM hr Delay(hr)	217	208	4.0%
AM and PM hr Fuel (gal)	262	259	1.0%

*Calculated using 1 hour for AM and 1 hour for PM.

The simulations demonstrated benefits with one lane and protected/permissive mode for eastbound and westbound left turns. Both Year 2016 and Year 2035 scenarios had less vehicle delay and fuel consumption with one lane, protected/permissive mode when compared to the two lane, protected mode.

CONCLUSION

The left turn analysis completed by Iteris, Inc. demonstrates the eastbound and westbound left turn movements meet FHWA guidelines for protected/permissive control. Computer simulations for present and future conditions demonstrate improvements in vehicle delay and fuel consumption if the eastbound and westbound left turns are converted from two lanes, protected only mode to one lane, protected/permissive mode.

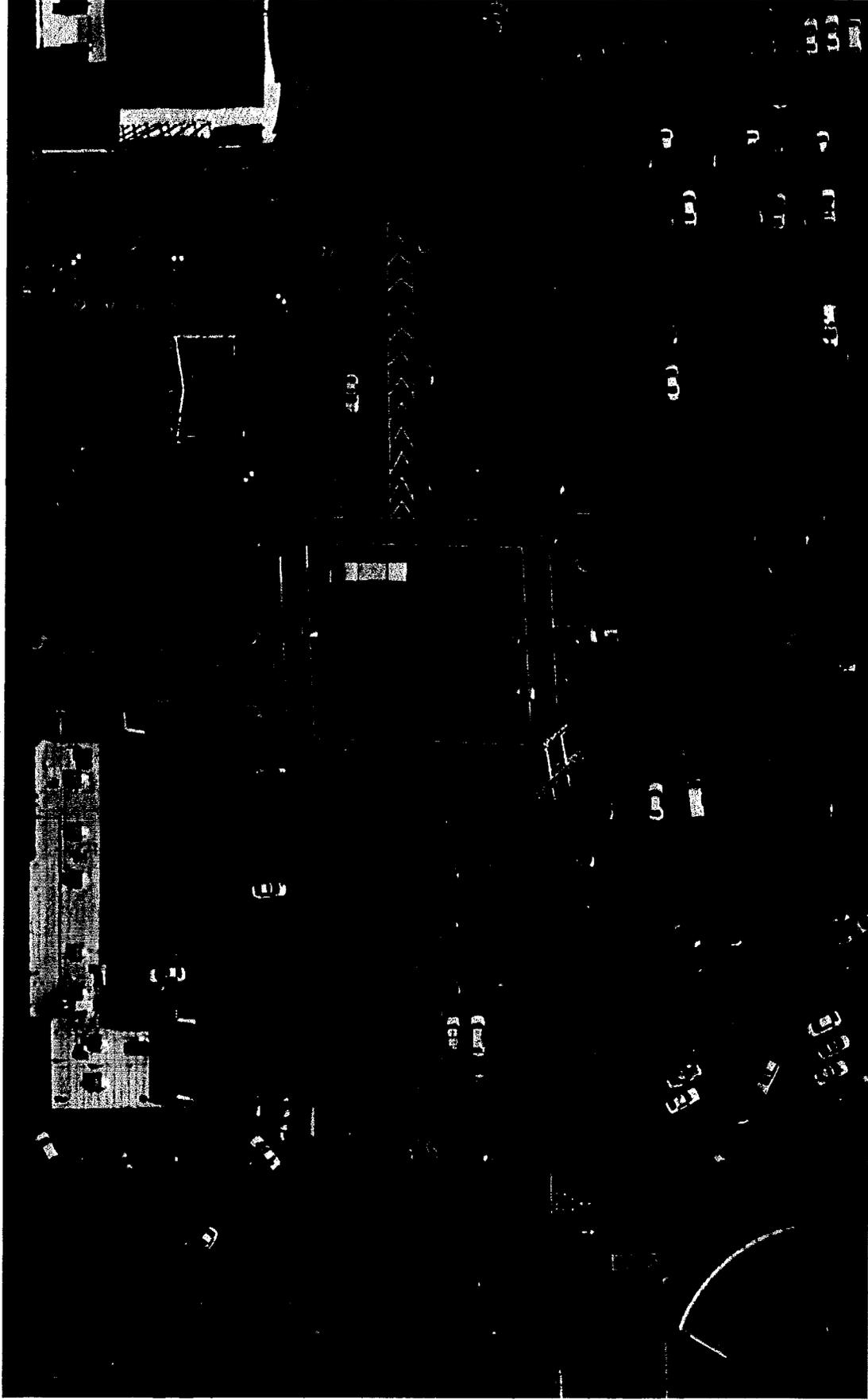
RECOMMENDATION

1. Staff recommends to **change the mode of control from 2-lane, protected only to 1-lane, protected/permissive** for the eastbound left and westbound left movements.
2. Staff recommends **use of shared signal faces** for the eastbound left and westbound left movements.

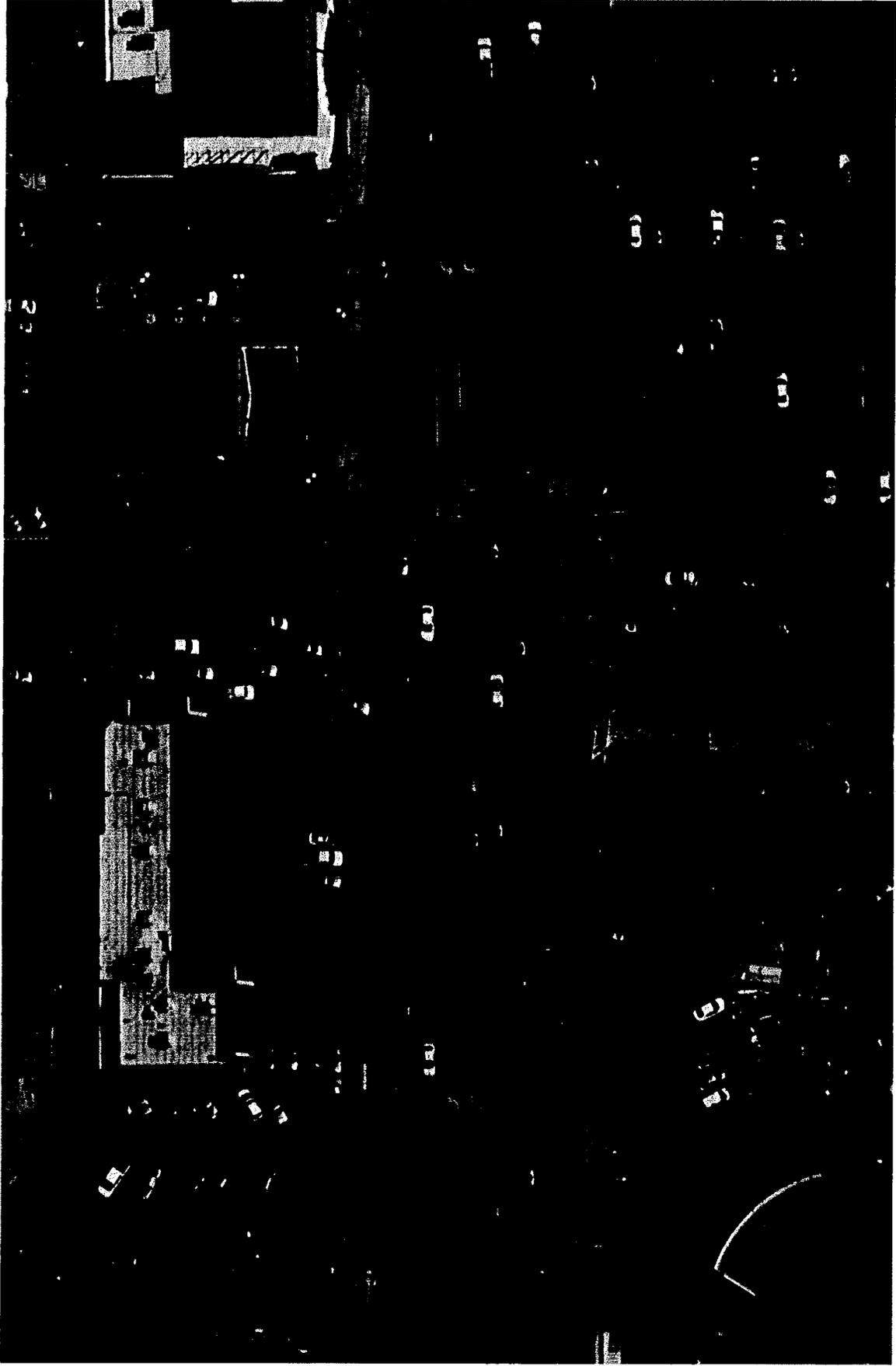
EXHIBITS

Intersection lane configuration in 2015 before alternate mitigation
Intersection lane configuration in 2016 after alternate mitigation
Pages from Iteris, Inc. project memorandum
Simtraffic simulation reports

Intersection lane configuration in 2015 before alternate mitigation



Intersection lane configuration in 2016 after alternate mitigation



Attachment 3:

Public Works Memorandum dated June 22, 2017 for City Manager Tracking List No. 2028
– Information on Buena Vista at Victory Left Turn Modification

**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

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.

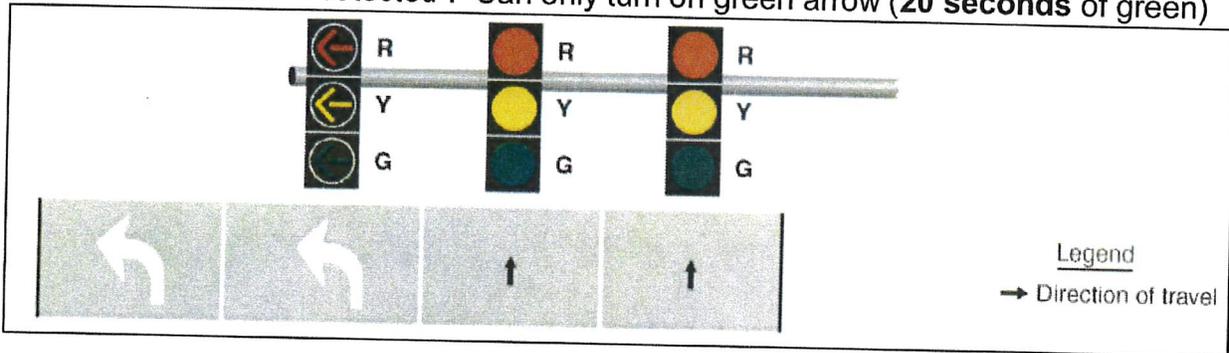
Improved Traffic Operations

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).

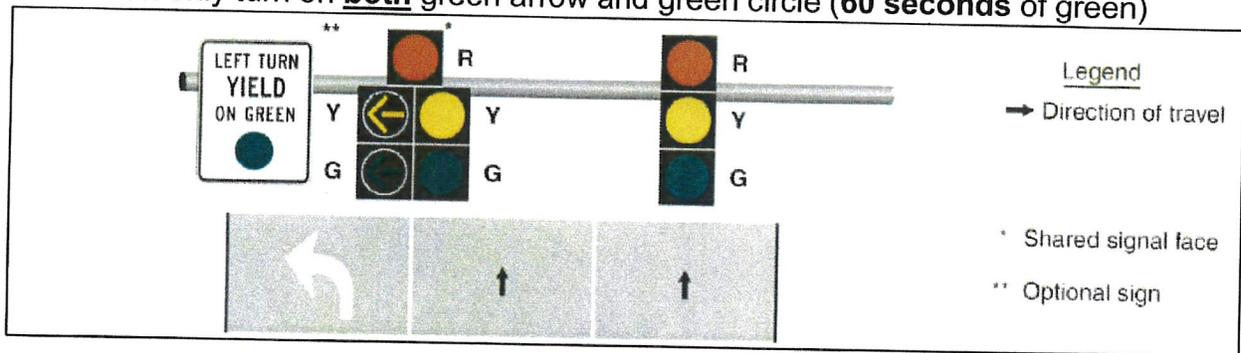
The single left lane improves traffic operations because vehicles have more green time to turn and do not have to wait on a red arrow until the next cycle. Instead of two lanes turning during 20 seconds of green, now there is one lane turning during 60 seconds of green.

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: November 16, 2017

TO: Ron Davis, City Manager

FROM: Marnell Gibson, Public Works Director

By: Jonathan Yee, Assistant Public Works Director Traffic

A handwritten signature in blue ink, followed by the date "11/16/17" written in black ink.

SUBJECT: City Manager Tracking List No. 2060-1 - Information on Flashing Yellow Arrows

Introduction

Traditionally, agencies across the country have displayed a green circle to notify drivers they may turn left after yielding to pedestrians and any opposing through traffic. In 2003, a 7-year Federal Highway Administration study found a flashing yellow arrow increased safety at traffic signals. By 2016, hundreds of agencies have deployed the flashing yellow arrow and a majority of installations have experienced decreases in collisions.

Since June 2016, staff have deployed flashing yellow arrows at 8 intersections. Staff is testing their use for safety and operational benefits. Nearby cities such as Fullerton, Los Angeles, Pasadena, and Torrance have been using the flashing yellow arrow since 2006.

Discussion

In October 2015, staff met with the City of Pasadena to investigate their use and operation of the flashing yellow arrow. The City of Pasadena traffic staff complimented its operation and benefits and they were expanding its use. Therefore, in June 2016 staff installed flashing yellow arrows for two directions at Olive Avenue and First Street.

After a 6-month evaluation period, staff found the flashing yellow arrow improved traffic operations while maintaining safety. Therefore, staff conducted traffic analyses at 7 additional intersections, determined flashing yellow arrows may be beneficial, and moved forward with their installations.

There are 8 intersections currently using flashing yellow arrows:

1. Alameda Avenue at Cordova Street (installed March 2017)
2. Buena Vista Street at Alameda Avenue (installed April 2017)
3. Buena Vista Street at Burbank Boulevard (installed April 2017)
4. Buena Vista Street at Empire Avenue (installed April 2017)
5. Buena Vista Street at Magnolia Boulevard (installed April 2017)
6. Buena Vista Street at Olive Avenue (installed April 2017)
7. Glenoaks Boulevard at Scott Road (installed April 2017)
8. Olive Avenue at First Street (installed June 2016)

Safety Review

Staff conducted a collision analysis of the 8 flashing yellow arrow locations. The table below shows the number of collisions.

Location	Collisions	
	6 months before	6 months after
1. Alameda Avenue at Cordova Street	0	0
2. Buena Vista Street at Alameda Avenue	1	0
3. Buena Vista Street at Burbank Boulevard	1	1
4. Buena Vista Street at Empire Avenue	0	0
5. Buena Vista Street at Magnolia Boulevard	0	0
6. Buena Vista Street at Olive Avenue	1	1
7. Glenoaks Boulevard at Scott Road	0	0
Location	15 months before	15 months after
8. Olive Avenue at First Street	0	2
Total Collisions	3	4

The analysis shows that for all locations 3 collisions occurred before the flashing yellow arrows were installed and 4 collisions occurred after. Staff then reviewed each collision to see if the flashing yellow arrow may have been a cause.

Total Collisions	3	4
Caused by Failure to Yield	3	3
Caused by Red Light Running	0	1

The analysis shows the flashing yellow arrows were not a factor in the collision. Before and after the flashing yellow arrow installations, 3 collisions were caused by failure to yield. This means a left turn driver turned in front of an oncoming through vehicle.

Before the installation of flashing yellow arrows, drivers could turn left after yielding on a green circle. After their installation, drivers could turn left after yielding on a flashing yellow arrow. Since the number of collisions (and their cause) were the same before and after, the data suggests the flashing yellow arrows did not confuse drivers, did not provide a false meaning, and did not increase collisions.



Operations Review

The flashing yellow arrows are providing the following benefits at each location:

1. Alameda Avenue at Cordova Street
 - a. Additional capacity for State Route 134 on-ramp demand
 - b. Reduced delay for left turn movements

2. Buena Vista Street at Alameda Avenue
 - a. Red arrow and flashing safety feature*
 - b. Flexible left turn modes**

3. Buena Vista Street at Burbank Boulevard
 - a. Red arrow and flashing safety feature*
 - b. Flexible left turn modes**

4. Buena Vista Street at Empire Avenue
 - a. Additional capacity
 - b. Reduce delay for left turn movements

5. Buena Vista Street at Magnolia Boulevard
 - a. Red arrow and flashing safety feature*
 - b. Flexible left turn modes**

6. Buena Vista Street at Olive Avenue
 - a. Red arrow and flashing safety feature*
 - b. Flexible left turn modes**

7. Glenoaks Boulevard at Scott Road
 - a. Peyton Avenue and Eton Drive now have their own green
 - b. Reduce delay for Glenoaks Boulevard left turn movements

8. Olive Avenue at First Street
 - a. Additional capacity for movements to and from Interstate 5 ramps
 - b. Reduce delay for left turn movements

Definitions:

*Red arrow and flashing safety feature: The flashing yellow arrow displays a red arrow for 5 seconds between the green arrow (left turn has right of way) and yielding interval (left turn must yield)

**Flexible left turn modes: The flashing yellow arrow can be turned off by time of day. This allows staff to prohibit left turns after yielding if needed.

Additional Public Information

In May 2017, staff posted an informational graphic on the City's Facebook page to educate the public regarding flashing yellow arrows.

In addition, staff posted a new web page and a new public service announcement video (on the City's Facebook page) in October 2017 to further educate the public.

Conclusion

Flashing yellow arrows have been used by the Cities of Fullerton and Pasadena for over 10 years. Since 2015, the cities of Los Angeles and Torrance have also deployed this new control.

The City of Burbank has also installed flashing yellow arrows at various locations to enhance traffic operations and improve safety. The flashing yellow arrows are a strategy to achieve Policy 5.1 (Maximize pedestrian and bicycle safety, accessibility, connectivity, and education) and Policy 6.1 (Maintain arterial street efficiency) of the General Plan.

Staff will be expanding deployment at 8 additional locations identified in the table below. By the end of 2018, about 10% of the City's traffic signal (16 locations) will use a flashing yellow arrow.

Location	Date
Buena Vista St. at Verdugo Ave.	November 2017
Hollywood Way at Verdugo Ave.	November 2017
Pass Ave. at Alameda Ave.	April 2018
Pass Ave. at Riverside Dr.	April 2018
Olive Ave. at Riverside Dr.	April 2018
Olive Ave. at Hollywood Way	June 2018
Olive Ave. at Lakeside Dr.	June 2018
Riverside Dr. at Hollywood Way	June 2018

Staff continues to monitor these locations, log driver feedback, and collect data to evaluate the flashing yellow arrows. If data suggests the flashing yellow arrows are increasing collisions, staff can disable the flashing yellow arrow or re-install the left turn with green circle indication.

Attachments

1. Public Works Memorandum dated June 6, 2017 for City Manager Tracking List No. 1995 – Information on Newly Installed Flashing Yellow Arrows

Attachment 1:

Public Works Memorandum dated June 6, 2017 for City Manager Tracking List No. 1995
– Information on Newly Installed Flashing Yellow Arrows

**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
MEMORANDUM**

DATE: June 6, 2017

TO: Ron Davis, City Manager

FROM: Jim Biery, Interim Director/Special Advisor to the City Manager *AB/10/17*
By: Jonathan Yee, Assistant Public Works Director Traffic

SUBJECT: **City Manager Tracking List No. 1995 - Information on Newly Installed Flashing Yellow Arrows**

Introduction

The City controls left turns at its 192 traffic signals using three different modes:

1. Permissive Only Mode: Where turns are made on a GREEN CIRCLE or flashing YELLOW ARROW, after yielding to pedestrians and/or any opposing through traffic.
2. Protected Only Mode: Where turns are made only when a left-turn GREEN ARROW is displayed.
3. Protected/Permissive Mode: Where both Permissive and Protected modes occur during the same signal cycle.

In March and April 2017, staff installed flashing yellow arrows at 7 major intersections after a 6-month test at Olive Avenue and First Street. The new installations occurred at:

1. Alameda Avenue at Cordova Street
2. Buena Vista Street at Alameda Avenue
3. Buena Vista Street at Burbank Boulevard
4. Buena Vista Street at Empire Avenue
5. Buena Vista Street at Magnolia Boulevard
6. Buena Vista Street at Olive Avenue
7. Glenoaks Boulevard at Scott Road

The purpose of these flashing yellow arrow installations is to reduce traffic accidents. They have been successfully used by other agencies to achieve this purpose.

Background

The California Manual on Uniform Traffic Control Devices (MUTCD) identifies various signal displays for the three different modes of control described above. The displays historically used within the city are shown on the next page.

Figure 4D-6. Typical Position and Arrangements of Shared Signal Faces for Permissive Only Mode Left Turns

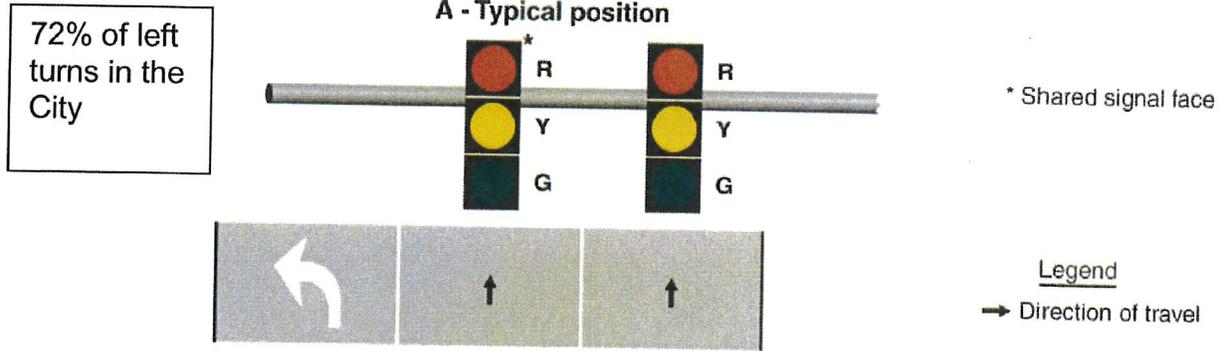


Figure 4D-10. Typical Position and Arrangements of Separate Signal Faces for Protected Only Mode Left Turns

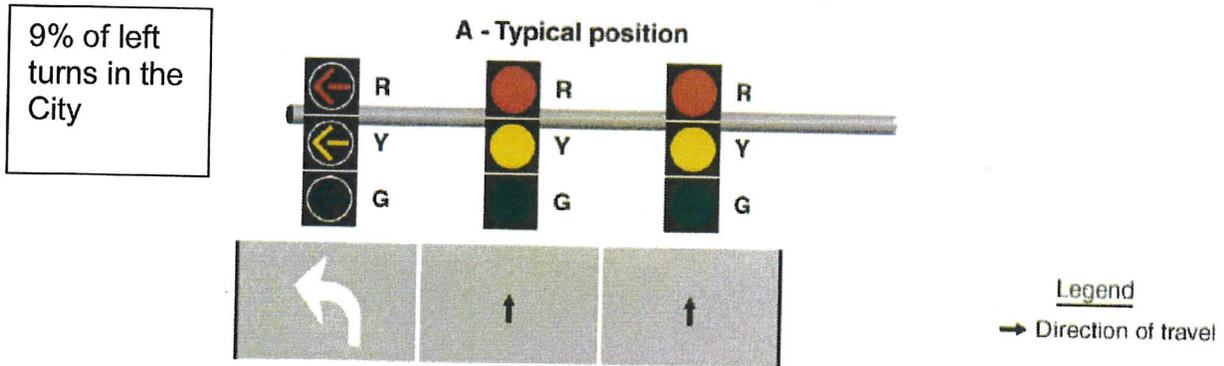
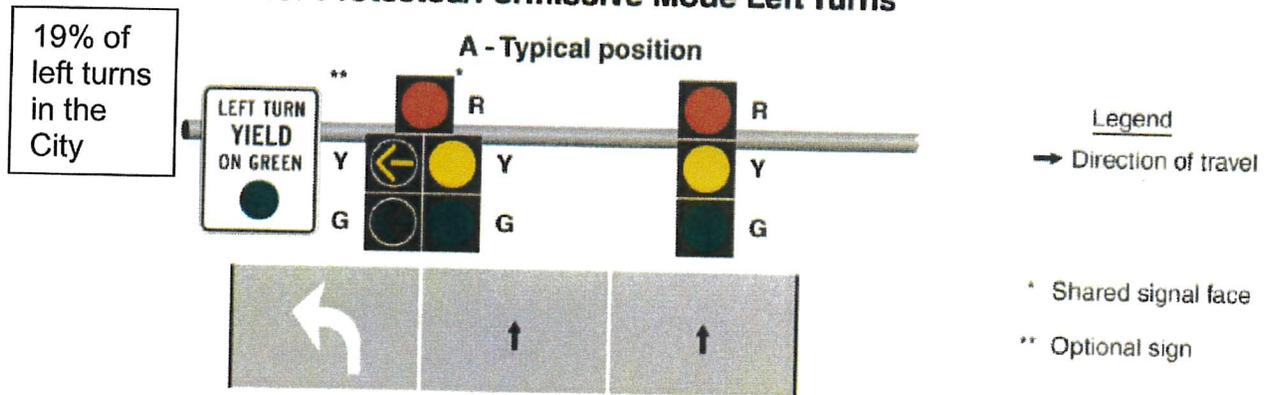


Figure 4D-11. Typical Position and Arrangements of Shared Signal Faces for Protected/Permissive Mode Left Turns



Traditionally, agencies across the country have displayed a green circle to notify drivers they may turn left after yielding to pedestrians and/or any opposing through traffic. In 2003, a seven year federal study regarding left turn safety was published and found:

- the green circle was correctly interpreted by only 50% of drivers interviewed
- drivers who did not understand a green circle proceeded to turn without yielding
- the flashing yellow was correctly interpreted as a yield indication by drivers interviewed
- drivers who did not understand a flashing yellow arrow either yielded or stopped
- locations with the green circle had higher crash rates than flashing yellow
- changing a green circle to flashing yellow did not reduce safety or traffic flows

By 2016, more than 30 states and hundreds of agencies have deployed the flashing yellow arrow. Locally, Fullerton and Pasadena have been using the flashing yellow arrow for ten years. A majority of installations have experienced decreases in collisions and several agencies have formally adopted flashing yellow arrows. Agencies now using the flashing yellow arrow include:

- Dallas, TX surrounding cities
- Denver, CO and surrounding cities
- Houston, TX and surrounding cities
- Las Vegas, NV
- Los Angeles, CA, including Fullerton, Pasadena, and Torrance
- Phoenix, AZ and surrounding cities
- Portland, OR and surrounding cities
- San Antonio, TX
- Seattle, WA and surrounding cities
- St. Louis, MO and surrounding cities
- State Departments of Transportation (Colorado, Indiana, Iowa, Michigan, Minnesota, Nevada, New York, North Carolina, Texas, etc.)

Discussion

In October 2015, staff investigated the use of the flashing yellow arrow and met with the City of Pasadena to understand its operation, requirements, and feasibility. In June 2016, staff installed flashing yellow arrows for two directions at Olive Avenue and First Street.

After a 6-month evaluation period, staff found the flashing yellow arrow improved traffic operations while maintaining safety. Therefore, staff conducted left turn studies for Alameda Avenue at Cordova Street and Glenoaks Boulevard at Scott Road. In addition, an engineering consultant (Iteris, Inc.) completed a left turn study for several locations on Buena Vista Street. These studies recommended protected/permissive with flashing yellow arrows be used at 7 additional locations.

On Buena Vista Street, the flashing yellow arrow replaced a green circle used for protected/permissive control. These locations had been using protected/permissive control with a green circle for over ten years.

Recently, staff received a complaint claiming the flashing left turn arrow created a conflict with pedestrians at Buena Vista Street at Alameda Avenue. However, the left turn control was not changed at this location and vehicles could turn left (after yielding) prior to the installation of the flashing yellow arrow. Staff reviewed video of the installation and did not discover additional conflicts caused by the flashing yellow arrow.

Benefits

Since June 2016, staff has deployed the flashing yellow arrow for left turns at eight locations. The flashing yellow arrow was installed to achieve specific benefits for each location:

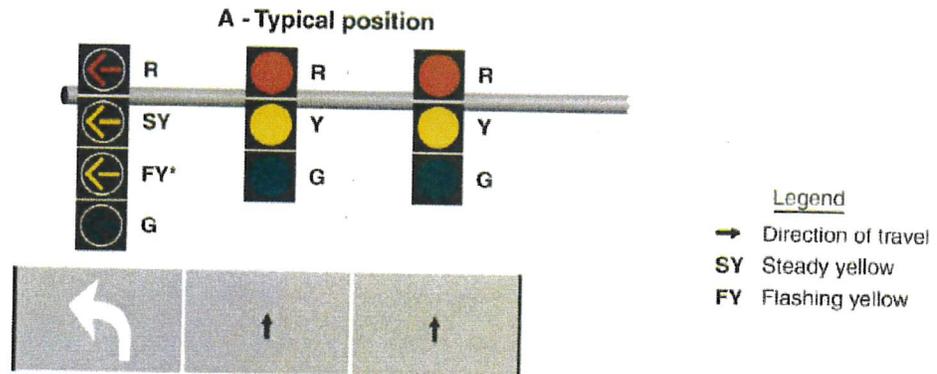
1. Alameda Avenue at Cordova Street
 - a. additional capacity for State Route 134 on-ramp demand
 - b. reduce delay for left turn movements
2. Buena Vista Street at Alameda Avenue
 - a. red arrow and flashing safety feature
 - b. flexible left turn modes
3. Buena Vista Street at Burbank Boulevard
 - a. red arrow and flashing safety feature
 - b. flexible left turn modes
4. Buena Vista Street at Empire Avenue
 - a. additional capacity
 - b. reduce delay for left turn movements
5. Buena Vista Street at Magnolia Boulevard
 - a. red arrow and flashing safety feature
 - b. flexible left turn modes
6. Buena Vista Street at Olive Avenue
 - a. red arrow and flashing safety feature
 - b. flexible left turn modes
7. Glenoaks Boulevard at Scott Road
 - a. separate Peyton Avenue and Eton Drive movements
 - b. reduce delay for Glenoaks Boulevard left turn movements
8. Olive Avenue at First Street
 - a. additional capacity for movements to and from Interstate 5 ramps
 - b. reduce delay for left turn movements

Design Features

The City's flashing yellow arrow installations include several design features to improve safety and understanding.

1. **Four section display:** Staff follows the California MUTCD and uses a separate four section display for the flashing yellow arrow. This display is noticeably different than other displays in the City and provides a visual cue of a different left turn mode.

Figure 4D-12. Typical Position and Arrangements of Separate Signal Faces with Flashing Yellow Arrow for Protected/Permissive Mode and Protected Only Mode Left Turns



2. **Yield sign:** Staff uses a sign to notify drivers they are supposed to yield during the flashing yellow arrow. The Federal Highway Administration (FHWA) states this sign is optional, however research studies show drivers have a greater understanding when a sign is used. Staff aligns the sign's yellow arrow with the flashing indication and installs the same sign used by the City of Pasadena to further improve understanding.



3. **Red arrow:** Staff programs a 5-second red arrow between the green arrow and the flashing yellow arrow. This time allows pedestrians to enter the crosswalk and opposing through traffic to enter the intersection before the flashing yellow arrow starts. The red arrow ensures vehicles stop and wait before entering the intersection to yield and turn left.

Conclusion

Staff has installed flashing yellow arrows at various locations to enhance traffic operations and improve safety. The flashing yellow arrows have been installed throughout the country because of demonstrated benefits. Staff believes the flashing yellow arrows are a strategy to achieve Policy 5.1 (Maximize pedestrian and bicycle safety, accessibility, connectivity, and education) and Policy 6.1 (Maintain arterial street efficiency) of the General Plan. The new display uses a red arrow and flashing arrow to promote safety while maintaining capacity by permitting drivers to turn after yielding.

Staff continues to monitor these locations, log driver feedback, and collect data to evaluate the flashing yellow arrows.



CITY OF BURBANK
Library Services Department
MEMORANDUM

DATE: November 16, 2017
TO: Ron Davis, City Manager
FROM: Elizabeth Goldman, Library Services Director
SUBJECT: Update on Providing Metro TAP Card Sales at Libraries

In August 2017, Councilmember Talamantes attended at Metro meeting at which he learned about a partnership between Metro and the Los Angeles County Public Library system to provide Metro TAP card sales at library locations. Since that time, the Library Services Department has been working on the details of bringing this service to Burbank. This memo provides an update on activities to date.

Metro currently has four locations in Burbank that are TAP vendors, three private businesses and the Joslyn Center. The Joslyn Center sells only senior and disabled TAP passes under the administration of the Burbank Bus program. Considering that there are limited resources for TAP purchases in Burbank and that Library locations are close to several major Metro bus lines, the Library has determined that there would be value to the public in providing this service.

In October, the City signed an addendum to its existing contract with Metro for the Joslyn services that will extend Metro sales to the three library sites: Central, Buena Vista and Northwest. At these locations, members of the public will be able to purchase new cards or add money to existing cards. Library staff will manage all transactions, and the service will be cash-only. The City will receive a 3.5% commission on sales.

Library staff are currently working with Burbank Water & Power and the Public Works Department to install and activate required analog phone lines for the sales devices. The Library is also working with the Finance Department to set up accounts for the funds for this activity and is developing training material for relevant staff.

The Library expects to be able to launch this service in January and will work with City and Metro public information offices to coordinate a publicity strategy.



**Amendment to TAP Pass Seller Agreement
with City of Burbank**

This Amendment to the TAP Pass Seller Agreement is between the Los Angeles County Metropolitan Transportation Authority (LACMTA) and City of Burbank ("**Seller**"), and dated as of October 11, 2017

RECITALS:

- A. LACMTA and Seller entered into that certain TAP Pass Seller Agreement dated as of January 30, 2009 (the "Existing Agreement").
- B. The parties desire to amend the Existing Agreement as specifically provided herein.

AGREEMENT:

1. The parties desire to amend the Existing Agreement by adding the following location(s):

SEE ATTACHED LIST OF LOCATIONS

2. Except as expressly amended hereby, the Existing Agreement remains in full force and effect as originally executed. All rights and obligations of the parties under the Existing Agreement that are not expressly amended by this Amendment shall remain unchanged by this Amendment.

Seller: **City of Burbank**

**Los Angeles County
Metropolitan Transportation Authority**

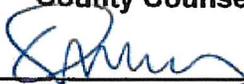
By: 
Ron Davis

By: 
David Sutton

Title: **City Manager**

Executive Officer, LACMTA TAP

**Approved As to Form:
Mary C. Wickham
County Counsel**

BY: 
Deputy

Date: 10/31/17

Dated: _____

**Amendment to TAP Pass Seller Agreement
with City of Burbank**

ATTACHMENT - LOCATION LISTING

**Burbank Central Library
110 N. Glenoaks Blvd, Burbank, CA 91502**

**Buena Vista Branch Library
300 N. Buena Vista Street, Burbank, CA 91505**

**Northwest Branch Library
3323 W. Victory Blvd, Burbank, CA 91505**

SUSTAINABLE BURBANK COMMISSION
November 20, 2017

SYNOPSIS OF ITEMS ARE IN BOXES BELOW

I. GREEN SPOTLIGHT AWARD:

Mr. O'Brien introduced the November Green Spotlight recipient, Dunn-Edwards Paint. Dunn-Edwards Paint demonstrates sustainability by being a PaintCare Collection site for recycling paint.

II. ORAL COMMUNICATIONS:

A. Public Communication:

Ms. Jacob, school teacher from Burbank High School, announced that she and a student were attending the meeting on behalf of Burbank High School's Club Marine and were interested in hearing about polystyrene (styrofoam) in the City.

B. Commission Member Communication:

Ms. Kirschenbaum announced that she attended Club Marine at Burbank High School, Rim of the Valley meeting with Representative Adam Schiff, spoke with several individuals and organizations regarding the City's temporary ban of RoundUp, attended a lecture by the Pasadena League of Women Voters on renewable energy, and met with staff from Christina Garcia's office regarding Senate Bill 100, California Renewables Portfolio Standard Program. Ms. Kirschenbaum recommended a speaker on affordable housing for the December 2017 meeting.

Mr. Roesner shared an article on Salt Water Brewery that has developed edible six-pack rings. He also suggested several edits to the draft letter to Council regarding a proposed ban on polystyrene.

Mr. Dunigan asked Staff when the next Master Recycler program was planned.

C. Staff Communication:

Kreigh Hampel, Recycling Coordinator, noted that the next Master Recycler program will occur in January or February 2018. He also expressed his interest in Angel City Lumber, a Los Angeles based company that creates lumber from street trees.

III. APPROVAL OF MINUTES:

The minutes from the October 16, 2017, meeting were approved by Mr. Dunigan, Ms. Gamino, Ms. Kirschenbaum, Mr. O'Brien, and Ms. Zimskind. Mr. Goodman and Mr. Hagobian abstained. Mr. Roesner left the meeting early and Mr. Yegparian arrived late. Neither Commissioner was in attendance to vote on the minutes.

IV. PLASTICS RECYCLING UPDATE:

At its October 16, 2017 meeting, the Commissioners requested an update on plastic recycling, including plastic clamshell recycling, by Recycle Center staff.

Kreigh Hampel discussed issues occurring in plastic recycling and noted that Burrtec is researching brokers to find sources for recycling plastic. He noted that the issue with plastic clamshells is that they are made out of different resins than plastic bottles and therefore cannot be recycled with bottles. Many recycling facilities are warehousing them for now.

V. POLYSTYRENE BAN PRESENTATION BY KIM BRAUN, CULVER CITY ENVIRONMENTAL PROGRAMS AND OPERATIONS MANAGER:

At its October 16, 2017 meeting, the Commissions agreed that Greg Dunigan would request a presentation by Kim Braun, Culver City Environmental Programs and Operations Manager, regarding banning polystyrene within the City.

Julianne Zuccardi, Business Recycling Specialist from the City of Culver City, gave a presentation on the process the City of Culver City used when it launched a citywide polystyrene ban.

VI. POLYSTYRENE BAN DISCUSSION AND DRAFT LETTER REVIEW:

At its October 16, 2017 meeting, the Commissions agreed to discuss a proposal to ban polystyrene in the City. The discussion may include the ability to vote on a letter to Council suggesting a ban on polystyrene.

The Commissioners discussed a draft letter to Council to recommend a polystyrene ban. They agreed to form an Ad Hoc Polystyrene Ban Subcommittee.

VII. AD HOC COMMUNITY OUTREACH SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Outreach Subcommittee to investigate and formulate avenues for community outreach that will promote sustainability throughout the City. 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.

Ms. Kirschenbaum reported that the Ad Hoc Community Outreach Subcommittee now has access to the Sustainable Burbank Facebook page and will update it. She encouraged the Commissioners to "like" the page and ask their friends to do the same. Mr. Dunigan added that the Subcommittee can post events on the Facebook page. He also noted that biographies are still needed from several Commissioners and should be sent to the Recording Secretary, Mary Doyle.

VIII. AD HOC PROJECT DEVELOPMENT CHECKLIST SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Project Development Checklist Subcommittee to craft a sustainability checklist for project development packets. 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. Goodman requested that this item be discussed following the City of Culver City presentation. After the presentation, he distributed two documents for the group to review for discussion at next month's meeting.

IX. AD HOC COMMUNITY SCORECARD SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Community Scorecard Subcommittee to create a scorecard that reflects the progress of the City's sustainability goals. 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.

Ms. Zimskind explained that she began pulling public data for some of the 21 indicators for the Community Scorecard. Mr. O'Brien added that he will work with the 2035 City plan to see if there are any crossovers between the plan and the scorecard.

X. AD HOC BICYCLE PATH CONNECTIVITY SUBCOMMITTEE REPORT

At its September 18, 2017, meeting, the Commissioners agreed to form the ad hoc Bicycle Path Connectivity Subcommittee to work on missing bike path links and regional bicycle path connectivity. 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. Hagobian noted that the Subcommittee met briefly with City staff but asked to wait until Mr. Yegparian was in attendance before speaking further on the Subcommittee. The Subcommittee will provide an update at next month's meeting.

XI. 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.

- Guest speaker, Alex Visotzky, affordable housing advocate with Bend the Arc.

XII. BURBANK GREEN SPOTLIGHT AWARD FOR DECEMBER 2017:

The Commission will review applications, if any, and select one if its members to identify a Burbank Green Spotlight Award winner for December 2017.

The Commission agreed to present Girl Scout Troup 2056 with the Green Spotlight award at their December meeting.

XIII. ADJOURNMENT

The meeting was adjourned at 7:05 p.m.

CITY OF BURBANK
BURBANK CULTURAL ARTS COMMISSION

NOTICE OF CANCELLATION OF REGULAR MEETING

NOTICE IS HEREBY GIVEN that there will be no Regular Burbank Cultural Arts Commission Meeting on December 14, 2017. The next regular meeting will take place in January 2018.

DATED 11/27/17



memorandum

DATE: November 13, 2017

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director-
Business and Economic Development 

**SUBJECT: THE BURBANK HOSPITALITY ASSOCIATION (BHA)
MEETING SYNOPSIS –OCTOBER 25, 2017**

- The Board held a Closed Session Meeting with legal counsel pursuant to Government Code section 54956.9(d)(2) or (3) to discuss the recommendations from the Burbank City Attorney's December 20, 2016 staff report to City Council.
- Representatives from the Magnolia Park Merchant's Association requested a sponsorship of \$15,000 for the Annual Holiday in the Park event. In 2015, approximately 5,000 people attended, and in 2016, nearly 15,000 people attended. To date, no hotel room bookings can be quantified. Given that it is largely a local community event and a proper return on investment cannot be calculated, the BHA made a motion to not move forward with a sponsorship to the Holiday in the Park event at this time.
- Representatives from the Martial Arts History Museum requested a sponsorship of \$40,000 for the 2018 Dragonfest Expo. Dragonfest is the largest martial arts convention on the West Coast with celebrities, martial arts stars, vendors, and exhibitors. In the four years the Martial Arts History Museum has produced the Expo, attendance has increased from 500 to 2,000 visitors. The Board indicated that the proposed event dates in August 2018 were not very desirable to the hoteliers, but agreed that with a date change, Dragonfest could have potential to grow as an annual event. The BHA requested a more detailed presentation regarding hotel room nights to be generated and a possible date change. Representatives will return with more information in January 2018.
- Hunden Strategic Partners presented the economic impact results from the 2017 Burbank Comedy Festival, which the BHA supported with a \$20,000 sponsorship. Approximately 200 of the 2,500 attendees of the festival were surveyed to generate the impact results. Nearly 75% indicated they were from the Greater Los Angeles area and it was their first time attending the Comedy Festival. Based on the survey results, Hunden estimated 951 new room nights in Burbank as a result of the festival.

- The BHA's Legal Counsel shared a draft of the Amended City Services Agreement between the City of Burbank and the T-BID. The Board was amenable to the final draft including the need to remove the CDD Director as a voting Board Member, but stated that they would still appreciate feedback and regular attendance from the City of Burbank on the Board. To ensure that a representative from the City is present at the meetings, the Board suggested including the phrase 'CDD Director or his/her designee' to the Agreement.
- The Board approved the 2016 BHA tax returns. Legal Counsel indicated that the BHA's Fair and Political Practices Commission Legal Counsel reviewed the returns along with the accountants to ensure proper forms were filled out that disclosed political donations.
- Staff presented a draft Travel and Reimbursement Policy. The Board felt that the policy did not accurately depict hotel and airfare rates, nor did they see the need for this type of policy as a necessity for the operations of the BHA. The Board elected not to move forward with the Travel and Reimbursement Policy at this time.
- The BHA's Legal Counsel presented a draft Procurement Policy to establish a method for purchasing routine expenses. The Board was in support of creating this Policy, but suggested reviewing the details with the legal sub-committee prior to a formal Board approval.
- At the request of the BHA Board from the October 25th Board Meeting, staff presented a spreadsheet comparing 13 different financial institutions and their respective interest rates for short-term investment accounts. The spreadsheet included the Burbank City Treasurer's Investment Account. While the City Treasurer's investment funds yield the highest return, the BHA was still willing to open a short term Certificate of Deposit (CD) account at Golden State Bank, which yielded the highest negotiated interest rate among the remaining 12 financial institutions. The BHA approved Resolution #004 - authorizing the right to establish a short-term investment and checking account at Golden State Bank. Mr. Garibian abstained from the vote since he is a member of an Advisory Board to the Golden State Bank. The establishment date of the CD and total to be invested will be discussed at the next regularly scheduled Board Meeting.
- The BHA expressed interest in attending the 2018 International Pow Wow (IPW) conference with a booth in partnership with the Hollywood Burbank Airport and Warner Bros. Hollywood Studio Tours. The Board agreed to approve a not-to-exceed amount of \$1,500 for joint booth rendering designs with the Hollywood Burbank Airport, or up to \$5,000 if Warner Bros. would like to partake in the joint booth renderings.
- The next regular meeting of the BHA is scheduled for November 29, 2017.

City of Burbank Police Department Memorandum



DATE: November 27, 2017

TO: Ron Davis, City Manager

FROM: Scott LaChasse, Chief of Police

A handwritten signature in blue ink that reads "Scott LaChasse".

SUBJECT: CITY MANAGER TRACKING LIST NO. 2044 – BIDDING FOR ANIMAL SHELTER PETS

On August 15, 2017, the Council requested a report on the bidding of Animal Shelter pets. Specifically, the Council wanted to know if organizations are allowed to bid on Animal Shelter pets over individuals.

In 2016, 329 dogs and 609 cats were adopted from the Animal Shelter. The adoption volume in 2017 so far is comparable to 2016. As a long-standing practice, when there is an interest in the adoption of an animal from more than one individual, the Animal Shelter holds a drawing. The Animal Shelter does not hold auctions where interested parties (individuals or organizations) bid on an animal. Those interested in participating in the drawing must be over 18 years of age and have a valid Driver's License or State identification. Only one ticket per residence is given. There is no cost for someone to participate in the drawing. The drawing winner goes through an adoption screening process. The parties who do not win the raffle are advised that if the adoption falls through, another raffle will be held and will only include individuals that participated in the first raffle. This process is repeated until the adoption is successful.

The adoption fees are \$85 for cats and \$125 for dogs. The fee may increase slightly when an animal receives additional vaccines. The cost for an additional vaccine is \$15 each. These fees are listed in the City's Fee Schedule.

The Animal Shelter is fortunate in that many individuals show interest in adopting the animals. Rescue organizations are rarely called upon to take adoptable animals unless the Animal Shelter is running out of space to house animals. Rescue organizations are usually reserved for animals that need extensive medical treatment or for animals that have behavior issues that can be remedied with professional help. These problematic animals are not made available to the general public and are transferred to the rescue agency. If not taken by a rescue organization, these animals would be euthanized due to the extensive medical treatment required and/or the behavior issues. In a year, there may be 5-10 animals that fall into this category.

City of Burbank Police Department Memorandum



DATE: November 28, 2017

TO: Ron Davis, City Manager

FROM: Scott LaChasse, Chief of Police *Scott LaChasse*

SUBJECT: CITY MANAGER TRACKING LIST NO. 2043 – LIMITS ON NUMBER OF PETS ALLOWED PER HOUSEHOLD

On August 15, 2017, the Council requested a report on consideration of raising the limit of pets allowed per household.

Background

Burbank's current dog and cat limit per household is a maximum of three (3) pets (combination dog and cat). A residence with four (4) or more animals would be designated as a Kennel per Burbank Municipal Code Section 5-1-1501 which defines a Kennel as any lot, building, enclosure or premises wherein four (4) or more dogs, cats, or combination thereof, four (4) months of age or over are kept, except for pet shops selling animals from a registered rescue organization, adoption agency or public animal shelter. The operation of a Kennel would therefore require a business license and permit. In addition, the housing facility would need to meet several code requirements relative to heating, ventilation, drainage etc. which would not be conducive to a homeowner who is not operating a business.

Staff conducted a survey to see how Burbank's pet limit compared to other neighboring jurisdictions. The results were as follows:

City Pet Limit Per Household	Dogs	Cats
Burbank	3	
City of Los Angeles	3	3
County of Los Angeles	4	5
Glendale	2	3
Pasadena	4	4
South Pasadena	3	5
Santa Clarita	4	10
Santa Monica	No limit	No limit

In this survey, Burbank was the only city that has a combined dog and cat limit. The other cities listed have separate limits for each category.

In July 2017, the County of Los Angeles increased their dog limit from three (3) to four (4) in an effort to encourage their residents to adopt an additional dog from one of the County Animal Shelters which would ultimately decrease euthanasia rates.

Santa Clarita has one of the highest limits for cats in the survey. Residents can own up to ten (10) cats provided that each cat is individually licensed, spayed or neutered and kept primarily indoors. One of the requirements to having four (4) dogs is that all of the dogs are spayed and neutered. If the dogs are not all spayed and neutered, then residents are only allowed to have three (3) dogs.

Santa Monica does not have a limit on the number of dogs and cats kept at a residence. They are looking at revising their animal related municipal codes in the future and will consider adding a limit at that time.

Discussion

Establishing a number of pets allowed constitutes a delicate balance between animal welfare and residents' freedom to keep pets in their homes. The challenge posed is whether a jurisdiction will focus on enforcing the negligence and nuisance laws or setting pet limits. While responsible pet owners can properly care for their animals, negligent pet owners can create a greater nuisance for their neighborhoods and increasing pet limits will only exacerbate those situations. Each year, the Animal Shelter receives and responds to approximately 1,000 calls for Municipal Code violations including barking complaints, leash law violations and wellbeing checks etc. An additional 600 calls for stray animals are also responded to each year. Raising the pet limit per household will likely increase the number of such complaints and increase staff's workload.

Conversely, increasing the limits may also encourage people to adopt additional pets from the Animal Shelter or other animal shelters. If the limits were to be raised, staff would recommend adding a stipulation to allowing additional pets beyond the three (3) per household, such as requiring that all animals in the household are spayed and neutered. If a separate limit is set for dogs and cats, consideration should also be given to making cat licensing, including vaccinating for rabies, mandatory. Currently it is optional.

Recommendation

The Animal Shelter has not seen significant interest from residents requesting to own more pets than currently permitted by the Burbank Municipal Code. In consideration of the limited interest, combined with the unquantifiable effect on Animal Shelter workload, staff recommends the pet limit remain unchanged at this time.



November 30, 2017

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 Monday, December 4, 2017, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 Hollywood Way, Burbank, California 91505.

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

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Regular Meeting of Monday, December 4, 2017

9.00 A.M.

NOTE TO THE PUBLIC: *The Commission invites public comments on airport-related non-agenda matters during the Public Comment period. The Commission will receive public comments on agenda items as each 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 Commission's secretary.*
- *Limit public comments to five minutes, or such other period of time as may be specified by the presiding officer, and confine remarks to matters that are on the Commission's agenda for consideration or are otherwise within the subject matter jurisdiction of the Commission.*

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 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.

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) October 16, 2017

[See page 1]

- 2) Finance and Administration Committee **[See page 5]**
 - (i) October 16, 2017
 - b. Commission Minutes (For Approval)
 - 1) November 13, 2017 **[See page 7]**
 - c. Treasurer's Report
 - 1) September 2017 **[See page 14]**
 - 2) August 2017 **[See page 39]**
 - d. Travel Authorization for Staff Attendance at Routes Americas 2018 Air Service Development Forum **[See page 62]**
 - e. Award of Short Term Parking Space Reservation Agreement - Trophy Automotive Dealer Group LLC **[See page 63]**
 - f. Award of Month-to-Month Space Lease - Universal Protection Services, L.P., dba Allied Universal Security Services **[See page 65]**
6. ITEMS FOR COMMISSION APPROVAL
- a. Award of First Extension Option - Landscaping Service Agreement - Parkwood Landscape Maintenance, Inc. **[See page 67]**
 - b. Award of Lease – Terminal Space Lease NewZoom LLC (dba ZoomSystems) **[See page 68]**
 - c. Award of Concession and Lease Agreement - Automated Teller Machine - MOBILEMONEY, INC. **[See page 72]**
7. ITEMS FOR COMMISSION DISCUSSION
- a. Traveler's Tails – All tales begin here **[No Staff Report]**
8. ITEMS FOR COMMISSION INFORMATION
- a. Airport Procedures and Aircraft Operations **[No Staff Report]**
9. COMMISSIONER COMMENTS (Updates and information items, if any)

10. CLOSED SESSION

- a. CONFERENCE WITH LABOR NEGOTIATOR
(California Government Code Section 54957.6)
Authority Representative: Terence Boga, Esq.
Unrepresented Employee: Executive Director

11. ADJOURNMENT

COMMISSION NEWSLETTER
December 4, 2017

[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 October 16, 2017, Operations and Development Committee and approved minutes of the October 16, 2017, Finance and Administration Committee are included in the agenda packet for information purposes.
- b. COMMISSION MINUTES. Draft minutes of the November 13, 2017, special meeting are attached for the Commission's review and approval.
- c. TREASURER'S REPORT. The Treasurer's Reports for August and September 2017 are included in the agenda packet. At the November 13, 2017, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission note and file these reports.
- d. TRAVEL AUTHORIZATION FOR STAFF ATTENDANCE AT ROUTES AMERICAS 2018 AIR SERVICE DEVELOPMENT FORUM. A staff report is included in the agenda packet. Staff seeks Commission approval of a travel authorization for the following personnel to attend the Routes Americas 2018 air service development forum being held in Quito, Ecuador from February 13-15, 2018: Frank R. Miller, Executive Director; Denis Carvill, Deputy Executive Director, Operations and Airline Relations; and Nerissa Sugars, Manager, Air Service Development, Customer Experience, and Branding.
- e. AWARD OF SHORT TERM PARKING SPACE RESERVATION AGREEMENT – TROPHY AUTOMOTIVE DEALER GROUP LLC. A staff report is included in the agenda packet. At the November 13, 2017, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve the Short Term Parking Space Reservation Agreement with Trophy Automotive Dealer Group, LLC, dba Universal City Nissan ("Universal City Nissan") for 523 spaces in Parking Lot B ("Lot B") located on Hollywood Way. Due to operational needs, Universal City Nissan has requested to utilize the parking spaces in Lot B for the parking of motor vehicles on a daily basis. Payment for these parking spaces will be in arrears and is subject to the City of Burbank's transient parking tax.
- f. AWARD OF MONTH-TO-MONTH SPACE LEASE - UNIVERSAL PROTECTION SERVICES, L.P., DBA ALLIED UNIVERSAL SECURITY SERVICES. A staff report is included in the agenda packet. At the November 13, 2017, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve a Month-to-Month

Office Lease ("Lease") with Universal Protection Service, L.P., DBA Allied Universal Security Services ("Allied Universal"). The 290 sq. ft. office space located in Building 9 will be used as support space for Allied Universal's airport security and traffic control services operation. HSS, Inc., the previous provider of airport security and traffic control services vacated the office space on October 13, 2017. The proposed Lease replaces the lease formerly held by HSS, Inc., and will generate \$555.83 per month with a total gross revenue of \$6,669.96 annually.

6. ITEMS FOR COMMISSION APPROVAL

- a. **AWARD OF FIRST EXTENSION OPTION - LANDSCAPING SERVICE AGREEMENT - PARKWOOD LANDSCAPE MAINTENANCE, INC.** A staff report is included in the agenda packet. Subject to the recommendation of the Operations and Development Committee"), this item has also been placed on the Commission's agenda for consideration at its meeting immediately following the Committee's meeting.

Staff recommends that the Commission exercise the first of two one-year extension options to the Landscaping Service Agreement between the Burbank-Glendale-Pasadena Airport Authority and Parkwood Landscape Maintenance, Inc., and authorize the Executive Director to issue a notice of the extension.

- b. **AWARD OF LEASE - TERMINAL SPACE LEASE - NEWZOOM LLC.** A staff report is included in the agenda packet. At the November 13, 2017, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend that the Commission approve a Terminal Space Lease ("Lease") with NewZoom, LLC dba ZoomSystems ("ZoomSystems"), to provide four post-security concession kiosks. In January 2015, the Authority entered into a lease with a predecessor of ZoomSystems for a post-security Benefit Cosmetics ZoomShop located in Terminal A. That lease will be replaced by the proposed Lease, creating a master lease for all spaces leased at the airport by ZoomSystems. During the first year of the proposed Lease, monthly rent for the pre-existing Benefit Cosmetics ZoomShop will be set at the greater of: \$499.78 or 9% of gross revenue for that month. For each year thereafter, monthly rent will be set at the greatest of: one-twelfth of 85% of rent paid for the preceding annual period; \$250; or 9% of gross revenue for that month.

In addition to the pre-existing Benefit Cosmetics ZoomShop located in Terminal A, the proposed Lease will allow ZoomSystems to install three new ZoomShop kiosks to include a UNIQLO ZoomShop in Terminal A, and a Best Buy Express ZoomShop and an additional Benefit Cosmetics ZoomShop in Terminal B. During the first six months of the proposed Lease, monthly rent for each of the new proposed ZoomShop kiosks will be set at 9% of gross revenue for that month. During the second six months of the proposed Lease, monthly rent will be set at the greater of: \$250 per month or 9% of gross revenue for that month. Finally, for each year thereafter, monthly rent will be set at the greatest of: one-twelfth of 85% of rent paid for the preceding annual period; \$250; or 9% of gross revenue for that month.

- c. **AWARD OF CONCESSION AND LEASE AGREEMENT - AUTOMATED TELLER MACHINE - MOBILEMONEY, INC.** A staff report is included in the agenda packet. At the November 13, 2017, special meeting of the Finance and Administration Committee ("Committee"), the Committee voted unanimously (3-0) to recommend to the Commission that it approve a proposed Automated Teller Machine ("ATM") Concession Agreement ("Agreement") with MOBILEMONEY, INC. ("MOBILEMONEY") for an initial five-year term. The Agreement is for six (6) ATM kiosks to be located both pre and post security in Terminal A and B, the Valet Center and the Customer Service Building of the Regional Intermodal Transportation Center ("RITC") where the rental car companies are located. This proposed Agreement replaces the expiring agreement with J.P. Morgan Chase which is no longer interested in providing ATM services.

7. ITEMS FOR COMMISSION DISCUSSION

- a. **TRAVELER'S TAILS – ALL TALES BEGIN HERE.** No staff report attached. Staff will present to the Commission an introduction of the Authority's Pet Therapy Program scheduled to begin on Thursday, December 14, 2017. This program, called "Traveler's Tails," uses trained, certified therapy dogs with volunteer handlers that have been approved to be in the secure area of the airport terminal. The handlers and their dogs will visit with passengers throughout Terminals A and B awaiting their flights. Every volunteer and each dog will be in uniform identifying themselves as part of the Hollywood Burbank Airport Pet Therapy program. The intent of this program is to provide all passengers an enhanced traveling experience as they travel through the convenience elevated facilities of the Hollywood Burbank Airport.

8. ITEMS FOR COMMISSION INFORMATION

- a. **AIRPORT PROCEDURES AND AIRCRAFT OPERATIONS.** No staff report attached. Staff will present to the Commission an overview of Airport Procedures and Aircraft Operations.

[Regarding non-agenda item]

NEWS RELEASE

November 30, 2017 – Hollywood Burbank Airport Posts October 2017 Statistics



News Release

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY
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(818) 840-8840 (818) 848-1173 FAX
WWW.HOLLYWOODBURBANKAIRPORT.COM

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FOR IMMEDIATE RELEASE

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HOLLYWOOD BURBANK AIRPORT POSTS OCTOBER 2017 STATISTICS

BURBANK, Calif., November 30, 2017 — Airline passenger traffic at Hollywood Burbank Airport increased in October 2017 as compared with October 2016. October's passenger count of 435,283 is an increase of 15.93 percent from the October 2016 passenger count of 375,456. The Airport's calendar year-to-date passenger total for the first ten months now stands at 3,867,167, an increase of 13.65 percent when compared to 3,402,555 passengers through the same period in 2016.

Month over month, commercial aircraft operations increased 13.45 percent and general aviation operations increased 1.90 percent when compared to October 2016. Overall general aviation operations decreased 7.70 percent year-to-date, and commercial aircraft operations have increased by 8.57 percent over the same ten-month period.

Total aircraft operations increased in October 2017 with 11,782 total aircraft operations, an 8.85 percent increase compared to 10,824 total aircraft operations in October 2016.

The top three airlines in October 2017 based on passenger count were Southwest Airlines (325,524), Alaska Airlines (43,509), and United Airlines (32,568).