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DEPARTMENT OF  
PUBLIC WORKS

TRAFFIC ENGINEERING  
DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

August 11, 1998

APPROVED  
BY THE CITY COUNCIL

SEP 1 1998

OFFICE OF THE  
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City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM (NTMP)  
STATUS REPORT FOR FISCAL YEAR 1997/98**

**LOCATION AND COUNCIL DISTRICT:**

Citywide, all districts.

**RECOMMENDATION:**

This report recommends that City Council adopt the Neighborhood Traffic Management Program (NTMP) Guidelines as modified (attached Exhibit A) and discussed in this report.

**CONTACT PERSON:** Karen Shipley, Administrative Services Officer, 264-8365

**FOR COUNCIL MEETING OF:** September 1, 1998

**SUMMARY:**

This report provides a summary of the NTMP program for FY 1997/98. An original goal of the program was to start one neighborhood in each Council district in this traffic-calming program each year. However, this has not been possible due to the lengthy process for Phase I and staffing vacancies. This report discusses potential solutions including program guideline modifications to streamline the process, staffing and the use of consultants.

**COMMITTEE ACTION:**

None.

**BACKGROUND:**

The NTMP program was developed as a new approach to calming traffic in residential neighborhoods. It establishes a framework through which Sacramento residents can address traffic issues in their own neighborhoods in partnership with city staff. The goal of this program is to improve the livability of neighborhoods by involving residents in the implementation of traffic calming methods. The NTMP concept was adopted in January 1995 and the program officially began in May 1996 with a lottery held to select the order of neighborhood participation. Eight neighborhoods, one from each council district, were selected to begin the first year.

Each NTMP area is represented by a Traffic Calming Committee (TCC). Assisted by city staff, the TCC develops a traffic calming goal and action plans for achieving it. Depending on the issues and level of community involvement, it can take from six months to two years or more to develop and carry out an action plan.

The NTMP program uses a combination of engineering, education and enforcement methods to achieve the goal set by the TCC. The NTMP consists of two phases. Phase I program improvements are less restrictive, low-cost solutions and include a combination of visibility, sign, and striping improvements. If the goals of the neighborhood are not met with Phase I improvements, the neighborhood may proceed with Phase II improvements, which includes more restrictive physical devices. Phase II implementation requires neighborhood support with City Council approval.

Project Status

Since the program was started, one neighborhood, Altos Avenue (District 2), has completed Phase I and met their goal of reducing traffic speeds. A second neighborhood in District 2 has been started. The other seven district neighborhoods either have completed or are just about to complete Phase I. These districts are currently evaluating the results of Phase I to determine if their goals have been met. A project status summary by council district is shown on Exhibit B.

It was originally proposed that one new neighborhood would be started in each council district per year. However, this has not been possible for the following reasons.

- ◆ Phase I has required more time than anticipated in order to get neighborhood input.
- ◆ The installation of Phase I measures and post-installation monitoring period has taken longer than anticipated.
- ◆ Staffing vacancies resulted in a 6-month program delay.

### Proposed Program Modifications

In order to get back on track with the program, several modifications to the program guidelines are proposed.

- ✓ Reduce the time period for using temporary control devices in Phase II from 3-6 months, to 2-4 months.
- ✓ Reduce the time for measuring the effectiveness of Phase II from 12 to 6 months.
- ✓ In practice, reduce the number of Traffic Calming Committee meetings by focusing on the issues and gaining consensus.
- ✓ Ask TCC members to meet independent of city staff on issues and have recommendations prepared when meeting with city staff.

### Proposed Staffing Solutions

The NTMP program staffing includes three positions: an Administrative Services Officer (ASO), Engineering Technician and Administrative Analyst. Of the three positions, only the ASO position is currently filled and even this position was vacant for awhile. As a result, the program was "on hold" for six months in FY 1998. The following solutions are recommended.

- ✓ Fill the two vacant positions as soon as possible.
- ✓ In the interim, use consultants for the engineering tasks of the program.

### Program Goals for FY 1998/99

The following goals for FY 1998/99 have been set in the anticipation of approval for the above-mentioned program modifications and staffing recommendations.

- ◆ Complete Phase II action plans for four NTMP areas.
- ◆ Start NTMP program in four new neighborhoods.

### **FINANCIAL CONSIDERATIONS:**

Funding for consultants will be accomplished with salary savings from the vacant positions. There is no impact on the General Fund.

### **ENVIRONMENTAL CONSIDERATIONS:**

None.

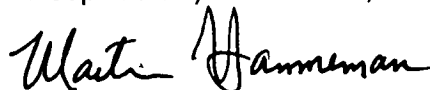
**POLICY CONSIDERATIONS:**

This program meets the city council's priorities of neighborhood revitalization and enhancement and public safety.

**MBE/WBE:**

Not applicable to this report as no goods or services are being purchased.

Respectfully submitted,



Martin W. Hanneman  
Manager, Traffic Engineering Services

Approved by:



Duane Wray  
Manager, Technical Services

RECOMMENDATION APPROVED:



William H. Edgar  
City Manager

Approved by:



Michael Kashiwagi  
Director of Public Works

Attachments

File:NTMP council status rept

# Exhibit A

## Neighborhood Traffic Management Program GUIDELINES

The City of Sacramento Department of Public Works has established guidelines for this program based on the success of similar programs underway in other western cities, input from Sacramento residents, and traffic engineering principles.

### WHAT IS THE NTMP?

The Neighborhood Traffic Management Program (NTMP) is a new approach to calming traffic in the residential communities of Sacramento. Many methods currently used by Public Works have been found to provide only temporary remedies, sometimes shifting traffic problems from one location to another.

The goal of this program is to improve the livability of neighborhoods by empowering residents. Residents will be provided with the educational and engineering tools necessary to implement strategic measures to change driver behavior and make local streets safer. This proactive and preventive program is intended to preserve the quality of life in Sacramento neighborhoods.

Residents will work closely with Public Works to learn how they can best manage traffic in their neighborhood utilizing the three E's:

- Engineering,
- Education, and
- Enforcement.

Action plans will be developed for each area participating in the program. Depending on the issues and level of community involvement it could take from six months to two years to develop and carry out an action plan. Afterwards, residents will be left with recommendations for continued community-based efforts to ensure success.

### WILL THE NTMP AFFECT OTHER TRAFFIC PROGRAMS?

All existing traffic programs currently offered by the City of Sacramento will continue to operate as they do presently. Neighborhoods that are on waiting lists for speed humps or traffic signals are encouraged to participate in this new program also. (No shift in resources has been necessary to provide this program.)

The NTMP is funded annually from gas tax and transportation sales tax (Measure A).

## **HOW DO NEIGHBORHOODS GET INVOLVED?**

Each neighborhood that wishes to participate in the program must complete a Community Action Request (CAR) form. CAR forms are available through Public Works, the Neighborhood Service Department, and the offices of city council.

The CAR form includes information on how the program works and the selection process. A minimum of 10 residents, each from a separate household, must sign the petition on the CAR form to qualify the neighborhood for selection. Residents should describe their neighborhood boundaries and traffic concerns on the CAR form.

CAR forms are ranked in the order received by Public Works.

## **WHICH NEIGHBORHOODS CAN PARTICIPATE?**

Public Works (PW) will organize CAR forms by council district. Each year one neighborhood will be selected from each of the council districts, with a goal of eight projects initiated annually.

## **HOW ARE NEIGHBORHOOD BOUNDARIES DEFINED?**

Boundaries for participating neighborhoods will be established based on:

- Initial input from residents (from CAR form),
- Reviewed by Public Work Staff to ensure that all affected areas are included, and
- If necessary, input from the office of the city council.

As appropriate, requests with overlapping boundaries may be consolidated.

The focus of this program will be on local residential streets. Major streets, such as those defined in the city of Sacramento general plan, will not be included in this program.

Once a neighborhood is selected for participation, PW will present the neighborhood boundaries to residents at the program kick-off meeting.

## **HOW WILL THE NTMP BE IMPLEMENTED?**

Together with Public Works, residents develop an action plan to calm traffic in their neighborhoods. Other PW programs respond only to site-specific traffic problems as identified by residents or other concerned parties. By considering the neighborhood as a whole and involving residents in the decision making process, other cities have found creative, comprehensive, and lasting solutions to traffic concerns.

Specifically, an action plan is developed which can be implemented in two phases. Projects

that move into Phase II will consider more restrictive control measures than implemented in Phase I. Implementation of Phase II requires neighborhood and Council approval.

### **WHAT IS PHASE I?**

In Phase I, residents and PW staff will work together to develop a traffic calming plan comprised of a combination of visibility, sign, and striping improvements. While these measures are currently used by Public Works to address site-specific traffic problems, they have never before been coupled with targeted police enforcement and educational measures to create a comprehensive traffic calming plan. The success of Phase I is contingent on community-driven measures.

Examples of Phase I Measures include:

- *Neighborhood Traffic Safety Campaign* – targeted distribution of educational materials regarding traffic safety issues;
- Parking Decisions;
- Crosswalks;
- Stop Signs;
- Signage directing traffic (i.e. truck route, mall);
- Bots Dots, reflective markings;
- Use of radar speed board in Neighborhoods;
- Targeted Police and Parking Enforcement; and
- Addition or Removal of Turn Lanes.

### **IS PHASE I NECESSARY?**

Each neighborhood selected to participate in the program must begin with Phase I. Some residents would prefer to skip Phase I for areas that have tried similar measures in the past. However, these measures have generally not been implemented as part of a comprehensive action plan – a core element of this program – Phase I should be undertaken by each participating neighborhood.

For those areas that have recently implemented similar measures, Phase I may simply consist of coupling existing measures with education and enforcement techniques. A comprehensive action plan should be implemented for a minimum of two months before proceeding to Phase II, even for those areas that currently have all desired measures in place.

## HOW WILL PHASE I BE IMPLEMENTED?

Once selected for participating in the program, Public Works will present the NTMP to the neighborhood at a community meeting. Program materials will be distributed, neighborhood boundaries will be discussed, and guidelines for establishing a neighborhood traffic calming committee will be presented.

### Steps for Implementation

- ▶ Neighborhood residents volunteer for the traffic calming committee (TCC)
- ▶ PW Staff conducts a field review to check existing conditions and collect the traffic data necessary to make informed decisions
- ▶ Together PW Staff and the TCC set meeting dates, times, and locations. The exact number of meeting will vary by neighborhood, but several meetings are anticipated. These meeting will be used to:
  - Establish goals for calming traffic in the neighborhood
  - Identify specific traffic concerns
  - Discuss traffic control measures previously implemented
  - Target potential measures
  - Define a traffic calming plan
  - Organize neighborhood outreach
- ▶ Assisted by Public Works, the TCC will present the traffic calming plan to neighborhood residents
- ▶ The traffic calming plan will be implemented for a period established by the TCC (a minimum of two months)
- ▶ PW Staff will measure the effectiveness of the traffic calming plan at the end of the preestablished implementation period
- ▶ The TCC will evaluate the effectiveness of the Phase I traffic calming plan to see if the established goals have been achieved.
- ▶ Assisted by the TCC, PW Staff will present the outcome of Phase I to neighborhood residents

## WHAT IS PHASE II?

If the traffic calming plan implemented in Phase I is not effective, based on the goals established by the TCC, residents may elect to move into Phase II of the program. For Phase II the traffic calming plan will be modified to include more restrictive physical devices. Before Phase II can be implemented, neighborhood residents must vote to adopt the proposed traffic control devices. After a neighborhood consensus has been reached, the City council must approve the revised



traffic calming plan due to the restrictive nature of Phase II measures and related environment concerns. To move from Phase I to Phase II, a minimum of 25% of those balloted must be in approval.

Examples of Phase II measures include:

- chokers,
- diverters,
- traffic circles, and
- speed humps.

### **WHO MUST APPROVE PHASE II MEASURES?**

The traffic-calming plan developed in Phase II will require neighborhood consensus for implementation. The plan may be voted on in its entirety with one vote or each traffic calming device by location may be voted on individually. Each residence within the study area will receive a ballot. For multi-family dwellings, such as apartment complexes, the building manager will receive the ballot. In order for the vote to be considered valid, a minimum of 25% of those balloted must respond within four weeks. To move forward with implementation of the traffic calming plan developed in Phase II, a majority (50% + 1) of ballots returned must favor the plan.

The State of California dictates that the city council must approve the traffic calming plan as modified in Phase II. According to the California Vehicle Code, restrictive measures such as those proposed under Phase II can only be implemented by ordinance or resolution from the city council. Additionally, the city council must approve an environmental review of the traffic calming plan as required by the California Environmental Quality Act (CEQA).

### **HOW WILL PHASE II BE IMPLEMENTED?**

Phase II may be implemented if the traffic calming plan developed in Phase I did not satisfy the goals set by the TCC. The neighborhood must express an interest in pursuing Phase II through a survey, vote, or community meeting (to be organize by TCC if Phase I goals are not met).

#### Steps for Implementation

- Residence reestablish TCC
- PW Staff meet with TCC to:
  - Analyze the traffic calming plan and identify those problems that were not sufficiently addressed under Phase I
  - Identify potential Phase II measures
  - Revise traffic calming plan

- ▶ PW Staff will conduct a field review to collect additional data and to check the feasibility of potential traffic control measures
- ▶ Assisted by Public Works, the TCC will present the revised traffic calming plan to neighborhood residents
- ▶ A neighborhood vote will be taken to decide whether the revised traffic calming plan will be implemented
- ▶ PW Staff will notify residents of the ballot results
- ▶ If voted in by residents, city council must approve the revised traffic calming plan before implementation
- ▶ The revised traffic calming plan will be implemented utilizing temporary control devices where possible for two to four months
- ▶ A neighborhood vote will be taken to determine whether permanent control devices will be installed
  - PW Staff will notify residents of the ballot results
- ▶ If voted in, the traffic calming plan will be fully implemented with permanent devices
  - Resident notification will precede construction
- ▶ PW Staff will measure the effectiveness of Phase II of the traffic calming plan for six months
- ▶ PW Staff will conclude by providing a Final Report and Maintenance Plan to residents

**Exhibit B**  
**NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM**  
**STATUS REPORT BY COUNCIL DISTRICT**

<b>District</b>	<b>NTMP Area</b>	<b>Project Status</b>
1	<b>Valley View Acres</b>	Phase I improvements installed. Currently completing enforcement portion. Next steps: review affect of Phase I traffic calming measures with TCC for goal evaluation.  <i><u>Next Neighborhoods:</u> Chaparral, Ishi Circle, Gardenland, Rockhampton</i>
2	<b>Altos Acres South Linda Woods</b>	NTMP COMPLETED - Phase I met TCC goal. Phase I traffic calming plan is completed. Presentation of Phase I to the neighborhood is planned for September 1998.  <i><u>Next Neighborhoods:</u> Mama Marks Area, Woodlake, Richardson Village, Lindley</i>
3	<b>Swanston Estates So.</b>	Phase I completed. TCC goal not met. Neighborhood survey completed with approval for Phase II. TCC currently evaluating Phase II traffic calming devices to develop Phase II action plan.  <i><u>Next Neighborhoods:</u> McKinley Park, River Park East</i>
4	<b>Swanston Palms</b>	Phase I completed. TCC goal not met. TCC is currently conducting survey of residents to determine support for Phase II.  <i><u>Next Neighborhoods:</u> Little Pocket, South Land Park Terrace, South Land Park Estates</i>
5	<b>East Central Oak Park</b>	Phase I completed. TCC goal not met. Neighborhood survey completed with approval for Phase II. TCC currently evaluating Phase II traffic calming devices to develop Phase II action plan.  <i><u>Next Neighborhoods:</u> Lawrence Park, Hollywood Park, Carleton Tract, Sacramento H.S. Area, Elmhurst, Kathleen Tract, Gould, Marshall</i>
6	<b>Colonial Village</b>	Phase I completed. TCC is currently evaluating post-implementation traffic data to determine is goal has been met.  <i><u>Next Neighborhoods:</u> Tallac Village South, Northeast Tahoe Park</i>
7	<b>No. of Valley Hi Park</b>	Phase I completed. TCC is currently conducting survey of residents to determine support for Phase II.  <i><u>Next Neighborhoods:</u> Summer Rim Cr., South of Valley Hi Park, Valley Center, Pocket, Mariner Point</i>
8	<b>Freeport Manor</b>	Phase I completed. TCC goal not met. A neighborhood survey is currently being conducted to determine support for Phase II.  <i><u>Next Neighborhoods:</u> Middlecoff, Barbee Way, Cabrillo Park, Olive Orchard Estates, Fullertown</i>

APPROVED  
BY THE CITY COUNCIL

SEP 1 1998

OFFICE OF THE  
CITY CLERK

**RESOLUTION NO. 98-455**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**RESOLUTION ADOPTING THE  
NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM (NTMP)  
GUIDELINES AS MODIFIED**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:**

- 1. The Neighborhood Traffic Management Program Guidelines are adopted as modified.
- 2. Staff is directed to proceed with staffing recommendations as outlined in the staff report.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_