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CONTINUED  
FROM 9-28-99  
TO 10-5-99

DEPARTMENT OF  
PUBLIC WORKS  
  
TRAFFIC ENGINEERING  
SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

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September 13, 1999

APPROVED  
BY THE CITY COUNCIL

OCT 5 1999

OFFICE OF THE  
CITY CLERK

City Council  
Sacramento, California

**SUBJECT: NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM ANNUAL  
UPDATE, PROGRAM CHANGES, AND STAFFING INCREASES**

**LOCATION AND COUNCIL DISTRICT:**

Citywide, all districts.

**RECOMMENDATION:**

Staff recommends that the City Council adopt the attached resolution, which:

- Increases the 1999/00 Public Works Department Operating Budget by 2.0 FTEs and \$90,108 establishing a source of funding reimbursement for an Administrative Analyst II and a Typist Clerk II position for the NTMP program.
- Amends the Neighborhood Traffic Management Program (NTMP) Guidelines

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

**FOR COUNCIL MEETING OF:** September 28, 1999

**SUMMARY:**

The NTMP was established in 1996 as a partnership program with the community and Public Works to calm traffic on residential streets. Since then, 14 neighborhoods have participated in the program. There are currently 33 neighborhoods on the waiting list to participate. This report gives an update on the program status and recommends: 1) increasing the 1999/00 Operating Budget by adding 1.0 FTE Administrative Analyst II and 1.0 FTE Typist Clerk II to facilitate working with a greater number of neighborhoods in the NTMP program, and 2) modifying the program guidelines to streamline the

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FROM \_\_\_\_\_  
CONTINUED

process and make the program more responsive and effective as well as changing the voting requirements.

**COMMITTEE/COMMISSION ACTION:** None

**BACKGROUND INFORMATION:**

The Neighborhood Traffic Management Program was adopted by City Council in December 1995 and officially began in May 1996 with a lottery to determine the order of neighborhood participation. The program focuses on reducing speeds and volumes on residential streets by using the three "E's": education, engineering and enforcement. This has been accomplished using a two-phase approach.

**Existing Process**

Phase I of the program is aimed at changing driver behavior through less restrictive measures such as visibility, signage and striping improvements. During this phase, a traffic calming committee (TCC) is established with volunteer residents. Information about the program and TCC members is disseminated by means of newsletters, postcards and flyers. A survey is conducted for resident input on their traffic concerns. Traffic data is collected on collision history while speed surveys and traffic counts are conducted. With the survey and traffic data information, the TCC develops a traffic-calming plan for their neighborhood. After installation of the Phase I devices, traffic is monitored and new data is collected to determine if the goals of the neighborhood have been met. Another survey is conducted and depending on the results, the neighborhood may proceed with Phase II of the program.

Phase II of the program involves placing more restrictive physical devices, such as traffic circles and speed humps on neighborhood streets. The TCC develops the Phase II plan which is presented to the neighborhood. Residents are then asked to vote in favor or against the proposed plan. If approved by the voters, the plan is presented to city council for final approval.

**Proposed Process**

The time involved for a neighborhood to complete Phase I has been approximately two years and to complete Phase II has been an additional year. Reasons for the lengthy time is in part due to implementation of a new program, staffing vacancies and completing Phases I and II separately. To decrease the time it takes a neighborhood to go through the entire process, the following two recommendations are proposed: 1) To make program guideline modifications to the traffic-calming devices and voting requirements in Phases I and II. The second recommendation is to increase program staffing.

This report recommends that Phase I be expanded to include devices currently in the Phase II process such as, speed humps, traffic circles, curb extensions and pedestrian islands. Phase II would consist of traffic diversion devices such as, half and full street closures, diverters, and one-way, two-way conversions. The majority of neighborhoods would not be considering traffic diversion and therefore would complete the NTMP

process with Phase I. This change to Phases I and II will result in the following advantages.

- ❖ The time to complete the new proposed Phase I with the use of expanded devices would be reduced from three years to less than two years.
- ❖ Fewer staff meetings with TCC members would be needed.
- ❖ TCC members would be encouraged to complete the Neighborhood Traffic Calming Class, giving them a background of traffic issues for developing a Traffic calming plan.
- ❖ Waiting time for new neighborhoods to participate in the program would be decreased.

### **Voting Change**

The NTMP Guidelines specify a voting process for residents of a neighborhood considering the implementation of more restrictive traffic-calming devices (currently in Phase II). The process requires that a minimum of 25% of all ballots mailed to residents must be cast and a simple majority (50% plus one vote) determines the outcome. This process has worked well, and it is recommended that this voting requirement remain for the proposed Phase I process. However, it is recommended that the voting requirements be increased when the traffic-calming devices being voted on include the diversion of traffic, such as those mentioned for the new proposed Phase II process.

Traffic diversion includes changing the accessibility to certain property, regardless of whether the property is developed or not. The midtown traffic-calming project has shown that people are very passionate about traffic issues when it comes to diverting traffic and that a greater level of support is needed. For these reasons, it is recommended that voting requirements on traffic diversion devices (half and full street closures, diverters, one-way, two way conversions) be as follows:

- Property owners cast votes (rather than just residents)
- A minimum 33 $\frac{1}{3}$ % of all ballots must be returned with votes cast (as opposed to 25%)
- A minimum 66 $\frac{2}{3}$ % majority of votes cast is required to approve the traffic-calming plan (as opposed to a simple majority).

These recommendations will require more consensus building among residents and property owners prior to voting.

### **"Grandfathered" Neighborhoods**

There are two neighborhoods currently participating in the NTMP that have completed Phase I and are proposing street closures as part of their Phase II plan. These neighborhoods are Valley View Acres/Valema Farms in District 1 and Woodlake Community in District 2. TCC members and staff have explained the current NTMP process to residents in these neighborhoods. The process as explained, has included the current voting requirements for Phase II. Residents in these neighborhoods have been involved in the process and have an expectation that they will soon be voting on the Phase II plan. Therefore, it is recommended that these two neighborhoods be "grandfathered" with respect to the proposed new voting requirements. That is



residents (one per household) will be mailed a ballot and a minimum of 25% of all ballots mailed must be returned with 50% plus one of the returned ballots in favor of the plan in order to proceed.

### **Existing Staffing**

Current NTMP staffing consists of the following:

- ❖ 1 FTE Program Manager
- ❖ 1 FTE Engineering Technician II
- ❖ 1 FTE Administrative Trainee
- ❖ 1 FTE Typist Clerk II (approximately 25% of time for NTMP, this position is the only clerical position in Traffic Engineering Services (TES) and is required to provide clerical support duties to all staff within TES.)

In addition to the above staff, the following positions spend a portion of their time on NTMP projects and are dependent on clerical and technical support by the positions above:

- ❖ Consultant (2 NTMP areas)
- ❖ Associate Engineer (2 NTMP areas)

### **Proposed Staffing**

To increase the number of neighborhoods participating in the NTMP, staff recommends the addition of two full time positions, one Administrative Analyst II and one Typist Clerk II. The goal is to have each Administrative Trainee/Analyst work with four neighborhoods as project manager. The Typist Clerk would assume some of the clerical tasks now being completed by the current Administrative Trainee and provide clerical support to the new Administrative Analyst.

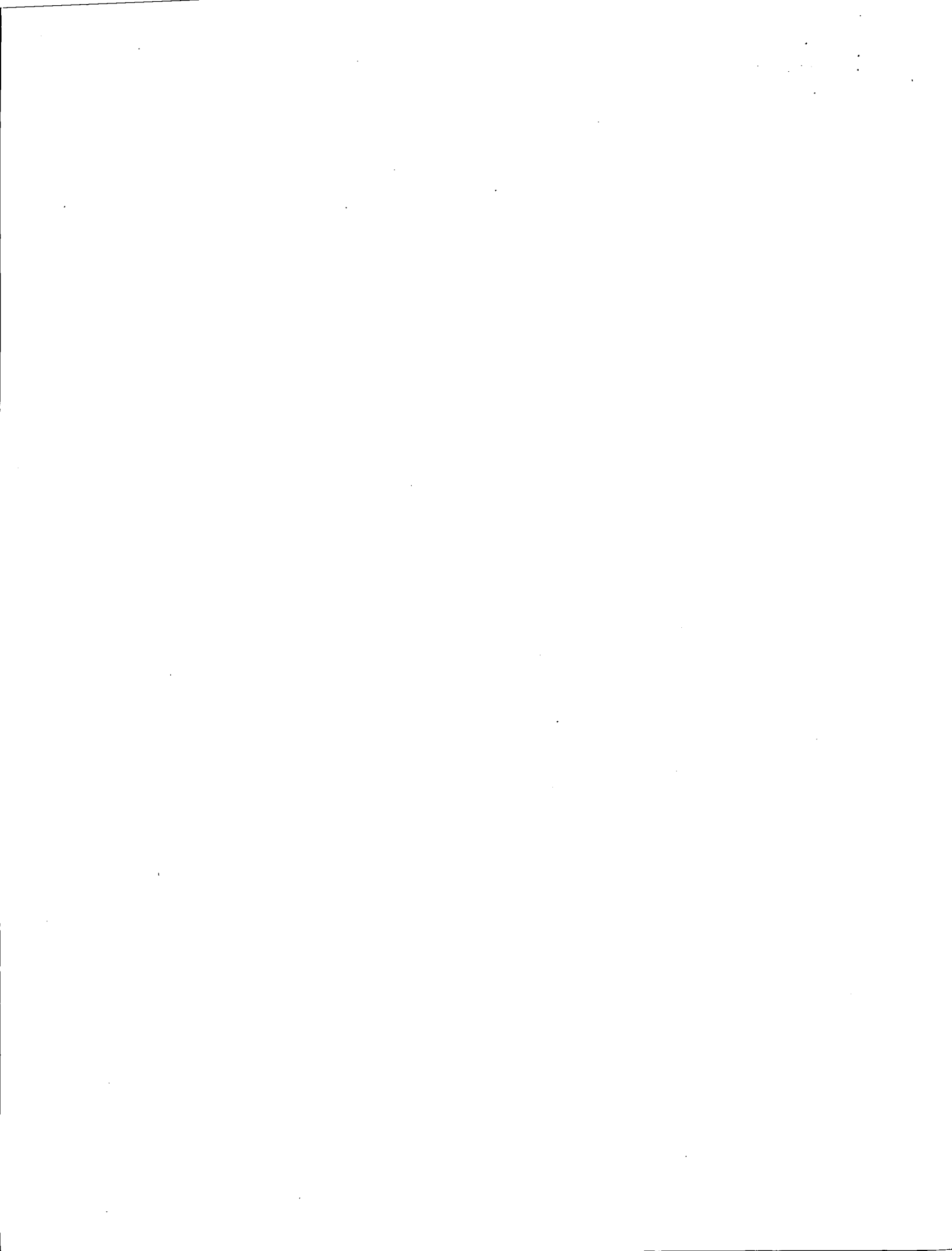
With the existing staff, there are 12 neighborhoods currently participating in the NTMP program. This number could be increased by 7-10 neighborhoods with the addition of an Administrative Analyst II and a Typist Clerk II.

### **Program Update**

During FY 1998/99, the first neighborhoods completed the ballot process for Phase II traffic calming plans. The ballot results were overwhelmingly in favor of the proposed plans, which included speed humps and traffic circles. Staff has worked with the Fire Department and Regional Transit (RT) to develop a modified speed hump that can be placed on RT and emergency response routes. The new modified hump will be placed on streets on a trial basis in the next few months. Staff will continue to explore new traffic-calming devices that can be used on residential streets. The status of neighborhood projects is shown on Attachment A.

## **FINANCIAL CONSIDERATIONS**

Gas Tax and Transportation Sales Tax provide funding for the NTMP program. An additional \$90,106 is required to fund 2.0 FTEs (an Administrative Analyst II and a Typist Clerk II) through June 30, 2000. The funding source for this increase is Gas Tax-Maintenance contingency. The contingency fund balance on July 23, 1999 was \$662,000.



**ENVIRONMENTAL CONSIDERATIONS:**

Ongoing administrative and maintenance activities, which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA guidelines, Sections 15061(b)(1), 15378(b)(3).

**POLICY CONSIDERATIONS:**

This program meets the Council's priorities of Neighborhood Revitalization and Enhancement and Public Safety.

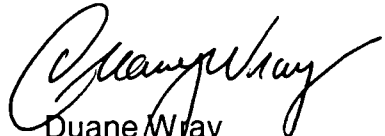
**ESBD CONSIDERATIONS:**

City Council adoption of the attached resolution is not affected by City policy related to the ESBD Program.

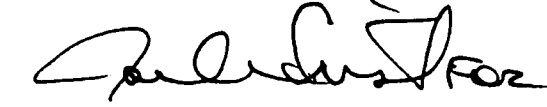
Respectfully submitted,

  
Karen Shipley  
Administrative Services Officer


Approved by:

  
Duane Wray  
Manager, Technical Services

RECOMMENDATION APPROVED:

  
ROBERT P. THOMAS  
City Manager

Approved by:

  
Michael Kashiwagi  
Director of Public Works

Attachments



**ATTACHMENT A**

**CURRENT NTMP PROJECTS**

<b>District</b>	<b>Area</b>	<b>Project Status</b>
1	Valley View Acres	Phase II plan awaiting results of Truxel Road extension. Closure plan being developed.
	Chaparral	NTMP kick-off meeting was in June 1999. TCC established and will be scheduled to attend the next Neighborhood Traffic Class.
	Ishi Circle	Scheduled to begin NTMP process in Fall 1999.
	Next Neighborhoods: Gardenland, Rockhampton	
2	Linda Woods	Phase I completed. Monitoring data and resident survey indicates need for Phase II.
	Woodlake	Phase II plan developed and is currently being reviewed by residents.
	Next Neighborhoods: Mama Marks, Richardson Village, Lindley, Parker Homes Terrace	
3	Swanston Estates	Phase II plan approved by voters and being implemented. Speed humps to be installed in September.
	Fremont Pk/Winn	Developing traffic calming in September.
	McKinley Park	Scheduled to begin NTMP process in September 1999.
	Next Neighborhoods: River Park East, Lagomarsino	
4	Swanston Palms	Phase II plan which includes the placement of tree wells in the center of Vallejo Way was approved by voters and is scheduled for council approval in September.
	Little Pocket	Scheduled to begin NTMP process in October 1999.
	Next Neighborhoods: S. Land Park Terrace, S. Land Park Estates	
5	E. Central Oak Park	Phase II plan approved by voters and being implemented. Plan includes speed humps and a traffic circle.
	Lawrence Park	Began NTMP process in November 1998. Residents currently developing phase I plan.
	Next Neighborhoods: Hollywood Park, Carleton Tract, Sacramento High School Area, Elmhurst, Kathleen Tract, Gould, Marshall, Irvin	
6	Colonial Village	Phase II plan approved by voters and being implemented. Plan includes traditional and modified speed humps.
	Tallac Village S.	Scheduled to begin NTMP process in Fall 1999.
	Next Neighborhoods: NE Tahoe Park, Tahoe Park	
7	N. of Valley Hi Park	Neighborhood completed NTMP process in June 1999.
	Summer Rim Cr.	Began NTMP process in January 1999. Phase I plan currently being implemented.
	Next Neighborhoods: S. of Valley Hi Pk, Valley Center, Pocket, Mariner Pt.	
8	Freeport Manor	Phase II plan approved by voters and being implemented. Plan includes speed humps and stop signs. Speed humps to be installed in September.
	Golf View Terrace Estates	Began NTMP process in August 1999. Neighborhood kick-off meeting held August 18, 1999. TCC selection completed and will be scheduled to attend the next Neighborhood Traffic Class.
	Next Neighborhoods: Barbee Way, Cabrillo Park, Olive Orchard Est., Fullertown, Arroyo Vista	

AMENDED

**RESOLUTION NO.**

99-564

ADOPTED BY THE SACRAMENTO CITY COUNCIL

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

**A RESOLUTION AMENDING THE 1999/00 DEPARTMENT OF PUBLIC WORKS OPERATING BUDGET TO ADD 2 FULL TIME EMPLOYEES (FTEs) AND RELATED OPERATION COST FOR THE NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM AND AMENDING THE NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM GUIDELINES**

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

1. That, staffing in the Technical Services Division of the Department of Public Works be increased by one (1) Administrative Analyst II and one (1) Typist Clerk II.
2. That, \$90,106 be appropriated from Gas Tax-Maintenance contingency to the 1999/00 Operating Budget for the Technical Services Division in the Department of Public Works as follows:

203-710-7012-4999	Gas Tax-Maintenance Contingency	<90,106>
203-310-3139-4384	Cost Reimbursement-Charge	90,106
101-310-3139-4374	Cost Reimbursement-Credit	<90,106>
101-310-3139-4101	Regular Hours	62,768
101-310-3139-4122	FICA	5,404
101-310-3139-4123	Insurance Contribution	7,307
101-310-3139-4125	SUI	188
101-310-3139-4126	Workers Compensation	439
101-310-3139-4411	Office Supplies	600
101-310-3139-4461	Small Tools	1,000
101-310-3139-4462	Computer Supplies	3,400
101-310-3139-4991	Base Adjustment (one time service/supply)	9,000

3. That the Neighborhood Traffic Management Program Guidelines are amended to reflect the Phase I and Phase II devices and voting requirements as stated in Exhibit A.

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

DATE ADOPTED: 7

4. That the neighborhoods of Valley View Acres/Valema Farms in Council District 1, Woodlake Community in Council District 2, and Midtown South in Council District 3 be "grandfathered" with respect to the voting requirements for Phase II in the amended Neighborhood Traffic Management Program Guidelines. The voting requirements for these three neighborhoods proposing Phase II traffic-calming measures will be:

- a. Voting will be accomplished by residents and business tenants
- b. A minimum of 25% of all ballots must be returned with votes cast
- c. Of those ballots received, 50% plus one vote must be in favor of the Phase II plan in order to proceed with implementation.

\_\_\_\_\_  
MAYOR

ATTEST:

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

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

# Neighborhood Traffic Management Program

## GUIDELINES

The city of Sacramento's Department of Public Works has established guidelines for the Neighborhood Traffic Management Program (NTMP) based on input from Sacramento residents, traffic engineering principles and the success of similar programs underway in other cities.

### WHAT IS THE NTMP?

The NTMP is a relatively new approach to calming traffic in Sacramento's residential communities. The methods used by Public Works in the past only provide temporary remedies, sometimes shifting traffic problems from one location to another.

This proactive and preventive program is intended to preserve the quality of life in Sacramento neighborhoods. The program's goal is to improve the livability of neighborhoods by empowering residents. Through the program, residents are provided with the educational and engineering tools necessary to implement strategic measures to modify driver behavior to help make local streets safer.

In partnership, residents will work closely with Public Works to learn how they can best manage traffic in their neighborhood by using the three E's:

- Engineering
- Education
- Enforcement

Together with Public Works staff, residents develop an action plan to help calm traffic in their neighborhoods. The NTMP seeks creative, comprehensive and lasting solutions to traffic concerns by considering the neighborhood as a whole and involving residents in the decision making process. Depending on the issues and level of community involvement, it can take from six months to two years to develop and carry out an action plan. Afterward, residents are provided with recommendations for continued community-based efforts to ensure success.

### WILL THE NTMP AFFECT OTHER TRAFFIC PROGRAMS?

The existing traffic programs offered by the city of Sacramento are still in effect. Neighborhoods that are on waiting lists for speed humps or traffic signals are also encouraged to participate in this program.

No shift in resources has been necessary to fund the NTMP. It is funded annually from gas tax and transportation sales tax (Measure A).

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NTMP Guidelines  
Revised 9-28-99

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

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

## HOW DO NEIGHBORHOODS GET INVOLVED?

Each neighborhood must complete a Community Action Request (CAR) form. CAR forms are available through Public Works, the Neighborhood Service Department or City Council offices. The CAR form is also available on the internet at [www.sacto.org/ntmp](http://www.sacto.org/ntmp).

The CAR form includes information about how the program works, the selection process, a petition form and an area to list neighborhood boundaries and traffic concerns. A minimum of 10 residents, each from a separate household, must sign the petition to qualify the neighborhood for selection. CAR forms are ranked in the order received by Public Works.

Public Works continuously accepts Community Action Request (CAR) forms from neighborhoods and ranks them by Council District in the order they are received. Each year, one neighborhood will be selected from each council district, with a goal of eight projects initiated annually.

## HOW ARE NEIGHBORHOOD BOUNDARIES DEFINED?

Boundaries for participating neighborhoods are established based on:

- initial input from residents (from CAR form),
- a review by Public Works staff to ensure that all affected areas are included and
- input from City Council if necessary.

As appropriate, requests that have overlapping boundaries may be consolidated.

The program focuses on local residential streets. Major streets, such as those defined in the City of Sacramento General Plan, are not included in this program.

Once neighborhood boundaries are selected, Public Works presents the boundaries to residents at the program kick-off meeting.

## WHAT IS PHASE I?

Residents and staff work together to develop a traffic calming plan for each neighborhood aimed at achieving the neighborhood goals and objectives. This plan uses a combination of engineering, educational and enforcement measures to create a comprehensive traffic calming plan. Traffic calming measures that are considered include visibility, sign and striping improvements, as well as more restrictive measures. The success of the plan is contingent on compliance with the community-driven measures.

Each participating neighborhood must begin with Phase I. These measures are implemented as part of a comprehensive action plan.

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

Phase I is implemented for a minimum of two months before proceeding to Phase II, even for those areas that currently have all desired Phase I measures in place.

Examples of Phase I measures include:

- *Neighborhood Traffic Safety Campaign* – targeted distribution of educational materials regarding traffic safety issues
- parking restrictions
- 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
- addition or removal of turn lanes

More restrictive devices that may be incorporated include:

- chokers
- pedestrian islands
- curb extensions
- traffic circles
- speed humps

## WHO MUST APPROVE PHASE I MEASURES?

After neighborhood review, Phase I signage and striping improvements may be installed with a request by the traffic calming committee (TCC) and city traffic engineering staff approval. A Phase I plan that includes more restrictive devices is voted on by residents (one vote per household, unit of a multi-family dwelling or apartment complex (16 or more units)) within the neighborhood. In order for the vote to be considered valid, a minimum of 25 percent of those balloted must respond by the ballot due date. Of those received, 50 percent plus one ballot must be in favor of the entire Phase I plan in order to proceed.

## HOW WILL PHASE I BE IMPLEMENTED?

Public Works presents the NTMP program at a neighborhood meeting. Program materials are distributed, neighborhood boundaries discussed and guidelines for establishing a neighborhood traffic calming committee (TCC) are presented.

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

## Steps for Implementation

- Neighborhood residents volunteer for the TCC.
- Public Works staff members conduct a field review to check the existing conditions and collect the traffic data necessary to help the TCC make informed decisions.
- Public Works staff and the TCC set meeting dates, times and locations. The exact number of meetings vary by neighborhood, but several meetings are usually held. These meetings are used to:
  - discuss traffic control measures previously implemented;
  - identify specific traffic concerns;
  - establish neighborhood traffic calming goals;
  - target potential new measures;
  - define a traffic calming plan;
  - organize neighborhood outreach; and
  - attend a "Neighborhood Traffic Class."
- The TCC develops Phase I of the traffic-calming plan with assistance and review by Public Works staff for modifications, adjustments and suggestions.
- Assisted by Public Works, the TCC presents the plan to neighborhood residents.
- If the plan includes more restrictive measures, a neighborhood vote is taken to determine whether the plan will be implemented. When possible, the plan may include the installation of temporary devices (i.e. traffic circles). A ballot is distributed to all residents in the project area.
- Public Works staff notify residents about the results of the neighborhood vote.
- Contingent on approval of the plan by neighborhood residents, City Council must approve the plan for Phase I (if it includes more restrictive measures) before it is implemented.
- Phase I is implemented for a period established by the TCC (a minimum of two months).
- Public Works staff and the TCC measure the effectiveness of the traffic-calming plan at the end of the pre-established implementation period to see if the TCC goals have been achieved.
- Assisted by the TCC, Public Works staff present the outcome of Phase I to neighborhood residents.
- If temporary devices are installed, a neighborhood vote is taken to determine whether or not they should be replaced with permanent control devices or removed.

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

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

- Public Works staff notify residents about the ballot results.
- If voted in, the traffic calming plan is fully implemented with permanent devices.
- Resident notification precedes construction.
- Public Works staff measure the effectiveness of the plan for up to six months.
- Public Works staff conclude by providing a final report and maintenance plan to residents.

## WHAT IS PHASE II?

If the traffic calming plan implemented in Phase I does not meet the goals established by the TCC and Phase II can potentially meet the goals, residents may consider moving into Phase II. Projects that move into Phase II consider traffic diversion measures and require increased neighborhood consensus and council approval. Before Phase II can be considered, residents and property owners are surveyed for their level of support for proceeding into Phase II. A minimum of 33 1/3 percent of those surveyed must agree to proceed. Because Phase II measures are restrictive and raise environmental concerns, the City Council must approve the revised traffic calming plan.

Examples of Phase II measures include:

- diverters
- half-street closures
- full-street closures
- one-way, two-way conversions

## WHO MUST APPROVE PHASE II MEASURES?

Phase II devices are designed to divert traffic, thereby altering access to property. The plan containing Phase II measures is voted on in its entirety by residents within the neighborhood (one vote per household, unit of a multi-family dwelling or apartment complex (16 or more units)) and owners of property within the neighborhood who are non-residents (one vote regardless of the number of developed or undeveloped properties). In order for the vote to be considered valid, a minimum of 33 1/3 percent of those balloted must respond within four weeks. Of those ballots received, 66 2/3 percent of ballots must favor implementation of Phase II measures in order to proceed.

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).

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

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



## HOW IS PHASE II IMPLEMENTED?

### Steps for Implementation

- Residents reestablish the TCC.
- Public Works staff meet with the TCC to:
  - analyze the traffic calming plan and identify those problems that were not sufficiently addressed under Phase I,
  - identify potential Phase II measures and
  - revise traffic calming plan.
- Public Works staff conduct a field review to collect additional data and check the feasibility of potential traffic control measures.
- Assisted by Public Works, the TCC presents the revised traffic calming plan to neighborhood residents and property owners.
- Residents and property owners vote to decide whether or not they are in favor of implementing the revised traffic calming plan.
- Public Works staff notify residents and property owners about the ballot results.
- If voted in, City Council must approve the revised traffic calming plan before implementation.
- The revised traffic calming plan is implemented using temporary control devices where possible for two-to-four months.
- Residents and property owners vote again to determine whether permanent control devices should be installed or temporary devices removed. Public Works staff will notify residents and property owners about the results.
- If voted in, the traffic calming plan is fully implemented with permanent devices and notification is given prior to construction.
- Public Works staff measure the effectiveness of Phase II of the traffic calming plan for up to six months.
- Public Works staff conclude by providing a final report and maintenance plan to residents and property owners.

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**FOR CITY CLERK USE ONLY**

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

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

3131

4.1

**RESOLUTION NO.**

*99-564 as amended*

ADOPTED BY THE SACRAMENTO CITY COUNCIL

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

**A RESOLUTION AMENDING THE 1999/00 DEPARTMENT OF PUBLIC WORKS OPERATING BUDGET TO ADD 2 FULL TIME EMPLOYEES (FTEs) AND RELATED OPERATION COST FOR THE NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM AND AMENDING THE NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM GUIDELINES**

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

1. That, staffing in the Technical Services Division of the Department of Public Works be increased by one (1) Administrative Analyst II and one (1) Typist Clerk II.

2. That, \$90,106 be appropriated from Gas Tax-Maintenance contingency to the 1999/00 Operating Budget for the Technical Services Division in the Department of Public Works as follows:

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101-310-3131-4462	Computer Supplies	3,400
101-310-3131-4991	Base Adjustment (one time serv/sup)	9,000

3. That the Neighborhood Traffic Management Program Guidelines are amended to reflect the Phase I and Phase II devices and voting requirements as stated in Exhibit A.

\_\_\_\_\_  
MAYOR

ATTEST:

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

**FOR CITY CLERK USE ONLY**

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

DATE ADOPTED: 7

# **Neighborhood Traffic Management Program**

## **GUIDELINES**

The city of Sacramento's Department of Public Works has established guidelines for the Neighborhood Traffic Management Program (NTMP) based on input from Sacramento residents, traffic engineering principles and the success of similar programs underway in other cities.

### **WHAT IS THE NTMP?**

The NTMP is a relatively new approach to calming traffic in Sacramento's residential communities. The methods used by Public Works in the past only provide temporary remedies, sometimes shifting traffic problems from one location to another.

This proactive and preventive program is intended to preserve the quality of life in Sacramento neighborhoods. The program's goal is to improve the livability of neighborhoods by empowering residents. Through the program, residents are provided with the educational and engineering tools necessary to implement strategic measures to modify driver behavior to help make local streets safer.

In partnership, residents will work closely with Public Works to learn how they can best manage traffic in their neighborhood by using the three E's:

- Engineering
- Education
- Enforcement

Together with Public Works staff, residents develop an action plan to help calm traffic in their neighborhoods. The NTMP seeks creative, comprehensive and lasting solutions to traffic concerns by considering the neighborhood as a whole and involving residents in the decision making process. Depending on the issues and level of community involvement, it can take from six months to two years to develop and carry out an action plan. Afterward, residents are provided with recommendations for continued community-based efforts to ensure success.

### **WILL THE NTMP AFFECT OTHER TRAFFIC PROGRAMS?**

The existing traffic programs offered by the city of Sacramento are still in effect. Neighborhoods that are on waiting lists for speed humps or traffic signals are also encouraged to participate in this program.

No shift in resources has been necessary to fund the NTMP. It is funded annually from gas tax and transportation sales tax (Measure A).

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**FOR CITY CLERK USE ONLY**

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

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

## HOW DO NEIGHBORHOODS GET INVOLVED?

Each neighborhood must complete a Community Action Request (CAR) form. CAR forms are available through Public Works, the Neighborhood Service Department or City Council offices. The CAR form is also available on the internet at [www.sacto.org/ntmp](http://www.sacto.org/ntmp).

The CAR form includes information about how the program works, the selection process, a petition form and an area to list neighborhood boundaries and traffic concerns. A minimum of 10 residents, each from a separate household, must sign the petition to qualify the neighborhood for selection. CAR forms are ranked in the order received by Public Works.

Public Works continuously accepts Community Action Request (CAR) forms from neighborhoods and ranks them by Council District in the order they are received. Each year, one neighborhood will be selected from each council district, with a goal of eight projects initiated annually.

## HOW ARE NEIGHBORHOOD BOUNDARIES DEFINED?

Boundaries for participating neighborhoods are established based on:

- initial input from residents (from CAR form),
- a review by Public Works staff to ensure that all affected areas are included and
- input from City Council if necessary.

As appropriate, requests that have overlapping boundaries may be consolidated.

The program focuses on local residential streets. Major streets, such as those defined in the City of Sacramento General Plan, are not included in this program.

Once neighborhood boundaries are selected, Public Works presents the boundaries to residents at the program kick-off meeting.

## WHAT IS PHASE I?

Residents and staff work together to develop a traffic calming plan for each neighborhood aimed at achieving the neighborhood goals and objectives. This plan uses a combination of engineering, educational and enforcement measures to create a comprehensive traffic calming plan. Traffic calming measures that are considered include: visibility, sign and striping improvements, as well as more restrictive measures. The success of the plan is contingent on compliance with the community-driven measures.

Each participating neighborhood must begin with Phase I. These measures are implemented as part of a comprehensive action plan.

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Phase I is implemented for a minimum of two months before proceeding to Phase II, even for those areas that currently have all desired Phase I measures in place.

Examples of Phase I measures include:

- *Neighborhood Traffic Safety Campaign* – targeted distribution of educational materials regarding traffic safety issues
- parking restrictions
- 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
- addition or removal of turn lanes

More restrictive devices that may be incorporated include:

- chokers
- pedestrian islands
- curb extensions
- traffic circles
- speed humps

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

After neighborhood review, Phase I signage and striping improvements may be installed with a request by the traffic calming committee (TCC) and city traffic engineering staff approval. A Phase I plan that includes more restrictive devices is voted on by residents (one vote per household, unit of a multi-family dwelling or apartment complex (16 or more units)) within the neighborhood. In order for the vote to be considered valid, a minimum of 25 percent of those balloted must respond by the ballot due date. Of those received, 50 percent plus one ballot must be in favor of the entire Phase I plan in order to proceed.

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

Public Works presents the NTMP program at a neighborhood meeting. Program materials are distributed, neighborhood boundaries discussed and guidelines for establishing a neighborhood traffic calming committee (TCC) are presented.

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## Steps for Implementation

- Neighborhood residents volunteer for the TCC.
- Public Works staff members conduct a field review to check the existing conditions and collect the traffic data necessary to help the TCC make informed decisions.
- Public Works staff and the TCC set meeting dates, times and locations. The exact number of meetings vary by neighborhood, but several meetings are usually held. These meetings are used to:
  - discuss traffic control measures previously implemented;
  - identify specific traffic concerns;
  - establish neighborhood traffic calming goals;
  - target potential new measures;
  - define a traffic calming plan;
  - organize neighborhood outreach; and
  - attend a "Neighborhood Traffic Class."
- The TCC develops Phase I of the traffic-calming plan with assistance and review by Public Works staff for modifications, adjustments and suggestions.
- Assisted by Public Works, the TCC presents the plan to neighborhood residents.
- If the plan includes more restrictive measures, a neighborhood vote is taken to determine whether the plan will be implemented. When possible, the plan may include the installation of temporary devices (i.e. traffic circles). A ballot is distributed to all residents in the project area.
- Public Works staff notify residents about the results of the neighborhood vote.
- Contingent on approval of the plan by neighborhood residents, City Council must approve the plan for Phase I (if it includes more restrictive measures) before it is implemented.
- Phase I is implemented for a period established by the TCC (a minimum of two months).
- Public Works staff and the TCC measure the effectiveness of the traffic-calming plan at the end of the pre-established implementation period to see if the TCC goals have been achieved.
- Assisted by the TCC, Public Works staff present the outcome of Phase I to neighborhood residents.
- If temporary devices are installed, a neighborhood vote is taken to determine whether or not they should be replaced with permanent control devices or removed.

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NTMP Guidelines  
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- Public Works staff notify residents about the ballot results.
- If voted in, the traffic calming plan is fully implemented with permanent devices.
- Resident notification precedes construction.
- Public Works staff measure the effectiveness of the plan for up to six months.
- Public Works staff conclude by providing a final report and maintenance plan to residents.

## WHAT IS PHASE II?

If the traffic calming plan implemented in Phase I does not meet the goals established by the TCC and Phase II can potentially meet the goals, residents may consider moving into Phase II. Projects that move into Phase II consider traffic diversion measures and require increased neighborhood consensus and council approval. Before Phase II can be considered, residents and property owners are surveyed for their level of support for proceeding into Phase II. A minimum of 33 1/3 percent of those surveyed must agree to proceed. Because Phase II measures are restrictive and raise environmental concerns, the City Council must approve the revised traffic calming plan.

Examples of Phase II measures include:

- diverters
- half-street closures
- full-street closures
- one-way, two-way conversions

## WHO MUST APPROVE PHASE II MEASURES?

Phase II devices are designed to divert traffic, thereby altering access to property. The plan containing Phase II measures is voted on in its entirety by residents within the neighborhood (one vote per household, unit of a multi-family dwelling or apartment complex (16 or more units)) and owners of property within the neighborhood who are non-residents (one vote regardless of the number of developed or undeveloped properties). In order for the vote to be considered valid, a minimum of 33 1/3 percent of those balloted must respond within four weeks. Of those ballots received, 66 2/3 percent of ballots must favor implementation of Phase II measures in order to proceed.

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).

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## HOW IS PHASE II IMPLEMENTED?

### Steps for Implementation

- Residents reestablish the TCC.
- Public Works staff meet with the TCC to:
  - analyze the traffic calming plan and identify those problems that were not sufficiently addressed under Phase I,
  - identify potential Phase II measures and
  - revise traffic calming plan.
- Public Works staff conduct a field review to collect additional data and check the feasibility of potential traffic control measures.
- Assisted by Public Works, the TCC presents the revised traffic calming plan to neighborhood residents and property owners.
- Residents and property owners vote to decide whether or not they are in favor of implementing the revised traffic calming plan.
- Public Works staff notify residents and property owners about the ballot results.
- If voted in, City Council must approve the revised traffic calming plan before implementation.
- The revised traffic calming plan is implemented using temporary control devices where possible for two-to-four months.
- Residents and property owners vote again to determine whether permanent control devices should be installed or temporary devices removed. Public Works staff will notify residents and property owners about the results.
- If voted in, the traffic calming plan is fully implemented with permanent devices and notification is given prior to construction.
- Public Works staff measure the effectiveness of Phase II of the traffic calming plan for up to six months.
- Public Works staff conclude by providing a final report and maintenance plan to residents and property owners.

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