



# ADMINISTRATIVE POLICIES

## Office of the City Manager

<b>Policy Number</b>	<b>EN-05</b>
<b>Version</b>	2
<b>Effective Date</b>	11/17/2021
<b>Responsible Department</b>	Engineering

### TITLE: Traffic Calming Pilot Projects

- New
- Supersedes AP Number 19-05, Version 1, effective 11/5/2019

### APPROVAL

  
\_\_\_\_\_  
City Manager Signature

11/16/2021  
\_\_\_\_\_  
Date

1. **PURPOSE.** The purpose of this policy is to establish a Traffic Calming Pilot Project Program, whereby each City Council District is allotted an annual \$10,000 apportionment from the Traffic Safety component of the City's Transportation Capital Improvement Program (CIP). This funding is intended for temporary installations and improvements to address traffic safety issues on City owned and maintained street segments where excessive vehicle speeds are a documented concern. Documentation can be in the form of police reports, engineering studies, citizen complaints or petitions, or constituent feedback to Sponsoring City Councilmembers.
2. **POLICY.**
  - 2.1. **Funding Policies.** Designated accounts for Traffic Calming Pilot Projects will be established for each City Council District. At the beginning of each fiscal year, the annual apportionment of Traffic Calming Pilot Project Program funds will be transferred into these accounts from the Traffic Safety component of the City's Transportation CIP. At the end of each fiscal year, any remaining fund balance will automatically rollover into the following fiscal year, up to a maximum balance of \$20,000 for each Council District. Apportionments that would result in a balance in excess of the \$20,000 maximum will be redirected back to the Traffic Safety component of the City's Transportation CIP for use on citywide projects. Funding allocated to a City Council District must be expended within that District, unless otherwise authorized by City Council.
  - 2.2. **Eligible Traffic Calming Measure for Pilot Projects.** The types of improvements that are eligible to be funded through the Traffic Calming Pilot Project Program include:

- Roadway improvements such as curb bulb-outs, chicanes, raised crosswalks, etc.;
  - Modification or addition of Pavement Markings;
  - Supplemental Signage, such as flashing beacons, speed feedback signs, and other devices approved by the California Manual of Uniform Traffic Control Devices (CAMUTCD) or California Transportation Commission for use on public streets.
- 2.3. Pilot Project Petition Process. Citizens may bring forward a proposed Traffic Calming Pilot Project for consideration through submission of a petition to the City Manager's office. The petition will be logged and forwarded to the Councilmember in whose district the Traffic Calming Pilot Project will be located. The petition must be signed by no fewer than ten (10) property owners having frontage on the roadway segments affected by the proposed Pilot Project. Additionally, the number of petitioners signing in support of the proposed Traffic Calming Pilot Project must represent a majority (50% plus one) of all property owners having frontage on the roadway segments that will be directly impacted by the project.
- 2.4. Pilot Project Nomination. To be eligible for consideration, proposed Traffic Calming Pilot Projects shall be nominated by the Sponsoring City Councilmember in whose district the project will be located. Nominations shall be coordinated through the City Manager's Office.
- 2.5. Pilot Project Eligibility Criteria. Traffic Calming Pilot Projects are limited to City owned and maintained roadways, and are subject to the following additional eligibility criteria:
- 2.6. Authorization and Spending Authority. Traffic Calming Pilot Projects that meet the project eligibility criteria set forth in this policy shall be subject to the authorization of the Sponsoring City Councilmember in whose district the project will be located and shall be approved by a majority vote of the City Council.

Traffic Calming Pilot Projects nominated by a Sponsoring Councilmember shall be submitted to the City Manager's office. Following submittal, project nominations will be reviewed by the Transportation Management Team, who will make findings and recommendations to the City Engineer regarding the appropriateness of proposed improvements and anticipated impacts to public services and public safety. The City Engineer's recommendation of authorization or denial of a nominated project shall take into account the TMT's findings and recommendations, as well as his/her determination that the proposed project complies with established standards and meets appropriate traffic safety requirements. The City Engineer shall present the Traffic Calming Pilot Project nomination, along with staff's recommendations to the City Council for their approval or denial.

Upon City Council approval of a nominated Traffic Calming Pilot Project, staff may work on implementation, execute related contracts, and spend funds subject

to the City's adopted Purchasing Policies. Council's project authorization constitutes the appropriation of funds and authorization to spend consistent with the City's adopted Purchasing Policies.

Employee salary-related project costs will be accounted for in the Traffic Calming Pilot Project account. Where possible, each project will bear a budget for estimated staff costs. Employees will charge their time through the payroll system to the projects.

2.7. Traffic Calming Pilot Project Implementation. The following implementation strategies will be employed for approved Traffic Calming Pilot Projects:

2.7.1. Projects must be fully authorized and active in the City's project accounting system prior to expenditure of staff, consultant, or material resources.

2.7.2. The City Engineer shall designate a responsible Project Manager for each approved project to oversee the project from conception through completion. The Project Manager may be staff or a contracted consultant and shall be responsible for articulating project scope, budget formulation, schedule development, project risk management, and compliance with project funding requirements.

2.7.3. When developing work plans for Traffic Calming Pilot Projects, consideration will be given to the needs of previously approved and pending projects so as not to unnecessarily delay or impede their progress.

2.8. Traffic Calming Pilot Project Fund Administration. Projects are accounted for in designated project funds to eliminate large and irregular swings in operating budgets, and to best utilize the City's Project Cost Accounting System. Project resource funds are to be shown as received (both internally through transfers and externally billed) promptly upon receipt by the project fund. Accounting is to be maintained on a current basis to allow for regular financial reporting. Project Managers will maintain estimated final total project costs and will regularly report to the City Manager's Office, who will in turn alert the Sponsoring Councilmember to any projections they know to be misleading or overly optimistic. The Project Manager is responsible for processing billings and the Finance Department is responsible for internal audit to alert the City Manager or Sponsoring Councilmember as to billing issues promptly. Finance will assist Project Managers with billing and will receive copies of all billings.

The City's Project Cost Accounting System will be used to constantly show the sources and uses of project funds and staff will track fund balances available for new projects. Upon close-out of a project, savings from closed projects will be reallocated back to the Sponsoring Councilmember's Traffic Calming Pilot Project Program funds, subject to the maximum fund balance restrictions established by this policy.

For each contract or City obligation which may reasonably be encumbered against each project's budget, a purchase order will be obtained by the project manager. On large projects, cash flow projections on at least a quarterly basis will be prepared to assure project liquidity, and project costs will be estimated so that a reasonable projection of the final project cost is available on a relatively constant basis.

For each project, the following roles are assigned:

Sponsoring Councilmember: Traffic Calming Pilot Projects must be nominated by the City Councilmember in whose District the project would be located within. The Sponsoring Councilmember would approve the funding of Traffic Calming Pilot Projects with their apportioned share of Traffic Safety funds from the City's Transportation Capital Improvement Program.

City Manager's Office: The City Manager's Office serves in a coordination and approval role. The City Manager's Office is also responsible for administration of the Project Management Office concept and for monitoring the status and condition of each project being administered in an oversight capacity. The City Manager's Office will review new and revised project requests to determine whether they are in accordance with the scope of these Traffic Calming Pilot Project Program Policies. The City Manager's Office may suspend or cancel projects that are no longer relevant or viable. The City Manager or designee may also create projects purely for time tracking where no budgetary transfers will be made, but time spent on specific purposes will be tracked using the project costs accounting system.

Engineering Division: The City Engineering Division is responsible for administration of the Project Management Division.

Finance Department: The City Finance Department, in consultation with the City Manager's Office, is responsible accounting and financial controls pertinent to the Project Cost Accounting system, for providing accounting support to Project Managers, and for cash handling and accounting record-keeping. Finance will: (a) record all accounting financial transactions except those project budgetary-only entries which may also be performed by either the Project Manager or the City Manager's Office, (b) be responsible for certifying that funds are available for proposed projects upon request from the City Manager's Office, (c) expeditiously make operating transfers needed to fund approved projects, (d) handle employee compensation accounting entries, (e) reconcile and balance general ledger balances, (f) maintain an accurate account about the status of Traffic Calming Pilot Project apportionments to each City Council District (i.e., fund balance or net assets) available for programming to potential projects, and (g) assist in making project reports to the City Manager's Office and City Council.

Project Management Office: The City's Project Manager will apply the Project Management Office concept in implementing Traffic Calming Pilot Projects. The

Project Manager may also directly manage specific projects (typically complex projects) and may train and assist departmental project managers.

Support Departments: City technical departments and divisions such as Engineering, Development Services, Public Works, Police, Fire and Finance are represented on the Transportation Management Team, and may provide technical support services as requested.

- 2.9. Traffic Calming Pilot Project Duration. Improvements installed as part of a Traffic Calming Pilot Project shall remain in place for a period of 8 months to provide time for staff to evaluate their effectiveness, as well as time for affected property owners to gain a sense of their long-term impacts.
- 2.10. Evaluation of Traffic Calming Pilot Project Outcomes. Prior to installation of Traffic Calming Pilot Project improvements, staff shall evaluate traffic conditions to establish a baseline condition. This may consist of gathering data through surveys of affected residents, speed surveys, or other traffic studies deemed appropriate by the City Engineer. Prior to the end of the 8-month pilot project duration, traffic conditions will be reevaluated to determine the effectiveness of the traffic calming measures employed. The results shall be presented to the Transportation Management Team, who will in turn report their findings and recommendations to the Sponsoring Councilmember, City Manager, and City Engineer as to whether the Pilot Project resulted in a demonstrated improvement in traffic conditions, and should be eligible to remain as long-term improvements.
- 2.11. Traffic Calming Pilot Project Outcome. For Traffic Calming Pilot Project improvements to remain as long-term improvements, City Council approval is required. Staff will present recommendations based upon the evaluations process.

Improvements that will incur substantial long-term maintenance costs will require the formation of an assessment district to fund ongoing maintenance costs and district administration costs. The number of parcels to be included in the assessment district should be greater than 50 to keep administrative costs and resulting assessment charges reasonable. In accordance with Proposition 218 requirements, an election will be required whereby a majority of the affected property owners approve of the formation of the assessment district. Assessment districts shall also include provisions for an annual inflationary adjustment tied to the Consumer Price Index (CPI) for the Los Angeles – Anaheim area.

Should a Traffic Calming Pilot Project fail to meet all of the criteria above, the City shall cause the associated improvements to be removed within 90 days so as to avoid an unfunded maintenance liability that would deteriorate into a traffic safety concern.

### 3. REVISION HISTORY

<u>Version #</u>	<u>Date</u>	<u>Approved By</u>
2	11/16/2021	City Council; City Manager
1	11/5/2019	City Council; City Manager

Attachment(s)

- A. Traffic Calming Pilot Project Decision Tree

## Traffic Calming Pilot Project Decision Tree

STEP 1 - Applicant submits a Citizen Petition for a Traffic Calming Pilot Project to the City Councilmember in whose district the traffic concern and subsequent project would be located.



STEP 2 - The City Councilmember reviews the Citizen Petition and determines whether to support the request with a formal nomination for a Traffic Calming Pilot Project.



STEP 3 - To nominate a Traffic Calming Pilot Project, the Sponsoring City Councilmember would submit the Citizen Petition for the project to the City Manager's Office and affirm their willingness to fund the associated costs through their available Traffic Calming Pilot Project account funds.



STEP 4 - Upon receiving a nomination, the City Manager's Office would schedule an item on the next available meeting of the City's Transportation Management Team (TMT) for its consideration.



STEP 5 - The TMT will review the nomination and make recommendations to the City Engineer regarding approval, denial, or conditional approval subject to modification of the proposed project.



STEP 6 - The City Engineer will present to Council the proposed Traffic Calming Pilot Project along with recommendations for approval or denial of the nomination.



STEP 7 - City Council provides direction to staff regarding their approval or denial of the nominated Traffic Calming Pilot Project.



STEP 8 - Traffic Calming Pilot Project duration (approximately 8 months).



STEP 9 - Traffic Calming Pilot Project evaluation process.



STEP 10 - City Council approval of long-term implementation, or removal of Traffic Calming Pilot Project improvements.



# Petition For Pilot Traffic Calming Project

Contact Regarding This Petition: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

\_\_\_\_\_

City Council District No.: \_\_\_\_\_

This petition hereby requests that supplementary traffic calming measures be installed as part of a Pilot Traffic Calming Project on the roadway segments indicated below:

Roadway(s)	From	To	Traffic Concern
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**We, the undersigned, support the request that the City of Tulare install supplementary traffic calming measures as part of a Pilot Traffic Calming Project on the roadway segments indicated above. By signing this petition, you agree to have traffic calming devices installed in front of your residence if it is determined that this would be the most beneficial location.**

Signature	Print Name	Address	Phone No. (optional)
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____
5) _____	_____	_____	_____
6) _____	_____	_____	_____
7) _____	_____	_____	_____



- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_
- 16) \_\_\_\_\_
- 17) \_\_\_\_\_
- 18) \_\_\_\_\_
- 19) \_\_\_\_\_
- 20) \_\_\_\_\_
- 21) \_\_\_\_\_
- 22) \_\_\_\_\_
- 23) \_\_\_\_\_
- 24) \_\_\_\_\_
- 25) \_\_\_\_\_
- 26) \_\_\_\_\_
- 27) \_\_\_\_\_
- 28) \_\_\_\_\_
- 29) \_\_\_\_\_
- 30) \_\_\_\_\_

- 31) \_\_\_\_\_
- 32) \_\_\_\_\_
- 33) \_\_\_\_\_
- 34) \_\_\_\_\_
- 35) \_\_\_\_\_
- 36) \_\_\_\_\_
- 37) \_\_\_\_\_
- 38) \_\_\_\_\_
- 39) \_\_\_\_\_
- 40) \_\_\_\_\_
- 41) \_\_\_\_\_
- 42) \_\_\_\_\_
- 43) \_\_\_\_\_
- 44) \_\_\_\_\_
- 45) \_\_\_\_\_
- 46) \_\_\_\_\_
- 47) \_\_\_\_\_
- 48) \_\_\_\_\_
- 49) \_\_\_\_\_
- 50) \_\_\_\_\_