NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM (NTMP) PROCEDURES MANUAL

The following procedures have been established as the City's NTMP process by the City Council effective November 22, 2004.

The following initials indicate who is responsible for completing the various Phases discussed below:

"**N**" ACTIONS BY NEIGHBORHOOD.
"**C**" ACTIONS BY CITY/ENGINEERING DIVISION.
"**NC**" JOINT ACTION BY NEIGHBORHOOD AND CITY.

NTMP PROCESS:

I. PRELIMINARY CONTACT BY NEIGHBORHOOD

- COMMUNICATION FROM RESIDENTS PRESENTING NEIGHBORH00D TRAFFIC PROBLEMS "**N**".

- PRELIMINARY REVIEW AND DATA GATHERING BY ENGINEERING DIVISION "**C**" – The Engineering Division shall conduct an initial screening of the neighborhood's request to determine if the area qualifies for further NTMP review. In order to qualify the subject streets shall be reviewed for the following criteria:

  - Traffic Volumes: The subject street(s) carry between 1,000 and 3,000 vehicles per day. The Engineering Division may make exceptions for streets with volumes above or below that range for streets that, based on standard engineering judgment, are subject to special circumstances. ; and,

  - Speeds: Only those streets that have measured critical speeds that exceed the speed limit by seven miles per hour or more may be considered for an NTMP process. (The "critical speed" is the speed at or below which 85% of the vehicles actually travel, as established by a radar or similar speed study.) Typically, the speed limit on residential streets is 25 miles per hour, but there are some local and neighborhood feeder streets with higher posted limits. The maximum posted speed limit for a street considered for traffic calming measures shall be 30 miles per hour.

  - In addition to the above criteria the Engineering Division, using standard engineering judgment , may also consider the following:

    - Accidents Reports: Those streets which have accident records approaching or exceeding the warrants defined in the State of California Caltrans Manual shall be considered for installation of traffic control and/or calming devices.

    - School Routes: Those streets) serve as an access route to any schools

(public or private).

- o Physical Features: The geometry and /or topography of the subject street(s) may in standard engineering judgment support the need for consideration.

- ➢ Study Area: Identify a preliminary study area including the street(s) requested by the neighborhood and any streets that may be impacted by cut-through traffic and/or potential traffic control measures. The Engineering Division may identify a study area larger then the area proposed by the residents if the additional area may be impacted by diverted traffic.

- IMPLEMENTATION OF INITIAL MEASURES TO TRY TO ADDRESS IMPACTS "**NC**". Working with the neighborhood, it is the City's policy to consider and potentially install traffic controls, signage and/or striping in an effort to address verified traffic impacts before proceeding with the initiation of a formal NTMP process. If the initial measures do not sufficiently address the impacts, the City will continue to the NTMP process.

II. NEIGHBORHOOD'S REQUEST TO PARTICIPATE IN NTMP

- Finalize the NTMP Study Area – "**NC**" – Working with the neighborhood representatives, the Engineering Division will designate the study area that may be impacted by cut-through traffic and/or potential traffic control measures. The residents within this study area shall be notified of the proposed establishment of the NTMP process. Notice will also be provided to businesses located immediately adjacent to the study area.

- PETITION AMONG RESIDENTS OF STUDY AREA TO DETERMINE LEVEL OF AGREEMENT THAT PROBLEMS EXIST "**N**" - Petition circulated by requesting individual or neighborhood group. Petition shall be signed by at least 50% + 1 of the total households in the study area. Petition shall be approved by the Engineering Division and must specifically identify the study area, detail the traffic impacts which are of concern and that the petition requests the City to initiate an NTMP.

  For neighborhoods in the City requesting the initiation of an NTMP, which have gated residential developments, the individual duly designated Homeowners Association or Resident Association may sign the petition on behalf of their individual development, provided they submit written proof that they are authorized to act on the matter on behalf of the households in the development. Provided valid proof is submitted, each such development would then be considered as a single household for determining support for initiate an NTMP.

III. RESIDENTS' COMMITTEE

- PUBLIC MEETING AND RESIDENTS' COMMITTEE FORMATION "**C**" – The Engineering Division will mail an invitation to the whole neighborhood to participate in a meeting of area residents to discuss the NTMP and form a Resident's Committee. Notice of neighborhood meetings will also be provided to businesses located immediately adjacent to the study area.

IV. PLAN DEVELOPMENT

- DEVELOPMENT OF TRAFFIC CONTROL PLAN "**NC**" – The Engineering Division and Resident's Committee will work together at open public meetings to complete the steps in developing a proposed traffic control plan:

  - IDENTIFICATION OF PROBLEMS "**NC**" - Assessment of problems.
  - QUANTIFICATION OF PROBLEMS -- "Before" Studies "**C**".
  - IDENTIFICATION OF OBJECTIVES "**NC**".
  - TRAFFIC CALMING MEASURES "**NC**".
  - DEVELOPMENT OF ALTERNATIVE PLANS "**NC**".

V. EVALUATION OF PROPOSED PLAN

- EVALUATION OF ALTERNATIVES AND SELECTION OF PROPOSED PLAN "**NC**" - Participation by Residents' Committee, all affected City Departments and Divisions, and other affected agencies.

VI. TRIAL INSTALLATION

ADVISORY SURVEY FOR TEST INSTALLATION OF PROPOSED PLAN "**C**" - The Engineering Division shall mail an advisory survey to all residents in the study area. The trial installation shall be supported by at least 60% of all those who participated and the total number of returned surveys shall represent at least 50% + 1 of the total households in the study area before the request for trial installation can be forwarded to the City Council for consideration.
For neighborhoods in the City requesting the trial installation, which have gated residential developments, the individual duly designated Homeowners Association or Resident Association may submit an advisory survey on behalf of their individual development, provided they submit written proof that they are authorized to act on the matter on behalf of the households in the development. Provided valid proof is submitted, each such development would then be considered as a single household for determining support for trial installation.

- REQUEST TO CITY COUNCIL FOR TRIAL INSTALLATION "**NC**" - If the resident survey attains the required thresholds, the trial plan is sent to City Council for approval, modification, or rejection.

- TEST INSTALLATION "**C**" - Establishes success criteria for plan and test period of at least 3, but preferably at least 6 months.

- PROJECT EVALUATION "**NC**" - City gathers data on "after" volumes, speeds, etc. and reviews them with residents' committee and other residents.

- NEIGHBORHOOD AGREEMENT "**C**" - The Engineering Division mails an advisory survey to all affected residents to determine support for the permanent installation

of NTMP measures. Residents shall express support on retaining or modifying the plan components, before the request for permanent installation is sent to City Council. The permanent installation shall be supported by at least 75% of all those who responded and the total number of returned surveys shall represent at least 50% + 1 of the total households in the study area.

VII. COUNCIL CONSIDERATION

- REQUEST TO CITY COUNCIL FOR PERMANENT INSTALLATION "**NC**" - If the resident survey attains the required thresholds, the plan is sent to City Council for approval, modification, or rejection.

VIII. DESIGN AND CONSTRUCTION OF PERMANENT INSTALLATION

- ENGINEERING DESIGN OF PLAN "**C**".
- AWARDING OF CONTRACT OR WORK ORDER AND PLANS TO CITY CREW "**C**".
- CONSTRUCTION OF TRAFFIC CALMING MEASURES "**C**".

IX. MONITORING AND EVALUATION

- MONITORING AND EVALUATION --"After" Studies "**NC**" - Periodic review by City of "after" volumes, speeds, accidents, with major evaluation and a public opinion survey 3 to 5 years after installation.
- MODIFICATION OF PLAN, if necessary "**NC**".

Approved on November 22, 2004.