

NEIGHBORHOOD TRAFFIC CALMING PROCESS

STEP	Responsibility	Action
I. INITIAL CONTACT & EVALUATION FEE: \$100* *May be waived by City Manager.	Neighborhood Representative	<input type="checkbox"/> Initiates process by submitting completed Application For Neighborhood Traffic Calming
	POLICE DEPARTMENT	<input type="checkbox"/> Makes initial evaluation based on information received. <input type="checkbox"/> May provide educational materials, speed trailer or other minor actions if warranted.
	City Staff	<input type="checkbox"/> Based on initial evaluation, or if problem persists, provides Neighborhood Traffic Calming Petition and instructions for obtaining signatures.
II. PETITION FOR PRELIMINARY ANALYSIS AND IDENTIFICATION OF POTENTIAL PROJECT FEE: \$750	Neighborhood Representative	<input type="checkbox"/> Secures required signatures on Neighborhood Traffic Calming Petition and returns to City with Fee.
	ENGINEERING DEPARTMENT City Staff	<input type="checkbox"/> Conducts preliminary analysis to verify problem and determine whether conditions described in application meet Threshold Criteria for a Traffic Calming Project <input type="checkbox"/> Develops preliminary recommendations for solutions
	Neighbors and City Staff	ATTEND MEETING to discuss results of preliminary analysis and next steps, including recommended programs or treatments, estimated costs and funding options. If consensus is reached on next steps...
	City Staff	<input type="checkbox"/> Develops a workplan, budget and funding proposal for potential inclusion in Capital Improvement Plan
III. NEIGHBORHOOD COMMITMENT	Neighborhood Representative	<input type="checkbox"/> Circulates Petition for Traffic Calming Project with specific information about proposed solution and costs to be borne by Neighbors. Note: 70% approval is required. If required percentage of neighborhood support is achieved...
IV. COUNCIL APPROVAL SECURE FUNDING AND IMPLEMENT	City Staff	<input type="checkbox"/> Presents annual Traffic Calming Program in annual Draft Capital Improvement Plan
	City Council	<input type="checkbox"/> Adopts Capital Improvement Plan with annual budget for implementation in a following fiscal year.
	City Staff,	<input type="checkbox"/> Works to secure funding and implements

PROJECT

Consultants
and/or
Contractors

approved projects (design, bidding, contract &
grant administration, construction and inspection)
 Coordinates Neighborhood Participation