

**TRAFFIC SAFETY COMMITTEE
STAFF REPORT**

DATE: January 18, 2013
TO: Traffic Safety Committee
FROM: Public Works & Community Development Department
SUBJECT: APPOINTMENT OF OFFICERS

BACKGROUND/ANALYSIS

Section 10.02 of the Folsom Municipal Code defines the duties of the Traffic Safety Committee, including the appointment of officers. With the start of new terms for the At-Large members, the Committee needs to appoint both a Chairperson and a Vice-Chairperson. The terms of both officers shall be two years, ending in December 2015 or upon leaving office. Previously, former At-Large Representative Pat Maxfield served as Chair, and John Haberek, the former Fire Department Representative, served as Vice Chair.

The responsibilities of the officers are detailed in the attached excerpt from Section 10.02.050 of the Municipal Code. Please note that the Public Works Representative cannot be appointed as an officer.

STAFF RECOMMENDATION/TRAFFIC SAFETY COMMITTEE ACTION

The Public Works Department requests that the Traffic Safety Committee nominate and appoint a Chairperson and Vice-Chairperson to serve one, two-year term which will expire December, 2015. Upon being nominated, the appointed officers shall assume their new positions and preside over the meeting.

Folsom Municipal Code

10.02 Traffic Safety Committee

10.02.050 Officers

- A. The officers of the committee shall be the chairperson and vice-chairperson.
- B. The chairperson and the vice-chairperson shall be elected by the committee every 2 years by majority vote of the committee members. The public works representative is not eligible to serve as an officer. An officer can be replaced by majority vote of the committee at any time. No public hearing shall be required prior to removal of the officer and no cause for removal need be shown.
- C. The chairperson and vice-chairperson of the committee, or such other members as may be presiding in the aforementioned positions, shall not be deprived of any of the rights or privileges of any member by reason of his/her occupying the chair and may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members.
- D. The chairperson shall preside and preserve order at all regular and special meetings of the committee. The chairperson shall state every question coming before the committee, announce the decisions of the committee on all subjects, and decide all questions of order without debate, subject to an appeal to the committee on which a member shall speak but once, the chairperson having precedence in speaking on questions of order.
- E. In the absence of the chairperson, the vice-chairperson shall perform the duties and obligations of the office of chairperson.
- F. A secretary shall be assigned to the committee by the public works director. The secretary shall serve as staff support to the committee and shall be responsible for preparing agendas and agenda packets, scheduling meetings and meeting places, calling and recording roll, calling and recording votes, preparing summary minutes of the committee meetings, and other duties as required. The secretary shall not be an official voting member nor considered an officer of the committee.
- G. The terms of office of the chairperson and vice-chairperson shall be 2 years. If no successor is named by the conclusion of any officer's term, the officer shall continue in the office until a successor has been named. (Ord. 911 § 2 (part), 1999)

**TRAFFIC SAFETY COMMITTEE
STAFF REPORT**

DATE: January 18, 2013
TO: Traffic Safety Committee
FROM: Public Works & Community Development Department
SUBJECT: MEETING SCHEDULE FOR 2013

BACKGROUND/ANALYSIS

Section 10.02 of the Folsom Municipal Code defines the duties of the Traffic Safety Committee, including the establishment of a meeting schedule. A copy of the relevant section of the Municipal Code is attached for your information.

Since its establishment, the Committee has met on a monthly basis, on the fourth Thursday of each month with the exception of November and December, due to potential conflicts with the Thanksgiving and Christmas holidays. A special meeting would often be held in early December to replace the November and December meetings.

Meeting times have varied over the years. From its establishment in 1994 until 1998, meetings began at 8:30 a.m. In 1998 the meeting time was changed to 4:00 p.m. in order to still occur during normal business hours but to provide a better opportunity for the public to attend.

In recent years, due to fewer requests from the public and budget issues, the City has often cancelled meetings; there were only two meetings held in 2011.

STAFF RECOMMENDATION/TRAFFIC SAFETY COMMITTEE ACTION

The Public Works Department recommends that the Committee consider establishing a quarterly meeting schedule, with meetings to be held in January, April, July, and October on the fourth Thursday of those months, at 4:00 p.m.

10.02.060 Meetings.

- A. Regular meetings of the committee shall be held at City Hall, 50 Natoma Street, Folsom, California. Regular meetings shall be held on a day and time established by the committee. There shall be no minimum number of meetings per quarter. A regularly scheduled meeting may be canceled at any time.
- B. Special meetings may be called in the manner specified by applicable state law.
- C. Four members of the committee shall constitute a quorum. When there is no quorum at a regular meeting, the chairperson, or any member of such body, shall adjourn such meeting until the next regular meeting.
- D. The chairperson or in the absence of the chairperson, the vice-chairperson, shall take the chair at the hour appointed for the meeting and shall call the committee to order. In the absence of the chairperson and vice-chairperson, the public works director or his/her representative shall call the committee to order whereupon a temporary chairperson will be elected from among the members present. Upon the arrival of the chairperson or vice-chairperson, the temporary chairperson shall relinquish the chair upon the conclusion of the item before the committee. (Ord. 911 § 2 (part), 1999)

**TRAFFIC SAFETY COMMITTEE
STAFF REPORT**

DATE: January 18, 2013
TO: Traffic Safety Committee
FROM: Public Works & Community Development Department
SUBJECT: **COMMENDATION FOR PATRICK MAXFIELD**

BACKGROUND/ANALYSIS

Patrick Maxfield served as an At-Large Member of the Traffic Safety Committee for twelve years, beginning in January 2001. Prior to his service on the Committee, Patrick served on the City of Folsom Planning Commission from 1994 to 2001.

Patrick's valuable contributions to the Committee will be missed. Pat's public service continues though, through his membership on the Sacramento County Planning Commission and his involvement in various service organizations.

STAFF RECOMMENDATION/TRAFFIC SAFETY COMMITTEE ACTION

Staff recommends that the Committee advise the City Council to issue a Resolution of Commendation to Patrick Maxfield for his years of dedicated service to the City of Folsom.

**TRAFFIC SAFETY COMMITTEE
STAFF REPORT**

DATE: January 18, 2013
TO: Traffic Safety Committee
FROM: Public Works & Community Development Department
SUBJECT: **GLENN/SCHOOL ALL-WAY STOP**

BACKGROUND

The Public Works Department was contacted by Karen Forster regarding the intersection of Glenn Drive and School Street. The intersection is currently controlled by two-way stop signs on School Street, and Mrs. Forster believes the intersection would be safer if this were converted to an all-way stop. A map depicting the subject intersection and vicinity is attached.

ANALYSIS

The Public Works Department conducted approach counts at the subject intersection in November 2012 and performed an all-way stop warrant analysis, consistent with the California Manual of Uniform Traffic Control Devices (MUTCD), which is the governing policy with respect to regulatory signs, signals and markings on public streets. A copy of the analysis is attached for your review.

The MUTCD Multi-Way Stop Warrant Analysis evaluates three primary factors: future signalization, traffic collision history, and current traffic volumes. Secondary factors that can lend emphasis to the need for stop control, but typically are not considered as primary factors include left turn conflicts, pedestrian traffic, sight distance or other operational considerations.

An analysis of the Glenn Drive/School Street intersection shows that:

- The intersection is not considered a candidate for future traffic signalization, therefore an all-way stop is not required as a temporary traffic control;

- There have been zero reported collisions in the past 12 months of a type that could be corrected by an all-way stop;
- The intersection does not carry sufficient traffic volume throughout the day to warrant an interruption in major street traffic flow

Therefore, based on the analysis results, an all-way stop is not warranted.

STAFF RECOMMENDATION/TRAFFIC SAFETY COMMITTEE ACTION

Based on the all-way stop warrant analysis staff does not recommend installation of all-way stop control at the intersection of Glenn Drive and School Street at this time. Staff will continue to monitor changes in traffic collision history, traffic and pedestrian volume in the event that future conditions warrant the additional traffic control.



Glenn Drive/School Street Intersection & Vicinity

© 2013 Google
38° 40' 29.81" N, 121° 09' 45.51" W, elev. 303 ft

10/30/2011
579 ft

City of Folsom
Department of Public Works
MULTI-WAY STOP WARRANT ANALYSIS
(California Manual of Uniform Traffic Control Devices)

Line 1 Enter Major Street Name Glenn Drive

2 Enter Minor Street Name School Street

3 Enter Critical Approach Speed (85th Percentile) for Glenn Drive 30 MPH

4 Enter Critical Approach Speed (85th Percentile) for School Street 25 MPH

Warrant No. 1: Traffic Signal Warrant

5 In the Engineer's judgement, is this a justifiable location for a traffic signal? Enter an "X" in the appropriate box
Yes No

6 Has a signal warrant analysis been conducted for this intersection? Yes No

7 If the Answer to Line 6 was Yes, did the intersection warrant a traffic signal? Yes No

8 Were any two of Lines 5 through 7 answered "Yes"? Yes No

Warrant No. 1 satisfied if two or more conditions met. Was Warrant No. 1 satisfied? No

Warrant No. 2: Traffic Collision Warrant

9 Enter number of collisions, of a type correctable by a multiway stop, reported at this location in the past 12 months 0 Collisions

Warrant No. 2 satisfied if 5 or more collisions were reported in the past 12 months. Was Warrant No. 2 satisfied? No

Warrant No. 3: Traffic Volume Warrant

10 The Critical Approach Speed for the Major Street, Glenn Drive, was measured as 30 MPH

11 If the value in Line 10 is greater than 40, use Condition B for this analysis; otherwise use Condition A

Condition A: Major Street Critical Approach Speed less than 40 MPH

Minimum Required Hourly Vol.	Hour								
	8	10	12	13	14	15	16	17	
Total hourly volume - Major Street	300	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Total hourly volume - Minor Street	200	183	71	84	135	114	122	133	115

Note: traffic volume includes all vehicles, pedestrians and bicyclists.

12 Were BOTH of the Minimum Required Hourly Volumes exceeded for 8 or more hours? Enter an "X" in the appropriate box
Yes No

Condition B: Major Street Critical Approach Speed greater than 40 MPH

Minimum Required Hourly Vol.	Hour								
	8	10	12	13	14	15	16	17	
Total hourly volume - Major Street	210								
Total hourly volume - Minor Street	140								

Note: traffic volume includes all vehicles, pedestrians and bicyclists.

13 Were BOTH of the Minimum Required Hourly Volumes exceeded for 8 or more hours? Enter an "X" in the appropriate box
Yes No

Was either Condition A or Condition B met or exceeded for 8 or more hours? Yes No

Warrant No. 3 satisfied if either Condition A or Condition B were met or exceeded; Was Warrant No. 3 satisfied? No

Warrant No. 4: Cumulative Condition Warrant (80 percent warrant)

14 Total number of Warrants 1 through 3 that were satisfied was: 0

If the value in Line 14 was zero, continue to Line 15.

15 Collisions reported in past 12 months was: 0 Did this value exceed 4 collisions? Enter an "X" in the appropriate box
Yes No

Minimum Required Hourly Vol.	Hour								
	8	10	12	13	14	15	16	17	
Total hourly volume - Major Street	240	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Total hourly volume - Minor Street	160	183	71	84	135	114	122	133	115

Note: traffic volume includes all vehicles, pedestrians and bicyclists.

16 Were BOTH of the Minimum Required Hourly Volumes exceeded for 8 or more hours? Enter an "X" in the appropriate box
Yes No

17 Were the answers to BOTH Line 15 and Line 16 Yes? Yes No

Warrant No. 4 satisfied if both Warrants 2 and 3 were 80 percent satisfied. Was Warrant No. 4 satisfied? No

Warrant No. 5: Other Relevant Factors (Optional; should not be used as sole warrant for Stop control)

18 Is there a need to control left turn conflicts? Enter an "X" in the appropriate box
Yes No

19 Is there a need to control vehicle/pedestrian conflicts near locations that generate high ped volumes? Yes No

20 Is there a location at this intersection where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop? Yes No

21 Is this an intersection of two residential collector streets of similar design and operating characteristics where multiway stop control would improve traffic operational characteristics of the intersection? Yes No

Were any of the answers for Lines 18 through 21 yes? Yes No

Warrant No. 5 satisfied if any of the above factors exist. Was Warrant No. 5 satisfied? No

Conclusions/Recommendations

Note: The decision to install a multi-way stop should not be based solely upon these warrants, since the installation of traffic control devices may increase certain types of collisions. Delay, congestion, approach conditions, driver confusion, future land use or other evidence of need for right-of-way assignment should be demonstrated.

Total number warrants satisfied: 0 Is a multiway stop justified based solely on warrants? No

Intersection failed to meet any of five warrants; multi-way stop not warranted at this time. Recommend installation of "Cross Traffic Does Not Stop" warning signs on School Street approaches and perform periodic monitoring of traffic volume and collision history.

**TRAFFIC SAFETY COMMITTEE
STAFF REPORT**

DATE: January 18, 2013
TO: Traffic Safety Committee
FROM: Public Works & Community Development Department
SUBJECT: **PEDESTRIAN MASTER PLAN UPDATE**

BACKGROUND/ANALYSIS

Staff will provide the Committee with an update on the current status of the Pedestrian Master Plan Update and some upcoming activities related to the update.

STAFF RECOMMENDATION/TRAFFIC SAFETY COMMITTEE ACTION

Informational item only; no Committee action is required.