



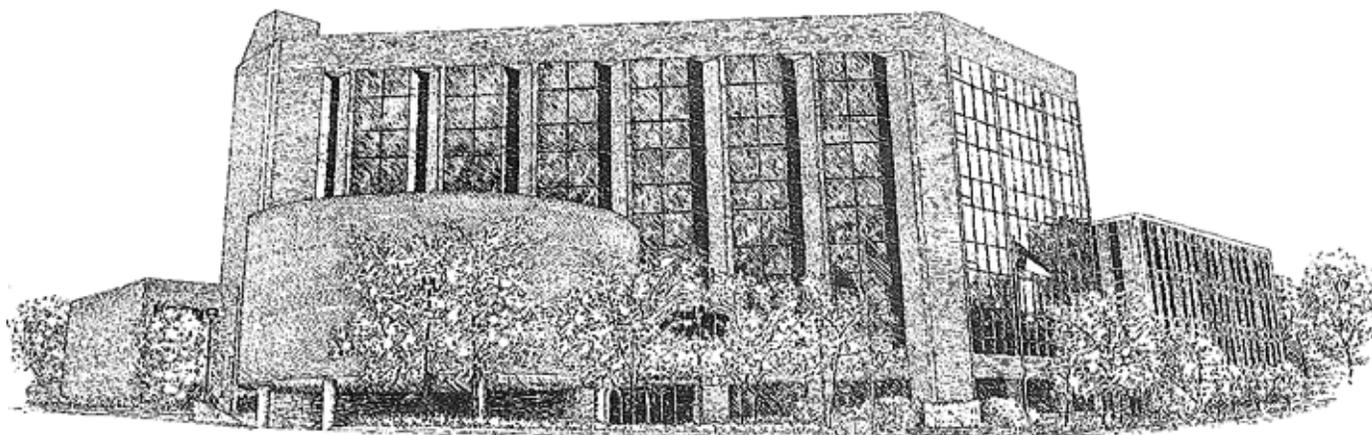
Official Agenda

RALEIGH CITY COUNCIL

Nancy McFarlane, Mayor
Kay C. Crowder, Mayor Pro Tem
Mary-Ann Baldwin
Corey D. Branch
David N. Cox
Bonner Gaylord
Russ Stephenson
Dickie Thompson

TUESDAY, JUNE 14, 2016
4:00 P.M. WORK SESSION
CONFERENCE ROOM 305

Avery C. Upchurch Government Complex



222 West Hargett Street, Raleigh, North Carolina 27602

A. MEETING CALLED TO ORDER BY THE MAYOR

B. AGENDA

1. Wake Transit Plan – Transit Governance Interlocal Agreement

Eric Lamb, City Planning
David Eatman, Public Works

Staff will provide an update on the Transit Governance Interlocal Agreement. Details regarding financial, project planning, and implementation decision paths will be discussed.

2. R-Line Study - Update

Eric Lamb, City Planning
David Eatman, Public Works

Staff will provide an update on the R-Line Study completed by Jarrett Walker & Associates and discuss next steps.

3. Neighborhood Traffic Management Program Policy Update

Jedd Niffenegger, Public Works

Staff will present an overview of a revised policy including a review of discussion and input from the previous Council's Public Works Committee for consideration of next steps. Alternatives could be continued refinement of the policy, adoption of the policy as presented, or refer the policy to a Committee.

Wake County Transit Plan Update

June 14, 2016



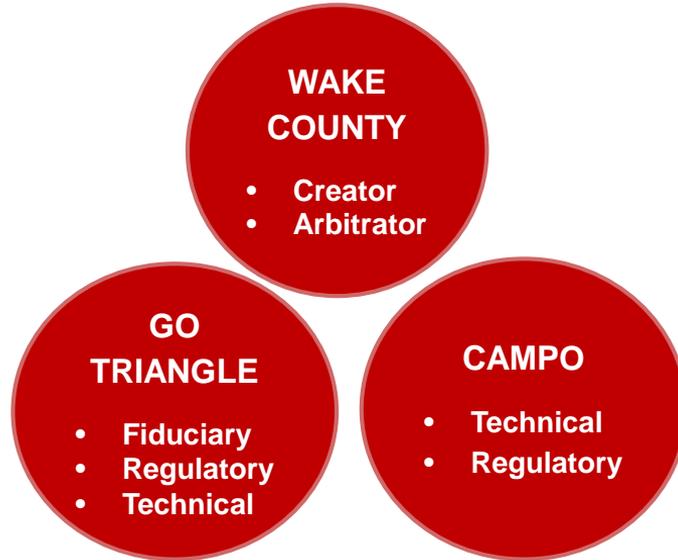
Wake Transit Plan Schedule

Action	Date
<input checked="" type="checkbox"/> CAMPO opened Public Comment Period	April 18, 2016
<input checked="" type="checkbox"/> Joint CAMPO/GoTriangle Public Hearing	May 18, 2016
<input checked="" type="checkbox"/> CAMPO Executive Board approved Wake Transit Plan and ILA	May 18, 2016
<input checked="" type="checkbox"/> GoTriangle Board approved Wake Transit Plan and ILA	May 25, 2016
<input checked="" type="checkbox"/> Wake County Board of Commissioners approved Wake Transit Plan and ILA, and authorized referendum	June 6, 2016
Half-Cent Sales Tax Referendum	November 8, 2016



Interlocal Agreement Structure

Parties and Their Respective Roles



Roles and Responsibilities (NCGS §105-508)

- GoTriangle:
 - Administer/manage tax district finances
 - Enter into and enforce operating/capital agreements
 - Provide financial and project status reports

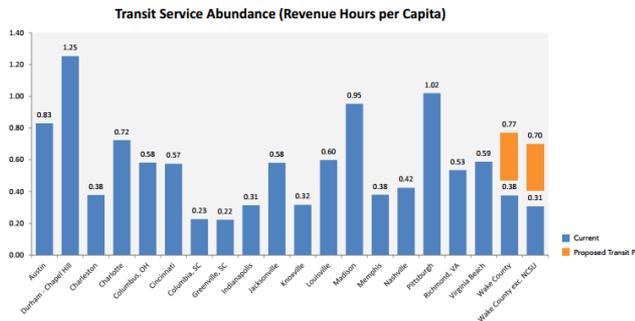
- CAMPO:
 - Coordinate, federal, state, and local transit funding sources with other funding sources consistent with federal planning processes
 - Enter into agreements to study/plan capital projects
 - Serve as coordinating agency between parties, NCDOT, FHWA, FTA
 - Coordinate approval of Work Plan documents with Executive Board

- Wake County:
 - Authorize a half-cent sales tax referendum
 - Call meeting of Conference Committee, if needed

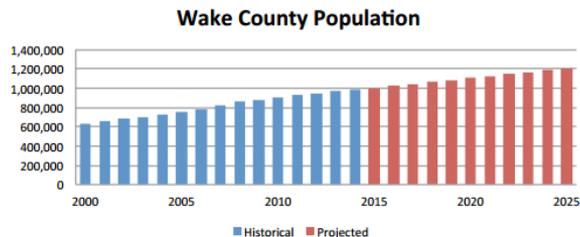


Technical Oversight and Decision-making

Transit Planning Advisory Committee (TPAC): the TPAC shall be the body that coordinates planning and implementation aspects of the Wake County Transit Work Plan and shall serve in a structured advisory role to the CAMPO Executive Board and GoTriangle Board of Trustees



Population Growth



TPAC Roles & Responsibilities

- Determine rules dictating the composition, organization, and function of the TPAC as well as the organization and staff resources needed to meet TPAC administrative needs
- Develop multi-year service implementation plan
- Recommend designation of project sponsors (agencies responsible for each capital and operating project)
- Develop public involvement strategy for work plan and other TPAC products (includes Title VI requirements)



Additional TPAC Roles & Responsibilities

- Develop multiyear vision plan
- Create templates containing minimum standards for project and financial reports for Wake Transit's Major Funds, others to follow (first version by October 1, 2016);
- Create a project prioritization policy that guides the development of the CIP, annual and long term operating programs
- Develop an articulated strategy for each implementation element or agreement, which shall include scope, geography, purpose and goals, processes for allowing amendments, and processes for addressing significant concerns. Very detailed strategies shall be developed for capital/infrastructure projects exceeding \$1,000,000



Initial Membership of TPAC

***Additional voting or non-voting members may be added by initial members**

****5 of the 6 members appointed by these parties = quorum**

Note: TPAC to develop method for weighted voting

Staff members appointed by respective agencies

Organization	Voting Members*
Wake County**	2
GoTriangle**	2
CAMPO**	2
City of Raleigh	2
Town of Cary	2
Town of Apex	1
Town of Fuquay-Varina	1
Town of Garner	1
Town of Holly Springs	1
Town of Knightdale	1
Town of Morrisville	1
Town of Rolesville	1
Town of Wake Forest	1
Town of Wendell	1
Town of Zebulon	1
NC State	1

8



Dispute Resolution

Conference Committee:

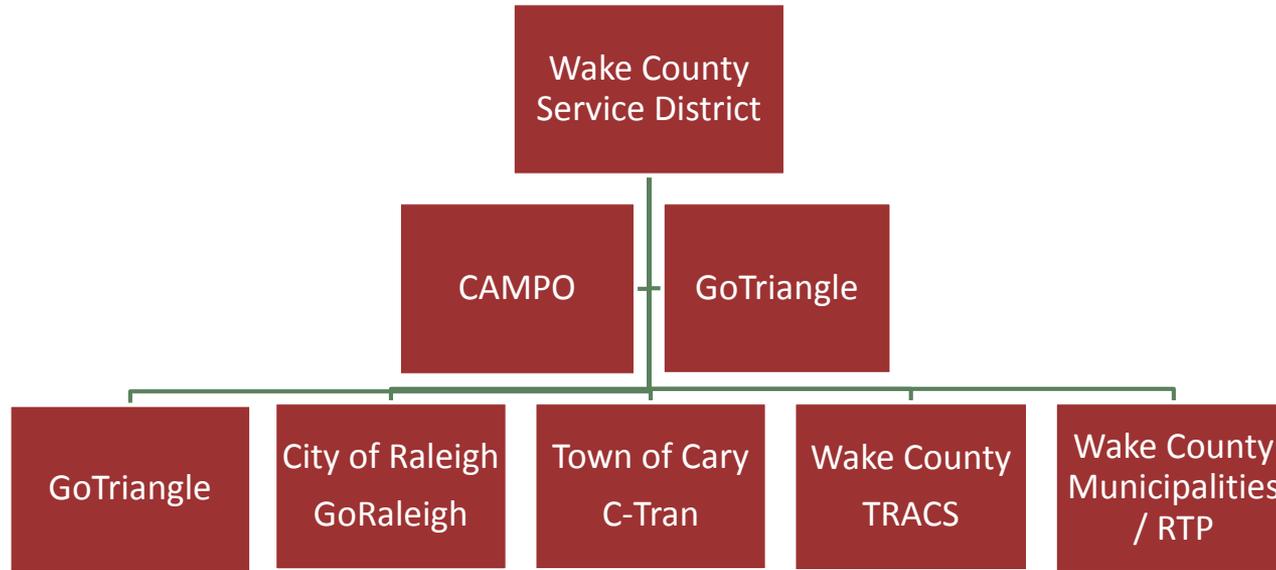
- 2 members from Wake BOCC
- 2 members from Wake CAMPO Executive Board
- 2 members from GoTriangle Board of Trustees
- +1 additional member

Committee responsible for reconciling any differences between CAMPO Executive Board and GoTriangle Board of Trustees



Implementation

Transit providers and municipalities in Wake County enter into project agreements with the Service District



CAMPO / GoTriangle Board Decisions

Annual Wake Transit Work Plan

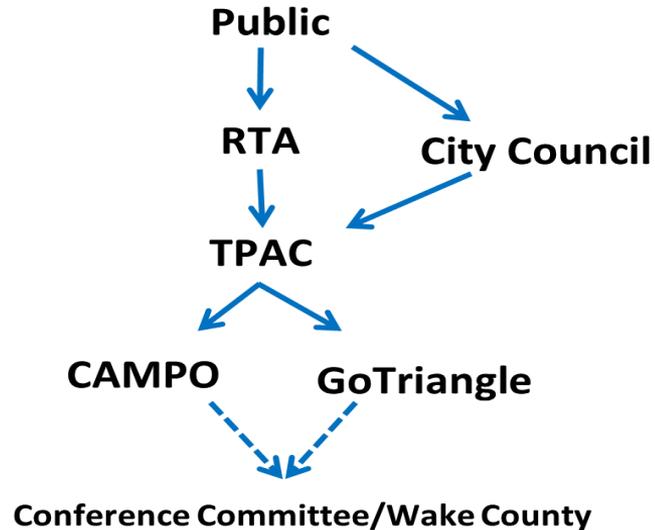
- Developed by TPAC or Agency Delegated by TPAC (e.g., GoTriangle, CAMPO, etc.)
 - Annual Capital and Operating Budgets and Tax District Administration Budget
 - Multi-year Capital and Operating Programs Updated Annually
 - Annual Financial Model Updates and Update to Wake Transit Financial Plan
 - Capital and Operating Project Agreements

- Boards Consider and Take Action on items developed

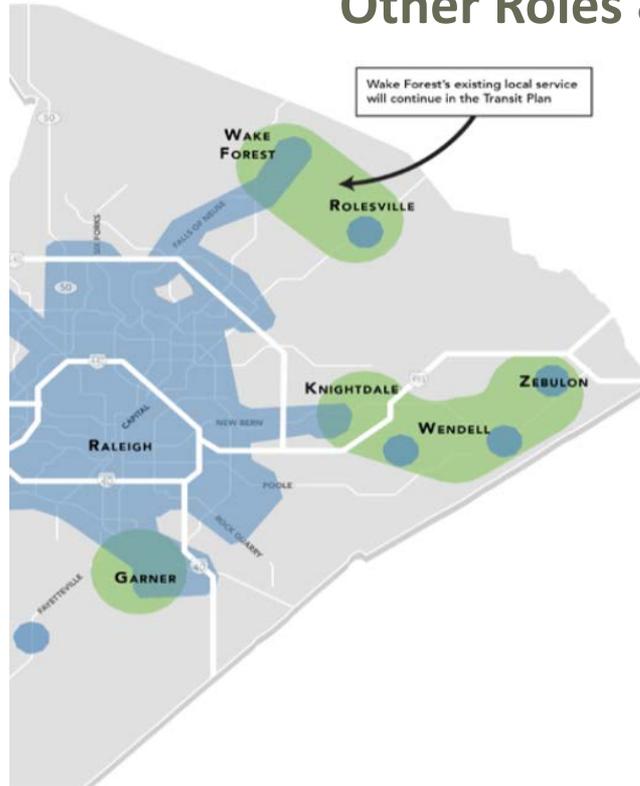


Local Implementation

The local implementation process for “major service changes”, recommendations to the TPAC for review and a concurrent vote by the MPO and GoTriangle



Other Roles & Responsibilities



Transit Service-Providing Municipalities

- Enter into operating/capital agreements
- Provide financial and project status reports
- Provide expanded transit services

Other Municipalities

- Participate in service studies and local infrastructure decisions
- Pay ½ of local circulator services, remaining ½ provided by the service district



Yet To Be Determined

- Staffing for TPAC's responsibilities – TPAC to determine
- Determination of maintenance of effort (supplantation?)
- Process for critical steps in project development for larger capital projects – TPAC to determine
- Additional governing agreements beyond the Interlocal Agreement



Next Steps

- TPAC's first meeting - June 20th
- Joint Procurement, Short Range Transit Implementation Plan
- If sales tax referendum is successful:
 - span and weekend service can increase in mid-CY2017
 - First major bus service improvements in FY2019

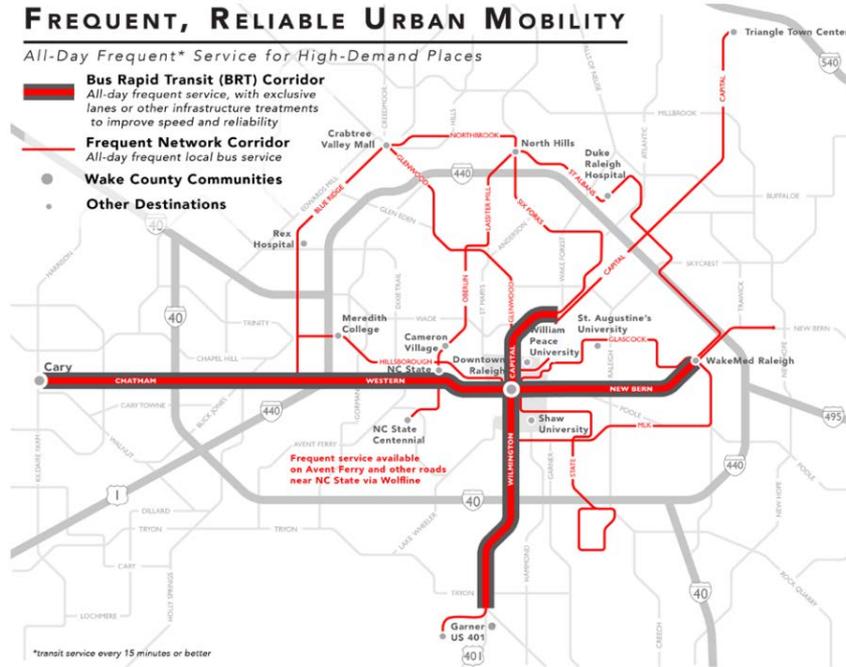


Questions?

FREQUENT, RELIABLE URBAN MOBILITY

All-Day Frequent* Service for High-Demand Places

-  **Bus Rapid Transit (BRT) Corridor**
All-day frequent service, with exclusive lanes or other infrastructure treatments to improve speed and reliability
-  **Frequent Network Corridor**
All-day frequent local bus service
-  **Wake County Communities**
-  **Other Destinations**



STATE OF NORTH CAROLINA

COUNTY OF WAKE

TRANSIT GOVERNANCE

INTERLOCAL AGREEMENT

BETWEEN

RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION

AUTHORITY,

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION,

AND

WAKE COUNTY

This Interlocal Agreement (the "Agreement"), entered into this the _____ day of _____, 2016, by and between **RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY** d/b/a GoTriangle, a public body politic and corporate of the State of North Carolina (hereinafter "GoTriangle"), **CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION**, a metropolitan planning organization (hereinafter "CAMPO" or "MPO") and **WAKE COUNTY, NORTH CAROLINA**, a public body politic and corporate of the State of North Carolina (hereinafter "Wake County"); individually referred to as "Party" and collectively referred to herein as "the Parties";

WITNESSETH:

WHEREAS, GoTriangle, CAMPO and Wake County, all of which have specific roles in the implementation of public transit in the Wake County area, have determined that it is in their best interest to coordinate public transit planning, funding, expansion and construction; and

WHEREAS, GoTriangle is a regional public transportation authority created in accordance with the provisions of N.C.G.S. 160A-603 *et seq.* by concurrent resolution of Orange, Durham, and Wake counties and duly incorporated as a body corporate and politic and vested with the general powers set forth in N.C.G.S. Chapter 160A Article 26; and

WHEREAS, CAMPO is the metropolitan planning organization for the N.C. Capital Area Metropolitan Planning Area established pursuant to 23 U.S.C. 134 *et seq.* and recognized under the laws of North Carolina pursuant to N.C.G.S. 136-200.1; and

WHEREAS, Wake County is a body politic and corporate vested with the corporate powers set forth in N.C.G.S. 153A-11; and

WHEREAS, the Parties to this Agreement, in collaboration with local partners and stakeholders, developed a strategic transit vision document commonly named and referred to as the "Wake County Transit Plan" which was unveiled on or about December 8, 2015; and

WHEREAS, Wake County, pursuant to resolution of the Board of Commissioners requested GoTriangle to take action on behalf of Wake County pursuant to N.C.G.S. 105-508 with regard to a Special District and file the required documents with the North Carolina Secretary of State; and

WHEREAS, GoTriangle entered into a resolution on or about _____, 2016 approving the Wake County Transit Plan, and approving this Agreement, both contingent upon financing the Wake County Transit Plan; and

WHEREAS, CAMPO entered into a resolution on or about May 18, 2016 approving the Wake County Transit Plan and approving this Agreement, both contingent upon financing the Wake County Transit Plan; and

WHEREAS, Wake County entered a resolution on or about _____, 2016 approving the Wake County Transit Plan, and approving this Agreement, all contingent upon financing the Wake County Transit Plan; and

WHEREAS, prior to calling for an advisory referendum before the voters of Wake County for the purpose of authorizing the levy of a one-half percent (½ %) sales and use tax for transit, the Parties desire to provide a structure for the governance that will direct the allocation of funds and the implementation of the Wake County Transit Plan; and

WHEREAS, in accordance with N.C.G.S. 105-508, the Wake County Board of Commissioners has the authority and by virtue of the resolution entered on or about _____, 2016, and by execution of this Agreement indicates its desire to contract with Go Triangle, in its capacity as the regional transportation authority for the budget adoption and administration of the Transit Plan; and

WHEREAS, the Parties pursuant to the authority of N.C.G.S. 160A-461 *et seq.* are authorized to enter into this Agreement and joint planning and implementation efforts in order to pursue the above stated goals.

NOW THEREFORE, for and in consideration of the promises and covenants contained in this Agreement and the mutual benefits derived therefrom, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

ARTICLE I PURPOSE and SCOPE

1.01 **Purpose.** The purpose of this Agreement is to provide a plan of governance that will allow efficient implementation of public transit services and projects as directed by the strategic transit vision document referred to as the Wake County Transit Plan. This Agreement will also guide updates and amendments to the strategic transit vision; the planning, design, funding, implementation, operation, and closeout of capital projects and infrastructure; funding, implementation, and operation of transit services; the flow of revenue; annual reporting requirements; service performance evaluations; and resolution of issues.

1.02 **Scope.** The scope of this Agreement shall be the governance of the planning, financing, and implementation of the Wake County Transit Plan, as it may be amended from time to time as provided for herein.

1.03 **Objectives.** The objective of this Agreement is to create a governance structure that meets the following expectations:

- (1) Representative – That decision-making structures require the input and/or participation of varied and diverse agencies.
- (2) Inclusive – That decision-making structures encourage participation of all of those impacted by decision-making.

- (3) Responsive – That decisions are influenced by the legitimate needs of clients and the public.
- (4) Open and Transparent – That reporting is accessible and clearly communicates important aspects of the effort.
- (5) Accountable – The decision-making structures clearly define which agencies are responsible for tasks and efforts.

**ARTICLE II
DEFINITIONS**

2.01 “ANNUAL CAPITAL BUDGET” shall mean the first year of the multi-year Capital Improvement Plan (CIP) which is enacted by adoption of the capital projects ordinance pursuant to N.C.G.S. Chapter 159. This budget shall include the allocation of financial resources to specific project sponsors for specific projects. Appropriations that are made pursuant to the Annual Capital Budget shall be budgeted to projects, programs, or implementation elements in a multi-year major fund such that funding does not revert to available capital fund balance at the end of the fiscal year.

2.02 “ANNUAL OPERATING BUDGET” shall mean the proposed plan for raising and spending money for specified Wake Transit Work Plan programs, functions, activities or objectives during a fiscal year as that term is further defined in N.C.G.S. 159-7(b)(1). The annual operating budget shall be budgeted by major fund and shall include the allocation of financial resources for operating for specified projects and services to be undertaken by specified project sponsors. The annual operating budget shall also contain the annual administrative budget for the major fund for financing its overhead costs related to Tax District administrative functions, the details of which shall be provided independently of operating costs associated with transit operating projects.

2.03 “ANNUAL WAKE TRANSIT REPORT” shall mean a report that provides information regarding meeting strategic public transit objectives and includes the performance achieved, the strategies being followed, and performance targets and key milestones for capital projects and operating services.

2.04 “AUDITED FINANCIAL STATEMENTS” shall refer to financial statements which have been audited by a Certified Public Accountant and for which an opinion has been expressed to meet US generally accepted accounting principles or principles adopted by Governmental Accounting Standards Board (GASB) and prepared in accordance with N.C.G.S. 159-34.

2.05 “CAPITAL FUNDING AGREEMENT” shall mean an agreement between an agency and other agencies to provide an Implementation Element or a project plan if the Implementation Element is to be provided by the Agency. The agreement or project plan shall state the details of the capital improvements to be provided and detail expectations on funding, responsibilities, schedule and performance and shall adhere to minimum standards outlined in Section 8.01 of this agreement.

2.06 “CAPITAL FUND BALANCE” shall mean the reported amounts restricted by enabling legislation in the Wake Transit major capital fund, presented in the basic Financial Statements, and disclosed in the notes to the Financial Statements as required under generally accepted accounting standards.

2.07 “CAPITAL PROJECTS” shall mean purchase of land or interests in land; purchase, construction or demolition of buildings or other physical facilities; purchase of services of architects, engineers, as well as other studies; site improvements or development necessary for the implementation of transit projects; purchase or installation of fixed or moveable equipment necessary for the installation and operation of transit services; rolling stock or vehicles as defined by the Federal Transit Administration; corridor and project planning studies; infrastructure projects; and information technology costs if the costs exceed \$500,000 in aggregate.

2.08 “CAPITAL PROJECTS ORDINANCE” shall mean the annual financial ordinance budgeted for the Wake Transit major capital fund pursuant to N.C.G.S. Chapter 159., tied to the multi-year Capital Improvement Plan, the Annual Capital Budget and planned capital project funding agreements that implement needed capital projects.

2.09 “COMMUNITY FUNDING AREAS” shall mean areas in Wake County where additional transit services can be provided with joint participation and funding from the local government(s) and/or Research Triangle Park.

2.10 “COMPONENT UNIT” or “SEPARATE COMPONENT UNIT” shall refer to a unit of local government within the Tax District if the primary entity has administrative responsibility for the budget adoption and operation and management of transit services provided by the unit. The primary entity shall report in its financial statements information about the relationship between any component unit(s) and the primary entity. The primary entity also is required to report Wake Transit Plan Revenues, expenditures and fund balance in columns separate from the primary entity’s financial data in its annually audited statements.

2.11 “COMPREHENSIVE ANNUAL FINANCIAL REPORT” (“CAFR”) shall mean the report prepared by governmental entities that complies with the accounting regulations promulgated by the Governmental Accounting Standards Board (GASB).

2.12 “CONFERENCE COMMITTEE” shall mean a committee called at the direction of the Wake County Board of Commissioners to perform the review functions outlined in Articles VII and X. The Conference Committee shall also facilitate Agreement related dispute resolution. The composition and actions of this committee shall be determined by the Wake County Board of Commissioners and as directed in this Agreement.

2.13 “EQUITABLE USE OF NET PROCEEDS WITHIN OR TO BENEFIT THE SPECIAL DISTRICT” as that term is used in N.C.G.S. 105-508.1 shall mean:

(1) If now or in the future the Special District consists only of Wake County:

A complete segregation and dedication of 100% of all Wake County Tax Revenue and Wake Transit Plan Revenues derived from transit funding sources within the jurisdiction of Wake County or on behalf of Wake County exclusively for the benefit of the Wake County Transit Plan. The Equitable Use of Net Proceeds shall not contemplate or include pledging, committing, agreeing to apply, or otherwise using any portion of Wake County Tax Revenue or Wake Transit Plan Revenues for any purpose now, or in the future, other than in accordance with the Wake County Transit Work Plan. “Net proceeds” as used herein shall mean gross proceeds less the cost of collection being allocated to GoTriangle on behalf of Wake County as administrator of the Special District.

(2) if now or in the future the Special District consists of Wake County and one or more other counties:

A 100% dedication of all Wake County Tax Revenue and Wake Transit Plan Revenues derived from transit funding sources within the jurisdiction of Wake County or on behalf of Wake County for the exclusive use and benefit of the Wake County Transit Plan. A 100% dedication of all Non-Wake County Tax Revenue derived from transit funding sources in counties other than Wake for the exclusive use and benefit of any other county transit plan within the Special District, to the exclusion of Wake County.

This definition contemplates that a complete segregation of all Wake County Tax Revenue and Wake Transit Plan Revenues for the purpose stated herein is required to carry out the Financial Plan of the Tax District pursuant to N.C.G.S. 105-508.1 and that this definition considers the (i) identified needs of local public transportation systems in the district, (ii) human service transportation systems within the district, (iii) expansion of public transportation systems to underserved areas of the district. The Equitable Use of Net Proceeds shall not contemplate or include pledging, committing, agreeing to apply, or otherwise using any portion of Wake County Tax Revenue or Wake Transit Plan Revenues for any purpose now, or in the future, other than in accordance with the Wake County Transit Work Plan. Likewise, this definition contemplates that Non-Wake County Tax Revenue shall not be pledged, committed, applied, or otherwise used by Wake County unless approved by the other counties within the district. “Net proceeds” as used herein shall mean gross proceeds less the cost of collection being allocated to GoTriangle as administrator of the Special District on behalf of any member county.

2.14 “FINANCIAL MODEL” shall mean a long-term financial planning model, that projects revenues and expenditures and includes all projected sources for projects and planned uses of funds for both capital projects and operating expenses, and is used to evaluate the impact of operating and funding decisions on the Wake Transit major operating and capital funds’ financial condition to ensure the Wake Transit Plan’s policies and objectives are maintained in the long-term, including liquidity targets and

debt ratios relevant to rating agency metrics. Only Wake Transit Plan Revenue, including Wake County Tax Revenue, and expenditures projected in support of the Wake Transit Plan shall be included in the Financial Model.

2.15 “FINANCIAL PLAN” as that term is used in N.C.G.S. 105-508.1(2) shall mean:

(1) **If now or in the future the Special District consists only of Wake County**, the Financial Plan requiring approval shall mean the Plan Implementation and Finance section set forth in pages 32-36 of the Wake County Transit Plan as supported by the details of the Transit Plan, and modeled in the Financial Model.

(2) **If now or in the future the Special District consists of Wake County and one or more other counties**, the Financial Plan requiring approval shall mean the Implementation and Finance section set forth in pages 32-36 of the Wake County Transit Plan as supported by the details of the Transit Plan and modeled in the Financial Model. The Financial Plan shall only include funds that would be budgeted and reported in the Wake Transit major operating and capital funds, provided that financial plans for other counties in the District, if any, have previously been approved by those counties. The Parties agree that prior to GoTriangle levying a tax pursuant to N.C.G.S. 105-508.1 in Wake County, a separate agreement shall be entered by and between all parties required to approve the Financial Plan pursuant to N.C.G.S. 105-508.1, including all counties in the Special District, and all MPOs within the district, setting forth the mutual understanding of the parties as to the scope and content of the Financial Plan (“Agreement Setting Forth the Mutual Understanding of the Parties as to the Scope and Content of the Financial Plan”). This agreement shall contemplate that the financial plan for the component district will segregate the Wake County Transit Plan, Wake Tax Revenues, and Wake Transit Plan Revenues from any and all plans in support of projects not included in the Wake County Transit Plan. Moreover, this agreement shall require that any other financial plans are modeled and presented separately from the Wake County Transit Plan.

2.16 “FINANCIAL STATEMENTS” shall mean the statement of financial condition prepared in accordance with N.C.G.S. 159-25.

2.17 “GASB” shall mean The Governmental Accounting Standards Board (GASB) which establishes standards and principles for state and local governmental accounting and financial reporting.

2.18 “IMPLEMENTATION ELEMENT” shall mean a discrete project, operation or study or a discrete logical grouping of projects, operations or studies tracked separately by the Wake County Transit Work Plan.

2.19 “INFRASTRUCTURE PROJECTS” shall mean smaller capital projects supporting the major capital projects, such as park and ride lots, transit centers, transfer points, pedestrian or bicycle enhancements, bus on shoulder, and other infrastructure to support the transit system. Infrastructure Projects can be covered by Master

Agreements, which shall define a collection of smaller projects to be completed by the same agency in a similar period of time.

2.20 “MAJOR FUND” shall be, as defined by the Governmental Accounting Standards Board (“GASB”), a fund that is reported in a separate column in the basic fund financial statements and is subject to a separate audit opinion in the independent auditor’s report. As defined, the Tax District shall report a major fund for the Wake Transit Work Plan Operating Funds and a major fund for the Wake Transit Work Plan Capital Funds.

2.21 “MASTER AGREEMENT” shall mean an Operating or Capital Funding agreement that directs a discrete logical grouping of projects, operations or studies.

2.22 “MULTI-YEAR CAPITAL IMPROVEMENT PLAN” (“CIP”) shall mean a multi-year document that identifies by year projected capital projects, project sponsors responsible for undertaking these projects, the financial costs and anticipated sources of funding for those projects, and identifies any projected operating costs associated with those projects. The CIP shall be coordinated with the Metropolitan Transportation Plan, Transportation Improvement Program, and annual program of projects developed and maintained by the Raleigh Urbanized Area designated recipient of federal formula transit grants so as to be consistent with submittal deadlines for the Transportation Improvement Program and the horizon years of the Metropolitan Transportation Plan.

2.23 “MULTI-YEAR OPERATING PROGRAM” shall mean the annual document describing transit operating programs, which could include the development of local bus, express bus, Bus Rapid Transit, and commuter rail services to be funded by the Tax District. It will describe service changes planned for the year and preliminary service proposals and financial projection for the subsequent years. A detailed report on the status of each bus and rail route shall also be included, along with performance objectives for the coming year. The document shall also describe administrative, planning, marketing, or other functions that are not directly accounted for in specific infrastructure project delivery or allocated to service delivery, but which are essential to the implementation of the Transit Plan.

2.24 "MULTI-YEAR SERVICE IMPLEMENTATION PLAN" shall mean a document or documents that detail how transit services will be modified, to include expansion and reduction, operated and maintained over a specific number of years. The plan(s) shall detail timing and schedule, justifications for implementation decisions, and public involvement steps. Different transit operators may have different plans for implementation, but the different plans must be coordinated with each other particularly with respect to anticipated funding and public outreach.

2.25 “NON-WAKE COUNTY REVENUES” shall mean all revenues collected on behalf of member counties other than Wake County within the Tax District or Special District that are derived from transit funding sources associated with counties other than Wake County.

2.26 “OPERATING AGREEMENT” shall mean an agreement between an agency tasked to provide an Implementation Element, the Tax District and other agencies as needed, or an operating plan if the Implementation Element is to be provided by the Agency. The agreement shall state the details of the service to be provided and detail expectations on funding, responsibilities, schedule and performance. The agreement shall adhere to minimum standards outlined in Section 8.02 of this agreement.

2.27 “OPERATING BUDGET ORDINANCE” shall mean the annual financial ordinance budgeted for the Wake Transit major operating fund pursuant to N.C.G.S. Chapter 159, tied to Operating Agreements, that includes funds for the operations of projects identified in the Wake Transit Work Plan, allocations for reserves, and transfers to other funds such as other Wake Transit major funds identified by the Component Unit. The Operating Budget Ordinance shall include the general administrative expenses of the unit separate from Project Operating Funds.

2.28 “OPERATING FUNDS” shall mean funds appropriated in the annual operating budget.

2.29 “OPERATING FUND BALANCE” shall mean the reported amounts restricted by enabling legislation for the Wake Transit major operating fund, presented in the basic financial statements, and disclosed in the notes to the Financial Statements as required under generally accepted accounting standards.

2.30 “PROJECT OPERATING FUNDS” shall mean funds appropriated in the annual Operating Budget Ordinance to support the operation of projects identified in the Wake Transit Plan.

2.31 “QUARTERLY FINANCIAL REPORTS” shall mean the quarterly statement of financial condition prepared in accordance with N.C.G.S. 159-25.

2.32 “QUARTERLY STATUS REPORTS” shall mean a quarterly report that provides information regarding progress toward strategic objectives outlined in the Wake Transit Work Plan and includes the performance achieved, the strategies being followed, and performance targets and key milestones for Capital Projects and operating services identified in the Wake Transit Work Plan.

2.33 “SIGNIFICANT CONCERNS” shall mean any issue flagged by any party to this Agreement related to major decisions, including but not limited to funding, defunding, timing, allocation, assignments, responsibilities and risk, in developing and adopting the Wake County Transit Work Plan that cannot be resolved by and through the decision-making processes enumerated in this Agreement that requires the attention of the Conference Committee as set forth herein.

2.34 “SPECIAL DISTRICT” shall mean any tax district administered by GoTriangle pursuant to authorizing resolutions and N.C.G.S. 105-508 *et seq.* or N.C.G.S. 105-561 *et seq.* to which Wake County is a member, now or in the future.

2.35 “TAX DISTRICT” shall mean any tax district administered by GoTriangle pursuant to authorizing resolutions and N.C.G.S. 105-508 *et seq.* or N.C.G.S. 105-561 *et seq.* to which Wake County is a member, now or in the future.

2.36 “TRANSIT PLANNING ADVISORY COMMITTEE” or “TPAC” shall mean a committee created by this Agreement for the purposes enumerated and as defined in Article III herein. The TPAC is jointly charged by all Parties to this Agreement with coordinating planning and implementation aspects of the Wake County Transit Work Plan and serving in a structured advisory role to the CAMPO Executive Board and GoTriangle Board of Trustees.

2.37 “WAKE COUNTY TAX REVENUE” shall be defined as all revenues derived from transit funding sources in support of the Wake Transit Plan, which shall include the ½ percent local option sales and use tax as defined by N.C.G.S. 105-508; the County vehicle registration fee assessed by the Wake County Board of Commissioners in accordance with N.C.G.S. 105-570 *et seq.*; the increased portion of the regional vehicle registration fee assessed by GoTriangle in accordance with N.C.G.S. 105-561 *et seq.* allocated to Wake County.; and the portion of vehicle rental tax collected by GoTriangle pursuant to N.C.G.S. 105-550 *et seq.* and allocated to Wake County by the GoTriangle Board of Trustees.

2.38 “WAKE COUNTY TRANSIT PLAN” shall mean the document attached hereto as Exhibit A entitled “Recommended Wake County Transit Plan” dated December 2015, being that same document approved by the Wake County Board of Commissioners pursuant to a Resolution on _____, 2016.

2.39 “WAKE TRANSIT PLAN REVENUE” shall mean Wake County Tax Revenue, any federal or state funds allocated by a designated recipient, debt proceeds, fares, local contributions, and any other sources of revenue used to fund the Wake County Transit Plan.

2.40 “WAKE COUNTY TRANSIT VISION PLAN” shall mean a plan adopted by CAMPO and GoTriangle outlining multiple decades of investment in transit and transit infrastructure. This plan shall align with and /or be a part of other MPO transportation investment plans.

2.41 “WAKE COUNTY TRANSIT WORK PLAN” or “WAKE TRANSIT WORK PLAN” shall mean the comprehensive plan for transit capital and operations presented by the TPAC which shall include all of the separate components of:

- a. Annual Operating Budget Ordinance. This shall be supplied for the Wake Transit major operating fund which will appropriate funds for the operation and administration of transit projects as well as for any other agencies involved in producing products for TPAC review;
- b. Annual Tax District administration budget for the Wake Transit major operating and capital fund;

- c. Multi-Year Capital Improvement Plan (CIP) supplied for the Wake Transit major capital fund that clearly identifies specific projects, project sponsors responsible for undertaking those projects, project funding sources, and project expenditures. (NOTE: The Multi-year CIP shall be updated annually to coincide with the annual capital budget always being the first year of appropriation of funding for capital projects identified in the CIP. The Multi-year CIP shall be coordinated with the Metropolitan Transportation Plan, Transportation Improvement Program, and annual program of projects developed and maintained by the Raleigh Urbanized Area designated recipient of federal formula transit grants so as to be consistent with submittal deadlines for the Transportation Improvement Program and the horizon years of the Metropolitan Transportation Plan.);
- d. Annual Capital Budget Ordinance supplied for the Wake Transit major capital fund that allocates financial resources to specific project sponsors for specific projects and represents the first year of appropriation of funding for capital projects identified in the Multi-Year CIP;
- e. Multi-year Operating Program (as defined *supra.*);
- f. Update of the Wake Transit Financial Plan and financial model assumptions and corresponding update of the planning horizon of Wake Transit Work Plan future projects not included in the current Multi-year CIP. The Parties shall use good faith efforts to align planning horizon year with the horizon year of the current CAMPO MTP. The Financial Model shall contain agreed upon financial assumptions of the TPAC for Wake Transit Work Plan revenues involving federal, state and local sources and multi-year capital and operating costs including liquidity targets and debt ratios relevant to rating agency metrics;
- g. Capital Funding Agreements or Master Agreements; and
- h. Operating Agreements or Master Agreements.

Nothing herein shall prevent Wake County from entering into a Cost Sharing Agreement with other jurisdictions for any regional transit projects or systems so long as they are detailed in the Wake County Transit Work Plan.

ARTICLE III TRANSIT PLANNING ADVISORY COMMITTEE (“TPAC”)

3.01 TPAC Established. The Parties hereby establish a committee to be known as the Wake County Transit Planning Advisory Committee (“Transit Planning Advisory Committee” or “TPAC”) to carry out the responsibilities enumerated in this Article. Pursuant to the authority set forth in this Agreement, the TPAC shall be the body that

coordinates planning and implementation aspects of the Wake County Transit Work Plan and shall serve in a structured advisory role to the CAMPO Executive Board and GoTriangle Board of Trustees.

3.02 **Membership, Organization, and Objectives.**

a. **Initial Membership.** The initial membership of the TPAC shall be comprised of two (2) staff members appointed by each of the ILA Parties (“ILA Party Members”), two (2) staff members appointed by the Town of Cary, two (2) staff members appointed by the City of Raleigh, one (1) staff member appointed by each of the municipalities of Apex, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, and Zebulon and one (1) staff member appointed by North Carolina State University, collectively (“Non-ILA Party Members”). Appointment to the TPAC shall be by action of the designated authority of each member.

b. **Regular Membership.** The initial meeting of the TPAC shall be called by Wake County within fifteen (15) days of the execution of this Agreement. Co-chairs shall be established at the initial meeting. Within ninety (90) days of execution of this Agreement, the initial members of the TPAC shall establish rules, agencies, and expectations for regular membership. Membership shall include any agency or groups the initial members of TPAC may deem necessary to fully execute the responsibilities outlined herein. When determining regular membership, the initial members of the TPAC should take into consideration various required skill sets, specifically in local planning, budgeting, finance, project construction and operations.

c. **Operational Rules of TPAC.** Within ninety (90) days of execution of the Agreement, the members of the TPAC shall, consistent with the responsibilities outlined in Section 3.03 and the flexibilities outlined in Section 3.04, submit to the CAMPO Executive Board and GoTriangle Board of Trustees for approval: 1) bylaws including the provisions of Section 3.05; 2) rules dictating the composition, organization, and function of the TPAC; 3) a meeting schedule; 4) a list of deadlines for the submittals defined herein; 5) identification of the Party to serve as lead agency for each of the responsibilities enumerated in Section 3.03; and 6) a request to a partner agency or agencies of staff resources to meet TPAC administrative needs.

d. **Timeliness.** The TPAC shall develop processes and procedures to allow decisions to be made in a timely manner. Duties not specifically denoted under Section 3.03 may be delegated to other groups. The designation and delegation of these duties shall be approved by the CAMPO Executive Board and the Go Triangle Board of Trustees.

3.03 **Responsibilities.** The TPAC shall be charged with the development or delegation to a Party as lead agency of the following:

- a. Wake County Transit Work Plan, including all of its separate elements defined in Section 2.41;
- b. Detailed elements of a Multi-Year Service Implementation Plan;

- c. Staffing model and staffing expectations plan, including requested consideration of any costs associated with additional staff required to administer the Wake County Work Plan;
- d. Program management policy and plan for the Community Funding Areas identified in the Wake County Transit Plan;
- e. Templates containing minimum standards for project and financial reports for the Wake Transit Major Funds and others to follow (first version by October 1, 2016);
- f. Project prioritization policy that guides the development of the CIP and longer term operating program and annual budgets;
- g. Designation of project sponsors (agencies responsible for each respective capital and operating project), including agencies responsible for each Implementation Element;
- h. Multiyear vision plan;
- i. An articulated strategy for each Implementation Element or agreement, which shall include scope, geography, purpose and goals, processes for allowing amendments, and processes for addressing Significant Concerns. Very detailed strategies shall be developed for capital/infrastructure projects exceeding \$1,000,000; and
- j. An articulated strategy for incorporating or accounting for public outreach, involvement, and communication with the deliverables set forth in a, b, d, f, g, and h.

The TPAC may add to the list of enumerated responsibilities by its internal deliberation processes; however, the TPAC may not exclude any responsibility from this list without approval of all Parties to this Agreement.

3.04 Assignment.

The TPAC may, by vote or by other mechanism allowed in its bylaws, assign the creation and maintenance of certain documents for which it is responsible to Parties or TPAC members. However, the TPAC shall not delegate its responsibility to review and present documents and products which are defined in Section 3.03 as TPAC responsibilities. All documents related to the duties of Section 3.03 produced on behalf of the TPAC must be reviewed by TPAC prior to release.

3.05 Minimum Quorum and Voting.

The Parties to this Agreement agree that the TPAC deliberation process must allow decisions to be made in an efficient and timely manner. A quorum shall be five (5) of the six (6) members appointed by the Parties to this Agreement. The TPAC shall develop a method for weighted voting if requested by any TPAC member or as determined by TPAC bylaws.

3.06 Right to Inspect.

All Parties to this Agreement, or their authorized representative(s), shall have the right to inspect, examine, and make copies of any and all books, records, electronic files,

agreements, minutes, and other writings and work products related to the operation and day-to day business of the TPAC.

ARTICLE IV TERM, TERMINATION, AMENDMENT

4.01 Term.

a. **Effective Date.** This Agreement shall become effective upon the properly authorized execution of the Agreement by all Parties. With the exception of the pre-referendum duties set forth in Article III and Article VII, the responsibilities of the Parties as outlined in this Agreement shall become effective upon the date of a successful referendum in accordance with N.C.G.S. 105-509, approving a one-half percent (1/2%) local sales and use tax in Wake County for the financing of the Tax District, if this shall occur.

b. This Agreement shall continue for a period of twenty five (25) years from the Effective Date, unless otherwise amended by the prior express written agreement of the Parties.

c. Any amendment, termination, or renewal of the Term must be in the form of a written instrument properly authorized and executed by the governing boards of each Party.

d. The Parties agree that the Term shall be extended by mandatory amendment though the final maturity dates of any debt issued and payable from Wake County Transit Tax Revenues if such date(s) occur after the 25-year initial term.

4.02 Termination.

a. **Material Breach.** In the event that any Party violates a responsibility, duty, or assumption stated in Article V, the other Party(ies) shall give written notice of the breach and request to cure. If such breach is not cured within thirty (30) days of written notice thereof, any non-breaching Party may, without further notice or demand, in addition to all other rights and remedies provided in this Agreement, at law or in equity, terminate this Agreement and recover any damages to which it is entitled as a result of said breach. In the event of a non-material breach of the Agreement, the termination procedure set forth in 4.02(b) shall apply.

b. **Termination upon one (1) year's notice.** Any Party may terminate its participation in this Agreement with or without breach by giving written notice to each other Party of intent to terminate, as well as reasons for terminating (which shall be in the sole discretion of the terminating party), at least one (1) year prior to the effective termination date.

c. **Bankruptcy/Insolvency Special Provisions.** If any Party applies for or consents to the appointment of a receiver, trustee or similar officer for it or any substantial part of its property or assets, or any such appointment is made without such application or consent by such Party and remains undischarged for sixty (60) days, or files a petition in bankruptcy or makes a general assignment for the benefit of creditors, then such action shall constitute a material breach of this Agreement not requiring notice and opportunity to cure, and the other Party(ies) may terminate effective immediately.

d. **Cooperation Provisions.** In the event of a termination pursuant to any subsection hereunder, the terminating Party shall **not** be relieved of any existing and unperformed obligations up until the effective date of termination, and the Agreement shall remain in effect as to the non-withdrawing Parties. The non-withdrawing Parties, beginning at the time notice of termination is received, shall work together in good faith to determine if the intent and purpose of the Agreement can be accomplished by executing any Amendments deemed necessary and/or adding any parties deemed necessary to perform the executory obligations of the withdrawing Party.

e. **Non-Exclusive Remedies.** No remedy provided in this Agreement shall be considered exclusive of any other remedy in law or in equity.

f. **Repeal and Dissolution.** Nothing herein shall be construed to restrict Wake County's ability to repeal any transit tax previously enacted, and consideration will be given by the County to any transit taxes levied in support of debt service in support of the Wake Transit Work Plan. Nothing herein shall be construed to restrict Wake County's ability to request dissolution of the special tax district in accordance with N.C.G.S. 105-509.1 and N.C.G.S. 105-473(a).

g. **Notice.** Any written or electronic notice required by this section shall be delivered to the Parties at the following addresses:

For GoTriangle: GoTriangle
General Manager
PO Box 13787
Research Triangle Park, NC 27709

With a copy to GoTriangle
General Counsel
P.O. Box 13787
Research Triangle Park, NC 27709

For CAMPO: Capital Area Metropolitan Planning Organization
Executive Director
One Bank of America Plaza
421 Fayetteville Street, Suite 203
Raleigh, NC 27601

For Wake County: Wake County Manager
Wake County Justice Center
301 S. McDowell St.
Raleigh, NC 27601

With a copy to Wake County Attorney
Wake County Justice Center
301 S. McDowell St.
Raleigh, NC 27601

4.03 **Amendment.**

If any Party desires to amend the Agreement, then the proposed amendment and the reasons for the proposed amendment shall be communicated in writing to the other Parties. If the Parties agree to the proposed amendment, then the amendment shall be effected by entering a written amendment to the Agreement. An amendment that does not change the substantive or financial commitments of the Agreement may be executed by the Wake County Manager, the CAMPO Executive Director, and the GoTriangle General Manager. Any other amendment to the terms of this Agreement to be effective must be in the form of a written instrument properly authorized and executed by the governing boards of each Party to this Agreement.

ARTICLE V RESPONSIBILITIES, FINANCIAL DUTIES and ASSUMPTIONS OF THE PARTIES

The responsibilities of the Parties are as follows:

5.01 **GoTriangle** shall carry out its legal, contractual, fiscal, and fiduciary duties as the administrator of the Tax District as follows:

- a. shall administer and manage the Tax District, including carrying out its legal, contractual, fiscal, and fiduciary duties;
- b. shall comply with the responsibilities of a local government prescribed by the North Carolina Budget and Fiscal Control Act;
- c. shall adhere to the Financial Plan as defined by this Agreement, and any amendments authorized thereto;
- d. shall adhere to the Equitable Use of Net Proceeds Within or to Benefit the Special District as defined in this Agreement;
- e. shall distribute the Financial Plan to each unit of local government within its jurisdiction in accordance with N.C.G.S. 105-508.1;

- f. shall use or expend all Wake County Tax Revenue and Wake Transit Plan Revenue only as specifically budgeted in the Wake County Transit Work Plan;
- g. shall not pledge, represent, appropriate, or covenant to appropriate any portion of Wake County Tax Revenue or Wake Transit Plan Revenue to cover any debt service, encumbrances, or operating or other expenses that do not arise from the Wake County Transit Work Plan;
- h. shall maintain adequate Operating Fund Balances and Capital Fund Balances in the Wake Transit major operating and capital funds per debt and capital policies and guidelines mutually agreed to by TPAC;
- i. shall obtain approval from the Local Government Commission for all issuances of debt, certain capital leases, and other financial agreements as required by law;
- j. shall not, under the provisions of N.C.G.S. 160A-20, create any security interest in real or personal property funded by Wake Transit major operating and capital funds unless 100% of the proceeds of the related financing are for projects in the Wake Transit Work Plan;
- k. shall ensure that any proceeds from the sale, transfer and disposition of property, or from insurance proceeds for projects funded by Wake County Transit Revenue be used for Wake Transit projects in accordance with the Wake Transit Work Plan;
- l. shall include provisions in all applicable financing documentation to the effect that GoTriangle has entered into an Agreement prohibiting the use of Wake County Transit Tax Revenues and Wake Transit Plan Revenue to fund debt service or other expenses that do not arise from the Wake Transit Work Plan;
- m. shall, unless otherwise agreed to by Wake County or included in the Wake County Transit Work Plan, in connection with the financing of capital facilities outside of Wake County, include provisions in all applicable financing documentation to the effect that GoTriangle does not intend to pay debt service or fund operating expenses or other costs associated with such capital facilities or the operation thereof from Wake County Tax Revenues and that GoTriangle has entered into an Agreement prohibiting the use of Wake County Tax Revenue for such purpose;
- n. shall maintain such books, records, and systems of accounts so that the expenditures of Wake County Tax Revenue and Wake Transit Plan Revenue are accounted for as expended on the Wake Transit Work Plan as budgeted and reported in the Wake Transit major operating and capital funds;
- o. shall provide any and all Financial Statements, accountings, reports, and information to TPAC within thirty (30) days of request, and produce drafts of documents created on behalf of the TPAC for review and feedback from TPAC prior to GoTriangle's issuance, approval, and release of

- Comprehensive Annual Financial Reports, adopted budget documents, and applications for Grant Funding approval;
- p. shall not issue or authorize the issuance of any Preliminary Official Statement, Official Statement, or similar securities offering documents in connection with the financing of improvements by GoTriangle unless such document has previously been submitted to Wake County for review and comments regarding the nature of the security and sources of payment of the amounts due in connection with the financing;
 - q. shall provide staff to serve on the TPAC;
 - r. shall enter into Capital Funding Agreements and Operating Funding Agreements to study, plan, and construct public transit infrastructure capital Implementation Elements and to deliver other operating Implementation Elements as identified within the Wake Transit Work Plan;
 - s. shall provide required financial and status reports on Implementation Elements budgeted and reported for the Wake Transit major operating and capital funds;
 - t. shall annually review and approve required documents and perform other any other actions consistent with the terms of this Agreement or powers authorized by a process to be established by TPAC;
 - u. shall coordinate approval of the components of the Wake County Transit Work Plan identified in Section 2.41 by the GoTriangle Board of Trustees;
 - v. shall comply with N.C.G.S. 143-6A-4 regarding submissions or award of any bid or proposals to vendors, and contractors or subcontractors for any and all operating and project agreements;
 - w. perform other any other actions consistent with the powers and duties set forth in N.C.G.S. 160A, Article 26;
 - x. comply with N.C.G.S. 143-6A-4, the “Iran Divestment Act Certification”; and
 - y. to the extent applicable, shall comply with 23 U.S.C. 134, 49 U.S.C. Chapter 53, and N.C.G.S. Chapter 136.

5.02 **CAMPO** shall carry out its legal, contractual, fiscal, and fiduciary duties as the Metropolitan Planning Organization as follows:

- a. shall coordinate/ align Wake Transit Plan Revenue with other transportation investment and state and federal funding;
- b. shall provide staff to serve on the TPAC;
- c. shall enter into Capital Funding Agreements to study and plan public transit infrastructure Capital Projects and deliver Implementation Elements as identified within the Wake County Transit Work Plan;
- d. shall provide required financial and status reports on Implementation Elements for which CAMPO is responsible that are funded in-part or wholly by the Tax District;
- e. shall serve as the coordinating agency between the Parties, N.C. Department of Transportation, and federal agencies including but not limited to the Federal Highway Administration, the Federal Transit Administration, and the Federal Railroad Administration;

- f. shall annually review and approve required documents;
- g. shall coordinate approval of the components of the Wake County Transit Work Plan by the Capital Area Metropolitan Planning Organization Executive Board;
- h. shall identify projects using federal transit funding and ensure that the multi-year operating program, the Annual Operating and Capital Budgets including such projects are coordinated with the annual program of projects (“POP”) and Transportation Improvement Program;
- i. shall comply with N.C.G.S. 143-6A-4, the “Iran Divestment Act Certification”;
- j. when applicable and appropriate, shall apply for, secure, and direct reasonably available funding toward components of the Wake County Transit Work Plan consistent with its other responsibilities within the MPO;
- k. shall program and administer funding, including but not limited to grant funding, and perform all required duties to apply for, coordinate, and align transit funding, if applicable and appropriate, with other transportation investment and state and federal funding; and
- l. shall perform other any other actions consistent with the powers and duties set forth in 23 U.S.C. 134 *et seq.*, 49 U.S.C. Chapter 53 and as recognized under the laws of North Carolina pursuant to N.C.G.S. Chapter 136.

5.03 **Wake County** shall carry out its legal, contractual, fiscal, and fiduciary duties as a unit of local government as follows:

- a. shall provide staff to serve on the TPAC;
- b. shall call a Conference Committee, if required under Article VII and Article X of this Agreement;
- c. shall serve in an advisory capacity for operation and management of transit services and review of financial data, work plan, and projections for all Capital and Infrastructure projects under this Agreement through membership and/or appointment to the TPAC;
- d. shall call an advisory referendum before the voters of Wake County for the purpose of authorizing the levy of a ½ percent sales tax for transit;
- e. shall not issue any general obligation bonds, or appropriate property tax revenue or Article 39, 40, 42, 44, or Medicaid hold harmless sales tax revenue to subsidize or supplant revenues for projects and transit services in the Wake County Transit Plan;
- f. comply with N.C.G.S. 143-6A-4, the “Iran Divestment Act Certification”;
- g. perform other any other actions consistent with the powers and duties set forth in N.C.G.S. Chapter 153A and N.C.G.S. 105-561 *et seq.*; and
- h. to the extent applicable, shall comply with 23 U.S.C. 134, 49 U.S.C. Chapter 53, and N.C.G.S. Chapter 136.

ARTICLE VI
ANTICIPATED ROLES OF TRANSIT SERVICE PROVIDING ENTITIES and
NON TRANSIT SERVICE PROVIDING MUNICIPALITIES

6.01 Transit Service- Providing Entities

The Parties contemplate that the Transit Service Providing Entities, meaning any municipality or agency that directly or through contract provides public transportation services in Wake County, including but not limited to the Town of Cary, City of Raleigh, Wake County, and GoTriangle (when functioning as a transit provider), shall participate at a minimum as follows:

- a. shall provide staff to serve on the TPAC;
- b. shall enter into Capital Funding Agreements and Operating Agreements to deliver Implementation Elements as identified within the Wake Transit Work Plan;
- c. shall provide required financial and status reports on Implementation Elements funded in-part or wholly by the Tax District; and
- d. shall perform any other responsibility consistent with statutory authority and the terms of this Agreement.

6.02 Non-Transit Service Providing Municipalities

The Parties contemplate that the Non-Transit Service Providing Municipalities, meaning any municipality located in Wake County that does not provide public transportation services, shall participate a minimum as follows:

- a. shall provide staff to serve on the TPAC;
- b. shall enter into Capital Funding Agreements to deliver Implementation Elements as identified within the Wake Transit Work Plan;
- c. shall provide required financial and status reports on Implementation Elements funded in-part or wholly by the Tax District; and
- d. shall perform any other responsibility consistent with statutory authority and the terms of this Agreement.

ARTICLE VII
PROCESS FOR RECOMMENDATION, APPROVAL, AND DEVELOPMENT OF
WAKE COUNTY TRANSIT WORK PLAN and OPERATING AND CAPITAL
PROJECT ORDINANCES and AGREEMENTS

7.01 The Wake County Transit Work Plan, which shall consist of the component documents outlined in Section 2.41, shall be assembled and reviewed by a date to be determined (“TBD”) by TPAC as part of their organizational duties.

7.02 The TPAC shall present the Wake County Transit Work Plan to the CAMPO Executive Board and the GoTriangle Board of Trustees for approval by a date to be determined by TPAC. The schedule shall allow each agency adequate time to review documentation, identify concerns and coordinate issues prior to the commencement of the fiscal year for which the Wake Transit Work Plan is to be in effect. Included in the schedule shall be a procedure for the TPAC to plan for and schedule advanced review of Significant Concerns, if any, with the Go Triangle Board of Trustees and the CAMPO Executive Board.

7.03 Upon receipt of the documents of the Wake Transit Work Plan, the CAMPO Executive Board and Go Triangle Board of Trustees shall have 3 options:

- a. approve the Wake Transit Work Plan as recommended;
- b. develop a specific listing of minor issues or technical corrections for the Wake Transit Work Plan; or
- c. develop a specific listing of Significant Concerns with Wake Transit Work Plan.

7.04 If the CAMPO Executive Board or Go Triangle Board of Trustees creates a detailed listing of minor issues or technical corrections for the recommended Wake Transit Work Plan, staff of the respective Boards will make corrections and both Boards will review the modified documents for approval.

7.05 If the CAMPO Executive Board or GoTriangle Board of Trustees creates a detailed listing of Significant Concerns with the recommended Wake Transit Work Plan, this listing shall be forwarded to a Conference Committee process as defined in Article X of this Agreement. If the Conference Committee process will extend past the commencement of the fiscal year for which the Wake Transit Work Plan is to be in effect, a sixty (60) day Operating Budget Ordinance allowing operations to continue at current funding levels may be enacted and only Capital Projects for which funds have been previously appropriated may continue.

7.06 For FY 2017, items identified in 7.01 shall be presented at the time of adoption of the ½ percent local option sales tax, if it is adopted, or no later than **January 15, 2017**. No funds shall be spent or costs obligated until items identified in the Wake County Transit Work Plan are presented by the TPAC and approved by the regular and statutorily prescribed processes of the CAMPO Executive Board and the Go Triangle Board of Trustees. The format of items identified in the Wake County Transit Work Plan shall be agreed upon by TPAC by a date TBD, but no later than **October 1, 2016**.

7.07 All Parties in this Agreement, or their authorized representative, shall have the right to inspect, examine, and make copies of any and all books, accounts, invoices, records, electronic files, agreements, minutes, and other writings and work products related to the funding of Tax District operations or projects. The cost of any audit or review conducted under the authority of this Section is the responsibility of the Party requesting the audit or review unless a material breach is detected, in which case the breaching party shall be responsible for the reasonable costs of audit or review.

7.08 **Implementation.** An Operating or Capital Project Funding Agreement shall be approved and distributed for each Implementation Element consistent with the requirements of Article VIII. These agreements must be prepared prior to distributing funds and starting the Project(s).

ARTICLE VIII REQUIRED CAPITAL PROJECT FUNDING & OPERATING AGREEMENTS

8.01 For each Capital Project or a group of projects under a Master Agreement appropriated in the annual Capital Project Ordinance, a Capital Project Funding Agreement is required. This Capital Project Funding Agreement shall set forth at a minimum:

- a. Technical project description with anticipated project performance characteristics;
- b. Project implementation schedule and milestones;
- c. Detailed revenue and expenditure projections by fiscal year;
- d. Reporting requirements;
- e. Plan for return of funds if project fails;
- f. Audit provisions;
- g. Allocation of matching funds for local systems if applicable;
- h. If project is debt funded, provisions for addressing any items required for title, debt covenants, or other related items;
- i. A provision that the designated sponsor must as a condition of the agreement undertake and complete any projects already under contract to complete with no supplantation of funding;
- j. Public involvement and engagement expectations.
- k. Reporting requirements;
- l. Method for termination;
- m. Issue resolution process; and
- n. Audit provisions.

If any such capital or infrastructure project covered by a capital funding agreement or Master Agreement involves federal or state funding that is otherwise under the distribution and program management responsibility of CAMPO or, regardless of funding source, constitutes a regionally significant project as defined in 23 CFR § 450.104, CAMPO shall be a party to the agreement.

8.02 For each Implementation Element of the Wake County Work Plan funded in the Annual Operating Budget, an Operating Agreement is required. The Operating Agreement shall set forth at a minimum:

- a. Description of operations;
- b. Allocation of costs and funding sources consistent with multi-year operating program and annual operating budget amounts;
- c. Minimum annual service performance evaluation method;

- d. Respective roles of parties and transit agencies in the provision of the projects and services outlined;
- e. Issue resolution process;
- f. Method for termination;
- g. All Federal Transit Administration required certifications and assurances in accordance with 23 U.S.C. 134, 29 U.S.C. 623, 42 U.S.C. 2000, 42 U.S.C. 6102, 42 U.S.C. 12112, 42 U.S.C. 12132, 49 U.S.C. 5303; 49 U.S.C. 5332, 29 CFR Part 1630, 41 CFR Parts 60 *et seq.*;
- h. Reporting requirements; and
- i. Public involvement and engagement expectations.

If any such operating project covered by an Operating Agreement or Master Agreement involves federal or state funding that is otherwise under the distribution and program management responsibility of CAMPO or, regardless of funding source, constitutes a regionally significant project as defined in 23 CFR § 450.104 , CAMPO shall be a party to the agreement.

Before any Operating Agreement is executed, GoRaleigh, GoTriangle in its capacity as a transit provider, the Town of Cary, and Wake County TRACS shall enter into and execute a master joint agency operations agreement that commits the transit agencies to implementing all projects contained within the Wake County Transit Plan and that lays out provisions ensuring cost-effective delivery of operating projects, minimum service standards, and any other provisions ensuring operating projects funded with Wake County Tax Revenue and Wake Transit Plan Revenue are carried out at a level of quality and efficiency consistent with transit operations best practice conventions.

ARTICLE IX PROCESS FOR CAPITAL, NON-CAPITAL, INFRASTRUCTURE, and SERVICE DELIVERY PROJECTS REPORTING

9.01 The Tax District shall be reported as a Component Unit and shall include the Wake Transit major operating and capital funds separate from any and all major funds and/or other special tax districts within the Tax District, in the body of annually audited financial statements, as required by Governmental Accounting Standards Board (GASB) standards for major funds reported by blended component units. As administrator of the Tax District, GoTriangle shall present an annually audited financial statement for the separate component unit by **December 15th** of the subsequent fiscal year to the CAMPO Executive Board and the Wake County Board of Commissioners.

9.02 At the time of the presentation of the annually audited financial statements, GoTriangle shall present an update of the Wake County Transit Work Plan projects including project milestones and timelines and operations of the system. This presentation shall be considered an Annual Wake Transit Report.

9.03 GoTriangle, as administrator of the Tax District, shall issue Quarterly Financial Reports (non-GAAP) for the quarters ending **September 30th , December 31st March 31st** to the TPAC for the Wake Transit major operating and capital funds. These Reports will be due 60 days after the end of the respective quarter. The format of this report shall be agreed upon by the Parties to this Agreement by **October 1, 2016**.

9.04 At the time of the submittal of the quarterly financial reports, GoTriangle shall also submit an update of projects including project milestones and timelines and transit operations. The format of this report shall be agreed upon by the Parties of this agreement by **October 1, 2016**.

ARTICLE X CONFERENCE COMMITTEE

10.01 **Creation.** If Wake County, CAMPO, or Go Triangle has a Significant Concern that may affect the ability to proceed with the Recommended Wake Transit Work Plan or any element of implementation of the same, then the Wake County Board of Commissioners will call for the creation of a Conference Committee for the resolution of the same. The purpose of the Conference Committee will be limited to resolving the issue(s) identified in a Significant Concern listing. The Conference Committee will be convened within fifteen (15) days of the receipt of the listing of Significant Concerns.

10.02 **Minimum Membership.** The Conference Committee will consist of at least two (2) Board of Commissioner members appointed by Wake County, two (2) Executive Board members appointed by CAMPO, and two (2) Board of Trustee members appointed by GoTriangle. The Parties shall each designate members and provide a listing of names within (15) days of the receipt of listing of Significant Concerns with recommended Wake Transit Work Plan.

10.03 **Other Membership.** The Wake County Board of Commissioners shall, at its discretion, appoint members representing other transit agencies, municipalities, areas or Wake County residents at large. The Board may also consider representatives with specific technical perspectives or knowledge. At least one (1) other member shall be appointed at all times to allow for the Conference Committee to have an odd number of members.

10.04 **Staff Resources.** The Parties to this Agreement agree to provide all staff resources required to understand the issue(s) identified in the listing of Significant Concerns with the recommended Wake Transit Work Plan to the Conference Committee.

10.05 **Facilitation.** The Wake County Board of Commissioners shall, at its discretion, appoint a facilitator to the Conference Committee. The facilitator shall work with staff and the Conference Committee to understand the listing of Significant Concerns and develop multiple scenarios / options for resolution. Although each scenario must result in a viable Wake Transit Work Program, they may differ in the amount of changes proposed.

10.06 **Decision-making.** The Conference Committee shall consider all recommended scenario / options. If consensus is not attained on any of the scenario / options, the Committee shall vote on each scenario / option and the scenario / option with the highest number of votes will be selected. If two or more scenario / options receive the same number of votes, the Conference Committee will break the tie vote.

10.07 The decision of the Conference Committee shall be binding on the TPAC.

ARTICLE XI AGREEMENT RELATED DISPUTE RESOLUTION

It is the desire and intent of the Parties to resolve any disputes in a collaborative manner and to avoid, if possible, the expense and delay of litigation. In the event that any Party cannot resolve an issue with another Party under this Agreement, the affected Party shall engage in the following process:

- a. Any Party may give written notice to another Party or Parties of any dispute not resolved in the ordinary course of business. Within ten (10) business days after delivery of the written notice by regular or electronic mail, the receiving Party(ies) shall submit a written response to the disputing Party, and designate in the notice a representative who will represent that Party in the negotiation to resolve the dispute.
- b. Within ten (10) business days of receiving the response, the appointees of the disputing and receiving Parties shall meet at a mutually acceptable time and place, and thereafter, as often as necessary to resolve the dispute.
- c. All reasonable requests for information made by one Party to the other shall be honored in a timely fashion to permit constructive discussion.
- d. If the dispute cannot be resolved, including a dispute about entering an Amendment to the Agreement, one or more of the Parties shall submit a detailed listing of Significant Concern(s) to the Wake County Board of Commissioners to request a Conference Committee.
- e. The duty to engage in dispute resolution is a material part of this Agreement enforceable by equitable relief.
- f. Upon failure to resolve a dispute through the steps outlined in this Agreement, any Party may engage in other dispute resolution processes agreed upon by the Parties or pursue any legal or equitable remedies available.

ARTICLE XII NON-ASSIGNMENT DELEGATION OF DUTY

12.01 No Party shall assign any portion of this Agreement or the rights and responsibilities hereunder to another person or entity who is not a party to this Agreement

without the prior written consent of the other Parties. Notwithstanding the above, nothing herein shall restrict the rights of any party to contract with any third-parties for the implementation of the Wake County Transit Work Plan as contemplated herein.

12.02 Except as expressly stated herein, this Agreement shall not change the delegation of any duty previously delegated to a Party by federal law, state statute, local ordinance or resolution, and shall not create any new duty which does not exist under federal law, state statute, local ordinance or resolution.

12.03 Nothing herein shall modify, abridge, or deny any authority or discretion of Wake County with regard to calling for a special election as set forth in N.C.G.S. 163-287 or considering authorization to conduct a referendum by vote as set forth in N.C.G.S. Chapter 105, Article 43, Part 3.

12.04 Nothing herein shall modify, abridge, or deny any authority or discretion of any Party or municipality to independently develop, administer, or control transportation projects pursuant to enumerated authority or funding sources separate from the authority and funding sources outlined in this Agreement.

ARTICLE XIII OTHER PROVISIONS

13.01 **No Third Party Beneficiaries.** This Agreement is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the Parties hereto, and shall not confer any rights or remedies upon any person or entity other than the Parties hereto.

13.02 **No Waiver of Sovereign Immunity.** Nothing in this Agreement shall be construed to mandate purchase of insurance by Wake County pursuant to N.C.G.S. 153A-435; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive Wake County's defense of sovereign or governmental immunity from any cause of action alleged or brought against Wake County for any reason if otherwise available as a matter of law.

13.03 **No Waiver of Qualified Immunity.** No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

13.04 **Ethics Provision.** The Parties acknowledge and shall adhere to the requirements of N.C.G.S. 133-32, which prohibits the offer to, or acceptance by any state or local

employee of any gift from anyone with a contract with the governmental entity or from a person seeking to do business with the governmental entity.

13.05 **Governing Law, Venue.** The Parties acknowledge that this Agreement shall be governed by the laws of the State of North Carolina. Venue for any disputes arising under this Agreement shall be in the courts of Wake County, North Carolina.

13.06 **Entire Agreement.** The terms and provisions herein contained constitute the entire agreement by and between the Parties hereto and shall supersede all previous communications, representations or agreements, either oral or written between the Parties hereto with respect to the subject matter hereof.

13.07 **Severability.** If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.

13.08 **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original.

13.09 **Verification of Work Authorization.** To the extent applicable, all Parties, and any subcontractors hired for purposes of fulfilling any obligations under this Agreement or any Operating Agreement or Funding Agreement contemplated by this Agreement, will comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, "Verification of Work Authorization," and will provide documentation or sign affidavits or any other documents requested by either party demonstrating such compliance.

[Signature pages follow this page]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their corporate names by their duly authorized officers, all by the Resolution of their governing board, spread across their minutes, as of the date first above written.

<p>RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY (d/b/a GoTriangle)</p> <p>By: _____ Jeffrey G. Mann, General Manager</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Saundra Freeman, Chief Financial Officer for GoTriangle</p>
<p>[Seal]</p> <p>ATTEST:</p> <p>_____</p> <p>By _____ Clerk</p>	<p>This instrument is approved as to form and legal sufficiency.</p> <p>_____</p> <p>Karen Porter, Interim General Counsel For GoTriangle</p>

<p>WAKE COUNTY, NORTH CAROLINA</p> <p>By: _____ County Manager</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Finance Director Wake County, North Carolina</p>
<p>[Seal]</p> <p>ATTEST:</p> <p>_____</p> <p>Clerk</p>	<p>This instrument is approved as to form and legal sufficiency.</p> <p>_____</p> <p>County Attorney</p>

<p>CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO)</p> <p>CAMPO</p> <p>By: _____ Executive Director</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Finance Director City of Raleigh, North Carolina (Designated fiscal agent for CAMPO)</p>
<p>ATTEST:</p> <p>By: _____ Valorie D. Lockhart</p>	

Downtown Raleigh R-Line Analysis



Eric J. Lamb, PE

Transportation Planning Manager

June 14, 2016

Study Background

- Downtown at a critical moment
 - Downtown Plan
 - Raleigh Union Station
 - GoRaleigh Station upgrade
 - Wake Transit Plan
- City Council asked for review of the service by Jarrett Walker + Associates
- Purpose was to evaluate existing service and investigate possible alternatives



Purpose of Downtown Circulators

- Improve transit access by facilitating very short trips within downtowns and offering convenient connections to other locations
- Promote economic development by providing frequent service to important destinations



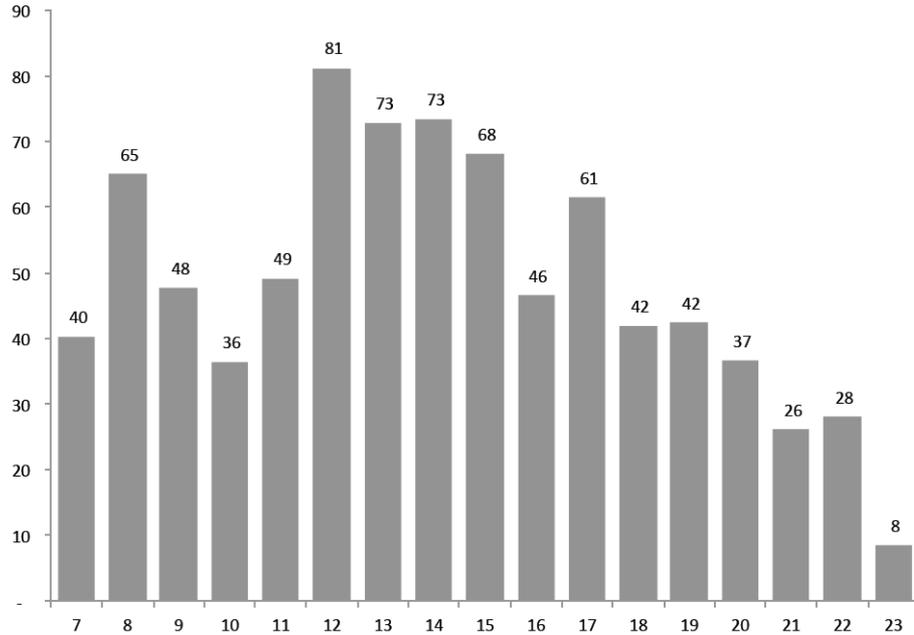
By the Numbers

- 197,499 annual riders (2015)
- 825 average daily boardings (2015)
- \$923,775 annual operating cost (2015)
- 12,403 annual revenue hours of service (2015)
- \$74.50 operating cost per revenue hour
- \$256,600 operating cost per mile of route

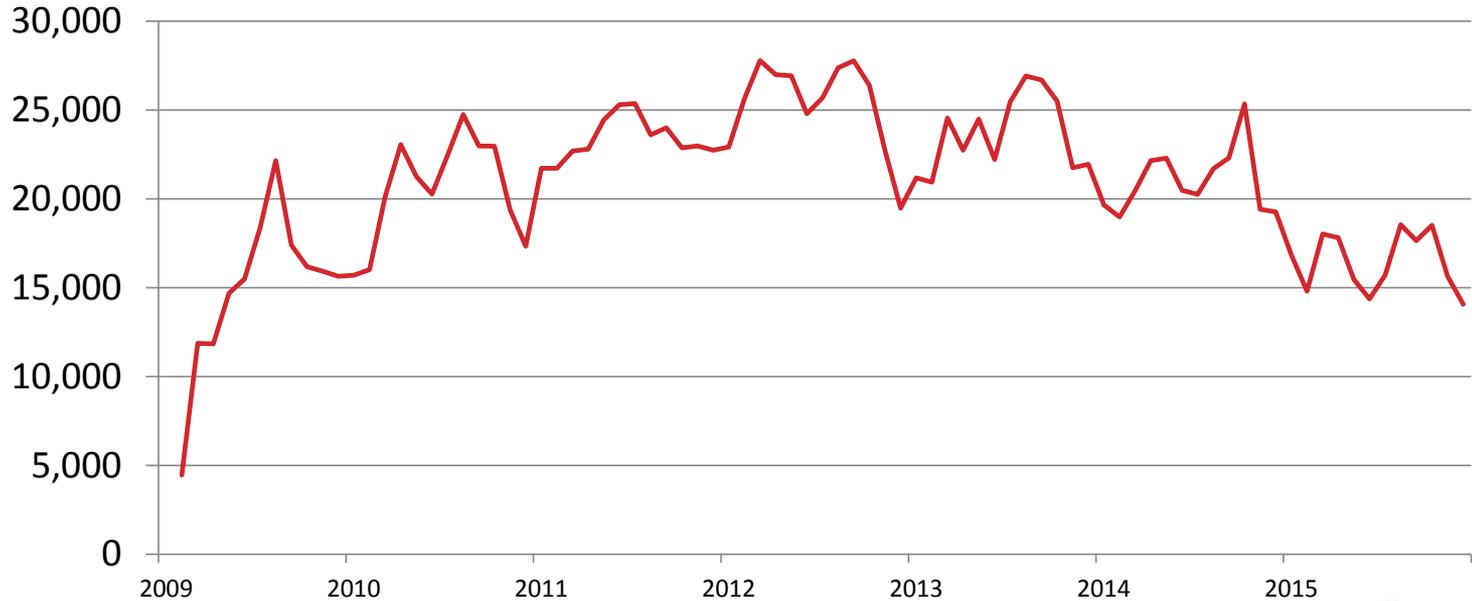
By the Numbers

- 52% of trips occur between 10 am and 5 pm

R-Line Ridership by Hour



R-Line Monthly Ridership (2009 – 2015)



Existing Service

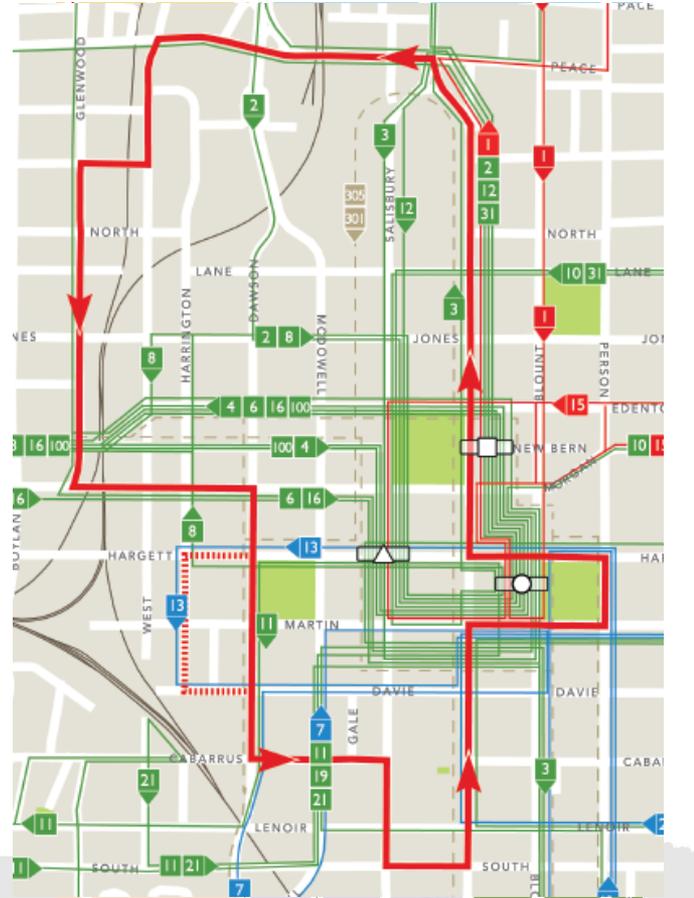
3.6-mile all-day frequent circulator

PROS:

- Branded as premium experience
- Easily identifiable
- Simpler to navigate downtown than GoRaleigh
- Frequent, all-day service

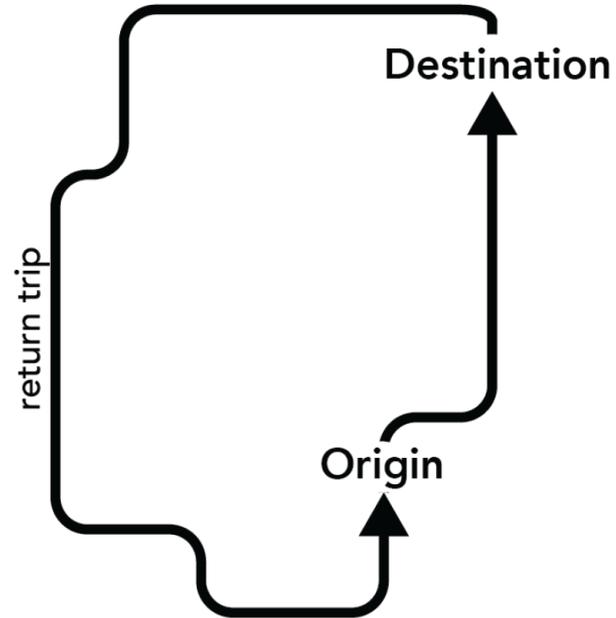
CONS:

- One-way loop can be more complicated than walking
- Alignment changes after 6:30pm
- Branding can imply other services are sub-premium

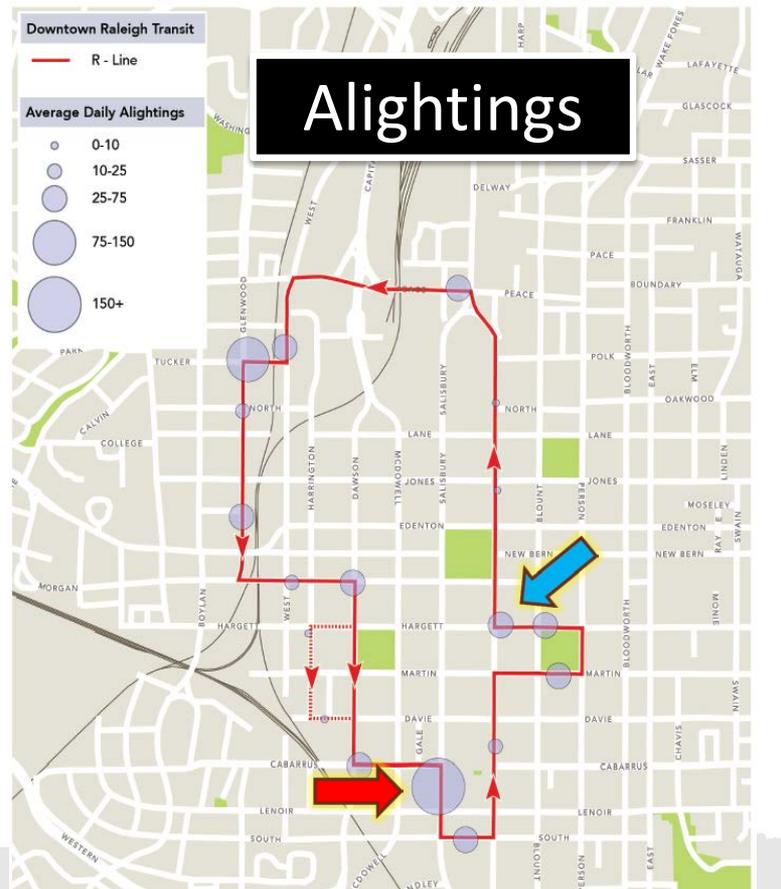
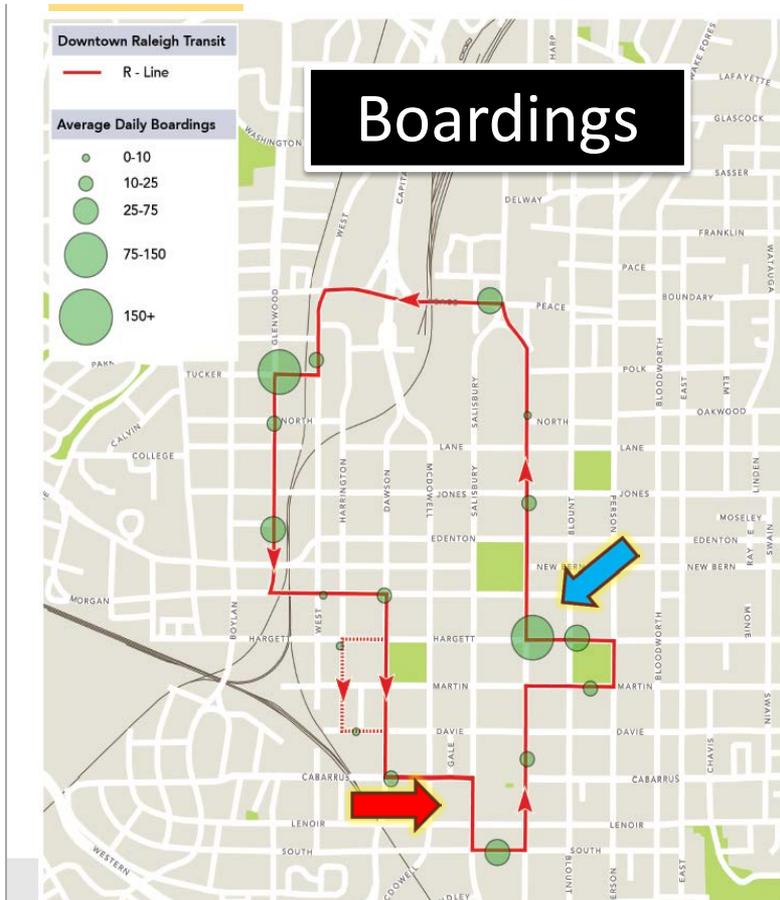


Challenges with One-Way Loops

- Often not time-competitive with walking in at least one direction
- 24% riders do not typically make return trip*



* Source: 2014 R-Line On-Board Survey



Fare-Free Policy

- **PROS**
 - Lower direct cost of travel
 - Passenger convenience
 - Quicker boardings
- **CONS**
 - Foregone revenues
 - Many people believe transit should be operated at some cost to the rider
- **What if fare was \$1.00?**
 - 34% of riders would not be willing to pay \$1.00*
 - Up to 1/3 of ridership lost
 - \$500 new fare revenue daily (\$180k/year)
 - 16% farebox recovery



* Source: 2014 R-Line On-Board Survey

Wake Transit Plan and the R-Line

- The R-Line is insulated from the plan both financially and operationally
- Service not part of Wake Transit Financial Plan, will remain exclusively funded and operated by the City
- Downtown routes will likely be consolidated onto key trunk lines

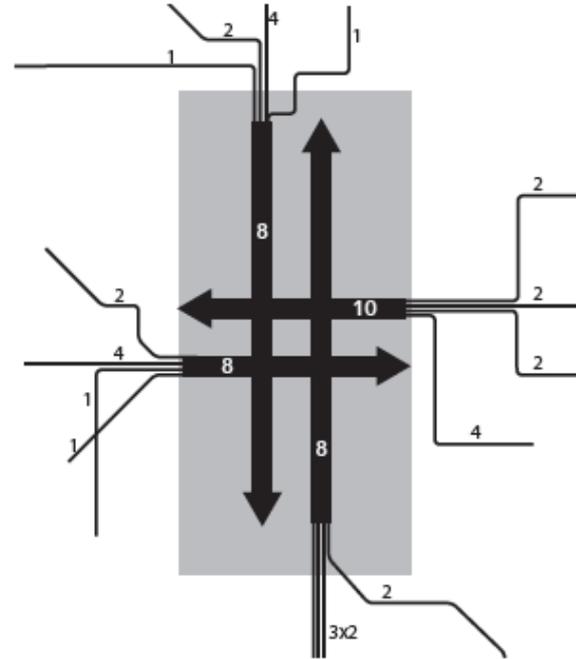


Figure 4: Downtown Couplet Routing

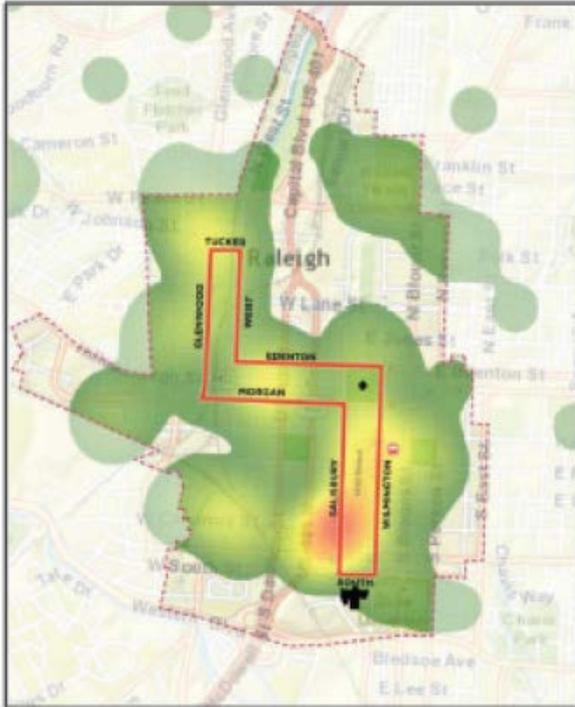
Wake Transit Plan Considerations

- Impact potential service changes may have on referendum
- Downtown routing unknown; may or may not have impact on R-Line
- Relative timing of implementation



Photo credit: James Willamor via Flickr

Short-Term Options: CBD Service



Option	Miles	Speed (MPH)	Headway (minutes)	Span (hrs)	Buses
1	3.7	10	< 15	16	2
1.1	4.1	10	15	16	2
1.2	5.7	13	20	16	2
2.1	4.6	11	15	16	2
2.2	4.6	11	15 / 30	17	2*

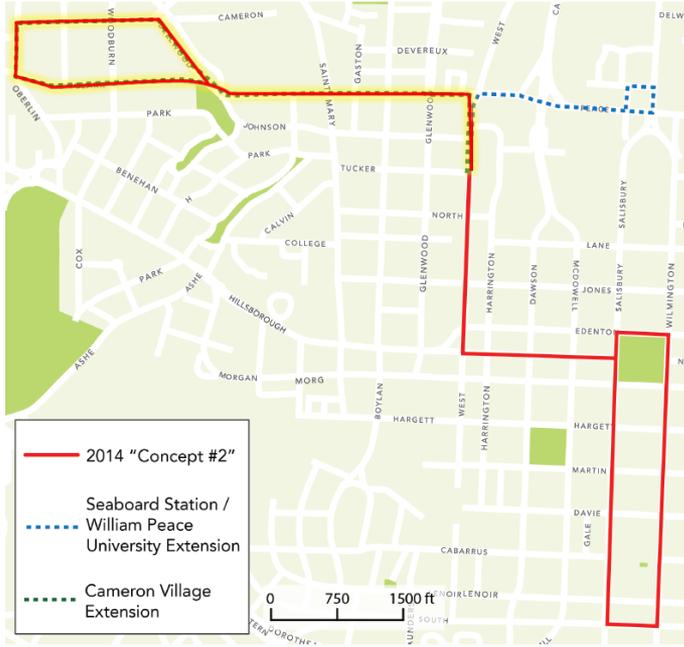
Option 1 miles, speed, frequency span and number of buses is approximately equal to the existing R-Line. All options revenue-neutral

Option 1.1: Include Seaboard Station



Option	Miles	Speed (MPH)	Headway (minutes)	Span (hrs)	Buses
1	3.7	10	< 15	16	2
1.1	4.1	10	15	16	2
1.2	5.7	13	20	16	2
2.1	4.6	11	15	16	2
2.2	4.6	11	15 / 30	17	2*

Option 1.2: Include Cameron Village



Option	Miles	Speed (MPH)	Headway (minutes)	Span (hrs)	Buses
1	3.7	10	< 15	16	2
1.1	4.1	10	15	16	2
1.2	5.7	13	20	16	2
2.1	4.6	11	15	16	2
2.2	4.6	11	15 / 30	17	2*

Long-Term: Options 2.1 & 2.2

- Assumes:
 - Wake Transit Plan implementation re-configures Downtown alignments
 - Mobility and economic development goals of circulator satisfied by local and BRT services
 - Create a new frequent local route between Downtown and NCSU

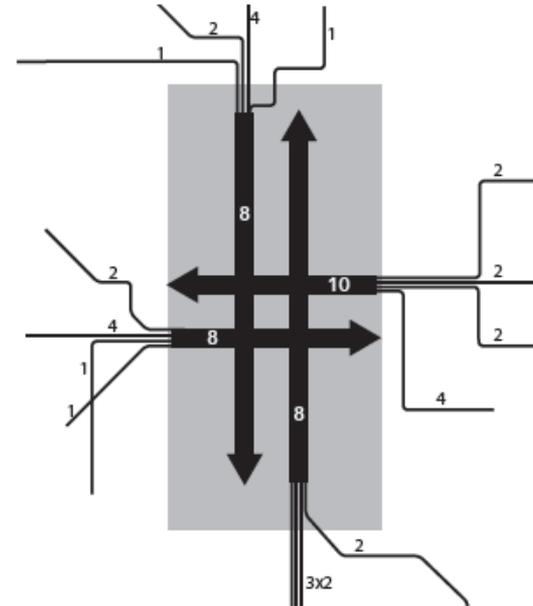


Figure 4: Downtown Couplet Routing

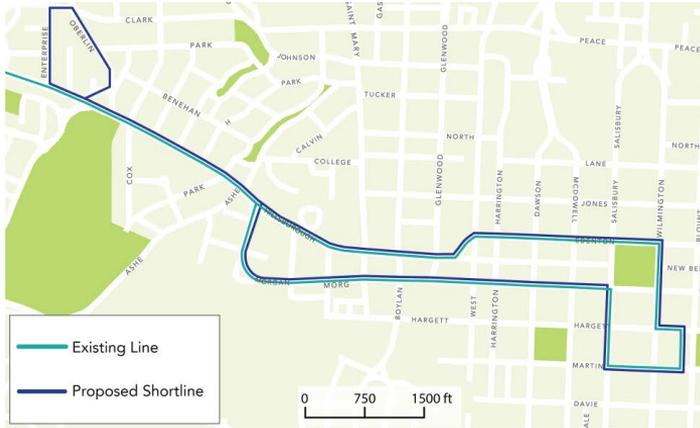
Option 2.1: New Route on Hillsborough Street



- New dedicated frequent route
- Same headway and span as existing R-Line

Option	Miles	Speed (MPH)	Headway (minutes)	Span (hrs)	Buses
1	3.7	10	< 15	16	2
1.1	4.1	10	15	16	2
1.2	5.7	13	20	16	2
2.1	4.6	11	15	16	2
2.2	4.6	11	15 / 30	17	2*

Option 2.2: Rex Hospital Short Line



- Adds resources to #4 Rex Hospital
- Headways improve from 30/60 to 15/30 between Downtown and NCSU

Option	Miles	Speed (MPH)	Headway (minutes)	Span (hrs)	Buses
1	3.7	10	< 15	16	2
1.1	4.1	10	15	16	2
1.2	5.7	13	20	16	2
2.1	4.6	11	15	16	2
2.2	4.6	11	15 / 30	17	2*

* 2 buses added to 5 peak (3 off-peak) buses already used on the #4 Rex Hospital

Summary

- Opportunity exists to make significant operational changes to the R-Line
- City may want to refrain from making any changes to route or fare policy until after the November transit referendum
- Options provided are illustrative and would still require additional Title VI Equity Analysis

Questions?

Neighborhood Traffic Management Program (NTMP)

City Council Work Session
June 14, 2016



Neighborhood Traffic Management Program (NTMP)

The Neighborhood Traffic Management Program (NTMP) is a comprehensive citizen driven traffic calming program adopted in 2009. It was developed to provide citizens several options that could improve their quality of life by mitigating problems associated with cut through traffic and/or poor speed compliance. The four main components of the program are;

1. Speed Limit Reduction
2. Multi-way Stop
3. Traffic Calming Projects (minor)
4. Neighborhood Streetscape Projects (major)



Background

- September 2014 - A potential traffic calming project on Laurel Hills Road, resulted in a petition of Citizens to City Council regarding concerns about a project and the program policy.
- November 2014 - Staff sent proposed yearly changes of the NTMP policy to Council. Since some of the proposed changes overlapped with citizen concerns in the petition of Citizens, Council sent the item to the Public Works Committee (PWC).
- November 2014 - The proposed changes were heard at the PWC. Concerns regarding key component of the program were raised. Therefore staff elected to conduct a peer review of other municipalities and jurisdiction's traffic calming programs in order to find the best practices and possible ways to restructure the NTMP. In addition to the peer review, staff conducted an online survey. The survey provided resident input and feedback on the City's program.

Background

- November 2015 - staff went back before the PWC to present proposed changes to the NTMP. PWC went over the proposals and gave staff direction on which changes to implement. PWC reported item out of committee with the recommendations staff rewrite the policy including the changes from the PWC and present the updated policy to the full Council.
- November 2015 - City Council approved the PWC recommendation.



PWC Changes

1. Traffic Calming Evaluations/Scoring
2. Project Lists
3. Introduction/notification
4. Citizen Approval Process
5. Treatment Removal Policy (New)
6. Fire Department Review (New)



Evaluation/Scoring Changes

Existing

- Each criterion and total score has a maximum point limit.
- Speed 50 pts
- Volume 10 pts
- Crash History 10 pts
- Pedestrian Generators 20 pts
- Other Factors 10 pts
- Total Score 100 pts

Proposed

- Elimination of limits on all criteria. This allows streets with excessive speeds, speed related crashes, pedestrian generators, etc. to show a more accurate indication of potential issues.



Evaluation/Scoring Changes

Speed

Existing

- 5 points per mph above 35mph at the highest 85th% speed study, at any location along the street.

<u>85th% Speed</u>	<u>Posted @ 25 mph</u>	<u>Posted @ 30 mph</u>	<u>Posted @ 35mph</u>
28 mph	0	0	0
31 mph	0	0	0
34 mph	0	0	0
37 mph	10 points	10 points	10 points
40 mph	25 points	25 points	25 points
43 mph	40 points	40 points	40 points

Proposed

- Average all the 85th% speed studies along the street and measure against the posted speed limit. Points are dependent upon the speed limit.

<u>85th% Speed</u>	<u>Posted @ 25 mph</u>	<u>Posted @ 30 mph</u>	<u>Posted @ 35mph</u>
28 mph	3 points	0	0
31 mph	7 points	2 points	0
34 mph	13 points	8 points	0
37 mph	25 points	20 points	10 points
40 mph	40 points	35 points	25 points
43 mph	55 points	50 points	40 points

Evaluation/Scoring Changes

Volume

Existing

- Volume is measures the highest two-way traffic at any one location on any one day. Points earned are 1 point per 1,000 vehicles

<u>Volume</u>	<u>Points</u>
1000	1
2000	2
3000	3
4000	4

Proposed

- Volume is the average two-way traffic over multiple locations for the entire study period. Points earned are 1 point for every 250 vehicles.

<u>Volume</u>	<u>Points</u>
1000	4
2000	8
3000	12
4000	16

Evaluation/Scoring Changes

Crashes, Pedestrian Generators & Roadway Conditions

- Crashes – points per speed related crash was increased. Points per incident increased from 2 to 5
- Pedestrian Generators – This category was further defined and expanded to account for partial sidewalk networks. Each Pedestrian generator would receive 5 points and a partial sidewalk network would receive 2.5 points.
- Roadway Conditions – This category was further defined for grades and horizontal curves. The prior iteration was vague and left too much up for interpretation.



Project List Changes

Existing

- Streets stay on either project list indefinitely.
- Minimum qualifying score for each list is 30 points.
- Daily volumes must be between 600 and 10,000 vehicles per day.

Proposed

- Streets stay on either project list for a maximum of 5 years.
- Both project lists reviewed by Raleigh Fire Dept. (RFD) prior to Council approval.
- Average volumes must be between 500 and 6,000 vehicles per day.



Potential Area of Stakeholder Concern

The petition or stakeholder approval process for a potential traffic calming project was, is, and will continue to be a point of concern as long as the program is citizen driven. Achieving a consensus between people residing on the street and those that need to use it may not always be possible.

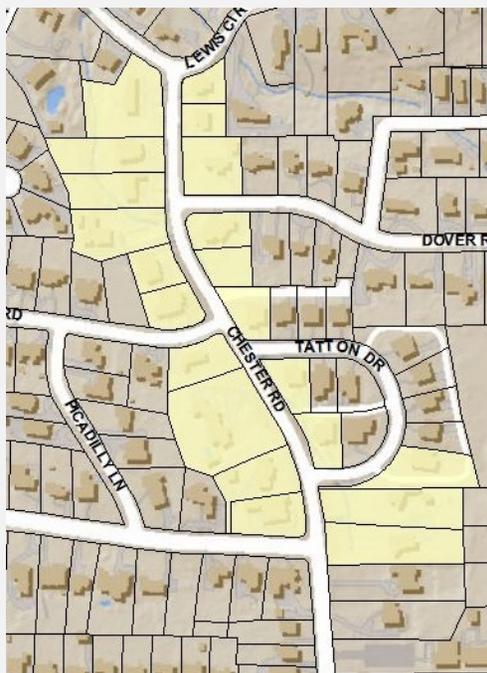
The PWC adopted a two tier approach to help ensure projects demonstrated overwhelming support. The two tier approval process keeps the original petition which is only valid for those residing on the street and adds a ballot for the greater neighborhood after.



Notification and Approval Process

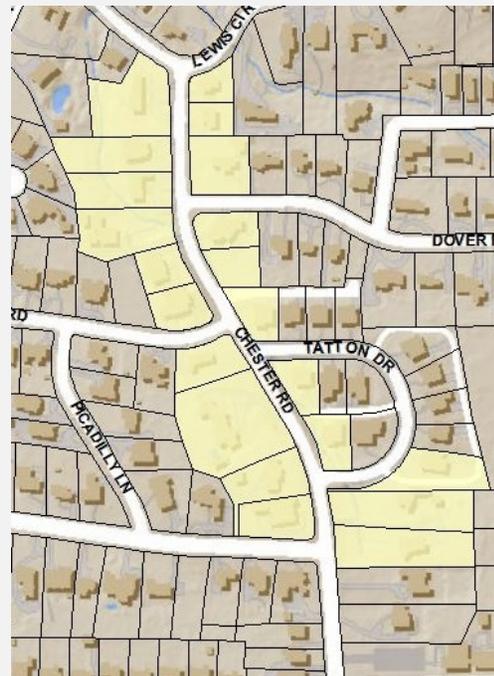
Existing

Street Petition only

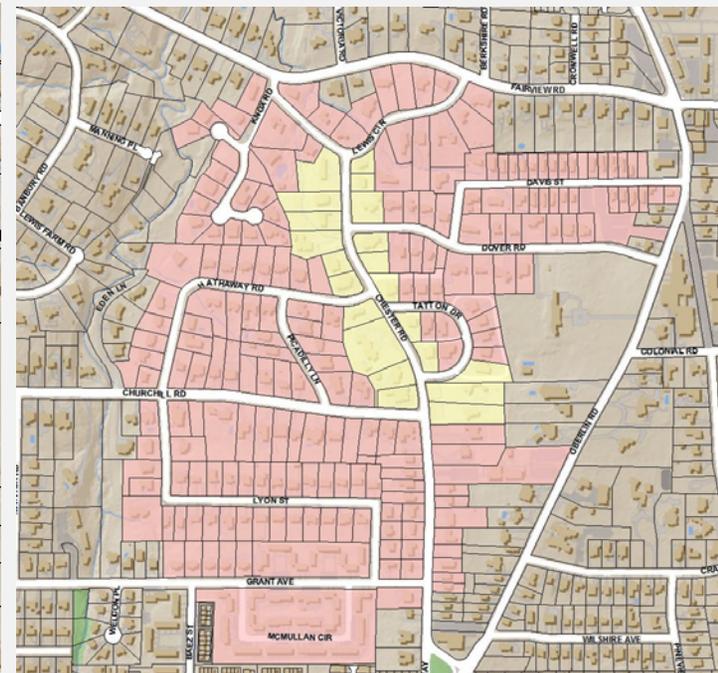


Changed

Step One
Street petition



Step Two
Neighborhood Ballot



Additional Direction and Confirmation

At the PWC there were some items discussed that did not result in changes to the policy or provide administrative direction to staff. These areas are:

1. Verification of petitions and signatures— This subject generated a large amount of citizen input. PWC found it impractical to have staff validate signatures. This item may come up again since the petition was kept.
2. Clarification of ballot recipients — There was significant public feedback on how multi-family dwellings, apartment buildings, vacant lots, open space, etc. should be counted and handled.
3. Qualifying scores for a project list — Concern was raised about the size of both minor and major lists. Discussion was had about raising the minimum qualifying score. A score higher than the current one would reduce the project lists.
4. Integration — How to handle integration of existing streets

Moving Forward

Staff has a new NTMP policy that has been reformatted and includes the PWC changes. City Council may consider multiple next steps, some of which include:

1. Adopt policy at future meeting
2. Provide direction for changes or further study prior to adoption
3. Send to committee



City Of Raleigh
North Carolina

Transportation Operations Staff Report

To: Jed Niffenegger, Senior Transportation Engineer
From: Thomas Fiorello, Project Engineer I
Date: June 14, 2016
Subject: Neighborhood Traffic Management Program

Background

In 2009, the City of Raleigh adopted a comprehensive traffic calming program called the Neighborhood Traffic Management Program (NTMP). The NTMP is a citizen driven program providing residents several options that can improve their quality of life by mitigating problems associated with cut through traffic or poor speed compliance. The program is comprised of four main components:

1. Speed Limit Reductions
2. Multi-Way Stop Sign Installations
3. Traffic Calming Projects (Minor)
4. Neighborhood Streetscape Projects (Major).

Since the program's adoption, the speed limit on 167 streets has been reduced. Multi-way stop signs have been installed at 23 intersections. Lastly, the City has completed 27 Traffic Calming projects and 2 Neighborhood Streetscape projects. Despite these accomplishments, traffic calming projects are not always well received. Since 2009, four neighborhoods have had concerns about traffic treatments/projects. One of the neighborhoods had concerns about the NTMP program itself in addition to a potential project. In summer of 2014, these concerns were sent to the Public Works Committee (PWC). Shortly after, staff proposed the annual NTMP policy updates to City Council. Due to overlapping issues, the proposed policy changes were also sent to the PWC.

When the items were heard at the PWC, residents and the Councilors serving on the Committee brought up numerous questions related to the policy. Due to the wide ranging concerns, staff suggested conducting a holistic review of the entire NTMP. The review consisted of three main components;

1. An internal review based on past lessons learned and problems encountered.
2. A peer review of Traffic Calming Programs of the 100 largest US Cities and the largest Cities and Towns in North Carolina.
3. An online survey from the "customers" of the program, Raleigh residents.

The items were held in PWC to allow staff sufficient time to conduct the reviews. In November 2015 Staff provided the PWC a summary of the reviews and areas of possible policy improvements. Staff was given direction and the recommendations were incorporated into the policy. The first two components, Speed Limit Reductions and Multi-Way Stop Installations, were not changed. The last two components Traffic Calming Projects (Minor) and Neighborhood Streetscape Projects (Major) were changed.

PWC Changes to Traffic Calming (Minor) & Neighborhood Streetscape (Major) Projects

Changes to the Traffic Calming Projects (Minor) and the Neighborhood Streetscape Projects (Major) coming out of the PWC are listed below. These include two new items that were added to address citizen concerns and better align Raleigh's program with other jurisdictions.

1. Traffic Calming Evaluations – All existing five criteria in the traffic calming evaluation would be adjusted. The adjustments are:
 1. Speed – The 85th studies will be averaged and compared to the street's speed limit and not necessarily 35 mph.
 2. Volume – Eligible streets would be limited to a minimum of 500 vehicles per day (down from 600 vpd) and a maximum of 6000 (down from 10,000 vpd). Average volumes will used instead of selecting the highest.
 3. Crashes – The points per speed-related crash would increase.
 4. Pedestrian Generators – Eligible generators are further defined and expanded. Lack or partial sidewalk networks were also addressed.
 5. Physical Roadway Conditions – Points will be earned for streets with grades greater than 5% and/or one or more horizontal curves.
2. Project Lists – Streets will remain on either project list for a maximum of 5 years unless another evaluation is requested.
3. Introduction/Notification – Notification of a potential project is expanded to include the surrounding neighborhood and not just the subject street from the start.
4. Citizen Approval Process – A second approval step was added. In addition to the petition of support for the subject street, ballots will be sent out by staff to the neighborhood, gauging support of a potential project prior to any design work.
5. Treatment Removal Policy (New)
A treatment removal process was added. The removal process would mirror the two step installation approval process.
6. Fire Department Review (New)
Raleigh Fire Department (RFD) will review both project lists prior to Council approval, and remove any streets they deem could significantly impact response times.

The improvements to the NTMP should help improve an already successful program. The new changes should make the policy more user friendly and informative, increase the equity in evaluations, ensure streets on the project list are ranked with current data, and allow changing neighborhoods to remove previously installed treatments.

Staff's Reformatting of Policy

In addition to incorporating the changes recommended by the PWC, staff reformatted the entire NTMP policy. The policy was adopted in 2009 and has undergone numerous revisions. The revisions resulted in a policy that is cumbersome and not easy to understand or utilize. Since the NTMP is a Citizen based program, staff wanted the policy to be clear, concise and easy for the general public to utilize. The changes made did not affect any policies, rules or regulations and were limited to formatting.

Potential Area of Stakeholder Concern

The changes above address a significant number of concerns. However, as with most policy discussions, there was not a full consensus on all points of feedback. One point of concern raised by many vocal citizens was the narrow citizen-circulated petition of support (only for residents living on the street) in the citizen approval process. The recommendation of the PWC and City Council did not eliminate this petition. Instead, the petition is being coupled with a broader mailed ballot. This second approval step added by the PWC attempts to address some of the notification and impact concerns of broader neighborhoods, however it could have program impacts. A second approval step will have additional administrative impacts to staff (the ballot), elongate the process times, delay project deliveries, and most likely result in fewer projects successfully obtaining sufficient public support for funding.

Additional Direction and Confirmation

Finally, there was some discussion at the Public Works Committee that did not result in changes to the policy or provide administrative direction to City staff.

1. Verification of petitions and signatures – There was a fair amount of citizen concerns raised about who can represent a property, who validates the petition signatures (and how), plus other processes associated with a Citizen circulated petition. While there is an expectation that individuals will be truthful (with the citizen circulated petition), both staff and the PWC found it to be impractical for the City to attempt to circulate a petition or validate signatures with existing resources.
2. Clarification of ballot recipients – There was some public feedback about how apartment complexes, multi-family dwellings, commercial buildings, vacant lots and open spaces are handled and counted. The current policy is administered to allow one vote per parcel, similar to other petitions and ballots. The City would assume that the petition signature or ballot is appropriately determined by a responsible party of the parcel.
3. Qualifying scores for project list inclusion – There was an expressed desire to reduce the length of the project lists, thereby giving streets a reasonable expectation of being offered treatment within the proposed 5 year time frame. Because definitive direction was not provided regarding the minimum qualifying score, the draft does not present any change. The current minimum qualifying score is 30 points which equates to 125 streets on the Neighborhood Streetscape list and 95 streets on the Traffic Calming project list. An increase in the minimum qualifying score would reduce the number of potential streets.
4. Integration – With the changes to the policy, integrating the old list and scores with the new format could be handled several ways. City staff recommends recalculating the data using the new format and ranking the existing streets based on the higher of the two scores.

Moving Forward

The City Council could consider multiple next steps to either continue to refine, or adopt the policy as presented.

1. Approve the policy at a future City Council meeting.
2. Provide direction for changes or further study prior to adoption.
3. Send the policy to the Transportation and Transit Committee for further discussion given the transition of the Public Works Committee.

Attached to this memo is the new policy with the input from the PWC highlighted in gray and staff changes underlined. Also attached is the prior policy for comparison purposes.

City of Raleigh
Neighborhood Traffic Management Program

Originally Adopted August 4, 2009

Revised September 6, 2011

Revised November 5, 2013

Raleigh City Council

Public Works Department
Transportation Operations Division

Mike Kennon, PE

Overview

The City of Raleigh wishes to promote safe public streets that contribute to a positive quality of life in the City's neighborhoods. Street design and operation is only one element out of many that influence this goal. It is in the City's best interests to maintain and improve the quality of our neighborhoods and to avoid creating situations that may detract or adversely affect the places where we live.

The management of traffic volumes and speeds on residential streets is both complicated and nuanced. While traffic engineering standards are uniform for all roadway facilities, some degree of contextual design must be employed on neighborhood streets. The purpose of this program is to provide specific techniques and steps for both the public and for City staff to follow in managing neighborhood traffic.

1. Objectives

The objectives of the Neighborhood Traffic Management Program (NTMP) shall be to ensure the public safety of streets in residential areas for drivers and pedestrians while:

- 1.1 Achieving moderate vehicle speeds on residential streets by a combination of policies, physical measures, and public outreach; and
- 1.2 Improving multimodal opportunities within a neighborhood, including enhancements for pedestrian, bicycle, and transit accessibility.

2. Policies

The following policies shall be observed in administration of this program:

- 2.1 **Scope.** This program shall apply to streets serving residential neighborhoods and mixed-use areas with residential components. Issues related to speeding on multilane and industrial streets shall be addressed by the Raleigh Police Department (RPD) or other streetscape initiatives.
- 2.2 **Treatments.** The City shall employ a variety of speed reduction strategies and techniques to achieve the program objectives. These treatments shall be planned and designed in conformance with sound engineering and planning practices. Care will be given to fit each treatment strategy to the community context with respect to location, landscaping and materials. Each area will be studied

on an individual basis to establish the context and determine the most appropriate applications.

- 2.3 Public Involvement. Any proposed treatment within a neighborhood shall include opportunities for public input. Any management strategy shall require a clear demonstration of support from area residents prior to installation.
- 2.4 Emergency Access. Reasonable emergency vehicle access within and through neighborhoods will be carefully considered in the evaluation of any traffic management applications. The public must be adequately informed of potential impacts to emergency responders that could be created with the implementation of certain types of traffic calming treatments. The fire department, police department and other emergency responders will be actively involved in the process and notified of all installations.
- 2.5 Equity. Traffic management applications shall be universally available to all City residents on publicly-maintained residential streets. Notwithstanding assessments related to any applicable street, or utility improvements, traffic management applications shall be provided at no cost to residents within the affected area. Residents may wish to contribute to the costs of upgraded treatments where recommended by the program. However, residents shall not be allowed to install their own treatments on public streets independently of the program.

3. Process

The following process shall be employed in addressing a traffic management concern within a neighborhood:

- 3.1 Program management. The Transportation Operations Division (TOD) of the Public Works Department shall manage the program and serve as the primary coordinator for traffic complaints regarding neighborhood streets. Assistance shall be provided by other departments of the City in addressing complaints received by TOD.
- 3.2 Validation of the problem. Upon receiving a complaint from the public or other City staff, NTMP staff shall investigate the extent of the problem to determine if additional action is warranted.
 - 3.2.1 Speeding concerns – check street classification; collect speed and volume data.

- 3.2.2 Safety concerns – check street classification; collect speed, volume, and crash data.
- 3.2.3 Pedestrian conflicts – conduct field evaluation of infrastructure, pedestrian generators, and conflict points.
- 3.2.4 Multi-way stop requests – conduct field evaluation of sight distance; collect intersection approach volume, mid-block speed volume, and crash data.
- 3.2.5 Truck route conflicts – TOD will investigate and follow-up.
- 3.3 Speed limit reductions. If the street meets the criteria outlined in Section 4 of this policy, NTMP staff shall issue a petition for the signature of residents along the street to reduce the speed limit. Upon receipt of a valid petition of support from adjacent residents, NTMP staff shall initiate a consent agenda item for consideration by the City Council. Implementation of any approved speed limit reduction shall occur within seven days of the Council's approval.
- 3.4 Multiway stop requests. If the intersection meets the criteria outlined in Section 4 of this policy, NTMP staff shall initiate a consent agenda item for consideration by the City Council. Implementation of any approved multiway stop control shall occur within seven days of the Council's approval.
- 3.5 Traffic calming requests – Major Projects. If the street meets the criteria outlined in Section 4.3 and Section 5.1 of this policy, Office of Transportation Planning (OTP) staff shall issue a petition for the signature of residents along the street to develop a neighborhood streetscape project. Projects meeting the minimum petition requirements and technical criteria for traffic calming treatments shall be prioritized for addition to the City's Neighborhood Streetscape Project Priority List. Projects at the top of the list shall be advanced for construction as follows:
 - 3.5.1 OTP staff shall determine the influence area of potential traffic calming treatments and generate a mailing list for public involvement.
 - 3.5.2 OTP staff shall notify the top ranking streets on the Neighborhood Streetscape Project Priority List by mail. The notification will include an informational brochure on the program and an invitation to a public meeting.
 - 3.5.3 At the public meeting, OTP staff will present an overview of the program and answer questions regarding potential

projects. OTP staff will also gather contact information from those citizens willing to circulate petitions of support.

- 3.5.4 OTP staff will send petitions of support to the top ranked streets on the Neighborhood Streetscape Priority Project List. Petitions must meet the guidelines set forth in Section 6.
- 3.5.5 OTP Project Manager shall contact property owners and residents within the influence area by mail to arrange for a public workshop to begin the preliminary design process. Notification of the proposed project shall also be provided to the Raleigh Fire Department (RFD), (RPD), Capital Area Transit (CAT), Public Works Design/Construction Division (DCD) and all Citizens Advisory Committees (CAC) and Homeowner's Associations (HOA) within the influence area.
- 3.5.6 Streets on the Neighborhood Streetscape list with pavement widths of 30 feet or less may request vertical treatments in lieu of horizontal treatments. If such a request is made, the street would be added as a Traffic Calming project and not a Neighborhood Streetscape project.
- 3.5.7 OTP will refine the treatment plan based on public input and design criteria and will develop a draft preliminary design.
- 3.5.8 OTP staff shall contact property owners and residents along the project and its influence area by mail to arrange for a second public workshop on the recommended draft preliminary design. Notification of the proposed treatments shall also be provided to RFD, RPD, CAT, DCD and all CAC's and HOA's within the influence area. Public comments on the draft preliminary design shall be received for at least 14 days after the notifications are received.
- 3.5.9 OTP and DCD staff will review the public comments and make any necessary adjustments to the draft preliminary design.
- 3.5.10 OTP staff shall prepare a consent agenda item requesting a design review with public input on the draft preliminary design. OTP staff shall provide graphics illustrating the proposed treatments for public review on neighborhood streetscape projects
- 3.5.11 OTP staff shall conduct field markings of the draft preliminary design at least two weeks prior to the design review.

- 3.5.12 OTP staff shall provide a notification letter and mailing lists to the City Clerk's office for notification of the design review. A link to the final conceptual design on the City's website will also be provided.
- 3.5.13 After completion of the design review and upon receiving authorization to proceed to final design, DCD staff shall assume responsibility for management and completion of the final design and construction phases of the major projects. OTP staff will assist with public involvement as necessary.
- 3.6 Traffic calming requests – Minor Projects. If the street meets the criteria outlined in Section 4.3 and Section 5.2 of this policy, NTMP staff shall issue a petition for the signature of residents along the street to install traffic calming devices along the street. Projects meeting the minimum petition requirements and technical criteria for traffic calming treatments shall be prioritized for addition to the City's Traffic Calming Project Priority List. Projects at the top of the list shall be advanced for construction as follows:
- 3.6.1 NTMP staff shall determine the influence area of potential traffic calming treatments and generate a mailing list for public involvement.
- 3.6.2 NTMP staff shall notify the top ranked streets on the Traffic Calming Priority Project List by mail. The notification will include an informational brochure on the program and an invitation to a public meeting.
- 3.6.3 At the public meeting, NTMP staff will present an overview of the program and answer questions regarding potential projects. Staff will also gather contact information from those citizens willing to circulate petitions of support.
- 3.6.4 NTMP staff shall send petitions of support to top ranked streets on the Traffic Calming Priority Project List. Petitions must meet the requirements set forth in Section 6.
- 3.6.5 If a petition is successful, NTMP staff shall contact property owners and residents within the influence area by mail to arrange for a public workshop to begin the preliminary design. Notification of the proposed project shall also be provided to RFD, RPD, CAT and all CAC's and HOA's within the influence area. Citizens will then interact with staff to determine the types and locations of treatments for their street.

- 3.6.6 NTMP staff will prepare a preliminary design based on information gathered at the workshop. The preliminary design will be placed on the City website. NTMP staff shall conduct field markings of the treatments proposed in the preliminary design. Residents will be notified by mail of the preliminary design and field markings. Notification of the proposed treatments shall also be provided to RFD, RPD, CAT and the Street Maintenance Division (SMD) and all CAC's and HOA's within the influence area. Public comment on the preliminary design shall be received for at least 14 days after notification.
- 3.6.7 NTMP staff will review the public comments and make any necessary adjustments to the treatment plan.
- 3.6.8 NTMP staff shall contact property owners and residents along the project and influence area by mail to arrange for a second public workshop where comments recommending changes to the preliminary design will be discussed and a final design will be approved.
- 3.6.9 NTMP staff shall prepare a consent agenda item requesting a design review with public input on the proposed treatment plan. NTMP staff shall provide graphics illustrating the proposed treatments for public review.
- 3.6.10 NTMP staff will provide a notification letter and mailing lists to the City Clerk's office for notification of the design review. A link to the final design placed on the City's website will be provided.
- 3.6.11 After completion of the design review and upon receiving authorization to proceed to construction. NTMP staff shall assume responsibility for project management while SMD staff shall provide construction inspection for the projects.
- 3.7 Spot safety projects as defined in Section 5.3 shall be exempt from the petition requirements of this section but shall follow the same notification, coordination, and public hearing requirements of this section.
- 3.8 Additional considerations. When OTP staff identifies any possible deficiencies in existing signage or sight distance in conjunction with these evaluations, they shall coordinate with TOD staff to implement any changes

4. Criteria

For consideration of specific countermeasures, the following criteria shall be met:

4.1 Speed limit reduction

4.1.1 Speed limits may only be reduced to 30 mph on any street in a residential area that is a Main Street, Multi-Family Street or Neighborhood Street carrying over 4,000 vehicles per day. Speed limits may be reduced to 25 mph on any street that is a Neighborhood Yield, Neighborhood Local or Neighborhood Street carrying under 4,000 vehicles per day.

4.1.2 A petition of support for the speed limit reduction by at least 75% of properties along the street shall be required. A property owner or adult resident of the property will be considered a valid signatory. Only one signature per property will be required.

4.1.3 In no case shall a posted speed of less than 25 mph be considered.

4.2 Multiway Stop Control (3 and 4-Way Stops)

4.2.1 Evaluation of multiway stop control shall be conducted based on published criteria in the Manual on Uniform Traffic Control Devices (MUTCD).

4.3 Traffic Calming

4.3.1 Installation of traffic calming devices may be considered for streets which meet any one of the following criteria:

- Two-way volumes exceed 600 vehicles per day
- One-way volumes exceed 100 vehicles per hour
- 85th Percentile speeds exceed the posted speed limit and there have been more than two speed-related accidents within a three-year period.
- Street is classified as one of the following: Neighborhood Yield, Neighborhood Local, Neighborhood Street, Multifamily Street and Main Street with Parallel Parking.

- 4.3.2 Streets designated as primary emergency response routes by RFD staff shall not be considered for treatment with Type II (vertical deflection) devices.
- 4.3.3 Regardless of classification, streets with volumes greater than 10,000 vehicles per day shall be ineligible for traffic calming.
- 4.3.4 Street segments considered for traffic calming applications shall be less than one mile in length. Streets exceeding this requirement may be considered for partial treatment or may be split into multiple segments. Streets less than 1,000 feet in length shall not be considered for treatment unless two or more of the criteria of Section 4.3.1 are met. In no case shall a street less than 500 feet in length receive traffic calming applications.
- 4.3.5 Once the necessary data has been collected and the quantitative evaluation of the street has been completed, streets scoring more than 30 points in the evaluation shall be advanced for the petition process (Evaluation criteria is included in Appendix B).
- 4.3.6 Residents on streets failing to meet the minimum scoring criteria may request a re-evaluation after six months. No more than three evaluations shall be done on a street or street segment within a two-year window.
- 4.3.7 If a street meets the above criteria, a petition of support for traffic calming shall be required prior to further evaluation of specific traffic calming treatments. Petitions shall meet the criteria set forth in Section 6.
- 4.3.8 If a street being considered for a traffic calming project does not accept a petition, does not return a petition or returns a petition with insufficient signatures it shall be removed from the project list. A street removed from the project list must wait a minimum of 12 months before asking for a re-evaluation in an attempt to return to the project list.
- 4.3.9 If a street proposed for a Neighborhood Streetscape project has curb and gutter but no sidewalk in place, the petition for treatment shall include a request for sidewalk construction as part of the project.
- 4.3.10 If additional study of a proposed treatment requires additional traffic calming treatments on streets not originally included in the petition (i.e., side streets, parallel streets),

then additional petitions shall be developed for each street proposed for treatment. These additional petitions shall not impede the progress of the principal project.

4.3.11 Staff may consider alternate treatments in lieu of installing or in conjunction with traffic calming treatments, such as speed limit reductions, pavement marking, bicycle accommodations, and pedestrian accommodations (crosswalks, median refuges). Staff may also recommend against installing traffic calming treatments if additional capital projects or improvements are planned for an area that may influence traffic patterns.

5. Traffic Calming Strategies

The following strategies shall be employed in addressing a neighborhood's traffic management needs.

- 5.1 Neighborhood Streetscape projects: for curb and gutter streets wider than 31 feet from back-to-back of curbs comprehensive treatments shall be evaluated along the entire portion of the project.
- 5.2 Traffic Calming projects: for non-curb and gutter streets, or for curb and gutter streets 31 feet or less in width from back-to-back of curbs, design and placement of Type II devices may be considered exclusively. NTMP staff may also evaluate changes in on-street parking patterns in cooperation with Raleigh's Parking Program.
- 5.3 Spot safety projects: for intersections with a demonstrated accident history (more than five accidents in a 12 month period) or a high demonstrated pedestrian demand (more than 100 pedestrians per hour) may be considered for spot treatment with traffic calming devices. Spot safety projects meeting these criteria shall be exempt from any petition of support requirements.

6. Petitions

The following guidelines shall be used to develop and evaluate petitions associated with these measures:

- 6.1 NTMP and OTP staff shall follow standard Public Works Department petition evaluation criteria for any petitions of support required for an application.
- 6.2 A petition of support for the installation of traffic calming measures shall require agreement of at least 75% of properties along each individual street proposed to receive traffic calming measures.

Either a property owner or an adult resident living at the property will be considered a valid signatory. Only one signature per property will be considered.

- 6.3 A signatory will have up to two weeks after a petition has been submitted to City staff to request that their name be removed from the petition.
- 6.4 Receipt of a successful petition shall be required prior to evaluating the street for specific traffic calming treatments.
- 6.5 Petitions shall include information regarding possible impeded emergency response times that may be associated with the installation of traffic calming devices.
- 6.6 Petitions must be received within 60 calendar days after issuance by City staff. Unsuccessful speed reduction petitions may be restarted no sooner than six months after the original date of issuance. No more than three speed reduction petitions on a single project shall be considered within a two-year window.

7. Reporting

NTMP staff shall provide annual reports by fiscal year addressing the following:

- The number of evaluations conducted in each category by quarter.
- The current ranking of projects in each category.
- The number of traffic calming projects initiated and completed.
- Performance data for each completed project.

8. Maintenance

The Public Works Department shall be responsible for the maintenance of all paved surfaces, curbs, and signage associated with these treatments. For any landscaping associated with a traffic calming treatment, a maintenance agreement shall be negotiated with the local homeowners association (HOA). If no legal neighborhood HOA exists, Parks & Recreation Department staff shall be responsible for any landscaping maintenance as specified in Standard Operating Procedure 700-11.

Appendix A – Traffic Calming Treatments

Type I – Horizontal Deflection

Medians



Mini-roundabouts



Bulb-outs/curb extensions



Channelized Intersection



Chicanes



Type II – Vertical Deflection

Speed humps



Raised intersections



Speed tables/raised crosswalks



Type III – Monitoring Devices

Variable speed monitoring signs



Appendix B – Traffic Calming Scoring Criteria

CRITERIA	BASIS FOR POINT ASSIGNMENT
Speed	0 to 50 points: 5 points assigned for every 1 mph of the 85th percentile speed that exceeds 35 mph (example: 38 mph = 15 points)
Pedestrian Activity	0 to 20 points: 5 points assigned for each school, church, bus stop, bike route, public park, greenway, community center, senior center, senior living facility or shopping center that is likely to generate a significant number of pedestrians crossing the traffic calmed street.
Crash History	0 to 10 points: 2 points for every reported crash occurring on the project segment during the last 3 years of a type that is deemed correctible by traffic calming measures.
Volume	0 to 10 points: 1 point assigned for every 1,000 vehicles per day
Other Factors	0 to 10 points: 5 points assigned for each road condition (such as sight distance problems) that can be improved with traffic calming measures.
TOTAL POINTS	100 Points Maximum Score

Appendix C – Critical Path for Neighborhood Streetscape Projects

1. Residents on high ranking streets are contacted by mail regarding a potential project. Enclosed in the mailing is an explanatory brochure and an invitation to an informational meeting.
2. Informational meeting held with citizens to familiarize them with traffic calming strategies and gauge citizen response to the proposed project.
3. Petition of Support from area residents submitted to OTP staff.
4. OTP staff will host a Public Workshop to identify problem areas and develop a treatment plan.
5. Preliminary design initiated, with general identification of potential treatments and possible installation locations.
6. A second Public Workshop is held to review the draft preliminary design with residents.
7. Draft preliminary designed is premarked in area.
8. Design review held to authorize final design.
9. Final Design initiated
 - a. DCD assumes responsibility for project
 - b. Field survey data compiled and CADD drawings developed
 - c. Landscaping plans developed
10. Projects made available for Public Bid

Appendix D – Critical Path for Minor Traffic Calming Projects

1. Residents on high ranking streets are contacted by mail regarding a potential project. Enclosed in the mailing is an explanatory brochure and invitation to an informational meeting.
2. Informational meeting held with citizens to familiarize them with traffic calming strategies and gauge citizen response to a proposed project.
3. Petition of Support from area residents submitted to NTMP staff.
4. Public workshop held to seek public input on proposed treatment plan.
5. Preliminary design initiated with general identification of potential treatments and possible installation locations.
6. Preliminary design marked on street and placed on City website. Residents of street notified by mail and asked for comments.
7. Second workshop held to review comments and finalize design.
8. Design review held to authorize project.
9. Projects made available for public bid.

City of Raleigh
Neighborhood Traffic Management Program

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Raleigh City Council

Public Works Department
Transportation Operations Division

Jed Niffenegger, PE

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1 Overview and Objectives

The City of Raleigh strives to promote safe public streets that contribute to a positive quality of life in the City's neighborhoods. Street design and operation is only one element out of many that influence this goal. It is in the City's best interests to maintain and improve the quality of our neighborhoods and to avoid creating situations that may detract or adversely affect the places where we live. *This is a City of Raleigh approved policy. Raleigh City Council has full authority to waive any and all obligations under this policy at its discretion.*

The management of traffic speeds and volumes on residential streets is both complicated and nuanced. While traffic engineering standards are uniform for all roadway facilities, some degree of contextual design must be employed on neighborhood streets where residents live and recreate. The purpose of this program is to provide specific techniques and steps for both the public and for City staff to follow in managing neighborhood traffic. The objectives of the Neighborhood Traffic Management Program (NTMP) shall be to promote and maintain a safe and pleasant environment in residential areas for drivers and pedestrians while:

- Achieving moderate vehicle speeds on residential streets by a combination of policies and physical measures;
- Reducing the burden on enforcement resources by providing more consistent sustainable speed reduction;
- Improving multimodal opportunities within a neighborhood, including enhancements for pedestrian, bicycle, and transit accessibility;
- Ensuring that communities are able to actively participate to help inform the project design.

This program shall apply to streets serving residential neighborhoods and mixed use areas with residential components. Issues related to speeding on multilane and industrial streets shall be addressed by the Raleigh Police Department (RPD) or other streetscape initiatives. Traffic management applications shall be universally available to all City residents on publicly-maintained residential streets. Traffic management applications shall be provided at no cost to residents within the affected area. However, residents shall not be allowed to install their own treatments on public streets independently of the program.

2 Solutions

The policy covers several solutions or options that can be used to mitigate vehicle speed, reduce cut through traffic, and/or improve the quality of life for citizens residing on neighborhood streets. These include:

- **Speed Limit Reductions:** North Carolina General Statutes specify that all streets in an urbanized setting shall have a speed limit of 35 mph unless otherwise posted. Some residents may feel this speed limit is inappropriate for a particular neighborhood street. Any citizen may initiate the process outlined in Section 4 to reduce the speed limit on eligible streets.
- **Multi-Way Stop Signs:** Stop signs are used to assign right-of-way at intersections. Stop signs are typically placed on the lower traffic volume street allowing vehicles on the more heavily travelled street to pass through an intersection without delay. The Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD), which is fully adopted by the City of Raleigh, provides guidance when other approaches may benefit from stop sign control. Any citizen may initiate the process outlined in Section 5 to have an intersection evaluated for multi-way stop signs.
- **Traffic Calming Projects:** Poor speed compliance and/or increased traffic volumes on a neighborhood street may occur due to a wide variety of reasons. These can impact the quality of life for citizens residing on these streets. Improper speed compliance and increased traffic on narrow streets can have an exponentially higher impact since both vehicles and pedestrians have less room to maneuver. The width of a roadway can limit the type of treatments available to slow vehicles. Narrow roadways are almost exclusively consigned to vertical treatments, such as speed humps or speed tables. Any citizen may initiate the process outlined in Section 6 by requesting a traffic calming evaluation for a neighborhood street.
- **Neighborhood Streetscape Projects:** Poor speed compliance and/or increased traffic are not limited to narrow streets. Data shows that wider streets generally carry higher volumes of traffic at higher speeds than the majority of their narrower counterparts. Wider streets allow staff more options to slow that traffic. Horizontal treatments such as median islands, curb extensions, intersection bulb-outs, etc. can mediate speed while preserving a neighborhood's character. Any citizen may initiate the process outlined in Section 7 by requesting a traffic calming evaluation for a neighborhood street.

3 Speed Limit Reductions

The following process shall be employed in addressing a speed limit reduction:

- 3.1.1 Eligible streets will be limited to streets classified as one of the following under the City's Comprehensive Plan: Neighborhood Street, Neighborhood Local, Grandfathered 2-Lane Avenue, Neighborhood Yield, Multi-Family Street and Main Street with Parallel Parking.
- 3.1.2 Speed limits may be reduced to 30 miles per hour on any eligible street with volumes over 4,000 vehicles per day.
- 3.1.3 Speed limits may be reduced to 25 miles per hour on any eligible street with volumes under 4,000 vehicles per day.
- 3.1.4 In no case shall a posted speed of less than 25 mph be considered.
- 3.1.5 NTMP staff shall issue a speed limit reduction petition for the signature of residents along the street to reduce the speed limit.
- 3.1.6 A valid petition will have signatures from 75 percent or more of the properties along the street. Only one signature per property is required.
- 3.1.7 Upon receipt of a valid petition, staff shall initiate a consent agenda for City Council consideration.
- 3.1.8 Implementation of all associated signage for the approved speed limit reduction shall occur seven days after Council's approval when the City Ordinance takes effect.

4 Multi-Way Stop Signs

The following process shall be employed in addressing a multi-way stop request at an intersection.

4.1 Eligibility

Staff receives a request to evaluate an intersection for multi-way stop signs.

- 4.1.2 Staff conducts the intersection evaluation.
- 4.1.3 Staff compares the evaluation results to warrants found in the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
- 4.1.4 If warrants have been met, staff shall initiate a consent agenda item for City Council consideration.
- 4.1.5 Implementation of all associated signage and striping for the approved installation shall occur seven days after Council approval when the City Ordinance takes effect.

5 Traffic Calming Projects

The following process shall be employed in establishing a Traffic Calming project:

5.1 Eligibility

- 5.1.1 Eligible streets will be limited to streets classified as one of the following under the City's Comprehensive Plan: Neighborhood Street, Neighborhood Local, Grandfathered 2-Lane Avenue, Neighborhood Yield, Multi-Family Street and Main Street with Parallel Parking.
- 5.1.2 Staff performs the evaluation based on the criteria described in Section 9 (Evaluation Criteria).
- 5.1.3 Street must have either no curb-and gutter or have curb-and-gutter and be 31' wide or less from back-of-curb to back-of-curb.
- 5.1.4 The street earns enough points to be placed on the Traffic Calming project list and is ranked according to its score.
- 5.1.5 Streets with average volumes below 500 vehicles per day or average volumes above 6,000 vehicles per day will not be included on the project list regardless of the evaluation score.
- 5.1.6 The Traffic Calming ranking list is approved by City Council. (See Section 8 – Project Ranking Lists)

5.2 Introduction/Notification

- 5.2.1 The residents along the top ranked streets and their surrounding neighborhoods (defined in Section 5.2.3.) are notified, by mail, of an introductory meeting.
- 5.2.2 The notification will include a brochure briefly describing the program.
- 5.2.3 A neighborhood is defined as a two block radius around the subject street and will include parallel streets, cross streets, interconnecting streets, loop roads and cul-de-sacs.
- 5.2.4 At the introductory meeting, staff will answer citizen questions and describe the process for a street to move toward a Traffic Calming project.

5.3 Citizen Approval Process

- 5.3.1 There is a two-step citizen approval process.
- 5.3.2 First, volunteer residents along the subject street will circulate a petition of support.
 - The petition must be returned within 60 days with signatures from at least 75% of the listed properties.
 - Only one signature per property is required.
- 5.3.3 If the first step is successful, the neighborhood will receive a ballot by mail to be filled out and sent back. Twenty-five percent of the ballots must be

returned with two-thirds or more of the returned ballots in support of a project.

Ballots will be distributed as follows:

- A single property having multiple buildings but a single owner (apartments) will receive one ballot.
- A single property with multiple buildings having multiple owners (condominiums) will receive one ballot per unit.
- A single property having multiple owners will receive one ballot.

5.3.4 If either of the two steps fails then the street is removed from the project list and must wait one year to begin the process again starting with a new request for a traffic calming evaluation.

5.3.5 If both steps are successful, the street moves to the design phase.

5.4 Design Phase (Preliminary)

5.4.1 Residents of the street and its surrounding neighborhood (section 5.2.3.) will be invited to a preliminary design workshop where they will work with staff to determine the types of treatments and their locations along the street.

5.4.2 Staff will prepare a preliminary design based on the information gathered at the workshop.

5.4.3 Staff shall conduct field markings of the treatments proposed in the preliminary design.

5.4.4 Residents will be notified of the preliminary design and the field markings.

5.4.5 Public comment on the preliminary design will be received for at least 14 days after the notification.

5.5 Design Phase (Final)

5.5.1 Staff will review public comment and make any necessary adjustments to the treatment plan.

5.5.2 Residents of the street and its surrounding neighborhood will be invited to a second design workshop where comments recommending changes to the preliminary design will be discussed and staff will attempt to build a consensus for a final design.

5.6 Project Approval, Installation and After Studies

5.6.1 Staff shall prepare a consent agenda item requesting a design review with public input on the draft preliminary design.

5.6.2 Staff shall provide a notification letter and mailing lists to the City Clerk's office for notification of the design review. A link to the final design on the City's website will also be provided.

- 5.6.3 After completion of the design review and upon receiving authorization to proceed to construction from City Council, NTMP staff shall assume responsibility for project management.
- 5.6.4 Approximately, six months after the treatments are installed, staff shall conduct speed and volume studies to determine the effectiveness of the installations. The results shall be part of the yearly program report. (Section 12)

6 Neighborhood Streetscape Projects

The following process shall be employed in establishing a Neighborhood Streetscape project:

6.1 Eligibility

- 6.1.1 Eligible streets will be limited to streets classified as one of the following under the City's Comprehensive Plan: Neighborhood Street, Neighborhood Local, Grandfathered 2-Lane Avenue, Neighborhood Yield, Multi-Family Street and Main Street with Parallel Parking.
- 6.1.2 Staff performs the evaluation based on the criteria described in Section 9 (Evaluation Criteria).
- 6.1.3 Street must have curb-and gutter on both sides and be wider than 31' from back-of-curb to back-of-curb.
- 6.1.4 The street earns enough points to be placed on the Neighborhood Streetscape project list and is ranked according to its score.
- 6.1.5 Streets with average volumes below 500 vehicles per day or average volumes above 6,000 vehicles per day will not be included on the project list regardless of the evaluation score.
- 6.1.6 The Neighborhood Streetscape project ranking list is approved by City Council. (See Section 8 – Project Ranking Lists)

6.2 Introduction/Notification

- 6.2.1 The residents along the top ranked streets and their surrounding neighborhoods (defined section 5.2.3.) are notified, by mail, of an introductory meeting.
- 6.2.2 The notification will include a brochure briefly describing the program.
- 6.2.3 At the introductory meeting, staff will answer resident questions and describe the process for a street to move toward a Neighborhood Streetscape project.

6.3 Citizen Approval Process

- 6.3.1 There is a two-step citizen approval process.

6.3.2 First, volunteer residents along the subject street will circulate a petition of support.

- The petition must be returned within 60 days with signatures from at least 75% of the listed properties.
- Only one signature per property is required.

6.3.3 If the first step is successful, the neighborhood will receive a ballot by mail to be filled out and sent back. Twenty-five percent of the ballots must be returned with two-thirds or more of the returned ballots in support of a project.

Ballots will be distributed as follows:

- A single property having multiple buildings but a single owner (apartments) will receive one ballot.
- A single property with multiple buildings having multiple owners (condominiums) will receive one ballot per unit.
- A single property having multiple owners will receive one ballot.

6.3.4 If either of the two steps fails then the street is removed from the project list and must wait one year to begin the process again beginning with a new request for a traffic calming evaluation.

6.3.5 If both steps are successful, the street moves to the design phase.

6.4 Design Phase (Preliminary)

6.4.1 Residents of the street and its surrounding neighborhood will be invited to a preliminary design workshop where they will work with staff to determine the types of treatments and their locations along the street.

6.4.2 Staff will refine the treatment plan based on public input and design criteria and develop a draft preliminary design.

6.4.3 Residents of the street and its surrounding neighborhood will be invited to a second design workshop on the recommended draft preliminary design.

6.4.4 Public comment will be received for at least 14 days after the notifications are received.

6.4.5 Staff will review the public comments and make any necessary adjustments to the draft preliminary design.

6.5 Design Phase (Conceptual Approval)

6.5.1 Staff shall prepare a consent agenda item requesting a design review with public input on the draft preliminary design.

6.5.2 Staff shall conduct field markings of the draft preliminary design at least two weeks prior to the design review.

- 6.5.3 Staff shall provide a notification letter and mailing lists to the City Clerk's office for notification of the design review. A link to the final conceptual design on the City's website will also be provided.

6.6 Project Approval, Installation and After Studies

- 6.6.1 After completion of the design review and upon receiving authorization from City Council to proceed to final design, Design Construction Division staff shall assume responsibility for management and completion of the final design and construction phases of the Neighborhood Streetscape projects.
- 6.6.2 Approximately, six months after the treatments are installed, staff shall authorize speed and volume studies to determine the effectiveness of the installations. The results shall be part of the yearly program report. (Section 12)

7 Removal of Existing Treatments

The following process will be employed for the removal of existing traffic calming treatment(s).

7.1 Eligibility and Citizen Approval

- 7.1.1 The treatment(s) must have been in place for three years.
- 7.1.2 Treatment removal will follow the same two-step procedure as the installation.
- 7.1.3 First, volunteer residents along the subject street will circulate a petition of support.
- The petition must be returned with signatures from 75 percent or more of the listed properties.
 - Only one signature per property is required.
- 7.1.4 If the first step is successful, the neighborhood will receive a ballot by mail to be filled out and sent back. Twenty-five percent of the ballots must be returned with two-thirds or more of the returned ballots in support of a project.
- Ballots will be distributed as follows:
- A single property having multiple buildings but a single owner (apartments) will receive one ballot.
 - A single property with multiple buildings having multiple owners (condominiums) will receive one ballot per unit.
 - A single property having multiple owners will receive one ballot.
- 7.1.5 If either of the two steps fails then the treatment(s) will remain in place and a two year waiting period begins before another attempt at removal may commence.

7.2 Removal Approval

- 7.2.1** If both steps are successful, staff will prepare a consent agenda item for City Council approval of the removal of the treatment(s).
- 7.2.2** Once the authorization for removal is received, staff will add the removal of treatment(s) to a future traffic calming or neighborhood streetscape project.

8 Project Ranking Lists

All traffic-calming evaluations of eligible streets will give a street a score as outlined in Section 9. A Street may be placed on one of two project lists, the Neighborhood Streetscape Project List or the Traffic Calming Project List.

Streets eligible for each list will be ranked according to its score. Below is the criteria regarding the project ranking list:

- 8.1.1** Only streets with average volumes between 500 vehicles per day and 6,000 vehicles per day are eligible for inclusion on either project list.
- 8.1.2** Street segments considered for traffic calming applications shall be less than one mile in length. Streets exceeding this requirement may be considered for partial treatment or may be split into multiple segments.
- 8.1.3** In no case shall a street less than 500 feet in length receive traffic calming applications.
- 8.1.4** If a street has been on either project list for 5 years without being considered for a project, the street will be removed from the project list.
- 8.1.5** Streets removed from either project list due to the time limit must start the process over beginning with a request for a street evaluation.
- 8.1.6** Every year each list will be reviewed by the Raleigh Fire Department (RFD). If RFD feels a project on one of the streets on either project list would be a detriment to the safety of the citizens, the street will be removed from the applicable project list.
- 8.1.7** Each year after the RFD review, staff will submit both project lists to City Council for approval.
- 8.1.8** Staff will use the approved lists to determine possible projects for that fiscal year. Staff will begin from the top of the approved list and work down, in order.
- 8.1.9** Pending available funding, staff will attempt to begin 1-3 Neighborhood Streetscape projects and 7-10 Traffic Calming projects each year.

9 Evaluation Criteria

This section identifies the criteria used to score and rank streets for potential inclusion onto the Neighborhood Streetscape and Traffic Calming project lists. Streets must meet the eligibility criteria in Sections 5 and 6 to receive a traffic calming evaluation. Streets that do not meet the requirements to be placed on one of the project lists may request to be re-evaluated any time after a mandatory six month waiting period. A Street may not be evaluated more than 3 times within a 2 year period. Examples of criteria scoring are found below each category.

9.1 Speed

An 85th percentile speed study will be conducted at multiple points along a street. The 85th percentile speed studies will be averaged to obtain a median speed. Points are earned when the average 85th percentile speed exceeds the posted speed limit of the street. The point scale is based on the speed limit of the subject street.

25 mph Speed Limit

- 9.1.1** One (1) point for each mph the average 85th percentile speed is over 25 mph up to 30 mph.
- 9.1.2** Plus an additional two (2) points for each mph the average 85th percentile speed is over 30 mph up to 35 mph.
- 9.1.3** Plus an additional five (5) points each mph the average 85th percentile speed is over 35 mph.

30 mph Speed Limit

- 9.1.4** Two (2) points for each mph the average 85th percentile speed is over 30 mph up to 35 mph.
- 9.1.5** Plus an additional five (5) points each mph the average 85th percentile speed is over 35 mph.

35 mph Speed Limit

- 9.1.6** Five (5) points each mph the average 85th percentile speed is over 35 mph.

<u>Speed Criteria Point Comparison</u>			
Average 85th%	Speed Limit 25 mph	Speed Limit 30 mph	Speed Limit 35 mph
28 mph	3 points	0	0
31 mph	7 points	2 points	0
34 mph	13 points	8 points	0
37 mph	25 points	20 points	10 points
40 mph	40 points	35 points	25 points
43 mph	55 points	50 points	40 points

9.2 Pedestrian Activity

Poor speed compliance can have a detrimental effect on pedestrian activity. Since conducting pedestrian counts would equate to a snap shot in time and not necessarily indicate how much activity there is, the following metrics will be used to determine a score:

- 9.2.1** A total of five (5) points will be given for any Public or Private school (Elementary through High School) within a ¼ mile radius of the subject street.
- 9.2.2** A total of five (5) points will be given any bike route on the street or within a 1,000 foot radius of the subject street.
- 9.2.3** A total of five (5) points will be given if the subject street is designated as a "Safe Route to School".
- 9.2.4** A total of five (5) points will be given if any Pedestrian Oriented Facility (Park, Pool, Playground, Greenway, etc.) are located on the street or within a 1,000' radius of the street.
- 9.2.5** A total of five (5) points will be given if there is any City or Regional bus stop on the street.
- 9.2.6** A total of five (5) points will be given if there is no full sidewalk on either side of the subject street.

9.2.7 A total of two and one half (2.5) points will be given if there is a sidewalk along only one side of the subject street.

<u>Pedestrian Generator Points</u>	
<u>Points</u>	<u>Type</u>
5	9.2.1. Any Public or Private School within 1/4 mile
	9.2.2. Any street designated a Safe Route to School
	9.2.3. Any Bike Route within a 1,000' radius
	9.2.4. Any Pedestrian Oriented Facility (Park, Pool, Greenway, Playground etc.) within a 1,000' radius
	9.2.5. No Full Sidewalk on both sides of street
	9.2.6. City of Regional Bus Stop on street
2.5	9.2.7. Sidewalk on one side of street

9.3 Crash History

The worst outcome of poor speed compliance is a vehicular crash. Therefore the following metrics related to reported crashes will be used to determine a score:

9.3.1 Any reported speed-related crashes over the past three years will receive five (5) points for each occurrence. There will be no cap or limit for this category.

9.4 Volume

The vehicular volume becomes an increasing concern when the subject street has a speed compliance issue. To encapsulate this in the evaluation, traffic volume studies will be conducted by City staff at multiple locations on the street and averaged. The average of the daily traffic volume in both directions will be divided by 250 with the resulting answer equaling the points awarded to the street.

<u>Volume Points</u>	
<u>Volume</u>	<u>Points</u>
1000	4
2000	8
2500	10
3000	12
4000	16

9.5 Physical Street Conditions

The geometric characteristics of a street can compound speeding or the effects of it. Therefore the following metrics related to reported crashes will be used to determine a score:

- 9.5.1** Five (5) points will be awarded if the subject street has a vertical grade greater than 5 percent anywhere along the street.
- 9.5.2** Five (5) points will be awarded if the subject street has one or more horizontal curves.

10 Private Funding of Traffic Calming

This section is set aside for a future policy to accept private funds for the inclusion of traffic calming treatments on streets adjacent to new development.

11 Reporting

Staff shall provide annual reports by fiscal year addressing the following:

- 12.1.1** The number of evaluations conducted in each category by quarter.
- 12.1.2** The current ranking of projects in each category.
- 12.1.3** The number of traffic calming projects initiated and completed.
- 12.1.4** Performance data for each project completed in the past year.

12 Maintenance

The Transportation Department shall be responsible for the maintenance of all paved surfaces, curbs, and signage associated with these treatments. For any landscaping associated with a traffic calming treatment, a maintenance agreement shall be negotiated with the local homeowners association (HOA). If no legal neighborhood HOA exists, Transportation Department staff shall be responsible for any landscaping maintenance within the roadway as specified in Standard Operating Procedure 700-11. Absent an agreement with a Homeowners Association, landscape maintenance of areas behind roadway curbs shall be the responsibility of the adjacent property owners as described in City Code Section 12-1037.

Appendix A – Treatments Types

Traffic Calming Treatments

Speed Humps



Speed Tables



Raised Crosswalks



Appendix A – Treatments Types

Traffic Calming or Neighborhood Streetscape Treatments

Neighborhood Traffic Circles



Mini-Roundabout



Appendix A – Treatments Types
Neighborhood Streetscape Treatments

Bulb-outs



Median



Appendix A – Treatments Types
Neighborhood Streetscape Treatments

Chicane



Raised intersections



Appendix B – Sample Traffic Calming Point Form

CITY OF RALEIGH TRAFFIC CALMING PROGRAM PRIORITY POINT FORM

STREET NAME: SAMPLE STREET

FROM: Street A **TO:** Street B

STAFF NAME: NTMP Staff **DATE:** April 19, 2016

CRITERIA	BASIS FOR POINTS		RESULTS	POINTS
Speed	Average 85th%	Speed Limit	Speed Limit = 25	16.15
	1 point each mph 85th% 25-30	25 mph	Avg. 85th% = 35.23	
	2 points each mph 85th% 30-35			
	5 points each mph 85th% 35+			
	2 points each mph 85th% 30-35	30 mph	Points: 25 - 30 = 5 points 30 - 35 = 10 points 35 - 35.23 = 1.15 pts	
	5 points each mph 85th% 35+			
5 points each mph 85th% 35+				
Pedestrian Generators	5 Points Each Item	1. Any Public or Private School within 1/4 mile	5 points: 1. Public Elementary 2. Private High School 3. Bike Route	17.5
		2. Any street designated a "Safe Route to School"		
		3. Any Bike Route within a 1,000' radius		
		4. Any Pedestrian Oriented Facility (e.g. Park, Pool, Greenway, Playground, etc.) within a 1,000' radius		
		5. No full sidewalk network on both sides of street		
		6. City or Regional Bus Stop on Street		
	2.5 Points	1. No full sidewalk on one side	2.5 Points: 1. No sidewalk on one side	
Volume	1 Point per 250 vehicles	Average Daily Volume (ADV) /250	ADV = 2160 , ADV/250 = 8.64	8.64
Crash History	5 Points Each Item	Reported crash occurring on the project segment during the last 3 years where speed was a factor	Crash Dates: 1/1/2016	5
Physical Street Conditions	5 Points Each Item	1. One or more horizontal curves	Vertical Issue	5
		2. Vertical grade greater than 5%		
TOTAL POINTS				52.29

Appendix C – Sample Neighborhood Streetscape Petition



City Of Raleigh
North Carolina

**Public Works Department
PETITION FOR NEIGHBORHOOD STREETScape PROJECT**

Contact Name: _____ Minimum Signatures Required: ____

Petition Must Be Returned By: _____ Date Returned: _____

We, the undersigned residents and/or property owners request traffic calming on _____. An evaluation of the street has placed it at or near the top of the City's Neighborhood Streetscape project ranking list. City of Raleigh Neighborhood Traffic Management Program requires 75% approval of the property owners or adult residents of the street in order to begin a preliminary design. Only one signature per address is required. The high level of public support is required because traffic calming treatments can have an impact on emergency responders as well as speeding traffic. Neighborhood Streetscape project streets are limited to horizontal treatments; i.e. curb extensions, median islands and bulb-outs. Streets without sidewalks will have sidewalks included as part of the project. Completed petitions and verification statements must be returned to Public Works by the date shown above.

Prop. No.	Owner	Site Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Appendix D – Sample Traffic Calming Petition



City Of Raleigh
North Carolina

Public Works Department
PETITION FOR TRAFFIC CALMING PROJECT

Contact Name: _____ Minimum Signatures Required: _____

Petition Must Be Returned By: _____ Date Returned: _____

We, the undersigned residents and/or property owners request traffic calming on _____. An evaluation of the street has placed it at or near the top of the City's traffic calming project ranking list. City of Raleigh Neighborhood Traffic Management Program requires 75% approval of the property owners or adult residents of the street in order to begin a preliminary design. Only one signature per address is required. The high level of public support is required because traffic calming devices can have an impact on emergency responders as well as speeding traffic. Traffic calming project streets are limited to vertical treatments; i.e. speed humps or speed tables. Completed petitions must be returned to Public Works by the date shown above.

Prop. No.	Owner	Site Address	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Appendix E – Sample Neighborhood Ballots



TO: Residents of **Street Name** Neighborhood

RE: Traffic Calming Project Approval Ballot

The City of Raleigh has recently updated its traffic-calming project priorities. As a result of previous requests for speed abatement and based on our field data, **Street Name** is now eligible to be considered for a traffic-calming project. The Neighborhood Traffic Management Program (NTMP) is a City Council approved policy. The City Council, at its discretion, has full authority to waive any and all obligations under this policy.

You were previously invited to attend an introductory meeting that explained the traffic-calming process and were given some of the available options for traffic-calming on **Street Name**. The next step in the traffic-calming process is for the project to receive broad support from the neighborhood. Broad support is required because traffic-calming devices can have an impact on emergency responders as well as speeding traffic. Traffic calming projects are limited to vertical treatments, such as speed humps or speed tables. This ballot is to let staff know if you support or reject a traffic-calming project on **Street Name**. This ballot must be returned by **Month Day, Year** to be counted. Please contact staff if you have any questions.

Do you support a traffic-calming project on **Street Name**?

Yes

No

Staff Name
Phone: Staff number
E-mail: Staff email



TO: Residents of **Street Name** Neighborhood

RE: Neighborhood Streetscape Project Approval Ballot

The City of Raleigh has recently updated its traffic-calming project priorities. As a result of previous requests for speed abatement and based on our field data, **Street Name** is now eligible to be considered for a neighborhood streetscape project. The Neighborhood Traffic Management Program (NTMP) is a City Council approved policy. The City Council, at its discretion, has full authority to waive any and all obligations under this policy.

You were previously invited to attend an introductory meeting that explained the neighborhood streetscape process and were given some of the available options for traffic-calming on **Street Name**. The next step in the neighborhood streetscape process is for the project to receive broad support from the neighborhood. Broad support is required because neighborhood streetscape devices can have an impact on emergency responders as well as speeding traffic. Neighborhood streetscape projects are limited to horizontal treatments, such as median islands, curb extensions or bulb-outs. This ballot is to let staff know if you support or reject a neighborhood streetscape project on **Street Name**. This ballot must be returned by **Month Day, Year** to be counted. Please contact staff if you have any questions.

Do you support a neighborhood streetscape project on **Street Name**?

Yes

No

Staff Name
Phone: Staff number
E-mail: Staff email