

SUBJECT: TRAFFIC ADVISORY GROUP

1.0 PURPOSE:

This policy is issued to establish, constitute and regulate the processes of a Traffic Advisory Group for the City of Yuma. Such an advisory group is authorized by § 211-13 of the City of Yuma Code.

2.0 AREAS OF RESPONSIBILITY:

The City Code states that "Approval for traffic control devices installed within the city shall be made by the City Engineer upon the recommendation of a traffic review committee as constituted by the City Administrator." Administrative Regulation 1.50, established in May of 1995 and revised in July of 1997, covered the make-up and duties of the Traffic Review Committee. Upon revision of the Administrative Regulations in July 2000, Regulation 1.50 was removed and the authority for such a committee was passed on to the Department of Public Works (Public Works).

- 2.1** The Traffic Engineer shall be primarily responsible for the design and implementation of signs, signals, pavement markings, work zone traffic control and other traffic controlling features and devices.
- 2.2** The Public Works Streets Division shall be principally responsible for the installation and maintenance of signs, signals, pavement markings and work zone traffic control, as well as the operation, repair and maintenance of the transportation system.
- 2.3** The Public Works Engineering Division shall be principally responsible for causing the design and construction of streets and other transportation facilities.
- 2.4** The Police Department shall have the responsibility to enforce the traffic laws and ensure public safety on the transportation system.

3.0 ESTABLISHMENT OF TRAFFIC ADVISORY GROUP (TAG):

Most routine traffic control decisions are made by the Traffic Engineer without input from others. On occasion, the Traffic Engineer may deem it beneficial to convene a Traffic Advisory Group for additional input. Therefore, in consideration of the importance of sound technical judgement and decisions on public health and safety concerning traffic issues, and to provide the Traffic Engineer with expanded points of view, a Traffic Advisory Group is hereby established.

The purpose of the Group is to assist the Traffic Engineer in reviewing and researching issues concerning traffic regulation and determining the appropriate courses of action.

Recommendations of the Group shall be submitted through the Traffic Engineer to the City Engineer, who may approve, modify or reject these recommendations. Upon resolution of the issues, the Traffic Engineer shall issue directives and instructions for implementation.

4.0 REPRESENTATION ON TRAFFIC ADVISORY GROUP:

The Traffic Advisory Group may consist of the following City of Yuma staff representatives:

- Traffic Engineer
- Development Engineering Manager
- Streets Superintendent
- Police Department representative

Representatives from other City Departments may be included in meetings when deemed necessary. Members shall be persons who have some interest, training or responsibility for traffic or transportation facilities. If a registered Traffic Engineer is not available, decisions shall be reviewed by the Yuma Metropolitan Planning Organization (YMPO) Traffic Engineer, if available, or a hired consulting engineer prior to recommending action to the City Engineer.

5.0 PROCEDURES:

- 5.1 The Traffic Advisory Group is an ad hoc group that will meet when deemed necessary by the Traffic Engineer. Issues shall be compiled on an agenda that shall be distributed to each member one week prior to the meeting.
- 5.2 The Traffic Engineer shall prepare the agenda to include the inquiries, suggestions and problem statements to be reviewed. Each member should strive to become familiar with each agenda item, to include site visits, prior to the scheduled meeting.
- 5.3 Public participation will not be a part of Traffic Advisory Group meetings. Following discussion and deliberation, the Group shall make a recommendation for the disposition of each item on the agenda. The Traffic Engineer shall then prepare a report that shall include a statement of the issues, a summary of alternatives considered, points of significant discussion and the recommended action. The report shall be sent to the City Engineer.
- 5.4 The City Engineer may have the report reviewed by the City Attorney's office, if deemed necessary, prior to taking any action. The City Engineer shall then either accept and approve the Traffic Advisory Group recommendations, modify them or return them for further consideration by the Group.
- 5.5 After resolution of an issue, the Traffic Engineer shall provide a response to the initiator, outlining the results. Directives for carrying out approved actions shall also be provided to the appropriate staff by the Traffic Engineer.

6.0 REFERENCES:

The following publications shall be referenced and followed whenever feasible:

- 6.1 The *Manual on Uniform Traffic Control Devices* (MUTCD) published by the Federal Highways Administration (FHWA), current edition;
- 6.2 *A Policy of Geometric Design of Highways and Streets*, published by the American Association of State Highway and Transportation Officials (AASHTO), current edition;
- 6.3 Arizona Department of Transportation (ADOT) appropriate current manuals, pamphlets or booklets concerning traffic design and control;
- 6.4 *Guide for Development of New Bicycle Facilities*, published by AASHTO, current edition;
- 6.5 *Arizona Bicycle Facility Planning and Design Guidelines*.

7.0 RESPONSIBILITY:

The City Engineer shall be responsible for the administration and enforcement of this policy.