

CITY OF SANTA CRUZ
809 Center Street
Santa Cruz, California 95060



TRANSPORTATION AND PUBLIC WORKS COMMISSION

Regular Meeting

February 26, 2024

**6:00 P.M. GENERAL BUSINESS AND MATTERS OF PUBLIC INTEREST, COUNCIL
CHAMBERS (809 CENTER STREET, SANTA CRUZ)**

Written material for every item listed on the agenda is available for review at the Public Works office, 809 Center Street, Room 201, and online at www.cityofsantacruz.com.

Time limits set by Commission Policy are guidelines. Unless otherwise specified, procedures for all items, are:

- Oral staff report
- Public comment - 3 minutes each; maximum total time may be established by the Presiding Officer at the beginning of an agenda item
- Commission deliberation and action

No action will be taken on items listed under Oral Communications, Announcements, Presentations, and Information Items

Written correspondence may be sent to tpwc@santacruzca.gov. **Please note:** emails received after 12:00 p.m. on the date of the meeting may not reach and be read by Commissioners prior to consideration of an item.

Appeals - Any person who believes that a final action of this advisory body has been taken in error, that decision may or may not be appealable to the City Council. Appeals must be in writing, setting forth the nature of the action and the basis upon which the action is considered to be in error, and addressed to the City Council in care of the City Clerk Administrator. Appeals must be received by the City Clerk Administrator within ten (10) calendar days following the date of the action from which such appeal is being taken. An appeal must be accompanied by a fifty dollar (\$50) filing fee.

Additional Information

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. If you wish to attend this public meeting and will require assistance, such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Public Works Office at (831) 420-5162 or e-mail tpwc@santacruzca.gov at least five (5) days in advance so that arrangements for such assistance can be accommodated. The Cal-Relay system number: 1-800-735-2922.

Agenda and Agenda Packet Materials: The commission agenda and the complete agenda packet containing public records, which are not exempt from disclosure pursuant to the California Public Records Act, are available for review on the City's website: <https://www.cityofsantacruz.com/government/city-departments/public-works/public-works-department-commissions/transportation-and-public-works-commission> and at 809 Center Street, Room 201, Santa Cruz, California, during normal business hours.

Agenda Materials Submitted after Publication of the Agenda Packet: Pursuant to Government Code §54957.5, public records related to an open session agenda item submitted after distribution of the agenda packet are available at the same time they are distributed or made available to the legislative body on the City's website at: <https://www.cityofsantacruz.com/government/city-departments/public-works/public-works-department-commissions/transportation-and-public-works-commission> and are also available for public inspection at 809 Center Street, Room 201, Santa Cruz.

Transportation and Public Works Commission (TPWC)

6:00 PM

Call to Order

Roll Call

Absent with Notification

Statements of Disqualification

Oral Communications

Announcements

Presentations

1. BCycle Update

Approval of Minutes

2. Approval of Minutes for the January 22, 2024 Meeting

Motion to approve the Minutes for the January 22, 2024 Transportation and Public Works Committee Meeting.

General Business

3. No Parking Streets for Weekly Street Sweeping Pilot Program

Motion for the Transportation and Public Works Commission recommend to City Council to:

- 1) Adopt parking restrictions for the pilot street sweeping program in Zone 1 and direct the City Manager to implement the program;
- 2) Adopt parking restrictions for the pilot street sweeping program in Zone 2 and direct the City Manager to implement the program;
- 3) Adopt parking restrictions for the pilot street sweeping program in Zone 3 and direct the City Manager to implement the program;
- 4) Adopt parking restrictions for the pilot street sweeping program in Zone 4 and direct the City Manager to implement the program;

- 5) Adopt parking restrictions for the pilot street sweeping program in Zone 5 and direct the City Manager to implement the program; and
- 6) Adopt parking restrictions for the pilot street sweeping program in Zone 6 and direct the City Manager to implement the program.

4. Election of Officers

Motion to elect a Chair and Vice Chair for the 2024 Transportation and Public Works Commission.

5. 2024 Transportation and Public Works Commission Work Plan

Motion to approve the 2024 Draft Transportation and Public Works Commission Work Plan.

Information Items

Subcommittee/Advisory Body Oral Reports

Items Initiated by Members for Future Agendas

Adjournment



Transportation and Public Works Commission

Regular Meeting

Draft Minutes

6:00 p.m., Monday, January 22, 2024

Council Chambers

Call to Order 6:00 P.M.

Roll Call: Chair Ron Goodman, Vice Chair Ryan Meckel; Commissioners: Susan Gilchrest, Robert Orrizzi, and Zenon Ulyate-Crow

Absent with Notification: Commissioner Candace Brown

Absent without Notification: Commissioner Kyle Kelley

Statements of Disqualification: None

Oral Communications:

At 6:01 P.M., Chair Goodman opened oral communications. There were no speakers and at 6:01 P.M., Chair Goodman closed oral communications.

Announcements: None

Presentations

1. Update on Waste Water System Enterprise Long Range Financial Planning

Rosemary Menard, Director of Water, and Kevin Crossley, Assistant Director of Public Works, gave a presentation on the collaboration between the Water Department and Public Works to develop a Wastewater System Long Range Financial Plan, an overview of the plan, and fielded questions from the Commission.

2. Updates on Major Public Work Projects

Nathan Nguyen, Director of Public Works, gave a presentation on the status of Major Public Works Projects, and fielded questions from the Commission.

Approval of Minutes:

3. Approval of Minutes for the September 18, 2023 Meeting

MOTION: Commissioner Orrizzi moved, seconded by Commissioner Gilchrest to approve the minutes of the September 18, 2023 Transportation and Public Works Commission meeting.

ACTION: The motion carried with the following vote:

AYES: Chair Goodman, Vice-Chair Meckel, Commissioners: Orrizzi, Ulyate-Crow, and Gilchrist.

NOES: None.

ABSENT: Commissioners Brown and Kelley.

DISQUALIFIED: None.

4. Approval of Minutes for the November 20, 2023 Meeting

MOTION: Vice-Chair Meckel moved, seconded by Commissioner Ulyate-Crow to approve the minutes of the November 20, 2023 Transportation and Public Works Commission meeting.

ACTION: The motion carried with the following vote:

AYES: Chair Goodman, Vice-Chair Meckel, Commissioners: Orrizzi, Ulyate-Crow, and Gilchrist.

NOES: None.

ABSENT: Commissioners Brown and Kelley.

DISQUALIFIED: None.

General Business

5. 2024 Transportation and Public Works Commission Draft Work Plan

At 7:44 P.M. Chair Goodman opened public comment and the following people spoke:

Johnathan Goren

Nicolas Robles

At 7:49 P.M. Chair Goodman closed public comment.

Motion: Commissioner Orrizzi moved, seconded by Commissioner Ulyate-Crow to review the 2024 Draft Transportation and Public Works Commission Work Plan, provide comments, and bring the work plan back as an item to a future meeting for approval.

ACTION: The motion carried with the following vote:

AYES: Chair Goodman, Vice-Chair Meckel, Commissioners: Orrizzi, Ulyate-Crow, and Gilchrist.

NOES: None.

ABSENT: Commissioners Brown and Kelley.

DISQUALIFIED: None.

Information Items: None

Subcommittee/Advisory Body Oral Reports: None

Items Initiated by Members for Future Agendas: None

Adjournment: 8:03

DRAFT



**CITY OF SANTA CRUZ
TRANSPORTATION AND PUBLIC WORKS
COMMISSION
AGENDA REPORT**

DATE: February 5, 2024

AGENDA OF: February 26, 2024

DEPARTMENT: Public Works

SUBJECT: No Parking Streets for Weekly Street Sweeping Pilot Program

RECOMMENDATION: Motion for the Transportation and Public Works Commission recommend to City Council to:

- 1) Adopt parking restrictions for the pilot street sweeping program in Zone 1 and direct the City Manager to implement the program;
 - 2) Adopt parking restrictions for the pilot street sweeping program in Zone 2 and direct the City Manager to implement the program;
 - 3) Adopt parking restrictions for the pilot street sweeping program in Zone 3 and direct the City Manager to implement the program;
 - 4) Adopt parking restrictions for the pilot street sweeping program in Zone 4 and direct the City Manager to implement the program;
 - 5) Adopt parking restrictions for the pilot street sweeping program in Zone 5 and direct the City Manager to implement the program; and
 - 6) Adopt parking restrictions for the pilot street sweeping program in Zone 6 and direct the City Manager to implement the program.
-

BACKGROUND: Historically, the Public Works Resource Recovery Division has provided street sweeping services to the City of Santa Cruz (City). Currently, staff attempt to sweep commercial areas at least weekly and residential areas twice a month, following their refuse collection day. The City has a few parking restrictions in place, which often present a problem for the sweeping operation. When the sweeper needs to go around parked vehicles they miss several car lengths of curb area, where most trash accumulates. This forces the sweeper into the traffic lane and provides incomplete sweeping coverage, of both the curb and the bike lane, and allows some material to make its way to the storm drains and ultimately to the Monterey Bay. Not only is this environmentally unsustainable, but it also does not meet the full requirements of our citywide Stormwater Permits with the Regional Water Board.

DISCUSSION: For several years, the City has utilized a third party organization to monitor and test our streets for debris and trash in accordance with the Regional Water Board Stormwater permit. This also provides a “report card” for the effectiveness of our sweeping program. Although most of the city shows low trash impacts, several areas were identified as “moderate trash levels.” These areas are primarily the Ocean Street corridor, Soquel and Water, the Harvey West area, and the far westside, primarily Delaware and Mission Street Extension area.

The concept of this pilot program is to temporarily restrict parking between the hours of 5 AM and 9 AM on alternate days, for example the south side of the street would be swept on Tuesday

and the north side would be swept on Thursdays. This would still allow some parking on the alternate side of the street on the sweeping day. It allows our sweeper to fully access the curb areas and improve efficiency of the sweeping operation. When the sweepers can get to the curb they can quickly clean the area without having to swerve around parked vehicles, improving the city's stormwater compliance requirements. In order to assure that the sweepers have access to these areas during this time period the areas would be posted "No Parking Tow Away." Signs would be posted on the existing sign posts in all the areas wherever possible.

In addition to the fact that these streets are higher in trash levels, they are primarily in commercial areas which should lessen the impact of restricted parking for those few hours each week. This pilot will help us assess how the program could work in those remaining moderate trash residential areas, those where parking is at a premium.

The pilot program has established six zones using the alternate side of the streets: Zones 1 and 2 are in the Harvey West area; Zones 3 and 4 are along the Ocean, Soquel, and Water Street corridors; and Zones 5 and 6 are in on the far Westside in the Delaware area. These areas are all currently swept, typically weekly, however parked cars restrict our access to the curb and bike lane, where most of the trash accumulates. The specific streets affected, along with the number of parking spaces impacted during those four hours are listed below.

Zone 1 Wednesday

Encinal Street from River Street to Dubois Street (30 spaces)

Dubois Street to Harvey West Boulevard (23 spaces)

Harvey West Boulevard to Coral Street (58 spaces)

Coral Street to River Street (68 spaces)

Zone 2 Friday

Coral Street from River Street to Harvey West Boulevard (30 spaces)

Harvey West Boulevard from Coral Street to Dubois Street (61 spaces)

Dubois Street from Harvey West Boulevard to Encinal Street (30 spaces)

Encinal Street to River Street (28 spaces)

Zone 3 Tuesday

Ocean Street from Ocean Street Extension to Soquel Avenue (66 spaces)

Soquel Avenue to Morrissey Boulevard (80 spaces)

Water Street from Morrissey Boulevard to North Branciforte Avenue (43 spaces)

Zone 4 Thursday

Water Street from Market Street to Poplar Avenue (41 spaces)

Soquel Avenue from Poplar Avenue to Ocean Street (46 spaces)

Ocean Street from Soquel Avenue to Plymouth Street (50 spaces)

Zone 5 Tuesday

Mission Street Extension from Swift Street to Natural Bridges Drive (67 spaces)

Natural Bridges Drive to Delaware Avenue (80 spaces)

Delaware Avenue from Shaffer Road to Swift Street (140 spaces)

Swanton Boulevard from Delaware Avenue to West Cliff Drive (79 spaces)

SUBJECT: No Parking Streets for Weekly Street Sweeping Pilot Program

DATE: February 26, 2024

PAGE: 3

Zone 6 Thursday

Natural Bridges Drive from Delaware Avenue to Mission Street Extension (66 spaces)

Mission Street from Western Drive to Swift Street (77 spaces)

Delaware Avenue from Swift Street to Shaffer Road (147 spaces)

Swanton Boulevard from West Cliff Drive to Delaware Avenue (45 spaces)

Additionally, Zones 5 and 6 are located in the coastal jurisdiction zone and will require an administrative coastal permit. This permit application has been filed and is under review with the Zoning Administrator. Since we currently sweep this area there are no infrastructure changes only the addition of no parking times to facilitate better sweeping access.

To notify the public, signage was posted on the project area roadways with a website describing the project and advertising the February 26, 2024 Transportation and Public Works Commission meeting.

FISCAL IMPACT: The Refuse Fund has budgeted funding for the manufacture and installation of the no parking signs associated with this project. Since this program falls under our current operation, there should be no increase in sweeping costs, it's anticipated that it will improve the efficiency of the current sweeping efforts. There may be some increased costs related to parking control and towing, but those additional costs should be offset by the fines generated by non-compliance.

Prepared by: Bob Nelson, Resource Recovery Operation Manager

Prepared by: Matt Starkey, Transportation Manager

Submitted by: Nathan Nguyen, Director of Public Works

ATTACHMENTS:

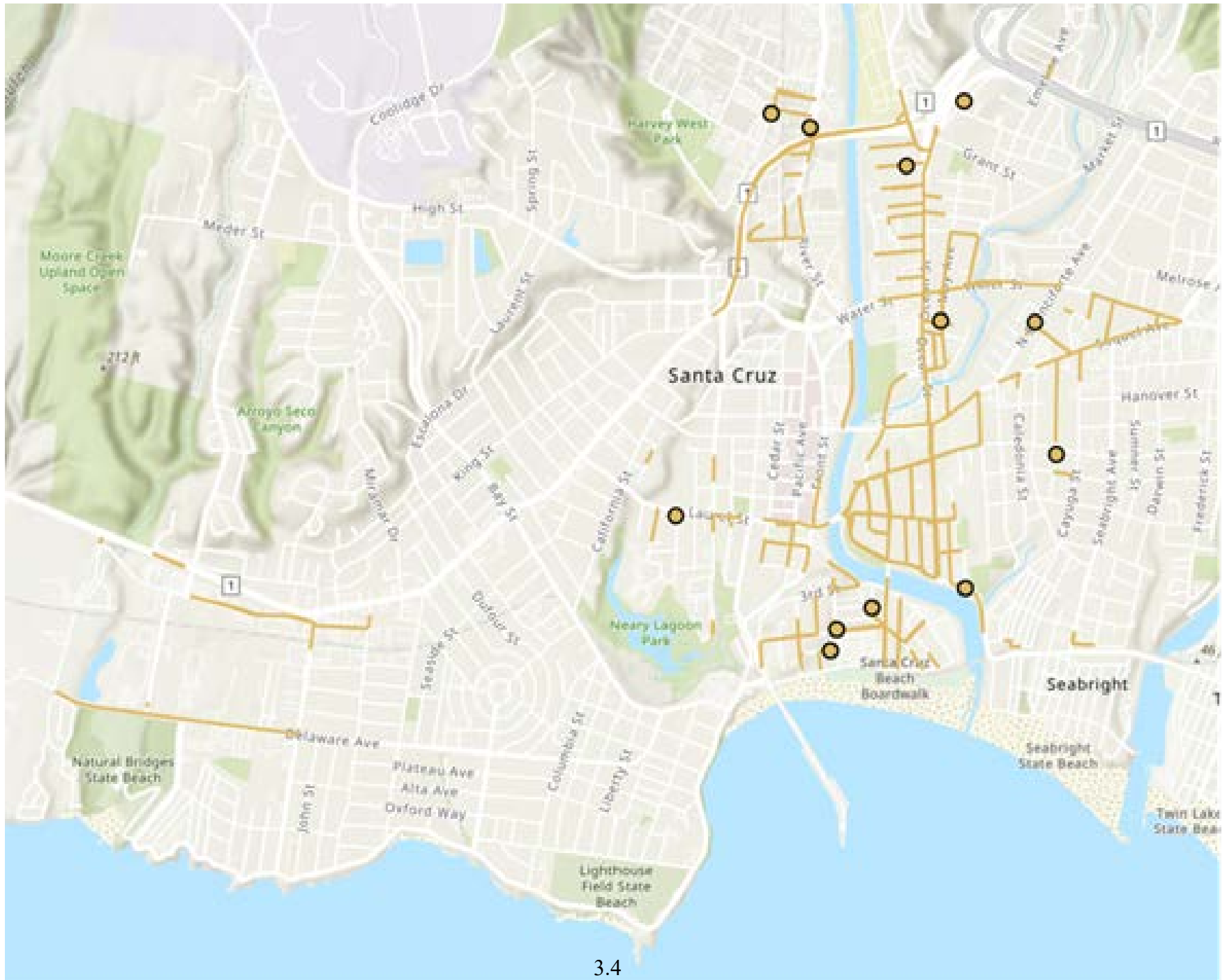
Trash Moderate Area Map

Proposed Pilot Sweeping Map Areas 1 & 2

Proposed Pilot Sweeping Map Areas 3 & 4

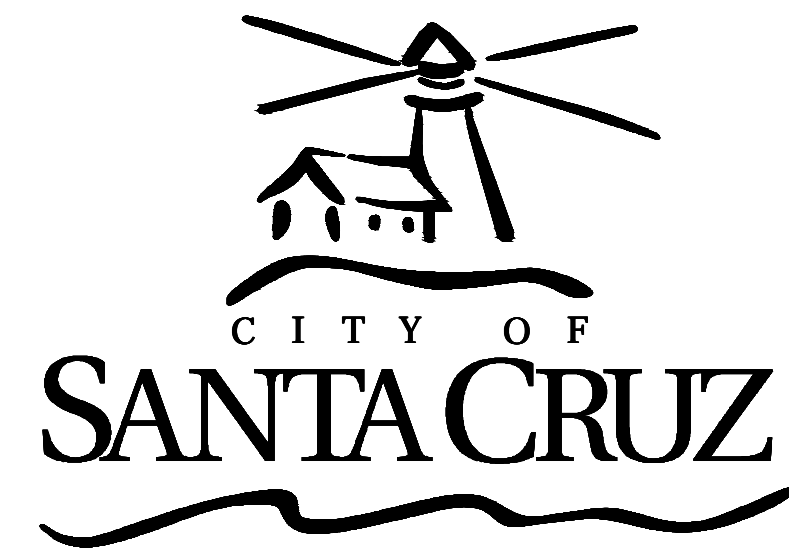
Proposed Pilot Sweeping Map Areas 5 & 6

Signage Plan

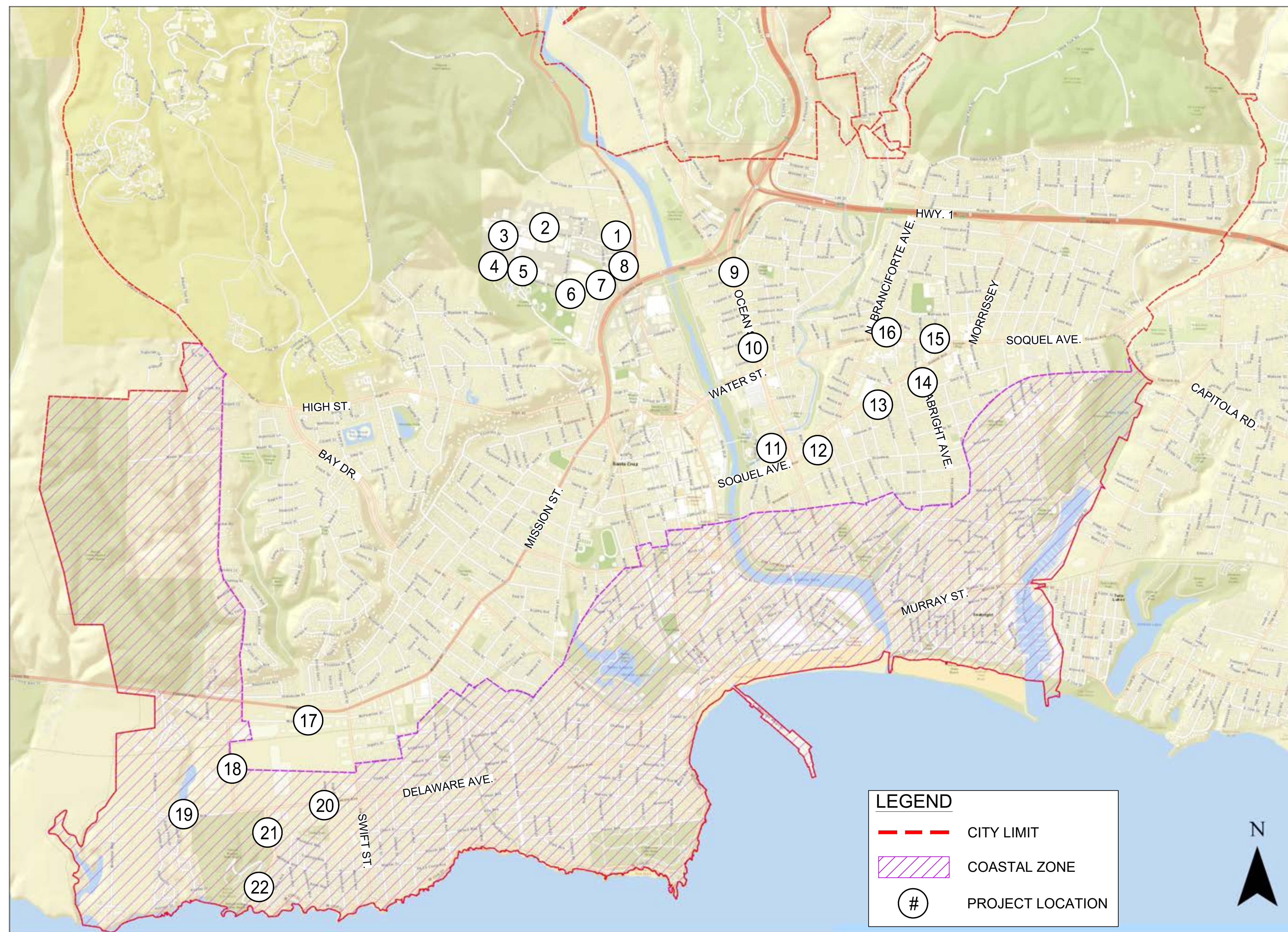






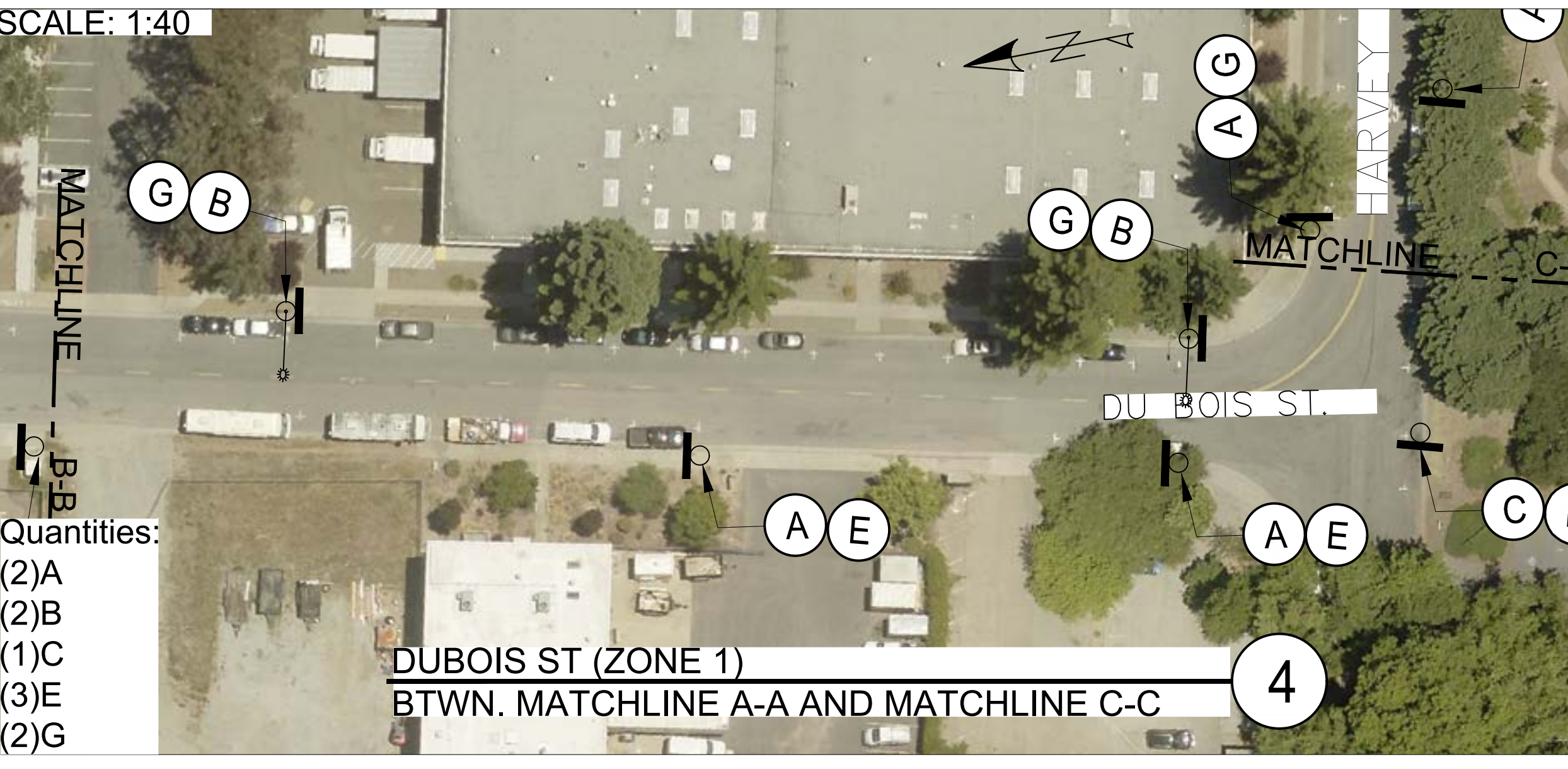
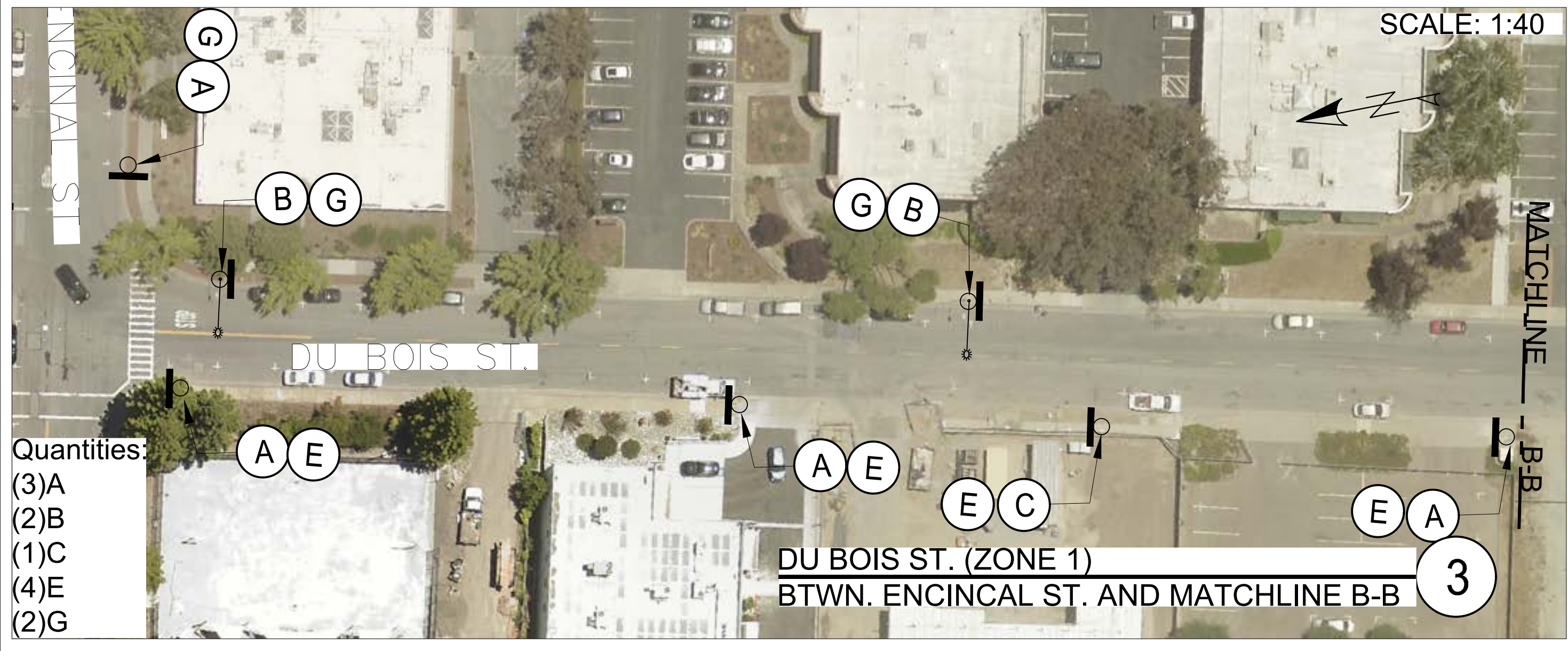
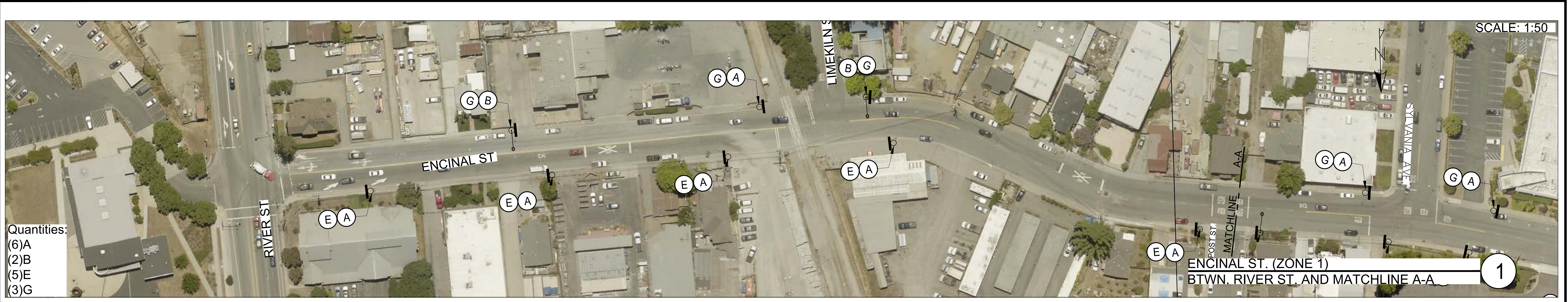


PUBLIC WORKS DEPARTMENT STREET SWEEPING PILOT PROGRAM



SHEET	NAME
1	TITLE SHEET
2	PLAN 1 (1) (2) (3) (4)
3	PLAN 2 (5) (6) (7) (8)
4	PLAN 3 (9) (10) (11) (12)
5	PLAN 4 (13) (14) (15) (16)
6	PLAN 5 (17) (18) (19) (20)
7	PLAN 6 (21) (22)
8	DETAIL 1

REFERENCES	DATE	JAN. 2024	SCALE	NO SCALE
FIELD BOOK: #	DRAWN	C.M.	SHEET	1 OF 8
DRAWING #: #	DESIGN	C.M.	VAULT NO.	
	CHECKED		#	



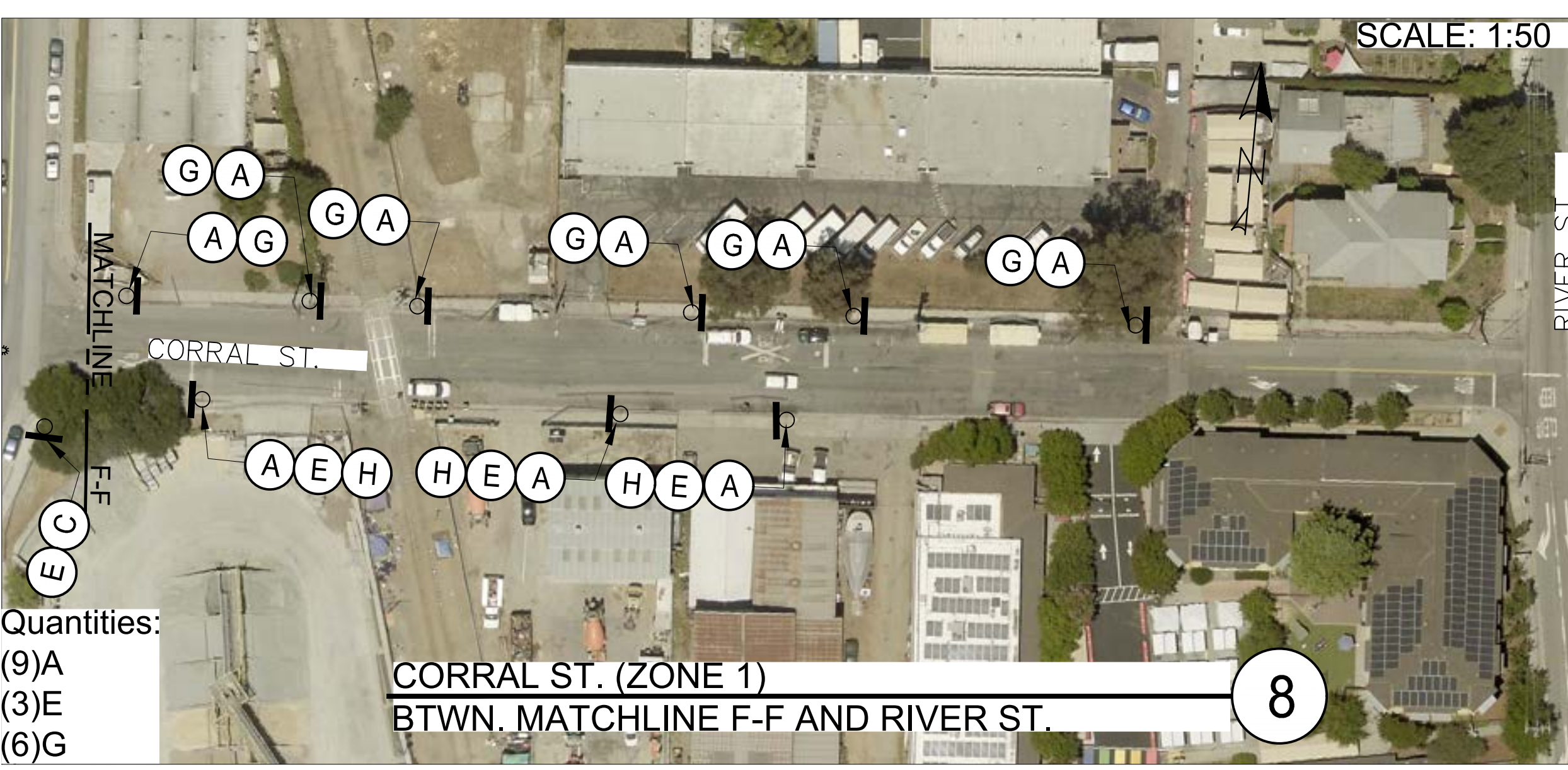
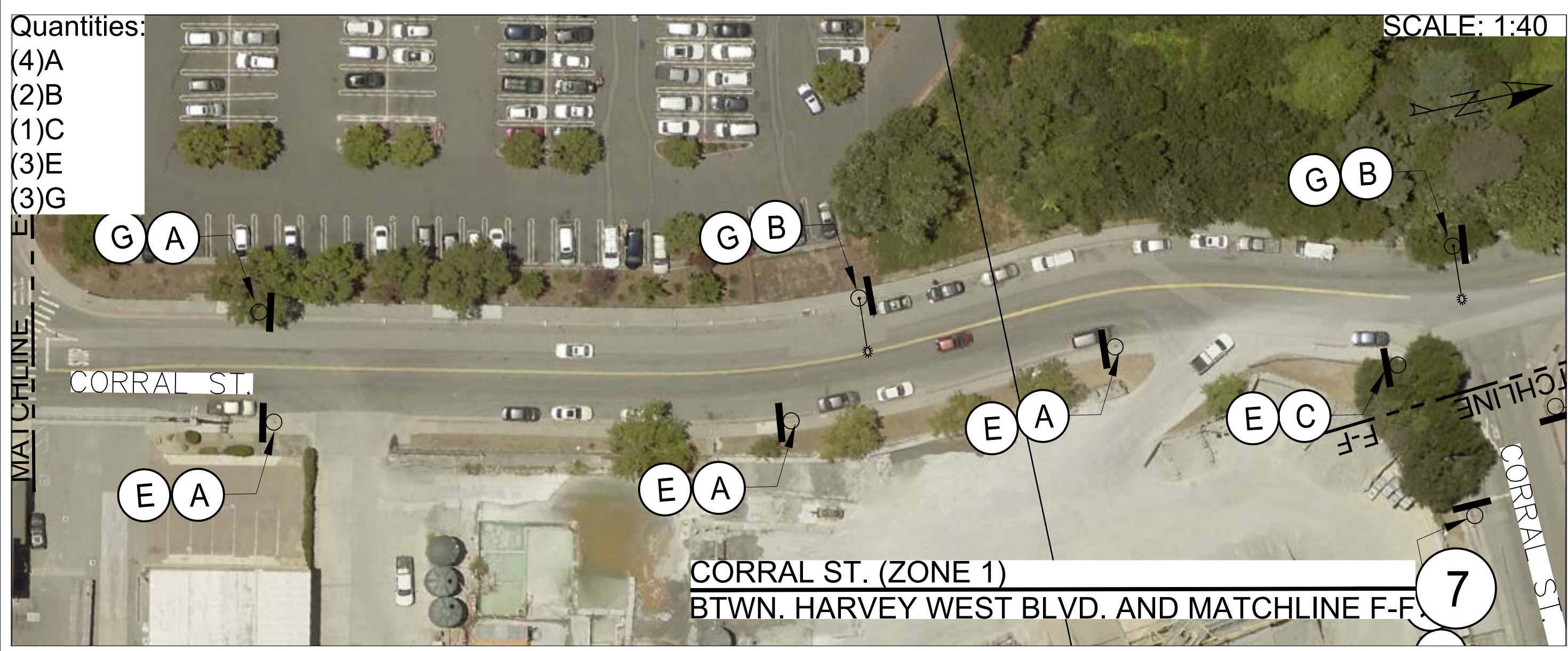
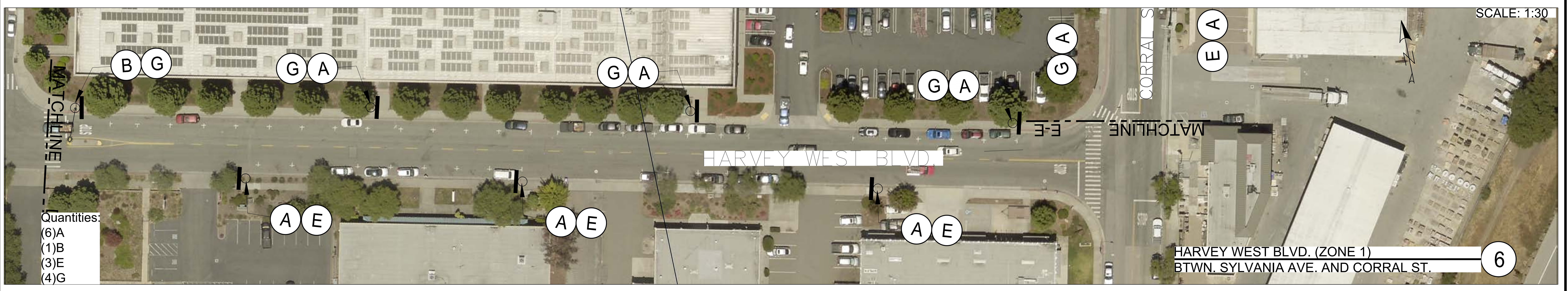
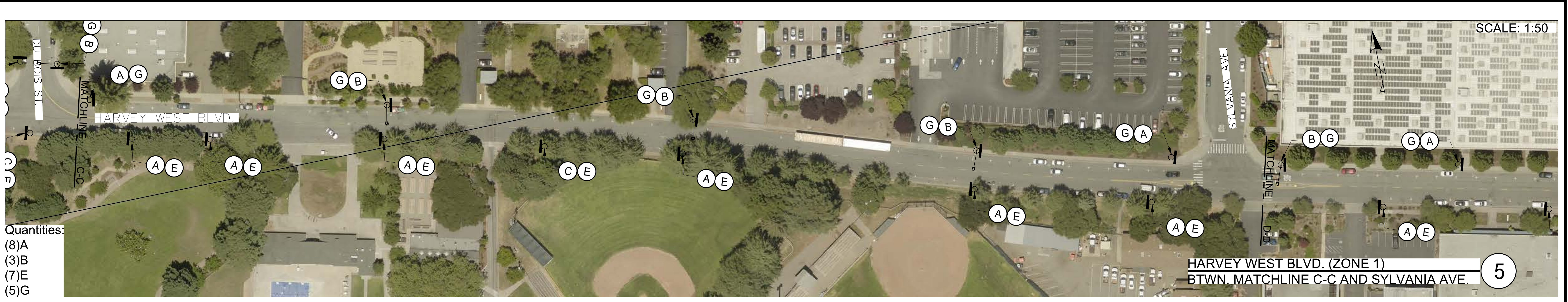
- CONSTRUCTION NOTES**
- (A) EXISTING CITY STANDARD POST (SEE DETAIL 1 AND 2)
 - (B) EXISTING CITY STREETLIGHT (SEE DETAIL 1 AND 2)
 - (C) NEW CITY STANDARD POST (SEE DETAIL 1 AND 2)
 - (D) INSTALL NEW STREET SWEEPING ON TUESDAY SIGN WITH TOW AWAY SIGN (SEE DETAIL 1.2,3)
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 - (H) REMOVE EXISTING STREET SWEEPING SIGNS
- * ADJUST EXISTING SIGNS TO REMAIN IN PLACE, AS NEEDED
 ** USE POST EXTENSION, AS NEEDED TO INSTALL SIGN

REVISIONS	



**STREET SWEEPING
 PILOT PROGRAM**
 PLAN SHEET 1

REFERENCES FIELD BOOK: # DRAWING #: #	DATE	JAN. 2024	SCALE
	DRAWN	C.M.	SHEET 2 OF 8
	DESIGN		VAULT NO. #
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- CONSTRUCTION NOTES**
- (A) EXISTING CITY STANDARD POST (SEE DETAIL 1 AND 2)
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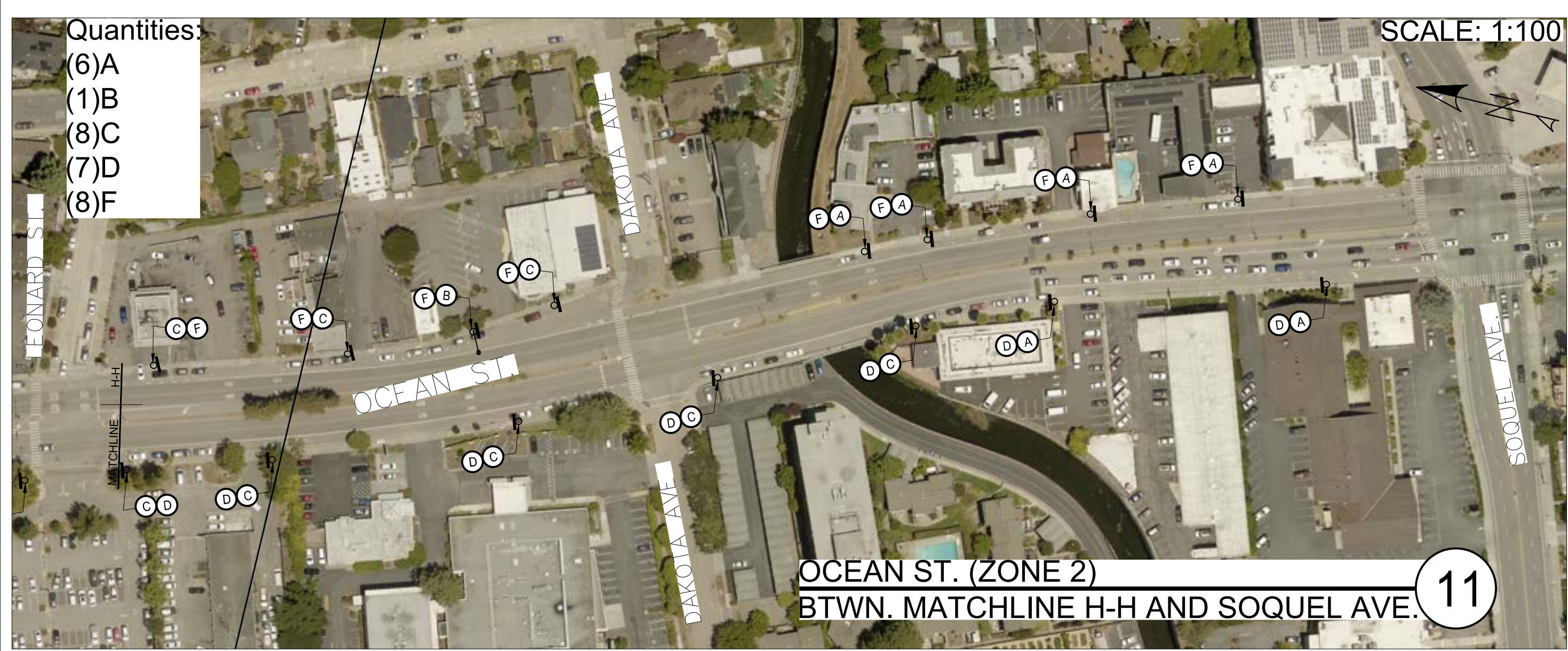
REVISIONS	



CITY OF
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 PUBLIC WORKS DEPARTMENT
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**STREET SWEEPING
 PILOT PROGRAM**
 PLAN SHEET 2

REFERENCES FIELD BOOK: # DRAWING #: #	DATE	JAN. 2024	SCALE
	DRAWN	C.M.	SHEET 3 OF 8
	DESIGN		VAULT NO.
	CHECKED		#



- CONSTRUCTION NOTES**
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REVISIONS	

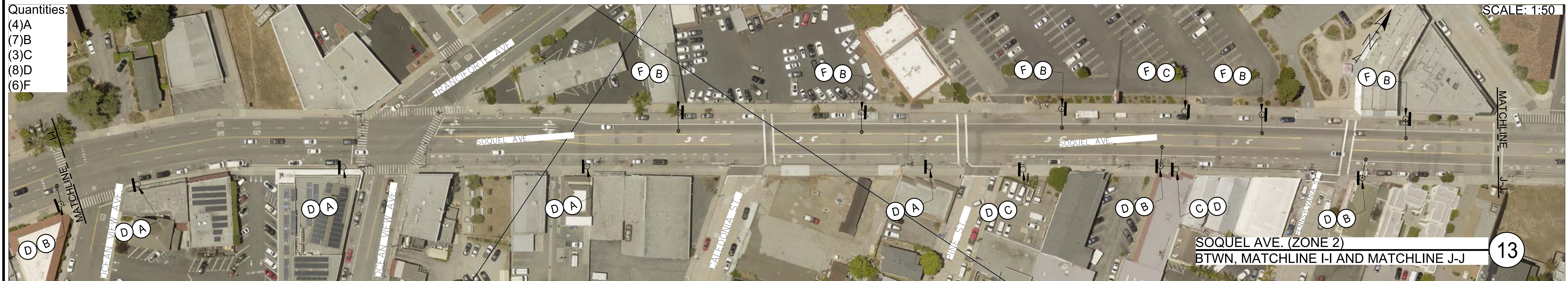


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**STREET SWEEPING
 PILOT PROGRAM**
 PLAN SHEET 3

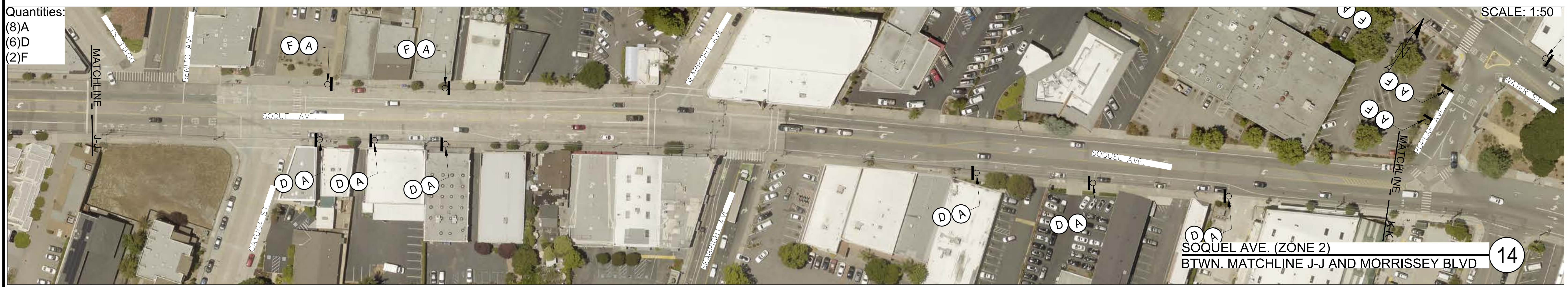
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	DRAWN	C.M.	SHEET 4 OF 8
	DESIGN		VAULT NO. #
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Quantities:
 (4)A
 (7)B
 (3)C
 (8)D
 (6)F



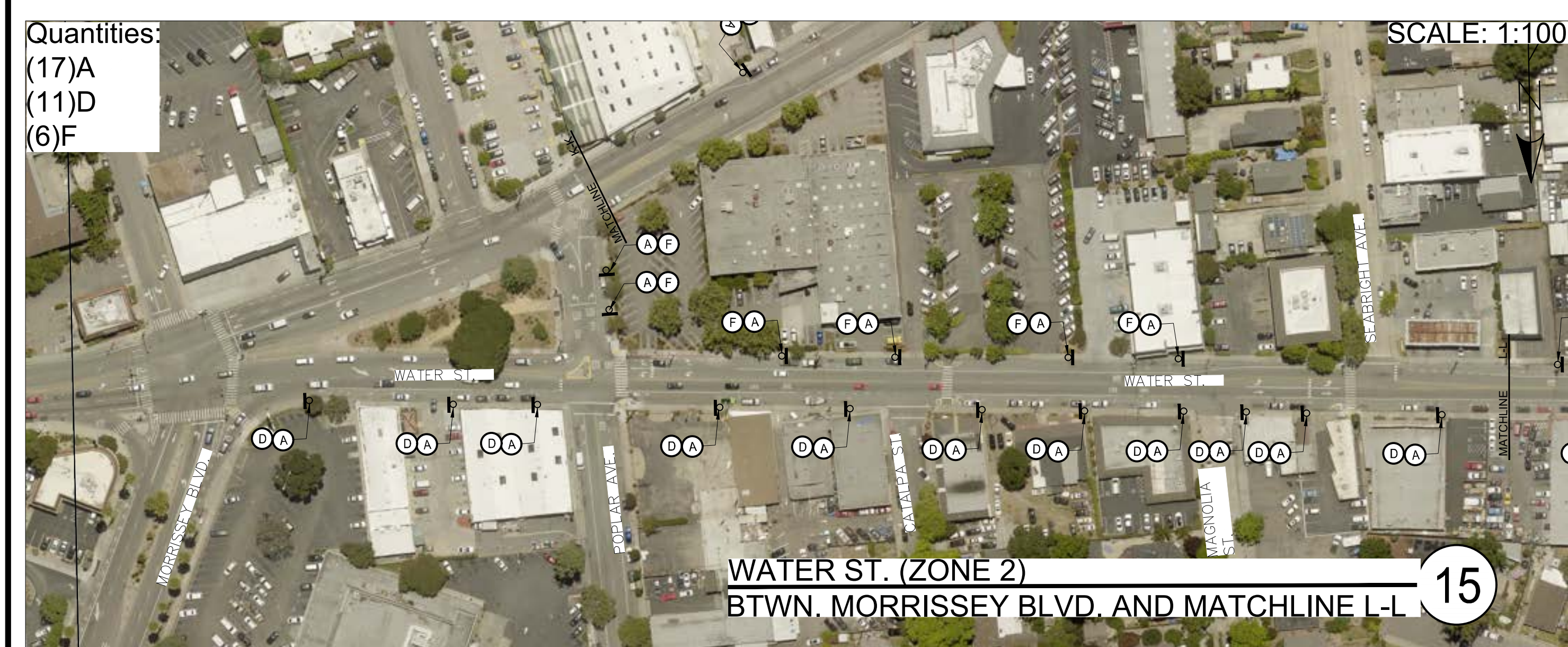
13

Quantities:
 (8)A
 (6)D
 (2)F



14

Quantities:
 (17)A
 (11)D
 (6)F



15

Quantities:
 (5)A
 (3)D
 (2)F



16

- CONSTRUCTION NOTES**
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NO.	DATE	DESCRIPTION



CITY OF
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 PUBLIC WORKS DEPARTMENT
 809 Center Street, Room 201
 Santa Cruz, CA 95060

**STREET SWEEPING
 PILOT PROGRAM**
 PLAN SHEET 4

REFERENCES
 FIELD BOOK:
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 DRAWING #:
 #

DATE	JAN. 2024	SCALE	
DRAWN	C.M.	SHEET	5 OF 8
DESIGN		VAULT NO.	#
CHECKED			

Quantities:
 (18)A
 (1)B
 (1)C
 (10)D
 (10)F



SCALE: 1:80

MISSION ST. EXT. (ZONE 3)
 BTWN. SWIFT AND NATURAL BRIDGES DR.

17



SCALE: 1:60

Quantities:
 (11)A
 (4)B
 (1)C
 (7)D
 (9)F

NATURAL BRIDGES DR. (ZONE 3)
 BTWN. MISSION ST. EXT. AND DELAWARE AVE.

18



SCALE: 1:80

Quantities:
 (10)A
 (5)B
 (3)C
 (9)D
 (9)F

DELAWARE AVE. (ZONE 3)
 BTWN. SHAFFER RD. AND MATCHLINE O-O

19

- CONSTRUCTION NOTES**
- (A) EXISTING CITY STANDARD POST (SEE DETAIL 1 AND 2)
 - (B) EXISTING CITY STREETLIGHT (SEE DETAIL 1 AND 2)
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REVISIONS

NO.	DATE	DESCRIPTION

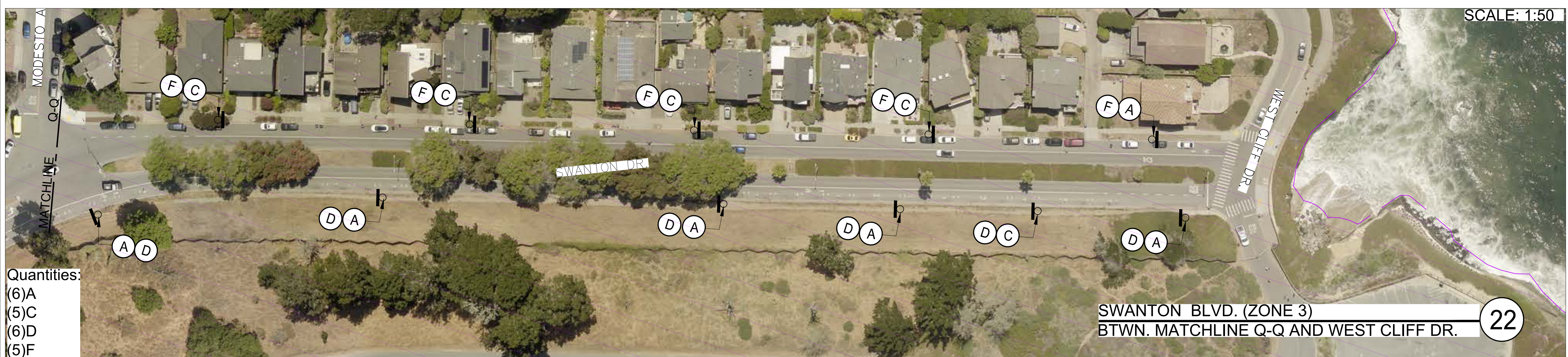


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 809 Center Street, Room 201
 Santa Cruz, CA 95060

**STREET SWEEPING
 PILOT PROGRAM
 PLAN SHEET 5**

REFERENCES
 FIELD BOOK:
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 DRAWING #:
 #

DATE	JAN. 2024	SCALE	
DRAWN	C.M.	SHEET	6 OF 8
DESIGN		VAULT NO.	#
CHECKED			



- CONSTRUCTION NOTES**
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REVISIONS	



CITY OF
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 809 Center Street, Room 201
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**STREET SWEEPING
 PILOT PROGRAM**
 PLAN SHEET 6

REFERENCES FIELD BOOK: # DRAWING #: #	DATE	JAN. 2024	SCALE
	DRAWN	C.M.	SHEET 7 OF 8
	DESIGN		VAULT NO. #
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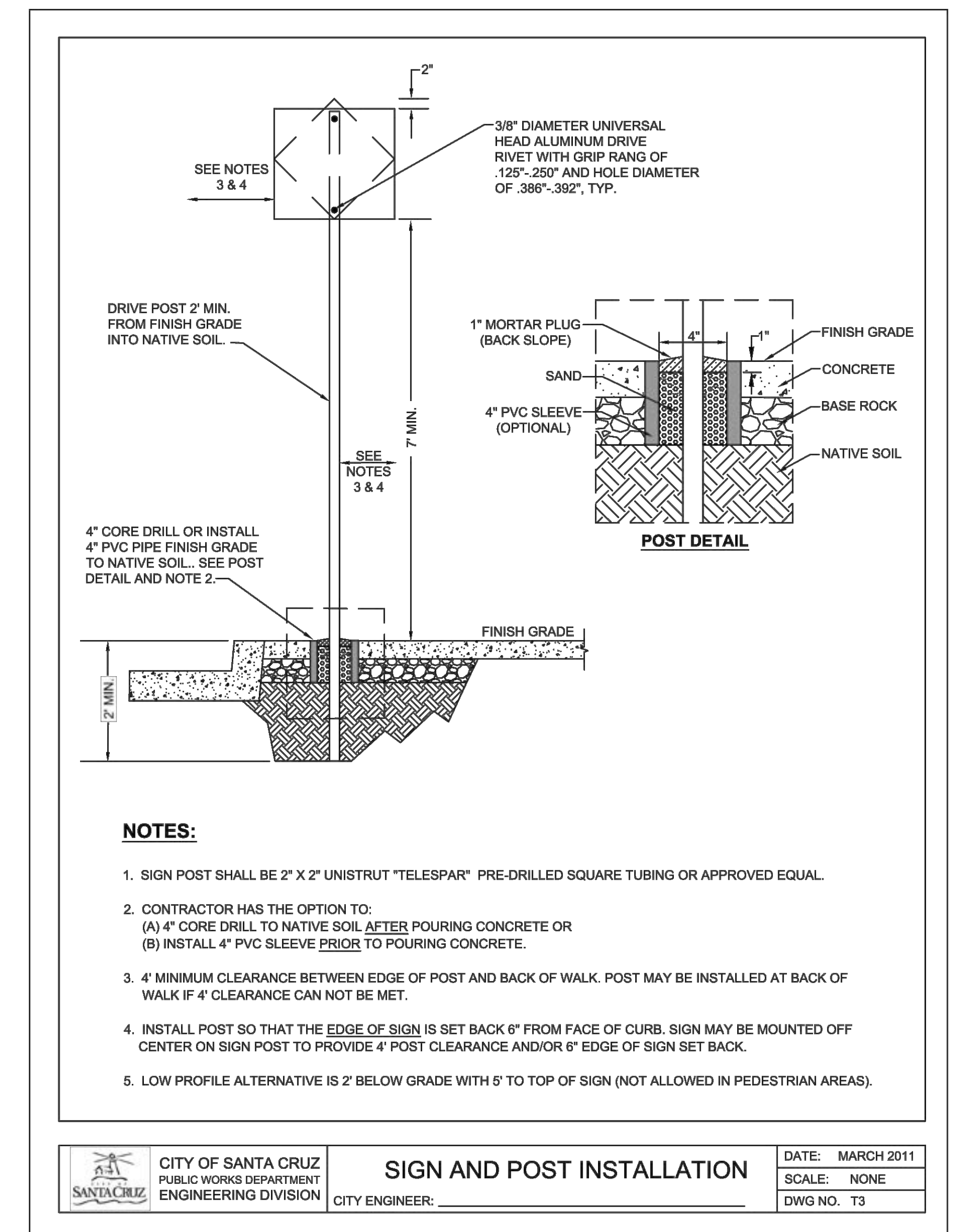
DETAIL 1 - STREET SEGMENT SIGN

*Dimensions are only for the NO PARKING sign (R108 CA Modified)

**Replace "XXXXX" with appropriate day of the week in R108 CA Modified sign

***Total of 242 new R108 CA Modified signs

- D - 96 total signs
- E - 35 total signs
- F - 80 total signs
- G - 31 total signs



DETAIL 2 - CITY STANDARD POST INSTALLATION

*Total of 29 new post installations

REVISIONS



CITY OF
SANTA CRUZ
PUBLIC WORKS DEPARTMENT
809 Center Street, Room 201
Santa Cruz, CA 95060

**STREET SWEEPING
PILOT PROGRAM
DETAILS**

REFERENCES	DATE	JAN. 2024	SCALE	AS SHOWN
FIELD BOOK: #	DRAWN	C.M.	SHEET	8 OF 8
DRAWING #: #	DESIGN		VAULT NO.	#
	CHECKED			



TRANSPORTATION AND PUBLIC WORKS COMMISSION AGENDA REPORT

DATE: February 26, 2024

AGENDA OF: February 26, 2024

DEPARTMENT: Public Works

SUBJECT: Election of Officers

RECOMMENDATION: Motion to elect a Chair and Vice Chair for the 2024 Transportation and Public Works Commission.

BACKGROUND: Transportation and Public Works Commission bylaws require annual election of a Commission Chair and Vice Chair as soon as it is practicable following the first day of February each year. The term of office for the Chair and Vice Chair is one calendar year, with the term of office expiring on January 31. Officers may not serve in the same position for more than two consecutive years.

DISCUSSION: Article VI “Officers and Elections” of the commission bylaws is attached for reference. Under Section 4 “Nominations,” the current Chair will open the floor to nominations. Any member can nominate a candidate for Chair or Vice Chair. Nominations do not need to be seconded. When nominations are completed, the Chair will ask for a motion to close the nominations. If seconded, voted, and motion is approved, the Chair will declare that nominations have closed, and the commission can begin the election.

Voting will be made by roll call vote. The candidate for Chair who receives the majority of votes is then declared elected to fill the office of Chair and will immediately chair the remainder of the meeting. The same procedure is to be followed for the election of Vice Chair.

A member may withdraw their name if nominated. The candidate shall announce that, if elected, they may not be able to serve. Withdrawal of their name should not be to favor another member’s election.

FISCAL IMPACT: None.

ATTACHMENTS:

Transportation and Public Works Commission Bylaws Article VI – Officers and Elections

Prepared by and submitted by: Christina Alberti, Principal Management Analyst

ARTICLE VI – OFFICERS AND ELECTIONS

Section 1. Officers

Officers of the Advisory Body shall consist of a Chair and Vice Chair.

Section 2. Election of Officers

As soon as is practicable following the first day of February of every year, there shall be elected from among the membership of the Advisory Body a Chair and Vice Chair.

Section 3. Term of Office

The term of office for the Chair and Vice Chair is one calendar year. Officers may not serve in the same position for more than two consecutive years.

Section 4. Nominations

The Chair will open the floor to nominations. Any member may nominate a candidate from the membership for the position of Chair or Vice Chair; nominations need not be seconded.

A member may withdraw their name if placed in nomination, announcing that, if elected, they would not be able to serve; but they shall not withdraw in favor of another member.

Once the nominations are complete, the Chair will ask for a motion to close the nominations; a second of, and vote on, the motion is required.

The Chair then declares that it has been moved and seconded that the nominations be closed, and the members proceed to the election.

Section 5. Voting

Voting may be by voice vote or by roll call vote.

The candidate who receives a majority of the votes is then declared to be legally elected to fill the office of Chair, and will immediately chair the remainder of the meeting.

The same procedure is followed for the election of Vice Chair.

Section 6. Vacancy of an Officer

Should a vacancy occur, for any reason, in the office of Chair or Vice Chair prior to the next annual election, a special election shall be held to fill the vacant office from among the membership. That member shall serve until a new appointment has been made.

Section 7. Removal of Elected Officers

The Chair or Vice Chair may be removed by a majority vote of the full Advisory Body at a regularly scheduled meeting of the Advisory Body, when all appointed members are present, or at a special meeting convened for that purpose at which a quorum is present. Any officer removed ceases to hold the office once the vote has been tallied and announced. If the Chair is removed, the Vice Chair shall become the new Chair. An election for the Vice Chair shall then be agendized for the next meeting.

Section 8. Duties of the Chair

The Chair shall preside at all regular meetings and may call special meetings. The Chair shall decide upon all points of order and procedure during the meeting; their decision shall be final unless overruled by a vote of the Advisory Body, in compliance with Article IX, Section 2, "General Conduct of Meetings." The Chair may not make motions, but may second motions on the floor. The Chair acts as primary contact for staff and shall represent the Advisory Body before City Council whenever the Advisory Body or Council considers it necessary. The Chair and staff shall jointly set the meeting agenda.

The Chair, in consultation with staff, shall create an Annual Work Plan for the following fiscal year pursuant to the language contained in the "Work Program" section of the "Handbook for City Advisory Bodies" prepared by the City Clerk's Office. The Chair may move that a Work Plan development subcommittee be formed, and the Work Plan shall be adopted by the full Commission by a majority vote. Such adoption ideally shall occur at a meeting prior to the onset of the City's fiscal year which the plan coincides.

Section 9. Duties of the Vice Chair

The Vice Chair shall assume all duties of the Chair in the absence or disability of the Chair.

Section 10. Duties of the Acting Chair

In case of absence of both the Chair and the Vice Chair from any meeting, an Acting Chair shall be elected from among the members present, to serve only during the absence of the Chair and Vice Chair.

ARTICLE VII – STAFF SUPPORT

Section 1. Staff

Staff support and assistance is provided, but advisory bodies do not have supervisory authority over City employees. While they may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately to the City Manager and Council.

The Director of Public Works shall designate appropriate staff to act as staff person(s) to assist and support the Advisory Body. Staff shall attend all regular and special Advisory Body meetings. Staff shall be responsible for coordination of such reports, studies, and recommendations as are necessary to assist the Advisory Body in the conduct of its business according to City Council policy and the Brown Act. Staff may enlist the assistance of other departments as required. Staff shall be responsible for all public notification regarding all regular and special Advisory Body meetings.

Staff shall record the minutes of the meetings in accordance with the guidelines established in the "Preparation of Minutes" section of the City Councilmembers' Handbook, shall supervise volunteers and interns, shall work closely with the Chair between meetings, shall make recommendations, prepare reports and proposals to the Advisory Body, may represent the Advisory Body at other meetings, presentations, and other public functions as requested, and shall perform administrative tasks.

Staff shall be responsible for the maintenance of proper records and files pertaining to Advisory Body business. Staff shall receive and record all exhibits, petitions, documents, or other materials presented to the Advisory Body in support of, or in opposition to, any question before



Transportation and Public Works Commission AGENDA REPORT

DATE: February 12, 2024

AGENDA OF: February 26, 2024

DEPARTMENT: Public Works

SUBJECT: 2024 Transportation and Public Works Commission Work Plan

RECOMMENDATION: Motion to approve the 2024 Draft Transportation and Public Works Commission Work Plan.

BACKGROUND: The Transportation and Public Works Commission (TPWC) evaluates Public Works projects, hears presentations from Public Works Staff, receives feedback from the community on Public Works projects, and makes recommendations to department staff and City Council.

Each year, TPWC produces an annual work plan to help guide its activity for the upcoming year. The work plan is a guide, and the actual work of TPWC may vary as needed per the determination of staff and the chairperson of the commission. It also serves as a way for TPWC to evaluate how well it is meeting its work goals.

DISCUSSION: In December of 2023, an ad hoc committee of the TPWC met with staff to create a draft plan. The attached draft plan is the work product of that ad hoc committee. The 2024 Draft Transportation and Public Works Commission Work Plan was presented to commissioners at the January 22, 2024 meeting for feedback.

FISCAL IMPACT: None.

Prepared and submitted by: Ron Goodman, Chair

ATTACHMENTS:

2024 Transportation and Public Works Commission Work Plan



City of Santa Cruz Transportation and Public Works Commission

2024 Work Plan

Commissioners

Chair Ron Goodman
Vice-Chair Ryan Meckel
Susan Gilchrist
Scott Harriman
Kyle Kelley
Robert Orrizzi
Lola Quiroga

City Staff

Nathan Nguyen
Christina Alberti

2024 – Work Plan

Goal	Action Items	Resources	Lead(s)	Target Dates: Start/End
1. Public Safety	A) Implement quarterly review of incidents. i. Analyze incident data and determine causes.	Public Works staff	M. Starkey	
	B) Request Annual Traffic Safety Report.	Public Works staff Police Department	N. Nguyen	
	C) Request a Vision Zero project update.	Public Works staff	M. Starkey	
	D) Offer and coordinate community outreach for public safety initiatives. i. From public feedback, provide project priority recommendations. ii. Act as a resource to the community for reporting concerns and feedback.	Public Works staff	Ad-Hoc Committee of Commissioners	
	E) Establish ad-hoc committee to review reports and compile data for reporting back to the commission.		Ad-Hoc Committee of Commissioners	
2. Budget Prioritization	A) Provide input on Public Works Capital Investment Program Budget.	Public Works staff	K. Crossley	April 2024
	B) Provide input on Public Works Measure D 5-Year Plan.	Public Works staff	M. Starkey	April 2024
	C) Advocate for budgetary and staffing needs, requested by the Public Works department, in support for scheduling and completing projects and programs.	Public Works staff	N. Nguyen C. Alberti Transportation and Public Works Commissioners	May 2024

Goal	Action Items	Resources	Lead(s)	Target Dates: Start/End
3. Active Transportation Plan (ATP) Update	A) Request Active Transportation Plan (ATP) Update <ul style="list-style-type: none"> i. Consider creating an ATP ad hoc subcommittee to assist with a deep dive into proposed ATP projects. 	Public Works staff	C. Gallogly Ad-Hoc Committee of Commissioners	
4. Neighborhood Traffic Calming Program	A) Receive staff report and project updates with entry data.	Public Works staff	M. Starkey C. Gallogly	
	B) Consider possible project appeals and provide recommendation to City Council.	Public Works staff	M. Starkey C. Gallogly	
5. Commission Review of Major Public Works and Transportation Projects	A) Provide feedback for major projects <ul style="list-style-type: none"> i. Major projects are defined as +\$1 million or high public interest. ii. Projects include but are not limited to projects listed in the current CIP (Transportation). 	Public Works staff	K. Crossley M. Starkey	
6. Legislative Updates	A) Review and provide new Objective Standards and Municipal Code Revisions.	Public Works staff	M. Starkey Ad-Hoc Committee of Commissioners	
	B) Consider creating a Legislative Update ad hoc committee. <ul style="list-style-type: none"> i. Bring forward items for future consideration. ii. Receive informal updates/resources, as possible, from staff. 	Public Works staff	Ad-Hoc Committee of Commissioners	

Goal	Action Items	Resources	Lead(s)	Target Dates: Start/End
7. Receive Updates on Requested Future Agenda Items	A) Receive a list of items from past Commission minutes requesting updates for certain projects and programs. i. Staff may schedule these periodic updates in future TPWC meetings, as appropriate.	Public Works staff		Ongoing
Comments: Standing Committee vs Ad Hoc Committee (Bylaws), committees less than 6 Months				

For Reference:

Transportation and Public Works Commission Bylaws:
a. Advise Council on matters pertaining to transportation and public works as defined in ordinance (Section 2.40.081), including planning, design, construction, reconstruction, installation, operation and maintenance to transportation and public works.
b. Review and make recommendations to the city council concerning the capital improvement program.
c. Review, monitor and make long-range recommendations concerning the construction, reconstruction, operation and maintenance of public works.
d. Consider the annual budget of the public works department during its preparation and make recommendations with respect thereto to the city council.
e. Receive complaints pertaining to traffic and transportation patterns.
f. Review, monitor and suggest recommendations for city transportation matters including, but not limited to: automotive, rail, bicycle, and pedestrian traffic within the city.

g. Review additional transportation matters such as transportation system management, travel demand management and other related issues.
h. Review and suggest recommendations for placement and enforcement of warning, regulatory and guide signs on city streets.
i. Make recommendations to Council regarding the allocation of funds for capital expenditures related to roadway and transportation improvements.
j. Perform other duties as may from time to time be prescribed by the City Council.