

## TRAFFIC SIGNAL INSTALLATION

### I. PURPOSE:

The following guideline establishes policies and procedures for the Public Works Traffic Engineering Division in handling the requests for traffic signal installation.

### II. POLICY:

A study to determine the need for traffic signal installation may be requested by a citizen, or citizens, an agency or the Traffic Engineering Division. In any instance, all requests will be kept, along with pertinent information, in a central file. Included with each request is the result of the study performed and the final determination and action taken on the request. All individuals requesting the study will be advised on the status of their request.

### III. RESPONSIBILITY:

The responsibility for the proper handling of a request for the installation of a traffic signal will be vested in the Traffic Engineering Division Manager.

### IV. PROCEDURE:

Upon receipt of such a request, the Traffic Engineering Division will:

- A. Immediately notify the appropriate individuals of the receipt of the request by written or oral communication. When possible, individual(s) will be advised of an approximate time frame for the completion of the study.
- B. Traffic Engineering Personnel will be assigned the study which will be conducted according to the accepted engineering practices and appropriate warrants set forth in the Manual on Uniform Traffic Control Devices. The study will include, but not be limited to the following:
  1. Field investigation for observation of vehicle delay, gap distribution.
  2. Twenty-four (24)-hour traffic volume approach counts.
  3. Peak hour turning movement counts.
  4. Accident analysis and preparation of a collision diagram.
  5. Sign distance analysis.
  6. Pedestrian volume counts (where necessary).
  7. Speed Study – 85% approach speeds.

- C. Analysis of study data to determine if a signal installation is needed according to the warrants set forth in the Manual on Uniform Traffic Control Devices and accepted Traffic Engineering practices.
- D. Individuals initiating the request are advised by written or oral communication of results of the study, planned course of action, reasons for this course of action and the appeal process if desired.
- E. If the installation of the traffic signal is warranted, the following process will apply:
  - 1. Initiation of the budgetary process to determine if funding can be appropriated for the project.
  - 2. Development of a proposed signalization design.
  - 3. Preparation of contract documents for Signal Installation project.
  - 4. Awarding of contract to a qualified contractor in accordance with City policies.
  - 5. Oversee signal installation project to its completion.

Approved:



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Bruce T. Moore  
City Manager