



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Kim Walesh

SUBJECT: TRAFFIC CONTROL FOR
OUTDOOR SPECIAL EVENTS

DATE: May 21, 2015

Approved

Date

5-21-15

The purpose of this Manager's Budget Addendum (MBA) is to respond to the Mayor's March Budget Message for Fiscal Year 2015-2016, which states:

Outdoor special events continue to be vital to the San José economy and community. With over 300 outdoor special events annually, residents and visitors have a variety of opportunities. The City Manager is directed to adopt and codify the new outdoor special event traffic control model developed in coordination with the Police Department, Department of Transportation, and Office of Cultural Affairs. The outcome of the full adoption of this model is effective, affordable, reliable and safe traffic control for outdoor special events. This model should aim to reduce City service costs for event organizers. To fully implement this model, a range of staffing options and equipment purchases should be pursued.

This MBA recommends a framework for the process to implement this direction to adopt the new traffic control model for outdoor special events.

BACKGROUND

In the fall of 2012, the need to create a new traffic control model to conduct outdoor special events on city streets was recognized. During that time, the current traffic control model was heavily reliant on staff resources, particularly on the San José Police Department - Secondary Employment Unit (Police-SEU). Event producers expressed concerns about the rising costs to conduct outdoor special events in San José. Simultaneously, additional demands would be placed on the already limited Police Department staffing with the new stadium activities that would cause difficulty in securing adequate staffing levels for outdoor special events and limiting the City's ability to support outdoor special events.

A team of City staff was formed with representatives from the City Manager's Office, the Police-SEU, the Department of Transportation (DOT), the Department of Human Resources, and the Office of Economic Development/Office of Cultural Affairs (OED/OCA) to create a new traffic model approach to close streets for outdoor special events. The new traffic model includes a collaborative event plan

May 21, 2015

Subject: Traffic Control for Outdoor Special Events

Page 2

review by Police-SEU and DOT staff to systematically deploy equipment and resources with a goal to reduce the number of off-duty Police-SEU officers as well as the overall costs to event producers. An increase in the use of Parking Traffic and Control Officers (PTCOs) and equipment along with traffic control intersection plans was integral to the success of the new traffic control model. The concept to build a pool of experts, such as Community Service Officers and School Crossing Guards, to enhance staffing options to manage the less complex street closure intersections was also considered.

During the 2013-2014 event season, this new traffic model plan was implemented for 25 recurring outdoor special events and 49 non-recurring events. Police-SEU and DOT staff met regularly to create traffic control intersection plans and determine areas for equipment deployment and staffing assignments. Staffing for these events included the use of Police-SEU and PTCOs. The Police-SEU hours were reduced by a total of 887 hours for 25 recurring outdoor special events and with the other 49 non-recurring events experiencing similar hourly Police-SEU reductions. Overall, the new traffic model reduced Police-SEU hours, increased PTCOs hours, and utilized more equipment resulting in an overall cost reduction for event producers. The expected impacts of the new traffic model include: 1) increased replacement of equipment (since more equipment is deployed during the event season); and 2) for some recurring events, DOT costs may actually increase due to higher equipment rental costs and more use of PTCOs as a staffing option.

With the current high demand to use existing limited Police services for other public safety purposes, along with the opening of Avaya Stadium and the existing requirements to maintain the Traffic and Management Plan for the SAP Pavilion and Municipal Stadium, there is a need to solidify and fully implement the new traffic control model. The consideration to use other trained civilian staff in support for outdoor special events is needed. During the 2013-2014 event season, neither Community Service Officers nor School Crossing Guards were available to support the outdoor special events. In December 2014, the School Crossing Guard job classification was revised, as approved by the Civil Service Commission, to allow employees to work during outdoor special events. This approval will allow for the usage of Community Service Officers, Crossing Guards, and/or any other trained and approved personnel to support outdoor special events in 2015.

ANALYSIS

There are many annual or recurring events where event producers use the same location and layout for events. To bring stability to event producer costs, decrease dependency on Police staffing, and establish ongoing standards for street closures during outdoor special events, the new traffic control model will be proposed and standardized.

The City Manager will assign an interdepartmental team to standardize the new traffic control model. The team will be comprised of staff from the City Manager's Office, DOT, Police-SEU, and OED/OCA.

Process to Adopt and Codify Traffic Control for Outdoor Special Events

The Administration will return to the Community and Economic Development Committee and City Council with recommendations to adopt the traffic control model plan with the goal of applying the model to the outdoor special event season beginning in spring 2016. Among the key considerations for the new traffic control model are as follows:

1. Use of standardized equipment in accordance with uniform safety standards. This may include a recommendation to purchase equipment and a proposed set of fees and charges for use of this equipment during outdoor special events.
2. Staff options from both existing City classifications such as Community Service Officers and School Crossing Guards, and/or other staffing possibilities (e.g. contractual traffic management companies) to supplement Police and PTCOs during outdoor special events. This may involve a similar process used in June 2010 when the City Council authorized the use of PTCOs to perform traffic control in accordance with the requirement of California Vehicle Code Section 21100(e).
3. The model should allow for continuity and flexibility ensuring safety standards are sustained as staffing levels amongst departments fluctuate.
4. Training requirements for any new staff and identifying the necessary resources to provide the training programs.
5. Continue research on best practices of other municipalities and adopt those practices as relevant and appropriate.

Ultimately, the City Manager will develop and issue policies and procedures for traffic control management for outdoor special events based on recommendations from the interdepartmental team and in accordance with the California Vehicle Code and the Manual on Uniform Traffic Control Devices. Any budget or policy recommendations requiring City Council approval will be submitted to the City Council for consideration.

COORDINATION

This memorandum was coordinated with the Police Department, the Department of Transportation, the City Manager's Budget Office, and the City Attorney's Office.

/s/
KIM WALES
Deputy City Manager
Director of Economic Development