City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** Monday December 10, 2025

2. **Primary contact person and Department requesting agenda item:** Ashley Haire, Transportation

3. **Requested Council meeting date:** January 13, 2026

4. **Subject:** Contract for Traffic Calming Policy & Implementation Process Updates

5. **Action Requested:** Resolution authorizing the City Manager to execute a contract with Kittelson & Associates to update the City's Traffic Calming Policy & Implementation Process

6. **Note if time sensitive, and why:** Not time sensitive

7. **Potential fiscal impact(s) - if known by staff at time of request:** $99,969.99

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
   Funding for this project is provided through City general fund and/or operating budgets. As a result the outreach and engagement followed the City's business inclusion processes. These processes at a minimum require staff to outreach businesses that have a documented contracting disparity directly and/or through prime contractors.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

10. **Identify key issues:**
    - Kittelson & Associates will assist the City in updating its 2014 Neighborhood Traffic Calming Policy. The project will include numerous opportunities for public engagement and input/ feedback, including the formation of a project working group. The project will develop a Traffic Calming Guide and updated Traffic Calming policy, through the evaluation and modification/ definition of:
      - Policy/Program structure,
      - Eligible streets for the program,
      - Appropriate traffic calming treatments applied through the program,
      - Prioritization methodology for scoring/ranking the eligible streets, and
      - Implementation framework.