AWS Request Flow Chart – DRAFT, for discussion purposes

Week 1

City Council Referral

AWS Request

Log, Acknowledge and Reply

Requests come in from email, letter, phone call, Comcate, webpage, and Smartsheet

Staff to make contact with requestor within 5 working days.

Weeks 2-5

Safety Review & Evaluation*

Resident Survey**

Meets Threshold

66% Response

No

*Safety review includes collision history and sight line analysis by staff

**Resident survey by City staff of addresses within 150ft of intersection. 66% response rate required by policy.

Weeks 6-9

Yes

Yes

No

Traffic Study

Traffic study includes traffic counts, speed data, and alternatives analysis (i.e. funding commitment).

Weeks 10-14

Public Works Commission Meeting

No

Yes

City Council Meeting

Item will be scheduled for PWC and CC as agendas permit.

Week 15+

Approve

Does Not Approve

Implementation schedule will vary with inventory and backlog

Implement

Do Not Implement and Close Request

Schedule shown is approximate minimum time required, and assumes no backlog, room on agendas, staff availability, etc.