



CITY *of* CALABASAS

AGENDA ITEM #2  
T/T MTG: 092616

**TRAFFIC & TRANSPORTATION COMMISSION AGENDA REPORT**

**DATE: SEPTEMBER 26, 2016**

**TO: TRAFFIC AND TRANSPORTATION COMMISSION**

**FROM: BENJAMIN CHAN, P. E., T. E., DEPUTY PUBLIC WORKS DIRECTOR  
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**SUBJECT: CITY-WIDE TRAFFIC SIGN INVENTORY**

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**BACKGROUND:**

The City of Calabasas Department of Public Works conducted a City-Wide Sign Inventory Report to update information and details of traffic signs throughout the City.

The inventory project was performed to improve an outdated filing system that kept track of the City's traffic signs. It will also provide information on condition, locations and maintenance records of the signs. The project is also intended to comply with the Federal Highway Administration (FHWA) and the Manual on Uniform Traffic Control Devices (MUTCD) to implement a sign assessment plan to maintain regulatory, warning and guide signs in serviceable conditions.

**DISCUSSION:**

The Traffic Sign Inventory report consists of the following collected documentations and actions:

- Recording of City streets' signs
- Interactive Sign Inventory Spreadsheet with detailed information and links
- Geolocations of all signs – place mark files (KMZ files) on maps

- Photographs

This project updates the City's traffic sign inventory within the City's right-of-way with more accurate location and up to date field conditions. New data was gathered from video that was recently taken, along with field visits for various locations. Google Earth was used to create geolocation files of each individual sign including Longitude and Latitude, along with a map of all signs separated by designated geographic areas. Information from sign purchase orders will provide more details as to size, color and material.

An Excel spreadsheet links the signs' geolocation with other details such as the MUTCD code name, description, size, color, condition, images, section and last maintenance or installation date. The spreadsheet keeps track of counts per specific signs and the grand total of all the signs. It also allows for quick search of signs based on location or sign name; a hyperlink provides a map view of the selected sign based on its coordinates.

Furthermore, the inventory maintains a record of the signs stored in City's storage facility. The record keeps track of all the signs, quantities, sizes, material and date of purchase in a separate table.

As signs are replaced, maintenance staff will record and update relevant information to the spreadsheet. Steps have been created to allow for inclusions of new signs to the spreadsheet.

The spreadsheet allows for the information to be integrated with other programs in the future. It provides a record of the maintenance of signs and locations of signs City-wide and in the City's storage facility.

**REQUESTED ACTION:**

This is an informational item.