



SPRING 2021 – SPECIAL EVENT

DATE: June 11, 2021

TO: Heather Klein | City of Oakland

FROM: Mahdi Rouholamin | DKS Associates
Erin Vaca | DKS Associates

SUBJECT: Head Royce School – Traffic Monitoring (Special Event for 2020- 21 School Year) Project #16128-003

INTRODUCTION

Head Royce School has operated at its current site, located at 4315 Lincoln Avenue in Oakland, CA since the mid-1960s. Per the requirements specified in the operable Conditions of Approval (Case File: REV 13-003), Head Royce School is required to provide an independent monitor whose responsibility it is to conduct unscheduled campus visits to monitor school related transportation activity during the morning drop-off, afternoon pick-up and one special event. For the current monitoring cycle, three separate periods will be reported on: Spring 2021, Summer Program 2021, and one special event.

DKS Associates was retained by Head Royce School as a qualified traffic consultant to provide traffic monitoring services by conducting campus visits and documenting observed conditions as they relate to the Conditions of Approval Document, dated June 7, 2016, item #23(g). This report documents observations at a special event that took place on June 5, 2021.

MONITORING METHODOLOGY

DKS focused its campus visits to document deployment of traffic assistants and monitors, survey of occupancy of all Head Royce parking lots, monitoring of Whittle Avenue and Alida Street for school related parking, review of the Head Royce Auto Trip Reduction Program and other potential safety issues.

Parents visiting the school were encouraged to park on Lots D and F while Lots A, B, C, and E were assigned to faculty and staff. As a reminder, visitors were asked to avoid parking on Alida Street or making U-turns on Alida Court. Reminder signs were posted on Lincoln Avenue, Alida Street, and Alida Court (see Appendix 1 for images of signs during the event). DKS staff conducted the special

event observation on June 5, 2021. This visit was concurrent with the High School Graduation lasting from approximately 10:00 AM to 1:00 PM. Head Royce reported attendance of approximately 300 parents and other guests at this event.

MONITORING RESULTS

The following section describes the observations for each category listed.

1. NUMBER OF TRAFFIC ASSISTANCE AND MONITORS PRESENT DURING THE SPECIAL EVENT

Twelve (12) traffic monitors were present before the start of the event at 10:00 AM and again at the conclusion of the event at 1:00 PM. For this event, the school hired professional traffic assistants to serve as traffic monitors and direct traffic. On-street parking on Lincoln Ave was not allowed for this event. Field observations from the event recorded about 198 vehicles parked among the available lots for the event. Additionally, Head Royce School reported a total attendance of about 300 parents. Field notes for the special event are attached as Appendix 2.

2. COLLECTING THE NUMBER OF VIOLATIONS THAT HAVE BEEN REPORTED FROM HEAD ROYCE' DATA AND RECOMMENDING MEASURES TO REDUCE VIOLATIONS.

The Head Royce violations statistics and log for the spring semester are already presented may be found in in the Spring 2021 report.

3. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS

There are a total of 91 parking spaces in Lots A-D and 157 available parking spaces in Lots E and F at Head Royce. Approximately 80% (or 198 spaces) of all parking spaces were occupied at the beginning of the special event. For this event parents were allowed to park Lots D and E. On-street parking on Lincoln Avenue directly adjacent to the school campus was not allowed for this event.

4. MONITORING WHITTLE AVENUE AND ALIDA STREET FOR SCHOOL RELATED PARKING

Alida Street was patrolled to monitor for school-related activity and there was one monitor on Alida Street and one monitor on Burlington Street on duty. The gate for Whittle Avenue was locked and there was a total of 9 vehicles parked in Lot E. This lot was mainly reserved for school staff. No student drop-offs or pick-ups were observed on either street during the observation periods. School staff or visitors were not observed parking along either street. During the observation period, no vehicles were observed performing U-turns at Alida Street.

5. AUTO TRIP REDUCTION PROGRAM AND RELATED DOCUMENTS

DKS reviewed the current Transportation Policy Guide document that is distributed to all school staff and families as well as the Head Royce Transportation Demand Management (TDM) Plan. Trip reduction programs and other transportation recommended practices are provided within the TDM document. DKS finds these documents to be satisfactory. Note that due to the reduced numbers of students attending in-person classes this spring, the School has temporarily suspended its privately operated bus service. The bus service is expected to resume for the fall 2021 semester.

FINDINGS AND RECOMMENDATIONS

The professional traffic monitors did a good job in helping visitors find parking spaces in all available lots. The company added multiple signs and their staff were present on Lincoln Avenue, Alida Street, and Burlington Street. No further recommendations are suggested.

PHOTOS



FIELD NOTES

6/5/21 Head Royce School - Special Event

Mahdi F

* High School Graduation

* O/F → parents A/B/C/E → faculty & staff

* 4 mon.
 ┌ 1 Alida
 ├ 1 Burlington + 8 security (vendor)
 └ 2 Lincoln

* Signs placed on Lincoln, Alida

A: 8

B: 19

C: 12

D: 44

E: 9

F: 106



SPRING 2021 – MONITORING REPORT

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SUBJECT: Head Royce School – Traffic Monitoring for 2020-21 School Year Project #16128-003

INTRODUCTION

Head Royce School has operated at its current site, located at 4315 Lincoln Avenue in Oakland, CA since the mid-1960s. Per the requirements specified in the operable Conditions of Approval (Case File: REV 13-003), Head Royce School is required to provide an independent monitor whose responsibility is to conduct unscheduled campus visits to monitor school-related transportation activity during the morning drop-off, afternoon pick-up and one special event. For the current monitoring cycle, three separate periods will be reported on: Spring 2021, Summer Program 2021, and one special event.

DKS Associates was retained by Head Royce School as a qualified traffic consultant to provide traffic monitoring services by conducting campus visits and documenting observed conditions as they relate to the Conditions of Approval Document, dated June 7, 2016, item #23(g).

MONITORING METHODOLOGY

DKS focuses its campus visits on documenting vehicle queuing, observation of drop-off or pick-up behavior, deployment of traffic assistants and monitors, survey of occupancy of all Head Royce parking lots, monitoring of Whittle Avenue and Alida Street for school related parking, review of the Head Royce Auto Trip Reduction Program and other potential safety issues.

DKS staff conducted the spring program observation on May 26, 2021. Due to the COVID-19 pandemic, only 90% of the students were on campus. This visit occurred during the peak drop-off operation times from 8:15 to 9:00 AM and again during the peak pick-up operation from 1:45 to 2:30 PM.

MONITORING RESULTS

The following section describes the observations for each category listed.

1. NUMBER OF TRAFFIC ASSISTANCE AND MONITORS DURING DROP-OFF AND PICKUP PERIODS

Four traffic monitors or assistants with safety vests were observed during the morning drop-off period and seven were present during the afternoon pick-up period. In the afternoon, one assistant was also present at the end of vehicle queue near the driveway of parking lot F and one was present at the Oakland Temple parking at the northwest corner of Lincoln Avenue and Monterey Boulevard.

2. OBSERVING QUEUE LINE FLOW

Active traffic assistants managing vehicle-persons interactions combined with an effective education program were successful in maintaining orderly and safe operation of the queue line flow.

3. REVIEWING THE LENGTH OF QUEUE AND CHECKING IF QUEUE EXTENDS ABOVE THE UPPER DRIVEWAY.

In the morning, passenger drop-offs were allowed on both sides of Lincoln Avenue. This helped with controlling the length of the queue. In the afternoon, passenger pick-ups were not allowed on the south side of Lincoln Avenue (across the street from the main campus). To manage the afternoon queue length on Lincoln Avenue, the School used the Oakland Temple parking lot at the northwest corner of Lincoln Avenue and Monterey Boulevard to control the vehicle flow. A sign was also installed at the entrance of this parking lot to further help parents, as seen in Appendix 1. The assistant at the Oakland Temple parking lot was in contact with the assistant at the end of vehicle queue near the driveway of parking lot F. These two assistants managed the queue length by letting the vehicles join the queue on Lincoln Avenue as soon as there was enough room for additional vehicles, without the queue extending beyond the Lot F driveway. During both the morning and afternoon periods, the curb lane queue never extended beyond the upper driveway. A copy of the observation note sheet is provided in Appendix 2.

4. COLLECTING THE NUMBER OF VIOLATIONS THAT HAVE BEEN REPORTED FROM HEAD ROYCE'S DATABASE AND RECOMMENDING MEASURES TO REDUCE VIOLATIONS

Head Royce traffic monitors recorded 29 user violations during the spring program. The most commonly occurring violation was a "U-turn on Alida Street", which occurred 13 times. The next most frequent infraction was a "U-turn on Lincoln Avenue" which occurred six times. A copy of the violation log is provided in Appendix 3. Note, when Head Royce School provided the violation log,

the license plate numbers were also shown. However, to maintain a maximum level of privacy for the school families, the license plate numbers have been removed before inclusion with this report.

The school usually provides a traffic monitor near the intersection of Lincoln Avenue and Alida Street to discourage school vehicles from attempting U-turns. When U-turns do occur, the traffic monitor is supposed to document the occurrence and a violation notice is sent to the family of the registered student linked to the vehicle license plate. Monitors were observed to be present during both the AM and PM monitoring sessions on May 26th.

DKS reviewed the vehicle license plates for each violation and found that there was no repeat violator during the fall program to date. This suggests that the education and accompanying violation program is effective in altering the behavior of the drivers at the school.

The system currently deployed by the school is adequate and no further improvements are recommended at this time. The traffic monitor should be stationed near the intersection of Alida and Lincoln Avenue on a consistent basis to ensure that traffic violations are kept to a minimum.

5. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS

There are 248 available parking spaces on-campus at Head Royce (157 spaces in the main campus Lots E and F and 91 in Lots A-D). Approximately 21% (or 52 spaces) of all parking spaces were occupied at the end of the morning monitoring observation.

6. MONITORING WHITTLE AVENUE AND ALIDA STREET FOR SCHOOL RELATED PARKING

Both Whittle Avenue and Alida Street were visited to monitor for school related activity. No student pick-up was observed at Alida Street during either observation period. School staff were not observed to be parking along either street. During the observation period, no vehicles were observed performing U-turns at Alida Street.

7. AUTO TRIP REDUCTION PROGRAM AND RELATED DOCUMENTS

DKS reviewed the current Transportation Policy Guide document that is distributed to all school staff and families as well as the Head Royce Transportation Demand Management (TDM) Plan. Trip reduction programs and other transportation recommended practices are provided within the TDM document. DKS finds these documents to be satisfactory. Note that due to the reduced numbers of students attending in-person classes this spring and Covid pandemic considerations, the School has temporarily suspended its privately operated bus service. The bus service is expected to resume for the fall 2021 semester.

FINDINGS AND RECOMMENDATIONS

Head Royce School is maintaining safe pick-up and drop-off operations and adequately managing the queue on Lincoln Avenue during this atypical period of operations. The School should reinstate full TDM measures such as bus service as soon as possible or once operations return to pre-pandemic conditions. No further recommendations are suggested.

PHOTOS



615121 Head Royce School - Special Event

Mahdi F

* High School Graduation

* O/F → parents A/B/C/E → faculty & staff

* 4 mon.
 { 1 Alida + 8 security (vendor)
 1 Burlington
 2 Lincoln

* Signs placed on Lincoln, Alida

A: 8

B: 19

C: 12

D: 44

E: 9

F: 106

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

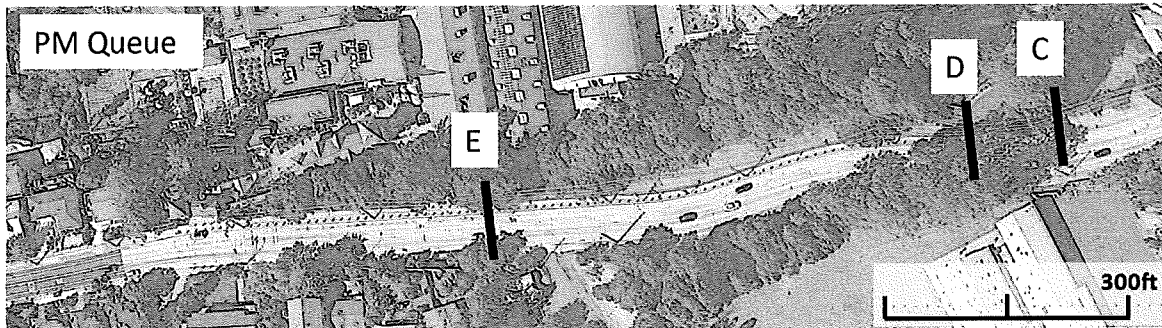
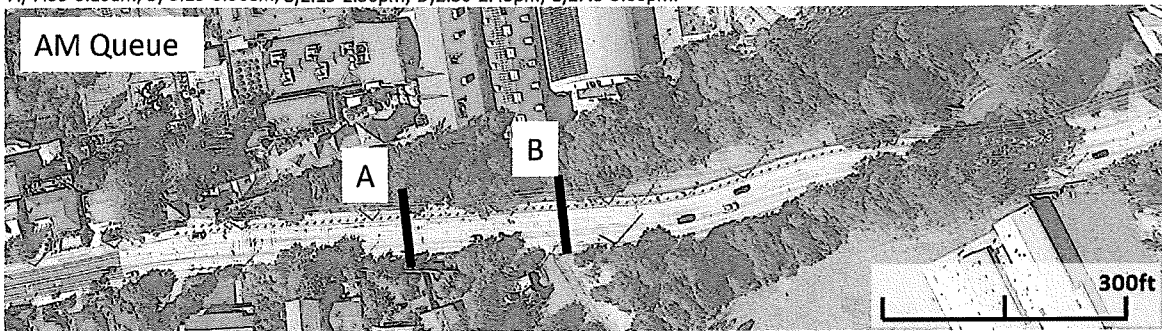
Date of Observation: 5/26/21

Time(s) of Observation: AM and PM

Observer Initials: MPR

Mark the *maximum* location of the "back-of-queue" position for:

A) 7:55-8:15am, B) 8:15-8:30am, C) 2:15-2:30pm, D) 2:30-2:45pm, E) 2:45-3:00pm.



APPENDIX 3 - VIOLATION LOG

Date	Time	Infraction
5/4/21	3:05 PM	u-turn Alida Ct
5/4/21	3:10 PM	u-turn Alida Ct
5/6/21	8:38 AM	u-turn Burlington
5/6/21	8:46 AM	u-turn Burlington
5/6/21	9:00 AM	u-turn Burlington
5/6/21	3:02 PM	u-turn Alida Ct
5/6/21	3:30 PM	u-turn Alida Ct
5/7/21	2:35 PM	u-turn Alida Ct
5/7/21	3:14 PM	u-turn Alida Ct
5/10/21	9:04 AM	u-turn Alida Ct
5/13/21	2:59 PM	u-turn Alida Ct
5/13/21	3:21 PM	u-turn Alida Ct
5/17/21	8:18 AM	u-turn Alida Ct
5/17/21	2:06 PM	u-turn Alida Ct
5/17/21	2:57 PM	u-turn Alida Ct
5/18/21	8:48 AM	u-turn Burlington
5/18/21	8:52 AM	u-turn Burlington
5/18/21	2:42 PM	u-turn Alida Ct
5/19/21	2:38 PM	u-turn Burlington
5/20/21	8:59 AM	u-turn in driveway
5/20/21	3:10 PM	P/U student on Alida
5/20/21	3:17 PM	u-turn on Linnet
5/21/21	9:07 AM	Parked in driveway
5/24/21	8:53 AM	u-turn on Linnet
5/24/21	3:00 PM	Parked on Lincoln
5/25/21	2:19 PM	u-turn Alida Ct
5/25/21	2:36 PM	u-turn Alida Ct
5/26/21	2:09 PM	u-turn Alida Ct
5/26/21	2:15 PM	u-turn Alida Ct
5/28/21	8:48 AM	u-turn Alida Ct
5/28/21	3:10 PM	u-turn Alida Ct
6/2/21	9:42 AM	Parked on Lincoln
6/2/21	11:06 AM	Parked on Lincoln