



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

615121 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

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