



*AGENDA
CITY COUNCIL STUDY SESSION
COUNCIL CHAMBERS CONFERENCE ROOM- HUTCHINSON, KANSAS
JANUARY 10, 2017
8:00 A.M.*

1. Discussion of Traffic Calming Policy.
2. Review and discuss Council goals and objectives for 2017.
3. Other items.

City of Hutchinson

RESIDENTIAL NEIGHBORHOOD

TRAFFIC CALMING

POLICY

DEPT



ENGINEERING DEPARTMENT

JANUARY 2017

OBJECTIVE

The objective of the City of Hutchinson Residential Neighborhood Traffic Calming Policy is to improve the livability of our neighborhoods and to minimize adverse impacts of vehicular traffic on residential streets and pedestrian safety through a system of education, enforcement and engineering. Certain thresholds apply and include the following:

- a. The posted or statutory speed may not be more than thirty (30) miles per hour.
- b. The street shall be a two-lane residential roadway.

GOALS

Goals of the Policy are:

- Reduce the speed of vehicles on residential streets, with demonstrated speeding problems, to levels consistent with speeds on more typical City of Hutchinson residential streets.
- Increase safety by reducing demonstrated accident patterns on impacted residential streets to levels consistent with those of typical City of Hutchinson residential streets.
- Develop and emphasize focused neighborhood educational programs, which address residential traffic problems.
- Eliminate or discourage, no-local, cut-through traffic on residential streets.

In implementing the Program Goals, care will be taken to:

- Encourage citizen and neighborhood participation through the Program by seeking the input of affected residents, via written and verbal communication to the City Engineering Department.
- Minimize impacts on emergency vehicle response times caused by implementation of neighborhood traffic calming measure.
- Limit the potential for shifting traffic problems from one residential neighborhood to another when implementing traffic calming measures.
- Respond to petitions' in a timely manner.

PROGRAM OVERVIEW

The neighborhood Traffic Calming Policy has been designed to ensure that each residential neighborhood with a demonstrated traffic problem has access to neighborhood traffic calming measures. The program requires significant citizen involvement. The policy has been designed to address neighborhood concerns in a timely manner by relying on the neighborhood residents to take the initial steps to address a perceived problem. Final traffic calming measures will be implemented and reviewed by the Engineering Department and approved by the City Council. The level of traffic control measures, which may be implemented, is subject to available funding.

PROCESS

The process in which a perceived problem is identified by a neighborhood or resident, includes the series of sequenced activities as noted below which will be used as possible mitigation.

The Process is summarized in the following sequential steps:

Article I. EDUCATION

Education solutions instruct people on ways they can help ease traffic problems, by posting a temporary “Speed Radar Trailer”.

If a neighborhood or resident perceives a traffic problem, the City’s Director of Engineering shall be notified. Notification to the Engineer can be made via contacting the Engineering Department, City Hall or through the Council Person representing that District.

Within one week of said notification the Engineer shall coordinate with the Streets Department of Public Works to have a Speed Radar Trailer placed near mid-block of the concern area for a period of two weeks. Many times, this educates that small percentage of the motoring public that creates the unsafe pedestrian activities.

After a one-month relaxation period from removal of the Radar Trailer, if the neighborhood or resident perceives a traffic problem still exists the next phase of Enforcement shall be implemented.

Article II. ENFORCEMENT

Enforcement solutions enlist the help of the Police Department to focus enforcement efforts on the streets and increase community awareness of speeding problems.

Within one week of said notification the Engineer shall coordinate with the Hutchinson Police Department Traffic Sargent to increase patrols in the area for a period deemed necessary by the Sargent.

After a one-month relaxation period from removal of the increased patrols, if the neighborhood or resident perceives a traffic problem still exists the next phase of a Neighbor Action Committee shall be implemented.

Article III. NEIGHBORHOOD ACTION COMMITTEE

A Neighborhood Action Committee is organized with a single spokesperson. The Committee distributes a Traffic Calming Petition which must be signed by 75 percent of the renters or owners, allowing one signature per residence, on the impacted block(s). (See Attached Sample Petition) The petition is then submitted to the City's Director of Engineering whom then implements the final phase of Engineering Analysis.

Article IV. ENGINEERING ANALYSIS

Upon receipt of the Petition a study shall be initiated by the Director of Engineering and will include the following analysis and thresholds.

- c. Automated traffic counts will be conducted for two weeks. To qualify for speed reduction techniques, the 85th Percentile speed must be at least 10 MPH over the posted speed limit. If the 85th Percentile speed is less than 10 MPH over the posted speed limit the petition shall be denied.
- d. The analysis shall also consider other factors such as pedestrian traffic, street length and number and severity of accidents.
- e. Emergency Services – If the proposed installations have the potential for a significant impact by emergency services, the request for installing traffic calming measures shall be denied.
- f. If the connecting roadway links to the neighborhood, in the opinion of the Director, will create cut-through traffic on said links due to the installation of calming measures the petition shall be denied.

Definitions:

ADT – Average daily traffic count. This value is obtained from 24-hour volume counts on which the average daily volume is based.

85th Percentile speed – A term used when conducting speed studies. The 85th percentile speed is the speed at which 85 percent of the measured vehicles travel at or below. It is a standard engineering practice to post speed limits based on the 85th percentile.

Emergency services – Police, Fire, Public Works and Ambulance.

Should the above thresholds be met and it is determined that installation of traffic calming measures are warranted Design and Construction phases shall be implemented.

In Traffic Engineering, the most successful and commonly used technique for reducing speeds are speed humps.

Speed Humps: A permanent section of pavement 22 feet long (See Attached Sample Design). The speed hump design is 3 inches at their highest point and varies in width, depending on the width of the road traversing. The number of speed humps installed on a street depends on the length of the street. For speed humps to be effective, they must be

installed in a series, approximately 250 to 600 feet apart. Speed humps should only be installed on paved residential streets with curbing. However, an alternate non-curbed section is included. Speed humps should be located a minimum distance of 150 feet from the intersection. Speed humps must be installed at least 15-20 feet away from the driveways and alleys. Speed humps must not be placed on residential collector streets with a double yellow centerline and where the typical weekday 24-hour traffic volume exceed 1,000 vehicles-per-day. The street segment under consideration must be at least 550 feet and drainage of the street must not be compromised.

Other engineered traffic calming includes chokers, bulb-outs and/or diverters. Current studies have shown these types of devices are considerably less effective for residential streets in comparison to speed humps in vehicular speed reduction. However, they may be considered in the design.

Signs & Markings

Warning signs and pavement markings shall be required to warn motorists of the presence of the traffic calming measure along a street segment. However, due to the aesthetic consideration of the neighborhoods in which they were erected, the number of signs installed shall be minimized where possible. The general design, layout and placement of the traffic calming warning sign assemblies shall be in conformance with the Manual on Uniform Traffic Control Devices (MUTCD), latest revision.

Construction

Construction of the improvements shall be bid out by the City. Said improvements will be inspected by the City to insure conformance by the Contractor to the plans and specifications.

FUNDING

The cost of traffic calming measures (including signs and markings) will be based on bids by the Engineering Department. The cost will be paid using the following funding mechanisms:

Each household within the designated Affected Areas will pay their proportional share of 50% of the cost of the measure and City of Hutchinson will pay the remaining 50%.

The City shall budget \$25,000 per year for their participation in the program. In the event that budgeted amount is deflated, an approved solution, will be rolled over to the next fiscal year.

MAINTENANCE

The City of Hutchinson Public Works Department will be responsible for maintenance after installation is complete.

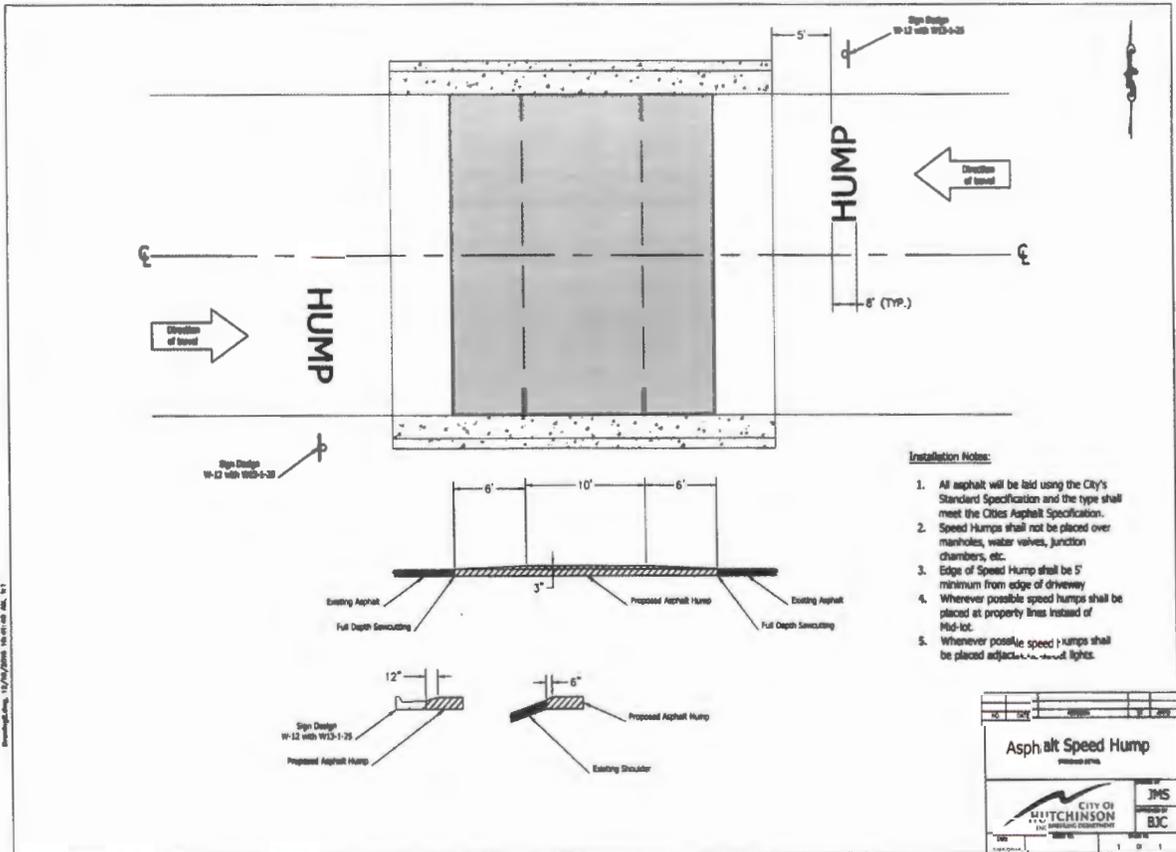
SAMPLE PETITION
FOR
IMPLEMENTATION OF NEIGHBORHOOD TRAFFIC CALMING

We, the undersigned, desire, agree with and request implementation of the Neighborhood Traffic Calming Policy as published by the City of Hutchinson Engineering Department. The Neighborhood under this request is located on **SUBJECT STREET** between **FIRST CROSS STREET and SECOND CROSS STREET**.

Name (Please Print)	Address (Please Print)	Phone No.	Date	Signature

Petition Spokesperson: _____ Phone No. _____

SAMPLE SPEED HUMP DESIGN



CITY OF HUTCHINSON
GOVERNING BODY
FUNDING PRIORITIES
2016/2017



The City Council believes it is important to focus on the following areas in building a framework for future planning, budgeting, and decision making. The areas of focus listed below should be used as an aid in determining budget priorities and future strategic planning decisions. **Updates in Blue Text.**

ECONOMIC DEVELOPMENT. The Hutchinson City Council believes it is important to focus on developing strategies which support and enhance economic development activities by:

- Primary Jobs
 - Revise Growth Fund –funding policy

Growth Fund allocation changed during 2017 budget. Done informally through the budget process. Allocated \$200,000 to Chamber, \$150,000 to EOF Fund, \$250,000 to Arterial Maintenance Reserve, and \$100,000 for Aquatic Center Bond payment.
 - EOF Fund Re-Direction-Creation of true reserve fund

Creation of new Fund – February 2017. Paul will create resolution/ordinance as needed.
- Tourism
 - CIP – Hobart Detter, Fun Valley
 - Fun Valley
 - Installed new sound system (2016)
 - Roof replacement on main building (2016)
 - Converted 2 fields to fast pitch softball/youth baseball from adult softball to attract more youth tournaments (2016)
 - Upgraded internet capacity to allow for better Wi-Fi access (2016)
 - Refurbish of upper deck concrete and fencing (2017)
 - Renovate restroom (2017 if budget allows)
 - Begin working on design for new bleachers (2017)
 - Hobart-Detter
 - Upgraded internet capacity to allow for better Wi-Fi access (2016)
 - All new lighting (2017)
 - Construct maintenance building/clubhouse (2017)
 - Replace netting behind home plate (2017)
 - Tourist Attraction Funding
 - Sports Arena renovation (2016/2017)
 - Hutchinson Zoo – River Otter Exhibit (2017)
- Downtown Development - **See attached Downtown Development Progress Report.**
 - Façade Improvements-Loan Program
 - Downtown Parking Lot Improvements
 - Streetscape (5th to 7th Ave.)
 - Alley Repair Program—Cost share
 - Add Gateway element to Downtown Streetscape Design at 5th & Main (*Aesthetics*)

- Airport
 - Hanger Development
 - Working with hanger 4 tenant for an office/classroom addition and other improvements (2016/2017)
 - Working on a site plan for development north of Midwest Malibu (2016/2017)
 - Rezoning of the airport to allow development (2017)
 - T-Hanger Development
 - Repairs to existing T-Hangers (2017)
 - Budget to construct new T-Hangers (2018)
 - Maintenance Plan of Existing Hangers
 - Roofing for hanger 2 and T-Hangers (2017)
 - Door seals replacement for hanger 3 and 4
 - Complete door refurbishment Midwest Malibu hanger
 - Business Development efforts
 - Schedule State Aviation Director to visit with City Council about airport development in Kansas
 - Work with the Chamber of Commerce to promote development at the airport
 - Host an airshow in 2018

HOUSING. The City Council is committed to continue addressing Hutchinson's housing agenda with a focus on the following programs and initiatives:

See attached Housing Expenditures & Progress Report.

- New
 - Rural Housing Incentive Districts
 - Infill Housing
 - Special Assessment Districts
 - Moderate Income Housing Grant (MIH)
 - Down Payment Match Incentive Program
 - Housing Development Gap Financing

- Rehabilitation
 - Brush Up Hutch
 - Neighborhood Revitalization Partnership
 - Parks working with HRC for park development/improvements
 - Residential Rehab
 - Healthy Neighborhood Matching Grants
 - Expand efforts for development and staffing of Neighborhood Associations to promote cohesiveness and sense of belonging (long-range)

- Historic Preservation
 - Obtain grant funds for architectural reviews
 - Promotion of Preservation

FINANCES. The City Council is focused on maintaining a solid financial position with the following focus:

- Transparent, long-range planning to project long-range financial needs.
 - Review and Revise Financial Policies
We will be revising with the implementation of the new software, Munis.
 - Develop new budget communication delivery
We will revisit budget process as implemented for 2017 budget and make changes as needed. The new software will aid in the budget communication process.
 - Explore multi-year budgeting
The new software will be able to facilitate multi-year budgeting.

INFRASTRUCTURE. Continued investment in the City's infrastructure should be strategic with a focus on the following:

- Continued investment based on prioritized needs.
 - Street Program-Continue investment at 2016 levels
Funding for 2017 Program in place.
 - Review and develop plan to address water and sewer rate 2016 study recommendations
 - Continue commitment to CIP consistent with previous year's spending levels.
Annually reviewed.

AESTHETICS. Creating a "Sense of Place" for Hutchinson takes a commitment. The Council is intent on creating an urban landscape that reflects an engaging aesthetic profile by addressing the following:

- Creating a physical environment that places an emphasis on attractive, livable spaces.
 - Entrance Signs-Complete phase 2
K-61 Gateway sign on hold until KDOT develops permitting procedures for gateway signs in ROW; Airport Rd. gateway sign on hold until discussion with County regarding adding gateway sign and LED streetlights.
 - Trail Development-provide funding for maintenance and expansion of trail system
 - Trail crack repair on the Jim Martinez Trail (2017)
 - Development of route to extend the GVI trail to Monroe St. (2017)
 - Construction of trail linking Orchard Park to Old K-61 Trail (2017)
 - Review and commit to development policies that address aesthetic value
 - Continue support of public art initiatives (*this item could also be under the headings of Economic Development/Tourism/Downtown Development*)
 - Sustain Sculpture Walk with annual funding to be an ongoing loan program with one-year rotational exhibits
Public Art Design Council to request annual funding to sustain SculptureWalk as a loan program. Funds would cover artist's stipends & awards, brochures, installation & site plaques, and ongoing maintenance of the City's permanent art collection.
 - Develop permitting process for Citizen-Initiated art projects that use private funds and professional artists designs for placement in the city ROW (*Murals on Woody Seat Underpasses, Paint The Pavement Program and Artist-Designed Utility/Traffic Signal Boxes*)
Program has been developed and approved by Design Council; One project application is under review by the Design Council from Hutch Rec on behalf of College Grove neighborhood to add street murals at two locations (17th & Poplar; 11th & Poplar). Also,

the City's Storm Water Management Coordinator & the Design Council is developing a citizen education and engagement program to involve youth art groups in painting downtown storm water inlets through a new program called Drain Doodles which is set to begin late spring.

- Pursue grant funds for public art projects *(long range)*

PUBLIC SAFETY. The City Council wants to focus on establishing public safety partnerships that will enhance the quality of life for all citizens of Hutchinson through the following efforts:

- Proactive, positive presence focusing on community partnership with police and fire. These efforts will focus on quality of life and citizen satisfaction by providing for the safety and well-being of every citizen.
 - Add new police officers for implementation of more community policing concepts
Approved in 2017 budget for Community Policing Officers who have been selected & assigned to 3 areas.
 - Add additional resources to the drug enforcement task force.
 - Complete construction of 2 new fire stations in 2016/2017
Fire Station #3 complete & Fire Station #5 under construction with completion date of July 2017.
 - Land acquisition for 3rd fire station

Approved by City Council on: _____

Governing Body Funding Priorities

Downtown Development

2016/2017

Façade Improvement Rebate Program – Downtown has set aside \$10,000 to restart a Rebate program which was very successful in the past. Thanks to generous commitment of \$3,000 per year for 5 years by the First National Bank, \$15,000 was rebated for qualified expenses to aid developers and property owners improve key downtown properties. This program assisted 8 projects with substantial façade improvements, including removal of metal fronts in two key blocks Sherman to Avenue A (Re-Nu, Stage 9, Bear Blessings, Evolution Salon) and 400 Block of North Main (Hatch Studio/Fast Loft, Core Fitness, Team Employment) which leveraged many additional improvements and new ownership in both blocks. 5 additional projects were awarded for new signage, lighting and painting making notable incremental improvements to Main Street. Since the completion of the streetscape improvements in 2007 Downtown Hutchinson has re-paid the City \$10,000 each year towards the landscaping expenses incurred by the City and staff to maintain the beautiful landscaping Downtown. At that time Downtown was the first to receive such service but thanks to the excellent planning and execution by our Parks Department over the years the whole City enjoys that same level of service and beauty. **Downtown Development would like for the City Commission to consider allowing the \$10,000 annual re-payment along with our \$10,000 to re-fund the Façade Improvement Rebate Program and add to it Architectural Expenses Rebate as approved uses with a dedicated annual funding of \$10,000 to assist key approved projects important to future downtown development.** In 2009 the City council awarded Downtown Development \$20,000 from the EOF funds to help re-develop properties for adaptive re-uses like loft housing. Architectural services especially for code footprints was an eligible use of those funds. This program helped to improve 5 properties with architectural services and added loft units to Downtown Hutchinson at 306 South Main and 13 South Main and key adaptive re-uses at 7 West B (now TECH Adult Life Skills) and at 16 & 18 South Main (Anima Bella).

Downtown Parking Lot Improvements - The North Sherman & Walnut Parking lot re-surfacing was designed in 2016 by BG Consultants and construction is planned in 2017.

Streetscape 5th to 7th & 5th & Main Intersection Design – Currently under study and pre-design in the Engineering Department.

Alley Repair Program - Nothing to report at this time.

**Governing Body Funding Priorities
2016/2017
Expenditures and Progress Report**

Housing: New

Project Name	2017 Funding	2018 Funding	Status
Rural Housing Incentive Districts	No new – tax rebate	No new – tax rebate	We have received one application (Hampton East), which is still in the planning stages.
Special Assessment Districts	None budgeted	TBD	One new assessment district was established in 2016 (Monarch Meadows, Phase 2)
Residential Infill Program	Fee waiver	Fee waiver	One application was received during 2016, resulting in a fee waiver of \$528.50.
Infill Development Study	None	TBD	Results of the \$6,000 study were presented to City Council in December 2016. Staff is working with the school on final refinements and will return in 2017 with the recommendations / work plan.
Moderate Income Housing Grant	No new	None	Townhomes @ Santa Fe Place is under construction. City match is \$54,500, which was budgeted in 2016. This includes the BP fee waiver.
Housing Development Gap Financing	None	TBD	No funding has been budgeted in this category. A grant in the amount of \$40,000 was received from NeighborWorks in 2015. This was spent on two units constructed by IHS in the Lincoln Neighborhood. Healthy Neighborhood Initiative funding is attempting to improve markets to reduce the Gap. Other programs, such as MIH, work to reduce the gap.
Land Bank	None	TBD	The Hutchinson Land Bank acquired 5 new lots in 2016 and sold one lot. The Land Bank partially funded the infill study. Additional funding may be needed in 2018.

Housing: Rehabilitation

Project Name	2017 Funding	2018 Funding	Status
Brush Up Hutch	\$6,000	TBD	\$5,647 in Brush Up Hutch funds were expended in 2016. Another \$1,200 have been approved and we are awaiting receipts from Interfaith Housing. This brings the ending cash balance below \$6,000. 14 houses were painted in the SW Bricktown neighborhood in concert with Interfaith Housing and the Healthy Neighborhoods Initiative. Funding levels may need to be increased if future years are as successful as this one.
Neighborhood Revitalization Partnership	None-tax rebate	None-tax rebate	A total of \$469,390.47 was rebated in June 2016 for 2015 taxes throughout the County. Of this, \$104,628.30 were new (2015) applications and only \$30,263.26 of the total were Hutchinson NRP rebates. South Hutch had \$31,741.07 in 2015 application year rebates (for 2015) and Haven had \$43,543.15 in 2015 application year rebates (for 2015). New Hutchinson residential rebates totaled \$5,841.94.

Project Name	2017 Funding	2018 Funding	Status
Zero Interest Residential Rehab Loan	\$35,000	TBD	Program approved by Housing Commission on 12/21. City Council will review on 1/17. Available in Feature Neighborhoods and the Houston Whiteside District beginning in March 2017.
Healthy Neighborhoods Initiative	\$6,000	TBD	Funding for sign toppers and other identification improvements in feature neighborhoods. College Grove sign toppers totaling \$853.83 were purchased in 2016 and will be installed by the end of February. Hardware for installation will also be funded through this budget. SW Bricktown sign toppers are on order. \$8,000 in funding is available for 2017 to be spent in the SW Bricktown Neighborhood from the Kansas Health Foundation.
Down Payment Match Incentive	\$35,000	TBD	Approved by City Council on 12/6/16. This program will commence in March 2016 in partnership with Interfaith Housing Services and is available in Houston Whiteside, College Grove and the SW Bricktown neighborhoods.
Revolving Grant – IHS	None	TBD	City Council allocated \$50,000 in 2016 Housing Initiative funding to Interfaith Housing for the rehabilitation of a minimum of 4 houses. To date, 1 of the 4 houses has been renovated and the other 3 houses have been identified.
Healthy Neighborhood Matching Grants	\$6,000	TBD	Matching grants have not been spent for 2016, however, the College Grove neighborhood has submitted a proposal for crosswalk painting which will use some of these funds.
Rental Registration & Inspection Program	None-funded by registration fees	None-funded by registration fees	2016 registrations totaled - \$142,120. To date, \$75,960 has been collected for 2017. A total of 628 inspections were performed in 2016, with 287 of those resulting in major violations. Most of these properties were repaired to bring rental housing up to minimum health and safety standards
2014 CDBG	None-budgeted in 2015	TBD	16 houses located along E Avenue A were rehabilitated. Funding included a City match of \$94,611.57. The grant has been closed out. The City may wish to apply for a grant for 2018, which will require allocation of a match.
Repair Grant	\$10,000-grant funded	None	\$5,000 in REPAIR grant funds (Stallman) were used in 2016 to repair houses prior to painting using the Brush Up Hutch paint funds. These funds have been spent in partnership with IHS.

Housing: Other

Project Name	2017 Funding	2018 Funding	Status
Housing Website	None budgeted	\$5,000 – annual operating fee	The City partnered with Hutchinson News to create the hutchareahomes.com website, which includes the MLS, rentals and information on the City's housing and neighborhoods programs. Hits are averaging more than 1,000 per month, compared with the <400 per year hits the City's housing website formerly received.
Housing Educational Seminar Series	Department budget - \$1,000 hard costs	TBD	This 6-part educational seminar series is funded by a \$2,500 grant from the Hutchinson Community Foundation. The first seminar will be held in February 2017 and will address financing Home Repair and Home Purchase. All seminars will be promoted in the feature neighborhoods and Houston Whiteside but will be available to residents across the City. One seminar will specifically deal with historic preservation.

Historic Preservation

Project Name	2017 Funding	2018 Funding	Status
HPF Grant-Consultation	None-match budgeted in 2016	TBD	Postcards advertising the consulting services were mailed to all Houston Whiteside residents in December 2016. Two consultations have already been authorized. The City may choose to fund consulting services as part of the annual budget and possibly make these services available for all historic properties.
HPF Grant-Cost Comparison Tool	None – match budgeted in 2016	TBD	The City received \$11,500 from the State to prepare a cost comparison tool, as well as for consulting services (see above). A draft tool will be available in March 2017. The City will want to budget for ongoing updates of the tool, if it is well-utilized and helpful.
Houston Whiteside District Survey	None	None	The Landmarks Commission performed a survey of all structures located in the HW District and will make recommendations to the State in January 2017 for reclassifying 7 properties from Contributing to Non-contributing status. Updated photos of all properties surveyed have been uploaded on the State’s website.
Historic Preservation Action Plan	\$2,777	TBD	The Historic Preservation Action Plan was adopted by City Council in early 2016. A total of \$2,777 was approved as part of the 2017 budget request for Historic Preservation Action Plan implementation, specifically for promotion of the Cost Comparison Tool and continuation of Consulting Services, if warranted.