1. Council Agenda 2

   Documents:

   WORK SESSION ROADS 10-11-16.PDF

2. Council Packet 2

   Documents:

   OCTOBER 11TH WORK SESSION COUNCIL PACKET.PDF

3. Council Action Minutes

   Documents:

   ACTION MINUTES 10-11-16.PDF

City of Ypsilanti
City Council Work Session Agenda
Tuesday, October 11, 2016
City Council Chambers, 1 S. Huron St., Ypsilanti, MI
WORK SESSION: 7:00 p.m.

I. CALL TO ORDER –

II. ROLL CALL –

Council Member Anne Brown	P A	Council Member Robb	P A
Council Member Nicole Brown	P A	Council Member Vogt	P A
Council Member Murdock	P A	Mayor Edmonds	P A
Mayor Pro-Tem Richardson	P A		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. AGENDA APPROVAL –

VI. AUDIENCE PARTICIPATION –

VII. REMARKS FROM THE MAYOR –

VIII. WORK SESSION –

- Discussion regarding roads, other modes of transportation, and funding mechanisms.
- Resolution No. 2016 – 238 approving the speed control policy and process effective immediately.

IX. AUDIENCE PARTICIPATION -

X. REMARKS FROM THE MAYOR -

XI. ADJOURNMENT –

Resolution No. 2016-239, adjourning the Council meeting.

City of Ypsilanti
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City of Ypsilanti

Infrastructure Capital Improvement Plan Updates

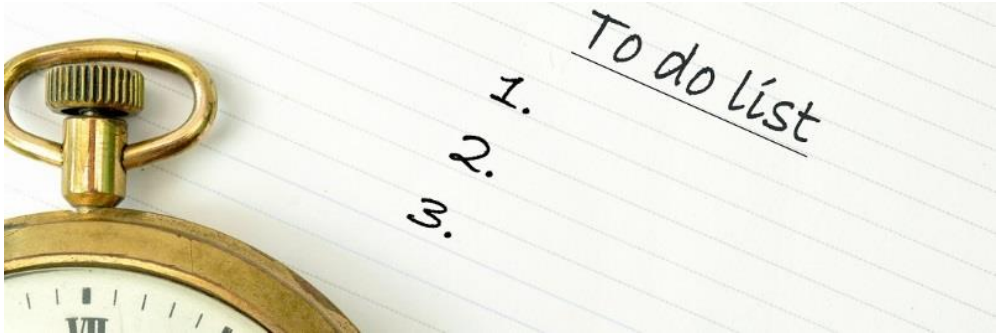
October 11, 2016

Ypsilanti's Transportation Investments

- Bond sale allowed City Locals to be repaved between 2001 and 2006
- Major Streets have been resurfaced with a variety of funding sources, included STP-U, TEDF, Jobs Today, ARRA, CMAQ, PRIP, partnership with EMU, partnership with WCRC, etc.
- Historically, one major road project was done per year. Some years have had more when multiple funding sources were available, e.g. STP-U and ARRA.
- DPS has maintained the local and major road investment over the years with an aggressive crack seal and patching program

Desired Outcomes

- As part of this work session, we would like to:
  - Identify the project scoring committee
  - Complete a draft project list
  - Complete the scoring criteria
- By December, we would like to:
  - Provide Council with the prioritized project list.
  - Make a final determination on the STP-U dollars programmed through WATS for the FY 2016-2017

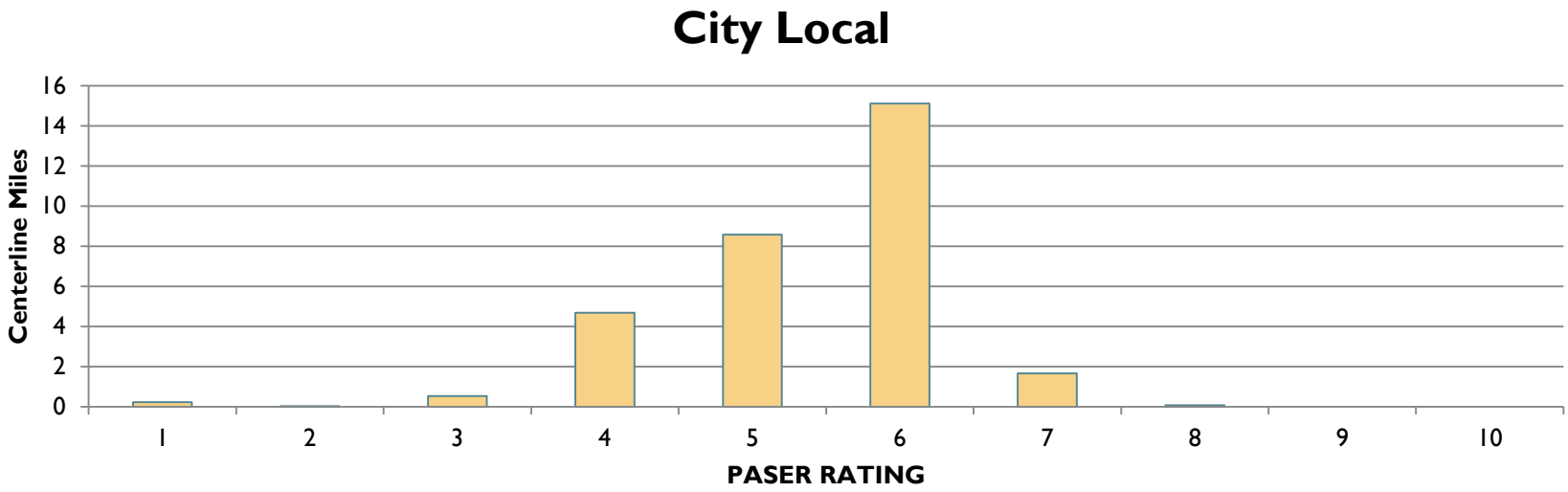


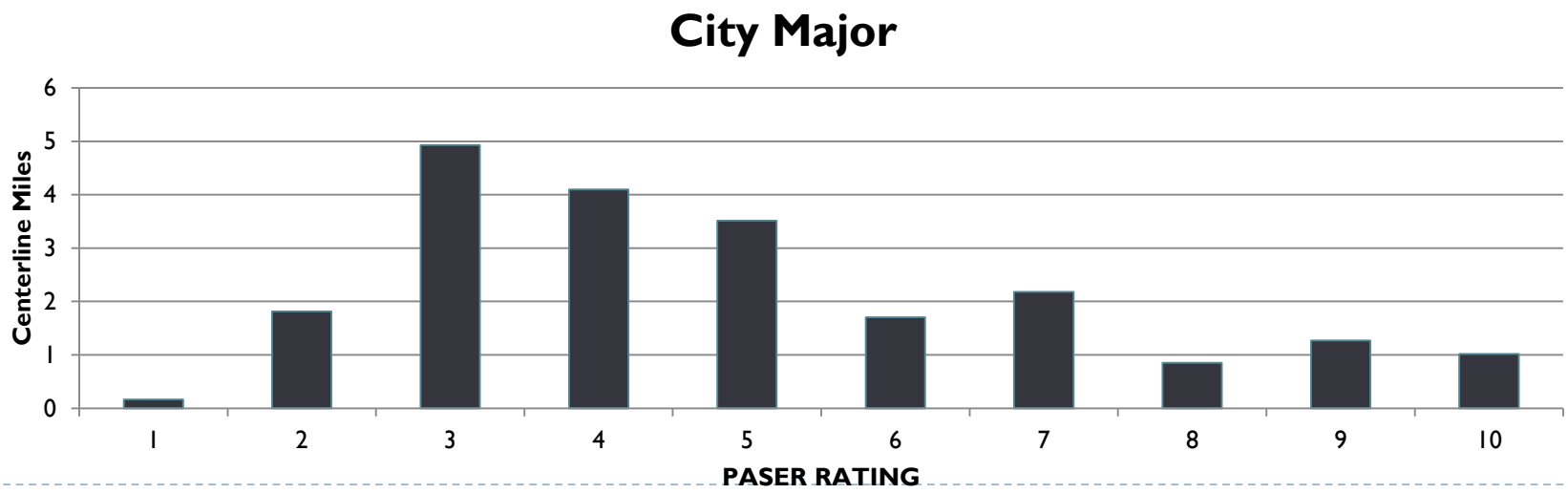
Road Network Statistics

Centerline Miles	Jurisdiction
15.182	City Major – Federal Aid Eligible
6.362	City Major – Federal Aid Ineligible
30.865	City Local
52.409	Total

PASER Rating	Major Road (Centerline Miles)	Major Road Percentage	Local Roads (Centerline Miles)	Local Road Percentage	Total (Centerline Miles)	Total Percentage
Good (PASER 10-6)	7.024	32.60%	16.842	67.88%	23.866	45.54%
Fair (PASER 5-4)	7.614	35.34%	13.248	31.43%	20.862	39.81%
Poor (PASER 3-1)	6.906	32.06%	0.775	0.70%	7.681	14.66%
Total	21.544	100%	30.865	100%	52.409	100%

Condition Distribution





Funding Sources

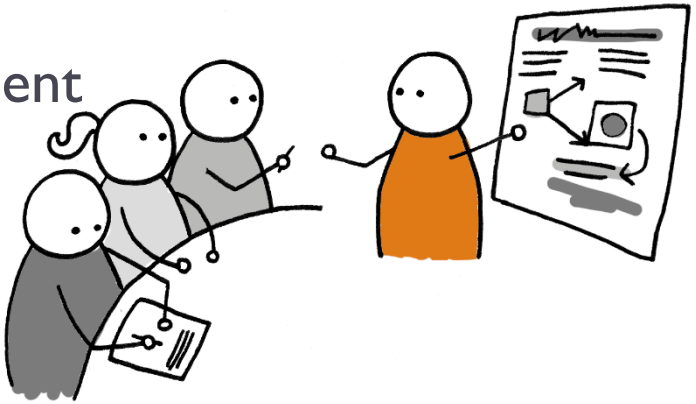
- City receives the following irrespective of specific projects
  - ACT 51 – Gas and weight tax disbursements from State
  - Surface Transportation Program – Urban (STP-U) – administered through Washtenaw Area Transportation Study (WATS)
  - Community Development Block Grant
  - Metro Act
- Additional funding sources have been utilized in the past for specific projects
  - ARRA
  - Safety Grants
  - Natural Resources Grants
  - Transportation Alternative Program (TAP)
  - Priority Road Improvement Funds

Why Prepare a CIP?

- Projects are competing for limited funds. Scoring projects based on their overall effect on the community allows decision makers to pursue the most impactful projects.
- The infrastructure category in the CIP is typically more complicated than other operational needs that may have more consistent costs year to year, dedicated revenues and/or less competing projects.
- Having a CIP actually increases the potential to receive grants and other dedicated funding.
- Offers an opportunity to engage appropriate stakeholders in the planning phase.
- Provides direction for allocating resources, financial and staff

Preparing the Plan

- Determine team
  - Council representative(s)
  - Department of Public Services
  - Planning and Development Department
  - Non-motorized representative
- Establish criteria
- Score projects
- Prepare project estimates for high scoring projects
- Program projects based on available funding and anticipated grants as part of the budgeting process.



Example Scoring

Projects	From	To	Description	Safety Improvement	Multiple Juridictions (Partnerships)	Capacity Improvement	Cooridhation with other Projects	Outside Funding (Grants/Federal, etc)	Master Plan Objective	Non-Motorized Plan Objective	Asset Management Principals	Total Score
Traffic Signal Upgrades	City Wide		Signal Modernization	3	3	3	2	3	0	0	0	14
Non-motorized Path Installation	Park	High School	Non-motorized path/bike lanes	3	3	0	0	3	1	3	0	13
Main Street	Downtown	City Limit	Road Reconstruction	3	0	0	0	3	0	3	0	9
												0
												0
												0
Scoring: Score each project 0-3												
0-no impact												
1-minimal impact												
2-moderate impact												
3-major impact												

Example 5-year Programming

Reference No.	PROJECT	TOTAL COST	CITY COST	PROJECTED FUNDING & SOURCE	FIVE-YEAR FUNDING SCHEDULE				
					FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
1	Traffic Signal Upgrades	$1,500,000	$1,500,000	ACT 51	$500,000	$500,000			
2	Non-motorized Path Installation	$1,000,000	$500,000	Metro Act / STP-U			$500,000		
3	Main Street	$2,000,000	$800,000	ACT 51				$400,000	$400,000
4									
5									
6									

Proposed Schedule

- Project list and scoring complete prior to December 6th Council Meeting
- Council decision on STP-U funding for 2017 allocation in December
- Updates to TIP due to WATS early January
- Plan adopted (e.g. amend current CIP for Infrastructure category) prior to initiating budget process in early 2017

Discussion

REQUEST FOR LEGISLATION
October 11, 2016

From: Bonnie Wessler, City Planner

Subject: Speed Control Policy

Background
City Council received a presentation on a proposed speed control policy in November 2013, April 2014, and adopted a policy in March 2015. Due to Council and resident feedback, revisions were requested by Council in mid-2016. Discussions about those changes were held in September. Council directed staff to emulate the Washtenaw County Road Commission' Neighborhood Traffic Management Program's standards for speed hump requests.

Update
To that end, staff have largely adapted the WCRC procedure and evaluation matrix to our format and context.

Note that point 8, funding, is flagged for review and discussion. The WCRC policy required funding from the participating Township prior to beginning design, engineering, or construction. The proposed policy cites the "Traffic Calming Projects" line item in the budget, currently funded at $50,000, but does not assume that the fund will continue to be funded. Alternatives to repurposing funding from elsewhere in the budget are proposed, such as including the project in the Capital Improvements Plan and giving priority to the project for next available traffic calming funding, and/or including the project in the design of the road during its next reconstruction (if that reconstruction is already in the CIP), and/or offering the residents of the street the option of undergoing a special assessment.

RECOMMENDED ACTION: Approval

Attachments: Resolution
WCRC Neighborhood Traffic Management Organizational Policy
WCRC Neighborhood Traffic Management Procedure
City of Ypsilanti Traffic Management Procedure

CITY MANAGER APPROVAL: _____ COUNCIL AGENDA DATE: _____

CITY MANAGER COMMENTS: _____

FISCAL SERVICES DIRECTOR APPROVAL: _____

Resolution No. 2016- 238
October 11, 2016

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

WHEREAS, Ypsilanti City Council adopted a policy a policy for managing citizen requests for speed control devices such as speed humps in March 2015; and

WHEREAS, City Council has noted several desired changes in that policy; and

WHEREAS, City Council has reviewed policy recommendations in September 2016;

NOW, THEREFORE, BE IT RESOLVED THAT the Ypsilanti City Council approves the attached speed control policy and process and implement it effective immediately.

OFFERED BY:_____

SUPPORTED BY:_____

YES: NO: ABSENT: VOTE:

ORGANIZATIONAL POLICY	GENERAL ENGINEERING APPLICATION: All County Roads				
TITLE: **Neighborhood Traffic Management Program**	RESOLUTION NUMBER RC11-244	SUPERCEDE RC98-143	EFFECTIVE DATE 08/16/11	SUPERCEDE 03/31/1998	POLICY NUMBER EG-10

INTENT

Every year, residents express concern to the Washtenaw County Road Commission over traffic control issues in residential neighborhoods. Typically, these concerns result in a request for stop signs, speed bumps, road closures, children at play signs or other traffic control measures. Experience has shown that traditional responses and unwarranted signs or signals do not work. Often, the only option available to the Road Commission is to recommend increased law enforcement in the area. With the limited number of law enforcement officers in most communities, this solution is short-term at best and many times unavailable. In order to be more responsive, the Road Commission has developed a Neighborhood Traffic Management Program which creates a partnership between residents, the Road Commission and law enforcement.

The purpose of the Neighborhood Traffic Management Program is to increase the Road Commission's ability to respond to the concerns of residents and provide long-term solutions to residential traffic issues. The Neighborhood Traffic Management Program contains educational and enforcement elements as well as engineering measures. It promotes Road Commission staff working with local residents to find solutions which are appropriate and acceptable to both the Road Commission and the community.

GOALS

The goals of the Neighborhood Traffic Management Program are:

1. To provide traffic control measures in residential areas which are acceptable to both the Road Commission and the local community.
2. To consider requests for residential traffic control measures in an equitable and consistent manner.
3. To periodically review the effectiveness of such traffic control measures.

CRITERIA

To qualify for the Neighborhood Traffic Management Program, project shall meet criteria defined in the Neighborhood Traffic Management Procedure.

FUNDING

Funding for physical traffic control devices will be provided through an agreement with the township in which the road is located. The township may require that the affected neighborhood pay part or all of the cost of the improvements. Matching funds provided annually by the Road Commission to the township as part of its Local Road Program may be used for up to 50 percent of each device at the discretion of the township.

INTEROFFICE PROCEDURE	INTEROFFICE PROCEDURE APPLICATION: All County Roads		
TITLE: **Neighborhood Traffic Management Procedure**	EFFECTIVE DATE 08/16/2011	SUPERCEDE 03/31/1998	POLICY NUMBER IO-52

DIRECTIVE

Consistent with the Neighborhood Traffic Management Program adopted by the Washtenaw County Board of County Road Commissioners on August 16, 2011, the Neighborhood Traffic Management Procedure has been developed to evaluate traffic issues on residential subdivision streets.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROCESS

The following process will be used by the Road Commission to address neighborhood traffic concerns:

1. A resident notifies the Road Commission about a possible problem area. If applicable, the request will be processed through the Neighborhood Traffic Management Procedure.

2. The Road Commission will provide copies of the Neighborhood Traffic Management Program and Neighborhood Traffic Management Procedure, and also instruct the resident regarding the qualifying petition. A minimum of seven (7) residents from different households must sign a petition requesting the Road Commission for a preliminary traffic engineering investigation. If requested, a Road Commission representative will attend a neighborhood meeting to provide additional information regarding the Neighborhood Traffic Management Program.

3. Upon receipt of a signed petition, the Road Commission will conduct a preliminary traffic engineering investigation. This investigation may involve data collection efforts by residents in addition to Road Commission staff. The Road Commission may schedule a neighborhood meeting to identify the concerns and issues.

4. If the area qualifies for the Neighborhood Traffic Management Program according presented below criteria, the Road Commission, with assistance from residents, may conduct an education and enforcement campaign to inform residents and other drivers of the traffic concerns in the area. Components of this campaign may include distributing traffic safety brochures, using the “Smart Trailer” or requesting police agencies to conduct selective enforcement. After the education and enforcement campaign, the Road Commission will measure the effectiveness of this campaign and re-evaluate the location.

5. If the education and enforcement measures prove ineffective, the Road Commission, with assistance from residents, may evaluate physical traffic control devices and recommend a plan for implementation. Devices may include but are not limited to speed humps, traffic circles, slow points, chokers or signing. Proper engineering analysis and judgment will be used in evaluating all traffic control devices. Input may also be requested from local law enforcement, fire departments and emergency medical service providers.

6. Prior to the installation of any physical devices, the neighborhood residents must demonstrate support for the recommended traffic control measures. A minimum of 75 percent of the property owners affected by the traffic control devices must concur with the installation of the recommended devices by way of a signed petition.

7. If the recommended traffic control devices are supported by the required percentage of residents, the project will be submitted to the Washtenaw County Board of County Road Commissioners for approval.

8. If approved, an agreement will be prepared with the local township for funding for the construction and installation of the recommended traffic control measures. Upon receipt of a funding commitment from the township, the Road Commission will design and install the traffic control devices.

9. After the appropriate length of time, the Road Commission may conduct follow-up studies to determine the effectiveness of the traffic control measures. If, after evaluation, the Road Commission determines that the traffic control devices should be removed for safety or maintenance reasons, the Road Commission staff will submit a recommendation for removal to the Washtenaw County Board of County Road Commissioners for approval.

QUALIFYING CRITERIA

The Neighborhood Traffic Management Program will only apply to residential subdivision streets which have a prima facie speed limit of 25 mph. A project must score 10 or more points to qualify for the Neighborhood Traffic Management Program.

Criteria	Range	Points
1. 85th Percentile Speed (speed that 85% of the traffic is traveling at or below)	1 – 4 mph over speed limit 5 mph 6 mph 7 mph 8 mph 9 mph 10 mph +	0 1 2 4 6 8 10
2. Cut-through Traffic (traffic that has neither its origin nor its destination within the residential area)	25 – 50 % 51 % +	4 6
3. Average Daily Traffic (ADT)	500 – 750 vehicles 751 – 1000 1001 – 1250 1251 +	2 3 4 5
4. Three-year Crash History (correctable accidents in project area)	No Yes	0 1
5. Schools (when project area is within walk-to-school zone)	¼ mile up to walk-to-school zone limit ¼ mile from school or less	1 2
6. Major Pedestrian Generators (library, shopping plaza, senior housing, etc.)*	within 1/4 mile	1 maximum 3
7. Sidewalks	Yes No	0 1

* Pedestrian oriented facilities grouped together on the subject street or within 1/4 mile of the petition area will be counted as 1 location/destination with maximum of 3 points.

City of Ypsilanti

Community & Economic Development Department

Policy and Procedure for Neighborhood Traffic Management

City Council has requested a policy for managing both resident requests and appropriate road treatments to address speed control requests in residential neighborhoods in Ypsilanti.

NEIGHBORHOOD TRAFFIC MANAGEMENT PROCESS

The following process will be used by the City to address neighborhood traffic concerns:

1. A resident notifies the City about a possible problem area. If applicable, the request will be processed through the City Manager's Office.
2. The City will provide copies of the Neighborhood Traffic Management Procedure, and also instruct the resident regarding the qualifying petition. A minimum of seven (7) residents from different households must sign a petition requesting the Road Commission for a preliminary traffic engineering investigation. If requested, a City representative will attend a neighborhood meeting to provide additional information regarding the Neighborhood Traffic Management Program.
3. Upon receipt of a signed petition, the City will conduct a preliminary traffic engineering investigation. This investigation may involve data collection efforts by residents in addition to City staff. The City may schedule a neighborhood meeting to identify the concerns and issues.
4. If the area qualifies for the Neighborhood Traffic Management Program according presented below criteria, the City, with assistance from residents, may conduct an education and enforcement campaign to inform residents and other drivers of the traffic concerns in the area. Components of this campaign may include distributing traffic safety brochures, using a speed trailer, or requesting police agencies to conduct selective enforcement. After the education and enforcement campaign, the City will measure the effectiveness of this campaign and re-evaluate the location.
5. If the education and enforcement measures prove ineffective, the City, with assistance from residents, may evaluate physical traffic control devices and recommend a plan for implementation. Devices may include but are not limited to speed humps, traffic circles, slow points, chokers, or signing. Proper engineering analysis and judgment will be used in evaluating all traffic control devices. Input may also be requested from local law enforcement, fire departments and emergency medical service providers.
6. Prior to the installation of any physical devices, the neighborhood residents must demonstrate support for the recommended traffic control measures. A minimum of 75 percent of the property owners affected by the traffic control devices must concur with the installation of the recommended devices by way of a signed petition.
7. If the recommended traffic control devices are supported by the required percentage of residents, the project will be submitted to the City Council for approval.
8. **If approved, funding will be budgeted from the City's Traffic Calming fund (located in 203- Local Streets). In the event this fund is exhausted, depleted, or is not funded, the approved project will be (incorporated in the next Capital Improvements Plan update and granted priority of place for the next available**

Traffic Calming Project funding) AND/OR (incorporated into designs of the next reconstruction project, if already part of the six-year CIP) AND/OR (the residents will be given the option of being subject to a Special Assessment).

9. After the appropriate length of time, the City may conduct follow-up studies to determine the effectiveness of the traffic control measures. If, after evaluation, the City determines that the traffic control devices should be removed for safety or maintenance reasons, the City staff will submit a recommendation for removal to the City of Ypsilanti City Council for approval.

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The Neighborhood Traffic Management Program will only apply to local streets which have a prima facie speed limit of 25 mph. A project must score 10 or more points to qualify for the Neighborhood Traffic Management Program.

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2. Cut-through Traffic (traffic that has neither its origin nor its destination within the residential area) (calculated using ITE trip generation standards, not via direct observation, including license plate surveys)	25 – 50 % 51 % +	4 6
3. Average Daily Traffic (ADT)	500 – 750 vehicles 751 – 1000 1001 – 1250 1251 +	2 3 4 5
4. Three-year Crash History (correctable accidents in project area)	No Yes	0 1
5. Schools (when project area is within walk-to-school zone – ½ mile from active school)	¼ mile up to walk-to-school zone limit ¼ mile from school or less	1 2
6. Major Pedestrian Generators (library, shopping plaza, senior housing, etc.)*	within 1/4 mile	1 maximum 3
7. Sidewalks	Yes No	0 1

* Pedestrian oriented facilities grouped together on the subject street or within 1/4 mile of the petition area will be counted as 1 location/destination with maximum of 3 points.

Resolution No. 2016 - 239
October 11, 2016

RESOLVED BY THE COUNCIL OF THE CITY OF YPSILANTI:

That the City Council Meeting be adjourned, on call, by the Mayor or two (2) members of Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

ACTION MINUTES

City of Ypsilanti
City Council Work Session Agenda
Tuesday, October 11, 2016
City Council Chambers, 1 S. Huron St., Ypsilanti, MI
WORK SESSION: 7:00 p.m.

I. CALL TO ORDER –
The meeting was called to order at 7:00 p.m.

II. ROLL CALL –

Council Member Anne Brown	Present	Council Member Robb	Present
Council Member Nicole Brown	Present	Council Member Vogt	Present
Council Member Murdock	Present	Mayor Edmonds	Present
Mayor Pro-Tem Richardson	Present		

III. INVOCATION –

IV. PLEDGE OF ALLEGIANCE –

"I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

V. AGENDA APPROVAL –
The agenda was approved

VI. AUDIENCE PARTICIPATION –

VII. REMARKS FROM THE MAYOR –

VIII. WORK SESSION –

- Discussion regarding roads, other modes of transportation, and funding mechanisms.

- Resolution No. 2016 – 238 approving the speed control policy and process effective immediately.
  Offered By: Council Member Nicole Brown; Seconded By Council Member Anne Brown.
  Failed: Yes – 0; No – 7 (Edmonds, Robb, Murdock, Vogt, Richardson, N. brown, A. Brown); Absent - 0

IX. AUDIENCE PARTICIPATION -

X. REMARKS FROM THE MAYOR -

XI. **ADJOURNMENT** –

Resolution No. 2016-239, adjourning the Council meeting.
The meeting adjourned at 9:24 p.m.