

ADMINISTRATIVE MEETING

August 19, 2015

4:00 p.m. to 6:00 p.m.

Room 326

AGENDA

1. **Call to order, introductions, opening comments**
2. **August 5, 2015 Administrative Meeting summary**
3. **Commission comments, questions**
 - Upcoming appointments
4. **City Manager's Report**
5. **Department discussions**
 - Community Development**
 - a) WGM Consultant Update on TIF District (no materials)
 - **Consensus Direction to Manager:**
 - Public Works**
 - a) Urban System Update (MDT)
 - **Consensus Direction to Manager:**
 - b) PROWAG – Required Accessibility Updates in Streets Projects
 - **Consensus Direction to Manager:**
 - c) Sidewalk Snow Removal Implementation
 - **Consensus Direction to Manager:**
6. **Committee discussions**
 - a) Audit Committee, City-County Board of Health, Civic Center Board, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns
– Mayor Jim Smith
 - b) Audit Committee, Board of Adjustment, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee
– Commissioner Dan Ellison
 - c) Non-motorized Travel Advisory Board, Transportation Coordinating Committee
– Commissioner Matt Elsaesser
 - d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Parks Board, Montana Business Assistance Connection
– Commissioner Andres Haladay
 - e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee
– Commissioner Haque-Hausrath
 - f) Helena Citizens Council
7. **Review of agenda for August 24, 2015 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

City of Helena, Montana

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(406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623

City of Helena, Montana

August 14, 2015

TO: Ron Alles, City Manager

**FROM: Ryan Leland, City Engineer
Randal Camp, Public Works Director**

Subject: Urban Funds 101

MDT staff will be at the meeting to provide information on the urban system, what urban fund are, the process for allocating urban funds, and what projects are eligible for urban funds. The Mayor of East Helena has provided a letter to TCC asking to have the urban route system evaluated prior to allocating any urban funds. Lewis and Clark County has provided 4 priority projects but is also suggesting looking at the urban routes prior to allocating the funds. Ultimately, staff will be asking for Commission direction on priority projects for urban funding.

Attached:
East Helena Letter
Lewis and Clark County E-mail

City of Helena, Montana

City of East Helena



July 23, 2015

Transportation Coordinating Committee Members
City-County Building Rm. 330
316 North Park Avenue
Helena, MT 59623

Subject: City of East Helena LRTP Priority Projects

Transportation Coordinating Committee Members,

The City of East Helena is very thankful for inclusion in the Transportation Coordinating Committee (TCC) and involvement in the Greater Helena Area Long Range Transportation Plan (LRTP).

As I mentioned in the July 14th TCC meeting, the City of East Helena Planning Board and City Council is preparing a list of priority projects to submit on September 8th.

However, through the initial review process, it appears that several important projects in the LRTP for the East Helena planning area are not on the urban highway system and are not eligible for urban funds.

With this in mind, for the City of East Helena (and Lewis & Clark County) it would seem more appropriate to first evaluate the system, giving consideration to adding roadways in the eastern portion of the Helena Urban Area boundaries that will provide north/south connections and additional continuity to the system.

It is important to note that the roadways within the Urban Boundary that may be appropriate for inclusion on the Urban System are not only within the City of East Helena, but extend into Lewis & Clark County. Therefore, Lewis & Clark County should also be interested in looking to add important north/south connection roadways into the Urban System as no urban routes currently exist of this type. Looking at the Urban Area Map, the eastern edge of the Urban Boundary (at Prairie Nest Drive) is over 5½ miles to I-15 which is the first direct north/south connection within the Urban Area, creating a gap in the system continuity.

Two examples of important connection roadways that should be considered as additions to the Urban System include Wylie Drive from Highway 12 to Canyon Ferry Road, and Valley Drive/Montana Avenue from Highway 12 to Canyon Ferry Road. Both of these examples contain portions both in the City of East Helena as well as Lewis & Clark County.

In order to make best use of urban funds for the City of East Helena and Lewis & Clark County, the City of East Helena requests that the TCC first evaluate the current Urban Route system and determine if it is appropriate for the greater Helena area as a whole before establishing a priority for the use of urban funds. As you know, significant land and miles of roadway were added to the Helena urban area when the changes in the boundary from the 2010 census adjustment occurred. The boundary now includes the City of East Helena and additional Lewis & Clark County area into the Urban Area providing a need to re-evaluate the system to ensure it serves the expanded area.

Thank you for your attention to this matter.

Best Regards,

James Schell
City of East Helena Mayor

Electronic Distribution List: Commissioner Murray, Commissioner Hunthausen, Commissioner Good-Geise, Eric Bryson, Eric Griffin, Commissioner Elsaesser, Commissioner Ellison, Ron Alles, David Knoepke, John Rundquist, Melinda Barnes, Bob Filipovich, Steve Prinzing, Carol Strizich

Mayor
James Schell

Council Members
Terrie Casey
Don Dahl
Kit Johnson
Judy Leland

City Attorney
Mike Riele

City Clerk
Sandra Milsten

Deputy Clerk
Susan Spotorno

Public Works Director
Scott St. Clair

Chief of Police
Dale Aschim

Fire Chief
Troy Maness

City Judge
Dennis Loveless

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406-227-5456**

**Police Admin.
406-227-8686**



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Ryan Leland - Request for Urban Projects

From: Eric Griffin
To: David Knoepke
Date: 8/10/2015 2:40 PM
Subject: Request for Urban Projects
CC: Eric Bryson; Eric Griffin

David

After reviewing the Transportation Plan, discussing with staff and the BOCC the following would be a list of Urban priorities from the County.

MSN -24, Lincoln Road, --North Montana Avenue to Interstate 15 NB/SB ramp

MSN-1, Custer Avenue

TSM 9, Henderson Street/Custer Avenue intersections

TSM 12, Green Meadow Drive intersection lighting

There probably needs to be a discussion in regards to Urban routes, the Urban district was expanded, should there also be a expansion of Urban routes?/

Thank you

Eric

Date: August 13, 2015

TO: Ron Alles, City Manager

FROM: Ryan Leland, City Engineer
Randall Camp, Public Works Director

Subject: Street Maintenance – Department of Justice (DOJ) Ruling Impacts

The City of Helena typically maintains streets by either an over-layer or with a chip seal. The federal rules for ADA required all ADA ramps to be upgraded to current standards with any reconstruction but not required with maintenance. Since the City considered the over-layers maintenance the ADA ramps were not required to be upgraded. Then the City received correspondence from the Montana Department of Transportation (MDT) on May 8, 2015 advising the City of a DOJ clarification. This clarification indicated, “Overlays of additional material to the road surface, with or without milling” trigger the requirement to add curb ramps wherever a sidewalk or other pedestrian walkway crosses a curb. Overlays are considered an alteration of the roadway. The definition of an alteration is a change to a facility within the public right of way that affects or could affect pedestrian access, circulation or use. An alteration triggers the requirement for accessibility compliance of pedestrian facilities to the extent practicable within the scope of the project. Examples include, but are not limited to the following treatments or their equivalents: addition of a new layer of asphalt, reconstruction, concrete pavement rehabilitation and reconstruction, open-graded surface course, micro-surfacing and thin lift overlays, cape seals, and in-place asphalt recycling.

This clarification impacts the budget and schedule for overlays. Prior to this notification staff assumed that “overlays” were considered maintenance. According to the DOJ clarification, types of treatments that would normally be considered maintenance are: painting or striping (existing) lanes, crack filling and sealing, surface sealing, chip seals, slurry seals, fog seals, scrub sealing, joint crack seals, joint repairs, dowel bar retrofit, spot high-friction treatments, diamond grinding, and pavement patching.

In light of this clarification, the City Attorneys’ Office has advised that any overlay work shall replace/install adjacent ADA ramps per the clarification received. Staff has attempted to show the magnitude of the DOJ ruling by studying the upcoming three-year overlay plan for the City of Helena. The City estimated a budget of \$325,000 for the overlay program and \$50,000 for ADA compliance. The estimates of probable costs are shown on “Attachment A”.

To meet the goals contemplated in both the complete street resolution and set forth in the newly adopted Greater Helena Area Transportation Plan, either the budget for overlay projects would have to be increased, or the overlay program would need to be scaled back. The actual impacts to our street overlay program will depend on the policy direction received from the Commission.

Policy Questions:

1. Would the Commission prefer to “order-in” the required ADA ramps with the City paying 50% of the cost, or does the Commission prefer to have the City pay 100% of the cost for

City of Helena, Montana

ADA ramps when we do an overlay project? Would the Commission prefer to “order-in” sidewalks along the street to fill-in the sidewalk gaps with the homeowner paying 100% of the cost, as specified in ordinance HCC 7-4-2?

2. In an area without sidewalks, would the Commission prefer to “order in” sidewalks per ordinance HCC 7-4-2 along both sides of the street as stated in the Complete Streets resolution with the homeowner paying 100% of the costs?
3. Does the Commission wish to adhere to the Complete Streets Policy/Engineering Standards Typical Sections? This would include boulevards for aesthetics/green space/snow storage, sidewalks on both sides for pedestrian connectivity/access, or shared-use paths for non-motorized travel. Would the Commission consider deviations/variances from these adopted policies?
4. Should the ADA compliance budget be increased to cover the additional costs of the required ADA ramps along the overlay routes?
5. Should the ADA compliance budget be increased to cover the additional costs of the “order-in” ADA ramps along the overlay routes?
6. Should the street maintenance budget be expected to cover the required ramp cost? Thus reducing the mileage of overlays completed every year.

"ATTACHMENT A"

Project	Total Overlay Cost	Required Ramps*	Total Overlay & Required Ramps	Complete Streets**	Total Required & Complete Streets
2015 Construction/2016 Budget					
Broadway Street	\$ 84,960.00	\$ 27,500.00	\$ 112,460.00	\$ 73,880.00	\$ 186,340.00
Saddle Drive	\$ 132,912.00	\$ 90,000.00	\$ 222,912.00	\$ 123,200.00	\$ 346,112.00
Winnie Avenue	\$ 129,096.00	\$ 30,000.00	\$ 159,096.00	\$ 333,560.00	\$ 492,656.00
Total	\$ 346,968.00	\$ 147,500.00	\$ 494,468.00	\$ 530,640.00	\$ 1,025,108.00
2016 Construction/2017 Budget					
South Montana Avenue	\$ 58,752.00	\$ 40,000.00	\$ 98,752.00	\$ 126,920.00	\$ 225,672.00
Gold Rush Avenue/Belt View Drive	\$ 257,616.00	\$ 67,500.00	\$ 325,116.00	\$ 260,160.00	\$ 585,276.00
Total	\$ 316,368.00	\$ 107,500.00	\$ 423,868.00	\$ 387,080.00	\$ 810,948.00
2017 Construction/2018 Budget					
Rodney Street	\$ 155,304.00	\$ 355,000.00	\$ 510,304.00	\$ -	\$ 510,304.00
Davis Street	\$ 105,264.00	\$ 212,500.00	\$ 317,764.00	\$ 66,700.00	\$ 384,464.00
Last Chance Gulch	\$ 73,440.00	\$ 90,000.00	\$ 163,440.00	\$ -	\$ 163,440.00
Neill Avenue	\$ 46,512.00	\$ 42,500.00	\$ 89,012.00	\$ -	\$ 89,012.00
Total	\$ 380,520.00	\$ 700,000.00	\$ 1,080,520.00	\$ 66,700.00	\$ 1,147,220.00
3-Year Approximate Cost					
	\$ 1,043,856.00	\$ 955,000.00	\$ 1,998,856.00	\$ 984,420.00	\$ 2,983,276.00
3-Year Approximate Budget					
	\$ 975,000.00	\$ 150,000.00	\$ 1,125,000.00		\$ 1,125,000.00

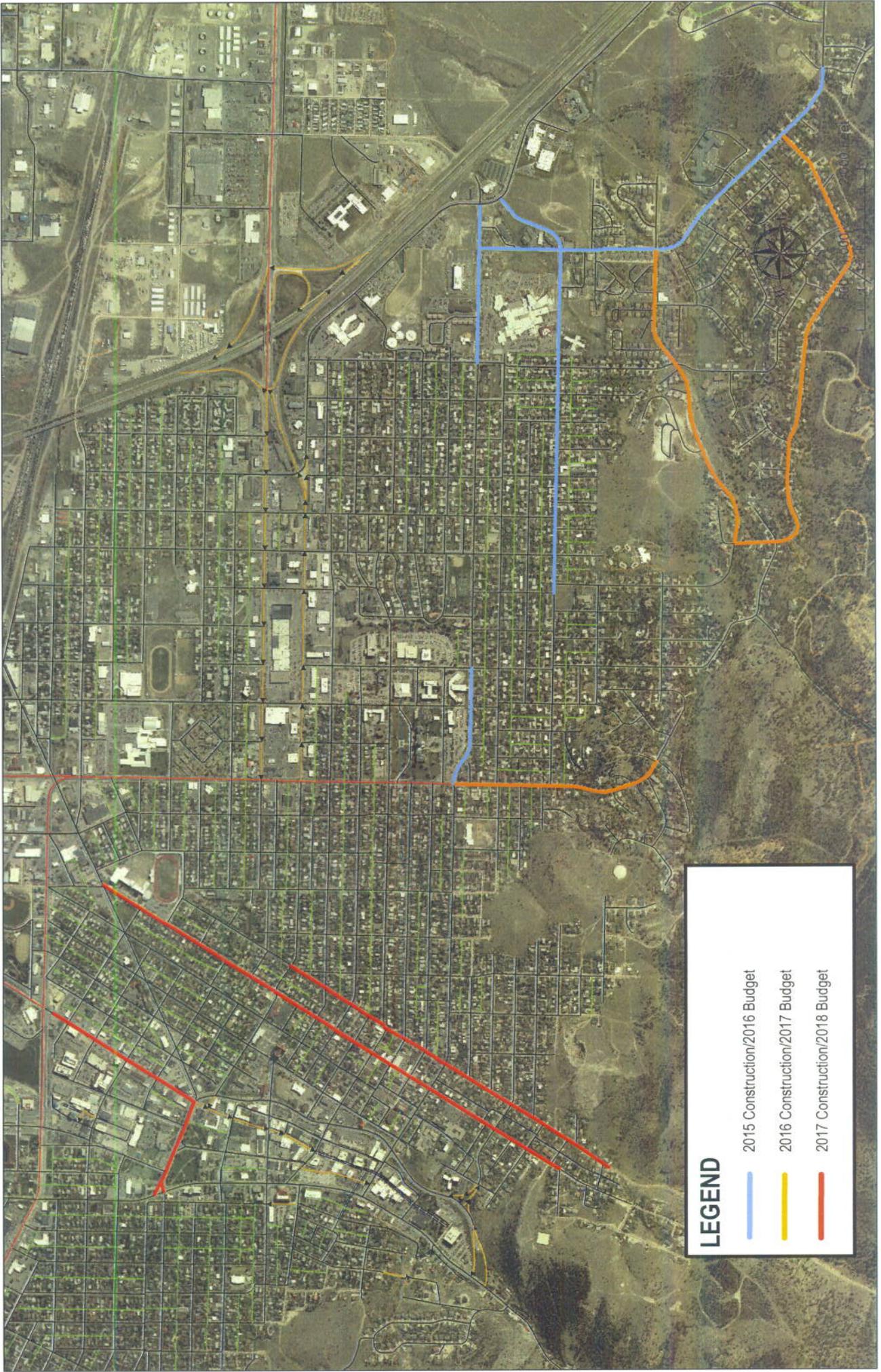
3-Year Budget Shortfall

\$ 873,856.00

\$ 1,858,276.00

* Required Ramps numbers include 100% of the projected costs.

** Complete Streets numbers include sidewalk costs, driveway approaches, and trip hazards.



LEGEND

- 2015 Construction/2016 Budget
- 2016 Construction/2017 Budget
- 2017 Construction/2018 Budget

August 13, 2015

TO: Ron Alles, City Manager

FROM: Greta Dige, Code Enforcement Officer
Randall Camp, Public Works Director
Thomas J. Jodoin, City Attorney *TJJ*

Subject: Sidewalk snow removal enforcement

Present Situation: The commission passed Ordinance No. 3210 on June 15, 2015. That ordinance substantially revised the timeframe in which property owners adjacent to sidewalks on public rights of way must remove snow or ice deposited on sidewalks. As we move towards winter and the first season of enforcement, there are foundational questions regarding enforcement of this new rule. City staff needs direction on the following enforcement policy questions:

1. Is enforcement complaint based or citywide inspection?
2. Who handles complaints or patrols the city?
3. Who removes the snow and ice if not removed by the time period?

Given current resources, staff proposes to continue with a complaint initiated process. After a complaint is received, staff would respond to the location and document the violation. City crews would be notified to remove snow from the sidewalk in that location. Purchase of equipment and hiring of up to two seasonal crews would be anticipated. Sidewalks adjacent to City owned property would receive priority. In the event of heavy demand, the City could contract for that service to supplement the work of City crews. In terms of cost in the event that the City or a City-contracted crew removes snow from a sidewalk, City staff is working to develop standardized rates for residential and commercial areas.

Ultimately these questions boil down to how soon the commission desires to have snow and ice removed from sidewalks after the 9:00 a.m. or 24 hour deadlines. Attached is a table showing the "pros and cons" of the inspection and enforcement approaches the staff has identified.

Since Ordinance No. 3210 was substantially based on Bozeman's law, staff has contacted their enforcement personnel. A summary of Bozeman's enforcement procedures is also attached to this memo.

Objective: In light of the above, our objective is to understand the commission's expectation for the removal of snow and ice. Consensus on the above questions will determine the level of enforcement.

City of Helena, Montana

STAFF IDENTIFIED INSPECTION OPTIONS

1. Complaint Driven

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Similar to previous process • Minimal adjustment to the budget for staffing • Hire staff/contractor for removal 	<ul style="list-style-type: none"> • One FTE may not be sufficient to process complaints (ownership verification, site inspection, coordinate removal, bill property owner) • Potentially increased volume of complaints, potentially overwhelm staff • Change budget to include funds for the removal of snow/ice from sidewalks

2. Citywide inspection

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Potentially more compliance • All properties are inspected • Timeframe to remove snow could be shorter (depending on staff/contractor resources) 	<ul style="list-style-type: none"> • Will need more than 1 FTE and transportation to inspect city • May not be enough staff or contractors to timely respond and remove snow

3. Patrol based on districts

Created 31 residential districts and 4 commercial districts (see map)

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none"> • Regular area for individual to monitor/familiarity • Easier to enforce • Quicker response to clearing sidewalk of snow/ice 	<ul style="list-style-type: none"> • The cost to hire staff & purchase equipment • Will need more than 1 FTE and transportation to inspect city • May not be enough staff or contractors to timely respond and remove snow

STAFF IDENTIFIED REMOVAL OPTIONS

1. City staff and equipment to remove snow after deadlines.

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none">• Consistent results• Potentially quicker clearing sidewalk of snow• Would not have to manage contractors	<ul style="list-style-type: none">• Substantial need for more staff and equipment• Storage of equipment

2. Contract with private companies to remove snow after deadlines.

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none">• Will not need to hire staff• Will not need to purchase equipment• Would not have to manage contractors	<ul style="list-style-type: none">• May not be enough companies to accomplish city wide removal of snow from sidewalks• Removal of snow from sidewalks depends on performance of contractors.• Would need to pay contractor before billing property owner

3. Mix of city staff and contractors to remove snow after deadlines.

<u>Pros</u>	<u>Cons</u>
<ul style="list-style-type: none">• Potentially fewer staff and equipment needed• Contractors could provide service as needed	<ul style="list-style-type: none">• Contractors may not be interested in small isolated jobs• Coordinate staff and contractors to violations• Would need to pay contractor before billing property owner

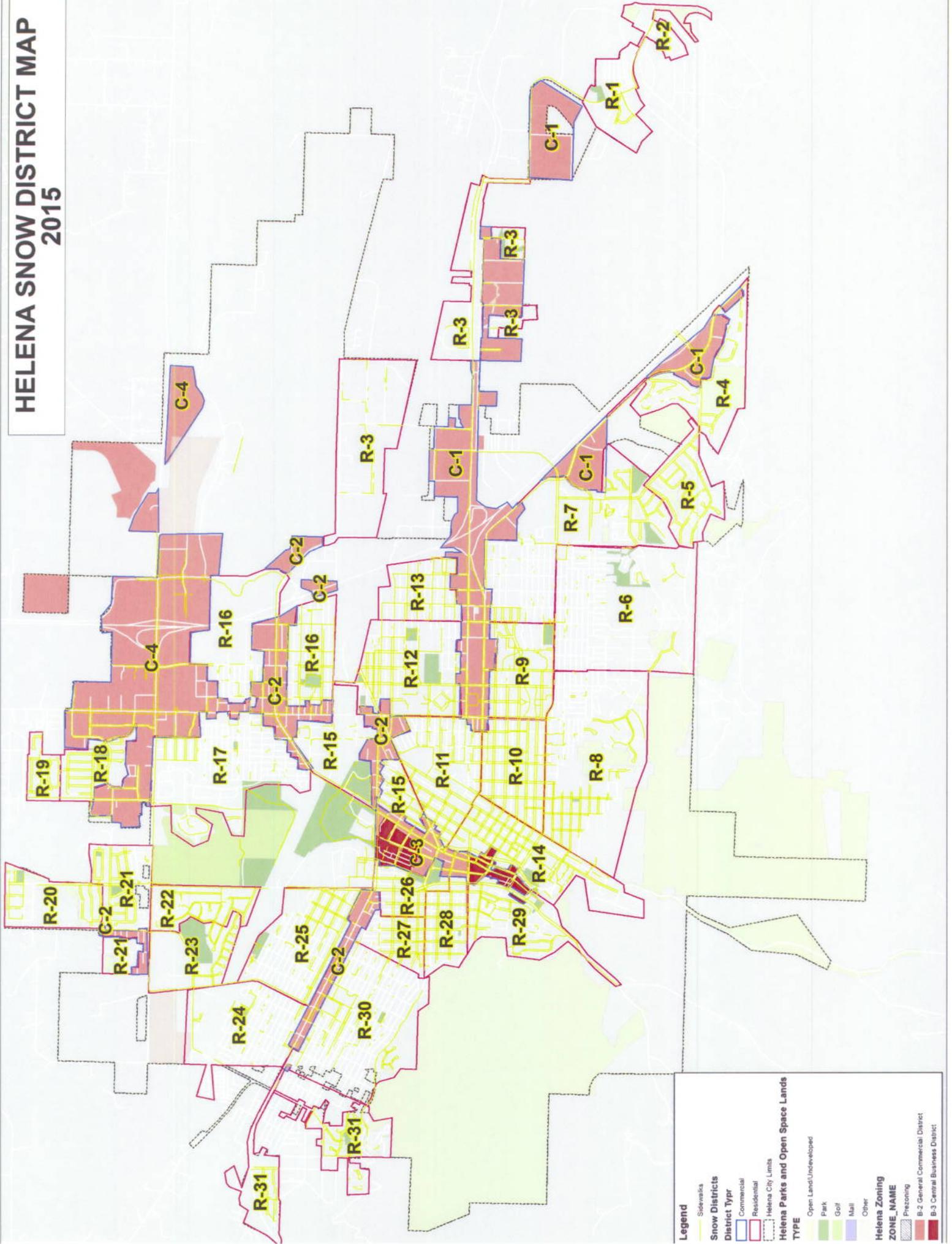
SUMMARY OF BOZEMAN SIDEWALK SNOW INSPECTION AND REMOVAL PROCESS

Bozeman has 2 inspectors to inspect the whole city after an event. It takes them several days to cover the whole city. With each snow event, they start in different parts of the city for fairness. When inspectors come across an uncleared sidewalk, they put a courtesy notice on the door giving property owner a day to clear. Inspector then returns and if sidewalk is still not cleared the address is sent to the contractor to clear.

Bozeman only works Monday through Friday, no weekends. They handle about 1500-1700 notices per winter of which approximately 300 are sent to the contractor. On average about 18-20% of violations don't clear after courtesy notice requiring action. For each snow event there are 20-40 locations the city will send a contractor to clear.

Bozeman uses their finance office which sends bills out immediately. This could mean that property owners who never clear their sidewalks get multiple bills in a month. Bozeman bills the owner by square foot, then depending if other equipment is needed or if conditions are horrible, they bill more. The price per square foot is .25 cents. For a 50 foot sidewalk the charge would be \$62.50 plus a \$30 administrative fee.

HELENA SNOW DISTRICT MAP 2015



- Legend**
- Sidewalks
 - Snow Districts
 - District Typ
 - Commercial
 - Residential
 - Helena City Limits
 - Helena Parks and Open Space Lands
 - TYPE
 - Open Land/Undeveloped
 - Park
 - Golf
 - Mall
 - Other
 - Helena Zoning
 - ZONE_NAME
 - Presoning
 - B-2 General Commercial District
 - B-3 Central Business District