

ADMINISTRATIVE MEETING

January 18, 2017

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

Room 326

AGENDA

1. **Call to order, introductions, opening comments**
2. **January 4, 2017 Administrative Meeting summary**
3. **Commission comments, questions**
 - Upcoming appointments
4. **City Manager's Report**
5. **Department discussions**
 - City Attorney**
 - Reimbursement Resolution for Cannon Street Sewer Projects (*Materials will be distributed 1/17/17)
 - **Consensus Direction to Manager:**
 - Public Works**
 - Preliminary Discussion on Transportation Alternatives Projects
 - **Consensus Direction to Manager:**
 - Parks and Recreation**
 - Walking Mall Management Update (*Materials will be distributed 1/17/17)
 - **Consensus Direction to Manager:**
6. **Committee discussions**
 - a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns
– Mayor Jim Smith
 - b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee
– Commissioner Dan Ellison
 - c) ADA Compliance Committee, Audit Committee, City-County Parks Board , Civic Center Board
– Commissioner Rob Farris-Olsen
 - d) Board of Adjustment, City-County Administration Building (CCAB), Non-Motorized Travel Advisory Board, Transportation Coordinating Committee
– Commissioner Andres Haladay
 - e) Business Improvement District/Helena Parking Commission ,Montana Business Assistance Connection, Public Art Committee
– Commissioner Ed Noonan
 - f) Helena Citizens Council
7. **Review of agenda for January 23, 2017 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

City of Helena, Montana

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

City of Helena, Montana

MEMORANDUM

TO: Randall Camp, Public Works Director
FROM: Phil Hauck, Assistant Public Works Director
DATE: January 12, 2017
SUBJECT: Quiet Zone Funding Strategy/Street Maintenance Capital

The City Commission first reviewed the Street Maintenance Fund Comprehensive Capital Improvement Program (CCIP) April, 2016. The CCIP covered FY2018-FY2022 and was the basis for the rate discussions that took place in August, 2016. The plan at that time included Airport Road (\$2,170,425) and Carter Drive (\$910,955). The Commission felt that these two projects should be funded with a special improvement district (SID) rather than with Street Maintenance Funds. It was discussed that other priority projects would be considered to take the place of these two projects.

It is important to note that the rate recommendation assumed that funds for these projects would be borrowed and that the rate would cover the required debt service. The rate increase didn't raise enough revenue to pay for the projects with cash.

Therefore, it would be possible for the City Commission to fund the Quiet Zone with a loan payable from the Street Maintenance/Capital Fund and still be able to accomplish other priority projects. The bid award amount was \$574,925.10 for the base bid and alternate #1. Including a 10% contingency of \$57,492.51, the potential loan amount could approach \$632,417.61. Other potential projects will be discussed with the Commission this spring as we move toward rate discussions this fall.

Date: January 2, 2017

To: City of Helena Commissioners, Mayor Smith, and Ron Alles, City Manager

From: Non-Motorized Travel Advisory Council (NMTAC)

Spring 2017 Budget Recommendations.

Dear Mayor, City Commissioners and Manager Alles,

We appreciate this opportunity to submit our priority recommendations relating to the upcoming fiscal year and beyond. Some of these recommendations involve the Commissioners ordering in sidewalks to provide safety and connectivity; some recommendations are financially defined; some recommendations are programmatically defined. Please consider the following recommendations of the NMTAC (not in priority order).

Education and Outreach Budget Request

NMTAC continues to work on our educational and promotional goals in collaboration with the Bike Walk Helena group (which has now merged with Bike Walk Montana). We recommend the allocation of \$2,500 to \$5,000 to a reserve for the support of NMTAC's and Bike Walk Helena's education and outreach efforts. Funds will be used on a transactional basis to support the following activities ranked by priority.

1. \$500 to \$1,000 to support the May Commuter Challenge
2. \$500 to \$1,000 to procure equipment and kid's bike helmets for educational bike rodeos at schools
3. \$500 to \$1,000 to support Bike & Walk to school days and walking school buses
4. \$500 to \$1,000 to produce and distribute maps, brochures and PSAs
5. \$500 to \$1,000 to update and maintain Bike Walk Helena's website.

Resurfacing and ADA Policy

In light of the DOJ ruling (and the City's interpretation) that street overlays and resurfacing projects must include ADA compliant corner ramp improvements, it is the view of our committee that scheduled overlay projects provide a vital opportunity to design and build complete street projects focused on overall sidewalk connectivity and ADA compliance. We recommend the following in relation to upcoming resurface/overlay projects.

- A preliminary complete street should be designed and presented to key stakeholders and adjacent property owners in advance of each overlay project. Property owners should be given as much lead time as possible to provide input and plan for improvements.
- Encourage the use of the zero-interest payback program for sidewalks, and 50/50 cost-sharing with landowners for ADA corner ramp installation with the ultimate goal of continuous, ADA-compliant facilities upon project completion. Consider extending the payback period from 10 years to 15 to 20 years where appropriate for larger projects and increasing funding as needed.
- Propose Special Improvement Districts (SID)'s to fund and expedite key projects as determined on a case by case basis.
- Each project with ramps should seriously consider sidewalks to be completed simultaneously so ramps are connected by sidewalks.
- The Commission should order in sidewalk construction as needed to connect gaps in existing sidewalks on key routes like the east end of Broadway or near schools.
- The City should inspect sidewalks adjacent to overlay projects and order in repairs as needed to mitigate trip hazards, nuisance vegetation, etc.
- Creative designs are encouraged including meandering paths, porous surfaces, landscaping to fit the local terrain, or shared-use paths on one side of the street where appropriate.

The Centennial Trail

Since portions of this trail are complete a new planning meeting is in everyone's interest. Centennial Trail continues to be a top priority for NMTAC. We appreciate the City's involvement with the CTEP program

and the recent extension of the Centennial Trail to Broadwater Avenue. With this extension on the west side and the Prickly Pear Land Trust's planned extension of an accessible trail to Fort Harrison, it is more important than ever to seek the right-of-way and funding for improvements. We recommend the following in relation to the trail.

- We recommend the City partner with Lewis & Clark County to have the Centennial Trail Master Plan updated to incorporate and account for completed sections of the trail, changed conditions and to plan how best to complete additional segments.
- We recommend that the City and Lewis & Clark County enter into negotiations with the railroad (BNSF or MRL) and other landowners to connect the east end of the trail to the Highway 12 shared-use path to East Helena (to reduce conflicts and provide connectivity).
- Improving the trail from Joslyn Street to Centennial Park to provide an all-season, ADA-compliant tread (assuming that r-o-w is acquired).
- Bridging Henderson Street to provide a safer, ADA-compliant and convenient crossing (assuming that r-o-w is acquired).
- Improving the crossing of Benton Ave. Options for this crossing should be considered in conjunction with Quiet Zone projects (assuming that r-o-w is acquired).
- Constructing improved pedestrian and bicycle features from National Ave to the Boulder St underpass of I-15.

Wayfinding Strategy

The consultants (Alta) will complete a report in the next few weeks and a demo project will be selected by the Plan4Health steering committee. We request that the City of Helena cooperate on implementation of the wayfinding system by inclusion of the strategy in budgets of the Parks and Recreation and the Public Works departments, either by a specific line item or by a project basis.

NMTAC stands ready to provide further advice and assistance to City Staff and the Commission on the above recommendations. Please contact me if you have any questions, requests for information, or additional items for NMTAC to address. Thank you very much for your consideration of the above recommendations and your continued commitment to improving conditions for non-motorized commuters, active living participants, or recreationists in Helena.

Sincerely,

City of Helena Non-Motorized Travel Advisory Council