

**NOTICE OF MEETING  
REGULAR MEETING AGENDA**

- 1. CALL TO ORDER**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA**
- 4. VISITORS**
  - A. Ginny Espenshade, Using Recreation to Combat Addictions
- 5. RECONSIDERATION**
- 6. ADOPTION OF CONSENT AGENDA** *All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.*
  - A. Minutes for the Regular Meeting on October 16, 2017 **Page 3**
- 7. STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORT**
  - A. Community Recreation Report – Mike Illg
  - B. Parks Management Report – Angie Otteson
  - C. Julie Engebretsen, Deputy City Planner
  - E. HACA Report – Matt Steffy
- 8. PUBLIC HEARING**
- 9. PENDING BUSINESS**
  - A. Main Street Sidewalk Project **Page 11**
- 10. NEW BUSINESS**
  - A. Discussion on Annual Budget Request for SPARC and the 2018 Budget
  - B. MOU Review and Recommendations
- 9. INFORMATIONAL MATERIALS**
  - A. Commission Annual Calendar 2017/2018 **Page 35**
  - B. Commissioner Attendance at City Council Meetings 2017/2018 **Page 36**
  - C. Reappointment of Commissioner Lowney **Page 37**
  - D. Memorandum re: Approval of the 2018 Regular Meeting Schedule **Page 41**
- 10. COMMENTS OF THE AUDIENCE**
- 11. COMMENTS OF THE COUNCILMEMBER** (If one has been assigned)
- 12. COMMENTS OF STAFF MEMBERS**
- 13. COMMENTS OF THE COMMISSION**
- 14. COMMENTS OF THE CHAIR**
- 15. ADJOURNMENT** the next regular meeting will be on **THURSDAY, FEBRUARY 15, 2018**. A worksession to review the Karen Hornaday Park Master Plan has been scheduled for **THURSDAY, JANUARY 18, 2018** at 5:30pm in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer Alaska



Session 17-09 Regular Meeting of the Parks, Art, Recreation and Culture Advisory Commission was called to order on October 19, 2017 at 5:32 pm by Chair Matt Steffy at the Cowles Council Chambers City Hall located at 491 E. Pioneer Avenue, Homer, Alaska.

**PRESENT:** COMMISSIONERS FAIR, STEFFY, SHARP, ROEDL AND HARRALD

**ABSENT:** COMMISSIONERS ASHMUN, LONEY, ARCHIBALD, SALZMANN (EXCUSED)

**STAFF:** DEPUTY CITY PLANNER ENGBRETSSEN  
DEPUTY CITY CLERK KRAUSE

### **APPROVAL OF THE AGENDA**

Chair Steffy called for a motion to approve the agenda.

HARRALD/SHARP – MOVED TO APPROVE THE AGENDA.

There was a no discussion.

VOTE. NON OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **PUBLIC COMMENT ON ITEMS ALREADY ON THE AGENDA**

#### **VISITORS**

A. Clyde Boyer and Vivian Finlay, Kachemak Advocates of Recycling

Ms. Finlay and Mr. Boyer spoke to the Commission regarding their group and that they are an advocacy group to reduce the waste produced on the Lower Peninsula. Ms. Finlay provided a flyer that has been distributed in the paper, at local businesses and through the Borough Solid Waste department. They encouraged reduce, reuse and recycle. Ms. Finlay spoke on the number of recycling containers placed in public areas by the city. They provided information the efforts the group has made in getting more people and businesses to recycle and reuse. Mr. Boyd noted that they are getting the High School welding class to create receptacles to use for recycling

In response to a question from the commission they provided information on the status of the proposed composting project focused on food waste collected from restaurants and the requirements from the borough made the interested contractors to back out. The idea is not dead just postponed until a contractor is found. This was to be conducted on private land by a landowner who had the equipment and knowledge and access to work the compost materials. The idea was that the property owner would then be able to sell the composted material. The original idea for the pilot project was written up by Dale Banks of Loopy Lupine.

A brief question and answer period ensued with Ms. Finlay and Mr. Boyer offering additional information on recycling, the possibility of the city putting recycling bins in the parks, the value of composted materials and the popularity in the Lower 48 and other cities providing this service to their residents.

## **RECONSIDERATION**

### **ADOPTION OF THE CONSENT AGENDA**

All items on the consent agenda are considered routine and non-controversial by the Parks Art Recreation & Culture Advisory Commission and are approved in one motion. There will be no separate discussion of these items unless requested by a Commissioner or someone from the public, in which case the item will be moved to the regular agenda and considered in normal sequence.

A. Minutes for the Regular Meeting on September 21, 2017

Chair Steffy requested a motion to adopt the Consent Agenda.

Commissioner Sharp stated that he was excused from that meeting.

Chair Steffy requested a motion to approve the amended Consent Agenda

HARRALD/SHARP – SO MOVED.

There was no further discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

### **STAFF & COUNCIL REPORTS/COMMITTEE REPORTS/BOROUGH REPORTS**

A. Community Recreation Report – Mike Illg

Commissioner Harrald commented that she appreciated the weekly emails from Mike forwarded to them through the Clerk.

B. Parks Management Report – Angie Otteson (See Pending Business Item B)

C. Julie Engebretsen, Deputy City Planner

Deputy City Planner Engebretsen reviewed her report for the commission.

There was a brief discussion on the stop sign on the top of hill and when winter comes it is going to be pretty slick. There may be some adjustments needed on that in the future.

D. Park Walk through Report – Commissioners

Chair Steffy provided a summary review and that he agreed with the recommendations in the memorandum written by Deputy City Planner Engebretsen.

A discussion ensued on the use of the fields on the east side and the unused field being converted to a dog park was actually the larger field which is the problem is that it is too big. It has been used for practice

though but it was determined that the commission needed to contact Softball Association to see if they would be favorable of using that area for a dog park. Commissioner Sharp volunteered to contact Dr. Bell.

There was a brief discussion on the memorandum on the purchase of adjacent land to the park and it was already noted that it has been submitted to Council. It was an informational item only.

Commissioner Sharp inquired who picked up the recycling bin and garbage at Jack Gist. Deputy City Planner Engebretsen recommended the commissioner speak to Ms. Otteson about that as she should have the information.

## **PUBLIC HEARING**

### **PENDING BUSINESS**

#### **A. Main Street Sidewalk Project**

Deputy City Planner Engebretsen reviewed the request from City Council and the actions of the commission which resulted in a matrix or rubric. She recommended reviewing the matrix and then at the next meeting they can start scoring a few projects and see how the criteria works.

Commissioner Sharp provided a summary on how the matrix was developed and noted that the rubric was taken from a larger municipality in the south and that the accident information was reflected in the safety column but he did not assign points to each criteria for the sake of discussion and input from the commission.

Discussion ensued on the matrix/rubric and covered the following topics:

- traffic counts could be obtained on some of the state roads but that auto ownership population density, population with a disability, and senior density numbers will be a little difficult to obtain;
- There may be a way to offer a short survey that contain some of the information such as bike to work, walk, what routes do you normally use, etc.
- How to determine what a preferred walking route to school would be, noting that there were differing opinions on this subject, staff recommended using the adopted plan, Homer Non-Motorized Transportation Plan, to weight the proposed routes.
- Search for other scoring in other communities and the original information that was used to create this rubric for the next meeting.

Commissioners were requested to add numbers and then email to Deputy City Planner Engebretsen who will compile and create a table for the next meeting. Commissioner Sharp will forward the word document for her use.

There was no further discussion.

Chair Steffy requested a moment to go back on the agenda and requested clarification on the budget request for the sidewalk on the spit for the Water Trail pavilion and fish cleaning tables. Deputy City Planner Engebretsen responded that the request was for \$20,000 but it was the project is estimated to cost only \$12,000 and that is what the City Manager approved and if there are cost overruns there is enough money in reserves to cover that amount.

## B. Camping Fees

Chair Steffy introduced the next item for discussion.

Deputy City Planner Engebretsen stated that the information on page 18 was provided by Finance Department last meeting and Ms. Otteson was able to provide the information on page 17.

It was noted by the commission that there were discrepancies in the amounts that were reported by Finance.

Chair Steffy noted that in his quick review of the information provided by Finance and it appeared that there were some statistical ghosts in the numbers. He compared the number as a camping event between 2014 and 2017 only. He proceeded to explain his findings to the commission.

Discussion ensued on exclusion of the shoulder months from the figures since each year will be different as to when they open and close the campgrounds; the figures reported by finance were higher than what Ms. Otteson reported; per unit revenue is lower however overall revenue was higher; if the fees were increased since 2014; the rates are \$20 for RV's and \$13 for tents which also included the sales tax; the commission is interested in finding out if the rise in rates and removing the weekly rates was causing a reduction in revenue and it is apparent that that is not the case here with the numbers reported.

It was agreed by consensus of the commissioners present that it would be prudent to withhold amending the camping rates for 2018 until they have a few years to compare numbers.

Commissioner Roedl inquired about the cost to maintain the campgrounds compared to the revenue they are generating. Deputy City Planner Engebretsen explained that the city does not collect enough revenue to maintain the campgrounds but in actuality it takes minimal materials to maintain it is more of a service provided at Hornaday campground, while the campgrounds on the spit are the definite revenue generators.

Further discussion on the various factors that may affect the outcome of the number of campers this year such as weather, raised rates, and persons staying in their own homes versus camping. It was additionally discussed that the city should charge the Alaska rate and comparing the rates of private RV park's on the Spit and other communities offer shoulder season and peak rates and charge higher rates; differing rates may create more work than is worth it; there was differing opinions on increasing rates versus not, a motion would be needed but is not required at this time.

Carey Meyer, Public Works Director commented on discussion and questions regarding a weekly rate offered an efficiency in labor for collecting the fees, everyone is looking for the deal but there is no statistical information to present on whether it would be worth having a weekly rate. He also provided some information on an enterprise fund versus the general fund and a single event versus a multiple event generating more sales tax revenue for the city.

Responding to a question on approximate percentage of the weekly campers he surmised that it is the loyal visitors that tend to come to Homer wanting to stay a significant period of time; but he does not have any real insight into that number.

Chair Steffy questioned what was the impetus to remove the weekly rate?

Deputy City Planner Engebretsen responded that no other community offers a weekly rate, she cited the cost of maintenance and services provided versus the revenue charged and that the actual rate amounted to approximately \$8 per day since the weekly rate was very low. Ms. Engebretsen noted that city residents pay for a variety of services that are provided and that they in essence should not be subsidizing a visitor's camping experience.

Chair Steffy stated that having information on the weekly visitors versus nightly would be handy and at this time unless one of the other commissioners wanted to propose a motion he would be willing to address this next year.

Deputy City Planner Engebretsen noted that City Council will be addressing fees at the upcoming Council meeting so this is the commission's chance to propose changes to the fee schedule.

SHARP/HARRALD – MOVED TO INCREASE CAMPING FEES BY 15% ROUNDED TO THE NEXT WHOLE NUMBER.

Discussion on requesting a reasonable average industry standard rate, increasing by just a few dollars will increase the revenue for the city and may assist in getting some required maintenance completed, will not deter people who like coming to this great city and offering a weekly rate in the shoulder months, April May September, October only to encourage more visitors.

ROEDL/ MOVED TO AMEND TO PROVIDE A WEEKLY RATE FOR THE SHOULDER MONTHS APRIL MAY SEPTEMBER OCTOBER WITHOUT AN INCREASE IN THE BASE RATE IN JUNE JULY AND AUGUST.

Commissioner Harrauld inquired about a friendly amendment and Chair Steffy responded that it should be a separate amendment, exact amendment was inaudible to the Clerk for transcribing.

Chair Steffy requested a second to the motion on the floor.

Motion died for lack of a second.

SHARP/STEFFY MOVED TO AMEND THE MOTION TO INCREASE RATES TO \$15 PER NIGHT FOR TENTS AND \$24 PER NIGHT FOR RECREATIONAL VEHICLES FOR THE 2018 CAMPING SEASON.

Discussion ensued on the rates charged in Seward and Soldotna and that they collect sales taxes on top of those fees and not addressing the request of staff for a weekly rate, performing a wait and see approach on visitors versus revenue for 2018 and the proposed increase reflects a 10% increase in current rates which includes sales taxes.

VOTE. (Amendment) YES. ROEDL, HARRALD, SHARP, STEFFY.

VOTE. NO. FAIR.

Motion carried.

## **NEW BUSINESS**

A. Memorandum from City Clerk dated October 2, 2017 re: 2018 Meeting Schedule

Chair Steffy read the memorandum into the record and inquired if the commission had any changes to be made to the 2018 meeting schedule as proposed other than the meeting date for October.

Deputy City Clerk Krause noted that the October meeting date was already changed to reflect the Alaska Day holiday that falls on the third Thursday of the month next year in the draft resolution in the packet.

Chair Steffy requested a motion to approve the meeting schedule.

HARRALD/ROEDL – MOVED TO APPROVE THE 2018 REGULAR MEETING

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### B. Letter to the Editor – Ideas

Commissioner Fair provided a draft Letter to the Editor as a laydown for the commissions review and comment. The topic of his piece is public input on Homer art and culture, Sister City Art Collection curation and the current vacancy. Chair Steffy inquired if there were any comments or revisions from the commissioners present.

Chair Steffy requested a motion to approve the draft.

HARRALD/SHARP MOVED TO APPROVE THE FOURTH QUARTER LETTER TO THE EDITOR PROVIDED BY COMMISSIONER FAIR FOR PUBLICATION.

There was no discussion.

VOTE. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

#### **INFORMATIONAL MATERIALS**

- A. Commission Annual Calendar 2017
- B. Commissioner Attendance at City Council Meetings 2017

Chair Steffy requested volunteers for the upcoming council meetings.

Commissioner Sharp volunteered for the meeting on October 30<sup>th</sup>  
Commissioner Steffy volunteered for November 27<sup>th</sup>

#### **COMMENTS OF THE AUDIENCE**

There was no comments from the audience present.

## **COMMENTS OF THE CITY STAFF**

Deputy City Planner Engebretsen commented, Thanks.

Deputy City Clerk Krause had no comments.

## **COMMENTS OF THE COMMISSION**

Commissioner Roedl asked if anyone knew what the fiberglass tanks at Jack Gist Park were used for; and was wondering if there would be interest by the commission to organize a monthly community park maintenance event to assist in taking care of the much needed maintenance due to the lack of funds. He requested the commission to think about it. This could be included in a letter to the editor too.

Commissioner Harrald commented that there is a lot of good recreation going on at SPARC, the Hockey Rink, and even HERC. She also inquired if there was some way the commission could help HoWL in some way. Ms. Harrald inquired about having visitors that represented the arts community come to speak to them.

Commissioner Fair had no comments.

Commissioner Sharp expressed concern for Ben Walters's road and was wondering how they could get one of those electronic speed signs installed. This Saturday, October 21, 2017 at Jack Gist Park there is a work party to clean up the park for to prepare for the tournament that will be held on the weekend of October 28, 2017. He did not have a specific time for starting this weekend on the clean-up and he was unsure how many were going to come. He also encouraged the commissioners to visit the Pratt museum to see the cool exhibits on proto-typing and he built the proto-type for that exhibit. He liked the monthly park idea and would be willing to work on that this coming summer.

Chair Steffy reported he attended the annual art selection committee for the Library and there were four artist who submitted their work and the committee spent an hour deciding on the art to exhibit and then spent an hour on invasive species and identifying them on the Library property.

He attended the Homer Arts & Culture Association (HACA) meeting and shared that Homer Council on the Arts is bringing the Squirrel Nut Zippers to town and the Jubilee will be in February. The Yurt is ready to go up. This will provide a space for gatherings and events up to 200 seated people, a variable floor plan and future expansion to include restrooms. They are hiring again for an Administrative-Coordinator as the current person is resigning her position to have her first child.

The Pratt Museum is moving into their roots theme, will have a curators closet and 2018 marks the 50 year anniversary; they will also have the exhibit, Steam Punk Dirigibles from Denali and finally the major renovation/construction project is being put on hold and they have decided to do some major renovations which will require the museum to shut down for substantial periods of time. So if anyone knows of any business in town with space that the Pratt could use for micro museums, please have them contact the museum. The Pratt will be bringing back the Gathering where residents of Port Graham and Nanwalek will travel across the water in canoes, typically in August, and there will be a bon fire and educational learning opportunity at Bishops Beach. Next Wednesday, October 25th there will be Food and Music presentation/discussion at the museum.

The Kenai Peninsula Orchestra is having difficulties with coordinating performers across the peninsula for events. They will be doing a link up with Pops as usual. There was a conflict with Jesus Christ Superstar

opening night and the fundraiser for the orchestra since more musicians than expected participated in the play. They are considering focusing more towards youth membership developing into adult performers; they had a good year breaking even; working on more collaborations such as with the Library Speak up project and Chicago; membership numbers are up and increasing the variety of participants with Directors, actors, etc. He did not have Bunnell Gallery report since he was unable to stay for the entire meeting. He did plug for the vacancy on the commission and it is a running theme among all groups was vacancies on each board. Everyone mentioned the difficulty in maintaining a board with most volunteers serving on multiple boards. People tend to sign up for a lot of stuff and have multiple interests. It is referred to as the Homer Condition. He stated that HACA was going to try to meet on a quarterly basis.

Commissioner Harrauld requested a written report for the packet so that they have all the dates available in writing. Chair Steffy stated he will try to coordinate with Adele Person who arranges the meetings noting that this meeting was fairly short notice for everyone.

### **ADJOURNMENT**

There being no further business to come before the Commission, the meeting was adjourned at 7:38 p.m. The next regular meeting is **SCHEDULED FOR THURSDAY, NOVEMBER 16, 2017** at 5:30 p.m. at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

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RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

Approved: \_\_\_\_\_



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

### Memorandum

TO: PARKS AND RECREATION ADVISORY COMMISSION  
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK  
DATE: NOVEMBER 8, 2017  
SUBJECT: MAIN STREET SIDEWALK PROJECT

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Following is a Sidewalk Master Plan for the City of Austin, Texas. This was a professionally compiled and created document.

I thought it was excellent information on using a matrix and scoring sidewalks and while they are a much larger community there are many examples provided to assist the Commission in scoring the sidewalks and needs of Homer.

It is intended for informational purposes only.



Homer PARAC

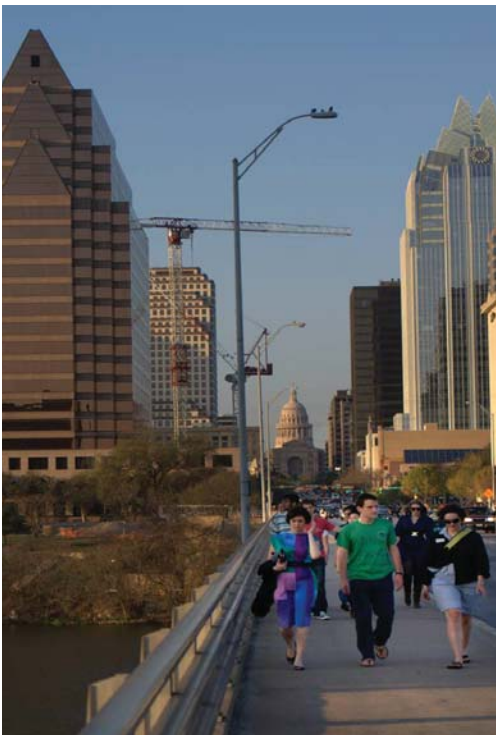
Sidewalk prioritization rubric

Draft 9/15/17

| Criteria                                 | Brief Description                                                                                                          | Explanation                                                                                                                                                            | Points |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Potential Demand                         | The potential for walking activity to occur appropriate walking facilities are provided.                                   | Areas with higher levels of potential walking activity should have higher priorities for installing sidewalks than other areas. (This is also called "latent demand"). |        |
| Safety                                   | Safety of pedestrians based on the number of pedestrian crashes and emergency routes and/or heavy commercial thoroughfare. | Sidewalks should be prioritized for locations with larger numbers of pedestrian crashes.                                                                               |        |
| Partnering Project and Parallel Projects | An existing city project involving construction in the right of way.                                                       | If a project is planned to dig up a roadway, it can reduce the city's expense and public's inconvenience by including a sidewalk if possible.                          |        |
| Schools                                  | School walking routes.                                                                                                     | Preferred walking routes to schools have been identified by the city and school districts to increase student safety.                                                  |        |
| Senior Population                        | Density of senior population.                                                                                              | Concentrations of senior residents require more attention to sidewalks.                                                                                                |        |
| Population with Disabilities             | Density of population with disabilities.                                                                                   | Concentrations of people with disabilities require more attention to                                                                                                   |        |

|                                                                                             |                                                                                                                 |                                                                                                                                                    |  |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                             |                                                                                                                 | sidewalks.                                                                                                                                         |  |
| Auto ownership<br>population density                                                        | Density of<br>households.                                                                                       | Concentration of<br>residents without cars<br>require more<br>attention to<br>sidewalks.                                                           |  |
| Children's activity<br>centers                                                              | Locations to which<br>children commonly<br>walk.                                                                | Activity centers<br>consist of: libraries,<br>playgrounds,<br>recreation centers,<br>and public pools.                                             |  |
| Sidewalk Gaps and<br>Condition                                                              | A location with no<br>sidewalk, or the<br>physical condition of<br>an existing sidewalk<br>or similar facility. | Condition includes:<br>surface conditions<br>(cracks, heaving,<br>crumbling),<br>dimensions<br>(narrowness) and<br>obstacles (poles,<br>hydrants). |  |
| Identified Need                                                                             | Project has been<br>identified as a priority<br>in an existing study.                                           | A study or user group<br>has identified a<br>particular sidewalk<br>need.                                                                          |  |
| Public Facilities<br>Proximity (Place<br>Making) police, fire,<br>library, university, etc. | Proximity to public<br>facilities                                                                               |                                                                                                                                                    |  |

# *Sidewalk Master Plan*



**PRESENTED TO:**



**CITY OF AUSTIN  
PUBLIC WORKS DEPARTMENT  
BICYCLE & PEDESTRIAN PROGRAM  
505 BARTON SPRINGS ROAD, SUITE 1300  
AUSTIN, TEXAS 78704**

**PRESENTED BY:**

**JULIE HASTINGS, PE  
RICHARD McENTEE**

**LOCKWOOD, ANDREWS & NEWNAM, INC.  
10801 NORTH MOPAC EXPRESSWAY  
BUILDING 1, SUITE 120  
AUSTIN, TEXAS 78759**

*March 3, 2009*

**lan** Lockwood, Andrews  
& Newnam, Inc.  
A LEO A DALY COMPANY



## Acknowledgements

### City Council Members

Will Wynn, Mayor  
Brewster McCracken, Mayor Pro Tem  
Lee Leffingwell, Place 1  
Mike Martinez, Place 2  
Randi Shade, Place 3  
Laura Morrison, Place 4  
Sheryl Cole, Place 6

### The City Manager

Marc Ott, Austin City Manager  
Robert Goode, Assistant City Manager, Public Works

### City of Austin Public Works Department

Howard Lazarus, PE, Director of Public Works  
Joe Ramos, PE, Former Acting Director of Public Works  
Sam Angoori, PE, Assistant Director of Public Works

### Bicycle and Pedestrian Program Staff Members

Mike Curtis, Bicycle and Pedestrian Program Manager  
Annick Beaudet, AICP, Project Manager  
Eric Dusza, Planner III  
Mark Cole, Project Coordinator  
Diane Rice, Project Manager  
Nadia Barrera, Project Coordinator  
Nathan Wilkes, Engineering Associate

### Other City of Austin Staff

#### CTM

Leeanne Pacatte, GIS Manager  
Sean McClurkan, GIS Analyst

#### Street and Bridge

David Magana, PE, Division Manager  
Ed Poppitt, PE, Project Manager

#### Department of Health and Human Services

Dr. Philip Huang, Assistant Director  
Rick Schwertfeger, Health Program Manager

#### Director of Transportation

Robert Spillar, PE

### Consultants

#### Sanborn

Karen Adkins, Project Manager

#### Lockwood, Andrews & Newnam

Brian Rice, PE, Project Principal  
Julie Hastings, PE, Project Manager  
Richard McEntee, GIS Manager  
Shelby Coder, GIS Analyst  
David Manuel, AICP, Planner

### Capital Area Council of Governments

Betty Voight, Executive Director  
Clay Collins, Deputy Executive Director  
Sean Moran, Director, Center for Regional Development

### Stakeholders

#### ADAPT

ADA Task Force  
Austin Neighborhood Council  
Citizens of Austin  
Comprehensive Subcommittee (Planning Commission)  
Design Commission  
Downtown Austin Alliance  
Mayor's Committee for People with Disabilities  
Mayor's Fitness Council  
Planning and Zoning Commission  
Urban Transportation Commission

Zoning and Platting Commission





GOAL

of the

## SIDEWALK MASTER PLAN

In an effort to complete a City-wide ADA-compliant sidewalk network, the goal of the Sidewalk Master Plan is to provide an objective mechanism for the City's use in prioritizing sidewalk construction projects.





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## Executive Summary

The City of Austin contracted with Lockwood, Andrews & Newnam (LAN) in 2003 to complete Phase I of a Pedestrian Infrastructure Management System (PIMS) to meet Austin's needs for assessing and prioritizing sidewalk infrastructure and to update the existing ADA Title II Transition Plan. The scope of the project was to create an interactive software tool that uses spatial analysis of a predetermined set of criteria to identify and rank absent sidewalks, as well as provide a plan to execute improvements. Phase I covered 31% of the City's area. In 2006, LAN began work on Phase II of the Pedestrian Master Plan to incorporate the entire City limits and further develop the prioritization matrix. The Phase II Matrix is more sophisticated and was developed through an extensive public process. The Phase II Matrix also includes an emphasis on components and elements that will improve pedestrian mobility for the ADA community.

### Absent Sidewalk Prioritization Matrix

The absent sidewalk matrix is the basis of the sidewalk master plan and facilitates the prioritization of absent sidewalks throughout the city based on an objective, fact-based analysis.

The absent sidewalk matrix is divided into five parts: Pedestrian Attractor Score (PAS), Pedestrian Safety Score (PSS), Fiscal Availability Score, Neighborhood Plan Score, and Special Consideration Score. Points are awarded based on the following elements, with a higher score indicating a higher priority need for a sidewalk in the subject location.

The Pedestrian Attractor Score accounts for 50% of the base score. Points are awarded to a sidewalk segment based on the segment's proximity to pedestrian attractors such as schools, transit stops, government offices, etc.; median household income; residential population density; presence of existing facilities on the street; ADA Task Force and/or 311 citizen requests; proximity to a core transit corridor; and existence of bicycle lanes on the adjacent street.

The Pedestrian Safety Score accounts for 40% of the base score. Points are awarded based on the street classification, health status of the area, and occurrence of automobile / pedestrian incidents.

The Fiscal Availability Score accounts for 10% of the base score. Points are awarded if fiscal posting exists for the segment.

The Neighborhood Plan Score is added to the base score for sidewalk segments requested in an adopted neighborhood plan. This is an additional score since not all neighborhoods have adopted a plan. The score is based on the age of the plan; one point per year can be added with a maximum of 10 points.

The Special Consideration Score is also added to the base score and allows for consideration of specific areas known to attract a higher volume of pedestrian traffic than would be suggested by the surrounding criteria (i.e. Zilker Park). Additionally, the special consideration score may be awarded to absent sidewalk segments which serve to implement an identified trail system within the City's Trail Master Plan or included in the City's safe route to school program. Points are discretionary and must be approved by the Director of Public Works with a maximum of 10 points.

The PIMS tool integrates with ESRI's ArcGIS software and evaluates each sidewalk segment based on the criteria above. Every absent segment in the City is scored and then placed into five general categories: Very High, High, Medium, Low, and Very Low. These ranking categories will be used by the City to prioritize segments for development of short and long-term work plans based on anticipated budgets.

### ADA Transition Plan

In addition to the sidewalk priority matrix, Phase II included an update to the City's Title II ADA Transition Plan, including a field condition assessment for approximately 300 miles of existing sidewalk (13% of existing infrastructure). It is estimated that the City will require \$120 million to improve existing sidewalk infrastructure to ADA compliance and to complete the condition assessment. The Transition Plan includes a recommended example schedule for implementing improvements to existing infrastructure. An example of an aggressive schedule to make the repairs in 15 years includes spending \$5M for 2009 and 2014 and \$10M for 2015-2023. The potential Transportation User Fee, grants, sidewalk ordinance No. 20080214-096, neighborhood cost sharing, and public/private partnerships.





*Pedestrian Infrastructure  
Management  
System (PIMS) and  
Absent Sidewalk  
Priority Matrix*

**PEDESTRIAN MASTER PLAN UPDATE**

In November of 2000, the Austin City Council adopted a Pedestrian Master Plan as an answer to concerns related to a 1997 Austin Transportation Study (ATS) survey that found only 3% of Austin residents walked from home to work or school. The 1995 Nationwide Personal Transportation Survey reported that 50% of all trips made by respondents were less than 3 miles, which could reasonably be replaced with walking. The City of Austin recognized the need for a plan to provide a structured approach for improving pedestrian facilities.

The City's goal for their Pedestrian Master Plan was to "set forth policies that will encourage walking as a viable mode of transportation, improve pedestrian safety and enable people to walk to and from transit stops". Additionally, the plan identified that "inclusion of sidewalks and other pedestrian facilities in the transportation system are necessary to help control air pollution and traffic congestion, and increase the quality of life in Austin". The document covered justification for the adoption of such a plan, policies that outline criteria for proper pedestrian infrastructure, recommendations for facilities that need improvement, and a design guide to effectively follow through on the previously identified policies with compliance to standards set by the Americans with Disabilities Act.

A few years later, the City of Austin was prepared for an aggressive implementation plan with the purpose of identifying and prioritizing specific areas requiring new sidewalk infrastructure or sidewalk rehabilitation. The City needed a formal assessment of existing sidewalk conditions (including ADA compliance) together with an inventory of current City sidewalks in order to generate a priority list. This information would allow the City to prepare future budget allocations and institute a sidewalk installations and repairs program.

Lockwood, Andrews & Newnam, Inc. (LAN) of Austin was contracted in 2003 to complete Phase I of a Pedestrian Information Management System (PIMS) to meet Austin's needs for assessing and prioritizing sidewalk infrastructure. The scope of the project was to create an interactive software tool that uses spatial analysis of a predetermined set of criteria to identify and rank absent sidewalks, as well as to provide a transition plan to execute improvements. The tool would integrate with ESRI's ArcGIS 9.X software, currently used by the City of Austin GIS (Geographic Information Systems).

LAN provided updates to the existing 2000 Pedestrian Master Plan, as well as the City's ADA Transition Plan from the early 1990s. Phase I was completed in 2005. In 2006, LAN began work on Phase II of the Pedestrian Master Plan Update.

Phase II included updates to the existing Pedestrian Master Plan and Matrix, collection of field condition data, creation of new data, collection of existing data, and further development of the PIMS concept. The Phase I Matrix was more technically oriented whereas the Phase II Matrix is more sophisticated and included an extensive public process with a focus on ADA compliance.





TABLE 1  
PEDESTRIAN MASTER PLAN UPDATE TIMELINE

| Year | Action                                                                                |
|------|---------------------------------------------------------------------------------------|
| 2000 | Resolution No. 001130-12 adopts the Pedestrian/Sidewalk Master Plan Timeline          |
| 2003 | Transportation, Planning and Sustainability Department initiates updates to 2000 plan |
| 2005 | Phase I of updated 2000 plan is completed                                             |
| 2006 | Phase II of updated 2000 plan initiated                                               |
| 2007 | Public process for Phase II plan conducted                                            |
| 2008 | Phase II of 2000 plan completed                                                       |

#### GIS DATABASE DEVELOPMENT OF EXISTING AND ABSENT PEDESTRIAN INFRASTRUCTURE

Raw existing sidewalk data was provided for Phase I and Phase II from aerial imagery flown in 2003 and 2006, respectively. Using this data as a template, a PIMS geodatabase was created along with a methodology for feature creation of new sidewalk segments<sup>1</sup>, curb ramps, street intersections, street centerlines, and absent sidewalks. The raw sidewalk data along with existing City of Austin street centerline data were corrected to match current aerial imagery. Phase I completed 31% of the City and provided data for use in Phase II, which covers the entire City limits.

#### GIS METHOD TO SCORE AND PRIORITIZE PROJECTS

A GIS methodology was constructed to analytically compare and rank sidewalks against each other with the intent of instituting installation projects in an order based on this ranking system. Any number of criteria relating to an increase of pedestrian traffic could increase a sidewalk's rank. To make a fair and accurate assessment based on spatial location, a spatial query of the criteria existing near a sidewalk must be performed. To meet this end, a special program was developed to work within GIS to produce the output necessary to establish overall sidewalk "scores" which would determine project priority.

To serve as the backbone for such a program, LAN developed a scoring matrix to score and prioritize the need for new sidewalks in areas where none currently exist. The project prioritization aids in filling in missing sidewalk segments and providing connectivity in the system.

The matrix scores these potential sidewalks based on their proximity to certain criteria that would indicate a greater need for sidewalk infrastructure, i.e. areas near parking garages, or grocery stores, or areas in densely populated areas. Safety issues are also considered in the score, such as pedestrian/automobile incidents near absent sidewalk locations, nearby street classification (higher traffic volume = higher priority), and local health data. Proximity to attractors and pedestrian safety form the basis for each matrix, but there are additional elements to each that are further described below. The matrix focuses on transportation with over 60% of the score being derived from transportation-related elements.

<sup>1</sup> A sidewalk segment is any continuous length of sidewalk. Sidewalk segments may be continuous from intersection to intersection or may be terminated at driveways.



The premise of the matrix is that when all sidewalks have been scored, it will be possible to prioritize new sidewalks by assigning them a general classification relative to all other scored sidewalks of their type. This final classification will recognize their importance using the five simplified terms “very high”, “high”, “medium”, “low”, and “very low”.

The methodology of the matrix was chosen because of its ability to provide consistent, unbiased prioritization results in an analytical, objective manner to the City of Austin for over 30,000 locations. Consistent data updates made by the City will assist in maintaining the integrity of the sidewalk score output in the future.

This tool is intended to be used as a foundation for sidewalk prioritization, and a first step for analysis of sidewalk programs. City staff will verify the data prior to assigning funding to rule out anomalies in the results. The Director of Public Works shall have final approval of project recommendations with signature input from this plan. Potential steps to creating each sidewalk program are as follows:

- Identify Very High Priorities using the Matrix;
- Perform cost / benefit analysis;
- Conduct field assessment / verification;
- Solicit stakeholder input;
- Address safety concerns;
- Assess integration with Trails or Bicycle Master Plans;
- Develop short-and-long-term Work Plans based on anticipated budgets; and
- Obtain signature approval from the Director of Public Works.

#### ABSENT SIDEWALK PRIORITIZATION MATRIX

The absent sidewalk matrix is divided into five parts: Pedestrian Attractor Score (PAS), Neighborhood Plan Score, Fiscal Availability Score, Pedestrian Safety Score (PSS), and Special Consideration Score. The Neighborhood Plan can add an additional 10 points to the base score and can only be used when comparing projects within areas with adopted neighborhood plans.

1. The Pedestrian Attractor Score (**PAS**) accounts for 50% of the base score and includes the following elements:

**45% of PAS;** Proximity to pedestrian attractors such as schools, transit stops, government offices, etc. Points are awarded based on how many of these elements exist in a 1/8 or 1/4 mile buffer.

**5% of PAS;** Median Household Income uses 2000 U.S. Census data to identify sidewalk segments contained within a census tract that falls at or below Median Household Income (\$48,950).

**25 % of PAS;** Residential Population is based on the 2000 Census blocks and awards points based on the population within 1/2 mile buffer.

**10% of PAS;** Existing Facilities on Street awards points for arterial and collector streets if there are sidewalks on only one side of the street.

**10% of PAS;** Citizen/Organization Requests gives points if the sidewalk segment has been requested by either the ADA Task Force and/or a citizen request through the City of Austin 311 system.

**2.5% of PAS;** Core Transit Corridors allow for points to be awarded to sidewalks within 1/4 mile of designated thoroughfares.





**2.5% of PAS;** Bicycle Lanes add points if there are bicycle lanes on both sides of the street.

2. The Pedestrian Safety Score (**PSS**) accounts for 40% of the base score. This score looks at adjacent street characteristics, number of pedestrian incidents with motor vehicles, and public health data for the area. This score makes no judgment about existing infrastructure or faulty facilities.

**45% of PSS;** Street Classification gives points to sidewalks based on the classification of adjacent streets, adding more points to streets with higher traffic volume and speed limits.

**35% of PSS;** Pedestrian Health Risk uses public health data to look at the health needs at a zip-code level. Points are awarded by higher points given to very high, medium, low, or very low health need areas respectively.

**20% of PSS;** Pedestrian/Automobile incidents awards points according the number of incidents adjacent to the sidewalk segment. This element provides an indicator of pedestrian activity and does not imply fault or negligence on any party. The data is multiplied per occurrence; so locations with multiple incidents receive higher scores.

3. The Fiscal Availability Score represents 10% of the base score. This score is awarded if fiscal posting exists for a portion of, or for the entire absent sidewalk segment.

4. The Neighborhood Plan Score is added to the base score for sidewalk segments requested in an adopted neighborhood plan. This is an additional score since not all neighborhoods have adopted a plan. The score is based on the age of the plan, one point per year can be added with a maximum of 10 points.

5. The Special Consideration Score is also added to the base score and allows for consideration of specific areas known to attract a higher volume of pedestrian traffic than would be suggested by the surrounding criteria (i.e. Zilker Park). The City's safe routes to school program is another candidate for addition of the Special Consideration Score. Additionally, the special consideration score may be awarded to absent sidewalk segments which serve to implement an identified trail system within the City's Trail Master Plan or implements a safe routes to school program objective. Points are discretionary and must be approved by the Director of Public Works or Director of Transportation with a maximum of 10 points.





**TABLE 1**  
**ABSENT SIDEWALK PRIORITIZATION MATRIX**

| Pedestrian Attractors Score(PAS):<br>0 - 100        |                                                                                                       |                 |          |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------|----------|
| Base Score Weight 50%                               |                                                                                                       |                 |          |
| Element                                             | Criteria                                                                                              | Proposed Points |          |
| <b>Proximity to Attractors</b><br>Weight: 45%       | (Multiply Possible Points by number of attractors within specified radius)                            | 1/8 Mile        | 1/4 Mile |
|                                                     | State or Local Government Offices                                                                     | 10x             | 5x       |
|                                                     | Commuter Rail Stations                                                                                | 10x             | 5x       |
|                                                     | Transit Stop (Max. of 50 pts.)                                                                        | 9x              | 4.5x     |
|                                                     | Major Grocery Stores                                                                                  | 9x              | 4.5x     |
|                                                     | Places of Public Accommodation (parks, libraries, etc.)                                               | 8x              | 4x       |
|                                                     | Public or Private Schools                                                                             | 8x              | 4x       |
|                                                     | Employers with > 500 Employees                                                                        | 8x              | 4x       |
|                                                     | Public Housing                                                                                        | 7x              | 3.5x     |
|                                                     | Public Parking Facilities                                                                             | 5x              | 2.5x     |
|                                                     | Religious Institutions                                                                                | 5x              | 2.5x     |
|                                                     |                                                                                                       | (max 100 pts.)  |          |
| <b>Median Household Income</b><br>Weight: 5%        | Within a census tract at or below Median Household Income (n=\$48,950)                                |                 |          |
|                                                     | a) Yes                                                                                                | 100             |          |
|                                                     | b) No                                                                                                 | 0               |          |
| <b>Residential Population</b><br>Weight: 25%        | Total population residing within 1/2-mile radius of proposed project                                  |                 |          |
|                                                     | a) Population >= 8,000                                                                                | 100             |          |
|                                                     | b) Population >= 4,000 and < 8,000                                                                    | 75              |          |
|                                                     | c) Population >= 1,000 and < 4,000                                                                    | 50              |          |
|                                                     | d) Population >= 500 and <1,000                                                                       | 25              |          |
|                                                     | e) Population < 500                                                                                   | 0               |          |
| <b>Existing Facilities on Street</b><br>Weight: 10% | For arterials and collector streets, are there complete sidewalks on <u>both</u> sides of the street? |                 |          |
|                                                     | a) Yes                                                                                                | 0               |          |
|                                                     | b) No                                                                                                 | 100             |          |
|                                                     | For local / residential streets, is there an existing complete sidewalk on either side of the street? |                 |          |
|                                                     | a) Yes                                                                                                | 0               |          |
|                                                     | b) No                                                                                                 | 100             |          |
| <b>Request</b><br>Weight: 10%                       | Project requested by ADA Task Force                                                                   |                 |          |
|                                                     | a) Yes                                                                                                | 75              |          |
|                                                     | b) No                                                                                                 | 0               |          |
|                                                     | Project requested by citizen through 311                                                              |                 |          |
|                                                     | a) Yes                                                                                                | 25              |          |
|                                                     | b) No                                                                                                 | 0               |          |
| <b>Core Transit Corridors</b><br>Weight: 2.5%       | Is the sidewalk within a 1/4 mile of a Core Transit Corridor?                                         |                 |          |
|                                                     | a) Yes                                                                                                | 100             |          |
| <b>Bicycle Lanes</b><br>Weight: 2.5%                | Are there bike lanes on both sides of the street?                                                     |                 |          |
|                                                     | a) Yes                                                                                                | 100             |          |
|                                                     | b) No                                                                                                 | 0               |          |


**TABLE 2 CONTINUED**

| Pedestrian Safety Score(PSS): 0 - 100                 |                                                                                                                                                                                                                                       |                                            |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Base Score Weight 40%                                 |                                                                                                                                                                                                                                       |                                            |
| <b>Street Classification</b><br>Weight: 45%           | a) Arterial                                                                                                                                                                                                                           | 100                                        |
|                                                       | b) Collector                                                                                                                                                                                                                          | 75                                         |
|                                                       | c) Residential                                                                                                                                                                                                                        | 50                                         |
| <b>Pedestrian Health Status</b><br>Weight: 35%        | a) Very High                                                                                                                                                                                                                          | 100                                        |
|                                                       | b) High                                                                                                                                                                                                                               | 75                                         |
|                                                       | c) Moderate                                                                                                                                                                                                                           | 50                                         |
|                                                       | d) Low                                                                                                                                                                                                                                | 25                                         |
|                                                       | e) Very Low                                                                                                                                                                                                                           | 0                                          |
| <b>Pedestrian/Automobile Incidents</b><br>Weight: 20% | Number of incidents reported to APD involving pedestrians and motorized vehicles in previous 36 months multiplied by 10                                                                                                               | 10X                                        |
|                                                       | <i>only applied to sidewalk on the street where the incident took place</i>                                                                                                                                                           | <i>(max 100 pts.)</i>                      |
| Fiscal Availability Score(FAS): 0-100                 |                                                                                                                                                                                                                                       |                                            |
| Base Score Weight 10%                                 |                                                                                                                                                                                                                                       |                                            |
| <b>Existing Fiscal Availability</b><br>Weight: 100%   | Is there fiscal posting for this block?                                                                                                                                                                                               |                                            |
|                                                       | a) Yes                                                                                                                                                                                                                                | 100                                        |
|                                                       | b) No                                                                                                                                                                                                                                 | 0                                          |
| Neighborhood Plan Score(NPS): 0 - 100                 |                                                                                                                                                                                                                                       |                                            |
| Addition to base score (max 10 points)                |                                                                                                                                                                                                                                       |                                            |
| <b>Neighborhood Request</b><br>Weight: 100%           | Project requested via Adopted Neighborhood Plan - Age of Neighborhood Plan<br>One point per year since the adoption of the neighborhood plan, up to 10 points                                                                         | 1 point / per year<br><i>(max 10 pts.)</i> |
| Special Consideration Score(SCS): 0 - 100             |                                                                                                                                                                                                                                       |                                            |
| Addition to base score (max 10 points)                |                                                                                                                                                                                                                                       |                                            |
| <b>Special Consideration</b><br>Weight: 100%          | As approved by the Director of Public Works or Director of Transportation (Safe Routes to School, special recurring events, trail connectivity, or other) 10 point addition for absent sidewalk segments within 1/2 mile of location. | 10                                         |
|                                                       | a) Yes                                                                                                                                                                                                                                | 10                                         |
|                                                       | b) No                                                                                                                                                                                                                                 | 0                                          |



#### SIDEWALK PLAN

The Exhibit 1 in Appendix A illustrates absent sidewalk scores for the City of Austin. The absent sidewalk matrix scoring range (0-100) is subdivided into five categories and is color coded for clarity. The categorical ranges are derived by a comparison algorithm that creates natural groupings within the score results. The scores are generated using the Absent Sidewalk Prioritization Matrix. The following table outlines the score range for each priority ranking as well as the color associated with the ranking in the exhibit.

| TABLE 3<br>PRIORITY HIERARCHY RANGES |               |        |
|--------------------------------------|---------------|--------|
|                                      | Rank          | Color  |
| Very High                            | > 59.01       | Red    |
| High                                 | 50.01 – 59.00 | Navy   |
| Medium                               | 40.01 – 50.00 | Green  |
| Low                                  | 30.01 – 40.00 | Orange |
| Very Low                             | < 30.00       | Violet |

On August 31, 2006, the City of Austin passed Ordinance No. 20060831-068, establishing Commercial Design Standards in the City of Austin. A key element to the standards are specific sidewalk width and design requirements. Sidewalks built by the City of Austin Public Works Department shall conform to the widths prescribed, or apply for approval of alternative equivalent compliance, per section 1.5 of Attachment A of the Ordinance. All other sidewalks shall be built per the Transportation Criteria Manual (TCM). Where feasible, a 2-foot buffer, measured from the back of curb, will be constructed between the roadway and the sidewalk. Additionally, physical buffers such as street trees, a range of street furnishings and amenities, landscaping, bicycle lanes, on-street parking, and transit-only lanes can enhance sidewalk design by separating the road and the sidewalk.

The estimated cost to build-out the City's sidewalk network is \$824 million. This is based on the approximately 3,500 linear miles of absent sidewalk and over 5,500 missing curb ramps. A cost of \$5.50/square foot of sidewalk, average 5' sidewalk width, and \$1,000/ramp was used to develop this estimate. Additionally, it includes the cost of realizing sidewalk widths on core transit corridors and urban roadways, as prescribed by Commercial Design Standards Ordinance (Ordinance No. 2006831-068). Adherence to the Commercial Design Ordinance for suburban roadways is assumed in the 25% contingency cost. The estimate is for sidewalk construction only, and includes a 25% contingency and a 25% allowance for soft costs such as engineering, ROW, inspection, City management, etc. It does not include retaining walls, excavation, reinforcing, expansive soils mitigation, detectable pavers, landscape and sprinkler system repairs, traffic control, rebuilding portions of driveways, relocating mailboxes, new curbs or curb repairs, thickened commercial driveways, demolition, water meter and shut-off relocations, safety fencing, handrails, guard rails, erosion control, anti-graffiti coatings, asphalt cutting and patching, sign removal and installation, mobilization, etc. Table 4 summarizes the absent sidewalk costs.



TABLE 4  
ABSENT SIDEWALK COSTS

| Sidewalk Description     | Linear Miles | Width (feet) | Cost                 |
|--------------------------|--------------|--------------|----------------------|
| Core Transit Corridors   | 33           | 15           | \$15,000,000         |
| Urban Roadways           | 10.5         | 12           | \$4,000,000          |
| Suburban and Residential | 3456.5       | 5            | \$502,000,000        |
| Ramps                    | 5500         |              | \$6,000,000          |
| Subtotal                 |              |              | \$527,000,000        |
| Contingency (25%)        |              |              | \$132,000,000        |
| Soft Costs (25%)         |              |              | \$165,000,000        |
| <b>Total</b>             |              |              | <b>\$824,000,000</b> |

#### PIMS TOOL MAINTENANCE PLAN

The City of Austin will be responsible for maintaining the PIMS tool by making updates to the GIS datasets. Each dataset is assigned an update schedule, and some update processes are more intensive than others. A “how-to” process document is included in the User Manual for step-by-step instructions to update every dataset in the PIMS tool.

The datasets directly related to sidewalk condition will need to be modified regularly as sidewalk infrastructure is replaced or repaired. Accurate and timely updates to these particular datasets are critical to the integrity of the PIMS tool, and will require a significant amount of time devoted to the task. They are listed below as “Continual Updates.”

Some datasets need to be updated annually, as there may not be significant changes or available data within a shorter time frame. There are two categories under “Annual Updates” following: Readily Available Datasets and Datasets Must be Created. The former are datasets that are already being created or updated by another entity, so they need to be collected and used to replace the old datasets in PIMS. “Datasets Must be Created” refers to datasets for which there is no readily available replacement. Updates to this data requires significantly more time and effort, as there is a process involved to create spatial data from other information sources.

The remaining datasets fall under the “Other” category and have varying update frequencies. As in the “Annual Updates” category, some datasets are listed as being readily available, and some will require additional resources.

It is anticipated that the maintenance and upkeep of these datasets will require one full time employee.



TABLE 5  
CITY OF AUSTIN PIMS TOOL DATASETS

**CONTINUAL UPDATES**

The following datasets noted with “continually” should be updated as any changes are made to the entity the dataset represents. The original file will be edited directly, but archives should be saved monthly.

- **Condition Flag Points**
- **Curb Ramps**
- **Network (sidewalks)**

**ANNUAL UPDATES**

Datasets with an “annual” update status are likely to have a few updates over the span of a year, and as such should be checked annually. The entire dataset will be replaced with a new one. If there are no changes from the previous year, then it is not necessary to replace the existing file.

**Readily Available Datasets:**

- *Government Offices*
- *Major Employers*
- *Parks*
- *Public Accommodations*
- *Public Facilities*
- *Bicycle Lanes*
- *Rail Stops*
- *Transit Stops*

**Datasets Must Be Created:**

- *Accidents*
- *Religious Institutions*
- *Fiscal Posting*
- *Grocery Stores*
- *Neighborhood Plan Requests*
- *Parking*
- *Public Housing*
- *311 Request*

**UPDATES - OTHER**

The datasets below fall into as-needed update categories.

**Readily Available Datasets:**

- *Census Blocks (every 10 yrs)*
- *Median Income (every 10 yrs)*

- *Streets (as available)*

**Datasets Must Be Created:**

- *Health Status (every 2 yrs)*
- *Core Transit Corridors (if change approved by Council)*
- *ADA Task Force Request (as needed)*



TABLE 6  
CITY OF AUSTIN PIMS TOOL MAINTENANCE PLAN

| Dataset Name               | Create Dataset              | Cost            |
|----------------------------|-----------------------------|-----------------|
| Condition Flag Points      | --- Continually Updated --- | COA CTM         |
| Curb Ramps                 | --- Continually Updated --- | COA CTM         |
| Network (sidewalks)        | --- Continually Updated --- | COA CTM         |
| Government Offices         | COA CTM                     | COA CTM         |
| Major Employers            | COA CTM                     | COA CTM         |
| Parks                      | COA CTM                     | COA CTM         |
| Public Accommodations      | COA CTM                     | COA CTM         |
| Public Facilities          | COA CTM                     | COA CTM         |
| Bicycle Lanes              | COA CTM                     | COA CTM         |
| Rail Stops                 | CapMetro                    | COA CTM         |
| Transit Stops              | CapMetro                    | COA CTM         |
| Major Employers            | COA CTM                     | COA CTM         |
| Accidents                  | LAN                         | COA GIS Analyst |
| Religious Institutions     | LAN                         | COA GIS Analyst |
| Fiscal Posting             | LAN                         | COA GIS Analyst |
| Grocery Stores             | LAN                         | COA GIS Analyst |
| Neighborhood Plan Requests | LAN                         | COA GIS Analyst |
| Parking                    | LAN                         | COA GIS Analyst |
| 311 Request (table)        | LAN                         | COA GIS Analyst |
| Census Blocks              | U.S. Census Bureau          | COA GIS Analyst |
| Median Income              | U.S. Census Bureau          | COA GIS Analyst |
| Streets                    | City of Austin Addressing   | COA GIS Analyst |
| Health Status              | LAN                         | COA GIS Analyst |
| Core Transit Corridors     | LAN                         | COA GIS Analyst |
| ADA Task Force Request     | LAN                         | COA GIS Analyst |

\*Entities listed in gray are subject for evaluation, and may be overwritten.

COA = City of Austin

CTM = Communication and Technology Management

LAN = Lockwood, Andrews & Newnam, Inc.

Create Dataset- Person/Organization responsible for creation of the feature class required to run PIMS.

Update PIMS- Person/Organization responsible for replacing or updating the existing dataset in PIMS tool with new dataset.

**PUBLIC INPUT AND REVIEW**

The Public Works Department Bicycle and Pedestrian program along with LAN conducted an extensive series of public presentations from May 2007 through May 2008 to gain insight and apply citizen input into the PIMS tool development and absent sidewalk matrix design. This process resulted in numerous modifications of the matrix to further refine stakeholders' requirements and also gave the development team practical knowledge of the public's desire for transparent processes in the expenditure of sidewalk infrastructure funds. The public process included the following stakeholders, boards, and commissions with the major items of input those groups provided.

**ADAPT**

- Submission of list of priority projects

**MAYOR'S FITNESS COUNCIL**

- Public Health data weighting changes
- Addition of grocery stores as a pedestrian attractor

**ADA TASK FORCE AND ADAPT**

- Public Health data weighting changes
- Transit stop weight element changed

**URBAN TRANSPORTATION COMMISSION**

- Inclusion of Safe Routes to School (SRTS) information
- Address sidewalk gaps

**COMPREHENSIVE SUBCOMMITTEE (PLANNING COMMISSION)**

- Pedestrian/Automobile Incidents element
- Gap analysis
- Inclusion of SRTS

**MAYOR'S COMMITTEE FOR PEOPLE WITH DISABILITIES**

- Addition of grocery stores as a pedestrian attractor
- ADA Task Force weighting modification

**AUSTIN NEIGHBORHOOD COUNCIL**

- Formation of a focus group to further encourage public comment

**ZONING AND PLATTING COMMISSION**

- Question on creation of sidewalk matrix dataset

**DESIGN COMMISSION**

- Changed name to Sidewalk Master Plan to better reflect the scope of the project due to multiple comments for the plan to address the pedestrian environment beyond sidewalks.
- Core Transit Corridors added as element
- Proximity to parkland

**DIRECTOR OF PUBLIC WORKS**

- Added median household income as an element





#### PEDESTRIAN INFRASTRUCTURE MANAGEMENT SYSTEM (PIMS) TOOL

The PIMS tool is a culmination of efforts to provide a simple, interactive and informative method for scoring absent sidewalk locations from a dynamic collection of datasets which will provide prioritization results. The tool was developed as an extension to work inside ESRI's ArcMap GIS software, using datasets saved in a file geodatabase. Functionality includes the ability to select a single sidewalk and score it, select multiple sidewalks and export results as a batch and add a special consideration score to a sidewalk, and create blockfaces for connected sidewalk sets.

#### CONCLUSION

The Sidewalk Master Plan replaces any previous Pedestrian or Sidewalk Plan and provides an update to the City's 1995 ADA Transition Plan (Right of Way portion only).

The Sidewalk Master Plan provides guidance on creating an accessible and walkable City and allows for prioritization and planning of future sidewalk projects and associated funding to improve connectivity. It also provides the basis for which other City initiatives concerning the pedestrian realm can build upon. It assists the City in responding to requests with an analytical, objective review. Additionally, it serves to assist other City departments, such as development review planners, to more easily assess pedestrian infrastructure when considering sidewalk variances and waivers.

The incorporation of public health data into the Matrix is progressive and consistent with a national trend in city planning which looks at the affect of the built environment on public health. The Public Works Department and the Austin/Travis County Health and Human Services Department proudly partnered on this portion.

The Absent Sidewalk Prioritization Matrix represents input from various community stakeholders as well as City boards and commissions. LAN coordinated with multiple City departments including Public Works, Neighborhood Planning and Zoning, and the Communications and Technology Management (CTM) department, as well as the Capital Metro Transit Authority (CapMetro), the Texas Department of Transportation (TxDOT), and the ADA Task Force to access data necessary to complete the study. Solicitation of input for the Matrix was also obtained by placing information at all City libraries and on the City of Austin Bicycle & Pedestrian Program website.

Lastly, in April 2008, the Austin City Council adopted Resolution No. 20080424-64 related to the need for master trail planning as an effort to provide both open space and transportation connectivity. It is important to recognize that the City's sidewalk system will play an important role in realizing an off-road trail system. It is likely that, in many areas, sidewalks will provide the only viable way to fill gaps in the system. Appendix B of this plan contains the desired trail network for the City. Exhibit 2 (Appendix B) shall be reviewed prior to CIP sidewalk project selection by the Bicycle and Pedestrian Program and shall be considered by the Director of Public Works for points per the Special Consideration Add-on Score.





## ADA Transition Plan

ADA regulations require that Cities with over 50 employees develop a Transition Plan. This Sidewalk Master Plan updates the City of Austin's Transition Plan as required.

### CHRONOLOGY OF DISABILITY NON-DISCRIMINATION

Below is a chronology of the development of the ADA and Transition Plan requirements.

- **1973**-Most programs and activities of State and local governments are recipients of Federal financial assistance from one or more Federal funding agencies and, therefore, are covered by Section 504 of the **Rehabilitation Act of 1973**, as amended (29 U.S.C. 794) ("Section 504"), which prohibits discrimination on the basis of handicap in federally assisted programs and activities.
- **1990**-The landmark Americans with Disability Act of 1990 (ADA) was signed into law by George H. W. Bush, which provides comprehensive civil rights protections to qualified individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. Because Title II of the ADA essentially extends the nondiscrimination mandate of Section 504 to those State and local governments that do not receive Federal financial assistance, this rule hews closely to the provisions of existing Section 504 regulations.
- **1992**-Title II of the ADA took effect on **January 26, 1992** and covers programs, activities, and services of public entities. Title II requires the need for a Transition Plan.
- **1992**-Where physical modifications are necessary to achieve program accessibility, a public entity with 50 or more employees must develop a Transition Plan by **July 26, 1992**.

### REQUIREMENTS OF A TRANSITION PLAN

Existence of an adequate Transition Plan may reduce a municipality's exposure of liability. The ADA regulations require a Transition Plan to contain the following elements:

1. A list of physical barriers in the public entity's facilities that limit the accessibility of its programs, services, or activities to individuals with disabilities; a detailed description of the methods to be utilized to remove these barriers and make the facilities accessible;
2. The schedule for taking the necessary steps to achieve compliance with Title II;
3. The name of the official responsible for the plan's implementation;
4. The proposed funding source for improvements; and
5. The opportunity for the disabled community and other interested parties to participate in the development of the Transition Plan.

This document includes an update to the City's Transition Plan with respect to the ROW only. The update includes cost estimates and scheduling to improve the City's existing infrastructure to ADA compliance.





### GPS SIDEWALK FIELD ASSESSMENT

A field survey of sidewalk and curb ramp condition was conducted for priority corridors within the City. Field assessment areas were chosen based on areas with a high density of attractors and existing sidewalks. The assessment areas are shown in Exhibit 3. The condition data was collected using custom data collection software on Global Positioning System (GPS) enabled handheld devices. Sidewalks and curb ramps were evaluated to determine ADA and TAS compliance, as well as inspected for degradation, quality, and feasibility as a passageway (no permanent obstructions). A detailed data dictionary of the field assessment project can be found in Appendix C.

### UPDATE TO TRANSITION PLAN

The following sections provide an update to the City of Austin's Transition Plan.

Inventory of Physical Barriers (in the ROW only). A desktop inventory of existing and absent sidewalks based on aerial imagery was completed for the City limits in 2007. Of these, a condition assessment to identify barriers has been completed on approximately 300 miles of the existing 2,400 miles of sidewalk (approximately 12.5% of the existing sidewalk network). This data was collected using a GPS and walking the existing sidewalks and is included in the delivery of the PIMS. The estimated cost to upgrade the ADA/TAS deficiencies within the area included in the condition assessment is \$15M. The straight-line extrapolated cost for the complete City is estimated to be \$120M.

This plan also includes a provision to complete the condition assessment that is required to review compliancy of the existing sidewalk network. It is anticipated that approximately \$1M will be required to complete the condition assessment for the City limits.

The assumptions and unit costs used to calculate these estimates are located in Appendix D.

Schedule for improvements. The Director of Public Works shall develop and update a schedule and short-and-long-term Work Plans for sidewalk rehabilitation required by the ADA Title II Transition Plan. These Work Plans will be based on anticipated budgets.

The following table outlines a recommended spending strategy based on today's known potential funding sources. It uses a combination of existing bond monies from the Concrete Repair and the Street Reconstruction Bond Programs. In addition to monies required to repair the existing infrastructure, it is anticipated that approximately \$1M will be required to complete the condition assessment for the City limits. This condition assessment is recommended to be completed within the first two years of this plan. This plan is contingent upon availability of funds and approval of budgets.





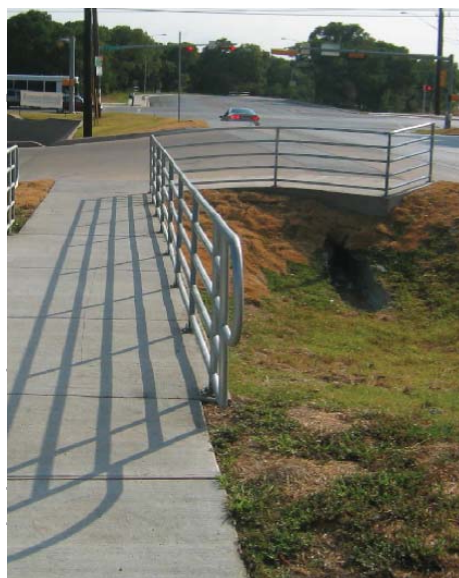
| TABLE 7 <sup>1</sup><br>EXAMPLE SPENDING PLAN – 15 YEAR<br>ADA TRANSITION PLAN RECOMMENDED SPENDING (\$M)                                                                                                                                                                                                      |             |             |       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|-------|
|                                                                                                                                                                                                                                                                                                                | 2009 - 2014 | 2015 - 2023 | Final |
| <b>Total</b>                                                                                                                                                                                                                                                                                                   | 5/Year      | 9/Year      | 120   |
| <b>Estimates are in current 2008 dollars, not adjusted for inflation</b>                                                                                                                                                                                                                                       |             |             |       |
| <b>POTENTIAL FUNDING SOURCES</b> <ul style="list-style-type: none"> <li>Bonds</li> <li>Transportation User Fee</li> <li>General Fund</li> <li>Grants</li> <li>Sidewalk Ordinance No. 20080214-096 passed in February 2008</li> <li>Neighborhood cost sharing</li> <li>Public / Private Partnerships</li> </ul> |             |             |       |

Person responsible for implementation. The Transition Plan will be implemented by the COA Director of Public Works and the Director of Transportation in consultation with the COA ADA/504 Coordinator.

Proposed funding source. The proposed funding sources include a combination of existing and future bonds listed below. In addition, it is anticipated that sidewalks will be constructed and repaired through new development and street reconstruction projects.

- Bonds,
- Transportation User Fee,
- General Fund,
- Grants,
- Sidewalk Ordinance No. 20080214-096 passed in February 2008,
- Neighborhood cost sharing, and
- Public / Private Partnerships.

Opportunity for disabled community input. The disabled community was included in the public process for input on the Sidewalk Prioritization Matrix. The City presented several times to the ADA Task Force, ADAPT, and the Mayor's Committee for People with Disabilities. In addition, the City Bicycle and Pedestrian Program will meet no less than once per year in the future with the disabled community to provide updates and solicit input.



<sup>1</sup> As presented to City Council by ACM Goode in the 2008 Budget Briefing on August 21, 2008.

**PARKS AND RECREATION ADVISORY COMMISSION ANNUAL CALENDAR**  
**FOR THE 2017/2018 MEETING SCHEDULE**

| <b><u>MEETING DATE</u></b>    | <b><u>SCHEDULED EVENTS OR AGENDA ITEM</u></b>                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| FEBRUARY 2018                 | LETTER TO THE EDITOR DRAFT<br>COMPREHENSIVE PLAN                                                                        |
| MARCH 2018                    | LAND ALLOCATION PLAN REVIEW & RECOMMENDATIONS<br>STRATEGIC PLAN REVIEW                                                  |
| APRIL 2018                    | SPRING PARK &/ OR BEACH WALK THROUGH                                                                                    |
| MAY 2018                      | LETTER TO THE EDITOR DRAFT<br>DIAMOND CREEK PLAN<br>CAMPING FEES                                                        |
| JUNE 2018                     | INITIAL BUDGET REVIEW – WHAT DOES THE COMMISSION<br>WANT FOR 2019?<br>REVIEW CAPITAL IMPROVEMENT PLAN & RECOMMENDATIONS |
| JULY 2018                     | NO MEETING SCHEDULED                                                                                                    |
| AUGUST 2018                   | BUDGET REVIEW & RECOMMENDATIONS CONTINUED<br>CIP RECOMMENDATIONS TO COUNCIL<br>LETTER TO THE EDITOR DRAFT               |
| SEPTEMBER 2018                | FALL PARK WALK THROUGH AND BEACH<br>WALK; ELECTIONS; SELECT KHP CLEAN UP DAY<br>BUDGET DISCUSSION                       |
| OCTOBER 19, 2017              | REVIEW AND APPROVE THE 2017 MEETING SCHEDULE<br>LETTER TO THE EDITOR                                                    |
| NOVEMBER 16, 2017             | BUDGET UPDATE<br>MOU REVIEW & RECOMMENDATIONS                                                                           |
| DECEMBER 2017<br>JANUARY 2018 | NO MEETING SCHEDULED<br>NO MEETING SCHEDULED                                                                            |
|                               | HAPPY HOLIDAYS!                                                                                                         |

Quarterly: Letters to the editor updating the Community on P&R activities

Even Years: Comprehensive Plan (February) Strategic Plan review (March), Diamond Creek Plan (May), Camping Fees (May), Beach Policy (October)

Odd Years: HNMTTP, Karen Hornaday Park Plan, 3 year budget trends & progress toward financial goals (April/May)

**2017/2018 HOMER CITY COUNCIL MEETINGS**  
**PARKS ART RECREATION AND CULTURE ADVISORY COMMISSION ATTENDANCE**

It is the goal of the Commission to have a member speak regularly to the City Council at council meetings. There is a special place on the council's agenda specifically for this. After Council approves the consent agenda and any scheduled visitors it is then time for staff reports, commission reports and borough reports. That is when you would stand and be recognized by the Mayor to approach and give a brief report on what the Commission is currently addressing, projects, events, etc. **A commissioner is scheduled to speak and has a choice at which council meeting they will attend. It is only required to attend one meeting during the month that you are assigned.** However, if your schedule permits please feel free to attend both meetings. Remember you cannot be heard if you do not speak.

The following Meeting Dates for City Council for 2017 is as follows:

|                       |                                         |             |
|-----------------------|-----------------------------------------|-------------|
| January 8, 22 2018    | <u>Worksession Scheduled this month</u> | _____       |
| February 12, 26 2018  | _____                                   | _____       |
| March 12, 27* 2018    | _____                                   | _____       |
| April 9, 23 2018      | _____                                   | _____       |
| May 14, 29* 2018      | _____                                   | _____       |
| June 11, 25 2018      | _____                                   | _____       |
| July 23 2018          | <u>No Commission Meeting this month</u> | _____       |
| August 13, 27 2018    | _____                                   | _____       |
| September 10, 24 2018 | _____                                   | _____       |
| October 9, 30 2017    | _____                                   | _____ Sharp |
| November 27 2017      | <u>Steffy</u>                           | _____       |
| December 11, 2017     | <u>No Commission Meeting this month</u> | _____       |

Please review and if you will be unable to make the meeting you are tentatively scheduled for please discuss.  
PLEASE NOTE: When additional commissioners are appointed the proposed schedule above will reflect those added commissioners.

Additionally it was agreed to report quarterly on any art related activities, projects, etc. to Council

- Tuesday Council meeting due to holiday



## City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the Mayor

491 East Pioneer Avenue  
Homer, Alaska 99603

[mayor@ci.homer.ak.us](mailto:mayor@ci.homer.ak.us)

(p) 907-235-3130

(f) 907-235-3143

October 30, 2017

Deb Lowney  
P.O. Box 1445  
Homer, AK 99603

Dear Deb,

Congratulations! Council confirmed/approved your re- appointment to the Parks, Art, Recreation and Culture Advisory Commission during their Regular Meeting of October 30, 2017, via Memorandum 17-131.

Included is the 2017 Public Official Conflict of Interest Disclosure Statement. Please complete this document and return it to the Clerk's office. This form will be retained in the Clerk's office. It is a public document and may be requested by any member of the public. In the event the Public Official Conflict of Interest Disclosure Statement is requested by a member of the public, you will be notified of the requestor's name.

Thank you for your willingness to continue serving the City of Homer on the Parks, Art, Recreation & Culture Advisory Commission. There certainly are exciting times ahead.

Your term will expire October 31, 2020.

Cordially,

Bryan Zak, Mayor

Enc: Memorandum 17-131  
Certificate of Re-appointment  
2017 Public Official Disclosure Statement

Cc: Parks, Art, Recreation and Culture Advisory Commission

# City of Homer

Homer, Alaska

## Mayor's Certificate of Appointment

Greetings

Be It Known That

*Deb Lowney*

Has been reappointed to  
serve as

**"Commissioner"**

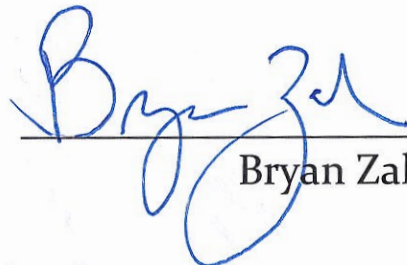
on the

**"Parks, Art, Recreation and Culture Advisory Commission"**

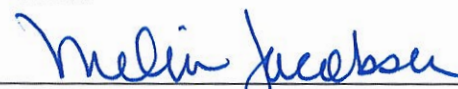
*This appointment is made because of your dedication to the cause of good government, your contributions to your community and your willingness to serve your fellow man.*



*In Witness whereof I hereunto set my hand  
this 30<sup>th</sup> day of October, 2017.*

  
Bryan Zak, Mayor

Attest:

  
Melissa Jacobsen, MMC, City Clerk

**From:** dklowney@gmail.com  
**To:** [Renee Krause](#)  
**Cc:** [Department Clerk](#)  
**Subject:** Request for reappointment  
**Date:** Wednesday, October 11, 2017 7:14:01 AM

---

Hi Renee,  
I thought I did this?

Anyways, without much further ado, I write this email to request reappointment to the Parks, Art, Recreation and Culture Advisory Commission. I will be back for the November mtg.

Thank You,  
Deb Lowney

Sent from my iPhone





## City of Homer

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## Office of the City Clerk

491 East Pioneer Avenue  
Homer, Alaska 99603

[clerk@cityofhomer-ak.gov](mailto:clerk@cityofhomer-ak.gov)

(p) 907-235-3130

(f) 907-235-3143

### Memorandum

TO: MAYOR ZAK AND CITY COUNCIL  
FROM: PARKS AND RECREATION ADVISORY COMMISSION  
THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK  
DATE: NOVEMBER 8, 2017  
SUBJECT: 2018 MEETING SCHEDULE

---

The Parks Art Recreation & Culture Advisory Commission met on October 19, 2017 and reviewed the 2018 Regular Meeting schedule under New Business. Staff observed and recommended that the date in October be moved forward one week due to the Alaska Day holiday.

Following is the excerpt of the minutes:

#### **NEW BUSINESS**

*A. Memorandum from City Clerk Jacobsen dated October 2, 2017 re: 2018 Meeting Schedule*

*Chair Steffy read the memorandum into the record and inquired if the commission had any changes to be made to the 2018 meeting schedule as proposed other than the meeting date for October.*

*Deputy City Clerk Krause noted that the October meeting date was already changed to reflect the Alaska Day holiday that falls on the third Thursday of the month next year in the draft resolution in the packet.*

*Chair Steffy requested a motion to approve the meeting schedule as amended.*

*HARRALD/ROEDL – MOVED TO APPROVE THE 2018 REGULAR MEETING SCHEDULE AS AMENDED.*

*There was no discussion.*

*VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.*

*Motion carried.*

