

POLICY COORDINATING COMMITTEE AGENDA

September 11, 2018 MEETING TIME: 12:00 p.m.
BOCC Board Room, (403), YC Courthouse
Billings, Montana 59101



1. Call to Order/Pledge to the American Flag: PCC Chairman
2. **PUBLIC COMMENT PERIOD** – As required (minute maximum per person.) *Any member of the public may be heard on any subject that is not on the agenda. The Policy Coordinating Committee will not take any action on these items at this time, but could choose to add an item to the next meeting’s agenda for discussion.*
 - a. **Comments on items not on the agenda and requests to add items to future agendas.**
 - b. **Comments on items on the non-public agenda items.**
3. Motion. Approval of the minutes of: **July 17, 2018**
4. Old Business
 - a. **MOTION. 2018 BILLINGS MPO PUBLIC PARTICIPATION PLAN.** SCOTT WALKER, TRANSPORTATION COORDINATOR, PRESENTING.
 - b. **MOTION. 2019 UNIFIED PLANNING WORK PROGRAM, UPWP.** SCOTT WALKER, TRANSPORTATION PLANNER, PRESENTING.
5. New Business
6. Other Business
7. Future Agenda Items:
8. Adjournment

PCC Agenda

Meeting Date: 09/11/2018

Information

Subject

Motion. Approval of the minutes of: **July 17, 2018**

Attachments

PCC_2018_07_17_DRAFT

POLICY COORDINATING COMMITTEE

MINUTES –JULY 17, 2018

TO BE APPROVED BY A MOTION SEPTEMBER 11, 2018

Members Present: Commissioner Driscoll for (Chairman), Commissioner John Ostlund, Board of County Commissioners; Mayor Bill Cole, City of Billings; Stefan Streeter, MDT District Office; Planning Board Vice President Woody Woods, Yellowstone County Planning Board

Staff Present: Denis Pittman, Board of County Commissioners; Scott Walker, Transportation Planner, Planning & Community Services Department; Wyeth Friday, Director, Planning & Community Services Department, Lora Mattox, Transportation Planner; Tammy Deines, Planning Clerk

Others Present: Vern Heisler, City of Billings, Public Works; Mike Black, Yellowstone County Public Works; Rod Nelson, MDT-Billings; Evelyn Pyburn, Yellowstone County News

Conference Call: Kenn Winegar, MDT Planning

- 1. Call to Order:** Commissioner Driscoll called the meeting to order at 12:00 p.m., Board of County Commissioners Board Room, Yellowstone County Courthouse and welcomed everyone in attendance.
- 2. Communication from the Audience:** Comments on items not on the agenda and requests to add items to future agendas. Comments on items on the nonpublic agenda items. There was none.
- 3. Minutes of May 22, 2018** (The March and April 2018 meetings were cancelled due to a lack of agenda items).

Motion

Stefan Streeter made a motion and it was seconded by Woody Woods to approve the minutes of May 22, 2018. The motion carried with a unanimous voice vote.

5. New Business:

a. Presentation/Discussion. 1st Ave North Reconstruction Project. Kirk Spalding, Sanderson Stewart, presenting.

Kirk Spalding opened this agenda item with a display of the project limits and scope.

- **Scope**-reconstruct 1st Ave N from Division St to N 9 Street, with improvements. The project will be developed in two phases.
- **Phase I-Survey**-ongoing
- **Phase II-Design and Right-of-Way acquisition.** The project basics include replacing the driving surface, sidewalk, curb and gutter, storm water inlets and lighting. Consideration will be given to on-street bicycle facilities, and aesthetic enhancements such as tree plantings and decorative lighting. Improvements will be made to the operations of the 1st Ave N/N13th intersection

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- There will be extensive public involvement throughout the process.
- **Project Team:** MDT; Sanderson Stewart; Stakeholders; Local Agencies; Consultants
- **Schedule** Scope of Work: Summer/Fall 2018; Phase II Design 2018-1019; Right-of-Way Acquisition 2019-2020, Construction TBD.

Mr. Spalding reviewed renderings of typical Sections and Alternatives; Landscape Corridor Inventory and Opportunities plans; and a summary of public involvement for this project.

Discussion

Commissioner Driscoll called for questions. Mike Black asked about the challenges of snow storage along the 8-ft sidewalks, and Mr. Spalding suggested plowing snow to the middle. Stefan Streeter said this is not possible to limited resources. In response to question by Mayor Cole, Mr. Spalding stated the public informational meeting has not been scheduled. Stefan Streeter said the planting maintenance will require agreements be held through the governing body, in this case, the City. He said MDT has met with the Downtown Business Association and the Billings Urban Renewal District to address safety concerns. Mayor Cole stated the landscaping will be a great addition but there will be a need for maintenance. Stefan Streeter commented this is the time to address this project before moving forward. He stressed the importance of input at the front end of the project. Stefan Streeter commented proactivity will be needed with the utility installation if kiosks and specialty items are envisioned for this project.

6. Other Business

A. Introduction. Elyse Monat, Active Transportation Planner. Scott Walker, stated Elyse filled the position of Active Transportation Planner and Staff is glad to have her. Elyse is unable to attend today but will attend the next meeting for introductions.

B. Project Update. Discussion. 2018 Long Range Transportation Plan. Scott Walker, Transportation Coordinator

Scott Walker opened this agenda item with a brief presentation. He stated that Long Range Transportation Plan addresses travel by people and goods. It must meet the local, State, and Federal requirements and provide a blueprint to guide the development and implementation of transportation system projects. The MPO is required to update the plan every four years. This document includes project planning for the next 20 years; public engagement; assessment of facilities and operation of transportation modes; identifies transportation needs and projects; and ensures financial constraint. The first public meeting was held; the data collection and existing conditions is mostly complete; and the Steering Committee held six meetings. The traffic count database is undergoing

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online development. Activities to complete in August: draft chapters for goals and objectives; review of functional Classification Map; and development of an initial project list. Public Outreach included a meeting at Riverside Middle School and a Public Open House. Staff will give another update to PCC in the fall. This plan will be vetted for recommendations through the governing bodies.

Discussion

Woody Woods stated the City/County Planning Board appreciates staff's efforts to keep the Board apprised. Mayor Bill Cole suggested a fall work session and Scott Walker said it has been scheduled. He asked what assumptions go into revenues for fiscal constraints. Scott Walker explained that it is a collective effort. He noted the caveat is to be prepared for opportunities to apply for grants. MDT provides projections for available funds and project costs. Mayor Cole asked Staff and the Committee for talking points as he will be attending a meeting on infrastructure at the White House in Washington DC this week.

C. Presentation/Discussion. Billings MPO Public Participation Plan, (PPP), Lora Mattox, Transportation Planner, presenting.

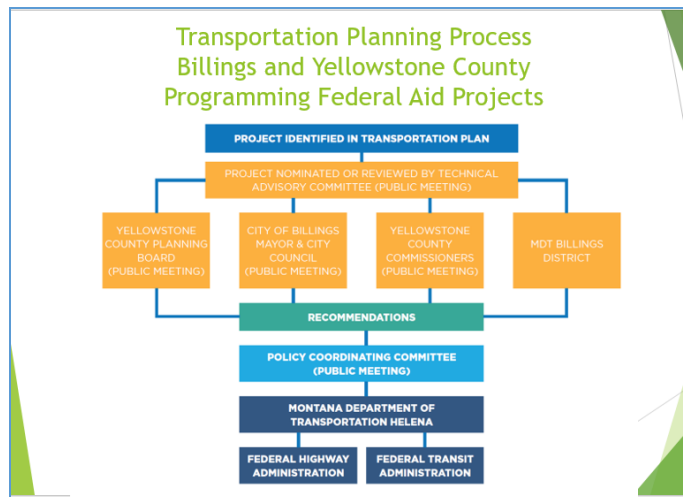
Transportation Planner Lora Mattox opened this agenda item with a presentation. She stated MPOs are mandated by the Federal Highway Act, (1973), to provide cooperative, comprehensive, and a continuing transportation planning and decision-making process. Currently this falls under the “Fixing America’s Surface Transportation, (FAST), Act. A public participation plan, (PPP), is needed for compliance.

The MPO facilitates between FHWA/MDT and local committees and governing bodies. These groups and/or advocates may include but are not limited to: Persons with limited English proficiency; Representatives of the disabled; Representatives of public transportation users; Representatives of pedestrian facility users; Representatives of bicycle facility users; Representatives of low-income communities; Representatives of minority communities; Freight shippers and haulers; Private providers of transportation; and Representatives of affected public agencies.

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Strategies and Tools include media; digital and print materials; online and social media, an in-person meetings. The plan encourages creativity in outreach such as “Tag on Meetings” held during other events, Exhibits at events; Steering Committees, Focus Groups and Stakeholders; and tours. Mayor Bill Cole encouraged using creative means of strategizing to reach the public.

Review Schedule

Transportation Advisory Committee, (TAC)	7/19/18
Planning Board #1	7/24/18
Planning Board #2	8/14/18
City Council Work Session	8/20/18
City Council	8/27/18
Commissioners Discussion	8/20/18
Board of County Commissioners	8/28/18
Policy Coordinating Committee, (PCC)	9/11/18

Future Agenda Items: September 11, 2018

Motion/Recommendation. 2019 Unified Planning Work Program, (UPWP)

Motion/Recommendation. 2019 Public Participation Plan, (PPP)

Adjournment: 12:48 pm

DRAFT- To be approved by a motion on September 11, 2018

PCC Agenda

Meeting Date: 09/11/2018

SUBJECT: Billings Metropolitan Planning Organization Public Participation Plan Update

THROUGH: Scott Walker

PRESENTED BY: Lora Mattox

Information

PROBLEM/ISSUE STATEMENT

The Billings Metropolitan Planning Organization (MPO) is mandated by the Federal Highway Act of 1973 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. This decision-making process requires the MPO to develop a Public Participation Plan (PPP) to outline processes and procedures to engage the public in transportation planning projects. The MPO is currently operating under the 2008 PPP that was developed in accordance with the SAFETEA-LU highway bill. This plan is outdated and lacking current transportation planning requirements. Therefore, the MPO is bringing forth an update to the Public Participation Plan that will guide transportation planning public outreach for future transportation projects.

BACKGROUND

The MPO acts as a liaison between local governments, communities, residents, and the State and Federal Departments of Transportation (DOTs). The MPO currently operates under the U.S. DOT's FAST Act (Fixing America's Surface Transportation Act).

The MPO is committed to the concept that planning is a community-based effort. In support of this, the MPO Public Participation Plan (PPP) defines a process that ensures reasonable opportunity for all interested parties to participate in the planning process.

The two main purposes of the Public Participation Plan are to provide the public with a guidebook for how and when they can participate in local and regional transportation planning and decision-making, and it outlines the policies and procedures for public engagement committed to by the MPO. The MPO's public participation plan process also satisfies MET Transit's grantee's public participation process or the Program of Projects.

It is the intent of the MPO to consistently inform and engage the public throughout the regional planning process from the development of planning policies to the conceptual stages of planning projects through the adoption of formal planning documents.

The PPP has been reviewed locally by the Yellowstone County Planning Board, Billings City Council, and the Board of County Commissioners. The Planning Board conducted a public hearing to provide an opportunity for public comment, no comments were submitted. At each governing body meeting, it was asked to review the PPP and forward a recommendation to the PCC. Each body approved the PPP and will be recommending approval by the PCC.

FINANCIAL IMPACT

There should be no direct financial impact from the adoption of this plan. However, the plan will provide a process for public participation and assist with transportation planning procedures and the completion of projects in a timely manner.

RECOMMENDATION

The PPP has been reviewed by the Yellowstone County Planning Board, the Billings City Council and the Yellowstone Board of County Commissioners. Each governing body is recommending approval of the plan to the Policy Coordinating Committee.

Attachments

Public Participation Plan

BILLINGS • YELLOWSTONE COUNTY

METROPOLITAN PLANNING ORGANIZATION



public participation plan

August 30, 2018

prepared by

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APPENDICES

A: NOTICES AND MEDIA TEMPLATES

**B: FEDERAL REGULATIONS AND CODES PERTAINING
TO METROPOLITAN PLANNING ORGANIZATIONS
AND PUBLIC PARTICIPATION**

C: GLOSSARY OF FREQUENTLY USED PLANNING TERMS

1.1 WHAT IS AN MPO?

Metropolitan Planning Organizations (MPOs) are government organizations mandated by the Federal Highway Act of 1973 to provide a cooperative, comprehensive, and continuing transportation planning and decision-making process. The MPO acts as a liaison between local governments, communities, residents, and the State and Federal Departments of Transportation (DOTs). The MPO currently operates under the U.S. DOT's FAST Act (Fixing America's Surface Transportation Act).

The Yellowstone County Planning Board (YCPB) is the designated MPO and oversees transportation planning for the Billings Urban Area. The area encompasses the City of Billings as well as a planning area extending approximately 4.5 miles outside the City limits.

1.2 HOW TO USE THE PUBLIC PARTICIPATION PLAN?

The MPO is committed to the concept that planning is a community-based effort. In support of this, the MPO Public Participation Plan (PPP), defines a process that ensures reasonable opportunity for all interested parties to participate in the planning process.

This PPP serves two main purposes. The first is to provide the public with a guidebook for how and when they can participate in local and regional transportation planning and decision-making. Secondly, it outlines the policies and procedures for public engagement committed to by the MPO. The MPO's public participation process also satisfies the Transit's grantee's public participation process or the Program of Projects.

It is the intent of the MPO to consistently inform and engage the public throughout the regional planning process from the development of planning policies to the conceptual stages of planning projects through the adoption of formal planning documents. The methods and guidelines in the PPP have been designed to achieve the following objectives:

- **Encourage and facilitate the participation of all interested parties in regional planning efforts;**
- **Integrate public participation into the regional planning process in a timely, constructive, and meaningful manner;**
- **Use techniques to increase awareness, accessibility, and understanding of planning issues;**
- **Seek out and consider the needs of a cross-section of the community, including the traditionally underserved, in regional planning efforts;**
- **Provide increased education and awareness of planning issues in order to create a higher degree of understanding, thereby enhancing the public input received; and**
- **Continue to build upon citizen participation so that strengthened support for planning and its products will be achieved.**

These objectives also provide a valuable reference for use in evaluating and planning for public engagement efforts in the future.

The MPO will periodically review the PPP to ensure that the methods and guidelines effectively support the objectives defined above. Barring changes in Federal regulations, the PPP will be reviewed and updated at least every four years to ensure a full and open participation process. Other situations that may warrant review and update will be considered on a case-by-case basis. The review process will include discussion and assessment of the stated objectives of the program, as well as an evaluation of the efficacy and implementation of its methodology. The level of citizen participation will be analyzed to determine if modifications to the program are warranted. In addition, MPO staff will monitor current laws and regulations to determine if program changes are required.

Participants in the Process

2.1 PLANNING BOARD

As established by Interlocal Agreement 20-201, the role of the Planning Board (Board) is to recommend planning policy to the County, Billings and Broadview. The Board consists of twelve members. Seven members are to be appointed by the Yellowstone County Commissioners, one from the governing board of a soil conservation district or a state cooperative grazing district and two ex-officio non-voting representatives of School District No. 2 and the County Superintendent of Schools. Five members are to be appointed by the Mayor of Billings from within the City limits, one from each of the 5 City Wards. The Planning Board shall consist of citizen members and shall not include any elected official.

Governing Board Meetings: Meetings are scheduled for the 2nd and 4th Tuesday of every month beginning at 6:00 PM. Check the website (<https://ci.billings.mt.us/95/Yellowstone-County-Planning-Board>) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

2.2 STANDING COMMITTEES

The MPO has two standing committees to provide focused input to the YCPB. These committees meet regularly throughout the year to advise the YCPB based on their expertise, knowledge and perspective.

Policy Coordinating Committee (PCC)

The PCC is provided for in the Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area which has been cooperatively agreed to by the Montana Department of Transportation (MDT), YCPB, City of Billings and Yellowstone County. Committee members and their contact information can be found on PCC website, ci.billings.mt.us/89/Policy-Coordinating-Committee.

PCC Meetings: Meetings are scheduled on the 3rd Tuesday of every month at 12:00 PM. Check the website (ci.billings.mt.us/89/Policy-Coordinating-Committee) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

Technical Advisory Committee (TAC)

The TAC is provided for in the Memorandum of Agreement for Continuing Transportation Planning in the Billings Urbanized Area, which has been cooperatively agreed to by the MDT, Yellowstone County Board of Planning, City of Billings, and Yellowstone County. The purpose of the TAC is to provide technical advice to the Policy Coordinating Committee on transportation matters and technical direction to the staff of the Yellowstone County Board of Planning on transportation matters. Committee members and their contact information can be found on TAC website, ci.billings.mt.us/93/Technical-Advisory-Committee.

TAC Meetings: Meetings are scheduled as needed, usually five to six times a year. Check the website (ci.billings.mt.us/93/Technical-Advisory-Committee) for the current meeting schedule and locations. Agendas and backup information are posted one week in advance of each meeting.

2.3 NEIGHBORHOOD TASK FORCES

Neighborhood task forces are community groups designed to give residents of each neighborhood a chance to make a difference where they live. Staff of the MPO are encouraged to attend neighborhood task force meetings. The purpose is to inform a larger portion of the population, and to provide the MPO staff with an increased awareness of issues or concerns within their particular area of the region. Task force leaders will receive quarterly reports and draft planning documents for review and comment. The leaders will meet with their Planning Board representatives and the City/County Planning Department or other appropriate department or agency staff, as necessary.

2.4 THE PUBLIC

All members of the public are encouraged and welcome to participate in any public meetings or events hosted by the MPO. Federal regulations related to planning, environmental justice and civil rights cite specific “interested parties” that are to be consulted and engaged in the metropolitan transportation planning process.

These groups and/or advocates may include but are not limited to:

- Persons with limited English proficiency
- Representatives of the disabled
- Representatives of public transportation users
- Representatives of pedestrian facility users
- Representatives of bicycle facility users
- Representatives of low-income communities
- Representatives of minority communities
- Freight shippers and haulers
- Private providers of transportation
- Representatives of affected public agencies

All meetings and official activities of the MPO are held in buildings and locations that comply with accessibility standards according to the Americans with Disabilities Act (ADA). A TTY number for the hearing impaired, 406-657-3079, is available upon request.

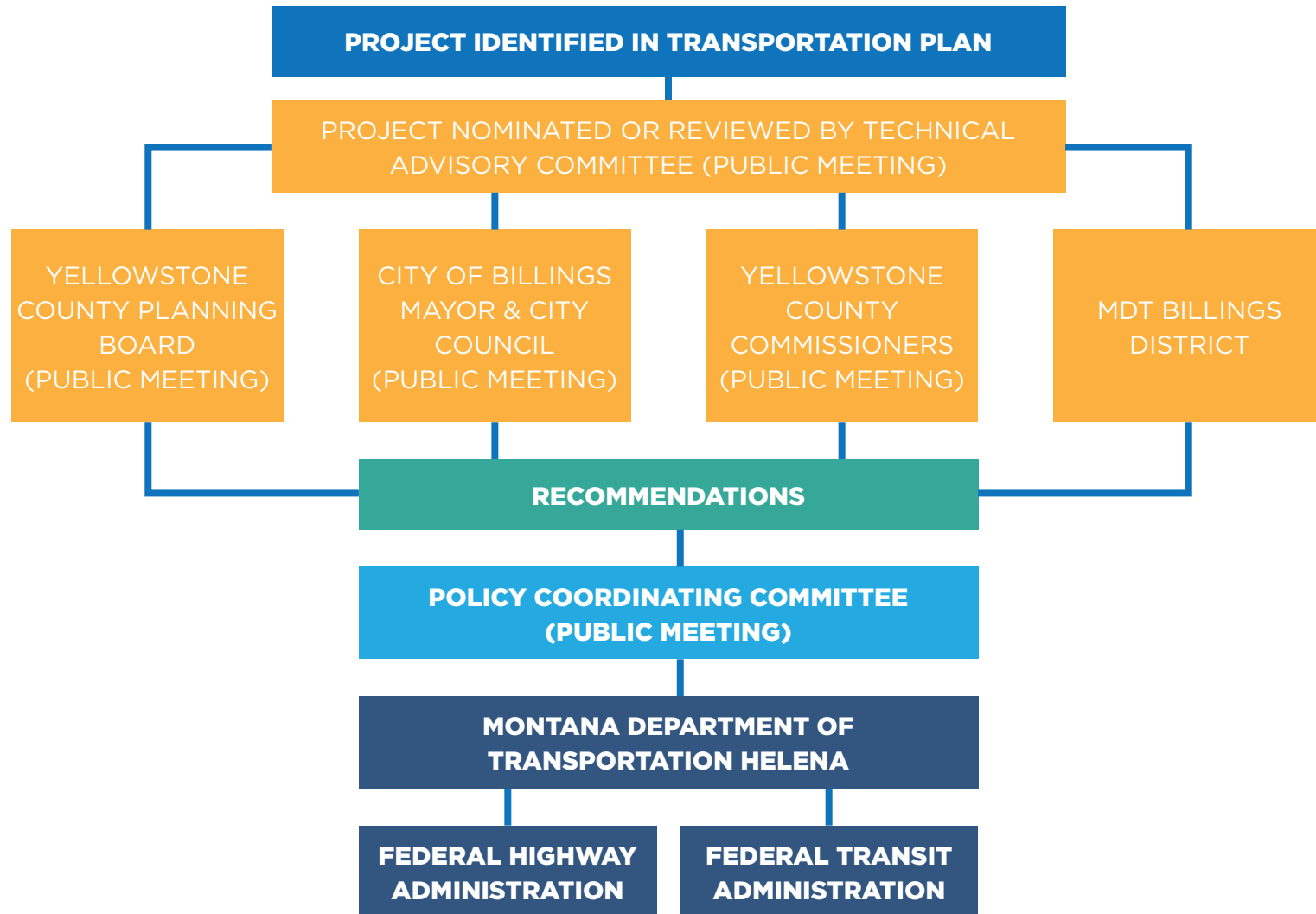
Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Please notify the Planning Clerk, at 406-247-8610.



The following graphic illustrates the overall transportation planning process used to program federal aid projects.

TRANSPORTATION PLANNING PROCESS

Billings and Yellowstone County
Programming Federal Aid Projects



3.1 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP is a short-range program of highway and transit projects in the Billings metropolitan planning area and is prepared by MPO staff in cooperation with state and local agencies. The basic purpose of the TIP is to provide the mechanism for scheduling federal funds for surface transportation projects, indicating regional priorities, and demonstrating a short range transportation vision for the area.

The development of the TIP document is the responsibility of the Billings MPO and provides an opportunity for local officials to determine priorities and spending for federal highway and transit funds. Any transportation project located in the Billings metropolitan planning area must be included in the TIP prior to receiving federal funds. TIP projects must be included in the area’s 20 year Transportation Plan, and are proposed for the TIP by local elected officials, transit operating officials, or state highway agencies. If there are changes to the TIP then it is reviewed and endorsed annually by the MPO’s PCC and may be modified through the TIP amendment process. After PCC endorsement, the TIP is submitted to the MDT and to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for federal review of the document and approval of conformity and fiscal constraint determination.

Public notifications of a TIP update or amendment will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities of public comment and review will be made to interested parties using the methods documented above, including but not limited to City/County web sites and local media contacts, two-weeks prior to the start date. The TIP will be published and made readily available for public review on the City/County web sites.

When written and oral comments are received on a draft TIP as a result of participation process, a summary, analysis, and report on the disposition of comments shall be as part of final TIP.

TRANSPORTATION IMPROVEMENT PROGRAM DETAILS	
Purpose	Provides the mechanism for scheduling federal funds for surface transportation projects, indicating regional priorities and demonstrating a short-range transportation vision for the area.
Updated	Every four years
Outlook	Five years
Public Review and Comment Period	Advertised public hearing at the Planning Board meeting

3.2 LONG RANGE TRANSPORTATION PLAN (LRTP)

The Billings Urbanized Area Long Range Transportation Plan (LRTP) is the long range regional transportation plan (RTP) for the region, spanning a 20-year planning horizon. The LRTP will be updated at least every four years and should utilize visualization techniques to clearly convey items in the plan.

The LRTP is developed in coordination with planning processes of other planning agencies and considers the planning activities of all transportation providers in the region. Public notifications of an LRTP update will be made available on the City/County web sites. Additionally, notification of public participation activities including opportunities for public comment and review will be made to interested parties using the methods documented above, including but not limited to City/County web sites and local media contacts, two-weeks prior to the start date. The LRTP will be published and made readily available for public review on the City/County web sites.

When written and oral comments are received on the draft LRTP as a result of the public participation process, a summary, analysis, and report on the disposition of comments shall be as part of final LRTP.

3.3 PUBLIC PARTICIPATION PLAN (PPP)

Providing opportunities for public participation in transportation planning is a federal requirement established through various transportation bills passed by the US Congress and signed into law by the president. MPOs are required to develop a Public Participation Plan (PPP). This PPP outlines strategies anticipated to be used by the MPO to enhance public participation in its transportation planning. This document assists the MPO in carrying out its mission in an open process that provides complete information, timely public notice, full public access and input to key decisions, and support for early and continued public participation.

LONG RANGE TRANSPORTATION PLAN DETAILS

Purpose	Provides a list of transportation projects to meet the future transportation needs.
Updated	Four years
Outlook	Minimum of 20 years
Public Review and Comment Period	Advertised public hearing at the Planning Board meeting

PUBLIC PARTICIPATION PLAN DETAILS

Purpose	Outlines and provides guidance for public participation opportunities.
Updated	As needed
Outlook	No expiration date
Public Review and Comment Period	45 days

3.4 UNIFIED PLANNING WORK PLAN (UPWP)

The Unified Planning Work Program (UPWP) is a federal requirement that serves as the budget and business plan for the MPO and sets forth planned activities and programs to accomplish the MPO's goals. The UPWP is developed each year, and once adopted and approved by FHWA and FTA, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

The UPWP is a detailed description of projects, which occur on a routine basis. Once adopted, the document is only amended if there is a change in the planning process. The UPWP also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

3.5 SPECIAL PLANS/STUDIES

From time to time, the MPO will lead a special plan or study to develop a greater understanding of transportation needs and public desires for a specific area or corridor, and to propose improvements. Each plan or study provides a unique opportunity for public participation in discussing the issues, conceiving potential improvements, and commenting on any final recommendations that may result.

UNIFIED PLANNING WORK PROGRAM DETAILS	
Purpose	Serves as the budget and business plan for the MPO
Updated	Every year
Outlook	One year
Public Review and Comment Period	Advertised public hearing at the Planning Board meeting

Public Participation Strategies and Evaluation

4.1 STRATEGIES AND TOOLS FOR PUBLIC PARTICIPATION

This section provides a description of the various techniques that will be used to carry-out the MPO's public participation process. Opportunities for public input are not limited to those contained in this section. Other public participation techniques deemed necessary may be employed to increase awareness of and to provide ample opportunities for public participation in the development of MPO products. Techniques that are no longer applicable or useful will not be used.





Media

Press Releases and Public Service Announcements: The MPO will use media press releases and public service announcements to announce opportunities for the public to participate in the development of up-coming plans and products. Registered news media and organizations expressing interest may be mailed press releases.

Newspapers: Notices of all meetings, public hearings, and public comment periods are published in a local newspaper and when public comments are needed for a major MPO plan or project.



Digital and Print Materials

Direct Mailings: Project specific mailings may be used to announce upcoming meetings, activities or to provide information to a targeted area or group of people. Direct mailings can be letters, postcards, or flyers and depends on the project type.

Email Announcements: The MPO employs a direct emailing list in order to announce upcoming activities or to provide information to a targeted area or group of people. Direct emailing are usually electronic letters or documents. This list will continue to grow with each outreach activity as noted within the database of contact information category.

Posters and Flyers: Posters and flyers can be used to announce MPO meetings and events. Posters and flyers can be distributed to public places such as City Hall, libraries, and community centers for display. The announcement may contain a brief description of the purpose of the meeting, the time(s) and location(s), and contact information.

Fact Sheets: A condensed format of bullet point information related to a certain project and providing the public with the key project highlights and information.



Online Resources

Website: ci.billings.mt.us/514/Transportation-Planning: The main mode of communication employed by the MPO to distribute information regarding regional transportation planning is the MPO website. There interested persons can find information on the transportation planning process, as well as up-to-date information on current projects and events. Additionally, information, meetings, and other materials regarding public transportation can be found on the Metropolitan Transit System (MET) website: mettransit.com.

Social Media: The MPO utilizes their Facebook page (facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/) as a means to provide the public with information via social media.

Surveys: The MPO may conduct mail, in-person, or web-based surveys to obtain public input or to gauge public opinion regarding regional planning issues.

Comment Cards: Comment cards are used to solicit public comment on specific issues being presented at MPO public meetings. Comment forms are also used to solicit input regarding general input regarding MPO plans and projects.

3-1-1 System: 3-1-1 is a non-emergency phone number that people can call in many cities to find information about services, make complaints, or report problems. Examples of calls intended for 3-1-1 are:

- abandoned vehicles in roadway
- code and housing violations
- dead animal removal
- debris in roadway
- graffiti removal
- non-working street lights, parking meters, traffic lights
- noise complaints
- parking
- parks and recreation concerns
- potholes, sinkholes and utility holes in streets
- public safety concerns

The first 3-1-1 system was implemented in Baltimore, MD in 1996. There are over 100 systems in place in cities in the United States and internationally. 3-1-1 has evolved with technological advances into a multi-channel service that connects citizens with government, while also providing a wealth of data that improves how cities are run. The 3-1-1 system can be a phone number, web access, and mobile application. The purpose of a 3-1-1 system is to divert non-emergency inquiries away from the 9-1-1 emergency service and provide a valuable community service to residents.



Meetings and In-Person Coordination

Formal meetings will be held in ADA accessible locations at times that offer the greatest opportunity for those interested to participate. The MPO will select the location, size, and setup of meeting facilities based on the specific characteristics of the audience and the type of information to be presented.

Public Meetings / Workshops: Public meetings and workshops will be held in ADA accessible facilities at times and locations that offer the greatest opportunity for those interested to participate. As much as possible, the MPO will hold meetings and workshops in public places (e.g., a neighborhood community center, library, town center, or shopping mall) that are conducive to attracting the mix of people and businesses most representative of the community. For all public meetings, the MPO will seek to increase participation by creating a welcoming and inviting environment.

Tag-on Meetings: At various times, MPO staff may request to appear on the agendas of local planning commission, or other public meetings to communicate the purpose and need for the MPO and its planning process. This method can be effective way to encourage discussion about the interrelationship between local land use zoning and sub-division decisions and regional planning efforts. School Board meetings would also be an appropriate place for general messages about the functions and products of the MPO.

Exhibits at Events: While formal meetings provide a good forum for public education and input, MPO plans and processes may receive wider exposure at various community events. Events, recreational and social gatherings attract many people who would not typically attend a formal meeting. As appropriate, MPO staff will attend special events in person or with stand-alone booths and kiosks to provide information. When appropriate, the MPO will pursue opportunities to establish booths and/or tables where staff can solicit names and addresses of people who would like to receive advance notification of the future opportunities to participate in the MPO process.

Steering Committees/Focus Groups/Stakeholder Groups: Specific projects, plans, or studies may benefit from establishing a group of experts, individuals, or stakeholders to be representative of all interested parties and provide guidance on the direction of the project, plan, or study.

Guided Tours: During various stages of a project, the MPO may provide guided tours through a chosen environment that acquaints stakeholders with existing conditions and potential enhancements of an area. The purpose of a guided tour is to bring together a diverse group of people to increase their awareness of a project area. Route maps and photographs of points of interest are frequently used to support tours.

Meeting-in-a-Box: The MPO will provide all the necessary information for neighborhood partners to reach their members with information about MPO plans, studies and projects. Information will be customized to the intended audience to ensure general understanding.

Pop-up Meetings: Pop-up events allow community members to participate in the planning process without a large time commitment. These engaging, neighborhood-focused events are held in specific geographic areas. The MPO would set up a table or booth and passers-by would be able to take a survey electronically or on paper or otherwise provide comments.



Other Methods

Visualization Techniques: The MPO will use visualization, interactive, and other graphic techniques to enhance understanding of transportation issues and decisions. Techniques include but not limited to the use of PowerPoint presentations, aerial photography, Geographic Information Systems (GIS) software, charts, graphs, artist renderings, brochures and mapping.

4.2 ASSESSMENT OF EFFECTIVENESS

The MPO must assess the effectiveness of public participation techniques to ensure that funds and time invested in public participation activities are achieving their goals. To aid in the assessment on a continuing basis, information will be collected from sign-in sheets, and/or surveys or meetings/conversations with stakeholders.

The MPO will track the following:

- Total number of attendees at an event or meeting,
- Total number of comments received,
- Geographic distribution of comments, and
- Comments from low-income and minority areas.

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Closing Summary

The MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. The procedures and tools outlined in this plan are to be used with the recognition and acknowledgment that the community's interests are best served by planning efforts that are sensitive to public goals and values.

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Notices and Media Templates

SAMPLE INVITATION/NOTICE FOR FACEBOOK

Help plan the future of transportation in our community!

Public Open House:
Tuesday May 15th from 4:00-7:00 PM
@ Billings Public Library
(510 N. Broadway)



2018 BILLINGS URBAN AREA LONG RANGE TRANSPORTATION PLAN

Can't make the open house? Meeting materials and an online survey will be available on the project website: Billingslrtp.com

SAMPLE MEDIA RELEASE

MEDIA RELEASE
May XX, 2018

Help plan the future of transportation in the Billings urban-area!

The Yellowstone County Planning Board is currently in the process of updating their Long Range Transportation Plan. This effort will plan for growth and lay out a long-range vision for the transportation system in the Billings urban area through the year 2040. In order to develop a plan that reflects the vision of the community we need your input and feedback.

The Board will be hosting a public open house as well as an interactive online survey to collect feedback from the community on goals, priorities and needs for the transportation system. Through this effort and with community input, we will identify effective ways to build upon our existing transportation system and make strong investments for the future.

A project website (www.billingslrtp.com) is available that provides background information on the plan, review materials, opportunities to provide feedback, and sign up for projects updates.

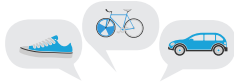
The public open house will be held on Tuesday May 15th from 4-7 p.m. at the Billings Library Community Room (510 N Broadway, Billings, MT 59101). The interactive survey will be available on the project website on May 15th.

For further media information contact: Scott Walker - 406.657.8246 or walkers@ci.billings.mt.us

SAMPLE INVITATION/NOTICE FOR EMAIL/PRINT

Help plan the future of transportation in our community!

The Yellowstone County Planning Board is currently in the process of updating their Long Range Transportation Plan. In order to develop a plan that reflects the vision of the community we need your input and feedback.



Join us to provide comments on the following areas:

- ▶ **What goals are most important to you for the plan?**
- ▶ **What transportation needs and opportunities exist today?**
- ▶ **What would you like to see for the future transportation system?**

Public Open House: Tuesday May 15th from 4:00-7:00 PM @ Billings Public Library
(510 N. Broadway)

Can't make the open house? Meeting materials and an online survey will be available on the project website:
Billingslrtp.com

Questions? Contact Scott Walker, 206.657.8246 or walkers@ci.billings.mt.us

2018 BILLINGS URBAN AREA LONG RANGE TRANSPORTATION PLAN

SAMPLE LETTER FOR RESOURCE AGENCIES



Dear Resource Agencies,

We are currently updating the Billings Urban Area Long Range Transportation Plan (LRTP). This plan is updated every four years, with the last update occurring in 2014. The LRTP will address the different transportation forms and elements (streets and highways, public transit and transportation, freight, pedestrian and bicycle, safety, and security), identify short and long range transportation projects, and meet the local, state, and federal requirements.

We would like you to be an integral part of this transportation planning process. As a key resource agency, your experience and knowledge is vital to developing a successful, community-driven, multimodal plan. We have set-up several initial forums for you to learn about the project and provide comments to help guide the transportation planning process. These forums include:

- Providing comments via the project website (www.billingslrtp.com) or by phone at 208.338-2683
- Providing comments directly to us via email (Robyn Austin, raustin@kittelson.com) or by phone at 208.338-2683
- Attending the public information meeting on May 15th from 4 PM to 7 PM at the Billings Public Library (510 N Broadway)

Additionally, we are planning a series of interviews/in-person meetings with the project's consultants, Kittelson & Associates, Inc. The consultant team will be in Billings and available between May 14th and 18th, and June 13th. The interviews will take about an hour and will be facilitated by the consultant team.

At these interviews, we would plan to discuss the following items with you: transportation planning process for the 2018 LRTP, changes in federal requirements through Fixing America's Surface Transportation Act (FAST Act), consistency with other plans, opportunities and constraints, ideas for implementation, and any questions you may have on the plan.

These forums are a valuable opportunity for you to contribute your ideas and we hope that you will take the time to share your personal experience and insights with the consultant team. We look forward to your participation and consider it vital to shaping the future of the Billings urban area. If you are interested in participating in an interview/in-person meeting with the consultant team, please contact Robyn Austin at Kittelson & Associates, Inc. by email at raustin@kittelson.com or by phone at 208.338-2683.

Thank you for your participation and assistance in this effort.

SAMPLE NOTICE FOR NEWSPAPER

INFORMATIONAL MEETING

Billings Urban Area Long Range Transportation Plan
Tuesday May 15th, 2018 from 4:00-7:00 p.m.
Billings Public Library Community Room
510 N. Broadway, Billings, MT 59101

Help plan the future of transportation in the Billings Urban Area! The Yellowstone County Planning Board will discuss the ongoing Billings Urban Area Long Range Transportation Plan. The purpose of the meeting is to inform the public of the plan's status and solicit public input. The meeting is an open house format with no formal presentation.

The meeting is open to the public. The Yellowstone County Planning Board attempts to provide accommodations for any know disability that may interfere with a person's participation in any department service, program or activity. For reasonable accommodations to participate in the meeting please contact Tammy Deines, Planning Clerk, at 247-8610 at least two days before the meeting. For the hearing impaired, the TTY number is (406) 444-1335 or toll free at 1-800-833-8503 or Montana Relay at 711. Alternative accessible formats of this information will be provided upon request.

Comments may be submitted in writing at the meeting, by mail to PCSD, 2825 3rd Avenue North, 4th Floor, Billings, MT 59101, or online at www.billingslrtp.com



Federal Regulations and Codes Pertaining to Metropolitan Planning Organizations and Public Participation

REGULATIONS ESTABLISHING AND GOVERNING AN MPO

MPO Formation and Authority

23 U.S.C. 134(d) and (e); 49 U.S.C. 5303(d)(e) (United States Code); 23 C.F.R. 450.310 (Code of Federal Regulations) and 339.175(2), F.S. (Florida Statutes) ; describe the requirements for the designation and redesignation of MPOs.

23 U.S.C. 134(d)(2); 23 C.F.R. 450.310(d); 49 U.S.C. 5303(d)(2); and 339.175 (3) and (4) F.S.; 339.176 F.S.; describes voting membership and membership apportionment of the MPO.

23 U.S.C. 134(e); 49 U.S.C. 5303(e); 23 C.F.R. 450.312; and 339.175(2)(c)(d) F.S. ; outline the requirements and process for the establishment of transportation planning boundaries on an MPO.

23 C.F.R. 450.314; and 339.175(2)(b) and (10) F.S., describe the types of agreements necessary to implement the metropolitan transportation planning process. 339.175(6)(d) and (e), F.S. , specify the establishment of MPO technical and citizens advisory committees.

Federal-Aid Highway Act of 1962

The Federal-Aid Highway Act of 1962 required that after July 1, 1965, all federally aided highway projects in metropolitan areas must be based on a “cooperative, comprehensive, and continuing planning process and required formation of an MPO for any urbanized area (UZA) with a population greater than 50,000.

FEDERAL REGULATIONS REGARDING PUBLIC PARTICIPATION

Moving Ahead for Progress in the 21st Century (MAP-21)

The Moving Ahead for progress in the 21st Century (MAP-21) was signed into law on July 6, 2012, and outlines federal requirements regarding public participation processes and procedures. The MAP-21 legislation built previous transportation legislation (ISTEA, TES-21, and SAFETEA-LU) to provide states and MPOs specific direction in conducting and promoting broad-based public participation activities.

MAP-21 Legislation (Public Law 112-141) requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled and other interested parties with a reasonable opportunity to comment on the transportation plan.

2015 Fixing America’s Surface Transportation (FAST) Act

The FAST Act is a fully funded five-year authorization of surface transportation programs. As with prior legislative acts, FAST continues the strong Federal emphasis on public participation. The FAST Act mandates that the public participation programs of metropolitan planning processes shall include a “proactive public participation

process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans and transportation improvement programs (TIPs)."

The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan. [23 U.S.C. 134(i) (6)(A)]

Federal Code

The public participation process requirements in 23 CFR §450.316, are listed below. These requirements encourage a proactive public participation process and support early and continuing involvement of the public in the planning process.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk

reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1)** Recipients of assistance under title 49 U.S.C. Chapter 53;
 - (2)** Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
 - (3)** Recipients of assistance under 23 U.S.C. 201-204.
- (c)** When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- (d)** When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- (e)** MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

Other components of the legislation which support the above sections of 23 CFR450 include the following:

- 450.212(a) Public Involvement
- 450.214 Development and content of the long-range statewide transportation plan
- 450.216 Statewide Transportation Improvement Program (STIP)
- 450.318(b) Metropolitan Transportation Planning Process: Major Metropolitan Transportation Investments
- 450.322(c) Metropolitan Planning Process: Transportation Plan
- 450.324(c) Transportation Improvement Program: General

Additional Federal Laws

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act of 1990 (ADA) is landmark civil rights legislation ensuring equal opportunity for people with disabilities in employment, public accommodations, transportation, state and local government services and communications. The ADA requires coordinating with disabled communities in the development and improvement of transportation services.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color or national origin. Specifically, 42 U.S.C. §2000d states that “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

EXECUTIVE ORDER 12898 TO ADDRESS ENVIRONMENTAL JUSTICE IN MINORITY & LOW INCOME POPULATIONS

Executive Order (EO) 12898: Federal Actions to Address Environmental Justice in Minority and Low Income Populations – The EO reinforced the requirements of Title VI of the Civil Rights Act of 1964 and focused federal attention on the environmental and human health conditions in minority and low income communities. Further, recent guidance issued by FHWA and FTA emphasizes the importance of considering and addressing environmental justice in all phases of the transportation planning process.

Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income. Along the same lines, transportation equity seeks to ensure that the needs of all communities, particularly low-income and minority communities are addressed in transportation policy and the transportation planning process. Additionally, transportation investments should work to ensure that both the benefits and impacts are distributed fairly.

EXECUTIVE ORDER 13166: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

People with limited English proficiency are those with a primary or home language other than English. Due to their limited English skills, they must communicate in that primary language if they are to have an equal opportunity to participate effectively in or benefit from any aid, service, or benefit in federally funded programs and activities. EO 13166 requires any agency that receives federal funds to make their activities accessible to non-English speaking individuals.

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Glossary of Frequently Used Planning Terms

LIST OF ACRONYMS USED IN TRANSPORTATION PLANNING

AASHTO	American Association of State Highway and Transportation Officials	DBE	Disadvantaged Business Enterprise
AC	Advisory Committee	DMS	Dynamic Message Signs
ACS	American Community Survey	DOT	Department of Transportation
ADA	Americans with Disabilities Act	DSB	Design Build
ADT	Average Daily Traffic	EBURD	East Billings Urban Renewal District
APBP	Association of Pedestrian and Bicycle Professionals	ENV	Environmental
APTA	American Public Transportation Association	EPA	Environmental Protection Agency
ASCE	American Society of Civil Engineers	FAST Act	Fixing America's Surface Transportation Act
ATMS	Advanced Traffic Management System	FHWA	Federal Highway Administration
BSEDA	Big Sky Economic Development Authority	FMCSA	Federal Motor Carriers Safety Administration
BUILD	Better Utilizing Investments to Leverage Development	FTA	Federal Transit Administration
CAA	Clean Air Act	GOMs	Goals, Objectives and Measures
CDC	Centers for Disease Control	GPS	Global Positioning System
CFR	Code of Federal Regulations	HAWK	High-intensity Activated CrossWalk signal, also known as the Pedestrian Hybrid Beacon.
CHSP	Comprehensive Highway Safety Plan	HBRRP	Highway Bridge Replacement and Rehabilitation Program
CIP	Capital Improvement Plan	HSIP	Highway Safety Improvement Program
CMAQ	Congestion Mitigation Air Quality	HTF	Highway Trust Fund
CO	Carbon Monoxide	IM	Interstate Maintenance
CTEP	Community Transportation Enhancement Program	ITE	Institute of Transportation Engineers
CTSP	Community Transportation Safety Plan	ITS	Intelligent Transportation Systems

LEP	Limited English Proficiency	RRR	Resurfacing, Restoration, or Rehabilitation project
LOS	Level of Service	RRX	Highway-Railway Crossing Program
L RTP	Long Range Transportation Plan	RTP	Regional Transportation Plan
LTS	Level of Traffic Stress	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act
MACI	Montana Air Congestion Initiative	SBBURD	South Billings Boulevard Urban Renewal District
MAP-21	Moving Ahead for Progress in the 21st Century Act	SEE	Socio-Economic and Environmental
MDT	Montana Department of Transportation	SFC	State Funded Construction
MET	Metropolitan Transit System	SHS	State Highway System
MNT	Maintenance	SIP	State Implementation Plan
MP	Milepost	SIS	Strategic Intermodal System
MPO	Metropolitan Planning Organizations	SOV	Single Occupancy Vehicle
MUTCD	Manual on Uniform Traffic Control Devices	SRTS	Safe Routes to School
NAAQA	National Ambient Air Quality Standards	STEP	Selective Traffic Enforcement Program
NACTO	National Association of City Transportation Officials	STP	Surface Transportation Program
NCSC	National Complete Streets Coalition	STPE	Surface Transportation Program Enhancement
NEPA	National Environmental Policy Act	STPP	Surface Transportation Program Primary
NHPP	National Highway Performance Program	STPU	Surface Transportation Program Urban
NHS	National Highway System	TAC	Technical Advisory Committee
NHTSA	National Highway Traffic Safety Administration	TAP	Transportation Alternatives Program
O&M	Operations and Maintenance	TCM	Transportation Control Measures
O-D	Origin-Destination	TCP	Transportation Control Plan
OPS	Operations	TCSPP	Transportation, Community, and System Preservation Program
PCC	Policy Coordinating Committee	TDM	Transportation Demand Management
PD&E	Project Development and Environment	TDP	Transportation Development Plan
PE	Preliminary Engineering	TDSP	Transportation Disadvantaged Service Plan
PHB	Pedestrian Hybrid Beacon, also known as a "HAWK".	TIGER	Transportation Investment Generating Economic Recovery
PPP	Public Participation Plan	TIP	Transportation Improvement Program
PROWAG	Public Right-of-Way Accessibility Guidelines	TSM&O	Transportation System Management and Operations
ROW	Right-of-Way		
RRFB	Rectangular Rapid Flashing Beacon		

TSP	Total Suspended Particulates
UPP	Urban Pavement Preservation
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
VHT	Vehicle Hours Traveled
VMT	Vehicle Miles Traveled
VPD	Vehicles Per Day
VPHPD	Vehicles Per Hour Per Direction
YCPB	Yellowstone County Planning Board



PCC Agenda

Meeting Date: 09/11/2018

Information

Subject

MOTION. 2019 UNIFIED PLANNING WORK PROGRAM, UPWP. SCOTT WALKER,
TRANSPORTATION PLANNER, PRESENTING.

Attachments

UPWP 2019-Highway and Transit

Billings Urban Area

Unified Planning Work Program

(UPWP)

Federal Fiscal Year

2019

DRAFT

Prepared By:

Billings/Yellowstone County Planning Division
2825 3rd Avenue North, 4th Floor
Billings, Montana 59101

In Cooperation With:

Montana Department of Transportation
Federal Highway Administration
Federal Transit Administration



UNIFIED PLANNING WORK PROGRAM

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INTRODUCTION

The Billings Urban Area planning process is organized and conducted in a cooperative, coordinated, and comprehensive manner. The Yellowstone County Board of Planning, as the designated Metropolitan Planning Organization (MPO), is charged with the responsibility of administering the planning process. Under federal regulations, an MPO must be established for urban areas with populations greater than 50,000 in order to receive federal funds for construction projects and transportation planning. This document, the Billings Urban Area Unified Planning Work Program (UPWP), and a companion document, the Prospectus, is the foundation upon which the planning process is based.

The UPWP is developed each year, and once adopted and approved by FHWA and FTA, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

This year, Federal Fiscal Year 2019, the format for work program activities conforms to Federal Transit Administration (FTA) Circular 8100.1C, specifically Chapter IV. The Montana Department of Transportation and the Yellowstone County Board of Planning have mutually agreed upon use of this format.

The UPWP is a detailed description of projects, which occur on a routine basis. Once adopted, the document is only amended if there is a change in the planning process. The UPWP also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

Cost overrun guidelines have been established by the Montana Department of Transportation, and agreed to by the Yellowstone County Board of Planning. Those guidelines will determine the allowable overruns for any work program element. Overruns that surpass those outlined in the guidelines will require a UPWP amendment.

This document includes two chapters, Highway and Transit. Each chapter contains individual work elements. These work elements describe work the planning and transit staff will undertake in the program year as well as work accomplished in the past year. Also included is a breakdown of funding sources which include, Planning (PL) funds and Local (City & County) funds which are used to provide funding for non PL eligible activities. Priorities this year include completing an update to the 2014 Long Range Transportation Plan, including an update to the 2008 Public Participation Plan, developing a MPO TransCad Model, and continuing work on the Downtown Area Traffic Circulation and Safety Study.

DATES OF LOCAL APPROVAL

TAC -7/19/18

PLANNING BOARD -8/14/18

COUNTY COMMISSION -8/21/18

CITY COUNCIL -8/27/18

PCC -9/11/18

CHAPTER I

YELLOWSTONE COUNTY BOARD OF PLANNING

SECTION I UNIFIED PLANNING WORK PROGRAM

41.11.100 PROGRAM SUPPORT & ADMINISTRATION

100 PROGRAM ADMINISTRATION (4301)

OBJECTIVE

- To administer the area-wide planning process.
- To support the Board of Planning and other Boards, Commissions, and the City Council and County Commissioners in their decision-making activities in the planning process.
- To engage in administrative and financial actions related to identified planning activities and to prioritize those activities.
- To enhance staff skills and maintain staff exposure to the "state-of-the-art" in planning practice and computer software.
- To maintain contact with, provide input to, and receive feedback from various local, state and federal agencies, committees and groups during the planning process.

ACCOMPLISHMENTS - FISCAL YEAR 2018

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY18.

Members of the planning staff attended various professional meetings, workshops, and conferences at which planning, transportation, transit, bicycle/pedestrian and related topics were presented and discussed.

Specifically, the City-County Planning Division (Planning Division) and members of other local, state and federal departments and agencies actively participated in a diverse set of local meetings, including the Billings Technical Advisory Committee (TAC), Policy Coordinating Committee (PCC), Billings & Yellowstone County Zoning Commissions and Boards of Adjustment, Board of Planning, City Annexation Committee, City Development Process Review Committee, Community Development Board, Traffic Control Board, Bicycle and Pedestrian Advisory Committee, Historic Preservation Board and others. Grant writing for the Division was completed under this work element. The coordination and administration of the TA Program applications and local approvals are administered through this work element.

Planning staff received updates in computer software programs for the geographic information system and its application to mapping data layers such as streets, land use, address, ownerships and environmental data. This year, GIS staff has included the TAZ information to the Planning layers. This allows staff to identify individual TAZ's and the associated data. Staff regularly utilizes an application tracking and project management software system that integrates the existing City building permit, finance and land management software, as well as coordinated subdivision and development project reviews across City and County departments. Tablets were purchased for Planning Board Members and has improved efficiency in the review of MPO information. Staff also updated the City Annexation Policy and Limits of Annexation Map, and assisted in updates to the City's Capital Improvement Plan. Implementation of the City's Complete Streets Policy is ongoing with the continued collection of data to be incorporated into the Complete Streets Status Report that is updated and published every three years. Implementation of the Billings Community Transportation Safety Plan will continue with reporting to MDT required.

PROPOSED ACTIVITIES - FISCAL YEAR 2019

All administrative functions of the Planning Division will be performed under this work element. Program management activities will include, but not be limited to the following:

1. Correspondence
2. Public Relations
3. Employee Guidance, Supervision, and Training
4. Program Organization and Management
5. Consultant Liaison Activities
6. Staff Meetings
7. Negotiations
8. Preparation of Contracts
9. Staff Training
10. Performance Monitoring
11. Office Equipment Acquisition
12. Budget Management and Administration

New federal regulations require that performance measures and goals be established to monitor the performance of the region's transportation system.

The MPO will work with federal, state and local agencies to improve current performance tracking methods. Performance measures will be tracked on the MPO website and regular reporting will be provided to the Transportation Policy Coordinating Committee, MPO committees and the general public depending on the availability of related data.

PL Eligible Activities

- As per the MPO's public participation plan and ongoing public outreach efforts, the planning staff will make available the documents and guidelines for transportation planning activities to the community, as well as keep abreast of federal and state requirements as they relate to the overall planning processes. These activities may include distribution of the Billings Area Bikeway and Trail Master Plan to community organizations or individuals, distribution of the current Billings Area Tour Map for bicycle and pedestrian users and visitors, distribution and explanation of the latest Billings Urbanized Area Traffic Count Map and Bicycle Count Map, explanation and distribution of the MPO's public participation plan (update to be completed this year) to groups involved or interested in transportation planning processes in the community, and explanation and information dissemination of the TA or other grant programs to possible project applicants in the community.
- Staff will update the PL & Memorandum of Agreement as necessary to meet the requirements of the FAST Act.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation (MDT) in order to maintain federal funding support.
- The FY 2019 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2020 UPWP will be developed under this work element.
- The Board of Planning, Board of County Commissioners and City Council will be kept informed of the activities of the staff and its progress in completing the approved UPWP.
- Staff will be involved in implementation of the Community Safety Plan for the Billings Urban Area.
- All planning staff will participate in recognized and approved training programs in order to improve staff skills and capabilities. Planning expertise will be maintained through enrollment in appropriate planning and transportation-related courses at area colleges, workshops, seminars, webinars and conferences.

- Staff will adapt software programs to effectively utilize traffic data and continue computer-training programs.
- The use of PL funds for out-of-state travel and/or registration fees for the above or other purposes will continue to be subject to prior approval of MDT.
- The TA Program administration will be funded through this work element.
- Fixing America's Surface Transportation (FAST) Act legislation will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- The Active Transportation Planner position has been approved for full time status. This position has been filled. This planning position will be funded out of several work elements (100, 200 and 300).
- Grant writing services will continue to be incorporated within the department. Planning activities pertaining to Bicycle-Pedestrian in this work element will include:
 - Work field inspections, handle complaints and investigate problem areas of the Bike/Pedestrian system.
 - Presentations as needed.

Locally Funded Activities

- General administrative activities will include maintenance of files, library documents, daily correspondence and preparation of necessary periodic reports.
- Interagency committee participation is included in this work element.
- All staff members will continue to participate in and encourage increased cooperation between state and local agencies, departments and governing bodies.
- The Planning Division will serve both as a coordinator of and a participant in meetings and committees.
- Planning Division involvement will include participation with such agencies as the Housing Authority, Big Sky Economic Development Authority (BSEDA), Air Pollution Control Board, RiverStone Health (City-County Health Department), Healthy by Design, legislative study committees, and other agencies.
- Staff will also continue a summer intern program as interest and needs arise; oversight of these individual(s) will take place in this work element.
- Staff will continue to implement long term document storage through Cloud Storage platform.

STAFFING

26 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

The Planning Division will be responsible for administering the area-wide planning process for the City and County.

PRODUCT

- An ongoing administrative program focused primarily at effective and expeditious implementation of this UPWP.
- The continual enhancement of the Planning Division staff skills and knowledge.
- Maintenance of a coordinated, comprehensive, and cooperative planning process that is endorsed and supported by the local community.
- The development of the FY20 UPWP.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$178,750	\$146,250	\$325,000
TOTAL	\$178,750	\$146,250	\$325,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$209,000	\$171,000	\$380,000**
TOTAL	\$209,000	\$171,000	\$380,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

** Record Keeping Cloud Storage - \$7,000, Public Information Kiosk Computer - \$2,500

OBJECTIVE

- To coordinate the dissemination of information and exchange of ideas between planning agencies and the interested public, decision-makers, and other departments, agencies, and organizations as related to the Billings MPO.

ACCOMPLISHMENTS - FISCAL YEAR 2018

Members of the planning staff were involved in a wide range of service tasks. Planning services included presentations related to roadways and alternative transportation, responding to citizen inquiry and complaints regarding streets, subdivision layout, site distance, zoning request, conformance with the 2014 Transportation Plan Update and the Billings Area Bikeway and Trail Master Plan, City of Billings 2016 Growth Policy, the Lockwood Growth Policy and various neighborhood and community plans.

Staff presented transportation planning information to its organization and agency partners as needed for educational and decision making purposes. Planning staff also shared information with the community and stakeholders throughout the development of several planning efforts. The Billings MPO hosted 12+ webinars covering a variety of topics including transportation and mobility related topics.

PROPOSED ACTIVITIES - FISCAL YEAR 2019**PL Eligible Activities**

- Staff will continue to organize a very successful series of webinars and “brown bag lunch” seminars on a wide range of planning topics, including multi-modal transportation planning and funding, collaborative community planning techniques and planning for sustainability as well as various Institute of Transportation Engineers, Pro Bike/Pro Walk, Sustainable Communities, and Federal Highway Administration webinars.
- Staff is also targeting webinars which educate the public on the transportation planning process and funding as related to the operation of the MPO.

Locally Funded Activities

- Staff will continue to develop and use website tools to enable citizens to access information on upcoming planning activities, board and commission meetings, and recent land use applications, as well as interact with various planning processes through email notification and online comment programs. Staff will look at implementing citizen access to the ImageSilo software for access to historical data related to transportation, zoning and other planning applications.
- Continue increasing community awareness of the interrelationships between land use development and transportation needs through dissemination of information and drafting of planning documents that incorporate both elements together.

STAFFING

3.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

As Assigned.

PRODUCT

- A responsive and flexible planning process utilizing staff capable of providing short-term findings and recommendations, as well as ongoing customer service to the public on all levels of planning projects and regulations.
- Provide approximately 12 transportation related webinars to staff, local officials and general public to educate on current transportation issues. These webinars are scheduled on a monthly basis and anticipate 5-10 person viewings per showing. This number can fluctuate depending on the topic. Staff participation is anticipated to be 4-5 persons at these viewings.
- In addition to the transportation specific webinars, staff also provides general planning webinars that are advertised to all city staff, local officials and the general public. These webinars are scheduled routinely and can include up to 3 webinars a month. Participation anticipated at these webinars is 5-10 person per viewing. This number can fluctuate depending on the topic. Staff participation is approximately 3-5 per viewing contingent on scheduling.

FUNDING SCHEDULE - SERVICE

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$19,500	\$19,500	\$39,000
TOTAL	\$19,500	\$19,500	\$39,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$20,000	\$20,000	\$40,000
TOTAL	\$20,000	\$20,000	\$40,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

OBJECTIVE

- To solicit information concerning community values and goals and to receive community input into the development of plans and projects.

ACCOMPLISHMENTS - FISCAL YEAR 2018

Numerous meetings with service clubs, civic groups, and professional organizations were attended by staff members to discuss all facets of local planning. The Planning Board used extensive public input to review and receive comments on a wide range of planning issues throughout the City and County. Meetings of neighborhood task force organizations and neighborhood advisory committees were also attended as requested to answer questions and review long-range planning issues, particularly related to transportation planning and projects, as well as code enforcement complaints. Projects specifically related to citizens and citizen boards included the update to the 2014 Long Range Transportation Plan, the update to the 2008 Public Participation Plan and the development of the Billings Urban Traffic Model, Billings Bikeway and Trails Master Plan and the Household Travel Survey.

PROPOSED ACTIVITIES - FISCAL YEAR 2019**PL Eligible Activities**

- Outreach to the public and all affected jurisdictions for ongoing transportation projects, including but not limited to the North Billings Bypass, Zimmerman Trail reconstruction, short-term rail traffic mitigation projects in downtown Billings, 2014 Long Range Transportation Plan Update, 2008 Public Participation Plan, and the development of the Billings Urban Traffic Model.
- The staff will continue to support the Bicycle and Pedestrian Advisory Committee. The Committee is responsible for forwarding recommendations to the Planning Board and governing bodies on bicycle safety, bike lanes, pedestrian safety and access, and other matters. The group will be involved in the nomination and review of TA Program eligible projects, bicycle and pedestrian signing and safety projects, grant applications for non-motorized transportation projects, and community education and outreach on bicycle and pedestrian safety within the MPO.
- TAC and PCC meetings will be held and meeting information disseminated as necessary.
- Staff will continue to update and maintain the MPO's website to provide the most current up to date information to the community.
- Staff will implement web-based GIS and web mapping software for assistance in transportation and land use planning.
- Some of the specific projects that will include community participation include the completion of 2014 Long Range Transportation Plan update, including an update to the 2008 Public Participation Plan, the Downtown Area Traffic Coordination and Safety Study, the Economic Impact of the Non-motorized Transportation System on the Billings MPO, Wayfinding Sign Plan, the Inner Belt Loop Corridor Study, and the BBWA Canal Trail Feasibility Study.

Locally Funded Activities

- Meetings with various citizen groups will be coordinated and attended for the purpose of soliciting information and ideas on a broad range of planning issues within the Billings Urban Area and throughout Yellowstone County.
- Community participation using new tools and techniques will also be included in all planning studies proposed within this document.

STAFFING

4.0 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A comprehensive and coordinated solicitation and collection of public opinions in order to accurately reflect the preferences and priorities of the citizens within the Billings Urban Area.
- An enhanced integrated web-based public participation software that includes MPO and generally planning projects and procedures and other pertinent information.

FUNDING SCHEDULE - CITIZEN INVOLVEMENT

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$32,000	\$32,000	\$64,000
TOTAL	\$32,000	\$32,000	\$64,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$33,000	\$33,000	\$66,000
TOTAL	\$33,000	\$33,000	\$66,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.12.200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

200 Community Planning (4304)

OBJECTIVE

- To maintain records and make projections of population and dwelling unit data, land use information, employment data, and to maintain adequate financial records, files and reports.
- To provide current, accurate information pertaining to the quantity of residential, commercial, industrial, and public land in the MPO and across the County.
- To summarize and analyze development trends and to provide visual information to the City Council, County Commission, Planning Board and the public during the public input process for transportation and land-use decision making.
- To recommend implementation of the goals, policies, and strategies of the adopted 2016 City of Billings and Lockwood Growth Policy.
- Implementation of Long Range Transportation Plans and Planning Studies.
- The current ten planning factors have been reviewed and incorporated in this UPWP. The factors are:
 - 1) Support the economic vitality of the metropolitan area;
 - 2) Increase the safety of the transportation system for motorized and non-motorized users;
 - 3) Increase the security of the transportation system for motorized and non-motorized users;
 - 4) Increase the accessibility and mobility of people and for freight;
 - 5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote transportation-land use/economic development consistency;
 - 6) Enhance the multimodal/intermodal integration and connectivity of the transportation system;
 - 7) Promote efficient system management and operation; and
 - 8) Emphasize the preservation of the existing transportation system.
 - 9) Improve transportation system resiliency and reliability.
 - 10) Reduce or mitigate storm-water impacts of surface transportation; and enhance travel and tourism.

ACCOMPLISHMENTS - FISCAL YEAR 2018

The 2010 Census and most recent American Community Survey (ACS) data has been updated and placed in various databases as it has become available. Data gathered and updated included annual information related to population estimates for city and counties within the State of Montana. This annual information is used by the public and public agencies for planning purposes. The ACS is accessed for review and dissemination, and updated information released by the US Census Bureau in regards to commuting patterns. Other data gathered includes:

- Building Permits, Demolition Permits, Electrical Permits, Subdivision Applications, Zoning Applications, Special Reviews, Variances, temporary use permits, sign permits, zoning compliance permits and zoning clarification documents, annexation data, population trends, land use trends, school enrollment, employment data and general economic indicators.

The planning staff continues to review the 2010 Census data and the 2016 ACS figures and estimates for population and demographic data. Census information is made available to various local agencies and organizations and to the general public. The data is used for developing reports, grant applications and

planning documents such as Transportation and Land Use Plans and for projects like the 2017 Recreational Trails Program Grant and other grants as needed.

The City-County Planning Division, on behalf of the Billings MPO, is responsible for preparing a Complete Streets Progress Report every three years. This direction was outlined in the City of Billings Complete Streets Policy: “The City will periodically collect, review and report performance data and benchmark measurements to demonstrate the effectiveness of the policy.” This effort was completed with the first-ever Billings Complete Streets Benchmark Report prepared in 2013. An update to the Progress Report was completed in December of 2017 and included updated data sets and information regarding the performance of the Complete Streets Policy. Several datasets, including the general land use map of the County were updated so as to maintain an inventory of existing conditions. This information was utilized in various planning studies and provided to other departments and the general public. Zoning data developed in element 204 for the entire City and County zoning jurisdictions was provided to neighborhood task force groups and others as requested. Numerous other special purpose maps were prepared for meeting purposes including bicycle trail maps, annexation maps, estimated development density maps and tables for the Limits of Annexation Map area, and other project influence areas. Natural resource, 2010 Census, and jurisdictional boundary information was updated or developed. Traffic count station locations were ge-positioned and linked with the City-County traffic count matrix. The City also upgraded its internal mapping system with an ArcGIS product that makes access to the most current property data and aerial photography better and easier for staff when researching existing conditions of transportation corridors and adjacent property. The new system provides a robust City GIS base map for use in application reviews, transportation planning efforts, and general customer inquiries. Ongoing review and implementation of sub-area neighborhood and transportation plans, and other planning documents was carried out by staff.

PROPOSED ACTIVITIES - FISCAL YEAR 2019

PL Eligible Activities

- The new web-based GIS software is compatible with available datasets and utilize the existing data sets more effectively. The GIS will be utilized to develop a series of maps, including existing and proposed pedestrian trail routes and projects in the community, maps to implement the Long Range Transportation Plan, updates to a preferred growth area map in conjunction with the City’s Limits of Annexation Map, mapping of focus areas for implementation of the City’s Infill Development Policy, and others.
- The City also is rolling out a new web-based system that works with the City’s electronic project tracking and management system to provide a visual map view for staff and the public of the location of building permits that have been approved or are under review by the City. This web-based system will assist staff in identifying areas of impacts to the transportation system, specifically managing access.

The planning staff, under the direction of the Board of Planning, will continue to work on long-range planning projects according to the priorities established by both the City of Billings and Yellowstone County. In particular, the continuing implementation of the South Billings Master Plan, the 2014 Long Range Transportation Plan Update, the 2008 Public Participation Update, the Downtown Area Traffic Coordination and Safety Study.

Work related to Bicycle-Pedestrian activities in this work element will include:

- Work with staff to insure a bike/pedestrian friendly community.
- Review of proposed subdivision for non-motorized transportation connectivity.

Locally Funded Activities

- Staff also will continue to work with the Big Sky Economic Development Authority (BSEDA) to implement the Master Plan for the East Billings Urban Renewal District (EBURD), the Hospitality

Corridor Planning Study, the Exposition Gateway Concept Plan and the South Billings Boulevard Urban Renewal District (SBBURD) Master Plan. The plans include detailed analysis of the transportation and land use connections in the area and promoting sustainable development projects.

- Staff plans to work with the City, County, BSEDA, and neighborhood groups to identify planning needs in various parts of the urbanized area.
- Continued maintenance and update of socio-economic and land use data for both transportation and comprehensive planning activities will continue in 2019, with 2010 Census information and the newly released 2016 American Community Survey data.
- Various GIS databases and layers will continue to be developed and centrally maintained, including information on neighborhoods, community assets, route planning, trail systems and transportation plans.

STAFFING

21 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Various reports, files, and projections of socio-economic data necessary for current transportation and comprehensive planning activities, as well as support of City/County economic development activities.
- An ongoing GIS database/mapping system for the City of Billings and Yellowstone County.
- Ongoing updates to the preferred growth areas mapping and analysis for the City, implementation of the City Infill Development Policy, SBBURD Master Plan, the 2014 Long Range Transportation Plan Update, 2008 Public Participation Plan, the Downtown Area Traffic Circulation and Safety Study, the Economic Impact of the Non-motorized Transportation System on the Billings MPO, Wayfinding Sign Plan, the Inner Belt Loop Corridor Study, and the BBWA Canal Trail Feasibility Study.

FUNDING SCHEDULE - COMMUNITY PLANNING

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$64,500	\$150,500	\$215,000
TOTAL	\$64,500	\$150,500	\$215,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$69,000	\$161,000	\$230,000**
TOTAL	\$69,000	\$161,000	\$230,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

OBJECTIVE

- To oversee, interpret and enforce current City and County zoning regulations.
- To effectively administer the regulations and provide efficient service to the elected officials and the public.
- To maintain current zoning and land use information for all zoned property within the jurisdiction of the Billings Metropolitan Planning Organization to use in long-range transportation planning studies, traffic analysis, and transportation projects.

ACCOMPLISHMENTS - FISCAL YEAR 2018

During the past year, all applications for zone changes, special reviews, variances, and planned developments were reviewed and processed by the planning staff. Reports and recommendations were prepared on each case to the various boards, commissions, and governing bodies. Digital photos are now incorporated into all zoning reports and Microsoft Power Point presentations are given to all boards and commissions. Staff is in the process of ongoing scanning of historic zoning files to the ImageSilo in preparation of future citizen access. All applications for building permits were also reviewed for compliance with City and County zoning regulations. Special zoning studies and ordinance updates were prepared as requested by the governing bodies. These included making a series of zoning code amendments to bring the regulations into compliance with changes in State Law and changes driven by community interests.

Staff coordinated with the County GIS Department to ensure that all zone changes within the Billings MPO area were reflected on GIS online and printed maps to ensure land use information was current.

A significant amount of time was also spent assisting the public with general zoning questions. The status of all active zoning applications is now posted on the City/County Planning websites.

PROPOSED ACTIVITIES - FISCAL YEAR 2019**PL Eligible Activities**

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design. Traffic accessibility studies will be reviewed when required as part of certain zoning applications that include drive-thru services, high-traffic volume developments, projects that may be adjacent to arterial streets with limited access like Shiloh Road, Grand Avenue or King Avenue West, or may otherwise cause significant impacts to the local transportation system.
- Staff will continue to maintain its zoning maps and land use information so that it is applicable to long-range transportation planning efforts in the Billings MPO. This information is regularly applied to a variety of MPO functions, including corridor analysis efforts like those involved in the Billings Bypass project, specific road projects, TA program applications and non-motorized grant applications.
- Staff will continue the update to the Zoning Code. It is anticipated that this upcoming year will see the development of new Ordinances related to zoning within the City and County Zoning jurisdictions.

Locally Funded Activities

- Carrying out the day to day activities required to effectively administer the zoning regulations as well as ensure that land use information is current and available for all long-range transportation planning efforts, including Transportation Plan updates, specific road projects, corridor studies and the North Bypass project.
- Activity in 2019 will include ordinance updates as required by State law including language addressing Home Occupation licensing, or requested by the public or governing bodies.
- All zone change applications will be reviewed for compliance with local plans.
- Staff will continue the update to the existing Unified Zoning Code based on fulfilling policy goals set by the local governing body including Growth Policy, Neighborhood Plans, Complete Streets and Infill Policies.

STAFFING

10 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Effective zoning regulations and administration for the City of Billings and Yellowstone County. Effective enforcement of the zoning regulations for Yellowstone County.
- On-line submittal capability for certain zoning permits, i.e. sign and fence will increase efficiency and convenience for applicants.

FUNDING SCHEDULE - ZONING ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$27,400	\$109,600	\$137,000
TOTAL	\$27,400	\$109,600	\$137,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$28,000	\$112,000	\$140,000
TOTAL	\$28,000	\$112,000	\$140,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

OBJECTIVE

- To maintain the current City and County subdivision regulations and ensure that they are updated when changes in State law occur.
- To effectively administer the regulations and provide efficient service to developers, engineers and surveyors, elected officials, and the community.
- To ensure that development is occurring with minimal negative impacts to the community and that subdivisions are designed to be safe and long lasting in the community.
- To evaluate traffic accessibility studies, general circulation data, and ensure conformity with the Functional Classification Map and associated elements of the Long Range Transportation Plan when a subdivision application is submitted.
- To collect, manage, and apply subdivision development information for long-range transportation planning activities for the MPO – including but not limited to updates to the transportation plan and maintenance of inputs for traffic modeling.

ACCOMPLISHMENTS - FISCAL YEAR 2018

The Board of Planning and the planning staff reviewed all preliminary major and minor plat applications. Numerous conceptual and pre-application meetings were coordinated and attended by staff. All final plats were reviewed and processed. Also, a significant amount of time was spent assisting the public with general subdivision questions. Updates to the City and County Subdivision Regulations due to legislative changes were drafted and approved.

Staff collected and compiled information on the details of each new subdivision in terms of numbers of lots and land area slated for development. This information is integral to any transportation plan updates or long-range transportation planning efforts undertaken by the MPO in the community to determine population growth and location of residents and commercial services that affect the transportation system. This involved monthly subdivision activity reporting and periodic reviews of new development locations. This is also considered in relation to the TA program and when the MPO pursues grants for non-motorized transportation projects in the community.

The MPO continues to implement and enforce the Suburban Subdivision Regulations that require property currently outside the city limits but within the County Zoning Jurisdiction that may be annexed in the future to develop at city standards for infrastructure such as curb, gutter, sidewalk, etc. This new procedure has been a positive to residential development on the city fringe areas.

PROPOSED ACTIVITIES - FISCAL YEAR 2019**PL Eligible Activities**

- Staff will review all subdivisions for compliance with the Billings Area Long Range Transportation Plan, and for conformity with the Billings Area Bikeway and Trail Master Plan, Lockwood Transportation Plan, Blue Creek Transportation Plan, and other neighborhood and community transportation plans as applicable.
- Staff also will continue to collect information on the details of each new subdivision as an integral data source for long-range transportation planning efforts undertaken by the MPO. The MPO expects to use this data in 2019 for a variety of projects, including the Long Range Transportation

Plan Update, the continued alignment analysis for the Inner Belt Loop Phase II (including the Corridor Study proposed), and continued analysis for the North Bypass.

Locally Funded Activities

- All subdivision applications will be reviewed for compliance with local and state subdivision law.
- To carry out the day to day activities required to effectively administer the subdivision regulations, and to keep the regulations current.
- Continued implementation of the Suburban Subdivision Regulations within the County Zoning Jurisdiction area.

STAFFING

11.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- An effective subdivision review process with regard to local and state law, the Growth Policy, and the Billings Area Transportation Plan.
- Correctly identified street segments in alignment with the 2018 Transportation Plan Functional Classification Map (under development).

FUNDING SCHEDULE - SUBDIVISION ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$38,100	\$88,900	\$127,000
TOTAL	\$38,100	\$88,900	\$127,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$40,500	\$94,500	\$135,000
TOTAL	\$40,500	\$94,500	\$135,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.13.300 LONG RANGE TRANSPORTATION PLANNING

300 TRANSPORTATION SYSTEM DATA (4310)

OBJECTIVE

- To develop and maintain current transportation system data files and records.
- To provide transportation planning and data information to City and County staff, elected officials, developers, engineering firms, and the general public.

ACCOMPLISHMENTS - FISCAL YEAR 2018

The traffic count program for FY 2018 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. Staff participated in the update of the City of Billings Capital Improvement Plan (CIP). Crash information was compiled and analyzed. Crash data is also used in many of the planning studies undertaken by the MPO. The staff also continued to utilize the trail scanners that were purchased and found new and better ways to both use the scanners in more trail locations in the community and display the data for various applications. Rails to Trails Conservancy chose Billings as a pilot city for two EcoCounters, these counters were placed on commuter trails within the City and are continuously transmitting real time data. Also, the City has modified two traffic signals so they have the capability of detecting bicycle traffic at intersections. The Seasonal Traffic Intern has been combined into the City Engineering (Contract Position). This was done as a cost saving measure and will allow more flexibility with MPO related duties as they are presented. A silo based data retention system was put into place. This system allows for digital data storage of all the traffic count information and will enable better staff, agency and public access to the information in 2018.

The MPO is currently in the process of completing the development of the Billings MPO TransCad Model program. This project was developed in conjunction with the update to the Long Range Transportation Plan and will develop a base year of 2017 for modeling purposes.

PROPOSED ACTIVITIES - FISCAL YEAR 2019

PL Eligible Activities

- To complete the development of the Billings MPO TransCad Model program. The ability of the Billings MPO to conduct transportation modeling in-house will benefit the community and will include modeling data on vehicles, bike and transit.
- The traffic count program for the Billings Urban Area as well as the Yellowstone County influence area will be conducted and the appropriate data recorded during FY2019. All traffic count data will be submitted to the MDT by February 1, 2019.
- Crash data will be compiled and analyzed to determine high hazard locations.
- Staff will update, where appropriate, the City's Capital Improvement Program.
- The Contract Position with City Engineering will take on expanded duties of traffic modeling and traffic model upkeep and maintenance.
- Staff will collect and maintain bike/pedestrian information through the trail census and use of the trail-bike/pedestrian scanner. This activity is in conjunction with MPO region wide planning.
- Additional integration of the Transportation Planner II position into the Division's transportation project work and familiarity with transportation planning issues will continue under the direction of the Transportation Planning Coordinator. This individual continues to be responsible for managing traffic data for studies and reference, administering the TA Program, training for future modeling traffic conditions related to new developments and transportation system changes.

- The traffic count data silo will be maintained and access for other agencies and the public will be coordinated with the system.
- Complete Street Progress Report as documented in Work Element 200.
- The MPO is will integrate new traffic count equipment. Staff will work with MDT on coordinating this.
- The Bicycle-Pedestrian activities will continue. Duties will include but not limited to:
 - Maintain Bike/pedestrian data bases in conjunction with MPO region wide planning purposes.
 - Maintain data base for easement acquisition.

STAFFING

13.5 Staff Months – City/County Planning

11.0 Staff Months - City Engineering (Contract Position)

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning/MDT

PRODUCT

- Documentation as necessary, support of transportation grant programs, transportation system modeling, updated Traffic Count Program, and research and integration of traffic information into planning projects and development review activities.
- Current traffic count data.
- Current bike/pedestrian counts.

FUNDING SCHEDULE - TRANSPORTATION SYSTEM DATA

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$215,000	0	\$215,000
TOTAL	\$215,000	0	\$215,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$200,000	0	\$200,000
TOTAL	\$200,000	0	\$200,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**This Includes - \$15,000 for the completion of a Billings MPO TransCad Model

301 TRANSPORTATION PLAN (4311)

OBJECTIVE

- Implement the Goals and Objectives in the Billings Long Range Transportation Plan.
- Develop (where necessary) and maintain data for the urban area in order to effectively monitor and evaluate the validity of the Transportation Plan.

ACCOMPLISHMENTS - FISCAL YEAR 2018

Staff continues to update the 2014 Long Range Transportation Plan. Elements in the Plan include Goals and Objectives, a Transit section, an analysis of the railroad interface with the community, and a review of current projects listed in the 2014 Study. This plan update will also include requirements for Performance Measures. The Billings MPO recently moved to incorporate State MDT Performance Measures within all Transportation Planning and Projects.

Staff will continue to implement the 2017 Billings Area Bikeway and Trail Master Plan. This will include working with MDT, City and County Public Works and other organizations with the continued development of the non-motorized transportation system.

PROPOSED ACTIVITIES - FISCAL YEAR 2019

PL Eligible Activities

- Staff will work to implement the 2016 Billings Area Bikeway and Trail Master Plan.
- Update the MPO Bike/Pedestrian Maps.
- Develop a web-based interactive Bike and Pedestrian Mobile Application.
- Staff will continue the update to the 2014 Transportation Plan including an update to the 2008 Public Participation Plan.
- Staff will also integrate the 2014 Transportation Plan with the City's Capital Improvement Program to ensure consistency.
- Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.
- Continue to update and distribute the MPO Bike/Pedestrian Maps.

STAFFING

9.0 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- Implementation of transportation projects identified in the Billings Area Bikeway and Trail Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program.

FUNDING SCHEDULE - TRANSPORTATION PLAN

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$325,000	0	325,000
TOTAL	\$325,000	0	325,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$265,000	0	265,000
TOTAL	\$265,000	0	265,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Complete the update to the 2014 Long Range Transportation Plan - \$25,000; Update the MPO Bike/Pedestrian Map - \$8,500; Develop an interactive Bike/Pedestrian Mobile Application - \$50,000

302 PLANNING STUDIES (4312)

OBJECTIVE

- To update and develop site-specific plans and transportation studies where appropriate.

ACCOMPLISHMENTS - FISCAL YEAR 2018

- The Downtown Area Traffic Circulation and Safety Study was proposed to be separated into two separate projects. The first was initiated by the City Engineering Division and includes engineering elements with conversion of one-way streets into two-way streets. The engineering portion will review traffic signal function, intersection alignments and parking reconfiguration. The second phase of the project will be initiated by the MPO in the 2019 UPWP.
-

PROPOSED ACTIVITIES - FISCAL YEAR 2019

PL Eligible Activities

- Complete the Downtown Area Traffic Circulation and Safety Study. This study will examine the impacts of one-way street conversion to two-way street on bicycle and pedestrian access and safety. This plan will assist in identifying potential transportation projects for future funding.
- The Billings MPO has identified in the 2017 Bikeway + Trails Master Plan bike boulevards as a preferred bike commuting system. As part of bike boulevard development, the MPO would like to develop a Wayfinding Signage Plan. This wayfinding signage would be located within the Public Right-of-way and identify the where and how directional signage would address local bike traffic.
- It is anticipated that the City of Billings will complete Phase I of the Inner Belt Loop from Alkali Creek to Highway 3 in 2022, this new road construction will have an impact on the entire corridor. The Billings MPO desires to complete an Inner Belt Loop Corridor Study from the intersection of the terminus of Skyway Drive (IBL) and Alkali Creek to Highway 3. The study would address future access options as development occurs along the roadway, potential intersections, storm water management, bicycle and pedestrian access and transportation safety along the corridor.
- Grant writing services to assist with a Build (or something similar) Grant application.

Locally Funded Activities

- Staff will be involved in the coordination through completion of all planning studies undertaken. This includes contract negotiations, coordination of citizen advisory groups, public meetings, overseeing contract deliverables and project wrap-up.

STAFFING

6.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A study that will identify future transportation infrastructure projects to encourage better traffic flow in the downtown. This study will also provide guidance on infrastructure and programs that will encourage active transportation in a safe environment.

FUNDING SCHEDULE – PLANNING STUDIES

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$120,000	\$80,000	\$200,000
TOTAL	\$120,000	\$80,000	\$200,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$192,000	\$128,000	\$320,000**
TOTAL	\$192,000	\$128,000	\$320,000**

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**Downtown Area Traffic Circulation and Safety Study \$75,000; Wayfinding Signage Plan - \$50,000; Inner Belt Loop Corridor Study - \$100,000, Grant (Build) Writing - \$45,000.

41.15.500 TRANSPORTATION IMPROVEMENT PROGRAM

500 TRANSPORTATION IMPROVEMENT PROGRAM (4313)

OBJECTIVE

- To maintain a viable five-year program of transportation improvements for the Billings Urban Area.

ACCOMPLISHMENTS - FISCAL YEAR 2018

In May of 2017, a Transportation Improvement Program (TIP) update covering the period of 2017-2021 was produced to reflect current project status. Determinations were prepared for conformity to the Clean Air Act. Compliance with the new requirements of the FAST-Act authorization was completed.

In February of 2018, an amendment to the 2017-2021 TIP was requested by MDT. Final approval of the amendment was received in April of 2018.

PROPOSED ACTIVITIES - FISCAL YEAR 2019

PL Eligible Activities

- The Transportation Improvement Program (TIP) will be updated as needed to reflect current project status. A certification statement will be included, as appropriate, to conform to the planning regulations. Based on the Transportation Plan, projects will be evaluated and ranked in accordance with the Priority Ranking Procedures, and in accordance with consistency/conformity procedures. Necessary data will be gathered from primary and secondary sources by the planning staff based upon the Memorandum of Understanding with the City of Billings Public Works Department, establishing areas of data responsibility. Conformity determinations will be prepared as necessary to ensure conformity with the Clean Air Act.

STAFFING

2.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

- A current transportation improvement program which reflects conformity with FHWA, the Clean Air Act, and local priorities.

FUNDING SCHEDULE - TRANSPORTATION IMPROVEMENT PROGRAM

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$32,000	0	\$32,000
TOTAL	\$32,000	0	\$32,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$33,000	0	\$33,000
TOTAL	\$33,000	0	\$33,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

600 ENVIRONMENTAL CONSIDERATIONS (4314)

OBJECTIVE

- Maintain current records of monitored air pollution levels and obtain other environmental data as necessary within the Metropolitan Planning Area.
- Review proposed development and transportation system improvements with respect to environmental considerations within the MPO influence area.

ACCOMPLISHMENTS - FISCAL YEAR 2018

Air quality monitoring information was obtained from the County Air Pollution Control Board. Air quality mapping for the State Air Quality Bureau was revised. The Congestion Mitigation Air Quality (CMAQ) program was implemented. Staff continues to monitor carbon monoxide (CO) information in the Urbanized Area.

The Socio-Economic and Environmental (SEE) effects guidelines were used to review proposed developments and transportation system improvements.

PROPOSED ACTIVITIES - FISCAL YEAR 2019

PL Eligible Activities

- The planning staff will continue to utilize the SEE effects guidelines to evaluate all major development proposals in terms of transportation systems. This would include the CMAQ program.
- Work will continue to maintain the Billings air quality designation.
- Staff will continue to review the MOVES Program and others like it and their relationship to the MPO.

STAFFING

2.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

Current environmental data as well as a comprehensive planning and transportation planning process that will substantially addresses the socio-economic and environmental consequences associated with growth and development.

FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$31,000	0	\$31,000
TOTAL	\$31,000	0	\$31,000

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$32,000	0	\$32,000
TOTAL	\$32,000	0	\$32,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

41.17.700 OTHER ACTIVITIES

700 CONTINGENCY (4315)

OBJECTIVE

- To provide for the accounting of available un-programmed funds in the current UPWP.

ACCOMPLISHMENTS - FISCAL YEAR 2018

N/A

PROPOSED ACTIVITIES - FISCAL YEAR 2019

PL Eligible Activities

- This work element will be utilized for accounting purposes only. No specific work activity will be charged to this work element.

STAFFING

N/A

FUNCTIONAL AGENCY RESPONSIBILITY

N/A

PRODUCT

N/A

FUNDING SCHEDULE - CONTINGENCY

FUNDS PROGRAMMED - FISCAL YEAR 2018

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$347,250	127,250	\$474,500
TOTAL	\$347,250	127,250	\$474,500

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2019

FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$885,500	59,500	\$945,000
TOTAL	\$885,500	59,500	\$945,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SECTION II -- FUNDING

**TABLE I
FUNDING SUMMARY
FEDERAL FISCAL YEAR 2019**

WORK ELEMENT	FUNDING SOURCES FY 2019		
	PL*	LOCAL	EST. COST
100 Administration	\$209,000	\$171,000	\$380,000
101 Service	20,000	20,000	40,000
102 Citizen Involvement	33,000	33,000	66,000
200 Community Planning	69,000	161,000	230,000
204 Zoning	28,000	112,000	140,000
205 Subdivision	40,500	94,500	135,000
300 Transportation System	200,000	0	200,000
301 Transportation Plan	265,000	0	265,000
302 Planning Studies	192,000	128,000	320,000
500 T.I.P.	33,000	0	33,000
600 Environmental	32,000	0	32,000
700 Contingency	885,500	59,500	945,000
TOTAL	\$2,007,000	\$779,000	\$2,786,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

**TABLE II
FUNDING COMPARISONS**

WORK ELEMENT	FY 2019 ESTIMATED COST	FY 2018 ESTIMATED COST
100 Administration	\$380,000	\$325,000
101 Service	40,000	39,000
102 Citizen Involvement	66,000	64,000
200 Community Planning	230,000	215,000
204 Zoning Administration	140,000	137,000
205 Subdivision Administration	135,000	127,000
300 Transportation System Data	200,000	215,000
301 Transportation Plan	265,000	325,000
302 Planning Studies	320,000	200,000
500 T.I.P.	33,000	32,000
600 Environmental Considerations	32,000	31,000
700 Contingency	945,000	374,500
TOTAL	\$2,786,000	\$2,084,500

**TABLE III
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2019**

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Trans. System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Contingency	MPO	100		100

**TABLE IV
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2019**

WORK ELEMENT	DIRECTOR (Friday)	SENIOR PLANNER (TRANS.) (Walker)	PLANNER I (Husman)	PLANNING MANAGER (Plecker)	PLANNER II (Mattox)	CLERK (Deines)	PLANNER II (Green)	PLANNER I (Vacant)	SENIOR PLANNER (ZONING) (Cromwell)	Active Trans. Planner I (Monat)	TOTAL M.M.
100	7	1.5	2.5	5.5	.5	1.5	.5	.5	1	5.5	26
101	.5		1				.5	.5	1		3.5
102	.5		.5	.5	.5	.5	1	.5			4
200	1.5		5	2	1	2	1	5	1	2.5	21
204			.5	.5		.5	.5	2	6		10
205			.5	1		.5	7.5		2		11.5
300		2.5	.5	.5	5	2				3	13.5
301	.5	4		.5	2	2					9
302	.5	1		.5	1	1		2.5			6.5
500	.5	1			.5	.5					2.5
600		1	.5		.5	.5					2.5
TOTAL	11	11	11	11	11	11	11	11	11	11	110

*This table indicates approximately how many man months individual staff members work in each work element.

WORK ELEMENT	CITY TRAF. TECHNICIAN
300	11
TOTAL	11

SECTION III

INDIRECT COST PLAN

INTRODUCTION

The Office of Management and Budget Circular 2 CFR Part 200 is used as governing criteria for establishing the allowed costs.

IDENTIFICATION OF COSTS

The costs are delineated below by type:

DIRECT	INDIRECT	BENEFITS
Salaries & Wages	Maintenance	FICA
Legal Notices	Reproduction	PERS
Travel	Supplies	Workmen's Compensation
Printing	Postage	Accident Insurance
Training	Subscriptions	Health Insurance
Consultants	Telephone	Sick Leave
Equipment	Utilities	Vacation
Mileage	Rent	Holidays
Moving/Interview	Audit	Maternity
	Messenger	Military
		Life Insurance
		Dental Insurance

ALLOCATION OF COSTS

Direct costs will be charged to the work program line item to which they apply.

An indirect cost rate of **12%** of the City and County's direct salaries and wages is proposed. The **12%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **54%** of the City and County's direct salaries and wages charged to each line item.

FUNDING SOURCES

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency will be billed their share of the total charges made against each line item according to the approved pro-rations.

Funding sources and amounts contained in the UPWP are as follows:

Planning Dept. Fees (City of Billings)	\$230,000
Planning Dept. Fees (Yellowstone Co.)	\$57,000
Yellowstone County (Mill)	\$492,000
PL*	\$2,007,000
TOTAL	\$2,786,000

*The matching ratio is Federal PL--86.58% and State match-13.42%.

SUMMARY

The indirect cost rate is a predetermined fixed rate which is not subject to adjustment. The base period used in determining the rate is the period from July 1, 2017 through June 30, 2018. The calculated rate is applicable to the grant period, which is October 1, 2018 through September 30, 2019.

LIST OF ACRONYMS

ADA	American Disability Act
BSEDA	Big Sky Economic Development Authority
CAC	Citizen Advisory Committee
CMAQ	Congestion Mitigation Air Quality
CTEP	Community Transportation Enhancement Program
EBURD	East Billings Urban Renewal District
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act
MAP-21	Moving Ahead for Progress in the 21 st Century
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization
PCC	Policy Coordinating Committee
PEP	Private Enterprise Participation
PL	Planning Funds
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act for the 21 st Century
TA	Transportation Alternative Program
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
YCBP	Yellowstone County Board of Planning

CHAPTER II

CITY OF BILLINGS TRANSIT DIVISION

SECTION I UNIFIED PLANNING WORK PROGRAM

44.21.00 Program Support and Administration

44.21.01 PROGRAM ADMINISTRATION

OBJECTIVE

To provide program support, general administration, grant administration, and training in support of transit planning activities.

ACCOMPLISHMENTS FISCAL YEAR 2018

Conformance with federal, state, and local administrative requirements for maintenance of transit planning function, including continuing to maintain and update the Coordinated Transportation Plan. Stayed informed of Federal/State requirements concerning grants. Attended training opportunities to enhance knowledge and skills. Developed and prepared the FTA mandated Transit Asset Management Plan. Improved data-keeping practices, managed FTA Section 5303 grant activities, and prepared transit aspect of UPWP. Attended general transit-related meetings. Participated in TAC and other meetings.

PROPOSED ACTIVITIES FISCAL YEAR 2019

All administrative functions necessary in support of transit planning activities will be performed. Continue to improve data-keeping practices. Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain federal funding support. Furthermore, this UPWP will be revised when deemed necessary. The FY 2019 UPWP for transit planning activities will also be developed under this line item. Continue to research and develop the use of FTA funding, as provided in the FAST Act. Maintain coordination with 5310 providers and as the lead agency, develop and apply for capital grants for new vehicles as decided by the Coordination Transportation Plan Committee. The Coordinated Transportation Plan will be updated, as required by the FAST Act.

Staff participates in recognized and approved training programs in order to improve skills and capabilities. Planner will assimilate documents, regulations, and codes to keep abreast of federal, state, and local requirements as they relate to the transit planning process. To maintain interaction and feedback with appropriate citizen and professional groups, staff will participate with the TAC, Coordination Plan Committee, citizen advisory boards and others as needed. Grant administrative functions and continue updating and maintaining the FTA mandated Transit Asset Management Plan.

STAFFING

220 Transit Planner Staff Hours
44 Administrative Support Staff Hours
44 Aviation/Transit Director Staff Hours

308 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

PRODUCT

An ongoing administrative program to carry out the transit planning function.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant

FUNDING SCHEDULE - 44.21.01

Expenditures	Local	FTA	Total
Programmed FY 18	\$4,993	\$19,971	\$24,964
Estimated FY 2019	\$5,278	\$21,112	\$26,390

44.24.01 NEW TRANSPORTATION SERVICE EVALUATION AND ANALYSIS

OBJECTIVE

To facilitate considerations of means to ensure that citizens will have acceptable public transportation alternatives in the future, including during times of constrained financial resources.

ACCOMPLISHMENTS FISCAL YEAR 2018

Updated projections of future revenues and expenses. Assisted with annual and out-year budget and financial resources analysis, including multi-year spreadsheets. Arranged for a variety of on-going data gathering and analysis efforts to monitor system. Identified the operating and capital needs required to ensure reliable fleet and effective system functioning and assisted with preparation of related grant applications, grant revisions, and budget documents. Performed operational analysis of the transit system. Analyzed and implemented fare box and other revenue changes. Performed general planning for system improvements, including route changes, schedule changes, and locations for amenities such as bus shelters and benches. On-going ridership tracking by route. Provided information and comments related to transit on development and annexation projects. Performed general transit planning.

PROPOSED ACTIVITIES FISCAL YEAR 2019

Continuation of activities undertaken in FY 2018 including, research to determine if there is any possibility for additional service hours or additional routes for the system in the future. Assisting with financial analysis and planning; and assessing future capital and operating requirements. Continue needed service adjustments, including means to continue addressing needs with fewer resources. Continue planning efforts regarding public and stakeholder involvement and input opportunities, including facilitating public meetings to plan for improvements on transit routes and specialized services for seniors and disabled.

STAFFING

619.44	Transit Planner Staff Hours
123.89	Administrative Support Staff Hours
<u>154.86</u>	Aviation/Transit Director Staff Hours
<u>898.19</u>	Total Staff Hours

PRODUCT

Identification of and plans for efficient and effective transit service for the future, such as financial and capital analyses and possible system modifications.

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant

FUNDING SCHEDULE - 44.24.01

Expenditures	Local	FTA	Total
Programmed FY 18	\$13,860	\$55,440	\$69,300
Estimated FY 2019	\$14,827	\$59,308	\$74,135

44.24.02 CURRENT SERVICE ENHANCEMENT**OBJECTIVE**

To improve service and ridership in existing transit system.

ACCOMPLISHMENTS FISCAL YEAR 2018

Worked with operational staff in reviewing and implementing system improvements to existing routes and services and to assess system functioning. Assisted in assessing upcoming operational needs. Revised ridership data for better accuracy in analysis of system functioning. Provided monthly ridership (including wheelchair and bike rack use) analysis, assessed ridership trends, and prepared other information on system functioning as requested. Monitored data to analyze possible improvements to routes and schedules. Researched the feasibility of real time AVL tracking on the buses, allowing riders to determine where the bus is in real time. Prepared National Transit Database reports and gathered information from the public for planning purposes.

PROPOSED ACTIVITIES FISCAL YEAR 2019

Continuation of activities undertaken in FY 2018. Assist in identification and implementation of means to improve current service, including analyzing the routes and schedules with gathered data. Implementing an AVL system on the fixed-route buses to allow riders the ability to determine where the bus is in real time, and gather tracking data to help improve the routes. Researching the use of electronic fare boxes to assist in tracking ridership numbers for determining the effectiveness of current routes. This element may also include activities such as assisting with marketing to attract and educate “choice riders” and senior riders on how to read the schedules and use transit; and to enhance public image of existing system and services as well as analyses of internal functions and operations. Develop and implement creative outreach programs to increase ridership and provide Bus Travel Training to citizens. Maintain monthly ridership figures and summary figures for effective decision-making. Complete National Transit Database reports. Other tasks may include monitoring public reaction to modified routes, schedules and marketing efforts, and assist in assessing budgetary needs.

STAFFING

626.02 Transit Planner Staff Hours

125.20 Administrative Support Staff Hours

125.20 Aviation/Transit Director Staff Hours

876.42 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

PRODUCT

Information relating to existing service/system enhancement, such as analyses of system functions and budget alternatives.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.24.02

Expenditures	Local	FTA	Total
Programmed FY 18	\$13,463	\$53,850	\$67,313
Estimated FY 2019	\$14,165	\$56,660	\$70,825

44.25.01 T.I.P.

OBJECTIVE

To maintain a viable five year program of transit improvements for the Billings Urban Area.

ACCOMPLISHMENTS FISCAL YEAR 2018

The TIP was updated to reflect current project status and include upcoming projects. Information was provided to the MPO to assist in community-wide Section 5310 project prioritization for inclusion in TIP. The STIP process was monitored especially with regard to the grants.

PROPOSED ACTIVITIES FISCAL YEAR 2019

City Transit Division will develop information on the operating and capital projects for which MET Transit and MET Plus plan to pursue federal grant assistance for inclusion in the TIP to be prepared by the MPO. Monitor inclusion of TIP and STIP to ensure ability to obtain federal Sections 5307, 5310 & 5339 grant assistance.

STAFFING

85.04	Transit Planner Staff Hours
17.00	Administrative Support Staff Hours
<u>17.00</u>	Aviation/Transit Director Staff Hours
119.04	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division will provide transit-related information to the County Planning Department for the MPO's inclusion in the TIP document.

PRODUCT

A current TIP as necessary for FTA grant approvals.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.25.01

Expenditures	Local	FTA	Total
Programmed FY 18	\$1,528	\$6,112	\$7,640
Estimated FY 2019	\$1,923	\$7,694	\$9,617

44.26.00 Implementation of Americans with Disabilities Act (ADA)

44.26.15 IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT (ADA)

OBJECTIVE

To ensure optimal use of City of Billings funds in meeting elderly and disabled transportation needs for both specialized and fixed route transportation in accordance with Federal Americans with Disabilities Act (ADA) regulations.

ACCOMPLISHMENTS FISCAL YEAR 2018

Continued implementation of the paratransit Eligibility Certification process and familiarizing elderly and disabled citizens with use of fixed route system as appropriate. Continued monitoring of transit system's compliance with the ADA regulations and assisted with related community relations. Assessed financial functioning of paratransit service. Monitored procedures and policies involving lift-equipped fixed-route service and other accessibility features and requirements. Assisted in assessment of future vehicle needs and relevant procurement of vehicles as related to best serving elderly and disabled citizens. Assisted with continued integration of the paratransit function within the City's MET Transit System. Assisted in efforts to develop and resolve operational policy issues and to improve MET Plus's efficiency & cost-effectiveness, including monitoring Paratransit scheduling software. Continue to coordinate transportation services among 5310 transit providers, social service agencies and the general public to provide an overall strategy to enhance transportation access, minimize duplication of services and facilitate the most appropriate cost-effective transportation possible with available resources.

PROPOSED ACTIVITIES FISCAL YEAR 2019

Continuation of activities undertaken in FY 2018. Plan additional sensitivity training for MET operators and other employees. Maintain positive relationship with disabled and elderly community and continued identification of means to address transit and special transportation needs, including assisting in efforts to assess both short and long term paratransit needs of the community and organizational and fiscal means to address those needs. Monitor and assess means to improve efficiency and effectiveness of paratransit service, including the update of the current paratransit software system. Continue to facilitate effective service provision and usage of lift-equipped fixed-route service. Participate on resource advisory groups. Continue to facilitate monthly Transportation Coordination Planning meetings with human service providers, social service agencies, transit providers and the general public to coordinate efforts associated with transit capital and service planning, as required under the FAST Act. Continue to provide outreach and education for social service professionals in the community and with senior groups.

STAFFING

243.00	Transit Planner Staff Hours
48.60	Administrative Support Staff Hours in support of Planner
470.00	Paratransit Coordinator Staff Hours
164.50	Clerical Staff Hours in support of Paratransit Coordinator
48.60	Aviation/Transit Director Staff Hours
974.70	Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City Transit Division

PRODUCT

Continued community consensus on how ADA regulations related to transit is to be complied with by the City of Billings. Continued community consensus on how to address specialized and lift-equipped and other transit needs of the community's disabled citizens through City funding.

FEDERAL PROGRAM PARTICIPATION

Federal Transit Act Section 5303 Metropolitan Planning Grant.

FUNDING SCHEDULE - 44.26.15

Expenditures	Local	FTA	Total
Programmed FY 18	\$13,264	\$53,058	\$66,322
Estimated FY 2019	\$13,846	\$55,382	\$69,228

SECTION II FUNDING

**Table 4
Funding Summary and Staff Months by Element - City Transit Division
Federal Fiscal Year 2018**

Work Element	Funding Source			Disbursement Percentage		Staff Hours
	City	FTA	Total Amount	City	FTA	
44.21.01	\$5,278	\$21,112	\$26,390	20	80	308.00
44.24.01	\$14,827	\$59,308	\$74,135	20	80	898.19
44.24.02	\$14,165	\$56,660	\$70,825	20	80	876.42
44.25.01	\$1,923	\$7,694	\$9,617	20	80	119.04
44.26.15	\$13,846	\$55,382	\$69,228	20	80	974.70
SUB TOTAL	\$50,039	\$200,156	\$250,195	20	80	3,176.35
TOTAL	\$50,039	\$200,156	\$250,195	20	80	3,176.35

ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 54% of direct salary or wages, and indirect costs at the rate of 12% of direct salary or wages. These rates for benefits and indirect costs were approved in an August 23, 2017 letter from the MDT Urban Planning Section.