



**YELLOWSTONE COUNTY BOARD OF PLANNING**  
CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



**AGENDA**

August 11, 2020 MEETING TIME: 6:00 p.m.  
Video Conference Format

1. **CALL TO ORDER - Planning Board President:** Welcome and Introduction of new and returning Board Members. Due to the COVID-19 health concerns, the format of the Planning Board meeting will be held in a virtual videoconferencing environment. The Miller Building and the Planning & Community Services Department will be closed during the meeting. Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearing under the Regular agenda. Comments may be sent to Planning via email before 3:00 PM, on Tuesday, August 11, 2020. Emails received before 3:00 P.M. will be read into the record, emails received between 3:00 PM and 5:00 PM, may be read during the meeting.

**PUBLIC PARTICIPATION GUIDELINES**

The Public may view the meeting via the Billings Planning & Community Services Facebook page:

<https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

The Public may call in during specific Public Comment periods at 406.237.6165. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary.

2. **APPROVAL OF AGENDA\*** - including any additions or deletions to agenda. The agenda for a regular meeting will be closed at 5:00 p.m. three (3) working days prior to the date of the meeting.
3. **MOTION. MEETING MINUTES:** July 28, 2020

**Attachments**

PlnBMinutes\_2020\_07\_28\_DRAFT

4. **PUBLIC COMMENT PERIOD** – As required (3 minute maximum per person). *Any member of the public may be heard on any subject that is not on the agenda. The Planning Board 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.*
  - 4a) **Comments on items not on agenda and requests to add items to future agendas**
  - 4b) **Comments on items on the non-public hearing agenda items**

5. **DISCLOSURE OF CONFLICT OF INTEREST:**

6. **DISCLOSURE OF EX PARTE COMMUNICATION:** Ex Parte Communication Binder is available at the Sign-In and Agenda station.

7. **OLD BUSINESS** (Agenda items that were not discussed or not completed in a previous meeting or items requiring action).

a.

**Attachments**

Draft 2021 UPWP

8. **NEW BUSINESS:** (Agenda items new to this meeting).

9. **OTHER BUSINESS:**

a. (Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.

1. Discussion. Zoning Boundary Extension. Planning Board letter to the Yellowstone County BOCC. Planning Staff and Planning Board.

10. **ADJOURNMENT**

**FUTURE AGENDA ITEMS FOR TUESDAY, AUGUST 18, 2020**

**Planning Board Meeting I (2nd Tuesday)**

**3.**

**Meeting Date:** 08/11/2020

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**Information**

**Subject**

**MOTION. MEETING MINUTES:** July 28, 2020

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**Attachments**

PlnBMinutes\_2020\_07\_28\_DRAFT

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# CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

**Board Attendance Roster:** Please note: “E” stands for excused absence, “A” stands for un-excused absence, “1” stands for present.  
**BYLAWS, YELLOWSTONE COUNTY BOARD OF PLANNING, (Amended. May 25, 2004)**  
**Section 4. Absences and Removal A.** Each member shall inform the Planning Director at least one day before the meeting of his/her inability to attend a Board or Committee meeting. Such an absence shall be considered an excused absence. If any Board member accrues three (3) or more consecutive unexcused absences from regular meetings, notice of which has been given at his/her usual place of work or residence, or by announcement at a meeting attended by him/her, the President may call such absences to the attention of the Board which may then recommend to the appointing authority that such member be asked to resign and that another person be appointed to serve out the unexpired term. Schedule: (\*\* denotes a Wednesday meeting)

	Position	01/14/2020	01/28/2020	02/11/2020	02/25/2020	03/10/2020	03/24/2020	04/14/2020	04/28/2020	05/12/2020	** 05/27/2020	06/09/2020	06/23/2020	07/14/2020	07/28/2020	08/11/2020	08/25/2020	09/09/2020	09/22/2020	**10/14/2020	10/27/2020	11/10/2020	11/24/2020	12/08/2020
<b>Dave Goodridge</b>	Mayor/Billings Ward I	1	1	E	1	-	-	-	-	1	1	E	E	1	1									
<b>Heidi Jensen-Christison</b>	Mayor/Billings Ward II	-	-	-	1	-	-	-	-	1	1	1	1	1	E									
<b>Eric Wallace</b>	Mayor/Billings Ward III	1	1	1	1	-	-	-	-	E	1	1	1	1										
<b>Darell Tunnick</b>	Mayor/Billings Ward IV	1	1	1	E	-	-	-	-	1	1	1	1	1	1									
<b>Jon Thompson</b>	Mayor/Billings Ward V	1	E	1	1	-	-	-	-	1	E	1	1	1	1									
<b>Troy Boucher</b>	YC District 1	1	E	1	1	-	-	-	-	1	-	1	E	1										
<b>Dennis Cook</b>	YC District 2	1	1	1	1	-	-	-	-	1	1	1	1	1	1									
<b>Vacant</b>	YC District 3	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
<b>Vacant</b>	YC District 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
<b>Woody Woods</b>	YC District 5	1	1	1	1	-	-	-	-	1	1	1	1	1	1									
<b>Vacant</b>	YC District 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
<b>Jarett Hillius</b>	YC District 7	1	1	1	1	-	-	-	-	1	1	1	1	1										
<b>Vacant</b>	Y County Cons. District	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
<b>Scott Reiter</b>	<b>Ex-Officio SD2</b>		1	E	1	-	-	-	-	1	-	1	-	E	1									

**July 28, 2020**

**Virtual Video Conference Format**

*To be approved by a motion on August 11, 2020*

**PUBLIC HEARINGS/PUBLIC HEARING PARTICIPATION GUIDELINES.** Due to the COVID-19 health concerns, the format of the Yellowstone County Board of Planning meeting will

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## CITY/COUNTY PLANNING BOARD

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be held in a virtual videoconferencing environment. The normal hearing room on the 1st Floor at 2825 3rd Ave North (Miller Building) will be closed during the meeting and no one will be attending this hearing in person. Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearings under the Regular agenda. Comments may be sent to Board via email before 1:00 PM on Tuesday, July 28, 2020. All emails received prior to this time will be read into the record for the public.

The Public may call in during specific Public Comment periods at (406) 237-6165. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary. Live coverage can be viewed: <https://www.facebook.com/Billings-Planning-Community-Services-Department-1738982159659260/?ref=bookmarks>

### **Call the Meeting to Order**

President Woods called the meeting to order at 6:00 p.m. on Tuesday, July 28 2020

### **Introduction of Planning Board Members and Planning Department Staff**

President Woods called for introductions of the members of the Planning Board and staff.

**Participating Planning staff members:** Wyeth Friday, Director, Planning & Community Services; Monica Plecker, Planning Division Manager; Dave Green, Planner II; Scott Walker Transportation Coordinator; Tammy Deines, Planning Clerk

**Other Participants:** Taylor Kasperick, WWC Engineering; Ron Hill, Developer/Applicant

**Disclosure of Outside (Ex Parte) Communication or Conflicts of Interest– Board Members and Planning Staff.** There were no declarations of ex parte communications or conflicts of interest.

### **Approval of the July 28, 2020 Agenda**

President Woods noted a correction to the Public Phone number listed in the agenda. Public Phone calls for this meeting are to be directed to : 406-237-6165.

**A motion was made by Board member Cook and seconded by Board member Hillius to approve the July 28, 2020 meeting agenda with the correction to the public phone number. The motion carried with a unanimous voice vote.**

**Approval of Minutes:** June 23, 2020, July 14, 2020

### **Motion - June 23, 2020**

**Board member Hillius made a motion and Board member Thompson seconded the motion to approve the June 23, 2020 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

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## CITY/COUNTY PLANNING BOARD

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### **Motion - July 14, 2020**

**Board member Cook made a motion and Board member Hillius seconded the motion to approve the July 14, 2020 meeting minutes as submitted. The motion carried with a unanimous voice vote.**

**Public Comment:** President Woods asked if there was anyone wishing to speak during the public comment portion of the meeting. He stated any member of the public might be heard on any subject that is not on the agenda; the Planning Board will not take any action on these items at this time, but could choose to add an item to the next meeting agenda for discussion. There were no public comments. President Woods announced the public all in phone number: 406-237-6165

Planning Clerk Tammy Deines reported no calls with requests for public comment.

### **7. NEW BUSINESS:**

**(7-a). Presentation/Discussion. Public Safety Mill Levy Presentation. Kevin Iffland, Assistant City Administrator, presenting.**

Assistant City Administrator Kevin Iffland opened a presentation, "Public Safety, Repeal & Replace Levy, and Education".

### **Safety is one Key to a Healthy City**

#### **A. Define the Problem**

1. Billings has too much crime: Violent crime rates > 100% increase in 12 years to ~650/100,000; Property crimes are too frequent > 5, 100/100,000
2. Fire department response times are too slow
3. Expenditures Exceed Revenues by \$4.7 million

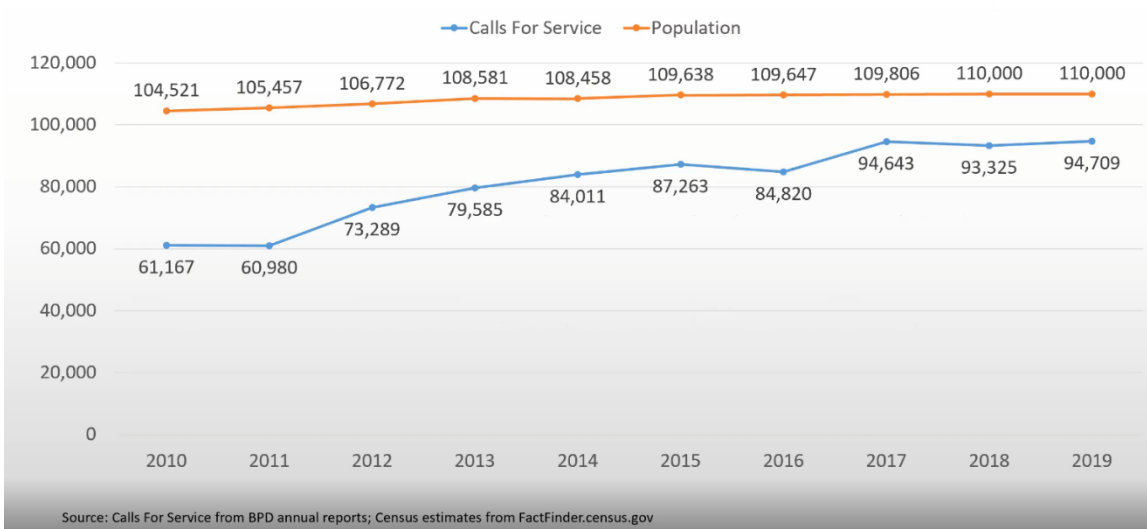
#### **B. Ballots are Due September 15, 2020 (Mail-in) Questions on ballot:**

1. Repeal-2004 \$8.2M levy (60 mill Est in 2004)
2. Replace-60 mill levy generation \$12.2M (2020)
3. Prepare for 2021 Public Safety Election

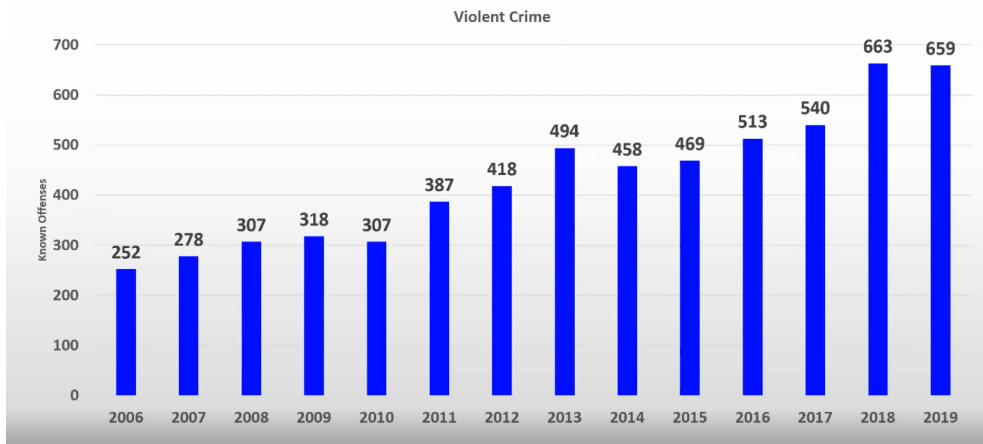
C. 2020 Public Safety Mill Levy

- 1. Retains Status Quo/Prevents losing ground
- 2. 2020 Criminal Justice/Emergency Response Analysis
- 3. Advancements will come with the 2021 levy

Police Dept. Calls for Service



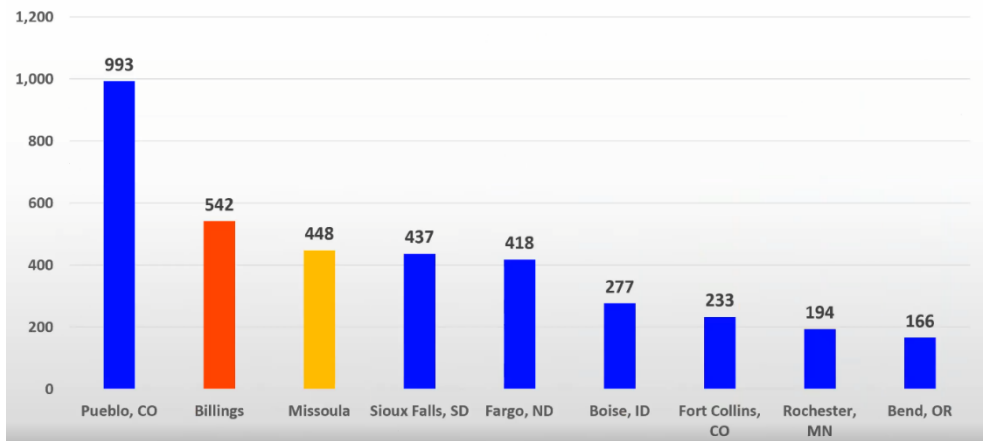
BPD Historical Data Summarized



## CITY/COUNTY PLANNING BOARD

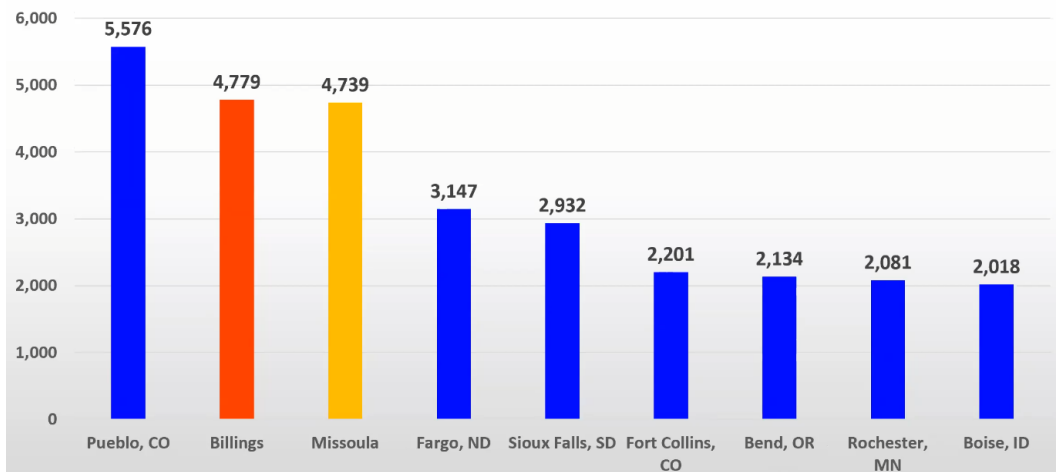
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### 2019 Peer City Violent Crime Rate Comparisons per 100K



Kevin Iffland commented the implementation of a Proactive Crime Unit by Chief St. John in 2019 made significant reductions in incidents, and this type of program will be considered in the future.

### 2019 Peer City Property Crime Rate Comparisons per 100K



Kevin Iffland stated Billings holds the highest rate of the seven larger cities in Montana. He commented that he spoke with the City Manager in Pueblo who attributed a lot of the rate to the approval of recreational marijuana.

## Fire Dept Calls for Service



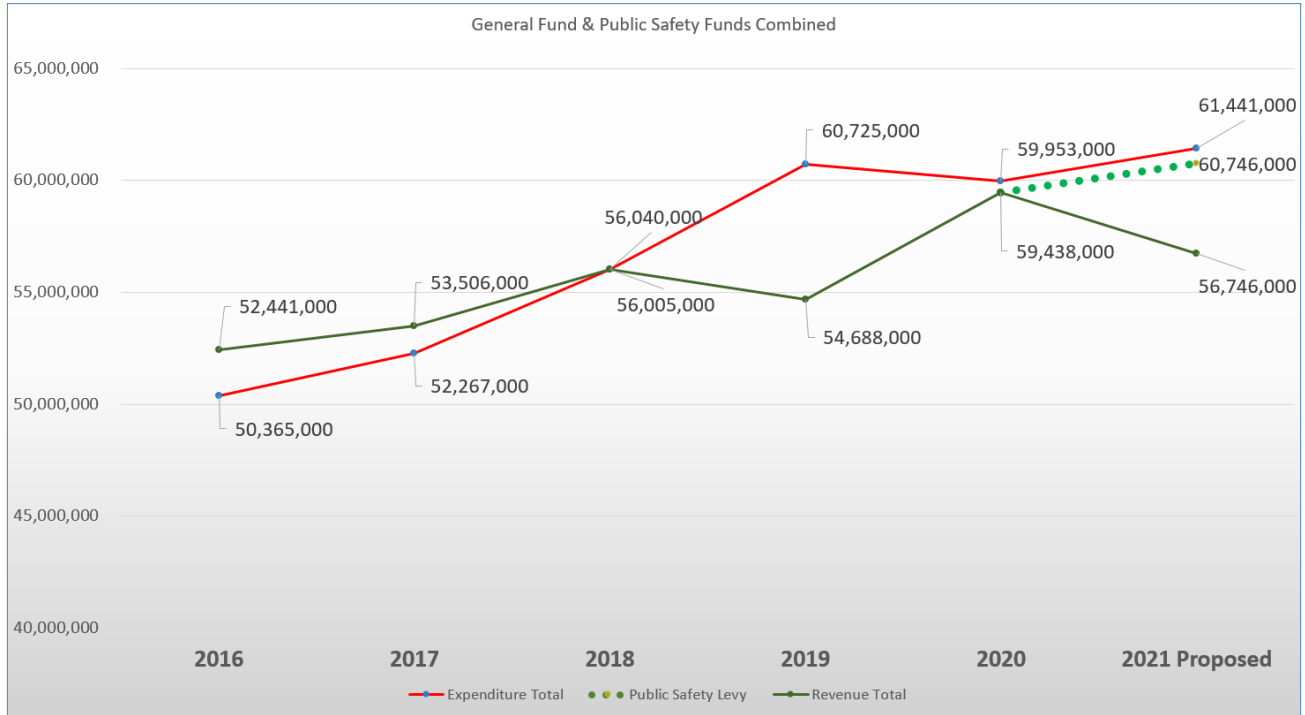
Calls have increased in the last ten years. The Billings Fire Department has a four and eight minute travel time for a single engine first alarm response. Consideration has been given to benefits of relocation fire stations to improve response time.

### E. General & Public Safety Funds Combined (2016-2021 (Proposed))

2016-2018-Revenues were consistently higher than expenditures. In 2018, the expenditures were higher than the revenue. The 5 million dollar gap experienced in FY 2018 continued until the advent of Covid-19 and the and the allocation of Federal funds from the CARES Act. If voter say no to this request, the \$5 million gap between revenue and expenses will continue.

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## F. How did we get here?

### 1. Revenue Losses

- \$4,000,000-\$8.2 M fixed since 2009-loses value annual (50% since 2004)  
\$2,530,000- Eliminated Franchise Fee in 2018

### 2. Cost Increases

- Added 20 Police, Fire, 911 Dispatch employees (2016-2020)  
Focus on remaining fully staffed (limited vacancy savings)  
Competitive wages

**G. Cost to Typical Resident:** If voters say, “yes”, the median home in Billings valued at \$211,000 will pay an additional \$4.75 per month. If voters fail to approve the levy costs per home will not increase and will go down as the cost continues to spread.

**H. VOTE:** Ballots are due September 14, 2020. The Yellowstone County Election office will mail ballots on August 28, 2020. There is a two-week period for receipt of ballots. Chris Kukulski stressed that staff is unable to advocate for this levy. The goal is to educate the public on the impacts of a “yes” or “no” vote on the question.

## Discussion

President Woods called for questions and discussion and asked for clarification on the home valued at \$211, 00. Kevin Iffland explained that it is based on the median taxable value of a home in Billings. Board member Goodridge asked if there are statistics for other cities for police officers and

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firefighters per 100,000 population. Kevin Iffland explained that this is a rough ratio and his preference is to use analysis of police and fire services related to workload and incident types. Board member Thompson stated he supports the mill levy. He asked what will happen if the mill levy does not pass? Kevin Iffland said the City will make it through this fiscal year and will spend into reserves. He stressed the need to have a plan for Fiscal Year '22, as the unobligated reserves will be spent. Board member Goodridge said he is curious as to what tools other cities use to bring in commercial development. He observed it seems the city is unable to mitigate the increase in costs without taxing property owners. Director Wyeth Friday said the updates and changes to the zoning code would help to create flexibility with property compliance. Other tools may be creation of renewal districts and/or incentivizing developers with information on infrastructure and transportation conditions in the area of interest.

### 8. OLD BUSINESS

#### **8a1. Public Hearing. 2021 Unified Planning Work Program, (UPWP), with the intent to make a recommendation to PCC. Scott Walker, Transportation Coordinator**

##### **BACKGROUND**

The City-County Planning Division is presenting the 2021 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) for Planning Board review and recommendation to the Billings Policy Coordinating Committee (PCC). Staff is requesting that the Planning Board receive a presentation on the 2021 UPWP and conduct a public hearing to take public comment on the UPWP at this meeting. At the August 11 meeting, staff is asking the board to take action on the UPWP and forward that recommendation to the PCC.

The UPWP is primarily for programming the federal dollars that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation-planning activities are included in the UPWP so that it represents a comprehensive document for the urban transportation-planning program.

This UPWP proposes planning activities for Federal Fiscal Year 2021, which runs from October 1, 2020, through September 30, 2021. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include an update to the Community Transportation Safety Plan, an update to the Billings Safe Routes to School Plan, and initiation of the North Bypass Corridor Study. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

Approval of the 2021 UPWP allows the City to access Federal funds for transportation planning in the community. Federal and local funds are combined to provide most of the planning work done by the Planning Division for the City and the County. If the UPWP is not approved, there would be a significant loss of resources for community planning and the community's ability to manage transportation planning projects and programs would be severely limited.

The breakdown of funding sources for the FY 2021 UPWP is estimated below:

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- \$250,000 Planning Dept. Fee Revenue (City of Billings)
- \$75,000 Planning Dept. Fee Revenue (Yellowstone County)
- \$503,000 Yellowstone County Planning Levy
- \$1,828,800 Federal Planning (PL) Allocation
- \$2,656,800 Total Program Funding (UPWP)

**RECOMMENDATION**

Staff recommends the Yellowstone County Planning Board receive a presentation on the 2021 UPWP and conduct a public hearing to receive public comment on the program at this meeting. The Planning Board is scheduled to take formal action on the UPWP and provide a recommendation to the City Coordinating Committee (PCC) at its August 11 meeting. The PCC is scheduled to take final action on the study at its meeting on August 18, 2020.

<b>FUNDING SUMMARY FEDERAL FISCAL YEAR 2021</b>			
<b>WORK ELEMENT</b>	<b>FUNDING SOURCES FY 2021</b>		
	<b>PL</b>	<b>LOCAL</b>	<b>EST. COST</b>
100 Administration	\$231,000	\$189,000	\$420,000
101 Service	22,000	22,000	44,000
102 Citizen Involvement	35,000	35,000	70,000
200 Community Planning	77,100	179,900	257,000
204 Zoning	30,400	121,600	152,000
205 Subdivision	45,600	106,400	152,000
300 Transportation System	240,000	0	240,000
301 Transportation Plan	231,000	0	231,000
302 Planning Studies	261,000	174,000	435,000
500 T.I.P.	35,000	0	35,000
600 Environmental	34,000	0	34,000
700 Un-Programmed Funds	586,700	100	586,800
<b>TOTAL</b>	<b>\$1,828,800</b>	<b>\$828,000</b>	<b>\$2,656,800</b>

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**TABLE II  
FUNDING COMPARISONS**

WORK ELEMENT	FY 2021 ESTIMATED COST	FY 2020 ESTIMATED COST
100 Administration	\$420,000	\$382,000
101 Service	44,000	42,000
102 Citizen Involvement	70,000	68,000
200 Community Planning	257,000	245,000
204 Zoning Administration	152,000	145,000
205 Subdivision Administration	152,000	145,000
300 Transportation System Data	240,000	230,000
301 Transportation Plan	231,000	220,000
302 Planning Studies	435,000	384,000
500 T.I.P.	35,000	34,000
600 Environmental Considerations	34,000	33,000
700 Un-Programmed Funds	586,800	731,085
<b>TOTAL</b>	<b>\$2,656,800</b>	<b>\$2,659,085</b>

**TABLE IV  
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR - 2021**

WORK ELEMENT	DIRECTOR (Friday)	TRANS. PLANNING CORD. (Walker)	PLANNER I (Husman)	PLANNING MANAGER (Plecker)	PLANNER II (Mattox)	CLERK (Deines)	PLANNER II (Green)	PLANNER I (Vacant)	ZONING CORD. (Cromwell)	ACTIVE TRANS. PLANNER (Monat)
100	7	1.5	2.5	5.5	.5	1.5	.5	.5	1	5.5
101	.5		1				.5	.5	1	
102	.5		.5	.5	.5	.5	1	.5		
200	1.5		5	2	1	2	1	5	1	2.5
204			.5	.5		.5	.5	2	6	
205			.5	1		.5	7.5		2	
300		2.5	.5	.5	5	2				3
301	.5	4		.5	2	2				
302	.5	1		.5	1	1		2.5		
500	.5	1			.5	.5				
600		1	.5		.5	.5				
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

**2020 Project Priorities**

- **Bike/Scooter Share Impact Study**-this study is under contract and projected for completion this fiscal year.
- **North Bypass Corridor Study**-this study will move forward in 2021
- **5<sup>th</sup> Avenue Corridor Feasibility Study**-This study is under contract with Sanderson Stewart
- **Complete Inner Belt Loop Corridor Study**-governing body review is complete with PCC approval on Tuesday, July 21, 2020.
- **Complete Wayfinding Signage Plan**-Completed
- **Traffic Counter Replacement**
- **Downtown Traffic Circulation - Public Participation Phase.** This has been waylaid due to COVID-19. Projected to be completed in in FY21 UPWP.
- **County Growth Policy Update** –continued to FY21 UPWP

**2021 Priorities**

- **Complete Bike/Scooter Share Impact Study**
- **North Bypass Corridor Study**
- **Complete 5<sup>th</sup> Ave. Corridor Feasibility Study**
- **Community Transportation Safety Plan**
- **Safe Routes to School Plan Update**
- **Complete Downtown Traffic Circulation - Public Participation**
- **County Growth Policy Update**

**Discussion**

Scott Walker called for questions and discussion. There was none

**Transit Section**-Rusty Logan, MET Transit Manager

The Transit section of the UPWP is also structured into separate elements with specific activities and functions outlined within each element. As with PL funds, reimbursement of funds occurs quarterly. Amounts will differ for each quarter based upon the activities undertaken and eligible hours spent per element. Federal funding is provided via FTA Section 5303 for multi-modal transportation planning in metropolitan areas. Funds are apportioned via a formula including factors such as urbanized area population. Local match is provided through local transportation mills, transit fares, advertising revenue, and other applicable sources.

Transit Funding Overview				
2021 Funding Detail				
WORK ELEMENT	FUNDING SOURCES FY 2021			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$5,743	\$22,973	\$28,716	353.40
44.24.01 Future Service	\$18,906	\$75,623	\$94,529	1026.00
44.24.02 Current Service	\$14,734	\$58,935	\$73,669	950.40
44.25.01 T.I.P.	\$2,034	\$8,138	\$10,172	125.18
44.26.15 ADA Service	\$14,064	\$56,257	\$70,321	907.20
<b>TOTAL</b>	<b>\$58,481</b>	<b>\$233,926</b>	<b>\$292,407</b>	<b>3362.18</b>

2020 to 2021 Funding Comparison		
WORK ELEMENT	FY21 EST. COST	FY 2020 EST. COST
44.21.01 Administration	\$28,716	\$31,235
44.24.01 Future Service	\$94,529	\$70,857
44.24.02 Current Service	\$73,669	\$72,397
44.25.01 T.I.P.	\$10,172	\$10,636
44.26.15 ADA Service	\$70,321	\$65,466
<b>TOTAL</b>	<b>\$292,407</b>	<b>\$250,591</b>

**Transit 2021 Highlights**

- **Policy updates in response to 2019 FTA Triennial Review process.**  
Financial and Procurement Policies, Public Participation Plan, updated Title VI non-discrimination plan, updated Equal Employment Opportunity policy and plan
- **Community Wide Transit Survey:** complete online; ran mid-December to January 31 - 627 total response. 446 responses received were from City of Billings residents; when considering a population of approximately 120,000, this means the survey results were well within a 95% confidence level with a 5% margin of error. The results are being utilized in both future service evaluation as well as current service enhancements.
- **Operational analysis modeling future transit:** Operational analysis for future transit including assessment of existing costs, development of real-world cost model based upon employee hours and potential hours on street, development of various proposals for high frequency service including potential 15-minute peak service. Expanded agreements include updated service with the Adult Resource Alliance (increased eligibility to all seniors for medical rides) revised and simplified agreement with State of Montana DD services.
- **Developed contingencies for COVID**
- **Significant technology updates** Automated Passenger Counters, Automated Voice Annunciation and Infotainment Systems, On board WIFI, Electronic Fare Collection, Paratransit Software update, Cloud-Based Planning Software

- **Significant revision to the Human Services Transportation Coordination Plan**
- **Expanded and modified agreements for increased service to senior/disability pop.**  
Expanded agreements include updated service with the Adult Resource Alliance (increased eligibility to all seniors for medical rides) revised and simplified agreement with State of Montana DD services.

### **Transit 2021 Highlights**

- **Public Transit Agency Safety Plan**- significantly increased focus on training and safety assurance; training course and lot
- **Transit Development Plan/Strategic Plan considering both fixed-route and paratransit** - development of more in-depth process to foster communication between City departments in the overall planning landscape as well as guide transit related routing decisions in regards to development and community feedback/demand. Hope to create a more holistic approach to transit design as well as provide an increased level of input regarding overall city development
- 
- **Master Marketing Plan/Strategy** - assessing new means of marketing, further integration with online and social media, explore outside of traditional avenues, increase community engagement
- **Grant development and application**
- **Fixed-route overhaul and designated stop assessment** - new vehicles to support this – pushing for high enough frequency during peaks that customers will not need to check the schedule
- **Continue investigation of service expansion** - started exploratory assessments of Lockwood area and it's cost effectiveness, need further evaluation of existing infrastructure and ability to actually operate a vehicle in that area
- **Continue developing partnerships via Coordination group and other venues** - Alliance, State of Montana, Montana State University

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## CITY/COUNTY PLANNING BOARD

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### Review Schedule

TAC	7/16
Planning Board #1	7/28
Planning Board #2	8/11
City Council Work Session	8/3
City Council	8/10
Commissioners Discussion	8/3
Commissioners	8/4
PCC	8/18

#### Discussion

President Woods called for questions and discussion. Board member Thompson asked how far MET services could be provided outside of the City limits. Rusty Logan said they aware of the need for services in Lockwood and other outlying areas. They are in the exploratory stages and would like to initiate discussions on options for local match funding with the County. Board member Thompson noted the restriction is not the service but the funding. Rusty Logan concurred and said if funding were available, these areas would be serviceable. He said City Council would have to agree to an expansion of services as MET is a City Division. President Woods said the current infrastructure in Lockwood is a hurdle to MET services but the improvements but this may change with the improvements at Johnson Lane and the extension of sidewalk construction through the Lockwood Pedestrian District that is trying to tie pedestrian traffic and sidewalks to potential bus stop locations.

#### Public Hearing:

President Woods opened the public hearing and asked if there is anyone wishing to speak in favor or against the 2021 Unified Planning Work Program, (UPWP). No public calls were received.

\*\*Planning Board will forward a motion and recommendation to PCC during the August 11, 2020 meeting.

**(8a-2) Public Hearing. Motion/Recommendation to PCC. Lake Hills Subdivision, 37<sup>th</sup> Filing. A 16-lot City major subdivision. Ron Hill, applicant. WWC Engineering, agent. Dave Green, Planner II, presenting.**

Planner Dave Green opened this agenda item. He commented that this subdivision was initially developed with large lots. It is the developer's advantage to make the existing lots smaller and provide more density.

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## CITY/COUNTY PLANNING BOARD

*“Serving Billings, Broadview and Yellowstone County”*

### **INTRODUCTION**

On June 1, 2020, WWC Engineering, agent for Ron Hill, applied for preliminary major plat approval for Lake Hills Subdivision, 37th Filing. The proposed subdivision creates 16 lots from an existing 11 lots for residential development. The subject property is generally located along Greenbriar Road, south of Annandale Road, east of Clubhouse Way. The property is zoned Residential 9600 (R96). The Yellowstone County Board of Planning held a plat review at its July 14 meeting and will conduct a public hearing and make a recommendation to the City Council at this meeting.

### **RECOMMENDATION**

Staff recommends that the Planning Board recommend conditional approval of the preliminary plat of Lake Hills Subdivision, 37<sup>th</sup> Filing to the City Council, and adopt the Findings of Fact as presented in the staff report.

### **VARIANCES REQUESTED**

The applicant is not requesting a variance from the subdivision regulations.

### **PROPOSED CONDITIONS OF APPROVAL**

Planning staff recommends the following conditions of approval:

1. To minimize the effects on local service, prior to final plat approval, the applicant will coordinate with the USPS for locating and providing the correct amount of space for safely delivering the mail to the residents.
2. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
3. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

### **Discussion**

President Woods called for questions and discussion. Applicant Ron Hill and his agent, Taylor Kasperick, WWC, Engineering are participating this evening. Ron Hill responded to a question by Board member Thompson and said it is his understanding the parkland requirement was satisfied with earlier Parks Department’s requirements. The small park on Wentworth was created through lot participation in that area. Board member Thompson said it might have been done through cash-in lieu. President Woods noted the original subdivision was developed in the 1950s and said this information may be hard to trace. Taylor Kasperick, WWC Engineering said the requirement was met with the original plat in 1950.

### **Public hearing:**

President Woods opened the public hearing and asked if there is anyone wishing to speak in favor or against Lake Hills Subdivision, 37<sup>th</sup> Filing. No public calls were received.

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## CITY/COUNTY PLANNING BOARD

*"Serving Billings, Broadview and Yellowstone County"*

### Motion

Board member Cook made a motion and Board member Wallace seconded the motion to forward a recommendation to City Council of conditional approval of Lake Hills Subdivision, 37<sup>th</sup> Filing with the Findings of Fact presented by staff.

### Discussion

President Woods called for questions and discussion on the motion.

The motion carried with a unanimous voice vote.

## 9. OTHER BUSINESS

(9A. Standing Item) Long Range Strategic Issues and an overview of future City and County issues and projects.

**9a1. Project Recode:** Director Wyeth Friday. Three public hearings were held at the Community Center with the City Zoning Commission in a hybrid video conference format with Community 7. There was low physical turn out at the meetings but online participation during one meeting posted about 130 persons participating online and calls were taken from the public. Additional public meetings will be scheduled with the County Zoning Commission. These meetings are held to take public input and no formal action will be taken. President Woods stated he participated in the video conference format and there were some good questions related to ADUs, Air B & Bs, and vacation rentals.

**9a2. Lockwood TEDD Sewer District Expansion:** President Woods said both the BOCC and City Council held work sessions. The proposed agreement includes language for a sewer surcharge to go to the City; future water rights cannot be requested from Heights Water; and an MOU between the City and the County on future projects to proactively address and resolve issues prior to them arising.

**ADJOURNMENT: 7:37 PM**

**DRAFT—TO BE APPROVED BY A MOTION ON July 28, 2020**

***--Tamara L. Deines, Planning Clerk***



**YELLOWSTONE COUNTY BOARD OF PLANNING**  
CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



**Planning Board Meeting I (2nd Tuesday)**

**7. a.**

**Meeting Date:** 08/11/2020

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## **Information**

### **PROBLEM/ISSUE STATEMENT**

The City-County Planning Division is presenting the 2021 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) for Planning Board review and recommendation to the Billings Policy Coordinating Committee (PCC). Staff is requesting that the Planning Board take action on the UPWP and forward that recommendation to the PCC.

The UPWP is primarily for the purpose of programming the federal dollars that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation planning activities are included in the UPWP so that it represents a comprehensive document for the urban transportation planning program.

This UPWP proposes planning activities for Federal Fiscal Year 2021, which runs from October 1, 2020, through September 30, 2021. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include an update to the Community Transportation Safety Plan, an update to the Billings Safe Routes to School Plan, and initiation of the North Bypass Corridor Study. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

Staff introduced this topic to the Planning Board during its July 28th regular business meeting. Transportation Planning Coordinator Scott Walker and MET Manager Rusty Logan provided a detailed overview of the program. The board also held a public hearing where no testimony was received. At this meeting, the Board is expected to have further discussion and take action on the UPWP to move it forward to PCC.

### **BACKGROUND**

The Planning Board may:

- Accept the program (recommended) and instruct PCC Designee Planning Board President Woods to give a positive recommendation to PCC; or
- Make amendments to the program document and instruct President Woods to give a positive recommendation with amendments to PCC; or
- Reject the program and instruct President Woods to give a negative recommendation to PCC. Rejection of the UPWP would mean a significant reduction in funding to complete planning activities in Billings and Yellowstone County, and would affect staff, resources, future transportation planning processes and programs. The PCC meeting is scheduled for August 18th.

## **FINANCIAL IMPACT**

Approval of the 2021 UPWP allows the City to access Federal funds for transportation planning in the community. Federal and local funds are combined to provide most of the planning work done by the Planning Division for the City and the County. If the UPWP is not approved, there would be a significant loss of resources for community planning and the community's ability to manage transportation planning projects and programs would be severely limited.

The breakdown of funding sources for the FY 2021 UPWP is estimated below:

\$250,000 Planning Dept. Fee Revenue (City of Billings)

\$75,000 Planning Dept. Fee Revenue (Yellowstone County)

\$503,000 Yellowstone County Planning Levy

\$1,828,800 Federal Planning (PL) Allocation

\$2,656,800 Total Program Funding (UPWP)

## **RECOMMENDATION**

Staff recommends the Yellowstone County Planning Board recommend approval of the 2021 UPWP and instruct President Woods to deliver that recommendation to the Policy Coordinating Committee (PCC) at its August 18th meeting.

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### **Attachments**

Draft 2021 UPWP

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# **Billings Urban Area**

Unified Planning Work Program

(UPWP)

**Federal Fiscal Year**

**DRAFT**

**2021**

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 2021, 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 implementing the 2018 Long Range Transportation Plan, the 2018 Public Participation Plan, an update of the School Sidewalk Program, continuing work on the Downtown Area Traffic Circulation and Safety Study, and other projects.

### **DATES OF LOCAL APPROVAL**

TAC –7/23/20

PLANNING BOARD –8/11/20

COUNTY COMMISSION –8/4/20

CITY COUNCIL –8/10/20

PCC –8/18/20

**CHAPTER I**  
**YELLOWSTONE COUNTY BOARD OF PLANNING**

**SECTION I UNIFIED PLANNING WORK PROGRAM**

**41.11.100 PROGRAM SUPPORT & ADMINISTRATION**

<b>100 PROGRAM ADMINISTRATION (4301)</b>
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**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 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 2020**

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY20.

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. Staff also reviewed/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, including in calendar year 2020. Implementation of the Billings Community Transportation Safety Plan will continue with reporting to MDT required.

Due to COVID-19, the City-County Planning Division had to alter the way business is conducted. Deemed an essential business, the Division remained available to continue business with some alternate operations. The Planning & Community Services Department was closed to the public starting on March 23; to accommodate the public, the first floor conference room was converted to a drop off/pick up location for building permits, applications and requests for information. In addition, online permitting and project applications (zoning/subdivision) were implemented to accommodate residents. Also, staff alternated from working from home and in the office with limited total staff present in the office. On June 10, the offices re-opened to the public but staff continued to limit time in the office with some teleworking. The offices installed approved CDC safety materials with shields, social distancing guidance and staff wearing protective masks while meeting customers or in common areas. Most meetings are being scheduled via phone or video conferencing. These current operations will remain in effect until further notice.

Other COVID-19 activities will be identified and discussed in further sections as it may affect the conducting of business and travel/training.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2021**

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 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 2021 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2022 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 update and 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. This activity may be affected by COVID-19; alternative training activities will be explored.
- 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 or new replacement legislation will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- The Active Transportation Planner position is operating at approved full time status. This planning position is 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 (BSED), 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 virtual servers and cloud storage platforms.

**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 FY22 UPWP.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$210,100	\$171,900	\$382,000
<b>TOTAL</b>	<b>\$210,100</b>	<b>\$171,900</b>	<b>\$382,000</b>

<b>DISBURSEMENT PERCENTAGE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	55	45	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$231,000	\$189,000	\$420,000**

TOTAL	\$231,000	\$189,000	\$420,000**
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\*The matching ratio is Federal PL--86.58% and State match-13.42%.

\*\* Record Keeping via virtual servers and cloud storage - \$7,000, Computer Upgrades that includes 6 Laptops for employee telework use - \$16,000.

<b>101 SERVICE (4302)</b>
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**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 2020**

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 2018 Transportation Plan Update and the Billings Area Bikeway and Trails 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 5 webinars covering a variety of topics including transportation and mobility related topics. Our webinar series was limited due to COVID-19 and the need to social distance.

**PROPOSED ACTIVITIES - FISCAL YEAR 2021**

**PL Eligible Activities**

- Staff hopes to continue to organize (based on COVID-19 and social distancing requirements) 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, Project for Public Spaces, Sustainable Communities, and Federal Highway Administration webinars.
- Staff is also targeting webinars which educate staff and 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 Questys System software for access to historical data related to transportation, zoning and other planning applications.

- Continue increasing community and agency 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 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. Webinars to the public will be monitored based on current health conditions with COVPD-19.
- 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. Webinars to the public will be monitored based on current health conditions with COVPD-19.

**FUNDING SCHEDULE - SERVICE**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$21,000	\$21,000	\$42,000
TOTAL	\$21,000	\$21,000	\$42,000

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$22,000	\$22,000	\$44,000
TOTAL	\$22,000	\$22,000	\$44,000

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

## **102 CITIZEN INVOLVEMENT (4303)**

### **OBJECTIVE**

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

### **ACCOMPLISHMENTS - FISCAL YEAR 2020**

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 2018 Long Range Transportation Plan, the update to the 2018 Public Participation Plan and the development of the Billings Urban Traffic Model.

The City-County Planning Division developed alternative ways to ensure citizen participation in current planning projects, even during the COVID-19 pandemic. Projects include zoning and subdivision applications, sign and fence permits, and long range planning projects including Project Re-Code that was just starting its final review and adoption schedule when the virus hit its peak. Project Re-Code was delayed to ensure opportunities for citizen participation through multiple platforms. In addition, at this same time the Downtown Billings Traffic Study had just begun. The Consultant, Dowl, had to create alternative means to conduct this heavily public participation project. Virtual meetings, recorded information for Facebook and YouTube, and other platforms were used.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2021**

#### **PL Eligible Activities**

- Outreach to the public and all affected jurisdictions for ongoing transportation projects, including but not limited to several MDT planning and construction projects such as the North Billings Bypass, short and long term planning for rail traffic mitigation in downtown Billings, 6<sup>th</sup> Street Underpass project and several MPO projects. The MPO has several projects that will be completed and initiated this upcoming year including the completion of the Downtown Billings Traffic Study, the 5<sup>th</sup> Avenue Corridor Feasibility Study, North Billings Bypass Corridor Study, Bike/Scooter Share Transportation System Impact Study, and the Complete Streets Progress Report. New studies this year include an update to the 2016 Community Transportation Safety Plan and an update to the Safe Routes to School Plan.
- 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 utilize web-based GIS and web mapping software for assistance in transportation planning.
- Some of the specific projects that will involve community participation include the completion of the Downtown Billings Traffic Study, 5<sup>th</sup> Avenue Corridor Study, North Billings Bypass Corridor Study, Bike/Scooter Share Feasibility Study, the Complete Streets Progress Report, the Community Transportation Safety Plan Update and the Safe Routes to School Plan update.

**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.
- Staff will utilize web-based GIS and Web mapping software for assistance in land-use planning.

**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 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$34,000	\$34,000	\$68,000
<b>TOTAL</b>	<b>\$34,000</b>	<b>\$34,000</b>	<b>\$68,000</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	50	50	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$35,000	\$35,000	\$70,000
<b>TOTAL</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$70,000</b>

\*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 Policies.
- 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, especially by enabling global competitiveness, productivity, and efficiency;
  - 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 consistency between transportation improvements and State and local planned growth and economic development patterns;
  - 6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
  - 7) Promote efficient system management and operation;
  - 8) Emphasize the preservation of the existing transportation system.
  - 9) Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
  - 10) Enhance travel and tourism.

#### ACCOMPLISHMENTS - FISCAL YEAR 2020

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 2017 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 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. The MPO has been working on a report update in FY20 with the final report coming out in FY21.

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 geo-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.

2020 is a Decennial Census year; the City-County Planning Division was identified as lead for the County’s Complete Count Committee. Staff developed a committee of community leaders to help guide the completion of census forms for a good count of the county. The City of Billings took the lead by providing funds to carryout census activities. This included purchasing promotional materials, banner display during the Census kickoff (April 1) and advertisement. Again, due to COVID-19, many of the promotional materials were unable to be handed out due to public meeting cancellations. Last check on July 9 showed that Yellowstone County had a 69.8% response rate. Montana overall is ranked 46 in response rate.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2021**

### **PL Eligible Activities**

- The new web-based GIS software is compatible with available datasets and utilizes 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 has also rolled 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 2018 Long Range Transportation Plan Update, and the 2016 Bikeway and Trails Master Plan.

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 (BSED) 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 promote sustainable development projects.
- Staff plans to work with the City, County, BSED, 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 2020, with 2010 Census information and the newly released 2018 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.
- The new web-based system tracking and managing projects will include application information on zoning and subdivision applications.

### **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 2018 Long Range Transportation Plan Update, 2018 Public Participation Plan, the Downtown Area Traffic Circulation and Safety Study, Wayfinding Sign Plan, and the Heritage Trail Tour Map and App.

**FUNDING SCHEDULE - COMMUNITY PLANNING**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$73,500	\$171,500	\$245,000
<b>TOTAL</b>	<b>\$73,500</b>	<b>\$171,500</b>	<b>\$245,000</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	30	70	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$77,100	\$179,900	\$257,000
<b>TOTAL</b>	<b>\$77,100</b>	<b>\$179,900</b>	<b>\$257,000</b>

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

## **204 ZONING ADMINISTRATION (4308)**

### **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 2020**

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 in preparation of future citizen access through a new archiving system software. 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.

The large undertaking of completely re-writing the Zoning Code started in early 2018 and is expected to be completed by the end of 2020. This included separating the Unified Zoning Code into separate codes for the City and County.

The City Zoning Commission is beginning a series of public hearings on the Public Review Draft Code in July. The County Zoning Commission will start their series in August. At least one joint hearing with both City & County Zoning Commission will happen in September to review some site development sections that are similar for both jurisdictions – Signs, Landscaping, and Off Street Parking. We will have at least one hearing on the Map update. We expect to conclude the Zoning Commission hearings and have recommendations to the governing bodies – City Council and Board of County Commissioners – in Oct/Nov with eventual adoption before the end of 2020. The Project ReCode web page is still active and most information is found on this page <https://project-recode.com> including the complete Public Review Draft (one for the city and one for the county), the side-by-side comparison map, outreach materials and project announcements.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2021**

### **PL Eligible Activities**

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design. The new Billings Travel Demand Model will be used to evaluate new roadway improvements including but not limited to links, lane changes, transit changes, and addition of bike/pedestrian facilities.
- 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 the new code will be adopted and implemented by fall of 2020.

### **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 2021 will include ordinance updates as required by State law 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 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.
- Online 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 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$29,000	\$116,000	\$145,000
<b>TOTAL</b>	\$29,000	\$116,000	\$145,000

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	20	80	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$30,400	\$121,600	\$152,000
<b>TOTAL</b>	\$30,400	\$121,600	\$152,000

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

## **205 SUBDIVISION ADMINISTRATION (4309)**

### **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 2020**

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 2021**

#### **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 Trails Master Plan, Lockwood Transportation Plan, Blue Creek Transportation Plan, and other neighborhood and community transportation plans as applicable. The new Billings Travel Demand Model will be used to evaluate new roadway improvements including but not limited to links, lane changes, transit changes, and addition of bike/pedestrian facilities.
- 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 2021 for a variety of projects, including the implementation of the Long Range Transportation Plan, the Bike/Ped Plan 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.

**FUNDING SCHEDULE - SUBDIVISION ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$43,500	\$101,500	\$145,000
<b>TOTAL</b>	<b>\$43,500</b>	<b>\$101,500</b>	<b>\$145,000</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	30	70	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$45,600	\$106,400	\$152,000
<b>TOTAL</b>	<b>\$45,600</b>	<b>\$106,400</b>	<b>\$152,000</b>

\*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 2020**

The traffic count program for FY 2020 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. This data was used for various planning and engineering projects throughout the year. In addition, the public commonly requests this data for land use planning.

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. The MPO also took over collection and distribution of the data from the Lockwood sidewalk counters purchased through the Lockwood Pedestrian Safety District.

The MPO is currently in the process of completing the development of the Billings MPO TransCad Model program.

The transportation data is also being used for our current Planning Studies including the Downtown Billings Safety Plan and the 5<sup>th</sup> Avenue Corridor Study.

#### **PROPOSED ACTIVITIES - FISCAL YEAR 2021**

##### **PL Eligible Activities**

- 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 FY2021. All traffic count data will be submitted to the MDT by February 1, 2021.
- 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 continue duties of Traffic Demand Modeling and maintenance. This staff person is also certified in drone flight and has completed several flyovers for projects including the City of Billings BUILD grant application.
- Staff will collect and maintain bike/pedestrian information through the trail census and use of the trail-bike/pedestrian scanners. This activity is in conjunction with MPO region wide planning.
- Continued 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, and training for future modeling of traffic conditions related to new developments and transportation system changes.
- The traffic count data archive will be maintained and accessible for other agencies and the public.
- Data will also be used during proposed FY21 Planning Studies.
- 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 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$230,000	\$0	\$230,000
<b>TOTAL</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$230,000</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$231,000	\$0	\$231,000**
<b>TOTAL</b>	\$231,000	\$0	\$231,000**

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

\*\*This Includes - \$10,000 for Maintenance of the Billings MPO Travel Demand 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 2020**

Staff continued to implement the 2018 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 2018 Study. The MPO did complete a LRTP Amendment to accommodate the City of Billings desire to convert North 29<sup>th</sup> and North 30<sup>th</sup> Streets from one-way to two-way. North 30<sup>th</sup> is a State route and not identified in the 2018 LRTP as a project. The amendment was adjusted to accommodate this project and make sure the LRTP met all FHWA and MDT conformity requirements.

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 2021**

#### **PL Eligible Activities**

- Staff will work to implement the 2017 Billings Area Bikeway and Trails Master Plan.
- Staff will also integrate the 2018 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.

### **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 Trails Master Plan, the Transportation Improvements Program, Transportation Plan and the Capital Improvements Program.

## FUNDING SCHEDULE - TRANSPORTATION PLAN

### FUNDS PROGRAMMED - FISCAL YEAR 2020

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$220,000	\$0	\$220,000
TOTAL	\$220,000	\$0	\$220,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

### FUNDS PROGRAMMED - FISCAL YEAR 2021

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$231,000	\$0	\$231,000
TOTAL	\$231,000	\$0	\$231,000

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

## **302 PLANNING STUDIES (4312)**

### **OBJECTIVE**

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

### **ACCOMPLISHMENTS - FISCAL YEAR 2020**

- The Downtown Billings Traffic Study is a heavily focused public participation study to gather citizen input on alternatives identified by the City of Billings Engineering Division downtown traffic circulation study, primarily the conversion of one-way streets to two-way streets. Dowl Engineering was the successful consultant selected for this project. Creative outreach had to be considered due to the virus and the inability to meet face to face with the public. Information regarding the ongoing project can be found here: <https://dowl.mysocialpinpoint.com/downtown-billings-traffic-study>
- The Inner Belt Loop Corridor is currently in final review and adoption by the local governing bodies. The PCC will take final action on the plan on July 21, 2020.
- Sanderson Stewart was chosen to complete the 5<sup>th</sup> Avenue North Corridor Feasibility Study, this study was started in July 2020. Initial outreach to individual stakeholder groups to start and gather input and comments regarding the project. With COVID-19, creative means to meet with stakeholders is being use and includes in-person (with social distancing protocols) and virtual opportunities.
- Alta Planning + Design was chosen in June 2019 as the consultant to complete the Wayfinding Signage Plan. The project finished in February 2020.
- The Heritage Trail Tour map and app was completed.
- Work was begun on the update to the Complete Streets Progress Report. The Active Transportation Planner is completing this report in-house with assistance from other staff and community partners. This report will be completed by fall of 2020.
- Alta Planning + Design was chosen to complete the Bike/Scooter Share Feasibility Study. This project has just started and is anticipated to be complete by the end of 2020.
- The North Bypass Corridor Study has not begun yet, the Scope of Work will be developed and shared with MDT for concurrence.
- The final project identified in this work element was funding for grant writing. The MPO hired SRF to complete a resubmittal of the City of Billings BUILD grant. This grant application includes a Program of Projects – Inner Belt Loop Connection, Skyline Trail, and Stagecoach Trail. We expect to hear about the grant results on September 15, 2020.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2021**

#### **PL Eligible Activities**

- Complete the Downtown Billings Traffic Study by fall of 2020.
- Complete Street Progress Report by fall of 2020.
- Complete the 5<sup>th</sup> Avenue North Corridor Feasibility Study. This project just got underway and is anticipated to be complete by the end of the year. This feasibility study will review potential connections, non-traditional motorized and non-motorized system along the 5<sup>th</sup> Avenue North Corridor between North 32<sup>nd</sup> Street and Main Street (approximately 2 miles) in downtown Billings. The study includes the railroad spur that begins at North 23<sup>rd</sup> Street and extends

southeast to Montana Avenue. This study was contemplated in 2016 but not completed. Further pressure from development and analysis of downtown traffic safety and circulation has brought this effort back as an important planning tool.

- Begin the North Billings Bypass Corridor Study. This study could evaluate transportation needs along the proposed alignment of the North Bypass. The study could include future access options as development occurs along the roadway, potential intersections, storm water management, bicycle and pedestrian access and transportation safety along the corridor. The study would focus on the norther portion of the Bypass alignment, at the City/County interface north of the Yellowstone River. *This study will be in conformance with MDT's existing Environmental Documents.*
- Complete the Bicycle/Scooter Share Feasibility Study. This study is currently underway and will review impacts to the public right of way, including streets and sidewalks. It will assess whether bike/scooter share is possible in Billings.
- The MPO will continually research grant opportunities. This could include additional Federal grants similar to BUILD, or State and Local opportunities.
- Continue to update and distribute the MPO Heritage Trail Bike/Pedestrian Tour Maps.
- Implement and promote the web-based interactive Bike and Pedestrian Mobile Application.
- The Community Transportation Safety Plan was completed in 2016, staff is recommending completing an update to the plan that will include a review and comparison of crash data and re-visit Emphasis Areas for update.
- In 2011, the City of Billings Engineering Division completed a Safe Routes to School Plan for all the Elementary Schools in Billings. Since that plan was completed, the School District underwent a re-districting and boundary changes. The goals of the plan are to enhance the safety of students traveling to and from school and increase the number of students walking or bicycling to school.

### **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**

- Completed Urban Area-wide transportation studies for the Downtown Area Circulation and Safety Study, updated Complete Streets Benchmark Report, 5<sup>th</sup> Avenue Corridor, North Billings Bypass Corridor Study, and the Bicycle/Scooter Share Feasibility Study, an update to the Community Transportation Safety Plan and a Safe Routes to School Plan.

**FUNDING SCHEDULE – PLANNING STUDIES**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$230,440	\$153,560	\$384,000
<b>TOTAL</b>	<b>\$230,440</b>	<b>\$153,560</b>	<b>\$384,000</b>

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	60	40	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$261,000	\$174,000	\$435,000**
<b>TOTAL</b>	<b>\$261,000</b>	<b>\$174,000</b>	<b>\$435,000**</b>

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

\*\*Downtown Area Traffic Circulation and Safety Study Public Participation \$20,000; 5<sup>th</sup> Avenue Corridor Feasibility Study \$40,000; North Bypass Corridor Study \$120,000; Bike/Scooter Share Transportation System Impact Study \$15,000; Complete Streets Progress Report \$2,500; Community Transportation Safety Plan Update \$50,000; Safe Routes to School Plan \$90,000; Grant Writing \$45,000.

## **41.15.500 TRANSPORTATION IMPROVEMENT PROGRAM**

<b>500 TRANSPORTATION IMPROVEMENT PROGRAM (4313)</b>
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### **OBJECTIVE**

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

### **ACCOMPLISHMENTS - FISCAL YEAR 2020**

In June of 2020, a Transportation Improvement Program (TIP) covering the period of 2020-2024 was produced to reflect current project status. Determinations were prepared for conformity to the Clean Air Act. Compliance with the requirements of the FAST-Act authorization was completed.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2021**

#### **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 2020

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$34,000	\$0	\$34,000
TOTAL	\$34,000	\$0	\$34,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

### FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$35,000	\$0	\$35,000
TOTAL	\$35,000	\$0	\$35,000

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

## 41.16.600 SPECIAL PROJECTS

### 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 2020

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 2021

##### 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 address the socio-economic and environmental consequences associated with growth and development.

## FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

### FUNDS PROGRAMMED - FISCAL YEAR 2020

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$33,000	\$0	\$33,000
TOTAL	\$33,000	\$0	\$33,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

### FUNDS PROGRAMMED - FISCAL YEAR 2021

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$34,000	\$0	\$34,000
TOTAL	\$34,000	\$0	\$34,000

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

**41.17.700 OTHER ACTIVITIES**

**700 UN-PROGRAMMED FUNDS (4315)**

**OBJECTIVE**

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

**ACCOMPLISHMENTS - FISCAL YEAR 2020**

N/A

**PROPOSED ACTIVITIES - FISCAL YEAR 2021**

**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 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$713,545	\$17,540	\$731,085
TOTAL	\$713,545	\$17,540	\$731,085

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$586,700	\$100	\$586,800
TOTAL	\$586,700	\$100	\$586,800

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

SECTION II -- FUNDING

**TABLE I  
FUNDING SUMMARY  
FEDERAL FISCAL YEAR 2021**

WORK ELEMENT	FUNDING SOURCES FY 2021		
	PL*	LOCAL	EST. COST
100 Administration	\$231,000	\$189,000	\$420,000
101 Service	22,000	22,000	44,000
102 Citizen Involvement	35,000	35,000	70,000
200 Community Planning	77,100	179,900	257,000
204 Zoning	30,400	121,600	152,000
205 Subdivision	45,600	106,400	152,000
300 Transportation System	240,000	0	240,000
301 Transportation Plan	231,000	0	231,000
302 Planning Studies	261,000	174,000	435,000
500 T.I.P.	35,000	0	35,000
600 Environmental	34,000	0	34,000
700 Un-Programmed Funds	586,700	100	586,800
<b>TOTAL</b>	<b>\$1,828,800</b>	<b>\$828,000</b>	<b>\$2,656,800</b>

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

**TABLE II  
FUNDING COMPARISONS**

WORK ELEMENT	FY 2021 ESTIMATED COST	FY 2020 ESTIMATED COST
100 Administration	\$420,000	\$382,000
101 Service	44,000	42,000
102 Citizen Involvement	70,000	68,000
200 Community Planning	257,000	245,000
204 Zoning Administration	152,000	145,000
205 Subdivision Administration	152,000	145,000
300 Transportation System Data	240,000	230,000
301 Transportation Plan	231,000	220,000
302 Planning Studies	435,000	384,000
500 T.I.P.	35,000	34,000
600 Environmental Considerations	34,000	33,000
700 Un-Programmed Funds	586,800	731,085
<b>TOTAL</b>	<b>\$2,656,800</b>	<b>\$2,659,085</b>

**TABLE III  
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2021**

<b>WORK ELEMENT</b>	<b>RECIPIENT</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
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 Un-Programmed Funds	MPO	100		100

**TABLE IV  
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2021**

<b>WORK ELEMENT</b>	<b>DIRECTOR (Friday)</b>	<b>SENIOR PLANNER (TRANS.) (Walker)</b>	<b>PLANNER I (Husman)</b>	<b>PLANNING MANAGER (Plecker)</b>	<b>PLANNER II (Mattox)</b>	<b>CLERK (Deines)</b>	<b>PLANNER II (Green)</b>	<b>PLANNER I (Vacant)</b>	<b>SENIOR PLANNER (ZONING) (Cromwell)</b>	<b>Active Trans. Planner I (Monat)</b>	<b>TOTAL M.M.</b>
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
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>110</b>

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

<b>WORK ELEMENT</b>	<b>CITY TRAF. TECHNICIAN</b>
300	11
<b>TOTAL</b>	<b>11</b>

## SECTION III

<b>INDIRECT COST PLAN</b>
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### **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 **11%** of the City and County's direct salaries and wages is proposed. The **11%** 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 **48%** 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)	\$250,000
Planning Dept. Fees (Yellowstone Co.)	\$75,000
Yellowstone County (Mill)	\$503,000
PL*	\$1,828,800
TOTAL	\$2,656,800

\*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, 2019 through June 30, 2020. The calculated rate is applicable to the grant period, which is October 1, 2020 through September 30, 2021.

## 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 <sup>st</sup> 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 <sup>st</sup> 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 ELEMENTS

##### 44.21.00 PROGRAM SUPPORT & ADMINISTRATION

<b>44.21.01 ADMINISTRATION</b>
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#### OBJECTIVE

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

#### ACCOMPLISHMENTS - FISCAL YEAR 2020

Conformance with federal, state, and local administrative and regulatory requirements for maintenance of transit planning and development as well as execution of developed plans.

Staff remained informed of Federal and State requirements concerning all federal funding sources including, but not limited to, sections 5303, 5307, 5310, and 5339. Staff also adjusted grants in response to the CARES Act and Federal Transit Administration COVID response.

Staff continued to manage and execute programmed aspects of previously awarded 5339(B) funding for years FY18 and FY19.

Researched and procured automated passenger counters to aid in increased data collection efficiency and accuracy.

Staff attended training opportunities to enhance knowledge and skills, including the Transit Bus Conference, the Montana Transit Association NTD training, and multiple webinars focusing on the Transit Safety Plan requirements, Transit Asset Management, and COVID response.

Staff maintained and updated the Transit Asset Management (TAM) Plan with upcoming and in-process capital projects, as well as fleet and facility metrics to ensure accurate capital and asset planning.

Staff worked on improvements to electronic data-keeping practices to enhance grant management, National Transit Database reporting, and the overall planning process.

In response to findings of the 2019 Triennial Review, staff authored, and received approval of, updated Financial and Procurement Policies and Procedures, a Public Participation Plan, an updated Title VI plan, and an updated Equal Employment Opportunity policy and plan.

Staff managed FTA Section 5303 grant activities and prepared the transit aspect of Unified Planning Work Program.

Significantly revised the Billings Area Human Services Transportation Coordination Plan and Committee structure to support improved project guidance and discussion.

Transit members attended and participated in diverse range of transit-related and general community meetings including the Billings Technical Advisory Committee (TAC), the Policy Coordinating Committee (PCC), City of Billings Transportation Team meetings, Healthy By Design Coalition meetings, and various project specific coordinating committees for transportation related projects. As the lead agency on the Coordinated Human Services Transportation Plan Committee, staff also provided guidance and updates to the plan and submitted required annual grant forms.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2020**

All administrative functions necessary in support of transit planning and development will be performed under this work element. Activities will include:

- Continuing to improve data-keeping and gathering practices with further technology utilization and process improvement.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain funding requirements.
- The FY 2021 UPWP will be monitored and revised as necessary.
- The FY 2022 UPWP for transit activities will also be developed within this element.
- Staff will execute grant administrative functions; staff will continue research and development regarding the utilization of FTA funding, including furthering innovative funding practices and partnerships as well as ensuring proper execution of COVID related activities and expenditures
- Maintenance of coordination agreements with 5310 providers and, as the lead agency, updates to the Billings Area Human Services Transportation Coordination Plan.
- Development and application for capital grants as advised by the Transportation Coordination Plan Committee.
- Development and application for capital grants in the 5339(B) Bus and Bus Facilities program and other funding opportunities.
- Participation in recognized and approved training programs in order to improve skills and capabilities.
- Division policy assimilation of documents, regulations, codes, and practices to ensure compliance with federal, state, and local requirements as they relate to the transit

planning process.

- Participate with the TAC, Transportation Coordination Plan Committee, citizen advisory boards and other committees throughout the community as needed.
- Staff will continue updating and maintaining the FTA mandated Transit Asset Management Plan
- Staff will continue to develop and implement the required Public Transit Agency Safety Plan including research and development of significant training and safety programs.

**STAFFING**

190.0 Transit Manager Staff Hours  
 57.0 Transit Supervisor Staff Hours (4 positions)  
 68.4 Administrative Support Staff Hours (2 positions)  
38.0 Aviation/Transit Director Staff Hours

**353.4 Total Staff Hours**

**FUNCTIONAL AGENCY RESPONSIBILITY**

City of Billings Transit Division – MET Transit

**PRODUCT**

- An ongoing administrative program to carry out the transit elements identified within this UPWP
- Administrative oversight and execution of transit planning, development functions.
- Enhancement of transit division skills and knowledge.
- Proper maintenance and administration of grant related activities.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$6,247	\$24,988	\$31,235
<b>TOTAL</b>	\$6,247	\$24,988	\$31,235

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$5,743	\$22,973	\$28,716.00

TOTAL	\$5,743	\$22,973	\$28,716.00
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**44.24.00 SHORT RANGE TRANSPORTATION PLANNING**

<b>01 FUTURE SERVICE EVALUATION AND ANALYSIS</b>
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**OBJECTIVE**

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

**ACCOMPLISHMENTS FISCAL YEAR 2020**

Members of the transit division updated projections of future revenues and expenses and directed annual budget and financial resources analysis, including multi-year forecasts.

Staff arranged for and ensured execution of on-going data gathering and analysis efforts to monitor current system effectiveness and efficiency. This assisted in identification of operating and capital needs required to ensure a reliable and effective system into the future.

Staff assisted with and prepared related grant applications, grant revisions, and budget documents.

Researched, procured, and implemented a cloud-based software solution to assist with fixed-route planning and analysis.

Transit Division members performed an in-depth operational analysis of the transit system including analysis and implementation of potential system wide changes focused on increased frequency in key geographic areas. This process also included an initial assessment of moving the system to designated stops and away from the “flag stop” process currently in place.

Staff planned, created, and executed a Community Wide Transit Survey for feedback on potential future system modifications, receiving 627 total response. 446 responses received were from City of Billings residents; when considering a population of approximately 120,000, this means the survey results were well within a 95% confidence level with a 5% margin of error. The results are being utilized in both future service evaluation as well as current service enhancements.

Staff tracked and compiled on-going ridership metrics by route and mode to support planning practices.

Staff provided information and comments related to transit at meetings geared toward development, annexation, and traffic projects. Staff also received and responded to system inquiries, concerns, complaints, and suggestions.

## **PROPOSED ACTIVITIES FISCAL YEAR 2021**

Functions necessary in support of future transit planning and development will be performed under this work element, including continuation of activities undertaken in FY 2020. These activities necessitate the ongoing cloud-based software costs for route development and planning, which is included under this element. Activities are as follows:

- Develop and implement a Transit Development Plan including both short term and long term transit goals. Staff may utilize consultation services in regards to development of this plan as needed.
- Complete an in-depth analysis of the financial and operational feasibility of transitioning the system to designated stops and develop a bus stop master plan to support future planning.
- Finalize fixed-route system analysis in pursuit of additional service hours, additional routes to address growth projections, and more efficient and effective use of existing resources.
- Continue investigating feasibility of expanding service beyond existing city limits and engage county stakeholders in discussion regarding potential for service to outlying areas.
- Performance of financial analysis and planning in support of modified frequency and expanded service
- Assessing ongoing and future capital and operating requirements based upon projected demand and growth.
- Continued research on feasibility of additional technology conveniences for passengers including electronic signage and amenities at transfer centers and stop locations.
- Continuation of planning efforts regarding public and stakeholder involvement and input opportunities, including recruiting involvement from key partners.
- Facilitation of public meetings to support planned system improvements as well as specialized services for seniors and disabled.

### **STAFFING**

475.00 Transit Manager Staff Hours  
261.25 Transit Supervisor Staff Hours (4 positions)  
194.75 Administrative Support Staff Hours (2 positions)  
95.00 Aviation/Transit Director Staff Hours

**1026.00 Total Staff Hours**

### **PRODUCT**

- Identification of and plans for efficient and effective transit service into the future.
- Financial and capital analyses for future transit enhancements.
- Identification and assistance in implementation of future system modifications.

**FUNCTIONAL AGENCY RESPONSIBILITY**

City of Billings Transit Division – MET Transit

**FUNDING SCHEDULE – FUTURE SERVICE EVALUATION AND ANALYSIS**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$14,171	\$56,686	\$70,857
<b>TOTAL</b>	\$14,171	\$56,686	\$70,857

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$18,906	\$75,623	\$94,529
<b>TOTAL</b>	\$18,906	\$75,623	\$94,529

## **02 CURRENT SERVICE ENHANCEMENT**

### **OBJECTIVE**

To improve service, ridership, and effectiveness of the existing transit system.

### **ACCOMPLISHMENTS FISCAL YEAR 2020**

Division members assessed upcoming and immediate operational needs and made recommendations on capital and operational projects. Staff successfully completed the implementation of multiple technology enhancements including:

- Automated passenger counters
- On-board wireless internet access
- Pilot of automated voice annunciation in existing fleet vehicle; addition of annunciation systems to current fixed-route vehicle order at completion of pilot
- Electronic fare card implementations.

All of these systems also allows for the enhanced gathering of metrics including ridership and mileage while also enhancing customer experience.

Formulated contingency plans for potential service reductions and other impacts in response the COVID-19 health crisis.

Staff assisted in significant revisions to specifications for new fixed-route rollingstock and subsequently procured a significant number of replacement vehicles to support and enhance continuing service.

Staff reviewed ridership data in analysis of system functioning and updated passenger miles travelled metrics; members also provided monthly ridership analysis (including ADA lift use and bike rack use), assessed ridership trends, and prepared other information on system functioning as requested.

Staff prepared National Transit Database reports for monthly submission of required metrics as well as annual reporting requirements

Division members monitored operational data to analyze ongoing improvements to routes and schedules, identifying minor system changes and implementing improvements as possible to existing routes and services.

Staff members regularly participated in group meetings and committee meetings (both in person and virtual) to solicit partner and public feedback on current system usage, demands, successes and shortfalls.

Staff successfully planned and implemented employee and passenger safeguarding procedures and policies in response to the COVID-19 health crisis.

## **PROPOSED ACTIVITIES FISCAL YEAR 2021**

Functions necessary in support of planning and development of enhancements to the current systems will be performed under this work element, including continuation of activities undertaken in FY2020. Activities are as follows:

- Develop and implement a master marketing strategy to guide market research, promote public awareness and increase ridership. Staff may utilize consultation services in regards to development of marketing strategies as needed.
- Continue implementing current marketing strategy to attract and educate new transit users and existing passengers on how to utilize the transit system, including providing travel training options to the public; this will also serve to enhance the public image of the existing system and services
- Develop and implement further outreach programs to increase community engagement through partnerships and other forms of participation.
- Identification and implementation of means to improve current service, including full system analysis of efficiency and effectiveness with recommendations on immediate improvements for the current transit system.
- Assessment of current personnel usage for areas of improvement in utilization of resources and effectiveness.
- Procurement and implementation of further technology enhancements to the existing technology solutions system to gather data, improve efficiency, provide further customer conveniences, and enhance safety.
- Maintain monthly ridership figures and summary figures for effective decision-making. ; complete related National Transit Database reports.
- Solicit and record public reaction to any modified routes, schedules, marketing efforts, and technology enhancements.
- Assessment of current budgetary impact of potential improvements.

## **STAFFING**

440.00	Transit Manager Staff Hours
242.00	Transit Supervisor Staff Hours (4 positions)
180.40	Administrative Support Staff Hours (2 positions)
88.00	Aviation/Transit Director Staff Hours
<b>950.40</b>	<b>Total Staff Hours</b>

**FUNCTIONAL AGENCY RESPONSIBILITY**

City of Billings Transit Division – MET Transit  
**PRODUCT**

- **Information relating to potential enhancements for existing service and system.**
- **Recommendations for immediate improvements.**
- **Information and recommendations on passenger marketing and outreach**
- **Analyses of current system functions.**
- **Budget alternatives.**

**FUNDING SCHEDULE – CURRENT SERVICE ENHANCEMENTS**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$14,479	\$57,918	\$72,397
<b>TOTAL</b>	<b>\$14,479</b>	<b>\$57,918</b>	<b>\$72,397</b>

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$14,734	\$58,935	\$73,669
<b>TOTAL</b>	<b>\$14,734</b>	<b>\$58,935</b>	<b>\$73,669</b>

**44.25.00 Transportation Improvement Program (TIP)**

**01 T.I.P**

**OBJECTIVE**

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

**ACCOMPLISHMENTS FISCAL YEAR 2020**

The Transportation Improvement Program (TIP) was updated to more effectively reflect project status and include upcoming projects. The TIP underwent an significant formatting change that resulted in an improved sharing of information regarding area projects. Updated projects were

also added to the Division's Transit Asset Management Plan (TAM), Capital Improvement Plan (CIP), and Equipment Replacement Plan (ERP).

An MPO representative was directly integrated into the Human Services Transportation Committee to assist in community-wide Section 5310 project prioritization for inclusion in the TIP. The Statewide Transportation Improvement Program (STIP) process was also addressed and monitored.

### **PROPOSED ACTIVITIES FISCAL YEAR 2021**

Functions necessary in support of transit related project inclusion in the Transportation Improvement Program will be performed under this work element. Activities are as follows:

- Division members will develop and compile information on operating and capital projects which MET Transit plans to pursue grant assistance for inclusion in the TIP; this includes utilizing and updating the Division's TAM, CIP, and ERP as required.
- All applicable projects will be provided to the MPO for inclusion in the program.
- Staff will monitor inclusion in the TIP and STIP to ensure ability to obtain federal Sections 5307, 5310 & 5339 and other applicable grants are not affected.

### **STAFFING**

67.30	Transit Manager Staff Hours
20.19	Transit Supervisor Staff Hours (4 positions)
24.23	Administrative Support Staff Hours (2 positions)
13.46	Aviation/Transit Director Staff Hours
<b>125.18</b>	<b>Total Staff Hours</b>

### **FUNCTIONAL AGENCY RESPONSIBILITY**

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

### **PRODUCT**

- Updated Division plans including Transit Asset Management, the Capital Improvement Program, and components of the Equipment Replacement Plan
- Annual inclusion of projects in TIP as necessary per FTA regulations.
- Amendments to TIP as necessary to include new projects.

### **FUNDING SCHEDULE – T.I.P.**

#### **FUNDS PROGRAMMED - FISCAL YEAR 2020**

#### **FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$2,127	\$8,509	\$10,636
<b>TOTAL</b>	\$2,127	\$8,509	\$10,636

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$2,034	\$8,138	\$10,172
<b>TOTAL</b>	\$2,034	\$8,138	\$10,172

## **44.26.00 Implementation of Americans with Disabilities Act (ADA)**

<b>01 IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT (ADA)</b>
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### **OBJECTIVE**

To ensure optimal use of City of Billings funds in meeting the transportation needs of seniors and individuals with disabilities in both specialized and fixed route transportation in accordance with Federal Regulations, especially concerning the Americans with Disabilities Act (ADA).

### **ACCOMPLISHMENTS FISCAL YEAR 2020**

Division members significantly improved the paratransit Eligibility Certification process, including streamlining the application and addressing operational policy issues.

Staff investigated methods to improve paratransit efficiency and cost-effectiveness, including assessing and procuring new a dispatching and scheduling software solution.

Members also assessed financial and operational functioning of paratransit services including contractual agreements with area agencies including the Adult Resource Alliance and the State of Montana Developmental Disabilities Bureau. These agreements were subsequently re-negotiated, updated, and modified to ensure more effective transportation service to seniors and individuals with disabilities.

Staff monitored procedures and policies involving lift-equipped fixed-route service and other accessibility features/requirements; this included assessing future vehicle needs and relevant procurement of vehicles as related to service for seniors and individuals with disabilities.

Staff familiarized seniors and individuals with disabilities with fixed route system use as appropriate via MET's travel training program.

Staff continued 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 within available resources. This also included outreach and engagement to improve and advance the coordination plan as well as to improve community relations.

### **PROPOSED ACTIVITIES FISCAL YEAR 2021**

Functions necessary in support of planning and development of transit related Americans with Disabilities projects, procedures, outreach, and other related activities will be performed under this work element. Activities are as follows:

- Plan and develop additional training for MET operators and employees focused on interacting with seniors and individuals with disabilities.
- Staff will continue to provide outreach and education for professionals, organizations, and other identified entities in the community including participating on advisory groups in order to maintain positive relationships with individuals with disabilities and senior communities.
- Staff will continue to facilitate and encourage involvement in regular Billings Area Human Services Transportation Coordination Plan meetings with human service providers, social service agencies, transportation providers and the public to coordinate efforts associated with transit capital and service planning.
- Continue to facilitate effective service provision and usage of lift-equipped fixed-route vehicles; assess and recommend capital and operational projects with the intent of supporting existing service and adding potential enhancements.
- Continue identification of means to address transit and paratransit needs, assessing both short and long term paratransit needs, the organizational and financial capabilities of addressing those needs, and the inclusion of such needs in an overall Transit Development Plan.
- Conduct an overall paratransit system analysis for efficiency and effectiveness in relation to the current COVID crisis, with emphasis on demand and best utilization of paratransit resources moving forward.
- Continue community outreach to the public and organizations in support of improving access to transportation for seniors, individuals with disabilities, and low-income populations; continue participation on community committees meetings while exploring avenues for further outreach and engagement.
- Continue working with contracted providers in execution of agreements including existing agreements with the Adult Resource Alliance and the State of Montana, ensuring modifications are made as necessary to increase the efficiency and effectiveness of service.

**STAFFING**

420.00	Transit Manager Staff Hours
231.00	Transit Supervisors Staff Hours (4/ positions)
172.20	Administrative Support Staff Hours (2 positions)
84.00	Aviation/Transit Director Staff Hours
<b>907.20</b>	<b>Total Staff Hours</b>

**FUNCTIONAL AGENCY RESPONSIBILITY**

City of Billings Transit Division – MET Transit

**PRODUCT**

- Continued consensus with and support of City of Billings compliance with ADA regulations related to transit
- Continued community consensus and support of City of Billings methods for addressing

of specialized needs, including lift-equipped vehicles and other options for individuals with disabilities and seniors.

- Recommendations and proposals for enhancements to existing system and programs in support of ADA compliance and regulations aimed at increasing efficiency and effectiveness.
- Public involvement and feedback regarding potential system enhancements in support of transportation for seniors and individuals with disabilities.

**FUNDING SCHEDULE – T.I.P.**

**FUNDS PROGRAMMED - FISCAL YEAR 2020**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$13,093	\$52,373	\$69,228
<b>TOTAL</b>	\$13,093	\$52,373	\$69,228

**FUNDS PROGRAMMED - FISCAL YEAR 2021**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$14,064	\$56,257	\$70,321
<b>TOTAL</b>	\$14,064	\$56,257	\$70,321

## SECTION II FUNDING SUMMARY

### FEDERAL FISCAL YEAR 2021

WORK ELEMENT	FUNDING SOURCES FY 2021			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$5,743	\$22,973	\$28,716	353.40
44.24.01 Future Service	\$18,906	\$75,623	\$94,529	1026.00
44.24.02 Current Service	\$14,734	\$58,935	\$73,669	950.40
44.25.01 T.I.P.	\$2,034	\$8,138	\$10,172	125.18
44.26.15 ADA Service	\$14,064	\$56,257	\$70,321	907.20
<b>TOTAL</b>	<b>\$58,481</b>	<b>\$233,926</b>	<b>\$292,407</b>	<b>3362.18</b>

### ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 48% of direct salary or wages, and indirect costs at the rate of 11% of direct salary or wages.

Federal Transit Administration Section 5303 funding is available at an 80% reimbursement rate, meaning the local to FTA funding ratio for all categories is 20% local, 80% federal.