



POLICY COORDINATING COMMITTEE  
AGENDA  
CITY OF BILLINGS AND  
YELLOWSTONE COUNTY, MONTANA



AUGUST 30, 2022 MEETING TIME: 12:00 p.m.  
316 N 26 ST, ROOM 3101  
(3RD FLOOR, STILLWATER BUILDING)  
Billings, Montana 59101

NOTICE TO THE PUBLIC

Citizens are invited to:

- Review the Agenda Packet on the City's website at: <https://ci.billings.mt.us/117/Agendas-Minutes>
- View the meeting live online at Facebook: <https://tinyurl.com/yckr478k>

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to Board via email before 10:00 AM on the meeting date. All emails received prior to this time will be read into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division, 2825 3rd Ave N 4th Floor, Billings, MT 59101
- Email: [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov)
- Call in during the Public Comment periods as indicated on the agenda:
  - Citizens may call in during specific Public Comment periods at **406.237.6165**. All callers will be placed 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 limited to 3 minutes of testimony as is customary. Future delivery methods may be explored as best practice is learned.

**\*\*In the event a quorum of the Council is present, no City-related decisions will be made during this meeting or event.**

- Please direct questions to Tammy Deines, Planning Clerk at [deinest@billingsmt.gov](mailto:deinest@billingsmt.gov) or 406-247-8610. Thank you!

1. Call to Order/Pledge to the American Flag: PCC Chairman
2. **PUBLIC COMMENT PERIOD** -- (A 3-minute maximum per person.) *Any member of the public may be heard at this time on any subject(s), including items that are not on the agenda. The Policy Coordinating Committee will not take any action on non-agenda items today but could choose to add an item to the next meeting's agenda for discussion. Public comment may also allowed later on some items (see below), but an individual may only comment once on the same item.*
3. Approval of the minutes of: July 19, 2022
4. Old Business: There is no Old Business.
5. New Business
  - a. Motion. Billings Urban Area Unified Planning Work Program, (UPWP), FFY 2023. Scott Walker, Transportation Coordinator, presenting.
  - b. Public Comment
6. Other Business
  - a. Public Comment
7. Future Agenda Items
8. Adjournment

PCC Agenda

**Meeting Date:** 08/30/2022

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**Information**

**Subject**

Approval of the minutes of: July 19, 2022

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**Attachments**

PCC\_2022\_07\_19\_DRAFT.pdf

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# **POLICY COORDINATING COMMITTEE MINUTES July 19, 2022**

DRAFT TO APPROVED BY A MOTION

## **NOTICE**

Public comment will be taken only during the Public Comment periods as indicated on the agenda. Comments may be sent to Planning Staff via email before 10:00 AM on the meeting date. All e-mails received prior to this time will be read into the record for the public hearing.

**Member Participants:** Commissioner John Ostlund, Board of County Commissioners; Bill Cole, Mayor, City of Billings; Planning Board President Dennis Cook, Yellowstone County Planning Board

**Staff Participants:** Scott Walker, Transportation Coordinator, Planning & Community Services Department; Elyse Monat, Alternative Modes Coordinator; Lora Mattox, Transportation Planner, (Virtual)

**Other Participants:** Virtual: Rusty Logan, MET; Katie Potts, MDT Planning; Kenn Winegar, MDT Planning, In Person: Wyeth Friday, Planning & Community Services

**1. Call to Order:** Mayor Cole called the meeting to order and welcomed everyone in attendance. The Pledge of Allegiance was recited.

## **2. Public Comment/Communication from the Audience**

**A. Comments on items not on the agenda and requests to add items to future agendas.**

**B. Comments on items on the Non-public and Public Agenda Items**

There was no communication from the audience regarding agenda items or future agenda items.

## **3. Minutes of May 17, 2022**

### **Motion**

**A motion was made by Commissioner Ostlund and seconded by Planning Board President Cook to approve the minutes of May 17, 2022. The motion carried with a unanimous voice vote.**

## **4. Old Business:**

### **4a. Motion. Project Update. Billings Safe Routes to School Study. Active Transportation Planner Elyse Monat**

Active Transportation Planner Elyse Monat presented an overview of the Billings Safe Routes to School Study.

# **POLICY COORDINATING COMMITTEE MINUTES July 19, 2022**

DRAFT TO APPROVED BY A MOTION

## **RECOMMENDATION**

Staff recommends adoption of the Safe Routes to School Plan Update.

**BACKGROUND** The Technical Advisory Committee, Yellowstone County Board of Planning, and City Council, and the Board of County Commissioners have all voted to recommend approval of the Safe Routes to School Plan Update.

Consultant Sara Schooley, Toole Design, gave a brief presentation and overview of Safe Routes to School Plan Update and the programmatic recommendations below.

- Build, define, and leverage partnerships
- Create a Billings SRTS toolkit
- Build an inclusive education campaign to encourage walking and biking to school
- Consider impacts on students walking and biking when creating and updating school policies.
- Proposed project Locations
- Infrastructure Options
- Project Impact Scoring
- School Walking Maps

## **Discussion**

Mayor Cole called for questions and discussion. Commissioner Ostlund and Planning Board President Cook commended staff for their work and said this is a good plan. Mayor Cole concurred and pointed out that this is a plan and no funds are allocated at this time for identified projects. Elyse Monat said staff will consider middle schools, and County schools within the MPO and reach out to County schools to participate in the next Safe Routes to School Study. Mayor Cole asked for comment on what may be available in the County for sidewalks and other improvements. Commissioner Ostlund stated it is a challenge in the County, and noted Lockwood's outstanding example of getting community funding for area sidewalks. Phase 2 of the study may identify the need for sidewalk districts. Planning Board President Cook said from a planning perspective, the urban planning area is going to present challenges but it is not impossible. Mayor Cole commented on immediately adjacent areas that are annexed into the City and infrastructure needs. Commissioner Ostlund commented on the updated County subdivision regulations that addressed sidewalks in the County.

## **Motion**

**Planning Board President Cook made a motion and Commissioner Ostlund seconded the motion to approve the Billings Safe Routes to School Study as presented by Staff. The motion carried with a unanimous voice vote.**

# **POLICY COORDINATING COMMITTEE MINUTES July 19, 2022**

DRAFT TO APPROVED BY A MOTION

## **5. New Business**

### **5a. Motion. 2022-2024 Transportation Improvement Plan (TIP), Amendment III**

Transportation Planning Coordinator Scott Walker opened this agenda item. This document acts as the planning and funding document for the MPO and MDT projects. MET Transit and MDT have substantial budget changes for this update.

#### **RECOMMENDATION**

Based on individual formal actions of the members (Planning Board, Board of County Commissioners and Billings City Council) of the Policy Coordinating Committee (PCC), Planning Division staff recommends the PCC approve the Transportation Improvement Program Amendment 3.

#### **BACKGROUND**

Federal regulations require that Metropolitan Planning Organizations (MPOs) review and update their Transportation Improvement Program (TIP) periodically. Given timing and funding adjustments with some transportation and transit projects, the current Billings 2020-24 TIP must be amended to maintain compliance with State and Federal requirements. The TIP is a short-range program of highway and transit projects in the Billings MPO area and is prepared by City-County Planning Division staff in cooperation with state and local agencies. The purpose of the TIP is to provide the mechanism for scheduling federal funds for surface transportation projects, indicate regional priorities, and demonstrate a short range transportation vision for the area. A secondary purpose of the TIP is to provide information about other transportation projects in the urbanized area that are exempt from the TIP approval process, such as projects that do not utilize federal funds. This TIP amendment is being presented to the Billings PCC for final local adoption after individual formal actions by the members of the PCC.

#### **STAKEHOLDERS**

The item has been publicly reviewed with the City Council, Board of County Commissioners and Planning Board. Each of these entities also has voted to recommend approval of this TIP Amendment to the full PCC Discussion

#### **Projects Modified due to Change in Funding/Scope**

- **Billings Bypass**
- **I-90 Yellowstone River Bridges**
- **West Billings Interchange**
- **27<sup>th</sup> Street 1<sup>st</sup> Ave S to Airport**
- **Main Street Updated Cost**

Per Commissioner Ostlund's request, Scott Walker provided clarification and said the recent material price increases may have some impact. Katie Potts stated no lettings have been delayed but that could become a possibility. She explained that the increased costs require expending additional Federal and in turn State dollars. She did not feel that cancellation of projects would ever be entertained.

# **POLICY COORDINATING COMMITTEE MINUTES July 19, 2022**

DRAFT TO APPROVED BY A MOTION

## **MET Transit – Rusty Logan, Transit Manager**

### **FEDERAL TRANSIT ADMINISTRATION SECTION 5339**

- **Two Tables now reflected to show projects programmed in FORMULA FUNDS and COMPETITIVE FUNDS;** all projects were previously included in one table. Additional project tables added to show more specific project information for each source.
- **FORMULA FUNDING** now includes Training Lot Capital project moved from CARES funding sources.
- **COMPETITIVE FUND** table now includes technology additions (Automated Passenger Counters, Digital Fare System) which had previously been included in both CARES funding and 5339 FORMULA FUNDING; **COMPETITIVE FUNDS** also now includes recently awarded \$3,028,000 in Federal funds for additional bus replacements and facility improvements.

### **FEDERAL TRANSIT ADMINISTRATION SECTION 5310**

Table updated with most recently available funding figures as well as recently completed GRANT selections for Coordination Group projects to occur in FY23. Projects table added to provide more specific project information.

### **TRANSADE**

Updated with actual apportionment figures with decreased estimates for funding moving forward based on recent apportionments

## **Discussion**

There were no questions or discussion from the Committee members.

## **Motion**

**Commissioner Ostlund made a motion and Planning Board President Cook seconded the motion to approve the 2020-2024 Transportation Improvement Plan, (TIP), Amendment II as presented by staff. The motion carried with a unanimous voice vote.**

## **6. Other Business:**

- a. **Announcement:** The August PCC meeting has been rescheduled and will be held on Tuesday, August 30, 2022, 12:00 PM
- b. **BIL/IIJA Federal funding stream.** Scott Walker said staff is monitoring these bills and trying to identify spaces that would fit our needs. In the future two-three projects will be brought forward to consider adding to the system.

## **7. Future Agenda Items:**

- **Update on the Inner Belt Loop Project**
- **2023 Unified Planning Work Program**

**POLICY COORDINATING COMMITTEE  
MINUTES July 19, 2022**

DRAFT TO APPROVED BY A MOTION

**ADJOURNMENT:** 12:36 PM

**DRAFT. To be approved by a motion during the next scheduled meeting.**

*Tamara L. Deines, Planning Clerk*

**Date:** 08/30/2022  
**Title:** 2023 Unified Planning Work Program (UPWP) - PCC  
**Presented by:** Scott Walker  
**Department:** Planning & Community Services  
**Presentation:** No

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## Information

### RECOMMENDATION

Staff recommends the Policy Coordinating Committee review the Draft 2023 UPWP and take action at this meeting.

### BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The City-County Planning Division is presenting the 2023 Unified Planning Work Program (UPWP) for the Billings Policy Coordinating Committee (PCC). At this meeting, the Board is scheduled to review the document and take action on the UPWP.

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 2023, which runs from October 1, 2022, through September 30, 2023. This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include completion of the 2023 Long Range Transportation Plan, Phase II of the Safe Routes to School Plan, beginning the update to the Bikeway and Pedestrian Master Plan, and transportation specific analysis and updates to two neighborhood plans. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

### STAKEHOLDERS

The Technical Advisory Committee, Yellowstone County Board of Planning, City Council, and the Board of County Commissioners have all voted to recommend approval of the 2023 Unified Planning Work Program.

### ALTERNATIVES

The Policy Coordinating Committee may

- Approve the 2023 UPWP
- Recommend amendments to the 2023 UPWP to the PCC; or,
- Not recommend approval of 2023 UPWP. 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.

### FISCAL EFFECTS

Approval of the 2023 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 2023 UPWP is estimated below:

- \$300,000 Planning Dept. Fee Revenue (City of Billings)
- \$160,000 Planning Dept. Fee Revenue (Yellowstone County)
- \$525,000 Yellowstone County Planning Levy
- \$2,007,135 Federal Planning (PL) Allocation
- \$2,992,135 Total Local and Federal Program Funding (UPWP)

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## Attachments

Draft 2023 UPWP

# **Billings Urban Area**

## **Unified Planning Work Program**

**(UPWP)**

**Federal Fiscal Year**

# **2023**

## **DRAFT**

Prepared By:

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

In Cooperation With:

Montana Department of Transportation  
Federal Highway Administration  
Federal Transit Administration



# UNIFIED PLANNING WORK PROGRAM

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## INTRODUCTION

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

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

This year, Federal Fiscal Year 2023, 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 continuing the 2023 Long Range Transportation Plan Update, beginning an update to the 2017 Bike and Pedestrian Plan, an MPO-wide School Safe Routes to School Study, Neighborhood Planning Transportation Elements, grant application development, and other projects.

### **DATES OF LOCAL APPROVAL**

TAC -7/28/22  
PLANNING BOARD -8/23/22  
COUNTY COMMISSION -8/23/22  
CITY COUNCIL -8/22/22  
PCC -8/30/22  
FWHA-September 2022

# CHAPTER I

## YELLOWSTONE COUNTY BOARD OF PLANNING

### SECTION I UNIFIED PLANNING WORK PROGRAM

#### 41.11.100 PROGRAM SUPPORT & ADMINISTRATION

#### **100 PROGRAM ADMINISTRATION (4301)**

##### OBJECTIVE

- To administer the area-wide planning process.
- To support the Board of Planning and other Boards, Commissions, and the City Council and County Commissioners in 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 2022

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY22.

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, Public Works (formerly the Traffic Control) Board, Bicycle and Pedestrian Advisory Committee, Historic Preservation Board and others. Grant writing for the Division was completed under this work element. Staff also participates in meetings with MDT and the other two MPO's quarterly to discuss activities and issues. Billings MPO also meets with MDT to discuss project coordination and issues.

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, TAZ data information, address, ownerships and environmental data. This GIS information is vital to provide to consultants for local plan development. 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. This software allows for electronic submittal of building, sign, fence and exempt plats for local review. Staff also reviewed/updated the City Annexation Policy and Limits of Annexation Map, and assisted in updates to the City's Capital Improvement Plan (CIP). 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 as required. The 2023 UPWP outlines an update to the Community Transportation Safety Plan, that project is discussed in more detail in the Transportation Planning Studies.

Online permitting continues to have a positive impact on development.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

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

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.

With the refilling of the Planner 1 positions, senior staff has the ability to undertake a few neighborhood planning efforts. Staff is looking for other funds to assist with some consultant lead neighborhood activities on larger sub-area plans. With development and implementation of the new Zoning Code, higher emphasis on the transportation system, including road classification, safety and connectivity is vital to how the adjacent land uses for residential and commercial development are built. The road system emphasizes location and setting of any structures. The Planner I will be responsible for using the new code and existing transportation documents for review of land use applications, building permits and zoning clarification forms.

### **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 IIA or any new legislation they may be approved in the upcoming fiscal year.
- 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 2023 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2024 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.
- 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.
- Infrastructure Investment and Jobs Act (IIJA) will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- 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 continue to implement long-term document storage through virtual servers and cloud storage platforms.

### **STAFFING**

28 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 FY24 UPWP.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2022**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$247,500	\$202,500	\$450,000**
<b>TOTAL</b>	\$247,500	\$202,500	\$450,000**

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$264,000	\$216,000	\$480,000**
<b>TOTAL</b>	\$264,000	\$216,000	\$480,000**

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

\*\* Record Keeping via virtual servers and cloud storage, scanning - \$8,000, 3 Computer Upgrades - \$7,500.

## **101 SERVICE (4302)**

### **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 2022**

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 hosts monthly webinars covering a variety of topics including transportation and mobility related topics.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

#### **PL Eligible Activities**

- Staff will continue the 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.
- The Planner I positions will also be working within this element. These positions will provide transportation and related planning information to the general public and interested organizations.

#### **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.
- In addition to the transportation specific webinars, staff also provides general planning webinars that are advertised to all city staff, local officials and the general public. These webinars are scheduled routinely and can include up to 3 webinars a month. Participation anticipated at these webinars is 5-10 person per viewing. This number can fluctuate depending on the topic. Staff participation is approximately 3-5 per viewing contingent on scheduling.

## FUNDING SCHEDULE - SERVICE

### FUNDS PROGRAMMED - FISCAL YEAR 2022

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$25,000	\$25,000	\$50,000
TOTAL	\$25,000	\$25,000	\$50,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

### FUNDS PROGRAMMED - FISCAL YEAR 2023

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$30,000	\$30,000	\$60,000
TOTAL	\$30,000	\$30,000	\$60,000

\*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 2022**

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 Community Transportation Safety Plan Update, the Billings Bypass Corridor Study and the development of the Safe Routes to School Plan Update.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

#### **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 Community Transportation Safety Plan Update, the Safe Routes to School Plan and the Billings Bypass Corridor Study. The 2023 Long Range Transportation Plan Update will carry over to this year as well as the new transportation planning studies identified in this UPWP.
- 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.
- The MPO has several large planning efforts this year and next, as part of our continuous efforts to engage the public in these transportation planning efforts, staff will be actively engaged with the City of Billings Public Information Officer (PIO) to push information and public participation opportunities to the community. The PIO is new to the City and has already had significant impact on planning efforts.
- 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 North Billings Bypass Corridor Study, and the Community Transportation Safety Plan Update. New projects include updating the 2018 Long Range Transportation Plan and a second phase of a Safe Routes to School Study that will review Middle Schools, urban County Elementary Schools and Private Schools. Both of these projects will include extensive public participation and solicitation.

- The Planner I will also act in this position through transportation and general planning efforts to engage the community in a broad range of MPO planning projects.

**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 general planning projects and procedures and other pertinent information.

**FUNDING SCHEDULE - CITIZEN INVOLVEMENT**

**FUNDS PROGRAMMED - FISCAL YEAR 2022**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$40,000	\$40,000	\$80,000
TOTAL	\$40,000	\$40,000	\$80,000

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$47,500	\$47,500	\$95,000
TOTAL	\$47,500	\$47,500	\$95,000

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

## 41.12.200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

### 200 Community Planning (4304)

#### OBJECTIVE

- To maintain records and make projections of population and dwelling unit data, land use information, employment data, and to maintain adequate financial records, files and reports.
- To provide current, accurate information pertaining to the quantity of residential, commercial, industrial, and public land in the MPO and across the County.
- To summarize and analyze development trends and to provide visual information to the City Council, County Commission, Planning Board and the public during the public input process for transportation and land-use decision making.
- To recommend implementation of the goals, policies, and strategies of the adopted 2016 City of Billings and Lockwood Growth 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 2022

Staff is reviewing and analyzing the 2020 Census and most recent American Community Survey (ACS) data. Current ACS data is 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 most current ACS data and slowly released information from the 2020 Census data 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. The Report is updated on a 3-year cycle with the most current update occurring in 2020. This [Progress Report](#) includes comparison of various data sets related to motorized and non-motorized transportation.

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, 2020 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.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

### **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. This ability of the new GIS allows for anticipating and planning for the transportation network in areas of annexation and infill. This will assist in the development of our LRTP and project planning for future plans and studies.
- 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.
- Senior staff will be undertaking development of one neighborhood planning project to assist our neighborhoods in local planning specific to their area. This is possible due to the hiring of two additional Planner I’s. In addition to staff leading this effort, staff will be looking at grant funds to hire consulting services to assist with larger sub-area plans.
- The addition of two new Planners will allow the senior staff to take a more active role in long range planning. It is anticipated that the Planner I’s will undertake the review of:
  - Zoning applications. The development and adoption of Project Re:Code now ties land uses and land patterns to the road and street network.

- Site development plans to address clear vision and controlled and shared access points.
- Site development plans to address newly implemented build to zones which prevent traffic flow in front of buildings.
- Site orientations that allow for internal traffic and other services, for example, drive through locations.

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 subdivisions 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 2023, with 2020 data and the 2020 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.
- Neighborhood planning activities will be initiated to identify local issues and strategies to assist neighborhood groups and organizations with neighborhood sustainability, equity, and safety.

### **STAFFING**

24 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 2022

### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$90,000	\$210,000	\$300,000
TOTAL	\$90,000	\$210,000	\$300,000

### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

## FUNDS PROGRAMMED - FISCAL YEAR 2023

### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$99,000	\$231,000	\$330,000
TOTAL	\$99,000	\$231,000	\$330,000

\*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 2022**

During the past year, even during the height of COVID, all applications for zone changes, special reviews, variances, and planned developments were reviewed and processed by the planning staff in a timely manner. 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.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

#### **PL Eligible Activities**

- Zoning, Special Review, and Variance applications will be reviewed for land use compatibility, traffic, access, and overall site design.
- 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 implementing the new Zoning Code. Staff will be reviewing and trouble-shooting any inconsistencies or inaccuracies in the new code with the intent to make any needed amendments within the next 2-years. As stated earlier, the Zoning Code places a higher emphasis on the transportation system, including road classification; safety and connectivity is vital to how the adjacent land uses for residential and commercial development are built. The road system emphasizes location and setting of any structures.
- The addition of two new Planners will allow the senior staff to take a more active role in long range planning. It is anticipated that the Planner I's will undertake the review of:

- Zoning applications. The development and adoption of Project Re:Code now ties land uses and land patterns to the road and street network.
- Site development plans to address clear vision and controlled and shared access points.
- Site development plans to address newly implemented build to zones which prevent traffic flow in front of buildings.
- Site orientations that allow for internal traffic and other services, for example, drive through locations.

### **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 2022 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**

13 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 2022

### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$37,000	\$148,000	\$185,000
TOTAL	\$37,000	\$148,000	\$185,000

### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

## FUNDS PROGRAMMED - FISCAL YEAR 2023

### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$40,000	\$160,000	\$200,000
TOTAL	\$40,000	\$160,000	\$200,000

\*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 2022**

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 sidewalk, storm water management and future utility access. This procedure has been a positive to residential development on the city fringe areas.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

#### **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.
- 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 2023 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.

- The newly added Planner I to the UPWP will take an active role in reviewing subdivision applications for compliance with the various transportation and planning documents overseeing land use within the MPO and Planning jurisdictional area.

**Locally Funded Activities**

- All subdivision applications will be reviewed for compliance with local and state subdivision law.
- Staff will continue 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**

14.5 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 2022**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$55,500	\$129,500	\$185,000
<b>TOTAL</b>	\$55,500	\$129,500	\$185,000

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$60,600	\$140,400	\$202,000
<b>TOTAL</b>	\$60,600	\$140,400	\$202,000

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

## **41.13.300 LONG RANGE TRANSPORTATION PLANNING**

### **300 TRANSPORTATION SYSTEM DATA (4310)**

#### **OBJECTIVE**

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

#### **ACCOMPLISHMENTS - FISCAL YEAR 2022**

The traffic count program for FY 2022 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 transportation data is also being used for our current Planning Studies including the Billings Bypass Corridor Study, Safe Routes to School Plan Update and the Community Transportation Safety Plan (CTSP).

#### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

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

- 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 FY2023. All traffic count data will be submitted to the MDT by February 1, 2023.
- Staff will update, where appropriate, the City's Capital Improvement Program.
- Continue with the contract position with City Engineering to continue traffic and trail counts.
- Staff will collect and maintain bike/pedestrian information through the trail census and use of the trail-bike/pedestrian scanners. The information from the bike/pedestrian counts links directly to the development of the LRTP and the MPO's non-motorized planning studies. These counts also contribute to other planning projects such as the Complete Streets Progress Report. This activity is in conjunction with MPO region wide planning.
- The traffic count data archive will be maintained and accessible for other agencies and the public.
- Data will also be used during proposed FY23 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. Traffic counts are vital for any long-range planning efforts and during development of commercial and residential projects. Traffic counts also directly relate to the development of projects in the LRTP and ultimately for programming in the TIP.
- Current bike/pedestrian counts. MPO uses these counts for the development of the non-motorized network. This information is used for the development of the Bikeway and Trails Master Plan as well as for applications for various grants.

## FUNDING SCHEDULE - TRANSPORTATION SYSTEM DATA

### FUNDS PROGRAMMED - FISCAL YEAR 2022

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$266,000	\$0	\$266,000
TOTAL	\$266,000	\$0	\$266,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

### FUNDS PROGRAMMED - FISCAL YEAR 2023

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$250,000	\$0	\$250,000**
TOTAL	\$250,000	\$0	\$250,000**

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

\*\*This Includes - \$25,000 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 2022**

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 Plan.

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 2023**

#### **PL Eligible Activities**

- The MPO initiated an update to the 2018 Long Range Transportation Study in FY22. This project will span FY22 and FY23.
- Staff will work to implement the 2017 Billings Area Bikeway and Trails Master Plan.
- Staff will be undertaking the development of two consultant lead neighborhood planning efforts. Staff is actively pursuing grant funds to assist with two large sub-area neighborhood plans that will include a deeper dive into neighborhood transportation issues and strategies. The goal of the transportation element of these plans is to ensure safe, sustainable and equity level transportation elements and policies.
- 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 2022**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$381,000	\$0	\$381,000
<b>TOTAL</b>	\$381,000	\$0	\$381,000

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$575,000	\$0	\$575,000
<b>TOTAL</b>	\$575,000	\$0	\$575,000

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

\*\*Approximately 50% or \$137,500 of the cost of the LRTP Update and \$100,000 (50%) for the Bike Plan Update is included here. Also \$75,000 each for the Heights Neighborhood Plan (Transportation Element) and the West End Neighborhood Plan (Transportation Element) is included here.

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

### **OBJECTIVE**

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

### **ACCOMPLISHMENTS - FISCAL YEAR 2022**

- The North Bypass Corridor Study began in January 2021, to date, the Consultant, Dowl has been preparing study development content and developing options for public outreach. A public website, [www.billingsbypasscorridor.com](http://www.billingsbypasscorridor.com) is live. Staff anticipates that this study will wrap up later this summer.
- The Safe Route to School Plan Update is completed and received final adoption on July 19, 2022. This project has several elements related to identifying and providing safe routes for children to get to school.
- The update to the Billings Community Transportation Safety Plan is also slated to be completed later this summer. Emphasis area strategies are being reviewed and tied into a final draft.
- The 2018 Long Range Transportation Plan Update was kicked off in July. This project is projected to carry over into FY23.
- Initiated the Phase II of the Safe Routes to School Plan that will study Billings Middle, County Urban Elementary, and Private Schools interested in participating in the development of a Safe Routes to School Plan.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

#### **PL Eligible Activities**

- Continue the update to the LRTP. This update will include all regulatory elements required including Goals and Objectives, a Transit section, and a review of current projects.
- Develop and release the RFP for the 2017 Bike Plan Update. This will include Vision, Goals, and Objectives; Existing Conditions; Needs Assessment; Recommendations; and Implementation strategies. This project is scheduled to carryover to FY23.
- The MPO will continually research grant opportunities. Consultant services will be solicited to assist the MPO is preparing for a submittal of a larger federal grant. This process will help narrow and fine tune the project to the correct funding source. In addition, the consultant will assist the MPO in preparation of the grant, this could include the identification of local match sources, determining right-of-way needs, and other federal grant requirements.
- 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.
- Continue and complete the second phase of a Safe Routes to School Plan by addressing Billings Middle, County Urban Elementary, and Private Schools.
- The Planner I will be active in this work element as part of transportation planning elements within sub-area/neighborhood plans, as well as assisting with the development and information gathering on Transportation Planning Studies.

#### **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 2018 LRTP Update, Bike Plan Update, Phase II of the Safe Routes to School Plan, Transportation study for sub-area planning, development of a grant application package.

## FUNDING SCHEDULE – PLANNING STUDIES

### FUNDS PROGRAMMED - FISCAL YEAR 2022

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$180,000	\$120,000	\$300,000
TOTAL	\$180,000	\$120,000	\$300,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

### FUNDS PROGRAMMED - FISCAL YEAR 2023

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$140,400	\$93,600	\$234,000**
TOTAL	\$140,400	\$93,600	\$234,000**

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

\*\* Safe Routes to School Plan Phase II \$125,000; Grant Writing \$100,000.

## **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 2022**

The MPO completed three TIP amendments in FY22. These updates included updating projects, project costs and project timing. The last amendment was approved on July 19, 2022.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

#### **PL Eligible Activities**

- A new Transportation Improvement Program (TIP) will be completed in FY23 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 2022

### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$36,000	\$0	\$36,000
TOTAL	\$36,000	\$0	\$36,000

### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

## FUNDS PROGRAMMED - FISCAL YEAR 2023

### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$37,000	\$0	\$37,000
TOTAL	\$37,000	\$0	\$37,000

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

## **41.16.600 SPECIAL PROJECTS**

<b>600 ENVIRONMENTAL CONSIDERATIONS (4314)</b>
--

### **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 2022**

The MPO was notified that in July of 2021 the Billings Urban Area was removed from the Air Quality's "Not Classified" list. The MPO is now designated as an Attainment Area and will move the update of the LRTP from 4-years to 5-years.

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 2023**

#### **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 2022

##### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$35,000	\$0	\$35,000
TOTAL	\$35,000	\$0	\$35,000

##### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

#### FUNDS PROGRAMMED - FISCAL YEAR 2023

##### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$36,000	\$0	\$36,000
TOTAL	\$36,000	\$0	\$36,000

\*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 2022**

N/A

**PROPOSED ACTIVITIES - FISCAL YEAR 2023**

**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 2022**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$326,181	\$109,400	\$435,581
<b>TOTAL</b>	\$326,181	\$109,400	\$435,581

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$388,035	\$39,100	\$427,135
<b>TOTAL</b>	\$388,035	\$39,100	\$427,135

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

## SECTION II -- FUNDING

### TABLE I FUNDING SUMMARY FEDERAL FISCAL YEAR 2023

WORK ELEMENT	FUNDING SOURCES FY 2023		
	PL*	LOCAL	EST. COST
100 Administration	\$264,000	\$216,000	\$480,000
101 Service	30,000	30,000	60,000
102 Citizen Involvement	47,500	47,500	95,000
200 Community Planning	99,000	231,000	330,000
204 Zoning	40,000	160,000	200,000
205 Subdivision	60,600	141,400	202,000
300 Transportation System	250,000	0	250,000
301 Transportation Plan	575,000	0	575,000
302 Planning Studies	180,000	120,000	300,000
500 T.I.P.	37,000	0	37,000
600 Environmental	36,000	0	36,000
700 Un-Programmed Funds	388,035	39,100	427,135
<b>TOTAL</b>	<b>\$2,007,135</b>	<b>\$985,000</b>	<b>\$2,992,135</b>

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

### TABLE II FUNDING COMPARISONS

WORK ELEMENT	FY 2023 ESTIMATED COST	FY 2022 ESTIMATED COST
100 Administration	\$480,000	\$450,000
101 Service	60,000	50,000
102 Citizen Involvement	95,000	80,000
200 Community Planning	330,000	300,000
204 Zoning Administration	200,000	185,000
205 Subdivision Administration	202,000	185,000
300 Transportation System Data	250,000	266,000
301 Transportation Plan	575,000	381,000
302 Planning Studies	300,000	234,000
500 T.I.P.	37,000	36,000
600 Environmental Considerations	36,000	35,000
700 Un-Programmed Funds	427,135	435,581
<b>TOTAL</b>	<b>\$2,992,135</b>	<b>\$2,637,581</b>

**TABLE III  
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2023**

<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 2023**

<b>WORK ELEMENT</b>	<b>DIRECTOR</b>	<b>SENIOR PLANNER (TRANS)</b>	<b>PLANNER I</b>	<b>PLANNING MANAGER</b>	<b>PLANNER II</b>	<b>CLERK</b>	<b>PLANNER II</b>	<b>PLANNER I</b>	<b>PLANNER I</b>	<b>SENIOR PLANNER (ZONING)</b>	<b>Active Trans. Planner I</b>	<b>TOTAL M.M.</b>
100	7	1.5	2.5	5.5	.5	1.5	.5	.5	2	1	5.5	28
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	3	1	2.5	24
204			.5	.5		.5	.5	2	3	6		13
205			.5	1		.5	7.5		3	2		14.5
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>11</b>	<b>121</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

### INDIRECT COST PLAN

#### **INTRODUCTION**

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

#### **IDENTIFICATION OF COSTS**

The costs are delineated below by type:

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

#### **ALLOCATION OF COSTS**

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

An indirect cost rate of **9%** of the City and County's direct salaries and wages is proposed. The **9%** 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 **55%** 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 prorations 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 prorations.

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

Planning Dept. Fees (City of Billings)	\$300,000
Planning Dept. Fees (Yellowstone Co.)	\$160,000
Yellowstone County (Mill)	\$525,000
PL*	\$2,007,135
TOTAL	\$2,992,135

\*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, 2021 through June 30, 2022. The calculated rate is applicable to the grant period, which is October 1, 2022 through September 30, 2023.

# 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 2022

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, the American Rescue Plan, and additional allocation from state sources.

Staff continued to manage and execute programmed aspects of awarded 5339, closing out multiple grants.

Staff attended training opportunities to enhance knowledge and skills, including the Montana Transit Association conference, safety trainings, and other education opportunities and webinars focusing on various federal requirements.

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.

Updated the Public Transit Agency Safety Plan for MET Transit; this included additional training program development for operator and dispatch staff, additional mitigation strategies, and expanded safety promotion strategies.

Updated the MET Transit Title VI and Public Participation Plans.

Staff analyzed, recommended and implemented two new Road Supervisor personnel positions. These positions support the ongoing implementation and execution of the public transit agency safety plan as well as support daily operations.

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

Transit members attended and participated in a 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.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2023**

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

- Continuing to assess data-keeping and gathering practices with focus on 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 2023 UPWP will be monitored and revised as necessary.
- The FY 2024 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.
- Maintenance of coordination agreements with 5310 providers and, as the lead agency, updates to the Billings Area Human Services Transportation Coordination Plan.
- Research feasibility and make recommendations for capital grants as advised by the Transportation Coordination Plan Committee.
- Research feasibility and make recommendations for capital grants in the 5339 Bus and Bus Facilities programs and other funding opportunities utilizing the TAM plan as well as the City Equipment Replacement plan.
- Participation in recognized and approved training programs in order to improve skills and capabilities including Grant Management programs as recommended.
- 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 update and implement required Public Transit Agency Safety Plan including annual updates as well as further research and development of best practices.
- Assists in development of improved transit integrations in the local area Emergency plan including regular participation on committee meetings.

**STAFFING**

180.00 Transit Manager Staff Hours  
 120.00 Transit Planner Staff Hours  
 230.00 Grants and Admin Coordinator Staff Hours  
 60.00 Transit Supervisor Staff Hours (3 positions)  
 60.00 Marketing and Outreach Coordinator Staff Hours  
 20.00 Aviation/Transit Director Staff Hours

**670.00 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 and development functions including federally required plans.
- Enhancement of transit division skills and knowledge.
- Proper maintenance and administration of grant related activities.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2022**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$5,535	\$22,139	\$27,674
<b>TOTAL</b>	<b>\$5,535</b>	<b>\$22,139</b>	<b>\$27,674</b>

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$15,171	\$60,684	\$75,855
<b>TOTAL</b>	<b>\$15,171</b>	<b>\$60,684</b>	<b>\$75,855</b>

## **44.24.00      SHORT RANGE TRANSPORTATION PLANNING**

### **01      FUTURE SERVICE ANALYSIS AND ENHANCEMENTS**

#### **OBJECTIVE**

To facilitate considerations of means to ensure citizens will have acceptable and improved public transportation alternatives in the future.

#### **ACCOMPLISHMENTS FISCAL YEAR 2022**

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.

Transit Division members, in conjunction with SRF Consulting, performed operational analysis of the transit system including development of identified goals and route restructures for implementation; this, as well as other recommendations, will be compiled into a finalized Transit Development Plan with anticipated plan approval to occur in Q4 of FFY2022.

Staff researched, recommended, and procured additional software solutions to blocking, run cutting, and rostering to assist in implementation of routing and schedule changes resulting from the Transit Development Plan.

Staff continued development and recommendation of alternative service models for fixed-route systems in anticipation of changing ridership demands.

Assessed feasibility of additional capital projects utilizing apportionment funds as CARES Act and ARP funds were available for operational expenses.

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 2023**

Functions necessary in support of future transit planning and development will be performed under this work element, including continuation of activities undertaken in FY 2021. These activities

necessitate the ongoing cloud-based software costs, including the addition of a run cutting module, for route development and planning, which is split between this element and current service enhancements. Activities are as follows:

- Continue investigating feasibility of expanding service beyond existing city limits and engage county stakeholders in discussion regarding potential for service to outlying areas; include analysis of possible funding models, interlocal agreement requirements, changes in governance, and other related items.
- Analyze and evaluate current City and other area government practices for right of way requirements regarding future bus stop locations; analyze potential land acquisition and easement requirements supporting future transit infrastructure.
- Continued financial analysis and planning in support of further modified frequency and service in conjunction with TDP routing overhaul implementation.
- Assessing ongoing and future capital and operating requirements based upon projected demand and growth. Continue to assess financial and infrastructure requirements of transitioning eligible fleet vehicles to electric or alternative fuel sources. Assess feasibility of adding additional green technology to facility locations.
- Continue research on feasibility of, and make recommendations for, additional technology conveniences for passengers including modifications to established electronic fare system and amenities at transfer centers.
- Continuation of planning efforts regarding public and stakeholder involvement and input opportunities, including recruiting involvement from key partners.
- Facilitation of public meetings to support system improvements as well as specialized services for seniors and disabled.
- Perform analysis of current fare structure including comparisons to similar systems and populations to ensure equitable and sustainable fare generation.
- Analyze and make recommendations on overall ITS development within the urbanized area in conjunction MPO staff and City departments.
- Analyze, develop, and recommend opportunities for MPO and Transit collaboration on projects eligible for multiple funding sources, including flex funding, to support integration of transit and overall surface transportation structure.

## **STAFFING**

125.00	Transit Manager Staff Hours
500.00	Transit Planner Staff Hours
80.00	Grants and Admin Coordinator Staff Hours
130.00	Transit Supervisor Staff Hours (3 positions)
100.00	Marketing and Outreach Coordinator Staff Hours
40.00	Aviation/Transit Director Staff Hours

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**975.00 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 2022**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$16,909	\$67,635	\$84,544
TOTAL	\$16,909	\$67,635	\$84,544

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$16,390	\$65,562	\$81,952
TOTAL	\$16,390	\$65,562	\$81,952

## **02 CURRENT SERVICE ENHANCEMENT**

### **OBJECTIVE**

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

### **ACCOMPLISHMENTS FISCAL YEAR 2022**

Staff implemented the recommended Advertising, Marketing, and Outreach Coordinator position including significant development of marketing and outreach programs.

Recommended changes to and implemented an updated agency website to increase ease of use as well as improve overall communication to the public. Developed and implemented a significantly improved social media presence for public engagement.

Analyzed and recommended the internalization of the bus bench and vehicle advertising program; recommended, developed, and implemented internal program, including procurement of inventory, to support transit operations as well as opportunities for capital support.

Division members assessed upcoming and immediate operational needs and made recommendations on capital and operational projects.

Staff researched, analyzed, and recommended the procurement of ticket vending machines and electronic fare interfaces to support the previously implemented Cubic electronic fare system for fixed-route operations.

Continued to leverage data gained from the electronic fare system to make recommendations to admin regarding metric tracking and budget structure.

Analyzed and implemented a transition of the AVL system to the Transloc system away from the deprecated DoubleMAP system; TransLoc purchased DoubleMAP and assisted with the transition.

Staff analyzed and developed a planned capital project converting a vacant lot connected to the main METroplex into a dedicated training space to assist MET in meeting the requirements of the Entry Level Driver Training regulations implemented by the Federal Motor Carriers Services Administration regarding CDL holders. This will further support MET's hiring of non-CDL holders into trainable positions.

Staff reviewed ridership data in analysis of system functioning and 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.

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.

### **PROPOSED ACTIVITIES FISCAL YEAR 2023**

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. These activities necessitate the ongoing cloud-based software costs, including the addition of a run cutting module, for route development and planning, which is split between this element and future service enhancements. Activities are as follows:

- Prepare for and implement route restructure resulting from FY2022 Transit Development Plan; final routing changes anticipated to be placed in service in July, 2023.
- Develop a bus stop master plan for transitioning the system to designated stops in conjunction with the route refresh; this will be completed prior to route restructure implementation. Develop and implement criteria for stop amenities and other required items.
- Continue development and implementation of education and outreach strategies to guide market research, promote public awareness and engagement to increase ridership.
- Develop and implement further education and outreach programs to increase partnerships and other forms of participation.
- Investigate, analyze, and recommend methods for bringing existing technology solutions into a single portal to streamline customer engagement with and use of the transit system; research feasibility of a single white label smartphone app to integrate AVL, fare payment, and other customer facing items.
- 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.
- Research and make recommendations on internal technology support systems to streamline staff access and use of existing systems; research, analyze, and make recommendations on technology implementations to support transition from outdated or non-existent software solutions including items for customer account management and fleet/facility maintenance.
- Finalize automated passenger counter implementation and audit plan for approval of data reporting with the National Transit Database.
- Develop further marketing strategies including opportunities for increased revenue generation through amenity expansion and innovative concession programs. Include analysis of potential concession for retail space and other revenue generators at the Downtown Transfer Center.
- Assessment of current personnel usage for areas of improvement in utilization of resources and effectiveness.
- 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, education efforts, and technology enhancements.
- Assessment of current budgetary impact of recommended improvements.

**STAFFING**

- 190.00 Transit Manager Staff Hours
- 655.00 Transit Planner Staff Hours
- 150.00 Grants and Admin Coordinator Staff Hours
- 250.00 Transit Supervisor Staff Hours (3 positions)
- 200.00 Marketing and Outreach Coordinator Staff Hours
- 40.00 Aviation/Transit Director Staff Hours

**975.00 Total Staff Hours**

**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 education and outreach
- Analyses of current system functions.
- Budget alternatives.

**FUNDING SCHEDULE – CURRENT SERVICE ENHANCEMENTS**

**FUNDS PROGRAMMED - FISCAL YEAR 2022**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$15,750	\$63,000	\$78,750
<b>TOTAL</b>	\$15,750	\$63,000	\$78,750

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$22,927	\$91,706	\$114,633
<b>TOTAL</b>	\$22,927	\$91,706	\$114,633

**44.25.00      Transportation Improvement Program (TIP)**

<b>01      T.I.P</b>
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**OBJECTIVE**

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

**ACCOMPLISHMENTS FISCAL YEAR 2022**

Developed Transit specific updates for a TIP/STIP amendment, including programming for selected capital programs in relation to CARES Act funding. Updated projects were also added to the Division’s Transit Asset Management Plan (TAM), Capital Improvement Plan (CIP), and Equipment Replacement Plan (ERP).

Monitored projects for inclusion in the TIP and STIP. The Statewide Transportation Improvement Program (STIP) process was also addressed and monitored.

Attended and participated in MPO meetings.

**PROPOSED ACTIVITIES FISCAL YEAR 2023**

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 for 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**

- 35.00 Transit Manager Staff Hours
- 16.83 Transit Planner Staff Hours
- 41.00 Grants and Admin Coordinator Staff Hours
- 05.00 Aviation/Transit Director Staff Hours

**102.83 Total Staff Hours**

**FUNCTIONAL AGENCY RESPONSIBILITY**

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

**PRODUCT**

- Monitoring of plans including Transit Asset Management, the Capital Improvement Program, and components of the Equipment Replacement Plan for related projects.
- 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 2022**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$1,575	\$6,301	\$7,876
TOTAL	\$1,575	\$6,301	\$7,876

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$1,616	\$6,465	\$8,081
TOTAL	\$1,616	\$6,465	\$8,081

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

**01 IMPLEMENTATION OF AMERICANS WITH DISABILITIES ACT (ADA)**

**OBJECTIVE**

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

**ACCOMPLISHMENTS FISCAL YEAR 2022**

Researched, developed and implemented additional training procedures for transit operators to improve paratransit customer service, procedures, and policies; integrated these practices into the Public Transit Agency Safety Plan.

Staff investigated methods to improve paratransit efficiency and cost-effectiveness, including assessing and evaluating further options for self-scheduling of rides.

Continued evaluating dispatch and customer service practices for potential modification in regards to dispatching software implementation as well as other technology implementations.

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 ADA accessible fixed-route service and other accessibility features/requirements and updated with relevant findings.

Assessed and updated paratransit vehicle specifications to support future vehicle purchases; implemented procurement of smaller ADA equipped vehicles to enhance paratransit service efficiencies.

Staff familiarized passengers 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 2023**

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:

- Continue developing and refining improvements to current travel training options available to the public using available technology and updated delivery methods.
- Integrated ADA accessibility location assessments into the in-development bus stop master plan.
- 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 the Transit Development Plan.
- 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.
- Analyze and recommend improvements to current scheduling practices including more advanced use of available technologies in order to expand availability of services to seniors and low-income groups.

### **STAFFING**

85.00 Transit Manager Staff Hours

250.00 Transit Planner Staff Hours

120.00 Grants and Admin Coordinator Staff Hours

180.00 Transit Supervisor Staff Hours (3 positions)

100.00 Marketing and Outreach Coordinator Staff Hours

40.00 Aviation/Transit Director Staff Hours

**775.00 Total Staff Hours**

**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 – ADA SERVICE**

**FUNDS PROGRAMMED - FISCAL YEAR 2022**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$11,432	\$45,729	\$57,161
<b>TOTAL</b>	<b>\$11,432</b>	<b>\$45,729</b>	<b>\$57,161</b>

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$10,519	\$42,078	\$52,597
<b>TOTAL</b>	<b>\$10,519</b>	<b>\$42,078</b>	<b>\$52,597</b>

## SECTION II FUNDING SUMMARY

### FEDERAL FISCAL YEAR 2023

WORK ELEMENT	FUNDING SOURCES FY 2021			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$15,171	\$60,684	\$75,855	670.00
44.24.01 Future Service	\$16,390	\$65,562	\$81,952	975.00
44.24.02 Current Service	\$22,927	\$91,706	\$114,633	1485.00
44.25.01 T.I.P.	\$1,616	\$6,465	\$8,081	102.83
44.26.15 ADA Service	\$10,519	\$42,078	\$52,597	775.00
<b>TOTAL</b>	<b>\$66,623</b>	<b>\$266,495</b>	<b>\$333,118</b>	<b>4007.8</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.

## LIST OF ACRONYMS

ADA	American Disability Act
ACS	American Community Survey
ARP	American Rescue Plan
AVL	Automated Vehicle Locator
BSED	Big Sky Economic Development
BUILD	Better Utilizing Investments to Leverage Development
CAC	Citizen Advisory Committee
CARES	Coronavirus Aid, Relief, and Economic Security
CDL	Commercial Drivers License
CIP	Capital Improvement Plan
CMAQ	Congestion Mitigation Air Quality
CTSP	Community Transportation Safety Plan
EBURD	East Billings Urban Renewal District
ERP	Equipment Replacement Plan
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
GTFS	General Transit Feed Specification
HPMS	Highway Performance Monitoring System
IIJA	Infrastructure Investment and Jobs Act
ITS	Intelligent Transportation Systems
LRTP	Long Range Transportation Plan
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization
NTD	National Transit Database
PCC	Policy Coordinating Committee
PEP	Private Enterprise Participation
PL	Planning Funds
PTASP	Public Transit Agency Safety Plan
RAISE	Rebuilding American Infrastructure with Sustainability and Equity
SBBURD	South Billings Boulevard Urban Renewal District
TA	Transportation Alternative Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAZ	Traffic Analysis Zones
TDP	Transit Development Plan
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
YCBP	Yellowstone County Board of Planning