

**\*\*ATTENTION\*\***

The City Council meeting will be held in a hybrid format that may include both in-person AND virtual attendance via Zoom. Unless they have cause to appear virtually, Councilmembers will attend the meeting in person in Council Chambers, second floor of City Hall, 220 N. 27th Street. In order to honor the Right of Participation and the Right to Know in Article II, Sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- Review the Agenda Packet on the City's website at: [www.billingsmt.gov](http://www.billingsmt.gov) and click on "Your Government," "City Council," and "Agendas & Minutes".
- View the meeting:
  - On Community 7 TV - Channel 7 or Channel 507 -- Spectrum Cable. (*On evenings when there is a conflict with School District No. 2 Board meetings, the City Council meeting will be broadcast on Channel 8 - Spectrum Cable.*)
  - Online at [www.com7tv.com](http://www.com7tv.com) and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
  - On the City's website at [www.billingsmt.gov](http://www.billingsmt.gov) and click on "Watch Meetings Online" on the homepage.
  - In-Person.
  - Virtually via Zoom (see the link below).

Citizens may submit public comment via the following methods:

- Mail: City Clerk, P.O. Box 1178, Billings, MT 59103
- Email: [Council@billingsmt.gov](mailto:Council@billingsmt.gov).
  - Emails received after 3:00 PM on the day of the meeting, may be posted on the Council's webpage the following day for public viewing.
- Attend the meeting in person.
- Attend the meeting virtually through Zoom by entering the Webinar ID and Passcode indicated below. Click on *Zoom Meeting Instructions* and *Zoom Hybrid Meeting Details* below for more information. The link will allow you to attend, view and participate in the meeting on your computer, laptop or smart phone. (You must have the Zoom App on your device [Click Here to Download Zoom App](#)) To provide public comment at the appropriate time, click on the "raise hand" icon located at the bottom of the screen and the moderator will unmute your device.
  - **Don't have a smart phone, computer or laptop?** That's okay -- you can attend a Zoom meeting using your **landline phone**. Call the Zoom phone number, 1.253.215.8782 to join the meeting and follow the operator's instructions. Want to give public comment? Simply "*raise your hand*" by pressing \*9 and the moderator will give you permission to speak when it is your turn. *\*Note this is a long distance toll number and charges may apply depending on your plan.*
- Click Here for [Zoom Meeting IDs and Passcodes](#)
- Click Here for [Zoom Meeting Instructions for Attendees \(as guests\)](#)

Please contact Denise Bohlman, City Clerk, at [bohlmand@billingsmt.gov](mailto:bohlmand@billingsmt.gov), or at 406.657.8210, with any questions.



**VISION STATEMENT:**  
"The Magic City: A diverse,  
welcoming community  
where people prosper and  
business succeeds."

**WORK SESSION AGENDA  
AUGUST 7, 2023**

**COUNCIL CHAMBERS**

**5:30 P.M.**

**CALL TO ORDER:** Mayor Cole

**PUBLIC COMMENT ON ALL ITEMS.** This is the time to comment on any matter (Agenda or Non-Agenda) falling within the scope of the Billings City Council. There will also be time in conjunction with each agenda item for public comment relating to that item. You may only speak once for each item during the meeting.

Please note, the City Council cannot take action on any item of significant interest to the public that does not appear on the agenda. Comments are limited to three (3) minutes during each public comment period or as set by the Mayor. **Speaker sign-in required.** Please sign the roster at the cart located at the back of the Council chambers or at the podium.

**1. 2024 Unified Planning Work Program (UPWP).**

- Presented by: Scott Walker, Transportation Planner

-Public Comment

**2. Parks, Recreation, and Trails Bond Resolution.**

- Presented by: Gina Dahl, City Attorney

-Public Comment

**2. Highlight Upcoming Agenda Items of Council Interest.**

- Presented by: Chris Kukulski, City Administrator

-Public Comment

**COUNCIL DISCUSSION:**

**PUBLIC COMMENT on "NON-AGENDA ITEMS".** Speaker Sign-in required. *(Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)*

**ADJOURN:**

Note:

- This meeting is an "informal" meeting of the City Council. The content of the Agenda is subject to change at the meeting.
- In the event there is a Closed Executive Session, the sole purpose is to discuss litigation strategy. The other parties to the case(s) discussed are not public bodies or associations as described in Section 2-3-203(1) and (2), MCA. The meeting is closed, as allowed by Section 2-3-203(4) (a), MCA, "to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position" of the City of Billings.

**Date:** 08/07/2023  
**Title:** Draft 2024 Unified Planning Work Program (UPWP)  
**Presented by:** Scott Walker  
**Department:** Planning & Community Services  
**Presentation:** Yes  
**Legal Review:** No  
**Project Number:** N/A

## RECOMMENDATION

Staff recommends the City Council hear the overview presentation and review the Draft 2024 UPWP at this Work Session. The Council is scheduled to take action on the 2024 UPWP at its August 14th meeting. For the August 14 meeting, staff will forward a recommendation requesting the City Council approve the program and instruct PCC Designee Mayor Cole to give a positive recommendation to PCC for final local approval.

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

The City-County Planning Division is presenting the 2024 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization (MPO) for City Council review and recommendation of approval to the Billings Policy Coordinating Committee (PCC). The UPWP is primarily for the purpose of programming the federal dollars that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation planning activities for the Billings MPO 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 2024, which runs from October 1, 2023, through September 30, 2024. This UPWP corresponds directly with the Planning Division's annual work plan.

The significant changes in this year's program include continuing to update the 2024 Bike and Pedestrian Plan, the 21st Street Feasibility Study, and a comprehensive transportation element for future neighborhood planning studies - The West End Neighborhood Plan and the Billings Heights Neighborhood Plan. The Transit section is Chapter II of the UPWP. The document is consistent with past programs in its content and format.

## STAKEHOLDERS

The Yellowstone County Board of Planning conducted a public hearing on the 2024 UPWP at its regular meeting on July 25. No public comment was received at the hearing. However, the public also has the opportunity to speak to this item at the Council Work Session, Council Regular Meeting on August 14, and Board of County Commissioner Discussion Session and Meeting, and PCC Meeting.

## ALTERNATIVES

At this Work Session, staff recommends the City Council hear the overview presentation and review the Draft 2024 UPWP. The Council is scheduled to take action on the 2024 UPWP at its August 14th meeting and instruct PCC Designee Mayor Cole to give its recommendation to PCC for final local approval.

## FISCAL EFFECTS

Approval of the 2024 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 2024 UPWP is estimated below:

- \$260,000 Planning Dept. Fee Revenue (City of Billings)
- \$170,000 Planning Dept. Fee Revenue (Yellowstone County)
- \$595,000 Yellowstone County Planning Levy
- \$1,447,790 Federal Planning (PL) Allocation
- \$2,472,790 Total - Local and Federal Program Funding (UPWP)

## Attachments

Draft 2024 UPWP

# Billings Urban Area

## Unified Planning Work Program

(UPWP)

**Federal Fiscal Year**

# 2024

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 2024, the format for work program activities conforms to Federal Transit Administration (FTA) Ch 2 pt 4 of FTA Circular 8100.1D. The Montana Department of Transportation and the Yellowstone County Board of Planning have mutually agreed upon use of this format.

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

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

This document includes two chapters, Highway and Transit. Each chapter contains individual work elements. These work elements describe work the planning and transit staff will undertake in the program year as well as work accomplished in the past year. Also included is a breakdown of funding sources which include, Planning (PL) funds and Local (City & County) funds which are used to provide funding for non-PL eligible activities. Priorities this year include completing the update of the 2017 Bike and Pedestrian Plan, 21<sup>st</sup> Street Underpass Feasibility Study, a corridor study of Broadwater or Central Avenues, Neighborhood Planning Transportation Elements, grant application development, and other projects.

### **DATES OF LOCAL APPROVAL**

TAC -7/13/23  
PLANNING BOARD -8/8/23  
COUNTY COMMISSION -8/8/23  
CITY COUNCIL -8/14/23  
PCC -8/29/23  
MDT- FWHA-September , 2023

# 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 2023

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY23.

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 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, 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. Implementation of the Billings Community Transportation Safety Plan will continue with reporting to MDT as required.

Online permitting continues to have a positive impact on development.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2024**

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. Performance Monitoring
10. Office Equipment Acquisition
11. 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. This included a grant application to the Department of Commerce for a Community Development Block Grant to complete an update to the Billings West End Plan. This plan, completed in 2013, created a land use plan for a rapidly growing area. With the grant funds, plus PL funds for a transportation element, this plan can be updated to look at today's current land use and the community desire for this continuing growing area of the MPO. In addition to the West Billings Plan, the Planning Division will be updating the Heights Neighborhood Plan that also contains a separate PL funded transportation element. Also, with the changes in the land use section of the Montana Code during this last Legislative session, the Billings City Council allocated funding to update the 2016 Billings Growth Policy.

### **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 monitor the PL & Memorandum of Agreement as necessary to meet the requirements of the IJA 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 2024 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2025 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.
- 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 MPO 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.
- Transportation Planning Intern, to mainly assist in Active Transportation duties including provide information to the Public Works Board, Bicycle and Pedestrian Advisory Committee and others. Data collection as it pertains to Active Transportation
- 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 FY25 UPWP.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$264,000	\$216,000	\$480,000
<b>TOTAL</b>	<b>\$264,000</b>	<b>\$216,000</b>	<b>\$480,000</b>
<b>DISBURSEMENT PERCENTAGE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	55	45	100

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$280,500	\$229,500	\$510,000**
<b>TOTAL</b>	<b>\$280,500</b>	<b>\$229,500</b>	<b>\$510,000**</b>

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

\*\* Record Keeping via virtual servers and cloud storage, scanning - \$8,000, Transportation Planning Intern \$10,000, 1 Computer Upgrade \$2,000.

**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 2023**

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 2024**

### **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 position 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 2023**

**FUNDING SOURCE**

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

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

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

\*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 2023**

Numerous meetings with service clubs, civic groups, and professional organizations were attended by staff members to discuss all facets of local planning. The Planning Board used extensive public input to review and receive comments on a wide range of planning issues throughout the City and County. Meetings of neighborhood task force organizations and neighborhood advisory committees were also attended as requested to answer questions and review long-range planning issues, particularly related to transportation planning and projects, as well as code enforcement complaints. Projects specifically related to citizens and citizen boards included the update to the 2018 Long Range Transportation Plan and the development of the Phase II Safe Routes to School Plan.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2024**

### **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 update to the 2016 Bike/Ped plan 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.
- 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 update to the Bike and Ped Plan, the Phase II of the Safe Routes to School Study, and the planning studies identified in Work Element 302. These projects will include extensive public participation and solicitation.

### **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 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$47,500	\$47,500	\$95,000
<b>TOTAL</b>	\$47,500	\$47,500	\$95,000

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$50,000	\$50,000	\$100,000
<b>TOTAL</b>	\$50,000	\$50,000	\$100,000

\*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, housing 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 2023

Staff reviewed and analyzed the most current release of the 2020 Census and 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 regard 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 2024**

### **PL Eligible Activities**

- The 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 GIS program allows for anticipating and planning for the transportation network in areas of annexation and infill. This will assist in the implementation 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 2023 Long Range Transportation Plan Update, and the update to the 2017 Bikeway and Trails Master Plan.

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

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

### **Locally Funded Activities**

- Senior staff will be undertaking development of variety of long-range land use plans this upcoming year. Yellowstone County was successful in obtaining CDBG Planning Grant through Department of Commerce to complete an update to the West End Billings Study, this includes PL funding to include a targeted transportation element. Additionally, the Heights Neighborhood Plan will also be completed with a PL Transportation element. In addition, the MPO completed the Inner Belt Loop Corridor Study in 2020, with this corridor under construction through a BUILD grant, the Billings City Council allocated funding to complete at land use plan. In addition, the City Council is allocating funding to update the Billings Growth Policy. The Planner I's will continue to 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.
- 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 2024, with 2020 Decennial Census 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 2023 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 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$99,000	\$231,000	\$330,000
<b>TOTAL</b>	<b>\$99,000</b>	<b>\$231,000</b>	<b>\$330,000</b>

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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$105,000	\$245,000	\$350,000
<b>TOTAL</b>	<b>\$105,000</b>	<b>\$245,000</b>	<b>\$350,000</b>

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

**204 ZONING ADMINISTRATION (4308)**

**OBJECTIVE**

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

## **ACCOMPLISHMENTS - FISCAL YEAR 2023**

Staff continues to see robust applications for zone changes, special reviews, variances, and planned developments. 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 2024**

### **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 Zoning Code. Staff continues to review and trouble-shooting inconsistencies or inaccuracies in the 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 Planner I's allow 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. 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 2024 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 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$40,000	\$160,000	\$200,000
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$160,000</b>	<b>\$200,000</b>

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$42,400	\$169,600	\$212,000
<b>TOTAL</b>	<b>\$42,400</b>	<b>\$169,600</b>	<b>\$212,000</b>

\*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 2023**

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 2024**

#### **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

2024 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.

- In the last couple years with the addition of the new Planner I to the UPWP, the Division has additional assistance 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 regarding 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 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

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$64,500	\$150,500	\$215,000
<b>TOTAL</b>	<b>\$64,500</b>	<b>\$150,500</b>	<b>\$215,000</b>

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

## 41.13.300 LONG RANGE TRANSPORTATION PLANNING

### 300 TRANSPORTATION SYSTEM DATA (4310)

#### OBJECTIVE

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

#### ACCOMPLISHMENTS - FISCAL YEAR 2023

The traffic, trail and bike lane count programs for FY 2023 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 was also for completion of the Billings Bypass Corridor Study, Safe Routes to School Plan Update, the 2023 LRTP Update and the Community Transportation Safety Plan (CTSP).

#### PROPOSED ACTIVITIES - FISCAL YEAR 2024

##### 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 FY2024. All traffic count data will be submitted to the MDT by February 1, 2024.
- 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 FY24 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.
  - Transportation Planning Intern will assist in the above mentioned duties for the Active Transportation Planner.

**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.
- To comply with Federal Guidelines for reporting Performance Measures under the BUILD Grant, the MPO will contract to develop the following performance measure components: Crash rates by type and severity, average daily traffic, and bike and pedestrian count/trips. This information is required at various time frames including a baseline, year 1, year 2, and final report in year 3.

**FUNDING SCHEDULE - TRANSPORTATION SYSTEM DATA**

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$250,000	\$0	\$250,000
<b>TOTAL</b>	\$250,000	\$0	\$250,000

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$175,000	\$0	\$175,000**
<b>TOTAL</b>	\$175,000	\$0	\$175,000**

\*The matching ratio is Federal PL--86.58% and State match-13.42%. \*\*This Includes - \$10,000 for Traffic Counters, \$50,000 for Maintenance of the Billings MPO Travel Demand Model and Bike Plan Model.

## **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 2023**

Staff finalized the update to 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 move forward on the update to 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 2024**

### **PL Eligible Activities**

- Complete the update to the 2017 Billings Area Bikeway and Trail Master Plan. This plan will update conditions and long-term outlook, ensure consistency with area infrastructure plans, identify opportunities, improve, and expand active transportation facilities. The MPO has designated 30% of the required IJIA 11206 requirements for Complete Street activity in this project.
- Update and produce an update to the Heritage Tour Map. This map is a popular handout not only to the community, organizations utilize them in promotion. The Billings Chamber of Commerce, the Parks Department and other organizations often request these maps as handouts for conferences. The map lists safe cycling routes along with safety tips and safe routes to area schools.
- Staff will be undertaking the development of two consultant lead neighborhood planning efforts. Staff received a CDBG grant through the Department of Commerce to update the West End Billings Plan and the Planning Division has secured local planning funds to complete an update to the Billings Heights Neighborhood Plan. Both neighborhood plans include an MPO lead transportation element this will include accident and volume data as well as neighborhood mobility, safety and equity in the transportation system. In addition to these neighborhood plans, Planning staff will be leading an effort to complete a City Council funded land use plan of the area of the Inner Belt Loop. This connection is currently under construction through a Federal BUILD grant. This land use plan will build off the 2020 Inner Belt Loop Corridor Study completed by the MPO. The MPO has designated 20% of the required IJIA 11206 requirements for Complete Street activity in these projects.
- 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 2023**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$575,000	\$0	\$575,000
TOTAL	\$575,000	\$0	\$575,000

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$400,000	\$0	\$400,000**
TOTAL	\$400,000	\$0	\$400,000**

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

\*\*Approximately \$70,000 for the Bike Plan Update is included here, includes\$11,100 for IIJA 11206 requirements. Also \$75,000 each for the Heights Neighborhood Plan (Transportation Element) and the West End Neighborhood Plan (Transportation Element), includes \$7,400 for IIJA 11206 requirements. Update of Bike Maps \$10,000.

**302 PLANNING STUDIES (4312)**

**OBJECTIVE**

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

## **ACCOMPLISHMENTS - FISCAL YEAR 2023**

- Complete Phase II of the Safe Routes to School Plan. This study includes Billings Middle, County Urban Elementary, and Private Schools interested in participating in the development of a Safe Routes to School Plan.
- The initiation of the update to the 2017 Bikeway and Trails Master Plan. This project will carry over into FY24.
- Solicited and contracted with Kittelson & Associates to complete a Safe Streets for All grant application on behalf of the Billings MPO. This project is intended to fund multiple Safe Routes to School projects that are identified in the recently updated plan.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2024**

### **PL Eligible Activities**

- 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.
- Implement and promote the web-based interactive Bike and Pedestrian Mobile Application.
- Complete the second phase of a Safe Routes to School Plan by addressing Billings Middle, County Urban Elementary, and Private Schools.
- 21<sup>st</sup> Street Underpass Study, this study is to review the current facility and identify strategies and improvements for safety, multi-modal, and roadway improvements. This underpass is currently only one of two access points to circumvent the railroad during train use. Improvements to this vital connection is key to public safety and would allow use to all users, motorized and non-motorized. This project will require significant input and cooperation with Montana Rail-Link and BNSF Railroad. The MPO has designated 20% of the required IJA 11206 requirements for Complete Street activity in this project.
- Corridor Study, working with the City of Billings to identify the preferred corridor for study, this plan will review the current roadway and review access, traffic safety issues, circulation, bike/pedestrian facilities, Transit and function. This plan will require recommendations for future reconstruction projects. The MPO has designated 20% of the required IJA 11206 requirements for Complete Street activity in this project.
- Safety Action Plan, this new requirement of US DOT for federal grants will be reviewed and compared to the Billings Community Transportation Safety Plan. If the local plan has information that is not included but necessary in moving forward in Federal DOT grants, this will be developed as needed.
- The Transportation Planning Intern is scheduled to assist in a variety of transportation activities including Safe Routes to School activities, Kids in Motion activities, Commuter Challenge, and other transportation activities identified by MPO staff.

### **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 Bike Plan Update, Phase II of the Safe Routes to School Plan, Transportation study for sub-area planning, development of a grant application package, the feasibility Study of the 21<sup>st</sup> Street Underpass and Broadwater/Central Corridor Study.

**FUNDING SCHEDULE – PLANNING STUDIES**

**FUNDS PROGRAMMED - FISCAL YEAR 2023**

**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 2024**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$216,000	\$144,000	\$360,000**
TOTAL	\$216,000	\$144,000	\$360,000**

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

\*\* Grant Writing/Safety Action Plan \$50,000; 21<sup>st</sup> Street Underpass Study \$100,000, includes \$7,400 for IJJA 11206 requirements; Corridor Study \$100,000, includes \$7,400 for IJJA 11206 requirements; Transportation Planning Intern \$10,000.

**41.15.500 TRANSPORTATION IMPROVEMENT PROGRAM**

**500 TRANSPORTATION IMPROVEMENT PROGRAM (4313)**

**OBJECTIVE**

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

**ACCOMPLISHMENTS - FISCAL YEAR 2023**

The MPO completed four TIP amendments in FY23. These updates included updating projects, project costs and project timing. The last amendment was approved on April 28, 2023.

**PROPOSED ACTIVITIES - FISCAL YEAR 2024**

**PL Eligible Activities**

- A new Transportation Improvement Program (TIP) will be completed in FY24 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 2023**

**FUNDING SOURCE**

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

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
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MPO	100	0	100
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**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$37,000	\$0	\$37,000
<b>TOTAL</b>	\$37,000	\$0	\$37,000

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

## 41.16.600 SPECIAL PROJECTS

### 600 ENVIRONMENTAL CONSIDERATIONS (4314)

#### OBJECTIVE

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

#### ACCOMPLISHMENTS - FISCAL YEAR 2023

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.

The MPO has been collaborating with MDT on the development MDT Statewide Carbon Reduction Strategy Plan.

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 2024

##### PL Eligible Activities

- Continue to collaborate with MDT on the Carbon Reduction Plan.
- 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 2023**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$36,000	\$0	\$36,000
<b>TOTAL</b>	<b>\$36,000</b>	<b>\$0</b>	<b>\$36,000</b>

**DISBURSEMENT PERCENTAGE**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$36,000	\$0	\$36,000
<b>TOTAL</b>	<b>\$36,000</b>	<b>\$0</b>	<b>\$36,000</b>

\*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 2023**

N/A

**PROPOSED ACTIVITIES - FISCAL YEAR 2024**

**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 2023**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$388,035	\$39,100	\$427,135
TOTAL	\$388,035	\$39,100	\$427,135

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	100	100	100

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$9,390	\$4,400	\$13,790
TOTAL	\$9,390	\$4,400	\$13,790

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

## SECTION II -- FUNDING

### TABLE I FUNDING SUMMARY FEDERAL FISCAL YEAR 2024

WORK ELEMENT	FUNDING SOURCES FY 2024		
	PL*	LOCAL	EST. COST
100 Administration	\$280,500	\$229,500	\$510,000
101 Service	32,000	32,000	64,000
102 Citizen Involvement	50,000	50,000	100,000
200 Community Planning	105,000	245,000	350,000
204 Zoning	42,400	169,600	212,000
205 Subdivision	64,500	150,500	215,000
300 Transportation System	175,000	0	175,000
301 Transportation Plan	400,000	0	400,000
302 Planning Studies	216,000	144,000	360,000
500 T.I.P.	37,000	0	37,000
600 Environmental	36,000	0	36,000
700 Un-Programmed Funds	9,390	4,400	13,790
<b>TOTAL</b>	<b>\$1,447,790</b>	<b>\$1,025,000</b>	<b>\$2,472,790</b>

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

### TABLE II FUNDING COMPARISONS

WORK ELEMENT	FY 2024 ESTIMATED COST	FY 2023 ESTIMATED COST
100 Administration	\$510,000	\$480,000
101 Service	64,000	60,000
102 Citizen Involvement	100,000	95,000
200 Community Planning	350,000	330,000
204 Zoning Administration	212,000	200,000
205 Subdivision Administration	215,000	202,000
300 Transportation System Data	175,000	250,000
301 Transportation Plan	400,000	575,000
302 Planning Studies	360,000	300,000
500 T.I.P.	37,000	37,000
600 Environmental Considerations	36,000	36,000
700 Un-Programmed Funds	13,790	427,135
<b>TOTAL</b>	<b>\$2,472,790</b>	<b>\$2,992,135</b>

**TABLE III  
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2024**

<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 2024**

<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>

**TABLE V**  
**IIJA 11206 REQUIREMENTS BY WORK ELEMENT FISCAL YEAR 2024**

<b>WORK ELEMENT</b>	<b>FY 2024 IIJA 11206 ESTIMATED COST</b>	<b>FY 2023 IIJA 11206 ESTIMATED COST</b>
301 Transportation Plan	\$11,100	N/A
302 Planning Studies	\$25,900	N/A
<b>TOTAL</b>	\$37,000	N/A

## SECTION III

<b>INDIRECT COST PLAN</b>
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### **INTRODUCTION**

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

### **IDENTIFICATION OF COSTS**

The costs are delineated below by type:

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

### **ALLOCATION OF COSTS**

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

An indirect cost rate of **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)	\$260,000
Planning Dept. Fees (Yellowstone Co.)	\$170,000
Yellowstone County (Mill)	\$595,000
PL*	\$1,447,790
TOTAL	\$2,472,790

\*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, 2022 through June 30, 2023. The calculated rate is applicable to the grant period, which is October 1, 2023 through September 30, 2024.

## 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 2023

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 additional allocations from state sources and successful award of a 5339c competitive capital grant.

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

Staff attended training opportunities to enhance knowledge and skills, including the Montana Transit Association conference focused on grant management and oversight training, American Public Transportation Mobility Conference with emphasis on improved operator safety, additional safety trainings, and other education opportunities and webinars 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. In addition, fleet and facility procedure and policy manuals were updated.

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

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Staff implemented an additional Road Supervisor personnel position. These three 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.

Staff completed and received final approval of the Transit Development Plan by all required parties.

Transit Manager worked in depth with the Montana Department of Transportation to identify and address issues pertaining to grant management software and procedures.

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, City of Billings Annexation Committees, Yellowstone County Health Improvement Planning Meeting, Aging Friendly Community meetings, Safe Routes to Schools, Local Emergency Planning Committee, 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 2024**

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 in response to findings in the FTA Triennial Review completed in FY2023.
- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain funding requirements.
- The FY2024 UPWP will be monitored and revised as necessary.
- The FY2025 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 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 further Grant Management programs as recommended.
- Extensive division policy development including procedures, 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**

120.00 Transit Manager Staff Hours  
 160.00 Transit Planner Staff Hours  
 30.00 Administrative Support Staff Hours  
 60.00 Transit Supervisor Staff Hours (2 positions)  
 60.00 Marketing and Outreach Coordinator Staff Hours  
 10.00 Aviation/Transit Director Staff Hours

**440.00 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 2023**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>

MET	\$15,171	\$60,684	\$75,855
TOTAL	\$15,171	\$60,684	\$75,855

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$6,953	\$27,814	\$34,767
TOTAL	\$6,953	\$27,814	\$34,767

**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 2023**

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 completed operational planning and route timing activities in support of the previously completed Transit Development Plan; staff further developed and identified additional routing options for implementation.

Staff continued assessment of alternative service models for the transit system in anticipation of changing ridership demands.

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.

Staff identified approximately 500 designated bus stop locations as staff continued to prepare for the transition from a flag-stop bus system to designated stops. In this process, location amenities and ADA requirements were evaluated, and information was used to complete a Bus Stop Master Plan.

## **PROPOSED ACTIVITIES FISCAL YEAR 2024**

Functions necessary in support of future transit planning and development will be performed under this work element, including continuation of activities undertaken in FY 2023. These activities necessitate the ongoing cloud-based software costs and 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.
- In support of potential to expand service, staff intends to complete a Transit Governance and Sustainability Study to evaluate current funding levels, potential changes to Governance in support of expanded funding and transit opportunities, and model sustainability for each option; this activity will be completed using an outside consulting group.
- Continue to analyze and evaluate current City and other area government practices for right of way requirements regarding future bus stop locations.
- 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 additional analysis of 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, City departments, and the Montana Department of Transportation.
- 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**

150.00	Transit Manager Staff Hours
425.00	Transit Planner Staff Hours
40.00	Administrative Support Staff Hours
120.00	Transit Supervisor Staff Hours (2 positions)
150.00	Marketing and Outreach Coordinator Staff Hours
30.00	Aviation/Transit Director Staff Hours

**915.00 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 2023**

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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$47,863	\$191,452	\$239,315
<b>TOTAL</b>	<b>\$47,863</b>	<b>\$191,452</b>	<b>\$239,315</b>

\*\*The 2024 amounts figure above includes \$150,000 total for programmed studies and \$89,215 budgeted for staff hours.

## **02 CURRENT SERVICE ENHANCEMENT**

### **OBJECTIVE**

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

### **ACCOMPLISHMENTS FISCAL YEAR 2023**

Staff continued implementation of expanded marketing and outreach programs.

Continued to develop the internal Advertising program, including procurement of spare bench inventory and additional amenity opportunities 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.

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

Staff implemented recommended project to add two transit fare vending machines to increase convenience for passengers.

Staff researched AVL providers and implemented project to procure an updated AVL system that will integrate with Google Maps and provide a substantial improvement in ability to report ridership and NTD data and analytics.

Updated agency website to increase ease of use as well as improve overall communication to the public. Continued to develop and implement an improved social media presence for public engagement, including campaigns about the new AVL system, designated bus stops, hiring events, and new route system.

Completed the 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 researched and recommended the purchase of a bus training simulator project in conjunction with Low-No Grant funding requirements.

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 2024**

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 FY2023. These activities necessitate the ongoing cloud-based software costs and run cutting module, for route development and planning, which is split between this element and future service enhancements. Activities are as follows:

- Continue to develop and implement criteria for stop amenities and other required items and make changes to stop amenities as needed; make recommendations on funding priorities to support bus stops with high usage and infrastructure needs.
- 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; make recommendations on implementation of an integrated app with existing technology providers.
- Continue to assist in planning and development of one-way to two-way street conversions in downtown Billings.
- Develop, prepare, and update data for publishing in a GTFS format.
- 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.
- 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; evaluate effectiveness of current operator staffing levels in support of Transit Development Plan recommended service implementation.
- 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**

- 100.00 Transit Manager Staff Hours
- 300.00 Transit Planner Staff Hours
- 30.00 Administrative Support Staff Hours
- 100.00 Transit Supervisor Staff Hours (2 positions)
- 100.00 Marketing and Outreach Coordinator Staff Hours
- 20.00 Aviation/Transit Director Staff Hours

**650.00 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 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>	<b>\$22,927</b>	<b>\$91,706</b>	<b>\$114,633</b>

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$13,843	\$55,370	\$69,213
<b>TOTAL</b>	<b>\$13,843</b>	<b>\$55,370</b>	<b>\$69,213</b>

**44.25.00 Transportation Improvement Program (TIP)**

**01 T.I.P**

**OBJECTIVE**

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

**ACCOMPLISHMENTS FISCAL YEAR 2022**

Developed Transit specific updates for a TIP/STIP amendment, including programming for selected capital programs. 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 utilize grant assistance for inclusion in the TIP; this includes utilizing and updating the Division’s TAM, CIP, ERP, and other plans 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  
20.00 Transit Planner Staff Hours  
10.60 Administrative Support Staff Hours  
5.00 Aviation/Transit Director Staff Hours

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**70.60 Total Staff Hours**

**FUNCTIONAL AGENCY RESPONSIBILITY**

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

**PRODUCT**

- 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 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

**FUNDS PROGRAMMED - FISCAL YEAR 2024**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>LOCAL</b>	<b>FTA</b>	<b>TOTAL</b>
MET	\$1,298	\$5,191	\$6,489
TOTAL	\$1,298	\$5,191	\$6,489

## **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**

Staff continued to investigate methods to improve paratransit efficiency and cost-effectiveness.

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

Members also continued to assess 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 updated with normalized fees to ensure equitable and 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; continued implementation and further procurement development 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 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.

Increased participation with community groups, including Big Sky Senior Services and Adult Resource Alliance to support Aging-Friendly community initiatives and assessment of available transportation options.

## **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 to the public using available technology and updated delivery methods; improve education and outreach surrounding these services.
- Continue to integrate ADA accessibility location assessments into the 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, increased demand, 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.
- 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 committee 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 recommended improvements to current scheduling practices including more advanced use of available technologies to expand availability of services to seniors and low-income groups.
- Staff intends to assess, evaluate, and recommend improvements to the Paratransit Eligibility process to respond to increased demand for services to ensure all requirements regarding capacity and service are executed efficiently and equitably.

## **STAFFING**

- 110.00 Transit Manager Staff Hours
- 125.00 Transit Planner Staff Hours
- 60.00 Administrative Support Staff Hours
- 80.00 Transit Supervisor Staff Hours (2 positions)

100.00 Marketing and Outreach Coordinator Staff Hours

10.00 Aviation/Transit Director Staff Hours

**485.00 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 2023

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

### FUNDS PROGRAMMED - FISCAL YEAR 2024

FUNDING SOURCE			
AGENCY	LOCAL	FTA	TOTAL
MET	\$7,298	\$29,193	\$36,491
TOTAL	\$7,298	\$29,193	\$36,491

**SECTION II FUNDING SUMMARY**

**FEDERAL FISCAL YEAR 2024**

WORK ELEMENT	FUNDING SOURCES FY 2024			STAFF HOURS
	LOCAL	FTA	EST. COST	
44.21.01 Administration	\$6,953	\$27,814	\$34,767	440.00
44.24.01 Future Service				
Staff Hours	\$17,843	\$71,372	\$89,215	915.00
Studies	\$30,000	\$120,000	\$150,000	
44.24.02 Current Service	\$13,843	\$55,370	\$69,213	650.00
44.25.01 T.I.P.	\$1,298	\$5,191	\$6,489	70.60
44.26.15 ADA Service	\$7,298	\$29,193	\$36,491	485.00
<b>TOTAL</b>	<b>\$77,255</b>	<b>\$309,020</b>	<b>\$386,275</b>	<b>2560.60</b>

**ALLOCATION OF COSTS**

Expenditures identified include direct costs, benefits at the rate of 55% of direct salary or wages, and indirect costs at the rate of 9% 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

**City Council Work Session**

**Date:** 08/07/2023  
**Title:** Parks, Recreation, and Trails bond election issue - project management resolution  
**Presented by:** Gina Dahl  
**Department:** Legal  
**Presentation:** No  
**Legal Review:** No  
**Project Number:** N/A

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**RECOMMENDATION**

There is no recommendation at this time; this is a continuation of the discussion Council had during the July 17 work session related to the management of parks, recreation, and trails projects.

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

On July 10, 2023, Council approved a resolution calling for a special election to be held on November 7, 2023, related to issuing bonds for parks, recreation, and trails projects. Councilmember Rupsis then proposed an Initiative to direct staff to prepare a resolution related to the parks, recreation, and trails bond issue that would outline the agreements and commitments made by the City and private partners and to provide guidelines regarding decision making for future Councils. This Initiative was approved by Council and staff was directed to place it on a work session agenda for discussion.

On July 17, Council began the discussion about what information should be included in the resolution and asked that all members continue to provide feedback. Some members of Council decided to meet informally and work on the proposed language.

Attached are the Initiative and the original information that was proposed to be included in a resolution. Also attached is a modified draft of this information that resulted from the informal meeting of some council members on July 21, 2023. This group planned to meet again on August 4.

**ALTERNATIVES**

Staff asks Council to provide any additional direction it may have regarding what information should be included in any resolution regarding management of parks projects.

**FISCAL EFFECTS**

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**Attachments**

Initiative  
Initiative - resolution information  
modified resolution information - clean copy  
modified resolution information - redlined

**COUNCIL INITIATIVE PROPOSAL FORM**

**City Code Sec. 2-214(14).** *Council Initiatives. This section of the agenda is reserved for individual councilmember requests for future legislative or staff action. These shall be limited to giving direction to staff to assist in formulating policies, work plans, etc. for future consideration of the city council. An initiative moves forward by majority vote of the city council.*

**City Charter Sec. 3.08.** *Interference with Administration. Except for the purposes of inquiries and investigations, the Council, its members and the Mayor shall deal with the City officers and employees who are subject to the direction and supervision of the City Administrator solely through the City Administrator.*

COUNCIL MEMBER PROPOSING INITIATIVE: TOM RUPSIS

SHORT NAME OF INITIATIVE: RESOLUTION ON PARKS, RECREATION, AND TRAILS BOND MANAGEMENT

TERMS OF MOTION PROPOSING LEGISLATIVE OR STAFF ACTION: (Please be as specific as possible. Indicate if action is to be divided into steps or phases. Use separate sheet if needed.)  
I move to direct staff to convert the submitted document into a resolution and bring it back to Council for adoption during a business meeting before the end of August 2023.

CITY STAFF OR DEPARTMENT POTENTIALLY IMPACTED BY INITIATIVE: Administration, Legal, Parks

HAS COUNCIL MEMBER COMMUNICATED WITH CITY ADMINISTRATOR ABOUT THE INITIATIVE?  
YES  NO

ESTIMATE OF APPROXIMATE STAFF AND COUNCIL TIME REQUIRED: 5-10 hours

APPROXIMATE TIMELINE FOR STAFF/DEPARTMENT ACTION:  
BEFORE END OF AUGUST 2023

COSTS OTHER THAN STAFF TIME, IF ANY: None

PRIORITY RELATIVE TO EXISTING INITIATIVES (SEE LIST AVAILABLE FROM CITY ADMINISTRATOR): High – Must be completed before end of August 2023

ADDITIONAL INFORMATION OR COMMENTS:

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## Council Initiative on Parks, Recreation, and Trails Bond Management

This document describes a set of guidelines, agreements, and commitments between city staff, council, private partners, and the public on how projects will be scheduled, budgets will be managed, partners will be engaged, and future financial obligations will be met should the parks, recreation, and trails bonds be passed by the voters. Future city councils and staff should defer to the contents of this document when making decisions unless unforeseen circumstances dictate otherwise.

### General Project Overview

1. The primary goal of these bonded projects is to improve the health and safety of our city through increased recreational opportunities for all citizens by:
  - a. Replacing existing deteriorating facilities,
  - b. Completing partially completed parks as consistently as possible to their adopted master plans, and
  - c. Leveraging grants and pledges from other governmental and private sources.
2. The projects in scope of this bond authorization, along with their budgets and existing funds, include the following (in alphabetical order):
  - a. Billings Recreation Center - \$110M (\$25M from SBURA)
  - b. Castle Rock Park - \$12M
  - c. Centennial Park - \$8M
  - d. Cottonwood Park - \$1M (\$400k from cash-in-lieu)
  - e. Coulson Park - \$3M
  - f. North Park Center - \$4M
  - g. Poly Vista Park - \$4M
  - h. South Park Pool & Community Center - \$10M
  - i. Stagecoach Trail - \$5.535M (\$4.73M from TAP grant, \$100k from TrailNet)
  - j. Trails Projects - \$6.15M (\$500k from DBP, \$1.22M from TAP grants, \$325k from TrailNet)
  - k. West End Water Reservoir - \$6M
  - l. Zimmerman Center - \$4M
3. Bonds will be issued as needed so that taxpayers experience gradual increases over 3-5 years instead of a single immediate increase.
4. Park District 1 will be sunset and the parks maintenance costs previously paid out of Park District 1 will be paid out of the General Fund. This change will be revenue neutral in FY24.
5. It is expected that the 74 mills generated for the General Fund will be sufficient to pay for costs currently paid out under PD1, the existing park maintenance shortfall, and the increased operation and maintenance costs from the bond-financed projects for approximately 5 years. At that point, it is expected that a levy for parks, recreation, and trails will be needed. That levy should include dedicated mills for ongoing incremental parks and trail development.

### Financial Commitments

1. A capital campaign will raise at least \$6M. In addition to the capital campaign, \$6M in grants will be sought from foundations, agencies, and other organizations supporting parks, trails, and recreation. The capital campaign and grant funds will be used to reduce the amount that must be levied from taxpayers to pay the annual debt service on the bonds. The capital campaign,

which may include pledges to be paid over multiple years, will be completed before construction can begin on the following projects:

- a. Billings Recreation Center
  - b. Castle Rock Park
  - c. Centennial Park
  - d. Cottonwood Park
  - e. Coulson Park
  - f. Poly Vista Park
  - g. West End Water Reservoir
2. Funds raised under the capital campaign will be tracked separately for each project so that donations can be utilized according to the wishes of the donor. Undesignated donations can also be accepted.
  3. If the capital campaign falls short of expectations with no reasonable path to reaching the goal, the budgets of projects in #1 above may be reduced to match the fundraising shortfall.
  4. If the total raised from the capital campaign and grants exceeds \$12M, funds raised after reaching the \$12M goal may be used to increase project budgets as desired by the donors or granting agency.
  5. The trails projects will be bonded as TAP funds are available and as TrailNet reaches their fundraising commitment for each project.
    - a. Stagecoach Trail - \$100k
    - b. 25<sup>th</sup> St Bridge - \$50k
    - c. Highway 3 pedestrian underpass - \$25k
    - d. Trail signage - \$25k
    - e. Lillian Ave to Coulson - \$50k
    - f. Yellowjacket Trail - \$75k
    - g. Aronson to Main - \$100k
  6. The City will pursue LWCF grant opportunities where appropriate. Because of the long lead time on these grants, and the desire not to hold back other approved development, the City can apply for LWCF grants to build park components that don't fit within project budgets.
  7. The ice and aquatic communities have made commitments to donate existing equipment that can be used at the rec center. The ice community has committed to liquidating Centennial Ice Arena and any remaining assets used there and donating those funds to help with construction costs. Also, both communities have expressed support for ongoing fundraising and facility surcharges to help support the construction, operations, and maintenance of the rec center.
  8. The capital campaign committee will work with the Parks Department and the Parks, Recreation, and Cemetery Board to establish naming and sponsorship opportunities and amounts for all projects.
  9. The Parks Department's Naming Policy Section IV – Naming Considerations and Criteria may be relaxed for the purposes of these projects so that names of living individuals or families may be accepted.
  10. The Billings Tourism Business Improvement District (TBID) has conditionally agreed to provide funding for administrative, operational, promotional, and marketing expenses for the Billings Recreation Center to help defray the anticipated operating shortfall for the Center. The TBID will

seek to increase the TBID assessment to cover this cost. An MOU between the TBID and the City will formalize this agreement and will be signed before the bond election.

- a. The TBID is meeting on July 13 to consider the specifics of the amount and term of its commitment.
11. The Partners for Parks Foundation has agreed to raise at least \$25k annually to help ensure that Parks Department recreational programming and the Billings Recreation Center remain financially accessible to more people of limited financial means who choose to participate.
12. The Parks Department will develop Adopt-a-Park and Adopt-a-Trail programs to help offset parks and trails maintenance costs. The programs may require financial and/or in-kind support from sponsors according to the specific needs of the Department.

## Project Management

1. The design and construction of the bonded projects shall be managed with the goal of delivering as much value to the community as quickly as possible with as much community involvement in key decision making as possible.
2. Construction of the bonded projects will be managed on three separate and parallel paths.
  - a. The Stagecoach Trail and Trails Projects will be managed by Public Works.
    - i. Public Works will install the major paths/trails around the new water reservoir as needed for access to and maintenance of the reservoir facilities using water fees, not bond funds. Additional paths may be required for purely recreational purposes, and those paths can be included as part of the bonded project cost.
  - b. Various project management approaches will be evaluated for the parks projects (Castle Rock, Centennial, Cottonwood, Coulson, North Park Center, Poly Vista, South Park, Water Reservoir, and Zimmerman Center). In general, the desire is to work with firms that can deliver multiple streams of work without having to bid out every component of every project separately.
    - i. When firms are hired to complete work across multiple projects, contracts shall specify the total budget as well as the budget for each individual project.
    - ii. Budgets for any individual project may not be increased by re-allocating funds from another project without the explicit approval of the affected community steering committees. Budgets may be increased through additional funds raised from private sources.
    - iii. To maximize the value of the bonds and to deliver value to the community as quickly as possible, the project team shall define the most efficient and timely way to work through all projects.
  - c. When contractors are hired to complete the rec center, the contracts shall specify the total budget for the project. The budget for the rec center may be increased through additional funds raised from private sources.
    - i. Rec center design cannot begin before the TBID MOU has been signed and the increase to cover the rec center's operational deficit has been approved.
3. Community steering committees shall be established for each project to monitor and advise on the scope, schedule, communication, and cost of the projects.
  - a. Each committee will be small and nimble enough to drive efficient decision making, yet sufficiently sized to represent diverse community interests and expertise. Committee sizes may vary across projects to meet this need.

- b. Each committee shall contain at least a councilmember and a representative of the neighborhood task force from the ward in which the project is located, where possible.
  - c. Committees shall ensure that project stakeholders are identified, appropriately engaged, and receive timely communications throughout design and construction of the project.
  - d. As design and scope decisions need to be made, the committees should make those decisions. If the committee wishes to support design or scope decisions that place the project over budget, the committee should raise private funds to meet that need.
  - e. Council, city staff, and committees shall all ensure that project budgets are protected from encroachment by other projects.
4. The City Administrator shall provide monthly reports to Council on the status of each project. The report shall include updates on work completed, work remaining, timeline, budget used/committed to date, scope and design decisions, and any other project issues/concerns that Council should be aware of.

### Rec Center Management

1. To manage the operations of the Billings Recreation Center, the City Administrator will create an operating authority by either (1) directly creating an operating committee or (2) developing a user agreement with a private organization. The goal of this approach is to minimize political interference while maximizing facility usage and ensuring adequate community access to the facility.
  - a. If an operating committee is created by the City Administrator, the committee shall consist of 1 member of city administration or staff, 1 member appointed from and by the City Council, and 5 members chosen from the community with the specific and substantial functional experience needed to operate a facility of this scope and size.
    - i. The legal authority, duties, and procedures of the committee shall be described in a resolution, memorandum of understanding, or other document approved by the City Council.
    - ii. For as long as the TBID provides the \$1/bed/night operational support, 1 of the 5 community members will be named by the TBID.
  - b. If a user agreement is signed with a private organization, a member of City Council and a member of City staff should be appointed to the organization's board with full voting rights.
2. The operating authority shall perform their duties under the following guidelines:
  - a. The primary mission of the Billings Recreation Center is to serve the diverse recreational needs of the residents of Billings. A secondary mission of the Billings Recreation Center is to support economic activity through sports tourism and related events.
  - b. The authority will develop a user fee structure whereby Billings city residents pay lower rates than non-residents for usage of the facility.
  - c. The authority may hire management directly or contract for management services of the Billings Recreation Center with a specialized firm provided the primary mission is respected.
    - i. If the authority is a City Administrator committee, all contracts issued shall follow the usual city processes.

- d. The annual budget and operating plan for the Billings Recreation Center shall be presented to and approved by Council, like the budgets and operating plans for the Billings TBID, Exchange Par 3 Golf Course, and Amend Park Development Council.
- e. The authority will define an ongoing sponsorship, advertising, and naming rights program for the Billings Recreation Center. The program shall be reviewed by city administration for general consistency with other city policies. s
- f. To reduce the amount of annual debt service that must be levied from taxpayers, the authority shall generate and commit to the City \$650,000 of specialized revenues annually over the life of the bonds. Funds can be generated from sponsorship, advertising, naming rights, temporary facility surcharges over and above normal membership and program fees, and other targeted revenue generation.
  - i. Recognizing that residents are already paying for a large portion of the facility via property taxes, and to keep the facility accessible for city residents, facility surcharges on regular city resident memberships and daily admissions are not desirable.
- g. A portion of revenues from the rec center will be used to establish a capital maintenance fund over time and to a level recommended by the authority and agreed to by the City.
- h. The Parks Department may run recreational programs at the Billings Recreation Center based on a schedule and facility fee structure mutually agreeable to the Department and the authority (or its contracted management).

## Council Initiative on Parks, Recreation, and Trails Bond Management

This document describes a set of guidelines, agreements, and commitments between city staff, council, private partners, and the public on how projects will be scheduled, budgets will be managed, partners will be engaged, and future financial obligations will be met should the parks, recreation, and trails bonds be passed by the voters. Future city councils and staff should defer to the contents of this document when making decisions unless unforeseen circumstances dictate otherwise.

### General Project Overview

1. The primary goal of these bonded projects is to improve the health and safety of our city through increased recreational opportunities for all citizens. As we evaluated potential projects, we focused on-by:
  - a. Replacing existing deteriorating facilities,
  - b. Completing partially completed parks as consistently as possible to their adopted master plans, and
  - c. Leveraging grants and pledges from other governmental and private sources.
2. The projects in scope of this bond authorization, along with their budgets ~~and existing funds~~, include the following (in alphabetical order):
  - ~~a.~~ Billings Recreation Center - \$110M (\$25M from SBURA)
  - ~~b.~~ Castle Rock Park - \$12M (G.O. bonds)
  - ~~c.~~ Centennial Park - \$8M (G.O. bonds)
  - ~~d.~~ Cottonwood Park - \$1M (\$400k from cash-in-lieu, \$600k from G.O. bonds)
  - ~~e.~~ Coulson Park - \$3M (G.O. bonds)
  - ~~f.~~ North Park Center - \$4M (G.O. bonds)
  - ~~g.~~ Poly Vista Park - \$4M (G.O. bonds)
  - g. Recreation Center - \$110M (\$25M from SBURA, \$85M from G.O. bonds)
  - h. South Park Pool & Community Center - \$10M (G.O. bonds)
  - i. Stagecoach Trail - \$5.535M (\$4.73M from TAP grant, \$100k from TrailNet, \$705k from G.O. bonds)
  - j. Trails Projects - \$6.15M (\$500k from DBP, \$1.22M from TAP grants, \$325k from TrailNet, \$4.605M from G.O. bonds)
  - k. West End Water Reservoir - \$6M (G.O. bonds)
  - l. Zimmerman Center - \$4M (G.O. bonds)
3. Bonds will be issued in at least 3 tranches over 3-5 years as-needed so that taxpayers experience gradual increases over 3-5 years instead of a single immediate increase. It is currently expected that the first tranche, issued in calendar year 2024, will be no more than 1/3 of the total available bonding capacity.
- ~~3.4.~~ All issuance of debt, whether GO or SBURA, must be reviewed by the Budget and Finance Committee and recommended to Council for approval prior to Council consideration of a bond issuance. All issuances of debt must be accompanied by a list of projects or tasks that will be carried out with the issuance of said debt, the proposed budget for each project/task and the approximate timeline for completion of each project/task. The List of Projects and Tasks must be provided to Council and made available to the general public at least 30 days in advance of a

Council vote and must be placed on a Council work session agenda prior to a vote to approve the bond issuance.

~~4.5.~~ Park District 1 will be sunset and the parks maintenance costs previously paid out of Park District 1 will be paid out of the General Fund. This change will be revenue neutral in FY24.

~~5.6.~~ The bonds cover capital construction costs only. It is expected that a future levy for parks, recreation, and trails will be needed after construction of all projects are complete. This Council believes that the future levy should include some dedicated mills for ongoing incremental parks and trail development. It is expected that the 74 mills generated for the General Fund will be sufficient to pay for costs currently paid out under PD1, the existing park maintenance shortfall, and the increased operation and maintenance costs from the bond-financed projects for approximately 5 years. At that point, it is expected that a levy for parks, recreation, and trails will be needed. That levy should include dedicated mills for ongoing incremental parks and trail development.

## Financial Commitments

1. A capital campaign will raise at least \$6M. In addition to the capital campaign, \$6M in grants will be sought from foundations, agencies, and other organizations supporting parks, trails, and recreation. The capital campaign and grant funds will be used to reduce the amount that must be levied from taxpayers to pay the annual debt service on the bonds, by either reducing the size of the bond issuance or by reducing the annual debt service levy. As much as possible, Council prefers that available donation and grant funds will be used to reduce the amount of bonds issued.

~~1.2.~~ The capital campaign, which may include pledges to be paid over multiple years, will be completed before construction can begin on any project.the following projects:

- ~~a.~~ Billings Recreation Center
- ~~b.~~ Castle Rock Park
- ~~c.~~ Centennial Park
- ~~d.~~ Cottonwood Park
- ~~e.~~ Coulson Park
- ~~f.~~ Poly Vista Park
- ~~g.a.~~ West End Water Reservoir

3. Funds raised under the capital campaign will be tracked separately for each project so that donations can be utilized according to the wishes of the donor. Undesignated donations can also be accepted.

~~2.4.~~ Any donations received or pledged prior to July 10, 2023 will not count towards the \$6M capital campaign goal. Rather, those donations may be used to increase the project budgets.

~~3.5.~~ If the capital campaign falls short of expectations with no reasonable path to reaching the goal, the budgets of projects in #1 above may be reduced to match the fundraising shortfall.

~~4.6.~~ If the total raised from the capital campaign and grants exceeds \$12M, funds raised after reaching the \$12M goal may be used to increase project budgets as desired by the donors or granting agency.

~~5.7.~~ The trails projects will be bonded as TAP funds are available and as TrailNet reaches their fundraising commitment for each project.

- a. Stagecoach Trail - \$100k
- b. 25<sup>th</sup> St Bridge - \$50k

- c. Highway 3 pedestrian underpass - \$25k
- d. Trail signage - \$25k
- e. Lillian Ave to Coulson - \$50k
- f. Yellowjacket Trail - \$75k
- g. Aronson to Main - \$100k

~~6-8.~~ The City will pursue LWCF grant opportunities where appropriate. Because of the long lead time on these grants, and the desire not to hold back other approved development, the City can apply for LWCF grants to build park components that don't fit within project budgets.

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3. The City Administrator shall establish ~~Community-community~~ steering committees ~~shall be established~~ for each project to monitor and advise on the scope, schedule, communication, and cost of the projects.
  - a. Each committee will be small and nimble enough to drive efficient decision making, yet sufficiently sized to represent diverse community interests and expertise. Committee sizes may vary across projects to meet this need.
  - b. Committees should be primarily comprised of residents or owners of businesses in the general service area of the project.

i. Each committee shall contain at least a councilmember and a representative of the neighborhood task force from the ward in which the project is located, where possible.

ii. No committee shall contain more than 1 employee or board member from the Billings Chamber of Commerce, more than 1 employee or board member from Big Sky Economic Development, or more than 1 employee or board member from Billings TrailNet.

iii. The City Administrator shall ensure that residents with potential conflicts of interest shall not be appointed to any community steering committee.

i-iv. The City Administrator will confer with the councilmembers from the relevant ward prior to appointing committee members.

~~b-c.~~ Committees shall ensure that project stakeholders are identified, appropriately engaged, and receive timely communications throughout design and construction of the project.

~~e-d.~~ As design and scope decisions need to be made, the committees should make those decisions. If the committee wishes to support design or scope decisions that place the project over budget, the committee should raise private funds to meet that need.

e. Council, city staff, and committees shall all ensure that project budgets are protected from encroachment by other projects.

f. Each Committee shall select a Chairperson. At least once per quarter, there will be a meeting of all the Chairs, the Parks Board, and the City Administrator to review each project status and to ensure all groups have consistent information.

4. Community Steering Committee meetings shall be open to the public. Minutes of all meetings shall be kept and made available to the public. Audio recordings shall suffice as minutes.

5. The City Administrator shall ensure that a public-facing website exists that presents timely and relevant public information on each project, including at least the following items: master plans, concept drawings, surveys, planning documents, contracts for services, public meetings, status reports, total budget and total amount spent to-date.

a. Summary project updates will be provided to Council during a work session at least quarterly.

~~5.~~ ~~The City Administrator shall provide monthly reports to Council on the status of each project. The report shall include updates on work completed, work remaining, timeline, budget used/committed to date, scope and design decisions, and any other project issues/concerns that Council should be aware of.~~

### ~~Rec Center~~ Recreation Center Management

1. To manage the operations of the ~~Billings Recreation~~ Recreation Center, the City Administrator will create an operating authority by either (1) directly creating an operating committee or (2) developing a user agreement with a private organization. The goal of this approach is to minimize political interference while maximizing facility usage and ensuring adequate community access to the facility.

a. If an operating committee is created by the City Administrator, the committee shall consist of 1 member of city administration or staff, 1 member appointed from and by the City Council, and 5 members chosen from the community with the specific and substantial functional experience needed to operate a facility of this scope and size.

- i. The legal authority, duties, and procedures of the committee shall be described in a resolution, memorandum of understanding, or other document approved by the City Council.
    - ii. For as long as the TBID provides the \$1/bed/night operational support, 1 of the 5 community members will be named by the TBID.
  - b. If a user agreement is signed with a private organization, a member of City Council and a member of City staff should be appointed to the organization's board with full voting rights.
- 2. The operating authority shall perform their duties under the following guidelines:
  - a. The primary mission of the ~~Billings Recreation~~Recreation Center is to serve the diverse recreational needs of the residents of Billings. A secondary mission of the ~~Billings Recreation~~Recreation Center is to support economic activity through sports tourism and related events.
  - b. The authority will develop a user fee structure whereby Billings city residents pay lower rates than non-residents for usage of the facility.
  - c. The authority may hire management directly or contract for management services of the ~~Billings Recreation~~Recreation Center with a specialized firm provided the primary mission is respected.
    - i. If the authority is a City Administrator committee, all contracts issued shall follow the usual city processes.
  - d. The annual budget and operating plan for the ~~Billings Recreation~~Recreation Center shall be presented to and approved by Council, like the budgets and operating plans for the Billings TBID, Exchange Par 3 Golf Course, and Amend Park Development Council.
  - e. The authority will define an ongoing sponsorship, advertising, and naming rights program for the ~~Billings Recreation~~Recreation Center. The program shall be reviewed by city administration for general consistency with other city policies. s
  - f. To reduce the amount of annual debt service that must be levied from taxpayers, the authority shall generate and commit to the City \$650,000 of specialized revenues annually over the life of the bonds. Funds can be generated from sponsorship, advertising, naming rights, temporary facility surcharges over and above normal membership and program fees, and other targeted revenue generation.
    - i. Recognizing that residents are already paying for a large portion of the facility via property taxes, and to keep the facility accessible for city residents, facility surcharges on regular city resident memberships and daily admissions are not desirable.
  - g. A portion of revenues from the ~~rec-center~~Recreation Center will be used to establish a capital maintenance fund over time and to a level recommended by the authority and agreed to by the City.
  - h. The Parks Department may run recreational programs at the ~~Billings Recreation~~Recreation Center based on a schedule and facility fee structure mutually agreeable to the Department and the authority (or its contracted management).

## Council Initiative on Parks, Recreation, and Trails Bond Management

This document describes a set of guidelines, agreements, and commitments between city staff, council, private partners, and the public on how projects will be scheduled, budgets will be managed, partners will be engaged, and future financial obligations will be met should the parks, recreation, and trails bonds be passed by the voters. Future city councils and staff should defer to the contents of this document when making decisions unless unforeseen circumstances dictate otherwise.

### General Project Overview

1. The primary goal of these bonded projects is to improve the health and safety of our city through increased recreational opportunities for all citizens. As we evaluated potential projects, we focused on-by:
  - a. Replacing existing deteriorating facilities,
  - b. Completing partially completed parks as consistently as possible to their adopted master plans, and
  - c. Leveraging grants and pledges from other governmental and private sources.
2. The projects in scope of this bond authorization, along with their budgets ~~and existing funds~~, include the following (in alphabetical order):
  - ~~a. Billings Recreation Center - \$110M (\$25M from SBURA)~~
  - ~~b.a.~~ Castle Rock Park - \$12M (G.O. bonds)
  - ~~c.b.~~ Centennial Park - \$8M (G.O. bonds)
  - ~~d.c.~~ Cottonwood Park - \$1M (\$400k from cash-in-lieu, \$600k from G.O. bonds)
  - ~~e.d.~~ Coulson Park - \$3M (G.O. bonds)
  - ~~f.e.~~ North Park Center - \$4M (G.O. bonds)
  - ~~g.f.~~ Poly Vista Park - \$4M (G.O. bonds)
  - g. Recreation Center - \$110M (\$25M from SBURA, \$85M from G.O. bonds)
  - h. South Park Pool & Community Center - \$10M (G.O. bonds)
  - i. Stagecoach Trail - \$5.535M (\$4.73M from TAP grant, \$100k from TrailNet, \$705k from G.O. bonds)
  - j. Trails Projects - \$6.15M (\$500k from DBP, \$1.22M from TAP grants, \$325k from TrailNet, \$4.605M from G.O. bonds)
  - k. West End Water Reservoir - \$6M (G.O. bonds)
  - l. Zimmerman Center - \$4M (G.O. bonds)
3. Bonds will be issued in at least 3 tranches over 3-5 years as-needed so that taxpayers experience gradual increases over 3-5 years instead of a single immediate increase. It is currently expected that the first tranche, issued in calendar year 2024, will be no more than 1/3 of the total available bonding capacity.
- 3.4. All issuance of debt, whether GO or SBURA, must be reviewed by the Budget and Finance Committee and recommended to Council for approval prior to Council consideration of a bond issuance. All issuances of debt must be accompanied by a list of projects or tasks that will be carried out with the issuance of said debt, the proposed budget for each project/task and the approximate timeline for completion of each project/task. The List of Projects and Tasks must be provided to Council and made available to the general public at least 30 days in advance of a

Council vote and must be placed on a Council work session agenda prior to a vote to approve the bond issuance.

~~4.5.~~ Park District 1 will be sunset and the parks maintenance costs previously paid out of Park District 1 will be paid out of the General Fund. This change will be revenue neutral in FY24.

~~5.6.~~ The bonds cover capital construction costs only. It is expected that a future levy for parks, recreation, and trails will be needed after construction of all projects are complete. This Council believes that the future levy should include some dedicated mills for ongoing incremental parks and trail development. It is expected that the 74 mills generated for the General Fund will be sufficient to pay for costs currently paid out under PD1, the existing park maintenance shortfall, and the increased operation and maintenance costs from the bond-financed projects for approximately 5 years. At that point, it is expected that a levy for parks, recreation, and trails will be needed. That levy should include dedicated mills for ongoing incremental parks and trail development.

## Financial Commitments

1. A capital campaign will raise at least \$6M. In addition to the capital campaign, \$6M in grants will be sought from foundations, agencies, and other organizations supporting parks, trails, and recreation. The capital campaign and grant funds will be used to reduce the amount that must be levied from taxpayers to pay the annual debt service on the bonds, by either reducing the size of the bond issuance or by reducing the annual debt service levy. As much as possible, Council prefers that available donation and grant funds will be used to reduce the amount of bonds issued.

~~1.2.~~ The capital campaign, which may include pledges to be paid over multiple years, will be completed before construction can begin on any project.the following projects:

- ~~a.~~ Billings Recreation Center
- ~~b.~~ Castle Rock Park
- ~~c.~~ Centennial Park
- ~~d.~~ Cottonwood Park
- ~~e.~~ Coulson Park
- ~~f.~~ Poly Vista Park
- ~~g.a.~~ West End Water Reservoir

3. Funds raised under the capital campaign will be tracked separately for each project so that donations can be utilized according to the wishes of the donor. Undesignated donations can also be accepted.

~~2.4.~~ Any donations received or pledged prior to July 10, 2023 will not count towards the \$6M capital campaign goal. Rather, those donations may be used to increase the project budgets.

~~3.5.~~ If the capital campaign falls short of expectations with no reasonable path to reaching the goal, the budgets of projects in #1 above may be reduced to match the fundraising shortfall.

~~4.6.~~ If the total raised from the capital campaign and grants exceeds \$12M, funds raised after reaching the \$12M goal may be used to increase project budgets as desired by the donors or granting agency.

~~5.7.~~ The trails projects will be bonded as TAP funds are available and as TrailNet reaches their fundraising commitment for each project.

- a. Stagecoach Trail - \$100k
- b. 25<sup>th</sup> St Bridge - \$50k

- c. Highway 3 pedestrian underpass - \$25k
- d. Trail signage - \$25k
- e. Lillian Ave to Coulson - \$50k
- f. Yellowjacket Trail - \$75k
- g. Aronson to Main - \$100k

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