TECHNICAL ADVISORY COMMITTEE
AGENDA
City of Billings and
Yellowstone County, Montana

JUNE 12, 2025, MEETING TIME: 10:30 a.m.
Beartooth Meeting Room, 5th Floor
316 N 26th St, Billings MT

NOTICE TO THE PUBLIC

Citizens are invited to:

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

Public comment will be taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings, if any are scheduled, under the Regular agenda. Comments may be sent to the Board via email before 12:00 pm on the day prior to the meeting date. All emails received prior to this time will be entered into the record for the public hearing. Comments may be submitted by:

- Mail: City/County Planning Division PO Box 1178, Billings MT 59103
- Email: bernsb@billingsmt.gov
- Please direct questions to Brenda Berns, Planning Clerk at bernsb@billingsmt.gov or 406-247-8610

1. **Call to Order: Lora Mattox, Transportation Planning Coordinator**
   a. **Comments on items not on the agenda and requests to add items to future agendas.**
   b. **Comments on items non-public and public hearing agenda items.**
3. Approval of the Meeting Minutes of May 8, 2025
4. **Old Business**
   a. **Transportation Alternatives Applications - Review/Recommendation**
5. **New Business**
   a. **FY26 Draft Unified Planning Work Program - Discussion/Recommendation**
6. Other Business
   a. **Update. Discussion. MET Transit. Rusty Logan, MET Transit Manager**
7. **Future Agenda Items**
8. **Adjournment**

Date: 06/12/2025
Title:
Presented by:
Department: Planning & Community Services
Presentation:

RECOMMENDATION

Approval of the minutes of: May 8, 2025

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

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

Attachments

Minutes of May 8, 2025

TECHNICAL ADVISORY COMMITTEE AGENDA
CITY OF BILLINGS AND
YELLOWSTONE COUNTY
May 8, 2025
MEETING TIME: 10:30 AM

316 N. 26th Street, 5th Floor Beartooth Conference Room

Committee Members				
Lora Mattox, Transportation Planning Coordinator, T.A.C.	1		Katie Potts, FHWA	V
Monica Plecker, Director YC Public Works Dept.	1		Wyeth Friday, Director Planning and Community Services	1
Debi Meling, Public Works Director, City of Billings Engineering	1		Mac Fogelsong, City Engineer, City PW Engineering,	1
Rusty Logan, MET Transit Manger	1		Sarah Graham, MET Transit Planner	1
Samantha Woods, Urban Planning Section, MDT	V		Clark Snyder, Environmental Health Riverstone Health	1
Kenn Winegar, Urban Planning Section, MDT	A		Jay D. Anderson Deputy PW Director, YC Public Works	V
Kurtis Schnieber, MDT	1		Emma Belmont, Region 8, FTA	A
Zach Kirkemo, MDT	A		Kyle Shuck, Project Engineer, MDT	1
Mitch Buthod, Urban Planning and Statewide Supervisor, MDT	A			

Call to Order: Lora Mattox, Transportation Planning Coordinator, called the meeting to order at 10:33 am

Introduction of Committee Members and staff.

Staff in Attendance: Wyeth Friday, Planning & Community Services Director; Lora Mattox, Transportation Planning Coordinator; Elyse Monat, Transportation Planner; Brenda Berns, Planning Clerk

Public Comment: There were no public comments.

Approval of the minutes: April 10, 2025

> **Motion:** Debi Meling moved to approve April 10, 2025, meeting minutes as submitted by staff, seconded by Rusty Logan. The motion carries unanimously.

Old Business: There is no Old Business.

New Business

a. **Presentation and Recommendation: Transportation Alternatives Program Applications. Elyse Monat, Transportation Planner**

Elyse reviewed the 2025 applications, with Federal funding available this round at $1,784,111 with $1,584,307.74 requested. To be eligible, applicants must be city, county, or tribal entities. Nonprofits may not apply as primary and must have a local government sponsor.

The grant applications are reviewed locally with project recommendations forwarded to MDT for programming. The default is for the local entity to administer the project under the MDT LAG (Local Agency Guidelines) program. All projects must include a local match of 13.42%; instructions on developing the budget were included in the TA instructions. There were five categories for scoring, with two categories being a simple yes/no. Scoring categories with points available include project description, project benefits, and risk analysis.

2025 Projects Submitted:

- City of Billings; Safe Routes to School 2025 TA. Seven project focus areas are recommended from the SRTS plans, phases I and II. Total project cost: $1,492,297.

- Yellowstone County (Lockwood Pedestrian Safety District) Johnson Lane Sidewalk Connector Project. Two sidewalk gaps of approximately 500 feet of sidewalk on Johnson Lane from Silverton Street to Old Hardin Road. Total project cost: $296,000.

Questions

The committee discussed project similarities to previously funded initiatives and clarified that property owners are only assessed for sidewalk costs in specific cases, such as RSIDs, usually tied to subdivision maintenance. There was a question about why proof of local match isn't required with applications; staff explained that applicants state the source of the local match in their submission, and it is assumed that the match is secured. A TAC member suggested that, moving forward, it would be beneficial for projects using public funds to have formal council approval and confirmed budget allocations. However, another TAC member raised concerns about the feasibility of obtaining a formal commitment letter from the City Council before application submittal.

The CIP already has funding listed for Safe Routes to School projects which would be used for the match. Lora mentioned that staff would work on a solution for the next application cycle that would strike a balance between the two objectives-making it clear that the match is secured but not being overly burdensome.

Review Schedule

Meeting	Date and time	Location
TAC	May 8 @ 10:30 am	City Hall, 5th Floor Beartooth Conference Room 316 N. 26th St.
Planning Board Public Hearing and Vote	May 13 @ 6 pm	City Hall Council Chambers, 5th Floor 316 N. 26th St.
Council Work Session	June 16 @ 5:30 pm	City Hall Council Chambers, 5th Floor 316 N. 26th St.
Council Vote	June 23 @ 5:30 pm	City Hall Council Chambers, 5th Floor 316 N. 26th St.
Commissioners' Discussion	June 18 @ 9 am	Commissioners' Board Room, 3rd Floor 316 N. 26th St.
Commissioners Vote	June 24 @ 9 am	Commissioners' Board Room, 3rd Floor 316 N. 26th St.
PCC	July 15 @ noon	City Hall Council Chambers, 5th Floor 316 N. 26th St.

Scoring

Each TAC member scored the applications. Their scores and the average score is listed below.

Evaluator	City of Billings	Yellowstone County
Mattox	97	97
Logan	50	60
Friday	90	90
Meling	92	88
Fogelsong	96	93
Graham	66	73
Plecker	90	90
Anderson	92	92
Shuck	90	85
Wood	96	96
Snyder	95	95
Total	954	959
Average Score (total/# of evaluators)	86.72727273	87.18181818

Discussion

City Application -
The committee reviewed several aspects of the proposed application, focusing on specific locations and the clarity of application materials. TAC members clarified that the improvements at Wicks Lane and Governors Boulevard would benefit Castle Rock Middle School and Skyview High School. A TAC member asked about the specific design for the Riverside project, and City staff clarified that specifics would be decided as part of the design. A TAC member also asked if thermoplastic was being used for the crosswalk at 17th and Parkhill and City staff clarified that it was.

TAC members discussed the importance of highlighting how the proposed projects will also benefit those using MET Transit, especially for students. The member suggested adding this information to the PowerPoint presentation for the grant application. Key locations identified for MET student pick-up and drop-off included Wicks & Governors, Jackson, Central, and Kratz. It was recommended that these benefits be more clearly shown in presentations, maps, and staff memos to better support project justification.

A TAC member expressed concerns about the application process, but noted it was harder to get into detail about the 7 projects listed in the City application than the one in the County. Concerns were expressed about the application process, particularly the difficulty of evaluating proposals that cover multiple locations. A MPO staff member mentioned that the City's successful Safe Streets for All application had a similar suite of projects submitted with a similar amount of information, and the US DOT did award that application.

One TAC member discussed that there was a lot of benefit in the City's project being implemented where infrastructure is already in place. Highlighting school locations directly on maps was suggested to strengthen applications and potentially enhance their scoring.

County Application -
The committee discussed the status and evaluation of the TA grant project in Lockwood, focusing on project readiness, cost justification, and long-term maintenance planning.

It was noted that the Lockwood project is expected to go out to bid within two weeks. The County was hoping to start the project before water started running in the canal, but was not able to make the deadline which will result in a delay in the project. County staff clarified that MDT will be installing a sidewalk along Johnson Lane near the substation at the corner of Old Hardin Road and Johnson Lane. Design standards such as sidewalk width—ranging from 5 to 6 feet—were discussed, with attention to consistency and MDT standards. Some sidewalks in the area are designed at 6 feet to encourage use, although 5 feet is generally standard.

The conversation shifted to maintenance responsibilities, with clarification that the Lockwood Pedestrian Safety District—not adjacent property owners—would be responsible for both short- and long-term maintenance. A member also suggested that pedestrian counts should be referenced in the application.

A TAC member suggested that more justification should be required and asking applicants to cite sources would help justify these projects to governing bodies.

A TAC member brought up the high-cost estimate of the project considering the relatively short length and the fact that the project does not include utilities, curb, or stormwater improvements. A MPO staff member said that they had recently clarified with MDT that the contingency could be dropped below 30% for straightforward projects. It was suggested that a review of the cost per square foot—currently estimated at $37 per square versus $12 per square that the City typically pays-could provide insight. The group discussed whether it might be more appropriate to partially fund the project if cost concerns persist.

It was agreed that additional scrutiny is needed for the cost estimate, and that asking applicants to justify their figures could help ensure responsible use of TA funds. TAC members also raised questions about the project's likelihood of construction by 2026, with some members noting MDT review delays as a frequent challenge. The current project has three years of inflation built into the estimate.

To ensure that funds are allocated appropriately, the committee decided to delay the final decision making by at least two weeks to gather further information. There was an agreement that applications under the $250,000 would not be accepted.

The group emphasized the importance of being good stewards of public funds and adjusting applications based on the best available information. A motion to delay was recommended.

Motion
Rusty motioned and Debi seconded to postpone the Technical Advisory Committee's recommendation until additional information is received. The motion passed unanimously.

Other Business:

a. **MET Transit Update** –

It was noted that the City Budget shortfall for the upcoming year is already widely known, though no service impacts are expected at this time. MET Transit has returned to its office and is completing final contractor repairs; the facility is now open to the public.
The RFP for Transit Financial Sustainability Study is set to close on Friday. There may be follow-up requests for assistance with scoring the proposals and reviewing the evaluation standards used in the assessment process.

b. **Other Business –** There was no other business**.**

Future Agenda Items: There were no future agenda items.

Adjournment 11:44AM

Brenda J Berns, Planning Clerk

Date:	06/12/2025
Title:	Review of Received Transportation Alternatives Grant Applications - Second Meeting and Discussion
Presented by:	Elyse Monat
Department:	Planning & Community Services
Presentation:	Yes

RECOMMENDATION

Staff recommends members of the Technical Advisory Committee (TAC) review, score, and recommend funding for the two received Transportation Alternatives applications to the Planning Board, Board of County Commissioners and City Council.

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

The Transportation Alternatives Program (TA) is a set-aside program from the Surface Transportation Block Grant (STBG) program. Eligible uses of the funds include projects and activities that were previously eligible under the Transportation Alternatives Program under the Moving Ahead for Progress in the 21st Century Act (MAP-21). This includes a variety of pedestrian and bicycle facilities, recreational trails, Safe Routes to School projects, and other community improvement projects. See the Billings Metropolitan Planning Organization (MPO) TA Instructions for eligible projects. The Billings MPO has been allocated $1,784,111 in Transportation Alternative Funds in 2025.

The Bipartisan Infrastructure Law (BIL) allows for MPOs to administer their own competitive application process with approval and oversight from the Montana Department of Transportation (MDT).

Projects submitted must meet Federal and State guidelines for eligibility and must identify a local, Federal or State sponsoring agency. Private individuals and organizations may recommend a project if the project is sponsored by the government agency in which the project is located. Examples of a sponsoring agency may include, but are not limited to, City, County, Tribal, etc.

The MPO received two eligible applications for the Transportation Alternatives funds. The applications included:

- City of Billings Safe Routes to School 2025 TA sponsored by the City of Billings
  - Total Project Cost: $1,492,297.23
  - Federal TA Request: $1,292,030.94
  - Local Matching Funds: $200,266.29
  - This budget has been updated slightly to better match the Indirect Cost Rate and recommended inflation rate.

- Johnson Lane Sidewalk Connector Project sponsored by Yellowstone County via the Lockwood Pedestrian Safety District (LPSD)
  - Total Project Cost: $250,660.00
  - Federal TA Request: $217,021.43
  - Local Matching Funds: $33,638.57

TAC requested additional clarification on the cost estimate for the Lockwood project. Erin Claunch, consultant for the Lockwood Pedestrian Safety District, reviewed the costs and made several updates/provided clarification to the cost, including:

- Removed the Indirect Cost Rate from construction and applied it only to preliminary engineering.
- Changed the preliminary engineering and construction engineering from 35% and 25% of the costs respectively (based on the description in the TA application) to $50,000 for PE and $30,000 for CE.
- Did not change the raw cost estimate, now shown at $165,000 without the Indirect Cost Rate. Erin noted he modified a typo for the 6" sidewalk (6 feet) from SY to SF. Prior to contingency and inflation, the raw construction cost is $111, 214.15. This comes to approximately $256/LF of sidewalk. In summer 2024, Lockwood Pedestrian Safety District constructed a similar sidewalk project approximately 125 feet in length. This project was built for approximately $28,000, which equates to $224/LF of sidewalk. This project also had to be re-bid multiple times as the LPSD received multiple bids over $50,000.

Together, these two projects request a total of $1,509,051.37 in federal TA funds, which is less than the $1,784,111 in funds the MPO has available. As a result, if the projects rank high enough, both projects could be funded with the

available funding.

The Technical Advisory Committee (TAC/Committee) is responsible for evaluating and scoring Transportation Alternatives (TA) applications. The scores from TAC will be translated into a list of recommended projects.

The MPO will present the list of the recommended projects to the local governing bodies that make up the Policy Coordinating Committee (PCC). The PCC is made up of a representative of the Billings City Council, Yellowstone County Commissioners, Billings-Yellowstone County Planning Board, and MDT. Each entity (besides MDT) will review the projects recommended by TAC and can either approve the recommendation and forward to PCC or take a different action and forward that onto PCC. PCC will take into consideration each recommendation, with MDT providing their recommendation at the PCC meeting, and make the final decision on which applications to fund.

The following procedure will be used by the MPO and review Committee for the scoring and selection of TA projects:

1. At the outset of the scoring process, all applicants will be screened for eligibility by the local TA Coordinator. Projects that do not meet the eligibility requirements will be identified and marked as ineligible. Reason(s) for ineligibility will be noted and the applicant informed. The ineligible project will not move forward in the scoring process.
2. Individual members of the Committee will score each application independently prior to the selection committee meetings. Scoring will be based on a total of 100 points, 10 points for Project Description, 45 points for Project Benefits and 45 points for Project Risk Analysis. The TA Coordinator will review the scores and provide an average ranking based on individual scores.
3. The Committee will convene as often as necessary to come to a consensus. Each member can adjust their score based on discussion with the Committee.
4. For each application, all final individual member scores will be added together and averaged to arrive at the final total application score.
5. After being scored, applications will be entered into a ranked list and the Committee will develop the final list of selected projects to recommend to PCC. Recommended projects will be selected up to the amount available to the MPO, less any amount the MPO would like to reserve for project cost increases.
6. After the PCC approves, the MPO TA Coordinator will then share the list of the PCC approved TA projects from the MPO to the MDT TA Program Manager for MDT approval and subsequently Transportation Commission approval.

TAC discussed these applications during their May TAC meeting. Comments on both projects were favorable, but TAC wanted to postpone a vote on the project recommendations to get clarification on the details of the cost estimate for the Yellowstone County/Lockwood application.

At this TAC meeting, TAC members will be asked to discuss the merits of both projects and their scores for the projects. TAC members will be asked to forward a recommendation on whether or not to fund none, one, or both of the project applications.

ALTERNATIVES

TAC may:

- Review and score both applications and recommend funding for both applications; or
- Review and score both applications and recommend funding for one application; or
- Review and score both applications and recommend funding for neither application.

If neither project is funded, the funding will remain available for the MPO to allocate and the MPO will open another funding round for TA later in the year.

FISCAL EFFECTS

If both applications are approved, $1,509,052.37 in TA funds will be allocated. TA funds are generally for nonmotorized transportation projects, so this would be an appropriate use of these funds.

- A $200,266.29 in match for the City of Billings Safe Routes to School 2025 TA project will come from the City's annual Safe Routes to School allocation.
- A $33,638.57 in matching funds for the Johnson Lane Sidewalk Connector Project will come from the Lockwood Pedestrian Safety District's funds.

A total of $275,058 would be left after allocation to these projects, which could be used for future projects or to address project overages.

Attachments

LPSD application updated budget
Budget justification email from Erin Claunch
City of Billings TA Grant Application Package

Billings Metropolitan Planning Organization (MPO)
Transportation Alternatives (TA) Program
2025 Project Application

Review the **instructions** prior to filling out this application for a Capital Improvement Project. Fill in all the sections and do not leave any blank.

1. Project Name: JOHNSON LANE SIDEWALK CONNECTOR PROJECT

2. Project Sponsor: YELLOWSTONE COUNTY

3. Project Contact:

ERIN CLAUNCH
SANBELL
1300 N. TRANSTECH WAY
BILLINGS, MT 59102
406-869-3320; eclaunch@sanbell.com

4. Project Cost Estimate

	Total Cost of Phase	Federal/State Funds Share (TA) 86.58%	Local Matching Funds 13.42%	Additional Contribution
Preliminary Engineering (PE)	**$64,750.00**	**$56,060.55**	**$8,689.45**	--
PE MDT (10%)	$6,475.00	$5,606.06	$868.95	--
PE Local (90%)	$58,275.00	$50,454.49	$7,820.50	--
Construction (CN)	**$185,000.00**	**$160,173.00**	**$24,827.00**	--
Construction Engineering (CE)	**$46,250.00**	**$40,043.25**	**$6,206.75**	--
CE MDT (5%)	$2,312.50	$2,002.16	$310.34	--
CE Local (95%)	$43,937.50	$38,041.09	$5,896.41	--
Right-of-Way (RW)	--	--	--	--
RW MDT	--	--	--	--
RW Local	--	--	--	--

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See page below for updated budget

	Total Cost of Phase	Federal/State Funds Share (TA) 86.58%	Local Matching Funds 13.42%	Additional Contribution
Incidental Construction (Utility involvement) (IC)	--	--	--	--
Total	--	--	--	--
Total MDT	--	--	--	--
	$296,000.00	**$256,276.80**	**$39,723.20**	**--**

As a reminder, the cost split between Federal Share TA and Matching funds is 86.58% Federal Share TA and 13.42% Match

5. Project Administration: Please provide information regarding which entity is proposed to administer the project. Is this project going to be administered as a local (LAG) project or are you requesting MDT to administer the project. If requesting MDT administration, please explain.

The intent of this project is to be administered by Yellowstone County Public Works through the Local Agency Guidelines. Yellowstone County is currently administering the Old Hardin Road Connector TA Project and is familiar with the processes and requirements. MDT will not be expected to administer this project. Letters of support from both the Yellowstone County Board of County Commissioners and the Lockwood Pedestrian Safety District Board are included in the Appendix.

Updated Budget

	Total Cost	Federal Share (TA)	Match	Additional Contribution
Preliminary Engineering (PE)	$ 50,000.00	$ 43,290.00	$ 6,710.00	$ -
IDC for PE	$ 5,660.00	$ 4,900.43	$ 759.57	
PE MDT (10%)	$ 5,000.00	$ 4,329.00	$ 671.00	$ -
PE Local (90%)	$ 45,000.00	$ 38,961.00	$ 6,039.00	$ -
Construction (CN)	$ 165,000.00	$ 142,857.00	$ 22,143.00	$ -
Construction Engineering (CE)	$ 30,000.00	$ 25,974.00	$ 4,026.00	$ -
CE MDT (5%)	$ 1,500.00	$ 1,298.70	$ 201.30	$ -
CE Local (95%)	$ 28,500.00	$ 24,675.30	$ 3,824.70	$ -
Right-of-Way (RW)	$ -	$ -	$ -	$ -
Incidental Construction (Utility Involvement) (IC)	$ -	$ -	$ -	$ -
Total	**$ 250,660.00**	**$ 217,021.43**	**$ 33,638.57**	**$ -**

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METROPOLITAN PLANNING ORGANIZATION

6. Description of Project (10 points):

Lockwood is a large, unincorporated area under the governance of Yellowstone County with a population of approximately 7,200 people. Johnson Lane is the major north-south principal arterial that runs through the heart of Lockwood and connects the communities two major transportation corridors (Old Hardin Road and Old US Highway 87). As a result, residents have access to Lockwood's main street (Old Hardin Road) and Lockwood High School that resides along Old US Highway 87. Johnson Lane is used as major connecting street for Old Hardin Road and US Highway 87 residents of Lockwood and the surrounding area. Currently, Johnson Lane is a two-lane road with two sections existing sidewalk on the west side of the roadway. It is approximately 2,000 feet from Silverton Street to Old Hardin Road to the north. Currently, the existing sidewalk sections (from Silverton Street to 275 feet north of Rockwood Street and 350 feet of sidewalk in front of Ace Hardware and Treasure State Storage) account for approximately 1,000 feet. Of the remaining 1,000 feet of road without sidewalk, The Montana Department of Transportation has plans to construct sidewalk along the northern section, through their Johson Lane Interchange project. This leaves approximately 500 feet of sidewalk of Johnson Lane from Silverton Street to Old Hardin Road that will be left without sidewalk. This Johnson Lane Sidewalk Connector Project will address two separate gaps in sidewalk facilities between to complete the connection. This TA application will provide the vital portion of sidewalk to be completed and provide safety and connectivity for pedestrians in Lockwood.

The conceptual design of the project is included in the appendix and shows the 6-foot-wide boulevard sidewalk to be constructed in concrete. The intent of the design will maintain all existing driveways and street approaches.

This project was first identified the LPSD's 2023 Non-Motorized Transportation Plan list of Engineering Projects. With completion of this grant project, Johnson Lane will have continuous sidewalk that will connect residents along Johnson Lane to the heart of Lockwood community!

7. Project Eligibility:

The Johnson Lane Sidewalk Connector Project is pivotal to the Lockwood Community as it satisfies multiple categories within the TA guidelines -- specifically Categories A & B (Off-road sidewalk facility and Safe Routes for Non-drivers). The importance of the Johnson Lane Sidewalk Connector Project was determined due to the project being prioritized in the 2023 Lockwood Pedestrian Safety District's Non-Motorized Transportation Plan. Johnson Lane is Lockwood's second busiest road for both vehicular and pedestrian traffic, so this project is critical to separating the two modes of traffic and providing a safe route for pedestrians that are currently being forced to walk in the road's driving paths and unpaved shoulders.

This sidewalk project will provide a facility for pedestrians to travel to and from the intersection of Old Hardin Road and Johnson Lane to the Emerald View Park Subdivision. The intersection offers commercial and convenience store amenities and is a connection to Old Hardin Road pedestrian facilities that serves as a main street for the community and connection to a residences, businesses, and parks.

In addition, the Lockwood Pedestrian Safety District's Non-Motorized Plan has identified a future project as the continuation of this project further to the south to tie into Sunrise Street alignment. This would provide a future Safe Routes to School connection to the Lockwood Elementary, Middle, and High Schools.

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8. Project Benefits (45 points):

a. Safety

Johnson Lane exists as a two-lane roadway classified within the Metropolitan Planning Organization's (MPO's) Long Range Transportation Plan (LRTP) as a major collector. An average AADT for Johnson Lane is approximately 3,600 vehicles per day and the posted speed limit is 35 mph. The lack of pedestrian facilities, high traffic volumes, and relatively high speeds creates a safety hazard for pedestrians.

Currently, Johnson Lane has no reported accidents within the project limits. However, the Federal Highway Administration (FHWA) notes that providing sidewalks results in up to an 89% reduction in pedestrian crashes with motor vehicles and suggests that walkways should be part of every new and renovated roadway facility, and every effort should be made to retrofit streets that currently do not have sidewalks. Both FHWA and the Institute of Transportation Engineers (ITE) recommend a minimum width of 5-feet for a sidewalk or walkway, should be continuous along the street, and should be fully accessible to all pedestrians including those in wheelchairs.

b. Accessibility

As detailed in previous sections, there are sidewalk facility's available along Johnson Lane within the project limits. However, these facilities are noncontinuous and do not serve to connect any pedestrian generating land uses. The Johnson Lane Sidewalk Connector project will connect the gaps in the sidewalk and provide a facility that is compliant with both ADA and PROWAG guidelines. This will allow for a continuous, hard-surfaced route that is ADA accessible by all adjacent land uses.

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c. Connectivity

One of the primary benefits of the Johnson Lane Sidewalk project is connectivity. As described in the previous sections of this application, there is/will be continuous sidewalk from Emerald View Park Subdivision to the intersection of Old Hardin Road and Johnson Lane. Old Hardin Road is the busiest road in Lockwood and contains a two mile stretch of continuous sidewalk. The Old Hardin Road corridor connects residents, commercial businesses (including multiple gas/convenience stores and the grocery store), Lockwood's popular baseball/softball field complex, and future school safe routes along Piccolo Lane. This project would provide connection along Johnson Lane to the Old Hardin Road sidewalk.

The Lockwood Pedestrian Safety District's Non-Motorized Plan also details the extension of the Johnson Lane Sidewalk project further to the south to the Sunrise Street alignment. A future project along Sunrise Street will be able to connect these two projects to the Lockwood Elementary, Middle, and High Schools. This will create a Safe Routes to School connection for a large contingent of Lockwood School's attendance base.

9. Project Risk Analysis (45 points):

a. Budget

The construction budget for this grant project was developed based on a preliminary/conceptual design of the sidewalk connector project, as commissioned by the Lockwood Pedestrian Safety District. Quantities were estimated for sidewalk area, base gravel, geotextile fabric, excavation areas, and hydroseeding. With the quantities estimated, unit costs for these items were applied based on recent similar projects developed in MDT's database. These numbers were then extrapolated to determine the final construction number. As with standard engineering practice for planning level cost estimates, a contingency was applied to account for unforeseen construction items. The cost estimate was then utilized in Item 4 of this application to determine the overall TA application project cost. A detailed breakdown of this cost estimate is included in the Appendix.

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b. Matching Funds

The Lockwood Pedestrian Safety District is a Special Improvement District (SID) that was created by Yellowstone County as allowed under MCA 7-11-1001 through 7-11-1029. A 2014 referendum was presented to voters living within the Lockwood School District, in which they voted 61% to 39% in favor to create the district. Its purpose is to enhance pedestrian safety and provide for alternative means of transportation in the (unincorporated) Lockwood area. Accordingly, the LPSD has an estimated annual revenue of $260,000 per year for use on projects like this one. With Yellowstone County as the sponsor of this project, they are committed to ensuring that the local match is fully secured and in-hand.

c. Project Ownership and Maintenance

As sponsor of this application, Yellowstone County is fully committed, through the LPSD, for operation and maintenance of this project. The LPSD board currently holds contracts with local businesses to remove snow off existing sidewalks within the LPSD boundaries. This grant application project would be included in the snow removal contract. In addition, the LPSD annual budget includes $13,000 for annual maintenance of sidewalks. Through these annual budget items, the LPSD (and thus Yellowstone County) are committed to the ongoing operation and maintenance items for this grant application project.

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d. Project Right-of-Way and Railroad

The intent of the design for the Johnson Lane Sidewalk Connector project is to be fully constructed within the public right-of-way along Johnson Lane. As shown in the Right-of-Way Exhibits in the Appendix, there is currently 120 feet of public right-of-way along the project limits that is all free of conflicts. This will allow for adequate construction of the 6-foot sidewalk and boulevard throughout the project.

This project is free of railroad conflicts and no further action is required from a railroad coordination perspective.

e. Project Utility Impacts

For the Johnson Lane Sidewalk Connector project, the only utilities that could potentially be in conflict are overhead power lines within the vicinity of the proposed sidewalk. However, these power poles are located at the back of right-of-way, and the intent of the design is to place the sidewalk where power pole relocation will not be required. Yellowstone Valley Electric Cooperative has been informed about this potential project.

Also in proximity is a water line along the proposed sidewalk alignment. However, water lines are required to be buried greater than 6.5-feet beneath existing ground, and this will not cause conflicts. The water line is owned and operated by the Lockwood Water & Sewer District.

10. Appendix (add attachments): See enclosed attachments.

Yellowstone County

COMMISSIONERS
(406) 256-2701
(406) 256-2777 (FAX)

P.O. Box 35000
Billings, MT 59107-5000
bocc@yellowstonecountymt.gov

April 1, 2025

Lora Mattox
TA Coordinator/Transportation Planner
City of Billings Planning Division
2825 3rd Avenue North, Suite 400
Billings, MT 59101

Re: Transportation Alternatives Program Application
Johnson Lane Sidewalk Project

Dear Ms. Mattox:

The Yellowstone County Board of County Commissioners is in support of the Transportation Alternatives Program grant application for the Johnson Lane Sidewalk project. The project was identified within the Non-Motorized Transportation Plan produced by the Lockwood Pedestrian Safety District (LPSD).

The vision of the LPSD is to build a vibrant community with thriving industrial, commercial, and residential neighborhoods where people of all ages and physical abilities can travel safely and efficiently without the use of an automobile. The project will help accomplish this vision while also aiding in the mission to effectively eliminate fatalities and serious injuries caused by vehicular and pedestrian conflicts throughout the Lockwood area.

For questions regarding this letter of support please contact the Board of County Commissioners, Yellowstone County.

Sincerely,
BOARD OF COUNTY COMMISSIONERS
YELLOWSTONE COUNTY, MONTANA

Mark Morse, Chair

Michael J. Waters, Member

John Ostlund, Member

LOCKWOOD PEDESTRIAN SAFETY DISTRICT

Lockwood Pedestrian Safety District
Advisory Board to Yellowstone County
PO Box 35000
Billings, MT 59107-5000

April 2, 2025

Lora Mattox
TA Coordinator/Transportation Planner
City of Billings Planning Division
2825 3rd Avenue North, Suite 400
Billings, MT 59101

Re: Transportation Alternatives Program Application
Johnson Lane Sidewalk Project

Dear Ms. Mattox:

The Lockwood Pedestrian Safety District Advisory Board is in support of the Transportation Alternatives Program grant application for the Johnson Lane Sidewalk project. The project is on a segment of roadway deemed a high priority by the district's Non-Motorized Transportation Plan. The project completes segments of existing sidewalk to a commercial center of the community for shopping and dining and connects to a residential subdivision.

The mission of the Lockwood Pedestrian Safety District is to effectively eliminate fatalities and serious injuries caused by vehicular and pedestrian conflicts throughout the Lockwood area. Completing the Johnson Lane Sidewalk at the project's location will offer pedestrians a safe way out of the road where steady residential and commercial vehicle traffic on one of Lockwood's busiest roads. As the Lockwood community continues to develop, the safety of neighbors of all ages and abilities is priority to assure an active, healthy lifestyle is responsibly encouraged and experienced.

For more information, please contact Brandy Dangerfield, Lockwood Pedestrian Safety District Advisory Board Chair.

Respectfully,

Brandy Dangerfield
LPSD Advisory Board Secretary
dangerfield.brandy@gmail.com

Travis Smith
LPSD Advisory Board Chair
travis@cd-mt.com

JOHNSON LANE SIDEWALK CONCEPTUAL DESIGN
(SHEET 1 OF 2)

ROCKWOOD ST TO OLD HARDIN RD
WITHIN
YELLOWSTONE COUNTY

NORTH
30 15 0 30 60
SCALE:1" = 30'

PREPARED FOR : YELLOWSTONE COUNTY, MONTANA
PREPARED BY : sanbell

APRIL 2025
BILLINGS, MONTANA



JOHNSON_LANE_PROPOSED.DWG 22113.03 3/31/25 CMH

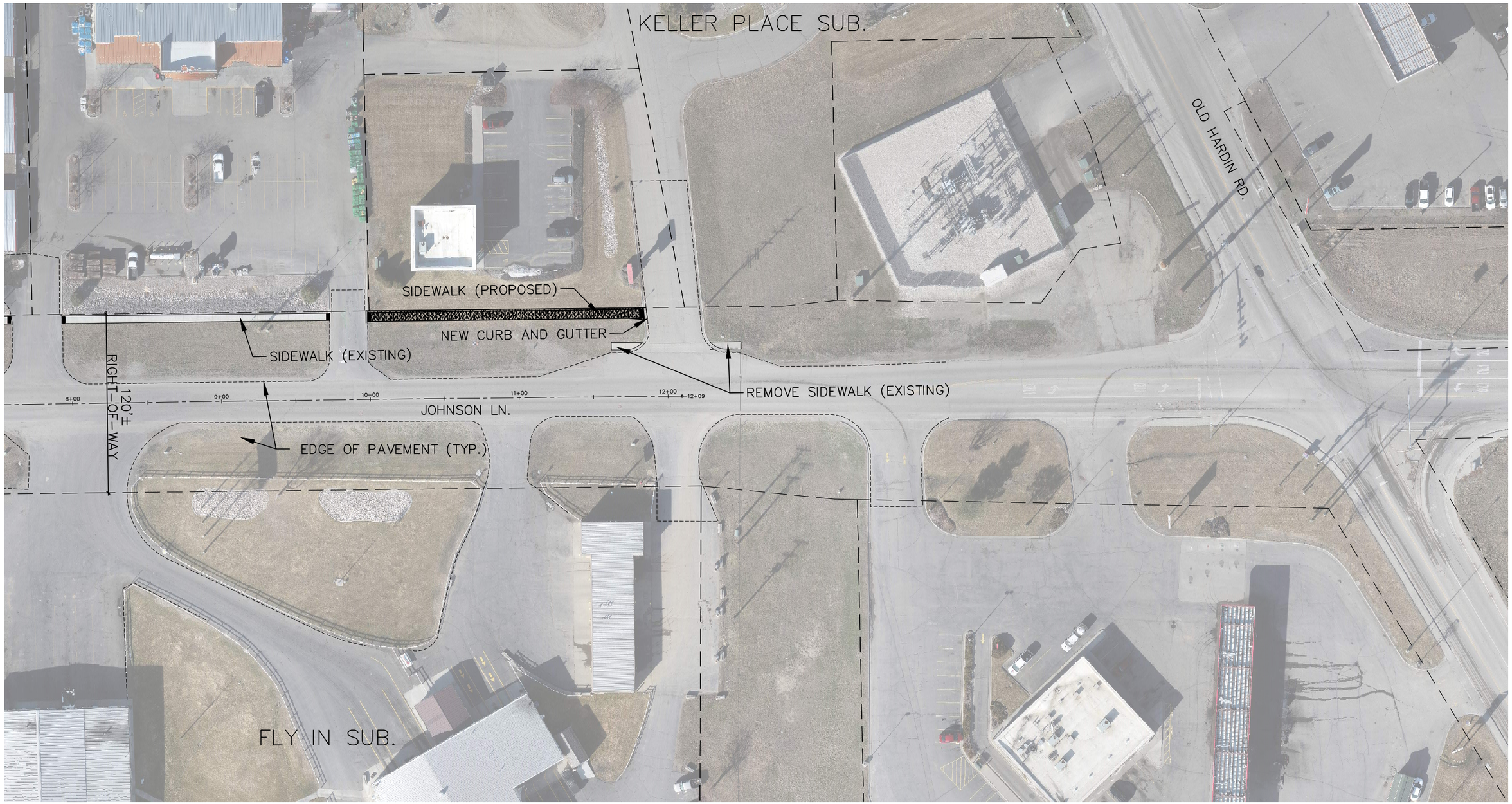
JOHNSON LANE SIDEWALK CONCEPTUAL DESIGN
(SHEET 2 OF 2)

ROCKWOOD ST TO OLD HARDIN RD
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NORTH
30 15 0 30 60
SCALE:1" = 30'

PREPARED FOR : YELLOWSTONE COUNTY, MONTANA
PREPARED BY : sanbell

APRIL 2025
BILLINGS, MONTANA



JOHNSON LANE SIDEWALK CONNECTOR COST ESTIMATE				
QUANTITY	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
2,500	Miscellaneous Work	UNIT	$ 1.00	$ 2,500.00
1	Contractor Survey & Layout	LS	$ 5,000.00	$ 5,000.00
1	Mobilization/Demobilization - 10%	LS	$ 11,000.00	$ 11,000.00
1	Traffic Control	LS	$ 5,000.00	$ 5,000.00
1	Temporary Erosion Control	LS	$ 1,500.00	$ 1,500.00
2,610	Geotextile Fabric	SF	$ 0.50	$ 1,305.00
48	1-1/2" Minus Crushed Base Course	CY	$ 75.00	$ 3,625.00
2,610	6" Sidewalk (6 ft. wide)	SF	$ 20.00	$ 52,200.00
12	Unclassified Excavation	CY	$ 35.00	$ 420.00
30	Truncated Dome Detectable Warning Panel	SF	$ 65.00	$ 1,950.00
1	Clearing & Grubbing	LS	$ 5,000.00	$ 5,000.00
1,305	Hydroseeding	SF	$ 0.50	$ 652.50
145	Over-excavation & Backfill	CY	$ 75.00	$ 10,875.00
3	Removal and Disposal of Small Tree	EA	$ 200.00	$ 600.00
2	Removal and Disposal of Large Tree	EA	$ 2,500.00	$ 5,000.00
50	ADA Ramp-6 foot wide	SF	$ 20.00	$ 1,000.00
5	Street Sign w/ Post	EA	$ 591.33	$ 2,956.65
25	Sawcut Asphalt	LF	$ 8.00	$ 200.00
10	Curb & Gutter Removal	LF	$ 25.00	$ 250.00
15	Concrete Demo and Removal	SY	$ 12.00	$ 180.00
			SUBTOTAL	$ 111,214.15
			30% CONTINGENCY	$ 33,364.25
			SUBTOTAL	$ 144,578.40
			INFLATION 4%/YEAR x 3 YEARS	$ 18,052.64
			SUBTOTAL	$ 162,631.03
			TOTAL	$ 162,631.03

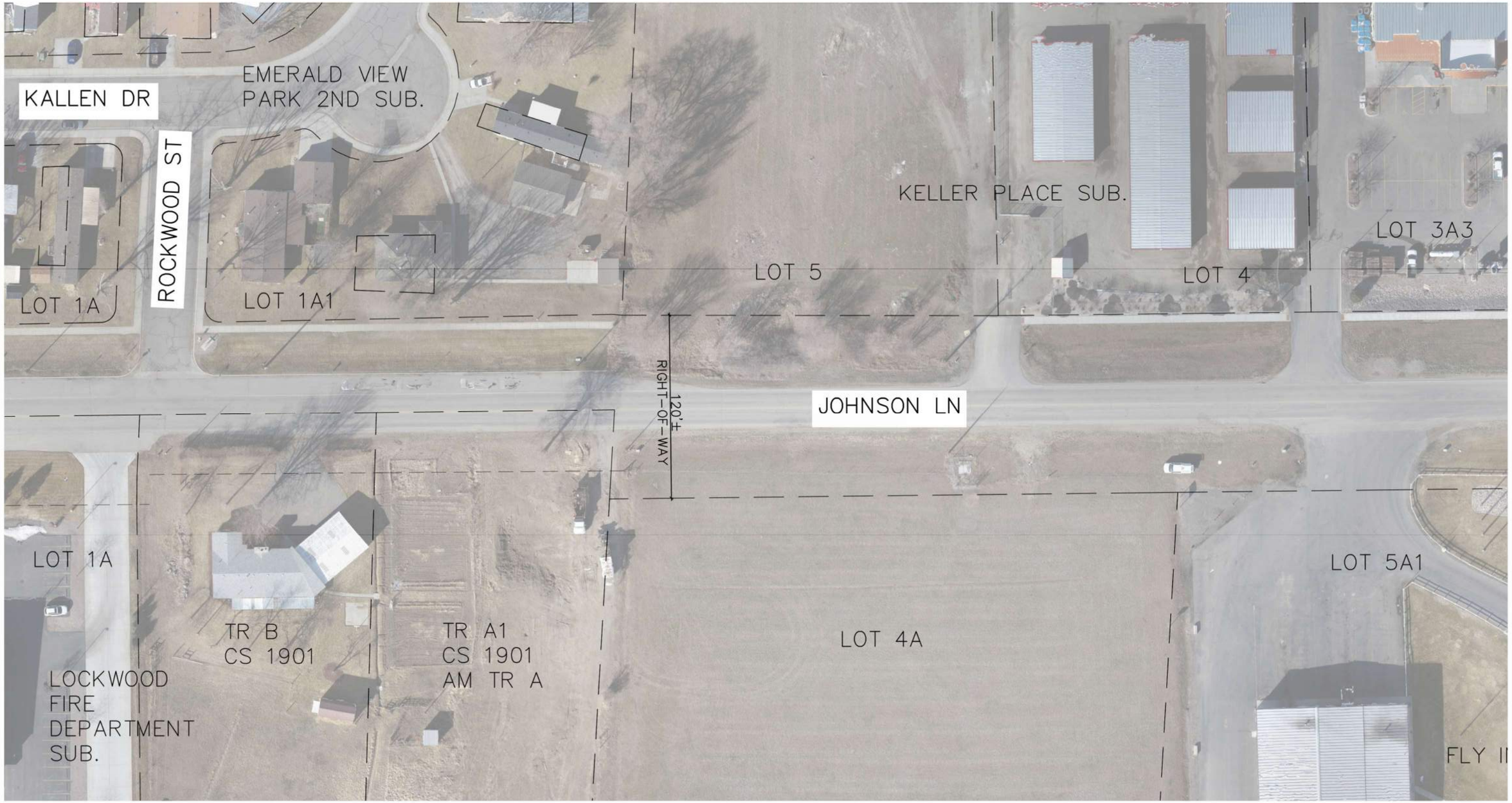
JOHNSON LANE SIDEWALK R/W EXHIBITS
(SHEET 1 OF 2)

ROCKWOOD ST TO OLD HARDIN RD
WITHIN
YELLOWSTONE COUNTY

NORTH
30 15 0 30 60
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PREPARED BY : sanbell

APRIL 2025



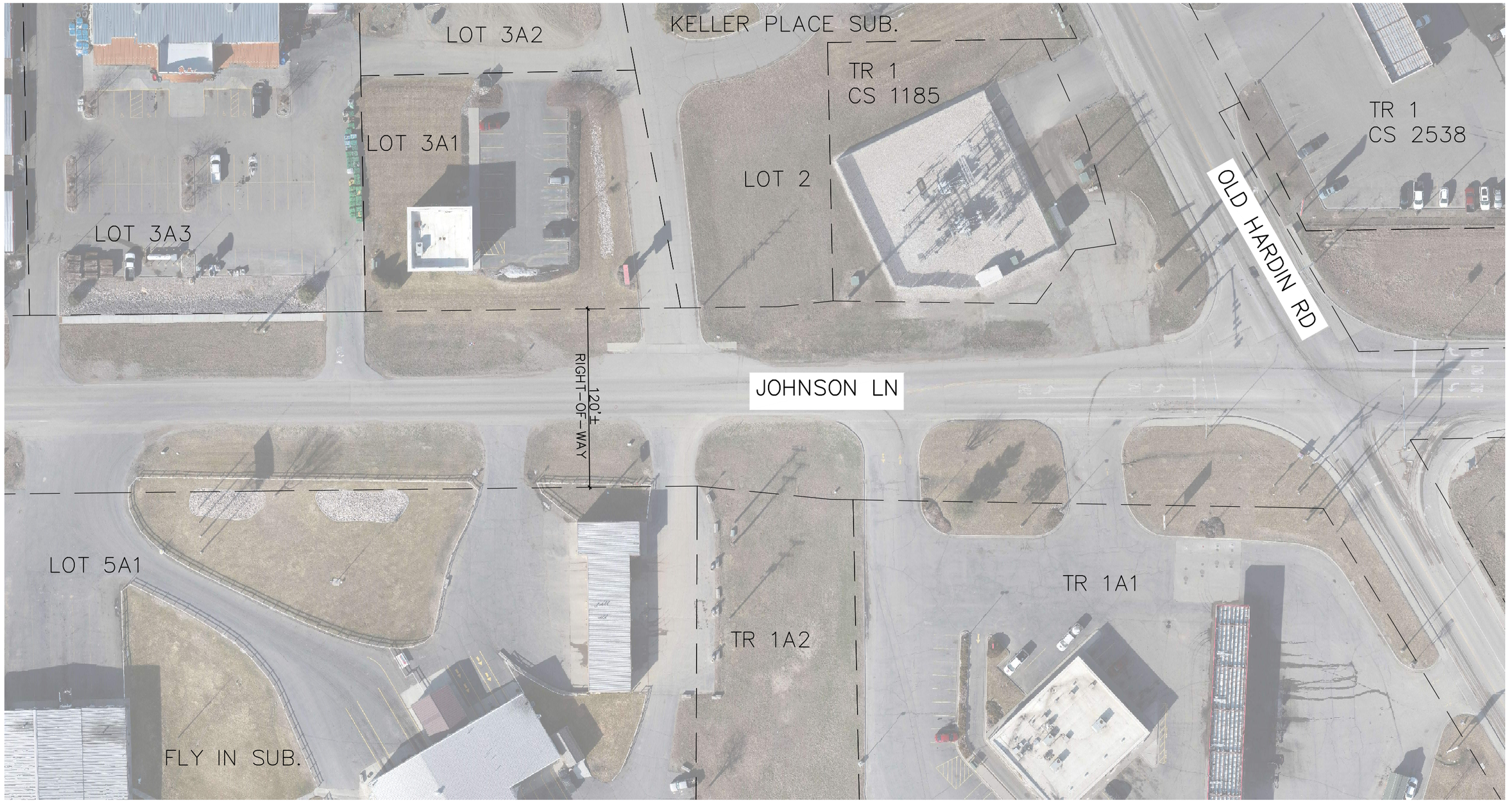
JOHNSON LANE SIDEWALK R/W EXHIBITS
(SHEET 2 OF 2)

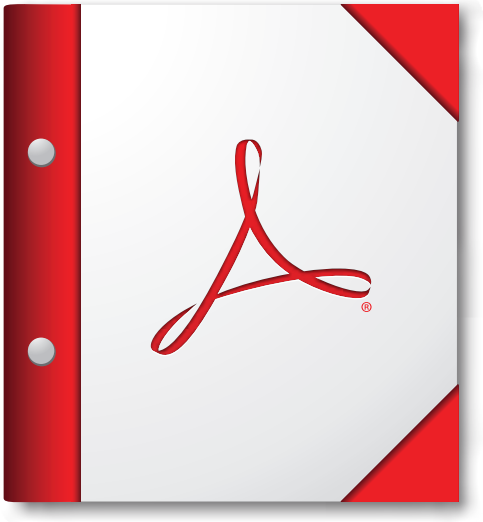
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WITHIN
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NORTH
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PREPARED FOR : YELLOWSTONE COUNTY, MONTANA
PREPARED BY : sanbell

APRIL 2025
BILLINGS, MONTANA





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BILLINGS - YELLOWSTONE COUNTY
MPO
METROPOLITAN PLANNING ORGANIZATION

Billings Metropolitan Planning Organization (MPO)
Transportation Alternatives (TA) Program
2025 Project Application

Review the **instructions** prior to filling out this application for a Capital Improvement Project. Fill in all the sections and do not leave any blank.

1. Project Name: City of Billings Safe Routes to School 2025 TA

2. Project Sponsor: City of Billings

3. Project Contact: Mac Fogelsong, PE

City Engineer, City of Billings, 316 North 26th, 5th Floor, Billings MT 59101

fogelsongm@billingsmt.gov; 406-657-8232

4. Project Cost Estimate

	Total Cost of Phase	Federal/State Funds Share (TA) 86.58%	Local Matching Funds 13.42%	Additional Contribution
Preliminary Engineering (PE)	**$163,046.39**	**$141,165.56**	**$21,880.82**	
PE Local (100%)	**$163,046.39**	**$141,165.56**	**$21,880.82**	
Construction (CN)	**$1,220,553.25**	**$1,056,755.00**	**$163,798.25**	
Construction Engineering (CE)	**$108,697.59**	**$94,110.37**	**$14,587.22**	
CE Local (100%)	**$108,697.59**	**$94,110.37**	**$14,587.22**	
Right-of-Way (RW)	**$0.00**	**$0.00**	**$0.00**	
RW Local	**$0.00**	**$0.00**	**$0.00**	

	Total Cost of Phase	Federal/State Funds Share (TA) 86.58%	Local Matching Funds 13.42%	Additional Contribution
Incidental Construction (Utility involvement) (IC)	**$0.00**	**$0.00**	**$0.00**	
Total	**$1,492,297.23**	**$1,292,030.94**	**$200,266.29**	

As a reminder, the cost split between Federal Share TA and Matching funds is 86.58% Federal Share TA and 13.42% Match

5. Project Administration: Please provide information regarding which entity is proposed to administer the project. Is this project going to be administered as a local (LAG) project or are you requesting MDT to administer the project. If requesting MDT administration, please explain.

The City of Billings will administer the project as a local (LAG) project, through the Engineering Division.

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METROPOLITAN PLANNING ORGANIZATION

6. Description of Project (10 points):

The 2025 Safe Routes to School TA application will complete high priority projects from a large list of remaining Safe Routes to school projects totaling about $25,000,000. This funding would accelerate the completion of the projects that are first and foremost safety-based for school children and pedestrians.

Seven project focus areas are proposed that are recommended in the Safe Routes to School Plans, Phase I and Phase II:

- Jackson Street Pedestrian Crossings and Curb Extensions (Bulb-outs)
- Riverside School Zone Improvements
- South Billings Boulevard School Crossing and Pedestrian Refuge Island
- Governors Boulevard Intersection Improvements for Castlerock School
- Central Avenue and 24th Street West--High Visibility Crossing and Leading Pedestrian Interval
- Parkhill Drive and 17th Street--High Visibility Crossing
- Poly Drive and Hoover Avenue Pedestrian Crossing--RRFB and Curb Extensions

These projects are in close proximity and benefit Newman Elementary School, Riverside Middle School, Castlerock Middle School, Mount Olive Lutheran School/Billings West High School, and Rose Park Elementary School.

The project locations were identified in the Safe Routes to School Plans, Phase I and Phase II and are shown in the appendix. A letter of support is provided from School District #2 in the appendix.

The project improvements are substantially surface type improvements, requiring minimal underground excavation and do not require additional right-of-way. These projects will not impact driveways or parking lots or negatively impact existing storm drainage systems.

7. Project Eligibility:

The proposed project is eligible for Transportation Alternatives and strongly meets several categories:

1) Category b. Construction, planning, and design of infrastructure-related projects and systems that provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
2) Category f. Safe Routes to School Projects. Projects must be identified in a locally, adopted Safe Routes to School Plan.
3) The safe routes to school program under section 1404 of the SAFETEA-LU. A. Infrastructure-related projects.-planning, design, and construction of infrastructure-related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.

The project areas discussed in this application are all recommended projects from the 2021 and 2022 Safe Routes to School Plans, Phase I and II that were locally adopted by the MPO and the Billings City Council.

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8. Project Benefits (45 points):

a. Safety

The project addresses safety concerns raised in the Safe Routes to School Plans, Phase I and Phase II by implementing the recommended projects therein. The project locations utilize tools and design elements that promote safety by improving the physical and visual environment.

The techniques and design elements used to improve safety are the following:

- Creation of a school zone with reduced speed and additional awareness through flashing school zone. The reduced speed and associated signage alerts drivers that there will be students walking and biking in the area.
- Leading Pedestrian Intervals (LPI)—allows pedestrians time to cross the street ahead of traffic, especially turning vehicles, by allowing increased visibility
- Pedestrian Refuge—reduces crossing lengths and allows more visibility of pedestrians. Allows pedestrians to use gaps in traffic by crossing only one direction of traffic. Also creates a visual notice of the crossing and slows traffic speeds by narrowing the traveled way
- Increased level of Striping—High visibility striping at crossings creates improved awareness of crossings
- Curb Extensions (bulb-outs)—Curb extensions shorten pedestrian crossing distances and allow pedestrians to more easily be seen prior to crossing the street
- Rectangular Rapid Flashing Beacons—Makes presence of pedestrian know to drivers

b. Accessibility

The project improves accessibility from an ADA standpoint, but also from accessibility and comfort level of pedestrians and bicyclists, particularly school children going to and from school. Many of the street crossing improvements improve accessibility by adding ADA ramps where none exist today (e.g. Morgan Avenue, Orell Drive, Vaughn Lane, Poly Drive/Hoover Avenue). The benefits of the safety elements discussed in section b. apply to all persons with disabilities as well. All the improvements will be constructed to ADA and PROWAG guidelines.

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c. Connectivity

One of the primary benefits of the project is connectivity through better connecting routes to school. A primary goal of the SRTS is to promote safety within a certain radius of the school –these projects promote connectivity within those spheres used by school-aged children walking and biking to those elementary and middle schools. The proposed project elements clearly make the connections from the student's place of residence to school more direct, safe and noticeable. Inherently, the project elements also improve connections across existing streets for other pedestrians and bicyclists as well.

9. Project Risk Analysis (45 points):

a. Budget

The project budget was developed for each project element and location using recent construction costs at a conceptual planning level through staff experience with costs of Safe Routes to School type improvements. Further, these costs were compared with cost estimates proposed in the Safe Routes to School plans. Contingencies were applied for design and construction unknowns, and inflation of construction costs were added.

A detailed construction cost estimate is provided in the appendix.

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METROPOLITAN PLANNING ORGANIZATION

b. Matching Funds

Local matching funds in the amount of 13.42% are proposed by the City Public Works Department and are included in the FY 2026 capital budget that requires approval by City Council in June 2025. Historically, these funds are allocated under a specific budget line for Safe Routes to School and have been approved by the City Council.

c. Project Ownership and Maintenance

The City of Billings is responsible for operation and maintenance of the project facilities through annual O&M funds, including sweeping and re-striping faded striping. The City has staff to maintain electrical components of the Leading Pedestrian Interval and Rectangular Rapid Flashing Beacons (RRFBs). The City has the necessary personnel, equipment and budget to maintain these facilities.

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METROPOLITAN PLANNING ORGANIZATION

d. Project Right-of-Way and Railroad

The project elements will be constructed within existing right-of-way and there are no anticipated right-of-way needs. There are no significant challenging elements within the right-of-way. None of the project elements are involved with the railroad.

e. Project Utility Impacts

City staff has reviewed the project locations and there are minimal impacts to existing utilities with the proposed improvements. Most of the infrastructure are surface improvements and should not require any utility relocations. Any pedestrian push button poles, RRFB poles, or signs will be placed out of the way of existing utilities. During preliminary design and after surveying of existing utilities, the City will coordinate with various utility companies. At this conceptual stage, there are no apparent, critical utility impacts.

10. Appendix (add attachments): Letter of Support, Project Map, Construction Cost Estimate

March 31, 2025

Mac Fogelsong
City of Billings
316 North 26th Street
Billings, MT 59101

Reference: Letter of Support for 2025 Transportation Alternatives Grant Application.

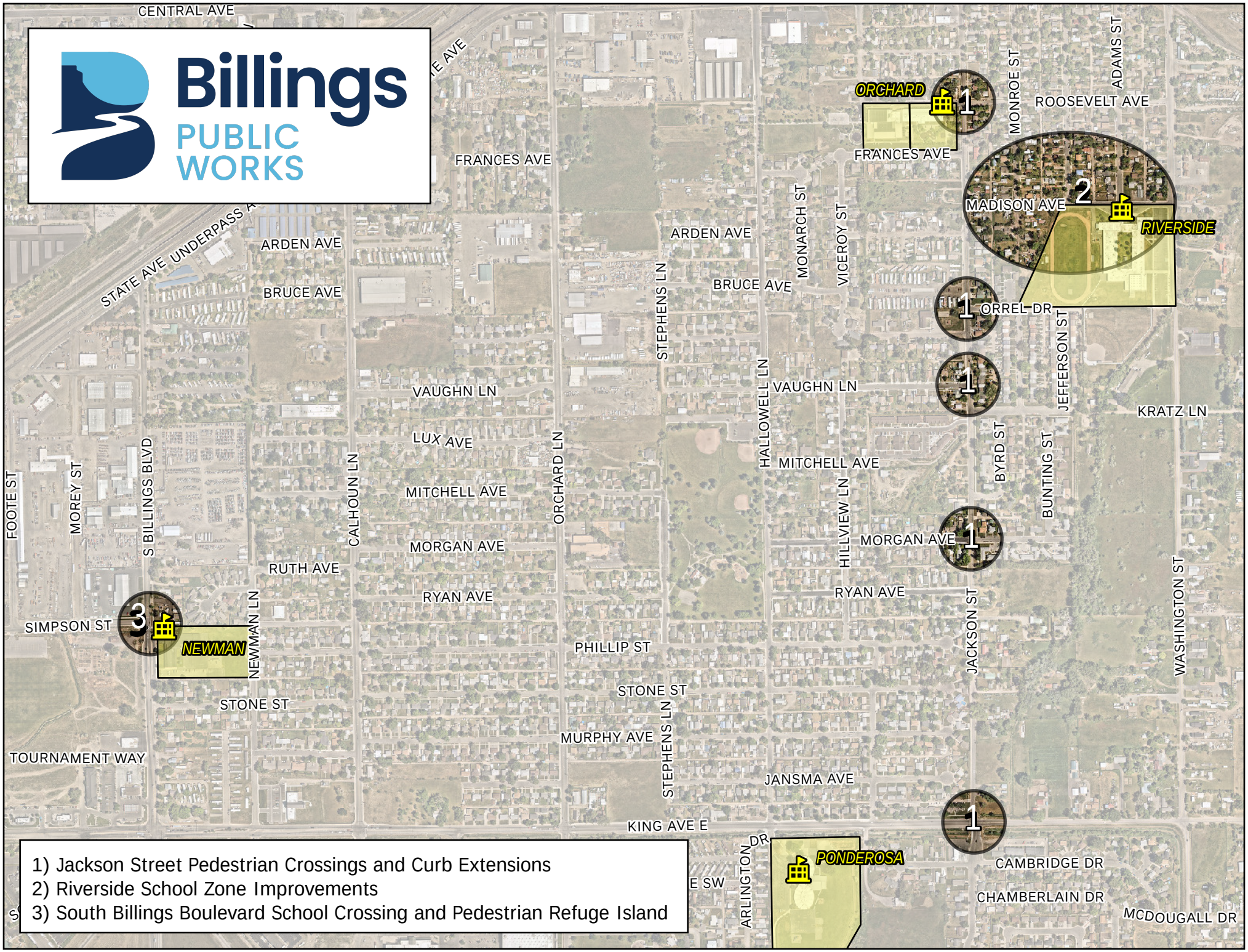
Dear Mac:

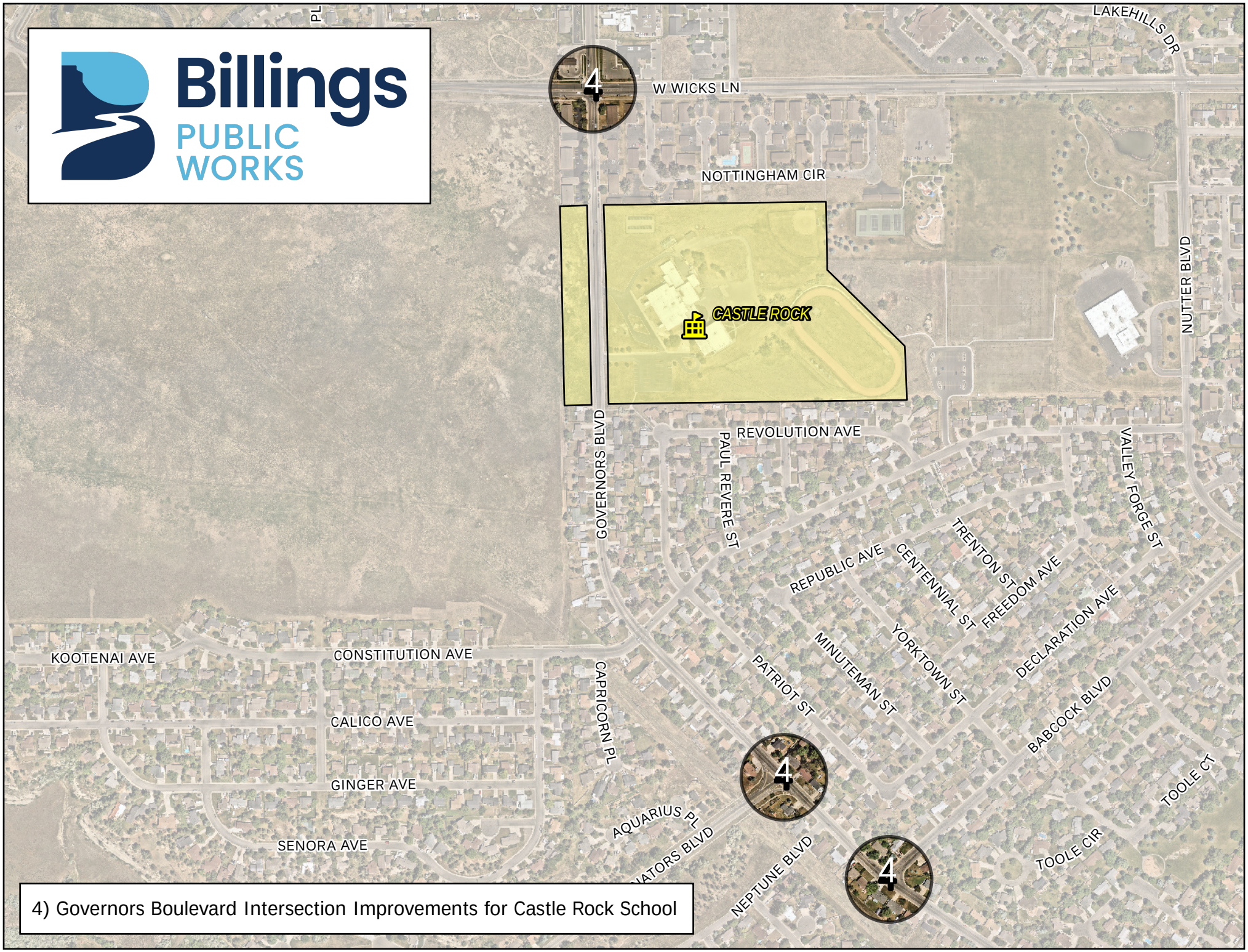
School District 2 is pleased to support the City of Billings in its Transportation Alternatives 2025 grant application. The grant application is exclusively focused on Safe Routes to School projects identified and prioritized from the Safe Routes to School Phase I and II plans.

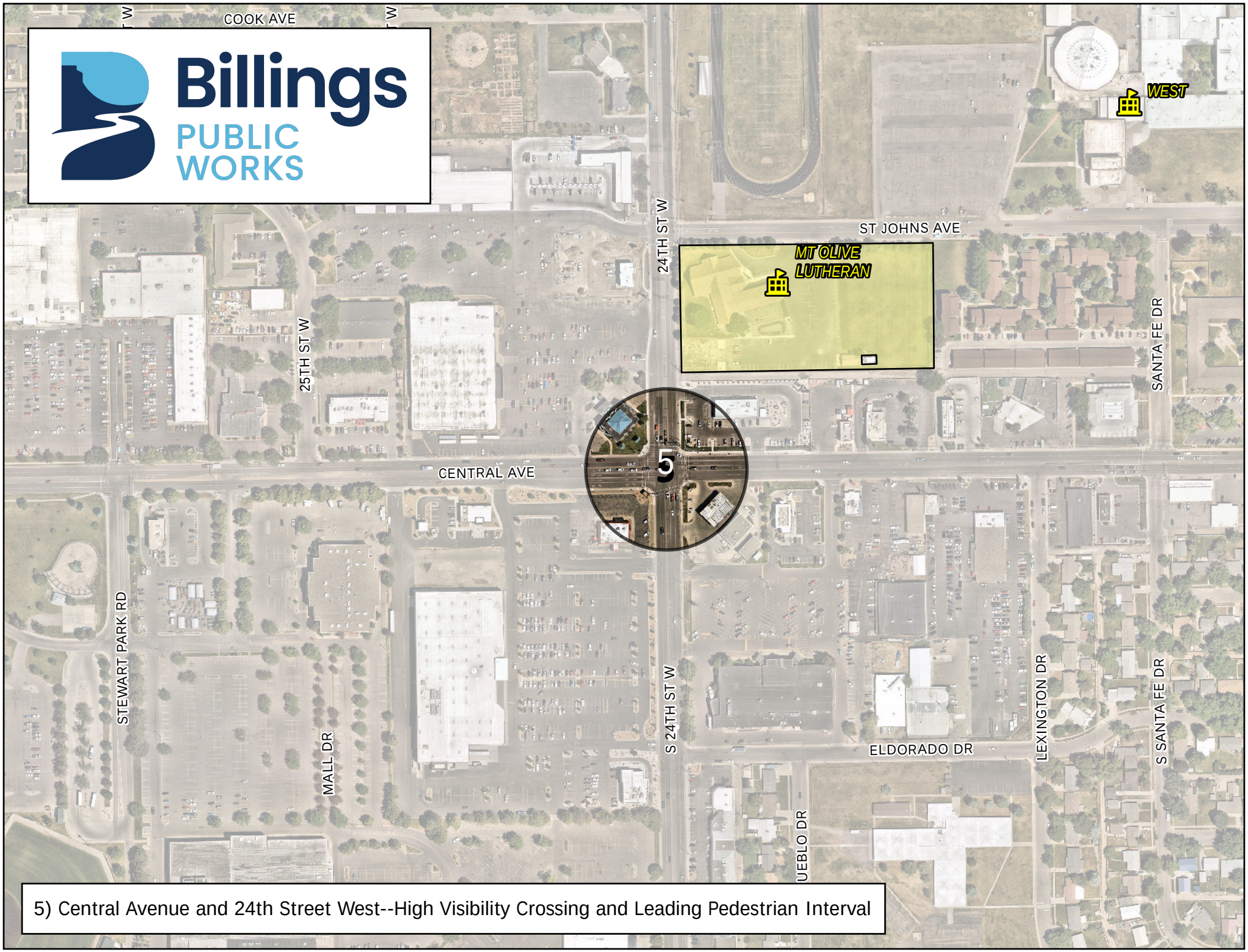
We understand there are about seven main project areas serving elementary and middle schools based on priorities identified in the plans. As you know, we were a partner in developing those Safe Routes to School plans and look forward to seeing these projects implemented to improve the safety of school children getting to and from school.

Sincerely,

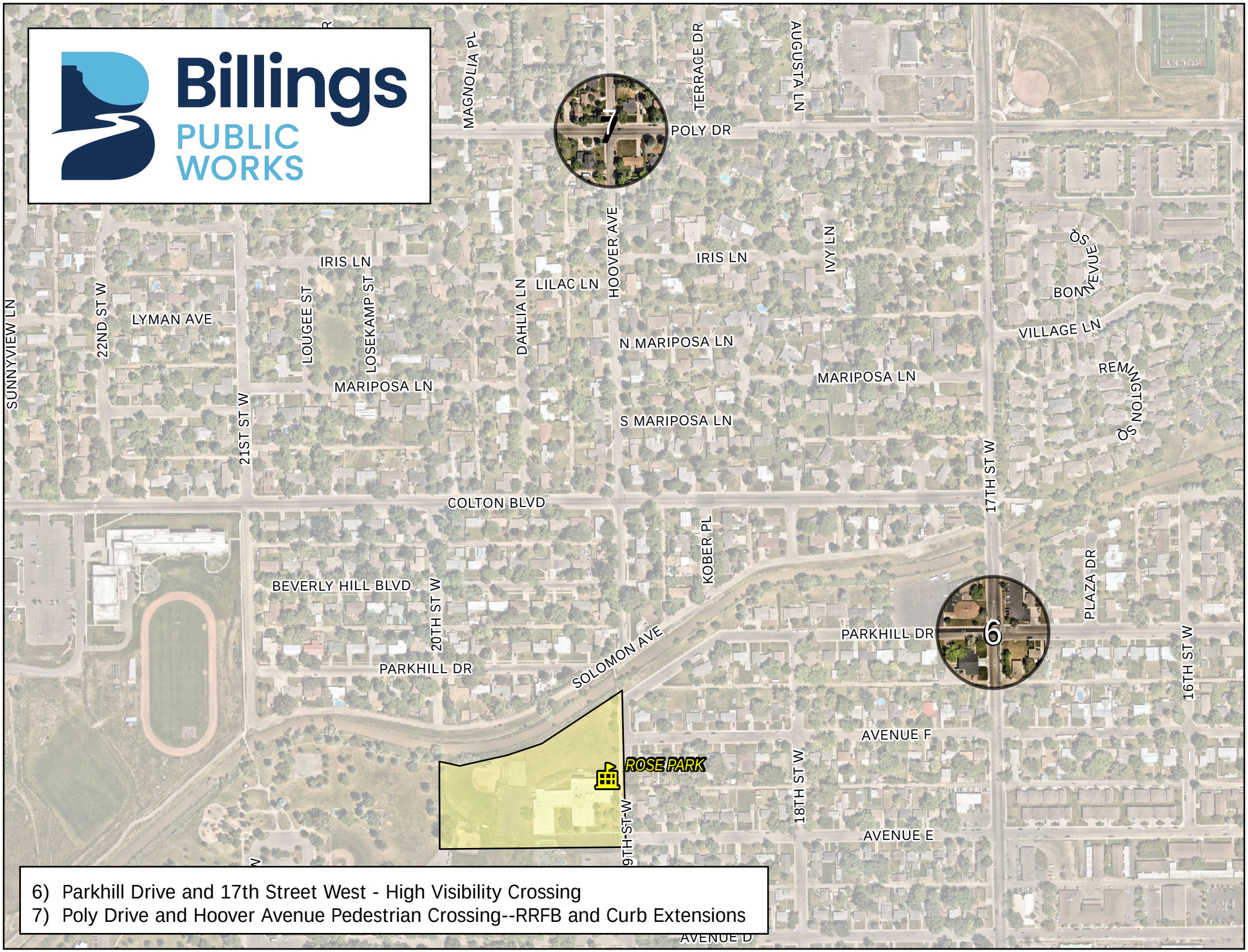
Scott Reiter
Executive Director of Facilities
Billings Public Schools
101 10th Street West
Billings, MT 59102


Billings
PUBLIC
WORKS
CENTRAL AVE
FRANCES AVE
ORCHARD
1
FRANCES AVE
MONROE ST
ADAMS ST
ROOSEVELT AVE
MADISON AVE
2
RIVERSIDE
ARDEN AVE
STATE AVE UNDERPASS
BRUCE AVE
STEPHENS LN
ARDEN AVE
MONARCH ST
VICEROY ST
BRUCE AVE
1
ORREL DR
JEFFERSON ST
1
VAUGHN LN
VAUGHN LN
KRATZ LN
LUX AVE
HALLOWELL LN
MITCHELL AVE
BYRD ST
BUNTING ST
FOOTE ST
MOREY ST
S BILLINGS BLVD
CALHOUN LN
ORCHARD LN
MITCHELL AVE
HILLVIEW LN
MORGAN AVE
1
MORGAN AVE
RUTH AVE
RYAN AVE
RYAN AVE
WASHINGTON ST
3
SIMPSON ST
NEWMAN
NEWMAN LN
JACKSON ST
PHILLIP ST
STONE ST
STONE ST
STEPHENS LN
MURPHY AVE
TOURNAMENT WAY
JANSMA AVE
1
KING AVE E
ARLINGTON DR
PONDEROSA
CAMBRIDGE DR
E SW
CHAMBERLAIN DR
MCDOUGALL DR
1) Jackson Street Pedestrian Crossings and Curb Extensions
2) Riverside School Zone Improvements
3) South Billings Boulevard School Crossing and Pedestrian Refuge Island


Billings
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4
W WICKS LN
NOTTINGHAM CIR
CASTLE ROCK
LAKEHILLS DR
NUTTER BLVD
GOVERNORS BLVD
REVOLUTION AVE
PAUL REVERE ST
VALLEY FORGE ST
REPUBLIC AVE
CENTENNIAL ST
TRENTON ST
FREEDOM AVE
DECLARATION AVE
YORKTOWN ST
MINUTEMAN ST
PATRIOT ST
BABCOCK BLVD
TOOLE CT
TOOLE CIR
KOOTENAI AVE
CONSTITUTION AVE
CAPRICORN PL
CALICO AVE
GINGER AVE
SENORA AVE
AQUARIUS PL
NEPTUNE BLVD
4
4
4) Governors Boulevard Intersection Improvements for Castle Rock School



5) Central Avenue and 24th Street West--High Visibility Crossing and Leading Pedestrian Interval



6) Parkhill Drive and 17th Street West - High Visibility Crossing
7) Poly Drive and Hoover Avenue Pedestrian Crossing--RRFB and Curb Extensions

TA Grant Application Projects
Summary Of Costs

1. Jackson Street	$317,625.00
2. Riverside School Zone	$283,250.00
3. South Billings Boulevard	$67,100.00
4. Governors Boulevard	$182,050.00
5. Central Ave & 24th Street West	$34,100.00
6. Parkhill Drive and 17th Street West	$23,100.00
7. Poly Drive and Hoover Avenue	$118,450.00
Total Construction Estimate	**$1,025,675.00**
15% Construction Contingency	$153,851.25
Inflation Contingency (4%)	$41,027.00
Total Construction Estimate, with Contingency	**$1,220,553.25**
Engineering Design, Construction Observation, Staking, and Administration (20%)	$244,110.65
MDT Indirect Cost (11.32% of Engineering & Construction Administration)	$27,633.33
Total, Engineering Cost	**$271,743.98**
Total Project Cost	**$1,492,297.23**
Local Match (13.42%)	$200,266.29
Federal Share (86.58%)	$1,292,030.94

	Total Cost of Phase	Federal Share (86.58%)	Local match (13.42%)	Additional Contribution
Preliminary Engineering (PE)	**$163,046.39**	**$141,165.56**	**$21,880.82**	**$0.00**
PE Local (100%)	$163,046.39	$141,165.56	$21,880.82	$0.00
Construction (CN)	**$1,220,553.25**	**$1,056,755.00**	**$163,798.25**	**$0.00**
Construction Engineering (CE)	**$108,697.59**	**$94,110.37**	**$14,587.22**	**$0.00**
CE Local (100%)	$108,697.59	$94,110.37	$14,587.22	$0.00
Right of Way (RW)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Incidental Construction (Utility Involvement) (IC)	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Total	**$1,492,297.23**	**$1,292,030.94**	**$200,266.29**	**$0.00**

1. Jackson Street

Pedestrian Crossings, High Visibility Crosswalks, Curb Extensions

	Unit	Qty	Unit Cost	Total Cost
General Requirements (Taxes, Bonds, Mob, etc.)	LS	1	$28,875.00	$28,875.00
Construction Traffic Control	LS	1	$15,000.00	$15,000.00
Remove Existing Surface and Utility Features (Per Intersection)	EA	5	$4,000.00	$20,000.00
Curb Extension Including ADA Ramp, Per Corner (Assumes 50 LF New Curb, 200 SF New Concrete, 2 ADA Ramps, and 4 Truncated Dome Panels)	EA	24	$6,500.00	$156,000.00
Storm Drain or Drainage Improvements (Per Intersection)	EA	5	$8,000.00	$40,000.00
Pre-Formed Thermo (White) (Per Crosswalk)	EA	11	$4,000.00	$44,000.00
New Sign(s), Post, and Foundation	EA	22	$625.00	$13,750.00

Construction Estimate - Jackson Street Curb Extensions	$317,625.00

2. Riverside School Zone

Streets Surrounding Riverside Middle School

	Unit	Qty	Unit Cost	Total Cost
General Requirements (Taxes, Bonds, Mob, etc.)	LS	1	$25,750.00	$25,750.00
Construction Traffic Control	LS	1	$15,000.00	$15,000.00
Madison Ave Traffic Calming	LS	1	$50,000.00	$50,000.00
Washington Street Traffic Calming	LS	1	$150,000.00	$150,000.00
School Zone Flasher	EA	4	$7,500.00	$30,000.00
New Sign(s), Post, Foundation	EA	20	$625.00	$12,500.00
Construction Estimate - Riverside Middle School - School Zone				$283,250.00

3. South Billings Boulevard
School Crossing and Pedestrian Refuge Island

	Unit	Qty	Unit Cost	Total Cost
General Requirements (Taxes, Bonds, Mob, etc.)	LS	1	$6,100.00	$6,100.00
Construction Traffic Control	LS	1	$15,000.00	$15,000.00
Remove / Sawcut Existing Surface and Utility Features	LS	1	$5,000.00	$5,000.00
Concrete Median (Pedestrian Refuge Island) (Includes Type A Median Curb, 3-in Median Cap, ADA Ramps, Delineators, Concrete Patching)	LS	1	$30,000.00	$30,000.00
Relocate Existing RRFB Assembly	EA	2	$1,500.00	$3,000.00
Pre-Formed Thermo (White) (Per Crosswalk)	EA	2	$4,000.00	$8,000.00
Construction Estimate - South Billings Boulevard				$67,100.00

4. Governors Boulevard

Intersection Improvements for Castlerock Middle School

	Unit	Qty	Unit Cost	Total Cost
General Requirements (Taxes, Bonds, Mob, etc.)	LS	1	$16,550.00	$16,550.00
Construction Traffic Control	LS	1	$20,000.00	$20,000.00
Remove / Sawcut Existing Surface and Utility Features (Per Intersection)	EA	3	$5,000.00	$15,000.00
Curb and Gutter	LF	900	$30.00	$27,000.00
Asphalt Restoration	SY	800	$50.00	$40,000.00
6-inch Concrete	SF	1,500	$15.00	$22,500.00
4-inch Concrete	SF	1,000	$12.00	$12,000.00
Landscape Restoration	LS	1	$5,000.00	$5,000.00
Pre-Formed Thermo (White) (Per Crosswalk)	EA	4	$6,000.00	$24,000.00
Construction Estimate - Governors Boulevard				$182,050.00

5. Central Ave & 24th Street West

High Visibility Crossing and Leading Pedestrian Interval

	Unit	Qty	Unit Cost	Total Cost
General Requirements (Taxes, Bonds, Mob, etc.)	LS	1	$3,100.00	$3,100.00
Construction Traffic Control	LS	1	$2,000.00	$2,000.00
Obliterate Existing Striping	LS	1	$5,000.00	$5,000.00
Pre-Formed Thermo (White) (Per Crosswalk)	EA	4	$6,000.00	$24,000.00
Construction Estimate - Central Ave & 24th Street West				$34,100.00

6. Parkhill Drive and 17th Street West
Pedestrian Crossing Enhancements

	Unit	Qty	Unit Cost	Total Cost
General Requirements (Taxes, Bonds, Mob, etc.)	LS	1	$2,100.00	$2,100.00
Construction Traffic Control	LS	1	$1,000.00	$1,000.00
Obliterate Existing Striping	LS	1	$4,000.00	$4,000.00
Pre-Formed Thermo (White) (Per Crosswalk)	EA	4	$4,000.00	$16,000.00
Construction Estimate - Parkhill Drive and 17th Street West				$23,100.00

7. Poly Drive and Hoover Avenue
Pedestrian Crossing Enhancements

	Unit	Qty	Unit Cost	Total Cost
General Requirements (Taxes, Bonds, Mob, etc.)	LS	1	$8,950.00	$8,950.00
Construction Traffic Control	LS	1	$5,000.00	$5,000.00
Remove / Sawcut Existing Surface and Utility Features	LS	1	$10,000.00	$10,000.00
Curb and Gutter	LF	300	$30.00	$9,000.00
Asphalt Restoration	SY	200	$50.00	$10,000.00
6-inch Concrete	SF	700	$15.00	$10,500.00
4-inch Concrete	SF	2,000	$12.00	$24,000.00
Landscape Restoration	LS	1	$5,000.00	$5,000.00
Pre-Formed Thermo (White) (Per Crosswalk)	EA	4	$4,000.00	$16,000.00
Intersection Lighting	LS	1	$20,000.00	$20,000.00
Construction Estimate - Poly Drive and Hoover Avenue				$118,450.00

Date:	06/12/2025
Title:	FY26 Unified Planning Work Program
Presented by:	Lora Mattox
Department:	Planning & Community Services
Presentation:	Yes

RECOMMENDATION

Staff recommends that the TAC approve the 2026 Unified Planning Work Program (UPWP) and recommend it to the Yellowstone County Board of Planning, Yellowstone County Board of County Commissioners, and City Council for final local approval. Final review will be held by the Policy Coordinating Committee (PCC) on July 22, 2025.

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

The Billings MPO (MPO) is presenting the draft 2026 Unified Planning Work Program (UPWP) for review and recommendation to the TAC and governing bodies. The UPWP is primarily for programming federal funds that Billings receives from the Federal Highway Administration (FHWA) for transportation planning and the Federal Transit Administration (FTA) for transit (MET) planning. These funds are passed through the Montana Department of Transportation (MDT). All transportation planning activities are included in the UPWP to represent a comprehensive document for the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2026, running from October 1, 2025, through September 30, 2026, and corresponds directly with the Planning Division's annual work plan.

This year the total PL allocation is $1,395,824, which the Planning Division proposes providing local matching funds which are required at a certain percentage per element (a total breakdown of funding is located in Table I Funding Summary on page 52 of the UPWP). Table 3 on page 53 outlines the percentage breakdown per element (note that some transportation planning elements are 100% PL funded). The Planning Division matches these funds through the County-wide Planning Mill levy and fees generated through city and county planning applications and processes. This year, with the allocation for staffing and transportation planning activities, the MPO is proposing using up to $1,271,500 in PL funding. The local match is $783,500 (Planning). The un-programmed PL funds will not be lost to the MPO; un-programmed PL funds are carried over and re-allocated to the MPO in a two-year timeframe. This means in FY28, the MPO could receive an additional $124,324 in PL funding.

Projects identified for this year's program include (detailed description of each project in the UPWP):

Under Element 300 -- Transportation System Data -- 100% PL

- Replacement and upgrade of traffic and trail counters as needed. The total cost budgeted for this is $15,000. Proposed by the MPO.
- Support the City of Billings Transportation Corridor Analysis Study by providing Travel Demand Modeling Support as needed. The total cost budgeted for this is $50,000. Proposed by the MPO.
- An update to the 2017 Household Travel Survey. This information assists in the development and upkeep of the Billings Travel Demand Model in preparation for the 2028 Long Range Transportation Plan Update. This data also is applicable as the City conducts the Transportation Corridor Analysis and as MET Transit continues to evaluate its routes and system. The total cost budgeted for this is $125,000. Proposed by the MPO.

Under Element 302 -- Planning Studies -- 60% PL/40% Local

- Feasibility and Planning Study -- Alkali Creek Trail Connection. This project is proposed by the MPO. This project is identified in the FY26-30 CIP and the 2016 Bikeways and Trail Master Plan. Trail alignment and planning level design work is needed for this project to be prepared for a future Transportation Alternatives Program grant or other funding opportunity. The Parks Department supports completion of this final connection between the trail segments in this area to enable users to remain on a park trail through the area. The total cost budgeted for this project is $30,000.
- Feasibility and Planning Study -- Coulson Park Connection. This project is proposed by the MPO. This project is identified in the FY26-30 CIP and the 2016 Bikeways and Trail Master Plan. Corridor analysis and planning level design work is needed for this project to be prepared for a future Transportation Alternatives Program grant or other funding opportunity. The Parks Department supports completion of this connection to provide access from the Downtown to Coulson Park as further park improvements are made to make Coulson more of a destination. The total cost budgeted for this project is $30,000.

The draft UPWP is being submitted by MPO staff using the most current information available on projects and funding. As discussions with the Board of County Commissioners and the City Council

continue, projects and funding allocations may be adjusted.

STAKEHOLDERS

The local review of the UPWP involves public discussion sessions, work sessions, and regular business meetings of the City Council, Yellowstone County Board of County Commissioners, and Yellowstone County Board of Planning (Planning Board). The Planning Board also conducts a legally advertised public hearing at one of its meetings to review the UPWP. The public can provide comments or questions at any of these meetings, as well as formal public testimony at the Planning Board. Below is a list of outreach associated with the development of the FY26 UPWP:

- MPO staff discussed the initial development of the UPWP with the Technical Advisory Committee on May 8 and encouraged City and County Public Works to review potential transportation planning studies or projects that could be beneficial in advancing future capital projects.
- City Public Works/Engineering suggested two corridor studies that support future CIP projects (discussed above).
- May 21, MPO staff met with the County Public Works staff. Discussion included a discussion on the types of projects the MPO can assist with. One area of interest is conducting intersection studies at predetermined locations. The MPO also suggested that after the Billings Bypass is completed, an update to the Lockwood Transportation Study could be completed. No specific projects were identified at this meeting.
- MPO staff attended the June 4 Board of County Commissioners meeting to discuss the meeting with County Public Works, discuss proposed MPO projects and continue a dialogue with the Commissioners.
- On June 11th, MPO staff along with City Public Works and MET Transit met with the Legislative and Local Affairs Committee members of the City Council. This opportunity provided a discussion with council representatives on proposed projects and dialogue on council goals.
- Other scheduled meetings include a City Council Work session on June 16. If needed, additional work sessions will be scheduled to continue discussions. MDT has directed MPO staff to provide its final draft to MDT for review on August 1, a month earlier than has been required in past years of the UPWP process. Efforts to further discuss and review the UPWP program process with the County Commission and City Council has been increased this cycle, but staff will further anticipate the schedule per MDT in future years to provide more time for review and discussion.

ALTERNATIVES

TAC may:
1. Approve the UPWP as drafted and give a positive recommendation to the governing bodies.
2. Make amendments to the program document, approve it, and give a positive recommendation to the governing bodies.
3. Reject the program and give a negative recommendation to the governing bodies. Rejection of the UPWP would conflict with the operations of the Billings MPO, lead to a significant reduction in funding for planning activities in Billings and Yellowstone County, and affect staff, resources, and future transportation planning processes and programs.

FISCAL EFFECTS

Approval of the 2026 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 estimated breakdown of funding sources for the FY 2026 UPWP is as follows:

- $274,000 Planning Dept. Fee Revenue (City of Billings)
- $170,000 Planning Dept. Fee Revenue (Yellowstone County)
- $668,000 County-Wide Planning Levy
- $1,395,824 Federal Planning (PL) Allocation

Total Local and Federal Program Funding (UPWP): $2,507,824

SUMMARY

Staff recommends the TAC approve the 2026 Unified Planning Work Program (UPWP) and forward it to the Yellowstone County Board of Planning, Yellowstone County Board of County Commissioners, and City Council for final approval. Approval of the UPWP grants access to federal funds for transportation planning, combining federal and local funds to support most planning work. Without approval, community planning resources would be

significantly reduced, limiting the management of transportation projects.

Attachments

Draft FY26 UPWP

Unified Planning Work Program (UPWP)

Federal Fiscal Year 2026

(October 1, 2025 – September 30, 2026)

Prepared by:

Billings Metropolitan Planning Organization

In cooperation with:

City of Billings, Montana

Yellowstone County, Montana

Yellowstone County Board of Planning

Montana Department of Transportation

Federal Highway Administration

Federal Transit Administration

DRAFT

Approved by:

TAC: June 2, 2025

Yellowstone County: July 8, 2025

Yellowstone County Board of Planning: July 8, 2025

City of Billings: July 14, 2025

MDT:

FHWA/FTA:

This report was prepared with funding support from the Federal Highway Administration and the Federal Transit Administration of the U.S. Department of Transportation, provided through the State Planning and Research Program (Section 505) or the Metropolitan Planning Program (Section 104(d)) under Title 23 of the U.S. Code. The work program follows the format outlined in Chapter 2, Part 4 of Federal Transit Administration (FTA) Circular 8100.1D. The content of this report does not necessarily represent the official views or policies of the U.S. Department of Transportation.

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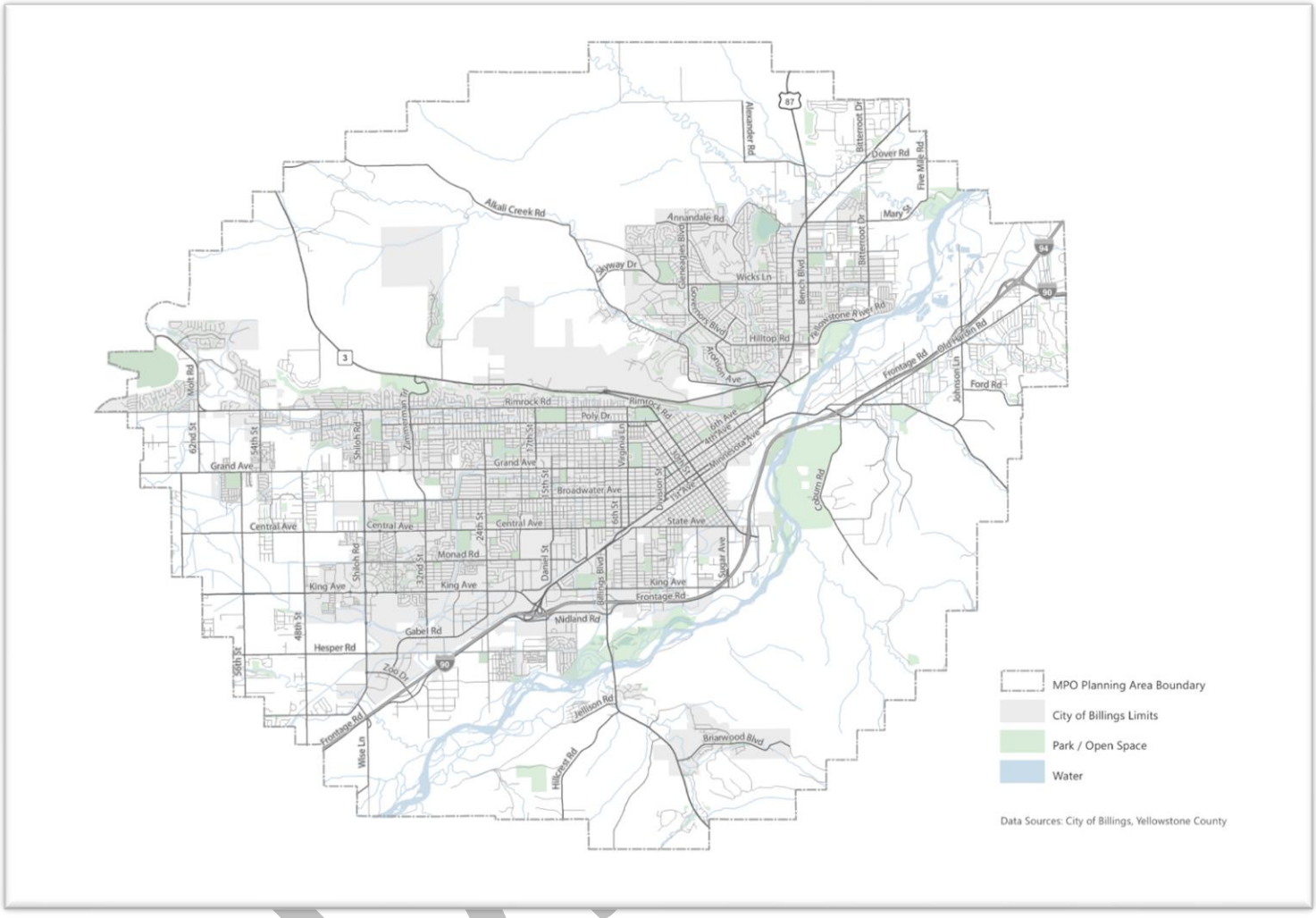
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Billings MPO Boundary



CHAPTER 1 – HIGHWAY

SECTION 1 – INTRODUCTION

ABBREVIATIONS & ACRONYMS USED IN THE WORK PROGRAM

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 Driver's 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

THE UNIFIED WORK PROGRAM AND ITS PURPOSE

The Unified Planning Work Program (UPWP) outlines transportation planning activities for the Billings Metropolitan area during the Federal Fiscal Year (FFY), which spans October 1 to September 30. The Yellowstone County Board of Plannings acting as the designated Metropolitan Planning Organization (MPO), is charged with the responsibility of administering the planning process. Each year, the Billings (MPO) prepares the UPWP for review and approval by local, state, and federal transportation authorities. The process begins with the Billings MPO Technical Advisory Committee, which conducts an initial review and provides a formal recommendation to the Yellowstone County Board of Planning, Billings City Council, and the Yellowstone Board of County Commissioners. These local agencies then submit their recommendations to the Policy Coordinating Committee (PCC), which gives final local approval before forwarding the UPWP to the Montana Department of Transportation (MDT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) for final authorization.

The UPWP includes work elements such as administration, public involvement, and long- and short-range planning. Each element outlines objectives, accomplishments from the previous fiscal year, and planned activities for the upcoming year. It also specifies the agency responsible, required resources, including staff hours, funding amounts, and sources, ensuring a comprehensive and transparent planning framework.

FEDERAL GUIDANCE

The Infrastructure Investment and Jobs Act (IIJA) was passed by Congress on November 15, 2021, authorizing funding for Federal transportation programs for federal fiscal years 2022-2026. The IIJA effectively replaced the Fixing America's Surface Transportation (FAST) Act and the prior infrastructure act Moving Ahead for Progress in the 21st Century (MAP-21) Act.

The IIJA retains FAST Act's ten planning factors. The MPO is required, per 23 USC 134(h)(1), to consider these factors when developing transportation plans, programs, and projects:

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 conversation, 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, people, and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

PERFORMANCE MEASURES

The passage of the Infrastructure Investment and Jobs Act (IIJA) reinforces the performance-based planning and programming framework established by MAP-21 and the FAST Act. A key feature of these acts, continued under the IIJA, is the development of a performance- and outcome-based federal-aid program. The MPO will monitor performance measures and report progress to committees, agencies, and the public.

The performance measures address national goal areas, including safety, infrastructure condition, congestion reduction, system reliability, freight movement, environmental sustainability, and minimizing delays in project delivery. Instead of setting independent performance measure targets for the Billings Metropolitan Planning Area, the Yellowstone County Board of Planning and the City of Billings Aviation and Transit adopted the state performance targets established by MDT. This agreement, developed in coordination with Montana MPOs, was formalized through a Cooperative Performance-Based Planning Agreement on May 14, 2018.

SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS (SATO)

IIJA/BIL requires an annual 2.5 percent of an MPO's PL allocation to be set aside for safe and accessible transportation options (SATO). The FY 26 set-aside is projected at $24,141. The MPO will program expenditures of the required set-aside in this year's projects. Those projects will be noted in the Work Program Elements. Note: PCC as a governing body has not formally adopted any policy outside the Federal Mandate for Alternative Modes. Any reference to Complete Streets in this document refers to the City of Billings only.

PUBLIC INVOLVEMENT

The development of the UPWP included multiple opportunities for public review and feedback, culminating in its adoption by the PCC. The MPO facilitated this process by hosting TAC UPWP meetings and posting the draft UPWP on its website for a two-week public review period. The PCC's adoption of the UPWP also took place in a public forum. Below are the outreach efforts and meetings where the public could provide input on the draft UPWP:

- Technical Advisory Committee (TAC): June 12, 2025
- UPWP Posted on MPO Website: June 16, 2025
- Yellowstone County Planning Board: July 8, 2025
- Yellowstone County Commissioners: July 8, 2025
- Billings City Council: July 14, 2025

Final approval of the FFY 2026 UPWP occurred during the PCC meeting on July 22, 2025.

Additionally, the MPO welcomed comments and addressed questions in person, by mail, email, and phone following the posting of the draft UPWP. Revisions to the document were made based on feedback received from MDT and the public.

SECTION 2 – WORK PROGRAM

PROGRAM SUPPORT AND ADMINISTRATION

100 Program Administration

Objectives

The role involves administering the transportation planning process and providing support to the Board of Planning, the City Council, and County Commissioners, and other boards and commissions in their decision-making activities related to transportation initiatives. Responsibilities include engaging in administrative and financial actions specific to transportation planning activities and effectively prioritizing those initiatives. Additionally, the position emphasizes enhancing staff skills and ensuring ongoing exposure to state-of-the-art practices and technologies in transportation planning, including relevant software. A key aspect of the role is maintaining contact with, providing input to, and receiving feedback from various local, state, and federal agencies, committees, and groups involved in transportation planning.

Accomplishments – Fiscal Year 2025

Conformance with federal, state, and local administrative and regulatory requirements, as well as maintenance of planning operations was achieved for FY25.

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. Staff also participate 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 of Billings Complete Streets Policy is ongoing with the continued collection of data to be incorporated into the City of Billings 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.

Proposed Activities - Fiscal Year 2026

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:

- Correspondence
- Public Relations
- Employee Guidance, Supervision, and Training
- Program Organization and Management
- Consultant Liaison Activities
- Staff Meetings
- Negotiations
- Preparation of Contracts
- Performance Monitoring
- Office Equipment Acquisition
- 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 had the ability to undertake a few neighborhood planning efforts this last year and will continue in this next year with the

initiation of the update to the Growth Policy, and land use plan for the newly opened Skyway Drive area. These projects have been identified with local funding.

PL Eligible Activities

The MPO plans to replace two staff computers in the upcoming fiscal year. This aligns with the city's strategic equipment replacement program, which outlines the scheduled replacement of computers and related equipment.

The MPO is proposing to have the current Transportation Planner, Elyse Monat, to complete the ITE Transportation Planning Certificate Program. This program is a professional development program offered by the Institute of Transportation Engineers (ITE). It is designed to enhance the knowledge and skills of transportation planners and engineers by providing comprehensive training in transportation planning principles, processes, and best practices. The program includes a series of online courses covering topics such as travel demand forecasting, land use and transportation integration, performance-based planning, and emerging technologies. Participants who complete the required coursework earn a certificate that demonstrates their proficiency and commitment to the field of transportation planning.

In addition, the MPO will:

- 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 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 IIJA 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 2026 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary.
- The Fiscal Year 2027 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 their 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.
- The Infrastructure Investment and Jobs Act (IIJA) will be reviewed so staff may become familiar with changes affecting the metropolitan planning process.
- 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

22 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 on 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 FY27 UPWP.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$295,900.00	$242,100.00	$538,000.00
TOTAL	$295,900.00	$242,100.00	$538,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$170,500.00	$139,500.00	$310,000.00
TOTAL	$170,500.00	$139,500.00	$310,000.00

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

** Two computer replacements - $7,500; ITE Transportation Planning Certificate Program - $800.

101 Service

Objectives

To facilitate the sharing of information and the exchange of ideas among planning agencies, the interested public, decision-makers, and other relevant departments, agencies, and organizations associated with the Billings MPO.

Accomplishments – Fiscal Year 2025

The planning staff engaged in a diverse range of service tasks. Their responsibilities included delivering presentations on roadways and alternative transportation, addressing citizen inquiries and complaints about streets, subdivision layouts, sight distances, zoning requests, and ensuring alignment with the 2024 Transportation Plan, the Billings Area Bikeway and Trails Master Plan, the City of Billings 2016 Growth Policy, the Lockwood Growth Policy, and various neighborhood and community plans.

Staff also provided transportation planning information to organizational and agency partners as needed for education and decision-making purposes. Additionally, they shared updates and insights with the community and stakeholders throughout the development of several planning initiatives.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- The Planner I positions will also be working within this element. These positions will provide transportation and related planning information to the general public and interested organizations.
- Planning Division and Transportation Planning staff continually look at ways to disseminate and provide information on transportation activities, social media posts addressing transportation safety, and upcoming events.

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

7 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.

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$32,500.00	$32,500.00	$65,000.00
TOTAL	$32,500.00	$32,500.00	$65,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$25,000.00	$25,000.00	$50,000.00
TOTAL	$25,000.00	$25,000.00	$50,000.00

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

102 Citizen Involvement

Objectives

To gather community input on values and goals while encouraging participation in the development of plans and projects.

Accomplishments – Fiscal Year 2025

Planning staff attended numerous meetings with service clubs, civic groups, and professional organizations to discuss various aspects of local planning. The Planning Board actively sought public input to review and gather feedback on a broad range of planning issues affecting both the City and County. Staff also participated in meetings of neighborhood task force organizations and advisory committees, responding to questions and addressing long-term planning topics, particularly those related to transportation projects and code enforcement concerns.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

- The City of Billings is undertaking the development of a Land Use Plan and Future Land Map to comply with the Montana Land Use Planning Act (LUPA). The LUPA legislation is aimed at fostering the well-being of Montana's residents by implementing comprehensive land use planning. Transportation will be very relevant to the development of the future land use map. Significant public outreach and engagement will be involved in this project. The MPO is proposing to allocate $5,000 of PL funding towards this activity to assist in public engagement. This project was kicked off in May of 2025 with the majority of the engagement beginning summer into spring of 2026.
- 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, 1st Avenue North reconstruction, Zoo Drive and several MPO projects. The MPO has several projects that will be completed and initiated this upcoming year including an update to the 2017 Household Travel Survey.
- 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 planning efforts this year and next, as part of its 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 2017 Household Travel Survey, MPO participation in the City of Billings Transportation Corridor Plan and the significant development of the Billings Comprehensive Plan. 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

9.5 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 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$51,000.00	$51,000.00	$102,000.00
TOTAL	$51,000.00	$51,000.00	$102,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$45,000.00	$45,000.00	$90,000.00
TOTAL	$45,000.00	$45,000.00	$90,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%. Includes $5,000 for public outreach and engagement activities associated with the City of Billings Land Use Plan and Future Land Use Map development.

GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

200 Community Planning

Objectives

The planning staff is responsible for maintaining accurate records and projections related to population, dwelling units, land use, employment data, and financial reports. They provide up-to-date information on the quantity of residential, commercial, industrial, and public land within the MPO and across the County. Staff analyze and summarize development trends, offering visual data and insights to the City Council, County Commission, Planning Board, and the public to support informed transportation and land-use decision-making. Additionally, they recommend actions to implement the goals, policies, and strategies outlined in the 2016 City of Billings and Lockwood Growth Policies and facilitate the implementation of the Long-Range Transportation Plan and related planning studies.

Ten Planning Factors Incorporated into the UPWP:

1. **Economic Vitality:** Support the metropolitan area's economic vitality by fostering global competitiveness, productivity, and efficiency.
2. **Safety:** Enhance the safety of transportation systems for both motorized and non-motorized users.
3. **Security:** Improve the security of transportation systems for all users.
4. **Accessibility and Mobility:** Increase accessibility and mobility for people and freight.
5. **Environmental Protection and Quality of Life:** Protect the environment, promote energy conservation, improve quality of life, and align transportation improvements with State and local growth, housing, and economic development plans.
6. **System Integration and Connectivity:** Improve the integration and connectivity of transportation systems across different modes for both people and freight.
7. **System Efficiency:** Promote efficient management and operation of transportation systems.
8. **Preservation:** Prioritize the preservation and maintenance of existing transportation systems.

9. **Resilience and Reliability:** Enhance the resilience and reliability of transportation systems while reducing or mitigating stormwater impacts from surface transportation.

10. **Travel and Tourism:** Support enhancements to travel and tourism through transportation initiatives.

Accomplishments – Fiscal Year 2025

Staff reviewed and analyzed the most current release of the 2019-2023 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 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 City of Billings Complete streets (excluding Yellowstone County) Progress Report every three years. This direction was outlined in the City of Billings Complete streets (excluding Yellowstone County) 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 City of Billings Complete streets (excluding Yellowstone County) 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.

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 resources, 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.

While not a part of PL funds, the City of Billings was awarded a Safe Streets for All (SS4A) grant from the US DOT. The Active Transportation Planner anticipates dedicating a significant amount of time to managing this grant, including coordinating a public education campaign about Safe Routes to School and helping to provide management for the implementation of Safe Routes to School projects.

Proposed Activities - Fiscal Year 2026
PL Eligible Activities

- In FY25, the MPO added an additional employee to the PL formula. In 2008, the recession forced the Planning Division to reorganize staffing and eliminated the Long Range/Neighborhood Planner position. Based on community and City Council goals, this position is needed to complete numerous neighborhood, subarea, and long-range plans. The funding structure is set at a 30-70 split, with 30 percent of the budget provided by the PL and the remaining 70 percent covered by local funding. This collaborative funding approach ensures that the Neighborhood Planner is well-resourced to address local needs while aligning with broader planning objectives. In May of 2025, the Planning Division successfully filled this position with Tate Johnson. Previously working the front lines for the Planning Division and processing numerous planning applications, Tate will be a great addition to the long-range planning activities. The Neighborhood Planner will play a crucial role in the MPO's transportation planning activities, including:
  - Community Engagement.
  - Data Collection and Analysis.
  - Assistance with the development of Transportation Plans.
- The web-based GIS software is compatible with available datasets and utilizes the existing data sets more effectively. The GIS software 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 2024 Long Range Transportation Plan Update, and to implement 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 a variety of long-range land use plans this upcoming year that all will include significant public involvement and engagement including as mentioned earlier.
- 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 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 2026, with 2020 Decennial Census data and the 2023 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

21.5 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, SBURD Master Plan, the 2024 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

FUNDING SCHEDULE - ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$104,400.00	$243,600.00	$348,000.00
TOTAL	$104,400.00	$243,600.00	$348,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$105,000.00	$245,000.00	$350,000.00
TOTAL	$105,000.00	$245,000.00	$350,000.00

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

204 Zoning Administration

Objectives

The planning staff is responsible for overseeing, interpreting, and enforcing current City and County zoning regulations. They ensure effective administration of these regulations while providing efficient service to elected officials and the public. Additionally, staff maintain up-to-date zoning and land use information for all zoned properties within the jurisdiction of the Billings Metropolitan Planning Organization, supporting long-range transportation planning studies, traffic analysis, and transportation projects.

Accomplishments – Fiscal Year 2025

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.

After 25 years of service, Nicole Cromwell, the City-County Zoning Coordinator, retired at the end of May. Nicole leaves very big shoes to fill.

Proposed Activities - Fiscal Year 2026

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. 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 2026 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, and by increasing safe and accessible transportation planning options Streets and Infill Policies.

STAFFING

15.5 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 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$42,000.00	$168,000.00	$210,000.00
TOTAL	$42,000.00	$168,000.00	$210,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	20	80	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$24,000.00	$96,000.00	$120,000.00
TOTAL	$24,000.00	$96,000.00	$120,000.00

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

205 Subdivision Administration

Objectives

The planning staff is responsible for maintaining current City and County subdivision regulations and updating them as needed to align with changes in State law. They ensure effective administration of these regulations, providing efficient service to developers, engineers, surveyors, elected officials, and the community. Staff work to minimize negative impacts of development on the community, ensuring that subdivisions are designed to be safe and sustainable. When subdivision applications are submitted, they evaluate traffic accessibility studies, general circulation data, and ensure conformity with the Functional Classification Map and elements of the Long-Range Transportation Plan. Additionally, they collect, manage, and apply subdivision development information to support long-range transportation planning activities for the MPO, including updates to the transportation plan and maintenance of traffic modeling inputs.

Accomplishments – Fiscal Year 2025

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, such as the 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 and contributes to the development of safe and accessible transportation options.

Proposed Activities - Fiscal Year 2026

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 2026 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

17 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.
- Accurately identified and reviewed the street segments proposed in the new subdivision to ensure their alignment with the designated road functional classifications as outlined in the 2023 Transportation Plan Functional Classification Map. This involved a thorough analysis to verify that each street segment meets the specific criteria and standards set forth in the plan, ensuring consistency with the broader transportation network and supporting the intended flow of traffic. The review process included cross-referencing proposed street layouts with the functional classification map, assessing potential impacts on traffic patterns, and confirming that the street segments will contribute to

an efficient and well-coordinated transportation system within the subdivision and its connection to existing infrastructure.

FUNDING SCHEDULE – SUBDIVISION ADMINISTRATION

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$63,900.00	$149,100.00	$213,000.00
TOTAL	$63,900.00	$149,100.00	$213,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$45,000.00	$105,000.00	$150,000.00
TOTAL	$45,000.00	$105,000.00	$150,000.00

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

LONG RANGE TRANSPORTATION PLANNING

300 Transportation System Data

Objectives

The planning staff is responsible for developing and maintaining current transportation system data files and records. They provide transportation planning and data information to City and County staff, elected officials, developers, engineering firms, and the general public to support informed decision-making and project development.

Accomplishments – Fiscal Year 2025

The traffic, trail and bike lane count programs for FY 2025 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. A couple of years ago, the MPO also took over collection and distribution of the data from the Lockwood sidewalk counters purchased through the Lockwood Pedestrian Safety District.

Proposed Activities - Fiscal Year 2026

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 FY2025. All traffic count data will be submitted to the MDT by February 1, 2026.
- 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 City

of Billings 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 FY26 Planning Studies as needed.
- 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.

Proposed Special Activities or Projects

Replacement and Upgrades to Traffic and Trail Counters

To support data-driven planning and performance measurement, the Billings Metropolitan Planning Organization (MPO) utilizes a network of traffic and trail counters to monitor bicycle and pedestrian activity across the region. As these devices age and technology evolves, many of the existing counters have become outdated, unreliable, or incompatible with newer data collection platforms. In response, the MPO proposes the replacement and necessary upgrades of its current counting equipment to ensure the continued accuracy, consistency, and usability of non-motorized traffic data.

Upgrading and replacing the counters will allow for better integration with current data platforms, improved remote access and maintenance, and more precise detection of different travel modes. This effort will also support year-round data collection with weather-resistant and automated systems that reduce manual labor and increase reliability.

Furthermore, high-quality count data is a critical asset in securing competitive state and federal funding. Many grant programs, including Transportation Alternatives, Safe Routes to School, and multimodal safety initiatives—require or strongly recommend supporting data that demonstrates community use and project justification.

Investing in modern, dependable traffic and trail counters will enhance the MPO's ability to make informed decisions, track progress toward mobility and safety goals, and advance a connected, efficient, and inclusive non-motorized transportation network for the Billings region.

The MPO is proposing allocating $15,000 towards the completion of this project.

Travel Demand Modeling Support for the Billings Transportation Corridor Plan

The City of Billings is in the process of developing a comprehensive Transportation Corridor Plan (TMP) to evaluate the existing roadway network and guide the future of transportation infrastructure across the metropolitan area. In support of this effort, the Billings Metropolitan Planning Organization (MPO) proposes the use of Planning (PL) funding to conduct advanced travel demand modeling. This modeling will serve as a critical analytical tool to assess how proposed roadway improvements and alternative development scenarios would impact travel patterns, traffic flow, and overall network performance.

The goal of the modeling effort is to provide data-driven insights that inform long-range transportation planning decisions, prioritize infrastructure investments, and ensure that the evolving transportation network meets the needs of a growing and changing population. By testing various roadway configurations and land use scenarios, the MPO will be able to forecast future conditions, identify potential congestion points, and evaluate the effectiveness of multimodal strategies, including public transit, bicycle, and pedestrian infrastructure.

The MPO plans to continue its successful partnership with Kittelson & Associates, a firm with extensive experience in transportation modeling and planning. Kittelson has previously supported the MPO with travel demand modeling tasks on an as-needed basis and is well-versed in the specific characteristics and needs of the Billings region. Their expertise will help ensure that the modeling is technically sound, consistent with best practices, and tailored to the unique challenges and opportunities facing the community.

This project represents a strategic use of federal planning resources to enhance the technical foundation of the Billings TMP, support scenario planning, and advance the development of a safe, efficient, and resilient transportation system for the region.

The MPO is proposing allocating $50,000 towards the completion of this project.

Billings MPO Household Travel Survey Update – Project Description

The Billings Metropolitan Planning Organization (MPO) is initiating an update to the 2017 Household Travel Survey to better understand current travel behavior and trends within the Billings urban area. This comprehensive survey will collect data on how, when, and why residents travel throughout the region, providing a critical foundation for transportation planning, modeling, and investment decisions.

The updated Household Travel Survey will incorporate contemporary data collection methods, including digital tools and mobile technology, to ensure broader participation and more accurate representation of daily travel patterns. The information gathered will include trip purposes, modes of travel, trip start and end times, and socio-demographic characteristics of participating households.

This effort is essential to support the development of future transportation plans, including the Billings Long Range Transportation Plan (LRTP), transit planning, corridor studies, and other transportation planning efforts. The updated survey will also help align transportation strategies with the changing needs of the community, promote equity in planning, and guide investments that improve mobility, safety, and accessibility for all users.

The Billings MPO is committed to a transparent and inclusive process, engaging stakeholders and the public throughout the survey's development and implementation phases. The updated data will be a vital tool in ensuring that transportation infrastructure and services continue to meet the needs of a growing and evolving region.

The MPO is proposing allocating $125,000 towards the completion of this project with $10,000 towards safe and accessible transportation options allocated to this project.

STAFFING
9.0 Staff Months – City/County Planning
11.0 Staff Months – City of Billings Engineering

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 (being updated as the Billings Area Pedestrian and Bicycle 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.
- The City of Billings is developing a Transportation Corridor Plan to evaluate the existing road network and various transportation elements. The Metropolitan Planning Organization (MPO) proposes using PL funding for travel demand modeling to analyze proposed roadway improvements or scenario planning. This modeling will help assess how the proposed roadways would function and their overall impact on the transportation network. The MPO has previously contracted with Kittelson & Associates for modeling assistance with transportation planning projects as needed.
- The proposed update to the 2017 Billings Metropolitan Planning Organization (MPO) Household Travel Survey aims to collect current and comprehensive travel behavior data from a representative sample of households within the Billings metropolitan area. This update will provide critical insights into daily travel patterns, mode choices, trip purposes, and household demographics, reflecting changes in population, land use, transportation infrastructure, and mobility trends since the original survey. The refreshed data will support transportation planning, travel demand modeling, and policy development to ensure an efficient, equitable, and future-ready regional transportation system. The updated survey will also incorporate technological advancements and best practices in data collection, including online and smartphone-based participation options, to improve accuracy and public engagement.

FUNDING SCHEDULE – TRANSPORTATION SYSTEM DATA

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$190,000.00	$0.00	$190,000.00
TOTAL	$190,000.00	$0.00	$190,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$390,000.00	$0.00	$390,000.00
TOTAL	$390,000.00	$0.00	$390,000.00

*The matching ratio is Federal PL--86.58% and State match-13.42%. **This Includes - $15,000 for Traffic Counters, $125,000 for an update to the 2017 Household Travel Survey (includes $15,000 towards Safe and Accessible Transportation Options), $50,000 for use of the Billings MPO Travel Demand Model for the Billings Transportation Corridor Plan.

301 Transportation Plan

Objectives

As part of its ongoing commitment to strategic, data-informed transportation planning, the Billings Metropolitan Planning Organization (MPO) will focus on implementing the goals and objectives outlined in the Billings Long Range Transportation Plan (LRTP). This implementation effort involves translating the vision of the LRTP into actionable strategies that guide policy development, project prioritization, and investment decisions across the urban transportation network. To effectively support this process, the MPO will also work to develop and maintain comprehensive, up-to-date datasets for the Billings urban area. These datasets are essential for monitoring key performance indicators, tracking system performance, and evaluating the continued validity and relevance of the LRTP over time. By collecting and analyzing data on travel behavior, traffic volumes, safety trends, system usage, and demographic shifts, the MPO can ensure that the transportation plan remains aligned with current conditions and future needs. This data-driven approach not only strengthens regional planning efforts but also enhances the MPO's ability to respond to emerging challenges, adapt to growth, and pursue targeted improvements that support a safe, efficient, and equitable transportation system for all users.

Accomplishments – Fiscal Year 2025

Staff implemented the 2023 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.

The Billings MPO successfully completed the audit and redesign of the project list in the 2023 LRTP, addressing the constructive recommendations provided by FHWA during the FHWA/MDT audit. Several inaccuracies were corrected, and the revised project list was restructured to improve clarity and ease of review. PL funds were effectively utilized to support this effort. In addition, the MPO updated its urban planning boundary in accordance with the 2020 Census review of the urbanized area. These updates were incorporated into a formal modification of the 2023 LRTP, ensuring compliance and enhancing the accuracy and usability of the document.

Trail Mobile Application

The Trail Mobile Application, originally created in 2019 to help residents and visitors easily navigate the bikeway and trail system, was updated to ensure continued compatibility with newer mobile devices and to enhance the user interface. Five years after its initial launch, the app was modernized to improve functionality and user experience.

Proposed Activities - Fiscal Year 2026
PL Eligible Activities

- Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.
- MPO Staff to meet recommendations from the 2024 Billings MPO FHWA/MDT Audit, will begin compiling a list of MPO processes to develop an internal handbook for MPO staff when implementing various transportation planning procedures.

STAFFING
15 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY
City/County Planning/MDT

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.
- An internal guidance document for MPO staff to undertake the various transportation planning processes.

FUNDING SCHEDULE – TRANSPORTATION PLAN

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$150,000.00	$0.00	$150,000.00
TOTAL	$150,000.00	$0.00	$150,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE			
AGENCY	**PL**	**LOCAL**	**TOTAL**
MPO	$200,000.00	$0.00	$200,000.00
TOTAL	$200,000.00	$0.00	$200,000.00

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

302 Planning Studies

Objectives

The planning staff develops and maintains up-to-date transportation system data files and records. They share this information with City and County staff, elected officials, developers, engineering firms, and the general public to facilitate informed decision-making and support project development.

Accomplishments – Fiscal Year 2025

During the FHWA/MDT audit of the Billings MPO, FHWA provided constructive recommendations on the project list in the 2023 LRTP, highlighting several inaccuracies and noting that the list was confusing to review. In response, the MPO used PL funds to audit and redesign the project list, ensuring accurate funding sources and listings. Additionally, the MPO updated its urban planning boundary to comply with the 2020 Census review of the urbanized area. These updates were incorporated into a modification of the 2023 LRTP to address the identified needs.

The update to the Billings Heights Neighborhood Plan was continued and completed. The plan included a significant MPO-led transportation element, incorporating accident and volume data, as well as considerations for neighborhood mobility, safety, and equity within the transportation system.

Projects will continue to be reviewed for future implementation in the City's CIP and the MPO's TIP.

Proposed Activities - Fiscal Year 2026

PL Eligible Activities

Proposed Special Activities or Projects

Alkali Creek Trail Connection – Feasibility and Planning Study

The Billings Metropolitan Planning Organization (MPO) consulted the City of Billings' Capital Improvement Plan (CIP) and there are several shared use path projects in the Planning Division's section. Several of these ideas are conceptual and need more evaluation of feasibility, definition of scope, and other planning-level pre-work to get them ready for a potential grant application. Grant opportunities come up yearly, but it is hard to complete the application in the allotted time if the groundwork is not laid when the application opens. Besides being listed in the City's CIP, this project is also listed in the 2016 Bikeways and Trail Master Plan.

The Project Narrative

The Alkali Creek Trail Connection connects two sections of existing shared use path. The path would be generally parallel to Airport Road and would run at least partially on private property. Right now, the only way to get between the two existing path segments is the sidewalk on Airport Road which is uncomfortable as it is close to fast moving traffic. The new connector would provide a safer and more pleasant route.

The MPO's project would start with discussions with the property owners to determine feasibility and move into developing a planning-level design and cost estimate, taking into consideration the terrain by the creek while developing a cost-effective plan. The MPO proposes allocating a budget of $30,000 to the completion of this feasibility and planning study.

Separately, Billings TrailNet donated funds for work on this project. Funds from Billings TrailNet are more flexible and could be used for developing and obtaining easements from the property owners as well as more in-depth design past the planning-level design.

Getting this project more shovel ready could help it qualify grants like the Recreational Trails Program Grant, Montana Trail Stewardship Grant, and/or Transportation Alternatives, as well as any other grants that come available.

Coulson Park Connection – Feasibility and Planning Study

The Billings Metropolitan Planning Organization (MPO) consulted the City of Billings' Capital Improvement Plan (CIP) and there are several shared use path projects in the Planning Division's section. Several of these ideas are conceptual and need more evaluation of feasibility, definition of scope, and other planning-level pre-work to get them ready for a potential grant application. Grant opportunities come up yearly, but it is hard to complete the application in the allotted time if the groundwork is not laid when the application opens. Besides being listed in the City's CIP, this project is also listed in the 2016 Bikeways and Trail Master Plan.

The Project Narrative

The Coulson Park Connection would provide a safer non-motorized connection to the Jim Dutcher Trail, Coulson Park, and the campgrounds in the area. Until the Stagecoach Trail is built, the Jim Dutcher Trail currently provides the only separated non-motorized connection between downtown Billings and the Billings Heights. Building the shared use path would require coordination with local businesses and possibly the railroad. Initial conversations with Phillips 66, one of the property owners in this area, have been positive.

The MPO's project would start with discussions with the property owners to determine feasibility and move into developing a planning-level design and cost estimate, taking into consideration options that provide a cost-effective plan. The MPO proposes allocating a budget of $30,000 to the completion of this feasibility and planning study.

Separately, Billings TrailNet donated funds for work on this project. Funds from Billings TrailNet are more flexible and could be used for developing and obtaining easements from the property owners as well as more in-depth design past the planning-level design.

Getting this project more shovel ready could help it qualify grants like the Recreational Trails Program Grant, Montana Trail Stewardship Grant, and/or Transportation Alternatives, as well as any other grants that come available.

STAFFING
11.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY
City/County Planning/MDT

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.
- A completed a corridor study for Monad Road between Daniel Street and Moore Lane. The study will provide transportation planning-level information to inform future infrastructure projects identified and approved in the City's FY26–30 Capital Improvement Plan (CIP).
- A completed a corridor study for Wicks Lane between Hawthorne Lane to Bitterroot Street. The study provided transportation planning-level information to inform future infrastructure projects identified and approved in the City's FY26–30 Capital Improvement Plan (CIP).

FUNDING SCHEDULE – PLANNING STUDIES

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$123,000.00	$82,000.00	$205,000.00
TOTAL	$123,000.00	$82,000.00	$205,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	60	40	100

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$192,000.00	$128,000.00	$320,000.00
TOTAL	$192,000.00	$128,000.00	$320,000.00

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

**Approximately $30,000 for the Alkali Creek Trail Connector Feasibility Study and $30,000 for a Coulson Park Connection Connector Feasibility Study (includes $10,000 towards Safe and Accessible Transportation Options)

TRANSPORTATION IMPROVEMENT PROGRAM

500 Transportation Improvement Program

Objectives

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

ACCOMPLISHMENTS - FISCAL YEAR 2025

At the time of the development of this UPWP, the MPO completed two TIP amendments and one Administrative Modification in FY25. These updates included updating projects, project costs and project timing. The last amendment was approved on April 15, 2025, by the Policy Coordinating Committee.

PROPOSED ACTIVITIES - FISCAL YEAR 2026

PL Eligible Activities

- The Transportation Improvement Program (TIP) will be evaluated and updated as needed. 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 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$30,000.00	$0.00	$30,000.00
TOTAL	$30,000.00	$0.00	$30,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$50,000.00	$0.00	$50,000.00
TOTAL	$50,000.00	$0.00	$50,000.00

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

SPECIAL PROJECTS

600 Environmental Considerations

Objectives

The Metropolitan Planning Organization (MPO) is responsible for maintaining up-to-date records of monitored air pollution levels and acquiring additional environmental data as needed within the Metropolitan Planning Area. Additionally, the MPO reviews proposed development projects and transportation system improvements to ensure they align with environmental considerations within its area of influence.

ACCOMPLISHMENTS - FISCAL YEAR 2025

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 collaborated 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 2026

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

1.5 Staff Months – City/County Planning

FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning

PRODUCT

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

FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$36,000.00	$0.00	$36,000.00
TOTAL	$36,000.00	$0.00	$36,000.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$25,000.00	$0.00	$25,000.00
TOTAL	$25,000.00	$0.00	$25,000.00

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

OTHER ACTIVITIES

700 Un-Programmed Funds

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

ACCOMPLISHMENTS - FISCAL YEAR 2025
N/A

PROPOSED ACTIVITIES - FISCAL YEAR 2026

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 2025

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$2,834.00	$118,350.00	$121,184.00
TOTAL	$2,834.00	$118,350.00	$121,184.00

DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	$220,324.00	$392,500.00	$612,824.00
TOTAL	$220,324.00	$392,500.00	$612,824.00

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

SECTION 3 – FUNDING

TABLE I
FUNDING SUMMARY
FEDERAL FISCAL YEAR 2026

WORK ELEMENT	FUNDING SOURCES FY 2026		
	PL*	LOCAL	EST. COST
100 Administration	$170,500.00	$139,500.00	$310,000.00
101 Service	$25,000.00	$25,000.00	$50,000.00
102 Citizen Involvement	$45,000.00	$45,000.00	$90,000.00
200 Community Planning	$105,000.00	$245,000.00	$350,000.00
204 Zoning	$24,000.00	$96,000.00	$120,000.00
205 Subdivision	$45,000.00	$105,000.00	$150,000.00
300 Transportation System	$390,000.00	$0.00	$390,000.00
301 Transportation Plan	$200,000.00	$0.00	$200,000.00
302 Planning Studies	$96,000.00	$64,000.00	$160,000.00
500 T.I.P.	$50,000.00	$0.00	$50,000.00
600 Environmental	$25,000.00	$0.00	$25,000.00
700 Un-Programmed Funds	$220,324.00	$392,500.00	$612,824.00
Totals	**$1,395,824**	**$1,112,000.00**	**$2,507,824**

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

TABLE II
FUNDING COMPARISONS

WORK ELEMENT	FY 2026 ESTIMATED COST	FY 2025 ESTIMATED COST
100 Administration	$310,000.00	$538,000.00
101 Service	$50,000.00	$65,000.00
102 Citizen Involvement	$90,000.00	$102,000.00
200 Community Planning	$350,000.00	$348,000.00
204 Zoning	$120,000.00	$210,000.00
205 Subdivision	$150,000.00	$213,000.00
300 Transportation System	$390,000.00	$190,000.00
301 Transportation Plan	$200,000.00	$150,000.00
302 Planning Studies	$160,000.00	$205,000.00
500 T.I.P.	$50,000.00	$30,000.00
600 Environmental	$25,000.00	$36,000.00
700 Un-Programmed Funds	$612,824.00	$121,184.00
TOTAL	**$2,507,824.00**	**$2,208,184.00**

TABLE III
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2026

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

TABLE IV
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2026

Work Element	Director-Friday	MPO Coord.-Mattox-Planner II	Planner I-Husman	Planning Manager-Vickers	Planner II (Trans)-Monat	Clerk-Berns	Planner II-Green	Planner I-Johnson	Planner I-Kelly	Zoning Coord.Planner II-Vacant	Planner I (Multi-Modal)-Vacant	Planner II (LRP)-Vac	Total M.M.
100	7	1.5	1.5	6	0.5	2	0.5	0.5	0.5	1	0.5	0.5	22
101	0.5	0	2	0	0	1.5	0.5	0.5	0.5	1	0	0.5	7
102	0.5	0	2	0.5	0.5	1.5	1	0.5	0.5	0	0.5	2	9.5
200	1.5	0	2	2	1	2	1	2	2	2	1	5	21.5
204	0	0	2	0.5	0	1	0.5	3	2	6	0	0.5	15.5
205	0	0	1.5	0.5	0	1	7.5	2	3	1	0	0.5	17
300	0	3	0	0.5	2	0.5	0	0	0	0	3	0	9
301	0.5	3	0	0.5	3	0.5	0	0	0	0	3	2	12.5
302	0.5	1.5	0	0.5	3	0.5	0	2.5	2.5	0	3	0	14
500	0.5	1	0	0	0.5	0.5	0	0	0	0	0	0	2.5
600	0	1	0	0	0.5	0	0	0	0	0	0	0	1.5
Total	11	11	11	11	11	11	11	11	11	11	11	11	132

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

WORK ELEMENT	CITY TRAF. TECHNICIAN
300	11
TOTAL	11

TABLE V
ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS
PLANNING ACTIVITY BY WORK ELEMENT FISCAL YEAR 2025

WORK ELEMENT	FY 2026 ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS PLANNING ACTIVTY ESTIMATE COST	FY 2025 ELIGIBLE SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS PLANNING ACTIVTY ESTIMATE COST
300 Transportation System Data	$ 15,000.00	
301 Transportation Plan	$ -	$ 10,000.00
302 Planning Studies	$ 10,000.00	$ 10,492.00
TOTAL	$ 25,000.00	$ 20,492.00

The 2.5% PL Funding set-aside for Alternative Modes Planning activities have a match ratio of 86.58% Federal Share/13.42% State Share and are eligible for 100% Federal Share in FFY2024 and FFY2025.

SECTION 4 – INDIRECT COST PLAN

Introduction

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

Identification of Costs

The costs are delineated below by type:

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

Allocation of Costs

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

An indirect cost rate of **9%** of the City and County's direct salaries and wages is proposed. The **9%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **55%** of the City and County's direct salaries and wages charged to each line item.

Funding Sources

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

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

Planning Dept. Fees (City of Billings)	$274,000
Planning Dept. Fees (Yellowstone Co.)	$170,000
Yellowstone County (Mill)	668,000
PL*	$1,395,824
TOTAL	$2,507,824

*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, 2025, through June 30, 2026. The calculated rate is applicable to the grant period, which is October 1, 2025, through September 30, 2026.

CHAPTER 2 – TRANSIT DIVISION

SECTION 1 – UNIFIED PLANNING WORK PROGRAM ELEMENTS

44.21.00 PROGRAM SUPPORT ADMINISTRATION

44.21.01 Administration

OBJECTIVE

The program aims to deliver comprehensive support through general administration and effective grant management, while also offering training to enhance transit planning activities.

ACCOMPLISHMENTS - FISCAL YEAR 2025

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 programmed, managed, revised, and closed grants from state and federal sources, as needed.

Staff prepared and submitted quarterly progress and expenditure reports to MDT to maintain federal and state funding support.

Staff attended training opportunities to enhance knowledge and skills, including the Spring Montana Transit Association conference focused on grant and budget guidance, American Public Transportation Association Marketing, Communications, and Customer Experience Workshop, Community Transportation Association of America Expo focused on training and system improvements, and other education opportunities and webinars on various safety and federal requirements.

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

Updated the Public Transit Agency Safety Plan for MET Transit for the required annual review; this included additional training program development for operator and dispatch

staff including focuses on transit employee assaults and de-escalation training. Submitted the newly required Safety Management System Report, including planning for future transit safety measures.

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

Staff updated the DBE Program Plan based on newly required Federal updates and prepared the DBE Program semi-annual reports to ensure continued attempts to meet DBE Program goals while planning capital purchases.

Updated the MET Transit Title VI and Public Participation Plans due April 1, 2025.

PROPOSED ACTIVITIES - FISCAL YEAR 2026

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

- Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain funding requirements.
- The FY2026 UPWP will be monitored and revised as necessary.
- Transit activities for the FY2027 UPWP 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.
- 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 the required Public Transit Agency

Safety Plan, including annual updates to the PTASP and Safety Management System Reports, as well as further research and development of best practices.

STAFFING

120.00 Asst. Transit Director Staff Hours

280.00 Transit Planner Staff Hours

120.00 Transit Operations Coordinator

40.00 Marketing and Outreach Coordinator Staff Hours

560.00 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 2025

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$9,538	$38,152	$47,690
TOTAL	**$9,538**	**$38,152**	**$47,690**

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$ 10,706	$42,825	$53,531
TOTAL	**$ 10,706**	**$42,825**	**$53,531**

44.24.00 SHORT RANGE TRANSPORTATION PLANNING

44.24.01 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 2025

Members of the transit division updated projections of future revenues and expenses and directed annual budget and financial resources analysis, including multi-year forecasts in response to changes to mill levy structure and funding sources.

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

Staff updated several fixed routes and bus stops previously implemented through the Transit Development Plan in response to needed and requested changes.

Staff tracked and compiled on-going ridership metrics by route and mode to support planning practices and updated cost of service rates with new routes and budget figures.

Staff completed the Request for Proposals process and awarded SRF Consulting, Inc. the contract to complete the Transit Financial Sustainability and Governance Study; Study meetings and research are still in progress.

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 continued evaluating approximately 450 designated bus stop locations for placement, bus stop amenities, and ADA requirements.

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,

City of Billings Annexation Committees, Bike and Pedestrian, West End and Heights Plan Steering Committees, Yellowstone County Health Improvement Planning Meeting, and Safe Routes to Schools. 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 2026

Functions necessary in support of future transit planning and development will be performed under this work element, including continuation of activities undertaken in FY2025. 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.
- Assess the feasibility of adding additional transfer locations, specifically in growing areas of the City, including the Heights and near the West End Reservoir locations.
- Assess feasibility of a rapid transit line to directly connect Heights, Downtown, and West End to decrease passenger travel time.
- Continue to analyze and evaluate current City and other area government practices for right of way requirements regarding future bus stop locations.
- 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.
- Continue research on feasibility of, and make recommendations for, additional technology conveniences for passengers, including 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, 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.

180.00 Asst. Transit Director Staff Hours

160.00 Transit Planner Staff Hours

120.00 Transit Operations Coordinator

80.00 Marketing and Outreach Coordinator Staff Hours

540.00 Total Staff Hours

PRODUCT

- Completed and approved Transit Financial Sustainability and Governance Study.
- Financial and capital analysis for future transit enhancements.
- Identification and assistance in implementation of future system modifications.
- Annual subscription to planning and scheduling software.

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

FUNDING SCHEDULE – FUTURE SERVICE EVALUATION AND ANALYSIS

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$43,400	$173,599	$216,999
TOTAL	**$43,400**	**$173,599**	**$216,999**

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$15,302	$61,208	$76,510
TOTAL	**$15,302**	**$61,208**	**$76,510**

**The 2026 amounts figure above includes $22,500 for planning software and $54,010 budgeted for staff hours.

44.24.02 Current Service Enhancement

OBJECTIVE

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

ACCOMPLISHMENTS FISCAL YEAR 2025

Staff continued implementation of expanded marketing programs, including outreach to various community groups, education institutions, and public events.

Completed the integration with Apple Maps in addition to previous integration with Google Maps.

Continued to develop the internal advertising program, by exploring additional amenity opportunities to support transit operations, as well as opportunities for capital support.

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

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

Developed and implemented fixed-route service, including routes and schedules in the Downtown core due to the City's conversion of 1-way streets to 2-way streets.

Developed FY2025 APC Maintenance Plan update, due to mandatory sampling year.

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 ridership, safety, and operational data, 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 2026

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 FY2025. 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 bus 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.
- Enhance 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.
- Collect and analyze ridership data from automatic passenger counters hardware and software.
- Continue to sample manual ridership on all bus routes to ensure data reporting is correct and consistent; FY2026 is a mandatory sampling year for passenger miles traveled (PMT).
- 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 staffing levels.
- Maintain monthly ridership figures and summary figures for effective decision-making and 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

200.00 Asst. Transit Director Staff Hours
240.00 Transit Planner Staff Hours
60.00 Transit Operations Coordinator
95.60 Marketing and Outreach Coordinator Staff Hours

595.60 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- Information relating to potential enhancements to existing service and system with newly designed website.
- Recommendations for immediate improvements.
- Analysis of current system functions.
- Budget alternatives.

FUNDING SCHEDULE – CURRENT SERVICE ENHANCEMENTS

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$18,817	$75,268	$94,085
TOTAL	**$18,817**	**$75,268**	**$94,085**

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$16,260	$65,040	$81,300
TOTAL	**$16,260**	**$65,040**	**$81,300**

**The 2026 amounts figure above includes $22,500 for planning software and $58,800 budgeted for staff hours.

44.25.00 TRANSPORTATION IMPROVEMENT PROGRAM

44.25.01 Transportation Improvement Program

OBJECTIVE

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

ACCOMPLISHMENTS FISCAL YEAR 2025

Developed Transit specific data for a TIP/STIP update for the new five-year document, 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.

Completed TIP amendments; attended and participated in MPO meetings.

PROPOSED ACTIVITIES FISCAL YEAR 2026

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 the ability to obtain federal Sections 5307, 5310, 5339, and other applicable grants

STAFFING

32.00 Asst. Transit Director Staff Hours

32.00 Transit Planner Staff Hours

64.00 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 – Transportation Improvement Program

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$1,526	$6,103	$7,629
TOTAL	**$1,526**	**$6,103**	**$7,629**

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$1,395	$5,578	$6,973
TOTAL	**$1,395**	**$5,578**	**$6,973**

44.26.12 COORDINATION ON NON-EMERGENCY HUMAN SERVICE TRANSPORTATION

44.26.12 Coordination of Non-Emergency Human Service Transportation

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.

ACCOMPLISHMENTS FISCAL YEAR 2025

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 the financial and operational functioning of paratransit services, including a contractual agreement with Adult Resource Alliance. MET staff worked with Alliance staff regarding certifications of clients to ensure program sustainability.

Staff monitored procedures and policies involving ADA accessible fixed-route service and other accessibility features/requirements and updated with relevant findings, including updates to the Paratransit and Dispatch Handbooks.

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.

PROPOSED ACTIVITIES FISCAL YEAR 2026

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.
- Staff will continue to evaluate each bus stop for ADA compliance and suggest improvements based on priority of needs and funding availability, as outlined in 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, and 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.
- Analyze and recommend improvements to current scheduling practices, including more advanced use of available technologies to expand availability of services to seniors and low-income groups.
- Continue 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

160.00 Asst. Transit Director Staff Hours
100.00 Transit Planner Staff Hours
120.00 Transit Operations Coordinator
80.00 Marketing and Outreach Coordinator Staff Hours

460.00 Total Staff Hours

FUNCTIONAL AGENCY RESPONSIBILITY

City of Billings Transit Division – MET Transit

PRODUCT

- Continued community consensus and support of City of Billings methods for addressing 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 (COORDINATION OF NON-EMERGENCY HUMAN SERVICE TRANSPORTATION)

FUNDS PROGRAMMED - FISCAL YEAR 2025

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$8,572	$34,289	$42,861
TOTAL	**$8,572**	**$34,289**	**$42,861**

FUNDS PROGRAMMED - FISCAL YEAR 2026

FUNDING SOURCE

AGENCY	LOCAL	FTA	TOTAL
MET	$9,261	$37,043	$46,304
TOTAL	**$9,261**	**$37,043**	**$46,304**

SECTION 2 – FUNDING SUMMARY

FEDERAL FISCAL YEAR 2026

WORK ELEMENT	FUNDING SOURCES FY 2026			STAFF HOURS
	LOCAL	FTA	EST.COST	
44.21.01 Administration				
Staff Hours	$10,706	$42,825	$53,531	560.00
44.24.01 Future Service				
Staff Hours	$10,802	$43,208	$54,010	540.00
Planning Software	$4,500	$18,000	$22,500	
44.24.02 Current Service				
Staff Hours	$11,760	$47,040	$58,800	595.60
Planning Software	$4,500	$18,000	$22,500	
44.25.01 T.I.P.				
Staff Hours	$1,395	$5,578	$6,973	64.00
44.26.12 Coordination of Non- Emergency Human Service Transportation				
Staff Hours	$9,261	$37,043	$46,304	460.00
TOTAL	**$52,924**	**$211,694**	**$264,618**	**2,219.60**

ALLOCATION OF COSTS

Expenditures identified include direct costs, benefits at the rate of 73% of direct salary or wages, and indirect costs at the rate of 11% of direct salary or wages.

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

CHAPTER 3 – APPENDIX

APPENDIX A

PUBLIC COMMENTS RECEIVED