

ADMINISTRATIVE MEETING

February 3, 2016

4:00 p.m. to 6:00 p.m.

Room 326

AGENDA

1. **Call to order, introductions, opening comments**
2. **January 6, 2016 Administrative Meeting summary**
3. **Commission comments, questions**
 - Upcoming appointments
4. **City Manager's Report**
5. **Department discussions**
 - Administrative Services**
 - Mid-Year Review
 - **Consensus Direction to Manager:**
 - Community Development**
 - Sign Ordinance Update
 - **Consensus Direction to Manager:**
 - Public Works**
 - a) Preliminary 5311 Grant Budgets
 - b) Preliminary Coordination Plan
 - c) CTAC Capital Recommendations
 - d) CTAC TransAde Recommendations
 - **Consensus Direction to Manager:**
6. **Committee discussions**
 - a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns
– Mayor Jim Smith
 - b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Transportation Coordinating Committee
– Commissioner Dan Ellison
 - c) ADA Compliance Committee, Audit Committee, City-County Parks Board , Civic Center Board
– Commissioner Rob Farris-Olsen
 - d) Board of Adjustment, City-County Administration Building (CCAB), Non-Motorized Travel Advisory Board, Transportation Coordinating Committee
– Commissioner Andres Haladay
 - e) Business Improvement District/Helena Parking Commission ,Montana Business Assistance Connection, Public Art Committee
– Commissioner Ed Noonan
 - f) Helena Citizens Council
7. **Review of agenda for February 8, 2016 Commission meeting**
8. **Public comment**
9. **Commission discussion and direction to City Manager**
10. **Adjourn**

City of Helena, Montana

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Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623

City of Helena, Montana

DATE: January 25, 2016

TO: Ron Alles, City Manager

FROM: Robert Ricker, Budget Manager 
Via: Glenn Jorgenson, Administrative Services Director 

SUBJECT: Fiscal Year 2016 Mid-Year Budget Review

Budget Review Process:

The City's budget components are continuously reviewed throughout the year. Each department is responsible for managing and monitoring their own budget to ensure adherence to the legally adopted budget. In addition to these departmental reviews, the Budget Office periodically reviews major budget areas throughout the year and contacts departments whenever potential concerns are found. Appropriate actions, usually a budget amendment or an accounting adjusting entry, are initiated whenever necessary.

Mid-Year Review:

A comprehensive budget review is performed near mid-year by the Budget Office. This budget review includes analysis of the current budget status and projection of trends and expectations through the end of the fiscal year as best can be determined with available data. Departments are solicited for feedback on areas of potential concern and any other questionable areas departments may know of. Although the process cannot catch all budget management challenges, the review does provide for detection of more obvious or predictable concerns.

Findings:

Aside from the relatively minor exceptions noted below, the fiscal year 2016 mid-year review shows no major areas of concern. City operations are proceeding routinely as expected and are anticipated to stay within bottom line budget parameters. A summary of findings is as follows.

PERSONAL SERVICES: Generally, personal services expenses are on track at mid-year and are projected to remain within original budget parameters aside from the following possible exception.

Urban Wildlife: A small overrun is anticipated by year-end in the range of \$4,000 - \$7,000 depending on the number of deer culls completed. The budget has historically been established at a level to handle a small base number of deer culls. In the event more deer culls are made than can be covered in the established budget, an amendment is required to cover the additional cost. It is anticipated that the budget shortfall will be covered by savings within other Police divisions within the General Fund.

Public Works Administration: A small overrun is expected due to a \$3,000 moving expense stipend provided for the in-coming director that was not budgeted for. The department will try covering those expenses from savings in other lines. In the event savings are inadequate to cover the entire overrun, a request for General Fund contingency funds will be submitted.

City of Helena, Montana

Water Utility Maintenance: Payout costs of slightly more than \$23,000 plus benefits for the retirement of a long-term employee (27 years) may cause an overrun by year-end. However, the department expects that vacancy savings and/or savings in other areas of the budget will cover the payout costs.

Transfer Station: Due to payout costs from the retirement of a long-term employee (31 years), a small overrun of approximately \$5,500 may occur by year-end. Vacancy savings and/or savings in other areas of the budget are expected to cover most if not all the payout costs. The department also projects revenues will be slightly higher than budgeted which can be another source to cover the projected overrun.

Trolley Bus: A small overrun is expected when operations pick up in the spring. Savings in other lines together with additional revenues from program rentals are expected to be more than adequate to cover the additional costs.

East Valley Grant: A small overrun of less than \$4,000 is anticipated for this transit program. The expected overrun is attributed to the additional hours charged to the program by fill-in drivers when regular drivers are sick or go on vacation. Although there are some additional hours budgeted for such situations, the amount will be insufficient to cover all those costs. Additional hours will need to be budgeted for in the future to handle these needs of the program.

M&O

In the course of any budget year some line items end up with a budget surplus while others show a budget overrun. This is normal and is the nature of the budget plan and predicting estimated costs and usage versus the actual costs and requirements to maintain operations.

There were line items found in various departments that appeared might cause budget concerns by fiscal year-end on an individual line item basis. However, in almost all cases, as confirmed with each department, the analyses have shown either no anticipated budget problem by year-end or that possible line item budget overruns would be covered with savings from other lines within department bottom line (legal) budget authority. Exceptions are as follows.

Police (911): In FY 2015, the Computer/Telecommunication Equipment line (3063) was expected at mid-year to exceed budget by year-end due to a software installation/upgrade (Mobiletrak/PMDC Replacement) for the department's mobile data terminals that are installed in the vehicles. This project was budgeted to be completed in two phases. Half were budgeted for in FY 2015 with the other half expected to be completed in FY 2016. At mid-year of FY 2015, it was then expected that both halves would be completed which would cause the line to exceed its budget by approximately \$35,000. Later that year it was determined that the project would be done as originally anticipated which allowed the line to remain within its budget for FY 2015. However, the budget for the second half of the project was not established for FY 2016. The project was completed in October 2015 which has caused the line to exceed budget. A budget amendment will be submitted to cover the costs of the second phase of the planned project.

GENERAL FUND REVENUES

General Fund revenues are looking to be on track and are anticipated to come in very close to original projections in all major areas.

OTHER FUND REVENUES

Revenues in funds other than the General Fund are looking to come in at or above projected levels assuming no significant changes in trends. The Public Works utilities funds (Streets, Water, Wastewater, Solid Waste and Transfer Station/Recycling) are all projected to meet or exceed their budgeted revenues due predominantly to budgets being set based on rates in effect at the time budgets were adopted. Rate increases later adopted for those funds in August will help to bring in revenues at a slightly higher level than budgeted for those funds.

CONTINUING REVIEWS

The Budget Office will continue to monitor department budgets throughout the remainder of the fiscal year in order to determine if projections or budget conditions have changed. Any significant changes will be discussed with the appropriate department and, where necessary, possible courses of action will be determined and conveyed to the City Manager.

MEMORANDUM

January 29, 2016

TO: Sharon Haugen, Community Development Director
FROM: Thomas J. Jodoin, City Attorney
SUBJECT: R-O (Residential-Office) zoning district “on-premises” sign requirement

QUESTION POSED

May the City require that signage in the R-O (Residential-Office) zoning district only advertise the name, address, and services offered on the premises?

SHORT ANSWER

No. The limitation that signs in the R-O (Residential-Office) zoning district only advertise the name, address, and services offered on the premises is an unconstitutional, content-based regulation of speech and is not narrowly tailored to serve a compelling state interest.

DISCUSSION

Section 11-23-10, Helena City Code, contains the substantive sign regulations for the various zoning districts within the city of Helena. Property in the R-O (Residential-Office) zoning district is permitted to have freestanding, awning, wall, and marquee signage. Freestanding signs may not exceed 18’ in height and the total aggregate square footage of all signage on the property may not exceed forty (40) square feet. The signage in the R-O (Residential-Office) zoning district may only advertise “the name, address, and services offered by professionals and services allowed.” Further, “directional signs” and “temporary signs” are allowed without a permit as a matter of right.

Section 11-23-9(B), HCC, also prohibits “off-premises” signs in the City. “Off-premises signs” are defined as “A sign, other than a billboard, which does not advertise the use of the property on which it is located.” For practical purposes, the limitation on signs in the R-O district is a restriction against “off-premises” signs. This memo analyzes that concept.

Planned Parenthood of Montana has filed a zoning violation complaint alleging that property at 1510 Cannon Street has erected a sign that is in violation of §11-23-10, HCC. Specifically, the sign “has a political message” and does not advertise only the name, address, and services offered by professionals and services.

The sign at issue is a “freestanding” sign that is approximately 10’-12’ in overall height and 20-24 square feet in sign area. The sign depicts a woman cradling an infant with the phrase “Motherhood – A Gift” along the top and “For Help Call 1-800-712-HELP (4357).” A photograph of the sign is attached as Exhibit “A.”

Based upon the holding of *Reed v. Gilbert*¹, I conclude that limiting the signage in the R-O (Residential-Office) zoning district, or citywide for that matter, to only advertise “on the premises” goods and services is an unconstitutional, content-based regulation of speech and is not narrowly tailored to serve a compelling state interest. This “strict scrutiny” bar is almost insurmountable because, under federal case law, the “strict scrutiny” analysis presumes that the regulation is unconstitutional. In these cases the government bears the burden of proof to show that the regulation serves a compelling governmental interest and that such regulation is narrowly tailored to achieve that interest.

Even before *Reed*, the Court, in *Metromedia, Inc. v. City of San Diego*, held that the on-premises/off-premises distinction is only available for commercial signs, and should be avoided for noncommercial signage since all noncommercial signage would “advertise” a subject that is not related to the use of the property.

Assuming that the regulation of signage for aesthetic purposes is a compelling state interest, the limitation that signs only contain a message related to the uses of the property on which the signs are located is not narrowly tailored to serve that interest. The regulation infringes on protected free speech without actually accomplishing the ostensible goals since various other “exempt” signs are allowed on the property.

Under §11-23-9(A), HCC, various “exempt” signs are listed. These are signs that are allowed by right and require no permit from the City in order to be erected or placed on a property. Relevant to the sign at issue in Planned Parenthood’s complaint, two categories of exempt signs appear to be relevant: “noncommercial signs” and “temporary signs” that “advertise community, civic, or other public interest-oriented activities sponsored by religious, civic, charitable or fraternal organizations.”

“Noncommercial signs” are signs that “express an idea, an aim, an aspiration, a purpose, or a viewpoint.” Under §11-23-9(A)(12), HCC, noncommercial signs are exempt from permitting requirements. There do not appear to be any specific or substantive regulation as to type, size, or number of noncommercial signs that may be placed on a property. To complicate the matter, noncommercial signs are also listed under §11-23-9(C), HCC, which detail the substantive regulations for various “temporary signs.” Under that subsection (8), signs “that are noncommercial or advertise community, civic, or other public interest-oriented activities sponsored by religious, civic, charitable or fraternal organizations” are restricted to be only five square feet in area, 30” tall, and must be removed within five days of the event or activity to which they relate.

¹ For a more in-depth analysis of the facts and holding of *Reed*, see the accompanying opinion regarding the City’s sign regulations as a whole.

Clearly, one can see the practical inconsistencies in the City's sign regulations. By including "noncommercial" signs as "temporary" signage and prohibiting "off-premises" signage entirely, the City has effectively prohibited noncommercial speech that does not relate to a specific event or activity. And, as *Reed* has held, there is likely no reason for distinguishing on the basis of the message of the sign. Given such an inconsistency and unequal treatment between commercial and noncommercial speech, I am not comfortable that the on-premises requirement of the R-O zoning district, is "narrowly tailored" to serve a compelling state interest.

At the end of the day, the only way to determine what regulation governs the placement of the sign at issue in this case is to determine the content of the sign. In order to avoid that impermissible content based regulation, it is my conclusion that the sign at issue is not permit exempt and must comply with the underlying district sign regulations. Thus, the property owner must obtain a permit to place the instant sign on the property. The sign must comply with the size restrictions of the R-O (Residential-Office) zoning district. At the present time, the sign appears to comply with the size restrictions of the district, but the City will need to conduct a formal analysis of an application for a sign permit that indicates the dimensions of the sign as well as construction materials and methods to determine compliance with applicable building codes.

EXHIBIT "A"





City of Helena

DATE RECEIVED:

RECEIVED

JAN 07 2016

City Comm. Dev. Dept.

CITY OF HELENA

ZONING VIOLATION COMPLAINT FORM

Complainant Name:

Planned Parenthood of Montana

Address:

1500 Cannon St. Helena MT 59601

Primary Phone #:

406-422-1237

Date of Complaint: 12/28/2015

Address of the Property with Violation: 1510 Cannon St. Helena MT 59601

Description of zoning violation, including date first noticed, names of persons or business responsible, if known:

Sign Code 11-23-10 R-0 and PLI Districts

Sign was political message

Does not advertise only the name, address and services offered by professionals and services

(See attached picture)

I understand that making a written false statement that I do not believe to be true constitutes the offense of unsworn falsification to authorities under §45-7-203, MCA.

Signature of Complainant

1-4-16

Date

Send to: Community Development Department
316 North Park Avenue, Room 445
Helena, MT 59623

MEMORANDUM

January 28, 2016

TO: Ron Alles, City Manager
Sharon Haugen, Community Development Director

FROM: Thomas J. Jodoin, City Attorney

SUBJECT: Legal issues with Sign Ordinance

On June 18, 2015 the United States Supreme Court decided *Reed v. Town of Gilbert Arizona*. I believe the facts and holding of that case directly affect the City of Helena's ability to enforce its current sign regulations found in Title 11, Chapter 23 of Helena City Code. This memo summarizes the facts and holdings of *Reed*, discusses similar provisions in our existing City Code, and suggests general changes to our code to comport with the holding of *Reed*.

I. FACTS AND HOLDING OF *REED*

A. FACTS: The Town of Gilbert, Arizona, had a comprehensive sign code that, among other restrictions, prohibited displaying certain outdoor signs without a permit. The sign regulations exempted other similar outdoor signs from the permit requirement ("exempt signs"). Specifically, relevant to *Reed* were three categories of exempt signs: "Ideological Signs," "Political Signs," and "Temporary Directional Signs."

"Temporary Directional Signs" were defined as "signs directing the public to a church or other "qualifying event." "Temporary Directional Signs" had the most stringent restrictions of the various permit exempt signs. Only four (4) six square-foot signs could be placed on a single property at any time, and the signs could only be displayed for 12 hours before the "qualifying event" and for one hour thereafter. "Ideological Signs" were signs that "communicate a message or idea" and do not fit any other category. They may be up to 20 square feet and are not restricted as to placement or time. "Political Signs" were defined as signs "designed to influence the outcome of an election" and may be up to 32 square feet and may only be displayed during an "election season."

Clyde Reed was the Pastor of the Good News Community Church in Gilbert, Arizona. The church used small, temporary signs to invite and direct the community to its services that were held in various temporary locations in and near Gilbert. Every Saturday morning the church posted signs that contained the name of the church and the time and location of the next service. The church removed the signs around midday Sunday.

Gilbert cited the church for exceeding the time limits proscribed for displaying "Temporary Directional Signs" and for failing to include an event date on the signs. The church eventually brought suit in federal court claiming that Gilbert's sign code abridged their freedom of speech.

B. HOLDING: The Supreme Court held that Gilbert’s sign regulations were unconstitutional, content-based regulations of speech and were not narrowly tailored to serve a compelling state interest.

The Court’s conclusion is clear. Gilbert’s sign code is content based on its face. The sign regulations defined various categories of signs based on their messages and then subjected each category to a different and illogical restriction. To determine the appropriate regulation, Gilbert needed to read the content of the sign. Thus, the regulations were content based and were presumed to be unconstitutional. In such cases, the government bears the burden of proving the regulations were narrowly tailored to serve a compelling government interest (so called “strict scrutiny”).

The Court concluded that Gilbert’s sign code was inconsistent and underinclusive with respect to its stated purpose of the regulations. The Court was quite blunt:

“Assuming the Town has a compelling interest in preserving its aesthetic appeal and traffic safety, the Code’s distinctions are highly underinclusive. The Town cannot claim that placing strict limits on temporary directional signs is necessary to beautify the Town when other types of signs create the same problem. Nor has it shown that temporary directional signs pose a greater threat to public safety than ideological or political signs.”

Allowing “ideological signs” and “political signs” that were larger and contained no restrictions as to number of signs, locations, or duration meant that the restrictions on “temporary directional signs” could not have accomplished the stated goals of preserving aesthetic appeal and traffic safety. *See Exhibit 1.*

Government can still regulate signs based on criteria that have nothing to do with the signs’ messages. Regulation of size, building materials, lighting, moving parts, portability, and luminosity are content-neutral regulations that are narrowly tailored to serve a significant governmental interest. The rationale of aesthetics, traffic safety, and public safety are all significant government interests that can be regulated by narrow regulations of size, materials, and lighting of signage.

II. APPLICATION OF *REED* TO CITY OF HELENA’S SIGN REGULATIONS

While the Court was very clear in its holding, the logical reasoning appears to be inconsistent. The case had four separate concurring opinions. There is no doubt that that Gilbert’s permit-exempt sign regulations were inconsistent and made no practical sense. In fact, Justice Kagan, who concurred with the result of the majority, noted that the Gilbert sign distinctions did “not pass strict scrutiny, or intermediate scrutiny, or even the laugh test.”

A. PERMIT EXEMPT SIGNAGE: With respect to various permit-exempt signs that were at issue in *Reed*, Helena’s sign regulations found in the Helena City Code at Title 11, Chapter 23, are similar. Virtually every sign ordinance in cities and towns across the nation contains some variation of the same “permit exempt” sign concept. Section 11-23-9(A) contains thirteen various “exempt signs” that may be displayed without a permit from the City. Those exempt signs and their respective restrictions are:

- House numbers, resident’s names, street names, and signs less than 4 square feet that warn against danger or trespass.
- Home occupation signs, unlighted, not exceeding 2 square feet.
- Memorial signs or tablets erected by historical agencies at recognized historical buildings or sites.
- Special occasion lawn signs that do not exceed 20 square feet in area and 7 feet in overall height and that are “constructed into creative and artistic shapes, such as clowns and animals.” Such signs can only announce events such as a new baby, birthday, wedding, or anniversary. Can only be on the property for 3 days.
- Window signs.
- Signs on windows that designate the name and professional occupation of the person having an office at the location. Maximum of 4 square feet.
- Nameplates on a building that designate the name and professional occupation of the person having an office at the location. Maximum 2 square feet.
- “Special permitted” signs that have received exemption from permitting for display on public property of temporary signs for up to 30 day or 90 days for civic fundraising projects.
- Entrance and exit directional signs that do not have logo identification that do not exceed 6 square feet and 4 feet in height.
- Awning signs erected on the side of a building.
- Ghost signs.
- Noncommercial signs [subject to specific time and size restrictions of “temporary signs” in 11-23-9(C)].
- Temporary signs that advertise real estate or subdivisions; community, civic, or other public interest oriented activities sponsored by religious, civic, charitable or fraternal organizations; and construction information signs. Cannot be more than 5 square feet or 30 inches in height and must be removed within 5 days of the “event or activity to which they relate.”

With respect to the various permit-exempt sign regulations found in §11-23-9, HCC, I believe they are unconstitutional for the same facts and reasons stated in *Reed*. Because each category is defined by the message of the sign and because of the illogical treatment of the various permit-exempt signs,

I do not believe the City's permit exempt sign regulations pass strict scrutiny. The City's sign regulations, like those in Gilbert, struggle to even pass the "laugh test."

"Noncommercial signs" are defined as signs that "express an idea, an aim, an aspiration, a purpose, or a viewpoint." Under §11-23-9(A)(12), HCC, noncommercial signs are exempt from permitting requirements. There do not appear to be any specific or substantive regulation as to type, size, or number of noncommercial signs that may be placed on a property. Thus, they would be subject to the size and type sign regulations for the zoning district in which they are placed.

However, noncommercial signs are also listed under §11-23-9(C), HCC, which details the substantive regulations for various "temporary signs." Under that subsection (8) signs "that are noncommercial or advertise community, civic, or other public interest-oriented activities sponsored by religious, civic, charitable or fraternal organizations" are restricted to be only five square feet in area, 30" tall, and must be removed within five days of the event or activity to which they relate. At this juncture, staff cannot determine which "noncommercial" definition to use. Using the more restrictive regulations requires engaging content-based regulation. Using the non-restrictive definition of noncommercial signs results in no substantive regulation as to sign type and size other than the substantive regulation of the zoning district where the sign is located. Accordingly, it is unclear whether a "noncommercial sign" can be, for example 6' tall in the R-1 zoning district, or only 30" tall.

As an example to further highlight the incongruity of the City's permit exempt sign regulations: a resident could put a "special occasion lawn sign" announcing the return of a family member who has served an overseas tour of duty on his/her property. That sign can be erected without permit and be 20 square feet in area and 7 feet in height and be in place for only three days. Yet a sign that advertises community, civic, or other public interest-oriented activities sponsored by religious, civic, charitable or fraternal organizations can only be 5 square feet in area and 30 inches tall. The disparate treatment of the larger "special occasion lawn signs" and smaller "noncommercial signs" does not appear to be a narrowly tailored regulation for purposes of accomplishing the goal of "[achieving] the proper relationship of signs to their environment, enhance the outward appearance of the community as a whole, secure pedestrian and vehicular safety and preserve the historic aspects of the city."

B. UNRESOLVED ISSUES: ON-PREMISES/OFF-PREMISES SIGNS, BILLBOARD SIGNS, AND GHOST SIGNS: As I briefly mentioned above, the Court's ruling had four separate concurring opinions. The reason for this split appears to be a disagreement over the logic and extent of the holding. The split creates confusion regarding other categories of signs, specifically the distinction between "on-premises" and "off-premises" signs.

While the unanimous majority held that distinctions that required reading the face of the sign were an unconstitutional regulation of free speech, some of the concurring opinions seem to erode that logic. As an example, Justice Alito's concurrence specifically approves of distinctions between on-premises and off-premises signs as valid content-neutral distinctions. However, this does not fit with the theory that if the government has to read the face of the sign to determine the applicable

regulation, it is a content-based regulation. Obviously, the City must read the content of a sign to determine whether it advertises the use of the property on which the sign is located. This seems to be exactly the type of regulation the majority opinion concluded was invalid. The support for the distinction may lie in the argument that a prohibition against “off-premises” signs is a “place” regulation. Nevertheless, the message or content of the sign has to be determined in order to know whether the sign is in the right “place.” For practical purposes, it is worth asking: What is the goal of the disallowing off-premise signage? With blanket content neutral regulations on the structure/type, number, and size of signage, is there a compelling government interest in prohibiting off-premises signage? Is the “outward appearance of the community as a whole” enhanced by regulating the message of the sign? Given a few of the inconsistencies discussed below I conclude the answer to that question is no.

Consider “billboard signs.” By their very definition they are “off-premises” signs:

A sign larger than two hundred fifty (250) square feet in area which is designed to advertise products, services, or businesses not located on the premises on which the sign is located. A sign shall not be considered a "billboard" unless the sign is designed with a surface on which temporary poster panels or painted bulletin panels are mounted for the purpose of conveying a visual advertising message. [Emphasis added]

The fact that billboard signs are permitted when off-premises signs are not allowed further erodes the legal stability of the City’s sign regulations and makes the regulations difficult, at best, to enforce. Billboards are allowed in the B-2, CLM, and M-I zoning districts. Billboard signs can be up to 30 feet tall and may be either 300 square feet in area and 24 feet in width or 600 square feet in area and 48 feet in length, depending on whether they are located in the interstate corridor. I do not believe the City can justify the prohibition of off-premises signs yet allow billboard signs of up to 600 square feet. This is not a hypothetical exercise. Van’s Thriftway located on Euclid Avenue is not permitted to erect signs that advertise businesses not located on their property. Yet only two blocks to the west, properties on both sides of Euclid Avenue have billboard signs that advertise businesses (or contain a message) that are not located on the property.

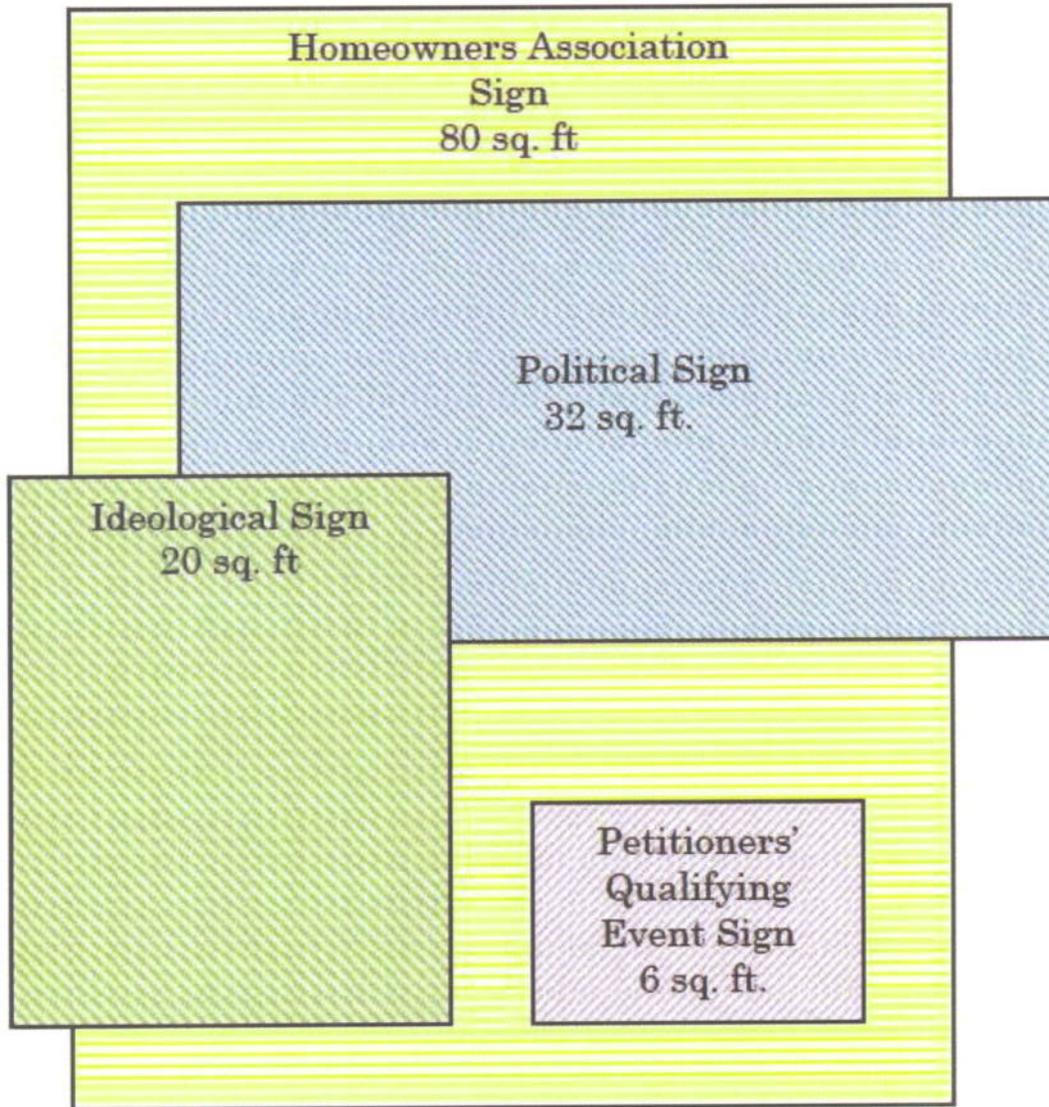
At risk of “piling on,” it is worth noting that “ghost signs” are exempt from permit requirements and are not subject to any size restriction. The very definition of “ghost signs” includes another variant of “off-premises” signage. A “ghost sign” is “a sign, painted upon the façade of a building, that is in excess of 50 years old and which generally advertises an extinct business.” The permission of “ghost signs” clearly falls within the intent to “preserve the historic aspects of the City.” However, the allowance of “ghost signs” casts a specter of doubt upon the City’s ability to say that off-premises wall signage is not allowed. The rationale for prohibiting “off-premises” signs is eroded by the conflicting goals. I have doubts that the City’s sign prohibition against “off-premises” signs would be found to be “narrowly tailored,” given such inconsistencies.

To be clear, prior case law has upheld the on-premise/off-premise distinction. That precedent has not been overruled by the majority opinion. However, given the legal implications of *Reed*, as well as the practical enforcement problems and logical inconsistencies, it is my recommendation that the

City take a look at adopting some form of regulatory framework that is entirely content-neutral. Such an ordinance would only regulate type/structure, size, number, and potentially, duration of signs. Given limited City enforcement resources, an enforceable regulatory structure is critical.

EXHIBIT "A"

TOWN OF GILBERT—PERMIT EXEMPT SIGN SIZES





MEMORANDUM

TO: Randall Camp, Public Works Director
FROM: Steve Larson, HATS Supervisor
Phil Hauck, Assistant Public Works Director
DATE: January 29, 2016
SUBJECT: Fiscal Year 2017 Transit Budget Assumptions

Staff is seeking guidance from the Commission on the assumptions that staff should use in developing the FY17 transit preliminary budget. Listed below are the initial assumptions staff has used for revenues, personnel, operating, and capital budgets in the HATS, East Valley and Head Start budgets. The draft budgets are attached. Staff will make any Commission approved changes after the February 3rd work session. These grant budgets are due to the Montana Department of Transportation by March 1, 2015 **(Please keep in mind that this is just the budget for grant submittal purposes to show how we intend to spend all of the 5311 grant allocation)**. The Commission will be able to adjust this budget as needed throughout the normal City budget process.

FUND 580 - HATS REVENUES:

- Operating 5311 funding grant: We have been informed that the grant will be \$690,229 for FY 2017. The 5311 grant last year was \$717,117. This is a decrease of \$16,888.
- The 5311 grant is assumed to be split between HATS (90%) and East Valley (10%) similar to last year's allocation split.
- The FY17 TransAde grant is assumed to continue in the amount of \$50,513.
- HATS transit fares and advertising revenues are projected to remain fairly constant. No increase/decrease in fares was assumed.
- The FY17 General Fund contribution is shown at \$375,000. This amount was increased by \$75,000 in FY16.
- The FY17 County Contribution is shown at \$37,500. FY16 was the first year the county considered contributing to meet the goals of the Transit Development Plan and the implementation of the new fixed routes.
- No cash donations or in-kind contributions are anticipated.

FUND 580 - HATS PERSONNEL:

- Cost of Living (COLA) was estimated at .0 % (Budget Office preliminary estimate).
- PERS retirement percentage was increased 1.21% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 7% (Budget Office preliminary estimate).
- Vision/Dental was increased 3% (Budget Office preliminary estimate).
- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Salaries were budgeted to allow for the addition of one additional fixed route. The salaries will fund two fixed route buses that operate on a 75 minute schedule from 7:00 a.m. - 6:00 p.m. (an additional hour ½ per day is budgeted to allow for maintenance of buses.) and three Curb-to-Curb buses from 6:30 a.m. - 5:30 p.m. (an additional hour ½ per day is budgeted to allow for maintenance of buses.).

FUND 580 - HATS OPERATIONS:

- Supplies and Materials are projected to increase \$1,650 mostly due to adding \$3,000 for uniforms for all drivers. Staff has been waiting until the re-naming of HATS was decided/implemented before investing in uniforms.
- Purchased Services are projected to decrease by \$141,032 from the FY16 budget. \$112,500 was included in line item 3099 to explore how the ADA para-transit demand could be reduced to allow for the start-up of a second fixed route. Another \$40,000 was added to line item 3099 during FY16 to complete the ADA bus stop assessment. Janitorial Services were moved from supplies & materials to 3099 for FY17.
- Intra-City Charges are projected to increase \$50,617 based on having two fixed routes. Intra-city charges include fuel, repairs, tires, & outside repairs.
- Fixed Costs are projected to increase slightly to pay tax bill special assessments.
- Internal Charges are projected to decrease \$3,439. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 580 - HATS CAPITAL:

- We have requested \$300,000 for ADA bus stop improvements but will pursue grants and other opportunities to accomplish the necessary improvements.
- Request for one 12 passenger (6 wheel-chair) new ADA Para-transit bus (\$19,800). This amount reflects up to a 20% match requirement and not the full cost of a bus.

FUND 580- HATS CASH FLOW:

- The FY17 projected budget shows that HATS expenditures will exceed revenues by \$300,834 and capital reserves will drop to \$134,243. The reason for expenditures exceeding revenues is due to requesting \$300,000 for ADA bus stop improvements. Operationally, the budget is balanced if all revenue sources are realized.
- 100% of the 5311 grant award is projected to be spent.
- The total budgeted request of the additional fixed route is \$108,531.

FUND 581 - EAST VALLEY REVENUES:

- The Lewis & Clark County contribution to the East Valley bus is shown at \$53,010. This is \$9,510 higher than the FY16 contribution of \$43,500.
- The City of East Helena contribution is shown at \$3,990. This is \$490 higher than the FY16 contribution of \$3,500.
- East Valley transit fares and advertising revenues are projected to increase slightly. No increase/decrease in fares was assumed.

FUND 581 - EAST VALLEY PERSONNEL:

- Cost of Living (COLA) was estimated at .0 % (Budget Office preliminary estimate).

- PERS retirement percentage was increased 1.21% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 7% (Budget Office preliminary estimate).
- Vision/Dental was increased 3% (Budget Office preliminary estimate).
- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Salaries were budgeted to allow for one East Valley bus serving East Helena and the unincorporated East Valley area, operating on an hourly route for eight hours each day our operation is open (an additional hour ½ per day is budgeted to allow for maintenance of buses).
- No changes to the existing service such as a commuter route were contemplated in these budget numbers. This option could be discussed and the expenditure impacts evaluated if desired.

FUND 581 - EAST VALLEY OPERATIONS:

- Supplies and Materials are projected to remain unchanged.
- Purchased Services are projected to increase \$1,640 mostly due to the paying 10% of the overall projected cost for janitorial services at the Transit Facility.
- Intra-City Charges are projected to increase \$3,550 due to fuel usage estimates.
- Internal Charges are projected to decrease \$75. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 581 - EAST VALLEY CAPITAL:

- No capital purchases are anticipated in FY17. However, the East Valley Bus is scheduled for replacement in FY18 and the County has historically provided the needed matching funds.

FUND 581 - EAST VALLEY CASH FLOW:

- The East Valley Cash Flow is essentially balanced using all of the above assumptions. The FY17 projected ending operating reserve balance is \$9,802. The optimum operating reserve for this type of fund is approximately 1/12 of the total operating expenditures or \$11,235 (\$134,814/12).
- The East Valley fund is projected to use \$69,023 (10%) of the 5311 grant funds available to the City.
- 100% of the 5311 grant award is projected to be spent.

FUND 582 - HEAD START REVENUES:

- It is assumed that Rocky Mountain Development Council (RMDC) Head Start will cover 100% of their costs to the City of Helena.

FUND 582 - HEAD START PERSONNEL:

- Cost of Living (COLA) was estimated at .0 % (Budget Office preliminary estimate).
- PERS retirement percentage was increased 1.21% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 7% (Budget Office preliminary estimate).

- Vision/Dental was increased 3% (Budget Office preliminary estimate).
- Worker's compensation, liability insurance and fidelity insurance rates were based on budget office estimates.
- Worker's Compensation rates were based on budget office estimates.
- RMDC does not believe there will any additional staff or route reductions this year.

FUND 582 - HEAD START OPERATIONS:

- Supplies and Materials and Purchased Services are projected to remain virtually unchanged.
- Intra-City charges are projected to decrease \$887 due to reduced fuel usage and lower costs projected for repairs/parts.
- Internal Charges are projected to decrease \$79. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 582 - HEAD START CAPITAL:

- No capital purchases are anticipated.

FUND 582 - HEAD START CASH FLOW:

- This cash flow should always be balanced due to Head Start paying for 100% of the costs of operating this program.

Helena Area Transit Srvc

Fund: 580

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

Revenues

Taxes	-	-	-	-	-
Special Assessments	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-
License & Permits	-	-	-	-	-
Intergovernmental Revenues	-	778,270	724,907	756,907	810,337
Charges For Services	-	56,340	69,000	69,000	69,000
Intra-City Revenues	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-
Investment Earnings	-	423	250	250	1,000
Other Financing Sources / (Uses)	-	2,578	500	500	3,500
Other Operating Revenues	-	837,611	794,657	826,657	883,837
Internal Service Revenues	-	-	-	-	-
Interfund Transfers In	-	300,000	375,000	375,000	375,000
Internal Transactions	-	300,000	375,000	375,000	375,000
Long-Term Debt	-	-	-	-	-
Total Revenues	-	1,137,611	1,169,657	1,201,657	1,258,837

Expenditures

Personal Services	-	565,079	580,436	580,436	580,436	693,370
Supplies & Materials	-	7,652	26,850	26,850	14,850	16,500
Purchased Services	-	39,441	211,357	250,252	150,857	109,220
Intra-City Charges	-	94,828	131,500	131,500	107,500	159,117
Fixed Costs & Subsidies	-	54,724	1,500	1,500	1,590	1,625
Maintenance & Operating	-	196,645	371,207	410,102	274,797	286,462
Internal Charges	-	200,252	168,920	168,920	168,920	165,481
Transfers Out	-	-	-	-	-	-
Internal Transactions	-	200,252	168,920	168,920	168,920	165,481
Debt Service	-	-	-	-	-	-
Capital Outlay	-	16,184	60,980	154,215	154,215	319,800
Debt & Capital	-	16,184	60,980	154,215	154,215	319,800
Total Expenditures	-	978,160	1,181,543	1,313,673	1,178,368	1,465,113

Revenues Over (Under) Expenditures

	-	159,451	(11,886)	(112,016)	80,469	(305,334)
Beginning Cash Balance - July 1	-	-	450,051	450,051	450,051	530,520
Other Cash Sources / (Uses)	-	290,600	-	-	-	-
Ending Cash Balance - June 30	-	450,051	438,165	338,035	530,520	225,186

Unreserved Balance
Reserved
Ending Cash Balance - June 30

	-	-	-	-	-	-
	-	450,051	438,165	338,035	530,520	225,186
	-	450,051	438,165	338,035	530,520	225,186

Reserves Detail:

Operating Reserves (1 month)	80,165	93,380	95,443	95,443	95,443	95,443
Capital Reserves	(80,165)	356,671	342,722	242,592	435,077	129,743

Helena Area Transit Svc

Fund: **580**

	FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget	
			Adopted	Amended	Projected		
3000000 Revenues							
3300000 Intergovernmental Revenues							
3313001	F.T.A. Grant-Operating	-	686,575	636,405	636,405	689,205	621,206
	621,206						
	Award = \$690,229 * 90%						
	Shelter Award = \$52,800						
	621,206						
3313302	New Freedom Grant	-	30,846	-	-	-	-
3319900	Misc Federal Grants	-	-	5,310	37,310	37,310	5,310
3353000	State Aid to Transportation	-	-	-	-	-	-
3353200	Transade Grant	-	50,311	45,692	45,692	46,322	50,513
3370300	County Contributions	-	-	37,500	37,500	37,500	37,500
3300000	Total Intergovernmental Revenues	-	778,270	724,907	756,907	810,337	714,529
3400000 Charges For Services							
3448001	Transit Fares-HATS	-	50,265	62,500	62,500	62,500	62,500
3448004	Advertising-HATS	-	6,075	6,500	6,500	6,500	6,500
3400000	Total Charges For Services	-	56,340	69,000	69,000	69,000	69,000
3670000 Investment Earnings							
3670000	Interest Earnings	-	423	250	250	1,000	750
3670000	Total Interest Earnings	-	423	250	250	1,000	750
3800000 Other Financing Sources / (Uses)							
3610000	Other Revenues	-	508	500	500	3,500	500
3821000	Sale of Fixed Assets	-	2,070	-	-	-	-
3800000	Total Other Financing Sources / (Uses)	-	2,578	500	500	3,500	500
SUBTOTAL - OPERATING REVENUE		-	837,611	794,657	826,657	883,837	784,779
3830000 Interfund Transfers In							
3830100	Transfer In from 100 - General Fund	-	300,000	300,000	300,000	300,000	300,000
	Helena Area Transit Svc Operations Support	-	-	75,000	75,000	75,000	75,000
	Helena Area Transit Svc Operational Change	-	-	-	-	-	-
	Support Transfer In Subtotal	-	300,000	375,000	375,000	375,000	375,000
3830000	Total Interfund Transfers In	-	300,000	375,000	375,000	375,000	375,000
TOTAL REVENUE		-	1,137,611	1,169,657	1,201,657	1,258,837	1,159,779
Other Cash Sources / (Uses)							
2070100	Change in Vouchers Payable	-	31	-	-	-	-
2720000	Residual Equity Transfer (from old HATS fund 562)	-	290,569	-	-	-	-
	Total Other Cash Sources / (Uses)	-	290,600	-	-	-	-

Helena Area Transit Srvc

Fund: 580

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

Fund	580 Helena Area Transit Srvc
Dept	3160 Helena Bus
Activity	434 Transit Systems

1000	Personal Services	-	375,051	382,026	382,026	382,026	440,022
1010	Salaries & Wages	-	26,650	22,578	22,578	22,578	22,332
1012	Temporary Salaries	-	5,614	5,041	5,041	5,041	5,105
1029	Overtime - Misc	-	24,603	25,434	25,434	25,434	29,018
1041	F.I.C.A. (Soc. Sec.)	-	32,142	33,924	33,924	33,924	39,175
1042	P.E.R.S. Retirement	-	66,374	78,196	78,196	78,196	116,255
1043	Health & Vision Insurance	-	22,487	21,909	21,909	21,909	27,281
1044	Workers Comp. Ins.	-	2,243	1,033	1,033	1,033	1,176
1045	Unemployment Ins.	-	4,161	4,340	4,340	4,340	6,212
1049	Dental Insurance	-	5,754	5,955	5,955	5,955	6,794
1092	Medicare	-					
	Total Personal Services	-	565,079	580,436	580,436	580,436	693,370

2000	Supplies & Materials	-	1,135	1,650	1,650	1,650	1,500
2019	Office Supplies & Equip	-	2,210	15,700	15,700	3,700	3,000
2024	Janitorial Supplies	-					
	3,000 Janitorial Supplies						
	<u>3,000</u>						
2026	Clothing Allowance	-	-	1,000	1,000	1,000	4,000
	4,000 Uniforms (16*250)						
	<u>4,000</u>						
2029	Operating Supplies - Misc	-	806	1,500	1,500	1,500	1,500
2031	Fuel, Oil & Lube (Outside Vendors)	-	-	-	-	-	-
2041	Small Tools & Equip-Misc	-	90	4,000	4,000	4,000	3,500
	2,500 Small Tools						
	1,000 IT&S Telephone						
	<u>3,500</u>						
2045	Computr Equip/Sftwr/Spplly	-	3,411	2,500	2,500	2,500	2,500
	2,500 Printer Cartridges						
	<u>2,500</u>						
2049	Furniture & Fixtures-Misc	-	-	500	500	500	500
	Total Supplies & Materials	-	7,652	26,850	26,850	14,850	16,500

3000	Purchased Services	-	15,507	14,120	14,120	14,120	15,200
3001	IT&S Computer Maint/Spprt	-	2,586	2,664	2,664	2,664	3,014
3002	IT&S Telephone Service	-	5,158	4,228	4,228	4,228	4,481
3003	IT&S GIS/Addressing Srvc	-	119	125	125	125	130
3011	City-Co Bldg Postage Adm	-	523	300	300	300	525
3012	Postage	-	456	475	475	475	475
3016	Cell Phones (Employee Reimbursement)	-	680	1,250	1,250	1,250	1,500
3021	Printing & Duplicating	-	442	550	550	550	550
3035	Dues, Subscripnt, License	-					
	200 Montana Transit Association						
	115 BMI License						
	115 ASCAP License						
	25 RMDC Hatch Membership						
	95 Miscellaneous Publications						
	<u>550</u>						
3037	Advertising	-	2,836	7,500	7,500	7,500	7,500
3041	Electric Utility	-	-	12,000	12,000	12,000	12,240
3042	Water & Sewer (included Solid Waste prior to FY15)	-	1,404	3,000	3,000	3,000	2,000
3043	Long Dist Telephone Chrgs	-	169	200	200	200	200
3044	Natural Gas Utility	-	-	8,000	8,000	8,000	8,160
3045	Solid Waste (included in 3042 prior to FY15)	-	694	695	695	695	695
3051	Medical Expenses	-	1,245	1,450	1,450	1,450	1,450
	1,000 DOT Physicals/Drug Tests						
	450 Misc Medical						
	<u>1,450</u>						
3062	Repair to Equipment	-	66	4,250	4,250	4,250	750
	750 Repairs-Misc						
	<u>750</u>						
3066	Repair to Building	-	-	10,100	10,100	10,100	10,100
3075	Local Travel	-	920	1,050	1,050	1,050	1,050
3081	Required Training	-	587	1,500	1,500	1,500	1,500
	500 CPR/First Aid						
	1,000 Driver Training						
	<u>1,500</u>						

Helena Area Transit Svc

Fund: 580

Preliminary
FY 2017
Budget

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

3085	Conferences	-	3,699	4,000	4,000	4,000	5,500
	700						
	300						
	1,500						
	3,000						
	5,500						
3099	Other Contracted Services	-	2,350	133,900	172,795	73,400	32,200
	15,000						
	10,800						
	-						
	-						
	2,000						
	150						
	2,500						
	1,500						
	250						
	32,200						
Total Purchased Services		-	39,441	211,357	250,252	150,857	109,220
4900	Intra-City Charges	-	n/a	n/a	n/a	n/a	n/a
4927	Copier Revolving Program	-	n/a	n/a	n/a	n/a	n/a
4932	Shop Gas & Fuel Charges	-	51,611	79,000	79,000	55,000	80,992
	64,794						
	16,198						
	80,992						
4933	Shop Vehicle Repairs	-	21,804	25,500	25,500	25,500	37,500
	30,000						
	7,500						
	37,500						
4934	Shop Tires & Tire Repairs	-	7,401	7,000	7,000	7,000	12,500
	10,000						
	2,500						
	12,500						
4935	Shop Vehicle Parts	-	14,012	20,000	20,000	20,000	28,125
	22,500						
	5,625						
	28,125						
Total Intra-City Charges		-	94,828	131,500	131,500	107,500	159,117
5000	Fixed Costs & Subsidies	-	1,432	1,500	1,500	1,590	1,625
5040	Special Assessments	-	1,432	1,500	1,500	1,590	1,625
5079	Grants, Subsidies, Awards-Misc	-	53,292	-	-	-	-
Total Fixed Costs & Subsidies		-	54,724	1,500	1,500	1,590	1,625
8009	Internal Charges	-	17,933	20,148	20,148	20,148	14,683
8001	Internal - Comm, Mgr, Atty Charges	-	17,933	20,148	20,148	20,148	14,683
8003	Internal - Public Works	-	17,567	18,689	18,689	18,689	18,071
8011	Internal - Risk Management	-	n/a	n/a	n/a	n/a	n/a
8012	Internal - Property Insur	-	3,191	3,241	3,241	3,241	3,241
8013	Internal - Veh & Equip Insur	-	1,428	1,479	1,479	1,479	1,479
8014	Internal - Liability Insurance	-	12,061	11,928	11,928	11,928	16,022
8015	Internal - Fidelity Insurance	-	104	104	104	104	128
8016	Internal - Liability Deductibles	-	1,557	2,309	2,309	2,309	2,309
8021	Internal - Human Res Chrgs	-	11,777	13,388	13,388	13,388	12,958
8022	Internal - Budget & Accting	-	15,716	17,239	17,239	17,239	17,183
8025	Internal - Bldg M&O Chrgs	-	52,622	11,143	11,143	11,143	11,500
8026	Internal - Weed Cntrl Chrgs	-	1,500	2,000	2,000	2,000	2,000
8031	Internal - Shop Charges	-	64,796	67,252	67,252	67,252	65,907
Total Internal Charges		-	200,252	168,920	168,920	168,920	165,481
9000	Capital Outlay	-	-	-	71,100	71,100	300,000
9020	Buildings	-	-	-	71,100	71,100	300,000
	300,000						
	300,000						
9040	Equipment	-	-	22,310	22,310	22,310	-
9050	Vehicles	-	16,184	38,670	60,805	60,805	19,800
	12,800						
	3,500						
	3,500						
	19,800						
Total Capital Outlay		-	16,184	60,980	154,215	154,215	319,800
Total	Helena Bus	-	978,160	1,181,543	1,313,673	1,178,368	1,465,113

HATS - East Valley

Fund: **581**

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

Revenues

Taxes	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-
License & Permits	-	-	-	-	-	-
Intergovernmental Revenues	-	115,129	117,412	117,412	117,412	126,023
Charges For Services	-	8,513	7,400	7,400	8,700	8,700
Intra-City Revenues	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-
Other Financing Sources / (Uses)	-	-	-	-	-	-
Other Operating Revenues	-	123,642	124,812	124,812	126,112	134,723
Internal Service Revenues	-	-	-	-	-	-
Interfund Transfers In	-	-	-	-	-	-
Internal Transactions	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-
Total Revenues	-	123,642	124,812	124,812	126,112	134,723

Expenditures

Personal Services	-	73,429	70,879	70,879	70,879	80,610
Supplies & Materials	-	335	450	450	450	450
Purchased Services	-	4,981	6,156	6,156	6,156	7,796
Intra-City Charges	-	23,026	22,375	22,375	22,375	25,925
Fixed Costs & Subsidies	-	-	-	-	-	-
Maintenance & Operating	-	28,342	28,981	28,981	28,981	34,171
Internal Charges	-	18,122	20,108	20,108	20,108	20,033
Transfers Out	-	-	-	-	-	-
Internal Transactions	-	18,122	20,108	20,108	20,108	20,033
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Debt & Capital	-	-	-	-	-	-
Total Expenditures	-	119,893	119,968	119,968	119,968	134,814

Revenues Over (Under) Expenditures - 3,749 4,844 4,844 6,144 (91)

Beginning Cash Balance - July 1 - - 3,749 3,749 3,749 9,893

Other Cash Sources / (Uses) - - - - - -

Ending Cash Balance - June 30 - 3,749 8,593 8,593 9,893 9,802

Unreserved Balance - - - - - -
Reserved - 3,749 8,593 8,593 9,893 9,802
Ending Cash Balance - June 30 - 3,749 8,593 8,593 9,893 9,802

Reserves Detail:
Operating Reserves - 3,749 8,593 8,593 9,893 9,802

HATS - East Valley

Fund: **581**

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

3000000 **Revenues**

3300000	Intergovernmental Revenues						
3313001	F.T.A. Grant-Operating	-	61,929	70,712	70,712	70,712	69,023
	621,206 Award = \$690,229 * 10%						
3379900	Misc Intergovmntl Rev	-	53,200	46,700	46,700	46,700	57,000
	##### # Lewis & Clark County Contribution (93%)						
	3 990 East Helena Contribution (7%)						
	57,000						
3300000	Total Intergovernmental Revenues	-	115,129	117,412	117,412	117,412	126,023

3400000	Charges For Services						
3448011	Transit Fares-Valley	-	6,938	6,500	6,500	7,500	7,500
3448014	Advertising-Valley	-	1,575	900	900	1,200	1,200
3448016	Transportatn Srvs-Capital	-	-	-	-	-	-
3400000	Total Charges For Services	-	8,513	7,400	7,400	8,700	8,700

SUBTOTAL - OPERATING REVENUE - 123,642 124,812 124,812 126,112 134,723

3830000	Interfund Transfers In						
3830000	Total Interfund Transfers In	-	-	-	-	-	-

TOTAL REVENUE - 123,642 124,812 124,812 126,112 134,723

HATS - East Valley

Fund: 581

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

Fund	581 HATS - East Valley
Dept	3162 East Valley
Activity	434 Transit Systems

1000	Personal Services	-	49,266	44,709	44,709	44,709	44,820
1010	Salaries & Wages	-	574	1,737	1,737	1,737	10,059
1012	Temporary Salaries	-	306	2,388	2,388	2,388	1,056
1029	Overtime - Misc	-	2,935	3,031	3,031	3,031	3,471
1041	F.I.C.A. (Soc. Sec.)	-	4,078	4,041	4,041	4,041	4,684
1042	P.E.R.S. Retirement	-	11,431	10,536	10,536	10,536	11,268
1043	Health & Vision Insurance	-	3,214	3,017	3,017	3,017	3,697
1044	Workers Comp. Ins.	-	276	124	124	124	142
1045	Unemployment Ins.	-	662	586	586	586	601
1049	Dental Insurance	-	687	710	710	710	812
1092	Medicare	-					
	Total Personal Services	-	73,429	70,879	70,879	70,879	80,610
2000	Supplies & Materials	-	100	150	150	150	150
2019	Office Supplies & Equip	-	235	150	150	150	150
2024	Janitorial Supplies	-	-	150	150	150	150
2026	Clothing Allowance	-	-	150	150	150	150
	Total Supplies & Materials	-	335	450	450	450	450
3000	Purchased Services	-	2,832	2,650	2,650	2,650	2,970
3001	IT&S Computer Maint/Spprt	-	431	444	444	444	431
3002	IT&S Telephone Service	-	501	352	352	352	485
3003	IT&S GIS/Addressing Srvc	-	-	35	35	35	35
3011	City-Co Bldg Postage Adm	-	-	50	50	50	50
3012	Postage	-	24	50	50	50	50
3016	Cell Phones (Employee Reimbursement)	-	250	250	250	250	250
3021	Printing & Duplicating	-	250	250	250	250	250
3037	Advertising	-	-	225	225	225	225
3051	Medical Expenses	-	-	150	150	150	150
3062	Repair to Equipment	-	-	400	400	400	400
3081	Required Training	-	378	1,300	1,300	1,300	2,500
3099	Other Contracted Services	-					
	1,000 Snow Removal						
	1,200 Janitorial Services (\$12,000 * 10%)						
	200 Lawn Maintenance Sprinkler System						
	100 Misc.						
	2,500						
	Total Purchased Services	-	4,981	6,156	6,156	6,156	7,796
4900	Intra-City Charges	-	14,223	11,775	11,775	11,775	14,825
4932	Shop Gas & Fuel Charges	-	7,156	4,000	4,000	4,000	4,000
4933	Shop Vehicle Repairs	-	-	1,600	1,600	1,600	1,600
4934	Shop Tires & Tire Repairs	-	1,647	5,000	5,000	5,000	5,500
4935	Shop Vehicle Parts	-					
	Total Intra-City Charges	-	23,026	22,375	22,375	22,375	25,925
8009	Internal Charges	-	4,483	5,037	5,037	5,037	3,985
8001	Internal - Comm, Mgr, Atty Charges	-	1,808	1,924	1,924	1,924	1,860
8003	Internal - Public Works	-	-	-	-	-	-
8012	Internal - Property Insur	-	406	405	405	405	405
8013	Internal - Veh & Equip Insur	-	1,123	1,423	1,423	1,423	1,797
8014	Internal - Liability Insurance	-	16	16	16	16	16
8015	Internal - Fidelity Insurance	-	1,407	1,599	1,599	1,599	1,584
8021	Internal - Human Res Chrgs	-	2,620	2,819	2,819	2,819	2,812
8022	Internal - Budget & Accting	-	6,259	6,885	6,885	6,885	7,574
8031	Internal - Shop Charges	-					
	Total Internal Charges	-	18,122	20,108	20,108	20,108	20,033
Total	East Valley	-	119,893	119,968	119,968	119,968	134,814

HATS - Head Start

Fund: **582**

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

Revenues

Taxes	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-
License & Permits	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-
Charges For Services	-	60,177	70,207	70,207	70,207	71,550
Intra-City Revenues	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-
Other Financing Sources / (Uses)	-	-	-	-	-	-
Other Operating Revenues	-	60,177	70,207	70,207	70,207	71,550
Internal Service Revenues	-	-	-	-	-	-
Interfund Transfers In	-	-	-	-	-	-
Internal Transactions	-	-	-	-	-	-
Long-Term Debt	-	-	-	-	-	-
Total Revenues	-	60,177	70,207	70,207	70,207	71,550

Expenditures

Personal Services	-	45,313	41,349	41,349	41,349	44,347
Supplies & Materials	-	-	275	275	275	200
Purchased Services	-	3,693	6,200	6,200	6,200	6,200
Intra-City Charges	-	6,241	10,400	10,400	10,400	9,513
Fixed Costs & Subsidies	-	-	-	-	-	-
Maintenance & Operating	-	9,934	16,875	16,875	16,875	15,913
Internal Charges	-	11,772	11,358	11,358	11,358	11,279
Transfers Out	-	-	-	-	-	-
Internal Transactions	-	11,772	11,358	11,358	11,358	11,279
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Debt & Capital	-	-	-	-	-	-
Total Expenditures	-	67,019	69,582	69,582	69,582	71,539

Revenues Over (Under) Expenditures

	-	(6,842)	625	625	625	11
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Beginning Cash Balance - July 1

	-	-	(6,842)	(6,842)	(6,842)	(6,217)
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Other Cash Sources / (Uses)

	-	-	-	-	-	-
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Ending Cash Balance - June 30

	-	(6,842)	(6,217)	(6,217)	(6,217)	(6,206)
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Unreserved Balance

Reserved

Ending Cash Balance - June 30

	-	-	-	-	-	-
	-	(6,842)	(6,217)	(6,217)	(6,217)	(6,206)
	-	(6,842)	(6,217)	(6,217)	(6,217)	(6,206)

Reserves Detail:

Operating Reserves

	-	(6,842)	(6,217)	(6,217)	(6,217)	(6,206)
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HATS - Head Start

Fund: 582

FY 2014 Actual	FY 2015 Actual	FY 2016			Preliminary FY 2017 Budget
		Adopted	Amended	Projected	

3000000 Revenues						
Charges For Services						
3400000	Charges For Services	-	60,177	70,207	70,207	71,550
3448015	Trnsprttn Srvs-Operating	-	-	-	-	-
3448016	Transportatn Srvs-Capital	-	-	-	-	-
3400000	Total Charges For Services	-	60,177	70,207	70,207	71,550
SUBTOTAL - OPERATING REVENUE		-	60,177	70,207	70,207	71,550
3830000 Interfund Transfers In						
3830000	Total Interfund Transfers In	-	-	-	-	-
TOTAL REVENUE		-	60,177	70,207	70,207	71,550

Fund	582 HATS - Head Start
Dept	3164 Head Start
Activity	434 Transit Systems

1000 Personal Services						
1000	Personal Services	-	28,315	23,139	23,139	24,892
1010	Salaries & Wages	-	3,136	2,895	2,895	2,895
1012	Temporary Salaries	-	926	1,629	1,629	1,796
1029	Overtime - Misc	-	2,007	1,716	1,716	1,836
1041	F.I.C.A. (Soc. Sec.)	-	2,645	2,289	2,289	2,478
1042	P.E.R.S. Retirement	-	5,085	6,932	6,932	7,414
1043	Health & Vision Insurance	-	2,246	1,891	1,891	2,134
1044	Workers Comp. Ins.	-	178	71	71	76
1045	Unemployment Ins.	-	306	385	385	396
1049	Dental Insurance	-	469	402	402	430
1092	Medicare	-	-	-	-	-
	Total Personal Services	-	45,313	41,349	41,349	44,347
2000 Supplies & Materials						
2000	Supplies & Materials	-	-	75	75	-
2024	Janitorial Supplies	-	-	200	200	200
2026	Clothing Allowance	-	-	-	-	-
	Total Supplies & Materials	-	-	275	275	200
3000 Purchased Services						
3000	Purchased Services	-	165	200	200	200
3051	Medical Expenses	-	3,528	6,000	6,000	6,000
3099	Other Contracted Services	-	-	-	-	-
	4,000 RMDC Dept. Service					
	500 NET INDIRECT					
	1,500 Rent					
	6,000					
	Total Purchased Services	-	3,693	6,200	6,200	6,200
4900 Intra-City Charges						
4900	Intra-City Charges	-	4,481	7,500	7,500	7,263
4932	Shop Gas & Fuel Charges	-	85	300	300	150
4933	Shop Vehicle Repairs	-	1,575	100	100	600
4934	Shop Tires & Tire Repairs	-	100	2,500	2,500	1,500
4935	Shop Vehicle Parts	-	-	-	-	-
	Total Intra-City Charges	-	6,241	10,400	10,400	9,513
8009 Internal Charges						
8009	Internal Charges	-	873	467	467	467
8013	Internal - Veh & Equip Insur	-	870	807	807	951
8014	Internal - Liability Insurance	-	16	16	16	16
8015	Internal - Fidelity Insurance	-	1,628	1,851	1,851	1,792
8021	Internal - Human Res Chrgs	-	8,385	8,217	8,217	8,053
8031	Internal - Shop Charges	-	-	-	-	-
	Total Internal Charges	-	11,772	11,358	11,358	11,279
Total	Head Start	-	67,019	69,582	69,582	71,539

MEMORANDUM

TO: Randall Camp, Public Works Director
FROM: Steve Larson, HATS Supervisor
DATE: January 28, 2016
SUBJECT: HATS TransAde and Capital Equipment Requests

Randall, attached is the TransAde Fund and Capital Equipment requests for HATS. This past year the state legislature made changes to the TransAde fund distribution. In past years the lead agency received these funds and they were used within HATS budget to provide transportation to seniors, elderly and individuals with disabilities. While the focus of serving this group with these funds has not changed, the legislature opened up the process as to who can receive these funds. Additionally, the state made the local TAC the group tasked with gathering the local requests, evaluating the requests and determining a ranking of these requests for distribution of these funds. I have requested that Chairperson Deborah Swingley send a copy of the TransAde and Capital funds requests that are received by other organizations to me for inclusion in the commission's packet. The requests are due Friday (1/29/16) afternoon. The CTAC ranking group will be meeting on Monday afternoon, February 1st to rank the requests. Chairperson Swingley will be at the February 3rd administration meeting to review the CTAC's ranking. The ranking is then returned to MDT for their review and inclusion in our lead agency grant.

We believe that there is nothing in the TransAde MCA which limits the lead agency's ability to disagree with the CTAC's ranking. However it is unclear what the next steps be if the lead agency did disagree with the ranking. I'm not clear if it would be similar to the capital ranking where we would not change the CTAC's ranking but submit a formal letter stating the lead agency's objection and re-ranking, or if there is a different process. With this being a new process we may need to wait and see if the lead agency objects to the CTAC's ranking.

Also, I have included the CTAC Executive Committee Minutes describing who is eligible to vote on these items and the criteria the CTAC will be using to rank the requests. Due to several confluences this year the CTAC has only met 5 times causing several necessary changes to the normal application process. These changes have been made so we are able to meet the lead agency's timelines and still allow adequate time for all the transit participants to be involved.



Steve Larson, Supervisor
1415 North Montana Avenue
Helena, MT 59623-2902
Telephone: 406/447-8064
E-mail: slarson@helenamt.gov

CTAC Chair Deborah Swingley,

Dear Deborah,

January 29, 2016

Helena Area Transit Service (HATS) requests continued CTAC concurrence to use TransAde Funds to continue supporting the HATS ADA Para Transit Service.

Specifically, this is a request from the lead agency for support from the CTAC to use the FY 2017 TransAde Fund allocation of \$50,513.00 to continue funding the HATS ADA Para Transit Service which provides transit service to seniors, elderly and individuals with disabilities. This request would be status quo for prior years' use of the TransAde Funds.

The TransAde funds under discussion are not new, they have been part of HATS yearly funding for several years. These funds are currently used to help fund the ADA Para Transit Service.

In 2013 the HATAC (recently renamed CTAC) voted its support and moved forward to the City Commission the 2013-2018 updated Transportation Development Plan (TDP). This update, with extensive public input and HATAC guidance, determined additional fixed route buses were the highest transit need. A lesser known fact is that with fixed route service the transit provider is required to provide ADA Para Transit Service for those who cannot use the fixed route service, and, who are located within $\frac{3}{4}$ of a mile from the fixed route. This is a federal requirement. The city exceeds this requirement by providing ADA Para Transit Service across the entire city.

By supporting the continued use of TransAde Funds for the HATS ADA Para Transit Service budget you will be supporting the community's #1 TDP goal of providing additional fixed route service with the accompanying ADA Para Transit component. Many elderly, seniors and individuals with disabilities depend on HATS as their primary transportation. In many cases HATS is their only transportation.

The City of Helena has acquired additional federal funding, and, has gathered local match funding to not only study where the new routes should go, but how long the service day should be and how many days a week it should operate and how best to market this service to the public. We are in the final stages of receiving a detailed report consisting of what must be done to bring each bus stop into ADA compliance, a federal requirement, before service at the stop can begin. The initial site evaluation cost \$40,000. As of today, the consultant's preliminary cost to upgrade the stops is approximately \$800,000.

HATS preliminary budget contains the initial funding necessary to begin this new service.

By the CTAC supporting the city's use of these TransAde funds in its current operation you are demonstrating CTAC's continued support the 2013-2018 Updated TDP, year 1, Objective 1, Action item 1.1., "to add an additional fixed route" to HATS operation.

I would like to thank the committee for this opportunity and each member's dedication to public transit.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Larson".

Steve Larson



Steve Larson, Supervisor
1415 North Montana Avenue
Helena, MT 59623
Telephone: 406/447-8064
E-mail: slarson@helenamt.gov

January 29, 2016

CTAC Chair Deborah Swingley,

Dear Deborah, below is our request for FY 2017 Capital Assistance.

Under the City of Helena's Capital Equipment Plan, HATS annually budgets to replace one bus each year to maintain our fleet. We have requested and have been awarded 27 passenger fixed route buses in the past two years. This year HATS will return its focus to maintaining the ADA Paratransit vehicles. The ADA Paratransit operation is a required part of the fixed route service. Our focus is not only to be able to provide transportation to Senior and individuals with disabilities, but to effectively handle their personal transportation.

Many of our riders who need mobility assistance are using motor scooters instead of the classical type wheelchair. These newer scooters are longer than a standard wheelchair. Most are also wider than a wheelchair, and additionally, they do not come with the tie down connections seen on wheelchairs. These changes in total require more space per mobility device than before. Therefore, to be able to handle more than one mobility device per trip HATS is requesting one 12 passengers – 6 wheelchair positions bus. The cost of the replacement bus \$64,000.00. The city's percentage of the bus replacement is 20% or \$12,800.00.

This year we will be replacing bus 607. Bus 607 is a 2005 Ford with 216,444 miles and 9,050 hrs. Adding to the need to replace this bus is the increase in maintenance we are experiencing. Recently we needed to have major engine work performed and much of the vehicle's wiring harness replaced. All of the wires and connections are becoming brittle and breaking. These buses have numerous electronic connections plus the aftermarket additions for the wheelchair operation. When the wheelchair lift fails to operate it is a major project to search for the reason why. Many times it results in a wiring repair. This vehicle has served our operation well but it is time to replace bus 607.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Larson".

Steve Larson

HATAC Executive Committee Minutes
Tuesday January 12, 2016, MILP Conference Room
825 Great Northern Blvd, Great Northern Center
Helena, MT

The Executive Committee of the HATAC, consisting of Chair Deborah Swingley, Vice-Chair Bob Maffit and Secretary Jaymie Sheldahl convened the meeting at 3:37pm and adjourned at 4:45pm January 12, 2016.

The purpose of the meeting was to clarify and provide direction on the requirements of the By-laws for meeting attendance and membership voting with the upcoming priority ranking by the HATAC for the TransADE and capital equipment request

Per the HATAC By-laws, the Executive Committee has the authority to meet between HATAC meetings and conduct business. The Executive Committee acknowledges that the identified meeting schedule in the Bylaws was altered mid-year to go from a monthly to a quarterly meeting. For calendar year 2015 a total of 5 meetings were held.

The Executive Committee made the following decision by acclamation:

- Suspend Article IV, E, 3 of the HATAC Bylaws due to the change in meeting schedule.
"A member who has not attended HATAC meetings three (3) of the our (4) months prior to approval and submission of the Montana Department of Transportation application for funding/coordination plan shall not be allowed to vote to approve or disapprove the application/coordination plan."
- Bylaws Article IV, C, 1; the Executive Committee has reviewed meeting attendance for 2015 and with careful and considerate intention has determined a voting member is identified as any HATAC member who has attended 1 of the last 5 meetings.

"Members who fail to attend four (4) meetings in any given calendar year may be subject to removal or replacement at the discretion of a unanimous vote of the Executive Committee. A participant who misses five (5) meetings in any calendar year shall not be included on the membership list for the next calendar year"

The following HATAC members are identified as voting members for the upcoming priority ranking of TransADE and capital equipment requests.

- Charlie Briggs, Easter Seals/Goodwill
- Adam Gil, Helena Citizens Council
- Walt Hanley, RMDC
- Mike Hruska, Capital Taxi
- Commissioner Andy Hunthausen, Lewis and Clark County

- Paul Kindt, PEERS and Helena Industries
- Karen Lane, Lewis and Clark County Health Department
- Sandra Lowry, RMDC
- Susan Pesta, Westmont
- Mayor Jamie Schell, City of East Helena
- Pat Sanders, Transportation Coordinator State of Montana
- Trish Sorenson, Member at Large
- Steve Larson, HATS
- Bob Maffit, MILP
- Jaymie Sheldahl, RMDC
- Deborah Swingley, MT Council on Developmental Disabilities

TransAde funding and Capital Equipment Requests

An information session was held on January 12 to review the changes to the TransADE program. Historically, the TransADE funding from the State of Montana has been split between the major transit cities. This year, other entities can apply to receive those TransADE funds instead of the lead agency. It is anticipated that approximately \$50K may be available.

Per Montana Department of Transportation, it is the responsibility of the *transportation advisory committee* to review and prioritize requests for TransADE funding. Entities interested in seeking these TransADE funds are encouraged to submit their justification to the HATAC for consideration. An application packet for these funds is attached to these minutes.

Likewise the HATAC is responsible to review and prioritize requests from entities requesting capital equipment. An application packet for requesting these funds is also attached to these minutes.

TIMELINE

Webinar

The Montana Department of Transportation has initiated a web-based application process effective 1/4/2016. The on-line application can be found at <https://www.fundingMT.org>

Webinar with MDT and the FY 17 on-line grant application submittal process

Meeting Date and time:
Friday Jan. 22, at 9:30 am.

1. Please join my meeting.

<https://global.gotomeeting.com/join/521717541>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (872) 240-3412

Access Code: 521-717-541

Audio PIN: Shown after joining the meeting

Meeting ID: 521-717-541

For those who will be attending in person the meeting will be in the main Highway building at 2701 Prospect.

They will have someone at the main door to guide you to the meeting room.

Please email Eric Romero at eromero@mt.gov and let him know whether you be attending in person or on the web.

Deadline for Submission of TransADE and Capital Equipment Request to the HATAC is 1:00pm Friday, January 29, 2016. Requests for funding shall be sent electronically to HATAC Chair Deborah Swingley at the following email address: Deborah@mtcdd.org

On Monday, February 1 the HATAC will meet at 1:30pm in the MT Council on Developmental Disabilities conference room located at 2714 Billings Avenue (behind Wal-Mart). Entities who have submitted requests for funding should plan on attending this meeting to present their funding request and to answer committee questions.

The prioritization decisions of the HATAC will then be shared with at the Administrative Meeting of the Helena City Commission verbally on February 3 and in written form on February 17 for action by the City Commission on Monday, February 22.

The HATAC is a citizen based, advisory committee to the Lead Agency Helena Area Transit Service (HATS) which is operated by the City of Helena. The HATAC acknowledges its capacity is advisory only and prioritization decisions made by the HATAC may be changed by the Commission.

HATAC Criteria for Priority Request Ranking

Capital Equipment Funding

Pursuant to MCA 7-14-22, Priority for awarding grants must be determined according to the following factors.

(4)The Department of Transportation shall give preference to proposals that:

- a. Include participation in a local transportation advisory committee;
- b. Address and document the transportation needs within the community, county and service area or region;
- c. Identify all other transportation providers in the community, county and service area or region;
- d. Explain how services are going to be coordinated with the other transportation providers in the service area or region by creating a locally developed transportation or coordination plan;
- e. Indicate how services are going to be expanded to meet the unmet needs of senior citizens and persons with disabilities within the community, county and service or region who are dependent upon public transit;
- f. Include documentation of coordination with other local transportation programs within the community, county and service area or region, including:
 - o Utilization of existing resources and equipment to maximize the delivery of service; and
 - o The projected increase in ridership and expansion of service
 - o Invite school districts to participate or be included in the transportation coordinated efforts within the community, county and service area or region; and
 - o At a minimum comply with the provisions in 4,b through 4,f.

Please provide the HATAC with the following information:

- Your organizations Name, Address
- The Total Dollar Amount Request
- Is this a one-time request, yes or no
- Your justification for your request of TransADE funding

Submit your justification by no later than 1:00pm on January 29, 2016 electronically to HATAC Chair Deborah Swingley at deborah@mtcdd.org

January 15, 2015

To: Helena Area Transportation Advisory Council (HATAC) Members and Supporters

From: HATAC Coordination Subcommittee

Re: **FY 2016 Public Transportation related Capital Assistance Requests**

Are you considering requesting capital equipment for your organization? If so transit partner agencies and organizations need to prepare and submit their requests for capital assistance and for local Transit Advisory Council's to rank those requests. The Montana Department of Transportation (MDT) requires that these local capital assistance requests and respective TAC rankings be included in each Lead Agencies yearly Coordination Plan. These requests are ultimately evaluated by the Capital Assistance Review (CAR) Committee convened by MDT, with the TAC ranking being one of a number of criteria the committee will use to determine recipients. This is an opportunity for Helena Area agencies and organizations with public transportation related vehicle and/or other capital needs, who are coordinating with HATS, to receive some financial assistance from the MDT 5311, 5310 and 5309 programs. This financial assistance can help applicants greatly reduce capital costs as they work to fill gaps in their local transportation system and/or make the system more accessible for those that are transit dependent. Plus, if coordination is demonstrated and properly documented, a Lead Agency can count the rides towards their ridership totals, a key criteria in their annual 5311 Grant Award.

Applications for Capital Assistance thru HATS need to be submitted electronically to the HATAC Chair Deborah Swingley deborah@mtcdd.org by 1:00pm on Friday, January 29, 2016. To complete the application:

The HATAC has been working to improve and streamline the HATAC ranking process from years past and, to that end, has developed the following set of ranking criteria and evaluation process:

Capital Request Ranking Criteria

Capital Assistance Request	Criteria	Points
i.e. vehicle, shelter, vehicle wrap, signage, technology	Applicant is an HATAC member and has attended 1/5 HATAC meetings in the preceding fiscal year.	1
	Request helps achieve Year 1 or Year 2 Lead Agency Transit Development Plan Objectives.	2
	Applicant has demonstrated coordination (see the below links for the Montana Coordination Handbook)	4
	Request supports the HATAC Local Service Improvement Strategy Recommendation for the FY 2016 Coordinated Plan: http://helenaareatransportationforall-eandrewscommunityengagement.nationbuilder.com/local-service-improvement-rec	5

The HATAC will evaluate and rank the applications on Monday February 1, 2016 from 1:30 - 3:30pm at the MTCDD Conference Room at 2712 Billings Avenue. **Applicants are encouraged to be present in order to answer questions that may arise.**

If you have any questions or concerns with the application process, please contact the HATAC Chair, Deborah Swingley at 405-439-5077 or deborah@mtcdd.org,

To learn more about coordinated transportation please download and review the Montana Coordinated Transportation Handbook at the following links:

Handbook:

http://www.westerntransportationinstitute.org/documents/reports/426305_Final_Report.pdf

Supplement & Update:

[http://www.westerntransportationinstitute.org/documents/reports/4W1555_Supplement Update.pdf](http://www.westerntransportationinstitute.org/documents/reports/4W1555_Supplement_Update.pdf)

Score Sheet for Entities Requesting TransAde and Capital Equipment Requests

Score Range is 1-5 with 5 being the highest rating and 1 being the lowest
Maximum Score for all 6 criteria is 30 (5 points maximum x 6 criteria)

1. Does the applicant actively participate in a local transportation advisory committee?
1_____ 2_____ 3_____ 4_____ 5_____ SCORE_____

2. Does the request address and document the transportation needs within the community, county and service area or region
1_____ 2_____ 3_____ 4_____ 5_____ SCORE_____

3. Does the request Identify all other transportation providers in the community, county and service area or region
1_____ 2_____ 3_____ 4_____ 5_____ SCORE_____

4. Does the request explain how services are going to be coordinated with the other transportation providers in the service area or region by creating a locally developed transportation or coordination plan
1_____ 2_____ 3_____ 4_____ 5_____ SCORE_____

5. Does the request Indicate how services are going to be expanded to meet the unmet needs of senior citizens and persons with disabilities within the community, county and service or region who are dependent upon public transit
1_____ 2_____ 3_____ 4_____ 5_____ SCORE_____

6. Does the request Include documentation of coordination with other local transportation programs within the community, county and service area or region, including:
 - a. Utilization of existing resources and equipment to maximize the delivery of service; and
 - b. The projected increase in ridership and expansion of service
 - c. Invite school districts to participate or be included in the transportation coordinated efforts within the community, county and service area or region; and
 - d. At a minimum comply with the provisions in 4,b through 4,f.1_____ 2_____ 3_____ 4_____ 5_____ SCORE_____

TOTAL SCORE_____

RANKING_____