

AMENDED AGENDA

(change to order of agenda items)

ADMINISTRATIVE MEETING

February 8, 2017

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

Room 326

AGENDA

- 1. Call to order, introductions, opening comments**
- 2. January 18, 2017 Administrative Meeting summary**
- 3. Commission comments, questions**
 - Upcoming appointments
- 4. City Manager's Report**
 - Downtown Master Plan Status
- 5. Department discussions**
 - Parks and Recreation**
 - Water Rights Report by HydroSolutions
 - Public Works – Capital Transit**
 - Grant Application Discussion (**Materials will be available Monday, 2/6/17*)
 - **Consensus Direction to Manager:**
 - City Attorney**
 - Non-Discrimination Ordinance FAQs
 - Administrative Services**
 - Mid-Year Budget Report
- 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 13, 2017 Commission meeting**
- 8. Public comment**
- 9. Commission discussion and direction to City Manager**
- 10. Adjourn**

City of Helena, Montana

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

City of Helena, Montana

Plan Actions and Implementation Steps

<u>Timelines</u>		<u>Acronyms</u>	
Short Term	1-5 years	CIP	Capital Improvement Program
Mid Term	6-10 years	CD	Community Development
Long Term	11-20 years	CDBG	Community Development Block Grants
		DHI	Downtown Helena, Inc.
		GNTC	Great Northern Town Center
		HATS	Helena Area Transit Service
		HBID	Helena Business Improvement District
		HPC	Helena Parking Commission
		HTC	Heritage Trousim Council
		MBAC	Montana Business Assistance Connection
		MDT	Montana Department of Transportation
		NMTAC	Non-Motorized Travel Advisory Council
		PR	Parks and Recreation Department
		PD	Police Department
		PW	Public Works Department
		SID	Special Improvement District
		SHPO	State Historic Preservation Office
		TIF	Tax Increment Financing
		TBID	Tourism Business Improvement District
		TAP	Transportation Alternatives Program
		ZC	Zoning Commission
		MMSp	Montana Mainstreet Program

Highlight = Priority Project

1. Downtown as a Brand

Market Downtown to reinforce the qualities that make up Downtown's brand:

Action	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
1.1 Create one strategy for all of Downtown						
1.2. Prioritize aesthetics and maintenance						
1.2.a	Re-evaluate maintenance responsibilities and funding	Short Term	HBID		Parks and Rec is working with the HBID and others to identify roles and responsibilities for the management of the Gulch in particular. Parks and Rec continues to work with downtown businesses that are tasked with maintaining the green spaces, etc.. in front of their business fronts.	
1.2.b	Create an online system to report maintenance issues	Short Term	HBID		SID, Parking Revenue, Private Donations See 1.2.a.	
1.3. Create a high-quality downtown experience						
1.3.a	Develop streetscape improvement standards	Short Term	CD		Streetscape standards for the downtown will be addressed in the forthcoming revised downtown code (through the CDBG Planning Grant award).	Consultant has been selected. It is Orion Planning + Design The first meeting with the Zoning Commission, HBID and consultant is Feb 14
1.3.b	Develop a facade improvement program	Short Term	HBID	HBID, PW, CD, ZC	TIF, CDBG, Grants, Private Donations, MIMSP	HBID and partners have been awarded \$15k for a Facade Improvement Program to implement historic preservation and economic development opportunities in the downtown.
1.3.c	Provide foot patrols, bike patrols, and downtown ambassadors	Short Term	HBID	PD		

Action	Timeline	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
2.1 Revise the Downtown development code							
2.1.a	Initiate process to consolidate Downtown zoning	Short Term	CD	ZC, HBID	Regular Budgets	MDOC has awarded the city a CDBG Planning Grant. We are in the midst of writing an RFP to get the process rolling, following the award announcement last month.	Consultant has been selected . It is Orion Planning + Design The first meeting with the Zoning Commission, HBID and consultant is Feb 14
2.1.b	Identify specific needs and standards (i.e. building form and scale, setbacks, off-street parking)	Short Term	ZC	CD, PW, HBID	Regular Budgets	See 2.1.a.	See 2.1. a
2.1.c	Develop design guidelines and architectural review process	Mid Term	ZC	CD, HBID	Grants	See 2.1.a.	See 2.1. a
2.2 Promote redevelopment of underperforming properties							
2.2.a	Create a Tax Increment Financing (TIF) District for all or part of the Downtown	Short Term	CD	HBID, MBAC	Regular Budgets, Grants	Discussions have not yet begun on this subject to define the proposed TIF area and work to establish the prevalence of blight.	
2.2.b	Prepare an inventory of City-owned properties and current use, identify alternative uses and potential partners	Short Term	CD	HBID, Public Schools, Housing Authority, MBAC	Regular Budgets, Grants	As a precursor to discussions on this, the GIS department has created a map of city-owned properties in the downtown. See the attached documents.	
2.2.c	Review policy for public right-of-way use for opportunities to allow pop-up retail and liner buildings	Mid Term	HBID	CD			
2.2.d	Encourage Business Incubators and Startups	Mid Term	HBID	MBAC, CD			

Action	Timeline	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
2.3 Encourage Downtown housing							
2.3.a	Short Term	HBID	MBAC, CD				
2.3.b	On-going	HBID	Public-Schools, Colleges	Regular	N/A		
2.3.c	Short Term	HBID	CD, Housing Authority	Regular, Grants, Private Investment	Discussions have begun to start the Housing Needs Assessment process, which would help guide housing development in the downtown and surrounding areas.		
2.3.d	Short Term	HBID	Private		N/A		
2.3.e	Short Term	PW	HBID, TCC, MDT	Regular	Per PW, no Project is budgeted. As a note, there could be restrictions on the ROW		
2.3.f	Short Term	PW	City Manager, HBID	Budgets, TIF	Contingent, in part, on the completion of 2.3.e.		
2.4 Create Public Market							
2.4.a	Short Term	HBID	CD, MBAC, Private	Grants		HBID is working with MBAC on a marketing feasibility study	
2.4.c	Short Term	HBID	CD, MBAC, Private	Regular Budgets			
2.4.d	Short Term	HBID	CD, MBAC, Private	Regular Budget, Grants, Private			

Action	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
3.1 Update historic resource inventories						
3.1.a	Update the Historic District inventory to accurately reflect current conditions and assets	Short Term	HTC		Per the Historic Preservation Officer, neither the City nor the County currently has an Historic District inventory database. This has been discussed by the HTC's predecessor, the Historic Preservation Commission, in years past, but funding has not been available. The HTC is aware of the need to update the HDs-- some properties are no long standing, others are now eligible for listing. Such an update would require independent contractor assistance due to the time-consuming nature of the work.	
3.1.b	Update the Historic District context so that it covers the mid-century period, and identifying buildings from this period that are eligible for listing in the National Register of Historic Places	Short Term	HTC	HBID, CD, ZC, SHPO Regular Budgets, CDBG Grants	At least one mid-century building in the greater downtown area has been individually listed (600 N. Park-- Little Western Life Building), but a wholesale assessment and amendment would require contractor assistance.	
3.1.c	Expand the historic building inventory so that it covers all of the Plan Area	Short Term	HTC		This has not been done, and would best be done as a wholesale update and expansion of the HD with contractor assistance.	
3.1.d	Accurately map historic resources with current GIS applications so that they can be efficiently and effectively managed by decision-makers	Short Term	HTC		City-County GIS currently features an Historic District layer on its online maps. However, individually listed sites are not identified. This was discussed with GIS within the past 5 years and should be pursued.	

Action		Timeline	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
3.2.a	Encourage adaptive reuse and national historic register listing	On-going	HTC			HPO encourages both of these to the extent of her abilities. An outreach program would require additional funding for advertisement and awareness, plus collaboration with SHPO.		
3.2.b	Collaborate to improve the historic walking tour	Short Term	TBID	HBID, CD, ZC	CDBG Grants, TBID	HPO coordinates and volunteers with the L&C Co. Historical Society on guided downtown walking tours. This could be expanded to more than one day a week during June, July, and August through collaboration with other volunteer organizations. It could also be expanded to a headset tour that could be rented, and the walking tour app could be augmented with sound and more interpretive signage, but this would require additional funding.		

Action	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
4.1 Manage parking						
4.1.a	Review parking pricing	Short Term	HPC			
4.1.b	Offer first hour free parking in garages with pay as you leave technology	Short Term	HPC			
4.1.c	Meter all on-street parking	Short Term	HPC			
4.1.d	Phase out street permit parking	Long Term	HPC	HBID, CD, PW		
4.1.e	Revisit residential parking permits and time limits	Mid Term	HPC			
4.1.f	Identify funding mechanisms for future parking construction	Long Term	HPC		TIF	See 4.1.a. Because this is a long-term item, it has not been addressed to date.
4.1.g	Evaluate and offer first hour free in surface lots with pay-as-you-leave technology	Mid Term	HPC		TIF	See 4.1.a

Action	Timeline	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
4.2 Transportation Infrastructure							
4.2.a	Review and prioritize street projects that have a high potential to support private investment	Short Term	PW	HBID, CD	CIP, TIF	Per Public Works, public streets are prioritized by condition-- not by potential for private investment. Projects will be addressed as identified in the LRTP.	
4.2.b	Create streetscape design standards (see also 1.3.a)	Short Term	PW			See 1.3.a.	
4.3 Water and Sanitary Sewer							
4.3.a	Evaluate water system model to confirm capacity to support future development scenarios	Short Term	PW	CD, ZC		City staff completed its water model evaluation. It was not incorporated into the DNP.	
4.3.b	Prioritize replacement of older segments of pipe per current programs	On-going	PW	MDT	CIP, TIF	The City prioritizes replacement of mains city-wide based on their condition rather than their location. Therefore, preference is not given to the downtown as an area-- it is based on their overall condition and prioritization of city infrastructure by staff and the Commission.	
4.4 Storm Drainage							
4.4.a	Encourage early consideration of Low Impact Development to reduce development cost Downtown	On-going	PW			The City has engineering standards in place that allow for LID development.	
4.4.b	Consider areas of right-of-way that could be used for micro retention and treatment, so that run-off rates from the Downtown area are not increased	On-going	PW	CD, MDT	CIP, TIF, Private	City staff will evaluate this on a project-by-project basis, per Public Works.	
4.4.c	Front Street Stormwater and Redesign	Short Term	PW			Per PW, Street Scape is being designed as a separate schedule for the Front Street Stormwater Project. The extent of improvements will be based on budget and Commission Decision.	

Action	Timeline	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
4.5 Gas, Electric, and Communications							
4.5.a	Identify appropriate locations for utility equipment within public right-of-ways	Short Term	PW		Per Public Works, this is assessed when proposals are submitted.		
4.5.b	Explore funding mechanisms to assist relocation of existing utilities underground when utility upgrades or other street improvements are being made	Short Term	PW	CD, ZC, HBID, Private Utility Providers	CIP, TIF, Private	Per Public Works, the City already consults with private utility companies in conjunction with planned projects to give them an opportunity to address this. They do not, however, provide the private companies the funding to underground utilities or seek it for them.	
4.5.c	Proactively seek to expand the fiber optic network in Downtown	On-going	MBAC				
5.1 Increase transit options							
5.1.a	Study the potential for a circulator trolley	Long Term	HBID				
5.1.b	Establish fixed-route transit services between the downtown and the capital	Mid Term	HATS	HBID, HATS, MDT, DHI, PW	CDBG, TIF, Transit Funds	Per HATS, the City's new two bus fixed route service will have service on the RED Line between downtown Helena and the State Capitol building. Additionally, riders from the Capitol building wishing to travel east or west will be able to transfer to the BLUE line at the new transfer point located at Fuller & Placer. This transfer point has a new ADA compliant shelter. This new two route service will begin in late fall 2016.	
5.1.c	Create an employee bus pass program	Mid Term	DHI				
5.1.d	Create a downtown transfer center	Short Term	HATS		See 5.1.d above.		

Action	Timeline	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
5.2 Optimize pedestrian connectivity							
5.2.a	Connect the underpass to Carroll College	Short Term	CD	Carroll College, GNTC			
5.2.b	Improve pedestrian connections to neighborhoods	On-going	PW	HBID	Per PW, \$500k worth of state grant funding was used to install ADA curb ramp improvements in the downtown in the summer of 2016		
5.2.c	Improve pedestrian crossings at intersections	Short Term	PW	MDT	Per PW, \$500k worth of state grant funding was used to install ADA curb ramp improvements in the downtown in the summer of 2016		
5.2.d	Incorporate streetscape improvements with the Front Street Reconstruction project (see also 4.4.c)	Short Term	PW	MDT	Per PW, Street Scape is being designed as a separate schedule for the Front Street Stormwater Project. The extent of improvements will be based on budget and Commission Decision.		
5.2.e	Improve the Neill Avenue corridor	Mid Term	PW	MDT	Per PW, no project is budgeted for this.		
5.2.f	Improve Last Chance Gulch streetscape	Mid Term	PW	HBID	Per PW, no project is budgeted for this.		
5.2.g	Improve Cruse Avenue streetscape	Mid Term	PW	MDT, HBID	Per PW, no project is budgeted for this.		
5.3 Develop a comprehensive bike network							
5.3.a	Review existing ordinances and/or private covenants to allow bikes on the malls	Short Term	NMTAC	HBID, GNTC, CD, PW	See 1.2.a.		
5.3.b	Expand the network of on-street bike routes in and around Downtown	Short Term	PW	NMTAC	Per PW, a complete bike network is outlined in the adopted Greater Helena Area Transportation Plan - 2014 update (adopted 6/29/15).		
5.3.c	Add on-street bike lanes	Mid Term	PW	NMTAC	See 5.3.b. The feasibility of this may be in question, as per staff (ex: installation of a bike lane on Benton).		
5.3.d	Develop a north-south bikeway	Mid Term	PW	NMTAC	See 5.3.b.		
5.3.e	Incorporate the bike network into the wayfinding system	Mid Term	HBID	PW, NMTAC	See 5.3.b and 1.1.c.		

Action	Timeline	Lead Agency	Partner Agencies	Potential Funding Sources	City Actions and Updates	Current Status	Completion Expected
5.4 Improve vehicle circulation and access to increase retail viability							
5.4.a	Improve gateways and wayfinding	Short Term	HBID	PW, MDT	CIP, TIF, TAP, Gas Tax, Urban, Private	Per PW, no project is budgeted for improving gateways at present. Please refer to 1.1.c with respect to wayfinding.	
5.4.b	Study the feasibility of converting Last Chance Gulch to two-way traffic	Short Term	PW	HBID, MDT		Per PW, no project is budgeted or approved for such a project. Studies have been completed on alteration to this intersection.	
5.4.c	Study the feasibility of simplifying the five-point Neill/LCG/Helena intersection	Short Term	PW	HBID, MDT		See 5.4.b.	
5.4.d	Add signal at 14th and Last Chance Gulch	Short Term	PW	HBID, MDT, GNTC		Per PW, studies have been completed for this intersection, and an agreement has been signed with MDT to install a signal (by MDT) in 2018.	
5.4.e	Study feasibility of converting Hauser to two-way traffic and addition a new signal at Benton	Long Term	PW	HBID, MDT, GNTC		Per PW, project is not budgeted or approved for such a conversion. This subject has been studied in the past, but has been met with neighborhood opposition.	

MEMORANDUM

TO: Randall Camp, Public Works Director
FROM: Steve Larson, HATS Supervisor
Phil Hauck, Assistant Public Works Director
DATE: January 31, 2017
SUBJECT: Fiscal Year 2018 Transit Budget Assumptions

Listed below are the current assumptions staff has used for revenues, personnel, operating, and capital budgets in the Capital Transit, East Valley and Head Start budgets. The draft budgets are attached. The grant budgets are due to the Montana Department of Transportation on March 1, 2017. The Commission will be able to adjust this budget as needed throughout the normal City budget process.

FUND 580- HATS CASH FLOW:

- The FY18 projected budget shows that revenues will exceed expenditures by \$3,351 and capital reserves will end the fiscal year at \$207,803. The ending capital reserve balance is better than projected due to the cost savings for the ADA bus stop project. Operationally, the budget is near balanced if all revenue sources are realized.
- 100% of the 5311 and the Transade grant award are projected to be spent.

FUND 580 - HATS REVENUES:

- Operating 5311 funding grant: We have been informed that the grant will be \$674,591 for FY 2018. The 5311 grant last year was \$690,229. This is a decrease of \$15,638.
- The 5311 grant is assumed to be split between HATS (90%) and East Valley (10%) similar to last year's allocation split.
- The FY18 TransAde grant is assumed to continue in the amount of \$51,180.
- Transit fares assume an increase for operating the 2nd fixed route for the entire year and advertising revenues are projected to remain fairly constant. The increase in advertising for projected FY17 is due to two health care campaigns. The FY18 General Fund contribution is shown at the FY17 level of \$337,500.
- The FY18 County contribution is shown to continue at \$37,500. FY16 was the first year the county contributed to help meet the goals of the Transit Development Plan and the implementation of the new fixed routes.
- Transit Fares are projected to increase due to the addition of a second fixed route. At this point it is difficult to know the true revenue impact of this additional service.
- \$20,000 is requested to come from the County for the transfer of a used bus to the East Valley route.
- \$79,620 is requested to come from the Capital Improvement Fund to pay the match required for the capital requests (Bus shelters, Software, and buses). The total capital request is \$119,195 with the state paying 80% for the buses and reimbursing the city 80% for the shelters and software.
- \$50,000 is shown as a transfer in from the Special Charters Fund. The hourly charge for the Legislative shuttle, trailriders, and other special charters includes the costs of administrative overhead (insurance, shop charges, etc..). This money has accumulated in the special charters fund and should be transferred back to Capital Transit.
- No cash donations or in-kind contributions are anticipated.

FUND 580 - HATS PERSONNEL:

- No Cost of Living (COLA) was included in the preliminary budget (Budget Office preliminary estimate).
- PERS retirement percentage was increased 1.19% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- No cost increase for vision insurance was included in the preliminary budget.
- Dental insurance 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 additional fixed route. The salaries will fund two fixed route buses that operate on a 60 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 decrease \$3,000 mostly due to reducing uniforms by \$2,000 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 increase by \$56,642 from the FY17 budget. The major increases are due to increased charges for our Route Match software program maintenance, advertising and City/County IT&S charges.
- Intra-City Charges are projected to decrease \$14,877 from the FY17 budget but increase \$11,115 from the FY17 projection based on having two fixed routes. Intra-city charges include fuel, repairs, tires, & outside repairs.
- Fixed Costs are projected to increase slightly \$1,965 to pay tax bill special assessments.
- Internal Charges are projected to increase \$2,163. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 580 - HATS CAPITAL:

- We have projected that expenditures for the FY17 bus stops and related improvements will total \$165,000. This would be a savings of \$135,000 from the FY17 budget.
- Replacement vehicles -
 - Request one low floor 29 passenger fixed route bus (\$43,000),
 - One 12 passenger (6 wheel-chair) new ADA Para-transit bus (\$12,800).
- These amounts reflect up to a 20% match requirement and not the full cost of a bus.
- The next two items are budgeted at the full amount allowed by MDT. These projects if approved are reimbursed items. Our match after reimbursement will be no more than 20%.
 - Route Match Fixed Route software \$38,795
 - 2 Bus Shelters for the fixed route bus system \$17,600

FUND 581 - EAST VALLEY CASH FLOW:

- The East Valley Cash Flow is balanced using all of the below assumptions. The FY17 projected ending operating reserve balance is \$10,082. The optimum operating reserve for this type of fund is approximately 1/12 of the total operating expenditures or \$11,266 (\$135,197/12).
- The East Valley fund is projected to use \$67,459 (10%) of the 5311 grant funds available to the City.
- 100% of the 5311 grant award is projected to be spent.

FUND 581 - EAST VALLEY REVENUES:

- The Lewis & Clark County contribution to the East Valley bus is shown at \$53,940. This is \$930 higher than the FY17 contribution of \$53,010.
- The City of East Helena contribution is shown at \$4,060. This is \$70 higher than the FY17 contribution of \$3,990.
- East Valley transit fares and advertising revenues are projected to increase slightly from the FY17 projection. No increase/decrease in fares was assumed.
- Revenues also reflect a \$20,000 contribution from Lewis and Clark County to purchase a used bus from Capital Transit.

FUND 581 - EAST VALLEY PERSONNEL:

- Cost of Living (COLA) was estimated at .0 % (Budget Office preliminary estimate).
- PERS retirement percentage was increased 1.19% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- No cost increase for vision insurance was included in the preliminary budget.
- Dental insurance 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 \$1,177 mostly due to the cost for janitorial services at the Transit Facility.
- Intra-City Charges are projected to decrease \$1,000 due to using a newer bus on the route.
- Internal Charges are projected to increase \$1,115. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 581 - EAST VALLEY CAPITAL:

- A capital bus purchase is anticipated in FY18. The proposal is to move a current checkpoint bus (Unit #631) to the east valley and eventually move bus (Unit #634) to the East Valley operation when the city receives the new low floor buses. At least one of the low floor buses is scheduled to arrive in FY18. The County has historically provided the needed matching funds. This proposal would put the newest buses on the new fixed routes, update the current East Valley fleet, and save the County money.
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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.

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 1.19% based on State Law (Budget Office preliminary estimate).
- Health Insurance was increased 8% (Budget Office preliminary estimate).
- No cost increase for vision insurance was included in the preliminary budget.
- 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 be reduced by \$200.
- Intra-City charges are projected to remain the same as FY17.
- Internal Charges are projected to decrease \$483. These are preliminary numbers and may be adjusted throughout the budget process.

FUND 582 - HEAD START CAPITAL:

- No capital purchases are anticipated.

Capital Transit

Fund: 580

FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
		Adopted	Amended	Projected	

Revenues

Taxes	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-
License & Permits	-	-	-	-	-	-
Intergovernmental Revenues	778,270	670,872	714,529	764,529	755,885	746,122
Charges For Services	56,340	63,028	69,000	69,000	67,500	82,000
Intra-City Revenues	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	423	2,021	750	750	4,000	3,500
Other Financing Sources / (Uses)	2,578	4,924	500	500	900	20,500
Other Operating Revenues	837,611	740,845	784,779	834,779	828,285	852,122
Internal Service Revenues	-	-	-	-	-	-
Interfund Transfers In	300,000	375,000	343,114	343,114	343,114	472,734
Internal Transactions	300,000	375,000	343,114	343,114	343,114	472,734
Long-Term Debt	-	-	-	-	-	-
Total Revenues	1,137,611	1,115,845	1,127,893	1,177,893	1,171,399	1,324,856

Expenditures

Personal Services	565,079	586,333	710,467	710,467	710,467	709,555
Supplies & Materials	7,652	10,591	16,500	16,500	16,500	13,500
Purchased Services	39,441	124,464	108,681	108,681	108,681	165,323
Intra-City Charges	94,828	98,709	159,117	159,117	133,125	144,240
Fixed Charges	54,724	3,145	1,625	1,625	1,625	3,590
Maintenance & Operating	196,645	236,909	285,923	285,923	259,931	326,653
Internal Charges	200,252	168,920	163,939	163,939	163,939	166,102
Transfers Out	-	-	-	-	-	-
Internal Transactions	200,252	168,920	163,939	163,939	163,939	166,102
Debt Service	-	-	-	-	-	-
Capital Outlay	16,184	19,508	319,800	449,405	286,695	119,195
Debt & Capital	16,184	19,508	319,800	449,405	286,695	119,195
Total Expenditures	978,160	1,011,670	1,480,129	1,609,734	1,421,032	1,321,505

Revenues Over (Under) Expenditures

	159,451	104,175	(352,236)	(431,841)	(249,633)	3,351
Beginning Cash Balance - July 1	-	450,051	554,277	554,277	554,277	304,644
Other Cash Sources / (Uses)	290,600	51	-	-	-	-
Ending Cash Balance - June 30	450,051	554,277	202,041	122,436	304,644	307,995

Unreserved Balance

Reserved	450,051	554,277	202,041	122,436	304,644	307,995
Ending Cash Balance - June 30	450,051	554,277	202,041	122,436	304,644	307,995
Reserves Detail:						
Operating Reserves (1 month)	80,165	82,680	96,694	96,694	94,528	100,193
Capital Reserves	369,886	471,597	105,347	25,742	210,116	207,803

Capital Transit Fund: 580		FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
				Adopted	Amended	Projected	

3000000 **Revenues**

3300000 **Intergovernmental Revenues**

3313001	F.T.A. Grant-Operating	686,575	550,964	621,206	621,206	621,206	652,392
	607,132 Award = \$674,591 * 90%						
	14,080 80% Reimbursement Bus Shelters						
	31,180 80% Route Match Software Reimbursement						
	<u>652,392</u>						
3313302	New Freedom Grant	30,846	-	-	-	-	-
3319900	Misc Federal Grants	-	31,036	5,310	55,310	41,616	-
3353000	State Aid to Transportation	10,538	5,050	-	-	5,050	5,050
3353200	Transade Grant	50,311	46,322	50,513	50,513	50,513	51,180
3370300	County Contributions	-	37,500	37,500	37,500	37,500	37,500
	37,500 Operational Support						
	<u>37,500</u>						
3300000	Total Intergovernmental Revenues	778,270	670,872	714,529	764,529	755,886	746,122

3400000 **Charges For Services**

3448001	Transit Fares-HATS	50,265	56,873	62,500	62,500	55,000	75,000
3448004	Advertising-HATS	6,075	6,155	6,500	6,500	12,500	7,000
3400000	Total Charges For Services	56,340	63,028	69,000	69,000	67,500	82,000

3670000 **Investment Earnings**

3670000	Interest Earnings	423	2,021	750	750	4,000	3,500
3670000	Total Interest Earnings	423	2,021	750	750	4,000	3,500

3800000 **Other Financing Sources / (Uses)**

3610000	Other Revenues	508	3,499	500	500	900	500
3821000	Sale of Fixed Assets	2,070	1,425	-	-	-	20,000
	20,000 Sale of Unit #634 To County						
	<u>20,000</u>						
3800000	Total Other Financing Sources / (Uses)	2,578	4,924	500	500	900	20,500

SUBTOTAL - OPERATING REVENUE

837,611 740,845 784,779 834,779 828,286 852,122

3830000 **Interfund Transfers In**

3830100	T/in - 100 General Fund						
	Helena Area Transit Srvc Operations Support	300,000	300,000	300,000	300,000	300,000	300,000
	Helena Area Transit Srvc Operational Change	-	75,000	37,500	37,500	37,500	37,500
	Support Transfer in Subtotal	300,000	375,000	337,500	337,500	337,500	337,500
3830645	T/in - 645 Insurance & Safety	-	-	5,614	5,614	5,614	5,614
3830440	T/in - 440 Capital Improvements Fund	-	-	-	-	-	79,620
3830561	T/in - 561 Special Charters	-	-	-	-	-	50,000
3830000	Total Interfund Transfers In	300,000	375,000	343,114	343,114	343,114	472,734

TOTAL REVENUE

1,137,611 1,115,845 1,127,893 1,177,893 1,171,399 1,324,856

Other Cash Sources / (Uses)

2070100	Change in Vouchers Payable	31	51	-	-	-	-
2720000	Residual Equity Transfer (from old HATS fund 562)	290,569	-	-	-	-	-
	Total Other Cash Sources / (Uses)	290,600	51	-	-	-	-

Capital Transit							
Fund: 580							
		FY 2015	FY 2016	FY 2017			Preliminary
		Actual	Actual	Adopted	Amended	Projected	FY 2018
							Budget

Fund	580 Capital Transit
Dept	3160 Helena Bus
Activity	434 Transit Systems

1000	Personal Services						
1010	Salaries & Wages	375,051	385,161	457,399	457,399	457,399	453,270
1012	Temporary Salaries	26,650	29,371	22,578	22,578	22,578	22,578
1029	Overtime - Misc	5,614	5,408	5,191	5,191	5,191	4,990
1041	F.I.C.A. (Soc. Sec.)	24,603	25,198	30,117	30,117	30,117	29,847
1042	P.E.R.S. Retirement	32,142	32,433	40,658	40,658	40,658	40,777
1043	Health & Vision Insurance	66,374	75,061	110,606	110,606	110,606	113,230
1044	Workers Comp. Ins.	22,487	22,684	29,748	29,748	29,748	30,904
1045	Unemployment Ins.	2,243	1,052	1,222	1,222	1,222	1,211
1049	Dental Insurance	4,161	4,071	5,897	5,897	5,897	5,758
1092	F.I.C.A. Medicare	5,754	5,894	7,051	7,051	7,051	6,990
	Total Personal Services	565,079	586,333	710,467	710,467	710,467	709,655
2000	Supplies & Materials						
2019	Office Supplies & Equip	1,135	519	1,500	1,500	1,500	1,500
2024	Janitorial Supplies	2,210	2,190	3,000	3,000	3,000	3,000
	3,000 Janitorial Supplies						
	3,000						
2026	Clothing Allowance	-	936	4,000	4,000	4,000	2,000
	2,000 Uniforms (16*125)						
	2,000						
2029	Operating Supplies - Misc	806	1,911	1,500	1,500	1,500	1,500
	1,500 Operating Supplies						
	1,500						
2041	Small Tools & Equip-Misc	90	4,017	3,500	3,500	3,500	2,500
	2,500 Small Tools						
	2,500						
2045	Computr Equip/Sftwr/Sppl	3,411	1,018	2,500	2,500	2,500	2,500
	1,500 Printer Cartridges						
	1,000 Misc. Computer Supplies						
	2,500						
2049	Furniture & Fixtures-Misc	-	-	500	500	500	500
	Total Supplies & Materials	7,652	10,591	16,500	16,500	16,500	13,500
3000	Purchased Services						
3001	IT&S Computer Maint/Spprt	15,507	14,059	14,630	14,630	14,630	16,700
3002	IT&S Telephone Service	2,586	2,940	3,192	3,192	3,192	3,744
	3,276 Phone Allocation Cost						
	468 Punch Cards, Forms, Business Cards, Receipts, etc.						
	3,744						
3003	IT&S GIS/Addressing Srv	5,158	4,228	4,334	4,334	4,334	5,154
3011	City-Co Bldg Postage Adm	119	135	130	130	130	150
3012	Postage	523	620	525	525	525	525
3016	Cell Phone Reimbursement	456	456	475	475	475	475
3021	Printing & Duplicating	680	2,635	1,500	1,500	1,500	3,000
	1,000 Route Brochures						
	2,000 Punch Cards, Forms, Business Cards, Receipts, etc.						
	3,000						
3035	Dues, Subscriptn, License	442	332	550	550	550	550
	200 Montana Transit Association						
	115 BMI License						
	115 ASCAP License						
	25 RMDC Hatch Membership						
	95 Miscellaneous Publications						
	550						
3037	Advertising	2,836	2,759	7,500	7,500	7,500	24,500
	700 Telephone Book Ads						
	350 Employee Job Ads						
	250 Montana Senior News Ads						
	650 Water Bill Stuffer						
	1,550 Baseball Advertising						
	21,000 Television Advertising						
	24,500						
3041	Electric Utility	-	11,456	12,240	12,240	12,240	12,240
3042	Water & Sewer	1,404	1,583	2,000	2,000	2,000	2,000
3043	Long Dist Telephone Chrgs	169	109	200	200	200	200
3044	Natural Gas Utility	-	4,840	8,160	8,160	8,160	6,500
3045	Solid Waste	694	694	695	695	695	695
3051	Medical Expenses	1,245	1,060	1,450	1,450	1,450	2,050
	1,600 DOT Physicals/Drug Tests						
	450 Misc Medical						
	2,050						
3062	Equipment Repairs	66	1,074	750	750	750	1,000

Capital Transit

Fund: 580

	FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
			Adopted	Amended	Projected	
1,000 Repairs-Misc Bus #607 Camera System (see small tools/equip)						
<u>1,000</u>						
3066 Building Repairs/Maint	-	6,740	10,100	10,100	10,100	10,100
3075 Local Travel	920	628	1,050	1,050	1,050	1,050
3081 Required Training	587	586	1,500	1,500	1,500	4,250
2,250 CTAA Pass Instructor Training						
500 CPR/First Aid						
<u>1,500</u> Driver Training						
<u>4,250</u>						
3085 Conferences	3,699	3,864	5,500	5,500	5,500	5,500
700 MT Transit Assoc. Meeting						
300 MT Transit Assoc. Fall Conf.						
<u>4,500</u> Route Match Conference (2)						
<u>5,500</u>						
3099 Other Contracted Services	2,350	63,666	32,200	32,200	32,200	64,940
15,000 Transit Building/Bus Stop Snow removal						
16,200 Janitorial Services (\$18,000 * 90%)						
2,160 Floor Janitorial (\$2,400 *90%)						
22,745 Route Match Annual Support/Maint/Cloud Hosting						
1,200 Route Match IVR Call Fees (Annual Fee)						
1,135 Route Match Data Plans (6)						
2,000 Advertising Signs						
250 Fire Extinguisher Service Contract						
2,500 Lawn Care/Sprinkler System						
1,500 Web Maintenance						
250 Misc. (Wash Bay Pumping, Towels, etc.)						
<u>64,940</u>						
Total Purchased Services	39,441	124,464	108,681	108,681	108,681	166,323
4900 Intra-City Charges						
4932 Shop Gas & Fuel Charges	51,611	38,265	80,992	80,992	55,000	79,240
4933 Shop Vehicle Repairs	21,804	36,786	37,500	37,500	37,500	30,000
4934 Shop Tires & Tire Repairs	7,401	6,000	12,500	12,500	12,500	12,500
4935 Shop Vehicle Parts	14,012	17,658	28,125	28,125	28,125	22,500
Total Intra-City Charges	94,828	98,709	159,117	159,117	133,125	144,240
5000 Fixed Charges						
5040 Special Assessments	1,432	3,145	1,625	1,625	1,625	3,590
5079 Grants, Subsidies, Awards-Misc	53,292	-	-	-	-	-
Total Fixed Charges	54,724	3,145	1,625	1,625	1,625	3,590
8009 Internal Charges						
8001 Comm. Mgr. Atty Charges	17,933	20,148	14,683	14,683	14,683	15,417
8003 Public Works	17,567	18,689	18,071	18,071	18,071	18,975
8012 Property Insurance	3,191	3,241	3,240	3,240	3,240	3,402
8013 Vehicle & Equip Insurance	1,428	1,479	2,015	2,015	2,015	2,116
8014 Liability Insurance	12,061	11,928	13,545	13,545	13,545	15,444
8015 Fidelity Insurance	104	104	136	136	136	136
8016 Liability Deductible	1,557	2,309	4,963	4,963	4,963	5,211
8021 Human Resource	11,777	13,388	12,958	12,958	12,958	13,606
8022 Budget & Accounting	15,716	17,239	15,276	15,276	15,276	16,040
8025 Building M&O Charge	52,622	11,143	11,145	11,145	11,145	11,702
8026 Weed Control Charge	1,500	2,000	2,000	2,000	2,000	2,100
8031 Shop Charges	64,796	67,252	65,907	65,907	65,907	61,953
Total Internal Charges	200,252	168,920	163,939	163,939	163,939	166,102
9000 Capital Outlay						
9020 Buildings	-	-	300,000	310,000	165,000	17,600
17,800 ADA Bus Shelters (2)						
<u>17,800</u>						
9040 Equipment	-	15,600	-	62,710	45,000	38,795
38,795 FY18 (Route Match Vehicle Announcement Software)						
<u>38,795</u>						
9050 Vehicles	16,184	3,908	19,800	76,695	76,695	62,800
43,000 FY18 New Bus Replaces #602/608 (\$215,000 x 20%)						
12,800 FY18 New Bus Replaces #607 (\$64,000 x 20%)						
7,000 Bus Painting Upcharge (2 buses)						
<u>62,800</u>						
Total Capital Outlay	16,184	19,508	319,800	449,405	286,695	119,195
Total Helena Bus	978,160	1,011,670	1,480,129	1,609,734	1,421,032	1,321,605

CT - East Valley

Fund: 581

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
				Adopted	Amended	Projected	
Revenues							
Taxes	-	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-	-
License & Permits	-	-	-	-	-	-	-
Intergovernmental Revenues	-	115,129	118,027	126,023	126,023	126,023	125,459
Charges For Services	-	8,513	9,383	8,700	8,700	8,920	29,170
Intra-City Revenues	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-	-
Other Financing Sources / (Uses)	-	-	-	-	-	-	-
Other Operating Revenues	-	123,642	127,410	134,723	134,723	134,943	154,629
Internal Service Revenues	-	-	-	-	-	-	-
Interfund Transfers In	-	-	-	523	523	523	523
Internal Transactions	-	-	-	523	523	523	523
Long-Term Debt	-	-	-	-	-	-	-
Total Revenues	-	123,642	127,410	135,246	135,246	135,466	155,152
Expenditures							
Personal Services	-	73,429	76,961	79,586	79,586	79,586	80,342
Supplies & Materials	-	335	450	450	450	450	450
Purchased Services	-	4,981	5,357	7,772	7,772	7,772	8,949
Intra-City Charges	-	23,026	20,473	25,925	25,925	25,925	24,925
Fixed Charges	-	-	-	-	-	-	-
Maintenance & Operating	-	28,342	26,280	34,147	34,147	34,147	34,324
Internal Charges	-	18,122	20,108	19,416	19,416	19,416	20,531
Transfers Out	-	-	-	-	-	-	-
Internal Transactions	-	18,122	20,108	19,416	19,416	19,416	20,531
Debt Service	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	20,000
Debt & Capital	-	-	-	-	-	-	20,000
Total Expenditures	-	119,893	123,349	133,149	133,149	133,149	155,197
Revenues Over (Under) Expenditures	-	3,749	4,061	2,097	2,097	2,317	(45)
Beginning Cash Balance - July 1	-	-	3,749	7,810	7,810	7,810	10,127
Other Cash Sources / (Uses)	-	-	-	-	-	-	-
Ending Cash Balance - June 30	-	3,749	7,810	9,907	9,907	10,127	10,082
Unreserved Balance	-	-	-	-	-	-	-
Reserved	-	3,749	7,810	9,907	9,907	10,127	10,082
Ending Cash Balance - June 30	-	3,749	7,810	9,907	9,907	10,127	10,082
Reserves Detail:	-	-	-	-	-	-	-
Operating Reserves	-	3,749	7,810	9,907	9,907	10,127	10,082

CT - East Valley

Fund: 581

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
				Adopted	Amended	Projected	
3000000 Revenues							
3300000 Intergovernmental Revenues							
3313001 F.T.A. Grant-Operating	-	61,929	71,327	69,023	69,023	69,023	67,459
		67,459					Award = \$674,591 * 10%
3379900 Misc Intergovmntl Rev	-	53,200	46,700	57,000	57,000	57,000	58,000
		4,060					##### # Lewis & Clark County Contribution (93%)
		58,000					East Helena Contribution (7%)
3300000 Total Intergovernmental Revenues	-	115,129	118,027	126,023	126,023	126,023	125,459
3400000 Charges For Services							
3448011 Transit Fares-Valley	-	6,938	7,688	7,500	7,500	7,000	7,250
3448014 Advertising-Valley	-	1,575	1,695	1,200	1,200	1,920	1,920
3448016 Transportatn Svcs-Capital	-	-	-	-	-	-	20,000
							E. Valley Bus Replacement-L&C Co
3400000 Total Charges For Services	-	8,513	9,383	8,700	8,700	8,920	29,170
3800000 Other Financing Sources / (Uses)							
3610000 Other Revenues	-	-	-	-	-	-	-
3821000 Sale of Fixed Assets	-	-	-	-	-	-	-
3800000 Total Other Financing Sources / (Uses)	-	-	-	-	-	-	-
SUBTOTAL - OPERATING REVENUE	-	123,642	127,410	134,723	134,723	134,943	154,629
3830000 Interfund Transfers In							
3830645 T/in - 645 Insurance & Safety	-	-	-	523	523	523	523
3830000 Total Interfund Transfers In	-	-	-	523	523	523	523
TOTAL REVENUE	-	123,642	127,410	135,246	135,246	135,466	155,152

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

1000 Personal Services							
1010 Salaries & Wages	-	49,266	48,261	44,820	44,820	44,820	44,493
1012 Temporary Salaries	-	574	3,754	7,237	7,237	7,237	7,237
1029 Overtime - Misc	-	306	461	2,903	2,903	2,903	2,903
1041 F.I.C.A. (Soc. Sec.)	-	2,935	3,061	3,410	3,410	3,410	3,390
1042 P.E.R.S. Retirement	-	4,078	4,293	4,602	4,602	4,602	4,630
1043 Health & Vision Insurance	-	11,431	12,336	11,298	11,298	11,298	12,194
1044 Workers Comp. Ins.	-	3,214	3,264	3,777	3,777	3,777	3,942
1045 Unemployment Ins.	-	276	131	140	140	140	139
1049 Dental Insurance	-	662	684	601	601	601	620
1092 F.I.C.A. Medicare	-	687	716	798	798	798	794
Total Personal Services	-	73,429	76,961	79,586	79,586	79,586	80,342
2000 Supplies & Materials							
2019 Office Supplies & Equip	-	100	150	150	150	150	150
2024 Janitorial Supplies	-	235	150	150	150	150	150
2026 Clothing Allowance	-	-	150	150	150	150	150
Total Supplies & Materials	-	335	450	450	450	450	450
3000 Purchased Services							
3001 IT&S Computer Maint/Spprt	-	2,832	2,634	2,940	2,940	2,940	3,270
3002 IT&S Telephone Service	-	431	420	456	456	456	468
3003 IT&S GIS/Addressing Srv	-	501	352	466	466	466	571
3011 City-Co Bldg Postage Adm	-	-	-	35	35	35	-
3012 Postage	-	-	-	50	50	50	-
3016 Cell Phone Reimbursement	-	24	24	50	50	50	25
3021 Printing & Duplicating	-	250	250	250	250	250	250
3037 Advertising	-	250	171	250	250	250	250
3051 Medical Expenses	-	-	152	225	225	225	225
3062 Equipment Repairs	-	-	54	150	150	150	150
3081 Required Training	-	315	-	400	400	400	400
3099 Other Contracted Services	-	378	1,300	2,500	2,500	2,500	3,340
		1,000					Snow Removal
		1,800					Janitorial Services (\$18,000 * 10%)
		240					Janitorial (Floors -\$2,400 * 10%)
		200					Lawn Maintenance Sprinkler System
		100					Misc.
		3,340					
Total Purchased Services	-	4,981	5,357	7,772	7,772	7,772	8,949
4900 Intra-City Charges							

CT - East Valley Fund: 581		FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
					Adopted	Amended	Projected	
4932	Shop Gas & Fuel Charges	-	14,223	10,039	14,825	14,825	14,825	14,825
4933	Shop Vehicle Repairs	-	7,156	3,873	4,000	4,000	4,000	4,000
4934	Shop Tires & Tire Repairs	-	-	522	1,600	1,600	1,600	1,600
4935	Shop Vehicle Parts	-	1,647	6,039	5,500	5,500	5,500	4,500
Total Intra-City Charges		-	23,026	20,473	25,925	25,925	25,925	24,925
8009	Internal Charges							
8001	Comm, Mgr, Atty Charges	-	4,483	5,037	3,985	3,985	3,985	4,184
8003	Public Works	-	1,808	1,924	1,860	1,860	1,860	1,953
8013	Vehicle & Equip Insurance	-	406	405	405	405	405	425
8014	Liability Insurance	-	1,123	1,423	1,534	1,534	1,534	1,756
8015	Fidelity Insurance	-	16	16	16	16	16	16
8021	Human Resource	-	1,407	1,599	1,548	1,548	1,548	1,625
8022	Budget & Accounting	-	2,620	2,819	2,494	2,494	2,494	2,619
8031	Shop Charges	-	6,259	6,885	7,574	7,574	7,574	7,953
Total Internal Charges		-	18,122	20,108	19,416	19,416	19,416	20,531
9000	Capital Outlay							
9050	Vehicles	-	-	-	-	-	-	20,000
	20,000 Bus Purchase From Capital Transit (Unit #634)							
Total Capital Outlay		-	-	-	-	-	-	20,000
Total	East Valley	-	119,893	123,349	133,149	133,149	133,149	155,197

CT - Head Start

Fund: 582

FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
		Adopted	Amended	Projected	

Revenues						
Taxes	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Taxes & Assessments	-	-	-	-	-	-
License & Permits	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-
Charges For Services	60,177	55,441	71,526	71,526	71,526	73,523
Intra-City Revenues	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-
Investment Earnings	-	-	-	-	-	-
Other Financing Sources / (Uses)	-	-	-	-	-	-
Other Operating Revenues	60,177	55,441	71,526	71,526	71,526	73,523
Internal Service Revenues	-	-	-	-	-	-
Interfund Transfers In	-	-	405	405	405	405
Internal Transactions	-	-	405	405	405	405
Long-Term Debt	-	-	-	-	-	-
Total Revenues	60,177	55,441	71,931	71,931	71,931	73,928
Expenditures						
Personal Services	45,313	38,155	44,455	44,455	44,455	46,853
Supplies & Materials	-	-	200	200	200	-
Purchased Services	3,693	2,785	6,200	6,200	6,200	6,200
Intra-City Charges	6,241	4,961	9,513	9,513	9,513	9,500
Fixed Charges	-	-	-	-	-	-
Maintenance & Operating	9,934	7,746	15,913	15,913	15,913	15,700
Internal Charges	11,772	11,358	11,558	11,558	11,558	11,375
Transfers Out	-	-	-	-	-	-
Internal Transactions	11,772	11,358	11,558	11,558	11,558	11,375
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Debt & Capital	-	-	-	-	-	-
Total Expenditures	67,019	67,259	71,926	71,926	71,926	73,928
Revenues Over (Under) Expenditures	(6,842)	(1,818)	5	5	5	-
Beginning Cash Balance - July 1	-	(6,842)	(8,660)	(8,660)	(8,660)	(8,655)
Other Cash Sources / (Uses)	-	-	-	-	-	-
Ending Cash Balance - June 30	(6,842)	(8,660)	(8,655)	(8,655)	(8,655)	(8,655)
Unreserved Balance	-	-	-	-	-	-
Reserved	(6,842)	(8,660)	(8,655)	(8,655)	(8,655)	(8,655)
Ending Cash Balance - June 30	(6,842)	(8,660)	(8,655)	(8,655)	(8,655)	(8,655)
Reserves Detail:						
Operating Reserves	(6,842)	(8,660)	(8,655)	(8,655)	(8,655)	(8,655)

NOTE: Negative cash positions represent a timing difference between costs incurred for this program and the billing and receipt for those costs. Costs incurred for this program are fully funded by Head Start.

CT - Head Start

Fund: 582

FY 2015 Actual	FY 2016 Actual	FY 2017			Preliminary FY 2018 Budget
		Adopted	Amended	Projected	

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

1000	Personal Services						
1010	Salaries & Wages	28,315	24,781	24,892	24,892	24,892	26,136
1012	Temporary Salaries	3,136	210	2,895	2,895	2,895	2,895
1029	Overtime - Misc	926	148	1,796	1,796	1,796	1,885
1041	F.I.C.A. (Soc. Sec.)	2,007	1,559	1,836	1,836	1,836	1,918
1042	P.E.R.S. Retirement	2,645	2,079	2,478	2,478	2,478	2,620
1043	Health & Vision Insurance	5,085	6,855	7,433	7,433	7,433	8,022
1044	Workers Comp. Ins.	2,246	1,715	2,223	2,223	2,223	2,441
1045	Unemployment Ins.	178	63	76	76	76	79
1049	Dental Insurance	306	380	396	396	396	408
1092	F.I.C.A. Medicare	469	365	430	430	430	449
	Total Personal Services	45,313	38,155	44,455	44,455	44,455	46,853
2000	Supplies & Materials						
2026	Clothing Allowance	-	-	200	200	200	-
	Total Supplies & Materials	-	-	200	200	200	-
3000	Purchased Services						
3051	Medical Expenses	165	379	200	200	200	200
3099	Other Contracted Services	3,528	2,406	6,000	6,000	6,000	6,000
	4,000 RMDC Dept. Service						
	500 NET INDIRECT						
	1,500 Rent						
	<u>6,000</u>						
	Total Purchased Services	3,693	2,785	6,200	6,200	6,200	6,200
4900	Intra-City Charges						
4932	Shop Gas & Fuel Charges	4,481	2,750	7,263	7,263	7,263	6,450
4933	Shop Vehicle Repairs	85	-	150	150	150	750
4934	Shop Tires & Tire Repairs	1,575	454	600	600	600	600
4935	Shop Vehicle Parts	100	1,757	1,500	1,500	1,500	1,700
	Total Intra-City Charges	6,241	4,961	9,613	9,613	9,613	9,500
8009	Internal Charges						
8013	Vehicle & Equip Insurance	873	467	870	870	870	914
8014	Liability Insurance	870	807	827	827	827	993
8015	Fidelity Insurance	16	16	16	16	16	16
8021	Human Resource	1,628	1,851	1,792	1,792	1,792	1,882
8031	Shop Charges	8,385	8,217	8,053	8,053	8,053	7,570
	Total Internal Charges	11,772	11,358	11,558	11,558	11,558	11,376
9000	Capital Outlay						
9050	Vehicles	-	-	-	-	-	-
	Total Capital Outlay	-	-	-	-	-	-
Total	Head Start	67,019	57,259	71,926	71,926	71,926	73,928



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

CTAC Chair Theresa Ortega,

Dear Theresa,

February 3, 2017

Capital Transit request to use TransAde Funds.

This is a request from the lead agency to continue using the total FY18 TransAde Funding allocation of \$51,180.00 by the current primary transit provider in Helena, Capital Transit, to continue providing transit services to seniors, elderly and individuals with disabilities.

These TransAde funds under discussion are not new. The funds have been part of Capital Transit's yearly funding allocation to support these individuals. One example of our need to continue to use these funds is our ADA Para Transit ridership for FY16 increased by 19.11% over FY15.

In addition to the increased ADA ridership in 2013, the HATAC, currently named 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.

As required by federal law, all transit stops must meet the ADA standards. This past summer the city spent \$116,000 on bus stop improvements with the ADA requirements in mind. We plan on adding additional bus stops in FY18.

To further increase the accessibility of our transit service the city is moving away from fixed route buses with lifts to buses with low floor ramps which all passengers will use to enter and exit the bus.

A required component of the city's fixed route service is the complementary ADA Para Transit Service for those who cannot use the fixed route buses and who are located within $\frac{3}{4}$ of a mile of the fixed route. Our city **exceeds** this requirement by providing ADA Para Transit Service across the entire city.

Many elderly, seniors and individuals with disabilities depend on our public Capital Transit Service. In many cases Capital Transit is not just their primary transportation, but their only transportation.

By the CTAC supporting the city's continued use of these TransAde funds in its current operation (ADA bus stop improvements, new low floor buses and increased Para Transit rides) you are reaffirming CTAC's support for the city's public transit commitment.

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

Sincerely,

Steve Larson

Capital Transit Advisory Committee

Capital Transit Ranking

January 23, 2017

Steve Larson, Supervisor
415 North Montana Ave
Helena, MT 59623

Re: Capital Transit Advisory Committee (CTAC) meeting

Attending: Les Clark (MILP), Jaymie Sheldahl (RMDC-Head Start/CTAC Secretary), Steve Larson (HATS), Mike Hruska (Capital Taxi), Laura Erikson (L&C County), Deborah Swingley (Montana Council of Developmental Disabilities), Walt Hanley (RMDC), Charlie Briggs (Easter Seals/Goodwill, CTAC Vice-Chair), Paul Kindt (HI/PEERS), Alison Munson (United Way), Donna Gleaves (Citizen at Large), Jessica Peterson (Inside Edge Design), Theresa Ortega (Good Samaritan, CTAC Chair), Joel Peden (MILP), Susan Pesta (West Mont), Andy Hunthausen (L&C Commissioner) Conference Phone: none

On January 18, 2017 the Capital Transit Advisory Committee (CTAC) committee met to rank applications on three vehicles for the most critical need for the Helena community. One application submitted for a Route Match Software Programming and Bus Shelters these will not be ranked.

Helena Capital Transit (HCT) submitted for two vehicles: one-27 Passenger Low Floor bus and one-12 passenger/six wheelchair ADA Para Transit bus-\$259,000.00. HCT Also submitted for route match software \$66,498.00, and two bus shelters \$17,600.00-total request: \$343,098.00.

West Mont submitted for a Mini Van-\$29,000

Donna Gleaves made motion to rank Helena Capital Transit Fixed Route Bus #1, the Para-Transit Bus #2, and West Mont Mini Van #3, motion seconded by Paul Kindt. The motion was carried with one neigh.

Sincerely,

Theresa Ortega

Theresa Ortega
CTAC Chair



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

Capital Transit Advisory Committee (CTAC)
Theresa Ortega, CTAC Chair
CTAC members

January 12, 2017

Ref/ 5311 Capital Equipment

Capital Transit formally known as HATS has expanded its service in Helena. Part of the expansion has been led by the local transit advisory committee (CTAC). The other has come primarily from the State of Montana and organizations who engage with our government during the legislative session. The former is an additional fixed route bus route and the later the seasonal Capitol Legislative Shuttle. Both of these service expansions require us to review our fleet for its serviceability, **reliability**, age of the vehicle and costs associated in delivering these services. Each of these service commitments must be reviewed for not only the front line buses but also its back up. As it is commonly stated you are only as good as your weakest link. The weakest link in rural transit in Montana is non-scheduled breakdowns.

Whether it is a mechanical part, an electrical issue or a wheelchair lift issue these breakdowns can stress a transit system's ability to deliver required/expected service. These breakdowns need to be evaluated as to what the problem is and who can repair the vehicle. We are fortunate to have a trained diesel mechanic at our facility. After the problem has been diagnosed, the decision to handle the repair in house or send it to a specialist in the community must be determined. Unfortunately, many times the decision has been determined for us by the nature of the breakdown, complexity of the repair or the lack of specialized equipment or knowledge necessary to undertake the repair. The quickest turnaround is an in-house repair requiring the bus to be out of service generally only three or four days. Once a repair is sent to an outside shop we are subjected to their process and timeline. It is not uncommon for outside repairs to take two to three weeks minimum. During this time you are providing bus service with your older, high mileage, worn buses or **reducing** service to the community.

To keep our fleet in satisfactory working order we are requesting, 1 - twenty seven passenger low floor bus and 1 - twelve passenger/ six wheelchair ADA Para Transit bus. The fixed route bus is for our service expansion. The Para Transit bus is part of our established vehicle replacement program.

The third item listed on our request is the second part of our fixed route software program. The components of this are the Automated Vehicle Announcement software and associated equipment. This capability would be necessary to enable us to meet the federal requirement of announcing each fixed route bus stop. By law we are required to announce and display each bus stop for sight and hearing impaired riders. This program allows these individuals to orient themselves when riding the bus thereby increasing their independence. Currently our drivers verbally announce the stops. Unfortunately not all our drivers' voices carry as well as others. Additionally, voicing the stops does nothing to help the hearing impaired. This program would eliminate these issues.

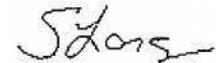
Lastly, as our fixed route system increases, we would like to add bus shelters to our service. By adding shelters we believe these comfort improvements will increase our ridership.

This capital equipment request is forward thinking knowing it takes approximately 18 months or longer to receive a vehicle through the normal MDT vehicle acquisition process from grant submittal to vehicle delivery. The City of Helena's Capital Transit capital equipment request is prioritized as listed:

- 1) One low floor 27 passenger bus - \$195,000.00
- 2) One Light Duty 12 passenger/6 wheelchair ADA Para-Transit bus - \$64,000.00
- 3) Route Match Software Program - \$66,498.00
 - a. Automated Vehicle Announcement - \$38,795.00
 - b. Automated Passenger Count - \$27,703.00
- 4) Two bus shelters - \$17,600.00 (\$8,800.00 each)

Capital Transit total equipment request - \$343,098.00

Thank you,



Steve Larson

Current / ongoing TDP/Coordination Efforts:

Capital Transit, formally known as Helena Area Transit Service has focused on completing the #1 objective listed in the updated 2013-2018 Transportation Development Plan (TDP). The #1 objective of the TDP has been the development of the new two route fixed transit service. It has been determined by city staff, the local Transit Advisory Committee (TAC) and the Helena City Commission that an improved/expanded fixed route system would be the best way to serve more citizens of Helena with public transit. By providing expanded fixed route public transit we will increase our ridership and possibly receive additional federal funding through MDOT. As we move toward implementing this new fixed route service there are many federal and state requirements the city must fulfill before Capital Transit can begin serving the citizens of Helena.

The city will begin operating the new two route bus service in January of 2017. As part of this service improvement all bus stops comply with the ADA requirements for bus stops. Additionally, the stops comply with the MCA's governing the State of Montana.

To augment the new fixed route service the city has opened a new transit website with real time bus locator software (app) provided by Route Match called "RouteShout". This app service allows anyone to see where the bus is currently located and its estimated arrival time at the individual's chosen stop. The software will also assist staff in collecting the required operational data for MDT.

The website, WWW.RidetheCapitalT.org will be scalable for mobile devices from desktop computers to cell phones to tablets. These improvements will be operational in January 2017.

Capital Transit will continue to operate and improve the ADA Para Transit origin to destination service which began August 2014.

This past year the city has accomplished several key objectives identified within the TDP. Those accomplishments are listed below.

TDP Items accomplished during 2016:

Final design of an addition of a new fixed route serving the Westside of Helena. (TDP Objective 1. Item 1.1)

Listed are the key components of the new fixed route service:

- Service will have estimated 30 minute routes
- Service has two anchor points St. Peters Hospital and Walmart.
- Traffic & Engineering study on each bus stop was completed.
- Bus stop locations were finalized.
- Budgetary approval was granted July 1, 2016.
- A new MDOT funded bus to serve the new fixed routes arrived September 2016.
- A MDOT funded ADA compliant bus shelter has been erected at the transfer point, Fuller & Placer.
- Fixed route operating software has been ordered from Route Match.

Other accomplishments for 2016:

- Improve maintenance documentation system. **Objective met.**
- Review and complete the fixed route stops. **Objective met.**
- Establish designed stops with bus stop signs,
 - 2.2 Begin addressing bus stop infrastructure and facilities concerns, **Objective met.**
 - 2.3 Establish stops with signage, ADA access, benches, schedules and shelters. **Objective met.**
- Prioritize and **secure** funding for the necessary improvements for the new fixed routes. **Objective met.**
- Identify which stops would receive the shelter improvements. **Objective met.**
- Implement the fixed route operating software. **Objective met.**
- Streamline data tracking,
 - 6.2 Develop Intelligent Transportation Systems, **Objective met.**
 - 6.3 Implement General Transit Feed Specification. **Objective met.**
- Implement the new service of **Capital Transit** name, website and brochure. **Objective met.**
- Continue to implement the marketing strategy by painting the buses indigo blue as funding allows. **Objective met.**
- Improve management of origin to destination program through policy changes and up to date tools. **Objective met.**
- HATS successfully operated the Capital Commuter Legislative Shuttle for the 2015 Legislative Session. The service ran from January till April 2015. Plans support the continuation of the Capital Shuttle for the 2017 Legislative Session. **Objective met.**

Coordination with Other Federal Programs

Currently the city has no agreements with any federal agency(s) to provide transportation.

Agencies involved in Coordination

The City of Helena, Capital transit works cooperatively with the below listed agencies to the extent possible for the public ridership.

Lewis and Clark County and City of East Helena

Lewis and Clark County is the City of Helena's primary partner in providing public transit. The county provides the majority of the match funds for the East Valley deviated fixed route bus service which serves the area east of the City of Helena extending through East Helena and its eastern boundary is Lake Helena Drive. York Road serves as the northern boundary and Hwy 12 serves as the southern boundary. The remaining match funding is provided by the City of East Helena. This service runs five days a week 7-11 AM and 1 – 5 PM. Both Lewis and Clark County and the City of East Helena are active members of the TAC.

WEST MONT

West Mont was established in Helena in 1973. We are a 501(c) (3) non-profit organization that provides a variety of services, care, and support for over 150 people with varying degrees of developmental disabilities. Our services include operating 13-residential facilities and 4-vocational centers. Four of our residential facilities house medically fragile people with disabilities and as a result have a multitude of medical appointments. Other services that we provide include nursing care, respite, recreational/social activities. We also provide Supported Living Services for disabled individuals living in their own apartments or living with their family and Supported Employment Services (SES) for clients that wish to find jobs within our local community. West Mont creates opportunities and choices that empower people with developmental disabilities.

Residential (Group Homes/Apartments) Services operate with trained staff on-site 24-hours-a-day/7-days-a-week to ensure the safety of our residents and to help provide support, training, and supervision. Our goal is to teach clients the necessary skills so that they can live as independently as possible. This may include personal hygiene, safety, money management, food preparation, and other activities of daily living. Staff also manages and escort clients to all medical appointments. West Mont also has nurses that provide nursing care to clients on an as needed basis. We encourage our clients to be active members of our community by providing them with access to recreational and social activities.

West Mont Work/Day Programs offer a variety of vocational training and employment options based on a client's interests, skills, abilities, and available job openings. We offer meaningful and fulfilling work that gives them a sense of accomplishment and the opportunity to earn a paycheck. Employment opportunities include a flower business, shredding, ice making, animal husbandry, deliveries, bulk mailings, vegetable, flower, and pumpkin gardens, 3-commercial greenhouses, and more. Our focus is 'job readiness' training.

Community Based Supported Services offer assistance with job placement and employment within the local community. To ensure a successful placement, West Mont provides ongoing support with job coaching and supervision. Services may also include transportation, and as needed adaptive equipment, and environmental assessments/modifications. For clients living at home or in their own apartment, our staff teaches the necessary skills to help them live as independently as possible. This may include household maintenance, safety, meal preparation, shopping, personal hygiene, and money management.

DESCRIPTION OF TRANSPORTATION SERVICES

West Mont provides transportation to people with developmental disabilities who reside in residential facilities, attend West Mont Work/Day Programs, and/or participate in our Supported Services Programs. Our transportation fleet is comprised of a variety of 28 vehicles, ranging from a 12-person bus to vans, trucks, & passenger cars. Of those, six (6) are equipped with wheelchair lifts for individuals with wheelchairs.

West Mont transportation services also provide clients with access to their jobs, medical appointments, shopping, and to recreational and social opportunities in the community. Transportation is available on a demand-responsive basis 24-hours-per-day, 7-days-per-week. We average approximately 4,000 passenger-trips per month and more than 13,000 miles of travel to serve those trips. Of our 13-group homes, only one is located outside of the Helena city limits in the Helena valley on York Road (West Mont Farm & Gardens). West Mont also occasionally receives requests from families or individuals needing transportation that are not enrolled in services with us. We attempt to fulfill reasonable requests for assistance with transportation. Some individuals attending West Mont's Work/Day Programs and other West Mont sponsored activities may also utilize Capital Transit to get to these programs.

The mileage on West Mont vehicles ranges from a low of 4,463 for a 2015 Dodge Conversion Van that we received from MDOT for the 2014/2015 grant cycle to a high of 449,353 miles on a Chevy Cube Truck. The median miles of our fleet are 132,590. Vehicle ages range from 1-year to 24 years with a median age of 13-years. To save costs, most preventive maintenance is done in-house while other vehicle maintenance is contracted out. Large maintenance items are put out to bid. West Mont's transportation program funds originate from Federal and State sources with approximately 70 percent from the Federal government and the 30 percent from the State of Montana.

VEHICLE INVENTORY

West Mont now has a fleet of 28 vehicles since the last report, a net gain of three.

Table 1: West Mont Current Vehicle Inventory

Year	Make	Model/Location	Seating	Mileage
1992	Ford	W/C Van/Hillside L & C	5 passenger	96,879
1995	Dodge	W/C Van L & C	7 passenger	84,475
1995	Dodge	Van 2500 W/C	2-Passenger	84,440
1995	Chevy	2500 Truck/Farm	2 passenger	98,404
1996	Ford	Van/Supported Living	7 passenger	143,757
2000	Dodge/WC	2500/Tara Apts	7 passenger	120,458
2000	Honda	Odyssey/Blaine	7 passenger	182,812
2000	Chevy Cube	All House	2 passenger	449,353
2000	Dodge	Dakota Truck/Blaine	2 passenger	145,771
2000	Toyota	Sienna Gold/Supported Services	7 passenger	148,707
2001	Dodge 2500	Townsend	7 passenger	100,093
2001	Chevy Truck	Maintenance	3 passenger	113,508
2003	Chevy	(W/C) Bus/Caldwell	12 passenger	62,275
2003	Toyota	Matrix/Blaine	4 passenger	169,389
2004	GMC	Yukon/Flower Co.	7 passenger	163,844
2005	Chevy	Van/Farm	12 passenger	141,248
2005	Chevy	Plow Truck/Maintenance	4 passenger	344,345
2005	Ford	Van/Hillside	12 passenger	108,498
2006	Toyota	Sienna/Humbolt	7 passenger	77,792
2006	Toyota	Matrix/Admin./Supported Services	4 passenger	147,667
2007	Ford	E350 Econoline Van/Humbolt	12 passenger	109,749
2008	Toyota	Sienna	7 passenger	121,603
2009	Chevy	Express Van/Tara	12 passenger	90,714
2009	Chevy	Express White Van L & C	5 passenger	59,507
2009	Chrysler	Town & Country/Cedar	7 passenger	109,917
2009	Chrysler	Town & Country/Farm	7 passenger	101,741
2010	Dodge	Caravan/Townsend	7 passenger	130,930
2015	Dodge	ADA Conversion Caravan	5 passenger	4,633

WEST Mont is an active member of the TAC.

Montana Independent Living Project (MILP)

MILP, established in 1981, is one of four independent living centers, all of which are nonprofits serving the State of Montana. MILP serves 14 counties in southwestern Montana, including Lewis and Clark, Jefferson, and Broadwater Counties. MILP services are available to anyone with a disability who is likely to benefit from services. The agency's mission is to promote independence for people living with disabilities. MILP

provides direct services to over 475 people a year and information and referral to several thousand people each year.

The agency assists people living with disabilities in assessing what their transportation needs are, and what options might be available to them. While they do not directly provide any housing services, MILP, through a collaboration with a local taxi company, does provide a vouchered transportation service within Helena (contingent upon funding). MILP will continue to advocate for system changes that create more housing and transportation options for people living with disabilities.

- **Information And Referral** – Includes basic information on equipment, financial assistance, recreation, housing, attendant care, support groups, legal rights, and many other disability and community topics and resources.
- **Independent Living Skills Training** – Training in areas such as budgeting, socialization, leisure planning, attendant care management, and the use of community resources.
- **Orientation and Mobility Instruction** – This training includes travel training and allows individuals to improve their orientation to the community as well as their mobility.
- **Peer Advocacy** – A person with a disability provides counseling and support on a one-to-one basis with another person who is experiencing obstacles and implications related to a disabling condition.
- **Individual And Systems Advocacy** – Help persons with disabilities identify their independent living needs, develop an individual plan of action to meet those needs, share resource information, and facilitate problem-solving skills necessary for ensuring an independent and self-determined lifestyle.
- **Transition Services**- Services that facilitate transition from nursing homes and other institutions to the community, provide assistance to those at risk of entering institutions, and facilitate transition of youth to postsecondary life.

MILP continues to be an active member of the TAC.

Rocky Mountain Development Council (RMDC)

Rocky Mountain Development Council, Inc. (RMDC) is one of the original Community Action Agencies created under the Economic Opportunity Act. The agency started as a nonprofit 501(c) (3), became a public agency under county government in 1974, and is currently operating as a nonprofit. RMDC is the sponsoring agency of numerous community programs primarily geared to helping low-income seniors, individuals, and families meet their needs. Senior programs (many of which also serve people with

disabilities regardless of age), include Senior Transportation, Foster Grandparents, Senior Companions, Retired and Senior Volunteers, a Senior Center, the Daily Dinner Club, Home Delivered Meals, Senior Commodities, Area Agency on Aging, Spirit of Service, and others. Participation in the Low Income Energy Assistance and Weatherization programs is predicated on income, but locally, approximately 36.5 percent of participants are seniors aged 62+, and more than half (56.3 percent) have a disability to the extent that they qualify for participation in SSI (Supplemental Security Income), a Social Security entitlement program for those with a disability too severe to work. Virtually all of those served by RMDC's low-income housing programs are seniors who also exhibit an extremely high prevalence of age-related disability.

Description of Transportation Services

Virtually all of RMDC's programs require transportation in one form or another. This includes transporting participants who are low-income, have disabilities, or are seniors to and from services or activities. RMDC also transports goods and services to a broad, low-income clientele throughout the tri-county area. RMDC's Senior Transportation System targets services to the elderly and people with disabilities. This system provides an average of 438 rides per month.

The senior transportation service caters to a number of senior programs; with one of the more popular being congregate meals or Daily Dinner Club. Between 11:00 a.m. and 12:00 noon, one vehicle picks up seniors who attend the noon social/nutritional gathering. The Dinner Club averages 75 participants per day. Daily manifests are created for the Senior Bus and are ready at or before the start of the day. The driver is responsible for reviewing the manifest and has authority to make adjustments as needed.

RMDC is a partner in the Eagles Manor Complex, which currently includes the Eagle Manor I (with 66 one-bedroom and single-room occupancy units), Eagle Manor II (with an additional 53 units), and Eagles Manor III (additional 30 units in the common complex), which is located at 715 North Fee in Helena. These units are dedicated to low-income seniors and other adults with disabilities. The complexes are home to the frail elderly with a mean age in the 80's. Most experience age-related disabilities and need walkers, wheelchairs, and portable oxygen tanks. Few drive or have access to personal vehicles. Because of the high concentration of elderly and adults with disabilities in one location, it makes sense to provide a dedicated means of transportation to assist people with accessing shopping, doctors, and other appointments. RMDC would like to add this service to the Senior Transportation System.

Service Productivity

RMDC provided a total of 5,257 one-way, passenger-trips between July 2015 and June 2016 through its senior transportation system. The total operating cost for these services

was \$41,907. Ridership has remained relatively stable over the past five years, although area demographics indicate that there will be a steady rise in the percentage of seniors in the population for the next 20 years, as reflected in the projected growth in the tri-county population aged 65 and older.

Senior Companions and Foster Grandparents are senior volunteer programs for low-income seniors. Volunteers receive a small hourly stipend and are reimbursed for the mileage they log in support of providing service. Senior Companions provide in-home services, transportation, and run errands for their frail elderly clients. Not only do these programs serve the specific target population noted, they also provide a strong protective factor for the impoverished senior volunteers themselves.

Service Analysis

Vehicle Fleet

RMDC’s vehicle fleet is made up of 12 vehicles. The following list provides the detailed fleet information.

Table 2: RMDC Vehicle Inventory

Description	Fund Name
Non-Owned & Hired	IDC
99 Ford Econoline Van	Facility Manager
92 GMC Safari Van	Head Start-Home Base
92 GMC Safari Van	Head Start -Home Base
2008 Ford Ranger	HDM
2009 GMV Van	HDM
2013 Chev Express Bus	Sr. Transportation
2007 Starcraft Bus	Sr. Transportation
2009 Dodge Ram	Weatherization
2006 Ford 350 Super Duty	Weatherization – Crew
2006 Ford F 350 Crew	Weatherization – Crew
1998 Cargo Mate Trailer	Weatherization
2006 Ford F 150 (85%)	Weatherization- Auditor

Future Needs

RMDC indicated both short-term and long-term needs. In the short-term, it is evident that bus storage facilities are needed. In the next six years, RMDC indicates it is in need of approximately \$1.18 million in capital. Long-term needs include the following:

- Extending service to outlying communities: There is extreme need for service to outlying rural areas, including White Sulphur Springs, Whitehall, Lincoln, Augusta, Basin, Boulder, Montana City, and/or Clancy. To begin with, services might be provided on a weekly basis, with the intent of establishing a

transportation hub where the elderly and people with disabilities from outlying areas could access a ride into Helena, where they could connect with the Helena Area Transportation System (HATS). From there, they could shop, attend appointments with health and other providers, or participate in senior center or other activities.

- Head Start parents consistently name transportation – particularly outside the city limits and after business hours – as one of the biggest obstacles to self-sufficiency and participation in the various Head Start opportunities. This presents a huge unmet need in the local service area.

Table 3: RMDC Short-Term Needs

Description	Amount
Replacement cargo van for existing Home Delivered Meals Program.	\$75,000
Two Blue Bird Buses to replace existing Head Start Buses	\$200,000
Two New Head Start Transport vans @ \$50,000/Van	\$100,000
Bus barn to House and maintain all RMDC vehicles.	\$750,000
Transportation needs assessment specific to the low income and senior consumers	\$50,000
Total Estimated Short-Term Needs	\$1,175,000

RMDC is an active member of the TAC.

Montana Council Developmental Disabilities (MCDD)

No update provided at this time.

MCDD is an active member of the TAC. Ms. Deborah Swingley is the ED/CEO of MCDD and our past chair.

Easter Seals/ Goodwill

Easter Seals-Goodwill Northern Rocky Mountain, Inc., is a 501(c)3 non-profit organization based in Great Falls, Montana, with services across Montana, Idaho, Utah and Wyoming. We are a dual-affiliate of two, distinct human service organizations: Easter Seals Disability Services, based in Chicago, Illinois; and Goodwill Industries International, based in Rockville, Maryland. Since 1946, we have grown into a strong, financially stable human services organization. We work through five core service areas to help people with disabilities and disadvantages build better lives and brighter futures. This past year, we have touched lives ranging from children and adults with disabilities looking for help to grow, learn and live more independently, to older adults, and welfare recipients seeking job skills and employment. Our goal is to ensure that everyone we

serve can realize their potential and fulfill their dreams. Our mission is: "together we can create opportunities that change lives."

Our services in Helena are mostly limited to job training and employment opportunities we provide through our Goodwill Store, though we have also provided professional consultants to assist families with children on the autism spectrum. I am based in Helena and serve the organization as Public Policy and Development Officer working across our four states.

Easter Seals-Goodwill Northern Rocky Mountain, Inc. is an active member of the TAC.

PEERS, Unlimited

The agency known as Partners Ensuring Equal Rights and Supports, Unlimited, or PEERS, is celebrating its 25th years serving individuals in the Helena area. Originally, PEERS was started by a group of parents who saw a need in their children with special needs. Their focus was on interaction with peers and socialization. One of the highlight events sponsored by PEERS has always been Summer Camp.

Many partnerships have been developed as the agency has grown. Involvement as an affiliate with the United Way has provided the funding needed to provide and promote programs. PEERS has always worked closely with other community agencies who provide services to individuals with developmental disabilities.

Other community partners have included the First Lutheran Church, Helena School System, Moose Lodge, Fort Harrison Service Club, the Helena Civitan Club, MYLIF, and Disability Rights Montana.

One of most effective programs over the years has been PEER Pals. By partnering individuals with and without disabilities, the friendships formed have led to lasting relationships. Many of the Pals have gone on to occupations providing services to individuals with developmental disabilities.

Although the specific activities offered by the agency have changed over the years, the primary focus continues to be on social and integrative activities for individuals. Many of the original kids involved with PEERS now continue their involvement in the adult services we offer.

PEERS, Unlimited is an active member of the TAC.

Public or Non-Profit sector agencies currently not participating in coordination

The CTAC and the Helena Area Transit Service have made numerous invites to groups and individuals who may have an interest in public transit. We had over 50 participants at the charrette to develop the proposed new two route fixed bus service. Over the past year we have had numerous individuals and organizations attend TAC meetings. Many do not attend every meeting due to other priorities and commitments but through our email list over 90 individuals and groups maintain connectivity with our TAC. Listed below are

organizations that are engaged with the TAC and support the need for public transit but are unable to regularly attend TAC meetings.

Spring Meadow Resources
St. Peter's Hospital
Good Samaritan Ministries
Lewis and Clark Co. Treatment Court
YWCA
God's Love Inc.
Helena's Building Improvement District (BID)
Helena Industries Inc.

Public Sector Involvement

Public involvement for TAC meetings has been handled by the TAC. The TAC currently has over 90 individuals or groups who have signed up to be informed about the TAC meetings and items discussed. Minutes for each TAC meeting are kept. Transit items which go before the lead agency for formal decisions are conducted through the City of Helena's city administrative meetings and city commission meetings process. All items before the City Commission are properly public noticed and minutes are kept.

One early goal voiced within our community is to continue the Capitol Shuttle for the 2017 State Legislative session. This project was very successful providing 9,924 during the 2015 legislative session.

Private sector agencies participating in coordination

Capital Taxi –

Capitol Taxi in 2015 provided 19231 rides. We made no other changes in 2015.

Capitol taxi is a private company, regulated by the Public Service Commission and serves the greater Helena area. Capitol Taxi is a door to door service available 24/7. Service is arranged by calling dispatch. No advance notice is required. Transportation service is available in a variety of vehicles: Limousine, 12 passenger van, sedan or SUV. In FY 2015 Capitol Taxi provided 18,400 rides in the local area. The average distance per trip was 3.6 miles.

Different opportunities to partner with the local private taxi service are under consideration. In 2014 a demonstration taxi project was completed. We learned many lessons during this project. Some of the lessons learned involved insurance requirements, how best to meet federal transit requirements for drivers and vehicles, hours of operation, service area and cost allocation.

Capital Taxi is an active member of the TAC.

Private sector agencies currently not participating in coordination

First Student –

No update provided at this time.

First Student provides rides for our school district and is not an active member of the TAC.

Salt Lake Express (SLE) -

Salt Lake Express provides intercity transportation from Helena to the cities of Butte, Great Falls and Salt Lake City. SLE also connects with Jefferson Lines to provide transportation east/west across Montana. SLE is currently not an active member of the TAC.

Salt Lake Express is allowed to use the Intercity bus office located in the Capital Transit facility at no charge. All operational costs associated with operating the office are reimbursed through the 5311 Operating Grant.

Plan for transit growth and/or increase ridership

Currently as outlined in the 2013-2018 updated TDP, Helena's identified number one way to increase our ridership numbers is to develop our fixed route bus service. This goal remains the city's first priority going into FY 2018 budget process.

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AN ATTORNEY-CLIENT RELATIONSHIP**

**FREQUENTLY ASKED QUESTIONS REGARDING THE CITY OF HELENA'S
ANTI-DISCRIMINATION ORDINANCE
PROHIBITING DISCRIMINATION IN PUBLIC ACCOMMODATIONS**

The following information is intended to address common questions regarding the City of Helena's recent ordinance that amended Section 1-8-4 of the Helena City Code that prohibits illegal discrimination in all places of public accommodation, including restrooms and changing facilities.

1. What does the ordinance prohibit with respect to restrooms and changing facilities?

Ordinance No. 3224, passed on January 9, 2017, and effective on February 8, 2017, repealed a previous exception to the prohibition against discrimination in public accommodations wherein entities offering public accommodations could, if they chose, require individuals to use facilities where individuals routinely appear in the nude in accordance with their anatomical sex.

Ordinance No. 3224 precludes any entity offering public accommodations from discriminating against a person on the basis of their anatomical sex. A place of public accommodation may not require a person to use a restroom or changing facility on the basis of their anatomical sex. In other words, a business may not direct, instruct, or otherwise preclude a person from using the facilities based on their gender identification or expression. This necessarily includes the preclusion of asking a person to verify their "status" as a transgendered person.

2. What is a "public accommodation?"

Section 1-8-2 of the Helena City Code defines a "public accommodation" as "a place that caters or offers its services, goods, or facilities to the general public, subject only to the conditions and limitations established by law and applicable to all persons. It includes, without limitation, public inns, restaurants, eating houses, hotels, roadhouses, places where food or alcoholic beverages or malt liquors are sold for consumption, motels, soda fountains, soft drink parlors, taverns, nightclubs, trailer parks, resorts, campgrounds, barbering, cosmetology, electrology, aesthetics, or manicuring salons or shops, bathrooms, rest houses, theaters, swimming pools, skating rinks, golf courses, cafes, ice cream parlors, transportation companies, hospitals, and all other public amusement and business establishments.

3. Does signage indicating separate men's and women's restrooms or changing facilities need to be removed? Do existing men's and women's restrooms or changing facilities need to be altered, reconstructed, or modified?

Ordinance No. 3224 does not address signage requirements for restrooms or changing facilities. Places of public accommodation should follow all applicable federal, state, and local laws, rules, regulations, and codes. A place of public accommodation is not required to eliminate or alter

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currently existing separate men's and women's facilities, nor is a business required to provide new or special restroom or changing facilities under this ordinance.

4. How should inappropriate or illegal activity be handled?

Ordinance No. 3224 does not permit inappropriate or illegal activity. If someone believes that another person is engaging in indecent exposure, as defined by § 45-5-504, MCA, or any other violation of Title 45, they should immediately contact the Helena Police Department. The crime of indecent exposure requires a person to act knowing or purposely in order to abuse, humiliate, or degrade another, or arouse or gratify the person's own sexual response. The mere act of being nude in a restroom or changing facility in front of another person does not rise to the level of indecent exposure.

5. How is the ordinance enforced?

Section 1-8-7 of the Helena City Code creates a private right of action. The City does not respond to, enforce, or otherwise prosecute allegations of a violation of the Illegal Discrimination code under Title 1, Chapter 8.

6. Who do I contact about further questions?

Anyone with questions regarding conduct of a business and implications of Title 1, Chapter 8, need to seek private legal counsel.

DATE: January 20, 2017

TO: Ron Alles, City Manager

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

SUBJECT: Fiscal Year 2017 Mid-Year Budget Review

Budget Review Process:

The City's budget components are, as a matter of standard operations, 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. The review is not expected to catch all areas that eventually may be a problem, but the review does provide for detection of more obvious or predictable concerns.

Findings:

Aside from the relatively minor exceptions noted below, the fiscal year 2017 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.

EXPENDITURES

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

Fire: An overrun of up to \$72,000 is projected by year-end. This is largely attributable to overtime charges incurred in the first half of the year. As of the last pay period paid in December, overtime charges exceeded the annual budget allocation of \$77,342 by \$4,000 (105%). The department attributes this unusual amount of overtime usage to:

- Additional shift safety coverage for 3 new probationary firefighters
- A higher than usual volume of large incidents that required additional staff to tend to, manage & investigate the incidents
- Additional staff time required to get the two new fire engines fitted, equipped, reviewed and operational within the guidelines of the manufacturer and grant requirements, as well as stripping and surplusing the apparatus that they replaced

City of Helena, Montana

- Grant funded hazmat training that may have been incorrectly coded or may require a budget adjustment from the budgeted grant funds. The department is currently reviewing this for proper accounting/budget determination.

With incidents and special projects leveling out or completing, the department intends to manage the training and overtime and be frugal with purchases for the remainder of the year in order to provide savings from other areas of the budget to cover this overage. It is also expected, unless more unusual incidents occur, that the actual amount of budget overrun will be much less than the original projections.

There were also payout costs of approximately \$48,600 for two retiring firefighters. A portion of this cost is expected to be covered by some vacancy savings and filling the positions with lower cost probationary firefighters. There was also an unbudgeted need to hire a temporary administrative position (\$4,240 + benefit costs) to fill in for the administrative coordinator while she was out on leave.

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 all cases, as confirmed with each department, department analyses have indicated 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.

REVENUES

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. Due to the late mailing of tax notices this year, tax collections at mid-year were down, however no problems in that revenue area are expected for the year.

OTHER FUND REVENUES

With one noted exception below, 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.

Parking: Mid-year projections with Parking staff are estimating a revenue shortfall of \$75,000 - \$100,000. This is primarily due to the move of Blue Cross / Blue Shield out of the downtown area and the closing of New West. Parking staff is looking into options to backfill the parking areas with other customers.

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.