

Helena Transportation Advisory Council
City County Building, 316 North Park
Room #426
December 17, 2013
3:00 PM

Members present: Vivian Crabtree (Chair), Cindy Baril (RMDC), Steve Larson (HATS), Patrick Sanders (DPHHS), Walter Hanley (RMDC), Bob Allen (Citizen at large), Matthew Cramer (SAVE), Elizabeth Andrews, (Helena Citizens Council #2), Les Clark (MILP), M.C. Beebe (Helena Safe Schools), City Commissioner Matt Elsaesser, Lloyd Sparks (MILP), Paul Kindt (PEERS), Laura Erikson (L&C County), Karen Lane (L&C County Health Dept.), Jennie Ekwortzel (RMDC Consumer), and Barbara Sheridan (HATS).
Conference Phone: Tom Stuber (MDT), Bob Maffit (MILP).

Tom Stuber was placed first on the Agenda because of time limits. Tom Stuber spoke to group via the conference phone. He provided IN-KIND reading materials. He talked about "In kind" types of match and he suggested contacting Eric Romero of MDT for match percentages. He explained the Capital Assistance Review Committee (CAR) funding process to the group and how the money is divided among providers. He said bus shelters can be applied for under the 5311 (CAR) form and that the match money can be provided by private business/party not just the grantee. He opened it up for questions and answers.

Introductions: Meeting started with introductions.

Elizabeth Andrews made a motion that the monthly TAC meetings, Draft Agenda, and Materials be posted on the City Web site as communications in addition to e-mails.

Seconded by Robert Allen.

Motion passes.

Approval of minutes. The minutes from November were accepted by majority with the exception of miss-spelled name Jennie Ekwortzel, incorrectly shown as Jenny Ekwortzel.

Old Business:

- a. Transit Planning for all Stakeholder meeting review
- b. ADA Complimentary Curb to Curb/Para transit Plan & Functional Needs Evaluation

Transit Planning for all Stakeholder meeting review: Elizabeth Andrews, speaking under Current Transportation Solutions, talked about the grant process to date. She talked about the Consumer and Stakeholder meetings and checklist. She explained there is a strong sense of needs and priorities. There were 55 participants at the panel. She said there are 4 reoccurring action areas found. 1. Strengthen the role of the TAC for coordination and mobility management activities. 2. Form a local Consumer Council. 3. Form a "Transportation for All" Advocacy Coalition. 4. Develop a Strategic Marketing Plan.

ADA Complimentary Curb to Curb/Para transit Plan & Functional Needs Evaluation: Steve Larson updated the group concerning their meeting with Les Clark, Bob Maffit, and Judy Harris. He said we have a functional document that is well rounded. The next step is, to present it to the ADA Committee for approval, then after to the City Commission for approval. Steve thanked Les Clark, Bob Maffit, and Judy Harris for their help and input. The group further discussed this document, taxi cabs, and bus stop self- evaluation documents.

Bob Maffit made motion for the HTAC to first accept the ADA Complimentary Curb to Curb Para Transit Plan and Functional Needs Evaluation document prior to sending it to ADA for approval.

Seconded by Elizabeth Andrews.

Motion passes.

Ridership update: The total ridership for November was 6,897. Breakdown – East Valley 1,006, Head Start 764, HATS Checkpoint 2,056, HATS Curb to Curb 2,532, Rec-connect 0, RMDC 539.

New Business:

- a. Commissioner Elsaesser, issues/ideas for funding non-motorized improvements in the City of Helena
- b. Elizabeth Andrews, FTA circular – funding for sidewalk infrastructure transit stops/centers. Allowable in kind options for match money.
- c. Elizabeth Andrews, Action Area 1 Strengthen the role of the Transportation Advisory Committee (TAC) for coordination and mobility management activities.
- d. HTAC attendance and 2014 membership forms
- e. Call for elections, Chair and Vice Chair

Issues/ideas for funding non-motorized improvements in the City of Helena: City Commissioner Elsaesser talked about how resources are established for trails, ADA, and accessible biking walking programs. He briefly talked about CTEP funds and dangerous pedestrian crossings such as Henderson Street crossing. He talked about goals of the sidewalk programs, prioritizing sidewalks with building permits, offer an option of builders to buy out, and build sidewalks elsewhere. There were further questions of the sidewalk program and infrastructure. It was suggested to use the term “non-motorized” by Elizabeth Andrews as a messaging issue. Commissioner Elsaesser said the priority is to provide the most coverage possible for the City of Helena.

FTA circular – funding for sidewalk infrastructure transit stops/centers. Allowable in kind options for match money: Elizabeth wanted the group to know FTA funds are available for bike/pedestrian improvements for sidewalks to connect to bus stops up to one-half mile for pedestrians, and three miles for bicycles. It is important to explore any FTA funding program opportunities to make sure we are getting the best funding options available.

Action Area 1 Strengthen the role of the Transportation Advisory Committee (TAC) for coordination and mobility management activities: Laura Erikson said round 1 is complete and we are now applying for the \$88,879.00 round 2 amounts. She thanked everyone for their letters of support. Elizabeth said the number 1 action area was to strengthen the role of the TAC and better training. Elizabeth suggested a sub-committee may be in order. Laura said Debra Swingley has offered to supply training for the TAC for future needs.

HTAC attendance and 2014 membership forms: Any nominated position is held only by HTAC members. If not a member please fill out membership form and conflict of interest forms.

Call for elections, Chair and Vice Chair: Vivian Crabtree said an email notice for Chair and Vice Chair positions will be sent out. She said any nomination that is made must have a letter or verbal acceptance from the nominated person. The election will be held at the next meeting in January.

Next meeting: Proposed date – January 21, 2014 at 3:00 P.M. in room #426 of the City County Building, 316 North Park Ave.

NOTE** All agenda items/issues must be turned into Barbara Sheridan or Vivian Crabtree no later than January 10, 2014. The January HTAC meeting is scheduled for 1 hour, promptly after the HTAC meeting the Intergovernmental Transportation quarterly meeting will begin.

AGENDA

HELENA TRANSPORTATION ADVISORY COUNCIL

Notice meeting address change

**City County Building
316 North Park Room #426
December 17, 2013**

3:00 PM till 4:00 PM

**Conference Call Phone Number – 447-8400
If you have difficulty connecting to this number please
Call 431-7665**

3:00 Tom Stuber – Allowable in kind options for match money

1. Introductions.
2. Approval of Minutes for November.
3. Old Business:
 - a. Transit planning for all Stakeholder meeting review – Elizabeth Andrews
 - b. ADA Complementary Curb to Curb/Para transit Plan & Functional Needs Evaluation – Steve Larson
4. Ridership update – Steve Larson
5. New Business:
 - a. Commissioner Elsaesser issues/ideas for funding walking infrastructure improvements in the City of Helena – Elizabeth Andrews
 - b. Elizabeth Andrews FTA circular – funding for sidewalk infrastructure transit stops/centers. Allowable in kind options for match money – Elizabeth Andrews
 - c. Elizabeth Andrews Action Area 1 Strengthen the role of the Transportation Advisory Committee (TAC) for coordination and mobility management activities. – Elizabeth Andrews
 - d. HTAC attendance, and 2014 membership forms (see attachments) – Vivian Crabtree
 - e. Call for elections, Chair and Vice Chair – Vivian Crabtree
6. Next Meeting. Proposed date – January 21, 2014 at 3:00 P.M. in room #426 of the City County Building, 316 North Park Ave.

IN-KIND GUIDANCE OUTLINE

FTA In-kind match description: *Rules for Grants and Cooperative Agreements, 49 CFR parts 18 and 19*

Recipients may count non-cash shares such as donations, volunteered services, or in-kind contributions toward the local match only if the recipient formally documents the value of each non-cash share, and if this value represents a cost that would otherwise be eligible under the project. The net project cost must include the value of any in-kind contributions included in net project cost to the extent it is used as local match.

Recipients may use funds from other Federal agencies (non-DOT) for the entire local match if the other agency makes the funds available to the recipient for the purposes of the project. The only DOT funds that States can use as local match for Section 5311 projects are from the Federal Lands and Highway Program authorized at 23 U.S. C. 204.

A State cannot use Section 5310 or other FTA funds as match for Section 5311 program funds. Even though funds are made available to the rural transit provider through a service agreement with a State or local social service agency or private social service organization, FTA funds may not be used as match because they are derived from a DOT program.

SOURCE	DESCRIPTION (non-cash contribution provided by non-federal third parties)	DOCUMENTATION
VOLUNTEER	Drivers and dispatcher wages including fringe (employer's share of FICA, UI, Worker's Comp)	(\$10/hrs + fringe x 8 hrs/day x 64 days/qrt x 3 buses = \$15,306)
ADVERTISING	Public service announcements, print ads or run of station radio or TV ads.	Third party market value analysis or invoice/run schedule
INSURANCE	Vehicle or property insurance paid by county	Donation check provided by County/ agency check to County for insurance premium. Third party bid proposal
RENT	Office, bus parking or storage facilities	Third party market value analysis
SERVICES	Custodial (bus wash or detailing) Professional (accounting, legal, consulting or secretarial)	Third party market value analysis or draft invoice
DONATIONS	Property (office equipment, furniture, vehicles, real property)	Third party market analysis, store ad, appraisal or invoice.

NEW

Instead a 15% cap only on the federal funds it will be a 15% cap on the full grant amount. For example:

Previous:	Now:
Federal - \$800	- \$800
Match - \$200	- \$200
Total - \$1,000	- \$1,000
In-kind cap \$800*15% = \$120	\$1,000*15% = \$150

Checklist of Action Areas and Next Steps for Year 1 and Beyond

Name: _____

Phone Number: _____ Email: _____

Circle which of the following key action areas you feel should be the community's top priorities (can circle more than 1).

Underline the next step recommendations under each of the 4 areas you and/or your organization would consider leading.

ACTION AREA 1-Strengthen the role of the Transportation Advisory Committee (TAC) for coordination and mobility management activities – The TAC's charge from Montana Department of Transportation is to coordinate. Better training and a one-year action plan could help the TAC build coordination and have a stronger voice.

Next Step Recommendations:

- 1.1. Recruit a **mobility manager** to identify and implement coordination strategies. This could be funded through city, county, or local non-profit.
- 1.2. Conduct a **self-assessment** and develop a **one-year action plan** to identify high priority coordination opportunities.
- 1.3. Update the transportation inventory to document all community resources.
- 1.4. Allocate a TAC meeting to learn about successful **coordination models**. Potentially invite a person to give an in-person or webinar presentation to the TAC.
- 1.5. Lead the expansion of **travel training programs** with partner organizations. Several organizations provide travel training to their constituency.
- 1.6. Pursue incremental funding (e.g. increased efficiency, **contracts for service**).

ACTION AREA 2-Form a local Consumer Council – A Consumer Council would engage consumers with mobility limitations to help identify ongoing needs and provide consumer feedback on planning and service policy decisions.

Next Step Recommendation:

- 2.1. Non-profit organization(s) takes the lead on **staffing and convening the council** on a regular basis.

ACTION AREA 3-Form a "Transportation for All" Advocacy Coalition – A formal coalition would actively monitor and engage in city and county planning and policy decisions. It would also be essential for organizing and running a campaign to secure new funding.

Next Step Recommendations:

- 3.1 Secure resources through a grant or a local non-profit organization to **staff, organize, and facilitate a first coalition strategic planning work session in January 2014.**
- 3.2 Stakeholder organization representative(s) takes the lead on recruiting and funding a **coalition coordinator**, to help develop and execute a coalition strategic plan that includes planning, policy and funding related priorities. Areas of expertise include coalition building and strategic communications.
- 3.3 **Consolidate opinion and choose direction** on significant funding expansion. Among the options are millage through a Transportation District, city millage, gas tax, parking meters, significant statewide funding, and/or strong and sustained local employer and non-profit contributions.
- 3.4 **Develop an action plan for bringing funding concepts to action.** Hear from a community that has recently passed a transit funding initiative (e.g. Missoula UTD). A good national resource is the Center for Transportation Excellence. <http://www.ctfe.org>
- 3.5 Organize stakeholders to **actively participate in the next transportation planning activity**, the Greater Helena Transportation Plan.

ACTION AREA 4-Develop a Strategic Marketing Plan – A transit professional who specializes in marketing and who is familiar with industry best practices would be the most qualified person to develop a marketing plan and design updated branding, web page, bus stop signs, schedules, and communications materials.

Next Step Recommendation:

- 4.1 Promote hiring a qualified consultant to develop a marketing plan.

Comments or other actions:

HELENA AREA TRANSIT
COMPLETE REPORT

RIDERSHIP TOTALS
(BY MONTH)

FY14 PROGRAM TOTALS
(BY MONTH)

	RIDERSHIP TOTALS (BY MONTH)				FY14 PROGRAM TOTALS (BY MONTH)									
	Total FY2010	Total FY2011	Total FY2012	Total FY2013	Total FY2014	HATS Total	Breakdown Checkpoint	Breakdown Curb-to-Curb	Breakdown East Valley	Breakdown Trolley	Breakdown Capt Cntr	Breakdown Head Start	Breakdown RMDC St	Breakdown St Rec-Connect
July	10,488	8,599	8,057	7,627	7,790	5,950	3,028	2,922	1,062			0	544	234
August	10,035	8,631	8,134	8,657	7,464	5,838	2,942	2,896	1,090			0	432	104
September	10,596	9,018	8,268	7,198	6,764	4,683	2,022	2,661	981			592	508	0
October	12,114	9,147	8,950	9,253	7,899	5,254	2,192	3,062	1,167			881	597	0
November	11,416	10,153	8,511	8,147	6,897	4,588	2,056	2,532	1,006			764	539	0
December	13,342	9,985	9,250	7,793	0			0						
January	11,290	11,382	10,715	9,084	0			0						
February	11,922	10,346	10,151	8,600	0			0						
March	13,083	10,801	10,390	9,302	0			0						
April	11,689	10,557	9,131	9,149	0			0						
May	11,083	9,411	8,451	8,545	0			0						
June	9,248	8,862	6,981	6,980	0			0						
TOTAL	136,306	116,892	106,989	100,335	36,814	26,313	12,240	14,073	5,306	0	0	2,237	2,620	338

RIDERSHIP EXPLANATIONS
(BY FISCAL YEAR)

- FY2010 Stopped Commuter Route/Stopped Trolley
- FY2011 Loss of approx 2250 in RMDC rider-ship & fluctuation in rider-ship
- FY2012

Elsaesser – Accessible Biking and Walking District, Sidewalks - 10/9/13

Date: October 8, 2013
To: Non-Motorized Travel Advisory Council, Ryan Kettle Chair
From: Commissioner Elsaesser
RE: NMT District, Sidewalks

Mr. Chair,

Here are a few thoughts that NMTAC might consider.

Establishing a Non-Motorized Transportation District:

The non-motorized (NMT) transportation budget of Helena may be more effectively utilized with the creation of a NMT District. The City of Helena has increased NMT funding over the last few years. The City designated NMT funds in the street utility three years ago. In addition to those funds specifically outlined in the slides below, there is now around \$150,000 (~75,000 FY 2013 & 2014) set aside for the street crossings along railroad right-of-way with a priority for Centennial Trail and safety improvement that would allow railroad quiet zone designation.

There are limitations on the use of this money, such as the limited amount of feet that can be used for sidewalks and the requirement that street funds go to street right of way. A special district would have fewer restrictions.

Discussion of a non-motorized district, or “accessible biking and walking district,” is one of the commission’s priorities for this current fiscal year. The following excerpt is from an email I sent to the Helena City Commission early September:

.....What would a non-motorized district look like?

We have discussed establishing a non-motorized district on numerous occasions. Such a district ranked high on our priority matrix. Here are some potential guidelines for such a district:

- Construct and maintain accessible non-motorized infrastructure through city streets and parks, via contracts or through other arrangements.
- Define the use of funds that may not fall under current city utilities or departments.
- Ensure safe annual upkeep, including sweeping and plowing, on substantially expanding trails network.
- Operate similar to the Open Land or Tree District, which includes all properties within city limits.
- Fund with a matching decrease in street assessments currently providing NMT budget.
- Work to complement existing resources for NMT infrastructure.

On sidewalks:

- Helena West, while a dense urban area, is largely outside of City limits less the areas that have connected to city water utilities and been annexed. I have heard request for sidewalks in this area, but not roads or storm water. It may be appropriate to create a special improvement district for sidewalks in that area ahead of other infrastructure, especially if roads would be torn up for water lines as annexation continues.

Elsaesser – Accessible Biking and Walking District, Sidewalks - 10/9/13

- Covenants that include contracts to plow boulevard portion of sidewalks should be encouraged in the new sub-divisions or in any potential sidewalk district. This would be similar to the BID's care of sidewalks downtown. House Bill 437 to specifically allow sidewalk districts did not pass the Senate last session, but there was a legal understanding that such a district could be created in an incorporated and unincorporated area with existing statute for special purpose districts.
- Establish a Sidewalk or Trail *En Lieu* Program that would allow a lower priority areas to pay into NMT infrastructure elsewhere, similar to the supplemental environmental projects (SEPs) sometimes used by state agencies. Owners of property in dead end streets in the industrial areas, narrow steep dirt roads in historic parts of town, or areas not yet up to city standards might rather pay a premium to support an accessible walking and biking trail network generally or in their area.

I am happy to discuss any comments or questions NMTAC may have.

Thank you for your service to Helena!

Sincerely,

Matthew Elsaesser, Commissioner
City of Helena, Montana, USA
406.431.0815

Presentation by Staff to City Commission Summer 2013, slides nine and ten:

Notable in Preliminary Budget

1. Responsible operating budgets with Sustainable Reserves
2. Maintain existing staffing levels
3. Maintain public safety service levels in Police and Fire.
4. Centennial Trail ~\$1,267,000 (CTEP & ROW)
 \$700K City CTEP / \$300K County CTEP / \$267K ROW donation
5. Voluntary sidewalk loan program - continued
6. Centennial Park Project – \$250,000 Phase II Funding

Notable in Preliminary Budget

7. Maintenance of Expanded Parks Facilities
8. Continue non-motorized transportation funding of \$100,000 including:
 - \$50,000 for ADA,
 - \$50,000 trail maintenance
 - \$25,000 bike/pedestrian markings, and
 - \$ 5,000 bile/pedestrian signal maintenance.
11. Achieve a \$1.4m General Capital Reserve (\$3m goal).
12. \$150,000 General Fund Contingency (<1% of Expend.)

August 26, 2011

FTA Releases Policy Statement on Funding Eligibility for Bike & Ped Projects Near Transit

The Federal Transit Administration issued last Friday its final policy statement on the eligibility of pedestrian and bicycle improvements for funding under federal transit law. The policy draws a line around transit improvement projects within which FTA will consider pedestrian and bicycle improvements to have a de-facto functional relationship to public transportation.

FTA's policy statement declares that walking, biking, and transit are complementary forms of transportation and that people often use them in conjunction with each other.

The policy statement emphasizes improvements to benefit pedestrians and bikers would be eligible for funding up to a certain distance from transit facilities, as long as they are shown to enhance the use of public transportation.

For purposes of qualifying for FTA funding, any pedestrian improvement within one-half mile from, or any bicycle improvement within three miles of, public transportation will automatically be deemed as having "a de facto physical and functional relationship to public transportation."

FTA also identifies some specific improvements that would be considered for FTA funding under these new determinations. These include adequate sidewalks, pathways, roadway crossings, benches, shelters, proper lighting, bicycle storage facilities, and equipment for transporting bicycles on transit vehicles.

The eight-page policy statement, published in the Aug. 19 Federal Register, is available at 1.usa.gov/FTA21273.

Questions regarding this article may be directed to editor@ashtojournal.org.