



HELENA CITY COMMISSION ADMINISTRATIVE MEETING

January 9, 2019 | 4:00 p.m.

City/County Building | 316 North Park Avenue
Room 326 | Helena MT 59623
406-447-8410

AGENDA

1. Call to order, introductions, opening comments
2. November 28, 2018 Administrative Meeting summary
3. Commission comments and questions
 - A. Upcoming appointments
4. City Manager's Report
 - A. Separate the Helena Parking Commission and Helena Business Improvement District to make them two separate and distinct boards with certain overlapping members
5. Department discussions
 - A. Public Works
 - i. Transit Rates

➤ Consensus Direction to Manager:
 - B. Community Facilities/Administrative Services
 - i. LED Lights – Helena Citizen Conservation Board recommendation
6. Committee discussions
 - A. Report of the HCC
7. Review of agenda for January 14, 2019 Commission meeting
8. Public comment
9. Commission discussion and direction to City Manager
10. Adjourn

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

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

(406) 447- 8490; TTY Relay Service 1-800-253-4091 or 711;
citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 445, Helena, MT 59623

Date **January 2, 2019**

TO: **Dennis Taylor, City Manager**

FROM: **Iryna O'Connor, Deputy City Attorney**
 Thomas Jodoin, City Attorney

Subject: Consider a resolution separating the Downtown Business Improvement District Board of Trustees and the Helena Parking Commission.

On July 15, 1991, the Helena City Commission passed Resolution No. 10295 establishing a separate Helena Parking Commission (“HPC”) pursuant to the provision of § 7-14-4603, MCA. On July 24, 2000, the Helena City Commission passed Resolution No. 11516 creating the Downtown Business Improvement District (“BID”) for a ten-year term. Subsequently, on October 16, 2000, the City Commission passed Resolution No. 11577 appointing the Downtown Business Improvement District Board of Trustees as the Helena Parking Commission. This action is permitted by the provisions of § 7-14-4609(3), MCA, which allows the legislative body of a city to designate the board of trustees of a BID as the parking commission if the area of the BID is generally coterminous with the area designated in the resolution creating the parking commission. The City Commission passed Resolution No. 19766 on August 9, 2010, renewing the BID for another ten (10) year term.

The City Manager now proposes that the BID Board of Trustees and the Helena Parking Commission be separated into two (2) separate boards. If the City Commission wants to pursue the separation of the two boards, the City Manager recommends that one member from each board be appointed to sit on the other.

Pursuant to § 7-14-4609(1) the HPC must consist of not fewer than five (5) but no more than seven (7) electors of the city. Following initial appointment, Commissioners are appointed for four (4) year terms.

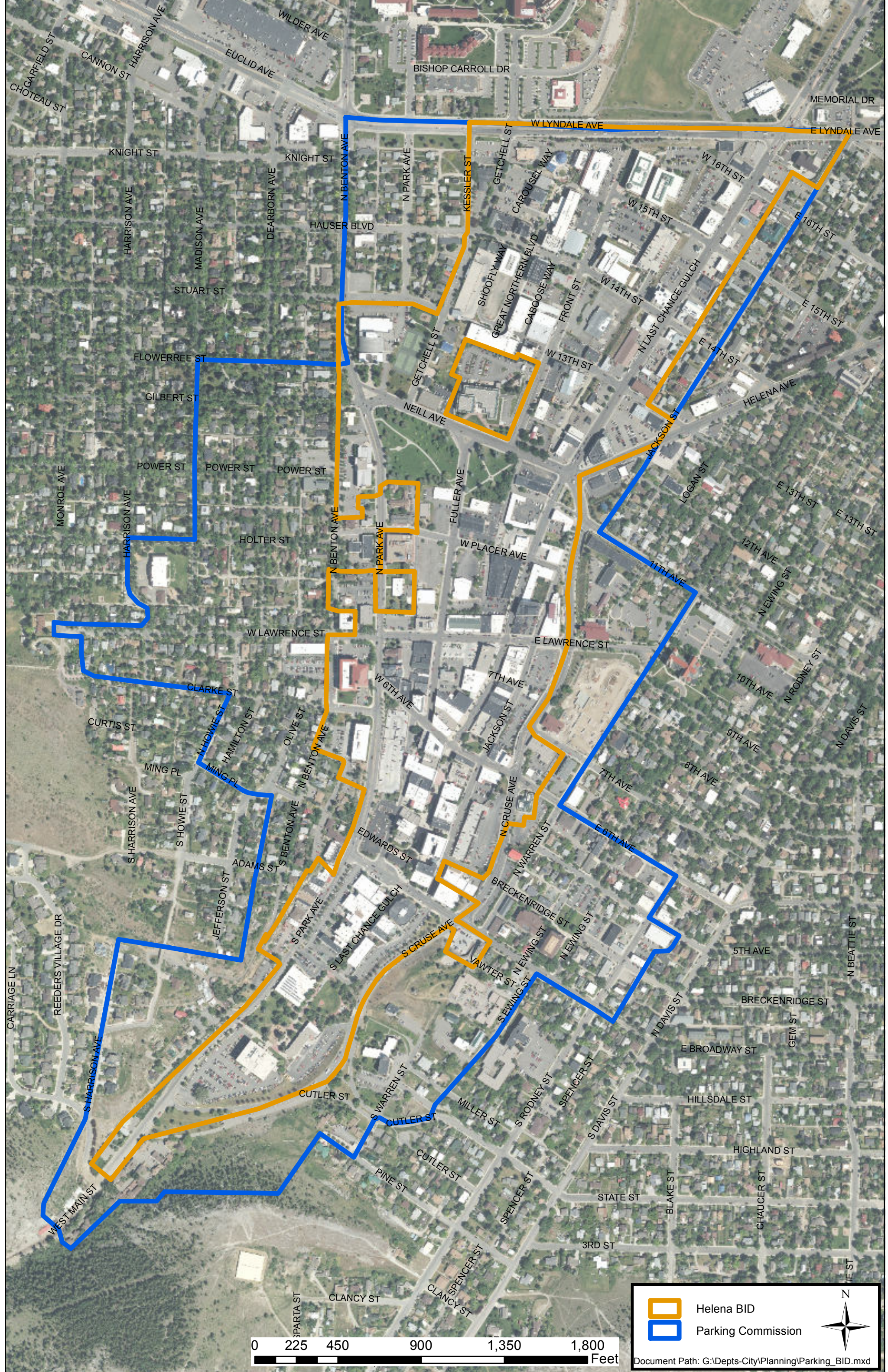
Pursuant to § 7-12-1121(1) the BID board of trustees must consist of not fewer than five (5) but no more than seven (7) owners of property within the district or their assignees. Board members serve four (4) year terms.



Advantages: Two separate board will reduce the instances of potential conflict when the priorities of the BID do not fully align with the priorities of the HPC. However, the views of each body will still be represented on both boards as one member from each board will be appointed to the other.


Disadvantages: The City Commission will need to appoint more members to the two boards.

Attachments: Map

City of Helena, Montana



 Helena BID
 Parking Commission



Document Path: G:\Depts-City\Planning\Parking_BID.mxd



Date: January 03, 2019

TO: Dennis Taylor, Interim City Manager

FROM: Randall Camp, Public Works Director
H. Elroy Golemon, Transit Supervisor

Subject: Review fares and charges for all customers of the City of Helena Transit System.

City Staff will be in attendance to determine if the City Commission is interested in reviewing the current fare structure per city policy. Each year, the City Commission may adjust fares and charges for services of the transit system. Staff has researched the fare structures, ridership, other services such as weekend and holiday service, hours of operation and resources such as bus types, Full Time Equivalent (FTE's) and on call drivers.

The current Capital Transit formerly known as Helena Area Transit Service (HATS) began public transit service in 1979. Prior to HATS, the service was called Dial-a-ride and was a privately operated transportation service for seniors. In 1999 the current fixed route loop service called checkpoint was established. This service operated on a counter-clockwise loop circling the city every hour to hour and a quarter.

1979 the fare for a ride on Dial-a-Ride was \$0.85 cents one way. This fare closely mirrored the price of a gallon of gas 1979, which according to U.S. Department of Commerce; Bureau of Economic Analysis was 85.9 cents per gallon. However, according to information from the U.S. Bureau of Labor Statistics indicates the average cost nationwide for a ride using public transportation in 1979 was \$1.86 one way.

Currently the base charge for a one way fare for fixed route or paratransit service is still \$0.85 cents for either service. Based upon the information from the U.S. Department of Commerce, Bureau of Economic Analysis the current national average for a gallon of gas is approximately \$2.45 per gallon. In addition, information from the U.S. Bureau of Labor Statistics indicates the average cost nationwide for a ride using fixed route public transportation costs approximately \$7.49 one way and a para transit ride on average costs \$15.00 for a one way ride.

Even though all of our fixed route bus stops meet all ADA standards giving all persons the ability to travel as they wish. The established fare for our para-transit service is .85-cents which is the same as the fare for our general ridership passengers who utilize our fixed route system. Since the fare is the same our para-transit service allows individuals with physical, mental and general aging issues to continue to be as independent as their condition allows. It must also be noted that a customer showing their para-transit card can ride the fixed route buses for .50-cents if they choose this option.

The purpose of fixed route systems is to be the preferred choice for riders of the transit system. However, fixed route services are required to comply with the federal requirement to provide the complimentary service known commonly as para transit. At present time Capital Transits Origin to Destination Para Transit Ridership numbers are out pacing the ridership of our fixed route system.

According to the comparison information Capital Transit has the highest percentage of paratransit ridership (51%) of the Montana communities contacted. The second highest was Kalispell at 26.8%.

City of Helena, Montana

One of the common items found for the high percentage of ridership on the complimentary service was the fare cost matched that of the fixed route service. By provide the service at the same rate there is no incentive to transition to the fixed route system. Another factor that contributes to our higher para transit ridership is based upon our para transit service area. Capital Transit provides the para transit service City wide while the other Montana Communities contacted do not go beyond the Federal minimum when providing para transit service which is to provide the complimentary service within $\frac{3}{4}$ of a mile a fixed route.

Due to the current level of para transit service and current fare structure it may be difficult to provide or expand our public transportation beyond our current service levels such the ability to consider other services requested by developers, the riding public and as recommended by the current Transportation Development Plan (TDP). These items include:

- Not consider additional adding new fixed routes to serve commercial development locations
- Not consider additional expansions of services such as services for evenings or weekends.
- May need to consider shrinking our current para transit service to match the federally required minimum of serving an area no more than $\frac{3}{4}$ of a mile of the established fixed route system.

Based upon our current ridership information staff submits the following options for consideration:

1. Continue with the current fare structure with no increase.
2. Adjust our the base fare for a fixed route ride to \$1.00
3. Allow children under 6 and para transit riders with a para transit card to ride the fixed route buses for free.
4. Increase our same day para transit fare from \$0.85 to \$5.00
5. Charge the federally allowed fare charge for a para transit, which is no more than 2 times the amount charged for a fixed route ride.
6. Restructure the Bus pass system currently in place by creating a fixed route unlimited bus pass but retaining the punch pass for para transit riders:

Proposed Fixed Route Bus Pass:

Proposed Para Transit Punch Pass:

Adult: Unlimited month \$30.00	30 Punches \$30.00 Each punch has a \$1.00 value
Student: Unlimited month \$25.00	20 Punches \$25.00 Each punch has a \$1.00 value
Senior: Unlimited month \$21.00	10 Punches \$15.00 Each punch has a \$1.00 value
Disabled: No Pass required with presentation of para transit card	
Unlimited Day pass \$5.00	

7. Limit demand response service to the $\frac{3}{4}$ mile area only.
8. Other options that may consist of combinations fare options listed above.

City of Helena, Montana

DRAFT RESOLUTIONS OF THE CITY OF HELENA,
MONTANA

RESOLUTION NO. _____

A RESOLUTION SETTING FARES AND CHARGES FOR
ALL CUSTOMERS OF THE CITY OF HELENA TRANSIT SYSTEM

WHEREAS, the City of Helena operates the Helena Area Transit Service that provides public transportation services; and

WHEREAS, customers of the Helena Area Transit Service currently pay fares for bus services that contribute toward covering the costs of providing those services; and

WHEREAS, it appears to be in the best interests of the City of Helena and the inhabitants thereof that the fares and charges imposed upon transit customers be kept the same; and

WHEREAS, a public hearing on the proposed increase in fares and charges for bus services was held on _____, 2019, at 6:00 p.m. in the Commission Chambers in the City-County Building at 316 North Park Avenue in Helena, Montana.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF HELENA, MONTANA:

Section 1. The Helena City Commission hereby sets the fares and charges shown below for all transit customers using the Helena Area Transit Service to cover current costs of providing public transportation services:

DRAFT RESOLUTIONS OF THE CITY OF HELENA, MONTANA

FEES

One-Way Fares:

Age 6 <u>13</u> and Under	Free
Fixed Routes	\$0.85 <u>\$1.00</u>
ADA Para-Transit (in advance)	\$0.85 <u>\$2.00</u>
ADA Para-Transit (Same day)	\$0.85 <u>\$5.00</u>

*ADA Para-Transit eligible customers can ride fixed route for ~~\$.50 cents~~ Free with eligibility card.

One-Way Passes Para Transit Punch

Pass: Each punch has a \$1.00 value

10 Punch Pass	\$8.00 <u>\$15.00</u>
20 Punch Pass	\$15.00 <u>\$25.00</u>
30 Punch Pass	\$21.00 <u>\$30.00</u>

Fixed Route Bus Pass:

<u>Adult: Unlimited month</u>	<u>\$30.00</u>
<u>Student: Unlimited month</u>	<u>\$25.00</u>
<u>Senior: Unlimited month</u>	<u>\$21.00</u>
<u>Single Day: Unlimited</u>	<u>\$5.00</u>
<u>ADA Qualified Para Transit Card Holder</u>	<u>Free</u>

Yellow Fixed Route One-Way Tokens:

One Token	\$ 0.85 <u>\$1.00</u>
10 Tokens	\$ 8.00
20 Tokens	\$15.00
30 Tokens	\$21.00 <u>\$25.00</u>

DRAFT RESOLUTIONS OF THE CITY OF HELENA, MONTANA

Purple Para Transit One-Way Tokens:

<u>One Token</u>	<u>\$2.00</u>
<u>10 Tokens</u>	<u>\$16.00</u>
<u>20 Tokens</u>	<u>\$30.00</u>
<u>30 Tokens</u>	<u>\$50.00</u>

Monthly Per Bus Advertising Rate:

Interior or Exterior \$10.00/sf

Section 3. Whenever the Helena Area Transit Service makes an error that greatly inconveniences a passenger, a complimentary pass or token, good for one free ride, may be issued to the passenger. Circumstances that may warrant the issuance of a complimentary pass include:

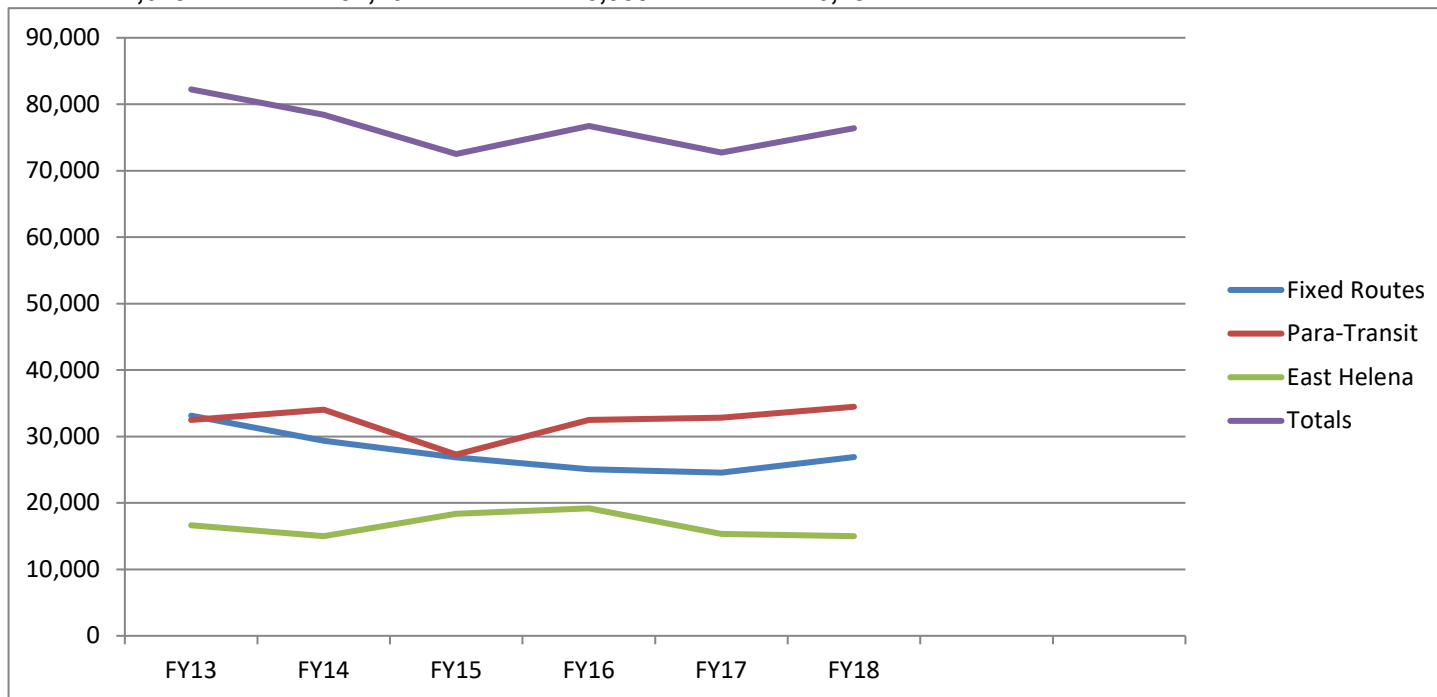
- Vehicle arrival more than 30 minutes beyond the scheduled pick- up time;
- Passenger inadvertently left off the schedule;
- Passenger stranded on a broken down vehicle for more than 30 minutes; or
- Other incidents as approved by the Transit Service Supervisor.

Section 4. The City may negotiate different pay arrangements and packages for any entity that wishes to purchase transit rides in bulk.

Section 5. These rates are effective beginning _____, 2019.

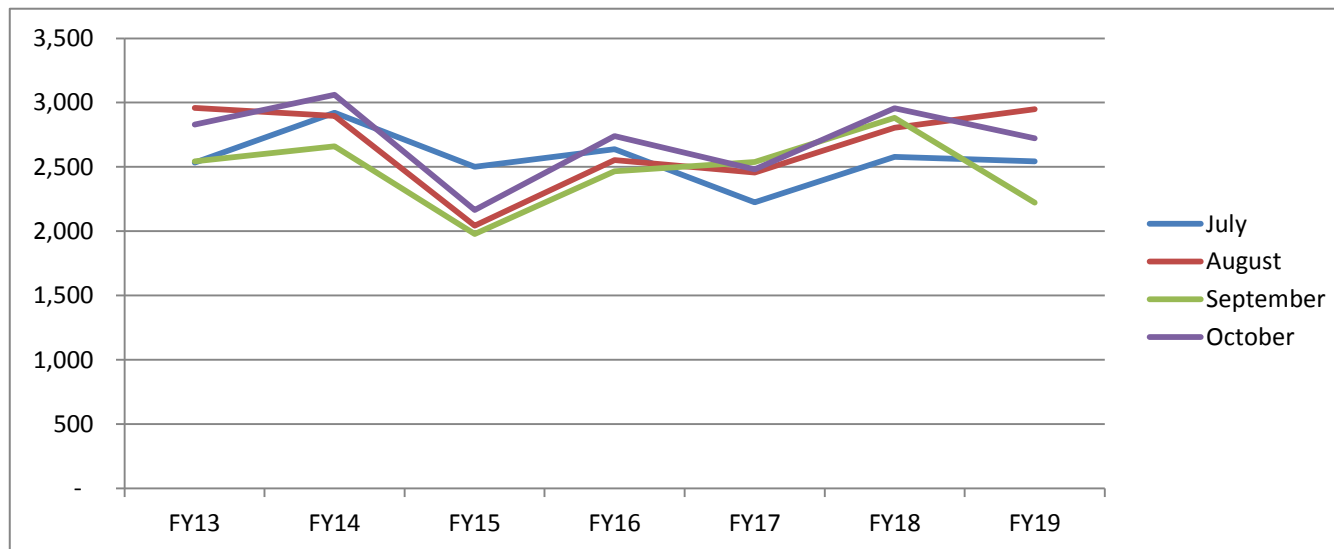
Capital Transit Ridership History

	<u>Fixed Routes</u>	<u>Para-Transit</u>	<u>East Helena</u>	<u>Totals</u>
FY13	33,131	32,483	16,616	82,230
FY14	29,369	34,042	15,001	78,412
FY15	26,852	27,272	18,391	72,515
FY16	25,051	32,486	19,183	76,720
FY17	24,557	32,815	15,348	72,720
FY18	26,898	34,470	14,997	76,365
Six-Year Average	27,643	32,261	16,589	76,494



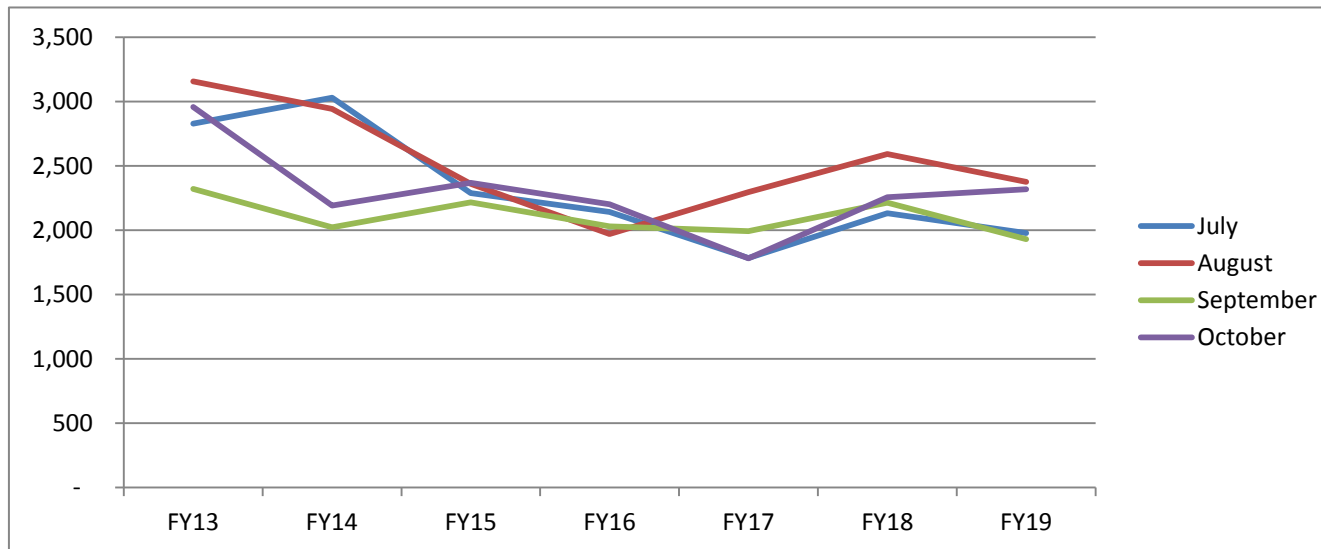
Helena Area Transit Monthly ParaTransit Ridership History

	Para-Transit FY13	Para-Transit FY14	Para-Transit FY15	Para-Transit FY16	Para-Transit FY17	Para-Transit FY18	Para-Transit FY19
July	2,534	2,922	2,500	2,637	2,226	2,577	2,544
August	2,958	2,896	2,043	2,554	2,456	2,804	2,949
September	2,543	2,661	1,978	2,466	2,538	2,883	2,223
October	2,829	3,062	2,165	2,740	2,480	2,957	2,723
November	2,586	2,532	1,872	2,452	2,420	2,846	2,573
December	2,449	2,875	2,230	2,954	2,936	2,703	2,195
January	2,886	3,242	2,386	2,783	2,729	3,276	
February	2,572	3,037	2,263	2,849	2,951	2,871	
March	2,906	3,003	2,623	3,101	3,261	3,297	
April	2,862	3,003	2,504	2,701	2,857	3,001	
May	2,746	2,458	2,244	2,536	3,059	2,633	
June	2,612	2,351	2,464	2,713	2,902	2,622	



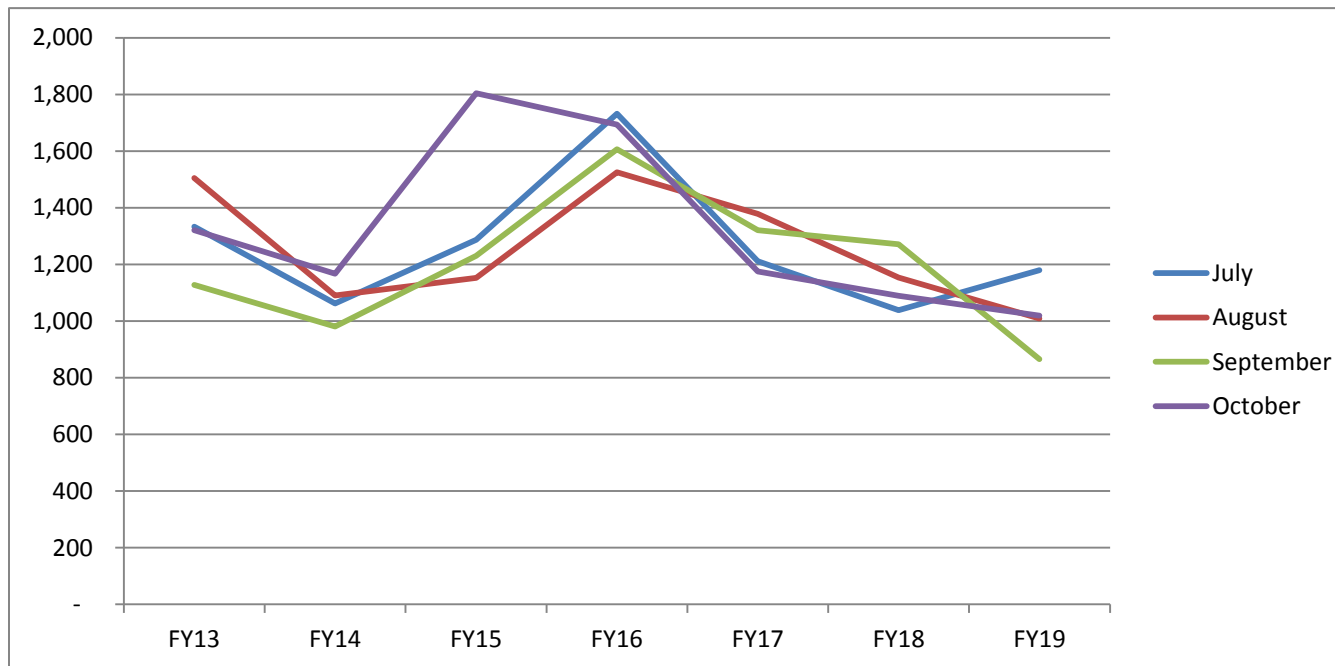
Capital Transit Monthly Fixed Route Ridership History

	Fixed Routes <u>FY13</u>	Fixed Routes <u>FY14</u>	Fixed Routes <u>FY15</u>	Fixed Routes <u>FY16</u>	Fixed Routes <u>FY17</u>	Fixed Routes <u>FY18</u>	Fixed Routes <u>FY19</u>
July	2,827	3,028	2,287	2,141	1,783	2,132	1,978
August	3,155	2,942	2,360	1,969	2,295	2,591	2,376
September	2,320	2,022	2,215	2,030	1,993	2,214	1,930
October	2,958	2,192	2,367	2,200	1,781	2,255	2,319
November	2,653	2,056	1,883	1,878	1,748	2,188	2,085
December	2,686	2,436	2,491	2,424	1,757	2,136	2,230
January	2,776	2,521	2,305	2,030	1,550	2,378	
February	2,604	2,185	2,106	2,275	1,942	2,093	
March	2,915	2,545	2,531	2,228	2,764	2,539	
April	2,927	2,674	2,087	2,009	2,342	2,233	
May	2,796	2,426	1,990	1,838	2,406	2,110	
June	2,514	2,342	2,230	2,029	2,196	2,029	



Capital Transit Monthly East Valley Ridership History

	East Valley <u>FY13</u>	East Valley <u>FY14</u>	East Valley <u>FY15</u>	East Valley <u>FY16</u>	East Valley <u>FY17</u>	East Valley <u>FY18</u>	East Valley <u>FY19</u>
July	1,333	1,062	1,287	1,732	1,211	1,038	1,179
August	1,505	1,090	1,152	1,525	1,378	1,154	1,009
September	1,127	981	1,230	1,606	1,321	1,271	865
October	1,321	1,167	1,804	1,693	1,175	1,089	1,019
November	1,203	1,006	1,398	1,433	1,054	1,147	954
December	1,259	1,216	1,655	1,497	1,431	1,207	969
January	1,504	1,269	1,727	1,412	1,281	1,466	
February	1,524	1,411	1,243	1,572	1,306	1,309	
March	1,505	1,417	1,825	1,723	1,427	1,425	
April	1,687	1,500	1,791	1,741	1,233	1,378	
May	1,488	1,504	1,649	1,739	1,326	1,340	
June	1,160	1,378	1,630	1,510	1,205	1,173	



January 4, 2019

TO: Dennis Taylor, City Manager

From: Troy Sampson, Facilities Superintendent

Subject: Citizen Conservation Board LED lighting recommendation

The Citizen Conservation Board voted November 8th, 2018 to recommend the City pursue converting all City-owned lights to LEDs expeditiously.

The conservation board is recommending the City coordinate with Northwestern Energy in their current conversion project that is replacing approximately 3,500 Northwestern Energy owned street lights in Helena. The City of Helena owns approximately 2% of the street lights in Helena (exact number unknown). The City's lights will not be replaced under the current project.

Pros:

1. Approximately 50% energy savings
2. LED fixtures life expectancy is 2-3 times longer than current fixtures.
3. If we coordinate with Northwestern Energy, we can take advantage of their fixture pricing if purchased through them.

Cons:

1. Unknown cost at this time.
2. No funds allocated in the current FY19 budget.

Present Situation:

Northwestern Energy is currently working with the city to determine if we can change our light fixtures for LED lights under their contract. If not, the other option is to contract with their contractor separately while they are here working. NWEnergy asked for time to have their lawyers make a decision and hoped to get back to us in January. Since it will take several months to complete the Helena conversion staff feels we have adequate time to determine the most efficient and cost effective method. Staff was working on this prior to the Citizen Conservation Board's memo.

One other issue that is taking time is trying to figure out which lights we own and we just pay metered charges, and which ones NWEnergy owns and we pay the energy and pole charges. This can affect which ones can go under their contract and which we may have to contract for separately due to liability. This may add additional time for a decision to be made, but staff is working on this currently also.

City of Helena, Montana

Hannah S. Cail
Helena Citizen Conservation Board

December 4, 2018

City Commission Office
City County Building, Room 323
316 N. Park
Helena, MT 59623

Dear Mayor Collins and City Commissioners:

On behalf of the City of Helena's Citizen Conservation Board established by City Resolution 20375, to, among other things, recommend "sustainability measures" to the City, I write to recommend the City convert all City-owned streetlights to efficient, cost-effective LED lights.

At its July meeting, the Citizen Conservation Board was provided information about NorthWestern Energy's plans to convert all *North Western-owned* streetlights located in any city- or town-established street lighting districts to LED lightbulbs. This conversion project will cover approximately 43,000 streetlights in Montana, roughly 3,500 of which are in Helena. NorthWestern intends to phase in the conversion over four years starting in 2019, and the first phase involves conversion of NorthWestern's streetlights in Helena and Billings. In fact, the project is already under way in Helena.

As the *Independent Record* reported, NorthWestern's impetus for the project was a combination of things. Not only are parts for the current high-pressure sodium lights becoming antiquated and hard to find, but LED lights use about 50% less electricity, have dropped in price, and last 2 to 3 times longer than the lights they will be replacing. NorthWestern believes the new lights to be both energy efficient *and* cost effective.

Approximately 2% of the streetlights in the City of Helena are owned by the *City*, and those *City-owned* streetlights will *not* be replaced as part of NorthWestern's project. The Citizen Conservation Board believes the City can derive the same benefits NorthWestern anticipates if the City converts its *City-owned* streetlights to LED. In fact, in its 2009 Action Plan, the Helena Climate Change Task Force (our predecessor advisory board) recommended the City convert City street and parking lights to LED.

At its November 8 meeting, the Citizen Conservation Board voted to formally recommend the City pursue converting all City-owned lights to LEDs. The City may wish to coordinate its conversion with NorthWestern Energy for efficiencies. Although we ask the City to

expedite this conversion, in the event the project is not completed before the start of the next fiscal year, the Board asks the City to include a line item in its operations budget for fiscal year 2020 to achieve this conversion. As with the NorthWestern-owned lights, the conversion will be both energy efficient and cost-effective. We look forward to the City's response.

Sincerely,

A handwritten signature in black ink, appearing to read "HSCail", written in a cursive style.

Hannah S. Cail
Chair, Helena Citizen Conservation Board