

Billings City Administration Weekly Report

October 18, 2019

- 1) **Lean Six Sigma Interviews** – We interviewed four firms, from the eight proposals we received, earlier this week. We are conducting reference checks on three of the entities before we make a decision. The adopted 2020 budget included \$55,000 to complete the phase 1 service analysis.
- 2) **Board & Commission Volunteer Appreciation Dinner** – Last evening Deputy Mayor Yakawich and the Magnificent Brento did an excellent job entertaining our honored guests. Great entertainment, food and company made for fun filled evening.
- 3) **ICMA Annual Conference in Nashville TN** – Kevin and I will be at the International City Managers Association annual conference in Nashville next week. I'll be back in the office Thursday. Public Safety and Lean Six Sigma are on the top of our list of issues to talk with our colleagues around the world. Typically around 5,000 managers will attend. Most are from the US but, Canada, Europe, Australia and parts of Africa are also well represented.
- 4) **Quarterly Reports** – Adopted Council Priorities, Code Enforcement, Council Initiatives, Fire, Planning and Community Services and Police quarterly reports are attached.
- 5) **Next Week's Meetings/Task Forces/Presentations etc.**
 - a. Heights Task Force, Tuesday, October 22nd, 7:00 pm, Oasis, 543 Aronson.
 - b. Southwest Corridor Task Force, Thursday, October 24th, 7:00 pm, Amend Park Community Room, 5101 King Avenue East.



Have a great weekend!

2019/2020 City Council Priorities

Quarterly Progress Report October 18, 2019

Adopted March 11, 2019

HIGH

-  **Improve the safety of Billings** – *On August 26th and October 7th the City Council held two work session discussions in preparation for a 2020 public safety mill levy or public safety district creation. Our next work session discussion will take place on November 4th. The scope continues to be refined and now includes the immediate needs and 5 year anticipated needs for each of the departments/divisions that provide public safety services (PD, Code Enforcement, Prosecution, Courts, FD and 911 Communications) including personnel, equipment and facility space needs.*
- 1) Improve law enforcement capabilities (define the goal/set a standard)
 - a. Improve safety ranking among MT and peer cities as defined by FBI stats
 - b. Improve sense of safety in neighborhoods, the downtown, and parks as measured by our National Citizen Survey results
 - c. Expand partnership with addiction and mental health service providers
 - d. Resolve over-crowding issues with incarceration
 - e. Adopt spa/message parlor business license ordinance – *The ordinance has been drafted and we have held two open meetings to discuss the draft ordinance with business owners. We need to determine when the draft ordinance will be brought to the Council for 1st reading.*
 - 2) Improve fire capabilities - Adopt and Implement long range fire master plan – *the plan was presented to the Council on February 19, 2019. The implementation of the plan is the foundation of the fire department's public safety levy requests.*
 - 3) Improve safe routes to schools – Medicine Crow – *During the August 19, 2019 City Council work session, the engineering division presented several programs related to safe transportation routes including: safe routes to schools; residential traffic calming; how street design impacts traffic speed and safety. Pedestrian signals are planned for Shiloh Road, Rimrock/Arvin, Lake Elmo/Milton and Barrett Road trail crossing. We will also add one on Wicks Lane with the road widening project next summer.*
 - 4) Continue focus on code enforcement – *Our team continues to push hard to resolve code violations throughout the City. The dirty dozen program has been helpful in drawing attention to the City's worst violators. We have had moderate success in our municipal court and received support. A big thank you to the Attorney General's office for helping resolve a series of property ownership issues that have been slowing us down for years.*
 - 5) Investigate adding a 2nd full time judge – *Staff presented a report to the City Council March 4, 2019 outlining the impacts of adding a 2nd full time judge. The 2nd full time judge is anticipated in approx. 2023.*
-  **Implement the One Big Sky Plan** (see City Contribution/Fiscal Gain estimates). – *The Strategy Partners have held several meetings to strategize on how best to move forward. Billings' hosted Lisa Clarke, CEO of Destination Medical Center (DMC) Rochester, July 16 and 17, 2019. Several community meetings, and private meetings were held with Lisa, local developers, Billings Clinic and St. Vincent's to understand how the DMC project has strengthened their local economy. The discussions provided great insight on how to implement our One Big Sky Plan.*
- 1) Succeed at adopting "Value Capture" legislation (LC1182) – *the 406 Impact legislation failed in committee by one vote. The committee vote was followed by a "blast motion" on the senate*

floor that also failed by one vote.

✚ **Successful 2019 Legislative Session** (see adopted legislative agenda) - *the City Council was presented with the legislative wrap-up report on May 28, 2019.*

✚ **Advance West-End Reservoir and Water Treatment Plant Projects**

- 1) Complete reservoir 2023 - *the reservoir design is proceeding. The buy/sell agreements for most of the land acquisition parcels was approved October 15th. We are on schedule to complete in 2023.*
- 2) Complete water plant 2024 – *the design consultant was selected and approved by the Council in August. On schedule for completion in 2024.*

✚ **Complete Project Re-Code** - *For over two years City staff along with the Steering Committee, four working groups and a consultant team have been diligently at work updating both the City and County Zoning Regulations. Several draft code sections have been available for public review on the project website since June. All materials are available by visiting www.project-recode.com. All interested parties are urged to review and comment on the materials. The next three months will bring a whirlwind of preparation for public hearings with the Zoning Commission which are slated to begin in January 2020. In the coming weeks we can expect final documents to be posted and notification of the adoption schedule which will begin with the Zoning Commission in January. The City Council can anticipate a recommendation and public hearing scheduled in early March.*

- 1) Adopt in phases
- 2) Improve impact of casinos through site development - *Proposed new commercial zoning districts rolled out in June partly address this issue. Modifications to the requirements for when a Special Review is required and also new signage regulations are being developed for consideration to address this issue.*
- 3) Include commercial corridor redevelopment standards - *The new proposed commercial zoning districts for the arterial corridors are designed to address redevelopment that better orients buildings to the street frontages, moves parking to the side or rear of the buildings and incorporates other elements to change commercial corridors over time to increase property values.*
- 4) Improve housing affordability & racial segregation - *The new proposed residential zoning districts provide a much greater opportunity for housing choices across most districts, with more units allowed in more districts, mixed use options for neighborhoods and accessory dwelling units as a new option to provide choices that cover a wider span of housing costs.*

MEDIUM

✚ **Improve Communication with our citizens**

- 1) Overhaul City Website – *The project is on target for completion in June 2020. Over the past several months departments throughout the city have been improving their web content. The new website will be modeled after the best city web sites in the county. We recently added Pay by Phone module for Parking. Several more new modules will be added over the next six months. Though the departments and steering committee have been working on the project for several months the official redesign process started this past Monday October 14.*
- 2) KTVQ Q2 Scripps Communications Contract – *Public Works signed a one year contract with Q2 Scripps to provide communication services (the contract can be used by other departments at the contracted rates). Over the next year we will provide information and education to the public about our services and projects, you will see this on TV, our website and social media. We*

will increase our efforts to share knowledge, expertise and to be transparent and accessible for the community through our own social media, YouTube channel and an improved website.

- 3) Improve support and engagement with Neighborhood Task Forces - *The Planning and Community Services Department continues to provide support and administer the general fund budget for the task forces. The Police Department has representatives attend all Task Force meetings to report stats and Q&A. The Library Director attended each Neighborhood Task Force to solicit feedback for the current Library strategic plan. Our staff also provides special presentations upon request and utilizes the task force meetings to share information and get feedback.*

Improve city parks and trails system (quality and quantity)

- 1) Complete - Centennial Park improvements Phase I – *Phase 1 will be substantially completed the spring of 2020. Contractors are currently focused on the irrigation system installation and the parking lot was paved earlier this week.*
- 2) Complete - Coulson Park Master Plan – *The Coulson Park Master Plan project team hosted three picnic in the park community feedback sessions and attended several community events to share the draft plan concepts and receive feedback throughout the summer. The preferred master plan option will be presented to the Council on November 18.*
- 3) Complete Castlerock Park improvements – *The proposed 2020 budget included a new master plan for Castlerock Park. The master plan was removed from both the CIP and budget. The new CIP will be presented to the Council in late November and December and includes investments into the park. We are still interested in working with SD2 on a potential land swap that would add approximately six acres to the park.*
- 4) Increase trails investments – *Riverfront Park will be receiving trail upgrades as a result of the Exxon/Mobile oil spill settlement. TrailNet held a ribbon-cutting event in late summer to kickoff Skyline Trail improvements.*
- 5) Increase park investments (taxes/fees) – *Primrose Park Playground, Stewart Park (Pirtz Field) upgrades. Installed shade structures in Hawthorne Park. New bathrooms at Riverfront Park.*
 - a) Investigate private revenue ideas (cell towers/vender sales/restaurants etc.) – *An agreement was signed with Verizon to locate a cell tower at the fire station in Terry Park. A portion of the revenue from this agreement will go towards purchasing a picnic shelter for Terry Park.*

Advance Airport Expansion Project – completion target 2023 – *The Terminal Expansion Project ground breaking ceremony took place on September 23, 2019. Phase 1 construction includes a new stairwell on the west end, roof support columns and a skylight above the new screening que line and refurbishment of the basement space below concourse B. Phase 2 will begin in March 2020.*


Billings Airport received two more Airport Improvement Program (AIP) grants totaling \$2,442,526 that we will apply towards the Phase 1 Terminal Concourse Expansion project estimated to cost \$3,300,000. Total grant revenues secured by the Airport this year are \$6,558,431, more than double that of a regular year.


Determine scope of the South Billings Recreation Center - *The Master Plan and Feasibility Study was presented to the City Council September 2nd. The plan, included the project scope and funding sources for the project, will be back in front of the Council in 2020.*

Transportation System Improvements

- 1) Billings Bypass Interchange project - *The MPO will be proposing a North Bypass Corridor Study for the FY20 Transportation Planning Work Program that could look at a through c (listed below).*
 - a) Zoning of adjacent land
 - b) Annexation
 - c) Utility extension plan
- 2) Inner Belt Loop – *September 16th the Corridor Study update was presented to the City Council. The study is expected to be completed in early 2020. A team is in DC today to support our \$14 Million Build Grant Application.*
 - a) Zoning of adjacent land
 - b) Right of Way acquisition – *discussions continue with property owners on land acquisition. Project funding for Phase 1 will be available to start the construction in FY 2022 and Phase 2 in FY 2024.*
 - c) Annexation
 - d) Utility extension plan – preliminary utility layout and design study is complete.
- 3) Molt Road/Highway 3 connector - *Staff has determined it is premature to move forward with an update to the existing feasibility study for this project at this time given other priorities (like the North Bypass Corridor Study) and the 5+ years remaining before significant federal or local transportation project funding will be available for any large community road projects. Staff will bring this information to the Council with the 2020 Draft Unified Planning Work Program in August.*
 - a) Zoning of adjacent land
 - b) Right of Way acquisition
 - c) Annexation
 - d) Utility extension plan

LOW

 **Propose long-term solutions to City Hall space issues** – *The city received six proposals from our RFP process. The Committee expects to finish their review later this month to make a recommendation to the City Council.*

 **Research options to creating a Public Information Officer (PIO) type position** – *A full time PIO covering the entire City was not included in the proposed 2020 due to budget constraints. We are exploring contracts for service arrangements to help improve communication.*

Ongoing administrative topics

- Franchise fee litigation – *We have had four face-to-face meetings with the litigants in an attempt to settle the dispute over the past several months.*
- Improve financial data analysis – *We introduced several new graphics into the FY 2020 budget to help everyone better understand the city's current and anticipated financial position. Our 4th Quarter Financial Report (as well as several of the department quarterly reports) are testing more effective ways to show the city's financial position, workloads and accomplishments.*
- Lean 6 Sigma/cost of service analysis – *We interviewed four firms from the eight proposals we received earlier this week. We are conducting reference checks on three of the entities before*

we make a decision. The adopted 2020 budget included \$55,000 to complete the service analysis.

- Request for proposals healthcare/wellness – *The City received excellent competitive proposals from both Billings Clinic and Rocky Mountain Health Network. We expect to have the contract completed to remain with Rocky Mountain Health Network (St. Vincent) within the next month. We also have a contract for wellness services with Healthy Is. We made several changes to our wellness program in 2019 to continue to improve the health of our members and families.*
- Tax Increment Finance administrative budgets – *Each of the TIF budgets were reviewed and adopted with the FY 2020 budget process.*
- Classification and Compensation Study – *A classification and compensation study will be conducted in the 2nd and 3rd quarter of the fiscal year.*

Ongoing City Council topics

- Franchise fee litigation - *We have had four face-to-face meetings with the litigants in an attempt to settle the dispute over the past several months.*
- USS Billings – *Mayor Cole and Deputy Mayor Yakawich worked tirelessly to raise funding for the USS Billings Commissioning that took place on August 3, 2019.*
- Meeting length/meeting structure – *In August the Council will review the “order of business” process that is currently specified in Ordinance. Changes to the ordinance will be made later this year or in early 2020.*
- Energy Conservation Commission (ECC) – *We reestablished the ECC on May 13, 2019. The Council made appointments to the board in September 2019.*
- Tax Increment Finance administrative budget - *Each of the TIF budgets were reviewed and adopted with the FY 2020 budget process.*
- Council compensation – *Ordinance 19-5723 was adopted by the Council on May 28, 2019. Adjusting the compensation for the Mayor and Councilmembers effective December 31, 2021.*
- Ward boundaries – *I’m not aware of any movement on this issue.*

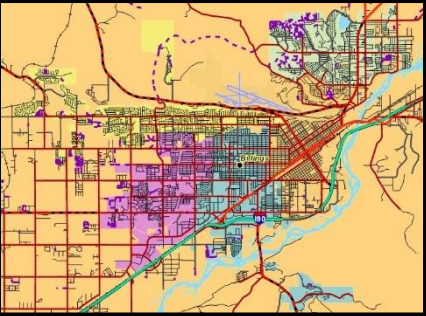


Code Enforcement Division 3rd Quarter 2019 Report

Dirty Dozen Update

NICOLE CROMWELL, AICP
ZONING COORDINATOR
CODE ENFORCEMENT SUPERVISOR
PROJECT RE:CODE





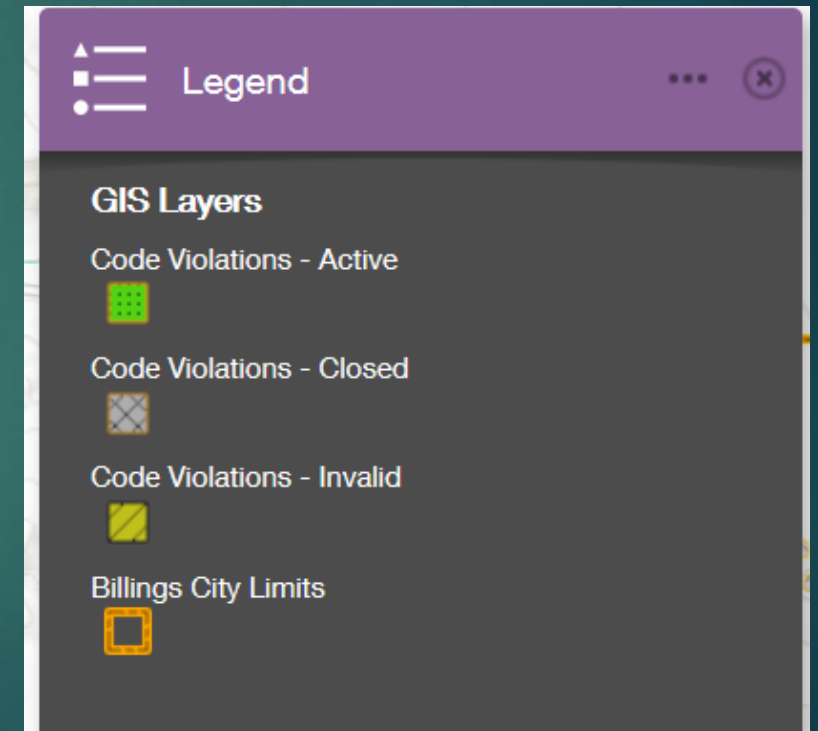
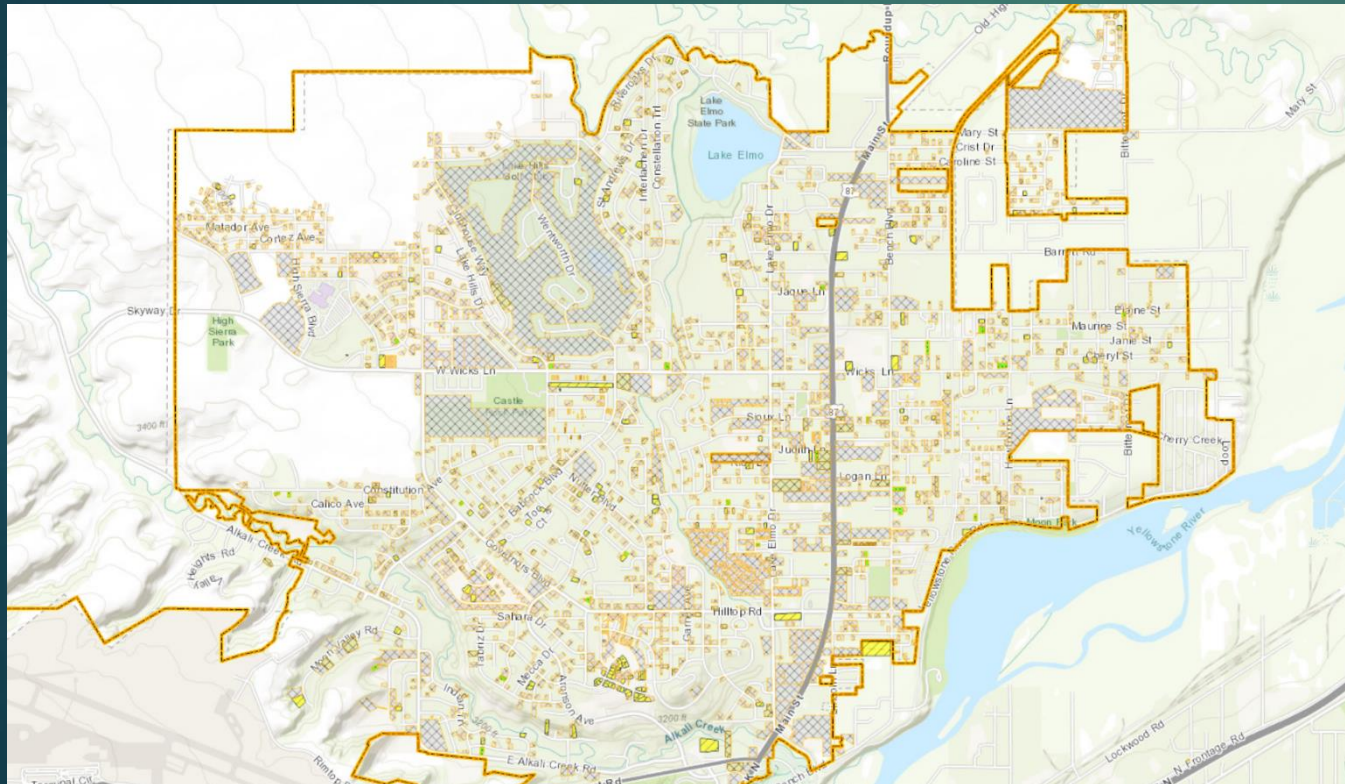
3rd Quarter 2019 Report

Highlights

- ▶ **2** Properties retired from the Dirty Dozen list – since 2019 2nd Quarter
 - ▶ 120 S 29th – new owner – re-roofing permit issued, debris cleaned up
 - ▶ 3520 Cook Ave – Trustee had property cleaned after court ordered abatement
- ▶ **16** Active Court Cases – Abatement Orders requested
- ▶ **3** Locations – City Appointed as Special Administrator for estates without heirs – proceeding with property abatement
- ▶ **1** New City Interactive Map – the Public can track and follow cases on line

New interactive MAP

► Permits and Code Violations Interactive Map



Dirty Dozen Update

- ▶ Locations retired from the list:

- ▶ #3 – 120 S 29th ST

- ▶ Case started in June 2017



Dirty Dozen Update

► Locations retired from the list:

- #10 – 3520 Cook
- Case started in June 2018



The Dirty Dozen – #12

- ▶ 246 Rhea Lane – Jessica & Rich Westberg
 - ▶ Abandoned House
 - ▶ Open Storage
 - ▶ Non-appearance citation August 2019



The Dirty Dozen – #11

▶ 4124 Murphy – Jack Webb

- ▶ Current Case started in May 2019 – 31 cases at this address since 2007
- ▶ Open Storage, Junk Vehicles, Obstructing Right of Way
- ▶ Cited to court – hearing November 13, 2019
- ▶ Will request an order of abatement



The Dirty Dozen – #10

► 206 & 213 S 30th St – Ken Glock

- Case started in Dec 2016
- Four abandoned and unsecured homes
- Cited to court – failed to appear July 22, 2019
- Judge issued fines and closed cases August 19 2019
- New citations issued – Hearing October 16, 2019



The Dirty Dozen – #9

- ▶ 20 Washington – Melvin Boyer
 - ▶ Fire in 2001
 - ▶ Case opened Oct 2016
 - ▶ Court ordered owner to repair or demolish May 2019
 - ▶ Status hearing in November
- ▶ 46 Washington – Quentin LaForge (deceased)
 - ▶ Case opened Sept 2016
 - ▶ October 2019, District Court appointed CEO Salzman special administrator for the estate
 - ▶ Will proceed with property abatement

20 Washington



46 Washington



The Dirty Dozen – #8

- ▶ 911 Terry – Donald & Gesin Kostelic
 - ▶ Case Opened June 2019
 - ▶ Appears to be a long-term collection
 - ▶ Assistance offer by Central Terry TF refused by owners



The Dirty Dozen – #7

- ▶ 1415 1st St W – Tara Hubbard
 - ▶ Case Opened May 2019
 - ▶ Negative progress since first notification
 - ▶ Appearance Citation issued – hearing Oct 16



The Dirty Dozen – #6

- ▶ 1015 McKenney Road – Brad Redlich
 - ▶ Incomplete building – construction halted in 2007 – case opened June 2017
 - ▶ Owner failed to comply- Misdemeanor Citation Issued in June 2018
- ▶ Municipal Court Hearing July 25, 2018
 - ▶ Judge ordered owner to obtain building permit within 60 days – by Sept 19, 2018
 - ▶ Owner failed to obtain permit – Judge granted additional 60 days
 - ▶ Status hearings: Nov 14, 2018; Dec 5, 2018 Feb 6, 2019, April 2019 & July 24, 2019
 - ▶ Judge granted postponement of hearing on July 24, 2019 at request of defendant
 - ▶ Hearing postponed to mid November 2019 to allow structural assessment by owner



The Dirty Dozen – #5

- ▶ 816 N 25th St – Vivian Young
 - ▶ Boarded Building – case opened Nov 2017
 - ▶ Vacant for over 10 years
 - ▶ Owner agreed to demolish
 - ▶ Preparing to issue appearance citation



The Dirty Dozen – #4

- ▶ 316 Miles Ave – Michael Mitzel
 - ▶ Started construction w/o permit **2012**
 - ▶ Setback violations – Variance request denied **July 2016**
 - ▶ Public Nuisance case opened **Oct 2018**
 - ▶ Appearance Citation – Judge requested owner to submit plans for moving building
 - ▶ Permit submitted October 3 – pending approval



The Dirty Dozen – #3

► 23 Rhea Lane – Timothy Hert

- Case started in May 2017
- Home abandoned in 2000
- Incomplete garage
- Home unsecured
- Owner says demolition planned for end of October



July 2019



October 2019

The Dirty Dozen – #2

- ▶ 114 S 29th St – Richard Wick
 - ▶ Civil Action Filed in Feb 2018
 - ▶ August 12 2019 Trial Scheduled – but postponed
 - ▶ Judge finds property to be a Hazard – orders building cleared and demolished in 45 days (end of November 2019)
 - ▶ Abatement by city if work not completed
- ▶ 118 S 29th St – Richard Wick
 - ▶ Nuisance Citation – Status Hearing July 22
 - ▶ Judge issued Abatement Order
 - ▶ Preparing for demolition and property clean up

114 S 29th St
Jan 2019



July 2019

118 S 29th St
Jan 2019



July 2019

The Dirty Dozen – #1

- ▶ 4116 State Avenue – David Winfrey (deceased)
- ▶ Dangerous Structure – case opened Aug 2015
 - ▶ Severe Impact on surrounding property
 - ▶ Fire damaged
 - ▶ Inadequate & Improper Boarding of Doors and Windows
 - ▶ Owner died (2015) without assigning heirs
 - ▶ One heir appeared at District Court hearing appointing CEO Salzman special administrator
 - ▶ Court postponed action for 6 months



July 2019



Jan 2019

01/30/2019

Oct 2017



Oct 2016



Questions?



3rd Quarter 2019 Reporting October 2019

Dirty Dozen rankings:	Rank last 1/4	General Location	Compliance Issue	Owner	Current Status	Previous Status	CE Case initiated
Number 1	Number 1	4116 State Avenue	Boarded Structure	Estate of David G. Winfrey owner - deceased Jan 2015	Attorney General's Office has filed petition in District Court to appoint CE Salzman the Special Administrator - will have authority to abatement nuisances and sell property - Harry Winfrey appeared on Sept 26 at District Court hearing to appoint city as administrator of estate - Judge Davies allowed 6 months (March 2020) for Harry Winfrey to establish ownership and abate nuisance	Case in Legal for filing June 2017 - City Attorney Seeking Confirmation of Process from State Attorney General - Escheats of Property - MCA 70-1-203 - AG office has assigned attorneys	August 2015
Number 2	Number 2	114 & 118 S 29th Street	Dangerous Structures	Richard D. Wick owner - Billings MT	114 S 29th St is scheduled for Hearing August 12, 2019 Court issued abatement order for 118 S 29th on July 22, 2019 - August 2019 Court hearing on 118 S 29th judge ordered city to abate the burned house - October hearing on 114 S 29th judge ordered house demolished in 45 days by owner - if not city will be authorized to clear the building and demolish.	Search Warrant executed at 114 S 29 in Dec 2016 Complaint Filed Feb 2018 Waiting for Scheduling Order from Municipal Court on 114 S 29th 118 S 29th Issued MI Citation for Dangerous Structure and Junk vehicles	Nov 2016
Number 3 - retired	Off the list	120 S 29th St	Boarded Structure Open Storage of Junk/Debris	Jonathan Porta owner - Billings MT Andrew Donez Contract Buyer Sept 2019	Owner stated a sale was imminent - will be citing by end of July if not secured and yard cleaned up - cited in Sept 2019 - new contract buyer is re-roofing building	Previous case for Dangerous Structure closed - house boarded. Current case from BPD camping transients and junk in backyard	June 2017
Number 3	Number 12	23 Rhea Lane	Dangerous Structures	Timothy Hert - Billings MT	Citation Issued - owner may have buyer	Source of complaints since 2005	May 2017
Number 4	Number 4	316 Miles Ave	Incomplete Construction - Zoning Violation	Michael Mitzel - Billings MT	Hearing scheduled for July 22 postponed at request of defendant to August 19, 2019 at 1 pm - Court re-set hearing to allow owner to get engineer's report on moving structure - Building permit submitted October 3 2019 - pending approval	Awaiting response from owner - submit variance or demolition permit	Current Dec 2018 previous case 2012
Number 5	Number 5	816 N 25th St	Boarded Building	Vivian Young - Billings MT	Building unsecured again. Will be citing owner in November 2019	Awaiting response from owner - submit building permit or demolition permit	Nov 2017
Number 6	Number 4	1015 McKenney Road	Abandoned Construction (started in 2007)	Bradley K Redlich owner - Billings MT	Status hearing scheduled for July 24, 2019, postponed at the request of the defendant. Owner has hired an attorney, proposal is to delay hearing until engineer's report on structure available in November 2019	Judge extended time to obtain new Building Permit for 60 days (Sept 26 2018) - Judge extended time again from Sept 26 another 60 days (Nov 14, 2018)	June 2017
Number 7	Number 7	1415 1st St West	Open Storage & Junk Vehicles	Tara Hubbard - Billings MT	Negative progress since first notice to remove trash, junk vehicles and obstructions from alley - cited in Sept 2019 - hearing October 16 2019	Case Open in May 2019	May 2019
Number 8	Number 8	911 Terry	Open Storage of Junk and Junk Vehicles	Donald & Gesin Kostelic	Progress - but slow going	Case Open in June 2019	June 2019
Number 9	Number 7	20 & 46 Washington St	Dangerous Structures	20 Washington, Melvin Boyer owner - Billings MT 46 Washington, Estate of Quentin LaForge owner - deceased Dec 2015	20 Washington Status hearing on August 19, 2019 at 1 pm. City proved case in May 2019. Court gave defendant 90 days to obtain building permit for renovation or demolition permit to tear down the building. 46 Washington - petition granted appointing CE Staff as Administrator of Estate	20 Washington - CE Working with owner to complete demolition 46 Washington - Case in Legal for filing June 2017 - City Attorney Seeking Confirmation of Process from State Attorney General - Escheats of Property - MCA 70-1-203 AG office has assigned attorneys	20 Washington - Oct 2016 46 Washington - Sept 2016
Number 10 - retired	Off the list	3520 Cook Ave	Open Storage of Junk Debris	Estate of Lana L Favero owner - deceased 2016	Court granted abatement order to city on July 24, 2019 - trustee completed clean up - case closed Sept 11 2019	Trying to connect with trust manager - Thompson Painter Law Offices - Trustee Cited - Appearance April 29, 2019 at 1 pm	June 2018
Number 10	Number 11	206 & 213 S 30th St	Dangerous Structures	Ken Glock - Billings MT	Hearing on July 22, 2019 postponed to August 19 - Judge dismissed cases September 2019	Boarded Buildings and Dangerous Structure for at least 2 decades	Dec 2016
Number 11	new	4124 Murphy Ave	Open Storage of Junk, Debris, Junk Vehicles, Obstructing a Right of Way	Jack Webb - Billings MT	MI Cite Issued in October - Hearing November 13	Returned mail, not answering door, whereabouts unknown	May 2019
Number 12	new	246 Rhea Lane	Open Storage Junk, Debris Abandoned House	Jessica & Rich Westberg - Huntley MT	Non-appearance MI Citation Issued in August 2019	Last contact with owner July 2019	July 2019

**COUNCIL INITIATIVES
APPROVED SINCE OCTOBER 21, 2019**

Date	Sponsor/Initiative	Action	Resolved	Assigned To
02/12/07	COUNCILMEMBER BREWSTER: Moved to direct Staff to begin buying right-of-way (ROW) for the Inner Belt Loop to be completed in five (5) years, and beginning with the next budget cycle. APPROVED.	Phase 1 (Wicks to Alkali Creek) is complete. Public Works evaluated alternative route in CIP Amendment, report made 11/7/16. Phase II funded through Gas Tax increase.	Phase I Completed. Complete – waiting for New Gas Tax funding	Dave Mumford
12/14/15	COUNCILMEMBER PITMAN: Directed staff to begin discussions regarding the right of way purchase with the Morledge family and to bring a recommendation back to Council at a later date, seconded by Councilmember Yakawich. APPROVED.	Public Works evaluated routes under CIP Amendment approved 4/11/16. Discussions complete with the State, waiting for funding.	Complete – waiting for New Gas Tax funding	Dave Mumford
2/8/16	COUNCILMEMBER SULLIVAN: Made a motion to instruct Public Works to lead the Police Department, downtown businesses and the Traffic Control Board to propose improvements to downtown intersections to increase pedestrian and vehicle safety; the group shall discuss and suggest improvements to signage, signals, enforcement and traffic flow and bring forth an implementable plan to Council, seconded by Councilmember Brewster. APPROVED.	The first meeting of the Project Advisory Committee for the Downtown Area Traffic Circulation and Safety Study has met twice in September and December 2018. Coordination also occurred with the OBSD Work Plan. The study is expected to finish in late spring 2019. Police has enforcement underway.	Phase 1 presented to council on 09/03/2019. The next phase including public outreach, alternative prioritization and identifying funding sources has begun.	Dave Mumford Wyeth Friday
2/8/16	COUNCILMEMBER SULLIVAN: Made a motion to review all ordinances over four years with the opportunity to fast track any ordinances to match citizen/council needs, seconded by Councilmember McFadden. APPROVED.	Departments are reviewing Municode comments, questions, and recommendations and adding those of their own.	In Progress	Brent Brooks Denise Bohlman

Date	Sponsor/Initiative	Action	Resolved	Assigned To
07/24/17	COUNCILMEMBER CLARK: Moved to direct staff to provide Council with financing options for Centennial, Castle Rock and Optimist Parks toward completion of their projects at a work session prior to January pre-budgeting sessions, seconded by Councilmember Friedel. APPROVED.	\$2.46 million in FY19 budget for Phase I Centennial Park, currently in design and construction spring 2019. The FY19 budget also included amounts for improvements at Optimist Park. Additional phases and Centennial Park will be considered in future budget deliberations.	In Progress	Mike Whitaker Andy Zoeller
11/27/17	COUNCILMEMBER SULLIVAN: Directed staff to research developing an ordinance eliminating spas and massage parlors that contribute to human trafficking, seconded by Councilmember Yakawich. APPROVED.	Staff is currently reviewing ordinances from cities across the country and will prepare a draft ordinance using the best practices of these ordinances.	In Progress	Brent Brooks Rich St. John Wyeth Friday Andy Zoeller

BILLINGS FIRE DEPARTMENT

JULY – SEPTEMBER 2019

Mr. Kukulski,

The following report provides the highlights of each division of the Billings Fire Department. I have provided a new template to our division heads, so subsequent quarterly reports will more organized and professional looking.

Fire Chief – Bill Rash

The past quarter has been extremely challenging for the BFD. It is with great pain and apprehension that I have had to direct the training division to eliminate future training with the police department in respect to Active Shooter exercises (RTF), along with significant reductions and in some cases, elimination of specialized team training to include, but not limited to; advanced extrication training, hazardous materials training, confined space rescue training, rope rescue and water rescue training, structural collapse training and Self Contained Breathing Apparatus technician training. As we are all aware, this is a result of the budgetary cuts directed by City Council. I will continue going on record stating that these cuts in training compromise the safety and well-being of our firefighters and the public that we serve.

I was assigned as chairperson of the Equipment Replacement Program and have been working with Larry Deschene in preparing the necessary documents and presentations for city administration and city council.

Review and revision of BFD policies and procedures have been suspended due to this time being diverted to the public safety mill levy project. It is still my hope that we can revise policies and procedures, many dating back to 1994, before completion of my tenure.

Increased meetings and work on the public safety mill levy or public safety district have become a priority.

We have been working with Brent Brooks on revising the decades old ambulance ordinance and / or coming up with a contract.

Thanks for Dave Mumford and City Engineering, we have been working with City Engineer Deb Mehling and Engineer Will Robbins to address the many significant deferred maintenance projects at our fire stations. Unfortunately, we are finding that due to a significant delay, some stations that need new roofs may incur further damage due to a lack of contractor availability.

BFD recorded 4 rather than the 3 initially reported, cardiac saves that walked out of the hospital. These were direct results of our BFD paramedics being able to immediately treat these customers with Advance Life Support services. BFD EMS Coordinator and Training Chief will give a presentation to mayor/council on October 21st and will entertain any questions regarding our paramedic program.

Fire Administration – AC Valdez

- Started new budget year
- Promoted Diane Guy to Assistant Director for the 911 center
- Hired 911 dispatcher Travis Hunt for the new admin I support position with a start date of October 28
- Continue to work with American Medical Response on a possible operational changes
- Continue to develop public safety mill levy
- New lighting, inside and out, for station 4
- One new policy regarding travel reimbursement to the National Fire Academy and one revised forcible entry policy
- Monitoring the progress of two new pumpers

9-1-1 City Communications Center – Asst. Manager Diane Guy

- Replaced EXACOM logging recorder and upgraded recording software.
-
- Installed Vesta 7.2 software on 9-1-1 telephone servers and all consoles which brings the Billings City/County 9-1-1 Center into full compliance with NG911 standards.
-
- Replaced Analytics server – provides archived call records of 911 telephone activity.
-
- Promoted Diane Guy to newly created Assistant Communication Center Manager.

Fire Prevention Bureau – Fire Marshal Mike Spini

The following are some statistics and accomplishments for the FPB for the past 90 days (July through September):

- 65 building plan reviews.
- 51 fire protection system reviews.
- 233 inspections completed by the FPB. This includes final construction, complaint, and licensing inspections.
- 21 fire origin and cause investigations.
- Eight smoke alarm installations in homes (19 smoke alarms and 7 carbon monoxide alarms installed).
- 22 fire safety station tours and in-fields.
- Three fire safety presentations.
- 14 Knox box installations/updates.
- Two juvenile fire setter education/consultations.
- Numerous meetings for subdivisions, master site plans, and pre-application meetings for large projects.
- Numerous conversations and phone calls concerning code consultation and compliance questions.
- DFM Morgan and DFM McLain became Certified Fire Investigation Technicians through the IAAI.
- Conducted interviews for a new administrative assistant for the FPB and 911 center and hired Travis Hunt for the position.

Operations Division – AC Matt Hoppel

The Billings Fire Department Operations Division has been kept busy with a variety of calls throughout this summer and early fall. We have experienced a well above average number of responses to Structure Fires, Technical Rescues, and traumatic motor vehicle accidents. Crews continue to handle these calls with the utmost level of service delivery.

It is with great honor to report that our Advanced Life Support delivery on the streets is paying high dividends to our customers. We were able to document a “Save” through advanced intervention prior to the ambulances arrival on a cardiac arrest. The patient is reported to be up and walking as we speak. This speaks volumes of the value of this program to the residents of Billings. In addition to this save, there have been numerous documented Advanced Life Support interventions that have positively affected the patient’s outcome.

The department has also been busy keeping up on their skills. The training division has been staying busy with managing on-duty training, planning for upcoming trainings / special events, managing the EMS operations in the department, and managing all of the equipment that is used daily in the suppression division. While supporting daily operations is our number one priority, we always have special programs running around the normal operations of the day. The following is a month-by-month run down of scheduled training and programs that have been completed.

Monthly Training topics for the 3rd quarter are listed below are listed below:

July 2019

- **Dementia Training** was provided for all members was conducted by River Stone Health. To educate all of our providers with the best ways to interact with dementia and Alzheimer’s
- **12 Lead Cardiac Monitoring** was provided for all emergency medical providers in collaboration with MSU-B City Colleges Paramedic Program
- **Engineer Development Program** was conducted by the BFD instructors for 6 Hi-c engineer candidates the 3rd week of July. Theses members completed hundreds of hours of book work, drivers training, and classroom hydraulics theory, all culminating with one week hands on training
- The first ever **Rescue Operations Swim Test** was given to all members who work around water incidents. This class involved a swim test followed by hands on training in managing C-spine emergencies in the water
- Last fall the technical rescue team (TRT) added 9 members to its roster. These TRT members conducted **Rescue Water Craft Training** to become proficient in operating water craft rescue in swift water for victim rescue.

- A PPE Specialist from L.N. Curtis and Sons conducted ***personal protective equipment awareness level training*** the last week of July. This training provided a more in depth education to our members on the design, construction, limitations, and cleaning procedures required to keep the personal protective equipment in top-notch shape.

August 2019

- 10 days of Active Shooter/Rescue Task Force training was conducting with our law enforcement partners at the Billings Police Department. This training provided multiple opportunities for our members to treat simulated patients under direct protection, while hostile active shooters (role players) were firing simulation rounds.



- The BFD Hazmat team conducted their 8 hour quarterly training in August as well

September 2019

- Annual hose test of BFD's entire hose inventory for all apparatus and stations was conducted for 2 weeks this month.
The technical rescue team conducted its quarterly training on heavy lifting and large vehicle extrication with Hanser's Auto Salvage and Wrecker. Hanser's continues to support our department
- with providing vehicles for us to cut and lift that provide scenarios that are as close to the live rescue as we can get during a training session.



- Vehicle Extrication Operations was conducted with all members of the BFD during the 3rd week of September.

The Training Division also manages all EMS operations in the BFD under the direction of Asst. Training Officer/ EMS Chief Bryan Francis. The list below is the list of achievements that have been completed by our EMS personnel.

- New Life Pack 15 monitors ordered
- EMS Inventory placed in the Check It system to help control the EMS equipment supply chain
- Multiple hands on trainings including extrication, water rescue and an Air way lab at the City college
- Several EMT-P's tested out on Oral boards with Dr. Lewis and Passed making them credentialed Yellowstone County Medics

Our Logistics Officer Chelsea Thompson manages all the equipment in our inventory, as well as our inventory management system. This equipment includes hundreds of thousands of dollars of equipment that is carried on all apparatus, in station inventories, repairs, and ordering of replacement equipment. The following is a list of accomplishments in the last quarter.

- Bringing the Check It program to a functioning inventory system for BFD.
 - This included developing the department layout with vehicle info.
 - Loading all the tools/equipment & PPE into the system for tracking ability, maintenance, and replacement
 - Building Inventory & Engineer checklists for vehicles, medical bags
- Training the department personnel on the Check IT program
- Attending training at Globe and NFPA 1851 to enhance are PPE cleaning and inspection program.
- Reorganizing the PPE program to maximize the life of our gear for on shift crews and recruit academies.
- Completing an overhaul on all BFD medical equipment to rid the department of expired items and develop a inventoried storeroom
- Preparing and Ordering the department for wildland gear replacement
- Attending FDIC for equipment research and training.

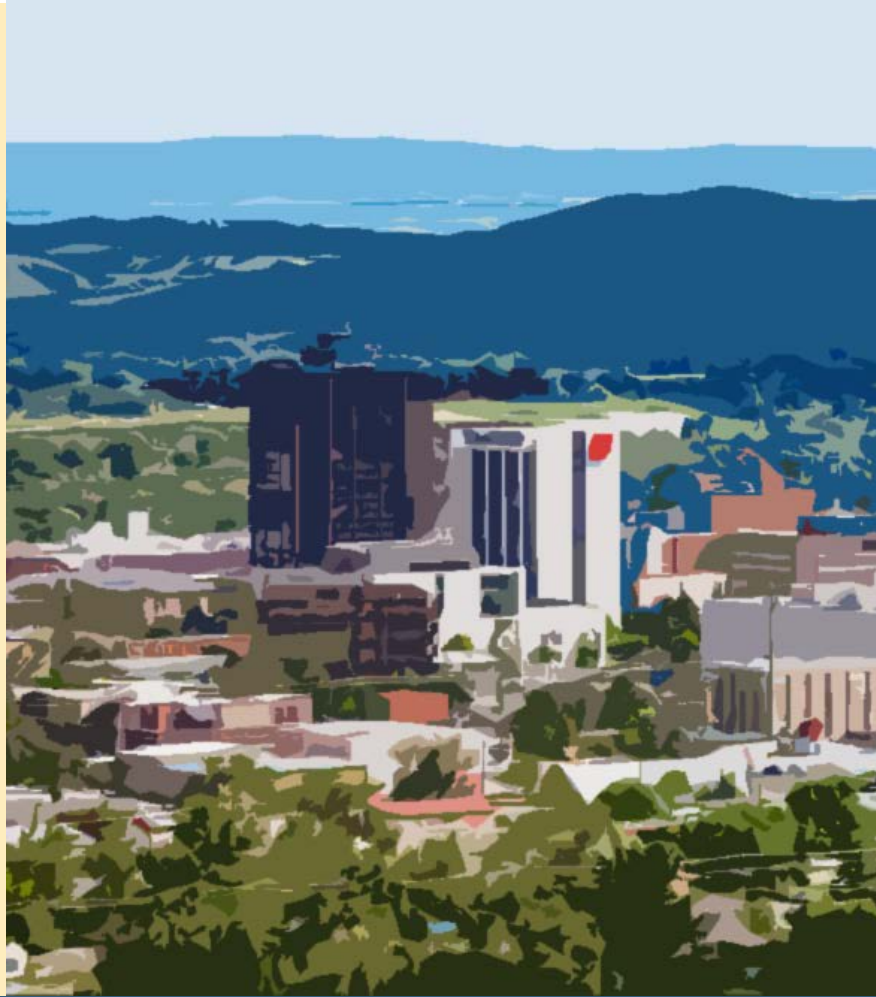
The Billings Fire Department Haz-Mat Response Team has also had a busy summer.

This past quarter, the Billings Fire Department's Regional Hazmat Team responded to a significant combustible gas leak from a rail car on a local siding. One of the department's tank-car specialists, Eng. Lee Weis, assisted the owner of the rail car in repairing the leaking valve. The timeliness of this call corresponds to the 3rd quarter refresher training on leaking over-the-road trailers, vessels, and other containers conducted by our team's hazmat technicians. Additionally, members of the hazmat team participated in a joint-training on rendering an improvised explosive device safe with members of the Billings Police Department's EOD team and the FBI. Federal grant funds are being leveraged to send members of the hazmat team to a variety of advanced training including seminars, command and control, leadership, and response to terrorist bombings. The hazmat team has been awarded both a State Homeland Security Grant which will provide equipment and a two-year cycle for multi-team training and exercises and a Hazardous Materials Emergency Preparedness grant for more advanced training over the next three years. These grant funds continue to work as a stop-gap to the elimination of funding for the regional hazmat teams at the state level.



QUARTERLY REPORT

PLANNING + COMMUNITY SERVICES



AT A GLANCE



MORE THAN 1,000 ROOFING
PERMITS ISSUED THIS
QUARTER



FINANCING AVAILABLE FOR
LOW-INCOME FAMILIES.
FIND OUT MORE ABOUT
REPAIR LOANS BY
CLICKING [HERE](#).

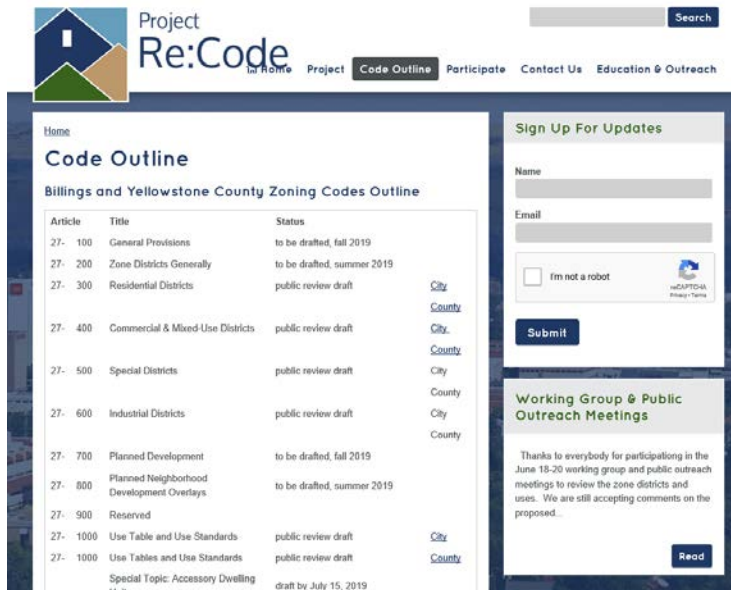


CE TEAM EFFORT
RESULTS IN 7 BUILDINGS
DEMOLISHED TO REMOVE
PUBLIC NUISANCES



LATE SUMMER HAIL STORM
BRINGS 17 TEMPORARY
USE PERMITS FOR DENT
REPAIR BUSINESSES

PROJECT Re:CODE - GEARING UP FOR ADOPTION



Visit www.project-recode.com to review all public drafts

For over two years City staff along with the Steering Committee, four working groups and a consultant team have been diligently at work updating both the City and County Zoning Regulations. Several draft code sections have been available for public review on the project website since June. All materials are available by visiting www.project-recode.com. All interested parties are urged to review and comment on the materials. The next three months will bring a whirlwind of preparation for public hearings with the Zoning Commission which are slated to begin in January 2020. In the coming weeks we can expect final documents to be posted and notification of the adoption schedule which will begin with the Zoning Commission in January. The City Council can anticipate a recommendation and public hearing scheduled in early March.

AmeriCorps VISTA Xeriscaping Project

Jackie Patten, AmeriCorps VISTA Member, organized a xeriscape demonstration garden in the Lincoln Center parking lot. She rallied other VISTA members to assist with extensive weeding, bed preparation, and rock placement. Jackie also utilized a vintage AmeriCorps VISTA logo in the landscape design! Xeriscaping refers to landscape / garden designs comprised of plants that thrive in the local climate. Because xeriscaping cuts the cost of water use by 50 to 75%, a household may save up to \$600 per year in utility costs.



Before



After

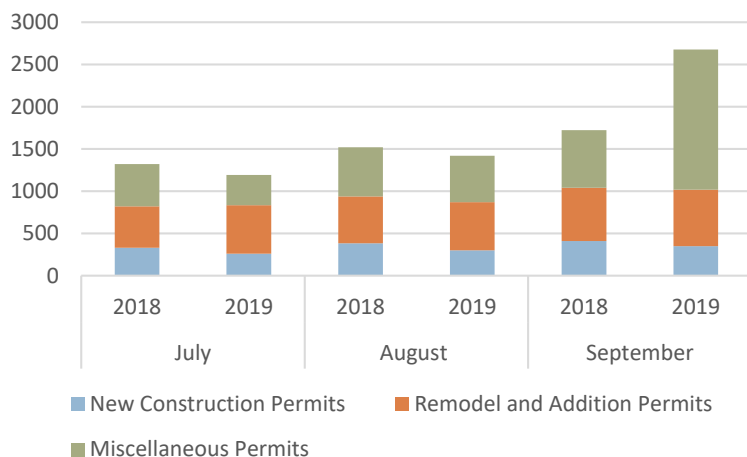
QUARTERLY REPORT

PCSD BY THE NUMBERS



BUILDING

2018-2019 Q3 Permits Issued

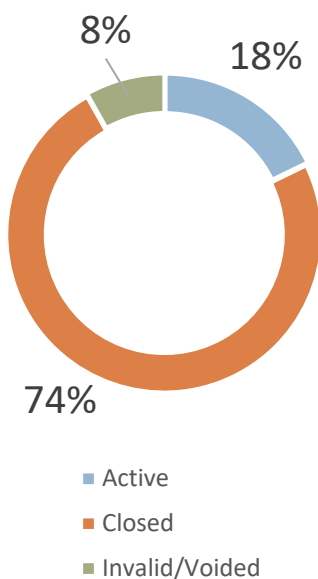


Re-roofing project, Billings, MT October 2019

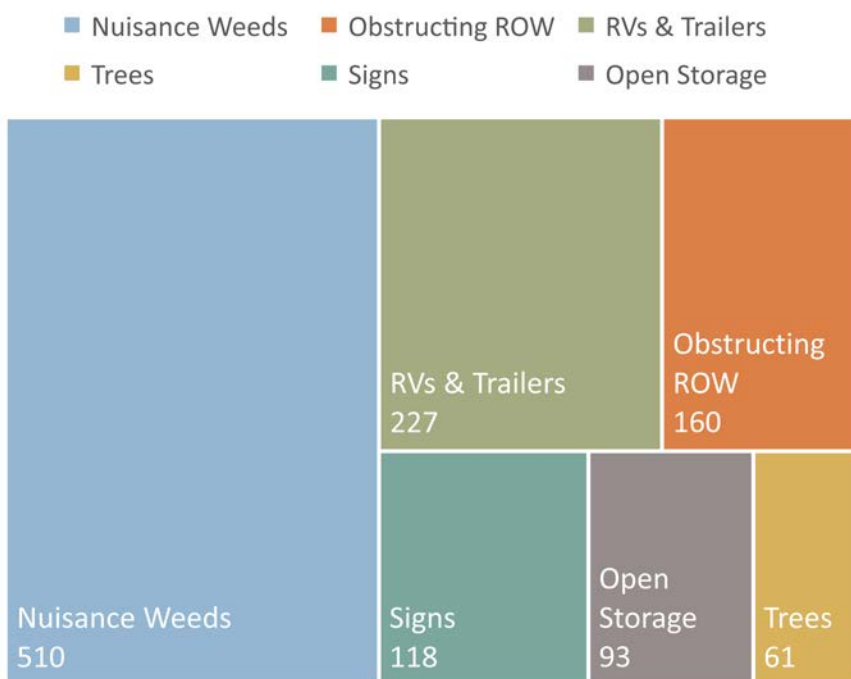


CODE ENFORCEMENT

CE Division, 3rd Quarter 2019 Case Results



CE Division 3rd Quarter 2019 The BIG Six Complaints





COMMUNITY DEVELOPMENT

THE COMMUNITY DEVELOPMENT DIVISION ASSISTED 64 LOW INCOME FAMILIES IN FY18-19 THROUGH THE FIRST TIME HOME BUYER, HOUSING REHABILITATION, AND FORECLOSURE ACQUISITION / REHABILITATION PROGRAMS.

<i>Program</i>	<i># Households</i>
Home Repair	6
Foreclosures	2
Home Buyer	56

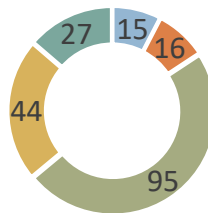
IN ADDITION, 575 INDIVIDUALS BENEFITTED FROM SOCIAL SERVICE AND EDUCATION PROGRAMS ENHANCED BY THE AMERICORPS VISTA MEMBERS IN BILLINGS!



PLANNING

Zoning Application Submittals 7/2018-8/2019

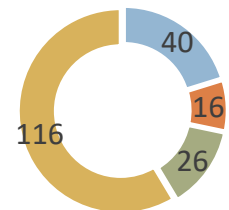
- Zone Changes
- Special Reviews
- Zoning Clarifications
- Zoning Compliance Permits (YC)



**51 ZONING
APPLICATIONS RECEIVED IN THE
3RD QUARTER**

Subdivision Applications 7/2018- 8/2019

- Pre-Applications
- Preliminary Plats
- Final Plats
- Exempt Plats

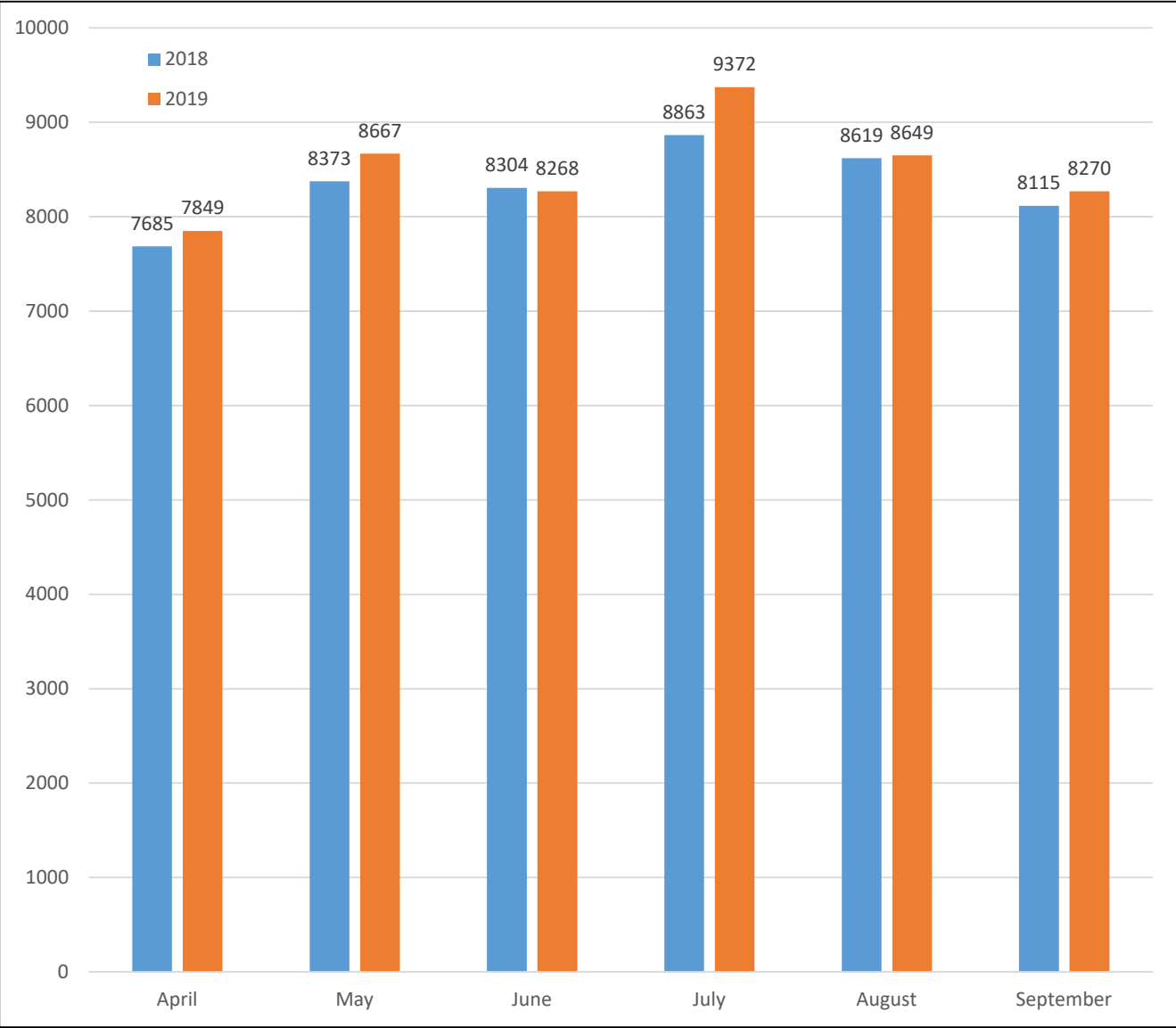


**38 SUBDIVISION
APPLICATIONS RECEIVED IN
THE 3RD QUARTER**

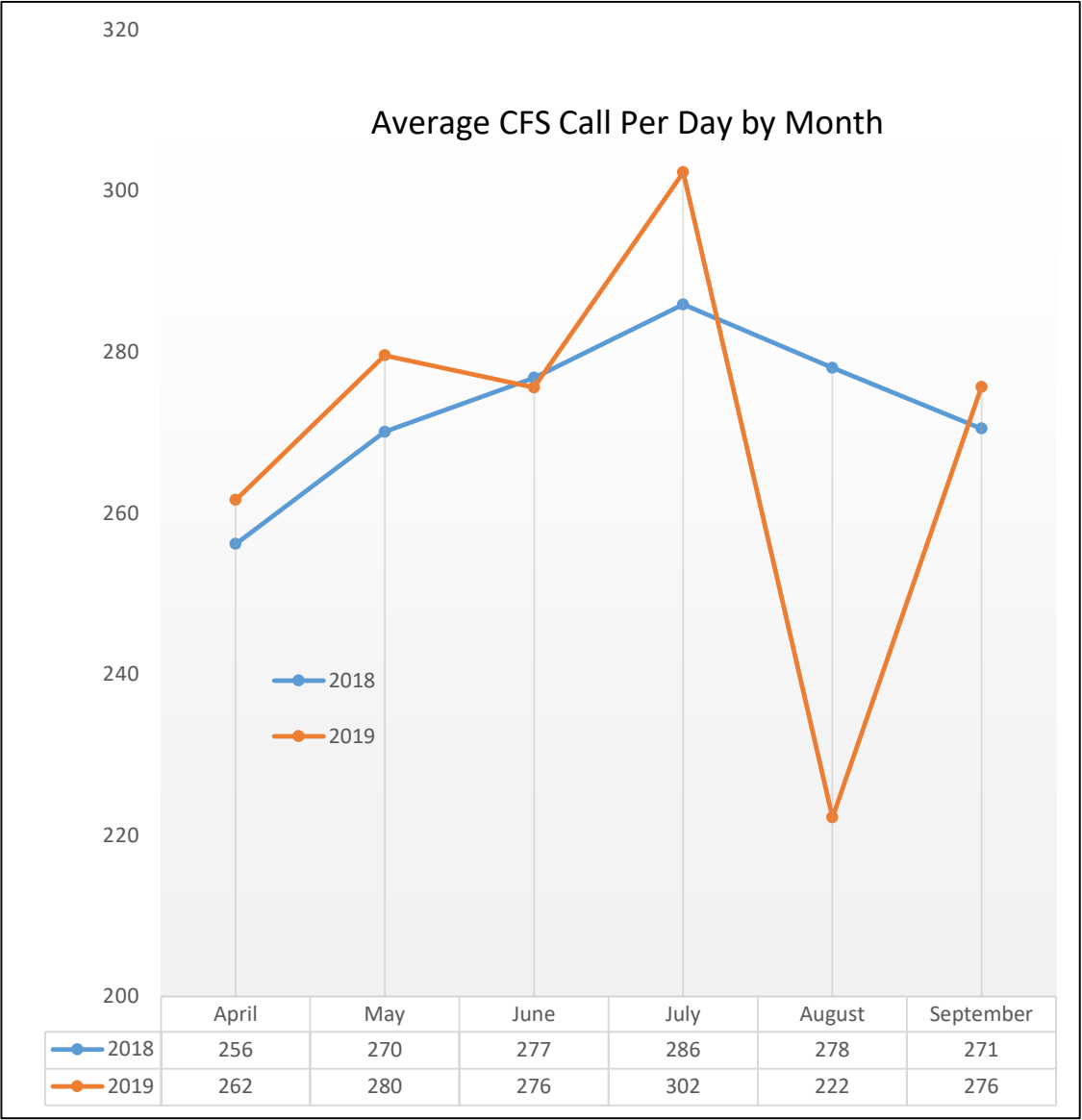
Billings Police Crime Stats

Month of September 2019

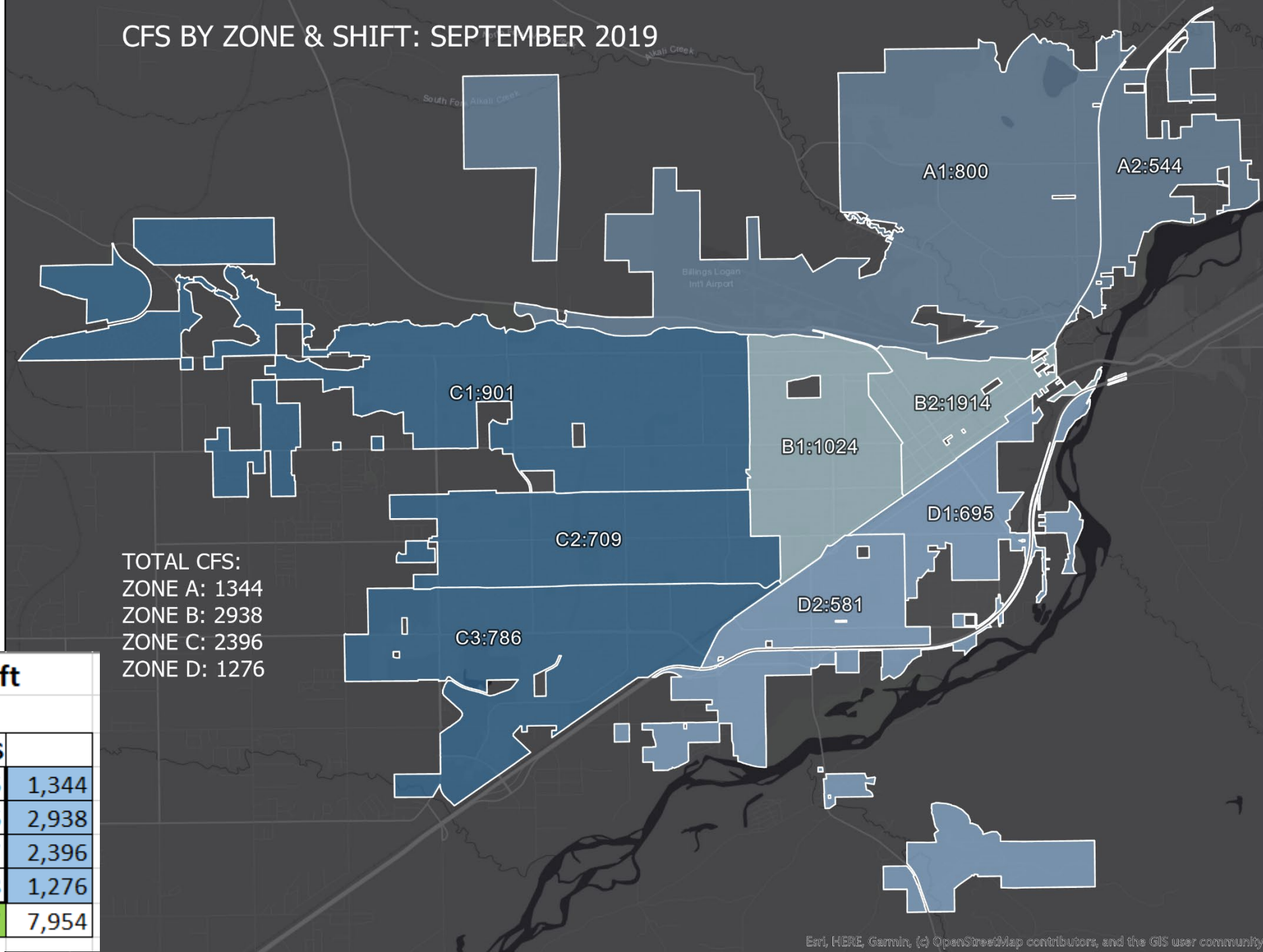
CFS Per Month, 2018 vs 2019



CFS Analysis



CFS BY ZONE & SHIFT: SEPTEMBER 2019



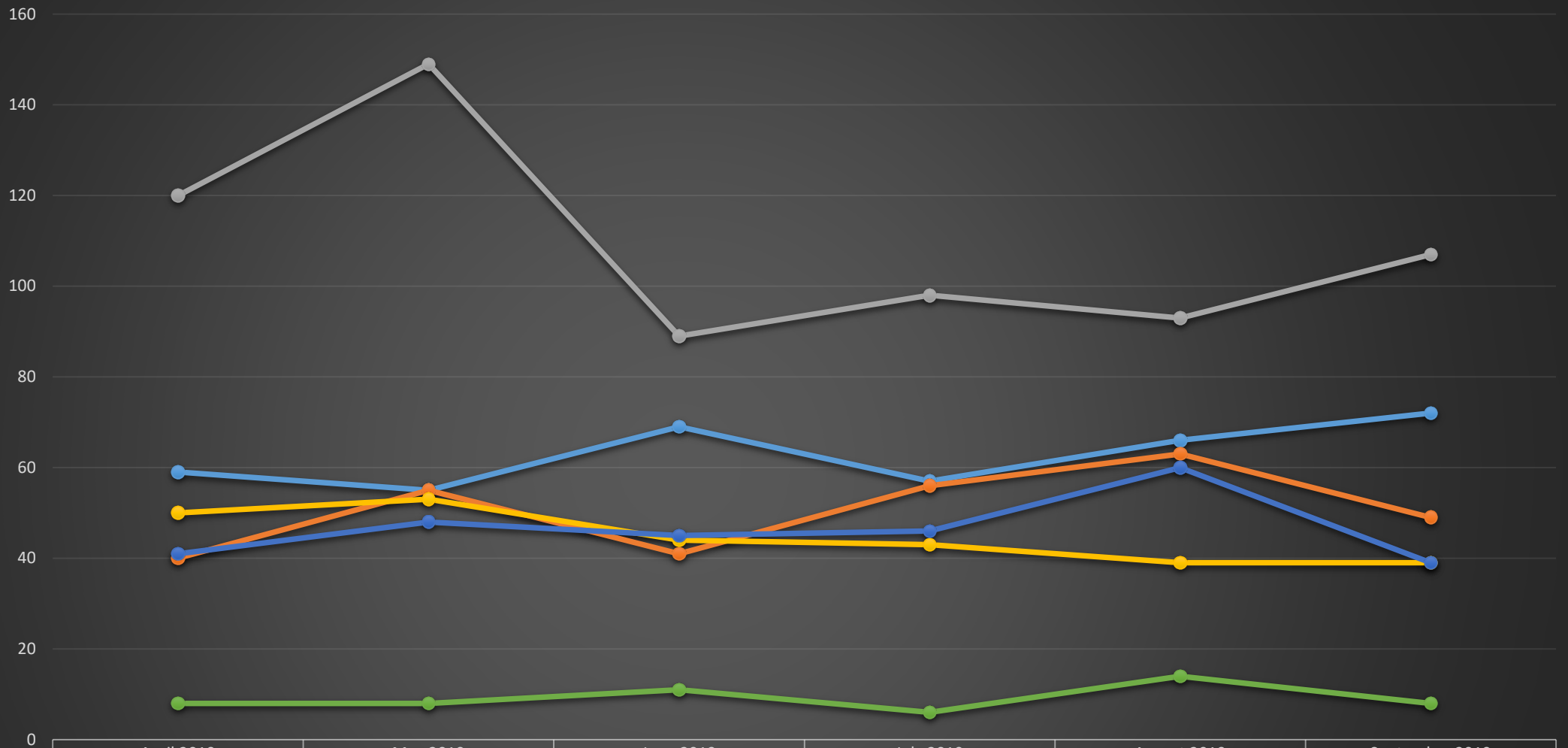
TOTAL CFS:
 ZONE A: 1344
 ZONE B: 2938
 ZONE C: 2396
 ZONE D: 1276

CFS Count by Zone and Shift

September 2019

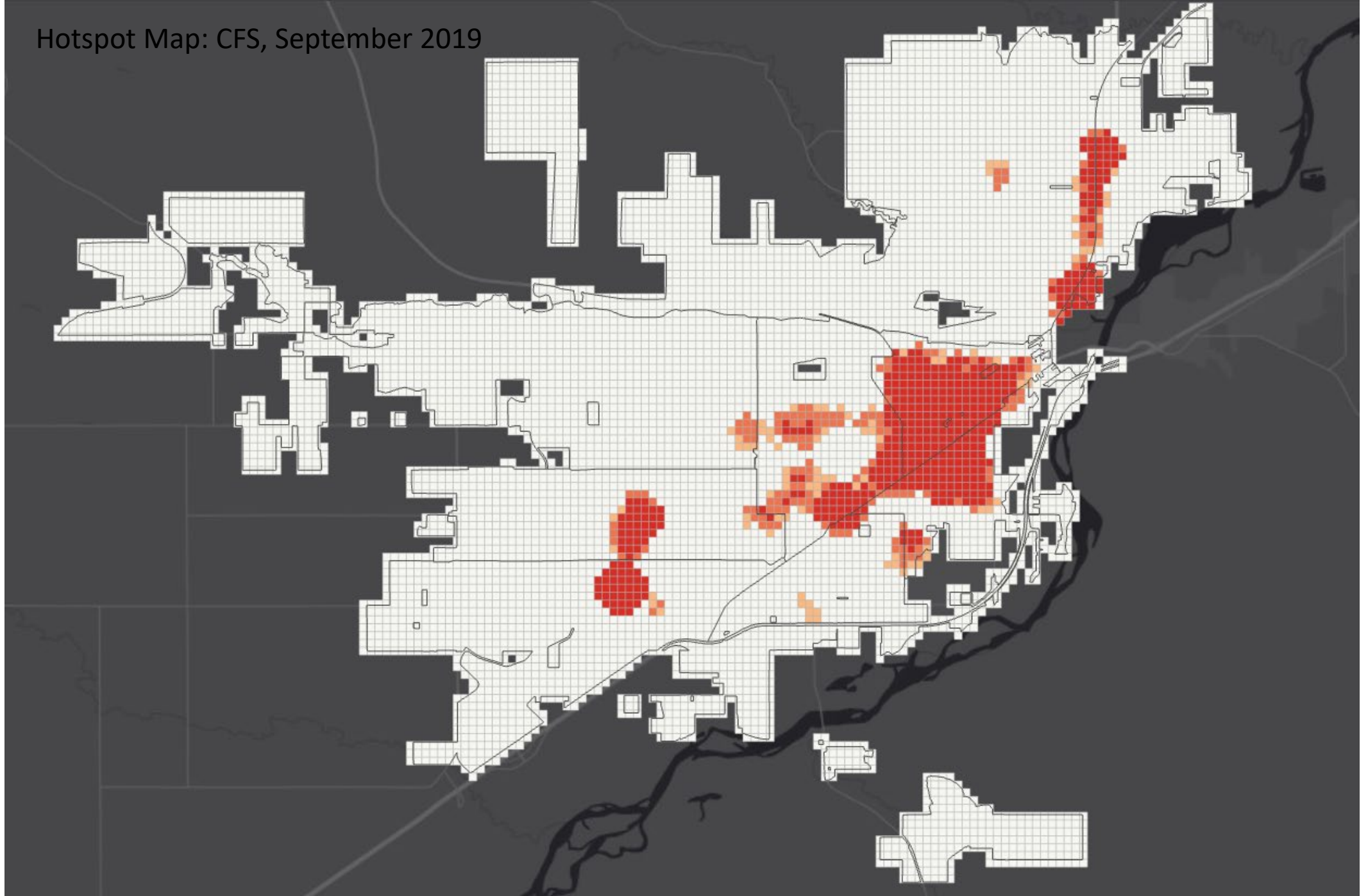
	DAYS	NOONS	NIGHTS	
ZONE A	558	580	206	1,344
ZONE B	1,114	1,178	646	2,938
ZONE C	954	1,025	417	2,396
ZONE D	475	563	238	1,276
	3,101	3,346	1,507	7,954

BPD Select Offenses: April 2019 – September 2019

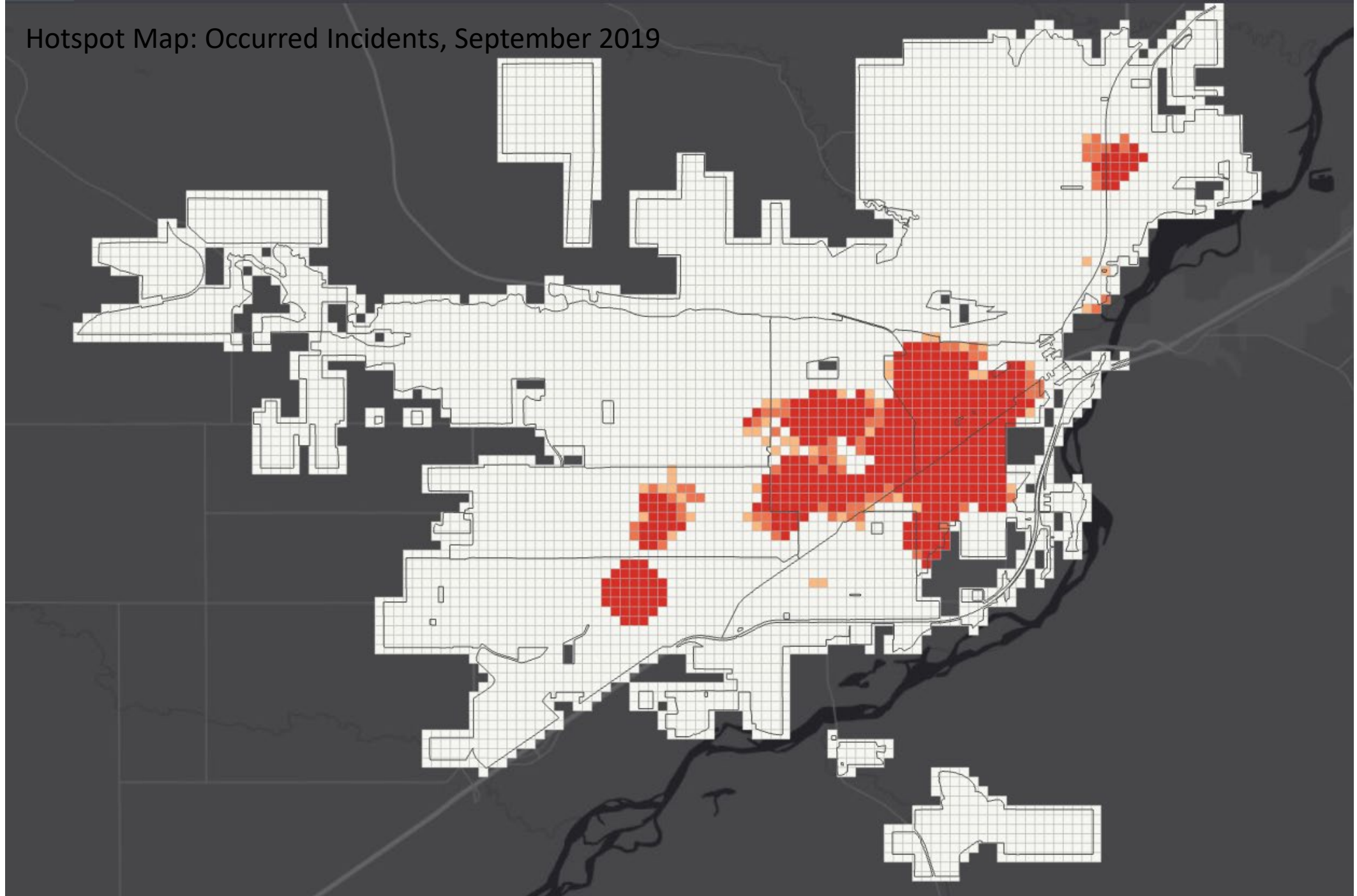


	April 2019	May 2019	June 2019	July 2019	August 2019	September 2019
ASSAULT	59	55	69	57	66	72
BURGLARY	40	55	41	56	63	49
DRUGS	120	149	89	98	93	107
DUI/AGG DUI	50	53	44	43	39	39
MOTOR VEHICLE THEFT	41	48	45	46	60	39
ROBBERY	8	8	11	6	14	8

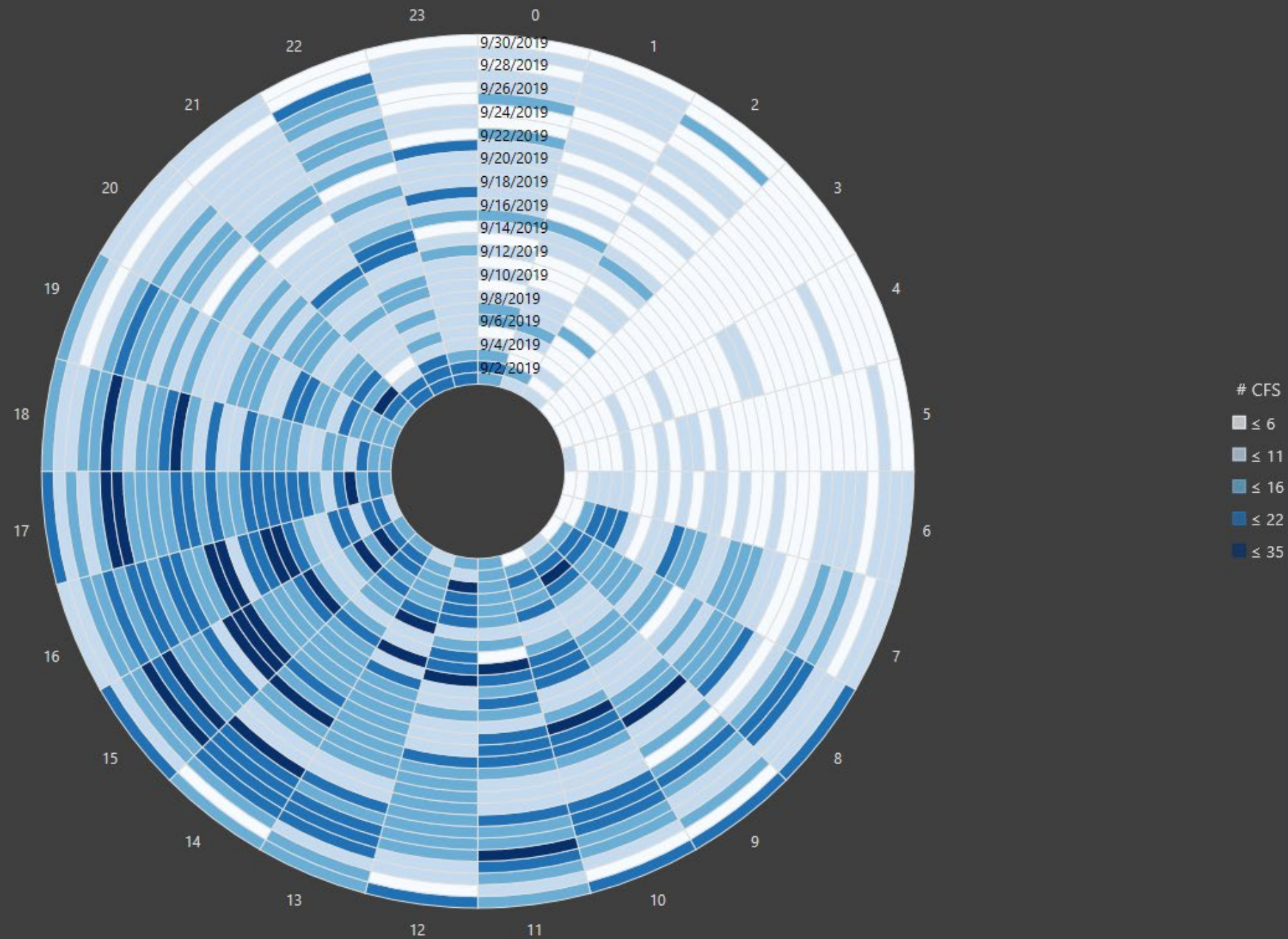
Hotspot Map: CFS, September 2019



Hotspot Map: Occurred Incidents, September 2019



September 2019 CFS: Busiest Hours Over Days



Billings Police Department Numbers July 1-Sept. 30, 2019, with 2018 Comparison

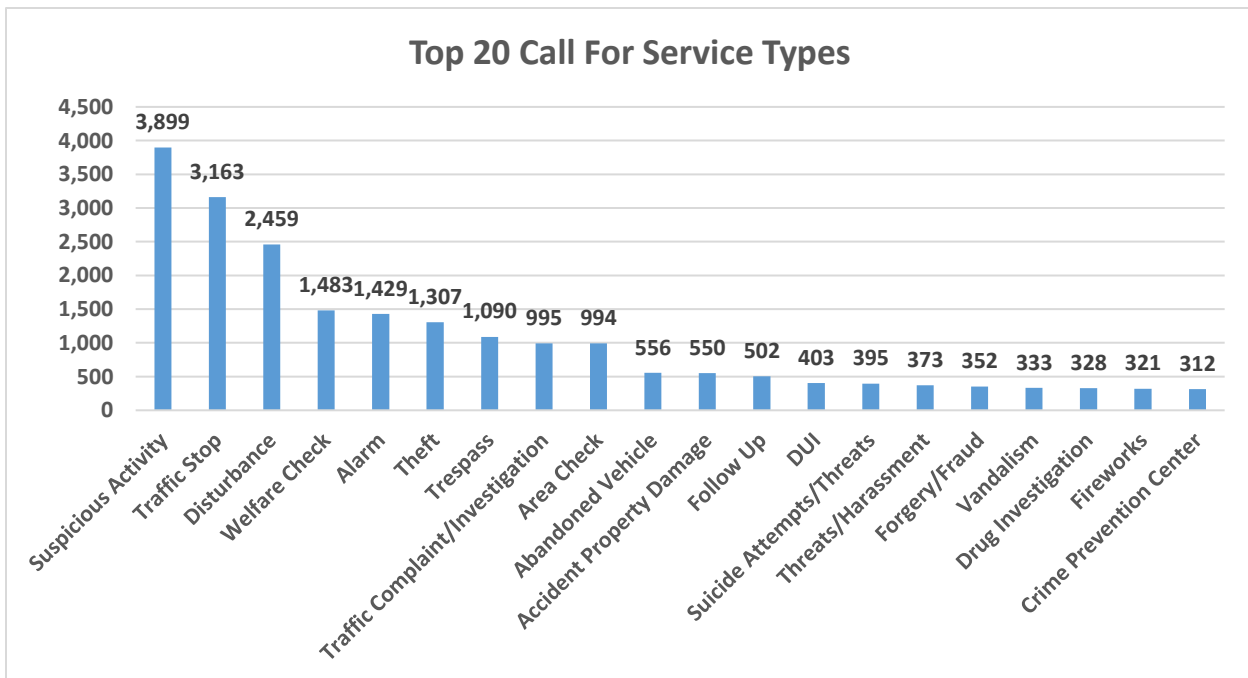
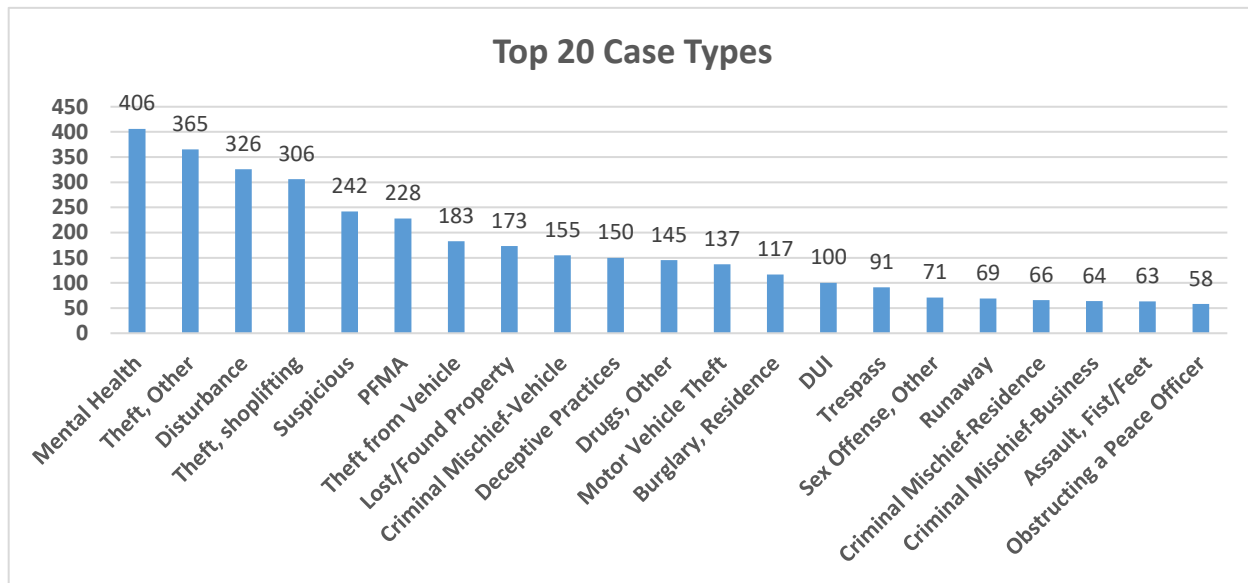
Category	2019	2018	2017	2016	2015
Calls For Service	26,306	25,609	26,285	23,069	22,366
Cases	5,052	4,895	5,316	5,738	5,261
Arrests - Adult	3,454	3,257	3,165	2,678	2,804
Arrests - Juvenile	241	218	189	202	147
Citations	4,866	4,260	5,762	3,754	3,801

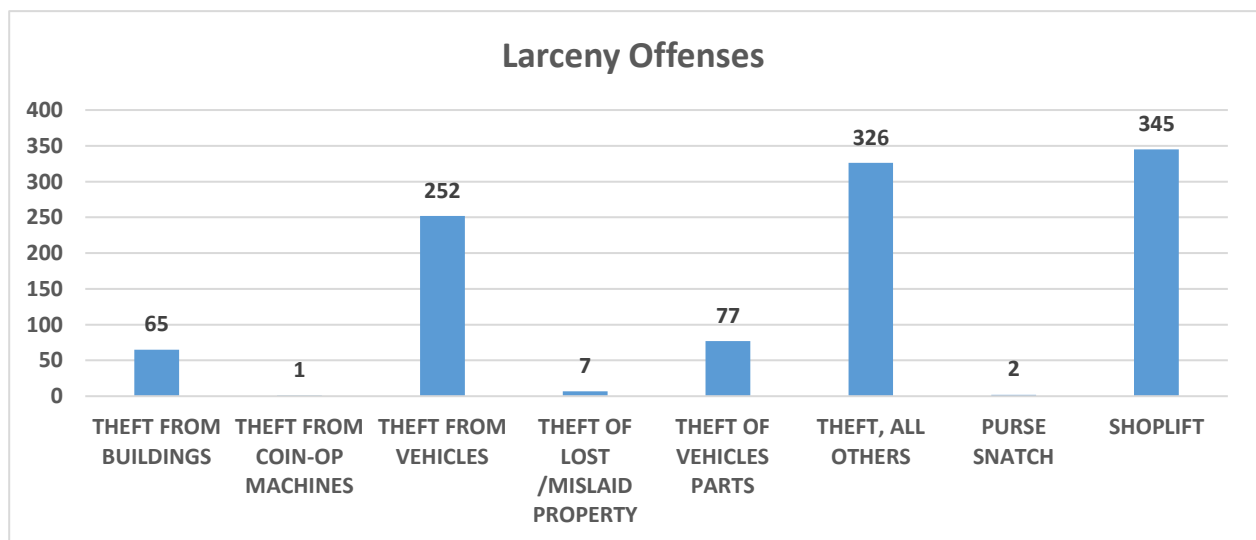
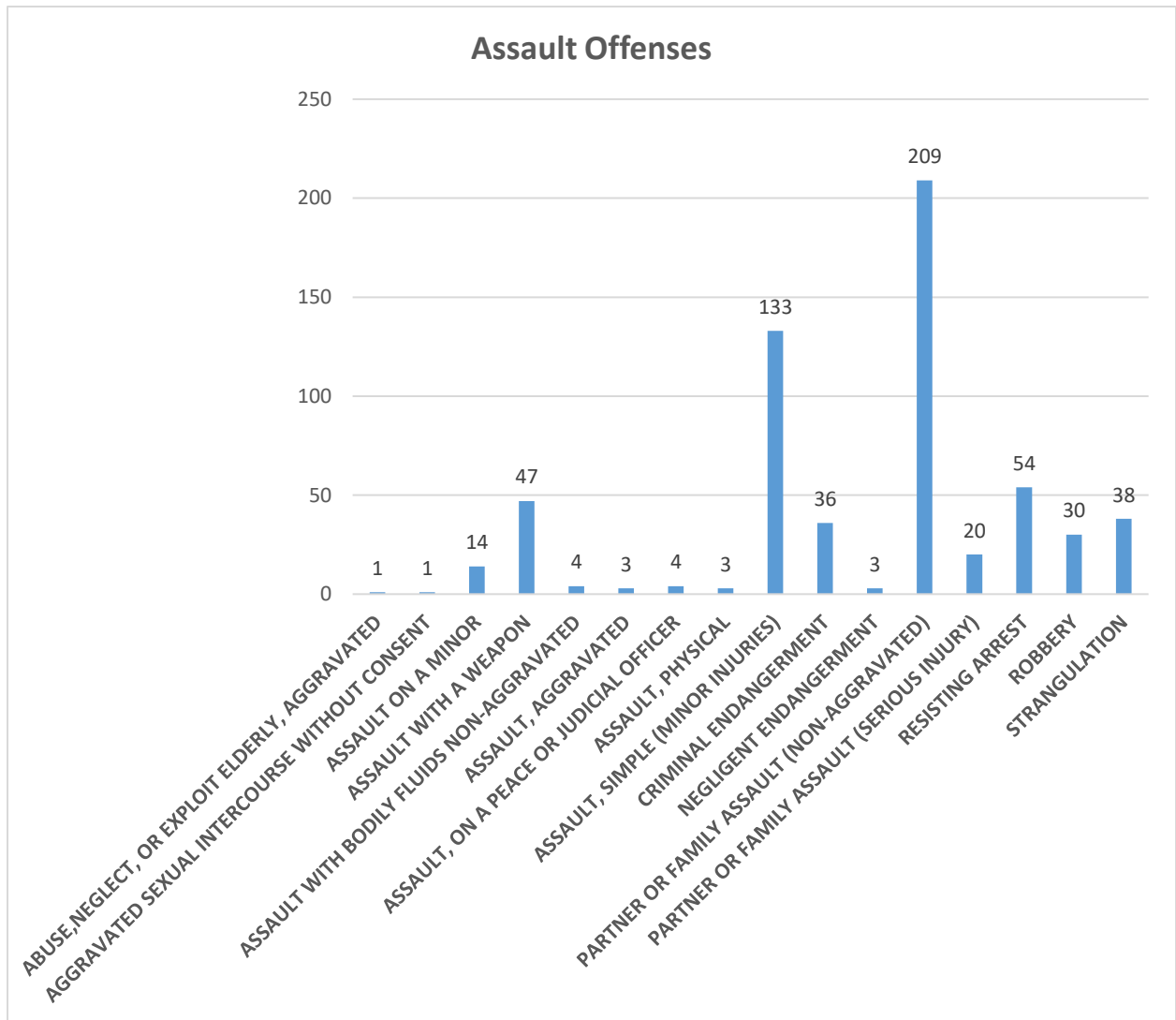
Citation Type	2019	2018
Animal Warning	109	88
City Ordinance	114	100
Animal/Criminal	24	28
MAAP	75	291
Traffic, Moving & Non-moving	1,130	938
Municipal Infraction	1,169	985
Warning	2,242	1,822

*about 100 September warnings outstanding

Violent Crimes	2019	2018
Homicide	0	4
Robbery	30	30
Forcible Rape	56	31
Aggravated Assault	568	447

Property Crimes	2019	2018
Burglary	117	194
Larceny	1,073	1,099
Motor Vehicle Theft	146	195
Arson	6	3





Top 20 Juvenile Arrest Charges

