

# Billings City Administrator Weekly Report

March 13, 2020

- 1) Press Release** – Please see the attached Press Release that was sent to the media Friday afternoon.
- 2) Council Photo** – The 2020 Council photo will be taken on Monday, March 16<sup>th</sup> before the Work Session; please dress accordingly. The photographer has requested you be in the council chamber by 4:25 pm.
- 3) Presentations** – Wicks Lane Project, Missing Sidewalk Program and Public Safety Mill Levy.
- 4) NEXT WEEK'S MEETINGS & TASK FORCES, ETC.**
  - a. Pioneer Park Task Force, Tuesday, March 17<sup>th</sup>, 7:00 pm, McKinley School
  - b. West End Task Force, Tuesday, March 17<sup>th</sup>, 7:00 pm, Faith E, 3145 Sweet Water Drive
  - c. Southside Task Force, Thursday, March 19<sup>th</sup>, 6:30 pm Northern Plains Resource Council, 220 S. 27<sup>th</sup> Street
  - d. Terry Park Task Force, Thursday, March 19<sup>th</sup> 7:00 pm Bethlehem Lutheran, 40 10<sup>th</sup> Street West

Have a great productive weekend!



# CITY OF BILLINGS

*Chris Kukulski - City Administrator*

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(406) 657-8433  
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## PRESS RELEASE: COVID-19

In response to the ever-changing dynamics related to the COVID-19 virus the City is in constant contact with Unified Health Command and is following Centers for Disease Control and Prevention (CDC) guidelines. These organizations are providing assistance and recommendations of actions to be taken as the status continues to rapidly evolve.

In an effort to be proactive, the following measures are designed to address immediate issues, encourage good hygiene and social distancing.

### **City of Billings COVID-19 Updates, effective March 13, 2020**

New Immediate Actions	Other
Suspend all library bookmobile services.	All other City services and facilities will remain open for normal operations.
Suspend the public use of all library community room spaces.	Preparing for potential changes to City Council and other public meetings.
Suspend all indoor recreation programs.	Extensive cleaning processes and protocols continue in all City buildings.
Suspend all Community and Senior Center programs with the exception of The Adult Resources Alliance Meals Program.	Updates on the impacts to City services and operations can be found on the City's website at <a href="https://www.ci.billings.mt.us/">https://www.ci.billings.mt.us/</a>

# Wicks Lane Improvements Project

Bench Boulevard to Hawthorne Lane  
Phase I of Main to Bitterroot Project

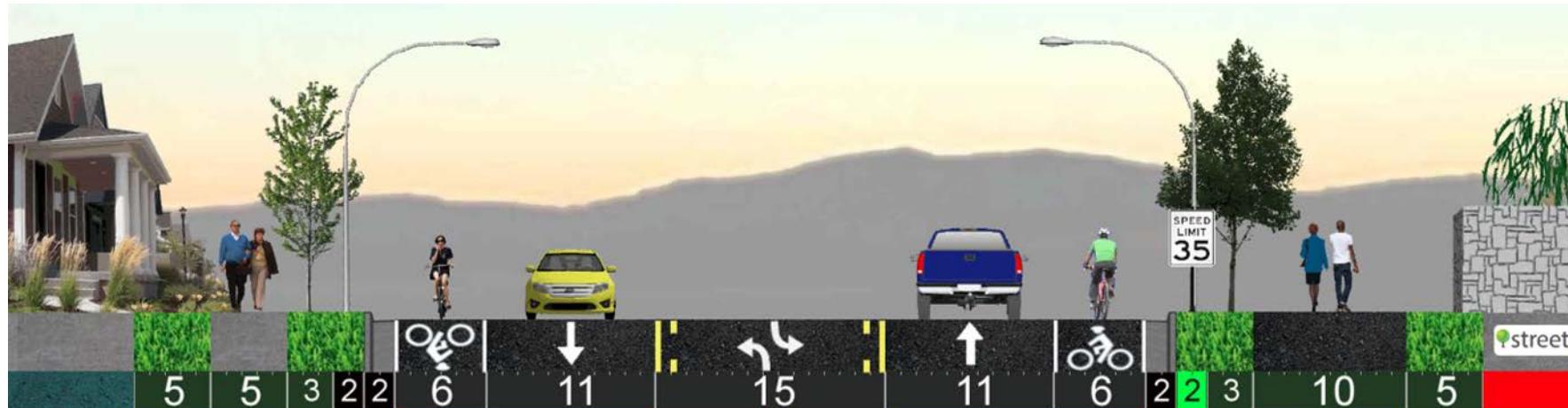
March 16, 2020



Project Limits: Bench Boulevard to Hawthorne Lane

# Arterial Street Section Determination

- ▶ Start With Facts - Generally residential, Arterial, Limited ROW, and Funding
- ▶ The Basic Components
  - ▶ Travel Lanes
  - ▶ Safety - TWLTL, turn lanes, access control, street lights
  - ▶ Multimodal users - sidewalk, path, bike lane, bus users
  - ▶ Parking - provided for local roads; very limited for arterials and collectors
  - ▶ Intersections

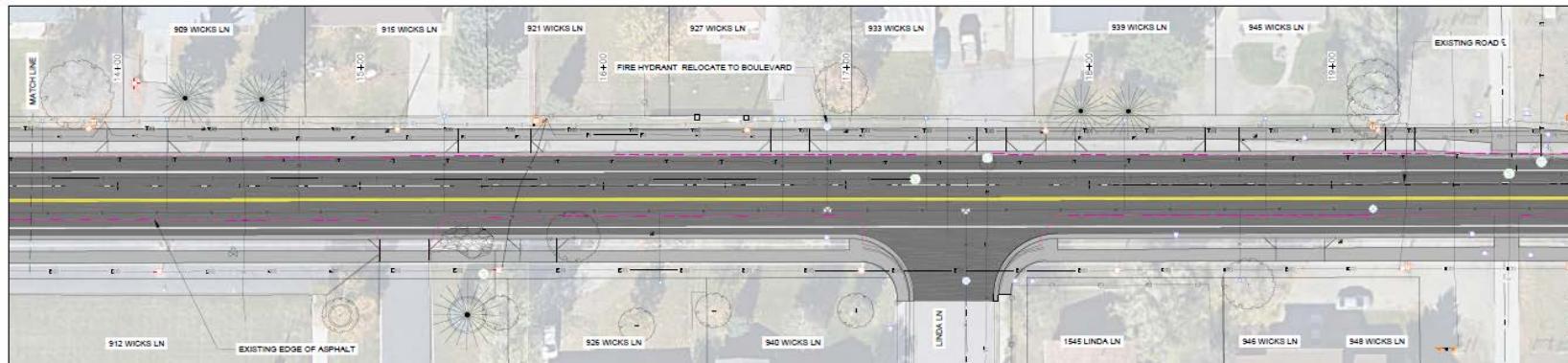
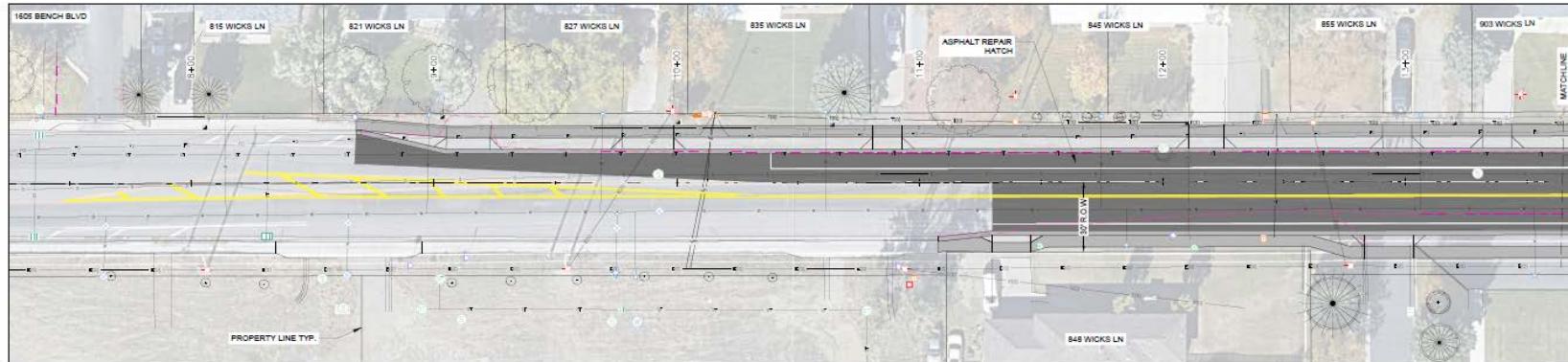


Ideal ROW width is 80-feet. This project has 60 to 70-feet of ROW.

# Wicks Lane Proposed Section

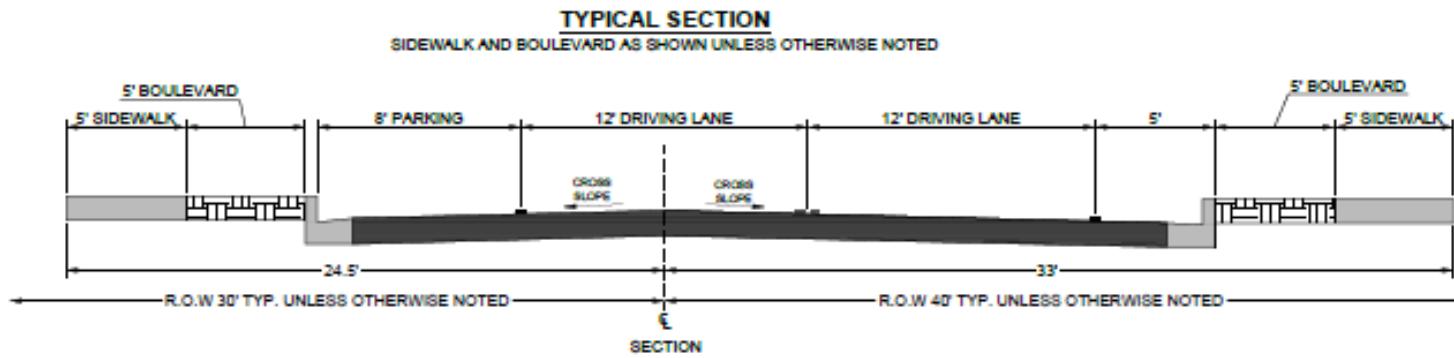
- ▶ Travel Lanes
  - ▶ 5,166 vpd - current      **7,000 vpd - 20 year projection**
  - ▶ Two needed (one east bound, one west bound)
- ▶ Safety
  - ▶ TWLTL not warranted
  - ▶ Street lights throughout (future project)
- ▶ Multimodal users
  - ▶ Sidewalks on north and south - 5-ft boulevard walk (desired) and 7-ft curbwalk (areas of grading constraints)
  - ▶ On-street bike lanes - Kiwanis Trail inside corridor, limited ROW
  - ▶ MET Transit facilities will be provided
  - ▶ ADA compliant throughout
- ▶ Parking
  - ▶ On-street parking on north side (5 no, 3 yes, 4 no communication)
- ▶ Intersections
  - ▶ Existing Signal at Bench Boulevard
  - ▶ 4-way stop at Hawthorne (functional class C in design year) - possibly improve in Phase II
  - ▶ Rapid Flashing Beacons at Kiwanis Trail Crossing

# Wicks Lane Proposed: Bench Boulevard to Kiwanis Trail

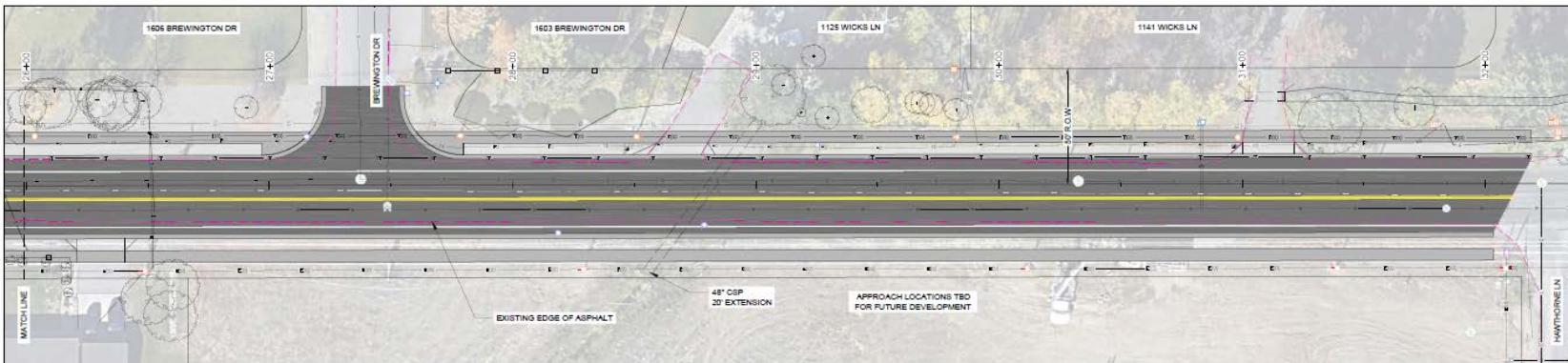
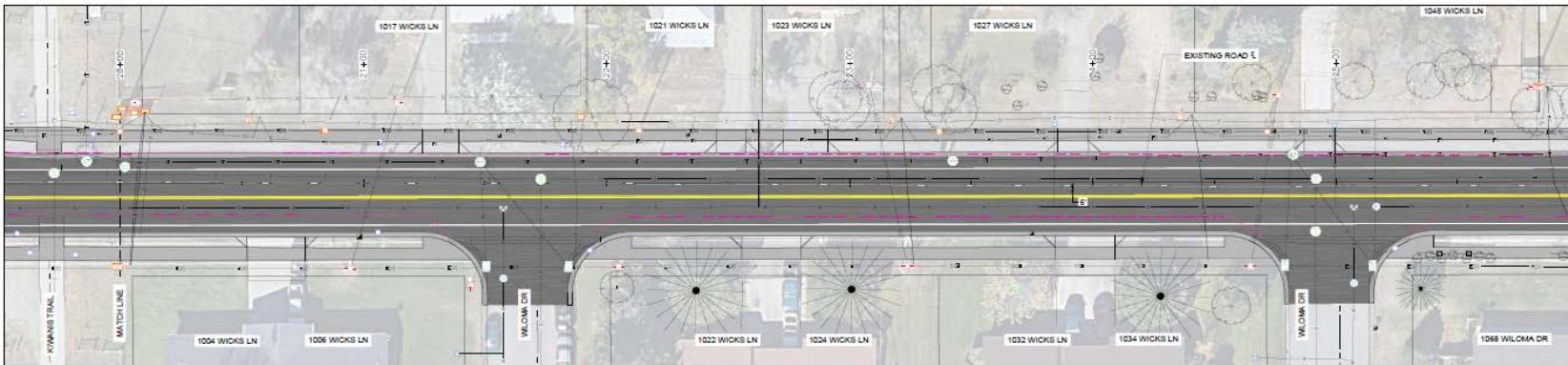


Potential changes to section:

1. Removing parking
2. Reducing Boulevard
3. 7' Curbwalk

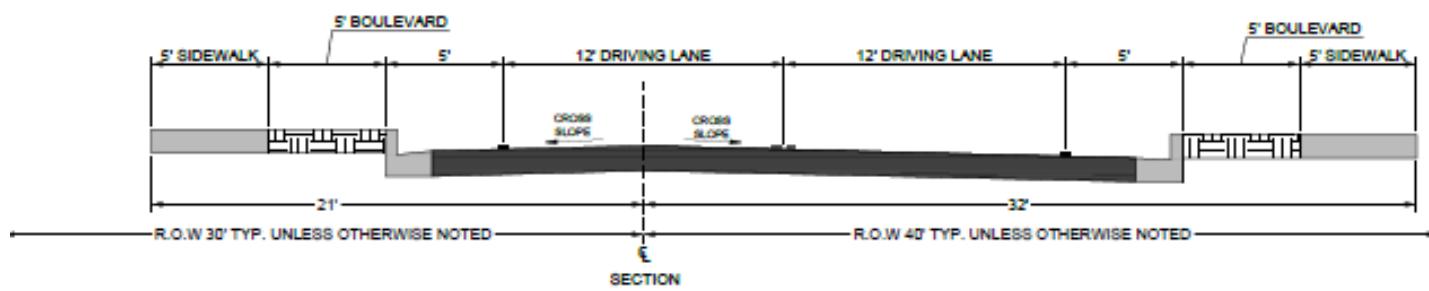


# Wicks Lane Proposed: Kiwanis Trail to Hawthorne Lane



## TYPICAL SECTION

SIDWALK AND BOULEVARD AS SHOWN UNLESS OTHERWISE NOTED



Potential changes to section:

1. Reducing Boulevard
2. 7' Curbwalk

# Complete Streets Checklist (Existing)

- ▶ Multimodal accommodations on existing?
  - ▶ No existing sidewalk, no existing bike lanes
- ▶ If no multimodal facilities, how far are existing parallel?
  - ▶ Project will connect to existing facilities at Bench Boulevard and Kiwanis Trail
- ▶ Existing challenges that could be addressed?
  - ▶ No sidewalks/trails or bike lanes, no ADA improvements, no bus stops
- ▶ What trip generators are in the vicinity?
  - ▶ Kiwanis Trail, Bitterroot School, Churches, and Residential
- ▶ Pedestrian/Bike collisions potential options?
  - ▶ Separated Sidewalks, On-street Bike Lanes, Improvements at Kiwanis Trail intersection
- ▶ Adopted plans?
  - ▶ Billings Area Bikeway and Trail Master Plan (2016)

# Complete Streets Checklist (Project Scope)

- ▶ Accommodations for multimodal?
  - ▶ Sidewalk, ADA corners, Rapid Flashing Beacons at Kiwanis Trail crossing
- ▶ Reasons for not including multimodal facilities?
  - ▶ Multimodal facilities are being provided
- ▶ Cost of bike and ped improvements and proportion of overall cost?
  - ▶ Overall \$1.24M (construction only, includes assessments)
  - ▶ Multimodal \$180K (15% of overall project)
    - ▶ Sidewalk \$135k
    - ▶ Bus pads \$5k
    - ▶ ADA corners \$20k
    - ▶ Flashing Beacons \$20k
- ▶ Agency responsible for maintenance of multimodal and how budgeted?
  - ▶ City of Billings Street/Traffic
  - ▶ Street Maintenance Fees

# Project Considerations:

- ▶ Intersections
  - ▶ No new signals or roundabouts
  - ▶ Rapid Flashing signals at Kiwanis Trail crossing
- ▶ Installation of Storm Drain Inlets and Laterals part of project
- ▶ Right of Way
  - ▶ Limited ROW
  - ▶ Grading Constraints
- ▶ Parking Lane being considered
- ▶ Bike Lanes being considered
- ▶ Property Owner Assessments
- ▶ Construction planned for spring/summer 2020 (Pending MDT review)



2020

# Missing Sidewalk and Miscellaneous Concrete Project

March 16, 2020

# Concrete Program

- Small Repair – Grinding
- Small Replacement
- Missing Sidewalk and Miscellaneous Concrete
  - Too large for small replacement
  - Areas of missing sidewalk
  - ADA Ramps
  - Curb and Gutter replacement
  - Drive Approaches
  - Drainage Issues



# Missing Sidewalk

- Resolution 18-10719 approved by City Council on May 14, 2018 establishing policy for construction and repair of curb, gutter and sidewalk.
  - City desires to maintain a safe and efficient street network including the installation of sidewalk
  - The safety of pedestrians is a concern
  - Sidewalk to be assessed to addressed side of properties
- Section 7-14-4109 of Montana Code Annotated authorizing the City Council to order in curb, gutter, sidewalk, and approach improvements without the creation of an Special Improvement District.

# Priorities for Missing Sidewalk

- Along Arterial Streets
- Along Collector Streets
- Along School Routes
- Within High Pedestrian Areas

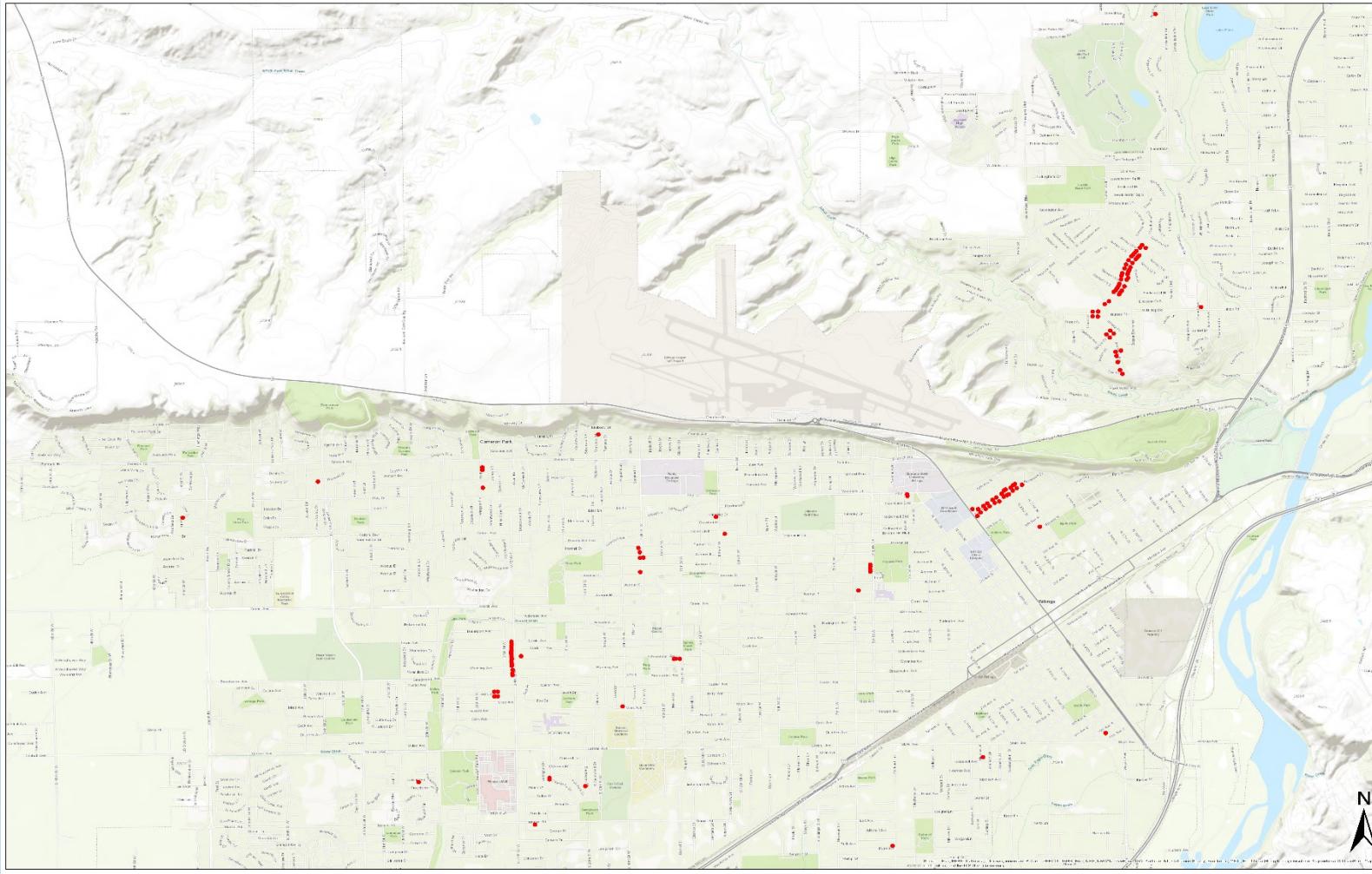


# Design Approach

- Boulevard Walk
- 7-foot curb walk
- Reduce as needed
- Trees, Landscaping, Grades, Setbacks
- Cost
- Do NOT consider existing sidewalk consistency

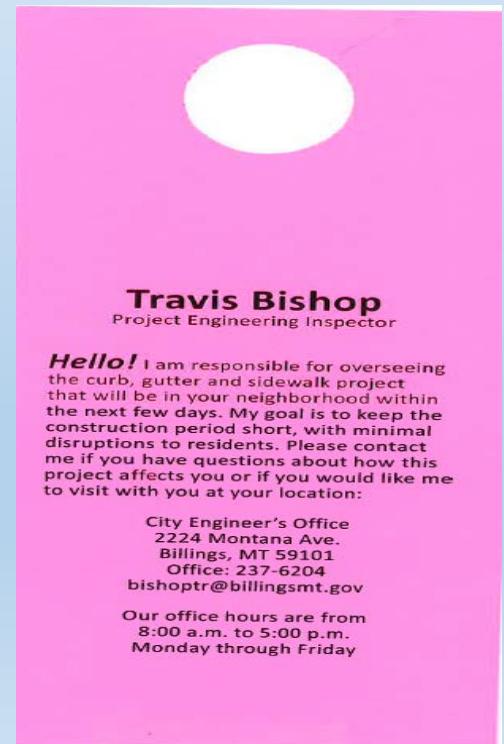
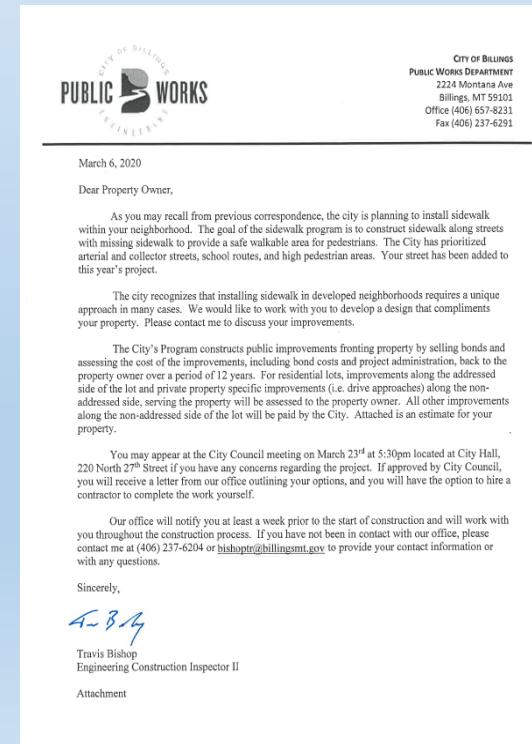
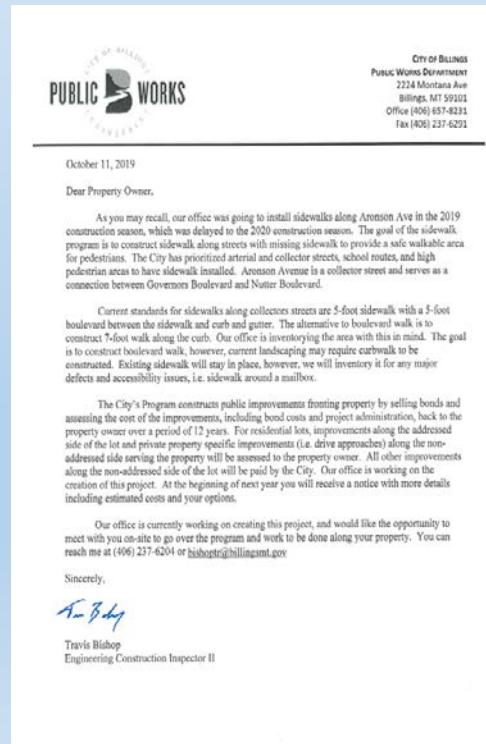
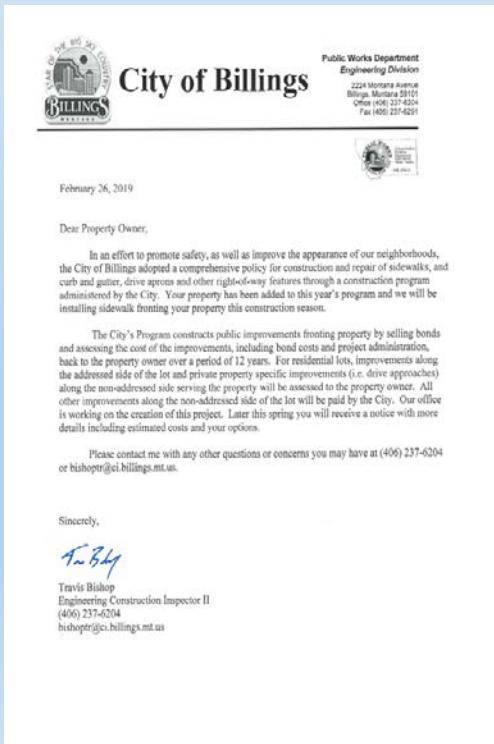


# Map of Areas



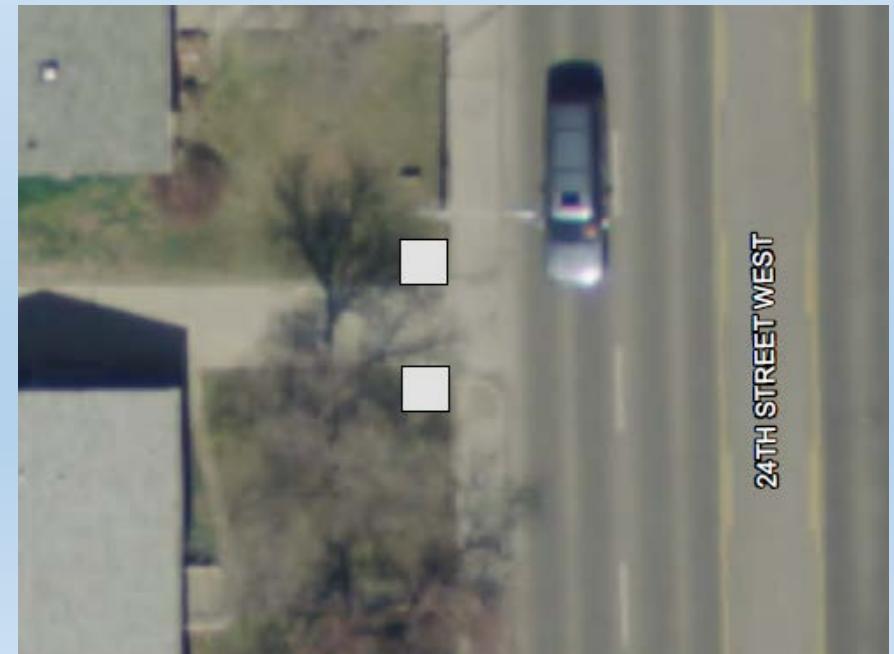
# Communication

- 2019 letter February and October 2019
- 2020 letters March 2020
- Door hanger 2019 and 2020



# 24<sup>th</sup> Street West – Lewis to Broadwater/West

- Purpose - ADA
- 17 Properties
- Majority are not assessed – ADA only is not assessed
- Design approach requires easements

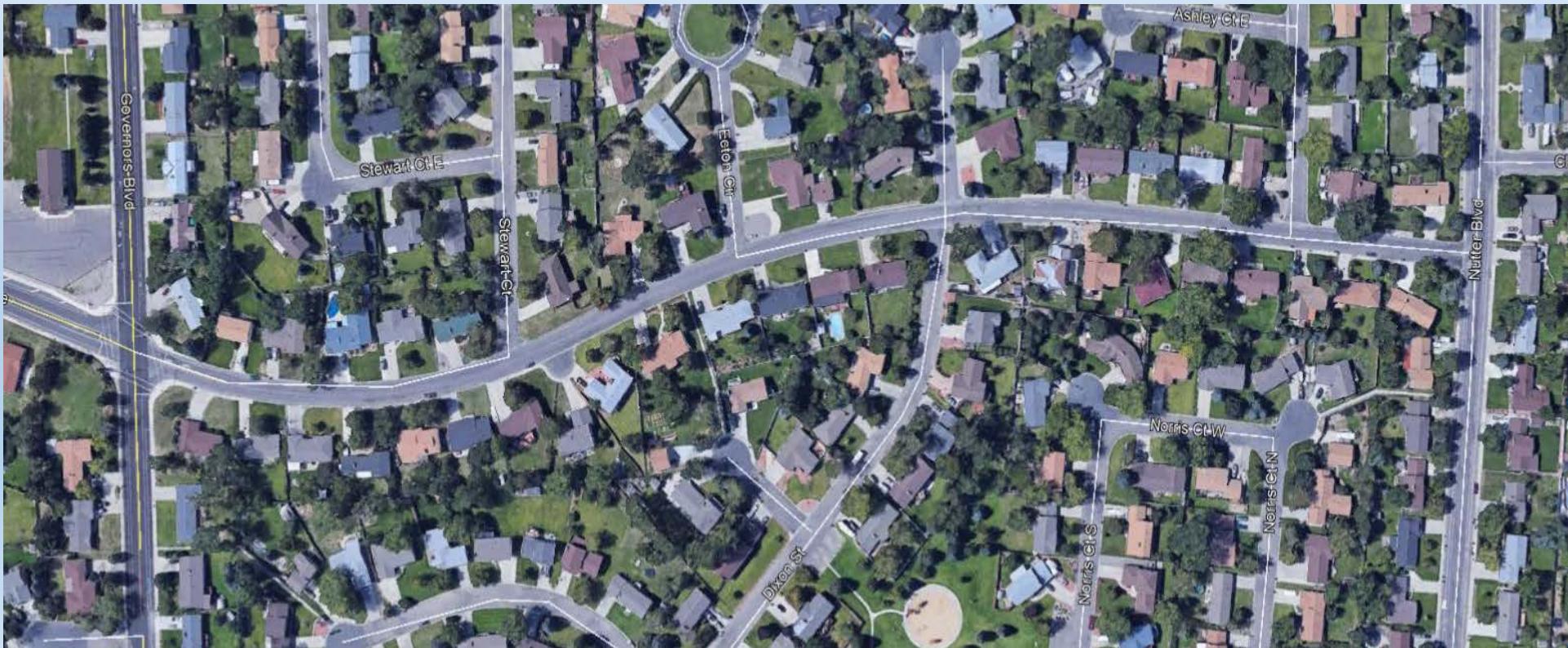


# 24<sup>th</sup> Street West

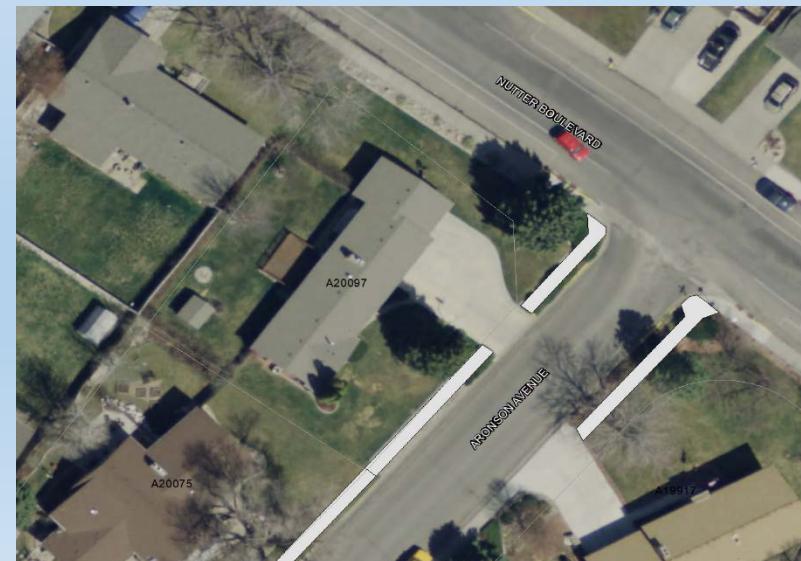
- Letters to sent to all
- Door hangers to all who have not had direct communication
- 8 of 18 property owners – phone/email/person
- Generally
  - Ok with construction approach
  - Ok with easement (maybe 1 difficulty)

# Aronson Avenue

- Purpose – Collector/Connection from Governors to Nutter
- 32 Properties



# Aronson Avenue



# Aronson Avenue



# Aronson Avenue

- Letters sent to all
- 17 of 32 property owners – phone/email/person
- Generally
  - Ok with sidewalks
  - Prefer 5' curb walk (see petition with 19 properties represented)
    - One signature already has sidewalk
    - Of signatures, we have met with 10 of them
  - Addressed versus non-addressed
  - Very difficult construction on some lots
  - Drainage concerns

# 11<sup>th</sup> Avenue North

- Collector/High Pedestrian Area
- 20 Properties



# 11<sup>th</sup> Avenue North



# 11<sup>th</sup> Avenue North

- Letters sent to all
- 6 of 24 property owners – phone/email/person
- Will use door hangers to try to connect with more
- Generally
  - 6 properties with new sidewalk (5 assessed, 1 city funded) (1 communication)
  - 13 Properties have sidewalk but being assessed for repairs (5 communications)
  - 5 properties with city funded repairs or ADA
  - Ok with sidewalks
  - Primarily will be boulevard walk

# Next Steps

- March 23, 2020 Resolution Ordering Improvements
  - Consent Agenda
  - Property owners were notified
- 24<sup>th</sup> Street West easements
- Bid Award in May
- Construction June through October
- Assessments Reconciled and sent to property owners over winter

# Safety is 1 Key to a Healthy City

## 5 key strategies to improve Billings

- 1) Strengthen Organization Health
- 2) Improve Safety
- 3) Improve our Built Environment
- 4) Continue Investments in Infrastructure
- 5) Increase Investments in quality of life amenities

# Define the Problem

**Billings has too much crime - driven largely by addiction and mental illness**

- Violent crime rates > 100% increase in 12 years to 600/100,000
- Property crimes are too frequent > 5,500/100,000

**Fire department response times are too slow**

# City Responsibilities & Partners

- Billings provides code and law enforcement
- Billings prosecutes crimes and provides victim advocacy
- Billings operates municipal courts

**We depend on partners to provide social services, prosecute felonies and incarcerate criminals**

- Yellowstone Substance Abuse Connect Coalition
- The Continuum of Care partners
- Yellowstone County Attorney & Sheriff offices
- State of Montana District Courts

# Police Dept's Strategy to Improve Safety Summary



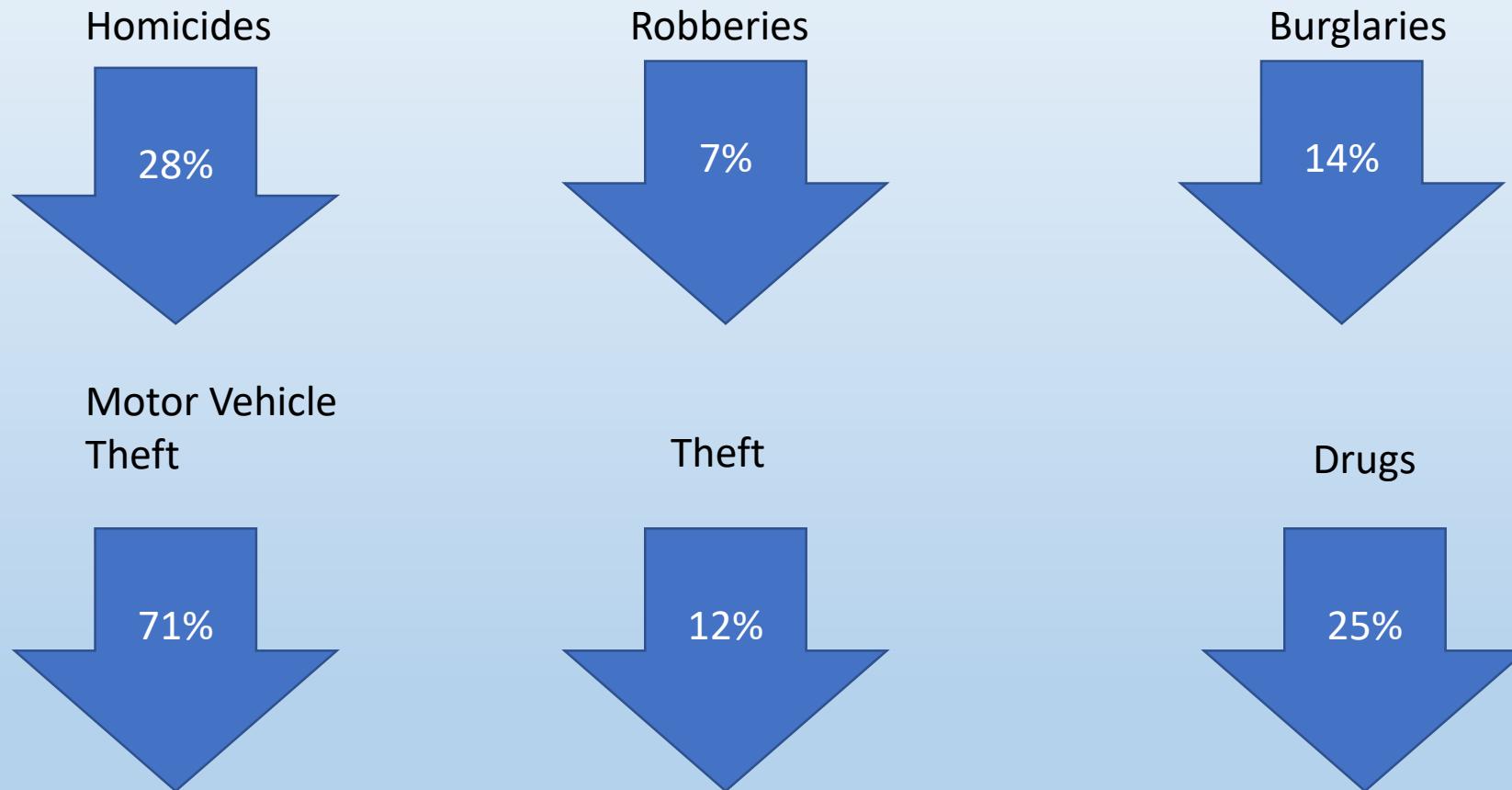
Violent  
Crime  
Reduction

Improve  
Downtown  
Safety

Improve  
Traffic  
Safety

Invest in  
Mental  
Health

# Crime Reductions 2018 to 2019 - Outcomes



Officer presence and proactive policing = Less crime

# Police Tactical Implementation Plan – Year 1

5 Street Crimes Unit officers (4 officers/1 sergeant)

4 Selective Traffic Enforcement officers (3 officers/1 sergeant)

1 Administrative Sergeant

Patrol ready and unmarked vehicles

# Police Tactical Implementation Plan – Year 2

3 Uniformed patrol officers

1 General detective

2 Downtown officers

1 Drug unit officer

1 Animal Control officer

1 Support Services specialist

Patrol ready and unmarked vehicles

# Police Tactical Implementation Plan – Year 3

4 Uniformed patrol officers (3 officers/1 sergeant)

2 General detectives

2 Downtown officers

1 Domestic violence investigator

1 Drug unit officer

Patrol ready and unmarked vehicles

# Police Tactical Implementation Plan – Year 4

3 Uniformed patrol officers (2 officers/1 sergeant)

1 General detectives

1 Support Services specialist

Patrol Ready Vehicles

Unmarked Vehicle

# Police Tactical Implementation Plan – Year 5

4 Uniformed patrol officers (3 patrol/1 sergeant)

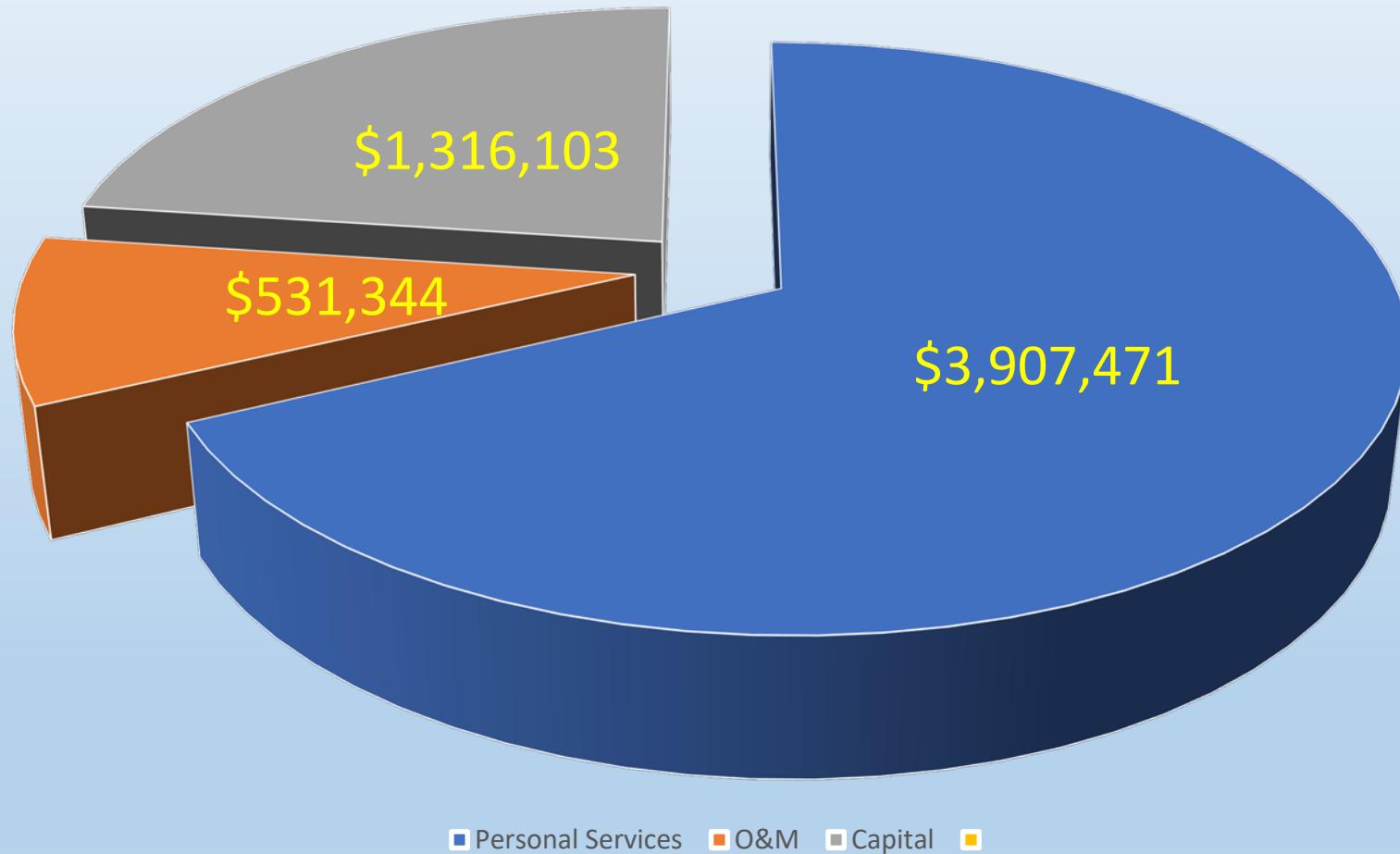
1 Detective sergeant

# Police Department Additional Annual Costs

POLICE						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<i>Personal Svc</i>	973,000	1,002,200	971,800	473,200	487,300	3,907,500
<i>O&amp;M</i>	117,000	115,700	127,100	89,300	82,200	531,300
<i>Capital</i>	<u>348,000</u>	<u>353,200</u>	<u>358,500</u>	<u>145,600</u>	<u>110,800</u>	<u>1,316,100</u>
	1,438,000	1,471,100	1,457,400	708,100	680,300	5,754,900

# ~5<sup>th</sup> year Cost of Police Implementation Plan

## \$5,754,918



# Code Enforcement Division

Planning & Community Services Department

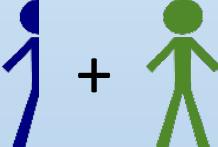
*Preserving,  
Protecting &  
Enhancing  
Quality of Life  
in Billings'  
Neighborhoods*

**PSML Applied:** CE works proactively and continues complaint driven cases:

CE Officers =  + 

CE Officer II =  + 

CE Clerk = 

FT CE Supervisor =  + 

City Legal Support =  +  (See Legal Slides)

+ Yr 5 Budget for Neighborhood Cleanup Program

Current

Year 1

Year 5

**An increased community investment of \$515,000 over 5 years results in:**



## **A Long Term Clean and Safe City Improvement Strategy**

### **Proactive compliance effort**

- ID critical and strategic areas city wide for early intervention
- Focus/respond to graffiti tagging, safe routes for kids/seniors

### **Successful compliance outcomes**

- Additional legal staff assisting CE Team
- Enhanced funding/capacity for neighborhood clean ups

### **Education and Outreach**

- Coordinate with neighborhood task forces, other groups
- Connecting residents to assistance programs

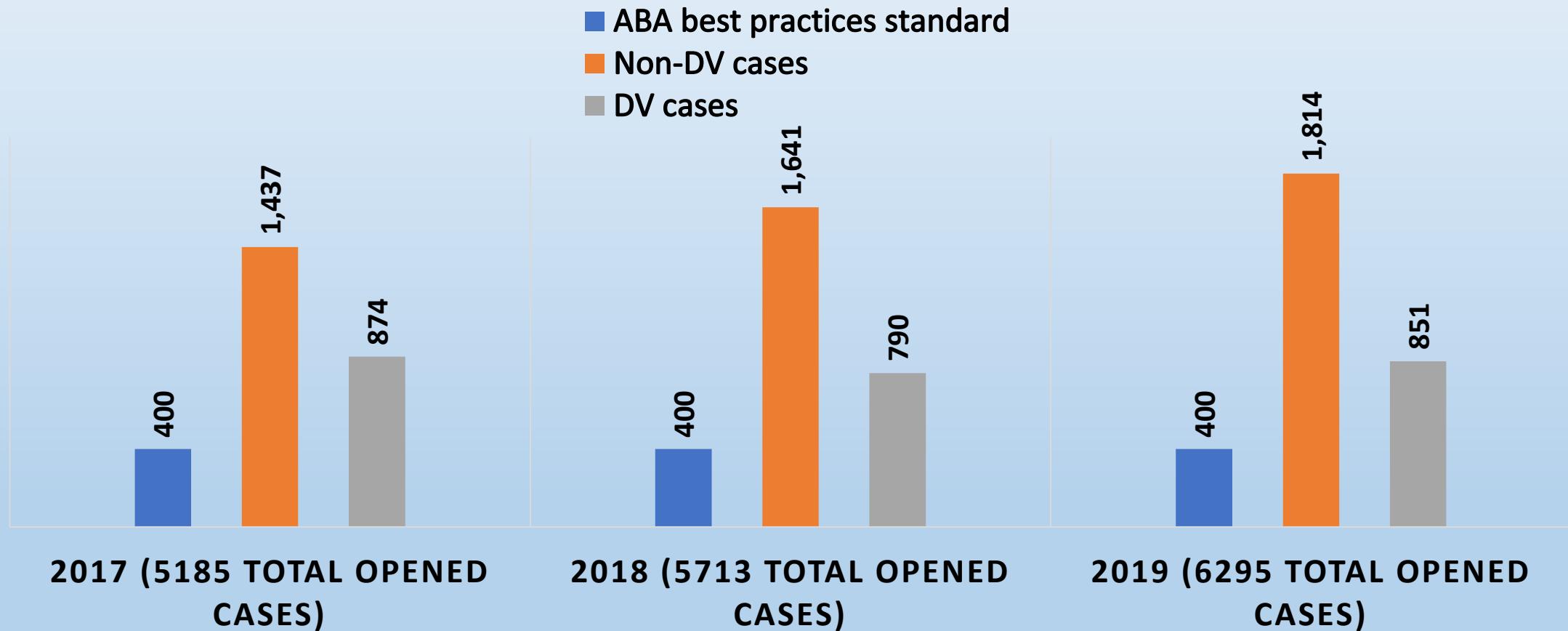
# Code Enforcement Additional Annual Costs

CODE ENFORCEMENT						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<i>Personal Svc</i>	214,500	89,600	-	-	97,900	402,000
<i>O&amp;M</i>	-	-	-	-	55,000	55,000
<i>Capital</i>	-	58,000	-	-	-	58,000
	214,500	147,600	-	-	152,900	515,000

# Public Safety Mill Levy

City Attorney Implementation Schedule/Costs/Strategies/  
Outcomes

# Challenge: Caseload Per Prosecuting Attorney During Past Three Calendar Years



# City Attorney Strategies and Outcomes

## **Strategies:**

- Increase Criminal Division staffing
- Address office space needs
- Expand and refine collaboration with community partners such as mental health and substance abuse treatment organizations and business organizations-BID, DBP, ORCA

## **Outcomes:**

- Reduce caseload per prosecutor:
  - currently  $\geq$  3X ABA recommendations for non-DV cases
  - currently  $\geq$  2X for DV cases
- Reduce repeat misdemeanor offenses
- Improve review time for uncharged cases/response to crime victims
- Dedicated legal staff to Code Enforcement cases as needed

# City Attorney Hiring Schedule- Criminal Division

## Projected Hiring Schedule Years 1-5:

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
1 Attorney	1 Attorney	1 Legal Assistant	1 Attorney	
1 Legal Assistant & 1 Paralegal	1 Paralegal			

# City Attorney Costs for Criminal Division

LEGAL						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personal Svc	195,000	216,300	74,263	136,591	0	622,154
O&M	18,000	18,360	0	0	0	36,360
Capital/Space	0	0	0	0	0	0
	213,000	234,660	74,263	136,591	-	658,514

Total cost for positions hired within first five years:

Starting at Year Five-Full Implementation: \$658,514

Each Year Thereafter-Year six and Beyond: \$658,514

\$9.97 per year based on a \$211,000 home

# Billings Municipal Court

Public Safety Mill Levy

# Municipal Court Workload

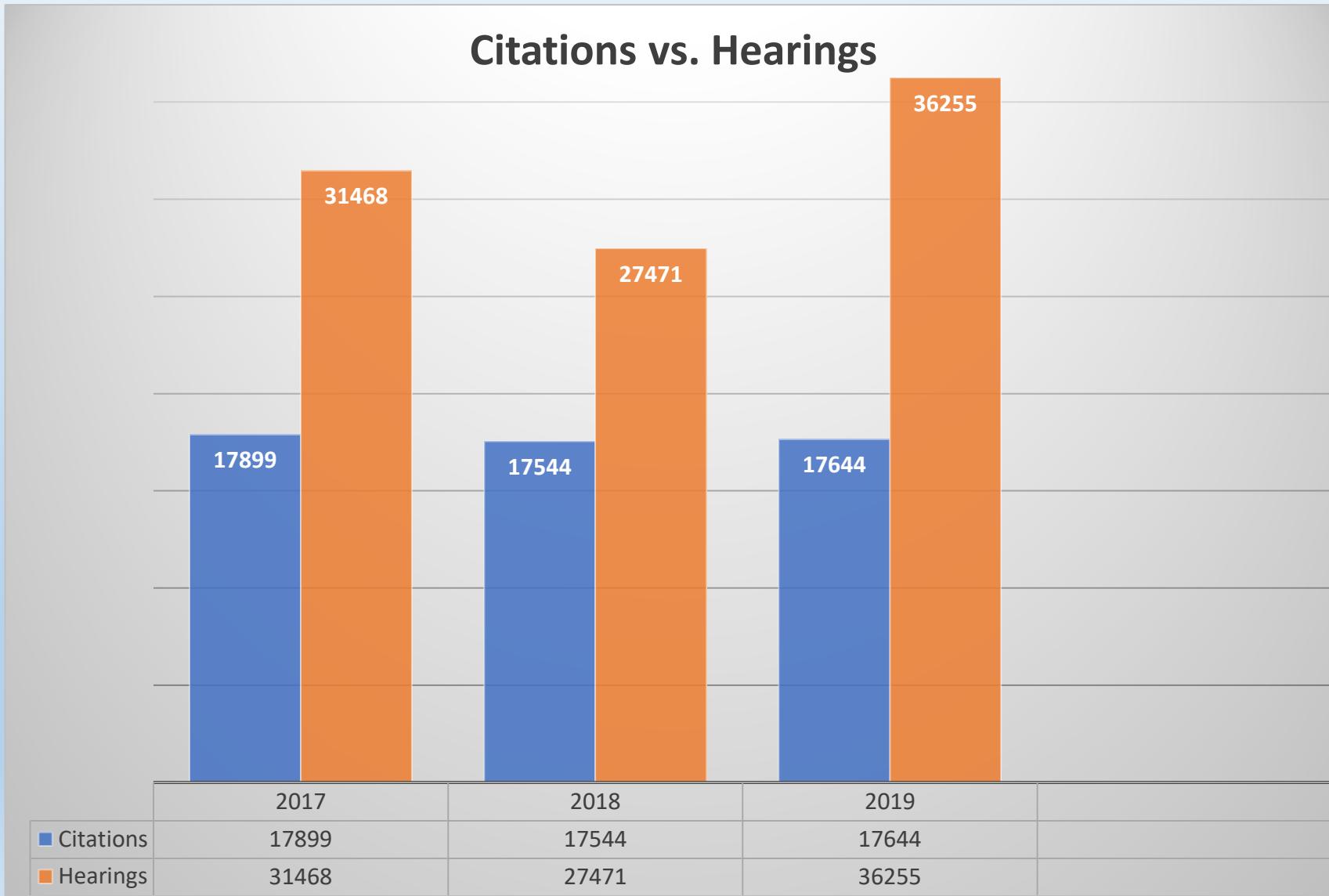
## **Current Workload**

- Average filed citation from 2017 to 2019 is 20,386.
- In 2019 17,644 citations were filed in the BMC, which resulted in 36,255 hearings.
- Each citation averages 2 court hearings.

## **Impact of PSML**

- For every uniformed officer an estimated 60 misdemeanor cases are generated each year.
- If TEN (10) new officers are hired this would be an increase of 600 misdemeanors cases per year.
- Estimated 2100 cases Y5.
- Estimated 4200 hearings Y5.

# Municipal Court Workload



# Municipal Court Outcomes

## Additional Court Arraignment Dates

Reduced time  
between charge  
date and  
sentencing date.

Timelier Court  
Date.

Timelier Pre-  
Trial.

\*\*\*\*\*Timelier adjudication of court cases = Holding defendants accountable at an increased speed\*\*\*\*\*

# Municipal Court Proposed Investment

Projected Hiring Schedule Years 1 – 5:

Year 1	Year 2	Year 3	Year 4	Year 5
	1 Bailiff		1 Elected Judge	
			1 Legal Assistant	
			1 Courtroom Clerk	
			1 Bailiff	

# Municipal Court Additional Annual Costs

COURT						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personal Svc	-	57,700	-	350,200	-	407,900
O&M	-	-	-	20,000	-	20,000
Capital/Space	-	-	-	-	-	-
Total	-	57,700	-	370,200	-	427,900

# **BILLINGS FIRE DEPARTMENT**

**Operations and Deferred Maintenance**

**Fire Station #8 Heights**

# Staffing Stations 1 - 7

## 4 Firefighters

- Reduction in overtime expenses for shift shortages

## 1 Logistics Officer with vehicle

- Improved inventory control
- Accountability for lost and damaged equipment
- Cost savings through better research and procurement
- Development of policies for procurement, inventory and disposal of property

## 1 Deputy Fire Marshal with vehicle

- Provides for more public fire safety education
- Timely completion of business license inspections

## 1 Emergency Medical Services Coordinator with vehicle

- Dedicated position for EMS management
- Oversight and better coordination of EMTs and Paramedics
- Development and maintenance of policies for EMS
- Ability to research and recommend cost saving methods for ems service delivery
- Quality assurance
- Liaison with AMR (work with AMR on more efficient methods of pre-hospital care and transport)

## 1 Administrative Support position

- Provide better front office coverage
- More dedicated time to assist with projects, documents, website management and clerical work
- Opportunity to be more efficient through cross training duties

## 6 911 Emergency Services Operators

- Reduce emergency calls that are placed on hold
- More 911 call takers will result in reduced call processing time and quicker notification of emergency responders

# Fire Station Deferred Maintenance

- Have identified approximately \$1 million worth of deferred maintenance needed just to address current fire station needs
- Included are several safety and Montana department of labor (OSHA) violations
- Address American Disabilities Act deficiencies at fire stations

**Operations & Deferred Maintenance Stations 1 – 7**

**Estimated cost = \$2,400,000**

# Fire Station 8 - Heights

## 1 Facility

- Improve response times in the heights
- Increasing resources in the heights decreases response times throughout other areas of the city
- Potential insurance premium reduction for taxpayers

## 1 Fire engine, 1 command vehicle and equipment

- Funding for one structural fire engine
- Funding for one command vehicle
- Funding for operational equipment with station

## 18 Firefighters

- Needed to fully staff a fire station

**FS 8 Staffing, Station, Engine & Equipment**

**Estimated cost = \$6,300,000**

# Fire Department Additional Annual Costs

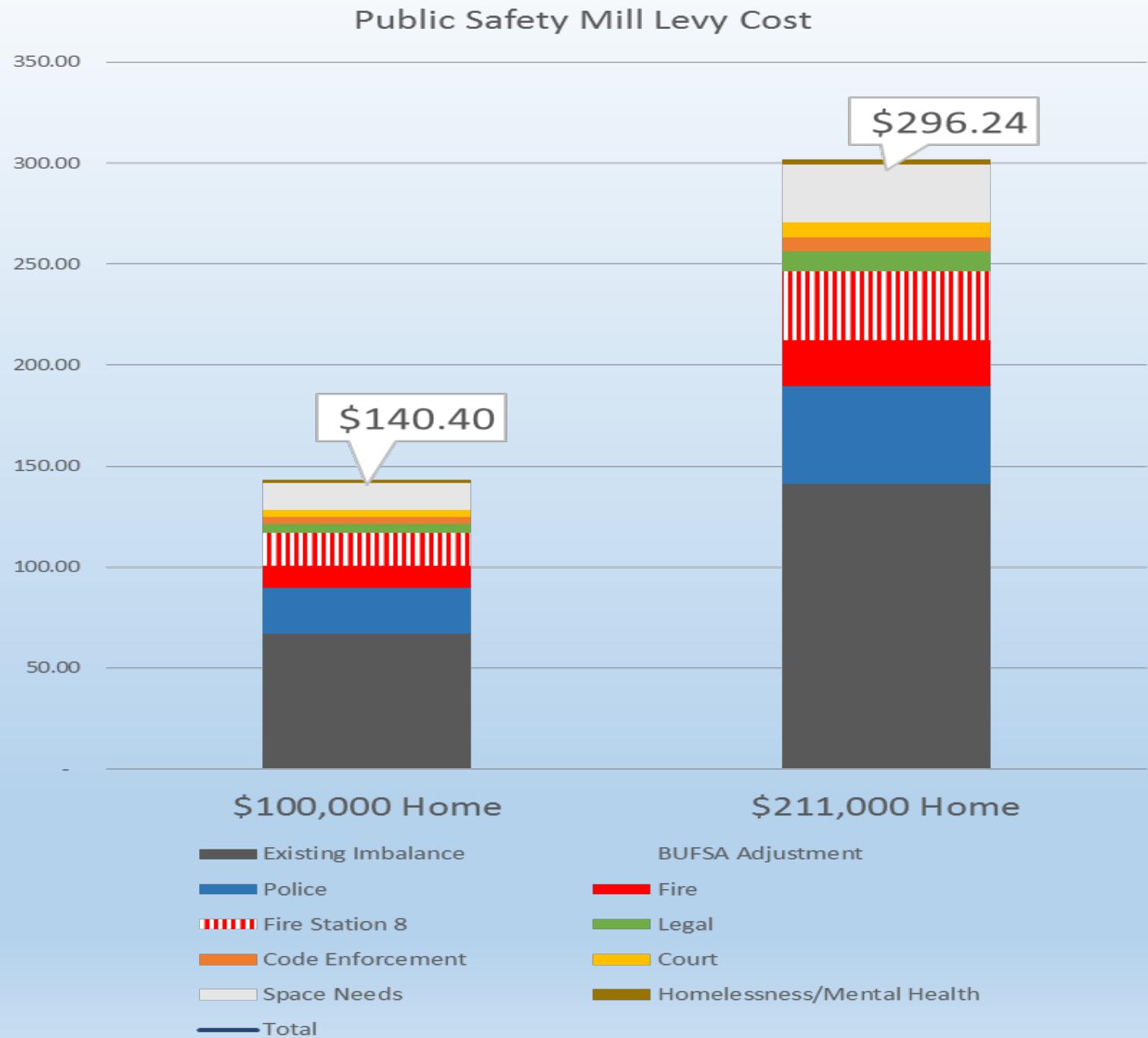
FIRE						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<i>Personal Svc</i>	1,004,000	1,912,700	171,900	-	-	3,088,600
<i>O&amp;M</i>	33,600	128,300	-	-	-	161,900
<i>Capital</i>	424,000	4,508,000	200,000	200,000	200,000	5,532,000
<b>TOTAL</b>	<b>1,461,600</b>	<b>6,549,000</b>	<b>371,900</b>	<b>200,000</b>	<b>200,000</b>	<b>8,782,500</b>

# Public Safety Mill Levy

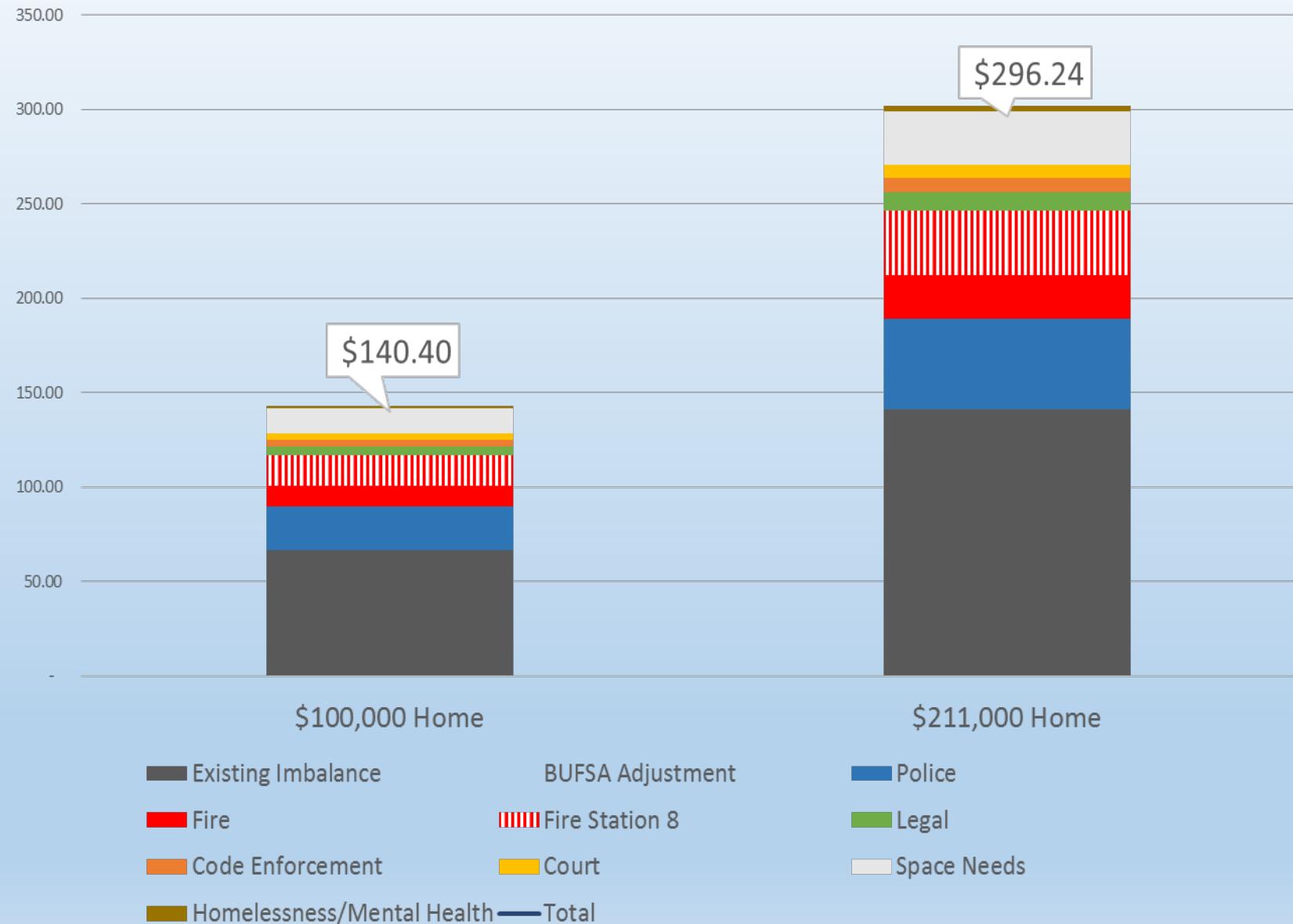
City of Billings Total New Public Safety Investments						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personal Svc	2,386,500	3,381,500	1,217,900	960,000	585,300	8,531,200
O&M	372,600	262,300	127,100	109,300	137,200	1,008,500
Capital	772,000	4,919,200	558,500	345,600	310,800	6,906,100
	3,531,100	8,563,100	1,903,500	1,414,800	1,033,300	16,445,800

# Annual Cost December 2019 Proposal

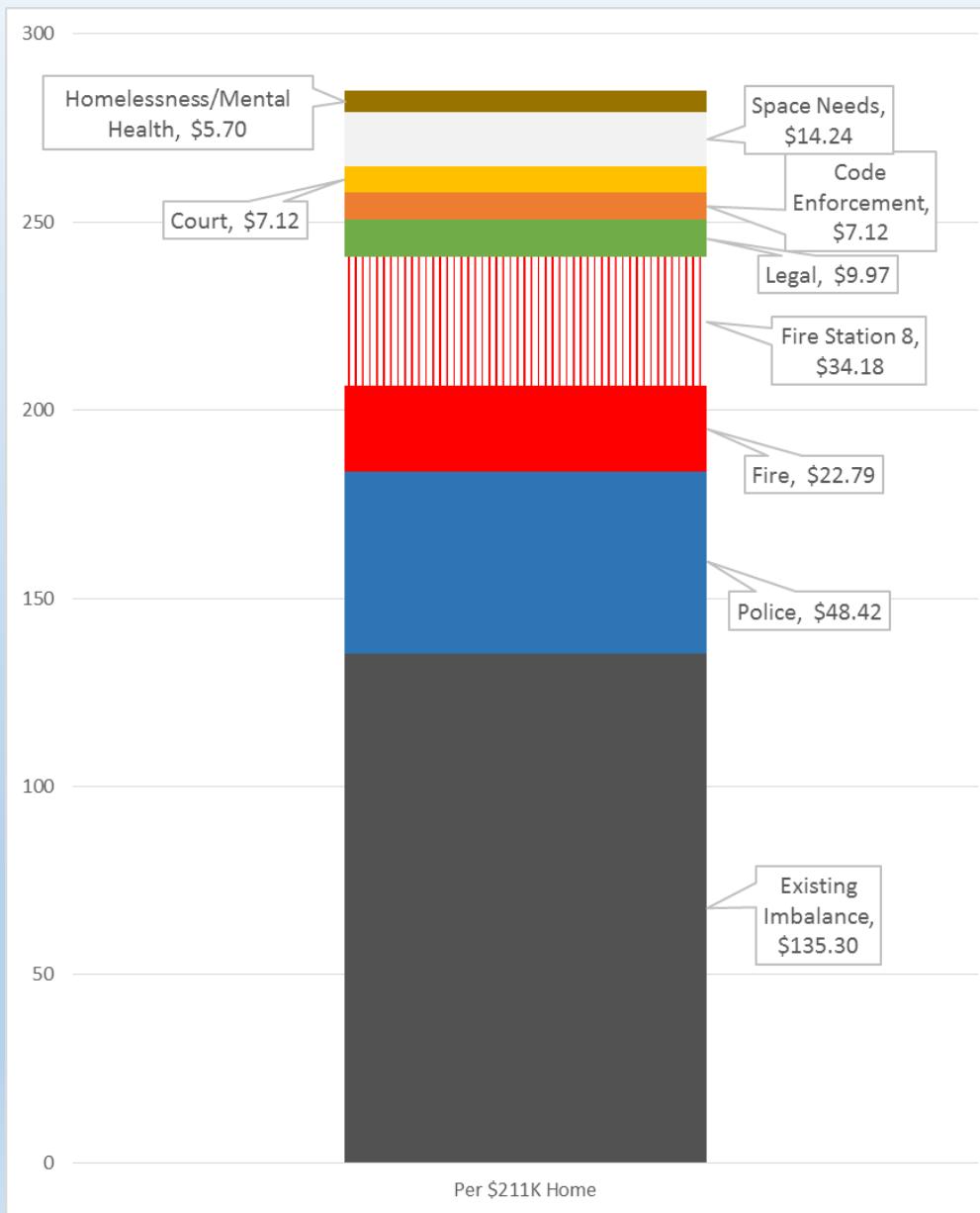
	\$100,000 Home	\$211,000 Home
Existing Imbalance	66.83	141.00
BUFSA Adjustment	(2.70)	(5.70)
Police	22.95	48.42
Fire	10.80	22.79
Fire Station 8	16.20	34.18
Legal	4.73	9.97
Code Enforcement	3.38	7.12
Court	3.38	7.12
Space Needs	13.50	28.49
Homelessness/Mental Health	1.35	2.85
<b>Total</b>	<b>\$ 140.40</b>	<b>\$ 296.24</b>



# Annual Cost – December 2019 Proposal



## Adjusted Cost Based on February Council Input



Total Per \$211,000 residence = \$ 285

1 mill added for Mental Health investments (total 2 mills)

Existing Imbalance includes assumed increase in BUFSA charge

Space Needs include estimated costs for only Law & Justice needs