

Billings City Administrator Weekly Report

September 22, 2023

1. **9/25/2023 City Council Agenda Changes:** The agenda for 9/25/23 includes three items that need to be removed from the agenda by council action. Items 2 and 3 are related to the small cell ordinance and resolution and need to be removed due to inadequate advertising. They will be on the October 9, 2023, regular agenda. Item 6 is the ordinance change for property that was discussed at the 9/18/23 work session. As discussed, the draft property ordinance will be reworked and presented at a future meeting. The motion to remove these items should be: **I move to remove items 2, 3, and 6 from the regular agenda.**

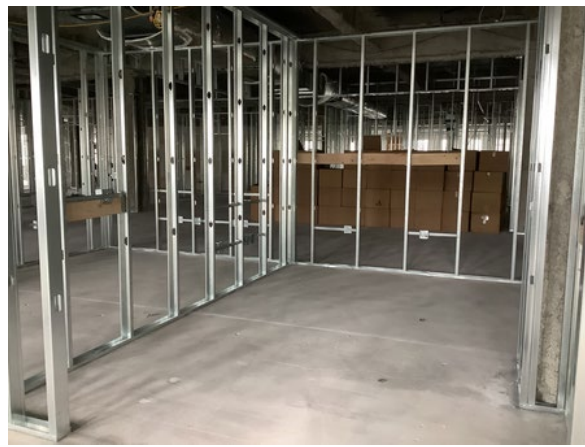
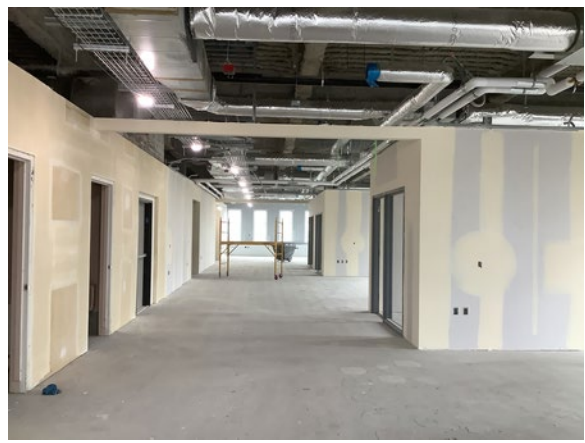
Regarding the advertising problem for item 2, staff has worked on a process change to ensure legal ads are done correctly in the future. The memo in AgendaQuick will require staff to either click a button that confirms the advertising meets the criteria for a public hearing or it will actually ask for the advertisement dates so the clerk's office can confirm it is adequate. While this issue has occurred very rarely, including the additional step is a good safeguard to minimize the chances of it happening on a regular basis.

2. **Thorn Run Meetings and Tours** – During last week's visit from Jim Davenport and Greg Burns, meetings were held with City Council, the city's Grants Coordinator (Ted Wilson), our transportation planning team, public works team, public safety leadership and weekly Tactical Meeting group. The driving tours focused on critical infrastructure projects including the BBWA ditch, areas with public safety challenges and parks in addition to giving them a good flavor of Billings. Greg and Jim were instrumental in last week's announcement of a \$1M Urban Forestry Grant and they strongly encouraged us to apply for the 25th Street overpass project, believing it fits well with a very well-funded federal grant program. This grant application is due next week.
3. **Meetings with employee groups** – over the past two weeks, and in the upcoming weeks, I and director Pigg meeting with all city employee groups to educate them on the PRT Bond and listen to challenges and opportunities they see with their division's services. These meetings are so encouraging. The city has an excellent workforce. I appreciate their willingness to have candid conversations.
4. **Fish and Game Meeting** – Administration and Councilmember Purinton met with Fish and Game to discuss urban wild game management. Our turkey residents are well known and loved by some and despised by others.
5. **Behavioral Health Meeting** – Representative Yakawich facilitated a meeting between stakeholders including SAC and CoC to discuss opportunities and needs to pull together as a community to access state support to help Billings.
6. **Billings Chamber Annual Meeting** – Several staff and councilmembers attended the Chamber's Annual meeting. Mike Nelson received the 2023 Legacy Award and the City's PRT Bond was featured by Play it Forward.

7. **Height Water District** – Jennifer Duray and I met with HWD appointee Jeff Essman to answer questions regarding the district and city's water utility.
8. **Yellowstone Valley Animal Shelter** – we met to discuss their interest in building a new shelter on a piece of land the city owns near the sugar beet factory.
9. **Family Justice Center Strategic Planning** – Ellie, Katie and Ben along with the team from YWCA and The Family Justice Alliance (along with other key stakeholders) hosted an exceptional two days of strategic planning. Survivors, service providers, government officials, community leaders and stakeholders came together to discuss the development and implementation of Montana's first Family Justice Center. We anticipate receiving our strategic plan back from the Alliance around the holidays.

10. Next Week's Meetings/Task Forces

- a. Park Bond Presentation to Intermountain Health Leadership, Tuesday, September 26 3:00 PM, Mansfield Center.
 - b. Park Bond Presentation to Democratic Study Group, Wednesday, September 27th 7:30 AM via Zoom.
 - c. Park Bond Presentation Informational Town Hall Meeting, Wednesday, September 27th 6:00 PM, Billings Public Library.
11. **Park Bond Presentations** – Presentations were given to employees in Parks, Solid Waste, Street/Traffic, Distribution and Collection, Environmental Affairs, Fiscal Services, Meter Shop, Fleet, Recreation, Cemetery, and the Community Center.
 12. **Board and Commission Annual Report** – Attached please find the annual report for the Community Development Board.
 13. **Park Project Progress Report** –Please see the attached Park Project Progress Report.
 14. **New City Hall Update** – This week at the new city hall project the taping of the sheetrock on 5th floor continues with the focus on finishing the south half of the floor by the end of next week. Sheetrock is close to being complete on 5th floor. Hydronic piping work continues on the 5th floor. Plumbing overhead work is underway on the 4th floor and core drilling between floors continues for new plumbing throughout the building. Overhead electrical work on the 5th floor is getting close to wrapping up while 4th floor is in process. Electrical wall rough in has begun on the 2nd floor. Fire sprinkler rough in was completed this week. HVAC rough in on the 4th floor was finished up this week. Backing in the walls got started on the 2nd floor. More of the hollow metal door frames were received at the end of this week and the install was started. The iron for the sliding partition wall in the EOC was finished up and the track for this wall was installed.



2023 Board & Commission Annual Report to City Council

Purpose: The annual report is to make a written report of a board or commission activity to the mayor and city council as authorized by majority vote of the entire membership of the board or commission.

Name of Board or Commission: Community Development Board

Name of Presiding Officer: Rebecca Noell

Name of Person or Persons filling out report: Community Development Board Members during September 5, 2023 meeting

Meeting Schedule: First Tuesday of each month

Major Board or Commission accomplishments of the preceding year

1. Outcomes

- Seven families were able to use City assistance to purchase their first home. This is an astonishing accomplishment, given housing pricing / availability challenges.
- Coronavirus activities assisted 5,056 people with access to literacy and education, mental health care, food, diapers, Wi-Fi for employment services, etc.
- The Billings Metro VISTA Program's members helped provide services to 14 individuals, including education, housing, and health care. VISTA members served at organizations such as HomeFront, Chinook Horses, Mountain Health Gives, Yellowstone Art Museum, and the Billings Police Department Domestic Violence Investigations Program.

2. Steffanich Home - Nearly Complete



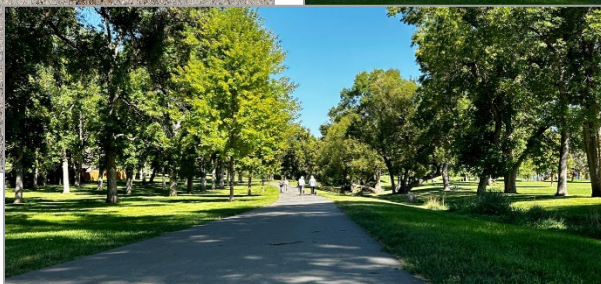
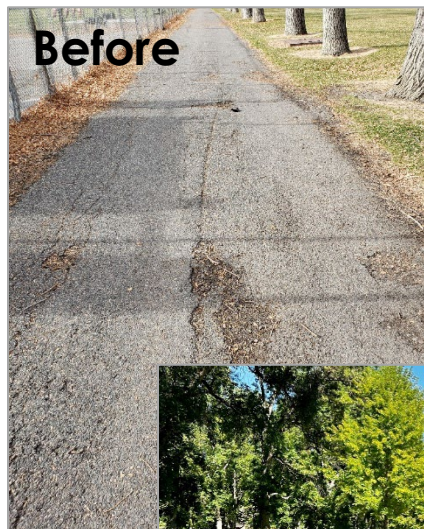
Staff is currently working on a landscaping design and installation plan and when completed, the home will be sold to a low-income qualified First Time Home Buyer.

3. Comanche Park Playground



Additional improvements include renovating the basketball area, building a sensory pathway (varied surfaces) around a parkland gleaning area (fruit trees open to the public for harvesting), installing lighting, and boulders along the alleyway to prevent people from driving on the park.

4. Heritage Trail Repairs



5. Installing the City's First Public Restroom & Handwashing Station



6. HOME-ARP Allocation Plan Submittal

- Staff submitted the City's HOME-ARP Allocation Plan with the prioritization of supportive service activities including: mental health services; substance abuse treatment; accessing housing / case management; outreach services; transportation; and short- and medium-term rental assistance. The plan was approved by HUD in May 2023.

Major Board or Commission challenges of the preceding year

- CDBG Timeliness
 - Contributing Factors: post-pandemic economic changes; cancelled \$450,000 project; increased repayment income; and additional federal awards (CDBG-CV and HOME-ARP).
 - CD Board response began in 2023: three awards processes for CDBG-CV and CDBG (June and December 2021, April 2022; and parks improvements.
 - Current commitments should meet expenditure goal.
 - Future allocations may include: Increases in current parks projects; CPTED in parks (following HUD approval of the Substantial Amendment to FY2023-2024 Annual Action Plan); lot acquisition for modular home construction; foreclosure program; and / or affordable housing development.

Major Board or Commission goals for the upcoming year

- Maintaining HUD compliance for CDBG, CDBG-CV, HOME, HOME-ARP, CDBG timeliness, etc.
- Facilitating a HOME award for the Affordable Housing Development program.

- Completing the Steffanich Drive project.
- Updating Resolution 17-10660 to include vacant land purchase in the foreclosure program.
- Monitoring awardees and implementation of projects / activities to ensure compliance.
- Developing HOME-ARP programs, writing procedures, designing and launching an application process in 2023.

Requests for staff or City Council

The Community Development Board currently has two member openings for residents living in low-income neighborhoods and one member who will end their service term in December 2023. Any assistance the City Council can provide to the Mayor for these appointments would be greatly appreciated.

Changes to city ordinance or state law affecting the board or commission that should be considered

No changes noted.

Anything else that board, commission or presiding officer want to comment on

The Community Development Board thanks the City Council for its continued support.

September 22, 2023 progress report

| Park | Progress | Project | Status | *updated information for this week |
|--------------------------------------------|----------------|-----------|-----------------------------------------------------------------------------------------------------------------|------------------------------------|
| | Started -----> | Completed | | |
| Arrowhead playground replacement | <div></div> | | Play equipment was delivered and ready to be installed by contractor | |
| Castle Rock playground addition | <div></div> | | Playground open, waiting on delivery of final pieces to complete | |
| Castle Rock parking lot & restroom | <div></div> | | Design work with consultant underway | |
| *Central tennis courts replacement | <div></div> | | *Submitting LWCF paperwork for project reimbursement | |
| Comanche playground replacement | <div></div> | | Playground complete and open to the public | |
| *Cottonwood Park masterplan | <div></div> | | *In final concept stage, on agenda for public comment at Park Board meeting scheduled October 18th | |
| Coulson Park South Improvements | <div></div> | | Received approval from US Army Corps of Engineers, proceeding with design | |
| *Gorham irrigation automation | <div></div> | | *Contractor installing main and lateral irrigation lines | |
| Grandview irrigation automation | <div></div> | | Advertised twice, no bids both times, rebid at a later date | |
| Highland playground replacement | <div></div> | | Playground equipment was delivered, installer under contract for Fall completion | |
| Millice irrigation automation | <div></div> | | Sealed bids opened, project over budget, rebid at a later date | |
| North Park adult exercise & shelter | <div></div> | | Adult exercise equipment delivered, shelter in production, installer under contract for later Summer completion | |
| North Park playground replacement | <div></div> | | New play equipment ordered and in production | |
| *North Park restroom replacement | <div></div> | | *Demo of existing building underway | |
| *Pioneer Park tennis courts replacement | <div></div> | | *Request For Proposals to be advertised for design and consulting services | |
| Ponderosa irrigation automation | <div></div> | | New pump station and irrigation system operational, final punch list by contractor | |
| Rose Park pool spray equipment replacement | <div></div> | | New spray equipment ordered and scheduled for September delivery, contractor to install in Fall | |
| *Skypoint sail replacement | <div></div> | | *Contractor removed existing sails, new sails being fabricated for install | |