
Information Memorandum

1/3/2020

1. Parks Department

Parks and Forestry crews have been working together on pruning throughout the community. So far, 180 trees have been pruned in Ashley Heights and Sunnyside subdivisions. Crews will be working throughout Northridge and 3rd Avenue East in the coming days. Parks crews will continue picking up the wood felled by a contractor a few weeks ago for delivery to the Flathead High School Woodshop program.



Our Freeze Out Camp is in full swing with record participation this year (181 participants compared to 73 last year). The kids are participating with our “STEM gems” activities, focusing on science, technology, engineering, and math. One of the highlights so far was building “snow volcanoes” that erupted. We also have three field trips scheduled including ice skating, indoor rock climbing, and a trip to see Frozen 2 at the movie theater.

We have several recreation programs in early January. Our second session of ice skating lessons will start on Tuesday, January 7 at Woodland Park. We also have our FHS Cheerleading Camp taking place on Saturday, January 11. This camp is always popular with the kids because the participants get to show off their new skills and perform at the FHS varsity basketball halftime show!



2. Police Department

Attached is the latest case report from law enforcement.

Senior Sergeant Allen Bardwell and Detective Michelle O’Neil retired from the Kalispell Police Department on December 31; Senior Sergeant Bardwell with 30 years of service to the department and Detective O’Neil with 20 years of service.

The Kalispell Police Department will conduct new officer testing on January 7 to replace those retirements and further anticipated openings. The process consists of a written

examination and the MPAT test. That is followed by interviews and background investigations. There is also physical testing that is designed to simulate the demands of the position.

Officer Dillon Sheets and Matthew Woods are scheduled to attend the Montana Law Enforcement Academy on January 8. The Law Enforcement Officer (LEO) Basic Course is an intensive 12-week course that is offered three times a year. The course is accredited by the Public Safety Officer Standards and Training (POST) Council.

3. Public Works

New Street Light Installations

This fall/winter Public Works Engineering Staff managed the project for the installation of 2 street lights at the intersections of Financial Drive and White Bark Lane. As requests for street light installations are received by Public Works, an engineer performs a warrant review for the potential installation. If the warrants are met, the engineer proceeds with following the implementation process for the installation of the street light.



Financial Drive



White Bark Lane

Winter Season

Winter snow season is here and the city crews are prepped and ready to take on the snow and ice conditions in the city streets. The city's Snow Policy was adopted by Council in 1997 and provides a policy on snow removal procedures for streets, alleys, and sidewalks. The Policy delineates responsibilities of the Public and sets expectations for city roles and responsibilities. A summarization of the policy can be accessed on the Kalispell website at www.kalispell.com/public_works/snow_removal or by calling Public Works at 758-7720. Below is the summarization of the Policy:

Snow Routes: A primary system of unmarked snow routes has been established for effective snow removal on the collector and arterial system. The snow routes are divided into first priority and second priority routes. **First Priority:** Any hour service by the Street Division for snow routes which are established emergency and school routes. **Second Priority:** To receive immediate attention following plowing of first priority routes.

Plowing & Parking in Residential Areas: Residential areas will be plowed within 48 hours of the end of snowfall in excess of 3 inches. Less than 3 inches will not be plowed from residential streets unless drifting

occurs. In central Kalispell plow operators will clear Avenues on Monday, Wednesday, and Friday. Plow operators will clear snow from Streets on Tuesday, Thursday. If you must park your vehicle on the public street then you are requested to park on the nearest adjacent Street or Avenue on the days when plows are operating.

Other residential areas, typically South of 18th Street, East of Woodland Avenue, West of Meridian Road, and North of Colorado Street, where off-street parking is more abundant, are not impacted by the request to move vehicles between Streets and Avenues. However, snow clearing in these outlying areas will be greatly improved if on-street parking is held to a minimum.

Please note: Plow operators will attempt to clear snow from curb to curb. Where access to the curb line is blocked by parked cars the vehicle owner should expect snow to accumulate around the parked car as the plow passes the vehicle. City crews will try to avoid plowing snow against a parked vehicle. However, if it does happen they will not be able to assist in removing the piled snow.

Plowing Private Property: It is strictly forbidden for a city plow to clear snow or ice from private property unless it must be done to allow emergency vehicle access. Pushing snow from private property onto the public streets or sidewalks is also prohibited by the City Code section 24-18.

Private Driveways: City plows are not responsible for clearing private driveways or snow from private property. The operators do their best to minimize the driveway berms, but some accumulation is inevitable. Care will be exercised by operators to minimize the blocking of the driveways, however the burden is the property owners or occupant responsibility to clear the driveways.

Alleys: Alleys will not be plowed except to maintain essential City services.

Public Parking Lots: Plowed within 12 hours of the end of snow event by Street Division. Parking lots and sidewalks administered by the Kalispell Parking Commission are not covered by this Policy.

Sidewalks: Sidewalks at City operated facilities shall be cleared within 36 hours of end of snowfall. Clearing snow from sidewalks adjacent to private property is the responsibility of the property owner or resident. City Code Sec. 24-17.

Sanding/Ice Control: Use of street sanding abrasives and deicers will be dictated by specific weather and road conditions of each snow event. Street sanding abrasives and Sodium Chloride solution (with rust inhibitor) shall be used when the application will produce a proven result. Sanding abrasives generally will not be used except when a solution of Sodium Chloride will be ineffective.

4. Information Services

IT staff are close to removing the remaining Windows 7 computers. Windows 10 computers are built and ready to deploy.

IT staff are planning the Office 365 email migration to the government cloud from the Office 365 enterprise cloud. The email migration date is scheduled for the end of January. More information will become available as the planning is detailed. The migration will cause staff email to be inaccessible for 24 hours. Emails will not be lost but email access will not be available.

IT staff are supporting the courtroom audio video modifications. Equipment and wiring was removed and replaced with new wiring and equipment. The programmers will be on site this week to configure the equipment. The existing large screen at the front of the courtroom will be used for video conferencing. A desktop screen will be shared from the

Judge or attorneys to display on the existing monitors and the witness stand. The microphone levels will be equal from all microphones, improving court recording and playback.

5. City Clerk/Communications

The City Facebook page has added about 1,500 followers in the past year, growing the page to 6,505 followers. The City Instagram page had 1,734 followers at the end of 2019. Twitter and LinkedIn continue to be the slowest growing audience for our communications with 716 followers on Twitter and 444 on LinkedIn. News on the city webpage continues to be updated regularly and is another method to reach our constituents as subscribers can sign up for [auto emails](#) in categories such as news, press releases, city manager reports, construction alerts, and council and board agendas.

The City Clerk's office participated in an orientation for the three new Council members and hosted a reception honoring outgoing Council members.

The City Clerk will gather committee members from each department to begin working on a digital records preservation plan for the city that will follow state guidelines and provide policy for utilizing certain digital records as official records of the city, thus eliminating unnecessary paper records. The plan will also facilitate consistency of records preservation across departments.

6. Finance

The annual audit report for the City's financial statements was received on December 30. The entire Comprehensive Annual Financial Report (CAFR) is available in PDF format on the City's website. The Independent Auditor's Report begins on page 12 of the CAFR, and is presented as a component of the financial section of this report. The goal of the independent audit is to provide reasonable assurance that the financial statements of the City for the fiscal year ended June 30, 2019, are free of material misstatement.

Auditors have a responsibility to issue an appropriate report in circumstances when, in forming their opinion on the financial statements, they conclude that a modification to the auditor's opinion is necessary. The City received an unmodified opinion for the independent audit. Prior to fiscal year 2013 this was referred to as an unqualified opinion, and concludes that the financial statements are presented fairly in all material respects.

The GFOA awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Kalispell for its comprehensive annual financial report for the fiscal years ended June 30, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, and 2018. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and it has been submitted to the GFOA to determine its eligibility for another certificate.

7. Planning Department

The Planning Board will hold a public hearing at their January 14 meeting to hear a request from Spartan Holdings, LLC for a PUD and major preliminary plat application within the B-2/PUD and RA-2/PUD Zones. In 2017, Spartan Holdings requested a PUD placeholder per Section 27.19.020(2)(b) of the Kalispell Zoning Ordinance. The project's land uses are based on the approved 2017 PUD Placeholder application and petition for annexation and initial zoning for the subject property, which proposed the zone the property as a mixture of General Business along U.S. 93 North, transitioning to RA-2 Residential Apartment/Office to the west towards the river.

The intent of the PUD on the entire property is to create a mixed-use residential and commercial neighborhood in proximity to other services within the northern limits of Kalispell. The applicant is now submitting a PUD application for the commercial development on the eastern portion of the property bordering U.S. 93 North (Phase 1). Phase 1 will consist of 15 commercial lots along with the necessary right-of-way (including Rose Crossing extension) needed to access each lot, sewer and water extensions and open space buffers adjacent the highway and river. As part of the application, the applicant is requesting a reduction in the 100-foot setback from U.S. 93 North to 50 feet and a reduction from the 200-foot setback from Stillwater River to a varying setback depending on the geotechnical analysis on the property. The residential component of the development will be proposed as Phase 2 and will be part of a future PUD application request. The subject property is located at 2890 Highway 93 North, generally bound by the Stillwater River on the west and south, U.S. 93 North on the east and Northern Pines Golf Course and Falkor Defense on the north.

8. Building Department

In the last 2 weeks, we have issued permits for 0 single-family homes and 4 townhomes. That will bring the total of new single-family/duplex and townhouse units for the year to 159, compared to 140 last year at this time. Multi-family units for the year remain at 80. Last year at this time we had issued permits for 66 multi-family units.

9. Community Development

Montana DEQ has approved eligibility for the City of Kalispell to use its EPA Brownfields assessment funds to conduct a petroleum Phase II environmental site assessment at the former CHS Country Store site. Additional preparations will begin in the coming weeks with the assessment work to follow.

Kalispell Police Department Case and Arrest Reports - 2019

	January		February		March		April		May		June		July		August		September		October		November		December		Totals		
	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	Offenses Reported	Arrests	
Crimes Against Persons																											
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0			1	0
SIWOC/Sexual Assault	5	1	3	0	3	0	6	0	4	0	3	0	1	0	1	1	7	1	6	0	8	0			47	3	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0			2	0	
Aggravated Assault	6	3	6	1	3	1	3	1	7	2	2	1	4	1	10	8	2	0	9	3	4	3			56	24	
Assault on a Peace Officer	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	1	
Simple Assault	7	4	5	6	12	6	16	11	10	2	8	5	9	5	18	10	6	3	9	3	10	2			110	57	
PFMA	14	11	7	6	12	7	12	7	7	6	8	4	8	4	10	6	10	7	8	6	10	7			106	71	
Resisting Arrest	4	5	3	2	3	2	1	1	1	1	8	8	2	1	3	3	3	3	5	5	4	3			37	34	
Crimes Against Property																											
Burglary	7	4	6	3	2	0	6	1	6	0	5	1	8	1	10	1	8	1	4	0	2	0			64	12	
Theft	51	17	48	22	32	12	49	11	77	9	63	11	78	14	63	27	69	17	80	25	79	32			689	197	
Vehicle Theft/Unauth Use	2	0	2	0	4	2	7	0	8	1	5	0	8	1	8	1	0	0	7	1	6	0			57	6	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	
Forgery/Counterfeit	1	0	5	0	9	2	4	1	8	0	0	0	4	0	3	0	9	1	15	1	6	0			64	5	
Fraud	6	0	9	3	3	1	4	0	8	0	5	1	1	0	6	1	8	1	5	1	3	1			58	9	
Theft of Identity	1	0	1	0	2	0	1	0	1	0	0	0	0	0	1	0	1	0	0	0	1	0			9	0	
Embezzlement	1	1	0	0	2	2	1	1	1	0	0	1	1	0	0	0	1	0	0	0	0	1			7	6	
Stolen Property offenses	1	1	2	0	2	0	0	0	2	0	1	0	3	0	5	3	3	1	5	4	2	1			26	10	
Criminal Mischief	11	1	4	2	14	4	18	3	18	6	17	2	25	1	18	1	14	3	14	0	8	1			161	24	
Crimes Against Society																											
Weapon Law Violations	0	0	1	0	0	0	0	0	1	1	1	0	0	0	1	1	1	1	0	0	0	0			5	3	
Prostitution Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	
Child Pornography	0	0	1	0	1	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0			5	0	
Drug Offenses	41	22	24	17	37	25	33	17	22	15	30	20	34	16	47	31	42	19	36	19	38	28			384	229	
Family Offenses (non-violent)	2	0	0	0	3	1	0	0	1	0	0	0	1	1	1	0	0	0	0	1	0			9	2		
DUI	13	15	7	5	13	13	7	6	7	6	9	8	10	10	11	10	7	7	10	9	5	5			99	94	
Possession of Alcohol	0	0	0	0	1	0	4	8	4	4	3	8	2	2	8	23	2	4	8	7	9	12			41	68	
Provide Alcohol to Minor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0	0	
Other Alcohol Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	3	2			5	4	
Kidnapping/Custodial Int.	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0			4	1	
Disorderly Conduct	4	2	6	3	7	7	6	4	7	5	7	5	5	5	4	3	5	4	7	6	9	9			67	53	
Criminal Trespass	12	7	5	2	5	5	14	6	18	3	16	9	25	14	21	15	18	9	19	10	24	10			177	90	
Violation of Protective Order	2	1	4	1	4	1	2	0	5	2	2	1	6	0	1	0	2	1	6	2	11	3			45	12	
Obstructing a peace officer	9	10	7	4	9	8	10	10	5	3	8	9	8	6	9	11	9	6	11	8	8	3			93	78	
Juvenile Offenses (except MIP)	10	9	10	3	11	10	12	9	7	7	6	7	10	2	7	8	4	2	3	2	8	6			88	65	
Other Offenses	49	49	48	48	53	48	38	35	38	37	48	45	39	40	53	52	41	38	46	43	36	35			489	470	
Total	260	163	215	128	247	157	254	133	276	110	255	146	292	124	321	217	272	129	317	157	296	164	0	0	3005	1628	

Traffic																										
	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites
		1045	602	615	422	736	468	739	423	962	612	742	457	529	379	644	501	579	447	556	420	437	302			7584
Total Calls for Service	3206		2734		2809		3040		3346		3194		3014		3316		3010		2894		2563				33126	