
Information Memorandum
1/15/2021

1. Parks Department

One forestry crew will start pruning along 4th Avenue East, while a second forestry crew is nearing completion of the Empire Estates subdivision.

Parks and Recreation has been notified that they were successful in applying for a Montana Department of Natural Resource and Conservation urban forestry grant totaling \$9,850.00. Grant funds will be utilized to lower the cost to participate in the City's Cost Share Tree Program, as well as other tree planting initiatives.

While warm weather has made maintaining the Woodland Pond a challenge this year, we still have managed to get equipment on the ice when weather and ice thickness was conducive for these activities.



We have been working with School District #5 to explore the possibility of operating a second afterschool program on Wednesdays at Russell Elementary if the Board of Trustees votes to approve Wednesday early outs for the rest of the school year. To help address concerns of parents and the lack of options for their children during early outs, we would partner with School District #5 to offer a second program location. This second program would serve students from Peterson, Edgerton, and Russell Elementary Schools only on Wednesdays. The remaining elementary schools would still attend our afterschool program at Elrod. The final decision will be based on parent interest (must have a minimum of 14 students to cover costs). If we can meet the minimum participation number, the school district would provide space and transportation while Kalispell Parks & Recreation would provide the staff and programming for the Wednesday early outs from 1:30pm -5:45pm.

Registration for our Kalispell Kickers youth indoor soccer league (for 3 years old to 4th grade) closed on Friday, January 8. We had 180 participants register for this program which is the most in program history and over 30% higher than last year (137 participants). The program begins on Saturday, January 23 at Rankin Elementary.

2. Police Department

Attached is the most recent case report for the Kalispell Police Department.

The Kalispell Police Department investigated 461 felony cases in 2020. This compares with 541 in 2019.

The Kalispell Police Department finished the year with 32,457 calls for service, this compares with 36,000 in 2019, and 34,909 in 2018.

On January 6 and 7 the Kalispell Police Department completed a Sergeant assessment to identify the best candidates for Sergeant for any openings in the next year. The process included a leadership assessment, an oral interview, a written quiz, and three in-box scenarios involving tactical, investigative, and human resource knowledge. The process included evaluators from our outside agency partners and our own human resource department.

Several Kalispell Police Officers are attending the 40 hour long basic negotiator course in Kalispell on January 11-15. The Crisis/Hostage Negotiation Course (Level I/Basic) is designed to prepare law enforcement personnel to mitigate threats involving barricaded subjects, suicidal subjects, hostage takers, and others. Persons involved in an emotional or psychological crisis often present law enforcement with some of the most difficult incidents to resolve. Students will gain a fundamental understanding of emotional and psychological issues as well as specific communication techniques.

The second co-responder position has ended field training and is available to valley law enforcement. A co-responding social worker is now available to valley law enforcement 7 days a week.

The Kalispell Police Department continues the process of adapting Lexipol Policy to the specific needs of the agency. This will be a several month process in partnership with Lexipol. The first group of approved policies are being published and implemented starting January 13.

3. Planning Department

The Planning Board held a public hearing on January 12 and heard two application requests. The application requests consisted of the following:

1. File #KA-20-05 – A request from Layne Massie for annexation and initial zoning of B-2 (General Business) for property located at 2015 and 2105 Third Avenue East, containing approximately 2.04 acres. There are no development plans at this time.
2. File #KPP-20-06 – A request from Kalispell National Investment Co., LLC for major preliminary plat approval for Phases 3-6 of the Bloomstone subdivision, with a total of 57 lots on approximately 33.73 acres of land. Phase 3 would

contain 47 single-family lots, Phase 4 would contain 4 multi-family lots with 104 dwelling units, Phase 5 would contain 3 multi-family lots with 88 dwelling units, and Phase 6 would contain 3 multi-family lots with 126 dwelling units. The property is located within an R-4 (Residential) zoning district with a Planned Unit Development overlay. Prior preliminary plats for the property were approved in 2008 and 2017 and have since expired. The property is located at 1070 Treeline Road.

The Board recommended approval of both the application requests and their recommendations will be forwarded to the Council for consideration at their February 1, 2021 meeting.

4. Building Department

In the last 2 weeks, we have issued permits for 3 single-family homes. That will bring the total of new single-family/duplex and townhouse units for the year to 3, compared to 9 last year at this time.

There was a total of 186 combined building and/or fire inspections completed in the last 2 weeks.

Residential – 77	Plumbing – 17
Commercial – 18	Mechanical - 13
Electrical – 18	Fire - 43

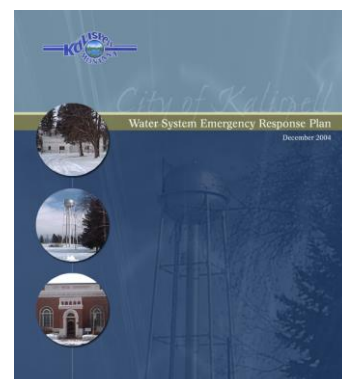
5. Community Development

Community Development has been working with Montana Department of Environmental Quality and US EPA’s Region 8 Office to secure approval to use City of Kalispell Brownfields funds to conduct a phase I environmental site assessment for a property in the Core Area in advance of an expected sale. The property is expected to be redeveloped consistent with the Core Area Plan. Two other requests for Kalispell Brownfields funding of phase I environmental site assessments are pending additional information.

6. Public Works

Public Water Supply- Risk and Resilience Assessment

In 2018, EPA amended America’s Water Infrastructure Act (AWIA) through the Safe Drinking Water Act Emergency Response Plan which required community water systems larger than 3,300 persons to develop and incorporate findings from a Risk and Resilience Assessment into the systems Emergency Response Plan. The AWIA required community water systems to assess the risks and resilience from threats of both malevolent acts and natural hazards. The assessment used a qualitative method to analyze each act or hazard for vulnerability and consequence to



develop the risk. Upon concluding the assessment utilizing software provided by EPA, staff found no high risk to critical assets in respect to threats from malevolent acts or natural hazards.

The assessment has been certified and sent to EPA, which meets the requirements of the rule. Within the next 6 months, staff will need to incorporate the findings of the Risk and Resilience Assessment into our current Emergency Response Plan that was developed in 2004 and updated in 2010.

Yearly Production Water and Wastewater

The City records daily, monthly, and annual production and treatment quantities for water and wastewater flows. In 2020, 1,430 million gallons (MG) of water was produced, with an average production per day of 3.92 MG and a max production day of 11.51 MG. On the flip side, 1,005 MG of wastewater was treated, with a daily average of 2.75 MG and a max daily treatment of 4.5 MG. As a comparison, below is a table with past annual production and treatment quantities.

Yearly Water Production and Wastewater Treatment Summary		
Year	Water Production (MG)	Wastewater Treatment (MG)
2020	1,430	1,005
2019	1,381	1,019
2018	1,482	1,042
2017	1,526	1,108
2016	1,356	1,013
2015	1,490	992
2014	1,230	1,043
2013	1,274	919
2012	1,263	935
2011	1,281	1,096
2010	1,242	957
2009	1,436	960
2008	1,367	1,011
2007	1,474	1,017

7. Finance Department

Fiscal Year 2020 Audit

The annual audit report for the City’s financial statements was received on December 21, 2020. 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, 2020, are free of material misstatement.

The auditor's prepared two other reports and a schedule of findings and questioned costs for the City of Kalispell. The following is a list of the reports and a summary of the findings included in each. This is only a summary of the reports prepared. The full reports are included in the City's fiscal year 2020 Comprehensive Annual Financial Report.

1. Independent Auditor's Report (pages 12-14 of the CAFR). An audit of the City of Kalispell's fiscal year 2020 financial statements and related notes. There were no material weaknesses identified, no significant deficiencies reported, and noncompliance, considered material to the financial statements, was not noted. The financial statements and related notes received an unmodified opinion.
2. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (pages 165-166 of the CAFR). There were no material weaknesses identified.
3. Report on Compliance for Each Major Program and Report on Internal Control Over Compliance Required by the Uniform Guidance (pages 167-168 of the CAFR). This report found the City complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs(grants) for the year ended June 30, 2020. The report on compliance for major programs received an unmodified opinion.
4. Schedule of Findings and Questioned Costs consist of four sections (pages 169-170 of the CAFR). Section I is a summary of auditor's results. Section II summarizes the financial statement findings. Section III summarizes the federal awards findings. Section IV is the current status of prior year findings. There were no fiscal year 2020 or 2019 findings.

In addition to the primary audit, the City's Building Code Enforcement Program (Building Department) was reviewed, as required by ARM 24.301.208. This review includes:

- a. Determining that the City's accounting records fully document the collection and expenditure of all fees and charges related to the Building Code Enforcement Fund.
- b. Comparing the "Fiscal Report" submitted to the State Building Codes Bureau to the information in the City's accounting records.
- c. Compare permit fees charged to the City's approved permit fee schedule.
- d. Verified no portion of fee charged was diverted to other functions of the government.
- e. Examined selected expenditures to determine whether "reasonable and necessary" and specifically identifiable to the enforcement of building codes.
- f. Examined selected expenditures to determine that no portion of permit fees collected were used to support fire departments, planning, zoning, or other

- activities, except to the extent that employees of those programs provided direct plan review, inspection, or other building code enforcement services.
- g. Verified that the basis used to allocate indirect costs to the program was the same basis used to allocate indirect costs to other funds of the City, and those costs were allowed under Uniform Guidance.
 - h. Verified 0.5% of plan review and building permit revenues collected during the fiscal year were remitted to the State Department of Labor and Industry.
 - i. Determined whether the reserve (fund balance) exceeded the amount needed to support the program for 12 months.

No exceptions were found as a result of these procedures.

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 and concludes that the financial statements are presented fairly in all material respects.

The complete audit report is on file in its entirety and open to public inspection at Kalispell City Hall, 201 1st Avenue East, or on the City's website.

KalisPELL Police Department Case and Arrest Reports - 2020

	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	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
SIWOC/Sexual Assault	2	0	2	0	2	0	6	0	2	0	6	0	4	0	4	0	6	0	2	0	5	0	6	0	47	0	
Robbery	0	0	1	0	2	2	0	0	1	0	0	0	0	0	1	0	3	4	1	1	0	0	2	0	11	7	
Aggravated Assault	3	0	3	2	2	0	4	2	10	5	5	2	5	5	7	6	3	2	9	6	2	0	4	1	57	31	
Assault on a Peace Officer	0	0	0	0	0	0	0	0	1	1	2	2	1	1	1	1	0	0	0	0	0	0	1	1	6	6	
Simple Assault	9	3	6	3	5	3	3	2	10	6	12	6	10	4	6	2	7	5	7	6	12	5	11	5	98	50	
PFMA	16	12	12	7	12	7	8	4	10	7	9	6	18	10	15	12	10	9	6	5	8	5	6	4	130	88	
Resisting Arrest	2	2	4	3	3	4	5	5	4	3	3	2	6	5	2	2	2	1	7	7	1	1	3	3	42	38	
Crimes Against Property																											
Burglary	5	2	1	0	4	0	0	0	6	3	3	0	8	1	2	0	7	1	2	0	3	1	4	0	45	8	
Theft	53	19	43	19	39	13	34	15	42	14	35	4	67	12	55	15	39	9	41	15	55	17	32	13	535	165	
Vehicle Theft/Unauth Use	5	1	6	2	3	0	3	0	5	1	1	0	8	2	3	1	7	0	3	0	5	0	3	0	52	7	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	
Forgery/Counterfeit	5	1	4	0	4	1	1	0	1	2	3	0	5	1	2	0	0	0	0	0	0	0	2	0	27	5	
Fraud	10	1	6	0	6	1	2	0	5	1	10	2	2	0	7	3	1	0	2	1	2	0	7	3	60	12	
Theft of Identity	5	0	1	0	1	0	0	0	1	0	1	0	0	0	0	0	3	0	6	0	0	0	0	0	18	0	
Embezzlement	0	1	2	2	0	1	0	1	0	0	1	1	1	0	1	1	1	0	3	1	0	0	2	1	11	9	
Stolen Property offenses	2	0	0	0	1	0	1	0	1	0	3	3	2	1	1	0	1	1	2	1	0	0	1	1	15	7	
Criminal Mischief	17	3	18	10	14	1	17	4	20	6	16	4	9	3	21	2	18	5	13	2	19	2	11	3	193	45	
Crimes Against Society																											
Weapon Law Violations	1	1	0	0	0	0	0	0	0	0	0	0	2	0	1	0	0	0	0	0	0	0	1	1	5	2	
Prostitution Offenses	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	
Child Pornography	2	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	6	0	
Drug Offenses	29	13	38	26	27	22	18	10	40	14	22	21	24	9	25	9	9	14	22	23	12	7	11	9	277	177	
Family Offenses (non-violent)	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2	1	0	0	2	0	2	0	7	1	
DUI	8	8	8	8	6	6	6	6	8	7	12	11	12	10	3	3	7	7	9	9	6	6	10	9	95	90	
Possession of Alcohol	1	4	2	3	1	2	3	9	1	1	3	4	4	3	3	3	3	1	0	0	0	0	0	0	21	30	
Provide Alcohol to Minor	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	2	1	
Other Alcohol Offenses	0	0	0	0	1	1	0	0	1	1	0	0	2	2	0	0	0	0	0	0	0	0	0	0	4	4	
Kidnapping/Custodial Int.	2	2	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	1	0	0	0	0	0	0	4	4	
Disorderly Conduct	5	5	9	9	5	4	10	4	9	6	10	9	14	10	7	4	11	10	8	8	4	3	6	7	98	79	
Criminal Trespass	13	11	17	14	10	7	6	5	11	7	10	3	18	12	13	6	10	5	8	5	13	8	15	14	144	97	
Violation of Protective Order	6	2	1	0	1	2	1	0	0	0	4	1	3	1	2	2	5	2	3	2	2	1	5	1	33	14	
Obstructing a peace officer	7	8	10	7	9	10	3	3	8	6	5	2	9	7	7	5	5	4	7	7	1	1	10	9	81	69	
Juvenile Offenses (except MIP)	6	3	11	7	6	3	2	1	1	1	1	1	4	4	2	1	2	0	2	1	3	0	5	7	45	29	
Other Offenses	43	39	52	48	30	31	13	12	32	30	30	28	40	38	21	24	22	19	29	27	17	16	30	27	359	339	
Total	258	141	259	170	196	121	147	83	230	122	209	113	280	142	212	102	185	101	192	127	173	73	190	119	2531	1414	

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	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites	Traffic Stops	Cites
	744	499	807	527	412	338	234	262	455	356	425	365	381	354	240	284	324	322	511	398	447	269	472	317	5452	4291		
Total Calls for Service	2976		2840		2455		2105		2717		2813		3100		2649		2731		2835		2471		2765		32457			