



# City of Kalispell

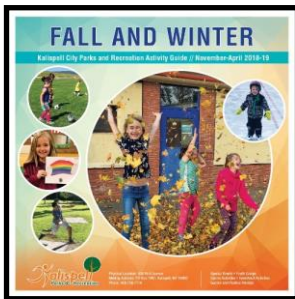
OFFICE OF THE CITY MANAGER

## Information Memorandum

11/2/2018

### 1. Parks Department

Our Skip-Out Camp had 42 participants on Thursday and 34 participants on Friday. The kids spent a day at the Sweet Pickin's Pumpkin Patch on Thursday which included picking their own pumpkin to decorate. On Friday, Hailey Graf from the Flathead Conservation District did a soil painting activity with the kids. The kids also received a visit from Cairo and Officer Parce Friday afternoon.



KPR's new activity guide (November 2018 to April 2019) will be coming out in the Daily Interlake the first week in November. This guide will highlight programs such as our Cairo's Kids Afterschool Program, school break camps, ice skating lessons, and youth sports.

Parks staff was made aware of transient activity recently in the eastern natural area of Lawrence Park. Crews found 3 different areas of garbage accumulation. It took 3 days with equipment to remove the amount of debris that is scattered throughout these areas.



We have started the design process on the Woodland Park Playground replacement. The playground will complement the park by blending natural colors with features that motivate kids to explore and be active. We will be working with Cairo's Kids in the near future to help with finalizing the design.

### 2. Police Department

Attached is the latest case and arrest report.

On October 14, Officers Colton Bagnoli and Jason Parce (and Cairo) attended an open

house at the Whitefish Fire Department. Officer Bagnoli was there with the BEAR while Officer Parce presented with Cairo.

On October 15 and 16, Officers Ben Sutton, Justin Turner, Randy Kaarre, and Brian Struble attended an Officer Survival course in Billings.

On October 17, Captains Tim Falkner and Doug Overman attended a strategic planning meeting at the Montana Law Enforcement Academy. They met with other administrators from around the state to discuss upcoming needs for departments with recent changes in state laws.

On October 19, Officer Parce and Cairo participated in the Kalispell City Parks and Rec after school program "Cairo's Kids".

This week is National Red Ribbon Week. Officer Jason Parce and Cairo are spending the week visiting elementary and middle schools throughout the valley where they will be putting on approximately 30 different presentations. They will also be presenting for a local Boy Scout troop.

#### Canine Update

As of January 2018, the KPD Canine Team has conducted the following activities:

Community/School Presentations: **28**

Canine Deployments/Narcotics Sniffs: **34**

Training Hours: **180**

Search Warrants: **33**

Agencies Assisted: **7 (FCSO, NWDTE, WFPD, MHP, MCS, P&P, FWP)**

In April, the Canine Team assisted Probation & Parole with a search of a probationer's residence in Kalispell. As a result, 20 grams of methamphetamine were located in the residence, and one of the suspects led KPD on a foot chase to a neighboring residence where 3 subjects were arrested for outstanding drug warrants. A canine sniff of one of the suspect vehicles led to a search warrant and seizure of methamphetamine and several thousand dollars in cash. Two additional search warrants were obtained by the Canine Team for residences related to this incident, resulting in additional felony drug charges.

In July, the KPD Canine Team performed a canine sniff on a vehicle stopped by Officer Brinton. As a result, a warrant was obtained and a mobile clandestine methamphetamine lab was located inside the vehicle, along with a substantial amount of methamphetamine.

In September, the Canine Team assisted the FCSO on a vehicle stop in Evergreen. As a result of the canine sniff, the suspect vehicle was seized and a search warrant was obtained. Methamphetamine, drug paraphernalia, and stolen FCSO Posse property was recovered as a result of the search.

### **3. Fire Department**

Since the last update, the Kalispell Fire Department has received 136 calls for service and has conducted numerous outreach trainings in coordination with fire prevention week. Overall, we reached out to approximately 500 individuals with this year's fire safety message. We are now focusing on station tours and like presentations to multiple groups.

Fire department staff, along with a third party vendor have recently conducted our annually required pump testing for respective equipment. Fire department staff are also currently researching and applying for grant funding from the Assistance to Firefighters Grant (AFG) for the necessary funding to replace our self-contained breathing apparatus (SCBA), qualitative fit testing equipment and our cascade fill system.

### **4. City Clerk/Communications**

The City Instagram Page initiated on July 6, 2018, now has 1,004 followers. The City Facebook page has 4,828 followers. The most popular video on Facebook in the last year was posted in October about the 1925 American LaFrance Fire Pumper.

The City Clerk has also been working with the IT Department and City Manager on a policy update for the Government Access Channel.

The second annual Employee Chili Cook-off took place on Halloween with 9 entries and about 60 employees stopping in for lunch.

### **5. Information Services**

Certain individual staff notified IT staff their emails are being spoofed or they received phishing emails. Two techniques are being used to stop this, Multifactor Authentication (MFA) and Domain Message Authentication Reporting & Conformance (DMARC). MFA was setup when staff notified IT that someone received a message that appeared to be sent from a valid City email address, but the City staff person didn't send the message. Other staff notified IT they were targeted for false transactions. Multifactor authentication uses a mechanism like a generated code and the user's password to authenticate instead of the password alone. Simply thought of, MFA is something you have (a generated code) and something you know (your password). Not all email accounts are using MFA. IT staff is utilizing the message authentication process to prevent phishing and spoofing.

IT staff resolved an issue causing reports not to print from Cityworks or the Cityworks website to stop responding.

The waste water treatment plant (WWTP) now has a connection to the downtown City network. IT staff created the connection and continue to work on getting user accounts setup for WWTP staff to access the plan review files from the building department.

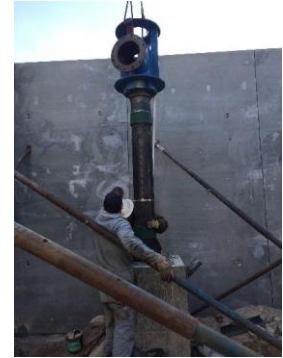
## 6. Public Works

### Section 36 Water Facility Construction

Construction of the new Section 36 Water Facility is well underway. The exterior construction (foundation, walls, and roof)



were finished this past week. The lineshaft turbine pump and motor have been installed, and the connection to the water main in Timberwolf Parkway was completed on Thursday. In the weeks to come, the contractor will be



working on constructing the floor, interior piping, chlorine room and accessories, HVAC, drive units, electronics, and controls.

### Engineering Division

The Engineering Division is responsible for the review of private development's engineering design to ensure compliance with Kalispell Design and Construction Standards. The Engineering Staff participates and coordinates the review with the development's engineers to ensure City Standards are being executed. Over the past several months the following projects have been reviewed and approved, or are currently being reviewed by the Engineering Staff.

Bias Brewing  
Brightview Phase 2  
CHS  
Crossings at Spring  
Distillery Square  
Flathead High School  
Fresh Life  
FVCC Building  
Glacier Village Greens  
Grease Monkey  
Kalispell North Town  
MAW Apartments  
Meadow Park  
Meadows Edge

My Place  
Northland Phases 5A  
Northwest Drywall  
Oral Surgery  
Panera  
Silverbook Phase 2  
Southside Phase 2  
Sterling West School  
Sunrift Pubhouse  
Town Pump Expansion  
Treeline Commercial  
Vision Clinic  
Walmart Grocery

## 7. Building Department

We have issued permits for 3 single family houses and 4 townhomes in the last 2 weeks. That will bring the total of new single family/duplex and townhouse units for the year to 105, compared to 104 last year at this time. Multi-family units are at 82 compared to 20 multi-family units last year at this time. The final permit for the new Urban Bricks located at 635 Treeline Road was issued. This permit is valued at approximately

\$335,000. Also, the permit was issued for the remodel on the Liberty Theater at \$300,000. REI located at 2270 Hwy 93 North, as well as Immanuel Lutherans new Villas project located at 20 Claremont Street are both in the final stages of construction and working on obtaining certificates of completion.

## **8. Planning Department**

Staff will be preparing two staff reports for the November 13 Planning Board meeting. The staff reports consist of an auto repair business at 749 Center Street and a request from the 700 Block of 6<sup>th</sup> Avenue West to be included within the Westside Parking Management Zone. The Planning Board will forward a recommendation onto Council for consideration.

## **9. Human Resources**

Human Resources coordinated three annual Harassment and Discrimination Awareness training sessions with MMIA HR Specialist Angela Simonson presenting on October 17. Over 116 employees attended the hour+ training program. This training, which is mandatory for all employees, dealt with what is harassment, discrimination, and the ways of handling and reporting it. The program included the value of diversity of work, understanding bias, including implicit bias and how it fits with discrimination and the responsibilities of the employee in the workplace.

