



## Information Memorandum

3/30/2018

### 1. Public Works

#### Central Garage

Central Garage Staff is working with the Police Department to assemble two new police cars. The assembly involves running all the wiring and installation of equipment to outfit the vehicles with radios, lights, digital video recording, gps, a prisoner area, and additional storage compartments. Each vehicle takes 85 staff-hours to assemble. The ability of the Mechanics to perform this task in house, not only is a costs saving for the City, but aides the Central Garage team when performing future repairs by having the assembly knowledge to reference.



#### Traffic Signs and Signals (TSS)

TSS has started the conversion of the City owned street lights to LED fixtures. The City owns and maintains 454 light fixtures throughout Kalispell. The first phase of the conversion will replace 81 of the 400 Watt High Pressure Sodium (HPS) luminaire heads on Meridian and Old Reserve Drive.



It's anticipated to take up to 5 years to complete the conversion of all 454 light fixtures. The LED fixtures will provide a 50-60% reduction in power consumption and are a cleaner light, with less maintenance, and more life hours. In addition, the City will receive a rebate for completing the conversation from Flathead Electric's Energy Conservation Rebate program.

## **2. Police Department**

Officer Garrett Smith visited The Boy Scouts of America Pack #4921 where he gave a First Aid/First Responder presentation. Officer Smith volunteered his time to a group of eager Cub Scouts teaching them important life skills that will hopefully give them the confidence in the future to render aid to those in need.

Four officers are attending the Response to an Armed Intruder Instructor Course this week. The course is being held in Kalispell and officers will put their learned skills to the test by teaching a Run-Lock-Fight class at the conclusion of the course. The Run-Lock-Fight course has been taught to teachers across the nation to help prevent the loss of life in the event of an armed intruder in our schools.

The Montana Law Enforcement Academy will hold graduation for the 164<sup>th</sup> Class of Law Enforcement Officer Basic Course. Kalispell Officers Rafael Reyes and Tim Cronin will be graduating after 12 weeks of training. They were both hired in September and are nearing completion of the Field Training Officer program.

## **3. Building Department**

In the last 2 weeks, we have issued permits for 4 single-family homes. That will bring the total of new single family/duplex and townhouse units for the year to 13, compared to 15 at this time last year.

The building permit was issued for the new 4B's Restaurant (formerly Finnegan's) located at 660 E Idaho St. The estimated project valuation is \$362,000. The permit for the 2<sup>nd</sup> (north) building for the Lofts @ Ashley Apartment Complex was issued. It is located at 2048 Airport Rd. (there are 4 buildings in all). The estimated project valuation for the north building is \$1,618,100. The Certificate of Completion was issued for the new Harbor Freight located at 2298 Hwy 93 N.

## **4. Planning Department**

The Planning Department held a work session with the council this past Monday in order to discuss sidewalks/pedestrian connectivity throughout the city. Council discussion concluded that staff needed to prepare a draft pedestrian plan, as outlined in the Kalispell Growth Policy that could be used to establish strategies for increasing the community's non-motorized mobility.

Staff are reviewing applications this spring, which include two large PUD applications totaling 531 dwelling units and 6 ½ acres of a commercial at the intersection of Three Mile Drive and W. Springcreek/Farm to Market. Both of the PUD applications are adjacent to city limits and within the city's annexation boundary. The Planning Board will be considering the two separate application over the next two months and forwarding recommendations to the council for their consideration.

## 5. Information Services

The redesigned City of Kalispell website launched. Check out [www.kalispell.com](http://www.kalispell.com) to see what's new.

Staff continues to work on adding new content to the website and will be adding a few new features soon.

Specifically the City now has a Facilities section, where City offices are searchable with addresses, hours of operation (where applicable) and contact phone numbers: <http://kalispell.com/Facilities>

The fire department page now shows a recent alarm log where people can view general information about recent calls: <http://kalispell.com/213/Fire>

The police department has a new online form to report a crime for limited types of non-emergency and crimes that are not currently "in-progress". See <http://kalispell.com/FormCenter/Police-7/Report-Crime-45> for full details.

The redesigned website is now mobile ready and sizes appropriately for mobile phones or tablets.

City staff are working with a new vendor to setup a system for online ambulance billing payments. The service may be available in 30-45 days.

## 6. Airport

We are finalizing the airport documents for transfer of the management of the facility to the airport users association according to the terms of the lease approved by council in December. The transfer of responsibility should be completed in April.

## 7. Finance Department

### Accounts Payable and Payroll

For February, accounts payable processed 151 checks to pay over 300 invoices from 151 vendors. Total amount of accounts payable checks issued was \$624,241.61.

### Utility Billing

There were 4 new commercial water and sewer accounts set up in February. Two of these new accounts were changes in ownership, and one took possession from a contractor.

There were 37 new residential water and sewer accounts set up in February. Most of these (29) new accounts were changes in ownership. One new residential account was

taking possession from the builder/contractor.

The utility billing clerks processed about 9000 bills for water and sewer service in February. Water charges for services were about \$200,000. Sewer charges for services were about \$380,000.

On February 1, the water department notified (tagged) over 300 customers for past due accounts. On March 1, the water department notified (tagged) 267 customers for past due accounts. Over 90% of these accounts made the required payment prior to being shut-off.