

MEMORANDUM

Date: February 29, 2012

To: Community Development Board
Candi Beaudry, Planning & Community Services Director

From: Brenda Beckett, Community Development (CD) Manager
Denise Bohlman, CD Administrative Support
Dina Billington-Harmon, CD Program Coordinator
Lynda Woods, CD Program Coordinator

Re: Monthly Report for February - Community Development Division



Marion Dozier mentioned the **Housing Rehabilitation Loan Program** during an interview in Yellowstone Valley Women Magazine's [February / March issue](#) (article begins on page 30) in the Q & A section:

Who do you think has benefited most from your efforts? The Housing Rehab Program has made the biggest difference on the South Side. That's a city / government program that allows for people to upgrade their housing and get new windows and get a new roof when they couldn't otherwise. I've worked so hard on housing and keeping housing rehab dollars coming into the neighborhood. I think that's made a huge difference in the neighborhood. Hopefully, people will follow in my footsteps and say, 'We need more of that.' I hope.

Lynda Woods (Division staff) manages this program for the City – and we are pleased the program was showcased in such a positive light. It really is a fabulous program deserving of recognition for stabilizing affordable housing in our neighborhoods! Thank you, Marion!

CORE PROGRAMS

First Time Home Buyer Program:

Staff has fully committed and expended all available funds for fiscal year 2011-2012. A total of 21 households were served in this program and 72 households are on the waiting list to purchase their first home.

Home Repair Programs:

Housing Rehab: Funding is 80% committed. One deferred loan closed in February. Six projects are in construction. Four homeowners are actively seeking bids. One new application was received.

Minor Home Repair: Funding is 100 % committed. Six projects are in construction. Four homeowners are on the waiting list for funding. Two new applications were awarded in February.

Tree Trimming & Removal: Four homeowners are on the waiting list for funding.

Minor Home Repair: Two homeowners are on the waiting list for funding.

Affordable Housing Development Program:

Kings Green Subdivision, 3rd Filing, Phase IV: (Please refer to the February 2012 monthly report for previous work completed).

- Staff completed the Kings Green, Phase IV, Affordable Housing RFP document. It is being advertised March 1 and 8, 2012, and proposals are due March 30, 2012.
- Staff is currently preparing a proposal evaluation matrix, selecting proposal review committee members, etc. Depending on the number of proposals we receive, and how quickly the committee reaches a consensus, staff will either present a bid award recommendation to the CD Board on April 3 or May 1.
- Staff is starting work on the Development Agreement so it should only need minor changes following the bid award and negotiations with the successful bidder.
- Knife River has completed approximately 80% of their contract. They are currently in winter shut-down, but they will start the street/curb/sidewalk portion of the project in late March or April and pave when the asphalt plant re-opens.

Homeword's CHDO Project: Homeword's project remains in the planning stages with specific deadlines for expenditure.

PARTNERSHIPS

Billings Partners for American Indian Homeownership / Affordable Housing Task Force:

The Billings Partners meets quarterly. The next meeting is April 17th. The Affordable Housing Task Force also meets quarterly. The next meeting is April 26th.

Mayor's Committee on Homelessness:

The Mayor's Committee is scheduled to meet on March 8, 2012. The homeless initiative was highlighted in the Billings Gazette in December 2011 and January 2012. Additionally, an article in February 2012 illuminated an increase count of homeless based on the annual point-in-time survey conducted in January 2012.

Local Continuum of Care (CoC):

The local CoC met February 21, 2012 and reviewed the preliminary data for the annual point-in-time homeless survey.

Adjacent Neighborhood Committee:

The Adjacent Neighborhood Committee's next meeting is scheduled for April 5, 2012, at 4:00 pm, in the large conference room on the 4th floor – Parmly Billings Library.

SPECIAL PROJECTS

Neighborhood Stabilization Program (NSP):

The Cambridge property closed on February 28th. A very nice family of 6 now occupies the home. We have a buy/sell on the Custer property with a closing scheduled for March 15th.

HOME / CDBG Monitoring:

- On-site inspections and desk reviews have been completed for one of Rimrock Foundation's sober living homes.
- On-site inspections and desk reviews were also completed at Spring Gardens, Westchester Square, and Old Town Square.
- Desk reviews have been completed for Southern Lights, Sage Towers, and Magic City Terrace. On-site inspections will be completed this spring as they become due.
- We continue to work with the Mental Health Center to resolve the areas of concern noted during the on-site inspections of two of their three group homes. We have also received most of the documents requested and we are in the process of conducting desk reviews for each group home
- We continue to work with the Irma House and Schwend property staffs to address areas of concern from their on-site inspections and desk reviews.
- Staff reviewed each sub-recipient's monitoring file and completed a Risk Assessment Form. The resulting information gave us a comprehensive ranking of sub-recipients that, in turn, helped us build our annual Monitoring Plan for this fiscal year. The Monitoring Plan has been approved and signed and it will serve to ensure on-site inspections and desk reviews are completed as required by HOME.
- We are also developing a new Monitoring File Checklist to help us ensure HOME program rules and regulations are being followed for each sub-recipient.

Fair Housing Initiative Program (FHIP) Grant: The following outcomes have been noted for the FHIP grant for the first three quarters:

- Four total newsletters containing fair housing education have been distributed, reaching a total of 2,345 people.
- 148 training events have been facilitated, making fair housing education available to 1,511 people!
- 33 fair housing materials have been developed / acquired and these have been distributed to 4,266 people!
- The FHIP grant has reached a total of 8,386 people!

Billings Metro VISTA Project: The mid-year report for VISTA was submitted on February 17, 2012:

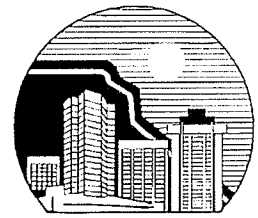
- 13 community groups / boards have been developed / supported and 8 community assessments have been completed.
- 16 successful capacity-building efforts have been implemented.
- 898 additional individuals / clients have been served through Host Sites - over and above baseline figures.
- Generated \$65,209 in resources to date.



City of Billings

Public Works Administration

Public Works Department
2224 Montana Avenue – 2nd Floor
Billings, MT 59101
Office (406) 657-8230
Fax (406) 237-6291



Public Works
"Working for You"

MEMORANDUM

To: Christina Volek, City Administrator
From: David Mumford, Public Works Director
Date: March 8, 2012

SUBJECT: MONTHLY REPORT – PUBLIC WORKS DEPARTMENT

The following is the Public Works Department's Monthly Report for February 2012.

Engineering Division

- ▶ *W.O. 04-26 Zone 4 Reservoir:* Issued a Suspend Work Order. The tank disinfection and leak test will be done in the spring after SCADA communication is established.
- ▶ *W.O. 08-25 Zone 3 Reservoir:* Design is on hold until land acquired. Final offer has been made to land owner.
- ▶ *W.O. 09-12 Inner Belt Loop:* Sanderson Stewart is working on the final Phase I design. Met with property owners and DNRC and working on finalizing Right of Way agreement to send to property owners. Re-analyzing cost of stock pass on the DNRC property. Also, working on getting final review set of Phase 1 at end of this month. Right of Way Agreement will be sent to property owners at first part of this month.
- ▶ *W.O. 09-19 Zone 3 East Fox Reservoir Expansion:* Selected HDR for professional services as the contract was approved by Council on 2/27/2012.
- ▶ *W.O. 09-20 Rimrock-Forsythia to Shiloh:* Utility survey is underway with preliminary design and topographical maps being created.
- ▶ *W.O. 09-28 WTP Backup Power, Phase 2:* Construction will begin in spring when weather allows.
- ▶ *W.O. 10-19 Shiloh Conservation Area:* DOWL HKM was selected and the scope of work will go to City Council for approval.

- ▶ *W.O. 10-27 Central Sidewalks*: Project is 95% designed with a public hearing to be held on March 12th. This project is expected to open bids on April 10th and start construction by June 1st.
- ▶ *W.O. 10-30 32nd at Broadwater Right Turn Lane*: Construction work to start this spring.
- ▶ *W.O. 10-31 Central & 29th Traffic Signal*: Signal controller is being programmed with the “turn on” scheduled for early March.
- ▶ *W.O. 11-01 Water Rehabilitation*: Project is complete with only some punch list items to complete in the spring.
- ▶ *W.O. 11-10 25th Street Pedestrian Bridge*: Presented different options to the affected property owners in February and working on additional option.
- ▶ *W.O. 11-11 WTF Rapid Mixer System Improvements*: Awaiting results of final study then will form a scope of work to proceed.
- ▶ *W.O. 11-12 Household Hazardous Waste Facility*: Evaluating an alternative location for this facility.
- ▶ *W.O. 11-19 Landfill Phase 5 Expansion/Phase 3 Closure*: Services agreement with Great West Engineering is underway. Currently starting to prepare specs and perform preliminary surveying.
- ▶ *W.O. 12-01 Water and Sewer Rehab*: DOWL-HKM was selected for Schedule 2, which generally includes sanitary sewer between 9th & 15th Street West from Avenue C to Parkhill Drive and one lift station replacement in the Yellowstone Country Club. Water and sewer replacement in Grand Avenue near Rehberg Lane is also included in Schedule 2. Sanderson Stewart was selected for Schedule 1, which includes water main replacement in Montana Avenue from N. 13th to N.31st Street and on S. 27th Street from 5th Avenue South to State Avenue. Both projects will be ready to bid in April and public meetings have been held for both projects. Construction to start this summer.
- ▶ *W.O. 12-02 Miscellaneous/Developer Related*: Public hearing was held on February 27th and construction is expected to start in June.
- ▶ *W.O. 12-03 City Crack Seal*: Hardrives Construction is crack sealing various streets throughout the City and will be done this spring.
- ▶ *W.O. 12-03 City Overlay Project*: This project will go to City Council on March 12th with the low bidder as Knife River.
- ▶ *W.O. 12-04 ADA RAMPS*: Design is complete; project to bid on February 27th.
- ▶ *W.O. 12-05 Five-Mile Lift Station Replacement*: Morrison-Maierle was selected and the small Preliminary Design Study is nearly complete. This report is due in early March. Full design contract to be negotiated in mid-March with fall 2012 construction.
- ▶ *W.O. 12-08 Library/Utility Relocation*: Utilities to be relocated early in March. MDU and NWE agreements were approved February 27th.

- ▶ *W.O. 12-09 WWTP Access Road Rip-Rap*: Currently working on putting together specs to bid this spring.
- ▶ *W.O. 12-10 Broadwater Trail Connection*: Project is under design.
- ▶ *12-12 Bench Boulevard Sanitary Sewer Extensions*: Sanderson Stewart was selected to design and oversee construction of about 1,500 feet of new sanitary sewer on Bench Boulevard between Lincoln Lane and Hilltop Road ahead of the MDT road project. Preliminary design will be ready in March with summer 2012 construction.
- ▶ *W.O. 12-13 Integrated Water Plan Implementation Reuse and Reclamation Study*: HDR was selected and is currently working with staff to scope the project. This project should be under contract in March.
- ▶ *W.O. 12-14 IWPI Wastewater Collection System Study*: DOWL HKM was selected and is currently working with staff to scope the project. This project should be under contract in March.
- ▶ *W.O. 12-15 IWPI Wastewater Treatment Facility Plan*: HDR was selected and is currently working with staff to scope the project. This project should be under contract in March.
- ▶ *W.O. 12-16 IWPI Water Distribution System Study*: Morrison-Maierle was selected and is currently working with staff to scope the project. This project should be under contract in March.
- ▶ *W.O. 12-17 IWPI Stormwater System Study*: Sanderson Stewart was selected and is currently working with staff to scope the project. This project should be under contract in March.
- ▶ *W.O. 12-18 Canyon Creek Drain*- Survey and project information gathering is underway with design alternatives to be developed.
- ▶ *W.O. 12-21- Underriner Building Asbestos Abatement*: This project is under construction and is anticipated to be done the week of March 5th.
- ▶ *W.O. 12-22 Demolition of Underriner Building*: This project was bid February 28 with the low bidder as H.L. Ostermiller. City Council to award this project on March 12 and construction will be done by April 27th.
- ▶ *W.O. 12-23 WWTP Headworks Backup Power and West Mechanical Room MLCB-5 Improvements*- Contracts for HDR should be executed at the beginning of March with plans to bid this spring.
- ▶ *MDT Projects Underway*:
 - *Grand, 17th and 19th*: Reviewing project scope to determine if signal changes can be implemented by City crews.
 - *6th Ave to Bench Connection*: Final signing and striping work on Main Street to be completed in the spring.

- *Bench North Phase 1:* Finalizing Right of Way agreements with construction set for later this summer.
- *Bench North Phase 2:* Plan in hand and a meeting scheduled on March 5th.
- ▶ *Miscellaneous Waste Water Treatment Plant Projects:*
 - West Mechanical Building MCC Panel Replacement Project- Working on shop drawings with construction to start this spring. Computers and software should arrive this month.
 - Clarifier Infrastructure Improvements- Sandblasting and painting will be completed next spring/summer.
 - Meter and Valve Replacement-on hold.
 - Digester Cleaning- Preparing plans and specs to bid in the spring. Currently making corrections on specs for final review.
- ▶ *Miscellaneous Water Treatment Plant Projects:*
 - Scada Evaluation – WTP Staff will install switches and SLC's. We will hire a contractor to install the radios and antennas. Currently plan to complete SCADA backbone and the Heights with Phase 1.
 - High Service Pump Station H2-1 Pump Replacement- Pump and contactor have been installed. Working with Toshiba on rewiring the VFD & PLC and associated costs. A change order needs to be processed for the Toshiba re-wiring. Toshiba should be onsite first part of March.
 - Low Service Pump Station 1 Upgrade- Completed 60 inch pipe installation. COP plans to pour pump support beams and slab the 1st week of March. Working on the south side wall and footings.
 - Clearwell Contact Time Improvements- Construction on Clearwell No. 2 is complete. Clearwell No. 1 was drained and upon inspection of the roof, some structural members have rusted. It is recommended to replace members in poor condition. COP Construction has been issued a stop work order until roof repairs are complete. Project has been bid for roof repairs, with Hardy Construction being the low bidder and the contracts are being executed.
 - High Service Pump Station 2011 Transfer Pump Replacement- Currently advertising with bid opening on March 13th.

Administration Division

- ▶ Completed Public Works' Priority Based Budgeting inventory.
- ▶ Worked on FY13 Public Works budget.
- ▶ Completed a preliminary rate study for accepting ConocoPhillips' waste.
- ▶ Director traveled to Helena to testify in front of the Senate on the issues with Shiloh Road.
- ▶ Deputy Director conducted the first Public Works Board meeting of the year and discussed the City's water rights and upcoming projects.
- ▶ Continued discussion with the MDEQ regarding water nutrient standards.

Solid Waste Division

- ▶ The Solid Waste Division started 19 new residential accounts and seven commercial days were added.
- ▶ The Billings Regional Landfill received 15,579 tons of refuse. There were 14,648 tons that were land filled, 85 tons for compost, 32 tons of metal and white goods, 18 tons of asbestos, and 797 tons of soil used as cover material. Due to the unseasonable warm weather this winter, Billings Regional Landfill is up about 14.3% for landfilled material. This is an increase of more than 3,665 tons over last year.
- ▶ We have ground all our brush into chips and have blended it with the compost on the east side. As of Jan. 31st, we have ground over 36,900 yards of brush and have hauled 11,969 yards of chips for compost. This material will now be used as cover material for the landfill and compost for closure projects.
- ▶ Solid Waste has mailed out over 1,000 letters for 'green barrels' and plans to mail another 1,300 notices in the next two weeks. We will be servicing the entire City of Billings with green barrels by summer's end.

Commercial & Meters Division

- ▶ Continued working on the meter replacement program.
- ▶ Began researching the possibility of including monthly solid waste charges on the utility bills.
- ▶ Installed a security camera at the customer service counter.
- ▶ Held a defensive driving safety meeting.

Distribution & Collection Division

- ▶ Jet cleaned 257,089 feet of sanitary sewer main line.
- ▶ Inspected 487 fire hydrants and 573 main line valves.
- ▶ Repaired three water main leaks.
- ▶ Installed new "test" fire hydrant in Belknap yard.

Street-Traffic Division

- ▶ Continuing our sweeping efforts throughout the city.
- ▶ Blading gravel streets and alleys.
- ▶ Cleaning and jetting intakes.

Statistics			
Poles straightened	10	Yards of sweepings	800
Feet of 2" pipe		Gallons of water	7,200
Feet of Telspar	90	Broom hours (sweepers)	184.9
Street light complaints	42	Animals picked up	4
Signs fabricated	9	Intakes cleaned	
Signs replaced	26	Feet of pipe jetted	
Trees trimmed for signs		Feet of pipe tv'd	
Misc (welds,paint,clean,hdw)	110	Line locates	596
Gallons of yellow center line paint		Number of alleys graded	65
Gallons of white		Phone calls received	458
Gallons of curb paint		Number of times water pumped	
Lbs of beads		Number of streets graded	62
Total feet of white		Yards of material (road mix)	905.3
Total feet of curb paint		Yds of material used (sand)	310
Total feet of yellow center line		Gallons of dust suppressant	
Gallons of white (crosswalk)		Tons of material used (Sand)	175
Manholes repaired		Gallons of d-ice used (State)	
Number of digouts & cave-ins	2	Gallons of d-ice used (City)	15,000
External signal requests	16	Tons of ice slicer	130

Environmental Affairs

- ▶ Attended the Feb 21st HBA general meeting and did a presentation on construction site SWPPPs.
- ▶ Submitted January de-chlorination DMR's to DEQ.
- ▶ Coordinated with Rimrock Mall for the replacement of the existing grease interceptor.
- ▶ Attended subdivision review meetings and conducted construction site inspections.

Water Treatment Division

PRODUCTION SUMMARY:

- ▶ **Total Plant Production (million gallons (MG)):** **841.4 MG**
- ▶ **Plant Production - Year to Date (MG)** **436.4 MG**
- ▶ **Average Daily Production (MG/day):** **14.0 MGD**
- ▶ **Maximum Daily Production (MG/day):** **15.2 MGD**

- ▶ Production during February was about the average for this month. River flows remained slightly higher than the historical median for most days during the month. The division continues to finish up annual preventative maintenance services on equipment and facilities in preparation for the coming high demand months.
- ▶ Annual preventative maintenance inspections and services were completed at Terrace Estates Pump Station, the Filter Building, miscellaneous motorized equipment, and the suction dredge.
- ▶ A review and reassessment of the process hazards analysis (PHA) regarding chlorine was conducted and an action list for issues identified in the review was prepared and assigned to appropriate personnel. The review is required at least every five years for facilities using extremely hazardous chemicals above threshold levels identified in federal regulations. The assessment is a component of the Risk Management Plan required by these same regulations.
- ▶ The Water Production Operations Manual was reviewed and updated.
- ▶ Interviews were conducted for the two vacant chemist positions. Two applicants were selected and subsequently accepted the positions. One of our new chemists started February 27th. The second chemist begins work in March.
- ▶ Our annual SARA Title II report was prepared and submitted to the Local Emergency Planning Committee (LEPC). These reports provide the committee with information regarding the quantities of extremely hazardous chemicals that are stored and used in local commercial, manufacturing and industrial processes.
- ▶ During the week of February 13th, a number of taste and odor complaints were received. We responded to each complaint by taking samples and performing tests to make sure the water was not bacteriologically contaminated. All samples were safe. Taste and odor panels were also run on the samples. Only a few panel participants could detect an unusual odor. This outcome corresponds with our past experiences that suggest some people are particularly sensitive to this odor and corresponding taste. Typically, these “swampy” odors come from the breakdown of organics on the bottom of the river and our sedimentation ponds. Temperature changes and scouring can liberate these odors. We have had short term incidents like this in the past. While the water is safe, the odor is definitely objectionable to those who are sensitive to it. There are treatment methods available to remove these types of tastes and odors, but those methods are not presently installed at the water treatment facility.
- ▶ Information for the annual consumer confidence report was generated. This information will be provided to secondary water providers like Billings Heights Water District and bulk water haulers before the end of March.
- ▶ All inputs to the FY13 budget were completed during the month.

- ▶ We have begun evaluating a less costly way to expand our SCADA system with Network Information Systems. The alternate approach may allow us to expand the amount of data we can receive from our satellite facilities at a fraction of the cost estimated in an earlier engineering evaluation.
- ▶ Final inputs to the design of a replacement transfer pump in the High Service Pump Station were provided to HDR Engineering and a pre-bid meeting was conducted for potential contractors on February 23rd.

Wastewater Treatment Division

- ▶ Installed a camera in septage receiving facility and implemented new disposal manifests.
- ▶ Gary Workman provided safety training on driving in hazardous conditions.
- ▶ A new Plant Technician started work in February.
- ▶ Made necessary repairs to the engine generator and put it back in service generating electricity.
- ▶ Provided tour to the KULR 8 news crew for their special EXTREME Jobs segment.
- ▶ Northwestern Energy performed maintenance on one of the substations at the plant.

Please let me know if you have questions or would like additional information about any of these items.

DDM:kf

Change Orders Processed

Department	Project # or Name	Project Description	Change Order Description	Original Contract Amount	Current Change Order	Previous Change Orders	Percent Increase All Change Orders
PWA	WO 04-26	Zone 4 Reservoir	Changes to SCADA Radio System and Staples HMI	2,676,578.00	35,797.00	164,566.90	7.5%
PWA	WO 10-12	WTP Low Srvc Pump Station #1	Remove 6" out of bottom of existing slide gate on lower level of north wall to allow complete removal of existing slide gate thimbles. Replace with new rebar and grout.	1,775,510.00	8,114.36	26,700.19	2.0%
PWA	WO 10-11	WTP High Srvc Pump H2-1	Provide wiring & programing modifications associated with H2-1 VFD.	866,900.00	22,000.00	15,583.87	4.3%
PWA	WO 09-12	Inner Belt Loop	Prepare Phase I Contract Documents; Update Property Appraisals for Phase I; Stake Morledge ROW; Provide design, coordination & permitting for stock watering well in Phase I State Parcel	782,800.00	20,300.00	0.00	2.6%
PWA	WO 09-25	Downtown Signal Improvements	Concrete work once the street lights and foundations were removed; repair signal conduit at 2nd Ave N. & N. Broadway	1,144,035.00	23,485.00	0.00	2.1%
PWA	WO 09-25	Downtown Signal Improvements	Reconcile final quantities with bid quantities	1,144,035.00	(61,110.00)	23,485.00	-3.3%
PWA	WO 03-07	Alkali Creek Multi-Use Path	Patch repair to correct settlement that had occurred to the Main Street surface above the tunnel, after it was completed.	1,472,636.00	28,490.52	37,738.75	4.5%
PWA	WO 10-31	29th Street West & Central Avenue Traffic Signal	Furnish and install cable required for emergency pre-emption detector.	153,796.33	585.00	0.00	0.4%
PWA	WO 11-05	Chapple Area Wtr Main	Additional design, geotechnical testing & construction administration services.	272,188.00	61,467.75	0.00	22.6%