



Livingston City Commission Agenda

January 21, 2020

5:30 PM

City – County Complex, Community Room

1. Call to Order

2. Roll Call

3. Moment of Silence

4. Pledge of Allegiance

5. Public Comment

Individuals are reminded that public comments should be limited to item over which the City Commission has supervision, control jurisdiction, or advisory power (MCA 2-3-202)

6. Consent Items

A. APPROVE MINUTES FROM JANUARY 7, 2020 CITY COMMISSION MEETING. Pg. 4

B. RATIFY CLAIMS PAID JANUARY 1, 2020 THROUGH JANUARY 15, 2020. Pg. 9

7. Proclamations

8. Scheduled Public Comment

9. Public Hearings

10. Ordinances

A. ORDINANCE NO. 2084: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 23 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED " TREES" BY CLARIFYING THAT ALL BOULEVARD TREES ARE TO BE PROPERLY MAINTAINED, INCLUDING PRUNING, WATERING, AND REMOVAL WHEN NECESSARY, BY THE HOMEOWNER ADJACENT TO THE BOULEVARD. Pg. 17

11. Resolutions

A. RESOLUTION NO. 4889: A RESOLUTION OF THE CITY OF LIVINGSTON, MONTANA AUTHORIZING THE CITY MANAGER TO SIGN A COLLECTIVE BARGAINING AGREEMENT WITH INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 630 FOR THE PERIOD OF JULY 1, 2020 THROUGH JUNE 30, 2025. Pg. 34

12. Action Items

A. DISCUSS/APPROVE/DENY: HRDC'S REQUEST FOR RELIEF FROM BUILDING PERMIT AND IMPACT FEES FOR NEW 12 UNIT HOUSING DEVELOPMENT. Pg. 58

B. DISCUSS/APPROVE/DENY: INCLUSION OF CITY BOARD AND COMMITTEE RECOMMENDATIONS IN GROWTH POLICY UPDATE. Pg. 60

C. DISCUSS: GREEN ACRES ANNEXATION PROCESS. Pg. 104

D. DISCUSS: 2020 COMMISSION UPDATE TO STRATEGIC PLAN

Pg. 115

E. DISCUSS/APPROVE/DENY: CITY MANAGERS RECOMMENDATION FOR CHANGING FORM OF LOCAL GOVERNMENT.

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13. City Manager Comment

14. City Commission Comments

15. Adjournment

Calendar of Events

FEBRUARY
2020

CALENDAR MONTH FEBRUARY
CALENDAR YEAR 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	26	27	28	29	30	31
						1
2	3	4	5	6	7	8
		City Commission Meeting 5:30 p.m.				Commissioner Listening Session, Mustang 112 N. Main St. 9 a.m.
9	10	11	12	13	14	15
		Historic Preservation Committee mtg. 3:30 p.m.		City Conservation Board meeting 5:30-7:30 p.m.		
16	17	18	19	20	21	22
	Presidents Day City Offices/Facilities Closed	City Commission Meeting 5:30 p.m.	Library Board mtg. 4pm Planning Board mtg. 5:30pm Sister City Board mtg. 7pm			
23	24	25	26	27	28	29
			Parks and Trails Committee Meeting 6:00pm			
1	2	Notes				

Supplemental Material

MESSAGES RECEIVED FROM COMMUNITY MEMBERS.

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Notice

- Public Comment: The public can speak about an item on the agenda during discussion of that item by coming up to the table or podium, signing-in, and then waiting to be recognized by the Chairman. Individuals are reminded that public comments should be limited to items over which the City Commission has supervision, control, jurisdiction, or advisory power (MCA 2-3-202).
- Meeting Recording: An audio and/or video recording of the meeting, or any portion thereof, may be purchased by contacting the City Administration. The City does not warrant the audio and/or video recording as to content, quality, or clarity.
- Special Accommodation: If you need special accommodations to attend or participate in our meeting, please contact the Fire Department at least 24 hours in advance of the specific meeting you are planning on attending.

LIVINGSTON CITY COMMISSION MINUTES

Tuesday, January 7, 2020, 5:30 pm

City-County Complex, Community Room

1 Call to Order

2 Roll Call

* Hoglund, Schwarz, Friedman, Mabie and Nootz were present.

3 Moment of Silence

4 Pledge of Allegiance

5 Fire Chief Ken McInnes, publically recognized Torston Prael for heroic actions off duty, for saving a resident's life. (00:02:00)

6 Elect, Chair, Vice-Chair and determine Commissioner seating assignment. (00:04:14)

* Schwarz nominated Hoglund to Chair, Mabie seconded.

* Mabie nominated Schwarz for Vice Chair, Friedman seconded.

* All in favor, motion passed 5-0.

7 Public Comments (00:05:49)

* Jackie Fiegel made comments (00:06:24)

8 Consent Items (00:07:05)

* Schwarz motioned to approve consent items A through G, Mabie seconded

* All in favor, motion passed 5-0.

9 Proclamations (00:07:46)

* 2020 Arbor Day Proclamation- May 8, 2020

10 Scheduled Public Comment (00:11:30)

A. Andy Turner, of the Livingston Downtown Building Owners Association (LBODA) presents the Livingston Economic Enhance Project (LEEP) 2019-2020 Strategic Plan.

* Hoglund made comments (00:16:54)

* Nootz made comments (00:18:12)

B. Mike Gomez, Chair of the Livingston Tree Board, with 2019 Board Report. (00:19:46)

* Nootz made comments (00:22:24)

11 Public Hearings

12 Ordinances

13 Resolutions (00:26:43)

A. Resolution no 4888: A Resolution of the City Commission of the City of Livingston, Montana, of its intent to annex certain land which is contiguous to the City of Livingston and is described as the Green Acres Subdivision.

* Nootz made comments (00:35:15)

* Schwarz made comments (00:41:52)

* Mabie made comments (00:44:59)

* Friedman made comments (01:19:19)

* Shannon Holmes, Public Works Director made comments (01:32:15)

* Hoglund made comments (01:58:07)

- * Courtney Lawellin, City Attorney made comments (01:58:07)
- * Friedman motioned , Schwarz seconded
- All in favor, motion passed 5-0.

14 Action Items (02:18:28)

A. Discuss/Approve/Deny: Accepting City Manager's Recommendation for appointment to City Conservation Board.

- * Schwarz made comments (02:20:57)
- * Nootz made comments (02:21:39)
- * Mabie motioned, Friedman seconded
- All in favor, motioned passed 5-0.

B. Discuss/Approve/Deny: Accepting 2020 City Commission Meeting Schedule (02:23:23)

- * Motion made by Schwarz to approve meeting schedule with November's adjustment. Nootz seconded.
- All in favor, motioned passed 5-0.

C. Discuss City Commissioners assignment to City Boards and Committees (02:29:47)

- * Mel Friedman will remain on Tree Board
- * Nootz will remain on Planning Board
- * Schwarz will sit on City-County Health Board
- * Hogle will remain on Parks and Trails Committee
- * Schwarz will sit on the Library Board
- * Mabie will sit on the URA

D. Discuss possible new venues for Commissioners Listening Sessions, based on list of respondents (02:38:21)

15 City Manager Comments (02:42:13)

- * Updated commission on purchase of new TV for Community Room, and one for West Room, Door Lock Software update, Growth Policy updates, XL Country interview, and moving forward with Rail Road crossing.

16 City Commissioner Comments (02:45:48)

- * Nootz made comments (02:45:50)
- * Mabie made comments (02:48:38)
- * Friedman made comments (02:49:29)
- * Schwarz yield
- * Hogle yield (02:50:23)

17 Adjournment (02:51:27) 8:23 p.m.

LIVINGSTON CITY COMMISSION

Public Comment Sign-in

DATE: 01/07/2020

If you would like to speak to the Commission, please print your name and address before speaking. This document is an official public record. Your name and address should be printed legibly. Thank you!

PRINTED NAME/ADDRESS

AGENDA SECTION

- | <u>PRINTED NAME/ADDRESS</u> | <u>AGENDA SECTION</u> |
|-----------------------------|-----------------------|
| 1. DENNIS SPRINGER | INTENT TO ANNEX |
| 2. VIRGINIA AGUILAR | " " |
| 3. MICHAEL KOKOT | " " |
| 4. COLLEN REHMER | " " |
| 5. GORDON EULEY | " " |
| 6. TIM STEPHENS | " " |
| 7. MIKE BENZEL | " " |
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Green Acres Subdivision

Livingston, Montana



This map is for informational purposes only and not for legal, engineering or surveying purposes. The City of Livingston assumes no legal responsibility for this information and shall not be liable for any claims or damages arising out of the use of this information.

Item Attachment Documents:

B. RATIFY CLAIMS PAID JANUARY 1, 2020 THROUGH JANUARY 15, 2020.

Report Criteria:
 Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
2	A-1 MUFFLER, INC.	67423	headlamp pigtail	1	01/02/2020	115.00	.00	115.00	90512	01/03/2020
Total 2:						115.00	.00	115.00		
10	MOBILE REPAIR & WELDI	30735	Repaired cross arm	1	12/31/2019	80.00	.00	80.00	90537	01/03/2020
Total 10:						80.00	.00	80.00		
22	ALL SERVICE TIRE & ALI	58321	Flat repair	1	12/03/2019	15.00	.00	15.00	90363	12/10/2019
		58349	Flat repair	1	12/05/2019	40.00	.00	40.00	90363	12/10/2019
		58409	Mount and Balance	1	12/13/2019	300.00	.00	300.00	90514	01/03/2020
Total 22:						355.00	.00	355.00		
23	CARQUEST AUTO PARTS	1912-461652	CAR WASH	1	12/16/2019	12.86	.00	12.86	90521	01/03/2020
		1912-462092	headlight	1	12/23/2019	48.28	.00	48.28	90521	01/03/2020
Total 23:						61.14	.00	61.14		
54	GATEWAY OFFICE SUPP	47011	Office Supplies	1	12/30/2019	23.56	.00	23.56	90528	01/03/2020
		47035	Supplies	1	01/02/2019	23.50	.00	23.50	90528	01/03/2020
Total 54:						47.06	.00	47.06		
55	LIVINGSTON HEALTH CA	4134604	Patient Supplies	1	12/16/2019	20.10	.00	20.10	90534	01/03/2020
		4141751	Patient Supplies	1	12/30/2019	26.46	.00	26.46	90534	01/03/2020
Total 55:						46.56	.00	46.56		
98	GRAYBEAL'S ALL SERVIC	93580	Civic Cneter: Center Furna	1	12/06/2019	80.00	.00	80.00	90431	12/17/2019
		93581	Civic Center: East Unit	1	12/06/2019	80.00	.00	80.00	90431	12/17/2019
		93582	Civic Center: Left Furnace	1	12/06/2019	80.00	.00	80.00	90431	12/17/2019
		93583	Civic Center: Office Furnac	1	12/06/2019	135.25	.00	135.25	90431	12/17/2019
		93584	Civic Center: Right Furnac	1	12/06/2019	80.00	.00	80.00	90431	12/17/2019
		93585	Civic Center: West Unit	1	12/06/2019	80.00	.00	80.00	90431	12/17/2019
Total 98:						535.25	.00	535.25		
102	INDUSTRIAL TOWEL	13618	NYLON	1	12/27/2019	44.39	.00	44.39	90529	01/03/2020
		14102	Towel Service	1	01/02/2020	36.00	.00	36.00	90529	01/03/2020
Total 102:						80.39	.00	80.39		
146	LIVINGSTON ENTERPRIS	11/29/2019	Notice of Public Listening	1	11/29/2019	253.75	.00	253.75	90533	01/03/2020
		11/29/2019-1	Notice of Public Listening	1	11/29/2019	262.50	.00	262.50	90533	01/03/2020
		11/29/2019-2	Notice of Public Listening	1	11/29/2019	201.25	.00	201.25	90533	01/03/2020
		11/29/2019-3	Notice of Public Listening	1	11/29/2019	201.25	.00	201.25	90533	01/03/2020
		11/29/2019-4	Notice of Public Listening	1	11/29/2019	218.75	.00	218.75	90533	01/03/2020
		12/6/2019	Notice of Public Listening	1	12/06/2019	66.00	.00	66.00	90533	01/03/2020
Total 146:						1,203.50	.00	1,203.50		
162	CENTURYLINK	406-222-013	PHONE	1	12/16/2019	150.92	.00	150.92	90522	01/03/2020
		406-222-035	PHONE	1	12/16/2019	116.04	.00	116.04	90522	01/03/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 162:						266.96	.00	266.96		
294	CHAPPELL'S BODY SHOP	17088-A	Door Hinges	1	12/04/2019	340.71	.00	340.71	90422	12/17/2019
		17088-A	Door Hinges	2	12/04/2019	340.72	.00	340.72	90422	12/17/2019
		436	Prepaid car wash	1	12/06/2019	50.00	.00	50.00	90422	12/17/2019
Total 294:						731.43	.00	731.43		
424	ENERGY LABORATORIES	281457	Effluent	1	12/02/2019	155.00	.00	155.00	90372	12/10/2019
		282733	Eff Comp	1	12/06/2019	110.00	.00	110.00	90428	12/17/2019
		287635	Effluent	1	12/30/2019	110.00	.00	110.00	90526	01/03/2020
Total 424:						375.00	.00	375.00		
728	BRIDGER COMMUNICATI	45719	Radio repairs	1	12/11/2019	99.63	.00	99.63	90519	01/03/2020
		45719	Radio repairs	2	12/11/2019	700.00	.00	700.00	90519	01/03/2020
Total 728:						799.63	.00	799.63		
845	US BANK St. Paul	1509305	DT Urban Renewal 2019	1	11/21/2019	34,287.50	.00	34,287.50	90411	12/10/2019
		99CTM87 - 1	WWTP ARRA-B	1	10/28/2019	9,000.00	.00	9,000.00	90411	12/10/2019
		99CTM87 - 1	WWTP ARRA-B	2	10/28/2019	1,767.50	.00	1,767.50	90411	12/10/2019
		99JS9E4 - 1/	WRF DNRC-C	1	11/12/2019	76,000.00	.00	76,000.00	90411	12/10/2019
		99JS9E4 - 1/	WRF DNRC-C	2	11/12/2019	78,475.00	.00	78,475.00	90411	12/10/2019
		9CTLTY5 - 1/	SID 179 - Sewer	1	10/28/2019	4,000.00	.00	4,000.00	90411	12/10/2019
		9CTLTY5 - 1/	SID 179 - Sewer	2	10/28/2019	1,125.00	.00	1,125.00	90411	12/10/2019
		9CTLTZ2 - 1/	SID 19 - Water	1	10/28/2019	9,000.00	.00	9,000.00	90411	12/10/2019
		9CTLTZ2 - 1/	SID 179 - Water	2	10/28/2019	2,175.00	.00	2,175.00	90411	12/10/2019
		9CTLU15 - 1/	WTIF - Water	1	10/28/2019	20,000.00	.00	20,000.00	90412	12/10/2019
		9CTLU15 - 1/	WTIF - Water	2	10/28/2019	4,987.50	.00	4,987.50	90412	12/10/2019
		9CTLU23 - 1/	WTIF - Sewer	1	10/28/2019	10,000.00	.00	10,000.00	90411	12/10/2019
		9CTLU23 - 1/	WTIF - Sewer	2	10/28/2019	2,512.50	.00	2,512.50	90411	12/10/2019
		SRF-19445 1	SRF - 19445 Wastewater	1	01/01/2020	85,000.00	.00	85,000.00	90459	12/17/2019
		SRF-19445 1	SRF - 19445 Wastewater	2	01/01/2020	49,541.50	.00	49,541.50	90459	12/17/2019
Total 845:						387,871.50	.00	387,871.50		
1553	PARK COUNTY CLERK &	2019 NWE B	NWE Building Acquisition F	1	12/20/2019	130.00	.00	130.00	90557	01/08/2020
Total 1553:						130.00	.00	130.00		
1747	CANON FINANCIAL SERV	20893436	Canon lease	1	12/13/2019	29.31	.00	29.31	90520	01/03/2020
Total 1747:						29.31	.00	29.31		
1783	J & H OFFICE EQUIPMEN	26181876	Canon Copier	1	12/27/2019	270.73	.00	270.73	90530	01/03/2020
Total 1783:						270.73	.00	270.73		
1868	POWERPLAN	P4448916	TOOTH/PINS	1	01/02/2020	96.25	.00	96.25	90571	01/08/2020
Total 1868:						96.25	.00	96.25		
1933	ANDERSON SERVICE, IN	17309	Parts	1	12/04/2019	203.86	.00	203.86	90419	12/17/2019

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1933:						203.86	.00	203.86		
2426	GRANITE TECHNOLOGY	3113	ESET Renewal	1	12/03/2019	857.50	.00	857.50	90430	12/17/2019
		3190	ESET Renewal	1	12/15/2019	31.25	.00	31.25	90430	12/17/2019
Total 2426:						888.75	.00	888.75		
2470	STRYKER SALES CORPO	2862688	Base Storage Net	1	12/04/2019	193.77	.00	193.77	90453	12/17/2019
Total 2470:						193.77	.00	193.77		
2631	MONTANA STATE - FIRE	34-145	Firefighter 1 cert	1	12/09/2019	95.00	.00	95.00	90538	01/03/2020
Total 2631:						95.00	.00	95.00		
2662	BOUND TREE MEDICAL,	83437428	Patient Supplies	1	12/06/2019	144.87	.00	144.87	90421	12/17/2019
		83437429	Patient Supplies	1	12/06/2019	10.29	.00	10.29	90421	12/17/2019
		83440494	MEDICAL SUPPLIES	1	12/10/2019	162.11	.00	162.11	90518	01/03/2020
		83446046	MEDICAL SUPPLIES	1	12/16/2019	191.76	.00	191.76	90518	01/03/2020
		83451604	MEDICAL SUPPLIES	1	12/20/2019	213.50	.00	213.50	90518	01/03/2020
		83458053	MEDICAL SUPPLIES	1	12/30/2019	256.12	.00	256.12	90518	01/03/2020
Total 2662:						978.65	.00	978.65		
2830	LEHRKIND'S COCA-COLA	1710313	Water	1	01/02/2020	33.00	.00	33.00	90531	01/03/2020
		195881	Water	1	12/04/2019	17.30	.00	17.30	90383	12/10/2019
		195882	Water	1	12/04/2019	24.75	.00	24.75	90383	12/10/2019
Total 2830:						75.05	.00	75.05		
2894	REVIZE LLC	9261	SERVICES	1	01/06/2020	4,080.00	.00	4,080.00	90573	01/08/2020
Total 2894:						4,080.00	.00	4,080.00		
2907	SHI INTERNATIONAL CO	B10997146	Whitman - Windows 10	1	12/09/2019	42.59	.00	42.59	90448	12/17/2019
		B10997146	Whitman - Windows 10	2	12/09/2019	42.58	.00	42.58	90448	12/17/2019
		B10997146	Whitman - Windows 10	3	12/09/2019	42.58	.00	42.58	90448	12/17/2019
		B10997790	PW - Windows 10	1	12/09/2019	229.95	.00	229.95	90448	12/17/2019
		B10997790	PW- Windows 10	2	12/09/2019	229.95	.00	229.95	90448	12/17/2019
		B10997790	PW- Windows 10	3	12/09/2019	229.95	.00	229.95	90448	12/17/2019
		B10997790	PW- Windows	4	12/09/2019	229.95	.00	229.95	90448	12/17/2019
		B10997790	PW- Windows 10	5	12/09/2019	229.95	.00	229.95	90448	12/17/2019
		B11094616	office pro plus	1	12/30/2019	378.09	.00	378.09	90550	01/03/2020
		S50998138	WINDOW PLATFORM	1	01/06/2020	7,146.79	.00	7,146.79	90576	01/08/2020
Total 2907:						8,802.38	.00	8,802.38		
3016	MT WATERWORKS	30860	Brass - Sales Order 25705	1	12/05/2019	656.14	.00	656.14	90391	12/10/2019
Total 3016:						656.14	.00	656.14		
3023	RICK'S REFRIGERATION,	16304	OVERHEAD HEATER	1	10/02/2019	22.50	.00	22.50	90546	01/03/2020
		16417	OVERHEAD HEATER	1	10/23/2019	90.00	.00	90.00	90546	01/03/2020
Total 3023:						112.50	.00	112.50		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
3040	MIDWAY RENTAL, INC.	5-1143172	Kit Counterweight	1	12/13/2019	2,044.23	.00	2,044.23	90437	12/17/2019
Total 3040:						2,044.23	.00	2,044.23		
3058	MUNICIPAL CODE CORP	337569	Subscription	1	01/21/2019	150.00	.00	150.00	90439	12/17/2019
Total 3058:						150.00	.00	150.00		
3223	BERG'S OVERHEAD DOO	3424	COMMERCIAL DOOR	1	12/31/2019	10,000.00	.00	10,000.00	90517	01/03/2020
Total 3223:						10,000.00	.00	10,000.00		
3234	DANA SAFETY SUPPLY, I	2056	DUST CONTROL	1	07/31/2019	400.00	.00	.00	90524	01/03/2020
		2056	DUST CONTROL	2	07/31/2019	400.00-				
		609179	DIAGNOSE DVR AND RE	1	12/08/2019	285.00	.00	.00	90524	01/03/2020
		609179	DIAGNOSE DVR AND RE	2	12/08/2019	285.00-				
Total 3234:						.00	.00	.00		
3371	BALCO UNIFORM COMPA	55922	Engle Vest	1	12/10/2019	945.00	.00	945.00	90420	12/17/2019
		56012-1	Walker Uniform	1	12/02/2019	229.00	.00	229.00	90420	12/17/2019
		560122	Uniform	1	12/23/2019	243.00	.00	243.00	90516	01/03/2020
		56444	Walker Uniform	1	12/06/2019	20.99	.00	20.99	90420	12/17/2019
Total 3371:						1,437.99	.00	1,437.99		
3376	TRANSUNION RISK & ALT	380349-2019	investigative research	1	12/01/2019	64.00	.00	64.00	90458	12/17/2019
Total 3376:						64.00	.00	64.00		
3378	AMERICAN AUTOMOTIVE	5859	Brake PADS AND ROTOR	1	12/26/2019	275.29	.00	275.29	90515	01/03/2020
		5859	SERPENTINE BELT	2	12/26/2019	171.00	.00	171.00	90515	01/03/2020
Total 3378:						446.29	.00	446.29		
3390	TD&H ENGINEERING, IN	18917	Northtown	1	12/17/2019	455.13	.00	455.13	90551	01/03/2020
		18917	Northtown	2	12/17/2019	455.13	.00	455.13	90551	01/03/2020
		18917	Northtown	3	12/17/2019	455.14	.00	455.14	90551	01/03/2020
		19330	impact fees	1	12/17/2019	2,450.00	.00	2,450.00	90551	01/03/2020
		19332	Northtown	1	12/17/2019	867.88	.00	867.88	90551	01/03/2020
		19332	Northtown	2	12/17/2019	867.88	.00	867.88	90551	01/03/2020
		19332	Northtown	3	12/17/2019	867.89	.00	867.89	90551	01/03/2020
		19332	Civil	4	12/17/2019	144.25	.00	144.25	90551	01/03/2020
		19332	Civil	5	12/17/2019	144.25	.00	144.25	90551	01/03/2020
		19332	Civil	6	12/17/2019	144.25	.00	144.25	90551	01/03/2020
		19647	Professional fees	1	12/16/2019	1,087.79	.00	1,087.79	90551	01/03/2020
Total 3390:						7,939.59	.00	7,939.59		
3407	LIVINGSTON DAYCARE, L	2020_01	Parking Lease 1/20-3/20	1	01/01/2020	2,700.00	.00	2,700.00	90436	12/17/2019
Total 3407:						2,700.00	.00	2,700.00		
3472	UTILITIES UNDERGROU	9125088	Excavation Notifications	1	12/31/2019	21.98	.00	21.98	90579	01/08/2020
		9125088	Excavation Notifications	2	12/31/2019	21.98	.00	21.98	90579	01/08/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 3472:						43.96	.00	43.96		
3519	OPPORTUNITY BANK OF	2020_01	Office Rent	1	01/01/2020	1,775.00	.00	1,775.00	90441	12/17/2019
Total 3519:						1,775.00	.00	1,775.00		
3592	RDO Equipment Co.	P4448916	TOOTH	1	01/02/2019	96.25	.00	96.25	90545	01/03/2020
Total 3592:						96.25	.00	96.25		
3645	SLEEPING GIANT ANIMA	22463	FELINE SPAY	1	12/12/2019	1,014.40	.00	1,014.40	90577	01/08/2020
Total 3645:						1,014.40	.00	1,014.40		
3651	MARLIN BUSINESS BANK	17641180	10 Getac tablets	1	12/24/2019	3,167.31	.00	3,167.31	90535	01/03/2020
Total 3651:						3,167.31	.00	3,167.31		
3659	RIVERSIDE HARDWARE	88921	SEALANT	1	12/10/2019	6.69	.00	6.69	90575	01/08/2020
		89030	Remover adhesive	1	12/11/2019	3.99	.00	3.99	90547	01/03/2020
		89347	BuLB	1	12/16/2019	7.98	.00	7.98	90575	01/08/2020
Total 3659:						18.66	.00	18.66		
3667	PCS MOBILE	60594	Office Dock with US AC Ad	1	12/29/2019	417.42	.00	417.42	90543	01/03/2020
Total 3667:						417.42	.00	417.42		
3688	MURDOCH'S RANCH & H	K00218/37	Adj headgear	1	12/27/2019	31.98	.00	31.98	90539	01/03/2020
Total 3688:						31.98	.00	31.98		
3727	AAA CLEANING, LLC	12/31/2019	cleaning December	1	12/31/2019	240.00	.00	240.00	90513	01/03/2020
		12/31/2019-1	cleaning December	1	12/31/2019	83.33	.00	83.33	90513	01/03/2020
		12/31/2019-1	cleaning December	2	12/31/2019	83.33	.00	83.33	90513	01/03/2020
		12/31/2019-1	cleaning December	3	12/31/2019	83.33	.00	83.33	90513	01/03/2020
		12/31/2019-1	cleaning December	4	12/31/2019	83.34	.00	83.34	90513	01/03/2020
		12/31/2019-1	cleaning December	5	12/31/2019	83.33	.00	83.33	90513	01/03/2020
		12/31/2019-1	cleaning December	6	12/31/2019	83.34	.00	83.34	90513	01/03/2020
Total 3727:						740.00	.00	740.00		
3807	PRESTIGE WORLDWIDE	1378942	BILLMAN WELL	1	12/09/2019	3,819.87	.00	3,819.87	90544	01/03/2020
Total 3807:						3,819.87	.00	3,819.87		
3812	MEYER ELECTRIC AND G	317	Solenoid	1	12/15/2019	375.86	.00	375.86	90536	01/03/2020
		322	mixer motor	1	12/17/2019	75.00	.00	75.00	90536	01/03/2020
Total 3812:						450.86	.00	450.86		
3842	REDSTONE LEASING	2020_01	Lease	1	01/01/2020	203.07	.00	203.07	90400	12/10/2019
		2020-20	CANON COPIER 16-60	1	01/01/2020	203.07	.00	203.07	90572	01/08/2020
Total 3842:						406.14	.00	406.14		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
999999	Misc.	TK2019-0478	Bond Release - T. Reidel	1	01/07/2020	285.00	.00	285.00	4490	01/13/2020
Total 999999:						285.00	.00	285.00		
1000112	COURTNEY LAWELLIN, P	5354	LEGAL	1	01/02/2020	4,502.60	.00	4,502.60	90523	01/03/2020
Total 1000112:						4,502.60	.00	4,502.60		
1000123	PITNEY BOWES	30519864	Postage	1	12/05/2019	336.67	.00	336.67	20191231	12/31/2019
		30519864	Postage	2	12/05/2019	336.67	.00	336.67	20191231	12/31/2019
		30519864	Postage	3	12/05/2019	336.66	.00	336.66	20191231	12/31/2019
Total 1000123:						1,010.00	.00	1,010.00		
Grand Totals:						451,742.36	.00	451,742.36		

Report Criteria:
 Detail report type printed

Item Attachment Documents:

- A. ORDINANCE NO. 2084: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 23 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED " TREES" BY CLARIFYING THAT ALL BOULEVARD TREES ARE TO BE PROPERLY MAINTAINED, INCLUDING PRUNING, WATERING, AND REMOVAL WHEN NECESSARY, BY THE HOMEOWNER ADJACENT TO THE BOULEVARD.**

ORDINANCE NO. 2084

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 23 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED “TREES” BY CLARIFYING THAT ALL BOULEVARD TREES ARE TO BE PROPERLY MAINTAINED, INCLUDING PRUNING, WATERING AND REMOVAL WHEN NECESSARY, BY THE HOMEOWNER ADJACENT TO THE BOULEVARD.

Purpose

The purpose of this Ordinance is to clarify responsibility for care and removal of boulevard trees. By adoption of this Ordinance the homeowner adjacent to each boulevard will be responsible for proper planting, maintenance and removal of boulevard trees in accordance with ANSI A300 Standards – American National Standard.

WHEREAS, in December, 2002, the City adopted Ordinance No. 1919 which established a City Tree Board to oversee its Tree City USA forestry program; and

WHEREAS, in December 2008, the City adopted Ordinance No. 2010 which adopted compliance with ANSI A300 standards for tree care operations including proper trimming and pruning of trees; and

NOW, THEREFORE, BE IT ORDAINED by the Livingston City Commission that Chapter 23 of the Livingston Municipal Code be hereby amended with additions and changes shown in red and deletions struck through as follows:

Ordinance No. 2084
Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

SECTION 1
Chapter 23 – Trees

Sec. 23-1. - Definitions.

A.

ANSI A300 Standards-American National Standard for Tree Care Operations as used herein shall mean the most current edition thereof.

1. Scope of Standards. The ANSI A300 standards present performance standards for the care and maintenance of trees, shrubs, and other woody plants.

2. ANSI A300 Standards shall apply to any person or entity engaged in the business, trade, or performance of repairing, maintaining or preserving trees, shrubs or other woody plants on city property. ~~(Copies are available for review at the public library, from the City Forester or the City Utility Office.)~~

B.

Park Trees. Park trees are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the City, or to which the public has free access as a park.

~~C.~~

~~Pruning. Pruning as it pertains to this Chapter shall refer to the removal of limbs less than three (3) inches in diameter on any public tree. The diameter measurement shall be taken where the cut will occur, not from the tip or middle of the limb.~~

Ordinance No. 2084
Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

D.

Qualified Arborist. An individual who ~~is capable of adhering to ANSI standards, and~~ by possession of a recognized degree, certification or professional standing, or through related training and on-the-job experience, in the science, technology and business of tree care and who is familiar with the equipment and hazards involved therein and who has demonstrated ability in the performance of the special techniques involved.

E.

Street Trees. Street trees are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ~~alley~~ ways within the City.

~~F.~~

~~Trimming. Trimming as it pertain to this Chapter shall refer to the removal of limbs three (3) inches in diameter or larger on any public tree. The diameter measurement shall be taken where the cut will occur, not from the tip or middle of the limb.~~

G.

Tree Maintenance. Tree maintenance as it pertains to this Chapter shall refer to the removal of hazardous, broken or otherwise nuisance limbs ~~less than three (3) inches in diameter on any public tree.~~

Sec. 23-2. - Creation and establishment of a City Tree Board.

There is hereby created and established an advisory board to the City Commission which will be known as the City Tree Board for the City of Livingston (Tree Board) which shall consist of seven (7)

to nine (9) members who are residents of this City or who live within two (2) miles thereof, who shall Ordinance No. 2084

Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

be ~~appointed~~ recommended by the ~~Chairman~~ Tree Board with the approval of the ~~and~~ and appointed by the City Commission. The members shall come from different interest groups including homeowners, tree professionals, street department, parks and recreation department, and City government.

Sec. 23-3. - Terms of office.

The term of the persons recommended by the Tree Board and appointed by the City Commission ~~appointed by the Chairman to the Tree Board shall be three (3)-four (4) years. In the event that a vacancy shall occur during the term of any member, his successor shall be appointed for the unexpired portion of the term.~~

Sec. 23-4. - Compensation.

Members of the Board shall serve without compensation.

Sec. 23-5. - Duties and responsibilities.

It shall be the responsibility of the City Tree Board to study, investigate, counsel, develop and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas. Such plan will be presented annually to the City Commission and upon their acceptance and approval shall constitute the official comprehensive City tree plan.

The Board shall promote and supervise the establishment of a tree inventory for street and park trees.

The inventory shall be updated with the results of ground inspections every three (3) years.

The Board, when requested by the City Commission, shall consider, investigate, make finding, report and recommend upon any special matter or question coming within the scope of its work.

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Sec. 23-6. - Operation.

The Board shall choose its own officers, make its own rules and regulations ~~and bi-laws~~ which shall be approved by the City Commission. ~~The Board shall and keep a journal~~ minutes of its proceedings. A majority of the members shall be a quorum for the transaction of business.

Sec. 23-7. - Tree species to be planted.

The ~~City~~ Tree Board ~~and City Arborist~~ develops and maintains a list of desirable trees for planting along streets in three (3) size classes based on mature height: small (under twenty (20) feet), medium (twenty (20) to forty (40) feet) and large (over forty (40) feet). Efforts shall be made to ensure a sufficient diversity of tree species. Lists of trees not suitable for planting will also be created by the Tree Board.

Sec. 23-8. - Spacing.

The spacing of street trees will be in accordance with the three (3) species size classes listed in [Section 23-7](#) of this Chapter, and no trees may be planted closer together than the following: small trees, fifteen (15) feet; medium trees, twenty-five (25) feet; and large trees, thirty-five (35) feet; except in special plantings designed or approved by a landscape architect ~~or City Arborist~~.

Sec. 23-9. - Distance from curb and sidewalk.

The distance trees may be planted from curbs or curblines and sidewalks will be in accordance with the three (3) species size classes listed in [Section 23-7](#) of this Chapter, and no trees may be planted closer to any curb or sidewalk than two (2) feet for small trees, three (3) feet for medium or large trees.

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Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

Sec. 23-10. - Distance from street corners and fireplugs.

No street tree shall be planted within thirty-five (35) feet of any street corner, measured from the point of nearest intersecting curbs or curblines. No street tree shall be planted within than ten (10) feet of any fireplug.

Sec. 23-11. - Utilities.

No street trees other than those species accepted as small trees by the Tree Board may be planted under, or within ten (10) feet of, any overhead utility wire.

Sec. 23-12. - Public tree care.

In addition to caring for trees and vegetative growth on privately owned property, the person in control of a property is charged with care, maintenance and full responsibility for trees and all vegetative growth on adjacent streets, alleys, boulevards and public ways. The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The City will also be responsible for maintaining all trees within city owned parks and on any boulevards or other public ways that do not abut private property.

The City ~~Tree Board~~ Arborist may instruct the City Code Enforcement Officer ~~or City Forester~~ to send written notice to remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect, or other pest. This Section does not prohibit the planting of street trees by adjacent property owners providing that the selection and location of said trees is in accordance with Sections [23-7](#) through [23-12](#).

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Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

Sec. 23-13. - Pruning and trimming standards.

All tree pruning and trimming on public property shall conform to the ANSI A300 standards and the International Society of Arboriculture Best Management Practices for tree care operations. All commercial tree service companies and property owners shall make application for and obtain a permit from the City ~~Forester~~ Arborist before ~~undertaking the trimming of limbs three (3) inches or larger at the cut point on any public tree.~~ working on any city owned tree. The permit shall be issued without any fee. ~~No permit is required when pruning is done to maintain the required eight-foot clearance over sidewalks or the required thirteen – foot clearance over streets.~~ All commercial tree companies shall have a Qualified Arborist conducting the trimming or shall be on site during the trimming of all street and park trees following the aforementioned ANSI A300 standards.

Sec. 23-14. - Tree topping.

It shall be unlawful as a normal practice for any person, firm, or City department to top any street tree, park tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs ~~larger than three (3) inches in diameter~~ within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Crown reduction by a qualified arborist may be substituted, when approved in advance by the City ~~Forester~~ Arborist. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this Chapter at the determination of the Tree Board or City ~~Forester~~ Arborist.

Sec. 23-15. - Pruning and corner clearance.

Every owner of any tree overhanging any street or right-of-way within the City shall prune the
Ordinance No. 2084
Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

branches so that such branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of thirteen (13) feet above street surface or eight (8) feet above the sidewalk surface. Owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public.

The City shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic control device or sign or sight triangle at intersections. Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements. A utility tree trimming policy must be reviewed by the utility company and City Tree Board prior to any trimming by the utility company.

Sec. 23-16. - Dead or diseased tree removal on private property.

The City shall have the right to cause the removal of any dead or diseased trees on private property within the City, when such trees constitute a hazard to life and property, or harbor insects or disease which constitutes a potential threat to other trees within the City. The City Tree Board will instruct the City Code Enforcement Officer or City ~~Forester~~ **Arborist** to notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within sixty (60) days after the date of service of notice. In the event of failure of owners to comply with such provisions, the City shall have the authority to remove such trees and charge the cost of removal **plus an additional administrative cost equal to twenty-five percent of the actual costs and expenses of removing the tree** on the owner's property tax notice.

Sec. 23-17. - Reserved.

Sec. 23-18. - Protection of trees.

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Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

In order to maintain the overall forest, reasonable efforts shall be made to replace trees that are removed and to protect quality trees that are endangered.

Trees removed by decision of the City Arborist or City Tree Board or removed due to natural causes shall be replaced somewhere in the ~~forest city~~ on a one-for-one basis within one (1) year. The location and species of any replacement tree shall be determined by the Tree Board.

Trees of desirable species and good health shall be protected as much as possible from damage during construction, sidewalk repair, utilities work above and below ground, and other similar activities. The zone of protection shall include the ground beneath the canopy of the tree.

Sec. 23-19. - Interference with City Tree Board.

It is unlawful for any person to prevent, delay or interfere with the City of Livingston, its City Tree Board, or any of its agents, while engaging in and about the planting, cultivating, mulching, pruning, spraying, or removing of any street trees, park trees, or trees on private grounds, as authorized in this Chapter.

Sec. 23-20. - Arborists license and bond.

It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating, or removing street or park trees within the City without first applying for and procuring a license. The license fee shall be set by resolution annually in advance; provided, however, that no license shall be required of any City employee doing such work in the pursuit of their public service endeavors. Before any license shall be issued, each applicant shall first file evidence of possession of liability insurance in the minimum amounts of seven hundred fifty thousand dollars (\$750,000.00) per claim and one million five hundred thousand dollars (\$1,500,000.00) per occurrence indemnifying the City or any person injured or damaged resulting from the pursuit.

Ordinance No. 2084

Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

Sec. 23-21. - Authority of adjoining property owner to plant or care for trees on boulevard or parkways.

Permission is given to the owners of real estate to improve their premises by planting trees and properly caring for trees in the boulevards adjoining their property after permit is obtained from the City. Such trees shall in no case interfere with the full use of the streets for public purposes, and no person shall plant any tree within the limits of any parkway, street or alley in the City without having first obtained a written permit from the City.

It shall be the duty of any property owner to make request in writing to the City, stating the variety and precise location of each tree proposed to be planted. The permit shall specify the location and variety of each tree.

Sec. 23-22. - Removal, destruction, cutting and injury.

No person shall remove, destroy, cut, deface, or in any way injure or interfere with any street tree or park tree, without a permit from the City Tree Board. The City ~~Forester~~ **Arborist** may authorize the removal of trees that constitute an immediate hazard or threat to life or property.

Sec. 23-23. - Interference with trees by house mover, permit required.

It shall be unlawful for any person to move any building along any street, avenue or alley in the City, in such a way as to interfere with or injure any tree or shrub in any street, avenue, alley or public place, including parks and parkways, without a written permit obtained from the City ~~Forester~~ **Arborist**. The application for such permit, and the permit issued, shall specify the particular building and the particular route to be followed.

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Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

Sec. 23-24. - Procedure for temporary removal.

All moving of trees and shrubs made necessary by moving of buildings or any other purpose shall be done under the supervision of the City ~~Forester~~ **Arborist**, at the expense of the owners of the buildings, or the party requesting the same. Should such moving cause the death of the tree, the owner of the buildings or the party requesting the temporary removal, at his own expense, shall replace the same under the supervision of the City **Arborist**.

Sec. 23-25. - Insects and diseases-declared nuisance.

All insect pests and diseases known to be injurious to fruit, shade and ornamental trees and shrubs, and all trees, shrubs and vegetable growth infested or infected therewith constitute a menace, and are hereby declared to be a common nuisance.

Sec. 23-26. - Spraying.

Every person who is owner or in possession or control or management of any lot, block or parcel of land upon which there are any fruit, shade or ornamental trees or shrubs which are infested or infected with any insect pests or diseases known to be injurious to such fruit, shade or ornamental trees or shrubs, shall, within three (3) days, upon written order of the City Code Enforcement Officer or the City ~~Forester~~ **Arborist** at the instruction of the City Tree Board, spray or cause the same to be sprayed in such manner and with some insecticide designated by the City **or by a licensed pesticide applicator**. Any person failing to comply with any such order shall be deemed guilty of maintaining a nuisance.

Sec. 23-27. - Review by city commission.

The City Commission shall have the right to review the conduct, acts, and decisions of the City Tree Ordinance No. 2084
Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

Board. Any person may appeal from any ruling or order of the City Tree Board to the City Commission who may hear the matter and make final decisions.

Sec. 23-28. - Penalty.

Any person violating any provision of this Chapter shall be, upon conviction or a plea of guilty, subject to a civil fine not to exceed three hundred dollars (\$300.00) for each violation or if the infraction is a repeat offense, a civil penalty not to exceed fifty dollars (\$50.00) for each repeat violation. In addition commercial tree service companies which violate the terms of this Chapter shall after a second conviction be denied the ability to obtain a permit to work on public trees.

SECTION 2

Statutory Interpretation and Repealer:

Any and all resolutions, ordinances and sections of the Livingston Municipal Code and parts thereof in conflict herewith are hereby repealed.

SECTION 3

Severability:

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid by a court having competent jurisdiction, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and to this end, the provisions of this ordinance are declared to be severable.

SECTION 4

Ordinance No. 2084
Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

Savings provision:

This ordinance does not affect the rights or duties that mature, penalties and assessments that were incurred or proceedings that begun before the effective date of this ordinance.

SECTION 5**Effective date:**

This ordinance will become effective 30 days after the second and final adoption.

PASSED by the City Commission of the City of Livingston, Montana, on first reading at a regular session thereof held on the _____ day of January, 2020.

DOREL HOGLUND – Chairperson

ATTEST:

FAITH KINNICK,
Recording Secretary

PASSED, ADOPTED AND APPROVED by the City Commission of the City of Livingston, Montana, on second reading at a regular session thereof held on the _____ day of February, 2020.

DOREL HOGLUND – Chairperson

ATTEST:

APPROVED AS TO FORM:

FAITH KINNICK
Recording Secretary

COURTNEY LAWELLIN
Interim City Attorney

Ordinance No. 2084
Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.
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NOTICE

The public is invited to attend and comment at a public hearing to be held on February 4, 2020 at 5:30 p.m. in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on the second reading of **ORDINANCE NO. 2084** entitled **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AMENDING CHAPTER 23 OF THE LIVINGSTON MUNICIPAL CODE ENTITLED TREES BY CLARIFYING THAT ALL BOULEVARD TREES ARE TO BE PROPERLY MAINTAINED, INCLUDING PRUNING, WATERING AND REMOVAL WHEN NECESSARY, BY THE HOMEOWNER ADJACENT TO THE BOULEVARD.** A copy of the ordinance is available for inspection at the City Office, 414 East Callender Street, Livingston, MT 59047. For further information call the City Attorney at (406) 823-6007.

(Notice must be published twice at least 6 days apart. (7-1-4127(6) and posted on the City Bulletin Board, and copies available for the public (7-5-103 MCA).

Ordinance No. 2084

Clarifying responsibility for care and maintenance of boulevard trees to be the responsibility of the homeowner adjacent to the boulevard.

Item Attachment Documents:

- A. RESOLUTION NO. 4889: A RESOLUTION OF THE CITY OF LIVINGSTON, MONTANA AUTHORIZING THE CITY MANAGER TO SIGN A COLLECTIVE BARGAINING AGREEMENT WITH INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 630 FOR THE PERIOD OF JULY 1, 2020 THROUGH JUNE 30, 2025.**

RESOLUTION NO. 4889

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LIVINGSTON, MONTANA, AUTHORIZING THE CITY MANAGER TO SIGN A COLLECTIVE BARGAINING AGREEMENT WITH INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) LOCAL 630 FOR THE PERIOD OF JULY 1, 2020 THROUGH JUNE 30, 2025.

WHEREAS, following a collective bargaining process, and via Resolution No. 4826, the City of Livingston and IAFF Local 630 entered into a mutually agreeable collective bargaining agreement for the period of July 1, 2018 through June 30, 2020; and

WHEREAS, the Collective Bargaining Agreement between the City and IAFF Local 630 expires June 30, 2020, and the parties mutually negotiated a new Collective Bargaining Agreement for the period of July 1, 2020 through June 30, 2025, which is attached hereto and incorporated herein as Exhibit A, and;

WHEREAS, the City Manager is ready and willing to sign the Collective Bargaining Agreement attached hereto as Exhibit A upon the City Commissions approval.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Livingston, Montana, as follows:

The Collective Bargaining Agreement between the City and IAFF Local 630 is hereby approved and the City Manager is hereby authorized to sign said agreement on behalf of the City of Livingston, Montana, which agreement is attached hereto as Exhibit A.

PASSED AND ADOPTED by the City Commission of the City of Livingston, this 21st day of January, 2020.

DOREL HOGLUND, CHAIR

ATTEST:

APPROVED AS TO FORM:

FAITH KINNICK
Recording Secretary

COURTNEY LAWELLIN
City Attorney



Collective Bargaining Agreement

by and between

City of Livingston and IAFF Local 630

July 1, 2020 through June 30, 2025

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LABOR AGREEMENT

This agreement is entered into by and between: the CITY OF LIVINGSTON, Livingston, Montana, hereinafter referred to as the EMPLOYER; and LOCAL # 630, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, hereinafter referred to as the UNION.

It is the purpose of this Agreement to provide a framework for the City of Livingston and IAFF Local 630 for the provision of exceptional Fire Fighting and EMS service to citizens of Livingston, MT and Park County. Additionally, this Agreement strives to provide equitable compensation to the members of the Union and provide a simple, effective framework for the City to administer services. Lastly, this Agreement will facilitate harmonious relations between the City and the Union, to provide for equitable and peaceful adjustment of differences which may arise.

ARTICLE 1 – RECOGNITION

Section 1.1- Recognition -The Employer recognizes the Union as the exclusive agent for employees of the Livingston Fire & Rescue Department, excluding the following classifications:

- *Fire Chief
- *All Reserve members

Section 1.2 – Shift Qualified Reserve – A Shift qualified reserve shall be defined as a member of the reserves who has achieved the certification of Firefighter I & EMT.

Section 1.3 – Ambulance Qualified Reserve – An ambulance qualified reserve shall be defined as an individual with an EMT certification.

ARTICLE 2 – UNION SECURITY

Section 2.1 – Agency Shop – Any present or future employee who is not a member of the Union shall, as a condition of employment, pay the Union a monthly service charge as a contribution toward the administration of this agreement.

Section 2.2 – Maintenance of Membership – Each employee who, on the effective date of this agreement is a member of the Union, and each employee who becomes a member after the date, shall, as a condition of employment, maintain their membership in the Union.

Section 2.3 – Union Dues – Union dues and/or service charge, as certified by the Secretary-Treasurer of the Union, will be withheld from each employee’s pay by the City upon written authorization of the employee, and at the end of each month the withholdings will be forwarded to the Secretary-Treasurer of the Union.

Section 2.4 – Discrimination – The Employer agrees not to discriminate against an employee for his/her activity in behalf of, or membership in, the Union. The Employer and Union agree that there be no discrimination against any employee because of race, creed, color, religion, national origin, age, marital status, or sex.

ARTICLE 3 – PREVAILING RIGHTS

Section 3.1 – Prevailing Rights – All rights and privileges held by the employee at the present time which have not been included in any manner in this Agreement shall remain in force, unchanged and unaffected. These rights are defined as any working condition or use of the work facilities that is not covered in the collective bargaining agreement, but that is followed by both parties (or followed by one party and not challenged by the other) over a period of time.

ARTICLE 4 – MANAGEMENT RIGHTS

Section 4.1 – Management Rights – Except as expressly modified or restricted by a specific provision of this agreement, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the Employer, including, but not limited to, the rights:

- A. To reprimand, suspend, discharge, or otherwise discipline employees, for cause;
- B. To hire employees, determine their qualifications, and assign and direct their work;
- C. To promote, demote, transfer, lay-off, recall to work, and rehire employees;
- D. To set the standards of productivity, and/or the services to be rendered;
- E. To maintain the efficiency of operations;
- F. To determine the personnel, methods, means, organizational structure, job classifications, and facilities by which operations are conducted;
- G. To control and regulate the use of machinery, tools, equipment, and all other property of the Employer;
- H. To determine the number, location and operation of departments, divisions, and all other units of the Employer;
- I. To issue, amend and revise policies, rules, regulations, and practices;
- J. To take whatever action may be necessary to carry out the missions of the agency in situations of emergency;

Failure of the Employer to exercise any right, prerogative, or function in a particular way, shall not be deemed a waiver of the Employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of the Agreement. The above enumerated management rights are understood to be exclusive rights of management. These rights shall not abrogate the terms of this Agreement.

ARTICLE 5 – POLICY & PROCEDURES

Section 5.1 – Policies and Procedures – Any policy contained with the City of Livingston Personnel Policy Manual, effective before July 01, 2016 and not contrary to any item covered by this Agreement shall be controlling in the absence of any other written agreements between the Employer and the Union.

Section 5.2 – Policies Affecting Working Conditions – The Employer agrees that any subsequent policy or procedure changes which affect working conditions and performance shall be subject to the grievance procedure. If such policies or procedures propose to change working conditions, such changes will be collectively bargained by both parties.

Section 5.3 – Use of Fire Station – Fire and Rescue employees may use the fire station for minor maintenance (drivable on 10 minutes' notice) and washing of their personal vehicles and equipment, after 1800 hours during the weekday and after 1200 hours on weekend days with permission of the Officer in Charge. Such work shall stop at 2200 hours. The Officer giving permission for such use should take into consideration outside weather conditions, so that Fire Department equipment is not left outside with the engine running during inclement weather while work is being done on personal vehicles and equipment. Employees shall not use consumable department supplies (oil, soap, etc.) for the purpose of the activities permitted above. The Officer in Charge, or the Chief, may limit or prohibit personal use of the fire station at any time.

Employees shall provide the Employer with a copy of their vehicle insurance policies.

ARTICLE 6 – WAGES, HOURS, HOLIDAYS

Section 6.1 – Wages, Time Keeping and Payperiod – See Appendix 'A' for wages. All time keeping shall be in 30 minute increments. Payperiod is defined as all compensated hours between the first through the fifteenth of the month and the sixteenth through the last day of the month. Shift Captains are responsible to review all timekeeping records for their shift prior to leaving the station at the end of each shift. Standards for rounding are as follows: 0-14 minutes do not round up, 15-44 minutes' rounds to .5 of the hour, 45-59 minutes' rounds to the next full hour.

Section 6.1.1 – Health insurance premium contribution, as related to retirement calculation – The City's contribution toward employee health insurance will be added to the employee's gross pay for purposes of computing retirement compensation. As part of this collective bargaining agreement, employees are required to authorize a payroll deduction from the employee's gross pay equal to the City's contribution toward employee's health insurance. This deduction from the employee's gross pay will be paid to provide health insurance benefits for employees.

The purpose of including the City's contribution toward employee's health insurance in the employee's gross pay is solely for the purpose of augmenting the employee's eventual retirement benefit. The purpose of including the City's health insurance contribution in the employee's gross pay is not to result in additional net income to the employee. It is hereby acknowledged that both employee and employer retirement contributions will be required on this additional gross income – causing a decrease to the net income of the employee. The City's additional expenses due to rolling health insurance into the base pay for purposes of retirement computation shall be recognized as part of the base for wage parity comparison purposes with other jurisdictions. It is also acknowledged that the inclusion of the City's health insurance contribution in the employee's gross pay does not by its nature affect overtime compensation, future pay increases, or other similar benefits. In the event that any subsequent law, court, arbitrator, or other lawful authority determines that the inclusion of the City's health insurance contribution in the employee's gross pay affects overtime compensation then the parties agree that there will be a corresponding adjustment to the affected hourly rate, pay, or benefit, to carry out this provision. The intent of such adjustment will be to result in the least net financial effect on both the employee and the employer.

Section 6.2 – Overtime Pay – Overtime is defined as hours worked in excess of 121 hours in the defined 16-day work period. Overtime [except for the non-shift worker's positions, see Section 6.2.1] will be compensated at 1 ½ times the regular hourly rate for all hours worked in excess of 121 hours in the defined 16-day work period, as set forth in Section 7 (K) of the Fair Labor Standards Act. Sick leave, scheduled vacation, and bereavement leave shall accrue towards the 121 hours. There shall be no pyramiding of overtime or premium rates.

Premium hours in excess of 121 hours in a 16-day period shall not be added to the hours worked. Premium hours less than 121 hours in a 16-day period shall be counted as hours worked until hours worked exceed the 121-hour limit.

Non-Emergency call backs below and above 121 hours in a 16-day period are compensated at a premium rate with the exception of call backs on a holiday which is compensated at the rate of double time. Compensation for emergency call backs is calculated as set forth in Section 6.3.1, with the exception for a call back on a holiday which is compensated at a rate of double time.

Section 6.2.1 – EMS Chief and Operations Chief, Overtime- Since the EMS Chief and Operations Chief work a standard forty-hour week, they will be paid overtime at the rate of 1 ½ times the regular hourly rate for all hours worked in excess of 40 hours within the work week.

The EMS Chief and the Operations Chief are not considered as part of the overtime rotation until all options including reservists have been exhausted.

Section 6.3 – Call Back – All employees covered by the terms of this Agreement who are called back to work while off-duty for an emergency situation will receive a minimum of one (1.0) hour call back pay and shall be compensated at a rate of 1 ½ times the regular hourly rate for up to the first one hour of call back status. Compensation for the initial call back will be considered compensation for all call backs within that hour. Additional time spent on call back status will be compensated at the appropriate regular hourly rate, overtime rate, or holiday rate. Call back on holidays will pay two times the regular hour rate for up to the first hour and will then be compensated at 1.5 times the regular rate.

Section 6.4 – Shift Coverage – An employee filling in for another's leave shall be on a rank for rank basis and compensated at a rate of 1 ½ times the regular hourly rate of pay for two hours. Additional time spent on shift will be compensated at the appropriate regular hourly rate, overtime rate, or holiday rate.

Section 6.5 – Special Events – Employee's providing coverage for special events will be compensated at a rate of 1 ½ times the regular hourly rate of pay for two hours. Additional time spent covering special events will be compensated at the appropriate regular hourly rate, overtime rate, or holiday rate.

Section 6.6 – Transfer Pay - Paramedics and Critical Care Paramedics will be compensated at the rate of 1 ½ times the regular rate for transfers. Paramedics and Critical Care Paramedics will receive the below incentive pay for participation in inter-facility transfers:

- All transfers for BLS, ALS, and Flight Team level of care qualify for \$100 transfer incentive for off-duty personnel.
- All transfers for Critical Care Critical Care level of care qualify for \$150 for off-duty and on-duty Critical Care endorsed paramedics. Transfers must meet qualifications for Critical Care level of reimbursement.

- On duty-personnel shall make a minimum of two attempts to page in off-duty personnel for non-emergent patient transfers. If no off-duty personnel are available, on-duty personnel may be sent at the discretion of the Captain/Watch Commander, and/or the Fire Chief, dependent on availability.
- In-town transfers shall not qualify for incentive pay.

Critical Care transfers shall be defined as any transfer which is billed at a Critical Care Rate.

Section 6.7 – Holidays – All members of the Fire Department shall receive thirteen paid holidays per year and any day declared a holiday by the City. Holidays are as follows:

New Year's Day – January 1
 Martin Luther King, Jr.'s Birthday
 President's Day
 Good Friday
 Memorial Day
 Independence Day – July 4
 Labor Day
 Columbus Day – October 12
 General Election Day (even numbered yrs.)
 Veteran's Day
 Thanksgiving Day
 Christmas Day

Section 6.8 – Holiday Pay -- Each member shall receive holiday pay every pay period based on the following formula: Base pay plus an individual's longevity and certification pay if any, multiplied by 24 pay periods, divided by 2080 hours, equals that individual's hourly rate, multiplied by 104 hours, divided by 24 pay periods, equals the holiday pay for one pay period to that employee (4.33 hours' equivalent each pay period). Union holidays begin at midnight (000 hours) and end at 23:59 hours. Employees who actually work on a holiday shall be compensated at a rate of 1 ½ times the regular hourly rate for hours worked during the time of the actual holiday.

Section 6.9 – Working out of Classification – Any member covered by this agreement who is required to accept the responsibility and carry out the duties of a position of rank above that which they normally hold, shall be paid at the rate for that position or rank while so acting.

Section 6.10 – Shift Exchanges – Employees shall have the right to exchange shifts when the change does not interfere with the best interest of the Fire Department and is approved by the Fire Chief, who may delegate his/her authority. The hours worked will be logged under the employee who originally was scheduled for the shift as if they were actually working the shift and the City is not required to compensate the employee who exchanged shifts with the originally scheduled employee. An employee who has exchanged shifts cannot respond for Call Back or Transfers since they are viewed as already working that shift. Such an employee may respond to an All Page.

Section 6.11 – Overtime Scheduling – Overtime will be filled on an equivalent rank basis first from a list of the members based on seniority, qualifications, with the least financial impact, and as equally distributed as the work schedule allows. Members will have the opportunity to refuse such overtime. If insufficient members are available to staff a shift, the next member on the Shift Qualified Reserve list will be called. If all part time employees are unavailable for the shift, the Firefighter with the lowest hrs.

coming off shift shall remain on-duty until the shift can be filled or command staff specifically, the EMS Chief and Operations Chief, may be utilized for overtime shift coverage.

Section 6.12 – Certification Pay – Certification Pay is offered by the City to encourage employees to achieve higher levels of skills that allow to provider a higher quality service to the Citizens of Livingston. All Certifications must be kept current in order to be eligible for certification pay. Tracking and compliance of certification renewals for EMS is the expressed duty of the employee.

Section 6.13 – Shift Qualified Reserve - When a scheduled Shift Qualified Reserve is on a 12-hour shift, the Shift Qualified Reserve may be used as a fulltime firefighter for call back purposes. The Shift Qualified Reserve may also be used as a fill-in for 1 fulltime firefighter for up to 12 hrs. per 24 hr. shift.

Section 6.14 – Ambulance Qualified Reserve – When an Ambulance Qualified Reserve is on a 12-hour shift, the Ambulance Qualified Reserve may be used for EMS call back purposes.

Section 6.15 – Command Staff Coverage - The employer agrees to pay member(s) scheduled for command coverage \$4.00 per hour to maintain incident command presence as necessary. Member(s) may be utilized when 2 of 3 command staff are unavailable. Command staff is defined as either Fire Chief, Operations Chief or EMS Chief. Employer recognizes that participation is voluntary. The Union agrees that while member(s) have responsibility for providing command, members shall avoid participating in inter facility transfers. Union members eligible shall be rank of Captain or above.

ARTICLE 7 – VACATIONS

Section 7.1 – Vacation Accumulation, based on Service – Annual vacation leave is accumulated in accordance with MCA 2-18-617. Employees covered by this Agreement shall accrue vacation leave, based on service time, as follows:

	<u>40 hr./wk. Employee</u>	<u>42 hr./wk. Employee</u>
1 to 10 Years of Service	10 hr./mo.	10.6 hr./mo.
11 to 15 Years of Service	12 hr./mo.	12.6 hr./mo.
16 to 20 Years of Service	14 hr./mo.	14.7 hr./mo.
20 Years of Service and beyond	16 hr./mo.	16.7 hr./mo.

Local #630 of the IAFF and its membership agree that the Employer (City), by increasing vacation leave for employees that work under the 7(k) schedule, does not become obligated to retroactively increase vacation leave to the date the 7(k) schedule was established to the date of this Agreement; and, Local #630 of the IAFF and its membership agree to waive any and all claims for increased vacation leave from the date the 7(k) schedule was established to the date of this Agreement.

Section 7.2 – Vacation Leave Bidding – November 1st through December 31st, employees may bid for annual vacation leave. Vacation awards shall be made by seniority. Vacations should be scheduled to maintain a proper mix of personnel to meet department needs. After April 15th, vacation time shall be granted on a first come first serve basis. Where an employee has not

scheduled his/her full vacation time during the bidding period, a one weeks' notice of intent to use remaining time must be given, provided a conflict does not exist with another scheduled vacation.

Section 7.3 – Scheduling Vacation Vacancies – Shifts will be 24 or 12 hours, which will be filled from a list of members based on seniority, qualifications, and as equally distributed as the work schedule allows. Members scheduled to work vacation vacancies are responsible for the coverage of that shift.

Section 7.4 -- Maximum Annual Vacation Accumulation - The maximum annual leave amount accumulated is twice the number of days earned annually at the end of any calendar year. If the employee's vacation leave exceeds the maximum amount the employee will have the following option;

1. The employee can request the amount of their use or lose time balance, in a cash payout. That amount may be all cash, hours deposited into Sick Time back or a split of those options.

The Employee will be notified by January 15 if he/she has exceeded the maximum amount as calculated above. The Employee will notify the City by January 31st in writing on which option they will choose. If the employee chooses option 1, they will receive a check for the amount requested by April 5th. If they choose option #2, the excessive amount will be rolled over into their sick leave by April 5th.

ARTICLE 8 - SICK & BEREAVEMENT LEAVE

Section 8.1 – Sick Leave Accumulation – Members shall earn sick leave for at the following rates based on scheduled work week:

	<u>40 hr./wk. Employee</u>	<u>42 hr./wk. Employee</u>
All Years of Service	8 hr./mo.	8.5 hr./mo.

Local # 630 of the IAFF and its membership agree that the Employer (City), by increasing sick leave for employees that work under the 7(k) schedule, does not become obligated to retroactively increase sick leave to the date the 7(k) schedule was established to the date of this Agreement; and, Local #630 of the IAFF and its membership agree to waive any and all claims for increased sick leave from the date the 7(k) schedule was established to the date of this agreement.

Section 8.2 – Unused Sick Leave - Upon a member's severance from the Fire Department, twenty-five percent (25% of the accumulated leave will be paid.

Section 8.3 – Bereavement Leave - In the event of a death in the immediate family of an employee, as defined by city personnel policy, the employee shall be granted a minimum leave, as follows:

Members working a 24-72 hours' shift shall receive two (2) working days for any death in immediate family as defined in city personnel policy.

Members working either 8 or 10 hour days, shall receive 40 hours (4 or 5 days based on schedule) for any death in the immediate family as defined in city personnel policy.

ARTICLE 9 - GROUP MEDICAL COVERAGE

Section 9.1 – Medical Insurance Benefit – Employer shall provide a Health Plan/Schedule C for each employee desiring such coverage for him/herself and his/her dependents, if any. Moreover, the employer’s monthly insurance contribution shall increase in year one of the contract to match stipend received by all other City employees. In subsequent years, the stipend shall increase by the percentage of the rate increase. The value of the stipend shall not be less than the stipend offered to all other City employees. As of January 1, 2020 the City employee stipend is \$848 per employee and at the beginning of this contract term on July 1, 2020, the stipend will increase for IAFF 630 members to at least this amount or higher depending on the allocation of the city employee stipend which will be determined in or around April, 2020.

The City will pay the monthly contribution, toward the health insurance coverage. The employee shall decide plan selection, within the City’s provider. Additional funds, not used in premiums, will be deposited into a Flex or HSA account for full time employees and a pro-rated amount for part time employees subject to the following limitations:

1. If an employee is receiving enough insurance contribution from the City to pay at least the single rate, then that employee must be enrolled in the group plan.
2. If an employee accumulated less than enough contribution to cover the single insurance rate, then that employee shall have one of the following options:
 - a. Pay the difference to receive single health insurance coverage under the City of Livingston group; or,
 - b. Not receive group health insurance or any Flex Plan payment

Section 9.2 – Employee Responsibility for Additional Premiums – The employee shall pay for any additional premium amounts above the City's contribution. The City may change carriers providing substantially the same coverage, however any changes in coverage would be mutually agreed upon with the City and the Insurance Committee representing the interests of all City employees.

ARTICLE 10 - DESIGNATIONS, VACANCIES AND PROMOTIONS

Section 10.1 – Promotion - When a permanent vacancy occurs in any union position in the Fire Department, it shall be filled upon official severance of the departing member. The Livingston Fire and Rescue Department has the following promoted/appointed positions:

- Operations Chief
- EMS Chief
- Captain
- Engineer Firefighter 2

Firefighter 1 (EMT only) *refer to bargaining note 1)

Engineer, Captain, EMS Chief, and Operations Chief Officer shall be determined by a competitive promotional process. There shall be a minimum of 4 shift personnel at each rank to include the ranks of Captain, Engineer and Firefighter 2.

Engineer Qualified

A person shall be considered Engineer Qualified when they have completed the following: FF1 and FF2 and the LFR engineer course or equivalent by Fire Chief's discretion. Fire Chief maintains final determination of designation.

Watch Commander Qualification

A person shall be considered to be Watch Commander qualified when they have completed the following: FF1, FF2, Fire Officer 1, Paramedic Certification, 10 evaluated shifts, 5 of which may be evaluated by the member's Captain. Fire Chief maintains final determination of designation

Promotion timeline

The promotional process for the positions of Operations Chief, EMS Chief, Captain, Engineer will begin when a permanent vacancy occurs. The Chief will issue an announcement of the vacancy and call for interested candidates to submit a letter of intent.

- Candidates will have one week to submit letters of intent and resumes.
- The Positions will be filled within 90 days of a permanent vacancy by the highest scoring candidate-

Promotion Eligibility Requirements

Engineer

- 2 years' experience with Livingston Fire and Rescue.
- Have completed the LFR Engineer course or an equivalent approved by the Fire Chief.
- Have and maintain Firefighter I and II certification.
- Have and maintain Fire Officer I certification.
- Have and maintain EMT-P certification.

Captain

- 8 years total of Career Fire experience with a minimum of 4 years' experience being at Livingston Fire Rescue (Experienced valued at: Career Professional 1:1, LFR Reserve ½:1, Non LFR Volunteer/Reserve ¼:1)
- Engineer Qualified
- 21 College Credits
- Have and maintain Firefighter I and II certification.
- Have and maintain Fire Officer I certification.
- Have and maintain EMT-P certification.
- Have not been subject to a written or above in the last 12 months.

EMS Chief

- Must be a Captain with LFR for 2 years.
- Must attend 3 NFA courses (if available) within first 3 years of appointment. Courses must be approved by Chief
- Have not been subject to a written or above in the last 12 months.

- Must obtain EMS Training Coordinator certification within one year of appointment.

Operations Chief

- Must be a Captain with LFR for 4 years.
- Must attend 3 NFA courses (if available) within first 3 years of appointment. Courses must be approved by Chief
- Have not been subject to a written or above in the last 12 months.
- Must obtain Inspection I and II certification within one year of appointment.

The Chief and HR Officer will review candidate's eligibility. If only one eligible candidate exists, the promotion process is not required. If no candidate is qualified Local 630 and City Management must agree upon a solution which may include an outside search.

Promotional Committee

The promotional committee will consist of:

- Engineer and Captains Promotion: Existing Fire Captains and Operations Chief and EMS Chief within the Department
- Operations Chief and EMS Chief: 3 Fire Officers from outside agencies

The Fire Chief will not participate in the testing process.

Assessment Process

The candidate assessment process may have up to 4 of the following components:

1. Critical Thinking (Inbox) - Will consist of an assessment, based on the open position, of the candidate's ability to prioritize activities and actions required for daily Fire Department Operations.
2. Practical Exercises - May include, but are not limited to Fire, EMS, and Human Resources exercises
3. Interview/Resume - Will be composed of a structured interview panel. All candidates will be asked the same questions. The Panel may ask additional questions directly related to the answers given.
4. Writing Sample - A 5-page (double spaced) evaluation of the position the applicant is applying
5. Presentation - a presentation of up to 10 minutes on the candidates proposed direction for the position they are applying to manage.

Scoring

A scoring system shall be determined prior to administration of assessment. The scoring system shall be validated by the Fire Chief and a Union representative not involved in the assessment process. Scoring of the assessment will be completed individually by the Chief and the Human Resource director. The Union rep and Fire Chief will validate the scoring results.

List Longevity

The rank order list of candidates generated by the assessment process will stay in effect for a period of 1 year, unless a new candidate qualifies for application if they so choose to pursue promotion.

After assessment Review

Within 14 days of the conclusion of the assessment process, candidates will be provided a written evaluation of their performance and recommendations for improvement. Candidates may request a meeting with the Chief to review the results.

ARTICLE 11 - NEW EMPLOYEES

Section 11.1 – Probationary Period - Any new, or promoted, employee will serve a one-year probation period. During the probationary period, for new employees only, management may terminate the employee without cause.

Section 11.2 – Upon Fire Chief approval, a temporary employee who has served 6 consecutive months or more of a probationary period and subsequently is hired to regular full-time status may have their probationary period shortened as deemed appropriate, not to exceed 12 months total.

ARTICLE 12 - PERSONNEL REDUCTION

Section 12.1- Personnel Reduction - In the case of personnel reduction, the employee with the least seniority shall be laid off first. No new employee shall be hired until the laid off employee has been given the opportunity to return to work. The returning employee who has been off longer than sixty (60) days will serve a training period, determined by the Fire Chief, at the current pay scale. The returning employee who has been off for more than one (1) year must meet the requirements of a physical examination and probation requirements with the current base pay. Upon being notified to return to work, the employee has fourteen (14) days to report to duty.

ARTICLE 13 - DISCIPLINE AND DISCHARGE

Section 13.1 – Disciplinary Procedure – Employees may be disciplined or discharged for Cause. Discipline should be applied at progressive and escalating levels to allow the employee proper notice of misconduct and an opportunity to improve performance; however, the level or degree of discipline imposed shall be appropriately based on the employee's prior record of service, length of service, severity of offense and prior record of discipline.

The Employee shall be entitled to have Union and/or legal representation present at any meeting held with the Employer to discuss potential disciplinary action. The City will not pay for such employee representation.

The Employer may suspend an Employee with pay in accordance with M.C.A. 7-33-4123 and local laws pending the final decision as to the appropriate discipline or the overturning of the discipline by the appropriate authority as provided for in M.C.A. 7-33-4124, which reads as follows:

Suspension procedure:

1. In any case in which a member of the municipal fire department is suspended from duty, the person suspended must be furnished with a copy of the charge, in writing, setting forth the reasons for the suspension. Subject to subsection (2), The suspended member of the fire department may request in writing that the charges be presented to the council or commission for a hearing. The hearing must be held within 30 days of the request. The suspended member may invoke the right of privacy to request a closed hearing. At the hearing, the suspended member of the fire department may appear in person or by counsel and provide a defense against the charges.

2. If the suspended member of the fire department does not request a hearing by the council or commission within 5 business days of receiving the suspension charge, the suspended member forfeits the option of requesting a hearing by the council or commission.
3. If the charges are not presented before the council or commission within 30 days of the request for a hearing or if the council or commission determines the charges to be unfounded, the suspended person must be reinstated and is entitled to the person's usual compensation for the time of the suspension.
4. If the charges are proven by the council or commission, the council or commission, by a vote of a majority of the whole council or commission, may impose a penalty commensurate to its determination of what the offense warrants, including either the continuation of the suspension for a limited time or the removal of the suspended person from the fire department.

ARTICLE 14 - GRIEVANCE AND ARBITRATION PROCEDURE

Section 14.1 – Grievance Procedure – A grievance is defined as a dispute concerning an interpretation or application of the terms of this collective bargaining agreement. Grievances or disputes which may arise, including the interpretation of this agreement, shall be settled in the following manner. The Union grievance committee upon receiving a written and signed petition shall determine if a grievance exists. If, in their opinion, no grievance exists, no further action is necessary by the grievance committee, but the employee has the right to appeal to the next level in writing.

If a grievance does exist, they shall, with or without the employee, present their grievance within twenty (20) working days of the alleged violation or the knowledge of such violation, to the Chief of the Fire Department for adjustment. For the purpose of this Article, a working day is defined as 8:00 AM to 5:00 PM, Monday-Friday, excluding holidays. If within fifteen working days no settlement has been reached, an appeal to the City Manager must be made within fifteen (15) working days in writing. The City Manager shall investigate and file his/her response and decision within fifteen working days. If the City Manager does not respond within the prescribed time limits, the grievance shall be settled in favor of the grievant. If the City Manager's response does not satisfactorily settle the grievance, the grievance may be submitted to arbitration within 120 calendar days by the grievant or the Union upon notice to the City.

The grievance shall then be submitted to an arbitration board consisting of a representative of the City, a representative of the Union, and a Labor Arbitrator. Within ten (10) working days of a request to arbitrate, a request for a list of five (5) names will be made to the State Department of Labor and Industry, or other source. Upon receipt of the list of arbitrators, the two representatives shall within fifteen (15) working days meet to determine the Arbitrator by the representatives tossing a coin. The representative winning the coin toss shall determine who shall strike the first name from the list and then the representative of the other party shall strike a name until the name remaining shall be the arbitrator.

The Arbitrator shall have no power to alter, amend or delete any provisions of this Agreement, City or Fire Department Policy, or State Law. The Arbitrator shall render his/her decision within thirty (30) calendar days following the hearing. The cost of the Arbitrator shall be shared equally by both parties. The finding of the Arbitrator shall be final and binding on all parties.

ARTICLE 15 - TRAINING

Section 15.1 – Training Scheduling -- The City shall schedule paid department training of at least 35 annual hours, from July 1 to June 30. Attendance at such trainings, shall be mandatory. If training is scheduled two weeks in advance, personnel on prior authorized absences, approved by the Fire Chief, shall not be expected to attend. If training is scheduled within two weeks, attendance is not mandatory.

Section 15.2 – Categories of Professional Development

Higher Education - The City of Livingston encourages Firefighters to continue their education with the pursuit of formal degree programs which align with the business needs and community needs of the Department. In order to support department members in the pursuit of formal higher education the City agrees to:

1. Reimburse a firefighter 50% of tuition and 100% of books upon completion of classes required by a pre-approved job-related degree.

To be eligible to participate in a reimbursable degree program, the Fire Chief and Firefighter must agree to a planned program of courses leading to a job-related degree, and receive prior written approval of the planned program from the Fire Chief and the City Manager. Initial program requests must be submitted to the Fire Chief no later February 1 of a given year in order to allow for appropriate budgeting for the program duration.

A Firefighter, once their plan has been accepted by the City, need only to submit individual course enrollment to the Fire Chief for approval. Reimbursement to be made at the successful completion of each semester's courses. Individual course enrollment should be submitted to the Fire Chief a minimum of 15 days prior to the start of classes for approval. All requests for reimbursement shall be submitted no more than 30 days after the issuance of final grades for the class.

Other Courses Not in a Formal Degree Program:

Required Training: A Firefighter enrolling in individual courses which are one of the following: Firefighter 1, Firefighter 2, Fire Officer 1, regardless of time remaining in the department, shall obtain prior written approval from the Fire Chief within budget limitations. All requests shall be submitted to the Fire chief not later than 30 days in advance of the class to allow for budgeting.

Shifts for the employee attending training will be covered by staff from the office or overtime list, non-shift workers, shift workers and / or reservists.

The classes should be NFPA, IFSAC or Pro-Board Equivalent unless otherwise agreed upon in advance with Fire Chief. Exceptions may be granted based on class availability, location or frequency of offerings.

Voluntary Training: A Firefighter seeking to attend additional professional development courses shall submit in writing a request to the Fire Chief for approval not later than 30 days in advance of the training. If course costs exceed \$1,000 request must be submitted in advance. Reimbursement, any associated expenses such as travel etc., and shift coverage will be determined by the Fire Chief based on budgetary limitations, staffing concerns and relevance of the course or class requested to individual professional development and department need.

Section 15.3 – Instructor Pay – Employees assigned to teach classes approved by the Fire Chief for the Fire Department shall be compensated at straight time.

ARTICLE 16 – HOURS OF WORK

Section 16.1 – Hours of Work Shift workers– The on duty shift work members, excluding non-shift workers, shall work 24 hours on duty, 72 hours off duty. Twenty-four hour shifts shall begin and end at 8:00 AM. Fire fighters will need prior approval from the Fire Chief to have 72 continuous hours of shift coverage. Members working this schedule may be referred to as Shift Workers for purposes of clarity in this agreement.

Section 16.2 – Non-Shift Workers, Overtime- Since the non-shift workers work a standard forty-hour week, they will be paid overtime at the rate of 1 ½ times the regular hourly rate for all hours worked in excess of 40 hours within the work week. A work week shall be defined as the time period beginning Sunday at 12:01am and ending on Saturday at 11:59pm and include 5 eight (8) hour shifts Monday – Friday unless a flexible schedule is mutually agreed upon.

ARTICLE 17 - SUPPLEMENTAL AGREEMENT

Section 17.1 – Supplemental Agreements – This Agreement may be amended, provided both parties concur. Supplemental agreements may be completed through negotiations at any time during the life of the Agreement. Either party may notify the other party in writing of its desire to negotiate. A Supplemental Agreement, will be signed by the responsible Union and City officials. Supplemental agreements thus completed shall become a part of the larger agreement and subject to all of its provisions.

ARTICLE 18 – MISCELLANEOUS PROVISIONS

Section 18.1 - Paging Alerts – All off duty full time employees and reserves may be paged out simultaneously. Full time employees shall not be denied call back pay due to a position being filled by a reserve with the exception of the on duty shift qualified reserve or ambulance qualified reserve.

Section 18.2 – Mandatory Retirement – Mandatory Retirement age will be sixty-two years of age (62).

Section 18.3 – Physical Fitness Test - A physical fitness test will be conducted for all firefighters and participation will be optional. The Firefighter Combat Challenge will be used as an assessment, which includes a stair climb with a high-rise pack, hose hoist, forcible entry, hose advance and victim rescue. The setup of the test shall maintain the criteria established as the standard for the Firefighter Combat Challenge. The test will be completed in NFPA compliant turnouts. The test will be completed by the 31st of May and will be proctored by the Fire Chief and a IAFF Local 630 representative.

Incentive – Upon successful completion of the Firefighter Combat Challenge, employees will be rewarded at the following scale:

3:00 or < - \$400.00

4:00 or < - \$300.00

5:00 or < - \$200.00

6:00 or < - \$100.00

Section 18.4 - Regular Labor Management Meetings - The Fire Chief will host monthly senior staff meetings. Senior staff consists of all Captains and the Local 630 President or designated representative. The Fire Chief will host quarterly Labor/Management meetings. Quarterly Labor/Management meetings will include the Fire Chief and Local 630 President at a minimum. The Fire Chief will host an annual City Manager's meeting. The City Manager's meeting will include the City Manager, Fire Chief and Local 630 President at a minimum. The Fire Chief will host the meetings at a time and place convenient to required attendees.

Section 18.5 - Equipment Committee - The Fire Chief will establish an Advisory Equipment Committee to evaluate and Provide recommendations for the purchase of apparatus, equipment systems, and other substantial operational items affecting working conditions. A seat on the Advisory Equipment Committee will be reserved for the Local 630 President or their designated representative. While purchase of apparatus and equipment are a management right, the Fire Chief will fully consider the recommendations of the Advisory Equipment Committee as a component of the purchase process.

Section 18.6 - Medical Expense Retirement Program (MERP) - With each monthly payroll, the Employer shall make monthly contributions on a pre-tax basis of \$175 for each employee in years 1-3 of this contract (July 1, 2020 – June 30, 2023)*. In year 4, beginning July 1, 2023, the MERP shall increase to \$225 per month to the Washington State Council of Fire Fighters (WSCFF) Employee Benefit Trust, as follows:

1. Contributions are made in addition to the salaries listed in Appendix A.
2. This Trust shall remain separate and apart from any Employer retiree health insurance funding program unless changed by mutual agreement of the parties to the agreement.
3. The Employer shall be obligated to payment of contributions in the amount provided above by the twentieth (20) of every month or next business day if necessary for that month's contributions.
4. The Internal Revenue Service codes require all eligible employees to participate; there is no individual election to continue contributions. The Union and the employees agree to hold the employer harmless and indemnify the employer from any and all liability, claims, demands, lawsuits, and/or losses, damage or injury to persons or property, of whatsoever kind, arising from and in any way related to the implementation and administration of the MERP. The Union and the employees shall be one hundred percent (100%) liable for any and all liabilities that arise out of the MERP. The Union and employees shall be liable for any and all tax penalties, as well as any other liabilities arising out of the implementation and administration of the MERP. Under no circumstances whatsoever will the employer be liable for direct pay of any MERP benefit to the employees and/or retired employees and/or their beneficiaries.

*Please see Bargaining note 2.

Section 18.7 – Staffing Overtime Committee - Whereas, the Livingston Professional Firefighters Local 630 and the City of Livingston recognize fiscal and staffing issues, both parties hereby agree that as a need arises or by request from either party that they will reconvene an Overtime Committee that shall meet quarterly. The committee will include at least 2 union representatives, the Fire Chief, City Manager or Administrative Service Director, and may include one optional City Commissioner. The intent of this committee is to determine the best, mutually agreed upon, action(s) to address overtime/staffing expenditures should the need arise. This agreement is limited to the length of this contract.

ARTICLE 19 - SAVINGS CLAUSE

Section 19.1 – Savings Clause – If any provision of this Agreement is declared invalid by any court, only that provision shall be affected and all other provisions shall remain in full force and effect. Any ordinance enacted during the term of this Agreement shall not abridge, abrogate, or alter any of the terms of this Agreement.

ARTICLE 20 - TERM OF AGREEMENT

Section 20.1 – Term of Agreement – This Agreement shall be in Full Force and effect from the first day of July 2020 to June 30, 2025. The Agreement shall be opened for negotiations on wages and insurance benefits and conditions of employment on or before Thirty-One March 2025. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall have notified the other in writing at least sixty (60) days prior to the anniversary or termination date of this Agreement that it desires to modify the Agreement.

The agreement further allows an opener for determining viability of additional reserve staffing during normal operational hours. (Please see Bargaining Note 3)

Section 20.2 – Existing Conditions – Existing wages, hours, and other conditions of employment rising out of this Agreement shall not be changed by the action of either party without the consent of the other during the negotiation, mediation, fact finding or arbitration of the next contract, and any additional cost of maintaining the items listed in this paragraph, after the expiration of this Agreement, shall be figured in the financial settlement of the next Agreement.

ARTICLE 21 – SIGNATURES

IN WITNESS WHEREOF THE PARTIES HERETO, Acting by and through their respective and duly authorized officer's and representatives, have hereto set their hands and seals on this ____ day of _____, 2018.

FOR THE CITY OF LIVINGSTON

FOR LOCAL 630 OF THE INTERNATIONAL
ASSOCIATION OF FIRE FIGHTERS

City Manager

President

ATTEST:

Recording Secretary

Vice President

ADDENDUM "A"
Wages and Certification Pay

EMS certifications are to be paid at the highest certification level attained in each category. The Fire Certifications are to be paid for each category completed. Certification pay is to be considered part of the base salary for pension and overtime. All certifications must be kept current in order to be eligible for certification pay. EMS certifications must be based on the National Registry of Emergency Medical Technicians and be recognized by the Montana State Board of Medical Examiners. All EMS providers must be able to practice in accordance with State and Local Protocols pertaining to their current level of certification to be paid at that level. If the provider is found to be consistently practicing outside of State and Local Protocols, that provider's current level of certification and pay can be suspended or downgraded. EMS endorsements are based on the Montana State Board of Medical Examiners rules and regulations. Fire certifications may be obtained through Montana State Fire Training School (FSTS). If FSTS is not utilized to provide the certification Management and the Union will mutually agree upon the accepting certification including but not limited to NFPA, Pro-Board, and IFSAC. Fire Certifications will be maintained by the continuing education program from Livingston Fire Department Training Section.

Longevity Pay shall remain paid at one half of one percent of monthly pay per year of service with the City of Livingston.

Pay grid follows on next page.

Addendum A – Wage Grid

Wages		Preceding Years Agreement	7/1/2020 thru 6/30/2021	07/01/2021 thru 6/30/2022	07/01/2022 thru 06/30/2023	07/01/2023 thru 06/30/2024	07/01/2024 thru 6/30/2025
Shift Worker Staff	Required Certs	1.50%	Varied	1%	1%	2%	3%
Firefighter 1 / EMT	FF1, EMT	3,461.59	3,461.59 (0%)	3,496.21	3,531.17	3,601.79	3,709.85
Firefighter II	FF1, FF2, Paramedic	3,784.97	3,936.37 (4%)	3,975.73	4,015.49	4,095.80	4,218.67
Engineer	FF1, FF2, FO1, Paramedic	3,816.14	4,045.11 (6%)	4,085.56	4,126.42	4,208.94	4,335.21
Captain	FF1, FF2, FO1, Paramedic	4,521.39	4,747.46 (5%)	4,794.93	4,842.88	4,939.74	5,087.93
Non-Shift Staff							
EMS Chief	FF1, FF2, FO1, Paramedic	4,828.67	5,649.54 (17%)	5,706.04	5,763.10	5,878.36	6,054.71
Operations Chief	FF1, FF2, FO1, Paramedic	4,828.67	5,649.54 (17%)	5,706.04	5,763.10	5,878.36	6,054.71
Health Stipend							
	FY19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
All Staff	835	835	TBD	TBD	TBD	TBD	TBD
MERP							
		FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
All Staff		125	175	175	175	225	225
Other Cert Pay							
		FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
Haz Mat Tech		10	10	10	10	10	10
PALS		20	20	20	20	20	20

Addendum B – Bargaining Notes

Bargaining Note 1:

It is the expressed intent of the City of Livingston and Livingston Fire Rescue to maintain an entire Paramedic qualified department. The Firefighter 1 rank which is an EMT (not Paramedic qualified) rank will be used only when needed secondary to lack of Paramedic qualified applicants.

Bargaining Note 2:

Effective July 1, 2020 the Union has opted to exchange the clothing allowance for additional contributions in same amount (\$600 annually) to the MERP.

Bargaining Note 3:

The Union and City agree to an opener during year 2 of the contract to explore options for expanding the utilization of reservists during normal hours of operation.

Bargaining Note 4:

The Union and City agree that the existing MOU which allows for reservist staffing on Friday and Saturday overnight shifts shall remain in place. It is modified to remove the 2 transfer minimum requirement.

Bargaining Note 5:

The Union has included a provision that the Operations Chief will complete 50% of inspections performed annually.

Item Attachment Documents:

- A. DISCUSS/APPROVE/DENY: HRDC'S REQUEST FOR RELIEF FROM BUILDING PERMIT AND IMPACT FEES FOR NEW 12 UNIT HOUSING DEVELOPMENT.**



**BUILDING A
BETTER
COMMUNITY**

thehrdc.org

Martin Johnson, Project Manager
Human Resource Development Council
32 S Tracy Ave.
Bozeman, MT 59715
406 209-7666
mjohnson@thehrdc.org



e: hello@

January 7, 2020

Jim Woodhull, Director
Livingston Building, Planning, & Code Enforcement
330 Bennett Street
Livingston, MT 59047

Mr. Woodhull and Commissioners,

To reduce the shortage of affordable housing in Livingston, the HRDC is preparing to install 12 small single-family homes at the Livingston Land Trust subdivision along Reserve Street and High Ground Avenue.

It is our intention to meet the expectations of Livingston Ordinance 2074, including providing affordable housing to Livingston households earning less than 80% of the area median income.

For this project to be both feasible and affordable to our prospective tenants, we strive to keep our costs as low as possible. Please consider our request for relief from building permit and impact fees for these twelve dwellings.

I look forward to partnering with the City of Livingston on this project and am eager to answer any questions that may arise.

Regards,

Martin Johnson

p: 406.587.4486
e: hello@thehrdc.org

a: 32 South Tracy
Bozeman, Montana 59715

HRDC
BUILDING A BETTER COMMUNITY

Item Attachment Documents:

- B. DISCUSS/APPROVE/DENY: INCLUSION OF CITY BOARD AND COMMITTEE
RECOMMENDATIONS IN GROWTH POLICY UPDATE.**

MEMO TO: Livingston City Commissioners

FROM: Livingston Parks & Trails Committee

RE: Proposed recommendations and topics for inclusion in the Growth Policy

DATE: January 10th, 2020

The overarching goal of Livingston Parks and Trails Committee recommendations is to enhance the character and unique culture of Livingston, encourage personal interconnection, increase active transportation, promote healthy active lifestyles, provide a network of outdoor recreation activities for citizens of all ages, physical abilities, and neighborhoods and maintain and improve universal access to our unique natural and scenic resources.

As quoted by the American Association of Landscape Architects, “communities should be beautiful places, reflecting the time-honored tradition of civic commitment to high quality and lasting public works. They should protect and enhance natural, cultural and scenic resources and avoid environmental degradation by respecting ecological systems and landscape character.”

We suggest that our recommendations are not siloed and honor the interconnected nature of livable communities, thus including other aspects of the growth policy recommendations. For example preservation/restoration of natural ecosystems, increased public enjoyment and experience of Livingston’s scenic resources and open spaces, as well as elements of education, jobs, economic development, health and wellness, safety, security and transportation.

The Livingston Parks and Trails Committee provides the following recommendations for the 2020 Growth Plan.

- 1. Foster a culture of community collaboration involving parks and trails;**
- 2. Maintain and improve existing city parks and trails; and**
- 3. Plan for an expanded network of parks, trails and other outdoor recreational areas.**

Each recommendation includes a list of strategies, below, where additional goals and measurable outcomes can be structured in subsequent iterations.

Recommendations are supported by Addendum I: Parks & Trails Committee's 2019 Strategic Plan and Addendum II: Supporting Information.

Recommendation 1: Foster a culture of community collaboration involving parks and trails.

Strategies:

- Update the Livingston Parks and Trails Master Plan with set priorities and create S.M.A.R.T. goals (Specific, Measurable, Achievable, Realistic, and Timely) - based on surveys, comments and community resources
- Establish regular and transparent communication among all stakeholders - e.g. quarterly meetings, more regular communication, committee chair meetings, regular attendance across at other committees
- Prioritize parks, trails, open spaces and recreational fields as the city continues to grow and expand
- Increase community participation in parks and trails-related activities
- Promote parks and trails as community assets
- Maintain an up-to-date PTC webpage
- Explore public/private partnerships in developing, maintaining and revitalizing parks and trails
- Provide opportunities for deeper city/county/community relationships, events, and projects
- Educate and involve the community to drive support for parks and trails in Livingston
- Maintain an open community process and conduct outreach for addressing parks and trails priorities
- Provide opportunity for involvement and interconnectedness of all segments of the community and acknowledge and respond to community demands

Recommendation 2: Maintain and improve existing city parks and trails

Strategies:

- Increase resources for maintaining and improving parks and trails infrastructure
- Provide a variety of parks and trails accessible to citizens of all ages, physical abilities, neighborhoods and incomes
- Acknowledge and incorporate the importance of urban agriculture in the parks and trails network
- Safeguard and enhance natural habitats
- Provide safe and inviting recreational spaces, including natural areas, playgrounds and sites for special events
- Plan for areas will be inviting and safe, offer a sense of belonging and incentivize green infrastructure
- Incorporate trees, plantings, permeable pavement, etc. into parks, trails and parking lots as an integral part of the city's green infrastructure
- Maintain and improve parks and trails in ways that are aesthetically pleasing, inviting and reflect positively on the community
- Incorporate environmentally sound materials in infrastructure to the greatest extent possible
- Incorporate naturalistic and native urban park design elements and materials

- Provide safe and maintained travel routes, trails and sidewalk connections within the city and into other parts of the county

Recommendation 3: Plan for an expanded network of parks, trails and other outdoor recreational areas.

Strategies:

- Ensure that new developments include parks and connecting trails that maintain Livingston's historic, natural and cultural attributes
- Have a well-distributed, connected and sustainable network of parks and trails that will provide people throughout the community with an opportunity to experience and explore nature, engage in physical activity, increase fitness and socialize
- Create development plans for new projects
- Increase opportunities for non-motorized and public transportation access around town and to community parks, trails and other community sites
- Integrate parks and trails guidelines and interests within the design process of all new developments
- Retain and prioritize areas of natural beauty and vistas for public access in the form of parks and trails
- Incorporate parks and trails features that highlight unique Livingston attributes, so that Livingston is seen as a primary destination for parks and trails activity - as one of the best features of Livingston
- Ensure that land use decisions consider the long-term needs for neighbourhood parks and interconnected trails so that the City does not remove from public ownership and use corridors and lots that might be needed for future public access.
- Tailor parks and trails needs towards Livingston's unique dynamic arts community and historical background

Repeated strategies from recommendations 2 that are relevant to new parks and trails development

- Increase resources for maintaining and improving parks and trails infrastructure
- Provide a variety of parks and trails accessible to citizens of all ages, physical abilities, neighborhoods and incomes
- Acknowledge and incorporate the importance of urban agriculture in the parks and trails network
- Safeguard and enhance natural habitats
- Provide safe and inviting recreational spaces, including natural areas, playgrounds and sites for special events
- Plan for areas will be inviting and safe, offer a sense of belonging and incentivize green infrastructure
- Incorporate trees, plantings, permeable pavement, etc. into parks, trails and parking lots as an integral part of the city's green infrastructure
- Maintain and improve parks and trails in ways that are aesthetically pleasing, inviting and reflect positively on the community

- Incorporate environmentally sound materials in infrastructure to the greatest extent possible
- Incorporate naturalistic and native urban park design elements and materials
- Provide safe and maintained travel routes, trails and sidewalk connections within the city and into other parts of the county

Addendum I:

Livingston Parks & Trails Committee 2019 Strategic Plan

Introduction

The purpose of the Livingston Parks and Trails Committee (PTC) is to assist the Livingston City Commission (Commission) in the long-term planning of parks and trails. The major themes of this three-year strategic plan is to (1) build community support, (2) create a solid base for effective communications, and (3) cultivate resources to create a sustainable and interconnected system of parks and trails.

Mission

To advocate on behalf of the public to create and maintain parks, trails, open space and other outdoor recreational opportunities that enhance the quality of life for all of Livingston's residents.

Vision

Enhance community through a system of interconnected parks and trails that offer diverse, healthy outdoor experiences within a rich variety of landscapes and natural habitats.

Values

- Collaboration
- Environmental stewardship
- Commitment to the public good

Goals

- Actively engage with the Commission, primary stakeholders and city departments to ensure that parks and trails are regularly considered and addressed in their decisions, including through the City's Growth Plan.
- Educate and involve the community to drive support for parks and trails in Livingston.
- Expand and improve the current network of parks, trails and other outdoor recreational areas.

Strategies

1. GOAL: Actively engage with the Commission, primary stakeholders and city departments to ensure that parks and trails are regularly considered and addressed in their decisions, including through the City's Growth Plan.

Strategies:

- Design and implement a communications plan to communicate to stakeholders and enable outreach and cultivation of partners.
- Increase presence in all forms of local media

- Participate in relevant community and civic organization events and meetings, attend pertinent Planning Board and City Commission meetings
- Invite City stakeholder employees to attend PTC meetings on a regular basis
- Work with the City to maintain an up-to-date PTC webpage

2. GOAL: Educate and involve the community to drive support for parks and trails in Livingston.

Strategies:

- Create community partnerships and make explicit connections to the Active Transportation Coalition, Bike Club and Park County Parks & Recreation Board
- Provide opportunities for deeper city/county/community relationships, events, and projects
- Engage the community including conducting a PTC survey

3. GOAL: Expand and improve the current network of parks, trails and other outdoor recreational areas

Strategies:

- Collaborate and provide input to long term city and county planning processes
- Identify and promote potential new and existing parks and trails projects
- Create a multi-faceted fundraising plan that includes grants, donors, sponsorships and events that support outreach efforts
- Partner with the community in development of a new wellness center and/or pool

Outcomes

By 2022...

- PTC will regularly consult with and be consulted by the City regarding matters affecting parks, trails and open space, including outreach opportunities.
- Citizens of Livingston will be able to clearly identify PTC and its efforts on behalf of the city.
- There will be a strong coalition of coordinated and active supporters of parks and trails in Livingston.
- The Livingston City Growth Plan will reflect the vision of the PTC.
- Sackett Park exists and a 7-8 mile loop trail connects the existing city parks and trails.

Addendum II: Supporting Information

Center for Disease Control and Prevention Parks and Trails Health Impact Assessment Toolkit

https://www.cdc.gov/healthyplaces/parks_trails/

Metrics for creating healthy communities, American Planning Association, May 2017, Anna Ricklin, aicp | Sagar Shah

<https://planning-org-uploaded-media.s3.amazonaws.com/document/Metrics-Planning-Healthy-Communities.pdf>

Improving Public Health through Public Parks and Trails: Eight Common Measures

<https://www.americantrails.org/resources/improving-public-health-through-public-parks-and-trails>

American Association of Landscape Architects Statements

Urban Growth and Development:

https://www.asla.org/uploadedFiles/CMS/Government_Affairs/Public_Policies/Urban_Growth_and_Development_Statement_Only.pdf

Visual Resources:

https://www.asla.org/uploadedFiles/CMS/Government_Affairs/Public_Policies/Visual_Resources.pdf

Livable Communities:

https://www.asla.org/uploadedFiles/CMS/Government_Affairs/Public_Policies/Livable_Communities.pdf

Open Space:

https://www.asla.org//CMS/Government_Affairs/Public_Policies/Open_Space.pdf

Missoula Growth Policy:

https://www.ci.missoula.mt.us/DocumentCenter/View/34746/OurMissoulaGP_full?bidId=

Portland 2035 Comprehensive Plan

<https://beta.portland.gov/comp-plan/2035-comprehensive-plan-and-supporting-documents>

From: [Lisa Harreld](#)
To: [Michael Kardoes](#); [Faith Kinnick](#)
Subject: Tree Board Growth Policy Recommendations
Date: Friday, January 10, 2020 11:03:07 AM
Attachments: [image001.png](#)
[LTB minutes 11.21.2019.docx](#)

Hi Mike and Faith,

Thanks for the opportunity to provide input to the Burton Planning growth policy team. The Livingston Tree Board (LTB) discussed our tree board priorities at our regular meeting on November 21, 2019. Attached are the minutes from that meeting. The minutes were unanimously approved on December 19, 2019. The following points detail our Growth Policy recommendations:

- 1. Growth Policy recommendations** – The Tree Board will make recommendations to the company conducting the Growth Policy plan and report. The recommendations are due January 10, 2020. The list of priorities the group came up with collectively include:
 - Clarifying the City Tree Ordinance. The proposal by the LTB is to implement a Tree District for adequate code enforcement, budget for planting and proper maintenance of city trees. An estimate of Tree District expenses include a budget for two full time employees, a bucket truck and a wood chipper.
 - The LTB would like to explore availability of potential property where the city could implement a “plant for profit” type of program where trees could be planted now and harvested in the future. Another option is a planting project involving planting trees that will store carbon dioxide and generate Carbon+ Credits for sale. These types of projects start with identifying a feasible location and the Growth Policy team could be charged with the identification of potential locations.
 - Preparation for Emerald Ash Borer infestation expenses, including expense to treat and/or remove damaged trees and replace lost trees.
 - Volunteer coordinator – The LTB envisions having a robust volunteer organization for the planting and maintenance of city trees. A good example of a successful volunteer tree program is in Townsend, MT. A volunteer coordinator could be paid for out of the proposed Tree District budget.
 - Grant writer – The city has been without a grant writer in over two years and the effect is that we are missing out on potential program sources. The city is missing out on grant opportunities due to lack of an employee dedicated to grant writing.
 - Update tree inventory.

We will plan to attend the city commission meeting on January 21, 2020.

Thanks again.

Lisa E. Harreld
Legal Analyst, City of Livingston
(406)823-6009



In some instances my emails or files attached to my emails may be confidential. If you are not the named addressee, do not disseminate, distribute or copy this email. Please notify me immediately if you have received this email by mistake and delete it from your system.

LIVINGSTON TREE BOARD

Regular Meeting

City/County Complex, West Room

Thursday, November 21, 2019, noon

1. **Call to Order** – Present – Mike Gomez, Eric Schneider, Lisa Harreld, Debbie Perryman, Andy Mitchell
2. **Consent Items – Approve Minutes from regular 8.29.2019 meeting** – Andy Mitchell made a motion to approve the minutes from the 8.29.2019 meeting. Eric Schneider seconded. All in favor, motion approved 5-0.
3. **Grants** – Review of the usual grants the Tree Board can apply for including Arbor Day Grant, Community Closet, Tree City Grant, and Society of Arboriculture. We will work to expand opportunities.
4. **Creating Tree Board Bylaws** – The Parks and Trails Bylaws will be modified to reflect Tree Board issues and activities. Lisa Harreld will do the revisions.
5. **Growth Policy recommendations** – The Tree Board will make recommendations to the company conducting the Growth Policy plan and report. The recommendations are due January 10, 2020. The list of priorities the group came up with collectively include:
 - Clarifying the City Tree Ordinance. The proposal by the LTB is to implement a Tree District for adequate code enforcement, budget for planting and proper maintenance of city trees. An estimate of Tree District expenses include a budget for two full time employees, a bucket truck and a wood chipper.
 - The LTB would like to explore availability of potential property where the city could implement a “plant for profit” type of program where trees could be planted now and harvested in the future. Another option is a planting project involving planting trees that will store carbon dioxide and generate Carbon+ Credits for sale. These types of projects start with identifying a feasible location and the Growth

Policy team could be charged with the identification of potential locations.

- Preparation for Emerald Ash Borer infestation expenses, including expense to treat and/or remove damaged trees and replace lost trees.
- Volunteer coordinator – The LTB envisions having a robust volunteer organization for the planting and maintenance of city trees. A good example of a successful volunteer tree program is in Townsend, MT. A volunteer coordinator could be paid for out of the proposed Tree District budget.
- Grant writer – The city has been without a grant writer in over two years and the effect is that we are missing out on potential program sources. The city is missing out on grant opportunities due to lack of an employee dedicated to grant writing.
- Update tree inventory.

6. Collaboration with Conservation Intern and William Edwards. Discussion regarding potential partnership with Yellowstone Bend Citizens Counsel (YBCC) – Bill Edwards approached several people about getting some kind of tree planting initiative going. Generally speaking Bill is suggesting some kind of large scale tree planting to take place. There is a possibility we could engage with YBCC and Energy Corps intern Alexis Van Pernis to get some kind of initiative off the ground.

7. Nomination of slate of officers – nominations were made to elect Mike Gomez as Chair, Debbie Perryman as Vice Chair and Lisa Harreld as secretary. Election will take place December 19, 2019

Meeting adjourned. Next regular meeting December 19, 2019 at noon.

Report to City Commission

Livingston Planning Board

Approved unanimously by Planning Board on December 18, 2019

Re: Recommendations for priorities in Growth Policy

Housing

1. Affordable Housing
 - What policy tools are available for incentivizing affordable development?
 - Explore opportunities for increased downtown mixed-use housing.
 - Develop Neighborhood Plan for View Vista Residence Park
2. Policy guidance on Planned Unit Developments (PUD's)
3. Vacation Rentals
 - What are the impacts to Livingston?
 - Policy recommendations needed.

Economic Development

1. Identify appropriate poverty reduction programs.
 - Provide policy tools to incentivize affordable development and promote infill.
2. Investigate opportunities for attracting new businesses.
3. Investigate options for economic development of BNSF/MRL property.
4. Inventory vacant spaces, especially in the downtown district.

Land-Use

1. Re-examine land-use/zone table, with emphasis on Highway Commercial (HC) zone.
2. Provide guidance on developing policies for regulating Large Retail Establishments.
3. Strengthen Subdivision Review Process, e.g. compare Livingston's process with Belgrade, Bozeman, and Missoula.
 - Ensure Subdivision Review Criteria will be consistent with the Growth Policy and other documents adopted by the City Commission (Parks & Trails Master Plan, Active Transportation Plan, etc.).
4. East Side Community Plan.
5. West Side Community Plan.
6. Gateways Plan.

Transportation

1. Grade-Separated Rail Crossing.
2. Active Transportation Plan.
 - Require that new subdivisions outside the city's core guarantee safe alternative routes for residents to access the core.
 - Improved North Side access.
3. Downtown transportation and parking plan.

Natural Resources

1. Prioritize and expand access to the Yellowstone River recreation, such as riverfront parks, boat ramps and islands.
2. Identify critical scenic and cultural resources, and provide policy goals and options for protecting these resources.
3. Provide implementation options for replacing of Ash trees throughout town.
4. Investigate need and costs for a comprehensive Tree Plan.

Additional revenue and financing options

1. Identify tools appropriate for Livingston, and provide implementation plans:
 - Resort Tax
 - Gateway Tax
 - Gas Tax
 - Tree Maintenance District
 - Parks and Recreation District
 - Storm Water Utility District
 - Others?

Provide projections for growth, by neighborhood

1. Current neighborhood capacities.
2. Expected growth patterns.
3. Detailed growth maps.
4. Projected city map in 20 years.

From: [Lisa Harreld](#)
To: [Michael Kardoes](#); [Faith Kinnick](#)
Subject: URA recommendations for growth policy
Date: Friday, January 10, 2020 4:19:34 PM
Attachments: [Livingston Streetscape Enhancement Master Plan part 2 .pdf](#)
[Livingston Streetscape Enhancements Master Plan part 1.pdf](#)
[image001.png](#)
[11.20.19 URA minutes-Draft - Copy.docx](#)

The URA discussed their recommendations for the Growth Policy at their meeting on November 20, 2019. Attached are the minutes from that meeting.

The URA lists their priorities as 1) sidewalks in the URA residential area; 2) downtown furniture; and 3) façade program.

The URA also wants to provide the “Livingston Streetscape Enhancements Master Plan” as an ongoing recommendation for completion.

Let me know if you have questions or need further information.

Lisa E. Harreld
Legal Analyst, City of Livingston
(406)823-6009



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**Minutes for the Livingston Urban Renewal Agency (URA)
Regular Meeting
Wednesday, November 20, 2019; 8:30 a.m.
East Room**

AGENDA

1. Call to Order – 8:35 a.m. In attendance: Karla Pettit, Bob Ebinger, Matt Whitman, Rick VanAken, Kyra Ames, Warren Mabie, Jack Luther, Betsy Luther, Lisa Harreld

2. Consent Items

- **Approve Minutes from regular meetings on 09.18.2019**
September 18 minutes were amended to delete reference to concrete overlays and damage caused by salt. Bob motioned for approval of amended September minutes, Rick seconded. All in favor, motion approved 5-0.

3. Old/Continuing Discussion Items

- **MATT WHITMAN COMMENTS REGARDING CONCRETE AND CHARGING STATION**– Matt followed up on the investigation they are undertaking to determine the cause of the concrete pitting on the new downtown sidewalks. The investigation has been ongoing. Last week they sent core samples to a laboratory in Denver, hopefully to help determine the cause of the concrete failure. They expect a report to be completed by the end of January. Matt was also asked about the electric charging station. He doesn't know how the charging stations were funded. But he was able to explain that they have the capability to add another station as the demand increases. He also added the DEQ will be adding a new program next year with funding available to install a level 3 charging station. The funds for that, in part, are from the Volkswagen settlement. The city will be applying for the grant in hopes of installing a level 3 charging station at the Depot Park.
- **BYLAWS** – Rick brought up Article 3 which addresses Officers. He suggested that the position of Secretary be eliminated as an officer since the URA does not have a board member acting as secretary. The secretary position is provided by the city administration and is not a URA board member. The group discussed the secretary position and also discussed the fact that the bylaws and the city code don't address the assignment of a city commissioner to be a non-voting member of the board. Karla suggested that the city commissioner seat should be addressed in the bylaws. Bob disagreed and felt the appointment of a city commissioner seat should be addressed in city commission policy and procedure documents and should not be included in URA policies and procedures. Ultimately, the group decided to delete Article III Section 1C and add Article IV section 7 to include the city appointed secretary position. The group decided against adding or changing any wording addressing the

appointment of a non-voting city commissioner.

- Bob approached the subject of board application criteria. He questions whether someone can be on the board and simultaneously apply for a URA grant; whether a property owner within the TIFF district can apply for a grant. There was a general discussion but no one was able to find the exact wording he was referring to.
- **Growth Police report and recommendation** – Comments and recommendations are due by January 10, 2020. Karla said her priorities continue to be 1) sidewalks in the URA residential area; 2) downtown furniture; and 3) façade program. She said she would like to send the “Downtown Design” master plan from 2007 or 2008 as an attachment with the recommendations from the URA. Karla will send me the master plan. The Growth Policy is in the information collection phase.

4. Scheduled Public Comment None

5. Action Items

6. Progress Reports

7. URA Commission Comments

- **Kyra Ames** – Kyra said the artist who did the artwork that was used at 5th street noticed the box has been replaced by a different box. Matt Whitman said the wrapped utility box at 5th street was damaged in an accident. Northwest Energy replaced the box with one that they had available. Matt said the whole intersection will be updated next year and a new plain box will be placed at the site. The boxes at 7th Street and B Street will be replaced next year as well. Kyra and the rest of the group agreed that would be a good time to renew the art competition like they did the last time. She will plan another art review contest next year as the road construction is being completed.
- **Karla Pettit** – Karla renewed the discussion that was started at the last meeting regarding the new benches that were placed downtown without backs. Previously the URA approved \$300 for Clark Smith to compensate him for bench backs. Clark’s costs have gone up from \$100 to \$125 per back and he provided an additional two backs since the last vote. **Bob made a motion to increase paying Clark Smith up to \$500 from the previous approval vote of \$300. Kyra seconded the motion. All in favor, motion approved to pay Clark Smith up to \$500 for his work on bench backs.** Karla also mentioned that code enforcement has been very lax the last month. She has noticed a number of cars that haven’t moved in days on Lewis Street. Code enforcement continues to be an issue. Currently, code enforcement is being completed as time permits, there is no code enforcement officer assigned specifically to code enforcement.

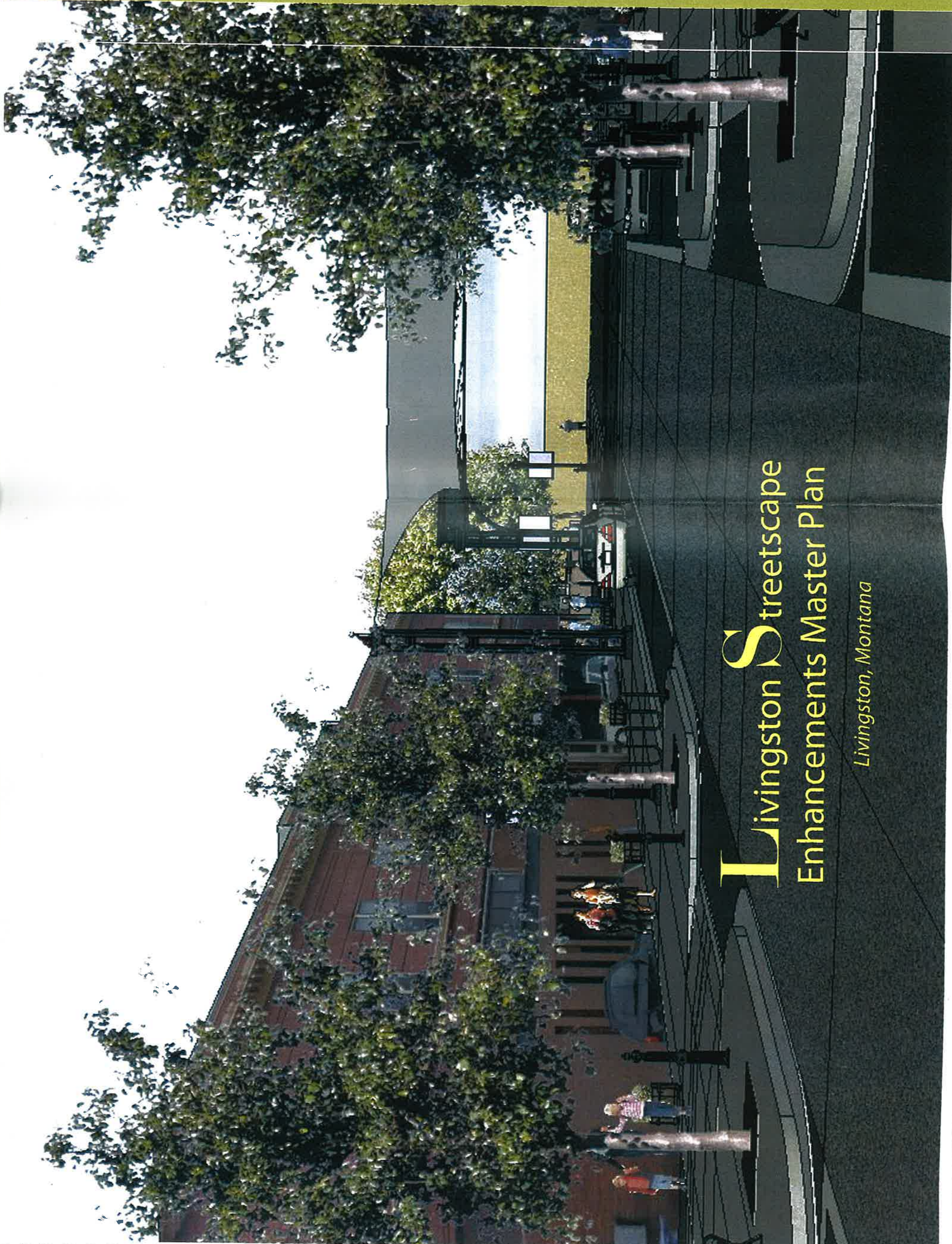
- **Warren Mabie** – Warren said he will continue to try to get solid financial information for the board to work with. Paige will be invited to the next URA meeting on January 15, 2020. Warren asked Matt about a horse (bison?) sculpture that was at one time on display on Main Street. There was some confusion regarding where the sculpture ended up. At one time the Downtown Gallery Association was going to display artwork and provide information for selling the art. The program never got off the ground. There are several groups interested in renewing the program.

8. Public Comments

- **Kristin Galbraith** – Kristin is the Chair of the LBID. She submitted an application to the “Small Business Revolution” program. The program is a cable TV show that helps revitalize a small town. The show receives over 15,000 applications. The field has been narrowed down to 10 towns INCLUDING LIVINGSTON MONTANA! Show representatives will be here in December to interview and scrutinize Livingston further. The field will be narrowed down to 5 in January and then the public can vote on the winner. There will be one week of voting. Look for more to come!
- **Matt Whitman** – First Interstate Bank will be rebuilding next year. They will temporarily take over the building on South 2nd and Lewis while First Interstate is torn down and completely rebuilt. The URA can expect that First Interstate will be requesting grant funding for their vaults and sidewalks. Matt also mentioned they will be surveilling 2nd street to prepare for future sidewalk and street improvements. The URA can expect owners to be requesting funding for the sidewalks.
- **Jack Luther** – Jack added to the other comments regarding the First Interstate bank, that the vaults are quite large and they house their heating units. Jack also mentioned that for Historic Preservation Board members must live within the city or own property within the historic district.

9. **Adjournment**- Rick made a motion to adjourn the meeting. Bob seconded. All in favor. Meeting adjourned at 10:05am.

The next meeting will be Wednesday, January 15, 2020 at 8:30 am.



Livingston Streetscape Enhancements Master Plan

Livingston, Montana

Prepared for
Vision Livingston
Downtown Partnership

APRIL 2009

Prepared by



TABLE OF CONTENTS

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1.0 SUMMARY OF THE PROJECT

CTA Architects Engineers was contracted in November 2008 to conduct a summary study of the central downtown area of Livingston, Montana. CTA worked over the course of several months developing a plan with representatives of Vision Livingston. The central core area of the downtown streetscape master plan is bounded by 2nd Street and B Street and Park Street and Clark Street.

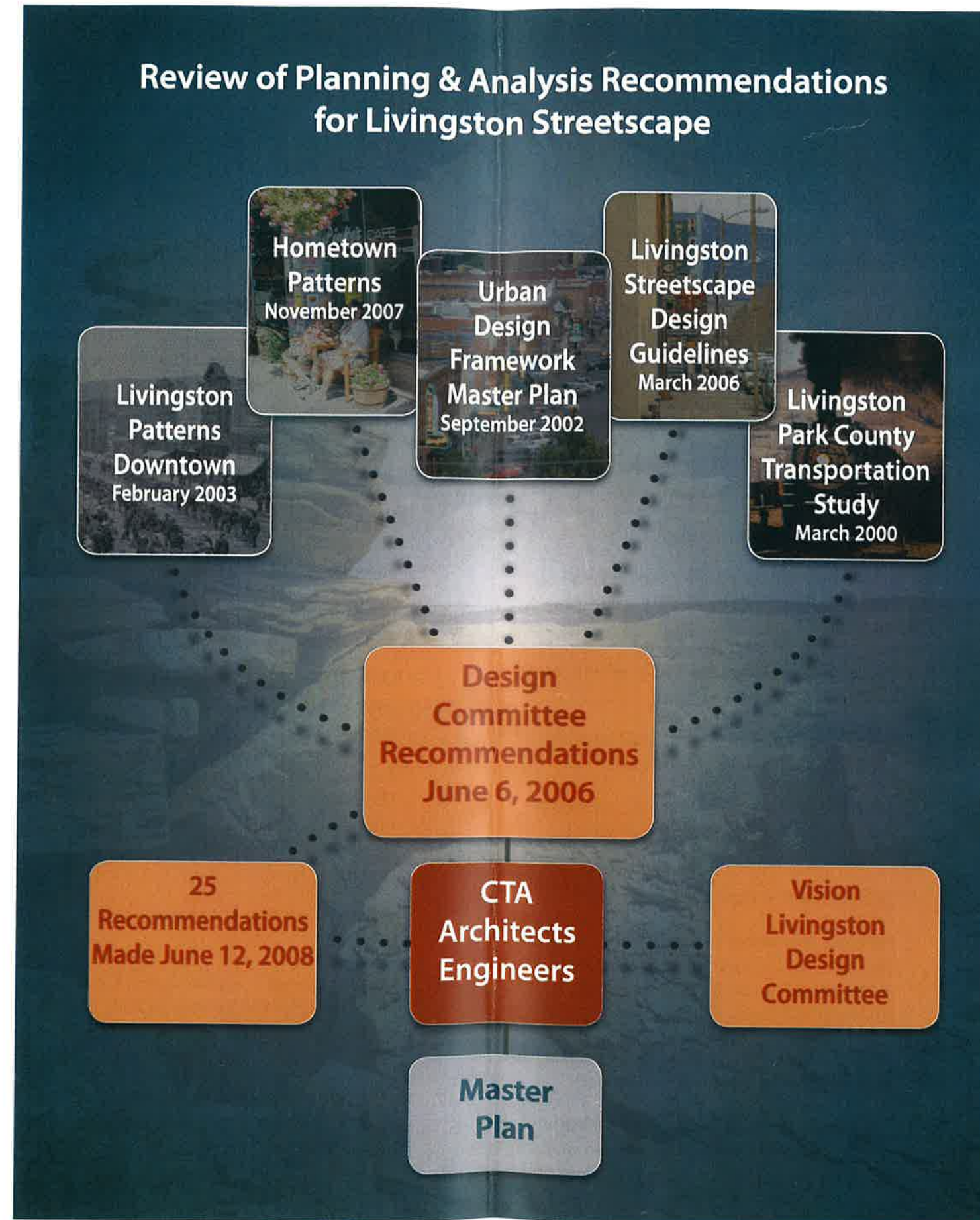
CTA's role was primarily to listen to the City representatives and members of Vision Livingston as numerous studies and efforts have been made to plan for the study area.

The project defined recommendations for street reconditioning, parking definition, street trees and amenities, sidewalk detailing and resurfacing, street lighting, intersection treatment and how to safely move people through the commercial area.



2.0 PREVIOUS PROJECTS

Four major previous planning efforts have been developed as a part of the streetscape master planning process. This particular design and planning effort served to build upon those efforts. During this planning effort the design team worked with representatives of Vision Livingston to reevaluate the downtown streetscape planning studies, put the design concepts in a graphic format and develop a cost estimate for the project.



PREVIOUS PROJECTS

3.0 PREVIOUS RECOMMENDATIONS

A combination of design recommendations were established and developed by the Downtown Streetscape Advisory Committee. These recommendations were made official on June 12, 2006 and remain generally valid. The 25 design recommendations include the following:

3.1 Livingston Design Recommendations (2006)

1. Parking layout on streets to remain the same.
2. No one-way street system used.
3. Buffer zone between pedestrian walking space and street to accommodate street furnishings (lights/trees).
4. Streets with underground vaults will not have street trees.
5. Advisory Committee recommends no other plantings (raised beds, etc) be used.
6. Advisory Committee recommends street trees with grates to grade with sidewalk where applicable.
7. Sidewalks will remain simple concrete.
8. Advisory Committee suggests using stamped concrete, stained to look like brick at selected intersections and other special locations (example: railroad ties at intersections).
9. Advisory Committee recommends retaining the stamped street names on street corners.
10. Advisory Committee recommends all historic sidewalk elements (windows, doors to vaults, horse tie-ups) be preserved wherever possible.
11. Advisory Committee recommends simple plain concrete scored to resemble the stripes of a railroad crossing at intersection. Not all intersections have to be exactly the same.
12. Incorporate different pavement materials/colors at pedestrian ramps.
13. The Advisory Committee does not want composites to provide texture and contrast at intersections.
14. Advisory Committee recommends placing Northern Pacific Rail Road logo on the street at intersections such as Park and 2nd. All other intersections should be free from street design/patterns
15. Advisory Committee does not want bulbouts installed.
16. Recommended street furniture will be heavy, black iron (painted/powder coated). Simple bike racks are encourage where possible with adequate space allocated for them.
17. Trees should be considered with the use of an arbor specialist with no large shade trees used downtown.
18. Signage should be of an historic style and character. The committee suggests the City encourage signs on buildings (brass plaques) to provide information to visitors and the community.
19. Advisory Committee supports civic space between Calendar and 2nd Street for outdoor events.
20. An outdoor amphitheater at Calender and 2nd is not supported by Committee.
21. Advisory Committee supports pocket parks where appropriate.
22. Alley's need to be more pedestrian friendly.
23. Committee recommends a concrete center portion acting as a swale for drainage and appearing as a pedestrian way.
24. Committee recommends asphalt on either side of concrete swale to cover utilities.
25. All design must include provisions for holiday decorations.



4.0 STREETScape RECOMMENDATIONS

As a result of the design process and previous study recommendations a composite master plan was developed for the project area. This plan is the culmination of several design efforts and a consolidation of years of effort by representatives, business owners and interested citizens of the city of Livingston. Major elements of the streetscape design recommendations include; intersection treatments, street bump outs, parking, sidewalk treatments, entry features or portals, street and alley surfacing and streetscape amenities.

4.1 Intersection Treatments

Perhaps the most detailed portion of the project is the proposed treatment of the intersections. Each intersection is made up of similar components that include a 25' wide concrete approach band that delineates the intersection before a car reaches the crosswalk. The intersection is juxtaposed against an asphalt roadway surface.





The crosswalk is made up of three components which emulate railroad tracks. The crosswalk bands are actually railroad rails set into the street where only the rail tops show. The "railroad ties" are colored concrete bands one foot wide. In between the ties is exposed aggregate concrete representing ballast material.

ADA accessible concrete ramps are angled at a 45 degree to the center of the intersection with inserted truncated domes. The center of the intersections is surfaced with asphalt.



4.2 Street Bump Outs

Intersection and street bump outs were generally not supported by the working groups. As such, the only defined street bump outs occur at alley intersections on Callender Street. The bump outs are approximately one parking stall long on each side of the alley intersection

on Callender and consist of a street bench on one side of the alley intersection, a street tree and a trash receptacle. Street bollards vertically mark the edge of the intersection. The alley intersection is defined by a concrete edge treatment.





4.3 Parking

One of the overriding conditions of the streetscape master plan was to keep the same amount of on-street parking in the project. This goal was met. Parallel parking along each street is defined by a concrete band flush with the pavement surface. Parking bands are 25 feet apart by 10 feet wide. This should eliminate the need for painting curbs for no parking zones.

Angled parking on Main Street will remain and the center line of the street has been shifted to allow for more room to back out of each angled stall.



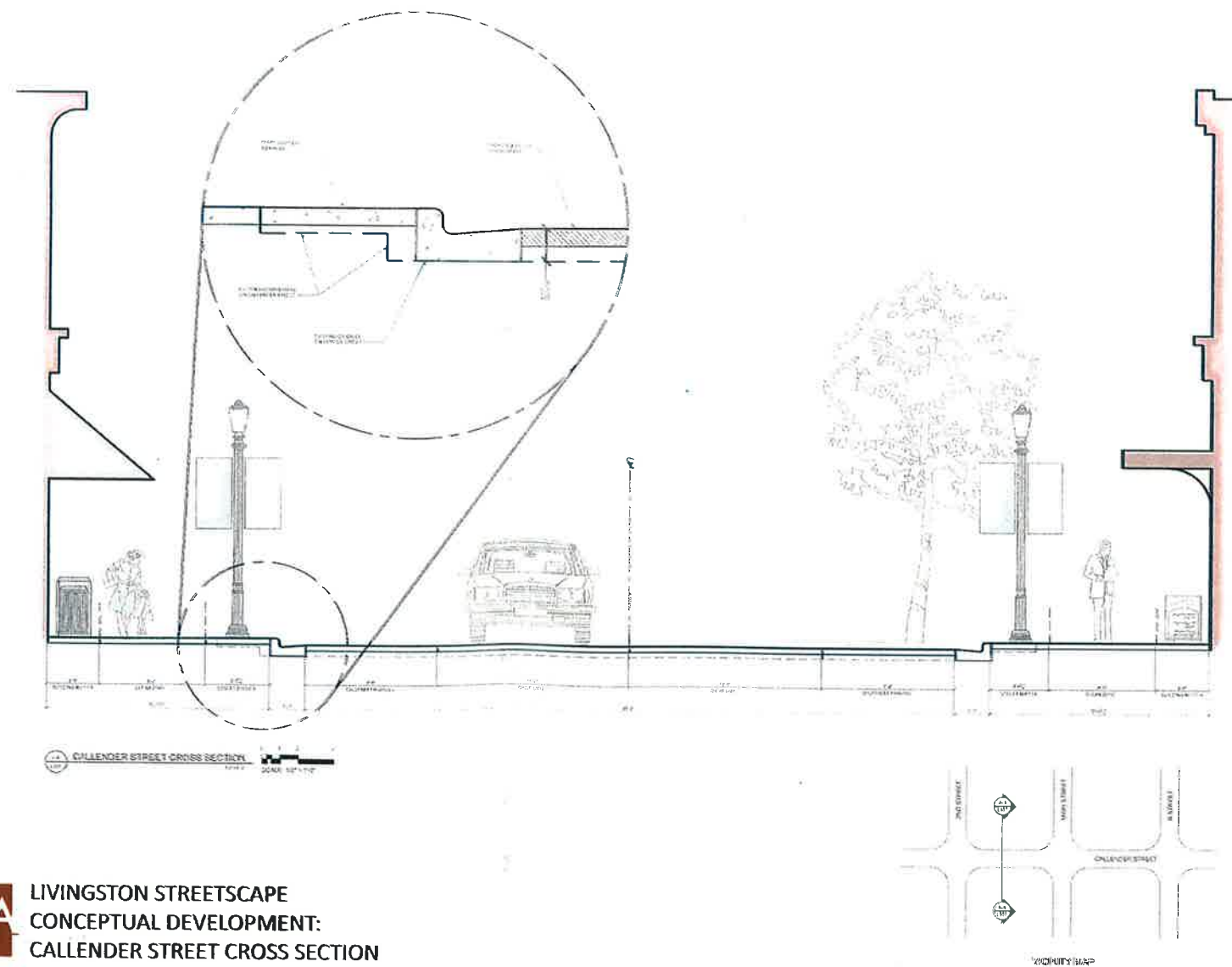
Livingston University
Engineering
Master Plan



4.4 Sidewalks

Sidewalk replacement is to be total throughout the project area. Sidewalks are typically an approximate twelve feet (12') wide. The primary solution for the concrete replacement is longitudinal score lines three feet (3') from the edge of the building to delineate areas where businesses may locate amenities such as sandwich signs, etc. A six foot (6') walking space defines the center of the sidewalk. The remaining area is a plus or minus three foot (3') street buffer zone.

Both sides of Clark Street will have an irrigated grass boulevard as it defines the residential boundary of the project. The same holds for the East side of "B" Street.



CTA LIVINGSTON STREETSCAPE
CONCEPTUAL DEVELOPMENT:
CALLENDER STREET CROSS SECTION



4.5 Portals

Large steel portals or entry features are located to help define the civic space on Callender Street. Black painted portal features are steel and hearken back to the 1920's and the age of the railroad. Portals have twenty-foot clearance zones and the portal to the West, near the intersection of 2nd St. & Callender St. features a canopy structure that can be raised by a pulley system attached to separate steel pedestals. The canopy structure will provide definition and cover for band stands and other focal features in the civic space.



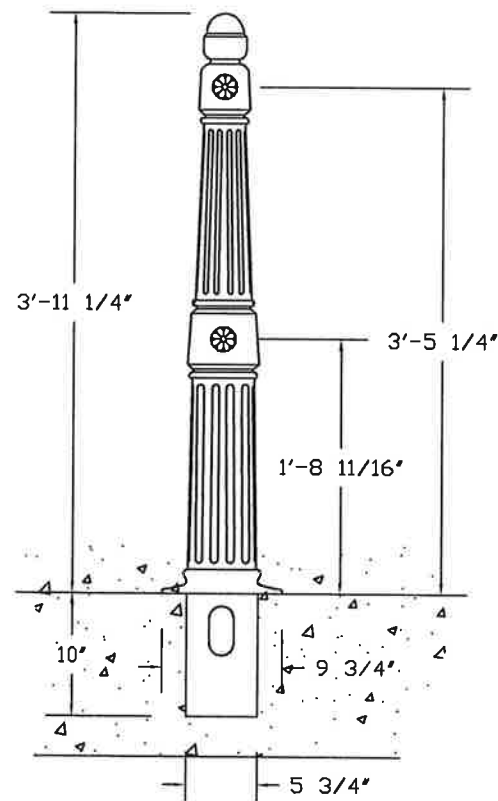
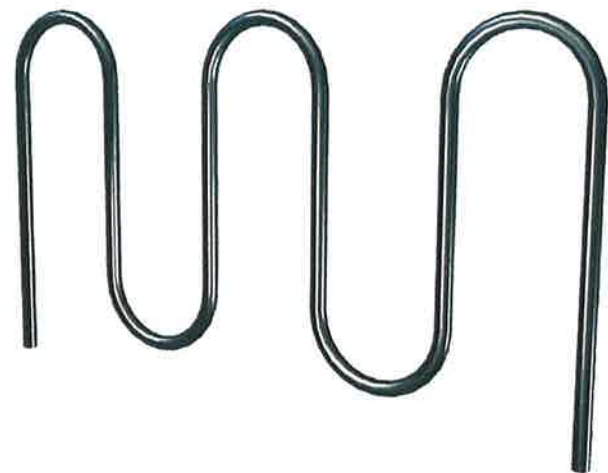
The 4.6 Amenities

Numerous amenities are programmed for the streetscape project. These features provide a consistent yet functional theme to tie the downtown area together. All amenities will be either black powder coated or painted black. The bicycle rack shall be a serpentine model bike rack similar to the product developed by Maglin model number MBR 400 series. Bicycle racks will be located at the bump outs.

Bollards are located throughout the project delineating the edge of the pedestrian ramps at the intersections and defining the edges of the bump outs. Bollards shall be similar to the Victorian model as manufactured by Ironsmith Bollards.

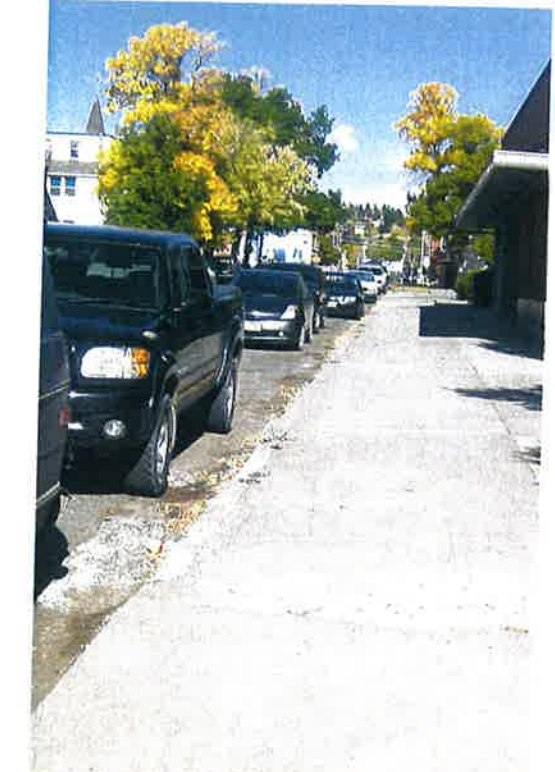
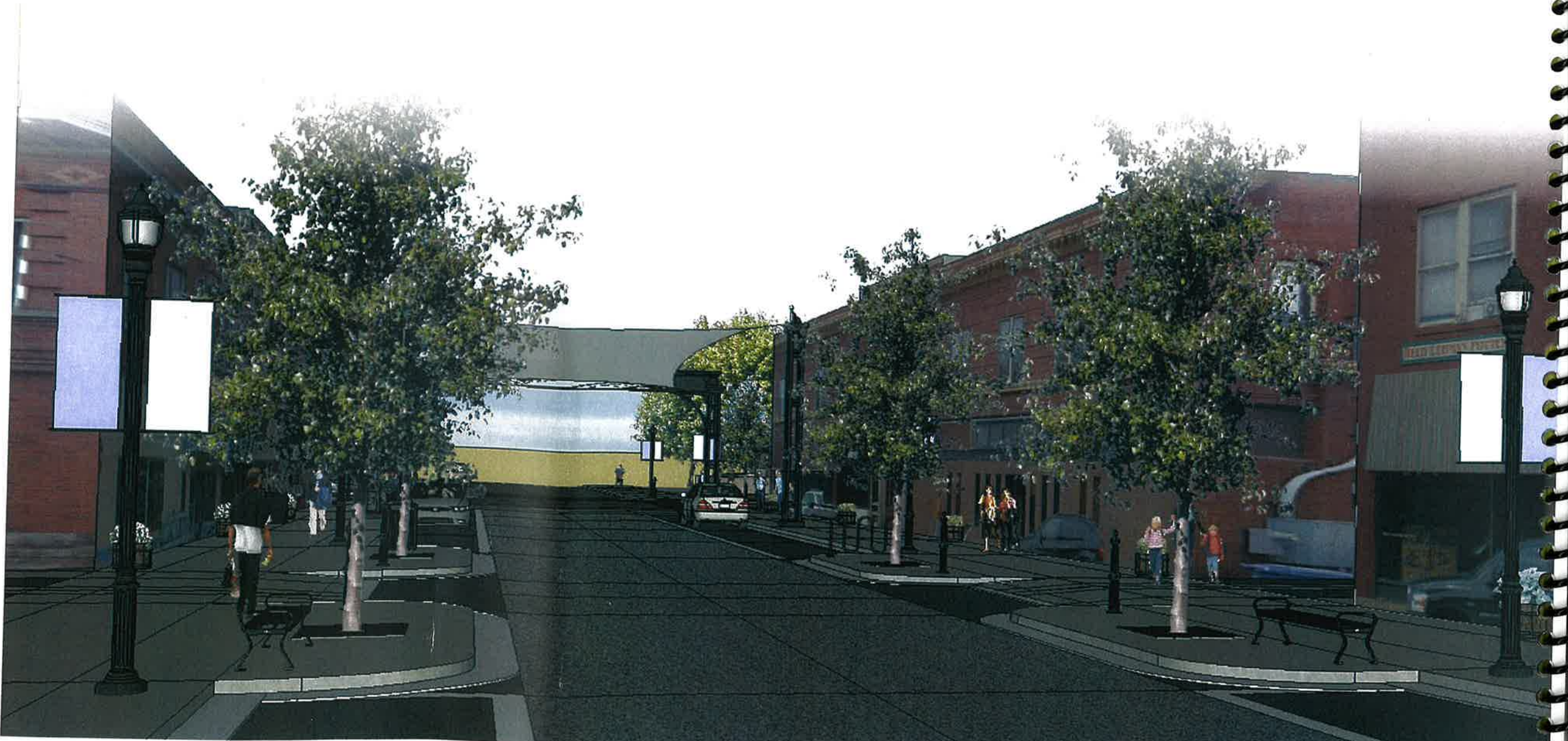
Benches and trash receptacles shall be manufactured locally by artisans in Livingston and occur in tandem near each intersection on one side aligned with the concrete approach area for the intersection. Benches and trash receptacles will be located at the bump-out areas.

Additional amenities include pedestrian lighting located throughout the improvement area. Light fixtures shall continue the Anaconda historic model that currently exists in the project area. Street trees set in tree grates are located on 50-foot centers along each street with the exception of Main Street that shall remain treeless to provide clear views to the mountains. Tree grates shall either be manufactured locally or acquired through Urban Accessories Foundry. In either case, all tree grates shall be of one consistent design.



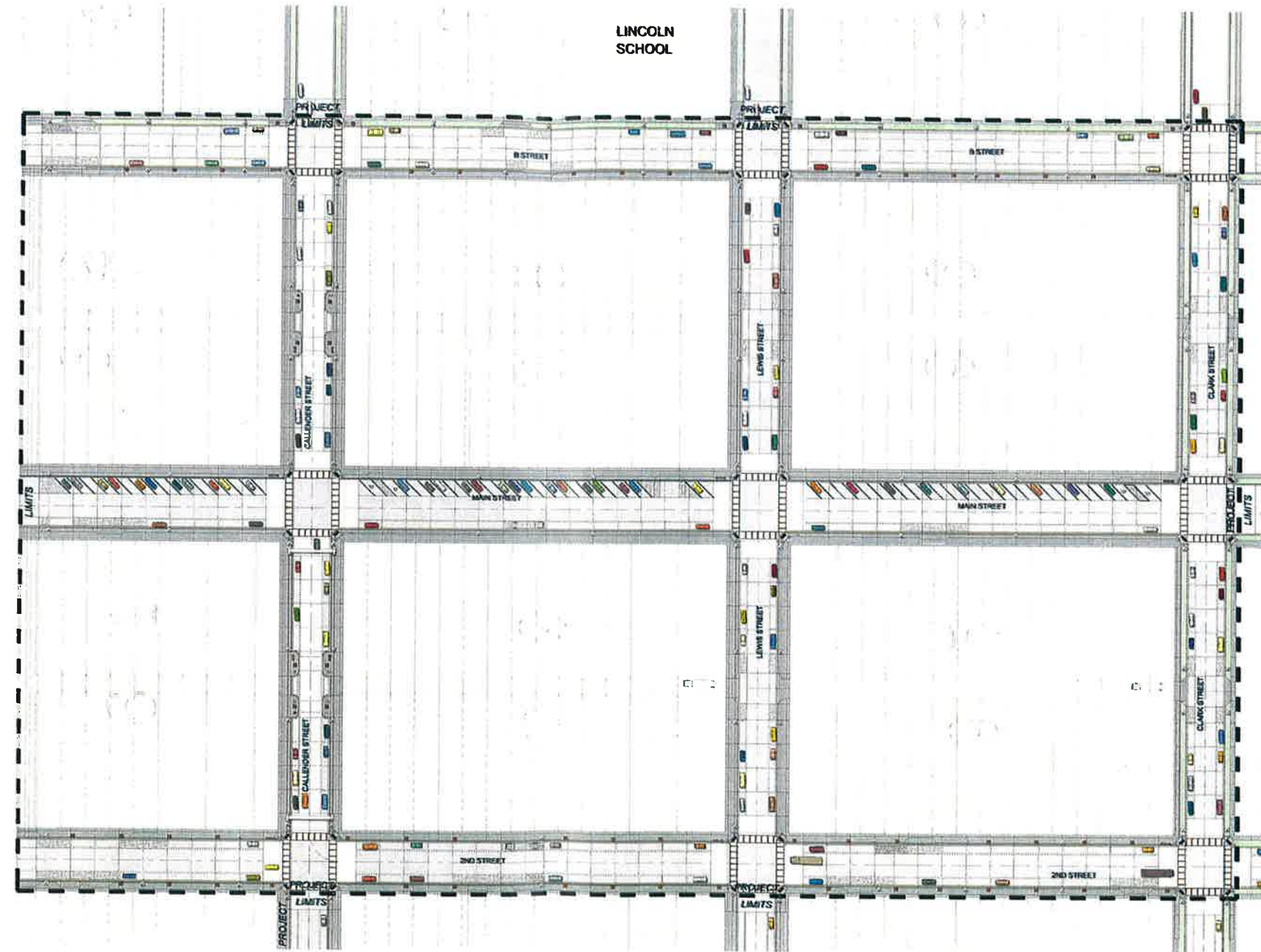
4.7 Civic Space

Callender Street between 2nd and Main Street has been designated the primary civic space in the study area. This area is envisioned to be closed-off during brief periods for festivals, street parties etc. The pavement will be delineated with exposed aggregate concrete instead of asphalt. The civic space is further defined at each end with the portals or entry features.



4.8 Street and Alley Resurfacing

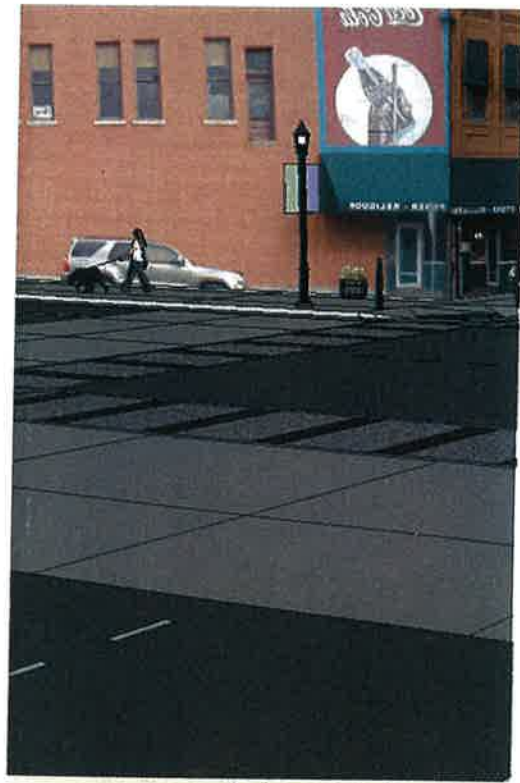
All streets are to be resurfaced with asphalt except where previously defined by parking stalls, unique intersection detailing or exposed aggregate on Callender Street. Alleys will also be regraded and resurfaced with asphalt. The center of the alleys will be a concrete trench where water will be channeled.



5.0 COST ESTIMATES

The following pages depict the cost estimate for the project area. It is anticipated that the project will be developed in phases. The cost estimate is based on 2009 construction costs and the various phases are defined by streets. North-South oriented streets have included the intersections and East-West streets do not include such costs. Approximate costs anticipated for the project development are summarized as follows:

2nd Street Improvements	\$1.2 Million
Main Street Improvements	\$1.38 Million
B Street Improvements	\$1.3 Million
Callender Street Improvements	\$0.64 Million
Lewis Street Improvements	\$0.44 Million
Clark Street Improvements	\$0.41 Million
Project Total Costs	\$5.37 Million



Callendar Street-No Intersections

Demolition						
4" Concrete Sidewalks/haul	14,800	SF	@	\$	2	= \$ 29,600
Asphalt remove and Mill	700	SY	@	\$	8	= \$ 5,600
Curb N Gutter	1,200	LF	@	\$	3	= \$ 3,600
Sawcutting	1	LS	@	\$	888	= \$ 888
Traffic Control	1	LS	@	\$	1,500	= \$ 1,500
Dust Control/Water Trucks	1	LS	@	\$	5,000	= \$ 5,000
Subtotal						\$ 46,188

Streets						
Survey / Staking	150	HR	@	\$	80	= \$ 12,000
Street Lights	8	EA	@	\$	5,000	= \$ 40,000
Street Trees	8	EA	@	\$	300	= \$ 2,400
Tree Grates	8	EA	@	\$	800	= \$ 6,400
Irrigated Sod	0	SF	@	\$	4	= \$ -
Concrete Sidewalk	14,754	SF	@	\$	8	= \$ 118,032
Curb/Gutter	1,148	EA	@	\$	24	= \$ 27,552
Street Asphalt	723	SY	@	\$	35	= \$ 25,305
Parking Stalls Asphalt	732	SY	@	\$	35	= \$ 25,620
No Parking Asphalt	0	SY	@	\$	35	= \$ -
Concrete Parking Bands	1,072	LF	@	\$	13	= \$ 13,936
Exposed Aggregate Concrete	5,917	SF	@	\$	10	= \$ 59,170
Traffic Contol	1	LS	@	\$	3,000	= \$ 3,000
1 Phase Electrical Distribution	1,400	LF	@	\$	8	= \$ 11,200
Subtotal						\$ 344,615

Site Furnishings and Other						
Surveying / Staking	80	HR	@	\$	80	= \$ 6,400
Bollards	8	EA	@	\$	600	= \$ 4,800
Waste Receptacles	2	EA	@	\$	1,600	= \$ 3,200
Benches	4	EA	@	\$	3,000	= \$ 12,000
Bike Racks	2	EA	@	\$	600	= \$ 1,200
Entry Features	2	EA	@	\$	20,000	= \$ 40,000
Subtotal						\$ 67,600

Subtotal	=	\$ 458,403
Contingency	@ 10%	\$ 45,840
Subtotal	=	\$ 504,243
General Conditions	@ 5%	\$ 25,212
Subtotal	=	\$ 529,455
Contractor OH & Profit	@ 5%	\$ 26,473
Subtotal		\$ 555,928

Fees, Expenses & Soft Costs						
Mobilization	1	LS	@	1%	=	\$ 5,559
A/E & Project Management	1	LS	@	\$	0	= \$ 83,389
Subtotal						\$ 88,949

Subtotal	=	\$ 644,877
Total Street Scape Costs		\$ 644,877

Lewis Street-No Intersections

Demolition						
4" Concrete Sidewalks/haul	13,400	SF	@	\$	2	= \$ 26,800
Asphalt remove and Mill	1,500	SY	@	\$	8	= \$ 12,000
Curb N Gutter	1,200	LF	@	\$	3	= \$ 3,600
Sawcutting	1	LS	@	\$	804	= \$ 804
Traffic Control	1	LS	@	\$	1,500	= \$ 1,500
Dust Control/Water Trucks	1	LS	@	\$	5,000	= \$ 5,000
Subtotal						\$ 49,704

Streets						
Survey / Staking	150	HR	@	\$	80	= \$ 12,000
Street Lights	8	EA	@	\$	5,000	= \$ 40,000
Street Trees	0	EA	@	\$	300	= \$ -
Tree Grates	0	EA	@	\$	800	= \$ -
Irrigated Sod	0	SF	@	\$	4	= \$ -
Concrete Sidewalk	13,339	SF	@	\$	6	= \$ 73,365
Curb/Gutter	1,076	EA	@	\$	24	= \$ 25,824
Street Asphalt	1,422	SY	@	\$	35	= \$ 49,770
Parking Stalls Asphalt	732	SY	@	\$	35	= \$ 25,620
No Parking Asphalt	57	SY	@	\$	35	= \$ 1,995
Concrete Parking Bands	1,072	LF	@	\$	13	= \$ 13,936
Exposed Aggregate Concrete	0	SF	@	\$	10	= \$ -
Traffic Contol	1	LS	@	\$	3,000	= \$ 3,000
1 Phase Electrical Distribution	1,400	LF	@	\$	8	= \$ 11,200
Subtotal						\$ 256,710

Site Furnishings and Other						
Surveying / Staking	80	HR	@	\$	80	= \$ 6,400
Bollards	0	EA	@	\$	600	= \$ -
Waste Receptacles	0	EA	@	\$	1,600	= \$ -
Benches	0	EA	@	\$	3,000	= \$ -
Bike Racks	0	EA	@	\$	600	= \$ -
Entry Features	0	EA	@	\$	-	= \$ -
Subtotal						\$ 6,400

Subtotal	=	\$ 312,814
Contingency	@ 10%	\$ 31,281
Subtotal	=	\$ 344,095
General Conditions	@ 5%	\$ 17,205
Subtotal	=	\$ 361,300
Contractor OH & Profit	@ 5%	\$ 18,065
Subtotal		\$ 379,365

Fees, Expenses & Soft Costs						
Mobilization	1	LS	@	1%	=	\$ 3,794
A/E & Project Management	1	LS	@	\$	0	= \$ 56,905
Subtotal						\$ 60,698

Subtotal	=	\$ 440,063
Total Street Scape Costs		\$ 440,063

Clark Street-No Intersections

Demolition						
4" Concrete Sidewalks/haul	10,000	SF	@	\$	2	= \$ 20,000
Asphalt remove and Mill	1,500	SY	@	\$	8	= \$ 12,000
Curb N Gutter	1,200	LF	@	\$	3	= \$ 3,600
Sawcutting	1	LS	@	\$	600	= \$ 600
Traffic Control	1	LS	@	\$	1,500	= \$ 1,500
Dust Control/Water Trucks	1	LS	@	\$	5,000	= \$ 5,000
Subtotal						\$ 42,700

Streets						
Survey / Staking	150	HR	@	\$	80	= \$ 12,000
Street Lights	8	EA	@	\$	5,000	= \$ 40,000
Street Trees	16	EA	@	\$	300	= \$ 4,800
Tree Grates	0	EA	@	\$	800	= \$ -
Irrigated Sod	2,641	SF	@	\$	4	= \$ 10,564
Concrete Sidewalk	8,273	SF	@	\$	6	= \$ 45,502
Curb/Gutter	1,076	EA	@	\$	24	= \$ 25,824
Street Asphalt	1,422	SY	@	\$	35	= \$ 49,770
Parking Stalls Asphalt	732	SY	@	\$	35	= \$ 25,620
No Parking Asphalt	57	SY	@	\$	35	= \$ 1,995
Concrete Parking Bands	1,072	LF	@	\$	13	= \$ 13,936
Exposed Aggregate Concrete	0	SF	@	\$	10	= \$ -
Traffic Contol	1	LS	@	\$	3,000	= \$ 3,000
1 Phase Electrical Distribution	1,400	LF	@	\$	8	= \$ 11,200
Subtotal						\$ 244,211

Site Furnishings and Other						
Surveying / Staking	80	HR	@	\$	80	= \$ 6,400
Bollards	0	EA	@	\$	600	= \$ -
Waste Receptacles	0	EA	@	\$	1,600	= \$ -
Benches	0	EA	@	\$	3,000	= \$ -
Bike Racks	0	EA	@	\$	600	= \$ -
Entry Features	0	EA	@	\$	-	= \$ -
Subtotal						\$ 6,400

Subtotal	=	\$ 293,311
Contingency	@ 10%	\$ 29,331
Subtotal	=	\$ 322,642
General Conditions	@ 5%	\$ 16,132
Subtotal	=	\$ 338,774
Contractor OH & Profit	@ 5%	\$ 16,939
Subtotal		\$ 355,712

Fees, Expenses & Soft Costs						
Mobilization	1	LS	@	1%	=	\$ 3,557
A/E & Project Management	1	LS	@	\$	0	= \$ 53,357
Subtotal						\$ 56,914

Subtotal	=	\$ 412,626
Total Street Scape Costs		\$ 412,626

2nd Street With Intersections

Demolition						
4" Concrete Sidewalks/haul	24,660	SF	@	\$ 2	=	\$ 49,320
Asphalt remove and Mill	3,400	SY	@	\$ 8	=	\$ 27,200
Curb N Gutter	2,500	LF	@	\$ 3	=	\$ 7,500
Sawcutting	1	LS	@	\$ 1,480	=	\$ 1,480
Traffic Control	1	LS	@	\$ 1,500	=	\$ 1,500
Dust Control/Water Trucks	1	LS	@	\$ 5,000	=	\$ 5,000
Subtotal						\$ 92,000

Streets						
Survey / Staking	150	HR	@	\$ 80	=	\$ 12,000
Street Lights	13	EA	@	\$ 5,000	=	\$ 65,000
Street Trees	34	EA	@	\$ 300	=	\$ 10,200
Tree Grates	34	EA	@	\$ 800	=	\$ 27,200
Irrigated Sod	392	SF	@	\$ 2	=	\$ 784
Concrete Sidewalk	24,660	SF	@	\$ 6	=	\$ 135,630
Curb/Gutter	2,450	LF	@	\$ 24	=	\$ 58,800
Street Asphalt	3,030	SY	@	\$ 35	=	\$ 106,050
Parking Stalls Asphalt	1,320	SY	@	\$ 35	=	\$ 46,200
No Parking Asphalt	0	SY	@	\$ 35	=	\$ -
Concrete Parking Bands	2,079	LF	@	\$ 13	=	\$ 27,027
Exposed Aggregate Concrete	0	SF	@	\$ 10	=	\$ -
Traffic Control	1	LS	@	\$ 3,000	=	\$ 3,000
1 Phase Electrical Distribution	2,500	LF	@	\$ 8	=	\$ 20,000
Subtotal						\$ 511,891

Intersections						
Surveying / Staking	80	HR	@	\$ 80	=	\$ 6,400
Bollards	24	EA	@	\$ 600	=	\$ 14,400
Street Lights	12	EA	@	\$ 5,000	=	\$ 60,000
Waste Receptacles	3	EA	@	\$ 1,600	=	\$ 4,800
Benches	3	EA	@	\$ 3,000	=	\$ 9,000
Bike Racks	2	EA	@	\$ 600	=	\$ 1,200
Rails	1,075	LF	@	\$ 10	=	\$ 10,750
ADA Ramps PEDS	12	EA	@	\$ 100	=	\$ 1,200
Exposed Aggregate in X walk	3,240	SF	@	\$ 10	=	\$ 32,400
Colored Conc. In X Walk	1,080	SF	@	\$ 12	=	\$ 12,960
Concrete Approaches/exp agg	9,840	SF	@	\$ 10	=	\$ 98,400
Subtotal						\$ 251,510

Subtotal	=	\$ 855,401
Contingency	@ 10%	\$ 85,540
Subtotal	=	\$ 940,941
General Conditions	@ 5%	\$ 47,047
Subtotal	=	\$ 987,988
Contractor OH & Profit	@ 5%	\$ 49,399
Subtotal		\$ 1,037,387

Fees, Expenses & Soft Costs						
Mobilization	1	LS	@	1%	=	\$ 10,374
A/E & Project Management	1	LS	@	\$ 0	=	\$ 155,608
Subtotal						\$ 165,982

Subtotal	=	\$ 1,203,369
Total StreetScape Costs	=	\$ 1,203,369

Main Street With Intersections

Demolition						
4" Concrete Sidewalks/haul	34,780	SF	@	\$ 2	=	\$ 69,560
Asphalt remove and Mill	3,900	SY	@	\$ 8	=	\$ 31,200
Curb N Gutter	3,000	LF	@	\$ 3	=	\$ 9,000
Sawcutting	1	LS	@	\$ 2,087	=	\$ 2,087
Traffic Control	1	LS	@	\$ 1,500	=	\$ 1,500
Dust Control/Water Trucks	1	LS	@	\$ 5,000	=	\$ 5,000
Subtotal						\$ 118,347

Streets						
Survey / Staking	150	HR	@	\$ 80	=	\$ 12,000
Street Lights	12	EA	@	\$ 5,000	=	\$ 60,000
Street Trees	0	EA	@	\$ 300	=	\$ -
Tree Grates	0	EA	@	\$ 800	=	\$ -
Irrigated Sod	392	SF	@	\$ 2	=	\$ 784
Concrete Sidewalk	34,780	SF	@	\$ 6	=	\$ 191,290
Curb/Gutter	2,922	LF	@	\$ 24	=	\$ 70,128
Street Asphalt	3,886	SY	@	\$ 35	=	\$ 136,010
Parking Stalls Asphalt	2,570	SY	@	\$ 35	=	\$ 89,950
No Parking Asphalt	436	SY	@	\$ 35	=	\$ 15,260
Concrete Parking Bands	1,039	LF	@	\$ 13	=	\$ 13,507
Exposed Aggregate Concrete	0	SF	@	\$ 10	=	\$ -
Traffic Control	1	LS	@	\$ 3,000	=	\$ 3,000
1 Phase Electrical Distribution	2,500	LF	@	\$ 8	=	\$ 20,000
Subtotal						\$ 611,929

Intersections						
Surveying / Staking	80	HR	@	\$ 80	=	\$ 6,400
Bollards	24	EA	@	\$ 600	=	\$ 14,400
Street Lights	12	EA	@	\$ 5,000	=	\$ 60,000
Waste Receptacles	3	EA	@	\$ 1,600	=	\$ 4,800
Benches	3	EA	@	\$ 3,000	=	\$ 9,000
Bike Racks	2	EA	@	\$ 600	=	\$ 1,200
Rails	1,075	LF	@	\$ 10	=	\$ 10,750
ADA Ramps PEDS	12	EA	@	\$ 100	=	\$ 1,200
Exposed Aggregate in X walk	3,240	SF	@	\$ 10	=	\$ 32,400
Colored Conc. In X Walk	1,080	SF	@	\$ 12	=	\$ 12,960
Concrete Approaches/exp agg	9,840	SF	@	\$ 10	=	\$ 98,400
Subtotal						\$ 251,510

Subtotal	=	\$ 981,786
Contingency	@ 10%	\$ 98,179
Subtotal	=	\$ 1,079,964
General Conditions	@ 5%	\$ 53,998
Subtotal	=	\$ 1,133,963
Contractor OH & Profit	@ 5%	\$ 56,698
Subtotal		\$ 1,190,661

Fees, Expenses & Soft Costs						
Mobilization	1	LS	@	1%	=	\$ 11,907
A/E & Project Management	1	LS	@	\$ 0	=	\$ 178,599
Subtotal						\$ 190,506

Subtotal	=	\$ 1,381,166
Total Street Scape Costs	=	\$ 1,381,166

B Street With Intersections

Demolition						
4" Concrete Sidewalks/haul	22,000	SF	@	\$ 2	=	\$ 44,000
Asphalt remove and Mill	3,700	SY	@	\$ 8	=	\$ 29,600
Curb N Gutter	2,900	LF	@	\$ 3	=	\$ 8,700
Sawcutting	1	LS	@	\$ 1,320	=	\$ 1,320
Traffic Control	1	LS	@	\$ 1,500	=	\$ 1,500
Dust Control/Water Trucks	1	LS	@	\$ 5,000	=	\$ 5,000
Subtotal						\$ 90,120

Streets						
Survey / Staking	150	HR	@	\$ 80	=	\$ 12,000
Street Lights	18	EA	@	\$ 5,000	=	\$ 90,000
Street Trees	33	EA	@	\$ 300	=	\$ 9,900
Tree Grates	19	EA	@	\$ 800	=	\$ 15,200
Irrigated Sod	4,919	SF	@	\$ 4	=	\$ 19,676
Concrete Sidewalk	21,707	SF	@	\$ 6	=	\$ 119,389
Curb/Gutter	2,879	LF	@	\$ 24	=	\$ 69,096
Street Asphalt	3,604	SY	@	\$ 35	=	\$ 126,140
Parking Stalls Asphalt	1,724	SY	@	\$ 35	=	\$ 60,340
No Parking Asphalt	300	SY	@	\$ 35	=	\$ 10,500
Concrete Parking Bands	2,312	LF	@	\$ 13	=	\$ 30,056
Exposed Aggregate Concrete	0	SF	@	\$ 10	=	\$ -
Traffic Control	1	LS	@	\$ 3,000	=	\$ 3,000
1 Phase Electrical Distribution	2,500	LF	@	\$ 8	=	\$ 20,000
Subtotal						\$ 585,297

Intersections						
Surveying / Staking	80	HR	@	\$ 80	=	\$ 6,400
Bollards	24	EA	@	\$ 600	=	\$ 14,400
Street Lights	12	EA	@	\$ 5,000	=	\$ 60,000
Waste Receptacles	3	EA	@	\$ 1,600	=	\$ 4,800
Benches	3	EA	@	\$ 3,000	=	\$ 9,000
Bike Racks	2	EA	@	\$ 600	=	\$ 1,200
Rails	1,075	LF	@	\$ 10	=	\$ 10,750
ADA Ramps PEDS	12	EA	@	\$ 100	=	\$ 1,200
Exposed Aggregate in X walk	3,240	SF	@	\$ 10	=	\$ 32,400
Colored Conc. In X Walk	1,080	SF	@	\$ 12	=	\$ 12,960
Concrete Approaches/exp agg	9,840	SF	@	\$ 10	=	\$ 98,400
Subtotal						\$ 251,510

Subtotal	=	\$ 926,927
Contingency	@ 10%	\$ 92,693
Subtotal	=	\$ 1,019,619
General Conditions	@ 5%	\$ 50,981
Subtotal	=	\$ 1,070,600
Contractor OH & Profit	@ 5%	\$ 53,530
Subtotal		\$ 1,124,130

Fees, Expenses & Soft Costs						
Mobilization	1	LS	@	1%	=	\$ 11,241
A/E & Project Management	1	LS	@	\$ 0	=	\$ 168,620
Subtotal						\$ 179,861

Subtotal	=	\$ 1,303,991
Total Street Scape Costs	=	\$ 1,303,991

Livingston Zoning Commission
 Submittal to the Livingston City Commission
 January 10, 2020

As a Zoning Commission we desire to create/maintain/rebuild the Character of our Community

Objectives to accomplish goal:

1. Celebrate our Character and our Characters, don't drive them away
2. Provide affordable housing so that current residents have homes
3. Reduce traffic and promote Active Transportation to promote social interaction
4. Encourage piecemeal growth with plenty of public input rather than large projects
5. Promote mixed income levels and mixed age groups and mixed housing types within neighborhoods
6. In outlying areas, integrate housing/working/social activities into mixed neighborhoods
7. Prioritize local business and job creation so people can work where they live

Here are principles that we would like incorporated as we design the Growth Policy: Principles of Smart Growth¹:

There are 10 accepted principles that define smart growth:^[9]

1. Create a range of employment opportunities.
2. Mix land uses.
3. Take advantage of compact building design.
4. Create walkable neighborhoods and a range of housing opportunities and choices.
5. Foster distinctive, attractive communities with a strong sense of place.
6. Preserve open space, farmland, natural beauty, and critical environmental areas.
7. Strengthen and direct development towards existing communities.
8. Provide in advance a variety of transportation choices, urban and social infrastructure based on population projections.
9. Make development decisions sustainable, predictable, fair, and cost effective.
10. Encourage community and stakeholder collaboration in development decisions.
11. Cost effectiveness in decision making.

Encourage Economic Development that is compatible with the principles listed above

1. Inventory and mapping of all properties as a Development tool for the City
 - a. Map parcel value and size to calculate the value-to-size ratio
 - b. Value all city infrastructure and city services on a neighborhood basis
 - i. Identify life of service and replacement costs for all city property
 - ii. Establish reserve funds for all city properties and infrastructure projects

¹ https://en.wikipedia.org/wiki/Smart_growth

- c. Identify the areas and buildings that provide the least and most amount of revenue relative to the cost of city services. Work to provide tax equity and reduce discrepancies.
 - d. Establish future Growth Policies based on the equity and sustainability of detailed revenue streams for various locations
2. Encourage Energy Conservation and Renewable Energy production to stimulate local construction and retain monthly energy costs in our community
 - a. Train building inspectors in the current International Energy Conservation Code. Strictly enforce the code in new construction
 - b. Develop the expertise within the community to analyze and facilitate energy self sufficiency
 - c. Promote enabling legislation for Community Solar and Micro-grids in Helena
3. Encourage local Agricultural production as a way to support local producers and keep food dollars within the community.
 - a. Support extended growing seasons, food product development and marketing efforts.
4. Encourage the development of wood based products and other craft based industries
5. Broaden the summer tourist season through the development of additional entertainment venues and events. These facilities should be located in the CBD
6. Develop winter sports activities for local residents and for tourists

Zoning Commission Specific Goals

These are goals that we as the Zoning Commission recommend be considered for the Growth Policy and be part of our body of work as a Zoning Commission.

Goal #1: All current local zoning regulations should be updated to conform to the final Growth Policy

1. Consider changing from a Use based Zoning Code to a Form based Code to encourage mixed use, higher densities and greater social interaction

Goal #2: Coordinate with the County when creating the future growth map

1. Create a future growth map that incorporates the goals of the 2020 Growth Policy
 - a. Integrate transportation planning and utility capacity into all new developments.
2. Coordinate with Park County to establish Neighborhood Plans in rural population areas
 - a. Highway 89 South: Emigrant
 - b. Shields Valley: Clyde Park & Wilsall

Goal #3: Maintain and Sustain a Thriving Downtown, Increase density in the city core, increase density overall within the existing city boundaries:

Objectives to accomplish goal:

1. Audit and map all properties in the city
 - a. Determine the ratio between market value and footprint for each property
 - b. Map all locations for the cost of city services; compare to taxable values

- c. Encourage development in areas that are a net economic benefit to the city
- a. Implement strategies and incentives for increased density and multi-use downtown (business, retail, residential) to further increase the property and taxable value of the core
 - i. Allow multi-story mixed use buildings in the CBD with retail on the bottom, residential on top
- 2. Revise the Zoning code
 - a. Raise allowable building height in the CBD to 4 story
 - b. Adjust Setbacks to provide for more housing in residential areas
 - c. Reduce parking requirements
 - i. Replace $\pm 20\%$ of current parking in HC zones with vegetation and bicycle parking
 - ii. Reduce R-III parking requirements in the core
 - a. Identify and prioritize new R-III areas close to the city core
- 3. Identify underutilized commercial buildings and parking lots. Offer incentives for development or turn the lots into community garden or green space.
 - a. old Chrysler dealership, old PFL, View Vista, KPRK
 - b. Areas within 2-3 blocks of Main
 - c. Use a portion of future Property Taxes as an incentive for crucial projects
 - a. Tax abatement zone?
- 5. All new developments shall have infrastructure fully paid for by development fees including a Reserve Fund for future maintenance. Incremental costs of city services must also be factored in.
- 6. Encourage Park County to develop the fairgrounds as a destination that supports the CBD
 - a. Use as a small to medium scale convention and meeting facility
 - b. Incubator for local manufacturing and production

Goal #4: Encourage Housing Affordability

Objectives to accomplish goal: Retain employees, the elderly, our long term residents

- 1. Reduce minimum building size
- 2. Create more R-III Zones close to the CBD
- 3. Allow ADUs
- 4. Rewrite the Zoning regulations for allowable units based on lot sizes
- 5. Encourage a wider range of building types to encourage density and live/work
- 6. Reducing under-occupied and non-occupied housing
 - a. Census to locate and quantify
 - b. Fee structure to fund affordable housing?

Goal #5: Reduce automobile Traffic

- 1. Create a Traffic Master Plan for the city
 - a. Include a parking study²

² Shoup, Donald, "The High Cost of Free Parking", 2005, The American Planning Association

2. All new development at the periphery of the city need a transportation plan which aligns with the Master Plan
 - a. Traffic studies for new subdivisions will integrate with existing studies to quantify cumulative traffic levels.
 - b. Prioritize facilities and routes for buses, bicycles, walking
3. Consolidate the central business district with greater housing density to reduce the need for automobile use
 - a. Encourage alternative parking arrangements in the CBD
 - b. Stop subsidizing parking lots with low tax rates
4. Place a Moratorium on all new Northside subdivisions and annexations until a new Railroad crossing is funded.
 - a. Improve and widen the RR crossing at Bennett St. including a bike path
5. Integrate light commercial and light retail uses into residential zones
6. Raise the tax rates and space rental on parking spaces to encourage more valuable uses
7. Work with Park County to reduce rural residential commuting
 - a. Encourage better retail districts in Emigrant, Clyde Park and Wilsall
 - b. Coordinate the urban/rural boundary to encourage planned growth

Goal #6: Create Electric Vehicle infrastructure

1. Electric Vehicle Charging Stations are permitted in all Land Use Zones³
 - a. The number of Charging Stations shall be determined for all Zones
2. Require electric car infrastructure in downtown parking areas⁴

³ **Examples:**

“Level 1 and 2 electric vehicle charging stations are a permitted use in all zoning districts... Level 3 electric vehicle charging stations are a permitted use in the Warehouse and Industrial (WI), Highway Service Commercial (C-HS),..., zoning districts”

Examples:

- “For new occupancies subject to this section: at least 1 parking space for each 25 residential units shall feature energized outlets; and a residential unit with a garage, carport, or driveway shall feature appropriate electric vehicle supply equipment consisting of conductors, connectors,[...] so that an energized outlet may be added in the future.”
- “Multiple-Family Residential Land Uses: all new, expanded and reconstructed parking areas shall provide the electrical capacity necessary to accommodate the future hardwire installation of Level 2 EVCSs for a minimum of 10% of required parking spaces.”
- “Non-Residential Land Uses: all new, expanded and reconstructed parking areas shall provide the electrical capacity necessary to accommodate the future hardwire installation of Level 2 or DC 8 EVCSs for a minimum of 10% of required parking spaces.”

⁴ May require or recommend the installation of appropriate electrical capacity and conduits to support future EVSE.

3. All new multi-family, commercial and industrial shall install the necessary infrastructure (wiring, connections) at the time of development. (Specifications need to be developed)
4. Create downtown parking infrastructure that supports Electric Vehicles
 - a. May specify parking space size.⁵
 - b. May specify the location of parking spaces on a street or within a parking lot.
 - c. May provide specifications about parking space and location fit.
 - d. May require the parking space to have features that protect charging equipment
 - e. May simply specify an entity with the authority to create standards for EV charging stations.⁶
5. Required EV Parking Capacity & Minimum Parking Requirements⁷
 - a. These are often specified as a percent or a ratio⁸.
 - b. May also be based on land uses such as the number of residential units in a development.
 - c. May be based on land use type.
 - d. May limit the number of chargers that can be installed in the right-of way.
 - e. May include incentives for higher level charging stations through variations in space requirements.

Goal #7: Encourage micro-neighborhoods that are more socially and economically self sufficient

1. Identify City areas that should develop Community plans
 - a. East Side adjacent to Park Street (sources of groceries is especially needed)
 - b. East, beyond the hospital, long term, when the area is developed
 - c. NW and NE subdivisions
2. Allow Neighborhood Commercial Zoning to be used as an overlay in residential areas
 - a. Uses: food and beverage, retail shops, hardware, offices

Requirements and standards for installing the infrastructure to support EVSE (also known as “make-ready”), other than the installation of the EVSE equipment itself. Make-ready standards are to prepare, at the time of construction, for future installation of chargers. Make-ready requirements capture savings by avoiding future costly retrofits to install chargers and have minimal impacts on the construction or renovation costs for the parking facility.

⁵ “Where provided, spaces should be standard size parking stalls but designed in a way that will discourage non-electric car vehicles from using them.”

⁶ “The city manager or designee is authorized to develop and maintain standards for the design and construction of electric vehicle charging stations.”

⁷ Often recommends or requires that a proportion of parking spaces be EV charging stations, designated for EV parking, or be EVSE ready.

⁸ Examples: “For new occupancies subject to this section: at least 1 parking space for each 25 residential units shall feature energized outlets.”

“The minimum number of electric vehicle charging stations required is 1 electric vehicle charging station per 50 parking spaces.”

- b. Sizes of Commercial units to be limited to _____ Sq. Ft.

Goal #8: Establish Gateway Overlay Districts

1. Develop a Gateway Overlay Ordinance
2. Goal: Create a beautiful experience that directs visitors towards the CBD
 - a. 20' – 30' Vegetative buffers between Highways and Commercial Parking areas
 - b. Consult with wildlife & Native plant experts to create environmental corridors.
 - c. Reduce parking areas visible from the Highway
3. Limit expansion of the city limits
 - a. Encourage multi-story buildings, parking garages
 - b. Limit the “Strip Mall” effect
4. Limit signage in size and lighting
5. Provide robust Active Transportation facilities connecting to the Downtown core

Goal #9: Scale new retail to the size of the town

1. Limit the size of Large Scale Retail to 40,000 sqft. Multi-story is preferred.
2. In larger retail projects, create public spaces where people can interact
 - a. Integrate small retail into the buildings adjacent to the sidewalks
3. Use substantial vegetative buffers between the street and parking lots
4. Reduce code mandated parking areas by $\pm 20\%$. Replace with vegetation and bicycle parking. Move auto parking to the rear of buildings
5. Provide Active Transportation facilities, integrate with Parks and Trails

Goal #10: Change allowable uses in the Hi-way Commercial Zone

1. Eliminate all Residential uses except for Highway motel
2. Alternatively, multifamily is allowed in mixed use buildings over retail

Goal #11: Integrate new growth areas into the existing city.

Objectives: Maintain social cohesion, create and maintain a walkable and connected community: Reduce Traffic:

1. All new subdivisions need a master plan that integrates with the existing city core and which aligns with the Growth Policy
 - a. Transportation plan reducing traffic levels at choke points
 - b. Parks and Trails plan that connects with existing parks and trails and that connect existing residential areas to all major employment centers
2. Cost of City Services analysis to determine development fees
 - a. Reserve funds established to pay forward on scheduled infrastructure upgrades
3. Integrate light commercial and light retail into residential areas
4. Facilitate summer block parties
5. Work with Park County to reduce superficial driving between the rural parts of the county and Livingston:

Goal #12: Promote Community Health⁹:

Objectives: *Create and preserve open space areas in order to support natural resource functions, support community food production, enable urban agriculture, community well-being, public health, and quality of life for residents.*

1. Active transportation
2. Promote Healthy Food Access and Consumption
 - a. Prohibit fast food restaurants, vape shops and tattoo joints on smart routes to school or near any schools that could be built in the future¹⁰.
 - i. Could also create a moratorium now on any development of fast food restaurants
 - b. Restrict Access to Other Outlets Providing Unhealthy Food (i.e. corner stores)
 - i. Tax on bottles?
3. Create zoning options for non-store food outlets like community gardens and farmer's markets¹¹
4. Zoning to require healthy food stores to go into neighborhoods¹².
5. Zoning to discourage food deserts.
 - a. Encourage supermarkets or small fresh food stores to go into underserved neighborhoods to the North and East and in new development¹³
 - b. Allow farmers markets or mobile markets to set-up in a public space.

⁹ Here are examples from Gallatin County Triangle Plan:

⁹ Here are examples from Gallatin County Triangle Plan:

POLICY 4.3.1 Support opportunities to establish larger swaths of open space and parks instead of primarily relying on small parks from individual review of subdivisions.

POLICY 4.3.2 Encourage connections between open space areas when feasible. POLICY 4.3.3 Continue to offer opportunities for parkland dedication.

POLICY 4.3.4 Explore the creation of park districts to pay for maintenance and development of public parks.

¹⁰ Communities may also choose to extend the prohibition to parks, community centers, libraries, and other locations children frequent.

¹¹ <https://www.rwjf.org/en/library/research/2012/04/zoning-for-healthy-food-access-varies-by-community-income.html>

¹²

https://urbanhealth.jhu.edu/pdfs/hbr_index_food/baltimorecity_2010_zoningcreatinghealthyfoodenvironments.pdf

¹³ <https://edc.nyc/program/food-retail-expansion-support-health-fresh>

Goal #13: Protect existing and new urban agricultural sites¹⁴

Encourage home gardens, community gardens, and urban farms as important community resources that improve healthy food access and food literacy; build social connections; offer recreation, education, and economic development opportunities; and provide open space and a source of local food¹⁵.

1. Preserve open space for urban agriculture and food production¹⁶.
2. Ensure that urban agriculture can flourish on public and private property, where appropriate, throughout Livingston.
3. Zoning/Planning will identify neighborhoods that are underserved by open space and healthy eating opportunities, including access to existing urban agriculture resources.
4. Distribute urban agriculture resources equitably throughout the community.
5. Incorporate gardening plots into all new multi-family developments.
6. Ensure that new development includes opportunities for urban agriculture, including rooftop and home gardens, community gardens, and urban farms, where appropriate
7. Wintertime sports and activities

¹⁴ Examples of zoning for Urban Agriculture:

POLICY 4.3.5 Support the integration of local food production in parks and open space.

POLICY 4.3.6 Encourage the use of existing irrigation water rights and conveyance facilities associated with the property to provide irrigation water for the open space or parkland.

POLICY 4.3.7 Continue to support conservation easements as a way of preserving open space.

POLICY 4.3.8 Support efforts to incorporate meaningful standards and criteria in development regulations for parkland and open space dedication.

¹⁵ From Missoula's Growth Policy -

“Preservation of open spaces and parks, support for locally grown food, and promotion of active transportation options not only promote individual health but lower our carbon footprint and mitigate the impacts associated with climate change. “

¹⁶ Establish a standard for the creation and operation of one community garden of no less than [one] acre for every [2,500] households.

Goal #14: Protect the Yellowstone River, wetland, and stream corridors and all other waterways¹⁷

Identify, conserve, and protect natural resources and open space, including but not limited to wetlands, streams, and the Yellowstone River.

1. Identify and map all natural resources, especially sensitive wetland areas
2. Provide Setbacks
3. Provide an easement on the river for trails/public access in that eastern part of town that is currently undeveloped
4. Provide a walking bridge over the Yellowstone at Meyer's Landing

References

Comprehensive resources on planning and zoning for health in the Built environment:

<https://planning-org-uploaded-media.s3.amazonaws.com/document/EIP38.pdf>

Urban agriculture in its many forms benefits communities in many ways, promoting health, environmental sustainability, and economic vitality.

[http://www.changelabsolutions.org/sites/default/files/Urban_Ag_SeedingTheCity_FINAL_\(CLS_20120530\)_20111021_0.pdf](http://www.changelabsolutions.org/sites/default/files/Urban_Ag_SeedingTheCity_FINAL_(CLS_20120530)_20111021_0.pdf)

Zoning for Healthy food

http://www.bridgingthegapresearch.org/asset/n5qtpc/btg_food_zoning_final-0612.pdf

<https://www.changelabsolutions.org/product/creating-healthy-food-zone-around-schools>

¹⁷ Gallatin Valley examples of zoning to protect Yellowstone River:

POLICY 4.11.1 *Explore tools to identify sensitive wetland areas in order to prioritize protection.*

POLICY 4.11.2 *All jurisdictions within the Triangle should consider the impacts of development on wetland resources and minimize those impacts to the maximum extent practicable.*

POLICY 4.11.3 *Encourage wetland mitigation, as required from the Army Corps of Engineers, to be done within the Gallatin Watershed.*

Item Attachment Documents:

C. DISCUSS: GREEN ACRES ANNEXATION PROCESS

PUBLIC NOTICE

Notice is hereby given that the Livingston City Commission has passed **Resolution No. 4888**, entitled **A RESOLUTION OF THE CITY OF LIVINGSTON, MONTANA, OF ITS INTENT TO ANNEX CERTAIN LAND WHICH IS CONTIGUOUS TO THE CITY OF LIVINGSTON AND IS DESCRIBED AS THE GREEN ACRES SUBDIVISION**. The Livingston City Commission will consider taking final action on this annexation at its regular meeting in the Community Room of the City County Complex, 414 East Callender Street, Livingston, Montana, on February 4, 2020, at 5:30 p. m. For a period of 20 days after the first publication of this notice, the City will accept written comments approving or disapproving the proposed extension of the boundaries of the City from registered voters residing in the area proposed to be annexed. Written comments should be sent to 414 East Callender Street Livingston, MT 59047 to the attention of the City Commission. For additional information contact the City Manager's Office at 414 East Callender Street, or by phone at 823-6000.

PLEASE PUBLISH ON FRIDAY, JANUARY 10, 2020 AND ON FRIDAY, JANUARY 17, 2020

GREEN ACRES ANNEXATION
REPORT ON EXTENSION OF SERVICES

The City of Livingston, Montana is proposing to annex the Green Acres Subdivision. The subdivision is located north of, and is contiguous to, the current City boundary. This subdivision has been served by the City water system for more than fifty (50) years yet it does not currently have public sanitary sewer service. The lots in this development are generally 9,000 – 10,000 square feet in size and do not meet the Department of Environmental Quality standards for the use of on-site septic systems. Many of the existing septic systems are approaching the end of their useful lifespan and the most reasonable solution is to connect this area to the public sewer system.

Green Acres Subdivision is contiguous to the City's current boundary along Allspaugh Street and at the Brookstone Subdivision. Green Acres is not within any other incorporated municipality and the City's current Growth Policy specifically recognizes Green Acres as a growth area for the City. See the excerpt of the Growth Policy attached as Exhibit 1.

Provisions have been made for the transfer of fire protection from Rural District #1 to the City as well as the compensation owed the District for outstanding indebtedness.

The new City boundaries will be streets. In each case the entire street right-of-way will be annexed with land incorporated on both sides of each street.

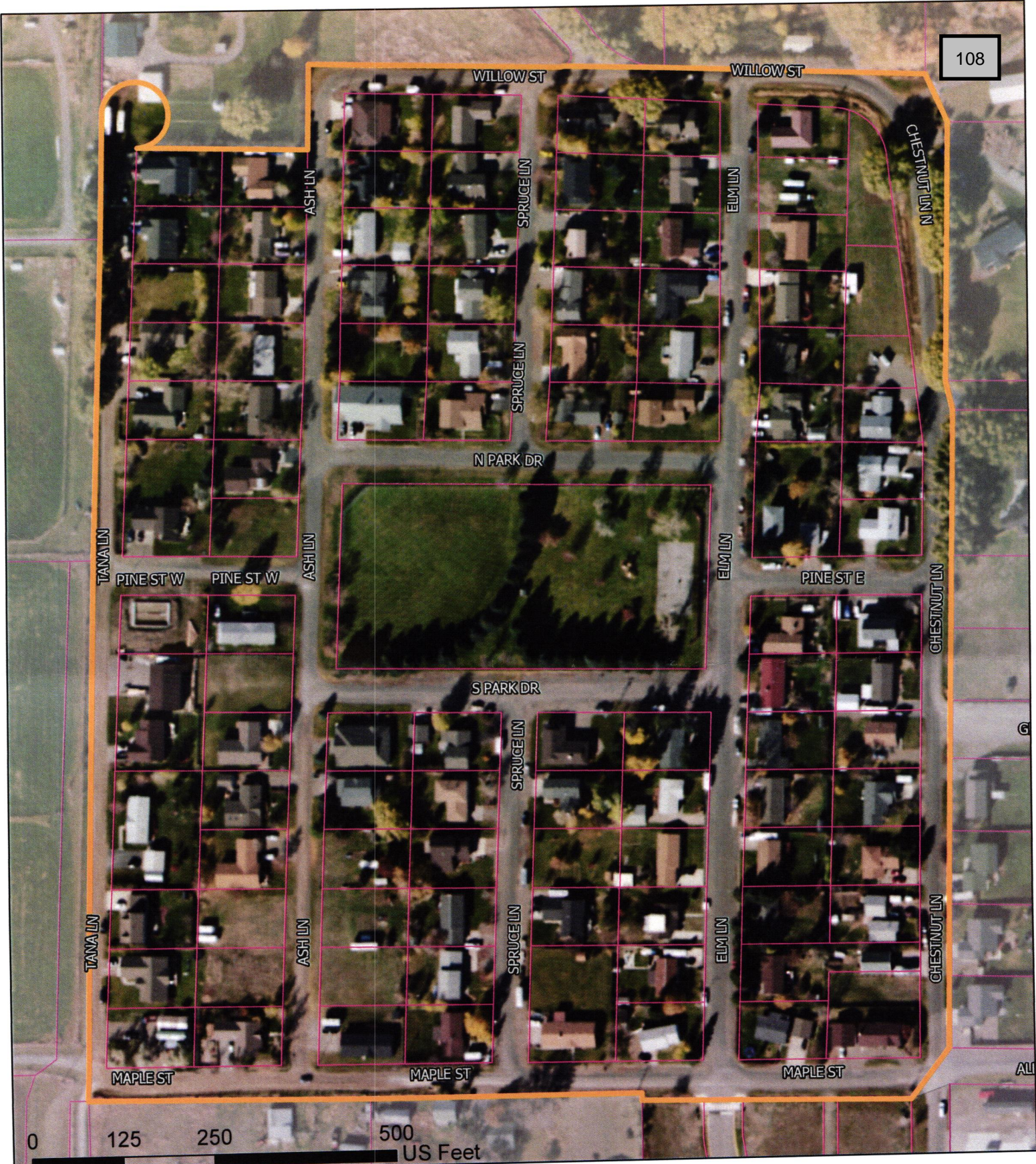
The City expects that in the next five years much of the area between Green Acres and Bennett Street will be served by City sewer and water and be incorporated into the City. The attached maps show the expected growth of the City in this area over the next five years. Much as with Green Acres, the preferred method for financing any required capital improvements will be Special Improvement Districts and/or grant funding.

The City will use the "Annexation of Contiguous Land" option of the Montana Code Annotated, 2019 (7-2-4301) to accomplish the Green Acres annexation.

Statement of Service Extension.

The City of Livingston is a full-service municipality and will extend all of its services to the Green Acres Subdivision. The services to be provided include: Water, sanitary sewer, police, fire, garbage collection, streets and street maintenance and light maintenance. These services will be provided on the same basis and in substantially the same manner as they are provided to current City residents. It is recognized that the entire municipality tends to share the tax burden for police, fire, garbage collection, street maintenance and light maintenance services. A detailed description for each of these major services follows:

1. Water service: Green Acres is already served by the City's public water system. Upon annexation the City will assume complete ownership of the existing system and be responsible for maintenance and repair moving forward. Because the City is aware of a number of deficiencies in this system, the City will seek to have the existing Green Acres Water System Maintenance funds used to make some of the more critical improvements to the system.
2. Sewer service: Upon annexation, the City intends to, within two to five years, create a special improvement district in order to finance the construction of sewer mainlines to serve Green Acres. The reason for delaying the sewer construction is that the City would like time to secure grant funding to lower the cost of the SID. Estimated costs and yearly assessment for the SID are attached as Exhibit 2.
3. Police service: Transfer of Police service from the Park County Sheriff's Department to the City Police Department will occur as soon as annexation is effective.
4. Fire service: Transfer of fire protection from Rural District #1 to Livingston Fire & Rescue will occur as soon as annexation becomes effective. Rural #1 will be notified of the pending annexation upon passage of the City's Resolution of Intent to Annex.
5. Garbage Collection: Because Green Acres residents currently pay for garbage service on their tax bills, City garbage service will likely commence on the first day of the new fiscal year immediately following annexation.
6. Streets and Street Maintenance: Properties within the Green Acres Subdivision will be incorporated into the City's existing Street Maintenance District. The District collects an annual assessment, based on the square footage of each lot. This money is then used to maintain all of the streets in the City. Street District cost estimates are shown in Exhibit 2.
7. Light Maintenance: Upon annexation the City will coordinate with Northwestern Energy to assume responsibility for the power costs of the existing street lights within Green Acres. The properties in the subdivision will then be added to the City's existing Light Maintenance District. This District will collect an annual assessment, based on lot square footage, that goes to maintaining all of the street lights within the City. Light District cost estimates are shown in Exhibit 2.



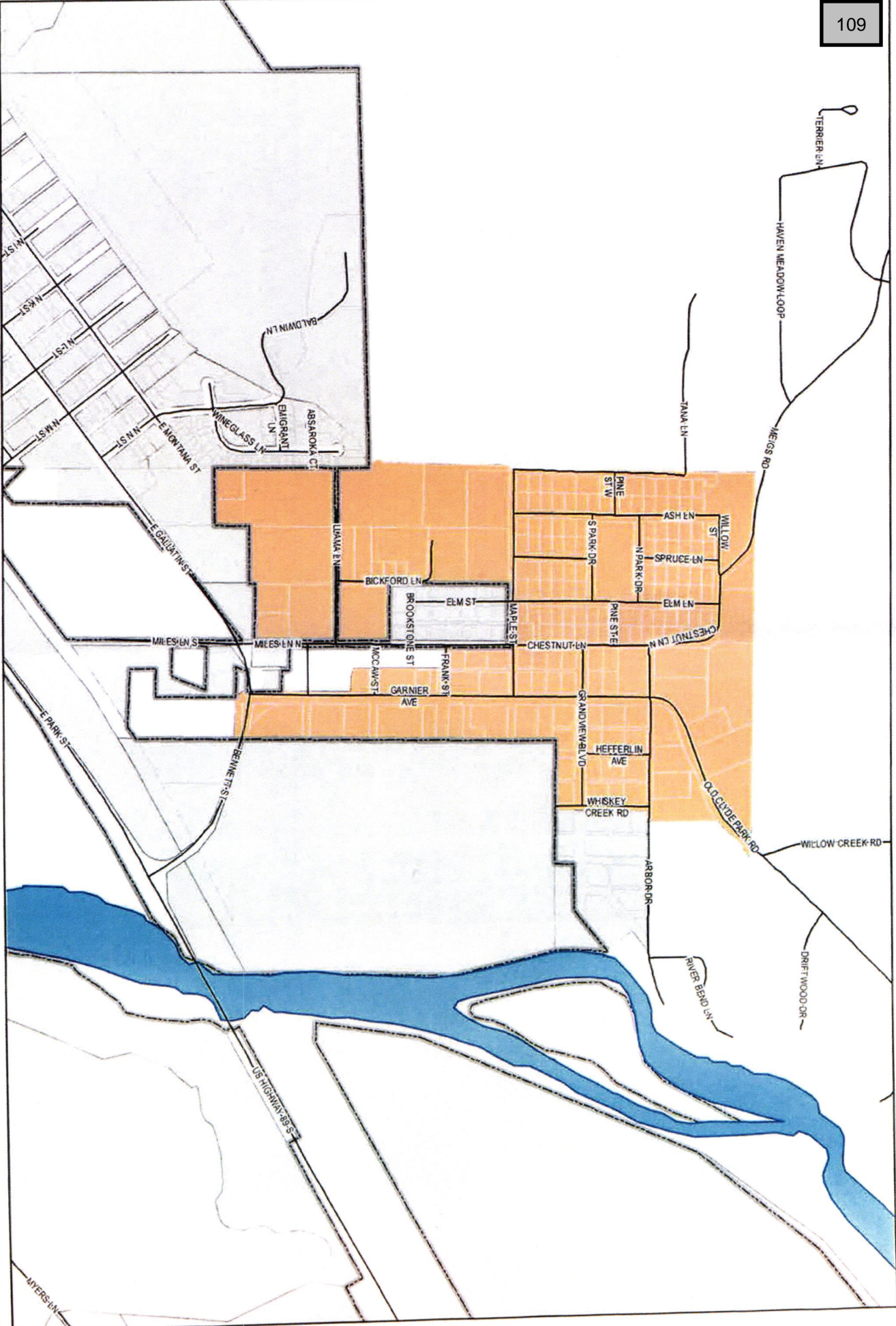

 Green Acres
 Annexation

Green Acres Subdivision

Livingston, Montana



This map is for informational purposes only and not for legal, engineering or surveying purposes. The City of Livingston assumes no legal responsibility for this information and shall not be liable for any claims or damages arising out of the use of this information.



Green Acres Subdivision



Future Growth Plan Livingston, Montana

LIVINGSTON
Montana
GO BEYOND YELLOWSTONE

This map is for informational purposes only and not for legal, engineering or surveying purposes. Park County assumes no legal responsibility for the information and shall not be liable for any claims or damages arising out of the use of this information.
Date: 12/2/19
Author: SJAY

Exhibit 2.

OwnerName	OwnerAddress	Taxes & Assessments County	Taxes & Assessments City	SID
AGUILAR VIRGINIA M	111 ASH LN	\$ 2,350.99	\$ 3,095.04	\$ 1,075.21
AGUILAR VIRGINIA M	111 ASH LN	\$ 338.93	\$ 631.49	\$ 1,074.98
ANGLE JOHN E & SHERREY M	402 MEAGHER AVE	\$ 2,071.55	\$ 2,706.46	\$ 989.57
BARBULA JAMIE & MARIE E	210 SPRUCE LN	\$ 1,909.09	\$ 2,514.64	\$ 1,059.16
BATEY SHELDON & JANICE M	215 SPRUCE LN	\$ 1,961.08	\$ 2,588.81	\$ 1,081.65
BECK JAN MARIE	207 ASH LN	\$ 806.86	\$ 1,082.44	\$ 1,073.41
BEHM JEREMY E & CHRISTINA R	107 ASH LN	\$ 2,290.00	\$ 3,015.98	\$ 1,076.63
BENZEL GARY M & NAOMI	PO BOX 1986	\$ 2,018.57	\$ 2,660.01	\$ 1,068.67
BROWN TRACY L	105 WILLOW ST	\$ 2,074.55	\$ 2,730.40	\$ 1,059.71
BURNS ERIC G	PO BOX 2404	\$ 2,128.04	\$ 2,774.59	\$ 970.43
CARLSON CRAIG R & JANICE K	112 ELM LN	\$ 1,839.61	\$ 2,429.14	\$ 1,076.78
CARSON NATALIE	5332 FRONTIER DR	\$ 338.93	\$ 631.43	\$ 1,074.71
CARSON NATALIE	5332 FRONTIER DR	\$ 338.43	\$ 630.97	\$ 1,075.60
CARUSO RICHARD A & DONNA M	PO BOX 321	\$ 338.43	\$ 630.82	\$ 1,074.90
CARUSO RICHARD A & DONNA M	PO BOX 321	\$ 2,211.52	\$ 2,913.09	\$ 1,074.45
CASE KATHLEEN L	101 WILLOW ST	\$ 2,552.44	\$ 3,307.39	\$ 899.66
CHAPMAN THOMAS & TEARNEY	211 ASH LN	\$ 2,037.56	\$ 2,682.61	\$ 1,061.14
CIERI ELSIE J	1235 STARWOOD DR	\$ 338.93	\$ 705.05	\$ 1,070.24
CIERI ELSIE J	1235 STARWOOD DR	\$ 1,941.58	\$ 2,559.82	\$ 1,069.09
CITY OF LIVINGSTON	414 E CALLENDER ST		\$ 14,549.58	
CLAYTON ALAN F & DORRAINE L	218 ELM STREET	\$ 338.93	\$ 630.71	\$ 1,071.38
CLAYTON ALAN F & DORRAINE L	218 ELM LN	\$ 1,822.11	\$ 2,388.37	\$ 1,013.89
COATE WILHELMINE J	PO BOX 93	\$ 2,178.53	\$ 2,869.21	\$ 1,071.34
CONDON PATRICK LEE	PO BOX 43	\$ 1,235.25	\$ 1,642.48	\$ 1,079.77
CORDER SHERYL A	109 ASH LN	\$ 2,377.48	\$ 3,129.86	\$ 1,076.25
DA FELTRE ARLENE ROEMER	106 ELM LN	\$ 1,989.57	\$ 2,626.41	\$ 1,083.31
DIPENTINO NICHOLAS J & MARISA A	214 ASH LN	\$ 3,608.18	\$ 4,734.62	\$ 1,080.06
DUNCAN ALAN	212 ELM LN	\$ 2,047.06	\$ 2,686.16	\$ 1,030.24
DUNCAN ALAN & KAREN	212 ELM LN	\$ 334.43	\$ 631.81	\$ 1,103.62
DUROW KAREN M	105 PINE ST W	\$ 964.82	\$ 1,288.60	\$ 1,074.55
EHRESMANN ROY & CAROLEE J	107 SPRUCE LN	\$ 338.93	\$ 631.28	\$ 1,074.04
EHRESMANN ROY D & CAROLEE J	107 SPRUCE LN	\$ 2,078.05	\$ 2,738.73	\$ 1,072.89
FRANCK DANIEL R	112 SPRUCE LN	\$ 2,273.01	\$ 2,991.78	\$ 1,069.46

OwnerName	OwnerAddr	Taxes & Assessments County	Taxes & Assessments City	SID
FREDERICKSON WAYNE A & SUSAN L	205 ASH LN	\$ 2,042.56	\$ 2,694.16	\$ 1,078.76
GARTSIDE DALE E & CONNIE	105 CHESTNUT LN	\$ 836.85	\$ 1,130.43	\$ 1,104.56
GEORGE LINDA S	107 CHESTNUT LN	\$ 1,952.58	\$ 2,580.09	\$ 1,089.88
GERFEN BERNADINE L	PO BOX 1371	\$ 1,864.60	\$ 2,454.31	\$ 1,050.90
GERFEN BERNADINE L	PO BOX 1371	\$ 337.93	\$ 641.87	\$ 1,129.07
GUBLER BLAISE M & TRACY	214 TANA LN	\$ 2,215.52	\$ 2,915.27	\$ 1,063.85
GUTEBIER DAN B & KATHRYN	PO BOX 1194	\$ 1,971.08	\$ 2,599.46	\$ 1,073.32
GUTEBIER DAN B & KATHY	PO BOX 1194	\$ 338.93	\$ 631.33	\$ 1,074.26
HAEFS HAL L & TAMMY K	PO BOX 2357	\$ 1,718.64	\$ 2,269.67	\$ 1,070.35
HAGLUND KEITH D & NANCY E	110 SPRUCE LN	\$ 2,098.55	\$ 2,764.53	\$ 1,069.72
HAINES KEVIN A & TINA R	PO BOX 2526	\$ 1,876.10	\$ 2,435.44	\$ 932.41
HARRIS ROBERT S & LISA A TRUSTEES	PO BOX 84	\$ 2,053.56	\$ 2,706.31	\$ 1,071.13
HAYES JAMES K	109 CHESTNUT LN	\$ 1,952.58	\$ 2,575.80	\$ 1,074.89
HENDRICKSON ROGER A &	116 ELM LN	\$ 1,978.58	\$ 2,609.69	\$ 1,074.93
HOSTETLER MARK A	PO BOX 1623	\$ 2,357.98	\$ 3,282.77	\$ 1,700.40
HUFF JO ANN L	111 CHESTNUT LN	\$ 1,728.14	\$ 2,279.34	\$ 1,060.87
JOHNSON KORY & SHEENA	209 ASH LN	\$ 1,954.58	\$ 2,576.29	\$ 1,067.48
JUHNKE LYDIA A	PO BOX 472	\$ 1,677.65	\$ 2,216.41	\$ 1,070.88
KELLEY DARREN & CORRIE	106 TANA LN	\$ 2,049.56	\$ 2,703.95	\$ 1,081.11
KELLEY DARREN & CORRIE	106 TANA LN	\$ 338.93	\$ 632.00	\$ 1,077.36
KELLOGG BILL WAYNE & KATHRYN R	210 ELM LN	\$ 1,835.11	\$ 2,404.00	\$ 1,009.33
KEMP CLYDE R & JUDY M	PO BOX 804	\$ 338.43	\$ 633.28	\$ 1,086.28
KEMP CLYDE R & JUDY M	PO BOX 804	\$ 2,013.57	\$ 2,656.62	\$ 1,079.60
KOKOT MICHAEL F & VERONICA	104 TANA LN	\$ 2,483.45	\$ 3,270.11	\$ 1,083.81
KUIPERS MELVIN D & JUDITH E	PO BOX 1777	\$ 336.43	\$ 612.34	\$ 757.13
KUIPERS MELVIN D & JUDITH E	PO BOX 1777	\$ 2,010.57	\$ 2,594.48	\$ 875.78
KUPER CHESTER A	110 TANA LN	\$ 2,144.54	\$ 3,092.44	\$ 2,155.96
KURSCHNER STEVEN L & SHELLEY G	213 ASH LN	\$ 2,469.96	\$ 3,244.27	\$ 1,054.93
LIEBENOW ERNEST R & STELLA A	PO BOX 1254	\$ 2,313.50	\$ 3,046.78	\$ 1,077.27
LOPEZ JOHN J & JACQUELYN	PO BOX 1621	\$ 1,999.07	\$ 2,610.87	\$ 985.59
MANN CAROLYN FAMILY PROTECTION TRI	205 ELM LN	\$ 2,347.99	\$ 3,080.24	\$ 1,037.09
MARSHALL ETHEL K & RUSSELL W	214 SPRUCE LN	\$ 1,892.10	\$ 2,492.64	\$ 1,059.65
MATLOW ROBERT STEPHEN & ELAINE F	116 MAPLE ST	\$ 1,939.09	\$ 2,559.44	\$ 1,079.15
MCGRATH DEBRA K	PO BOX 658	\$ 2,367.99	\$ 3,372.72	\$ 2,117.87

OwnerName	OwnerAddress	Taxes & Assessments County	Taxes & Assessments City	SID
MERIDETH JAMES R & MARY JO	206 SPRUCE LN	\$ 2,036.06	\$ 2,685.30	\$ 1,077.38
MORROW ROLLIE S & JULIE M	110 ASH LN	\$ 2,256.51	\$ 2,971.28	\$ 1,072.95
O'NEILL JAY P & KIMBERLY K	106 SPRUCE LN	\$ 2,153.53	\$ 2,836.52	\$ 1,070.92
O'NEILL PEGGY D A	210 ASH LN	\$ 2,265.01	\$ 2,982.54	\$ 1,073.59
PAYETTE MONTE W & DARLA J	108 ELM LN	\$ 1,781.12	\$ 2,354.33	\$ 1,081.68
PEARSON MAXINE L	109 SPRUCE LN	\$ 1,939.59	\$ 2,558.05	\$ 1,072.01
POESCHL HENRY M &	304 NORTH PARK DR	\$ 338.93	\$ 630.52	\$ 1,070.50
POESCHL HENRY M &	304 NORTH PARK DR	\$ 2,453.46	\$ 3,229.03	\$ 1,076.83
PRINTZ DAVID D & SHERRI R	112 ASH LN	\$ 2,824.87	\$ 3,711.74	\$ 1,072.42
PURCELL CASEY JAMES & KYLIE	104 ELM LN	\$ 1,952.58	\$ 2,738.67	\$ 1,644.95
RANEY DARREN S & STACEY L	113 CHESTNUT LN	\$ 1,198.26	\$ 1,584.94	\$ 1,047.07
REHMER LAWRENCE A & COLLEEN A	109 ELM LN	\$ 1,844.61	\$ 2,433.33	\$ 1,068.64
RICCI GREGORY PHILIP	204 MAPLE ST	\$ 2,143.54	\$ 3,087.69	\$ 2,143.89
RICCI JAMES S & SHIRLEY A	208 SPRUCE LN	\$ 2,198.02	\$ 2,891.00	\$ 1,058.70
ROBERTSON DOROTHY	206 TANA LN	\$ 2,186.53	\$ 2,882.76	\$ 1,082.28
ROCKAFELLOW DARRIN J & DINA L	PO BOX 64	\$ 338.93	\$ 631.35	\$ 1,074.34
ROCKAFELLOW DARRIN J & DINA L	PO BOX 64	\$ 2,026.56	\$ 2,673.76	\$ 1,080.33
ROSS LEONARD E & VICKI L	103 PINE ST E	\$ 2,066.55	\$ 2,715.61	\$ 1,044.41
SEVERSON BONNIE J	103 SPRUCE LN	\$ 1,918.09	\$ 2,530.44	\$ 1,073.41
SHUMAN HEATH J	211 ELM LN	\$ 2,023.07	\$ 2,632.38	\$ 951.43
SIEBECK MARIA	212 ASH LN	\$ 1,903.09	\$ 2,511.92	\$ 1,076.97
SPRINGER DENNIS G & KATHERINE	212 SPRUCE LN	\$ 2,025.06	\$ 2,665.71	\$ 1,058.99
STEINMETZ MICHAEL & ARDIS	207 SPRUCE LN	\$ 1,930.09	\$ 2,544.60	\$ 1,068.25
STORM TOD	244 SIERRA DR	\$ 338.93	\$ 632.16	\$ 1,078.10
TINSLEY CLINT F & ANGELA S	102 PINE ST W	\$ 2,294.51	\$ 3,288.86	\$ 2,159.49
TONEY NICHOLAS J & KRISTIE	216 ASH LN	\$ 2,442.46	\$ 3,216.68	\$ 1,083.74
VAN HOUTEN JOHN O	118 ELM LN	\$ 1,989.57	\$ 2,620.01	\$ 1,060.89
VAN ORDEN PERRY E & LELA M	PO BOX 1012	\$ 1,872.60	\$ 2,442.15	\$ 971.86
WARD CHAD W	110 ELM LN	\$ 1,875.60	\$ 2,476.63	\$ 1,078.88
WATT BRANDIE S	213 SPRUCE LN	\$ 2,308.50	\$ 3,040.50	\$ 1,078.11
WATTS JASON & MEGAN	112 TANA LN	\$ 2,885.36	\$ 4,101.00	\$ 2,159.07
WEBB SARA C	105 ELM LN	\$ 1,976.08	\$ 2,604.98	\$ 1,069.83
WELLS DAVID	111 ELM LN	\$ 1,729.64	\$ 2,283.41	\$ 1,068.28
WILSON JUSTIN R	211 SPRUCE LN	\$ 1,892.10	\$ 2,497.03	\$ 1,075.01

OwnerName	OwnerAddress	Taxes & Assessments County	Taxes & Assessments City	SID
WOODHULL JAMES S	101 SPRUCE LN	\$ 1,830.11	\$ 2,416.07	\$ 1,074.38
YOUNG MONTY	208 ELM LN	\$ 2,279.50	\$ 2,991.09	\$ 1,037.39

Item Attachment Documents:

D. DISCUSS: 2020 COMMISSION UPDATE TO STRATEGIC PLAN

CITY OF LIVINGSTON ORGANIZATIONAL STRATEGIC PLAN 2019-2024

APPROVED 05 MARCH 2019

2020 COMMISSION UPDATE



What is an Organizational Strategic Plan?

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future. Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful. A strategic plan is a document used to communicate with the organization the organizations goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise. ¹

How will the City of Livingston Use its Strategic Plan?

The main users of the strategic plan will be City employees as they make decisions to reach the goals provided by the City Commission. However, the strategic plan also serves to communicate City activity to the Commission and the Community. The status of each action will be updated on a regular basis allowing both the Commission and the Community to follow the progress of the City in the actions and strategies outlined in the plan. Additionally, the plan itself will come before the Commission annually for additions, deletions, and revisions to ensure the strategic plan is a current reflection of the Commission's goals and a relevant document over time. The ability to see progress as it happens will allow staff, commissioners, and citizens to easily track the success of the plan and to identify areas that need new strategies or actions to be successful.

¹ Balanced Scorecard Institute <https://www.balancedscorecard.org/BSC-Basics/Strategic-Planning-Basics>

City of Livingston Organizational Mission

We provide essential services, quality of life opportunities, and maintain what is best about Livingston while providing for growth in a manner that is fiscally responsible, with integrity and compassion.

City of Livingston Organizational Vision

A dedicated team of leaders working in collaboration with a diverse community to create a vibrant home surrounded by natural beauty, respectful of our unique history, and full of opportunity.

City of Livingston Organizational Values

1. **Collaborative:** We work together effectively and transparently with the public, our boards and committees, community partners, private entities, other governments, and within our own organizations.
2. **Excellence:** We provide dependable, quality services through flexible and customer focused efforts with maximum competence.
3. **Integrity:** We are transparent, trustworthy, and honest; committed to doing what is fair and just while maintaining a sense of humor and sense of community.
4. **Innovation:** We are creative and efficient in seeking new ways to solve problems and embrace change.
5. **Stewardship:** We carefully and responsibly manage our city's infrastructure, employees, fiscal resources, and environmental impacts.

City of Livingston Organizational Goals

1. **Quality Workforce:** Instill a culture that attracts and sustains knowledgeable and engaged employees who embody the City's organizational values.
2. **Financial Stewardship:** Create and maintain a financially sustainable budget to fund first the City's responsibilities and then community enhancements by incorporating the City's values and innovative funding sources.
3. **Infrastructure:** Build and maintain infrastructure now and into the future in a strategic and responsible manner that promotes and sustains existing neighborhoods and accommodates growth.
4. **Public Engagement/Collaboration:** Inform and empower the community through open dialogue, user-friendly access to information, and a welcoming environment.
5. **Safe and Healthy Community:** Foster community resilience by facilitating access to health & wellness resources, enhancing multimodal connectivity and providing stewardship of our natural environment.

1. Quality Workforce

Instill a culture that attracts and sustains knowledgeable and engaged employees that embody the City's organizational values.

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
1.1. Create Professional Development Programs	1.1.1. Codify Good Governance Certificate	Staff Time MSU Extension	2020 2021	
	1.1.2. Pursue Outside Training	Staff Time Finances	2021	
1.2. Create Employee Recognition Programs	1.2.1. Survey Employees to Find Meaningful Recognition	Staff Time	2020	
	1.2.2. Develop Improved Communication Processes	Staff Time Unknown	2021	City Branded Coats Provided to Employees; Christmas Gift/Card given to Employees
1.3. Create Key Position Succession Plan	1.3.1. Create Assistant Chief of Police Position	Staff Time	2019	COMPLETE
	1.3.2. Create Deputy Fire Chief Position (possible Building/Fire Inspector)	Staff Time Union Agreement	2021	
	1.3.3. Identify Additional Key Positions	Staff Time	2020	

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
	1.3.4. Develop Succession Plans for Additional Key Positions	Staff Time	2021	Advertising for Planning Director in February 2020
	<u>1.3.5. Create Deputy Public Works Director Position</u>	<u>Staff Time Funding</u>	<u>2022</u>	
1.4. Restructure Organization and Physical Spaces Prioritizing Efficiency and Design	1.4.1. Conduct Reorganization Research	Staff Time	2020 <u>2021</u>	
	1.4.2. Align Physical Space with Organizational Structure	Staff Time Finances	2023 <u>2025</u>	
	1.4.3. Pursue efficiencies by combining services with Park County	Staff Time	2024	Failed to combine HR with Park County; Analyzing next step
1.5. Develop a Quality Recruitment Strategy	1.5.1. Review and Update Compensation Models	Staff Time	2019	Drafting Budget Proposal
	1.5.2. Review and Update Policies That Affect Recruitment	Staff Time	2020	
	1.5.3. Analyze Workforce Housing Availability & Affordability	Staff Time	2021	Researching Options for City Owned Housing

2. Financial Stewardship

Create and maintain a financially sustainable budget to fund first the City's responsibilities and then community enhancements by incorporating the City's values and innovative funding sources.

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
2.1. Establish Operational Reserves in all non-rate supported funds	2.1.1. General Fund 33.33%	Staff Time Budget Tradeoffs	2024	Projected 22% for FY20
	2.1.2. Ambulance Fund 16.67%	Staff Time Budget Tradeoffs	2024	Projected 23% for FY20
	2.1.3. Library Fund 33.33%	Staff Time Budget Tradeoffs	2024	Projected 33% for FY 20
	2.1.4. Dispatch Fund 33.33%	Staff Time Budget Tradeoffs	2024	Projected 5% for FY 20
	2.1.5. Light Maintenance Fund 33.33%	Staff Time Budget Tradeoffs	2024	Projected 53% for FY20
	2.1.6. Street Maintenance Fund 33.33%	Staff Time Budget Tradeoffs	2024	Projected 19% for FY20
2.2. Align Expenditures with Revenue Cycle	2.2.1. Budget with Purchase De-confliction	Staff Time	2020 <u>2021</u>	
	2.2.2. Develop Quarterly Spend Plans	Staff Time	2020 <u>2021</u>	

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
	2.2.3. Budget Expenditures to Maintain Cash Balances	Staff Time	2020	
2.3. Increase Budget Transparency	2.3.1. Maintain Line Item Discipline	Staff Time Commission Time	2020	
	2.3.2. Incorporate Budget Groupings Into Presentation	Staff Time	2020	COMPLETE
2.4. Increase Budget Precision & Sophistication	2.4.1. Add specific completion dates in CIP	Staff Time	2019	
	2.4.2. Develop 3-5 yr budgets	Staff Time	2019	Delayed to 2020
	2.4.3. Standard Budget Calendar	Staff Time	2019	
2.5. Pursue Alternate Funding Models	2.5.1. Pursue Gateway County Local Option Tax	Staff Time	2019	Failed in House Taxation Committee
	2.5.2. Pursue Grant Funding for Applicable Projects	Staff Time	Continual	1) Executing Grant for Impact Fee Study 2) Civic Center Sewer Grant Failed 3) Railroad Crossing Planning Grant Failed 4) Researching EDA Grant with County

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
2.6. Establish Operational Reserves for Rate Supported Funds	2.6.1. Water Fund 100%	Staff Time Budget Tradeoffs	2024	Projected 71% for FY20
	2.6.2. Sewer Fund 100%	Staff Time Budget Tradeoffs	2024	Projected 150% for FY20
	2.6.3. Solid Waste Fund 100%	Staff Time Budget Tradeoffs	2024 <u>2025</u>	Projected 9% for FY20
2.7 Pursue Cost-Saving Energy Investments	2.7.1. Develop 3-5 year Energy Improvements Budget	Staff Time Budget Tradeoffs	2020 <u>2022</u>	
	2.7.2. Develop Energy Savings Fund Implementation Plan	Staff Time Budget Tradeoffs	2021 <u>2022</u>	

3. Infrastructure

Build and maintain infrastructure now and into the future in a strategic and responsible manner that promotes and sustains existing neighborhoods and accommodates growth.

Strategic Infrastructure

In analyzing the strategic infrastructure needs of Livingston, seven categories of infrastructure were identified: essential, facilities, foundational documents, IT and emergency communications, vehicles and equipment, solid waste, and parks and trails. Each of these categories was examined to determine the most pressing infrastructure needs and then all the categories were combined to create a 24 item, prioritized list of infrastructure needs. While the list is prioritized, available resources affect the expected completion dates of each project meaning that some lower priority projects will be accomplished before higher priority projects. The final table of priorities is provided below with the priorities divided by category provided as background information.

STRATEGIC INFRASTRUCTURE TOP PRIORITIES

PROJECT	CATEGORY	RESOURCES	YEAR	STATUS
3.1. Personnel/Public Security	Facilities	\$80K per facility	2021	
3.2. Rail Road Crossing	Essential	\$10M-\$20M Multiple Funding Sources	2023	BUILD Planning Grant Failed; Researching other funding options
3.3. Update Growth Policy	Documents	\$65k-\$75k Staff Time	2020	Process underway; projected completion Sep 2020
3.4. Re-write current code	Documents	\$75K	2022	
3.5. Back-up and recovery	IT	\$80K Location	2024	
3.6. Wellness Center/Pool	Facilities	\$10M-\$20M \$44M Multiple Funding Sources	2023	Community Wellness Center Feasibility

				Study Complete; Researching Funding Options
3.7. West-Side Water Loop	Essential	\$1M	2023	
3.8. Sewer PER	Essential	\$35K	2020	COMPLETE
3.9. Sewer Infiltration and Inflow Study	Essential	\$75K	2020	Applying for CDBG Planning Grant
3.10. Green Waste Strategy	Solid Waste	Staff Time	2019 2021	
3.11. Minimize Maintenance Cost	Vehicles	Staff Time	2022	
3.12. Green Acres annexation (\$1.2M SID)	Essential	\$1.2M SID Staff Time	2020	Resolution of Intent Passed; Final Resolution considered 4 Feb
3.13. Radio Replacement Strategy	IT	Staff Time	2020 2022	
3.14. Intersection Sight Triangles Plan	Essential	Staff Time	2022	COMPLETE
3.15. Storm Sewer Improvements	Essential	\$750K	2023	
3.16. Glass Recycling	Solid Waste	Staff Time	2019	Funded in FY20 Budget COMPLETE
3.17. Downtown Streets & Utilities	Essential	\$12M-\$20M Staff Time	2024	Main Street COMPLETE New phases awaiting funding
3.18. Analyze funding for Parks & Trails	Parks	Staff Time	2022 2023	
3.19. ADA Compliance Plan	Essential	Staff Time	2019	COMPLETE
3.20. Cash In-lieu of Parkland Strategy	Parks	Staff Time	2020	
3.21. Solid Waste Disposal Options Analysis	Solid Waste	Staff Time	2023	Analyzing Disposal Agreement with Republic

3.22. Downtown Street Configuration Plan	Essential	Staff Time	2019	Combined with Growth Policy Public Outreach
3.23. Centennial Lift Station	Essential	\$250K \$474K Staff Time	2023 2021	May need to be advanced on timeline due to development
3.24. Sidewalks Replace & Repair Plan	Essential	Staff Time Property Owners Funding	2022	
3.25. Privatization Analysis	Parks	Staff Time	2023	
3.26. Develop and Adopt Energy Action Plan	Documents	Staff Time	2019 2021	Delayed to 2021

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4. Public Engagement

Inform and empower the community through open dialogue, user-friendly access to information, and a welcoming environment.

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
4.1. Coordinate City Outreach	4.1.1. Create Information Release Policy	Staff Time	2019	Created Web Accessible Public Notices
	4.1.2. Develop City Manager Outreach Program	Staff Time	2019 <u>2021</u>	
	4.1.3. Develop Job Description for Public Information Officer	Staff Time	2024	
4.2. Enhance Commission Outreach	4.2.1. Schedule 2 Commissioners per Listening Session	Commission Time	2019	
	4.2.2. Hold 8 Commissioner Listening Sessions Jan-June & Aug-Nov	Commission Time	2019	COMPLETE Using Multiple Venues
	4.2.3. Create Comprehensive Board & Committee Policy	Commission Time Staff Time Board Time	2019	COMPLETE
4.3. Improve Community Access	4.3.1. Conduct Quarterly Community Surveys	Staff Time	2020	

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
	4.3.2. Create a "City Topics" Email List	Staff Time	2019	COMPLETE
	4.3.3. Develop Social Media Policy	Staff Time	2020	
	4.3.4. Create a Quarterly Newsletter	Staff Time	2019 <u>2023</u>	
	4.3.5. Create/Update City Phone-Tree	Staff Time IT Time	2019 <u>2020</u>	

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5. Safe and Healthy Community

Foster community resilience by facilitating access to health & wellness resources, enhancing multimodal connectivity and providing stewardship of our natural environment.

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
5.1. Enhance 1 st Responder Capability	5.1.1. Maintain Ambulance Funding	\$400K/year over 10 years	2019	COMPLETE
	5.1.2. Fund Missouri River Drug Task Force Officer	\$80K/year	2020 <u>2023</u>	
	5.1.3. Develop a Plan to Create a Drug Court	Staff Time	2023	County is Leading Effort
5.2. Educate & Connect Community	5.2.1. Create Adverse Childhood Experiences Training Program	Staff Time	2020	COMPLETE
	5.2.2. Create a Child Advocacy Center	Staff Time	2021 <u>2023</u>	
	5.2.3. Create a Resource Webpage for the City Website	Staff Time	2019	COMPLETE
	5.2.4. Develop Community Resilience Strategic Plan	Staff Time	2019	Delayed until 2024
5.3. Support External Agencies in Providing Services Locally	5.3.1. Continue to Fund WindRider Service	\$5K Annually	Continual	COMPLETE Budgeted for FY20

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
	5.3.2. Expand Early Childhood Coordinator Hours	Staff Time Funding	2019	COMPLETE
	5.3.3. Design Wellness Center to Include Space for Local Services and State Service Programs	Staff Time	2020	Under Review by Consultant
5.4. Enhance Multimodal Connectivity/Transportation	5.4.1. Create Active Transportation Plan	Staff Time ATC Participation	2022 <u>2025</u>	
	5.4.2. Develop Multimodal Design Standards	Staff Time	2023 <u>2025</u>	
	5.4.3. Connect O Street Trail System	State Funding Finances	2019	COMPLETE
	5.4.4. Create Electric Vehicle Infrastructure	Staff Time Funding	2024	Chargers installed on Clark St Evaluating Next Phase
	5.4.5. Create Safe Route to Schools	Staff Time Materials	2022	
	5.4.6. Connect West Side Developments	Staff Time State Funding	2023 <u>2025</u>	
	5.4.7. Complete ADA Transition Plan	Staff Time	2019	COMPLETE
5.5. Preserve, Integrate, and Improve Our Natural Spaces	5.5.1. Pursue Dedicated Funding	Staff Time	2022	

STRATEGY	ACTION	RESOURCES	YEAR	STATUS
	5.5.2. Maintain Parks, Trail Systems, & Trees	Staff Time Increased Funding	Continual	
	5.5.3. Create Policy for New Parks vs. Cash In-Lieu of.	Staff Time	2021	
	5.5.4. Analyze options for creation of a Conservation Board	Staff Time	2020	COMPLETE

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Topics to Consider for Strategic Plan Updates:

- **Economic Health Goal or Strategy**
- **Native Landscaping**
- **Noise Reduction**
- **Preserve the Night Sky**

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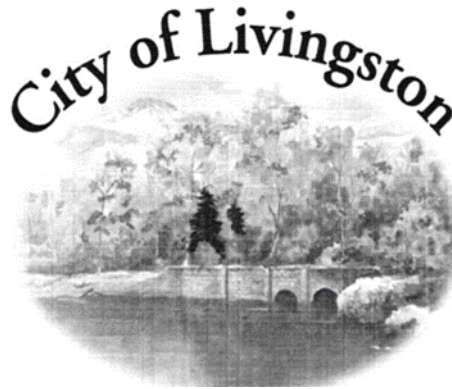
Item Attachment Documents:

- E. DISCUSS/APPROVE/DENY: CITY MANAGERS RECOMMENDATION FOR CHANGING FORM OF LOCAL GOVERNMENT**

City Manager
Michael Kardoes

414 East Callender Street
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(406) 222-6823 fax

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www.livingstonmontana.org



Incorporated 1889

Chairperson
Dorel Hoglund

134

Vice Chair
Quentin Schwarz

Commissioners
Mel Friedman
Warren Mabie
Melissa Nootz

City Manager Recommendation for Form of Government Review

Background:

In the 03 December 2019 City Commission Meeting the Commission voted 5-0 to direct the City Manager to establish a procedure for the City Commission to propose an election by city ordinance for a change in type of government for Livingston, Montana in accordance with MCA 7-3-103(2). The MCA does not specify any requirements for how the City Commission arrives at the type of government to be placed in front of the voters by ordinance, however, good governance principles require a thoughtful, deliberative process that considers a variety of viewpoints in determining what should be placed before the voters. This recommendation outlines a process to include public input, study the benefits and drawbacks of the most applicable types of government, and provide a systematic analysis for City Commissioners to use in drafting an ordinance.

Recommendation:

- 1) Establish a temporary Government Review Committee under the purview of the City Manager
 - a. Select Chair to help develop number and diversity of committee members (January)
 - b. Seat committee members (February)
- 2) Schedule work sessions with the MSU Local Government Center to determine a range of types of government appropriate for Livingston. (March/April)
- 3) Hold public meetings to garner public feedback on desired attributes of city government (May/June)
- 4) Produce report with preferred options and an overall recommendation (July/August)
- 5) Produce ballot language and forward to election office no later than 10 August 2020
- 6) Present government change to voters on the 5 November ballot

A handwritten signature in cursive script that reads "Michael J. Kardoes".

Michael J. Kardoes
City Manager

Item Attachment Documents:

MESSAGES RECEIVED FROM OUR COMMUNITY

From: [Jerry Pierson](#)
To: [webmaster](#)
Subject: Kudos
Date: Wednesday, December 25, 2019 1:38:43 AM

Hi LPD folks -

This is a note of commendation for one of your officers. Several weeks ago, I had a personal crisis. After I called, an officer showed up at my doorstep, and drove me to the ER. He was polite, respectful, conversational and thoroughly professional.

Officer Gunderson.

I appreciate all the things that you guys do for the betterment of the community.

Respectfully,

Gerald Pierson
105 W. Park St., #118

From: [Andrea M](#)
To: [webmaster](#)
Subject: The night before Christmas
Date: Thursday, December 12, 2019 9:43:50 PM

LFD,

Tonight I was blessed in my heart to hear the music of Christmas play in the Ironhorse trailer park! I'm here visiting my son, his girlfriend and her son. They are expecting any day now! So I'm here awaiting the baby's birth. Please let me express how my heart is still feeling warm and humbled by the generosity displayed tonight towards these children and families! Including both my 3yr old son and I. B I don't want to over look or take it for granted. Maybe the expectation of the dept. is there by the community but as for me coming from a large town like Las Vegas Nevada, this kind of presence BLESSED ME SO MUCH. I have never seen anything like it! I felt like a child in the midst of my 3 yr old son looking onward out the window to gaze upon those bright lights from the trucks slowly moving along almost calling to those of us who were awake and curious. As I stood outside with my son I felt humbled by the events taking place, and that we would in moments be apart of it. I know I make this sound like a Christmas wish come true, but this night I had a heavy heart. I want you all to know that what you do is a big deal! It's more than you know! I'm a solid Christian who loves Jesus and teach my son about the birth of Christ for Christmas. But tonight I was also reminded of the joy through Santa and the magical feeling of Christmas which he is apart of. I just want to express with all my heart how blessed I was tonight. I don't have social media but want so much to thank all of you and everyone who made this possible through love, support, and generous kindness. Thank you to the volunteers and The Fire Department for giving me and my son a new memory for Christmas! God bless you all!

Andrea
Sent from my iPhone