

JOURNAL OF CITY COMMISSION WORK SESSION
February 4, 2020

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Mary Sheehy Moe, Owen Robinson, Tracy Houck and Rick Tryon.

STAFF PRESENT: Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; Library Director Susie McIntyre; Planning and Community Development Director Craig Raymond; Finance Director Melissa Kinzler; and, Deputy City Clerk Darcy Dea.

PUBLIC COMMENT

Shyla Patera, 1013 7th Avenue NW, urged the Commission to include Americans with Disabilities Act (ADA) with regard to the Development Review Process and requested that citizens participate in the online survey.

Donna Williams, 2916 2nd Avenue North, provided and discussed a handout with regard to the impacts of global climate change on human health and the environment.

1. LIBRARY STRATEGIC PLAN

Library Director Susie McIntyre reviewed and discussed the attached PowerPoint presentation covering vision, mission, guiding principles, goals and strategies.

She announced that the Friends of the Great Falls Public Library provided a donation that designates three complimentary parking spots on 2nd Avenue North to utilize the Library. She noted that Gary Owen, President of United Way of Cascade County, furnished a letter of support with regard to the benefits of providing the community with access to library resources.

Referring to the community engagement goals and strategies PowerPoint slide, Commissioner Tryon received clarification that “News programming at the Enbar” was a session on how to get accurate news information to the public.

Director McIntyre reported that flooding in the basement of the Library due to a damaged pipe is a priority and that there has not been a scope of work performed for roof repairs. She explained that the Bookmobile continues to be utilized throughout the community and that a reader board is a positive way to get information about the Library to the community.

2. CIVIC CENTER FAÇADE PROJECT UPDATE

Tony Houtz, an architect with Cushing Terrell, formally known as CTA Architects, reviewed and discussed the attached PowerPoint presentation covering the Civic Center Façade Project, 2011 façade study completed and February 2017 RFP for Architectural & Engineering Services.

Mr. Houtz explained that he wouldn't recommend repairing the roof first since there would be scaffolding on top of the existing roof in order to remove the existing panels and noted that the panels are heavy and could possibly damage the existing roof. There would be a temporary canopy to protect citizens during construction.

Mayor Kelly inquired if less expensive and lighter materials were considered.

Mr. Houtz responded that changing materials is not an option since the panels are loadbearing. He added that could possibly cause more movement in the building because the backup structure wouldn't be able to support additional weight. He recommended doing a wall at a time and not starting on the front since that is the most complicated, if the project were broke into phases. Another option would be to do all of the facade first and the roof later. He explained that window headers and the front façade are critical safety issue areas that need to be addressed.

Finance Director Kinzler reported that the downtown Tax Increment Financing (TIF) fund balance is estimated to be \$1.2 million and that the estimated figure will depend on if the valuation holds in the downtown TIF district, as well as if there are any tax protests. She provided and discussed a timeframe for façade debt service, mill levy handout.

Planning and Community Development Director Raymond provided handouts pertaining to the Great Falls Civic Center Façade Assessment dated April 1, 2016, Great Falls Civic Center Frieze Veneer Report, and assessment of the condition of and recommendations for rehabilitation and repair to the building exterior dated April 18, 2011.

Director Raymond explained that the Downtown Development Partnership (DDP) makes recommendations for TIF applications; however, funding for the façade project has not yet been discussed with the DDP.

Mayor Kelly requested that the project be a priority and that staff provide the Commission with more options with regard to financing and timeliness for the project.

Director Raymond mentioned that the construction drawing and plans are almost complete and that Mr. Houtz has started putting together bid documents.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Deputy City Manager Chuck Anderson reported that the February 18th work session will consist of a golf course update, as well as updated finance policies. A community risk reduction program, as well as Animal Shelter Services RFP will be topics for the March 3rd work session. The March 17th work session will consist of a foundation policy for residential building and results of survey and focus group input for the CDBG Consolidated Plan. Funding options for the Civic Center Façade project will be added to an upcoming work session.

ADJOURN

02/04/2020

There being no further discussion, Mayor Kelly adjourned the informal work session of February 4, 2020 at 6:43 p.m.



STRATEGIC PLAN 2019-2022

Our Vision:

Explore, Discover, Connect. See you @ the Library!

Our Mission:

The Great Falls Public Library serves as a connection point; we empower the community and enhance the quality of life by providing individuals access to information and social, cultural, and recreational resources.

Our Guiding Principles



RESPECT: The library is built on a foundation of mutual respect between patrons and staff. Our staff prides themselves on clear, honest, and knowledgeable communication at all levels. Courtesy and open communications are highly valued and contribute to the positive experience of visiting the library.



OPEN ACCESS: The library is committed to providing all patrons with free and open access to ideas, information, materials, and programs. We develop services, programs and balanced collections that attempt to fully represent the needs and interests of our diverse community. We connect patrons to what they want in a friendly, nonjudgmental manner.

Our Guiding Principles



CUSTOMER FOCUS: You are welcome here! The library values community members and is responsive to their needs. The ideas and opinions of patrons are vital in determining how library projects and services move forward. Impact on patrons is a primary concern in making any and all decisions.



GROWTH AND INNOVATION: Promoting ongoing learning and continuous innovation are of great importance to the library. We work hard to respond to present situations and anticipate the future needs of our patrons. We are committed to remaining an important and relevant institution by evolving and expanding to better serve our community.

Our Guiding Principles



EXCELLENT STEWARDSHIP: The library acts as a trusted steward of community resources. We are responsible for appropriate use of public funds and make every effort to fully utilize the strengths of our talented staff. We make the best use of our resources to deliver the highest level of library service to our community.

GOALS & STRATEGIES

GOAL #1: SAFE, WELCOMING SPACE

Make infrastructure and security upgrades to ensure that the Great Falls Public Library provides a community space that is safe and welcoming to all.

STRATEGIES

1. Assess the infrastructure needs of the building.
2. Secure funding to accomplish the infrastructure projects.
3. Complete the needed projects in priority order (timeline may extend past 2022).
4. Install security cameras.
5. Install LED lighting outside.
6. Explore implementation of ideas to make patrons feel safer at the Library (establishing a volunteer greeter program, more staff presence outside...).
7. Ensure that all staff are trained and empowered to deal with a range of patron behavior issues.
8. Strengthen the Library's relationship with the Great Falls First Responders.
9. Play a leadership role in developing a coordinated community response to safety concerns in the downtown area.

GOALS & STRATEGIES

GOAL #2: EXCELLENT CUSTOMER EXPERIENCE

Invest in staff, technology and partnerships so that every Library patron has an excellent Library experience when interacting with the Library online or in person.

STRATEGIES

1. Examine staff workloads and determine the optimum staffing levels.
2. Create updated staff procedure manuals with a focus on efficiency and consistency.
3. Develop and implement a staff training program.
4. Make efforts to reduce known barriers to Library use.
 - Pursue donor sponsorship to become a fine-free Library.
 - Explore providing a limited number of free parking spaces
 - Hold the second annual Fine Free Fun run prior to Summer Reading
5. Continue to develop our Collection using best practices and patron use data.
6. Join the Montana Shared Catalog
7. Join the Montana Library Partners.
8. Upgrade the Library inventory control system to use Radio Frequency Identification tags.
9. Develop policies and procedures to enable the Library to accept credit card payments.
10. Play a leadership role in developing funding for MontanaLibrary2Go so that it has sufficient materials to meet the needs of our patrons.
11. Provide wireless printing for the Public.

GOALS & STRATEGIES

GOAL #3: COMMUNITY ENGAGEMENT (PROGRAMMING)

Provide a variety of innovative programming to engage the whole Community.

STRATEGIES

1. Implement the Ready2Read Reachout program.
2. Implement Teen audio/video programming.
3. Develop partnerships with community groups to provide relevant programming. (Programming on racism with the YWCA, Programming on the military with MAFB, News programming at the Enbar ...)
4. Engage with community leaders to provide programming that addresses community issues. (Similar to the showing of "The Public".)
5. Remodel the basement public meeting spaces.
6. Secure funding to purchase a new Bookmobile (including ability to provide a wireless hotspot).
7. Develop partnerships to maximize use of the Bookmobile.

GOALS & STRATEGIES

GOAL #4: COMMUNITY ENGAGEMENT (MARKETING)

Connect more of the Cascade County community
with Library resources and services.

STRATEGIES

1. Develop a marketing plan to inform our community about Library services and events.
2. Develop a Social Media Ambassadors program to extend our Social Media reach.
3. Install a reader board in the front of the Library.
4. Attend community events that allow us to engage with non-users.
5. Develop relationships with community leaders to enhance their understanding of the role of the Library in a healthy community.



LIBRARY BOARD OF TRUSTEES

Mitch Tropila, Chair
Whitney Olson, Vice-Chair
Anne Bulger
Sam Deforest
Susan McCord

EX-OFFICIO MEMBERS

Jane Weber, Cascade County Commission
Owen Robinson, Great Falls City Commission

LIBRARY DIRECTOR

Susie McIntyre

GREAT FALLS PUBLIC LIBRARY

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questions@greatfallslibrary.org



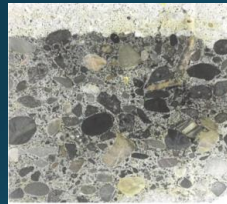
Civic Center Façade Project

Cushing
Terrell

A little background...

Civic Center Façade Project

2011 Façade Study Completed
Feb 2017 RFP for Architectural &
Engineering Services



City of Great Falls
Civic Center Envelope Repair

ASSUMED CONTRACT AWARD DATE: 5/2020
CONTRACT BID DATE: TBD

YEAR 2020

REPAIR REMODEL CONSTRUCTION	QTY		CD STAGE
Envelope Exterior Cladding Repair	1	\$ 3,979,230.00	\$ 3,979,230.00
Roof Replacement	1	\$ 656,172.00	\$ 656,172.00
Temporary Canopy	1	\$ 97,432.00	\$ 97,432.00
TOTAL (BASE ESTIMATE)			\$ 4,732,834.00

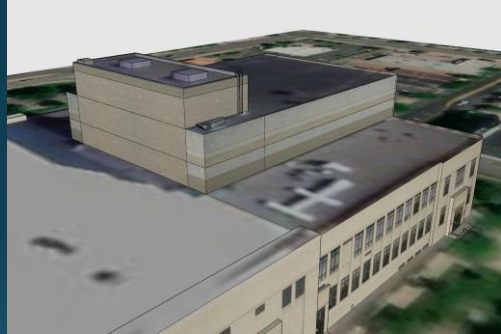
ADD ALTERNATES

Add Alternate #1: Roof	1	\$ 136,252.00	\$ 136,252.00
Add Alternate #2: Roof	1	\$ 134,028.00	\$ 134,028.00
Add Alternate #3: Roof	1	\$ 8,819.00	\$ 8,819.00
ALTERNATES TOTAL			\$ 279,099.00
Cost Escalation - see below	0	0.0%	\$ -

BASE AND ALTERNATES TOTAL - Construction Costs \$ 5,011,933.00

Cost Escalation Impacts / Tariff Impacts (7% / 3%) 10% \$ 501,193.30

Construction Total with Contingency \$ 5,513,126.30



Funding of Façade Repairs

- General obligation bond- debt service mill levy
 - Timeline
- Downtown Tax Increment District funding

Questions?