

**JOURNAL OF COMMISSION WORK SESSION**  
**October 15, 2013**

City Commission Work Session  
Civic Center, Gibson Room 212

Mayor Winters presiding

**CALL TO ORDER:** 5:30 p.m.

**ROLL CALL:** City Commissioners present: Michael J. Winters, Bill Bronson, Fred Burow, Bob Jones, and Bob Kelly.

**STAFF PRESENT:** City Manager; Deputy City Manager; City Attorney; Directors of Fiscal Services, Planning and Community Development, and Public Works; Police Chief; and the Deputy City Clerk.

**1. CDBG UPDATE**

Planning and Community Development Director Craig Raymond provided and discussed a PowerPoint presentation on the CDBG Update.

<p style="text-align: center;"><b>Community Development Block Grant</b></p> <p style="text-align: center;">City Commission Work Session October 15, 2013</p> 	<p style="text-align: center;"><b>Funding Background</b></p> <ul style="list-style-type: none"><li>□ City received a total of \$ 744,287.00</li><li>□ City keeps a maximum of 20% for Administration of the program</li><li>□ City Commission already approved allocating 23% to the housing element in the Annual Action Plan</li><li>□ A maximum of 15% can be allocated to Public Services</li><li>□ Balance to go to Public Facilities</li></ul>		
<p style="text-align: center;"><b>Funding Background</b></p> <ul style="list-style-type: none"><li>□ The Downtown Development Partnership had to refuse it's \$50k grant which was allocated within the housing element of the Annual Action Plan</li><li>□ Previous CDBG Administrator had already committed to use un-programmed funds from previous years in order to meet what the City Commission had voted to approve in the Annual Action Plan</li></ul>	<p style="text-align: center;"><b>Funding Requests</b></p> <table border="0"><tr><td style="vertical-align: top;"><p><u>Public Works Request:</u></p><ul style="list-style-type: none"><li>• \$18,500 towards sidewalk repair project already funded with \$30k for a total of \$48,500</li><li>• \$31,500 towards 4<sup>th</sup> Ave N reconstruction project. Will enable project to grow by one city block (roughly)</li></ul></td><td style="vertical-align: top;"><p><u>Parks &amp; Rec. Request:</u></p><ul style="list-style-type: none"><li>• \$45,000 – Rec Center ADA Lift to basement</li><li>• \$32,790 – Rec Center Window Replacement</li><li>• \$10-15,000 – Sewer Line to Hurd Restrooms (Elks Riverside Park)</li><li>• \$20,000 Natatorium door replacement</li><li>• \$27,148 – Rec Center Door replacement</li></ul></td></tr></table>	<p><u>Public Works Request:</u></p> <ul style="list-style-type: none"><li>• \$18,500 towards sidewalk repair project already funded with \$30k for a total of \$48,500</li><li>• \$31,500 towards 4<sup>th</sup> Ave N reconstruction project. Will enable project to grow by one city block (roughly)</li></ul>	<p><u>Parks &amp; Rec. Request:</u></p> <ul style="list-style-type: none"><li>• \$45,000 – Rec Center ADA Lift to basement</li><li>• \$32,790 – Rec Center Window Replacement</li><li>• \$10-15,000 – Sewer Line to Hurd Restrooms (Elks Riverside Park)</li><li>• \$20,000 Natatorium door replacement</li><li>• \$27,148 – Rec Center Door replacement</li></ul>
<p><u>Public Works Request:</u></p> <ul style="list-style-type: none"><li>• \$18,500 towards sidewalk repair project already funded with \$30k for a total of \$48,500</li><li>• \$31,500 towards 4<sup>th</sup> Ave N reconstruction project. Will enable project to grow by one city block (roughly)</li></ul>	<p><u>Parks &amp; Rec. Request:</u></p> <ul style="list-style-type: none"><li>• \$45,000 – Rec Center ADA Lift to basement</li><li>• \$32,790 – Rec Center Window Replacement</li><li>• \$10-15,000 – Sewer Line to Hurd Restrooms (Elks Riverside Park)</li><li>• \$20,000 Natatorium door replacement</li><li>• \$27,148 – Rec Center Door replacement</li></ul>		

<h2 style="text-align: center;">Recommendation</h2>	<h2 style="text-align: center;">Next Steps</h2>
<ul style="list-style-type: none"> <li>□ Planning and Community Development recommends funding Public Works requests at this time as these projects seem to be the most “shovel ready” projects in this funding cycle</li> <li>□ \$18,500- Additional sidewalks will be located in the same project area as the already funded sidewalk project</li> <li>□ \$31,500 will enable the addition of approximately one city block to the 4<sup>th</sup> Ave N project</li> </ul>	<ul style="list-style-type: none"> <li>□ Based on City Commission recommendation, CD staff will prepare the amendments to the Annual Action Plan</li> <li>□ Schedule public hearing in order to take public comment on proposed changes to the Annual Action Plan</li> </ul>

City Manager Greg Doyon noted that typically with additional funds, projects are targeted that are unlikely to be funded by the general fund or budgets in the near future.

The consensus of the Commission was to prepare the amendments to the Annual Action Plan, with the recommendation by staff, but also prepare information about the other eligible projects for the public hearing.

**2. ANIMAL SHELTER MASTER PLAN**

Deputy City Manager Jennifer Reichelt provided and discussed a PowerPoint presentation on the Animal Shelter Master Plan. She also provided handouts of the Pre-Design Master Plan Submittal and site drawings.

Ms. Reichelt introduced Ryan Smith, Nelson Architects; Animal Shelter Manager Lynn Formell; Clerks Tiffany Staigmiller and Ashly Graham; and Volunteer Coordinator Laura McElhinney.

<h2 style="text-align: center;">Presentation Overview</h2>	<h2 style="text-align: center;">About the Shelter</h2>
<ul style="list-style-type: none"> <li>• Today - Master Plan Discussion               <ul style="list-style-type: none"> <li>– All About Us</li> <li>– Shelter Basics</li> <li>– The Master Plan</li> </ul> </li> <li>• November 5, 2013 - Animal Shelter Update               <ul style="list-style-type: none"> <li>– By the Numbers – <i>Budget Overview, Statistics, etc.</i></li> <li>– Accomplishments - <i>Adoptions, Promotions &amp; Outreach</i></li> <li>– Improvements &amp; Process Changes</li> </ul> </li> <li>• December 2013 – Fee Discussion (<i>as part of the overall fee discussion</i>)</li> </ul> <div style="text-align: right;">  </div>	<div style="text-align: right;">  </div> <ul style="list-style-type: none"> <li>• The Great Falls Animal Shelter (GFAS) is an Open Admission Municipal shelter that serves Great Falls, Cascade County and surrounding communities.</li> <li>• GFAS provides shelter for stray, abandoned and owner surrendered animals. It houses animals brought in by both Animal Control Officers as well as citizens.</li> <li>• The Mission of the shelter is to ensure the health, safety and welfare of the animals and citizens of our community through responsible pet ownership and education.</li> </ul>

## What We Do

- Animal Protection
- House & care for stray, abandoned & surrendered animals
- Pet Adoptions
- Pet Redemptions
- Public Education
- Licensing
- Volunteer Opportunities
- Pet population control (spay/neuter)
- Cremation Services
- Volunteer Program



## The Basics

- The Shelter has 5 authorized full time employees and 4 contract kennel technicians.
- The Shelter operates Monday – Saturday from 8 a.m. – 6 p.m. and is open to the public from 10 a.m. – 6 p.m.
- The FY 2014 Operating Budget is \$504,996.
- The Volunteer Program was established in April 2012 and currently has 125 volunteers who have contributed over 1,800+ of hours of service.
- The average number of animals that come through the shelter each year is 2,166.
- During the 2012 calendar year, over 66% of animals entering the shelter either found new homes or were redeemed by their owners.

6

## The Adoption Story

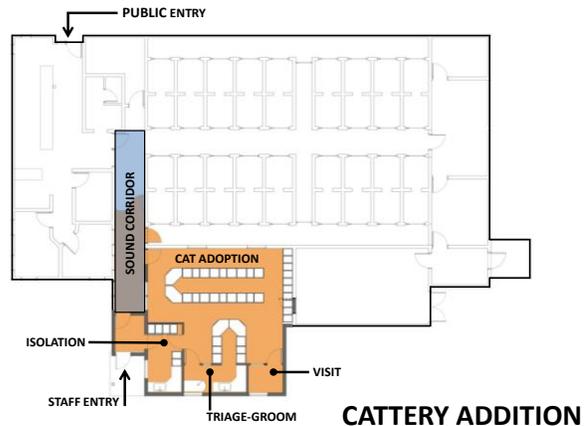
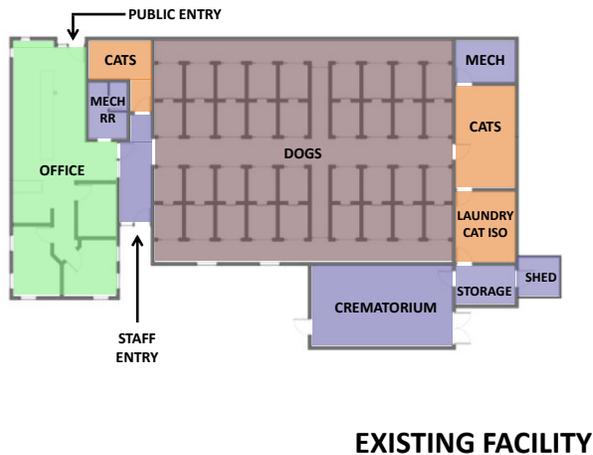
- When an animal enters the Shelter they are given an impound number, vaccinations, a health assessment and placed in a kennel where they await adoption or redemption.
- The Shelter can house 105 animals at any given time (maximum).
  - 42 dogs and 63 cats
- The average length of stay at the Shelter is 9 days for dogs and 22 cats.
  - A year ago the average length of stay for a dog was 12 days and 24 days for cats.
- On average animals are getting redeemed and/or adopted faster:
  - Dogs are redeemed in 1.7 days
  - Cats are redeemed in 4.2 days
  - Dogs are adopted in 14.8 days
  - Cats are adopted 35.7 days
- Staff and volunteers are working together to help make animals more adoptable and help them find forever homes.
  - Obedience training, socialization, behavior training
  - Adoption Promotions



## Master Plan – The Process

- Staff Worked with Nelson Architects to develop a Master Plan for the shelter.
  - Created an as-built floor plan and site plan
  - Identified current and desired space relationships throughout the facility
  - Conceptually designed proposed additions to the existing building
  - Provided cost estimates
  - Developed a construction phasing plan tailored to the available budget and/or priority spaces
- Nelson Architects met with staff to brainstorm and identify issues with the existing facility and discuss what was needed to make the facility more efficient and usable for both the animals, staff and public.
- Conceptual architectural plans were developed, reviewed and revised.
- The goal of the project was to think “big picture” and long term about the future of the Shelter.
- The Commission approved the professional services agreement with Nelson Architects for architectural/engineering services on May 21, 2013.

9

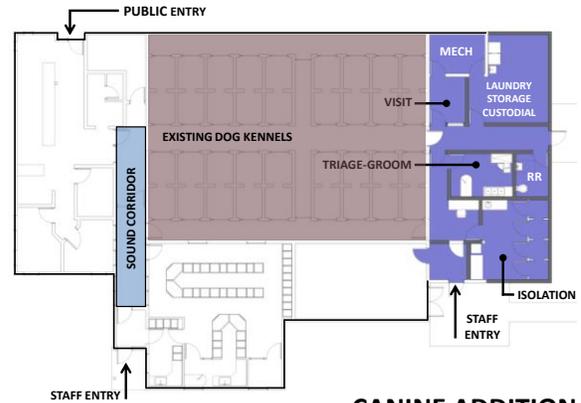


## Cat Condos

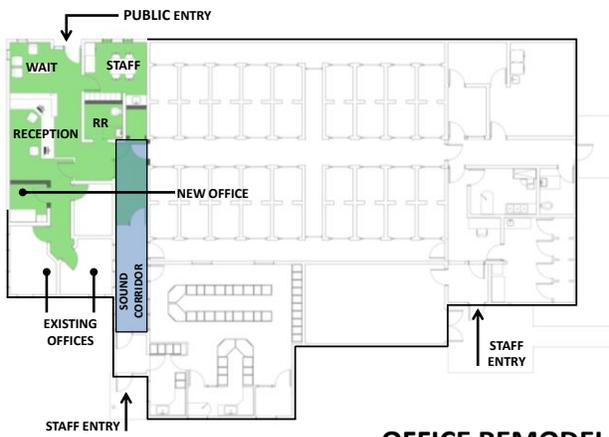


### Cat Capacity

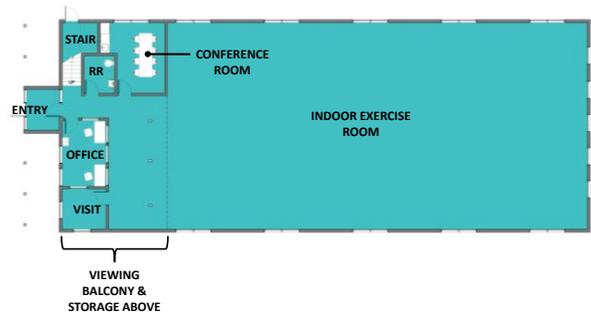
- Current Cat Capacity – 63
  - General – 40
  - Triage – 10
  - Isolation – 13
- New Cattery Capacity – 76
  - General – 52
  - Triage – 12
  - Isolation – 12



**CANINE ADDITION**



**OFFICE REMODEL**



**EXERCISE FACILITY**



## Proposed Cost Estimates

<b>Main Animal Shelter Facility</b>	
Cattery Addition & HVAC	\$193,500
Canine Addition & Remodel	\$279,000
Office Area Remodel	\$ 78,300
Shelter HVAC Upgrades	\$ 80,000
<u>Shelter Site Work</u>	<u>\$ 75,000</u>
<b>Subtotal</b>	<b>\$705,800</b>
Estimate Contingency at 5%	\$ 35,290
Construction Contingency at 10%	\$ 70,580
<b>Total Construction Estimate</b>	<b>\$811,670</b>

<h3 style="text-align: center;">Proposed Cost Estimates</h3> <p><b>Stand-Alone Exercise Facility</b></p> <table style="width: 100%;"> <tr> <td>Exercise Facility</td> <td style="text-align: right;">\$563,000</td> </tr> <tr> <td>Site Work</td> <td style="text-align: right;">\$ 25,000</td> </tr> <tr> <td><b>Sub Total</b></td> <td style="text-align: right;"><b>\$588,000</b></td> </tr> <tr> <td>Estimate Contingency at 3%</td> <td style="text-align: right;">\$ 17,640</td> </tr> <tr> <td>Construction Contingency at 3%</td> <td style="text-align: right;">\$ 17,640</td> </tr> <tr> <td><b>Total Construction Estimate</b></td> <td style="text-align: right;"><b>\$623,280</b></td> </tr> </table> <p><b>Total Animal Shelter Master Plan Estimate - \$1,434,950</b></p>	Exercise Facility	\$563,000	Site Work	\$ 25,000	<b>Sub Total</b>	<b>\$588,000</b>	Estimate Contingency at 3%	\$ 17,640	Construction Contingency at 3%	\$ 17,640	<b>Total Construction Estimate</b>	<b>\$623,280</b>	<h3 style="text-align: center;">Current Capital Funds &amp; Fundraising/Development Ideas</h3> <p><u>Current Capital Funds</u></p> <ul style="list-style-type: none"> <li>Currently the Shelter has \$300,570.31 designated for capital improvements <ul style="list-style-type: none"> <li>Private donations and fundraisers</li> </ul> </li> </ul> <p><u>Capital Campaign Ideas</u></p> <ul style="list-style-type: none"> <li>Reach out to previous Shelter customers, adoptees and allow them to be a part of the campaign – help build the cattery, dog/cat visitation rooms, triage area, etc.</li> <li>Sell naming rights and/or elements of the expansion (i.e. – kennels, rooms, signage, giving tree, etc.).</li> <li>Solicit donations from the community and/or visit with potential larger donors in the community.</li> <li>Develop larger scale fundraisers</li> <li>Apply for grants</li> </ul>
Exercise Facility	\$563,000												
Site Work	\$ 25,000												
<b>Sub Total</b>	<b>\$588,000</b>												
Estimate Contingency at 3%	\$ 17,640												
Construction Contingency at 3%	\$ 17,640												
<b>Total Construction Estimate</b>	<b>\$623,280</b>												
<h3 style="text-align: center;">Next Steps</h3> <ul style="list-style-type: none"> <li>Seek Commission direction on Master Plan <ul style="list-style-type: none"> <li>May involve fundraising efforts</li> <li>May involve grant opportunities</li> <li>Would involve future Commission action (contracts, agreements, etc.)</li> </ul> </li> </ul> 	  												

Ms. Reichelt and Mr. Smith provided and discussed photos of the general cat room, the triage and laundry area, storage areas, the cat isolation area, the dog food storage & crematory, the grooming area (inside dog kennel), the mechanical room, restroom, break room, and front office.

After discussion, the consensus of the Commission was to use the funds that have been donated for improvements.

**ADJOURN**

There being no further discussion, Mayor Winters adjourned the informal work session of October 15, 2013, at 6:51 p.m.