

JOURNAL OF COMMISSION WORK SESSION
May 19, 2015

City Commission Work Session
Civic Center, Gibson Room

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 and Deputy City Manager; City Attorney; Directors of Fiscal Services, Park and Recreation, Planning and Community Development, and Public Works; Interim Fire Chief; Police Captain; and the Deputy City Clerk.


**** Action Minutes of the Great Falls City Commission. Please refer to the audio/video recording of this meeting for additional detail. ****

1. PUBLIC COMMENT

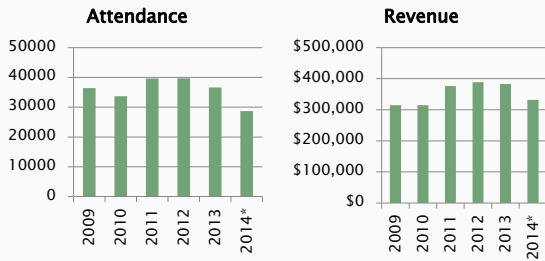
There were no comments from the public.

2. AQUATICS UPDATE

Park and Recreation Director Joe Petrella provided and discussed a PowerPoint 2015 Aquatics review presentation. He provided handouts including an article of “*The Remaking of Rec Centers,*” and Cost Recovery by Facility.

<h3 style="margin: 0;">Aquatics Inventory</h3> <ul style="list-style-type: none">▶ Electric City Water Park<ul style="list-style-type: none">◦ Mitchell Pool◦ Flow Rider◦ Lazy River◦ Squirt Zone◦ Power Tower Plunge▶ Morony Natatorium▶ Neighborhood Pools<ul style="list-style-type: none">◦ Jaycee Pool◦ Water Tower Pool <div style="text-align: center;"></div> <p style="text-align: right; font-size: small;">2</p>	<h3 style="margin: 0;">Electric City Water Park Visits</h3> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="background-color: #4CAF50; color: white;">Summer of 2014</th><th colspan="2" style="background-color: #4CAF50; color: white;">Daily Visits June 7 to August 31</th></tr></thead><tbody><tr><td>Lap Swim</td><td style="text-align: center;">307</td><td></td></tr><tr><td>Adult Entrance Fees</td><td style="text-align: center;">10,369</td><td></td></tr><tr><td>Youth Entrance Fees</td><td style="text-align: center;">18,294</td><td></td></tr><tr><td>Total Entries</td><td style="text-align: center;">28,707</td><td></td></tr><tr><td>Total Revenues from Entry Fees</td><td style="text-align: center;">\$249,793</td><td></td></tr><tr><td>Other Revenue</td><td style="text-align: center;">\$81,704</td><td></td></tr><tr><td>Total Revenue</td><td style="text-align: center;">\$331,497</td><td></td></tr></tbody></table> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="background-color: #4CAF50; color: white;"></th><th style="background-color: #4CAF50; color: white;"># of Rentals</th><th style="background-color: #4CAF50; color: white;">Total Revenue</th></tr></thead><tbody><tr><td>Pool Rentals</td><td style="text-align: center;">36</td><td style="text-align: center;">\$9,500</td></tr></tbody></table> <p style="text-align: right; font-size: small;">3</p>	Summer of 2014	Daily Visits June 7 to August 31		Lap Swim	307		Adult Entrance Fees	10,369		Youth Entrance Fees	18,294		Total Entries	28,707		Total Revenues from Entry Fees	\$249,793		Other Revenue	\$81,704		Total Revenue	\$331,497			# of Rentals	Total Revenue	Pool Rentals	36	\$9,500
Summer of 2014	Daily Visits June 7 to August 31																														
Lap Swim	307																														
Adult Entrance Fees	10,369																														
Youth Entrance Fees	18,294																														
Total Entries	28,707																														
Total Revenues from Entry Fees	\$249,793																														
Other Revenue	\$81,704																														
Total Revenue	\$331,497																														
	# of Rentals	Total Revenue																													
Pool Rentals	36	\$9,500																													

ECWP 6 Year Trend by Season



*In 2014 fees were increased at ECWP and hours reduced. Attendance dropped 7,889 from 2013 which resulted in \$51,514 revenue reduction. Reduction in hours also reduced expenses by \$72,882 as compared to 2013. Cost Recovery remained about the same at 65%.*** Weather closed the ECWP 8 days in June 2014

4

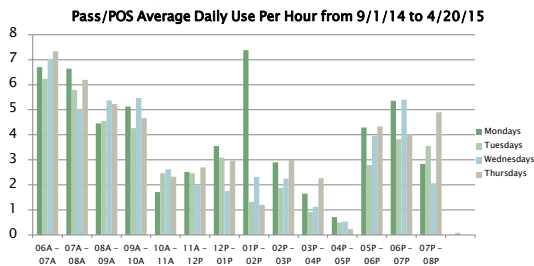
Natatorium Visits

Program	Active Monthly Pass Holders as of 5/1/15	Active Punch Pass Holders	Daily Visits September 14 to April 30, 2015
Lap Swim/Adult Swim	24		604
Aquatic Solutions	5		115
Exercise Class	36		772
MS Pass	9	1	20
Natatorium 10 Visit		24	
Daily Entry			1267
Youth Open Swim			1976
Kayak			95
Total Revenues	\$16,231	\$1,230	\$18,810
Total Passes Sold in Fiscal Year	149 New	429 Renew	

	# of Rentals	Total Revenue
Pool Rentals	203	\$25,142

5

Natatorium Use During General Operating Hours 6am to 8pm



Does not include swimming lessons which generally run between 12pm and 4pm or rentals held after hours.

6

Natatorium programs that cover direct costs to run (costs associated with the program)

- ▶ Youth Swimming Lessons
- ▶ Lifeguard Certification
- ▶ Open Swim Days when school is out
- ▶ Private Rentals for birthday parties, family events, etc.

7

Organizations the Natatorium works with

- ▶ **Current**
 - BC/BS - for ages 65+
 - New West - for ages 65+
 - (22 total enrolled in both)
 - Access Fitness
 - Community Recreation Center
 - Big Horn Wilderness
 - Bee Hive group homes
 - MSU Great Fall Physical Therapy
 - Benton Lake, Carter, Great Falls Christian, Vaughn Schools
- ▶ **Additional Program Ideas**
 - Working with healthcare providers (BC/BS for 18-65 year olds), Humana)
 - Swim lessons for disabled youth (Quality Life Concepts)
 - Promote use at Malstrom
 - Promote use at Meadow Lark CC for winter

8

Neighborhood Pools Visits

Program	Daily Visits June 28 to August 31, 2014
Child Admissions	11,609
Adult Admissions	4,594
Under 2 Free Admissions	488
Total Admissions	16,691
Total Revenues from Entry Fees	\$49,090

	# of Rentals	Total Revenue
Pool Rentals	14	\$2,785

9

Maintenance/Repairs

10

Electric City Water Park Maintenance/Repair Needs

- ▶ Flow Rider/Lazy River
 - Main wall cracking and rust showing through
 - Signs of rebar weakness
 - Can lead to wall failure (No immediate action required)
 - Cracks and Concrete weakness in various locations throughout the structure
 - Annual Repair is approximately \$8,000
 - Pad Replacement every 8 to 10 years – approximately \$50,000



11

Electric City Water Park Maintenance/Repair Needs

- ▶ Little Squirts Soak Zone
 - Play features that spray are out of order. Need entire feature to be replaced – Approximately \$80,000
 - Approximately \$150,000 to fill in the feature and create a spray park



12

Electric City Water Park Maintenance/Repair Needs

- ▶ Bath House
 - Shower Heads and Piping – \$8,000
 - Floor Drains and Fixtures – \$10,000
 - Asbestos testing and removal – \$40,000
 - Window replacement – \$50,000



13

Natatorium Maintenance/Repair Needs

- ▶ 2011 Structural Assessment
 - Lower Roofing Removal and Replace – \$59,450
 - Upper Roofing Removal and Replace – \$114,550
 - Upper Roofing Sealant – \$31,600
 - Exterior Walls Brick Re-pointing – \$11,200
 - Retrofit Corroded and Deficient Brick – \$15,000
 - Total from 2011 Assessment (above items with other non-listed items) – \$270,640
- ▶ New Items
 - Raise Sinking Floor in Restrooms – \$19,000
 - Replace Rusting and Aging Doors – \$33,185
 - (CBDG Funding received for FY16 to do this project)
 - Replace aging pumps, hair traps, motor quick disconnects, backwash valves, etc. – \$10,500



14



Cost Recovery

See Cost Recovery Analysis Worksheet

15

Subsidized vs Non-Subsidized?

Traditionally public aquatics facilities have been subsidized to help support operations. The type of facility makes a huge difference on whether or not it can be self sustaining, revenue producing or needing a subsidy to operate.

Subsidized Facilities

- Neighborhood Pools
 - Generally have a 50% to 60% cost recovery rate.
 - Have seen them as low as 30%.
- Natatoriums (stand alone)
 - Generally have a 65% to 85% cost recovery rate.
 - There are few in the country that make 100%+ cost recovery (see Non-subsidized)

Non-Subsidized

- Specialized Aquatics Facilities built to produce revenues
 - Usually are in large urban areas with 50m pools, warm water 25y programming pools and various land based programs and are indoors for year round use.
- Water Parks
 - Usually built to bring in revenue to support the subsidized pools and help with cost recovery, indoor is better.

Issue with this... City's usually go into debt to build these and actual revenues do not cover debt and operating expenses. (Needs a well thought out facility design and programming model)



16

Trends in Facility Development

Past

- Individual buildings for specific purposes
 - Senior Center
 - Natatorium
 - Recreation Center
- Limited overlapping of programming space
 - = lots of idle time in use of facilities
- Highly Subsidized
 - Limited operational cost discussion in planning
 - Cost Recovery less of an issue and presented as a "social service"

Current

- Philosophical shift
 - Designs to promote multigenerational use and multipurpose use (Senior Center, Natatorium and Recreation Center in one facility)
- Overlapping Programming
 - Master Plans are now focusing on recreation and not just parks
- Designed for Financial Self-Sufficiency
 - Operational costs are major part of discussion in planning
 - Focus on Cost Recovery

See article "The Remaking of Rec Centers" in the May 2015 issue of *Parks and Recreation Magazine*

17

Multipurpose Facilities



One Facility, Multiple Uses across Multiple User Groups year-round

18

Electric City Water Park

FY14 Operating Budget

- Total Expenses = \$533,696
(\$167,935 of this is the loan payment)
- Total Revenue = \$348,115
- Cost Recovery = 65%
- Cost Recovery without loan = 95% - chance to go above 100%

FY05 through FY14

- Total Expenses = \$5,231,547
- Total Revenue = \$3,315,687
- Cost Recovery = 63%

- Best Year FY07 - 74% Cost Recovery
- Worst Year FY05 - 55% Cost Recovery
- Projected once loan is paid off - 85 to 95%
- Weather always plays a factor and a short season

19

Natatorium

FY14 Operating Budget

- Total Expenses = \$292,480
- Total Revenue = \$122,328
- Cost Recovery = 42%

FY05 through FY14

- Total Expenses = \$2,973,044
- Total Revenue = \$1,047,728
- Cost Recovery = 35%

- Best Year FY12 & 14 - 42% Cost Recovery
- Worst Year FY09 - 31% Cost Recovery

20

Why is Cost Recovery at the Natatorium so low?

- Knowing that aquatics facilities generally recover somewhere between 65% to 85% of cost, the Natatorium has challenges:
- There are limited programming opportunities at the Natatorium
 - High operation costs with limited programming options due to the size of the pool (generally we can only offer one program at a time)
 - No additional programming space to help offset the cost of the pool operations
 - Not enough pass holders to support general operating hours
 - Aging facility that is past the 40 year life expectancy of a swimming pool and increased maintenance costs (**built in 1966**).
 - Staff has looked at all options and historically the Natatorium has only recovered 30% to 40% of its operating costs. No amount of programming can bridge the gap needed to efficiently and effectively operate the facility

21

Neighborhood Pools

- ▶ FY14 Operating Budget
 - Total Expenses = \$48,814
 - Total Revenue = \$30,715
 - Cost Recovery = 63%
- ▶ FY05 through FY14
 - Total Expenses = \$488,507
 - Total Revenue = \$203,657
 - Cost Recovery = 42%
- ▶ Best Year FY13 – 69% Cost Recovery
Splash Pads added in FY09
- ▶ Worst Year FY08 – 21% Cost Recovery*
 - Water Tower Pool was closed for construction
- ▶ Weather always plays a factor and short season

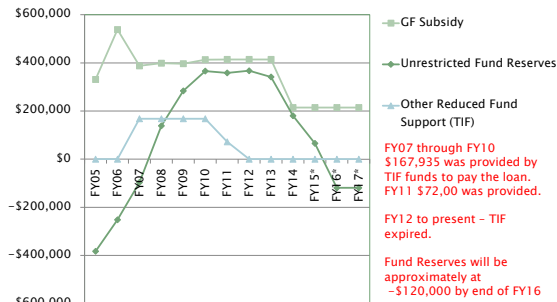
22

Aquatics Program Combined

- ▶ FY14 Operating Budget
 - Total Expenses = \$874,990
 - Total Revenue = \$501,158
 - Cost Recovery = 57%
- ▶ FY05 through FY14
 - Total Expenses = \$8,693,098
 - Total Revenue = \$4,567,072
 - Cost Recovery = 53%
- ▶ Best Year FY08 – 58% Cost Recovery
- ▶ Worst Year FY05 & FY10 – 47% Cost Recovery
- ▶ Projected once loan is paid off – 70%

23

General Fund Subsidy / Fund Balance



24

The Reality

- ▶ If we stay the course:
 - Unrestricted fund reserves will be depleted by middle of FY16
 - Approximately \$185,000 additional General Fund support in FY16 will be needed to continue operations and maintain a reserve balance of approximately \$65,000 so current maintenance issues and unforeseen issues can be managed in the future.

25

What Can We Afford in FY16?

- ▶ With the current \$214,389 General Fund Subsidy we can:
 - Option 1
 - Operate Electric City Water Park and Neighborhood Pools, but this will still deplete reserves for FY16. We can begin to rebuild reserves in FY17
 - ** Option 2 and 3 are only options with additional subsidy
 - Option 2
 - Operate the Natatorium and Neighborhood Pools.
 - We still would have the debt payment of \$167,935 and revenues from these facilities will not cover expenses
 - Option 3
 - Continue operating all facilities as we currently are.
 - We will need approximately \$185,000 in additional subsidy to maintain current fund reserves
 - **Our only real option that the current situation for the Aquatic Program can afford without additional support is Option 1**

26

FY17 and Beyond

- ▶ If all things stay the same:
 - The loan payment on the Flow Rider will be paid off in FY16
 - The \$214,389 will be enough to cover operations of all aquatic facilities **but, it does not address:**
 - Repairs to the Natatorium
 - Repairs to the Flow Rider and amenities at ECWP
 - Any emergency repairs that may come up over time
 - Building up reserves to achieve the above
 - Catastrophic/Unexpected/Major repairs will devastate the fund balance regardless of increase in subsidy and force the Department to choose between facilities.

27

Strategy For The Future

- ▶ Develop a Park and Recreation Master Plan that will:
 - Provide direction as to what the community wants and needs for our aquatic programs and entire inventory of services
 - Strategically plan our approach to upgrade facilities that meet the needs of our residents.
- ▶ Decide how much we want to invest in an aging facility.
- ▶ We need to act now to secure the future of our Aquatics Program. Doing nothing and staying the course puts all of our facilities in jeopardy.

28

Discussion followed on the importance of community information and knowledge in the development of a Park and Recreation Master Plan.

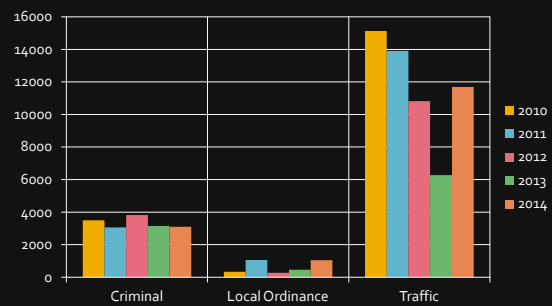
3. LEGAL DEPARTMENT UPDATE

City Attorney Sara Sexe introduced Chief Prosecutor Neil Anthon and Deputy Prosecutor Cassidy Blomgren. Prosecutors Anthon and Blomgren provided a PowerPoint presentation overview of the duties of the City Prosecutor's office and a handout sample week schedule.

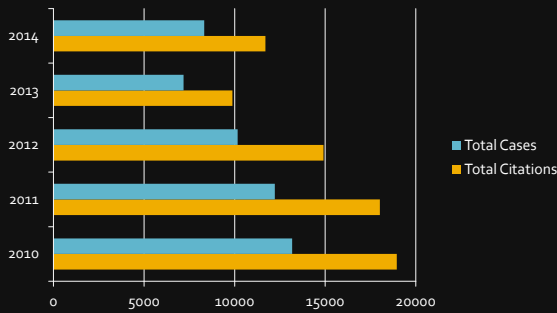
City Prosecutor's Office Staff

- Sandy Ranieri, Administrative Assistant
- Charlotte Graves, Legal Secretary
- Wendy Zaremski, Legal Secretary
- Carla Bubb, Office Specialist

Citations per year and per type



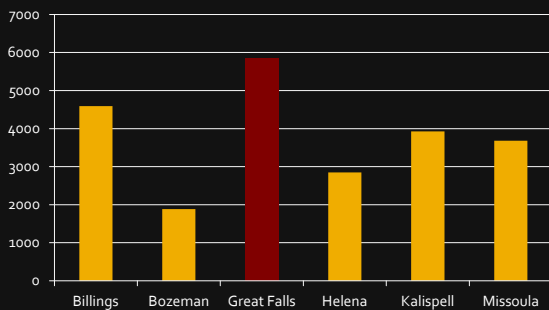
Cases vs. Citations



Comparison

Jurisdiction	2014 Total Citations	Number of Prosecutors
Billings	18,365	4
Bozeman	7,543	4 (plus summer intern)
Great Falls	11,695	2
Helena	7,117	2.5
Kalispell	5,892	1.5
Missoula	18,401	5 (plus 2 law students)

Citations per Prosecutor



A week in the life...



MONDAY MORNING

ANTHON
 9:00 – prepare for hearings
 9:30 – Omnibus Hearings
 10:00 – Change of Plea Hearings
 10:30 - Open Court (DUI)

BLOMGREN
 9:00 – prepare for hearings
 9:30 – Jury Confirmation Hearings
 10:00 – Change of Plea Hearings
 10:30 – Open Court (DUI)

MONDAY AFTERNOON

BLOMGREN
 1:00 – Prepare for prisoners
 1:30 – Prisoner Arraignments
 3:30 – Miscellaneous Hearings

TUESDAY

ANTHON

9:00 – Prepare for prisoners
9:30 – Prisoner Arraignments
10:00 – Miscellaneous Hearings
10:30 – Hearings on Motion
1:00 – Prepare for Open Court
1:30 – Open Court
3:30 – Juvenile Open Court

WEDNESDAY MORNING

ANTHON

9:00 – Prepare for prisoners & open court
9:30 – Prisoners
9:30 – Open Court
10:30 – Trials
10:45 – Trials
11:00 – Trials
11:15 – Trials
11:30 – Trials

WEDNESDAY AFTERNOON

BLOMGREN

1:00 – prepare for trials
1:30 – Trials
1:45 – Trials
2:00 – Trials
2:15 – Trials
2:30 – Trials
2:45 – Trials
3:00 – Trials
3:15 – Trials
3:30 – Trials
3:45 – Trials

THURSDAY

ANTHON

8:30 – Prepare for Prisoners
8:45 – Prisoners
8:45 – Prepare for open court
9:30 – Open Court
10:30 – Trials (jury/bench)

FRIDAY

BLOMGREN

9:00 – Prepare for Prisoners & Open Court
9:30 – Prisoners
9:30 – Open Court
10:30 – Trials (jury/bench)

When we are not in Court...

- Review Files, Order Evidence, & List Witnesses
- Review and sign off on discovery
- Draft Briefs
- Handle appellate matters
- Respond to Defense Counsel's questions
- Respond to contact from Pro Se Defendants

<p style="text-align: center;">CONT.</p> <ul style="list-style-type: none"> • Respond to Court's questions • Respond to citizens phone calls • Contact/respond to witnesses • Answer questions from Law Enforcement • Handle Driver's License Petition Hearings in District Court • Put out fires!!! 	<p style="text-align: center;">CONT.</p> <ul style="list-style-type: none"> • Answer questions from other departments (Community Development, Animal Shelter, etc) • Review videos, photos, 911 calls, etc • Keep track of status of all requested evidence • Review all incoming paperwork received from Municipal Court/Defense Counsel/Pro Se Defendants
<p style="text-align: center;">CONT.</p> <ul style="list-style-type: none"> • Make plea offers • Discuss cases with other attorney to assist with decision making • Review and release records request • Process Warrant Requests • Staff meetings • Prepare Search Warrants & Investigative Subpoenas 	<p style="text-align: center;">CONT.</p> <ul style="list-style-type: none"> • Answer staff questions & handle staff issues • Review pertinent case law & conduct legal research • Deferred Prosecution Agreements • Answer questions at the window • Answer subpoena questions & deal with scheduling issues • PREPARE FOR TRIAL!
<p style="text-align: center;">Other commitments</p> <ul style="list-style-type: none"> ■ DUI Task Force ■ Law Enforcement Education ■ Speaking engagements (Citizen's Academy, Street Law, etc) ■ Mandatory CLE hours ■ Other trainings ■ Assist Police Department ■ Assist Civil Division (Sara & Jodi) 	<p style="text-align: center;">Wish List/To Do List</p> <ul style="list-style-type: none"> ■ Time to analyze cases ■ Time to meet with & prepare witnesses ■ Time for in depth legal research ■ Review City Ordinances, consider changes, and draft revised ordinances ■ Assist Police Department in resolving evidence overflow ■ Provide training to other Departments for Criminal Prosecution ■ Eat lunch (away from my desk)


Attorney Sexe reported Deputy Prosecutor Blomgren will receive special DUI Task Force recognition next Tuesday for her work this past year.

Mayor Winters stepped out of the room at 6:10 p.m. and returned to the meeting at 6:13 p.m.

4. FIRE APPARATUS

Interim Fire Chief Steve Hester, Fiscal Services Director Melissa Kinzler, and Fleet Supervisor Doug Alm provided and discussed a PowerPoint presentation on Fire Apparatus. Director Kinzler also provided a Montana Board of Investments Intercap Loan Program handout.

<h3>Fire Apparatus Inventory</h3> <ul style="list-style-type: none"> 6 Engines (Pumpers) <ul style="list-style-type: none"> 3 - 2004 Frontline (Red) 3 - 1991 Reserve (Yellow) 2 Aerial/Ladder Trucks <ul style="list-style-type: none"> 2009 100' Aerial Platform 1996 75' Ladder  	<h3>Fleet Management and Maintenance</h3> <div style="display: flex; justify-content: space-between;"> <div data-bbox="857 520 1159 621"> <h4>Reserve Trucks</h4> <ul style="list-style-type: none"> 24+ years old \$16,000 in 2014 for one 1991 Freightliner/Laverne Pumper </div> <div data-bbox="1166 508 1398 709"> <h4>Front Line Engines</h4> <ul style="list-style-type: none"> 10 years old Purchased at the same time Maintenance Costs Increasing \$30,000 in 2014 for a 2004 Pierce Engine </div> </div>  <div data-bbox="1159 743 1398 806" style="background-color: #f0e68c; padding: 5px; text-align: center;"> DOUG ALM, FLEET MANAGER </div>
<h3>Fire Apparatus Challenges</h3>   	<h3>Replacement Strategy</h3> <ul style="list-style-type: none"> New Engine Cost <ul style="list-style-type: none"> \$425,000 20 year life span 10 years of frontline service 10 years of Reserve service Sold while still being a viable fire apparatus for a smaller fire department. 
<h3>Example of New Apparatus</h3>   <div data-bbox="354 1688 773 1822" style="background-color: #f0e68c; padding: 5px;"> <ul style="list-style-type: none"> Designed to meet the demands of an all hazards fire service delivery model Greater consideration for safety based on current automotive standards Ergonomics considered in design equates to better access to equipment when time counts. </div>	<h3>Financial Considerations</h3> <ul style="list-style-type: none"> Fire trucks replacement program not funded since 2004? Non Voted General Obligation <ul style="list-style-type: none"> Present capacity Inter-Cap Loan Program Interest Engine Replacement Cost \$500k <ul style="list-style-type: none"> Interest rate Term Paid from general Fund <div data-bbox="894 1738 1138 1770" style="background-color: #f0e68c; padding: 5px; text-align: center;"> MELISSA KINZLER </div> 

<p>Final Points...</p>  <ul style="list-style-type: none">• New Apparatus will improve reliability and safety• Age/Use/Maintenance = failure and additional cost• The cost is spread out of a 20 year service life• Future capital plans should include equipment and apparatus replacement.<ul style="list-style-type: none">• Depends on General Fund availability <p>Questions?</p>	
--	--

City Manager Greg Doyon requested direction to prepare paperwork to obtain approval from the Commission to begin replacement of at least one apparatus vehicle this fiscal year because of the City's non-voted general obligation debt capacity. The consensus of the Commission was to proceed with preparing the necessary documents.

5. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon provided a handout Master Work Session Topic List.

ADJOURN

There being no further discussion, Mayor Winters adjourned the informal work session of May 19, 2015, at 6:45 p.m.