

JOURNAL OF COMMISSION WORK SESSION
May 16, 2017

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Bill Bronson, Bob Jones, Tracy Houck and Fred Burow.

STAFF PRESENT: City Manager Greg Doyon and Assistant City Manager Chuck Anderson, City Attorney Sara Sexe, Fiscal Services Director Melissa Kinzler, Park and Recreation Interim Director Patty Rearden, Public Works Director Jim Rearden, Police Chief Dave Bowen, and City Clerk Lisa Kunz.

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

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

2. **PUBLIC COMMENT**

Kathy Gessaman, 1006 36th Avenue NE, inquired if the Park and Recreation Department would receive the same amount of funding that it is currently getting if the proposed Park District passes.

Mayor Kelly noted that there are various scenarios to be discussed with public comment.

Ron Gessaman, 1006 36th Avenue NE, commented it was unclear whether the City, County or School District properties would be paying Park District assessments.

3. **PARK DISTRICT**

Park and Recreation Interim Director Patty Rearden introduced Park Board members Pat Carroll and Lynn Oatman, and City staff Lonnie Dalke and Stephen Janikula.

Interim Director Rearden provided and reviewed the attached PowerPoint presentation that included the Parks and Natural Resources inventory, a map depicting public medians and miscellaneous mowing areas, the River's Edge Trail, compost site, conservation lands, parks, City limit line, Malmstrom Air Force Base boundaries, right of way and incorporated parcels. She explained that the Park and Recreation Master Plan was adopted by the City Commission on November 5, 2016, after an intensive public process. The Master Plan identified \$12 million in deferred maintenance, \$1.15 million for sustainable projects, \$20.25 million for visionary projects, as well as staffing recommendations for the parks and forestry divisions. The current funding does not allow for adequate maintenance of facilities and parks. The City's general fund cannot adequately fund parks and recreation. Potential options include a City-wide special assessment district or a significant increase in general fund support.

She discussed the process to create a Park District. If approved, a City-wide Special Park District would be in effect for 20 years, and the proposed amount is \$2,267,796 annually for the first three years. The assessment would be based on the taxable value of a \$100,000 property = \$43.28/yr. She further reviewed the Park District projects for 2018, 2019 and 2020 based on the Master Plan recommendations.

Park and Recreation is hosting a town hall meeting to provide more detail on the proposed Park District on Monday, May 22, 2017 at 6:30 p.m. in the Missouri Room.

In response to the public comments, Mayor Kelly commented that there is potential for general fund relief over the period of three years which will free some money up to go elsewhere. Those budgets get decided every year just like every other budget. Also, City, County and School District properties would be assessed if the Park District passes.

Commissioner Houck commented that should the proposed Park District get approved, critical steps can be taken to make some major improvements right off the get-go to see some life put back into some things and, at the same time, see an immediate beautification of our City.

Pat Carroll, 1717 11th Avenue South, Chairman of the Park and Recreation Advisory Board, commented that a lot of work has gone into this proposed Park District and the first option is the best choice. He emphasized that there is a timetable involved in this process to get the district formed and approved by the end of the year so that there is money on the table to be used next year.

4. ANIMAL SHELTER UPDATE

Animal Shelter Operations Manager Lynn Formell made staff introductions. She commented that at the budget retreat she discussed the animal shelter and moving forward with applying for grants for the building of the cattery, the shelter expansion and remodeling of the office area. This project has been four years in the making. The Commission approved an agreement with Nelson Architects for architectural/engineering services in May, 2013. Through fund raising efforts, the Animal Shelter has raised over \$350,000 for the project.

Operations Manager Formell discussed the mission of the Shelter and what the Shelter does from housing and caring for stray, abandoned and surrendered animals, to adoptions, licensing and community events.

She explained that during fiscal year 2017, approximately 80 percent of animals entering the Shelter were either found new homes or were redeemed by their owners. Staff has been working towards a no-kill shelter status for the past four years. She will be attending a no-kill conference hosted by the Best Friends Animal Society in July in hopes of being recognized nationally as a no-kill facility.

Operations Manager Formell reviewed floor plans developed by Nelson Architects. The Shelter is in the process of applying for a grant that could match the current capital funds of \$350,000 dollar for dollar.

Mayor Kelly requested that information regarding pet licensing revenue over the last couple of years be provided to the Commission.

5. DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

City Manager Greg Doyon reported that the next work session will consist of an annual update from the City County Health Department. Marsy's Law, as well as budget discussions, will be upcoming topics. No one suggested adding any topics.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of May 16, 2017, at 6:18 p.m.

Proposed Park District

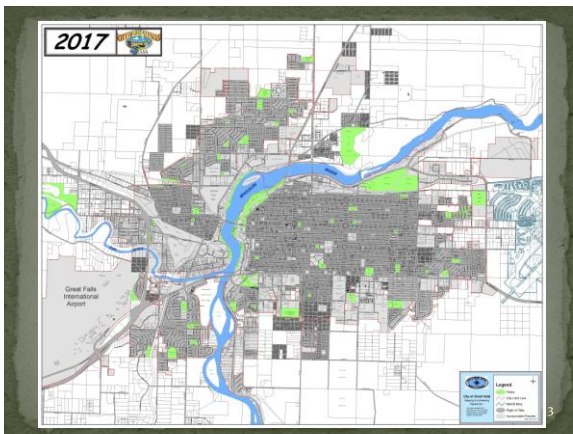
City Commission Work Session
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Parks and Natural Resources Inventory

- 775 acres developed land
- 140 acres of undeveloped land
- 300 acres conservation lands
- 57 developed parks
- 9 undeveloped parks
- 52 buildings/facilities
- 1 compost site
- 25 landscaped medians/islands
- 52 miles of recreational trails (21 miles paved); does not include trails within parks
- 36,000 trees (boulevards/parks/golf)

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Park & Recreation Master Plan

- Adopted by the City Commission on November 15, 2016.
- Available on line at:
 - <https://greatfallsmt.net/recreation>.
- The plan included an intensive public process to ensure a complete understanding of the community's priorities.
 - Town Meetings
 - 84 Focus Groups
 - Survey
 - On-line survey (Open to entire community)

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Park and Recreation

- The City's general fund cannot adequately fund parks and recreation. The Park and Recreation Master Plan identified:
 - \$12,000,000 in deferred maintenance.
 - Without funding to address deferred maintenance that number will continue to grow and amenities will have to be removed or closed.
 - 1-5 years recommended
 - \$1,150,000 for sustainable projects
 - \$20,250,000 for visionary projects
- Current funding does not allow for adequate maintenance of facilities and parks.
- There's been no funding for capital improvements or major repairs. (CIP for FY2017 was \$438,676, \$0 was funded.)

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Pools



Electric City Water Park
Bath House



Roof



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Park Restrooms



Lions Park



Oddfellows Park



Lion's Park

Sport Courts & Trails



Jaycee Park



Sunrise Park



Montana Park



Elk's Riverside Trail



Elk's Riverside Trail

Parks

- The Master Plan recommends a ratio of staff per park acres maintained of 1 per 20 acres
 - 775 acres of developed parks
 - 23.5 FTE's; standard is 38.7 FTE's
- Master Plan recommended park staff additions, within 3 years
 - 8 Parks Laborers
 - Irrigation Specialist
 - Park Planner
 - Integrated Pest Management Specialist
 - Parks and Forestry Mechanic
- \$12 million in deferred maintenance (critical to maintain what we have; not funded)

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Forestry

- The industry standard for trimming trees is every 4-7 years.
- Currently, we are trimming trees on an approximately 30-35 year basis.
 - Lack of inspections and pruning creates safety hazards and potential property damage.
 - Is extremely detrimental to the health of the trees/urban forest.
 - Substantially increases the cost/time to trim each individual tree.
- Recommended Forestry staff additions, within 3 years
 - Forestry foreman
 - Two arborists for general parks

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Potential Options

- A city-wide special assessment district, or
- Significant increase in general fund support.
 - Note: Park district funds can be used for parks, forestry and trails for staff, operations and capital improvements. Can also be used for maintenance/improvements to recreation and aquatics facilities. Can not be used for programming.

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Special District by Assessment

- MCA Section 7-11-1001
- Provision of state law, effective July 1, 2009.
- City Commission may create a special assessment district for maintenance and improvements in parks.
 - Presentation made to City Commission at the April 4 Work Session. (Commission directed staff to develop a final plan and report back at the May 16th Work Session.)
 - Update provided to Commission at Budget Retreat on April 17.

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Process to Create a District

- Set Public Hearing for Resolution of Intent to Create the City-wide Park District, May 16, 2017.
- Public Hearing and Resolution of Intent to Create the City-wide Park District, June 6, 2017.
- Notice of Public Hearing on Intent to Create District mailed to all property owners (letters to be mailed June 9). Also published in newspaper twice.
- 60 day protest period.
 - If more than 50% of property owners protest the Park District, further proceedings may not be taken by the City Commission for 12 months.
 - If more than 10% but less than 50% of property owner's protest, and the Commission decides to proceed, a referendum is required.
- Public Hearing and vote on Resolution to Create a Special Park District, August 15, 2017.

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City-Wide Special District Assessments

- The district would be in effect for 20 years.
 - Can be dissolved if in the best interest of the City and approved by the City Commission (MCA 7-11-1029)
- The proposed amount is for \$2,267,796 annually for the first three years;
- The assessment would be based on taxable value
 - \$100,000 property \$43.28 (\$3.61/month)
- **The assessment can be adjusted annually and must be set by Resolution.** (Budget is set annually.)

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Park District Projects 2018

Based on Adopted Master Plan Recommendations

- Year One (\$2,267,796)
 - Lions Park ADA Rest Room
 - Oddfellows Park ADA Rest Room
 - ECWP Bath House ADA Improvements
 - Park Equipment
 - Small Pools, Urinals/Stucco
 - Multi Sports Dugout/Backstop (match)
 - ADA Sidewalks to Play Structures
 - Irrigation Upgrades
 - Resurface Sports Courts
 - New Dog Park

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Park District Projects 2018

Based on Adopted Master Plan Recommendations

- Year One, Continued (\$2,267,796)
 - Equipment, River's Edge Trail
 - Turf Maintenance & Tree Replacement
 - Picnic Pavilion & Tables
 - River's Edge Trail Improvements (match)
 - On Street Trail Connectors
 - Labor/Staff/Contracted Services
 - Contingency/Operations
 - Potential Reduced General Fund Support

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Park District Projects 2019

Based on Adopted Master Plan Recommendations

- Year Two (\$2,267,796)
 - Gibson Park Restroom ADA
 - Gibson Park Pond Wall
 - Feasibility Study – Recreation/Aquatics Facility
 - ADA Sidewalks to Play Structures
 - Irrigation Upgrades
 - Turf Maintenance & Tree Replacement
 - River's Edge Trail Improvements (match)
 - On Street Trail Connectors
 - Forestry Equipment/Tree Trimming
 - Picnic Pavilion & Tables
 - Resurface Sports Courts
 - Multi Sports Dugouts/Backstop (Match)
 - Labor/Staff/Contracted Services
 - Contingency/Operations
 - Potential Reduced General Fund Support

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Park District Projects 2020

Based on Adopted Master Plan Recommendations

- Year Three (\$2,267,796)
 - Replace Gibson Trails/Paths
 - Replace Elk's Riverside Trails/Paths
 - Grande Vista Asphalt Trail Overlay
 - ADA Sidewalks to Play Structures
 - Resurface Sports Courts
 - Picnic Pavilion & Table
 - Irrigation Upgrades
 - Turf Maintenance & Tree Replacement
 - River's Edge Trail Improvements (match)
 - On Street Trail Connectors
 - Labor/Staff/Contracted Services
 - Contingency/Operations
 - Reduced General Fund Support

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Discussion/Questions





Great Falls Animal Shelter Master Plan Discussion Update

City Commission Work Session
May 16, 2017

PRESENTATION OVERVIEW

- ❖ All About Us
- ❖ What We Do
- ❖ Improvements
- ❖ Master Plan
 - ❖ 2013
- ❖ Capital Funds
 - ❖ Current Funds
 - ❖ Grants
 - ❖ Continue Fundraising
- ❖ Questions



All About Us



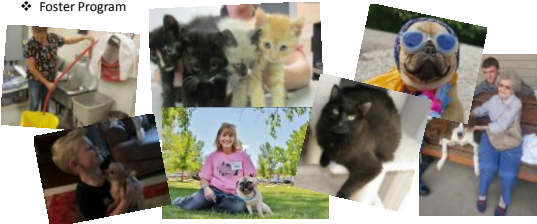
About the Shelter



- ❖ The Great Falls Animal Shelter (GFAS) is an Open Admission Municipal shelter that serves Great Falls, Cascade County and surrounding communities.
- ❖ GFAS provides shelter for stray, abandoned and owner surrendered animals. It houses animals brought in by Animal Control Officers, Cascade County Sheriffs Department, Great Falls Police Department and citizens.
- ❖ 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.

What We Do

- ❖ House & care for stray, abandoned & surrendered animals
- ❖ Pet Adoptions
- ❖ Pet Redemptions
- ❖ Public Education
- ❖ Foster Program
- ❖ Licensing
- ❖ Volunteer Program
- ❖ Pet population control (spay/neuter)
- ❖ Cremation Services
- ❖ Community Events



The Basics



- ❖ The Shelter has 8 full time employees and 2 part time employees.
- ❖ The Shelter operates Monday – Friday from 8 a.m. – 5:15 p.m. and 8:15 a.m. – 2:15 p.m. on Saturday.
- ❖ The Shelter is open to the public from 10 a.m. – 5 p.m. Monday – Friday and 10 a.m. – 2 p.m. Saturday.
- ❖ The FY 2017 Operating Budget is \$602,349.00
- ❖ The Volunteer Program was established in April 2012 and currently has 148 volunteers who have contributed over 2300+ of hours of service in the last year.
- ❖ The average number of animals that come through the shelter each year is 1,200.
- ❖ During the FY 17, approximately 80% of animals entering the shelter either found new homes or were redeemed by their owners.
- ❖ Working towards a No-Kill shelter status for the past 4 years.

Our Animals

- ❖ When an animal enters the Shelter they are entered into the Shelter Buddy software and given an ID 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 21 days for dogs and 38 for cats.
 - ❖ Four years ago the average length of stay for a dog was 12 days and 24 days for cats.
- ❖ The length of stay has increased for several reasons:
 - ❖ Training has been implemented to improve disposition and increasing adoptability.
 - ❖ Animals that are sick or injured are being treated with in the recommendations of the Veterinarian.
 - ❖ Foster program is being utilized for newborns which adds 2 months to their length of stay.
 - ❖ As part of our No-Kill efforts, animals do not have a time limit and are being held longer.
- ❖ 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



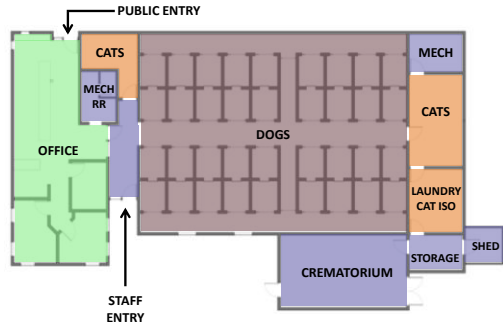
The Master Plan



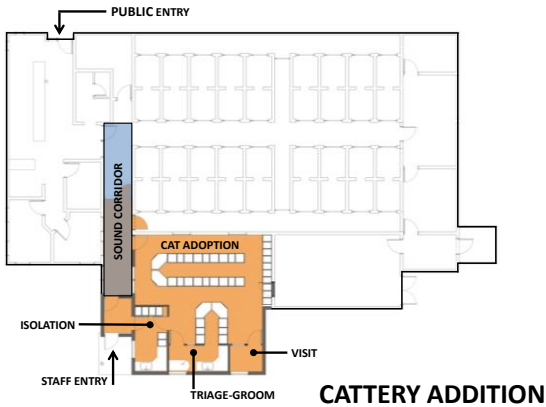
Master Plan – 2013

- ❖ The Commission approved the professional services agreement with Nelson Architects for architectural/engineering services on May 21, 2013.
- ❖ 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.

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EXISTING FACILITY

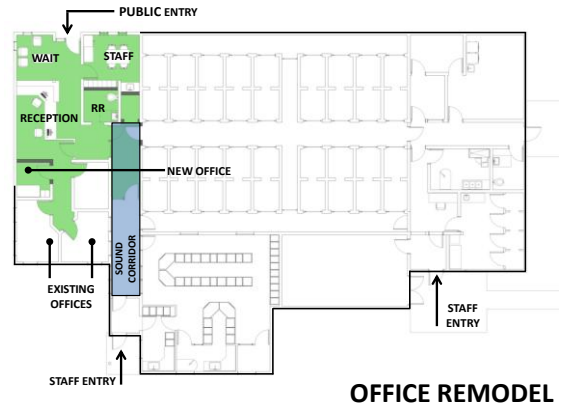
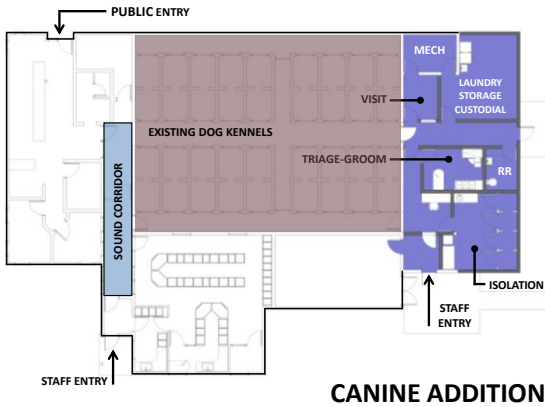


CATTERY ADDITION

Cat Condos



- Cat Capacity**
- Current Cat Capacity – 59
 - General – 36
 - Triage – 10
 - Isolation – 13
 - New Cattery Capacity – 76
 - General – 52
 - Triage – 12
 - Isolation – 12



Proposed Cost Estimates

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

Capital Funds

Current Capital Funds

- ❖ Currently the Shelter has \$350,000.00 designated for capital improvements
- ❖ Private donations and fundraisers

Grant Opportunities

- ❖ The Shelter is in the process of applying for a Grant that could match our current capital funds dollar for dollar.

Continued Fundraising

- ❖ Continue to sell naming rights and/or elements of the expansion (i.e. – kennels, rooms, signage, giving tree, etc.).
- ❖ Continue to solicit donations from the community .

QUESTIONS

