

Subject: Approval of the City of Dillingham to move the Animal Shelter from its current location on the Aleknagik Lake Road and to renovate the East end of the National Guard Armory for the new location

Agenda of: April 11, 2013

Council Action:

Manager: Recommend approval for moving the Animal Shelter and putting out to bid for renovating the National Guard Armory for its new location.

City Manager: *Carol Shade, Acting*
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	
X	Chief of Police/Dan Pasquerillo		

Fiscal Note: Yes _____ No X Funds Available: Yes X No _____

Other Attachment(s):

- Memorandum on Animal Shelter dated March 22, 2013
- Spreadsheet – Dollar Comparison of Animal Shelter Options

Summary Statement. There is a need to move the Animal Shelter from its current location because it was not meant to be permanent. The lease for the current location expires on 6/30/13. We have explored different options such as:

- Request for Proposal for design and build new on City property; design and build on property owned by proposer and leased or purchased and owner provide building and renovate for City lease. We received 8 proposals all to build new and we did not pursue.
- Renovate the Old Pollock Warehouse – major renovation.
- Contacted Happy Tails regarding their interest, but no response.
- Public Safety Building – housed temporary in the past, but was not suitable.
- Renovate National Guard Armory - lease expires on 4/30/13 and the building is not fully used by the guard.

The attached memorandum goes into more detail in all the areas of consideration. We are recommending to the council to provide authority for the City Manager to put out to bid for renovating the National Guard Armory for the Animal Shelter. The renovations to the building will not affect the integrity of the building and in the future if we were to find

Subject: Approval of the City of Dillingham to move the Animal Shelter from its current location on the Aleknagik Lake Road and to renovate the East end of the National Guard Armory for the new location

Agenda of: April 11, 2013

Council Action:

Manager: Recommend approval for moving the Animal Shelter and putting out to bid for renovating the National Guard Armory for its new location.

City Manager: *Carol Shade, Acting*
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	City Clerk / Janice Williams	JW	
X	Chief of Police/Dan Pasquerillo		

Fiscal Note: Yes _____ No X Funds Available: Yes X No _____

Other Attachment(s):

- Memorandum on Animal Shelter dated March 22, 2013
- Spreadsheet – Dollar Comparison of Animal Shelter Options

Summary Statement. There is a need to move the Animal Shelter from its current location because it was not meant to be permanent. The lease for the current location expires on 6/30/13. We have explored different options such as:

- Request for Proposal for design and build new on City property; design and build on property owned by proposer and leased or purchased and owner provide building and renovate for City lease. We received 8 proposals all to build new and we did not pursue.
- Renovate the Old Pollock Warehouse – major renovation.
- Contacted Happy Tails regarding their interest, but no response.
- Public Safety Building – housed temporary in the past, but was not suitable.
- Renovate National Guard Armory - lease expires on 4/30/13 and the building is not fully used by the guard.

The attached memorandum goes into more detail in all the areas of consideration. We are recommending to the council to provide authority for the City Manager to put out to bid for renovating the National Guard Armory for the Animal Shelter. The renovations to the building will not affect the integrity of the building and in the future if we were to find

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Brenda Akelkok
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: March 22, 2013
To: Mayor Ruby and City Council Member
From: Rose Loera, City Manager
Subject: Animal Shelter

Over the past 6 months I have been researching the animal shelter location issue. Following are a few bullets that I have been operating from to guide a recommendation:

- The current Animal Shelter is housed in a leased building located on Aleknagik Lake road. The lease expires on June 30, 2013. The current Animal Shelter is for sale for approximately \$300,000.
- The current location was not intended to be a permanent animal shelter.
- A Request for Proposal (RFP) was publicized seeking bids for three options for a shelter:
 - design and build a 2,000 sq ft building on City owned property possibly the landfill or near the sewage lagoon on Tower Road;
 - design and build a 2,000 sq tf building at a site owned by the proposer to be either leased or purchased after construction; and
 - owner to propose providing an existing building to renovate for the City's needs to either lease or sell.
- Eight proposals were received all to design and build on city owned property ranging from \$220,000 - \$684,686. No bids were received for the other two options.
- The City has not pursued the funding needed for a new building at this time.

Things that I have been told or discovered during my research for the animal shelter are:

- purchasing the current location by getting a loan for it makes the most sense;
- the current location is not where the shelter should be because it is a residential area and the homeowners were told it was a temporary location;
- the Animal Shelter doesn't belong at the landfill because dogs ears are sensitive and the gun shots from the rifle range will scare them, bears around the dump would be frightening for the animals and when closed no one can see the animals and it could result in poor care;
- the Harbor should be reserved for fishing related activities; and

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. * We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

- contacted Deanna Baier, owner of Happy Tails and asked her if she had any interest in housing the shelter at Happy Tails. She did not respond to the RFP that was publicized. She said she would get back to me and hasn't.

Current City buildings that could possibly house a shelter:

- Old Pollock Warehouse. This warehouse has the potential to place an enclosed structure on the inside of the warehouse on the South corner with some major renovations. It is storing miscellaneous vehicles and stuff that could easily be moved. The Warehouse is right next to the tin building that housed the dogs that were starved. The building does not have a water source but in the winter freezes. The tin building is scheduled to be torn down and when it is the land could be used for the dog cages.
- National Guard Armory – this building is being leased to the National Guard. The lease expires on 4/30/13. It is approximately 3,200 sf. The building has a cement floor, water and sewer, a fenced in yard, garage door and side door entrances on both the East and West sides of the building. I spoke with Jerry Walton a Senior Facilities Manager for the State of Alaska about his thoughts of us renovating the building and taking 800 sf from the East side. His initial response was it is your building and you could do whatever you want but when he brought the subject to the tenants they were not excited about being next to an animal shelter. Mr. Walton did state that they could purchase our current location for us and do a swap for what they are currently leasing since they like the location. The National Guard has about \$550,000 in the Governor's Capital budget for 2014 for a new National Guard building. A delegation from the National Guard will be here in Dillingham on 3/28 to participate in the "Choose Respect" march that SAFE is organizing. They have requested a meeting with us to discuss this further.
- Public Safety Building in the back – this was suggested by a community member. It was also the location where the animals were housed after the dog issue for a time period. The inmates were able to care for the dogs but according to the Chief of Police it was not the ideal location for the shelter. The building already has many uses and the Police needs to use the garage area for staging inmates and for storing the vehicles.

Recommendation: In reviewing the options I recommend renovating the National Guard building for the following reasons:

1. The area to renovate is currently being used for storage of a couple of snow machines that could easily be moved to the other side of the building;
2. It has a fenced in yard that could be used to bring the animals outside. We would need to install a gate on the East side for access;
3. The building already has cement flooring, water and sewer;
4. The location of the facility is close to the bike path and adopting out the animals may be easier since they could be seen from the road and bike path.

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. * We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

5. The shelter will be housed in a facility owned by the City and the operational costs would be reduced without the annual lease.
6. The renovation will consist of:
 - building a wall to separate 800 sqf of the building from the area that the Guard is using;
 - water and sewer will need to be extended to the East side of the building for a washroom and washer and dryers;
 - we may need to get the heat vented to the renovated area because the forced air furnace will be located on the opposite side of where the shelter would be;
 - putting some type of separation, possibly a curtain, between cats and dogs;
 - shelves for storage of supplies; and
 - weatherization for the building to minimize heating cost.
7. The cost to do the renovation will not be known until we put it out for bid.
8. If we move to this location we will have to figure out coverage when our Animal Control Officer is on leave and who will put the animals back inside in the evening.

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. * We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

Animal Shelter Options Compared

Option 1 Build New

Capital Cost	
Contractors Proposed Costs	\$ 316,000
Site Development	\$ 100,000
Estimated Overruns	\$ 85,000
(air handling and pad insulation)	
Total	\$ 501,000
Apx. Loan annual cost over 20 yrs	\$ 32,000

Annual Maintenance/Operations			
	Cost PSF	SF	Annual
Maintenance Cost	\$7.07	2000	\$14,140
Fuel Costs	3.76		\$6,768
Electricity Cost (apx)			\$2,000
Additional operations W/O Apt*			\$11,360
		Total	\$34,268

Total Annual Cost for Build New \$ 66,268

Purchase Existing Building

Capital Cost	
Purchase Price	\$ 290,000
Estimated Upgrades	\$ 50,000
(upgrades to be comparable with new)	
Total	\$ 340,000
Apx. Loan annual cost over 20 yrs	\$ 19,200

Annual Maintenance/Operations			
	Cost PSF	SF	Annual
Maintenance Cost	\$ 10.43	2300	\$23,989
Fuel Costs	3.76		\$9,024
Electricity Cost (apx)			\$2,500
Loss of property tax			\$ 1,685
		Total	\$37,198

Total Annual Cost for Purchase Existing \$ 56,398

Renovate National Guard Armory

National Guard Armory	
Approximate Renovation	\$ 55,000
Site Development	\$ -
Estimated Overruns	\$ -
(air handling and pad insulation)	
Total one time outlay	\$ 55,000

Annual Maintenance/Operations			
	Cost PSF	SF	Annual
Maintenance Cost	\$10.43	800	\$8,344
Fuel Costs	3.76	25%	\$3,000
Electricity Cost (apx)		25%	\$1,000
Additional operations W/O Apt*			\$11,360
		Total	\$23,704

Total Annual cost 1st year Natl Grd. \$ 78,704

Total Annual cost after 1st yr. Natl Grd \$23,704

Current Lease is \$2,300 a month - \$27,600 annual

* Animal Control cover at 4hr per day when off			
38 Days off & Holiday	152		
Off days 104 (2 per wk)	416		
Total	568	\$20	\$11,360

Does not include security coverage