Ivins City Staff Report
City Council Meeting 11/20/2025

Agenda Item: Discuss and consider authorization of expenditures for the Animal Shelter expansion.

Submitted by: Charles Gillette, P.E., City Manager

Recommended City Council Action:
Approve authorization of City Manager to approve expenditures for the Animal Shelter Expansion project up to an aggregate of $750,000

BACKGROUND:

As the Council is aware, the Ivins City Animal Shelter requires additional space to address operational needs, improve functionality, and accommodate projected growth in animal intake and adoption services. The City Council previously approved a total project budget of $750,000 for the expansion effort in the last passed City Budget.

FINDINGS AND ANALYSIS:

To reduce overall project costs and maximize the use of internal resources, City public works field staff will be performing the demolition work in-house. This approach eliminates the need to contract out demolition services, resulting in meaningful savings and preserving more of the budget for construction, materials, and facility enhancements.

Additionally, the City intends to proceed without hiring a General Contractor. Instead, the construction phases will be managed by City staff and the Mayor using qualified subcontractors as needed. This approach is expected to further reduce expenditures and increase cost control throughout the project.

To ensure the project can proceed efficiently, staff is requesting authorization for the City Manager to approve and execute project-related expenditures, provided that total spending does not exceed the previously approved $750,000 budget. Any future need to exceed that amount would return to the Council for further consideration and authorization.

There are thresholds in the city's purchasing policy that limit the size of the contracts to $125,000 on public works contracts and $40,000 on building work contracts that would require the city to use formal bid processes rather than informal bid processes.

Staff will keep the Council abreast of the costs as we move forward.

SUPPORT MATERIALS:
Map of Site Plan
Project Estimate

FINANCIAL IMPACT:

The City Council has previously approved a total project budget of $750,000 from designated capital improvement funds. Approval of this request does not increase the project budget. It simply authorizes the City Manager to commit funds, enter into necessary agreements, and administer expenditures up to, but not exceeding, the $750,000 limit.

If circumstances arise that would require expenditures beyond that amount, the matter will be brought back to the City Council for additional direction and approval.

Respectfully Submitted: 

Chuck Gillette, City Manager