

Facilities Management

Current Year Department Budgeted Expense Total: \$1,926,877

Change from Prior year: \$56,583



Overall Budget Justification:

The Facilities Division FY21 budget is \$1.93 million. This is a \$56,583 increase from last year, primarily due to increased costs for ongoing maintenance and services. The Facilities Division is also increasing the square-footage that it cleans and maintains with the new Police Evidence Building addition. The revenues for the Division have increased from \$1,864,146 in FY20 to \$1,954,427. The increase is approximately 4.8% overall. BOC rents increased to support the site improvement projects and the evidence building expansion. City Hall charges did not increase. Facilities services that have been provided in the past will continue for the coming fiscal year.

Budgeted Revenues:

	FACILITIES MANAGEMENT FUND REVENUES				
	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
REVENUES:					
CHARGE FOR SERVICES - ADMIN	\$ 31,530	\$ 32,776	\$ 33,405	\$ 33,405	\$ 33,405
RENTS - BOC	670,854	677,583	757,062	757,062	782,681
CHARGE FOR SERVICES - CITY HALL	509,576	566,586	559,884	559,884	559,884
GRANT INCOME	31,942	7,889	-	33,396	-
BOND PREMIUM					
MISCELLANEOUS	1,496	30,755	-	30,000	30,000
INTEREST EARNINGS	8,357	34,428	20,000	19,000	16,400
TRANSFER IN	383,081	491,320	493,795	532,056	532,057
TOTAL REVENUE	\$ 1,636,836	\$ 1,841,337	\$ 1,864,146	\$ 1,964,803	\$ 1,954,427

Budgeted Expenditures:

**FACILITIES MANAGEMENT FUND
EXPENDITURES BY AREA**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
EXPENSES:					
ADMINISTRATION	\$ 188,401	\$ 181,136	\$ 179,083	\$ 170,000	\$ 171,747
BOC	680,160	939,257	1,203,850	765,000	1,243,673
CITY HALL	470,142	459,950	487,361	320,000	481,457
BABCOCK THEATRE	-	28,489	-	35,000	30,000
TOTAL EXPENSES	\$ 1,338,703	\$ 1,608,832	\$ 1,870,294	\$ 1,290,000	\$ 1,926,877

**FACILITIES MANAGEMENT FUND
EXPENDITURES BY CLASSIFICATION**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
EXPENSES:					
PERSONAL SERVICES	\$ 452,850	\$ 464,757	\$ 472,699	\$ 450,000	\$ 450,463
OPERATIONS AND MAINTENANCE	848,058	782,543	673,714	665,000	734,358
CAPITAL	37,795	358,532	191,825	149,550	210,000
DEBT SERVICE	-	-	532,056	25,450	532,056
TRANSFERS OUT	-	3,000	-	-	-
TOTAL EXPENSES	\$ 1,338,703	\$ 1,608,832	\$ 1,870,294	\$ 1,290,000	\$ 1,926,877

New or Expanded Programs:

- The Facilities Division will expend more resources to clean and maintain the expanded Police Evidence Facility. The proposed budget reflects an addition of 11,000 square feet of building and 30,000 square feet of additional improved site area to maintain.
- To maintain and improve the Billings Operations Center, the budget includes funds for installing an emergency generator and continuation of a project to install concrete aprons and repair damaged and degraded asphalt that will start this summer.

- The Facilities Division is planning to complete a facility inventory and assessment along with implementing new Facility Management software to improve maintenance, project, and resource tracking.

Staffing:

POSITION	STAFFING AUTHORIZATION			
	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY20	PROPOSED FY21
FACILITIES MANAGER	1.0	1.0	1.0	1.0
FACILITIES MAIN SUPPORT I	2.0	2.0	2.0	2.0
FACILITIES MAIN SUPPORT II	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
TOTAL	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>

Additional Comments:

In the coming fiscal year, the Facilities Division will work to achieve cost-savings whenever possible. We are currently researching facilities management software to track repairs, maintenance, and expenses to improve efficiencies and identify opportunities for cost-savings across our division. We are planning to play a critical role in the 2019 hailstorm damage insurance claim. There will be multiple projects across divisions and across the City. We are currently researching the best ways to manage these projects and may hire a project manager to assist in this undertaking.

Department Goals:

The Facilities Division strives to provide valuable and cost-effective services to the city departments it serves. The possible addition of the Project Manager position, along with implementing facility management software, will be a significant step taken this coming fiscal year to achieve that goal.