

# Building and Facilities

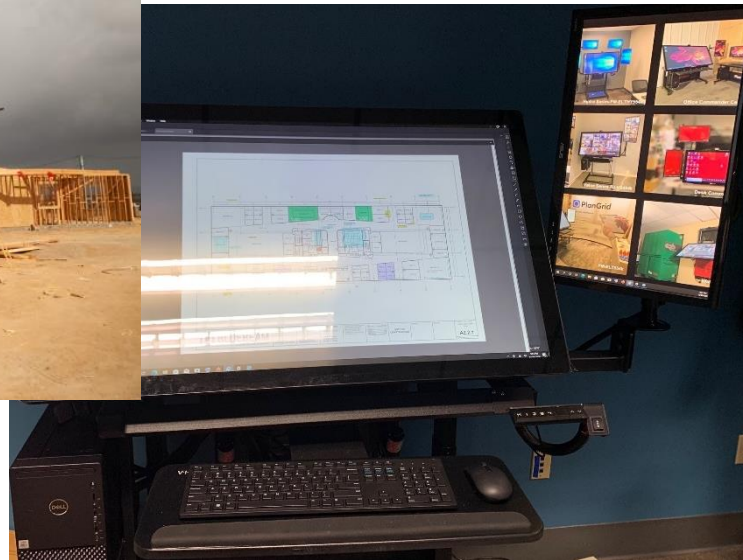
FY 2023 Budget

Presented by Jessica Iverson



# Building Division Mission

*ENSURING THE SAFETY, SECURITY, AND HEALTH OF BILLINGS' CITIZENS AND VISITORS THROUGH BUILDING CODE ENFORCEMENT*



# Building Division Services

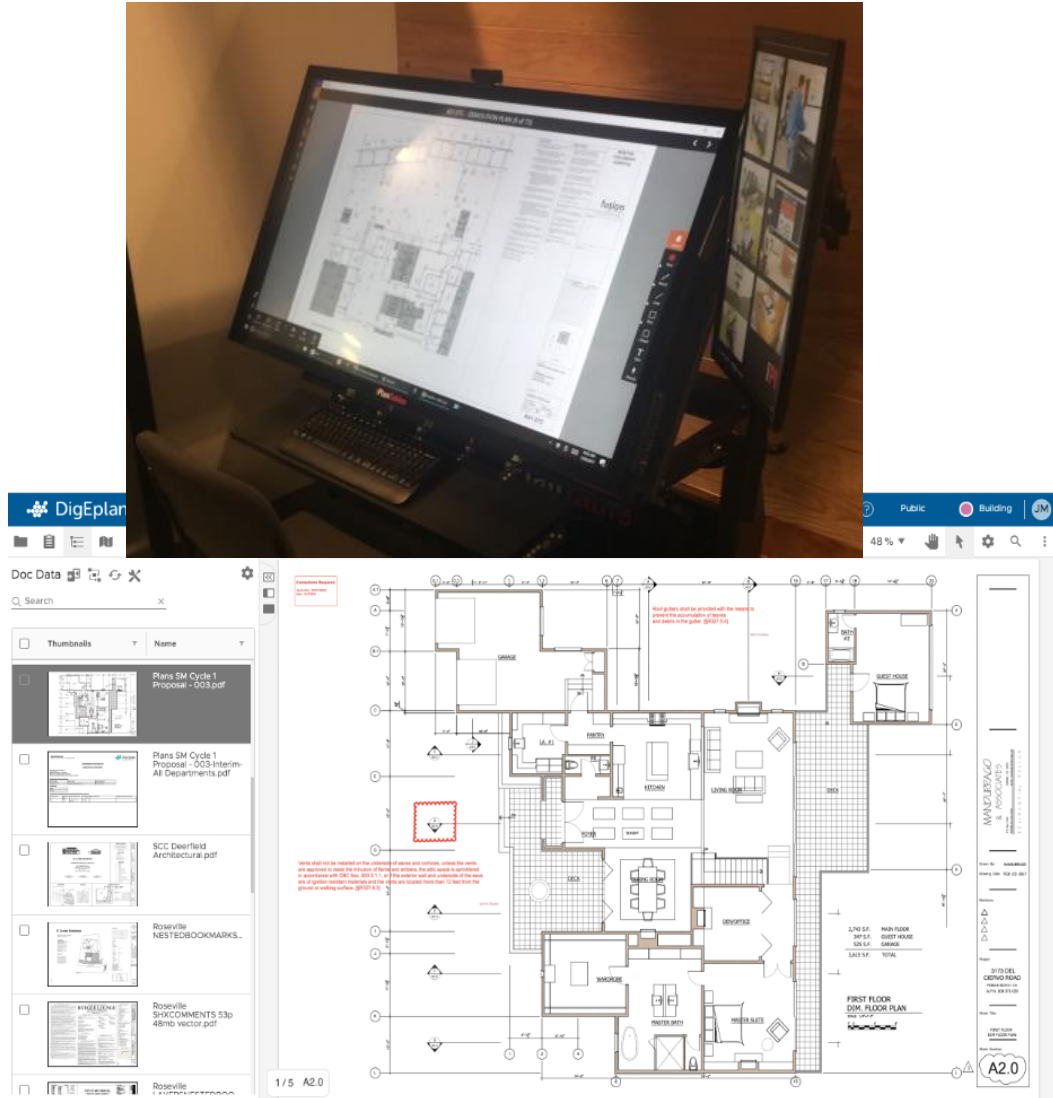
## Permitting & Plan Review

- Deputy Building Official, 2 plans examiners, and 2 permit technicians
- Intake and issue building permits
- Complete comprehensive plan review:
  - Building
  - Structural
  - Plumbing
  - Mechanical
  - Electrical
  - Energy Code
  - Accessibility

## Inspections

- Senior inspector, 5 combination inspectors, 2 electrical inspectors, and 1 plumbing inspector
- Provide inspections during all phases of construction:
  - Footing/foundation
  - Frame
  - Electrical/plumbing/mech
  - Insulation
  - Roof inspection
  - Remodels
  - Final inspections

# Building Division Highlights



- First full year of all digital plan review has been largely successful.
- Significant reduction in paper waste and convenience for customers to not have to come to the office.
- Continue to see a higher project volume over the last year compared to pre-pandemic numbers:

## Single Family Homes

2019: 273

2020: 343

2021: 429

2022: 147 (Thru April)

- Total Construction Valuation of over \$360 Million for both 2020 and 2021.
- State is adopting the 2021 Building Codes in the near future

# Building Revenues

Revenues are projected to be about \$652,396 more than last year's budget. Last year's construction activity continued to be higher than expected and construction is continuing strong. Revenues are based almost entirely on plan review and permit fees and the rise in revenue is due to increased project valuations and number of permits.

	<b>BUILDING INSPECTION FUND</b>				
	<b>REVENUES</b>				
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 22</b>	<b>FY 23</b>
<b>REVENUE:</b>					
LICENSES & PERMITS	\$ 2,335,737	\$ 2,389,478	\$ 1,974,600	\$ 2,450,000	\$ 2,630,500
GRANTS	-	120,076	-	-	-
INTEREST ON INVESTMENT	45,058	4,213	18,000	(5,000)	6,996
MISCELLANEOUS	3,337	1,952	2,500	2,513	10,000
<b>TOTAL REVENUE</b>	<b><u>\$ 2,384,132</u></b>	<b><u>\$ 2,515,719</u></b>	<b><u>\$ 1,995,100</u></b>	<b><u>\$ 2,447,513</u></b>	<b><u>\$ 2,647,496</u></b>

# Building Expenditures

Building expenditures are up \$883,502 over FY22. Personal services costs have increased due to step increases, cost of living adjustment, and the addition of one FTE. The O&M increase is due to software maintenance costs, overhead, and fuel prices.

We are currently over our state allowed reserve limit and plan to spend it down with capital investments this year in a new software program (\$520,000), a new vehicle (\$40,000) and New City Hall build-out (\$309,126), along with moving and furniture costs.

	<b>BUILDING INSPECTION FUND</b>				
	<b>EXPENDITURES</b>				
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>
	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 22</b>	<b>FY 23</b>
<b>EXPENDITURES:</b>					
PERSONAL SERVICES	\$ 1,327,295	\$ 1,246,325	\$ 1,369,829	\$ 1,313,911	\$ 1,557,941
OPERATIONS & MAINT.	526,400	756,817	682,273	687,000	893,537
CAPITAL	-	-	385,000	-	560,000
INTERFUND TRANSFERS	-	-	-	-	309,126
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,853,695</u></b>	<b><u>\$ 2,003,142</u></b>	<b><u>\$ 2,437,102</u></b>	<b><u>\$ 2,000,911</u></b>	<b><u>\$ 3,320,604</u></b>

# FY23 Building Division Goals

- Adoption of the 2021 Building Codes
  - Reviewing the state adopted codes and identifying significant changes
  - Education/Outreach with local builders and designers regarding code changes
- Improve the customer's experience with the online permitting and plan review software
- Continue digitizing of paper plans
- Increase the number of certifications each inspector and plans examiner holds and provide training opportunities
- Continue to provide timely and consistent plan review and inspections

# Facilities Division Mission

*TO SERVE THE CITIZENS, EMPLOYEES, AND VISITORS OF BILLINGS BY PROVIDING SAFE, EFFICIENT, AND COMPREHENSIVE FACILITY MANAGEMENT.*



# Facilities Functions and Services

## Facilities Management

- Manage Facilities
  - City Hall
  - Billings Operations Center
  - YVAS
  - Stillwater Building
- Facility Planning
- Tenant Improvements
- Energy Management and Conservation
- Capital, Repair and Replacement Projects
- Security and Access Control
- Ensure ADA and Code Compliance
- Project Management for other Departments

## Operations & Maintenance

- Scheduled and Preventative Maintenance
- Custodial Services
- Roofs and Exteriors
  - Insurance Claim Repairs
- Mechanical Systems
- Service and work orders
- Maintain Grounds
  - Landscaping
  - Irrigation
  - Snow Removal
- Tenant needs

# FY22 Facilities Division Highlights



- Stillwater Building
  - Negotiations and due diligence
  - Predesign and consultant contracts
- Access Control Upgrade project at BOC
- LED lighting upgrade at BOC
- Ongoing 2019 Hailstorm Insurance Claim Management
- Implementing a Computerized Maintenance Management System
- Implementation of Project Management software
- Hired a Project Specialist
- Partnering with Fire Department on facilities projects and deferred maintenance issues

# Facilities Revenues

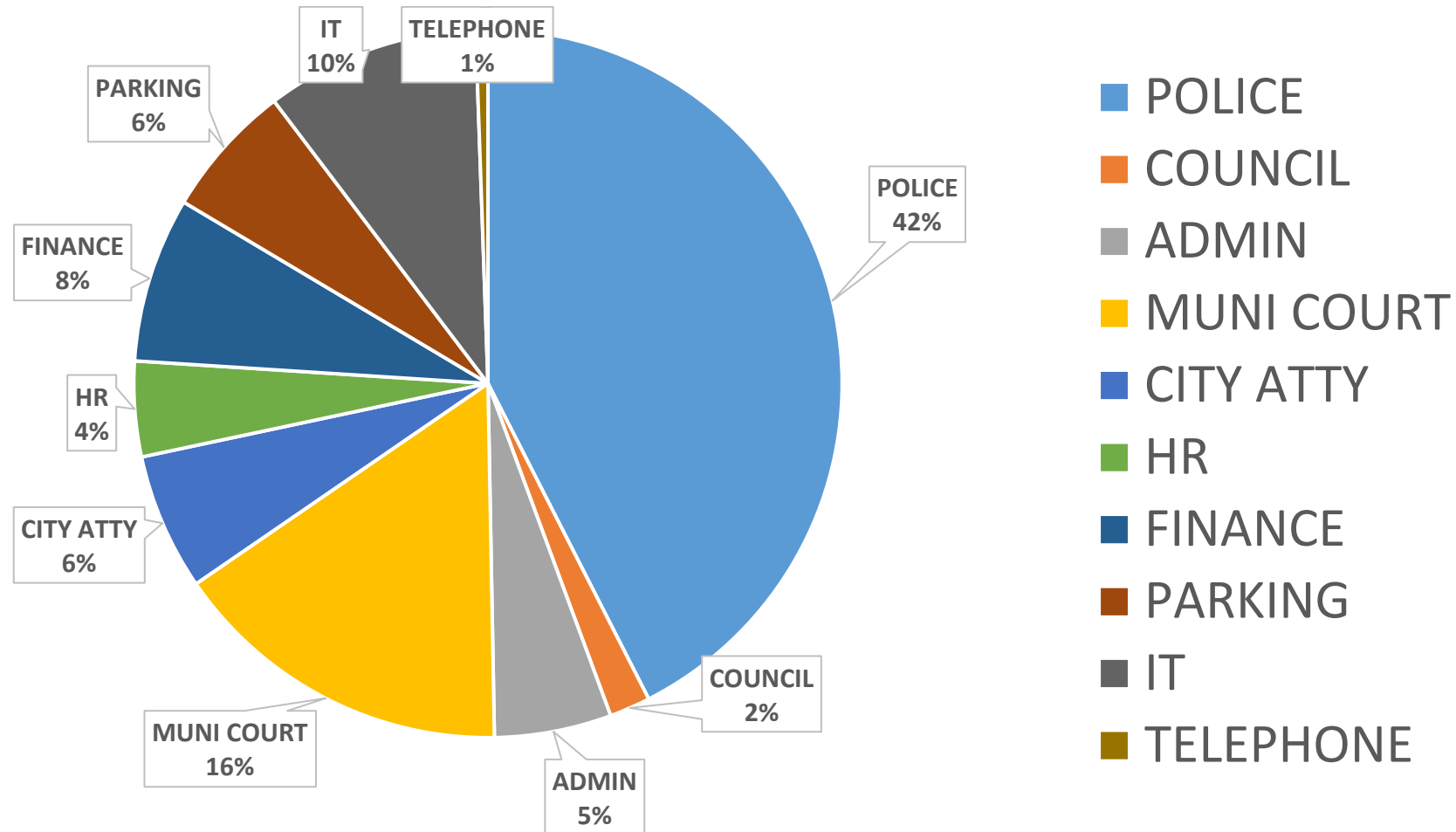
## FACILITIES MANAGEMENT FUND REVENUES BY CLASS

ALL FUNDS

	ACTUAL FY 20	ACTUAL FY 21	BUDGET FY22	ESTIMATE FY22	REQUEST FY23
<b>EXPENSES:</b>					
CHARGE FOR SERVICES	\$ 459,249	\$ 462,722	\$ 587,685	\$ 515,000	\$ 650,765
OPERATIONS AND MAINTENANCE	619,185	1,063,448	3,569,659	1,201,878	2,591,362
CAPITAL	107,831	151,087	11,804,480	13,641,648	10,092,000
DEBT SERVICE	29,743	16,744	532,056	532,056	532,056
<b>TOTAL EXPENSES</b>	<b><u>\$ 1,216,008</u></b>	<b><u>\$ 1,694,001</u></b>	<b><u>\$ 16,493,880</u></b>	<b><u>\$ 15,890,582</u></b>	<b><u>\$ 13,866,183</u></b>

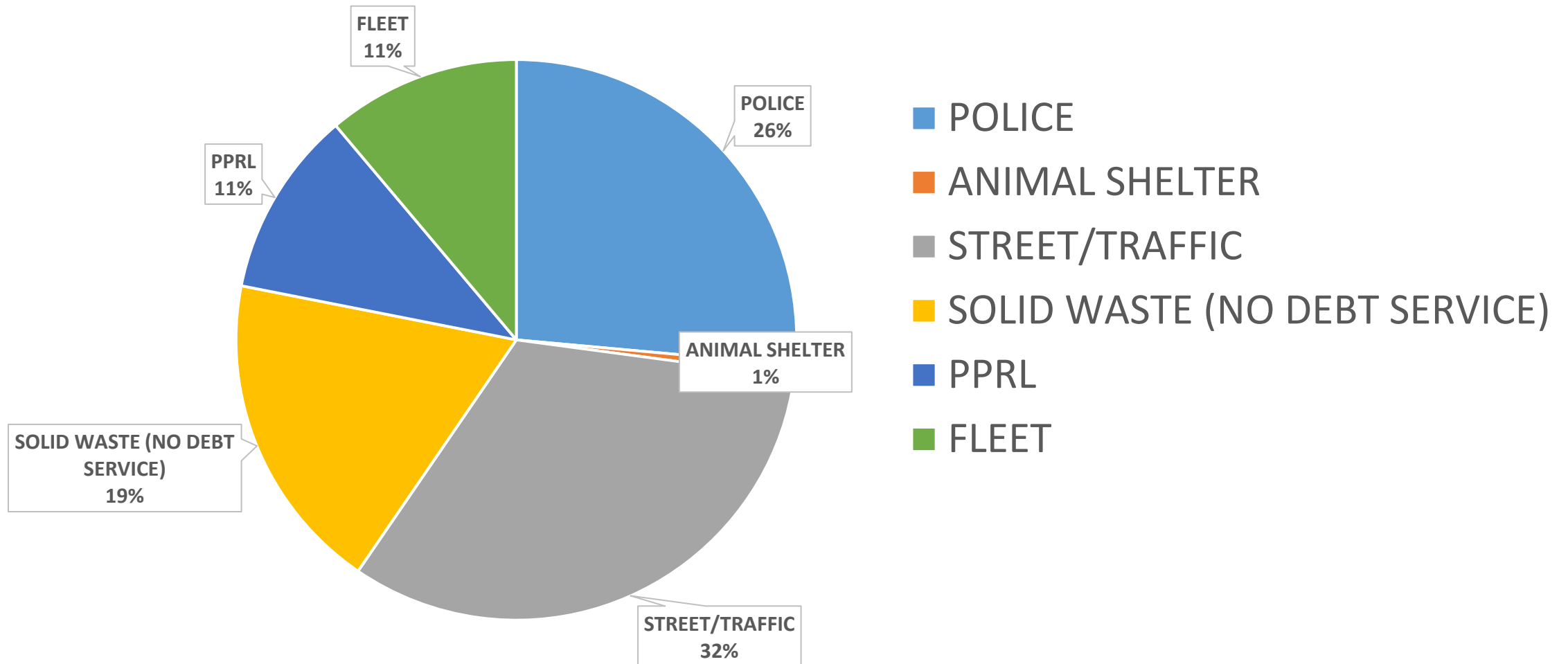
# City Hall Revenues by Department

\$593,983 (2.4% Increase)



# BOC Revenues by Department

\$1,394,706 (2.2% Increase)



# Additional Revenue

- County Lease: \$395,718 in FY 23
- Transfers from General Fund and other departments for New City Hall project
- Historic Tax Credits for New City Hall project
- Insurance payments from Hail Claim projects

# Facilities Expenditures

## FACILITIES MANAGEMENT FUND OPERATING BUDGET

	ACTUAL FY 20	ACTUAL FY 21	BUDGET FY 22	ESTIMATE FY 22	REQUEST FY 23
<b>EXPENSES:</b>					
ADMINISTRATION	\$ 175,414	\$ 482,865	\$ 3,055,697	\$ 2,000,000	\$ 1,812,282
STILLWATER BUILDING	-	-	-	-	426,000
BOC	614,791	749,501	1,321,305	790,000	1,328,448
ANIMAL SHELTER	-	-	-	-	25,000
N 27TH	378,716	419,210	466,878	400,000	374,453
BABCOCK THEATRE	<u>47,086</u>	<u>42,425</u>	<u>50,000</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENSES</b>	<b><u>\$ 1,216,007</u></b>	<b><u>\$ 1,694,001</u></b>	<b><u>\$ 4,893,880</u></b>	<b><u>\$ 3,190,000</u></b>	<b><u>\$ 3,966,183</u></b>

# New City Hall Project

## FACILITIES MANAGEMENT FUND OPERATING BUDGET BY FUND

ALL FUNDS	ACTUAL FY 20	ACTUAL FY 21	BUDGET FY22	ESTIMATE FY22	REQUEST FY23
<b>REVENUES:</b>					
CITY HALL CONSTRUCTION	\$ -	\$ -	\$ 11,600,000	\$ 13,572,510	\$ 9,900,000
FACILITIES MANAGEMENT	<u>2,261,998</u>	<u>5,212,875</u>	<u>2,086,723</u>	<u>2,318,072</u>	<u>3,042,564</u>
<b>TOTAL REVENUES</b>	<b><u><u>\$ 2,261,998</u></u></b>	<b><u><u>\$ 5,212,875</u></u></b>	<b><u><u>\$ 13,686,723</u></u></b>	<b><u><u>\$ 15,890,582</u></u></b>	<b><u><u>\$ 12,942,564</u></u></b>

# New City Hall Project

## Sources

Excess General Fund Reserve	\$	20,350,560
Departmental Buildout Contribution		309,126
ARPA Funds for Buildout		<u>8,862,571</u>
<b>Total Sources</b>	<b>\$</b>	<b>29,600,000</b>

## Uses

Stillwater Purchase Price	\$	13,500,000
Infrastructure Upgrades		3,500,000
Architecture Costs		1,200,000
Estimated Buildout		10,000,000
Contingency @ 12.5%		<u>1,400,000</u>
<b>Total Uses</b>	<b>\$</b>	<b>29,600,000</b>

# Facilities Challenges and Opportunities

- LEGACY ISSUES
  - Work on getting assets to a baseline
  - Preventative maintenance
  - Systems upgrades
  - Implementing SOPs and disaster recovery procedures
- ASSET MANAGEMENT
  - Accurate inventory of facilities, components, and resources
  - Tracking operation costs, maintenance, and replacement schedules
- PROJECT MANAGEMENT
  - Creating and tracking work orders
  - Managing construction projects
  - Insurance claim coordination and project management
- TENANT MANAGEMENT
  - Menu of services
  - Establish policies and procedures

# FY23 Facilities Division Goals

- New City Hall
  - Manage design and construction process for renovation of the Stillwater Building into our new City Hall
- Use data and management software to improve efficiencies across facilities
  - Utility use reduction
  - Identify ways to future-proof City Facilities
- Resolving hail insurance claim projects
- Using our facilities management software to provide more accurate tracking of maintenance, repairs, and projects
- BOC Master Planning

THANK YOU!