

FACILITIES DIVISION

FY 2024 BUDGET



PHOTO BY PAUL WHITING

FACILITIES DIVISION MISSION

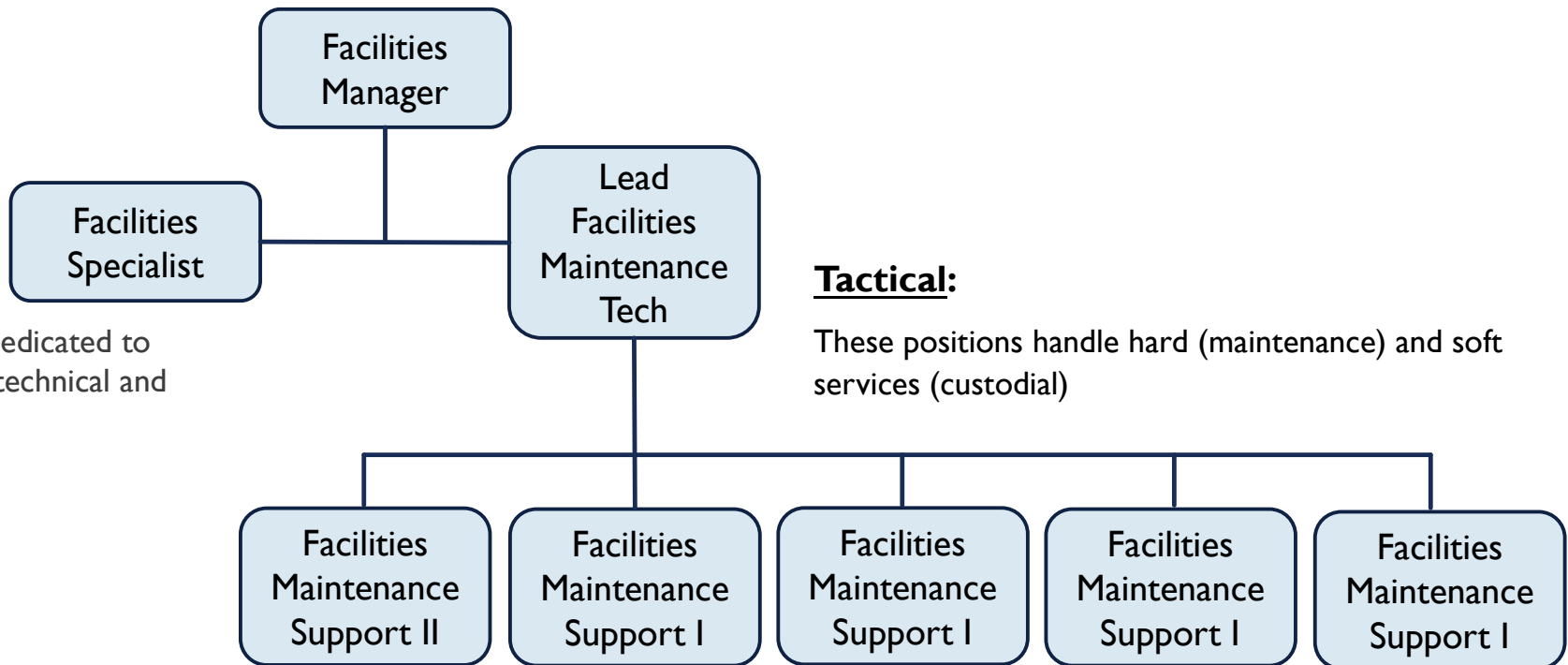
TO SERVE THE CITIZENS, EMPLOYEES, AND VISITORS OF BILLINGS BY PROVIDING SAFE, EFFICIENT, AND COMPREHENSIVE FACILITY MANAGEMENT



FACILITIES DIVISION ORG CHART

Strategic:

85% of this role is dedicated to Fire Dept projects: technical and strategic initiatives



Tactical:

These positions handle hard (maintenance) and soft services (custodial)

FACILITIES MENU OF SERVICES

Facilities Division provides hard and soft services at these locations totaling 500,000sf and 42 acres:

- Existing City Hall
- Future City Hall
- Billings Operations Center
- YVAS

Services:

Hard Facilities Maintenance Services – those repairs and tasks that keep equipment from failing and structures from degradation. PM programs, general repairs, etc.

Soft Facilities Services – those manual and mechanized services that keep buildings and grounds clean. Cleaning, sanitizing, landscaping, trash pick-up, etc.

Solutions:

Facilities Service Requests – those tasks that lie outside general building maintenance. Space relocations and moves, event set-up, credential management, etc.

Strategy:

Facilities Capital Projects – those long-term plans and construction tasks that alter physical space. New facilities, additions, renovations, alterations, upgrades, etc.

SERVICES WE PROVIDE

Technical

- Vendor and Contract Management
- Project Management
- Capital Improvements
- Project Commissioning and Closeout

Operational

- Systems Testing and Compliance for boilers, elevators, and FP
- Standard Operating Procedures
- Asset Management

Tactical

- Repairs and Maintenance
- Custodial
- Access Control
- Landscaping and Snow Removal

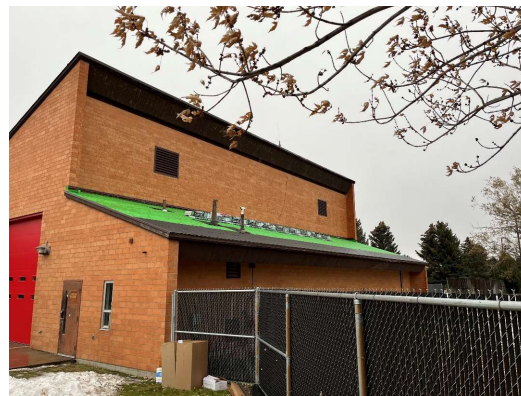
Strategic

- Programming
- Contract Administration
- Condition Assessments



FY23 FACILITIES DIVISION HIGHLIGHTS

- Completed Schematic Design, Design Development, Construction Drawings, and bid work for New City Hall
- Xeriscaped 5,300 SF at BOC
- Completed LED upgrade at Garage and PDI
- Completed miscellaneous locations bid package for hail repairs
- Community Center hail repairs under contract
- Began process to dispose of Real Property: existing City Hall, Park I Retail, two Surface Lots
- Started phase 5 of concrete aprons at BOC



FY23 FACILITIES DIVISION HIGHLIGHTS WITH FIRE DEPARTMENT

- Replaced roof at FS7
- Installed fuel tank at FS7
- Installed new CO/NO2 system at FS1 and FS7
- Issued bid pack for access control installation at FS1-8
- Assisted with purchase of FS8
- Executed contract for architectural and MEP services for FS8 remodel
- Approved for MDEQ Brownfields grant
- Issued bid pack for FS8 remodel



FACILITIES REVENUES

FACILITIES MANAGEMENT FUND REVENUES BY FUND

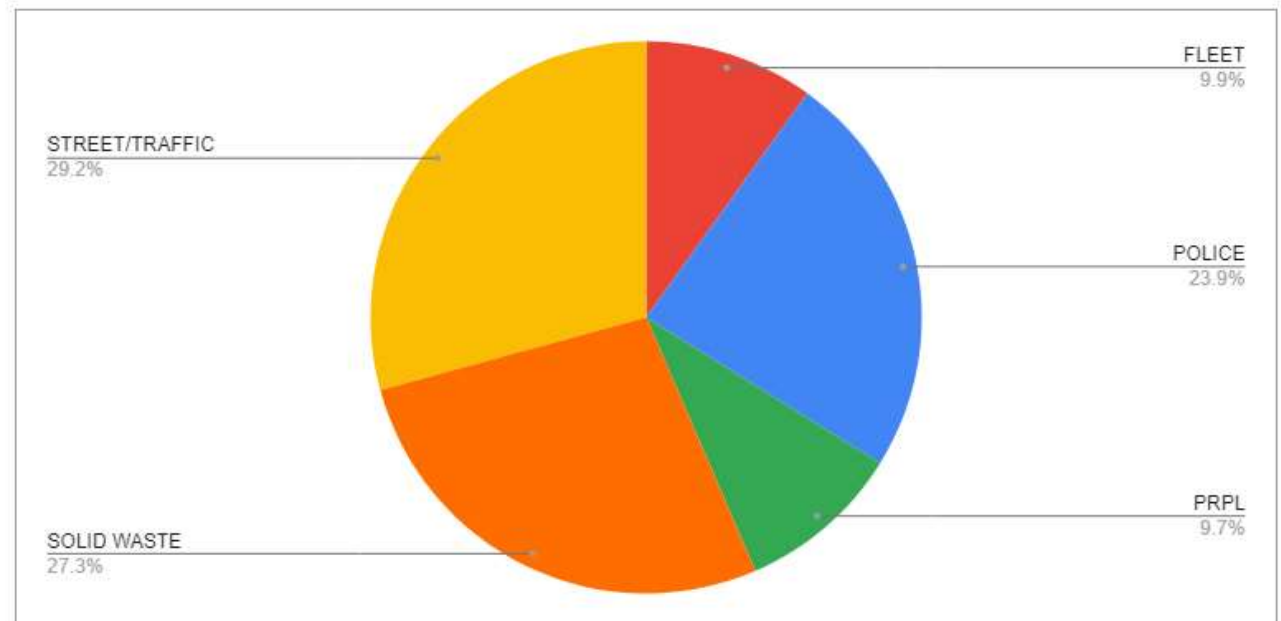
ALL FUNDS	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	REQUEST FY24
REVENUES:					
CITY HALL CONSTRUCTION	\$ -	\$ -	\$ 9,278,373	\$ 114,612	\$ 997,000
FACILITIES MANAGEMENT	<u>5,212,875</u>	<u>2,301,189</u>	<u>2,510,510</u>	<u>2,602,721</u>	<u>2,928,703</u>
TOTAL REVENUES	<u>\$ 5,212,875</u>	<u>\$ 2,301,189</u>	<u>\$ 11,788,883</u>	<u>\$ 2,717,333</u>	<u>\$ 3,925,703</u>

BOC REVENUES BY DEPARTMENT

Total Revenue:
\$1,393,026

No increase from FY23*

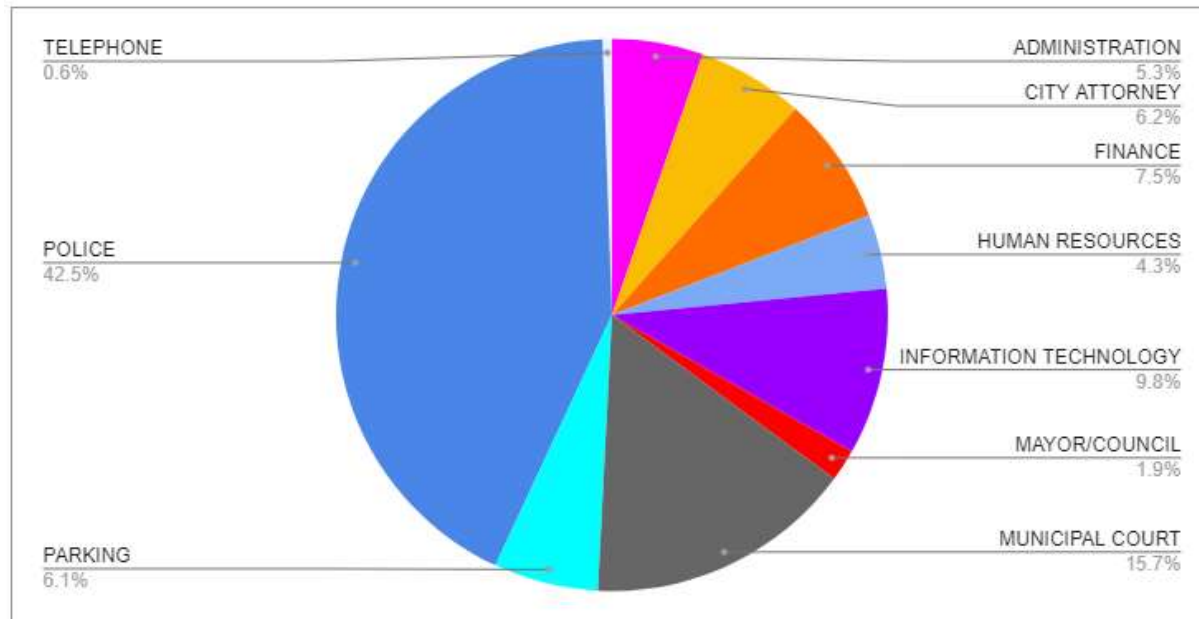
* Except for Solid Waste, which is now contributing to reserves for future capital improvements



EXISTING CITY HALL REVENUES BY DEPARTMENT

Total Revenue:
\$611,804

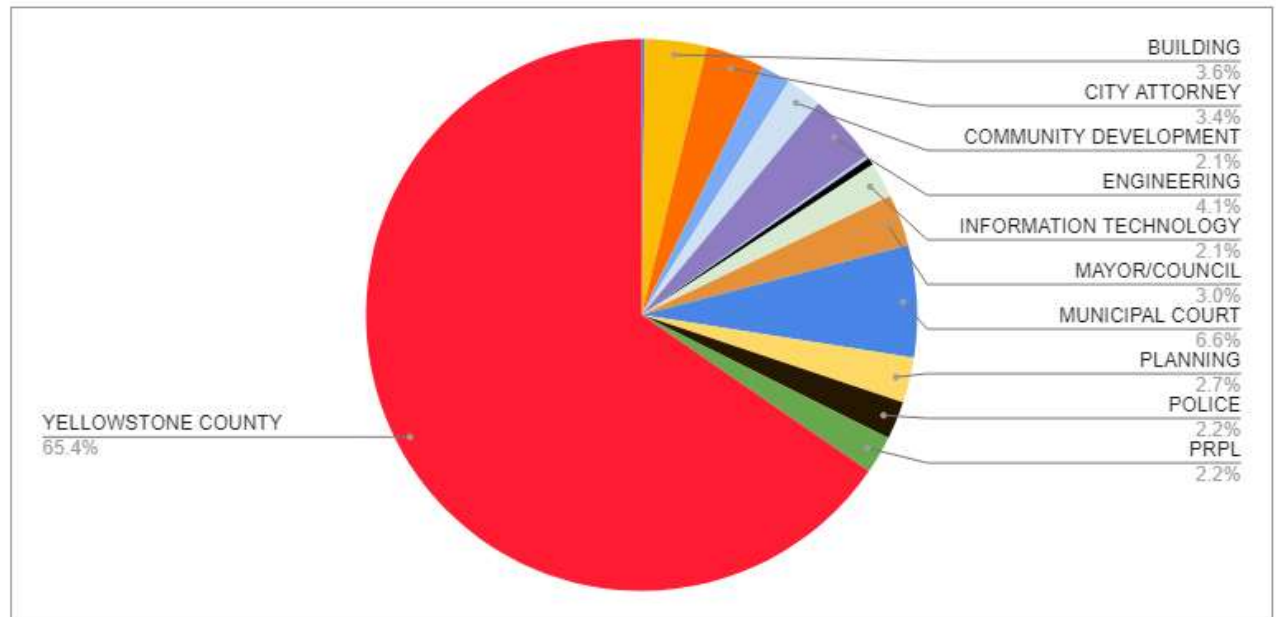
3% increase from
FY23



NEW CITY HALL REVENUES BY DEPARTMENT

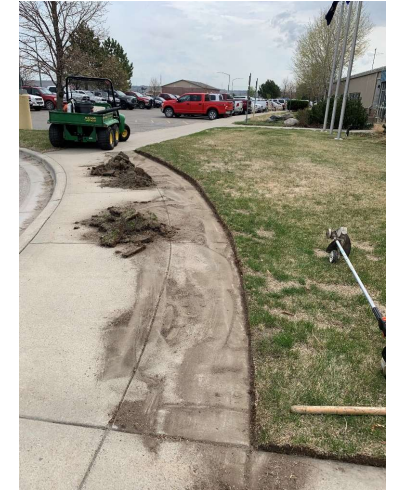
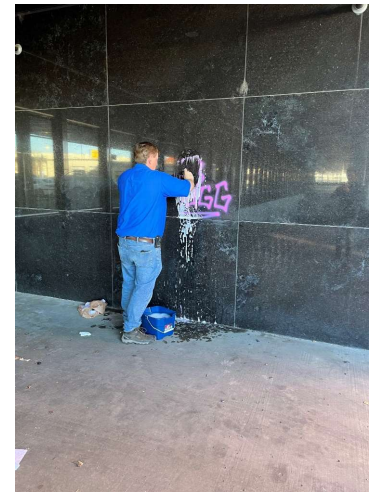
Total Revenue:
\$623,020

City Department Charges are based on Existing City Hall psf operating expenses. The assumption was 3 months of occupancy in FY24. However, the schedule for occupancy is now estimated for August 2024. The decision was made to pass through charges for carrying costs to minimize a larger tenant charge for FY25.



FACILITIES FTE

- Facilities has requested one additional FTE in Facilities Maintenance Support II
 - Currently have a vehicle for this FTE
 - The cost of this new FTE can be covered by tenant charges and reduction in vendor charges by completing work in-house
 - This position will work under the Lead Facilities Maintenance Technician and provide skilled repair and maintenance services



FACILITIES EXPENDITURES

FACILITIES MANAGEMENT FUND OPERATING BUDGET BY FUND

ALL FUNDS

	ACTUAL FY 21	ACTUAL FY 22	BUDGET FY23	ESTIMATE FY23	REQUEST FY24
EXPENDITURES:					
CITY HALL CONSTRUCTION	\$ -	\$ -	\$ 14,681,433	\$ 2,000,000	\$ 1,200,000
FACILITIES MANAGEMENT	<u>1,694,001</u>	<u>2,735,808</u>	<u>3,966,182</u>	<u>4,090,194</u>	<u>2,920,738</u>
TOTAL EXPENDITURES	<u>\$ 1,694,001</u>	<u>\$ 2,735,808</u>	<u>\$ 18,647,615</u>	<u>\$ 6,090,194</u>	<u>\$ 4,120,738</u>

FACILITIES CHALLENGES AND OPPORTUNITIES

- Staffing
 - Right size FTEs for the amount of space we manage
 - We are currently understaffed and rely on vendors to augment Facilities staff
 - Provide more repairs and maintenance in-house
- Debt Service
 - Facilities owes GF \$1.2 million for purchase of land at BOC
 - Need to pass through charge to BOC tenants while maintaining appropriate rents/charges to operate facilities effectively
- Total Quality Management
 - Complete condition assessment of BOC
 - Use KPI's to drive plan for capital replacement and large repairs
- Repairs and Maintenance
 - Continue to tackle backlog of deferred maintenance
 - Continue to move from reactive to proactive
 - Establish baseline and maintain

FY24 FACILITIES DIVISION GOALS

- New City Hall
 - Complete buildout, commission building, move tenants into building
- Dispose of Real Property
 - Priority is existing City Hall to help offset renovation costs
- Resolve two outstanding insurance claim repairs
 - Community Center – roof and siding replacement (currently under contract)
 - Library – exterior decorative scrim
- BOC Master Plan
 - Move to Design Development for wash bay facility at BOC
- Analytics
 - Prioritize legacy issues
 - Reduce Mean Time Between Failure of equipment
 - Optimize workflow and operate more efficiently
- Fire Stations Centralized FM
 - Transfer to Facilities Division technical, tactical, operational, and strategic operations of buildings and grounds
 - This will add 70,000sf and 4.5 acres to Facilities footprint
 - Complete Facility Condition Assessment
 - One additional FTE on Maintenance side dedicated to Fire Department



Thank You!