

Billings City Administrator Weekly Report

December 13, 2019

- 1) Life Safety Call** - The Fire Department would like to share the news of an ALS engine company success that occurred Sunday, December 8, 2019. Engine 1 was on the far west end of town due to a series of motor vehicle accidents that occurred due to a rapid change in weather. AMR units were experiencing unusually high demands and delays due to difficult driving conditions. Engine 1 responded to a male patient with chest pain at a business in the Shiloh crossing area. Captain/Paramedic Doug Koffler provided ALS care including administering ALS medications, transmitting a 12 lead EKG and successfully passing off patient care to the eventual AMR transporting unit. This ALS care filled the 33 minute gap in response and provided a better customer service for the patient. This is the intent of the ALS program; to cover the gaps when the system is busy. Thank you for your continued support and I look forward to more positive outcomes as we continue to experience challenges associated with the growth of the City of Billings.
- 2) City Council Tours** – Orientation for newly elected councilmembers continues next week starting with tours of the Municipal Court and the Public Works/Police facilities at the Billings Operations Center on Monday.
- 3) Presentations:**
 - a. City Facilities Presentation for Monday's Council meeting.
- 4) Next Week's Meetings/Task Forces/Presentations etc.**
 - a. Municipal Court orientation, 10:00 Monday @ Municipal Court
 - b. Police – BOC facility orientation 3:30 Monday
 - c. West End Task Force, 7:00 pm Tuesday, December 17th at Faith Evangelical Church, 3145 Sweet Water Drive, Room 130-131
 - d. Southside Task Force, 6:30 pm Thursday, December 19th at Northern Plains Resource Council, 220 S. 27th Street
 - e. Terry Park Task Force, 7:00 pm Thursday, December 19th at Bethlehem Lutheran, 40 10th Street West

Have a good weekend!

CITY FACILITIES

HISTORY

- June 2014 – City Council Approves Contract with CTA to complete City Facilities Master Plan
- February 2016 – Facilities Master Plan findings and recommendations were presented to City Council
- The City Council approved constructing a Municipal Court hearing room and Legal offices
- May 2017 - City Council Adopts Facilities Master Plan
- May 2019 – Facilities Master Plan square footage update
- June 2019 – City Council presented a draft for City Facilities Request for Proposals
- July 18, 2019 – RFP advertised, closed on August 14, 2019

Department/Division	Space				
	Exstg DGSF	2019 DGSF	2030 DGSF	2040 DGSF	% Change
City Administration	1,637	2,250	2,450	3,000	83.3%
City Attorney	3,734	4,150	4,400	4,900	31.2%
Facilities Management - City Hall	1,461	1,600	1,600	1,600	9.5%
Finance	7,905	7,475	7,700	7,700	-2.6%
Human Resources	2,402	3,050	3,375	3,650	52.0%
Information Technology - City Hall	3,002	4,225	4,450	4,900	63.2%
Information Technology - Belknap	1,818	1,575	1,575	1,575	-13.4%
Municipal Court	6,543	11,075	11,525	11,975	83.0%
Parking	1,339	2,400	2,550	2,850	112.8%
Parks, Recreation and Public Lands - Administration	2,980	3,750	4,800	5,850	96.3%
Planning and Community Services - Building	3,490	3,575	3,975	4,375	25.4%
Planning and Community Services - Code Enforcement	958	800	1,000	1,400	46.1%
Planning and Community Services - Community Dev	3,553	3,763	4,825	5,500	54.8%
Planning and Community Services - Planning	3,058	2,485	3,025	3,475	13.6%
Police Department - Administration/ Records	11,500	14,750	16,650	18,100	57.4%
Police Department - Detectives	6,198	6,200	7,000	7,525	21.4%
Police Department - Drug & Fugitives	n/a	3,400	3,800	4,000	
Public Works - Administration	1,341	1,575	1,800	2,025	51.0%
Public Works - Engineering	4,992	5,800	6,250	6,700	34.2%
Other - City Hall Support ¹	574	4,199	4,199	4,199	631.5%
Total	68,485	88,097	96,949	105,299	53.8%

Source: CGL and CTA, December 2014 and updated February 2015 and June 2019. Note totals may vary due to rounding.

¹ Existing includes Break Room, future includes 1 community room for 100 persons (1,500sf), 2 large meeting rooms for 20 persons (400sf), and 4 meeting rooms for 6-8 persons (150sf).

CITY SPACE NEEDS

- EXISTING – 68,485 sqft
- CURRENT NEEDS – 88,000 sqft
- PROJECTED 10 YEAR NEEDS – 97,000 sqft
- Currently 19,000 sqft deficiency / 28,000 sqft 10 years

PUBLIC SAFETY SPACE NEEDS

- EXISTING – 28,000 sqft
- CURRENT NEEDS – 40,000 sqft
- PROJECTED 10 YEAR NEEDS – 43,000 sqft
- Currently 12,000 sqft deficiency / 15,000 sqft 10 years

REQUEST FOR PROPOSALS

- August 26, 2019 – Proposals were presented to City Council
- Review Committee
 - Deputy Mayor Mike Yakawich
 - Council Member Clark
 - Council Member Neese
 - City Administrator Chris Kukulski
 - Finance Director Andy Zoeller
 - Interim Facilities Director Mark Balter
 - Randy Hafer – High Plains Architect
 - Myself

PROCESS

6 Proposals Submitted

- The Boyer Company
- NAI Business Properties
- WC Commercial LLC
- Collaborative Design Architects
- Miller Trois
- Fagg Family Properties LLC

Process

REVIEW COMMITTEE

- Met on September 9, October 1, October 15

EVALUTATION CRITERIA

- Firm Experience & Resources
- Interpretation of Scope & Presentation
- Project Methodology & Innovation
- Location & Attributes for the City

Process

- Review Committee determined WC Commercial's proposal for the Stillwater building warranted further evaluation based on criteria
- Location
- Availability of Parking
- Underground Parking for public safety operations
- "Sally Port" for Municipal Court
- Met/Exceeded square footage requirements
- Existing work with government agency
- Functionality of Space
- Preliminary design of interior space fit needed requirements

Process

- Terms and Costs under seal opened
- October 29 – Site Visit
- November 12 – Meeting with WC Commercial
- December 3 – Review Committee determined WC Commercial was top proposal

LEASES

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- Miller Building - \$215,000/year - 14,000 sqft - \$15/sqft
- Depot - \$165,000/year - 9400 sqft - \$17/sqft
- Yellowstone Garage (2nd Floor) – \$7,740/year - 620 sqft - \$12/sqft
- Kairos - \$16,751/year
- TOTAL LEASES - \$404,491 – 24,000 sqft + Kairos

CURRENT CITY HALL

REVIEW COMMITTEE RECOMMENDATION

Enter into negotiations with WC Commercial

- Financial terms and conditions
- Lease, lease to own, own or other options
- Build out terms and conditions
- Parking terms and conditions
- Required inspection and appraisals
- Any other items deemed necessary

Any further action/result of negotiations would be brought to City Council

OPPORTUNITY

- Randy Hafer
- High Plains Architect
- Review Committee

QUESTIONS ?