City of Helena and Lewis & Clark County
Advisory Building Management Board
316 North Park, Helena, MT 59623

Minutes
Special Board Meeting
February 20, 2026 @ 2:00 PM
City-County Building, Room 309

1. **Call to Order and Introductions**
   The following attendees were present in person:

   ☑ Commissioner Julia Gustafson
   ☐ Commissioner Tom Rolfe
   ☑ Alana Lake, City Manager
   ☑ Roger Baltz, CAO

   Staff/Guests:
   ☑ Troy Sampson, Facilities Director
   ☐ Bridget Johnston, Facilities Manager
   ☑ Sheila Danielson, City CFO
   ☑ Frank Cornwell, County CFO
   ☑ Cindy Nelson, Facilities Admin Assistant III
   ☑ Maclane Mills, City Budget Analyst
   ☑ Nicholas Coppick, City Budget Analyst

2. **Overview of current year's budget**
   Director Sampson began the meeting by explaining the organizational structure of the Facilities Department, which oversees various city and county facilities including the CCAB, central mail operations, and city public art projects. He then described the buildings managed by the Facilities Department including the City-County Building, Law & Justice Center, both fire stations, Civic Center, City Vehicle Maintenance Shop, Capital Transit, Parks Maintenance building, Bill Roberts Golf Clubhouse & Restaurant, Chamber Building, Neighborhood Center, Grandstreet Theatre.

   Director Sampson provided an overview of the FY26 Budget categories and how the budget is set up to support facilities management and operations activities. He explained that the Facility Department handles preventative maintenance, repairs, and contract oversight for various city buildings. He clarified that while the CCAB and the LJC indirectly receive general fund overhead charges through the Facilities Fund, they are not directly charged from the general fund. He also explained that the City-County Building has a $750,000 loan for a cooling project, which will be paid off in August 2030.

3. **FY27 Budget process – Where are we now**
   a) Rates
      Director Sampson went over the spreadsheet handout explaining that the Facility Department receives revenue by collecting rents from building occupants. These revenues fund salaries, supplies, and maintenance contracts. The current rate per square foot for CCAB is $20.58 and for LJC it is $20.20. There have been previous discussions about including equitable office space and storage, but it was decided to keep things status quo for FY27. If the board is interested in future discussions, staff would be happy to schedule a presentation meeting.
      Director Sampson continued by stating that rough estimate forecast is to increase rental rates by 2-4%, if approved, we would need to send out notifications to the occupants so they can prepare their budgets as appropriate. He reminded the Board that having more frequent smaller increases are better received and easier to budget rather than infrequent larger increases every few years.

Chairperson Gustafson asked for a report on the last 5 years of rental increases, for cost recovery purposes.

b) Personnel
Director Sampson informed the Board that he and the Facilities Manager have already met with Human Resources and the Finance Department regarding the Maintenance Supervisor position that would be allocated across all city facilities. He and Facilities Manager Johnston will also be having discussions with City Manager Lake for consideration during the Preliminary budget review meeting in March.

CAO Baltz initiated a discussion regarding the (COLA) cost-of-living adjustments. He wanted to find out what CPI percentage was being planned for city employees. Director Danielson answered 2.7%. CAO Baltz stated that it would be a good idea to include those calculations in the budget.

c) Capital Improvement Plan
Director Sampson gave an overview of the attached handout informing the Board of the Capital improvement plans for both buildings, noting a $647,000 underfunding issue that would take until 2031 to resolve. He stated that we are always trying to save money when possible. In the next 6-10 years, we are hoping to have $100,000 to put into planned capital projects.

Concerns were raised about adding a new maintenance supervisor position, with the board expressing hesitation about creating another management role with having only 12 FTEs.

4. **FY27 Budget Process – Next Steps**
   a) Staff preparing draft budgets (Feb)
   b) Preliminary budget review by City Manager (March)
   c) Staff presentation of preliminary budget presented to board (April)
   d) Board recommendation (April)
   e) Joint Commission Presentation (May)
   f) City Commission Approval

5. **Public Comment**

   None.

6. **Adjourn at 3:04 p.m.**

* Next meeting is scheduled for April 20, 2026, @ 3 p.m. in room 309. *