

## MISSOULA COUNTY Facilities Management/Building Policy

### Purpose

The purpose of this policy is to establish the guidelines and criteria via the authority granted in the Montana Code Annotated 7-8-2012 under which Missoula County can develop, maintain, and control its facilities to support county operations, public service, energy efficiency, fiscal responsibility, and historical values.

### Scope

This policy is applicable to all County departments and entities. This policy will establish the framework for clarifying necessary coordination between the Board of County Commissioners (BCC), Facilities management and county departments.

### Administration

The Missoula County Facilities Use Group is responsible for administering, interpreting, and applying the terms of this policy. Department heads are responsible for the implementation of the policy within their departments and ensuring employee compliance.

### Policy

**Waiver and/or Modification of Requirements.** The Board of County Commissioners (BCC) retains the right to waive or modify any of the requirements of this policy, when it determines that the waiver and/or modification is:

- Necessary to serve the public interest,
- Will allow use which will continue to meet the intent of this policy,
- Will not violate any applicable statutory requirements,
- The adoption of this policy does not limit the discretion of the BCC to delegate to its employees the authority to determine whether the BCC should consider a particular application for facilities use.

### Definitions

**"Building"** means any County owned or leased structure by County used by employees and the public.

**"County Department"** means any mandated function of county government specifically described in county policy and/or budget which shall have an appointed department head or elected official in charge.

**"Department Head"** means a County employee or elected official with management and budget authority over a County Department or office.

**"Facilities"** Missoula County Facilities Management Department".

**"Facilities Maintenance Personnel"** means County employees or representatives who are managed by Facilities Director.

**"Facilities Director (FD)"** means the department head of the Facilities Maintenance personnel and budget.

**"Missoula County Facilities Use Group (MCFG)"** means the designated representatives overseeing the County building and space needs. The MCFG consists of: Facilities Director, CAO, CIO, CFO, COO, Risk and Benefits Director, Sustainability Program Manager, Strategic Initiatives Manager

**"County Use"** means use of a County facility by one or more County department(s).

**"Public Use"** means use of a County Facility by some person or organization other than a County Department or elected official.

**Guidelines and Criteria** The following criteria will be used as a baseline for determining facilities management and modification under this policy:

The Missoula County Facilities Use Group (MCFG) is responsible for maintaining space as allocated by the BCC. This includes potential new space or modification to existing assigned space. All department heads and elected officials contemplating new facilities, requesting space assignment, allocation, relocation, remodeling, renovating, or otherwise modifying existing space, must contact the MCFG, prior to initiating bids, contracts, leases, or other purchases. The MCFG will evaluate the request and advise the department head or elected official of the steps to proceed. These steps may include:

- (i) Obtaining BCC approval
- (ii) Project management
- (iii) Identifying funds for the project
- (iv) Identifying alternate plans, as appropriate
- (v) Determining whether project will be done in house or through a contractor
- (vi) Determining short/long term impact of changes requested, if applicable
- (vii) Legal review

New projects ideas will be submitted to the Facilities Director for initial analysis. The Facilities Director will determine if projects will be sent to the MCFG for further review. Smaller projects may be handled internally. Project sponsor has the right to request project proposals be sent to the MCFG.

All requestors should review the following Missoula County policies prior to and during all building and remodeling projects to ensure compliance. These policies will be used by the MCFG to determine the proper approvals and process for building related projects.

1. 2021-1: Energy Efficient Building Policy
2. 2012-04: Waste Reduction and Recycling Policy
3. 2015-03: Technology Acquisition

**Access.** The Facilities Director (FD) is responsible for access control in County facilities as assigned by the BCC. Access control includes mechanical locks, cylinders, keys, padlocks, and electronic locks. No department head or elected official may remove, rekey, or otherwise change or install new locks on any door in their assigned areas at County-owned facilities. County Departments located at leased facilities must comply with the terms of their lease agreement, which will almost always require authorization by the landlord to change existing locks or install new locks. Once landlord authorization is obtained, the Facilities Management Department will assist the department in changing or installing locks upon request.

The FD shall have a master key and/or set of keys to all County Facilities, except for designated secure locations. If an area is considered "high security", the department head or elected official may request restricted access with audit trail, however the FD must have a means of entry to access the area in case of emergency. The department head or elected official must provide for access and authority for facilities maintenance personnel, technology staff, and authorized representatives to enter the facilities for inspection and maintenance.

Access for public use of county facilities must be arranged with the FD. Please refer to the Missoula County Meeting Room Policy 2019-1. Security deposits, use fees, facilities maintenance costs, and repairs may be charged to the public user as specified in a published cost schedule approved by BCC, or as otherwise directed by BCC.

**Usage.** County use of any facility must be consistent with the general purpose of the county department or elected official assigned as user. Public use of any facility must support County policies of public information, public recreation, community development, health and emergency services, economic development, and historical preservation.