

****ATTENTION****

The City Council meeting will be held in a hybrid format that may include both in-person AND virtual attendance via Zoom. Unless they have cause to appear virtually, Councilmembers will attend the meeting in person in Council Chambers, fifth floor of City Hall, 316 N. 26th Street. In order to honor the Right of Participation and the Right to Know in Article II, Sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws.

Citizens are invited to:

- . Review the Agenda Packet on the City's website at: www.billingsmt.gov and click on "Your Government," "City Council," and "Agendas & Minutes".
- . View the meeting:
 - . On Community 7 TV - Channel 7 or Channel 507 -- Spectrum Cable. *(On evenings when there is a conflict with School District No. 2 Board meetings, the City Council meeting will be broadcast on Channel 8 - Spectrum Cable.)* Channel 7 or Channel 978 - TDS Fiber.
 - . Online at www.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
 - . On the City's website at www.billingsmt.gov and click on "Watch Meetings Online" on the homepage.
 - . In-Person.

Citizens may submit public comment via the following methods:

- . Mail: City Clerk, P.O. Box 1178, Billings, MT 59103
- . Email: Council@billingsmt.gov.
 - . Emails received after 3:00 PM on the day of the meeting, may be posted on the Council's webpage the following day for public viewing.
- . Attend the meeting in person

Please contact Denise Bohlman, City Clerk, at bohlmand@billingsmt.gov, or at 406.657.8210, with any questions.



VISION STATEMENT:
"The Magic City: A diverse,
welcoming community
where people prosper and
business succeeds."

WORK SESSION AGENDA

COUNCIL CHAMBERS
316 N. 26th Street, 5th Floor

June 2, 2025

5:30 P.M.

CALL TO ORDER: Mayor Cole

PUBLIC COMMENT ON ALL ITEMS. This is the time to comment on any matter (Agenda or Non-Agenda) falling within the scope of the Billings City Council. There will also be time in conjunction with each agenda item for public comment relating to that item. You may only speak once for each item during the meeting.

Please note, the City Council cannot take action on any item of significant interest to the public that does not appear on the agenda. Comments are limited to three (3) minutes during each public comment period or as set by the Mayor. **Speaker sign-in required.** Please sign the roster at the cart located at the back of the Council chambers or at the podium.

1. FY2026 Departmental Budget Presentations.

- City Administration
- Building
- Police
- Planning, Community Development, and Code Enforcement

-Public Comment

HIGHLIGHT UPCOMING AGENDA ITEMS OF COUNCIL INTEREST:

COUNCIL DISCUSSION:

PUBLIC COMMENT on "NON-AGENDA ITEMS". **Speaker Sign-in required.** *(Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)*

ADJOURN:

Note:

- This meeting is an "informal" meeting of the City Council. The content of the Agenda is subject to change at the meeting.
- In the event there is a Closed Executive Session, the sole purpose is to discuss litigation strategy. The other parties to the case(s) discussed are not public bodies or associations as described in Section 2-3-203(1) and (2), MCA. The meeting is closed, as allowed by Section 2-3-203(4) (a), MCA, "to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position" of the City of Billings.

City Council Work Session

Date: 06/02/2025
Title: FY2026 Departmental Budget Presentations
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: Yes
Legal Review: Not Applicable
Project Number: N/A

RECOMMENDATION

Staff will be present to provide FY26 departmental budget information to City Council. Council action will occur in June at a regular City Council meeting, with final budget adoption occurring in August.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Council will receive information about the FY26 budget over multiple work sessions. Each department has provided an overview of their proposed FY2026 budget. The entire proposed FY26 budget can be found online at www.billingsmt.gov/finance. City Council will receive information from the following departments on June 2nd, 2025:

City Administration
Building
Police
Planning, Community Development, and Code Enforcement

ALTERNATIVES

No Council action will be required at this meeting. Final adoption of the FY2026 budget is planned for the last regular meeting in August.

FISCAL EFFECTS

The current proposed budget for FY26 is \$437,947,107. A summary can be found on pages 1-11 of the budget proposal.

Attachments

City Admin Presentation
Building Division Presentation
Police Department Presentation
Planning CommDev Code Presentation

City Administration

6-2-2025



City Admin Budget

- General Fund
 - Administration, Public Information Officer, City Clerk
 - PIO held vacant for FY26
- Public Safety Crime Prevention
 - Grant Funds
 - Yellowstone County ST Hold Facility
 - Family Justice Center
 - Nurse Family Partnership



City Admin Budget – General Fund

- City Administration - \$921,018
 - Personal Services
 - IT & Facility Charges
 - Federal Lobbying Contract (ThornRun)
- City Clerk - \$372,183
 - Personal Services
 - Agenda Software
 - Public Records Request Software
 - AI Minutes technology





CITY OF BILLINGS
BUILDING DIVISION
FY 26 BUDGET PRESENTATION

BUILDING DIVISION

MISSION AND OBJECTIVES

Mission:

To ensure the safety, security, and health of Billings' citizens and visitors through building code enforcement.

Objectives:

- Ensure the built environment of Billings meets all State code standards
- Educate and inform designers, builders, and homeowners in code matters and division procedures
- Provide excellent customer service to everyone we interact with
- Be a partner to the community

BUILDING CODE ENFORCEMENT

- The City of Billings is a Certified Jurisdiction that adopts the Montana State Building Codes through Administrative Order.
- **MCA 50-60-301 County, City, And Town Building Codes Authorized**
 - (2) (a) Except as provided in subsection (2)(b), a county, city, or town building code may include only codes adopted by the department.
 - (b) A county, city, or town may, as part of its building code or by town ordinance or resolution, adopt voluntary energy conservation standards for new construction for the purpose of providing incentives to encourage voluntary energy conservation. The incentive-based energy conservation standards adopted may exceed any applicable energy conservation standards contained in the state building code. New construction is not required to meet local standards that exceed state energy conservation standards unless the building contractor elects to receive a local incentive.

STATE CODE ADOPTION PROCESS



The Montana State Building Codes Program is the State agency that adopts the codes through Administrative Rule.



Each code's Administrative Rule further modifies the code with any specific requirements adopted during the rule-making process.



The Administrative Rules are written and adopted through the public rule-making process and with the assistance of an advisory Building Codes Council, made up of 12 members, appointed by the Governor, representing various trades, agencies, and industries.

MONTANA ADOPTED BUILDING CODES

- 2021 International Building Code
- 2021 International Residential Code
- 2021 International Mechanical Code
- 2020 National Electrical Code
- 2021 Uniform Plumbing Code
- 2021 International Fuel Gas Code
- 2021 International Energy Conservation Code
- 2021 International Existing Building Code
- 2021 International Pool and Spa Code
- The State Fire Marshall Adopts the Fire Code



DIVISION PERSONNEL

- Building Official
 - Deputy Building Official
 - Administrative Support
 - Senior Permit Coordinator
 - Records Admin
 - 3 Plans Examiners
 - Fire Systems Reviewer/Inspector
 - Senior Inspector
 - Electrical Inspectors I & II (Licensed Electricians)
 - Plumbing Inspector (Licensed Plumber)
 - 6 Combination Inspectors
 - Residential Building
 - Commercial Building
 - Mechanical
 - Energy
 - Accessibility
- Proposed New FTE:**
- Development Project Coordinator

STAFF CERTIFICATION REQUIREMENTS

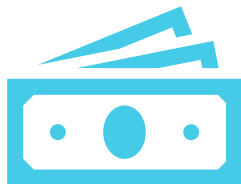
- Building Officials, Plans Examiners, and Inspectors must be certified per state requirements
 - This requires passing tests, several hours of continuing education every year, and renewals every 3 years
 - Combined, our Division staff have 80 certifications, which require around 820 hours of education a year to maintain



OPPORTUNITIES AND CHALLENGES



Increasing
Compliance



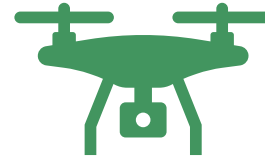
Customer
Costs



Ease and
Efficiency of
Permitting and
Inspection
Process



Virtual
Inspections



Drone
Inspections



New Software
in Winter
2025



New Code
Adoption in
2026

PERMITTING SOFTWARE

- The Building Division spent much of FY25 working with our software vendor on configuration of a program for permitting, plan review, and inspections that will replace our current software and be used by multiple City departments. We are just moving into the validation and data conversion phases, which take 3-4 months
- There have been a few setbacks with project manager changes at the software company
- With lessons learned from the utility billing software conversion, we have made the decision to wait until after this year's construction season to make sure that we're implementing the new software when permit demand is lower, which will allow us more time to validate, test, and train on the system
- We will provide public information sessions and training on the system as we get closer to an implementation date
- As we do now, we will continue to assist our customers who may need additional technological support or who may not have the resources to submit projects online



Court



Library



Maps



Public Safety



How can we help...



billingsmt.gov > Your Government

City of Billings Web Portal

[Sign In](#) / [Register](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Search for a Property](#)

City of Billings Online Permitting

The City's new web portal is now online. Apply for permits, check the status of applications and inspections, submit complaints, check on planning applications and apply for business licenses - all from the comfort of home. No more lineups.

The CityView Portal is the first step in the City's plan to improve its service offerings for citizens. Watch for more updates coming soon.



Code Enforcement

[Submit a New Complaint](#)
[Case Search](#)

Building Department

[Apply for a Building Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)

Engineering Department

[Apply for an Engineering Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)

Planning Department

[Apply for a Planning Permit](#)
[Estimate Fees](#)
[Application Search](#)
[Upload Submittals](#)

Development Department

[Application Search](#)
[Upload Submittals](#)

Business Licensing

[Apply for a Business License](#)
[Submit a Complaint](#)
[Check Status of a Complaint](#)

Property Information

[Search for a Property](#)



**WEEKLY
PERMITTING**

**OPEN
HOUSE**



EMAIL WITH QUESTIONS

permits@billingsmt.gov

appointments not required

**TELL US ABOUT
YOUR PROJECT!**

No project is too big or too small! Staff will be available from the following departments to talk about your project, what permits you may need, and what you need to be code compliant:

- Building
- Planning
- Engineering
- Fire



SAME DAY PERMITS!

If your project qualifies and you have the information we need, you could get a permit the same day or expedited for small projects like:



NEW PROGRAMS

2024 STATISTICS

Total Construction Valuation for permits issued in 2024 was over \$427 Million across all permit types, which is \$123 Million more than the total valuation in 2023

Dwelling Unit Permits Issued in 2024:

- 241 Single Family Homes
- 52 Two-Family Homes (104 Units)
- 64 Townhouse Permits (201 Units)
- 199 Apartment Units

Total: 745 New Dwelling Units

Top Commercial Projects Issued in 2024:

- National Guard Facility - \$44.7 Million
- 2 New Zimmerman Apartment Buildings – over \$29 Million total
- Yellowstone County Remodel - \$14.2 Million
- Nursing College - \$10.9 Million
- Rocky Vista Veterinary College - \$9 Million

BUILDING DIVISION FUNDING

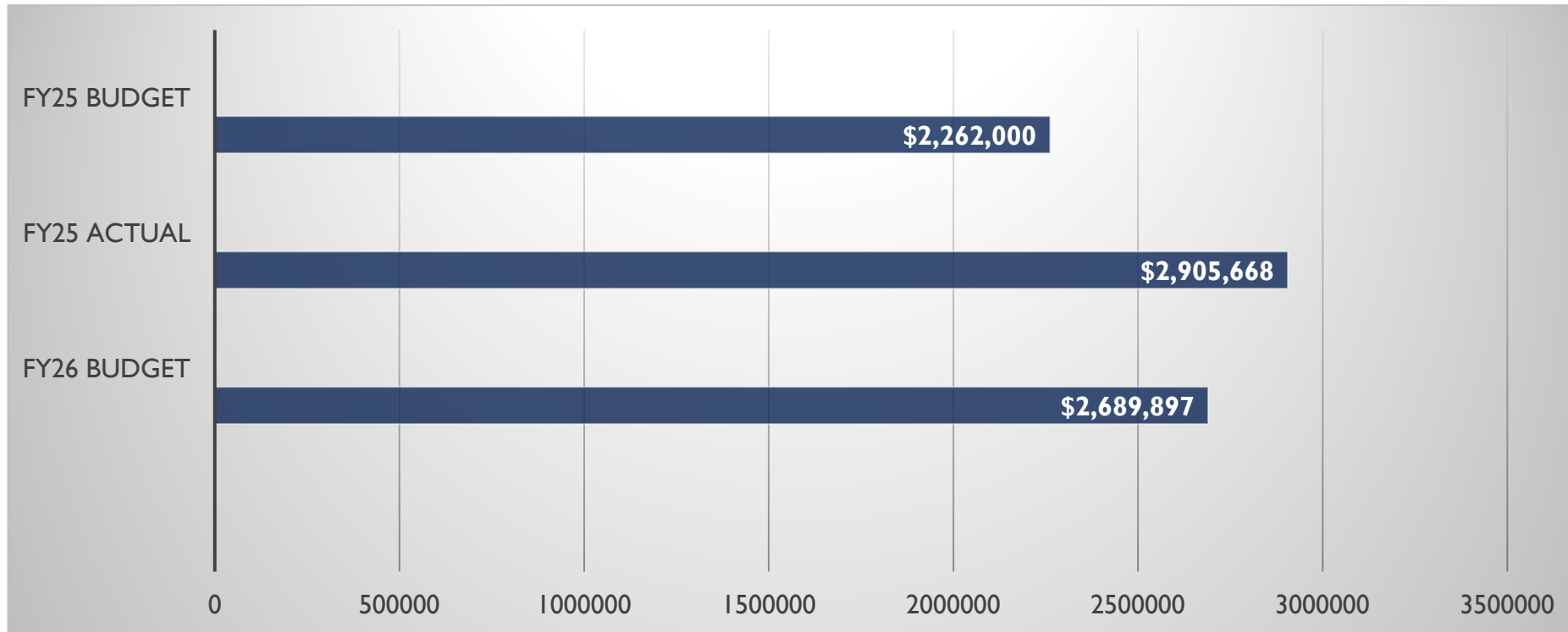
The Building Division is a Special Revenue Fund and all our revenue is from permit and plan review fees

Permit and plan review fees are set by Resolution. They were last set in 2011, and are based on valuation, so revenues increase as the cost of construction increases

By state law, the revenue the Building Division generates can only be used for building code enforcement

State law allows the Building Division to retain three year's operating costs worth of reserves, otherwise, fees must be reduced

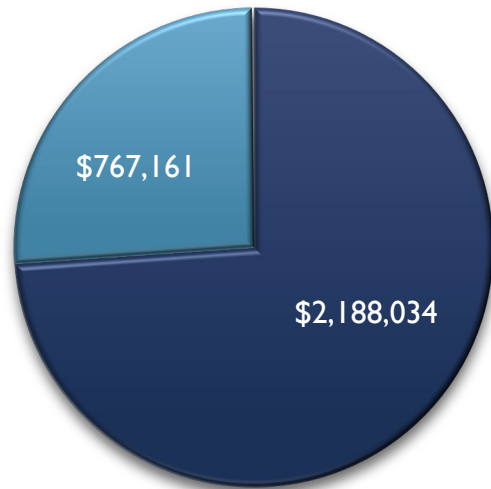
REVENUES



Revenues for FY25 are estimated to end up **\$654,178** higher than budgeted
Revenues for FY26 are budgeted at **\$2,689,897**

EXPENSES

FY26



■ PERSONAL SERVICES ■ O & M

OPERATIONS AND MAINTENANCE:

- Building Rent
- Vehicle Maintenance and Gas
- Training Classes and Travel
- Code Books, Subscriptions, Certification Tests, and Training Materials
- Safety/Inspection Equipment and Uniforms
- Software Licensing
- Technology – computers, tablets, cell phones

RESERVES:

The Building Division currently holds around \$2.8M in reserves. This is expected to increase in FY26 with the hospital project fees, which will need to cover expenses for the span of the 5-year project.

5-YEAR OUTLOOK

We anticipate continued growth to serve the growing community

We have added 4 FTE over the last 10 years, so would assume 1 or 2 additional FTE over the next 5 years

Artificial Intelligence could significantly affect building code enforcement – enhancing plan review and inspection

The next five years will see replacement of up to 7 inspector vehicles



THANK YOU!



Billings Police Department FY 2026 Budget



MISSION STATEMENT

THE BILLINGS POLICE DEPARTMENT IS COMMITTED TO IMPROVING THE QUALITY OF LIFE THROUGH A CUSTOMER SERVICE, PROBLEM SOLVING PARTNERSHIP WITH THE COMMUNITY.

Budget Focus

Public Safety

Addressing Community Needs

Operational Efficiency

What We Do

- Enforce local, state, and federal law.
- Maintain public order.
- Protect citizens.
- Deter criminal activity.

2024 Calls For
Service – 86,913



Council Strategic Priorities

Improve public safety.

Reduce escalation of family violence.

Reduce violent crime.

Improve downtown safety.

Reduce property crime.

Enhance traffic safety.

Department Strategic Priorities

Safe Billings

- Reduce violent crime.
- Reduce property crime.
- Enhance traffic safety.

Vibrant Billings

- Enhance perception of safety downtown.

2025/2026 Police Department Comparison

**FY25 Adopted
Budget**

\$36,090,209

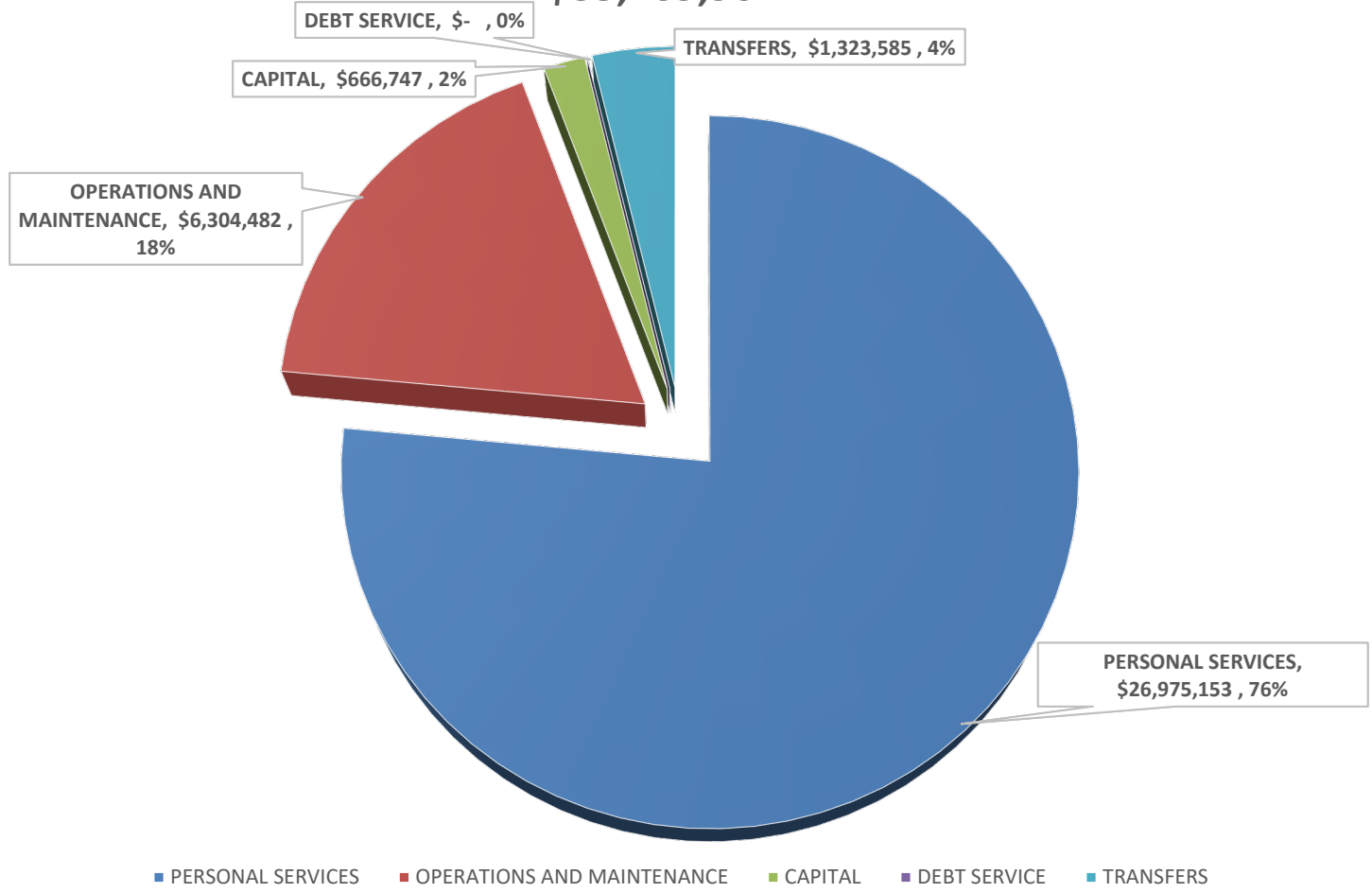
**FY26 Proposed
Budget**

\$35,269,967

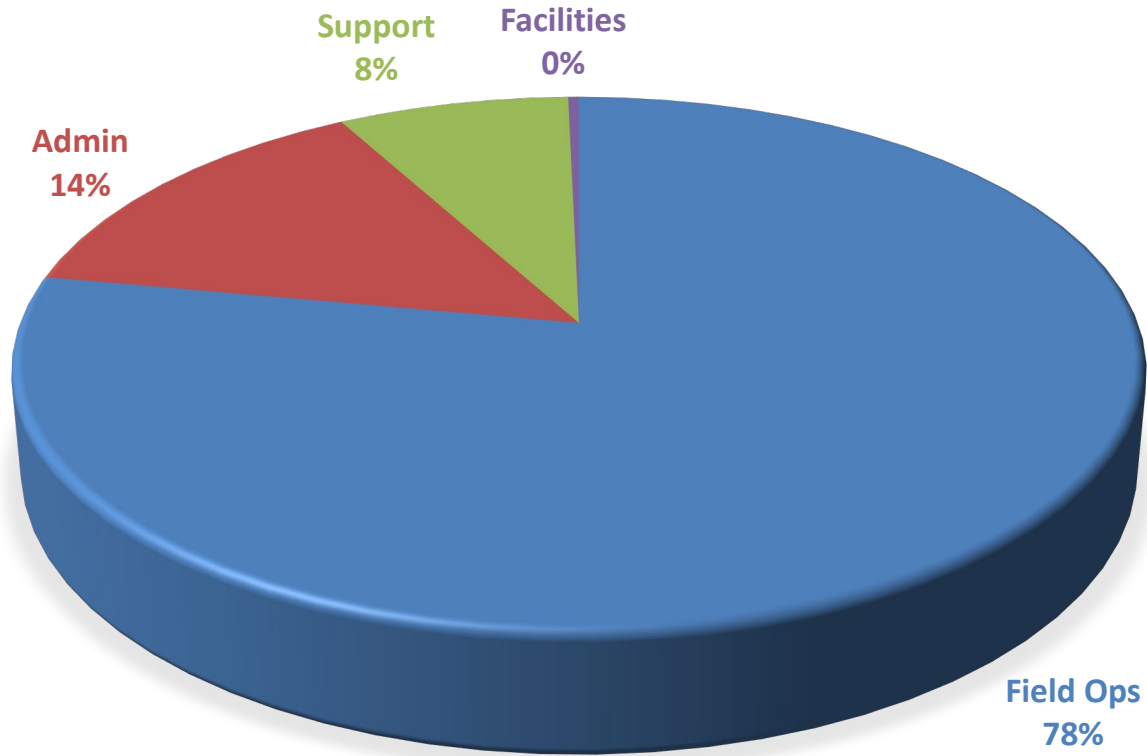
**\$ 820,242 decrease from FY25
(2.27%)**

2026 Budget (Public Safety Fund)

\$35,269,967



2026 ALLOCATION



POLICE - FY26

Division	Personal Services	O & M	Transfers/Capital/ Other	Total
Admin	\$ 1,208,922	\$ 666,508	\$ -	\$ 1,875,430
Operations	-	1,876,635	1,300,989	\$ 3,177,624
Patrol	16,550,375	819,877	128,732	\$ 17,498,984
Admin Lt/Spec Ops.	1,694,180	132,223	-	\$ 1,826,403
Invest.	-	279,668	-	\$ 279,668
Detectives	4,737,881	17,600	-	\$ 4,755,481
Training	-	218,591	-	\$ 218,591
Services	-	1,265,909	-	\$ 1,265,909
Records	1,068,228	-	-	\$ 1,068,228
Underage Drinking	1,500	14,000	-	\$ 15,500
AFIS	-	6,492	-	\$ 6,492
A/C Admin	448,623	431,377	-	\$ 880,000
A/C Facilities	-	118,981	-	\$ 118,981
A/C Enforcement	96,975	62,147	22,596	\$ 181,718
Public Safety Fund Total	25,806,684	5,910,008	1,452,317	33,169,009
Police Programs Totals	1,168,469	394,474	-	\$ 1,562,943
Capital Replacement Fund	-	-	538,015	\$ 538,015
Department Total	\$ 26,975,153	\$ 6,304,482	\$ 1,990,332	\$ 35,269,967

Highlights of Personal Services Increases

Sick and Vacation Payoff	15,000	One retirement predicted/No budget entered in this category
Comp Cash Out-Detectives	55,000	Increasing case loads/crime along with vacancies and inability to keep up with hiring due to academy availability continues to drive overtime and comp numbers
Off Duty Pay**	175,000	**This is 100% reimbursable and rarely has a loss for non-payment

Highlights of O & M Increases

Vehicle Towing Service	21,000	The number of tows have increased driving costs up. About half of this budget is reimbursed. There are about 100 vehicles in the Impound lot awaiting adjudication
Subscriptions of Publications	8,492	Adjusted to pay for City View Licenses/IA Software
Other Professional Services	7,000	Existing budget has consistently been over by \$5,000-\$10,000. NeoGov requires a subscription, those costs are \$3,500/year
MDT Repairs	85,000	This will complete the purchase of the remaining 15 MDT's that will become inactive in October, 2025
Transportation Equipment	128,732	SBR for inflation for vehicles in the ERP
Drone Supplies	12,000	Drones have become an integral part of police procedures especially in standoff situations.
Subscriptions, Software Renewals	30,000	Subscriptions are still increasing at alarming trends and a necessary part of investigations tools
Technical Training	10,000	To cover new costs for crash investigation team training and 10 council authorized positions from FY25 budget
Other Contract Services	33,000	Contract is for \$340,000 plus boarding fees in cases resulting in 10 animals or more

FY 26 Staffing

177 Sworn
Officers
authorized

- 162 Deployed - 6 in Field Training, 4 at MLEA
- 8 in backgrounds for September MLEA
- Next hiring process – Lateral process on June 5/August 2025 for January 2026 MLEA

50 Support
Personnel

- 46/50 staffed
- 10 CSO positions fully staffed
- Evidence/ID fully staffed

7 Animal
Control
Employees

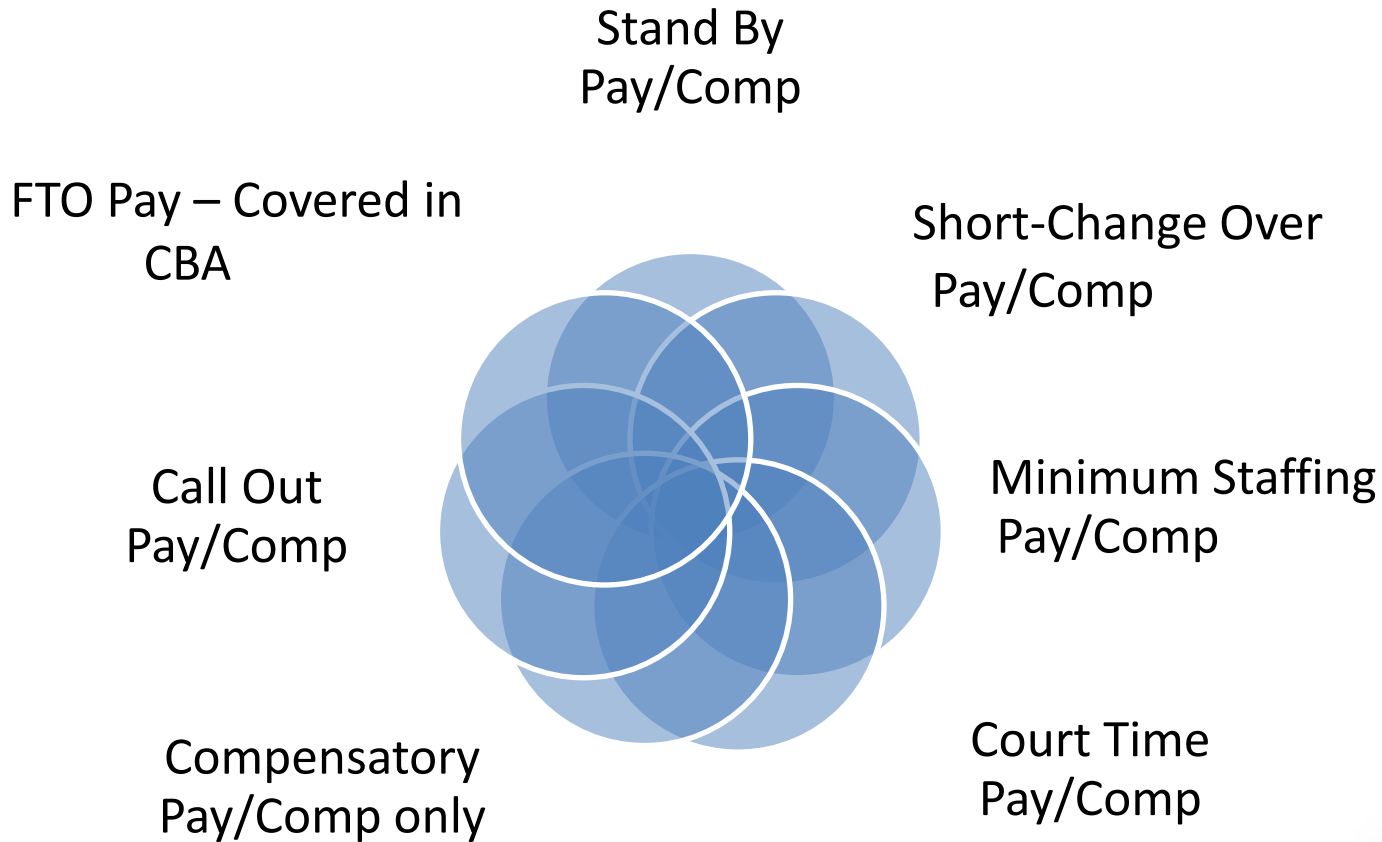
- 1 supervisor
- 1 senior office assistant
- 5 ACO's (1 vacancies)

Cost Saving Measures



- Technology enhancement.
- Inter-agency collaboration.
- Alternative Funding.
- Improve officer well-being.
- Build strong community relations.
- More effectively manage overtime.
- Energy Efficiency.

Overtime Programs and Extra Pays per CBA



Overtime Tracking



Crash Pay/Comp

SRO Pay/Comp

Training Pay/Comp

Admin Pay/Comp

Public Relations
Pay/Comp

Special Operations Pay/Comp

Special Operations Training
Pay/Comp

Incident 1 Pay/Comp

Incident 2 Pay/Comp

Incident 3 Pay/Comp

Projected Impact FY26 Budget

- Crime Reduction
- Community Satisfaction
- Strengthen Community Trust
- Improve Officer Safety and Morale



Future Considerations

Recruitment, hiring, retention

Technology and equipment

Establish Real Time Crime Center

Training facility

Questions?

PCSD

FY26 BUDGET



**PLANNING AND
COMMUNITY
SERVICES –
25 STAFF**

- **Wyeth Friday**, Director
- **Tina Hoeger**, Code Enforcement Manager
- **Anna Vickers**, Planning Division Manager
- **Brenda Beckett**, Community Development Manager

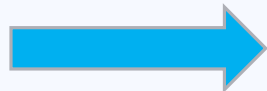
COUNCIL ADOPTED GOALS AND PCSD IMPLEMENTATION

- ❖ Goal: Improve the safety of Billings
- ❖ Sustain and Upgrade Critical Infrastructure
- ❖ Foster Economic Vibrancy through Quality Designed Neighborhoods and Business Districts
- ❖ Provide Exceptional Educational, Recreational, and Cultural Services and Amenities
- ❖ PCSD is also involved in Council Initiatives

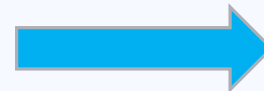
LOOKING AHEAD...

- ❖ MLUPA & IBL/Hwy 3
 - ❖ Heights Plan; West End Plan
 - ❖ ConPlan Implemnt. Starts
 - ❖ CPTED Parks
 - ❖ SBBURD Expansion
 - ❖ Complete Street Report
 - ❖ Onboard Neigh. Planner
 - ❖ Onboard Multi-Modal Planner
 - ❖ Onboard Zoning Coordinator
- ❖ MLUPA & IBL/Hwy 3
 - ❖ Plan Implementations
 - ❖ Neighborhood Plans
 - ❖ HUD CDBG Budget?
 - ❖ LB Lofts, FJC Apps?
 - ❖ CPTED Parks
 - ❖ 802 Yellowstone Demo.
 - ❖ Nuisance Prop. Coord.
 - ❖ Graffiti Abate. Season 2
 - ❖ CE Ord. Updates
 - ❖ MPO Changes & Plans
 - ❖ URD Changes
 - ❖ Art Policy Adoption
 - ❖ Trans. Corrd. Analysis
- ❖ MLUPA Implementation
 - ❖ Planning Levy
 - ❖ Neighborhood Plans
 - ❖ Strategic Initiatives Concept?
 - ❖ 802 Yellowstone Redev.
 - ❖ CE Commercial Enf. Capacity
 - ❖ PCSD Admin. Support
 - ❖ LRTP Update Starts
 - ❖ Art Policy Implementation

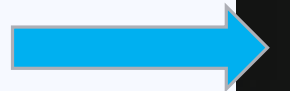
FY25

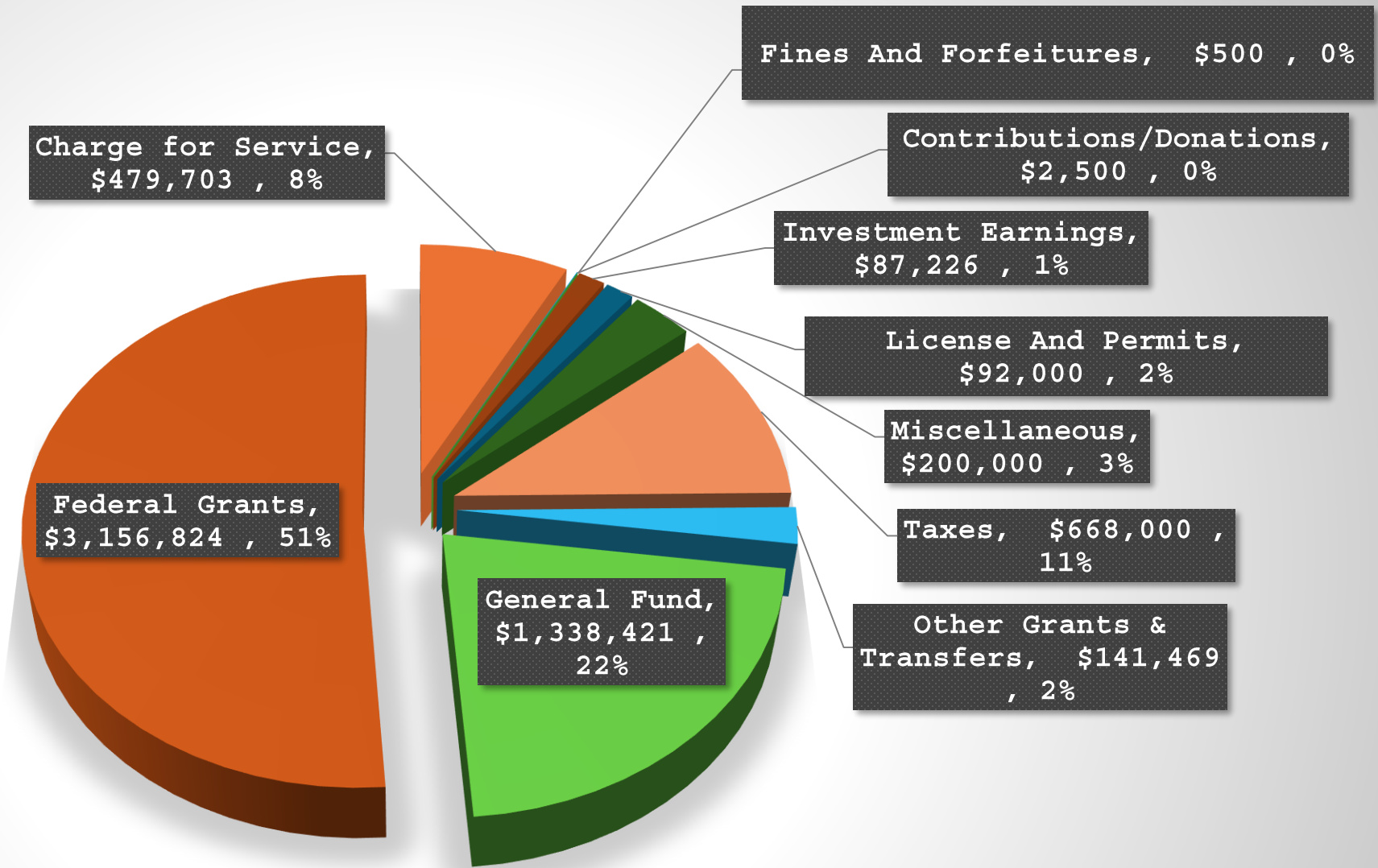


FY26



FY27





FY 26 Total PCSD Revenue = \$6,166,643

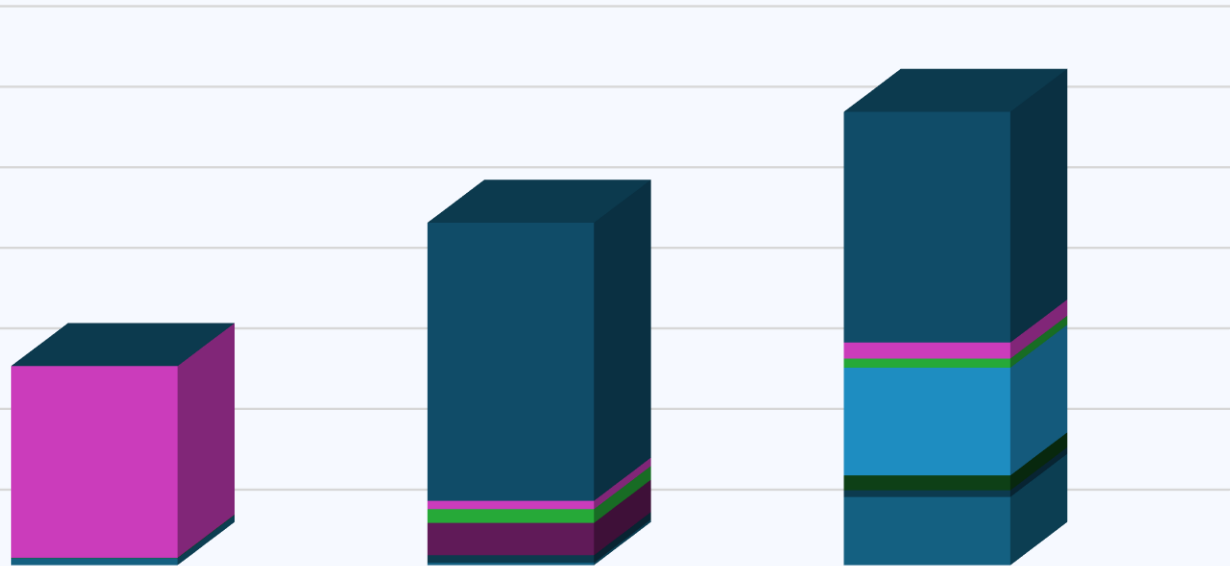
(includes CE GF Revenue; Planning GF & ComDev GF Revenue

**includes Anti-Graffiti Fund & Urban Renewal Property

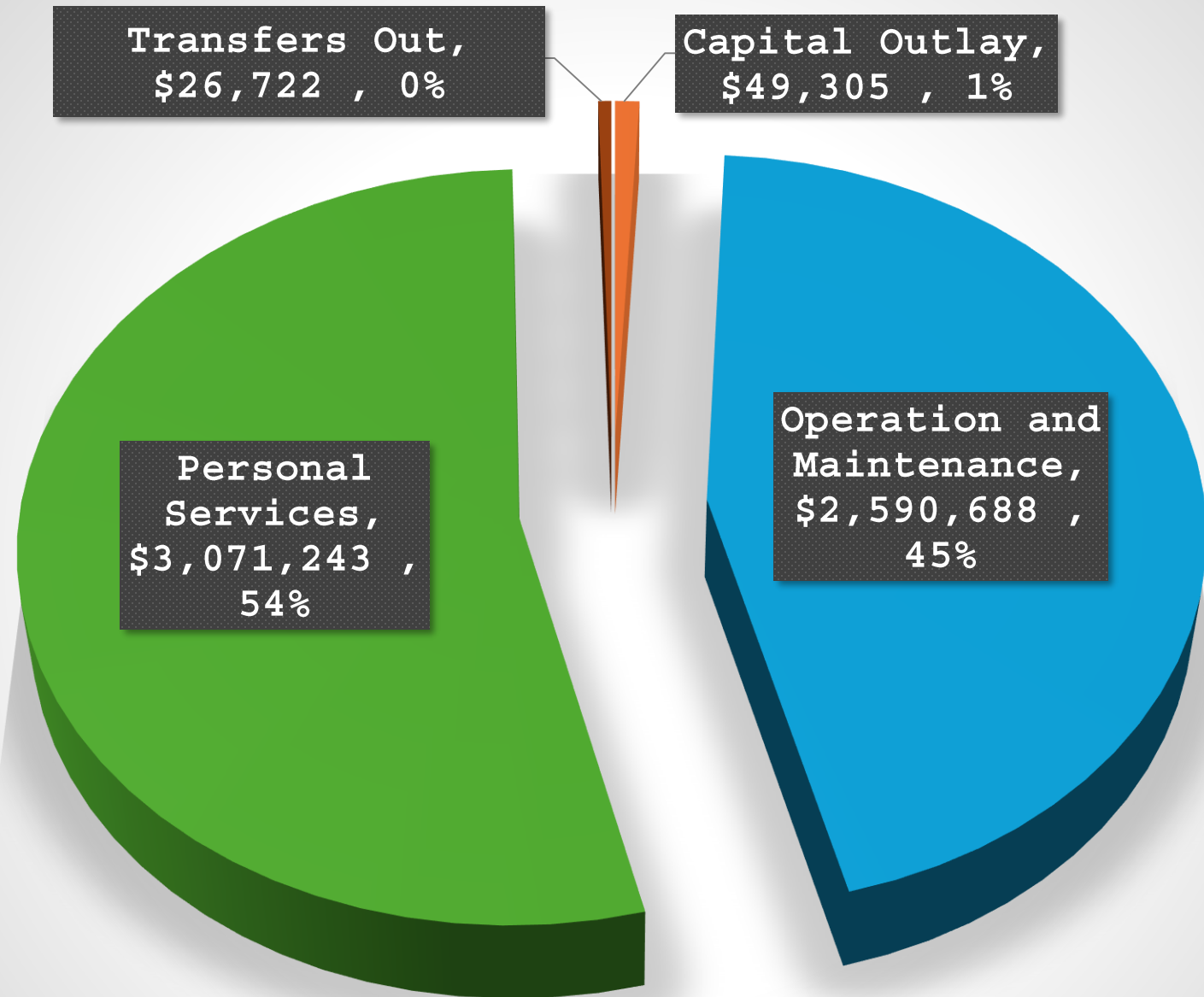
Acquisition Fund

FY26 PCSD Revenue By Class & Division

3,000,000
 2,500,000
 2,000,000
 1,500,000
 1,000,000
 500,000
 -

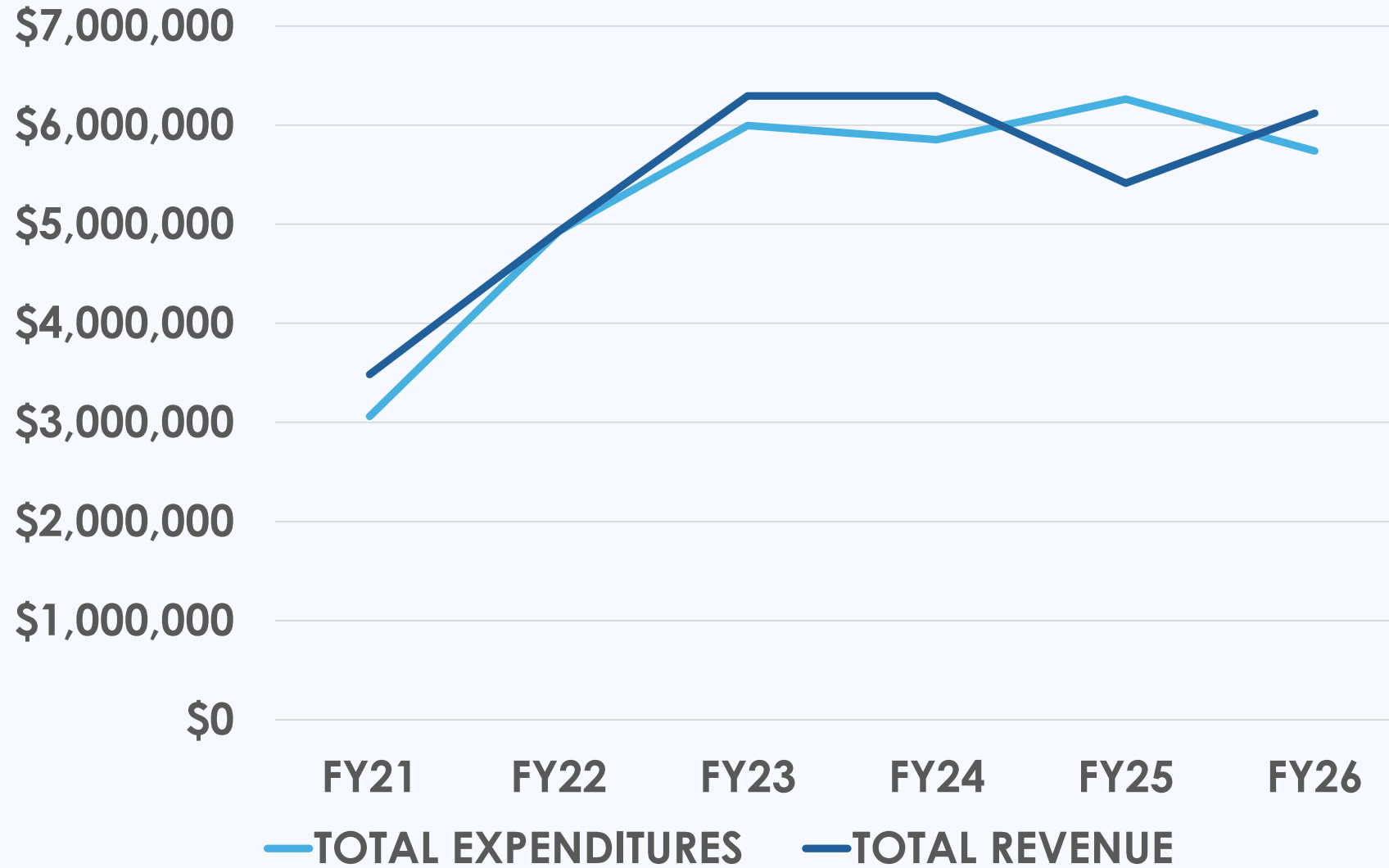


	Code Enforcement	Community Development	Planning
■ Federal Grants	-	1,725,000	1,431,824
■ General Fund	1,186,951	51,470	100,000
■ Other Grants & Transfers	-	85,000	56,469
■ Taxes	-	-	668,000
■ Miscellaneous	-	200,000	-
■ License And Permits	-	-	92,000
■ Investment Earnings	-	46,249	40,977
■ Fines And Forfeitures	500	-	-
■ Contributions/Donations	2,500	-	-
■ Charge for Service	43,000	15,000	421,703



FY26 Total PCSD Expenditures = \$5,737,958
(includes CE, Planning & CD GF Expenses)

PCSD Revenues and Expenditures 6 Years



PCSD Challenges and Opportunities

CODE ENFORCEMENT

Commercial Enforcement – 1 FTE
Property Abatement Coordination

PLANNING

Long Range Planning Resources
Multi-Modal Funding/Maint. Match
MPO Configuration

COMMUNITY DEVELOPMENT

Long Term Service Agility
◦ Community Innovations
Concept

Grant Tech FTE Need

PCSD

Administrative Support
◦ Department vs. Division need



QUESTIONS?



[BILLINGSMT.GOV/PLANNING
-COMMUNITY-SERVICES](http://BILLINGSMT.GOV/PLANNING-COMMUNITY-SERVICES)



[FACEBOOK.COM/
BILLINGSCITYCOUNTYPLANNING](https://FACEBOOK.COM/BILLINGSCITYCOUNTYPLANNING)



PLNONLINE@BILLINGSMT.GOV



PLANNING 657-8247
CODE ENF. 237-6146
COM. DEV. 657-8281