

**RESOLUTION 26-\_\_\_\_\_**

**A RESOLUTION ESTABLISHING AN  
AD-HOC INFORMATION TECHNOLOGY ADVISORY COMMISSION (ITAC)  
TO ASSIST WITH CITYWIDE TECHNOLOGY AND CYBERSECURITY AND  
DIGITAL SERVICES DECISION-MAKING**

**WHEREAS**, the City Council of the City of Billings, Montana seeks to enhance its decision-making capacity regarding technology, cybersecurity, and digital services through expert, non-binding guidance from local technology professionals; and

**WHEREAS**, the creation of a temporary ad-hoc Information Technology Advisory Commission (ITAC) will serve to establish a citywide technology and cybersecurity maturity baseline, improve resident-facing digital services, develop a responsible framework for the use of artificial intelligence and data, strengthen technology governance and decision-making, and identify opportunities to leverage local technology talent and partnerships; and

**WHEREAS**, the Commission shall operate with a clearly defined scope, limited term, and built-in accountability mechanisms to ensure public trust and administrative efficiency; and

**WHEREAS**, the Commission's role is strictly consultative to City Council and shall not interfere with City staff operational authority or decision-making.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:**

**1. ESTABLISHMENT OF THE TECHNOLOGY ADVISORY COMMISSION.** The City Council hereby establishes the Technology Advisory Commission as a temporary, advisory body to provide expert, non-binding guidance to City Council within four defined focus areas:

- Improving resident-facing digital services;
- Developing a responsible framework for the use of artificial intelligence and data;
- Strengthening technology governance and decision-making; and
- Identifying opportunities to leverage local technology talent and partnerships.

**2. COMPOSITION.** The Information Technology Advisory Commission (ITAC) shall consist of five to seven technology professionals appointed by the Mayor with consent of Council. Members shall serve one two-year term commencing upon

appointment and concluding on the last day of the second calendar year following appointment.

**3. MEMBER QUALIFICATIONS AND COMPENSATION.** Members shall be selected based on professional expertise, knowledge relevant to the Commission's focus areas, and commitment to the City's technology priorities. Members shall serve on a volunteer basis and shall receive no compensation for their service.

**4. SCOPE AND LIMITATIONS.** The Commission's role is strictly consultative to City Council. The Commission:

- May receive high-level information from City staff and engage in dialogue during public meetings for context and understanding, with care taken to avoid discussion of sensitive security details.
- Shall not direct staff work, interfere with operational decisions, or substitute for staff expertise or authority.
- Shall not review, request, or publicly discuss sensitive cybersecurity configurations, vulnerabilities, incident details, or other protected security information.
- Shall focus on governance, policy, maturity assessment, and strategic planning rather than operational or technical implementation.
- Shall not expand its scope beyond the five defined focus areas without direction from City Council.
- Shall conduct its activities in accordance with City meeting procedures, public notice requirements, and applicable laws related to confidential or protected information.

**5. STAFF SUPPORT AND COORDINATION.** The City Council directs the City Administrator to ensure that the City's Information Technology Director and relevant technology personnel collaborate with the Technology Advisory Commission by:

- Providing reasonable access to information necessary for the Commission's advisory functions;
- Participating in Commission meetings as appropriate;
- Offering subject matter expertise when reasonably available.

Staff support is expected to require limited, periodic involvement, with primary involvement from the Information Technology Director or designee estimated at approximately 2–4 hours per month, assuming quarterly or bi-monthly Commission meetings.

**6. MEETINGS AND OPERATIONS.** The Commission shall establish a meeting schedule no less frequently than quarterly. The Commission shall develop operating

procedures consistent with City Council direction and applicable City ordinances, and shall comply with all notice and public meeting requirements under Montana law.

**7. REPORTING REQUIREMENTS.** The Commission shall submit written interim updates to City Council at least every six months during its two-year term. In the first update to City Council the Commission shall provide a list of structured objectives that it will work on during the tenure of the Commission. No later than 90 days prior to the end of its term, the Commission shall submit a final written report to City Council summarizing its work, outcomes achieved relative to the defined focus areas, and recommendations for future technology priorities within those same areas. The final report shall also include a recommendation regarding continuation, modification, or sunset of the Commission, and a recommended 12-24 month work plan to implement any recommendations.

**8. SUNSET AND REAUTHORIZATION.** The Commission shall automatically sunset at the conclusion of its two-year term unless reauthorized by City Council. City Council may, by resolution, reauthorize the Commission for an additional term on such terms and conditions as City Council may prescribe.

**9. COSTS.** The Commission is expected to operate with minimal to no direct costs beyond staff time. Members will serve without compensation. Any recommendations by the Commission requiring new or unbudgeted expenditures shall require separate approval by City Council prior to implementation.

**10. EFFECTIVE DATE.** This resolution shall be effective upon adoption.

**ADOPTED AND APPROVED** by the City Council of the City of Billings, Montana, on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF BILLINGS

By: \_\_\_\_\_  
Mike Nelson, Mayor

ATTEST:

By: \_\_\_\_\_  
Denise R. Bohlman, City Clerk