

Billings City Administrator Weekly Report

February 13, 2026

- 1. CityView Software Implementation Update** - The City is nearing completion of the transition to a new community development software, CityView, a new platform that will manage online permit submittals and payments, electronic plan review, planning projects, business licensing, and code enforcement.

We are concluding system testing and moving into structured implementation training February 17th–27th. A total of 104 staff members are scheduled for hands-on training to ensure they are prepared to use the system prior to launch.

CityView includes a new public-facing portal that will replace the current Citizen Access site, and GoPost, which is currently used for permit submittals. City Staff invited customers to use and test the new public portal, and the response was overwhelmingly positive. Customers found it user-friendly, which indicates improved usability and workflow for residents, contractors, and businesses interacting with the City online.

Go-live is planned for early March, following completion of training. Communication to our customers is ongoing to keep them updated on the upcoming changes. Targeted updates are being sent directly to our users via email and posted on division web pages. The project team is focused on ensuring a smooth transition, maintaining continuity of service, and supporting staff and the public during the switchover.

- 2. Council Orientation** – Tuesday's orientation session will focus on Public Works – Solid Waste, Fleet Division, Parks Field Office and the Police Department, 4848 Midland Road (Billings Operations Center). The purpose of the orientation meeting is to provide newly elected council members with an overview of city operations, including familiarity with city facilities and locations, and to introduce the functions, responsibilities, and organization of city departments. No formal action will be taken.
- 3. Budget & Finance Committee** – Fire and police presented a detailed breakdown of their overtime expenditures year to date. The data is very useful to help management make decisions and requests for the upcoming year. We also reviewed Wyeth's budget analysis for his department. Bottom line – there is a need and strong support by the committee for an additional commercial code enforcement officer.
- 4. PW Director** – Big thank you to the PW team for stepping up and helping make our way forward until we hire our next PW director. We will be interviewing two individuals in the upcoming weeks.

5. **Library News** - January activity was strong across all service areas, including circulation, program attendance, and use of the CO+LAB makerspace. Please see the attached January 2026 Library Statistics report for full details.

Library Featured in Simply Local Magazine - The library is featured in this month's *Simply Local* magazine in an article highlighting how early childhood programs support literacy, language development, and school readiness for young children and families. Read it online: <https://simplylocalbillings.com/early-childhood-gets-a-boost-at-the-library>

6. **Finance** – Andy created the attached “one pager (front and back) to understand the breakdown of property taxes in the city. Senator Yakawich, Representative Brewster and the MLCT found it to be very helpful during our meeting earlier this week.
7. **Park and Recreation News** – The Amend Recreation Center weekly update and the 2026 Project Progress Report are attached.
8. **Short-Term Detention Facility Update** - The Short-Term Detention Facility (STDF) began booking inmates on October 20, 2025. The facility currently operates with 15 units and houses male individuals only. The primary purpose of STDF is to provide officers with the ability to arrest and book non-violent offenders.

Data Timeframe (YCDF): October 20, 2025 – February 6, 2026

Key Updates

- 372 individuals have been detained since October 20, 2025.
- 80% of individuals are released within 72 hours.
- 70% of arrests originate from the Billings Police Department.
- 65% of arrests have a Billings Municipal Court case.
- Eligible female inmates who meet STDF criteria are currently housed at YCDF.

Operational Impact on Workload

Jail hearing data was reviewed to evaluate the operational impact of STDF. Despite a reduction in overall BMC tickets from 2024 to 2025, jail-related court activity has increased. The data shows a rise in front-end hearings from 2024 to 2025, alongside reductions in mid-stage proceedings, indicating that cases are entering the system and resolving more quickly.

- Warrant appearances increased by 35%.
- New-charge hearings increased by 50%.
- Mid-stage hearings decreased by 20%.
- Change-of-plea hearings decreased by 25%.

Summary

- Jail-related court activity has increased since the opening of the STDF and now accounts for approximately 44% of the total workload for the Billings Municipal Court.
- The opening of the STDF, combined with earlier case resolution practices, appears to be improving jail case flow, reducing prolonged detention time, and shortening overall disposition timelines.

- Court schedules have been adjusted to respond to the increase in jail-related hearings and to maintain efficient courtroom operations.

9. 2026 Council Meeting Schedule – Please review the attached draft agendas and provide any feedback regarding the order of business, modification of agenda items, or other changes to the consent or regular agendas. City code requires a specific order of business as it relates to certain items on meeting agendas, e.g., placement of public hearings first on the regular agenda, so your feedback will be incorporated with those code requirements in mind. [\(BMCC 2-214\)](#) Work session agendas are more flexible and can also easily be modified by the mayor with the consensus of Council during those informal meetings.

10. Next Week's Meetings/Task Forces

- a. President's Day, Monday, February 16th City offices will be closed.
- b. Westend Task Force, Tuesday, February 17th 7:00 PM, Connections Church, 56th Street West
- c. Legislative & Local Affairs Committee, Wednesday, February 18th 4:00 PM, Beartooth Meeting Room, 316 N. 26th Street, Fifth Floor.
- d. Southside Task Force, Thursday, February 19th 6:00 PM, Walla Walla University Auditorium, 2520 5th Avenue South.

January 2026 Library Statistics



Checkouts

Patrons borrowed a total of **62,787** items.



Visitors

The library welcomed **25,407** visitors.



Programming

2,674 people attended library programs this month.



Stat of the Month

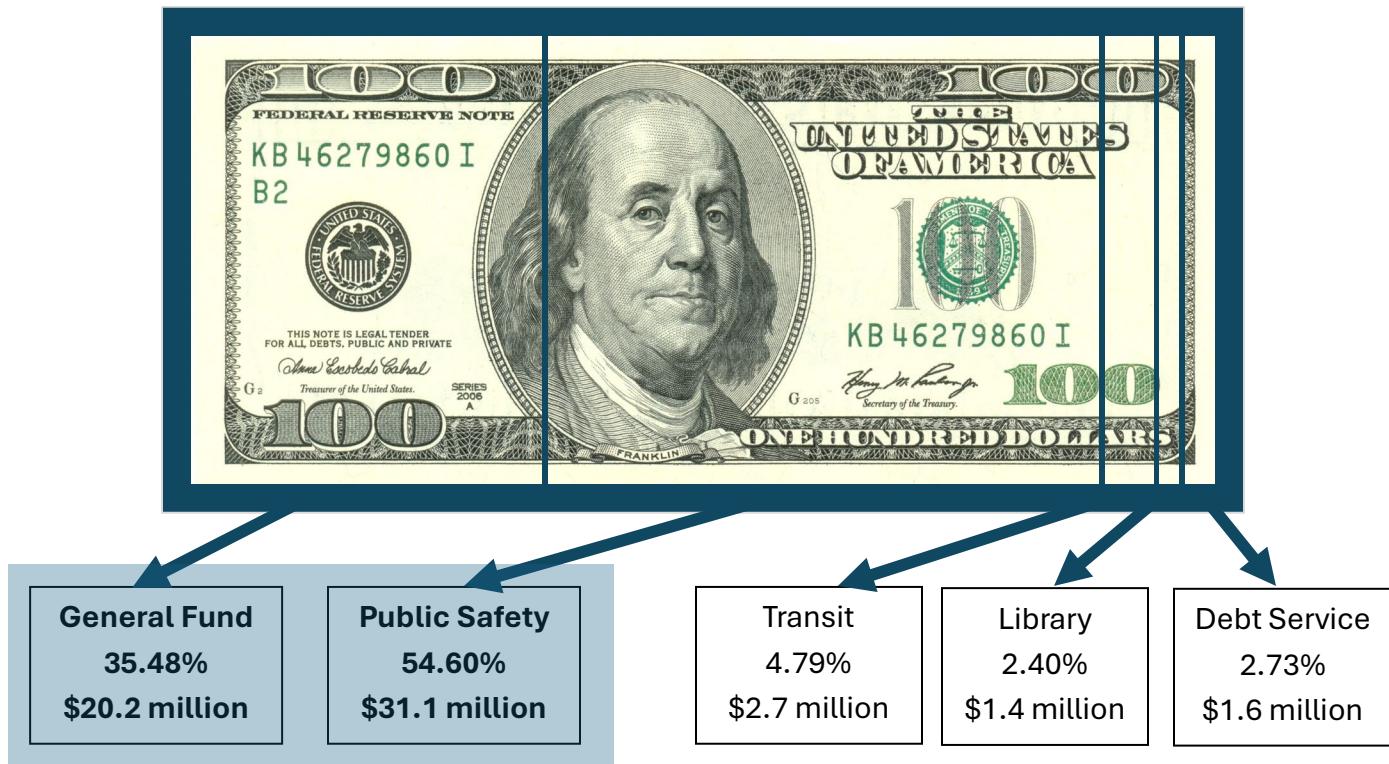
Children participating in **1000 Books Before Kindergarten** read **37,379** books in 2025.



Stat of the Month

The CO+LAB served approximately **200** creators in January, with over **80** certifications completed.

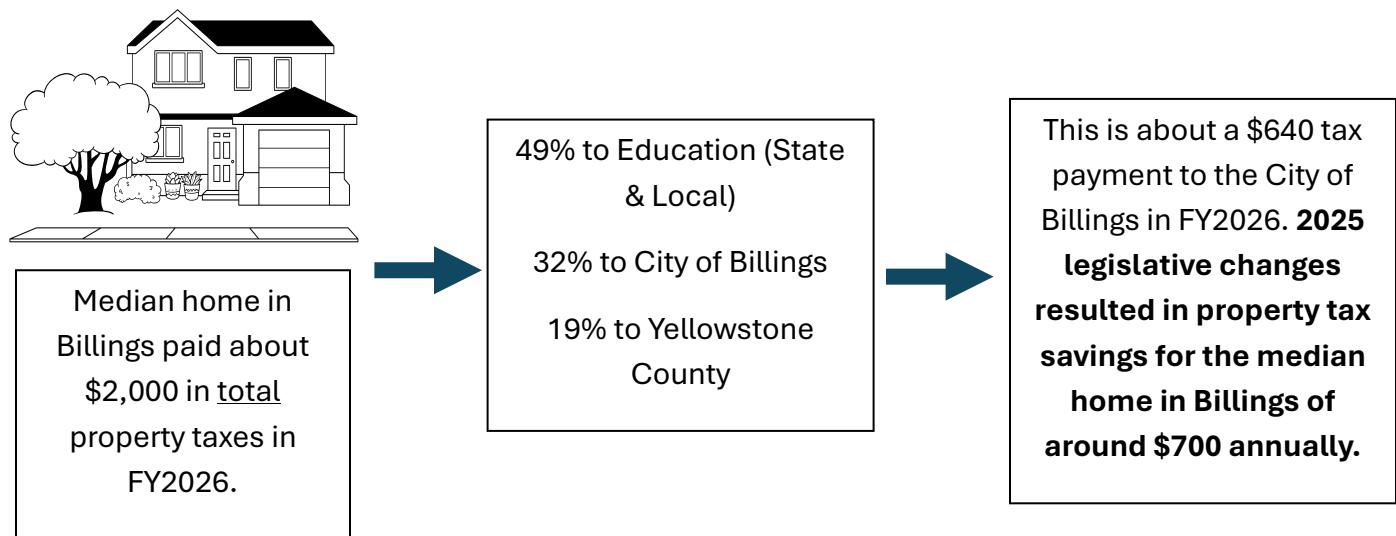
City of Billings Property Tax Distribution



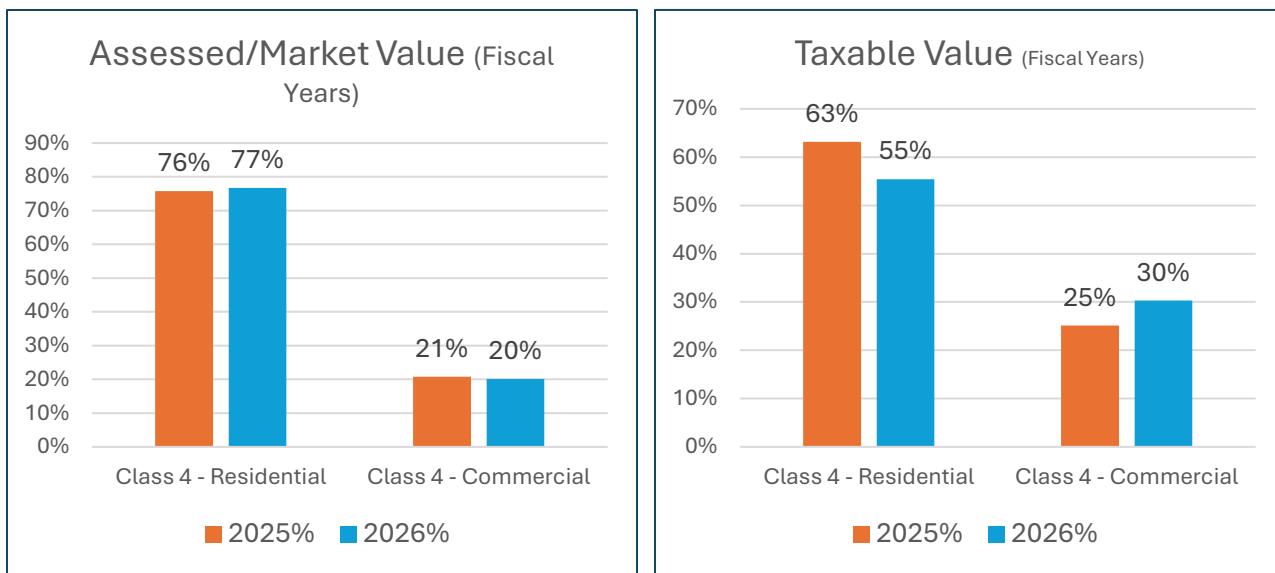
The General Fund transfers more than \$20M each year to Public Safety. As a result, **the Public Safety Fund receives more than 90% of all tax revenue collected** in the City of Billings through taxes or indirectly with a transfer from the General Fund.

Total Tax Revenue in FY2025 = Total Tax Revenue in FY2026

Reductions in total tax revenue would likely mean significant impacts to Police & Fire services in Billings.



City of Billings Property Tax Base



Class 4 residential and commercial make up 97% of the market value of Billings. These same two groups pay 85%-88% of the total taxes. This is because tax classes are multiplied by differing factors to arrive at their taxable value. While **residential property makes up 77% of the assessed value in Billings, they only pay 55% of the total tax bill**. The 2025 legislature adjusted tax rates, primarily Class 4 residential, resulting a reduction of the total taxes by residents, and an increase in taxes paid by other classes. The chart below shows the shift in tax liability among the tax classes in Billings.

Impacts of 2025 Legislative Tax Changes

Tax Class	2025	2026	Tax Shift
Class 3 - Agriculture	\$ 3,342	\$ 4,463	\$ 1,120
Class 4 - Residential	35,936,176	31,551,993	(4,384,183)
Class 4 - Commercial	14,284,839	17,229,510	2,944,671
Class 5 - Electrical Coops	47,436	53,497	6,060
Class 8 - Business Equipment	928,073	1,071,665	143,593
Class 9 - Pipelines & Powerlines	3,859,945	4,664,223	804,278
Class 12 - Planes & Trains	427,025	521,349	94,325
Class 13 - Telecom & Power Plants	1,417,762	1,807,898	390,136
Total Tax Revenue - City of Billings	\$ 56,904,598	\$ 56,904,598	\$ 0



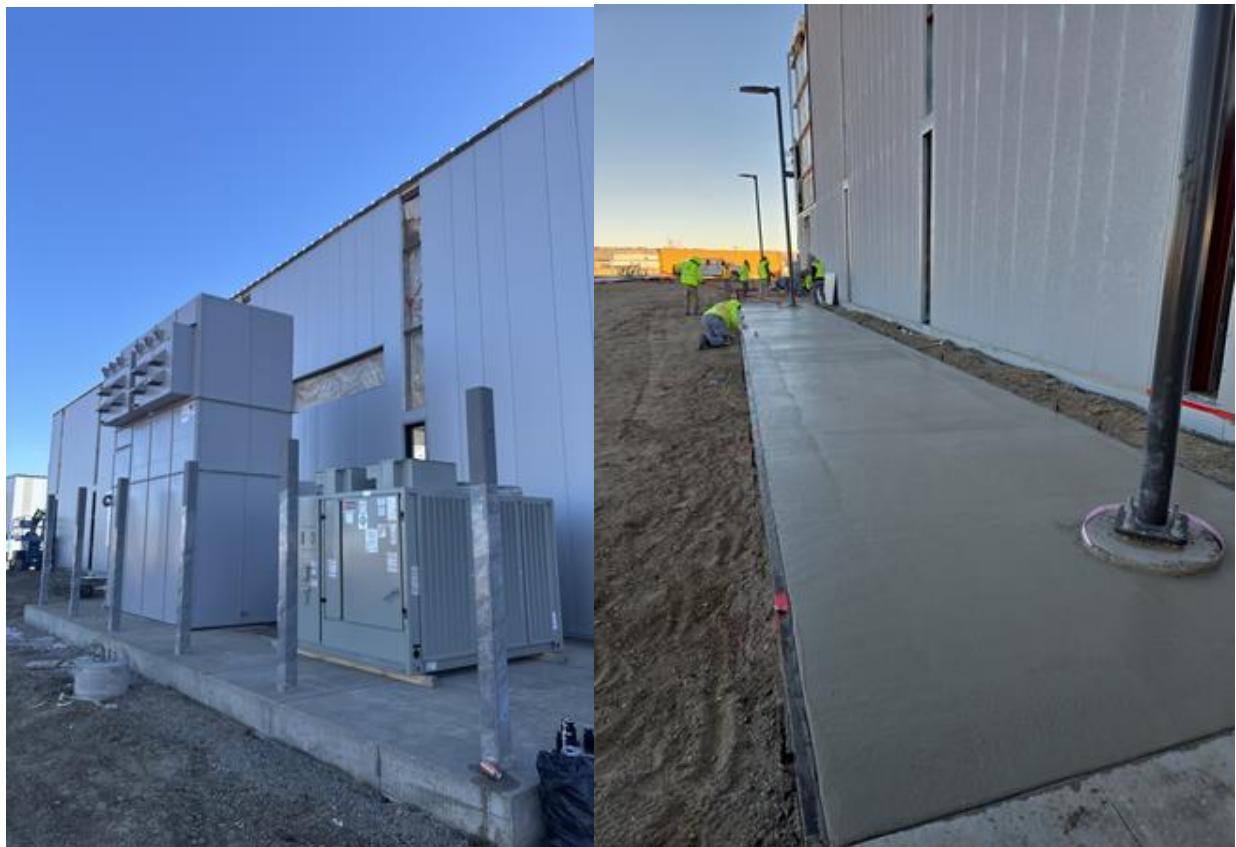
Amend Recreation Center: Weekly Update

2-13-2026

VP-Eastern District:	Jason Hubbard	jhub@langlas.com
Project Manager:	Rachel Guisti	rachelb@langlas.com
SR. Project Superintendent:	Lane Huffman	lhuffman@langlas.com
Field Engineer:	Si Ryan	sir@langlas.com

Progress Summary: Week of February 9th

- Weather: It has been incredible weather for Montana in February. Other than wind, nothing has been much of a hold up. Supposed to start getting colder later next week, but we should be able to keep up our current progress level.
- Langlas: Plywood sheeting install on courts, reframing wall at electrical room, sheeting the concession area, and flashing at IMP and ITP transition on west side of building.
- Weave: Getting site concrete prepped and poured on west side of building. Both north mechanical pads have been poured.
- J & B Erectors: They have begun putting up the ITP's on the north side and will work their way west.
- Central Electric: Getting conduit into mechanical room and installing light poles around the building.
- Air Controls: Setting RTU's on the mechanical slab and on top of each other.
- Grizzly Glass: Installing storefront frames on the north side of the building.
- Painters Inc: Painting secondary steel in the gym.
- True North: Hanging secondary steel in the gym.



2685 Gabel Road Billings, MT 59102 P 406.656.0629 F 406.656.1088
4555 Valley Commons Drive Bozeman, MT 59718 P 406.585.3420 F 406.585.4110
4852 Kendrick Place Missoula MT, 59808.P 406.215.1356 F 406.926.2005
101 E. Park Street Butte, MT 59701 P 406.490.2824

Schedule: Upcoming week of February 16th

- Langlas: Continued work within the gym and setting posts for the other dumpster pad.
- Weave: With the good weather, Weave will continue to do all the site concrete that they can, working their way around the building.
- Central Electric: Continue their way through the sites light poles and trenching over to the east side. They will also get the food truck pads trenched and line pulled.
- J & B Erectors: Keep working their way around the building with the ITP installation.
- Painters Inc.: The painters will stay on pace with True North as they hang the secondary steel.
- True North Steel: Secondary steel will keep going up to get ready for the gym equipment.
- Grizzly Glass: They will follow around the building behind J&B and keep installing the storefront frames.
- Air Controls: Continue stacking the units on the mechanical pads and start connecting them into the gym itself.

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Parks and Recreation Projects

February 10, 2026 Progress Report

Park	Progress	Project	Status	*Updated information for this week	*Newly added project
	Started -----> Completed				
*Big Ditch Trail Ext.	<div style="width: 100%; background-color: #2e6b2e; height: 15px;"></div>			*Construction Complete, working on administrative closeout.	
*Dehler Sod Pre-Season Prep	<div style="width: 75%; background-color: #2e6b2e; height: 15px;"></div>			*Work is underway. A 3rd party company was brought in to do an additional evaluation of the infield grass to ensure infield playability and durability.	
*Lillis Park Senior Challenge Board Signage	<div style="width: 100%; background-color: #2e6b2e; height: 15px;"></div>			*Finalizing sign design with AARP.	
*Automate Millice Park Irrigation CIP2026	<div style="width: 75%; background-color: #2e6b2e; height: 15px;"></div>			*Project in winter shut down.	
*Skyline Shade Structure	<div style="width: 75%; background-color: #2e6b2e; height: 15px;"></div>			*Project expected to start week of 2/23/2026.	
*Pioneer Park Basketball Court	<div style="width: 100%; background-color: #2e6b2e; height: 15px;"></div>			*Court surface coating is scheduled for the spring.	
*Coulson Pump Track and Bike Repair Station	<div style="width: 75%; background-color: #2e6b2e; height: 15px;"></div>			*Waiting on contractor/volunteer schedule.	
*Rose Park Pool Fence Replacement CIP2026	<div style="width: 100%; background-color: #2e6b2e; height: 15px;"></div>			*Panic hardware and additional fence installation expected to be completed the week of 02/23/2026.	
*South and East Shop Roof Replacement CIP2026	<div style="width: 75%; background-color: #2e6b2e; height: 15px;"></div>			*Working on contract documents.	
*Swords/Rimrock Shade Structure	<div style="width: 75%; background-color: #2e6b2e; height: 15px;"></div>			*New location has been approved. Working on structure approval through P4P.	
*Wayfinding Signage Grant	<div style="width: 75%; background-color: #2e6b2e; height: 15px;"></div>			*PRPL is currently reviewing verbiage, location, and any possible conflicts for signs.	
*Pioneer Park Bridge Replacement CIP2024				*Spring startup.	
*Rose Park Concrete Replacement				*Spring startup.	
*River Front Trail Resurfacing CIP2026				*Spring startup.	
CIP 2026					
Stewart Park Playground (400K)					
Various Trails and Sidewalks (100K)					
Completed Projects :					

2026

UPCOMING DRAFT AGENDAS FOR COUNCIL / LEADERSHIP

Please review the draft agendas below and provide any feedback regarding the order of business, modification of agenda items, or other changes to the consent or regular agendas. City code requires a specific order of business as it relates to certain items on meeting agendas, e.g., placement of public hearings first on the regular agenda, so your feedback will be incorporated with those code requirements in mind. ([BMCC 2-214](#)) Work session agendas are more flexible and can also easily be modified by the Mayor with the consensus of Council during those informal meetings.

Thank you for your feedback!

February 17, 2026 (Tues) – WORK SESSION

Staff memos due Noon February 12th

1. Stagecoach Trail Update – WO 24-37 (Mac) (15 Min.)
2. Montana Avenue Update (Mac) (10 Min.)
3. Review Proposed Building Permit Fees (Jessica)
4. Babcock Theater Discussion (Tricia Mae)
5. Montana Land Use Planning Act (Anna/Wyeth)

February 23, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon February 5th/Final due February 12th

CONSENT:

1. Boards and Commissions (carried forward from 2.9.2026 meeting)
2. Agreements with Billings Schools for Career Center and Central High for SRO's
3. Annual Renewal for Mimecast Critical Protection Email Security Services
4. MET - 2026 Human Services Transportation Coordination Plan Update
5. MET- 2026 Public Transit Agency Safety Plan Update
6. Donations to Billings Public Library from various donors
7. Donation to Parks for Youth and Senior Scholarship Fund from Scheels
8. Donation to Parks for Youth and Senior Scholarship Fund from Mark Nicholson
9. Donation to PD from YC DUI Task Force to Purchase Preliminary Breath Testers
10. Resolution for MET Transit Grant Funds and Related Documents

SPECIAL PRESENTATIONS:

Annual Report: Planning and Community Services

REGULAR:

1. Public Hearing and Resolution setting Building, Electrical, Plumbing, Mechanical, and Fire System Permit Fees
2. Public Hearing and Resolution approving 2026 Budget Amendments

March 2, 2026 – WORK SESSION

Staff memos due Noon February 26th

1. Provisions for Water/Sewer and Annexations
 - a. Meadowlark Billings, LLC - Provision for Water and Annexation (Mac)
 - b. Gary Blain Property – YVAS - Provision for Sewer and Annexation (Mac)
 - c. McDougall Street Manufactured Homes - Provision for Water/Sewer and Annexation (Mac)
2. Draft Disposition Report – Parks Department (Gavin)
3. Citizen's Police Advisory Board (Kennedy) (St. John)
4. Boards and Commissions Committee Review (O'Donnell Initiative)
5. Ad-Hoc Information Technology Advisory Commission (Lindley Initiative)

March 9, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon February 19th/Final due February 26th

CONSENT:

1. **BID AWARD:** Household Hazardous Waste Services Contract
2. **3 Year Contract with KnowBe4 License for (FY2027–FY2029)**
3. Application for Submittal for Annual AmeriCorps VISTA Project
4. 2026 HIDTA Award
5. 2025 State Homeland Security Grant
6. Preliminary Plat - Homestead Acres Subdivision
7. Final Plat - Hunters Pointe Subdivision
8. 2026 HIDTA Award

SPECIAL PRESENTATIONS:

Annual Reports: Police and Fire Departments

REGULAR:

2. Public Hearing and 1st Rdg. Ordinance - Aggressive Traffic and Excessive Noise (Rupsis Initiative) (Rich) **not submitted in AQ**

March 16, 2026 – WORK SESSION

Staff memos due Noon March 12th

1. Airport Authority Presentation
2. Rimrock Road – 30% Design Update (Mac) (15 Min.)
3. Amendment No. 1, Northern Lights Family Justice Center (pulled from 1.26.26 Regular Agenda)
4. 2024-2028 Transportation Improvement Program Amendment 3 (Lora Mattox)
5. Council Meetings (potential changes)
6. Proposed Revisions to Article 2-200, BMCC, Mayor and City Council

March 23, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon March 5th/Final due March 12th

CONSENT:

REGULAR:

April 6, 2026 – WORK SESSION

Staff memos due Noon April 2nd

1. TIF MOUs – Consolidation of Consultants - RFP (Boyett's Initiative)
2. City Annexation Committee Map and Policy Recommendations (Wyeth)

DRAFT

April 13, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon March 26th/Final due April 2nd

CONSENT:

REGULAR:

April 20, 2026 – WORK SESSION

Staff memos due Noon April 16th

Billings 2045 – Land Use Plan and Future Land Use Map – Review (Wyeth/Anna)

April 27, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon April 9th/Final due April 16th

CONSENT:

REGULAR:

May 4, 2026 – WORK SESSION (Budget Only)

Staff memos due Noon April 30th

May 5, 2026 – WORK SESSION (Budget Only)

Staff memos due Noon April 30th

May 11, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon April 23rd /Final due April 30th

Special Presentation/Discussion - Billings 2045 – Land Use Plan and Future Land Use Map – Review (Wyeth/Anna)

CONSENT:

REGULAR:

May 18, 2026– WORK SESSION (Budget Only)

Staff memos due Noon May 14th

May 19, 2026– WORK SESSION (Budget Only)

Staff memos due Noon May 14th

Billings 2045 – Land Use Plan and Future Land Use Map – Review (Wyeth/Anna)

May 26, 2026 (Tues) REGULAR BUSINESS

Prelim Staff Memos due Noon May 7th /Final due May 14th

CONSENT:

REGULAR:

June 1, 2026 – WORK SESSION

Staff memos due Noon May 28th

Billings 2045 – Land Use Plan and Future Land Use Map – Review (Wyeth/Anna)

June 8, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon May 21st /Final due May 28th

CONSENT:

REGULAR:

June 15, 2026 – WORK SESSION

Staff memos due Noon June 11th

1. 21st St. Underpass Study presentation (Elyse Monat/Outside Consultant via Zoom)
- 2.

June 22, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon June 4th /Final due June 11th

CONSENT:

REGULAR:

July 6, 2026 – WORK SESSION

Staff memos due Noon July 2nd

July 13, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon June 25th /Final due July 2nd

CONSENT:

REGULAR:

July 20, 2026 – WORK SESSION

Staff memos due Noon July 16th

July 27, 2026 **REGULAR BUSINESS**

Prelim Staff Memos due Noon July 9th /Final due July 16th

CONSENT:

REGULAR:

August 3, 2026 – WORK SESSION

Staff memos due Noon July 30th

August 10, 2026 **REGULAR BUSINESS**

Prelim Staff Memos due Noon July 23rd /Final due July 30th

CONSENT:

REGULAR:

August 17, 2026 – WORK SESSION

Staff memos due Noon August 13th

August 24, 2026 **REGULAR BUSINESS**

Prelim Staff Memos due Noon August 6th /Final due August 13th

CONSENT:

REGULAR:

September 8, 2026 (Tues)– WORK SESSION

Staff memos due Noon September 3rd

September 14, 2026 **REGULAR BUSINESS**

Prelim Staff Memos due Noon August 27th /Final due September 3rd

CONSENT:

REGULAR:

September 21, 2026 – WORK SESSION

Staff memos due Noon September 17th

September 28, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon September 10th /Final due September 17th

CONSENT:

REGULAR:

October 5, 2026 – WORK SESSION

Staff memos due Noon October 1st

October 12, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon September 24th /Final due October 1st

CONSENT:

REGULAR:

October 19, 2026 – WORK SESSION

Staff memos due Noon October 15th

October 26, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon October 8th /Final due October 15th

CONSENT:

REGULAR:

November 2, 2026 – WORK SESSION

Staff memos due Noon October 29th

November 9, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon October 22nd /Final due October 29th

CONSENT:

REGULAR:

November 16, 2026 – WORK SESSION

Staff memos due Noon November 12th

November 23, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon November 5th /Final due November 12th

CONSENT:

REGULAR:

December 7, 2026 – WORK SESSION

Staff memos due Noon December 3rd

December 14, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon November 25th (WED.)/Final due December 3rd

CONSENT:

REGULAR:

December 21, 2026 – WORK SESSION

Staff memos due Noon December 17th

December 28, 2026 REGULAR BUSINESS

Prelim Staff Memos due Noon December 10th /Final due December 17th

CONSENT:

REGULAR:

CLERK'S NOTES

*Annual Items shown in Blue

January (First Work Session) after an election: Swearing in of new Councilmembers

January (First Regular Business Meeting): Nominations and Elections of Deputy Mayor Pro Tempore

January: Amend Park Development Council Proposed Budget

January: Beartooth RC&D MOU

February or March: Legislative Updates (ODD years only)

March: Budget Calendar

March: Council Priorities

September: City Administrator's Annual Review

October: TRP, ERP and CIP

October: Council Holiday Schedule for December

November (First Regular Business Meeting) after an election: Nominations and Elections of Deputy Mayor

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