

**ADMINISTRATIVE ORDER
INDEX**

NO.	DATE	DESCRIPTION
1	1/30/78	REPEALED 3/8/82 BY AO 2 Pursuant to RESOLUTION NO. 12656, IDR Bond Applications, Initial Fee for Processing and Administrative Costs (\$350.00).
2	3/8/82	REPEALED 7/23/04 BY AO 81 Pursuant to RESOLUTION NO. 13762, IDR Bond Applications, Initial Fee for Processing and Administrative Costs (\$450.00). (Repeals AO 1)
3	4/5/82	Creating a City Communications Committee with appropriate ByLaws.
4	1/2/83	REPEALED 5/6/91 BY AO 26 Appointing the Director of City Support Services to act on behalf of the City as City Treasurer. In his absence, the Controller and Budget/Fiscal Analyst are designated as Deputy Treasurers.
5	8/9/83	REPEALED WHEN ORDINANCE 82-4483 WAS REPEALED 3/19/84 Requiring Dedication of Right-of-Way as condition of granting building permit.
6	12/17/84	REPEALED 12/14/87 BY AO 17 Establishing the procedures regarding the use of petty cash for City purchases and change funds for making change for serving the public.
7	12/18/84	Establishing the procedure for Computer Resources Coordinating Policy.
8	12/15/84	REPEALED 12/4/87 BY AO 16 Establishing procedure to be used in personnel disciplinary cases when the seriousness of the infraction warrants possible discharge.

- 9 2/27/85 REPEALED 12/19/86 BY AO 12**
Establishing rules and regulations for the operation of the municipal water/wastewater utility, pursuant to the adoption of ORDINANCE 85-4618 dated 1/14/85.
- 10 9/16/85 REPEALED 12/19/86 BY AO 12**
Rules & Regulations governing Industrial Pretreatment Program, ORDINANCE 85-4663.
- 11 9/17/85 REPEALED 12/28/04 BY AO 88**
City of Billings Lead Worker Policy.
- 12 12/19/86 REPEALED 6/23/87 BY AO 13**
Repealing ADMINISTRATIVE ORDERS 9 & 10, conditionally adopting rules and regulations as set forth in 26-101 BMCC.
- 13 6/23/87 REPEALED 8/21/92 BY AO 30
AMENDED BY AO 18**
Repealing ADMINISTRATIVE AO 12 regarding Public Utilities Department calling for a special meeting, Section 28-7.
- 14 7/15/87 REPEALED 12/28/04 BY AO 88**
Hiring procedure whenever position required a degree, certification license or similar special qualification.
- 15 11/9/87**
Investment Policy applying to all financial assets of the City of Billings.
- 16 12/4/87 REPEALED 12/28/04 BY AO 88
REPEALS AO 8**
Personnel Disciplinary action.
- 17 12/14/87 REPEALED 2/5/90 BY AO 20**
Establishing procedure regarding the use of petty cash for City purchases and change funds for making change for serving the public. (Repeals AO 6)
- 18 3/21/88 REPEALED 8/11/92 BY AO 29 & 30**
AO 13 Amended regarding Water and Wastewater Service.
- 19 8/7/89**
Review of 18-month-old SID Projects.

- 20** **2/5/90** **REPEALED 5/15/90 BY AO 21**
Petty Cash addition. (Repeals AO 17)
- 21** **5/15/90** **REPEALED 9/6/90 BY AO 23**
Petty Cash Policy Change.
- 22** **5/16/90** **REPEALED 12/28/04 BY AO 88**
Substance Abuse Policy
- 23** **9/6/90** **REPEALED 3/28/91 BY AO 25**
Petty Cash Policy Change. (Repeals AO 21)
- 24** **2/21/91** **REPEALED 8/21/92 BY AO 30**
Rules & Regulations Governing City Water and Wastewater.
- 25** **3/25/91** **REPEALED 9/16/91 BY AO 27**
CORRECTED 3/28/91
Petty Cash for City purchases. (Repeals AO 23)
- 26** **5/6/91** Finance & Administrative Services Director Title Change, to
act on behalf of City as Treasurer. (Repeals AO 4)
- 27** **9/16/91** **REPEALED 5/15/92 BY AO 28**
Petty Cash Policy Change. (Repeals AO 25)
- 28** **5/15/92** **REPEALED 2/16/93 BY AO 31**
Petty Cash Policy Change (now includes per diem meal
expenses). (Repeals AO 27)
- 29** **8/11/92** **REPEALED 8/21/92 BY AO 30**
Amendments to Rules & Regulations governing Water and
Wastewater.
- 30** **8/21/92** Adoption of Updated Rules & Regulations governing Water and
Wastewater Services. **(REPEALS AOS 13, 18, 24, and 29.)**
- 31** **2/16/93** **REPEALED 5/26/93 BY AO 33**
Petty Cash Policy Change. (Repeals AO 28)
- 32** **3/26/93** **REPEALED 12/28/04 BY AO 88**
Grant Dept. Heads authority to suspend employees without pay.
For up to 40 hrs. (Refer to AO 16). **AMENDED by AO 65.**
- 33** **5/26/93** **REPEALED 8/27/93 BY AO 34**
Petty Cash Policy Change. (Repeals AO 31)

- 34** **8/27/93** **REPEALED 3/5/94 BY AO 35**
Petty Cash Policy Change. (Repeals AO 33)
- 35** **3/5/94** **REPEALED 2/10/95 BY AO 36**
Petty Cash Policy Change. (Repeals AO 34)
- 36** **2/10/95** **REPEALED 6/6/95 BY AO 38**
Petty Cash Policy Change. (Repeals AO 35)
- 37** **4/21/95** **REPEALED 5/1/96 BY AO 41**
AMENDED 6/30/95 BY AO 39
Adoption of Updated Rules & Regulations Governing
Water and Wastewater Service.
- 38** **6/6/95** **REPEALED 12/27/95 BY AO 40**
Petty Cash Policy Change. (Repeals AO 36)
- 39** **6/30/95** **REPEALED 5/1/96 BY AO 41**
AMENDING AO 37, UPDATED RULES &
REGULATIONS GOVERNING WATER AND
WASTEWATER SERVICE.
- 40** **12/27/95** **REPEALED 7/1/96 BY AO 42**
Petty Cash Policy Change. (Repeals AO 38)
- 41** **5/1/96** **REPEALS AO 37 and AO 39**
Amends the Rules & Regulations Governing Water and
Wastewater Service
- 42** **7/1/96** **REPEALED 3/28/97 BY AO 46**
Petty Cash Policy Change. (Repeals AO 40)
- 43** **8/6/96** **AMENDS** Rules & Regulations Governing Water and
Wastewater Service for: Water Rate Structure -- Outside
City Classification.
- 44** **8/8/96** Medical Corridor Zoning Permit Fee. (\$500.00)
(Amends BMCC 27-1209(b)).
- 45** **4/1/97** Creation of Development Process Advisory Review Board.
- 46** **3/28/97** **REPEALED 6/18/97 BY AO 48**
Petty Cash Policy Change. (Repeals AO 42).

- 47** **05/15/97** **REPEALED 12/28/04 BY AO 88**
Acceptable use of Equipment, systems and Tools Used for Electronic Communication.
- 48** **06/18/97** **REPEALS AO 46**
Petty Cash Policy Change.
- 49** **07/02/97** **AMENDS** Rules & Regulations Governing Water and Wastewater Service. RE: implementation of septage ordinance.
- 50** **10/07/97** Incorporating ability to approve 13R sprinkler systems in existing residential buildings downstream of water meter – into **Rules & Regulations Governing Water and Wastewater Service**.
- 51** **10/20/97** **POLICY** on Public Records Requests.
- 52** **11/18/97** Information Management **Standards for Desktop Technology**.
- 53** **06/09/98** **REPEALS AO 44. (AMENDS Sec 27-1209(b) BMCC)** re: Medical Corridor Application Fee.
- 54** **12/09/98** **AMENDED 8/29/02 BY AO 64**
PROCEDURES re: Policy on stop payment on payroll and health insurance checks
- 55** **12/11/98** **AMENDS** Rules & Regulations Governing Water and Wastewater Service. RE: service, charges, water service line repair program, Responsibilities, inside metering facilities, outside metering facilities.
- 56** **01/25/99** **PROCEDURE** for determining valuation of public rights-of-way proposed for vacation.
- 57** **06/09/99** Establishment of City **Geographical Information System Management Steering Committee** & Technical Steering Committee.
- 58** **06/28/99** **REPEALED 12/28/04 BY AO 88**
Email **POLICY** and Acceptable Use Guidelines.
- 59** **07/18/00** **AMENDED 3/5/01 BY AO 60**
Permit Fee: Alcohol in Parks, Park shelters, special events
- 60** **03/05/01** **AMENDS AO 59:** Permit Fees for Alcohol in Parks, non-profit park use permits, special events.

- 61** **12/12/01** **REPEALED 12/28/04 BY AO 88**
POLICY: Drug & Alcohol Testing: For Cause/Reasonable Suspicion Testing.
- 62** **5/06/02** **Fingerprint** process fees and costs for security checks at airport.
- 63** **5/06/02** **Adoption of Uniform Codes:** Uniform Building Code, 1997 edition; Model Energy Code, 1993 edition; Uniform Code for Building Conservation, 1997 edition; CABO One and Two Family Dwelling code, 1995 edition; Uniform Plumbing Code, 2000 edition; National Electrical Code, 1999 edition; and Uniform Mechanical Code, 1997 edition.
- 64** **8/29/02** **PROCEDURES re: Policy** on stop payment on payroll and health insurance checks **(AMENDS AO 54).**
- 65** **11/04/02** **REPEALED 12/28/04 BY AO 88**
Grant Dept. Heads authority to suspend employees without pay, for up to 8 hours or 1 shift. **(AMENDS AO 32).**
- 66** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Absence Control Policy, Nov 02
- 67** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Employment Anti-Discrimination Practices Policy, Nov 02
- 68** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Dress Code, Nov 02
- 69** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Mutual Respect and Sexual Harassment Policy, Nov 02
- 70** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Workplace Violence Policy, Nov 02
- 71** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Weapons Policy, Nov 02
- 72** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Corrective Action Policy, Nov 02
- 73** **12/02/02** **REPEALED 12/28/04 BY AO 88**
HR Policy: Leaves of Absence Policy, Nov 02

- 74** **12/19/02** **REPEALED 3/5/03 BY AO 75**
Adoption of Uniform Codes: International Building Code, 2000 edition; Model Energy Code, 1993 edition amended; Uniform Code for Building Conservation, 1997 edition; International Residential Code, 2000 edition; Uniform Plumbing Code, 2000 edition; National Electrical Code, 1999 edition amended; Uniform Mechanical Code, 1997 edition amended.
- 75** **3/05/03** **REPEALED 5/17/04 BY AO 80**
REPEALS AO 74
Adoption of Uniform Codes: International Building Code, 2000 edition with appendix and modifications; Model Energy Code, 1993 edition amended; Uniform Code for Building Conservation, 1997 edition; International Residential Code, 2000 edition amended; International Residential Code, 2000 edition amended; Uniform Plumbing Code, 2000 edition with appendices and modifications; National Electrical Code, 2002 edition amended; Uniform Mechanical Code, 1997 edition amended.
- 76** **12/04/03** **REPEALED 2/23/05 BY AO 92**
Firefighter Probationary Period
- 77** **12/04/03** **REPEALED 12/28/04 BY AO 88**
HR Policy: Exempt Employee Time Keeping Policy
- 78** **12/18/03** **REPEALED 4/2/10 BY AO 113**
City Policy: Travel Policy
- 79** **3/17/04** **REPEALED 9/9/04 BY AO 82**
REPEALS AO 48
Petty Cash Policy Change.
- 80** **5/17/04** **REPEALED 11/10/04 BY AO 86**
REPEALS AO 75
Adoption of Uniform Codes: International Building Code, 2003 edition with appendix and modifications; International Residential Code, 2003 edition amended; Uniform Plumbing Code, 2003 edition, modified and amended; International Existing Building Code, 2003 edition, modified and amended; International Mechanical Code, 2003 edition modified and amended; International Fuel Gas Code, 2003 edition, modified and amended; National Electrical Code, 2002 edition; and Model Energy Code, 1993 edition.

- 81 7/23/04 **REPEALS AO 2**
Fees for Industrial Development Revenue Bond Projects is set at \$1000.00.
- 82 9/09/04 **REPEALED 5/29/06 BY AO 101**
REPEALS AO 79
Petty Cash/Change Funds POLICY
- 83 9/16/04 **REPEALED BY AO 138**
Procedures regarding approval of authorized signatures for banking and investment transaction authority.
- 84 9/29/04 **Practices for utility fees** -- outlines how: (1) department participates in construction of various water/wastewater facilities and (2) department applies water and wastewater construction fees and System Development Fees to developments.
- 85 10/21/04 **Goals regarding Pricing Structure** for recreational programs offered through the PRPL Dept.
- 86 11/10/04 **AMENDED 5/3/06 BY AO 100**
REPEALS AO 80
Adoption of Uniform Codes: International Building Code (IBC), 2003 edition with appendix and modifications; International Residential Code (IRC), 2003 edition amended; Uniform Plumbing Code (UPC), 2003 edition, modified and amended; International Existing Building Code (IEBC), 2003 edition, modified and amended; International Mechanical Code (IMC), 2003 edition modified and amended; International Fuel Gas Code (IFGC), 2003 edition, modified and amended; National Electrical Code (NEC), 2002 edition; and International Energy Conservation Code (IECC), 2003 edition as provided by New Rule I, effective 9/30/04, ARM.
- 87 12/07/04 **AMENDED 9/12/07 BY AO 107**
Substance Abuse POLICY for MET Transit Division.
- 88 12/28/04 **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
AMENDED 6/29/05 BY AO 93
REPEALS AO 11, 14, 16, 22, 32, 47, 58, 61, 65, 66, 67, 68, 69, 70, 71, 72, 73, 77 and CREATING Human Resources Policies concerning GENERAL issues, including: Acceptable Use of Equipment, Systems and Tools Used for Electronic Communication (**AMENDED BY AO 138**); Code of Ethics; ~~Commercial Driver's License~~ (**Only this policy was repealed and replaced by AO 134, adopted on 1/24/18**); Correspondence; Dress Code; Education and Training; Email and Acceptable Use

Guidelines; Hours of Work (**AMENDED BY AO 93**); Incident/Accident Reporting; Labor Disputes; Life Threatening Illness; Loss or Damage of Personal Property; Outside Employment; Personnel Records; Phone Calls for Cellular Phone Use (**AMENDED BY AO 139**); Privileged Information; Safety; Service and Recognition Awards; Time Keeping; Travel Policy (**REPEALED BY AO 138**); Weapons Policy.

- 89** **12/28/04** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
AMENDED BY AO 104
CREATING Human Resources Policies concerning
COMPENSATION AND BENEFITS issues, including:
Attendance Incentive; Call Out Pay; Compensatory Time Cash Out; Deductions From Salary; Dental Insurance; Donated Sick Leave; Employee Assistance Program; Health Insurance; Higher Classification Pay; Holidays; Leadworker Responsibilities; Leaves of Absence Policy; Life Insurance; Longevity Pay; Overtime; Pay Day; Pay Plan; Personal Day; Physical Examinations; Position Classification; Shift Differential; Sick Leave; Standby Pay; Vacation.
- 90** **12/28/04** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
CREATING Human Resources Policies concerning
EMPLOYMENT issues, including: Drugs and Alcohol; Employment anti-Discrimination Practices Policy; Gifts and Endorsements; Mutual Respect and Sexual Harassment Policy; No Smoking in City Owned Buildings; Political Activity; Workplace Violence Policy.
- 91** **12/28/04** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
CREATING Human Resources Policies concerning TERMS OF
EMPLOYMENT issues, including: Absence Control Policy; Annual Performance Reviews; Corrective Action Policy (& Form); Demotions; Drug and Alcohol Testing for Cause – Reasonable Suspicion Testing; Probationary Period; Promotions and Transfers; Recruitment and Selection Policy; Resignation.
- 92** **2/23/05** **REPEALS AO 76** relating to Firefighter Probationary Period.
- 93** **6/29/05** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
AMENDS AO 88 relating to Human Resources Policies concerning GENERAL issues, specifically changing the section entitled “Hours of Work”

- 94** **9/06/05** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
POLICY: “Fraternization between a Supervisor and a Subordinate employee whom the Supervisor supervises.”
- 95** **1/31/06** **REPEALED BY AO 138, dated 11/15/18**
AMENDED BY AO 117
Purchasing Card Procedures
- 96** **2/02/06** **REPEALED BY AO 138, dated 11/15/18**
AMENDED BY AO 102
Procedure for acceptance of gifts, donations, devises, or bequests to the City of Billings.
- 97** **2/14/06** **REPEALED BY AO 132, dated 9/27/17**
Procedures regarding “purchasing” for the City of Billings.
- 98** **VOID**
- 99** **3/14/06** **REPEALED BY AO 151, dated 3/10/23**
Adopting the *Montana Public Works Standard Specifications, 5th edition and City of Billings’ Standard Modifications to the MPWSS*
- 100** **5/3/06** **AMENDED BY AO 105**
AMENDS AO 86 relating to **Adoption of Uniform Codes:**
International Building Code (IBC), 2003 edition with appendix and modifications; International Residential Code (IRC), 2003 edition amended; Uniform Plumbing Code (UPC), 2003 edition, modified and amended; International Existing Building Code (IEBC), 2003 edition, modified and amended; International Mechanical Code (IMC), 2003 edition modified and amended; International Fuel Gas Code (IFGC), 2003 edition, modified and amended; National Electrical Code (NEC), 2005 edition, amended; and International Energy Conservation Code (IECC), 2003 edition, amended.
- 101** **5/29/06** **REPEALED BY AO 106, dated 10/19/07**
REPEALED AO 79 AND 82
Petty Cash/Change Funds **POLICY**
- 102** **6/6/06** **REPEALED BY AO 138, dated 11/15/18**
AMENDED BY AO 103
AMENDS AO 96
Procedure for acceptance of gifts, donations, devises, or bequests to the City of Billings.

- 103** **7/25/06** **REPEALED BY AO 138, dated 11/15/18**
AMENDS AO 102
Procedure for acceptance of gifts, donations, devises, or bequests to the City of Billings and adding a *Donor Verification* form.
- 104** **11/21/06** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
AMENDS AO 89 relating to Human Resources Policies concerning COMPENSATION AND BENEFITS issues, specifically changing the section entitled “Compensatory Time Cash Out”
- 105** **2/27/07** **AMENDED BY AO 116**
AMENDS AO 100 relating to **Adoption of Uniform Codes:** International Building Code (IBC), 2006 edition with appendix and modifications; International Residential Code (IRC), 2003 edition amended; Uniform Plumbing Code (UPC), 2006 edition, modified and amended; International Existing Building Code (IEBC), 2006 edition, as amended by ARM 24.301.171; International Mechanical Code (IMC), 2006 edition modified and amended; International Fuel Gas Code (IFGC), 2006 edition, modified and amended; National Electrical Code (NEC), 2005 edition, as amended and with New Rule 1 – ARM 24.301.402; and International Energy Conservation Code (IECC), 2003 edition, amended by ARM 24.301.161.
- 106** **10/19/07** **REPEALED BY AO 110, dated 4/24/09**
REPEALED BY AO 101
Petty Cash/Change Funds POLICY
- 107** **10/11/07** **REPEALED BY AO 135, dated 10/5/18**
AMENDED AO 87 Substance Abuse POLICY for MET Transit Division.
- 108** **3/10/08** **AMENDS AO 60:** Permit Fees for Alcohol in Parks, non-profit park use permits, special events.
- 109** **2/19/09** **REPEALED AND REPLACED BY AO 158, dated 3/28/24**
AMENDS Rules and Regulations governing water and wastewater service, Public Utilities Department, City of Billings, Montana.
- 110** **4/24/09** **REPEALED BY AO 138, dated 11/15/18**
AMENDED BY AO 137
REPEALED AO 106
Petty Cash/Change Funds POLICY

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| 111 | 10/28/09 | REPEALS AO 81
Processing and Administrative Costs for IDR Bonds |
| 112 | 2/26/10 | REPEALED BY AO 115, dated 6/26/10
Recommended Funding and Working Capital Budgets |
| 113 | 4/2/10 | REPEALED BY AO 138, dated 11/15/18
REPEALS AO 78
Travel Policy |
| 114 | 4/28/10 | REPEALED BY AO 133, dated 12/29/17
Fringe Benefits Procedure |
| 115 | 6/26/10 | REPEALS AO 112
Recommended Funding and Working Capital Budgets |
| 116 | 6/26/10 | AMENDED BY AO 118
AMENDS AO 105 relating to Adoption of Uniform Codes:
International Building Code (IBC), 2006 edition with appendix and modifications; International Residential Code (IRC), 2003 edition amended; Uniform Plumbing Code (UPC), 2006 edition, modified and amended; International Existing Building Code (IEBC), 2006 edition, as amended by ARM 24.301.171; International Mechanical Code (IMC), 2006 edition modified and amended; International Fuel Gas Code (IFGC), 2006 edition, modified and amended; National Electrical Code (NEC), 2005 edition, as amended and with New Rule 1 – ARM 24.301.402; and International Energy Conservation Code (IECC), 2003 2009 edition, amended by ARM 24.301.161. |
| 117 | 07/26/16 | REPEALED BY AO 138, dated 11/15/18
AMENDED BY AO 137
AMENDS AO 64, 78, 83, 95, 103, 110, 113
Internal Control Policy Procedures: Fraud & Embezzlement; Risk Management; Monitoring; Overall Internal Control; Cash Handling; Petty Cash; Purchasing Card; Credit Card Acceptance; Checks; Accounts Payable; Accounts Receivable; Capitalization; Donations, Interest Capitalization; Financial Reporting; Travel. (Internal Control Policy adopted 9/12/09, Res 09-18781) |
| 118 | 10/29/10 | AMENDED BY AO 123
AMENDS AO 116 relating to Adoption of Uniform Codes: 2009 International Building Code with appendix and modifications, 2009 International Mechanical Code, 2009 International Existing Building Code, 2009 International Fuel Gas Code, 2009 Uniform |

Plumbing Code, and 2008 National Electrical Code. All other portions of AO 116 remain in full force and effect.

- 119 12/17/10 **DAVIS-BACON ACT COMPLIANCE PROCEDURE**
- 120 7/28/11 **AMENDED BY AO 126 on 9/25/13.
RESTRICTING animals at the 2011 Farmers Market.**
- 121 8/8/12 **REPEALED AND REPLACED BY AO 148, dated 1/10/22
ESTABLISHING parking violations bond schedule.**
- 122 11/16/12 **SOLID WASTE Junking and Scavenging**
- 123 3/6/13 **AMENDED BY AO 128
AMENDS AO 118, dated October 29, 2010, adopting the 2011
National Electrical Code.** All other portions of AO 118 remain in
full force and effect.
- 124 4/23/13 **ESTABLISHING** fee schedule regarding City of Billings' costs to
administer Special Improvement Districts, Property Owner
assessed right-of-way improvements, and developer funded
private contracts per MCA 7-42-4101(7) and 7-42-4169.
- 125 7/3/13 **ESTABLISHING** noise waiver application procedures and fees.
- 126 9/25/13 **AMENDS AO 120, dated 7/28/11.** Restricting animals, whether
restrained or unrestrained, with the exception of certified service
animals, from public lands described as all Yellowstone Valley
Farmers Markets.
- 127 10/3/13 **RESTRICTING** animals, whether restrained or unrestrained, with
the exception of certified service animals, from public lands in the
designated areas of Downtown Billings Association events,
including but not limited to Summer Concert Series Alive After
Five, Strawberry Festival, and HarvestFest.
- 128 1/8/15 **REPEALED AND REPLACED BY AO 146, dated 4/22/21
AMENDED BY AO 141, dated 2/7/20
AMENDED BY AO 129, dated 2/17/16
AMENDS AO 123, dated 3/6/13 relating to Adoption of Uniform
Codes: 2012 International Building Code, 2012 International
Mechanical Code, 2012 International Existing Building Code, 2012
International Fuel Gas Code, 2012 Uniform Plumbing Code, and
2014 National Electrical Code.**

- 129** **2/17/16** **REPEALED AND REPLACED BY AO 146, dated 4/22/21**
AMENDS AO 128, adopting the International Swimming Pool and Spa Code, 2015.
- 130** **1/13/17** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
AMENDS AO 89, relating to Human Resources Policies concerning COMPENSATION AND BENEFITS issues, specifically changing the section entitled “Longevity Pay” and adding a new section entitled “Health Insurance Contributions for Purposes of Calculating an Employee’s Gross Pay” also known as “Health to Retirement” as these policies apply to non-bargaining employees, only.
- 131** **5/2/17** **ESTABLISHING** Automatic Vehicle Location (AVL) Policy.
- 132** **9/27/17** **REPEALED in its entirety BY AO 136, dated 11/01/18**
REPEALS AO 97, Purchasing Procedures – February 14, 2006, and **ESTABLISHES** Purchasing Procedures (July 2017) adopted February 22, 2016, per City Council Resolution 16-10523.
- 133** **12/29/17** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
REPEALS and **REPLACES** AO 114, Fringe Benefits Policy – April 28, 2010.
- 134** **1/24/18** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
REPEALS and **REPLACES** the CDL Policy in AO 88 only.
(Amended 2/2/18) The remainder of AO 88 remains in full force and effect.
- 135** **10/5/18** **REPEALS** and **REPLACES** AO 107, MET Transit Division, Substance Abuse - Drug and Alcohol Policy.
- 136** **11/1/18** **REPEALED BY AO 149, dated 2/18/22**
REPEALS AO 132 - Purchasing Procedures
- 137** **11/1/18** **REPEALED BY AO 138, dated 11/15/18**
AMENDS AO 64, 78, 83, 95, 103, 110, 113 and 117.
Internal Control Policies.
- 138** **11/15/18** **REPEALED BY AO 140, dated 5/01/19**
REPEALS AO 83, 95, 96, 102, 103, 110, 113, 117 and 137.
Internals Control Policies.
- 139** **11/14/18** **REPEALED and REPLACED IN ITS ENTIRETY BY AO 164, dated 4/16/2025**
Information Technology Systems policies in AO 88 only. The remainder of AO 88 remains in full force and effect.

- 140** **05/01/19** **REPEALED AND REPLACED IN ITS ENTIRETY BY AO 157, dated 11/06/23**
REPEALS AO 138 Internal Control Policies.
- 141** **02/07/20** **REPEALED AND REPLACED BY AO 146, dated 4/22/21**
AMENDS AO 128
Adopts 2018 Building Codes
- 142** **04/01/20** **FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**
Emergency Paid Sick Leave Act (EPSL)
- 143** **04/01/20** **FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**
Emergency Family and Medical Leave Act Expansion
- 144** **06/01/20** **REPEALED AND REPLACED BY AO 165, dated 05/22/25**
TELEWORK POLICY
- 145** **09/03/20** **RETIREMENT AND SEPARATION OF SERVICE**
CELEBRATIONS AND GIFTS
- 146** **04/22/21** **REPEALED AND REPLACED BY AO 150, dated 9/01/22**
REPEALS and REPLACES AO 128, 129 and 141
Adopts 2018 International Building Codes
- 147** **06/23/21** **ESTABLISHING** Electronic Signatures and Document Policy
- 148** **01/10/22** **REPEALED AND REPLACED BY AO 159, dated 3/27/24**
REPEALS and REPLACES AO 121
ESTABLISHING parking violations bond schedule
- 149** **02/18/22** **REPEALED AND REPLACED BY AO 154, dated 10/05/23**
REPEALS and REPLACES AO 136
Purchasing Procedures
- 150** **09/01/22** **REPEALS and REPLACES AO 146**
Adopts 2021 International Building Codes
- 151** **03/10/23** **REPEALS and REPLACES AO 99**
Adopting the *Montana Public Works Standard Specifications, 6th edition (4/2020)* and *City of Billings' Standard Modifications to the MPWSS (1/2021)*
- 152** **06/28/23** **ASSIGNMENT OF INTERIM CITY ADMINISTRATOR**
- 153** **08/10/23** **ESTABLISHING** Email Capstone Policy

- 154** **10/05/23** **REPEALED AND REPLACED BY AO 160, dated 4/11/24**
REPEALS AND REPLACES in AO 149
Purchasing Procedures
- 155** **10/16/23** **REPEALS AND REPLACES** in AO 140
ONLY the Section regarding **TRAVEL PROCEDURE** (Pages 47-50). The remainder of AO 140 remains in full force and effect.
- 156** **10/17/23** **REPEALS AND REPLACES** in AO 140
ONLY the Section regarding **PURCHASING CARD PROCEDURES** (Pages 20-28). The remainder of AO 140 remains in full force and effect.
- 157** **11/06/23** **REPEALED AND REPLACED BY AO 167, dated 6/30/25**
REPEALS AND REPLACES AO 140 in its entirety Internal Controls Policy and Procedures
- 158** **03/28/24** **REPEALS AND REPLACES** AO 109 in its entirety – Water and Wastewater Rules and Regulations.
- 159** **03/27/24** **REPEALED AND REPLACED BY AO 162, dated 11/25/24**
REPEALS AND REPLACES AO 148 in its entirety – parking violations bond schedule
- 160** **04/11/24** **REPEALED AND REPLACED BY AO 166, dated 06/24/25** in its entirety
REPEALS AND REPLACES AO 154 in its entirety – purchasing procedures
- 161** **11/22/24** **ESTABLISHING** City-Wide Procedures for the Purchase/Deployment/Replacement of Printers, Copiers, Faxes and Related Supplies
- 162** **11/25/24** **REPEALED AND REPLACED BY AO 163, dated 01/30/25**
REPEALS AND REPLACES AO 159 in its entirety – parking violations bond schedule
- 163** **01/30/25** **REPEALS AND REPLACES** AO 162 in its entirety – parking violations bond schedule
- 164** **04/16/25** **REPEALS AND REPLACES** AO 139 in its entirety – Information Technology Cybersecurity and Policy Manual

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| 165 | 05/21/25 | REPEALS AND REPLACES AOs 88, 89, 90, 91, 93, 94, 104, 130, 134, and 144 in their entirety – Human Resources Policies and Employee Handbook |
| 166 | 06/24/25 | REPEALS AND REPLACES AO 160 in its entirety – Purchasing Procedures for the City of Billings |
| 167 | 06/30/25 | AMENDED on 07/24/25 and REPEALS AND REPLACES AO 157 in its entirety – Internal Controls Policy and Procedures |