

## Billings City Administrator Weekly Report

January 9, 2026

- 1. Utility Payment Update** – Utility service disconnects begin Monday, January 12, at 8 a.m. From the update, you can see that we are down to 239 accounts that meet the criteria for this Monday's turnoff. Staff have been working with customers to catch up on their balances or to enter into a payment plan. We have also had staff working to locate curb valves for the delinquent accounts to ensure they are ready for turnoff on Monday and that has resulted in people reaching out to pay their bill. Customer service staff will arrive several hours early on Monday to ensure every payment is recorded so we do not turn off accounts that have made payments. At 8 a.m., four crews will start doing turnoffs. As payments are received from properties that have been turned off, we will reassign some of the crews to do turn-ons. Our priority will be to get water back on after payment versus finishing the turnoff list on Monday. As such, some properties may get turned off on Tuesday instead of Monday. We have both office and field crews scheduled to work late on Monday to ensure any customer who wants to pay or set up a plan has a chance to do so. We appreciate the support from the City Council regarding this step in the process. The customer service and meter staff will have difficult weeks over the next month, and your support helps them to do their jobs. Please find the update for January 9, 2026, attached.
- 2. Council Orientation** – Monday's orientation session will focus on Finance and MET Transit; 8-10 AM at MET Transit, 1705 Monad Road. The purpose of the orientation meeting is to provide newly elected councilmembers 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. MET News** - Billings MET Transit is excited to announce that the transit system exceeded 600k total riders in calendar year 2025! The fixed-route bus system provided 568,188 rides while the paratransit system provided 40,880, for a grand total of **609,068**.

MET has continued to see significant ridership growth since a bus route system overhaul was implemented in October of 2023. This overhaul consisted of a complete bus route redesign, schedule update with consistent travel times, additional hours of service, and the creation of designated bus stops. Year-over-year growth for the transit system is as follows:

2022 = 351,748 total rides  
2023 = 375,391 total rides (6.72% increase)  
2024 = 522,033 total rides (39.06% increase)  
2025 = 609,068 total rides (16.67% increase)

Throughout 2025, MET continued to provide rider improvements with updates to digital fare options, onboard technology upgrades, and the introduction of four new electric powered buses.

#### 4. Planning News –

##### **21st St. Underpass Study Survey**

As part of the second round of public outreach for the Billings Metropolitan Planning Organization's 21st St. Underpass Study, a public survey was launched in December 2025. The 21st Street underpass is one of two grade-separated railroad under crossings in downtown Billings, but it has significant limitations including a lack of clearance for large vehicles. The survey will be conducted through January 18, 2026. To take the survey, please visit <https://storymaps.arcgis.com/stories/6daab93b38dc4067ba70b82fc821e1ae>

##### **Safe Routes to School Education Campaign Survey**

The City of Billings has a survey open that will inform a subject close to many residents' hearts - Safe Routes to School. The City of Billings has funding from a federal grant to develop and execute a Safe Routes to School education campaign that seeks to encourage drivers and students to practice safer behaviors when traveling to and around schools. To take the survey, please visit: <https://www.billingsmt.gov/3270/56627/Safe-Routes-to-School-Education-Campaign>

Please see the attachments for a press release and graphics about both surveys.

#### 5. Park and Recreation News – The Amend Recreation Center weekly update is attached.

#### 6. 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.

#### 7. Next Week's Meetings/Task Forces

- a. Legislative & Local Affairs, Wednesday, January 14<sup>th</sup> 4:00 PM, Rimrock Meeting Room, 316 N. 26<sup>th</sup>, 5<sup>th</sup> floor.
- b. Central/Terry Task Force, Thursday, January 15<sup>th</sup> 7:00 PM, Topline Hair, 1331 Central Avenue.
- c. Southside Task Force, Thursday, January 15<sup>th</sup> 6:00 PM, Walla Walla University Auditorium, 2520 5<sup>th</sup> Avenue South.

## **Weekly Delinquent Utility Bill Update**

City staff continues to work on utility billing late fees and turnoffs in accordance with the plan discussed with City Council on September 15, 2025. The schedule that was discussed is below.

Cycle	Bill Date	Late Fee Assessed	Delinquent Letter	Phone Call /Email	Shut-off
Cycle 3	Monday, Nov 17, 2025	Monday, Dec 15, 2025	Tuesday, Dec 23, 2025	Tuesday, Jan 6, 2026	Monday, Jan 12, 2026
Cycle 4	Monday, Nov 24, 2025	Monday, Dec 22, 2025	Tuesday, Dec 30, 2025	Tuesday, Jan 13, 2026	Monday, Jan 20, 2026
Cycle 1	Wednesday, Dec 3, 2025	Tuesday, Dec 30, 2025	Tuesday, Jan 6, 2026	Tuesday, Jan 20, 2026	Monday, Jan 26, 2026
Cycle 2	Wednesday, Dec 10, 2025	Tuesday, Jan 6, 2026	Tuesday, Jan 13, 2026	Tuesday, Jan 27, 2026	Monday, Feb 2, 2026

Collection schedule for Sewer and Garbage customers				
Cycle	Bill Date	Late Fee Assessed	Delinquent Letter	Phone Call /Email
8	Monday, Dec 1, 2025	Monday, Dec 29, 2025	Monday, Jan 5, 2026	Friday, Jan 9, 2026
5	Wednesday, Dec 3, 2025	Tuesday, Dec 30, 2025	Tuesday, Jan 6, 2026	Tuesday, Jan 20, 2026

### **Upcoming Shut-Offs**

Cycle 3 customers who remain delinquent and are not enrolled in a payment plan will be subject to water service shut-offs for non-payment beginning Monday, January 12, 2026, at 8:00 a.m.

The Public Works Customer Service team has done exceptional work assisting customers and significantly reducing the number of accounts at risk of shut-off. While customers must either be enrolled in a payment plan or have their past-due balance paid by 5:00 p.m. on Friday, January 9, 2026, to technically avoid shut-off, staff will continue working through the weekend and early Monday morning to ensure all submitted payments are processed before shut-offs begin.

Below are the current shut-off figures as of 10:00a.m. on January 9, for the upcoming week:

	Accounts	\$
Total	239	\$ 190,413
Residential	212	
Commercial	27	
Average balance		\$ 797

### **Delinquent Account Summary**

	12/12/2025		12/19/2025		12/26/2026		1/2/2026		1/9/2026	
Account Status	Count	Total Amount Due	Count	Total Amount Due	Count	Total Amount Due	Count	Total Amount Due	Count	Total Amount Due
Delinquent Accounts	5,894	\$3,584,689	5,736	\$3,347,848	5,696	\$3,283,539	5,079	\$3,097,502	4,964	\$2,836,465
Delinquent accounts on payment plans	99	\$157,210	184	\$231,247	294	\$360,277	385	\$474,638	617	\$719,172
Delinquent accounts that meet turnoff criteria*	2,959	\$2,340,622	2,497	\$2,170,661	2,305	\$1,983,318	1,945	\$1,726,192	1,392	\$1,227,747
Previous Week Disconnections	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A

*\*Accounts that do not meet criteria include accounts with a balance <\$100, inactive accounts, accounts with a payment plan, and non-water accounts.*

	12/12/2025	12/19/2025	12/26/2025	1/2/2026	1/9/2026
Past Due Amount	# of Accounts				
<\$100	1,625	1,602	1,750	1,464	1,612
\$101-\$500	2,418	2,288	2,166	1,949	1,717
\$501-\$1,000	889	877	839	764	753
>\$1,001	962	969	941	902	882

## Communication

Communication Type	Date of Contact
Notice on bill to all customers	Started 9/18 and was on for 3 months
Letter to all customers with any past due balance	December 5, 2025
Phone calls to cust starting with largest balances	October 1 through today
Mass phone calls to all customers with past due balances	December 16 – December 30
Delinquent letters – Cycle 3	December 23, 2025
Delinquent letters – Cycle 4	December 30, 2025
Delinquent letters for Cycles 1, 5, and 8	Week of January 5, 2026
Delinquent letter – Cycle 2	January 13, 2026
Phone calls and/or emails	January 6 – January 27

## Disconnection Plan

- First Disconnection Dates: January 12 – February 2, depending on cycle
- Criteria for Disconnection: Accounts with past due balances > \$100
- Suspended Disconnection: Disconnection for accounts with active payment plans will be suspended unless the terms of the payment plan are not met.
- Staff Resources: Staff will work extended 12-hour shifts on shut-off days and the following day to manage shut-offs and restore service once payment is received. Operational priority will be placed on restoring water service as quickly as possible.

## Financial Assistance for Customers

- Organizations that will provide utility bill assistance for customers include St. Vincent de Paul, Family Services, Salvation Army, Veterans Navigation Network (for veterans only), and local churches.
- St. Vincent de Paul has informed Public Works that in order to receive any financial assistance, a customer must have:
  - Received a disconnect notice
  - Been making some kind of monthly payments
  - Tried to set up a payment arrangement with the City.

January 5, 2026

FOR IMMEDIATE RELEASE

**City/County  
Planning Division**

**Billings  
Metropolitan  
Planning  
Organization**

316 N. 26<sup>th</sup> St.  
Billings, MT 59101  
5th Floor  
**P** 406.247.8676

Contact: Elyse Monat

Billings Metropolitan Planning Organization

[monate@billingsmt.gov](mailto:monate@billingsmt.gov)

406.247.8637

### **Share your thoughts-21<sup>st</sup> St. Underpass and Safe Routes to School!**

The Billings Metropolitan Planning Organization (MPO) and the City of Billings currently has two surveys available and is asking for the public's help and input.

#### ***21<sup>st</sup> St. Underpass Study Survey***

The first survey, which opened in December, is for the Billings Metropolitan Planning Organization's *21<sup>st</sup> St. Underpass Study*. The 21st Street underpass is one of two grade-separated railroad under crossings that link downtown Billings to the industrial and residential areas south of the railroad. The 21st Street crossing is unique because it is the only grade-separated crossing that serves the central downtown area — making it one of the critical railroad crossings in Billings. However, there are significant limitations to the current use of the 21st Street underpass including a lack of clearance for large vehicles.

The first round of public outreach, which was available in June 2025, asked respondents about their use of the underpass and their concern with the underpass. Based on technical analysis and public input, the project team developed four planning level alternatives for the underpass. The second round of public outreach, the one that is now available, describes four alternatives for the underpass and asks for feedback on each alternative. The alternatives include:

- No Build (i.e., no change from the current underpass)
- Minor Improvements with Over height Vehicle Warning System
- Increasing the Clearance to 11.5' with Roadway Modifications
- Increase Clearance to 13.5' with Bridge Replacement

The survey will be open through January 18, 2026. The results will help inform the final

**City/County  
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**Billings  
Metropolitan  
Planning  
Organization**

316 N. 26<sup>th</sup> St.  
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P 406.247.8676

report. To take the survey, please visit

<https://storymaps.arcgis.com/stories/6daab93b38dc4067ba70b82fc821e1ae>

***Safe Routes to School Education Campaign Survey***

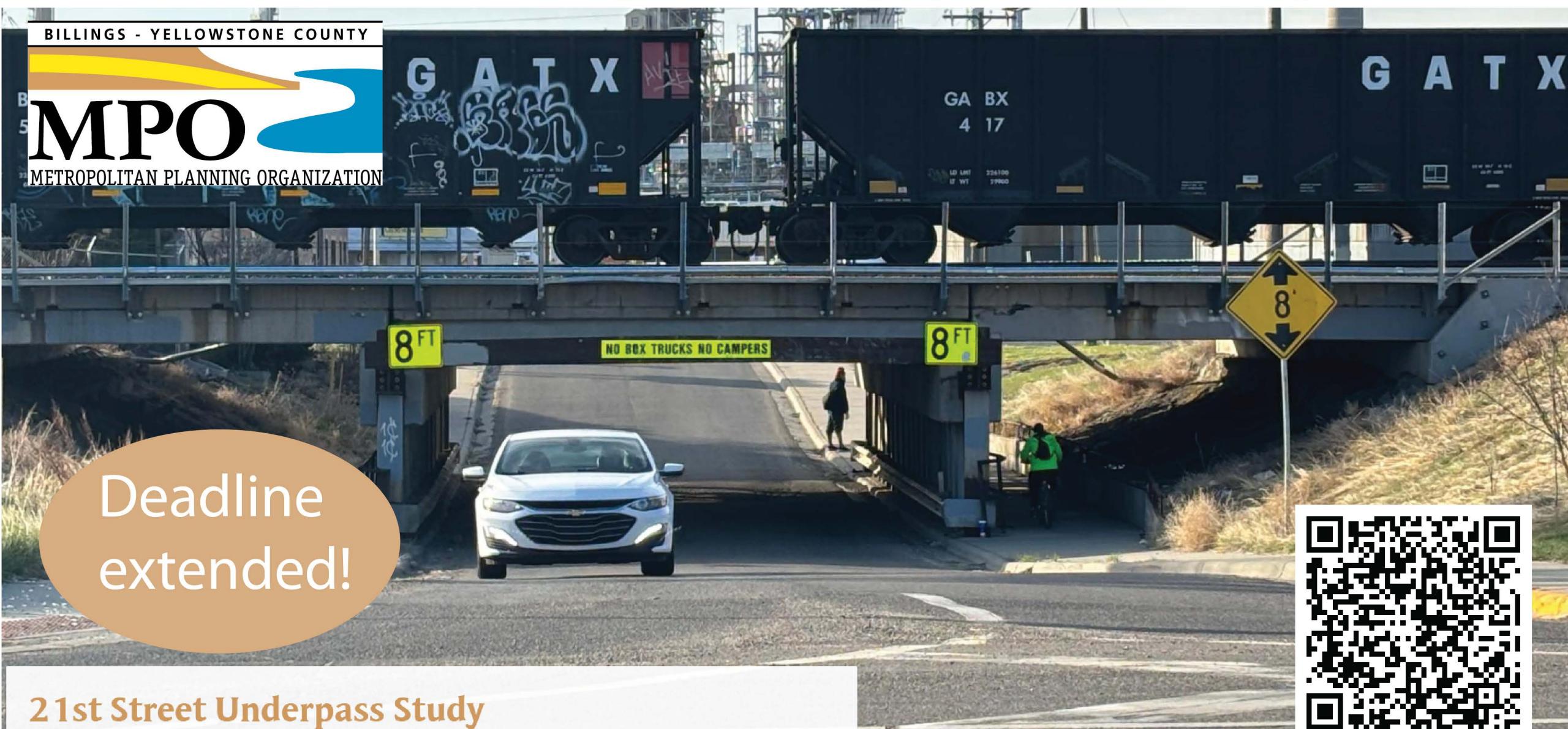
The City of Billings has a survey that will inform a subject close to many residents' hearts - Safe Routes to School. The City of Billings has funding from a federal grant to develop and execute a Safe Routes to School education campaign that seeks to educate community members on safe travel behaviors and encourage more students to walk, bike, and roll to school. This campaign is different than previous Safe Routes to School plans which focused on identifying infrastructure improvements such as enhanced crosswalks and missing sidewalks. The City is currently implementing Safe Routes to School infrastructure improvements around Billings, but this campaign focused on behavioral change is meant to supplement the on-the-ground improvements. The campaign will focus on behavioral changes to make it safer for students to get to school, with a focus on elementary schools.

The City is looking for feedback from parents/guardians, school staff, students, and general community members on what safety issues they feel are the most important to address in the campaign and how to address them. The campaign is planned to last for a couple of years and could consist of television ads, social media posts, and more, depending on the feedback from the community.

Because everyone brings an important and different perspective to this complex issue, the project team has developed four different surveys: one for caregivers (parents/guardians), one for school professionals, one for students, and one for community members. All surveys can be accessed at the link below. To provide the most relevant feedback, please take the survey that best fits your role.

To take the survey, please visit: <https://www.billingsmt.gov/3270/56627/Safe-Routes-to-School-Education-Campaign>

# Public Input Opportunity!



Deadline  
extended!

21st Street Underpass Study



Share your feedback by January 18!

<https://bit.ly/21stStUnderpass>

# Public Input Opportunity!



Open until January 30!



## Safe Routes to School Education Campaign Survey

Help shape a campaign encouraging drivers and students to practice safer behaviors when traveling to and around schools!

<https://bit.ly/SRTSBillings>



## Amend Recreation Center: Weekly Update

1-9-2026

VP-Eastern District:	Jason Hubbard	<a href="mailto:jhub@langlas.com">jhub@langlas.com</a>
Project Manager:	Rachel Guisti	<a href="mailto:rachelb@langlas.com">rachelb@langlas.com</a>
SR. Project Superintendent:	Lane Huffman	<a href="mailto:lhuffman@langlas.com">lhuffman@langlas.com</a>
Field Engineer:	Si Ryan	<a href="mailto:sir@langlas.com">sir@langlas.com</a>

## Progress Summary: Week of January 5<sup>th</sup>

- Langlas:
  - Quality Control and Schedule
  - Interior Backing for Bathrooms, Scoreboards, etc.
  - Pick Up Framing
- J & B Erectors: (True North)
  - I. M. P. (Insulated Metal Panels)
    - East Side 100% Installed
    - South Side 100% Installed
    - Starting on the East Side
- Central Electric:
  - Roughing In walls Administration Area
  - Roughing In Gym Ceiling
- Air Controls:
  - Roughing In Administration Area
  - Working on Delivery Dates for RTU
- Silver Peak Framing:
  - Fur out Columns in the Gym Area
- Weave:
  - Pouring Sidewalk on South Side of Building
- Tiensvold Fire
  - Administration Rough In
  - Gym Rough In
- Bighorn Drywall
  - Starting to Hang Sheetrock in all inspected areas



### Schedule: Upcoming week of January 12<sup>th</sup>, 2026

- Langlas:
  - Sheathing Interior Fur out walls
  - Setting Fence Posts Around Mechanical Yards
- Air Controls:
  - Roughing In the Administration Lobby Area
- Central Electric:
  - Finishing off all the Parking Lot Lights
  - Trenching to the North Food Truck Power locations
- J & B Erectors
  - Installing Insulated Metal Panels Eastside and Northside
- Tiensvold Fire
  - Rough In Gym Area
- Weave
  - Forming and Pouring West Mechanical Yard

# 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!*

### January 12, 2026 REGULAR BUSINESS

#### **CONSENT:**

1. Board and Commission Term Revisions
2. BID AWARD: WO 26-08: WRF Digester Gas Piping Buried Pipe Replacement
3. Amendment 32, Taxilane Design/Construction - Airport
4. Purchase of 1 2026 Vactor
5. Purchase of 2 Elgin Sweepers
6. Contract with DOWL for W.O. 26-01, Contract 1: 2026 Water Main Replacement
7. Police Officers Collective Bargaining Agreement 2025-2028
8. Donation to Police Department/Rimrock Credit Union
9. Preliminary Plat Extension Request for Fifty-Four West Subdivision
10. Preliminary Plat - Clearwater Estates Subdivision, 3rd Filing

#### **REGULAR:**

2. PH and Amendment to Agreement with Lockwood Water and Sewer
3. Nomination and Election of Deputy Mayor Pro Tempore
4. Council Appointments to Community Boards, Council Subcommittees and Urban Renewal Boards

### January 20, 2026 (Tuesday) WORK SESSION

#### **Staff memos due Noon January 15th**

1. Energy and Conservation Commission Final Recommendations (Louis Engels / Glenn Foy, Chair) (20 min.)
2. MDT – MT3 Corridor Study and Access Management Plan Presentation (Jackson Lang) (20 min.)
3. 2023 Long Range Transportation Plan/MPO Boundary Amendment (15 min - Lora)
4. Redesignation of the Billings MPO (30 min – Lora)
5. Stagecoach Trail Update – WO 24-37 (Mac) (15 Min.)
6. Part 1 - Timing of Traffic Study Submittals (Aspenlieder Initiative)
7. Citizen's Police Advisory Board discussion (Kennedy) (St. John)

## January 26, 2026 REGULAR BUSINESS

**Prelim Staff Memos due Noon January 8<sup>th</sup>/ Finals due Noon January 15<sup>th</sup>**

Closed Executive Session (Litigation Update) 4:30 PM

### **CONSENT:**

1. Boards and Commissions
2. MOU (MOA)??? for Career Center and Central High for SRO's
3. W.O. 26-01, Contract 2: 2026 Sanitary Sewer Replacement
4. Contract Amendment - Northern Lights Family Justice Center
5. Amendment 33 Drainage Pond E Design and Construction Management
6. Airport Confiscated Firearms Storage Fee
7. Amend Park Development Council Budget
8. Exchange City Golf Club/Par 3 Budget
9. Billings American Legion Budget
10. Donations from PP6 and Walmart to Fire Department
11. Resuscitation Quality Improvement Program for Fire Department
12. Preliminary Major Plat - Copper Farms Sub.
13. Preliminary Plat Homestead Acres Subdivision

### **REGULAR:**

2. Public Hearing and Resolution Setting Building, Electrical, Plumbing, Mechanical, and Fire System Permit Fees
3. Public Hearing and Resolution setting Park Fees

## February 2, 2026 – WORK SESSION

**Staff memos due Noon January 29<sup>th</sup>**

**(DAN CLARK, Local Government Center) Orientation – Board Training**

## February 9, 2026 REGULAR BUSINESS

**Prelim Staff Memos due Noon January 22<sup>nd</sup>/Final due January 29<sup>th</sup>**

### **CONSENT:**

1. Boards and Commissions
2. 2023 Long Range Transportation Plan Project List / Metropolitan Planning Organization (MPO) Boundary Amendment
3. MPO Redesignation letter (Lora Mattox)

### **REGULAR:**

## February 17, 2026 (Tues) – WORK SESSION

**Staff memos due Noon February 12<sup>th</sup>**

1. Rimrock Road – 30% Design Update (Mac) (15 Min.)

**February 23, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon February 5<sup>th</sup>/Final due February 12<sup>th</sup>**

**CONSENT:**

1. BID AWARD: Household Hazardous Waste Services Contract
2. Donations to Billings Public Library

**REGULAR:**

1. PH and 1<sup>st</sup> Rdg. Ordinance - Aggressive Traffic and Excessive Noise (Rupsis Initiative) (Rich / Gina) If this is going it needs to be advertised 2 weeks ahead.

**March 2, 2026 – WORK SESSION**

**Staff memos due Noon February 26<sup>th</sup>**

1. Proposed Revisions to Article 2-200, BMCC, Mayor and City Council

**March 9, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon February 19<sup>th</sup>/Final due February 26<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**March 16, 2026 (Tues) – WORK SESSION**

**Staff memos due Noon March 12<sup>th</sup>**

**March 23, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon March 5<sup>th</sup>/Final due March 12<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**April 6, 2026 – WORK SESSION**

**Staff memos due Noon April 2<sup>nd</sup>**

Executive Session 4:30 P.M. – 5:30 P.M.

**April 13, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon March 26<sup>th</sup>/Final due April 2<sup>nd</sup>**

**CONSENT:**

**REGULAR:**

**April 20, 2026 – WORK SESSION**

**Staff memos due Noon April 16<sup>th</sup>**

**April 27, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon April 9<sup>th</sup>/Final due April 16<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**May 4, 2026 – WORK SESSION (Budget Only)**

**Staff memos due Noon April 30<sup>th</sup>**

**May 5, 2026 – WORK SESSION (Budget Only)**

**Staff memos due Noon April 30<sup>th</sup>**

**May 11, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon April 23<sup>rd</sup> /Final due April 30<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**May 18, 2026– WORK SESSION (Budget Only)**

**Staff memos due Noon May 14<sup>th</sup>**

**May 19, 2026– WORK SESSION (Budget Only)**

**Staff memos due Noon May 14<sup>th</sup>**

**May 26, 2026 (Tues) REGULAR BUSINESS**

**Prelim Staff Memos due Noon May 7<sup>th</sup> /Final due May 14<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**June 1, 2026 – WORK SESSION**

**Staff memos due Noon May 28<sup>th</sup>**

**Executive Session 4:30 P.M. – 5:30 P.M.**

**June 8, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon May 21<sup>st</sup> /Final due May 28<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**June 15, 2026 – WORK SESSION**

**Staff memos due Noon June 11<sup>th</sup>**

**June 22, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon June 4<sup>th</sup> /Final due June 11<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**July 6, 2026 – WORK SESSION**

**Staff memos due Noon July 2<sup>nd</sup>**

**July 13, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon June 25<sup>th</sup> /Final due July 2<sup>nd</sup>**

**CONSENT:**

**REGULAR:**

**July 20, 2026 – WORK SESSION**

**Staff memos due Noon July 16<sup>th</sup>**

**July 27, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon July 9<sup>th</sup> /Final due July 16<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**August 3, 2026 – WORK SESSION**

**Staff memos due Noon July 30<sup>th</sup>**

**August 10, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon July 23<sup>rd</sup> /Final due July 30<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**August 17, 2026 – WORK SESSION**

**Staff memos due Noon August 13<sup>th</sup>**

**August 24, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon August 6<sup>th</sup> /Final due August 13<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**September 8, 2026 (Tues)– WORK SESSION**

**Staff memos due Noon September 3<sup>rd</sup>**

Executive Session 4:30 P.M. – 5:30 P.M.

**September 14, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon August 27<sup>th</sup> /Final due September 3<sup>rd</sup>**

**CONSENT:**

**REGULAR:**

**September 21, 2026 – WORK SESSION**

**Staff memos due Noon September 17<sup>th</sup>**

**September 28, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon September 10<sup>th</sup> /Final due September 17<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**October 5, 2026 – WORK SESSION**

**Staff memos due Noon October 1<sup>st</sup>**

**October 12, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon September 24<sup>th</sup> /Final due October 1<sup>st</sup>**

**CONSENT:**

**REGULAR:**

**October 19, 2026 – WORK SESSION**

**Staff memos due Noon October 15<sup>th</sup>**

**October 26, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon October 8<sup>th</sup> /Final due October 15<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**November 2, 2026 – WORK SESSION**

**Staff memos due Noon October 29<sup>th</sup>**

**November 9, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon October 22<sup>nd</sup> /Final due October 29<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**November 16, 2026 – WORK SESSION**

**Staff memos due Noon November 12<sup>th</sup>**

**November 23, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon November 5<sup>th</sup> /Final due November 12<sup>th</sup>**

**CONSENT:**

**REGULAR:**

**December 7, 2026 – WORK SESSION**

**Staff memos due Noon December 3<sup>rd</sup>**

**Executive Session 4:30 P.M. – 5:30 P.M.**

**December 14, 2026 REGULAR BUSINESS**

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

**CONSENT:**

**REGULAR:**

**December 21, 2026 – WORK SESSION**

**Staff memos due Noon December 17<sup>th</sup>**

**December 28, 2026 REGULAR BUSINESS**

**Prelim Staff Memos due Noon December 10<sup>th</sup> /Final due December 17<sup>th</sup>**

**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

DRAFT