City of Sidney

Montana's Sunrise City

115 2nd Street S.E., Sidney, Montana - 406-433-2809

Budget and Finance Committee Meeting 6/9/26
June 09, 2026 5:30 PM

Committee meetings are held in a hybrid format, allowing both in-person and Zoom participation. Councilmembers will attend in person unless remote attendance is necessary. Consistent with the Montana Constitution's Right of Participation and Right to Know, the City is committed to open and accessible meetings. Public participation via Zoom or phone is available using the information below:

Zoom
Link: https://us06web.zoom.us/j/7130805898?pwd=tJpmtgBdGbsjBXS0EAU50ANb4u7h3l.1&omn=83241083533
Call: 1-346-248-7799 **Meeting ID:** 713 080 5898 **Passcode:** 4332809

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

   Committee Members Present:

   City Officials/ Staff Present:

4. Correction or Approval of Minutes

   a. May 12th, 2026 Meeting Minutes

5. Public Comment/ Visitors

   Your opportunity for the public to address the Committee on items not included on the agenda, no action will be taken during this time.

6. Monthly Reports

   a. Clerk/Treasurer's Report

7. New Business

   a. FY25-26 Budgeted Transfers

   b. FY 25-26 Budget vs Actual-Expenditures

   c. FY 25-26 Budget vs Actual-Revenue

d. MT Tourism Development Grant

8. Unfinished Business

a. 2026 Employee Handbook Update

b. Employee Evaluation Policy 2026

c. Drug and Alcohol Testing Policy 2026

d. Conflict of Interest and Ethics Policy and Form

e. FY26-27 Payroll:

Superintendent positions Exempt

2.9% COLA

No Merit Increase

No Drug Task Force Officer Position

9. Comments and Questions from the Committee

10. Adjournment

Meeting Guidelines

- We ask that all participants be respectful and courteous.
- Please direct comments to the Council as a whole.
- When speaking, please state your name for the record.
- Be mindful of others by keeping comments concise and avoiding repetition.
- The presiding officer may guide speaking time to help the meeting run smoothly.
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Budget and Finance Committee Meeting 5/12/26

May 12, 2026 5:30 PM

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Call: 1-346-248-7799 **Meeting ID:** 713 080 5898 **Passcode:** 4332809

1. Call to Order

Chair Christensen called the meeting to order at 5:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all.

3. Roll Call

Committee Members Present:

City Officials/ Staff Present:

Christensen, Buxbaum and DiFonzo

Mayor Norby, Interim Clerk/Treasurer Lange, Interim CAO Chamberlin

4. Correction or Approval of Minutes

a. April 14th, 2026 Budget and Finance Committee Meeting Minutes

Motion was made to approve.

Motion made by Buxbaum, Seconded by DiFonzo.
Voting Yea: Christensen, DiFonzo, Buxbaum

5. Public Comment/ Visitors

Your opportunity for the public to address the Committee on items not included on the agenda, no action will be taken during this time.

6. Monthly Reports

Interim Clerk/Treasurer Lange reported attending Clerk/Treasurer certification training in Billings as part of the State certification process and noted additional training would be held in Wolf Point in June. She explained the training included approximately 30 to 40 new Clerk/Treasurers from across Montana and discussed ongoing efforts to continue professional development within the administration office.

Interim Clerk/Treasurer Lange also discussed cross-training efforts occurring within the front office and complimented staff for assisting with revenue vouchers, swim passes, and other daily administrative tasks. She further noted the City's website is now ADA compliant through accessibility tools that allow users to adjust visual settings and contrast options.

An update was provided regarding TBID collections. Interim Clerk/Treasurer Lange reported the Microtel has remained current on reporting and payments, the Holiday Inn completed its settlement payment, and the Wingate paid its balance in full.

Interim Clerk/Treasurer Lange then reviewed the April Treasurer's Report and noted the General Fund was currently at approximately 71% expenditure for the fiscal year, Group Health was at approximately 61%, and Solid Waste and Sweeping were also tracking near 71%. She explained the City's overall budget remained in strong standing with no major concerns identified at this time. Committee discussion followed regarding larger anticipated year-end expenditures and remaining payments due later in the fiscal year.

7. New Business

a. 2026 Employee Handbook Update

Interim CAO Chamberlin presented the revised Employee Handbook and explained the document was substantially reorganized and streamlined from the previous version. She stated the prior handbook contained significant redundancy and was difficult to navigate, while the revised version was intended to improve clarity, organization, and employee understanding.

Interim CAO Chamberlin discussed several of the major updates within the handbook, including implementation of the Chief Administrative Officer structure, consolidation of overlapping policies, clarification of disciplinary and grievance procedures, revisions to probationary periods associated with transfers, updates to the sick leave donation process, and incorporation of longevity policies previously maintained separately. She also noted the City is separately developing a Public Works Safety Manual, which is why many safety-specific procedures were intentionally removed from the handbook.

During review, Interim CAO Chamberlin identified several remaining references to "at-will employment" that had been inadvertently left in the handbook and acknowledged those references would be removed to comply with Montana employment law. Committee members discussed the importance of carefully reviewing the revised handbook due to the substantial

rewrite and modernization effort. Interim CAO Chamberlin stated the handbook had already undergone review by MMIA, legal counsel, supervisors, and department management.

Additional discussion occurred regarding City-issued cell phones and concerns involving use of personal devices for police business. Committee members discussed liability and evidentiary concerns associated with employees using personal devices for City work and requested language clarifying that police employees should use City-issued devices for official business whenever possible.

Following discussion, motion was made to table the Employee Handbook Update for additional review.

Motion made by DiFonzo, Seconded by Buxbaum.
Voting Yea: Christensen, DiFonzo, Buxbaum

b. Employee Evaluation Policy 2026

Interim CAO Chamberlin presented the proposed Employee Evaluation Policy and explained the policy was intended to function as a standalone supervisory procedure that complements the Employee Handbook. She explained supervisors recently completed evaluation training and discussed efforts to strengthen chain-of-command accountability throughout the organization.

Discussion occurred regarding future merit-based compensation structures and the possibility of implementing a measurable step-and-scale evaluation system tied to employee goals and performance benchmarks. Committee members expressed concerns regarding traditional merit systems and discussed the importance of maintaining objective standards and measurable expectations to avoid employee conflicts or perceptions of favoritism.

Interim CAO Chamberlin explained the current fiscal year would serve as a baseline year with COLA-only adjustments while the City develops a more measurable evaluation and compensation structure moving forward. Committee members discussed the importance of establishing clear employee goals and expectations prior to implementing any future merit structure.

Motion was made to table the Employee Evaluation Policy for further review.

Motion made by Buxbaum, Seconded by DiFonzo.
Voting Yea: Christensen, DiFonzo, Buxbaum

c. Drug and Alcohol Testing Policy 2026

Interim CAO Chamberlin presented the Drug and Alcohol Testing Policy and stated the standalone policy was requested by MMIA. She explained the policy includes both DOT and non-DOT employees occupying qualifying safety-sensitive positions and addresses pre-employment, random, reasonable suspicion, and post-incident testing procedures.

Committee discussion focused heavily on post-incident testing procedures, including whether blood testing could be required in certain circumstances and how those procedures compare to DOT requirements. Members also discussed concerns related to employees operating vehicles, heavy equipment, or performing public safety duties. Additional conversation occurred regarding prohibited substances, including kratom and other mind-altering substances, and the City's responsibility to maintain a safe workplace.

Interim CAO Chamberlin stated she would further research questions regarding blood testing authority and procedures before the policy is brought forward again.

Motion was made to table the Drug and Alcohol Testing Policy pending additional information.

Motion made by Buxbaum, Seconded by DiFonzo.
Voting Yea: Christensen, DiFonzo, Buxbaum

d. Conflict of Interest and Ethics Policy and Form

Interim CAO Chamberlin presented the proposed Conflict of Interest and Ethics Policy and accompanying annual disclosure form. She explained many municipalities and boards require annual conflict disclosures and stated the policy would apply to elected officials, appointed officials, department heads, and administration staff.

Committee discussion included examples of financial conflicts involving contracts, employment relationships, and business affiliations. Interim CAO Chamberlin explained the purpose of the policy was to improve transparency, assist with identifying abstention requirements, and maintain public confidence in City decision-making. She further explained the forms would be completed annually at the beginning of each fiscal year and updated as needed when circumstances change.

Motion was made to recommend approval of the Conflict of Interest and Ethics Policy and Form.

8. Unfinished Business

a. Public Works Operations Manager Job Description

Interim CAO Chamberlin presented revised job descriptions for the Public Works Operations Manager, Assistant Public Works Director, and Public Works Director positions. She explained the Operations Manager position was created following prior Committee direction to better address day-to-day operational oversight and long-term succession planning within the Public Works Department.

Interim CAO Chamberlin explained the Assistant Public Works Director position would function primarily as a succession-planning role, while the Operations Manager would oversee day-to-day operations and employee management responsibilities. She further explained all three job descriptions were updated to reflect the City's Chief Administrative Officer structure and reporting hierarchy. Public Works Director Jeff Hintz reviewed the revisions and supported the proposed changes.

Committee members discussed organizational structure, reporting relationships, long-term operational planning, and asked for the job description to be updated to reflect project tracking responsibilities, GIS systems, and budget awareness within the department. Additional discussion occurred regarding maintaining clear administrative authority while avoiding overlap in operational responsibilities.

Motion was made to approve the revised Public Works Operations Manager job description with updates, and the Assistant Public Works Director and Public Works Director job descriptions as presented.

b. Assistant Public Works Director Job Description

c. Public Works Director Job Description

d. FY26-27 Payroll:

Superintendent positions Exempt

2.9% COLA

No Merit Increase

Interim CAO Chamberlin presented updated FY26-27 payroll projections and explained the projections included a proposed 2.9% COLA adjustment, no merit increases for FY26-27, the City covering 85% of the projected 6% health insurance increase, and revisions associated with the Public Works restructuring.

Committee members reviewed projected departmental payroll impacts and discussed staffing within the Police Department, specifically the Drug Task Force Officer position partially funded through State grant reimbursement. Discussion centered on current staffing levels, officer training experience, the challenges of assigning less experienced officers to specialized investigative positions, and the financial risks associated with either maintaining or temporarily discontinuing the grant-funded position.

Interim CAO Chamberlin explained that if the City declines participation in the grant for a year, there is no guarantee the position would remain assigned to Sidney in future years, but Chief Kraft is hopeful. She recommended allowing Police Chief Mark Kraft to attend a future meeting to further discuss the matter and provide additional information regarding State coordination and staffing impacts.

Motion was made and seconded to table further payroll discussion pending additional information.

9. Comments and Questions from the Committee

Nothing.

10. Adjournment

Adjourned 6:44pm.

Meeting Guidelines

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June 2026 Treasurer's Update

FY 2026-2027 Budget Development
Work on the FY 2026-2027 budget continues to move forward. Departments have submitted their preliminary budget requests, and I have been reviewing revenues, expenditures, personnel costs, capital improvement needs, and operational priorities. Discussions with department heads are ongoing to ensure budget requests align with the City's financial goals while continuing to meet the needs of our community.

Employee Evaluations
Annual employee evaluations have been completed by supervisors, with a focus on reviewing performance, recognizing accomplishments, and establishing goals for the coming year. This process provides an opportunity for employees and supervisors to discuss expectations, professional growth, and ways to continue improving services to the public.

Permit Tracking Improvements
I am working with FM/BI Rasmussen on improvements to our permit tracking and reporting processes. The goal is to create a more consistent and efficient system for tracking permits through the review and approval process, improving accessibility of information, and enhancing reporting capabilities for administration. These improvements will help strengthen recordkeeping, development monitoring, and customer service.

Fiscal Year-End Closing
As we approach the end of the fiscal year, a significant amount of time is being devoted to year-end closing activities. This includes processing journal vouchers, reviewing outstanding purchases and invoices, and ensuring expenditures are properly recorded in the correct fiscal year. These efforts help maintain accurate financial records and support a smooth transition into the new budget year.

Training and Professional Development
Interim CAO Chamberlin, Mayor Norby and I will be attending the 2026 Municipal Summit in Wolf Point on June 16. The summit provides valuable opportunities to learn about current municipal issues, share ideas with other communities, and bring back information that can benefit the City of Sidney.
I will also be attending the Montana State Fund Safety Workshop, *Employee Health and Wellness*, in Sidney on June 17. Continuing education opportunities such as these help us better support our employees and organization.

City Hall Updates

City Hall remains busy as we move into the summer construction and recreation season. Street paving projects, water tower improvements, manhole cover replacements, building permits, and park improvement projects have all contributed to an increase in public inquiries and activity at the front counter.
One exciting update is that pool pass sales have been very strong this year, with more than 540 individuals registered for the season so far. It has been great to see so much enthusiasm from the community as we head into summer.

Respectfully Submitted,
Karmen Lange
Interim Clerk/Treasurer

Fiscal Year 2025-26 Budgeted Transfers

From Oil and Gas Fund to General Fund (Budgeted a transfer of $185,000):						
JV#	Transfering:	$	185,000.00			
From O&G	D	$	185,000.00	2890	521000	820
To Cash	C	$	185,000.00	2890	101000	
From Cash	D	$	185,000.00	1000	101000	
To General Fund	C	$	185,000.00	1000	383000	

From Oil and Gas Fund to Tennis Courts (Budgeted a transfer of $115,000):						
JV#	Transfering:	$	115,000.00			
From O&G	D	$	115,000.00	2890	521000	820
To Cash	C	$	115,000.00	2890	101000	
From Cash	D	$	115,000.00	2062	101000	
To Tennis Court	C	$	115,000.00	2062	383000	

From Oil and Gas Fund to Nuisance Fund (Budgeted a transfer of $25,000):						
JV#	Transfering:	$	25,000.00			
From O&G	D	$	25,000.00	2890	521000	820
To Cash	C	$	25,000.00	2890	101000	
From Cash	D	$	25,000.00	2869	101000	
To Nuisance	C	$	25,000.00	2869	383000	

From Oil and Gas Fund to SID 104 Fund (Budgeted a transfer of $10,000):						
JV#	Transfering:	$	10,000.00			
From O&G	D	$	10,000.00	2890	521000	820
To Cash	C	$	10,000.00	2890	101000	
From Cash	D	$	10,000.00	3604	101000	
To Nuisance	C	$	10,000.00	3604	383000	

From Oil and Gas Fund to Pool CIP Fund (Budgeted a transfer of $45,000):						
JV#	Transfering:	$	45,000.00			
From O&G	D	$	45,000.00	2890	521000	820
To Cash	C	$	45,000.00	2890	101000	
From Cash	D	$	45,000.00	4011	101000	
To Pool CIP	C	$	45,000.00	4011	383000	

From Oil and Gas Fund to Parks CIP Fund (Budgeted a transfer of $65,000):						
JV#	Transfering:	$	65,000.00			
From O&G	D	$	65,000.00	2890	521000	820
To Cash	C	$	65,000.00	2890	101000	
From Cash	D	$	65,000.00	4015	101000	
To Parks CIP	C	$	65,000.00	4015	383000	

From Oil and Gas Fund to Parks Facility CIP (Budgeted a transfer of $98,000):						
JV#	Transfering:	$	98,000.00			
From General	D	$	98,000.00	2890	521000	820
To Cash	C	$	98,000.00	2890	101000	

From Cash	D	$	98,000.00	4016	101000	
To Parks Facility	C	$	98,000.00	4016	383000	

From Oil and Gas Fund to St. Const. CIP Fund (Budgeted a transfer of $40,000):

JV#	Transfering:	$	40,000.00			
From O&G	D	$	40,000.00	2890	521000	820
To Cash	C	$	40,000.00	2890	101000	
From Cash	D	$	40,000.00	4030	101000	
To Police Inv. CIP	C	$	40,000.00	4030	383000	

From Oil and Gas Fund to Fire Equip CIP Fund (Budgeted a transfer of $50,000):

JV#	Transfering:	$	50,000.00			
From O&G	D	$	50,000.00	2890	521000	820
To Cash	C	$	50,000.00	2890	101000	
From Cash	D	$	50,000.00	4040	101000	
To Police Inv. CIP	C	$	50,000.00	4040	383000	

Total Transfers: **$ 633,000.00** (out of $633,000 budgeted)

Transfer from St. Maint to Snow Removal for Tax Revenue

JV#	Transfering:	$	219,780.00			
From St. Maint	D	$	219,780.00	2565	363010	
To Cash	C	$	219,780.00	2565	101000	
From Cash	D	$	219,780.00	2566	101000	
To Snow Rem.	C	$	219,780.00	2566	363010	

Karmen Lange Clerk/Treasurer Date Completed

1000 General

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000 GENERAL GOVERNMENT						
410130 Committees and Special Bodies						
100 PERSONAL SERVICES	0.00	16,000.00	22,500.00	22,500.00	6,500.00	71 %
142 Workers' Compensation	0.00	56.83	100.00	100.00	43.17	57 %
143 F.I.C.A.	0.00	1,224.29	1,750.00	1,750.00	525.71	70 %
200 SUPPLIES	0.00	134.10	500.00	500.00	365.90	27 %
300 PURCHASED SERVICES	0.00	389.72	1,500.00	1,500.00	1,110.28	26 %
Account Total:	0.00	17,804.94	26,350.00	26,350.00	8,545.06	68 %
410210 Administration						
100 PERSONAL SERVICES	0.00	20,650.00	24,850.00	24,850.00	4,200.00	83 %
142 Workers' Compensation	0.00	79.60	110.00	110.00	30.40	72 %
143 F.I.C.A.	0.00	1,289.77	1,925.00	1,925.00	635.23	67 %
200 SUPPLIES	0.00	130.84	500.00	500.00	369.16	26 %
300 PURCHASED SERVICES	0.00	4,094.49	1,500.00	1,500.00	-2,594.49	273 %
Account Total:	0.00	26,244.70	28,885.00	28,885.00	2,640.30	91 %
410240 Official Publications						
300 PURCHASED SERVICES	107.00	1,621.17	5,000.00	5,000.00	3,378.83	32 %
Account Total:	107.00	1,621.17	5,000.00	5,000.00	3,378.83	32 %
410360 City Court						
300 PURCHASED SERVICES	0.00	89,493.15	244,500.00	244,500.00	155,006.85	37 %
Account Total:	0.00	89,493.15	244,500.00	244,500.00	155,006.85	37 %
410530 Audit						
300 PURCHASED SERVICES	0.00	15,000.00	8,500.00	8,500.00	-6,500.00	176 %
Account Total:	0.00	15,000.00	8,500.00	8,500.00	-6,500.00	176 %
410540 Financial Service: City Treasurer						
100 PERSONAL SERVICES	0.00	14,669.33	20,000.00	20,000.00	5,330.67	73 %
141 Unemployment Insurance	0.00	36.80	50.00	50.00	13.20	74 %
142 Workers' Compensation	0.00	57.01	80.00	80.00	22.99	71 %
143 F.I.C.A.	0.00	1,055.66	1,500.00	1,500.00	444.34	70 %
200 SUPPLIES	0.00	252.80	1,500.00	1,500.00	1,247.20	17 %
300 PURCHASED SERVICES	0.00	3,722.68	5,000.00	5,000.00	1,277.32	74 %
500 Fixed Charges	0.00	0.00	500.00	500.00	500.00	%
Account Total:	0.00	19,794.28	28,630.00	28,630.00	8,835.72	69 %
410550 Accounting: City Clerk						
100 PERSONAL SERVICES	0.00	15,638.35	20,000.00	20,000.00	4,361.65	78 %
141 Unemployment Insurance	0.00	39.08	50.00	50.00	10.92	78 %
142 Workers' Compensation	0.00	60.81	80.00	80.00	19.19	76 %
143 F.I.C.A.	0.00	1,129.69	1,500.00	1,500.00	370.31	75 %
200 SUPPLIES	0.00	1,368.65	1,500.00	1,500.00	131.35	91 %
300 PURCHASED SERVICES	0.00	3,070.98	5,000.00	5,000.00	1,929.02	61 %
500 Fixed Charges	0.00	0.00	400.00	400.00	400.00	%
Account Total:	0.00	21,307.56	28,530.00	28,530.00	7,222.44	75 %

1000 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410600	Elections						
	300 PURCHASED SERVICES	0.00	2,095.02	3,500.00	3,500.00	1,404.98	60 %
	Account Total:	0.00	2,095.02	3,500.00	3,500.00	1,404.98	60 %
411030	Planning Services						
	300 PURCHASED SERVICES	0.00	28,179.11	56,500.00	56,500.00	28,320.89	50 %
	Account Total:	0.00	28,179.11	56,500.00	56,500.00	28,320.89	50 %
411100	Legal Services						
	300 PURCHASED SERVICES	0.00	9,774.72	8,500.00	8,500.00	-1,274.72	115 %
	Account Total:	0.00	9,774.72	8,500.00	8,500.00	-1,274.72	115 %
411200	Facilities Administration						
	200 SUPPLIES	0.00	8,906.23	5,000.00	5,000.00	-3,906.23	178 %
	300 PURCHASED SERVICES	252.03	21,516.08	25,000.00	25,000.00	3,483.92	86 %
	340 Utility Services	0.00	7,780.88	15,000.00	15,000.00	7,219.12	52 %
	920 Bldgs-Oper-101000	0.00	141,109.15	477,631.00	477,631.00	336,521.85	30 %
	931 Imp Not Bldgs-R&D-102240	0.00	0.00	9,500.00	9,500.00	9,500.00	%
	940 Mach & Equip-Oper-101000	0.00	0.00	4,720.00	4,720.00	4,720.00	%
	Account Total:	252.03	179,312.34	536,851.00	536,851.00	357,538.66	33 %
	Account Group Total:	359.03	410,626.99	975,746.00	975,746.00	565,119.01	42 %
420000	PUBLIC SAFETY						
420100	Law Enforcement Services						
	100 PERSONAL SERVICES	0.00	997,246.72	1,350,000.00	1,350,000.00	352,753.28	74 %
	140 Employer Contributions	0.00	0.00	13,500.00	13,500.00	13,500.00	%
	141 Unemployment Insurance	0.00	2,235.04	3,500.00	3,500.00	1,264.96	64 %
	142 Workers' Compensation	0.00	15,679.32	30,000.00	30,000.00	14,320.68	52 %
	143 F.I.C.A.	0.00	66,231.58	100,000.00	100,000.00	33,768.42	66 %
	200 SUPPLIES	0.00	35,419.12	60,000.00	60,000.00	24,580.88	59 %
	210 Office Supplies and Materials	0.00	21,786.23	30,000.00	30,000.00	8,213.77	73 %
	230 Repair and Maintenance	0.00	24,857.18	40,000.00	40,000.00	15,142.82	62 %
	300 PURCHASED SERVICES	0.00	48,689.23	60,000.00	60,000.00	11,310.77	81 %
	310 Communication and	0.00	105,015.68	200,000.00	200,000.00	94,984.32	53 %
	340 Utility Services	0.00	8,101.51	15,000.00	15,000.00	6,898.49	54 %
	700 GRANTS, CONTRIBUTIONS AND	0.00	11,037.62	0.00	0.00	-11,037.62	%
	940 Mach & Equip-Oper-101000	0.00	129,568.78	110,000.00	110,000.00	-19,568.78	118 %
	951 Const-R&D-102240	0.00	43,000.00	0.00	0.00	-43,000.00	%
	Account Total:	0.00	1,508,868.01	2,012,000.00	2,012,000.00	503,131.99	75 %
420150	K9 Services						
	200 SUPPLIES	0.00	4,205.28	10,000.00	10,000.00	5,794.72	42 %
	300 PURCHASED SERVICES	0.00	13,544.99	7,500.00	7,500.00	-6,044.99	181 %
	Account Total:	0.00	17,750.27	17,500.00	17,500.00	-250.27	101 %
420180	Other Law Enforcement Activities						
	100 PERSONAL SERVICES	0.00	15,565.71	26,000.00	26,000.00	10,434.29	60 %
	141 Unemployment Insurance	0.00	38.95	65.00	65.00	26.05	60 %
	142 Workers' Compensation	0.00	117.09	1,200.00	1,200.00	1,082.91	10 %
	143 F.I.C.A.	0.00	1,113.20	2,000.00	2,000.00	886.80	56 %
	200 SUPPLIES	0.00	1,026.43	1,000.00	1,000.00	-26.43	103 %

1000 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
230	Repair and Maintenance	0.00	0.00	1,000.00	1,000.00	1,000.00	%
300	PURCHASED SERVICES	0.00	211.75	1,500.00	1,500.00	1,288.25	14 %
	Account Total:	0.00	18,073.13	32,765.00	32,765.00	14,691.87	55 %
420200	Detention and Correction Services						
300	PURCHASED SERVICES	0.00	11,172.00	25,000.00	25,000.00	13,828.00	45 %
	Account Total:	0.00	11,172.00	25,000.00	25,000.00	13,828.00	45 %
420400	Fire Protection & Control						
100	PERSONAL SERVICES	0.00	35,356.87	46,000.00	46,000.00	10,643.13	77 %
141	Unemployment Insurance	0.00	88.35	115.00	115.00	26.65	77 %
142	Workers' Compensation	0.00	137.19	2,300.00	2,300.00	2,162.81	6 %
143	F.I.C.A.	0.00	2,436.06	3,550.00	3,550.00	1,113.94	69 %
200	SUPPLIES	0.00	1,745.49	5,000.00	5,000.00	3,254.51	35 %
230	Repair and Maintenance	0.00	516.10	2,500.00	2,500.00	1,983.90	21 %
300	PURCHASED SERVICES	0.00	42,999.39	61,500.00	61,500.00	18,500.61	70 %
340	Utility Services	1,427.80	17,182.69	20,000.00	20,000.00	2,817.31	86 %
940	Mach & Equip-Oper-101000	0.00	0.00	3,000.00	3,000.00	3,000.00	%
	Account Total:	1,427.80	100,462.14	143,965.00	143,965.00	43,502.86	70 %
420531	Building Inspection						
100	PERSONAL SERVICES	0.00	50,921.72	72,000.00	72,000.00	21,078.28	71 %
141	Unemployment Insurance	0.00	127.28	180.00	180.00	52.72	71 %
142	Workers' Compensation	0.00	254.41	3,500.00	3,500.00	3,245.59	7 %
143	F.I.C.A.	0.00	3,549.27	5,500.00	5,500.00	1,950.73	65 %
200	SUPPLIES	0.00	524.93	3,500.00	3,500.00	2,975.07	15 %
230	Repair and Maintenance	0.00	574.88	2,500.00	2,500.00	1,925.12	23 %
300	PURCHASED SERVICES	0.00	1,352.67	25,000.00	25,000.00	23,647.33	5 %
310	Communication and	0.00	10,984.00	25,000.00	25,000.00	14,016.00	44 %
940	Mach & Equip-Oper-101000	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	Account Total:	0.00	68,289.16	139,180.00	139,180.00	70,890.84	49 %
	Account Group Total:	1,427.80	1,724,614.71	2,370,410.00	2,370,410.00	645,795.29	73 %
430000	Public Works						
430200	Road & Street Services						
200	SUPPLIES	0.00	-59.04	0.00	0.00	59.04	%
	Account Total:	0.00	-59.04	0.00	0.00	59.04	%
	Account Group Total:	0.00	-59.04	0.00	0.00	59.04	%
440000	PUBLIC HEALTH						
440600	Animal Control Services						
200	SUPPLIES	0.00	76.00	0.00	0.00	-76.00	%
300	PURCHASED SERVICES	0.00	29.95	1,000.00	1,000.00	970.05	3 %
	Account Total:	0.00	105.95	1,000.00	1,000.00	894.05	11 %
	Account Group Total:	0.00	105.95	1,000.00	1,000.00	894.05	11 %

1000 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460100	Library Services						
300	PURCHASED SERVICES	0.00	0.00	115,500.00	115,500.00	115,500.00	%
	Account Total:	0.00	0.00	115,500.00	115,500.00	115,500.00	%
460430	Parks						
100	PERSONAL SERVICES	0.00	103,687.16	160,000.00	160,000.00	56,312.84	65 %
141	Unemployment Insurance	0.00	259.11	450.00	450.00	190.89	58 %
142	Workers' Compensation	0.00	4,266.19	7,500.00	7,500.00	3,233.81	57 %
143	F.I.C.A.	0.00	7,536.38	13,000.00	13,000.00	5,463.62	58 %
146	Health Insurance	0.00	0.00	500.00	500.00	500.00	%
200	SUPPLIES	2,714.71	17,439.96	19,000.00	19,000.00	1,560.04	92 %
230	Repair and Maintenance	795.17	6,103.00	10,000.00	10,000.00	3,897.00	61 %
300	PURCHASED SERVICES	131.83	5,885.39	10,000.00	10,000.00	4,114.61	59 %
340	Utility Services	0.00	31.05	0.00	0.00	-31.05	%
700	GRANTS, CONTRIBUTIONS AND	0.00	0.00	15,000.00	15,000.00	15,000.00	%
930	Imp Not Blgs-Oper-101000	0.00	19,298.50	15,200.00	15,200.00	-4,098.50	127 %
940	Mach & Equip-Oper-101000	0.00	8,589.00	29,430.00	29,430.00	20,841.00	29 %
951	Const-R&D-102240	0.00	19,264.84	20,000.00	20,000.00	735.16	96 %
	Account Total:	3,641.71	192,360.58	300,080.00	300,080.00	107,719.42	64 %
460435	Tree Board						
200	SUPPLIES	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	0.00	0.00	5,000.00	5,000.00	5,000.00	%
460440	Participant Recreation						
200	SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	%
300	PURCHASED SERVICES	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	0.00	0.00	2,000.00	2,000.00	2,000.00	%
460445	Swimming Pool						
100	PERSONAL SERVICES	0.00	56,755.66	85,000.00	85,000.00	28,244.34	67 %
141	Unemployment Insurance	0.00	141.92	250.00	250.00	108.08	57 %
142	Workers' Compensation	0.00	545.23	1,200.00	1,200.00	654.77	45 %
143	F.I.C.A.	0.00	4,341.84	6,500.00	6,500.00	2,158.16	67 %
200	SUPPLIES	725.63	11,884.04	20,000.00	20,000.00	8,115.96	59 %
300	PURCHASED SERVICES	89.56	14,238.91	20,000.00	20,000.00	5,761.09	71 %
930	Imp Not Blgs-Oper-101000	0.00	20,500.00	6,000.00	6,000.00	-14,500.00	342 %
940	Mach & Equip-Oper-101000	0.00	0.00	39,500.00	39,500.00	39,500.00	%
	Account Total:	815.19	108,407.60	178,450.00	178,450.00	70,042.40	61 %
460450	Tree City USA						
300	PURCHASED SERVICES	0.00	11,000.00	10,382.00	10,382.00	-618.00	106 %
	Account Total:	0.00	11,000.00	10,382.00	10,382.00	-618.00	106 %
	Account Group Total:	4,456.90	311,768.18	611,412.00	611,412.00	299,643.82	51 %
	Fund Total:	6,243.73	2,447,056.79	3,958,568.00	3,958,568.00	1,511,511.21	62 %

2060 PLAYGROUNDS & PARKS

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460440	Participant Recreation						
	930 Imp Not Blgs-Oper-101000	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	Account Total:	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	Account Group Total:	0.00	0.00	30,000.00	30,000.00	30,000.00	%
	Fund Total:	0.00	0.00	30,000.00	30,000.00	30,000.00	%

2061 BALLPARKS & BALLFIELDS

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460440	Participant Recreation						
300	PURCHASED SERVICES	0.00	0.00	4,000.00	4,000.00	4,000.00	%
930	Imp Not Blgs-Oper-101000	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	Account Total:	0.00	0.00	19,000.00	19,000.00	19,000.00	%
	Account Group Total:	0.00	0.00	19,000.00	19,000.00	19,000.00	%
	Fund Total:	0.00	0.00	19,000.00	19,000.00	19,000.00	%

2062 TENNIS COURTS

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460440	Participant Recreation						
	300 PURCHASED SERVICES	0.00	4,487.50	0.00	0.00	-4,487.50	%
	930 Imp Not Blgs-Oper-101000	0.00	1,882.50	320,000.00	320,000.00	318,117.50	1 %
	Account Total:	0.00	6,370.00	320,000.00	320,000.00	313,630.00	2 %
	Account Group Total:	0.00	6,370.00	320,000.00	320,000.00	313,630.00	2 %
	Fund Total:	0.00	6,370.00	320,000.00	320,000.00	313,630.00	2 %

2063 BIKE PATH

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460440	Participant Recreation						
950	Const-Oper-101000	0.00	0.00	97,400.00	97,400.00	97,400.00	%
	Account Total:	0.00	0.00	97,400.00	97,400.00	97,400.00	%
	Account Group Total:	0.00	0.00	97,400.00	97,400.00	97,400.00	%
	Fund Total:	0.00	0.00	97,400.00	97,400.00	97,400.00	%

2101 TBID

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460440	Participant Recreation						
	700 GRANTS, CONTRIBUTIONS AND	3,862.49	124,890.91	300,000.00	300,000.00	175,109.09	42 %
	Account Total:	3,862.49	124,890.91	300,000.00	300,000.00	175,109.09	42 %
	Account Group Total:	3,862.49	124,890.91	300,000.00	300,000.00	175,109.09	42 %
	Fund Total:	3,862.49	124,890.91	300,000.00	300,000.00	175,109.09	42 %

2170 Airport

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000 Public Works							
430300 Airport							
	300 PURCHASED SERVICES	0.00	0.00	19,958.00	19,958.00	19,958.00	%
	Account Total:	0.00	0.00	19,958.00	19,958.00	19,958.00	%
	Account Group Total:	0.00	0.00	19,958.00	19,958.00	19,958.00	%
	Fund Total:	0.00	0.00	19,958.00	19,958.00	19,958.00	%

2190 Comprehensive Liability

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000 GENERAL GOVERNMENT						
410130 Committees and Special Bodies						
500 Fixed Charges	0.00	500.00	500.00	500.00	0.00	100 %
Account Total:	0.00	500.00	500.00	500.00	0.00	100 %
410210 Administration						
500 Fixed Charges	0.00	500.00	500.00	500.00	0.00	100 %
Account Total:	0.00	500.00	500.00	500.00	0.00	100 %
410540 Financial Service: City Treasurer						
500 Fixed Charges	0.00	500.00	500.00	500.00	0.00	100 %
Account Total:	0.00	500.00	500.00	500.00	0.00	100 %
410550 Accounting: City Clerk						
500 Fixed Charges	0.00	500.00	500.00	500.00	0.00	100 %
Account Total:	0.00	500.00	500.00	500.00	0.00	100 %
411200 Facilities Administration						
500 Fixed Charges	0.00	750.00	750.00	750.00	0.00	100 %
Account Total:	0.00	750.00	750.00	750.00	0.00	100 %
Account Group Total:	0.00	2,750.00	2,750.00	2,750.00	0.00	100 %
420000 PUBLIC SAFETY						
420100 Law Enforcement Services						
500 Fixed Charges	0.00	29,413.50	29,414.00	29,414.00	0.50	100 %
Account Total:	0.00	29,413.50	29,414.00	29,414.00	0.50	100 %
420400 Fire Protection & Control						
500 Fixed Charges	0.00	5,000.00	5,000.00	5,000.00	0.00	100 %
Account Total:	0.00	5,000.00	5,000.00	5,000.00	0.00	100 %
Account Group Total:	0.00	34,413.50	34,414.00	34,414.00	0.50	100 %
430000 Public Works						
430251 Snow Removal						
500 Fixed Charges	0.00	1,000.00	1,000.00	1,000.00	0.00	100 %
Account Total:	0.00	1,000.00	1,000.00	1,000.00	0.00	100 %
Account Group Total:	0.00	1,000.00	1,000.00	1,000.00	0.00	100 %
460000 CULTURE AND RECREATION						
460430 Parks						
500 Fixed Charges	0.00	4,000.00	4,000.00	4,000.00	0.00	100 %
Account Total:	0.00	4,000.00	4,000.00	4,000.00	0.00	100 %
460440 Participant Recreation						
500 Fixed Charges	0.00	2,750.00	2,750.00	2,750.00	0.00	100 %
Account Total:	0.00	2,750.00	2,750.00	2,750.00	0.00	100 %

2190 Comprehensive Liability

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460445 Swimming Pool							
	500 Fixed Charges	0.00	4,000.00	4,000.00	4,000.00	0.00	100 %
	Account Total:	0.00	4,000.00	4,000.00	4,000.00	0.00	100 %
	Account Group Total:	0.00	10,750.00	10,750.00	10,750.00	0.00	100 %
	Fund Total:	0.00	48,913.50	48,914.00	48,914.00	0.50	100 %

2220 Library Levy

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460100	Library Services						
	300 PURCHASED SERVICES	0.00	0.00	14,500.00	14,500.00	14,500.00	%
	Account Total:	0.00	0.00	14,500.00	14,500.00	14,500.00	%
	Account Group Total:	0.00	0.00	14,500.00	14,500.00	14,500.00	%
	Fund Total:	0.00	0.00	14,500.00	14,500.00	14,500.00	%

2260 Emergency Disaster

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
420000	PUBLIC SAFETY						
420700	Other Emergency Services						
	300 PURCHASED SERVICES	0.00	0.00	55,000.00	55,000.00	55,000.00	%
	Account Total:	0.00	0.00	55,000.00	55,000.00	55,000.00	%
	Account Group Total:	0.00	0.00	55,000.00	55,000.00	55,000.00	%
	Fund Total:	0.00	0.00	55,000.00	55,000.00	55,000.00	%

2350 Local Govt Study Commission

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000	GENERAL GOVERNMENT						
410130	Committees and Special Bodies						
200	SUPPLIES	0.00	0.00	5,000.00	5,000.00	5,000.00	%
300	PURCHASED SERVICES	0.00	70.00	21,828.00	21,828.00	21,758.00	%
	Account Total:	0.00	70.00	26,828.00	26,828.00	26,758.00	%
	Account Group Total:	0.00	70.00	26,828.00	26,828.00	26,758.00	%
	Fund Total:	0.00	70.00	26,828.00	26,828.00	26,758.00	%

2370 P.E.R.S. - Employer Contribution

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000	GENERAL GOVERNMENT						
410130	Committees and Special Bodies						
	144 PERS	0.00	215.45	500.00	500.00	284.55	43 %
	Account Total:	0.00	215.45	500.00	500.00	284.55	43 %
410540	Financial Service: City Treasurer						
	144 PERS	0.00	1,360.78	1,750.00	1,750.00	389.22	78 %
	Account Total:	0.00	1,360.78	1,750.00	1,750.00	389.22	78 %
410550	Accounting: City Clerk						
	144 PERS	0.00	1,409.08	1,750.00	1,750.00	340.92	81 %
	Account Total:	0.00	1,409.08	1,750.00	1,750.00	340.92	81 %
411200	Facilities Administration						
	144 PERS	0.00	0.00	95,000.00	95,000.00	95,000.00	%
	Account Total:	0.00	0.00	95,000.00	95,000.00	95,000.00	%
	Account Group Total:	0.00	2,985.31	99,000.00	99,000.00	96,014.69	3 %
420000	PUBLIC SAFETY						
420100	Law Enforcement Services						
	144 PERS	0.00	113,879.64	190,000.00	190,000.00	76,120.36	60 %
	Account Total:	0.00	113,879.64	190,000.00	190,000.00	76,120.36	60 %
420180	Other Law Enforcement Activities						
	144 PERS	0.00	1,400.46	2,350.00	2,350.00	949.54	60 %
	Account Total:	0.00	1,400.46	2,350.00	2,350.00	949.54	60 %
420400	Fire Protection & Control						
	144 PERS	0.00	3,205.05	4,200.00	4,200.00	994.95	76 %
	Account Total:	0.00	3,205.05	4,200.00	4,200.00	994.95	76 %
420531	Building Inspection						
	144 PERS	0.00	4,586.40	6,500.00	6,500.00	1,913.60	71 %
	Account Total:	0.00	4,586.40	6,500.00	6,500.00	1,913.60	71 %
	Account Group Total:	0.00	123,071.55	203,050.00	203,050.00	79,978.45	61 %
460000	CULTURE AND RECREATION						
460430	Parks						
	144 PERS	0.00	8,920.81	15,500.00	15,500.00	6,579.19	58 %
	Account Total:	0.00	8,920.81	15,500.00	15,500.00	6,579.19	58 %
460445	Swimming Pool						
	144 PERS	0.00	1,566.70	2,000.00	2,000.00	433.30	78 %
	Account Total:	0.00	1,566.70	2,000.00	2,000.00	433.30	78 %
	Account Group Total:	0.00	10,487.51	17,500.00	17,500.00	7,012.49	60 %
	Fund Total:	0.00	136,544.37	319,550.00	319,550.00	183,005.63	43 %

2371 Employer Contribution Group Health

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000 GENERAL GOVERNMENT						
410130 Committees and Special Bodies						
146 Health Insurance	0.00	0.00	50.00	50.00	50.00	%
Account Total:	0.00	0.00	50.00	50.00	50.00	%
410210 Administration						
146 Health Insurance	0.00	13,336.00	16,050.00	16,050.00	2,714.00	83 %
Account Total:	0.00	13,336.00	16,050.00	16,050.00	2,714.00	83 %
410540 Financial Service: City Treasurer						
146 Health Insurance	0.00	3,196.55	3,800.00	3,800.00	603.45	84 %
Account Total:	0.00	3,196.55	3,800.00	3,800.00	603.45	84 %
410550 Accounting: City Clerk						
146 Health Insurance	0.00	3,181.48	3,800.00	3,800.00	618.52	84 %
Account Total:	0.00	3,181.48	3,800.00	3,800.00	618.52	84 %
Account Group Total:	0.00	19,714.03	23,700.00	23,700.00	3,985.97	83 %
420000 PUBLIC SAFETY						
420100 Law Enforcement Services						
146 Health Insurance	0.00	138,937.95	250,000.00	250,000.00	111,062.05	56 %
Account Total:	0.00	138,937.95	250,000.00	250,000.00	111,062.05	56 %
420180 Other Law Enforcement Activities						
146 Health Insurance	0.00	5,050.12	13,000.00	13,000.00	7,949.88	39 %
Account Total:	0.00	5,050.12	13,000.00	13,000.00	7,949.88	39 %
420400 Fire Protection & Control						
146 Health Insurance	0.00	10,625.76	13,000.00	13,000.00	2,374.24	82 %
Account Total:	0.00	10,625.76	13,000.00	13,000.00	2,374.24	82 %
420531 Building Inspection						
146 Health Insurance	0.00	15,675.57	25,500.00	25,500.00	9,824.43	61 %
Account Total:	0.00	15,675.57	25,500.00	25,500.00	9,824.43	61 %
Account Group Total:	0.00	170,289.40	301,500.00	301,500.00	131,210.60	56 %
430000 Public Works						
430200 Road & Street Services						
146 Health Insurance	0.00	33.80	50.00	50.00	16.20	68 %
Account Total:	0.00	33.80	50.00	50.00	16.20	68 %
Account Group Total:	0.00	33.80	50.00	50.00	16.20	68 %
460000 CULTURE AND RECREATION						
460430 Parks						
146 Health Insurance	0.00	26,190.02	43,000.00	43,000.00	16,809.98	61 %
Account Total:	0.00	26,190.02	43,000.00	43,000.00	16,809.98	61 %
Account Group Total:	0.00	26,190.02	43,000.00	43,000.00	16,809.98	61 %
Fund Total:	0.00	216,227.25	368,250.00	368,250.00	152,022.75	59 %

2372 Permissive Health LEvy

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000 GENERAL GOVERNMENT							
410210 Administration							
146	Health Insurance	0.00	0.00	2,700.00	2,700.00	2,700.00	%
	Account Total:	0.00	0.00	2,700.00	2,700.00	2,700.00	%
	Account Group Total:	0.00	0.00	2,700.00	2,700.00	2,700.00	%
	Fund Total:	0.00	0.00	2,700.00	2,700.00	2,700.00	%

2390 Drug Forfeiture

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
420000	PUBLIC SAFETY						
420100	Law Enforcement Services						
200	SUPPLIES	0.00	0.00	5,000.00	5,000.00	5,000.00	%
300	PURCHASED SERVICES	0.00	1,705.54	20,000.00	20,000.00	18,294.46	9 %
	Account Total:	0.00	1,705.54	25,000.00	25,000.00	23,294.46	7 %
	Account Group Total:	0.00	1,705.54	25,000.00	25,000.00	23,294.46	7 %
	Fund Total:	0.00	1,705.54	25,000.00	25,000.00	23,294.46	7 %

2399 Impact Fees

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430290	Street Impact Expense						
	300 PURCHASED SERVICES	0.00	184.88	0.00	0.00	-184.88	%
	933 Street Impact Fee	0.00	0.00	162,500.00	162,500.00	162,500.00	%
	Account Total:	0.00	184.88	162,500.00	162,500.00	162,315.12	%
	Account Group Total:	0.00	184.88	162,500.00	162,500.00	162,315.12	%
460000	CULTURE AND RECREATION						
460439	Parks Impact Expense						
	300 PURCHASED SERVICES	0.00	184.87	0.00	0.00	-184.87	%
	945 Impact Fees	0.00	0.00	148,490.00	148,490.00	148,490.00	%
	Account Total:	0.00	184.87	148,490.00	148,490.00	148,305.13	%
	Account Group Total:	0.00	184.87	148,490.00	148,490.00	148,305.13	%
	Fund Total:	0.00	369.75	310,990.00	310,990.00	310,620.25	%

2425 Street Lighting

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430263	Street Lighting						
200	SUPPLIES	0.00	301.01	500.00	500.00	198.99	60 %
300	PURCHASED SERVICES	0.00	116,088.90	145,000.00	145,000.00	28,911.10	80 %
930	Imp Not Blgs-Oper-101000	0.00	0.00	70,000.00	70,000.00	70,000.00	%
940	Mach & Equip-Oper-101000	0.00	0.00	18,000.00	18,000.00	18,000.00	%
951	Const-R&D-102240	0.00	19,264.84	0.00	0.00	-19,264.84	%
	Account Total:	0.00	135,654.75	233,500.00	233,500.00	97,845.25	58 %
	Account Group Total:	0.00	135,654.75	233,500.00	233,500.00	97,845.25	58 %
	Fund Total:	0.00	135,654.75	233,500.00	233,500.00	97,845.25	58 %

2550 Tree Removal - Dutch Elm Disease

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000 Public Works							
430200 Road & Street Services							
	300 PURCHASED SERVICES	0.00	0.00	4,600.00	4,600.00	4,600.00	%
	Account Total:	0.00	0.00	4,600.00	4,600.00	4,600.00	%
	Account Group Total:	0.00	0.00	4,600.00	4,600.00	4,600.00	%
	Fund Total:	0.00	0.00	4,600.00	4,600.00	4,600.00	%

2565 City Wide Street Maintenance

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430200	Road & Street Services						
100	PERSONAL SERVICES	0.00	150,697.33	235,000.00	235,000.00	84,302.67	64 %
141	Unemployment Insurance	0.00	375.87	600.00	600.00	224.13	63 %
142	Workers' Compensation	0.00	5,672.15	10,000.00	10,000.00	4,327.85	57 %
143	F.I.C.A.	0.00	10,915.75	18,000.00	18,000.00	7,084.25	61 %
144	PERS	0.00	13,555.05	21,500.00	21,500.00	7,944.95	63 %
146	Health Insurance	0.00	36,647.44	45,500.00	45,500.00	8,852.56	81 %
200	SUPPLIES	2,905.43	67,560.79	35,000.00	35,000.00	-32,560.79	193 %
230	Repair and Maintenance	1,148.06	10,786.64	20,000.00	20,000.00	9,213.36	54 %
300	PURCHASED SERVICES	65.00	48,851.53	45,000.00	45,000.00	-3,851.53	109 %
500	Fixed Charges	0.00	23,450.00	23,450.00	23,450.00	0.00	100 %
930	Imp Not Blgs-Oper-101000	0.00	980.00	37,200.00	37,200.00	36,220.00	3 %
931	Imp Not Bldgs-R&D-102240	0.00	0.00	9,500.00	9,500.00	9,500.00	%
940	Mach & Equip-Oper-101000	0.00	51,540.85	0.00	0.00	-51,540.85	%
941	Mach & Equip-North Mead-102110	0.00	38,165.00	50,000.00	50,000.00	11,835.00	76 %
951	Const-R&D-102240	0.00	19,264.84	20,000.00	20,000.00	735.16	96 %
	Account Total:	4,118.49	478,463.24	570,750.00	570,750.00	92,286.76	84 %
	Account Group Total:	4,118.49	478,463.24	570,750.00	570,750.00	92,286.76	84 %
	Fund Total:	4,118.49	478,463.24	570,750.00	570,750.00	92,286.76	84 %

2566 SNOW REMOVAL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430251	Snow Removal						
100	PERSONAL SERVICES	0.00	74,869.05	101,000.00	101,000.00	26,130.95	74 %
141	Unemployment Insurance	0.00	187.20	255.00	255.00	67.80	73 %
142	Workers' Compensation	0.00	3,084.45	4,550.00	4,550.00	1,465.55	68 %
143	F.I.C.A.	0.00	5,450.37	8,000.00	8,000.00	2,549.63	68 %
144	PERS	0.00	6,738.92	9,200.00	9,200.00	2,461.08	73 %
146	Health Insurance	0.00	17,908.36	33,000.00	33,000.00	15,091.64	54 %
200	SUPPLIES	0.00	14,832.66	9,750.00	9,750.00	-5,082.66	152 %
230	Repair and Maintenance	0.00	4,691.40	10,000.00	10,000.00	5,308.60	47 %
300	PURCHASED SERVICES	0.00	3,176.44	20,000.00	20,000.00	16,823.56	16 %
500	Fixed Charges	0.00	0.00	1,250.00	1,250.00	1,250.00	%
940	Mach & Equip-Oper-101000	0.00	8,100.00	32,100.00	32,100.00	24,000.00	25 %
941	Mach & Equip-North Mead-102110	0.00	0.00	15,000.00	15,000.00	15,000.00	%
951	Const-R&D-102240	0.00	19,264.84	20,000.00	20,000.00	735.16	96 %
	Account Total:	0.00	158,303.69	264,105.00	264,105.00	105,801.31	60 %
	Account Group Total:	0.00	158,303.69	264,105.00	264,105.00	105,801.31	60 %
	Fund Total:	0.00	158,303.69	264,105.00	264,105.00	105,801.31	60 %

2584 Mowing

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430200	Road & Street Services						
	300 PURCHASED SERVICES	51.09	8,135.24	50,000.00	50,000.00	41,864.76	16 %
	Account Total:	51.09	8,135.24	50,000.00	50,000.00	41,864.76	16 %
	Account Group Total:	51.09	8,135.24	50,000.00	50,000.00	41,864.76	16 %
460000	CULTURE AND RECREATION						
460430	Parks						
	300 PURCHASED SERVICES	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	Account Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	Account Group Total:	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	Fund Total:	51.09	8,135.24	60,000.00	60,000.00	51,864.76	14 %

2598 MVS Park Maintenance #98

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460430	Parks						
200	SUPPLIES	0.00	0.00	10,000.00	10,000.00	10,000.00	%
300	PURCHASED SERVICES	0.00	0.00	2,000.00	2,000.00	2,000.00	%
	Account Total:	0.00	0.00	12,000.00	12,000.00	12,000.00	%
	Account Group Total:	0.00	0.00	12,000.00	12,000.00	12,000.00	%
	Fund Total:	0.00	0.00	12,000.00	12,000.00	12,000.00	%

2810 Police Reserve Training

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
420000	PUBLIC SAFETY						
420100	Law Enforcement Services						
200	SUPPLIES	0.00	0.00	5,000.00	5,000.00	5,000.00	%
300	PURCHASED SERVICES	0.00	12,905.63	15,000.00	15,000.00	2,094.37	86 %
	Account Total:	0.00	12,905.63	20,000.00	20,000.00	7,094.37	65 %
	Account Group Total:	0.00	12,905.63	20,000.00	20,000.00	7,094.37	65 %
	Fund Total:	0.00	12,905.63	20,000.00	20,000.00	7,094.37	65 %

2820 Gas Apportionment Tax

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430200	Road & Street Services						
200	SUPPLIES	0.00	168,544.33	332,070.00	332,070.00	163,525.67	51 %
300	PURCHASED SERVICES	0.00	1,634.49	0.00	0.00	-1,634.49	%
931	Imp Not Bldgs-R&D-102240	0.00	0.00	43,000.00	43,000.00	43,000.00	%
	Account Total:	0.00	170,178.82	375,070.00	375,070.00	204,891.18	45 %
	Account Group Total:	0.00	170,178.82	375,070.00	375,070.00	204,891.18	45 %
	Fund Total:	0.00	170,178.82	375,070.00	375,070.00	204,891.18	45 %

2861 MAIN STREET MT GRANT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000	GENERAL GOVERNMENT						
411840	GRANTS ADMINISTRATION						
700	GRANTS, CONTRIBUTIONS AND	0.00	80,000.00	80,000.00	80,000.00	0.00	100 %
	Account Total:	0.00	80,000.00	80,000.00	80,000.00	0.00	100 %
	Account Group Total:	0.00	80,000.00	80,000.00	80,000.00	0.00	100 %
	Fund Total:	0.00	80,000.00	80,000.00	80,000.00	0.00	100 %

2869 Nuisance

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
431100	WEED CONTROL						
200	SUPPLIES	0.00	0.00	5,000.00	5,000.00	5,000.00	%
300	PURCHASED SERVICES	0.00	0.00	60,000.00	60,000.00	60,000.00	%
	Account Total:	0.00	0.00	65,000.00	65,000.00	65,000.00	%
	Account Group Total:	0.00	0.00	65,000.00	65,000.00	65,000.00	%
	Fund Total:	0.00	0.00	65,000.00	65,000.00	65,000.00	%

2890 Oil/Gas Severance

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000	GENERAL GOVERNMENT						
411850	Special Projects						
300	PURCHASED SERVICES	0.00	11,079.50	13,100.00	13,100.00	2,020.50	85 %
700	GRANTS, CONTRIBUTIONS AND	0.00	26,000.00	26,000.00	26,000.00	0.00	100 %
	Account Total:	0.00	37,079.50	39,100.00	39,100.00	2,020.50	95 %
	Account Group Total:	0.00	37,079.50	39,100.00	39,100.00	2,020.50	95 %
520000	OTHER FINANCING USES						
521000	Interfund Operating Transfers Out						
820	Transfers to Other Funds	0.00	0.00	633,000.00	633,000.00	633,000.00	%
	Account Total:	0.00	0.00	633,000.00	633,000.00	633,000.00	%
	Account Group Total:	0.00	0.00	633,000.00	633,000.00	633,000.00	%
	Fund Total:	0.00	37,079.50	672,100.00	672,100.00	635,020.50	6 %

2990 ARPA

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
470000	Housing and Community Development						
470100	Community Public Facilitiy Projects						
	920 Bldgs-Oper-101000	0.00	1,851.00	55,986.00	55,986.00	54,135.00	3 %
	940 Mach & Equip-Oper-101000	0.00	63.28	0.00	0.00	-63.28	%
	Account Total:	0.00	1,914.28	55,986.00	55,986.00	54,071.72	3 %
	Account Group Total:	0.00	1,914.28	55,986.00	55,986.00	54,071.72	3 %
	Fund Total:	0.00	1,914.28	55,986.00	55,986.00	54,071.72	3 %

3600 SID 100 SMV Paving

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
490000	DEBT SERVICE						
490300	Special Improvement Bonds						
300	PURCHASED SERVICES	0.00	0.00	28,715.00	28,715.00	28,715.00	%
	Account Total:	0.00	0.00	28,715.00	28,715.00	28,715.00	%
	Account Group Total:	0.00	0.00	28,715.00	28,715.00	28,715.00	%
	Fund Total:	0.00	0.00	28,715.00	28,715.00	28,715.00	%

3601 SID 101A

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
490000	DEBT SERVICE						
490300	Special Improvement Bonds						
	300 PURCHASED SERVICES	0.00	0.00	48,667.00	48,667.00	48,667.00	%
	Account Total:	0.00	0.00	48,667.00	48,667.00	48,667.00	%
	Account Group Total:	0.00	0.00	48,667.00	48,667.00	48,667.00	%
	Fund Total:	0.00	0.00	48,667.00	48,667.00	48,667.00	%

3604 SID #104

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
490000	DEBT SERVICE						
490300	Special Improvement Bonds						
610	Principal	0.00	22,588.71	46,000.00	46,000.00	23,411.29	49 %
620	Interest	0.00	3,407.74	6,500.00	6,500.00	3,092.26	52 %
	Account Total:	0.00	25,996.45	52,500.00	52,500.00	26,503.55	50 %
	Account Group Total:	0.00	25,996.45	52,500.00	52,500.00	26,503.55	50 %
	Fund Total:	0.00	25,996.45	52,500.00	52,500.00	26,503.55	50 %

4010 City Hall CIP

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
470000	Housing and Community Development						
470100	Community Public Facilitiy Projects						
200	SUPPLIES	0.00	247.53	0.00	0.00	-247.53	%
920	Bldgs-Oper-101000	0.00	0.00	105,780.00	105,780.00	105,780.00	%
	Account Total:	0.00	247.53	105,780.00	105,780.00	105,532.47	%
	Account Group Total:	0.00	247.53	105,780.00	105,780.00	105,532.47	%
	Fund Total:	0.00	247.53	105,780.00	105,780.00	105,532.47	%

4011 POOL CIP

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460445	Swimming Pool						
	930 Imp Not Blgs-Oper-101000	0.00	0.00	169,000.00	169,000.00	169,000.00	%
	Account Total:	0.00	0.00	169,000.00	169,000.00	169,000.00	%
	Account Group Total:	0.00	0.00	169,000.00	169,000.00	169,000.00	%
	Fund Total:	0.00	0.00	169,000.00	169,000.00	169,000.00	%

4015 Parks CIP

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000 CULTURE AND RECREATION							
460400 Park and Recreation Services							
950 Const-Oper-101000		0.00	0.00	123,500.00	123,500.00	123,500.00	%
	Account Total:	0.00	0.00	123,500.00	123,500.00	123,500.00	%
	Account Group Total:	0.00	0.00	123,500.00	123,500.00	123,500.00	%
	Fund Total:	0.00	0.00	123,500.00	123,500.00	123,500.00	%

4016 PARKS FACILITY CIP

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460400	Park and Recreation Services						
920	Bldgs-Oper-101000	0.00	0.00	123,500.00	123,500.00	123,500.00	%
950	Const-Oper-101000	0.00	70,000.00	0.00	0.00	-70,000.00	%
	Account Total:	0.00	70,000.00	123,500.00	123,500.00	53,500.00	57 %
	Account Group Total:	0.00	70,000.00	123,500.00	123,500.00	53,500.00	57 %
	Fund Total:	0.00	70,000.00	123,500.00	123,500.00	53,500.00	57 %

4020 Police CIP

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
420000	PUBLIC SAFETY						
420100	Law Enforcement Services						
940	Mach & Equip-Oper-101000	0.00	6,948.66	110,000.00	110,000.00	103,051.34	6 %
951	Const-R&D-102240	0.00	102,481.50	0.00	0.00	-102,481.50	%
	Account Total:	0.00	109,430.16	110,000.00	110,000.00	569.84	99 %
	Account Group Total:	0.00	109,430.16	110,000.00	110,000.00	569.84	99 %
	Fund Total:	0.00	109,430.16	110,000.00	110,000.00	569.84	99 %

4025 Police Investigative CIP

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
420000	PUBLIC SAFETY						
420100	Law Enforcement Services						
200	SUPPLIES	0.00	0.00	10,000.00	10,000.00	10,000.00	%
300	PURCHASED SERVICES	0.00	4,461.52	0.00	0.00	-4,461.52	%
940	Mach & Equip-Oper-101000	0.00	0.00	20,000.00	20,000.00	20,000.00	%
	Account Total:	0.00	4,461.52	30,000.00	30,000.00	25,538.48	15 %
	Account Group Total:	0.00	4,461.52	30,000.00	30,000.00	25,538.48	15 %
	Fund Total:	0.00	4,461.52	30,000.00	30,000.00	25,538.48	15 %

4030 Cap Proj-Street Equipment

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000 Public Works							
430200 Road & Street Services							
	940 Mach & Equip-Oper-101000	0.00	15,600.00	127,800.00	127,800.00	112,200.00	12 %
	Account Total:	0.00	15,600.00	127,800.00	127,800.00	112,200.00	12 %
	Account Group Total:	0.00	15,600.00	127,800.00	127,800.00	112,200.00	12 %
	Fund Total:	0.00	15,600.00	127,800.00	127,800.00	112,200.00	12 %

4031 Cap Proj-Street Construction

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000 Public Works							
430200 Road & Street Services							
	952 Const-Cap Proj-102250	0.00	0.00	107,000.00	107,000.00	107,000.00	%
	Account Total:	0.00	0.00	107,000.00	107,000.00	107,000.00	%
	Account Group Total:	0.00	0.00	107,000.00	107,000.00	107,000.00	%
	Fund Total:	0.00	0.00	107,000.00	107,000.00	107,000.00	%

4040 Capital Projects - Fire Equipment

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
420000 PUBLIC SAFETY							
420400 Fire Protection & Control							
940	Mach & Equip-Oper-101000	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Group Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Fund Total:	0.00	0.00	40,000.00	40,000.00	40,000.00	%

4060 Enhancement Project-CTEP-Bike Path

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000 CULTURE AND RECREATION							
460440 Participant Recreation							
950 Const-Oper-101000		0.00	0.00	65,000.00	65,000.00	65,000.00	%
	Account Total:	0.00	0.00	65,000.00	65,000.00	65,000.00	%
	Account Group Total:	0.00	0.00	65,000.00	65,000.00	65,000.00	%
	Fund Total:	0.00	0.00	65,000.00	65,000.00	65,000.00	%

4070 Downtown Enhancement Capital Project

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000	CULTURE AND RECREATION						
460300	Community Events						
	300 PURCHASED SERVICES	0.00	0.00	12,500.00	12,500.00	12,500.00	%
	Account Total:	0.00	0.00	12,500.00	12,500.00	12,500.00	%
	Account Group Total:	0.00	0.00	12,500.00	12,500.00	12,500.00	%
	Fund Total:	0.00	0.00	12,500.00	12,500.00	12,500.00	%

5210 Water Utility

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430500	Water Operating						
100	PERSONAL SERVICES	0.00	186,359.93	300,000.00	300,000.00	113,640.07	62 %
141	Unemployment Insurance	0.00	453.32	800.00	800.00	346.68	57 %
142	Workers' Compensation	0.00	6,329.51	8,200.00	8,200.00	1,870.49	77 %
143	F.I.C.A.	0.00	13,561.49	23,000.00	23,000.00	9,438.51	59 %
144	PERS	0.00	16,734.60	27,500.00	27,500.00	10,765.40	61 %
146	Health Insurance	0.00	46,709.42	102,000.00	102,000.00	55,290.58	46 %
200	SUPPLIES	559.68	72,387.74	150,000.00	150,000.00	77,612.26	48 %
230	Repair and Maintenance	1,297.70	10,085.71	15,000.00	15,000.00	4,914.29	67 %
300	PURCHASED SERVICES	546.53	138,766.94	285,000.00	285,000.00	146,233.06	49 %
340	Utility Services	0.00	7,417.15	0.00	0.00	-7,417.15	%
500	Fixed Charges	0.00	23,000.00	23,000.00	23,000.00	0.00	100 %
921	Bldgs-R&D-102240	0.00	0.00	12,500.00	12,500.00	12,500.00	%
930	Imp Not Blgs-Oper-101000	0.00	26,888.99	37,500.00	37,500.00	10,611.01	72 %
931	Imp Not Bldgs-R&D-102240	0.00	107,591.85	109,500.00	109,500.00	1,908.15	98 %
940	Mach & Equip-Oper-101000	0.00	0.00	155,200.00	155,200.00	155,200.00	%
941	Mach & Equip-North Mead-102110	0.00	9,881.08	0.00	0.00	-9,881.08	%
942	Mach & Equip-R&D-102240	0.00	72,640.25	0.00	0.00	-72,640.25	%
943	Mach & Equip-Cap Proj-102250	0.00	59,220.00	0.00	0.00	-59,220.00	%
951	Const-R&D-102240	0.00	19,264.84	20,000.00	20,000.00	735.16	96 %
952	Const-Cap Proj-102250	0.00	749,224.37	9,000,000.00	9,000,000.00	8,250,775.63	8 %
	Account Total:	2,403.91	1,566,517.19	10,269,200.00	10,269,200.00	8,702,682.81	15 %
	Account Group Total:	2,403.91	1,566,517.19	10,269,200.00	10,269,200.00	8,702,682.81	15 %
490000	DEBT SERVICE						
490500	Other Debt Service Payments						
610	Principal	0.00	38,000.00	76,000.00	76,000.00	38,000.00	50 %
620	Interest	0.00	16,987.50	33,500.00	33,500.00	16,512.50	51 %
	Account Total:	0.00	54,987.50	109,500.00	109,500.00	54,512.50	50 %
490510	Inter-Cap Loan						
610	Principal	0.00	40,000.00	81,000.00	81,000.00	41,000.00	49 %
620	Interest	0.00	19,637.50	39,000.00	39,000.00	19,362.50	50 %
	Account Total:	0.00	59,637.50	120,000.00	120,000.00	60,362.50	50 %
490520	USDA Rural Development Loan - Principal & interest						
610	Principal	1,885.49	22,653.08	22,595.00	22,595.00	-58.08	100 %
620	Interest	1,881.51	22,550.92	22,609.00	22,609.00	58.08	100 %
	Account Total:	3,767.00	45,204.00	45,204.00	45,204.00	0.00	100 %
490530	SRF						
610	Principal	0.00	45,000.00	90,000.00	90,000.00	45,000.00	50 %
620	Interest	0.00	25,062.54	40,000.00	40,000.00	14,937.46	63 %
	Account Total:	0.00	70,062.54	130,000.00	130,000.00	59,937.46	54 %
	Account Group Total:	3,767.00	229,891.54	404,704.00	404,704.00	174,812.46	57 %
	Fund Total:	6,170.91	1,796,408.73	10,673,904.00	10,673,904.00	8,877,495.27	17 %

5211 WATER IMPACT FEES

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000 Public Works						
430500 Water Operating						
300 PURCHASED SERVICES	0.00	1,618.00	0.00	0.00	-1,618.00	%
Account Total:	0.00	1,618.00	0.00	0.00	-1,618.00	%
430590 Water Impact Expense						
300 PURCHASED SERVICES	0.00	0.00	310,000.00	310,000.00	310,000.00	%
Account Total:	0.00	0.00	310,000.00	310,000.00	310,000.00	%
Account Group Total:	0.00	1,618.00	310,000.00	310,000.00	308,382.00	1 %
Fund Total:	0.00	1,618.00	310,000.00	310,000.00	308,382.00	1 %

5310 Sewer Utility

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430500	Water Operating						
300	PURCHASED SERVICES	0.00	63.22	0.00	0.00	-63.22	%
952	Const-Cap Proj-102250	0.00	670,353.86	0.00	0.00	-670,353.86	%
	Account Total:	0.00	670,417.08	0.00	0.00	-670,417.08	%
430600	Sewer Operating						
100	PERSONAL SERVICES	0.00	247,188.69	400,000.00	400,000.00	152,811.31	62 %
141	Unemployment Insurance	0.00	613.91	1,000.00	1,000.00	386.09	61 %
142	Workers' Compensation	0.00	8,683.93	16,000.00	16,000.00	7,316.07	54 %
143	F.I.C.A.	0.00	17,950.30	31,000.00	31,000.00	13,049.70	58 %
144	PERS	0.00	22,283.91	37,000.00	37,000.00	14,716.09	60 %
146	Health Insurance	0.00	64,086.31	115,000.00	115,000.00	50,913.69	56 %
200	SUPPLIES	4,436.08	146,858.04	75,000.00	75,000.00	-71,858.04	196 %
230	Repair and Maintenance	1,745.73	16,310.22	20,000.00	20,000.00	3,689.78	82 %
300	PURCHASED SERVICES	336.53	190,538.36	245,000.00	245,000.00	54,461.64	78 %
500	Fixed Charges	0.00	31,000.00	31,000.00	31,000.00	0.00	100 %
930	Imp Not Blgs-Oper-101000	0.00	110,379.64	0.00	0.00	-110,379.64	%
931	Imp Not Bldgs-R&D-102240	0.00	32,164.48	320,300.00	320,300.00	288,135.52	10 %
932	Imp Not Bldgs-Cap Proj-102250	0.00	0.00	15,350.00	15,350.00	15,350.00	%
940	Mach & Equip-Oper-101000	0.00	6,422.00	38,900.00	38,900.00	32,478.00	17 %
942	Mach & Equip-R&D-102240	0.00	122,227.89	0.00	0.00	-122,227.89	%
943	Mach & Equip-Cap Proj-102250	0.00	0.00	152,800.00	152,800.00	152,800.00	%
951	Const-R&D-102240	0.00	19,264.84	20,000.00	20,000.00	735.16	96 %
952	Const-Cap Proj-102250	0.00	833,252.78	1,361,850.00	1,361,850.00	528,597.22	61 %
	Account Total:	6,518.34	1,869,225.30	2,880,200.00	2,880,200.00	1,010,974.70	65 %
	Account Group Total:	6,518.34	2,539,642.38	2,880,200.00	2,880,200.00	340,557.62	88 %
490000	DEBT SERVICE						
490510	Inter-Cap Loan						
610	Principal	0.00	204,000.00	401,000.00	401,000.00	197,000.00	51 %
620	Interest	0.00	67,600.00	143,000.00	143,000.00	75,400.00	47 %
	Account Total:	0.00	271,600.00	544,000.00	544,000.00	272,400.00	50 %
490520	USDA Rural Development Loan - Principal & interest						
610	Principal	0.00	15,000.00	30,000.00	30,000.00	15,000.00	50 %
620	Interest	0.00	4,312.50	10,000.00	10,000.00	5,687.50	43 %
	Account Total:	0.00	19,312.50	40,000.00	40,000.00	20,687.50	48 %
490530	SRF						
610	Principal	0.00	85,000.00	167,000.00	167,000.00	82,000.00	51 %
620	Interest	0.00	34,037.50	72,000.00	72,000.00	37,962.50	47 %
	Account Total:	0.00	119,037.50	239,000.00	239,000.00	119,962.50	50 %
490540	Other Debt Service Payments						
610	Principal	0.00	0.00	432,000.00	432,000.00	432,000.00	%
620	Interest	0.00	0.00	210,000.00	210,000.00	210,000.00	%
	Account Total:	0.00	0.00	642,000.00	642,000.00	642,000.00	%
	Account Group Total:	0.00	409,950.00	1,465,000.00	1,465,000.00	1,055,050.00	28 %

5310 Sewer Utility

Account	Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
		Fund Total:	6,518.34	2,949,592.38	4,345,200.00	4,345,200.00	1,395,607.62	68 %

5311 SEWER IMPACT FEES

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000 Public Works						
430600 Sewer Operating						
300 PURCHASED SERVICES	0.00	1,618.00	0.00	0.00	-1,618.00	%
Account Total:	0.00	1,618.00	0.00	0.00	-1,618.00	%
430690 Sewer Impact Expense						
950 Const-Oper-101000	0.00	0.00	153,000.00	153,000.00	153,000.00	%
Account Total:	0.00	0.00	153,000.00	153,000.00	153,000.00	%
Account Group Total:	0.00	1,618.00	153,000.00	153,000.00	151,382.00	1 %
Fund Total:	0.00	1,618.00	153,000.00	153,000.00	151,382.00	1 %

5410 Solid Waste

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430830	Solid Waste Collection						
100	PERSONAL SERVICES	0.00	327,158.61	417,000.00	417,000.00	89,841.39	78 %
141	Unemployment Insurance	0.00	817.46	1,100.00	1,100.00	282.54	74 %
142	Workers' Compensation	0.00	12,643.64	18,000.00	18,000.00	5,356.36	70 %
143	F.I.C.A.	0.00	23,772.13	32,000.00	32,000.00	8,227.87	74 %
144	PERS	0.00	29,452.00	38,000.00	38,000.00	8,548.00	78 %
146	Health Insurance	0.00	81,013.11	118,000.00	118,000.00	36,986.89	69 %
200	SUPPLIES	214.63	86,264.91	55,000.00	55,000.00	-31,264.91	157 %
230	Repair and Maintenance	5,500.68	42,004.19	60,000.00	60,000.00	17,995.81	70 %
300	PURCHASED SERVICES	1,095.63	62,009.47	35,000.00	35,000.00	-27,009.47	177 %
500	Fixed Charges	0.00	20,950.00	20,950.00	20,950.00	0.00	100 %
931	Imp Not Bldgs-R&D-102240	0.00	0.00	9,500.00	9,500.00	9,500.00	%
940	Mach & Equip-Oper-101000	0.00	2,333.33	25,000.00	25,000.00	22,666.67	9 %
941	Mach & Equip-North Mead-102110	0.00	0.00	60,000.00	60,000.00	60,000.00	%
942	Mach & Equip-R&D-102240	0.00	0.00	16,500.00	16,500.00	16,500.00	%
943	Mach & Equip-Cap Proj-102250	0.00	0.00	1,800.00	1,800.00	1,800.00	%
951	Const-R&D-102240	0.00	19,264.84	20,000.00	20,000.00	735.16	96 %
	Account Total:	6,810.94	707,683.69	927,850.00	927,850.00	220,166.31	76 %
	Account Group Total:	6,810.94	707,683.69	927,850.00	927,850.00	220,166.31	76 %
	Fund Total:	6,810.94	707,683.69	927,850.00	927,850.00	220,166.31	76 %

5710 Sweeping Operating

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430252	Street Sweeping						
100	PERSONAL SERVICES	0.00	106,218.78	95,000.00	95,000.00	-11,218.78	112 %
141	Unemployment Insurance	0.00	265.67	250.00	250.00	-15.67	106 %
142	Workers' Compensation	0.00	3,586.53	3,250.00	3,250.00	-336.53	110 %
143	F.I.C.A.	0.00	7,897.18	7,500.00	7,500.00	-397.18	105 %
144	PERS	0.00	8,306.70	8,750.00	8,750.00	443.30	95 %
146	Health Insurance	0.00	12,139.71	33,000.00	33,000.00	20,860.29	37 %
200	SUPPLIES	192.63	19,041.92	20,000.00	20,000.00	958.08	95 %
230	Repair and Maintenance	1,207.36	8,397.13	15,000.00	15,000.00	6,602.87	56 %
300	PURCHASED SERVICES	1,350.00	21,717.34	35,000.00	35,000.00	13,282.66	62 %
500	Fixed Charges	0.00	6,500.00	6,500.00	6,500.00	0.00	100 %
931	Imp Not Bldgs-R&D-102240	0.00	0.00	9,500.00	9,500.00	9,500.00	%
942	Mach & Equip-R&D-102240	0.00	2,333.33	40,000.00	40,000.00	37,666.67	6 %
951	Const-R&D-102240	0.00	19,264.84	20,000.00	20,000.00	735.16	96 %
	Account Total:	2,749.99	215,669.13	293,750.00	293,750.00	78,080.87	73 %
	Account Group Total:	2,749.99	215,669.13	293,750.00	293,750.00	78,080.87	73 %
	Fund Total:	2,749.99	215,669.13	293,750.00	293,750.00	78,080.87	73 %

7120 Fire Disability

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
520000	OTHER FINANCING USES						
520000	OTHER FINANCING USES						
	800 OTHER OBJECTS	0.00	45,000.00	90,000.00	90,000.00	45,000.00	50 %
	Account Total:	0.00	45,000.00	90,000.00	90,000.00	45,000.00	50 %
	Account Group Total:	0.00	45,000.00	90,000.00	90,000.00	45,000.00	50 %
	Fund Total:	0.00	45,000.00	90,000.00	90,000.00	45,000.00	50 %

7970 Grant-Richland County

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
460000 CULTURE AND RECREATION							
460445 Swimming Pool							
922	Bldgs-Cap Proj-102250	0.00	0.00	5,223.00	5,223.00	5,223.00	%
	Account Total:	0.00	0.00	5,223.00	5,223.00	5,223.00	%
	Account Group Total:	0.00	0.00	5,223.00	5,223.00	5,223.00	%
	Fund Total:	0.00	0.00	5,223.00	5,223.00	5,223.00	%
	Grand Total:	36,525.98					
			0.00				
			10,008,108.85	26,272,658.00	26,272,658.00	16,264,549.15	38 %

1000 General

Account		Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES						
311010	Real Property Taxes	304,676.65	1,185,715.46	1,267,317.00	81,601.54	94 %
311020	Personal Property Taxes	0.00	8,474.11	25,000.00	16,525.89	34 %
311030	Motor Vehicle Taxes	0.00	0.00	5,000.00	5,000.00	0 %
312000	Penalty & Interest on Delinquent Taxes	151.49	4,256.39	5,000.00	743.61	85 %
314150	EXCISE TAX-MARIJUANA	0.00	122,163.56	135,000.00	12,836.44	90 %
	Account Group Total:	304,828.14	1,320,609.52	1,437,317.00	116,707.48	92 %
320000 LICENSES AND PERMITS						
322010	Alcoholic Beverage Licenses and Permits	1,200.00	3,270.00	12,000.00	8,730.00	27 %
322020	General Business/Professional/Occupational	0.00	3,025.00	5,000.00	1,975.00	61 %
323010	Building & Related Permits	529.24	62,989.02	70,000.00	7,010.98	90 %
323011	Building & Related Permits-COUNTY	3,626.37	28,639.89	40,000.00	11,360.11	72 %
323030	Animal Licenses	0.00	580.00	1,000.00	420.00	58 %
323050	Other Miscellaneous Permits	0.00	0.00	500.00	500.00	0 %
323080	Bicycle Licenses	0.00	0.00	6.00	6.00	0 %
	Account Group Total:	5,355.61	98,503.91	128,506.00	30,002.09	77 %
330000 INTERGOVERNMENTAL REVENUES						
334000	State Grants	0.00	255,963.76	631,536.00	375,572.24	41 %
335110	Live Card Game Table Permit	0.00	300.00	500.00	200.00	60 %
335120	Gambling Machine Permits	0.00	20,700.00	20,000.00	-700.00	104 %
335230	State Entitlement Share	0.00	766,014.12	1,021,352.00	255,337.88	75 %
338000	Local Shared Revenue	0.00	0.00	24,000.00	24,000.00	0 %
	Account Group Total:	0.00	1,042,977.88	1,697,388.00	654,410.12	61 %
340000 Charges for Services						
341000	General Government - Board of Adj.	0.00	1,700.00	2,500.00	800.00	68 %
341010	General Government-Miscellaneous	15.00	1,564.64	1,000.00	-564.64	156 %
341011	Administrative Fees	0.00	555,547.72	1,500.00	-554,047.72	*** %
341012	TBID Administrative Fees	0.00	27.69	0.00	-27.69	** %
343067	Other - Miscellaneous	0.00	15,169.49	0.00	-15,169.49	** %
344036	Subdivision Review	0.00	800.00	30,000.00	29,200.00	3 %
346030	Swimming Pool-Pass Fee	6,070.00	31,285.00	30,000.00	-1,285.00	104 %
346031	Swimming Pool-Daily Users Fee	0.00	7,017.00	15,000.00	7,983.00	47 %
346050	Charges for Use of Pavilion in Veteran's Park	0.00	200.00	100.00	-100.00	200 %
	Account Group Total:	6,085.00	613,311.54	80,100.00	-533,211.54	766 %
350000 FINES AND FORFEITURES						
351030	City Courts Fines	14,236.50	164,095.44	140,000.00	-24,095.44	117 %
	Account Group Total:	14,236.50	164,095.44	140,000.00	-24,095.44	117 %
360000 MISCELLANEOUS REVENUE						
361100	Dividends	0.00	0.00	150.00	150.00	0 %
362000	Other Miscellaneous Revenue	0.00	52,849.63	25,000.00	-27,849.63	211 %
365000	Contributions and Donations	0.00	0.00	5,000.00	5,000.00	0 %
365010	Private Gifts & Bequests	0.00	0.00	500.00	500.00	0 %
365030	K-9	0.00	25.00	5,500.00	5,475.00	0 %
365040	Playground Donations	0.00	5,500.00	50,000.00	44,500.00	11 %
365050	Parks Program Donations	0.00	1,100.00	25,000.00	23,900.00	4 %
367000	Sale of Junk or Salvage	441.00	441.00	15,000.00	14,559.00	3 %

1000 General

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
Account Group Total:	441.00	59,915.63	126,150.00	66,234.37	47 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	0.00	160,550.00	160,550.00	0 %
Account Group Total:	0.00	0.00	160,550.00	160,550.00	0 %
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	185,000.00	185,000.00	0 %
Account Group Total:	0.00	0.00	185,000.00	185,000.00	0 %
Fund Total:	330,946.25	3,299,413.92	3,955,011.00	655,597.08	83 %

2060 PLAYGROUNDS & PARKS

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	750.00	750.00	0.00	100 %
Account Group Total:	0.00	750.00	750.00	0.00	100 %
Fund Total:	0.00	750.00	750.00	0.00	100 %

2061 BALLPARKS & BALLFIELDS

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	500.00	500.00	0.00	100 %
Account Group Total:	0.00	500.00	500.00	0.00	100 %
Fund Total:	0.00	500.00	500.00	0.00	100 %

2062 TENNIS COURTS

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	5,000.00	5,000.00	0.00	100 %
Account Group Total:	0.00	5,000.00	5,000.00	0.00	100 %
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	115,000.00	115,000.00	0 %
Account Group Total:	0.00	0.00	115,000.00	115,000.00	0 %
Fund Total:	0.00	5,000.00	120,000.00	115,000.00	4 %

2063 BIKE PATH

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
365010 Private Gifts & Bequests	0.00	1,000.00	0.00	-1,000.00	** %
Account Group Total:	0.00	1,000.00	0.00	-1,000.00	** %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	2,500.00	2,500.00	0.00	100 %
Account Group Total:	0.00	2,500.00	2,500.00	0.00	100 %
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	10,000.00	10,000.00	0 %
Account Group Total:	0.00	0.00	10,000.00	10,000.00	0 %
Fund Total:	0.00	3,500.00	12,500.00	9,000.00	28 %

2101 TBID

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
315101 TBID Tax	4,109.03	119,902.67	300,000.00	180,097.33	40 %
Account Group Total:	4,109.03	119,902.67	300,000.00	180,097.33	40 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	750.00	750.00	0.00	100 %
Account Group Total:	0.00	750.00	750.00	0.00	100 %
Fund Total:	4,109.03	120,652.67	300,750.00	180,097.33	40 %

2170 Airport

Account		Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES						
311010	Real Property Taxes	4,936.13	18,844.54	20,617.00	1,772.46	91 %
311020	Personal Property Taxes	0.00	137.43	0.00	-137.43	** %
312000	Penalty & Interest on Delinquent Taxes	3.03	65.60	20.00	-45.60	328 %
	Account Group Total:	4,939.16	19,047.57	20,637.00	1,589.43	92 %
	Fund Total:	4,939.16	19,047.57	20,637.00	1,589.43	92 %

2190 Comprehensive Liability

Account		Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES						
311010	Real Property Taxes	11,876.71	45,118.74	49,560.00	4,441.26	91 %
311020	Personal Property Taxes	0.00	330.36	0.00	-330.36	** %
312000	Penalty & Interest on Delinquent Taxes	7.44	205.15	50.00	-155.15	410 %
	Account Group Total:	11,884.15	45,654.25	49,610.00	3,955.75	92 %
	Fund Total:	11,884.15	45,654.25	49,610.00	3,955.75	92 %

2220 Library Levy

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
311010 Real Property Taxes	3.53	298.24	0.00	-298.24	** %
312000 Penalty & Interest on Delinquent Taxes	13.11	245.36	100.00	-145.36	245 %
Account Group Total:	16.64	543.60	100.00	-443.60	544 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	400.00	400.00	0.00	100 %
Account Group Total:	0.00	400.00	400.00	0.00	100 %
Fund Total:	16.64	943.60	500.00	-443.60	189 %

2260 Emergency Disaster

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
311010 Real Property Taxes	1,899.12	7,142.18	7,930.00	787.82	90 %
311020 Personal Property Taxes	0.00	52.86	0.00	-52.86	** %
312000 Penalty & Interest on Delinquent Taxes	0.75	20.97	0.00	-20.97	** %
Account Group Total:	1,899.87	7,216.01	7,930.00	713.99	91 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	850.00	850.00	0.00	100 %
Account Group Total:	0.00	850.00	850.00	0.00	100 %
Fund Total:	1,899.87	8,066.01	8,780.00	713.99	92 %

2350 Local Govt Study Commission

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
311010 Real Property Taxes	9.93	2,678.55	0.00	-2,678.55	** %
Account Group Total:	9.93	2,678.55	0.00	-2,678.55	** %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	750.00	750.00	0.00	100 %
Account Group Total:	0.00	750.00	750.00	0.00	100 %
Fund Total:	9.93	3,428.55	750.00	-2,678.55	457 %

2370 P.E.R.S. - Employer Contribution

Account		Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES						
311010	Real Property Taxes	48,429.43	183,485.19	202,206.00	18,720.81	91 %
311020	Personal Property Taxes	0.00	1,347.87	0.00	-1,347.87	** %
312000	Penalty & Interest on Delinquent Taxes	24.00	626.11	50.00	-576.11	*** %
	Account Group Total:	48,453.43	185,459.17	202,256.00	16,796.83	92 %
370000 INVESTMENT EARNINGS						
371010	Investment Earnings	0.00	2,500.00	2,500.00	0.00	100 %
	Account Group Total:	0.00	2,500.00	2,500.00	0.00	100 %
	Fund Total:	48,453.43	187,959.17	204,756.00	16,796.83	92 %

2371 Employer Contribution Group Health

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
311010 Real Property Taxes	66,983.70	257,689.38	279,520.00	21,830.62	92 %
311020 Personal Property Taxes	0.00	1,863.23	0.00	-1,863.23	** %
312000 Penalty & Interest on Delinquent Taxes	26.47	827.27	50.00	-777.27	*** %
Account Group Total:	67,010.17	260,379.88	279,570.00	19,190.12	93 %
360000 MISCELLANEOUS REVENUE					
365000 Contributions and Donations	0.00	68.00	0.00	-68.00	** %
Account Group Total:	0.00	68.00	0.00	-68.00	** %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	2,500.00	2,500.00	0.00	100 %
Account Group Total:	0.00	2,500.00	2,500.00	0.00	100 %
Fund Total:	67,010.17	262,947.88	282,070.00	19,122.12	93 %

2372 Permissive Health LEvy

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
311010 Real Property Taxes	0.00	52.50	0.00	-52.50	** %
312000 Penalty & Interest on Delinquent Taxes	2.67	47.26	0.00	-47.26	** %
Account Group Total:	2.67	99.76	0.00	-99.76	** %
Fund Total:	2.67	99.76	0.00	-99.76	** %

2390 Drug Forfeiture

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
350000 FINES AND FORFEITURES					
351030 City Courts Fines	0.00	607.50	12,000.00	11,392.50	5 %
Account Group Total:	0.00	607.50	12,000.00	11,392.50	5 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	750.00	750.00	0.00	100 %
Account Group Total:	0.00	750.00	750.00	0.00	100 %
Fund Total:	0.00	1,357.50	12,750.00	11,392.50	11 %

2399 Impact Fees

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	6,000.00	6,000.00	0.00	100 %
Account Group Total:	0.00	6,000.00	6,000.00	0.00	100 %
Fund Total:	0.00	6,000.00	6,000.00	0.00	100 %

2425 Street Lighting

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
363010 Maintenance Assessments	54,048.63	220,795.89	225,000.00	4,204.11	98 %
363040 Penalty & Interest Special Assessments	55.01	849.33	100.00	-749.33	849 %
Account Group Total:	54,103.64	221,645.22	225,100.00	3,454.78	98 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	7,000.00	7,000.00	0.00	100 %
Account Group Total:	0.00	7,000.00	7,000.00	0.00	100 %
Fund Total:	54,103.64	228,645.22	232,100.00	3,454.78	99 %

2565 City Wide Street Maintenance

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
340000 Charges for Services					
343011 Road & Street Repair	0.00	11,000.00	0.00	-11,000.00	** %
343035 Sale of Sewer Materials and Supplies	0.00	6,000.00	0.00	-6,000.00	** %
Account Group Total:	0.00	17,000.00	0.00	-17,000.00	** %
360000 MISCELLANEOUS REVENUE					
360000 MISCELLANEOUS REVENUE	0.00	1,091.93	0.00	-1,091.93	** %
363010 Maintenance Assessments	205,840.00	766,860.00	555,000.00	-211,860.00	138 %
363040 Penalty & Interest Special Assessments	203.06	3,955.92	1,500.00	-2,455.92	264 %
Account Group Total:	206,043.06	771,907.85	556,500.00	-215,407.85	139 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	6,000.00	6,000.00	0.00	100 %
Account Group Total:	0.00	6,000.00	6,000.00	0.00	100 %
Fund Total:	206,043.06	794,907.85	562,500.00	-232,407.85	141 %

2566 SNOW REMOVAL

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
360000 MISCELLANEOUS REVENUE	0.00	291.18	0.00	-291.18	** %
363010 Maintenance Assessments	0.00	0.00	222,000.00	222,000.00	0 %
Account Group Total:	0.00	291.18	222,000.00	221,708.82	0 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	4,000.00	4,000.00	0.00	100 %
Account Group Total:	0.00	4,000.00	4,000.00	0.00	100 %
Fund Total:	0.00	4,291.18	226,000.00	221,708.82	2 %

2584 Mowing

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
363010 Maintenance Assessments	2,191.95	12,216.79	30,000.00	17,783.21	41 %
363040 Penalty & Interest Special Assessments	31.27	835.58	200.00	-635.58	418 %
Account Group Total:	2,223.22	13,052.37	30,200.00	17,147.63	43 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	3,000.00	3,000.00	0.00	100 %
Account Group Total:	0.00	3,000.00	3,000.00	0.00	100 %
Fund Total:	2,223.22	16,052.37	33,200.00	17,147.63	48 %

2598 MVS Park Maintenance #98

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
363010 Maintenance Assessments	747.20	3,040.41	2,000.00	-1,040.41	152 %
363040 Penalty & Interest Special Assessments	0.00	17.71	0.00	-17.71	** %
Account Group Total:	747.20	3,058.12	2,000.00	-1,058.12	153 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	750.00	750.00	0.00	100 %
Account Group Total:	0.00	750.00	750.00	0.00	100 %
Fund Total:	747.20	3,808.12	2,750.00	-1,058.12	138 %

2810 Police Reserve Training

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
330000 INTERGOVERNMENTAL REVENUES					
335050 Insurance Premium Apportionment	0.00	0.00	16,000.00	16,000.00	0 %
Account Group Total:	0.00	0.00	16,000.00	16,000.00	0 %
Fund Total:	0.00	0.00	16,000.00	16,000.00	0 %

2820 Gas Apportionment Tax

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
330000 INTERGOVERNMENTAL REVENUES					
335040 Gasoline Tax Apportionment	0.00	211,565.85	286,236.00	74,670.15	74 %
Account Group Total:	0.00	211,565.85	286,236.00	74,670.15	74 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	10,000.00	10,000.00	0.00	100 %
Account Group Total:	0.00	10,000.00	10,000.00	0.00	100 %
Fund Total:	0.00	221,565.85	296,236.00	74,670.15	75 %

2861 MAIN STREET MT GRANT

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
330000 INTERGOVERNMENTAL REVENUES					
334142 SPECIAL EVENTS GRANTS-COMMERCE	0.00	20,000.00	60,000.00	40,000.00	33 %
Account Group Total:	0.00	20,000.00	60,000.00	40,000.00	33 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	500.00	0.00	-500.00	** %
Account Group Total:	0.00	500.00	0.00	-500.00	** %
Fund Total:	0.00	20,500.00	60,000.00	39,500.00	34 %

2869 Nuisance

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
363010 Maintenance Assessments	0.00	26,511.33	15,000.00	-11,511.33	177 %
Account Group Total:	0.00	26,511.33	15,000.00	-11,511.33	177 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	750.00	750.00	0.00	100 %
Account Group Total:	0.00	750.00	750.00	0.00	100 %
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	25,000.00	25,000.00	0 %
Account Group Total:	0.00	0.00	25,000.00	25,000.00	0 %
Fund Total:	0.00	27,261.33	40,750.00	13,488.67	67 %

2890 Oil/Gas Severance

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
330000 INTERGOVERNMENTAL REVENUES					
335060 Oil & Gas Production Tax (HB758)	0.00	704,975.33	650,000.00	-54,975.33	108 %
Account Group Total:	0.00	704,975.33	650,000.00	-54,975.33	108 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	6,500.00	6,500.00	0.00	100 %
372010 Oil Royalties	29,102.39	38,563.40	20,000.00	-18,563.40	193 %
Account Group Total:	29,102.39	45,063.40	26,500.00	-18,563.40	170 %
Fund Total:	29,102.39	750,038.73	676,500.00	-73,538.73	111 %

2990 ARPA

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	850.00	850.00	0.00	100 %
Account Group Total:	0.00	850.00	850.00	0.00	100 %
Fund Total:	0.00	850.00	850.00	0.00	100 %

3400 Revolving Fund

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	850.00	850.00	0.00	100 %
Account Group Total:	0.00	850.00	850.00	0.00	100 %
Fund Total:	0.00	850.00	850.00	0.00	100 %

3604 SID #104

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
363010 Maintenance Assessments	13,998.96	48,754.29	45,000.00	-3,754.29	108 %
363040 Penalty & Interest Special Assessments	95.12	138.06	100.00	-38.06	138 %
Account Group Total:	14,094.08	48,892.35	45,100.00	-3,792.35	108 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	8,000.00	8,000.00	0.00	100 %
Account Group Total:	0.00	8,000.00	8,000.00	0.00	100 %
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	10,000.00	10,000.00	0 %
Account Group Total:	0.00	0.00	10,000.00	10,000.00	0 %
Fund Total:	14,094.08	56,892.35	63,100.00	6,207.65	90 %

4011 POOL CIP

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	45,000.00	45,000.00	0 %
Account Group Total:	0.00	0.00	45,000.00	45,000.00	0 %
Fund Total:	0.00	0.00	45,000.00	45,000.00	0 %

4015 Parks CIP

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	65,000.00	65,000.00	0 %
Account Group Total:	0.00	0.00	65,000.00	65,000.00	0 %
Fund Total:	0.00	0.00	65,000.00	65,000.00	0 %

4016 PARKS FACILITY CIP

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	20,000.00	98,000.00	78,000.00	20 %
Account Group Total:	0.00	20,000.00	98,000.00	78,000.00	20 %
Fund Total:	0.00	20,000.00	98,000.00	78,000.00	20 %

4030 Cap Proj-Street Equipment

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	40,000.00	40,000.00	0 %
Account Group Total:	0.00	0.00	40,000.00	40,000.00	0 %
Fund Total:	0.00	0.00	40,000.00	40,000.00	0 %

4040 Capital Projects - Fire Equipment

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
380000 OTHER FINANCING SOURCES					
383000 Interfund Operating Transfer	0.00	0.00	50,000.00	50,000.00	0 %
Account Group Total:	0.00	0.00	50,000.00	50,000.00	0 %
Fund Total:	0.00	0.00	50,000.00	50,000.00	0 %

5210 Water Utility

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES					
313021 Water Pumping Surcharge	0.00	7,890.62	8,500.00	609.38	93 %
Account Group Total:	0.00	7,890.62	8,500.00	609.38	93 %
330000 INTERGOVERNMENTAL REVENUES					
331000 Federal Grants	0.00	127,724.39	0.00	-127,724.39	** %
Account Group Total:	0.00	127,724.39	0.00	-127,724.39	** %
340000 Charges for Services					
341011 Administrative Fees	0.00	0.00	100.00	100.00	0 %
343021 Metered Water Sales	0.00	1,908,586.88	2,160,000.00	251,413.12	88 %
343023 Bulk Water Sales	0.00	1,179.00	2,000.00	821.00	59 %
343024 Sales of Water Materials & Supplies	0.00	38.48	4,000.00	3,961.52	1 %
343026 Water Installation Charges	0.00	500.00	10,000.00	9,500.00	5 %
343027 Miscellaneous Water Revenue	0.00	955.00	2,000.00	1,045.00	48 %
343045 Sale of Scrap	0.00	132.30	0.00	-132.30	** %
Account Group Total:	0.00	1,911,391.66	2,178,100.00	266,708.34	88 %
360000 MISCELLANEOUS REVENUE					
362000 Other Miscellaneous Revenue	0.00	10,191.39	0.00	-10,191.39	** %
Account Group Total:	0.00	10,191.39	0.00	-10,191.39	** %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	0.00	250,000.00	250,000.00	0 %
Account Group Total:	0.00	0.00	250,000.00	250,000.00	0 %
380000 OTHER FINANCING SOURCES					
381070 Proceeds from Notes/Loans/Intercap	0.00	637,157.00	9,000,000.00	8,362,843.00	7 %
Account Group Total:	0.00	637,157.00	9,000,000.00	8,362,843.00	7 %
Fund Total:	0.00	2,694,355.06	11,436,600.00	8,742,244.94	24 %

5211 WATER IMPACT FEES

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	6,000.00	6,000.00	0.00	100 %
Account Group Total:	0.00	6,000.00	6,000.00	0.00	100 %
Fund Total:	0.00	6,000.00	6,000.00	0.00	100 %

5310 Sewer Utility

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
330000 INTERGOVERNMENTAL REVENUES					
331010 CDBG	0.00	913,310.02	550,800.00	-362,510.02	166 %
334120 TSEP State Grant	0.00	303,914.36	100,000.00	-203,914.36	304 %
Account Group Total:	0.00	1,217,224.38	650,800.00	-566,424.38	187 %
340000 Charges for Services					
341011 Administrative Fees	0.00	300.00	0.00	-300.00	** %
343031 Sewer Service Charges	0.00	1,699,307.75	1,900,000.00	200,692.25	89 %
343032 Sewer Installation Charges	0.00	3,000.00	3,000.00	0.00	100 %
343035 Sale of Sewer Materials and Supplies	0.00	16,379.20	500.00	-15,879.20	*** %
343036 Miscellaneous Sewer Revenue	0.00	0.00	2,000.00	2,000.00	0 %
Account Group Total:	0.00	1,718,986.95	1,905,500.00	186,513.05	90 %
360000 MISCELLANEOUS REVENUE					
360000 MISCELLANEOUS REVENUE	0.00	17,939.50	0.00	-17,939.50	** %
361000 Rents/Leases	0.00	32,275.00	35,000.00	2,725.00	92 %
363010 Maintenance Assessments	1,135.49	9,834.08	10,000.00	165.92	98 %
363040 Penalty & Interest Special Assessments	0.00	498.03	0.00	-498.03	** %
Account Group Total:	1,135.49	60,546.61	45,000.00	-15,546.61	135 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	124,078.18	200,000.00	75,921.82	62 %
Account Group Total:	0.00	124,078.18	200,000.00	75,921.82	62 %
Fund Total:	1,135.49	3,120,836.12	2,801,300.00	-319,536.12	111 %

5311 SEWER IMPACT FEES

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
340000 Charges for Services					
343033 Sewer Impact Fees	0.00	6,000.00	0.00	-6,000.00	** %
Account Group Total:	0.00	6,000.00	0.00	-6,000.00	** %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	3,000.00	3,000.00	0.00	100 %
Account Group Total:	0.00	3,000.00	3,000.00	0.00	100 %
Fund Total:	0.00	9,000.00	3,000.00	-6,000.00	300 %

5410 Solid Waste

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
340000 Charges for Services					
343041 Garbage Collection Charges	1,521.32	27,075.74	20,000.00	-7,075.74	135 %
343046 Garbage-Misc Revenue	0.00	0.00	1,000.00	1,000.00	0 %
Account Group Total:	1,521.32	27,075.74	21,000.00	-6,075.74	129 %
360000 MISCELLANEOUS REVENUE					
361000 Rents/Leases	0.00	0.00	30,000.00	30,000.00	0 %
362000 Other Miscellaneous Revenue	0.00	1,747.08	0.00	-1,747.08	** %
363010 Maintenance Assessments	276,255.72	1,145,844.23	1,178,000.00	32,155.77	97 %
363040 Penalty & Interest Special Assessments	513.96	4,301.55	3,000.00	-1,301.55	143 %
Account Group Total:	276,769.68	1,151,892.86	1,211,000.00	59,107.14	95 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	6,000.00	6,000.00	0.00	100 %
Account Group Total:	0.00	6,000.00	6,000.00	0.00	100 %
Fund Total:	278,291.00	1,184,968.60	1,238,000.00	53,031.40	96 %

5710 Sweeping Operating

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
360000 MISCELLANEOUS REVENUE					
360000 MISCELLANEOUS REVENUE	0.00	436.77	0.00	-436.77	** %
361000 Rents/Leases	0.00	0.00	16,000.00	16,000.00	0 %
363010 Maintenance Assessments	95,775.54	388,714.95	386,000.00	-2,714.95	101 %
363040 Penalty & Interest Special Assessments	114.02	1,514.89	8,216.00	6,701.11	18 %
Account Group Total:	95,889.56	390,666.61	410,216.00	19,549.39	95 %
370000 INVESTMENT EARNINGS					
371010 Investment Earnings	0.00	3,000.00	3,000.00	0.00	100 %
Account Group Total:	0.00	3,000.00	3,000.00	0.00	100 %
Fund Total:	95,889.56	393,666.61	413,216.00	19,549.39	95 %

7120 Fire Disability

Account		Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
310000 TAXES						
311010	Real Property Taxes	22,783.92	85,707.63	95,156.00	9,448.37	90 %
311020	Personal Property Taxes	0.00	634.29	0.00	-634.29	** %
312000	Penalty & Interest on Delinquent Taxes	10.15	257.82	40.00	-217.82	645 %
	Account Group Total:	22,794.07	86,599.74	95,196.00	8,596.26	91 %
	Fund Total:	22,794.07	86,599.74	95,196.00	8,596.26	91 %
	Grand Total:	1,173,695.01	13,606,410.01	23,477,512.00	9,871,101.99	58 %

CITY OF SIDNEY, MONTANA

EMPLOYEE HANDBOOK (2026 EDITION)

Effective Date: _____

This handbook supersedes all prior versions of the City of Sidney Personnel Policy and Procedure Manual.
It serves as a general guide for employees and does not constitute a contract of employment.
If any provision conflicts with State or Federal law, those laws shall take precedence.

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- Preface -

This manual provides policies, rules and regulations to be followed as an employee of the City of Sidney. Some aspects of employment with a governmental entity such as the city are also controlled by specific Federal and State statutes and by City Ordinances. Great effort has been made to harmonize this manual with those various laws. In any case of conflict, the Federal and State law and City Ordinances shall take precedence over this manual. As an example, many rules and regulations of the city police department are derived directly from State statutes and those statutes control. Otherwise, this manual shall govern all employees of the City of Sidney, Montana. Although the Mayor is the Chief Executive Officer of the City and has final decision-making authority in personnel matters, the Chief Administrative Officer (CAO) administers the City's day-to-day operations under the direction of the Mayor. All employees shall direct questions and concerns regarding their employment or the policies contained in this manual to their supervisor first. Please note all references herein to "supervisor" may include

the Chief Administrative Officer (CAO) or the Mayor if the employee is under their direct supervision.

- Exemptions -

The disciplinary procedures outlined in this manual do not apply to the police department. In addition, certain police personnel polices or policies related to safety sensitive functions may differ from this manual. The City of Sidney recognizes that sworn members of the Police Department are governed by a set of rules, regulations, polices, procedures, directives, and disciplinary guidelines, some of which may be statutorily provided for. Therefore, it is intended that the polices contained in this manual shall act in conjunction with those Department rules, regulations, policies, procedures, directives and disciplinary guidelines as established and shall apply to any areas of employment by the City of Sidney, not specifically covered by Department rules, regulations, policies, procedures, directives, and disciplinary guidelines.

All such personnel should contact their supervisor for copies of the applicable personnel and disciplinary policies. Fire department personnel, being volunteers, are not employees and are not covered by this handbook. The Fire Marshall, who is a paid employee of the city, is covered by this manual. City/County Library personnel are not employees of the city and are not covered by this handbook.

SECTION 1 – WELCOME & OVERVIEW

1.1 Welcome Statement

Welcome to the City of Sidney! You have joined a dedicated team of professionals committed to serving our community with integrity, accountability, and pride. This handbook provides a practical overview of your rights, responsibilities, and benefits as a City employee. It is intended to help you understand how City government operates and what is expected of you in your role.

Nothing in this handbook constitutes an employment contract. The information provided here serves as general guidance and may be modified as required by law or City Council action.

1.2 Mission Statement

The City of Sidney exists to:

- Serve the citizens of Sidney, Montana.
- Assist citizens in receiving an excellent quality of life from City government, consistent with our resources and their willingness to provide those resources.
- Ensure that citizens are free to act and live their own lives consistent with the laws of the United States and the State of Montana.
- Provide leadership, communication, and delivery of cost-effective services that are responsive to the people's needs and geared to the future of Sidney.
- Provide a climate that fosters economic growth, recognizing that people are the key to our success.
- Cooperate with other government entities to serve and protect the rights of our citizens.

1.3 Purpose of the Handbook

This handbook provides uniform personnel policies for all City of Sidney employees. It ensures compliance with applicable federal and Montana laws, promotes fair and consistent treatment, and supports efficient operations throughout City departments.

If a conflict arises between this handbook and State or Federal law, those laws take precedence. Department-specific procedures may supplement these policies but must be at least as restrictive and consistent with this handbook.

1.4 Management Rights

The City retains all customary management rights necessary to conduct municipal operations, including (but not limited to):

- Hiring, training, promoting, assigning, and evaluating employees;
- Establishing work schedules and job classifications;
- Determining budgets and staffing levels;
- Implementing and enforcing rules for workplace safety and conduct; and
- Taking appropriate disciplinary or administrative action when required.

Except where otherwise provided by law or collective agreement, City employment is governed by applicable Montana and federal law. During any probationary period, employment may be terminated at any time. After completion of probation, employment actions will be taken in accordance with City policy and applicable law.

1.5 Questions and Policy Revisions

Questions about this handbook or specific personnel issues should be directed to your immediate supervisor, department head, Chief Administrative Officer (CAO), as applicable.

The City Council reserves the right to amend, repeal, or replace any portion of this handbook at any time. When changes occur, employees will be notified and are responsible for reviewing and complying with all updated policies. Holders of the copies of the rules shall be responsible for inserting changes as they are issued and for keeping their respective copies of the policies current.

SECTION 2 – EMPLOYMENT BASICS

2.1 Employment Definitions

To ensure clarity and consistency, the following terms apply to all City employment:

- **Full-Time Employee:** Regularly scheduled to work 40 hours per week.
- **Part-Time Employee:** Regularly scheduled to work fewer than 40 hours per week.
- **Permanent Employee:** Has successfully completed a probationary period and occupies an ongoing position.
- **Temporary Employee:** Hired for a specific, limited duration not to exceed 12 months; not eligible for permanent status without a competitive process.
- **Seasonal Employee:** Performs duties interrupted by seasons and may be recalled without loss of rights or benefits.
- **Short-Term Employee:** May not work more than 90 days in a continuous 12-month period; not eligible for benefits.
- **Exempt Employee:** Excluded from overtime pay under the federal Fair Labor Standards Act (FLSA).

- **Non-Exempt Employee:** Covered by FLSA overtime provisions.

2.2 Equal Employment Opportunity (EEO)

The City of Sidney is an equal-opportunity employer. Employment decisions are based on merit, qualifications, and business needs. Discrimination or harassment based on race, color, national origin, ancestry, religion, creed, sex (including pregnancy, gender identity, and sexual orientation), age, disability, genetic information, marital status, political belief, or veteran status is strictly prohibited.

All employment practices—including recruitment, compensation, promotion, transfer, training, and termination—shall comply with:

- Title VII of the Civil Rights Act of 1964
- Montana Human Rights Act (MCA Title 49)
- Equal Pay Act of 1963
- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Pregnant Workers Fairness Act (2023)
- Genetic Information Nondiscrimination Act (GINA)

Employees who believe they have been subjected to discrimination should report concerns immediately to their supervisor, department head, or the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Retaliation for making or supporting a complaint is prohibited.

2.3 Harassment and Discrimination Prevention

The City is committed to a professional environment free from harassment or hostility.

Prohibited Conduct:
Unwelcome conduct based on any protected characteristic—including sexual harassment—violates City policy and the law. This includes, but is not limited to:

- Unwanted physical contact, advances, or sexual comments;
- Derogatory jokes or slurs;
- Display or circulation of offensive images or material;
- Threats, intimidation, or retaliation.

Reporting Procedure:
Employees who experience or witness harassment must promptly report it to a supervisor, department head, or the Chief Administrative Officer (CAO, as applicable. Reports will be handled confidentially to the extent possible, promptly investigated, and corrective action taken if necessary.

Supervisors who observe or receive a report of harassment must act immediately and document their response. No employee will be retaliated against for filing or participating in a complaint when their actions are taken in good faith.

2.4 Genetic Information Nondiscrimination (GINA) Policy

The City prohibits discrimination in employment decisions and benefits on the basis of genetic information, in compliance with the Genetic Information Nondiscrimination Act of 2008 (GINA). Genetic information includes family medical history and genetic test results. The City will not request, require, or use genetic information in any aspect of employment, except as permitted by law.

2.5 Disability and Pregnancy Accommodation

The City complies with the Americans with Disabilities Act (ADA), the Montana Human Rights Act, and the Pregnant Workers Fairness Act (2023). Qualified individuals with disabilities or pregnancy-related limitations may request reasonable accommodation to perform essential job duties, unless doing so would impose an undue hardship or pose a safety risk.

Requests should be submitted to the department head or Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable in writing. The City will engage in an interactive process to identify effective accommodations.

2.6 Nepotism and Conflict of Interest

In compliance with MCA 2-2-302 and 2-2-303, no City official or employee may hire, supervise, or otherwise influence employment decisions involving a relative within the second degree by blood or marriage.
Employees must avoid conflicts of interest that could impair impartiality in their official duties. Any potential conflict or relationship must be disclosed to the City Council so that appropriate safeguards can be established.

2.7 Recruitment and Selection

The City strives for fair, competitive, and transparent hiring practices.

- Job openings are posted internally and externally as appropriate.
- Veterans' and disability preference points are applied per MCA 39-29-102 and 39-30-201.
- Selection is based on qualifications, experience, and the needs of the department.
- Background or driving-record checks may be required for certain positions.

- All employment offers are contingent on completion of required pre-employment steps, which may include a physical examination or drug test where applicable.

2.8 Physical Examination

The City of Sidney may require a post-offer, pre-employment physical or medical examination for certain positions, consistent with federal and state law. A conditional offer of employment may be made prior to requiring any medical examination.

Any required examination will be job-related and consistent with business necessity, and the cost of the examination will be paid by the City. All applicants receiving a conditional offer for the same position will be required to undergo the same examination.

Medical examinations will be used solely to determine whether an individual can perform the essential functions of the position, with or without reasonable accommodation, in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

The City will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship.

The City will not request or use genetic information in employment decisions and will comply with the Genetic Information Nondiscrimination Act of 2008 (GINA).

All medical information obtained through examinations or inquiries will be kept confidential and maintained in files separate from personnel records, as required by law.

2.9 Probationary Period

All new employees must complete a twelve (12)-month probationary period. During this time, the employee's performance, reliability, and suitability for the position will be evaluated.

The probationary period may be extended for up to six (6) additional months if performance concerns exist.

Employees who transfer to a different position or department within the City will be required to serve a new trial period for the new position. The length of the trial period will be one year, unless otherwise approved by the City. During the trial period if the employee does not meet the expectations of their new position they can be returned to their prior position, but not terminated.

During any probationary period, the employee may be terminated at any time and is not eligible to use the grievance process. Completion of a prior probationary period does not waive the trial requirements of a new position. Serving a new probationary period does not affect previously accrued benefits or length of service, unless otherwise provided by policy or law.

2.10 Performance Evaluation and Job Descriptions

Employees shall receive a written performance evaluation at least annually in accordance with the City's Employee Evaluation Policy. Annual evaluations are typically completed no later than June 15 of each year. Additional evaluations may be conducted as needed for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

Evaluations will be completed by the employee's designated supervisor or reviewing authority in accordance with the City's evaluation structure and may include review by Department Heads and/or the Chief Administrative Officer, as applicable.

Performance evaluations shall include review of job performance, accomplishments, strengths, areas for improvement, and establishment of measurable goals for the upcoming evaluation period. Certain supervisory and leadership positions may also be subject to mid-year goal progress reviews in accordance with City policy.

Completion of a performance evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

Job descriptions are reviewed periodically to ensure accuracy and organizational alignment. Employees may request review of their job description when duties substantially change.

2.11 Personnel Records and Confidentiality

The City maintains an official personnel file for each employee under the supervision of the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Access is limited to authorized personnel. Employees may review their file upon request in the presence of authorized staff and may add written rebuttals to any document.

Medical information and other sensitive records are kept in separate confidential files in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

2.12 Reduction in Workforce

The City may reduce its workforce due to budgetary constraints, loss of funding, reorganization, changes in service needs, or other legitimate business reasons. A reduction in workforce is not a disciplinary action.

Decisions regarding position eliminations or employee layoffs will be made based on the City's operational needs and may consider factors such as job duties, qualifications, performance history, and the ability to meet current and future service demands.

The City will provide notice of a reduction in workforce when practicable. Employees affected by a reduction in workforce will be informed of benefits, final pay, and any reemployment opportunities in accordance with applicable law and policy.

The City reserves the right to modify, delay, or discontinue any reduction in workforce decision based on operational needs.

2.13 Worksite Breastfeeding and Lactation Accommodation

The City of Sidney supports employees who are breastfeeding and will provide reasonable break time and appropriate accommodations for employees to express breast milk during the workday, in compliance with applicable federal and state law.

Employees who need to express breast milk will be provided reasonable break time as needed. Break time may run concurrently with existing paid breaks where possible; otherwise, additional unpaid break time may be provided as required by law.

The City will provide a private, non-bathroom space that is shielded from view and free from intrusion for expressing breast milk. The space may be a permanent or temporary location, provided it meets privacy and safety requirements.

Employees are responsible for safely storing expressed breast milk. The City is not responsible for the security or refrigeration of expressed milk.

Employees should notify their supervisor or Human Resources to arrange accommodations. The City will make reasonable efforts to accommodate requests unless doing so would impose an undue hardship.

2.14 City Credit Card and Fuel Card Use

The City of Sidney may issue credit cards and fuel cards to authorized employees for official City business only. Use of City-issued cards is a privilege and not an entitlement.

Authorized Use

City credit cards and fuel cards may be used only for:

- Approved City purchases
- Fuel and vehicle-related expenses for City-owned vehicles
- Other expenses expressly authorized by City policy or supervisory approval

Personal use is strictly prohibited, except where explicitly permitted by policy or agreement.

Cardholder Responsibilities

Employees issued a City credit card or fuel card must:

- Use the card only for authorized purposes

- Safeguard the card and account information
- Submit itemized receipts and required documentation in a timely manner
- Reconcile charges in accordance with City procedures
- Comply with all terms of applicable credit card and fuel card agreements approved by the City

Prohibited Use

City cards may not be used for:

- Personal purchases
- Cash advances
- Alcohol, gifts, or other unapproved items
- Purchases intended to circumvent purchasing or approval limits

Monitoring and Compliance

The City will monitor card usage and may audit transactions at any time. Unauthorized or improper charges must be repaid by the employee and may result in disciplinary action, up to and including termination.

Misuse of City-issued cards may also result in revocation of card privileges and possible criminal or civil liability.

2.15 Drug and Alcohol-Free Workplace

The City of Sidney is committed to maintaining a safe, healthy, and productive work environment. Employees are prohibited from using, possessing, distributing, selling, or being under the influence of alcohol, illegal drugs, or controlled substances while on duty, on City premises, operating City vehicles or equipment, or conducting City business.

Employees must report to work fit for duty and free from impairment that could affect job performance or safety.

Testing

Drug and alcohol testing may be required where permitted by law, including but not limited to:

- Pre-employment
- Reasonable suspicion
- Post-accident
- Return-to-duty or follow-up testing

Employees in safety-sensitive or CDL positions are subject to drug and alcohol testing in accordance with U.S. Department of Transportation (DOT) and FMCSA regulations, as applicable.

Prescription and Over-the-Counter Medications

Employees are responsible for ensuring that any legally prescribed medication, over-the-counter medication, unregulated substance, or toxic substance does not impair their ability to safely and effectively perform job duties. This includes substances lawfully obtained but known to have intoxicating, sedating, mind-altering, or performance-impairing effects, including but not limited to substances such as kratom, marijuana or other unregulated intoxicating products as defined by applicable Montana law.

Employees may be required to notify a supervisor if use of any medication or substance could affect safety, judgment, alertness, or job performance. Employees may be removed from duty when impairment is reasonably suspected, regardless of whether the substance is legally possessed or consumed.

Violations

Violation of this policy may result in disciplinary action, up to and including termination, in accordance with City policy and applicable law.

Compliance

This policy is intended to comply with all applicable federal and state laws and does not alter the terms and conditions of employment.

2.16 Call-Out / Emergency Call-Back Policy

Purpose

This policy establishes compensation and response expectations when employees are called back to work outside their regularly scheduled hours to address operational or emergency needs.

Definition of Call-Out

A call-out occurs when an employee is required to return to work outside their regularly scheduled work hours after having completed their normal shift.

Minimum Call-Out Compensation

When an employee is called out to work:

- The employee will be compensated for a minimum of two (2) hours at the applicable overtime rate, even if the actual time worked is less than two hours.
- If the call-out occurs between 10:00 p.m. and 5:00 a.m., the employee will receive a minimum of three (3) hours of overtime pay.

If the employee works longer than the minimum guaranteed time, they will be paid for actual hours worked.

Use of Regularly Scheduled Employees

If regularly scheduled employees are already on duty at the time a call-out is needed:

- The on-call employee will first contact the regularly scheduled employee to respond to the issue as part of their normal duties.
- If the regularly scheduled employee is unavailable or engaged in duties that cannot be delayed, the on-call employee will respond to the call-out.

Flex Time Option

If an employee is called out and chooses to adjust their schedule within the same workweek so that total hours worked do not exceed forty (40) hours:

- The call-out hours may be treated as flex time, and
- The employee will receive additional compensation equal to one-half (½) of their regular hourly rate for the call-out hours, in recognition of the inconvenience.

Flex time arrangements must be approved by the supervisor and must comply with FLSA requirements.

Authorization and Documentation

- Call-outs should be authorized by a supervisor whenever possible.
- All call-out time must be accurately recorded on the employee's time record.
- Misuse or abuse of call-out compensation may result in disciplinary action.

Applicability

This policy applies to non-exempt employees unless otherwise specified by law or written agreement. Exempt employees may be subject to department-specific on-call or compensatory time arrangements approved by the Mayor.

2.17 On-Call Duty

Certain positions may require employees to be available outside of normal working hours to respond to operational needs, emergencies, or service interruptions. When necessary, the City may designate employees to serve in an on-call status.

Designation of On-Call Status

Employees are considered on-call only when they are formally assigned by a supervisor or department head and listed on an established on-call schedule. On-call assignments will be made only when operational needs require after-hours availability.

Eligibility

Only employees whose job duties require after-hours response and who are non-exempt employees under the Fair Labor Standards Act (FLSA) are eligible for on-call assignments under this policy.

Scheduling and Rotation

On-call schedules will be established by the department head or supervisor. When feasible, on-call assignments shall be distributed equitably among all qualified employees within the department to ensure fairness and operational coverage. Supervisors may consider certifications, training, operational needs, and staffing levels when assigning on-call duty. Schedules will typically be prepared in advance and communicated to employees as early as practicable.

On-Call Compensation

Employees who are designated as on-call will receive compensation for the time they are assigned on-call status as follows:

- $25 per weekday (Monday–Thursday)
- $50 per day on weekends and recognized City holidays

On-call compensation is provided in recognition of the employee's responsibility to remain available to respond if needed. Time spent actually responding to a call-out, including travel time associated with the response, will be compensated in accordance with the City's Call-Out Policy, overtime policies, and applicable wage and hour laws.

Employee Responsibilities While On-Call

Employees assigned to on-call duty are expected to:

- Be reachable by phone or other designated communication method at all times during the on-call period.
- Be able to respond and report to the work location within thirty (30) minutes of being contacted.
- Remain fit for duty and able to safely perform assigned work if called.
- Respond promptly to call-out requests.

Employees who are unable to serve their assigned on-call shift are responsible for arranging an approved shift swap with another qualified employee, subject to supervisor approval.

Failure to Respond

Failure to respond to an on-call assignment or failure to remain available during an assigned on-call period may result in disciplinary action.

Modification of On-Call Assignments

The City reserves the right to modify on-call schedules or assignments based on operational needs, staffing availability, or emergency circumstances.

2.18 Political Activity and the HATCH Act

Employees of the City of Sidney are encouraged to participate in civic affairs as private citizens. However, certain political activities are restricted by federal and state law.

Under the Hatch Act, employees whose principal job duties are connected to federally funded programs may be subject to additional restrictions on partisan political activities. These employees may not use their official authority or City resources to influence elections, nor may they run for partisan political office, as defined by law. All employees are prohibited from engaging in political activity during work hours or using City property, vehicles, equipment, uniforms, or email systems for partisan political purposes.

Employees with questions regarding political activity or Hatch Act applicability should contact the Chief Administrative Officer (CAO) or City Clerk/Treasurer, before engaging in such activity.

Nothing in this policy prohibits employees from voting, expressing personal political opinions, or engaging in lawful political activity on personal time, provided City resources are not used.

SECTION 3 – PAY, TIME & ATTENDANCE

3.1 Hours of Work and Breaks

The City's business hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour unpaid meal period or 7:00 a.m. to 3:30 p.m., Monday through Friday, with a half-hour unpaid meal period. Department heads may adjust schedules as needed for operational efficiency and any changes must be approved by the department heads prior to implementation.

- Employees are expected to report to their work location and be ready to begin work at their assigned start time.
- A paid 15-minute rest break is provided for every four hours worked, subject to supervisor scheduling.
- Rest breaks may not be used to shorten the workday.
- Tardiness, unexcused absence, or leaving work early without approval may result in disciplinary action.
- Employees in public-safety or shift-based operations may have alternate schedules under FLSA § 7(k).

3.2 Overtime and Compensatory Time

Non-exempt employees are covered by the Fair Labor Standards Act (FLSA) and must receive overtime pay at 1½ times their regular rate for all hours worked over 40 in a workweek. Department heads must authorize overtime in advance whenever possible.

Instead of overtime pay, the City may grant compensatory time off ("comp time") at the same 1½-hour rate, in accordance with FLSA § 207(o) and MCA 39-3-405.
Comp time balances may not exceed 80 hours unless otherwise approved; unused balances will be paid out upon separation.

If authorized by the Mayor, exempt employees may receive compensatory time off for hours worked in excess of 45 hours per week at the rate of one hour for each hour worked in excess of 45. Exempt employees may accrue a maximum of 180 compensatory hours. Exempt employees may use vacation and sick time prior to using compensatory time and 140 hours of unused accrued compensatory time can be requested to be paid out during the fiscal year. Employees must request the payout with the Chief Administrative Officer (CAO) or Clerk/Treasurer a minimum of one week prior to the regular pay cycle. If requested after, the payout will be included in the next pay cycle. All compensatory time must be approved prior by the Chief Administrative Officer (CAO) or Mayor. Nothing in this section alters an employee's exempt or non-exempt classification under the FLSA. Exempt employees are expected to meet minimum work and time reporting requirements as outlined in Section 3.3

3.3 Timekeeping and Payroll

Accurate time records are required for all employees.

- Time must be recorded daily using the City's designated time-keeping system or approved time sheet.
- Each employee and supervisor must verify hours before submission.
- Altering, falsifying, or completing another employee's time record is prohibited.
- Payroll is issued monthly via direct deposit unless otherwise authorized.
- Final pay, including earned leave payout if applicable, is provided in compliance with MCA 39-3-205.

Employees are responsible for notifying the City Clerk/Treasurer of any changes in tax withholding, banking, or mailing information.

Exempt Employee Work Expectations and Time Reporting

Exempt employees are salaried and are expected to fulfill the duties and responsibilities of their positions as defined by their job descriptions and the operational needs of the City.

- Exempt employees are expected to work a minimum of forty (40) hours per workweek.
- If an exempt employee works less than forty (40) hours in a workweek, they must utilize appropriate accrued leave (vacation, sick leave, or other approved leave) to account for the difference, unless otherwise approved by the Mayor.
- Exempt employees are required to accurately track and report time worked, including leave taken, using the City's designated timekeeping system or approved time sheet.

Due to the nature of exempt and management-level positions:

- Exempt employees are expected to work outside of normal business hours when necessary to meet operational demands, attend meetings, respond to issues, or fulfill leadership responsibilities.
- This may include evenings, early mornings, weekends, or emergency response situations.

- Exempt employees are expected to reasonably track and report additional time worked beyond the standard schedule to support operational awareness, accountability, and any applicable compensatory time policies.

Time reporting for exempt employees is intended to reflect accountability and transparency, not hourly wage calculation, and must be completed in good faith.

Failure to accurately report time or meet minimum work expectations may result in corrective action in accordance with City policy.

Nothing in this section is intended to authorize improper deductions from an exempt employee's salary. Salary deductions will only be made in accordance with the Fair Labor Standards Act (FLSA), and the use of leave banks is intended to account for time away from work, not to alter the employee's salary basis.

3.4 Driver's License and CDL Requirements

Employees who operate City vehicles must:

- Possess a valid Montana driver's license appropriate for the vehicle type;
- Maintain a safe driving record; and
- Immediately report any suspension, revocation, or restriction to their supervisor.

Employees whose positions require a Commercial Driver's License (CDL) must comply with U.S. DOT and Montana Motor Carrier Safety regulations, including random drug and alcohol testing.
Loss or suspension of required driving privileges may result in reassignment or termination.

3.5 Travel and Expense Reimbursement

Employees traveling on authorized City business must use City resources responsibly and follow the City Travel and Expense Policy.

Allowable Expenses Include:

- Mileage reimbursement when using a personal vehicle at the current IRS rate;
- Lodging and meals at reasonable, state approved rates;
- Registration fees and other approved business expenses.

Employees must submit itemized receipts within five business days after returning.
Use of City credit cards must comply with the Credit Card and Fuel Cardholder Agreements.
Any misuse may result in reimbursement requirements and disciplinary action.

SECTION 4 – LEAVE & BENEFITS

4.1 Sick, Vacation, and Holiday Leave

Sick Leave

- Full-time employees earn 8 hours per month of paid sick leave.
- Part-time employees accrue on a prorated basis.
- Sick leave may be used for personal illness, injury, medical appointments, or the illness of an immediate family member.
- A physician's note may be required for absences exceeding three consecutive days or if abuse of leave is suspected.
- Sick leave is eligible to be used after being employed for 3 months.
- Unused sick leave may be accumulated without limit and is payable at one-fourth (¼) of the unused balance upon separation, per MCA 2-18-618.
- Notification of use of sick leave must be provided to supervisor and/or department head as soon as possible. An Employee Request form must be completed either prior to or after the time is taken.

Vacation Leave

- Full-time employees earn paid vacation according to the following schedule (MCA 2-18-611):
    - 1–10 years of service: 1.25 working days per month (10 hours)
    - 11–15 years: 1.5 working days per month (12 hours)
    - 16–20 years: 1.75 working days per month (14 hours)
    - 21+ years: 2 working days per month (16 hours)
- Maximum accrual: Two times the annual rate. Any unused vacation hours above the maximum accrual as of December 31 must be used my March 31st of the following year.
- Vacation leave is eligible to be used after being employed for 6 months.
- Vacation requests must be approved at least 48 hours in advance by the supervisor via a completed Employee Request Form.

Holidays
The City observes the following paid holidays:
New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Election Day (Federal Elections only) Thanksgiving Day, 3 hours early leave on Christmas Eve, and Christmas Day.

When a holiday falls on a Saturday, the holiday will be observed on Friday or if it falls on Sunday it will be observed on Monday.

Employees required to work on a holiday receive either compensatory time off or additional pay, per department policy.

Holiday Personal (PERS) Leave for Police Officers

Police Officers who do not work on an observed City holiday must utilize accrued vacation leave to cover the holiday hours.

In recognition of holiday schedules, Police Officers will be granted eight (8) hours of Personal (PERS) Leave for each City-recognized holiday for which they are employed at the beginning of each December for the holidays that fall from December to November. Personal Leave is intended to provide additional paid time off and may be used in the same manner as other accrued PTO, subject to department scheduling and approval requirements.

Any unused Personal (PERS) Leave hours will be automatically paid out in November of each calendar year. Personal Leave does not carry over into the following year.

If employment terminates for any reason, all earned but unused Personal (PERS) Leave will be paid out in the employee's final paycheck, consistent with applicable payroll procedures.

4.2 Montana Parental Leave

Eligible employees may take unpaid, job-protected leave under the Montana Parental Leave Act.

Eligibility:

- Must have worked for the City at least 12 months and 1,250 hours in the previous year.
- Up to 12 weeks of unpaid leave may be used for the birth or adoption of a child.

4.3 Military, Jury, Bereavement, and Other Leave

Military Leave
The City complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and MCA 10-1-1009. Employees on active duty are entitled to reinstatement and benefits continuation as required by law.

Jury Duty
Employees serving on jury duty will receive their regular pay and may keep court-issued attendance fees for mileage or expenses.

Bereavement Leave
The City recognizes that employees may need time away from work due to the death of an immediate family member. For purposes of bereavement leave, immediate family generally includes: Spouse or domestic partner, child, stepchild, or foster child; Parent or stepparent; Sibling; Grandparent or grandchild; Parent-in-law; Any other individual residing in the employee's household.

- Employees are granted one (1) paid day of bereavement leave to attend the funeral or memorial service of an immediate family member.
- Employees may use up to four (4) additional workdays of accrued sick leave or vacation leave, subject to supervisor approval, to address related matters such as travel, family responsibilities, or personal needs.
- If sufficient accrued leave is not available, employees may request leave without pay, subject to approval.

Bereavement leave should be taken as close as reasonably possible to the date of the funeral or memorial service, unless otherwise approved by the supervisor.

The City may request reasonable documentation to support bereavement leave requests.

Voting Leave
Employees are encouraged to vote before or after work. If this is not possible, reasonable paid time off will be granted.

Administrative Leave
The Mayor or City Council may approve paid administrative leave in special circumstances such as weather emergencies or public safety closures.

4.4 Sick Leave Grant Policy

Purpose

The Sick Leave Grant program allows employees to receive donated sick leave hours when they experience a qualifying illness or injury and have exhausted their own available paid leave.

Requesting a Sick Leave Grant

An employee may request or receive a sick leave grant if all of the following conditions are met:

1. The employee has completed at least three (3) months of employment.
2. The employee's absence qualifies for use of sick leave.
3. Employees are not eligible to receive donated sick leave if they maintain accrued vacation leave in excess of fifty percent (50%) of their maximum allowable vacation accrual at the time of request or at any time while receiving donated sick leave hours.

4. The employee receives approval from their Department Head.
5. A physician's certification is provided.
6. The employee completes the required Sick Leave Grant Request Form.

The Department Head must certify that the employee meets all eligibility requirements before a grant is approved.

Maximum Sick Leave Grant

- An employee may receive up to 240 hours of sick leave through the grant program during any rolling twelve (12)-month period.
- The twelve-month period begins on the first day sick leave grant hours are used.
- Part-time employees will receive sick leave grants proportionate to their regular work schedule.

Donating Sick Leave Hours

Employees may voluntarily donate sick leave hours to an approved recipient under the following conditions:

- Donors must be full-time or part-time permanent employees.
- Donors must have completed at least three (3) months of employment.
- Donors must retain a minimum balance of forty (40) hours of sick leave after donation.
- Donors may contribute no more than twenty-five percent (25%) of their sick leave during any rolling twelve-month period.
- The twelve-month period begins on the first day the donation is made.

Administration

- Donation forms are provided by the Clerk/Treasurer.
- Donor employees complete the donation section and submit it to their supervisor.
- The Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable, verifies eligibility and approves processing of donated hours.
- Approved donated sick leave hours shall be transferred on an as-needed basis, up to the amount designated by the donor, rather than in a lump sum.

General Provisions

- Participation in the Sick Leave Grant program is voluntary.
- Donated sick leave hours may only be used for approved sick leave purposes.
- The City reserves the right to administer the program in accordance with operational needs and applicable law.

4.5 Health, Life, and Retirement Benefits

The City provides eligible employees with access to comprehensive benefits including:

- Group medical, dental, and vision insurance;

- Life and accidental death coverage;
- Optional supplemental insurance; and
- Participation in the Montana Public Employees' Retirement System (PERS**)** or other designated retirement plan.

Details are outlined in the current benefits summary available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Benefit eligibility begins the first of the month following 60 days of employment, unless otherwise stated by the plan provider.

4.6 Workers' Compensation and Return-to-Work

Employees injured on the job must immediately report the incident to their supervisor and the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. The City provides coverage through the Montana State Fund.

Employees must complete the "First Report of Injury" form within 24 hours of the incident.
The City will make reasonable efforts to provide light-duty or transitional work assignments until medical release. Fraudulent claims or failure to report injuries promptly may result in disciplinary action.

4.7 Continuation of Coverage (COBRA)

Employees and dependents who lose health coverage due to separation, reduction in hours, or other qualifying events may continue coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when approved by the administering health insurance.
Details regarding duration, cost, and election procedures are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable's Office.

4.8 Longevity

Each employee will be paid ¼% (.0025) of their base yearly salary multiplied by their number of consecutive years of service with the City of Sidney, to a maximum of $4,000 per employee per year. Longevity pay will be paid out once a year with the November paycheck. Prior years of service, when a break in service time happens, will not be included in years of service. Years of service will be calculated by the employee's hiring date anniversary for the year in which each bonus is paid out.

SECTION 5 – STANDARDS OF CONDUCT

5.1 Professional Behavior and Ethics

All City employees are representatives of the community and are expected to perform their duties with honesty, integrity, respect, and professionalism.
Employees shall:

- Treat coworkers and citizens with courtesy and fairness.
- Follow all City policies, state laws, and department rules.
- Avoid behavior that could discredit the City or interfere with operations.
- Promptly report misconduct, conflicts of interest, or misuse of City resources.

Supervisors are responsible for setting a professional example and maintaining a respectful workplace.

5.2 Drug-, Alcohol-, and Smoke-Free Workplace

Drug-, Alcohol-, and Smoke-Free Workplace

The City maintains a drug-, alcohol-, and smoke-free environment in compliance with the Drug-Free Workplace Act of 1988, MCA 39-2-313, and all applicable federal and state regulations. This section addresses general conduct expectations. Drug and alcohol testing requirements are governed by the City's separate Drug and Alcohol Testing Policy.

- Possession, use, sale, or being under the influence of controlled substances, marijuana, alcohol, unregulated intoxicating substances, or other impairing substances during work hours or on City property is prohibited.
- Employees in positions subject to U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, or other state/federal safety-sensitive testing requirements are subject to drug and alcohol testing in accordance with the City's Drug and Alcohol Testing Policy and applicable law.
- Additional testing may be required for other positions were permitted by law and authorized by City policy.
- Violation of this policy or refusal to comply with required testing may result in disciplinary action, up to and including termination.
- Smoking, vaping, and tobacco use are prohibited inside City buildings and vehicles. Designated outdoor areas may be provided.

Employees who voluntarily seek assistance for substance-use issues before a policy violation occurs may be referred to available assistance resources.

5.3 Attendance and Reporting Absences

Reliable attendance is essential for public service.
Employees must:

- Report to work as scheduled and remain for the entire shift unless excused.
- Notify their supervisor as early as possible, but no later than 30 minutes before the scheduled start time, when an absence or tardiness is unavoidable.
- Provide documentation if required (e.g., doctor's note).

Excessive or unapproved absences may result in progressive discipline.

5.4 Dress Code, Hygiene and Public Representation

Employees are expected to dress appropriately for their duties and to maintain a neat, clean, and professional appearance, including maintaining appropriate personal hygiene, while on duty or representing the City.

Department heads may establish dress, grooming, and safety standards suited to operational needs, workplace safety, or positions that involve frequent public contact.

Uniforms, if issued, must be worn as required and maintained in a clean and serviceable condition.

Employees should use good judgment when representing the City at meetings, trainings, or community events and present themselves in a manner that reflects positively on the City and the public service profession.

5.5 Use of City Property and Vehicles

City property, vehicles, tools, and equipment are provided for official use only.
Employees must:

- Operate vehicles and equipment safely and in compliance with laws;
- Report any damage or mechanical issues immediately;
- Refrain from using City resources for personal gain;
- Obtain approval before removing City property from the premises.

GPS or monitoring systems may be used for safety and accountability.
Employees are responsible for any fines or violations incurred during personal misuse.

5.6 Technology and Social Media Use

City technology systems—including computers, phones, email, internet, and cloud services—are the property of the City and intended for business use.
The City reserves the right to monitor activity consistent with applicable law.

Employees must:

- Use professional language and tone in all communications;
- Protect confidential or sensitive information;
- Avoid accessing, downloading, or sharing inappropriate or unauthorized content;
- Not speak on behalf of the City on social media unless authorized;
- Include disclaimers (“opinions are my own”) when identifying themselves as City employees online.

Violations may lead to discipline and loss of access privileges.

5.7 Cell Phone and Electronic Device Use

This policy applies to all cellular phones and electronic devices capable of making or receiving calls, sending texts, accessing the internet, or sending or receiving email, whether City-issued or personally owned.

Use While Driving

Employees are prohibited from using a cell phone or electronic device while driving when operating a City-owned vehicle, a personal vehicle on City business, or while conducting City business of any kind. This prohibition applies to hands-on and hands-free use and includes calls, texting, email, internet use, and checking messages.

Use of City-owned vehicles or City-issued devices for personal business is prohibited. Employees must comply with all safety policies and applicable laws. Refer also to the City Safety Manual.

Use in the Workplace

Limited personal use of cell phones during work hours is permitted, provided it does not interfere with job duties, safety, productivity, or meetings. Employees are expected to silence or mute devices during meetings.

Personal cell phone use should generally be limited to break and lunch periods, unless approved by a supervisor. Supervisors may grant reasonable exceptions for essential personal matters, such as childcare or family schedule changes.

Earbuds and Headphones

Employees are prohibited from wearing earbuds, headphones, or similar listening devices while operating vehicles, machinery, tools, or other equipment, or while performing duties where the ability to hear surroundings, warnings, alarms, or verbal instructions is necessary for safety.

Employees must always maintain situational awareness in work environments where safety hazards may be present. Department heads or supervisors may restrict the use of earbuds or headphones in specific work areas or job duties where their use could interfere with safety, communication, or operational needs.

Earbuds or headphones may only be used during breaks or in designated work environments where their use does not create a safety concern and has been approved by the supervisor.

City-Issued Cell Phones

Certain employees may be issued a City cell phone for business purposes. Personal use is limited to de minimis use only.

The City may audit phone records to ensure compliance. Any non-de minimis personal use may result in reimbursement to the City and/or taxable income to the employee, as required by IRS regulations.

Employee-Owned Cell Phones

Employees authorized to use a personal cell phone for City business may be eligible for reimbursement under the City's IRS accountable plan, provided appropriate documentation is submitted in accordance with City procedures.

Violations

Violation of this policy may result in disciplinary action, up to and including termination.

5.8 Press Inquiries

All media or press inquiries regarding City operations must be referred to the Mayor or Chief Administrative Officer (CAO) or Department Head, as applicable.

5.9 Outside Employment

Employees may engage in outside employment only if it:

- Does not interfere with City duties or schedules;
- Does not create a conflict of interest; and
- Is disclosed to and approved by the department head and/or Chief Administrative Officer (CAO), as applicable.

If outside work adversely affects performance or availability, authorization may be revoked.

5.10 Discipline and Corrective Action

The City of Sidney uses a progressive discipline and corrective action approach designed to address performance or conduct issues in a fair, consistent, and constructive manner. The goal of discipline is to correct behavior, improve performance, and maintain effective operations, not to punish employees.

Determination of Corrective Action

Before formal disciplinary action is imposed, the City will conduct an appropriate review of the alleged performance deficiency or conduct concern to ensure that corrective action decisions are based on objective facts and applied in a fair and equitable manner.

This review may include, as appropriate:

- Gathering and reviewing relevant documents, records, and other evidence
- Interviewing the employee and any relevant witnesses
- Consulting with the employee's supervisor, department head, City Administrator (if applicable), and/or the Mayor, as appropriate
- Reviewing applicable policies, procedures, and prior performance or disciplinary history

The employee will be informed of the nature of the performance or conduct concern and will be provided an opportunity to respond and provide an explanation before a final disciplinary determination is made, except in circumstances requiring immediate action to protect safety, operations, or public trust.

The City will consider the employee's response, explanation, and any relevant mitigating circumstances when determining whether corrective action is warranted and the appropriate level of discipline. Corrective action decisions will be based on the totality of the circumstances, including the seriousness of the issue, prior corrective actions (if any), and the impact on City operations.

Progressive Discipline

For minor or first-time issues, supervisors may begin with coaching, which may include informal discussions, guidance, or training intended to clarify expectations and support improvement. Coaching is not disciplinary in nature but may be documented at the supervisor's discretion.

Depending on the nature, frequency, and severity of the issue, corrective action may include one or more of the following steps:

1. Coaching or counseling
2. Verbal warning
3. Written warning
4. Suspension (with or without pay)
5. Demotion or reassignment
6. Termination

The City reserves the right to determine the appropriate level of corrective action based on the circumstances and may skip any step or impose immediate discipline, up to and including termination, when warranted by the seriousness of the offense or circumstances.

Serious misconduct may result in immediate disciplinary action, including termination, and may include, but is not limited to: theft, violence or threats of violence, falsification of records, gross insubordination, harassment, misuse of City property, violation of safety rules, or other conduct that jeopardizes employee safety, City operations, or public trust.

Authority and Documentation

Supervisors and department heads are responsible for addressing performance and conduct issues and may administer corrective action consistent with their supervisory authority. Disciplinary actions are subject to oversight and administrative authority as established under the City's Mayor–Council form of government.

Supervisors are responsible for documenting disciplinary actions and providing copies to the Chief Administrative Officer (CAO), as applicable for inclusion in the employee's official personnel file. All Police disciplinary records will remain with the Chief of Police for confidentiality purposes.

Nothing in this policy alters the at-will employment relationship or limits the City's authority to take appropriate disciplinary action consistent with applicable law.

5.11 Grievance and Complaint Resolution

The City of Sidney encourages employees to raise work-related concerns promptly and to seek resolution through open and respectful communication. The grievance process is intended to address concerns related to working conditions, supervision, policy application, or other employment matters.

This policy does not apply to disciplinary actions taken during a probationary period or to matters covered by another specific appeal process.

Step 1: Informal Discussion

Employees should first discuss the concern with their immediate supervisor as soon as possible, but no later than ten (10) working days after the issue occurs or becomes known. Many concerns can be resolved quickly through open communication at this level.

Step 2: Written Grievance

If the concern is not resolved at Step 1, the employee may submit a written grievance within five (5) working days to the Department Head or the Chief Administrative Officer (CAO), as applicable. The written grievance should briefly describe:

- The nature of the concern
- Relevant facts or dates

- The requested resolution

The Department Head or Chief Administrative Officer (CAO), as applicable will review the grievance and respond within a reasonable time.

Step 3: Review by Mayor or City Council

If the issue remains unresolved within 15 days, the employee may request further review by the Mayor. If said complaint is against the Mayor, the employee may request further review by the City Council. The reviewing authority may affirm, modify, or overturn prior decisions, or take other action deemed appropriate.

Additional Provisions

- Employees are encouraged to raise concerns in good faith.
- The City will make reasonable efforts to resolve grievances fairly and promptly.
- Retaliation is strictly prohibited against any employee who raises a concern or participates in a grievance or investigation.
- Nothing in this policy alters the City's management rights or limits its ability to take appropriate action.

SECTION 6 – SAFETY & SECURITY

6.1 Workplace Safety Responsibilities

The City of Sidney is committed to providing a safe and healthy workplace for all employees and the public.
Every employee shares responsibility for maintaining a safe environment.

Employees must:

- Follow all safety policies and training requirements;
- Immediately report unsafe conditions, equipment, or practices to a supervisor;
- Use appropriate personal protective equipment (PPE) when required;
- Operate vehicles and machinery safely and in accordance with training; and
- Participate in safety meetings and training sessions.

Supervisors are responsible for enforcing safety rules, reporting hazards, and ensuring compliance with all Occupational Safety and Health Administration (OSHA) standards and applicable Montana Department of Labor and Industry regulations.

6.2 Accident and Injury Reporting

Any work-related accident, injury, or near miss must be reported immediately to the employee's supervisor and to the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. A First Report of Injury form must be completed within 24 hours of the incident.

Prompt reporting ensures timely medical care and eligibility for workers' compensation benefits. Failure to report an injury or falsifying an incident report may result in disciplinary action.

Supervisors must investigate all incidents and recommend corrective measures to prevent recurrence.

6.3 Workplace Violence Prevention

The City strictly prohibits acts or threats of violence in the workplace.
This includes physical harm, verbal abuse, intimidation, or possession of weapons (except as authorized by law).

Employees must report any threat or act of violence immediately to their supervisor, department head, or the Chief Administrative Officer (CAO), as applicable. If imminent danger exists, contact law enforcement by dialing 911 before notifying management.

Employees engaging in violent behavior may be subject to immediate termination and possible criminal prosecution.

6.4 Weapons on City Property

Firearms, explosives, or other weapons are prohibited in City buildings, vehicles, or work sites unless expressly authorized for law enforcement duties or unless expressly authorized by law. This policy complies with MCA 45-8-351 and other applicable laws.

Employees in lawful possession of firearms in personal vehicles must ensure weapons remain secured and out of sight while parked on City property.

6.5 Data Security and Cyber Incidents

City employees handle sensitive and confidential information that must be protected from unauthorized access or disclosure.

Employees must:

- Use strong passwords and protect login credentials;
- Lock computers and devices when unattended;
- Access only systems and data required for their job duties;
- Report suspected phishing, malware, or security breaches immediately to their supervisor or IT support; and
- Never share sensitive information through unsecured channels.

Violations of this policy, including unauthorized access, sharing, or alteration of City data, may result in disciplinary action and possible legal penalties.

The City reserves the right to monitor network activity to ensure data integrity and security.

SECTION 7 – ADMINISTRATIVE INFORMATION

7.1 Record Retention and Disposal

The City of Sidney follows the Montana Local Government Records Retention Schedule established by the Montana Secretary of State. Personnel, payroll, and benefit records are retained according to the required timelines.

Employees should not destroy or remove official records. Requests for copies of personnel or public records must be submitted through the Chief Administrative Officer (CAO) or City

Clerk/Treasurer, as applicable's Office in compliance with MCA Title 2, Chapter 6 (Public Records).

7.2 Separation, Resignation, and Retirement

Employees intending to resign are encouraged to provide at least two weeks' written notice. Supervisors must immediately notify the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable upon receiving notice so that final pay and benefits can be processed.

Upon separation:

- All City property, keys, equipment, and identification must be returned.
- Accrued leave payouts will be made according to applicable laws and policies.
- Exit interviews may be requested to discuss feedback or final matters.

Retirement planning assistance and PERS forms are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable.

7.3 Return of City Property

Employees are responsible for the proper care and return of all City-issued property, including but not limited to:

- Keys and access cards
- Identification badges
- Tools, uniforms, or protective gear
- City-issued devices, laptops, or phones

Failure to return property may result in payroll deduction or other collection measures as permitted by law.

7.4 Acknowledgment of Receipt

All employees are required to sign an acknowledgment form confirming they have received, read, and understand this handbook.
Signed acknowledgments will be placed in the employee's personnel file and serve as evidence of awareness of City policies.

APPENDICES

APPENDIX A – EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the **City of Sidney Employee Handbook (2025 Edition)**.
I understand that it is my responsibility to read and comply with all policies, procedures, and rules contained herein.
I further understand that this handbook is not a contract of employment and that my employment with the City is at-will unless otherwise provided by law.

Employee Name: _____
Signature: _____
Date: _____
Department: _____

APPENDIX B – CONFLICT OF INTEREST DISCLOSURE FORM

I hereby disclose the following potential conflicts of interest as defined in **MCA 2-2-302** and the City of Sidney Ethics Policy:

☐ I have no conflicts to disclose.
☐ I have the following potential conflict(s):

I certify that the above information is complete and accurate to the best of my knowledge and that I will notify the City of any changes immediately.

Employee Signature: _____ **Date:** _____
Department Head Review: _____ **Date:** _____

APPENDIX C – DRUG & ALCOHOL TESTING CONSENT FORM

I acknowledge that I have received and reviewed the City of Sidney's **Drug-, Alcohol-, and Smoke-Free Workplace Policy** and understand that I may be subject to testing under federal and state regulations.

I consent to testing for controlled substances and alcohol as required for my position and agree to comply with all related procedures.

Employee Name: _____
Signature: _____
Date: _____
Supervisor/Witness: _____

APPENDIX D – TECHNOLOGY USE POLICY ACKNOWLEDGMENT

I acknowledge that I have read and understand the City of Sidney's **Technology and Social Media Policy** and agree to comply with all terms.
I understand that the City may monitor technology systems to ensure security, compliance, and appropriate use.

Employee Name: _____
Signature: _____
Date: _____

APPENDIX E – DECEDENT'S PAYCHECK DESIGNATION FORM

Pursuant to **MCA 39-3-215**, I designate the following person to receive payment of wages or benefits due in the event of my death:

Designated Recipient Name: _____
Address: _____
Relationship to Employee: _____

Secondary Designated Recipient Name: _____
Address: _____
Relationship to Employee: _____

Employee Name: _____
Employee Signature: _____
Date: _____

City of Sidney
Montana's Sunrise City
115 2nd Street S.E., Sidney, Montana - 406-433-2809

EMPLOYEE EVALUATION POLICY

Policy Purpose

The City of Sidney establishes this Employee Evaluation Policy to provide a consistent framework for evaluating employee performance, supporting employee development, establishing measurable performance goals, and documenting performance for personnel administration purposes. This policy supplements the City's Employee Handbook and applies to all regular employees.

Annual Evaluation Requirement

All regular employees shall receive a formal written performance evaluation annually.
Annual evaluations shall be completed, reviewed with the employee, and fully signed no later than June 15 of each year to support the City's fiscal year budgeting and personnel planning process.
Additional evaluations may be conducted at the discretion of management for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

Evaluation Responsibilities

General Employees

Superintendents, Sergeants, and direct supervisors shall complete annual evaluations for employees under their supervision.
Evaluations shall include:

- Review of general and position-specific performance factors;
- Discussion of strengths and areas for improvement; and
- Establishment of measurable goals for the upcoming evaluation period.

Superintendents / Sergeants

Assistant Department Heads or Captains shall complete annual evaluations for Superintendents and Sergeants within their departments.
Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with participation from the Department Head and Chief Administrative Officer.

Assistant Department Heads / Captains

Department Heads, in coordination with the Chief Administrative Officer, shall complete annual evaluations for Assistant Department Heads and Captains.
Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review with the Department Head and Chief Administrative Officer.

Department Heads

The Chief Administrative Officer shall complete annual evaluations for Department Heads.
Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Chief Administrative Officer.

Chief Administrative Officer

The Mayor shall complete the annual evaluation of the Chief Administrative Officer.
Evaluations shall include:

- Annual performance review;
- Establishment of measurable annual goals; and
- Mid-year progress review conducted by the Mayor.

Review and Approval

All completed evaluations shall be reviewed by the applicable Department Head and Chief Administrative Officer prior to finalization, except for the evaluation of the Chief Administrative Officer.
No evaluation shall be considered complete until signed by:

- The Evaluator;
- Reviewing Department Head, if applicable;
- Chief Administrative Officer, if applicable; and
- Employee being evaluated.

Employee signature acknowledges receipt and discussion of the evaluation and does not necessarily indicate agreement with the contents.

Goal Setting and Mid-Year Review

Each annual evaluation shall include written performance goals for the upcoming evaluation cycle. Goals should be specific, measurable, achievable, relevant, and time-bound whenever practicable. Supervisory and leadership positions identified in Sections 2.2 through 2.5 shall participate in a documented mid-year review of goal progress.

Evaluation Meetings

The evaluator shall meet with the employee in person to review the completed evaluation.
Evaluation meetings shall include:

- Review of performance during the evaluation period;
- Discussion of prior goals and outcomes;
- Discussion of strengths and improvement opportunities; and
- Establishment of goals for the next evaluation period.

All evaluation meetings shall occur sufficiently in advance to ensure final completion by June 15.

Compensation Clarification

Completion of an employee evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

Records Retention

Completed evaluations shall be submitted to Administration for placement in the employee's personnel file in accordance with applicable retention requirements.

Administration

The Chief Administrative Officer is authorized to develop forms, procedures, and implementation guidance necessary to administer this policy.

City of Sidney
Montana's Sunrise City
115 2nd Street S.E., Sidney, Montana - 406-433-2809

DRUG AND ALCOHOL TESTING POLICY

Policy Purpose

The City of Sidney is committed to maintaining a safe, healthy, productive, and drug-free workplace. Employees who perform safety-sensitive duties or who operate commercial vehicles present significant risk to public safety and City operations if impaired. This policy establishes drug and alcohol testing requirements for employees in designated positions and supplements the City Employee Handbook.

Covered Employees

DOT / CDL-Regulated Employees

The following employees are subject to testing under applicable U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, and related regulations:

- Employees required to maintain a Commercial Driver's License (CDL) as a condition of employment
- Employees operating CDL-regulated commercial motor vehicles
- Mechanics or other employees who road-test CDL-regulated vehicles
- Any other employee whose duties subject them to DOT/FMCSA testing requirements by law

Non-DOT Safety-Sensitive Employees

The following employees are designated safety-sensitive and are subject to testing under this policy:

- Sworn Police Officers
- Heavy Equipment Operators
- Water/Wastewater Operators
- Employees required to enter confined spaces or hazardous environments
- Fire Marshal
- Employees who regularly operate City-owned vehicles as part of their assigned job duties
- Employees who operate powered machinery or motorized equipment, including but not limited to lawn mowers, skid steers, forklifts, utility vehicles, tractors, and similar equipment
- Other employees designated by the City based on job duties involving public safety, hazardous operations, or substantial risk of harm

Types of Testing

Covered employees may be subject to the following testing:

1. Pre-Employment Testing
2. Random Testing
3. Reasonable Suspicion Testing
4. Post-Accident Testing
5. Return-to-Duty Testing
6. Follow-Up Testing
7. Testing Required by Federal or State Law

Pre-Employment Testing

All applicants offered employment in covered positions must successfully pass a drug test before beginning work.

Employment offers for covered positions are contingent upon successful completion of testing.

Random Testing

Employees in covered positions may be subject to unannounced random drug and/or alcohol testing.

- DOT-regulated employees shall be tested at rates required by federal law.
- Non-DOT safety-sensitive employees may be randomly tested at rates established by the City.
- Random selections shall be made through a neutral selection process.

Reasonable Suspicion Testing

The City may require testing when a supervisor or Department Head reasonably believes an employee is impaired while on duty based on specific, contemporaneous observations concerning:

- Appearance
- Behavior
- Speech
- Odor
- Motor coordination
- Other objective indicators of impairment

Whenever practicable, reasonable suspicion determinations should be corroborated by a second supervisor.

Post-Accident Testing

Testing may be required following a workplace accident, vehicle accident, injury, near miss, or property damage incident when:

- The employee's actions may have contributed to the incident; or
- Testing is required by DOT/state regulations; or
- Management determines testing is appropriate based on the circumstances.

Return-to-Duty / Follow-Up Testing

Employees permitted to return to work following a policy violation, rehabilitation, or treatment may be required to:

- Pass a return-to-duty test; and
- Submit to unannounced follow-up testing for a period determined by the City or required by law.

Nothing in this policy obligates the City to permit return to duty after a violation.

Prescription, Over-the-Counter, and Other Substances

Employees are prohibited from reporting to work impaired by:

- Prescription medications
- Over-the-counter medications
- Marijuana
- Alcohol
- Kratom
- Unregulated intoxicating substances
- Toxic substances
- Any other substance that impairs safe or effective job performance

Employees must notify their supervisor if prescribed medication may impair performance or safety.

Refusal to Test

The following constitute refusal to test:

- Failure to report for testing
- Failure to provide a specimen
- Adulterating or substituting a specimen

- Refusal to sign required testing forms
- Failure to cooperate with testing personnel
- Leaving the testing site before completion
- Any conduct deemed a refusal under DOT regulations

Refusal to test shall be treated as a policy violation and grounds for discipline up to and including immediate termination.

Consequences of Positive Test / Policy Violation

Violation of this policy may result in:

- Removal from duty
- Disciplinary action up to and including termination
- Mandatory referral to substance abuse treatment
- Disqualification from safety-sensitive duties
- Other action permitted by law

DOT-regulated employees shall be subject to all federally required procedures and consequences.

Administration

Department Heads are responsible for administering this policy for covered employees within their departments.

The City may utilize third-party administrators, occupational health providers, consortiums, or collection sites to facilitate testing.

Testing shall be conducted in accordance with applicable federal/state laws and chain-of-custody requirements.

Confidentiality

Testing records and results shall be maintained confidentially and separately from personnel files, except as disclosure is permitted or required by law.

Regulatory Compliance

To the extent any provision of this policy conflicts with mandatory U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, or other applicable federal or state regulatory requirements, the applicable law or regulation shall control and supersede this policy.

APPENDIX – DRUG AND ALCOHOL TESTING POLICY ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the City of Sidney Drug and Alcohol Testing Policy.

I understand that if my position is designated as DOT-regulated, CDL-required, safety-sensitive, or otherwise subject to testing, I may be required to submit to drug and/or alcohol testing as a condition of employment and continued employment.

I understand that refusal to comply with testing requirements or violation of this policy may result in disciplinary action up to and including termination.

Employee Name: _____

Position: _____

Department: _____

Employee Signature: _____

Date: _____

Witness/Supervisor: _____

City of Sidney
Montana's Sunrise City
115 2nd Street S.E., Sidney, Montana - 406-433-2809

Financial Policy – Conflict of Interest and Ethics Policy

Purpose

The purpose of this policy is to ensure that all elected officials, appointed officials, and employees of the City of Sidney conduct City business in a manner that maintains public trust, avoids conflicts of interest, and complies with applicable Montana law.

Policy Statement

City officials and employees shall perform their duties in the best interest of the public and shall not use their position for personal or financial gain.
All decisions must be made free from conflicts of interest or the appearance of impropriety.

Legal Compliance

This policy is intended to comply with applicable provisions of Montana Code Annotated, including but not limited to:

- Ethics and standards of conduct for public officers and employees
- Disclosure and recusal requirements
- Prohibitions on personal financial gain from public office

Where state law is more restrictive, state law shall govern.

Definitions

Conflict of Interest
A conflict of interest exists when an individual's personal, financial, or business interests could improperly influence, or appear to influence, their official duties or decision-making.
Financial Interest
Includes, but is not limited to:

- Ownership or investment in a business
- Employment or compensation arrangements
- Contracts or pending contracts with the City
- Interests held by immediate family members

Immediate Family
Includes spouse, domestic partner, parents, children, siblings, and in-laws.

Annual Disclosure

All elected officials, appointed officials, and designated employees shall complete a Conflict of Interest Disclosure Form annually.
Disclosure forms shall be submitted to the Clerk/Treasurer and maintained as public records as required by law.
Annual disclosures shall be reviewed and acknowledged at the first regular City Council meeting following the beginning of the fiscal year (after July 1st).

Ongoing Disclosure

Individuals must disclose any actual or potential conflict of interest as soon as it arises, even if it occurs after the annual disclosure has been submitted.

Recusal Requirements

When a conflict of interest exists or may reasonably appear to exist:

- The individual shall disclose the conflict
- The individual shall refrain from participating in discussion, decision-making, or voting on the matter
- The disclosure and recusal shall be documented in meeting minutes when applicable

Prohibited Conduct

City officials and employees shall not:

- Use their position to secure special privileges or exemptions
- Participate in decisions in which they have a financial interest
- Accept gifts, favors, or compensation that could influence official actions
- Enter into contracts with the City in violation of Montana law

Procurement and Contracting

All individuals involved in purchasing or contracting must comply with this policy in addition to the City's:

- Purchasing Policy
- Procurement Policy
- Contract Approval Authority Policy

Any potential conflict related to procurement must be disclosed prior to participation in the process.

Enforcement

Failure to comply with this policy may result in:

- Disciplinary action for employees
- Referral to appropriate authorities if required by law
- Removal or other action as permitted for appointed officials

Policy Review

This policy shall be reviewed periodically to ensure compliance with Montana law and best practices in public sector ethics.

City of Sidney
Montana's Sunrise City
115 2nd Street S.E., Sidney, Montana - 406-433-2809

Conflict of Interest Disclosure Form (Annual)

Name: _____

Position/Title: _____

Department/Board/Committee: _____

Date: _____

Business Interests
Do you or any immediate family member have ownership, employment, or a financial interest in any business that does or may do business with the City of Sidney?
☐ Yes ☐ No
If yes, please describe:

_____

_____

_____

_____

Contracts with the City
Do you or any immediate family member have any existing or potential contracts, agreements, or financial arrangements with the City?
☐ Yes ☐ No
If yes, please describe:

_____

_____

_____

_____

Other Potential Conflicts
Are there any other relationships, affiliations, or circumstances that could create a conflict of interest or the appearance of a conflict?
☐ Yes ☐ No
If yes, please describe:

_____

_____

_____

_____

Acknowledgement of Ongoing Duty
I understand that I am required to disclose any actual or potential conflict of interest as it arises throughout the year and to refrain from participation in related decisions when applicable.
☐ I acknowledge this requirement

The City of Sidney is an equal opportunity employer and provider.

Certification

I certify that the information provided above is true and complete to the best of my knowledge.
Signature: _____
Date: _____

Clerk/Treasurer Use Only

Date Received: _____
Reviewed By: _____
Filed Location: _____

Fiscal Year	General	Streets/Ice	Water	Sewer	Garbage	Sweeping	Total	Increase
FY 23-24	$ 2,336,031.13	$ 425,932.06	$ 469,301.14	$ 536,452.67	$ 641,291.10	$ 153,921.03	$ 4,562,929.13	
FY 24-25 (3.2%)	$ 2,435,860.22	$ 463,142.11	$ 419,931.83	$ 526,509.58	$ 615,419.02	$ 174,118.23	$ 4,634,980.99	$ 72,051.86
FY 24-25 (4.1%)	$ 2,492,365.46	$ 474,146.78	$ 429,889.80	$ 539,288.47	$ 630,104.70	$ 179,110.52	$ 4,744,905.73	$ 109,924.74
FY 25-26 (2.9%)	$ 2,571,818.36	$ 480,414.33	$ 458,836.86	$ 597,495.40	$ 621,481.44	$ 146,548.45	$ 4,876,594.84	$ 131,689.11
FY 26-27 (2.9%)	$ 2,553,767.00	$ 542,308.81	$ 476,242.91	$ 574,400.01	$ 614,890.99	$ 180,791.19	$ 4,942,400.91	$ 65,806.07
Difference By Fund:	$ (18,051.36)	$ 61,894.48	$ 17,406.05	$ (23,095.39)	$ (6,590.45)	$ 34,242.74	$ 65,806.07	

FY26-27 Increase Breakdown

6% Health	$ 45,978.76
2.9% COLA	$ 107,362.96
New PW OM	$ 146,817.35

Comm & Spec Bodies		**TOTAL**
Totals	6	26,572.99
Executive		**TOTAL**
Totals	1	45,793.97
Treasurer		**TOTAL**
FTE Equivalent	0.25	$35,708.93
Clerk		
FTE Equivalent	0.25	$35,708.93
Law Enforcement		**TOTAL**
FTE Equivalent	14.5	$1,812,127.83
Compliance		**TOTAL**
FTE Equivalent	0.5	$ 40,683.33
Fire Protection		**TOTAL**
FTE Equivalent	0.5	87,321.20
Building Inspection		**TOTAL**
FTE Equivalent	1	118,005.04
Parks		**TOTAL**
FTE Equivalent	1.87	$242,382.27
Pool		**TOTAL**
FTE Equivalent	25	109,462.52
Streets		**TOTAL**
FTE Equivalent	2.9	$387,632.36
Ice & Snow		**TOTAL**
FTE Equivalent	1.3	154,676.45
Water		**TOTAL**
FTE Equivalent	4.18	$476,242.91
Sewer		**TOTAL**
FTE Equivalent	5.18	574,400.01
Garbage		**TOTAL**
FTE Equivalent	6.47	$614,890.99
Sweeping		**TOTAL**
FTE Equivalent	1.6	180,791.19
Grand Totals:	65.5	$4,942,400.91