



City of Sidney, MT
Budget and Finance Committee Meeting 3-10-26
March 10, 2026 5:30 PM
115 2nd Street SE | Sidney, MT 59270

Committee meetings are open to the public attending in person. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting or via phone:

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

1. Call to Order
2. Pledge of Allegiance
3. Committee Members Present
4. Correction or Approval of Minutes
 - [a.](#) February Budget and Finance Committee Meeting Minutes
 - [b.](#) February RFQ Meeting Minutes
5. Visitors
6. Monthly Reports
 - [a.](#) February 2026 Treasurer's Report
7. New Business
 - a. FY24-25 Audit Meeting
 - [b.](#) Assistant Public Works Director Job Description
 - [c.](#) Financial Policies: Financial Governance Framework
 - [d.](#) Financial Policies: Procurement and Purchasing Policy
 - [e.](#) Financial Policies: Contract Approval Authority Policy
 - [f.](#) Financial Policies: Capital Asset & Equipment Purchase Policy
 - [g.](#) Financial Policies: Budget Authorization & Expenditure Authorization Policy

[h.](#) Financial Policies: Vacancy Savings & Unbudgeted Expenditure Policy

8. Unfinished Business

[a.](#) Local Government Review:

City Administrator Position

9. Comments and Questions from the Committee

10. Adjournment



City of Sidney, MT
Budget and Finance Committee Meeting
February 10, 2026 5:30 PM
115 2nd Street SE | Sidney, MT 59270

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

1. Call to Order

The Budget and Finance Committee meeting was called to order at 5:30pm.

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Committee Members Present

Alderman DiFonzo, Alderwoman Buxbaum, Alderwoman Christensen (via phone) and Mrs. Skinner.

4. Correction or Approval of Minutes

a. January 13th, 2026 Budget and Finance Committee Meeting Minutes

Alderman DiFonzo requested the correction of Mrs. Skinner not having voted on the recommendation for the Pilot Tourism Grant and Clerk/Treasurer Chamberlin stated she will make that correction.

Motion was made to approve the January 13th, 2026 minutes with the correction.

Motion made by Buxbaum, Seconded by DiFonzo.

Voting Yea: DiFonzo, Buxbaum

5. Visitors

None.

6. Monthly Reports

a. January 2026 Treasurer's Report

Clerk/Treasurer Chamberlin presented the January 2026 Treasurer's Report. She stated the revenues and expenditures are skewed in the water utility fund due to the large water tower project that has not commenced and in the sewer utility fund due to the storm water project that has been completed. She further stated they have received the oil and gas payment this month and it is continuing the trend down. Mrs. Skinner asked about the budget because we had 59% of revenue with two oil and gas payments and Clerk/Treasurer Chamberlin stated during budgeting they intentionally under budget the anticipated revenue due to fluctuations, so as much as the payments are trending down, we are still on par for the budget. She stated this could impact budgeting for next fiscal year.

7. New Business

a. TBID Administration Fee

Clerk/Treasurer Chamberlin presented a TBID report from Deputy Clerk/Treasurer Schmeierer who administers the TBID. She stated the ordinance passed in 2023 allows the City Council to apply an administration fee that has not been applied and per the report provided Deputy Clerk/Treasurer Schmeierer is recommending a 6% administration fee that will be applied and withheld from their payments quarterly and she seconds this recommendation.

Motion was to recommend withholding a 6% administration fee from the TBID payments, per the City Code.

Motion made by Buxbaum, Seconded by DiFonzo.

In discussion Alderman DiFonzo stated it is time we started to be compensated for this and Clerk/Treasurer Chamberlin stated especially since they have been tracking their time through the lawsuit. Alderwoman Buxbaum stated Deputy Schmeierer holds the TBID down and carries it also and Clerk/Treasurer Chamberlin stated she does and she is very grateful for all she does with it.

Voting Yea: Christensen, DiFonzo, Buxbaum

b. City Hall Updates

504 Compliance: Handicap button on Council Chambers door, kickplate to protect wainscoting for front counter, remove auto closures on public restrooms.

Fix flooding issues in back lot

Clerk/Treasurer Chamberlin stated in the ARPA grant fund for the City hall remodel \$56,000 and in the City Hall \$105,000 about \$161,000 total available. She stated as part of the 504 requirement, Owen Dotson came through city hall to ensure that although we are ADA compliant, are we handicap user friendly and in that there was some recommendations that included removing the automatic closures from the public restrooms for wheel chairs, a push to open handicap button on the council chambers door and a kickplate on the wainscoting at the front counter so they can pull their wheel chairs in far enough to use the counter. She stated she would like to have B&B Builders do a work order to present a cost to move forward on correcting these issues to the City Council.

Clerk/Treasurer Chamberlin stated at the City Management meeting this last month they reviewed the several options for using the remainder of the funds for the City Hall Remodel that are currently available such as finishing remodeling the back meeting room to have a Public Works meeting/training room and possibly add two offices, replace all of the garage doors and mechanics or fix the flooding in the back parking lot. She stated it was an easy choice to recommend to fix the flooding. She stated every time it rains substantially, due to drainage the water flows into the back door and into the basement where they keep their paper files. She stated the Public Works could possibly do the work but she would also like to pursue a cost estimate from a contractor to not over burden them.

Alderman DiFonzo stated finishing the remodel needs to be done and the flooding has been an issue forever and asked if this was only asking for approval to get work orders or cost estimates. Clerk/Treasurer Chamberlin stated yes, without knowing even an estimate of the costs, they would not move forward without approval of the work orders. Alderman DiFonzo asked if these will be separate work orders and she replied yes, the 504 updates would likely be on one and the flooding on another.

Motion was made to recommend approval of pursuing work orders to do the 504 updates to City Hall and to fix the flooding the back parking lot.

In discussion Mrs. Skinner stated she feels this decision is wise, as it is protecting the integrity of the building and the files.

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

c. Local Government Review:

City Administrator Position

Assistant Public Works Position

Alderwoman Buxbaum provided a Benefits of a City Administrator she prepared that shows her reasoning on the why having a city administrator would push the City's capacity to another level. she stated also provided is a job description example for the city administrator and while we are discussing this we should also be discussing the addition of an assistant public works director for succession planning for PWD Hintz.

The Budget and Finance Committee reviewed and discussed the organizational chart that would be in effect and the pay that would go with the positions, with a scenario provided by Clerk/Treasurer Chamberlin. In the scenario it included cutting two positions of the Deputy Clerk/Treasurer and an open water operator position, adding the City Administrator and the Assistant Public Works positions, putting all equal ranking positions at equitable pay and a 2.9% COLA matching last year's COLA. The scenario showed that with the cutting of the unfilled position and the Deputy position that would no longer be needed, the increase in payroll would be directly due to the COLA increase, not due to the Administrator and Assistant Public Works positions. Other cuts could include cutting back an open sewer operator position to part time,

cutting an open police officer position that has been vacant for numerous years and the hope that the Assistant position could be filled in-house.

The Budget and Finance Committee discussed the importance of succession planning, especially for a key and complex position with a specialized skill set as the Public Works Director and that having an assistant working under PWD Hintz in training to take over the position will be key for a smooth transition at his retirement.

The Budget and Finance Committee reviewed the "Benefits" sheet and the job description provided for the City Administrator and agreed that key parts of this position would be working with the Mayor on HR, budget setting, oversight and management, strategic planning, working with department heads, succession planning and carrying out policies set by the City Council. The Committee discussed the importance of Department Heads still having authority over their departments, but coordinating with the City Administrator, and that certain areas would fall strictly under the Department Heads, such as police matters under the Police Chief. Specific areas of the job description were discussed to be amended

After discussion the Budget and Finance Committee had the general consensus that Clerk/Treasurer Chamberlin should amend Alderwoman Buxbaum's "Benefits of a City Administrator" to discuss roles and duties only and to provide this along with the organizational chart as information to the public for the Local Government Review. Also in the general consensus was that Clerk/Treasurer Chamberlin would make the suggested amendments to the City Administrator job description and create an Assistant Public Works job description to bring back to the Budget and Finance Committee for continued review and discussion.

8. Unfinished Business

Nothing.

9. Comments and Questions from the Committee

Nothing.

10. Adjournment

at 6:46pm.



City of Sidney, MT
 Budget and Finance Committee Meeting for RFQ's 2-23-26
 February 23, 2026 5:30 PM
 115 2nd Street SE | Sidney, MT 59270

Committee meetings are open to the public attending in person. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting or via phone:

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

1. Call to Order

Alderwoman Christensen called the special meeting of the Budget and Finance Committee to order at 5:30pm.

2. Pledge of Allegiance

All present stated the Pledge of Allegiance.

3. Committee Members Present

Alderwoman Christensen, Alderman DiFonzo, Alderman Kauffman

Others Present: Mayor Norby, PWD Hintz, Clerk/Treasurer Chamberlin

4. Visitors

None.

5. New Business

a. RFQ for On-Call Services for Engineering, Planning and Grant Writing Administration Services

The Budget and Finance Committee reviewed the RFQ's for all four submittals. PWD Hintz stated the City has great working relationships with all of the firms except Triple Tree, but they are teamed up with City Planner Sanderson and he recommends them. Clerk/Treasurer Chamberlin stated the purpose of the RFQ was to have one or more Master Service Agreements on the shelf to be ready should the city have a project that need engineered, planning they need assistance with or grant assistance. PWD Hintz recommended offering MSA's to all four of the submitting firms. Alderman Kauffman stated he liked the idea of offering to all four, building the relationship with Triple Tree and Alderwoman Christensen agreed. Alderman DiFonzo asked if they will be okay with doing more than one MSA and Clerk/Treasurer Chamberlin stated that was stated in the

RFQ. She stated by approving the MSA's today there is no financial obligation, rather when an item comes up and budget authority is present the Council will review the provided RFQ's to determine which firm is most qualified and offer them a task order for that item, which will then determine the cost.

Motion was made to recommend approval of offering Master Service Agreements to all four submitting firms.

Motion made by Kauffman, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Kauffman

Clerk/Treasurer Chamberlin stated usual MSA's are for 5 years and asked for a general consensus of having City Attorney Kalil draft a generic MSA for a term of 5-years for City Council and it was the general consensus of the Budget and Finance Committee to do so.

- b. RFQ-Morrison Maierle
- c. RFQ-Triple Tree/Peaks Planning
- d. RFQ-Interstate Engineering
- e. RFQ-SDI Architects

6. Adjournment

at 5:41pm

**Treasurer's Report
February 2026**

Item a.

Fund	Fund Name	Budgeted Expenses	Expended YTD	% Expended	Budgeted Revenue	Revenued YTD	% Revenued	Cash Balance	Notes
1000	General	3,958,568.00	1,808,924.38	46%	\$3,955,011.00	\$2,235,672.39	57%	\$2,253,459.59	
2060	Playgrounds & Parks	30,000.00	0.00	0%	\$750.00	\$750.00	100%	\$31,992.27	
2061	Ballparks & Ballfields	19,000.00	0.00	0%	\$500.00	\$500.00	100%	\$24,300.75	
2062	Tennis Courts	320,000.00	6,370.00	2%	\$120,000.00	\$5,000.00	4%	\$190,229.56	
2063	Bike Path Enhancement	97,400.00	0.00	0%	\$12,500.00	\$3,500.00	28%	\$99,912.23	
2101	TBID	300,000.00	63,564.14	21%	\$300,750.00	\$55,411.43	18%	\$28,632.54	
2170	Airport	19,958.00	0.00	0%	\$20,637.00	\$12,180.50	59%	\$13,838.56	
2190	Comprehensive Liability	48,914.00	48,913.50	100%	\$49,610.00	\$27,201.69	55%	-\$19,826.98	
2220	Library Levy	14,500.00	0.00	0%	\$500.00	\$679.32	136%	\$15,012.23	
2260	Emergency Disaster	55,000.00	0.00	0%	\$8,780.00	\$4,695.51	53%	\$53,701.30	
2350	Local Govt Study Comm	26,828.00	0.00	0%	\$750.00	\$22,415.70	2989%	\$49,243.67	
2370	PERS	319,550.00	109,305.32	34%	\$204,756.00	\$110,891.53	54%	\$110,729.80	
2371	Group Health	368,250.00	170,610.56	46%	\$282,070.00	\$185,114.51	66%	\$85,409.00	
2372	Permissive Health Levy	2,700.00	0.00	0%	\$0.00	\$24.82	0%	\$2,876.37	
2390	Drug Forfeiture	25,000.00	455.54	2%	\$12,750.00	\$1,307.50	10%	\$33,226.29	
2399	Impact Fees	310,990.00	369.75	0%	\$6,000.00	\$6,000.00	100%	\$322,247.75	
2425	Street Lighting	233,500.00	100,219.75	43%	\$232,100.00	\$163,592.66	70%	\$473,981.71	
2550	Dutch Elm Tree Removal	4,600.00	\$0.00	0%	\$0.00	\$0.00	0%	\$4,829.95	
2565	Street Maintenance	570,750.00	365,479.32	64%	\$562,500.00	\$548,416.18	97%	\$466,005.44	
2566	Snow Removal	264,105.00	135,805.08	51%	\$226,000.00	\$4,291.18	2%	\$63,446.01	
2584	Mowing	60,000.00	8,084.15	13%	\$33,200.00	\$11,257.36	34%	\$107,605.52	
2598	MVS Park Maintenance	12,000.00	0.00	0%	\$2,750.00	\$2,854.24	104%	\$31,756.72	
2810	Police Reserve Training	20,000.00	6,039.69	30%	\$16,000.00	\$0.00	0%	\$3,691.59	
2820	Gas Apportionment Tax	375,070.00	123,256.84	33%	\$296,236.00	\$157,651.95	53%	\$551,896.38	
2861	Main Street MT Grant	80,000.00	63,951.28	80%	\$60,000.00	\$3,539.00	6%	-\$40,412.28	
2869	Nuisance	65,000.00	\$0.00	0%	\$40,750.00	\$2,400.00	6%	\$30,404.25	
2890	Oil/Gas Severance	672,100.00	33,218.75	5%	\$676,500.00	\$552,849.33	82%	\$901,697.64	
2990	HB 645- ARPA	55,986.00	1,914.28	3%	\$850.00	\$850.00	100%	\$54,071.81	
3400	Revolving Fund	\$0.00	\$0.00	0%	\$850.00	\$850.00	100%	\$63,771.93	
3600	SID 100	28,715.00	\$0.00	0%	\$0.00	\$84.12	0%	\$28,799.21	
3601	SID 101A	48,667.00	\$0.00	0%	\$0.00	\$0.00	0%	\$48,667.45	
3604	SID 104	52,500.00	\$25,996.45	50%	\$63,100.00	\$10,815.59	17%	-\$21,980.69	
4010	City Hall CIP	105,780.00	\$247.53	0%	\$0.00	\$0.00	0%	\$105,277.53	
4011	Pool CIP	169,000.00	\$0.00	0%	\$45,000.00	\$0.00	0%	\$101,781.85	
4015	Parks CIP	123,500.00	\$0.00	0%	\$65,000.00	\$0.00	0%	\$98,796.99	
4016	Parks Facility CIP	123,500.00	\$70,000.00	57%	\$98,000.00	\$20,000.00	20%	\$15,822.05	
4020	Police CIP	110,000.00	\$6,948.66	6%	\$0.00	\$0.00	0%	\$104,438.59	
4025	Police Investigative CIP	30,000.00	\$0.00	0%	\$0.00	\$0.00	0%	\$60,942.96	
4030	Street Equipment	127,800.00	\$15,600.00	12%	\$40,000.00	\$0.00	0%	\$72,324.37	
4031	Street Construction	107,000.00	\$0.00	0%	\$0.00	\$0.00	0%	\$111,589.28	
4040	Fire Equipment	40,000.00	\$0.00	0%	\$50,000.00	\$0.00	0%	\$950,388.23	
4060	Bike Path Enhancement	65,000.00	\$0.00	0%	\$0.00	\$0.00	0%	\$88,110.94	
4070	Downtown Enhancement	12,500.00	\$0.00	0%	\$0.00	\$0.00	0%	\$23,927.42	
4075	Curb & Sidewalk	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%	\$899.96	
5210	Water Utility	10,673,904.00	1,316,995.55	12%	\$11,436,600.00	\$1,577,873.97	14%	\$7,478,402.04	
5211	Water Impact Fees	310,000.00	1,349.25	0%	\$6,000.00	\$6,000.00	100%	\$313,752.38	
5310	Sewer Utility	4,345,200.00	2,587,994.57	60%	\$2,801,300.00	\$2,782,514.80	99%	\$3,920,531.75	
5311	Sewer Impact Fees	153,000.00	1,349.25	1%	\$3,000.00	\$6,000.00	200%	\$156,842.53	
5410	Solid Waste	927,850.00	541,095.47	58%	\$1,238,000.00	\$852,852.20	69%	\$600,857.22	
5710	Sweeping Operating	293,750.00	160,953.81	55%	\$413,216.00	\$287,972.99	70%	\$485,433.22	
7075	Playgrounds & Parks	\$0.00	\$0.00	0%	\$0.00	\$0.00	0%	\$0.00	
7120	Fire Disability	\$90,000.00	\$45,000.00	50%	\$95,196.00	\$46,238.27	49%	-\$1,252.31	
7970	Grant-Richland County	\$5,223.00	\$0.00	0%	\$0.00	\$0.00	0%	\$6,119.24	
	Totals	\$26,272,658.00	\$7,820,012.87	30%	\$23,477,512.00	\$9,710,248.74	41%	\$20,758,203.81	

03/06/26
11:23:49

CITY OF SIDNEY
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 26

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Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
1000 General	141,227.15	2,235,672.39	3,955,011.00	1,719,338.61	57 %
2060 PLAYGROUNDS & PARKS	0.00	750.00	750.00	0.00	100 %
2061 BALLPARKS & BALLFIELDS	0.00	500.00	500.00	0.00	100 %
2062 TENNIS COURTS	0.00	5,000.00	120,000.00	115,000.00	4 %
2063 BIKE PATH	0.00	3,500.00	12,500.00	9,000.00	28 %
2101 TBID	8,533.50	55,411.43	300,750.00	245,338.57	18 %
2170 Airport	102.25	12,180.50	20,637.00	8,456.50	59 %
2190 Comprehensive Liability	228.57	27,201.69	49,610.00	22,408.31	55 %
2220 Library Levy	1.41	679.32	500.00	-179.32	136 %
2260 Emergency Disaster	32.31	4,695.51	8,780.00	4,084.49	53 %
2350 Local Govt Study Commission	182.15	22,415.70	750.00	-21,665.70	*** %
2370 P.E.R.S. - Employer Contribution	910.67	110,891.53	204,756.00	93,864.47	54 %
2371 Employer Contribution Group Health	1,534.92	185,114.51	282,070.00	96,955.49	66 %
2372 Permissive Health LEvy	0.00	24.82	0.00	-24.82	%
2390 Drug Forfeiture	250.00	1,307.50	12,750.00	11,442.50	10 %
2399 Impact Fees	0.00	6,000.00	6,000.00	0.00	100 %
2425 Street Lighting	1,972.05	163,592.66	232,100.00	68,507.34	70 %
2565 City Wide Street Maintenance	6,896.73	548,416.18	562,500.00	14,083.82	97 %
2566 SNOW REMOVAL	291.18	4,291.18	226,000.00	221,708.82	2 %
2584 Mowing	1,535.99	11,257.36	33,200.00	21,942.64	34 %
2598 MVS Park Maintenance #98	30.00	2,854.24	2,750.00	-104.24	104 %
2810 Police Reserve Training	0.00	0.00	16,000.00	16,000.00	0 %
2820 Gas Apportionment Tax	25,375.12	157,651.95	296,236.00	138,584.05	53 %
2861 MAIN STREET MT GRANT	0.00	3,539.00	60,000.00	56,461.00	6 %
2869 Nuisance	0.00	2,400.00	40,750.00	38,350.00	6 %
2890 Oil/Gas Severance	153,344.79	552,849.33	676,500.00	123,650.67	82 %

03/06/26
11:23:49

CITY OF SIDNEY
Statement of Revenue Budget vs Actuals
For the Accounting Period: 2 / 26

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Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
2990 ARPA	0.00	850.00	850.00	0.00	100 %
3400 Revolving Fund	0.00	850.00	850.00	0.00	100 %
3600 SID 100 SMV Paving	14.11	84.12	0.00	-84.12	%
3604 SID #104	0.00	10,815.59	63,100.00	52,284.41	17 %
4011 POOL CIP	0.00	0.00	45,000.00	45,000.00	0 %
4015 Parks CIP	0.00	0.00	65,000.00	65,000.00	0 %
4016 PARKS FACILITY CIP	0.00	20,000.00	98,000.00	78,000.00	20 %
4030 Cap Proj-Street Equipment	0.00	0.00	40,000.00	40,000.00	0 %
4040 Capital Projects - Fire Equipment	0.00	0.00	50,000.00	50,000.00	0 %
5210 Water Utility	140,017.77	1,577,873.97	11,436,600.00	9,858,726.03	14 %
5211 WATER IMPACT FEES	0.00	6,000.00	6,000.00	0.00	100 %
5310 Sewer Utility	152,915.11	2,782,514.80	2,801,300.00	18,785.20	99 %
5311 SEWER IMPACT FEES	0.00	6,000.00	3,000.00	-3,000.00	200 %
5410 Solid Waste	17,475.64	852,852.20	1,238,000.00	385,147.80	69 %
5710 Sweeping Operating	3,419.23	287,972.99	413,216.00	125,243.01	70 %
7120 Fire Disability	388.45	46,238.27	95,196.00	48,957.73	49 %
Grand Total:	656,679.10	9,710,248.74	23,477,512.00	13,767,263.26	41 %

03/06/26
11:25:07

CITY OF SIDNEY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 2 / 26

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Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
1000 General	225,242.27	1,808,924.38	3,958,568.00	3,958,568.00	2,149,643.62	46%
2060 PLAYGROUNDS & PARKS	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
2061 BALLPARKS & BALLFIELDS	0.00	0.00	19,000.00	19,000.00	19,000.00	0%
2062 TENNIS COURTS	0.00	6,370.00	320,000.00	320,000.00	313,630.00	2%
2063 BIKE PATH	0.00	0.00	97,400.00	97,400.00	97,400.00	0%
2101 TBID	16,397.72	63,564.14	300,000.00	300,000.00	236,435.86	21%
2170 Airport	0.00	0.00	19,958.00	19,958.00	19,958.00	0%
2190 Comprehensive Liability	0.00	48,913.50	48,914.00	48,914.00	0.50	100%
2220 Library Levy	0.00	0.00	14,500.00	14,500.00	14,500.00	0%
2260 Emergency Disaster	0.00	0.00	55,000.00	55,000.00	55,000.00	0%
2350 Local Govt Study Commission	0.00	0.00	26,828.00	26,828.00	26,828.00	0%
2370 P.E.R.S. - Employer Contribution	12,633.60	109,305.32	319,550.00	319,550.00	210,244.68	34%
2371 Employer Contribution Group Health	21,664.22	170,610.56	368,250.00	368,250.00	197,639.44	46%
2372 Permissive Health LEvy	0.00	0.00	2,700.00	2,700.00	2,700.00	0%
2390 Drug Forfeiture	9.15	455.54	25,000.00	25,000.00	24,544.46	2%
2399 Impact Fees	0.00	369.75	310,990.00	310,990.00	310,620.25	0%
2425 Street Lighting	11,386.35	100,219.75	233,500.00	233,500.00	133,280.25	43%
2550 Tree Removal - Dutch Elm Disease	0.00	0.00	4,600.00	4,600.00	4,600.00	0%
2565 City Wide Street Maintenance	23,209.09	365,479.32	570,750.00	570,750.00	205,270.68	64%
2566 SNOW REMOVAL	11,848.90	135,805.08	264,105.00	264,105.00	128,299.92	51%
2584 Mowing	0.00	8,084.15	60,000.00	60,000.00	51,915.85	13%
2598 MVS Park Maintenance #98	0.00	0.00	12,000.00	12,000.00	12,000.00	0%
2810 Police Reserve Training	1,593.27	6,039.69	20,000.00	20,000.00	13,960.31	30%
2820 Gas Apportionment Tax	5,946.04	123,256.84	375,070.00	375,070.00	251,813.16	33%
2861 MAIN STREET MT GRANT	19,281.85	63,951.28	80,000.00	80,000.00	16,048.72	80%

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CITY OF SIDNEY
Statement of Expenditure - Budget vs. Actual Report
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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
2869 Nuisance	0.00	0.00	65,000.00	65,000.00	65,000.00	0%
2890 Oil/Gas Severance	0.00	33,218.75	672,100.00	672,100.00	638,881.25	5%
2990 ARPA	1,851.00	1,914.28	55,986.00	55,986.00	54,071.72	3%
3600 SID 100 SMV Paving	0.00	0.00	28,715.00	28,715.00	28,715.00	0%
3601 SID 101A	0.00	0.00	48,667.00	48,667.00	48,667.00	0%
3604 SID #104	0.00	25,996.45	52,500.00	52,500.00	26,503.55	50%
4010 City Hall CIP	0.00	247.53	105,780.00	105,780.00	105,532.47	0%
4011 POOL CIP	0.00	0.00	169,000.00	169,000.00	169,000.00	0%
4015 Parks CIP	0.00	0.00	123,500.00	123,500.00	123,500.00	0%
4016 PARKS FACILITY CIP	0.00	70,000.00	123,500.00	123,500.00	53,500.00	57%
4020 Police CIP	0.00	6,948.66	110,000.00	110,000.00	103,051.34	6%
4025 Police Investigative CIP	0.00	0.00	30,000.00	30,000.00	30,000.00	0%
4030 Cap Proj-Street Equipment	0.00	15,600.00	127,800.00	127,800.00	112,200.00	12%
4031 Cap Proj-Street Construction	0.00	0.00	107,000.00	107,000.00	107,000.00	0%
4040 Capital Projects - Fire Equipment	0.00	0.00	40,000.00	40,000.00	40,000.00	0%
4060 Enhancement Project-CTEP-Bike Path	0.00	0.00	65,000.00	65,000.00	65,000.00	0%
4070 Downtown Enhancement Capital	0.00	0.00	12,500.00	12,500.00	12,500.00	0%
5210 Water Utility	45,143.14	1,316,995.55	10,673,904.00	10,673,904.00	9,356,908.45	12%
5211 WATER IMPACT FEES	1,349.25	1,349.25	310,000.00	310,000.00	308,650.75	0%
5310 Sewer Utility	70,637.31	2,587,994.57	4,345,200.00	4,345,200.00	1,757,205.43	60%
5311 SEWER IMPACT FEES	1,349.25	1,349.25	153,000.00	153,000.00	151,650.75	1%
5410 Solid Waste	54,923.93	541,095.47	927,850.00	927,850.00	386,754.53	58%
5710 Sweeping Operating	15,915.98	160,953.81	293,750.00	293,750.00	132,796.19	55%
7120 Fire Disability	0.00	45,000.00	90,000.00	90,000.00	45,000.00	50%
7970 Grant-Richland County	0.00	0.00	5,223.00	5,223.00	5,223.00	0%

Grand Total:	540,382.32	7,820,012.87	26,272,658.00	26,272,658.00	18,452,645.13	30%
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CITY OF SIDNEY
Cash Report
For the Accounting Period: 2/26

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General						
101000 Cash - Operating	2,383,461.93	141,227.15	0.00	0.00	272,527.20	2,252,161.88
101240 UNRESTRICTED CASH ACCOUNT	1,063.67	0.00	0.00	0.00	0.00	1,063.67
102250 Cash-Capital Equipment	-40.96	0.00	0.00	0.00	0.00	-40.96
103000 Petty Cash	125.00	0.00	0.00	0.00	0.00	125.00
103100	150.00	0.00	0.00	0.00	0.00	150.00
Total Fund	2,384,759.64	141,227.15			272,527.20	2,253,459.59
2060 PLAYGROUNDS & PARKS						
101000 Cash - Operating	31,992.27	0.00	0.00	0.00	0.00	31,992.27
2061 BALLPARKS & BALLFIELDS						
101000 Cash - Operating	24,300.75	0.00	0.00	0.00	0.00	24,300.75
2062 TENNIS COURTS						
101000 Cash - Operating	190,229.56	0.00	0.00	0.00	0.00	190,229.56
2063 BIKE PATH						
101000 Cash - Operating	99,912.23	0.00	0.00	0.00	0.00	99,912.23
2101 TBID						
101000 Cash - Operating	35,945.27	8,533.50	0.00	0.00	15,846.23	28,632.54
2170 Airport						
101000 Cash - Operating	13,736.31	102.25	0.00	0.00	0.00	13,838.56
2190 Comprehensive Liability						
101000 Cash - Operating	-20,055.55	228.57	0.00	0.00	0.00	-19,826.98
2220 Library Levy						
101000 Cash - Operating	15,010.82	1.41	0.00	0.00	0.00	15,012.23
2260 Emergency Disaster						
101000 Cash - Operating	53,668.99	32.31	0.00	0.00	0.00	53,701.30
2270 Employee Health Levy						
101000 Cash - Operating	14.04	0.00	0.00	0.00	0.00	14.04
2350 Local Govt Study Commission						
101000 Cash - Operating	49,061.52	182.15	0.00	0.00	0.00	49,243.67
2370 P.E.R.S. - Employer Contribution						
101000 Cash - Operating	122,452.73	910.67	0.00	0.00	12,633.60	110,729.80
2371 Employer Contribution Group Health						
101000 Cash - Operating	105,538.30	1,534.92	0.00	0.00	21,664.22	85,409.00
2372 Permissive Health LEvy						
101000 Cash - Operating	2,876.37	0.00	0.00	0.00	0.00	2,876.37
2390 Drug Forfeiture						
101000 Cash - Operating	32,976.29	250.00	0.00	0.00	0.00	33,226.29
2399 Impact Fees						
101000 Cash - Operating	322,247.75	0.00	0.00	0.00	0.00	322,247.75
2425 Street Lighting						
101000 Cash - Operating	483,295.54	1,972.05	0.00	0.00	11,285.88	473,981.71
2550 Tree Removal - Dutch Elm Disease						
101000 Cash - Operating	4,829.95	0.00	0.00	0.00	0.00	4,829.95
2564 N-H Street Maintenance						
101000 Cash - Operating	1,428.40	0.00	0.00	0.00	0.00	1,428.40
2565 City Wide Street Maintenance						

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	481,771.76	6,896.73	0.00	0.00	22,663.05	466,005.44
2566 SNOW REMOVAL						
101000 Cash - Operating	73,917.48	291.18	0.00	0.00	10,762.65	63,446.01
2584 Mowing						
101000 Cash - Operating	106,069.53	1,535.99	0.00	0.00	0.00	107,605.52
2598 MVS Park Maintenance #98						
101000 Cash - Operating	31,726.72	30.00	0.00	0.00	0.00	31,756.72
2600 Curb & Sidewalk						
101000 Cash - Operating	0.01	0.00	0.00	0.00	0.00	0.01
2810 Police Reserve Training						
101000 Cash - Operating	3,940.59	0.00	0.00	0.00	249.00	3,691.59
2820 Gas Apportionment Tax						
101000 Cash - Operating	532,467.30	25,375.12	0.00	0.00	5,946.04	551,896.38
2821 NEW FUEL TAX						
101000 Cash - Operating	28.72	0.00	0.00	0.00	0.00	28.72
2861 MAIN STREET MT GRANT						
101000 Cash - Operating	-21,130.43	0.00	0.00	0.00	19,281.85	-40,412.28
2869 Nuisance						
101000 Cash - Operating	30,404.25	0.00	0.00	0.00	0.00	30,404.25
2890 Oil/Gas Severance						
101000 Cash - Operating	748,478.35	153,344.79	0.00	0.00	125.50	901,697.64
2917 Crime Victims Assistance						
101000 Cash - Operating	-21.00	540.00	0.00	0.00	0.00	519.00
2927 FEMA Grant						
101000 Cash - Operating	0.18	0.00	0.00	0.00	0.00	0.18
2990 ARPA						
101000 Cash - Operating	55,922.81	0.00	0.00	0.00	1,851.00	54,071.81
3400 Revolving Fund						
101000 Cash - Operating	63,771.93	0.00	0.00	0.00	0.00	63,771.93
3600 SID 100 SMV Paving						
101000 Cash - Operating	28,785.10	14.11	0.00	0.00	0.00	28,799.21
3601 SID 101A						
101000 Cash - Operating	48,667.45	0.00	0.00	0.00	0.00	48,667.45
3604 SID #104						
101000 Cash - Operating	-21,980.69	0.00	0.00	0.00	0.00	-21,980.69
4010 City Hall CIP						
101000 Cash - Operating	105,077.53	0.00	0.00	0.00	0.00	105,077.53
101100 UNRESTRICTED CASH ACCOUNT	200.00	0.00	0.00	0.00	0.00	200.00
Total Fund	105,277.53					105,277.53
4011 POOL CIP						
101000 Cash - Operating	101,781.85	0.00	0.00	0.00	0.00	101,781.85
4015 Parks CIP						
101000 Cash - Operating	98,796.99	0.00	0.00	0.00	0.00	98,796.99
4016 PARKS FACILITY CIP						
101000 Cash - Operating	15,822.05	0.00	0.00	0.00	0.00	15,822.05
4020 Police CIP						

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Cash Report
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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	97,850.17	0.00	0.00	0.00	0.00	97,850.17
101240 UNRESTRICTED CASH ACCOUNT	1,313.42	0.00	0.00	0.00	0.00	1,313.42
101250 UNRESTRICTED CASH ACCOUNT	5,275.00	0.00	0.00	0.00	0.00	5,275.00
Total Fund	104,438.59					104,438.59
4025 Police Investigative CIP						
101000 Cash - Operating	60,942.96	0.00	0.00	0.00	0.00	60,942.96
4030 Cap Proj-Street Equipment						
101000 Cash - Operating	54,790.59	0.00	0.00	0.00	0.00	54,790.59
101240 UNRESTRICTED CASH ACCOUNT	5,708.78	0.00	0.00	0.00	0.00	5,708.78
101250 UNRESTRICTED CASH ACCOUNT	11,825.00	0.00	0.00	0.00	0.00	11,825.00
Total Fund	72,324.37					72,324.37
4031 Cap Proj-Street Construction						
101000 Cash - Operating	7,789.77	0.00	0.00	0.00	0.00	7,789.77
101240 UNRESTRICTED CASH ACCOUNT	93,174.51	0.00	0.00	0.00	0.00	93,174.51
101250 UNRESTRICTED CASH ACCOUNT	10,625.00	0.00	0.00	0.00	0.00	10,625.00
Total Fund	111,589.28					111,589.28
4040 Capital Projects - Fire Equipment						
101000 Cash - Operating	748,581.97	0.00	0.00	0.00	0.00	748,581.97
101240 UNRESTRICTED CASH ACCOUNT	104,851.46	0.00	0.00	0.00	0.00	104,851.46
101250 UNRESTRICTED CASH ACCOUNT	96,954.80	0.00	0.00	0.00	0.00	96,954.80
Total Fund	950,388.23					950,388.23
4060 Enhancement Project-CTEP-Bike Path						
101000 Cash - Operating	4,715.89	0.00	0.00	0.00	0.00	4,715.89
101240 UNRESTRICTED CASH ACCOUNT	64,120.05	0.00	0.00	0.00	0.00	64,120.05
101250 UNRESTRICTED CASH ACCOUNT	19,275.00	0.00	0.00	0.00	0.00	19,275.00
Total Fund	88,110.94					88,110.94
4070 Downtown Enhancement Capital Project						
101000 Cash - Operating	7,610.38	0.00	0.00	0.00	0.00	7,610.38
101240 UNRESTRICTED CASH ACCOUNT	5,567.04	0.00	0.00	0.00	0.00	5,567.04
101250 UNRESTRICTED CASH ACCOUNT	10,750.00	0.00	0.00	0.00	0.00	10,750.00
Total Fund	23,927.42					23,927.42
4075 Curb & Sidewalk						
101000 Cash - Operating	899.96	0.00	0.00	0.00	0.00	899.96
4204 SID #104						
101000 Cash - Operating	0.21	0.00	0.00	0.00	0.00	0.21
5210 Water Utility						
101000 Cash - Operating	5,607,470.96	164,457.05	0.00	0.00	110,280.50	5,661,647.51
101235 UNRESTRICTED CASH ACCOUNT	80,736.41	0.00	0.00	0.00	0.00	80,736.41
101240 UNRESTRICTED CASH ACCOUNT	1,047,208.12	0.00	0.00	0.00	0.00	1,047,208.12
102200 Cash-Restricted for Bond	189,569.00	0.00	0.00	0.00	0.00	189,569.00
102230 Cash-Reserve for Rural	499,016.00	0.00	0.00	0.00	0.00	499,016.00
103000 Petty Cash	225.00	0.00	0.00	0.00	0.00	225.00
Total Fund	7,424,225.49	164,457.05			110,280.50	7,478,402.04
5211 WATER IMPACT FEES						
101000 Cash - Operating	313,752.38	0.00	0.00	0.00	0.00	313,752.38
5310 Sewer Utility						

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Cash Report
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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	1,967,316.79	157,172.84	2,501.20	0.00	70,977.49	2,056,013.34
101240 UNRESTRICTED CASH ACCOUNT	1,066,236.41	0.00	0.00	0.00	0.00	1,066,236.41
102200 Cash-Restricted for Bond	798,282.00	0.00	0.00	0.00	0.00	798,282.00
Total Fund	3,831,835.20	157,172.84	2,501.20		70,977.49	3,920,531.75
5311 SEWER IMPACT FEES						
101000 Cash - Operating	156,842.53	0.00	0.00	0.00	0.00	156,842.53
5410 Solid Waste						
101000 Cash - Operating	638,178.44	17,475.64	0.00	0.00	54,796.86	600,857.22
5710 Sweeping Operating						
101000 Cash - Operating	497,742.34	3,419.23	0.00	0.00	15,728.35	485,433.22
7075 Swim Pool Handicapped Endowment						
101000 Cash - Operating	6,389.30	0.00	0.00	0.00	0.00	6,389.30
7120 Fire Disability						
101000 Cash - Operating	-1,640.76	388.45	0.00	0.00	0.00	-1,252.31
7458 City Court- HB 176 Surcharge						
101000 Cash - Operating	0.00	225.00	0.00	0.00	0.00	225.00
7467 City Court - MT Law Enf. Academy						
101000 Cash - Operating	10.00	330.00	0.00	0.00	0.00	340.00
7910 Payroll						
101000 Cash - Operating	107,718.73	0.00	294,343.25	208,437.08	0.00	193,624.90
7930 Claims						
101000 Cash - Operating	646,417.94	0.00	349,774.97	14,467.61	0.00	981,725.30
7970 Grant-Richland County						
101000 Cash - Operating	6,119.24	0.00	0.00	0.00	0.00	6,119.24
Totals	21,478,932.45	686,471.11	646,619.42	222,904.69	646,619.42	21,942,498.87

*** Transfers In and Transfers Out columns should match, with the following exceptions:

- 1) Cancelled electronic checks increase the Transfers In column. Disbursed column will be overstated by the same amount and will not balance to the Redeemed Checks List.
- 2) Payroll Journal Vouchers including local deductions with receipt accounting will reduce the Transfers Out column by the total amount of these checks.

Assistant Public Works Director

Item b.

GENERAL PURPOSE

Performs advanced supervisory, administrative, and professional work assisting the Public Works Director in the planning, organizing, directing, and coordinating of the Public Works Department. This position is primarily responsible for the day-to-day operational management of public works divisions including water, sewer, streets, storm drainage, traffic control, lighting, and other municipal infrastructure services. The Assistant Public Works Director serves as second-in-command within the department and is expected to develop the knowledge, leadership capacity, and administrative expertise necessary to assume the duties of the Public Works Director if the position becomes vacant.

SUPERVISION RECEIVED

Works under the direction and supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises direct supervision over division supervisors, crew leaders, and assigned personnel. May act in the absence of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Public Works Director:

- Oversees daily operations of the Public Works Department division.
- Coordinates field activities, work schedules, staffing assignments, and equipment usage.
- Ensures compliance with safety standards, environmental regulations, and operational policies.
- Supervises and evaluates assigned staff and recommends hiring, discipline, and training actions to the Public Works Director.
- Assists in preparing departmental budget requests and monitors expenditures within assigned operational areas.
- Assists with oversight of public works capital projects and monitors contractor performance.
- Responds to citizen inquiries and operational concerns.
- Coordinates with consulting engineers, contractors, regulatory agencies, and other governmental entities.
- Assumes operational responsibilities of the Public Works Director in their absence.
- Participates in leadership development and cross-training to ensure continuity of operations.

Assistant Public Works Director

PERIPHERAL DUTIES

Assists in training City personnel in public works systems and procedures.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Graduation from a four-year college or university in civil engineering, construction management, public administration, environmental science, or a closely related field; and a minimum of four (4) years of progressively responsible public works, utilities, or municipal infrastructure experience including supervisory responsibility; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of municipal public works operations including water, sewer, streets, and related infrastructure systems.
- Knowledge of applicable safety regulations, environmental compliance standards, and operational best practices.
- Ability to supervise, train, and evaluate personnel.
- Ability to plan, prioritize, and coordinate multiple projects and operational demands.
- Strong communication skills, both oral and written.
- Ability to establish and maintain effective working relationships with employees, contractors, officials, and the public.

SPECIAL REQUIREMENTS

Must possess or obtain a valid State driver's license.

Relevant utility certifications are desirable.

Professional Engineer (PE) registration is preferred but not required.

SUCCESSION DEVELOPMENT STATEMENT

This position is structured to provide operational leadership continuity within the Public Works Department. While appointment to Public Works Director is not guaranteed, the Assistant Public Works Director is expected to develop the administrative, regulatory, and leadership competencies necessary to assume full Director responsibilities should the position become vacant.



Financial Governance Framework

Purpose

The City of Sidney has adopted a series of financial policies to ensure responsible stewardship of public funds, transparency in decision-making, and appropriate oversight by the City Council. These policies establish clear expectations regarding how City funds are budgeted, approved, and spent. Together, they create a structured framework that balances operational efficiency with accountability to the public.

Core Financial Governance Principles

Council Oversight

The City Council establishes financial policy, adopts the annual budget, and approves certain expenditures and contracts as required by City policy and Montana law.

Administrative Responsibility

City administration is responsible for managing day-to-day operations, implementing the adopted budget, and ensuring purchases and contracts comply with City policies and legal requirements.

Transparency and Accountability

All expenditures must be properly documented and conducted in a manner that maintains public trust in the City's financial management.

Financial Policy Structure

The City's financial governance framework is supported by the following policies:

Procurement and Purchasing Policy

Establishes the legal framework and guiding principles for the City's procurement activities and ensures compliance with applicable Montana procurement laws and competitive bidding requirements and it establishes procedures for purchasing goods and services.

Contract Approval Authority Policy

Clarifies which contracts require City Council approval and establishes who is authorized to execute agreements on behalf of the City.

Capital Asset & Equipment Purchase Policy

Requires City Council approval prior to the purchase of capital assets or equipment exceeding \$5,000, even when such purchases are included in the adopted budget.

Budget Authorization vs. Expenditure Authorization Policy

Clarifies that adoption of the annual budget establishes spending limits but does not constitute approval of individual purchases or contracts unless specifically stated.

Vacancy Savings & Unbudgeted Expenditure Policy

Establishes that salary savings resulting from vacant positions may not be used for unbudgeted purchases without prior City Council approval and requires Council approval for unbudgeted expenditures exceeding \$5,000.

Purpose of the Financial Framework

Together, these policies:

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

- Provide clear expectations for staff and elected officials
- Promote responsible use of public funds
- Ensure transparency in financial decisions
- Maintain appropriate oversight by the City Council
- Support compliance with Montana law and best practices in municipal governance

Policy Review

The City Council and City administration periodically review financial policies to ensure continued compliance with applicable laws and to reflect evolving best practices in municipal financial management.



Financial Policy – Procurement and Purchasing

Purpose

The purpose of this policy is to establish clear expectations and procedures governing the procurement of goods, services, and construction by the City of Sidney. This policy ensures procurement activities are conducted in a manner that promotes transparency, fairness, fiscal responsibility, and compliance with applicable Montana law.

This policy applies to all City officials, employees, and departments involved in purchasing or contracting activities.

Legal Authority

All procurement activities shall comply with applicable provisions of **Montana Code Annotated**, including but not limited to:

- **MCA 7-5-4302** – Municipal contracts and competitive bidding requirements
- **MCA Title 18, Chapter 4** – Montana Procurement Act
- **MCA 18-1-201** – Bid security for public contracts
- Applicable federal procurement regulations when federal funds are involved (including **2 CFR Part 200**)

Where state or federal law imposes stricter requirements than this policy, the law shall govern.

Guiding Principles

City procurement activities shall be conducted according to the following principles:

Competition

Whenever practicable, purchases shall be obtained through competitive processes to ensure the City receives the best value.

Transparency

Procurement decisions shall be documented and conducted in a manner that maintains public confidence in the integrity of City operations.

Fiscal Responsibility

Purchases shall only be made when funds are available within the adopted budget or have otherwise been approved by the City Council.

Fairness and Ethics

All vendors shall be treated fairly and without favoritism. City officials and employees shall avoid conflicts of interest in procurement decisions.

Procurement Authority

City Council

The City Council shall:

- Establish procurement policy
- Approve contracts when required by law or ordinance
- Approve major construction and capital contracts

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

Mayor

Under the Mayor–Council form of government, the Mayor is responsible for the administration of City operations and may delegate purchasing authority to designated staff.

City Staff

Department heads and authorized staff may make purchases within their approved budgets in accordance with this policy and established procedures.

The Clerk/Treasurer is responsible for financial oversight, recordkeeping, and ensuring compliance with procurement documentation requirements.

Procurement Thresholds and Methods**A. Small Purchases – Under \$5,000**

For purchases under \$5,000:

- Departments may purchase goods or services directly from vendors.
- Staff should seek competitive pricing when practical.
- Receipts or invoices must be submitted for payment processing.

B. Informal Quotes – \$5,000 to \$80,000

For purchases between \$5,000 and the state competitive bidding threshold:

- Departments should obtain at least three informal quotes when practical.
- Quotes may be written, emailed, or documented from vendor pricing.
- Documentation must be retained in the procurement file.

C. Formal Competitive Bidding – Over \$80,000

In accordance with **MCA 7-5-4302**, purchases or contracts exceeding **\$80,000** must be:

- Advertised for bids
- Awarded to the lowest responsible bidder
- Approved by the governing body when required

Exceptions may apply as allowed by Montana law.

Procurement Methods

The City may use the following procurement methods:

Competitive Sealed Bids (IFB)

Used when price is the primary determining factor.

Request for Proposals (RFP)

Used when factors such as experience, approach, or qualifications are evaluated in addition to price.

Request for Qualifications (RFQ)

Used primarily for professional services where selection is based on qualifications.

Cooperative Purchasing

The City may purchase through cooperative purchasing agreements or state procurement contracts when it is advantageous to the City.

Sole Source Procurement

Purchases may be made without competition when only one vendor can reasonably provide the required goods or services. Written justification must be retained.

Professional Services

Contracts for professional services, including but not limited to engineering, legal, planning, or architectural services, may be procured using qualification-based selection or other competitive processes consistent with Montana law.

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

Emergency Procurement

In the event of an emergency affecting public health, safety, or property, the City may procure goods or services without standard competitive procedures.

Emergency procurements must:

- Be documented
- Identify the nature of the emergency
- Be reported to the governing body when appropriate

City Credit Cards

If credit cards are issued by the City:

- A Credit Card Cardholder Agreement must be signed.
- Cards may only be used for official City purchases.
- Cardholders must follow all City purchasing rules.
- Receipts must be submitted with monthly reconciliation.
- Personal purchases are strictly prohibited.

The Clerk/Treasurer shall oversee reconciliation and compliance with cardholder agreements.

Procurement Using Grant or Federal Funds

When purchases involve grant or federal funding, procurement must comply with applicable grant requirements, including **2 CFR Part 200 Uniform Guidance**.

Federal procurement standards may require:

- Documented price analysis
- Additional competition requirements
- Debarment verification
- Contract provisions required by federal regulations

Grant requirements shall supersede local policy where applicable.

Documentation Requirements

Departments shall maintain procurement documentation sufficient to demonstrate compliance with this policy and applicable laws.

Documentation may include:

- Quotes or bids received
- Bid advertisements
- Bid tabulations
- Selection criteria
- Contracts or purchase orders
- Sole-source justifications
- Emergency procurement documentation

Records shall be retained in accordance with Montana public records retention requirements.

Ethical Standards and Conflicts of Interest

City officials and employees involved in procurement shall:

- Avoid participation in procurement decisions where a conflict of interest exists
- Not accept gifts or favors that could influence purchasing decisions
- Conduct procurement activities in a manner that preserves public trust

Violations may result in disciplinary action and potential legal consequences.

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

Separation of Duties

To maintain internal financial controls where staffing levels allow:

- Individuals initiating purchases should not be solely responsible for approving payment
- Financial review and payment processing shall be conducted through the Clerk/Treasurer's office

This separation of duties helps ensure accountability and reduces the risk of fraud or error.

Policy Review

This policy shall be reviewed periodically by the City Council and City administration to ensure continued compliance with Montana law and best practices in municipal financial management.



Financial Policy – Contract Approval Authority

Purpose

The purpose of this policy is to clarify the authority for approving and executing contracts on behalf of the City of Sidney and to ensure appropriate oversight of contractual obligations.

Legal Authority

Under the Mayor–Council form of government, the City Council holds legislative authority and the Mayor is responsible for the administration of City operations.

Contracts must comply with applicable provisions of Montana Code Annotated, including municipal contracting and procurement laws.

Contract Approval Authority

City Council Approval

The following contracts require approval by the City Council:

- Contracts required by Montana law to be approved by the governing body
- Contracts resulting from formal competitive bidding
- Major capital construction contracts
- Agreements that create significant financial obligations or long-term commitments
- Interlocal agreements or cooperative agreements with other governmental entities

Council approval shall occur during a public meeting and be recorded in the meeting minutes.

Mayor Authority

The Mayor may execute contracts approved by the City Council and may approve operational agreements consistent with this policy and within approved budgets.

Administrative Authority

The Mayor may delegate authority to designated City staff to execute certain operational agreements necessary for day-to-day operations, provided:

- The agreement is within the adopted budget
- The agreement complies with City purchasing policies
- The agreement does not create significant financial liability or long-term obligations

Contract Review

Prior to execution, contracts should be reviewed to ensure:

- Compliance with applicable laws and regulations
- Consistency with the City's adopted budget
- Appropriate insurance, indemnification, and liability provisions
- Clear scope of work and deliverables

The Clerk/Treasurer shall maintain executed contracts as part of the City's official records.

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

Signature Authority

Contracts approved by the City Council shall generally be executed by: Mayor as the authorized representative of the City. Additional signatures may be required depending on the nature of the agreement.

Recordkeeping

Executed contracts shall be retained in accordance with applicable public records retention schedules and maintained in the City Clerk/Treasurer’s office.

Policy Review

This policy shall be reviewed periodically by the City Council and City administration to ensure compliance with Montana law and best practices in municipal governance.



Financial Policy – Capital Asset and Equipment Purchase Policy

Purpose

The purpose of this policy is to establish clear expectations and procedures for the purchase of capital assets and major equipment by the City of Sidney. This policy ensures appropriate oversight of significant expenditures, promotes fiscal responsibility, and provides transparency in the acquisition of long-term City assets.

Definition of Capital Assets

For purposes of this policy, capital assets and major equipment include tangible items purchased by the City that:

- Have a useful life of more than one year, and
- Have a purchase value of \$5,000 or greater, either individually or as part of a single purchase.

Examples may include, but are not limited to:

- Vehicles and heavy equipment
- Machinery and specialized operational equipment
- Major technology equipment or systems
- Furniture or facility equipment exceeding the threshold
- Infrastructure components purchased separately from construction projects

Capital asset purchases may also include grouped equipment purchases when the combined purchase exceeds the threshold.

Council Oversight of Capital Purchases

Capital asset and equipment purchases exceeding \$5,000 require prior approval by the City Council, regardless of whether the purchase has been included in the adopted annual budget.

Council approval ensures that elected officials maintain oversight of significant equipment and asset purchases and provides transparency in the acquisition of long-term City property.

Approval shall occur during a public meeting and be documented in the official meeting minutes.

Budgeted Capital Purchases

Capital purchases that are included in the City's adopted budget must still receive City Council approval prior to purchase if they exceed the \$5,000 threshold.

The adopted budget authorizes funding for potential expenditures but does not constitute authorization to complete the purchase without Council review when required by this policy.

Procurement Compliance

All capital asset purchases must also comply with the City's adopted Purchasing Policy and applicable provisions of Montana law governing municipal procurement, including competitive bidding requirements when applicable.

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

Emergency Equipment Purchases

In situations where immediate purchase of equipment is necessary to protect public health, safety, or property, the Mayor may authorize an emergency purchase consistent with emergency procurement provisions.

Emergency purchases must:

- Be documented
- Identify the emergency circumstances
- Be reported to the City Council at the next regular meeting

Asset Tracking and Inventory

All capital assets purchased by the City shall be recorded in the City's capital asset inventory and tracked in accordance with the City's financial and accounting procedures.

Asset records should include:

- Description of the asset
- Purchase date
- Purchase cost
- Department responsible for the asset
- Asset identification number when applicable

The Clerk/Treasurer is responsible for maintaining capital asset records in accordance with accounting and audit requirements.

Disposal or Replacement of Capital Assets

Disposal or replacement of capital assets shall follow applicable City policies and Montana law governing the disposition of municipal property. Any disposed or replaced capital assets must be reported to the Clerk/Treasurer for maintaining asset records.

Policy Review

This policy shall be reviewed periodically by the City Council and City administration to ensure compliance with Montana law and best practices in municipal financial management.



Financial Policy – Budget Authorization vs. Expenditure Authorization

Purpose

The purpose of this policy is to clarify the distinction between the City Council’s adoption of the annual budget and the authorization of specific expenditures.

Budget Authorization

Adoption of the City’s annual budget authorizes departments to operate within the appropriations approved by the City Council for the fiscal year.

The budget establishes spending limits and financial planning for City operations but does not constitute approval for individual purchases, contracts, or expenditures unless specifically stated.

Expenditure Authorization

Individual expenditures may require additional authorization depending on:

- The amount of the expenditure
- The nature of the purchase
- Applicable City purchasing policies
- Applicable provisions of Montana law

Purchases, contracts, or capital asset acquisitions requiring Council approval under City policy must receive such approval prior to the expenditure being made, even if the expenditure was included in the adopted budget.

Policy Relationship

This policy operates in conjunction with the City’s adopted:

- Purchasing Policy
- Contract Approval Authority Policy
- Capital Asset and Equipment Purchase Policy

These policies establish the circumstances under which City Council approval is required for expenditures.

Policy Review

This policy shall be reviewed periodically by the City Council and City administration to ensure continued clarity and compliance with applicable law and municipal financial best practices.



Financial Policy – Vacancy Savings and Unbudgeted Expenditures

Purpose

The purpose of this policy is to establish clear expectations regarding the use of vacancy savings and other unspent budget appropriations. This policy promotes fiscal discipline, transparency, and appropriate oversight by the City Council by ensuring that unspent budget funds are not used for unplanned or unnecessary expenditures.

Vacancy Savings Defined

For purposes of this policy, vacancy savings refers to budgeted salary or benefit funds that remain unspent due to:

- A position being vacant for a period of time
- A delayed hiring process
- A position remaining unfilled for part or all of a fiscal year
- Salary savings resulting from turnover or staffing changes

Vacancy savings remain part of the City's available financial resources but do not automatically create spending authority for other purposes.

Unspent Budget Appropriations

Unspent funds remaining within any budget line item, including supplies, services, or other operating accounts, do not constitute automatic authorization for additional or discretionary spending.

Departments shall not make unnecessary or unplanned purchases solely for the purpose of expending remaining budgeted funds prior to the end of the fiscal year.

Unspent appropriations remain under the financial oversight of the City Council and may only be used for legitimate operational needs consistent with City policy.

Use of Vacancy Savings and Unspent Budget

Vacancy savings or other unspent budget appropriations may not be reallocated for purchases or expenditures that were not included in the adopted budget unless approved in advance by the City Council.

Departments may not use these funds to purchase new equipment, initiate new projects, or make discretionary purchases outside of the approved budget without prior Council authorization.

Unbudgeted Expenditures

Expenditures not included in the adopted annual budget must be reviewed and approved by the City Council prior to the purchase or financial commitment when required by this policy.

Requests for unbudgeted expenditures should include:

- Description of the item or service
- Estimated cost
- Explanation of the operational need
- Proposed funding source

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

Council Approval Threshold

Any unbudgeted purchase or expenditure exceeding \$5,000 requires specific prior approval from the City Council, regardless of the funding source.

This requirement applies even if sufficient funds exist within a department's budget due to vacancy savings or other unspent appropriations.

Emergency Expenditures

In cases where immediate action is necessary to protect public health, safety, or City property, emergency expenditures may be authorized consistent with the City's purchasing and procurement policies.

Emergency expenditures shall be documented and reported to the City Council at the next regular meeting.

Relationship to Other Financial Policies

This policy operates in conjunction with the City's adopted:

- Purchasing Policy
- Procurement Policy
- Contract Approval Authority Policy
- Capital Asset and Equipment Purchase Policy
- Budget Authorization vs. Expenditure Authorization Policy

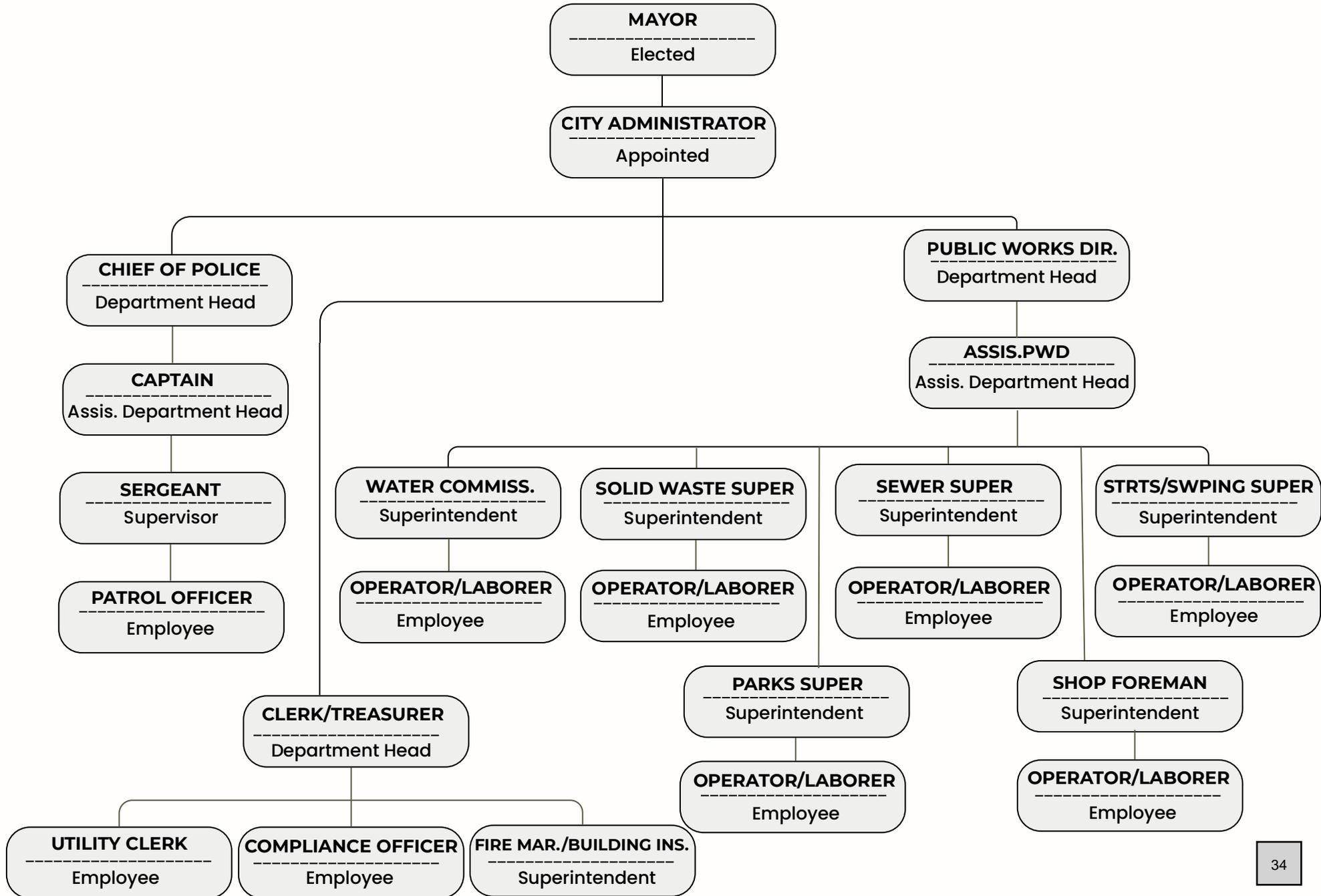
These policies collectively establish the City's financial oversight framework.

Policy Review

This policy shall be reviewed periodically by the City Council and City administration to ensure continued compliance with Montana law and sound municipal financial practices.

CITY OF SIDNEY ORGANIZATIONAL CHART

Item a.



City Administrator

Role Overview Under the Mayor–Council Form of Government

Executive Summary

Under the Mayor–Council form of government, the Mayor serves as the City’s elected chief executive. A City Administrator may be appointed to assist the Mayor by overseeing day-to-day administrative operations under the Mayor’s direction. The Administrator implements Council policy, coordinates departments, and supports personnel administration. Final executive authority — including hiring, termination, and major policy decisions — remains with the Mayor.

Day-to-Day Administrative

Under the direction of the Mayor, the City Administrator oversees daily municipal operations, coordinates departmental activities, and addresses routine administrative matters. Operational issues are handled consistently while the Mayor remains informed of significant matters requiring executive attention.

Support to the Mayor

The Administrator assists the Mayor by monitoring the budget and ongoing projects, tracking Council priorities, preparing recommendations, and ensuring follow-through on adopted policies. The role is administrative and advisory in nature, with decision-making authority remaining with the Mayor as provided by law.

Personnel Administration

In assistance to the Mayor, the Administrator oversees employee supervision, discipline processes, and consistent application of personnel policies across departments. The Administrator may make recommendations regarding hiring, evaluation, or termination; however, final authority for employment decisions remains with the Mayor.

Department Coordination

The Administrator serves as a central point of coordination for department heads under the Mayor’s leadership. This includes assisting with budgeting, staffing matters, interdepartmental communication, and policy interpretation, while elevating matters requiring executive action to the Mayor.

Implementation and Continuity

Under the Mayor’s oversight, the Administrator helps ensure consistent implementation of City Council policies, monitors compliance requirements, and tracks progress on strategic initiatives. This supports organizational continuity while preserving the Mayor’s executive responsibility.

City Administrator Job Description

Position Summary

The City Administrator is appointed to oversee the day-to-day administrative operations of the City under the direction of the Mayor. The Administrator serves as the City's chief administrative officer, responsible for implementing City policies, **coordinating** municipal departments and department heads, and ensuring efficient delivery of City services. The City Administrator reports directly to the Mayor and works closely with the City Council in support of its legislative and policy-making functions.

This position is established pursuant to Montana Code Annotated Title 7, Chapter 3, Part 4 (Mayor–Council form of government). The City Administrator serves under the supervision and direction of the Mayor and performs administrative duties delegated by the Mayor. This position does not alter or transfer the statutory authority of the Mayor or City Council.

Consistent with the Mayor–Council form of government under Montana law, certain police powers, statutory duties, and employment matters governed by State or Federal law remain outside the authority of the City Administrator and are not subject to modification through this position.

Reporting Relationship

Reports to: Mayor

Works with: City Council, Department Heads, City Attorney, Boards and Committees

Appointment/Removal: Appointed by and serves at the pleasure of the Mayor, subject to City Council approval if required by ordinance or policy

Essential Duties and Responsibilities

Under the direction of the Mayor coordinate all departments, agencies and offices of the city to achieve goals within available resources; assist with planning and organizing workloads and staff assignments if needed; support and assist with training, motivation and evaluation of assigned staff; review progress and direct changes as needed.

Carry out administrative duties assigned by the Mayor.

Under the direction of the Mayor provide leadership and support in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.

Provides professional advice to the department heads, Mayor and City Council; makes presentations to councils, boards, commissions, civic groups and the general public and as directed by the Mayor.

Communicates official plans, policies and procedures to staff and the general public as directed.

City Administrator Job Description

Assists the Mayor with the preparation and submittal of a preliminary annual City budget and administers the adopted budget of the City.

Under the direction of the Mayor assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; **carries out and administers all budgetary and financial policies as set by the City Council.**

Under the direction of the Mayor ~~determines work procedures, prepares work schedules, and expedites workflow;~~ **coordinates with Departments Heads to study and standardize** procedures to improve efficiency and effectiveness of operations.

Under direction of the Mayor issues written and oral instructions; assigns duties and examines work for accuracy, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs and/or assists subordinates in performing duties; adjusts errors and complaints.

Assists in the preparation of a variety of studies, reports and related information for decision-making purposes.

Administers daily personnel supervision and employee discipline consistent with City policies and applicable law. Provides recommendations to the Mayor regarding hiring, advancement, suspension, and termination of employees. All final employment actions are subject to approval by the Mayor.

Ensures that all laws and ordinances are faithfully performed.

Advises the Mayor and City Council of financial conditions and current and future city needs.

Implement and enforce ordinances, resolutions, and policies adopted by the City Council.

Attend City Council meetings and provide administrative reports and recommendations.

Coordinate intergovernmental relations and represent the City as directed.

Ensure compliance with applicable federal, state, and local laws.

Peripheral Duties

Recommends for adoption by the council such measures as Mayor may deem necessary or expedient.

May serve as the head of one or more departments of city government.

City Administrator Job Description

Authority & Limitations

The City Administrator exercises administrative authority as delegated by the Mayor and does not supersede statutory powers of the Mayor or City Council.

Qualifications

Bachelor's degree in public administration, business administration, or related field (or equivalent experience). Municipal management experience preferred.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development;

Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment; and

Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

Special Requirements:

Must be bondable.

Tools and Equipment Used:

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and/or fingers to handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

City Administrator Job Description

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.