



City of Sidney, MT
Budget and Finance Committee Meeting 4/14/26
April 14, 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.](#) March 10th, 2026 Budget and Finance Committee Meeting Minutes
 - [b.](#) April 1st, 2026 Special Budget and Finance Committee Meeting Minutes
5. Visitors
6. Monthly Reports
 - [a.](#) March 2026 Treasurer's Report
7. New Business
 - [a.](#) Budget Policy-Payroll and Compensation
 - [b.](#) Non-exempt and Exempt Positions Wage Ranges and Pay Scales
 - [c.](#) FY26-27 Payroll:
 - Superintendent positions Exempt
 - 2.9% COLA
 - No Merit Increase
 - [d.](#) Website/Meetings Application ADA Accessibility and Update

Proposed Solutions & Pricing

Agenda & Meeting Management – Select

\$5,300 annually

One-time implementation fee of \$2,500 — waived

Total Year 1 Cost - \$19,222.40

Recurring Cost - \$17,222.40/year

8. Unfinished Business

a. Posting of Assistant Public Works Director Position-Internally before Externally

b. Appointment and Terms: Interim Chief Administrative Officer (City Administrator)

c. Appointment and Terms: Interim Clerk/Treasurer

9. Comments and Questions from the Committee

10. Adjournment



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

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

1. Call to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was stated by all present.

3. Committee Members Present

Christensen, DiFonzo, Buxbaum and Skinner

Others Present:

Mayor Norby, PWD Hintz, Clerk/Treasurer Chamberlin, Deputy Clerk/Treasurer Schmierer

4. Correction or Approval of Minutes

a. February Budget and Finance Committee Meeting Minutes

Motion was made to approve.

Motion made by Buxbaum, Seconded by DiFonzo.

Voting Yea: Christensen, DiFonzo, Buxbaum

b. February RFQ Meeting Minutes

Motion was made to approve.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

5. Visitors

None.

6. Monthly Reports

a. February 2026 Treasurer's Report

Clerk/Treasurer Chamberlin and Deputy Clerk/Treasurer Schmierer provided the February 2026 Treasurer's Report. Clerk/Treasurer Chamberlin stated there are still no anomalies to be concerned with, but with a second draw and the closing for the second phase of the water tower project coming at the next meeting, you will start to see massive movement within the Water Utility Fund budget.

7. New Business

a. FY24-25 Audit Meeting

Alderwoman Christensen stated they met with the Auditor and it was fantastic news, once again there were no issues and findings and the audit has the highest standards. Clerk/Treasurer Chamberlin stated there are three recommendations they have given her she will be reviewing and will be providing the draft documents.

b. Assistant Public Works Director Job Description

The Budget and Finance Committee reviewed the proposed Assistant Public Works Director Job Description and requested changes and additions, such as clarification on work experience equivalent will be excepted instead of, not required in addition to a college degree, they must have or attain their CDL certification, and it would be preferred they had CAD, GIS and surveying skills.

Clerk/Treasurer Chamberlin stated next steps will be to approve the job description and then at next months Budget and Finance Committee meeting, she will have enough information to start the payroll budget for next fiscal year, where the committee can discuss the filling and wages of the position.

Motion was made to recommend approval of the updated Assistant Public Works Director Job Descriptions.

Motion made by DiFonzo, Seconded by Buxbaum.

Voting Yea: Christensen, DiFonzo, Buxbaum

c. Financial Policies: Financial Governance Framework

Clerk/Treasurer Chamberlin stated this is a summary for the upcoming policies, it will change as the policies change and does not need approval. She further stated that Chief Kraft has reviewed the policies and has no issues or requests for changes. She stated she is requesting all of these policies be approved now but not be active until the next fiscal year, except the Vacancy Savings and Unbudgeted Expenditure Policy, which should be implemented right away for end of fiscal year.

d. Financial Policies: Procurement and Purchasing Policy

The Budget and Finance Committee reviewed the Procurement and Purchasing Policy and recommended all policies be amended to be reviewed yearly, prior to the budget cycle.

Motion was made to recommend approval.

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

e. Financial Policies: Contract Approval Authority Policy

The Budget and Finance Committee reviewed the Contract Approval Authority Policy and recommended no changes.

Motion was made to recommend approval.

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

f. Financial Policies: Capital Asset & Equipment Purchase Policy

The Budget and Finance Committee reviewed the Capital Asset and Equipment Purchase Policy and recommended "Definition of Capital Assets" have contracts, subscriptions, etc. be added to the list. Also they recommended under the "Budgeted Capital Purchases" section, the Mayor and City Administrator be able to approve up to \$10,000 with anything else exceeding that threshold to come to Council for approval. This will alleviate a backlog of the Council for approvals and allow for routine purchases to be more easily, but the Procurement Policy will still need to be followed. Lastly a 30 day requirements for recording capital asset changes was added to the "Asset Tracking and Inventory" section.

Motion was made to recommend approval.

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

g. Financial Policies: Budget Authorization & Expenditure Authorization Policy

The Budget and Finance Committee reviewed the Budget Authorization and Expenditure Policy and recommended no changes.

Motion was made to recommend approval.

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

h. Financial Policies: Vacancy Savings & Unbudgeted Expenditure Policy

The Budget and Finance Committee reviewed the Vacancy Savings and Unbudgeted Expenditure Policy and recommended under the "Council Approval Threshold" the Mayor and City Administrator be allowed to approve unbudgeted expenditure purchases as long as they are a trade for currently budgeted expenditure of the same type and does not increase the budget by more than \$15,000. If a change requires or could require a budget amendment, it must be requested to the Council, no matter the circumstances.

Clerk/Treasurer Chamberlin reminded the Committee this is the policy that she is recommended be approved for immediate implementation.

Motion was made to recommend approval.

8. Unfinished Business

a. Local Government Review:

City Administrator Position

The Budget and Finance Committee reviewed the City Administrator position that was part of the Local Government Review meetings, including the last meeting held March 5th. The Local Government Review committee does not have any election ballot items and recommended the City Council continue discussion and review internally for City Hall staff restructuring. The Budget and Finance Committee inquired if the position restructure would need to be posted as an open position or if it can be filled internally with the current staff and asked City Staff to reach out to City Attorney Kalil and MMIA.

The Budget and Finance Committee reviewed the changes to the City Administrator job description and recommended more specific wording be added pertaining to being the HR officer duties. The process moving forward will be to approve the job description and then at next month's Budget and Finance Committee meeting start the payroll budgeting process, looking into the feasibility of the restructuring.

The Budget and Finance Committee made a motion to recommend approval of the City Administrator Job Description.

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

9. Comments and Questions from the Committee

None.

10. Adjournment

at 6:46pm.



City of Sidney, MT
 Special Budget and Finance Committee Meeting 4-1-26
 April 01, 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

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

Christensen (via Zoom), DiFonzo, Buxbaum, and Skinner

Others Present:

Mayor Norby, Deputy Clerk/Treasurer Schmierer

4. Correction or Approval of Minutes

None.

5. Visitors

Meagan Dotson (The Roundup)

6. Monthly Reports

7. New Business

a. Process for hiring the Interim City Administrator

Alderwoman Buxbaum made a motion to move forward with the candidate interview, citing the candidate, Jessica Chamberlin, was qualified for the Interim City Administrator position as outline in the job description and posting. The interview to take place immediately after the conclusion of this meeting.

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

b. Terms of Interim City Administrator Position

The Budget and Finance Committee had a discussion on the terms for the Interim City Administrator position, including appointment start date, term of interim appointment, compensation, position status and authority, duties and job description, and job performance expectations.

Alderswoman Christensen made a motion to appoint the Interim City Administrator April 15th, 2026.

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

Compensation discussion was had regarding the current fiscal impact, 26-27 fiscal budget impact, comparative wages within the city staff, along with hourly rate and stipend. An hourly wage that aligned with all department heads along with a stipend wage was favored for the duration of the interim. The Committee also discussed that the hourly wage increase and stipend model will also be applied to the Interim City Clerk/Treasurer.

Motion was made to approve the wage of \$48.00/hour and an annual stipend amount of \$14,560.00 to be applied monthly for the Interim City Administrator and to approve the wage of \$40.00/hour and an annual stipend amount of \$16,640.00 to be applied monthly for the Interim City Clerk/Treasurer.

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

Vote amended to add the wage rates be applied beginning April 15, 2026.

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

The Committee had a discussion on the performance expectations, tracking and review. The Interim City Administrator will establish goals with the Mayor, track accomplishments, and provide regular reports quarterly. The quarterly report will be provided to the Budget and Finance Committee for review.

Motion was made to approve quarterly progress reports during the interim period.

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

8. Unfinished Business

9. Comments and Questions from the Committee

10. Adjournment
at 5:53pm.

**Treasurer's Report
March 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	1,992,188.37	50%	\$3,955,011.00	\$2,326,463.41	59%	\$2,098,309.73	
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	63,604.25	21%	\$300,750.00	\$55,454.10	18%	\$20,613.61	
2170	Airport	19,958.00	0.00	0%	\$20,637.00	\$12,264.82	59%	\$13,922.88	
2190	Comprehensive Liability	48,914.00	48,913.50	100%	\$49,610.00	\$27,398.86	55%	-\$19,629.81	
2220	Library Levy	14,500.00	0.00	0%	\$500.00	\$682.95	137%	\$15,015.86	
2260	Emergency Disaster	55,000.00	0.00	0%	\$8,780.00	\$4,722.81	54%	\$53,728.60	
2350	Local Govt Study Comm	26,828.00	48.00	0%	\$750.00	\$22,563.71	3008%	\$49,343.68	
2370	PERS	319,550.00	122,915.26	38%	\$204,756.00	\$111,659.59	55%	\$97,887.92	
2371	Group Health	368,250.00	193,039.75	52%	\$282,070.00	\$186,416.43	66%	\$64,281.73	
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%	\$33,217.14	
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	110,207.57	47%	\$232,100.00	\$165,531.52	71%	\$463,926.76	
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	393,833.89	69%	\$562,500.00	\$552,999.83	98%	\$444,145.86	
2566	Snow Removal	264,105.00	148,199.31	56%	\$226,000.00	\$4,291.18	2%	\$49,965.53	
2584	Mowing	60,000.00	8,084.15	13%	\$33,200.00	\$11,382.94	34%	\$107,731.10	
2598	MVS Park Maintenance	12,000.00	0.00	0%	\$2,750.00	\$2,901.71	106%	\$31,804.19	
2810	Police Reserve Training	20,000.00	6,258.98	31%	\$16,000.00	\$0.00	0%	\$0.01	
2820	Gas Apportionment Tax	375,070.00	129,826.84	35%	\$296,236.00	\$180,308.68	61%	\$569,862.22	
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	\$554,364.36	82%	\$903,212.67	
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	\$3,861.52	13%	\$0.00	\$0.00	0%	\$57,081.44	
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	1,478,706.78	14%	\$11,436,600.00	\$1,716,584.37	15%	\$7,458,282.27	
5211	Water Impact Fees	310,000.00	1,349.25	0%	\$6,000.00	\$6,000.00	100%	\$312,403.13	
5310	Sewer Utility	4,345,200.00	2,665,555.13	61%	\$2,801,300.00	\$2,810,417.67	100%	\$4,027,252.19	
5311	Sewer Impact Fees	153,000.00	1,349.25	1%	\$3,000.00	\$6,000.00	200%	\$155,493.28	
5410	Solid Waste	927,850.00	595,511.17	64%	\$1,238,000.00	\$869,498.80	70%	\$564,115.65	
5710	Sweeping Operating	293,750.00	179,488.66	61%	\$413,216.00	\$288,895.74	70%	\$468,128.98	
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	\$46,564.10	49%	-\$926.48	
7970	Grant-Richland County	\$5,223.00	\$0.00	0%	\$0.00	\$0.00	0%	\$6,119.24	
	Totals	\$26,272,658.00	\$8,413,013.87	32%	\$23,477,512.00	\$10,018,988.61	43%	\$20,558,357.15	

04/10/26
13:01:31

CITY OF SIDNEY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 26

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Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
1000 General	183,263.99	1,992,188.37	3,958,568.00	3,958,568.00	1,966,379.63	50%
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	40.11	63,604.25	300,000.00	300,000.00	236,395.75	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	48.00	48.00	26,828.00	26,828.00	26,780.00	0%
2370 P.E.R.S. - Employer Contribution	13,609.94	122,915.26	319,550.00	319,550.00	196,634.74	38%
2371 Employer Contribution Group Health	22,429.19	193,039.75	368,250.00	368,250.00	175,210.25	52%
2372 Permissive Health LEvy	0.00	0.00	2,700.00	2,700.00	2,700.00	0%
2390 Drug Forfeiture	0.00	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	9,987.82	110,207.57	233,500.00	233,500.00	123,292.43	47%
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	28,354.57	393,833.89	570,750.00	570,750.00	176,916.11	69%
2566 SNOW REMOVAL	12,394.23	148,199.31	264,105.00	264,105.00	115,905.69	56%
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	219.29	6,258.98	20,000.00	20,000.00	13,741.02	31%
2820 Gas Apportionment Tax	6,570.00	129,826.84	375,070.00	375,070.00	245,243.16	35%
2861 MAIN STREET MT GRANT	0.00	63,951.28	80,000.00	80,000.00	16,048.72	80%

04/10/26
13:01:31

CITY OF SIDNEY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 26

Page: 2 of 3
Report ID: B100F

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	0.00	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	3,861.52	3,861.52	30,000.00	30,000.00	26,138.48	13%
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	150,433.23	1,478,706.78	10,673,904.00	10,673,904.00	9,195,197.22	14%
5211 WATER IMPACT FEES	0.00	1,349.25	310,000.00	310,000.00	308,650.75	0%
5310 Sewer Utility	61,603.56	2,665,555.13	4,345,200.00	4,345,200.00	1,679,644.87	61%
5311 SEWER IMPACT FEES	0.00	1,349.25	153,000.00	153,000.00	151,650.75	1%
5410 Solid Waste	54,415.70	595,511.17	927,850.00	927,850.00	332,338.83	64%
5710 Sweeping Operating	18,534.85	179,488.66	293,750.00	293,750.00	114,261.34	61%
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:	565,766.00	8,413,013.87	26,272,658.00	26,272,658.00	17,859,644.13	32%
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04/10/26
13:00:55

CITY OF SIDNEY
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 26

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Report ID: B110F

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
1000 General	90,791.02	2,326,463.41	3,955,011.00	1,628,547.59	59 %
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	42.67	55,454.10	300,750.00	245,295.90	18 %
2170 Airport	84.32	12,264.82	20,637.00	8,372.18	59 %
2190 Comprehensive Liability	197.17	27,398.86	49,610.00	22,211.14	55 %
2220 Library Levy	3.63	682.95	500.00	-182.95	137 %
2260 Emergency Disaster	27.30	4,722.81	8,780.00	4,057.19	54 %
2350 Local Govt Study Commission	148.01	22,563.71	750.00	-21,813.71	*** %
2370 P.E.R.S. - Employer Contribution	768.06	111,659.59	204,756.00	93,096.41	55 %
2371 Employer Contribution Group Health	1,301.92	186,416.43	282,070.00	95,653.57	66 %
2372 Permissive Health LEvy	0.00	24.82	0.00	-24.82	%
2390 Drug Forfeiture	0.00	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	1,938.86	165,531.52	232,100.00	66,568.48	71 %
2565 City Wide Street Maintenance	4,583.65	552,999.83	562,500.00	9,500.17	98 %
2566 SNOW REMOVAL	0.00	4,291.18	226,000.00	221,708.82	2 %
2584 Mowing	125.58	11,382.94	33,200.00	21,817.06	34 %
2598 MVS Park Maintenance #98	47.47	2,901.71	2,750.00	-151.71	106 %
2810 Police Reserve Training	0.00	0.00	16,000.00	16,000.00	0 %
2820 Gas Apportionment Tax	22,656.73	180,308.68	296,236.00	115,927.32	61 %
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	1,515.03	554,364.36	676,500.00	122,135.64	82 %

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CITY OF SIDNEY
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 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	0.00	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	138,710.40	1,716,584.37	11,436,600.00	9,720,015.63	15 %
5211 WATER IMPACT FEES	0.00	6,000.00	6,000.00	0.00	100 %
5310 Sewer Utility	171,962.87	2,810,417.67	2,801,300.00	-9,117.67	100 %
5311 SEWER IMPACT FEES	0.00	6,000.00	3,000.00	-3,000.00	200 %
5410 Solid Waste	16,646.60	869,498.80	1,238,000.00	368,501.20	70 %
5710 Sweeping Operating	922.75	288,895.74	413,216.00	124,320.26	70 %
7120 Fire Disability	325.83	46,564.10	95,196.00	48,631.90	49 %
Grand Total:	452,799.87	10,018,988.61	23,477,512.00	13,458,523.39	43 %

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CITY OF SIDNEY
Cash Report
For the Accounting Period: 3/26

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 General						
101000 Cash - Operating	2,252,161.88	90,791.02	764.07	0.00	246,704.95	2,097,012.02
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	2,253,459.59	90,791.02	764.07		246,704.95	2,098,309.73
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	28,632.54	42.67	0.00	0.00	8,061.60	20,613.61
2170 Airport						
101000 Cash - Operating	13,838.56	84.32	0.00	0.00	0.00	13,922.88
2190 Comprehensive Liability						
101000 Cash - Operating	-19,826.98	197.17	0.00	0.00	0.00	-19,629.81
2220 Library Levy						
101000 Cash - Operating	15,012.23	3.63	0.00	0.00	0.00	15,015.86
2260 Emergency Disaster						
101000 Cash - Operating	53,701.30	27.30	0.00	0.00	0.00	53,728.60
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	49,243.67	148.01	0.00	0.00	48.00	49,343.68
2370 P.E.R.S. - Employer Contribution						
101000 Cash - Operating	110,729.80	768.06	0.00	0.00	13,609.94	97,887.92
2371 Employer Contribution Group Health						
101000 Cash - Operating	85,409.00	1,301.92	0.00	0.00	22,429.19	64,281.73
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	33,226.29	0.00	0.00	0.00	9.15	33,217.14
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	473,981.71	1,938.86	0.00	0.00	11,993.81	463,926.76
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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CITY OF SIDNEY
Cash Report
For the Accounting Period: 3/26

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	466,005.44	4,583.65	0.00	0.00	26,443.23	444,145.86
2566 SNOW REMOVAL						
101000 Cash - Operating	63,446.01	0.00	0.00	0.00	13,480.48	49,965.53
2584 Mowing						
101000 Cash - Operating	107,605.52	125.58	0.00	0.00	0.00	107,731.10
2598 MVS Park Maintenance #98						
101000 Cash - Operating	31,756.72	47.47	0.00	0.00	0.00	31,804.19
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	3,691.59	0.00	0.00	0.00	1,812.56	1,879.03
2820 Gas Apportionment Tax						
101000 Cash - Operating	551,896.38	22,656.73	0.00	0.00	6,570.00	567,983.11
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	-40,412.28	0.00	0.00	0.00	0.00	-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	901,697.64	1,515.03	0.00	0.00	0.00	903,212.67
2917 Crime Victims Assistance						
101000 Cash - Operating	519.00	882.00	0.00	0.00	882.00	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	54,071.81	0.00	0.00	0.00	0.00	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	28,799.21	0.00	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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CITY OF SIDNEY
Cash Report
For the Accounting Period: 3/26

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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	3,861.52	57,081.44
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	5,661,647.51	145,579.88	127.39	0.00	165,827.04	5,641,527.74
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	7,478,402.04	145,579.88	127.39		165,827.04	7,458,282.27
5211 WATER IMPACT FEES						
101000 Cash - Operating	313,752.38	0.00	0.00	0.00	1,349.25	312,403.13
5310 Sewer Utility						

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CITY OF SIDNEY
Cash Report
For the Accounting Period: 3/26

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	2,056,013.34	169,883.58	4,040.99	0.00	67,204.13	2,162,733.78
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	3,920,531.75	169,883.58	4,040.99		67,204.13	4,027,252.19
5311 SEWER IMPACT FEES						
101000 Cash - Operating	156,842.53	0.00	0.00	0.00	1,349.25	155,493.28
5410 Solid Waste						
101000 Cash - Operating	600,857.22	16,646.60	0.00	0.00	53,388.17	564,115.65
5710 Sweeping Operating						
101000 Cash - Operating	485,433.22	922.75	0.00	0.00	18,226.99	468,128.98
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	-1,252.31	325.83	0.00	0.00	0.00	-926.48
7458 City Court- HB 176 Surcharge						
101000 Cash - Operating	225.00	285.00	0.00	0.00	285.00	225.00
7467 City Court - MT Law Enf. Academy						
101000 Cash - Operating	340.00	500.00	0.00	0.00	490.00	350.00
7910 Payroll						
101000 Cash - Operating	116,285.43	0.00	307,057.11	221,222.94	0.00	202,119.60
7930 Claims						
101000 Cash - Operating	18,787.98	0.00	352,036.70	52,167.12	0.00	318,657.56
7970 Grant-Richland County						
101000 Cash - Operating	6,119.24	0.00	0.00	0.00	0.00	6,119.24
Totals	20,902,222.08	459,257.06	664,026.26	273,390.06	664,026.26	21,088,089.08

*** 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.



Budget Policy – Payroll and Compensation

The purpose of this policy is to establish clear expectations regarding employee compensation, pay scale administration, and payroll budgeting. This policy promotes consistency, transparency, fiscal discipline, and appropriate oversight by the City Council by ensuring compensation decisions are based on approved position structures rather than individual discretion.

Compensation Structure Defined

For purposes of this policy, the City shall utilize a position-based compensation system. Each position shall be assigned a defined pay range consisting of three (3) to five (5) steps. These steps reflect increasing levels of experience, qualifications, certifications, and job proficiency.

Starting placement within a pay range shall be determined using an equivalent experience model. Directly applicable experience shall be credited at a full value, while somewhat applicable experience may be credited at a reduced value, as determined by administration.

Position-Based Payroll Budgeting

Payroll budgets shall be developed based on authorized Full-Time Equivalent (FTE) positions and associated pay ranges. Individual employee wages shall not be used as the basis for Council-level budget deliberations.

This approach ensures that payroll is evaluated based on organizational structure and operational needs rather than individual circumstances.

Cost-of-Living Adjustments (COLA)

The City Council shall annually determine and approve a cost-of-living adjustment (COLA), if able. The approved COLA shall be applied consistently across all eligible employees in accordance with this policy.

Merit Increases

The City Council shall establish a maximum allowable merit increase percentage as part of the annual budget process, if able.

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

Merit increases shall be:

- Based on documented employee performance evaluations
- Applied consistently across departments
- Administered within the limits approved by the City Council

Administrative Authority

City administration shall be responsible for implementing compensation decisions within the framework established by the City Council. This includes determining starting placement, evaluating employee performance, and applying step increases and merit adjustments in a consistent and documented manner.

Administration shall ensure that all compensation decisions are based on job-related criteria and are applied equitably across the organization.

Limitations on Discretionary Adjustments

Compensation adjustments outside of the established pay scale structure or beyond approved COLA and merit parameters shall not be made without prior City Council approval.

This policy is intended to reduce reliance on discretionary, individualized compensation decisions and to ensure that all wage adjustments occur within a structured and defensible framework.

Relationship to Other Financial Policies

This policy operates in conjunction with the City's adopted. These policies collectively establish the City's financial and administrative oversight framework.

Policy Review

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



April 10th, 2025

TO: Mayor and City Council

FROM: City Clerk/Treasurer Chamberlin

RE: Proposed Compensation Structure and Payroll Budgeting Process Update

Background

The City currently develops its payroll budget by reviewing individual employee wages, applying cost-of-living adjustments (COLA), and considering supervisor-recommended merit or promotional increases on a case-by-case basis. While this approach allows for flexibility, it relies heavily on discretionary decision-making and individualized review at the Council level.

Purpose of Proposed Changes

The purpose of this proposal is to transition the City to a structured compensation system that is based on positions rather than individuals. Under this model, each position will be assigned a defined pay scale with established starting wage ranges. Starting wage placement will be determined based on experience and qualifications using a consistent methodology, and payroll budgeting will align with full-time equivalent (FTE) positions instead of individual employee wages. This approach also clarifies the roles of the City Council and administration by allowing the Council to focus on policy and budget approval, while administration is responsible for implementation.

Key Issues with Current Approach

While the current system has allowed for flexibility, it can result in inconsistencies in compensation decisions due to the lack of standardized criteria. This variability may create challenges in ensuring fairness and can increase the City's exposure to legal and perception risks if compensation decisions are questioned. Additionally, the current process places the Council in a position of reviewing individual employee wages, which can blur the line between policy-making and administrative responsibilities. From a budgeting standpoint, evaluating payroll at the individual level also creates inefficiencies and makes long-term forecasting more difficult.

Proposed Compensation Structure

The proposed system establishes starting wage pay scales by position, with each position having three to five defined steps that represent increasing levels of experience, proficiency, and qualifications. Starting placement within a pay scale will be determined using an equivalent experience model, where directly applicable experience is credited fully and somewhat applicable experience may be credited at a reduced value.

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

Proposed Payroll Budgeting Process

Under the proposed model, payroll budgeting will be based on the number of authorized FTE positions within each department and the associated pay ranges, rather than individual employee wages. The City Council will annually review to approve a COLA percentage and a maximum merit increase percentage, which will be applied consistently across the organization. Administration will be responsible for applying these increases within the approved parameters based on documented performance evaluations and established criteria.

Long-Term Liability and Financial Sustainability Considerations

The transition to a structured compensation system provides important long-term benefits related to both organizational liability and financial sustainability. By reducing reliance on discretionary, individualized wage decisions and implementing a consistent, position-based framework, the City improves its ability to demonstrate that compensation decisions are based on objective, job-related criteria. This enhances transparency and strengthens the City's ability to defend its practices if questioned.

The proposed system also addresses Council concerns regarding the rate of wage growth. Under the current approach, discretionary adjustments can lead to uneven or accelerated increases that are difficult to track and forecast. By establishing defined pay ranges, structured step progression, and controlled merit parameters, the City introduces clear mechanisms to manage wage growth. These controls ensure that increases occur in a predictable and measured manner, aligned with budget capacity and long-term financial planning.

At the same time, the system maintains flexibility by allowing performance-based increases within an established framework. This balance enables the City to recognize employee contributions while maintaining consistency, equity, and fiscal responsibility.

Conclusion

The proposed compensation and payroll budgeting model aligns the City's practices with widely accepted public-sector standards. It improves consistency, transparency, and financial control, while reducing long-term liability and supporting sustainable wage growth. This approach positions the City for stronger governance and more effective long-term planning.

Position Band Summary

Five-step pay bands built from the wage range sheet. Seasonal rows used a placeholder minimum-wage assumption because the source workbook listed 'Minimum wage' instead of a number. Update the yellow input cell if needed.

Editable Assumptions

Seasonal minimum wage	\$12.50
Hours per year	2080

If your local minimum wage is different, update O2 and all Seasonal step rates will recalculate.

Band ID	Grade Span	Position Band	Departments Covered	Classification	Minimum Qualifications	Min Hourly	Max Hourly	Min Annual	Max Annual	Hourly Step Increment	Annual Step Increment
1	1-5	Seasonal	Parks, Streets/Snow, Water, Sewer		Must be 16 to operate machinery	\$12.50	\$15.00	\$26,000.00	\$31,200.00	\$0.63	\$1,300.00
2	6-10	Laborer - General	Parks, Streets/Snow, Solid Waste		Pass pre-employment screening	\$17.50	\$18.50	\$36,400.00	\$38,480.00	\$0.25	\$520.00
3	11-15	Laborer - Utilities	Water, Sewer		Pass pre-employment screening	\$18.50	\$19.50	\$38,480.00	\$40,560.00	\$0.25	\$520.00
4	16-20	Operator - General	Parks, Streets/Snow		CDL Certified	\$20.50	\$25.00	\$42,640.00	\$52,000.00	\$1.13	\$2,340.00
5	21-25	Driver	Solid Waste, Sweeping		CDL Certified	\$20.50	\$25.00	\$42,640.00	\$52,000.00	\$1.13	\$2,340.00
6	26-30	Operator - Water	Water		CDL Certified, Water Operator Certified	\$25.00	\$28.00	\$52,000.00	\$58,240.00	\$0.75	\$1,560.00
7	31-35	Operator - Sewer	Sewer		CDL Certified, Sewer Operator Certified	\$25.00	\$28.00	\$52,000.00	\$58,240.00	\$0.75	\$1,560.00
8	36-40	Cashier	City Hall/Misc Positions		Pass pre-employment screening	\$17.00	\$22.00	\$35,360.00	\$45,760.00	\$1.25	\$2,600.00
9	41-45	Assistant/Zoning Admin	City Hall/Misc Positions		Pass pre-employment screening	\$12.50	\$19.50	\$26,000.00	\$40,560.00	\$1.75	\$3,640.00
10	46-50	Mechanic	City Hall/Misc Positions		5-years of applicable experience	\$22.00	\$25.00	\$45,760.00	\$52,000.00	\$0.75	\$1,560.00
11	51-55	Compliance Officer	City Hall/Misc Positions		Pass pre-employment screening	\$20.00	\$25.00	\$41,600.00	\$52,000.00	\$1.25	\$2,600.00
12	56-60	Deputy C/T	City Hall/Misc Positions	Supervisor	Be bondable, 3-years applicable experience	\$30.00	\$35.00	\$62,400.00	\$72,800.00	\$1.25	\$2,600.00
13	61-65	Shop Superintendent	City Hall/Misc Positions	Supervisor	3-years of applicable experience	\$30.00	\$35.00	\$62,400.00	\$72,800.00	\$1.25	\$2,600.00
14	66-70	Inspector/Marshal	City Hall/Misc Positions	Supervisor	Certified for both Building Insp and Fire Marshal, 3-years applicable experience	\$30.00	\$35.00	\$62,400.00	\$72,800.00	\$1.25	\$2,600.00
15	71-75	Superintendent	Parks, Streets/Snow, Solid Waste	Supervisor	3-years applicable experience, CLD Certified	\$30.00	\$35.00	\$62,400.00	\$72,800.00	\$1.25	\$2,600.00
16	76-80	Commissioner	Water, Sewer	Supervisor	3-years applicable experience, all certifications	\$32.00	\$38.00	\$66,560.00	\$79,040.00	\$1.50	\$3,120.00
17	81-85	Assistant PW Director	City Hall/Misc Positions	Assistant Dept. Head	5-years of applicable experience	\$41.00	\$44.50	\$85,280.00	\$92,560.00	\$1.75	\$1,820.00
18	86-90	Captain	Police Administration Positions	Assistant Dept. Head	5-years of applicable experience	\$41.00	\$44.50	\$85,280.00	\$92,560.00	\$1.75	\$1,820.00
19	91-95	Clerk/Treasurer	City Hall/Misc Positions	Department Head	Be bondable, 7-years applicable experience	\$41.50	\$47.00	\$86,320.00	\$97,760.00	\$2.75	\$2,860.00
20	96-100	Public Works Director	City Hall/Misc Positions	Department Head	College Degree or 7-years applicable experience	\$43.50	\$49.00	\$90,480.00	\$101,920.00	\$2.75	\$2,860.00
21	101-105	Chief of Police	Police Administration Positions	Department Head	College Degree or 7-years applicable experience	\$44.50	\$50.00	\$92,560.00	\$104,000.00	\$2.75	\$2,860.00
22	106-110	City Administrator	City Hall/Misc Positions	Administrator	College Degree or 9-years applicable experience	\$51.50	\$55.00	\$107,120.00	\$114,400.00	\$1.75	\$1,820.00

Pay Scale by Position: Exempt (3 Steps Each)

Suggested hiring placement is shown as a range based on equivalent applicable experience at hire. Directly applicable experience counts 1.00-for-1.00; somewhat applicable experience may be credited at 0.75-for-1.00, subject to HR/management review.

Grade	Band ID	Position Band	Departments Covered	Step	Hourly Rate	Annual Salary	Starting Placement Guidance
1	12	Deputy C/T	City Hall/Misc Positions	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of being bondable, applicable experience and have limited additional equivalent applicable experience at placement.
2	12	Deputy C/T	City Hall/Misc Positions	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who are bondable, applicable experience and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
3	12	Deputy C/T	City Hall/Misc Positions	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who meet are bondable, applicable experience, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
4	13	Shop Superintendent	Misc Positions	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 3-years of applicable experience at placement.
5	13	Shop Superintendent	Misc Positions	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who bring about 5.0 equivalent years of applicable experience and can perform core duties with limited supervision.
6	13	Shop Superintendent	Misc Positions	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
7	14	Inspector/Marshal	City Hall/Misc Positions	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Certified for both Building Insp and Fire Marshal or have 3-years of applicable experience.
8	14	Inspector/Marshal	City Hall/Misc Positions	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who meet Certified for both Building Insp and Fire Marshal and bring about 1.0-4.0 equivalent years of applicable experience and can perform core duties with limited supervision.

9	14	Inspector/Marshal	City Hall/Misc Positions	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who meet Certified for both Building Insp and Fire Marshal, bring about 6.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
10	15	Superintendent	Parks, Streets/Snow, Solid Waste	1	\$30.00	\$62,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 3-years applicable experience, CDL Certified and have limited additional equivalent applicable experience at placement.
11	15	Superintendent	Parks, Streets/Snow, Solid Waste	2	\$31.25	\$65,000.00	Suggested hiring range: Step 2 for candidates who are CDL Certified and bring about 5.0 equivalent years of applicable experience and can perform core duties with limited supervision.
12	15	Superintendent	Parks, Streets/Snow, Solid Waste	3	\$32.50	\$67,600.00	Suggested hiring range: Step 3 for candidates who are CDL Certified, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
13	16	Commissioner	Water, Sewer	1	\$32.00	\$66,560.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 3-years applicable experience and all certifications at placement.
14	16	Commissioner	Water, Sewer	2	\$33.50	\$69,680.00	Suggested hiring range: Step 2 for candidates who have all certifications and bring about 5.0 equivalent years of applicable experience and can perform core duties with limited supervision.
15	16	Commissioner	Water, Sewer	3	\$35.00	\$72,800.00	Suggested hiring range: Step 3 for candidates who have all certifications, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
16	17	Assistant PW Director	City Hall/Misc Positions	1	\$41.00	\$85,280.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience and have limited additional equivalent applicable experience at placement.
17	17	Assistant PW Director	City Hall/Misc Positions	2	\$42.75	\$88,920.00	Suggested hiring range: Step 2 for candidates who bring about 7.0 equivalent years of applicable experience and can perform core duties with limited supervision.
18	17	Assistant PW Director	City Hall/Misc Positions	3	\$44.50	\$92,560.00	Suggested hiring range: Step 3 for candidates who bring about 9.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.

19	18	Captain	Police Administration Positions	1	\$41.00	\$85,280.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience at placement.
20	18	Captain	Police Administration Positions	2	\$42.75	\$88,920.00	Suggested hiring range: Step 2 for candidates who bring about 7.0 equivalent years of applicable experience and can perform core duties with limited supervision.
21	18	Captain	Police Administration Positions	3	\$44.50	\$92,560.00	Suggested hiring range: Step 3 for candidates who bring about 9.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
22	19	Clerk/Treasurer	City Hall/Misc Positions	1	\$41.50	\$86,320.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience and have limited additional equivalent applicable experience at placement and must be bondable.
23	19	Clerk/Treasurer	City Hall/Misc Positions	2	\$44.25	\$92,040.00	Suggested hiring range: Step 2 for candidates who bring about 7.0 equivalent years of applicable experience, are bondable, and can perform core duties with limited supervision.
24	19	Clerk/Treasurer	City Hall/Misc Positions	3	\$47.00	\$97,760.00	Suggested hiring range: Step 3 for candidates who bring about 9.0 or more equivalent years of applicable experience, are bondable, and demonstrate the highest relevant accreditation and independent mastery.
25	20	Public Works Director	City Hall/Misc Positions	1	\$43.50	\$90,480.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of College Degree or 7-years applicable experience and have limited additional equivalent applicable experience at placement.
26	20	Public Works Director	City Hall/Misc Positions	2	\$46.25	\$96,200.00	Suggested hiring range: Step 2 for candidates who meet College Degree or applicable experience and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
27	20	Public Works Director	City Hall/Misc Positions	3	\$49.00	\$101,920.00	Suggested hiring range: Step 3 for candidates who meet College Degree or applicable experience, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
28	21	Chief of Police	Police Administration Positions	1	\$44.50	\$92,560.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of College Degree or 7-years applicable experience.

29	21	Chief of Police	Police Administration Positions	2	\$47.25	\$98,280.00	Suggested hiring range: Step 2 for candidates who meet College Degree or applicable experience and bring about 9.0 equivalent years of applicable experience and can perform core duties with limited supervision.
30	21	Chief of Police	Police Administration Positions	3	\$50.00	\$104,000.00	Suggested hiring range: Step 3 for candidates who meet College Degree or applicable experience, bring about 11.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
31	22	Chief Administrative Officer	City Hall/Misc Positions	1	\$51.50	\$107,120.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of College Degree or 9-years applicable experience at placement.
32	22	Chief Administrative Officer	City Hall/Misc Positions	2	\$53.25	\$110,760.00	Suggested hiring range: Step 2 for candidates who meet College Degree or applicable experience and bring about 11.0 equivalent years of applicable experience and can perform core duties with limited supervision.
33	22	Chief Administrative Officer	City Hall/Misc Positions	3	\$55.00	\$114,400.00	Suggested hiring range: Step 3 for candidates who meet College Degree or applicable experience, bring about 13.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.

Pay Scale by Position: Non-Exempt (5 Steps Each)

Suggested hiring placement is shown as a range based on equivalent applicable experience at hire. Directly applicable experience counts 1.00-for-1.00; somewhat applicable experience may be credited at 0.75-for-1.00, subject to HR/management review.

Seasonal step calculations currently use the editable minimum wage assumption from 'Position Bands'!O2 = \$12.50/hr.

Grade	Band ID	Position Band	Departments Covered	Step	Hourly Rate	Annual Salary	Starting Placement Guidance
1	1	Seasonal	Parks, Streets/Snow, Water, Sewer	1	\$12.50	\$26,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Must be 16 to operate machiner and have limited additional equivalent applicable experience at placement.
2	1	Seasonal	Parks, Streets/Snow, Water, Sewer	2	\$13.13	\$27,300.00	Suggested hiring range: Step 2 for candidates who meet Must be 16 to operate machiner and bring about 1.0 equivalent years of applicable experience at hire.
3	1	Seasonal	Parks, Streets/Snow, Water, Sewer	3	\$13.75	\$28,600.00	Suggested hiring range: Step 3 for candidates who meet Must be 16 to operate machiner and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
4	1	Seasonal	Parks, Streets/Snow, Water, Sewer	4	\$14.38	\$29,900.00	Suggested hiring range: Step 4 for candidates who meet Must be 16 to operate machiner and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
5	1	Seasonal	Parks, Streets/Snow, Water, Sewer	5	\$15.00	\$31,200.00	Suggested hiring range: Step 5 for candidates who meet Must be 16 to operate machiner, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
6	2	Laborer - General	Parks, Streets/Snow, Solid Waste	1	\$17.50	\$36,400.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
7	2	Laborer - General	Parks, Streets/Snow, Solid Waste	2	\$17.75	\$36,920.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.

8	2	Laborer - General	Parks, Streets/Snow, Solid Waste	3	\$18.00	\$37,440.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
9	2	Laborer - General	Parks, Streets/Snow, Solid Waste	4	\$18.25	\$37,960.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
10	2	Laborer - General	Parks, Streets/Snow, Solid Waste	5	\$18.50	\$38,480.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
11	3	Laborer - Utilities	Water, Sewer	1	\$18.50	\$38,480.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
12	3	Laborer - Utilities	Water, Sewer	2	\$18.75	\$39,000.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.
13	3	Laborer - Utilities	Water, Sewer	3	\$19.00	\$39,520.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
14	3	Laborer - Utilities	Water, Sewer	4	\$19.25	\$40,040.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
15	3	Laborer - Utilities	Water, Sewer	5	\$19.50	\$40,560.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
16	4	Operator - General	Parks, Streets/Snow	1	\$20.50	\$42,640.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified and have limited additional equivalent applicable experience at placement.
17	4	Operator - General	Parks, Streets/Snow	2	\$21.63	\$44,980.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified and bring about 1.0 equivalent years of applicable experience at hire.

18	4	Operator - General	Parks, Streets/Snow	3	\$22.75	\$47,320.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
19	4	Operator - General	Parks, Streets/Snow	4	\$23.88	\$49,660.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
20	4	Operator - General	Parks, Streets/Snow	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
21	5	Driver	Solid Waste, Sweeping	1	\$20.50	\$42,640.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified and have limited additional equivalent applicable experience at placement.
22	5	Driver	Solid Waste, Sweeping	2	\$21.63	\$44,980.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified and bring about 1.0 equivalent years of applicable experience at hire.
23	5	Driver	Solid Waste, Sweeping	3	\$22.75	\$47,320.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
24	5	Driver	Solid Waste, Sweeping	4	\$23.88	\$49,660.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
25	5	Driver	Solid Waste, Sweeping	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
26	6	Operator - Water	Water	1	\$25.00	\$52,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified, Water Operator Certified and have limited additional equivalent applicable experience at placement.
27	6	Operator - Water	Water	2	\$25.75	\$53,560.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified, Water Operator Certified and bring about 1.0 equivalent years of applicable experience at hire.
28	6	Operator - Water	Water	3	\$26.50	\$55,120.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified, Water Operator Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.

29	6	Operator - Water	Water	4	\$27.25	\$56,680.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified, Water Operator Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
30	6	Operator - Water	Water	5	\$28.00	\$58,240.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, Water Operator Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
31	7	Operator - Sewer	Sewer	1	\$25.00	\$52,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of CDL Certified, Sewer Operator Certified and have limited additional equivalent applicable experience at placement.
32	7	Operator - Sewer	Sewer	2	\$25.75	\$53,560.00	Suggested hiring range: Step 2 for candidates who meet CDL Certified, Sewer Operator Certified and bring about 1.0 equivalent years of applicable experience at hire.
33	7	Operator - Sewer	Sewer	3	\$26.50	\$55,120.00	Suggested hiring range: Step 3 for candidates who meet CDL Certified, Sewer Operator Certified and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
34	7	Operator - Sewer	Sewer	4	\$27.25	\$56,680.00	Suggested hiring range: Step 4 for candidates who meet CDL Certified, Sewer Operator Certified and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
35	7	Operator - Sewer	Sewer	5	\$28.00	\$58,240.00	Suggested hiring range: Step 5 for candidates who meet CDL Certified, Sewer Operator Certified, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
36	8	Cashier	City Hall/Misc Positions	1	\$17.00	\$35,360.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
37	8	Cashier	City Hall/Misc Positions	2	\$18.25	\$37,960.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.

38	8	Cashier	City Hall/Misc Positions	3	\$19.50	\$40,560.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
39	8	Cashier	City Hall/Misc Positions	4	\$20.75	\$43,160.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
40	8	Cashier	City Hall/Misc Positions	5	\$22.00	\$45,760.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
41	9	Assistant/Zoning Admin	City Hall/Misc Positions	1	\$12.50	\$26,000.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
42	9	Assistant/Zoning Admin	City Hall/Misc Positions	2	\$14.25	\$29,640.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 equivalent years of applicable experience at hire.
43	9	Assistant/Zoning Admin	City Hall/Misc Positions	3	\$16.00	\$33,280.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 2.0 equivalent years of applicable experience and can perform core duties with limited supervision.
44	9	Assistant/Zoning Admin	City Hall/Misc Positions	4	\$17.75	\$36,920.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 3.0 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
45	9	Assistant/Zoning Admin	City Hall/Misc Positions	5	\$19.50	\$40,560.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 4.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
46	10	Mechanic	City Hall/Misc Positions	1	\$22.00	\$45,760.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of 5-years of applicable experience and have limited additional equivalent applicable experience at placement.
47	10	Mechanic	City Hall/Misc Positions	2	\$22.75	\$47,320.00	Suggested hiring range: Step 2 for candidates who meet 5-years of applicable experience and bring about 1.0 to 2.99 equivalent years of applicable experience at hire.

48	10	Mechanic	City Hall/Misc Positions	3	\$23.50	\$48,880.00	Suggested hiring range: Step 3 for candidates who meet 5-years of applicable experience and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
49	10	Mechanic	City Hall/Misc Positions	4	\$24.25	\$50,440.00	Suggested hiring range: Step 4 for candidates who meet 5-years of applicable experience and bring about 5.0 to 6.99 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
50	10	Mechanic	City Hall/Misc Positions	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet 5-years of applicable experience, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.
51	11	Compliance Officer	City Hall/Misc Positions	1	\$20.00	\$41,600.00	Suggested hiring range: Step 1 for candidates who meet the minimum requirement of Pass pre-employment screening and have limited additional equivalent applicable experience at placement.
52	11	Compliance Officer	City Hall/Misc Positions	2	\$21.25	\$44,200.00	Suggested hiring range: Step 2 for candidates who meet Pass pre-employment screening and bring about 1.0 to 2.99 equivalent years of applicable experience at hire.
53	11	Compliance Officer	City Hall/Misc Positions	3	\$22.50	\$46,800.00	Suggested hiring range: Step 3 for candidates who meet Pass pre-employment screening and bring about 3.0 to 4.99 equivalent years of applicable experience and can perform core duties with limited supervision.
54	11	Compliance Officer	City Hall/Misc Positions	4	\$23.75	\$49,400.00	Suggested hiring range: Step 4 for candidates who meet Pass pre-employment screening and bring about 5.0 to 6.99 equivalent years of applicable experience plus advanced certifications, accreditation, or lead-level proficiency.
55	11	Compliance Officer	City Hall/Misc Positions	5	\$25.00	\$52,000.00	Suggested hiring range: Step 5 for candidates who meet Pass pre-employment screening, bring about 7.0 or more equivalent years of applicable experience, and demonstrate the highest relevant accreditation and independent mastery.

Administration note: You can change any source min/max range on 'Position Bands' and the 5-step rates on this sheet will update automatically.

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%)	\$ 2,639,132.80	\$ 540,391.52	\$ 474,107.25	\$ 570,469.70	\$ 610,960.87	\$ 179,324.35	\$ 5,014,386.49	\$ 137,791.66
Difference By Fund:	\$ 67,314.44	\$ 59,977.19	\$ 15,270.39	\$ (27,025.70)	\$ (10,520.57)	\$ 32,775.90	\$ 137,791.66	

FY26-27 Increase Breakdown

6% Health	\$ 45,978.76
2.9% COLA	\$ 107,362.96
New PW Assis.	\$ 146,817.35

Comm & Spec Bodies		TOTAL
Totals	6	26,572.99
Executive		TOTAL
Totals	1	45,793.97
Treasurer		TOTAL
FTE's	0.25	\$34,914.28
Clerk		TOTAL
FTE's	0.25	\$34,914.28
Law Enforcement		TOTAL
FTE's	14.5	\$1,929,683.37
Compliance		TOTAL
FTE's	0.5	\$ 40,683.33
Fire Protection		TOTAL
FTE's	0.5	87,321.20
Building Inspection		TOTAL
FTE's	1	118,005.04
Parks		TOTAL
FTE's	1.87	\$235,969.40
Pool		TOTAL
PTE's	25	85,274.96
Streets		TOTAL
FTE's	2.9	\$387,102.20
Ice & Snow		TOTAL
FTE's	1.3	153,289.32
Water		TOTAL
FTE's	4.18	\$474,107.25
Sewer		TOTAL
FTE's	5.18	570,469.70
Garbage		TOTAL
FTE's	6.47	\$610,960.87
Sweeping		TOTAL
FTE's	1.6	179,324.35

Grand Totals: \$5,014,386.49



April 14, 2026

Dear Jessica,

On behalf of the City of Sidney, I am pleased to formally offer you the position of **Interim Chief Administrative Officer**, pending City Council approval of the terms and appointment at the **April 20, 2026** City Council Meeting.

This is a full-time position responsible for overseeing the daily operations of the City and ensuring that services are delivered effectively and efficiently across all departments. In this role, you will serve as the primary administrative leader for the organization, act as the Human Resources director for all City employees, and lead the development and implementation of processes and procedures that strengthen organizational performance and accountability. This position serves as the supervisor of all City personnel and reports directly to the Mayor.

Your compensation for this position will be between **\$107,120 - \$114,400 annually, depending on experience**, along with any applicable benefits as provided under City policy.

Jessica, the Sidney City Council has complete confidence in your ability to step into this role. We are very proud of your accomplishments with the City to this point and deeply value your continued public service to our community. Your leadership, professionalism, and commitment have not gone unnoticed, and we are grateful for your willingness to serve in this capacity.

This interim appointment will begin on **May 1st, 2026** and will remain in effect until **May 1st, 2027**, or until otherwise determined by the City. Performance reviews will be conducted on a quarterly basis. The position of permanent Chief Administrative Officer will be formally evaluated in March 2027.

Please indicate your acceptance of this offer by signing below.

We are confident that you will continue to serve the City of Sidney with excellence, and we look forward to working alongside you in this new role.

Sincerely,

Rick Norby
Mayor, City of Sidney

Accepted by: _____

Date: _____



April 14, 2026

Dear Karmen,

On behalf of the City of Sidney, I am pleased to formally offer you the position of **Interim Clerk/Treasurer**, pending City Council approval of the terms and appointment at the **April 20, 2026** City Council Meeting.

This is a full-time position responsible for maintaining official City records, preparing and preserving minutes and documents, administering elections and public notices, and ensuring compliance with applicable laws and City code. The position oversees the City's financial operations, including the receipt, custody, investment, and disbursement of public funds; preparation of financial reports; coordination of budgeting and audit processes; and maintenance of accurate accounting records. Acting under the direction of the Chief Administrative Officer, Mayor and City Council, the Clerk/Treasurer provides administrative support to governing bodies, ensures transparency and proper documentation of City actions, and performs all duties prescribed by Montana law and City of Sidney ordinances.

Your compensation for this position will be between **\$86,320-\$97,760 annually, depending on experience**, along with any applicable benefits as provided under City policy.

We are excited to offer you the opportunity to serve as Interim City Clerk/Treasurer and are confident that your existing knowledge, dedication, and initiative will bring immediate value to the organization. Your understanding of City operations, combined with your strong work ethic and drive to improve processes, make you well-suited for this role. We look forward to supporting your continued professional growth and to seeing how your leadership will further strengthen both the position and the City's operations.

This interim appointment will begin on **May 1st, 2026** and will remain in effect until **May 1st, 2027**, or until otherwise determined by the City. Performance reviews will be conducted on a quarterly basis. The position of permanent Clerk/Treasurer will be formally opened for applicants in March 2027.

Please indicate your acceptance of this offer by signing below.

We are excited to see you step into this role and look forward to the continued impact you will have serving the City of Sidney.

Sincerely,

Rick Norby
Mayor, City of Sidney

Accepted by: _____

Date: _____

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