



City of Sidney, MT
Budget and Finance Committee Meeting
February 28, 2023 12:00 PM
115 2nd Street SE | Sidney, MT 59270

The City Council meetings are open to the public attending in person, with masks encouraged when social distancing cannot be accomplished. If the public does not wish to participate in person, they are also invited to participate via a Zoom meeting. You can participate via phone:

Meeting ID: 836 7544 8854 Passcode: 4332809 Call: 1-346-248-7799

Committee Present: Christensen, Godfrey and Rasmussen

Others Present: Clerk/Treasurer Chamberlin, Deputy Clerk/Treasurer Shanks

1. New Business

a. Jaycee's request for monetary contribution to the 2023 Independence Day Celebration and Fireworks

Clerk/Treasurer Chamberlin presented the request of the Jaycee's to contribute to the 2023 Independence Day Celebration and Fireworks. She stated that in discussion with Mayor Norby he stated he would prefer, if the Council chooses to fund, that the City not "sponsor" just donate the funds, and not have all of the advertising that comes with sponsoring. He further asked that Clerk/Treasurer Chamberlin relay to the Committee that if it going to be a yearly donation, he would like to see it become a line item out of the Oil and Gas fund donations.

Alderwoman Christensen stated that this was not budgeted this year and Clerk/Treasurer Chamberlin stated there is still funds available in the Oil and Gas fund due to not having moved forward with the budgeted City Hall Remodel in this fiscal year. It was discussed that by donating to this program, it could be seen as an opening for other local events to petition the City of Sidney for and Clerk/Treasurer stated by restricting it to fireworks only, being a community holiday event, it might not set that precedent.

Motion was made to recommend approval of donating \$1,000 to only the purchase of fireworks for the Independence Day Celebration, with no advertising for the City of Sidney, with reviewing continuing the donation with the upcoming budget.

Motion made by Rasmussen, Seconded by Godfrey.
Voting Yea: Rasmussen, Godfrey, Christensen

b. Black Mountain Cloud

Clerk/Treasurer Chamberlin stated the City of Sidney currently has their network on the cloud via PineCove Consulting, but that there are numerous benefits to being on the cloud for the Black Mountain Software. She stated one of the benefits is the auditor and black mountain access. She stated currently when the auditor needs to review the City's accounting software, they have to send them a backup that is limited in what they can access and is only representative of the moment the backup was made, which can result in sending multiple backups for one situation. Similarly if Black Mountain needs to look at details in one of the software's due to issues, the same process is done. If the City is on the cloud, both would have access to real time information within the software.

Clerk/Treasurer Chamberlin also stated a benefit is that the many types of software would update immediately when needed, and the process now is they go in monthly and manually update the software. Another benefit is the software would no longer have to be tied to the network, meaning it could be accessed outside of City Hall. She stated this would be helpful specifically to the water department who have to travel from the treatment plant to City Hall every time they need to look up details on an account. She stated the remote access will also be helpful in the remodel process or emergent situations when she would need to access the software from home. Alderwoman Rasmussen stated she would not want to have this turn into a work from home situation and Clerk/Treasurer Chamberlin assured her it would only be in emergent situations and that non of the office positions could work from home due to needing to be on site for access to information, phone system and customers. Alderwoman Christensen stated they just got cloud services at Tri-County and she would not go back to not having it.

Clerk/Treasurer Chamberlin stated the yearly cost of being on the cloud is \$3765, which would be split amongst the 6 major funds (general, streets, water, sewer, garbage and sweeping), costing each \$627.50 per year. She stated they could start this at the beginning of the fiscal year and budget for it next year, or start it immediately at a prorated rate for this fiscal year. Currently the City pays \$13,886 in annual service and support for Black Mountain Software, \$5,498 of which is specific to the water and sewer funds and the balance of \$8388 is split amongst the 6 major funds, \$1,398 each.

Motion was made to recommend approval of getting the Black Mountain Software Cloud Hosting, starting immediately.

Motion made by Rasmussen, Seconded by Godfrey.

Voting Yea: Rasmussen, Godfrey, Christensen

c. Black Mountain Purchase Order Software

Clerk/Treasurer Chamberlin presented the Budget and Finance Committee a quote for Black Mountain's purchase order software. She stated this software would make it so the city employees could, in the future, use electronic purchase orders instead of handwritten ones. She stated that she would not want to pursue that part of the software immediately, as tablets or laptops would need to be purchased to allow the employees do use it, but there are more reasons to consider getting the software now.

Clerk/Treasurer Chamberlin stated that currently when employees write PO's and turn in receipts, they are filed by vendor and then when statements come in or during the claims process for City Council meetings, they balance the statements to the purchase orders and invoices and then enter them into Black Mountain Accounting. She stated then, after Council approval, checks are issued for those claims and the budget shows the expenditures. She stated the expenditures in accounting are not updated for the budget until the checks are issued. She stated by using the PO software, they would enter the POs and invoices as they are received, and when statements are issued the PO's are added to the statements by simply checking a box next to that PO. She stated this will make it easier to track PO's throughout the month and when the PO is entered into the system, it automatically allocates that money in the budget. She stated that with that they will be able to have accurate budget reports throughout the month. She stated they could also do running PO's for expenditures that are to be allocated to specific items, such as utilities, so that objects like purchased services accurately shows what funding is available and not earmarked for something else. This would be helpful in all the funds.

Clerk/Treasurer Chamberlin stated this wasn't a high ask like the cloud software was, but it does have benefits in the accounting and budget for the City. She stated the cost would be \$1,120 per year, split amongst the 6 major funds, so \$186.67 each.

Motion was made to recommend approval of the Black Mountain purchase order software, to start at the beginning of fiscal year 2023-24.

Motion made by Rasmussen, Seconded by Godfrey.

Voting Yea: Rasmussen, Godfrey, Christensen

Adjourned: 12:46pm