



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JANUARY 14, 2020
5:30 PM
COUNCIL CONFERENCE ROOM**

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

General Items

1. Review and approve the December 23, 2019 Budget and Finance Committee meeting minutes.
2. Review and approve purchase requisitions.
3. Review and approve the December 2019 Utility Billing Adjustments.
4. Review, and recommend approval to Council, claims entered through 01/10/2020.
5. Review and approve the payroll register for pay period ending 12/29/2019 totaling \$198,253.41.

New Business

Old Business

Other Items

6. Review Comp/OT Report for pay period ending 12/29/2019.
7. Clerk/Treasurer Update.
8. Update from the Mayor.

Announcements

9. The next Budget and Finance Committee meeting will be held on January 28, 2020.
10. Scot Stokes will be reviewing the claims for the next meeting.

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

DATES TO REMEMBER

Item Attachment Documents:

1. Review and approve the December 23, 2019 Budget and Finance Committee meeting minutes.

Respectfully submitted,

Bethany Langve
Clerk/Treasurer

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.

DRAFT

Item Attachment Documents:

6. Review Comp/OT Report for pay period ending 12/29/2019.

Comp and Overtime Report

* REIMBURSED OT *

PPE: 12-30-19

Division: POLICE

Submitted by: LAVGVE

Date	Comp Hours	OT Hours	Name	Reason	Rate
12-23-19	(2)		ANGLIN	COVERED DAY SHIFT VACATION	23.64
12-19-19		(2 1/2)	BAUMGARTNER	DEPARTMENT MEETING	23.64
12-25-19		(12)	BAUMGARTNER	HOLIDAY WORKED - CHRISTMAS	23.64
12-26-19		(4)	BAUMGARTNER	SCHEDULED OT	23.64
12-23-19	(2)		ANGLIN	DEPARTMENT MEETING	23.64
12-19-19		(2 1/2)	BOOTH	DEPARTMENT MEETING	23.64
12-25-19		(12) x	BOOTH	HOLIDAY WORKED - CHRISTMAS	
12-26-19		(4)	BOOTH	SCHEDULED OT	
* 12-27-19		(6)	BOOTH	DUI TASK FORCE OT	
* 12-16-19		(2)	BAEW	DEA OT	26.24
* 12-19-19		(2)	BAEW	DEA OT	26.24
12-19-19	(1.5)		BAYANT	DEPARTMENT MEETING	26.24
12-19-19	(2.5)		CANAPE	DEPARTMENT MEETING	23.24
12-19-19		(2 1/2)	CONTESE	DEPARTMENT MEETING	23.64
12-22-19		(1 1/2)	CONTESE	DUI ARREST P201901170	
12-25-19		(12) x	CONTESE	HOLIDAY WORKED - CHRISTMAS	
12-26-19		(4)	CONTESE	SCHEDULED OT	
12-19-19		(2 1/2)	GRIFFIN	DEPARTMENT MEETING	21.99
12-25-19		(8) x	GRIFFIN	HOLIDAY WORKED / 4 HRS COVERING VACATION LAVE 21.99	
12-29-19		(4)	HEUSNER	SCHEDULED OT	23.64
12-19-19	(2.5)		HUST	DEPARTMENT MEETING	19.95
12-25-19		(4) +	HUST	HOLIDAY WORKED - CHRISTMAS	19.95
12-19-19		(2 1/2)	JOHNSON	DEPARTMENT MEETING	24.68
12-29-19		(4)	JOHNSON	SCHEDULED OT	24.68
12-25-19		(4) x	KINN	HOLIDAY WORKED - CHRISTMAS	20.95
12-19-19	(2 1/2)		MCANTINGY	DEPARTMENT MEETING	21.99
12-29-19		(4)	PITTS	SCHEDULED OT	20.71
12-28-19	(1/2)		RASMUSSEN	DUI ARREST P201901188	23.64
12-29-19		(4)	RASMUSSEN	SCHEDULED OT	23.64
12-17-19		(1/2)	SAUTER	THEFT (F) P201901154	27.24
12-18-19		(1 1/2)	SAUTER	THEFT (F) LARSON P201901154 - P201901143	27.24
12-19-19		(1 1/2)	SAUTER	SEX ASSAULT (F) P201901157	27.24
12-19-19		(2 1/2)	SEGWICK	DEPARTMENT MEETING	22.64
12-25-19		(12) x	SEGWICK	HOLIDAY WORKED - CHRISTMAS	22.64
12-26-19		(4)	SEGWICK	SCHEDULED OT	22.64
12-25-19	(4)		SELL	HOLIDAY WORKED - CHRISTMAS	21.99
12-25-19		(4) +	SELL	OT TO COVER VACATION LAVE - HOLIDAY - CHRISTMAS	21.99

Comp and Overtime Report

PPE: 12/29/19

Division: WTP & WWTP

Submitted by: Andy Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/25		(8)	T. Henry	Holiday Worked	26.35
12/21		(2.5)	N. Herman	Power Problem in Building	26.35
12/25	8		D. Nauman	Holiday Worked	23.03
12/25		(8)	C. Caswell	Holiday worked	24.96
12/25		(8)	J. Sawyer	Holiday Worked	24.96
12/25		(8)	C. Nicholson	Holiday worked	24.96
12/25		(8)	D. Waggoner	Holiday worked	24.96
8					
1.5					
12 Comp hours					
$12 \times 23.03 = 276.36$					
42.5 OT hours					
$32 \times (24.96 \times 1.5) = 1198.08$					
$10.5 \times (26.35 \times 1.5) = 415.02$					
<u>1613.10</u>					
Total \$ 1889.46					

Coma and Overtime Report

PPE: 12/29/19

Division: Court

Submitted by: Julie Stricker

Date	Coma Hours	O/T Hours	Name	Reason	Rate
12/18	.25		S. Phillips	Court session ran late	20.75
	0.25				
	1.5				
	.38	comp hours			
				.38 x 20.75 =	<u>7.89</u>
Total \$					7.89

