



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 16, 2019
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 minutes of the April 02, 2019 meeting
2. Review and approve purchase requisition – Solid Waste 96 Gallon Cans
3. Review and approve purchase requisition – Solid Waste 300 Gallon Cans
4. Review and approve purchase requisition – Surplus Page for Website
5. Review and approve the March 2019 journal vouchers
6. Review and approve the March 2019 utility billing adjustments
7. Review and approve March 2019 financial statements
8. Review and recommend approval to Council claims entered through 04/12/2019
9. Review Comp/Overtime hours for pay period ending 04/07/2019
10. Review and approve payroll register for pay period ending 04/07/2019 totaling \$186,599.40

New Business

Old Business

Other Items

1. Update from the Mayor
2. The Clerk and Elected Officials Institute will be May 7-10 in Bozeman.

Announcements

The next Budget and Finance Committee meeting will be held May 07, 2019 at 5:30pm unless changed by Committee

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.

**MINUTES
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 02, 2019**

Members Present: **Emelie Eaton** **Scot Stokes**
 Richard Klose **Bruce McGee**

Others Present: **Mayor Nelson** **Bethany Langve**

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

- Review and approve the minutes from the March 19, 2019 Budget and Finance Committee meeting – Richard Klose made a motion to approve the minutes of the March 19, 2019 Budget and Finance Committee meeting, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve the February 2019 Journal Vouchers – The Committee reviewed the journal vouchers and had no questions. Scot Stokes made a motion to approve the February 2019 Journal Vouchers, seconded by Richard Klose, all in favor, motion passed.
- Review and approve February 2019 Financial Statements – The Committee reviewed the February 2019 financial statements and had no questions. Emelie Eaton made a motion to approve the February 2019 Financial Statements, seconded by Scot Stokes, all in favor, motion passed.
- Review claims entered through 03/29/2019 and recommend approval to Council – Emelie Eaton had reviewed the claims detail report and the check register for accuracy. There were no questions regarding the claims. Emelie Eaton made a motion to recommend approval to Council all claims entered through 03/29/2019, seconded by Scot Stokes, all in favor, motion passed.
- Review the Comp/Overtime report for Pay Period Ending 03/24/2019 - The Committee reviewed the Comp/Overtime hours for pay period ending 03/24/2019 and had no questions or comments regarding the comp/overtime reports.
- Review and approve the payroll register for pay period ending 03/24/2019 totaling \$196,204.03 – The Committee reviewed the payroll register for pay period ending 03/24/2019. The Committee stated that they had come to a different total than presented on the agenda. The Clerk/Treasurer verified the number from the four (4) payroll registers and found that the Committee was correct. The correct payroll total was \$196,329.67. Richard Klose made a motion to approve the payroll register as amended for pay period ending 03/24/2019 totaling \$196,329.67, seconded by Scot Stokes, all in favor, motion passed. The Committee stated they would remove this item from the City Council consent agenda and amend it.

New Business

Old Business

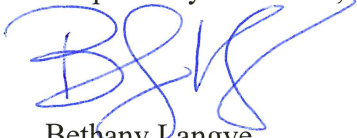
Other Items

Update from the Mayor – The Mayor stated that he did not have anything to update at that time.

Announcements

The next Budget and Finance Committee meeting will be held on April 16, 2019 at 5:30pm

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.

04/16/19
15:22:02

CITY OF LAUREL
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 19

Page: 1 of 2
Report ID: B110F

Fund	Received			Revenue	% (75)
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received
1000 GENERAL	367,337.24	2,172,066.26	4,208,924.00	2,036,857.74	52 %
2190 COMP. INSURANCE	3,147.20	70,794.97	118,965.00	48,170.03	60 %
2250 PLANNING	41,015.28	132,928.83	98,643.00	-34,285.83	135 %
2260 EMERGENCY DISASTER	158.49	1,844.31	700,000.00	698,155.69	0 %
2310 TAX INCREMENT-Business Dist.	8,397.54	449,535.54	705,001.00	255,465.46	64 %
2370 EMPLOYER CONTRIB-P.E.R.S	3,438.16	52,114.80	85,080.00	32,965.20	61 %
2371 EMPLOYER CONTRIB-GROUP HEALTH	12,939.53	83,699.01	116,744.00	33,044.99	72 %
2372 PERMISSIVE MEDICAL LEVY	3,956.11	125,383.11	204,642.00	79,258.89	61 %
2390 DRUG FORFEITURE	0.38	2.96	2.00	-0.96	148 %
2399 CITY PARKING FUND	12.46	97.67	60.00	-37.67	163 %
2400 LIGHT DISTRICT #2	456.87	26,755.45	45,950.00	19,194.55	58 %
2401 LIGHT DISTRICT #3	370.20	15,177.34	24,348.00	9,170.66	62 %
2500 STREET MAINTENANCE	37,564.12	661,853.38	1,000,518.00	338,664.62	66 %
2600 Elena Park Maintenance District	0.00	0.00	10.00	10.00	0 %
2701 MEMORIAL/ENDOWMENT (POOL)	104.71	820.82	450.00	-370.82	182 %
2702 EXPENDABLE GRANT	184.18	1,443.75	50.00	-1,393.75	*** %
2820 GAS TAX FUND	10,370.33	93,797.84	124,881.00	31,083.16	75 %
2821 HB 473-GAS TAX	0.00	46,713.19	153,369.00	106,655.81	30 %
2850 911 EMERGENCY	1,434.74	47,211.20	74,400.00	27,188.80	63 %
2880 LIBRARY AID GRANT	0.05	1,614.55	1,615.00	0.45	100 %
2917 CRIME VICTIMS ASSISTANCE	546.19	3,588.71	7,400.00	3,811.29	48 %
2928 TRANSIT GRANT	4,769.99	22,922.32	27,246.00	4,323.68	84 %
2952 FEDERAL EQUITABLE SHARING FUND	687.86	7,054.22	27,150.00	20,095.78	26 %
3400 SID REVOLVING	69.34	543.54	300.00	-243.54	181 %
3401 SID 118 Reserve Fund	0.00	0.00	10.00	10.00	0 %
3503 SID #113 - Fourth Street	59.73	14,783.28	22,247.00	7,463.72	66 %

04/16/19
15:22:02

CITY OF LAUREL
Statement of Revenue Budget vs Actuals
For the Accounting Period: 3 / 19

Page: 2 of 2
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% (75) Received
3504 SID 114 - Elena Park	31.09	4,571.75	3,428.00	-1,143.75	133 %
3505 SID #115 - 5th Ave Sidewalks	98.54	7,344.45	6,076.00	-1,268.45	121 %
3506 SID #116 - Cottonwood Sidewalks	21.42	11,614.77	6,586.00	-5,028.77	176 %
3507 SID 117 - 8th & Pennsylvania	24.28	10,988.42	11,555.00	566.58	95 %
3508 SID 118 - S WASHINGTON AVE SIDEWALKS	0.00	9,013.05	13,305.00	4,291.95	68 %
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL SOURCES	12,253.30	111,564.31	138,287.00	26,722.69	81 %
4001 Special Water, Sewer, Street, C&G, Sidewalk SID	101.55	3,281.78	5,140.00	1,858.22	64 %
5210 WATER	2,457,085.78	6,147,431.79	10,159,522.00	4,012,090.21	61 %
5310 SEWER	164,310.14	1,538,514.24	1,995,037.00	456,522.76	77 %
5410 SOLID WASTE	71,853.39	683,887.00	858,818.00	174,931.00	80 %
7030 LIBRARY FEDERATION	0.00	4,820.00	4,680.00	-140.00	103 %
7120 FIRE DISABILITY	14,316.43	39,219.51	53,752.00	14,532.49	73 %
7458 COURT TECHNOLOGY SURCHARGE	401.90	3,331.90	8,800.00	5,468.10	38 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	541.53	3,916.53	8,600.00	4,683.47	46 %
7471 PUBLIC DEFENDER FEE	0.00	764.00	7,500.00	6,736.00	10 %
7850 AIRPORT AUTHORITY	2,839.93	24,954.31	39,654.00	14,699.69	63 %
8010 CEMETERY PERPETUAL CARE	123.25	1,242.15	2,100.00	857.85	59 %
Grand Total:	3,221,023.23	12,639,207.01	21,070,845.00	8,431,637.99	60 %

04/16/19
15:21:42

CITY OF LAUREL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 19

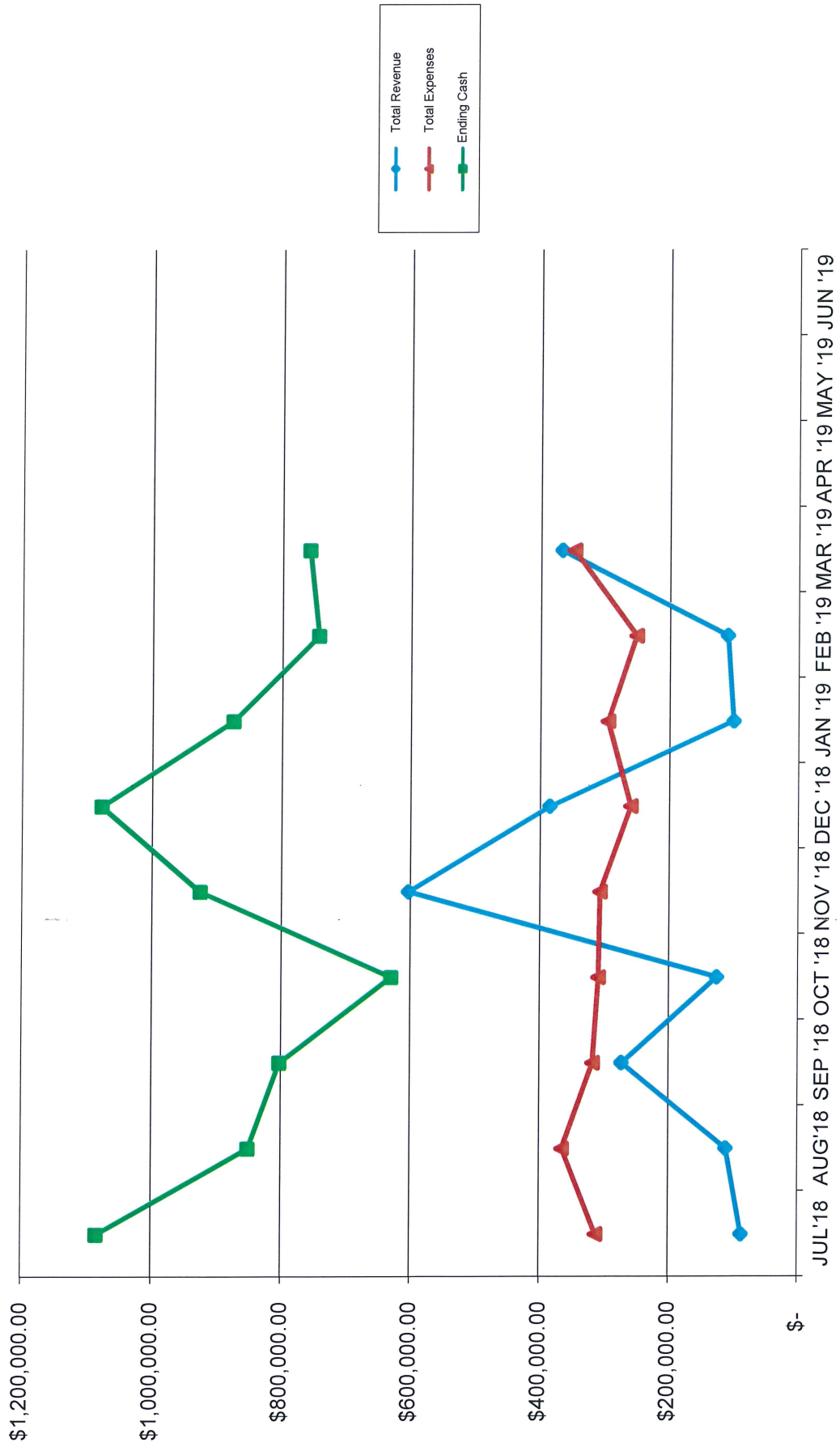
Page: 1 of 2
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
1000 GENERAL	348,282.82	2,723,282.34	4,846,644.00	4,846,644.00	2,123,361.66	56 %
2190 COMP. INSURANCE	0.00	88,108.61	84,023.00	84,023.00	-4,085.61	105 %
2250 PLANNING	21,849.56	133,065.53	105,863.00	105,863.00	-27,202.53	126 %
2260 EMERGENCY DISASTER	0.00	0.00	874,645.00	874,645.00	874,645.00	0 %
2310 TAX INCREMENT-Business Dist.	18,312.50	311,826.02	1,763,898.00	1,763,898.00	1,452,071.98	18 %
2370 EMPLOYER CONTRIB-P.E.R.S	7,984.65	59,455.46	91,500.00	91,500.00	32,044.54	65 %
2371 EMPLOYER CONTRIB-GROUP HEALTH	0.00	0.00	201,000.00	201,000.00	201,000.00	0 %
2372 PERMISSIVE MEDICAL LEVY	0.00	0.00	245,778.00	245,778.00	245,778.00	0 %
2390 DRUG FORFEITURE	0.00	0.00	430.00	430.00	430.00	0 %
2399 CITY PARKING FUND	0.00	0.00	14,200.00	14,200.00	14,200.00	0 %
2400 LIGHT DISTRICT #2	3,170.58	24,573.29	130,500.00	130,500.00	105,926.71	19 %
2401 LIGHT DISTRICT #3	1,822.33	14,124.18	55,748.00	55,748.00	41,623.82	25 %
2500 STREET MAINTENANCE	46,583.88	433,884.65	2,204,418.00	2,204,418.00	1,770,533.35	20 %
2600 Elena Park Maintenance District	62.30	662.15	22,000.00	22,000.00	21,337.85	3 %
2701 MEMORIAL/ENDOWMENT (POOL)	0.00	0.00	119,990.00	119,990.00	119,990.00	0 %
2702 EXPENDABLE GRANT	0.00	0.00	210,053.00	210,053.00	210,053.00	0 %
2820 GAS TAX FUND	23,649.55	285,595.97	253,128.00	253,128.00	-32,467.97	113 %
2821 HB 473-GAS TAX	0.00	153,000.00	153,000.00	153,000.00	0.00	100 %
2850 911 EMERGENCY	1,777.62	32,866.84	71,100.00	71,100.00	38,233.16	46 %
2880 LIBRARY AID GRANT	80.00	1,590.85	1,614.00	1,614.00	23.15	99 %
2917 CRIME VICTIMS ASSISTANCE	0.00	0.00	79,188.00	79,188.00	79,188.00	0 %
2928 TRANSIT GRANT	291.50	17,666.03	90,861.00	90,861.00	73,194.97	19 %
2952 FEDERAL EQUITABLE SHARING FUND	1,924.24	30,774.69	63,664.00	63,664.00	32,889.31	48 %
3400 SID REVOLVING	0.00	0.00	79,000.00	79,000.00	79,000.00	0 %
3401 SID 118 Reserve Fund	0.00	0.00	9,750.00	9,750.00	9,750.00	0 %

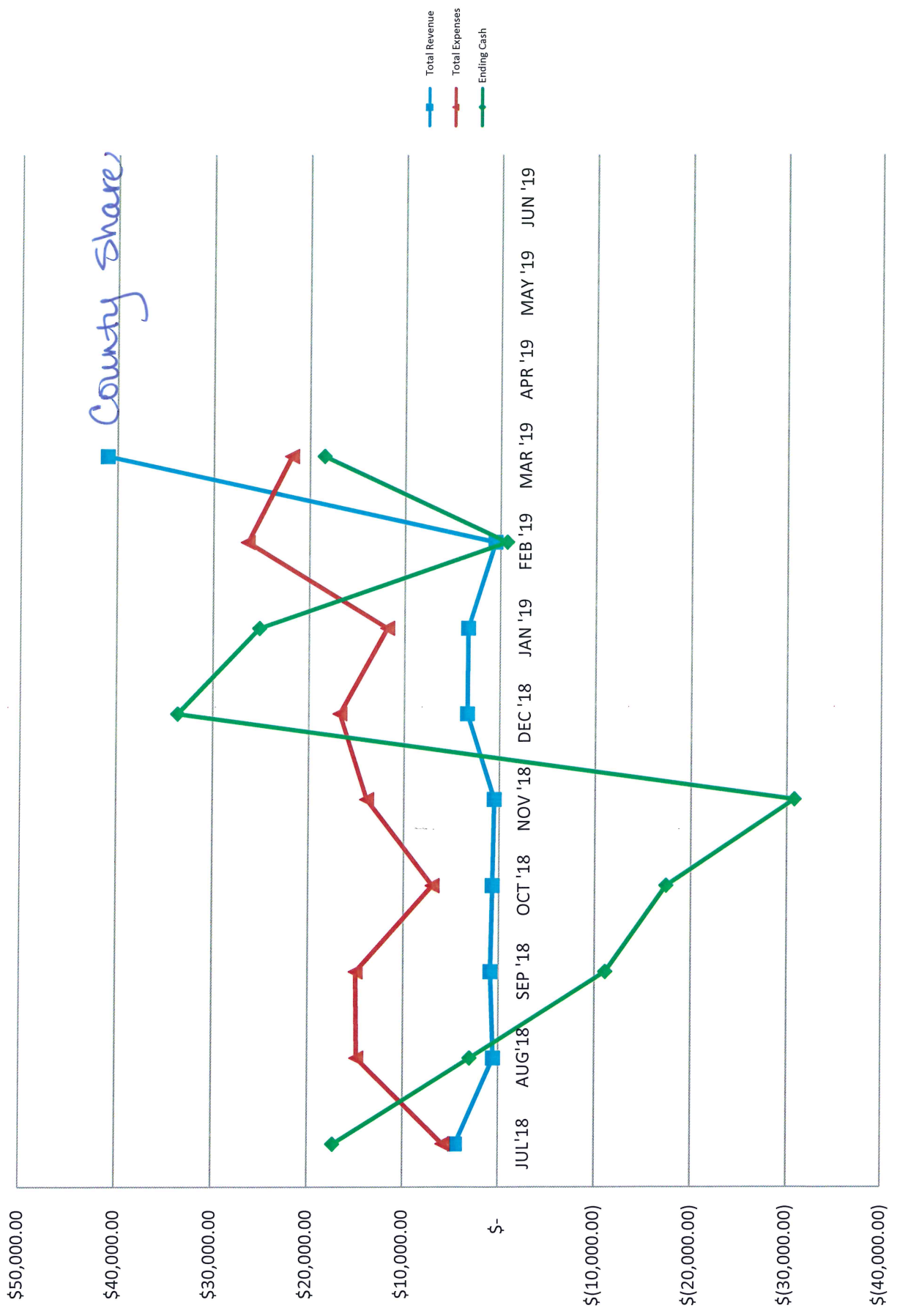
CITY OF LAUREL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 19

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (75) Committed
3503 SID #113 - Fourth Street	0.00	6,435.00	27,170.00	27,170.00	20,735.00	24 %
3504 SID 114 - Elena Park	0.00	4,433.66	8,868.00	8,868.00	4,434.34	50 %
3505 SID #115 - 5th Ave Sidewalks	0.00	19,266.16	9,089.00	9,089.00	-10,177.16	212 %
3506 SID #116 - Cottonwood Sidewalks	0.00	20,705.09	9,768.00	9,768.00	-10,937.09	212 %
3507 SID 117 - 8th & Pennsylvania	0.00	15,045.95	15,047.00	15,047.00	1.05	100 %
3508 SID 118 - S WASHINGTON AVE SIDEWALKS	0.00	7,035.30	8,868.00	8,868.00	1,832.70	79 %
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL	3,750.00	7,613.10	600,000.00	600,000.00	592,386.90	1 %
4001 Special Water, Sewer, Street, C&G, Sidewalk	0.00	0.00	62,240.00	62,240.00	62,240.00	0 %
5210 WATER	1,228,439.48	6,776,246.62	13,307,802.00	13,307,802.00	6,531,555.38	51 %
5310 SEWER	210,115.31	1,429,664.48	3,400,007.00	3,400,007.00	1,970,342.52	42 %
5410 SOLID WASTE	69,768.69	895,273.27	1,423,275.00	1,423,275.00	528,001.73	63 %
7030 LIBRARY FEDERATION	0.00	1,134.67	4,680.00	4,680.00	3,545.33	24 %
7120 FIRE DISABILITY	0.00	59,086.26	83,899.00	83,899.00	24,812.74	70 %
7458 COURT TECHNOLOGY SURCHARGE	0.00	2,930.00	8,800.00	8,800.00	5,870.00	33 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	0.00	3,375.00	8,600.00	8,600.00	5,225.00	39 %
7471 PUBLIC DEFENDER FEE	0.00	764.00	7,500.00	7,500.00	6,736.00	10 %
7850 AIRPORT AUTHORITY	0.00	18,733.82	39,273.00	39,273.00	20,539.18	48 %
8010 CEMETERY PERPETUAL CARE	0.00	0.00	19,746.00	19,746.00	19,746.00	0 %
Grand Total:	1,987,865.01	13,578,218.99	30,816,627.00	30,816,627.00	17,238,408.01	44 %

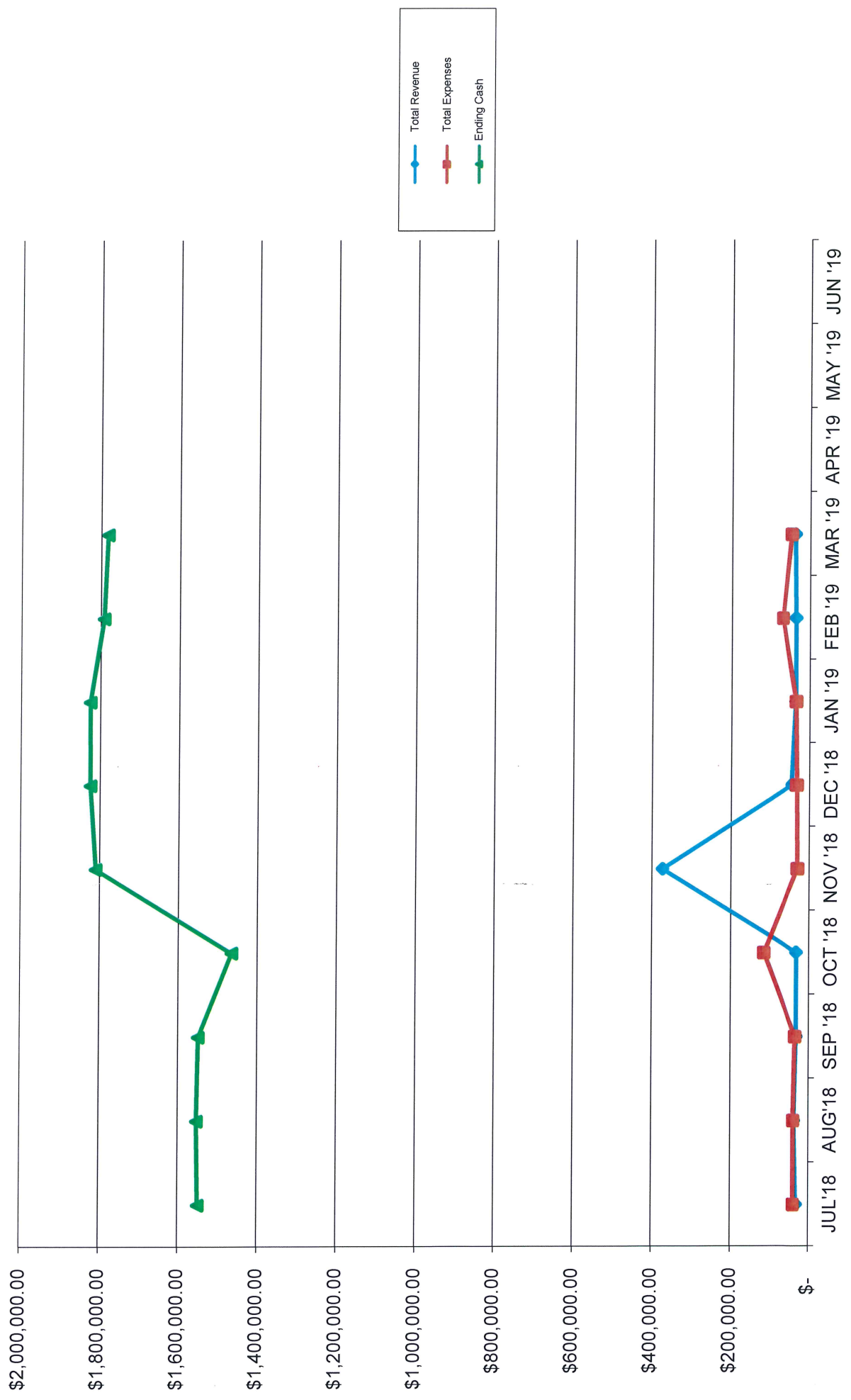
General Fund Cash, Revenue & Expense



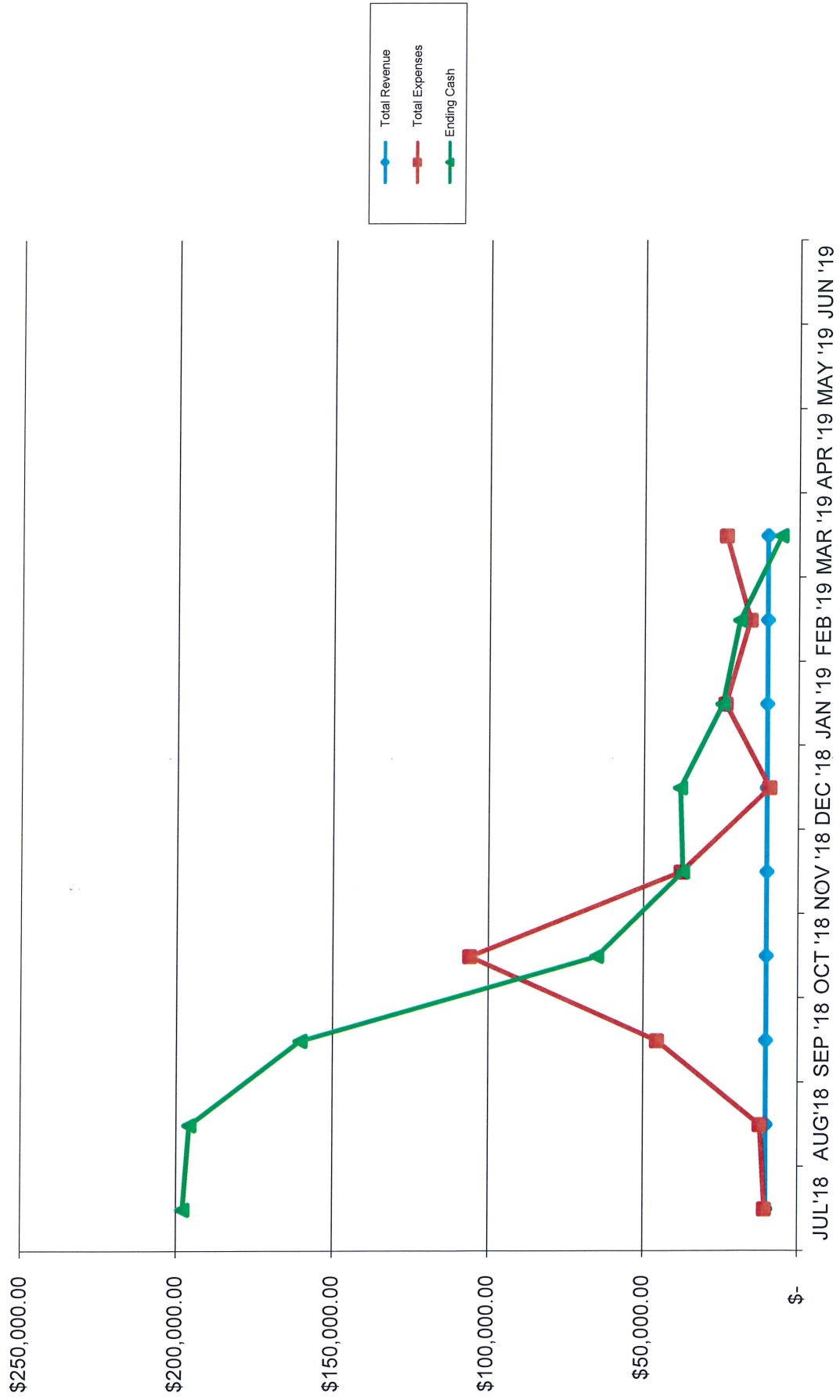
Planning Cash, Revenue & Expense



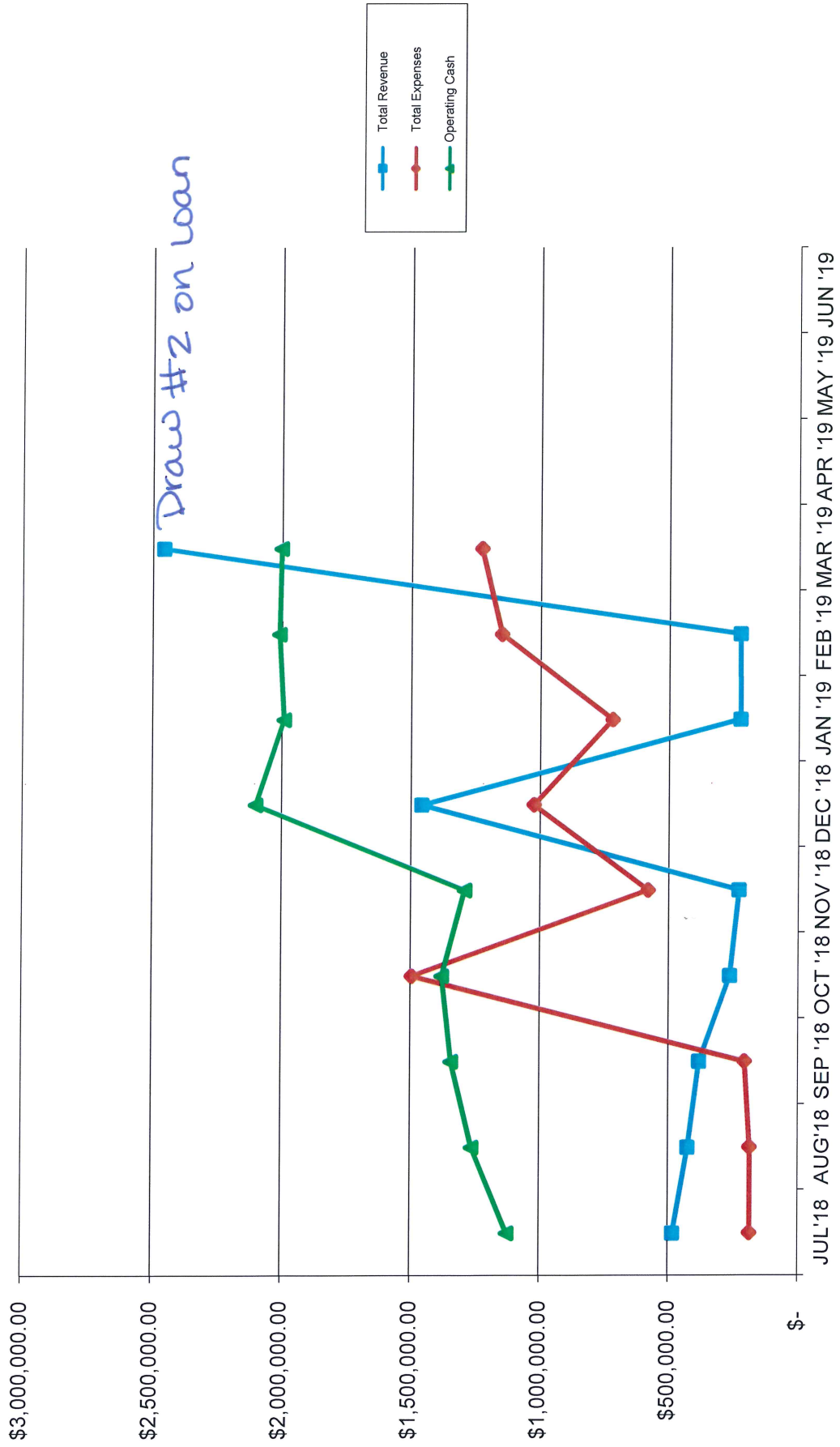
Street Maint. Dist. Cash, Revenue & Expense



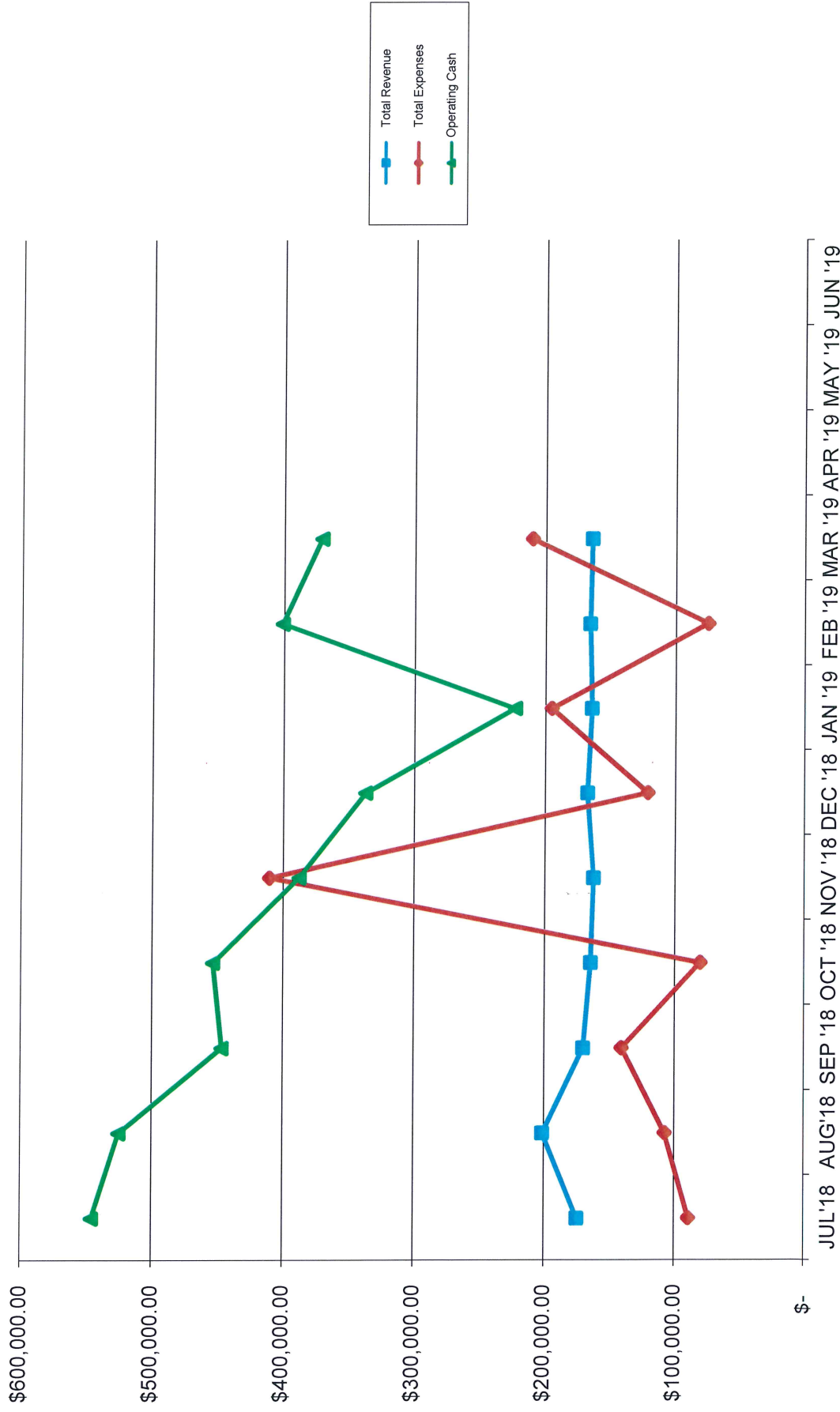
Gas Tax Cash, Revenue & Expense



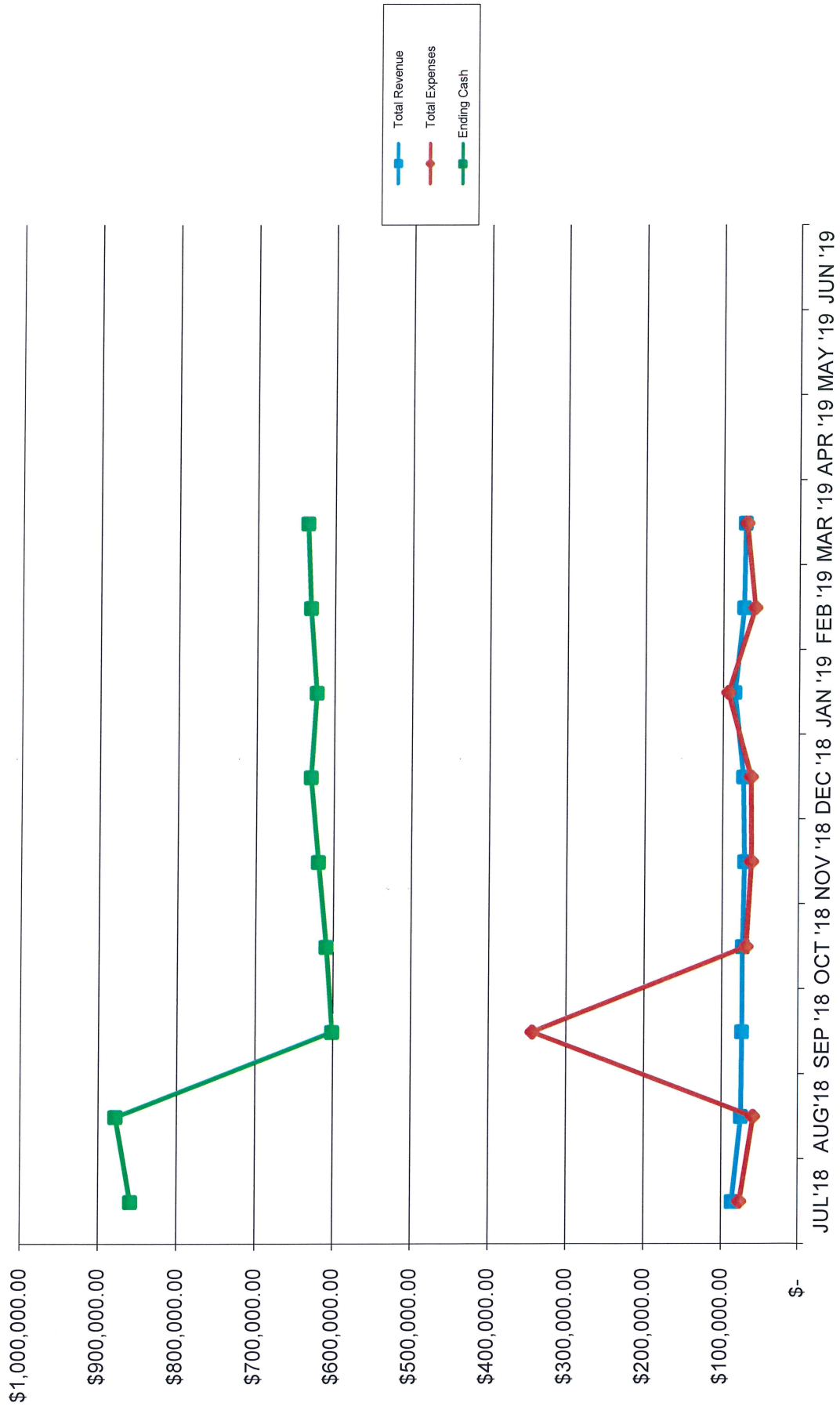
Water Fund Cash, Revenue & Expense



Sewer Fund Cash, Revenue & Expense



Solid Waste Cash, Revenue & Expense



Comp and Overtime Report *REIMBURSED OT*

PPE: 4-7-19

Division: POLICE

Submitted by: LANGRÉ

Date	Comp Hours	O/T Hours	Name	Reason	Rate
* 3-26-19		(3)	BREW	DEA-OT	25.72
* 3-28-19		(3)	BREW	DEA-OT	↓
* 4-3-19		(6)	BREW	DEA-OT	↓
* 4-4-19		(2)	BREW	DEA-OT	↓
3-27-19	(4)		CANAPÉ	SCHEDULED OT	22.79
4-3-19	(4)		CANAPÉ	SCHEDULED OT	22.79
4-4-19		(2 1/2)	JOHNSON	RESERVE COND. / RESERVE MEETING	24.19
3-27-19		(4)	KINN	SCHEDULED OT	20.54
4-2-19		(6 1/2)	KINN	COVER SICK LEAVE	20.54
4-3-19		(8)	KINN	COVER SICK LEAVE	20.54
3-25-19	(1) ←		M'CAINNEY	CONTRACT NEG. BUSINESS	21.56
3-26-19	(1) ←		M'CAINNEY	CONTRACT NEG. BUSINESS	21.56
3-27-19	(1) ←		M'CAINNEY	INSURANCE COMMITTEE MEETING	21.56
3-30-19		(2 1/2)	PITTS	CALL OUT / CIVIL CRASH - DISPATCH TERMINALS	29.82
4-2-19		(2 1/2)	PITTS	CALL OUT / PURSUIT & ARREST P201900254	29.82
4-2-19	(2)		RASMUSSEN	FELLOWY CASE / ARREST / P201900254	23.17
4-5-19	(1)		RASMUSSEN	SEARCH WARRANT APPLICATION	23.17
3-31-19	(5)		SAUTER	TRAINING TRAVEL	26.72
/					
	16				
	x 1.5				
	28.5	Comp hours			
				4.5 x 21.56 =	97.02
				12 x 22.79 =	273.48
				4.5 x 23.17 =	104.27
				7.50 x 26.72 =	200.40
					675.17
					<u>1424.48</u>
			NO OT HOURS		

Total \$ 2099.65

$$\begin{aligned}
 18.5 \times (20.54 \times 1.5) &= 569.99 \\
 5 \times (29.82 \times 1.5) &= 223.65 \\
 14 \times (25.72 \times 1.5) &= 540.12 \\
 3.5 \times (24.19 \times 1.5) &= 90.72 \\
 \hline
 &= 1424.48
 \end{aligned}$$

Comp and Overtime Report

PPE: 4/7/19

Division: Clerk's Office

Submitted by: Kelly Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/26		.25	B. Moorman	Council Workshop	17.51
4/2		.25	B. Moorman	Park Board Meeting	17.51
3/25		.50	K. Strucker	Union 303 Contract	23.69
3/24		.50	K. Strucker	Union 303 Retro Pay	23.69
		1.5		OT hours	
				.5 x (17.51 x 1.5)	13.14
				1 x (23.69 x 1.5)	35.54
					<u>48.68</u>
Total \$ 48.68					

Comp and Overtime Report

PPE: 4/7/19

Division: Shop

Submitted by: Polly Strecher

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/26	.5		D. Saylor	longer garbage route	24.52
3/26	.5		F. Schweigert	Water Leak - Russel Park	24.52
4/4	2		A. Arnesen	water leak	23.30
4/4	2		J. Baker	water leak	23.30
4/4		2	H. Gump	water leak	23.15
4/4		3.5	B. Lefler	cover graves	23.15
4/4		1	G. Rolison	water leak	24.68
<hr/>					
	5				
	<u>x 1.5</u>				
	7.50	Comp hours			
				$1.5 \times 24.52 = 36.78$	
				$6 \times 23.30 = 139.80$	
					176.58
					<u> </u>
<hr/>					
		6.5	OT hours		
				$5.5 \times (23.15 \times 1.5) = 191.00$	
				$1 \times (24.68 \times 1.5) = 37.02$	
					228.02
<hr/>					
Total					\$ 404.60

