



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 5, 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 from the January 15, 2019 Budget and Finance Committee meeting
2. Review claims entered through 2/01/2019 and recommend approval to Council.
3. Review the Comp/Overtime report for Pay Periods Ending 01/13/2019 and 01/27/2019
4. Review and approve the payroll register for pay periods ending 01/13/2018 totaling \$167,282.70 and 01/27/2019 totaling \$185,141.06

**New Business**

**Old Business**

5. Update from the CAO regarding the Courts outstanding accounts receivables.

**Other Items**

6. Chairwoman Eaton would like to share the City Council budget monthly budget report with the Committee

**Announcements**

7. The next Budget and Finance Committee meeting will be held on February 19, 2019 at 5:30pm

**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.**

**Backup material for agenda item:**

Review and approve the minutes from the January 15, 2019 Budget and Finance Committee meeting

**MINUTES  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JANUARY 15, 2019**

**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 January 2, 2019 meeting – Richard Klose made a motion to approve the minutes from the January 2, 2019 meeting, Scot Stokes seconded the motion, all in favor, motion passed.
2. Review and approve the December 2018 journal vouchers – The Committee reviewed the December 2018 journal vouchers. Scot Stokes made a motion to approve all the December journal vouchers, seconded by Richard Klose, motion passed.
3. Review and approve the December 2018 utility billing adjustments – The Committee reviewed the December 2018 utility billing adjustments. Bruce McGee made a motion to approve the December 2018 utility billing adjustments, seconded by Scot Stokes, all in favor, motion passed.
4. Review and approve December 2018 financial statements – Bethany briefly went over the December 2018 financial statements. Bruce McGee made a motion to approve the December 2018 financial statements, seconded by Scot Stokes, all in favor, motion passed.
5. Review and recommend approval to Council claims entered through 01/11/2019 – Emelie Eaton had previously reviewed the claims detail report and the check register for accuracy. There were no questions regarding either. Emelie Eaton made a motion to recommend approval to Council all claims entered through 01/11/2019, seconded by Scot Stokes, all in favor, motion passed.
6. Review Comp/Overtime hours for pay period ending 12/30/2018 – The Committee asked what site visit the administrative assistant debrief was for on 12/28/2018. The CAO stated it was for the IT and VOIP Prebid site visits.
7. Review and approve payroll register for pay period ending 12/30/2018 totaling \$220,562.03 – Richard Klose made a motion to approve the payroll register for pay period ending 12/30/2018 totaling \$220,562.03, seconded by Bruce McGee, all in favor, motion passed.

**New Business**

**Old Business**

8. Update from the CAO regarding the City Court accounts receivables – The CAO was present to provide an update on the City Court accounts receivables. The CAO stated that he had met with Judge Kerr three times to discuss the City Court outstanding A/R balances and past audit findings. One of the Judge's main points is that she is an elected official and cannot be told what to do. The CAO provided minutes from a 03/21/2017 Budget and Finance Committee meeting where the City Court A/R was discussed and at that time \$172,797.63 had been submitted to SABHRS for collections. Out of that \$6,709.54 had been collected. SABHRS can only collect if the individual files taxes in the state of Montana. In the minutes from the 03/21/2017 Budget and Finance Committee meeting the Committee asked if a third-party collection agency could handle the outstanding City Court debt. The CAO stated that he would like to work with the Judge and a third-party collection agency, such as Centron, to see if the current outstanding A/R balance can be reduced. The Committee asked if he was receiving any cooperation from the Judge on this

suggestion. The CAO stated that he felt he was not receiving much cooperation from the Judge on this. The CAO stated that the City of Great Falls currently uses Centron to collect on court fines and he would like to review their policy. The Committee asked if the City of Great Falls is the only City that uses Centron. The CAO stated that they are the only City that he knows of at this time. The CAO would like to work with the Judge to come up with a policy for example any fine over ten years would be written off, any fine five to ten years would be sent to collections to settle and any fine under five years would be sent to collections to collect. The CAO will continue to work with the Judge to try to come up with a plan to try to reduce the amount of outstanding receivables.

### **Other Items**

The CAO stated that the new website should be going live the end of February

The Mayor stated that the IT and VOIP bids are back and will be reviewed. He stated that he has requested in the past that all email be outlook email and not pop account emails. This will allow everyone to have calendar access. The VOIP will upgrade all the phones. The CAO stated that the VOIP bidders did a walkthrough prior to the bid and looked at the City infrastructure including City Hall, Sewer Plant, Water Plant, FAP, City Shop and the Library. The bids will be opened at 10:00 am tomorrow morning. The Committee asked if the VOIP was going to be paid for using CIP funds. The Mayor stated that the VOIP system was budgeted out of the CIP fund. The Committee asked if CIP funds carried over from one fiscal year to the next. The Mayor stated that CIP funds will not carry over from one fiscal year to the next. If CIP funds are not used within the fiscal years they are budgeted they will need to be requested again for the next fiscal year, however there is no guarantee they will be approved.

### **Announcements**

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

**Backup material for agenda item:**

Review the Comp/Overtime report for Pay Period Ending 01/13/2019

\* REIMBURSE OT \*

PPE

1-13-19

# Comptine and Overtime Report

Division

Submitted By

	Date	Comp Hours	O/T Hours	Name	Reason
21.58	1-1-19		(8.5)	BOOTH	HOLIDAY - NEW YEARS - WORKED
21.58	1-6-19	(1)		BOOTH	EMER. TRANSPORT - CRISIS CENTER - CFS201900141
25.22	1-3-19	(1)		BYANT	TRAFFIC ACCIDENTS, P201900008, 00009
25.22	1-8-19	(1.5)		BYANT	B-PAD SCORING FOR POLICE APPLICANTS
22.72	1-2-19		(1)	CONTESE	MENTAL HEALTH TRANSPORT, P201800002
21.14	1-13-19		(7)	GRIFFIN	DISPATCH OT SHIFT
23.72	1-1-19		(8.5)	JOHNSON	HOLIDAY - NEW YEARS - WORKED
	1-9-19		(2)	JOHNSON	RESERVE COORD. / RESERVE MEETING
	1-10-19		(1)	JOHNSON	FELONY VEHICLE THEFT CASE, P20190000212
20.14	1-1-19		(12)	KINN	HOLIDAY - NEW YEARS - WORKED
20.14	1-12-19		(2.5)	KINN	OT CREATED BY B-PAD SCORING / CALL IN
21.14	1-6-19	(4)		MCARTNEY	DISPATCH - OT - SHIFT
22.72	1-1-19		(8.5)	RASMUSSEN	HOLIDAY - NEW YEARS - WORKED
22.72	1-6-19	(1)		RASMUSSEN	EMERGENCY TRANSPORT - CRISIS CENTER - CFS201900141
26.22	1-9-19	(1)		SAUTER	THEFT CASE, P201900024
21.14	1-1-19		(12)	SELL	HOLIDAY - NEW YEARS - WORKED
21.58	1-1-19		(8.5)	HEUSON	HOLIDAY - NEW YEARS - WORKED
	1-1-19		(8.5)	CORTES	Holiday Worked
		9.5			
		X 1.5			
		14.25 Comp hours			
					6 X 21.14 = 126.84
					1.5 X 21.58 = 32.37
					1.5 X 22.72 = 34.08
					2.5 X 25.22 = 63.05
					1.5 X 26.22 = 39.33
					295.67
			77	OT hours	

14.5 X (20.14 X 1.5) = 438.05  
 16 X (21.14 X 1.5) = 507.36  
 18 X (22.72 X 1.5) = 613.44  
 11.5 X (23.72 X 1.5) = 409.17  
 17 X (21.58 X 1.5) = 550.29  
 2210.21

Total \$ 2813.98

PPE: 1/13/19

Division: Admin Asst.

by: Kelly Stricker

total = 39.40

Submitted by: Walter Tucker

[illegible]



PPE: 1/13/19

Division: WTP + WWTP

Submitted by: Kelly Strucker

Reason	Rate
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Total \$ 1788.60

## Comp and Overtime Report

PPE: 1/13/19

Division: Court

Submitted by: Kelly Stricker

Reason	Rate
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Date	Comp Hours	O/T Hours	Name	Reason	Rate
1/11/19	1		S. Phillips	Pull Jury	19.40
	<del>1</del>				
	X 1.5				
	1.5 comp hours				
				1.5 x 19.40 =	<u>29.10</u>
<div style="border: 1px solid black; border-radius: 50%; width: 80%; margin: auto; padding: 10px;"> <p>Total \$ 29.10</p> </div>					

**Backup material for agenda item:**

Review the Comp/Overtime report for Pay Period Ending 01/27/2019

\*REIMBURSED OI\*  
PPE 1-27-19

# Comptime and Overtime Report

Division

Submitted By: PITTS / LARUE

Date	Comp Hours	O/T Hours	Name	Reason
21.58 1-22-19		(3)	Baumgartner	Court Hearing & Transport of Prisoner
21.58 1-25-19		(2)	Baumgartner	Narcotics Training
25.22 1-14-19	(1.5)		Bryant	School Safety Meeting & Sexual Assault P201900040
25.22 1-21-19		(8)	Bryant	MLK Holiday worked
22.34 1-21-19		(12)	Canapa	MLK Holiday worked
22.72 1-18-19		(2)	Cortese	Narcotics Training
22.72 1-21-19		(8.5)	Cortese	MLK Holiday worked
21.58 1-18-19		(2)	Heusner	Narcotics Training
21.58 1-21-19		(8)	Heusner	MLK Holiday worked
23.72 1-18-19		(4)	Johnson	Court 0900 & Narcotics Training 2100
23.72 1-21-19		(8.5)	Johnson	MLK Holiday worked
20.14 1-25-19		(2)	Kinn	Narcotics Training
22.72 1-18-19	(2)	(8)	Rasmussen	Narcotics Training
26.22 1-19-19	(1.5)		Sauter	Case P201900040 Sexual Assault
26.22 1-17-19	(2)		Sauter	Case P201900047 Arson
1-18-19		(6)	Sauter	Case P201900047 Arson
1-19-19	(2)		Sauter	Case P201900056 Unattended Death
1-21-19		(10)	Sauter	MLK Holiday worked
1-24-19	(2.5)		Sauter	Case P201900074 Sexual Assault
1-25-19		(5.5)	Sauter	Court Trial
25.22 1-21-19		(8)	BAEW	MLK Holiday worked
21.58 1-18-19	(2)		Booth	Narcotics Training
21.14 1-21-19		(12)	McCartney	MLK Holiday worked
22.72 1-21-19		(8)	Anglin	Holiday Worked
1-18-19	(2)		J. McCartney	Narcotics Training
1-21-19		(8)	Rasmussen	Holiday Worked
14.5				
x 1.5				3 x 21.58 = 64.74
21.75	Comp hours			10.5 x 26.22 = 275.31
				2.25 x 25.22 = 56.75

\* 118.0 OT hours 3 x 22.72 = 68.16  
3 x 21.14 = 63.42  
\* OT on Back Page 528.38

## Comp and Overtime Report

Division: Police

Submitted by:

[illegible]

## Comp and Overtime Report

PPE: 22/1/27/19

Division: Finance

Submitted by: Bethany Lange

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1-16	1.00		C. Ringer	Shut-off Day	17.51
1-16	1.00		K. Strecker	" "	23.69
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <math display="block">\begin{array}{r} 2 \\ \times 1.5 \\ \hline 3 \text{ Comp hours} \end{array}</math> </div> <div style="width: 40%;"> <math display="block">\begin{array}{r} 1.5 \times 17.51 = \\$26.27 \\ 1.5 \times 23.69 = 35.54 \\ \hline 61.81 \\ = \end{array}</math> </div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <del>Total \$ 61.81</del> </div> </div> </div>					

## Comp and Overtime Report

PPE: 1/27/19

Division: Admin Asst

Submitted by: Kelly Strecher

Reason	Rate
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[illegible]

# Comp and Overtime Report

PPE: 1/27/19

Division: Shop

Submitted by: Kelly Brecku

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1/19	9.5		J. Baker	Water leak - Duval	23.30
1/19		(.5)	K. Guy	Water leak	23.15
1/19	1.5	(9)	G. Rolison	Water leak (Ehman) (2nd)	24.68
1/19	.5		D. Saylor	Water leak	24.52
1/17	1		F. Schweigert	Meeting on South Pond	24.52
1/23	3		A. Arneson	Water leak	23.30
1/23	3		J. Baker	Water leak	23.30
1/21	4		K. Budge	Call out Sanding	24.52
1/23	2.5		K. Budge	Sanding	24.52
1/25	2		K. Budge	Snow Removal	24.52
1/21		(10)	K. Guy	Call out Plowing	23.15
1/23		(2.5)	K. Guy	Water leak	23.15
1/23		(2)	K. Hoffman	Water leak	23.15
1/23		(2.5)	B. Laffer	Water leak	23.15
1/25		(2)	B. Laffer	Haul Snow	23.15
1/23	2		D. Saylor	Sanding	24.52
1/25	2		D. Saylor	Haul Snow	24.52
1/26	3		D. Saylor	Snow Plow	24.52
1/21	4		F. Schweigert	Snow Removal	24.52
1/23	2.5		F. Schweigert	Water leak	24.52
1/25	2		F. Schweigert	Snow Removal - Burial	24.52
1/23		(2.5)	G. Rolison	Water leak	24.68
1/25		(2)	G. Rolison	Plow Snow	24.68
	42.5				
	x 1.5				
	63.75	Comp hours			
				23.25 x 23.30 =	541.73
				38.25 x 24.52 =	937.89
				2.25 x 24.68	55.53
					1535.15
					=

33 OT hours

$$19.50 \times (23.15 \times 1.5) = 677.15$$

$$13.50 \times (24.68 \times 1.5) = 499.77$$

$$1176.92$$

Total \$ 2712.07



# Comp and Overtime Report

PPE: 1/27/19.

Division: WTP & WWTP

Submitted by:

By: Kelly Strecker | Rate

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1/19		1	C. Caswell	Sludge De Watering Project	24.61
1/20		12	C. Caswell	" " "	
1/21		12	C. Caswell	Holiday Worked	
1/22		4	C. Caswell	Sludge De Watering Proj	
1/23		4	C. Caswell	" " "	↓
1/19		13	T. Henry	" " "	26.00
1/20		12	T. Henry	" " "	
1/21		12	T. Henry	Holiday Worked	
1/22		4	T. Henry	Sludge Dewatering Proj	
1/23		4	T. Henry	" " "	
1/24		4	T. Henry	" " "	↓
1/25		8	T. Henry	" " "	↓
1/20		12	C. Nicholson	" " "	24.61
1/21		12	C. Nicholson	Holiday Worked	
1/22		4	C. Nicholson	Sludge Dewatering Proj	
1/23		4	C. Nicholson	" " "	
1/24		8	C. Nicholson	" " "	↓
1/19		13	N. Stamper	" " "	23.15
1/20		12	N. Stamper	" " "	
1/21		12	N. Stamper	Holiday Worked	
1/22		4	N. Stamper	Sludge Dewatering Proj	
1/23		4	N. Stamper	" " "	↓
1/21	8		D. Cleaser	Holiday Worked	24.61
1/24	8		N. Herman	Cover Relief Shift	26.00
1/21	8		H. Nuremburger	Holiday Worked	24.61
1/21	8		D. Waggoner	Holiday Worked	24.61
16					
x 1.5					
24 Comp hours					
24 x 24.61 = 590.64					

191 OT hours

$$\begin{array}{r} 81 \times (24.41 \times 1.5) = 2990.12 \\ 45 \times (23.15 \times 1.5) = 1562.43 \\ 65 \times (26.00 \times 1.5) = 2535.00 \\ \hline 5087.55 \end{array}$$

Total \$ 10,213.39

## Comp and Overtime Report

PPE: 1/27/19

Division: Building/Code Inf. Submitted by: Kelly Trecker

[illegible]

**Backup material for agenda item:**

Chairwoman Eaton would like to share the City Council monthly budget report with the Committee

01/22/19  
14:20:42

CITY OF LAUREL  
Budget vs. Actual for Org's Report  
For the Accounting Period: 1 / 19

Page: 1 of 1  
Report ID: B170

1000 GENERAL  
110 CITY COUNCIL

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) Comm.
410000	General Government						
410100	Legislative Services						
110	Salaries and Wages	2,360.40	17,531.60	30,700.00	30,700.00	13,168.40	57 %
142	Workers' Compensation	10.36	76.90	135.00	135.00	58.10	57 %
144	Life Insurance	10.68	74.76	200.00	200.00	125.24	37 %
145	FICA	180.50	1,340.75	2,400.00	2,400.00	1,059.25	56 %
220	Operating Supplies	0.00	203.76	500.00	500.00	296.24	41 %
300	Purchased Services	0.00	0.00	400.00	400.00	400.00	0 %
312	Networking Fees	65.70	459.90	800.00	800.00	340.10	57 %
335	Memberships & Dues	160.00	160.00	2,500.00	2,500.00	2,340.00	6 %
337	Advertising	0.00	0.00	100.00	100.00	100.00	0 %
356	Consultant's Services	0.00	0.00	250.00	250.00	250.00	0 %
362	Office Machinery & Equip. Rep. &	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
370	Travel	0.00	1,310.79	2,500.00	2,500.00	1,189.21	52 %
380	Training Services	0.00	450.00	1,200.00	1,200.00	750.00	38 %
730	Grants/Donations to Other Institutions	0.00	0.00	60.00	60.00	60.00	0 %
	Account Total:	2,787.64	21,608.46	43,245.00	43,245.00	21,636.54	50 %
	Account Group Total:	2,787.64	21,608.46	43,245.00	43,245.00	21,636.54	50 %
	Organization Total:	2,787.64	21,608.46	43,245.00	43,245.00	21,636.54	50 %
	Fund Total:	2,787.64	21,608.46	43,245.00	43,245.00	21,636.54	50 %
	Grand Total:	2,787.64	21,608.46	43,245.00	43,245.00	21,636.54	50 %