



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, SEPTEMBER 10, 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 August 20, 2019 Budget and Finance Committee meeting
2. Review and approve small grant purchase requisitions from LURA
3. Review and approve the July 2019 Financial Statements
4. Review claims entered through 09/06/2019 and recommend approval to Council
5. Review and approve the payroll register for pay period ending 08/25/2019 totaling \$151,230.30

New Business

Old Business

Other Items

6. Review the Comp/Overtime report for Pay Period Ending 08/25/2019
7. Fiscal Year 2019 audit begins September 16th
8. Update from the Mayor

Announcements

9. The next Budget and Finance Committee meeting will be held on September 24, 2019 at 5:30 pm
10. Richard Klose - Claims review for September 24th 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.

Item Attachment Documents:

1. Review and approve the minutes of the August 20, 2019 meeting

Other Items –

- Review Comp/OT hours for pay period ending 08/11/2019 – The Committee reviewed the Comp/OT report for pay period ending 08/11/2019 and had no questions or comments.
- The Mayor gave an update on the East 6th Street project. He stated that the project is near completion, and that the sidewalk striping should be done in the next 30 days. There is going to be diagonal parking on the north side at the park and they are going to candle the crosswalk areas. The Mayor stated that there is going to be a change on the City Council agenda. All boards, commission and Committee minutes will now be placed under the *Reports of Boards and Commissions* section of the agenda. The Committee asked if someone wants to bring something to Council from a board should they wait until the minutes are on the agenda. The Mayor stated they should not wait until that board or committee's minutes are on the agenda. This is just a place for the minutes to be presented to the City Council and allow discussion of the minutes. The Mayor also stated that there is a new regional administrator for MDT, Ron Nelson, and the Mayor wants to meet with him. The underpass is going to need to be worked on in the future and the City needs to work with the railroad and MDT in order to get this done. The new intake was blown out by Rain 4 Rent. There was a lot of debris that was sucked up into the intake screen. The new intake is currently being used. After the intake was blown out, 20,000 gallons per minute were flowing through the intake. The City only needs approximately 3,000 gallons per minute to service the City and CHS. The thought is that when the new intake was turned on at low river flow it sucked up a lot of debris.
- Scot Stokes will review claims on the 10th and Richard Klose will review them on the 24th

For Next Meeting –

Announcements –

- The next Budget and Finance Meeting will be held on September 10, 2019 at 5:30pm
- Scot Stokes will be reviewing claims for the next meeting
- The Fiscal Year 2019 Audit is scheduled for September 16th

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.

Item Attachment Documents:

3. Review and approve the July 2019 Financial Statements

09/10/19
14:36:57

CITY OF LAUREL
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 19

Page: 1 of 2
Report ID: B110F

Fund	Received			Revenue		% (8) Received
	Current Month	Received YTD	Estimated Revenue	To Be Received		
1000 GENERAL	96,298.28	96,298.28	3,920,872.00	3,824,573.72	2 %	
2190 COMP. INSURANCE	2,003.83	2,003.83	66,964.00	64,960.17	3 %	
2220 LIBRARY	0.00	0.00	233,418.00	233,418.00	0 %	
2250 PLANNING	1,000.00	1,000.00	146,840.00	145,840.00	1 %	
2260 EMERGENCY DISASTER	172.91	172.91	700,000.00	699,827.09	0 %	
2310 TAX INCREMENT-Business Dist.	4,369.80	4,369.80	3,803,746.00	3,799,376.20	0 %	
2370 EMPLOYER CONTRIB-P.E.R.S	1,045.79	1,045.79	76,563.00	75,517.21	1 %	
2371 EMPLOYER CONTRIB-GROUP HEALTH	3,590.02	3,590.02	183,481.00	179,890.98	2 %	
2372 PERMISSIVE MEDICAL LEVY	4,104.00	4,104.00	200,560.00	196,456.00	2 %	
2390 DRUG FORFEITURE	0.00	0.00	5.00	5.00	0 %	
2399 CITY PARKING FUND	0.00	0.00	140.00	140.00	0 %	
2400 LIGHT DISTRICT #2	434.49	434.49	40,598.00	40,163.51	1 %	
2401 LIGHT DISTRICT #3	566.26	566.26	23,400.00	22,833.74	2 %	
2500 STREET MAINTENANCE	36,351.82	36,351.82	1,490,571.00	1,454,219.18	2 %	
2701 MEMORIAL/ENDOWMENT (POOL)	0.00	0.00	1,000.00	1,000.00	0 %	
2702 EXPENDABLE GRANT	0.00	0.00	2,000.00	2,000.00	0 %	
2820 GAS TAX FUND	10,264.11	10,264.11	123,219.00	112,954.89	8 %	
2821 HB 473-GAS TAX	0.00	0.00	103,765.00	103,765.00	0 %	
2850 911 EMERGENCY	0.00	0.00	48,419.00	48,419.00	0 %	
2880 LIBRARY AID GRANT	0.00	0.00	4,785.00	4,785.00	0 %	
2917 CRIME VICTIMS ASSISTANCE	515.88	515.88	6,100.00	5,584.12	8 %	
2928 TRANSIT GRANT	4,470.37	4,470.37	36,597.00	32,126.63	12 %	
2952 FEDERAL EQUITABLE SHARING FUND	3,822.10	3,822.10	0.00	-3,822.10	** %	
3400 SID REVOLVING	0.00	0.00	2,800.00	2,800.00	0 %	
3503 SID #113 - Fourth Street	0.00	0.00	22,297.00	22,297.00	0 %	
3504 SID 114 - Elena Park	0.00	0.00	2,488.00	2,488.00	0 %	

09/10/19
14:36:57

CITY OF LAUREL
Statement of Revenue Budget vs Actuals
For the Accounting Period: 7 / 19

Page: 2 of 2
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% (8) Received
3505 SID #115 - 5th Ave Sidewalks	0.00	0.00	5,915.00	5,915.00	0 %
3506 SID #116 - Cottonwood Sidewalks	0.00	0.00	5,629.00	5,629.00	0 %
3507 SID 117 - 8th & Pennsylvania	0.00	0.00	11,218.00	11,218.00	0 %
3508 SID 118 - S WASHINGTON AVE SIDEWALKS	0.00	0.00	13,204.00	13,204.00	0 %
3509 SID 119 - EAST 6TH STREET	13,635.40	13,635.40	69,973.00	56,337.60	19 %
4000 CAPITAL PROJECTS--PROCEEDS FROM LOCAL SOURCES	22,670.67	22,670.67	150,539.00	127,868.33	15 %
4001 Special Water, Sewer, Street, C&G, Sidewalk SID	0.00	0.00	5,674.00	5,674.00	0 %
5210 WATER	256,103.71	256,103.71	4,263,989.00	4,007,885.29	6 %
5310 SEWER	163,463.87	163,463.87	1,989,038.00	1,825,574.13	8 %
5410 SOLID WASTE	88,161.83	88,161.83	885,025.00	796,863.17	10 %
7030 LIBRARY FEDERATION	0.00	0.00	4,837.00	4,837.00	0 %
7120 FIRE DISABILITY	753.75	753.75	52,892.00	52,138.25	1 %
7458 COURT TECHNOLOGY SURCHARGE	510.00	510.00	4,800.00	4,290.00	11 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	668.88	668.88	6,000.00	5,331.12	11 %
7471 PUBLIC DEFENDER FEE	445.00	445.00	1,000.00	555.00	45 %
7850 AIRPORT AUTHORITY	447.08	447.08	29,794.00	29,346.92	2 %
8010 CEMETERY PERPETUAL CARE	255.00	255.00	2,100.00	1,845.00	12 %
Grand Total:	716,124.85	716,124.85	18,742,255.00	18,026,130.15	4 %

09/10/19
15:07:44

CITY OF LAUREL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 7 / 19

Page: 1 of 2
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (8) Committed
1000 GENERAL	321,475.91	321,475.91	4,690,704.00	4,690,704.00	4,369,228.09	7 %
2190 COMP. INSURANCE	107,638.01	107,638.01	102,611.00	102,611.00	-5,027.01	105 %
2220 LIBRARY	18,442.98	18,442.98	233,443.00	233,443.00	215,000.02	8 %
2250 PLANNING	9,772.56	9,772.56	173,096.00	173,096.00	163,323.44	6 %
2260 EMERGENCY DISASTER	0.00	0.00	869,340.00	869,340.00	869,340.00	0 %
2310 TAX INCREMENT-Business Dist.	35,045.00	35,045.00	5,335,696.00	5,335,696.00	5,300,651.00	1 %
2370 EMPLOYER CONTRIB-P.E.R.S	5,398.05	5,398.05	99,341.00	99,341.00	93,942.95	5 %
2371 EMPLOYER CONTRIB-GROUP HEALTH	0.00	0.00	200,000.00	200,000.00	200,000.00	0 %
2372 PERMISSIVE MEDICAL LEVY	0.00	0.00	200,560.00	200,560.00	200,560.00	0 %
2390 DRUG FORFEITURE	0.00	0.00	475.00	475.00	475.00	0 %
2399 CITY PARKING FUND	0.00	0.00	14,363.00	14,363.00	14,363.00	0 %
2400 LIGHT DISTRICT #2	0.00	0.00	145,500.00	145,500.00	145,500.00	0 %
2401 LIGHT DISTRICT #3	0.00	0.00	63,500.00	63,500.00	63,500.00	0 %
2500 STREET MAINTENANCE	61,621.82	61,621.82	2,515,541.00	2,515,541.00	2,453,919.18	2 %
2600 Elena Park Maintenance District	0.00	0.00	22,000.00	22,000.00	22,000.00	0 %
2701 MEMORIAL/ENDOWMENT (POOL)	0.00	0.00	113,628.00	113,628.00	113,628.00	0 %
2702 EXPENDABLE GRANT	0.00	0.00	214,300.00	214,300.00	214,300.00	0 %
2820 GAS TAX FUND	19,915.88	19,915.88	188,875.00	188,875.00	168,959.12	11 %
2821 HB 473-GAS TAX	0.00	0.00	85,000.00	85,000.00	85,000.00	0 %
2850 911 EMERGENCY	5,948.28	5,948.28	72,200.00	72,200.00	66,251.72	8 %
2880 LIBRARY AID GRANT	1,626.99	1,626.99	4,780.00	4,780.00	3,153.01	34 %
2917 CRIME VICTIMS ASSISTANCE	0.00	0.00	79,188.00	79,188.00	79,188.00	0 %
2928 TRANSIT GRANT	268.40	268.40	116,517.00	116,517.00	116,248.60	0 %
3400 SID REVOLVING	0.00	0.00	81,000.00	81,000.00	81,000.00	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: 7 / 19

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (8) Committed
3503 SID #113 - Fourth Street	0.00	0.00	66,590.00	66,590.00	66,590.00	0 %
3504 SID 114 - Elena Park	0.00	0.00	28,868.00	28,868.00	28,868.00	0 %
3505 SID #115 - 5th Ave Sidewalks	0.00	0.00	18,901.00	18,901.00	18,901.00	0 %
3506 SID #116 - Cottonwood Sidewalks	0.00	0.00	29,566.00	29,566.00	29,566.00	0 %
3507 SID 117 - 8th & Pennsylvania	7,580.76	7,580.76	40,127.00	40,127.00	32,546.24	19 %
3508 SID 118 - S WASHINGTON AVE SIDEWALKS	0.00	0.00	14,071.00	14,071.00	14,071.00	0 %
3509 SID 119 - EAST 6TH STREET	0.00	0.00	60,688.00	60,688.00	60,688.00	0 %
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL	14,674.46	14,674.46	665,100.00	665,100.00	650,425.54	2 %
4001 Special Water, Sewer, Street, C&G, Sidewalk	0.00	0.00	85,000.00	85,000.00	85,000.00	0 %
5210 WATER	829,466.46	829,466.46	6,698,370.00	6,698,370.00	5,868,903.54	12 %
5310 SEWER	140,381.50	140,381.50	3,066,367.00	3,066,367.00	2,925,985.50	5 %
5410 SOLID WASTE	71,750.10	71,750.10	1,069,599.00	1,069,599.00	997,848.90	7 %
7030 LIBRARY FEDERATION	0.00	0.00	4,837.00	4,837.00	4,837.00	0 %
7120 FIRE DISABILITY	0.00	0.00	52,961.00	52,961.00	52,961.00	0 %
7458 COURT TECHNOLOGY SURCHARGE	510.00	510.00	4,800.00	4,800.00	4,290.00	11 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	668.88	668.88	6,000.00	6,000.00	5,331.12	11 %
7471 PUBLIC DEFENDER FEE	445.00	445.00	1,000.00	1,000.00	555.00	45 %
7850 AIRPORT AUTHORITY	0.00	0.00	29,966.00	29,966.00	29,966.00	0 %
Grand Total:	1,652,631.04	1,652,631.04	27,574,219.00	27,574,219.00	25,921,587.96	6 %

Item Attachment Documents:

6. Review the Comp/Overtime report for Pay Period Ending 08/25/2019

Comp and Overtime Report

* REIMBURSED OT *

PPE: 8-25-19

Division: POLICE

Submitted by: Stan Langve ^{KS}

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8-25-19		(4)	DAUMCARIMA	SCHEDULED OT	22.64
8-22-19		(4)	BOOTH	SCHEDULED OT	22.64
* 8-15-19		(2)	BREW	DEA - OT	26.24
* 8-19-19		(2)	BREW	DEA - OT	26.24
* 8-20-19		(1)	BREW	DEA - OT	26.24
* 8-21-19		(1)	BREW	DEA - OT	26.24
* 8-22-19		(10)	BREW	DEA - OT	26.24
8-14-19	(4)		CANAPE	RE SCHEDULED OT COVER VACATION	23.24
8-21-19	(4)		CANAPE	SCHEDULED OT COVER VACATION	23.24
8-25-19		(4)	CORTESÉ	SCHEDULED OT	23.64
8-18-19	(1/2)		HEUSNER	COVER ON BURGLARY ALARM #F5201906139	22.64
8-22-19	(4)		HEUSNER	SCHEDULED OT	22.64
8-25-19	(4)		JOHNSON	SCHEDULED OT	24.68
8-18-19		(12)	KINN	SCHEDULED OT - COVER SICK LEAVE	20.95
8-14-19	(8)		MCCARTNEY	SCHEDULED OT - COVER SICK LEAVE	21.99
8-21-19	(8)		MCCARTNEY	SCHEDULED OT - COVER SICK LEAVE	21.99
8-20-19		(1 1/2)	PITTS	RECOVER STOLEN VEHICLE & PROPERTY P201900	771.29.82
8-25-19		(4)	PITTS	SCHEDULED OT	29.82
8-20-19	(2 1/2)		RASMUSSEN	FELONY CASE P201900771	23.64
8-25-19	(4)		RASMUSSEN	SCHEDULED OT	23.64
8-22-19	(5)		SEOGWICK	SCHEDULED OT (FOW) CASE P201900779	22.64
8-23-19	(4)		BYRANT	SCHEDULED OT - FINANCIAL INST COURSE	24.24
	48				
	X 1.5				
	72 Comp hours				
				24 x 21.99 =	527.76
				14.25 x 22.64	322.62
				12 x 23.24 =	278.88
				9.75 x 23.64 =	230.49
				6 x 24.68 =	148.08
				6 x 26.24 =	157.44
					1665.27

Total ^{45.5 OT hours} 3331.67

$12 \times (20.95 \times 1.5) = 377.10$
 $8 \times (22.64 \times 1.5) = 271.68$
 $4 \times (23.64 \times 1.5) = 141.84$
 $14 \times (26.24 \times 1.5) = 629.76$
 $5.5 \times (29.82 \times 1.5) = 2410.02$
 Total 1665.40

Comp and Overtime Report

PPE: 8/25/19

Division: Shop

Submitted by: Jelly Stricker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/18		(4.5)	E. Hutchins	Worked container site	10.00
8/22	4		W. Baker	Water leak	24.15
8/22		(1)	K. Guay	water leak	23.50
8/22		(4)	K. Hoffmann	water leak	23.50
8/25		(4.5)	E. Hutchins	Container site	10.00
8/22	4		E. Bolison	water leak	25.52
8/22		(3.5)	A. Arneson	water leak	24.15
8					
x 1.5					
12 Comp hours					
17.50 OT hours					
					6 x 24.15 =
					144.90
					10 x 25.52 =
					153.12
					<u>298.02</u>
					9 x (10.00 x 1.5) =
					135.00
					5 x (23.50 x 1.5) =
					176.25
					3.5 x (24.15 x 1.5) =
					126.80
					<u>438.05</u>
Total \$					<u>736.07</u>

Comp and Overtime Report

PPE: 8/26/19

Division: WWTP + WTP

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/13		(2.5)	C. Nicholson	Call out High flows	24.96
8/23		(1.5)	T. Henry	Clarifier back online	26.35
		4 OT hours			
				$2.5 \times (24.96 \times 1.5) =$	93.60
				$1.5 \times (26.35 \times 1.5) =$	59.30
					152.90
					=
Total \$					152.90