



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 18, 2018
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 December 04, 2018 meeting
2. Review and approve November 2018 journal vouchers
3. Review and approve the November 2018 financial statements
4. Review and approve the November 2018 utility billing adjustments
5. Review and recommend Council approve claims entered through 12/14/2018
6. Review and approve Comp/Overtime hours from PPE 12/02/2018
7. Review and approve the payroll register for PPE 12/02/2018 totaling \$192,358.68

New Business

Old Business

8. Update by the CAO on the City Court accounts receivables

Other Items

Announcements

9. The next scheduled meeting will be held January 02, 2019.
Happy New Year!!

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, DECEMBER 04, 2018**

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 of the November 20, 2018 meeting: Bruce McGee made a motion to approve the minutes of the November 20, 2018 meeting, Richard Klose seconded the motion, all in favor, motion passes.

Review and approve claims entered through 11/30/2018: Scot Stokes had previously reviewed the claims and check registers for accuracy. The Committee asked why Fish is cleaning windows when we have a janitor. Bethany explained that Fish cleans all the windows, including the taller windows. The Committee asked why we have a Roomba if we have a janitor. Bethany explained that the Roomba runs at night when there is no foot traffic in the lobby. The Committee asked why we have a janitor that cleans during the day. Bethany stated that would be a question for the Mayor as it is a staff question. The Committee asked Bethany to get figures together on how much the City janitor is paid versus how much a cleaning company costs. Scot Stokes made a motion to approve the claims entered through 11/30/2018, Bruce McGee seconded the motion, all in favor, motion passes.

Review Comp/Overtime hours for PPE 11/18/2018. The Committee reviewed the Comp/Overtime hours and had no questions.

Review and approve payroll register for PPE 11/18/2018 totaling \$176,103.90. The Committee reviewed the payroll register for PPE 11/18/2018 and had no questions. Richard Klose made a motion to approve the payroll register for PPE 11/18/2018 totaling \$176,103.90, Bruce McGee seconded the motion, all in favor, motion passes.

New Business

Old Business

Update from the CAO on the City Court accounts receivable. The CAO was not in attendance. Bethany stated that she was unaware of any updates. The Committee requested that this remain on the agenda.

Other Items

Bethany stated that she was happy to report that all departments have been looking into using grant funding more. The Committee asked why grants have not been utilized as much in the past. Bethany stated that they can be very time consuming and some of the reporting requirements are very cumbersome.

Announcements

The next Budget and Finance Committee meeting is December 18, 2018 at 5:30 pm

CITY OF LAUREL
General Journal Voucher
Accounting Copy

Date Issued: 11/01/2018
Date of Record: 11/30/2018

PAGE 1 OF 4

Voucher No.: 1326

Fund Number	Org Number	Account Number	Object Number	Description	Debit	Credit
5410		102240		SW RESTRICTED FOR FUTURE CAP	\$ 4,370.75	
5410		101000		SW RESTRICTED FOR FUTURE CAP		\$ 4,370.75
5210		101013		W/S REVENUES FROM CAP TO RESTR	\$ 29,365.71	
5210		101000		W/S REVENUES FROM CAP TO RESTR		\$ 29,365.71
5310		102240		W/S REVENUES FROM CAP TO RESTR	\$ 32,755.61	
5310		101000		W/S REVENUES FROM CAP TO RESTR		\$ 32,755.61
5210		272000		WATER SYS DEVELOPMENT INTEREST	\$ 403.86	
5210		259000		WATER SYS DEVELOPMENT INTEREST		\$ 403.86
5210		272000		WATER CAP REPLACEMENT INT	\$ 3,064.09	\$ -
5210		259100		WATER CAP REPLACEMENT INT		\$ 3,064.09
5310		272000		SEWER SYS DEVELOPMENT INTEREST	\$ 307.91	\$ -
5310		259000		SEWER SYS DEVELOPMENT INTEREST		\$ 307.91
5310		272000		SEWER CAP REPLACEMENT INT	\$ 2,359.56	\$ -
5310		253000		SEWER CAP REPLACEMENT INT		\$ 2,359.56
1000	900	521000	821	TRANSFER TO TRANSIT GRANT	\$ 208.34	\$ -
1000		101000		TRANSFER TO TRANSIT GRANT		\$ 208.34
2928		101000		TRANSFER TO TRANSIT GRANT	\$ 208.34	\$ -
2928		383100		TRANSFER TO TRANSIT GRANT		\$ 208.34
1000		101000		TRANSFER TO GEN FOR SAFETY PROGRAM	\$ 1,666.68	\$ -
1000		383000		TRANSFER TO GEN FOR SAFETY PROGRAM		\$ 1,666.68
2500	900	521000	820	TRANSFER TO GEN FOR SAFETY PROGRAM	\$ 416.67	\$ -
2500		101000		TRANSFER TO GEN FOR SAFETY PROGRAM		\$ 416.67
5210	900	521000	820	TRANSFER TO GEN FOR SAFETY PROGRAM	\$ 416.67	\$ -
5210		101000		TRANSFER TO GEN FOR SAFETY PROGRAM		\$ 416.67
5310	900	521000	820	TRANSFER TO GEN FOR SAFETY PROGRAM	\$ 416.67	\$ -
5310		101000		TRANSFER TO GEN FOR SAFETY PROGRAM		\$ 416.67
5410	900	521000	820	TRANSFER TO GEN FOR SAFETY PROGRAM	\$ 416.67	\$ -
5410		101000		TRANSFER TO GEN FOR SAFETY PROGRAM		\$ 416.67
2310		521000		TRANSFER TO PLANNING FOR TIFD	\$ 500.00	\$ -
2310		101000		TRANSFER TO PLANNING FOR TIFD		\$ 500.00
2250		101000		TRANSFER TO PLANNING FOR TIFD	\$ 500.00	\$ -
2250		383000		TRANSFER TO PLANNING FOR TIFD		\$ 500.00
						\$ -

Explanatory Memorandum: MONTHLY TRANSFERS AND ADJUSTMENTS

Prepared by: _____
Approved by: _____

INTEREST BREAKDOWN

Month of November 2018

FUND	DESCRIPTION	FUND-ACCOUNT	AMOUNT	CASH ACCOUNT
1000	General	1000-371010	\$ 695.15	101000
2250	City Planning	2250-371010	\$ -	101000
2310	TIFD Dist.	2310-371010	\$ 1,156.99	101000
2390	Drug	2390-371010	\$ 0.32	101000
2399	City Parking Fund	2399-371010	\$ 10.71	101000
2400	Light District #2	2400-371010	\$ 94.88	101000
2401	Light District #3	2401-371010	\$ 39.87	101000
2500	Street Maintenance	2500-371010	\$ 1,359.07	101000
2701	Memorial/Endowment	2701-371010	\$ 90.02	101000
2702	Expendable Grant	2702-371010	\$ 69.37	101000
2702	Expendable Grant	2702-371010	\$ 88.97	101039
2820	State Gas Tax	2820-371010	\$ 28.06	101000
2850	911 Emergency	2850-371010	\$ -	101000
2880	Library Aid Grant	2880-371010	\$ -	101000
2928	Transit Grant	2928-371010	\$ 69.47	101000
2952	Federal Equitable Sharing Fund	2952-371010	\$ 11.05	101000
3400	SID Revolving Fund	3400-371010	\$ 59.61	101000
3503	SID #113	3503-371010	\$ 51.35	101000
3504	SID #114	3504-371010	\$ 26.38	101000
3505	SID #115	3505-371010	\$ 15.87	101000
3506	SID #116	3506-371010	\$ 20.68	101000
3507	SID #117	3507-371010	\$ 22.34	101000
3508	SID #118	3508-371010	\$ 133.81	101000
4000	Capital-Operating Cash	4000-371010	\$ 112.76	101000
4000	Capital-City Hall	4000-371010	\$ 41.96	101019
4000	Capital Fire	4000-371017	\$ 28.60	101030
4000	Capital Police Equipment	4000-371027	\$ -	101031
4000	Capital Swimming Pool	4000-371018	\$ 0.00	101032
4000	Capital Library Improvements	4000-371028	\$ -	101033
4000	Capital Ambulance Equipment	4000-371019	\$ 0.01	101034
4000	Capital Computer Equipment	4000-371020	\$ 0.00	101035
4000	Capital Street Equipment	4000-371021	\$ 0.00	101036
4000	Capital Land & Building	4000-371022	\$ 69.22	101037
4000	Capital Cemetery Improvement	4000-371023	\$ 14.00	101038
4000	Capital Park Improvements	4000-371024	\$ 191.60	101039
4000	Capital FAP	4000-371010	\$ 60.87	101041
4000	Capital Cemetery Care	4000-371026	\$ 6.13	101050
4000	Capital Equipment Reserve	4000-371025	\$ 0.50	101100
4000	Capital Cemetery Improv Vet	4000-371029	\$ 9.28	101105
4001	Spec Wtr, Swr, St, C&G, Sidewalk S	4001-371010	\$ 36.12	101000
4001	Spec Sidewalk Program Restricted S	4001-371010	\$ 51.18	102103
5210	Water Operating	5210-371010	\$ 734.02	101000
5210	Water System Development	5210-371011	\$ 403.86	101012
5210	Water Cash Capital Replcmnt & Dep	5210-371014	\$ 3,064.09	101013
5210	Water Cap Replacement - Yearly R	5210-371016	\$ 0.07	101018
5210	Water Revenue Bond Sinking & Inte	5210-371013	\$ 913.97	102211
5210	Water Bond DNRC IV	5210-371015	\$ 66.51	102228
5210	Water Bond Reserve-DNRS REFI	5210-371015	\$ 92.81	102229
5310	Sewer Operating & Improvements	5310-371010	\$ 291.20	101000
5310	Sewer System Development	5310-371011	\$ 307.91	101012
5310	Sewer Replacement & Dep	5310-371016	\$ 2,359.56	102240
5310	Sewer Bond DNRC	5310-371015	\$ 301.81	102225
5310	Sewer Bond DNRC II	5310-371015	\$ 138.62	102226
5310	Sewer Bond Sinking & Inter	5310-371013	\$ -	102210
5410	Solid Waste	5410-371010	\$ 336.72	101000
5410	Solid Waste Replacement & Dep	5410-371010	\$ 128.45	102240
8010	Cemetery Perpetual Care	8010-371010	\$ 15.22	101000
TOTAL:			\$ 13,821.01	

BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM
ACCOUNTS RECEIVABLE SUMMARY For AP-Year 11-2018

CITY OF LAUREL
16:39:09 - 11/30/2018

Service	Fund	Old Balance	Billings	Payments	Auto Distribute	Adjustments	Other	New Balance
WATER	5210	236375.15	192708.48	225612.65	-2334.31		-314.89	200821.78
CAP IMP WATER	5210	29013.17	28861.79	27747.03	-663.90		-88.32	29365.71
SEWER	5310	141613.02	130181.34	128513.75	-2469.00		-432.25	140379.36
CAP IMP SEWER	5310	32407.34	31682.42	30521.03	-701.97		-111.15	32755.61
GARBAGE	5410	76026.44	70363.97	69258.99	-1526.22		-527.87	75077.33
OTHER	5210	0.00	0.00	0.00	0.00		0.00	0.00
SERVICE CHARGE	5210	1521.27	950.00	2099.82	-25.00		1128.55	75.00
WATER SUPPLIES	5210	0.00	75.90	0.00	0.00		-0.90	75.00
WTR LINE INS-1	5210	2628.84	2401.53	2410.97	-55.05		-16.14	2548.21
WTR LINE INS-2	5210	292.17	266.83	267.92	-6.17		-1.79	283.12
OVERPAYMENT	5210	-14853.86	0.00	7242.26	7781.62		-2640.14	-16954.64
Grand Totals by Service:		505023.54	457482.26	493674.42	0.00		-3004.90	465826.48
Grand Total by Fund:		Old Balance	New Balance					
5210		254976.74	217614.18					
5310		174020.36	173134.97					
5410		76026.44	75077.33					



CITY OF LAUREL
General Journal Voucher
Accounting Copy

Date Issued: 11/01/2018

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Voucher No.: 1326

Date of Record: 11/30/2018

Fund Number	Org Number	Account Number	Object Number	Description	Debit	Credit
2310		521000	820	TRANSFER TO GEN FROM TIFD	\$ 500.00	
2310		101000		TRANSFER TO GEN FROM TIFD		\$ 500.00
1000		101000		TRANSFER TO GEN FROM TIFD	\$ 500.00	\$ -
1000		383000		TRANSFER TO GEN FROM TIFD		\$ 500.00
5210	540	430550	530	ROW FEE TRANSFER	\$ 15,157.42	
5210		101000		ROW FEE TRANSFER		\$ 15,157.42
5310	630	430630	530	ROW FEE TRANSFER	\$ 14,857.00	
5310		101000		ROW FEE TRANSFER		\$ 14,857.00
2500		101000		ROW FEE TRANSFER	\$ 30,014.42	
2500		361000		ROW FEE TRANSFER		\$ 30,014.42
5210		101013		RESERVE FOR CAP PROJECTS R06-120	\$ 10,000.00	
5210		101000		RESERVE FOR CAP PROJECTS R06-120		\$ 10,000.00
5210		272000		RESERVE FOR CAP PROJECTS R06-120	\$ 10,000.00	
5210		259100		RESERVE FOR CAP PROJECTS R06-120		\$ 10,000.00
5310		102240		RESERVE FOR CAP PROJECTS R06-120	\$ 10,000.00	
5310		101000		RESERVE FOR CAP PROJECTS R06-120		\$ 10,000.00
5310		272000		RESERVE FOR CAP PROJECTS R06-120	\$ 10,000.00	
5310		253000		RESERVE FOR CAP PROJECTS R06-120		\$ 10,000.00
1000		101000		MONTHLY ADMIN CHARGES	\$ 22,971.02	
1000		341020		MONTHLY ADMIN CHARGES		\$ 22,971.02
2250	900	521000	392	MONTHLY ADMIN CHARGES	\$ 660.93	
2250		101000		MONTHLY ADMIN CHARGES		\$ 660.93
2820	900	430200	392	MONTHLY ADMIN CHARGES	\$ 580.60	
2820		101000		MONTHLY ADMIN CHARGES		\$ 580.60
5210	900	430500	392	MONTHLY ADMIN CHARGES	\$ 9,273.83	
5210		101000		MONTHLY ADMIN CHARGES		\$ 9,273.83
5310	900	430600	392	MONTHLY ADMIN CHARGES	\$ 6,439.54	
5310		101000		MONTHLY ADMIN CHARGES		\$ 6,439.54
5410	900	430800	392	MONTHLY ADMIN CHARGES	\$ 4,300.96	
5410		101000		MONTHLY ADMIN CHARGES		\$ 4,300.96
2500	900	430200	392	MONTHLY ADMIN CHARGES	\$ 1,715.16	
2500		101000		MONTHLY ADMIN CHARGES		\$ 1,715.16
						\$ -

Explanatory Memorandum: MONTHLY TRANSFERS AND ADJUSTMENTS

Prepared by: _____
Approved by: _____

CITY OF LAUREL
General Journal Voucher

Accounting Copy

Date Issued: 11/01/2018

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Voucher No.: 1326

Date of Record: 11/30/2018

Fund Number	Org Number	Account Number	Object Number	Description	Debit	Credit
5210		102211		SINKING FUND FOR WATER BONDS	\$ 41,713.00	
5210		101000		SINKING FUND FOR WATER BONDS		\$ 41,713.00
5310		102210		SINKING FUND FOR SEWER BONDS	\$ 45,056.00	
5310		101000		SINKING FUND FOR SEWER BONDS		\$ 45,056.00
1000	240	521000	820	TRANSFER TO FIRE CIP	\$ 154.00	
1000		101000		TRANSFER TO FIRE CIP		\$ 154.00
4000		101030		TRANSFER TO FIRE CIP	\$ 154.00	\$ -
4000		383000		TRANSFER TO FIRE CIP		\$ 154.00
1000	900	521000	820	TRANSFER TO CIP FROM GENERAL	\$ 10,000.00	\$ -
1000		101000		TRANSFER TO CIP FROM GENERAL		\$ 10,000.00
4000		101000		TRANSFER TO CIP FROM GENERAL	\$ 10,000.00	\$ -
4000		383000		TRANSFER TO CIP FROM GENERAL		\$ 10,000.00
1000	900	521000	820	TRANSFER TO SIDEWALK PROGRAM	\$ 1,666.67	\$ -
1000		101000		TRANSFER TO SIDEWALK PROGRAM		\$ 1,666.67
4001		102103		TRANSFER TO SIDEWALK PROGRAM	\$ 1,666.67	\$ -
4001		383000		TRANSFER TO SIDEWALK PROGRAM		\$ 1,666.67
2952	900	521000	820	SRO OFFICER WAGES	\$ 1,924.24	\$ -
2952		101000		SRO OFFICER WAGES		\$ 1,924.24
1000		101000		SRO OFFICER WAGES	\$ 1,924.24	\$ -
1000		383007		SRO OFFICER WAGES		\$ 1,924.24
1000	900	521000		TRANSFER TO 911 FROM GENERAL	\$ 1,416.67	\$ -
1000		101000		TRANSFER TO 911 FROM GENERAL		\$ 1,416.67
2850		101000		TRANSFER TO 911 FROM GENERAL	\$ 1,416.67	\$ -
2850		383000		TRANSFER TO 911 FROM GENERAL		\$ 1,416.67
1000	270	420730	110	FIREMEN DRIVING AMBULANCE-WAGES	\$ 705.00	
1000	270	420730	141	FIREMEN DRIVING AMBULANCE-UNEM	\$ 2.47	
1000	270	420730	142	FIREMEN DRIVING AMBULANCE-W/C	\$ 27.97	
1000	270	420730	145	FIREMEN DRIVING AMBULANCE-FICA	\$ 54.29	
1000	240	420400	110	FIREMEN DRIVING AMBULANCE-WAGES		\$ 705.00
1000	240	420400	141	FIREMEN DRIVING AMBULANCE-UNEM		\$ 2.47

Explanatory Memorandum: MONTHLY TRANSFERS AND ADJUSTMENTS

Prepared by: 

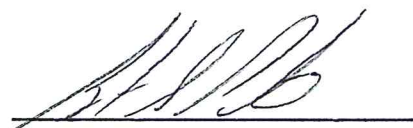
Approved by: _____

Ambulance Fire Driver Pay

Month - November

	TOTAL INCIDENTS	Incidents X \$15.00	TOTAL PAY
Doug Fox		\$15.00	
Kent Kulesa		\$15.00	
Joel Barnhart		\$15.00	
Jason Shovar		\$15.00	
Rick Gallegos		\$15.00	
Brent Peters		\$15.00	
Jason Penne		\$15.00	
Brian Dennis		\$15.00	
Corey McIlvain		\$15.00	
Gary Gotshall		\$15.00	
Hopper, J.W.		\$15.00	
John Herr		\$15.00	
John Woody		\$15.00	
Sean McCleary		\$15.00	
Travis Nagel	13	\$15.00	\$195.00
Zach Winchell		\$15.00	
Mike Hernandez		\$15.00	
Henry Fox		\$15.00	
Molm, Jasen		\$15.00	
Bieber, KC		\$15.00	
Hernandez, Hugo		\$15.00	
Keith Burns		\$15.00	
Michael Jenkins	1	\$15.00	\$15.00
Tomas Sarkela		\$15.00	
Jon DeRudder		\$15.00	
Justin Koselecky		\$15.00	
Chris Franklin EMT		\$15.00	
Dyalan Briant		\$15.00	
Shawn Klunder		\$15.00	
Jesse Moorman		\$15.00	
Joe Lowther		\$15.00	
Shane Willis	4	\$15.00	\$60.00
Darren Kuck		\$15.00	
Josiah Laszloffy		\$15.00	
Jordan White		\$15.00	
Jennifer Winchell		\$15.00	
John Beck		\$15.00	
Jayson Nicholson	9	\$15.00	\$135.00
Jesse Gee		\$15.00	
	27		\$405.00

300.00 - Ambulance Maint
705.00



Brent Peters
Fire Chief

12/1/18

Date

DATE RECEIVED TIME RECEIVED ORDER TAKEN BY

CITY OF LAUREL
P.O. Box 10, Laurel, MT 59044
SERVICE ORDER INVOICE

SPOKE TO:

SERVICE ACCOUNT NO.

SERVICE DATE

11/26/18

NAME

TIME NEEDED

ADDRESS

914 12TH AVE

MIU#

SERVICE REQUESTED

Replace curb valve riser

CITY

STATE

ZIP

PHONE
NUMBER

HOME:

OFFICE:

QTY.

MATERIAL - EQUIPMENT / LABOR CHG.

AMOUNT

1 Mini Excavator

1 dump truck

7500

2 men @ 2 hr

Roy V / Justin B.

DATE

11/26/18

START TIME

: ☐ AM
: ☐ PM

STOP TIME

: ☐ AM
: ☐ PM

SERVICEMAN

R/VJB

MODEL

SERIAL

READING

NEW ☐ REPLACE ☐ WHY?

SERVICE PERFORMED

Replace curb valve riser.

242440

1600

\$ 235

TOTAL

ADDITIONAL COMMENTS

Replaced the cut area with sod as per home owner.
If it does not take we will replace ~~the~~ themselves.

DATE RECEIVED | TIME RECEIVED | ORDER TAKEN BY

CITY OF LAUREL
P.O. Box 10, Laurel, MT 59044
SERVICE ORDER INVOICE

SPOKE TO:

SERVICE ACCOUNT NO.

SERVICE DATE

11/15/18

NAME

TIME NEEDED

ADDRESS

424 Birch

MIU#

SERVICE REQUESTED

Leaking Curb Valve

CITY

STATE

ZIP

PHONE
NUMBER

HOME:

OFFICE:

QTY.

MATERIAL - EQUIPMENT / LABOR CHG.

AMOUNT

DATE

START TIME

STOP TIME

SERVICEMAN

: ☐ AM
: ☐ PM: ☐ AM
: ☐ PM

CK

MODEL

SERIAL

READING

NEW ☐ REPLACE ☐ WHY?

SERVICE PERFORMED

24 40x6

450.00

Restored 3/4" curb valve
+ riser.

555.00

TOTAL

ADDITIONAL COMMENTS

This service line is copper on both sides.

DATE RECEIVED | TIME RECEIVED | ORDER TAKEN BY

CITY OF LAUREL
P.O. Box 10, Laurel, MT 59044
SERVICE ORDER INVOICE

SPOKE TO:

SERVICE ACCOUNT NO.

SERVICE DATE

10/25/18

NAME

Kaiser

TIME NEEDED

ADDRESS

1718 Meadow Circle

MIU#

SERVICE REQUESTED

Unable to shut off
at curb valve

CITY

STATE

ZIP

PHONE
NUMBER

HOME:

OFFICE:

QTY.

MATERIAL - EQUIPMENT / LABOR CHG.

AMOUNT

1 Mini Excavator

2 men @ 3 hr.

Roy V. / Justin A.

7500

DATE

10/25/18

START TIME

:

☐ AM☐ PM

STOP TIME

:

☐ AM☐ PM

SERVICEMAN

CJL

MODEL

SERIAL

READING

NEW ☐ REPLACE ☐ WHY?

SERVICE PERFORMED

Replaced bent riser
on hf. - Valve works

315

TOTAL

ADDITIONAL COMMENTS

12/14/18
16:11:06

CITY OF LAUREL
Journal Voucher Details
For the Accounting Period: 11/18

Page: 1 of 2
Report ID: L100

Doc #	Line #	Fund Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	Proj
JV	1326	11/18				TRANSFER	12/14/18			
					NOVEMBER 2018 Monthly Transfers and Adjustments (BL)					
	1	5410	102240		Restricted for Cap \$.25/increa			4,370.75		
	2	5410	101000		Restricted for Cap \$.25/increa				4,370.75	
	3	5210	101013		Cap Surcharge to Restricted			29,365.71		
	4	5210	101000		Cap Surcharge to Restricted				29,365.71	
	5	5310	102240		Cap Surcharge to Restricted			32,755.61		
	6	5310	101000		Cap Surcharge to Restricted				32,755.61	
	7	5210	272000		Dev Fees - Interest			403.86		
	8	5210	259000		Dev Fees - Interest				403.86	
	9	5210	272000		Cap - Interest			3,064.09		
	10	5210	259100		Cap - Interest				3,064.09	
	11	5310	272000		Sewer Syst Dev Fees - Interest			307.91		
	12	5310	259000		Sewer Syst Dev Fees - Interest				307.91	
	13	5310	272000		Sewer Capital Interest			2,359.56		
	14	5310	253000		Sewer Capital Interest				2,359.56	
	15	1000 900	521000	821	Transfer to Transit (Bus)			208.34		
	16	1000	101000		Transfer to Transit (Bus)				208.34	
	17	2928	101000		Transfer in from General			208.34		
	18	2928	383100		Transfer in from General				208.34	
	19	1000	101000		Transfer into Gen - Safety Pro			1,666.68		
	20	1000	383000		Transfer into Gen - Safety Pro				1,666.68	
	21	2500 900	521000	820	Transfer into Gen - Safety Pro			416.67		
	22	2500	101000		Transfer into Gen - Safety Pro				416.67	
	23	5210 900	521000	820	Transfer into Gen - Safety Pro			416.67		
	24	5210	101000		Transfer into Gen - Safety Pro				416.67	
	25	5310 900	521000	820	Transfer into Gen - Safety Pro			416.67		
	26	5310	101000		Transfer into Gen - Safety Pro				416.67	
	27	5410 900	521000	820	Transfer into Gen - Safety Pro			416.67		
	28	5410	101000		Transfer into Gen - Safety Pro				416.67	
	29	2310	521000	820	Transf to Planning from TIFD			500.00		
	30	2310	101000		Transf to Planning from TIFD				500.00	
	31	2250	101000		Transf to Planning from TIFD			500.00		
	32	2250	383000		Transf to Planning from TIFD				500.00	
	33	2310	521000	820	Transf to General from TIFD			500.00		
	34	2310	101000		Transfer to General from TIFD				500.00	
	35	1000	101000		Transfer to General from TIFD			500.00		
	36	1000	383000		Transfer to General from TIFD				500.00	
	37	5210 540	430550	530	R-O-W Fees to Street Maint			15,157.42		
	38	5210	101000		R-O-W Fees to Street Maint				15,157.42	
	39	5310 630	430630	530	R-O-W Fees to Street Maint			14,857.00		
	40	5310	101000		R-O-W Fees to Street Maint				14,857.00	
	41	2500	101000		W/S R-O-W fees			30,014.42		
	42	2500	361000		W/S R-O-W fees				30,014.42	
	43	5210	101013		Reserve for Cap - R06-120			10,000.00		
	44	5210	101000		Reserve for Cap - R06-120				10,000.00	
	45	5210	272000		Reserve for Cap - R06-120			10,000.00		
	46	5210	259100		Reserve for Cap - R06-120				10,000.00	
	47	5310	102240		Reserve for Cap - R06-120			10,000.00		
	48	5310	101000		Reserve for Cap - R06-120				10,000.00	

12/14/18
16:11:06

CITY OF LAUREL
Journal Voucher Details
For the Accounting Period: 11/18

Page: 2 of 2
Report ID: L100

Doc #	Line #	Fund Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	Proj
	49	5310	272000		Reserve for Cap - R06-120			10,000.00		
	50	5310	253000		Reserve for Cap - R06-120				10,000.00	
	51	1000	101000		Monthly Admin Charge			22,971.02		
	52	1000	341020		Monthly Admin Charge				22,971.02	
	53	2250 900	521000	392	Monthly Admin Charge			660.93		
	54	2250	101000		Monthly Admin Charge				660.93	
	55	2820 900	430200	392	Monthly Admin Charge			580.60		
	56	2820	101000		Monthly Admin Charge				580.60	
	57	5210 900	430500	392	Monthly Admin Charge			9,273.83		
	58	5210	101000		Monthly Admin Charge				9,273.83	
	59	5310 900	430600	392	Monthly Admin Charge			6,439.54		
	60	5310	101000		Monthly Admin Charge				6,439.54	
	61	5410 900	430800	392	Monthly Admin Charge			4,300.96		
	62	5410	101000		Monthly Admin Charge				4,300.96	
	63	2500 900	430200	392	Monthly Admin Charge			1,715.16		
	64	2500	101000		Monthly Admin Charge				1,715.16	
	65	5210	102211		Sinking Fund for Debt			41,713.00		
	66	5210	101000		Sinking Fund for Debt				41,713.00	
	67	5310	102210		Sinking Fund for Debt			45,056.00		
	68	5310	101000		Sinking Fund for Debt				45,056.00	
	69	1000 240	521000	820	Transf to CIP			154.00		
	70	1000	101000		Transf to CIP				154.00	
	71	4000	101030		Transf to CIP			154.00		
	72	4000	383000		Transf to CIP				154.00	
	73	1000 900	521000	820	Transf to CIP - General			11,666.67		
	74	1000	101000		Transf to CIP - General				11,666.67	
	75	4000	101000		Transf to CIP - General			11,666.67		
	76	4000	383000		Transf to CIP - General				11,666.67	
	81	2952 900	521000	820	SRO OFFICER WAGES			1,924.24		
	82	2952	101000		SRO OFFICER WAGES				1,924.24	
	83	1000	101000		SRO OFFICER WAGES			1,924.24		
	84	1000	383007		SRO OFFICER WAGES				1,924.24	
	85	1000 900	521000	820	Transfer to 911			1,416.67		
	86	1000	101000		Transfer to 911				1,416.67	
	87	2850	101000		Transfer from General			1,416.67		
	88	2850	383000		Transfer from General				1,416.67	
	91	1000 270	420730	110	FIRE DRIVING AMB			705.00		
	92	1000 270	420730	141	FIRE DRIVING AMB-UNEM			2.47		
	93	1000 270	420730	142	FIRE DRIVING AMB-W/C			27.97		
	94	1000 270	420730	145	FIRE DRIVING AMB-FICA			54.29		
	95	1000 240	420400	110	FIRE DRIVING AMB				705.00	
	96	1000 240	420400	141	FIRE DRIVING AMB-UNEM				2.47	
	97	1000 240	420400	142	FIRE DRIVING AMB-W/C				27.97	
	98	1000 240	420400	145	FIRE DRIVING AMB-FICA				54.29	
	99	5210	101000		914 12TH AVE			235.00		
	100	5210	102100		914 12TH AVE				235.00	
	101	5210	101000		424 BIRCH			555.00		
	102	5210	102100		424 BIRCH				555.00	
	111	5210	101000		1318 MEADOW CIRCLE			315.00		
	112	5210	102100		1318 MEADOW CIRCLE				315.00	
Grand Total								343,335.30	343,335.30	

General Journal Voucher
Accounting Copy

Date Issued: __11/01/2018_
Date of Record: _11/30/2018_

PAGE 1 OF 1

Voucher No.: 1325

[illegible]

Explanatory Memorandum: MONTHLY TRANSFIRST CREDIT CARD PROCESSING

Prepared by: _____
Approved by: _____



TSYS HEALTH SERVICES
12202 AIRPORT WAY SUITE 100 BROOMFIELD CO 80021

Merchant Statement

Page 1 of 2



CITY OF LAUREL
PO BOX 10
LAUREL MT 59044-0010

***N0087037

Processing Month: 10-18
Association Number: 649146
Merchant Number: 3930-0981-1470-19
Routing Number: xxxxx5142
Deposit Account Number: xxx4081



FOR CUSTOMER SERVICE PLEASE CALL (800) 654-9256

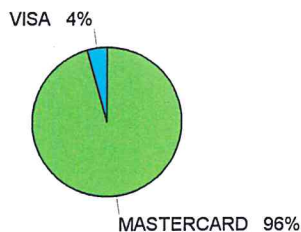
Amount Deducted 179.78

Plan Summary

Plan Code	Number of Sales	Amount of Sales	Number of Credits	Amount of Credits	Net Sales	Average Ticket	Base P/I	Base Rate	Discount Due
VS	2	70.00	0	0.00	70.00	35.00	0.150	1.990	1.69
MC	4	1,526.51	0	0.00	1,526.51	381.63	0.150	1.990	30.98
AM	0	0.00	0	0.00	0.00	0.00	0.150	1.990	0.00
DS	0	0.00	0	0.00	0.00	0.00	0.150	1.990	0.00
PP	0	0.00	0	0.00	0.00	0.00	0.150	1.990	0.00
**	6	1,596.51	0	0.00	1,596.51	266.09			32.67

News For You

Plan Summary



Deposits

Day	Reference Number	Tran Code	Total Number of Sales	Total Amount of Sales	Total Amount of Credits	Net Deposits
04	01831043139	D	02	626.51	0.00	626.51
10	01833103323	D	01	50.00	0.00	50.00
16	01837163734	D	01	20.00	0.00	20.00
23	01814231405	D	01	50.00	0.00	50.00
30	01836303635	D	01	850.00	0.00	850.00
	Deposit Totals		06	\$1,596.51	\$0.00	\$1,596.51

Fees

Number	Amount	Description	Total
1		\$100,000 BREACH COVERAGE MONTHLY FEE	9.95
1		QUARTERLY PCI NON-VALIDATION	58.80
1		TRANSACTION CENTRAL PLUS MONTHLY FEE	10.00
1		FIXED ACQUIRER NETWORK FEE (FANF)	2.00
		FEES FOR ACCESS TO CARD BRAND SERVICES	3.24
5		BATCH CLOSE FEE	1.75
4	1,496.51	NON QUALIFIED	61.37

PLAN CODES

VS -VISA	MC -MASTERCARD	DS -DISCOVER
VL -VISA LARGE TICKET	ML -MASTERCARD LARGE TICKET	DL -DISCOVER LARGE TICKET
VB -VISA BUSINESS	MB -MASTERCARD BUSINESS	DZ -DISCOVER BUSINESS
VD -VISA DEBIT	MD -MASTERCARD DEBIT	DD -DISCOVER
V\$ -VISA CASH ADV	M\$ -MASTERCARD CASH ADV	D\$ -DISCOVER

TRANSACTION CODES

D -DEPOSIT
A -ADJUSTMENT
DB -NETWORK PIN DEBIT
EC -ELECTRONIC CHECK
EB -EBT
PP -PAYPAL

12/14/18
14:00:31

CITY OF LAUREL
Journal Voucher Details
For the Accounting Period: 11/18

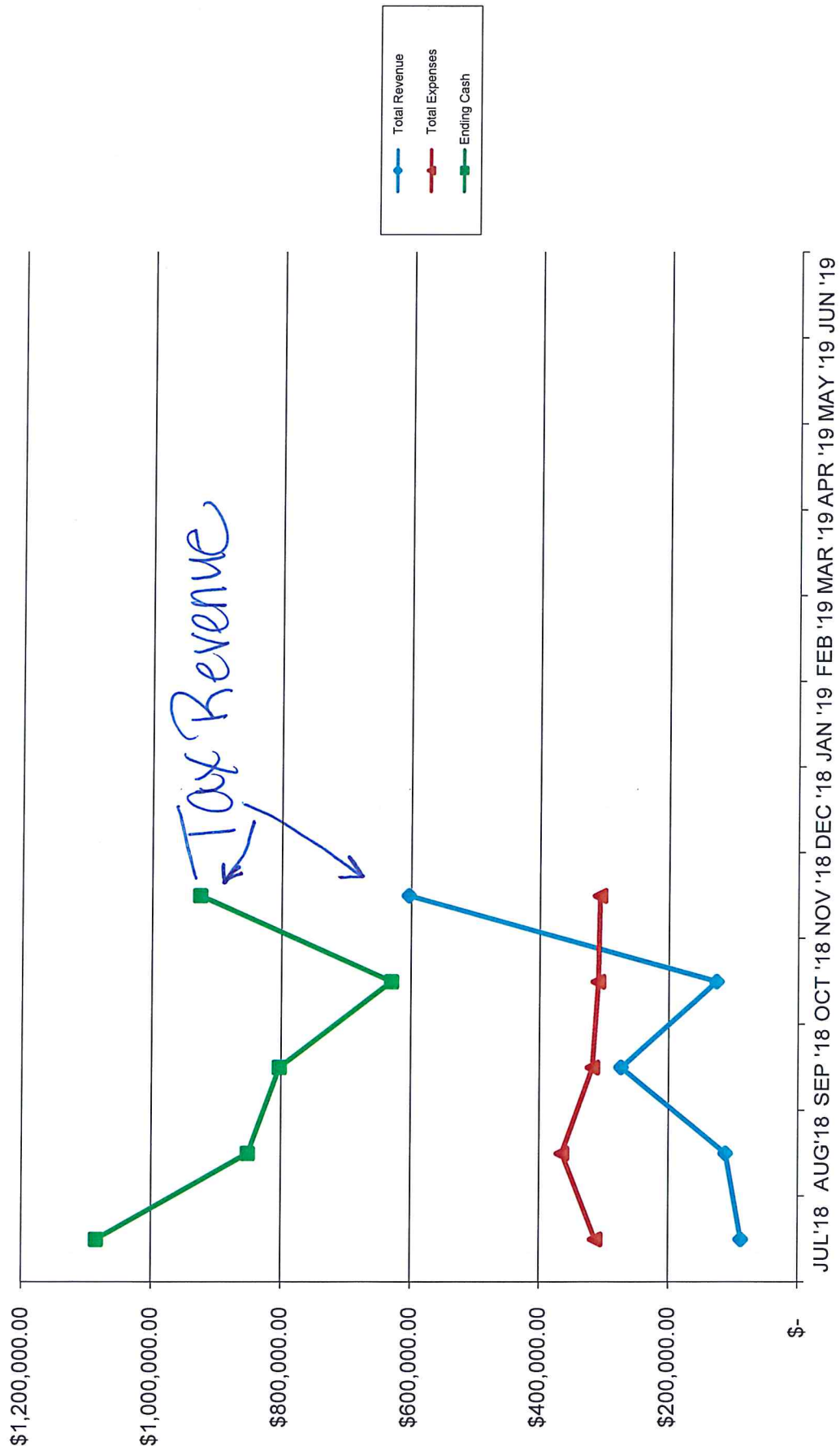
Page: 1 of 1
Report ID: L100

Doc #	Line #	Fund	Org	Account	Object	Description Fund Account	Type	Date	Debit Amount	Credit Amount	Proj
JV	1325	11/18						12/14/18			
						POST TRANSFIRST CC CHARGES FOR NOVEMBER 2018 (BK)					
	1	1000	270	420730	397	TRANSFIRST CC NOV 2018			179.78		
	2	1000		101000		TRANSFIRST CC NOV 2018				179.78	
						Grand Total			179.78	179.78	

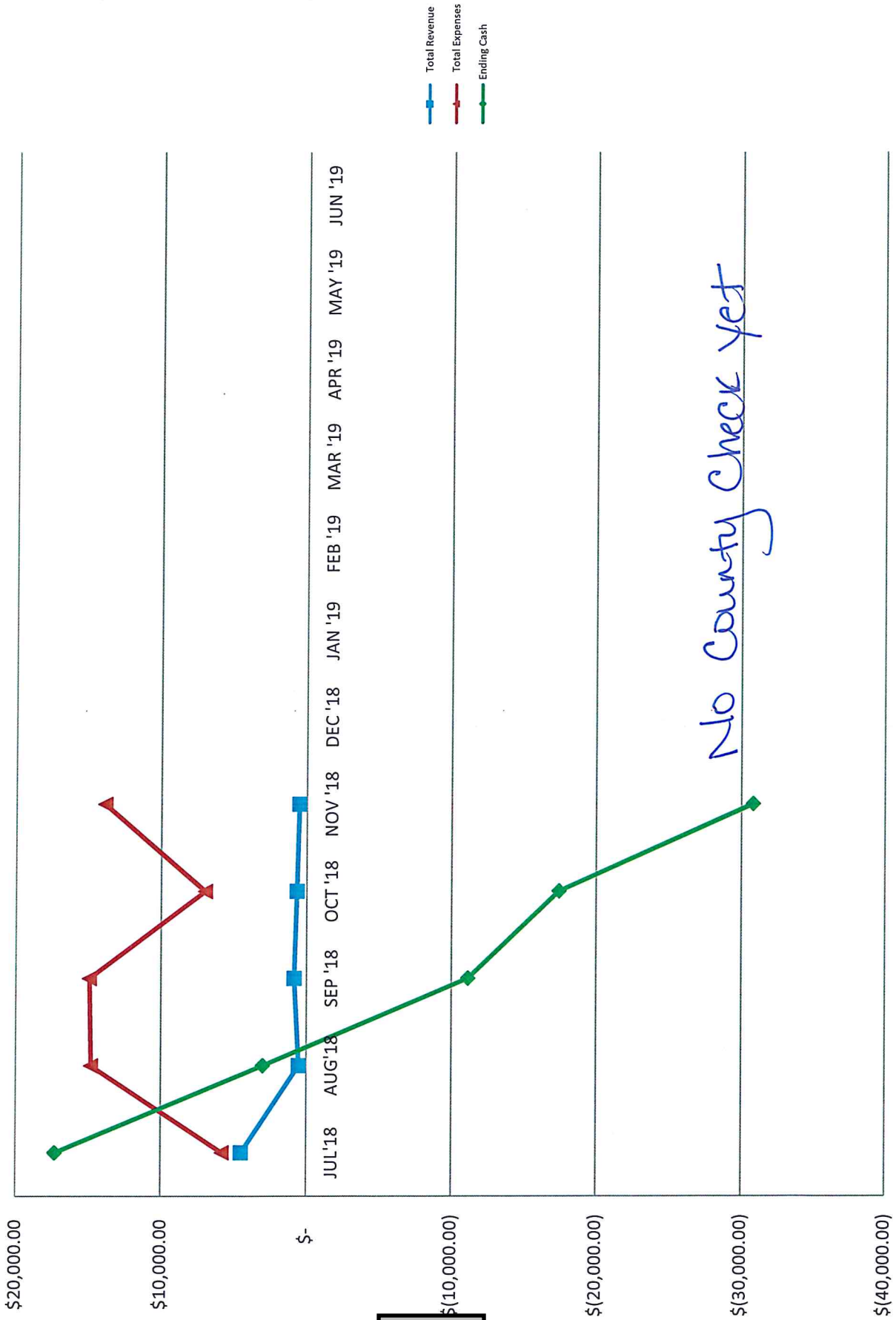
November 2018 OF FISCAL YEAR 2018-2019

FUND #	FUND NAME	42% of Year Expired					EXPENSE % OF BUDGET	DIFF. REV-EXP
		REVENUES YTD	BUDGETED REVENUES	REVENUE % OF BUDGET	EXPENSES YTD	BUDGETED EXPENSES		
1000	General	\$1,181,619.53	\$4,208,924.00	28%	\$1,562,124.82	\$4,846,610.00	32%	(\$380,505.29)
2190	Comp. Ins.	\$60,146.61	\$118,965.00	51%	\$88,108.61	\$84,023.00	105%	(\$27,962.00)
2250	Planning	\$6,923.12	\$98,643.00	7%	\$56,346.10	\$105,863.00	53%	(\$49,422.98)
2260	Emergency/Disa	\$1,181.46	\$700,000.00	0%	\$0.00	\$874,645.00	0%	\$1,181.46
2310	Tax Increment	\$387,429.57	\$705,001.00	55%	\$205,895.37	\$1,763,898.00	12%	\$181,534.20
2370	PERS	\$42,933.66	\$85,080.00	50%	\$33,518.84	\$91,500.00	37%	\$9,414.82
2371	Group Health	\$50,651.51	\$116,744.00	43%	\$0.00	\$201,000.00	0%	\$50,651.51
2372	Permissive Med	\$109,151.79	\$204,642.00	53%	\$0.00	\$245,778.00	0%	\$109,151.79
2390	Drug Forfeiture	\$1.16	\$2.00	58%	\$0.00	\$430.00	0%	\$1.16
2399	City Parking	\$38.33	\$60.00	64%	\$0.00	\$14,200.00	0%	\$38.33
2400	Light #2	\$24,537.15	\$45,950.00	53%	\$9,389.56	\$130,500.00	7%	\$15,147.59
2401	Light #3	\$13,493.18	\$24,348.00	55%	\$5,480.58	\$55,748.00	10%	\$8,012.60
2500	Street Maint.	\$508,805.37	\$1,000,518.00	51%	\$253,751.59	\$2,204,418.00	12%	\$255,053.78
2600	Elena Park Maint	\$0.00	\$10.00	0%	\$599.85	\$22,000.00	3%	(\$599.85)
2701	Memorial (Pool)	\$322.05	\$450.00	72%	\$0.00	\$119,990.00	0%	\$322.05
2702	Expendable Gran	\$566.46	\$50.00	1133%	\$0.00	\$210,053.00	0%	\$566.46
2820	Gas Tax	\$52,234.49	\$124,881.00	42%	\$212,664.94	\$253,128.00	84%	(\$160,430.45)
2821	HB 473 - Gas Ta	\$46,713.19	\$153,369.00	30%	\$153,000.00	\$153,000.00	100%	(\$106,286.81)
2850	911 Emerg.	\$18,833.48	\$14,400.00	131%	\$26,942.64	\$71,100.00	38%	(\$8,109.16)
2880	Library Aid Gr	\$0.00	\$1,615.00	0%	\$224.96	\$1,614.00	14%	(\$224.96)
2917	Crim Victims Ass	\$1,953.00	\$7,400.00	26%	\$0.00	\$79,188.00	0%	\$1,953.00
2928	Transit Grant	\$7,063.15	\$27,246.00	26%	\$16,717.06	\$90,861.00	18%	(\$9,653.91)
2952	Fed Eq Share	\$59.86	\$27,150.00	0%	\$23,077.73	\$63,664.00	36%	(\$23,017.87)
3400	SID Revolving	\$213.26	\$300.00	71%	\$0.00	\$79,000.00	0%	\$213.26
3401	SID 118 - Reserv	\$0.00	\$10.00	0%	\$0.00	\$9,750.00	0%	\$0.00
3503	SID #113 - 4th	\$14,498.78	\$22,247.00	65%	\$6,435.00	\$27,170.00	24%	\$8,063.78
3504	SID #114 - Elena	\$3,952.95	\$3,428.00	115%	\$4,433.66	\$8,868.00	50%	(\$480.71)
3505	SID #115 - 5th A	\$3,834.72	\$6,076.00	63%	\$8,686.37	\$9,089.00	96%	(\$4,851.65)
3506	SID #116 - Cottol	\$3,161.30	\$6,586.00	48%	\$9,335.13	\$9,768.00	96%	(\$6,173.83)
3507	SID #117 - Penn	\$5,321.09	\$11,555.00	46%	\$7,537.30	\$15,047.00	50%	(\$2,216.21)
3508	SID #118 - S Wa	\$8,974.45	\$107.64	8337%	\$0.00	\$8,868.00	0%	\$8,974.45
4000	Capital Projects	\$62,494.39	\$138,287.00	45%	\$3,750.00	\$600,000.00	1%	\$58,744.39
4001	Capital /Public W	\$2,798.07	\$5,140.00	54%	\$0.00	\$62,240.00	0%	\$2,798.07
5210	Water	\$1,777,323.43	\$10,159,522.00	17%	\$2,653,218.64	\$13,307,802.00	20%	(\$875,895.21)
5310	Sewer	\$873,216.55	\$1,995,037.00	44%	\$828,334.61	\$3,400,007.00	24%	\$44,881.94
5410	Solid Waste	\$379,680.13	\$858,818.00	44%	\$609,964.21	\$1,423,275.00	43%	(\$230,284.08)
7030	Library Federation	\$0.00	\$4,680.00	0%	\$731.31	\$4,680.00	16%	(\$731.31)
7120	Fire Disability	\$22,639.02	\$53,752.00	42%	\$36,447.24	\$83,889.00	43%	(\$13,808.22)
7458	Crt Tech Surch	\$1,910.00	\$8,800.00	22%	\$1,710.00	\$8,800.00	19%	\$200.00
7467	Law Enf Acady	\$2,105.00	\$8,600.00	24%	\$1,910.00	\$8,600.00	22%	\$195.00
7471	Public Defender	\$764.00	\$7,500.00	10%	\$764.00	\$7,500.00	10%	\$0.00
7850	Airport Auth.	\$18,195.85	\$39,654.00	46%	\$0.00	\$39,273.00	0%	\$18,195.85
8010	Cemetery Perp	\$518.76	\$2,100.00	25%	\$0.00	\$19,745.00	0%	\$518.76
TOTAL		\$5,696,259.87	\$20,997,647.64	27%	\$6,821,100.12	\$30,816,582.00	22%	\$ (1,124,840.25)

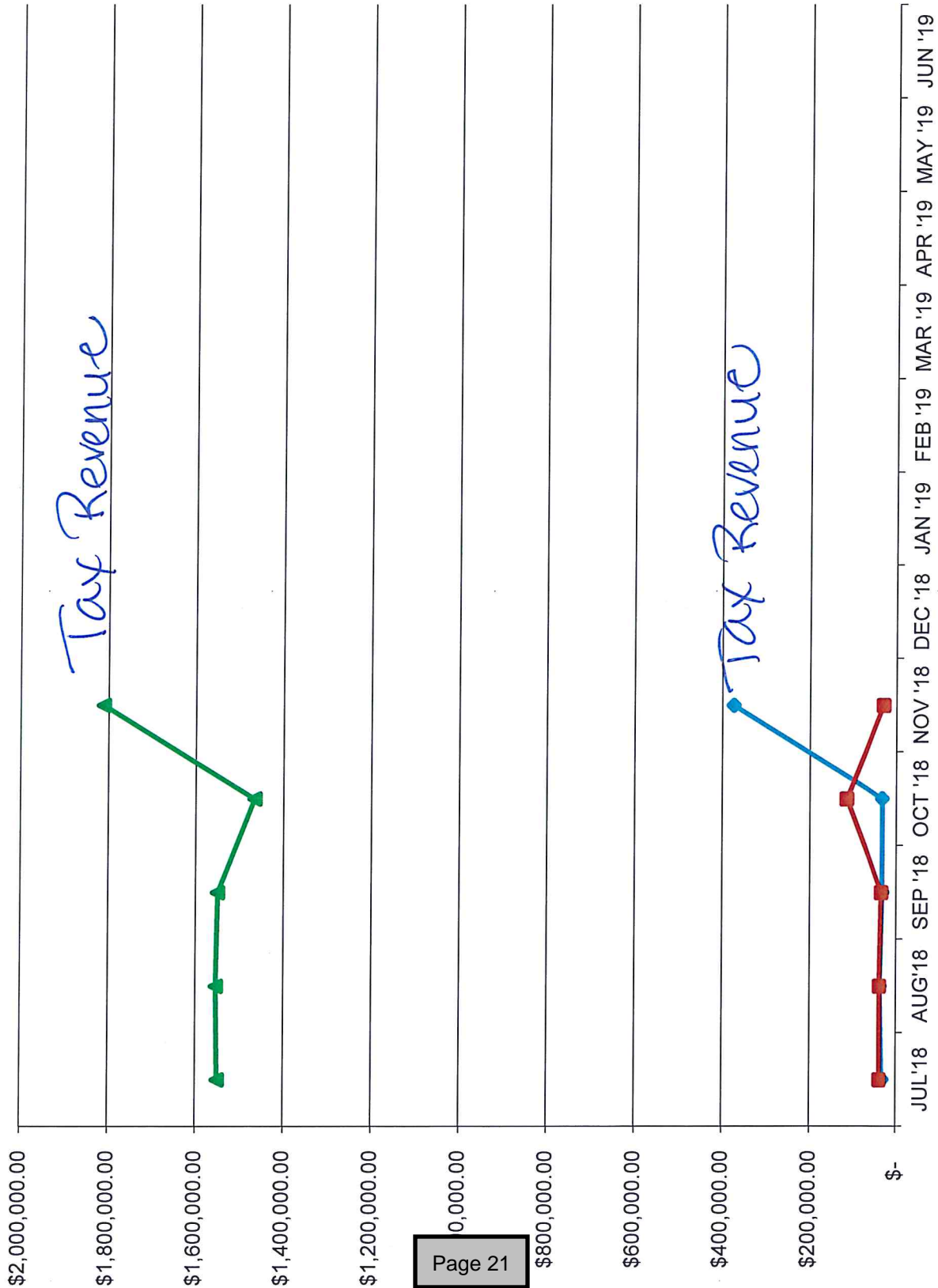
General Fund Cash, Revenue & Expense



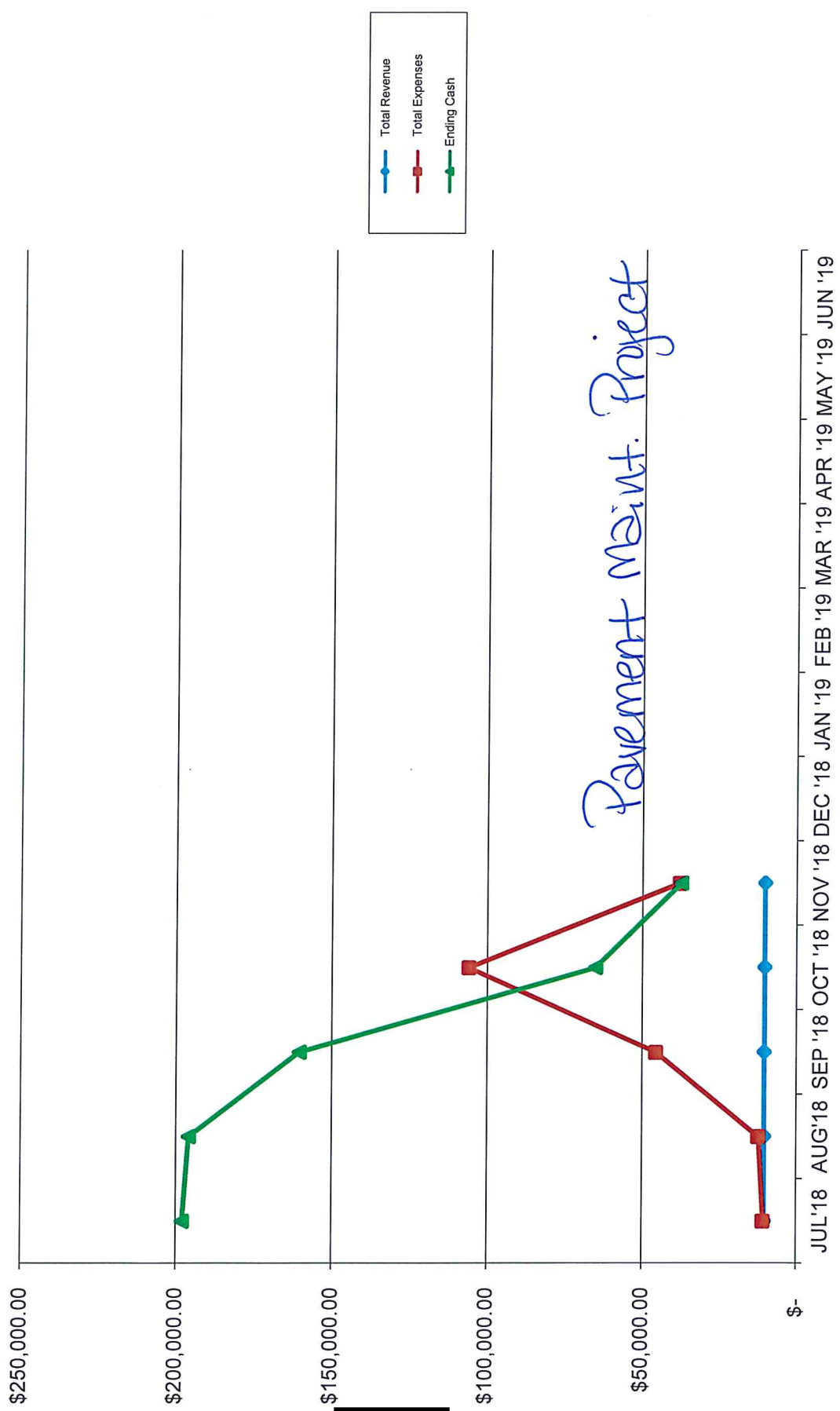
Planning Cash, Revenue & Expense



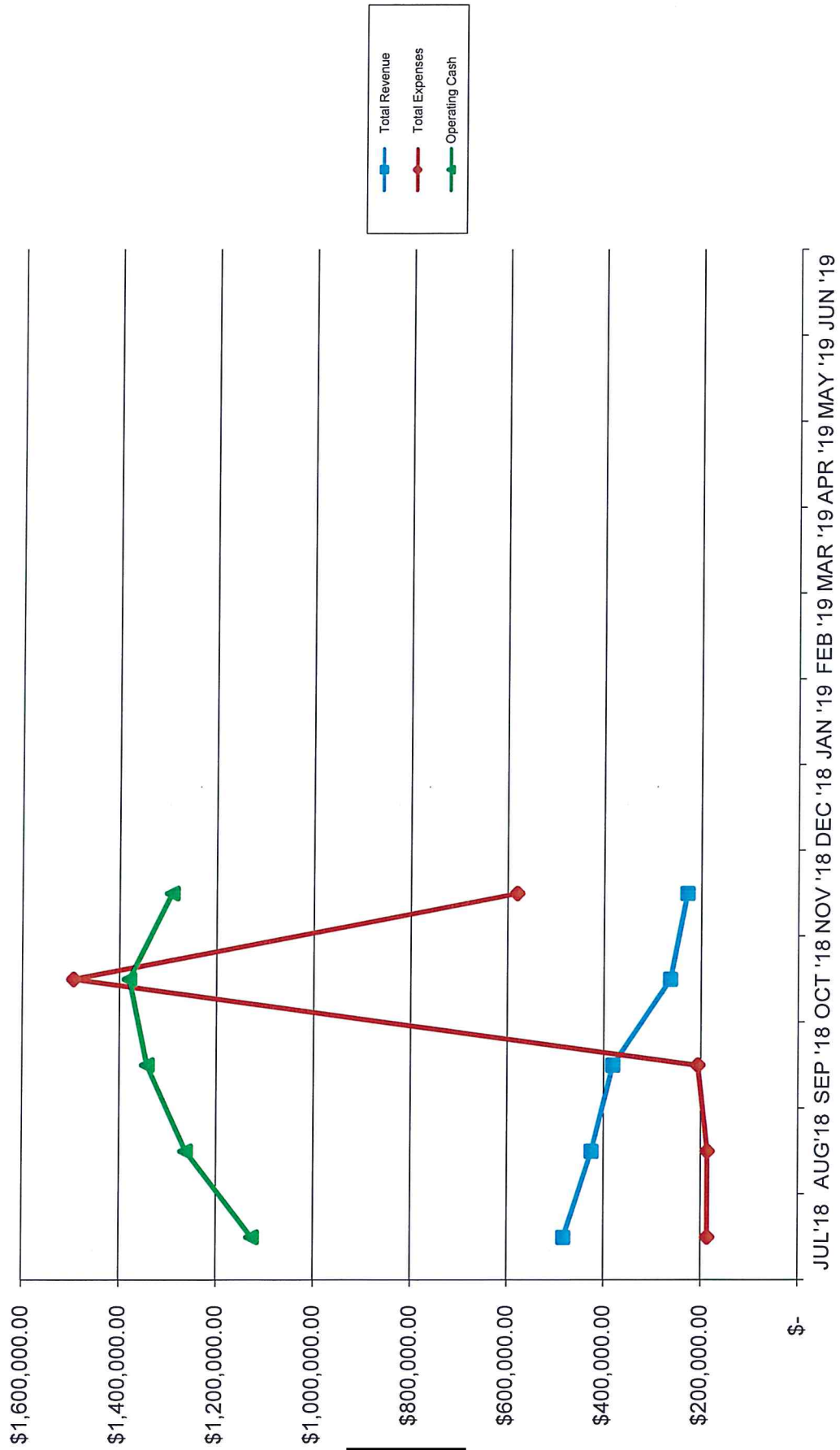
Street Maint. Dist. Cash, Revenue & Expense



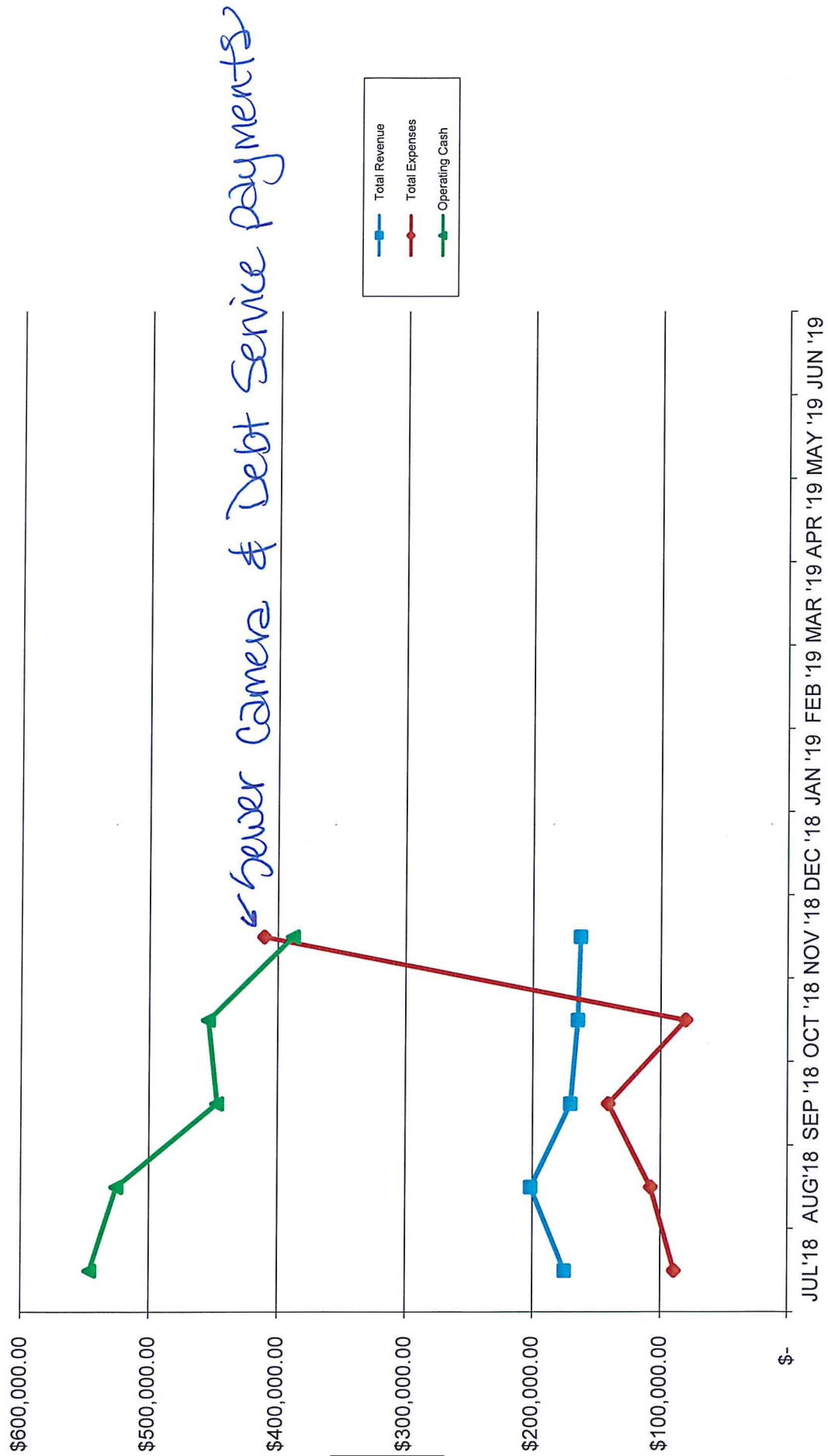
Gas Tax Cash, Revenue & Expense



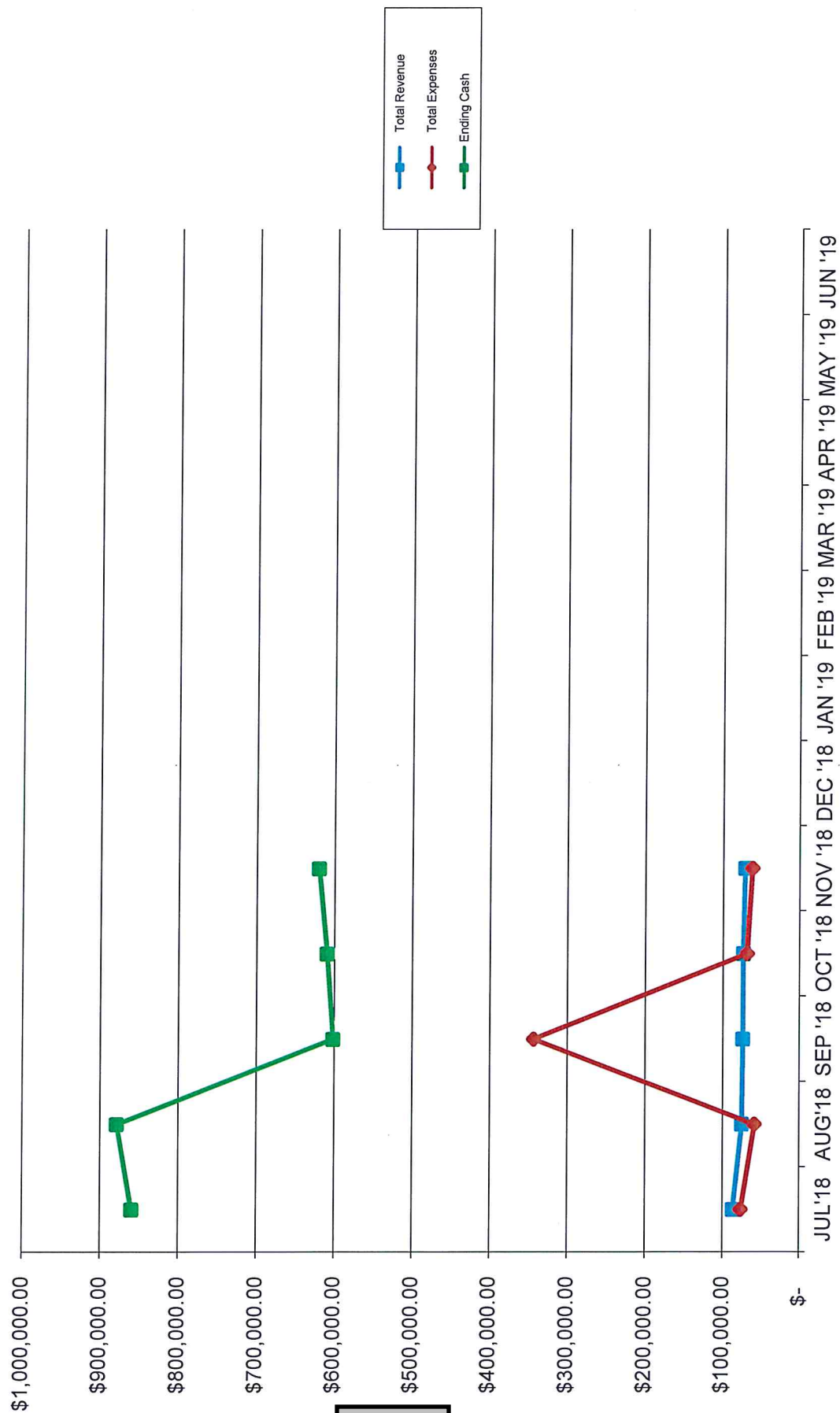
Water Fund Cash, Revenue & Expense



Sewer Fund Cash, Revenue & Expense



Solid Waste Cash, Revenue & Expense



Complaint and Overtime Report

DIVISION POLICE

Submitted By: CAPTAIN LANGUG

Date	Comp Hours	O/T Hours	Name	Reason
22.72 11-22-18	(8½)		ANGLIN	THANKSGIVING WORKED
22.72 11-24-18	(1½)		ANGLIN	CF5201807981 RUMAWAY/SUVENILE
21.58 11-22-18	(8½)		BAUMGARTNER	THANKSGIVING WORKED
11-28-18	(2)		BAUMGARTNER	MTPAT - PRE ACADEMY TESTING
11-28-18	(3½)		BAUMGARTNER	COVER SICK OFFICER SPIRT
12-1-18	(1)		BAUMGARTNER	P201800948 COVER FOR MENTAL HEALTH TRANSPORT
11-22-18	(8½)		BOOTH	THANKSGIVING WORKED
11-24-18	(1½)		BOOTH	CF5201807981 RUMAWAY/SUVENILE
22.34 11-29-18	(8)		CANAPÉ	UNION NEGOTIATION / EVID. TECH TRAINING 1800-2000 hrs
22.72 11-22-18	(8½)		CONFESÉ	THANKSGIVING WORKED
11-23-18	(8½)		CONFESÉ	O/T SHIFT COVER SICK OFFICER
11-29-18	(1½)		CONFESÉ	PFMA / P201800947
21.58 11-19-18	(1)		HEUSNER	FELONY BND. CASE P201800923
21.58 11-29-18	(1)		HEUSNER	ARREST TRANSPORT P201800946
23.72 11-22-18	(8½)		JOHNSON	THANKSGIVING WORKED
23.72 11-28-18	(3½)		JOHNSON	COVERED SHIFT SICK OFFICER
23.72 12-1-18	(1)		JOHNSON	COVERED MENTAL HEALTH TRANSPORT P201800948
20.14 12-22-18	(12)		KINN	THANKSGIVING WORKED
12-25-18	(1)		KINN	O/T CARRIED BY VACATION & SICK LEAVE
11-22-18	(12)		MCCARTNEY	THANKSGIVING WORKED
11-25-18	(12)		MCCARTNEY	O/T SHIFT
11-29-18	(5½)		MCCARTNEY	NEGOTIATIONS
29.82 11-19-18	(1½)		PITTS	THEFT ARREST P201800926
29.82 11-29-18	(5½)		PITTS	NEGOTIATIONS
29.82 11-30-18	(8½)		PITTS	O/T SHIFT
22.72 11-19-18	(1½)		RASMUSSEN	P201800923 - ARREST
21.14 11-21-18	(4)		SELL	O/T SHIFT
<div style="display: flex; justify-content: space-between;"> 29 X 1.5 </div>				

43.5 comp hours

$$\underline{26.25} \times 20.14 = 528.68$$

Page 26

$$21.58 = 48.56$$

$$.34 = 268.08$$

$$3 \times 22.72 = 68.16$$

912,10

Cont.

NT on Back side \rightarrow

Comp and Overtime Report

PPE: 12/2/18

Division: Police - Cont.

Submitted by:

[illegible]

PPE: 12/2/18

Division: Finance

Submitted by: Bethany Langve

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Comp and Overtime Report

PPE: 12/2/18

Division: Admin Asst.

Submitted by: Jeffrey Stricker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/20	1.5		B. Moorman	meeting Council Workshop	17.51
11/27	2.25		B. Moorman	Council Workshop	17.51
	3.75				
	x 1.5				
	5.63			Comp hours	
				5.63 x 17.51 =	98.58
					=
<div style="border: 1px solid black; border-radius: 50%; padding: 20px; display: inline-block;"> total \$ 98.58 </div>					

PPE: 12/2/18

Division: Shop

Submitted by: Kelly Strecker

Page 30

PPE: 12/2/18

Division: WTP + WWTP

Submitted by: Kelly Strecker

Reason	Rate
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