



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JANUARY 15, 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 January 2, 2019 meeting
2. Review and approve the December 2018 journal vouchers
3. Review and approve the December 2018 utility billing adjustments
4. Review and approve December 2018 financial statements
5. Review and recommend approval to Council claims entered through 01/11/2019
6. Review Comp/Overtime hours for pay period ending 12/30/2018
7. Review and approve payroll register for pay period ending 12/30/2018 totaling \$220,562.03

**New Business**

**Old Business**

8. Update from the CAO regarding the City Court accounts receivables

**Other Items**

**Announcements**

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**

**MINUTES  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
WEDNESDAY, JANUARY 02, 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 from the December 18, 2018 Budget and Finance Committee meeting – Richard Klose made a motion to approve the minutes from the December 18, 2018 meeting, Bruce McGee seconded the motion, all in favor, motion passed.
2. Review claims entered through 12/28/2018 and recommend approval to Council – Richard Klose had reviewed the claims and check registers, for accuracy, prior to the meeting. The committee asked who provided maintenance for the Ambulance and Fire Department vehicles. Bethany stated that Mr. Herr provided maintenance for the Fire and Ambulance Department vehicles. The Committee asked what specifically he did for each department. Bethany stated that the Fire Chief would have to answer that question as she did not know. The Committee asked the Mayor if he could ask the Fire Chief to attend a meeting, so they could ask him. Richard Klose made a motion to recommend approval of the claims entered through 12/28/2018 to Council, Bruce McGee seconded the motion, all in favor, motion passed.
3. Review the Comp/Overtime report for pay period ending 12/16/2018 – The Committee reviewed the Comp/Overtime report for PPE 12/16/2018. There were no questions or comments regarding the report.
4. Review and approve the payroll register for pay period ending 12/16/2018 and totaling \$169,601.23 – The Committee reviewed the payroll register for PPE 12/16/2018. Richard Klose made a motion to approve the payroll register for PPE 12/16/2018 and totaling \$169,601.23, Bruce McGee seconded the motion, all in favor, motion passed.

**New Business**

**Old Business**

5. Update from the CAO regarding the Courts outstanding accounts receivables – The Mayor stated that the CAO would attend the next Budget and Finance to provide an update on this subject.

**Other Items**

Bethany stated that HB 124 Entitlement share is being discussed during this legislative session and the City needs to pay close attention to what the State is trying to do with this bill. The Mayor will be keeping tabs on this and will be reporting back to Council.

**Announcements**

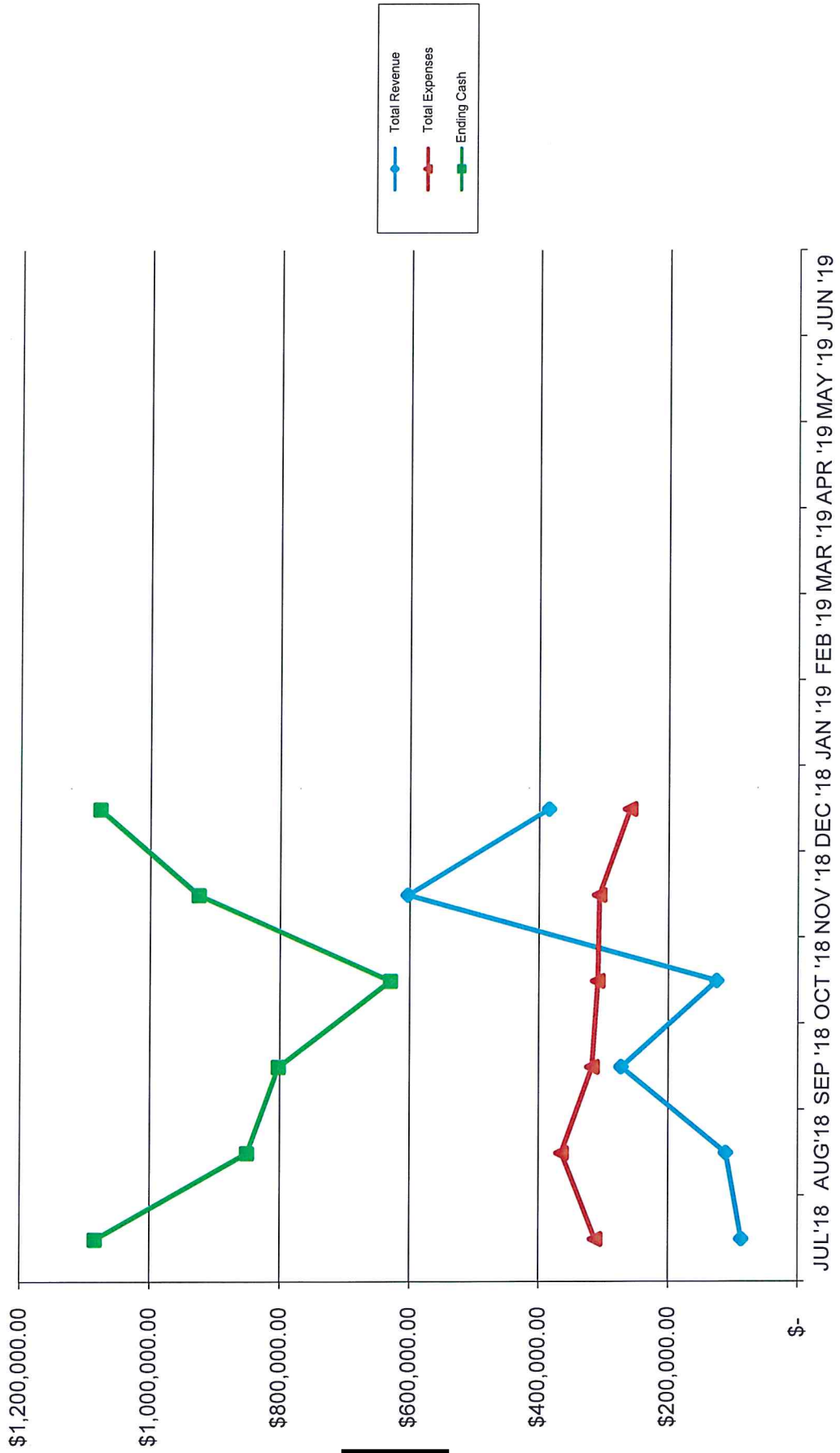
6. The next Budget and Finance Committee meeting will be held on January 15, 2019 at 5:30pm

# December 2018 OF FISCAL YEAR 2018-2019

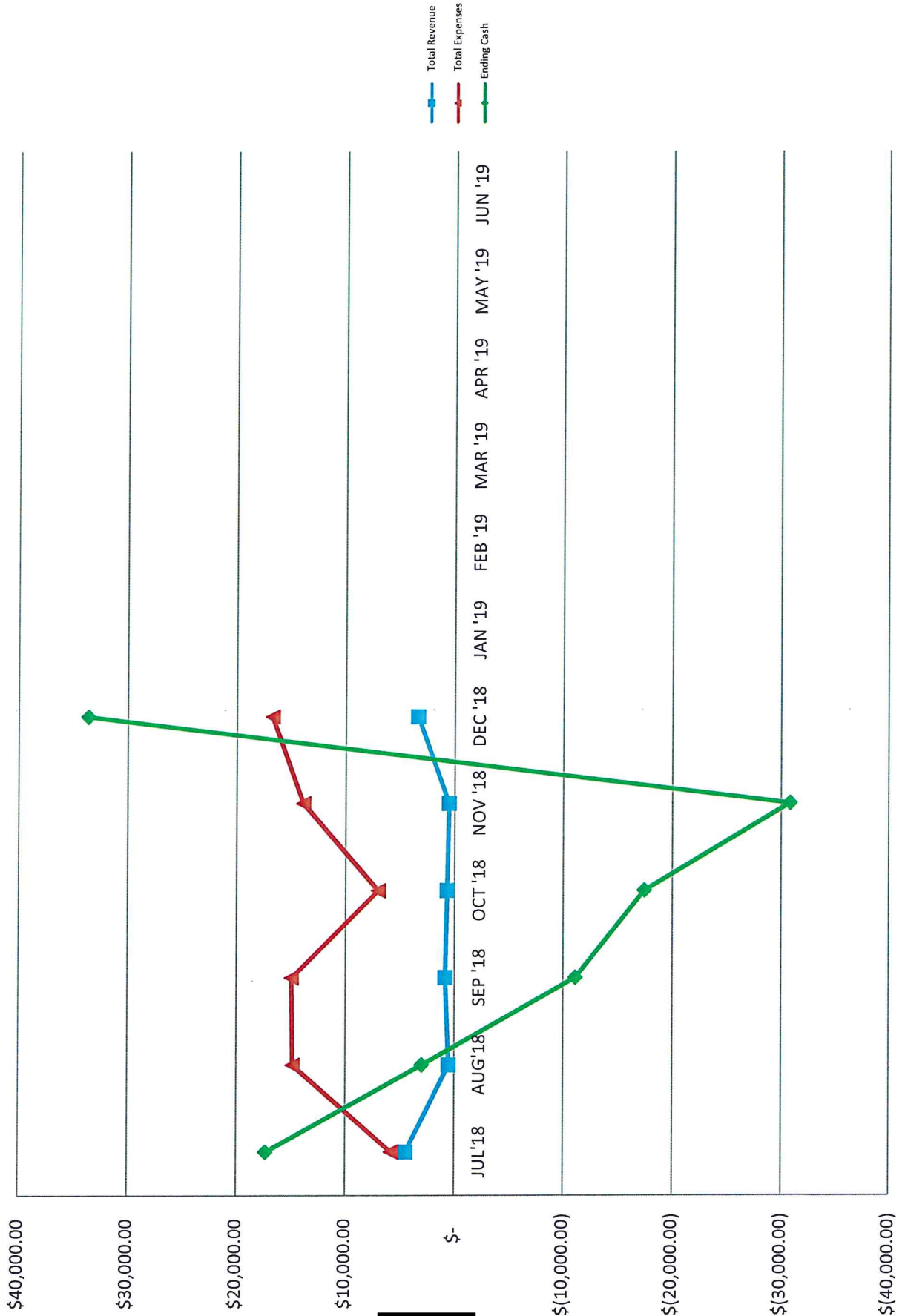
50% of Year Expired

FUND #	FUND NAME	REVENUES YTD	BUDGETED REVENUES	REVENUE % OF BUDGET	EXPENSES YTD	BUDGETED EXPENSES	EXPENSE % OF BUDGET	DIFF. REV-EXP
1000	General	\$1,593,807.00	\$4,208,924.00	38%	\$1,822,182.05	\$4,846,610.00	38%	(\$228,375.05)
2190	Comp. Ins.	\$64,197.61	\$118,965.00	54%	\$88,108.61	\$84,023.00	105%	(\$23,911.00)
2250	Planning	\$88,091.92	\$98,643.00	89%	\$73,064.25	\$105,863.00	69%	\$15,027.67
2260	Emergency/Disa	\$1,332.34	\$700,000.00	0%	\$0.00	\$874,645.00	0%	\$1,332.34
2310	Tax Increment	\$430,883.35	\$705,001.00	61%	\$237,727.87	\$1,763,898.00	13%	\$193,155.48
2370	PERS	\$46,951.91	\$85,080.00	55%	\$39,480.79	\$91,500.00	43%	\$7,471.12
2371	Group Health	\$63,802.41	\$116,744.00	55%	\$0.00	\$201,000.00	0%	\$63,802.41
2372	Permissive Med	\$114,081.69	\$204,642.00	56%	\$0.00	\$245,778.00	0%	\$114,081.69
2390	Drug Forfeiture	\$1.85	\$2.00	93%	\$0.00	\$430.00	0%	\$1.85
2399	City Parking	\$61.18	\$60.00	102%	\$0.00	\$14,200.00	0%	\$61.18
2400	Light #2	\$25,710.30	\$45,950.00	56%	\$15,390.04	\$130,500.00	12%	\$10,320.26
2401	Light #3	\$14,038.43	\$24,348.00	58%	\$8,999.37	\$55,748.00	16%	\$5,039.06
2500	Street Maint.	\$554,761.27	\$1,000,518.00	55%	\$285,020.27	\$2,204,418.00	13%	\$269,741.00
2600	Elena Park Maint	\$0.00	\$10.00	0%	\$599.85	\$22,000.00	3%	(\$599.85)
2701	Memorial (Pool)	\$514.16	\$450.00	114%	\$0.00	\$119,990.00	0%	\$514.16
2702	Expendable Gran	\$904.37	\$50.00	1809%	\$0.00	\$210,053.00	0%	\$904.37
2820	Gas Tax	\$62,660.17	\$124,881.00	50%	\$222,216.40	\$253,128.00	88%	(\$159,556.23)
2821	HB 473 - Gas Tax	\$46,713.19	\$153,369.00	30%	\$153,000.00	\$153,000.00	100%	(\$106,286.81)
2850	911 Emerg.	\$32,422.11	\$14,400.00	225%	\$27,032.62	\$71,100.00	38%	\$5,389.49
2880	Library Aid Gr	\$0.00	\$1,615.00	0%	\$224.96	\$1,614.00	14%	(\$224.96)
2917	Crim Victims Ass	\$2,349.51	\$7,400.00	32%	\$0.00	\$79,188.00	0%	\$2,349.51
2928	Transit Grant	\$7,822.35	\$27,246.00	29%	\$16,910.34	\$90,861.00	19%	(\$9,087.99)
2952	Fed Eq Share	\$6,339.10	\$27,150.00	23%	\$25,001.97	\$63,664.00	39%	(\$18,662.87)
3400	SID Revolving	\$340.47	\$300.00	113%	\$0.00	\$79,000.00	0%	\$340.47
3401	SID 118 - Reserv	\$0.00	\$10.00	0%	\$0.00	\$9,750.00	0%	\$0.00
3503	SID #113 - 4th	\$14,608.36	\$22,247.00	66%	\$6,435.00	\$27,170.00	24%	\$8,173.36
3504	SID #114 - Elena	\$4,009.24	\$3,428.00	117%	\$4,433.66	\$8,868.00	50%	(\$424.42)
3505	SID #115 - 5th A	\$3,883.14	\$6,076.00	64%	\$8,686.37	\$9,089.00	96%	(\$4,803.23)
3506	SID #116 - Cottol	\$3,412.77	\$6,586.00	52%	\$9,335.13	\$9,768.00	96%	(\$5,922.36)
3507	SID #117 - Penn	\$5,600.71	\$11,555.00	48%	\$7,537.30	\$15,047.00	50%	(\$1,936.59)
3508	SID #118 - S Wa	\$8,978.77	\$107.64	8341%	\$0.00	\$8,868.00	0%	\$8,978.77
4000	Capital Projects	\$74,899.62	\$138,287.00	54%	\$3,750.00	\$600,000.00	1%	\$71,149.62
4001	Capital /Public W	\$2,984.38	\$5,140.00	58%	\$0.00	\$62,240.00	0%	\$2,984.38
5210	Water	\$3,240,511.62	\$10,159,522.00	32%	\$3,677,505.40	\$13,307,802.00	28%	(\$436,993.78)
5310	Sewer	\$1,043,970.81	\$1,995,037.00	52%	\$949,453.95	\$3,400,007.00	28%	\$94,516.86
5410	Solid Waste	\$453,494.05	\$858,818.00	53%	\$673,304.10	\$1,423,275.00	47%	(\$219,810.05)
7030	Library Federatio	\$0.00	\$4,680.00	0%	\$731.31	\$4,680.00	16%	(\$731.31)
7120	Fire Disability	\$23,550.39	\$53,752.00	44%	\$59,086.26	\$83,889.00	70%	(\$35,535.87)
7458	Crt Tech Surch	\$2,225.00	\$8,800.00	25%	\$1,910.00	\$8,800.00	22%	\$315.00
7467	Law Enf Acady	\$2,520.00	\$8,600.00	29%	\$2,105.00	\$8,600.00	24%	\$415.00
7471	Public Defender	\$764.00	\$7,500.00	10%	\$764.00	\$7,500.00	10%	\$0.00
7850	Airport Auth.	\$21,358.52	\$39,654.00	54%	\$18,733.82	\$39,273.00	48%	\$2,624.70
8010	Cemetery Perp	\$881.52	\$2,100.00	42%	\$0.00	\$19,745.00	0%	\$881.52
<b>TOTAL</b>		<b>\$8,065,439.59</b>	<b>\$20,997,647.64</b>	<b>38%</b>	<b>\$8,438,730.69</b>	<b>\$30,816,582.00</b>	<b>27%</b>	<b>\$ (373,291.10)</b>

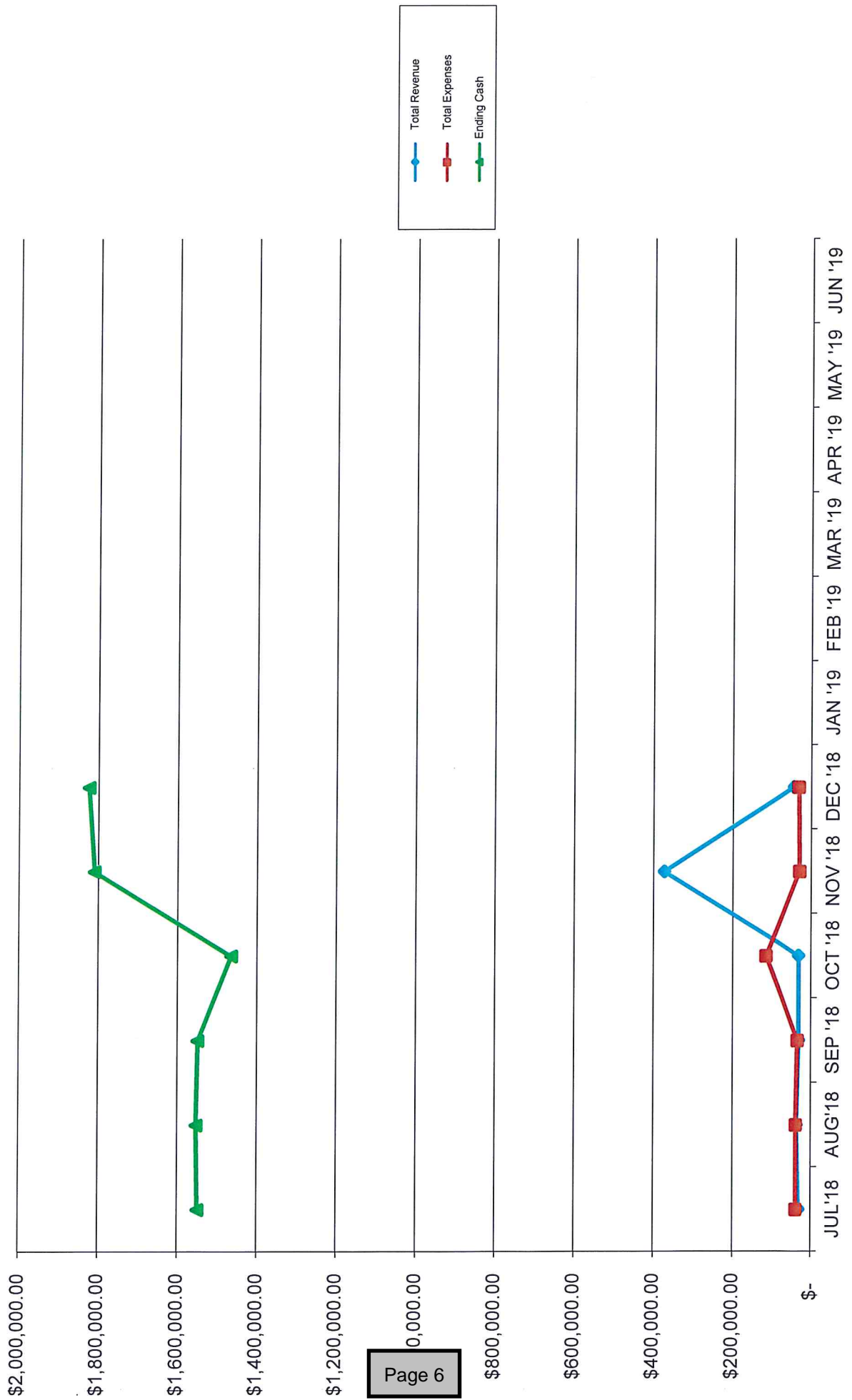
# General Fund Cash, Revenue & Expense



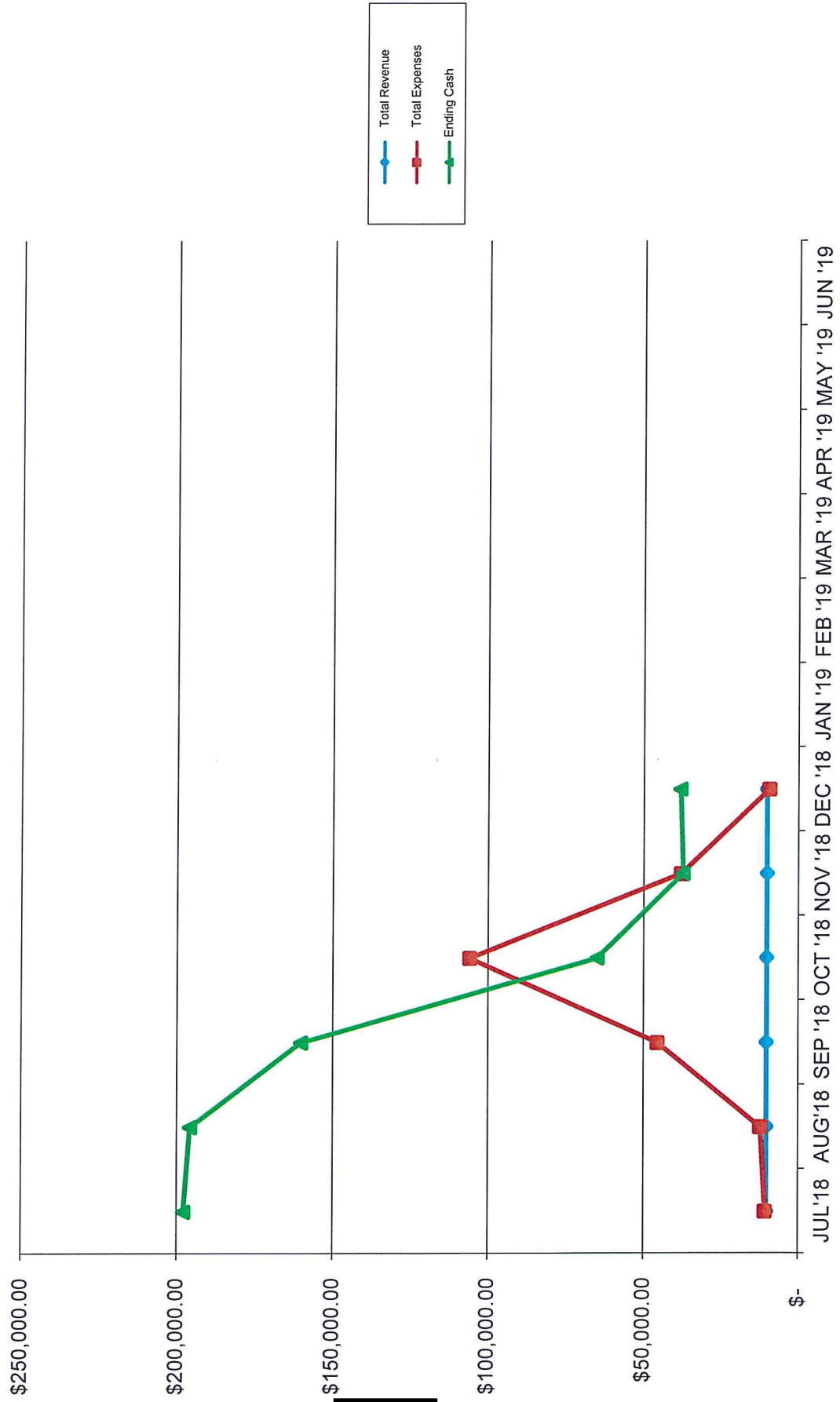
# Planning Cash, Revenue & Expense



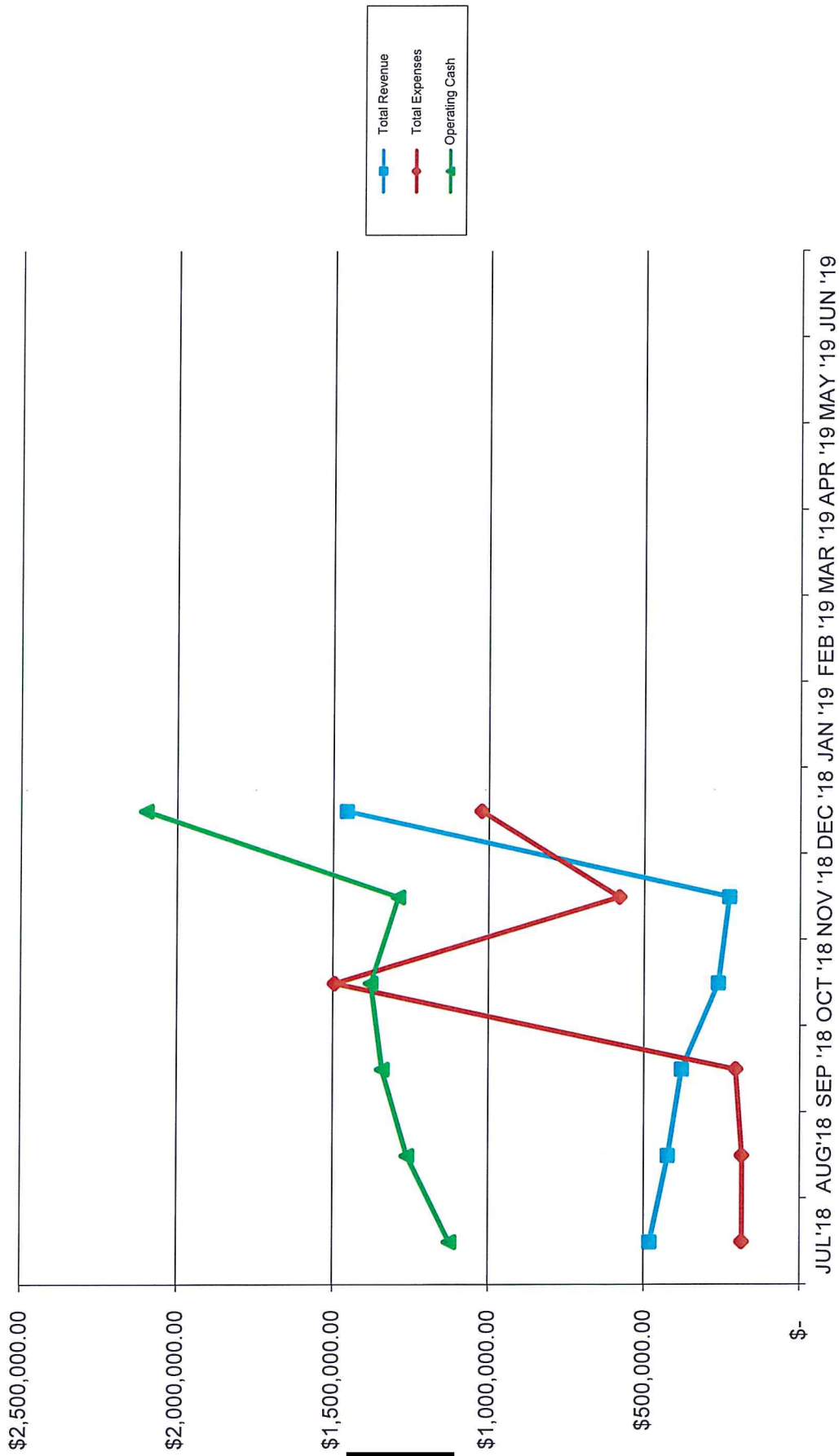
### Street Maint. Dist. Cash, Revenue & Expense



# Gas Tax Cash, Revenue & Expense

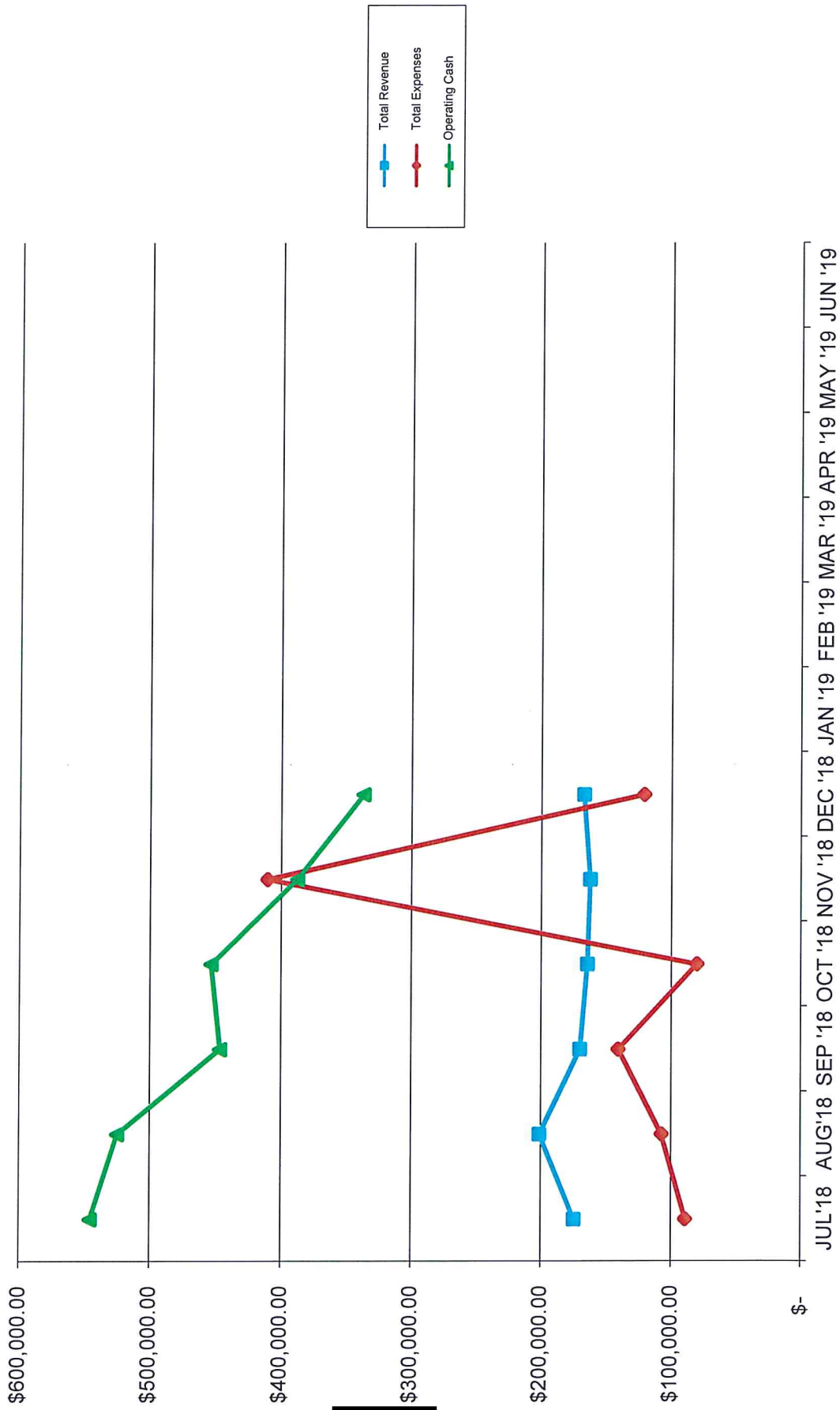


# Water Fund Cash, Revenue & Expense

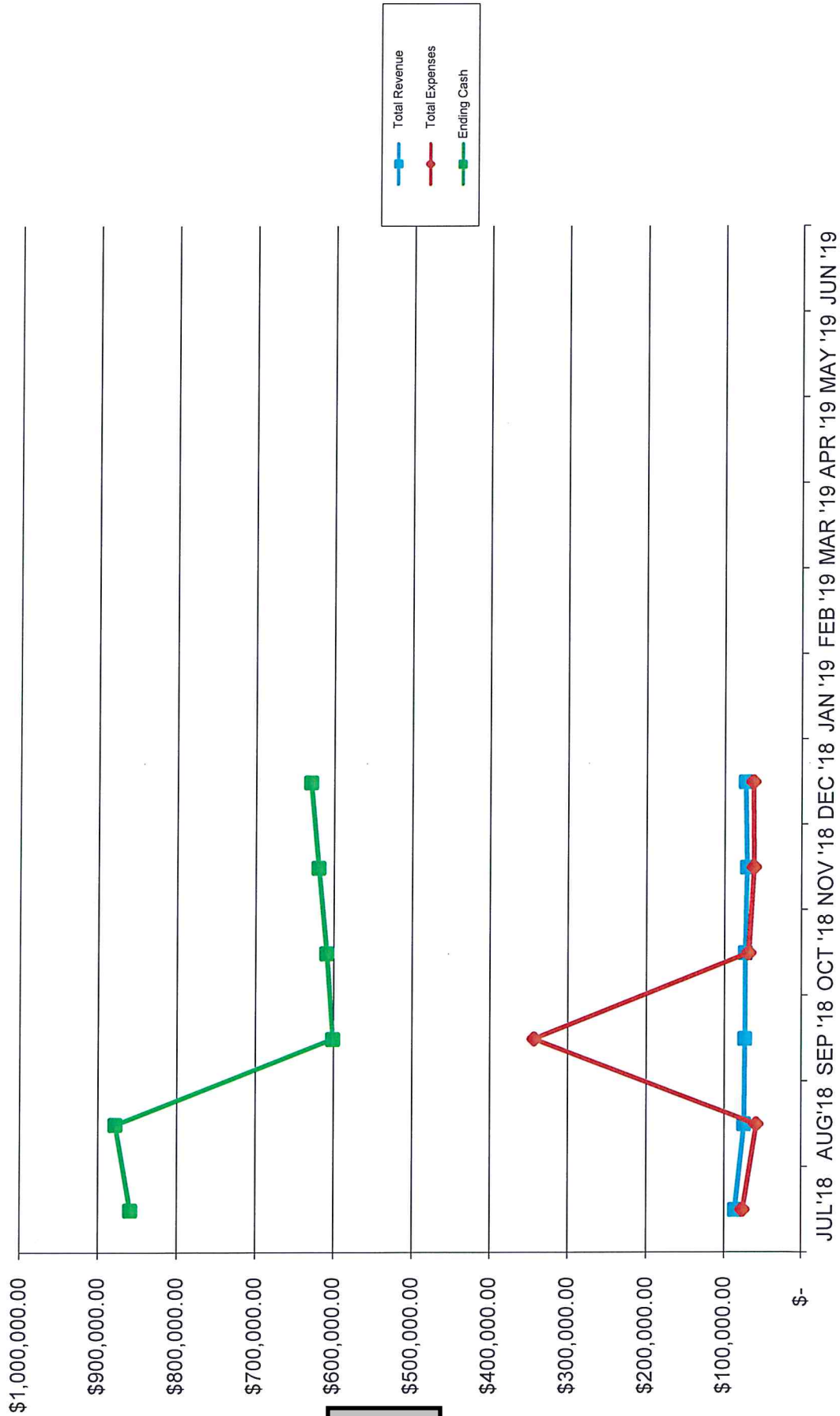




# Sewer Fund Cash, Revenue & Expense



### Solid Waste Cash, Revenue & Expense



Comptime and Overtime Report

DIVISION

Submitted By: CHIEF LANGVO

Date	Comp Hours	O/T Hours	Name	Reason
21.58/12-25-18		(8 1/2)	BOOTH	CHRISTMAS WORKED
25.22/12-18-18	(1/2)		BYRANT	TRAFFIC ACCIDENT PRO1801014
22.72/12-18-18		(3)	CORTESE	CITY COURT TRIAL / DEATH INVESTIGATION P1015 <sup>20180</sup>
22.72/12-25-18		(8 1/2)	CORTESE	CHRISTMAS WORKED
21.58/12-25-18		(8 1/2)	HEUSNER	CHRISTMAS WORKED
23.72/12-21-18		(2)	JOHNSON	CITY COURT CANCELED LESS THAN 24 HRS.
23.72/12-25-18		(8 1/2)	JOHNSON	CHRISTMAS WORKED
21.14/12-26-18	(4)		M'CARTEHY	OT HOURS CREATED BY VACATION
24.22/12-25-18		(10)	SAUTER	CHRISTMAS WORKED
21.14/12-25-18		(12)	SELL	CHRISTMAS WORKED
20.14/12-25-18		(12)	KINIV	CHRISTMAS WORKED
20.14/12-29-18		(4)	KINIV	OT - CAUSED BY VACATION
20.14/12-30-18		(4)	KINIV	OT - CAUSED BY VACATION

4.5  
x 1.5

6.75 comp hours

6 x 21.14 = 126.84  
 .75 x 25.22 = 18.92  
 145.76

81 OT hours

17 x (21.58 x 1.5) = 550.29  
 11.5 x (22.72 x 1.5) = 391.92  
 10.5 x (23.72 x 1.5) = 373.59  
 10 x (26.22 x 1.5) = 393.30  
 12 x (21.14 x 1.5) = 380.52  
 20 x (20.14 x 1.5) = 604.20

2693.82

Total = 2839.58

# Comp and Overtime Report

PPE: 12/30/18

Division: Admin Asst.

Submitted by: Kelly Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/18	1.25		B. Moorman	City Council	17.51
12/28	.5		B. Moorman	Site Visit Debrief	
	1.75				
	X 1.5				
	2.63		Comp hours		
				$2.63 \times 17.51 =$	46.05
					=
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">                     Total \$ 46.05                 </div>					





# Comp and Overtime Report

PPE: 12/30/18

Division: Shop

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/22		⑧	K. Letler	Container site fill in	23.15
12/26	2.5		A. Arneson	Call out lift station	23.30
12/25	3		J. Baker	Call out sanding	23.30
12/24		⑧	K. Fuy	water leak Washington	23.15
12/29		⑧	R. Letler	Container site	23.15
/					
	5.5				
	<del>1.5</del>				
	8.25	Nomo hours		$8.25 \times 23.30 =$	192.23
/					
		24	OT hours	$24 \times (23.15 \times 1.5)$	833.40
/					
Total @					1035.63

# Comp and Overtime Report

PPE: 12/30/18

Division: WWTP + WTP

Submitted by: Kelly Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/25	8		C. Caswell	Holiday worked	24.61
12/25	8		D. Ceaser	Holiday worked	24.61
12/25		8	T. Henry	Holiday worked	21.00
12/26		2.5	N. Herman	New Intake gas turbine	21.00
12/25		8	C. Nicholson	Holiday worked	24.61
12/25		8	J. Sawyer	Holiday worked	23.88
12/25		8	D. Waggoner	Holiday worked	24.61
16					
x 1.5					
24		Comp hours		24 x 24.61 =	590.64
34.5		OT hours			
				8 x (23.88 x 1.5) =	286.56
				16 x (24.61 x 1.5) =	590.64
				10.5 x (21.00 x 1.5) =	409.50
					1286.70
					=
Total \$ 1877.34					