



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 06, 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 July 16, 2019 Budget and Finance Committee meeting
2. Review and approve Purchase Requisition from Sewer Department – Screw Pumps
3. Review and approve Purchase Requisition from City Hall – Office 365 Email Migration
4. Review and approve Purchase Requisition from Ambulance Department – QRU Amendment
5. Review and approve the Fiscal Year 2019 Bank Reconciliations
6. Review and approve the June 2019 Financial Statements
7. Review claims entered through 08/02/2019 and recommend approval to Council
8. Review the Comp/Overtime report for Pay Period Ending 07/14/2019 and 07/28/2019
9. Review and approve the payroll register for pay period ending 07/14/2019 totaling \$185,882.02 and pay period ending 07/28/2019 totaling \$186,599.10

New Business

Old Business

10. Update from Clerk/Treasurer regarding Pintler Ambulance collections

Other Items

11. Update from the Mayor
12. Claims schedule September 3rd and beyond
13. Change Budget and Finance meetings to match Council meetings (2nd and 4th Tuesdays)

Announcements

14. The next Budget and Finance Committee meeting will be held on August 20, 2019 at 5:30 pm
15. Bruce McGee claims review for August 20th 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:

Review and approve the minutes from the July 16, 2019 Budget and Finance Committee meeting.

Minutes of City of Laurel Budget/Finance Committee Tuesday, July 16, 2019

Members Present: Emelie Eaton
 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 of the July 2, 2019 meeting. Bruce McGee made a motion to amend the minutes of the July 2, 2019 Budget and Finance Committee meeting to include the words “and Jude Kerr” after the word “attorney” on item number 2, under other items, and then strike the last sentence in that section. Richard Klose seconded the motion to amend the July 2, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed. Richard Klose made a motion to approve the July 2, 2019 Budget and Finance Committee meeting minutes as amended, Mayor Nelson seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Fire Department Extrication Equipment. The Committee reviewed the purchase requisition for the extrication equipment. The Clerk/Treasurer explained that the City had reached out to Pat Kimmet with CHS for assistance in finding possible grants to help pay for the equipment. Mr. Kimmet forwarded a letter of need from Chief Peters to CHS’ foundation and the foundation has awarded the City \$10,000 a year for five (5) years to assist in paying for this vital equipment. Each of the Committee members expressed their gratitude and commented on the great relationship the City has with CHS. The Clerk/Treasurer stated that Chief Peters was going to try to do a demonstration for Council after he received the tools. Richard Klose made a motion to approve the Purchase Requisition from the Fire Department for purchase of the Extrication Tools, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Fire Department Ford F-350. The Committee reviewed the purchase requisition for the Ford F-350. The Clerk/Treasurer explained that this purchase was to replace an old 1976 vehicle that transports a compressor used to fill SCBAs. Richard Klose made a motion to approve the Purchase Requisition from the Fire Department for purchase of the Ford F-350, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Journal Vouchers. The Committee reviewed the June 2019 Journal Vouchers and had no questions or comments. Bruce McGee made a motion to approve the June 2019 Journal Vouchers, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Utility Billing Adjustments. The Utility Billing documents were reviewed, signed and dated. Richard Klose made a motion to approve the June 2019 Utility Billing Adjustments, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 7/12/19. Emelie Eaton reviewed the Claims Detail report and the check register for accuracy. Emelie Eaton made a

motion to recommend approval of the claims entered through 7/12/19, Mayor Nelson seconded the motion, all in favor, motion passed.

- Review Comp/Overtime hours for pay period ending 06/30/19. There were no questions or comments regarding the Comp/Overtime report.
- Review and approve Payroll Register for pay period ending 06/30/19 totaling \$210,531.14. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay period ending 06/30/19 totaling \$210,531.14, Bruce McGee seconded the motion, all in favor, motion passed.

New Business – none

Old Business

- The Clerk/Treasurer prepared a comparison of November 2017-June 2018 to November 2018- June 2019 for the Committee. The Revenues for 2108-2019 were \$1,877.70 greater. The Clerk/Treasurer explained that it is very difficult to compare and time periods for Ambulance because of all the variables involved with their billing. The Committee was happy to see that the revenues were increased by any amount.

Other Items –

The Mayor gave an update on the Ambulance Department. He stated that he received a proposal from AMR for two BLS staff to support our current volunteers. This would be a short-term contract to allow for more time to get the plan finalized to consolidate the Ambulance and Fire Departments and hire full time staff. The consolidation and hiring of staff takes a lot of preparation in order to do it correctly. The Mayor has been doing a lot of research and meeting with various other agencies in Montana that have consolidated Ambulance and Fire departments and he wants to make sure that this is done right.

For Next Meeting –

- Review update/change (journal vouchers, comp/OT, sick vacation accrual totals)
- Changing the Budget and Finance meetings to match Council Meetings

Announcements –

- The next Budget and Finance Meeting will be held on August 6, 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:

2. Review and approve Purchase Requisition from the Sewer Department for a new Screw A Pump.

Date: 7/29/19
Fund: Sewer
Dept.: Sewer

PURCHASE REQUISITION

CITY OF LAUREL
MONTANA
59044

VENDOR: Lakeside Equipment
PO Box 8448
Bartlett IL 60003

VENDOR NO.: _____

Quantity	Fully Itemize	Est. Cost	Account Number
1	Screw pump	79,000-	5310.6000.430440.940
Total estimated cost		79,000-	

The items listed above are a proper charge against the account shown hereon and the services or materials are to be used exclusively for the purpose against which said items are charged.



Agent Authorized Signature

CITY HALL
115 W. 1ST ST.
PUB. WORKS: 628-4796
WATER OFC.: 628-7431
COURT: 628-1964
FAX 628-2241

City Of Laurel

P.O. Box 10
Laurel, Montana 59044



Office of the Director of Public
Works

August 1, 2019

Recommendation for Lift Screw Replacement

Mayor Nelson,

The City of Laurel's Wastewater Treatment Plant operates three archenemies lift screws that elevates all of the wastewater from the City of Laurel's sewer system. This elevated wastewater then gravity flows through the rest of the treatment trains and then discharges into the Yellowstone River.

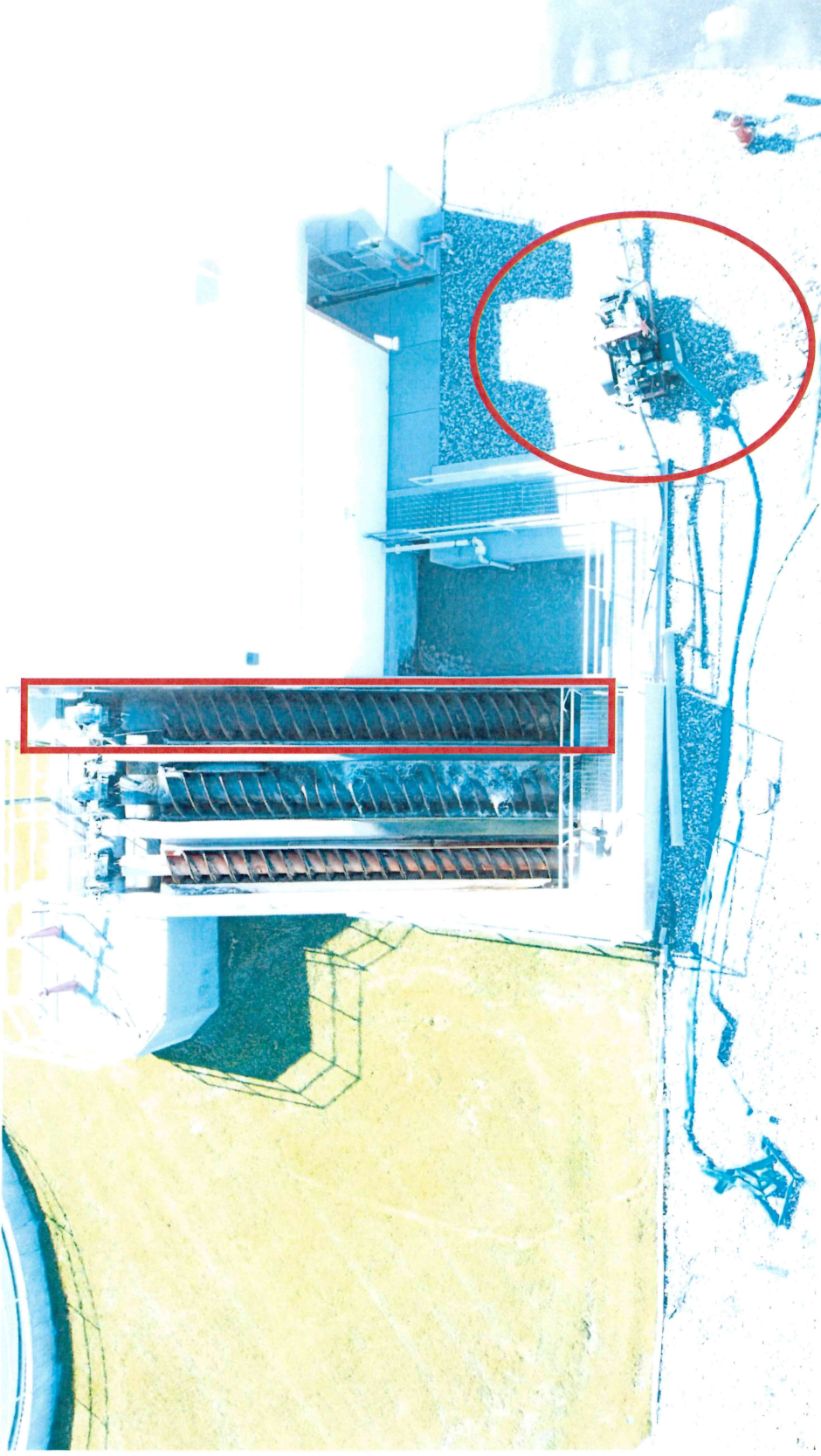
I was informed that one of the three screw's anchoring bolts had loosened up and needed to be retightened. In the 15 years I have been here, we have never had to perform this type of work. I asked that a contractor be selected and to find out why the bolts came loose. During the retightening of the anchor bolts it was noticed that the main shaft for the screw was bent. I then had KLJ Engineering work with Tim Reiter to come up with a solution to this issue. They contacted the original 1986 supplier to see what could be done and it was determined that having a bent shaft was unrepairable. We are not able to seek out a different supplier as these screws and the mounting system are proprietary to this supplier.

These screws have been on the list for repairs for some time. With all the DEQ requirements and the past projects, we have not been able to deal with these screws until now. I am recommending an emergency repair of the screw that has been taken out of service. The City will purchase the replacement screw and then we will have to get quotes to have the labor performed once the screw has been delivered. There is about a 12 week wait time before delivery after the order is placed. This time frame put us out to the end of October and we will need to have new concrete poured to properly install the new screw. This work has to take place before freezing temperatures for proper cure times for the concrete.

Please see the attached quote and picture of the screws.

Thank you,


Kurt Markegard
Public Works Director



One wastewater screw (red rectangle) has a bent shaft and needs to be replaced. We have an emergency bypass pump (red circle) set up for high flows if needed.





1022 E. DEVON AVE. □ P.O. BOX 8448 □ BARTLETT, IL 60103 □ PHONE (630) 837-5640 □ FAX (630) 837-5647
www.lakeside-equipment.com

2-Jul-19

Price Sheet

To: Goble Sampson Associates
6355 Ward Road
200
Arvada, Colorado 80004

From: Jim McKee

Attn: Josh Queen

Project: Laurel, Montana

Lakeside Open Screw Pump
42-inch Ø

Unit Price: \$79,000
Quantity: 1

Existing S.O. 83-442

Total Package Cost: \$79,000

Specification

Unit Capacity: 2,754 gpm
Lift: 15.3-ft (H)
Pump Speed: 44 rpm
Horsepower: 20
Screw Diameter: 42-inches

Drive Arrangement: Shaft Mounted
Upper Bearing: 4 ½ -inches
Lower Bearing: 4 ½ -inches
Inclination: 38-degrees

Items Included In Pricing

42-inch diameter screw
20hp shaft mounted drive assembly
Three (3) ¼ -inch thick flight
24-inch diameter x 3/8-inch thick torque tube
4 ½-inch upper bearing
4 ½-inch lower bearing
Stub shafts
Deflection plate (stainless steel)
Lubrication system
Anchor bolts (stainless steel)
Shop finish painting

FOB: Factory
Warranty: 1 year
Start-up service: 2 days in 1 trip
Full freight allowed to jobsite

Approvals: 4 to 6 weeks (if required)
Fabrication: 10 to 12 weeks
Shipping weight/unit: 7,300 lb

Items Not Included In Budget Pricing

Erection of equipment
Piping and valves
Controls
Concrete and grouting

Electrical wiring
Spare parts
Tools

James McKee
Regional Sales Manager
e-mail: jm@lakeside-equipment.com

Item Attachment Documents:

3. Review and approve Purchase Requisition from City Hall for the migration of all City email to Microsoft Office 365.

Date: 8/6/19
Fund: General
Dept.: City Hall

**PURCHASE
REQUISITION**
CITY OF LAUREL
MONTANA
59044

VENDOR: Systems Tech. Consultants

VENDOR NO.: _____

Quantity	Fully Itemize	Est. Cost	Account Number
1	City wide MS office 365 Email Migration	21,980	4000.180.411200.312
Total estimated cost		21,980	

The items listed above are a proper charge against the account shown hereon and the services or materials are to be used exclusively for the purpose against which said items are charged.

Dept. Authorized Signature



Phone:

406.237.1212

Email:

tmcgrail@getsystems.net

Web:

www.getsystems.net



We have prepared a quote for you

0365 migration

Quote # 002172

Version 1

Prepared for:

City of Laurel

Bethany Langve
cityclerk@laurel.mt.gov

Statement of Work



Pre-cutover:

Configure Tenant

Configure ESS

Test BitTitan

On the day of the cutover:

Change MX and run full Sync

Hit each workstation and connect Outlook to Office365

Grab any PSTs needed (if POP)

Grab any contacts and Calendars needed (if IMAP)

Depending on size, either import directly into Outlook or bring PST to office and upload it manually

Software	Price	Qty	Ext. Price
Miscellaneous Software Email Migration license's	\$13.00	85	\$1,105.00
Miscellaneous Software			
Miscellaneous Software MS Office 365 Prem per year price	\$150.00	85	\$12,750.00
Miscellaneous Software			
Subtotal			\$13,855.00

Estimated Labor	Price	Qty	Ext. Price
Service - Managed Service Client Service - Discounted MSP Rate Estimated labor for project	\$125.00	65	\$8,125.00
Fixed fee labor for service or project work.			
Subtotal			\$8,125.00

0365 migration

Prepared by:**Billings - Systems**

Thad McGrail
406.237.1211
tmcgrail@getsystems.net

Prepared for:**City of Laurel**

PO Box 10
Billings, MT 59044
Bethany Langve
(406) 628-7431
cityclerk@laurel.mt.gov

Quote Information:**Quote #: 002172**

Version: 1
Delivery Date: 05/09/2019
Expiration Date: 06/08/2019

Quote Summary

Description	Amount
Software	\$13,855.00
Estimated Labor	\$8,125.00
Total:	\$21,980.00

Unless noted above:

- * The cost of installation, maintenance, freight, travel and insurance are not included.
- * Travel Expenses (i.e. Meals, Lodging, etc.) will be passed on to the client.
- * Unit prices will govern over extended prices.
- * Morrison-Maierle Systems Corp. reserves the right to charge a 25% restocking fee on all returned or cancelled equipment.
- * Prices are subject to change without notice.

Billings - Systems

City of Laurel

Signature: _____

Name: Thad McGrail

Title: Account Manager

Date: 05/09/2019

Signature: _____

Name: Bethany Langve

Date: _____

Item Attachment Documents:

6. Review and approve the June 2019 Financial Statements.

08/05/19
16:54:32

CITY OF LAUREL
Cash Report
For the Accounting Period: 6/19

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Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	728,120.45	506,820.73	477,313.24	3,674.14	480,168.82	1,228,411.46
101030 Cash-Fire Dept	-25,817.92	0.00	25,819.00	0.00	0.00	1.08
101070 Cash-Insect Control	2,534.66	0.00	0.00	0.00	0.00	2,534.66
101080 Cash-Library Donations	13,528.37	0.00	0.00	0.00	0.00	13,528.37
101090 Cash-Park Dedication	528.05	0.00	0.00	0.00	0.00	528.05
101110 Cash-Ambulance Donations	9,995.03	0.00	0.00	0.00	0.00	9,995.03
101115 Cash-Fire Dept. Donations	12,024.01	0.00	0.00	0.00	0.00	12,024.01
101116 Cash-Police Dept. Donations	353.68	0.00	0.00	0.00	0.00	353.68
101170 Cash-Court Bonds Pending	5,873.00	2,137.00	0.00	0.00	0.00	8,010.00
101180 Cash - Restitution (Court)	3,521.00	673.18	0.00	0.00	0.00	4,194.18
102135 Building Dept - Cash Restricted	8,343.34	0.00	0.00	0.00	0.00	8,343.34
103000 Petty Cash	700.00	0.00	0.00	0.00	0.00	700.00
Total Fund	759,703.67	509,630.91	503,132.24	3,674.14	480,168.82	1,288,623.86
2190 COMP. INSURANCE						
101000 Cash - Operating	28,312.17	7,354.00	0.00	0.00	0.00	35,666.17
2250 PLANNING						
101000 Cash - Operating	-15,821.14	38,480.77	15,386.32	2,950.85	8,243.35	26,851.75
2260 EMERGENCY DISASTER						
101000 Cash - Operating	175,514.55	180.81	0.00	0.00	6,350.00	169,345.36
2310 TAX INCREMENT-Business Dist.						
101000 Cash - Operating	1,942,454.60	71,257.54	0.00	0.00	60,438.94	1,953,273.20
102101 Cash/TIFD/Technical Assistance	-1,889.82	0.00	1,890.00	0.00	0.00	0.18
102102 Cash/TIFD/Facade Program	2,347.67	0.00	0.00	0.00	0.00	2,347.67
Total Fund	1,942,912.45	71,257.54	1,890.00		60,438.94	1,955,621.05
2350 LOCAL GOVERNMENT STUDY COMMISSION						
101000 Cash - Operating	12.60	0.00	0.00	0.00	0.00	12.60
2370 EMPLOYER CONTRIB-P.E.R.S						
101000 Cash - Operating	30,717.10	6,206.09	0.00	0.00	5,971.07	30,952.12
2371 EMPLOYER CONTRIB-GROUP HEALTH						
101000 Cash - Operating	206,186.13	14,342.01	0.00	0.00	200,000.00	20,528.14
2372 PERMISSIVE MEDICAL LEVY						
101000 Cash - Operating	239,718.34	11,162.89	0.00	0.00	245,778.18	5,103.05
2390 DRUG FORFEITURE						
101000 Cash - Operating	474.37	0.47	0.00	0.00	0.00	474.84
2399 CITY PARKING FUND						
101000 Cash - Operating	14,348.90	14.36	0.00	0.00	0.00	14,363.26
2400 LIGHT DISTRICT #2						
101000 Cash - Operating	124,135.44	993.82	0.00	0.00	6,522.92	118,606.34
2401 LIGHT DISTRICT #3						
101000 Cash - Operating	51,572.52	960.92	0.00	0.00	3,745.78	48,787.66
2500 STREET MAINTENANCE						
101000 Cash - Operating	1,950,347.34	19,426.21	36,481.98	151.91	347,964.79	1,658,138.83
2600 Elena Park Maintenance District						
101000 Cash - Operating	22,166.61	0.00	0.00	0.00	114.98	22,051.63
2701 MEMORIAL/ENDOWMENT (POOL)						

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CITY OF LAUREL
Cash Report
For the Accounting Period: 6/19

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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	116,989.43	113.56	0.00	0.00	3,500.00	113,602.99
101039 Cash-Park Improvements	25.14	0.00	0.00	0.00	0.00	25.14
Total Fund	117,014.57	113.56			3,500.00	113,628.13
2702 EXPENDABLE GRANT						
101000 Cash - Operating	92,934.09	92.97	0.00	0.00	0.00	93,027.06
101039 Cash-Park Improvements	119,195.05	119.25	0.00	0.00	0.00	119,314.30
Total Fund	212,129.14	212.22				212,341.36
2820 GAS TAX FUND						
101000 Cash - Operating	1,989.28	10,366.94	67,875.00	0.00	10,534.43	69,696.79
2821 HB 473-GAS TAX						
101000 Cash - Operating	-7,463.87	0.00	7,302.00	0.00	0.00	-161.87
2850 911 EMERGENCY						
101000 Cash - Operating	33,969.93	34.14	1,416.67	0.00	1,262.97	34,157.77
2880 LIBRARY AID GRANT						
101000 Cash - Operating	485.17	0.49	0.00	0.00	0.00	485.66
2917 CRIME VICTIMS ASSISTANCE						
101000 Cash - Operating	77,450.86	637.12	0.00	0.00	0.00	78,087.98
2928 TRANSIT GRANT						
101000 Cash - Operating	99,305.14	340.70	208.34	0.00	899.44	98,954.74
2952 FEDERAL EQUITABLE SHARING FUND						
101000 Cash - Operating	10,698.31	1,732.68	0.00	0.00	5,500.00	6,930.99
3400 SID REVOLVING						
101000 Cash - Operating	79,860.54	79.89	0.00	0.00	0.00	79,940.43
3401 SID 118 Reserve Fund						
101000 Cash - Operating	9,750.00	0.00	0.00	0.00	0.00	9,750.00
3503 SID #113 - Fourth Street						
101000 Cash - Operating	75,780.68	746.51	0.00	0.00	21,085.00	55,442.19
3504 SID 114 - Elena Park						
101000 Cash - Operating	35,230.00	35.25	0.00	0.00	0.00	35,265.25
3505 SID #115 - 5th Ave Sidewalks						
101000 Cash - Operating	16,184.54	50.40	0.00	0.00	0.00	16,234.94
3506 SID #116 - Cottonwood Sidewalks						
101000 Cash - Operating	27,047.28	234.43	0.00	0.00	0.00	27,281.71
3507 SID 117 - 8th & Pennsylvania						
101000 Cash - Operating	33,491.29	265.48	0.00	0.00	0.00	33,756.77
3508 SID 118 - S WASHINGTON AVE SIDEWALKS						
101000 Cash - Operating	-746.06	1,095.60	0.00	0.00	7,035.30	-6,685.76
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL SOURCES						
101000 Cash - Operating	212,850.36	224.04	11,090.33	0.00	0.00	224,164.73
101019 Cap - City Hall	56,218.65	56.24	0.00	0.00	0.00	56,274.89
101030 Cash-Fire Dept	39,242.04	39.41	154.00	0.00	0.00	39,435.45
101032 Cash-Swimming Pool	0.54	0.00	0.00	0.00	0.00	0.54
101034 Cash-Ambulance Equipment	6.79	0.01	0.00	0.00	0.00	6.80
101035 Cash-Computer/Office Equipment	1.03	0.00	0.00	0.00	0.00	1.03
101036 Cash-Street Equipment	0.36	0.00	0.00	0.00	0.00	0.36
101037 Cash-Land and Buildings	92,737.05	92.78	0.00	0.00	0.00	92,829.83

08/05/19
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CITY OF LAUREL
Cash Report
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Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101038 Cash-Cemetery Improvements	22,398.40	272.66	0.00	0.00	0.00	22,671.06
101039 Cash-Park Improvements	256,683.99	256.79	0.00	0.00	0.00	256,940.78
101041 Capital - FAP	81,544.95	81.58	0.00	0.00	0.00	81,626.53
101050 Cash-Cemetery Care	8,213.40	8.22	0.00	0.00	0.00	8,221.62
101100 Cash-Equipment Reserve	674.11	0.67	0.00	0.00	0.00	674.78
101105 Cash-Cemetery Imp to Vets portio	12,429.83	12.44	0.00	0.00	0.00	12,442.27
Total Fund	783,001.50	1,044.84	11,244.33			795,290.67
4001 Special Water, Sewer, Street, C&G, Sidewalk SID						
101000 Cash - Operating	48,390.97	44.51	0.00	0.00	3,900.00	44,535.48
102103 Sidewalk Program Restricted	71,065.78	71.10	0.00	0.00	0.00	71,136.88
Total Fund	119,456.75	115.61			3,900.00	115,672.36
5210 WATER						
101000 Cash - Operating	1,106,864.95	317,808.21	274.88	0.00	816,949.51	607,998.53
101012 Cash-System Development	556,089.73	11,066.83	0.00	0.00	0.00	567,156.56
101013 Cash-Capital Replcmnt & Depr	2,683,422.87	2,694.57	42,134.70	0.00	0.00	2,728,252.14
101014 Cash-Water Deposits	86,357.99	2,850.00	0.00	0.00	260.60	88,947.39
101018 Cap Replacement - Yearly Replac	95.65	0.10	0.00	0.00	0.00	95.75
102100 Cash-Restricted-Wtr Line Ins	144,447.55	2,013.67	50.72	0.00	0.00	146,511.94
102211 Cash-Refinanced Bond Sinking & I	1,352,999.52	1,265.74	41,713.00	0.00	129,518.07	1,266,460.19
102220 Cash - Bond Reserve SRF SED BASI	157,521.12	154.59	0.00	0.00	0.00	157,675.71
102228 Cash-Bond Reserve-DNRC IV	89,098.04	89.14	0.00	0.00	0.00	89,187.18
102229 Cash-Bond Reserve-DNRC Refinance	124,334.89	124.39	0.00	0.00	0.00	124,459.28
Total Fund	6,301,232.31	338,067.24	84,173.30		946,728.18	5,776,744.67
5310 SEWER						
101000 Cash - Operating	332,236.91	134,988.64	3,868.55	0.00	176,429.58	294,664.52
101012 Cash-System Development	422,534.55	7,429.72	0.00	0.00	0.00	429,964.27
102210 Cash - Revenue Bond Sinking & In	-43,121.85	1.93	45,056.00	0.00	0.00	1,936.08
102225 Cash-Bond Reserve-DNRC	404,336.28	404.51	0.00	0.00	0.00	404,740.79
102226 Cash-Bond Reserve-DNRC II	185,710.77	185.79	0.00	0.00	0.00	185,896.56
102240 Cash - Replacement & Depreciatio	2,377,195.07	1,821.69	46,575.62	0.00	566,281.98	1,859,310.40
Total Fund	3,678,891.73	144,832.28	95,500.17		742,711.56	3,176,512.62
5410 SOLID WASTE						
101000 Cash - Operating	449,807.96	67,689.58	1,882.19	0.00	90,711.51	428,668.22
102240 Cash - Replacement & Depreciatio	198,395.25	202.85	4,370.75	0.00	0.00	202,968.85
Total Fund	648,203.21	67,892.43	6,252.94		90,711.51	631,637.07
7030 LIBRARY FEDERATION						
101000 Cash - Operating	5,772.97	0.00	0.00	0.00	2,900.00	2,872.97
7120 FIRE DISABILITY						
101000 Cash - Operating	31,739.05	2,186.02	0.00	0.00	33,856.41	68.66
7458 COURT TECHNOLOGY SURCHARGE						
101000 Cash - Operating	363.10	430.00	0.00	0.00	793.10	0.00
7467 LAW ENFORCEMENT ACADEMY SURCHARGE						
101000 Cash - Operating	542.27	495.75	0.00	0.00	1,038.02	0.00
7471 PUBLIC DEFENDER FEE						
101000 Cash - Operating	0.00	111.55	0.00	0.00	111.55	0.00
7850 AIRPORT AUTHORITY						

08/05/19
16:54:32

CITY OF LAUREL
Cash Report
For the Accounting Period: 6/19

Page: 4 of 4
Report ID: L160

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
101000 Cash - Operating	17,492.67	4,021.92	0.00	0.00	21,341.96	172.63
7910 PAYROLL FUND						
101000 Cash - Operating	103,468.46	1,093.88	361,655.24	358,834.17	3,905.26	103,478.15
7930 CLAIMS FUND						
101000 Cash - Operating	2,165,392.30	0.00	2,070,594.99	2,312,088.70	0.00	1,923,898.59
8010 CEMETERY PERPETUAL CARE						
101000 Cash - Operating	21,477.28	96.50	0.00	0.00	0.00	21,573.78
Totals	20,229,511.45	1,256,344.23	3,263,113.52	2,677,699.77	3,263,113.52	18,808,155.91

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

08/05/19
16:53:34

CITY OF LAUREL
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 19

Page: 1 of 2
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% (100) Received
	Current Month	Received YTD		To Be Received	
1000 GENERAL	976,081.13	3,719,191.07	4,208,924.00	489,732.93	88 %
2190 COMP. INSURANCE	7,354.00	118,688.90	118,965.00	276.10	100 %
2250 PLANNING	38,980.77	173,131.20	98,643.00	-74,488.20	176 %
2260 EMERGENCY DISASTER	180.81	2,397.90	700,000.00	697,602.10	0 %
2310 TAX INCREMENT-Business Dist.	71,257.54	793,517.02	705,001.00	-88,516.02	113 %
2370 EMPLOYER CONTRIB-P.E.R.S	6,206.09	86,923.61	85,080.00	-1,843.61	102 %
2371 EMPLOYER CONTRIB-GROUP HEALTH	14,342.01	121,952.90	116,744.00	-5,208.90	104 %
2372 PERMISSIVE MEDICAL LEVY	11,162.89	209,745.10	204,642.00	-5,103.10	102 %
2390 DRUG FORFEITURE	0.47	44.30	2.00	-42.30	*** %
2399 CITY PARKING FUND	14.36	138.12	60.00	-78.12	230 %
2400 LIGHT DISTRICT #2	993.82	44,870.48	45,950.00	1,079.52	98 %
2401 LIGHT DISTRICT #3	960.92	25,261.90	24,348.00	-913.90	104 %
2500 STREET MAINTENANCE	49,440.63	1,012,201.03	1,000,518.00	-11,683.03	101 %
2600 Elena Park Maintenance District	0.00	0.00	10.00	10.00	0 %
2701 MEMORIAL/ENDOWMENT (POOL)	113.56	1,150.33	450.00	-700.33	256 %
2702 EXPENDABLE GRANT	212.22	2,041.77	50.00	-1,991.77	*** %
2820 GAS TAX FUND	10,366.94	124,900.93	124,881.00	-19.93	100 %
2821 HB 473-GAS TAX	7,302.00	152,838.13	153,369.00	530.87	100 %
2850 911 EMERGENCY	1,450.81	65,420.48	74,400.00	8,979.52	88 %
2880 LIBRARY AID GRANT	0.49	2,042.98	1,615.00	-427.98	127 %
2917 CRIME VICTIMS ASSISTANCE	637.12	6,299.36	7,400.00	1,100.64	85 %
2928 TRANSIT GRANT	549.04	24,858.90	27,246.00	2,387.10	91 %
2952 FEDERAL EQUITABLE SHARING FUND	1,732.68	9,319.72	27,150.00	17,830.28	34 %
3400 SID REVOLVING	79.89	768.67	300.00	-468.67	256 %
3401 SID 118 Reserve Fund	0.00	0.00	10.00	10.00	0 %
3503 SID #113 - Fourth Street	746.51	22,643.43	22,247.00	-396.43	102 %

08/05/19
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CITY OF LAUREL
Statement of Revenue Budget vs Actuals
For the Accounting Period: 6 / 19

Page: 2 of 2
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% (100) Received
	Current Month	Received YTD		To Be Received	
3504 SID 114 - Elena Park	35.25	8,523.02	3,428.00	-5,095.02	249 %
3505 SID #115 - 5th Ave Sidewalks	50.40	9,510.17	6,076.00	-3,434.17	157 %
3506 SID #116 - Cottonwood Sidewalks	234.43	14,271.37	6,586.00	-7,685.37	217 %
3507 SID 117 - 8th & Pennsylvania	265.48	16,830.59	11,555.00	-5,275.59	146 %
3508 SID 118 - S WASHINGTON AVE SIDEWALKS	1,095.60	13,660.06	13,305.00	-355.06	103 %
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL SOURCES	12,289.17	149,255.89	138,287.00	-10,968.89	108 %
4001 Special Water, Sewer, Street, C&G, Sidewalk SID	115.61	6,103.79	5,140.00	-963.79	119 %
5210 WATER	281,350.00	7,526,436.24	10,159,522.00	2,633,085.76	74 %
5310 SEWER	175,670.42	2,047,105.19	1,995,037.00	-52,068.19	103 %
5410 SOLID WASTE	77,946.59	911,639.55	858,818.00	-52,821.55	106 %
7030 LIBRARY FEDERATION	0.00	4,820.00	4,680.00	-140.00	103 %
7120 FIRE DISABILITY	2,186.02	56,564.09	53,752.00	-2,812.09	105 %
7458 COURT TECHNOLOGY SURCHARGE	430.00	4,859.02	8,800.00	3,940.98	55 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	495.75	5,626.32	8,600.00	2,973.68	65 %
7471 PUBLIC DEFENDER FEE	111.55	1,125.55	7,500.00	6,374.45	15 %
7850 AIRPORT AUTHORITY	4,021.92	39,710.44	39,654.00	-56.44	100 %
8010 CEMETERY PERPETUAL CARE	96.50	1,827.43	2,100.00	272.57	87 %
Grand Total:	1,756,561.39	17,538,216.95	21,070,845.00	3,532,628.05	83 %

Requires Budget Amendment

08/05/19
16:53:09

CITY OF LAUREL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

Page: 1 of 2
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (100) Committed
1000 GENERAL	449,971.12	3,743,948.11	4,846,644.00	4,846,644.00	1,102,695.89	77 %
2190 COMP. INSURANCE	0.00	88,108.61	84,023.00	84,023.00	-4,085.61	105 %
2250 PLANNING	-3,692.12	164,871.94	105,863.00	105,863.00	-59,008.94	156 %
2260 EMERGENCY DISASTER	6,350.00	6,350.00	874,645.00	874,645.00	868,295.00	1 %
2310 TAX INCREMENT-Business Dist.	58,548.94	372,665.50	1,763,898.00	1,763,898.00	1,391,232.50	21 %
2370 EMPLOYER CONTRIB-P.E.R.S	5,971.07	77,391.30	91,500.00	91,500.00	14,108.70	85 %
2371 EMPLOYER CONTRIB-GROUP HEALTH	200,000.00	200,000.00	201,000.00	201,000.00	1,000.00	100 %
2372 PERMISSIVE MEDICAL LEVY	245,778.18	245,778.18	245,778.00	245,778.00	-0.18	100 %
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	6,522.92	37,465.79	130,500.00	130,500.00	93,034.21	29 %
2401 LIGHT DISTRICT #3	3,745.78	21,559.47	55,748.00	55,748.00	34,188.53	39 %
2500 STREET MAINTENANCE	341,649.14	908,936.64	2,204,418.00	2,204,418.00	1,295,481.36	41 %
2600 Elena Park Maintenance District	114.98	1,264.56	22,000.00	22,000.00	20,735.44	6 %
2701 MEMORIAL/ENDOWMENT (POOL)	3,500.00	7,087.88	119,990.00	119,990.00	112,902.12	6 %
2702 EXPENDABLE GRANT	0.00	0.00	210,053.00	210,053.00	210,053.00	0 %
2820 GAS TAX FUND	-57,340.57	253,000.88	253,128.00	253,128.00	127.12	100 %
2821 HB 473-GAS TAX	0.00	153,000.00	153,000.00	153,000.00	0.00	100 %
2850 911 EMERGENCY	1,262.97	37,696.11	71,100.00	71,100.00	33,403.89	53 %
2880 LIBRARY AID GRANT	0.00	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	899.44	28,076.42	90,861.00	90,861.00	62,784.58	31 %
2952 FEDERAL EQUITABLE SHARING FUND	5,500.00	40,123.17	63,664.00	63,664.00	23,540.83	63 %
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 %

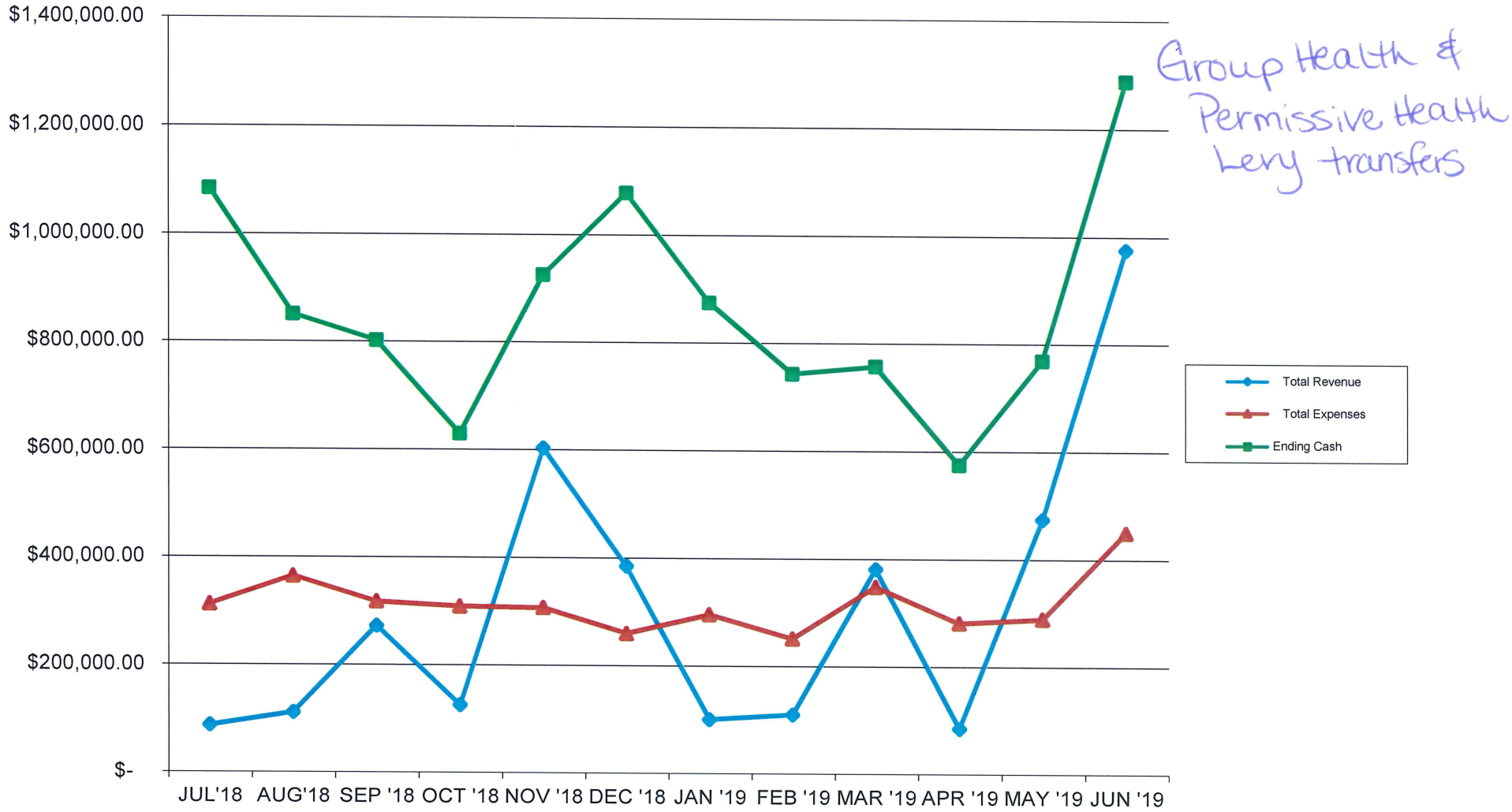
08/05/19
16:53:09

CITY OF LAUREL
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 6 / 19

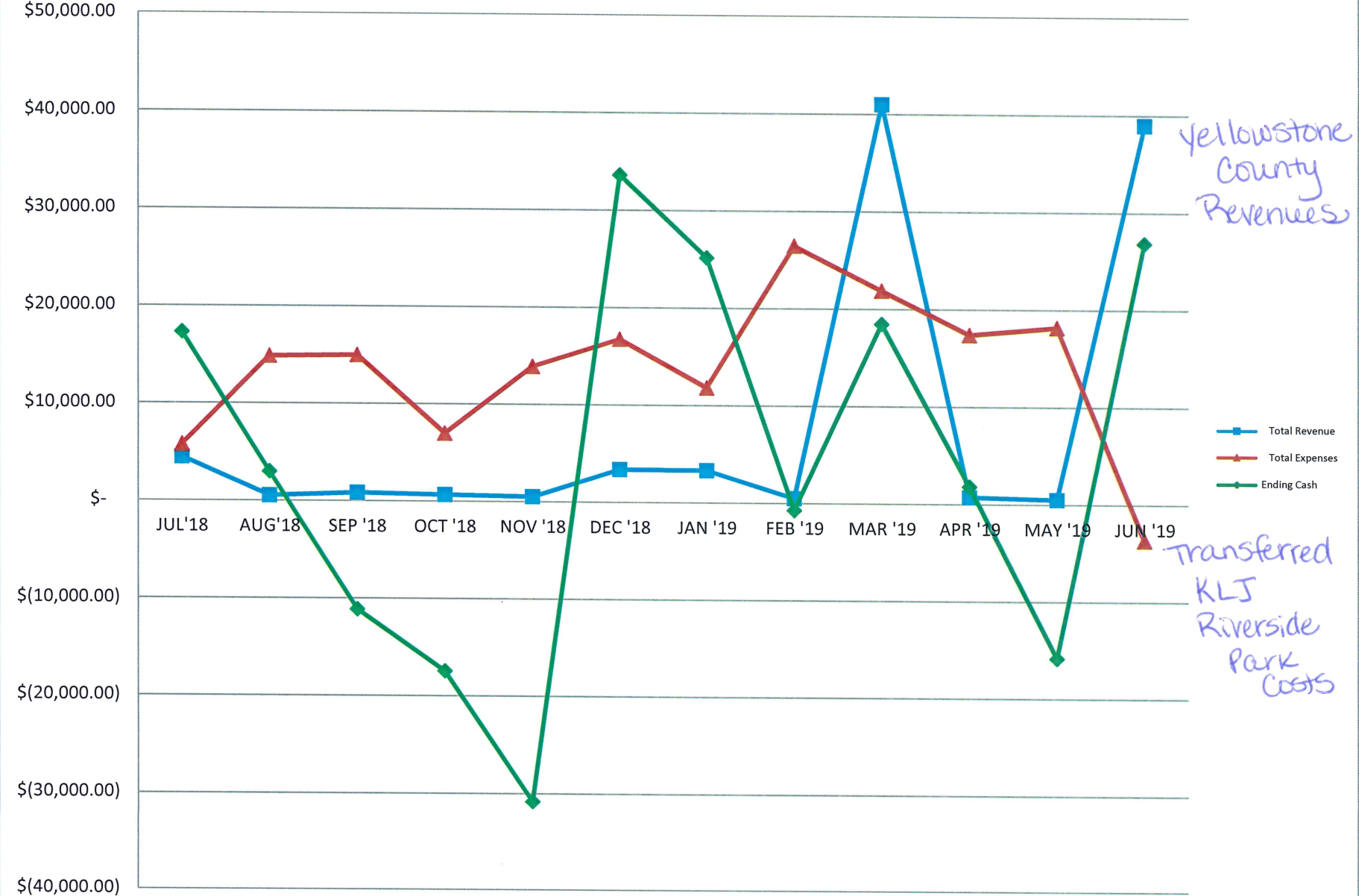
Page: 2 of 2
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (100) Committed
3503 SID #113 - Fourth Street	21,085.00	27,520.00	27,170.00	27,170.00	-350.00	101 %
3504 SID 114 - Elena Park	0.00	8,867.32	8,868.00	8,868.00	0.68	100 %
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	7,035.30	14,070.60	8,868.00	8,868.00	-5,202.60	159 %
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL	0.00	7,613.10	600,000.00	600,000.00	592,386.90	1 %
4001 Special Water, Sewer, Street, C&G, Sidewalk	3,900.00	3,900.00	62,240.00	62,240.00	58,340.00	6 %
5210 WATER	858,373.14	9,816,692.26	13,307,802.00	13,307,802.00	3,491,109.74	74 %
5310 SEWER	649,947.71	3,289,828.48	3,400,007.00	3,400,007.00	110,178.52	97 %
5410 SOLID WASTE	85,643.39	1,123,752.42	1,423,275.00	1,423,275.00	299,522.58	79 %
7030 LIBRARY FEDERATION	2,900.00	4,242.08	4,680.00	4,680.00	437.92	91 %
7120 FIRE DISABILITY	33,856.41	92,942.67	83,899.00	83,899.00	-9,043.67	111 %
7458 COURT TECHNOLOGY SURCHARGE	793.10	4,859.02	8,800.00	8,800.00	3,940.98	55 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	1,038.02	5,626.32	8,600.00	8,600.00	2,973.68	65 %
7471 PUBLIC DEFENDER FEE	111.55	1,125.55	7,500.00	7,500.00	6,374.45	15 %
7850 AIRPORT AUTHORITY	21,341.96	40,075.78	39,273.00	39,273.00	-802.78	102 %
8010 CEMETERY PERPETUAL CARE	0.00	0.00	19,746.00	19,746.00	19,746.00	0 %
Grand Total:	2,954,807.43	20,885,048.21	30,816,627.00	30,816,627.00	9,931,578.79	68 %

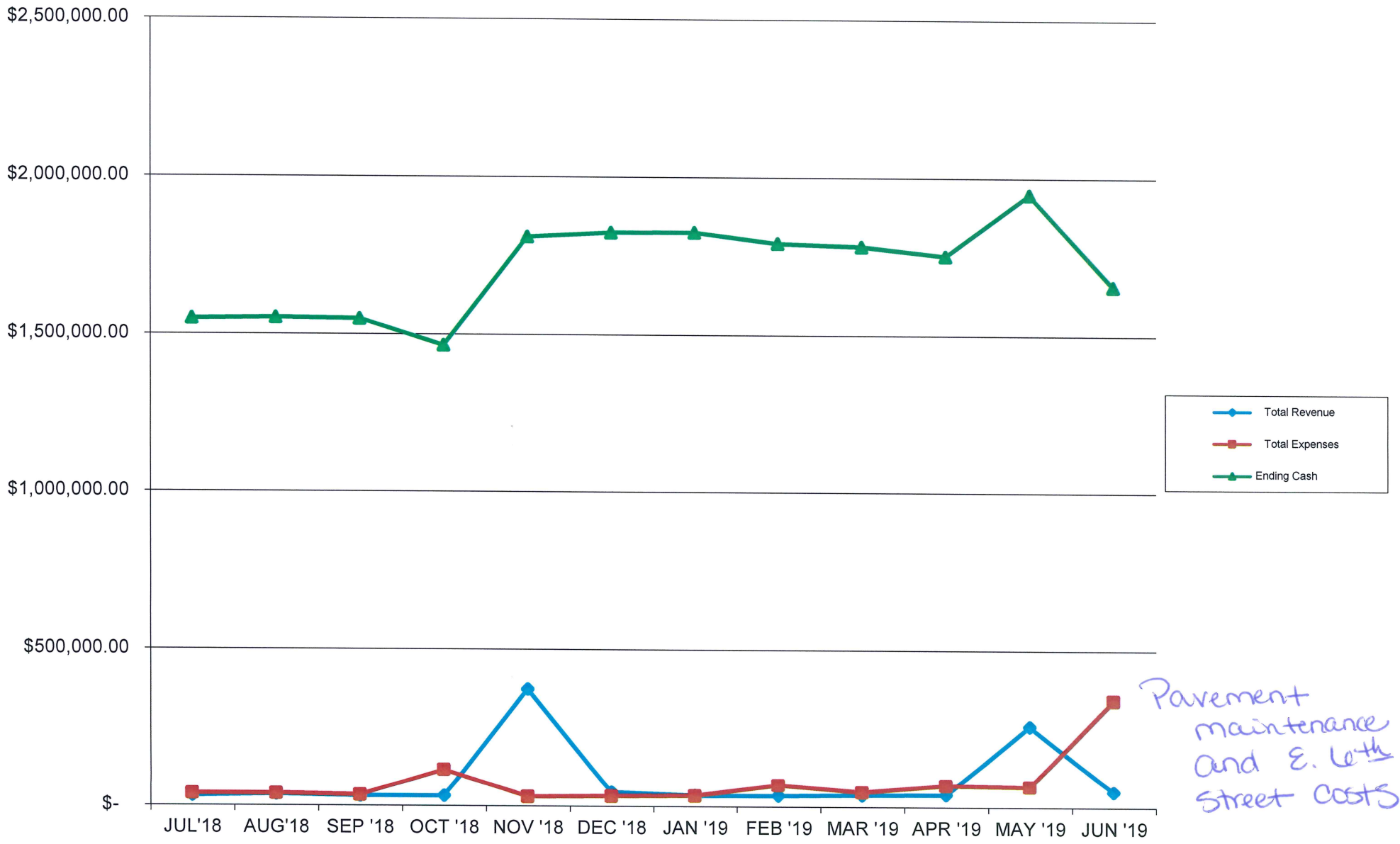
General Fund Cash, Revenue & Expense



Planning Cash, Revenue & Expense

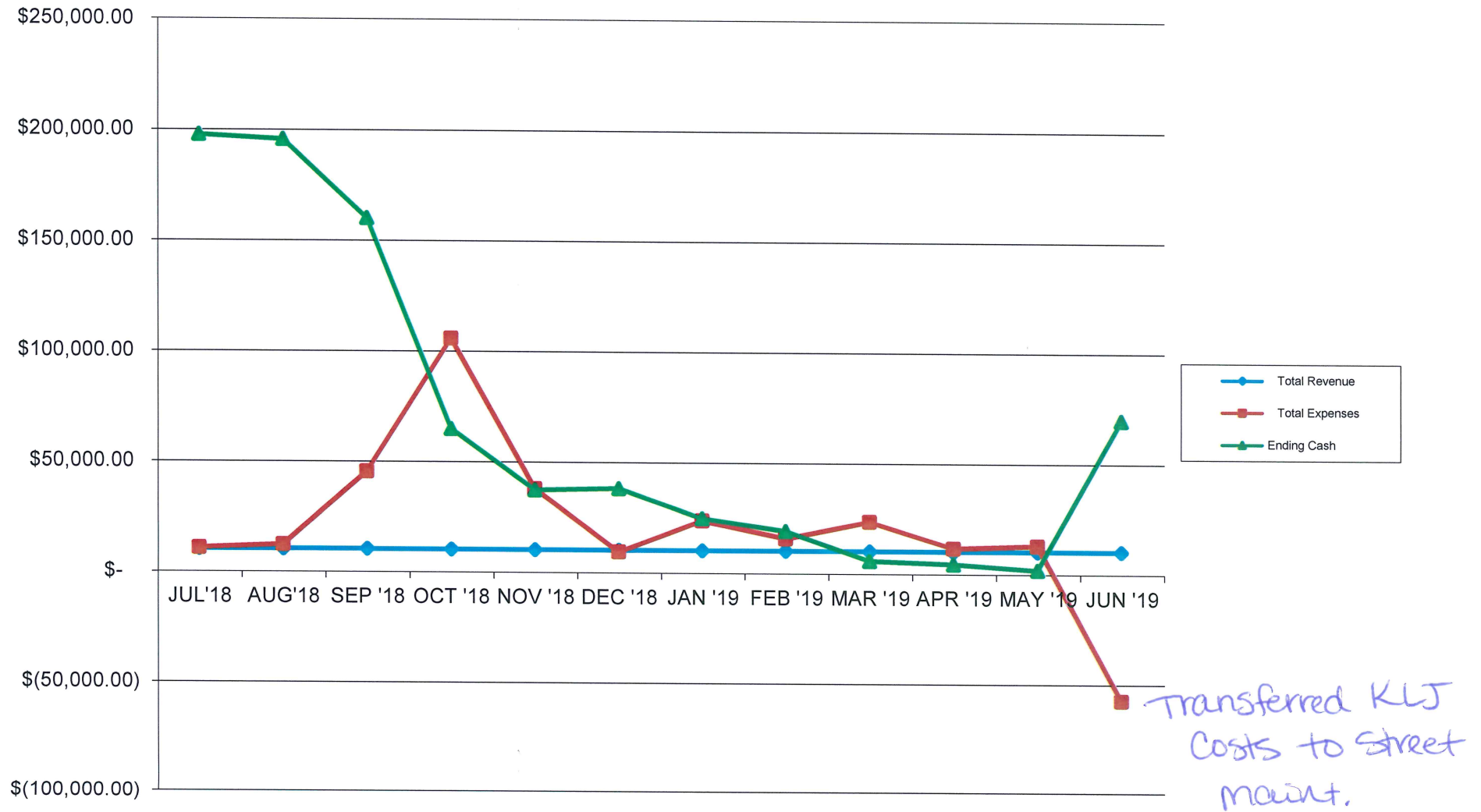


Street Maint. Dist. Cash, Revenue & Expense

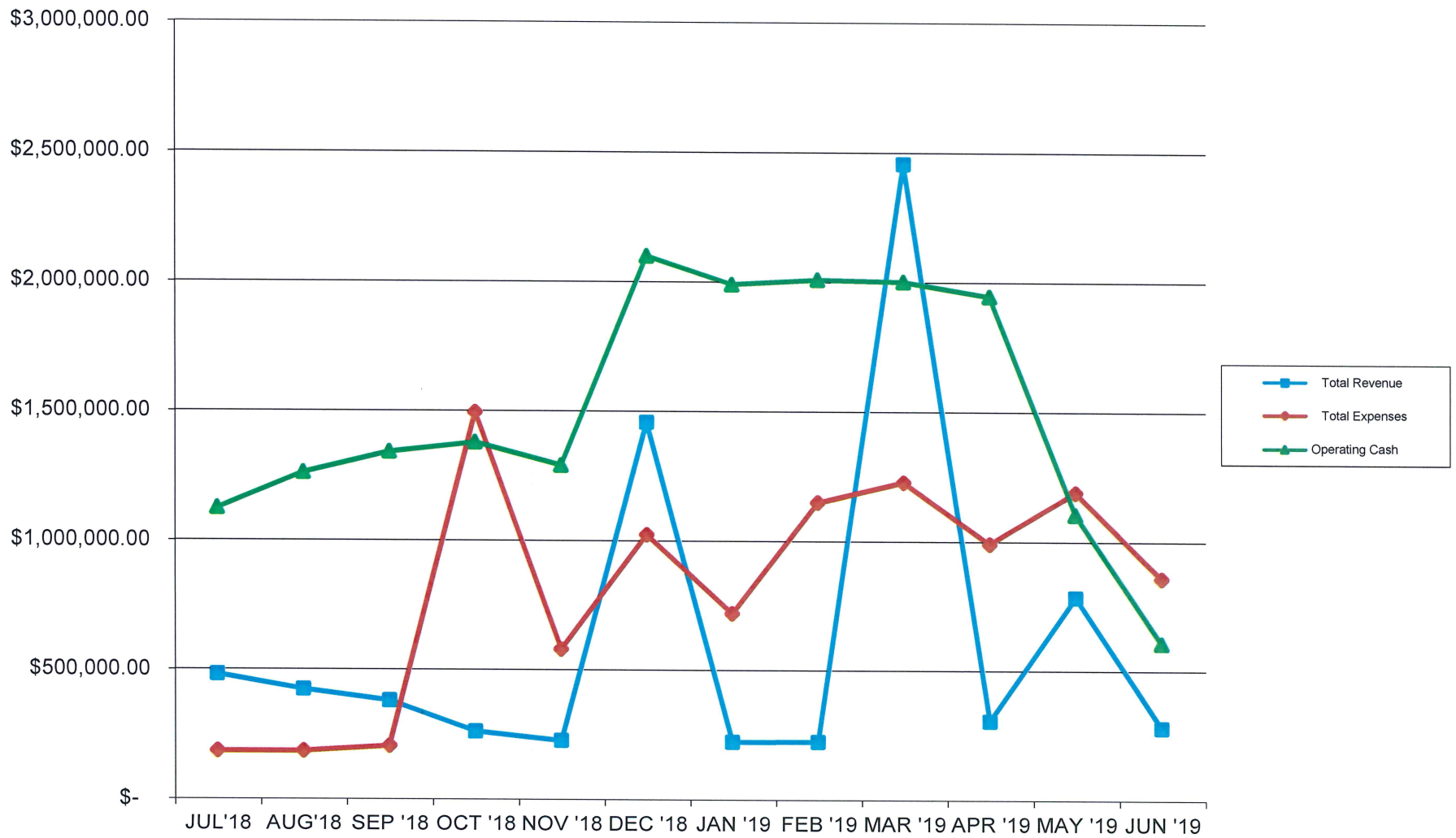


Pavement
maintenance
and E. 6th
Street costs

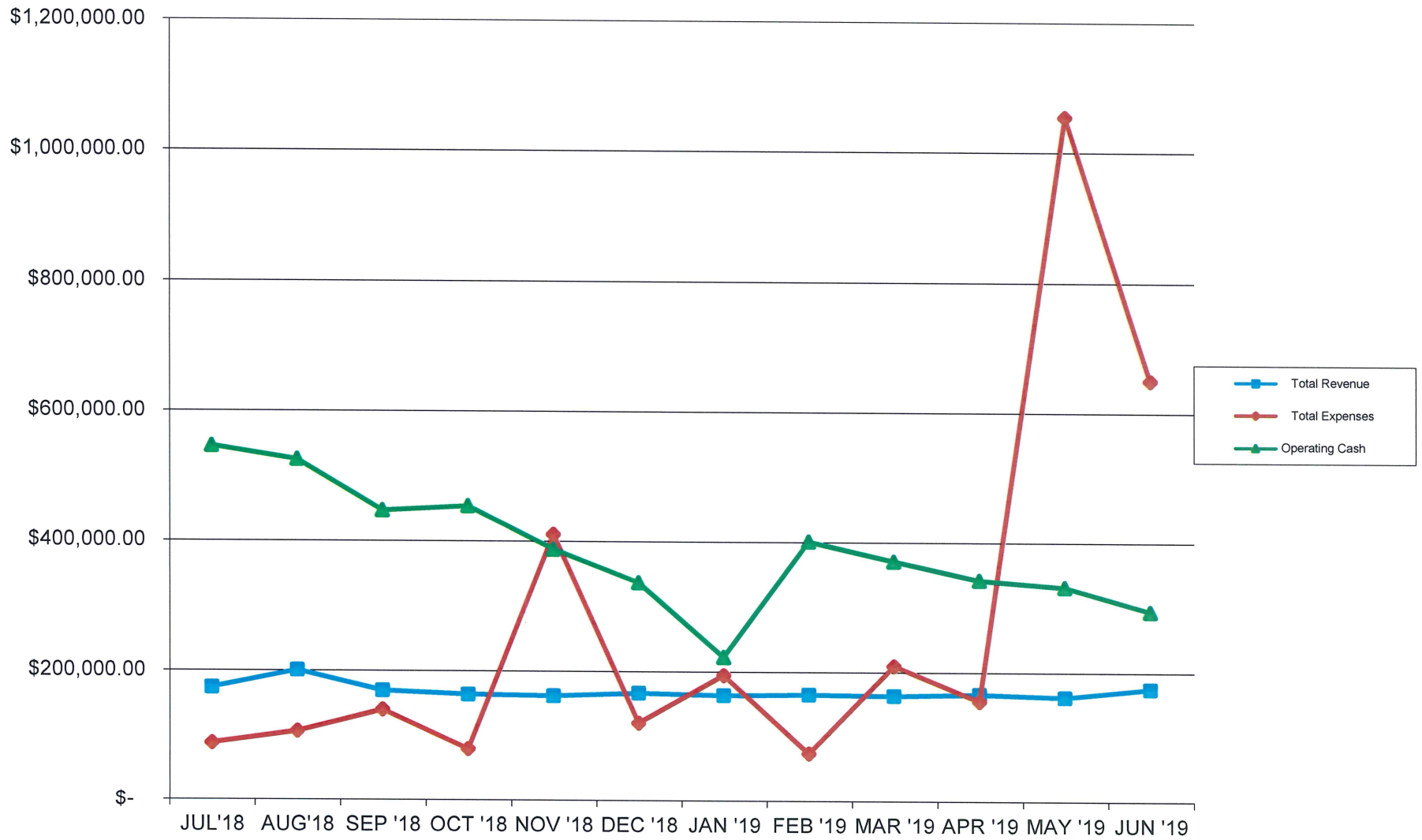
Gas Tax Cash, Revenue & Expense



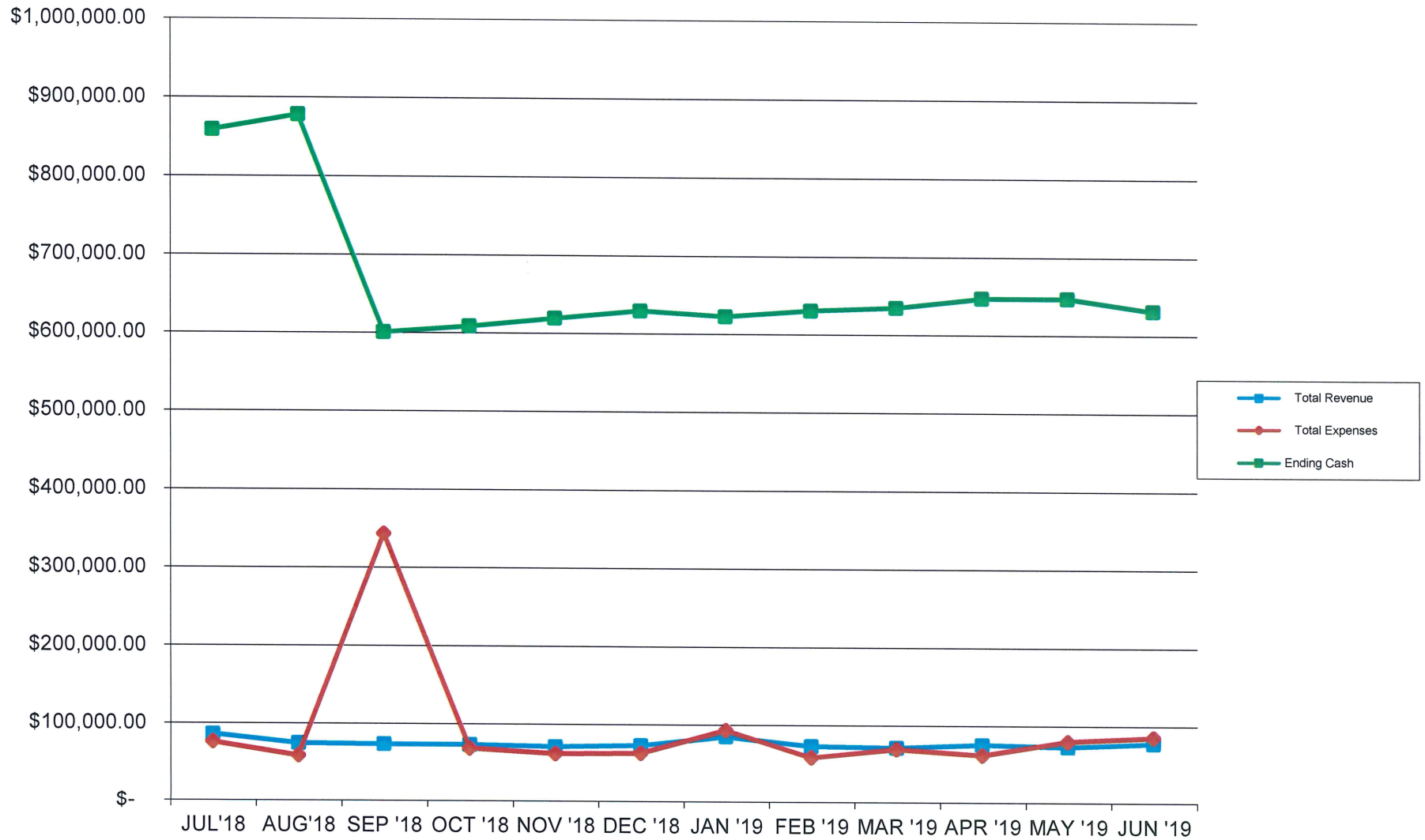
Water Fund Cash, Revenue & Expense



Sewer Fund Cash, Revenue & Expense



Solid Waste Cash, Revenue & Expense



Item Attachment Documents:

8. Review the Comp/Overtime report for Pay Period Ending 07/14/2019 and 07/28/2019.

1/2

Comp and Overtime Report * REIMBURSED OT

PPE: 7-14-19Division: POLICESubmitted by: LANCUE

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7-2-19	(7)		ANGLIN	STREET DANCE OT	23.64
7-4-19		(12)	CAUMGANIN	4 TH JULY WORKED	22.64
7-14-19		(4)	CAUMGANIN	SCHEDULED OT	22.64
7-3-19		(7)	BOOTH	STREET DANCE OT	22.64
7-4-19		(7)	BOOTH	4 TH OF JULY OT	22.64
7-8-19		(2 1/2)	BOOTH	SEARCH WARRANT RETURN - FELONY DRUGS	22.64
7-11-19		(4)	BOOTH	SCHEDULED OT	22.64
* 7-5-19		(3)	BREW	DEA OT	26.24
* 7-4-19		(8)	BREW	HOLIDAY WORKED 4 TH OF JULY	26.24
7-10-19	(4)		LANAPE	SCHEDULED OT - COVER SICK LEAVE	23.24
7-4-19		(12)	CORTES	HOLIDAY 4 TH JULY WORKED	23.64
* 7-5-19		(4)	CORTES	LOCK THE BLOCK - OT	1800 - 2200 HRS
7-5-19		(4)	CORTES	ASSIST FELONY DRUG & FAMILY DISTURBANCE (ARREST) (ARREST)	P2019-0584 23.64 P2019-0585 23.64
7-14-19		(4)	CORTES	SCHEDULED OT	23.64
7-4-19		(12)	GRIFFIN	HOLIDAY WORKED 4 TH OF JULY	21.99
7-6-19		(12)	GRIFFIN	COVER OT	21.99
7-4-19		(7)	HEUSNER	HOLIDAY WORKED 4 TH OF JULY	22.64
7-5-19		(14)	HEUSNER	FELONY ASSAULT ON OFFICER	P2019-0587 22.64
7-11-19	(4) +		HEUSNER	SCHEDULED OT	22.64
7-4-19		(12)	JOHNSON	HOLIDAY WORKED 4 TH JULY	24.68
7-1-19		(12)	KINN	SCHEDULED OT SICK LEAVE COVER	20.95
7-3-19		(1)	KINN	SCHEDULED OT SICK LEAVE COVER	
7-4-19		(12)	KINN	HOLIDAY WORKED 4 TH OF JULY	
7-7-19		(12)	KINN	SCHEDULED OT SICK LEAVE COVER	
7-9-19	(8) +		MCARTNEY	SCHEDULED OT	21.99
7-4-19		(8)	MCARTNEY	HOLIDAY WORKED 4 TH OF JULY	
7-10-19	(8) +		MCARTNEY	SCHEDULED OT SICK LEAVE COVER	
7-11-19	(12) +		MCARTNEY	SCHEDULED OT SICK LEAVE COVER	
7-12-19	(12) +		MCARTNEY	SCHEDULED OT SICK LEAVE COVER	
7-13-19	(12) +		MCARTNEY	SCHEDULED OT SICK LEAVE COVER	
7-4-19		(12)	PITTS	HOLIDAY WORKED 4 TH OF JULY	29.82
7-12-19		(4)	PITTS	SCHEDULED OT	29.82
* 7-3-19		(4)	NASMUSSEN	DUI TASK FORCE OT	23.64

Submitted by:

[illegible]

PPE: 7/14/19

Division: WWTP + WTP

Submitted by: Kelly Strecker

Reason	Rate
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Total \$ 1826.57

* REIMBURSED OT *

Division: POLICE

[illegible]

61 OT HOURS

Total \$ 3924.92

$$\begin{array}{r} 34 \times (20.95 \times 1.5) = 1068.45 \\ 14 \times (22.64 \times 1.5) = 475.44 \\ 4 \times (23.64 \times 1.5) = 141.84 \\ 4 \times (26.24 \times 1.5) = 157.44 \\ 5 \times (29.82 \times 1.5) = 223.65 \\ \hline 2016.82 \end{array}$$

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7/16		(2.5)	K. Guffy	garbage Route OT	23.50
7/16	(2)		D. Saylor	work on trucks	24.87
7/20		(3)	A. Wheeler	Funeral - cover grave.	11.00
7/21		(4.5)	P. Wolcott	Container Site	10.25
7/24		(.5)	Letter R.	Cover grave.	23.50
7/24	.5		F. Schwesert	Cover grave.	24.87
7/28		(4.5)	P. Wolcott	Container site	10.25
	2.5				
	X 1.5				
	3.75	Comp time			
				3.75 x 24.87 =	93.26
					=
		15 OT hours			
				9 x (10.25 x 1.5) =	138.38
				3 x (11.00 x 1.5) =	49.50
				3 x (23.50 x 1.5) =	70.50
					258.38
					=
<div>Total \$ 351.64</div>					

