



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 02, 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

- Review and approve the minutes from the March 19, 2019 Budget and Finance Committee meeting
- Review and approve the February 2019 Journal Vouchers
- Review and approve the February 2019 Financial Statements
- Review claims entered through 03/29/2019 and recommend approval to Council
- Review the Comp/Overtime report for Pay Period Ending 03/24/2019
- Review and approve the payroll register for pay period ending 03/24/2019 totaling \$196,204.03

New Business

Old Business

Other Items

- Update from the Mayor

Announcements

The next Budget and Finance Committee meeting will be held on April 16, 2019 at 5:30pm

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

**MINUTES
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 19, 2019**

Members Present: Emelie Eaton
Bruce McGee Richard Klose

Others Present: 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 from the March 05, 2019 Budget and Finance Committee meeting – Richard Klose made a motion to approve the minutes of the March 05, 2019 Budget and Finance Committee meeting, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the February 2019 journal vouchers - The Committee was informed by the Clerk/Treasurer that the February 2019 journal vouchers had not been presented to the Mayor for approval prior the Budget and Finance Committee meeting, so they were not ready for approval. The Committee decided to move this item to the April 02, 2019 meeting.
- Review and approve the February 2019 utility billing adjustments - The Committee reviewed the February 2019 utility billing adjustments. Bruce McGee made a motion to approve the February 2019 utility billing adjustments, seconded by Richard Klose, all in favor, motion passed.
- Review and approve the February 2019 financial statements – The Clerk/Treasurer stated that since the February 2019 journal vouchers were not approved by the Mayor the February 2019 Financial Statements are ready for review and approval. She further explained that without the Mayor’s approval no transfers of funds can take place. Until the transfers are completed the financial statements are not accurate. Richard Klose made a motion to remove the February 2019 Financial Statements from the agenda and move them to the April 02,2019 agenda, seconded by Bruce McGee, all in favor, motion passed.
- Review claims entered through 03/15/2019 and recommend approval to Council – Emelie Eaton had previously reviewed the claims detail report and the check register for accuracy. There was a question regarding what the asterisk meant beside some of the claims. The Clerk/Treasurer stated that it meant that line item was over budget. Emelie Eaton made a motion to recommend approval to Council all claims entered through 03/15/2019, seconded by Bruce McGee, all in favor, motion passed.
- Review the Comp/Overtime report for Pay Period Ending 03/10/2019 - The Committee reviewed the Comp/Overtime hours for pay period ending 03/10/2019 and had no questions or comments regarding the comp/overtime reports.
- Review and approve the payroll register for pay period ending 03/10/2019 totaling \$174,361.79 – The Committee reviewed the payroll register for pay period ending 03/10/2019. Emelie Eaton made a motion to approve the payroll register for pay period ending 03/10/2019 totaling \$174,361.79, seconded by Bruce McGee, all in favor, motion passed.

New Business

Old Business

Other Items

The Clerk/Treasurer stated that the Fiscal Year 2018 audit was complete. She gave a brief update and will provide the Committee with the final audit when it is completed by the auditors.

Update from the Mayor – The Mayor stated that the Fiscal Year 2020 budget process has begun. The CIP meeting was held and individual meetings with department heads will begin next week. The City Attorney, Sam Painter, will be at next weeks City Council Workshop meeting to answer questions the Council may have.

Announcements

The next Budget and Finance Committee meeting will be held on April 02, 2019 at 5:30pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bethany Langve', written over a horizontal line.

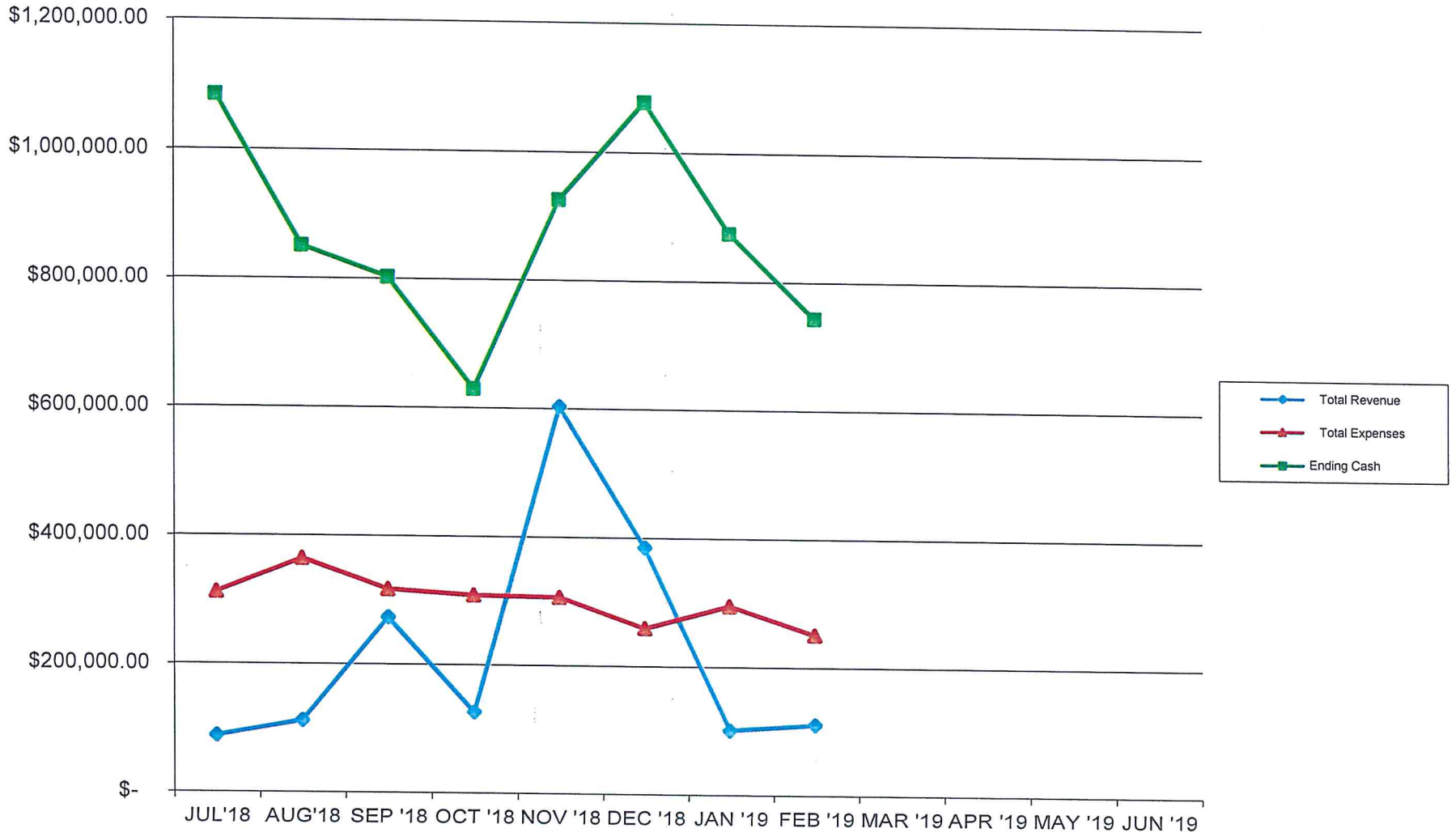
Bethany Langve
Clerk/Treasurer

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.

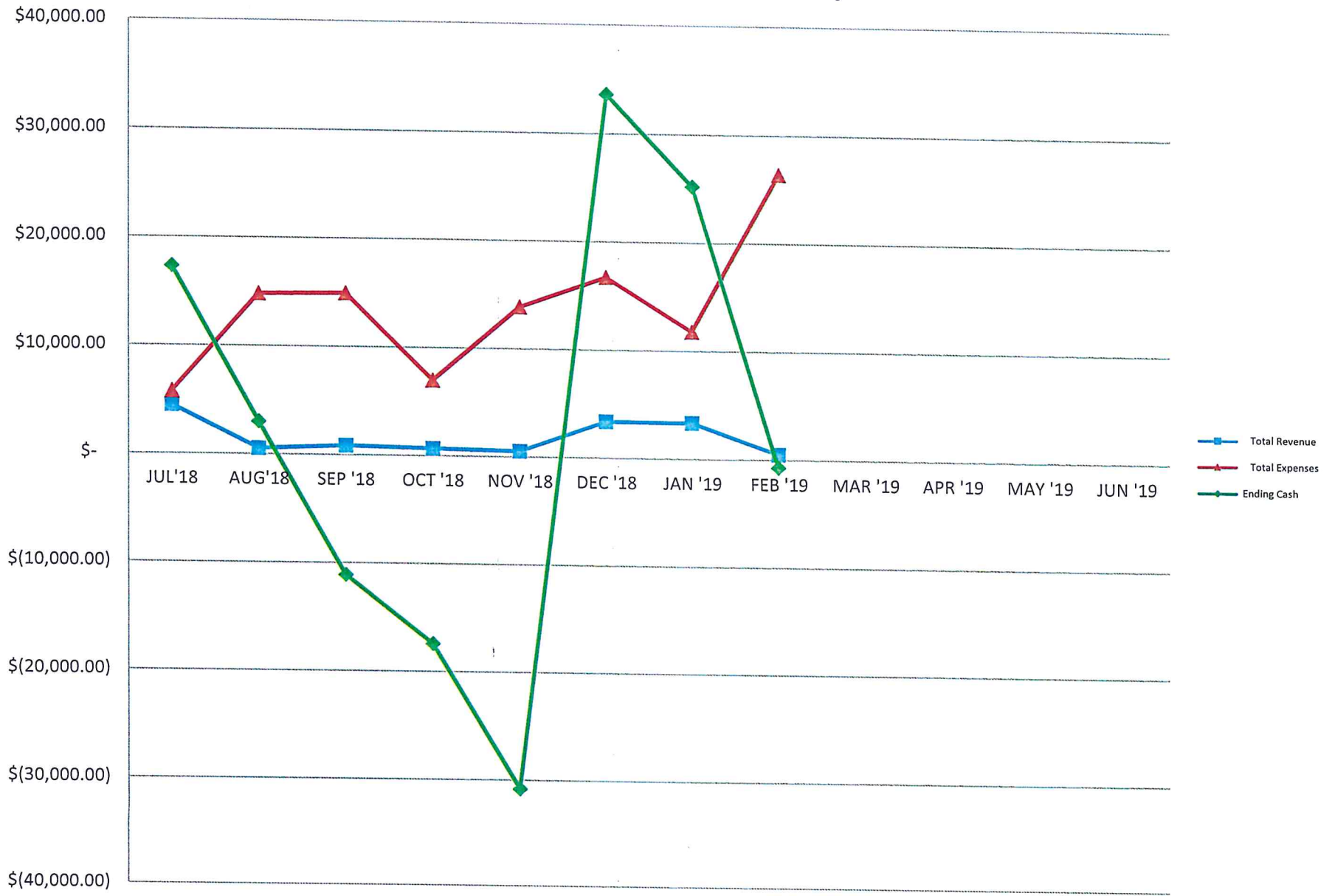
February 2019 OF FISCAL YEAR 2018-2019

FUND #	FUND NAME	67% of Year Expired						DIFF. REV-EXP
		REVENUES YTD	BUDGETED REVENUES	REVENUE % OF BUDGET	EXPENSES YTD	BUDGETED EXPENSES	EXPENSE % OF BUDGET	
1000	General	\$1,804,729.02	\$4,208,924.00	43%	\$2,374,999.52	\$4,846,610.00	49%	(\$570,270.50)
2190	Comp. Ins.	\$67,647.77	\$118,965.00	57%	\$88,108.61	\$84,023.00	105%	(\$20,460.84)
2250	Planning	\$91,913.55	\$98,643.00	93%	\$111,215.97	\$105,863.00	105%	(\$19,302.42)
2260	Emergency/Disa	\$1,685.82	\$700,000.00	0%	\$0.00	\$874,645.00	0%	\$1,685.82
2310	Tax Increment	\$441,138.00	\$705,001.00	63%	\$293,513.52	\$1,763,898.00	17%	\$147,624.48
2370	PERS	\$48,676.64	\$85,080.00	57%	\$51,470.81	\$91,500.00	56%	(\$2,794.17)
2371	Group Health	\$70,759.48	\$116,744.00	61%	\$0.00	\$201,000.00	0%	\$70,759.48
2372	Permissive Med	\$121,427.00	\$204,642.00	59%	\$0.00	\$245,778.00	0%	\$121,427.00
2390	Drug Forfeiture	\$2.58	\$2.00	129%	\$0.00	\$430.00	0%	\$2.58
2399	City Parking	\$85.21	\$60.00	142%	\$0.00	\$14,200.00	0%	\$85.21
2400	Light #2	\$26,298.58	\$45,950.00	57%	\$21,402.71	\$130,500.00	16%	\$4,895.87
2401	Light #3	\$14,807.14	\$24,348.00	61%	\$12,301.85	\$55,748.00	22%	\$2,505.29
2500	Street Maint.	\$624,289.26	\$1,000,518.00	62%	\$387,300.77	\$2,204,418.00	18%	\$236,988.49
2600	Elena Park Maint	\$0.00	\$10.00	0%	\$599.85	\$22,000.00	3%	(\$599.85)
2701	Memorial (Pool)	\$716.11	\$450.00	159%	\$0.00	\$119,990.00	0%	\$716.11
2702	Expendable Gran	\$1,259.57	\$50.00	2519%	\$0.00	\$210,053.00	0%	\$1,259.57
2820	Gas Tax	\$83,427.51	\$124,881.00	67%	\$261,946.42	\$253,128.00	103%	(\$178,518.91)
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.	\$45,776.46	\$14,400.00	318%	\$31,089.22	\$71,100.00	44%	\$14,687.24
2880	Library Aid Gr	\$1,614.50	\$1,615.00	100%	\$1,510.85	\$1,614.00	94%	\$103.65
2917	Crim Victims Ass	\$3,042.52	\$7,400.00	41%	\$0.00	\$79,188.00	0%	\$3,042.52
2928	Transit Grant	\$18,152.33	\$27,246.00	67%	\$17,374.53	\$90,861.00	19%	\$777.80
2952	Fed Eq Share	\$6,366.36	\$27,150.00	23%	\$28,850.45	\$63,664.00	45%	(\$22,484.09)
3400	SID Revolving	\$474.20	\$300.00	158%	\$0.00	\$79,000.00	0%	\$474.20
3401	SID 118 - Reserv	\$0.00	\$10.00	0%	\$0.00	\$9,750.00	0%	\$0.00
3503	SID #113 - 4th	\$14,723.55	\$22,247.00	66%	\$6,435.00	\$27,170.00	24%	\$8,288.55
3504	SID #114 - Elena	\$4,540.66	\$3,428.00	132%	\$4,433.66	\$8,868.00	50%	\$107.00
3505	SID #115 - 5th Av	\$7,245.91	\$6,076.00	119%	\$19,266.16	\$9,089.00	212%	(\$12,020.25)
3506	SID #116 - Cottor	\$11,593.35	\$6,586.00	176%	\$20,705.09	\$9,768.00	212%	(\$9,111.74)
3507	SID #117 - Penn	\$10,964.14	\$11,555.00	95%	\$15,045.95	\$15,047.00	100%	(\$4,081.81)
3508	SID #118 - S Wa	\$9,013.05	\$107.64	8373%	\$7,035.30	\$8,868.00	79%	\$1,977.75
4000	Capital Projects	\$99,311.01	\$138,287.00	72%	\$3,863.10	\$600,000.00	1%	\$95,447.91
4001	Capital /Public W	\$3,180.23	\$5,140.00	62%	\$0.00	\$62,240.00	0%	\$3,180.23
5210	Water	\$3,690,346.01	\$10,159,522.00	36%	\$5,547,807.14	\$13,307,802.00	42%	(\$1,857,461.13)
5310	Sewer	\$1,374,204.10	\$1,995,037.00	69%	\$1,219,549.17	\$3,400,007.00	36%	\$154,654.93
5410	Solid Waste	\$612,033.61	\$858,818.00	71%	\$825,504.58	\$1,423,275.00	58%	(\$213,470.97)
7030	Library Federatio	\$4,820.00	\$4,680.00	103%	\$1,134.67	\$4,680.00	24%	\$3,685.33
7120	Fire Disability	\$24,903.08	\$53,752.00	46%	\$59,086.26	\$83,889.00	70%	(\$34,183.18)
7458	Crt Tech Surch	\$2,930.00	\$8,800.00	33%	\$2,930.00	\$8,800.00	33%	\$0.00
7467	Law Enf Acady	\$3,375.00	\$8,600.00	39%	\$3,375.00	\$8,600.00	39%	\$0.00
7471	Public Defender	\$764.00	\$7,500.00	10%	\$764.00	\$7,500.00	10%	\$0.00
7850	Airport Auth.	\$22,114.38	\$39,654.00	56%	\$18,733.82	\$39,273.00	48%	\$3,380.56
8010	Cemetery Perp	\$1,118.90	\$2,100.00	53%	\$0.00	\$19,745.00	0%	\$1,118.90
TOTAL		\$9,418,183.78	\$20,997,647.64	45%	\$11,590,353.98	\$30,816,582.00	38%	\$ (2,172,170.20)

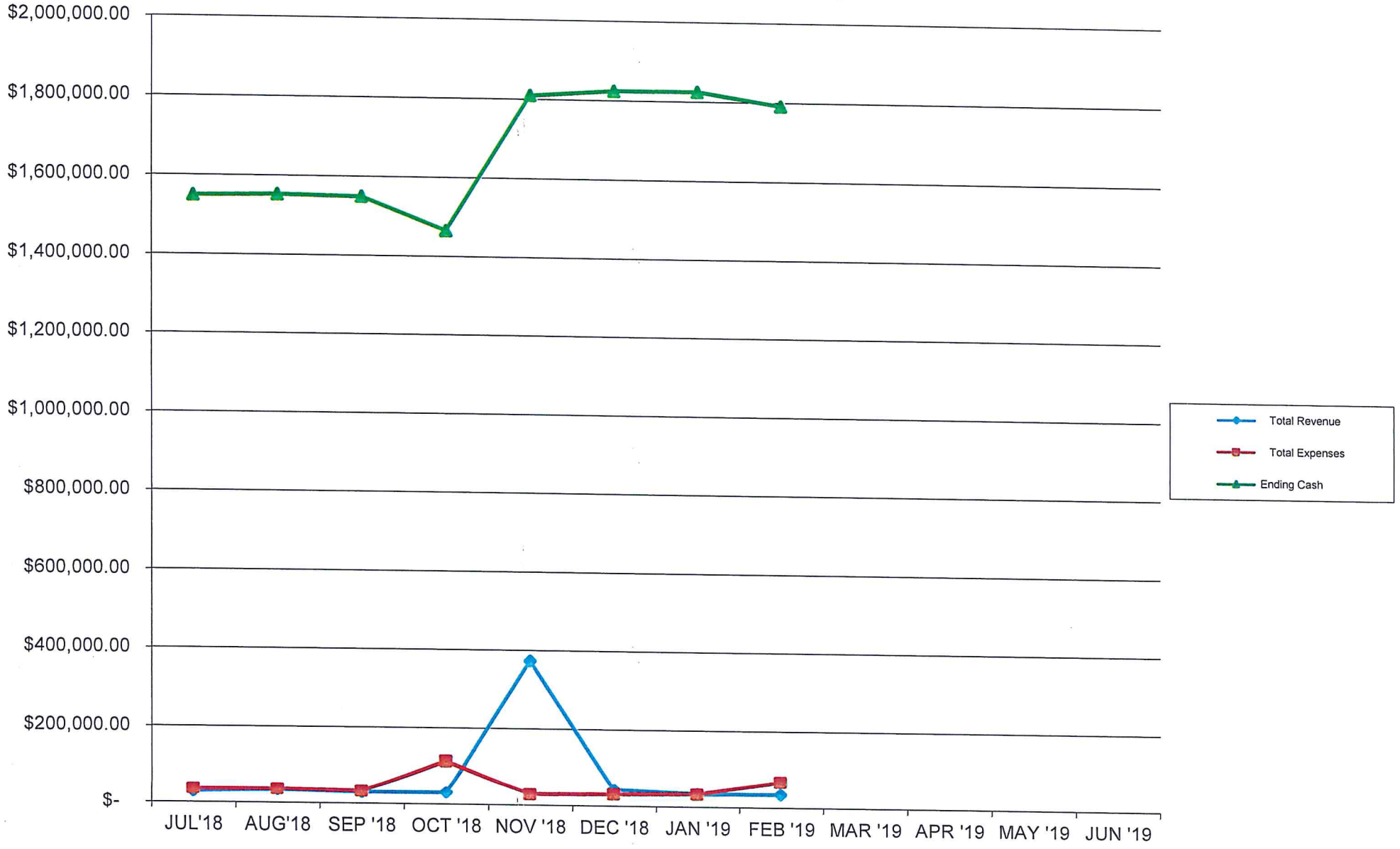
General Fund Cash, Revenue & Expense



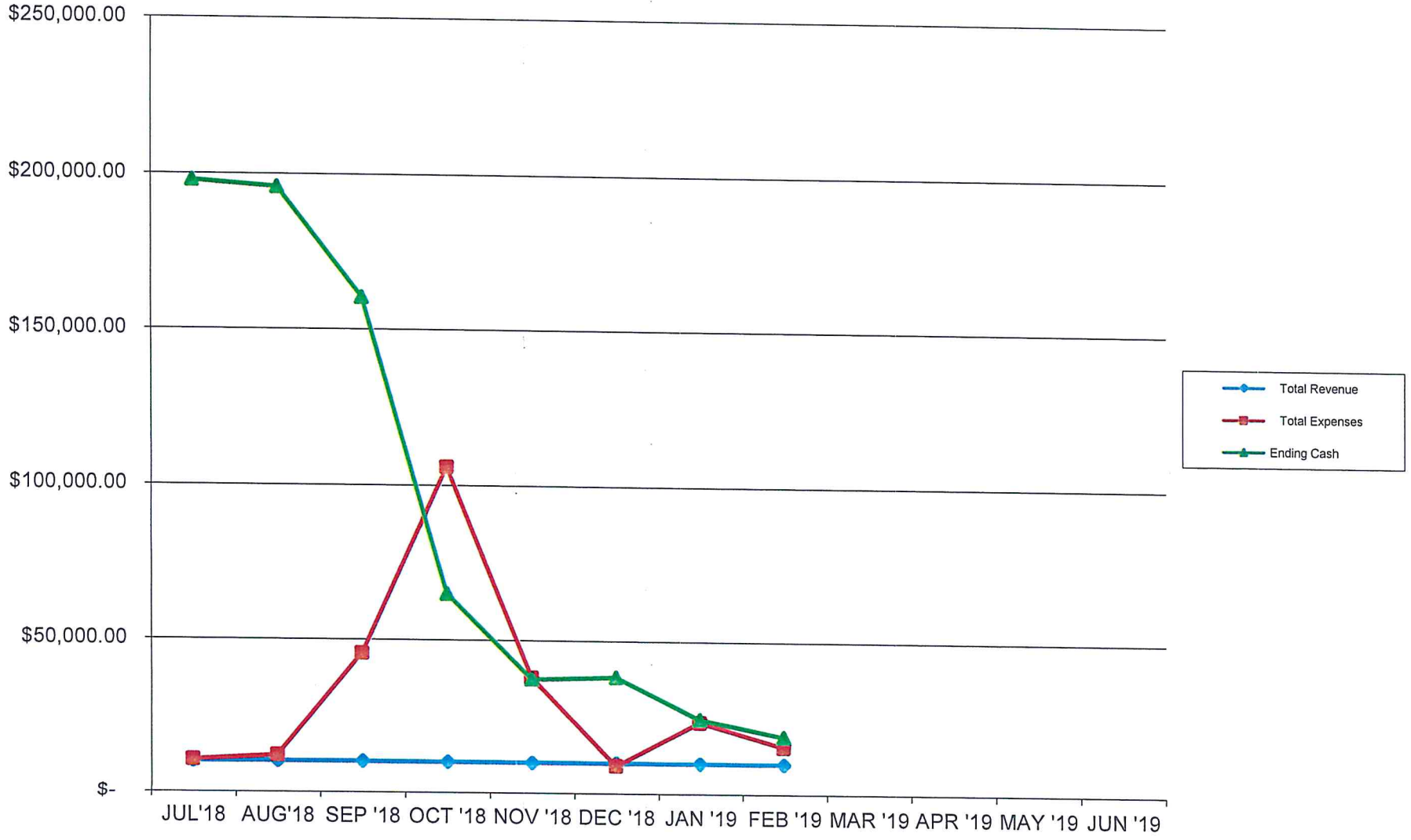
Planning Cash, Revenue & Expense



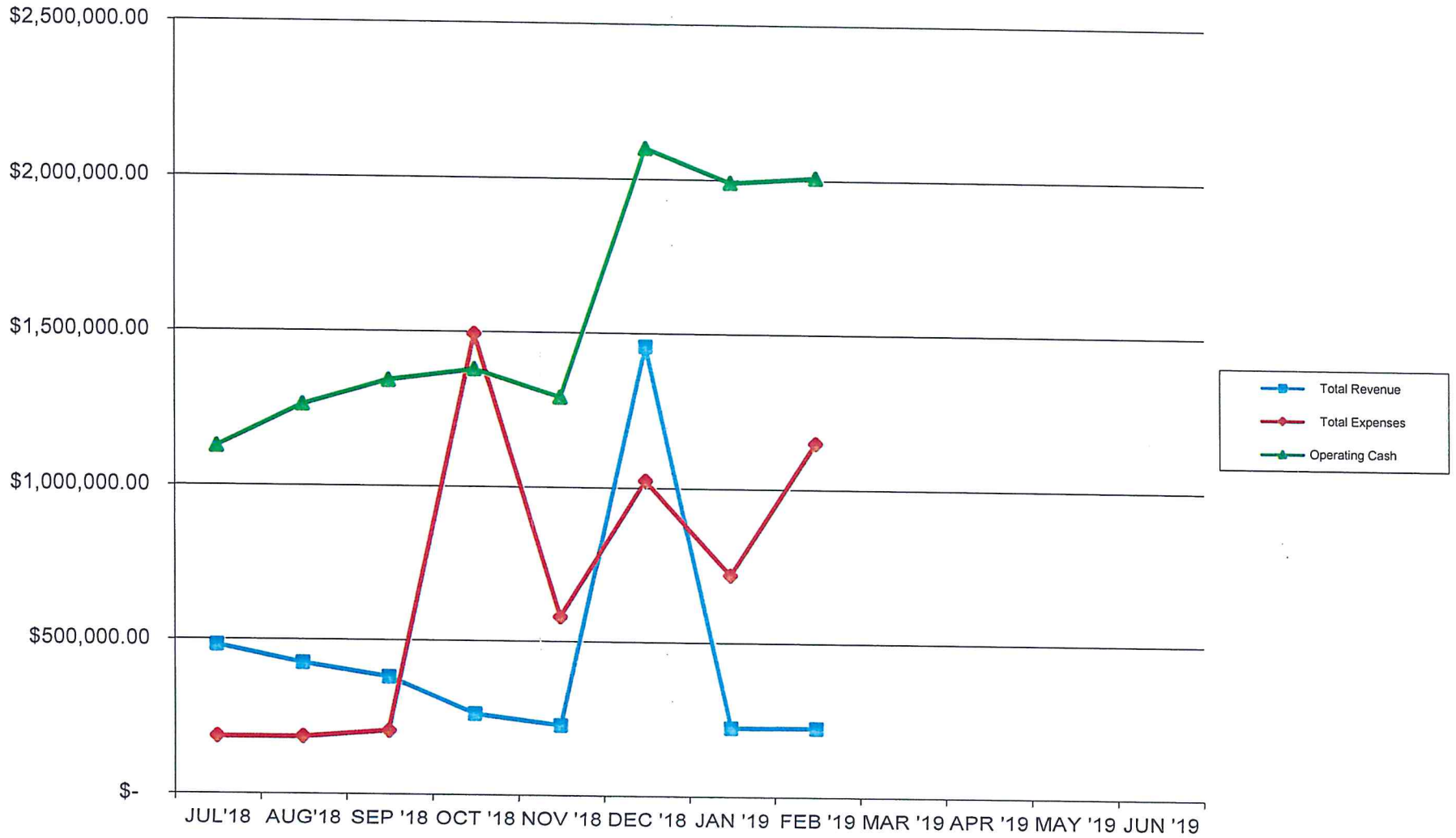
Street Maint. Dist. Cash, Revenue & Expense



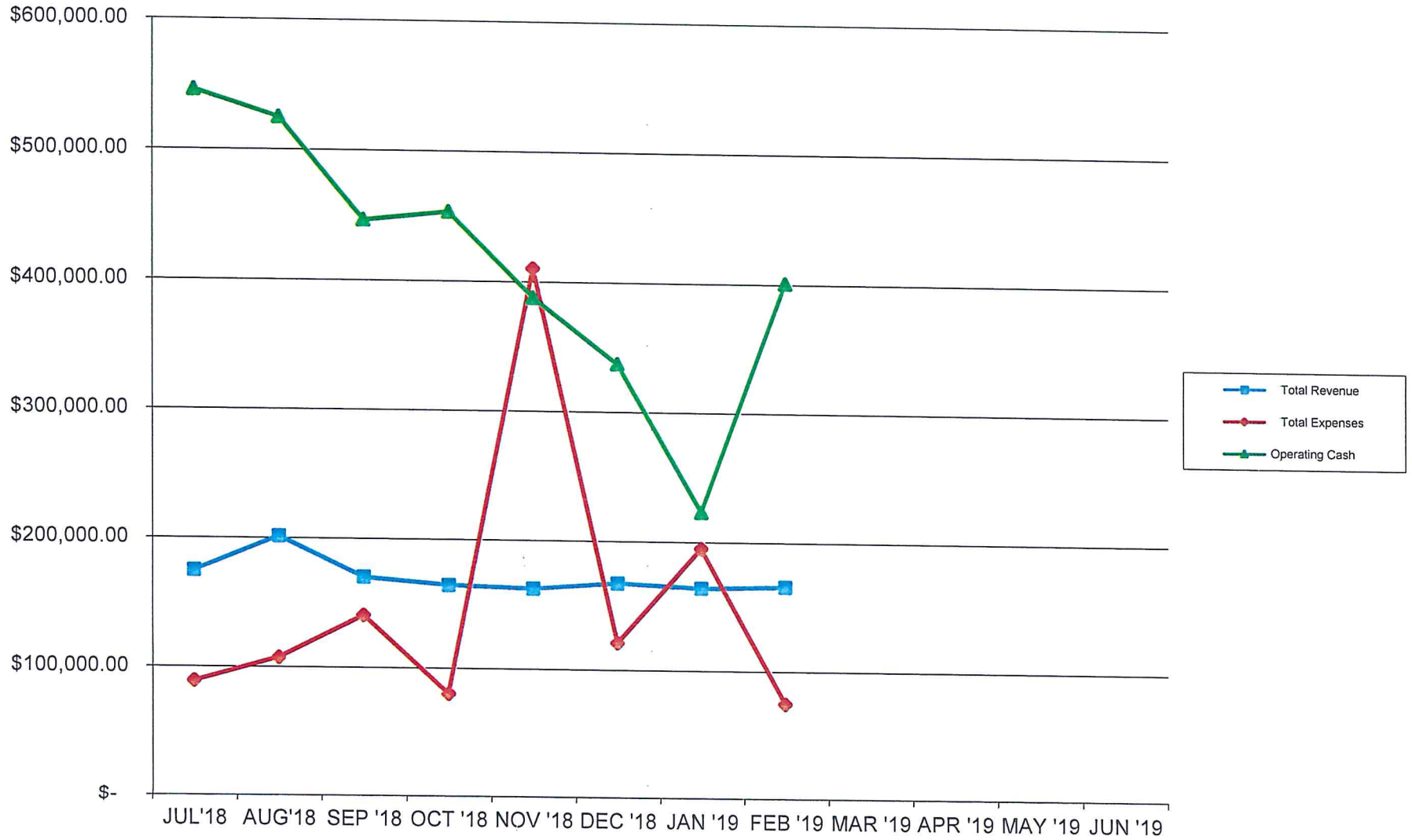
Gas Tax Cash, Revenue & Expense



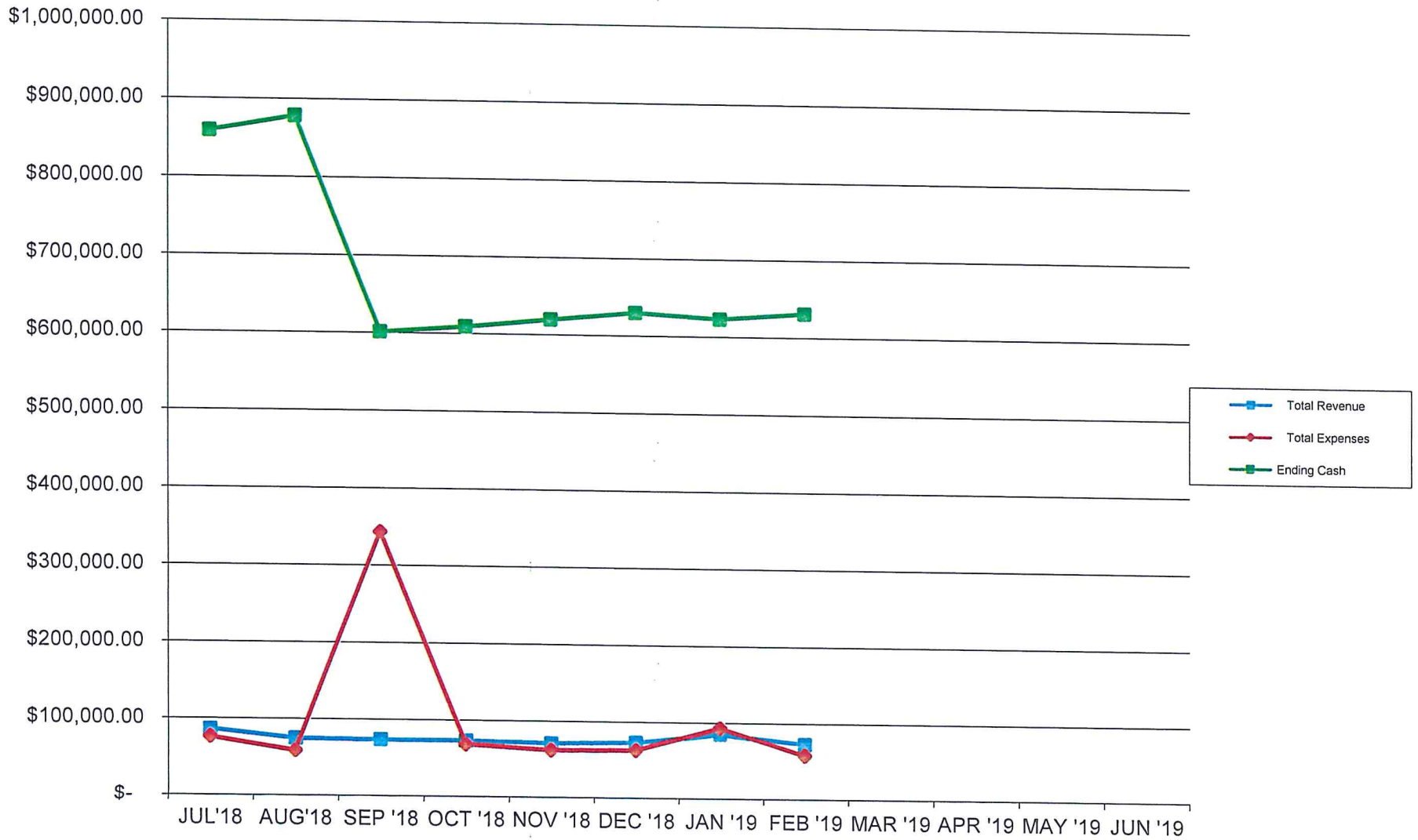
Water Fund Cash, Revenue & Expense



Sewer Fund Cash, Revenue & Expense



Solid Waste Cash, Revenue & Expense



Comp and Overtime Report

PPE: 3/24/19

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/12	2.5		J. Baker	Call out Clean drains	23.30
3/14		(2)	K. Gundy	Oil clean up	23.15
3/11	.5		G. Rolison	Unplug Culvert	24.68
3/14		(1.5)	G. Rolison	Oil Spill Clean-up	24.68
3/12	.5		D. Saylor	Extra garbage pickup	24.52
3/11	.5		R. Voss	Jet Rod Culvert	23.30
3/12		(2.5)	A. Arneson	Snow Removal for drainage	23.30
3/19		(.5)	A. Arneson	water break.	23.30
3/19	1.5		J. Baker	water leak.	23.30
3/22		(3)	H. Hoffman	Call out water plant	23.15
3/23		3.5	B. Loffer	Cover grave	23.15
3/19		(1.5)	G. Rolison	water leak.	24.68
3/24		(2.5)	G. Rolison	Call out water plant	24.68
3/24		(3)	R. Voss	Call out water plant	23.30
3/19	.5		R. Voss	water leak	23.30
3/22		(3)	W. Spalinger	Pump Pond waterplant	16.39
6					
x 1.5					
9 Comp hours					
				7.50 X 23.30 =	174.75
				.75 X 24.52 =	18.39
				.75 X 24.68 =	18.51
					<u>211.65</u>
23 OT hours					
				3 X (16.39 X 1.5) =	73.76
				8.5 X (23.15 X 1.5) =	295.17
				6 X (23.30 X 1.5) =	209.70
				5.5 X (24.68 X 1.5) =	203.61
					<u>782.24</u>

Total \$ 993.89

Comp and Overtime Report

PPE: 3/24/19

Division: WTP + WWTP

Submitted by: Kelly Strickus

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/22		(6)	N. Herman	Dirty Water	26.00
3/22		(1)	J. Sawyer	Dirty water call out	24.61
		7 OT hours		6 x (26.00 x 1.5) =	234.00
				1 x (24.61 x 1.5) =	36.92
					<u>270.92</u>
					=
			Total # 270.92		

