

CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE

TUESDAY, JANUARY 14, 2014  
5:30 PM

CITY HALL CONFERENCE ROOM  
601 7<sup>TH</sup> STREET

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1. Call to Order
2. Approve December 10, 2013 Meeting Minutes
3. Discuss Claim Checks for Period Ending January 14, 2014
4. Discuss December 2013 Payroll Checks and Vacation Buy Outs
5. Next Meeting – January 28, 2014
6. Adjournment

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Attachments:

December 10, 2013 Meeting Minutes  
December 2013 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE  
MINUTES  
TUESDAY, DECEMBER 10, 2013**

**CALL TO ORDER**

Council Member Taylor called the meeting of the City of Prosser Budget and Finance Committee to order at 5:31 p.m.

**ATTENDANCE**

Council Member Taylor, Council Member Becken, and Finance Director Mauras were present. Council Member Hamilton had an excused absence.

**APPROVE NOVEMBER 12, 2013 MEETING MINUTES**

A motion was made by Council Member Becken, seconded by Council Member Taylor to approve the November 12, 2013 meeting minutes. Motion carried unanimously.

**APPROVE NOVEMBER 26, 2013 MEETING MINUTES**

A motion was made by Council Member Becken, seconded by Council Member Taylor to approve the November 26, 2013 meeting minutes. Motion carried unanimously.

**DISCUSS CLAIM CHECKS FOR PERIOD ENDING DECEMBER 10, 2013**

The Committee reviewed the claim checks prepared for City Council approval. The Committee had questions regarding the Washington Trust Bank loan payment. Council Member Taylor had questions regarding the Prosser Chamber of Commerce contract and if they were going to receive additional funds next year.

[Note: Finance Manger Yost arrived at 5:45 p.m.]

**DISCUSS NOVEMBER 2013 PAYROLL CHECKS AND VACATION BUY OUTS**

The Committee reviewed the November 2013 payroll checks and vacation buys outs.

**ADJOURNED**

The meeting of the Budget and Finance Committee was adjourned at 5:48 p.m.

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Council Member Randy Taylor  
Budget & Finance Committee Chair

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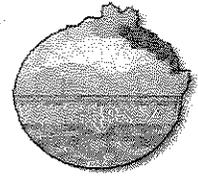
Regina Mauras  
Finance Director

# Payroll

## Paytype Register

User: elia  
 Printed: 01/10/2014- 2:08 PM  
 Check Date: From 12/01/2013 To 12/31/2013  
 Period End: None  
 No Batch Filter  
 Pay Types: All

*City of Prosser*  
 601 7th St.  
 Prosser, WA 99350  
 (509)-786-2332



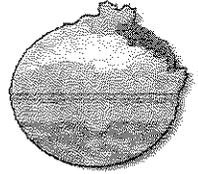
Department	Pay Type	Description	Hours	Amount
<b>Admin</b>				
	CP	Cell Phone Allowance	0.00	97.40
	D	Mid Month Draw	0.00	3,733.00
	D2	Mid Month Deduction	0.00	-3,733.00
	H	Holiday Pay	92.80	1,948.90
	R	Regular	841.60	17,450.30
	S	Sick Pay	12.00	188.04
	V	Vacation Pay	66.00	1,625.52
		<b>Department Total =</b>	<b>1,012.40</b>	<b>\$21,310.16</b>
<b>Blding</b>				
	CP	Cell Phone Allowance	0.00	146.10
	d	Mid Month Draw	0.00	850.00
	d2	Mid Month Deduction	0.00	-850.00
	H	Holiday Pay	48.00	1,177.92
	R	Regular	408.60	10,188.23
	S	Sick Pay	50.00	1,263.50
	V	Vacation Pay	16.00	306.40
		<b>Department Total =</b>	<b>522.60</b>	<b>\$13,082.15</b>
<b>Council</b>				
	CP	Cell Phone Allowance	0.00	48.70
	H	Holiday Pay	16.00	493.85
	r	Regular	251.30	6,735.12
	TR	Travel Reimbursement	0.00	46.00
		<b>Department Total =</b>	<b>267.30</b>	<b>\$7,323.67</b>
<b>Fin</b>				
	CP	Cell Phone Allowance	0.00	48.70
	H	Holiday Pay	16.00	667.04
	R	Regular	144.30	6,015.87
	S	Sick Pay	7.00	291.83
	V	Vacation Pay	6.00	250.14
		<b>Department Total =</b>	<b>173.30</b>	<b>\$7,273.58</b>
<b>Police</b>				
	C	Comp Time	20.00	569.26
	D	Mid Month Draw	0.00	5,500.00
	D2	Mid Month Deduction	0.00	-5,500.00
	E	Education Pay	0.00	225.00
	EV	Evidence Pay	0.00	50.00
	F	Floating Holiday	8.00	225.12
	FT	Field Training Officer Pa	0.00	200.00
	H	Holiday Pay	32.00	1,017.60
	O	Overtime	91.00	3,636.79
	OH	Overtime - Holiday	91.00	2,383.93
	R	Regular	1,739.00	48,835.37

Department	Pay Type	Description	Hours	Amount
	S	Sick Pay	224.22	6,757.17
	SS	Shift & Standby Pay	0.00	313.00
	V	Vacation Pay	173.08	4,483.77
		<b>Department Total =</b>	<b>2,378.30</b>	<b>\$68,697.01</b>
<b>PW</b>	CP	Cell Phone Allowance	0.00	437.34
	d	Mid Month Draw	0.00	3,400.00
	D2	Mid Month Deduction	0.00	-3,400.00
	F	Floating Holiday	40.00	1,082.48
	H	Holiday Pay	128.00	3,397.12
	O	Overtime	48.50	1,964.06
	R	Regular	1,135.50	30,073.65
	S	Sick Pay	40.00	1,026.80
	SS	Shift & Standby Pay	0.00	1,060.00
	V	Vacation Pay	61.50	1,657.01
	VB	Vacation Buy Back	150.00	3,989.70
	VH	Vehicle Usage	0.00	54.00
		<b>Department Total =</b>	<b>1,603.50</b>	<b>\$44,742.16</b>
<b>PWA</b>	CP	Cell Phone Allowance	0.00	48.70
	H	Holiday Pay	28.00	756.36
	R	Regular	228.30	5,793.50
	S	Sick Pay	17.00	410.55
	V	Vacation Pay	32.00	1,253.76
		<b>Department Total =</b>	<b>305.30</b>	<b>\$8,262.87</b>
<b>WWTP</b>	CP	Cell Phone Allowance	0.00	243.50
	D	Mid Month Draw	0.00	2,400.00
	D2	Mid Month Deduction	0.00	-2,400.00
	F	Floating Holiday	16.00	452.40
	H	Holiday Pay	80.00	2,076.64
	O	Overtime	48.00	1,743.93
	R	Regular	735.00	17,406.20
	S	Sick Pay	57.00	1,729.16
	SS	Shift & Standby Pay	0.00	540.00
	V	Vacation Pay	72.00	1,851.40
	VB	Vacation Buy Back	160.00	4,166.80
	VH	Vehicle Usage	0.00	81.00
		<b>Department Total =</b>	<b>1,168.00</b>	<b>\$30,291.03</b>
		<b>Report Total =</b>	<b>7,430.70</b>	<b>\$200,982.63</b>

Payroll  
Paytype Register

User: elia  
Printed: 01/10/2014- 2:09 PM  
Check Date: From 12/01/2013 To 12/31/2013  
Period End: None  
No Batch Filter  
Pay Types: VB

*City of Prosser*  
601 7th St.  
Prosser, WA 99350  
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Department	Pay Type	Description	Hours	Amount
PW	VB	Vacation Buy Back	150.00	3,989.70
			<b>Department Total =</b>	<b>150.00</b>
				<b>\$3,989.70</b>
WWTP	VB	Vacation Buy Back	160.00	4,166.80
			<b>Department Total =</b>	<b>160.00</b>
				<b>\$4,166.80</b>
			<b>Report Total =</b>	<b>310.00</b>
				<b>\$8,156.50</b>