

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, MARCH 11, 2014
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve February 25, 2014 Meeting Minutes
3. Discuss Claim Checks for Period Ending March 11, 2014
4. Discuss February 2014 Payroll Checks and Vacation Buy Outs
5. Next Meeting – March 25, 2014
6. Adjournment

Attachments:

February 25, 2014 Meeting Minutes
February 2014 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, FEBRUARY 25, 2014**

CALL TO ORDER

Council Member Taylor called the meeting of the City of Prosser Budget and Finance Committee to order at 5:32 p.m.

ATTENDANCE

Council Member Taylor, Council Member Becken, Council Member Aubrey, Mayor Warden and Finance Director Mauras were present.

APPROVE FEBRUARY 11, 2014 MEETING MINUTES

A motion was made by Council Member Aubrey, seconded by Council Member Becken to approve the February 11, 2014 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING JANUARY 14, 2014

The Committee reviewed the claim checks prepared for City Council approval. The Committee had questions regarding a tire purchase inquiring why the purchase was not made at a local establishment. The Committee also inquired as to why irrigation refunds were being issued to a few customers within the City.

OTHER FINANCIAL ISSUES

The Committee reviewed with Mayor Warden and Finance Director Mauras various proposals regarding 2013 Excess Fund Balance. The Committee also expressed a desire for the Finance Department to pursue a Banking RFP to update our current contract.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:47 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Regina Mauras
Finance Director

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

Time 14:09:25 Date: 03/10/2014
02/01/2014 To: 02/28/2014

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BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	02/14/2014		850.00
	Draw			-850.00
	Hourly		86.50	1,656.48
	Hourly Alt		56.50	1,279.73
	Salary		141.33	5,639.92
	Cell Phone Allow			99.34
	Hol F Used		8.00	153.20
	Holiday Used		16.00	153.20
	Sick Used		9.00	172.35
	Vac Used		24.00	
TOTAL BUILDING			341.33	9,154.22

CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	02/14/2014		1,800.00
	Draw			-1,800.00
	Salary		165.33	4,759.73
	Cell Phone Allow			49.67
	Holiday Used		8.00	
TOTAL CLERK			173.33	4,809.40

COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Board Meeting	02/28/2014	5.00	100.00
	Council Meeting		3.00	120.00
	Salary		189.33	6,100.00
	Cell Phone Allow			49.67
	Holiday Used		8.00	
TOTAL COUNCIL			205.33	6,369.67

FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	02/14/2014		1,933.00
	Draw			-1,933.00
	Hourly		280.00	4,729.10
	Salary		454.99	16,078.40
	Cell Phone Allow			99.34
	Education Pay			50.00
	Hol F Used		6.40	103.30
	Holiday Used		46.40	371.70
	Sick Used		59.00	620.75
	Vac Used		122.60	1,713.00
TOTAL FINANCE			969.39	23,765.59

PLANNING

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

Time 14:09:25 Date: 03/10/2014
02/01/2014 To: 02/28/2014

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PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	02/28/2014	125.33	3,990.13
	Cell Phone Allow			49.67
	Holiday Used		8.00	
	Sick Used		16.00	
	Vac Used		24.00	
TOTAL PLANNING			173.33	4,039.80

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	02/14/2014		7,305.00
	Draw			-7,305.00
	Hourly		260.50	4,886.23
	Salary		2,014.96	61,006.41
	Overtime		156.50	6,572.31
	Overtime Hol (.5		56.00	821.92
	Overtime Hol (1.		24.00	1,040.72
	Overtime Hol.(1		8.00	229.60
	Shift Pay			469.90
	Evidence Pay			100.00
	FTO Pay			1,700.00
	Death In Family		24.00	
	Education Pay			275.00
	Comp Used		9.00	
	Comp Earned		22.50	
	Holiday Used		16.00	171.36
	Sick Used		3.50	74.97
	Vac Used		24.00	
TOTAL POLICE			2,618.96	77,348.42

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	02/14/2014		5,500.00
	Draw			-5,500.00
	Hourly		2,125.00	52,896.73
	Salary		157.33	6,926.40
	Overtime		113.00	4,637.15
	Shift Pay			1,725.00
	Cell Phone Allow			695.38
	Vehicle Usage			78.00
	Travel Reimburs			84.00
	Holiday Used		128.00	2,985.84
	Sick Used		122.00	3,057.02
	Vac Used		107.00	2,637.93
TOTAL PUBLIC WORKS			2,752.33	75,723.45

TOTAL

7,234.00 201,210.55

VACATION BUY OUT DETAIL

City Of Prosser
MCAG #: 0205

Time 14:17:47 Date: 03/10/2014

02/01/2014 To: 02/28/2014

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TOTAL