CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, AUGUST 12, 2014
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

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1. Call to Order
2. Approve July 22, 2014 Meeting Minutes
3. Discuss Claim Checks for Period Ending August 12, 2014
4. Discuss July 2014 Payroll Checks and Vacation Buy Outs
5. Next Meeting – August 26, 2014
6. Adjournment

Attachments:

July 22, 2014 Meeting Minutes
Visa Payment Detailed Information
July 2014 Payroll Checks and Vacation Buy Outs

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, JULY 22, 2014

CALL TO ORDER

Council Member Taylor called the meeting of the City of Prosser Budget and Finance Committee to order at 5:30 p.m.

ATTENDANCE

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

APPROVE JULY 8, 2014 MEETING MINUTES

A motion was made by Council Member Ward, seconded by Council Member Becken to approve the July 8, 2014 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING JULY 22, 2014

The Committee reviewed the claim checks prepared for City Council approval. The Committee had questions regarding an invoice paid to CVC and the Regional Fire Authority.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:42 p.m.

_____
Council Member Randy Taylor
Budget & Finance Committee Chair

_____
Regina Mauras
Finance Director

U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER	[redacted]
STATEMENT DATE	07-21-2014
AMOUNT DUE	$213.66
NEW BALANCE	$213.66

PAYMENT DUE ON RECEIPT

000006318 1 AB 0.406 106481656142498 P
CITY OF PROSSER
ATTN ELIA BELMARES
601 7TH STREET
PROSSER WA 99350-1459

RECEIVED
2 8 2014
CITY OF PROSSER

AMOUNT ENCLOSED
$

Please make check payable to U.S. BANK

U.S. BANK
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

[redacted]

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CITY OF PROSSER [redacted]	Previous Balance	+ Purchases And Other Charges	+ Cash Advances	+ Cash Advance Fees	+ Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	$0.00	$213.66	$0.00	$.00	$0.00	$0.00	$0.00	$213.66

NEW ACTIVITY

PAUL WARDEN [redacted]	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	$0.00	$213.66	$0.00	$213.66

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-08	07-07	24492154189027948119744	PRESS PLUS 866-717-7377 NY	69.95
07-10	07-08	24610434190010182891152	THE HOME DEPOT #4746 RICHLAND WA	139.71
07-17	07-16	24765184197980001898983	THE PIT STOP PROSSER WA	4.00

Need reciept

Department: 00000 Total: $213.66
Division: 00000 Total: $213.66

001-576-20-35 - $139.71

001-511-60-49 - $73.95

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY	
800-344-5696	[redacted]	PREVIOUS BALANCE	.00
		PURCHASES & OTHER CHARGES	213.66
	STATEMENT DATE: 07/21/14 / DISPUTED AMOUNT: .00	CASH ADVANCES	.00
		CASH ADVANCE FEES	.00
		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO: U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	AMOUNT DUE 213.66	CREDITS	.00
		PAYMENTS	.00
		ACCOUNT BALANCE	213.66

Please remember to:

- Enclose your check or money order, payable in U.S. dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
  P.O. Box 790428
  St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name

Address

City

State Zip

( ) ( )
Home Phone Business Phone

CUSTOMER SERVICE 1-800-344-5696

Our Customer Service Representatives are available 24 hours a day, 365 days a year. If you have questions about your Commercial Card account, please call Corporate Payment Systems at 1-800-344-5696 or write to us at Corporate Payment Systems, P.O. Box 6343, Fargo, ND 58125-6343.

MAKING PAYMENTS

The amount shown as Amount Due is payable in full upon delivery of this billing statement.

If an employer is making payment for individual employee cardholders, the employer must provide a single check, or other payment acceptable to Corporate Payment Systems, covering all Amounts Due, as well as a list of account numbers and the dollar amount to be credited to each account.

If individual employee cardholders are responsible for payment, a check, or other payment acceptable to Corporate Payment Systems, for the Amount Due together with the top portion of this billing statement must be mailed by the individual employee to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428.

A payment of less than the Amount Due, but intended to settle an account in full, must be mailed to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. Accepting a partial payment will not change any agreement between either the individual employee cardholder or the employer and Corporate Payment Systems in any way.

Use the enclosed envelope to mail your payment to Corporate Payment Systems, P.O. Box 790428, St. Louis, MO 63179-0428. All payments by check or money order and accompanied by a payment coupon will be credited to your account on the day of receipt if received at this address by 1:00 p.m. on any banking day. Banking days are all calendar days except Saturday, Sunday and federal holidays. Other payments will be credited to your account within five days of receipt by Corporate Payment Systems.

LOST OR STOLEN CARDS

If a Card is lost or stolen, the individual employee cardholder must call Corporate Payment Systems immediately at 1-800-344-5696 and notify the employer in accordance with the employer's policies and/or instructions.

BILLING INQUIRIES

Before disputing or questioning a charge on your statement, take the following actions:

- Determine if other employees of the corporation / institution may have participated in the transaction.
- Review your receipts for the amount in question as it may have posted to your statement with a different merchant name.
- Attempt to contact the merchant to resolve the issue.

To dispute the transaction, phone Corporate Payment Systems Customer Service at the telephone number on the front of this statement and have the following information available:

- The date and dollar amount of the transaction you are questioning.
- An explanation of why you believe there is an error along with any documentation you may have to support your claim.
- The date you contacted the merchant to attempt to resolve this issue and the merchant's response.

Many inquiries can be corrected over the phone, but phoning alone does not preserve your rights. To preserve your rights, we must receive your written communication no later than 60 days after we sent you the first bill on which the error or problem appeared. Please send a letter with your name, account number and the above information to: CORPORATE PAYMENT SYSTEMS, P.O. BOX 6335, FARGO, ND 58125-6335. You do not have to pay the amount of the charge that is in dispute while we are investigating; however, you are obligated to pay any charges that are not in question. While we investigate your dispute, we cannot report you as delinquent or take any action to collect the amount you question.

U.S. BANK
P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER [redacted]

AMOUNT DUE $0.00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000006319 1 AB 0.406 106481656142499 P
PAUL WARDEN
CITY OF PROSSER
601 7TH STREET
PROSSER WA 99350-1459

RECEIVED
JUL 28 2014
CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
07-07	07-08	7399	PRESS PLUS 866-717-7377 NY - council	24492154189027948119744	69.95
07-08	07-10	5200	THE HOME DEPOT #4746 RICHLAND WA - Pool	24610434190010182891152	139.71
07-16	07-17	7542	THE PIT STOP PROSSER WA - council	24765184197980001898983	4.00

CUSTOMER SERVICE CALL **800-344-5696**	**ACCOUNT NUMBER** [redacted] STATEMENT DATE 07/21/14	**ACCOUNT SUMMARY** PURCHASES, FEES & ADJUSTMENTS $213.66 CHECKS/CASH ADVANCES $0.00
MANAGING ACCOUNT NUMBER [redacted] **CONTACT AND ADDRESS** CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER , WA 99350		DISPUTE AMOUNT $0.00 CREDITS $0.00 STATEMENT TOTAL $213.66

Please remember to:

- Enclose your check or money order, payable in U.S. dollars, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your check or money order.
- Make checks payable to: Corporate Payment Systems
  P.O. Box 790428
  St. Louis, MO 63179-0428

Please enter new address or telephone number here:

Name

Address

City

State Zip

( ) ( )
Home Phone Business Phone

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Pool - credit card

576-20-35

More saving.
More doing.℠

2855 DUPORTAIL ST. RICHLAND, WA 99352
STORE MGR ISAAC HALL (509)627-0111

4746 00012 47253 07/08/14 10:29 AM
CASHIER JULIA - JAA1560

0000-968-680 2-BURNER <A> 129.00
BRINKMANN 2 BURNER GAS GRILL W/SIDE

SUBTOTAL	129.00
SALES TAX	10.71
TOTAL	$139.71
XXXXXXXXXXXX[redacted] VISA	139.71
AUTH CODE 073482/0121377	TA

P.O.#/JOB NAME: 070814 COP

4746 12 47253 07/08/2014 6798

RETURN POLICY DEFINITIONS

	POLICY ID	DAYS	POLICY EXPIRES ON
A	1	90	10/06/2014

THE HOME DEPOT RESERVES THE RIGHT TO LIMIT / DENY RETURNS. PLEASE SEE THE RETURN POLICY SIGN IN STORES FOR DETAILS.

****

ENTER FOR A CHANCE TO WIN A $5,000 HOME DEPOT GIFT CARD!

Share Your Opinion With Us! Complete the brief survey about your store visit and enter for a chance to win at:

www.homedepot.com/opinion

COMPARTA SU OPINION EN UNA BREVE ENCUESTA PARA LA OPORTUNIDAD DE GANAR.

User ID:
W8K 99541 94807

Password:
14358 94795

Entries must be entered by 08/07/2014. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

BUY ONLINE PICK-UP IN STORE AVAILABLE NOW ON HOMEDEPOT.COM. CONVENIENT, EASY AND MOST ORDERS READY IN LESS THAN 2 HOURS!

SIGN OUT

Tri-City Herald

Thank you for your order. A confirmation email has been sent to the email address below. Please click the "Close" button below to access content on this publication's site.

Account Information

Full Name:
Paul Warden

Email:
pwarden@ci.prosser.wa.us

Account:
[redacted]

Product:
Annual Digital Subscription

Start Date:
7/7/2014

Payment Method:
VI Ending in: [redacted]

Order Summary

Sub-Total:
$69.95

Sales Tax:
$0.00

Total:
$69.95

Print

Close

Elia Belmares

From: Paul Warden
Sent: Tuesday, July 08, 2014 12:43 PM
To: Elia Belmares
Subject: Receipt Tri City Herald: Subscription Confirmation

Another card card purchase charged to 511-511. Also when you get 2 minutes I need a refresher for my Bias screen.

pw

Paul Warden
Mayor/Admin, City of Prosser
509.786.8216, off
509.786.0071, mob
pwarden@ci.prosser.wa.us

From: Press+ Customer Care [mailto:customercare@mypressplus.com]
Sent: Monday, July 07, 2014 9:40 AM
To: Paul Warden
Subject: The Tri City Herald: Subscription Confirmation

PRESS+

Dear Paul,

Thank you for subscribing to The Tri City Herald using Press+. **This transaction will appear as "Press+" on your billing statement.**

Order Details:

Subscription:	Annual Digital Subscription
Start Date:	July 7, 2014
Sub-Total:	$69.95
Applicable Tax:	$0.00
Total:	$69.95
Billing Cycle:	1 year
Payment Method:	Your card ending in [redacted]
Account Number:	[redacted]

No additional login is required until you encounter the Press+ lightbox again.

Visit accounts.mypressplus.com and sign in to "My Account" to manage your online subscription, update your payment information, or find answers to common questions. For assistance with your online access, contact Press+ by using our online contact form.

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Press+ Customer Care

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EARNING ITEM SUMMARY

City Of Prosser | Time09:06:14 Date: 08/07/2014
MCAG #: 0205 | 07/01/2014 To: 07/31/2014 | Page: 1

BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	07/15/2014		850.00
	Draw			-850.00
	Hourly		78.00	1,493.70
	Hourly Alt		56.00	1,268.40
	Salary		133.33	5,639.92
	Cell Phone Allow			99.34
	Holiday Used		16.00	153.20
	Sick Used		2.00	38.30
	Vac Used		64.00	612.80
TOTAL BUILDING			**349.33**	**9,305.66**

CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	07/15/2014		1,800.00
	Draw			-1,800.00
	Salary		157.33	4,759.73
	Cell Phone Allow			49.67
	Holiday Used		8.00	
	Vac Used		8.00	
TOTAL CLERK			**173.33**	**4,809.40**

COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Board Meeting	07/31/2014	7.00	140.00
	Council Meeting		13.00	520.00
	RFA		2.00	40.00
	Salary		173.33	6,100.00
	Cell Phone Allow			49.67
	Holiday Used		8.00	
	Sick Used		16.00	
TOTAL COUNCIL			**219.33**	**6,849.67**

FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	07/15/2014		1,933.00
	Draw			-1,933.00
	Hourly		500.00	7,945.67
	Salary		429.99	16,078.40
	Cell Phone Allow			99.34
	BiLingual Pay			25.00
	Education Pay			50.00
	Hol F Used		8.00	
	Holiday Used		50.40	421.86
	Sick Used		26.50	316.27

EARNING ITEM SUMMARY

City Of Prosser | Time09:06:14 Date: 08/07/2014
MCAG #: 0205 | 07/01/2014 To: 07/31/2014 | Page: 2

FINANCE

Group	Pay Item	Date	Hours	Pay
	Vac Used		82.60	556.21
TOTAL FINANCE			**1,097.49**	**25,492.75**

PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	07/31/2014	146.33	3,990.13
	Cell Phone Allow			49.67
	Holiday Used		8.00	
	Sick Used		11.00	
	Vac Used		8.00	
TOTAL PLANNING			**173.33**	**4,039.80**

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	07/15/2014		7,305.00
	Draw			-7,305.00
	Hourly		150.00	3,213.00
	Salary		1,740.96	61,235.21
	Overtime		97.00	4,046.23
	Overtime Hol (.5		40.00	551.76
	Overtime Hol (1.		15.00	649.51
	Overtime Hol.(1		1.00	28.70
	Shift Pay			454.60
	Evidence Pay			50.00
	FTO Pay			200.00
	BiLingual Pay			80.00
	Education Pay			275.00
	Comp Used		24.00	
	Comp Earned		2.00	
	Hol F Used		8.00	
	Holiday Used		16.00	171.36
	Sick Used		89.00	214.20
	Vac Used		228.00	171.36
	Vac Buy Out		80.00	2,559.20
TOTAL POLICE			**2,490.96**	**73,900.13**

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	07/15/2014		5,500.00
	Draw			-5,500.00
	Hourly		2,620.00	60,040.47
	Hourly Alt		40.00	118.80
	Salary		117.33	6,926.40
	Overtime		87.00	3,456.27

EARNING ITEM SUMMARY

City Of Prosser | Time09:06:14 Date: 08/07/2014
MCAG #: 0205 | 07/01/2014 To: 07/31/2014 | Page: 3

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
	Shift Pay			1,610.00
	Cell Phone Allow			695.38
	BiLingual Pay			50.00
	Holiday Used		128.00	3,023.28
	Sick Used		74.00	1,742.96
	Vac Used		296.50	6,606.56
TOTAL PUBLIC WORKS			**3,362.83**	**84,270.12**

RECREATION

Group	Pay Item	Date	Hours	Pay
RECREATION	Hourly	07/31/2014	3,340.25	33,651.00
	Hourly Alt		248.25	2,630.92
	Overtime Alt			5.88
	Overtime		20.00	408.01
	Cell Phone Allow			49.67
TOTAL RECREATION			**3,608.50**	**36,745.48**

TOTAL	**11,475.10**	**245,413.01**

EARNING ITEM SUMMARY

City Of Prosser | Time12:03:05 Date: 08/07/2014
MCAG #: 0205 | 07/01/2014 To: 07/31/2014 | Page: 1

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Vac Buy Out	07/31/2014	80.00	2,559.20
TOTAL POLICE			**80.00**	**2,559.20**
TOTAL			**80.00**	**2,559.20**