CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, SEPTEMBER 9, 2014
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

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1. Call to Order
2. Approve August 26, 2014 Meeting Minutes
3. Discuss Claim Checks for Period Ending September 9, 2014
4. Discuss August 2014 Payroll Checks and Vacation Buy Outs
5. Next Meeting – September 23, 2014
6. Adjournment

Attachments:

August 26, 2014 Meeting Minutes
Visa Payment Detailed Information
August 2014 Payroll Checks and Vacation Buy Outs

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, AUGUST 26, 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 12, 2014 MEETING MINUTES

A motion was made by Council Member Becken, seconded by Council Member Ward to approve the July 12, 2014 meeting minutes. Motion carried unanimously.

APPROVE AUGUST 12, 2014 MEETING MINUTES

A motion was made by Council Member Becken, seconded by Council Member Ward to approve the August 12, 2014 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING AUGUST 26, 2014

The Committee reviewed the claim checks prepared for City Council approval. Staff had questions regarding costs for employee recognition.

DISCUSS JULY 2014 PAYROLL CHECKS AND VACATION BUY OUTS

The Committee reviewed the July 2014 payroll checks and vacation buy outs. The Committee requested staff review personnel policy to ensure vacation buys outs are being handled accordingly.

The Committee discussed the status of the current audit results and entrance report.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:52 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Regina Mauras
Finance Director

usbank

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

ACCOUNT NUMBER	[redacted]
STATEMENT DATE	08-20-2014
AMOUNT DUE	$896.22
NEW BALANCE	$896.22

PAYMENT DUE ON RECEIPT

000003093 1 AB 0.406 106481693830847 P
CITY OF PROSSER
ATTN ELIA BELMARES
601 7TH STREET
PROSSER WA 99350-1459

RECEIVED
AUG 2 /
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

[redacted]	Previous Balance	+ Purchases And Other Charges	+ Cash Advances	+ Cash Advance Fees	+ Late Payment Charges	- Credits	- Payments	= New Balance
Company Total	$213.66	$896.22	$0.00	$.00	$0.00	$0.00	$213.66	$896.22

CORPORATE ACCOUNT ACTIVITY

CITY OF PROSSER
[redacted]

TOTAL CORPORATE ACTIVITY
$213.66CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-04	08-04		AUTO PAYMENT DEDUCTION	213.66CR

NEW ACTIVITY

[redacted]

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
$0.00	$218.22	$0.00	$218.22

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-28	07-26	24246514208286698004 61	COOKS TRUE VALUE PROSSER WA	12.99
08-06	08-07	24445004220400268857944	WM SUPERCENTER #2241 SUNNYSIDE WA	39.76
08-11	08-09	24692164221000588078733	AMAZON.COM AMZN.COM/BILL WA	24.32
08-12	08-11	24046034223000170980433	CHEVRON 00203720 OLYMPIA WA	48.15
08-12	08-11	24431064224400166000254	GA-CAMPUS PARKING 1 OLYMPIA WA	3.00
08-18	08-16	24247604229000868384233	WHITSTRAN BREWING COMPANY PROSSER WA	30.00

CUSTOMER SERVICE CALL	ACCOUNT NUMBER		ACCOUNT SUMMARY	
800-344-5696	[redacted]		PREVIOUS BALANCE	213.66
			PURCHASES & OTHER CHARGES	896.22
	STATEMENT DATE	DISPUTED AMOUNT	CASH ADVANCES	.00
	08/20/14	.00	CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO:	AMOUNT DUE		CREDITS	.00
U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	896.22		PAYMENTS	213.66
			ACCOUNT BALANCE	896.22

RECEIVED
AUG 27 2014

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.

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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.

Company Name: CITY OF PROSSER
Corporate Account Number: [redacted]
Statement Date: 08-20-2014

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-18	08-16	24692164228000800933064	STARBUCKS #10848 PROSSER PROSSER WA	30.00
08-18	08-17	24828244229980012693786	HORSE HEAVEN SALOON PROSSER WA	30.00

[redacted]

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
$0.00	$678.00	$0.00	$678.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-11	08-08	24055234221207119200577	LORMAN EDUCATION SERVICE 715-833-3940 WI	678.00

Department: 00000 Total:	$896.22
Division: 00000 Total:	$896.22

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

ACCOUNT NUMBER [redacted]

AMOUNT DUE $0.00

000003094 1 AB 0.406 106481693830848 P
PAUL WARDEN
CITY OF PROSSER
601 7TH STREET
PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

RECEIVED
AUG 27 2014
CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
07-26	07-28	5251	COOKS TRUE VALUE PROSSER WA	24246514208286699800461	12.99
08-07	08-08	5411	WM SUPERCENTER #2241 SUNNYSIDE WA	24445004220400268857944	39.76
08-09	08-11	5942	AMAZON.COM AMZN.COM/BILL WA	24692164221000588078733	24.32
08-11	08-12	5542	CHEVRON 00203720 OLYMPIA WA	24046034223000170980433	48.15
08-11	08-12	7523	GA-CAMPUS PARKING 1 OLYMPIA WA	24431064224400166000254	3.00
08-16	08-18	5813	WHITSTRAN BREWING COMPANY PROSSER WA	24247604229000368384233	30.00
08-16	08-18	5814	STARBUCKS #10848 PROSSER PROSSER WA	24692164228000800933064	30.00
08-17	08-18	5813	HORSE HEAVEN SALOON PROSSER WA	24828244229980012693786	30.00

CUSTOMER SERVICE CALL	ACCOUNT NUMBER	ACCOUNT SUMMARY	
800-344-5696	[redacted]	PURCHASES, FEES & ADJUSTMENTS	$218.22
	STATEMENT DATE 08/20/14	CHECKS/CASH ADVANCES	$0.00
MANAGING ACCOUNT NUMBER [redacted]		DISPUTE AMOUNT	$0.00
CONTACT AND ADDRESS CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER , WA 99350		CREDITS	$0.00
		STATEMENT TOTAL	$218.22

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  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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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

000003095 1 AB 0.406 106481693830849 P
STEVE ZETZ
CITY OF PROSSER
601 7TH STREET
PROSSER WA 99350-1459

RECEIVED
AUG 27 2014
CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
08-08	08-11	8299	LORMAN EDUCATION SERVICE 715-833-3940 WI	24055234221207119200577	678.00

CUSTOMER SERVICE CALL **800-344-5696**	**ACCOUNT NUMBER** [redacted]	**ACCOUNT SUMMARY**
	STATEMENT DATE 08/20/14	PURCHASES, FEES & ADJUSTMENTS $678.00 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 $678.00

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  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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Employee Recognition

STARBUCKS Store #10848
10 Merlot Drive
Prosser, WA (509) 786-2085

CHK 710425
08/16/2014 11:14 AM
2007012 Drawer: 2 Reg: 1

---

tivate Card	30.00
sa	30.00
[redacted]	
ıbtotal	$30.00
ıtal	$30.00
ange Due	$0.00

------- Check Closed ----------
08/16/2014 11:14 AM

ate 6096187364478558
Balance: 30.00
is not registered.
up at
starbucks.com

Employee Recognition

HORSE HEAVEN SALOON
615 6Th Street
P.O. Box 132
Prosser, Washington 99350
(509) 781-6228

Server: Teresa Bartender Table: #3

8/16/14 11:23 AM

Order Number: 27625
Bar - B 1

WARDEN/PAUL
Card: [redacted]

*** Credit Card Sale ***

RefID #186285677

Charge Amount: $30.00

Tip Amount: _____

Total Amount: _____

I agree to pay the above total amount according to card issuer agreement.

Sign X: _____

153549
CAR #174

Nisqually Auto
10246 Martin Way E
Olympia, WA
STN 00203720

08/11/14 10:12:08

E/UISAEELT
[redacted]

Invoice#: 2069775
Auth#: 065348

Pump#: 2
12.510G @ $ 3.849/G
Unle/Self $ 48.15

Total: $ 48.15

Learn how to
EARN REWARDS
with a Chevron
or Texaco

Prosser EDA Meeting
City Hall Hosted

Walmart
Save money. Live better.

(509) 839 - 7339
MANAGER ANY SMART
2675 E LINCOLN AVE
SUNNYSIDE WA 98944

ST# 2241 OP# 00003073 TE# 11 TR# 06568

LIPTON	001200028620	F	1.68 N
HOT CUP	003770034000		2.97 X
COLBJK SLC	004610000121	F	2.88 O
GV CHEESE	007874209188	F	2.74 O
RED GRAPE	000000004635KI		
2.50 lb @ 1 lb /1.98			4.95 N
NECTARINES	000000004036KI		
1.13 lb @ 1 lb /1.48			1.67 N
2 BAG APLES	084747300406	F	4.44 N
DIXIE CUPS	004200015675		2.58 X
GV SN PLATE	007874204881		2.46 X
UNSWT TEA	008390000574	F	2.00 O
ARROWHEAD	007114201205	F	2.64 N
SWT TEA	008390000536	F	2.00 T
CROISSANT	078809362865	F	2.98 O
CROISSANT	078809362865	F	2.98 O
SUBTOTAL			38.97
TAX 1 7.900 %			0.79
TOTAL			39.76
VISA TEND			39.76

ACCOUNT # [redacted] S
APPROVAL # 071701
REF # 1042000314
TRANS ID - 084219721608708
VALIDATION - 76TN
PAYMENT SERVICE - E

Wasp Spray for Park Play Structure - Sat, July 26, 14

True Value.

001-576-80-31

Cook's True Value
1215 Bennett Ave.
Prosser, WA 99350
1-800-786-1921

Transaction#: 6277066
Associate: Ryan
Date: 07/26/2014 Time: 12:22:30 PM

*** SALE ***

2PK14OZ Wasp/Hor Killer - 141658
1.00 EACH @ $11.99 $11.99

Subtotal: $11.99
8.3% - State Tax: $1.00
TOTAL: $12.99

VISA: $12.99
CHANGE: $0.00

CUSTOMER AGREES TO PAY TOTAL AMOUNT ABOVE ACCORDING TO CARDHOLDER'S AGREEMENT WITH ISSUER

Elia Belmares

From: Steve Zetz
Sent: Friday, August 08, 2014 12:21 PM
To: Elia Belmares
Subject: FW: Lorman Web Purchase Receipt - 702293

Here is the class registration, I booked it with the card. I will also book the hotel with the card. I will not use the card for meals as per Toni's instructions.

Steve

From: Customer Service [customerservice@lorman.com]
Sent: Friday, August 08, 2014 12:19 PM
To: Steve Zetz
Subject: Lorman Web Purchase Receipt - 702293

Web Purchase Receipt

#702293 - August 8, 2014

Thank you for choosing Lorman. This receipt is to confirm your recent website purchase. You will receive a confirmation email from confirmation@lorman.com when your order has been processed.

Quantity	Product	Type	Price	Subtotal
2	Spokane, WA October 1, 2014 SEPA: State Environmental Policy Act	Seminar Registration	$389.00	[redacted]
1	Multiple Attendee - 382533	Discount	-$100.00	[redacted]
1	SEPA: State Environmental Policy Act *Ships 4-6 weeks after the seminar*	CD & Manual	$409.00	$409.00
1	H1548056: One-day CD & Manual - 382533	Discount	-$310.00	-$310.00
		Subtotal		$777.00
		Shipping		$11.95
		Tax (8.30%)		$9.21
		Total		$798.16

Billing Information
City of Prosser
Stephen Zetz
601 7th street
prosser, WA 99350
USA
Phone: 5097862332
Fax:

Shipping Information
City of Prosser
Stephen Zetz
601 7th street
prosser, WA 99350
USA
Phone: 5097862332
Fax:

Payment
Visa
Steve Zetz
2354

for Class
$ 678 charged
Now

126.66 for book will
Be charged after class

Attendees

SEPA: State Environmental Policy Act
October 1, 2014 8:00 AM - 4:30 PM

001-558-60-49

Stephen Zetz City Planner szetz@cityofprosser.com	Howard Saxton City Attorney hsaxton@saxtonriley.com	

Cancellation Policy

Six or more business days in advance - a refund less $20.00 service charge per registration ($30.00 for Canadian registrations).
Within five business days - nonrefundable credit of equal value for any future seminar. Credits are transferable.

Please note that if you do not attend and you do not cancel as described above, you are responsible for the entire payment.

For Arkansas Cancellation Policy please click here.

Return Policy

Within 30 days, refund product price minus $11.95 to cover shipping and restock. Between 30 & 60 days, refund product price minus $25. After 60 days, a credit will be issued for the amount of the materials.

Please contact us at 1-866-352-9539 or customerservice@lorman.com if you have any questions.

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Lorman

Elia Belmares

From: Steve Zetz
Sent: Tuesday, September 02, 2014 3:20 PM
To: Elia Belmares
Subject: FW: Lorman Education Services Receipt #702293

From: Joan Wheeler [mailto:jwheeler@lorman.com]
Sent: Tuesday, September 02, 2014 10:47 AM
To: Steve Zetz
Subject: Lorman Education Services Receipt #702293

Lorman Education Services Receipt

Thank you for choosing Lorman Education Services. This is to confirm your payment for the order below.
Confirmation Number - 702293

Seminar
Stephen Zetz - $389.00
Howard Saxton - $289.00

Seminar Title - SEPA: State Environmental Policy Act
Seminar Date - 10/01/2014
Seminar Location - Spokane, WA
Hotel - Hilton Garden Inn Spokane Airport
9015 West State Road Highway 2
Spokane, WA 99224
Hotel Phone - (509) 244-5866
Session 1 - 9:00 AM to 4:30 PM LOC

CD & Manual
Stephen Zetz

Seminar Title - SEPA: State Environmental Policy Act
Seminar Date - 10/01/2014 (Product ships 4-6 weeks after seminar)
Seminar Location - Spokane, WA
Product Quantity - 1 - $99.00

Shipping Address
601 7th St
Prosser, WA 99350-1459

Order Sales Tax - $9.21
Order Shipping - $11.95
Order Total - $798.16

$389.00 - VISA Steve Zetz [redacted] Seminar - charged on 08/08/2014
$289.00 - VISA Steve Zetz [redacted] Seminar - charged on 08/08/2014
$120.16 - VISA Steve Zetz [redacted] CD & Manual - charge pending after shipping

If you need further assistance, please reply to this e-mail or contact our Customer Service Department at (866) 352-9539.

Please remember to visit our Web site at www.lorman.com to find bookstore items and learn about other seminars in your area.

Keeping you Current. Helping you Succeed.

EARNING ITEM SUMMARY

City Of Prosser | Time08:41:33 Date: 09/04/2014
MCAG #: 0205 | 08/01/2014 To: 08/31/2014 | Page: 1

BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	08/15/2014		850.00
	Draw			-850.00
	Hourly		101.00	2,434.59
	Hourly Alt		60.00	1,381.80
	Salary		149.33	5,639.92
	Cell Phone Allow			99.34
	Sick Used		2.00	39.06
	Vac Used		29.00	97.65
TOTAL BUILDING			**341.33**	**9,692.36**

CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	08/15/2014		1,800.00
	Draw			-1,800.00
	Salary		165.33	4,759.73
	Cell Phone Allow			49.67
	Vac Used		8.00	
TOTAL CLERK			**173.33**	**4,809.40**

COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Board Meeting	08/29/2014	11.00	220.00
	Council Meeting		4.00	160.00
	RFA		2.00	40.00
	Salary		173.33	6,100.00
	Cell Phone Allow			49.67
	Vac Used		24.00	
TOTAL COUNCIL			**214.33**	**6,569.67**

FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	08/15/2014		1,933.00
	Draw			-1,933.00
	Hourly		519.50	8,423.51
	Hourly Alt			1,132.22
	Salary		461.49	16,078.40
	Cell Phone Allow			99.34
	Special Recogniti			100.00
	BiLingual Pay			25.00
	Education Pay			50.00
	Sick Used		35.50	445.23
	Vac Used		66.50	284.04
TOTAL FINANCE			**1,082.99**	**26,637.74**

EARNING ITEM SUMMARY

City Of Prosser | Time08:41:33 Date: 09/04/2014
MCAG #: 0205 | 08/01/2014 To: 08/31/2014 | Page: 2

PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	08/29/2014	66.33	3,990.13
	Cell Phone Allow			49.67
	Sick Used		107.00	
TOTAL PLANNING			**173.33**	**4,039.80**

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	08/15/2014		7,305.00
	Draw			-7,305.00
	Hourly		168.00	3,670.80
	Hourly Alt			519.44
	Salary		1,893.96	61,430.99
	Overtime		70.00	3,218.10
	Shift Pay			444.40
	Evidence Pay			50.00
	FTO Pay			200.00
	Special Recognit			100.00
	BiLingual Pay			80.00
	Education Pay			275.00
	Comp Used		43.00	
	Comp Earned		13.50	
	Sick Used		19.00	
	Vac Used		124.00	
TOTAL POLICE			**2,331.46**	**69,988.73**

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	08/15/2014		5,500.00
	Draw			-5,500.00
	Hourly		2,536.50	57,749.24
	Hourly			633.33
	Hourly Alt		32.50	3,552.06
	Salary		133.33	6,926.40
	Overtime		94.50	3,654.28
	Shift Pay			1,695.00
	Cell Phone Allow			695.38
	Special Recognit			100.00
	BiLingual Pay			50.00
	Sick Used		42.50	923.35
	Vac Used		326.00	7,473.49
TOTAL PUBLIC WORKS			**3,165.33**	**83,452.53**

RECREATION

EARNING ITEM SUMMARY

City Of Prosser Time08:41:33 Date: 09/04/2014
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RECREATION

Group	Pay Item	Date	Hours	Pay
RECREATION	Hourly	08/29/2014	3,353.25	33,735.57
	Hourly Alt		271.25	2,676.61
	Overtime		18.25	383.82
	Cell Phone Allow			49.67
TOTAL RECREATION			**3,642.75**	**36,845.67**
TOTAL			**11,124.85**	**242,035.90**

VACATION BUY OUT DETAIL

City Of Prosser
MCAG #: 0205

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TOTAL