

CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE

TUESDAY, MARCH 10, 2015  
5:30 PM

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

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1. Call to Order
2. Approve February 24, 2015 Meeting Minutes
3. Discuss Claim Checks for Period Ending March 10, 2015
4. Discuss February 2015 Payroll Checks and Vacation Buy Outs
5. Next Meeting – March 24, 2015
6. Adjournment

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Attachments:

February 24, 2015 Meeting Minutes  
Visa Payment Detailed Information  
February 2015 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE  
MINUTES  
TUESDAY, FEBRUARY 24, 2015**

**CALL TO ORDER**

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

**ATTENDANCE**

Council Member Becken, Council Member Ward, Finance Director Mauras, and Finance Manager Yost were present.

*[Secretary's Note: Council Member Taylor arrived at 5:35 p.m.]*

**APPROVE FEBRUARY 10, 2015 MEETING MINUTES**

A motion was made by Council Member Ward, seconded by Council Member Becken to approve the February 10, 2015 meeting minutes. Motion carried unanimously.

**DISCUSS CLAIM CHECKS FOR PERIOD ENDING FEBRUARY 24, 2015**

The Committee reviewed the claim checks prepared for City Council approval. The Committee discussed completion dates as seen in current council packet for project overseen by Huibregtse, Louman Associates, Inc. (HLA). Finance Manager Yost was going to confirm the dates with Public Works Director DaCorsi.

City Staff requested Council Members Becken and Taylor complete a wire transfer for the paying of interim loan to Washington Trust Bank.

**ADJOURNED**

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

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Council Member Randy Taylor  
Budget & Finance Committee Chair

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Regina Mauras  
Finance Director



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



ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 02-20-2015  
AMOUNT DUE \$305.29  
NEW BALANCE \$305.29  
PAYMENT DUE ON RECEIPT

000005919 1 AB 0.406 106481936513441 P  
CITY OF PROSSER  
ATTN ELIA BELMARES  
601 7TH STREET  
PROSSER WA 99350-1459

**RECEIVED**

MAR 02 2015

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

Please tear payment coupon at perforation.

**CORPORATE ACCOUNT SUMMARY**

CITY OF PROSSER	Previous Balance	Purchases And Other Charges	Cash Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New Balance
Company Total	\$75.80	\$305.29	\$0.00	\$0.00	\$0.00	\$0.00	\$75.80	\$305.29

**CORPORATE ACCOUNT ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-03	02-03		AUTO PAYMENT DEDUCTION	75.80 CR

**TOTAL CORPORATE ACTIVITY**  
\$75.80 CR

**NEW ACTIVITY**

REGINA MAURAS	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$256.42	\$0.00	\$256.42

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-19	02-17	24164055049378000167279	EXXONMOBIL 47749155 SPOKANE WA	30.00
02-20	02-19	24013395050001651240842	HOTEL RUBY SPOKANE WA	226.42

<b>CUSTOMER SERVICE CALL</b>  800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	[REDACTED]		PREVIOUS BALANCE	75.80
SEND BILLING INQUIRIES TO:  U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	305.29
	02/20/15	.00	CASH ADVANCES	.00
<b>AMOUNT DUE</b>  305.29		CASH ADVANCE FEES		.00
		LATE PAYMENT CHARGES		.00
		CREDITS		.00
		PAYMENTS		75.80
		ACCOUNT BALANCE		305.29

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.



Company Name: CITY OF PROSSER
Corporate Account Number: [REDACTED]
Statement Date: 02-20-2015

NEW ACTIVITY					
PAUL WARDEN		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$48.87	\$0.00	\$48.87
Post Date	Tran Date	Reference Number	Transaction Description		Amount
01-27	01-28	247170550260265777803	KDS COUNTRY FLORAL PROSSER WA		48.87

Department: 00000 Total: \$305.29  
Division: 00000 Total: \$305.29

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



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00

000005920 1 AB 0.406 106481936513442 P  
 REGINA MAURAS  
 CITY OF PROSSER  
 601 7TH STREET  
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

RECEIVED  
 MAR 02 2015  
 CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
02-17	02-19	5542	EXXONMOBIL 47749155 SPOKANE WA	24164055049378000167279	30.00
02-19	02-20	7011	HOTEL RUBY SPOKANE WA	24013395050001851240842	226.42

001-514-23-43

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	[REDACTED]	PURCHASES, FEES & ADJUSTMENTS	\$256.42
	STATEMENT DATE	CHECKS/CASH ADVANCES	\$0.00
	02/20/15	DISPUTE AMOUNT	\$0.00
MANAGING ACCOUNT NUMBER		CREDITS	\$0.00
[REDACTED]		STATEMENT TOTAL	\$256.42
CONTACT AND ADDRESS			
CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350			

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- 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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BIAS CONFERENCE

WELCOME  
PETRO #39  
10506 W. AERO RD  
SPOKANE WA  
99224

DATE 02/17/15 16:38  
TRAN# 9120601  
PUMP# 12  
SERVICE LEVEL: SELF  
PRODUCT: UNLD1  
GALLONS: 15.315  
PRICE/G: \$ 1.959  
FUEL SALE \$ 30.00  
CREDIT \$30.00

Visa Fleet  
XXXXXXXXXXXX  
Auth #: 023307  
Resp Code: 0  
Stan: 008081734  
Invoice #: 63937  
Shift #: 1

Store # 00000000477  
4915  
SITE ID: FE531129780  
01

City Vehicle

THANK YOU  
HAVE A NICE DAY

# Hotel Ruby Spokane

901 West 1st Avenue  
 Spokane, WA 99201  
 509-747-1041  
 hotelruby@hotelrubyspokane.com

*Credit Card*

TAX ID:

Elia Belmares  
 1338 Rohman Dr  
 Prosser, WA 99350

Room	Folio	CheckIn	CheckOut	Balance
201	77165	02/17/2015	02/19/2015	0.00
Master Folio				

Date	Room	Description / Voucher	Charges	Credits	Balance
02/17/2015	201	Guest Parking - 2 Nights 2 Cars	20.00	0.00	20.00
02/17/2015	201	Room Taxable	94.95	0.00	114.95
02/17/2015	201	Washington State Sales Tax - 8.7%	8.26	0.00	123.21
02/18/2015	201	Room Taxable	94.95	0.00	218.16
02/18/2015	201	Washington State Sales Tax - 8.7%	8.26	0.00	226.42
02/19/2015	201	Visa/Mastercard - [REDACTED] AP: 040068	0.00	226.42	0.00
		<b>Balance Due</b>			<b>0.00</b>
		<b>Summary and Taxes</b>			
		Non Taxable	20.00		
		Taxable Sale 8.7% (Washington State Sales Tax)	189.90		
		Total Taxable Sales	189.90		
		Tax Total	16.52		

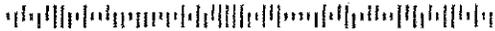


U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000005921 1 AB 0.406 106481936513443 P  
 PAUL WARDEN  
 CITY OF PROSSER  
 601 7TH STREET  
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

RECEIVED

MAR 02 2015

CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
01-26	01-27	5992	KDS COUNTRY FLORAL PROSSER WA	24717055026260265777803	48.87

001-511-60-49

CUSTOMER SERVICE CALL  <b>800-344-5696</b>	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	[REDACTED]	PURCHASES, FEES & ADJUSTMENTS	\$48.87
	STATEMENT DATE	CHECKS/CASH ADVANCES	\$0.00
	02/20/15	DISPUTE AMOUNT	\$0.00
MANAGING ACCOUNT NUMBER	[REDACTED]	CREDITS	\$0.00
CONTACT AND ADDRESS		STATEMENT TOTAL	\$48.87
CITY OF PROSSER			
ELIA BELMARES			
601 7TH STREET			
PROSSER, WA 99360			



HIS COUNTRY FLORAL  
489 HINE COUNTRY RD  
PROSSER, GA. 39259  
609-786-0048

Sale

XXXXXXXXXX

VISA

Entry Method: Manual

Amount: \$ 48.87

Tax: \$ 0.00

Total: \$ 48.87

01/26/15

15:21:52

Inv #: 000000005

Appr Code: 045677

Apprvd: Online

AVS Code:

CVV2 Code: NOT PROCESSED P

Customer Copy

THANK YOU!

City credit card

R Shaw

KD'S Country Floral  
 Full Service Floral Shoppe  
 • Weddings • Funerals • Birthdays  
 • Anniversaries • All Occasions  
 • Balloons  
 Karen Don  
 509-786-0048  
 189 Wine Country Road • Prosser, WA 99350

001-511-600-49

INVOICE

ORDER DATE 1/26/15  
 Delivery date 1/26/15

TO Rachel  
 Plus

SHIP TO

SALESPERSON	CASH	CUSTOMER ACCT	CREDIT CARD	PAID	PAYMENT TERMS	CALL OUT
					Due on receipt	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		floral arr for Chamber			45-

CARD Message	TOTAL DISCOUNT	SUBTOTAL 45-
		SALES TAX 3.87
		TOTAL 48.87

ordered by Thank You for your business!  
 ORDER NOTES: Rachel Shaw

Billing address: City of Prosser  
 Prosser, WA 99350

## EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

02/01/2015 To: 02/28/2015

Time 10:39:35 Date: 03/05/2015  
Page: 1

### BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	02/13/2015		850.00
	Draw			-850.00
	Hourly		82.00	1,633.44
	Hourly Alt		53.00	1,200.45
	Salary		157.33	5,752.75
	Cell Phone Allow			101.32
	Travel Reimburse			14.00
	Holiday Used		16.00	159.36
	Sick Used		20.00	398.40
	Vac Used		21.00	258.96
<b>TOTAL BUILDING</b>			<b>349.33</b>	<b>9,518.68</b>

### CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	02/13/2015		2,098.00
	Draw			-2,098.00
	Salary		165.33	5,246.80
	Cell Phone Allow			50.66
	Holiday Used		8.00	
<b>TOTAL CLERK</b>			<b>173.33</b>	<b>5,297.46</b>

### COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Board Meeting	02/27/2015	11.00	220.00
	Council Meeting		8.00	320.00
	Salary		189.33	6,100.00
	Cell Phone Allow			50.66
	Travel Reimburse			25.00
	Holiday Used		8.00	
<b>TOTAL COUNCIL</b>			<b>216.33</b>	<b>6,715.66</b>

### FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	02/13/2015		2,100.00
	Draw			-2,100.00
	Hourly		509.60	8,406.29
	Salary		440.99	17,319.47
	Cell Phone Allow			101.32
	BiLingual Pay			40.00
	Education Pay			50.00
	Hol F Used		8.00	
	Holiday Used		50.40	441.74
	Sick Used		41.00	432.61
	Vac Used		58.00	512.64

## EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

02/01/2015 To: 02/28/2015

Time 10:39:35 Date: 03/05/2015  
Page: 2

### FINANCE

<b>TOTAL FINANCE</b>	<b>1,107.99</b>	<b>27,304.07</b>
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### PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	02/27/2015	165.33	4,395.73
	Cell Phone Allow			50.66
	Holiday Used		8.00	
<b>TOTAL PLANNING</b>			<b>173.33</b>	<b>4,446.39</b>

### POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	02/13/2015		8,961.00
	Draw			-8,961.00
	Hourly		142.50	3,176.33
	Salary		1,939.62	62,629.76
	Overtime		13.50	594.26
	Overtime Hol (.5		32.00	474.64
	Overtime Hol (1.		16.00	711.84
	Shift Pay			486.80
	Evidence Pay			50.00
	FTO Pay			200.00
	BiLingual Pay			40.00
	Education Pay			275.00
	Comp Used		9.00	
	Comp Earned		12.00	
	Holiday Used		16.00	178.32
	Military Used		24.00	
	Sick Used		55.50	568.40
	Vac Used		52.00	
<b>TOTAL POLICE</b>			<b>2,312.12</b>	<b>69,385.35</b>

### PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	02/13/2015		6,263.00
	Draw			-6,263.00
	Hourly		2,314.50	59,970.82
	Salary		117.33	7,065.58
	Overtime		81.50	3,289.81
	Shift Pay			2,580.00
	Cell Phone Allow			759.90
	Travel Reimburs			56.00
	BiLingual Pay			80.00
	Holiday Used		128.00	3,109.36
	Sick Used		100.50	1,863.38
	Vac Used		169.00	3,902.47

# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

02/01/2015 To: 02/28/2015

Time 10:39:35 Date: 03/05/2015  
Page: 3

## **PUBLIC WORKS**

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TOTAL PUBLIC WORKS	2,910.83	82,677.32
<b>TOTAL</b>	<b>7,243.26</b>	<b>205,344.93</b>

**VACATION BUY OUT DETAIL**

City Of Prosser  
MCAG #: 0205

Time 10:36

Date: 3/05/2015

02/01/2015 To: 02/28/2015

Page: 1

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**TOTAL**