

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, MAY 12, 2015
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve April 28, 2015 Meeting Minutes
3. Discuss Claim Checks for Period Ending May 12, 2015
4. Discuss April 2015 Payroll Checks and Vacation Buy Outs
5. Next Meeting – May 26, 2015
6. Adjournment

Attachments:

April 28, 2015 Meeting Minutes
Visa Payment Detailed Information
April 2015 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, APRIL 28, 2015**

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 Yost were present.

APPROVE APRIL 14, 2015 MEETING MINUTES

A motion was made by Council Member Becken, seconded by Council Member Ward to approve the April 14, 2015 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING APRIL 28, 2015

The Committee reviewed the claim checks prepared for City Council approval. The Committee discussed invoices for Grainger, Cook's True Value, Huibregtse, Louman and Associates, Inc. and Tolman Electric.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:40 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Toni Yost
Finance Director



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

RECEIVED

APR 27 2015

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 04-20-2015
AMOUNT DUE \$968.59
NEW BALANCE \$968.59

CITY OF PROSSER DUE ON RECEIPT



000010048 1 MB 0.435 106481010668328 P

CITY OF PROSSER
ATTN ELIA BELMARES
601 7TH STREET
PROSSER WA 99350-1459

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	\$1,057.26	\$968.59	\$0.00	\$0.00	\$0.00	\$0.00	\$1,057.26	\$968.59

CORPORATE ACCOUNT ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-03	04-03		AUTO PAYMENT DEDUCTION	1,057.26 CR
TOTAL CORPORATE ACTIVITY				\$1,057.26 CR

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
LJ DACORSI				
		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$259.50	\$0.00
TOTAL ACTIVITY				\$259.50
03-26	03-25	24270745085475200000128	ABC-NV 913-8954600 KS	93.00
04-03	03-31	24761975092207583701711	AMERICAN WATERWORKS 800-926-7337 CO	73.50
04-14	04-13	24270745104477300000369	ABC-NV 913-8954600 KS	93.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

[REDACTED]

ACCOUNT SUMMARY

STATEMENT DATE 04/20/15
DISPUTED AMOUNT .00

PREVIOUS BALANCE	1,057.26
PURCHASES & OTHER CHARGES	968.59
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	1,057.26
ACCOUNT BALANCE	968.59

SEND BILLING INQUIRIES TO:

U.S. BANK
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

968.59

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

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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: 04-20-2015

NEW ACTIVITY					
DAVID GILES		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$709.09	\$0.00	\$709.09
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03-26	03-24	24707805084717139773101	BEST WESTERN PLUS LACEY I LACEY WA 0000061280 ARRIVAL: 03-22-15	220.98	
04-13	04-09	24323005100206935900184	BEST WESTERN MT VERNON MOUNT VERNON WA 0064420001 ARRIVAL: 04-09-15	375.72	
04-20	04-16	24412895107700763689819	BEST WESTERN PLUS VANCOUV VANCOUVER WA 0000106254 ARRIVAL: 04-15-15	112.39	

Department: 00000 Total: \$968.59
 Division: 00000 Total: \$968.59

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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

CUSTOMER SERVICE 1-800-344-5696

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- 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



000010049 1 MB 0.435 1064810106688329 P
 LJ DACORSI
 CITY OF PROSSER
 601 7TH STREET
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

403-534-80-49
 JB* [Signature]

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
03-25	03-26	8999	ABC-NV 913-8954600 KS - <i>Brandon</i>	24270745085475200000128	93.00
03-31	04-03	8699	AMERICAN WATERWORKS 800-926-7337 CO	24761975092207583701711	73.50
04-13	04-14	8999	ABC-NV 913-8954600 KS - <i>Andrew</i>	24270745104477300000369	93.00

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	[REDACTED]	PURCHASES, FEES & ADJUSTMENTS	\$259.50
	STATEMENT DATE	CHECKS/CASH ADVANCES	\$0.00
	04/20/15	DISPUTE AMOUNT	\$0.00
MANAGING ACCOUNT NUMBER	[REDACTED]	CREDITS	\$0.00
CONTACT AND ADDRESS	CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350	STATEMENT TOTAL	\$259.50



American Water Works Association
6666 W Quincy Ave, Denver, CO, 80235, USA
Phone: 800.926.7337 Fax: 303.347.0804 Email: custsvcs@awwa.org

ACKNOWLEDGEMENT

Date: 30-Mar-2015
Ship-To: 03025043-0

Order Number: 7001000695
Order Date: 30-Mar-2015

City of Prosser
Attn: Andrew Robinson
601 7th St
Prosser, WA 99350-1459

Table with columns: Invoice No, Product, Fulfil Status, Status, Qty, Unit Price, Unit Discount, Coupon, Adjustment, Total. Row 1: 20517-6E-Water Operator Certification Study Guide, Sixth Edition, Not Fulfilled, Active, 1, 64.00, 0.00, 0.00, 0.00, 64.00

Summary table with columns: Description, Amount. Rows: Shipping & Handling: 9.50, Tax: 0.00, Order Total: 73.50, Paid or already charged to CC: -73.50, Scheduled Payment in Future: 0.00

**Credit cards are charged only after shipping.

Credit Card Information:
[Redacted]



Toni Yost

From: AMP Customer Service [schedule@goamp.com]
Sent: Wednesday, March 25, 2015 8:19 AM
To: Toni Yost
Subject: Receipt for your Washington Water Works Operator Certification Program Examination

RECEIPT #: 3174004

Dear BRANDON LUM:

Your payment in the amount of \$93.00 was received on 03/25/2015 for the Water Treatment Plant Operator 1 Examination®. If you need any further assistance, please contact:

Candidate Support Center
(800) 345-6559

*Please note that verification of payment does not indicate exam eligibility.

Applied Measurement Professionals, Inc.

18000 W. 105th Street, Olathe KS 66061

913.895.4600 Phone

913.895.4650 Fax

www.goAMP.com

Kathya Martinez

From: Toni Yost
Sent: Tuesday, May 05, 2015 3:39 PM
To: Kathya Martinez
Subject: FW: Receipt for your Washington Water Works Operator Certification Program Examination

From: Andrew Robinson [REDACTED]
Sent: Tuesday, May 05, 2015 3:37 PM
To: Toni Yost
Subject: Fwd: Receipt for your Washington Water Works Operator Certification Program Examination

Sent from my iPhone

Begin forwarded message:

From: AMP Customer Service <schedule@goamp.com>
Date: May 5, 2015 at 2:36:43 PM PDT
To: [REDACTED]
Subject: Receipt for your Washington Water Works Operator Certification Program Examination

RECEIPT #: 3198706

Dear ANDREW ROBINSON:

Your payment in the amount of \$93.00 was received on 04/13/2015 for the Water Treatment Plant Operator 2 Examination®. If you need any further assistance, please contact:

Candidate Support Center
(800) 345-6559

*Please note that verification of payment does not indicate exam eligibility.

Applied Measurement Professionals, Inc.

18000 W. 105th Street, Olathe KS 66061

913.895.4600 Phone

913.895.4650 Fax

www.goAMP.com



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

ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000010050 1 MB 0.435 106481010668330 P

DAVID GILES
 CITY OF PROSSER
 601 7TH STREET
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
03-24	03-26	3502	BEST WESTERN PLUS LACEY I LACEY WA 0000061280 ARRIVAL: 03-22-15	24707805084717139773101	220.98
04-09	04-13	3502	BEST WESTERN MT VERNON MOUNT VERNON WA 0064420001 ARRIVAL: 04-09-15	24323005100206935900184	375.72
04-16	04-20	3502	BEST WESTERN PLUS VANCOUV VANCOUVER WA 0000106254 ARRIVAL: 04-15-15	24412895107700763689819	112.39

001-521-20-43
 X. *[Handwritten Signature]*

RECEIVED
 MAY 04 2015
 PROSSER POLICE
 DEPARTMENT

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
	STATEMENT DATE 04/20/15	PURCHASES, FEES & ADJUSTMENTS	\$709.09
MANAGING ACCOUNT NUMBER [REDACTED] CONTACT AND ADDRESS CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350		CHECKS/CASH ADVANCES	\$0.00
		DISPUTE AMOUNT	\$0.00
		CREDITS	\$0.00
		STATEMENT TOTAL	\$709.09

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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

CUSTOMER SERVICE 1-800-344-5696

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BW PLUS LACEY INN & SUITES

8326 QUINAULT DRIVE NE
LACEY, WA 98516



PLUS

(360) 456-5655

48173@hotel.bestwestern.com

03/24/2015 02:13 AM

Loyalty Club: 6006637475166906

BASE

Room # 421-A

Registered To:

MARKUS, JOHN
601 7TH ST
PROSSER, WA 99350

Conf # 301140995-01

Arrival 03/22/15

Departure 03/24/15

Room Type Q-1 QUEEN

Guests 1 / 0

Payment Visa/Master

Acct

(509) 786-8221

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
03/22/15	JP	RC	ROOM CHRG REVENUE			\$98.00
03/22/15	JP	9	CITY TAX			\$2.16
03/22/15	JP	91	SALES TAX			\$6.37
03/22/15	JP	92	LODGING TAX			\$1.96
03/22/15	JP	TPA	TOURISM FEE			\$2.00
03/23/15	JP	RC	ROOM CHRG REVENUE			\$98.00
03/23/15	JP	9	CITY TAX			\$2.16
03/23/15	JP	91	SALES TAX			\$6.37
03/23/15	JP	92	LODGING TAX			\$1.96
03/23/15	JP	TPA	TOURISM FEE			\$2.00
03/24/15	JP	VS	PAYMENT VISA/MC		8091 - 00777	\$220.98-
Balance Due						\$0.00

The Undersigned guest agrees to pay all charges shown on this invoice. If the charges are to be billed to a Third Party, the Undersigned agrees to be personally liable for payment of the charges in the event that the indicated Third Party, Person, Company or Association fails pay for any part or the full amount of such charges.

Each Best Western Branded Hotel is independently owned and operated.

Signature

< Back to Hotel Search Results

Select Room Review & Reserve Confirmation

Thank you for booking at bestwestern.com. Watch your email for your confirmation.

Reservation Confirmation Number: 301140995

If you need to change or cancel your reservation, you can do so within My Account or call 1-800-780-7234 (United States and Canada) | View Our Worldwide Reservation Numbers. You selected to create a Best Western Rewards profile with this reservation. Your membership number is

Your login is: Use this profile to make future booking faster and easier and to earn points for your stays. You may visit your profile, or customize your profile further.

HOTEL FACT SHEET

MAP & DIRECTIONS

EMAIL PRINT

ADD RESERVATION TO OUTLOOK CALENDAR

Reservation Summary - MR. JOHN MARKUS



BEST WESTERN PLUS Lacey Inn & Suites 8326 Quinault Drive NE Lacey, Washington 98516-5831, United States Phone: 360/456-5855

Check-In: 03/22/15 3PM (15:00) Check-Out: 03/24/15 12PM (12:00) Total Rooms: 1 Total Occupants: 1

Reservation Amount: \$196.00 Other Taxes & Fees: \$24.98*

Total Stay: \$220.98 USD

*Taxes and fees shown on this page are estimates based on information provided by the hotel. Additional charges may apply. For more details regarding the taxes and fees, please Click here.

Room Details

ROOM 1: 1 QUEEN BED

Room Subtotal: \$220.98 USD

Room Details: 1 Queen Bed, Non-Smoking, Pillowtop Bed, 37 Inch Lcd Television, Microwave And Refrigerator, Full Breakfast

Room Rate: \$196.00 USD

Total Occupants: 1 Room Rate: Government/Military (Available to current Federal and State government employees as well as active duty/retired Military personnel and Military Veterans with official ID at check in or a pre-approved Best Western issued government card. One room per qualifying guest.)

Other Taxes & Fees Breakdown (additional charges may apply): Tourism Fee Per Room Per Night \$2.00 USD, Tax 10.7% \$20.98 USD Deposit Policy: Guaranteed to your credit card for late arrival. A valid credit card must be presented at check-in. Cancellation Policy: Cancel before 4PM hotel time on March 21, 2015 to avoid a charge Child Policy: Children 12 And Under Are Free In Room With One Paying Adult In Existing Bedding.

Special Requests (not guaranteed):

We do our best to honor special requests, but they are not guaranteed and will be honored depending on availability at check-in.

Room 1: Room only, no other charges are authorized.

Heartland Law Enforcement Training Institute

Presents

Patrol Response to Outlaw Motorcycle Gangs



March 23-24, 2015 Lacey, WA. (Cabela's)

8:30am - 4:30pm

Hosted by Blue Line Training & Squaxin Island PD

A two-day (16 hour) training program designed for patrol officers and supervisors who may encounter members and associates of outlaw motorcycle gangs during their day to day duties. The course curriculum includes the origin and history of outlaw motorcycle gangs, identification of patches and tattoos, organizational structure and recruiting process, philosophy of members, biker violence, a break down of the Big 4 outlaw motorcycle gangs and much more.

Officers will receive critical training in all aspects of dealing with outlaw motorcycle gang members and their associates including legal and ethical considerations that should be taken into account during contacts. Over the past three years law enforcement agencies in the

United States have paid out thousands of dollars to members of outlaw motorcycle gangs from incidents involving uniformed patrol officers and investigators who were trying to deal with gang problems in their communities. Officers will receive special training on how to protect themselves and their agencies from frivolous lawsuits from these criminal organizations and still be able to do deal with these individuals effectively.

Instructor will concentrate on the proper ways to identify suspected members and associates of outlaw motorcycle gangs and will teach effective methods of conducting traffic stops on gang members both on motorcycles and in other vehicles. Outlaw motorcycle gangs involvement in the drug trade will be detailed and Officers will be trained in Unique Investigative Techniques that can be utilized to disrupt and disband the gangs and their membership. Additionally Officers will be trained in the recognition of unique weapons possessed by outlaw motorcycle gang members. The instructor for this seminar has many years of investigative experience and a wealth of information to share with fellow officers.

- Origin and History of Outlaw Motorcycle Gangs
- Organizational Structure and Recruiting Process
- Tattoo and Patch Identification
- Intelligence Gathering
- Study of the "Big 4" Outlaw Motorcycle Gangs
- Weapons Identification
- Outlaw Motorcycle Gangs and the Drug Trade
- Motorcycle Gang Related Violence
- Combating Lawsuits and Legal Actions
- Unique Investigative Techniques
- Safe Methods of Conducting Vehicle Stops on OMG Members

Conference Instructor

Steve Cook- Detective with a Police Department in the Kansas City Metropolitan area. Steve has been a police officer for 20 years, with over six years experience in a multi-agency drug task force. Steve has completed assignments with the DEA Clandestine Laboratory Enforcement Team as well as participating on a FBI Violent Crime/Gang Task Force. Steve has worked numerous intelligence operations all over the United States involving outlaw motorcycle gangs and was the case agent and secondary undercover in an attempt infiltration of a Bandidos farm club. During that operation Steve acted as a webmaster for the club and had the opportunity to act in an undercover capacity with members of several different outlaw motorcycle gangs including the Outlaws. Steve has also been featured in the History Channel's Gang Land programs on the Outlaws, Bandidos and Galloping Goose, on Biographies "Gangsters Americas Most Evil" twice, History channels "Americas Book of Secrets" and Biographies "Gangworld One Percenters".

PLEASE CONTACT davidmiller@bluelineincs.com WITH REGISTRATION QUESTIONS
or call 360.259.5028

Register at www.bluelineincs.com \$249 per person



BW PLUS SKAGIT VALLEY INN
 2300 MARKET STREET
 MT VERNON, WA 98273

MONTELONGO, LUPE
 601 7TH STREET
 Prosser, WA 99350

Account: 364420
 Arrival: 04/05/15
 Departure: 04/09/15
 Rate: 85.00
 Room: 337

DATE	DESCRIPTION	COMMENT	CHARGE/PAYMENT
04/05/15	RM ROOM CHARGE	#337 MONTELONGO, LUPE	\$85.00
04/05/15	RT ROOM TAX	ROOM TAX	\$8.93
04/06/15	RM ROOM CHARGE	#337 MONTELONGO, LUPE	\$85.00
04/06/15	RT ROOM TAX	ROOM TAX	\$8.93
04/07/15	RM ROOM CHARGE	#337 MONTELONGO, LUPE	\$85.00
04/07/15	RT ROOM TAX	ROOM TAX	\$8.93
04/08/15	RM ROOM CHARGE	#337 MONTELONGO, LUPE	\$85.00
04/08/15	RT ROOM TAX	ROOM TAX	\$8.93
04/09/15	CCVS VISA	#337 MONTELONGO, LUPE	(\$375.72)
BALANCE DUE:			<u>0.00</u>

Merchant ID	Approval Code	066842	
CC Code	CCVS	Card Holder	MONTELONGO, LUPE
CC Number	[REDACTED]	Amount:	\$375.72
X			

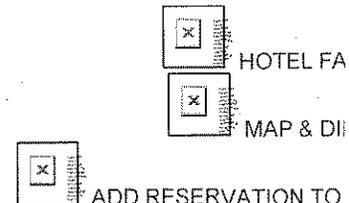
Christy Mendoza

From: reserv@cs.bestwestern.com
Sent: Tuesday, March 24, 2015 8:31 AM
To: Christy Mendoza
Subject: Best Western - Reservation Confirmation

Reservation Confirmation Number: 582152490

Reservation is confirmed. You may also print this page for future reference.

To change or cancel your reservation you can do so within My Account, 1-800-780-7234 (United States and Canada) | View Our Worldwide Reservation Numbers.



Reservation Summary - Mr. Lupe Montelongo

BEST WESTERN PLUS
Skagit Valley Inn and
Convention Center
2300 Market Street
Mount Vernon,
Washington
98273-5449, United States
Phone: 360/428-5678

Check-in: 04/05/15 - 3:00 P.M. (15:00)
Check-out: 04/06/15 - 12:00 P.M. (12:00)

Total Rooms: 1
Total Occupants: 1

Reservation Amount: \$85.00
Other Taxes & Fees: \$8.93*

Total Stay: \$93.93

Fees shown on this page are estimates based on information provided by the hotel. Additional charges may apply. For more details regarding the taxes and fees, please [Click here](#).

Room Details

1 - 1 King Bed

Room Subtotal: **\$93.93**

Details: 1 King Bed, Non-Smoking, Second bed is a sofa bed, Oversized Room, Microwave refrigerator, Desk, Mp3 Player, Full Breakfast

Room Rate: **\$85.00**

Occupants: 1

Government/Military (Available to current Federal and State government employees as well as duty/retired Military personnel and Military Veterans with official ID at check in or a pre-authorized Best Western issued government card. One room per qualifying guest.)

Taxes & Fees Breakdown (additional charges may apply): Tax 10.5% \$8.93 USD

Cancellation Policy: Guaranteed to your credit card for late arrival. A valid credit card must be presented at check-in.

Prepayment Policy: Cancel before 4PM hotel time on April 4, 2015 to avoid a charge



THE RESULTS GROUP, LTD.
A Professional Management Consulting & Training Firm

Strategic Advantage For Law Enforcement & Public Safety Agencies

You are here: Home ~ Events ~ *The Sergeants' Academy - 2015: Mount Vernon, Washington*

The Sergeants' Academy - 2015: Mount Vernon, Washington

Published by Stephen L. Kent on April 6, 2015

Date/Time

Date(s) - 04/06/2015 -

04/10/2015

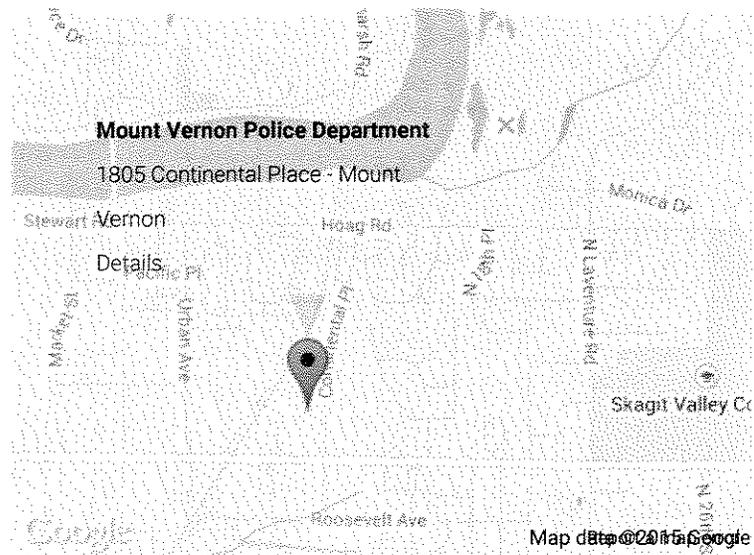
8:00 am - 5:00 pm

Location

Mount Vernon Police Department

Category(ies)

- The Corrections Supervisor's Academy
- The Sergeants' Academy



PLEASE CLICK HERE BEFORE REGISTERING FOR TRAINING



The Sergeants' Academy is structured for candidates for promotion and those who already hold the rank of Sergeant or Corporal in law enforcement. Agencies may choose to also include certain personnel who are not yet official candidates for promotion, but clearly demonstrate potential for promotion at some point in their future career. Participants may be from Patrol, Corrections/Jail, Records, Dispatch/911 or any other section within your agency. Civilian personnel are also welcome in this (or any other) Academy.

The Sergeants' Academy Course Outline

Day 1 The Sergeant's Role As Follower And Leader Among The Topics To Be Covered: Why It's Critical That You Be A Good Follower Before Expecting Others To Follow You; "I Am Not My Job Title" And Other Perils Of Being A Sergeant; Interpersonal Dynamics; Effective

Leaders versus Ineffective Leaders; Professional Ethics – Not Just Something To Frame On The Wall; The 6 Keys To Personal Management Excellence; “What’s My Management Style?”; What It Takes To Move From Officer/Deputy To The Role Of Sergeant; Leadership; Strategic Issues Facing Law Enforcement Supervisors; How To Delegate Effectively; How To Deal With Difficult Employees; Effective Communication; Interrelationships Between Shift, Section, and Department Plans and Budgets; How To Write Effective Policies and Procedures; Common Problems Among Sergeants And How To Overcome Them.

Day 2 The Sergeant’s Role In Day-To-Day Operations Among The Topics To Be Covered: The Importance Of Taking Initiative; How To Earn Respect From Peers, Subordinates and The Chief/Sheriff; How To Structure Effective Line And Staff Relationships; Critical Components Of The Sergeant’s Job Description; More On Communication; Collaboration With Other Departments Within Your Agency; How To Use Action Plans And Achievement Reports; Time Management; and Techniques For Improving Quality, Productivity and Creativity Within Your Team; The Importance Of A “Give Up List”; Improving Listening Skills

Day 3 The Sergeant’s Role In Finance & Budgeting Among The Topics To Be Covered: How To Prepare A Budget; How To Understand And Use Your Budget As A Tool; What Assistance We Must Expect From The (City/County) Finance Departments; How To Be Accountable For Your Budget; The Sergeant’s Role In Acquiring Resources For The Team. (This is NOT a bookkeeping or accounting class.)

Day 4 The Sergeant’s Role In People Management Among The Topics To Be Covered: Principles Of Organizational Development; How To Create An Effective Chart of Organization; Techniques For Effective Recruiting and Selection; How And Why To Implement An Effective Orientation Program; Setting Performance Standards For Subordinates; How To Be An Effective Coach; How To Conduct An Effective Job Performance Review; Records Keeping In People Management; How To Terminate Employment Relationships Without Guilt; What We Should Expect From The City/County Personnel Office.

Day 5 The Sergeant’s Role In Community and Media Relations Among The Topics To Be Covered: Marketing & Community Relations Defined; How To Deal With The Media; How To Write An Effective Community Relations Plan; How To Write An Effective Press Release; The Role Of Citizen’s Academies In Furthering The Agency’s Objectives; The Role And Responsibilities Of The Public Information Officer (PIO); Bad Press: How To Deal With It/How To Avoid It; Effectively Packaging Your Agency; How And Why To Create A Citizen’s Advisory Group.

CLICK HERE BEFORE REGISTERING FOR TRAINING

MY ACCOUNT - Sign In

< Back to Hotel Search Results

Select Room Review & Reserve Confirmation

Thank you for booking at bestwestern.com. Watch your email for your confirmation.

Reservation Confirmation Number: 433232395

If you need to change or cancel your reservation, you can do so within My Account or call 1-800-780-7234 (United States and Canada) | View Our Worldwide Reservation Numbers.

HOTEL FACT SHEET

MAP & DIRECTIONS

EMAIL PRINT

ADD RESERVATION TO OUTLOOK CALENDAR

Reservation Summary - MR. JOHN MARKUS



BEST WESTERN PLUS Vancouver Mall Dr. Hotel & Suites 9420 NE Vancouver Mall Drive Vancouver, Washington 98662-6172, United States Phone: 360/256-0707 Check-in is after 3:00 pm. No early check-in is available.

Check-In: 04/15/15 3PM (15:00) Check-Out: 04/16/15 12PM (12:00) Total Rooms: 1 Total Occupants: 1

Reservation Amount: \$99.99 Other Taxes & Fees: \$12.40*

Total Stay: \$112.39 USD

*Taxes and fees shown on this page are estimates based on information provided by the hotel. Additional charges may apply. For more details regarding the taxes and fees, please Click here.

Room Details

ROOM 1: 1 QUEEN BED

Room Subtotal: \$112.39 USD

Room Details: 1 Queen Bed, Non-Smoking, High Speed Internet Access, Microwave, Refrigerator, Full Breakfast

Room Rate: \$99.99 USD

Total Occupants: 1

Room Rate: Government/Military (Available to current Federal and State government employees as well as active duty/retired Military personnel and Military Veterans with official ID at check in or a pre-approved Best Western issued government card. One room per qualifying guest.)

Other Taxes & Fees Breakdown (additional charges may apply): Tax 10.4% \$10.40 USD, Tpa \$2.00 USD

Deposit Policy: Guaranteed to your credit card for late arrival. A valid credit card must be presented at check-in.

Cancellation Policy: Cancel before 4PM hotel time on April 15, 2015 to avoid a charge

Child Policy: Children 17 And Under Are Free In Room With One Paying Adult In Existing Bedding

Special Requests (not guaranteed):

We do our best to honor special requests, but they are not guaranteed and will be honored depending on availability at check-in.

Room 1: Room & taxes only, no other charges approved.

Book Another Stay at this Hotel >> Book Another Stay at a Different Hotel >>

Course Confirmation

Pre-paid Tuition

Please give this FAX to: # of Pages _____

John Markus

Performance Improvement Program
(Performance Directed Management)

VMA

Van Meter & Associates, Inc.

Training & Organizational Development
for Public Safety Forces

Course Approval #

Since 1982

Contact us: FAX 614-451-8905 PH: 800-331-8025 WWW.vmanet.com

Pertinent Info...

Invoice ID 00-19343

Confirmation Number	Total Attendees	Contact John Markus
00-19343	1	Agency Prosser Police Dept
Invoice Date	Class start time	Agency Address: 601 7th St
3/10/2015	9am-3pm	City Prosser State Wa 99350
Training Date		Department Phone 509-786-1500 FAX 509-786-2292
4/16/2015		Students
What to Bring to Class:		John Markus

A good writing pen

Training Site

Vancouver Police Dept
2800 Stapleton Rd
Vancouver, Wa 98661

Host Contact

Officer Scott Smith

Host Telephone

360-487-7426

Hotel Phone

360-993-4500

Hotel Information

Hilton Inn
301 West 6th Street
Vancouver, Wa 98660

Please Read

Policies on Substitutions, Cancellations and No Shows

Cancellations must be made **10-days prior** to the start of the course in order to receive a tuition refund. Registrants who fail to cancel with VMA and fail to show the day of the course will owe full tuition

Substitutions can be made at any time provided the person making the substitution accepts the responsibility to adequately notify substituted persons involved.

NO SHOWS WILL BE BILLED FOR BALANCE DUE

Performance Directed Management:

PERFORMANCE IMPROVEMENT PROGRAM (PIP)

**Hosted by the Vancouver Police,
Department, 2800 Stapleton Rd, WA
from 9am-3pm on April 16, 2015**

**Command and supervisory personnel from the
following agencies should attend:**

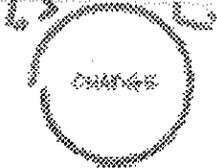
- *Law enforcement
- *Fire services
- *Public Works Human Resources
- *911 Emergency Communications
- *Corrections
- *Municipal Administration

*CAN YOU PLEASE SIGN
ME UP FOR THIS*

P11

Attendees are taught:

- The three causes for performance failure
- The standard for determining when performance needs improvement
- The advantages of performance improvement plans over punitive action
- How to develop a Performance Improvement Plan
- What it takes to enforce an improvement plan



"Measure performance, not performers"

Students receive class outline, model forms, rules, and certificate of attendance. (Class size is limited, please register early)

Performance Improvement Programs are well accepted by courts, arbiters, civil review boards and employees as a non-punitive means for dealing with employee performance deficiencies. They reduce the burden on management by placing the responsibility squarely on the employee's shoulders for improvement, reduces the basis for grievances because they are non-punitive methods for correcting deficient performance and they provide a valid offense against claims of illegal discrimination.

John Detchon / Associate

John Detchon has 38 years of experience as a sworn officer, serving five years with a major State Highway Patrol and 32 years with a Sheriff's Department. John is a former detective, 911, jail, and patrol operations commander. He has conducted internal affairs investigations for 15 years while serving as a division commander in various assignments. He is a graduate of the Ohio State Highway Patrol Academy, Ohio Peace Officers Academy, attended Kent State University and is a certified corrections academy instructor and Ohio Police Basic instructor.

Regular tuition: \$170 first registrant/\$150 each additional (P.O.'s Vouchers, postmarked on or after April 10, 2015)
 Prepaid tuition: \$150 first registrant/\$130 each additional (All CC payments and checks postmarked April 9, 2015)

P.O.'s Vouchers, Claims, DOJ accepted but does not guarantee tuition rate

Fax this entire page to VMA 614-451-8905 Or call 800-331-8025 Or Email: vanmeterassociates@columbus.rr.com (Duplicate this form if needed)

Contact Name _____ Dept _____

Mailing address _____ City _____ State _____ Zip _____

PH _____ FAX _____ Check to be mailed on _____

PO# _____ CC# _____ EXP Date _____

1. _____ 2. _____

3. _____ 4. _____

We will promptly remove your fax number if you call 800.331.8025

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EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

04/01/2015 To: 04/30/2015

Time 13:29:33 Date: 05/06/2015

Page: 1

BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	04/15/2015		850.00
	Draw			-850.00
	Hourly		88.00	1,752.96
	Hourly Alt		79.00	1,789.35
	Salary		136.33	5,752.75
	Cell Phone Allow			101.32
	Sick Used		24.00	
	Vac Used		30.00	338.64
TOTAL BUILDING			357.33	9,735.02

CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	04/15/2015		2,098.00
	Draw			-2,098.00
	Salary		157.33	5,246.80
	Cell Phone Allow			50.66
	Vac Used		16.00	
TOTAL CLERK			173.33	5,297.46

COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Board Meeting	04/30/2015	15.00	300.00
	Council Meeting		14.00	560.00
	Salary		192.33	6,100.00
	Cell Phone Allow			50.66
	Travel Reimburs			11.00
	Sick Used		5.00	
TOTAL COUNCIL			226.33	7,021.66

FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	04/15/2015		2,190.00
	Draw			-2,190.00
	Hourly		506.50	8,175.73
	Salary		479.99	15,382.46
	Cell Phone Allow			101.32
	Sick Used		20.75	221.39
	Vac Used		57.00	477.25
TOTAL FINANCE			1,064.24	24,358.15

PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	04/30/2015	165.33	4,395.73
	Cell Phone Allow			50.66

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

Time 13:29:33 Date: 05/06/2015
04/01/2015 To: 04/30/2015

Page: 2

PLANNING

Group	Pay Item	Date	Hours	Pay
	Sick Used		8.00	
TOTAL PLANNING			173.33	4,446.39

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	04/15/2015		10,201.00
	Draw			-10,201.00
	Hourly		175.50	3,911.90
	Salary		1,881.96	62,680.69
	Overtime		135.50	6,112.37
	Shift Pay			569.10
	Evidence Pay			50.00
	FTO Pay			150.00
	Travel Reimburse			70.00
	BiLingual Pay			40.00
	Education Pay			325.00
	Comp Used		42.00	
	Comp Earned		58.00	
	Hol F Used		16.00	
	Sick Used		31.50	167.18
	Vac Used		117.00	22.29
	Vac Buy Out		80.00	2,610.40
TOTAL POLICE			2,537.46	76,708.93

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	04/15/2015		6,263.00
	Draw			-6,263.00
	Hourly		2,530.50	63,236.30
	Salary		101.33	7,065.58
	Overtime		145.50	5,818.50
	Shift Pay			2,122.50
	Cell Phone Allow			759.90
	Death In Family		24.00	
	Longevity			300.00
	BiLingual Pay			40.00
	Hol F Used		16.00	427.36
	Sick Used		34.00	897.48
	Vac Used		258.50	5,876.79
	Vac Buy Out		240.00	6,410.40
TOTAL PUBLIC WORKS			3,349.83	92,954.81

TOTAL

7,881.85 220,522.42

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

04/01/2015 To: 04/30/2015

Time 13:30:02 Date: 05/06/2015
Page: 1

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Vac Buy Out	04/30/2015	80.00	2,610.40
TOTAL POLICE			80.00	2,610.40

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Vac Buy Out	04/30/2015	240.00	6,410.40
TOTAL PUBLIC WORKS			240.00	6,410.40

TOTAL **320.00** **9,020.80**