

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, JUNE 9, 2015
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve May 26, 2015 Meeting Minutes
3. Discuss Claim Checks for Period Ending June 9, 2015
4. Discuss May 2015 Payroll Checks and Vacation Buy Outs
5. Next Meeting – June 23, 2015
6. Adjournment

Attachments:

May 26, 2015 Meeting Minutes
Visa Payment Detailed Information
May 2015 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, MAY 26, 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, and Finance Director Yost were present.

APPROVE MAY 12, 2015 MEETING MINUTES

A motion was made by Council Member Taylor, seconded by Council Member Becken to approve the May 12, 2015 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING MAY 26, 2015

The Committee reviewed the claim checks prepared for City Council approval.

The Committee discussed the concessions agreement for the Prosser Aquatic Center.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:44 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



ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 05-20-2015
AMOUNT DUE \$275.00
NEW BALANCE \$275.00
PAYMENT DUE ON RECEIPT

000009038 1 MB 0.435 106481047484992 P
CITY OF PROSSER
ATTN ELIA BELMARES
601 7TH STREET
PROSSER WA 99350-1459

RECEIVED
JUN 01 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
[REDACTED] Company Total	\$968.59	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$968.59	\$275.00

CORPORATE ACCOUNT ACTIVITY					
CITY OF PROSSER					TOTAL CORPORATE ACTIVITY
[REDACTED]					\$968.59 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-04	05-04		AUTO PAYMENT DEDUCTION	968.59 CR	

NEW ACTIVITY					
DAVID GILES		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$275.00	\$0.00	\$275.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
05-20	05-19	24492155139894826451301	NW GANG INV ASSN 206-849-1588 WA	275.00	

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	[REDACTED]		PREVIOUS BALANCE	968.59
SEND BILLING INQUIRIES TO: U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	275.00
	05/20/15	.00	CASH ADVANCES	.00
AMOUNT DUE 275.00			CASH ADVANCE FEES	.00
			LATE PAYMENT CHARGES	.00
			CREDITS	.00
			PAYMENTS	968.59
			ACCOUNT BALANCE	275.00



Company Name: CITY OF PROSSER
Corporate Account Number: [REDACTED]
Statement Date: 05-20-2015

Department: 00000 Total: \$275.00
Division: 00000 Total: \$275.00

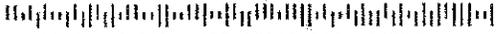


U.S. BANK
 P. O. Box 6343
 Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000009039 1 MB 0.435 106481047484993 P
 DAVID GILES
 CITY OF PROSSER
 601 7TH STREET
 PROSSER WA 99350-1459

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

RECEIVED
 JUN 01 2015
 CITY OF PROSSER

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
05-19	05-20	8641	NW GANG INV ASSN 206-849-1588 WA	24492155139894826451301	275.00

001-521-20-49

*

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	[REDACTED]	PURCHASES, FEES & ADJUSTMENTS	\$275.00
	STATEMENT DATE	CHECKS/CASH ADVANCES	\$0.00
	05/20/15	DISPUTE AMOUNT	\$0.00
MANAGING ACCOUNT NUMBER	[REDACTED]	CREDITS	\$0.00
CONTACT AND ADDRESS		STATEMENT TOTAL	\$275.00
CITY OF PROSSER ELIA BELMARES 601 7TH STREET PROSSER, WA 99350			

NORTHWEST GANG INVESTIGATORS ASSOCIATION



INVOICE

Mail Check and Invoice
to:

PO BOX 1958
Airway Heights, WA
99001

Payment Title: 2015 NWGIA Gang Training Conference (MAY 2015)

Reference/Booking Number(s): Z4QR5F (from confirmation email)

Names of Attendees:
Michael Buck

Questions?
support@nwgia.com

Terms: 30 Days

Description	Quantity	Unit Price	Cost
Monday - Friday Training		\$ 300	
Tuesday - Friday Training		\$ 275	275.00
Monday Only Training		\$ 75	
		Subtotal	275.00
		Tax	0.00%
		Total	275.00

Thank you for your business. You will receive further information early May regarding conference details.

Sincerely yours,

Brad Richmond

President, Northwest Gang Investigators Association

001-521-20-49

X

Nw Gang Investigations Nwgia
PO Box 1958
Airway Heights, WA 99001

PO # 227	Amount: 275.00
Date: 04/22/2015	Dept:
Requested By: Christy Mendoza	
When Needed:	
Desc. of Request:	

Bill To
City Of Prosser 601 7th St Prosser, WA 99350
(509) 786-2332

Ship To
City Of Prosser 601 7th St Prosser, WA 99350
(509) 786-2332

Item	Item #	Quantity	Cost	Line Total
NWGIA Gang Conference 2015		1.00	275.00	275.00
				<u>275.00</u>

Department Head Signature

Date

Terms: Payment within 30 days from receipt of merchandise. Phone: 509-786-2332 Fax: 509-786-3717
Please forward a copy of this purchase order to Accounts Payable desk in the Finance Department.

Payment wasn't
processed before
training so called
and paid w/
cc on 5/19/15
instead of invoice.
-cm

Nw Gang Investigations Nwgia
 PO Box 1958
 Airway Heights, WA 99001

PO # 227 **Amount: 275.00**
 Date: 04/22/2015 Dept:
 Requested By: Christy Mendoza
 When Needed:
 Desc. of Request:

Bill To
 City Of Prosser
 601 7th St
 Prosser, WA 99350

 (509) 786-2332

Ship To
 City Of Prosser
 601 7th St
 Prosser, WA 99350

 (509) 786-2332

Account	Job Cost	Remark	Available	Amount
521 20 49 000 - 001 520 521		Miscellaneous	4,598.00	275.00

Item	Item #	Quantity	Cost	Line Total
NWGIA Gang Conference 2015		1.00	275.00	275.00

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

05/01/2015 To: 05/31/2015

Time 10:18:45 Date: 06/04/2015
Page: 1

BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	05/15/2015		850.00
	Draw			-850.00
	Hourly		72.00	1,434.24
	Hourly Alt		60.00	1,359.00
	Salary		173.33	5,752.75
	Cell Phone Allow			101.32
	Vac Used		28.00	557.76
TOTAL BUILDING			333.33	9,205.07

CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	05/15/2015		2,098.00
	Draw			-2,098.00
	Salary		120.33	5,246.80
	Cell Phone Allow			50.66
	Travel Reimburs			14.00
	Vac Used		53.00	
TOTAL CLERK			173.33	5,311.46

COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Board Meeting	05/29/2015	9.00	180.00
	Council Meeting		10.00	400.00
	Salary		197.33	6,100.00
	Cell Phone Allow			50.66
TOTAL COUNCIL			216.33	6,730.66

FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	05/15/2015		2,190.00
	Draw			-2,190.00
	Hourly		389.00	6,222.51
	Salary		495.99	15,406.91
	Cell Phone Allow			101.32
	Travel Reimburs			42.00
	Hol F Used		16.00	
	Sick Used		3.00	57.27
	Vac Used		64.00	970.14
TOTAL FINANCE			967.99	22,800.15

PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	05/29/2015	132.33	4,395.73
	Cell Phone Allow			50.66
	Sick Used		5.00	
	Vac Used		36.00	

EARNING ITEM SUMMARY

City Of Prosser
MCAG #: 0205

Time 10:18:45 Date: 06/04/2015
05/01/2015 To: 05/31/2015

Page: 2

PLANNING

TOTAL PLANNING

173.33

4,446.39

POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	05/15/2015		10,201.00
	Draw			-10,201.00
	Hourly		191.00	3,910.39
	Salary		1,885.46	63,646.13
	Overtime		43.50	1,796.33
	Shift Pay			415.40
	Evidence Pay			50.00
	FTO Pay			150.00
	Death In Family		36.00	
	BiLingual Pay			40.00
	Education Pay			350.00
	Comp Used		56.50	
	Comp Earned		26.50	
	Hol F Used		8.00	
	Military Used		12.00	
	Sick Used		30.00	312.06
	Vac Used		71.00	111.45
TOTAL POLICE			2,359.96	70,781.76

PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	05/15/2015		6,263.00
	Draw			-6,263.00
	Hourly		2,354.00	58,512.28
	Salary		143.33	7,065.58
	Overtime		87.00	3,411.43
	Shift Pay			2,500.00
	Cell Phone Allow			810.56
	BiLingual Pay			40.00
	Hol F Used		8.00	195.28
	Sick Used		65.50	1,545.13
	Vac Used		111.50	2,517.24
TOTAL PUBLIC WORKS			2,769.33	76,597.50

RECREATION

Group	Pay Item	Date	Hours	Pay
RECREATION	Hourly	05/29/2015	110.50	1,762.50
	Cell Phone Allow			50.66
TOTAL RECREATION			110.50	1,813.16

TOTAL

7,104.10

197,686.15

VACATION BUY OUT DETAIL

City Of Prosser
MCAG #: 0205

Time 10:14

Date: 6/04/2015

05/01/2015 To: 05/29/2015

Page: 1

TOTAL
