

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, SEPTEMBER 22, 2015
5:30 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve Corrected April 14, 2015 Meeting Minutes
3. Approve Corrected June 9, 2015 Meeting Minutes
4. Approve Corrected July 14, 2015 Meeting Minutes
5. Approve Corrected August 11, 2015 Meeting Minutes
6. Approve September 8, 2015 Meeting Minutes
7. Discuss Claim Checks for Period Ending September 22, 2015
8. Next Meeting – October 13, 2015
9. Adjournment

Attachments:

April 14, 2015 Meeting Minutes
June 9, 2015 Meeting Minutes
July 14, 2015 Meeting Minutes
August 11, 2015 Meeting Minutes
September 8, 2015 Meeting Minutes

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, APRIL 14, 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, Finance Director Yost, and Mayor Warden were present.

APPROVE MARCH 24, 2015 MEETING MINUTES

A motion was made by Council Member Becken, seconded by Council Member Ward to approve the March 24, 2015 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING APRIL 14, 2015

The Committee reviewed the claim checks prepared for City Council approval. The Committee discussed invoices for NW Mechanical regarding pool maintenance, VitaClore tablets, and Summit Supply Co. of Colorado for pendulum and wrench for shackles.

DISCUSS MARCH 2015 PAYROLL CHECKS AND VACATION BUY OUTS

The Committee reviewed the March 2015 payroll checks and vacation buys outs.

Finance Director Yost stated a budget amendment will be brought to Council for the North Prosser project.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:54 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Toni Yost
Finance Director

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, JUNE 9, 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 MAY 26, 2015 MEETING MINUTES

A motion was made by Council Member Becken, seconded by Council Member Ward to approve the May 26, 2015 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING JUNE 9, 2015

The Committee reviewed the claim checks prepared for City Council approval. The Committee requested staff purchase items locally whenever possible.

DISCUSS MAY 2015 PAYROLL CHECKS AND VACATION BUY OUTS

The Committee reviewed the May 2015 payroll checks and vacation buys outs.

The Committee was provided updates on new staff hires and the Prosser Aquatic Center.

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

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, JULY 14, 2015**

CALL TO ORDER

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

ATTENDANCE

Council Member Becken, Council Member Ward, Mayor Warden, and Finance Director Yost were present. Council Member Taylor had requested an excused absence.

APPROVE JUNE 23, 2015 MEETING MINUTES

A motion was made by Council Member Ward, seconded by Council Member Becken to approve the June 23, 2015 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING JULY 14, 2015

The Committee reviewed the claim checks prepared for City Council approval. Council Member Becken requested staff provide the Committee with an update on the pool budget.

DISCUSS JUNE 2015 PAYROLL CHECKS AND VACATION BUY OUTS

The Committee reviewed the June 2015 payroll checks and vacation buy outs.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:51 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Toni Yost
Finance Director

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, AUGUST 11, 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 JULY 28, 2015 MEETING MINUTES

A motion was made by Council Member Becken, seconded by Council Member Ward to approve the July 28, 2015 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING AUGUST 11, 2015

The Committee reviewed the claim checks prepared for City Council approval. Council inquired about Cook's Ace Hardware and where we were in the process of getting a discount at that store for being loyal, frequent customers. There were also inquiries as to why we were purchasing from Atomic Screen printing and why the City did not purchase the product locally.

DISCUSS JULY 2015 PAYROLL AND VACATION BUY OUTS

The Committee reviewed the July 2015 payroll and vacation buy outs.

DISCUSSION ADD ON: STATE AUDIT

Finance Director Yost updated the Council Members on where the City was on the State's Financial Audit that is currently in progress.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:47 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Toni Yost
Finance Director

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, SEPTEMBER 8, 2015**

CALL TO ORDER

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

ATTENDANCE

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

APPROVE AUGUST 25, 2015 MEETING MINUTES

A motion was made by Council Member Ward, seconded by Council Member Becken to approve the August 25, 2015 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING SEPTEMBER 8, 2015

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

DISCUSS AUGUST 2015 PAYROLL AND VACATION BUY OUTS

The Committee discussed the August 2015 Payroll and vacation buy outs.

DISCUSSION ADD ON: STATE AUDIT

Finance Director Yost provided the Committee with an update on the exit conference for the recent financial audit.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:46 p.m.

Council Member Randy Taylor
Budget & Finance Committee Chair

Toni Yost
Finance Director