

CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE

TUESDAY, SEPTEMBER 8, 2015  
5:30 PM

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

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1. Call to Order
2. Approve August 25, 2015 Meeting Minutes
3. Discuss Claim Checks for Period Ending September 8, 2015
4. Discuss August 2015 Payroll Checks and Vacation Buy Outs
5. Next Meeting – September 22, 2015
6. Adjournment

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Attachments:

August 25, 2015 Meeting Minutes  
Visa Payment Detailed Information  
August 2015 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE  
MINUTES  
TUESDAY, AUGUST 25, 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 Taylor to approve the August 11, 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 an invoice from TMG and for what purpose were tubes purchased. There were also inquiries as to for whom and why we were purchasing wall heaters from Office Depot.

**ADJOURNED**

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

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Council Member Randy Taylor  
Budget & Finance Committee Chair

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Toni Yost  
Finance Director



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

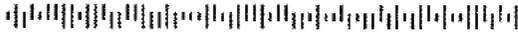
RECEIVED

AUG 31 2015

ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 08-20-2015  
AMOUNT DUE \$870.78  
NEW BALANCE \$870.78

CITY OF PROSSER

PAYMENT DUE ON RECEIPT



000003859 1 AB 0.416 106481162957361 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	\$1,011.23	\$954.07	\$0.00	\$0.00	\$0.00	\$83.29	\$1,011.23	\$870.78

CORPORATE ACCOUNT ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-03	08-03		AUTO PAYMENT DEDUCTION	1,011.23 CR
<b>TOTAL CORPORATE ACTIVITY</b>				<b>\$1,011.23 CR</b>

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-23	07-22	24431065203026186046597	GREEN RIVER COMMUNITY CO .GREENRIVIERC WA	680.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

[REDACTED]

ACCOUNT SUMMARY

PREVIOUS BALANCE	1,011.23
PURCHASES & OTHER CHARGES	954.07
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	83.29
PAYMENTS	1,011.23
<b>ACCOUNT BALANCE</b>	<b>870.78</b>

STATEMENT DATE 08/20/15  
DISPUTED AMOUNT .00

AMOUNT DUE

870.78

SEND BILLING INQUIRIES TO:

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

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

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### 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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#### LOST OR STOLEN CARDS

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Company Name: CITY OF PROSSER
Corporate Account Number: [REDACTED]
Statement Date: 08-20-2015

NEW ACTIVITY					
<b>RACHEL SHAW</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
[REDACTED]		\$0.00	\$254.12	\$0.00	\$254.12
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-22	07-21	24493985203207852901711	WSBA.ORG 800-945-9722 WA	254.12	
<b>PAUL WARDEN</b>		<b>CREDITS</b>	<b>PURCHASES</b>	<b>CASH ADV</b>	<b>TOTAL ACTIVITY</b>
[REDACTED]		\$83.29	\$19.95	\$0.00	\$63.34 CR
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
07-31	07-30	24492155212027547229249	FINDLEGALFORMS.COM 760-322-6900 CA	19.95	
08-04	08-03	74492155216027144925984	PRESS PLUS NEW YORK NY	83.29 CR	

Department: 00000 Total: \$870.78  
 Division: 00000 Total: \$870.78

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- 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

000003861 1 AB 0.416 106481162957363 P  
 RACHEL SHAW  
 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
07-21	07-22	9399	WSBA.ORG 800-945-9722 WA	24493985203207852901711	254.12

*RShaw*

001-514-30-49

\$ 254.12

REC

AUG 31 2015

CITY OF PROSSER

CUSTOMER SERVICE CALL <b>800-344-5696</b>	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
	STATEMENT DATE 08/20/15	PURCHASES, FEES & ADJUSTMENTS	\$254.12
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
		<b>STATEMENT TOTAL</b>	<b>\$254.12</b>

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- 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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Credit Card

RShaw

001-514-30-49 → \$254.12

~~15640~~  
15640

**Kendall Murphey**

**From:** questions@wsba.org  
**Sent:** Monday, July 20, 2015 3:13 PM  
**To:** Kendall Murphey  
**Subject:** WSBA Order Confirmation

Thank you for your order. Please print this receipt for your reference.

Log in to [MyCLE](#) to review your order history, including registrations for upcoming seminars (with webcast log-in information); MP3 and video recordings; and section memberships.

**ORDER INFORMATION**

**Order Number:** [REDACTED]  
**Order Date:** [REDACTED]  
**Account Number:** [REDACTED]  
**Payment Method:** VISA

**CUSTOMER SERVICE**

**Phone:** 800-945-9722  
206-727-8278  
**Email:** Product orders: [orders@wsba.org](mailto:orders@wsba.org)  
Seminar registrations: [cle@wsba.org](mailto:cle@wsba.org)

**BILLING ADDRESS**

Miss Kendall Murphey  
601 7th St Prosser, WA 99350-1459

**PAYMENT INFORMATION**

**Name:** Rachel Shaw  
**Card Number:** [REDACTED]  
**Order Total:** \$254.12  
**Receipt Number:** [REDACTED]  
**Balance Due:** \$0.00

Description	Quantity
Public Records Act Deskbook: Washington's Public Disclosure and Open Public Meetings Laws (2d ed. 2014)	1

\* All donations are administered by the Washington State Bar Foundation and are acknowledged under separate cover.

<u>Subtotal</u>	<u>Shipping</u>	<u>Sales Tax</u>	<u>Total Price</u>
\$235.00	\$9.00	\$20.12	\$254.12



Washington State Bar Association  
1325 4th Avenue, Suite 600, Seattle, WA, 98101-2539, USA  
Phone: 1-800-945-9722 Fax: 206-727-8320 Email: questions@wsba.org

**PACKING SLIP**

Date: 21-Jul-2015

Bill to: 9124244

Miss Kendall Murphey  
601 7th St  
Prosser, WA 99350-1459

Ship to: [REDACTED]  
Miss Kendall Murphey  
601 7th St  
Prosser, WA 99350-1459

Order No: [REDACTED]  
Order Date: 20-Jul-2015  
Invoice Number  
PO#:  
Ship Via: USPS  
Warehouse: WSBA Main Warehouse

Parent Product	Product	Description	Warehouse Location	Quantity Ordered	Quantity Shipped
DSAD14	DSAD14	Public Records Act Deskbook: Washington's Public Disclosure and Open Public Meetings Laws (2d ed. 2014)	WSBA Main Warehouse BIN 1	1	1



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

ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000003880 1 AB 0.416 106481162957362 P  
 LJ DACORSI  
 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
07-22	07-23	8220	GREEN RIVER COMMUNITY CO .GREENRIVIERC WA	24431065203026186046597	680.00

*403.534.80.49*  
*JB x [Signature]*

RECEIVED  
 AUG 31 2015  
 CITY OF PROSSER

CUSTOMER SERVICE CALL <b>800-344-5696</b>	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
	STATEMENT DATE 08/20/15	PURCHASES, FEES & ADJUSTMENTS	\$680.00
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
		<b>STATEMENT TOTAL</b>	<b>\$680.00</b>

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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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**Lindsay Bardessono**

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**From:** cewebregistration@greenriver.edu  
**Sent:** Friday, July 17, 2015 2:22 PM  
**To:** Lindsay Bardessono  
**Subject:** Order Confirmation Receipt - This Is Not Registration Confirmation

Dear *Brandon Lum*,

Thank you for submitting your request for class registration.  
A representative will process your order and an e-mail will be sent to you with information on the status of your request.

Your order number is **144896**. Your Student ID is:  
You have requested:

Title: **BACKFLOW ASSEMBLY TESTER CERTIFICATION COURSE - L215**

Date: **9/14/2015-9/18/2015** Time: **7:30 AM-4:30 PM**

Number of Sections: 5

Facility: **Auburn Center**, Room: **AEC-110 B**

Instructor: Steve Coke

[Note]

**NOTE:** Facility Address-**Auburn Station Center**, 110 2nd Street SW, Auburn, WA 98001.

**IMPORTANT EXAM INFORMATION:**

**This course DOES NOT include the Backflow Assembly Tester Certification Exam. BAT exams are administered by Washington Certification Services (WCS). You must apply for an exam separately and pay an exam fee. For more information, schedules and applications, visit the WCS website or call 877-780-2444.**

Status: Pending\*

If you have any questions or concerns, please contact:

**WETRC Office:**

Email: [wetrc@greenriver.edu](mailto:wetrc@greenriver.edu)  
Phone: 253-288-3369

**Continuing Education Office:**

Email: [cewebregistration@greenriver.edu](mailto:cewebregistration@greenriver.edu)  
Phone: 253-833-9111, ext. 2535

**Student Life:**

Email: [studentlifeevents@greenriver.edu](mailto:studentlifeevents@greenriver.edu)  
Phone: 253-833-9111, ext. 2400

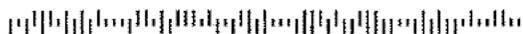


U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-8343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000003862 1 AB 0.416 106481162957364 P  
 PAUL WARDEN  
 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
07-30	07-31	7299	FINDLEGALFORMS.COM 760-322-6900 CA	24492155212027547229249	19.95
08-03	06-04	7399	PRESS PLUS NEW YORK NY	74492155216027144925984	83.29CR

001-511-60-49 - \$83.29 *R. Shaw*

001-511-60-49 \$19.95  
 RECEIVED  
 AUG 31 2015  
*R. Shaw*  
 CITY OF PROSSER

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	[REDACTED]	PURCHASES, FEES & ADJUSTMENTS	\$19.95
	STATEMENT DATE 08/20/15	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	\$83.29
		STATEMENT TOTAL	\$63.34CR



**Paul Warden**

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**From:** Press+ Customer Care [customer@mypressplus.com]  
**Sent:** Monday, August 03, 2015 2:43 PM  
**To:** Paul Warden  
**Subject:** The Tri City Herald: Your Press+ Service Has Been Canceled



Dear Paul,

Press+ has completed the cancellation of your online access to The Tri City Herald and has refunded your card on file in the amount listed below:

Subscription: Annual Digital Subscription  
Account Number: MHKYEMT9GGXRYSI  
Refund Amount: \$83.29 - credit  
Payment Method: [REDACTED]

If you have any questions regarding your Press+ account or require further assistance, please use [our online contact form](#) and our Customer Care representatives will be happy to assist you.

Sincerely,  
Press+ Customer Care

*Tri City Herald  
Digital Subscription*

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View our [Privacy Policy](#). Learn more about [Press+](#).

Press+ is a service of [Piano Media GmbH](#). Copyright © 2014 Journalism Online, LLC, 25 W. 52nd Street, 15th Floor, New York, NY 10019. All rights reserved. Email: [customer@mypressplus.com](mailto:customer@mypressplus.com).



## Invoice

### Order Information

Order ID: [REDACTED]  
Order Date: Jul 30, 2015 09:12 AM  
Order Status: P

### Customer Information

First Name: City of Prosser  
Last Name: Warden  
E-Mail: pwarden53@gmail.com

### Billing Address

Address: 601 7th Street  
Zip Code: 99350  
Country: United States

### Forms Ordered

Form: Washington Commercial Lease Agreement  
SKU: RENT-COM-WA  
Quantity: 1  
Item Price: \$19.95

### Total

Payment Method: Credit Card (CyberSource)  
Total: \$0.00

\* Please print invoice for future reference as it contains your receipt and order number.

Print Page

*City Credit Cards*

# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

Time 14:03:20 Date: 09/04/2015  
08/01/2015 To: 09/01/2015

Page: 1

## BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Draw	08/14/2015		850.00
	Draw			-850.00
	Hourly		107.00	2,131.44
	Hourly Alt		59.00	1,336.35
	Salary		157.33	5,752.75
	Cell Phone Allow			101.32
	Sick Used		8.00	
	Vac Used		10.00	39.84
<b>TOTAL BUILDING</b>			<b>341.33</b>	<b>9,361.70</b>

## CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Draw	08/14/2015		2,098.00
	Draw			-2,098.00
	Salary		165.33	5,246.80
	Cell Phone Allow			50.66
	Sick 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	08/31/2015	10.00	200.00
	Council Meeting		10.00	400.00
	Salary		178.83	6,100.00
	Cell Phone Allow			50.66
	Travel Reimburs			14.00
	Sick Used		10.50	
	Vac Used		8.00	
<b>TOTAL COUNCIL</b>			<b>217.33</b>	<b>6,764.66</b>

## FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Draw	08/14/2015		2,190.00
	Draw			-2,190.00
	Hourly		524.60	8,646.02
	Salary		306.66	15,406.91
	Cell Phone Allow			101.32
	BiLingual Pay			25.00
	Hol F Used		14.40	107.46
	Sick Used		181.83	142.72
	Vac Used		56.00	430.56
<b>TOTAL FINANCE</b>			<b>1,083.49</b>	<b>24,859.99</b>

## PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	08/31/2015	173.33	4,395.73

# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

08/01/2015 To: 09/01/2015

Time 14:03:20 Date: 09/04/2015  
Page: 2

## PLANNING

Group	Pay Item	Date	Hours	Pay
	Cell Phone Allow			50.66
	Travel Reimburs			14.00
<b>TOTAL PLANNING</b>			<b>173.33</b>	<b>4,460.39</b>

## POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Draw	08/14/2015		10,201.00
	Draw			-10,201.00
	Hourly		251.00	4,866.09
	Salary		1,996.29	67,369.44
	Overtime		48.00	2,075.72
	Shift Pay			537.40
	Evidence Pay			50.00
	FTO Pay			150.00
	BiLingual Pay			80.00
	Education Pay			425.00
	Comp Used		31.00	
	Comp Earned		27.00	
	Sick Used		19.00	111.45
	Vac Used		217.00	378.93
<b>TOTAL POLICE</b>			<b>2,589.29</b>	<b>76,044.03</b>

## PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Draw	08/14/2015		6,963.00
	Draw			-6,963.00
	Hourly		2,784.50	63,743.02
	Hourly Alt			106.80
	Overtime Alt			12.03
	Salary		143.33	7,065.58
	Overtime		91.00	3,630.75
	Shift Pay			2,617.50
	Cell Phone Allow			810.56
	Travel Reimburs			64.00
	BiLingual Pay			40.00
	Sick Used		58.00	1,323.56
	Vac Used		260.50	6,052.46
<b>TOTAL PUBLIC WORKS</b>			<b>3,337.33</b>	<b>85,466.26</b>

## RECREATION

Group	Pay Item	Date	Hours	Pay
RECREATION	Hourly	08/31/2015	3,196.75	32,219.82
	Hourly		-21.25	-201.88
	Hourly Alt		351.50	3,223.00
	Overtime		4.75	81.94
	Overtime		21.25	302.81

# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

08/01/2015 To: 09/01/2015

Time 14:03:20 Date: 09/04/2015  
Page: 3

## RECREATION

Group	Pay Item	Date	Hours	Pay
	Cell Phone Allow			50.66
<b>TOTAL RECREATION</b>			<b>3,553.00</b>	<b>35,676.35</b>
<b>TOTAL</b>			<b>11,468.43</b>	<b>247,930.84</b>

**VACATION BUY OUT DETAIL**

City Of Prosser  
MCAG #: 0205

Time 2:03

Date: 9/04/2015

08/01/2015 To: 08/31/2015

Page: 1

**TOTAL**

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