

CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE

TUESDAY, FEBRUARY 23, 2016
6:00 PM

CITY HALL CONFERENCE ROOM
601 7TH STREET

1. Call to Order
2. Approve February 9, 2016 Meeting Minutes
3. Discuss Claim Checks for Period Ending February 23, 2016
4. Other Discussion Items
5. Next Meeting – March 8, 2016
6. Adjournment

Attachments:

February 9, 2016 Meeting Minutes

**CITY OF PROSSER, WASHINGTON
BUDGET & FINANCE COMMITTEE
MINUTES
TUESDAY, FEBRUARY 9, 2016**

CALL TO ORDER

Council Member Becken called the meeting of the City of Prosser Budget and Finance Committee to order at 5:37 p.m.

ATTENDANCE

Council Member Becken, Council Member Everett, Council Member Edwards, and Finance Director Yost were present.

APPROVE JANUARY 26, 2016 MEETING MINUTES

A motion was made by Council Member Everett, seconded by Council Member Edwards to approve the January 26, 2016 meeting minutes. Motion carried unanimously.

DISCUSS CLAIM CHECKS FOR PERIOD ENDING FEBRUARY 9, 2016

The Committee reviewed the claim checks prepared for City Council approval. The Committee had questions regarding a description listed for Platt Electric Co. After reviewing the invoice it was found that the description was a typing error.

DISCUSS JANUARY 2016 PAYROLL CHECKS AND VACATION BUY OUTS

The Committee reviewed the January 2016 payroll checks and vacation buys outs. Finance Director Yost explained a reporting error made on the vacation and sick leave buy outs, the error would be corrected by staff immediately.

OTHER DISCUSSION ITEMS

The Committee discussed a change of time for the Budget and Finance meetings. It was decided all future meeting will begin at 6:00 p.m.

ADJOURNED

The meeting of the Budget and Finance Committee was adjourned at 5:49 p.m.

Council Member Steve Becken
Budget & Finance Committee Chair

Toni Yost
Finance Director