

CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE

TUESDAY, FEBRUARY 9, 2016  
5:30 PM

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

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1. Call to Order
2. Approve January 26, 2016 Meeting Minutes
3. Discuss Claim Checks for Period Ending February 9, 2016
4. Discuss January 2016 Payroll Checks and Vacation Buy Outs
5. Other Discussion Items
6. Next Meeting – February 23, 2016
7. Adjournment

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Attachments:

January 26, 2016 Meeting Minutes  
Visa Payment Detailed Information  
January 2016 Payroll Checks and Vacation Buy Outs

**CITY OF PROSSER, WASHINGTON  
BUDGET & FINANCE COMMITTEE  
MINUTES  
TUESDAY, JANUARY 26, 2016**

**CALL TO ORDER**

Council Member Becken called the meeting of the City of Prosser Budget and Finance Committee to order at 5:32 p.m.

**ATTENDANCE**

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

**APPROVE JANUARY 12, 2016 MEETING MINUTES**

A motion was made by Council Member Becken, seconded by Council Member Edwards to approve the January 12, 2016 meeting minutes. Motion carried unanimously.

**DISCUSS CLAIM CHECKS FOR PERIOD ENDING JANUARY 26, 2016**

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

**OTHER DISCUSSION ITEMS**

City Clerk Shaw updated the Committee on the status of the phone system project.

**ADJOURNED**

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

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Council Member Steve Becken  
Budget & Finance Committee Chair

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Toni Yost  
Finance Director



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



ACCOUNT NUMBER [REDACTED]  
STATEMENT DATE 01-20-2016  
AMOUNT DUE \$1,623.40  
NEW BALANCE \$1,623.40  
PAYMENT DUE ON RECEIPT

000004622 1 AB 0.416 106481359469909 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
[REDACTED]	\$1,684.06	\$1,623.40	\$0.00	\$0.00	\$0.00	\$0.00	\$1,684.06	\$1,623.40
Company Total								

CORPORATE ACCOUNT ACTIVITY			
CITY OF PROSSER			TOTAL CORPORATE ACTIVITY
[REDACTED]			\$1,684.06 CR
Post Date	Tran Date	Reference Number	Transaction Description
01-04	01-04		AUTO PAYMENT DEDUCTION
			Amount
			1,684.06 CR

NEW ACTIVITY					
LJ DACORSI		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
[REDACTED]		\$0.00	\$875.00	\$0.00	\$875.00
Post Date	Tran Date	Reference Number	Transaction Description		Amount
12-22	12-21	24492155355894008637195	PAYPAL *EVERGREENRU 402-935-7733 CA		225.00
01-14	01-13	24492156013894526625724	PAYPAL *EVERGREENRU 402-935-7733 CA		450.00
01-18	01-16	24431066016026245224495	GREEN RIVER COMMUNITY CO .GREENRIVIERC WA		200.00

<b>CUSTOMER SERVICE CALL</b>  800-344-5696	<b>ACCOUNT NUMBER</b> [REDACTED]		<b>ACCOUNT SUMMARY</b>	
	<b>STATEMENT DATE</b> 01/20/16	<b>DISPUTED AMOUNT</b> .00	PREVIOUS BALANCE 1,684.06 PURCHASES & OTHER CHARGES 1,623.40 CASH ADVANCES .00 CASH ADVANCE FEES .00 LATE PAYMENT CHARGES .00 CREDITS .00 PAYMENTS 1,684.06 <b>ACCOUNT BALANCE 1,623.40</b>	
<b>SEND BILLING INQUIRIES TO:</b>  U.S. BANK P.O. Box 6335 Fargo, ND 58125-6335	<b>AMOUNT DUE</b>  <b>1,623.40</b>			



Company Name: CITY OF PROSSER
Corporate Account Number: [REDACTED]
Statement Date: 01-20-2016

**NEW ACTIVITY**

<b>RACHEL SHAW</b> [REDACTED]	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$748.40	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$748.40
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-30	12-29	24692165363000624240359	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	136.85
01-05	01-04	24492156004740236826519	SQ *WALTER CLORE WI PROSSER WA	500.00
01-11	01-08	24055236009091420000022	WHITSTRAN BREWING CO PROSSER WA	111.55

Department: 00000 Total:	\$1,623.40
Division: 00000 Total:	\$1,623.40

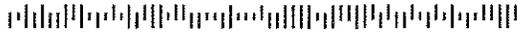


U.S. BANK  
 P. O. Box 6343  
 Fargo, ND 58125-6343



ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000004624 1 AB 0.416 106481359469911 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
12-29	12-30	5942	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	24692165363000624240359	136.85
01-04	01-05	8398	SQ *WALTER CLORE WI PROSSER WA	24492156004740236826519	500.00
01-08	01-11	5812	WHITSTRAN BREWING CO PROSSER WA	24055236009091420000022	111.55

RECEIVED  
 JAN 29 2016  
 CITY OF PROSSER

CUSTOMER SERVICE CALL <b>800-344-5696</b>	ACCOUNT NUMBER	[REDACTED]	ACCOUNT SUMMARY	
	STATEMENT DATE	01/20/16	PURCHASES, FEES & ADJUSTMENTS	\$748.40
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	\$748.40



2015

\* Visa Detail

**Kendall Murphey**

**From:** Lindsay Bardessono  
**Sent:** Monday, December 28, 2015 11:53 AM  
**To:** Kendall Murphey  
**Subject:** FW: Your Amazon.com order of 7 x "iPad Pro Case CINEYO(TM) ...".

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

001-518-88-31 → \$136.85  
kymurphey

Sincerely,

*Lindsay Bardessono*

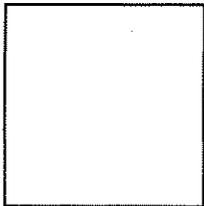
 **City of Prosser**

 601 7th Street, Prosser, WA 99350  
 509-786-7300 office | 509-786-3717 fax  
[lbardessono@ci.prosser.wa.us](mailto:lbardessono@ci.prosser.wa.us)

 Facebook  Twitter

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**From:** auto-confirm@amazon.com [mailto:auto-confirm@amazon.com]  
**Sent:** Monday, December 28, 2015 9:02 AM  
**To:** Lindsay Bardessono  
**Subject:** Your Amazon.com order of 7 x "iPad Pro Case CINEYO(TM) ...".



### Order Confirmation

Hello City Of Prosser,  
Thank you for shopping with us. You ordered 7 of "iPad Pro Case CINEYO(TM) ...". We'll send a confirmation when your items ship.

#### Details

Order #109-1168517-9461015

Arriving:  
**Wednesday, December 30**

Ship to:  
**City Of Prosser  
601 7TH ST...**

Total Before Tax: \$136.85

\*VISA Detail



SD5DgWHPJH

Return or replace your item  
Visit Amazon.com/returns

Your order of December 28, 2015 (Order ID 109-1168517-9461015)

Qty.	Item	Item Price	Total
7	iPad Pro Case CINEYO(TM) - 360 Degree Rotating Stand Case Cover with Auto Sleep / Wake Feature for apple iPad Pro (10 Co... Wireless Phone Accessory (* 1-A-4 *) X000W554NR 6M-KYM3-0ADC 683203886185 (Sold by CINEYO)	\$16.99	\$118.93
<b>This shipment completes your order.</b>		Subtotal	\$118.93
Have feedback on how we packaged your order? Tell us at <a href="http://www.amazon.com/packaging">www.amazon.com/packaging</a> .		Shipping & Handling	\$17.92
		Order Total	\$136.85
		Paid via credit/debit	\$136.85
		Balance due	\$0.00



4/D5DgWHPJH/-7 of 7-//FEDEX-MEM/second/10217599/1228-23:00/1228-10:28

1A9

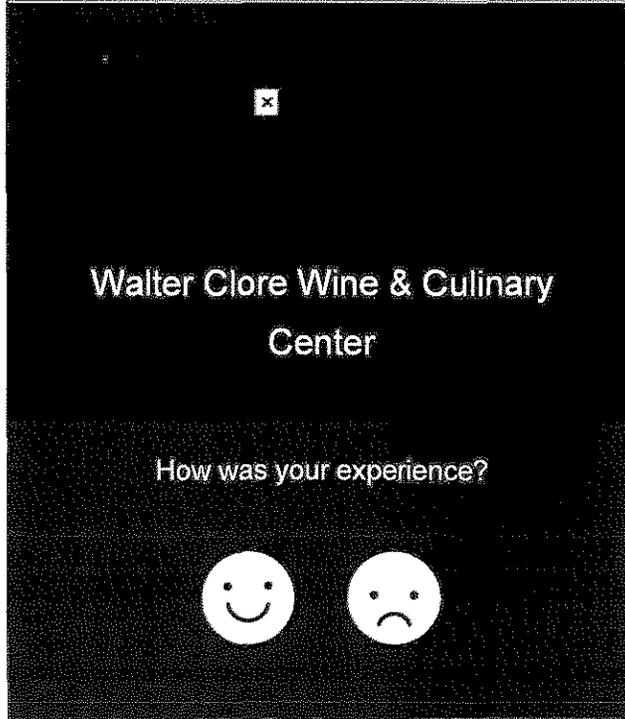
**Kendall Murphey**

\*VISA Detail

**From:** Walter Clore Wine & Culinary Center via Square [receipts@messaging.squareup.com]  
**Sent:** Monday, January 04, 2016 5:26 PM  
**To:** Kendall Murphey  
**Subject:** Receipt from Walter Clore Wine & Culinary Center

001-SIB-10-45 → \$500  
AJ

Things just got easier.  
Now when you shop at sellers who use Square,  
your receipts will be delivered automatically.  
[Learn more.](#)



\$500.00

-----  
Custom Amount \$500.00  
-----

Total \$500.00

**HITSTRAN BREWING CO**

1427 WINE COUNTRY RD

PROSSER, WA 99350

5093051542

Cashier: Kathy L

08-Jan-2016 11:07:12A

Transaction **001014**

- 2 Swiss Burger \$22.00✓  
FF \$0.00
- 2 Chicken Bacon Guacamole Sandwich \$22.00✓  
FF \$0.00
- 1 House Salad \$6.00✓  
Plus Chicken \$3.00
- 1 Bacon Cheese Burger \$11.00✓  
-Lettuce \$0.00  
-Tomato \$0.00  
FF \$0.00
- 1 Chicken Strips \$11.00✓
- 1 Classic Burger \$9.00✓  
Plus Cheese \$1.00  
FF \$0.00
- 1 Beer-Battered Cod \$13.00✓
- 1 French Fries \$5.00✓

**Subtotal** \$103.00  
**Tax** \$8.55

**Total** \$111.55

CREDIT CARD AUTH \$111.55  
VISA 3941

Tip  $\phi$   
\$111.55

Total

Retain this copy for statement validation

08-Jan-2016 12:20:10P

\$111.55 | Method: SWIPED

VISA [REDACTED]

Ref #: 600800006484 | Auth #: 002714

MID: 247201676886

SIGNATURE VERIFIED

Order TF73TZ8ZVS7VW

Online: <https://clover.com/p/DFBTBDX66WBVP>



DFBTBDX66WBVP

\*VISA Detail

City Administrator Internai  
Panel Lunches

001-513-10-31 → \$111.55  
49



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

ACCOUNT NUMBER [REDACTED]

AMOUNT DUE \$0.00



000004623 1 AB 0.416 106481359469910 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
12-21	12-22	8641	PAYPAL *EVERGREENRU 402-935-7733 CA	24492155355894008637195	225.00 <i>WJ</i>
01-13	01-14	8641	PAYPAL *EVERGREENRU 402-935-7733 CA	24492156013894528625724	450.00 <i>WJ</i>
01-16	01-18	8220	GREEN RIVER COMMUNITY CO .GREENRIVIERC WA	24431066016026245224495	200.00 <i>WJ</i>

*407.535.80.49 - \$650.00*  
*403.534.80.49 - \$225.00*  
*JB x JLC*

RECEIVED  
 JAN 29 2016  
 CITY OF PROSSER

CUSTOMER SERVICE CALL <b>800-344-5696</b>	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
	STATEMENT DATE 01/20/16	PURCHASES, FEES & ADJUSTMENTS \$875.00
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
		STATEMENT TOTAL \$875.00



FILE

Order Receipt

January 14, 2016

Green River College  
12401 SE 320th Street, M/S WT  
Auburn, WA 98092-3622

cewebregistration@greenriver.edu

RECEIVED

JAN 19 2016

CITY OF PROSSER

Art Perez  
601 - 7th Street  
PROSSER, WA 99350

Order number: 149283  
Order date: 1/14/2016 11:25 AM  
StudentID: [REDACTED]  
Last Modify: 1/14/2016 11:26:08 AM  
Modified By: rguichuk  
Emailed: Yes

WWTP

Status	Item	Price	Qty	Students	Total
Registered	B564; L400 : WASTEWATER BOD LAB Section KA 8:00 AM-4:30 PM 3/22/2016-3/22/2016 1 Sessions Kent Campus, Room: Science Lab 301 Instructor: Eric Shea Facility Address: Green River College - Kent College, 417 Ramsay Way, Suite 112, Kent, WA 98032.	\$200.00	1	Art Perez	\$200.00
<b>SubTotal:</b>					<b>\$200.00</b>
<b>Total:</b>					<b>\$200.00</b>
<b>Paid:</b>					<b>\$200.00</b>
<b>Balance Due:</b>					<b>\$0.00</b>

**Student Information**  
Art Perez  
601 - 7th Street  
PROSSER, WA 99350

**Payer Information**  
Lindsay Bardessono  
601 - 7th Street  
PROSSER, WA 99350

**Payment Information**  
Pay Type: Visa  
Card #: [REDACTED]  
Expires: 6/2017  
Amount: \$200.00

Status: Paid

# Payment Receipt

**Transaction time**  
Jan 13, 2016 10:05:40 PST

**PayPal transaction number**  
86K27562958853041

**Total**  
\$450.00 USD

We'll send a confirmation email to [lbardessono@ci.prosser.wa.us](mailto:lbardessono@ci.prosser.wa.us). This transaction will appear on your statement as PayPal \*EVERGREENRU.

**Paid to**  
Evergreen Rural Water of Washington

**Shipped to**

## Your shopping cart

Description	Price	Quantity	Amount
Member Full Conference for 22nd Annual Conference Tradeshow Yakima Attendee: Danny Cavazos	\$225.00	1	\$225.00
Member Full Conference for 22nd Annual Conference Tradeshow Yakima Attendee: Perry Harris	\$225.00	1	\$225.00
		<b>Item total</b>	<b>\$450.00</b>
		Tax	\$0.00
		<b>Total</b>	<b>\$450.00 USD</b>

WWTP

### Payment Receipt

**Transaction time**  
Dec 21, 2015 10:21:47 PST

**PayPal transaction number**  
5M513635PY160120D

**Total**  
\$225.00 USD

*Water*

We'll send a confirmation email to lbardessono@ci.prosser.wa.us. This transaction will appear on your statement as PayPal \*EVERGREENRU.

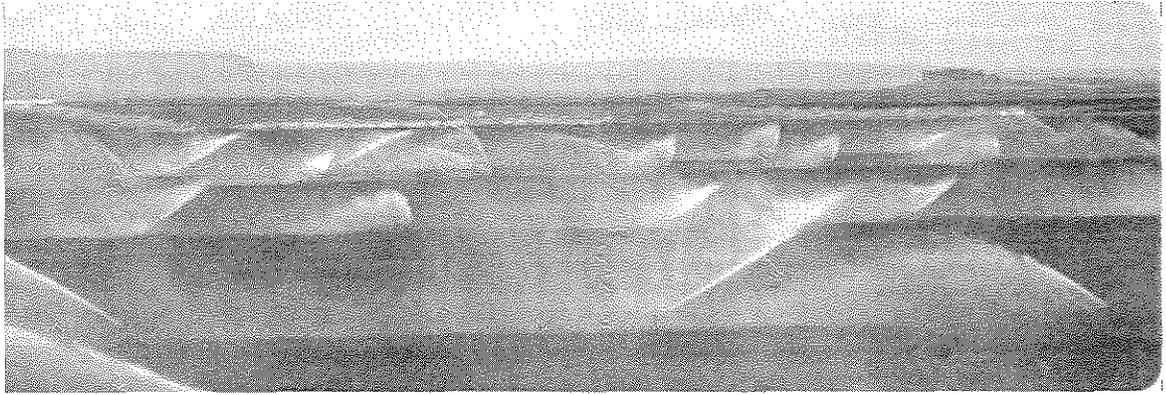
**Paid to**  
Evergreen Rural Water of Washington

**Shipped to**

### Your shopping cart

Description	Price	Quantity	Amount
Member Full Conference for 22nd Annual Conference Tradeshow Attendee: Robinson Andrew	\$225.00	1	\$225.00
		<b>Item total</b>	<b>\$225.00</b>
		Tax	\$0.00
		<b>Total</b>	<b>\$225.00 USD</b>

*403.534.80*



MEMBERSHIP

CONFERENCES

TRAINING

LATEST NEWS

EVERGREEN RURAL WATER WON THE "OUTSTANDING ACHIEVEMENT IN TECHNICAL ASSISTANCE" AT THE NRWA CONFERENCE!

The Evergreen Rural Water Association of Washington won the Outstanding...

AND THE BEST TASTING WATER IN WASHINGTON GOES TO.....

Spokane County Water District #3! They proved to be the...

EPA'S SEPTIC SMART WEEK!

Nearly one-fifth of all American households depend on septic systems...

<b>Payment Overview</b>	
Class/Event:	<u>22nd Annual Conference &amp; Tradeshow</u>
Primary Registrant:	Robinson Andrew
Payment Type:	PayPal
Payment Date:	December 21, 2015
Amount Paid/Owed:	\$225.00
Payment Status:	Completed
Registration ID:	512-567842fca2963
Transaction ID:	1PV59718SG099001R

[Add Another Registration to This Event](#)

## EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

01/29/2016 To: 01/30/2016

Time 10:27:24 Date: 02/04/2016  
Page: 1

### BUILDING

Group	Pay Item	Date	Hours	Pay
BUILDING	Salary	01/29/2016	258.66	13,000.50
	Draw			-850.00
	Hourly		271.50	5,516.88
	Cell Phone Allow			103.34
	Holiday Used		96.00	975.36
	Sick Used		12.00	
	Vac Used		44.50	335.28
<b>TOTAL BUILDING</b>			<b>682.66</b>	<b>19,081.36</b>

### CLERK

Group	Pay Item	Date	Hours	Pay
CLERK	Salary	01/29/2016	106.66	10,703.50
	Draw			-2,098.00
	Hourly		247.40	4,371.56
	Cell Phone Allow			51.67
	Holiday Used		86.40	678.52
	Sick Used		139.50	53.02
	Vac Used		55.50	
<b>TOTAL CLERK</b>			<b>635.46</b>	<b>13,760.27</b>

### COUNCIL

Group	Pay Item	Date	Hours	Pay
COUNCIL	Salary	01/29/2016	128.00	4,500.00
<b>TOTAL COUNCIL</b>			<b>128.00</b>	<b>4,500.00</b>

### FINANCE

Group	Pay Item	Date	Hours	Pay
FINANCE	Salary	01/29/2016	831.98	31,430.00
	Draw			-3,254.00
	Hourly		689.00	11,529.32
	Cell Phone Allow			103.34
	BiLingual Pay			25.00
	Holiday Used		264.00	2,017.44
	Sick Used		88.00	422.08
	Vac Used		14.00	272.58
<b>TOTAL FINANCE</b>			<b>1,886.98</b>	<b>42,545.76</b>

### PLANNING

Group	Pay Item	Date	Hours	Pay
PLANNING	Salary	01/29/2016	282.66	8,967.34
	Cell Phone Allow			51.67
	Holiday Used		48.00	
	Sick Used		16.00	
<b>TOTAL PLANNING</b>			<b>346.66</b>	<b>9,019.01</b>

## EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

01/29/2016 To: 01/30/2016

Time 10:27:24 Date: 02/04/2016  
Page: 2

### POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Salary	01/29/2016	3,478.26	121,525.22
	Draw			-10,805.00
	Hourly		414.00	8,142.54
	Overtime		273.00	11,757.24
	Overtime Hol (.5		208.00	3,040.48
	Overtime Hol (1.		105.00	4,609.12
	Shift Pay			399.10
	Evidence Pay			100.00
	FTO Pay			200.00
	BiLingual Pay			80.00
	Education Pay			350.00
	Comp Used		32.00	
	Comp Earned		23.00	
	Holiday Used		126.00	1,560.54
	Military Used		72.00	
	Sick Used		369.66	363.68
	Vac Used		246.00	1,591.10
	Vac Buy Out		320.00	9,268.80
<b>TOTAL POLICE</b>			<b>5,666.92</b>	<b>152,182.82</b>

### PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Salary	01/29/2016	218.66	14,413.84
	Draw			-7,631.00
	Hourly		4,137.00	105,241.80
	Hourly Alt			136.00
	Overtime		215.00	8,665.50
	Shift Pay			3,530.00
	Cell Phone Allow			826.72
	Longevity			100.00
	BiLingual Pay			50.00
	Uniform			7,700.00
	Uniform			550.00
	Hol F Used		16.00	435.84
	Holiday Used		816.00	19,729.44
	Sick Used		103.00	2,883.72
	Vac Used		476.00	10,954.12
	Sick Buyout		714.24	22,098.58
	Vac Buy Out		461.28	14,272.00
<b>TOTAL PUBLIC WORKS</b>			<b>7,157.18</b>	<b>203,956.56</b>
<b>TOTAL</b>			<b>16,503.86</b>	<b>445,045.78</b>

# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

Time 10:27:57 Date: 02/04/2016  
01/29/2016 To: 01/30/2016

Page: 1

## POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Vac Buy Out	01/29/2016	320.00	9,268.80
<b>TOTAL POLICE</b>			<b>320.00</b>	<b>9,268.80</b>

## PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Vac Buy Out	01/29/2016	461.28	14,272.00
<b>TOTAL PUBLIC WORKS</b>			<b>461.28</b>	<b>14,272.00</b>

<b>TOTAL</b>	<b>781.28</b>	<b>23,540.80</b>
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# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

01/29/2016 To: 01/30/2016

Time 10:28:13 Date: 02/04/2016

Page: 1

## PUBLIC WORKS

Group	Pay Item	Date	Hours	Pay
PUBLIC WORKS	Sick Buyout	01/29/2016	714.24	22,098.58
<b>TOTAL PUBLIC WORKS</b>			<b>714.24</b>	<b>22,098.58</b>
<b>TOTAL</b>			<b>714.24</b>	<b>22,098.58</b>