

**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**

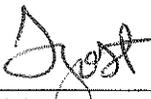
The Committee reviewed the January 2016 payroll checks and vacation buy outs. Finance Director Yost explained a reporting error made on the vacation and sick leave buy outs, the error would be corrected by staff immediately.

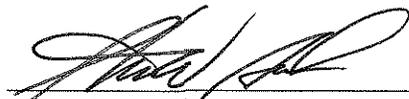
**OTHER DISCUSSION ITEMS**

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.

  
\_\_\_\_\_  
Toni Yost  
Finance Director

  
\_\_\_\_\_  
Council Member Steve Becken  
Budget & Finance Committee Chair