

**City of Zillah**  
**Study Session Minutes**  
February 17, 2015

**CALL TO ORDER**

The meeting was called to order by Mayor Pro-tem Brian Williams at 6:05 p.m.

**ROLL CALL**

The following were:

Present: Mayor Pro-tem Brian Williams, Councilmembers Doug Stewart, Janice Gonzales and Jeff Miles

Also Present: Community and Development Director Ardele Steele Police Chief Dave Simmons, Public Works Director Tim Tilley and City Administrator Sharon Bounds

Absent: Mayor Gary Clark and Councilmember Skyler Bower and City Attorney Jamie Carmody

**CONSENT AGENDA**

- A. Review minutes of Study Session dated February 2, 2015.
- B. Review minutes of Council Meeting dated February 2, 2015.
- C. Review payroll voucher numbers 31693 to 31704 dated February 13, 2015 in the amount of \$60,661.91.
- D. Review claim voucher numbers 44712 to 44773 dated February 16, 2015 in the amount of \$148,498.52.
- E. Review month-end close-out report dated December 31, 2014.

**NEW BUSINESS**

**Review Ordinance No. 1376/2015 Budget Amendment:** Ms. Bounds provided information related to the budget amendment. Most of it relates to the Second Avenue Street Improvements with the minor amounts being for supplemental budget requests. Those items will be further addressed in the Finance/Budget Committee Report.

**VISITOR'S COMMENTS**

**Community Events:** Associated Clubs President Clayton Barr explained that they might change the parade route this year. He said that the parade would start at the usual place, at the cemetery but will end on First Avenue at Glen Drive instead of curving around Second Avenue like they always do. He mentioned that this may be controversial but interested parties feel it would be better for the sake of flow and safety. He also announced that the Fishing Derby will be on Wednesday night 5/6 instead of the

normal Friday night. That way they can have Wednesday night for the Fishing Derby, Thursday night for the Pageant and Friday night for the Talent Show. There will be a carnival again this year and also a softball tournament in town on Saturday. He also announced that the Chamber Awards Banquet this year is on Thursday 3/19. Tickets are \$20 each.

### **COMMITTEE/COMMISSION REPORTS**

**Finance Committee Report:** Mr. Miles reported that the Finance/Budget Committee met last week in order to review the year end financials, carry over balances and the supplemental budget requests. The city forecasting on revenues was good and in general things look good. He asked Ms. Bounds to give an explanation of the Finance Policy and all of the information within the reports that were provided so that Council could better understand the information. She read through the purposes of the Contingency Reserve Fund, explained the fund balance goals and that the finance committee is recommending to keep the reserve at the high end (5%) for 2015. She also read through the policy relating to the General Fund carry-over balance. After commitments were deducted, the carry-over balance fell just below the high-end (15%). The supplemental budget requests were then reviewed and the Finance/Budget committee is recommending that two of the minor supplemental requests be granted via the previous budget amendment. This still keeps the General Fund carry-over balance above 14%. She then explained the similar methodology is used for the Street Fund. The Street Fund carry-over balance highly exceeds the goal of 15%. At this time, no requests are being made from that fund. She commended Council on approving the Finance Policy last year because it made it so much easier this year to have the guidance. Mayor Pro-tem Brian Williams agreed that the policy made the review and the process easy this year.

### **MAYOR'S REPORT**

Mayor Pro-tem Brian Williams mentioned that he recently had eye surgery and now has 20/10 vision. He is grateful that it went well and would recommend it to others.

### **COUNCIL/STAFF REPORTS**

**Planning Department:** Ms. Steele announced that a staff member from Yakima County will be here on February 23<sup>rd</sup> in order to discuss the Draft Interlocal Agreement for Comprehensive Plan updates. She asked that Mr. Stewart and Ms. Gonzales, if they have input on the materials she sent them, to provide it to her prior to that meeting.

Ms. Steele reported that Survey and Ratings will be here on Tuesday, Feb 24<sup>th</sup> and will be gathering information from the city for their report. The city currently has a rating of 6 and would like to decrease that rating if possible.

**ZPD:** Chief Simmons explained that he is purchasing a vehicle from Yakima County which will be used for the SRO. He will be asking for donations from the Lions Club and the School for the decals. He

would like to have a school theme (black and orange, Leopard) on the car decals. The decals will most likely cost more than the vehicle. It is a 2001 Ford Expedition.

**Public Works:** Mr. Tilley provided information relating to the status of the Whipco Well repair.

### ADJOURNMENT

Mayor Pro-tem Brian Williams adjourned the meeting at 6:34 p.m.



Sharon Bounds, City Administrator



Mayor Pro-tem Brian Williams

**City of Zillah**  
**City Council Minutes**  
February 17, 2015

**CALL TO ORDER**

The meeting was called to order by Mayor Pro-tem Brian Williams at 7:01 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Pro-tem Brian Williams led the Pledge of Allegiance

**ROLL CALL**

The following were:

Present: Mayor Pro-tem Brian Williams, Councilmembers Doug Stewart, Janice Gonzales and Jeff Miles

Also Present: Community and Development Director Ardele Steele Police Chief Dave Simmons, Public Works Director Tim Tilley and City Administrator Sharon Bounds

Absent: Mayor Gary Clark, Councilmember Skyler Bower and City Attorney Jamie Carmody

**CONSENT AGENDA**

*Mr. Miles moved, seconded by Ms. Gonzales to approve the Consent Agenda, items A through E as follows:*

- A. Approve minutes of Study Session dated February 2, 2015.
- B. Approve minutes of Council Meeting dated February 2, 2015.
- C. Approve payroll voucher numbers 31693 to 31704 dated February 13, 2015 in the amount of \$60,661.91.
- D. Approve claim voucher numbers 44712 to 44773 dated February 16, 2015 in the amount of \$148,498.52.
- E. Approve month-end close-out report dated December 31, 2014.

*Motion carried unanimously.*

**PUBLIC HEARING**

**Water Comp. Plan (continued):** Mayor Pro-tem Brian Williams continued the public hearing at 7:02 p.m. Ms. Steele provided information related to the plan and requested the public hearing be continued until April 20, 2015. That should give time for the comments to come back from DOH so that the plan can be approved. No public comment was given. At 7:04 Mayor Pro-tem Brian Williams continued the public hearing until April 20, 2015.

**NEW BUSINESS**

**Vote on Ordinance No. 1376/2015 Budget Amendment:** *Ms. Gonzales moved, seconded by Mr. Stewart to approve Ordinance No. 1376/2015 Budget Amendment. Motion carried unanimously.*

**VISITOR'S COMMENTS**

Burton Davis, Derek Davis and Elijah Lowe from Troop 553. They are working towards their Communication and Citizenship badges. Council welcomed them to the meeting.

**ADJOURNMENT**

*Ms. Gonzales moved, seconded by Mr. Stewart to adjourn the meeting at 7:08 p.m. Motion carried unanimously.*



Sharon Bounds, City Administrator



Mayor Pro-tem Brian Williams