

**City of Zillah
Study Session Minutes
December 4, 2017**

CALL TO ORDER

Mayor Gary Clark called the meeting to order at 6:02 p.m.

ROLL CALL

The following were:

Present: Mayor Gary Clark, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales and Jeff Miles

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

Absent: Councilmember Brian Williams and City Attorney Jamie Carmody

CONSENT AGENDA

- A. Review minutes of Study Session dated November 20, 2017.
- B. Review minutes of Council Meeting dated November 20, 2017.
- C. Review claim voucher numbers 48864 to 48905 dated December 6, 2017 in the amount of \$45,731.19.
- D. Review payroll voucher numbers 33039 to 33085 dated November 30, 2017 in the amount of \$155,126.02.
- E. Review Void Checks 48812 and 48902.

NEW BUSINESS

Review on Ordinance No. 1455/2017 Budget Amendment: Ms. Bounds provided information about the budget amendments and answered questions.

Review on Resolution No. 2017-63 Approving Addendum with nCourt LLC: Ms. Bounds explained that this amendment includes language that allows a daily deposit.

Review Restricted Fund Uses: Ms. Bounds explained that the 2018 Final Budget Summary Packet contains information related to all of the budget, restricted fund usage, cost allocation plans, etc. All of the information contained within the packet has been reviewed and discussed during the budget process and a motion needs to be made to specifically address adoption of the packet and restricted fund uses.

Review Ordinance No. 1456 Adopting the 2018 Budget: Ms. Bounds explained that the budget/finance committee met a few times during the budget process and the proposals have been included within the budget documents that have been review by council each meeting. She is now recommending approval of the 2018 budget.

MAYOR'S REPORT

Mayor Clark stated that he along with Dr. Carmack, Sharon and Ardele attended the bridge opening last week and that it was a very nice ceremony.

COUNCIL/STAFF REPORTS

Planning: Ms. Steele reported that she is currently processing applications for the school.

ZPD: Chief Quantrell mentioned that there have recently been a few package thefts so to be extra careful in that area.

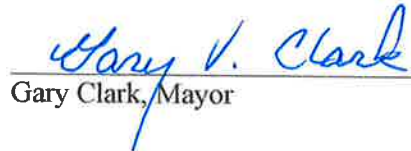
Public Works: Mr. Simmons reported that the crew put up most of the Christmas lights today and that Mr. and Mrs. Stewart did a great job decorating the teapot for Christmas.

Administration: Ms. Bounds invited everyone to the Chamber sponsored Old Fashioned Christmas event on Sunday afternoon. Santa will be there and there will be a tree lighting ceremony. She also reported that there is a lighting contest in Zillah and judging will be held the week prior to Christmas.

ADJOURNMENT

Mayor Clark adjourned the meeting at 6:25 p.m.


Sharon Bounds, City Administrator


Gary Clark, Mayor

**City of Zillah
City Council Minutes
December 4, 2017**

CALL TO ORDER

Mayor Gary Clark called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Mayor Clark led the Pledge of Allegiance.

ROLL CALL

The following were:

Present: Mayor Gary Clark, Councilmembers Doug Stewart, Dr. Scott Carmack, Janice Gonzales and Jeff Miles

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

Absent: Councilmember Brian Williams 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 November 20, 2017.
- B. Approve minutes of Council Meeting dated November 20, 2017.
- C. Approve claim voucher numbers 48864 to 48905 dated December 6, 2017 in the amount of \$45,731.19.
- D. Approve payroll voucher numbers 33039 to 33085 dated November 30, 2017 in the amount of \$155,126.02.
- E. Approve Void Checks 48812 and 48902.

Motion carried unanimously.

PUBLIC HEARINGS

2018 FINAL BUDGET: Mayor Clark opened the public hearing at 7:02 p.m. Ms. Bounds provided information about the budget. No public comment was given. Mayor Clark closed the public hearing at 7:04 p.m.

NEW BUSINESS

Vote on Ordinance No. 1455/2017 Budget Amendment: *Ms. Gonzales moved, seconded by Dr. Carmack to approve Ordinance No. 1455/2017 Budget Amendment. Motion carried unanimously.*

Vote on Restricted Fund Uses: *Dr. Carmack moved, seconded by Mr. Stewart to approve the list of expenditures for 2018, out of the Parks Fund, Hotel/Motel Tax Fund, Real Estate Excise Tax Fund, Cemetery Endowment Fund and the supporting documentation provided in the Budget Summary packet. Motion carried unanimously.*

Vote on Resolution No. 2017-63 Approving Addendum with nCourt LLC: *Mr. Stewart moved, seconded by Mr. Miles to approve Resolution No. 2017-63 approving an Addendum to the agreement dated 9/5/17 between Zillah Municipal Court and nCourt LLC. Motion carried unanimously.*

Vote on Ordinance No. 1456 Adopting the 2018 Budget: *Mr. Miles moved, seconded by Ms. Gonzales to approve Ordinance No. 1456 adopting the 2018 Budget. Motion carried unanimously.*

COUNCIL/STAFF REPORTS

Mr. Miles reported that the Teapot lighting looks great.

Dr. Carmack reported that the Old Fashioned Christmas event will be on Sunday afternoon.

Administration: Ms. Bounds extended thanks to the budget/finance committee, parks committee and council, Mayor and staff for all of their work on the budget.

ADJOURNMENT

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


Sharon Bounds, City Administrator


Gary Clark, Mayor