

**CITY OF KING CITY  
CITY COUNCIL MEETING MINUTES**

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**Call to Order:** A regular meeting of the King City – City Council was held at the King City Hall beginning at 7:00 p.m. on Wednesday, February 7<sup>th</sup>, 2018. Mayor Gibson requested a moment of silence then proceeded to call the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance

**Roll Call:** **The following City Council members were present:**

Mayor Ken Gibson  
President Bob Olmstead  
Councilor Jaimie Fender  
Councilor John Boylston  
Councilor Gretchen Buehner  
Councilor Billie Reynolds  
Councilor Smart Ochoi

**Absent:**

**Staff present included:**

City Manager (CM) Mike Weston  
City Recorder Ronnie Smith

**Agenda Item 4:** **Approval of Minutes:** November 1, 2017

**MOTION MADE BY COUNCIL BUEHNER TO APPROVE THE MINUTES OF REGULAR SESSION OCTOBER 18, 2017, SECONDED BY COUNCILOR REYNOLDS.**

**VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED  
THE MOTION CARRIED 7-0.**

**Agenda Item 5:** **Open Forum:**

Mayor Gibson opened public comment on any item on the agenda (including questions, suggestions, complaints, and items for future agenda) and stated each person's time would be limited to three minutes.

Maxine Vandyke – King City Resident:

Asked if the city could do anything about the Zip Code being related to Portland. Councilors discussed the possibility of speaking to Margret Doherty and see if she could help get the Legislative to propose a resolution.

**Agenda Item 6:** **Unfinished Business:** None

**Agenda Item 7:** **New Business:**

7.1 New Master Fee Schedule Discussion & Review (Resolution R-2018-02)

City Recorder presented Resolution R-2018-02 a resolution revising fees, charges, fines and assessments and that rescinded resolution R-06-01. The City of King City provides a full range of municipal services to the community, including police protection, traffic control and improvement, street maintenance and improvement, planning and zoning regulation, building inspection and regulation.

This Master Fee Schedule consolidates all City fees and charges adopted by City Council resolution for the various services that the City provides.

The City as not adjusted its fees since April 5th, 2006. This Resolution adopts current Building fee and adjusted the Public Records, City Parking Permits, and City Parking fines sections were increased by the Consumer Price Index-All Urban Consumers. Base period was 1982-84=100. Year range was 2005 to 2017 and was rounded to the nearest five dollars.

Business Registration was lowered from \$175.00 to \$150. This will help be more comparable to other cities in the metro area. The staff is proposing a 10% delinquent business registration of the original business tax plus interest at 9% per annum from the due date until full payment is received. The delinquent business registration will apply 30 days after July 1st. Staff will research business renewal registration and will report at the next meeting.

Councilors and staff discussed adding a proration of business registration and do a written invitation to the business to meet with the councilors and attend the council meetings.

Staff recommends a 5-year moratorium surcharge for cuts and excavations in a newly paved or resurfaced street pending on an Ordinance that is being developed for March 7th, 2018 Council meeting. The schedule and Fees are as followed:

1st year of moratorium Not Allowed

2nd year of moratorium \$250 per square foot

3rd year of moratorium \$200 per square foot

4th year of moratorium \$150 per square foot

5th year of moratorium \$100 per square foot

Councilor Fender asked if the city could charge for reservation at the gazebo. Staff will report back at the next meeting.

Council also mentioned that they would like to see the next Master Fee schedule looked at by the Budget Committee.

**MOTION MADE BY COUNCIL BUEHNER TO TABLE THE NEXT READING NOVEMBER 2017 FINACIAL REPORT, SECONDED BY PRESIDENT OLMSTEAD.**

**VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED  
THE MOTION CARRIED 7-0.**

7.2 FY 2016-2017 FINANCIAL AUDIT REPORT PRESENTATION – HANNAH SIRPLESS

Hannah presented the FY 2016-2017 Financial Audit. She reported that overall the city's financials are in good health. She also stated that the city had no significant deficiencies in best practices but did mention sections in the Management Letter.

They are:

1. Governing Body Monitoring

An integral part of internal controls is the monitoring of financial activities by those charged with the governance (the Council). This can be accomplished by asking specifically designed questions to senior staff, by reviewing financial statements and projections and by comparing financial results to pre-established benchmarks. While the Council participates in the budget adoption process and receives staff prepared financial statements, these only partially fulfill the monitoring function.

We recommend that the Council articulate their monitoring practices and record in the minutes when those activities occur.

2. Fidelity Insurance Coverage

In reviewing fidelity (employee honesty) insurance coverage, we noticed that the City often carries cash and investment balances in excess of the insurance coverage amount. We recommend that the Council examine this exposure risk and make a determination as to the amount of insurance coverage they feel is prudent in regard to their oversight.

3. Segregation of Duties

Because of a limited number of available personnel, it is not always possible to adequately segregate certain incompatible duties so that no one employee has access to both physical assets and the related accounting records or to all phases of a transaction. Consequently, the possibility exists that unintentional or intentional errors or irregularities could exist and not be promptly detected. We recommend that the Council continually monitor the financial activities to mitigate this risk and consider obtaining additional fidelity insurance coverage to compensate for this risk.

4. Quickbooks Accounting Software

QuickBooks accounting software is used. QuickBooks is not designed to segregate self-balancing funds and may allow users to delete transactions without any audit trail remaining. We recommend that the City evaluate the risk of using this program and consider purchasing an accounting software package specifically designed for governmental accounting.

5. Intellectual Property/Use of City Assets

In the documents provided to us, we saw no indication of a City policy regarding the use of City's assets for personal reasons or the ownership of intellectual property developed by staff either using City assets or during employment hours at the City. We recommend the creation of a City policy, if one is not already in place, to address the potential creation of patents, copyrights, and other claims on intellectual property using City assets or time, as well as use of City assets for personal reasons.

Councilors and staff discussed accounting software and the price. Currently, the city segregates the duties with Mike Marz the contract accountant, the Court Clerk, and the Finance Manager. Staff will continue to look at the pricing and report back at a later date.

Councilor Boylston mentions that the use of city assets should be done soon. CM Weston said we could add it to the upcoming Personnel Policy/Union agreement.

Councilor Buehner suggested that it is time to send out an RFP for the next audit.

**MOTION MADE BY COUNCIL BUEHNER TO APPROVE FY 2016-2017 FINANCIAL AUDIT REPORT, SECONDED BY COUNCILOR REYNOLD.**

**VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED  
THE MOTION CARRIED 7-0.**

7.3 First Annual Mayor Golf Tournament – Donation

President Olmstead briefly spoke about the golf tournament that is on April 29<sup>th</sup> and asked the City to donate \$500.00.

**MOTION MADE BY COUNCIL BUEHNER TO APPROVE \$500.00 DONATION TO THE FIRST ANNUAL MAYOR GOLF TOURNAMENT, SECONDED BY COUNCILOR REYNOLD.**

**VOICE VOTE: 7-AYES – 0-NEYS – 0 ABSTENTIONS– 0- RECUSED  
THE MOTION CARRIED 7-0.**

7.4 SCJ Agreement for Professional Services – URA 6D Concept Plan Traffic Analysis

CM Weston presented the agreement to the council and gave a timeline of about 4 to 6 weeks.

**MOTION MADE BY COUNCIL FENDER TO APPROVE THE SCJ AGREEMENT FOR PROFESSIONAL SERVICES – URA 6D CONCEPT PLAN TRAFFIC ANALYSIS, SECONDED BY COUNCILOR REYNOLD.**

**VOICE VOTE: 6-AYES – 0-NEYS – 0 ABSTENTIONS– 1- RECUSED  
THE MOTION CARRIED 6-0.**

There was a small discussion on sending documentation to councilors by email, mail, iPad.

**Agenda Item 8: Police Chief's Report**

None.

**Agenda Item 9: City Manager's Report**

Sign relocation – King City working with KCCA to relocate the sign on the corner of Royalty road and 116<sup>th</sup> Ave for the Hwy 99 project. The city will replace the sign.

Still working on the RFP for the City Hall remodel. The architects have estimated the project cost to be around \$500,000. That is about \$100.00 per square foot. CM Weston recommended that we fund this project through the equity line.

CM Weston also briefly spoke about the Housing Needs Analysis, the City Website, and the city social media.

The City is looking at electrician to work on the lights at the park.

**Agenda Item 10: Mayor and Councilor's Reports**

Councilor Reynolds reported that the pothole on Majestic has blown out and needs to be reported. She also attended the WCCC.

Councilor Buehner reported that she attended the MPAC meeting where they discussed policy consideration of potential Oregon constitutional amendment to increase flexibility of general obligation bonds for affordable housing.

Councilor Smart no report.

Councilor Boylston reported that JPAC spoke about the 99w project from Royalty to Durham road.

Councilor Fender will be missing the CDBG meeting tomorrow. She also reported that she attended the Roseberry HOA. Councilor Fender has reached out to TVCCTv and will have a meeting with them in March 2018. TVCCTV suggested that the city updates the website video. The Fourth of July Festival has had their first meeting, and a few businesses have donated money to help the festival. She also mentioned the KCCF would like to do an appreciation for our Police during the National Police Week in May. The KCCF also wants to make a workshop or event dinner that benefits our Veterans.

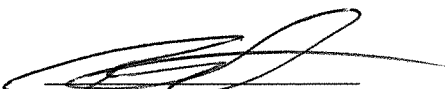
President Olmstead reported that he went to the KCCA meeting – but has nothing to report back.

Mayor Gibson gave out a letter with information about the LOC “If I were Mayor.” Moreover, wanted the city to be involved. The deadline is May 11<sup>th</sup>. He also mentioned that Mike Cully from LOC met with staff and toured the city.

**Agenda Item 11: Adjournment**

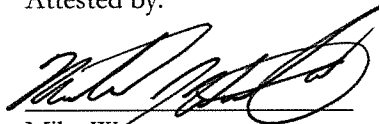
**COUNCILOR BOYLSTON MOVED TO ADJOURN THE MEETING, PRESIDENT OLMSTEAD SECONDED, THE MEETING ADJOURNED AT 8:57 P.M**

Respectfully Submitted by:



Ronnie Smith  
City Recorder

Attested by:



Mike Weston  
City Manager