

## NOTICE OF CITY COUNCIL MEETING

The City Council of the City of King City will hold a **Regular Session** at 5:30 PM, Wednesday, April 21<sup>st</sup>, 2021, by teleconference at City Hall 15300 SW 116<sup>th</sup> Ave, King City, Oregon 97224 – Please see instructions below.

**Posted Date:** Wednesday, April 14, 2020, at 3:30 PM.

Location: (teleconference – Email comments to [rsmith@ci.king-city.or.us](mailto:rsmith@ci.king-city.or.us))

The King City Council will hold a meeting on Wednesday, April 21<sup>st</sup> at 5:30 PM.

Councilors will be calling into the meeting via conference call. Members of the public will be able to listen to the meeting on the teleconference line or watch the meeting via video link. Minimal staff will be in the City Hall Conference Room, 15300 SW 116<sup>th</sup> Ave, King City, Oregon 97224. To avoid the potential spread of the COVID-19 virus, members of the public will not be allowed in the room. The packet can be found online at: [http://www.ci.king-city.or.us/government/mayor\\_and\\_council/agendas\\_and\\_minutes.php#](http://www.ci.king-city.or.us/government/mayor_and_council/agendas_and_minutes.php#)

The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. The public can participate by emailing public comments to City Recorder at [rsmith@ci.king-city.or.us](mailto:rsmith@ci.king-city.or.us) or leaving a voicemail that can be played during the meeting. The audio/Video recording of the meeting will be posted to the City's website within two to three days of the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86335547229?pwd=OXhJY0h5V1h5ZWl3SU45bmhtcFRjUT09>

**Meeting ID:** 863 3554 7229

**Passcode:** 923757

One tap mobile

+12532158782,,86335547229# US (Tacoma)

+13462487799,,86335547229# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 863 3554 7229

Find your local number: <https://us02web.zoom.us/j/86335547229?pwd=OXhJY0h5V1h5ZWl3SU45bmhtcFRjUT09>

Live broadcast coverage of the King City Council Meetings can now be seen on TVCTV cable channel 30 and live-streaming on [MACC TVCTV's](#) YouTube page.

*{Next Page for Agenda}*

AGENDA		Action Item
***REGULAR SESSION***		
<i>Moment of Silence</i>		
5:30 PM	<ol style="list-style-type: none"> <li>1. CALL TO ORDER</li> <li>2. ROLL CALL</li> <li>3. APPROVAL OF MINUTES: NONE AT THIS TIME.</li> </ol>	Time:
5:40 PM	<ol style="list-style-type: none"> <li>4. SPECIAL PRESENTATION:               <ol style="list-style-type: none"> <li>4.1 TVF&amp;R State of the District</li> </ol> </li> </ol>	No Action
6:00 PM	<ol style="list-style-type: none"> <li>5. OPEN FORUM: We welcome public comment. At this time, the Council will be happy to receive your comment pertaining to items on the agenda (including questions, suggestions, complaints, and items for the future). Each person's time will be limited to three minutes.</li> </ol>	
6:20 PM	<ol style="list-style-type: none"> <li>6. UNFINISHED BUSINESS: NONE</li> </ol>	
6:20 PM	<ol style="list-style-type: none"> <li>7. NEW BUSINESS:               <ol style="list-style-type: none"> <li>7.1 Discuss and consider the appointment to the Budget Committee.                   <ol style="list-style-type: none"> <li>a. Laurie Petrie</li> <li>b. Adam Mohr</li> <li>c. Heather Wakem</li> </ol> </li> <li>7.2 Master Plan Update</li> <li>7.3 Discussion on Gas Tax</li> <li>7.4 Resolution R-2021-02 Allowing a Supplemental Budget</li> </ol> </li> </ol>	M S A
		Discussion
		Discussion
6:30 PM	<ol style="list-style-type: none"> <li>8. POLICE CHIEF'S REPORT</li> </ol>	
6:35 PM	<ol style="list-style-type: none"> <li>9. CITY MANAGER'S REPORT</li> </ol>	
6:40 PM	<ol style="list-style-type: none"> <li>10. MAYOR'S AND COUNCILOR'S REPORTS</li> </ol>	M S A
7:30 PM	<ol style="list-style-type: none"> <li>11. ADJOURN</li> </ol>	Time:
NEXT MEETING <b>MAY 19<sup>TH</sup>, 2021, REGULAR MEETING</b> The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Ronnie Smith, City Recorder, 503-639-4082. M=Motion S=Second A=Action		

# APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: Petrie Laurie Joyce Date: 3/22/2021  
Last First Middle

Home Address: [REDACTED]

City/State/Zip: King City, Oregon 97224

Is this address within the City? yes I've lived in King City since: 2013

Telephone No.: 503-941-9462 n/a 503-816-1518  
Home Work Cell/Mobile

E-Mail Address: cookie.tuffy@gmail.com

Are you a registered Voter in the State of Oregon? yes

Present Occupation: Retired

Which Committee(s) would you like to be appointed to?

***Dates of meetings are listed at the end of this application.  
Please make sure those dates work with your schedule before you apply.***

- ☐ City Council\*
- ☒ Budget Committee
- ☐ Planning Commission
- ☐ Other

Employment, professional, and volunteer background:

I worked for 40 years as a customer service manager in air freight forwarding and 3rd party logistics. I served for four years on the Board of the King City Garden Villas Service Association and I'm currently on the Board of the King City Civic Association. I have also volunteered at Serenity Hospice.

Previous City appointments, offices or activities:

I have served on the King City Planning Commission since 2016. I also served on the King City Budget Committee in 2018 and 2019.

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

I have served on the King City Budget Committee and have been involved with the budgeting process in Garden Villas and in KCCA. I feel that I understand the steps necessary to create a fair and balanced budget. I'm ready to bring my experiences to the King City Budget Committee.

2. What specific contribution do you hope to make?

I hope to represent our residents well and to ask the questions that will help explain the origins of the budget choices presented. It is so important for everyone to understand the process and the final budget.

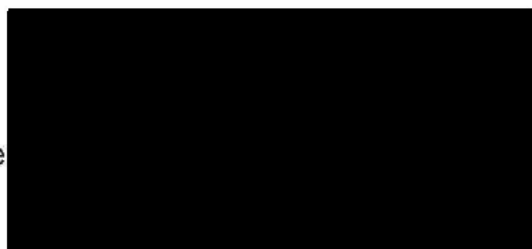
3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

The yearly budget really creates the blueprint for City activity for the following year. This is such an important process and I feel that, with my experience, I can really make a contribution.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

I am currently serving as Vice-President on the Board of Directors of the King City Civic Association. I also chair the House Committee and the Clubs and Amenities Committee. I previously served for four years on the King City Garden villas Service Association Board. I am also participating in the KCCF B2B Networking meetings.

Signature



Date: 3-22-2021

**Meeting dates** (all meeting dates are subject to change or additions)

- City Council\* - meets the First and Third Wednesday of the month
- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Planning Commission – Fourth Wednesday of the month

Please be advised members of the City Council, the Planning Commission are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Records Office at 15300 SW 116th Ave, King City, OR 97224 indicating the type of information you will be required to disclose if you are appointed.

**For office use only:**

<b>Date Received:</b>	<b>Please return this form to:</b> City Recorder 15300 SW 116th Ave King City, OR 97224 503-639-4082 503-639-3771(FAX) <a href="mailto:rsmith@ci.king-city.or.us">rsmith@ci.king-city.or.us</a>
<b>Date Considered:</b>	
<b>Action by Council:</b>	
<b>Term Expires:</b>	

\*The Council members are elected at large by City voters and serve four-year terms. The process to select a candidate for the vacancy will be initiated at the time a vacancy exists in accordance with the King City Charter, Chapter IV, Section 17(1) and (2).



# APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: Mohr Adam G Date: 03/17/21  
Last First Middle

Home Address: [REDACTED]

City/State/Zip: \_\_\_\_\_

Is this address within the City? yes I've lived in King City since: 2009

Telephone No.: 503-539-6110  
Home Work Cell/Mobile

E-Mail Address: drmohr@asportsmed.com

Are you a registered Voter in the State of Oregon? yes

Present Occupation: Chiropractic Sports Physician

Which Committee(s) would you like to be appointed to?

***Dates of meetings are listed at the end of this application.***

***Please make sure those dates work with your schedule before you apply.***

- ☐ City Council\*
- ☒ Budget Committee
- ☐ Planning Commission
- ☐ Other

Employment, professional, and volunteer background:

Acceleration Sports Medicine - Owner and Clinic Director - 2009 to present  
University of Western States - Adjunct Instructor Advanced Sports Medicine III; Field Experience Supervisor  
American Chiropractic Board of Sports Physicians - Board of Directors/Term as Board President - 2012-201  
American Chiropractic Board of Sports Physicians - Written Exam Committee - 2021

Previous City appointments, offices or activities:

None.

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

I have been a local business owner since 2009 and managed my small business budget. have been involved in the budgeting process for a large national organization (ACBSP) during my years as a board member. Most recently, I have joined the board at Southside Soccer.

2. What specific contribution do you hope to make?

I would like to offer the perspective of a resident who has lived in King City for over ten years and plans to live here for many more. I believe that I can view the budget with a keen eye and ask questions that will move us forward.

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

I know that our city is growing, and the budget will need to adapt to that growth. I am interested to see where our priorities will be and where we may need to look for additional funds.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

Community Volunteer Work:

Tigard Youth Soccer Recreation Representative Board Member  
Pacific Athletics Team Chiropractic Physician  
Uberthons Medical Director  
Gorgeous Relay Series Medical Director  
Project Homeless Connect service provider

Signature \_\_\_\_\_

Date: 03/24/2021

**Meeting dates** (all meeting dates are subject to change or additions)

- City Council\* - meets the First and Third Wednesday of the month
- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Planning Commission – Fourth Wednesday of the month

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**For office use only:**

**Please return this form to:**

<b>Date Received:</b>	City Recorder 15300 SW 116th Ave King City, OR 97224 503-639-4082 503-639-3771(FAX) <a href="mailto:jsmith@ci.king-city.or.us">jsmith@ci.king-city.or.us</a>
<b>Date Considered:</b>	
<b>Action by Council:</b>	
<b>Term Expires:</b>	

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## **APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION**

**Name:** Heather L. Wakem

**Date:** January 27th, 2021

**Home Address:** [REDACTED], King City, Oregon, 97224

**Is this address within the City?** Yes

**I've lived in King City since:** 2019

**Telephone No.:** 503-887-3932

**E-Mail Address:** [WakemH@gmail.com](mailto:WakemH@gmail.com)

**Are you a registered Voter in the State of Oregon?** Yes

**Present Occupation:** Police Officer

**Which Committee(s) would you like to be appointed to?**

☐ City Council\* Budget Committee

☒ **Planning Commission**

☐ Other: City Council

### **Employment, professional, and volunteer background:**

My professional life and volunteer background has consistently focused on service.

By supporting indigent populations, youth involvement, and environmental stewardship, I have been a consistent advocate for community and social issues. From my early teenage years to now, I have continued to perform with that spirit of service in my personal life and into my career.

After years of dedication through personal volunteering and professional courses, I was able to fulfill my dream of becoming a Police Officer. Since July of 2012, I have been honored to serve the City of Tigard as a patrol officer. During that time I have focused on supporting our indigent communities, youth safety, and traffic safety. I have been recognized for my work with our homeless community and received service awards, including a life-saving award.

Working with the City of Tigard has allowed me to work with volunteer organizations within the City, including Just Compassion, St. Anthony Catholic Church Severe Weather Shelter, and the Tigard Senior Center. While working as a patrol officer, I was able to connect individuals to resources, act as an advocate for volunteer organizations, and become an ally for residents in the "South Cities" area (Tigard, King City, Sherwood, and Tualatin).

I worked with these organizations while not "on-duty" by donating my time and knowledge to help serve during my personal time. I was able to cook, serve, and deliver meals for the Tigard Senior Center - a service that gave me the opportunity to serve King City residents as well. While volunteering for the St. Anthony Severe Weather Shelter for three seasons, I served food, prepared meals for the twenty to forty people who would stay for the night, and helped allocate resources.

In college, I was a co-President of the Southern Oregon University Community Garden and an English Instructor for the Northwest Seasonal Workers' Association. As the co-President of the Community Garden, I was able to develop a five-year plan to grow the garden, develop records and infrastructure to track the services the garden was providing, and write several grant applications that increased the garden's funding in order to better serve students and families.

**Previous City appointments, offices or activities:**

I am currently employed as a police officer for the City of Tigard and a volunteer as the Landscape Liaison for my Homeowners Association (HOA.)

**As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.**

**1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.**

As a King City community member, I will bring my college education, my governmental experience, and my passion for advocacy. These three components have helped me serve non-profit organizations, social committees, and local governments with their goals. I am called to contribute my time and energies to my community and personal advocacy projects.

I volunteered as a police cadet and police reserve in order to become a police officer, but I have also been able to volunteer teaching English to seasonal farm workers, create funding opportunities to improve community spaces, and care for our homebound seniors. I have served as a volunteer, lead established volunteer organizations, and worked with mental health organizations such as Youthline and suicide prevention.

My experience, passion, and consistent dedication to service are all strengths I would be honored to contribute to the King City Planning Commission.

**2. What specific contribution do you hope to make?**

One of the reasons my husband and I chose to move to King City was the walkability of the neighborhoods, the natural areas, and the King City Park. Because of this, there are three areas I would focus on as a member of the King City Planning Commission: cheerleading the approved expansion of King City, enhancement of our natural areas, and working with the King City Civic Association (KCCA) to enhance accessibility.

I hope to build on the incredible amount of work done by King City in order to gain approval for the city's expansion. Not only does this expansion create the opportunity for more King City residents and businesses, it also creates the opportunity for improved livability, enhanced public spaces, and larger integration of our natural resources.

The location of King City to be within walking distance to our park and the Tualatin River is an incredible benefit and feature of living in King City. With the current expansion, there is a wide array of options and opportunities to incorporate our natural areas and benefit our neighbors. I would help to develop "Powerline Park" and work to create a proper dock for canoeing and kayaking along the Tualatin River.

Before COVID, I was a daily bicycle commuter to my job in Tigard as well as an avid dog walker in our city – which includes walks with my elderly mother. I would like to work with inviting and integrating the KCCA into the area west of SW 131<sup>st</sup> to create a more cohesive city. Walking with my mother and bicycling with my dog, I've noticed lack of ramps off of sidewalks, thin sidewalks, and other accessibility issues that would make daily travel difficult for some of our senior and disabled residents. I would work to find grant and government funding opportunities to work with the KCCA as well as the government of King City to make infrastructure and accessibility improvements.

**3. What community topics concern you that relate to this board or commission? Why do you want to become a member?**

My husband and I are very happy in King City and have found our time as homeowners here very comfortable with the resources the city has provided. While our time here has been very happy, I have identified two concerns that I believe should be given serious attention: perceived separation between the KCCA and other King City residents and enhancement of our natural areas.

I believe that one of the greatest strengths King City has is the variety of experience and knowledge of our residents. There has been great work done by King City and the King City Community Foundation to foster cohesiveness in the city and I would enjoy using my past experiences to contribute to the work of continuing to join two communities into one.

I also love our natural areas and would love to see improvements to enhance the areas that are so well loved by our neighbors. One of the first things I would like to look into is taking the first steps into creating a dock and stairway to the Tualatin River. While this might not be a final dock for a final vision of King City's access to the Tualatin River, I believe having reliable and safe access to the river would be an immediate benefit to our neighbors for their enjoyment and safety.

I hope to join the King City Planning Commission in order to help King City expand within the city's comprehensive goals.. With all the hard work our council and city has put into the expansion, street improvements, and community-building, I would hope to contribute to the goal of creating a city that is a community for everyone. We have such an amazing amount of resources and opportunities that makes our community whole. I would hope to bring my education, experience, and passion to help serve in our goals.

**4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)**

I have been a consistent advocate for social and community groups starting in high school where I was a board member of our Key Club (a Kiwanis youth group,) founder of our Multicultural Club, and members of both the Gay/Straight Alliance (GSA) and Brothers and Sisters in Christ (BASIC.) I was also able to take the summer between my senior year of high school and freshman year of college to work full-time at the Portland Rescue Mission as the assistant Cook for the daily lunch kitchen, which could serve over 100 men a day.

At Southern Oregon University, I worked as the student manager in the housing department managing a dozen full-year student workers and over five dozen seasonal student

workers. I was also the Co-President of the Ecological Center of the Siskiyou (ECOS) Community Garden where I was able to increase the viability, scope, and number of people served at the Community Garden by writing grants, bylaws, and proposals to the student government. I have also worked with our Latinx Community by volunteering as an English Educator for the Northwest Seasonal Workers Association.

Currently, I am an active member in several local non-profits and membership groups. I am proud to support the St. Anthony Severe Weather Shelter and the Tigard Senior Center. I have also worked with Just Compassion of Washington County. I am also a member of the Backyard Habitat Certification Program as well as Engaging Local Government Leaders (ELGL,) a nationwide network connecting people who are involved and passionate about improving local government and services.

My spirit of service is consistent and is fueled by my passion to help others and the knowledge that each person has dignity and the right to be cared for. I hope that you all will consider me for this position of the King City Planning Commission and see me as an ally in improving our city for our neighbors.

Signature: \_\_\_\_\_ Date: January 25th, 2021  
Meeting date \_\_\_\_\_ (change or additions)

- City Council\* - meets the First and Third Wednesday of the month
- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Planning Commission – Fourth Wednesday of the month

Please be advised members of the City Council, the Planning Commission are required to file an annual

Statement Of Economic Interest with the State of Oregon. A sample reporting form is available from the

City Records Office at 15300 SW 116th Ave, King City, OR 97224 indicating the type of information you will be required to disclose if you are appointed.

For office use only: Date Received: Date Considered: Action by Council: Term

Expires: Please return this form to: City Recorder

15300 SW 116th Ave

King City, OR 97224

503-639-4082 503-639-3771(FAX) [rsmith@ci.king-city.or.us](mailto:rsmith@ci.king-city.or.us)

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The process to select a candidate for the vacancy will be initiated at the time a vacancy exists in accordance with the King City Charter, Chapter IV, Section 17(1) and (2). Page 3 of 3

# HEATHER L. WAKEM

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## CONTACT

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503-887-3932



King City, Oregon, 97224



WakemH@gmail.com



<https://www.linkedin.com/in/heatherwakem/>

## EXPERTISE

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- Public Safety
- Volunteer Coordination
- Grant Writing
- Social and Environmental Advocacy
- Conflict Resolution
- Project Coordination

## EDUCATION

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**ENGLISH EDUCATION with TEACHING  
ENGLISH AS A SECOND LANGUAGE**  
*Southern Oregon University, Ashland, OR  
(Graduation expected in 2021)*

## ENDORSEMENTS

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- **JASON SNIDER** – *City of Tigard Mayor*
- **BRANDON PETERSEN** –  
*Tigard Breakfast Rotary President*
- **CAROL HERRON** – *St. Anthony Severe Weather Shelter*

## PROFESSIONAL PROFILE

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While serving the City of Tigard and her non-profit organizations, I have showed myself to be a proven and consistent resource for my community in both leadership and support roles. As a police officer, I have trained co-workers, connected government entities with corresponding advocacy groups, and managed time-sensitive projects. Consistently volunteering for several non-profit organizations as well as my local government keeps me connected to my community. I am equally confident assuming the lead and taking direction providing support in community projects and campaigns. I am eager to excel and create opportunities and successes for King City.

## WORK EXPERIENCE

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### POLICE OFFICER

*City of Tigard Police Department, Tigard, Oregon / 2012-Present*

- Respond to calls for service ranging from assisting residents to emergency response
- Assist in training co-workers in case law and CPR/First Aid
- Encourage safety in youth sports
- Advocacy for our homeless and homebound seniors
- Represent the Police Department with exceptional attitude, leadership, integrity, and service
- Work with officers, administrators, TVF&R, and MetroWest to ensure the safety of residents

## COMMUNITY SERVICE

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- **19A PROJECT** / *Tigard, Oregon / 2020- Present*  
Coordinating with local governments, businesses, and non-profits to celebrate the 100<sup>th</sup>-year Anniversary of the 19<sup>th</sup> Amendment
- **ST. ANTHONY SEVER WEATHER SHELTER** / *Tigard, Oregon / 2017 – Present*  
Preparing and serving meals for homeless residents, connecting homeless residents to resources, advocating for the shelter to civic and government agencies
- **TIGARD SENIOR CENTER** / *Tigard, Oregon / 2017 – Present*  
Preparing and serving meals for seniors, connecting seniors and homebound individuals to center resources, delivering meals in Tigard and King City
- **ENGAGING LOCAL GOVERNMENT LEADERS (ELGL)** / *Tigard, Oregon / 2019 – Present*  
Engage with government officials on best practices, communicate with like-minded local government advocates, network with other passionate local government members

## MEMORANDUM

To: City Council

From: Mira San Juan – Finance Manager  
Michael Weston – City Manager

Subject: Fiscal Year 2020-2021 Supplemental Budget (3)

Date: April 14, 2021

### GENERAL INFORMATION

The City council approved resolution R-2020-09 on May 20, 2020 that adopted the annual budget (Resolution R-2020-09 Adopting FY 20-21 Budget.) After the FY20-21 budget was adopted on May 20, 2020, the FY20-21 Supplemental Budget (1) was approved on October 21, 2020, and the FY20-21 Supplemental Budget (2) was approved on November 18, 2020, the City Staff foresee the needs for the following adjustments:

### AGENCY COMMENTS

No agency comments are required.

### FINDINGS AND CONCLUSIONS

#### CITY OF KING CITY - SUPPLEMENTAL BUDGET (3) REVISIONS FY 2020-21

##### REVENUES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>General Fund</b>				
Opening Balance **		1800000	233040	2033040
Other Taxes - **		344800	49760	394560
Grant – CSDA **	4050104	84000	30200	114200
Grant - MACC	4050108	12500	8443	20943
Fees - New Development Review	4070102	12000	-10000	2000
Court revenue	4100101	40000	-10000	30000
Account's Receivable Non-collectable **	4100149	0	-250000	-250000
<b>PARK SDC'S FUND</b>				
Opening Balance		290000	-143884	146116
CARE ACT GRANT **	4197303	0	47000	47000
<b>TOTAL</b>			<b>-45441</b>	

##### EXPENDITURES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>GENERAL FUND</b>				
<b>Finance / Planning</b>				
Professional Services - Accounting Service	5042203	65000	10000	75000
<b>POLICE OPERATION</b>				
Police Officer - Vacation Payout	5033231	20000	10000	30000
Benefits - Retirement	5073201	164000	3000	167000
Grant Expenditures - MACC Grant	6293202	12500	8443	20943
Capital Outlay - Vehicle Purchase	7013201	28000	14000	42000
Capital Outlay - Handgun	7013202	0	3000	3000
Capital Outlay - Ballistic shield	7013204	0	3000	3000
<b>Street Fund</b>				
Materials & Services - Contingency	8115401	698446	-106000	592446
Capital Outlay - Street Improvements	7015501	0	100000	100000
Capital Outlay - Equipment	8315503	6000	6000	12000
<b>PARK SDC'S FUND</b>				



PARK IMPROVEMENTS	7017301	20000	50000	70000
Reserved for future expenditure	8117302	187950	-146884	41066
<b>TOTAL</b>			<b>-45441</b>	

After the FY19-20 audit, the ending General Fund balance is \$2,033,040; therefore, the beginning balance for FY20-21 will change to \$2,033,040, which is \$233,040 more than what we budgeted.

Other taxes, including liquor, cigarette, vehicle registration, motel, marijuana, and state revenue sharing tax, have increased due to what we received excess what we budgeted.

### **Grants Received:**

The City has received the Cities & Special Districts Assistance Grant (CSDA), also known as the “Cares Act,” for the Covid-19 grant; this is reflecting the actual amount the City received.

The City received \$47,000 from the Care Act grant for the Mosaic Art Piece WITH Community Involvement at the King City Community Park

### **Accounts Receivable Non-collectible:**

The advisory made by our accountant Mark Marr’s memo was based on the Alliance One Receivable Solutions Report of February 28, 2021.

The memo does not recommend that King City terminate its efforts on the collection of the debts. It, however, recommends that the City recognizes an allowance for doubtful accounts. This aspect would be crucial in enhancing the effective accountability for all the funds.

According to the memo, while Alliance One applied various measures to ensure the effective pursuit of the debts, there is a probability that a significant percentage of the debts would not be obtained. As such, the doubtful debts would affect the financial position of the City.

To enhance the effective application of the financial statements, the City would be required to record that the financial statements reflect the allowance for doubtful debts to be.

Recognizing the allowance for doubtful debts is vital. It enhances the avoidance of carrying questionable amounts of Accounts Receivable Collectibles, hence reflecting a representation of the City’s true financial position.

### **CRITERIA**

Per ORS 294.338, the City needs to adjust for an increase or a decrease for the receipt, appropriations, and expenditures for unexpected funds.

The City of King City follows the local budget laws and administrative rules pertaining to the Oregon Department of Revenue that called for filling a supplemental budget.

### **RECOMMENDATION**

We believe it is crucial to have a budget that reflects the most accurate numbers available. This Supplemental Budget (3) brings the City’s revenues and expenditures in line with what will be received and expensed.

Staff recommends that the City council discuss and consider approving the Resolution R-2021-02 FY 20-21 Supplemental Budget (3)

### **Recommend motion:**

I move to approve Resolution R-2021-02 A Resolution Allowing a Supplemental Budget Increase and Decrease Pursuant to ORS 294.338 Providing for the Receipt, Appropriation and Expenditures of Unexpected Funds.

Or

I move to       (state your motion)       Resolution R-2021-02 A Resolution Allowing a Supplemental Budget Increase and Decrease Pursuant to ORS 294.338 Providing for the Receipt, Appropriation and Expenditures of Unexpected Funds.

#### ATTACHMENTS

- Resolution R-2021-02 - FY 20-21 Supplemental Budget (3)
- Memo from Mike Marr
- Resolution R-2020-22 A resolution allowing a supplemental budget (2) Adopted 11/18/2020.
- Resolution R-2020-20 A resolution allowing a supplemental budget (1) Adopted 10/21/2020.
- Resolution R-2020-09 Adopting FY 20-21 Budget – Adopted 5/20/2020

**RESOLUTION R-2021-02**

**A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 294.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.**

**WHEREAS**, there are expenditures that have occurred or are expected to occur during the 2020-2021 fiscal year which were not included in the City's original budget

**WHEREAS**, the City of King City will follow Local Budget Laws and Administrative Rules as determined by the Oregon Dept. of Revenue which necessitated filing a supplemental budget

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of King City that:

The City Council hereby approves the Supplemental (3) Budget changes as noted a Exhibit "A"

and Resolution R-2020-09 which approved the 2020-21 Annual Budget on May of 20<sup>th</sup>, 2020, the Resolution R-2020-20 which approved the FY20-21 Supplemental Budget (1) on 21<sup>st</sup> of October 2020, and the Resolution R-2020-22 which approved the FY20-21 Supplemental Budget (2) on November 18<sup>th</sup>, 2020 are hereby amended.

1. This resolution shall take effect immediately upon its passage.

**INTRODUCED and ADOPTED** this 21<sup>th</sup> day of April, 2021

After the FY20-21 Budget was adopted on 20<sup>th</sup> of May 2020,

By: \_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_  
City Recorder

## Exhibit " A "

## CITY OF KING CITY - SUPPLEMENTAL BUDGET (3) REVISIONS FY 2020-21

## REVENUES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>General Fund</b>				
Opening Balance		1800000	233040	2033040
Other Taxes -		344800	49760	394560
Grant - CSDA	4050104	84000	30200	114200
Grant - MACC	4050108	12500	8443	20943
Fees - New Development Review	4070102	12000	-10000	2000
Court revenue	4100101	40000	-10000	30000
Account's Receivable Non-collectable	4100149	0	-250000	-250000
<b>PARK SDC'S FUND</b>				
Opening Balance		290000	-143884	146116
CARE ACT GRANT	4197303	0	47000	47000
<b>TOTAL</b>			<b>-45441</b>	

## EXPENDITURES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>GENERAL FUND</b>				
<b>Finance / Planning</b>				
Professional Services - Accounting Service	5042203	65000	10000	75000
<b>POLICE OPERATION</b>				
Police Officer - Vacation Payout	5033231	20000	10000	30000
Benefits - Retirement	5073201	164000	3000	167000
Grant Expenditures - MACC Grant	6293202	12500	8443	20943
Capital Outlay - Vehicle Purchase	7013201	28000	14000	42000
Capital Outlay - Handgun	7013202	0	3000	3000
Capital Outlay - Ballistic shield	7013204	0	3000	3000
<b>Street Fund</b>				
Materials & Services - Contingency	8115401	698446	-106000	592446
Capital Outlay - Street Improvements	7015501	0	100000	100000
Capital Outlay - Equipment	8315503	6000	6000	12000
<b>PARK SDC'S FUND</b>				
PARK IMPROVEMENTS	7017301	20000	50000	70000
Reserved for future expenditure	8117302	187950	-146884	41066
<b>TOTAL</b>			<b>-45441</b>	

April 6, 2021

Memo to Mira San Juan  
Cc: Michael Weston

**Subject: Recognition of Allowance for Doubtful Accounts**

This advisory is based on Alliance One Receivable Solutions Report of February 28, 2021.

The City of King City Municipal Court assesses fines for Traffic Citations. When outstanding Citations remain unpaid for an extended period of time, said outstanding Citations are submitted (assigned) to Alliance One Receivable Solutions for collections. At present, it is not a practice to cancel the submission (assignment) until paid.

As per the February 2021 Report from Alliance One Receivable Solutions:

Total Assignment Amount	\$ 396,115.65
Total Citations Assigned	478

Most recent group Assignment September 2020

Total Assignment Amount	\$ 153,937.50
Total Citations Assigned	84

The total over one year old is over \$ 240,000. There are random collections accomplished with regards to the "over" one year accounts but they are few.

While not recommending that King City terminate the collections effort, **it is recommended that King City recognize an Allowance for Doubtful Accounts.**

It is probable that much of the outstanding citations submitted to Alliance One will never be collected. Alliance One indicates active pursuit of many but also indicates a number of citations where they have exhausted efforts finding the Debtor, Debtor has no attachable assets, a few bankruptcies, and so on.

For the sake of correct application to the Financial Statements, City Council would need to declare that the Financial Statements reflect Allowance for Doubtful Accounts to be "all Accounts Receivable aged over .... (180 days, one year or some other definitive parameter)".

The recognition of Allowance for Doubtful Accounts is important because carrying this amount of questionable Accounts Receivable collectible is a mis-representation of the City's true financial position; it is a representation of an Asset which is much larger than reality.

Each year at the beginning of the new Fiscal Year, an evaluation of the outstanding Accounts Receivable would determine the amount exceeding the parameter established and updated accordingly. There would be a separate line item in the Balance Sheet recognizing a reversal of this "updated" amount against the Accounts Receivable (a Credit) and a charge (a Debit) to the Revenue section of the Revenue & Expenditure accounts; that is to say that a separate line item would be used so as to not confuse this entry with other Revenue Accounts.

For the most part, this Book write-off would be a large amount in the Fiscal Year established but would be a much smaller amount in subsequent Fiscal Years.

R. Michael Marr,  
Accountant

## RESOLUTION R-2020-22

### **A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 294.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.**

**WHEREAS**, there are expenditures that have occurred or are expected to occur during the 2020-2021 fiscal year which were not included in the City's original budget

**WHEREAS**, the City of King City will follow Local Budget Laws and Administrative Rules as determined by the Oregon Dept. of Revenue which necessitated filing a supplemental budget

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of King City that:

1. The City Council hereby approves the Supplemental (2) Budget changes as noted a Exhibit "A" and Resolution R-2020-09 which approved the 2020-21 Annual Budget is hereby amended.
2. This resolution shall take effect immediately upon its passage.

**INTRODUCED and ADOPTED** this 18<sup>th</sup> day of November 2020.

By: \_\_\_\_\_

  
Mayor

ATTEST:

By: \_\_\_\_\_

  
City Recorder



Exhibit " A "

CITY OF KING CITY - SUPPLEMENTAL BUDGET (2) REVISIONS FY 2020-21

REVENUES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>General Fund</b>				
FEES - Franchise	4060104	250000	-31400	218600
Proceeds - Court	4100101	50000	-10000	40000
Proceeds - Court ( training )	4100102	0	1000	1000
<b>Street Fund</b>				
Opening Balance		60000	420000	480000
<b>TOTAL</b>			<b>379600</b>	

EXPENDITURES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>GENERAL FUND</b>				
<b>CITY MANAGER</b>				
Codification	6052101	20000	5000	25000
<b>Finance / Planning</b>				
Salaries / Wages - Employee Recogniton	5042203	0	10400	10400
<b>COURT</b>				
Salaries / Wages - Municipal Court Clerk	5032501	63000	-11800	51200
Salaries / Wages - Employee Recogniton	5032512	0	1150	1150
Retirement	5072501	22000	-4100	17900
<b>POLICE OPERATION</b>				
Police Officer - Sergeant	5033201	57940	-4250	53690
Police Officer	5033214	24000	-7700	16300
Police Officer	5033217	62500	-6400	56100
Reserved Officer	5033219	30000	-30000	0
Salaries / Wages - Employee Recogniton	5033220	0	12300	12300
Benefits - Retirement	5073201	170000	-6000	164000
Training, Travel & Subsistence - Other Training	6093299	4000	1000	5000
<b>Street Fund</b>				
Materials & Services - Contingency	8115401	283446	415000	698446
Capital Outlay - Equipments	8315503	1000	5000	6000
<b>TOTAL</b>			<b>379600</b>	

**RESOLUTION R-2020-20**

**A RESOLUTION ALLOWING A SUPPLEMENTAL BUDGET INCREASE AND DECREASE PURSUANT TO ORS 294.338 PROVIDING FOR THE RECEIPT, APPROPRIATIONS AND EXPENDITURE OF UNEXPECTED FUNDS.**

**WHEREAS**, there are expenditures that have occurred or are expected to occur during the 2020-2021 fiscal year which were not included in the City's original budget

**WHEREAS**, the City of King City will follow Local Budget Laws and Administrative Rules as determined by the Oregon Dept. of Revenue which necessitated filing a supplemental budget

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of King City that:

1. The City Council hereby approves the Supplemental (1) Budget changes as noted a Exhibit "A" and Resolution R-2020-09 which approved the 2020-21 Annual Budget is hereby amended.
2. This resolution shall take effect immediately upon its passage.

**INTRODUCED and ADOPTED** this 21<sup>ST</sup> day of October 2020.

By: \_\_\_\_\_

  
Mayor

**ATTEST:**

By: \_\_\_\_\_

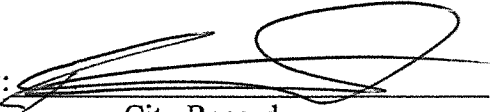
  
City Recorder

Exhibit " A "

CITY OF KING CITY - SUPPLEMENTAL BUDGET (1) REVISIONS FY 2020-21

REVENUES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>General Fund</b>				
OPENING BALANCE		1700000	100000	1800000
Grant - CSDA Grant	4050104	0	84000	84000
FEES - Passports	4060105	60000	-30000	30000
FEES - Building Permits City Surcharge	4060106	0	10000	10000
Proceeds - Court	4100101	80000	-30000	50000
<b>TOTAL</b>			<b>134000</b>	

EXPENDITURES

	ACCT. NO	ADOPTED BUDGET	BUDGET ADJUST	REVISED BUDGET
<b>GENERAL FUND</b>				
<b>CITY MANAGER</b>				
Codification	6052101	0	20000	20000
Building Services&Supply	6192101	16000	20000	36000
Contract Services - ADP	6272103	1800	1000	2800
Contract Services - Park Maintenance	6272110	40000	10000	50000
Capital Outlay - City Hall Miscellaneous	7012101	0	2000	2000
Capital Outlay - System Upgrade ( Caselle) 1/5	7012102	0	1600	1600
<b>Finance / Planning</b>				
Training/College Course	6102201	8400	11600	20000
Professional Services - Accounting Services	6152203	50000	15000	65000
Capital Outlay - System Upgrade ( Caselle) 1/5	7012206	2000	1600	3600
<b>COURT</b>				
Salaries / Wages - Municipal Court Clerk	5032501	52000	11000	63000
Retirement	5072501	17900	4100	22000
Capital Outlay - System Upgrade ( Caselle) 1/5	7012501	0	1600	1600
<b>Building Department</b>				
Capital Outlay - System Upgrade ( Caselle) 1/5	7012601		1600	1600
<b>POLICE OPERATION</b>				
Police Officer - Sergeant	5033201	0	57940	57940
Police Officer	5033214	56640	-32640	24000
Benefits - Retirement	5073201	164000	6000	170000
Capital Outlay - System Upgrade ( Caselle) 1/5	7013213	0	1600	1600
<b>TOTAL</b>			<b>134000</b>	

# CITY OF KING CITY

## RESOLUTION No.R-2020-09

### **A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS AND AUTHORIZING FUND TRANSFERS, AND LEVYING TAXES FOR FISCAL YEAR 2020-2021, FOR THE CITY OF KING CITY, OREGON.**

**WHEREAS**, the King City Budget Committee approved the budget on April 14th, 2020

**NOW THEREFORE BE IT RESOLVED** that the City Council, following a Public Hearing on May 20<sup>th</sup>, 2020, hereby adopts the budget now on file in the office of the City Manager in King City, 15300 SW 116<sup>th</sup> Avenue, King City, Oregon

**BE IT FURTHER RESOLVED** that the City Council hereby levies the taxes provided for in the budget by adopting its permanent tax rate of \$1.5261 which shall be allocated into the General Fund and that these taxes are hereby levied upon all taxable property within the district. The electors of King City approved in Nov.2019, a five-year Local Option Levy whereby levying a \$0.63 tax rate of police services.

	Subject to the General Government Limitation	Excluded from the limitation
General Fund – permanent tax rate	\$ 1.5261	\$ 0.00
Serial Levy Fund	\$ 0.63	\$ 0.00
Bonded Debt Fund	\$ 0.00	\$ 0.00

**BE IT FURTHER RESOLVED** that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated as follows:

#### **GENERAL FUND:**

City Council	\$ 84,160.00	
Administration	\$ 1,124,912.00	
Police	\$ 1,147,155.00	
Municipal Court	\$ 111,300.00	
Building	\$ 89,261.00	
Public Information	\$ 6,000.00	
Debt Service	\$ 100,000.00	
Reserved for Future Expenditure	\$ 1,033,042.00	
Contingency	\$ 600,000.00	
<b>TOTAL GENERAL FUND</b>		<b>\$ 4,295,830.00</b>

**STREET FUND:**

Materials & Services	\$ 145,819.00	
Capital Outlay	\$ 101,000.00	
Transfers	\$ 20,235.00	
Contingency	\$ 283,446.00	
<b>TOTAL STREET FUND</b>		<b>\$ 550,500.00</b>

**LOCAL OPTION LEVY:**

Transfer to General Fund	\$ 348,500.00	
<b>TOTAL LOCAL OPTION LEVY</b>		<b>\$ 348,500.00</b>

**PARK SDC'S FUND**

Capital Outlay	\$ 20,000.00	
Transfers	\$ 20,000.00	
Reserved for Future Expenditure	\$ 187,950.00	
Contingency	\$ 100,000.00	
<b>TOTAL PARK SDC'S FUND</b>		<b>\$327,950.00</b>

**TRANSPORTATION DEVELOPMENT TAX FUND:**


Transfers	\$ 48,000.00	
Reserved for Future Expenditure	\$ 1,052,580.00	
Contingency	\$ 100,000.00	
<b>TOTAL</b>		<b>\$ 1,200,580.00</b>

<b><u>TOTAL APPROPRIATIONS:</u></b>	<b>\$ 6,723,360.00</b>
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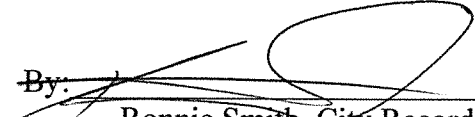
**BE IT RESOLVED** that the City Manager will certify to the County Clerk, County Assessor of Washington County, Oregon, and the Department of Revenue, in Salem, Oregon, the tax levy made by this Resolution and shall file with them a copy of the Budget as finally adopted.

**INTRODUCED AND ADOPTED** by the City of King City Council and signed by me in authentication of its passage this 20<sup>TH</sup> day of MAY, 2020.

CITY OF KING CITY, OREGON

By:   
Kenneth Gibson, Mayor

**ATTEST:**

By:   
Ronnie Smith, City Recorder