

**CITY OF BOARDMAN
RESOLUTION 12-2025**

**A RESOLUTION TO ADOPT THE SUPPLEMENTAL CITY BUDGET
FOR FISCAL YEAR 2024-2025**

WHEREAS, ORS 294.471 and ORS 294.473 allow the City to revise their original budget when there are changes in overall appropriation or contingency transfers which exceed 15% of total fund appropriations; and

WHEREAS, in the General Fund, the city is seeking additional appropriations for Materials and Services of \$142,000 with a reduction from Operating Contingency. The city has engaged with various consultants for assistance with updates to our development code, municipal code, franchise fee agreements, economic opportunity analysis, parks master plan, and transportation systems plan with work plans and schedules determined by consultant and staff availability. Legal counsel has been utilized more than anticipated and is anticipated to be used throughout the fiscal year, with updates to our personnel handbook, bargaining of two employee represented groups, personnel matters, multiple real estate transactions, land use matters, and land partitions. Internet, data hosting and subscriptions fees, and office supplies and computer hardware have seen increased costs with required updates to software and computer and technology compatibility; and

WHEREAS, the Water Fund anticipates additional personnel expenses than those originally budgeted, with an additional \$50,000 in appropriations needed, and Materials and Services anticipates a budget shortfall of \$27,200, for a combined reduction of the Operating Contingency of \$77,200. Staff Commercial Driver License (CDL) training and licensing (which will be shared amongst the water, sewer, and street fund), along with increases in required water testing frequency and reporting, grounds maintenance, and system maintenance will need to purchase more water meters and have available funds for unexpected repairs and maintenance; and

WHEREAS, the Sewer Fund will require \$78,000 in additional appropriations for Materials and Services, reducing Operating Contingency. It will have its share of public works employees' CDL training and licensing costs. Internet fees, grounds maintenance, and fuel & oil are anticipated to be more than originally budgeted. The lift stations are due for maintenance, and due to scheduling constraints, we need to have funds available if that scheduling takes place this fiscal year; and

WHEREAS, the City's did not anticipate for garbage services to be in such high demand. The unanticipated excess revenue is \$450,000 and we would like to recognize this unanticipated revenue and make it available for appropriation of the contracted garbage services expense. Internet costs are also anticipated to be more than originally budgeted. Materials and Services require \$556,400 in additional appropriations with an Operating Contingency reduction of \$106,400; and

WHEREAS, the Street Fund will reduce Operating Contingency by \$83,700 and increase Personnel Services \$70,000 and Materials and Services \$13,700. Extra personnel services were utilized during some street construction that encountered unexpected issues, along with winter street clearing and maintenance, and we anticipate additional personnel services through the end of the fiscal year. The street fund will have its share of CDL training and licensing costs, additional grounds maintenance, and fuel & oil will be more than anticipated; and

WHEREAS, the Building Department ordered furnishings for the building expansion of their department, and due to a change in software, on the vendor's side, some of the invoices were received this fiscal year. Those invoices total approximately \$27,000. Internet fees are more than originally anticipated, and additional office equipment is being identified for the new office space. Total appropriations for Materials and Services is \$44,000 with Operating Contingency decreasing by \$44,000; and

WHEREAS, the City had anticipated a shortfall in funding of the Water System Improvements-2022 Phase II project that was mainly funded through a G.O. Bond. This funding gap was expected to be covered by the Water Reserve Fund. After expending all G.O. Bond proceeds on the project, the Water Reserve Fund will decrease Operating Contingency by \$290,300 and transfer the funds to the Capital Project Fund, which houses the Water System Improvements-2022 project; and

WHEREAS, the Capital Project Fund's actual beginning balance was \$494,200 more than originally anticipated and actual interest earned is an unexpected \$25,500 more, the City would like to recognize this additional revenue and fully appropriate it to Capital Outlay. It would also like to recognize the transfer of funds from the Water Reserve Fund of \$290,300 and appropriate these funds to Capital Outlay, as well. The total increase in revenues is \$810,000 and the increase in Capital Outlay appropriations is \$810,000.

NOW, THEREFORE, BE IT RESOLVED that the City of Boardman City Council hereby authorizes the contingency transfers and appropriations, as shown below, for the fiscal year beginning July 1, 2024, and for the described purposes:

GENERAL FUND (100)

GENERAL GOVERNMENT	
Materials & Services	99,000
PUBLIC SAFETY	
Materials & Services	3,000
PLANNING	
Materials & Services	40,000
NOT ALLOCATED TO ORGANIZATIONAL UNIT	
Operating Contingency	-142,000
FUND CHANGE	\$ 0

WATER FUND (220)

PERSONNEL SERVICES	50,000
MATERIALS & SERVICES	27,200
OPERATING CONTINGENCY	-77,200
FUND CHANGE	\$0

SEWER FUND (230)

MATERIALS & SERVICES	78,000
OPERATING CONTINGENCY	-78,000
FUND CHANGE	\$0

GARBAGE FUND (240)

RESOURCES	
GARBAGE SERVICES REVENUES	450,000
Total Resources	450,000
DISBURSEMENTS	

MATERIALS & SERVICES	556,400
CONTINGENCY	-106,400
FUND CHANGE	<u>\$450,000</u>

STREET FUND (250)

PERSONNEL SERVICES	70,000
MATERIALS & SERVICES	13,700
OPERATING CONTINGENCY	-83,700
FUND CHANGE	<u>\$0</u>

BUILDING FUND (260)

MATERIALS & SERVICES	44,000
CONTINGENCY	-44,000
FUND CHANGE	<u>\$0</u>

WATER RESERVE FUND (320)

INTERFUND TRANSFERS OUT	290,300
CONTINGENCY	-290,300
FUND CHANGE	<u>\$ 0</u>

CAPITAL PROJECT FUND (410)

RESOURCES	
BEGINNING CASH	494,200
INTEREST INCOME	25,500
INTERFUND TRANSFERS IN	290,300
Total Resources	<u>\$810,000</u>
DISBURSEMENTS	
CAPITAL OUTLAY	810,000
Total Disbursements	<u>810,000</u>
FUND CHANGE	<u>\$810,000</u>

Passed by the Boardman City Council this 6th day of May, 2025

CITY OF BOARDMAN

Mayor – Paul Keefer

Council President – Ethan Salata

Councilor – Richard Rockwell

Councilor – Cristina Cuevas

Councilor –Heather Baumgartner

Councilor – Brenda Profit

Councilor – Karen Pettigrew

Attest:

Amanda Mickles – City Clerk