



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> October 7, 2024		<b>Subject: Resolution No. 3172</b> Supplemental Budget Adjustment	
		<b>Staff Member:</b> Katherine Smith, Assistant Finance Director	
		<b>Department:</b> Finance	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: October 7, 2024 <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 3172.			
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 3172.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

A supplemental budget resolution for the fiscal year 2024-2025 budget year.

**EXECUTIVE SUMMARY:**

Oregon’s Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A special hearing must be held to discuss and adopt the supplemental budget. The governing body holds a public hearing although the budget committee is not required to be involved. Public notice of the hearing must be published 5 to 30 days before the hearing. The governing body enacts a resolution to adopt the supplemental budget after the hearing.

As outlined below, this budget supplemental includes:

Capital Project (CIP) Rollovers	\$16,795,050.00
Other (Non-CIP) Rollovers	\$ 393,527.23
New Requests	<u>\$ 2,906,621.00</u>
	<u>\$20,095,198.23</u>

**(1) CIP Rollovers:**

The re-appropriation of funds from the prior fiscal year for capital improvement projects (CIPs) that were started but not completed in that fiscal year. These requests are attributable to multi-year projects tied to contracts approved by Council. Although overall contracts are not exceeded, a budget supplemental request is needed to roll the balance of these contracts from one fiscal year to the next, due to timing differences of when work is performed. The CIP rollover request of \$16,795,050 includes \$16,264,929 of direct costs and \$530,121 of overhead costs, as detailed in **Attachment 1**.

The top three (3) projects which attribute to this request, include:

- a. Boeckman Dip Bridge (CIP 4212) – \$3,035,759
- b. Water Treatment Plant 20 MGD Expansion (CIP 1144) – \$2,821,679
- c. Boeckman Road Street Improvements (CIP 4205) – \$1,222,526

**(2) Non-CIP Rollovers:**

The re-appropriation of funds from the prior fiscal year for non-CIP projects that were started but not completed in that fiscal year, includes:

- a. Public Works: Asphalt Truck – \$300,000
- b. Information Technology:
  - Audio Visual Equipment for Library, Oak and Rose Room – \$42,149.49
  - Council Chambers Upgrades – \$51,377.74

**(3) New Requests:** Unanticipated changes to legal appropriations, of \$2,906,621 includes:

- a. Facilities:
  - Library Landscape Maintenance – \$7,755
- b. Information Technology:
  - To accommodate for increased computer hardware costs – \$30,000
- c. Parks Capital Improvements:
  - Water Feature Controllers (CIP 9177) – \$207,866

- d. Facilities Capital Improvements:
  - Transit Shelters and ADA Improvements (CIP 8104) – \$10,000
  - Transit Oriented Development (CIP 8156) – \$1,420,000
    - To record Road system development charges (SDC) contribution, with transfer from Transit
  - City Hall Flooring (CIP 8162) - \$20,000
- e. Water Capital Improvements:
  - Stafford Road Water Extension Phase 1 (CIP 1158) – \$105,000
- f. Sewer Capital Improvements:
  - Stafford Road Sewer Extension Phase I (CIP 2111) – \$106,000
- g. Road Capital Improvements:
  - Stafford Road Improvements (CIP 4219) – \$1,000,000

**EXPECTED RESULTS:**

The supplemental budget adjustment adopted by the Council at a regularly scheduled meeting.

**TIMELINE:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman on September 26, 2024. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2025.

**CURRENT YEAR BUDGET IMPACTS:**

See detail outlined in Exhibit A.

**COMMUNITY INVOLVEMENT PROCESS:**

The public hearing will be held on October 7, 2024, as a part of the adoption process.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

**ALTERNATIVES:**

Not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess expenditures over appropriations in the Annual Comprehensive Financial Report (ACFR).

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. CIP Rollover Supplemental Budget Adjustments
2. Resolution No. 3172
  - A. Exhibit A - Need, Purpose and Amount: Detail by Fund & Category

**ATTACHMENT #1 - CIP ROLLOVER SUPPLEMENTAL BUDGET ADJUSTMENTS**

FUND	CIP#	CIP Description	Direct	Overhead
Water CIP	1144	WTP 20 MGD Expansion	2,779,979	41,700
Water CIP	1148	Priority 1B Water Distribution Improvements	400,462	44,016
Water CIP	1151	Elligsen West Tank - Add High Altitude Valve	49,070	1,717
Water CIP	1154	Water Distribution System Master Plan	100,000	22,121
Water CIP	1155	Boeckman Road Water Relocation	166,281	5,820
Water CIP	1156	Basalt Creek Parkway Water Line	57,000	1,995
Sewer CIP	2066	Sewer Rate and SDC Study Update	51,134	6,790
Sewer CIP	2102	Boeckman Road Snitary Improvements	642,988	22,505
Sewer CIP	2107	Boeckman Creek Interceptor	368,006	24,169
Sewer CIP	2109	WWTP UV Disinfection Replacement	24,713	865
Sewer CIP	2110	Public Works Standards Update	-	1,749
Road CIP	3000	Basalt Creek Planning	36,186	-
Road CIP	3001	Frog Pond / Advance Road Master Planning	-	70,000
Road CIP	3007	Climate Action Plan	25,000	10,000
Road CIP	4014	Street Maintenance	211,483	7,402
Road CIP	4118	Signal Improvements	172,230	6,028
Road CIP	4194	5 Year Monitoring: Barber Road	5,244	184
Road CIP	4202	I-5 Pedestrian Bridge	37,932	-
Road CIP	4205	Boeckman Road Street Improvements	1,181,185	41,341
Road CIP	4206	Canyon Creek / Boeckman Roundabout	587,731	20,571
Road CIP	4212	Boeckman Dip Bridge	3,035,759	-
Road CIP	4216	Brown Road Improvements	147,681	-
Road CIP	4717	Pedestrian Enhancements	191,197	21,692
Road CIP	4722	LED Street Light Conversion	579,651	20,288
Road CIP	4725	Crosswalk Flasher Replacement	168,643	20,903
Road CIP	4729	Signage / Wayfinding	34,648	3,000
Storm CIP	7054	Gesellschaft Water Well Channel Restoration	100,234	15,508
Storm CIP	7059	Stormwater Rate and SDC Study	51,300	6,795
Storm CIP	7067	Meridian Creek Culvert Replacement	461,373	16,148
Storm CIP	7068	Boeckman Creek Flow Mitigation	177,859	6,225
Storm CIP	7110	Public Works Standards Update	-	18,772
Storm CIP	7500	Storm Ops Allocation to Charbonneau	10,784	15,377
Facilities CIP	8093	Fiber Connectivity Project	400,000	-
Facilities CIP	8113	Public Works Complex	90,000	-
Facilities CIP	8129	Security Access System	128,000	-
Facilities CIP	8150	Transit Center Enhancements	48,821	1,709
Facilities CIP	8151	Facility Parking Lot Repairs	133,084	-
Facilities CIP	8153	KIVA/Art Tech Renovation	235,409	-
Facilities CIP	8156	Transit Oriented Development	-	35,878
Facilities CIP	8158	Community Service Block Master Plan	100,000	-
Facilities CIP	8159	Charbonneau Well House Improvements	325,000	-
Facilities CIP	8160	PW/Police Facilities Modifications	51,670	-
Facilities CIP	8161	Community Center Siding Repair	136,900	-
Facilities CIP	8162	City Hall Flooring Phase II	214,500	-
Facilities CIP	8164	Library Patio Fencing	30,000	-
Parks CIP	9110	Public Works Standards Update	-	13,153
Parks CIP	9132	Memorial Park Plan Implementation	174,521	-
Parks CIP	9148	Boeckman Creek Trail Slope Stabilization	32,486	-
Parks CIP	9149	Boeckman Creek Regional Trail - Phas 2 (Frog Pond)	200,000	-
Parks CIP	9150	Boeckman Creek Regional Trail South	20,000	5,700
Parks CIP	9152	Annual Play Structure Replacement	8,029	-
Parks CIP	9171	Boones Ferry Park Master Plan Implementation	526,820	-
Parks CIP	9172	Annual - Interpretative Panel Repairs	5,720	-
Parks CIP	9173	Merryfield Trail Update	311,313	-
Parks CIP	9174	Parks and Green Spaces ADA Implementation	287,143	-
Parks CIP	9175	Frog Pond West Neighborhood Park	690,863	-
Parks CIP	9177	Water Feature Controllers	192,134	-
Parks CIP	9180	Parks Infrastructure Fee Study	47,919	-
Parks CIP	9181	Natural Areas Management Plan	18,844	-
			\$ 16,264,929	\$ 530,121