



## CITY COUNCIL MEETING STAFF REPORT

|   |  |   |  |
|---|--|---|--|
| <b>Meeting Date: October 17, 2022</b>   |  | <b>Subject: Resolution No. 2999</b><br>Supplemental Budget Adjustment<br><br><b>Staff Member:</b> Katherine Smith, Assistant Finance Director<br><br><b>Department:</b> Finance |  |
| <b>Action Required</b>  |  | <b>Advisory Board/Commission Recommendation</b>   |  |
| <input checked="" type="checkbox"/> Motion<br><input checked="" type="checkbox"/> Public Hearing Date:<br>October 17, 2022<br><input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date:<br><input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date:<br><input checked="" type="checkbox"/> Resolution<br><input type="checkbox"/> Information or Direction<br><input type="checkbox"/> Information Only<br><input type="checkbox"/> Council Direction<br><input type="checkbox"/> Consent Agenda |  | <input type="checkbox"/> Approval<br><input type="checkbox"/> Denial<br><br><input type="checkbox"/> None Forwarded<br><input checked="" type="checkbox"/> Not Applicable       |  |
|   |  | <b>Comments:</b> N/A  |  |
| <b>Staff Recommendation:</b> Staff recommends Council adopt Resolution No. 2999.  |  |   |  |
| <b>Recommended Language for Motion:</b> I move to adopt Resolution No. 2999.  |  |   |  |
| <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 FY 2022-23 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 the 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.

This supplemental budget includes:

**(1) CIP Rollovers:**

The re-appropriation of funds from the prior fiscal year for capital projects (CIPs) that were started but not completed in that fiscal year. The CIP rollover request of \$6,079,890 includes \$5,698,660 of direct costs and \$381,230 of overhead costs, as detailed in Attachment 1.

**(2) New Requests:** Unanticipated changes to budget appropriations, of \$1,524,608, include:

- a. Planning Department: Additional *Professional Services* budget for assist with statutory requirements/plan and permit applications – \$50,000
- b. Parks Maintenance/Parks & Recreation: Transfer vacant Admin Assistant, full time employee (FTE), position in Parks & Recreation to recast and fill as an additional Lead Position for Parks Maintenance – Net increase \$16,000
- c. Facilities Capital Improvements: CIP 0997 (Ice Machine Damage) – \$36,132
- d. Fleet: Additional budget for vehicle purchase due to market increases – \$7,000
- e. Parks Capital Improvements:
  - CIP 9167 (Villebois Parks) – \$195,840
  - CIP 9174 (ADA Improvements to River Fox Park) – \$90,000
  - CIP 9175 (Frog Pond West Neighborhood Park) – \$200,000
  - CIP 9179 (Emerald Ash Bore Mitigation) – \$45,000
- f. Roads Capital Improvement:
  - CIP 3001 (Frog Pond Master Planning (East/South) – \$84,399
  - CIP 4196 (5<sup>th</sup> St/Kinsman – Railroad Reconstruction) – \$560,000
- g. Water Treatment Plant:
  - Pumping System Modification for Standby Generator – \$166,237; plus a related capital equipment rollover of \$170,738 from prior year.
- h. Sewer:
  - CIP 2100 (Boberg Diversion Structure) – \$17,000
  - CIP 2104 (Wastewater Treatment Plant Master Plan) – \$37,000
  - Capital equipment rollover of \$82,100 from prior year
- i. Stormwater:
  - CIP 7062 (95<sup>th</sup> Avenue Storm Pipe Repairs) – \$20,000

- (3) Adjustments to budgeted beginning working capital and/or transfers in the Road Ops, Water Ops, Sewer Ops, Storm Ops, and General Funds related to consolidating Public Works Complex loan proceeds into the Facilities CIP for streamlined funding of the project.

**EXPECTED RESULTS:**

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

**TIMELINE:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman on October 5, 2022 and October 12, 2022. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2023.

**CURRENT YEAR BUDGET IMPACTS:**

See detail outlined in Exhibit A.

**COMMUNITY INVOLVEMENT PROCESS:**

The public hearing will be held on October 17, 2022 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 of 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. 2999
  - 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      | 1126 | Seg 3B Water Line Mitigation Site                     | 1,988        | 70         |
| Water CIP      | 1138 | Water Management and Conservation                     | 36,138       | 1,265      |
| Water CIP      | 1139 | 5th St/Kinsman Ext Water Line                         | 622,473      | 46,692     |
| Water CIP      | 1144 | WTP 20 MGD Expansion                                  | 891,759      | 61,212     |
| Water CIP      | 1148 | Priority 1B Water Distribution Ip                     | 432,149      | 29,647     |
| Water CIP      | 1500 | Water Ops Allocation to Charbonneau                   | 28,000       | 2,579      |
| Sewer CIP      | 2099 | 5th Street / Kinsman Extension Sewer Trunk            | 794,717      | 29,463     |
| Sewer CIP      | 2100 | Boberg Diversion Structure                            | 84,388       | 1,666      |
| Sewer CIP      | 2102 | Boeckman Rd Sanitary Improvements - Frog Pond         | 14,691       | 514        |
| Sewer CIP      | 2104 | Wastewater Treatment Plant Master Plan                | 24,176       | 12,141     |
| Sewer CIP      | 2105 | Corral Creek & Rivergreen Pump Station Rehabilitation | 127,438      | 4,460      |
| Sewer CIP      | 2106 | Charbonneau Lift Station Rehabilitation               | 28,241       | 988        |
| Sewer CIP      | 2500 | Sewer Ops Allocation to Charbonneau                   | 33,051       | 1,157      |
| Road CIP       | 3001 | Frog Pond Master Planning (East/South)                | 7,454        |            |
| Road CIP       | 3004 | Town Center Plan Implementation                       | 91,406       | 27,228     |
| Road CIP       | 4118 | Signal Improvements                                   | 24,576       | 860        |
| Road CIP       | 4194 | 5 Year Monitoring: Barber Rd                          | 3,425        | 120        |
| Road CIP       | 4202 | I-5 Pedestrian Bridge                                 | 180,870      | 6,330      |
| Road CIP       | 4205 | Boeckman Rd Street Improvements - Frog Pond           | 40,831       | 1,429      |
| Road CIP       | 4206 | Canyon Creek/Boeckman Traffic Signal                  | 22,994       | 805        |
| Road CIP       | 4210 | 5 Year Monitoring: Kinsman Extension                  | 4,216        | 148        |
| Road CIP       | 4215 | Boones Ferry Road Street Maintenance                  | 152,000      | 20,520     |
| Road CIP       | 4500 | Street Maintenance Allocation to Charbonneau          | 37,580       | 1,315      |
| Road CIP       | 4717 | Pedestrian Enhancements                               | 12,723       | 5,445      |
| Road CIP       | 4722 | LED Street Light Conversion                           | 600,000      | -          |
| Road CIP       | 4729 | Citywide Signage & Wayfinding (Formerly 3003)         | 104,078      | -          |
| Storm CIP      | 7062 | 95th Avenue Storm Pipe Repairs                        | 110,000      | 19,617     |
| Storm CIP      | 7064 | Stormwater Master Plan Update                         | 96,899       | 39,931     |
| Storm CIP      | 7500 | Storm Ops Allocation to Charbonneau                   | 26,721       | 935        |
| Facilities CIP | 0997 | Ice Machine Damage                                    | 23,406       | -          |
| Facilities CIP | 8093 | Fiber Connectivity Project                            | 45,420       | -          |
| Facilities CIP | 8129 | Security Access System                                | 70,878       | -          |
| Facilities CIP | 8144 | Update Facilities Master Plan                         | 23,848       | -          |
| Facilities CIP | 8149 | STIF Bus Stop Tech Upgrade                            | 225,624      | 30,459     |
| Facilities CIP | 8150 | Transit Center Enhancements                           | 55,000       | 7,425      |
| Facilities CIP | 8152 | Ice Storm Tree Mitigation                             | 20,298       | -          |
| Parks CIP      | 9087 | Tree Mitigation - Non White Oak                       | 4,179        | 146        |
| Parks CIP      | 9132 | Memorial Park Master Plan Implementation              | 42,488       | 1,487      |
| Parks CIP      | 9148 | Boeckman Trail Slope Stabilization                    | 8,470        | -          |
| Parks CIP      | 9152 | Annual - Play Structure Replacement                   | 23,341       | -          |
| Parks CIP      | 9155 | Ice Age Tonquin Trail                                 | 8,426        | 295        |
| Parks CIP      | 9167 | Villebois Parks - RP7/RP8                             | 496,455      | 24,376     |
| Parks CIP      | 9171 | Boones Ferry Road Street Maintenance                  | 14,420       | 505        |
| Parks CIP      | 9172 | Annual Interpretative Panel Repairs                   | 1,425        | -          |
|                |      |   | \$ 5,698,660 | \$ 381,230 |