



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: October 2, 2023		Subject: Resolution No. 3084 Supplemental Budget Adjustment	
		Staff Member: Katherine Smith, Assistant Finance Director	
		Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: October 2, 2023 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd 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 Comments: N/A	
Staff Recommendation: Staff recommends Council adopts Resolution No. 3084			
Recommended Language for Motion: I move to adopt Resolution No. 3084			
Project / Issue Relates To:			
<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 2023-24 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 \$8,376,087 includes \$8,117,951 of direct costs and \$258,136 of overhead costs, as detailed in **Attachment #1**.

(2) New Requests: Unanticipated changes to legal appropriations, of \$3,651,914, includes:

- a. Parks Maintenance: Rollover request for Parks Maintenance Vehicle - \$37,177
- b. Information Technology: Rollover request for Other Professional Services - \$14,823
- c. Water Operations: Compliance study as a component to the 20MGD Plant Expansion - \$40,000
- d. Sewer Capital Improvement:
 - CIP 2104 (Wastewater Treatment Plant Master Plan) - \$125,000
- e. Roads Capital Improvement:
 - CIP 3000 (Basalt Creek Planning) - \$100,000
 - CIP 3001 (Frog Pond / Advance Road Master Planning) - \$138,714
- f. Stormwater Capital Improvement:
 - CIP 7067 (Meridian Creek Culvert Replacement) - \$1,199,000
- g. Facilities Capital Improvements:
 - CIP 8158 (Community Center Block Master Plan) - \$50,000
 - CIP 8165 (Replace IT Virtual Infrastructure) - \$150,000
- h. Parks Capital Improvements:
 - CIP 9088 (Tree Mitigation – White Oaks) - \$25,000
 - CIP 9152 (Annual Play Structure Replacement) - \$75,000
 - CIP 9175 (Frog Pond West Neighborhood Park) - \$1,497,200
 - For land acquisition. Funding source is Metro Local Share from the 2019 Natural Areas Bond Measure.
 - CIP 9177 (Water Feature Controllers) - \$200,000

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 September 21, 2023 and September 28, 2023. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2024.

CURRENT YEAR BUDGET IMPACTS:

See detail outlined in Exhibit A.

COMMUNITY INVOLVEMENT PROCESS:

The public hearing will be held on October 2, 2023 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. 3084
 - 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	1048	Annual - Water Distribution System	30,000	1,050
Water CIP	1121	Annual - Pipeline, Valve, and Hydrant Replacement	10,000	350
Water CIP	1126	Seg 3B Water Line Mitigation Site	4,200	737
Water CIP	1139	5th Street / Kinsman Extension Water line	31,901	1,117
Water CIP	1144	WTP 20 MGD Expansion	1,536,642	23,050
Water CIP	1148	Priority 1B Water Distribution Improvements	323,570	20,625
Water CIP	1149	West Side Level B Reservoir	113,738	3,981
Sewer CIP	2060	Annual - Small Sewer Projects	10,000	350
Sewer CIP	2066	Sewer Rate and SDC Study Update	-	5,000
Sewer CIP	2099	5th Street / Kinsman Extension Sewer Line	186,978	6,544
Sewer CIP	2100	Boberg Diversion Structure	65,088	14,708
Sewer CIP	2102	Boeckman Road Sanitary Improvement - Frog Pond	1,001,447	35,051
Sewer CIP	2105	Corral Creek and Rivergreen Pump	91,379	3,198
Sewer CIP	2106	Charbonneau Lift Station Rehab	21,192	742
Sewer CIP	2108	Coffee Creek Interceptor Phase II	32,145	8,125
Road CIP	3004	Town Center Plan Implementation	24,376	25,000
Road CIP	4192	Transportation Performance Modeling	12,128	16,777
Road CIP	4194	5 Year Monitoring: Barber Rd	20,000	2,200
Road CIP	4196	5th Street / Kinsman Extension	154,637	-
Road CIP	4202	I-5 Pedestrian Bridge	160,711	5,625
Road CIP	4205	Boeckman Rd Street Improvements - Frog Pond	773,302	27,066
Road CIP	4206	Canyon Creek/Boeckman Traffic Signal	174,586	6,110
Road CIP	4717	Pedestrian Enhancements	24,607	10,861
Road CIP	4722	LED Street Light Conversion	134,738	4,716
Storm CIP	7048	Annual - City Wide Storm Sewer Pipe Replacement	18,546	649
Storm CIP	7064	Stormwater Master Plan Update	69,976	2,449
Storm CIP	7067	Meridian Creek Culvert Replacement	25,848	938
Facilities CIP	8093	Fiber Connectivity Project	54,304	-
Facilities CIP	8097	Library Wayfinding	32,033	-
Facilities CIP	8105	City Hall Roof Repair	36,091	-
Facilities CIP	8106	Annual - City Facility Repairs	32,584	-
Facilities CIP	8113	Public Works Complex	1,553,649	-
Facilities CIP	8125	Annual Furniture Replacement	17,459	-
Facilities CIP	8129	Security Access System	34,008	-
Facilities CIP	8151	Facility Parking Lot Repairs	69,084	-
Facilities CIP	8153	KIVA / Art Tech Renovation	66,892	-
Facilities CIP	8155	Exterior Envelope Sealing	15,000	-
Parks CIP	9132	Memorial Park Master Plan Implementation	133,079	-
Parks CIP	9148	Boeckman Trail Slope Stabilization	23,470	-
Parks CIP	9149	Boeckman Creek Regional Trail	200,000	17,000
Parks CIP	9152	Annual - Play Structure Replacement	60,413	-
Parks CIP	9161	Parks SDC Study	17,712	620
Parks CIP	9165	Urban Forest Management Plan	15,850	-
Parks CIP	9167	Villebois Parks - RP7/RP8	151,329	8,296
Parks CIP	9171	Boones Ferry Park Master Plan Implementation	175,022	-
Parks CIP	9173	Merryfield Trail Update	100,000	-
Parks CIP	9174	Parks and Green Spaces ADA Implementation	120,866	-
Parks CIP	9175	Frog Pond West Neighborhood Park	143,389	5,201
Parks CIP	9177	Water Feature Controllers	6,834	-
Parks CIP	9179	Urban Forest Climate Resilience	7,148	-
			\$ 8,117,951	\$ 258,136