



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> March 4, 2024		<b>Subject: Resolution No. 3120</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: March 4, 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 checked="" 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. 3120.			
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 3120.			
<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 2023-2024 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 unanticipated changes to legal appropriations, of \$4,110,397. This includes:

- a. Parks and Recreation: To account for Metro grant revenue for park purchase - \$1,387,200
- b. Public Works: Increased utility costs of new Public Works complex - \$50,000
- c. Water Capital Improvements:
  - CIP 1139 (5<sup>th</sup> Street / Kinsman Extension Water Line) - \$27,394
  - CIP 1155 (Boeckman Road Water Relocation) - \$550,000
  - CIP 1156 (Basalt Creek Parkway Water Line) - \$58,995
- d. Sewer Capital Improvements:
  - CIP 2100 (Boberg Diversion Structure) - \$20,704
  - CIP 2102 (Boeckman Road Sanitary Improve. – Frog Pond) - \$1,174,702
  - CIP 2109 (Wastewater Treatment Plant UV Disinfection Replacement) - \$97,975
- e. Roads Capital Improvement:
  - CIP 3001 (Frog Pond / Advance Road Master Planning) - \$134,975
- f. Street Capital Improvement:
  - CIP 4212 (Boeckman Dip Bridge) - \$32,672
- g. Stormwater Capital Improvement:
  - CIP 7064 (Stormwater Master Plan Update) - \$26,928
- h. Facilities Capital Improvements:
  - CIP 8113 (Public Works Complex) - \$350,000
- i. Parks Capital Improvements:
  - CIP 9087 (Tree Mitigation – Non-White Oaks) - \$16,000
  - CIP 9171 (Boones Ferry Master Plan Implementation) - \$50,000
  - CIP 9175 (Frog Pond West Neighborhood Park) - \$110,000
  - CIP 9179 (Urban Forest Climate Resilience CIP) - \$22,852

**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 February 22, 2024. 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 March 4, 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 of expenditures over appropriations in the Annual Comprehensive Financial Report (ACFR).

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 3120
  - A. Exhibit A - Need, Purpose and Amount: Detail by Fund & Category