



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: December 19, 2022		Subject: Resolution No. 3016 Supplemental Budget Adjustment	
		Staff Member: Katherine Smith, Assistant Finance Director	
		Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <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. 3016.			
Recommended Language for Motion: I move to adopt Resolution No. 3016.			
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 fiscal year 2022-23.

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 as 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 the following unforeseen price increases and new requests:

1. Vehicle purchase price increase: Facilities and Parks Maintenance Vehicles – \$24,000
2. Outreach Librarian: increase of full time equivalent (FTE) from 0.60 to 1.0 – \$8,000
3. Wastewater Treatment Plant:
 - a. Replacement of the insulated, heavy duty, large roll up door on the dewater and drying building - \$50,000
 - b. Supervisory Control and Data Acquisition - Human Machine Interface (SCADA HMI) Software Upgrade - \$48,302
5. Capital Improvement Projects:
 - a. Moreys/Rivergreen Wetland Mitigation (CIP 7051) - \$4,400
 - b. Signal Improvements (CIP 4118) – Replacing failing vehicle detection equipment at both Montebello/Wilsonville and High School/Wilsonville intersections - \$30,000
 - c. Wastewater Treatment Plant Master Plan (CIP 2104) – Additional population growth analysis as authorized by City Council, Resolution No. 3011 – \$66,400
 - d. Library Furniture (CIP 8098): Balance of project carried forward from prior year - \$12,905

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 was published in the Wilsonville Spokesman on December 14, 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 Attachment A.

COMMUNITY INVOLVEMENT PROCESS:

The public hearing will be held on December 19, 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. Resolution No. 3016
 - A. Need, Purpose and Amount: Detail by Fund & Category
2. Notice of Supplemental Budget Hearing