



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: October 6, 2025		Subject: Resolution No. 3211 Supplemental Budget Adjustment Staff Member: Keith Katko, Finance Director Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: October 6, 2025 <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 recommend Council adopt Resolution No. 3211.			
Recommended Language for Motion: I move to adopt Resolution No. 3211.			
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 fiscal year 2025-2026 budget year.

EXECUTIVE SUMMARY:

Oregon 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. This budget supplemental includes:

Capital Improvement Project (CIP) Rollovers	\$12,426,664
Other (Non-CIP) Rollovers	\$ 1,400,643
New Requests	<u>\$ 1,630,000</u>
	<u>\$15,457,307</u>

- (1) **CIP Rollovers**: Re-appropriation of funds for ongoing, multi-year capital projects tied to Council-approved contracts. While total contract amounts remain unchanged, this budget supplement rolls unspent funds from the prior fiscal year to cover work timing differences. The request includes \$11,751,784 in direct costs and \$674,880 in overhead, as detailed in Attachment #1.
- (2) **Non-CIP Rollovers**: Re-appropriation of \$1,400,643 from the prior fiscal year for non-CIP projects that were started but not completed in that fiscal year, including:
 - a. Water Operations Fund: \$1,335,643 / Machinery and Equipment. For projects including corrosion monitoring system; paint and carpet in Water Administration Building; polymert system upgrade; access control/surveillance; main gate replacement; chain link fence.
 - b. Sewer Operations Fund: \$65,000 / Permit and Best Practices Agreement Update.
- (3) **New Requests**: Unanticipated additions of \$1,630,000 including:
 - a. Water CIP: \$1,000,000 / Water Treatment Plant Operation and Maintenance Agreement. This funding supports an Owner's Representative, with legal counsel, to guide the City in selecting and contracting a vendor to operate and maintain the Water Treatment Plant (WTP). The representative will act as a technical and strategic advisor developing procurement documents, overseeing a fair and compliant selection process, evaluating proposals, aiding negotiations, and supporting the operator transition. The goal is to protect the City's interests, minimize risk, and ensure efficient, reliable plant operations. Funded by the Water Operations Fund.
 - b. Water CIP: \$155,000 / Outbuilding roof at WTP - Funded by Water Operations Fund.
 - c. Parks CIP: \$350,000 / Town Center Park water feature – Funded by General Fund.
 - d. Parks CIP: \$100,000 / Shelter repair: \$100,000 – Funded by General Fund.
 - e. Community Development (CD) Fund: \$15,000 / Willamette River restoration contract.
 - f. Sewer Operating Fund: \$10,000 / Association of Clean Water Association (ACWA) Biosolid study related to polyfluoroalkyl substances (PFAS) also known as forever chemicals.

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 24, 2025. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2026.

CURRENT YEAR BUDGET IMPACTS:

See details outlined in Exhibit A.

COMMUNITY INVOLVEMENT PROCESS:

The public hearing will be held on October 6, 2025, 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. 3211
 - 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	464,632	30,232
Water CIP	1149	West Side Level B Reservoir	1,669,356	83,468
Water CIP	1150	Automated Valve at Tooze/Westfall	44,357	2,218
Water CIP	1151	Elligsen West Tank - Add High Altitude Valve	93,150	4,658
Water CIP	1152	Elligsen Reservoir Fall Protection	12,814	641
Water CIP	1153	Reservoir Security Improvements AWIA	63,086	3,154
Water CIP	1154	Water Distribution System Master Plan	196,441	44,822
Water CIP	1156	Basalt Creek Parkway Water Line	5,400	1,665
Water CIP	1158	Stafford Road Water Extension	94,832	7,242
Sewer CIP	2066	Sewer Rate and SDC Study Update	29,391	5,737
Sewer CIP	2109	WWTP UV Disinfection Replacement	147,505	42,375
Sewer CIP	2111	Stafford Road Sewer Extension	95,785	7,289
Road CIP	3000	Basalt Creek Planning	84,495	43,252
Road CIP	3007	Climate Action Plan	10,000	-
Road CIP	4014	Street Maintenance	656,267	32,813
Road CIP	4118	Signal Improvements	51,206	7,560
Road CIP	4205	Boeckman Road Street Improvements	455,590	22,779
Road CIP	4212	Boeckman Dip Bridge	1,143,792	35,000
Road CIP	4218	French Prairie Road Pathway	98,159	31,841
Road CIP	4219	Stafford Road Improvements	929,534	46,477
Road CIP	4717	Pedestrian Enhancements	297,718	29,886
Road CIP	4722	LED Street Light Conversion	577,977	-
Storm CIP	7048	Annual Stormwater Miscellaneous Improvements	28,571	1,429
Storm CIP	7054	Gesellschaft Water Well Channel Restoration	8,831	442
Storm CIP	7059	Stormwater Rate and SDC Study	29,391	4,089
Storm CIP	7068	Boeckman Creek Flow Mitigation	319,421	15,971
Storm CIP	7070	Boeckman Creek Flow Monitoring	55,706	10,785
Facilities CIP	8093	Fiber Connectivity Project	375,000	-
Facilities CIP	8106	Annual City Facilities Repairs	25,000	-
Facilities CIP	8129	Security Access System	100,000	-
Facilities CIP	8148	SMART Yard Expansion	352,998	17,650
Facilities CIP	8151	Facility Parking Lot Repairs	138,000	-
Facilities CIP	8159	Charbonneau Well House Improvements	326,803	-
Facilities CIP	8161	Community Center Siding Repair	314,395	-
Facilities CIP	8164	Library Patio Fencing	33,000	-
Facilities CIP	8166	Police Building Seismic Rehab	40,493	-
Facilities CIP	8167	Facility LED Lighting Conversion	225,000	-
Parks CIP	9150	Boeckman Creek Regional Trail South	28,095	1,405
Parks CIP	9152	Annual Play Structure Replacement	58,029	-
Parks CIP	9172	Annual - Interpretative Panel Repairs	2,130	-
Parks CIP	9174	Parks and Green Spaces ADA Implementation	79,779	-
Parks CIP	9175	Frog Pond West Neighborhood Park	1,750,000	100,000
Parks CIP	9179	Annual Urban Forest Climate Resilience	93,415	30,000
Parks CIP	9180	Parks Infrastructure Fee Study	20,000	-
Parks CIP	9181	Natural Areas Management Plan	25,000	10,000
Parks CIP	9183	Public Art	101,240	-
			<u>\$ 11,751,784</u>	<u>\$ 674,880</u>