



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 20, 2021	Subject: Resolution No. 2942 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: December 20, 2021 <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 adopt Resolution No. 2942.		
Recommended Language for Motion: I move to approve Resolution No. 2942.		
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 2021/22 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 hearing. 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 includes the eight items categorized by Fund in the chart below:

FUND	ITEM	AMOUNT	FUNDING SOURCE
General Fund	Contracted behavior health position (Five months remaining FY21/22. Building mental health into emergency responses (contingent on additional future Council action approving contract).	\$79,165	American Rescue Plan Act (ARPA) grant funding. Approximately \$2.8 million in ARAP Funds have already been received (General Fund).
General Fund	Council Goal 6 – Engage the Community to support emergency preparedness and resiliency.	\$75,000	General Fund
Facilities CIP	City Hall Renovation (CIP 0997). Amount in excess of originally anticipated cost estimation.	\$243,966	Funded by \$102,060 General Fund; \$61,236 Bld Ins; \$40,823 CD Fund transfers-in plus an additional \$39,847 from City/ County Insurance Services.
Facilities CIP	CIP#8144 – Facilities Master Plan. Unused rollover amount from FY 20/21 to complete project in FY 21/22	\$25,000	General Fund transfer-in
Water Operations	Water Treatment Plant equipment. Two Sand Pumps for the Actiflo System – Prior year project was delayed and installation will occur FY 21/22.	\$64,000	Water Operations
Water Operations	American Water Infrastructure Act project – Prior year project was delayed and will be completed FY 21/22.	\$28,232	Water Operations
Sewer Operations	Wastewater Treatment Plant – Centrifuge Repair. To cover City portion of the project costs per the operations and maintenance agreement.	\$78,000	Funding from major repair replacement (MRR) reserve.
Sewer CIP	CIP#2105 – Corral Creek & Rivergreen Pump Station. Additional equipment needing to be updated/replaced as identified during design phase (over originally anticipated by the Master Plan)	\$250,000	Sewer Operating Fund transfer-in

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 Oregonian and Wilsonville Spokesman (December 15, 2021). Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2022.

FINANCIAL REVIEW:

Reviewed by: KAK Date: 12/06/2021

LEGAL REVIEW:

Reviewed by: JRA Date: 12/08/2021

COMMUNITY INVOLVEMENT PROCESS:

A public hearing must be 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. 2942
 - A. Need, Purpose And Amount: Detail By Fund & Category