



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> February 20, 2025		<b>Subject: Resolution No. 3187</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: February 20, 2025 <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 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. 3187.			
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 3187.			
<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 2024-2025 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 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 supplemental budget includes anticipated changes to legal appropriations of \$965,775. This includes:

#	Fund	CIP#	Description	Detail	Request
1	Road Operating	n/a	Program Supplies - Infrastructure	Sign toppers	\$ 9,000
2	Road Operating	n/a	Charbonneau Annual Dead Wooding	Unanticipated additional cost	\$ 20,000
3	Road Operating	n/a	Charbonneau Sidewalk Repairs	Roll over of budget authority from prior fiscal year	\$ 50,000
4	Road Operating	n/a	Annual Traffic Signal Maintenance	Unanticipated additional cost	\$ 40,000
5	Sewer Operating	n/a	Pretreatment contractor needed due to internal position vacancy	Additional cost for contracted Pretreatment	\$ 20,000
6	CIP - Water	1127	Oversight of ongoing Willamette Water Supply Program (WWSP)	Costs are reimbursable to the City from WWSP	\$ 316,650
7	CIP - Water	1139	5th St/ Kinsman - Water Line	Roll over of budget authority from prior fiscal year to complete project	\$ 6,521
8	CIP - Sewer	2099	5th St / Kinsman - Sewer Trunk	Roll over of budget authority from prior fiscal year to complete project	\$ 8,073
9	CIP - Sewer	2110	Public Works Standards Update	Unanticipated additional staff time	\$ 8,251
10	CIP - Road	3000	Basalt Creek Planning	Unanticipated additional staff time	\$ 80,000
11	CIP - Road	3001	Frog Pond / Advance Road Master Planning	Unanticipated additional staff time	\$ 34,000
12	CIP - Road	4196	5th Street / Kinsman Road Extension	Roll over of budget authority from prior fiscal year to complete project	\$ 95,000
13	CIP - Stormwater	7110	Public Works Standards Update	Unanticipated additional staff time	\$ 15,000
14	CIP - Facilities	8161	Community Center Siding Repair	Replacement, not repair, now needed	\$ 210,100
15	CIP - Parks	9171	Boones Ferry Park Master Plan Implementation	Unanticipated additional cost	\$ 53,180
					<u>\$ 965,775</u>

**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 February 13, 2025. The adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2025.

**CURRENT YEAR BUDGET IMPACTS:**

See details outlined in Exhibit A.

**COMMUNITY INVOLVEMENT PROCESS:**

The public hearing will be held on February 20, 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. Resolution No. 3187
  - A. Exhibit A - Need, Purpose and Amount: Detail by Fund & Category