



City of Independence

Agenda

City Council Meeting

Tuesday, June 10, 2025 @ 6:30 PM

Civic Center - Council Chambers

(See page 2 of agenda for meeting attendance information)

	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. MINUTES	
3.1. Regular Meeting 05-27-2025	3 - 7
4. VISITORS / PUBLIC COMMENTS	
5. REPORTS / PRESENTATIONS	
5.1. Mayor	
5.1.1. Proclamation: Youth Coding League	
5.2. City Council Liaison Reports	
5.2.1. Traffic Safety Commission: Councilor Roden	
5.2.2. Historic Preservation Commission: Councilor Morton	
5.2.3. Planning Commission: Councilor Martin-Willis	
5.3. City Manager	
6. UNFINISHED BUSINESS	
7. NEW BUSINESS	
7.1. 2025-26 Budget Adoption (Moody) Budget Hearing State Revenue Sharing Hearing Staff Report Budget, FY 2025-26, Approved by Committee Resolution 25-1635, Adopts 2025-26 Budget Resolution 25-1633, Elects State Revenue Sharing 2025-26	9 - 129
7.2. Supplemental Budget, FY 2024-25 (Moody) Staff Report Resolution 25-1634, FY 2024-25 Budget Adjustments	131 - 133
7.3. Intergovernmental Cooperative Agreement: Water Supply Planning and Preliminary Analysis of Water System Facilities (West) Staff Report Intergovernmental Cooperative Agreement	135 - 144

8. COUNCIL ANNOUNCEMENTS
9. GENERAL INFORMATION
 - 9.1. Management Team Notes 145 - 146
[05-28-2025](#)
 - 9.2. Miscellaneous Correspondence. Any communications received after publication of the agenda packet, but before 3:00 pm the date of the meeting, will be provided to Council at the meeting and will become a part of the official record.
 - 9.3. Pending Agenda Calendar 147
[05-28-2025](#)
10. ADJOURNMENT

Meeting Attendance Information:

The City Council will hold this meeting in-person in City Hall Council Chambers, via video conference (Zoom) or by phone. Meetings are also live-streamed on the City's YouTube channel at: <https://www.youtube.com/c/CityofIndependenceOR>.

- **To attend in person**, the City Hall address is 555 S. Main St.
- **For Zoom login** visit:
<https://us06web.zoom.us/j/82649841946?pwd=zM7sdtEREzBJSJqGEUas8dWC4Km4gF.1>
- To participate in the meeting **by phone**, dial **US: +1-253-215-8782** and enter **Webinar ID: 826 4984 1946** and **Passcode: 295605**.

Written comments are also welcome and may be delivered to City Hall or emailed to CouncilComments@ci.independence.or.us no later than 4:00 pm the day of the meeting.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 72 hours in advance of the meeting to Myra Russell, City Recorder, 503-838-1212/TTY: 800-735-2900.



City of Independence

Minutes City Council Meeting Tuesday, May 27, 2025

1. **CALL TO ORDER** The meeting was called to order at 6:32 pm in the council chambers by Mayor Kate Schwarzler.
2. **ROLL CALL**
Mayor Schwarzler present

Council Present: Shannon Corr
Marilyn Morton
Bill Boisvert
Evan Sorce

Council Absent: Dawn Roden, Kathy Martin-Willis

City Staff Present: Kenna West, City Manager
Shawn Irvine, Asst. City Manager
Myra Russell, City Recorder
Fred Evander, City Planner
Lyle Gilbert, Lieutenant
3. **MINUTES.** The minutes of the May 13, 2025, regular session were submitted in the agenda packet.

ACTION:

Councilor Corr moved to approve May 13, 2025; regular session minutes as received. Second by Councilor Morton. No discussion. Roll call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce
NAYS: None
ABSTENTIONS: None

4. **VISITORS / PUBLIC COMMENTS.** None
5. **REPORTS / PRESENTATIONS.**
 - 5.1. Mayor Schwarzler: Hosted SEDCOR board, excited to hear announcements about Library bookmobile, July 4th schedule released.
 - 5.2. Asst. City Manager Irvine: 2 movies this year for Summer Series, will swap out Wicked for a shorter movie. Visited with HUD regional administrator. Councilor Sorce asked if councilors could ride bookmobile. Staff looking into this. Premiere for bike will be June 13 for last day of school/Summer Reading.

6. **UNFINISHED BUSINESS.**

6.1. Council Bill 2025-03, to Annex Certain Rights-of-Way into the City of Independence The first reading of the bill was done on May 13. Bill comes back for second and third reading tonight. Evander presented information as submitted in the staff report and summed up two part public hearing. No questions from council.

2nd MOTION: Councilor Corr moved to read the proposed Ordinance, Council Bill #2025-03, for the second time by title only; Councilor Boisvert seconded. No discussion. Roll Call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None

ABSTENTIONS: None

Recorder Russell read the title of the proposed ordinance, Council Bill #2025-03.

3rd MOTION: Councilor Morton moved to adopt the proposed Ordinance, Council Bill #2025-03; Councilor Corr seconded. Discussion. None. Roll call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None

ABSTENTIONS: None

Russell announced the council bill passed and will be assigned to ordinance number 1623.

7. **NEW BUSINESS.**

Mayor added an agenda item that she forgot to mention during her mayor report. Councilor Rodin declined to serve on ad hoc Independence Days Board so another councilor needs to be appointed to that board. Mayor Schwarzler proposed appointing Councilor Corr.

ACTION:

Councilor Sorce moved to appoint Councilor Corr to ad hoc Independence Days board. Councilor Boisvert seconded. Discussion: none Roll call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None

ABSTENTIONS: None

7.1. Public Hearing LA | 2025-02. Change to zoning map While Oak Circle and Gun Club Road. Mayor Kate Schwarzler read the hearing script regarding how the meeting would be conducted. State Law Required Statements read.

- Declaration of Conflicts of Interest, Ex-Parte Contact, Bias: None
- Public Hearing opened at 6:42 pm by Mayor Schwarzler.
- Staff Report as submitted in the agenda packet was reviewed by Fred Evander, Planning Manager. The change would rezone four properties

totaling 19.39 acres along Gun Club Road from Medium-Density Residential (RM) to High-Density Residential (RH). Consistent with comprehensive plan and development code. Planning commission unanimously recommended approval. Staff recommends approval.

- Discussion: Councilor Corr asked about designating senior housing. Irvine said Polk CDC builds affordable housing for everyone but can discuss.
- Further questions from the Council. None.
- Objections or testimony received:
 - Letter from Fair Housing Council (positive)
- Public Testimony: None
- Discussion: Response to testimony-None
- Hearing closed at 6:53 PM.

7.2. Council Bill 2025-05, Change to zoning map White Oak Circle and Gun Club Road. Evander let council know that this bill is related to the previous public hearing. No discussion.

1st MOTION: Councilor Corr moved to approve Council Bill 2025-05 to adopt LA | 2025-02, the text of which is contained in the Council packet and read the proposed Ordinance for the first time; Councilor Boisvert seconded. Discussion: none
Roll call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None

ABSTENTIONS: None

Recorder Russell read the title of the proposed ordinance, Council Bill #2025-05.

2nd MOTION: Councilor Corr moved to read the proposed Ordinance, Council Bill #2025-05, for the second time by title only; Councilor Morton seconded. No discussion. Roll call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None

ABSTENTIONS: None

Recorder Russell read the title of the proposed ordinance, Council Bill #2025-05.

3rd MOTION: Councilor Morton moved to adopt the proposed Ordinance, Council Bill #2025-05; Councilor Boisvert seconded. Discussion. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None

ABSTENTIONS: None

Russell announced the council bill passed and will be assigned to ordinance number 1625.

7.3. Liquor License Application: Costa de Oro. Lt. Gilbert presented information as submitted in the agenda packet. No concerns by police department. Staff recommends approval.

ACTION:

Councilor Boisvert moved to recommend approval of the above liquor license request. Councilor Sorce seconded. Discussion:

Roll call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None.

ABSTENTIONS: None

7.4. Proposed Resolution 25-1632, Requesting Polk County to Surrender Jurisdiction to City over certain county roadways. Asst. CM Irvine presented information as submitted in the agenda packet. Transfer Jurisdiction from County to City for Corvallis Rd. and 6th St. City will request Hoffman Rd. after County finishes work on that road. Councilor Corr asked when that work will be done. Irvine wasn't sure but thought within this year.

ACTION:

Councilor Morton moved to approve Proposed Resolution 25-1632 requesting Polk County to surrender jurisdiction to City over certain county roadways. Councilor Corr seconded. Discussion: None

Roll call vote. Motion passed 4-0-0:

AYES: Corr, Morton, Boisvert, Sorce

NAYS: None.

ABSTENTIONS: None

8. COUNCIL ANNOUNCEMENTS.

8.1. Councilor Morton: June 13 Summer reading starts and last day of school celebration. Lots of free giveaways. Councilor Corr challenged other councilors to summer reading challenge.

8.2. Councilor Sorce: Attended MINET budget meeting. MINET is willing to come speak to the council about changes they've made toward their ability to pay back debt. Attended a book conversation at Heritage Museum on Saturday. Hop plant sales this weekend for Heritage museum society. Councilor Morton mentioned that the museum challenged people to buy a hop start and then bring it to decorate downtown in September for Hop & Heritage.

8.3. Councilor Corr attended Mid Willamette Valley Homeless Alliance (continuum of care) budget meeting, they are struggling. Lack of grants and chaos at federal level.

8.4. Mayor Schwarzler: Week of July 14 - Young innovators camp in conjunction with OSU.

9. GENERAL INFORMATION. Items submitted here in the packet are for information only; no action was required by city council.

10. **ADJOURNMENT.** With no further business to come before the council, Mayor Schwarzler adjourned the meeting at 7:04 pm.

MAYOR KATE SCHWARZLER

ATTEST:

Myra Russell, City Recorder



CITY OF INDEPENDENCE MEMORANDUM

TO: Mayor and City Council
FROM: Rob Moody, Budget Officer through
Kenna West, City Manager
MEETING DATE: June 10, 2025
SUBJECT: Budget Adoption

☐ Information Only

☒ Action Requested

Statement of Issue:

Consideration of FY 2025-26 budget and related transactions.

Background/Discussion:

On April 23, April 30, May 7, and May 14, 2025, the City of Independence Budget Committee met to hear the FY 2025-26 Budget Message, presentation from Department Heads, and to discuss the budget. On May 14, 2025, the Committee approved the budget as proposed by the Budget Officer and amended by the Committee.

The next step in the process requires adoption of the budget by the City Council no later than June 30, 2025. With that adoption several actions are required, including the appropriation of expenditures, the imposition and categorization of taxes, and the State Revenue Sharing resolutions, which will be more fully explained as they are presented.

Proper public notice has been provided for the meeting. There will be a mandatory public comment period for the purpose of receiving public input on State Revenue Sharing funds.

Fiscal Impact:

Approval of this budget will serve to make available approximately \$40 million for expenditures and contingencies after July 1, 2025, for the City of Independence.

This budget will levy the full legal operating tax rate for the coming fiscal year.

Options:

1. Separately adopt the budget with attached amendments and resolutions as presented
2. Separately adopt the budget with attached amendments and resolutions with additional amendments

Recommendations/Suggested Motions:

It is recommended that the budget with attached amendments and resolutions be adopted as submitted with the following suggested motion:

"I move to approve Resolution No. 25-1635, a resolution adopting the City of Independence budget for fiscal year 2025-26 in the sum of \$42,934,809; to approve appropriations in the amount of \$40,008,918; to impose the ad valorem property taxes for 2025-26 at the full permanent rate of 4.5897 per \$1,000 of assessed value and in the amount of \$400,341 for debt service of the general obligation bonds; and to categorize the taxes."

"I move to approve Resolution No. 25-1633, a resolution to elect to receive state revenues for fiscal year 2025-26".

Attachments:

1. Proposed Amendments to the Approved Budget
2. Resolution #25-1633 State Revenue Sharing
3. Resolution #25-1635, Adopting the Budget

City of
INDEPENDENCE
BUDGET
City of Independence

FY 2025 -2026



INDEPENDENCE
Oregon's Story Begins Here

2025-2026
ANNUAL BUDGET

Budget Committee

City Council

Kate Schwarzler, Mayor
Kathy Martin-Willis
Bill Boisvert
Shannon Corr
Marilyn Morton
Dawn Roden
Evan Sorce

Appointed Citizen Members

Nathan Christensen
Miranda Garrison
Bradley Karkanen
Jessica Porter
Alex Paraskevas
Erin Seiler
Dana Sharman



Staff

Rob Moody, Budget Officer
Kenna West, City Manager

TABLE OF CONTENTS

BUDGET MESSAGE	3
BUDGET SUMMARY	13
GENERAL FUND	19
REVENUES	20
ADMINISTRATION	21
FINANCE DEPARTMENT	25
HUMAN RESOURCE DEPARTMENT	29
INFORMATION TECHNOLOGY DEPARTMENT	31
ECONOMIC DEVELOPMENT DEPARTMENT	35
INDEPENDENCE POLICE DEPARTMENT	37
MUNICIPAL COURT	43
COMMUNITY DEVELOPMENT DEPARTMENT	45
BUILDING DEPARTMENT	47
JANITORIAL DEPARTMENT	49
COMMUNITY SERVICES	51
PARKS DEPARTMENT	57
CITY POOL	59
NON-DEPARTMENTAL	60
PUBLIC WORKS DEPARTMENT	61
WATER OPERATIONS FUND	63
SEWER OPERATIONS FUND	65
STORM DRAIN OPERATIONS FUND	67
TRANSPORTATION OPERATIONS FUND	69
WATER SDC FUND	71
SEWER SDC FUND	72
STORM DRAIN SDC FUND	73
TRANSPORTATION SDC FUND	74
PARK SDC FUND	75
PARKS CAPITAL RESERVE	76
SPECIAL REVENUE FUNDS	77
ECONOMIC DEVELOPMENT LOAN FUND	78
TOURISM AND EVENTS FUND	79
GRANTS FUND	81
GENERAL FUND EQUIPMENT AND VEHICLE RESERVE FUND	83
INFORMATION SERVICES EQUIPMENT FUND	84
FACILITIES, VEHICLE AND EQUIPMENT REPLACEMENT FUND	85
CAPITAL PROJECTS FUND	88
DEBT SERVICE FUNDS	89
GENERAL OBLIGATION (GO) BOND FUND	90
MONMOUTH/INDEPENDENCE NETWORK DEBT FUND	91
SPECIAL ASSESSMENTS FUND	93
SUMMARY OF INDEBTEDNESS	95
URBAN RENEWAL	97
URBAN RENEWAL PROJECTS FUND	98

URBAN RENEWAL DEBT SERVICE FUND.....	98
--------------------------------------	----

APPENDICES	99
-------------------------	-----------

APPENDIX 1 - READER’S GUIDE.....	100
APPENDIX 2 - CITY BUDGET PROCESS	102
APPENDIX 3 – COMPENSATION PLAN.....	104
APPENDIX 4 - SALARY ALLOCATION SCHEDULE BY POSITION	106
APPENDIX 5 - INTERFUND TRANSFERS & TRANSACTIONS	107
APPENDIX 6 – GLOSSARY OF TERMS AND ACRONYMS	108



Budget Message

To: The Members of the Budget Committee
From: Rob Moody, Budget Officer
Subject: Budget Message for FY 2025-26

Introduction

We present the FY 2025-26 (FY2026) budget for your review, discussion, direction, and approval. This balanced budget reflects our ongoing commitment to responsible financial management and the challenges of maintaining essential services amid increasing costs and long-term revenue suppression. This budget aligns with City ordinances regarding the use of funds and takes into account rising costs for health and liability insurance, general goods, and the lasting impact of nearly three decades of suppressed revenue in the General Fund due to State Measures 5 and 50.

The City benefited significantly from the infusion of federal funding through the American Rescue Plan Act in FY 2023. These funds provided short-term stability and allowed the City to sustain essential services, but they also temporarily masked deeper issues within the General Fund. When these funds were no longer available, the City faced a contraction in FY 2024, despite implementing workforce, service, and expense reductions. Despite these efforts, the City entered FY 2025 on precarious financial footing, necessitating additional reductions and the use of contingency funds to mitigate a substantial shortfall.

The City continues to face rising costs for essential services, personnel, and general goods. Supply chain disruptions, tariff increases, and inflation have exacerbated the financial strain, while revenue growth remains constrained. Our approach to budget planning this year has been conservative, prioritizing essential services, and maintaining financial stability where possible. However, despite these efforts, the overall financial outlook remains unstable. To preserve services and maintain fiscal responsibility, the City will need to implement further revenue-generating measures or make deeper cuts to non-essential services.

Council Goals

The Vision 2040 process, completed in Spring 2020 after extensive public engagement, continues to guide the City's strategic planning and resource allocation. The City Council's 2023-2025 Goals, adopted in April 2023, are closely aligned with the Vision 2040 plan and reflect community priorities. These goals include:

- **Fiscal Responsibility and Sustainability:** The City remains steadfast in its commitment to fiscal responsibility and sustainability, even amid challenging financial constraints. Staff have taken proactive steps to integrate long-term financial forecasting, providing critical data to inform the Community and Council as they make difficult budgetary

decisions. This approach allows for a more strategic assessment of resource allocation, prioritizing essential services while addressing emerging challenges.

Throughout the last two fiscal years, staff have worked diligently to enhance budget transparency and clarity. One key improvement is the revised presentation of personnel allocations between funds, making it easier for the community, Budget Committee, and City Council to understand actual personnel costs and how they are charged to each fund. This enhancement empowers stakeholders to make more informed decisions and fosters greater trust in the budget process.

We continue to prioritize the pursuit of federal and state grant awards, as well as other one-time funding opportunities, to help offset depleted resources and bridge financial gaps. This effort has yielded substantial success over the past year, bringing in critical funding to support key projects and services.

One of the most significant achievements has been the stabilization of the police department through the implementation of the Public Safety Fee. This dedicated revenue stream has allowed the department to begin to regain its footing and establish a more sustainable operational model. While a start, we still have a fair way to go before full stabilization of the Police Department has been completed.

Fiscal responsibility is not just a goal, it is a core value embedded within the Vision 2040 Plan. We will continue to innovate, collaborate, and work tirelessly to uphold this principle while addressing the evolving needs of our community.

- **Infrastructure:** We continue to prioritize the development and enhancement of critical infrastructure to support the community as well as ongoing housing and community growth. Our commitment to ensuring safe, reliable, and sustainable infrastructure is guided by the Vision 2040 Plan, which identifies infrastructure as an Ongoing Focus Goal within the Vibrant and Livable Places strategic area.

The City has undertaken a comprehensive approach to infrastructure planning, with a focus on both current needs and long-term sustainability. A key component of this effort is the design and construction of new infrastructure to accommodate the needs of our growing community and support continued housing development.

We have made significant progress with the completion of several essential infrastructure projects. Notably, the 9th Street Pump Station was completed, enhancing our sewer management capabilities, and the replacement of the aging sewer lines on C Street was successfully executed, addressing long-standing system vulnerabilities and improving overall efficiency.

Looking ahead, the City remains committed to advancing major projects that are vital to community growth and sustainability. The Regional Water Treatment Plant project continues to move forward, along with enhancements to the Corvallis Road water line,

and crucial wastewater system upgrades. However, we still have a long way to go, as the Regional Water Treatment Plant needs to come online as quickly as possible.

Projections indicate that without it, we will be water constrained by 2028. Bringing the new facility online will ensure that our current community members continue to have reliable and sufficient access to clean and safe drinking water. It is critical that we plan not only for future growth but also to protect the well-being and quality of life of our existing residents.

Each of these projects represents a strategic investment in the City's future, designed to ensure that our infrastructure not only meets current demands but also supports the community's needs for decades to come.

Staff continue to work tirelessly to plan, secure funding, and implement these projects while maintaining open communication with the community and stakeholders. This level of commitment ensures that we remain on track to meet the ambitious goals outlined in the Vision 2040 Plan, supporting a vibrant, livable, and resilient Independence.

- **Community Engagement:** We are deeply committed to building strong connections with residents and fostering a sense of community involvement. As outlined in the Vision 2040 Plan, community engagement is essential to creating a vibrant and inclusive environment where residents feel informed, empowered, and connected to their local government.

Over the past year, we have significantly expanded our communication efforts to ensure that residents have access to timely, accurate, and relevant information about city initiatives, projects, and services. One of our most successful initiatives has been the "60 Second Council" video series, which delivers quick, informative updates on important topics. These videos have become a valuable tool for keeping the community informed and engaged, and their popularity reflects the desire for concise and accessible communication.

In addition to digital outreach, we have prioritized in-person engagement to build stronger relationships with community members. Mayor Schwarzler's town halls have become a cornerstone of this effort, providing a welcoming space for residents to ask questions, share their perspectives, and hear directly from city leadership. These sessions have been consistently well attended and are praised for their openness and transparency.

Our commitment to community engagement reflects the values outlined in the Vision 2040 Plan and is essential to strengthening civic pride and involvement. We will continue to expand our outreach efforts and build on the success of existing programs to ensure that our residents are heard, valued, and informed.

- **Economic Development:** Fostering sustainable economic growth and revitalizing our local economy remain top priorities for the City of Independence. Guided by the Vision 2040 Plan, our economic development efforts are aligned with several key areas, including the Overarching Vision, Game Changer Projects, Vibrant and Livable Places, and Ongoing Goals for a Dynamic Local Economy. These strategic efforts are essential to ensuring the long-term prosperity and vitality of our community.

The City has continued progress on economic development initiatives, building on the foundation laid in recent years. A primary focus has been the Central Talmadge Plan, which aims to create new opportunities for business growth and community revitalization. This comprehensive planning effort addresses infrastructure needs, land use optimization, and strategic partnerships to unlock the full potential of the area.

Securing funding for critical infrastructure projects has also been a priority, including obtaining funding to extend utilities to industrial properties. This investment is crucial to attracting new businesses, supporting existing industries, and enabling future job creation. By proactively addressing infrastructure challenges, the City is laying the groundwork for a more dynamic and resilient economy.

Recruitment efforts have been ongoing to attract industrial businesses that can bring sustainable jobs back to Independence. Our focus is on industries that align with our community's strengths and can offer long-term employment opportunities. Through targeted outreach and collaboration with economic development partners, we are working to restore jobs that were lost previously.

Our commitment to economic development is not just about numbers - it's about investing in the people and the future of Independence. The hard work and dedication of the City and our partners has laid a strong foundation, but we recognize that economic revitalization is an ongoing effort. We will continue to push forward with strategic initiatives that align with the Vision 2040 Plan, helping to build a prosperous, vibrant, and resilient community.

- **Transportation:** Ensuring reliable and safe transportation infrastructure is vital to maintaining the quality of life and economic vitality of Independence. The City remains committed to advancing strategic transportation projects that align with the Vision 2040 Plan, specifically within the Game Changer Projects and the Ongoing Focus Goals for Vibrant Livable Places. These projects are essential to creating a connected, accessible, and resilient community.

Over the past year, City staff have made progress in advancing key transportation initiatives and diligently seeking funding to support critical projects. Two of the most pressing priorities are the Chestnut Street Bridge and the Mountain Fir southern arterial. The Chestnut Street Bridge project has been a top priority, as it plays a vital role in enhancing mobility and safety within the community. Staff have worked diligently to

secure approximately 70% of the funding needed for this project which will ensure long-term connectivity across key areas of the city.

Similarly, the Mountain Fir Southern Arterial is critical to alleviating traffic congestion and improving access in rapidly growing areas of Independence. This project not only supports residential and economic development but also enhances transportation efficiency throughout the city. Our team has been proactive in planning and coordinating with regional partners to keep this project moving forward, recognizing its significant impact on community connectivity and growth.

We are also working in coordination with the City of Monmouth to actively seek funding for the MI Trolley, a crucial transit option that connects residents and visitors to essential services and community destinations. Sustaining MI Trolley operations is important for maintaining accessible and sustainable public transportation, and we continue to explore funding opportunities to ensure its continued operation.

The City of Independence understands that transportation is not just about moving people and goods; it is about building a community where mobility options enhance quality of life and economic opportunities. Our transportation projects are driven by a vision of a more connected and sustainable future, as outlined in the Vision 2040 Plan. We will continue to work tirelessly to secure funding, complete projects, and advocate for the improvements needed to keep Independence moving forward.

Operational and Budget Challenges

Recommended Financial Stability Actions

The City of Independence remains committed to ensuring long-term fiscal stability while maintaining essential services and prioritizing community needs. However, the challenges presented by restricted revenue, rising costs, and ongoing operational demands require decisive and strategic action. As emphasized in the Vision 2040 Plan, fiscal responsibility and sustainability are critical to maintaining a safe, healthy, and thriving community.

The influx of federal funds via the American Rescue Plan Act (ARPA) provided much-needed short-term relief and allowed the City to continue providing vital services during the COVID-19 pandemic. However, the one-time nature of these funds created budget fluctuations that obscured the underlying structural issues within the General Fund. As noted in the FY 2025 Budget Message, the General Fund is not sustainable without establishing alternative and reliable revenue streams. The current FY 2026 balanced budget incorporates the following critical actions to address these ongoing challenges:

- An additional reduction of fund balance in the General Fund of \$100,000 to maintain essential service levels while mitigating budget shortfalls.

- Continuation of the Public Safety Fee, with revised terms as recommended by the Budget Committee and adopted by the City Council in the prior year's budget. The current fee of \$20 per month will be reduced to \$17 per month beginning July 1, 2025, and further reduced to \$10 per month on July 1, 2026. The fee will then be indexed annually based on inflation (as calculated by CPU-West Region) to maintain its long-term viability.

The implementation of the Public Safety Fee represents a strategic effort to stabilize public safety funding while minimizing the financial impact on residents. The reduced fee structure strives to balance affordability with the need to maintain essential police services and addresses inflationary pressures that would otherwise erode public safety funding. This strategy supports the hiring of necessary officers over the next three years. These targeted staffing increases are critical to sustaining public safety as the community continues to grow. The Vision 2040 Plan Focus Area 3 underscores the importance of Safe, Healthy People, and the continuation of the Public Safety Fee directly supports this core objective.

Despite significant efforts to address funding gaps, the General Fund's ongoing deficit will require long-term solutions, including new revenue sources or additional cost reductions. Core services, including police, library, museum, and parks, remain at risk without sustainable funding mechanisms. Although the introduction of the public safety fee has helped stabilize funding for police services, the November 2024 levy to support the Library, Museum, and Parks did not pass. As a result, the City must move forward with difficult but necessary budgetary measures to reduce costs and preserve critical services. These measures include:

1. Consolidating the Museum and Library into a single "Community Services" department, housed in the current Library building to reduce facility and operational costs.
2. Selling the Museum building to generate one-time revenue and reduce debt payments and maintenance expenses.
3. Selling at least one park property from a designated list to provide additional one-time revenue.
4. Closing the Independence Civic Center on Fridays to save operational costs. Note: the Police Department would remain open.
5. Reducing public access to the Library by one additional day per week to decrease operational costs.

These measures are intended as temporary stopgaps to address immediate fiscal challenges. They are not long-term solutions, and without additional revenue or further reductions, the City will face further financial instability, leading to a forced reduction in core services.

As advised in the FY 2025 budget message, the Tourism and Events Fund is not sustainable in its current form. Indy Days wristband costs increased significantly, concert series entrance fees were introduced, and movie nights were discontinued as part of an effort to stabilize the Fund. Additionally, a one-time transfer from the General Fund supported the Downtown Manager position, which has historically been primarily responsible for organizing Indy Days.

As the current Downtown Manager has tendered her resignation, the City has opted not to fill the position and will instead transition Indy Days out of the City's control. These changes are expected to provide greater stability to the Tourism and Events Fund moving forward.

Personnel and Staffing Challenges

City departments have been operating under significant staffing constraints for the last few years. The combination of reduced revenue and increased service demands has strained staff capacity, yet employees continue to rise to the challenge and deliver quality public services. Although we are fiscally constrained and unable to address the staffing challenges, we have provided the following staffing challenges by department for the benefit of the community and Council:

- Police: Operating at 2017-2018 staffing levels with a critical need for 7 additional sworn officers (to reach the national average of 2.3 officers per 1,000 population).
- Economic Development (including Tourism and Events): The department sustained a staffing reduction in FY 2023 and will lose its final full-time position in FY 2025. To restore service levels, the City would need to hire a Downtown Manager and a full-time Events Coordinator.
- Finance: A staffing reduction occurred in FY 2024, leaving the department in need of a full-time Accounting Clerk to support financial operations.
- Information Technology: Cybersecurity remains a top priority, yet the department continues to face staffing shortfalls. To ensure robust system protection and support, the City needs a full-time IT Technician in addition to the current Director and half-time technician, as well as contractors for a 24/7 Security Operations Center and staff augmentation for large projects.
- Facilities: The maintenance demands of City buildings and fleet require the addition of a full-time maintenance/mechanic position to meet operational needs.
- Library: Following a staffing reduction in FY 2023, to restore full-service capacity, the Library would need to hire a full-time Circulation Supervisor, a part-time STEM/Teen Librarian, an additional part-time Spanish-speaking Library Assistant, a part-time Public Service Librarian, and an on-call Library Assistant.
- Museum: The Museum lost a position in FY 2025 and bringing it back to full capacity would require the hiring of a full-time Director.
- Planning: The Planning department faced staffing reductions in FY 2023. To bring it to capacity to effectively serve the community would require the hiring of a full-time Planning Permit Specialist and a Planning Code Enforcement Officer to meet demand.
- Building Department: To fully support operations, the City would need to increase the Permit Specialist from part-time to full-time and add an additional Building Inspector.
- Public Works: Operating as a largely revenue-generating department, Public Works has maintained operational stability and added an Inspector position in FY 2025, fully supported by its own revenue streams.

Despite constrained resources, City staff continue to perform their duties with professionalism and dedication, consistently delivering high-quality services to the community. We remain committed to finding innovative solutions to address staffing challenges while maintaining fiscal responsibility.

Cost of Living Increase

Cost of Living Adjustments (COLAs) are set through Collective Bargaining Agreements (CBAs). As planned in the FY 2025 budget, budget adjustments were made following bargaining to incorporate negotiated COLAs. For FY 2026, the budget has been prepared with an expected COLA of 2.5% for both represented and unrepresented staff, based on current economic trends and CBA terms.

Revised Personnel Allocations

To enhance transparency and provide a clearer understanding of personnel costs, the City recently improved the methodology for allocating General Fund personnel expenses. Adjustments to these allocations are made annually, reflecting the actual workload and responsibilities of each staff member. The FY2026 budget includes a comprehensive spreadsheet detailing personnel allocations across all funds, allowing the community, Budget Committee, and City Council to fully understand the financial impact on each fund.

Debt and City Obligations

The City continues to make all scheduled principal and interest payments on outstanding debt obligations. These payments are funded by a combination of property taxes, tax increment proceeds, payments from MINET, utility rates, and SDC's. The City's interfund loans between Urban Renewal and other City funds continue to be paid down as scheduled.

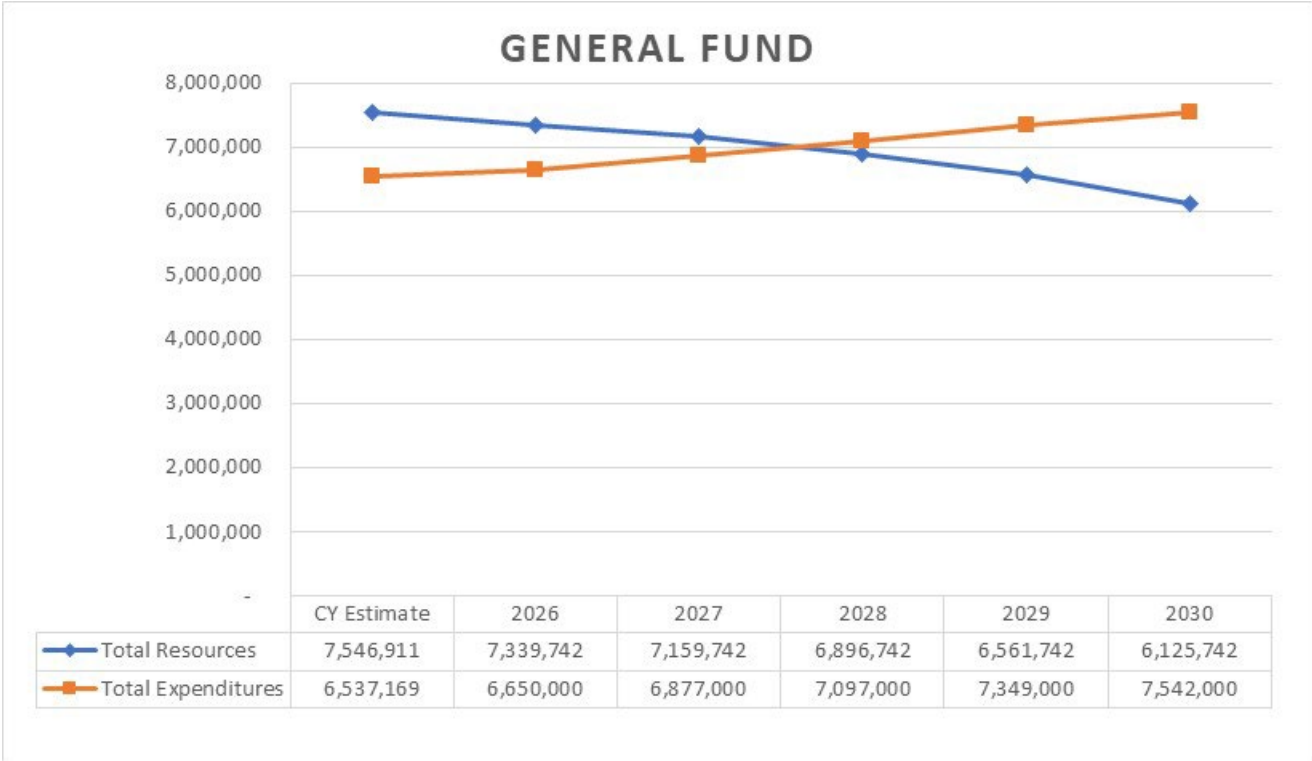
Future Budgetary Challenges

Labor costs, PERS contributions, and health insurance premiums are expected to continue rising, straining the General Fund. Inflation remains a significant factor, combined with limited property tax revenue at the statutory 3% cap results in less revenue coming into the General Fund while more money must be paid out. Addressing long-term fiscal sustainability will require continued strategic planning and innovation.

Summary

As previously noted, due to the failure of the November operating levy, inflation, increased personnel costs, and reduced revenues due to Measures 5 and 50, the City's General Fund is fiscally unsustainable. Staff has recommended several actions to temporarily address this fiscal instability, but it should be noted that these are **temporary** only and additional action - either increased revenue or reduced expenses - must be taken to permanently address the fiscal instability. If the City simply maintains the status quo with respect to available resources

and anticipated expenditures, the General Fund will reach a deficit fund balance at the end of the 2027-28 fiscal year. The chart below illustrates the General Fund forecast:



Staff have performed professionally, creatively, and collaboratively in preparing this budget, and we thank them for this challenging work. But as can be seen from above the job is not finished. There remains some very hard work yet to be done in FY 2026 as we move forward with necessary activities to bring those funds facing shortfall into a stable position for the future of our community.

These are extraordinarily difficult discussions and decisions, and we want to thank the City Council and the Budget Committee for their time and dedication in reviewing this budget and ensuring the priorities set forth in the 2025-2026 fiscal year best reflect the objectives and priorities of the Independence community.

Sincerely,

Budget Officer



INDEPENDENCE COMMUNITY

CITY OF INDEPENDENCE ORGANIZATION CHART

CITY COUNCIL



MAYOR
KATE SCHWARZLER



COUNCIL PRESIDENT
KATHY MARTIN- WILLIS



COUNCILOR
SHANNON CORR



COUNCILOR
MARILYN MORTON



COUNCILOR
DAWN RODEN



COUNCILOR
EVAN SORCE



COUNCILOR
BILL BOISVERT

CITY STAFF



CITY MANAGER
KENNA WEST



**ASSISTANT CITY
MANAGER**
SHAWN IRVINE



POLICE CHIEF
JUVENTINO
BANUELOS



**PUBLIC WORK
DIRECTOR**
GERALD FISHER



FINANCE DIRECTOR
ROB MOODY



IT DIRECTOR
JASON KISTLER



HR DIRECTOR
AMANDA
CHRISTENSEN



CITY RECORDER
MYRA RUSSELL



**COMMUNICATIONS
DIRECTOR**
EMMANUEL
GOICOCHEA



LIBRARY DIRECTOR
PATRICK BODILY



PLANNING MANAGER
FRED EVANDER



MUSEUM CURATOR
AMY CHRISTENSEN

Budget Summary

The City of Independence adopted budget for FY 2025-26 is summarized by Fund, Department and Category. In the following pages, the reader will find tables, graphs and narrative which provide a high-level overview of the various components of the budget, as well as some assumptions and historical trends on which the estimates are premised. Future trends are also highlighted for the reader's awareness.

BUDGET SUMMARY - FISCAL YEAR 2025-2026 RESOURCES

	Taxes and Assessments	Intergovernmental	Licenses, Fees & Permits	Charges for Services	Fines & Forfeitures	Transfers	Miscellaneous Other	Beginning Balance	Total
General Fund									
Total General Fund	\$ 2,829,000	\$ 476,000	\$ 1,937,720	\$ 245,000	\$ 82,400	\$ 1,516,580	\$ 521,000	\$ 476,334	\$ 8,084,034
Enterprise Funds									
Water Fund	\$ -	\$ -	\$ -	\$ 3,225,000	\$ -	\$ -	\$ 228,246	\$ 2,695,689	\$ 6,148,935
Water SDC Fund	-	-	-	1,461,600	-	-	43,983	107,790	1,613,373
Sewer Fund	-	-	-	2,942,000	-	26,500	3,068,966	2,630,088	8,667,554
Sewer SDC Fund	-	-	-	664,975	-	-	66,719	640,959	1,372,653
Storm Drain Fund	-	-	-	752,000	-	-	2,000	335,335	1,089,335
Storm Drain SDC Fund	-	-	-	74,000	-	-	14,842	297,512	386,354
Total Enterprise Funds	\$ -	\$ -	\$ -	\$ 9,119,575	\$ -	\$ 26,500	\$ 3,424,756	\$ 6,707,373	\$ 19,278,204
Special Revenue Funds									
Tourism and Events Fund	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,000	\$ 68,110	\$ 406,110
Grants Fund	-	2,573,000	-	-	-	-	75,000	1,434,674	4,082,674
Transportation Fund	820,000	-	-	51,000	-	-	24,000	638,349	1,533,349
Transportation SDC Fund	-	-	-	781,200	-	-	190,852	891,414	1,863,466
Parks SDC Fund	-	-	-	345,000	-	-	67,023	328,390	740,413
Parks Capital Reserve Fund	-	-	-	-	-	-	1,000	65,344	66,344
Facilities/Vehicle Repair and Replacement Fund	-	-	-	-	-	220,433	60,000	1,024,067	1,304,500
Economic Development Loans Fund	-	-	-	-	-	-	58,466	903,318	961,784
Total Special Revenue Funds	\$ 1,020,000	\$ 2,573,000	\$ -	\$ 1,177,200	\$ -	\$ 220,433	\$ 614,341	\$ 5,353,666	\$ 10,958,640
Capital Projects Funds									
Capital Projects Fund	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 815,152	\$ 820,152
Special Assessments Fund	4,100	-	-	-	-	-	750	25,214	30,064
Urban Renewal Capital Projects Fund	685,000	-	-	-	-	-	-	743,281	1,428,281
Total Capital Projects Funds	\$ 689,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,750	\$ 1,583,647	\$ 2,278,497
Debt Service Funds									
General Obligation (GO) Bond Fund	386,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 70,500	\$ 460,500
Urban Renewal Debt Fund	567,000	-	-	-	-	425,302	10,000	217,032	1,219,334
MINET Debt Fund	-	-	-	-	-	-	652,498	3,102	655,600
Total Debt Service Funds	\$ 953,000	\$ -	\$ -	\$ -	\$ -	\$ 425,302	\$ 666,498	\$ 290,634	\$ 2,335,434
Total Annual Budget	\$ 5,491,100	\$ 3,049,000	\$ 1,937,720	\$ 10,541,775	\$ 82,400	\$ 2,188,815	\$ 5,232,345	\$ 14,411,654	\$ 42,934,809

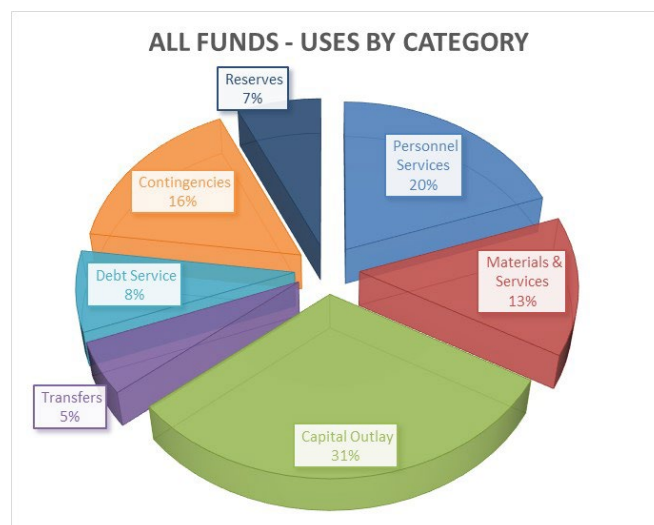
The table above shows the total resources used to balance budgeted appropriations. Resources by fund are presented by major category and in total, including beginning balances. Some key observations from the table above include:

- Beginning balances across all funds comprise 35% of total resources.
- Revenues across all funds (excluding transfers) represent recurring resources available for operations and capital and comprise 60% of total budgeted resources. The largest share of the City's budgeted revenues is charges for services at 25% of total resources. This amount includes amounts charged to community members as customers receiving water, sewer, and storm drain services, as well as building and community development related fees.

	Personnel Services	Materials & Services	Capital Outlay	Transfers	Debt Service	Contingencies	Reserves	Total
General Fund								
Administration	\$ 117,000	\$ 182,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299,600
Finance	107,000	98,500	-	-	-	-	-	205,500
Human Resources	80,000	63,402	-	-	-	-	-	143,402
Information Technology	216,000	66,600	-	-	-	-	-	282,600
Janitorial	55,000	18,526	-	-	-	-	-	73,526
Economic Development	22,000	79,500	-	-	-	-	-	101,500
Police	3,379,000	777,216	-	-	-	-	-	4,156,216
Court	36,000	26,500	-	-	-	-	-	62,500
Community Development	202,000	55,750	-	-	-	-	-	257,750
Building Inspection	214,000	33,550	-	-	-	-	-	247,550
Community Services	510,000	106,300	-	-	-	-	-	616,300
Parks and Recreation	178,000	239,300	-	-	-	-	-	417,300
Non-Departmental	-	-	-	382,683	73,400	764,207	-	1,220,290
Total General Fund	5,116,000	1,747,744	-	382,683	73,400	764,207	-	8,084,034
Enterprise Funds								
Water Fund	934,000	902,400	2,853,075	529,822	185,956	644,682	99,000	6,148,935
Water SDC Fund	-	-	150,500	-	-	1,462,873	-	1,613,373
Sewer Fund	929,000	638,325	5,262,860	308,826	465,090	508,000	555,453	8,667,554
Sewer SDC Fund	-	-	678,500	26,500	-	667,653	-	1,372,653
Stormwater Fund	487,000	283,305	-	99,200	-	170,830	49,000	1,089,335
Stormwater SDC Fund	-	225,000	-	-	-	161,354	-	386,354
Total Enterprise Funds	2,350,000	2,049,030	8,944,935	964,348	651,046	3,615,392	703,453	19,278,204
Special Revenue Funds								
Tourism and Events	105,000	301,110	-	-	-	-	-	406,110
Grants Fund	-	735,600	2,437,000	-	-	910,074	-	4,082,674
Transportation	690,000	491,700	2,000	-	-	282,649	67,000	1,533,349
Transportation SDC Fund	-	-	1,081,406	-	-	782,060	-	1,863,466
Parks SDC Fund	-	200,000	-	-	-	540,413	-	740,413
Parks Capital Reserve Fund	-	-	16,548	-	-	-	49,796	66,344
Facilities/Vehicle Repair and Replacement Fund	154,000	170,500	-	-	-	-	980,000	1,304,500
Economic Development Loans Fund	-	120,000	-	841,784	-	-	-	961,784
Total Special Revenue Funds	949,000	2,018,910	3,536,954	841,784	-	2,515,196	1,096,796	10,958,640
Capital Projects Funds								
Capital Projects Fund	-	-	820,152	-	-	-	-	820,152
Special Assessments Fund	-	-	-	-	-	-	30,064	30,064
Urban Renewal Capital Projects Fund	-	-	-	-	588,000	-	840,281	1,428,281
Total Capital Projects Funds	-	-	820,152	-	588,000	-	870,345	2,278,497
Debt Service Funds								
General Obligation (GO) Bond Fund	-	-	-	-	402,000	-	58,500	460,500
Urban Renewal Debt Fund	-	-	-	-	1,022,537	-	196,797	1,219,334
MINET Debt Fund	-	-	-	-	655,600	-	-	655,600
Total Debt Service Funds	-	-	-	-	2,080,137	-	255,297	2,335,434
Total Annual Budget	8,415,000	5,815,684	13,302,041	2,188,815	3,392,583	6,894,795	2,925,891	42,934,809

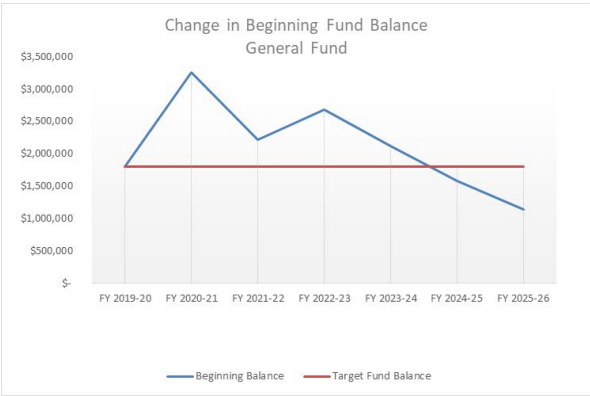
The table above presents budgeted uses by fund, by department within the General Fund, and by major category. The personnel service costs of the City represent approximately 19% of the total budgeted uses. Material and services comprise 13% of the total budget, with capital outlay making up 32%. Debt service costs for the 2025-26 fiscal year represent 8% of the total budget, comprised of principal and interest payments on outstanding borrowings. Contingencies across all funds, which generally translate to beginning fund balance in the subsequent year represent 19% of the budgeted uses for the City.

The chart provides a visual of the relative proportion of budgeted uses across all funds. Personnel services, materials and services,



and capital outlay account for nearly 64% of total uses, with another 23% comprised of contingencies and reserves which typically translate to beginning balances for the subsequent year. The remaining 13% is made up of principal and interest payments and transfers out.

Total budgeted expenditures (personnel services, materials and services, capital outlay, and debt service) total \$31.8 million as compared to total budgeted revenues of \$26.1 million. Expenditures in excess of revenues result in spending down of beginning fund balance in order to fund that excess. Often balances are established in capital or reserve accounts in anticipation of future expenditures and spending down beginning balance in those funds is part of a planned strategy.



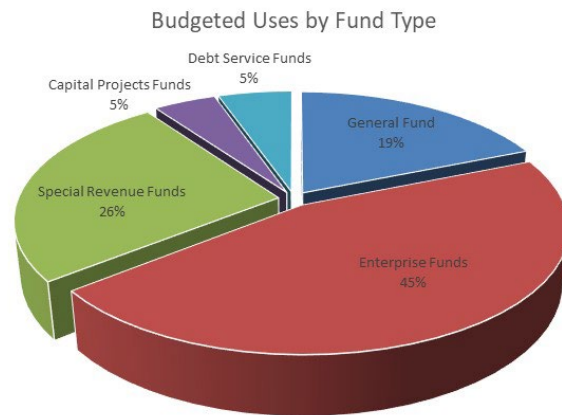
The chart at left illustrates the change in fund balance for the General Fund over the last several years and for the 2025-26 fiscal year as budgeted.

The increase in beginning fund balance in FY 2020-21 is attributable to transfers in from the utility funds of approximately \$2.5 million to subsidize operations in the General Fund. Similarly, transfers of \$3.0 million were made in FY 2021-22. Transfers of \$1.15 million were made to the General Fund in FY 2022-23, which was the last year that these transfers

took place. City leadership has pledged to balance General Fund expenditures with General Fund revenues on an annual basis. The City will continue to identify additional resources as well as look to budget reductions in subsequent years to eliminate the structural deficit in the General Fund.

The City’s enterprise funds which include utilities (water, sewer, and stormwater) account for the largest share of the City’s budget at 45%. The Special Revenue and Capital Project Funds, which are those with a certain dedicated source of revenue that is legally restricted or committed by the Council to expenditure for specific purposes, together comprise 31% of the City’s budget. The General Fund, which houses all the primarily property tax supported government operations such as administration, police, library, and community development is the third largest portion of the budget this year at 19%. The remainder of the funds used for debt make up the remaining 5% of the budget.

General Fund - Looking more in-depth at the City's largest single fund budget, personnel services make up more than 62% of the costs in the fund, which is typical for the City. At nearly \$3.4 million, and with the largest number of full- and part-time employees in fiscal year 2025-26, the Police Department makes up about 51% of the General Fund Operating Budget. About 12% of the budget, or about \$1 million is used by the City's support functions consisting of Administration, Finance, Human Resources, and Information Technology, which provide administrative services and support to all the City departments. The third largest department, Community Services (combined Library and Museum) is around 7.5% of the budget at a total of \$616 thousand. The non-departmental category of debt payments, transfers, and contingencies comprises the second largest portion of the General Fund budget in fiscal year 2025-26, at around 17% and approximately \$1.4 million.



Property taxes are the largest source of non-dedicated funds and are projected to increase by about the 3% allowed margin.

Franchise Fees are the second largest source of non-designated, externally sourced funds supporting General Fund operations. The City has conservatively budgeted franchise fee revenues with a modest increase for the 2025-26 fiscal year based on recent experience and anticipated rate increases by utility companies.

Intergovernmental Revenues are budgeted consistently with prior fiscal years. The League of Oregon Cities (LOC) conservatively projects a slight downward trend for these receipts in fiscal year 2025-26.

Overall, **General Fund contingency**, which typically translates to beginning fund balance in the subsequent year, is projected to increase by approximately \$70 thousand compared with the prior fiscal year budget. Despite a proposed public safety fee infusing the General Fund with approximately \$810 thousand, the City's 2025-26 budget as presented shows an increase in fund balance in the General Fund of only more than \$288 thousand. The City continues to work to address a structural deficit in the budget which over time if not reversed, will result in depletion of the General Fund beginning balance. As costs continue to increase, particularly for pension and healthcare benefits, as well as infrastructure maintenance, maintaining sufficient working capital is critical to the City's continued fiscal health.

Public Works is comprised of the utility funds (water, sewer, and stormwater), the Transportation Fund (streets and roads), and parks. Note that while under the general management and purview of Public Works, parks are included with the General Fund for

budget and accounting purposes. The utility funds are financed with user fees. Working capital or Fund Balance/Reserves in each of the utility funds represents cash that would be used in case of unexpected infrastructure failure as well as for planned future capital projects.

Water Fund revenues increase with rate increases adopted by Council and in line with master plans and rates studies performed. Total budgeted utility fees of \$3.2 million comprise 92% of the Water Fund's total budgeted revenues.

Sewer Fund revenues are budgeted at approximately \$6.0 million for the 2025-26 fiscal year including rates and SDC collections, as well as an expected borrowing of \$3 million in support of infrastructure. These amounts support operations, capital requirements, and debt service all related to wastewater collection and treatment.

The Stormwater Fund accounts for operations and maintenance related to management of surface water quality within the City limits and surrounding watershed. Rates support ongoing maintenance of swales, culverts and natural collection points to ensure adequate drainage and water quality of runoff to the river.

The Transportation Fund is financed primarily through State Gas Tax proceeds as well as State Exchange Funds. A slight upward trend for revenues is anticipated for fiscal year 2025-26.

Personnel costs, as noted previously, are one of the City's most significant cost categories across all funds. Personnel services is comprised of employee wages and benefits, and related City-paid taxes. To attract and keep the expert and high-quality staff that work for the City, it is important to offer compensation comparable to other similar jurisdictions, particularly in a unionized environment. Nevertheless, it is challenging for the City to keep up with the growth and resultant need for City services to support that growth without adding significantly more staff.

Police, with the highest number of employees, and who have significant responsibility and safety concerns in their sworn duties, has the highest personnel services budget at nearly \$3.4 million. This budget will pay for pension and healthcare cost increases. An assumed 2.5% COLA is included in the budget as presented in line with current bargaining agreements.

Healthcare cost increases for fiscal year 2025-26 are in the neighborhood of 9-13%. Increases in vision and dental premiums were minimal.

Material and Services costs generally tend to increase in the range of 2% to 4%, with notable exceptions for technology/software and consulting services, which regularly trend more in the 10% range for increases. Current levels of inflation have been factored into budget estimates for the 2025-26 fiscal year.

Capital Outlay is another significant resource requirement for the City and is budgeted primarily in the capital projects and reserve funds for general government, and in the respective utility funds based on identified need.

The FY 2025-26 budget is balanced. The General Fund continues to be the focus of significant effort to provide fiscal stability in the coming years through both potential revenue enhancement and cost cutting measures.

General Fund

General Fund 100	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Bal	\$ 2,679,367	\$ 2,114,811	\$ 1,332,353	\$ 1,582,824	\$ 1,136,334	\$ 476,334
SOURCES						
Non Departmental	\$ 5,584,155	\$ 5,106,855	\$ 5,767,848	\$ 5,363,406	\$ 5,498,796	\$ 6,040,580
Police	174,107	194,672	175,500	540,426	989,100	989,100
Court	76,096	81,654	78,500	84,200	82,400	82,400
Information Technology	-	-	-	-	170,000	170,000
Community Development	206,940	15,851	10,000	18,000	10,000	10,000
Building Inspection	183,474	117,964	64,000	56,400	220,620	220,620
Library	58,504	76,310	64,000	40,800	-	-
Museum	810	1,162	-	100	-	-
Community Services	-	-	-	-	68,000	68,000
Parks	25,308	26,215	27,000	29,700	27,000	27,000
TOTAL SOURCES	\$ 6,309,394	\$ 5,620,683	\$ 6,186,848	\$ 6,133,032	\$ 7,065,916	\$ 7,607,700
USES						
Administration	\$ 810,153	\$ 546,925	\$ 403,882	\$ 386,595	\$ 299,600	\$ 299,600
Finance	-	185,283	170,607	156,699	205,500	205,500
Human Resources	-	106,284	110,497	114,193	143,402	143,402
Information Technology	145,863	143,412	198,627	195,488	282,600	282,600
Economic Development	321,592	115,852	72,300	79,813	41,500	101,500
Police	3,327,891	3,193,897	3,796,057	3,560,475	4,156,216	4,156,216
Court	40,767	44,384	50,619	46,861	62,500	62,500
Community Development	195,380	175,481	205,367	207,244	257,750	257,750
Building Inspection	257,511	251,694	221,607	199,444	241,550	247,550
Janitorial	132,139	73,313	69,172	74,218	73,526	73,526
Library	600,386	519,156	559,112	550,563	-	-
Museum	205,601	191,984	210,162	143,341	-	-
Community Services	-	-	-	-	616,300	616,300
Parks	342,273	316,369	384,247	374,400	417,300	417,300
Pool	16,829	1,809	2,460	1,354	-	-
Non Departmental	477,565	286,827	364,822	488,834	386,083	456,083
Contingency	-	-	699,663	-	1,018,423	764,207
TOTAL USES	6,873,950	6,152,670	7,519,201	6,579,522	8,202,250	8,084,034
Ending Balance	\$ 2,114,811	\$ 1,582,824	\$ -	\$ 1,136,334	\$ -	\$ -

The majority of the General Fund's revenues are reported as non-departmental, as they are general in nature and are not specifically related to or designated for funding of one department versus another. Detail of these general revenues is as follows.

REVENUES

Non Departmental General Fund 81	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
SOURCES						
41110 Real Property Tax	\$ 2,427,607	\$ 2,536,489	\$ 2,639,000	\$ 2,600,000	\$ 2,746,000	\$ 2,746,000
41120 Real Property Tax- Prior	44,510	54,345	44,000	55,000	40,000	40,000
41130 Payment in Lieu	17,261	18,228	15,000	18,000	18,000	18,000
41620 Local Marijuana Tax	62,423	66,914	60,000	30,000	25,000	25,000
<i>TAXES</i>	<i>2,551,801</i>	<i>2,675,976</i>	<i>2,758,000</i>	<i>2,703,000</i>	<i>2,829,000</i>	<i>2,829,000</i>
41410 Elec. Franchise Fee	475,472	520,037	450,000	500,000	515,000	515,000
41420 Nat.Gas	110,129	128,304	112,000	120,000	120,000	120,000
41430 Solid Waste Fran.	112,121	120,046	116,000	120,000	124,000	124,000
41440 Tele Franchise Fee	36,209	29,538	40,000	40,000	30,000	30,000
41450 Cable Franchise Fee	22,811	38,105	25,000	22,000	22,000	22,000
41460 Data Franchise Fee	141,569	151,643	200,000	70,000	70,000	70,000
<i>FRANCHISE FEES</i>	<i>898,311</i>	<i>987,673</i>	<i>943,000</i>	<i>872,000</i>	<i>881,000</i>	<i>881,000</i>
42000 Intergovernmental revenues	-	2,100	-	1,800	-	-
42210 State Liquor	180,023	190,966	218,000	160,000	160,000	160,000
42220 State Cigs	6,787	6,783	7,300	6,000	6,000	6,000
42240 State Marijuana Tax	16,330	17,902	14,000	9,000	15,000	15,000
42250 State Rev. Sharing	125,321	121,494	132,000	110,000	110,000	110,000
<i>INTERGOVERNMENTAL REVENUES</i>	<i>328,461</i>	<i>339,245</i>	<i>371,300</i>	<i>286,800</i>	<i>291,000</i>	<i>291,000</i>
43155 Nuisance abatement	-	555	1,000	-	-	-
43200 Licenses permits and fees	580	990	540,500	360,000	1,000	1,000
43201 Liquor licenses	1,570	1,595	1,500	1,500	1,500	1,500
43202 Business licenses	345	2,870	2,500	2,500	2,500	2,500
44100 Charges for services	1,033	275	-	500	-	-
44110 Lien Search	3,500	3,925	4,500	2,500	3,000	3,000
<i>CHARGES FOR SERVICE</i>	<i>7,028</i>	<i>10,210</i>	<i>550,000</i>	<i>367,000</i>	<i>8,000</i>	<i>8,000</i>
46100 Interest	62,868	93,325	52,000	30,000	50,000	50,000
46613 SDC Admin Fees	51,580	33,802	5,000	6,000	5,000	5,000
46650 Technology Fee	-	401	-	1,000	1,000	1,000
47400 Refunds and reimbursements	11,118	(38)	-	3,600	-	-
47600 Proceeds from sale of capital assets	-	-	-	-	250,000	250,000
47900 Miscellaneous	10,104	41,527	5,000	3,600	5,000	5,000
48130 Interfund Capital Loans Repayment	511,393	502,213	504,363	504,000	504,000	204,000
<i>MISCELLANEOUS REVENUES</i>	<i>647,063</i>	<i>671,230</i>	<i>566,363</i>	<i>548,200</i>	<i>815,000</i>	<i>515,000</i>
49000 Transfers in	1,151,491	422,521	-	-	-	-
49230 Transfers in - Econ Dev Loan Fund	-	-	-	-	-	841,784
49510 Transfers in - Sewer	-	-	194,600	196,000	202,300	202,300
49530 Transfers in - Water	-	-	336,485	342,246	423,296	423,296
49540 Transfers in - Storm Drain	-	-	48,100	48,160	49,200	49,200
<i>TRANSFERS IN</i>	<i>1,151,491</i>	<i>422,521</i>	<i>579,185</i>	<i>586,406</i>	<i>674,796</i>	<i>1,516,580</i>
TOTAL SOURCES	\$5,584,155	\$5,106,855	\$ 5,767,848	\$5,363,406	\$ 5,498,796	\$ 6,040,580

ADMINISTRATION

MISSION STATEMENT/PROFILE

The City's Administration Department within the General Fund houses the City Manager, Assistant City Manager, City Recorder, Communications Director, and costs associated with supporting the City Council.

Services/Programs

The department, under the leadership and guidance of the City Manager, continues to increase public awareness around community assets and improve communications with citizens and partners. Working directly with the City Council, staff strive to connect interested community members with City boards, commissions, and committees, as well as services and activities.



Furtherance of Council goals through implementation strategies and direction of City departments is a priority of the City Manager and the administrative team while working through budget challenges in the City's General Fund. Efforts continue to align available resources and critical service levels for operating funds, departments, and support services alike. Throughout these financial constraints, City management has continued to guide and support City staff in the advancement of essential projects and daily operations—ensuring continuity of service, thoughtful prioritization, and strategic adaptation in the face of fiscal uncertainty.

Fiscal Year 2025-26 Priorities

The Administration Department will continue to prioritize implementation and support of Council goals as established and/or revised through the upcoming fiscal year. Key business practices and operations will be targeted for process review and optimization to ensure that effective services are offered in the most efficient manner possible.

Fiscal sustainability of the General Fund continues to be a major priority in the 2025-26 fiscal year and drives the cost saving measures reflected in the 2025-26 budget.

Fiscal Year 2024-25 Accomplishments

City Administration led the successful implementation of a Public Safety Fee to provide stable, long-term funding for the Police Department. In coordination with Economic Development and Grant Writing staff, the Administration also secured significant grant funding to support key City programs and capital projects. Additionally, the department navigated a smooth transition in elected leadership, welcoming a new Mayor and two new Councilors, and implemented a new committee appointment process centered on transparency and accessibility.

Expenditure Highlights

The 2025-26 budget reflects a reduction in personnel services with continued refinement of allocations across programs and funds to reflect support provided.



Administration 11	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved

USES

Personnel Services

51100	Salary	\$ 247,039	\$ 125,676	\$ 140,000	\$ 140,000	\$ 71,000	\$ 71,000
52100	Benefits and Taxes	217,930	81,889	80,700	\$ 80,000	46,000	46,000
Total Personnel Services		\$ 464,969	\$ 207,565	\$ 220,700	\$ 220,000	\$ 117,000	\$ 117,000

Materials and Services

61120	Repairs Building	\$ 543	\$ -	\$ -	\$ -	\$ -	\$ -
61150	Repairs Equip	-	22	-	-	-	-
61160	Repairs Vehicle	713	-	-	-	-	-
REPAIRS		1,256	22	-	-	-	-
61200	Rent & Lease Payments	16,556	8,326	17,000	3,800	5,000	5,000
61300	Prop. Taxes	5,011	5,458	5,700	5,322	6,000	6,000
61810	Insurance Property	672	1,187	1,750	1,388	1,600	1,600
61820	Insurance General Liability	6,803	5,385	3,362	5,543	6,000	6,000
61830	Insurance Auto	2,702	3,452	3,640	3,642	4,000	4,000
OPERATIONS		31,744	23,808	31,452	19,695	22,600	22,600
61510	Utilities Elect.	12,001	7,949	8,000	10,000	12,000	12,000
61520	Utilities Garbage	246	208	250	200	250	250
61530	Utilities Gas	218	250	250	200	250	250
61540	Utilities Telephone	12,494	4,439	6,530	3,000	3,500	3,500
UTILITIES		24,959	12,846	15,030	13,400	16,000	16,000
63100	Contract and Professional Services	83,934	136,598	20,000	5,000	15,000	15,000
63110	Professional Services - Legal	21,181	12,079	10,000	12,000	10,000	10,000
63130	Professional Services-Audit	69,820	59,412	30,000	35,000	45,000	45,000
63190	Professional Services - Other	12,404	5,211	-	5,000	5,000	5,000
CONTRACT SERVICES		187,339	213,300	60,000	57,000	75,000	75,000
62110	Postage	1,832	798	1,000	400	1,000	1,000
62120	Office Supplies	12,043	2,551	2,000	3,000	2,000	2,000
62201	General Operating Supplies	2,145	15	500	500	500	500
62291	Other Operating Supplies	2,496	7,936	5,000	1,000	5,000	5,000
SUPPLIES		18,516	11,300	8,500	4,900	8,500	8,500

Administration 11	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
64000 Training/Travel	\$ 17,183	\$ 10,138	\$ 7,000	\$ 7,000	\$ 10,000	\$ 10,000
<i>TRAINING/TRAVEL</i>	17,183	10,138	7,000	7,000	10,000	10,000
63210 Lic. And Permits	-	-	1,000	1,000	2,000	2,000
63220 Dues and Memberships	23,735	40,265	33,000	50,000	36,000	36,000
63240 Bank Fees	6,184	626	1,200	-	-	-
63300 Advertising	2,805	1,298	-	100	500	500
66110 Emp. Recognition	7,384	-	-	-	-	-
66530 Community Support	15,475	13,329	12,000	1,500	2,000	2,000
66130 Mayor Council	6,880	10,872	12,000	10,000	8,000	8,000
66140 City Manager	1,724	1,556	2,000	2,000	2,000	2,000
<i>MISCELLANEOUS EXPENSES</i>	64,187	67,946	61,200	64,600	50,500	50,500
Total Materials and Services	\$ 345,184	\$ 339,360	\$ 183,182	\$ 166,595	\$ 182,600	\$ 182,600
TOTAL USES	\$ 810,153	\$ 546,925	\$ 403,882	\$ 386,595	\$ 299,600	\$ 299,600

FINANCE DEPARTMENT MISSION STATEMENT/PROFILE

The finance and accounting team assists the operating departments and functions of the City with technical accounting, budget, payroll, and financial reporting support. The Finance Department also interacts directly with members of the community through administration of the City's utility billing and collection function and support of the Community Development and Building Departments in accepting payments for land use and building permit applications.

Services/Programs

Financial reporting: The Finance Director is responsible for the complete, accurate, and timely reporting of financial information both internally to City departments and the Council, and externally through the annual audit and financial report. The Finance Department maintains accounting records throughout the year at a transactional level that are summarized monthly and compared to budget for purposes of management decisions and accountability. Annually the City's accounting records and financial statements are audited by an independent firm of CPA's as required by State law.

Budgeting: The Finance Department holds responsibility for compiling the City's annual budget in coordination with the operating departments to provide a fiscal plan for the City. The Department assists in the estimates and projections of revenues, calculates fund balance estimates, and supports the budget process in general through the approval and adoption process. Once adopted, budgeted appropriations are monitored for compliance supporting accountability and internal decision making.

General Accounting and Finance: The Department provides direct support to internal customers by providing payroll, accounts payable and receivable, cash receipts and disbursements, financial analyses, and accounting services in support of management decision making.

Finance and Accounting Personnel (Full-Time Equivalent Positions - FTE)				
Position	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Fiscal Year 2025-26
Finance Director	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00
Accounting Intern	-	0.50	0.50	-
Total FTE	4.00	4.50	4.50	4.00

Utility Billing and Collection: The Department coordinates monthly billing and collections for the City's water, wastewater, and stormwater enterprises, as well as interfacing with utility customers for leaks, repairs, and other service orders in coordination with Public Works.

Fiscal Year 2025-26 Priorities

Priorities for the 2025-26 fiscal year include successful recruiting and transition of the Finance Director position and continued refinements to forecasts and support for financial stability of the City's General Fund.

Fiscal Year 2024-25 Accomplishments

During the 2024-25 fiscal year the Department worked through personnel changes that saw the payroll position transition to City Recorder, and successful recruiting and onboarding to a restructured payroll/accounts payable position.

The Department also implemented a cash receipting package to better support community members making payments to the City in person, over the phone, or via the Internet.

Expenditure Highlights

Budgeted personnel services reflect vacancy savings during the 2024-25 fiscal year.

The 2025-26 budget reflects anticipated services related to drafting the City's financial statements to be provided by the City's audit firm – a cost of approximately \$10,000 necessary due to limited team and time resources.



Finance 12	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved

USES

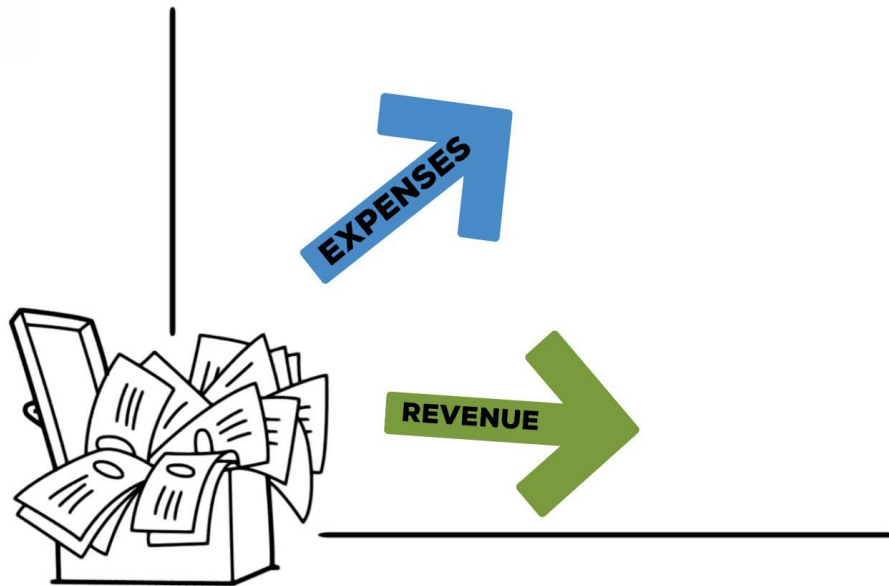
Personnel Services

51100 Salary	\$ -	\$ 58,749	\$ 67,200	\$ 45,000	\$ 60,000	\$ 60,000
52100 Benefits and Taxes	-	29,459	33,700	30,000	47,000	47,000
Total Personnel Services	\$ -	\$ 88,208	\$ 100,900	\$ 75,000	\$ 107,000	\$ 107,000

61150 Repairs Equip	\$ -	\$ 301	\$ 500	\$ -	\$ 500	\$ 500
<i>REPAIRS</i>	-	301	500	-	500	500
61510 Utilities Elect.	-	10,599	10,500	14,000	15,000	15,000
61520 Utilities Garbage	-	277	300	200	300	300
61530 Utilities Gas	-	333	300	200	300	300
61540 Utilities Telephone	-	4,486	8,650	2,600	6,400	6,400
<i>UTILITIES</i>	-	15,695	19,750	17,000	22,000	22,000
61200 Rent and Lease Payments	-	7,833	-	18,000	18,000	18,000
61810 Insurance Property	-	1,187	1,760	1,388	1,500	1,500
61820 Insurance General Liability	-	3,367	1,497	3,411	3,500	3,500
<i>OPERATIONS</i>	-	12,387	3,257	22,799	23,000	23,000
62110 Postage	-	1,263	1,500	2,200	2,500	2,500
62120 Office Supplies	-	3,072	3,000	2,000	2,000	2,000
62291 Other Operating Supplies	-	1,973	1,000	-	-	-
<i>SUPPLIES</i>	-	6,308	5,500	4,200	4,500	4,500
63200 Dues and Memberships	-	15,679	18,000	21,000	22,000	22,000
63240 Bank Fees	-	9,510	7,200	8,200	8,500	8,500
<i>MISCELLANEOUS EXPENSES</i>	-	25,189	25,200	29,200	30,500	30,500
63110 Professional Services - Legal	-	282	500	500	500	500
63190 Professional Services - Other	-	33,593	5,000	2,000	10,000	10,000
<i>CONTRACT SERVICES</i>	-	33,875	5,500	2,500	10,500	10,500
64000 Training/Travel	-	3,320	10,000	6,000	7,500	7,500
<i>TRAINING/TRAVEL</i>	-	3,320	10,000	6,000	7,500	7,500
Total Materials and Services	\$ -	\$ 97,075	\$ 69,707	\$ 81,699	\$ 98,500	\$ 98,500
TOTAL USES	\$ -	\$ 185,283	\$ 170,607	\$ 156,699	\$ 205,500	\$ 205,500



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HUMAN RESOURCE DEPARTMENT MISSION STATEMENT/PROFILE

The Human Resource mission statement is to partner with all departments to hire and retain a diverse and highly qualified workforce that supports the City of Independence.

Services/Programs

As a strategic business partner, the Human Resources Department provides leadership, support, and guidance in the following key areas:

- Talent acquisition and recruitment
- Employee benefits administration
- Workers' compensation management
- Employee development and training
- Employee relations and workplace policies
- Risk management and compliance
- Job classification and compensation analysis

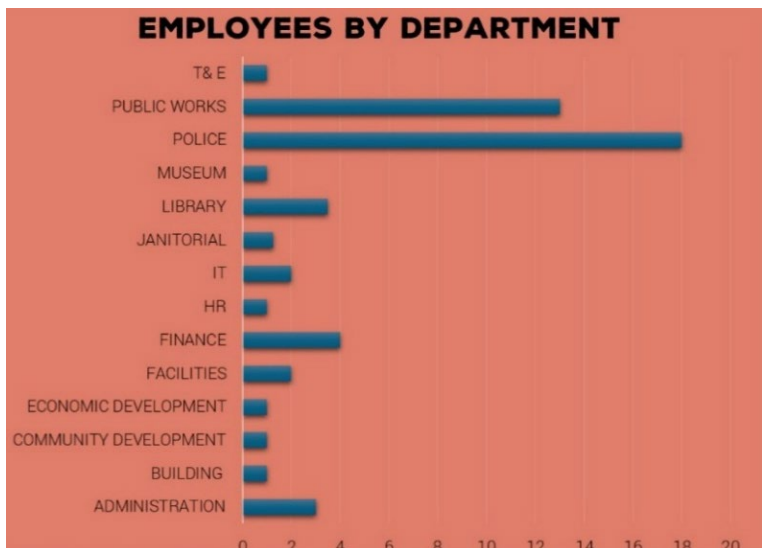
Fiscal Year 2025-2026 Priorities

- With the expected retirement of three critical employees in 2025-26, a focus on strengthening recruitment strategies by expanding job postings, participating in recruitment events, and utilizing talent acquisition tools to attract top-tier candidates is essential.
- Enhance employee well-being programs by optimizing partnerships with existing service providers to offer comprehensive health and wellness initiatives at low or no cost to the City.



Fiscal Year 2024-2025 Accomplishments

- Successfully implemented an enhanced onboarding and annual employee training initiative in collaboration with the City County Insurance Service. This initiative has improved employee engagement and professional development by providing robust training resources to support skill development, job performance, and career growth.



Human Resources 13	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved

USES

Personnel Services

51100 Salary	\$ -	\$ 41,425	\$ 43,300	\$ 48,000	\$ 46,000	\$ 46,000
52100 Benefits and Taxes	-	26,566	30,100	\$ 30,000	34,000	34,000
Total Personnel Services	\$ -	\$ 67,991	\$ 73,400	\$ 78,000	\$ 80,000	\$ 80,000

Materials and Services

61510 Utilities Elect.	\$ -	\$ 2,650	\$ 3,300	\$ 3,200	\$ 3,300	\$ 3,300
61520 Utilities Garbage	-	69	70	70	78	78
61530 Gas	-	83	120	100	90	90
61540 Utilities - Telephone	-	1,688	2,000	1,000	2,000	2,000
UTILITIES	-	4,490	5,490	4,370	5,468	5,468
62110 Postage	-	96	75	75	75	75
62120 Office Supplies	-	2,131	800	800	900	900
62291 Other Operating Supplies	-	456	600	600	700	700
SUPPLIES	-	2,683	1,475	1,475	1,675	1,675
61200 Rent and Lease Payments	-	533	-	158	500	500
61810 Insurance Property	-	396	585	463	480	480
61820 Insurance General Liability	-	1,102	947	1,127	1,379	1,379
OPERATIONS	-	2,031	1,532	1,748	2,359	2,359
63220 Dues and Memberships	-	6,097	8,600	8,600	9,000	9,000
MISCELLANEOUS EXPENSES	-	6,097	8,600	8,600	9,000	9,000
63110 Professional Services - Legal	-	11,741	8,000	8,000	13,000	13,000
63190 Professional Services - Other	-	7,591	1,500	1,500	2,000	2,000
63300 Advertising	-	148	500	500	400	400
CONTRACT SERVICES	-	19,480	10,000	10,000	15,400	15,400
64000 Training/Travel	-	1,195	3,000	3,000	4,000	4,000
TRAINING/TRAVEL	-	1,195	3,000	3,000	4,000	4,000
65900 Program Supplies	-	99	1,000	1,000	1,000	1,000
66110 Employee Recognition	-	1,127	3,000	3,000	3,000	3,000
66120 Recruiting	-	1,091	3,000	3,000	21,500	21,500
OPERATIONS	-	2,317	7,000	7,000	25,500	25,500
Total Materials and Services	\$ -	\$ 38,293	\$ 37,097	\$ 36,193	\$ 63,402	\$ 63,402
TOTAL USES	\$ -	\$ 106,284	\$ 110,497	\$ 114,193	\$ 143,402	\$ 143,402

INFORMATION TECHNOLOGY DEPARTMENT

MISSION STATEMENT/PROFILE

Provide City departments with stable technology solutions and timely support. Seek ways to use new and existing technologies to increase staff efficiency. Pursue creating ways to improve service and accessibility to our community.

Services/Programs

1. Strategic Planning & Governance

- Develop and implement IT policies, strategies, and roadmaps aligned with the City's goals.
- Oversee IT governance, compliance, and adherence to state and federal regulations.
- Manage IT budgets, resource allocation, and long-term planning.

2. IT Infrastructure & Operations

- Maintain and upgrade critical IT infrastructure (networks, servers, cloud, etc.).
- Oversee IT service management and ensure high availability of City systems.
- Implement disaster recovery and continuity plans.

3. Cybersecurity & Risk Management

- Establish cybersecurity policies to protect the City's data and infrastructure.
- Monitor and mitigate cybersecurity threats, ensuring compliance with security standards.
- Conduct risk assessments and implement incident response protocols.



4. Digital Services & Citizen Engagement

- Enhance public-facing digital services (e.g., websites, mobile applications, online portals).
- Improve access to City services through technology.
- Oversee transparency and open data initiatives.

5. IT Project & Vendor Management

- Lead major IT projects, including system upgrades, ERP (Enterprise Resource Planning) implementations, and cloud migrations.
- Manage contracts and relationships with IT vendors, consultants, and service providers.
- Ensure technology procurements align with organizational needs and budgets.

6. Leadership & Team Management

- Supervise IT staff, provide leadership, and foster a culture of innovation.
- Develop training programs to upskill employees and ensure IT competency.
- Collaborate with department heads to align technology with City operations.



7. Compliance & Regulatory Adherence

- Ensure compliance with local, state, and federal IT laws (e.g., data privacy, accessibility).
- Implement policies to protect citizen data and adhere to Freedom of Information Act (FOIA) requirements.
- Oversee IT audits and security assessments.

8. Innovation & Smart Government Initiatives

- Explore emerging technologies (AI, IoT, cloud, GIS) for public service enhancement.
- Drive digital transformation and automation within government operations.
- Support initiatives for smart city development and sustainability.

Fiscal Year 2025/2026 Priorities

- Continue developing innovative ways to increase staff efficiency using technology.
- Continue to update our cyber security policies and procedures to address current and future threats.
- Continue to catch up on deferred system maintenance.
- Continue to act as the Local Agency Security Officer (LASO) for the Police Department.
- Complete migration to Windows 11 on all workstations.
- Start deferred replacement of obsolete infrastructure.
- Continue to explore sustainable cost cutting measures and alternative revenue streams.
- Expand the IT Department to provide services for Monmouth, pending budget approval from Monmouth.

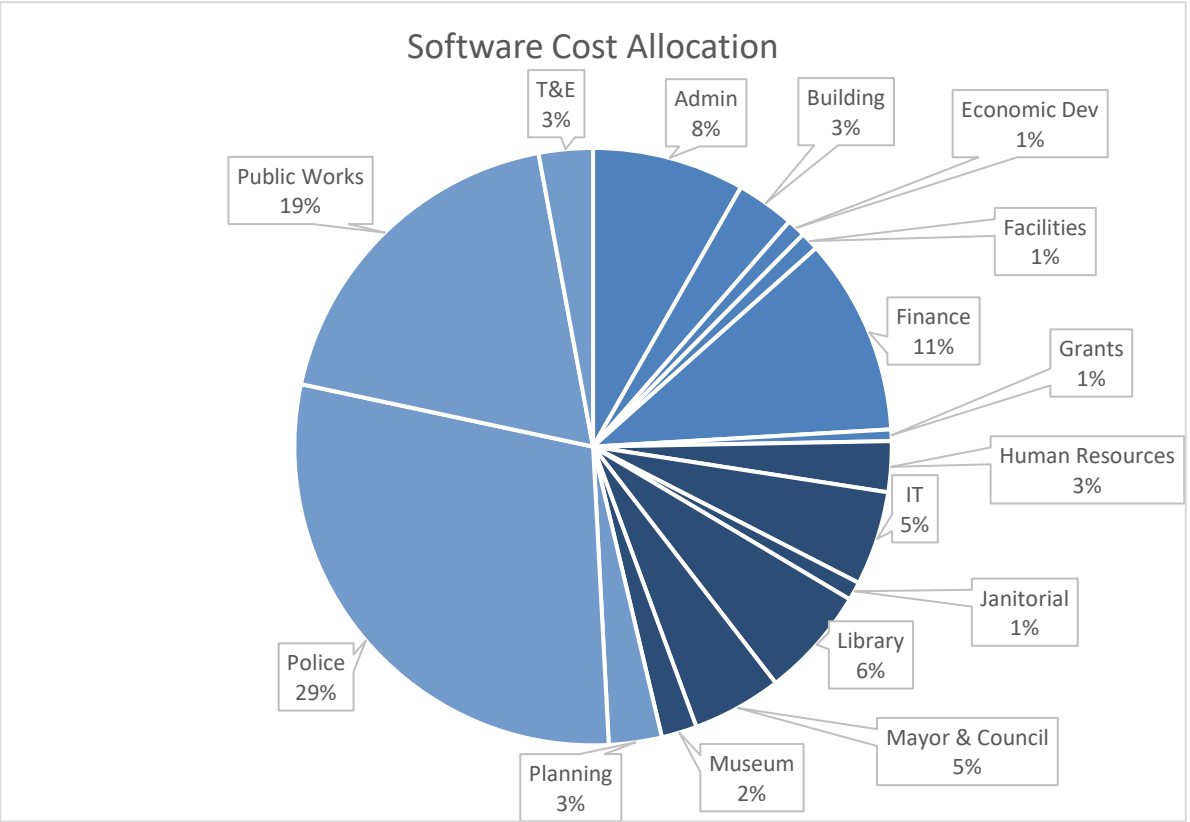
Fiscal Year 2024/2025 Accomplishments

- Responded to over 500 calls for technical assistance.
- Completed phase I of Windows 11 upgrade project.
- Completed expansion of Public Safety Camera Project.
- Completed tri-annual Criminal Justice Information Security (CJIS) audit.
- Created and launched a hybrid Security Operations Center (SOC).
- Completed training updates for IT and LASO certifications.
- Completed repairs to the Osprey nest camera.
- Selected as the local government representative on the State's Joint Task Force on Artificial Intelligence.



Expenditure Highlights

- Spending on software subscriptions provided by the IT department was reduced by \$27K overall.
- The IT department budget spending on materials and services remains essentially the same as FYE25.
- The IT department personnel costs will increase substantially due to additional staff supporting IT operations at the City of Monmouth. All these costs will be recovered from Monmouth.



Information Technology 18	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
SOURCES						
44100 Charges for Services	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 170,000
TOTAL SOURCES	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ 170,000
USES						
Personnel Services						
51100 Salary	\$ 77,375	\$ 76,372	\$ 77,300	\$ 79,000	\$ 129,000	\$ 129,000
52100 Benefits and Taxes	46,085	44,791	49,600	50,000	87,000	87,000
Total Personnel Services	\$ 123,460	\$ 121,163	\$ 126,900	\$ 129,000	\$ 216,000	\$ 216,000
Materials and Services						
61150 Repairs Equip	\$ 2,724	\$ 1,106	\$ 3,000	\$ 2,350	\$ 3,000	\$ 3,000
<i>REPAIRS & MAINTENANCE</i>	2,724	1,106	3,000	2,350	3,000	3,000
61510 Utilities Elect.	-	3,975	4,000	5,100	5,661	5,661
61520 Utilities Garbage	-	104	100	100	120	120
61530 Gas	-	125	100	100	120	120
61540 Utilities Telephone	4,547	3,873	9,810	4,680	6,500	6,500
<i>UTILITIES</i>	4,547	8,077	14,010	9,980	12,401	12,401
61200 Rent and Lease Payments	-	533	-	473	473	473
61810 Insurance Property	632	593	880	880	910	910
61820 Insurance General Liability	711	1,725	1,787	1,787	1,816	1,816
<i>OPERATIONS</i>	1,343	2,851	2,667	3,140	3,199	3,199
62120 Office Supplies	353	298	300	200	300	300
62201 General Office Supplies	479	60	500	500	500	500
62202 Small Tools and Equipment	10,915	4,506	34,000	34,000	34,000	34,000
62291 Other Operating Supplies	28	-	250	-	-	-
<i>SUPPLIES</i>	11,775	4,864	35,050	34,700	34,800	34,800
63220 Dues and Memberships	250	3,670	13,500	13,500	10,000	10,000
<i>MISCELLANEOUS EXPENSES</i>	250	3,670	13,500	13,500	10,000	10,000
63190 Professional Services - Other	1,764	915	1,500	1,068	1,200	1,200
<i>CONTRACT SERVICES</i>	1,764	915	1,500	1,068	1,200	1,200
64000 Training/Travel	-	766	2,000	1,750	2,000	2,000
<i>TRAINING/TRAVEL</i>	-	766	2,000	1,750	2,000	2,000
Total Materials and Services	\$ 22,403	\$ 22,249	\$ 71,727	\$ 66,488	\$ 66,600	\$ 66,600
TOTAL USES	\$ 145,863	\$ 143,412	\$ 198,627	\$ 195,488	\$ 282,600	\$ 282,600

ECONOMIC DEVELOPMENT DEPARTMENT

MISSION STATEMENT/PROFILE

Our mission is to strengthen existing businesses, help recruit new businesses and establish Independence as a destination for entrepreneurship and tourism. The department's goal is to increase the number of jobs in the community, expand business investment locally, and diversify the City's tax base.

Services/Programs

The economic development department grows the local economy by attracting and supporting small businesses as well as larger traded sector industry. Support can take many forms including class-based trainings and individual connections to properties, resources, consulting and more. Entrepreneurship and new businesses are also supported through similar means. The department engages with many partner organizations to expand its capacity and the impact of its services, while supporting the continued development of the City's basic infrastructure.

Fiscal Year 2025-26 Priorities

- Support the designation of the industrial property west of the airport as a Regionally Significant Industrial Site and identify ways to remove development barriers.
- Work with workforce development partners to identify and create training programs for skills needed by high-wage employers in the region.
- Continue to support local small businesses through partnerships and technical assistance programs.

Fiscal Year 2024-25 Accomplishments

- Launched power and rate study for property west of the airport for potential chips/technology campus.
- Secured a grant to fund a business development program in English and Spanish for people who want to start in-home daycare businesses.
- In coordination with Administration and the City's grant writer, secured a \$440,000 in grant funding for design of the City's planned Drinking Water Treatment Plant.

Expenditure Highlights

- Personnel services costs in the department were reduced due to reallocation of staff time across multiple funds, reflecting the actual work performed to support those areas. This cost-sharing approach more accurately aligns personnel expenses with the benefiting funds and results in a more efficient distribution of resources.



Economic Development 41	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved

USES

Personnel Services

51100	Salary	\$ 179,762	\$ 56,822	\$ 28,600	\$ 30,000	\$ 13,000	\$ 13,000
52100	Benefits and Taxes	99,898	34,300	19,000	18,000	9,000	9,000
Total Personnel Services		\$ 279,660	\$ 91,122	\$ 47,600	\$ 48,000	\$ 22,000	\$ 22,000

Materials and Services

61510	Utilities Elect.	12,001	2,650	2,800	3,300	2,800	2,800
61520	Utilities Garbage	246	69	150	100	150	150
61530	Utilities Gas	218	83	150	100	150	150
61540	Utilities Telephone	5,397	3,543	3,050	2,500	3,050	3,050
<i>UTILITIES</i>		<u>17,862</u>	<u>6,345</u>	<u>6,150</u>	<u>6,000</u>	<u>6,150</u>	<u>6,150</u>
61200	Rent and Lease Payments	-	533	-	300	-	-
61810	Insurance Property	632	445	700	520	700	700
61820	Insurance General Liability	1,491	1,332	1,200	1,343	1,400	1,400
<i>OPERATIONS</i>		<u>2,123</u>	<u>2,310</u>	<u>1,900</u>	<u>2,163</u>	<u>2,100</u>	<u>2,100</u>
62110	Postage	-	1	-	-	-	-
62120	Office Supplies	692	202	100	300	200	200
62291	Other Operating Supplies	2,367	117	200	100	100	100
<i>SUPPLIES</i>		<u>3,059</u>	<u>320</u>	<u>300</u>	<u>400</u>	<u>300</u>	<u>300</u>
63300	Advertising/Publicity	297	-	-	500	-	-
63220	Dues and Memberships	2,429	3,271	4,600	7,000	9,200	9,200
65900	Other Programs and Events	5,265	1,196	750	750	750	750
<i>MISCELLANEOUS EXPENSES</i>		<u>7,991</u>	<u>4,467</u>	<u>5,350</u>	<u>8,250</u>	<u>9,950</u>	<u>9,950</u>
63190	Professional Services	8,418	4,774	10,000	10,000	-	60,000
63900	Contract Services - IS	-	-	-	-	-	-
<i>CONTRACT SERVICES</i>		<u>8,418</u>	<u>4,774</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>60,000</u>
64000	Training/Travel	2,479	6,514	1,000	5,000	1,000	1,000
<i>TRAINING/TRAVEL</i>		<u>2,479</u>	<u>6,514</u>	<u>1,000</u>	<u>5,000</u>	<u>1,000</u>	<u>1,000</u>
Total Materials and Services		\$ 41,932	\$ 24,730	\$ 24,700	\$ 31,813	\$ 19,500	\$ 79,500
TOTAL USES		\$ 321,592	\$ 115,852	\$ 72,300	\$ 79,813	\$ 41,500	\$ 101,500

INDEPENDENCE POLICE DEPARTMENT

MISSION STATEMENT/PROFILE

The mission of the Independence Police Department is to serve with a level of professionalism which promotes a safe community and builds quality relationships. Integrity, excellence, courage, and compassion are our core values which help us to accomplish our mission. The department is held to a set of professional standards that assist in accomplishing our mission and dealing with the challenges of law enforcement in these modern times.

Our department operates patrol 24-7. Our business office is open five days a week from 8 AM to 5 PM, staffed by two full-time employees. All 911 calls are received at the Willamette Valley Communications Center in Salem and are then dispatched to our officers. Non-emergency calls are received mostly by our business office staff and are entered into our dispatch system to be dispatched to the officers. After hours and weekend non-emergency calls are routed through our answering service, Business Connections, who text and email these calls to officers who are on duty.

Services/Programs

Administrative Services: The Chief of Police is responsible for administering and managing the day-to-day operations of the department. The Chief develops the annual budget, oversees strategic planning, training, overall direction of personnel, and assignment of duties. He also serves on many professional committees as well as community committees. He assures that the department is in compliance with all Federal, State and Local laws as well as maintaining a positive working relationship with other law enforcement agencies, local businesses, and community members.



Supervision: The Department has one Lieutenant and three Sergeants who assist the Chief with administrative issues and supervise the Patrol Officers, Detectives, School Officers, Evidence Technician, Community Service Officer, Business Office Staff, Reserves and Cadets. Two of the Sergeants rotate shifts every 4 months. On call duties are rotated every half month. While the newly created Lieutenant position has taken on many of the administrative duties formerly assigned to Sergeants, each Sergeant is still assigned specific duties and responsibilities which are divided into three divisions: Administration, Patrol, and Investigations.

ADMINISTRATION DIVISION: The Administration Division Sergeant's primary responsibility is to provide general management direction and control for the Administration Division. This division consists of Technical Services and Administrative Services. This Sergeant is also the department accreditation manager and maintains the department's policy manual.

PATROL DIVISION: The Patrol Division Sergeant's primary responsibility is to provide general management direction and control for the Patrol Division. The Patrol Division consists of Uniformed Patrol and Special Operations, which includes Traffic enforcement, and reserves.



INVESTIGATIONS DIVISION: The Investigations Division Sergeant's primary responsibility is to provide general management direction and control for the Investigations Division. This division consists of the Investigations Division/Detectives, Crime Analysis Unit, Evidence Room and Forensic Services, and the School Resource Officer program. The Lieutenant and Sergeants are also responsible for managing

major crime investigations, assisting in the preparation of personnel evaluations, managing shift scheduling, maintaining all police equipment, and making recommendations for special assignments. They also assist in overseeing department involvement in community events, training needs, potential policy changes or updates, and assist with budget preparation.

Police Officers: The department currently employs eleven full-time police officers and one part-time police officer. The officers handle all emergency and non-emergency calls that the department receives. There are a wide variety of calls that are handled by patrol officers. They investigate reported crimes, ordinance violations, and provide traffic enforcement. The department has 1 ½ School Resource Officers. They respond and assist with many issues at Central High School, Talmadge Middle School and Independence Elementary School, as well as provide instructional classes on social media safety, healthy relationships, forensic science, drug awareness, and criminal justice courses. There are 1 ½ officers assigned to Detective positions. They concentrate primarily on Child Abuse cases, Sex Crimes, Assaults, and other Felony cases that require more complex investigations. They are also assigned to the Polk County Major Crimes Team and work with them on an as-needed basis.



Community Service Officer: We have one, non-sworn, community service officer. This position specifically responds to ordinance violations to include parking issues, abandoned autos, accumulation of objects and dog complaints. This position also sets up our radar trailers and assists in maintaining the dog impound facility we share with Monmouth Police Department.

Support Staff: There are two full-time employees that make up the records division of the department, the Office Manager and Records Technician. The Office Manager oversees the operations of the business office. They are responsible for assuring that all records related laws and rules are being followed and that all Criminal Justice Information System and Law Enforcement Data System rules are being adhered to. It is the Office Managers responsibility

to maintain all police records to include case reports and citations. She is also the department's representative to the records management system team (Mark 43) and Law Enforcement Data Systems (LEDS). She is responsible for our department's compliance and training for each of these systems. The Office Manager assists the Chief of Police, Lieutenant, and Sergeants as needed. She is also our Evidence Technician. It is the responsibility of this position to check in all evidence obtained in cases, keep an accurate record of chain of custody, send evidence to crime lab as needed, and assure that all laws and rules are being followed for collection, storage, release, and destruction.

The Records Technician is responsible for assuring that all police reports information is entered correctly into our RMS, greeting the public, answering phones, files reports and citations, and routes reports/citations to the appropriate place, i.e. District Attorney, Municipal Court, Juvenile Department, DHS Child Welfare, etc. Other duties assigned to this position are Dog Licensing and maintenance of our licensing records, public fingerprinting, and registration of sex offenders. The records staff are cross trained so that the office can continue to run smoothly if one or the other is out of the office.

Fiscal Year 2025-26 Priorities

The priority for the coming budget year is to recruit to fill all vacancies and to retain staff through improved training and wellness initiatives.

Fiscal Year 2024-25 Accomplishments

Our goal of hiring to full strength was completed for a short time.



Police Department 21	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved

SOURCES

42330 SRO	\$ 114,899	\$ 120,225	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
INTERGOVERNMENTAL	114,899	120,225	120,000	120,000	120,000	120,000
43154 Forfeiture/Impound	1	1	500	1	100	100
43203 Dog Licenses	9,757	8,934	9,000	7,395	9,000	9,000
43210 Public Safety Fee	-	-	-	360,000	816,000	816,000
43251 Pound Fees	912	1,120	1,000	1,000	1,000	1,000
43252 UIV Impound	35	145	-	630	-	-
LICENSES, FEES AND PERMITS	10,705	10,200	10,500	369,026	826,100	826,100
44100 Charges for Services	46,033	62,044	40,000	45,000	40,000	40,000
CHARGES FOR SERVICES	46,033	62,044	40,000	45,000	40,000	40,000
45300 Restricted/Designated Donations	-	(1,600)	-	-	-	-
47400 Return to Work Program	-	-	2,000	-	-	-
47900 Gym Membership	2,470	3,803	3,000	6,400	3,000	3,000
MISCELLANEOUS	2,470	2,203	5,000	6,400	3,000	3,000
TOTAL SOURCES	\$ 174,107	\$ 194,672	\$ 175,500	\$ 540,426	\$ 989,100	\$ 989,100

USES

Personnel Services

51100 Salary	\$ 1,700,119	\$ 1,599,401	\$ 1,840,700	\$ 1,800,065	\$ 1,991,000	\$ 1,991,000
52100 Benefits and Taxes	1,065,256	988,610	1,249,800	\$ 1,099,618	1,388,000	1,388,000
Total Personnel Services	\$ 2,765,375	\$ 2,588,011	\$ 3,090,500	\$ 2,899,683	\$ 3,379,000	\$ 3,379,000

Materials and Services

61120 Repairs Building	\$ 2,035	\$ -	\$ -	\$ -	\$ -	\$ -
61150 Repairs Equip	873	2,204	7,000	7,000	10,400	10,400
61160 Repairs Vehicles	12,411	-	-	355	-	-
REPAIRS	15,319	2,204	7,000	7,355	10,400	10,400
61510 Utilities Elect.	48,004	50,346	72,000	64,898	72,000	72,000
61520 Utilities Garbage	984	1,316	1,440	1,529	1,500	1,500
61530 Utilities Gas	873	1,582	2,400	1,150	2,400	2,400
61540 Utilities Telephone	40,563	35,473	54,780	26,760	34,750	34,750
UTILITIES	90,424	88,717	130,620	94,337	110,650	110,650
61810 Insurance Property	6,437	8,298	11,125	9,231	9,970	9,970
61820 Insurance General Liability	52,599	84,243	47,577	71,857	77,606	77,606
61830 Insurance Auto	21,218	22,968	30,800	25,617	27,667	27,667
OPERATIONS	80,254	115,509	89,502	106,705	115,243	115,243
62110 Postage	1,565	2,015	3,200	1,400	3,200	3,200
62120 Office Supplies	8,945	7,967	9,540	9,000	9,960	9,960
62201 Operating Supplies	7,113	3,423	12,105	10,500	12,500	12,500
62202 Small Tools and Equipment	30,994	12,126	10,000	10,000	10,500	10,500
62221 Fuel	27,583	27,434	30,000	27,000	33,000	33,000
62222 Uniforms	13,672	12,533	17,300	17,000	20,840	20,840
62223 Ammunition	450	3,883	6,775	6,750	7,275	7,275
62224 Special Investigations	1,309	13,171	6,000	2,000	6,000	6,000
62291 Other Operating Supplies	2,560	2,086	3,500	3,000	3,500	3,500
SUPPLIES	94,191	84,638	98,420	86,650	106,775	106,775

Police Department 21	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
63110 Professional Services - Legal	\$ 1,283	\$ 315	\$ 4,000	2,000	\$ 4,000	\$ 4,000
63160 Communications 911	122,742	86,480	142,550	145,704	156,380	156,380
63170 Communications Services	65,217	107,758	85,746	83,444	87,573	87,573
63190 Professional Services - Other	8,542	10,173	4,250	4,300	11,850	11,850
CONTRACT SERVICES	197,784	204,726	236,546	235,448	259,803	259,803
64000 Training/Travel	16,208	8,516	17,100	17,000	19,000	19,000
TRAINING/TRAVEL	16,208	8,516	17,100	17,000	19,000	19,000
61200 Equipment Rent	7,369	7,199	7,215	7,156	7,275	7,275
63210 Lic. And Permits	1,120	50	1,200	200	1,200	1,200
63220 Dues and Memberships	13,288	36,400	16,445	45,731	70,575	70,575
63270 Software Subscriptions	24,576	30,701	65,059	37,210	36,795	36,795
63300 Advertising	-	-	750	700	750	750
63800 Forfeiture	3,575	-	-	-	-	-
65200 Police Programming	12,675	14,705	15,000	13,000	16,800	16,800
66120 Recruitment Expense	4,365	7,594	11,500	6,000	16,250	16,250
66530 Community Support	-	3,017	5,700	3,000	5,700	5,700
66590 Other Miscellaneous Expense	1,368	1,910	3,500	300	-	-
MISCELLANEOUS EXPENSES	68,336	101,576	126,369	113,297	155,345	155,345
Total Materials and Services	\$ 562,516	\$ 605,886	\$ 705,557	\$ 660,792	\$ 777,216	\$ 777,216
TOTAL USES	\$ 3,327,891	\$ 3,193,897	\$ 3,796,057	\$ 3,560,475	\$ 4,156,216	\$ 4,156,216



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MUNICIPAL COURT MISSION STATEMENT/PROFILE

The Municipal Court provides the judicial function within the City of Independence. It dispenses fair and impartial justice to protect residents of the Community. To accomplish this, the Court adjudicates violators of the Independence Municipal Code, Oregon Criminal Code, the Oregon Motor Vehicle Code, and most other misdemeanor charges, both traffic and non-traffic, including driving under the influence of intoxicants (DUI's).

Services/Programs

Responsibilities of the Municipal Court include filing all cases referred to the court, maintaining court dockets, conducting court appearances, collecting and reporting fines and assessments, monitoring payment agreements, bench probations, diversions, probation reviews, operating a Correctable Violations program, impaneling juries, and conducting the hearing types listed below:

Municipal Code Hearings: This service includes hearings related to violations of the Independence Municipal Code. Nuisances, zoning, and parking are included.

Traffic Court Hearings: This includes hearings held for violations and criminal citations written to enforce the State's Uniform Traffic Code. The court is registered as a "Violations Bureau" which allows citizens to avoid court appearances in certain instances and work directly with the Court Clerk to come to a resolution regarding qualifying violations.

Criminal Court Hearings: This includes hearings held for non-juvenile criminal cases such as vandalism, criminal trespass, theft, disorderly conduct etc.

Fiscal Year 2025-26 Priorities

- Enhance customer payment experience through implementation of new on-line payment system.

Fiscal Year 2024-25 Accomplishments

- Enhanced backup for Municipal Court Clerk position through cross-training and in-court experience.

Fiscal Year 2025-26 Expenditure Highlights

- Department expenditures continue to be consistent with prior years as there are no plans for changes in staffing or significant adjustments to service levels in the 2025-26 fiscal year.



Court 22	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved

SOURCES

43000 Fines Fees and Forfeitures	\$ (3,517)	\$ -	\$ 1,000	\$ 4,200	\$ 2,400	\$ 2,400
43101 Misc. & Court Billing Fees	14,375	10,913	7,500	10,000	10,000	10,000
43151 Traffic Fines	64,898	70,730	70,000	70,000	70,000	70,000
43152 Trafic Fines Surcharge	340	11	-	-	-	-
TOTAL SOURCES	\$ 76,096	\$ 81,654	\$ 78,500	\$ 84,200	\$ 82,400	\$ 82,400

USES

Personnel Services

51100 Salary	14,973	16,670	15,600	17,500	23,000	23,000
52100 Benefits and Taxes	7,053	8,222	8,500	8,600	13,000	13,000
Total Personnel Services	\$ 22,026	\$ 24,892	\$ 24,100	\$ 26,100	\$ 36,000	\$ 36,000

Materials and Services

61150 Repairs Equip	\$ -	\$ -	\$ -	\$ 21	\$ -	\$ -
<i>REPAIRS</i>	-	-	-	21	-	-
61540 Utilities - Telephone	44	999	1,060	1,150	2,000	2,000
<i>UTILITIES</i>	44	999	1,060	1,150	2,000	2,000
61810 Insurance Property	-	396	585	463	500	500
61820 Insurance General Liability	647	1,102	624	1,127	1,500	1,500
<i>OPERATIONS</i>	647	1,498	1,209	1,590	2,000	2,000
62110 Postage	550	1,264	1,200	1,600	1,500	1,500
62120 Office Supplies	191	557	450	200	400	400
62202 Supplies - Equipment	28	52	150	100	100	100
<i>SUPPLIES</i>	769	1,873	1,800	1,900	2,000	2,000
63220 Dues and Memberships	76	1,386	300	1,000	1,500	1,500
<i>MISCELLANEOUS EXPENSES</i>	76	1,386	300	1,000	1,500	1,500
63110 Professional Services - Legal	3,418	1,080	5,000	2,000	2,000	2,000
63120 Contract Services - Judge	9,000	9,000	12,000	9,000	12,000	12,000
63190 Professional Services - Other	1,787	2,154	3,500	2,500	3,000	3,000
<i>CONTRACT SERVICES</i>	14,205	12,234	20,500	13,500	17,000	17,000
64000 Training/Travel	3,000	1,502	1,650	1,600	2,000	2,000
<i>TRAINING/TRAVEL</i>	3,000	1,502	1,650	1,600	2,000	2,000

Total Materials and Services	\$ 18,741	\$ 19,492	\$ 26,519	\$ 20,761	\$ 26,500	\$ 26,500
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TOTAL USES	\$ 40,767	\$ 44,384	\$ 50,619	\$ 46,861	\$ 62,500	\$ 62,500
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COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT/PROFILE

The Community Development Department works to support the City Council vision to promote a livable and vibrant city.

Services/Programs

The Department offers land use planning services (both current and long-range) to address community needs. These services include code amendments and plan reviews that pass through the City's Planning Commission, Historic Preservation Commission, and City Council when necessary.

Fiscal Year 2025-26 Priorities

- Begin implementation of projects completed over FY 2024-25.
- Begin work on revisions to City standards to better tailor the requirements to address new housing being built in existing neighborhoods.

Fiscal Year 2024-25 Accomplishments

- Completion of the Central Talmadge Plan.
- Completion of the Downtown Parking Plan

Fiscal Year 2025-26 Expenditure Highlights

- The Department anticipates a continued dip in development activity during the 2025-26 fiscal year. This dip is reflected in the projected decrease in development fee revenue.



Community Development 45		Actual		FY 2024-25 Adopted Budget Est YE		Budget 2025-26 Proposed Approved	
		2022-23	2023-24	Budget	Est YE	Proposed	Approved
SOURCES							
42190	Federal Grants	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -
	<i>INTERGOVERNMENTAL</i>	-	-	-	5,000	-	-
43155	Nuis. Abatement	3,145	-	-	-	-	-
43254	Development Fees	203,795	15,851	10,000	13,000	10,000	10,000
	<i>LICENSES, FEES AND PERMITS</i>	206,940	15,851	10,000	13,000	10,000	10,000
TOTAL SOURCES		\$ 206,940	\$ 15,851	\$ 10,000	\$ 18,000	\$ 10,000	\$ 10,000
USES							
Personnel Services							
51100	Salary	\$ 86,821	\$ 91,750	\$ 91,000	\$ 113,000	\$ 118,000	\$ 118,000
52100	Benefits and Taxes	55,099	58,136	63,800	73,000	84,000	84,000
Total Personnel Services		\$ 141,920	\$ 149,886	\$ 154,800	\$ 186,000	\$ 202,000	\$ 202,000
Materials and Services							
61150	Repairs Equip	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -
	<i>REPAIRS</i>	-	-	500	-	-	-
61510	Utilities Elect.	12,001	2,650	3,000	3,200	4,000	4,000
61520	Utilities Garbage	246	69	50	100	200	200
61530	Utilities Gas	218	83	75	100	200	200
61540	Utilities Telephone	2,688	999	1,360	500	650	650
	<i>UTILITIES</i>	15,153	3,801	4,485	3,900	5,050	5,050
61200	Rent and Lease Payments	-	846	-	650	700	700
61810	Insurance Property	632	396	585	463	500	500
61820	Insurance General Liability	1,637	1,102	1,997	1,127	1,500	1,500
	<i>OPERATIONS</i>	2,269	2,344	2,582	2,240	2,700	2,700
62110	Postage	562	1,671	1,000	1,400	1,500	1,500
62120	Office Supplies	699	854	500	300	500	500
62291	Other Operating Supplies	674	900	500	1,200	500	500
	<i>SUPPLIES</i>	1,935	3,425	2,000	2,900	2,500	2,500
63220	Dues and Memberships	253	2,087	1,500	4,200	5,500	5,500
63300	Advertising/Publicity	2,264	1,597	1,000	1,500	1,500	1,500
	<i>MISCELLANEOUS EXPENSES</i>	2,517	3,684	2,500	5,700	7,000	7,000
63140	Contract Services - Developer Svcs	4,989	576	25,000	-	25,000	25,000
63180	Nuisance Abatement	5,910	-	2,000	-	2,000	2,000
63190	Professional Services	20,146	11,367	10,000	5,000	10,000	10,000
	<i>CONTRACT SERVICES</i>	31,045	11,943	37,000	5,000	37,000	37,000
64000	Training/Travel	541	398	1,500	1,504	1,500	1,500
	<i>TRAINING/TRAVEL</i>	541	398	1,500	1,504	1,500	1,500
Total Materials and Services		\$ 53,460	\$ 25,595	\$ 50,567	\$ 21,244	\$ 55,750	\$ 55,750
TOTAL USES		\$ 195,380	\$ 175,481	\$ 205,367	\$ 207,244	\$ 257,750	\$ 257,750

BUILDING DEPARTMENT MISSION STATEMENT/PROFILE

The Building Department strives to provide timely inspection and review in support of growth and development within the City.

Services/Programs

The Building Department provides on-site inspection and review services to ensure compliance with State and local code requirements related to building and construction.

Fiscal Year 2025-26 Priorities

- Manage workloads and services within budget parameters.

Fiscal Year 2024-25 Accomplishments

- Continued to provide inspection services for projects within the City as required and utilizing a temporary position to manage the inspection workload.



Building Inspection Department 15	Actual		FY 2024-25 Adopted Budget Est YE		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
SOURCES						
43231 Building Permits	\$ 89,841	\$ 52,271	\$ 30,000	\$ 28,000	\$ 120,000	\$ 120,000
43232 Mechanical Permits	8,289	6,862	3,000	6,500	8,000	8,000
43233 Plumbing Permit Fees	25,563	17,021	7,500	5,000	20,000	20,000
43234 Sign Permits	640	358	-	100	100	100
43235 Fire & Safety Permits	1,678	5,773	3,500	3,500	21,000	21,000
43253 Plan Check Fees	57,463	31,699	20,000	11,200	48,000	48,000
46650 Technology Fee	-	3,880	-	1,000	3,520	3,520
47900 Other Revenue	-	100	-	1,100	-	-
TOTAL SOURCES	\$ 183,474	\$ 117,964	\$ 64,000	\$ 56,400	\$ 220,620	\$ 220,620
Personnel Services						
51100 Salary	\$ 160,508	\$ 140,759	\$ 117,300	\$ 104,000	\$ 128,000	\$ 128,000
52100 Benefits and Taxes	82,670	86,147	76,200	70,000	86,000	86,000
Total Personnel Services	\$ 243,178	\$ 226,906	\$ 193,500	\$ 174,000	\$ 214,000	\$ 214,000
Materials and Services						
61160 Repairs and Maintenance - Vehicles	\$ 16	\$ 1,770	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
<i>REPAIRS</i>	16	1,770	2,000	-	2,000	2,000
61510 Utilities - Electric	-	3,975	4,100	5,000	5,000	5,000
61520 Utilities Garbage	-	104	150	100	90	90
61530 Utilities Gas	-	125	150	100	90	90
61540 Utilities Telephone	4,016	3,056	3,350	1,200	1,250	1,250
<i>UTILITIES</i>	4,016	7,260	7,750	6,400	6,430	6,430
61200 Rent and Lease Payments	-	846	-	700	700	700
61810 Insurance - Property	632	594	880	694	1,400	1,400
61820 Insurance General Liability	1,366	1,725	2,947	1,751	3,500	3,500
61830 Insurance - Auto	288	551	730	499	1,000	1,000
<i>OPERATIONS</i>	2,286	3,716	4,557	3,644	6,600	6,600
62110 Postage	138	165	100	100	70	70
62120 Office Supplies	3,609	1,180	750	500	500	500
62221 Fuel	-	131	-	100	750	750
62291 Other Operating Supplies	376	225	400	-	-	-
<i>SUPPLIES</i>	4,123	1,701	1,250	700	1,320	1,320
63210 Licenses and Permits	270	160	150	200	300	300
63220 Dues and Memberships	151	6,130	6,900	8,000	6,900	6,900
63240 Bank Fees	-	444	-	3,000	-	6,000
<i>MISCELLANEOUS</i>	421	6,734	7,050	11,200	7,200	13,200
63110 Professional Services - Legal	-	305	-	-	2,000	2,000
63190 Professional Services	2,096	1,115	2,500	2,500	-	-
<i>CONTRACT SERVICES</i>	2,096	1,420	2,500	2,500	2,000	2,000
64000 Training/Travel	1,375	2,187	3,000	1,000	2,000	2,000
<i>TRAINING/TRAVEL</i>	1,375	2,187	3,000	1,000	2,000	2,000
Total Materials and Services	\$ 14,333	\$ 24,788	\$ 28,107	\$ 25,444	\$ 27,550	\$ 33,550
TOTAL USES	\$ 257,511	\$ 251,694	\$ 221,607	\$ 199,444	\$ 241,550	\$ 247,550

JANITORIAL DEPARTMENT

MISSION STATEMENT/PROFILE

The Janitorial Department strives to provide a clean work environment supporting work productivity.

Services/Programs

The Janitorial Department provides janitorial and light maintenance services to City facilities including City Hall, Public Works, the Library, and the Museum.

Fiscal Year 2025-2026 Priorities

- Continue to provide cost-effective services as an alternative to third-party contracts.

Fiscal Year 2024-2025 Accomplishments

- Reduced reliance on outside contracts for cleaning and maintenance by utilizing in-house staff.
- Implemented a standardized supply inventory system, improving efficiency and reducing waste across all serviced facilities.

Fiscal Year 2025-26 Expenditure Highlights

- The Department budgeted a reduction in personnel services as costs were reallocated across funds and departments based on an analysis of service provided.
- Achieved a reduction in supply costs by streamlining purchasing practices and leveraging bulk ordering for frequently used janitorial materials.

Janitorial 19	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved

USES

Personnel Services

51100 Salary	59,800	43,516	35,100	\$ 44,000	\$ 40,000	\$ 40,000
52100 Benefits and Taxes	30,069	14,178	12,400	14,000	15,000	15,000
Total Personnel Services	\$ 89,869	\$ 57,694	\$ 47,500	\$ 58,000	\$ 55,000	\$ 55,000

61120 Repairs Building	\$ 24,624	\$ -	\$ -	\$ -	\$ -	\$ -
61150 Repairs Equip	1,000	-	500	250	500	500
<i>REPAIRS</i>	25,624	-	500	250	500	500
61450 Utilities Telephone	-	961	1,300	600	800	800
<i>UTILITIES</i>	-	961	1,300	600	800	800
62120 Office Supplies	202	31	250	200	200	200
62201 Operation Supplies	6,023	8,836	11,000	8,000	8,000	8,000
62291 Other Operating Supplies	376	-	100	100	50	50
<i>SUPPLIES</i>	6,601	8,867	11,350	8,300	8,250	8,250
61810 Insurance Property	-	791	1,175	925	975	975
61820 Insurance General Liability	1,131	1,888	3,147	1,943	2,001	2,001
<i>OPERATIONS</i>	1,131	2,679	4,322	2,868	2,976	2,976
63220 Dues and Memberships	(19)	1,318	1,200	1,200	2,000	2,000
<i>MISCELLANEOUS EXPENSES</i>	(19)	1,318	1,200	1,200	2,000	2,000
63190 Professional Services	8,933	1,794	3,000	3,000	4,000	4,000
<i>CONTRACT SERVICES</i>	8,933	1,794	3,000	3,000	4,000	4,000
Total Materials and Services	\$ 42,270	\$ 15,619	\$ 21,672	\$ 16,218	\$ 18,526	\$ 18,526
TOTAL USES	\$ 132,139	\$ 73,313	\$ 69,172	\$ 74,218	\$ 73,526	\$ 73,526

COMMUNITY SERVICES

MISSION STATEMENT/PROFILE

The Community Services Department, formed as the combination of the Independence Public Library and the Heritage Museum, provides the City of Independence and its community members with a cultural experience that integrates education, the history of our community, and an array of resources for all ages. The mission of the Community Services Department is to meet the literary, educational, and social needs and desires of the citizens of Independence, provide current information, materials, and services reflecting the multigenerational, multicultural, and multilingual diversity of our community, and collect and share the natural history and diverse cultural heritage of the river community of Independence.



The Community Services Department is a primary service provider to the City's residents. Under an annual contract with the Chemeketa Cooperative Regional Library Service (CCRLS), the Library provides specific services to residents of municipalities, library districts, and unincorporated areas of Polk, Yamhill, and Marion counties. Informally, the Library serves a population of about 11,000 residents in our service area. There are currently over 3,000 registered borrowers of materials.

More than 188,000 items, including books, e-Books, magazines, e-Magazines, DVDs, audiobooks, e-Audiobooks, and music CDs are available through the Library. As a member of CCRLS, the Department provides access to over 1.1 million items held among eighteen member libraries through an online catalog. A weekday courier service delivers items between libraries.

Services/Programs

The Department currently staffs 4.7 FTE professional positions and works with a number of volunteers and interns to create young readers, cultivate lifelong learning, foster leisure, and inspire imagination. Each member of the Department's team fills a primary role, however staff are trained to help across all service areas, and there is a strong culture of collaboration. In addition to city-level duties, staff represent the library to CCRLS as members of various standing groups and committees, including Directors, Circulation, Cataloging, Children's Services, Reference, and Spanish Services.



The Museum provides exhibits, artifacts, and experiences that communicate and preserve the history of the region and community. This includes offering services that allow people to engage and contribute to the historical representation of the community. We will continue to work with local partners, including Western Oregon University, Community Services Consortium, OSU Extension, Polk County, Ash Creek Art Center, Luckiamute Watershed Council, and other local non-profits and organizations to provide the programming needed to engage our visitors.

Curation and Conservation

The Museum continues to identify items which need to be better preserved. In addition to creating an archive which meets industry standards, we continue to photograph our artifacts and update our database with industry standard photography. Although a slow process, each item is reviewed in our database, and additional information is added, making it easier to find and provide a better resource for future research.



Fiscal Year 2025-26 Priorities

- Work with Friends of the Library and the Heritage Museum Society to increase revenue streams for dedicated programming opportunities.
- Work with outside organizations to bring more programming options to the Department.
- Continue to provide the least noticeable amount of decreased services due to budget and staffing cuts and constraints.
- Work towards stable funding to increase operating hours and reopen on Saturdays.
- Support on-going curation and display of cultural and community artifacts in a meaningful way while working within the constraints of limited display space distributed across multiple City facilities.



Community Services 50	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Sources						
42400 Intergovernmental - other	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000
44100 Miscellaneous Revenue	-	-	-	-	3,000	3,000
CHARGES AND MISCELLANEOUS REVENUE	-	-	-	-	68,000	68,000
TOTAL SOURCES	\$ -	\$ -	\$ -	\$ -	\$ 68,000	\$ 68,000
Uses						
Personnel Services						
51100 Salary	\$ -	\$ -	\$ -	\$ -	\$ 309,000	\$ 309,000
52100 Benefits and Taxes	-	-	-	-	201,000	201,000
Total Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 510,000	\$ 510,000
Materials and Services						
61150 Repairs Equip	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
REPAIRS	-	-	-	-	1,000	1,000
61510 Utilities Elect.	-	-	-	-	14,000	14,000
61520 Utilities Garbage	-	-	-	-	1,500	1,500
61530 Utilities Gas	-	-	-	-	4,000	4,000
61540 Utilities Telephone	-	-	-	-	2,500	2,500
UTILITIES	-	-	-	-	22,000	22,000
61200 Rent and Lease Payments	-	-	-	-	7,500	7,500
61810 Insurance Property	-	-	-	-	15,000	15,000
61820 Insurance General Liability	-	-	-	-	1,700	1,700
62254 Circulation - Periodicals	-	-	-	-	1,000	1,000
OPERATIONS	-	-	-	-	25,200	25,200
62110 Postage	-	-	-	-	700	700
62120 Office Supplies	-	-	-	-	7,000	7,000
62201 General Supplies & Materials	-	-	-	-	1,000	1,000
62202 Small Tools and Equipment	-	-	-	-	1,000	1,000
62257 Exhibit Development and Maintenance	-	-	-	-	2,500	2,500
62291 Other Operating Supplies	-	-	-	-	750	750
SUPPLIES	-	-	-	-	12,950	12,950
63160 Contract Services - Security	-	-	-	-	500	500
63190 Professional Services - Other	-	-	-	-	24,000	24,000
CONTRACT SERVICES	-	-	-	-	24,500	24,500
63220 Dues and Memberships	-	-	-	-	16,500	16,500
63240 Bank Fees	-	-	-	-	200	200
63250 Overdue Exp	-	-	-	-	350	350
63300 Advertising	-	-	-	-	300	300
MISCELLANEOUS EXPENSES	-	-	-	-	17,350	17,350
64000 Training/Travel	-	-	-	-	3,300	3,300
TRAINING/TRAVEL	-	-	-	-	3,300	3,300
Total Materials and Services	\$ -	\$ -	\$ -	\$ -	\$ 106,300	\$ 106,300
TOTAL USES	\$ -	\$ -	\$ -	\$ -	\$ 616,300	\$ 616,300

Library 51	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Sources						
42400 Intergovernmental - other	\$ 53,931	\$ 71,989	\$ 60,000	\$ 38,000	\$ -	\$ -
44100 Miscellaneous Revenue	4,573	4,321	4,000	2,800	-	-
<i>CHARGES AND MISCELLANEOUS REVENUE</i>	58,504	76,310	64,000	40,800	-	-
TOTAL SOURCES	\$ 58,504	\$ 76,310	\$ 64,000	\$ 40,800	\$ -	\$ -
Uses						
Personnel Services						
51100 Salary	\$ 306,434	\$ 266,098	\$ 264,700	\$ 283,246	\$ -	\$ -
52100 Benefits and Taxes	173,677	157,333	170,000	161,984	-	-
Total Personnel Services	\$ 480,111	\$ 423,431	\$ 434,700	\$ 445,230	\$ -	\$ -
Materials and Services						
61120 Repairs Building	\$ 6,074	\$ 1,122	\$ 2,500	\$ -	\$ -	\$ -
61150 Repairs Equip	3,394	-	1,000	-	-	-
<i>REPAIRS</i>	9,468	1,122	3,500	-	-	-
61510 Utilities Elect.	9,986	10,168	9,000	11,188	-	-
61520 Utilities Garbage	1,581	1,461	1,500	1,290	-	-
61530 Utilities Gas	5,350	4,505	2,500	2,976	-	-
61540 Utilities Telephone	5,130	3,066	8,565	2,308	-	-
<i>UTILITIES</i>	22,047	19,200	21,565	17,762	-	-
61200 Rent and Lease Payments	6,176	4,214	5,000	4,776	-	-
61810 Insurance Property	6,125	7,466	11,050	8,738	-	-
61820 Insurance General Liability	3,336	1,238	8,547	1,179	-	-
62251 Circulation - AV Materials	4,812	5,376	6,000	6,000	-	-
62252 Circulation - Books	28,822	27,344	28,000	28,000	-	-
62254 Circulation - Periodicals	1,817	2,587	2,000	1,085	-	-
62255 Circulation - Electronic	2,964	2,993	3,000	3,000	-	-
65900 Programs	3,098	2,365	4,000	3,000	-	-
<i>OPERATIONS</i>	57,150	53,583	67,597	55,778	-	-
62110 Postage	15	87	200	200	-	-
62120 Office Supplies	7,694	6,199	8,000	8,000	-	-
62201 General Supplies & Materials	655	14	5,000	5,000	-	-
62202 Small Tools and Equipment	10,973	3,116	7,500	6,500	-	-
62291 Other Operating Supplies	190	996	1,000	500	-	-
<i>SUPPLIES</i>	19,527	10,412	21,700	20,200	-	-
63160 Contract Services - Security	914	-	-	135	-	-
63190 Professional Services - Other	5,148	915	1,000	1,029	-	-
<i>CONTRACT SERVICES</i>	6,062	915	1,000	1,164	-	-
63210 Lic. And Permits	-	100	-	-	-	-
63220 Dues and Memberships	812	5,836	4,700	4,354	-	-
63240 Bank Fees	126	40	200	200	-	-
63250 Overdue Exp	118	177	350	350	-	-
63300 Advertising	10	-	-	-	-	-
<i>MISCELLANEOUS EXPENSES</i>	1,066	6,153	5,250	4,904	-	-
64000 Training/Travel	4,955	4,340	3,800	5,525	-	-
<i>TRAINING/TRAVEL</i>	4,955	4,340	3,800	5,525	-	-
Total Materials and Services	\$ 120,275	\$ 95,725	\$ 124,412	\$ 105,333	\$ -	\$ -
TOTAL USES	\$ 600,386	\$ 519,156	\$ 559,112	\$ 550,563	\$ -	\$ -

Community Services - Museum 52	Actual		FY 2024-25 Adopted Budget		FY 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
SOURCES						
44100 Charges for Services	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -
45300 Restricted/Designated donations	810	1,102	-	100	-	-
TOTAL SOURCES	\$ 810	\$ 1,162	\$ -	\$ 100	\$ -	\$ -
USES						
Personnel Service						
51100 Salary	\$ 103,284	\$ 103,310	\$ 106,100	\$ 74,500	\$ -	\$ -
52100 Benefits and Taxes	55,215	54,128	59,700	35,000	-	-
Total Personnel Services	\$ 158,499	\$ 157,438	\$ 165,800	\$ 109,500	\$ -	\$ -
Materials and Services						
61120 Repairs Building	\$ 2,341	\$ -	\$ -	\$ 200	\$ -	\$ -
61150 Repairs Equip	-	120	1,000	100	-	-
REPAIRS	2,341	120	1,000	300	-	-
61510 Utilities Elect.	3,767	3,441	3,200	5,000	-	-
61520 Utilities Garbage	261	279	275	200	-	-
61530 Utilities Gas	6,278	5,333	3,700	3,400	-	-
61540 Utilities Telephone	1,886	1,880	2,100	2,000	-	-
UTILITIES	12,192	10,933	9,275	10,600	-	-
61810 Insurance Property	3,863	4,708	6,965	5,514	-	-
61820 Insurance General Liability	885	546	4,347	527	-	-
65900 Programs	1,390	-	2,500	2,500	-	-
OPERATIONS	6,138	5,254	13,812	8,541	-	-
62110 Postage	63	1,230	500	1,000	-	-
62120 Office Supplies	2,108	1,221	1,000	200	-	-
62201 Operation Supplies	1,750	1,047	500	-	-	-
62202 Small Tools and Equipment	5,112	2,394	3,500	500	-	-
62257 Exhibit Development & Maint	6,897	3,728	2,500	2,500	-	-
62291 Other Operating Supplies	76	-	500	-	-	-
SUPPLIES	16,006	9,620	8,500	4,200	-	-
63190 Professional Services	2,753	1,396	1,000	1,500	-	-
CONTRACT SERVICES	2,753	1,396	1,000	1,500	-	-
63210 Licenses & Permits	120	-	1,200	-	-	-
63220 Dues and Memberships	997	5,512	4,750	5,000	-	-
63300 Advertising/Publicity	639	586	1,500	1,000	-	-
63900 Other Programs and Events	-	92	2,200	2,000	-	-
MISCELLANEOUS EXPENSES	1,756	6,190	9,650	8,000	-	-
64000 Training/Travel	5,916	368	1,125	700	-	-
TRAINING/TRAVEL	5,916	368	1,125	700	-	-
Total Materials and Services	47,102	33,881	44,362	33,841	-	-
Capital Outlay						
61120 Equipment	\$ -	\$ 665	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay	\$ -	\$ 665	\$ -	\$ -	\$ -	\$ -
TOTAL USES	\$ 205,601	\$ 191,984	\$ 210,162	\$ 143,341	\$ -	\$ -



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PARKS DEPARTMENT MISSION STATEMENT/PROFILE

The Parks Department is funded through the General Fund but contained within the Public Works Department purview for budgeting and operations. Public Works' mission regarding Parks is to supply and maintain a parks system that meets the needs of the community and policies of the Council.

Services/Programs

The City maintains and operates approximately 105 acres of parks and open spaces for the use and enjoyment of our community.

Fiscal Year 2025-26 Priorities

In accordance with the 2023-2025 Council Goals and 2040 Vision Plan the Parks priorities for 2025-26 include an update to the Parks Master Plan.

Fiscal Year 2024-25 Accomplishments

- Riverview Park pathway repair and construction of Sunset Park.

Fiscal Year 2025-26 Expenditure Highlights

- The Parks Master Plan update is budgeted in contractual services.



Parks 53	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved

SOURCES

44100 Charges for services	\$ -	\$ 357	\$ -	\$ -	\$ -	\$ -
45300 Restricted/Designated donations	3,000	-	-	3,000	-	-
47201 Rent - Campground	701	665	-	700	-	-
47202 Rent - Parking lot	360	360	-	500	-	-
47203 Rent - Water Tower	20,674	24,135	27,000	25,000	27,000	27,000
47209 Rent - other	573	698	-	500	-	-
TOTAL SOURCES	\$ 25,308	\$ 26,215	\$ 27,000	\$ 29,700	\$ 27,000	\$ 27,000

USES

Personnel Services

51100 Salary	\$ 98,313	\$ 96,644	\$ 100,300	\$ 95,000	\$ 103,000	\$ 103,000
52100 Benefits and Taxes	64,703	65,802	70,000	64,000	75,000	75,000
Total Personnel Services	\$ 163,016	\$ 162,446	\$ 170,300	\$ 159,000	\$ 178,000	\$ 178,000

Materials and Services

61120 Repairs Building	\$ 3,194	\$ 1,894	\$ 12,500	\$ 12,500	\$ 11,000	\$ 11,000
61150 Repairs Equip	10,880	6,452	14,500	14,500	8,300	8,300
61160 Repairs Vehicles	1,458	2,009	3,500	3,500	3,500	3,500
61170 Repairs Parks and Grounds	13,673	9,786	14,200	14,200	20,000	20,000
REPAIRS	29,205	20,141	44,700	44,700	42,800	42,800
61510 Utilities Elect.	15,413	14,878	15,000	15,400	16,000	16,000
61520 Utilities Garbage	2,793	2,768	3,500	3,500	3,500	3,500
61540 Utilities - Telephone	1,725	3,047	3,000	3,200	3,000	3,000
61550 Utilities - Water	-	-	19,000	22,000	23,500	23,500
UTILITIES	19,931	20,693	40,500	44,100	46,000	46,000
61810 Insurance Property	3,428	3,427	5,070	4,100	6,100	6,100
61820 Insurance General Liability	762	2,864	3,047	3,800	3,100	3,100
61830 Ins. Auto	2,518	482	2,930	500	3,000	3,000
OPERATIONS	6,708	6,773	11,047	8,400	12,200	12,200
62120 Office Supplies	539	518	1,100	1,100	1,100	1,100
62201 General Operation Supplies	33,778	14,655	42,000	42,000	55,000	55,000
62202 Small Tools and Equipment	-	16,099	-	-	-	-
62221 Fuel	6,320	6,071	6,300	6,300	6,300	6,300
62222 Uniforms	1,200	1,381	1,400	1,400	1,400	1,400
62291 Other Operating Supplies	224	440	1,500	1,500	1,500	1,500
SUPPLIES	42,061	39,164	52,300	52,300	65,300	65,300
63190 Professional Services	80,192	66,536	64,500	64,500	71,500	71,500
CONTRACT SERVICES	80,192	66,536	64,500	64,500	71,500	71,500
63210 Licenses & Permits	-	385	100	100	100	100
63220 Dues & Memberships	90	43	300	800	800	800
MISCELLANEOUS	90	428	400	900	900	900
64000 Training/Travel	1,070	188	500	500	600	600
TRAINING/TRAVEL	1,070	188	500	500	600	600
Total Materials and Services	\$ 179,257	\$ 153,923	\$ 213,947	\$ 215,400	\$ 239,300	\$ 239,300
TOTAL USES	\$ 342,273	\$ 316,369	\$ 384,247	\$ 374,400	\$ 417,300	\$ 417,300

CITY POOL MISSION STATEMENT/PROFILE

The City Pool is non-operational at the time of this budget presentation and is presented here only for historical perspective.

Pool Support 54	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
USES						
Materials and Services						
61150 Repairs Equip	\$ 711	\$ -	\$ -	\$ -	\$ -	\$ -
REPAIRS	711	-	-	-	-	-
61510 Utilities Electric	1,062	349	300	500		
61530 Utilities Gas	1,264	-	-	-	-	-
61540 Utilities Telephone	144	-	-	-	-	-
UTILITIES	2,470	349	300	500	-	-
61810 Insurance Property	1,199	1,460	2,160	854		
61820 Insurance General Liability	461	-	-	-	-	-
OPERATIONS	1,660	1,460	2,160	854	-	-
62201 Operations Supplies	270	-	-	-	-	-
SUPPLIES	270	-	-	-	-	-
63210 Lic. And Permits	137	-	-	-	-	-
MISCELLANEOUS EXPENSES	137	-	-	-	-	-
63190 Contract Svc	11,581	-	-	-	-	-
CONTRACT SERVICES	11,581	-	-	-	-	-
Total Materials and Services	\$ 16,829	\$ 1,809	\$ 2,460	\$ 1,354	\$ -	\$ -
TOTAL USES	\$ 16,829	\$ 1,809	\$ 2,460	\$ 1,354	\$ -	\$ -

NON-DEPARTMENTAL MISSION STATEMENT/PROFILE

The Non-Departmental classification accounts for expenditures not attributed to any specific City department or program within the General Fund. A few of the General Fund budget line items do not relate to a specific City department, but rather to the General Fund collectively as a whole. These include debt service payments, interfund transfers, and the General Fund contingency.

FY 2025-26 Expenditure Highlights

- The General Fund has budgeted for continued loan payments on the Museum building while working to actively sell the asset and place it back on the tax rolls. Once sold, the remaining balance of the loan will be paid off from proceeds of sale.
- The General Fund continues to make transfers to the Urban Renewal Debt Service Fund in support of principal and interest payments on obligations related to the Civic Center.

Non Departmental General Fund 81	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved

USES

Tranfers, Debt Service and Contingency

81110 Bond/Loan Payments - Principal	\$ 62,808	\$ 64,083	\$ 65,384	\$ 65,384	\$ 67,000	\$ 67,000
81210 Bond/Loan Payments - Interest	10,317	9,029	9,029	9,029	6,400	6,400
85215 Transfer to Building Repair/Replacement Fund	-	-	275,130	275,130	100,433	170,433
85235 Transfer to T&E	-	-	-	100,000	-	-
85255 Transfer to IS Equip. Fund	-	-	13,279	37,291	-	-
85341 Transfer to Urban Renewal Debt Service	404,440	213,715	-	-	212,250	212,250
85425 Transfer to Parks Capital Reserve	-	-	2,000	2,000	-	-
88000 Contingency/Reserve	-	-	699,663	-	1,018,423	764,207

Total Transfers, Debt Service and Contingency	\$	477,565	\$	286,827	\$	1,064,485	\$	488,834	\$	1,404,506	\$	1,220,290
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TOTAL USES	\$	477,565	\$	286,827	\$	1,064,485	\$	488,834	\$	1,404,506	\$	1,220,290
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PUBLIC WORKS DEPARTMENT MISSION STATEMENT/PROFILE

Public Works' mission is to supply and maintain quality drinking water, sanitary sewer, transportation, stormwater, and park systems that meet the needs of the community and the requirements of Federal and State regulatory agencies. Provide quality engineering services to assist with capital projects and private development.

Services/Programs

Public Works maintains the following infrastructure:

- Streets – 29.7 miles of roadway (2024)
- Sanitary Sewer – 30.9 miles gravity sewer, 13 sewer pump stations, 96-million-gallon facultative lagoon treatment plant (2021)
- Water – 36.8 miles of water distribution, two well fields, 2.25 million gallons of water storage, two water treatment and booster pump systems (2023)
- Storm Sewer – 11.3 miles of storm drainage piping (2005).
- Parks – Approximately 105 acres of park and open space.



Fiscal Year 2024/2025 Accomplishments

- Transportation – Completion of Hoffman-Gun Club Road Safe Routes to School project.
- Sanitary Sewer – WWTP fencing and completion of C Street sewer replacement and 9th St Pump Station Ph 1.
- Water – Water meter replacements.
- Storm Sewer – Kick off of stormwater master plan.
- Parks – Riverview Park pathway repair and construction of Sunset Park.

Fiscal Year 2025/2026 Priorities

- Transportation – OR-51 (Monmouth St)-5th Street Safe Routes to School project, various shared bike lane projects, Mt Fir Avenue southeast extension project, Main St-Polk Street Intersection Improvement project, Chestnut St Bridge project, various pavement repairs and ADA ramp upgrades.
- Sanitary Sewer – WWTP upgrade project, 9th Street Pump Station Phases 2 and 3.
- Water – Water Rights Update project, Polk Well #4 project, Corvallis Road Waterline project, and Surface Water Treatment Plant project.
- Storm Sewer – Stormwater Master Plan Update project, Stormwater System Development Charge Methodology update, Stormwater Rate update.
- Parks – Parks Master Plan Update project.



Expenditure Highlights

- Transportation – 5th Street Safe Routes to School, Chestnut Bridge, Main St-Polk St Intersection Improvements.
- Sanitary Sewer – 9th St Pump Station Ph 2-3, Wastewater Treatment Plant Upgrade.
- Water – Polk Well #4, Corvallis Rd Waterline, Water Treatment Plant.
- Stormwater – Master Plan update.
- Parks – Master Plan update.



WATER OPERATIONS FUND

Water Operating Fund 530	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 1,818,294	\$ 2,636,537	\$ 2,588,279	\$ 2,979,089	\$ 2,968,207	\$ 2,695,689
SOURCES						
42290 Grants - State	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
44100 Charges for services	763	(13,168)	50,000	50,000	50,000	50,000
44190 Fees & Other Charges	56,697	31,949	5,000	24,794	5,000	5,000
44510 Connection Fees	31,255	13,089	5,000	3,470	5,000	5,000
44520 Utility billings	2,709,041	2,745,044	3,017,700	3,100,000	3,165,000	3,165,000
44529 Water/Sewer Write-Off	(282)	-	-	(1,159)	-	-
46100 Investment Interest	118,242	147,011	25,000	150,000	25,000	25,000
47207 Rental Income - Flow Meter	2,720	3,044	1,500	(173)	1,500	1,500
47400 Refunds/Reimbursements	-	-	-	-	-	-
47900 Other revenue	500	48,490	2,000,000	471,275	-	-
48130 Interfund Loans/Repayments	168,090	57,143	-	-	-	-
48500 Loan Payments (MINET)	-	48,746	125,246	125,246	201,746	201,746
TOTAL SOURCES	\$ 3,087,026	\$ 3,081,348	\$ 5,249,446	\$ 3,923,453	\$ 3,453,246	\$ 3,453,246
USES						
Personnel Services						
51100 Salary	\$ 379,204	\$ 456,565	\$ 505,000	\$ 498,000	\$ 550,000	\$ 550,000
52100 Benefits and Taxes	247,895	262,320	329,000	305,700	384,000	384,000
Total Personnel Services	\$ 627,099	\$ 718,885	\$ 834,000	\$ 803,700	\$ 934,000	\$ 934,000
Materials and Services						
61110 Repairs and Maintenance - Infrastructure	\$ 34,605	\$ 38,641	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
61120 Repairs and Maintenance - Building	23,680	14,554	36,500	36,500	74,500	74,500
61150 Repairs and Maintenance - Equipment	58,087	69,920	118,250	118,250	110,100	110,100
61160 Repairs and Maintenance - Vehicles	3,216	7,517	5,500	5,500	5,500	5,500
REPAIRS	119,588	130,632	210,250	210,250	240,100	240,100
61510 Utilities - Electric	91,847	81,551	93,300	105,000	112,000	112,000
61520 Utilities - Garbage	873	1,174	600	7,300	7,900	7,900
61530 Utilities - Gas	55	42	100	100	100	100
61540 Utilities - Telephone	3,050	5,015	5,200	5,200	5,500	5,500
UTILITIES	95,825	87,782	99,200	117,600	125,500	125,500
61200 Rent-Equip	1,677	4,021	2,000	1,800	2,000	2,000
61810 Insurance - Property	5,783	5,808	8,600	6,800	7,200	7,200
61820 Insurance General Liability	5,619	6,375	9,700	7,700	8,200	8,200
61830 Insurance - Auto Liability	2,840	482	2,700	500	600	600
OPERATIONS	15,919	16,686	23,000	16,800	18,000	18,000
62110 Postage	4,949	7,018	7,200	7,200	9,800	9,800
62120 Office Supplies	2,164	1,489	1,800	1,800	1,800	1,800
62201 Operation Supplies	15,481	7,094	1,000	1,500	1,500	1,500
62221 Fuel	8,132	8,539	7,900	7,900	7,900	7,900
62222 Uniforms	1,607	1,923	1,800	1,800	1,800	2,200
62261 Chemicals	26,512	23,553	25,000	25,000	25,000	25,000
62271 Meters	26,869	135,477	155,000	155,000	185,000	185,000
62291 Other Operating Supplies	64,303	964	2,200	2,200	2,500	2,500
SUPPLIES	150,017	186,057	201,900	202,400	235,300	235,700

Water Operating Fund 530	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
63110 Professional Services - Legal	\$ 2,430	\$ 53,866	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000
63130 Professional Services-Audit	-	4,000	4,000	4,000	4,000	4,000
63140 Professional Services - Engineering.	32,429	93,663	110,000	100,000	110,000	110,000
63150 Lab Analysis	5,595	11,390	19,400	19,400	19,400	19,400
63190 Professional Services	26,540	12,876	45,750	66,250	89,250	89,250
63900 Contract Services - IS	-	2,136	-	-	-	-
CONTRACT SERVICES	66,994	177,931	189,150	194,650	232,650	232,650
63210 Licenses and Permits	4,905	2,845	3,800	3,800	3,800	3,800
63220 Dues and Memberships	482	6,834	13,600	13,600	21,050	21,050
63230 Agent Fees	-	500	-	500	500	500
63240 Bank Fees	18,147	19,199	-	16,700	20,000	20,000
66550 Interest - Water Deposits	1,878	-	-	200	500	500
63260 Bond Issuance Costs	-	-	-	81,250	-	-
MISCELLANEOUS	25,412	29,378	17,400	116,050	45,850	45,850
64000 Training/Travel	2,016	1,382	4,600	4,600	4,600	4,600
TRAINING/TRAVEL	2,016	1,382	4,600	4,600	4,600	4,600
Total Materials and Services	\$ 475,771	\$ 629,848	\$ 745,500	\$ 862,350	\$ 902,000	\$ 902,400
Capital Expense						
71300 Capital Expense - Distribution System	\$ 110,273	\$ 676,486	\$ 2,380,700	\$ 1,370,000	\$ 1,591,000	\$ 1,161,000
71500 Capital Expense - Water Treatment Plant	-	111,544	2,658,500	531,275	1,671,275	1,671,275
74000 Capital Expense - Equipment	1,200	14,690	3,000	2,800	20,800	20,800
75000 Capital Expense - Vehicles	-	25,832	-	-	-	-
Total Capital Expense	\$ 111,473	\$ 828,552	\$ 5,042,200	\$ 1,904,075	\$ 3,283,075	\$ 2,853,075
Transfers, Debt Service and Contingency						
81110 Loan/Bond Payments - Principal	\$ 136,971	\$ 138,857	\$ 144,000	\$ 143,599	\$ 148,224	\$ 148,224
81130 Interfund Loans/Repayments	12,562	-	-	-	-	-
81210 Loan/Bond Payments - Interest	46,540	42,849	42,650	44,157	37,732	37,732
85000 Transfers out	210,970	187,745	-	217,000	221,550	221,550
85100 Transfer out - General Fund	647,397	-	336,485	125,246	201,746	201,746
85215 Transfer to Building Repair/Replacement Fund	-	75,000	-	-	-	-
85341 Transfer out - Urban Renewal Debt Service	-	106,860	106,526	106,526	106,526	106,526
85535 Transfer out - Water SDC	-	10,200	-	-	-	-
87000 Debt Reserve	-	-	25,000	-	25,000	25,000
87000 Reserve for Vehicles & Equip Replacement	-	-	30,000	-	74,000	74,000
88000 Contingency	-	-	531,364	-	487,600	644,682
Total Transfers, Debt and Contingency	\$ 1,054,440	\$ 561,511	\$ 1,216,025	\$ 636,528	\$ 1,302,378	\$ 1,459,460
TOTAL USES	\$ 2,268,783	\$ 2,738,796	\$ 7,837,725	\$ 4,206,653	\$ 6,421,453	\$ 6,148,935
Ending Balance	\$ 2,636,537	\$ 2,979,089	\$ -	\$ 2,695,889	\$ -	\$ -

SEWER OPERATIONS FUND

Sewer Operating Fund 510	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 2,210,952	\$ 3,810,307	\$ 3,712,501	\$ 4,301,491	\$ 2,834,625	\$ 2,630,088
SOURCES						
42290 Grants - State	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
44100 Charges for Services	-	-	50,000	9,740	50,000	50,000
44510 Connection Fees	22,200	14,332	5,000	3,762	2,000	2,000
44520 Utility billings	2,554,399	2,685,097	2,780,000	2,800,000	2,890,000	2,890,000
46100 Investment Interest	85,105	200,404	25,000	200,000	25,000	25,000
47900 Other Revenue	14,571	2,959	500	64,083	500	500
48130 Interfund Loan Proceeds/Repayment	81,759	42,466	43,466	43,466	43,466	43,466
48500 Loan Proceeds	-	26,164	6,000,000	1,500,000	3,000,000	3,000,000
49000 Transfer from Sewer SDC	-	760,965	-	-	26,500	26,500
TOTAL SOURCES	\$ 4,758,034	\$ 3,732,387	\$ 8,903,966	\$ 4,621,051	\$ 6,037,466	\$ 6,037,466
USES						
Personnel Services						
51100 Salary	\$ 378,028	\$ 401,379	\$ 502,000	\$ 500,000	\$ 545,000	\$ 545,000
52100 Benefits and Taxes	240,797	292,565	327,000	306,800	384,000	384,000
Total Personnel Services	\$ 618,825	\$ 693,944	\$ 829,000	\$ 806,800	\$ 929,000	\$ 929,000
Materials and Services						
61110 Repairs and Maintenance - Infrastructure	\$ 25,379	\$ 21,412	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
61120 Repairs and Maintenance - Building	5,209	5,871	6,500	6,500	16,500	16,500
61130 Repairs and Maintenance - WWTP	146,299	47,724	55,000	55,000	61,500	61,500
61140 Repairs and Maintenance - Lift Stations	11,662	15,963	20,000	35,000	50,000	50,000
61150 Repairs and Maintenance - Equipment	11,480	20,626	13,750	18,000	15,600	15,600
61160 Repairs and Maintenance - Vehicles	1,678	9,132	5,500	5,500	5,500	5,500
61170 Repairs and Maintenance - Effluent	-	-	-	-	5,000	5,000
REPAIRS	201,707	120,728	145,750	165,000	199,100	199,100
61510 Utilities - Electric	56,308	51,950	63,600	70,000	74,200	74,200
61520 Utilities - Garbage	1,221	1,174	1,300	6,100	6,600	6,600
61530 Utilities - Gas	55	42	100	100	100	100
61540 Utilities - Telephone	3,050	4,973	5,200	4,500	4,800	4,800
UTILITIES	60,634	58,139	70,200	80,700	85,700	85,700
61200 Rent	1,677	2,936	2,100	2,100	2,200	2,200
61810 Insurance - Property	6,443	7,941	11,750	9,500	10,100	10,100
61820 Insurance General Liability	9,314	9,108	9,600	9,200	9,800	9,800
61830 Insurance - Auto Liability	2,927	2,466	2,700	3,400	3,600	3,600
OPERATIONS	20,361	22,451	26,150	24,200	25,700	25,700
62110 Postage	5,642	6,637	8,100	7,600	7,800	7,800
62120 Office Supplies	1,942	1,513	1,800	1,800	1,800	1,800
62201 General Operating Supplies	3,428	4,075	3,500	3,500	3,500	3,500
62221 Fuel	9,298	9,950	7,900	7,900	7,900	7,900
62222 Uniforms	1,607	1,759	1,800	2,000	2,200	2,200
62261 Chemicals	33,825	26,354	31,500	31,500	31,500	31,500
62291 Other Operating Supplies	366	660	3,000	3,000	3,000	3,000
SUPPLIES	56,108	50,948	57,600	57,300	57,700	57,700

Sewer Operating Fund 510	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
63110 Professional Services - Legal	\$ 3,161	\$ -	\$ 10,000	\$ 1,500	\$ 10,000	\$ 10,000
63130 Professional Services - Accounting	2,055	4,000	4,000	4,000	4,000	4,000
63140 Professional Services - Engineering.	19,897	4,884	105,000	15,000	105,000	105,000
63150 Lab Analysis	13,447	13,778	19,000	19,000	19,000	19,000
63190 Other Contract & Professional	15,701	13,498	84,250	84,250	84,250	84,250
63230 Agent Fees	-	-	650	650	650	650
63900 Internal Service Charges	-	2,936	-	-	-	-
CONTRACT SERVICES	54,261	39,096	222,900	124,400	222,900	222,900
63210 Licenses and Permits	14,341	5,319	6,500	6,500	6,500	6,500
63220 Dues and Memberships	567	6,644	14,300	14,300	21,125	21,125
63240 Bank Fees	11,463	12,094	11,250	14,700	15,000	15,000
66550 Interest Expense	-	659	-	-	-	-
MISCELLANEOUS	26,371	24,716	32,050	35,500	42,625	42,625
64000 Training/Travel	1,893	1,287	4,600	4,600	4,600	4,600
TRAINING/TRAVEL	1,893	1,287	4,600	4,600	4,600	4,600
Total Materials and Services	421,335	317,365	559,250	491,700	638,325	638,325
Capital Expense						
71100 Capital Expense - Plant	\$ 1,081,221	\$ 935,367	\$ 7,175,600	\$ 3,035,000	\$ 3,073,800	\$ 3,073,800
71200 Capital Expense - Collection System	371,050	1,041,531	2,283,000	794,000	2,155,860	2,155,860
74000 Capital Expense - Equipment	1,200	27,057	3,000	2,710	33,200	33,200
75000 Capital Expense - Vehicles	-	25,687	-	-	-	-
Total Capital Expense	\$ 1,453,471	\$ 2,029,642	\$ 9,461,600	\$ 3,831,710	\$ 5,262,860	\$ 5,262,860
Transfers, Debt Service and Contingency						
81110 Bond/Loan Payments - Principal	\$ 85,000	\$ 85,000	\$ 339,000	\$ 183,340	\$ 278,673	\$ 278,673
81210 Bond/Loan Payments - Interest	62,750	60,200	198,650	471,841	186,417	186,417
85000 Transfer out	210,970	-	-	-	-	-
85100 Transfer out - General Fund	306,328	187,917	194,600	196,000	202,300	202,300
85215 Transfer to Building Repair/Replacement Fund	-	75,000	-	-	-	-
85341 Transfer to Urban Renewal Debt Service	-	106,860	106,526	106,526	106,526	106,526
87000 Debt Reserve	-	-	485,780	-	461,453	461,453
87000 Reserve for Vehicles & Equipment Replacement	-	-	30,000	-	94,000	94,000
88000 Contingency	-	-	412,061	-	712,537	508,000
Total Transfers, Debt and Contingency	\$ 665,048	\$ 514,977	\$ 1,766,617	\$ 957,707	\$ 2,041,906	\$ 1,837,369
TOTAL USES	\$ 3,158,679	\$ 3,555,928	\$ 12,616,467	\$ 6,087,917	\$ 8,872,091	\$ 8,667,554
Ending Balance	\$ 3,810,307	\$ 3,986,766	\$ -	\$ 2,834,625	\$ -	\$ -

STORM DRAIN OPERATIONS FUND

Storm Drain Operating Fund 540	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 256,508	\$ 295,743	\$ 261,819	\$ 335,041	\$ 332,535	\$ 335,335
SOURCES						
42000 Intergovernmental revenue	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -
44100 Charges for services	-	-	50,000	50,000	50,000	50,000
44520 Utility billings	658,602	669,448	686,300	688,000	702,000	702,000
44529 Write Off	(28)	-	-	(146)	-	-
46100 Investment Interest	3,714	9,863	1,900	12,000	2,000	2,000
47700 Sale of Surplus Property	-	380	-	-	-	-
TOTAL SOURCES	\$ 662,288	\$ 679,691	\$ 938,200	\$ 749,854	\$ 754,000	\$ 754,000
USES						
Personnel Services						
51100 Salary	\$ 202,442	\$ 224,893	\$ 255,000	\$ 250,000	\$ 284,000	\$ 284,000
52100 Benefits and Taxes	133,477	130,693	169,000	155,800	203,000	203,000
Total Personnel Services	\$ 335,919	\$ 355,586	\$ 424,000	\$ 405,800	\$ 487,000	\$ 487,000
Materials and Services						
61110 Repairs and Maintenance - Infrastructure	\$ 14,497	\$ 25,730	\$ 45,500	\$ 45,500	\$ 48,500	\$ 45,500
61120 Repairs and Maintenance - Building	2,107	242	6,500	6,500	3,000	3,000
61150 Repairs and Maintenance - Equipment	9,380	4,418	13,750	13,750	12,300	12,300
61160 Repairs and Maintenance - Vehicles	3,034	2,748	3,000	3,000	3,000	3,000
REPAIRS	29,018	33,138	68,750	68,750	66,800	63,800
61510 Utilities - Electric	4,613	2,849	6,900	3,200	3,400	3,400
61520 Utilities - Garbage	873	1,174	600	6,100	6,600	6,600
61530 Utilities - Gas	54	42	100	100	100	100
61540 Utilities - Telephone	2,902	5,013	5,200	6,000	6,400	6,400
UTILITIES	8,442	9,078	12,800	15,400	16,500	16,500
61200 Rent	1,677	4,201	2,100	1,800	2,000	2,000
61810 Insurance - Property	1,282	988	1,500	1,200	1,300	1,300
61820 Insurance General Liability	4,763	7,199	5,400	8,000	8,500	8,500
61830 Insurance - Auto	2,840	482	2,700	1,000	1,100	1,100
OPERATIONS	10,562	12,870	11,700	12,000	12,900	12,900
62110 Postage	4,426	4,520	4,600	5,200	6,000	6,000
62120 Office Supplies	1,670	1,298	1,800	1,800	1,800	1,800
62201 Operation Supplies	2,353	1,966	1,000	1,000	1,000	1,000
62221 Fuel	3,495	2,786	3,500	3,500	3,500	3,500
62222 Uniforms	1,607	1,738	1,800	2,000	1,800	2,200
62261 Chemicals	-	517	2,000	2,000	2,000	2,000
62291 Other Operating Supplies	245	271	1,000	1,000	1,000	1,000
SUPPLIES	13,796	13,096	15,700	16,500	17,100	17,500

Storm Drain Operating Fund 540	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
63100 Contract & Professional Service	\$ -	\$ 6,357	\$ 15,000	\$ 5,000	\$ 15,000	\$ 15,000
63110 Professional Services - Legal	1,839	658	5,000	2,000	2,000	2,000
63130 Professional Services-Audit	-	4,000	4,000	4,000	4,000	4,000
63140 Professional Services - Engineering	2,957	23,469	75,000	60,000	110,000	110,000
63150 Lab Analysis	395	-	1,250	1,250	1,250	1,250
63190 Professional Services - Other	10,433	3,366	7,000	7,000	7,000	7,000
63900 Contract Services - IS	-	2,136	-	-	-	-
CONTRACT SERVICES	15,624	39,986	107,250	79,250	139,250	139,250
63210 Licenses and Permits	175	335	500	500	500	500
63220 Dues and Memberships	(343)	5,617	12,700	12,700	20,155	20,155
63240 Bank Fees	7,259	7,679	5,500	8,000	8,000	8,000
MISCELLANEOUS	7,091	13,631	18,700	21,200	28,655	28,655
64000 Training/Travel	951	771	4,700	4,700	4,700	4,700
TRAINING/TRAVEL	951	771	4,700	4,700	4,700	4,700
Total Materials and Services	\$ 85,484	\$ 122,570	\$ 239,600	\$ 217,800	\$ 285,905	\$ 283,305
Capital Expense						
71200 Capital Expense - Storm System	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -
74000 Capital Outlay - Equipment	1,200	14,690	3,000	2,800	-	-
75000 Capital Expense - Vehicles	-	25,687	-	-	-	-
Total Capital Expense	\$ 1,200	\$ 40,377	\$ 203,000	\$ 2,800	\$ -	\$ -
Transfers, Debt Service and Contingency						
81130 Interfund Loan/Repayment	\$ 69,094	\$ -	\$ -	\$ -	\$ -	\$ -
85000 Transfer out	7,500	46,860	-	48,160	49,200	49,200
85100 Transfer out - General Fund	123,856	-	48,100	-	-	-
85215 Transfer to Fac/Vehicle Repair/Replacement Fund	-	75,000	75,000	75,000	50,000	50,000
87000 Reserve for Vehicles & Equip Reserve	-	-	30,000	-	49,000	49,000
88000 Contingency	-	-	180,319	-	165,430	170,830
Total Transfers, Debt and Contingency	\$ 200,450	\$ 121,860	\$ 333,419	\$ 123,160	\$ 313,630	\$ 319,030
TOTAL USES	\$ 623,053	\$ 640,393	\$ 1,200,019	\$ 749,560	\$ 1,086,535	\$ 1,089,335
Ending Balance	\$ 295,743	\$ 335,041	\$ -	\$ 335,335	\$ -	\$ -

TRANSPORTATION OPERATIONS FUND

Transportation Operating Fund 220	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 880,268	\$ 777,755	\$ 614,524	\$ 793,676	\$ 638,349	\$ 638,349
SOURCES						
42230 Gas Tax	\$ 796,318	\$ 801,349	\$ 815,000	\$ 815,000	\$ 820,000	\$ 820,000
42250 State Fund Exchange Program	-	128,176	-	-	-	-
43280 Right of Way Permit	-	-	-	2,550	1,000	1,000
44100 Charges for Services	-	4,600	50,000	92,900	50,000	50,000
46100 Investment Income	16,281	34,303	7,000	34,000	24,000	24,000
47900 Other Revenue	7,860	1,671	2,500,000	123	-	-
TOTAL SOURCES	\$ 820,459	\$ 970,099	\$ 3,372,000	\$ 944,573	\$ 895,000	\$ 895,000
USES						
Personnel Services						
51100 Salary	\$ 261,276	\$ 309,853	\$ 378,000	\$ 367,000	\$ 402,000	\$ 402,000
52100 Benefits and Taxes	162,433	186,041	250,000	228,800	288,000	288,000
Total Personnel Services	\$ 423,709	\$ 495,894	\$ 628,000	\$ 595,800	\$ 690,000	\$ 690,000
Materials and Services						
61110 Repairs and Maintenance - Infrastructure	\$ 65,201	\$ 48,879	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
61120 Repairs and Maintenance - Building	1,735	310	2,500	2,500	2,500	2,500
61150 Repairs and Maintenance - Equipment	12,064	22,281	18,750	18,750	18,100	18,100
61160 Repairs and Maintenance - Vehicles	1,647	7,419	5,500	5,500	5,500	5,500
61190 Repairs and Maintenance - Other	-	14,966	15,000	34,000	17,500	17,500
REPAIRS	80,647	93,855	161,750	180,750	163,600	163,600
61510 Utilities - Electric	84,543	78,815	90,100	90,100	98,000	98,000
61520 Utilities - Garbage	873	1,174	800	7,300	7,900	7,900
61530 Utilities - Gas	55	42	200	100	200	200
61540 Utilities - Telephone	3,050	4,473	5,200	4,500	4,800	4,800
UTILITIES	88,521	84,504	96,300	102,000	110,900	110,900
61200 Rent	1,677	1,691	1,800	1,800	1,900	1,900
61810 Insurance - Property	4,054	4,373	6,500	5,200	5,500	5,500
61820 Insurance - General Liability	6,366	7,126	6,600	7,100	7,600	7,600
61830 Insurance - Auto Liability	3,566	2,466	2,700	3,400	3,600	3,600
OPERATIONS	15,663	15,656	17,600	17,500	18,600	18,600
62120 Office Supplies	1,557	1,585	1,800	1,500	1,800	1,800
62201 Operation Supplies	3,168	23,350	1,000	2,000	2,000	2,000
62221 Fuel	6,572	6,098	6,300	5,000	6,300	6,300
62222 Uniforms	1,607	1,745	1,800	2,000	2,200	2,200
62231 Traffic Signs and Paint	19,956	34,935	48,000	48,000	48,000	48,000
62291 Other Operating Supplies	245	532	1,000	1,000	1,000	1,000
SUPPLIES	33,105	68,245	59,900	59,500	61,300	61,300
63110 Professional Services - Legal	\$ 4,032	\$ 1,743	\$ 10,000	\$ 2,500	\$ 10,000	\$ 10,000
63130 Professional Services-Audit	-	-	4,000	4,000	4,000	4,000
63140 Professional Services - Engineering	5,506	22,625	60,000	68,000	68,000	68,000
63190 Professional Services	25,134	6,007	34,800	28,750	30,300	30,300
63900 Contract Services - IS	-	2,936	-	-	-	-
CONTRACT SERVICES	34,672	33,311	108,800	103,250	112,300	112,300
63210 Licenses and Permits	225	305	500	1,000	500	500
63220 Dues & Memberships	(22)	8,249	12,700	12,700	19,900	19,900
66590 Other Miscellaneous Expenses	89	5,008	-	-	-	-
MISCELLANEOUS	292	13,562	13,200	13,700	20,400	20,400
64000 Training/Travel	1,159	1,345	4,600	4,600	4,600	4,600
TRAINING/TRAVEL	1,159	1,345	4,600	4,600	4,600	4,600
Total Materials and Services	\$ 254,059	\$ 310,478	\$ 462,150	\$ 481,300	\$ 491,700	\$ 491,700

Transportation Operating Fund 220	Actual		FY 2024-25 Adopted Budget		Budget 2025-26	
	2022-23	2023-24		Est YE	Proposed	Approved
Capital Expense						
71400 Capital Expense - Roads	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -
74000 Capital Expense - Equipment	1,300	14,690	3,000	2,800	2,000	2,000
75000 Capital Expense - Vehicles	-	25,687	-	-	-	-
Total Capital Expense	\$ 1,300	\$ 40,377	\$ 2,503,000	\$ 2,800	\$ 2,000	\$ 2,000
Transfers, Debt Service and Contingency						
81130 Interfund loan payment - principal	\$ 84,993	\$ 57,143	\$ -	\$ -	\$ -	\$ -
81230 Interfund loan payment - interest	-	286	-	-	-	-
85000 Transfer out - General Fund	73,911	-	-	-	-	-
85000 Transfer out	85,000	50,000	-	-	-	-
85000 Transfer to Fac/Veh Repair and Repl. Fund	-	-	20,000	20,000	-	-
88000 Reserve for Vehicles & Equip Replacement	-	-	30,000	-	67,000	67,000
88000 Contingency	-	-	343,374	-	282,649	282,649
Total Transfers, Debt and Contingency	\$ 243,904	\$ 107,429	\$ 393,374	\$ 20,000	\$ 349,649	\$ 349,649
TOTAL USES	\$ 922,972	\$ 954,178	\$ 3,986,524	\$ 1,099,900	\$ 1,533,349	\$ 1,533,349
Ending Balance	\$ 777,755	\$ 793,676	\$ -	\$ 638,349	\$ -	\$ -

WATER SDC FUND

Water SDC Fund 535	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 73,387	\$ 278,764	\$ 370,636	\$ 452,181	\$ 107,790	\$ 107,790
New Acct						
44611 System Development Charges - Improvement	\$ 172,852	\$ 110,914	\$ 174,000	\$ 10,064	\$ 1,403,000	\$ 1,403,000
46612 System Development Charges - Reimbursement	-	-	-	-	58,600	58,600
44620 SDC Installment-Principal	59,785	15,222	-	(597)	-	-
44630 SDC Installment-Interest	3,510	-	-	(283)	-	-
46100 Investment Interest	4,198	37,233	3,000	20,000	3,000	3,000
47900 Miscellaneous	-	-	-	61	-	-
48130 Interfund Loans/Repayments	6,663	19,898	40,983	40,983	40,983	40,983
49530 Transfer In - Water Fund	-	10,200	-	-	-	-
TOTAL SOURCES	\$ 247,008	\$ 193,467	\$ 217,983	\$ 70,228	\$ 1,505,583	\$ 1,505,583
USES						
Materials and Services						
63140 Professional Services - Engineering	\$ 40,981	\$ 20,050	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	\$ 40,981	\$ 20,050	\$ -	\$ -	\$ -	\$ -
Capital Expense						
Capital Expense - Water System	\$ 650	\$ -	\$ 414,619	\$ 414,619	\$ 150,500	\$ 150,500
Total Capital Expense	\$ 650	\$ -	\$ 414,619	\$ 414,619	\$ 150,500	\$ 150,500
Transfers, Debt Service and Contingency						
88000 Contingency	\$ -	\$ -	\$ 174,000	\$ -	\$ 1,462,873	\$ 1,462,873
Total Transfers, Debt and Contingency	\$ -	\$ -	\$ 174,000	\$ -	\$ 1,462,873	\$ 1,462,873
TOTAL USES	\$ 41,631	\$ 20,050	\$ 588,619	\$ 414,619	\$ 1,613,373	\$ 1,613,373
Ending Balance	\$ 278,764	\$ 452,181	\$ -	\$ 107,790	\$ -	\$ -

SEWER SDC FUND

Sewer SDC Fund 515	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 1,285,286	\$ 1,813,842	\$ 835,050	\$ 1,401,161	\$ 640,959	\$ 640,959
SOURCES						
44611 System Development Charges - Improvement	\$ 364,688	\$ 209,011	\$ 430,000	\$ 30,936	\$ 664,975	\$ 664,975
46612 System Development Charges - Reimbursement	28,972	-	-	-	-	-
44620 SDC Installment-Principal	90,421	-	-	-	-	-
44630 SDC Installment-Interest	4,962	-	-	-	-	-
46100 Investment Interest	35,184	85,911	5,000	40,000	5,000	5,000
48130 Interfund Loans/Repayments	10,011	23,409	61,719	68,862	61,719	61,719
49000 Transfers In	-	29,953	-	-	-	-
TOTAL SOURCES	\$ 534,238	\$ 348,284	\$ 496,719	\$ 139,798	\$ 731,694	\$ 731,694
USES						
Materials and Services						
63140 Professional Services - Engineering	\$ 4,618	\$ -	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	\$ 4,618	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay						
71200 Capital Expense - Collection System	\$ 1,064	\$ -	\$ 901,769	\$ 900,000	\$ 678,500	\$ 678,500
Total Capital Outlay	\$ 1,064	\$ -	\$ 901,769	\$ 900,000	\$ 678,500	\$ 678,500
Transfers, Debt Service and Contingency						
85000 Transfer out - Admin. Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85000 Transfer to Sewer Fund	-	760,965	-	-	26,500	26,500
88000 Contingency	-	-	430,000	-	667,653	667,653
Total Transfers, Debt and Contingency	\$ -	\$ 760,965	\$ 430,000	\$ -	\$ 694,153	\$ 694,153
TOTAL USES	\$ 5,682	\$ 760,965	\$ 1,331,769	\$ 900,000	\$ 1,372,653	\$ 1,372,653
Ending Balance	\$ 1,813,842	\$ 1,401,161	\$ -	\$ 640,959	\$ -	\$ -

STORM DRAIN SDC FUND

Storm Drain SDC Fund 545	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 322,747	\$ 405,422	\$ 370,110	\$ 448,452	\$ 297,512	\$ 297,512
SOURCES						
44610 System Development Charges - Improvement	\$ -	\$ -	\$ -	\$ -	\$ 74,000	\$ 74,000
44611 System Development Charges - Improvement	55,556	32,747	52,000	3,218	-	-
44620 SDC Installment-Principal	14,362	4,027	-	-	-	-
44630 SDC Installment-Interest	475	-	-	-	-	-
46100 Investment Interest	8,362	21,255	2,000	21,000	10,000	10,000
48130 Interfund Loans/Repayments	3,920	4,152	4,842	4,842	4,842	4,842
TOTAL SOURCES	\$ 82,675	\$ 62,181	\$ 58,842	\$ 29,060	\$ 88,842	\$ 88,842
USES						
Materials and Services						
63140 Professional Services - Engineering	\$ -	\$ -	\$ 376,163	\$ 180,000	\$ 225,000	\$ 225,000
63190 Other Contract & Professional Services	-	19,151	-	-	-	-
Total Materials and Services	\$ -	\$ 19,151	\$ 376,163	\$ 180,000	\$ 225,000	\$ 225,000
Transfers, Debt Service and Contingency						
88000 Contingency	\$ -	\$ -	\$ 52,789	\$ -	\$ 161,354	\$ 161,354
Total Transfers, Debt and Contingency	\$ -	\$ -	\$ 52,789	\$ -	\$ 161,354	\$ 161,354
TOTAL USES	\$ -	\$ 19,151	\$ 428,952	\$ 180,000	\$ 386,354	\$ 386,354
Ending Balance	\$ 405,422	\$ 448,452	\$ -	\$ 297,512	\$ -	\$ -

TRANSPORTATION SDC FUND

Transportation SDC Fund 420	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 339,260	\$ 856,882	\$ 754,818	\$ 1,081,455	\$ 1,035,414	\$ 891,414
SOURCES						
44611 System Development Charges - Improvement	\$ 303,279	\$ 166,816	\$ 496,600	\$ 20,575	\$ 760,000	\$ 760,000
46612 System Development Charges - Reimbursement	2,982	6,436	14,500	900	21,200	21,200
44620 SDC Installment-Principal	98,131	40,187	-	(3,724)	-	-
44630 SDC Installment-Interest	6,016	6,431	-	(1,644)	-	-
46100 Investment Interest	14,723	45,017	6,600	53,000	50,000	50,000
48130 Interfund Loans/Repayments	96,866	140,852	140,852	140,852	140,852	140,852
TOTAL SOURCES	\$ 521,997	\$ 405,739	\$ 658,552	\$ 209,959	\$ 972,052	\$ 972,052
USES						
Materials and Services						
63140 Professional Services - Engineering	\$ 4,375	\$ -	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	\$ 4,375	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Expense						
71400 Capital Expense - Street System	\$ -	\$ 70,387	\$ 864,000	\$ 256,000	\$ 1,225,406	\$ 1,081,406
Total Capital Expense	\$ -	\$ 70,387	\$ 864,000	\$ 256,000	\$ 1,225,406	\$ 1,081,406
Transfers, Debt Service and Contingency						
85000 Transfer out - Capital Projects	\$ -	\$ 110,779	\$ -	\$ -	\$ -	\$ -
88000 Contingency	-	-	549,370	-	782,060	782,060
Total Transfers, Debt and Contingency	\$ -	\$ 110,779	\$ 549,370	\$ -	\$ 782,060	\$ 782,060
TOTAL USES	\$ 4,375	\$ 181,166	\$ 1,413,370	\$ 256,000	\$ 2,007,466	\$ 1,863,466
Ending Balance	\$ 856,882	\$ 1,081,455	\$ -	\$ 1,035,414	\$ -	\$ -

PARK SDC FUND

Parks SDC Fund 430	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 230,861	\$ 537,101	\$ 515,960	\$ 625,378	\$ 328,390	\$ 328,390
SOURCES						
44611 System Development Charges - Improvement	\$ 276,760	\$ 171,221	\$ 292,000	\$ 21,989	\$ 345,000	\$ 345,000
44620 SDC Installment-Principal	92,112	4,608	-	-	-	-
46100 Investment Interest	9,159	27,329	5,000	15,000	5,000	5,000
48130 Interfund Loans/Repayments - principal	-	24,317	62,023	50,430	51,943	51,943
48230 Interfund Loans/Repayments - interest	-	37,706	-	11,593	10,080	10,080
TOTAL SOURCES	\$ 378,031	\$ 265,181	\$ 359,023	\$ 99,012	\$ 412,023	\$ 412,023
USES						
Materials and Services						
63140 Professional Services - Engineering	\$ -	\$ 10,000	\$ 257,683	\$ 200,000	\$ 200,000	\$ 200,000
Total Materials and Services	\$ -	\$ 10,000	\$ 257,683	\$ 200,000	\$ 200,000	\$ 200,000
Capital Expense						
72000 Land and Improvements	\$ -	\$ 34,959	\$ 325,300	\$ 196,000	\$ -	\$ -
Total Capital Expense	\$ -	\$ 34,959	\$ 325,300	\$ 196,000	\$ -	\$ -
Transfers, Debt Service and Contingency						
81130 Interfund Capital Loans & Repayment	\$ 71,791	\$ -	\$ -	\$ -	\$ -	\$ -
85000 Transfer out - Parks Capital Reserve	-	131,945	-	-	-	-
88000 Contingency	-	-	292,000	-	540,413	540,413
Total Transfers, Debt and Contingency	\$ 71,791	\$ 131,945	\$ 292,000	\$ -	\$ 540,413	\$ 540,413
TOTAL USES	\$ 71,791	\$ 176,904	\$ 874,983	\$ 396,000	\$ 740,413	\$ 740,413
Ending Balance	\$ 537,101	\$ 625,378	\$ -	\$ 328,390	\$ -	\$ -

PARKS CAPITAL RESERVE

Parks Capital Reserve 425	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 401,337	\$ 344,454	\$ 232,549	\$ 181,344	\$ 65,344	\$ 65,344
SOURCES						
42000 Intergovernmental revenue	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -
46100 Investment Interest	8,746	17,443	600	3,000	1,000	1,000
47900 Other Revenue	-	-	-	68,000	-	-
49100 Transfers In - General Fund	-	-	2,000	2,000	-	-
49430 Transfers In - Parks SDC Fund	-	131,945	-	-	-	-
TOTAL SOURCES	\$ 8,746	\$ 149,388	\$ 77,600	\$ 148,000	\$ 1,000	\$ 1,000
USES						
Capital Expense						
71000 Capital Expense-Infrastructure	\$ 57,652	\$ 285,844	\$ 299,550	\$ 259,500	\$ 16,548	\$ 16,548
74000 Capital Expense-Equipment	7,977	26,654	3,000	4,500	-	-
Total Capital Expense	\$ 65,629	\$ 312,498	\$ 302,550	\$ 264,000	\$ 16,548	\$ 16,548
Transfers, Debt Service and Contingency						
88000 Reserve for Vehicles & Equip Replacement	\$ -	\$ -	\$ 7,545	\$ -	\$ 49,796	\$ 49,796
88000 Contingency	-	-	54	-	-	-
Total Transfers, Debt and Contingency	-	-	7,599	-	49,796	49,796
TOTAL USES	65,629	312,498	310,149	264,000	66,344	66,344
Ending Balance	\$ 344,454	\$ 181,344	\$ -	\$ 65,344	\$ -	\$ -

Special Revenue Funds

The City budgets and maintains special revenue funds to account for expenditure of resources that are either restricted by an outside third party or by enabling legislation, or that are committed to a specific purpose by the City Council. The City budgets for the following special revenue funds other than those reported under the Public Works Department are:

- **Economic Development Loan Fund**
- **Tourism and Events Fund**
- **Grants Fund**
- **Facilities, Vehicle and Equipment Replacement Fund**
- **General Fund Equipment Reserve Fund** – Discontinued and closed to the Facilities, Vehicle and Equipment Replacement Fund
- **Information Services Equipment Fund**

ECONOMIC DEVELOPMENT LOAN FUND

MISSION STATEMENT/PROFILE

The Economic Development Loan Fund's purpose is to support Independence's business community.

Services/Programs

This fund provides low interest loans to businesses. The City budgets annually for the possibility of providing a loan or loans and for awarding a façade grant. Primary revenues to the fund are the repayments of prior loans.

Expenditure Highlights

- The 2025-26 budget is consistent with prior years with respect to budgeting for loans and a façade grant. No loans or grants were made in the prior year.
- The fund budgeted a transfer to the General Fund of \$842 thousand in part to support economic development activities in that fund.

Economic Development Loan Fund 230	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 657,004	\$ 1,030,506	\$ 976,056	\$ 829,852	\$ 903,318	\$ 903,318
SOURCES						
46100 Investment Interest	\$ 17,682	\$ 37,580	\$ 17,000	\$ 30,000	\$ 15,000	\$ 15,000
48130 Interfund Loan Proceeds/Repay	131,519	110,623	110,623	28,966	28,966	28,966
48500 Economic Development Loans	14,480	14,143	14,500	14,500	14,500	14,500
TOTAL SOURCES	\$ 163,681	\$ 162,346	\$ 142,123	\$ 73,466	\$ 58,466	\$ 58,466
USES						
Materials and Services						
66520 Economic Development Loans	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 100,000
66530 Façade Grant Program	-	-	20,000	-	20,000	20,000
Total Materials and Services	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000	\$ 120,000
Transfers, Debt Service and Contingency						
85100 Transfer out - T&E Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 841,784
85240 Transfer out - Grants Fund	-	300,000	-	-	-	-
88000 Contingency	-	-	998,179	-	841,784	-
Total Transfers, Debt and Contingency	\$ -	\$ 300,000	\$ 998,179	\$ -	\$ 841,784	\$ 841,784
TOTAL USES	\$ -	\$ 300,000	\$ 1,118,179	\$ -	\$ 961,784	\$ 961,784
Ending Balance	\$ 820,685	\$ 892,852	\$ -	\$ 903,318	\$ -	\$ -

TOURISM AND EVENTS FUND

MISSION STATEMENT/PROFILE

The Tourism and Events Fund is supported by transient lodging taxes, sponsorships, and donations. The fund accounts for programs and activities that promote tourism and community involvement.

Services/Programs

Programs and events offered by the City and budgeted in this fund for prior fiscal years include the annual Fourth of July Independence Days Celebration, the Summer Series, the “Touch-a-Truck” event, and holiday offerings such as the wreath program.

Fiscal Year 2025-26 Priorities

- Sustain existing events, move them toward sustainability, and grow their positive impact for local businesses.
- Expand content on and the reach of ExperienceIndyOregon.com
- Attract more visitors/customers to the community through marketing campaigns and events.



Fiscal Year 2024-25 Accomplishments

- With an increase in admissions prices, the annual Indy Days Celebration was able to cover direct costs, save for the salary and benefits of the Downtown Manager with primary responsibility for organizing and coordinating the event.
- Due to the lodging tax and other events not fully covering operating costs, a transfer of \$100,000 from the General Fund was required to balance the fund.

Expenditure Highlights

In recent years spending has outpaced revenues received in the Tourism and Events Fund, resulting in a depletion of fund balance that has become unsustainable. While the budget for 2024-25 anticipated a balanced budget without a transfer from the General Fund, transient lodging tax and anticipated revenues from Indy Days did not cover the costs of operations, making a \$94 thousand transfer from the General Fund necessary.

The budget for FY 2025-26 reflects the elimination of the Downtown Manager position and other cost-cutting measures to more fully address lack of supplementing resources from the General Fund. The 2025-26 budget also incorporates the wind-down of the Indy Days Celebration as a City-sponsored event, anticipating that future events will be privately sponsored and operated.

Tourism and Events Fund 235	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 242,489	\$ 252,945	\$ 28,494	\$ 39,874	\$ 68,110	\$ 68,110
SOURCES						
41610 Lodging Tax	\$ 200,629	\$ 178,786	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
45100 Donations	1,250	-	-	-	-	-
45200 Donations - undesignated	38,382	-	-	-	-	-
46100 Investment Interest	5,194	4,323	1,500	-	-	-
47100 Royalties	5,286	5,000	-	-	-	-
47204 Rent - Parks Use	2,360	1,760	-	-	-	-
47300 Independence Days	151,543	209,001	376,180	312,000	\$ 56,000	\$ 56,000
47313 Winter events revenue	-	625	2,500	-	\$ -	\$ -
47314 Summer series revenue	-	43,891	102,500	58,185	82,000	82,000
47400 Reimbursement Revenue	7	-	-	-	-	-
47900 Other revenue	1,270	725	1,000	-	-	-
49000 Transfers In	-	-	-	94,000	-	-
TOTAL SOURCES	\$ 405,921	\$ 444,111	\$ 683,680	\$ 664,185	\$ 338,000	\$ 338,000
USES						
Personnel Services						
51100 Salary	\$ 75,503	\$ 192,006	\$ 212,000	\$ 202,000	\$ 61,000	\$ 61,000
52100 Benefits and Taxes	58,404	133,919	154,000	139,000	44,000	44,000
Total Personnel Services	\$ 133,907	\$ 325,925	\$ 366,000	\$ 341,000	\$ 105,000	\$ 105,000
Materials and Services						
61120 Repairs and Maint - Building	\$ 1,928	\$ -	\$ -	\$ -	\$ -	\$ -
<i>REPAIRS</i>	1,928	-	-	-	-	-
61820 Utilities Telephone	-	2,055	2,100	1,000	1,000	1,000
<i>UTILITIES</i>	-	2,055	2,100	1,000	1,000	1,000
61820 Insurance - Property	-	396	600	600	600	600
61820 Insurance General Liability	1,264	1,102	5,900	2,500	2,500	2,500
Insurance - Auto	-	578	-	1,000	1,000	1,000
<i>OPERATIONS</i>	1,264	2,076	6,500	4,100	4,100	4,100
62120 Office Supplies	798	124	150	20	100	100
62130 Printing	-	71	100	-	100	100
62201 General Operating Supplies	5,164	743	1,000	500	1,000	1,000
62291 Other Operating Supplies	3,531	1,317	200	229	200	200
<i>SUPPLIES</i>	9,493	2,255	1,450	749	1,400	1,400
63190 Professional Services	\$ 34,366	\$ 42,268	\$ 3,000	\$ 3,000	\$ -	\$ -
63900 Contract Services - IS	-	-	-	-	-	-
<i>CONTRACT SERVICES</i>	34,366	42,268	3,000	3,000	-	-
63220 Dues and Memberships	1,397	5,453	4,200	4,200	11,310	11,310
63300 Advertising/Marketing	8,504	5,824	7,000	7,000	5,000	5,000
66530 Community Support	-	100	500	100	500	500
<i>MISCELLANEOUS</i>	9,901	11,377	11,700	11,300	16,810	16,810
64000 Training & Travel	1,715	318	1,000	1,000	1,000	1,000
<i>TRAINING/TRAVEL</i>	1,715	318	1,000	1,000	1,000	1,000
65110 Independence Days	117,060	155,094	193,100	197,000	143,400	143,400
65130 Winter Events	-	-	12,500	10,000	10,000	10,000
65140 Summer Series Events	-	78,605	70,000	60,631	93,400	93,400
65150 Parks Events	51,463	855	-	250	-	-
65900 Other Programs and Events	28,087	36,354	5,000	5,000	30,000	30,000
<i>PROGRAMS AND EVENTS</i>	196,610	270,908	280,600	272,881	276,800	276,800
Total Materials and Services	\$ 255,277	\$ 331,257	\$ 306,350	\$ 294,030	\$ 301,110	\$ 301,110
Transfers, Debt Service and Contingency						
81130 Interfund Loan / Repayment	\$ 6,281	\$ -	\$ -	\$ -	\$ -	\$ -
88000 Contingency	-	-	39,824	919	-	-
Total Transfers, Debt and Contingency	\$ 6,281	\$ -	\$ 39,824	\$ 919	\$ -	\$ -
TOTAL USES	\$ 395,465	\$ 657,182	\$ 712,174	\$ 635,949	\$ 406,110	\$ 406,110
Ending Balance	\$ 252,945	\$ 39,874	\$ -	\$ 68,110	\$ -	\$ -

GRANTS FUND

MISSION STATEMENT/PROFILE

The Grants Fund provides tracking and management of the City's various grants. Because they are considered "one-time" funding resources, centralized budgeting and reporting helps separate from normal, ongoing operations in the departments.

The City takes advantage of available grants to fund a variety of operational and capital initiatives and best leverage local resources. The City's grants are typically a mix of federal, state, regional, and local with specific restrictions on the amounts received. The budgeted beginning balance in the Grants Fund represents amounts received but not yet spent for intended purposes, and amounts transferred in from other funds to provide any required match. Most budgeted grant receipts relate to infrastructure funding received from the Federal government.

Grants Fund 240		Actual		FY 2024-25 Adopted Budget		Budget 2025-26	
		2022-23	2023-24		Est YE	Proposed	Approved
Beginning Bal		\$ 515,153	\$ 482,092	\$ 606,052	\$ 911,501	\$ 1,434,674	\$ 1,434,674
SOURCES							
42190	Grants - Federal (Admin)	\$ 398,623	\$ 849,827	\$ 1,505,000	\$ 190,000	\$ 896,000	\$ 896,000
42190	Grants - Federal (Police)	-	-	-	6,000	-	-
42190	Grants - Federal (Roads)	-	-	-	27,000	-	-
42290	Grants - State	94,284	17,997	-	2,085,000	1,677,000	1,677,000
42400	Intergovernmental Revenue - Other	13,000	8,000	-	12,500	-	-
45100	Grants - Nongovernmental	2,315	60,300	-	25,500	-	-
46100	Investment Income	62,952	93,516	30,000	90,000	75,000	75,000
49230	Transfers in - Econ Dev Loan Fund	-	300,000	-	-	-	-
TOTAL SOURCES		\$ 571,174	\$ 1,329,640	\$ 1,535,000	\$ 2,436,000	\$ 2,648,000	\$ 2,648,000
USES							
<i>Administration</i>							
51100	Salary	\$ 143,349	\$ 35,698	\$ -	\$ -	\$ -	\$ -
52100	Benefits and Taxes	26,923	26,125	-	-	-	-
61820	Insurance General Liability	-	-	1,050	-	-	-
63190	Professional Services - Other	297,416	172,895	74,700	59,000	99,600	99,600
63900	Contract Services - IT	34,390	-	-	-	-	-
66530	Community Support	13,000	128,796	-	350,000	-	-
66590	Other Miscellaneous Expenses	-	2,587	1,500	100	-	-
74000	Equipment	45,188	-	-	-	-	-
ADMINISTRATION		\$ 560,266	\$ 366,101	\$ 77,250	\$ 409,100	\$ 99,600	\$ 99,600
<i>Economic Development</i>							
62201	General Operating Supplies	\$ -	\$ 4,721	\$ -	\$ -	\$ -	\$ -
63190	Professional Services - Other	7,283	19,170	-	2,333	136,000	136,000
ECONOMIC DEVELOPMENT		\$ 7,283	\$ 23,891	\$ -	\$ 2,333	\$ 136,000	\$ 136,000
<i>Police</i>							
51100	Salary	\$ -	\$ 4,901	\$ -	\$ 6,000	\$ -	\$ -
62201	General Operating Supplies	19,204	25,811	5,000	-	-	-
62202	Small Tools and Equipment	-	8,146	-	-	-	-
74000	Equipment	-	4,364	-	-	-	-
POLICE		\$ 19,204	\$ 43,222	\$ 5,000	\$ 6,000	\$ -	\$ -

Grants Fund 240		Actual		FY 2024-25		Budget 2024-25	
		2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
<i>Community Development</i>							
66530	Community Support	\$ -	\$ 3,480	\$ -	\$ 1,502	\$ 500,000	\$ 500,000
74000	Capital Expense - Equipment	-	10,822	-	-	-	-
	COMMUNITY DEVELOPMENT	\$ -	\$ 14,302	\$ -	\$ 1,502	\$ 500,000	\$ 500,000
<i>Library</i>							
62201	General Operating Supplies	\$ 17,482	\$ 5,071	\$ -	\$ 5,351	-	-
74000	Capital Expense - Equipment	-	-	-	7,500	-	-
	LIBRARY	\$ 17,482	\$ 5,071	\$ -	\$ 12,851	\$ -	\$ -
<i>Museum</i>							
62201	General Operating Supplies	\$ -	\$ -	\$ -	\$ 5,894	-	-
	MUSEUM	\$ -	\$ -	\$ -	\$ 5,894	\$ -	\$ -
<i>Transportation</i>							
71500	Capital Expense - Infrastructure	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,497,000	\$ 1,497,000
	TRANSPORTATION	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,497,000	\$ 1,497,000
<i>Parks</i>							
71500	Capital Expense - Infrastructure	\$ -	\$ -	\$ -	\$ 5,850	\$ 500,000	\$ 500,000
	Parks	\$ -	\$ -	\$ -	\$ 5,850	\$ 500,000	\$ 500,000
<i>Water Operations</i>							
71500	Capital Expense - Infrastructure	\$ -	\$ 447,644	\$ 1,000,000	\$ 475,147	\$ 440,000	\$ 440,000
	WATER OPERATIONS	\$ -	\$ 447,644	\$ 1,000,000	\$ 475,147	\$ 440,000	\$ 440,000
<i>Nondepartmental</i>							
88000	Contingency	\$ -	\$ -	\$ 558,802	\$ -	\$ 910,074	\$ 910,074
	NONDEPARTMENTAL	\$ -	\$ -	\$ 558,802	\$ -	\$ 910,074	\$ 910,074
TOTAL USES		\$ 604,235	\$ 900,231	\$ 2,141,052	\$ 1,912,827	\$ 4,082,674	\$ 4,082,674
Ending Balance		\$ 482,092	\$ 911,501	\$ -	\$ 1,434,674	\$ -	\$ -

GENERAL FUND EQUIPMENT AND VEHICLE RESERVE FUND

MISSION STATEMENT/PROFILE

This fund was closed at the end of the 2022-23 fiscal year with balances transferred to the Facilities, Vehicle, and Equipment Replacement Fund during FY 2023-24. The fund is presented here only for informational purposes in accordance with Oregon Local Budget Law.

GF Equipment/Vehicle Reserve Fund 115	Actual		2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 72,431	\$ 11,705	\$ -	\$ -	\$ -	\$ -
SOURCES						
46100 Investment Interest	\$ 617	\$ 470	\$ -	\$ -	\$ -	\$ -
49000 Transfers In	-	-	-	-	-	-
TOTAL SOURCES	\$ 617	\$ 470	\$ -	\$ -	\$ -	\$ -
USES						
74000 Capital Expense - Equipment	\$ 2,417	\$ -	\$ -	\$ -	\$ -	\$ -
75000 Capital Expense - Vehicles	58,926	-	-	-	-	-
Total Capital Expense	\$ 61,343	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers, Debt Service and Contingency						
85000 Transfers out	\$ -	\$ 12,175	\$ -	\$ -	\$ -	\$ -
88000 Contingency	-	-	-	-	-	-
Total Transfers, Debt and Contingency	\$ -	\$ 12,175	\$ -	\$ -	\$ -	\$ -
TOTAL USES	\$ 61,343	\$ 12,175	\$ -	\$ -	\$ -	\$ -
	\$ 11,705	\$ -	\$ -	\$ -	\$ -	\$ -

INFORMATION SERVICES EQUIPMENT FUND

MISSION STATEMENT/PROFILE

This fund has been used to account for the purchase and replacement of information- and technology-related equipment and software. Effective with the 2024-25 fiscal year this fund was discontinued, and all activities accounted for in the General Fund Information Services Department. The fund is presented here for informational purposes in accordance with Oregon Local Budget Law.

Information Services Equipment Fund 255	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ (22,213)	\$ (13,279)	\$ (13,279)	\$ (50,570)	\$ -	\$ -
SOURCES						
47900 Misc (Hotel Equip Agreement)	\$ 563	\$ -	\$ -		\$ -	-
49000 Transfers In	160,000	-	13,279	50,570	-	-
TOTAL SOURCES	\$ 160,563	\$ -	\$ 13,279	\$ 50,570	\$ -	\$ -
USES						
Materials and Service						
63220 Dues, Memberships & Subscriptions	\$ 135,834	\$ 37,291	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	\$ 135,834	\$ 37,291	\$ -	\$ -	\$ -	\$ -
Capital Expense						
74000 Capital Expense - Equipment	\$ 15,795	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Expense	\$ 15,795	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL USES	\$ 151,629	\$ 37,291	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ (13,279)	\$ (50,570)	\$ -	\$ -	\$ -	\$ -

FACILITIES, VEHICLE AND EQUIPMENT REPLACEMENT FUND

MISSION STATEMENT/PROFILE

This fund is intended to reserve monies for the purchase of vehicles and equipment, and to support major maintenance and repairs to City-owned buildings. The fund's primary resources are transfers from the General Fund, Transportation Fund, Water Fund, Sewer Fund, and Stormwater Fund.

Expenditure Highlights

- The 2025-26 budget reflects continued funding of Public Works Reserves for future projects.
- Building repairs and maintenance are budgeted at more than \$58,500 in FY 2025-26 related to planned updates and maintenance to City facilities.
- Contract services are budgeted at \$72,400 in FY 2025-26 for engineering and other support related to planned maintenance efforts. This amount is less than prior years anticipating the sale of the Museum building.

Facilities, Vehicle, and Equipment Replacement Fund 215	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 694,994	\$ 967,385	\$ 962,370	\$ 1,077,704	\$ 1,094,067	\$ 1,024,067
SOURCES						
46100 Investment Interest	\$ 17,164	\$ 49,063	\$ 15,000	\$ 62,000	\$ 60,000	\$ 60,000
47700 Sale of Surplus Property	-	355	25,000	21,237	-	-
47900 Miscellaneous	-	2,484	-	126	-	-
49000 Transfers In	335,000	12,174	-	-	-	-
49100 Transfers In - General Fund	-	-	275,130	275,130	100,433	170,433
49220 Transfers In - Transportation Fund	-	50,000	20,000	20,000	-	-
49510 Transfers In - Sewer Fund	-	75,000	-	-	-	-
49530 Transfers In - Water Fund	-	75,000	-	-	-	-
49540 Transfers In - Storm Drain Fund	-	75,000	75,000	75,000	50,000	50,000
TOTAL SOURCES	\$ 352,164	\$ 339,076	\$ 410,130	\$ 453,493	\$ 210,433	\$ 280,433
Personnel Services						
51100 Salary	\$ -	\$ 60,579	\$ 65,000	\$ 65,500	\$ 94,000	\$ 94,000
52100 Benefits and Taxes	-	35,469	41,000	39,500	60,000	60,000
Total Personnel Services	\$ -	\$ 96,048	\$ 106,000	\$ 105,000	\$ 154,000	\$ 154,000
Materials and Service						
61120 Repairs and Maintenance - Building	\$ 79,773	\$ 21,713	\$ 58,500	\$ 58,500	\$ 51,500	\$ 51,500
61160 Repairs and Maintenance - Vehicles	-	10,683	22,000	22,000	22,000	22,000
REPAIRS	79,773	32,396	80,500	80,500	73,500	73,500
61540 Utilities - Telephone	-	2,450	1,700	1,700	1,700	1,700
UTILITIES	-	2,450	1,700	1,700	1,700	1,700
62120 Insurance Property	-	791	1,200	930	1,200	1,200
62202 Insurance General Liability	-	2,118	1,600	2,200	1,600	1,600
OPERATIONS	-	2,909	2,800	3,130	2,800	2,800
62120 Office Supplies	-	144	500	500	500	500
62202 General Operating Supplies	-	-	1,000	1,000	1,000	1,000
62221 Fuel	-	368	3,000	3,000	3,000	3,000
62291 Other Operating Supplies	-	392	500	500	500	500
SUPPLIES	-	904	5,000	5,000	5,000	5,000
63210 Licenses and Permits	-	-	500	500	500	500
63220 Dues & Memberships	-	3,703	12,100	12,100	12,100	12,100
66530 Community Support	-	215	-	200	-	-
MISCELLANEOUS	-	3,918	12,600	12,800	12,600	12,600
63140 Professional Services - Engineering	-	-	25,500	25,500	500	500
63190 Other Contract & Professional Services	-	44,480	114,400	114,400	72,400	72,400
CONTRACT SERVICES	-	44,480	139,900	139,900	72,900	72,900
64000 Training/Travel	-	48	2,000	2,000	2,000	2,000
TRAINING/TRAVEL	-	48	2,000	2,000	2,000	2,000
Total Materials and Services	\$ 79,773	\$ 87,105	\$ 244,500	\$ 245,030	\$ 170,500	\$ 170,500

Facilities, Vehicle, and Equipment Replacement Fund 215	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Capital Expense						
74000 Capital Expense - Equipment	\$ -	\$ 2,008	\$ 42,000	\$ 41,900	\$ -	\$ -
75000 Capital Expense - Vehicles	-	43,596	50,000	45,200	-	-
Total Capital Expense	\$ -	\$ 45,604	\$ 92,000	\$ 87,100	\$ -	\$ -
Transfers, Debt Service and Contingency						
88000 Reserve for Future Use - Streets	\$ -	\$ -	\$ 270,000	\$ -	\$ 270,000	\$ 270,000
88000 Reserve for Future Use - Sewer	-	-	250,000	-	250,000	250,000
88000 Reserve for Future Use - Water	-	-	250,000	-	250,000	250,000
88000 Reserve for Future Use - Storm Drain	-	-	160,000	-	210,000	210,000
Total Transfers, Debt and Contingency	\$ -	\$ -	\$ 930,000	\$ -	\$ 980,000	\$ 980,000
TOTAL USES	\$ 79,773	\$ 228,757	\$ 1,372,500	\$ 437,130	\$ 1,304,500	\$ 1,304,500
Ending Balance	\$ 967,385	\$ 1,077,704	\$ -	\$ 1,094,067	\$ -	\$ -

Capital Projects Fund

The City budgets and maintains the Capital Projects Funds to account for expenditures for construction, acquisition, or major maintenance of City-owned assets, not otherwise associated with the Public Works Department or with the City's Urban Renewal Agency.

Principal resources to the fund are transfers from other funds. In fiscal year 2025-26 the City budgeted for street system improvements as the primary expenditure from this fund.

Capital Projects Fund 435	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ (482,158)	\$ 189,463	\$ 458,148	\$ 440,447	\$ 815,152	\$ 815,152
SOURCES						
42290 Grants - State	\$ 713,665	\$ 27,493	\$ 6,178,502	\$ -	\$ -	\$ -
46100 Investment Interest	3,340	15,905	4,000	30,000	5,000	5,000
47900 Other revenue	-	128,364	-	444,705	-	-
49000 Transfers In	-	110,779	-	-	-	-
TOTAL SOURCES	\$ 717,005	\$ 282,541	\$ 6,182,502	\$ 474,705	\$ 5,000	\$ 5,000
USES						
Capital Expense						
71400 Capital Expense - Street System	\$ 45,384	\$ 31,557	\$ 6,640,650	\$ 100,000	\$ 820,152	\$ 820,152
TOTAL USES	\$ 45,384	\$ 31,557	\$ 6,640,650	\$ 100,000	\$ 820,152	\$ 820,152
Ending Balance	\$ 189,463	\$ 440,447	\$ -	\$ 815,152	\$ -	\$ -

Debt service Funds

The City budgets and maintains debt service funds to account for principal and interest payments on outstanding borrowings. The City budgeted for the following debt service funds for fiscal year 2025-26:

- **General Obligation (GO) Bond Fund**
- **MINET Debt Service Fund**
- **Special Assessments Fund**

GENERAL OBLIGATION (GO) BOND FUND

MISSION STATEMENT/PROFILE

The GO Bond Fund is used for the sole purpose of collecting property taxes used for the payment of debt service (principal and interest) on the voter-approved 2013 series GO Bonds. Voters approved a maximum levy of \$1.25 per \$1,000 of assessed value.

Expenditure Highlights

- The 2025-26 budget reflects regularly scheduled debt service payments on the bonds.
- The budgeted ending balance provides funding for the first interest payment of the subsequent year prior to the collection of property taxes.

General Obligation Bond Fund 310	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 225,212	\$ 244,448	\$ 82,281	\$ 92,500	\$ 70,500	\$ 70,500
SOURCES						
41110 Real Property Tax	\$ 393,932	\$ 220,862	\$ 371,000	\$ 366,000	\$ 381,000	\$ 381,000
41120 Real Property Tax- Prior	7,976	9,143	7,000	5,600	5,000	5,000
46100 Interest	10,647	16,365	6,000	4,400	4,000	4,000
TOTAL SOURCES	\$ 412,555	\$ 246,370	\$ 384,000	\$ 376,000	\$ 390,000	\$ 390,000
USES						
81110 Bond/Loan Payments - Principal	\$ 250,000	\$ 265,000	\$ 275,000	\$ 275,000	\$ 290,000	\$ 290,000
81210 Bond/Loan Payments - Interest	\$ 143,319	\$ 133,318	\$ 122,719	\$ 123,000	112,000	112,000
Total Debt Service	\$ 393,319	\$ 398,318	\$ 397,719	\$ 398,000	\$ 402,000	\$ 402,000
Ending Balance	\$ 244,448	\$ 92,500	\$ 68,562	\$ 70,500	\$ 58,500	\$ 58,500

MONMOUTH/INDEPENDENCE NETWORK DEBT FUND

MISSION STATEMENT/PROFILE

The Monmouth/Independence Network (MINET) was created to bring advanced capability to municipal utilities by providing high-speed data, voice, and video services in the Monmouth/Independence area. In past years, MINET has extended its services to Dallas as a paid operator of Willamette Valley Fiber (WVF). This year, MINET expanded its offerings into Rickreall utilizing grants awarded through Polk County. MINET is managed and maintained under an ORS 190 Intergovernmental Agreement between the City of Monmouth and the City of Independence. The City's MINET Fund only accounts for payments received from MINET to cover debt service on three City bond series which were issued to refinance loans that originally served to build MINET's infrastructure. These bonds are outlined in the table below. The balances owed to the City are considered a receivable from MINET, the outstanding principal of which is also reflected below.

Bond Issue	Final Maturity	Interest rates	Unpaid Principal 7/1/2025
2015 Refunding	2032	2.03% - 3.66%	\$1,950,000
2017C FCC MINET Refunding	2027	3.65%	\$590,000
2020 MINET FCC Refunding	2040	3.00%	\$4,780,000
Consolidated Note Receivable	2036	3.00%	\$4,126,125

Additionally, when MINET has been unable to service these loan payments, the City loans MINET the funds necessary to make bond payments.

Services/Programs

Operations: MINET provides high-speed data and voice services in the Monmouth/Independence area. All operational revenue and expenditures are accounted for by MINET. As of FY 2019, MINET also provides management services to Willamette Valley Fiber (WVF) in Dallas, Oregon.

Network Construction: Construction of the local loops and the redundant middle mile have been completed (phase I of the project). Phase II construction continues which includes the connection of customers to the backbone and central office infrastructural expansion.

Network Maintenance/Management: Network maintenance and network management is done by contract and by MINET staff.

Fiscal Year 2024-25 Achievements

- MINET continued to make the full debt service payments for both Monmouth and Independence bonds on their own, without assistance from either city.
- MINET continued making interest payments on its outstanding debt to the City as scheduled.

MINET Debt Service Fund 360	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ -	\$ -	\$ 13	\$ 165	\$ 3,102	\$ 3,102
SOURCES						
46100 Interest	\$ -	\$ -	\$ -	\$ 2,950	\$ 3,000	\$ 3,000
48110 Loan Repayment - Principal	793,362	798,192	796,580	796,580	649,498	649,498
TOTAL SOURCES	\$ 793,362	\$ 798,192	\$ 796,580	\$ 799,530	\$ 652,498	\$ 652,498
USES						
81110 Bond/Loan Payments - Principal	\$ 510,000	\$ 530,000	\$ 545,000	\$ 545,000	\$ 565,000	\$ 565,000
81210 Bond/Loan Payments - Interest	283,349	268,027	251,593	251,593	90,600	90,600
Total Debt Service	\$ 793,349	\$ 798,027	\$ 796,593	\$ 796,593	\$ 655,600	\$ 655,600
Ending Balance	\$ 13	\$ 165	\$ -	\$ 3,102	\$ -	\$ -

SPECIAL ASSESSMENTS FUND

MISSION STATEMENT/PROFILE

Oregon law allows the City to make certain required repairs or improvements and assess the cost to the benefitted property owners. The property owners may then choose to finance the assessment over a period of up to ten (10) years. This fund accounts for the payments received on financed assessments and the related debt service.

Expenditure Highlights

The loans associated with the City's previous special assessment projects were paid off during the 2023-24 fiscal year. Installments from those benefitted by the projects continue for the next few years.

Special Assessment Loan Fund 330	Actual		FY 2024-25		Budget 2025-26	
	2022-23	2023-24	Adopted Budget	Est YE	Proposed	Approved
Beginning Balance	\$ 62,377	\$ 39,856	\$ 18,571	\$ 18,674	\$ 25,214	\$ 25,214
New Acct						
41210 Special Assessments - Principal	\$ 3,430	\$ 3,459	\$ 3,845	\$ 5,191	\$ 3,500	\$ 3,500
41220 Special Assessments - Interest	943	772	600	599	600	600
46100 Investment Interest	1,048	1,302	200	750	750	750
TOTAL SOURCES	\$ 5,421	\$ 5,533	\$ 4,645	\$ 6,540	\$ 4,850	\$ 4,850
USES						
81110 Bond/Loan Payments - Principal	\$ 25,400	\$ 25,443	\$ -	\$ -	\$ -	\$ -
81210 Bond/Loan Payments - Interest	2,542	1,272	-	-	-	-
Total Debt Service	27,942	26,715	-	-	-	-
Ending Balance	\$ 39,856	\$ 18,674	\$ 23,216	\$ 25,214	\$ 30,064	\$ 30,064



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SUMMARY OF INDEBTEDNESS

The City looks first to cash funding and/or to suitable grants when funding capital projects. Long-term debt (bonds or bank loans) are used to finance major capital projects if the previous “pay as you go” options are not viable. Outstanding long-term debt consists primarily of tax-exempt bonds issued to fund capital improvement projects. Annual debt service schedules follow this narrative page.

Debt capacity and leveraging ratios are helpful mechanisms to inform investors and citizens that the City is exercising prudent financial management of its resources. Oregon Revised Statutes (ORS) 287A provides a debt limitation of 3% of real market value (RMV) for general-purpose property tax bonds issued by cities. The limitation does not apply to bonds issued for Water, Wastewater, Storm Water, Special Assessment (Bancroft), or other “limited tax” use. The amount of City of Independence General Obligation (GO) debt issued and outstanding at June 30, 2024, which is subject to the 3% limitation, is \$2,660,000 or .20% of the 2023 (most current available) RMV of \$1,357,265,058. This calculation does not include the amount available for debt service provided by the debt service fund balance of accumulated tax levies and interest earnings thereon, which ORS permits to further reduce this percentage.

Given the significant backing/investment undertaken in the early 2000’s by Monmouth and Independence to provide the local community with high-speed internet through the creation of MINET, the City currently generally looks at voter-approved GO Bonds or revenue-backed bonds for large capital projects.

The table on the following page illustrates the annual debt service payments for the previous four years and the budgeted amounts for FY 2025-26, as well as the outstanding principal balances on each obligation at the end of the 2025-26 fiscal year.

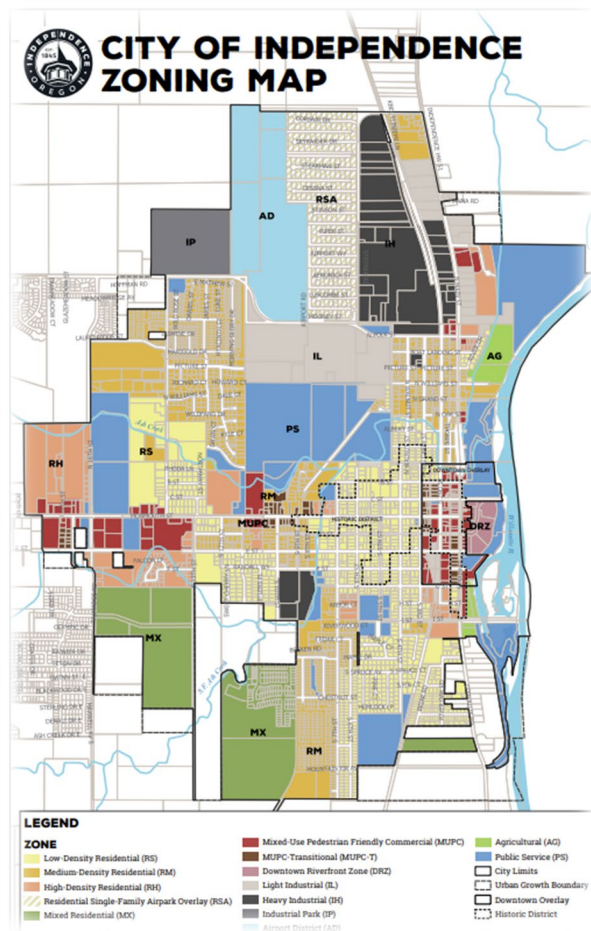
Summary of Debt Service

		Actual	Actual	Actual	Estimated	Budget	Principal
		FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Balance as of
							6/30/2026
Full Faith and Credit Museum Loan	General Fund						
Principal		61,558	62,808	64,083	65,384	66,711	
Interest		11,580	10,318	9,030	7,716	6,374	
		73,138	73,126	73,113	73,100	73,085	\$ 280,665
General Obligation Bond	GO Bond Fund						
Principal		245,000	250,000	265,000	275,000	290,000	
Interest		150,669	143,319	133,319	122,718	111,719	
		395,669	393,319	398,319	397,718	401,719	\$ 2,370,000
URA Civic Center Full Faith and Credit - Series 2016A	URA Debt						
Principal		35,000	35,000	40,000	40,000	40,000	
Interest		300,806	299,406	298,006	296,406	294,806	
		335,806	334,406	338,006	336,406	334,806	\$ 7,720,000
URA Civic Center Full Faith and Credit - Series 2017A	URA Debt						
Principal		370,000	385,000	400,000	415,000	430,000	
Interest		139,450	128,350	116,800	100,800	84,200	
		509,450	513,350	516,800	515,800	514,200	\$ 1,675,000
URA Indy Landing Loan - SPWF	URA Debt						
Principal		-	-	91,332	93,916	96,574	
Interest		333,777	82,200	82,200	79,615	76,957	
		333,777	82,200	173,532	173,531	173,531	\$ 2,622,758
MINET Full Faith and Credit - Series 2015	MINET Debt Fund						
Principal		220,000	225,000	235,000	240,000	250,000	
Interest		100,225	93,993	87,087	79,485	71,150	
		320,225	318,993	322,087	319,485	321,150	\$ 1,700,000
MINET Full Faith and Credit - Series 2017C	MINET Debt Fund						
Principal		-	-	-	305,000	315,000	
Interest		-	-	-	29,058	19,450	
		-	-	-	334,058	334,450	\$ 275,000
MINET Full Faith and Credit - Series 2020	MINET Debt Fund						
Principal		-	-	-	-	-	
Interest		143,050	143,050	143,050	143,050	143,050	
		143,050	143,050	143,050	143,050	143,050	\$ 4,780,000
Sewer Refunding Bond - Series 2013	Sewer Fund						
Principal		80,000	85,000	85,000	90,000	90,000	
Interest		65,150	62,750	60,200	57,650	54,950	
		145,150	147,750	145,200	147,650	144,950	\$ 1,595,000
CWSRF Loan - WWTP	Sewer Fund						
Principal		-	-	-	93,340	188,673	
Interest		-	-	-	445,693	127,830	
		-	-	-	539,033	316,503	\$ 6,528,416
Water Full Faith and Credit - Series 2016A	Water Fund						
Principal		55,000	60,000	60,000	65,000	65,000	
Interest		32,900	31,250	29,450	27,650	25,050	
		87,900	91,250	89,450	92,650	90,050	\$ 770,000
Water Rights Full Faith and Credit -Chase Bank Loan	Water Fund						
		74,838	76,821	78,857	80,947	83,092	
		17,418	15,435	13,399	11,310	9,164	
		92,256	92,256	92,256	92,257	92,256	\$ 262,722
							<u>\$ 30,579,561</u>

URBAN RENEWAL MISSION STATEMENT/PROFILE

In prior years the Independence Urban Renewal Agency received interfund loans to complete projects and fully fund its debt. Since completing the Independence Landing development (hotel and apartments) the Agency is paying its portion of the project's debt and has begun to repay interfund loans from the General Fund and for financed SDC's.

The Urban Renewal Agency's transactions are budgeted and accounted for in two (2) separate funds; the Urban Renewal Capital Projects Fund and the Urban Renewal Debt Service Fund. The Urban Renewal Capital Projects Fund is funded primarily with tax increment proceeds (property taxes) and makes payments to the City's General Fund to repay amounts previously borrowed. The Urban Renewal Debt Service Fund collects tax increment proceeds which it expends on principal and interest payments servicing the debt used to originally finance projects.



URBAN RENEWAL PROJECTS FUND

Urban Renewal Projects Fund 441	FY 2024-25		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Bal	\$ 1,863,580	\$ 1,353,174	\$ 595,067	\$ 656,281	\$ 443,281	\$ 743,281
SOURCES						
41110 Property Taxes - Current	\$ 249,898	\$ 263,700	\$ 296,000	\$ 670,000	\$ 681,000	\$ 681,000
41120 Property Taxes - Prior	3,846	5,246	4,000	6,000	4,000	4,000
46100 Interest	1,351	3,262	500	-	-	-
48110 Loan repayment - principal	2,171	337	-	-	-	-
TOTAL SOURCES	\$ 257,266	\$ 272,545	\$ 300,500	\$ 676,000	\$ 685,000	\$ 685,000
USES						
Materials and Services						
62291 Miscellaneous	\$ -	\$ 567	\$ -	\$ -	\$ -	\$ -
Total Materials and Services	\$ -	\$ 567	\$ -	\$ -	\$ -	\$ -
Transfers, Debt, and Contingency						
81130 Interfund Loan Repayment-Principal	\$ 767,671	\$ 343,415	\$ 346,000	\$ 346,000	693,000	393,000
81230 Interfund Loan Repayment-Interest		625,456	543,000	543,000	195,000	195,000
88000 Contingency	-	-	6,567	-	240,281	-
Total Transfers, Debt and Contingency	\$ 767,671	\$ 968,871	\$ 895,567	\$ 889,000	\$ 1,128,281	\$ 588,000
TOTAL USES	\$ 767,671	\$ 969,438	\$ 895,567	\$ 889,000	\$ 1,128,281	\$ 588,000
Ending Balance	\$ 1,353,175	\$ 656,281	\$ -	\$ 443,281	\$ -	\$ 840,281

URBAN RENEWAL DEBT SERVICE FUND

Urban Renewal Debt Service Fund 341	Actual		FY 2024-25 Adopted		Budget 2025-26	
	2022-23	2023-24	Budget	Est YE	Proposed	Approved
Beginning Bal	\$ 66,821	\$ 335,634	\$ 548,261	\$ 577,984	\$ 217,032	\$ 217,032
SOURCES						
41110 Property Taxes - Current	749,694	791,095	887,000	400,000	557,000	557,000
41120 Property Taxes - Prior	11,539	15,742	10,000	17,000	10,000	10,000
46100 Interest Income	13,657	36,416	8,000	35,000	10,000	10,000
49000 Transfers In	423,880	-	-	-	-	-
49100 Transfers In - General Fund	-	213,715	-	-	212,250	212,250
49510 Transfers In - Sewer Fund	-	106,860	106,526	106,524	106,526	106,526
49530 Transfers In - Water Fund	-	106,860	106,526	106,524	106,526	106,526
TOTAL SOURCES	\$ 1,198,770	\$ 1,270,688	\$ 1,118,052	\$ 665,048	\$ 1,002,302	\$ 1,002,302
USES						
Transfers and Debt Service						
81110 Bond/Loan Payments - Principal	\$ 420,000	\$ 531,332	\$ 549,000	\$ 549,000	569,307	569,307
81210 Bond/Loan Payments - Interest	509,957	497,006	477,000	477,000	453,230	453,230
Total Transfers and Debt	\$ 929,957	\$ 1,028,338	\$ 1,026,000	\$ 1,026,000	\$ 1,022,537	\$ 1,022,537
TOTAL USES	\$ 929,957	\$ 1,028,338	\$ 1,026,000	\$ 1,026,000	\$ 1,022,537	\$ 1,022,537
Ending Balance	\$ 335,634	\$ 577,984	\$ 640,313	\$ 217,032	\$ 196,797	\$ 196,797

Appendices

APPENDIX 1 - READER'S GUIDE

Any City government's budget document serves four main purposes for its widely varied readership (which includes City staff, City Councilors, Budget Committee members, the local community, and investors/debtors of the City, etc.). In this regard, to help orient the reader, the City of Independence Budget Document may therefore be categorized as follows:

1. **A Policy Document** – The City's annual budget seeks to provide a high level overview of both current and potential future policy as it impacts the organization's finances.
2. **A Communications Device** – The City Manager's Budget Message provides an overview of City operations highlighting accomplishments during the most recent fiscal year as well as priorities for the coming year. The Budget Message also highlights some key challenges the City is facing, which merit the attention of those who may not have much time nor inclination to read the entire document, along with plans to address those issues. The fund and department sections in this document provide more detailed information about what services are provided, and the resources required to meet the various constituents' needs and demands.
3. **A Financial Plan** – The primary function of the Budget Document is a financial plan, whereby available, conservatively estimated resources are matched up with the cost of City service provision and spending priorities determined by the Budget Committee and City Council, with the guidance and information provided by City staff.

For financial reporting purposes, different types of funds are accounted for in different ways, with governmental funds (General, Special Revenue, Capital Projects and Debt Service) using a modified accrual method of accounting and proprietary funds (Enterprise) using a full accrual method of accounting. For budget and long-term financial planning purposes, all funds are presented using a modified accrual basis. Among other things, this simply means that in the proprietary funds the City does not budget for or show depreciation expense, although depreciation expense will be recorded at the end of the fiscal year in the audited financial statements.

The City uses three different organizational structures for purposes of appropriations and financial reporting, as described throughout this document: Fund, Department and Category/Class.

4. **An Operations Guide** – The City's operations are well defined in the various department discussions in this budget document. A wide variety of functions are organized into a single department, and in the case of the General Fund, several departments operate within that one accounting structure. The budget document is used by staff operationally as both a guide for the work plan to be accomplished and as a reference tool, serving as a comprehensive source of historical information and projections based on current assumptions. The document, in combination with regular monthly reports, allow department heads and supervisors to ensure resources are being monitored and

achieved in order to be able to meet the year's work plan, in the face of sometimes changing priorities. Statistics are gathered, and performance is measured in order to ensure objective reporting can be maintained regarding each department's operational success and areas for improvement, particularly as relates to Council goals, and organizational mission statements.

APPENDIX 2 - CITY BUDGET PROCESS

A budget, as defined by Oregon State Law [Oregon Revised Statutes (ORS)], is “a financial plan containing estimates of revenues and expenditures for a given period of purpose”. Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes. The State’s budget law for local government is set out in ORS 294 with objectives which include:

- Establishing standard procedures,
- Outlining programs and services and the fiscal policy to carry them out,
- Providing estimates of revenues, expenditures, and proposed tax levies (if any),
- Informing citizens and encouraging citizen involvement in budget formulation before budget adoption, and
- Providing controls to promote efficiency and economy in expenditure of public funds.

The City of Independence prepares its budget in accordance with state statute and City Charter. The budget is presented by fund, either by department/function or by object class/category if non-departmental in nature. Over-expenditure of appropriations is prohibited and unexpended budget appropriations are returned to fund balance at fiscal year-end.

The City’s Budget Officer has the responsibility to ensure a budget document is prepared annually and that budgetary control is maintained at the Council adopted and/or amended appropriations level. Ongoing review and monitoring of revenues and expenditure is performed by the Finance Director and the applicable operational department heads, and through reports provided to the City Council. Any amendments to budgeted appropriations after adoption come about via either State-compliant transfer resolutions or the supplemental budget process.

The City approaches budgeting by assuming current service levels are maintained in the next budget year, subject to availability of resources. Increases or decreases are considered separately and are dependent upon available resources and Council priorities, with guidance from staff. The City Manager directs and coordinates with department heads in the development of a balanced budget, which is presented to the Budget Committee as the City Manager’s Proposed Budget. The Budget Committee conducts a public hearing to give community members the opportunity to comment on the proposed budget and then recommends a budget for the City Council to approve. The City Council also holds a public hearing to give community members another opportunity to discuss the Budget Committee’s recommended budget before finally adopting the budget by resolution, thus setting the legal level of appropriations for the coming fiscal year.

During the course of the year, each department manages and monitors its budget monthly, with the information then pulled together in reports prepared by the Finance Director. These reports provide highlights of any unusual occurrences during the fiscal year and are designed to be interim snapshots of the City’s financial position, for review by the City Council and

members of the public. The Finance Department also works with the external auditors to prepare and provide audited financial statements each fiscal year end.

APPENDIX 3 – COMPENSATION PLAN

The compensation plan below lists salary ranges in effect for fiscal year 2024-25, prior to any potential COLA adjustment that may be considered for fiscal year 2025-26. Note that classes 26-28 are subject to the Independence Police Association bargaining agreement, and that classes 29-32 are subject to the Teamsters bargaining agreement.

Unrepresented Scale								
Class	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	Facilities Custodian	\$35,933	\$37,730	\$39,612	\$41,597	\$43,677	\$45,861	\$48,154
2	Library Assistant I Facilities Assistant	37,730	39,612	41,597	43,677	45,861	48,154	50,562
3	Lead Fac. Custodian Office Specialist - IT	39,612	41,597	43,677	45,861	48,154	50,562	53,090
4	Accountant I Museum Curator	41,597	43,677	45,861	48,154	50,562	53,090	55,745
5	Not Used							
6	Library Assistant II	45,861	48,154	50,562	53,090	55,745	58,532	61,458
7	Accountant II	48,154	50,562	53,090	55,745	58,532	61,458	64,531
8	Not Used							
9	Downtown Manager	53,090	55,745	58,532	61,458	64,531	67,758	71,146
10	PW Tech -Inspector	55,745	58,532	61,458	64,531	67,758	71,146	74,703
11	Communications Dir	58,532	61,458	64,531	67,758	71,146	74,703	78,438
12	Accounting Manager Police Office Manager PW Exec Assistant Museum Director Librarian Facilities Manager	61,458	64,531	67,758	71,146	74,703	78,438	82,360
13	Not Used							
14	Not Used							
15	City Recorder Library Director	71,146	74,703	78,438	82,360	86,478	90,802	95,342
16	Operations Manager Building Official	74,703	78,438	82,360	86,478	90,802	95,342	100,109
17	HR Director Planning Manager	78,438	82,360	86,478	90,802	95,342	100,109	105,115
18	Sergeant	82,360	86,478	90,802	95,342	100,109	105,115	110,371
19	City Engineer	86,478	90,802	95,342	100,109	105,115	110,371	115,889
20	IT Director	90,802	95,342	100,109	105,115	110,371	115,889	121,684
21	Lieutenant	95,342	100,109	105,115	110,371	115,889	121,684	127,768
22	Finance Director Assistant City Manager	100,109	105,115	110,371	115,889	121,684	127,768	134,156
23	Public Works Director	105,115	110,371	115,889	121,684	127,768	134,156	140,864
24	Police Chief	110,371	115,889	121,684	127,768	134,156	140,864	147,907
25	Not Used							

Police Association Union								
	Police Officer	62,651	65,783	69,073	72,526	76,153	79,960	83,958
	Community Svc Officer	46,760	49,098	51,553	54,131	56,837	59,679	62,663
	Records Technician	45,860	48,153	50,561	53,089	55,743	58,531	61,457

Teamsters Union						
	Utility Worker I	45,741	48,028	50,429	52,951	55,598
	Utility Worker II	51,248	53,811	56,501	59,326	62,293
	Utility Worker III	58,933	61,880	64,974	68,223	71,634
	Operations Lead WWT Operator Lead Wtr Trtmt Oper Lead	66,251	69,563	73,042	76,694	80,528

APPENDIX 4 - SALARY ALLOCATION SCHEDULE BY POSITION

Position:	General Fund												Facilities	Transportation	Tourism & Events	Grants	Sewer	Water	Storm	Total
	Admin	Finance	Court	IT	Janitorial	HR	PD	Comm Svcs	Parks	Bldg Insp	ED	CD								
City Manager	0.10	-	-	-	-	-	0.05	-	-	-	-	-	-	0.25	-	-	0.25	0.30	0.05	1.00
Finance Director	-	0.10	-	-	-	-	-	-	-	-	-	-	-	0.20	-	-	0.30	0.25	0.15	1.00
Human Resources	-	-	-	-	-	0.42	-	-	-	-	-	-	0.03	0.13	-	-	0.14	0.14	0.14	1.00
City Recorder	0.17	0.03	0.25	-	-	-	0.05	-	0.01	-	-	0.23	-	0.03	0.02	-	0.08	0.08	0.04	1.00
Planner (Evander)	-	-	-	-	-	-	-	-	-	-	-	0.90	-	0.10	-	-	-	-	-	1.00
Info Technology/Permits	0.05	-	-	0.10	-	-	0.05	-	-	0.50	-	-	-	-	-	-	0.15	0.15	-	1.00
Info Technology	-	0.05	-	0.55	-	-	-	-	-	-	-	-	-	0.10	-	-	0.10	0.10	0.10	1.00
Network Admin	-	0.05	-	0.55	-	-	-	-	-	-	-	-	-	0.10	-	-	0.10	0.10	0.10	1.00
Utility Billing	-	0.05	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.35	0.35	0.25	1.00
Finance Intern - Part time	-	1.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
Accountant - PR / AP	-	0.25	-	-	-	-	-	-	-	-	-	-	0.03	0.15	0.03	-	0.18	0.18	0.18	1.00
Finance Manager	-	0.25	-	-	-	-	-	-	-	-	-	-	-	0.20	-	-	0.20	0.20	0.15	1.00
Janitorial	-	-	-	-	0.72	-	-	-	-	-	-	-	-	0.07	-	-	0.07	0.07	0.07	1.00
Communications Manager	0.25	-	-	-	-	-	0.25	-	-	-	-	-	-	0.10	-	-	0.15	0.15	0.10	1.00
Building Inspection	-	-	-	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	-	-	1.00
ED/Asst City Manager	0.10	-	-	-	-	-	-	-	-	-	0.10	-	-	0.10	0.20	-	0.20	0.20	0.10	1.00
Downtown Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	-	-	-	-	1.00
PT Parks Maint	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	-	-	-	-	1.00
Facilities & Vehicle Maint	-	-	-	-	-	-	0.10	-	-	-	-	-	0.90	-	-	-	-	-	-	1.00
Community Services	-	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	-	-	-	-	1.00
Police	-	-	-	-	-	-	1.00	-	-	-	-	-	-	-	-	-	-	-	-	1.00
PW Director	-	-	-	-	-	-	-	-	0.05	-	-	-	-	0.25	-	-	0.25	0.25	0.20	1.00
City Engineer	-	-	-	-	-	-	-	-	0.10	-	-	-	-	0.25	-	-	0.25	0.25	0.15	1.00
PW Admin Assist	-	-	-	-	-	-	-	-	0.10	-	-	-	-	0.25	-	-	0.25	0.25	0.15	1.00
Water Treatment Op Lead	-	-	-	-	-	-	-	-	-	-	-	-	-	0.05	-	-	0.05	0.85	0.05	1.00
Sewer Treatment Op Lead	-	-	-	-	-	-	-	-	-	-	-	-	-	0.05	-	-	0.85	0.05	0.05	1.00
Utility Lead	-	-	-	-	-	-	-	-	0.05	-	-	-	-	0.25	-	-	0.275	0.275	0.15	1.00
Parks Worker (Nash)	-	-	-	-	-	-	-	-	0.60	-	-	-	-	0.05	0.20	-	0.05	0.05	0.05	1.00
Utility Workers x5	-	-	-	-	-	-	-	-	0.05	-	-	-	-	0.25	-	-	0.275	0.275	0.15	1.00
PW Operations Manager	-	-	-	-	-	-	-	-	0.10	-	-	-	-	0.25	-	-	0.25	0.25	0.15	1.00
PW Engineer/Tech Inspector	-	-	-	-	-	-	-	-	0.10	-	-	-	-	0.25	-	-	0.25	0.25	0.15	1.00

APPENDIX 5 - INTERFUND TRANSFERS & TRANSACTIONS

Interfund transfers are transactions between funds to move monies for an intended purpose be it to reserve for future expenditures, to reimburse a fund for services provided, or to support debt service expenditures.

The table below presents the budgeted interfund activity of the City for fiscal year 2025-26.

	Transfers In:					Total
	General Fund	Bldg/Veh Rep & Repl Fund	Parks Cap Resv Fund	Sewer Fund	Urban Ren Debt Fund	
Transfers Out:						
General Fund		170,433			212,250	382,683
Economic Dev Loan Fund	841,784				-	841,784
Sewer Fund	202,300				106,526	308,826
Sewer SDC Fund				26,500		26,500
Water Fund	423,296				106,526	529,822
Storm Drain Fund	49,200	50,000				99,200
Total	1,516,580	220,433	-	26,500	425,302	2,188,815

APPENDIX 6 – GLOSSARY OF TERMS AND ACRONYMS

(for definitions not found elsewhere in the document)

Ad Valorem Taxes: Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate in compliance with the State Property Tax Code.

Appropriation Resolution: The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

Assessed Valuation: The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes. (Note: Property values are established by the Bell County Appraisal District.)

Attrition: A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Unassigned) Fund Balance: This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balance Sheet: A financial statement that discloses the asset liabilities, reserves and balances of a specific governmental fund as of a specific date.

Beginning Fund Balance: Cash available in a fund from the prior year after payment of the prior year's expenses and deductions for prior year's encumbrances. Also shown as Beginning Net Working Capital.

Capital Assets: Formerly known as "Fixed Assets", these are balance sheet values for tangible belongings of the City, with a long-term character, which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment with an original value exceeding \$5,000.

Department: The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

Division: A major administrative division of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Efficiency Measure: Performance measure that tracks a ratio of inputs to outputs. The number of units of service delivered (output) per Full Time Equivalent (FTE) or total cost per unit (input) is an example.

Effectiveness Measure: Performance measures that track the degree to which city services achieve an impact on a problem or need in the city, satisfy service expectations or citizens, or improve the quality of life in the community.

Effective Tax Rate: Enables the public to evaluate the relationship between taxes for the preceding year and for the current year, based on a tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years.

Encumbrance: The commitment of appropriated funds related to unfilled contracts for goods and services including purchase orders. The purpose of encumbrance accounting is to prevent further expenditure of funds in light of obligations and commitments already made.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated in the same manner as those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures. Enterprise funds are established for services such as water, wastewater, airport, drainage utilities and solid waste.

Full Faith and Credit: A pledge of the City's taxing power to repay debt obligations (typically used in reference to General Obligation Bonds or tax supported debt).

Full-Time Equivalent (FTE): A measure of authorized personnel calculated by equating 2,080 hours of work per year with the full-time equivalent of 1 position.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

GAAP: Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules and procedures that define accepted accounting principles.

Goal: A goal is a long-term, attainable target for an organization.

Infrastructure: Structures and equipment such as highways, bridges, buildings, and public utilities such as water and sewer systems.

Input Measures: Performance measure or workload statistic that tracks resources like Full Time Equivalents (FTEs) and Funding.

Interfund Transfers: The movement of monies between funds of the same governmental entity.

Major Funds: As defined by GASB Statement No.34, these are funds whose revenues, expenditures/ expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

Non-Major Funds: Those funds which are not considered/determined to be Major Funds. These funds may be grouped together for purposes of Financial Reporting under GAAP.

Output Measure: Performance measure or workload statistic that tracks the quantity of service(s) delivered, work performed, or the number of clients served.

Performance Measure: An identifiable unit of measuring the effectiveness and efficiency of providing services. Data collected to determine how effectively or efficiently a program is achieving its objectives.

Refinancing/Refunding: The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

Risk Management: An organized attempt to protect a government's assets against accidental loss in the most economical method; often through the purchase of liability and property insurance.

Special Revenue Funds: Special revenue funds are used to account for resources allocated to specific purposes. A special revenue fund continues in existence as long as governmental resources are allocated to its specific purposes.

Strategy: A strategy is a specific, measurable, and observable result of an organization's activity which advances the organization toward its goal.

Tax Levy: The total amount to be raised by general property taxes for operating and debt service purposes specified in the annual Tax Ordinance.

ACRONYMS

ADA: Americans with Disabilities Act
AP: Accounts Payable
ARPA: American Rescue Plan Act
CDBG: Community Development Block Grant
CIP: Capital Improvement Plan
COBRA: Consolidated Omnibus Budget Reconciliation Act
COLA: Cost of Living Allowance
COOP: Continuity of Operations
CPI: Consumer Price Index
DAS: Department of Administrative Services
DNP: Disconnect for Non-Payment
EOC: Emergency Operations Center
FAST: Fixing America's Surface Transportation
FEMA: Federal Emergency Management Association
FFC: Full Faith and Credit
FICA: Federal Insurance Contribution Act (commonly referred to as Social Security)
FLSA: Fair Labor Standards Act
FSA: Flexible Spending Account
FY: Fiscal Year
GAAFR: Governmental Accounting, Auditing, and Financial Reporting (aka The Blue Book)
GAAP: Generally Accepted Accounting Principles
GASB: Governmental Accounting Standards Board GF: General Fund
GFOA: Government Finance Officers Association
GIS: Geographic Information System
HOME: HOME Investment Partnership Program
HR: Human Resources
HVAC: Heating, Ventilation, and Air Conditioning
ICMA: International City/County Management Association
IPMA: International Public Management Association
ISO: International Organization for Standardization
IT: Information Technology
IVR: Interactive Voice Response
LEED: Leadership in Energy & Environmental Design
LEDS: Law Enforcement Data Systems
LGIP: Local Government Investment Pool
LOC: League of Oregon Cities
MICC: Independence-Independence Chamber of Commerce (Visitors Bureau)
MPL: Independence Power and Light
MURA: Independence Urban Renewal Agency
NLC: National League of Cities

O&M: Operations and Maintenance
OCCMA: Oregon City-County Managers Association
OEM: Oregon Emergency Management
OGFOA: Oregon Government Finance Officers Association
P/R: Payroll
PC: Personal Computer
PERS: Public Employees Retirement System
PUD: Planned Unit Development
PUD: People's Utility District (Oregon electrical association)
PW: Public Works
ROW: Right of way
SDC: System Development Charge
SLFRF: State and Local Fiscal Recovery Funds
STP: Surface Transportation Program
STBG: Surface Transportation Block Grant
TIF: Tax Increment Financing
URA: Urban Renewal Agency
URD: Urban Renewal District
WWTP: Waste Water Treatment Plan

**BEFORE THE CITY COUNCIL OF THE CITY OF INDEPENDENCE
COUNTY OF POLK, STATE OF OREGON**

A Resolution Adopting a Budget,)
Appropriating Funds, Imposing and)
Categorizing Taxes for Fiscal Year 2025-26)

RESOLUTION NO. 25-1635

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the City Council of the City of Independence hereby adopts the budget for fiscal year 2025-26 in the total sum of **\$53,970,302**. This budget is now on file at the Independence Civic Center, 555 South Main Street, in Independence, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025 and for the purposes shown below are hereby appropriated:

General Fund		Grants Fund	
Administration	\$299,600	Materials and services	\$735,600
Finance	205,500	Capital outlay	2,437,000
Human Resources	143,402	Contingency	910,074
Information Technology	282,600	Total	\$4,082,674
Economic Development	101,500		
Police	4,156,216	Transportation Fund	
Court	62,500	Personnel services	\$690,000
Community Development	257,750	Materials and services	491,700
Building Inspection	247,550	Capital outlay	2,000
Community Services	616,300	Contingency	282,649
Janitorial	73,526	Total	\$1,466,349
Parks	417,300		
Non-departmental	1,220,290		
Total	\$8,084,034	Transportation SDC Fund	
		Capital outlay	\$1,081,406
Economic Development Loan Fund		Contingency	782,060
Materials and services	\$120,000	Total	\$1,863,466
Transfers out	841,784		
Total	\$961,784	Fac/Veh/Equip Replacement Fund	
		Personnel services	\$154,000
Tourism and Events Fund		Materials and services	170,500
Personnel services	\$105,000	Total	\$324,500
Materials and services	301,110		
Total	\$712,174	Capital Projects Fund	
		Capital outlay	\$820,152
		Total	\$820,152

Parks SDC Fund		Sewer Fund	
Materials and services	\$200,000	Personnel services	\$929,000
Contingency	540,413	Materials and services	638,325
Total	\$740,413	Capital outlay	5,262,860
		Interfund transfers	308,826
		Debt service	465,090
Parks Capital Reserve Fund		Contingency	508,000
Capital outlay	16,548	Total	\$8,112,101
Total	\$352,604		
		Sewer SDC Fund	
		Capital outlay	\$678,500
General Obligation Bond Fund		Transfers out	26,500
Debt service	\$402,000	Contingency	667,653
Total	\$402,000	Total	\$1,372,653
Urban Renewal Debt Service Fund		Stormwater Fund	
Debt service	\$1,022,537	Personnel services	\$487,000
Total	\$1,022,537	Materials and services	283,305
		Interfund transfers	99,200
Urban Renewal Projects Fund		Contingency	170,830
Debt service	\$588,000	Total	\$1,040,335
Total	\$588,000		
		Stormwater SDC Fund	
MINET Debt Service Fund		Materials and services	\$225,000
Debt service	\$655,600	Contingency	161,354
Total	\$655,600	Total	\$386,354
Water Fund			
Personnel services	\$934,000		
Materials and services	902,400		
Capital outlay	2,853,075		
Interfund transfers	529,822		
Debt service	185,956		
Contingency	644,682		
Total	\$6,049,935		
Water SDC Fund			
Capital outlay	\$150,500		
Contingency	1,462,873		
Total	\$1,613,373		
Total Appropriations for fiscal year 2025-26		\$40,008,918	
Unappropriated ending balances		2,925,891	

Total Uses	\$42,934,809
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RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2025-26 upon the assessed value of all taxable property within the city:

- (1) At the rate of \$4.5897 per \$1,000 of assessed value for permanent rate tax; and
- (2) In the amount of \$400,341 for debt service for general obligation bonds.

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for the purposes of Article XI section 11b as:

	General Government Limitation	Excluded from Limitation
Permanent Rate Tax	\$4.5897 / \$1,000	
General Obligation Bond Debt Service.....		\$400,341

ADOPTED by the City Council:
 SIGNED by the Mayor:
 EFFECTIVE DATE:

 Kate Schwarzler, MAYOR

ATTEST:

 Myra Russell
 City Recorder



CITY OF INDEPENDENCE MEMORANDUM

TO: Mayor and City Council
FROM: Kenna West, City Manager
MEETING DATE: June 10, 2025
SUBJECT: Supplemental Budget FY 2024-25

☐ Information Only

☒ Action Requested

Statement of Issue:

This supplemental budget adjustment is necessary to provide appropriation authority in several funds and maintain compliance with Oregon Local Budget Law.

Background:

Review of the internal financial statements for the City indicate that projected expenditures for the current fiscal year ending June 30, 2025, may exceed budget authority in several areas of the General Fund.

- The Administration Department is projected to exceed its adopted budget by approximately \$6,000 due to increased software subscription costs allocated to that department.
- The Finance Department incurred unanticipated accounting costs associated with the completion of the 2024 audit that are projected to cause the department to exceed its adopted budget by approximately \$5,000.
- The Human Resources Department incurred unanticipated legal costs in connection with bargaining the Police and Public Works union contracts. Those costs are projected to cause the department to exceed its adopted budget by approximately \$20,000.
- The Economic Development Department is projected to incur additional personnel costs associated with increasing the responsibilities and related compensation of the Economic Development Director/Assistant City Manager. The department is projected to be over budget by approximately \$5,000.
- Personnel services costs in the Museum Department are expected to exceed the budget amount with termination payments to the Director and the Acting Director assuming a full-time role. The department is projected to be over budget by approximately \$7,000.
- To cover transfers to the Information Services Equipment Fund (\$41,473 to close that fund), to the Tourism and Events Fund (\$100,000 to cover a projected deficit in that fund), and to the Facilities, Vehicle, and Equipment Replacement Fund

(\$82,600 for elevator repairs and build out of a police cruiser) the General Fund needs to increase transfer budget authority by \$224,073.

- The above increases in budget authority are balanced within the General Fund by reducing contingency by a total of \$287,073.

As noted above, the City has made emergency repairs to the City Hall Elevator and installed needed emergency equipment in a police cruiser. The costs for these repairs will be paid from the Facilities, Vehicle, and Equipment Replacement Fund during the current fiscal year. Costs in this fund are in turn funded through a transfer from the General Fund. This supplemental budget increases resources in the Facilities, Vehicle, and Equipment Replacement Fund (transfers in) by \$82,600, increases materials and services (contractual services) in the Facilities, Vehicle, and Equipment Replacement Fund by \$70,000, and increases capital outlay in the Facilities, Vehicle, and Equipment Replacement Fund by \$12,600.

The City has received a \$2 million payment from the State of Oregon identified for the Chestnut Street Project. Our agreement with the State indicates that this money is to be passed through to Marion County as the County will perform the work needed through an Intergovernmental Agreement with the City. This supplemental budget increases resources in the Grants Fund (State grants) and increases uses in the Grants Fund (contractual services) to allow for the pass through of the \$2 million to Marion County.

Discussion:

The supplemental budget as proposed provides necessary budget authority to carry out the above actions in the respective funds noted and provide for compliance with Oregon Local Budget Law in avoiding over-expenditures relative to the fiscal year ending June 30, 2025.

Recommendation/Suggested Motion:

Staff recommend that the Council approve the attached resolution to amend the 2024-25 Adopted Budget for the City of Independence.

"I move that Council approve Resolution No. 25-1634 to amend the fiscal year 2024-25 Adopted Budget in accordance with the above noted recommendations."

Attachments:

- A. Resolution No. 25-1634



CITY OF INDEPENDENCE MEMORANDUM

TO: Mayor and City Council
FROM: City Manager Kenna West
MEETING DATE: June 10, 2025
SUBJECT: Regional Water Treatment Plant
Intergovernmental Agreement

☐ Information Only

☒ Action Requested

Statement of the Issue

The City of Independence, consistent with its adopted Water Master Plan, is taking a proactive step toward securing a long-term, reliable water supply by moving forward with the planning and preliminary design of a water intake and treatment plant in partnership with Polk County and the City of Monmouth. This Intergovernmental Cooperative Agreement formalizes that collaboration and outlines a phased planning process with shared costs, coordinated governance, and flexibility for future phases.

Background

The City of Independence is actively working to secure long-term water supply reliability. Our current sources, while functional for now, face significant risks including being under the influence of surface water and insufficient water availability to serve the growth in demand. To address these concerns, Independence, Polk County, and Monmouth—each with existing surface water rights to the Willamette River—are partnering to create a collaborative, cost-efficient, and scalable solution.

This Intergovernmental Agreement sets the terms for a phased approach:

- Phase 1–3: Master planning, site and permitting analysis, preliminary engineering, and cost modeling.
- Phase 4: Optional construction phase for participants who choose to proceed.

Each phase is self-contained and non-binding for future participation. Each party retains the right to withdraw at the conclusion of any phase, limiting fiscal exposure while still engaging in proactive planning.

Discussion

This project is a key recommendation of the 2023 Water Master Plan adopted by the City. The plan identifies the development of a surface water intake and treatment facility on the as a critical strategy for securing long-term supply reliability and system redundancy. Independence's water rights and location make it a strategic lead in planning for regional infrastructure that supports the community and the region.

The City's Master Plan specifically highlights the need for:

- A resilient and expandable surface water source.
- Collaboration with Polk County and the City of Monmouth to reduce duplicative infrastructure.
- Exploration of shared costs and governance models to increase project viability.

This Agreement is consistent with those directives and moves the City toward design-readiness while also providing the following:

1. Strong Financial Controls and Shared Costs

- The Agreement provides for strict cost tracking and "true-up" billing, ensuring that the parties only pay for each entity's actual share.
- Each phase has a predefined scope, estimated cost, and exit opportunity which mitigates risk.
- Shared consulting contracts reduce per-city costs and provide access to top-tier consulting services already contracted by Independence (Keller Associates and GSI Water Solutions).
- The project is positioned to leverage grant funding to further reduce local financial burden.

2. Independence's Coordinating Role and Strategic Position

As the Managing Agency, the City of Independence will:

- Guide project direction and timelines;
- Retain consultant oversight;
- Control communications and coordination;
- Retain ownership of the property where facilities are likely to be sited.

This ensures the City's interests are well protected while we continue to collaborate with our regional partners.

3. Preserves Flexibility and Autonomy

The agreement explicitly:

- Allows withdrawal after each phase by any party;
- Does not obligate participation in design or construction;
- Allows for partial or phased facility participation;
- Affirms that Independence may proceed independently if others withdraw.

The City benefits from regional analysis and cost modeling while maintaining full participation in decision-making and preserving local authority.

4. Addresses Long-Term Supply Challenges Proactively

This initiative positions Independence to:

- Meet projected growth in water demand;
- Mitigate climate-related water source risks;
- Reduce or avoid future emergency infrastructure investments;
- Be a leader in regional infrastructure resiliency.

As discussed in previous meetings, if we fail to act, in the not too distant future there will be insufficient water to meet the needs of our growing community and we may face future capital upgrades or emergency fixes at higher cost and under greater urgency.

Fiscal Impact

As previously approved by the Council, the City's share of Phase 1 is funded through ARPA funds and loans. The City is actively pursuing grants and will benefit from grant pursuit efforts based on the regional concept and shared consultant deliverables.

Recommended Motion

Staff recommends the following motion:

"I move to approve the Intergovernmental Cooperative Agreement for Water Supply Planning and Preliminary Analysis and authorize the City Manager to sign the agreement on behalf of the City of Independence."

Prepared by Kenna West, JD, City Manager

INTERGOVERNMENTAL COOPERATIVE AGREEMENT

By and Between

**POLK COUNTY
CITY OF INDEPENDENCE
CITY OF MONMOUTH**

for

WATER SUPPLY PLANNING AND PRELIMINARY ANALYSIS OF WATER SYSTEM FACILITIES

This Intergovernmental Cooperative Agreement (Agreement) is effective this ____ day of _____, 2025 between Polk County, a political subdivision of the State of Oregon (County), the City of Independence, an Oregon municipal corporation (Independence) and the City of Monmouth, an Oregon municipal corporation (Monmouth), sometimes also referred to as “Party” or “Parties”.

RECITALS

Independence and Monmouth own, operate, and maintain potable water supply systems within their respective boundaries for the use and benefit of their customers.

The cities currently obtain water from separate sources but are interested in developing the Willamette River as a surface water source pursuant to separate water permits issued by the Oregon Water Resources Department.

Polk County also has an existing water permit on the Willamette River that it intends to allow access and beneficial use by other municipal and domestic water supply entities in Polk County, including Independence and Monmouth, to meet long term demands for the benefit of Polk County water users.

The Parties wish to evaluate the feasibility of development of joint water supply facilities to provide the Parties with reliable, efficient and effective water supply and transmission to their respective service areas.

The Parties anticipate multiple phases to this process. Phases 1 to 3 will include planning studies and master plans to identify water supply needs, assess the quality and quantity of available water resources, and evaluate the site location(s), permitting, preliminary engineering work for water intake or collector well already commenced by Independence and preliminary cost estimates of a joint water supply system.

If deemed feasible and agreed to by the Parties, Phase 4 will consist of evaluation of governance options, development of the agreements needed to proceed with implementation of needed water supply system improvements by those Parties that wish to participate through a separate design and construction agreement.

TERMS

1. **Incorporation of Recitals.** The Recitals above are incorporated into the terms of this Agreement.
2. **Work Performed Under this Agreement.** The Parties agree that the work performed under this Agreement shall consist of Phase 1, with the potential to extend to Phases 2 and 3, which include planning studies and master plans as needed to identify water supply needs, assess the quality and quantity of available water resources, and evaluation of the site location(s), permitting, preliminary engineering already commenced by Independence with Keller Associates for a water intake or collector well and preliminary cost estimates of a joint water supply system. Completion of Phases 1, 2 and 3 will enable the Parties to determine if they want to participate in Phase 4. Each Phase shall include separate work descriptions and cost allocation for a joint surface water intake or collector system. Entry into this Agreement shall constitute approval of the scope of work. Each Party shall approve amendments to the scope of work. A party may elect to exit this agreement at the conclusion of any Phase.

The component Task Orders of the Phases below are set forth on Exhibit 1, attached hereto and incorporated by reference:

Phase 1: Tasks 1 to 7.2, Tasks 7.7, and 7.8, the collector/intake study component of the Preliminary Engineering Report (PER) work to be performed under Task 10, and the property clearing request for qualifications process to be performed under Task 22. A portion of the Task 21 total management reserve budget is available but shall not exceed 10 percent of the Phase 1 total cost allocation.

Phase 2: Tasks 7.3 to 7.6, 7.9, 8 and 9.1. A portion of the Task 21 total management reserve budget is available but shall not exceed 10 percent of the Phase 2 total cost allocation.

Phase 3: Remainder of Task 9 (9.2 and 9.3), remainder of Task 10 (non-collector/intake work) and Tasks 11-15. A portion of the Task 21 total management reserve budget is available but shall not exceed 10 percent of the Phase 3 total cost allocation.

Phase 4: Tasks 16-21, which includes the remaining management reserve for any additional services to be performed according to the terms of a separate construction agreement.

At the conclusion of Phase 1, Monmouth will determine whether to proceed to subsequent Phases. At the end of each subsequent Phase, each Party shall determine if it wishes to participate in next Phase. Those Parties who participate in construction under Phase 4 will negotiate a separate agreement(s) for governance, project management, implementation, and design and construction of the joint water supply system and cost allocations. The Phase 4 agreement may allow for participation in portions of the water supply facilities and reservation of an option to later participate in other facilities. It is anticipated that Independence will own the real property upon which the water supply facilities are located but any water supply facilities will be jointly owned on a percentage basis. Nothing herein will prevent Independence from proceeding alone to design and construct facilities to meet its full requirements.

3. **Non-Binding Effect of Agreement.** This Agreement forms the basis and effect for conclusion of each Phase of work but in no way obligates any Party to participate in subsequent Phases. However, this Agreement does create a binding obligation for reimbursement for the actual costs of the Project Budget and Cost Allocation incurred by Independence (or other Parties) on behalf of the Parties as set forth on Exhibit 1, attached hereto and incorporated by reference and the indemnity obligation of Section 11. Actual costs shall be calculated (true up) and paid no later than conclusion of Phase 3.
4. **Term.** The term of the Agreement shall be the contract schedule for completion of the work under Phase 1, subject to extension by the Parties for Phase 1, or continuation to Phase 2 or 3 if those phases are undertaken.
5. **Governance and Oversight.** A governance and oversight committee is hereby established consisting of single elected or senior management person appointed by each Party to act as a liaison to the governing body of his or her appointing entity. This committee is not a separate governing body as no ORS Chapter 190 entity is created by this Agreement. The governance and oversight committee shall meet as necessary but no less often than quarterly. It is expected that the Project Manager and Project Representatives will regularly update and provide reports to their respective governance and oversight committee representatives.
6. **Managing Agency.** City of Independence shall act as the Managing Agency, shall provide overall oversight and coordination of the water supply planning and evaluation process, and may contract with consultants, including but not limited to engineers, attorneys, and other professional service providers, as necessary to complete each Phase of the work. In addition, individual Parties may retain engineers, lawyers and other professional service providers as set forth in Section 7 to complete work specific to the Party. As the Managing Agency, Independence shall designate a Project Manager to provide direction to any consultants it retains to achieve completion of the Work and shall coordinate work by the individual Parties. City of Independence Public Works Director shall be the Project Manager for Independence and is empowered to act on behalf of the Parties for oversight and coordination of the work in Phases 1-3.
7. **Consulting Services.** The Parties agree to retain the following consulting services in support of the joint water supply planning project:
 - A. Independence has retained Keller Associates to provide preliminary analysis of permitting, location and preliminary identification and design of necessary water system facilities including, but not limited to, surface water intake or collection well, raw water transmission, water treatment facilities, and finished water transmission according to the scope of work set forth on Exhibit 2, attached hereto and incorporated by reference. Costs for this work shall be the sole responsibility of Independence except as specifically identified as a joint cost share and allocation as set forth on Exhibit 1. The Parties agree to share costs and reimburse Independence as provided in Exhibit 1 for each Phase of participation.
 - B. Keller Associates has retained GSI Water Solutions, Inc. (GSI) as a sub-consultant to analyze water rights of the Parties, points of diversion and to develop a permitting, extension and certification strategy to achieve economic and efficient use of the available water rights for the Parties. Costs for this work shall be shared and allocated for the applicable Phase as provided on Exhibit 1.

- C. Other Consultants. Upon approval by the Parties, Independence may retain such other consultants, including grant application services, or change consultants as deemed necessary to assist in completion of Phases 1 to 3 with costs to be allocated in Exhibit 1 or an amendment to Exhibit 1.
 - D. Each Party commits to retain such consultants to analyze and recommend the specific needs of that Party to enable project consultants such as Keller or GSI to complete their tasks in a timely fashion. Such individual efforts shall be at the Party's sole expense.
8. **Project Budget and Cost Allocation.**
- 8.1. The estimated budget and cost allocation to each Party for Phase 1 is presented in Exhibit 1. If Phases 2 or 3 are undertaken, Exhibit 1 will be revised to reflect those tasks. This budget and associated cost allocation reflects numerous assumptions including project costs and project-specific grants. Once contracts with consultants are entered into and any project grants have been awarded, Exhibit 1 will be revised by the Managing Agency to reflect the updated project budget and cost allocation to each Party.
- 8.2. For any project specific grant that applies to Phase 1, or any subsequent phase, the Parties agree that the grant funds shall be first allocated to reimburse the grant recipient for costs incurred (consultants, staff, out of pocket expenses, etc.) to obtain the grant. Any remaining grant proceeds will be then allocated among all parties for work items required to be performed by all parties as a credit against amounts owed, as set forth in Exhibit 1. If all or a portion of the remaining grant proceeds are required to be used for a specific task unique to the grant recipient, then sufficient funds will be applied to that task to comply with grant conditions.
- 8.3. The Parties agree to seek additional grant funding individually or by joint application if that seems the best method to secure the grant. Prior to making application, each Party agrees to notify the others of intent to do so.
- 8.4. The Governance and Oversight Committee will unanimously approve revised Exhibit 1. The Parties agree that costs of Phases 1 to 3 as actually incurred shall be allocated as set forth on Exhibit 1, unless the Parties mutually agree otherwise in writing. Any increase in total costs more than 10% over the amounts in Exhibit 1 for a Party shall be approved by the governing body of that party. Any increase under 10% of total cost for a Party may be approved by the Project Manager or the Party Representatives for the Party affected by the change. Exhibit 1 shall be further revised as cost allocations are approved.
- 8.5. No later than the conclusion of each Phase, all actual costs shall be calculated (true-up) and each party shall pay Independence the actual cost of its share of the work. If a Party has paid more than its actual cost share, it shall be reimbursed the amount of overpayment. At the end of Phase, a party who has overpaid may direct Independence to apply the overpayment amount as a credit to the next Phase if that party elects to continue.
9. **Payment.** As services are incurred, Independence shall pay and then invoice each Party on a monthly basis for that Party's share of costs according to Exhibit 1. Payment shall be made to the Managing Agency within 30 days of invoice.
10. **Party Representatives.** Each Party shall appoint a representative as the point of contact for the Project Manager. Each Party's representative shall meet regularly, be given periodic updates and have full opportunity to attend consultant meetings and to review and comment prior to final action by the Managing Agency. The Project Manager and Project Representatives of each Party are:

Project Manager:

- City of Independence Public Works Director or designee

Project Representatives:

- City of Monmouth City Engineer or designee
- Polk County Community Development Director or designee

11. **Budgeting and Appropriation.** Each Party agrees to budget and appropriate its share of costs as allocated under Exhibit 1. If a Party fails or refuses to do so, it shall be deemed in default and that Party shall be terminated as a participant. The Party shall pay for its share of all allocated costs incurred to the date of termination. If unanticipated costs exceed a Party's budgeted funds and the Party in deficit cannot find the funds in the current fiscal year, another Party(ies) may advance the deficit Party's share to keep the project on schedule. The deficit Party shall reimburse the advancing Party in the succeeding fiscal year. At all times a Party shall have the right to proceed with the Work for its benefit if other Parties are unable or unwilling to do so.
12. **Indemnity.** To the extent permitted by the Oregon Constitution, and subject to the limitations of the Oregon Tort Claims Act, each Party agrees to hold the other Party(s), their governing bodies, officers and employees, harmless from any and all claims, demands, damages, actions, losses and expenses, including attorney fees, arising out of or in any way connected with the indemnifying Party's act or omission to act under this Agreement. Independence and Polk County shall impose similar indemnity and insurance requirements on any consultants performing work hereunder.
13. **Termination and Withdrawal.**
- A. For convenience. Any Party may terminate its participation in this Agreement at any time upon 60 days written notice to all other Parties. The notice may set a termination date more than 60 days from the date of the notice. The terminating Party shall be responsible for all costs incurred and allocated to it up to the date of termination.
- B. Conclusion of a Phase. Upon conclusion of any of Phases 1,2 or 3, a Party may elect not to proceed with a subsequent Phase. The terminating Party shall be responsible for all costs incurred and allocated to it for all work performed under the concluded Phase.
- C. Default. A Party may also be terminated for default upon 30 days written notice specifying the default, unless the default is cured within the notice period. If the default cannot be cured in the notice period, the defaulting party shall propose a plan to cure the default within a reasonable time for mutual agreement. If not cured, the non-defaulting party shall have all rights and remedies available under Oregon law. The terminated Party shall be responsible for all costs incurred and allocated to it up to the date of termination and any other monetary damages as awarded by a court or arbitrator.
- D. Effect of Termination or Withdrawal. If a Party terminates and withdraws for convenience or for default (Terminating Party) in any phase, the Terminating Party shall have no further claim or entitlement to any Project assets, work product or monetary reimbursements. Further, the Terminating Party shall have no right or expectation of readmittance to the Project except upon approval by the remaining Parties upon terms acceptable to them in their sole discretion.
14. **Modification.** This Agreement may be modified by written document signed by all Parties.

15. **Notices.** All notices required by or related to this Agreement shall be in writing and sent by personal delivery, regular U.S. mail or email to the following:

City of Independence
Attn: Kenna West
kwest@ci.independence.or.us
550 South Main Street
Independence, Or 97351

City of Monmouth
Attn: Rochelle Roaden
rroaden@ci.monmouth.or.us
151 Main Street W
Monmouth, Or 97361

Polk County
Attn: Austin McGuigan
Mcguigan.Austin@co.polk.or.us
850 Main Street
Dallas, Or 97338

16. **New Parties.** Additional municipal or domestic water providers may be admitted to this Agreement upon unanimous approval of the Parties through mutually agreed terms of amendment to this Agreement.

17. **Amendment.** This Agreement may be amended only upon approval by the governing body of each Party.

IN WITNESS WHEREOF, the Parties have executed this Agreement in counterparts effective as of the date first above written.

City of Independence

City of Monmouth

By: _____
Title: _____

By: _____
Title: _____

Polk County

By: _____
Title: _____

**Management Team Notes
Wednesday, May 28, 2025**

Present: Myra, Shawn, Rob, Amanda, Amy, Emmanuel, Fred, Patrick, Kenna, Jason

- Pending agenda review.

Fred:

Discussion Item:

Would like to do some tours this summer to discuss planning issues in the community. The tours could potentially be open to advisory committee members and the larger public. Considering tours on infill housing, the Central Talmadge Plan, and the historic district.

Other Items:

- Continuing to help with the transport of family for medical appointments.
- Annexation Hearings – Annexation of the Corvallis, Hoffman and old 6th Street rights-of-ways was approved at the Council meeting on May 27th.
- Gun Club Rezone – A rezone of property along Gun Club Road, including the property that contains the Legacy Oaks Apartments and the neighboring four acres, was approved at the City Council meeting on May 27th. The rezone would change the area from Medium-Density Residential to High-Density Residential.
- Historic Preservation Commission – The Historic Preservation Commission had a meeting on May 19th. The meeting included a presentation of information about the historic district. The regularly scheduled meeting in June has been cancelled. The Commission will potentially meet on June 30 instead.
- Planning Commission – The Planning Commission meeting on June 2 will include a tour of the airpark and nearby areas. The meeting of July 7 will include two public hearings: one to consider a code change to require pre-application conferences for most new projects in the City, and one to incorporate the Federal Emergency Management Agency Pre-Implementation Compliance Measures (relating to the protection of endangered or threatened species) into the Independence Flood Hazard Protection Standards.
- Trolley – Continuing to look for trolley funding.
- Project Review – Reviewing various development permits.
- Out June 16th through June 23rd.

Emmanuel:

- Working on Parks Master Plan outreach and videos- actual event is on June 12 from 6-8 here in the civic center
- KMUZ interested in doing something about Indy Days: me or someone else?
- Working on BHRN video shoot with Polk County
- police video content
- Working Book bike promotion by June 13
- Continuing to work on Indy Days and Summer Series promotions; it's gonna be a busy month; wristband promo goes out today; videos with commission members
- 60 second council video shoot
- Out half of Thursday and all day Friday

Myra:

- Qualified for Tree City USA, our 13th year. Received signage
- Out next week for NW Clerk's conference. Hoping to publish June 10 Council Meeting agenda early-this week! Have most items turned in.
- Set up for NextRequest and Agenda Management. Dept heads might get emails for account access. Training to follow.

Jason:

- Working to get criminal printing added to the new fingerprint machine.
- Working on System Administrator II job description and recruitment.
- Renewing a couple of certifications - will be remote a few days for training.
- Osprey update - we've lost one egg. The other two are still there and being tended to.
- MINET budget was approved. They are continuing to pay down their debt as well as the loans that the Cities made to them.
- Safe Exchange camera repaired at ICC.
- MISTI Trailer repaired.
- Will be assisting Mayor Kate w/ Oregon Parks and Rec Dept Commission tour of our parks on June 17th.

Amy:

- John Bruning Presentation May 24: 40 visitors attended the museum on Saturday for John Bruning's presentation. A full conference room!
- School Visit: Two classes from IES will visit the museum on Monday as a final farewell to the exhibit, What Does the Fox Say?
- Advocacy Committee: The first Advocacy Committee meeting is scheduled for June 3. The agenda includes establishing goals, defining the committee's scope, and outlining a strategy.
- City Website Update: The museum now has a presence on the City of Independence website — thanks to Ashley and Emmanuel for making it happen!
- Hop and Heritage Assist: The museum is partnering with IDA to assist with Hop and Heritage. We are planning the Heritage Stage, which will be scheduled with music and presentations throughout the event.

Patrick:

- Codefi has announced that they will no longer be continuing the Youth Coding League. Patrick has been looking for alternatives so that the programming can continue at the library this coming fall. Will be attending a training run by the Raspberry Pi Foundation for their new program called Experience CS.
- Patrick has been asked to attend the School Board meeting June 9 to celebrate the Youth Coding League with the winning team.
- Jo is partnering with the Children's Librarian at Monmouth to do Storytimes on the Trolley, then a story at both Monmouth City Hall and Riverview Park. The first session was 5/27, the next will be next Thursday, 6/5.
- Facebook tells us that people are EXCITED about the Book Bike. It's scheduled to make its debut at the End of School Celebration on 6/13.

JUN 10, 2025 - 6:30 PM		JUN 24, 2025 - 6:30 PM	
Agenda items due: Noon, 06/04/2025		Agenda items due: Noon, 06/18/2024	
» Budget Adoption (Moody) » Budget Adjustment (Moody) » Regional Water Treatment Plant Intergovernmental Agreement () » » » » » Liaison Reports: Traffic Safety, Historic Preservation, and Planning Commission » Minutes/Misc Corresp/Notes/PAC		» Potential Infill fieldtrip » » » » » » » » » »	
+ Urban Renewal Agency Meeting, NEEDED		+ Urban Renewal Agency Meeting, if needed	
JUL 8, 2025 - 6:30 PM		JUL 22, 2025 - 6:30 PM	
Agenda items due early b/c 7/4 Agenda items due: Noon, 06/30/2025		Agenda items due: Noon, 07/16/2024	
» Q3 Board/Committee Appointments (Moody) » Extension of Independence Days Ad Hoc Committee (West) or » Report from Independence Days Ad Hoc Committee (West) » » » » » Liaison Reports: MINET, Parks Board, and Independence Days Commission » Minutes/Misc Corresp/Notes/PAC		» Q4 Financials (Moody) » Infill Consultants (Irvine/Evander) » » » » » » » » »	
+ Urban Renewal Agency Meeting, if needed		+ Urban Renewal Agency Meeting, if needed	
AUG 12, 2025 - 6:30 PM		AUG 26, 2025 - 6:30 PM	
Agenda items due: Noon, 08/6/2025		Agenda items due: Noon, 05/20/2024	
» Public Hearings PICM (Evander/Irvine) » Public Hearing Pre-appliation (Evander) » » » » » » Liaison Reports: Library Board, Museum Board and Continuum of Care » Minutes/Misc Corresp/Notes/PAC		» Work Session-Council Procedure-Council Bills, Public Hearing (West) » » » » » » » » » »	
+ Urban Renewal Agency Meeting, if needed		+ Urban Renewal Agency Meeting, if needed	
Future Items: Update Fee Schedule (Events fees - parks) Franchise Agreements (updates ongoing) Resolution: Purchasing Authority (West) Code Change-HB3395 (Evander) Work Session-Dusk to Dawn Future Council Work Sessions: URA Followup (Moody) Future PW Agenda Items: Code update: Ch. 34, related to Water, Sewer, Stormwater and Utility Billing		City Council Liaisons: Historic Preservation Commission: Councilor Morton Planning Commission: Councilor Martin-Willis Independence Days Commission: Councilor Boisvert Library Board: Councilor Boisvert Museum Advisory Board: Councilor Morton Parks Board: Councilor Roden MINET: Councilor Sorce Traffic Safety Commission: Councilor Roden Continuum of Care: Councilor Corr	