



# City of Independence

## Agenda

### City Council Meeting

Wednesday, April 16, 2025 @ 6:30 PM

Event Center - Riverview Ballroom

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	Page
1. CALL TO ORDER	
2. ROLL CALL	
3. PRESENTATIONS	
3.1. Budget Orientation ( <i>Moody</i> )	3 - 40
<a href="#">Budget Committee Orientation Presentation</a>	
4. QUESTION/ANSWER PERIOD	
5. DISTRIBUTE PROPOSED BUDGET DOCUMENT	
6. ADJOURNMENT	

### **Meeting Attendance Information:**

The City Council will hold this meeting in-person in Event Center - Riverview Ballroom, via video conference (Zoom) or by phone.

- **To attend in person**, the City Hall address is 555 S. Main St.
- **For Zoom login** visit:  
<https://us06web.zoom.us/j/88493476523?pwd=AifsRTCWbpSsjv73eVdxrFuJBxv7BP.1>
- To participate in the meeting **by phone**, dial **US: +1-253-215-8782** and enter **Webinar ID: 884 9347 6523** and **Passcode: 857862**

Written comments are also welcome and may be delivered to City Hall or emailed to [CouncilComments@ci.independence.or.us](mailto: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.






# Budget Orientation

City of Independence

April 2025

# Executive Summary



The Objective	<ul style="list-style-type: none"><li>• Present a clear, implementable budget to the City Council and community</li></ul>
The Approach	<ul style="list-style-type: none"><li>• Roles and responsibilities</li><li>• Rules of the game</li><li>• Timelines</li></ul>
The Deliverable	<ul style="list-style-type: none"><li>• Adopted Budget for the fiscal year ending June 30, 2026</li></ul>

# What We'll Cover Today

Page 5 of 40

- + Purpose of the budget
- + Roles and responsibilities
- + Rules of budgeting
- + Internal aspects of budgeting
- + Timelines and milestones
- + Deliverables
- + Questions and answers

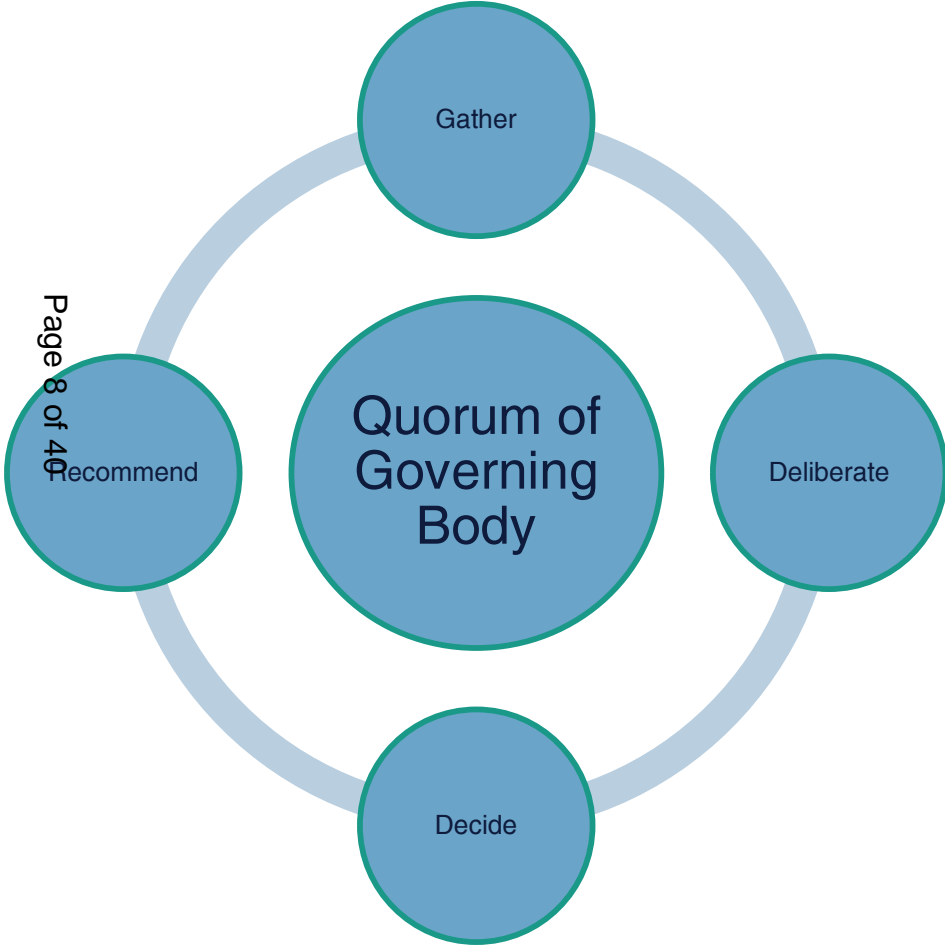
# Purpose

- + Plan for future operations  
(FY 2025-26)
- + Prioritization
- + Compliance
- + Transparency





## Overview

- + Public Meeting Law
- + Conflicts of Interest
- + Roles and Responsibilities
- + City Staff Implementation
- + Budget Process

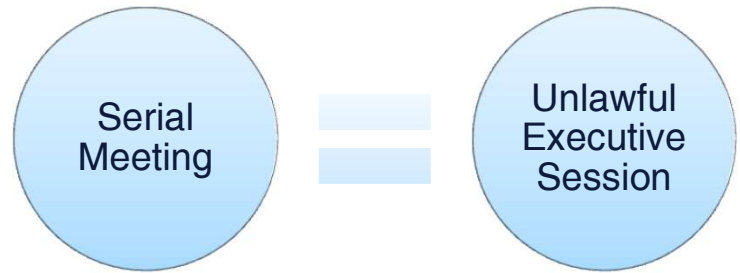
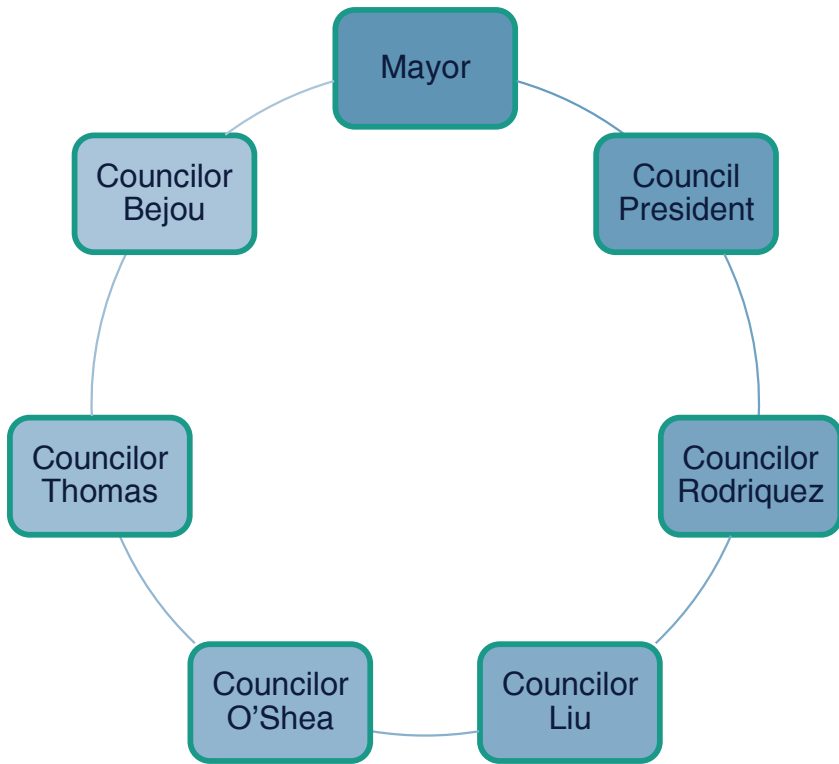
# What is a Public Meeting?



Page 8 of 40

-  No Secret Ballots
-  Committees & Subcommittees Count
-  Applicable to Electronic & Telephonic Meetings
-  Quorum Requirements Vary Among Governing Bodies

# Serial Meetings



- City Council and Committees are bound by Oregon Public Meeting Law (OPML)
- OPML requires an informed public, aware of governing bodies deliberations and decisions and information upon which such decisions were made.

City  
Council

Page 10 of 40  
• OPML apply if Quorum (50% +1) of advisory body is present.

- No private meetings of quorum of governing body if deciding on or deliberating toward a decision.
- **Council Rules of Procedure:**
  - Section 2.6: Open Meetings**
  - Section 13.6: Committees**

Budget  
Committee

# Conflicts of Interest

- Potential conflict: Action taken by the public official *could* have a financial impact on that official, relative, or business.
  - Actual conflict: Action taken by the public official *would* have a financial impact on that official, relative, or business.
- ORS 244.020(16) - Relative is expansively defined.
  - Announce at each meeting.
  - Oregon Government Ethics Commission (OGEC) advises.

# Conflicts of Interest

Actual

Announce



Disclose



Recuse

Potential

Announce



Disclose



Remain

\*Record in Minutes

# Roles and Responsibilities

City Council

Budget Committee

City Manager

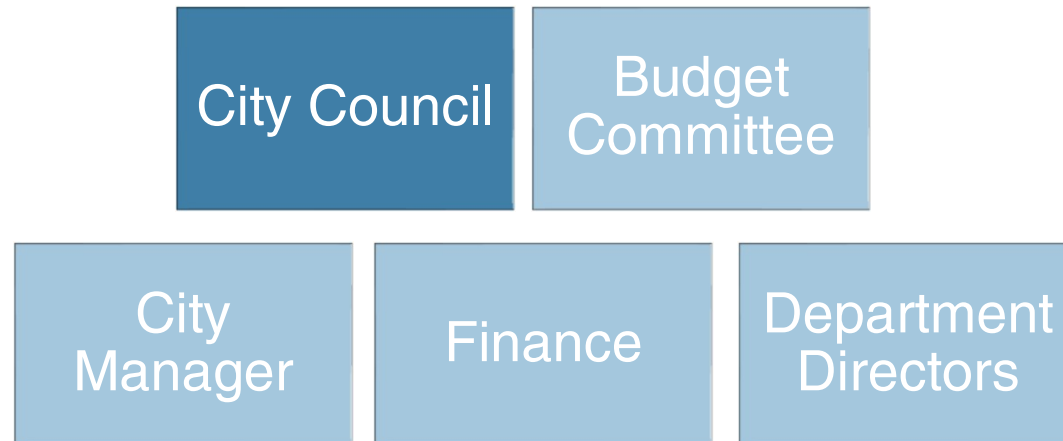
Finance

Department Directors

# City Council's Role

- + Provide clear vision
- + Set the policy and direction for the City
- + Adopts final budget

Page 14 of 40



## City Council's Role

- City Council (and committees) are bound by local governing documents and other laws:
  - Charter
  - Adopted City Council Rules and Procedure
  - Local Contracting Policies
  - Oregon Revised Statutes
  - Oregon Administrative Rules
- Rules require civility, decorum, professionalism, communication.
- Ultimate decision makers/deciders/approval of budget recommendations from budget committee.

## City Council's Role

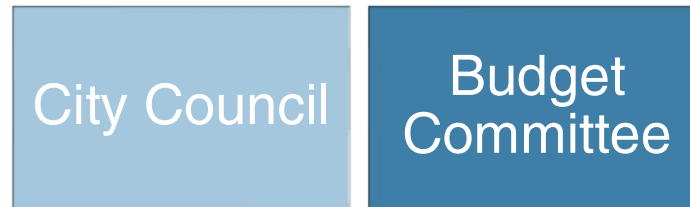
- City Council and committees are subject to goals and objectives set by council.
- **City of Independence Adopted City Council Vision and Goals through 2040 – Fiscal Responsibility:**
  - “Sound financial planning backing all community initiatives, ensuring that public dollars are wisely and prudently invested.”
- Council role: setting policy, broad scope, accountable for city's resources and revenue expenditures.

## THE BUDGET MESSAGE

- Provides the public and the budget committee information that will help them understand the proposed budget.
- Required by statute:
  - Brief description of the financial policies reflected in the proposed budget
  - Explain the important features of the budget
  - Explain proposed changes from the prior year's budget and any major changes in financial policies.
- Written document incorporated into committee's records.
  - Delivered at the first meeting of the budget committee by the budget officer.

# Budget Committee's Role

- + Policy level direction
- + Align resources with City goals
- + Approve the preliminary budget



# Budget Committee's Role

## Purpose

- Fund lawful programs
- Responsive to constituents
- Fiscally responsible

## Objectives

- Estimate revenues, expenditures, taxes
- Obtain public input and inform public
- Promote efficiency and economy in fund expenditures

## Best Practices

- Preparation
- Process familiarity
- Teamwork mentality

## Who can be on the Budget Committee?

- The governing body + an equal number of appointed electors
- Appointed members:
  - No compensation
  - Electors are registered voters in district
  - Cannot be city officers, agents, or employees
  - Appointed for staggered three-year terms
  - All members have equal authority
- Charter, Chapter V, Section 20: Mayor appoints vacancies
- Council Rules and Procedure: Members appointed for needed duration.

## City of Independence Budget Committee

Position #1	Miranda Garrison	Expires: 12-31-2025
Position #2	Dana Sharman	Expires: 12-31-2027
Position #3	Bradley Karkanen	Expires: 12-31-2027
Position #4	Erin Seiler	Expires: 12-31-2025
Position #5	Jesica (Madronal) Porter	Expires: 12-31-2026
Position #6	Alex Paraskevas	Expires: 12-31-2026
Position #7	Nathan Christensen	Expires: 12-31-2025

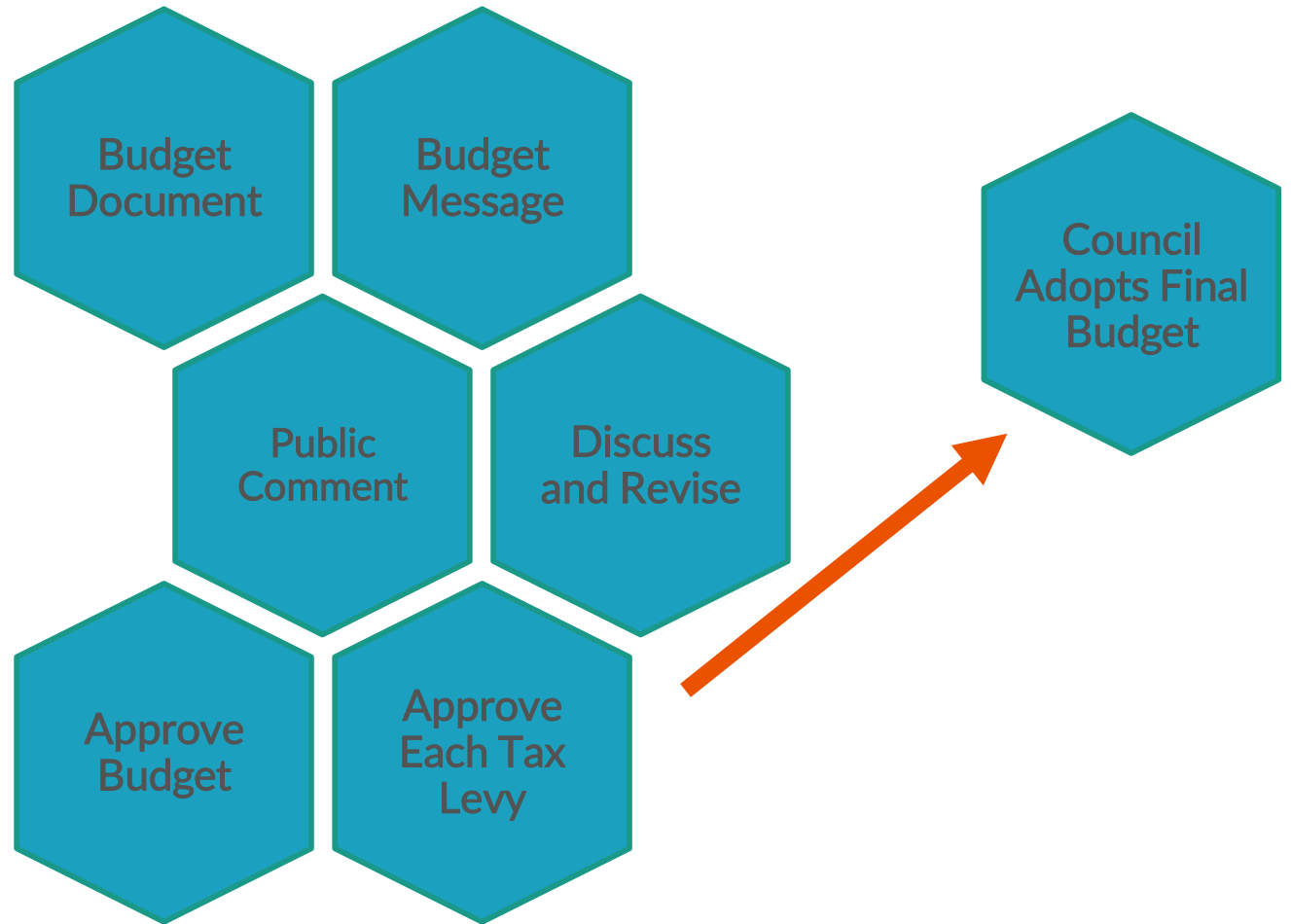
## Budget Committee Process

- First Meeting:
  - Budget message read
  - Public comment heard
  - Budget Document available
- Presiding officer (Chair) must be selected at first meeting
- Quorum required to conduct business
- Committee may request and receive additional information from city staff.
- All members are equal but requesting additional information must be approved by entire committee

# Budget Committee

## What does Budget Committee Do?

Page 23 of 40



## Budget Committee Procedures

- **City Charter, Chapter V, Section 20: Mayor**

Mayor shall make appointments to the committees provided for under the rules of the council.

- **City Charter, Chapter VI, Section 28: Oath of Office**

Every officer, upon entering office shall take an oath or affirmation that they will support the laws of the United States, Oregon, City charter, ordinances, and will perform the duties to the best of their ability.

- **Council Rules and Procedures, Section 2.01.02**

Budget Committee Members required to maintain civility, decorum, professionalism, communication per local adopted rules.

## Budget Committee Procedures

### OUR CORE VALUES

The following statement of core values reflects the beliefs and ideals we share about Independence today. These are the things we seek to maintain as we move into the future.

#### We Value...

**Our Small Town Feel** – the friendly people, small-town pace of life, ability to know our neighbors and be part of a community

**Our Local History** – the unique agricultural and multicultural heritage, historical flavor and older buildings, and events and activities that make our history come alive

**Our Involved, Can-Do Citizens** – the engaged residents, businesses and organizations who pull together, volunteer, and make things happen in the community

**Our Welcoming Atmosphere** – an accessible, inclusive, multicultural community that works collaboratively and makes everyone feel at home

**Our Quality of Life** – the ability to live, work, play and thrive right here in Independence

**Our Natural Environment** – the surrounding forests and fields, river and waterways, parks and urban greenery that are part of a healthy, sustainable community

**Our Downtown and Public Facilities** – the businesses and shops, along with City Hall and Event Center, Library, Museum and other public facilities that enrich our community life

**Our Riverfront** – the Willamette River, Riverview Park, amphitheater and fountain, boat launch, and trails

**Our Community Events** – the public events, festivals and celebrations, programs and activities for our residents, families and children

**Our Fiscal Responsibility** – the sound financial planning backing all community initiatives, ensuring that public dollars are wisely and prudently invested

- Considers Council goals, fiscal year, and long-term strategic plan, city goals, objectives, and policy and hold those while making decisions about budget allocation *recommendations*.
- Decide and propose budget adds or cuts based on adopted policies.
- Approve the *proposed* budget as presented and amended for adoption by the City Council.

# Team Principles

1. Shared Understanding
2. Shared Ownership
3. Everyone Contributes
4. Room for Everyone to Express Ideas & Opinions
5. No Person Feels Threatened by Conflict
6. Atmosphere of Trust & Encouragement
7. Participative Decision-Making

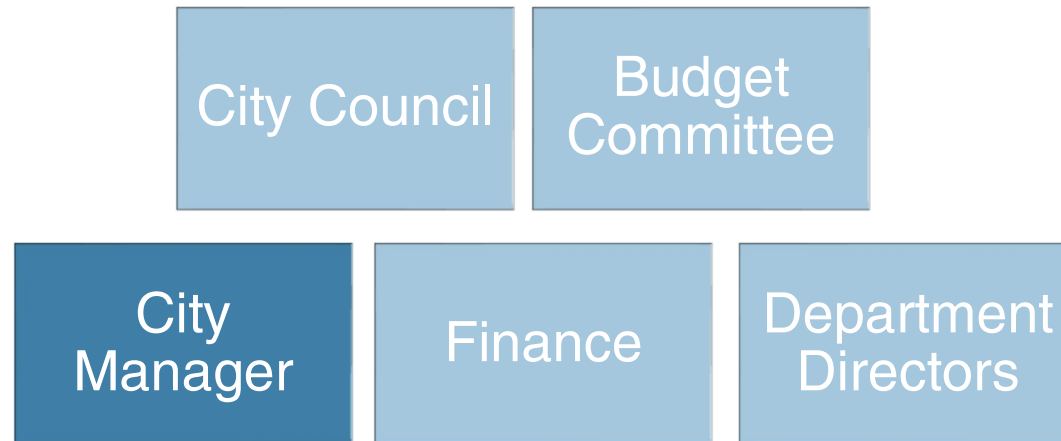


## 6 Ways to Improve Communication

1. Focus on Behaviors and not your Interpretations
2. Avoid the use of “Always” and “Never”
3. Use “I” Statements
4. Say what you Want and not what you Don’t Want
5. Beware of Non-Verbal messages
6. Give others a chance to speak

## City Manager's Role

- + Propose a balanced budget for consideration by budget committee
- + Implement the budget within policy and direction of the City Council
- + Support and guide staff in operation within the budget framework



## City Manager's Role

- **Charter, Chapter IV, Section 14**

No Council member/mayor shall interfere with administration and day to day operations of city departments and personnel, for which the city manager is responsible.

- **Charter, Chapter V, Section 23**

The City Manager shall be chief executive officer of the city and shall exercise supervision of its general affairs.

- Includes Budget Process

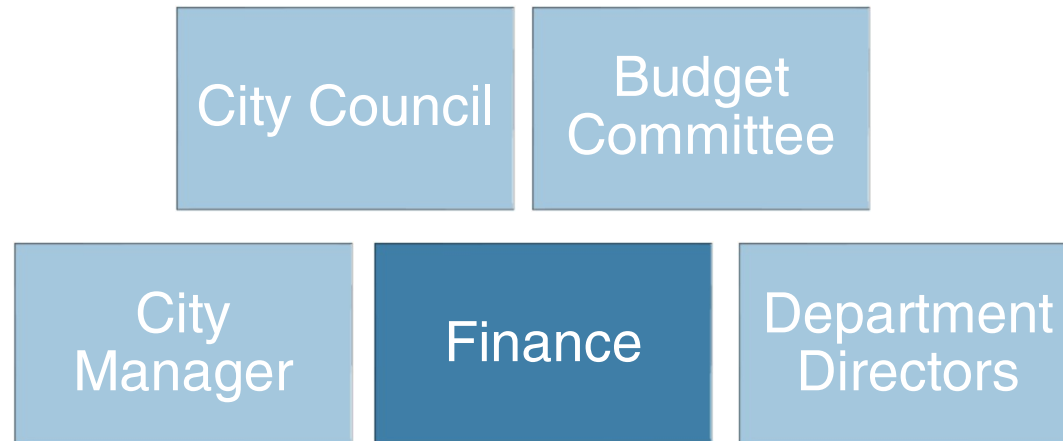
- **Council Rules of Procedure, 2.01.03, Section 12**

12.1 – Mutual respect between council (committees) and staff.

12.2 – Council sets city policies and goals. Staff Implements and administers the policies and goals.

## Finance Role

- + Guide the budget process
- + Balance sources and uses
- + Provide monitoring and compliance with adopted budget

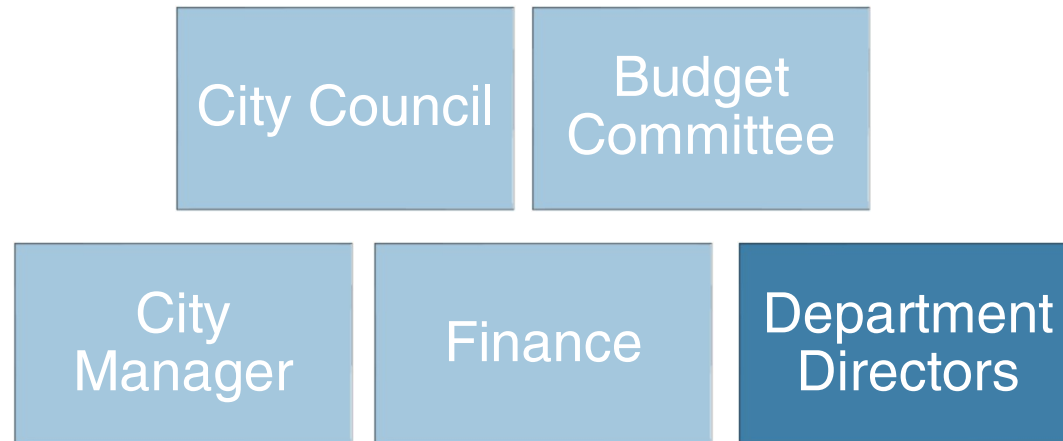


## Budget Officer Objectives

- Keep the level of discussion “aspirational” (high level)
  - Track and report on volatile revenue sources
  - Water revenue
  - Sources to pay debt service
  - Development related revenue (i.e. building permits, SDCs)
  - PERS contributions
  - Clear goals and objectives
  - Ties budget to priorities of Mayor and City Council
- City Council appoints Budget Officer → Finance Director

# Department Directors' Role

- + Advocate
- + Balance sources and uses
- + Provide monitoring and compliance with adopted budget



## Rules and Requirements

Page 33 of 40

Oregon Local  
Budget Law

Process

Deadlines

Over-  
expenditures

## Internal Aspects

**Fund  
Accounting**

**Categories  
and  
Appropriations**

## Internal Aspects

Budget  
Philosophies

Contingencies  
Carryovers  
and Reserves

Flexibility

## Internal Aspects

Trends and  
Forecasts

Capital  
Projects

Direct  
Charges for  
Services

# Timelines and Milestones

Page 37 of 40

Proposed  
Budget  
(April)

Approved  
Budget  
(Mid May)

Adopted  
Budget  
(June 10)

Budget  
Execution

## Deliverables

- + Budget requests to City Manager
- + Proposed Budget to the Budget Committee
- + Approved Budget to the City Council
- + Adopted Budget to the County
- + Budget adjustments
- + Quarterly financial reports

# Budget Execution

- + Compliance
- + Budget adjustments and changes

Page 39 of 40

# Questions