



**CITY OF CARLTON
CITY COUNCIL WORK SESSION AGENDA
TUESDAY, MARCH 14, 2023, 6:00 P.M. TO 7:30 PM
VIA ZOOM & 945 WEST GRANT STREET, CARLTON OR 97111**

The Mission of the City of Carlton is to safeguard and enhance the vitality and livability of the community by providing essential services with professionalism and integrity.

- | | <u>Pages</u> |
|-------------------------------------------------------------------------------|--------------|
| 1) CALL TO ORDER – ROLL CALL | |
| A. Changes to the Agenda | |
| 2) WORK SESSION AGENDA ITEMS | |
| A. Vacation Rental Dwelling discussion City Attorney
Tyler Yeoman-Millette | 2 |
| 3. FUTURE WORK SESSION AGENDA ITEMS | |
| 4. ADJOURNMENT | |



To: Carlton City Council
From: Tyler C. Yeoman-Millette, City Attorney
Subject: Discussion - Vacation Rental Regulations
Date: March 14, 2023

Mayor, Councilors:

One of the projects that the City Manager has identified as a topic that needed to be the focus of a work session is the City's regulation and permitting of vacation rentals within the City. This has been a hot topic over the last few years at real estate/land use conferences and among the state's city attorneys. While there are a plethora of specific considerations the Council will need to weigh, I've attempted to outline some broad categories and more particularized points within these categories to provide some organization for the discussion.

An important aspect to keep in mind during this discussion is that once a particular use is approved at a particular property, future regulations by the City cannot restrict or prohibit that previously-approved use. This concept is generally referred to as a "legal nonconforming use" (or similar phrase). This is a protection of certain property rights of owners of real property. So long as a use was previously approved or was lawful without needing approval, an owner can continue that use, even if subsequent regulations would not allow for that use. This is important relative to vacation rentals because this legal protection potentially limits how we, the City, can regulate and/or reduce the number/type of vacation rentals in the City.

1. Application & Licensing Process

The application process is the first hurdle faced by a property owner who desires to use their property as a vacation rental. The application form should collect all of the necessary and relevant information necessary to make a determination on the request for a vacation rental.

- a. Type of application and level of review

Currently, vacation rental applications are type 1 decisions, approved or denied at the staff level without requiring any hearing. If one or more objections are received to an application, then the Planning Commission will conduct a public hearing and make a final decision on the application.

When a higher type of decision is required for a particular application, more City staff time is required. Categorizing which decision type applies to a certain class of application is a balancing act between 1) administrative ease and efficiency in making a determination on an application and 2) Council's comfort in delegating some decision-making.

b. Transferability

The City does not presently allow the transfer of vacation rental dwelling permits. If an owner is approved for a vacation rental and the property subsequently changes ownership, the new owner will have to apply for the permit. Prohibiting the transfer of vacation rental dwelling permits can act as a method to decrease (or slow the increase) of vacation rentals within the City. Limiting the transfer of these permits also allows some turnover in vacation rentals, providing less of an established protection for an earlier owner who receives a vacation rental permit, and providing an increased opportunity for new properties to qualify as a vacation rental.

The potential downside is that, with more turnover, there will be more applications which will take more staff time to process. However, property owners who currently have a permit likely have a strong preference in having the approval be transferrable along with the property. Assuming that there is a financial incentive in having a vacation rental, a transferrable permit would likely serve to increase the value of those properties.

c. Fees

i. Application

Owners must pay a \$350 application fee to submit an application for a vacation rental dwelling permit. Permit/application fees are meant to recoup the administrative costs associated with a particular type of application or regulation. Generally, permit/application fees must be related to the administrative costs that the City would expect to incur – so we cannot set a restrictively-high application fee as a means of regulating vacation rentals.

ii. Renewal/Annual

The City does not currently have a specific annual license charge for vacation rental permits. The only annual requirement is to maintain a general business license with the City, which includes a \$100 charge for the initial application and \$50 annual charge for renewals.

If the City were to require additional inspections or other regulations which caused the City to incur additional administrative costs, the Council would be authorized to implement a higher annual fee to recoup those costs. Any increases in fees, or charging different business types different fees do potentially expose the City to a claim that the fee difference is unfair, or not rationally related to the particular categories of licenses. In a circumstance where the regulatory framework is increased for a particular type of business, an associated fee increase likely appears valid on its face (so long as the amount of the increased fee is related to the anticipated costs of the additional regulation.).

2. Limitations

There are innumerable ways in which a City can regulate/limit where and/or how many vacation rental dwellings are allowed. I think that it is a generally helpful thought exercise to think about a particular issue or set of issues that we want to address, and then think about what specific regulations will address and alleviate that concern. Thinking about the problem first can help ensure that whatever regulations we do implement are tailored to address and avoid the particular concerns that are discussed.

Potential issues with vacation rentals can be categorized in many different ways. For example, if the overarching concern is avoiding having “too many” vacation rentals in the City, we can implement an overall cap on the number of vacation rental dwelling permits that the City may issue. But that same concern can also be looked at on a more granular level – maybe the number of vacation rental dwelling permits is not the issue, but the number of vacation rentals in a particular part of town, or on a particular street. Those concerns would not be addressed by a permit cap, but would need some other regulation, such as a minimum buffer between vacation rentals.

Because of the potential universe of specific types of limitations or regulations, I am merely listing here some examples, which we can discuss in substantially more detail.

- a. Geographic, zone, proximity, and/or similar restrictions
- b. Ratio/density restrictions
- c. Maximum number of permits
- d. Main dwellings vs. ADUs
- e. Whole house vs. rooms.

3. Approval Criteria & Enforcement

- a. Parking requirements

CMC 17.125.010(D) requires one off-street parking spot per bedroom in the vacation dwelling, with a minimum of two off-street parking spots per vacation rental. Off-street parking requirements are an effective way to minimize the potential negative effects a vacation rental may have in a neighborhood, by keeping more cars off of the

streets (and ideally avoiding parking disputes with neighbors). This off-street parking requirement may also naturally limit the number of vacation rentals in the City, by narrowing the potential pool of qualifying properties. On the other side, this may be seen as an unfair impediment for particular property owners who cannot comply with the off-street parking requirements.

This requirement was at the center of a recent/ongoing vacation rental application dispute in the City of McMinnville – with disagreement and conflicting information about the number of bedrooms a particular property had.

b. Inspections

The City's vacation rental regulations do not presently require any type of inspection of the property by City staff – either as part of the approval process or the annual renewal. This is another instance where there are strong competing interests – on one hand, inspection requirements will likely lead to increased compliance with vacation rental regulation, but, on the other hand, would take a substantial amount of staff time to complete.

The current code provisions do include a complaint process, which involves staff investigation of the complaint. This represents a middle-ground approach, where staff don't have to go out to look at each and every vacation rental, but are able to investigate complaints to determine compliance with our vacation rental regulations.

c. Defining "vacation rental"

Intuitively, most of us likely have a pretty good idea about what constitutes a "vacation rental" for the purposes of this discussion and our municipal code. However, adequately defining what constitutes a "vacation rental" can present a challenge. From the regulatory perspective, we want to ensure that our definition captures the various rental arrangements that we want to regulate, while also being careful as to avoid unintentionally including rental arrangements or property uses which do not really fit our understanding of a vacation rental. Our code current defines a vacation rental as a "dwelling unit, which is rented, or is available for rent on a daily or weekly basis or is advertised; or is listed with an agent as a vacation rental."

Generally, vacation rentals are defined as a short term rental, available for periods of less than thirty days, often on a daily or weekly basis. Other factors may also be defined, which can include the number of overnight visits to a particular property within a particular time period. As an example, the City of Yachats presumes that a property visited by at least four different vehicles overnight, in one month, for three consecutive months, is a vacation rental subject to the application regulations. Paying for the right to occupy the property is not necessarily a requirement for finding that a property is being utilized as a vacation rental.

Chapter 17.125 VACATION RENTAL DWELLING¹

17.125.010 Standards.

A vacation rental dwelling permit shall be issued as an accessory use provided the following standards are met:

- A. There must be no offensive noise, smoke, dust, litter or odor noticeable at or beyond the property line resulting from the use of the dwelling as a vacation rental dwelling.
- B. The use shall not adversely affect the residential character of the neighborhood.
- C. There shall not be an excessive generation of traffic created by the vacation rental dwelling.
- D. One (1) off-street parking space will be provided for each bedroom in the dwelling, but in no event shall less than two (2) spaces be provided for each dwelling.
- E. The dwelling must maintain the residential nature of the front and side yards. The lot must be landscaped and maintained as a permanent residence similar to the surrounding area.
- F. The permittee must provide receptacles for the deposit of garbage and subscribe to a solid waste collection service for the vacation rental dwelling.
- G. The permittee must obtain a business registration license from the City of Carlton.
- H. Signs for vacation rental dwellings shall comply with requirements in, Chapter 17.80.
- I. The property owner shall designate a local representative who permanently resides within the Carlton Urban Growth Boundary or a licensed property management company with a physically staffed office within ten (10) vehicular miles of the Carlton Urban Growth Boundary. The owner may be the designated representative where the owner resides in the Carlton Urban Growth Boundary.

The local representative must be authorized by the owner of the dwelling to respond to the tenant and neighborhood questions or concerns. The local representative shall serve as the initial contact person if there are questions or complaints regarding the operation of the dwelling for vacation rental purposes. The local representative must respond to complaints in a timely manner to ensure the dwelling complies with the standards for vacation rental dwellings and other city ordinances pertaining to noise, disturbances, nuisances, as well as state laws pertaining to the consumption of alcohol, or the use of illegal drugs.

- J. The following information shall be posted within the vacation rental dwelling adjacent to the front door:

1. The name of the local representative and a telephone number where the representative may be reached;
2. The telephone number and web site address of the City of Carlton and the Carlton Police Department;
3. The maximum number of occupants permitted to stay in the dwelling;
4. The maximum number of vehicles allowed to be parked on the property;
5. The number and location of off-street parking spaces; and
6. The solid waste collection day.

(Ord. No. 678, § 1(Exh. A), 4-13-2009; Ord. No. 695, § 1(Exh. A), 12-12-2011)

17.125.020 Process.

A. Step One Process.

1. Notice. Upon receipt of an application for a vacation rental dwelling permit, notice must be mailed at the applicant's expense to all owners of property within one hundred (100) feet of the exterior boundary of the property for which the application is made, giving the property owners notified twenty (20) days in which to respond to the city.
2. Staff review.
 - a. If no objections or complaints are received regarding the proposed use of the property as a vacation rental dwelling, staff may issue a vacation rental dwelling permit to the applicant. However, if staff finds that the facts of the particular case requires interpretation of existing standards, then a public hearing before the Planning Commission shall be scheduled. The procedures for conducting the public hearing shall comply with the standards found in Chapter 17.196.
 - b. If staff receives one (1) or more written objections from individuals affected by the proposed use regarding compliance with any of the vacation rental standards listed above, after the notice requirements of the Step One process have been met, no permit shall be issued at that time and a hearing shall be set before the Planning Commission in accordance with the Step Two process specified below.

B. Step Two Process. If the staff refers the matter to the Planning Commission for hearing, or a hearing is required as a result of a Step One mandatory referral, the application will be deemed an application for a conditional use and the conditional use requirements of Chapter 17.152 shall apply, as well as the standards for issuance of a vacation rental dwelling permit. The Development Code public hearing notice provisions and application fee requirements for a conditional use shall also apply.

(Ord. No. 678, § 1(Exh. A), 4-13-2009; Ord. No. 693, § 1(Exh. A), 12-12-2011)

17.125.030 Permit issuance.

A vacation rental permit shall be issued in the name of the property owner and is not transferable. The permit shall terminate and be deemed void when the permit holder sells or transfers the property occupied or rented as a vacation rental dwelling. A conditional use permit approved for a two-family duplex vacation rental will automatically terminate if the other half of the duplex is rented out for non-vacation use.

(Ord. No. 678, § 1(Exh. A), 4-13-2009; Ord. No. 695, § 1(Exh. A), 12-12-2011)

17.125.040 Non-compliance and complaints.

- A. Non-Compliance. Any vacation rental dwelling unit that does not comply with the requirements of this Section and the provisions of the underlying district shall be a violation of this Ordinance and shall be subject to the enforcement remedies of Section 17.04.040.
- B. Complaint Procedures. In addition to penalties specified in Section 17.04.040, the city may determine that an appropriate penalty is the revocation of a vacation rental permit in accordance with the following complaint procedures:
 - 1. The Planning Commission shall review the vacation rental dwelling permit upon receipt of one (1) written complaint from an individual who is adversely affected by the proposed use. The complaint shall clearly state the nature of the objection to the vacation rental dwelling. Staff shall investigate all such complaints and the results of the investigation shall be reported to the Planning Commission at a regular meeting. The complainant and owner of the vacation rental dwelling shall be notified of the meeting. Standards of judging objections shall include, but are not limited to, the following:
 - i. Generation of excessive traffic;
 - ii. Monopoly of on-street parking spaces;
 - iii. Other offensive activities not in harmony with the residential neighborhood as may be determined by the Planning Commission;
 - iv. Compliance with vacation rental dwelling permit standards, including conditions required by the Planning Commission as a result of issuance of a vacation rental permit through the conditional use process;
 - 2. The Planning Commission, upon hearing the evidence, may: approve the use as it exists; require the use to be terminated; or impose appropriate restrictions on the operation of the vacation rental dwelling.
 - 3. The determination of the Planning Commission shall become final ten (10) days after the date of its written decision unless appealed to the City Council.

(Ord. No. 678, § 1(Exh. A), 4-13-2009; Ord. No. 693, § 1(Exh. A), 12-12-2011)

City of Carlton
191 E. Main St.
Carlton, OR 97111
 Phone: 503-852-7575
 Fax: 503-852-7761
www.ci.carlton.or.us



Vacation Rental Dwelling Permit

A vacation rental dwelling is a dwelling unit that is rented, or available for rent on a daily or weekly basis. Single family dwellings may be used as a vacation rental dwelling in the following zones, upon obtaining a vacation rental dwelling permit: Residential Low Density (R-1), Manufactured Home (MH), Mixed Density (MX), Residential Medium Density (R-2) and Residential Medium-High Density (R-3). A duplex may be used as a vacation rental in the R-1, R-2, R-3 and MX zones subject to receiving conditional use permit approval.

Application Process

Carlton Development Code (CDC) Chapter 17.125* describes the vacation rental dwelling approval process and the requirements for vacation rental dwellings. The City Planner reviews single family vacation rental requests and makes a recommendation to the City Manager on whether or not to approve the application. The City Manager may approve the application if no objections or complaints are received regarding the proposed use of the property as a vacation rental dwelling and the application complies with the vacation rental dwelling standards found in CDC Section 17.125.010 (see attached application form). The City Manager's decision may be appealed to the Planning Commission by filing an appeal application within twelve (12) days of the written notice of decision.

If the city receives one or more written objections to the vacation rental dwelling, the Planning Commission conducts a public hearing to review the request and makes a final decision on whether or not to approve the application. The Planning Commission's decision may be appealed to the City Council by filing an appeal application within ten (10) days of the written notice of decision.

Application Requirements

To request a vacation rental dwelling permit, there shall be submitted to the City Recorder:

_____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

_____ Application filing **fee**

Permit Issuance

A vacation rental permit shall be issued in the name of the property owner and is not transferable. The permit shall terminate and be deemed void when the permit holder sells or transfers the property occupied or rented as a vacation rental dwelling.

* The Carlton Development Code is available online at: www.ci.carlton.or.us/municode

Vacation Rental Dwelling Application

City of Carlton

Docket No.: _____

Date: _____

Fee: _____

Receipt No.: _____

Applicant: Name _____

Mailing Address _____

Phone _____ Email _____

Title Holder: Name _____

Mailing Address _____

Location: Street Address _____

Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation: _____

Current Zoning: _____ Number of Bedrooms _____

Describe the proposed vacation rental dwelling:

SUBMITTAL REQUIREMENTS:

Subsection 17.125.010 of the Carlton Development Code specifies the following standards and restrictions for vacation rental dwellings. Applicants must respond to the standards and restrictions, which are as follows (use additional pages if necessary):

1. Will the use of the dwelling as a vacation rental create any offensive noise, smoke, dust, litter or odor noticeable at or beyond the property line?

2. The use of the dwelling as a vacation rental shall not adversely affect the residential character of the neighborhood. Describe any affects the vacation rental dwelling will have on the surrounding neighborhood.

3. Will use of the dwelling as a vacation rental create an excessive generation of traffic?

4. How many off-street parking spaces will be available for the vacation rental dwelling? (One off-street parking space shall be provided for each bedroom in the dwelling unit, but in no event shall less than two spaces be provided for each dwelling unit.)

5. Will the use of the dwelling as a vacation rental result in any changes to the front and side yard areas? How will the lot be landscaped and maintained?

6. Is the dwelling provided with receptacles for the deposit of garbage and subscribed to a solid waste collection service?

7. Have you obtained a business registration license for the vacation rental dwelling from the City of Carlton?

8. Do you plan to install any signs for the vacation rental dwelling? If so, please provide a description of the sign, including the proposed size, location, height, type of sign and whether or not the sign will be illuminated. For more information on residential sign requirements see Carlton Development Code Section 17.80.060.

9. Please provide the name, address, and phone number of the local representative who will serve as the initial contact person if there are questions or complaints regarding the operation of the dwelling for vacation rental purposes. The local representative must permanently reside within the City of Carlton or be a licensed property management company with a physically staffed office within ten (10) vehicular miles of the City of Carlton. The local representative must respond to complaints in a timely manner to ensure the dwelling complies with the standards for vacation rental dwellings and other city ordinances pertaining to noise, disturbances, nuisances, as well as state laws pertaining to the consumption of alcohol, or the use of illegal drugs.

10. Has the following information been posted within the vacation rental dwelling adjacent to the front door?
- a. The name of the local representative and a telephone number where the representative may be reached;
 - b. The telephone number and web site address of the City of Carlton and the Carlton Police Department;
 - c. The maximum number of occupants permitted to stay in the dwelling;
 - d. The maximum number of vehicles allowed to be parked on the property;
 - e. The number and location of off-street parking spaces; and
 - f. The solid waste collection day.

ATTACHMENTS:

The following attachments must accompany the vacation rental dwelling application:

- _____ A site plan drawn to scale. The site plan must include the following information (if applicable): existing and proposed structures, driveways and vehicular circulation, parking, and landscaping.

- _____ The names and addresses of all property owners within 100 feet of the site boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor. Note: A list of property owner names and addresses within 100 feet of the property may be obtained from a title company or the Yamhill County Assessor Department located at: 535 NE 5th Street, Room 42, McMinnville, OR. Phone: (503) 434-7521

- _____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.



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**CITY COUNCIL REGULAR SESSION AGENDA
TUESDAY, MARCH 14, 2023
VIA ZOOM & 945 WEST GRANT STREET, CARLTON OR**

7:30 PM CITY COUNCIL REGULAR MEETING

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<i>This section of the agenda allows members of the public to address the City Council on any items off or on the agenda. When invited by the Mayor, members of the public shall come forward, state their name and street address, and direct all comments to the Mayor. Comments are typically limited to three (3) minutes unless additional time is allowed by the Mayor.</i>	
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9. ADJOURNMENT



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Memorandum

To: The Mayor and Members of the City Council
From: Aimee Amerson, City Recorder
Subject: Budget Committee Appointments
Date: March 14, 2023

Proposal

City staff has received two Budget Committee applications to be a part of the committee. Applications from Brian Rake and Robin Geck were received in the vacancy time period. There are three remaining vacancies to fill currently.

Proposed motion: to appoint both Brian Rake and Robin Geck to the Budget committee for a three year term.

Background

The Budget Committee had two members, Joe Moore and David Wejroch, choose to end their service. David Samuel Hill is now a City Councilor, leaving an additional vacancy. There are three vacancies from 2022. Staff announced the vacancy on January 20, 2023 with a closing date of February 24, 2023. The vacancy was posted on the city website, posted on Next Door, and posted physically at City Hall and the Post Office. Two applications were received from Carlton residents, Brian Rake and Robin Geck wanting to serve on the committee. We will continue to advertise to fill the third vacancy.

Fiscal Impact

None.

Alternatives

1. Do not appoint.
2. Appoint both to committee.

Attachments

1. Vacancy announcement
2. City of Carlton Board & Committee Applications – Rake and Geck

This facility is ADA accessible.

If you need special accommodation, please contact the City Recorder at 503.852.7575 at least 24 hours prior to this meeting.

191 E. Main St.
Carlton, OR 97111



Phone (503) 852-7575
FAX (503) 852-7761

CITY MANAGER/FINANCE DEPARTMENT

PRESS RELEASE DATE: January 20, 2023

COMMITTEE VACANCY

CITY OF CARLTON BUDGET COMMITTEE MEMBER

(Volunteer)

The City of Carlton is soliciting applications to fill Five (5) vacancies on the Budget Committee, with a term expiring on December 31, 2026. Oregon Revised Statute (ORS) 294.414 delineates the requirements of municipal budget committees and that the committees shall be established in accordance with that section. It states:

"The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee."

The essence of the Budget Committee is to serve as the citizen's representative in developing the annual budget. While the Committee cannot usurp the City Council's authority in setting City programs, policies, services, and resources, it does provide valuable oversight of the process. The Committee receives the City Manager's proposed budget and recommends an "approved budget" to the City Council for adoption.

By statute, the Budget Committee cannot be compensated, nor may they be officers, agents, or employees of the municipality. Committee members are appointed for 3-year, staggered terms. The appointment will become effective immediately upon Council approval in March 2023. ***Meetings are generally held once or twice in the evening between April and May and additionally an early Spring budget training.***

If you are interested in serving on the Budget Committee, you may pick up a Boards/Commissions application at Carlton City Hall or fill out and download it from the city's website at www.ci.carlton.or.us/jobs.

Please email, fax, mail, or drop off your application in person to:

Christy Martinez
Assistant City Manager
191 E. Main Street, Carlton, OR 97111
Fax: (503) 852-7761
cmartinez@ci.carlton.or.us

To be considered during the first review of applications, please submit your application in person or via email on or before:

Friday, February 24, 2023, by 4:00 PM

Applications will be accepted until the position is filled.

The City of Carlton is an Equal Opportunity Provider

Employment with the City is open to any person and we do not discriminate on the basis of race, religion, sex, color, age, sexual orientation, national origin, marital status, mental/physical disability, source of income, or any other status protected by federal, state or local laws.



Application for Boards/Commission

Contact Information

Name:	Brian Rake
Street Address:	203 W. Main St E
Mailing Address:	[REDACTED]
City/State/Zip Code:	Carlton, OR 97111
Home Phone:	[REDACTED]
Work Phone:	
E-Mail Address:	[REDACTED]

Background

Years of Residence in Carlton:	10
Place of Employment:	CARLTON COFFEE COMPANY
Occupation:	OWNER
Educational Background:	GENERAL
Prior Civic Activities:	Former councillor and mayor

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- | | |
|------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Visit Carlton Tourism Committee |
| <input checked="" type="checkbox"/> Budget Committee | <input type="checkbox"/> Ad-hoc Advisory Committee |
| <input type="checkbox"/> Planning Commission | _____ |

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

As former city councillor and mayor, I have a good understanding of budgeting process for the city.

Motivation

Discuss your motivation for serving on this Board/Commission.

Finding a way to use my love for Carlton to serve the community.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

BRIAN RAKE

Signature



Date

1/30/2023

Our Policy

It is the policy of the City of Carlton to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Carlton accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.



Application for Boards/Commission

Contact Information

Name:	Robin Geck
Street Address:	539 N Kutch St
Mailing Address:	539 N Kutch St
City/State/Zip Code:	Carlton, OR, 97111
Home Phone:	[REDACTED]
Work Phone:	[REDACTED]
E-Mail Address:	[REDACTED]

Background

Years of Residence in Carlton:	30
Place of Employment:	retired
Occupation:	Social work
Educational Background:	BA Social Science
Prior Civic Activities:	Carlton Envision committee, Yamhill County Mediators, Yamhill County homeless count

Boards/Commissions of Interest

Please check which Boards/Commission your requesting to serve on:

- | | |
|------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Visit Carlton Tourism Committee |
| <input checked="" type="checkbox"/> Budget Committee | <input type="checkbox"/> Ad-hoc Advisory Committee |
| <input type="checkbox"/> Planning Commission | _____ |

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Board/Commission to which you are applying.

Trainings in communications skill building and mediation.
Experience running several small businesses.

Motivation

Discuss your motivation for serving on this Board/Commission.

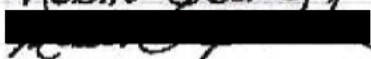
To be of service to our community.
To engage and develop connections with city employees, volunteers and our greater community.

Special Notice

Please be advised that members of the City Council and Planning Commission are required to file an annual Statement of Economic Interest with the State of Oregon. A sample reporting form is available from Carlton City Hall indicating the type of information you will be required to disclose if you are appointed.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	Robin Seck, Jr
Signature	
Date	2-4-2023

Our Policy

It is the policy of the City of Carlton to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. The City of Carlton accepts applications from potential board/commission members throughout the year and will hold applications until vacancies exist on specific boards/commissions.

Thank you for completing this application form and for your interest in volunteering with us.



To: The Mayor and Members of Council
From: Aimee Amerson, City Recorder
Subject: National Child Abuse Prevention month
Date: March 14, 2023

Recommended Motion

It is MOVED that City Council adopt the Proclamation for National Child Abuse Prevention month, place blue lights and ribbons on trees downtown and signage and blue pinwheels in Ladd Park to raise awareness of child abuse and to support the work of Juliette’s House in Yamhill County.

Background

April is Child Abuse Prevention month, and Juliette’s House is asking the City of Carlton to continue to help raise awareness of child abuse, as well as the need for everyone to do their part to prevent, recognize and react responsibly to child abuse.

Juliette’s House is asking Council to adopt the Proclamation as in years past, as well as permission to:

- Placing blue lights on the trees downtown
- Placing ribbons on the downtown trees
- Place a sign and pinwheels in Ladd Park
- Promotion of awareness activities including Everyone wear Blue day on April 21st

Exhibits

- Child Abuse Prevention Proclamation 2023



PROCLAMATION

Support of Child Abuse Prevention Month- April 2023

WHEREAS child abuse is one of our nation’s most serious public health problems with scientific studies documenting the link between the abuse of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

WHEREAS it is estimated that 1 in 4 children will suffer significant abuse before the age of 18 and in FFY 2021 over 160,000 contacts were made to the Oregon Child Abuse Hotline – a total of 42,876 received reports were assigned for CPS assessment, of all completed CPS assessments, 7,352 were founded for abuse and involved 10,766 victims; and

WHEREAS the physical, emotional, mental, and fiscal impact of abuse falls on children of all ages and abilities, who come from all economic, racial, and social backgrounds; and these crimes affect many more family members, friends, neighbors, and community; and

WHEREAS, effective child abuse prevention efforts succeed because of partnerships created among state and local government agencies, schools, faith communities, civic and community organizations, law enforcement agencies, and the business community while recognizing that feeling connected to community can be a protective factor against child abuse; and

WHEREAS Carlton is dedicated to stopping child abuse and supporting survivors and their non-offending families while working to prevent it;

WHEREAS each of us has a role to play in stopping the problem of child abuse as part of solution – by learning how to prevent, recognize, and report child abuse and supporting prevention, education and empowerment programs for children and youth;

Now, therefore, we, the Carlton City Council do hereby proclaim April 2023 to be:

Child Abuse Prevention Month

We reaffirm Carlton, Oregon’s commitment to creating a safer, healthier, more thriving community for our children and taking steps to help prevent child abuse through awareness efforts, prevention promotion, and training on responding responsibly. We encourage all citizens to Wear Blue each Friday in April – as a public statement in Carlton in support of child abuse prevention! We encourage community members to join in awareness rallies on April 22nd throughout Yamhill County. Further we call upon all citizens to invest in the lives of children by learning what they can do to help stop child abuse through Juliette’s House, a community resource, by visiting www.julietteshouse.org.

INTRODUCED AND ADOPTED on March 14, 2023

Linda Watkins, Mayor



City Council/Planning Commission Joint Work Session Minutes
Tuesday, February 7, 2023
Via Zoom, and
Council Chambers, 945 W Grant Street, Carlton OR

WORK SESSION**6:00 PM****1. CALL TO ORDER & ROLL CALL**

Mayor Linda Watkins called the meeting to order at 6:00 PM. No changes were made to the Work Session agenda.

Members Present: Mayor Linda Watkins, Councilors Grant Erickson, Kevin Skipper, Shirley Ward-Mullen, David Samuel Hill, and Carolyn Thompson-Rizer.

Members Absent: Guilherme Brandão

Staff Present: City Manager Shannon Beaucaire, City Planner Kiel Jenkins, City Planner Scott Whyte, City Engineer Gordon Munro, City Recorder Aimee Amerson and Accounting Specialist Ashlee Boyd.

Others Present: Planning Commissioners Anthony Stuart, Susan Turrell, Annette Fernandez Madrid, Jennifer Nordstrom, and Jim Bandy, Otmar Borchard, Jami Eglund, Betsey Lucido, Lorissa Bowersox, Jenna Berman of ODOT, Brandi Smith, Preston Hare, Marie Frugia, and Robin Geck

2. Work Session Agenda Items**6:04 PM****A. Multimodal transportation options**

City Manager Shannon Beaucaire introduced the topic of multimodal transportation options so that Council can consider future policies regarding this topic. City Planner Kiel Jenkins explained the discussions the Planning Commission have had about street design, specifically South 7th street, to include more multimodal options and safety enhancements throughout the city.

Jenna Berman of ODOT gave an explanation of what the limitations are for the State compared to the options that the City has. She described what the State currently uses, and what they want to use in the future for those of all mobilities.

Mayor Watkins asked for questions from the Council or Commissioners. Questions were asked about how many bikes are used on this street and in the City, code concerning collector streets and other street designation requirements, the South 7th street design and build out, details and additions of the upcoming Transportation update, safety issues on 7th street and all Carlton streets, upcoming safety studies on 7th street, and creating a coordinated multimodal effort and plan for all streets not just one street in particular.

3. Future Work Session Agenda Items**6:57 PM**

None given.

4. Adjournment**7:02 PM**

The Work Session Adjourned at 7:02 PM.

APPROVED by the City of Carlton City Council on March 7, 2023.

ATTEST:

 Aimee Amerson, City Recorder

 Linda Watkins, Mayor



City Council Regular Session Meeting Minutes
Tuesday, February 7, 2023
Via Zoom, and
Council Chambers, 945 W Grant Street, Carlton OR

REGULAR MEETING

7:02 PM

1. CALL TO ORDER

Mayor Linda Watkins called the regular meeting to order at 7:02 PM.

2. ROLL CALL

Members Present: Linda Watkins, Grant Erickson, Shirley Ward-Mullen, Kevin Skipper, David Samuel Hill, and Carolyn Thompson-Rizer.

Members Absent: Guilherme Brandão

Staff Present: City Manager Shannon Beaucaire, City Attorney Tyler Yeoman-Millette, City Engineer Gordon Munro, City Planner Kiel Jenkins and City Recorder Aimee Amerson

Others Present: Robin Geck, Donald Jamieson, Anthony King, Angela Pease, Sara Erickson, Betsy Lucido, Robin Geck, Jami Egland, Jennifer Nordstrom, Suzy Turrell, Annette Fernandez Madrid, Brandi Smith, Preston Hare, and Marie Frugia

3. PLEDGE OF ALLEGIANCE

7:02 PM

The Pledge of Allegiance was performed.

4. CHANGES OR ADDITIONS TO THE AGENDA

7:02 PM

City Manager removed State of the City address from agenda.

5. CEREMONIES/APPOINTMENTS/ANNOUNCEMENTS

7:04 PM

A. State of the City- Mayor Watkins- REMOVED

B. Planning Commission appointment

MOTION: Ward-Mullen/Skipper to appoint Robin Geck to the Planning Commission completing the term left vacated by Commissioner Gabe Morales which expired on December 31, 2022.. Motion carried (6 Yes/0 No/1 Absent[Brandao]/0 Abstain).

6. CITIZEN COMMENTS

7:04 PM

A. Items NOT on Agenda

- Anthony Stuart of Carlton- Welcomed new Commissioner Robin Geck to the Commission, thanked Planner Kiel Jenkins for his work, and thanked the Council for the combined work session opportunity.
- Brandi Smith of Taft street- stated that 7th street has no speed sign posted and the city has missing sidewalks along Main Street creating safety hazards.
- Preston and Kaley Hare of South 7th street- thanked the Planning Commission for advocating for 7th street safety concerns and liked the options available to slow vehicles.
- Sara Ericikson of South 7th street- shared safety concerns about South 7th street and the speed of vehicles and she has children that cross and use the street.
- Lorissa Bowersox of South 7th street- is terrified of the safety concerns of South 7th street for her children.
- Jami Egland of East Washington street- gave support to her neighbors on 7th street and encouraged the City to paint the bike lanes on the street
- Otmar Borchard of East Washington street- stated that there are many young children in the South 7th street neighborhood and shares safety concerns for the children using the South 7th street and would like to bicycle lanes or speed humps on 7th street.

B. Items on the Agenda

No comments given.

7. CONSENT AGENDA

7:21 PM

- A. Meeting Minutes – Approve**
1. City Council- January 10, 2023
B. Accounts Payable Report
C. Finance Report

MOTION: Skipper/Hill to approve the Consent Agenda including City Council meeting minutes from January 10, 2023, the accounts payable report, and the finance reports. Motion carried (6 Yes/0 No/1 Absent[Brandao] /0 Abstain).

8. ORDINANCES/RESOLUTIONS/DISCUSSION/ACTION ITEMS

7:22 PM

A. Zone Change 2022-01; Hampton Family Vineyards; 801 North Scott Street

City Manager Shannon Beaucaire summarized the zone change request. Mayor Watkins opened a public hearing at 7:23PM. No objections from the community, or ex parte statements made by any Councilors. Mayor Watkins read the Hearing and Disclosure statement.

City Planner Jenkins explained the findings on the staff report to the Council. The request is to change the zone of the property located at 801 North Scott street from Agriculture Holding to Commercial Industrial zone. Jenkins stated the zone change aligns the current use of the zone better align with a more appropriate zone and its use, i.e. Agriculture holding to commercial industrial. Jenkins stated how the proposed zone change would complement their current use and enhance any future upgrades on the property.

Opened for Public testimony at 7:34PM.

Anthony King, representative of the property owner thanked the Council and Commission for their consideration.

- Proponets Testimony - None
- Opponets Testimony - None
- Neutral Testimony - None

No applicant rebuttal given.

Councilor Skipper asked about the use of the Winemakers studio at time of opening, and how permits were issued at the time. Jenkins does not know what the zoning code was at the time of permit issuance.

Public hearing closed at 7:38PM.

MOTION: Skipper/Ward- Mullen Move to approve Ordinance 2023-742 rezoning certain property located within the city limits of Carlton read by title only. Motion carried (6 Yes/0 No/1 Absent [Brandao]/0 Abstain).

MOTION: Ward-Mullen/Hill Move to approve Zone Change 2022-01 by Ordinance 2023-742 based upon the findings in the staff report, which amends the Comprehensive plan and rezones the property identified as 801 North Scott street from Agriculture holding to Commerical Industrial. Motion carried (6 Yes/0 No/1 Absent [Brandao]/0 Abstain).

MOTION: Thompson-Rizer/Hill Move to approve Ordinance 2023-742 rezoning certain property located within the city limits of Carlton read by title only- **second reading**. Motion carried (6 Yes/0 No/1 Absent [Brandao]/0 Abstain).

MOTION: Ward-Mullen/Erickson Move to approve Zone Change 2022-01 by Ordinance 2023-742 based upon the findings in the staff report, which amends the Comprehensive plan and rezones the property identified as 801 North Scott street from Agriculture holding to Commerical Industrial- **second reading**. Motion carried (6 Yes/0 No/1 Absent [Brandao]/0 Abstain).

B. Dredging Project Change Order

7:44 PM

City Manager Shannon Beaucaire explained that the current floating intake is past its life and has disintegrated. The revised replacement costs are more than the original \$50,000 amount Councilors previously authorized. An additional \$1200 is required to replace with a new one (totaling \$51,200). City Engineer Gordon Munro explained the advantages of the revised float structure and how it will last 30 or more years of service.

MOTION: Hill/Ward-Mullen to accept change orders 9 & 10 for the floating intake deck and authorize the Mayor to execute all necessary documents. Motion carried (6 Yes/0 No/1 Absent [Brandao]/0 Abstain).

C. City Manager Spending Authority**7:50 PM**

Beaucaire gave a brief history of this topic being spoken of at the Council Goal Setting meeting. She referred to other cities and the city manager spending authority of cities of similar size. She added that with the number of projects happening in Carlton, that increasing the spending authority can save funds by acting fast rather than waiting, while honoring the wishes and needs of the Council. Beaucaire asked Council for discussion of an amount not to exceed, and the ability to work with the City Attorney to create and Ordinance.

Councilors discussed the difference of raising the City Manager spending authority and the executing of contracts, concerns, communication with Council and spending, future City Manager spending guidelines, budgeting restraints built in with the city budgets, and cost limits set before the City Manager informs Council with time limits set upon Council response.

Councilors decided upon raising the limit to \$50,000 for the city manager and \$25,000 for the city manager's designee. City Attorney Yeoman-Millette gave an option of a purchasing policy resolution. Council agreed to to the purchasing policy resolution with the amounts agreed upon. Council approved the City Attorney to draft a Resolution for the Council review.

Beaucaire expressed to Council the amount of topics and tasks coming to light that require substantial discussion. Beaucaire offered suggestions and options for rescheduling meetings.

Council decided to start the March work session at 6 PM and end at 7:30PM. Regular Session will start at 7:30 PM. The March meeting was decided to be moved to March 14th in order to allow Council to attend a Budget training class on March 7th.

E. Additional multimodal transportation discussion**8:49 PM**

Councilor Hill stated that there is a large group of citizens stating safety concerns on South 7th street. He encourages staff and Council to follow the development code for land use actions.

Councilors Ward Mullen and Erickson shared concern that bike lanes may not solve the safety issues brought to light by neighbors. There are many aspects to rectify the safety issues.

Councilors discussed signage, bulb outs and landscaping or green space options in residential zones throughout the city to slow down traffic, making residential neighborhoods safer.

Beaucaire also stated that there will be a speed study done in the South 7th street area in order to collect more traffic data. The Police department has also been making extra patrols in the South 7th street area.

9. ADJOURNMENT**9:10 PM**

The Regular Session Meeting adjourned at 9:10 PM.

APPROVED by the City of Carlton City Council on February 7, 2023.

ATTEST:

Aimee Amerson, City Recorder

Linda Watkins, Mayor

Accounts Payable

Checks by Date - Summary by Check Date

User: aamerson
 Printed: 3/1/2023 2:16 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
59892	WilApr	Aprill Wilkinson	02/08/2023	200.00
59893	BarBui	Barker Buildings Inc.	02/08/2023	22,625.00
59894	VinBou	Brian Richardson	02/08/2023	700.00
59895	CasCol	Cascade Columbia Dist. Co.	02/08/2023	3,186.34
59896	CasInc	Caselle, Inc.	02/08/2023	340.00
59897	Colvin	Chuck Colvin Ford Nissan	02/08/2023	399.49
59898	CIT	CIT First-Citizens Bank & Trust Co	02/08/2023	350.00
59899	MunCor	CivicPlus LLC	02/08/2023	505.00
59900	Comcas	Comcast	02/08/2023	220.42
59901	CraRoc	Crabtree Rock Company, Inc.	02/08/2023	642.72
59902	CumNor	Cummins Northwest, LLC	02/08/2023	2,014.40
59903	DatPro	Dataprose	02/08/2023	660.45
59904	DepVeh	Department of Transportation	02/08/2023	10.35
59905	FarEle	Farnham Electric Co.	02/08/2023	1,245.24
59906	GenTree	General Tree Service	02/08/2023	2,160.00
59907	GenTec	Genuine Technology Group, Inc.	02/08/2023	4,843.37
59908	Graing	Grainger	02/08/2023	782.83
59909	HawInc	Haworth Inc.	02/08/2023	158,826.46
59910	LakInd	Lakeside Industries, Inc.	02/08/2023	226.80
59911	MCMWAT	McMinnville Water and Light	02/08/2023	34,837.56
59912	CouGov	Mid-Willamette Valley Council Of Governr	02/08/2023	2,787.49
59913	MEInc	Moore Excavation Inc	02/08/2023	31,172.01
59914	NaoCle	Naomi's Cleaning	02/08/2023	225.00
59915	NATW	National Association of Town Watch	02/08/2023	35.00
59916	NewReg	News-Register	02/08/2023	775.75
59917	OreWat	OAWU	02/08/2023	805.00
59918	OreHea	OHA Cashier	02/08/2023	125.00
59919	OneCal	One Call Concepts, Inc.	02/08/2023	117.60
59920	OreRevCT	Oregon Department Of Revenue	02/08/2023	320.00
59921	ORWatRes	Oregon Water Resources Department	02/08/2023	230.00
59922	PlaEle	Platt	02/08/2023	205.29
59923	PorGen	Portland General Electric	02/08/2023	6,838.57
59924	RecWes	Recology Western Oregon	02/08/2023	457.29
59925	Reece	Reece Complete Security Solutions	02/08/2023	21,086.22
59926	SieSpr	Sierra Springs	02/08/2023	75.93
59927	TetTec	Tetra Tech, Inc	02/08/2023	132,138.39
59928	AutGro	The Automation Group, Inc	02/08/2023	1,392.17
59929	UsaBlu	USABlueBook	02/08/2023	217.56
59930	Ward J	Jill M Ward	02/08/2023	255.00
59931	WilFar	Wilco Farmers	02/08/2023	3,636.55
59932	YamCom	Yamhill Communications Agency	02/08/2023	2,340.00
59933	YamShe	Yamhill County Sheriff's Office	02/08/2023	91.00
Total for 2/8/2023:				440,103.25
59938	3JCon	3J Consulting	02/15/2023	12,482.50
59939	AirNor	Airgas USA, LLC	02/15/2023	289.22

Check No	Vendor No	Vendor Name	Check Date	Check Amount
59940	BarBui	Barker Buildings Inc.	02/15/2023	46,750.00
59941	CarCor	Carlton Corner Service	02/15/2023	1,363.44
59942	CFMAdv	CFM Advocates	02/15/2023	4,200.00
59943	CitNew	City of Newberg	02/15/2023	96.00
59944	Comcas	Comcast	02/15/2023	318.92
59945	DraAwa	Drain Away Rooter	02/15/2023	540.00
59946	EdgAna	Edge Analytical Inc	02/15/2023	345.00
59947	JorRam	Jordan Ramis PC	02/15/2023	1,537.00
59948	LeoExc	Leo's Excavating, Inc.	02/15/2023	1,899.00
59949	NaoCle	Naomi's Cleaning	02/15/2023	225.00
59950	PorGen	Portland General Electric	02/15/2023	3,374.14
59951	SprBro	Springbrook Holding Company LLC	02/15/2023	9.50
59952	WebHea	Webster Heating & A/C, LLC	02/15/2023	1,047.00
59953	ZumInd	ZUMAR Industries	02/15/2023	745.68
Total for 2/15/2023:				75,222.40
59934	9981	EFTPS	02/20/2023	11,069.84
59935	OreRev	Oregon Dept. of Revenue	02/20/2023	3,590.17
59936	9100	PERS	02/20/2023	9,165.94
59937	10005	Attention: Voya Institutional Plan Services	02/20/2023	925.76
Total for 2/20/2023:				24,751.71
59954	JonBen	Ben Jones	02/22/2023	268.69
59955	BotEqu	Botten's Equipment Rental	02/22/2023	59.00
59956	CitSwe	City Sweepers, LLC.	02/22/2023	375.00
59957	Comcas	Comcast	02/22/2023	88.91
59958	EdgAna	Edge Analytical Inc	02/22/2023	92.00
59959	FirFedCC	First Federal Card Services	02/22/2023	5,590.99
59960	Holst	Holst	02/22/2023	12,083.67
59961	KLGate	K & L Gates	02/22/2023	8,000.00
59962	NaoCle	Naomi's Cleaning	02/22/2023	225.00
59963	NewReg	News-Register	02/22/2023	619.57
59964	SieSpr	Sierra Springs	02/22/2023	173.88
59965	SolYes	Solutions Yes	02/22/2023	157.49
59966	TraMtn	Trask Mountain Lock and Key	02/22/2023	40.00
59967	UsaBlu	USABlueBook	02/22/2023	119.95
59968	WilSco	Willscot	02/22/2023	3,038.16
Total for 2/22/2023:				30,932.31
Report Total (77 checks):				571,009.67

General Ledger

Revenue vs Budget

User: aamerson
 Printed: 3/1/2023 2:20:46 PM
 Period 08 - 08
 Fiscal Year 2023



Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
001	General					
001-000-400100	Beginning Fund Balance	375,180.00	0.00	0.00	375,180.00	0.00
001-000-400150	XFR STR Internal Expense	3,800.00	0.00	0.00	3,800.00	0.00
001-000-400200	Current Taxes	1,010,000.00	0.00	962,736.87	47,263.13	95.32
001-000-400300	Delinquent Taxes	18,000.00	0.00	11,301.59	6,698.41	62.79
001-000-400400	Interest	8,000.00	0.00	15,125.83	-7,125.83	189.07
001-000-400410	Collection Interest	500.00	66.30	768.76	-268.76	153.75
001-000-401300	PGE Light Franchise	110,000.00	0.00	14,607.43	95,392.57	13.28
001-000-401350	Astound-WAVE	2,000.00	500.00	1,500.00	500.00	75.00
001-000-401400	CenturyLink Franchise	1,200.00	0.00	1,147.56	52.44	95.63
001-000-401500	Comcast Franchise	29,000.00	0.00	12,870.80	16,129.20	44.38
001-000-401501	McMinnville Access-Online NW	2,500.00	625.00	1,875.00	625.00	75.00
001-000-401600	Recology Franchise	16,000.00	767.60	11,614.36	4,385.64	72.59
001-000-402000	Business License	7,000.00	900.00	7,175.00	-175.00	102.50
001-000-402100	Building Permits	17,000.00	1,900.09	16,676.86	323.14	98.10
001-000-402200	State Liquor Fees	60,000.00	0.00	26,299.96	33,700.04	43.83
001-000-402300	Cigarette Tax	2,300.00	0.00	1,056.63	1,243.37	45.94
001-000-402600	Swim Pool Receipts	35,000.00	0.00	29,734.60	5,265.40	84.96
001-000-402650	Park Rentals	2,200.00	0.00	1,150.00	1,050.00	52.27
001-000-402675	Dog Licensing	2,500.00	0.00	435.75	2,064.25	17.43
001-000-402700	Miscellaneous Revenue	6,000.00	102,375.90	107,013.19	-101,013.19	1,783.55
001-000-402850	CopiesFaxesReports	1,000.00	31.00	444.51	555.49	44.45
001-000-402900	Judge Fees	0.00	0.00	448.00	-448.00	0.00
001-000-402950	City Liquor License Fees	2,500.00	215.00	1,595.00	905.00	63.80
001-000-403000	Fines and Forfeitures	38,000.00	970.00	17,287.83	20,712.17	45.49
001-000-404000	Planning Fees	20,000.00	1,550.00	15,285.00	4,715.00	76.43
001-000-404600	National Night Out Donations	2,000.00	0.00	0.00	2,000.00	0.00
001-000-405400	Grants	93,000.00	2,115.81	47,545.34	45,454.66	51.12
001-000-406300	Transient Room Tax	30,000.00	0.00	16,939.40	13,060.60	56.46
001-000-406500	Proceeds Property Sale	0.00	0.00	9,362.50	-9,362.50	0.00
	Revenue	1,894,680.00	112,016.70	1,331,997.77	562,682.23	70.30
001	General	1,894,680.00	112,016.70	1,331,997.77	562,682.23	70.30
005	Tourism					
005-000-400100	Beginning Fund Balance	53,534.00	0.00	0.00	53,534.00	0.00
005-000-400400	Interest	350.00	0.00	889.75	-539.75	254.21
005-000-404550	Grants	10,000.00	0.00	0.00	10,000.00	0.00
005-000-406300	Transient Room Tax 70%	50,000.00	0.00	39,525.26	10,474.74	79.05
	Revenue	113,884.00	0.00	40,415.01	73,468.99	35.49
005	Tourism	113,884.00	0.00	40,415.01	73,468.99	35.49
011	Street					
011-000-400100	Beginning Fund Balance	314,075.00	0.00	0.00	314,075.00	0.00
011-000-400400	Interest	8,000.00	0.00	14,236.07	-6,236.07	177.95
011-000-402400	Gasoline Tax	185,000.00	0.00	105,143.40	79,856.60	56.83
011-000-402500	State Revenue Sharing	40,000.00	0.00	18,022.89	21,977.11	45.06
011-000-402700	Miscellaneous Revenue	100.00	6,592.24	39,578.48	-39,478.48	39,578.48
011-000-404050	Type A, B & ROW Permits	20,000.00	550.00	5,600.00	14,400.00	28.00

Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
	Revenue	567,175.00	7,142.24	182,580.84	384,594.16	32.19
011	Street	567,175.00	7,142.24	182,580.84	384,594.16	32.19
012	Water					
012-000-400100	Beginning Fund Balance	253,575.00	0.00	0.00	253,575.00	0.00
012-000-400400	Interest	8,000.00	0.00	13,346.34	-5,346.34	166.83
012-000-402700	Miscellaneous Revenue	1,000.00	195.56	791.41	208.59	79.14
012-000-402706	XFR WTR SDC Fund to WTR	50,000.00	0.00	0.00	50,000.00	0.00
012-000-403700	Water Receipts	1,512,350.00	116,492.39	1,022,995.90	489,354.10	67.64
012-000-403750	Backflow Device Inspection	3,700.00	13,231.65	13,601.65	-9,901.65	367.61
012-000-403800	Hook Up Fees	20,000.00	0.00	9,100.00	10,900.00	45.50
012-000-404300	Customers Helping Customers	<u>500.00</u>	<u>5.04</u>	<u>17.54</u>	<u>482.46</u>	<u>3.51</u>
	Revenue	1,849,125.00	129,924.64	1,059,852.84	789,272.16	57.32
012	Water	1,849,125.00	129,924.64	1,059,852.84	789,272.16	57.32
013	Sewer					
013-000-400100	Beginning Fund Balance	167,703.00	0.00	0.00	167,703.00	0.00
013-000-400400	Interest	7,000.00	0.00	13,346.32	-6,346.32	190.66
013-000-402700	Miscellaneous Revenue	100.00	0.00	0.00	100.00	0.00
013-000-404400	Sewer Receipts	1,190,694.00	94,409.61	786,457.69	404,236.31	66.05
013-000-404500	Hook Up Fees	5,000.00	0.00	2,800.00	2,200.00	56.00
013-000-404800	Land Lease for Ag Use	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>100.00</u>
	Revenue	1,373,497.00	94,409.61	805,604.01	567,892.99	58.65
013	Sewer	1,373,497.00	94,409.61	805,604.01	567,892.99	58.65
017	Capital Improvement					
017-000-400001	XFR GF to CIF Facilities	100,000.00	0.00	0.00	100,000.00	0.00
017-000-400002	XFR ST to CIF Tran	313,410.00	0.00	0.00	313,410.00	0.00
017-000-400004	XFR SDC Parks CIF Parks	75,000.00	0.00	0.00	75,000.00	0.00
017-000-400005	XFR GF to CIF Parks	0.00	0.00	0.00	0.00	0.00
017-000-400006	ARPA Yamhill County	0.00	0.00	242,327.37	-242,327.37	0.00
017-000-400007	ARPA Infrastructure Funds	242,327.00	0.00	0.00	242,327.00	0.00
017-000-400008	Civic Center Donations	400,000.00	0.00	0.00	400,000.00	0.00
017-000-400010	XFR GF to CIF Tran	0.00	0.00	0.00	0.00	0.00
017-000-400014	XFR SWR to CIF Facilities	100,000.00	0.00	0.00	100,000.00	0.00
017-000-400015	XFR WTR to CIF Facilities	100,000.00	0.00	0.00	100,000.00	0.00
017-000-400100	Beginning Fund Balance	2,296,466.00	0.00	0.00	2,296,466.00	0.00
017-000-400400	Interest	10,000.00	0.00	14,236.07	-4,236.07	142.36
017-000-400444	XFR SWR to CIF SWR	168,204.00	0.00	0.00	168,204.00	0.00
017-000-400525	Loans	5,000,000.00	0.00	0.00	5,000,000.00	0.00
017-000-402700	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
017-000-406001	Intergovernmental	350,000.00	0.00	0.00	350,000.00	0.00
017-000-407000	Grants - CIF	1,600,000.00	413,637.08	2,678,659.03	-1,078,659.03	167.42
017-000-407002	XFR WTR to CIF WTR	<u>125,321.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,321.00</u>	<u>0.00</u>
	Revenue	10,880,728.00	413,637.08	2,935,222.47	7,945,505.53	26.98
017	Capital Improvement	10,880,728.00	413,637.08	2,935,222.47	7,945,505.53	26.98
020	SDC's					
020-000-400100	Beginning Fund Balance	3,079,026.00	0.00	0.00	3,079,026.00	0.00
020-000-400400	Interest-Water	1,500.00	0.00	2,669.28	-1,169.28	177.95
020-000-400405	Interest-Sewer	1,500.00	0.00	2,669.27	-1,169.27	177.95
020-000-400410	Reimbursement Water	178,410.00	0.00	127,959.00	50,451.00	71.72
020-000-400411	Interest-Transportation	1,500.00	0.00	2,669.27	-1,169.27	177.95
020-000-400412	Sewer Reimbursement	38,550.00	0.00	19,436.40	19,113.60	50.42
020-000-400413	Sewer Compliance	6,720.00	0.00	3,491.28	3,228.72	51.95

Account Number	Description	Budget	Period Amt	End Bal	Uncollected	% Collected
020-000-400420	Interest-Parks	15.00	0.00	2,669.27	-2,654.27	17,795.13
020-000-400425	Compliance Water	5,220.00	0.00	3,726.00	1,494.00	71.38
020-000-400430	Interest Stormwater	1,500.00	0.00	2,669.27	-1,169.27	177.95
020-000-403800	Water Improvements	74,940.00	0.00	53,775.00	21,165.00	71.76
020-000-403801	Sewer Improvement	219,690.00	0.00	109,832.32	109,857.68	49.99
020-000-403805	Transportation SDC's	124,530.00	420.89	133,293.12	-8,763.12	107.04
020-000-403810	Park SDC's	63,360.00	0.00	76,674.40	-13,314.40	121.01
020-000-403815	Stormwater SDC's	<u>67,890.00</u>	<u>0.00</u>	<u>54,979.19</u>	<u>12,910.81</u>	<u>80.98</u>
	Revenue	3,864,351.00	420.89	596,513.07	3,267,837.93	15.44
020	SDC's	3,864,351.00	420.89	596,513.07	3,267,837.93	15.44
024	Debt Service Pool Project					
024-000-400100	Beginning Fund Balance	897.00	0.00	0.00	897.00	0.00
024-000-400200	Current Property Tax	65,000.00	0.00	62,735.05	2,264.95	96.52
024-000-400300	Delinquent Property Tax	<u>1,000.00</u>	<u>0.00</u>	<u>748.04</u>	<u>251.96</u>	<u>74.80</u>
	Revenue	66,897.00	0.00	63,483.09	3,413.91	94.90
024	Debt Service Pool Project	66,897.00	0.00	63,483.09	3,413.91	94.90
026	Debt Service					
026-000-400100	Beginning Fund Balance	163,854.00	0.00	0.00	163,854.00	0.00
026-000-403800	XFR WTR	256,848.00	0.00	0.00	256,848.00	0.00
026-000-403900	XFR SWR	<u>129,513.00</u>	<u>0.00</u>	<u>0.00</u>	<u>129,513.00</u>	<u>0.00</u>
	Revenue	550,215.00	0.00	0.00	550,215.00	0.00
026	Debt Service	550,215.00	0.00	0.00	550,215.00	0.00
027	VERF					
027-000-400100	Beginning Fund Balance	5,193.00	0.00	0.00	5,193.00	0.00
027-000-401420	XFR VERF	102,000.00	0.00	0.00	102,000.00	0.00
027-000-402700	Miscellaneous Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	107,193.00	0.00	0.00	107,193.00	0.00
027	VERF	107,193.00	0.00	0.00	107,193.00	0.00
070	Urban Renewal					
070-000-400100	Beginning Fund Balance	356,181.00	0.00	0.00	356,181.00	0.00
070-000-400400	Interest	2,500.00	0.00	4,448.78	-1,948.78	177.95
070-000-999991	Prior Yrs tax	2,900.00	0.00	2,711.47	188.53	93.50
070-000-999999	Current Taxes	<u>227,000.00</u>	<u>0.00</u>	<u>234,787.73</u>	<u>-7,787.73</u>	<u>103.43</u>
	Revenue	588,581.00	0.00	241,947.98	346,633.02	41.11
070	Urban Renewal	588,581.00	0.00	241,947.98	346,633.02	41.11
Revenue Total		21,856,326.00	757,551.16	7,257,617.08	14,598,708.92	0.3321

General Ledger

Expense vs Budget

User: aamerson
 Printed: 3/1/2023 2:19:32 PM
 Period 08 - 08
 Fiscal Year 2023



Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
001	General					
001	Administrative					
001-001-500000	Salary	44,000.00	3,479.96	27,710.82	16,289.18	37.02
001-001-504600	Unemployment	50.00	3.48	27.70	22.30	44.60
001-001-504700	Social Security	3,300.00	266.22	2,119.91	1,180.09	35.76
001-001-504800	Health Insurance	4,000.00	283.67	2,278.53	1,721.47	43.04
001-001-504900	Workers Compensation	350.00	0.64	117.23	232.77	66.51
001-001-505000	Retirement	8,640.00	709.89	5,652.96	2,987.04	34.57
	Personal Services	60,340.00	4,743.86	37,907.15	22,432.85	37.18
001-001-600410	Lighting	38,000.00	0.00	36,326.08	1,673.92	4.41
001-001-600600	Travel and Training	4,000.00	0.00	3,507.65	492.35	12.31
001-001-600650	Committees	18,000.00	96.00	6,925.24	11,074.76	61.53
001-001-600700	Dues and Subscriptions	1,500.00	645.78	2,973.76	-1,473.76	-98.25
001-001-600800	Attorney Fees	25,000.00	0.00	6,710.00	18,290.00	73.16
001-001-608000	Supplies and Maintenance	500.00	0.00	195.13	304.87	60.97
001-001-608305	Abatement	1,000.00	0.00	0.00	1,000.00	100.00
001-001-608601	Professional Services	1,500.00	0.00	1,429.03	70.97	4.73
001-001-608680	Community Outreach	5,000.00	0.00	6,616.84	-1,616.84	-32.34
001-001-608801	Community Grant Program	5,000.00	0.00	0.00	5,000.00	100.00
	Materials & Services	99,500.00	741.78	64,683.73	34,816.27	34.99
001-001-630505	XFR GF to VERF	52,000.00	0.00	0.00	52,000.00	100.00
001-001-630510	XFR CIF Park	0.00	0.00	0.00	0.00	0.00
001-001-630515	XFR CIF Trans	0.00	0.00	0.00	0.00	0.00
001-001-630520	XFR CIF Facilities	100,000.00	0.00	0.00	100,000.00	100.00
001-001-630560	XFR Debt Service	0.00	0.00	0.00	0.00	0.00
	Transfers	152,000.00	0.00	0.00	152,000.00	100.00
001	Administrative	311,840.00	5,485.64	102,590.88	209,249.12	67.10
002	Finance					
001-002-500000	Salary	59,000.00	5,902.80	44,037.52	14,962.48	25.36
001-002-504600	Unemployment	100.00	5.92	78.02	21.98	21.98
001-002-504700	Social Security	4,600.00	451.59	3,369.00	1,231.00	26.76
001-002-504800	Health Insurance	20,000.00	2,525.48	16,321.23	3,678.77	18.39
001-002-504900	Workers Compensation	500.00	7.54	275.38	224.62	44.92
001-002-505000	Retirement	9,500.00	1,110.38	8,038.36	1,461.64	15.39
	Personal Services	93,700.00	10,003.71	72,119.51	21,580.49	23.03
001-002-600200	Utilities	7,000.00	510.31	3,564.90	3,435.10	49.07
001-002-600201	Communications	4,200.00	344.48	2,861.71	1,338.29	31.86
001-002-600401	JanitorialGarbage	4,500.00	297.00	866.81	3,633.19	80.74
001-002-600500	ITSsoftware	38,000.00	1,408.65	14,283.48	23,716.52	62.41
001-002-600600	Travel and Training	4,000.00	0.00	620.00	3,380.00	84.50

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
001-002-600700	Dues and Subscriptions	6,300.00	505.00	3,744.18	2,555.82	40.57
001-002-600800	Attorney Fees	500.00	0.00	0.00	500.00	100.00
001-002-600850	Audit	13,000.00	0.00	8,976.00	4,024.00	30.95
001-002-601100	Advertising and Legal	1,000.00	172.79	1,211.12	-211.12	-21.11
001-002-601700	Insurance	18,500.00	0.00	20,771.69	-2,271.69	-12.28
001-002-608000	Supplies and Maintenance	13,000.00	466.10	5,569.25	7,430.75	57.16
001-002-608150	Merchant Bank Fees	13,000.00	9.50	8,964.04	4,035.96	31.05
001-002-608200	VE Fuel and Maintenance	0.00	0.00	0.00	0.00	0.00
001-002-608601	Professional Services	11,000.00	1,470.15	13,440.87	-2,440.87	-22.19
001-002-608800	Taxes on Rental Property	<u>1,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,100.00</u>	<u>100.00</u>
	Materials & Services	135,100.00	5,183.98	84,874.05	50,225.95	37.18
001-002-620100	Office Equipment	<u>4,000.00</u>	<u>0.00</u>	<u>1,958.77</u>	<u>2,041.23</u>	<u>51.03</u>
	Capital Outlay	4,000.00	0.00	1,958.77	2,041.23	51.03
001-002-640000	Contingency	<u>233,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>233,750.00</u>	<u>100.00</u>
	Contingencies	<u>233,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>233,750.00</u>	<u>100.00</u>
002	Finance	466,550.00	15,187.69	158,952.33	307,597.67	65.93
003	LandUse and Planning					
001-003-500000	Salary	15,500.00	1,471.33	12,076.95	3,423.05	22.08
001-003-504600	Unemployment	30.00	1.48	12.11	17.89	59.63
001-003-504700	Social Security	1,300.00	112.53	923.84	376.16	28.94
001-003-504800	Health Insurance	9,000.00	662.28	5,301.50	3,698.50	41.09
001-003-504900	Workers Compensation	200.00	0.53	116.47	83.53	41.77
001-003-505000	Retirement	<u>3,600.00</u>	<u>300.14</u>	<u>2,463.61</u>	<u>1,136.39</u>	<u>31.57</u>
	Personal Services	29,630.00	2,548.29	20,894.48	8,735.52	29.48
001-003-600600	Travel and Training	3,500.00	0.00	40.00	3,460.00	98.86
001-003-600700	Dues and Subscriptions	350.00	0.00	236.00	114.00	32.57
001-003-600800	Attorney Fees	15,000.00	0.00	1,432.00	13,568.00	90.45
001-003-600900	Engineering Services	55,000.00	3,090.00	20,085.00	34,915.00	63.48
001-003-601100	Advertising and Legal	2,000.00	602.96	1,424.89	575.11	28.76
001-003-608000	Supplies and Maintenance	100.00	0.00	0.00	100.00	100.00
001-003-608601	Professional Services	40,000.00	2,787.49	24,186.15	15,813.85	39.53
001-003-608701	Special Land Use	<u>30,000.00</u>	<u>12,482.50</u>	<u>54,880.29</u>	<u>-24,880.29</u>	<u>-82.93</u>
	Materials & Services	<u>145,950.00</u>	<u>18,962.95</u>	<u>102,284.33</u>	<u>43,665.67</u>	<u>29.92</u>
003	LandUse and Planning	175,580.00	21,511.24	123,178.81	52,401.19	29.84
004	Police					
001-004-500000	Salary	315,000.00	25,971.96	207,867.02	107,132.98	34.01
001-004-500005	Overtime	53,000.00	1,575.95	20,835.29	32,164.71	60.69
001-004-504600	Unemployment	400.00	27.55	228.70	171.30	42.83
001-004-504700	Social Security	26,000.00	2,107.42	17,495.79	8,504.21	32.71
001-004-504800	Health Insurance	98,000.00	7,284.88	58,348.75	39,651.25	40.46
001-004-504900	Workers Compensation	11,000.00	7.12	5,677.54	5,322.46	48.39
001-004-505000	Retirement	<u>74,000.00</u>	<u>6,250.60</u>	<u>51,954.08</u>	<u>22,045.92</u>	<u>29.79</u>
	Personal Services	577,400.00	43,225.48	362,407.17	214,992.83	37.23
001-004-600200	Utilities	7,000.00	196.84	3,304.12	3,695.88	52.80

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
001-004-600201	Communications	7,000.00	612.28	4,354.84	2,645.16	37.79
001-004-600350	Vehicle MaintenanceFuel	19,000.00	777.41	14,795.79	4,204.21	22.13
001-004-600500	IT Services	2,000.00	0.00	314.29	1,685.71	84.29
001-004-600600	Travel and Training	7,000.00	281.49	3,856.95	3,143.05	44.90
001-004-600800	Attorney Fees	1,000.00	0.00	0.00	1,000.00	100.00
001-004-601800	Dispatch	40,000.00	2,340.00	18,720.00	21,280.00	53.20
001-004-602000	AmmunitionWeapon Repair	5,000.00	0.00	145.88	4,854.12	97.08
001-004-608000	Supplies and Maintenance	30,000.00	485.21	16,546.40	13,453.60	44.85
001-004-608600	Professional Services	6,500.00	0.00	2,536.93	3,963.07	60.97
001-004-608700	Dues and Subscriptions	25,000.00	49.31	20,363.24	4,636.76	18.55
001-004-608925	National Night Out	<u>4,000.00</u>	<u>0.00</u>	<u>4,559.33</u>	<u>-559.33</u>	<u>-13.98</u>
	Materials & Services	153,500.00	4,742.54	89,497.77	64,002.23	41.70
001-004-620500	Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
004	Police	730,900.00	47,968.02	451,904.94	278,995.06	38.17
005	Municipal Court					
001-005-500000	Salary	22,000.00	800.98	6,878.13	15,121.87	68.74
001-005-504600	Unemployment	35.00	0.78	6.85	28.15	80.43
001-005-504700	Social Security	1,640.00	61.25	526.08	1,113.92	67.92
001-005-504800	Health Insurance	6,500.00	472.62	3,782.50	2,717.50	41.81
001-005-504900	Workers Compensation	150.00	0.38	115.55	34.45	22.97
001-005-505000	Retirement	<u>1,900.00</u>	<u>163.39</u>	<u>1,280.77</u>	<u>619.23</u>	<u>32.59</u>
	Personal Services	32,225.00	1,499.40	12,589.88	19,635.12	60.93
001-005-600600	Travel and Training	1,000.00	0.00	0.00	1,000.00	100.00
001-005-600700	Dues and Subscriptions	100.00	0.00	0.00	100.00	100.00
001-005-608000	Supplies and Maintenance	200.00	0.00	103.15	96.85	48.43
001-005-608300	Court Costs	9,500.00	501.00	4,651.50	4,848.50	51.04
001-005-608601	Professional Services	<u>10,000.00</u>	<u>340.00</u>	<u>6,310.00</u>	<u>3,690.00</u>	<u>36.90</u>
	Materials & Services	<u>20,800.00</u>	<u>841.00</u>	<u>11,064.65</u>	<u>9,735.35</u>	<u>46.80</u>
		<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>
005	Municipal Court	53,025.00	2,340.40	23,654.53	29,370.47	55.39
006	Parks					
001-006-500000	Salary	10,000.00	2,706.72	19,714.33	-9,714.33	-97.14
001-006-500002	Seasonal Worker	8,000.00	0.00	10,797.88	-2,797.88	-34.97
001-006-504600	Unemployment	50.00	2.72	19.56	30.44	60.88
001-006-504700	Social Security	1,050.00	207.08	1,508.44	-458.44	-43.66
001-006-504800	Health Insurance	5,000.00	647.73	5,010.97	-10.97	-0.22
001-006-504900	Workers Compensation	500.00	0.93	792.57	-292.57	-58.51
001-006-505000	Retirement	<u>2,125.00</u>	<u>390.24</u>	<u>2,598.31</u>	<u>-473.31</u>	<u>-22.27</u>
	Personal Services	26,725.00	3,955.42	40,442.06	-13,717.06	-51.33
001-006-600200	Utilities	1,400.00	215.90	1,231.65	168.35	12.03
001-006-600201	Communications	2,500.00	151.88	1,328.56	1,171.44	46.86
001-006-600450	Garbage Service	550.00	137.18	720.11	-170.11	-30.93
001-006-600500	IT Services	0.00	0.00	0.00	0.00	0.00
001-006-600600	Travel and Training	0.00	0.00	0.00	0.00	0.00
001-006-600800	Attorney Fees	0.00	0.00	666.00	-666.00	0.00
001-006-601100	Advertising and Legal	200.00	0.00	0.00	200.00	100.00
001-006-608000	Supplies and Maintenance	25,000.00	223.63	10,296.06	14,703.94	58.82

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
001-006-608500	Tree Service Arborist	10,000.00	2,160.00	5,940.00	4,060.00	40.60
	Materials & Services	39,650.00	2,888.59	20,182.38	19,467.62	49.10
001-006-620500	Park Equipment	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
006	Parks	66,375.00	6,844.01	60,624.44	5,750.56	8.66
007	Pool					
001-007-500000	Salary	55,000.00	0.00	49,090.63	5,909.37	10.74
001-007-504600	Unemployment	60.00	0.00	45.07	14.93	24.88
001-007-504700	Social Security	4,500.00	0.00	3,755.40	744.60	16.55
001-007-504900	Workers Compensation	2,600.00	0.00	474.18	2,125.82	81.76
	Personal Services	62,160.00	0.00	53,365.28	8,794.72	14.15
001-007-600200	Utilities	8,400.00	963.87	5,968.76	2,431.24	28.94
001-007-600201	Communications	4,500.00	253.11	2,039.14	2,460.86	54.69
001-007-600450	Garbage Service	150.00	0.00	107.55	42.45	28.30
001-007-600700	Dues and Subscriptions	500.00	0.00	270.00	230.00	46.00
001-007-600902	Heating Fuel	1,500.00	0.00	1,782.98	-282.98	-18.87
001-007-601100	Advertising and Legal	200.00	0.00	0.00	200.00	100.00
001-007-608000	Supplies and Maintenance	7,000.00	678.77	12,092.65	-5,092.65	-72.75
001-007-608100	Chemicals	6,000.00	0.00	3,474.12	2,525.88	42.10
	Materials & Services	28,250.00	1,895.75	25,735.20	2,514.80	8.90
001-007-620500	Equipment	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
007	Pool	90,410.00	1,895.75	79,100.48	11,309.52	12.51
001	General	1,894,680.00	101,232.75	1,000,006.41	894,673.59	47.22
005	Tourism					
500	Tourism					
005-500-600100	Marketing Expense	10,000.00	0.00	0.00	10,000.00	100.00
005-500-600250	Events	5,500.00	0.00	0.00	5,500.00	100.00
005-500-600300	Social Media Campaign	12,000.00	700.00	5,600.00	6,400.00	53.33
005-500-600350	Memberships	1,000.00	0.00	356.00	644.00	64.40
005-500-600600	Travel and Training	1,000.00	0.00	0.00	1,000.00	100.00
005-500-601050	Special Projects	84,284.00	0.00	7,748.54	76,535.46	90.81
005-500-601100	Advertising and Legal	100.00	0.00	0.00	100.00	100.00
	Materials & Services	113,884.00	700.00	13,704.54	100,179.46	87.97
500	Tourism	113,884.00	700.00	13,704.54	100,179.46	87.97
005	Tourism	113,884.00	700.00	13,704.54	100,179.46	87.97
011	Street					
110	Streets					
011-110-500000	Salary	13,500.00	2,276.16	16,286.32	-2,786.32	-20.64

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
011-110-504600	Unemployment	15.00	2.25	15.87	-0.87	-5.80
011-110-504700	Social Security	1,100.00	174.18	1,245.91	-145.91	-13.26
011-110-504800	Health Insurance	5,900.00	563.56	4,331.80	1,568.20	26.58
011-110-504900	Workers Compensation	800.00	0.85	455.04	344.96	43.12
011-110-505000	Retirement	<u>3,200.00</u>	<u>292.47</u>	<u>1,819.37</u>	<u>1,380.63</u>	<u>43.14</u>
	Personal Services	24,515.00	3,309.47	24,154.31	360.69	1.47
011-110-600110	Advertising and Legal	300.00	0.00	0.00	300.00	100.00
011-110-600200	Utilities	26,000.00	3,133.01	26,797.96	-797.96	-3.07
011-110-600201	Communications	170.00	11.66	113.14	56.86	33.45
011-110-600450	Garbage Service	180.00	45.72	240.07	-60.07	-33.37
011-110-600800	Attorney Fees	300.00	0.00	0.00	300.00	100.00
011-110-600900	Engineering Services	5,000.00	0.00	1,133.00	3,867.00	77.34
011-110-601700	Insurance	1,200.00	0.00	1,500.00	-300.00	-25.00
011-110-607050	Street Sweeping	20,000.00	375.00	3,221.25	16,778.75	83.89
011-110-608000	Supplies and Maintenance	26,000.00	1,793.38	31,620.57	-5,620.57	-21.62
011-110-608200	VE Fuel and Maintenance	800.00	262.29	416.49	383.51	47.94
011-110-608310	Street Striping	15,000.00	0.00	17,302.00	-2,302.00	-15.35
011-110-608601	Professional Services	<u>500.00</u>	<u>0.00</u>	<u>845.00</u>	<u>-345.00</u>	<u>-69.00</u>
	Materials & Services	95,450.00	5,621.06	83,189.48	12,260.52	12.84
011-110-620500	Equipment	10,000.00	0.00	-3,765.74	13,765.74	137.66
011-110-620505	Street Projects	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Capital Outlay	10,000.00	0.00	-3,765.74	13,765.74	137.66
011-110-640000	Contingency	<u>120,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>120,000.00</u>	<u>100.00</u>
	Contingencies	120,000.00	0.00	0.00	120,000.00	100.00
011-110-630570	XFR STR to GF Internal Expense	3,800.00	0.00	0.00	3,800.00	100.00
011-110-630600	XFR STR to CIF Trans	<u>313,410.00</u>	<u>0.00</u>	<u>0.00</u>	<u>313,410.00</u>	<u>100.00</u>
	Transfers	<u>317,210.00</u>	<u>0.00</u>	<u>0.00</u>	<u>317,210.00</u>	<u>100.00</u>
110	Streets	567,175.00	8,930.53	103,578.05	463,596.95	81.74
011	Street	567,175.00	8,930.53	103,578.05	463,596.95	81.74
012	Water					
120	Water					
012-120-500000	Salary	295,920.00	22,611.45	170,235.13	125,684.87	42.47
012-120-500005	Overtime	7,500.00	736.39	5,684.57	1,815.43	24.21
012-120-504600	Unemployment	325.00	23.36	174.67	150.33	46.26
012-120-504700	Social Security	22,680.00	1,786.08	13,457.75	9,222.25	40.66
012-120-504800	Health Insurance	120,000.00	6,748.39	50,774.32	69,225.68	57.69
012-120-504900	Workers Compensation	10,000.00	14.16	2,564.56	7,435.44	74.35
012-120-505000	Retirement	<u>62,000.00</u>	<u>3,981.38</u>	<u>29,009.21</u>	<u>32,990.79</u>	<u>53.21</u>
	Personal Services	518,425.00	35,901.21	271,900.21	246,524.79	47.55
012-120-600110	Advertising and Legal	600.00	0.00	94.33	505.67	84.28
012-120-600200	Utilities	12,500.00	609.79	4,390.97	8,109.03	64.87
012-120-600201	Communications	13,500.00	877.47	6,896.94	6,603.06	48.91
012-120-600401	JanitorialGarbage	6,000.00	443.21	2,336.69	3,663.31	61.06
012-120-600500	ITSoftware	32,000.00	1,451.35	19,827.94	12,172.06	38.04
012-120-600550	Billing Company Costs	4,500.00	330.23	2,902.50	1,597.50	35.50
012-120-600600	Travel and Training	2,500.00	402.50	1,956.83	543.17	21.73

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
012-120-600700	Dues and Subscriptions	6,500.00	355.99	14,137.94	-7,637.94	-117.51
012-120-600800	Attorney Fees	2,000.00	0.00	1,354.00	646.00	32.30
012-120-600850	Audit	12,000.00	0.00	9,248.00	2,752.00	22.93
012-120-600900	Engineering Services	6,000.00	0.00	6,000.00	6,000.00	100.00
012-120-601700	Insurance	18,500.00	0.00	21,401.15	-2,901.15	-15.68
012-120-603300	Chemicals	70,000.00	3,475.56	12,161.82	57,838.18	82.63
012-120-604800	Testing	5,500.00	184.00	2,529.11	2,970.89	54.02
012-120-607000	Utility Locates	6,500.00	117.60	2,871.02	3,628.98	55.83
012-120-608000	Supplies and Maintenance	95,000.00	4,834.50	40,186.37	54,813.63	57.70
012-120-608015	Water Meters	50,000.00	0.00	26,040.00	23,960.00	47.92
012-120-608160	Merchant Fees	12,000.00	0.00	8,631.58	3,368.42	28.07
012-120-608200	VE Fuel and Maintenance	9,000.00	3,342.17	10,181.74	-1,181.74	-13.13
012-120-608600	Professional Services	10,000.00	1,514.70	14,410.26	-4,410.26	-44.10
	Materials & Services	374,600.00	17,939.07	201,559.19	173,040.81	46.19
012-120-620300	Civic Center Equipment	4,000.00	0.00	2,471.90	1,528.10	38.20
012-120-620500	Equipment	55,000.00	0.00	5,522.93	49,477.07	89.96
012-120-620510	Water Meter Lease	25,806.00	0.00	25,806.46	-0.46	0.00
	Capital Outlay	84,806.00	0.00	33,801.29	51,004.71	60.14
012-120-640000	Contingency	364,125.00	0.00	0.00	364,125.00	100.00
	Contingencies	364,125.00	0.00	0.00	364,125.00	100.00
012-120-630400	XFR WTR to CIF WTR	125,321.00	0.00	0.00	125,321.00	100.00
012-120-630425	XFR WTR to CIF Facilities	100,000.00	0.00	0.00	100,000.00	100.00
012-120-630450	XFR WTR to VERF	25,000.00	0.00	0.00	25,000.00	100.00
012-120-630525	XFR WTR to Debt	256,848.00	0.00	0.00	256,848.00	100.00
	Transfers	507,169.00	0.00	0.00	507,169.00	100.00
120	Water	1,849,125.00	53,840.28	507,260.69	1,341,864.31	72.57
012	Water	1,849,125.00	53,840.28	507,260.69	1,341,864.31	72.57
013	Sewer					
130	Sewer					
013-130-500000	Salary	225,871.00	22,710.06	171,172.75	54,698.25	24.22
013-130-504600	Unemployment	210.00	22.74	170.06	39.94	19.02
013-130-504700	Social Security	17,300.00	1,737.38	13,095.02	4,204.98	24.31
013-130-504800	Health Insurance	82,000.00	6,677.63	48,875.18	33,124.82	40.40
013-130-504900	Workers Compensation	3,000.00	13.86	1,101.86	1,898.14	63.27
013-130-505000	Retirement	53,000.00	3,881.89	28,313.15	24,686.85	46.58
	Personal Services	381,381.00	35,043.56	262,728.02	118,652.98	31.11
013-130-600110	Advertising and Legal	300.00	0.00	62.32	237.68	79.23
013-130-600200	Utilities	31,000.00	4,582.99	25,688.65	5,311.35	17.13
013-130-600201	Communications	13,000.00	873.80	7,506.91	5,493.09	42.25
013-130-600401	JanitorialGarbage	5,500.00	434.18	2,296.91	3,203.09	58.24
013-130-600500	ITSsoftware	34,000.00	1,408.65	19,428.48	14,571.52	42.86
013-130-600550	Billing Company Costs	4,500.00	330.22	2,902.44	1,597.56	35.50
013-130-600600	Travel and Training	1,500.00	402.50	1,346.38	153.62	10.24
013-130-600700	Dues and Subscriptions	7,000.00	0.00	6,853.71	146.29	2.09
013-130-600800	Attorney Fees	500.00	0.00	89.50	410.50	82.10
013-130-600850	Audit	9,500.00	0.00	8,976.00	524.00	5.52
013-130-600900	Engineering Services	8,000.00	0.00	515.00	7,485.00	93.56
013-130-601700	Insurance	18,500.00	0.00	20,771.69	-2,271.69	-12.28

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
013-130-603300	Chemicals	45,000.00	0.00	13,955.88	31,044.12	68.99
013-130-604800	Testing	6,000.00	649.00	4,839.01	1,160.99	19.35
013-130-607000	Utility Locates	7,500.00	0.00	1,910.81	5,589.19	74.52
013-130-608000	Supplies and Maintenance	90,000.00	9,029.70	64,554.69	25,445.31	28.27
013-130-608160	Merchant Fees	11,900.00	0.00	8,631.58	3,268.42	27.47
013-130-608200	VE Fuel and Maintenance	10,000.00	1,122.69	4,649.54	5,350.46	53.50
013-130-608600	Professional Services	<u>12,000.00</u>	<u>1,470.15</u>	<u>14,002.37</u>	<u>-2,002.37</u>	<u>-16.69</u>
	Materials & Services	315,700.00	20,303.88	208,981.87	106,718.13	33.80
013-130-620100	Civic Center Equipment	4,000.00	0.00	2,412.51	1,587.49	39.69
013-130-620500	Equipment	<u>0.00</u>	<u>0.00</u>	<u>2,720.25</u>	<u>-2,720.25</u>	<u>0.00</u>
	Capital Outlay	4,000.00	0.00	5,132.76	-1,132.76	-28.32
013-130-640000	Contingency	<u>274,699.00</u>	<u>0.00</u>	<u>0.00</u>	<u>274,699.00</u>	<u>100.00</u>
	Contingencies	274,699.00	0.00	0.00	274,699.00	100.00
013-130-630400	XFR SWR to CIF SWR	168,204.00	0.00	0.00	168,204.00	100.00
013-130-630425	XFR SWR to CIF Facilities	100,000.00	0.00	0.00	100,000.00	100.00
013-130-630450	XFR SWR to VERF	0.00	0.00	0.00	0.00	0.00
013-130-630600	XFR SWR to Debt	<u>129,513.00</u>	<u>0.00</u>	<u>0.00</u>	<u>129,513.00</u>	<u>100.00</u>
	Transfers	<u>397,717.00</u>	<u>0.00</u>	<u>0.00</u>	<u>397,717.00</u>	<u>100.00</u>
130	Sewer	1,373,497.00	55,347.44	476,842.65	896,654.35	65.28
013	Sewer	1,373,497.00	55,347.44	476,842.65	896,654.35	65.28
017	Capital Improvement					
017-000-400335	XRF UR CIF Storm	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Transfers	0.00	0.00	0.00	0.00	0.00
170	Capital Improvements Expense					
017-170-640000	Contingency	<u>820,728.00</u>	<u>0.00</u>	<u>0.00</u>	<u>820,728.00</u>	<u>100.00</u>
	Contingencies	<u>820,728.00</u>	<u>0.00</u>	<u>0.00</u>	<u>820,728.00</u>	<u>100.00</u>
170	Capital Improvements Expense	820,728.00	0.00	0.00	820,728.00	100.00
171	FacilitiesSpecial Projects					
017-171-630001	Civic Center	6,200,000.00	282,809.61	834,307.83	5,365,692.17	86.54
017-171-630500	Special Projects	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>100.00</u>
	Capital Outlay	<u>6,250,000.00</u>	<u>282,809.61</u>	<u>834,307.83</u>	<u>5,415,692.17</u>	<u>86.65</u>
171	FacilitiesSpecial Projects	6,250,000.00	282,809.61	834,307.83	5,415,692.17	86.65
172	Parks Projects					
017-172-630500	Parks Projects	<u>75,000.00</u>	<u>0.00</u>	<u>43,619.33</u>	<u>31,380.67</u>	<u>41.84</u>
	Capital Outlay	75,000.00	0.00	43,619.33	31,380.67	41.84

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
172	Parks Projects	75,000.00	0.00	43,619.33	31,380.67	41.84
173	Transportation Projects					
017-173-603705	Street and Pedestrian	<u>370,000.00</u>	<u>396.00</u>	<u>525,234.94</u>	<u>-155,234.94</u>	<u>-41.96</u>
	Capital Outlay	<u>370,000.00</u>	<u>396.00</u>	<u>525,234.94</u>	<u>-155,234.94</u>	<u>-41.96</u>
173	Transportation Projects	370,000.00	396.00	525,234.94	-155,234.94	-41.96
174	Water Projects					
017-174-630500	Water Projects	100,000.00	0.00	42,359.01	57,640.99	57.64
017-174-630750	YRWA - McMinnville Agreement	20,000.00	1,537.00	8,634.82	11,365.18	56.83
017-174-630752	Water Transmission Main	0.00	0.00	593,343.28	-593,343.28	0.00
017-174-630760	Reservoir Dredging	<u>1,600,000.00</u>	<u>46,898.74</u>	<u>1,473,836.93</u>	<u>126,163.07</u>	<u>7.89</u>
	Capital Outlay	<u>1,720,000.00</u>	<u>48,435.74</u>	<u>2,118,174.04</u>	<u>-398,174.04</u>	<u>-23.15</u>
174	Water Projects	1,720,000.00	48,435.74	2,118,174.04	-398,174.04	-23.15
175	Sewer Projects					
017-175-630500	Sewer Projects	1,645,000.00	619.57	46,903.20	1,598,096.80	97.15
017-175-630700	Grant St Collection System	0.00	10,399.00	29,521.01	-29,521.01	0.00
017-175-631500	Headworks	<u>0.00</u>	<u>49,321.12</u>	<u>102,252.79</u>	<u>-102,252.79</u>	<u>0.00</u>
	Capital Outlay	<u>1,645,000.00</u>	<u>60,339.69</u>	<u>178,677.00</u>	<u>1,466,323.00</u>	<u>89.14</u>
175	Sewer Projects	1,645,000.00	60,339.69	178,677.00	1,466,323.00	89.14
176	Storm Water Projects					
017-176-630500	Stormwater Projects	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100.00</u>
	Capital Outlay	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>	<u>100.00</u>
176	Storm Water Projects	100,000.00	0.00	0.00	100,000.00	100.00
017	Capital Improvement	10,980,728.00	391,981.04	3,700,013.14	7,280,714.86	66.30
020	SDC's					
200	SDC Fund					
020-200-600905	Improvements Water	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600910	Reimbursement Water	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600925	Compliance Water	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600930	Sewer Reimbursement	10,000.00	0.00	0.00	10,000.00	100.00
020-200-600931	Sewer Improvement	20,000.00	0.00	0.00	20,000.00	100.00
020-200-600932	Sewer Compliance	10,000.00	0.00	0.00	10,000.00	100.00
020-200-608000	Materials and Services Sewer	0.00	0.00	0.00	0.00	0.00
020-200-608100	Material and Services Transpor	0.00	0.00	0.00	0.00	0.00
020-200-608220	Professional Services	0.00	0.00	0.00	0.00	0.00
020-200-608300	Materials and Services Storm	<u>100,000.00</u>	<u>0.00</u>	<u>3,762.50</u>	<u>96,237.50</u>	<u>96.24</u>
	Materials & Services	170,000.00	0.00	3,762.50	166,237.50	97.79

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
020-200-630100	Capital Outlay Water	802,099.00	0.00	0.00	802,099.00	100.00
020-200-630200	Capital Outlay Sewer	1,186,297.00	86,587.90	1,554,887.13	-368,590.13	-31.07
020-200-630300	Capital Outlay Transportation	589,277.00	8,350.00	12,525.00	576,752.00	97.87
020-200-630400	Capital Outlay Parks	55,744.00	0.00	0.00	55,744.00	100.00
020-200-630500	Capital Outlay Stormwater	<u>211,679.00</u>	<u>0.00</u>	<u>0.00</u>	<u>211,679.00</u>	<u>100.00</u>
	Capital Outlay	2,845,096.00	94,937.90	1,567,412.13	1,277,683.87	44.91
020-200-650000	Contingency Water	250,000.00	0.00	0.00	250,000.00	100.00
020-200-650100	Contingency Sewer	238,569.00	0.00	0.00	238,569.00	100.00
020-200-650200	Contingency Transportation	125,000.00	0.00	0.00	125,000.00	100.00
020-200-650300	Contingency Parks	32,686.00	0.00	0.00	32,686.00	100.00
020-200-650400	Contingency Stormwater	<u>78,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>78,000.00</u>	<u>100.00</u>
	Contingencies	724,255.00	0.00	0.00	724,255.00	100.00
020-200-620300	Transfers Water	0.00	0.00	0.00	0.00	0.00
020-200-620400	XFR WTR SDC to WTR	50,000.00	0.00	0.00	50,000.00	100.00
020-200-620600	Transfers Parks	75,000.00	0.00	0.00	75,000.00	100.00
020-200-630000	TXR SDC Parks to CIF Parks	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Transfers	<u>125,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,000.00</u>	<u>100.00</u>
200	SDC Fund	3,864,351.00	94,937.90	1,571,174.63	2,293,176.37	59.34
020	SDC's	3,864,351.00	94,937.90	1,571,174.63	2,293,176.37	59.34
024	Debt Service Pool Project					
240	Capital Project Pool Bond					
024-240-650000	Unappropriated Contingency	<u>2,491.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,491.00</u>	<u>100.00</u>
	Contingencies	2,491.00	0.00	0.00	2,491.00	100.00
024-240-620525	Western Alliance Principal	35,000.00	0.00	0.00	35,000.00	100.00
024-240-620550	Western Alliance Interest	<u>29,406.00</u>	<u>0.00</u>	<u>14,703.00</u>	<u>14,703.00</u>	<u>50.00</u>
	Debt Service	<u>64,406.00</u>	<u>0.00</u>	<u>14,703.00</u>	<u>49,703.00</u>	<u>77.17</u>
240	Capital Project Pool Bond	66,897.00	0.00	14,703.00	52,194.00	78.02
024	Debt Service Pool Project	66,897.00	0.00	14,703.00	52,194.00	78.02
026	Debt Service					
026-000-101300	LGIP Account	<u>0.00</u>	<u>0.00</u>	<u>-400,000.00</u>	<u>400,000.00</u>	<u>0.00</u>
	Debt Service	0.00	0.00	-400,000.00	400,000.00	0.00
260	Dept					
026-260-650000	Unappropriated Contingency	<u>163,854.00</u>	<u>0.00</u>	<u>0.00</u>	<u>163,854.00</u>	<u>100.00</u>
	Contingencies	163,854.00	0.00	0.00	163,854.00	100.00
026-260-620415	IFA-S150008 Meadowlake Prin	43,465.00	0.00	43,465.20	-0.20	0.00
026-260-620418	IFA S15008 Meadowlake Interest	49,485.00	0.00	49,484.72	0.28	0.00
026-260-620420	IFA-V17002 WW Study Prin	5,715.00	0.00	5,714.58	0.42	0.01
026-260-620425	IFA V17002 WW Study Interest	329.00	0.00	328.85	0.15	0.05
026-260-620535	Citizens Bank Principal Rental	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Available	% Available
026-260-620540	Water Bond 2007 Prin	60,000.00	0.00	0.00	60,000.00	100.00
026-260-620545	Citizens Bank Interest Rental	0.00	0.00	0.00	0.00	0.00
026-260-620550	Water Bond 2007 - Interest	16,660.00	0.00	8,330.00	8,330.00	50.00
026-260-620600	OBDD SWRL S99099 Princ	78,527.00	0.00	78,526.84	0.16	0.00
026-260-620610	OBDD SWRL S99099 Interest	8,216.00	0.00	8,215.65	0.35	0.00
026-260-620660	Bond Fees Water 2007	495.00	0.00	575.00	-80.00	-16.16
026-260-620700	OBDD Y09002 Swr Principal	68,901.00	0.00	68,900.93	0.07	0.00
026-260-620710	OBDD Y09002 Swr Interest	<u>54,568.00</u>	<u>0.00</u>	<u>54,567.90</u>	<u>0.10</u>	<u>0.00</u>
	Debt Service	<u>386,361.00</u>	<u>0.00</u>	<u>318,109.67</u>	<u>68,251.33</u>	<u>17.67</u>
260	Dept	550,215.00	0.00	318,109.67	232,105.33	42.18
026	Debt Service	550,215.00	0.00	-81,890.33	632,105.33	114.88
027	VERF					
127	Reserves					
027-127-620500	Vehicles and Equipment	<u>77,000.00</u>	<u>0.00</u>	<u>72,636.77</u>	<u>4,363.23</u>	<u>5.67</u>
	Capital Outlay	77,000.00	0.00	72,636.77	4,363.23	5.67
027-127-650000	Unappropriated Contingency	<u>30,193.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,193.00</u>	<u>100.00</u>
	Contingencies	<u>30,193.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,193.00</u>	<u>100.00</u>
127	Reserves	107,193.00	0.00	72,636.77	34,556.23	32.24
027	VERF	107,193.00	0.00	72,636.77	34,556.23	32.24
070	Urban Renewal					
700	Urban Renewal					
070-700-600801	UR Materials & Services	1,000.00	0.00	40.00	960.00	96.00
070-700-608600	Professional Services	<u>3,500.00</u>	<u>0.00</u>	<u>5,400.16</u>	<u>-1,900.16</u>	<u>-54.29</u>
	Materials & Services	4,500.00	0.00	5,440.16	-940.16	-20.89
070-700-620705	Projects	<u>444,081.00</u>	<u>0.00</u>	<u>927.00</u>	<u>443,154.00</u>	<u>99.79</u>
	Capital Outlay	444,081.00	0.00	927.00	443,154.00	99.79
070-700-640000	Contingency	<u>75,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>100.00</u>
	Contingencies	75,000.00	0.00	0.00	75,000.00	100.00
070-700-620900	IFA S150008 Meadowlake	<u>65,000.00</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>0.00</u>
	Debt Service	<u>65,000.00</u>	<u>0.00</u>	<u>65,000.00</u>	<u>0.00</u>	<u>0.00</u>
700	Urban Renewal	588,581.00	0.00	71,367.16	517,213.84	87.87
070	Urban Renewal	588,581.00	0.00	71,367.16	517,213.84	87.87
Expense Total		21,956,326.00	706,969.94	7,449,396.71	14,506,929.29	66.0718



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From: Shannon Beaucaire, City Manager
Subject: Civic Center Brick Design
Council Goal: Goal 1: Effective & Efficient Infrastructure
Date: March 14, 2023

Recommendation

After review and discussion, it is recommended that Council provide direction on the brick design for the Carlton Civic Center.

Background

A manufacturing limitation has come up with the Classic Used brick style the Council previously approved during the development and design of the Civic Center.

HOLST architecture has come up with a similar brick and has provided slides illustrating the differences.

Mark will be present to discuss any alternatives that have arisen from discussions following this packet materials.

Alternatives

Do not approve.

Fiscal Impact

Tumbled brick will increase breakage amount and smaller size will add to quantity needed.

Exhibits

Brick Design slides

H O L S T

14 MARCH 2023

CARLTON CIVIC CENTER

CARLTON, OR

Brick Design

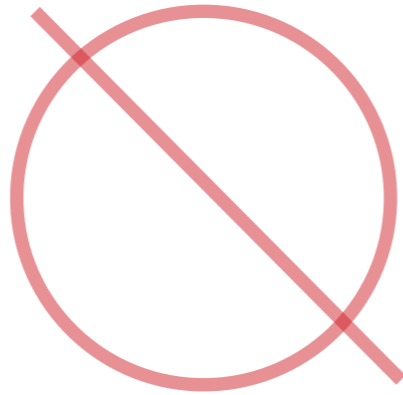
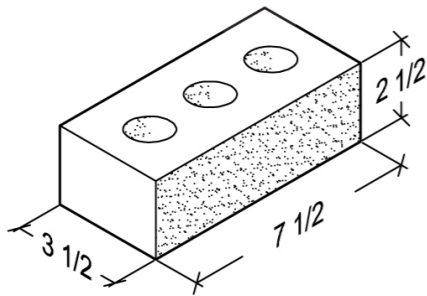


Classic Used - Tumbled - Mutual Materials

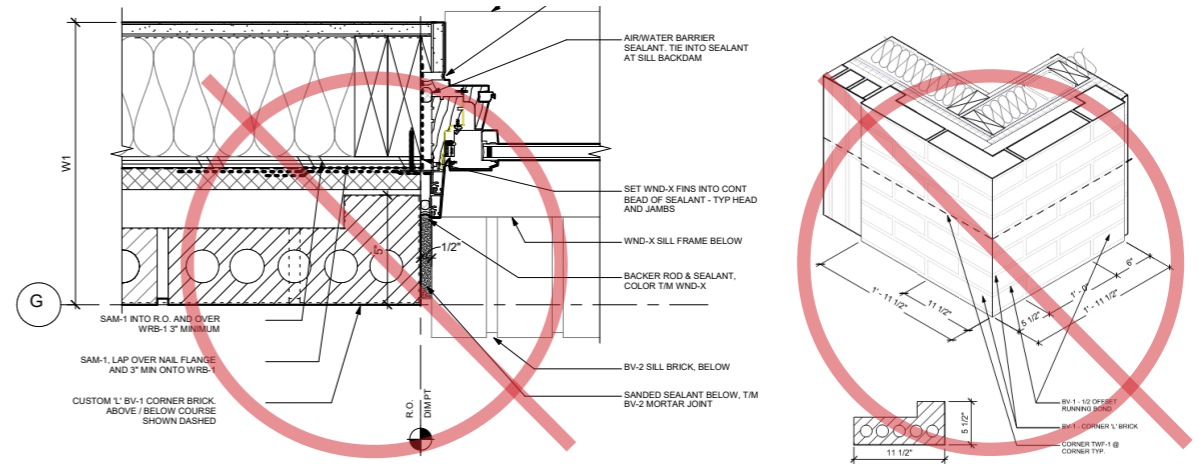
CLASSIC USED - TUMBLED

TUMBLING PROCESS TO ACHIEVE A DISTRESSED EDGE HAS MANUFACTURING LIMITATION

- SIZE - NOT AVAILABLE IN NORMAN SIZE
- SHAPE - CORNER 'L' SHAPES NOT ACHIEVABLE
- DETAILING - DEEP WINDOW REVEAL NOT ACHIEVABLE



Norman size not available



'L' Brick and deep window brick detail not achievable without joints and cut bricks

CLASSIC USED
ROLLED EDGE
NORMAN SIZE

MAINTAIN DESIGN INTENT BUT
SLIGHTLY LESS DISTRESSED
EDGES, WITHOUT CHIPS/
SCUFFS IN THE CENTER.





CLASSIC USED
TUMBLED
STANDARD SIZE

CORNERS WITH A LOT OF CUT
BRICKS NOT ON MODULE



H O L S T

THANK YOU.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Recommendation to Award- Headworks
Council Goal: Goal 1: Effective & Efficient Infrastructure
Date: March 14, 2023

Recommendation

After review and discussion, it is recommended that Council consider the following motion:

It is moved the City Council approve and award the bid to _____ for the bid amount of \$_____ and authorize the Mayor to execute all necessary documents.

Background

In March 2022 the City secured grant funding from Yamhill County (ARPA funds) to upgrade the Headworks. This project is noted as project T1 near-term wastewater facility improvement in the 2018 Wastewater Master Plan. The funding is as follows:

Design: \$112,500 (County); \$37,500 (City Match)

Construction: \$325,000 (County); \$325,000 (City Match)

Funding must be committed within 18 months of contract execution (September 2023).

The City has been in the design process and currently went out to bid on February 7, 2023. Bids were due March 9, 2023.

Alternatives

Do not approve, delay work, and rebid

Fiscal Impact

\$437,500 in grant funds; \$362,500 in city match funds.

Exhibits

Due to the bid closing after the issuance of the Council packet, Tetra Tech recommendations and supporting documentation will be forthcoming.



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From: Shannon Beaucaire, City Manager
Subject: Hawn Creek Pump Station – Change Order #12
Council Goal: Goal 1: Effective and Efficient Infrastructure
Date: March 14, 2023

Recommendation

After review and discussion, it is recommended that Council consider the following motion:

It is moved that the City Council accept change order 12 and authorize the Mayor to execute all necessary documents.

Background

Change order #12 modifies the following:

- The actual elevation and location of the existing 6” and 8” forcemains were not as shown in the City’s “as built” drawings. The installation of additional fittings and piping was required to make the connection between the meter vault and existing forcemain. A credit was provided for fittings that were not used. See attached COP 020 for a detailed description. The total increase in cost is \$6,552.85.
- Late delivery of the new generator required the new pumps to be connected to the existing generator via temporary power line and conduit. See attached COP 021 for a detailed description. The total increase in cost is \$1,836.08.

Alternatives

Do not approve

Fiscal Impact

\$8,388.93 increase in project costs

Exhibits

Change Order # 12 and supporting information

Change Order No. 12

Date of Issuance: 02/02/2023	Effective Date:
Owner: City of Carlton	Owner's Contract No.:
Contractor: MEI Group, Inc.	Contractor's Project No.:
Engineer: Tetra Tech	Engineer's Project No.: 200-13914-16001
Project: Hawn Creek Pump Station	Contract Name:

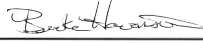

The Contract is modified as follows upon execution of this Change Order.

- The actual elevation and location of the existing 6" and 8" forcemains were not as shown in the "asbuilt" drawings. The installation of additional fittings and piping was required to make the connection between the meter vault and existing forcemain. A credit was provided for fittings that were not used. See attached COP 020 for a detailed description. The total increase in cost is \$6,552.85.
- Late delivery of the new generator required the new pumps to be connected to the existing generator via temporary power line and conduit. See attached COP 021 for a detailed description. The total increase in cost is \$1,836.08.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: One-million, two-hundred forty-nine thousand, six-hundred eighty-one dollars and zero cents. <u>\$ 1,249,681.00</u>	Original Contract Times: Substantial Completion: <u>04/20/2022</u> Ready for Final Payment: <u>05/20/2022</u> days or dates
[Increase] from previously approved Change Orders No. <u>0</u> to No. <u>11</u> : Three hundred twenty-one thousand, two-hundred seventy-five dollars and eighty-four cents. <u>\$321,275.84</u>	Increase from previously approved Change Orders No. <u>1</u> to No. <u>11</u> : Substantial Completion: <u>282 Days</u> Ready for Final Payment: <u>406 Days</u> days or dates
Contract Price incorporating previous Change Orders: One-million, five-hundred seventy thousand, nine-hundred fifty-six dollars and eighty-four cents. <u>\$1,570,956.84</u>	Contract Times prior to this Change Order: Substantial Completion <u>01/27/2023</u> Ready for Final Payment: <u>06/30/2023</u> days or dates
[Increase] of this Change Order: Eight-thousand, three-hundred, eighty-eight dollars and ninety-three cents. <u>\$8,388.93</u>	[Increase] of this Change Order: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days or dates
Contract Price incorporating this Change Order: One-million, five-hundred seventy-nine thousand, three-hundred forty-five dollars and seventy-seven cents.	Contract Times with all approved Change Orders:

\$1,579,345.77

Substantial Completion: 01/27/2023
Ready for Final Payment: 06/30/2023
days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u></u>	By: _____	By: <u></u>	By: _____		
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Tetra Tech</u>	Title _____	Title <u>DM</u>	Title _____		
Date: <u>02/20/2023</u>	Date _____	Date <u>2/13/2023</u>	Date _____		

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

MEI Group

A Moore Excavation Company

P.O. Box 789 - Fairview, OR 97024
 5501 NE 223rd Ave - Fairview, OR 97024
 Tel: (503) 674-0900 | Fax: (503) 674-0909
 OR CCB#28397 | WA# MOOREI166BR



Change Order Proposal (#020rev.1)

Project: **Hawn Creek Pump Station**

Date: **January 30, 2023**

Item	Description	Qty	Unit	Unit Price	Extension
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Description of Change(s)

After exposing the existing 6" and 8" force mains at the pump station, the elevations were found to be higher than expected resulting in a design chance. The design change required more fittings and bolt-ups than originally planned for resulting in additional time and material costs.

Pricing

MEI Phase	Description	Quantity	Unit	Unit Price	Extension
	Cost of Design Change	1.00	LS	\$ 6,552.85	\$ 6,552.85
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL					\$ 6,552.85

Terms, Conditions, and Scope Limits/Clarifications

MEI to provide all labor and equipment
Core and Main to supply all required materials
MEI has not included any additional thrust blocks in this pricing

Additional Time Requested

1 Day

MEI Group**A Moore Excavation Company**

P.O. Box 789 - Fairview, OR 97024

5501 NE 223rd Ave - Fairview, OR 97024

Tel: (503) 674-0900 | Fax: (503) 674-0909

OR CCB#28397 | WA# MOOREI166BR

**COP BREAKDOWN INFO ONLY**

MEI PHASE CODE

Cost of design change for the mechanical connection to the existing 6" and 8" force mains.

Equipment Class Description	Example Models / Notes	Group	Quantity	Unit	Unit Cost	Extension
Excavators						
Excavator 20-30,000 LB	EX/CX 100 - 135	84	8.00	HR	\$ 70.00	\$ 560.00
On Road Trucks/Trailers						
1/2 Ton Smaller Vehicle	Includes Standard Small Tools (standard tools with purchase price less than \$250)		8.00	HR	\$ 15.00	\$ 120.00
SUBTOTAL EQUIPMENT						\$ 680.00

Labor Class Description	Unit Cost	Extension
Base Labor Rates		
Project Foreman	8.00 HR \$ 86.80	\$ 694.41
Equipment Operator Group 2	8.00 HR \$ 86.80	\$ 694.41
Laborer Group 1 (General Laborer; TCS)	8.00 HR \$ 68.10	\$ 544.78
SUBTOTAL LABOR		\$ 1,933.59

MATERIAL/OTHER	Quantity	Unit	Unit Cost	Extension
Core and Main Materials	1.00	LS	\$ 4,029.18	\$ 4,029.18
Core and Main Credit (10" adapter)	1.00	LS	\$ (605.08)	\$ (605.08)
Core and Main Credit (10"x6" MJ TEE)	1.00	LS	\$ (236.98)	\$ (236.98)
Core and Main Credit (10" Megalug)	1.00	LS	\$ (102.58)	\$ (102.58)
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
SUBTOTAL MATERIAL/OTHER				\$ 3,084.54

SUMMARY

CATEGORY	Backup	MARKUP %	MARKUP \$	SUBTOTAL
EQUIPMENT	\$ 680.00	15.00%	\$ 102.00	\$ 782.00
LABOR	\$ 1,933.59	15.00%	\$ 290.04	\$ 2,223.63
MATERIAL/OTHER	\$ 3,084.54	15.00%	\$ 462.68	\$ 3,547.22
TOTAL	\$ 5,698.13		\$ 854.72	\$ 6,552.85

TOTAL AMOUNT

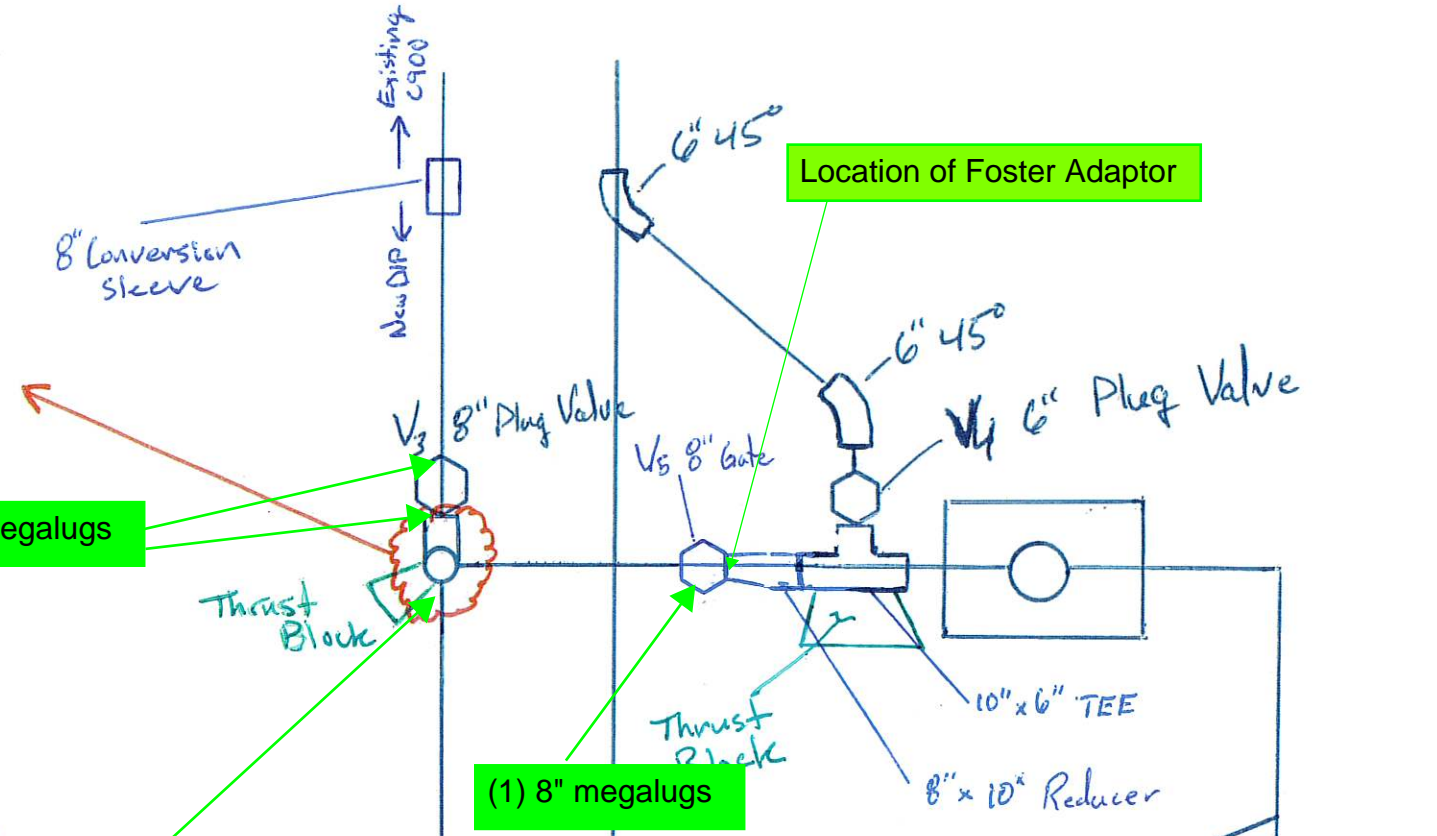
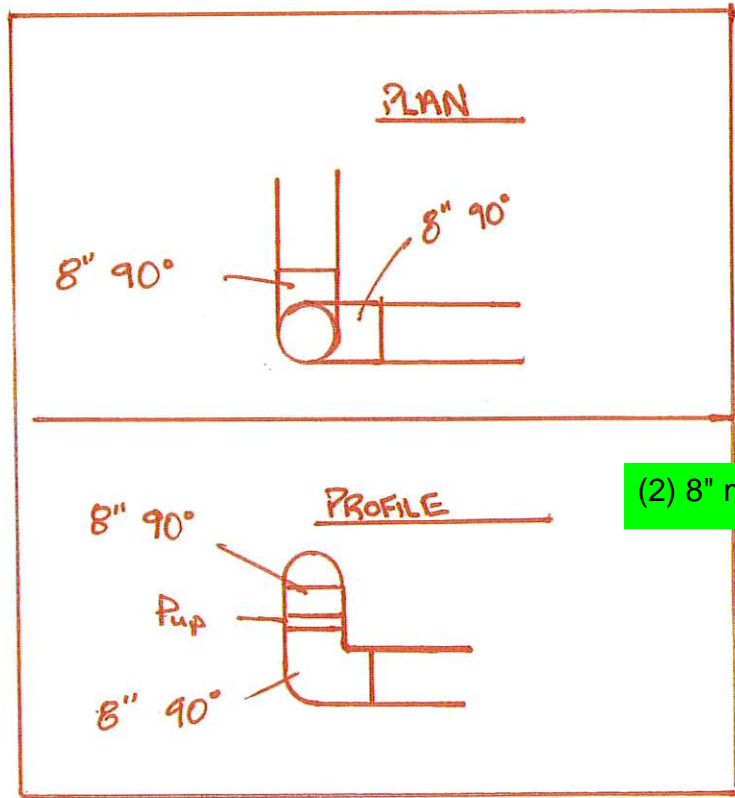
\$ 6,552.85



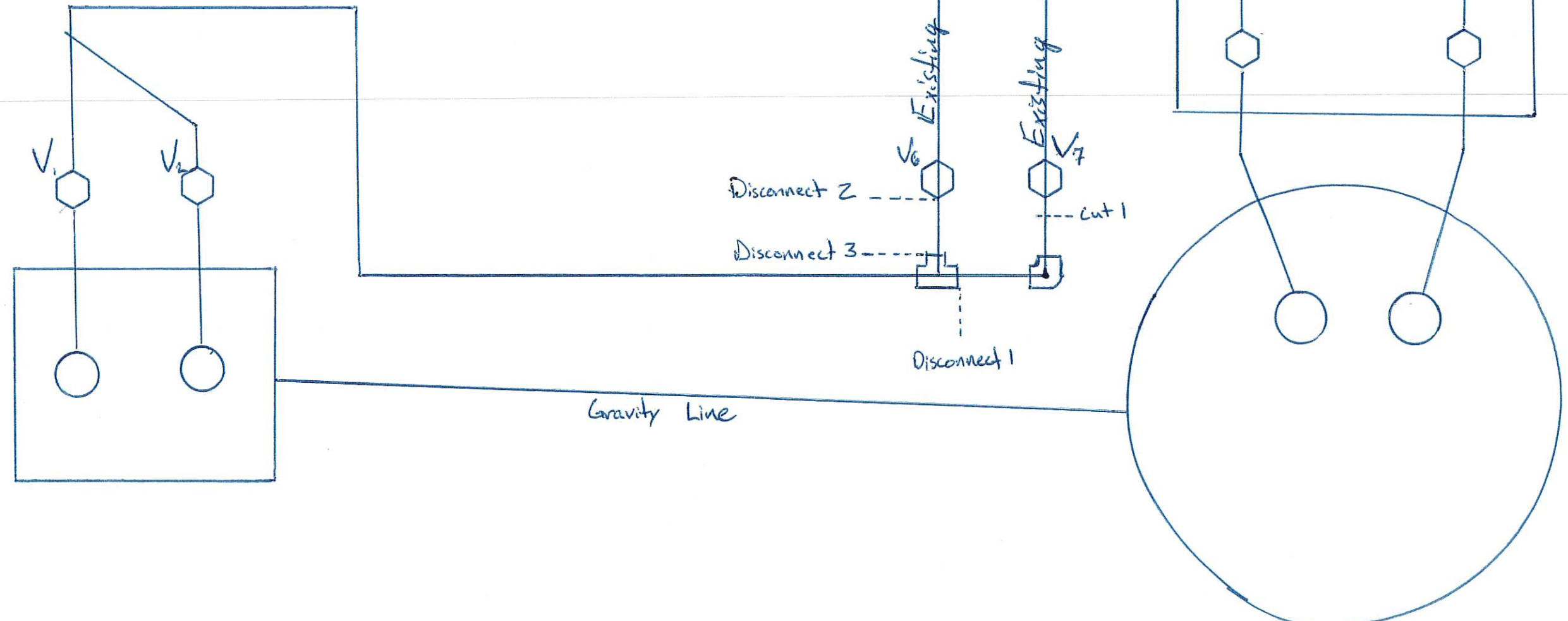
Bid Proposal for Hawn Creek Pump Station *

Bid #: 1972959

Seq#	Qty	Description	Units	Price	Ext Price
860		MAG FLOWMETER BY OTHERS-NO BID			
870	1	RFCA-11.10 10 RSTR FLG CPLG ADPT EPXY 316SS B&N 10.75-11.10 OD	EA	605.08	605.08
880		10"X3'-6" PEXPE DI CL/PRIME ZINC	EA	410.59	410.59
900	1	10X6 MJ TEE C153 IMP	EA	236.98	236.98
910	1	6 VALMATIC MJ ECC PLUG VALVE 2" OP-NUT 5706/6A02XF	EA	1,559.79	1,559.79
920	1	6 MJ L/P SLV C153 IMP	EA	93.65	93.65
930	1	10 MJ 90 C153 IMP	EA	236.03	236.03
940	1	10X8 MJ RED C153 IMP	EA	123.27	123.27
950	1	8 VALMATIC MJ ECC PLUG VALVE 2" OP-NUT 5708/6A02XF	EA	1,944.57	1,944.57
960	1	8 MJ L/P SLV C153 IMP	EA	150.50	150.50
970	5	10 MEGALUG W/ACC F/DI 1110DSC STD MJ GSKT & 8 BOLTS/NUTS (3/4") INCLUDED	SET	91.18	455.90
980	5	8 MEGALUG W/ACC F/DI 1108DSC STD MJ GSKT & 6 BOLTS/NUTS (3/4") INCLUDED	SET	63.84	319.20
990	5	6 EBAA MEGALUG W/ACC 1106DEC EBAA SEAL GSKT & 6 BOLTS&NUTS (3/4") INCLUDED, F/DI	EA	54.02	270.10
1000	18.2	8 TJ CL 53 DI PIPE	FT	35.20	640.64
1010	18.2	6 TJ CL 53 DI PIPE	EA	24.84	452.09
1020	2	910 CI VALVE BOX LID WATER IMP	EA	9.56	19.12
1030	2	18 910 VALVE BOX TOP IMP	EA	24.45	48.90
1040	14	6 PVC SDR35 SWR PIPE (G) 14'	FT	4.13	57.82
1050	2	VALVE BOX CENTERING DEVICE USA	EA	59.53	119.06
1070		VENT,DRAIN AND AUXILIARY LINES			
1080	7	LINK SEAL LS-410-SS FITS 8" CORED HOLE-7EA	EA	16.98	118.86
1100	18.2	4 TJ CL 53 DI PIPE	FT	31.09	565.84
1110	1	4 MJ 90 C153 IMP	EA	63.07	63.07
1120	2	4 EBAA MEGALUG W/ACC 1104DSC W/STD MJ GASKET & 4 BOLTS&NUTS (3/4") INCLUDED F/DI	SET	37.92	75.84
1130	1	FC2W-4 4 CPLG 3.96-5.40 OD	EA	151.29	151.29
1140	1	4" SCH10 GALV STEEL "J" VENT PIPE WITH SS SCREEN	EA	1,117.65	1,117.65
1160	2	ZURN ZB415B-4NH-6 FLOOR DRAIN CI BODY, 4 NO-HUB, 6 BRONZE TYPE B STRAINER	EA	338.75	677.50
1170	3	4 PVC SDR35 SWR LONG 90 GXG	EA	17.26	51.78
1180	1	4X4 PVC SDR35 SWR WYE GXG	EA	23.66	23.66
1190	1	4 PVC SDR35 SWR 45 GXSP	EA	12.35	12.35
1200	3	4 PVC SDR35 SWR 45 GXG	EA	13.72	41.16
1210	42	4 PVC SDR35 SWR PIPE (G) 14'	FT	1.82	76.44
1220	7	LINK SEAL LS-410-SS FITS 8" CORED HOLE-7EA	EA	16.98	118.86
1250	6	LINK SEAL LS-300-SS FITS 4" CORED HOLE-6EA	EA	6.40	38.40
1270	20	2 PVC SCH40 PIPE SWB 20'	FT	1.50	30.00
1280	1	2 PVC SCH40 45 HXH 417-020	EA	1.86	1.86
1290	1	2 PVC SCH40 SW CAP 447-020	EA	0.82	0.82
1310		DOMESTIC WATER SERVICE			



(2) 90 degree fittings required (4) 8" megalugs





DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # S035519
Invoice Date Page 61 of 172 12/05/22
Account # 183519
Sales Rep TYLER WASHBURN
Phone # 503-620-9123
Branch #303 Lake Oswego, OR
Total Amount Due \$2,256.50

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

MOORE EXCAVATION
ACCOUNTS PAYABLE
PO BOX 789
FAIRVIEW OR 97024 0789

Credit Provided

Shipped To:
CUSTOMER PICK-UP

Original design included a
10" adapter, which was not
used. Provide credit.

JOB- 4661 Hawn Creek PS

Thank

ur prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
12/02/22	12/02/22	4661	Hawn Creek PS	4661		WILL CALL	S035519

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
21I064M	6 MJ 45 C153 IMP	2	2		101.39000	EA	202.78
21AMF7061106DSC	6 EBAA MEGALUG W/ACC 1106DSC STD MJ GSKT & 6 BOLTS/NUTS (3/4") INCLUDED, F/DI	4	4		61.54000	SET	246.16
21AMF7081108DSC	8 MEGALUG W/ACC F/DI 1108DSC STD MJ GSKT & 6 BOLTS/NUTS (3/4") INCLUDED	1	1		81.14000	SET	81.14
21AMF7082008PSC	8 MEGALUG W/ACC F/C900 2008PSC W/STD MJ GASKET	5	5		77.52000	EA	387.60
21I089M	8 MJ 90 C153 IMP						1.22
21I08AF	8 MJXFLG ADPT C153 IMP	2	2		150.62000	EA	301.24
21I08S112T	8 MJ L/P SLV C153 IMP	1	1		150.50000	EA	150.50
21AMF7101110DSC	10 MEGALUG W/ACC F/DI 1110DSC STD MJ GSKT & 8 BOLTS/NUTS (3/4") INCLUDED	1	1		102.58000	SET	102.58
21T10T060F	10X6 MJXFLG TEE C153 USA	1	1		613.28000	EA	613.28

7 were installed, original design included 2.

6 were installed, original design included 2.

Tee and 10" megalugs were part of original design

Credit Provided

Freight Delivery Handling Restock Misc

Subtotal: 2,256.50
Other: .00
Tax: .00

Terms: NET 30
Ordered By: NATHAN

Invoice Total: \$2,256.50

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # S056742
Invoice Date Page 62 of 172 12/09/22
Account # 183519
Sales Rep TYLER WASHBURN
Phone # 503-620-9123
Branch #303 Lake Oswego, OR
Total Amount Due \$1,772.68

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

MOORE EXCAVATION
ACCOUNTS PAYABLE
PO BOX 789
FAIRVIEW OR 97024 0789

Shipped To:
CUSTOMER PICK-UP

CUSTOMER JOB- 4661 Hawn Creek PS

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
12/07/22	12/08/22	4661	Hawn Creek PS	4661		WILL CALL	S056742

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
5108F6100LA	8 F6100 MJ RW GV OL ON L/ACC CLOW GATE VALVE EPOXY COATED W/STAINLESS STEEL BOLTS & NUTS	1	1		1492.86000	EA	1,492.86
21AMF7081108DSC	8 MEGALUG W/ACC F/DI 1108DSC STD MJ GSKT & 6 BOLTS/NUTS (3/4") INCLUDED	1	1		86.55000	SET	86.55
218FABC	8 FOSTER ADPT 8FA-BC W/ACC USA	1	1		193.27000	EA	193.27

Where is this installed?

See attached markup

Freight Delivery Handling Restock Misc

Terms: NET 30
Ordered By: NATHAN MOORE 12/7/22

Subtotal: 1,772.68
Other: .00
Tax: .00

Invoice Total: \$1,772.68

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>

MEI Group

A Moore Excavation Company

P.O. Box 789 - Fairview, OR 97024
 5501 NE 223rd Ave - Fairview, OR 97024
 Tel: (503) 674-0900 | Fax: (503) 674-0909
 OR CCB#28397 | WA# MOOREI166BR



Change Order Proposal (#021)

Project: Hawn Creek Pump Station
Date: January 31, 2023

Item	Description	Qty	Unit	Unit Price	Extension
------	-------------	-----	------	------------	-----------

Description of Change(s)

Due to the delayed availability of the new generator, S&S had to perform additional work to utilize the old generator on the new wet well system. The outline of these costs is attached.

Pricing

MEI Phase	Description	Quantity	Unit	Unit Price	Extension
	Cost of temp power to old generator	1.00	LS	\$ 1,836.08	\$ 1,836.08
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL					\$ 1,836.08

Terms, Conditions, and Scope Limits/Clarifications

Additional Time Requested

No additional time requested.

MEI Group

A Moore Excavation Company

P.O. Box 789 - Fairview, OR 97024

5501 NE 223rd Ave - Fairview, OR 97024

Tel: (503) 674-0900 | Fax: (503) 674-0909

OR CCB#28397 | WA# MOOREI166BR



COP BREAKDOWN INFO ONLY

MEI PHASE CODE



S&S cost to utilize the new wet well system on the old generator setup.

SUBCONTRACTOR	Quantity	Unit	Unit Cost	Extension
S&S Electrical	1	LS	\$ 1,748.65	\$ 1,748.65
SUBTOTAL SUBCONTRACTOR				\$ 1,748.65

SUMMARY

CATEGORY	Backup		MARKUP %	MARKUP \$	SUBTOTAL
EQUIPMENT	\$ -		15.00%	\$ -	\$ -
LABOR	\$ -		15.00%	\$ -	\$ -
MATERIAL/OTHER	\$ -		15.00%	\$ -	\$ -
SPECIAL SERVICES	\$ -		15.00%	\$ -	\$ -
SUBCONTRACTOR	\$ 1,748.65		5.00%	\$ 87.43	\$ 1,836.08
TOTAL	\$ 1,748.65			\$ 87.43	\$ 1,836.08

TOTAL AMOUNT

\$ 1,836.08



PO BOX 1789 · McMinnville · Oregon · 97128
CCB# 189180
503-857-0383

TO: Moore Excavation PO Box 789 Fairview, Oregon 97024	S&S JOB NO.	21-285
	GC JOB NO.	4661
	S&S CO NO.	5
	PR NO.	0
	RFI NO.	
	DATE	31-Dec-22
ATTN: Matt Peterman		

DESCRIPTION OF WORK SCOPE:

Provide Generator Connections to Infrastructure until New Generator arrives

IN COMPLIANCE WITH THE TERMS AND CONDITIONS OF OUR SUBCONTRACT AGREEMENT, S&S ELECTRICAL CONTRACTORS, LLC AGREES TO PERFORM THIS CHANGE ORDER WORK FOR:

- | | | | | |
|-------------------------------------|-------------------|-------------|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | ADD AMOUNT OF: | \$ 1,748.65 | <input checked="" type="checkbox"/> | SEE ATTACHED RECAPULATION |
| <input type="checkbox"/> | DEDUCT AMOUNT OF: | \$ - | <input type="checkbox"/> | OCIP/CCIP DEDUCTION |
| <input type="checkbox"/> | NO CHANGE: | \$ - | <input type="checkbox"/> | GRAND TOTAL OF CHANGE |

THIS QUOTATION EXPIRES AT 15 DAYS PAST THE DATE DOCUMENTED ON THIS LETTER. LACK OF WRITTEN APPROVAL BY THE EXPIRATION DATE DESCRIBED ABOVE, WILL REQUIRE EVALUATION OF THIS CHANGE ORDER PRIOR TO ACCEPTANCE ON BEHALF OF S&S ELECTRICAL CONTRACTORS, LLC.

IN ACCORDANCE WITH THE CONTRACT, THIS WORK WILL NOT BEGIN UNTIL A SIGNED CONTRACT CHANGE OR WRITTEN NOTICE TO PROCEED - IS ISSUED TO S&S ELECTRICAL CONTRACTORS, LLC.

IT IS EXPRESSLY UNDERSTOOD THAT THE MATERIALS, LABOR, TOOLS, AND/OR EQUIPMENT LISTED IN THE ATTACHED WOULD NOT HAVE BEEN REQUIRED EXCEPT FOR THIS CHANGE REQUEST.

EXCLUSIONS/CLARIFICATIONS TO THIS CHANGE ORDER:

THIS CHANGE ORDER REQUIRES 1 DAYS EXTENSION TO THE PROJECT SCHEDULE.

WORK HAS BEEN ESTIMATED AS:

- | | | |
|---------------------------------------------------|----------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> STANDARD TIME | <input type="checkbox"/> TIME PLUS 1/2 | <input type="checkbox"/> DOUBLE TIME |
| <input type="checkbox"/> REGULAR SHIFT | <input type="checkbox"/> SWING SHIFT | <input type="checkbox"/> GRAVEYARD SHIFT |

THE COST OF THIS CHANGE ORDER INCLUDES ONLY THE DIRECT COST WHICH CAN BE IDENTIFIED AT THIS TIME. SHOULD IT BE DETERMINED AT A LATER DATE THAT S&S ELECTRICAL CONTRACTORS, LLC ARE EXPERIENCING IMPACT COST BECAUSE OF MULTIPLE CHANGES, DELAYS OR OTHER CAUSES BEYOND OUR CONTROL, S&S ELECTRICAL CONTRACTORS, LLC WILL SUBMIT THOSE COST AT THE TIME.



CCB# 189180
503-857-0383

CHANGE ORDER RECAPULATION

Hawn Creek Pump Station
Temporary Generator Connections

S&S JOB NO. 21-285
S&S CO NO. 5
PR NO. 0
DATE. 31-Dec-22

BASIC MATERIALS				
MATERIAL COST			287.25	
MISCELLANEOUS MATERIAL (3% OF MATERIAL COST)			8.62	
SUB TOTAL MATERIAL			295.87	
OVERHEAD 10 %	10.00%		29.59	
TOTAL MATERIAL			325.45	
SUPPLIER QUOTATIONS				
TBD			-	
TBD			-	
SUB TOTAL QUOTATIONS			-	
OVERHEAD	10.00%		-	
TOTAL QUOTATIONS			-	
LABOR CALCULATIONS		HOURS	RATE	EXTENSION
JOURNEYMAN		10.66	\$ 82.08	874.97
FOREMAN (8% OF CREW HOURS)		0.85	\$ 88.41	75.40
GENERAL FOREMAN (5% OF CREW HOURS)		0.53	\$ 94.70	50.48
PROJECT ENGINEER ON SITE (3.5% OF CREW HOURS)		0.37	\$ 75.00	27.98
PROJECT MANGER ON SITE (5% OF CREW HOURS)		0.53	\$ 95.00	50.64
FIELD SUPERINTENDENT (3.5% OF CREW HOURS)		0.37	\$ 94.70	35.33
CAD OPERATOR		0.00	\$ 85.00	-
AR/AP & CONTRACT ADMINISTRATOR		0.50	\$ 90.00	45.00
TOTAL MAN HOURS		13.83		
SUBTOTAL LABOR				1,159.79
OVERHEAD	15.00%			173.97
TOTAL LABOR CALCULATIONS				1,333.76
DIRECT JOB EXPENSES				
PERMIT				-
SCISSOR LIFT				-
TRENCHING				-
FREIGHT				-
CORING / CUTTING / PATCHING				-
SMALL TOOLS (3% OF CREW EXTENSION)				26.25
PARKING (\$ 1.75 PER JOURNEYMAN MAN HOUR)		10.66		-
SUBTOTAL DIRECT JOB				26.25
OVERHEAD	10.00%			2.62
TOTAL DIRECT JOB EXPENSES				28.87
SUBCONTRACTORS				
TRENCHING				-
LOW VOLTAGE				-
EXCAVATION / BACKFILL / SOIL REMOVAL				-
SUBTOTAL DIRECT JOB				-
OVERHEAD	5.00%			-
TOTAL SUBCONTRACTORS				-
CHANGE ORDER SUMMARY				
TOTAL BASIC MATERIALS				325.45
TOTAL SUPPLIER QUOTATIONS				-
TOTAL LABOR CALCULATIONS				1,333.76
TOTAL DIRECT JOB EXPENSES				28.87
TOTAL SUBCONTRACTORS				-
SUB TOTAL				1,688.09
WARRANTY 3 %				50.64
SUB TOTAL OF CHANGE ORDER				1,738.73
STATE OF OREGON CORPORATE ACTIVITY TAX	0.57%			9.91
SUB TOTAL OF CHANGE ORDER W/SALES TAX				1,748.65
OCIP/CCIP DEDUCT				-
GRAND TOTAL OF CHANGE				1,748.65



S&S ELECTRICAL CONTRACTORS, LLC.

PO BOX 1789 · McMinnville · Oregon · 97128
CCB# 189180
503.857.0383

JOB NAME: Hawn Creek Pump Station S&S JOB NUMBER: 21-285
DESCRIPTION: Temporary Generator Connections S&S CO NUMBER: 5
ESTIMATOR: CCD# DATE: 31-Dec-22

Table with columns: Vendor Quote, Material/Work Description, Quantity, Price, Per Extension, Unit, Labor Per Extension. Rows include items like PVC COATED, ISB BLOCK, TRANSMITTER, ELEMENT, CORD GRIP, STAINLESS STEEL STRAP, 600 KCMIL XHHW, 4/0 XHHW, 2 PVC, 2 PVC 90, 2 PVC FA, 2 PVC COUP, 3 SS STRUT STRAP, STAINLESS STEEL STRUT, 12 XHHW, PVC COATED FD BOX, 20 AMP GFCI, 20 AMP SINGLE POLE BREAKER, IN USE COVER, PVC COATED LB, SO CORD, 2 FLEX, 2 FLEX CONN STRAIGHT, 2 FLEX CONN 90, 1 PVC, 1 PVC 90, 1 PVC FA, 1 FLEX, 1 FLEX CONN STRAIGHT, 1 FLEX CONN 90, DISCONNECT, TEST.

Vendor Quote	Material/Work Description	Quantity	Materials			Labor		
			Price	Per	Extension	Unit	Per	Extension
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
		0	\$ -	E	\$ -	0	E	0.00
					\$ 287.25			10.66



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To: Carlton City Council
From: Tyler C. Yeoman-Millette, City Attorney
Subject: Resolution 2023-337, A Resolution Adopting a Purchasing Policy
Date: March 14, 2023

Recommendation

Staff recommends that at its March 14, 2023, meeting, the Carlton City Council approve and adopt a policy for the purchasing authority of the City Manager. The proposed policy authorizes the City Manager to enter into contracts and make purchases up to \$50,000, and further allows the City Manager to delegate the purchasing authority to Department Heads in an amount not to exceed \$25,000.

Background

At the February 7, 2023 Carlton City Council meeting, a discussion regarding increasing the City Manager's purchasing authority was held, and Council provided direction to prepare a purchase authority policy. The policy is meant to streamline the administration of City business by allowing the City Manager authority to approve higher-value items, while including safeguards to alleviate expressed concerns of the Council.

Alternatives

1. Do not increase City Manager's purchase authority; or
2. Alter the proposed value limits for the City Manager's purchase authority.

Fiscal Impact

None. The proposed policy only allows the City Manager to approve contracts or purchases which are included in the City's budget.

Exhibit

1. City of Carlton Resolution 2023-337

RESOLUTION NO. 2023-337

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARLTON ADOPTING A PURCHASING POLICY FOR THE CITY.

WHEREAS, the City’s current purchasing authority for the City Manager has not been increased in many years; and

WHEREAS, the current value limitation applicable to the City Manager for entering into contracts and making purchases has not kept pace with inflation; and

WHEREAS, the City desires to streamline administrative practices to best suit the needs of the City; and

WHEREAS, the City Council has determined that the needs of the City will be best served by increasing the purchase authority of the City Manager.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Carlton, State of Oregon as follows:

SECTION 1. The City Council hereby adopts the City of Carlton Purchasing Authority Policy described in the attached Exhibit A.

SECTION 2. The City Council hereby directs that the City of Carlton include the Purchasing Authority Policy in the Employee Handbook, publish the policy to the City website and post the policy in a visible location within City Hall.

SECTION 2. This resolution shall be in full force and effect immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Carlton on the 14th day of March, 2023, by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____

Linda Watkins, Mayor

ATTEST:

Christy Martinez, Assistant City Manager

EXHIBIT A
City of Carlton
Purchasing Authority Policy

- I. **Authority of City Manager.** For contracts and purchases not specifically covered in another Policy of the City of Carlton, and subject to any and all applicable provisions of the Oregon Public Contracting Code, the City Manager is authorized to enter into contracts and make purchases as outlined below:
- a. Award contracts and amendments without specific authorization by the City Council whenever the contract amount is \$50,000 or less and the proposed expenditure is included in the current fiscal year budget.
 - b. Execute contracts and amendments with specific authorization by the City Council whenever the contract or amendment amount is greater than \$50,000, and the proposed expenditure is included in the current fiscal year budget.
 - c. As the purchasing agent for the City, the City Manager is authorized to:
 - i. Advertise for bids or proposals without specific authorization from the City Council, when the proposed purchase or contract is included within the current fiscal year budget.
 - ii. Advertise for bids or proposals when the proposed purchase or contract is not included within the current fiscal year budget, after the City Council approves the proposed budget transfer.
 - iii. Purchase goods, services and/or property without specific authorization by the City Council whenever the amount is \$50,000 or less and the proposed expenditures are included in the current fiscal year budget.
 - iv. Purchase goods, services and/or property with specific authorization by the City Council whenever the amount is greater than \$50,000 and the proposed expenditure is included in the current fiscal year budget.
 - v. Purchases of any goods or services from City employees require specific authorization of the City Council, except in the case of emergencies.
- II. **Delegation Authority.** The City Manager may delegate, in writing, the authority described in the above Section I above, to the applicable Department Head, where the contract and/or purchase does not exceed \$25,000. Such delegation of authority is subject to the same limitations outlined above, and may be revoked or limited by the City Manager at any time.
- III. **Additional Authorized Acts.** The City Manager may adopt forms, procedures, computer software, and/or policies for all City purchases regardless of the amount, without requiring any additional or specific authority from the City Council.

- a. When adopting the forms, procedures, computer software, and/or policies for all City purchases, the City Manager shall establish documentation and practices that:
 - i. Do not encourage favoritism or substantially diminish competition; and
 - ii. Allow the City to take advantage of the cost-saving benefits of alternative contracting or purchase methods and practices.
 - b. The City shall use these forms, procedures, computer software and policies, unless they conflict with another applicable policy, regulation, or law which is either:
 - i. Adopted after the implementation of such form, procedure, computer software, or policy; or
 - ii. Is more narrowly constructed to apply to specific contracts and/or purchases.
- IV. **General Purchasing Terms.** Subject to any and all applicable policies, limitations, regulations, statutes, or any other restrictions applicable to the City Manager's purchasing authority, all contracts and purchases made by the City Manager are subject to the following terms:
- a. Contracts and purchases shall be negotiated on the most favorable terms for the City.
 - b. Contracts entered into or purchases made contrary to the provisions of this policy are voidable by the City.
 - i. The City may take appropriate action in response to execution of contracts or purchases made contrary to this policy or any other limitations on contracting or purchasing authority.
 - ii. Such actions include, but are not limited to, providing educational guidance, imposing disciplinary measures, and/or holding individuals personally liable for such contracts or purchases.
 - c. No contract shall be entered into or purchase made from any City employee or employee's immediate family member, or any business with which the employee is associated, unless:
 - i. The contract or purchase is expressly authorized and approved by the City Council; or
 - ii. The need for the contract or purchase occurs during a state of emergency, and the City Manager finds, in writing, that the acquisition from the employee, employee's immediate family member or business with which the employee is associated is the most expeditious means to eliminate the threat to public health, safety and welfare.



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Council Rules Update
Council Goal: Goal 4: Good Governance
Date: March 14, 2023

Recommendation

After review and discussion, it is recommended that Council consider the following motions:

1. It is moved that the City Council adopt Resolution 2023-338 Adopting revised Council rules of procedure.

2.
 - a. It is moved that the City Council authorize the reading of Ordinance 2023-743 repealing chapter 2.05 of the Carlton municipal code relating to rules of procedure for Council, and declaring an emergency by title only.

 - b. It is moved that the City Council approve the reading of Ordinance 2023-743 repealing chapter 2.05 of the Carlton municipal code relating to rules of procedure for Council, and declaring an emergency.

Background

At the 2023 Council goal setting meeting, the Council discussed and directed the City Manager to update the Council rules to be in alignment with the updated Charter and Planning Commission ordinance. Most updates are housekeeping items. The substantive modification is under committee appointments and combines Charter and Planning Commission Ordinance language.

Alternatives

1. Do not approve.
2. Modify language and send back to staff for further edits.

Fiscal Impact

None.

Exhibits

1. Resolution 2023-338
2. Ordinance 2023-743

RESOLUTION NO. 2023-338

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARLTON ADOPTING REVISED COUNCIL RULES OF PROCEDURE.

WHEREAS, the City’s current Rules of Procedure for City Council are codified in Chapter 2.05 of the Carlton Municipal Code; and

WHEREAS, certain revisions to the Rules of Procedure for City Council are necessary to remove conflicting provisions between the 2022 City of Carlton Revised Charter and the Rules of Procedure for City Council; and

WHEREAS, pursuant to the 2022 City of Carlton Revised Charter, the Rules of Procedure for City Council are to be adopted by resolution.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Carlton, State of Oregon as follows:

SECTION 1. The City Council hereby adopts the revised Rules of Procedure for City Council, attached hereto as Exhibit A.

SECTION 2. The City Council hereby directs that City staff publish the revised Rules of Procedure for City Council to the City website.

SECTION 3. This resolution shall be in full force and effect immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Carlton on the 14th day of March, 2023, by the following vote:

AYES: _____

NAYS: _____

ABSTAIN: _____

Linda Watkins, Mayor

ATTEST:

Christy Martinez, Assistant City Manager

EXHIBIT A

CITY OF CARLTON

**2023 Rules of
Procedure
for City Council**



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Rules of Procedure for City Council

Chapter 1 - Councilor Code of Conduct

The individual attitudes, words and actions of Council members should demonstrate, support and reflect the qualities and characteristics of our great City of Carlton and the community it contains. While the Code of Conduct is not intended to be a set of rules that all councilors are compelled to follow, they do set aspirational goals and Council members should strive to meet the spirit of the following code of conduct:

Do the right thing, in doing the right thing, I will:

- A. Be honest with fellow Council members, the public and others.
- B. Credit others' contributions to moving our community's interest forward.
- C. Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- D. Reject gifts, services or other special considerations, given with the intent to influence your decisions.
- E. Protect 2. information concerning litigation, personnel, property or other affairs of the City.
- F. Use Public resources such as staff time, equipment, supplies or facilities, only for City-related business.

Get It Done, in getting it done I will:

- A. Review materials provided in advance of the meeting.
- B. Make every effort to attend meetings.
- C. Be prepared to make difficult decisions when necessary.
- D. Make decisions after prudent consideration of the financial impact, taking into account the long-term financial needs of the City.

Respect and Care, in respecting and caring, I will:

- A. Promote meaningful public involvement in the decisions making process.
- B. Treat Council members, board members, staff and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
- C. Share substantive information that is relevant to a matter under consideration from sources outside the public decision-making process with my fellow Council members and staff.

- D. Respect the distinction between Council and staff
- E. Encourage participation of all persons and groups

Chapter 2 - General Governance

Section I: Rules of Procedure and Quorum

- A. Unless otherwise provided by charter, ordinance, or these rules, the procedure for city council meetings, and any subcommittee of Carlton City Council, shall be guided by Robert's Rules of Order, as it may be amended from time to time.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

Section II: Presiding Officer.

- A. If both the Mayor and the Council President are absent from the meeting, the following procedures shall be utilized to determine who is the presiding officer:
 - 1. The City Recorder shall call the council meeting to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - 3. The presiding officer shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
 - 4. Should either the Mayor or the Council President arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

Section III: Agendas.

- A. The City Manager shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.
- B. Agendas and informational material for meetings shall generally be distributed to the Council at least three (3) days preceding the meeting.
- C. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under Approval of Agenda.
- D. A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager at least two weeks before the meeting.

E. Notwithstanding, three members of City Council may request an item be placed on the agenda by advising the City Manager. Such requests shall be made in writing. The City Manager may not remove agenda items placed on that agenda per this provision.

Section IV: Order of Business.

A. The order of business for all regular meetings shall be as follows, however, when it appears to be in the best interest of the City, the order of business may be changed for any single meeting by the City Manager prior to the meeting agenda being made available to the public, except that the Citizen Comments portion of the meeting shall be held prior to any regular agenda items requiring a vote by City Council:

- Call to order
- Pledge of Allegiance
- Roll call
- Approval of Agenda
- Citizen Comments
- Consent Agenda
- New Business
- Public Hearings

- Council Announcements
- Adjournment

B. Call to Order. The presiding chair shall call all meetings of the Council to order.

C. Roll Call. The City Recorder shall conduct a roll call to determine which members of the Council are present and which are absent.

D. Consent Agenda. To expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member of the Council. This action should take place during the Approval of Agenda portion of the agenda.

E. Citizen Comment

1. An opportunity for citizen comment will be reserved for every regular, special, and emergency meeting of the Council. This period shall not exceed a maximum of 30 minutes unless a majority of Councilors present vote to extend the time.

2. Citizen comment is a time for comment; it is not a time for debate, nor is it a time for members of the public to ask questions of and receives answers from the Council or City staff.
3. Persons wishing to speak during citizen comments must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, not later than the Call to Order. This requirement shall be waived during meetings conducted digitally.
4. Except as otherwise provided herein, the public shall be entitled to comment during citizen comments on all matters before the Council that require a vote, including ordinances and resolutions. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Citizen comments shall not be used to testify about a quasi-judicial land use matter.
5. Speakers are limited to three minutes. The speakers will be called upon in the order in which they have submitted Request to Speak forms, or as recognized by the Mayor during digital meetings until the time allotted for citizen comments has expired. Speakers shall identify themselves by their names and address. All remarks shall be addressed to the presiding officer.

F. Public Hearings Generally

1. A public hearing will be held when required by law and may be held on any matter upon the majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial, or administrative matters.
2. Persons wishing to speak must sign and submit a Request to Speak form provided by the City, which must include the person's name and address prior to the commencement of the public hearing at which the person wishes to speak. This requirement shall be waived during meetings conducted digitally.
3. The Mayor or City Planner shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall read a statement setting forth the procedures for the hearing and the applicable time limits. The presiding officer shall then declare the hearing open.
4. Speakers shall identify themselves by their names and address. All remarks shall be addressed to the presiding officer.

Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided.

Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The presiding officer may intervene if a Councilor is violating the spirit of this guideline.

5. Councilors may, after the presentation of public testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
6. The presiding officer may exclude immaterial matter. The presiding officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing, provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
7. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
8. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a Councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.

D. Public Hearing Procedures and Time Limits

1. For Quasi-Judicial hearings, the following procedures and time limits shall apply:
 - a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony, and time will be limited as follows:
 1. Applicant(s) – 30 min (split between presentation and rebuttal).
 2. Person(s) in favor of the application – 3 min each.
 3. Person(s) opposed to the application – 3 min each.
 4. Person(s) neutral with regard to the application – 3 min each.
 5. Rebuttal from the Applicant(s) – the remainder of 30 min.
 - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - f. Final comments by staff – 15 min.
 - g. Question of staff, if any, by the Council.
 - h. Discussion by the Council.
2. For Legislative hearings with an applicant, the following procedures and time limits shall apply:
 - a. Staff will present the staff report.
 - b. Questions (if any) by the City Council for staff.

- c. Receive any written testimony.
 - d. Open the public hearing for testimony, and time will be limited as follows:
 1. Applicant(s) – 30 min (split between presentation and rebuttal).
 2. Person(s) in favor of the application – 4 min each.
 3. Person(s) opposed to the application – 4 min each.
 4. Person(s) neutral with regard to the application – 4 min each.
 5. Rebuttal from the Applicant(s) – the remainder of 30 min.
 6. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 7. Final comments by staff.
 8. Questions of staff, if any, by the Council.
 9. Discussion by the Council.
3. For all other Legislative or Administrative hearings, the following procedures and time limits shall apply:
- a. For all other Legislative or Administrative hearings, the following procedures and time limits shall apply:
 - b. Staff will present the staff report.
 - c. Questions (if any) by the City Council for staff.
 - d. Receive any written testimony.
 - e. Open the public hearing for testimony, and time will be limited to 3 minutes per person. Any interested person may present testimony.
 - f. Close the public hearing (no other comments will be heard from the public).
 - g. Final comments by staff.
 - h. Questions of staff, if any, by the Council.
 - i. Discussion by the Council.
4. For Appeals, the following procedures and time limits shall apply:
- a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - d. Open the public hearing for testimony. Only those who previously went on the written or verbal record in connection with the decision being

appealed may appear before Council on appeal. Time will be limited as follows:

- e. Applicant(s) – 30 min (split between presentation and rebuttal).
- f. Person(s) in favor of the application – 3 min each.
- g. Person(s) opposed to the application – 3 min each.
- h. Person(s) neutral with regard to the application – 3 min each.
- i. Opposing party on appeal - 30 mins (to be divided equally if there are opposing parties).
- j. Rebuttal from the Applicant(s) – the remainder of 30 min.
- k. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - 1. Final comments by staff – 15 min.
 - 2. Questions of staff, if any, by the Council.
 - 3. Discussion by the Council.

E. Written Communications to Council

- 1. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters on the agenda shall be provided to the Council prior to the meeting or at the meeting. They shall be included in the meeting record.
- 2. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters that are not on the agenda shall be forwarded to the Council.

Chapter 3 – Meeting Time, Location and Frequency

Section I: Regular meetings. The Council shall meet every first Tuesday evening of each month, except for designated holidays and/or Council recesses. Meetings shall begin at 7:00 P.M. and the Council and Mayor shall endeavor to normally complete all agenda items and adjourn by 9:30 P.M.

Section II: Special meetings.

- A. Special meetings may be called by the Mayor, by request of four members of the Council, or by the City Manager.
- B. Notice of the special meeting shall be given to all members of the Council and the City Manager via email.

Section III: Emergency meetings.

- A. Emergency meetings may be called by the Mayor, by the request of four members of the Council, or by the City Manager.
- B. Notice of the emergency meeting shall be given to all members of the Council and the City Manager via telephone and email.
- C. Emergency meetings are those meetings called with less than 24 hours' notice, and the Council shall identify why the meeting could not be delayed to allow 24 hours' notice immediately after calling the meeting to order.
- D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
- E. Emergency meetings shall be noticed in accordance with Oregon's public meetings law.

Section IV: Executive Sessions.

- A. Executive sessions may be called for a lawful purpose by the Mayor, by the request of four members of Council, by the City Manager or by the City Attorney.
- B. Only members of the Council and persons specifically invited by the Council shall be allowed to attend executive sessions. Matters discussed in Executive Session shall be kept confidential by the participants in accordance with ORS 192.660.
 - 1. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

Section V: Work Sessions.

- A. Work sessions of the City Council are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
- B. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
- C. Work sessions are intended to allow for preliminary discussions and presentations, and the Council will not normally take formal or final action on any matter at a work session.
- D. Work sessions may be called by the presiding officer, by the request of three members of Council, or by the City Manager.
- E. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.

Section VI: Holidays. In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that month shall be canceled or rescheduled.

- A. Council meetings shall be held in the Council Chambers located at Carlton City Hall.

- B. In the event that the Council Chamber at City Hall is not available for a meeting or is not suitable for a particular meeting as determined by the City Manager, the Council shall meet at a venue open to the public, which is located within the jurisdictional limits of the City.
- C. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.
- D. Interjurisdictional meetings may be held outside of the City's jurisdictional limits. Still, they should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of one of the participating government entities.

Section VIII: Notice. The City Recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.

Section IX: Attendance. Members of the Council shall advise the City Manager if they are unable to attend any meetings. Vacancies for City Councilor positions based on non-attendance are prescribed under Section 7.8 of the City charter. Members of the Council may, upon pre-arrangement, attend meetings of the City Council telephonically or by electronic or digital media when they are unable to attend in person.

Chapter 4 - Motions, Debate, Public Comment and Voting

Section I: Motions. All motions shall be distinctly worded.

- A. The following rules shall apply to motions:
 - 1. If a motion does not receive a second, it dies.
 - 2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 - 3. A motion to amend can be made to a motion that is on the floor and has been seconded.
 - 4. No new motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the question;
 - c. To postpone;
 - d. To refer; or

5. A motion may be withdrawn by the mover at any time without the consent of the Council.
 6. Amendments are voted on first; then, the main motion is voted on as amended.
 7. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 8. A call for the question is intended to close the debate on the main motion; it does not require a second and is not debatable.
 - a. A call for the question is not permitted until all councilors have been given the floor and at least one full opportunity to speak on the main motion.
 - b. A call for the question fails without a majority vote.
 - c. Debate on the main subject resumes if the motion fails.
 9. A motion that receives a tie vote fails.
 10. The presiding officer, the City Recorder, or the City Attorney may repeat the motion prior to a vote.
 11. A motion to adjourn cannot be amended.
- B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion. In the case of a tie vote, neither side is the prevailing side, and a motion to reconsider is therefore not permitted.
1. No motion, once decided, shall be made more than once in the same meeting.
 2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

Section II: Debate. The following rules shall govern the debate of any item being discussed by the Council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

Chapter 5 -- Minutes

Section I: Generally.

- A. All minutes shall be in written form, with an electronic copy (except as permitted by ORS Chapter 192) maintained by the City Recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The members present;
 - 3. The motions, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

Section II: Approval.

- A. The Council shall approve regular and special meeting minutes.
- B. All minutes of open Council Sessions shall be approved within ninety days of the meeting having occurred, or at the next available meeting thereafter.
- C. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting, where they will be considered.
- D. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

Chapter 6 – Appointments

- A. Boards and Commissions Appointments
 - 1. The Mayor, as permitted by the City Charter, appoints members of City commissions, boards, and committees, including ad-hoc committees (hereinafter "committees") with the approval of a majority vote of the Council. All such appointments are subject to the consent of the City Council.
 - 2. A citizen may not serve on more than one City committee simultaneously without the approval of the City Council. A citizen serving on two City committees may not be the chairperson of both City committees simultaneously.
 - 3. The Mayor or any four members of the Council may remove a citizen from a City committee prior to the expiration of the term of office subject to the consent of the City Council.

4. Council members shall encourage City committee member participation.

B. Councilor Liaisons

1. The Mayor, in collaboration with Council members, will appoint Councilors to liaison positions to City committees, as the Mayor deems necessary and subject to the consent of the City Council. The Mayor will consider Council liaison appointments in January of every year or at the Council's annual Goal Setting sessions.
2. The Mayor, in collaboration with council members, will appoint Councilors as liaisons to all non-City commissions, boards, and committees as the Mayor deems necessary, subject to the consent of the City Council by resolution.
3. The role of the liaison member is to convey information from the Council to the commission or committee and from the commission or committee to the Council. The member is not to provide direction to the commission or committee, but rather to encourage work plans and recommendations for Council approval.
4. Council members as liaisons will not vote on any issue before the committee.

Chapter 7 - Ethics, Decorum, Outside Statements

Section I: Ethics. All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:

- A. Disclosing confidential information.
- B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
- C. Expressing an opinion contrary to the official position of the Council without so saying.
- D. Conducting themselves in a manner so as to bring discredit upon the government of the City.

Section II: Decorum.

- A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the full Council.
- B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.

Section III: Statements to the Media and Other Organizations

- A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
- B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

Chapter 8 - Interactions with Staff & City Attorney

Section I: Staff. All members of the Council shall respect the separation between the Council's role and the City's Manager's responsibility by:

- A. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
- B. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
- C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of the staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
 - 1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall generally require the approval of the Council.

Section II: City Attorney. Council members may make requests to the City Attorney for advice related to City business, so long as the request does not require more than two hours per month of the attorney's time. A Councilor may make a request that exceeds two hours per month of attorney time with the concurrence of the Mayor, the City Manager, or a majority of the Council.

Chapter 9 - Expenses, and Reimbursement

- A. The Council is encouraged to attend training sessions throughout the year to gain knowledge and understanding of their roles as local elected officials in Oregon. These sessions are largely provided through the League of Oregon Cities, Oregon Association of Mayors, and other similar organizations.

- B. Requests to attend training should be coordinated through the City Manager. The City Manager's office shall make all necessary arrangements for any training (e.g., registration, accommodations, etc.)
- C. The training budget for City Council will be prepared each year by the City Manager and approved by City Council through the annual budget adoption process.

Section II: Expenses.

- A. City Councilors will follow the same rules and procedures for expense reimbursement as apply to City employees, as set forth in the policy manual.
- B. Councilor expenditures for non-routine reimbursable expenses in excess of \$500 will require advance Council approval. Routine reimbursable expenses are defined as conference registrations, meeting attendance, mileage, and other similar expenses.
- C. The City Manager shall provide a quarterly or other periodic reports to the City Council of all expenses related to City Councilors.

Chapter 10 - Censure and Removal

- A. The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. If a member of the Council violates these rules, City ordinances, the City Charter, or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City charter.
- B. The Council may direct the investigation of the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City Charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

Chapter 11 - City Council Preparation

- B. Councilmembers should be prepared for Council or Committee meetings, which includes having read all agendas and supporting documentation prior to a meeting.

- C. Councilmembers should stay abreast of regional issues affecting neighboring cities, counties, and the operations of other districts or agencies.

Chapter 12 - Public Meetings

- A. Recusal/Conflict of Interest – Any Councilmember who desires to recuse himself or herself for bias, conflict of interest, or any other reason shall do so as soon as the item is called and shall leave the Council dais until the item is concluded.
- B. Any Council member may request a continuance of an item on the agenda if that Councilmember needs more time to become fully informed and able to render a decision. However, a continuance need not be granted if a majority of the Council deems it necessary to render a decision at the agendized time.
- C. If any Councilmember becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission, or committee meeting, that Councilmember will, as a courtesy, inform the Mayor and the City Manager to the extent legally possible.
- D. Councilmembers are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council's ultimate decision graciously and as final. Councilmembers should not place the City Manager or staff in the position of having to deal with minority positions that do not further establish Council policy.
- E. The Mayor presides over and controls the meeting, and discourages personal attacks of any kind from speakers by encouraging them instead to productively address the issues at hand.
- F. The Council listens carefully to the speakers and does not interrupt or engage in debate with speakers. The three-minute period belongs to the speaker.
- G. Councilmembers make the reasons for their votes clear to their colleagues and the public. This is particularly important when the Council is divided on an issue.
- H. Direction to staff must be determined by a majority of the Council and must be identified at the Council meeting. Tacit approval, or lack of disagreement by others, is not considered direction. The Mayor should ensure that the direction staff receives is clear and represents the majority view of the Council.

Chapter 13 - Council Interaction and Communication

- A. Councilmembers shall treat each other with the respect and courtesy that is their due as residents and public officials.
- B. Each Councilmember has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Council members or with the City Manager.

- C. Councilmembers shall not engage in private discussions in violation of Oregon laws related to open or serial meetings. Councilmembers who feel that a conversation is potentially a violation should express his or her concern immediately and withdraw from the conversation. Council members are expected to honor such concerns and immediately cease the conversation even if they disagree.
- D. Personal attacks are always off-limits. Councilmembers start with the assumption that other members have the best interests of the City at heart, even if they disagree with their positions.
- E. Councilmembers should avoid expressions, comments, or opinions of City fault responsibility or liability in any matters involving property damage, personal injury, or alleged breach of contract or alleged violation of the law.
- F. These protocols may not, by themselves, carry the weight of the law. Councilmembers are expected to abide by them out of a desire to have a well-run City that treats its residents respectfully and with dignity. A governing body that strives to be fair informed, honest, diligent, dignified, efficient, and respectful of others will win the respect and trust of residents.
- G. If any Councilmember feels that a protocol is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the City Manager or staff are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter and ask for the issue to be put on a future agenda.

Chapter 14 - Amendment and Repeal

Section I: Amendment.

- A. These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
- B. Any proposed amendment to these rules shall be noted on the agenda for a regular meeting, wherein the same shall be discussed and open for comment by the public.
- C. All amendments to these rules require the approval of an amending resolution.
- D. Amended rules shall not go into effect until the amending resolution becomes effective.

Section II: Repeal.

- A. These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.

- B. The proposed repeal of these rules shall be accompanied by a proposed replacement.
- C. Any proposed repeal and replacement of these rules shall be noted on the agenda for a regular meeting, wherein the same shall be discussed and open for comment by the public.
- D. Any repeal and replacement of these rules require the approval of an amending resolution.
- E. Any repeal and replacement of these rules shall not go into effect until the resolution making such repeal and replacement goes into effect.

ORDINANCE 2023-743

AN ORDINANCE REPEALING CHAPTER 2.05 OF THE CARLTON MUNICIPAL CODE RELATING TO RULES OF PROCEDURE FOR COUNCIL, AND DECLARING AN EMERGENCY

WHEREAS, the City’s current Rules of Procedure for City Council are codified in Chapter 2.05 of the Carlton Municipal Code; and

WHEREAS, pursuant to the 2022 City of Carlton Revised Charter, the Rules of Procedure for City Council are to be adopted by resolution, not an ordinance, and are not codified in the Carlton Municipal Code.

NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF CARLTON, OREGON, as follows:

Section 1. Carlton Municipal Code Chapter 2.05, relating to the Rules of Procedure for City Council, is hereby repealed in its entirety.

Section 2. This ordinance, being necessary for the immediate preservation of the public peace, health and safety of the City of Carlton, an emergency is declared to exist and this Ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

ADOPTED by the City Council of the City of Carlton, Oregon, on _____, 2023 by the following votes:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Linda Watkins, Mayor

ATTEST:

Christy Martinez, Assistant City Manager



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Council Goals Update
Council Goal: Goal 4: Good Governance
Date: March 14, 2023

Recommendation

After review and discussion, it is recommended that Council consider the following motion:

It is moved that the City Council adopt the 2023-24 Council goals.

Background

At the 2023 Council goal setting meeting, the Council discussed goals for the upcoming year.

Alternatives

Do not adopt.

Fiscal Impact

None.

Exhibits

1. 2023-24 Council Goals
2. Intra-Council Expectations
3. Council Expectations of Staff

CARLTON CITY COUNCIL 2023 – 24 GOALS

Goal 1: Effective & Efficient Infrastructure

A continuing commitment to periodic assessment, improvement, and ongoing maintenance of public infrastructure and facilities that are essential to Carlton’s livability.

Plans Associated with Goal 1:

1. *Comprehensive Plan: Goal 8 – Recreation; Goal 11 – Public facilities & services; Goal 12- Transportation; Goal 13- Energy*
2. *Wastewater Master Plan*
3. *Emergency Operations Plan*
4. *Water Master Plan*
5. *Transportation System Plan*
6. *Parks Master Plan*

Strategic Actions & Status

		TYPE	STATUS
ACTION 1.1	Continue to implement the five-year replacement plan, including identifying funding strategies, for streets, water, and sewer assets.*	OG	IP
ACTION 1.2	Identify options, working with partners such as Yamhill Regional Water Authority, for a future water supply plan.	OG	IP
ACTION 1.3	Update City Transportation System Plan.	ST	IP
ACTION 1.4	Conduct wastewater rate study and consider recommended rate adjustments.*	ST	C
ACTION 1.5	Update and maintain the City’s emergency management plan.	LT	IP
ACTION 1.6	Develop and implement a plan to promote, educate, train, and engage community members in public safety activities and emergency planning.*	OG	IP
ACTION 1.7	Implement the plan to provide a functional and safe Civic Center.**	ST	IP
ACTION 1.8	Continue participation in discussions related to the Highway 47 realignment and advocate for City interests, to provide physical enhancements and traffic management in the downtown area.**	OG	IP
ACTION 1.9	Develop a proactive strategy to support businesses and residents during Highway 47 construction.	LT	OH W/1.8
ACTION 1.10	Begin to develop a five-year replacement/expansion plan with benchmarks for sidewalks and to increase accessibility for residents and businesses.*	OG	OH

Goal 2: Housing & Livability

Establish policies and opportunities for quality and a diversity of housing options that maintain community character while making living in Carlton attainable for a wide range of individuals and income levels.

Plans Associated with Goal 2:

1. *Comprehensive Plan: Goals 2-7 – Land Use Planning, Natural Resources & Natural Hazards*
2. *Goal 10- Housing*

Strategic Actions & Status		TYPE	STATUS
ACTION 2.1	Continue to update the City's Comprehensive Plan.**	ST	IP
ACTION 2.2	Continue to update the City's Development Code.**	ST	IP
ACTION 2.3	Incorporate housing policy approaches that promote increased supply, diversity, affordability, and homeownership opportunities wherever practicable in current and future updates of the Comprehensive Plan and/or Development Code. *	ST	NS w/2.1&2.2
ACTION 2.4	Develop policies for managing vacation/rental properties that are conducive to maintaining community livability. *	ST	NS w/2.1&2.2
ACTION 2.5	Investigate costs and benefits of adding a Historic District as part of the current Comprehensive Plan and Development Code update.	ST	NS w/2.1&2.2
ACTION 2.6	Identify opportunities to maintain and promote greenspace wherever practicable in current and future updates of the Development Code.	ST	NS w/2.1&2.2

Goal 3: Citizen Involvement

Continue to identify, implement, and promote strategies and tools that expand community education and involvement in City government activities and decision-making.

Plans associated with Goal 3:

1. *Comprehensive Plan Goal 1 – Citizen Involvement*

Strategic Actions & Status		TYPE	STATUS
ACTION 3.1	Establish a comprehensive system of public communication with routine updates and multiple distribution venues (e.g., website, newsletter, and social media platforms).	ST	C
	Explore options to display upcoming City events and other timely information on or in front of Civic Center.	ST	IP w/1.7
ACTION 3.3	Develop approaches to promote community involvement in City decision-making.	OG	IP
ACTION 3.4	Provide leadership development and other volunteer opportunities for community members.	OG	IP

Goal 4: Good Governance

To be responsive, approachable, welcoming, fair, and accountable internally and externally. Facilitate on-going conversation that captures all the considerations involved in ensuring interests are addressed and reflected in city policy initiatives.

Strategic Actions & Status		TYPE	STATUS
	Identify and provide education and training opportunities for City Council, advisory boards/commissions, and staff.	OG	IP
ACTION 4.2	Complete Carlton City Charter update.	ST	C
ACTION 4.3	Synchronize updated Carlton City Charter with Council Rules.	ST	IP
ACTION 4.4	Investigate opportunities to coordinate with regional partners to provide mutually beneficial community facilities. *	OG	IP

Goal 5: Financial Sustainability

Continue to enhance the physical character of Carlton through policies and programs that foster an attractive environment for businesses, organizations, and residents to continue meeting the public service expectations.

Plans Associated with Goal 5:

1. *Comprehensive Plan Goal 9 – Economy of the City*
2. *Comprehensive Plan Goal 14 – Urbanization*
3. *Carlton “Sight Seers” Community Vision & Strategic Plan*
4. *Economic Development Marketing*

Strategic Actions & Status		TYPE	STATUS
ACTION 5.1	Investigate potential strategies and work with Carlton Business Association to attract businesses to Carlton.	LT	OH
ACTION 5.2	Investigate strategies to acquire, manage, and maintain level of service park lands, greenspace, and trailways.	LT	NS

KEY

*Identified as a priority project

**Identified as a high priority project

Project Type LT, long term

ST, short term OG, ongoing

Project Status NS, not started

IP, in-progress

OH, on-hold

R, removed

C, completed

\$\$, funding needed

City of Carlton

Intra-Council Expectations

The following are expectations City Council members have of each other to help maximize their effectiveness as a policy-making body.

- Be engaged and participatory
- Promote and demonstrate civil discourse / professionalism
- Demonstrate respect for each other, staff, and public
- Do homework – read material and be prepared for meetings
- Put the interests of the City and community first
- Focus on equal and constitutional rights
- Be responsive to the community
- Seek learning opportunities (e.g., trainings, conferences)
- Respect final decisions of the Council
- Form own opinions

City of Carlton

Council Expectations of Staff

The following are expectations the City Council has of staff to help them be effective in their role. Continue to:

- Keep Council informed of City issues of community concern
- Provide adequate time to review any background information before a decision/discussion
- Be responsive and open to questions
- Be transparent
- Be present and visible in the community
- Anticipate Council questions
- Provide options for decisions
- Provide high quality products for Council and public
- Provide clarity in the budget process



To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Speed Concerns and Planning Commission Recommendations
Council Goal: Goal 1: Effective & Efficient Infrastructure
Date: March 14, 2023

Recommendation

After review and discussion, it is recommended that Council provide feedback on draft plan for multi-modal infrastructure throughout the City of Carlton.

Background

The residents of S. 7th Street have expressed concerns about speed and safety on the street. At the February Council meeting, and at the February Planning Commission meeting, several residents spoke to the Council and Commission. In coordination with the City engineer, police, and public works, the City has implemented data signs to capture speed and traffic data in addition to conducting additional patrols. Data signs will remain in place for a minimum of 1 month to capture data that is statistically significant to guide future discussions on traffic calming devices.

The City manager will provide a verbal summary of observations and data to date. Additionally, the Planning Commission has provided a recommendation for Council consideration (attached).

The City manager has also been investigating and researching several of the options presented at the February work session. As a result, the following is a draft outline of a plan of action to be responsive to the S. 7th residents and the entire Carlton community:

- Schedule a meeting with S. 7th neighbors, or go door to door, to clarify with all neighbors their experiences. There may be varying opinions, therefore, it might be useful to discuss temporary strategies that may work with collected data. Temporary strategies allows for some experimentation to see what works to address the issue prior to full investment into a permanent solution.
- Work with organizations like Build a Better Block, Blue Zones Built Environment, information from ODOT's presentation, City engineer, police, and public works to implement different temporary strategies keeping Council and Planning commission updated throughout.

- Give each option adequate time (at least 1 month) to evaluate efficacy
- Update Council and Planning commission updates on speed study and any applicable updates on above 2 bullets.
- Continue work on TSP update with ODOT (consultant evaluation, contracting, etc.), Continue work with Safe Routes to Schools (ODOT) and Safe Roads for all (DOT) to identify a less stress bike/ped route as discussed during the February joint work session and seek funds for construction/implementation.
 - Consider scheduling a community townhall fall/winter 2023 in alignment with public work for TSP update kick off for consultant and Council information.
 - Continue work on S 7th and determine if implementation of a permanent strategy to address concerns
 - 2023/2024 – work on Safe Routes to Schools and Safe Roads Planning grant opportunities
 - 2024/2025 – construction/implementation of successful grant awarded projects
 - Subsequent years - Keep moving forward on TSP and Safe Roads Planning as more funding is secured

This is a draft outline of what a plan of action could look like for consideration with the Planning Commission's request.

The Notice of Decision for JR1 is also included as information regarding the Planning Commission's decision.

Fiscal Impact

Dependent on costs for temporary strategies, staff time, grant applications and funding, and policy course of action.

Exhibits

1. Planning Commission Recommendation
2. JR1 Notice of decision

Conditions on South 7th Street:

- 46' of unmarked straight roadway in a residential environment.
- Nonconformance to either Existing Collector Street or New Collector Street development standards, City of Carlton's Comprehensive Plan or TSP. [1](#)
- Two unmarked 16' travel lanes for vehicles, two unmarked on-street 7'-8'(?) curbside parking lanes
- Access to two school entry points for children biking or walking to school. Bisects the nature trail access that links multi and single family homes to the elementary school. [2](#)
- Lack of visual cues to calm traffic.(ie street trees, bicycle lanes, narrow travel lanes.)

Observable results of the above conditions:

- Drivers may drive faster than 25 mph due to lack of traffic calming cues and excessive street and driving lane width. Travel lanes expand from two 16' to two 23' lanes on large stretches where parking is underutilized. 10' -11' driving lanes are recommended. [3, 4, 5](#)
- Motorist use is heavily prioritized to the disadvantage of users who can't or choose not to drive. Those users include children accessing school and social activities, the elderly, and others with temporary or permanent, cognitive or physical, disabilities. 46' is too far for these users to safely cross.
- Street design impairs the ability of crossing pedestrians and cyclists to identify safe spaces on the pavement. This difficulty is the result of unpredictable vehicle speeds and unpredictable vehicle positioning on a wide expanse of pavement without lane markings.
- As evidenced by public comment, residents and users of this Public Right of Way feel unsafe on their street. Speed studies do not address design elements that influence the ability of residents to use this street as public space. [6,7](#) City government has a duty to allow *all* users to interact safely within a Public Right of Way. (*Comprehensive Plan, Transportation, Goal 3*).

Planning Commission Recommendations:

- **Immediately invest \$3,429 to paint code conformant 5' bike lanes adjacent to 7' on-street curbside parking lanes** as specified in New Collector Street standards to narrow the motorist travel lanes, calm traffic and protect cyclists. Creates 12' of protected width on each side of street for crossers. Understand this is a *short term traffic calming solution* to implement during the years it will take to design, finance and implement more robust infrastructure.
 - a. There is room for this striping. $7' + 5' + 22' + 5' + 7' = 46'$. We measure the bike lane width/lane widths etc from the face of curb to the center of the stripe with no additional 'space' being allocated for the actual stripe. [8](#)
 - b. 7' is adequate for on-street parking. Cars are abundantly accommodated on this street both for parking and driving.
 - c. Buffered bike lanes are preferred but not needed here. TSP street section does not specify buffers. "Most studies find that the presence of a doortight bike lane is still safer than no bike lane at all..." . Support staff guidance for two side 7' parking, 2' buffer, 4' bike lanes [9](#)
- We realize City resources are substantially diverted by a major civic building project and Comprehensive Plan update. Staff implementation of their alternative infrastructure recommendation may require years of preliminary steps that may include:
 - Hire consultant to update TSP; Create a draft of TSP update, approve update; Do more studies to potentially identify 7th Street as a priority street to remediate; Design necessary upgrades (*If* street is identified as priority); Secure finances to fund and implement expensive upgrades. (pay staff to write grants that may or may not be awarded); Build potential infrastructure. [10](#)
- **We support future exploration and implementation of other City-wide robust multimodal infrastructure** such as rain garden bulb-outs, buffered bike lanes, pedestrian crossing tables etc. [10](#)

Appendix

1. **City of Carlton Comprehensive Plan, Transportation, (Oregon Land Use Goal 12)**, page 1-33 to 1-41.
 - **Goal 2**, Objectives, H: *Identify local traffic problems and recommend solutions.*
 - **Goal 2**, Objectives, K: *Consider the use of reduced street widths and other traffic calming techniques to provide safe passage for pedestrians and bicyclists, and a more livable neighborhood environment for residents.*
 - **Goal 3**: *Increase the use of alternative modes of transportation (walking, bicycling, rideshare/carpooling, and transit) through improved access, safety, and service.*
 - **Goal 3**, Objectives, A: *Maintain and implement the Transportation System Plan's pedestrian and bicycle plan providing for sidewalks, bikeways, and safe crossings.*
 - **Goal 3**, Policies, A 1: *The City shall maintain and implement the Transportation System Plan's network of streets, access-ways, and other improvements, including bikeways, sidewalks, and safe street crossings to promote safe and convenient bicycle and pedestrian circulation within the community.*
 - **Goal 3**, Policies, A 10: *The City will coordinate with the Yamhill-Carlton School District to develop and promote the use of safe and convenient pedestrian and bicycle facilities to the elementary school and high school bus stops.*

TSP: Local Streets, where bikeways are “shared roadway”, are a safer 34' wide. Page 23 and 110

- Narrow streets with on-street parking slow traffic, decrease need for separated bike lanes
2. Taft St stub links directly to one access point for students. SE nature trail extension sidewalk links to second
 3. Ingrid Potts, Douglas W. Harwood, and Karen R. Richard, “*Relationship of Lane Width to Safety on Urban and Suburban Arterials*,” (paper presented at the TRB 86th Annual Meeting, Washington, D.C., January 21–25, 2007).

https://nacto.org/docs/usdg/lane_width_potts.pdf

NACTO Urban Street Design Guide:

<https://nacto.org/publication/urban-street-design-guide/street-design-elements/lane-width/>

4. Swift and Assoc(Swift) “**Residential Street Typology and Injury Accident Frequency**”
5. Federal Highway Association, FHWA
<https://highways.dot.gov/safety/speed-management/traffic-calming-eprimer/module-2-traffic-calming-basics>
6. James M. Daisa, P.E. and John B. Peers, P.E., in *Narrow Residential Streets: Do They Really Slow Down Speeds?* Nacto) https://nacto.org/docs/usdg/narrow_residential_streets_daisa.pdf
7. Resident perceptions of unsafe conditions persist in Carlton Crest despite historic speed data that suggest safe average speeds. Resident perceptions of safety and freedom to use pedestrian infrastructure are formed by design elements that encourage speeding. Contrary to Transportation, Goals 3, residents are discouraged to walk, ride



8.

Examples in Cornelius, OR. 7' parking + 5' unbuffered bike lane

9. City of Carlton City Council Agenda Packet, February, Staff Report page 15, b and page 16, table Also, NACTO urban Bikeway Design Guide, page 22:
https://nacto.org/wp-content/uploads/2011/03/NACTO_UrbanBikeway_DesignGuide_MRez.pdf
10. Two stormwater curb extensions cost upwards of \$20,000 (*Existing curbside stormwater drainage design will have to be addressed to accommodate bulb outs.*) Examples of retrofitted streets with completed cost:
<https://www.portlandoregon.gov/shared/cfm/image.cfm?id=96962>

**BEFORE THE PLANNING COMMISSION
OF THE CITY OF CARLTON**

**IN THE MATTER OF A PRELIMINARY) NOTICE OF DECISION
SUBDIVISION PLAN FOR JR MEADOWS) CONDITIONS OF APPROVAL**

APPROVAL of a request for JR Meadows Preliminary Subdivision Plan, a 38-lot subdivision to create 38 residential home sites at South 7th and Main Streets.

APPLICANT: TJA, LLC
9110 NW Clay Pit Road
Yamhill, Oregon 97148

PROPERTY OWNER: Steve Reimann
9110 NW Clay Pit Road
Yamhill, Oregon 97148

REQUEST: Request for Subdivision approval to plat 38 residential lots

SITE LOCATION: 640 E. Main Street; Map 3S 4 22 tax lot 1400

SITE SIZE: Estimated 9.3 acres total (R-2:8.8 acres, R-3:.5 acres)

DESIGNATION: Comprehensive Plan Map: Residential [R]
Zoning: Medium Density Residential [R-2]; High Density R-3

CRITERIA: Carlton Development Code

- Section 17.22 R-2 & 17.28 R-3 Zones
- Section 17.60.030 Development and Design Standards
- Section 17.64 Street Standards
- Section 17.72 Storm Drainage
- Section 17.76 Utility Lines and Facilities
- Section 17.88 Development Standards for Land Divisions
- Section 100 Access Control Standards
- Section 17.106.030 A. Residential Design Standards
- Section 17.176 Subdivisions and PUD's
- Section 17.188 Type II Actions and Procedures
- Section 17.196 Public Hearings
- Section 17.216 Performance Agreement

EXHIBITS:

- Application Forms, Narrative & Findings, Traffic Study, Geo-tec Report, Plan Sheets P01 – P12, August 2019, Wetland determination 10-31-19,

Arborist letter & Tree Table 11-13-19, Applicant's Conceptual Open Space Plan for Tract A, Conceptual Plan for the Main Street Frontage and Neighborhood TSP Circulation Plan

- Comments from Gordon Munro City Engineer 11-26-19

I. REQUEST

The application requests approval of a 38-lot residential subdivision to be known as JR Meadows Subdivision. Of those, 37 lots are single family or duplex lots and one lot is designated for multi-family dwellings. A future multi-family proposal will require Planning Commission approval of a detailed site and design plan.

II. ENGINEERING COMMENTS AND CONDITIONS OF APPROVAL

CDC Section 17.88.050 Improvement Requirements

All improvements required by this ordinance or as conditions of approval of any subdivision or partition shall be completed prior to the issuance of any building permits for any structures within the subject development. If the Developer requests approval to record the final plat before all required improvements have been constructed and all conditions of approval have been met by the Developer and accepted by the City, the Developer shall provide a security guarantee satisfactory to the City that all improvements will be constructed in conformance with all City standards and ordinances and all conditions of approval will be satisfied. If the total street frontage of the development is less than or equal to 250 feet, the applicant may request, and the City may grant an improvement deferral agreement.

A. Frontage Improvements: Street improvements shall be required for all public streets on which a proposed land division fronts in accordance with Section 17.64. Such improvements shall be designed to match with existing improved surfaces for a reasonable distance beyond the frontage of the property. Frontage improvements shall include sidewalks, curbing, storm sewer, sanitary sewer, water lines, other public utilities as necessary, and such other improvements as the City shall determine to be reasonably necessary to serve the development or the immediate neighborhood.

The City Engineer's improvement comments and requirements are as follows:

1. **17.56.020 Floodplain:** The applicant verified the location of the 100-year floodplain indicating that the work is outside the 100-year floodplain. It is now classified as zone X.
2. **Sections: 17.64.020, 17.64.030, 17.64.040 and 17.64.050 pertaining to E. Main St.:** This is an existing arterial street. Through previous work the City has determined that the ROW will be 60' instead of 65', the pavement width 40' instead of 50', and the sidewalk is required to be 6'. Pavement, curb & gutter and sidewalk will be required to meet these standards. The additional pavement width is required to meet 40'. A landscape strip is

required to provide additional buffer in front of the R-3 site. According to city arterial street standards and the TSP a 5' bike lane is required on the Main Street frontage.

3. **Sections: 17.64.020, 17.64.030, 17.64.040 and 17.64.050 pertaining to 7th Street:** It is a proposed new collector street and the requirements are: 71' ROW, 46' pavement, 5' bike lane, 5' landscape strip, curb & gutter, and a 6' sidewalk. This meets the requirements of the TSP to have a collector street running north south in this area. The applicant has requested an alternate section in order to match existing conditions near at N.7th St. on the north side of Main St. which does not include a landscape strip.
 - a. Therefore, they do not meet the requirements of 17.64.020 N (landscape strip), or 17.64.040 (ROW improvements).
 - b. The request includes a 47' ROW near Main St. that transitions to a 58" ROW. This deletes the landscape strip, and on the west side of the street deleting the sidewalk near Main St. The landscape strip shall be included between curb and sidewalk.
 - c. The street trees should be planted in an easement behind the sidewalk.
 - d. The 100' of sidewalk deleted from 7th St. near the Main St. intersection should be included if possible. This should be evaluated in design in more detail.
 - e. The requested variance to ROW and pavement width has been discussed with City staff, and staff is in support because it matches existing improvements.
4. **Sections: 17.64.020, 17.64.030, 17.64.040 and 17.64.050 pertaining to Washington Street and Taft St.:** These are local streets and the requirements are: 50' ROW, 34' pavement, curb & gutter, and a 5' sidewalk. It is shown matching up with the existing street. This matches the TSP and is good for future expansion of the transportation system.
5. **Section 17.64.030 H. Dead end streets:** Per fire code requirements, dead-end streets longer than 150' shall have an approved turnaround. A temporary turnaround may be required near the south end of the subdivision that meets requirements of the Fire Chief. While preliminary discussions indicate that fire sprinklers may be adequate, this issue should be further developed in design.
6. **Section 17.72 Storm Drainage:** There is a 15" storm sewer on E. Main St. that discharges to Hawn Creek. There is a 10" pipe on Washington St. that discharges to an open channel. Detention is not required unless the downstream pipes are not sufficiently sized. One culvert is proposed to be upsized. Treatment is not required. The storm drainage system should be designed such that it picks up all the drainage on the streets and can be extended for future developments. The storm water is proposed to be discharged to an existing drainage way. This is acceptable. The applicant has provided a preliminary storm report. Pipe and rip-rap sizing is considered preliminary and will need to be verified during design.
7. **Section 17.76.020 C. Water:** There is a 6" water line on E. Main Street, and a 10" water line on the north side of Main St. There is a fire hydrant on E. Main Street. There is an 8" line that dead-ends on Washington Street. A minimum 8" water line would be

- required along all the streets and would connect to the water line on E. Main St. and Washington St.
- a. The connection on E. Main St. should be to the 10" pipe.
 - b. The pipe size shall be evaluated to determine if it is adequately sized to provide service and fire flow to the southern UGB.
 - c. All lots would require separate water services and meters.
8. **Section 17.76.020 D. Sanitary Sewer:** There is an 8" sanitary sewer on E. Main St that is clay, and an 8" pipe parallel to the west property line that is concrete. These two lines flow by gravity to the Hawn Creek pump station. As proposed the new sanitary sewer pipe would be 8" on all the streets.
- a. The 8" clay pipe on E. Main St. should be replaced along the site's frontage.
 - b. Previous evaluation of the pump station capacity indicated that it has capacity to serve the proposed 38 lot subdivision.
 - c. All lots would require separate sanitary sewer services.
9. **Section 17.88.060 A. Design:** A specific engineering design review will be conducted with regard to the public facilities. While the plat layout and ROW's would remain the same, details of the design may vary from the application. The engineering design plans shall follow the recommendations of the Geotechnical Report submitted with the application.
10. **Section 17.100.040 A. Access control:** The proposed access plan does not meet the standard. Access is required to be on the street with the lower functional class; therefore,
- a. Lot 38 fronts E. Main St. (an arterial), and 7th street (a collector). The access should be on 7th St.
 - b. Lots 4, 5, 12, 13, 24, 25, 32 and 33 have frontage on 7th St. (a collector) and either E. Washington St. or E Taft St (both local). The access should be on the local street (Washington and Taft). If some of these are duplexes and on the corner lots, then one access could be on 7th Street. If there are overriding circumstances on the other lots, the applicant shall provide data that is acceptable to the City for driveways to be located on 7th Street.
11. **Section 17.100.070 Traffic Study:** A traffic study is required if more than 250 daily trips are generated. The proposed subdivision has 38 lots, so will generate approximately 380 trips per day. A traffic study is required and was submitted with the application. The study found that all intersections operate in an acceptable manner and no traffic control improvements are required.
12. **Section 17.176 Wetlands:** The applicant has indicated that there are wetlands, and provided a map showing the location. The plan as provided does not appear to affect the wetlands. If the plan is changed during design and wetlands are found to be impacted by the development, then the applicant will be required to meet State regulations regarding permitting and mitigation.

13. **DSL Permit:** The applicant has indicated that the existing stream will not be impacted enough to trigger a permit from the DSL. However, this is not apparent from the information provided. During design the applicant shall provide sufficient information to make the determination and shall obtain a permit if required.

III. DECISION

Based on the findings in the City Staff Report dated 12-9-19, the City Engineer's comments and findings above and the applicant's findings and materials, on December 16, 2019 the Carlton Planning Commission approved the preliminary subdivision plan for JR Meadows a 38-lot subdivision subject to the following conditions of approval:

1. This decision is subject to City Council's final approval of the subject parcel rezoning to R-2 and R-3. If the property is not rezoned by city ordinance the JR Meadows preliminary subdivision plat approval is void.
1. A demolition permit and a grading permit shall be obtained from the city prior to any site grading and demolition of any buildings on the site. The specific recommendations in the applicant's Geotechnical Engineering Report dated July 25, 2019 shall be incorporated into the design and construction phases of the project.
3. **Prior to final plat approval**, detailed design drawings and specifications for all water, sanitary sewer, storm drainage, street improvements, grading, erosion control, tree protection methods, property and street centerline monuments and subdivision benchmarks shall be prepared by a registered professional engineer and submitted to the City Public Works Director and City Engineer for approval in a pre-construction meeting prior to any improvements or construction. The City Engineer's comments on the application and conditions of approval are listed herein in Section II. of this decision.
 - a. The applicant shall demonstrate that there is adequate fire apparatus access and turn around capability and that fire flows serving the subject development meet the Uniform Fire Code requirement of 1,000 gallons per minute. All fire hydrants shall be installed according to the adopted City of Carlton Public Works Standards. If fire flows are not available a new dwelling will need to be sprinkled, in which case the required fire flows can be decreased at the discretion of the Fire Chief.
 - b. Street improvements shall be designed and constructed to city standards as approved by the City Engineer, including a 5' bike lane on the Main Street frontage. Street tree planting in a landscape strip on local streets is not required of the land divider. Instead street trees shall be planted in the front yard defined by an easement. Street trees are required in a planter strip between the sidewalk and curb improvements on Main Street in accordance with tree planting specifications and a tree species compatible with the location and width of the planting strip.
 - c. The storm water system design, layout and improvements shall be approved by the City Engineer.

- d. The sanitary sewer system design, layout and improvements shall be approved by the City Engineer.
 - e. All utilities shall be underground in an easement and shall be shown on the final plat and at a minimum shall conform to the requirements of Development Code Section 17.76.
 - f. The minimum spacing between driveways on 7th Street shall be as close to 75' as possible, measured from driveway edge to driveway edge. Prior to final plat approval, the applicant shall submit a driveway spacing plan for review and approval by City staff. In addition, a duplex on a corner lot is not restricted to driveway access on the lower classification of street abutting the property in order to allow for two separate entries.
 - g. The existing trees identified on plan sheets P-02 and P-03 that are on the perimeter of the site shall be retained wherever possible and properly protected during construction.
 - h. The installation of street name signs and traffic control signs is required at locations determined by the City and shall be of a type required by City standards.
 - i. The installation of underground electric service, streetlight standards, wiring, and lamps for streetlights of a type required by City standards following the making of necessary arrangements with the serving electric.
 - j. All public improvements shall be constructed in accordance with the land division requirements of Development Code and the relevant City of Carlton Public Works Standards, as may be practically modified based on site specific conditions.
 - k. Curb cuts and driveway installations, excluding common drives, are not required by the developer, but, if installed, shall be according to the City standards.
 - l. The City and the applicant shall determine the ownership and maintenance of Tract A, the open space and wetland parcel, which shall be described on the final plat.
4. **Prior to issuance of building permits:**
- a. All dwellings shall comply with the design standards of Section 17.106.030 A. Residential Design Standards regarding garage size, materials and completion, as well as the lot coverage requirements of Sections 17.22 R-2 and 17.28 R-3 at the time of building permit submittal. The standards address garage size, materials and completion prior to occupancy.
5. **Security Guarantee:** If the developer requests approval to record the final plat before all required improvements have been constructed and all conditions of approval have been met by the developer and accepted by the City, the developer shall provide a security guarantee in accordance with Section 17.216 Performance Agreement and satisfactory to the City that all improvements will be constructed in conformance with all City standards and ordinances and all conditions of approval will be satisfied.

6. **Final Plat Submittal:** Within eighteen months (18) months of the date of Planning Commission approval, the applicant shall submit three (3) identical reproducible copies of the final plat for signature. The final plat shall be submitted to the City in a form and with information consistent with Development Code Section 17.176.050 including monuments, benchmarks and other County survey and map standards, and State laws including ORS Chapter 92 for plats of record.

Extension: If the final plat is not submitted within eighteen (18) months of the date of Planning Commission approval, the approval shall lapse, unless and extension request is filed with the City before the expiration date. An extension request shall be made in accordance with Section 17.176.050.

Signed: 

Date corrected: 1.2.20

Dennis Durham, Carlton City Manager

APPEAL: A final decision by the Planning Commission may be appealed to the City Council by an aggrieved party by filing a notice of appeal with the City Recorder within 10 days of the date of these written findings on the action and in accordance with CDC Section 17.204.



To: The Mayor and Members of the City Council
From: Aimee Amerson, City Recorder
Subject: Parks Plan Update and recommendation list
Date: March 14, 2023

Background

At the City Council Goal Setting meeting, the Council requested to see the Park Plan update presentation that the Planning Commission created. The Planning Commission created a graph that listed the projects in the Park Plan, and then noted the status of the project, and offered suggestions. Staff has placed the Planning Commission's review with current 2019 Plan information.

The left-hand column notes the current park features, while the center column notes the projects listed in the Park Plan. The right-hand column is the Planning Commission's suggestions/recommendations, and what the staff has or will be doing for that specific project. The spreadsheet is split by park, starting with Ladd Park, followed by Hawn Creek and Wennerberg parks.

The bottom of page 7 of the spreadsheet notes pages in the Park Master plan containing data, statistics, goals and policies and Oregon park classification with page numbers for easy access to review these details.

Exhibits

1. Park Needs and Recommendations spreadsheet
2. 2019 Park Master Plan

LADD PARK (Neighborhood Park)

Current Features	2019 Park Plan Future needs	Current standing & Recommendations
Picnic facilities	Veteran Memorial upgrade	Veterans memorial in CIP for FY26 <ul style="list-style-type: none"> • PC recommends project completion • Staff partnering with American Legion to find grant funding for project.
Ladd fountain	Ladd Fountain upgrade	2019 Fountain foundation repaired <ul style="list-style-type: none"> • PC recommends further upgrades on fountain. • Staff actively looking for grant funding to complete project.
City pool and pool house with ADA access	Gazebo/Stage	Gazebo in CIP for FY24 <ul style="list-style-type: none"> • PC recommends using movable picnic tables to allow for more green, open space. • Citizens request covered gazebo for use for events in Ladd Park.
Basketball court	Sports court cover for year-round use	Sports court cover in CIP for FY24 <ul style="list-style-type: none"> • PC recommends sports court be used for multiple sports. • Staff is seeking funding for multipurpose use with year-round access with roof coverage.
Playground	Multipurpose Sport Court	Current court space can support some other sports and be used as an event space. <ul style="list-style-type: none"> • PC recommends • Staff seeking funding
Flush toilets and water fountain	Completed in conjunction with pool house project	Flush toilets and water fountain completed and currently serving the community.
Business kiosk	Kiosk update being planned by CBA. Staff working in partnership in a support role	Business Kiosk completed. Update currently being planned by CBA.

HAWN CREEK PARK (Neighborhood Park)

Current Features	2019 Park Plan Future needs	Current standing & Recommendations
Adjacent to Hawn Creek green space	Pedestrian access (sidewalk)	Sidewalk to playground and picnic shelter completed in 2020 and 2022. <ul style="list-style-type: none"> No further PC recommendations.
Playground equipment	Playground equipment and benches	Completed in 2020 <ul style="list-style-type: none"> No further PC recommendations.
Picnic shelter with picnic tables	Picnic Shelter	Completed 2022 <ul style="list-style-type: none"> No further PC recommendations on this topic.
	Landscaping improvements	Scheduled for future addition to CIP and project completion. <ul style="list-style-type: none"> PC notes mature trees along park border adding shade and beauty to park space. Staff will work to maintain mature trees with assistance from professional arborists. Additional planting budget to be added to future CIP plan.
	Half Basketball court	Scheduled for future addition to CIP and project completion. <ul style="list-style-type: none"> PC recommends relocating basketball court near picnic pavilion open space area due to safety concerns, the impact of construction underneath the mature trees, and avoiding the use of fencing. PC also proposes the Carlton Crest residents be surveyed on their desire for a basketball court in the park.

		<ul style="list-style-type: none"> • Staff will evaluate safety needs, location, and environmental impacts and locate funding.
	<p>Walking path</p>	<p>Scheduled for future addition to CIP and project completion.</p> <ul style="list-style-type: none"> • PC recommends and supports a walking trail/path through wetlands. They noted the addition of benches or interpretive signage for passive enjoyment. They also support the need to restore the native plant species in the wetland area. They add that DSL regulations may complicate and add considerable expense to this project. • There are limited available area due to state requirements for wetlands in Hawn creek limiting the length of trail as well as ability to support native habitat enhancement, native plant restoration and educational components.

WENNERBERG PARK (Community Park)

Current Features	2019 Park Plan Future needs	Current standing & Recommendations
Pit type restroom facility	Restroom update and expansion	Restroom update scheduled for future addition to CIP and project completion. <ul style="list-style-type: none"> • PC recommends the use of temporary porta potties due to frequent flooding episodes as they can be moved easier. • Staff currently has porta potties placed in park during the drier months and at times of higher park use.
3 picnic pavilions	Concession stand	Concession stand scheduled for future addition to CIP and project completion. <ul style="list-style-type: none"> • PC recommended talking to local youth baseball league to see if it is truly a need • Staff will reach out to Yamhill Carlton Together Cares and determine the level of need.
3 baseball diamonds	Additional pavilion	Additional pavilion scheduled for future addition to CIP and project completion if determined to be desired by community. <ul style="list-style-type: none"> • No further comments from PC on this topic. • Staff will investigate this topic further. If park space allows, and the community desires a fourth pavilion, grant funding will be sought.
Frisbee golf course	Sidewalks along Grant Street	Sidewalks scheduled for future addition to CIP and project completion.

		<ul style="list-style-type: none"> • PC recommends completion of this project to provide safe, continuous access to the park. • Staff will research the costs involved in adding sidewalks to Grant street in order to best budget this item when added to the CIP.
River access	Update to current parking arrangement	<p>Update to parking arrangement scheduled for future addition to CIP and project completion.</p> <ul style="list-style-type: none"> • No further PC recommendations on this topic. • In Fall 2022, staff did add additional parking connecting to existing parking area near Public Works Lab building. This is the most current update to any parking in the park areas.
Natural areas	Additional parking	<p>Additional parking scheduled for future addition to CIP and project completion.</p> <ul style="list-style-type: none"> • No further PC recommendations on this topic. • Due to the increased public use and enjoyment of the park, additional parking will be needed as the number of park visitors increases each year. Staff will investigate appropriate areas for additional parking areas in the park.
	New Playground equipment	<p>Completed in 2020</p> <ul style="list-style-type: none"> • PC supports but recommends the new playground equipment but adds that shade trees need to be

		<p>strategically planted to prevent structure from becoming too hot for children to use.</p> <ul style="list-style-type: none"> • Staff will contact an Arborist for tree recommendations for shade trees that will also strengthen and support current tree inventory and will also complement the current park atmosphere.
	Additional access to Yamhill river	<p>Additional access to river is scheduled for future addition to CIP and project completion.</p> <ul style="list-style-type: none"> • PC notes that as additional river access is needed, it will be difficult to attain due to the significant erosion on the West and South banks. Annual flooding also creates issues for permanent trail creation and maintenance. • Staff is working on options to stabilize banks.
	Improve riparian area through park	<p>Riverbank repair in CIP for FY27</p> <ul style="list-style-type: none"> • PC recommends riverbank repair and improvement to riparian area. • Staff has included this topic to the CIP for FY27. Staff has reached out to the state and other professionals for information, assistance and grant funding options.
	Remove noxious vegetation	<p>Removal of noxious vegetation is scheduled for future addition to CIP and project completion.</p>

		<ul style="list-style-type: none"> • PC recommends immediate removal of all noxious vegetation in park. • Staff has been aiming to remove noxious vegetation as they are able each year. Volunteer assistance would be highly encouraged in order to accelerate the eradication process.
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Our Parks Development plan, most recently completed in 2019, contains data disclosing the citizen make up of the city, the current park facilities currently servicing the community, and what amenities are needed at each park location. It also includes what is required by the state for compliance, and what the city needs to do in order to meet and stay in compliance.

The Parks plan was adopted in December 2019 with input from the community through public meetings with both the Planning Commission and City Council. It is an overview of the needs and wishes of the community and it's make up at that time.

To view the data, please go to the following pages in the 2019 Carlton Parks Development Plan:

- Age statistics and community demographics Page 2-1
- Goals and Policies Page 3-1
- Current and future park amenities Page 4-3 thru 4-5
- Oregon Parkland classification Page 4-6 and 4-7
- Current and Future Park services Page 7-1



Carlton Parks Development Plan



December 2019

Adopted by Ordinance No.

Prepared for:

The City of Carlton, Oregon

Prepared by:

Mid-Willamette Valley Council of Governments

Prepared for:

City of Carlton, Oregon

Brian Rake, Mayor

Prepared by:

Mid-Willamette Valley Council of Governments Salem, Oregon

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Chapter 1

Introduction

Carlton is preparing for population growth and an increase in residential development. The city has experienced only moderate growth in recent years, but several large residential subdivision projects planned for the community will result in a steady increase in population in coming years. The City created and adopted a parks development plan in 2014 that included a Capital Improvements Program (CIP) for park facilities.

With the increase in residential development in the city, it is important to plan for future development of parks and recreation facilities as well. Such facilities contribute greatly to the quality of life in small communities. In addition, the development of a parks development plan and CIP serve as the basis for calculating Systems Development Charges (SDCs) for parks. SDC funds are an important mechanism for funding development of new recreational facilities to meet the needs of a growing population.

This plan was developed under guidance from the Carlton Parks Committee. The Parks Committee assisted in identifying facilities and determining and refining necessary system improvements. The Planning Commission and City Council then prioritize system improvements for inclusion in the CIP.

The Parks Planning Process

Park facilities can help meet the demand for recreational activities and enhance a community's quality of life. Providing adequate park facilities can be a challenge for many growing communities.

Lack of resources—both staff and money—limits many communities' ability to develop and maintain adequate parks systems. Identifying system priorities and matching them with available resources requires careful planning. Many communities develop and adopt park system master plans to guide development of their parks system.

Parks provide a variety of resources and opportunities for communities. These include passive and active recreation opportunities, preservation of open space and wildlife habitat that may include environmentally sensitive land such as wetlands or coastlines, and preservation of historic, cultural, and natural resources. In addition, parks may serve as informal meeting places in a community—drawing residents together and creating a sense of cohesiveness and community.

Local governments may prepare and adopt local parks master plans pursuant to Statewide Planning Goal 8: Recreational Needs and OAR 660-034-0040. These plans may be integrated with local comprehensive land use plans. Parks master plans help to give a community direction in developing future parks and making improvements to existing parks to meet residents' needs.

Purpose of this Plan

The purpose of this Parks Development Plan is to identify park and recreation amenities that will meet the needs of the community. The Plan will serve as a guide for future development of parks within the community. More specifically, the purpose of this plan is to:

- Identify current and future park and recreation needs.
- Identify park and recreation goals and policies.
- Develop a list of proposed parks and recreation facility improvements designed to meet future needs.
- Identify general areas where new parks facilities could be developed.
- Develop costs estimates for proposed parks and recreation facilities improvements.
- Identify reimbursement and improvement SDC requirements.

- Identify funding strategies and sources for proposed parks and recreation facilities improvements.

Methods

A variety of methods were used to create this plan. Mid-Willamette Valley Council of Governments (MWVCOG) staff used the following approach:

1. Background research on the demographics and park resources of Carlton.
2. Inventory of the condition and amenities of each of Carlton's existing parks.
3. Research on park standards and classifications to be a basis for developing standards and classifications specific to Carlton.
4. Meeting with the Carlton Parks Committee to identify a list of needed improvements and amenities.
5. Research on costs for capital improvement projects.
6. Research on possible funding options for the capital improvement plan.

Organization of this Plan

This plan is organized into seven chapters:

- **Chapter 1: Introduction**
- **Chapter 2: Community Profile** examines trends in population, housing, age composition, school enrollment, racial composition, income levels, poverty rates, and employment, as they relate to parks planning.
- **Chapter 3: Goals and Policies** outlines the City's parks and recreation policy framework.
- **Chapter 4: Park Inventory** provides an inventory of parks available in Carlton, including information on the condition, amenities, and classification of each facility.
- **Chapter 5: Proposed Parks Improvements** provides a description of proposed improvements within the existing park system.
- **Chapter 6: Capital Improvement Program** presents a 5-year capital improvement program (CIP). The CIP focuses on specific park improvements with cost estimates and a short- or long-term ranking for each project.
- **Chapter 7: Parkland Acquisition Plan** calculates the amount of parkland needed through 2040 to keep pace with growth in Carlton. This chapter also includes a preliminary cost estimate to acquire needed parkland and discusses acquisition strategies.

Appendices:

- **Appendix A: Funding Options** Contacts, names, phone numbers, and websites for various funding options.
- **Appendix B: Ladd Park Concept Plan** Provides a conceptual site plan outlining proposed changes to Ladd Park.
- **Appendix C: Hawn Creek Park Development Plan** Provides a site plan for the development of Hawn Creek Park.
- **Appendix D: Wennerberg Park Plan?**

Chapter 2 Community Profile

Carlton's location and demographic characteristics present opportunities and constraints for the community's park system. This chapter describes socioeconomic data for Carlton. Demographic trends provide an understanding of present and future park need. Development trends provide information on the rate, type, and location of growth. All of these factors should be considered when siting future park facilities and in prioritizing capital improvements. The community profile information can also be used in grant proposals to fund specific parks and recreation improvements.

Demographic Characteristics

Population

Table 2-1 shows population trends between 1970 and 2018 for Carlton, Yamhill County, and the State of Oregon while Figure 2-1 provides a population forecast to 2040 for the City of Carlton. Carlton grew at an average annual growth rate (AAGR) of 1.6 percent between 2010 and 2018. This growth rate was higher than both the 1.0 percent AAGR of Yamhill County and Oregon's annual growth rate of 1.1 percent for the same time period.

Table 2-1. Population Trends in Carlton and Yamhill County (1970-2018) and Oregon 1970-2018

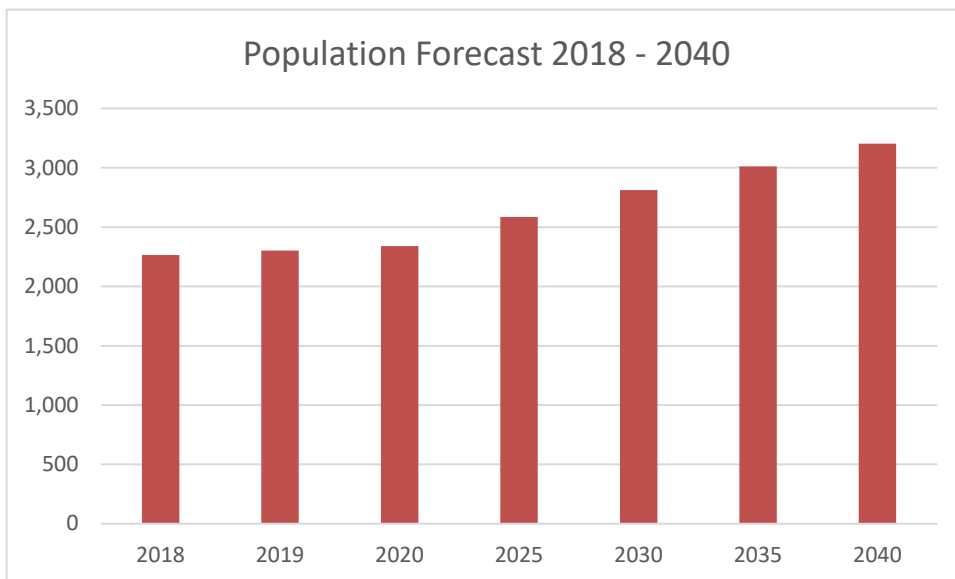
Year	Carlton	AAGR	Yamhill County	AAGR	Oregon	AAGR
1970	1,126		40,213		2,091,385	
1980	1,302	1.5%	55,332	5.2%	2,633,105	2.6%
1990	1,289	-0.1%	65,551	2.6%	2,842,321	0.8%
2000	1,514	1.6%	84,992	2.9%	3,421,399	2.0%
2010	2,007	2.9%	99,193	1.6%	3,831,074	1.1%
2018*	2,270	1.6%	107,415	1.0%	4,195,300	1.1%

* Source: U.S. Census Bureau, Census 2000 and 2010, Portland State University Center for Population Research, and MWVCOG

State law requires Portland State University (PSU), in coordination with local governments, to issue 50-year population forecasts to be applied by local governments when changing the comprehensive plan or a land use regulation of the government (ORS 195.033). PSU, in coordination with Yamhill County and the City of Carlton, have developed a coordinated forecast for the city's population through 2067. In addition, Oregon Administrative Rules (ORS) 660-015 requires local governments to apply 20-year population forecasts to demonstrate need for parks and open space when implementing comprehensive plan changes or land use regulations. The coordinated 2040 population forecast for Carlton is 3,204 persons. This coordinated population forecast is used in this plan to estimate future parkland needs for Carlton.

Future population growth will create increased demand for infrastructure—including parks—for Carlton. By 2040, the existing parks system will be servicing a larger population. The City will need to acquire new parkland if it desires to maintain the current level of service. The projected future need for additional parkland is presented later in Chapter 7: Parkland Acquisition Plan also uses this projection.

Figure 2-1 Population Forecast for Carlton 2018 – 2040

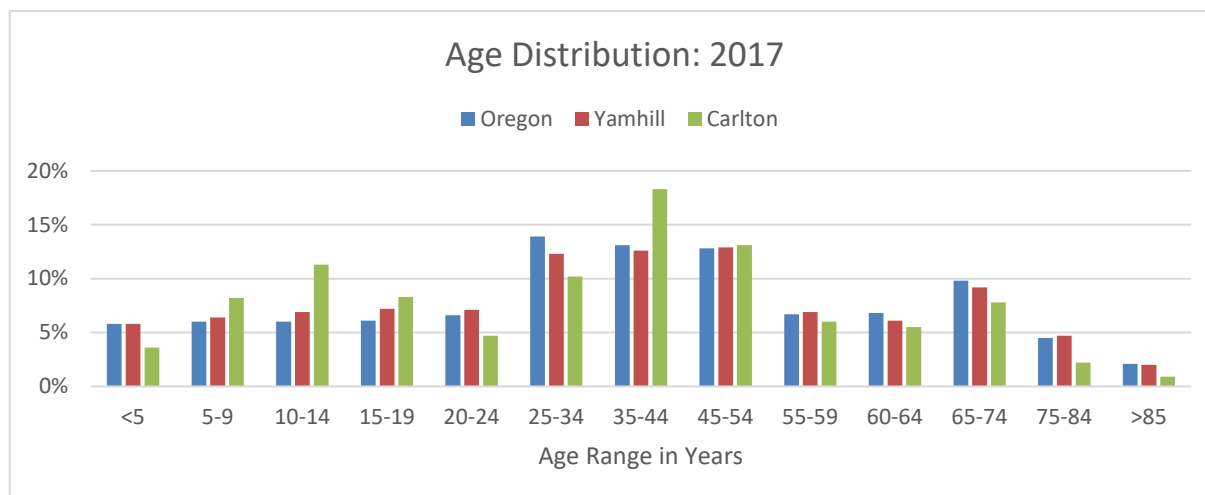


Source: Portland State University Population Research Center

Age Characteristics

Age is an important factor in parks planning. Each age group has different needs and desires. Current and future age distribution of a community should influence the facilities and amenities offered in parks.

The US Census shows that in 2010, the median age in Carlton was 34.3 years. This is similar to the median age for Yamhill County, 34.1 years, and younger than the Oregon median age, 36.8 years. The age composition of Carlton, Yamhill County, and Oregon is shown in Figure 2-1.

Figure 2-2. Age Distribution: Oregon, Yamhill County, City of Carlton, 2017

Age: ACS Demographic and Housing Estimates, 2013-2017
 American Community Survey 5-year Estimates

	Oregon State		Yamhill County		City of Carlton	
	Estimate	Percent	Estimate	Percent	Estimate	Percent
<5	231,854	5.80%	5,913	5.80%	69	3.60%
5-9	242,780	6.00%	6,510	6.40%	158	8.20%
10-14	242,234	6.00%	7,062	6.90%	218	11.30%
15-19	245,601	6.10%	7,380	7.20%	160	8.30%
20-24	264,705	6.60%	7,272	7.10%	91	4.70%
25-34	558,821	13.90%	12,623	12.30%	197	10.20%
35-44	527,675	13.10%	12,873	12.60%	355	18.30%
45-54	514,194	12.80%	13,166	12.90%	254	13.10%
55-59	268,331	6.70%	7,059	6.90%	117	6.00%
60-64	273,843	6.80%	6,274	6.10%	106	5.50%
65-74	392,682	9.80%	9,407	9.20%	152	7.80%
75-84	179,433	4.50%	4,818	4.70%	42	2.20%
>85	82,974	2.10%	2,009	2.00%	18	0.90%
Median age (years)	39.2		38.2		36.9	

Source: American Community Survey

Race and Ethnicity

Carlton's population is gradually becoming more diverse in ethnic and racial composition. Table 2-2 summarizes these trends between 2010 and 2017. The city's population is still predominantly white, and is less diverse than Yamhill County or Oregon.

Table 2-2. Race and Ethnic Composition in Carlton, Yamhill County, and Oregon, 2010-2017

Race/Ethnicity	Oregon		Yamhill		Carlton	
	2010	2017	2010	2017	2010	2017
White (alone)	83.6%	84.9%	89.9%	88.2%	91.8%	90.0%
Black or African American (alone)	1.6%	1.9%	0.8%	1.0%	0.1%	0.0%
American Indian and Alaska Native	1.3%	1.1%	1.5%	1.2%	1.6%	0.3%
Asian	3.0%	4.1%	1.1%	1.4%	0.3%	0.6%
Native Hawaiian and Other Pacific Islander	0.2%	0.4%	0.1%	0.2%	0.1%	0.0%
Some other race	4.2%	3.0%	5.1%	3.9%	3.2%	2.5%
Two or more races	3.1%	4.6%	2.4%	4.0%	2.9%	6.6%
Hispanic or Latino Origin (of any race)	8.0%	12.7%	8.0%	15.7%	4.6%	9.0%

Source: U.S. Census Bureau, 2010, American Community Survey 5-Year Estimates, 2013-2017; ¹ Percentages may add to more than 100 percent because individuals may report more than one race.

School Enrollment

The US Census shows that the median age in Carlton is less than the Yamhill County median age and less than Oregon's median age. According to the 2017 American Community Survey, 31.4 percent of the population in Carlton was 19 years of age or younger. In Yamhill County, 26.3 percent of the population was 19 years of age or younger in 2017. For Oregon in 2017, this figure was 23.9 percent.

The 2017 Census shows that over half of the Carlton residents enrolled in school were children attending elementary school.

Table 2-3. School Enrollment in Oregon, Yamhill County, and Carlton, 2017

School Enrollment	Oregon		Yamhill		Carlton	
	Total	Percent	Total	Percent	Total	Percent
Population 3 years and over enrolled in school	953,282	(X)	25,587	(X)	652	(X)
Nursery school, preschool	55,980	5.90%	1,190	4.70%	22	3.40%
Kindergarten to 12th grade	626,100	65.70%	17,517	68.50%	508	77.90%
Kindergarten	46,420	4.90%	1,291	5.00%	14	2.10%
Elementary: grade 1 to grade 4	192,658	20.20%	5,237	20.50%	153	23.50%
Elementary: grade 5 to grade 8	190,294	20.00%	5,656	22.10%	177	27.10%
High school: grade 9 to grade 12	196,728	20.60%	5,333	20.80%	164	25.20%
College, undergraduate	224,653	23.60%	6,244	24.40%	109	16.70%
Graduate, professional school	46,549	4.90%	636	2.50%	13	2.00%

Source: U.S. Census Bureau, American Community Survey (ACS), 2017

Housing Trends

Tenure

Housing characteristics provide information that can be useful for parks planning. The rate, type, and location of housing development are important variables that provide information on where future parks should be located. Moreover, this data is useful for parks planning because it gives insight into the potential funding base (e.g. property taxes and systems development fees).

According to the 2017 US Census, 76.9 percent of the occupied housing units in Carlton are owner occupied. This figure is higher than for either Yamhill County or Oregon, as indicated in Table 2-4.

Table 2-4. Housing Tenure and Average Household Size by Housing Tenure in Oregon, Yamhill County, and Carlton, 2017

Housing Tenure/Household Size	Oregon		Yamhill		Carlton	
	Estimate	Percent	Estimate	Percent	Estimate	Percent
Total:	1,571,631	X	35,952	X	636	X
Owner occupied	969,453	61.7%	24,428	67.9%	489	76.9%
Renter occupied	602,178	38.3%	11,524	32.0%	147	23.1%
Average household size of owner-occupied units	2.57		2.71		2.93	
Average household size of renter-occupied units	2.4		2.67		3.44	

Source: U.S. Census Bureau, American Community Survey, 2017

Building Permits

Carlton experienced relatively slow to moderate residential growth in recent years. The PSU Forecasts for Yamhill County, its Cities and Unincorporated Areas (2017-2067) indicates that between 2000 and 2010, 191 new housing units were constructed in Carlton, representing an average annual growth rate of 2.9%. The PSU Coordinated Population Forecast (2017-2067) anticipates the average annual growth rate between the years 2017 and 2035 to be 1.7% with its share of countywide population growth expected to be 2.7 percent for those years. The specific assumptions for the City of Carlton include: "The 5-year average annual housing unit growth rate is assumed to rapidly increase to 2.02 percent during the first 10 years and then decline thereafter. The occupancy rate is assumed to be steady at 92.4 percent throughout the 50-year horizon. PPH (Persons Per Household) is assumed to be stable at 2.83 over the forecast period."

Economy

The economy of Yamhill County is shifting from a dependence on the forest products industry to an economy with expanding technology, service, and tourism sectors. Agriculture still plays a dominant

role in the local economy and the expanding local winery industry brings together the agricultural and tourism sectors. With its small-town character and convenient location to both McMinnville and Newberg, Carlton serves as a “bedroom community” and provides quality of life attributes that are important for families. The City’s park system can serve an important role in maintaining the quality of life that Carlton residents enjoy.

Income and Poverty

Carlton's residents earned a median household income (averaged for the years of 2012-2016) higher than in Oregon and Yamhill County as shown in Table 2.5.

Table 2-5. Median Household Income in Carlton, Yamhill County, and Oregon, (2012-2016 - 5-year estimates)

Location	
Carlton	\$59,417
Yamhill County	\$54,951
Oregon	\$53,270

Source: U.S. Census Bureau, American Community Survey (2012-2016)

¹In 2016 inflation-adjusted dollars

Table 2-6 shows the percentage of persons below the poverty level in Carlton, according to the American Community Survey, averaged for the years of 2012-2016. The percentage is lower than estimated for both Yamhill County and Oregon during the same time period.

Table 2-6. Percentage of Persons below Poverty Line in Carlton, Yamhill County, and Oregon, (2012-2016 - 5-year estimates)

Location	
Carlton	5.7%
Yamhill County	15.7%
Oregon	15.7%

Source: U.S. Census Bureau, American Community Survey (2012-2016)

Summary

- By 2040, the park system in Carlton is projected to be serving a population of 3,204 residents.
- Compared to Yamhill County and the State of Oregon, Carlton has a younger population that needs to be considered in the planning process.
- Carlton has a relatively high rate of home ownership, which can be indicative of a willingness to commit public resources to park and recreation improvements.
- Median income has been increasing in Carlton while poverty rates have remained relatively lower than that of Yamhill County and the State of Oregon. Poverty and income trends need to be considered in the any parks planning process, as they can affect the public's willingness to pay for new facilities.
- Demographic trends should be periodically reviewed to ensure parks planning keeps pace with community needs.

Chapter 3

Goals and Policies

As part of the Parks Development Plan, the City adopts the following goals and policies:

Goal 1: To provide Carlton residents with increased and improved recreational facilities and opportunities.

Policies:

1. Provide park and recreation facilities that adequately serve all residential areas of the town.
2. Provide a full range of recreational activities to serve Carlton residents on a year-round basis.
3. Improve existing park and recreational facilities to meet the community's needs.
4. Develop new recreational facilities consistent with the City's Park Development Plan.
5. Adequately maintain City parks, open space and recreational facilities.

Goal 2: To provide a variety of parks and recreation facilities and services to benefit the broadest range of age, social, economic and special group interests and abilities.

Policies:

1. Provide adequate and accessible recreation facilities for all age groups. Design both active and passive recreational facilities that can be used by elderly and handicapped citizens.
2. Encourage the development of bicycle and pedestrian pathways as potential recreational resources for members of the community.
3. When possible, require land divisions and planned unit developments to provide for pedestrian access to parks and potential park sites.

Goal 3: To encourage the continued provision of park and recreational facilities throughout the community. Reasonable efforts should be made to acquire park and open space areas to meet current and future long-range recreational needs.

Policies:

1. Parkland, open space and easements shall be acquired through parkland dedication, purchase, eminent domain, or donation in developing areas and new subdivisions.
2. The City will actively pursue financial assistance for park development, including: Land and Water Conservation Fund, Local Government Grant Program, Recreational Trails Program (RTP), and other related funding sources.
3. The City recognizes the importance of the Hawn Creek drainage as a significant natural resource within the community. The City encourages retention of land in and around the Hawn Creek floodplain as open space and for future use as a pedestrian and bicycle trail.
4. The City recognizes the importance of preserving the Union Pacific abandoned railroad corridor and developing the right-of-way as a multi-use recreational trail in the future.

Chapter 4

Park Facility Inventory and Classification An important element of planning for the future of a city's park system is to conduct an inventory and condition assessment of existing facilities and amenities. This chapter provides information on parks and recreation facilities within Carlton. There is also a condition assessment, including a list of key deficiencies, provided for the city-owned facilities.

Standards for park space and facilities were first established nationally based on "standard demand" and have been modified at state and local levels to reflect specific demand. These standards were first established by committees of recreation professionals based on practical experience in the field.

In 1983, the National Recreation and Park Association (NRPA) published a report titled, "Recreation, Park and Open Space Standards and Guidelines," which set a national standard for the provision of parkland based on population. Until recently, that standard was 9.6 acres of parkland per 1000 residents. The NRPA no longer makes a recommendation, but, rather, states what is typical each year. Currently the typical amount of parkland is 10.1 acres per 1000 residents. This figure can be used as a benchmark or goal for the City to measure against when evaluating its current level of service. The City of Carlton currently has 23.16 acres of parkland, which represents 10.2 acres of parkland per 1000 residents. In the year 2040, based on a population forecast of 3,204 residents, the City should have 32.68 acres of parkland to stay in line with the National average. This would require an addition of 9.5 acres by 2040.

Additionally, the State of Oregon has a recommended level of service standard for parks, which was developed by the Oregon State Parks Department in 2013. The State standard recommends a range between 6.25 to 12.5 acres of parkland per 1000 residents. The total recommended acreage is broken down into the number of acres recommended for various types of parks, including: pocket parks, neighborhood parks, community parks, etc., as outlined in the 2013 publication, "A Guide to Community Park and Recreation Planning." The Oregon State Parks Department recommends 1.0 to 2.0 acres per 1000 residents for neighborhood parks and 2.0 to 6.0 acres per 1000 residents for community parks. By this standard, the City of Carlton should currently have between 2.27 and 4.54 acres of neighborhood parks and between 4.54 and 13.62 acres of community parks. The City currently meets and exceeds these standards with 4.34 acres of neighborhood parks and 18.86 acres of community parks. In the year 2040, the City should have 3.20 to 6.41 acres of neighborhood parks and 6.41 to 19.22 acres of community parks to meet the State standards.

Activity Classifications: Recreational facilities are frequently classified as resource-based or activity-based. Resource-based facilities are centered around particular natural resources, which may provide opportunities for picnicking, hiking, hunting, water sports, fishing, or simply enjoying nature. Activity-based facilities are developed for the enjoyment of particular activities, such as basketball, baseball, or football, or recreational programs, such as aerobics, painting, and senior citizen activities. The distinction between these two types is not clear-cut because many resource-based sites often contain activity-based facilities.

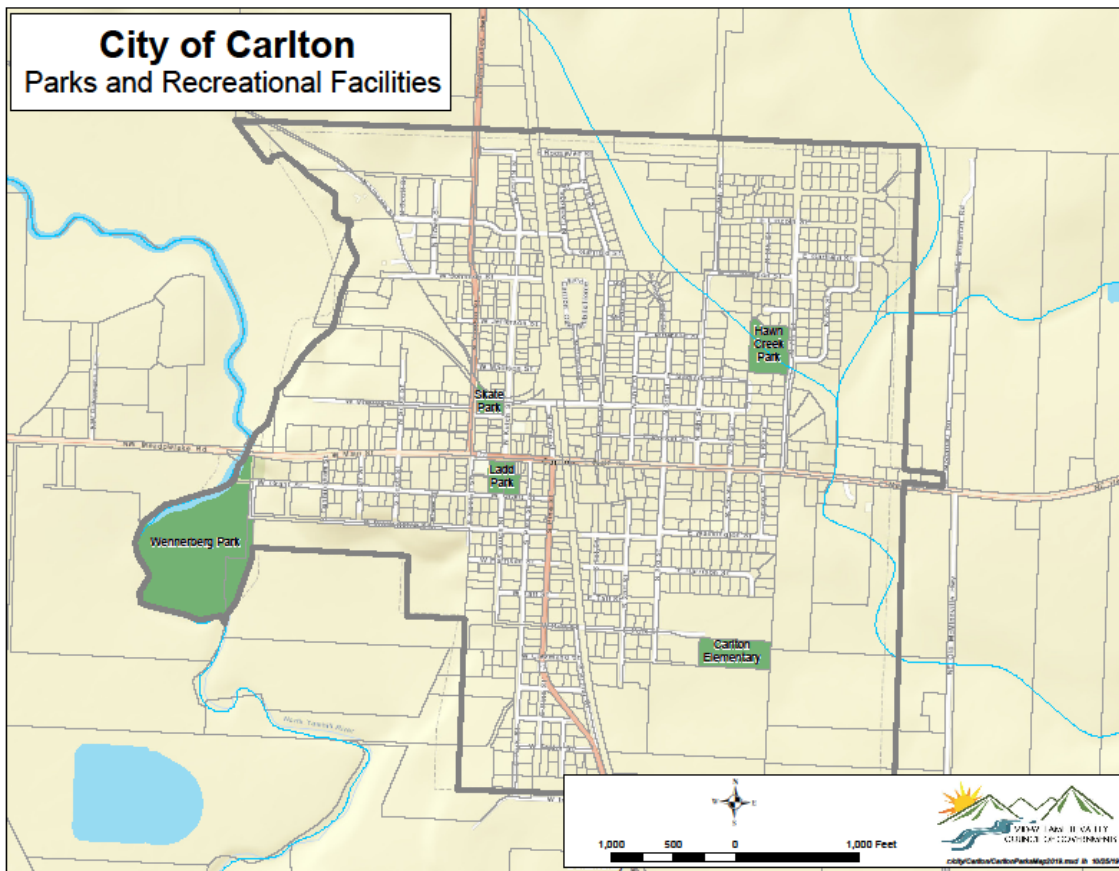
The most effective park system is one composed of a variety of different types of parks, open

space areas, and recreational venues, each designed to provide a specific type of recreational activity or opportunity. A park system that is classified and used properly is easier to maintain, encounters less conflicts between user groups, and minimizes negative impacts on adjoining neighbors. A good park classification system also helps assess what facilities are available for current use and what types of parks will be needed to serve the community in the future.

Park Inventory – The City of Carlton owns and maintains approximately 23.16 acres of parkland. These parklands are classified as neighborhood parks and community parks. City parks offer a range of opportunities and provide amenities for a variety of user groups. Important to the character of the city, these parks contribute to the overall sense of place for residents.

Figure 4-1 shows the location of existing city parks in Carlton.

Figure 4-1 Map of Carlton Parks and Recreational Facilities



Neighborhood Parks

Ladd Park

The city park located downtown is approximately 1.46 acres in size and contains picnic facilities, playground equipment, a sports court, the city pool (1935) and site of the 1921 Ladd Fountain. The pool is open daily during the summer months with classes and special swims. The park is well situated in regard to the downtown commercial core.

Features:

- Picnic facilities
- Ladd Fountain
- City pool
- Basketball Court

Future Needs:

- Multipurpose Sport Court
- Sports court cover for year-round use
- Gazebo/Stage
- Ladd Fountain Upgrade
- Veteran Memorial Upgrade



Hawn Creek Park

Hawn Creek Park is located in the northeast section of the city, adjacent to Hawn Creek. The park is approximately 2.88 acres in size and currently undeveloped. This park was dedicated as part of the Carlton Crest Subdivision, a 155-unit subdivision that was granted preliminary approval in June 2005.

The parkland includes approximately 1.45 acres within the 100-year floodplain of Hawn Creek and an additional 1.35 acres on either side of Hawn Creek that can be developed as a Neighborhood Park.

Features:

- Adjacent to Hawn Creek

Future Needs:

- Pedestrian access (Sidewalk/trail)
- Playground equipment, benches
- Picnic shelter
- Landscaping
- Half basketball court



Community Parks

Wennerberg Park

Wennerberg Park, located at the western edge of the city limits and adjacent to the South Yamhill River, is approximately 18.86 acres in size. The park provides for a mixture of recreation activities, with three baseball fields, two picnic pavilions, barbecue sites, and access to the North Yamhill River. A new large multi-use picnicking and day use facility has been completed. The new facility include a shelter with a fixed overhead roof, barbecues, potable water, electricity, and ADA compliant parking and access to the shelter.

Features:

- Three baseball diamonds
- Three picnic pavilions
- River access and natural areas

Future Needs:

- Restrooms update and expansion
- Concession stand for softball and baseball facilities
- Additional pavilion
- Update to softball and baseball facilities
- Sidewalks along Grant Street
- Update to current parking and additional parking

- New Playground Equipment



Table 4-1. Summary of the Oregon Parkland Classification System and Suggested LOS Standards

Type of Facility	Definition	Benefits & Function	Size Criteria	Service Area	Design Criteria	Existing Parks of This Type	
						Name	Acres
Mini-Parks	Mini-parks offer open space within neighborhoods, providing passive or limited active recreational opportunities. Mini-parks may simply be open lots within neighborhoods or may be more developed with a limited number of amenities. These should be accessible by sidewalks, trails, or low-traffic residential streets.	Mini-parks provide a balance between open space and residential development. They offer opportunities for passive recreation and/or limited active recreation for neighboring residents. Mini-parks add activity and character to neighborhoods and may be an appropriate space for neighborhood gatherings.	0 - .75 acres	¼ mile or less	Mini-parks may offer low-intensity facilities such as benches, picnic tables, multi-purpose paved trails, landscaping, and public art. If the mini-park also offers active recreation, it may include children's play areas, community gardens, and a limited number of sports courts.	None	0.00
Neighborhood Parks	Developed neighborhood parks offer accessible recreation and social opportunities to nearby residents. These should be accessible by sidewalks, trails, or low-traffic residential streets. Neighborhood parks accommodate the needs of a wide variety of age and user groups.	Neighborhood parks provide access to basic recreation activities for nearby residents of all ages; contributes to neighborhood identity and a sense of place.	.75 – 5 acres	¼ - ½ mile	Neighborhood parks should also include passive recreation opportunities, such as children's play areas, sports courts and fields, picnic facilities, public art, open turf areas, swimming pools, sitting areas, landscaping, community gardens, restrooms, and pathways. Security lighting and off-street parking may be provided if necessary.	Ladd Park and Hawn Creek Park	1.46 + 2.88 Total: 4.34
Community Parks	Community Parks provide a variety of active and passive recreational opportunities for all age groups. These parks are larger in size and serve a wider base of residents than neighborhood parks. Community parks often include facilities for organized group activities as well as facilities for individual and family activities. Community	Community parks provide a variety of accessible recreation opportunities for all age groups. They also provide educational opportunities, serve recreational needs of families, preserve open spaces and landscapes, and provide opportunities for community social activities and events. These can serve as a community focal point.	5 - 50 acres	½ - 5 miles	In addition to amenities offered at neighborhood parks, community parks may also offer sports facilities for large groups, amphitheaters, group picnic areas, botanical gardens, event space, interpretive facilities, and community centers. Higher quality children's play areas may be provided to create a family play destination.	Wennerberg Park	18.86

	parks also preserve open spaces and unique landscapes.						
School Parks	School Parks may be established through a relationship with the school district which allows neighboring residents to use school grounds during non-school hours. These can serve many of the same functions as Neighborhood Parks.	School Parks offer an opportunity to expand recreational, social, and educational opportunities in an efficient and cost-effective manner.	Varies	Determined by location of school district property	School Parks offer varying amenities such as children's play areas, open turf, sport courts and fields, running tracks, benches, picnic tables, landscaping, and multi-purpose trails.	Carlton Elementary School	2.0 acres (approx.)
Beach or River Parks	Beach and/or River Parks offer residents of the whole community access to these natural resource areas. These parks may or may not be located in close proximity to residential areas. These parks should be accessible by sidewalks, trails, and streets.	Beach and/or River Parks offer unique opportunities to connect residents to the natural features of the area. These contribute to community character and create a sense of place.	Varies	Determined by location of natural areas	Beach and/or River Parks should offer passive recreation opportunities such as sitting areas, picnic tables, wildlife viewing, trails, and landscaping if appropriate. These parks should also offer access to the beach and/or river's edge to provide opportunities for activities such as fishing, swimming, and boating.	None (although Wennerberg Park offers some of these amenities)	N/A
Trails and Connectors	A public access route for commuting and trail-oriented recreational activities, includes sidewalks, bikeways, multi-use trails and paths. These emphasize safe travel for pedestrians to and from parks and around the community.	Provides opportunities for connections between park facilities and neighborhoods, trail-oriented activities, and reduces auto-dependency	Width of trail and right-of-way depends on intended use and location	Determined by location of trails and park facilities	A variety of pathway types are needed to accommodate activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Trails may be located within parks or be designed as part of the citywide transportation system. Each type of trail should be designed to safely accommodate users, and meet recognized design standards.	None	N/A





School District Facilities

School facilities offer the potential for partnerships between local school districts and municipalities to share recreation amenities. This is an efficient and cost-effective way to expand recreational opportunities for residents, as they may serve many of the same functions as neighborhood parks.

The Carlton Elementary School, located at the intersection of E. Polk Street and S. 3rd Street, is approximately 3.0 acres in size. Recreation amenities include several acres of recreation fields.

Chapter 5

Proposed Parks Improvements

This chapter describes proposed improvements to existing city park system. The improvements were identified by the Carlton Parks Committee, City staff and the City Council to meet community needs.

The Parks Committee expressed a need to provide amenities that appealed to a variety of user groups and helped provide a greater sense of community within Carlton. The improvements are listed here by park facility. Several additional improvements were identified by the project team. The proposed improvements provide the framework for the Capital Improvement Program described in Chapter 6.

Proposed Improvement Projects by Park: Ladd Park

The Parks Committee identified a number of improvements for the City pool facility located within this park. These include demolition and reconstruction of the pool building, the addition of a water slide and wading pool, and construction of a splash fountain that would appeal to younger children.

Other significant improvements to this park include adding a picnic pavilion and restrooms, constructing a cover for the existing basketball court, and additional landscaping. The project team identified signage and additional trash receptacles as other minor improvements.

In 2009, the Lakota Group, as part of the Oregon Main Street Program completed a conceptual site plan for the Ladd Park (see Appendix B). Improvements identified in the conceptual site plan, including the demolition and installation of new landscaping, walkways, and utilities, refurbishing Ladd Fountain, and installing a new information kiosk, have been incorporated into the City's Parks Capital Improvement Program found in Chapter 6.

In 2011, a concept design study for the pool house building was completed by Robertson Sherwood Architects to replace the existing structure with a new 3,350 square foot facility. The project also addresses the desire to collocate flush toilets in the downtown business district that would be accessible to the public outside of the fenced pool area.



Wennerberg Park

The Parks Committee identified a number of improvements to Wennerberg Park. Improving both the access road through the park and parking areas and providing additional access to the Yamhill River were identified as needed projects. Improving river access includes removing noxious vegetation and improving the riparian area through the park.

Other significant improvements include adding a concession facility and additional restrooms and construction of two additional picnic pavilions. The City also wishes to convert one of the existing picnic pavilion areas to a band shelter with the hopes of developing a local music program.



Hawn Creek Park

In 2013, the Parks Committee worked with Nevue Ngan Associates to develop a concept plan and magnitude of cost report for Hawn Creek Park. After working with Nevue Ngan on park features and design options the Parks Committee identified a preferred plan (see Appendix C). Improvements identified in the preferred plan for Hawn Creek Park include installing a walking path, children’s play structure, park benches and furnishings, landscaping improvements, shelter area, and a basketball court.

The City also wishes to retain the area in and around the Hawn Creek floodplain as an open space area. These areas shall be maintained to provide a natural storm water and drainage system. The City will consider construction of bicycle and pedestrian pathways in these areas.



Chapter 6

Capital Improvement Program

An important component of a parks master plan is the capital improvement program (CIP). The CIP gives specific details and costs of projects that should be implemented to work towards the goals and actions developed through the planning process. This chapter provides a detailed framework for implementing suggested improvements and additions to the park system for a specified time frame—usually five years. A capital improvement program details what specific park improvements will cost and prioritizes projects. The intent is to provide the City with a capital-budgeting tool that clearly identifies costs, potential funding sources, and priorities.

The CIP reflects community priorities and resources. The Carlton Parks Committee developed the list of potential projects and improvements to existing parks. The Planning Commission and City Council Committee then refined the list of potential improvements and identified them as short-term or long-term projects. Table 6-2 includes the projects identified with cost estimates and whether they were identified for short- or long-term implementation. Short-term projects should be addressed in five years or less, and long-term projects should be addressed in five to ten years.

Capital Improvement Projects by Park

Table 6-1 displays the proposed capital improvement projects for each City-owned park in Carlton. The projects are intended to meet community needs. Each project is ranked as short-term or long-term, and a cost estimate is given with the source of the estimate.

To create the capital improvement program, MWVCOG staff determined prices for the improvement suggestions from the list of proposed improvements presented in Chapter 5. Sources for the prices came from City of Carlton staff, project costs from other cities, construction cost estimates, parks and recreation products suppliers, RS Means Site Work and Landscape Cost Data (2003), and generalized estimates by MWVCOG staff. City budget information was used to calculate the hourly cost of Carlton’s parks employees.

Total costs for each park in Tables 6-1 and 6-2 represent an estimated range of costs for the capital improvement projects for the next five years. Because there is a great deal of variation in prices and prices were unavailable for some projects, it is recommended that the City of Carlton consult with local contractors before beginning these projects. In some cases, price ranges are listed for these projects to give the City a general estimate when deciding what capital improvement projects to undertake.

Table 6-1. Five-Year Cost Estimates for Capital Improvement Projects for Parks and Recreation Facilities in Carlton

Park	Estimated Improvements Cost
Ladd Park	\$332,600
Wennerberg Park	\$291,000
Hawn Creek Park	\$186,950
Skate Park	\$442,510 - 538,410
Total for all parks	\$ 1,253,060 – 1,348,960

Source: MWVCOG, 2014

Table 6-2. Capital Improvement Projects. Costs, Priorities, and Funding Options by Park Short Term = (1-5 years), Long Term (5-10 years)-

Park	Capital Improvement Projects	Schedule	Cost Estimate	Source of Cost Estimate	Funding Options
1. Ladd Park					
	b) Splash fountain	Long	\$50,000	Waterworks International & City of Hubbard	Parks budget, Partnerships, Grants, Donations
	e) Small picnic pavilion	Short	\$30,000	Nevue Ngan Associates	Parks budget, Partnerships, Grants, Donations
	f) Refurbish Ladd Fountain	Short	\$15,600		Parks budget, Partnerships, Grants, Donations
	g) Additional pool lanes	Long	\$175,000		Parks budget, Partnerships, Grants, Donations
	h) Landscaping improvements	Short	\$10,000	RS Means Site Work & Landscaping Cost Data (2003)	Parks budget, Partnerships, Grants, Donations
	i) Trash Receptacles (4)	Long	\$2,000	RS Means Site Work & Landscaping Cost Data	Parks budget
	j) Downtown Park Renovation Improvements (site demo, new walks/curbs, utilities, fencing, etc.)	Short	\$50,000		Parks budget, Partnerships, Grants, Donations
	Total Cost Estimate for Ladd Park		\$ 332,600		
2. Wennerberg Park					
	a) Restroom at south end of park (pit type)	Short	\$50,000	Romtec, Inc	Parks budget, Grants
	b) Picnic tables (16)	Long	\$16,000	Nevue Ngan Associates	Parks budget, Donations

Park	Capital Improvement Projects	Priority	Cost Estimate	Source of Cost Estimate	Funding Options
	c) Playground equipment	Short	\$75,000	Various suppliers	Parks budget, Partnerships, Grants, Donations
	d) Large day use facility	Short	\$150,000	City of Myrtle Creek, Town of Lancaster, NY, City of Golden	Parks budget, Partnerships, Grants, Donations
Total Cost Estimate for Wennerberg Park			\$291,000		
3. Hawn Creek Park					
	a) Play structure	Short	\$30,000	Nevue Ngan Associates	Parks budget, Partnerships, Donations
	b) General construction, demolition/erosion control (sidewalks)	Short	\$26,540	Nevue Ngan Associates	Parks budget, Donations
	d) Planting/landscaping	Short	\$29,000	Nevue Ngan Associates	Parks budget, Donations
	e) Furnishings (garbage cans, 4 benches, 4 picnic tables)	Short	\$8,700	Nevue Ngan Associates	Parks budget, Donations
	f) Basketball Court	Long	\$10,500	Nevue Ngan Associates	Parks budget, Partnerships, Donations
	g) Shelter area	Short	\$32,800	Nevue Ngan Associates	Parks budget, Partnerships, Donations
Total Cost Estimate for Hawn Creek Park			\$186,950	Total cost estimate includes 20% contingency, mobilization, OH&P.	
4. Skate Park					
	a) 8,000-10,000 sq.ft. facility	Short	\$280,000 – 350,000	Dreamland Skatepark Design	Parks budget, Partnerships, Grants, Donations
	b) Picnic tables (2)	Short	\$2,000	Nevue Ngan Associates	Parks budget, Grants, Donations
	c) Trash receptacles (2)	Short	\$1,000	Nevue Ngan Associates	Parks budget, Donations
	d) Landscaping	Short	\$15,000		Parks budget, Donations
	e) General construction (sidewalks, paving, clearing)	Short	\$25,000		Parks budget, Partnerships, Grants, Donations
Total Cost Estimate for the Proposed Skate Park			\$442,510 – 538,410	Total cost estimate includes 20% contingency, mobilization, OH&P.	
COST ESTIMATE FOR ALL PARK IMPROVEMENTS			\$2,710,560 – 2,806,400		

Source: City of Carlton, MWVCOG, 2019.

Chapter 7

Future Parkland Acquisition Plan

The City of Carlton is currently well served by parks. In reviewing the current park system, Parks Committee members expressed satisfaction with the current amount of parkland available, while identifying a number of needed improvements to existing facilities. The Parks Committee did recognize the need to provide additional parkland in developing areas of the City to maintain the existing level of service as the city grows.

This chapter describes parkland needs for Carlton based on the city's coordinated population projection for 2040. It then discusses land costs estimates and strategies for both short-term and long-term land acquisition.

Current and Future Park Service

The 2040 population estimate for Carlton is 3,204 persons¹. In 2018, there were 23.16 acres of parkland within the city or 10.2 acres per 1,000 residents. In order to maintain this level of service over the next 20 years, Carlton will need to acquire 9.5 acres of new parkland. Table 7-1 shows the Oregon State Parks Department's suggestions for parkland by park type and current and future levels of service. The table shows how much parkland would be needed by type if the City desires to maintain the 2018 level of service by park type. Land for both neighborhood and community parks will be needed to maintain this standard.

If the Carlton population reaches the 2040 projection of 3,204 persons, it would need a total of 32.68 acres of parkland to maintain its current level of service standard. The total new land needed to satisfy the standard level of service is approximately 9.5 acres. The table shows how much parkland would be needed by park type for the city to maintain the 2018 level of service.

Table 7-1. Comparison of Recommended Park Standards and Level of Service in 2018 and 2040

Park Classification	ORPA Recommended Standard – Per 1,000 residents	2018 Acreage	2018 LOS/1,000 Residents in acres	2040 Total Acreage Needed	2040 Acres Needed to Acquire
Neighborhood Park	1.0 – 2.0 acres	4.34	2.27	7.27	2.95
Community Park	2.0 – 6.0 acres	18.86	8.30	7.93	2.87
Total LOS/Acreage	6.25—12.5 acres	23.18	10.20	32.68	9.5

Source: OPRD SCORP 2013-2017, PSU Population Research Center, MWVCOG

Future parkland acquisition will focus on the need to purchase additional land to develop additional Neighborhood and Community parkland in areas not currently within one-quarter to one half mile of an existing park facility. Possible future park locations include land located along Hawn Creek, east of Roosevelt Ave, and exploring the possibility of expanding ball field park facilities and developing an RV park facility near Wennerberg Park.

Approximate Cost to Maintain Standard

This section presents an estimate of how much it will cost to acquire 9.5 additional acres of parkland. The estimate is based on sales records of vacant residential parcels, larger than one (1) acre, in Carlton between 2004 and 2013 and real market land values for vacant residential parcels within the existing city limits. These land values are derived from the Yamhill County Assessment database. The recent sales data showed that land values in excess of \$6,000 per acre are anticipated.

Using this data, the estimated cost to acquire the necessary parkland to maintain the 2018 level of service is \$64,000 per acre (in 2018 dollars). The overall estimated acquisition cost for 9.5 acres is \$224,000. This figure is included in the City's Capital Improvements Program for Parks and Recreation Facilities. This figure represents a significant investment for the city and the implication of this estimate is that the City should think long-range and strategically about acquisition.

Currently, Carlton does not require the dedication of parkland in lieu of their systems development charge (SDC). In the short-term, Carlton can acquire land through purchase, partnerships, and donations.

This section provides guidance on how to determine the suitability of potential parkland, when using both short and long-term strategies. The City shall assess the following criteria when they decide to accept land:

- The topography, geology, access, parcel size, and location of land in the development available for dedication;
- Potential adverse/beneficial effects on environmentally sensitive areas;
- Compatibility with the Parks Development Plan in effect at the time of dedication;
- Vehicular and pedestrian access to the site;
- Availability of previously acquired property; and
- Parkland need based on maintaining the 2018 level of service standard per 1,000 residents by park type.

Other land may become part of the Carlton park system through donation. The following criteria will be considered to determine land suitable for parks, recreation, or open space. The questions are used to rate potential parkland sites for environmental attributes and compatibility with the goals of the Parks Development Plan. Parcels that receive a yes to "meets criteria" on three or more of these criteria should be further considered for acquisition.

- Is the property located within an area identified as strategic or a priority – such as the northeast portion of the community north of Main Street?
- Are the topography, geology, access, parcel size, and location of land in the development good for parks?
- Is the action compatible with the Parks Development Plan, Public Facilities element of the Comprehensive Plan, and the City of Carlton Parks Acquisition Plan in effect at the time of dedication?
- Is the site accessible by multiple transportation modes or can be accessed by multiple transportation modes?
- Are there potential adverse/beneficial effects on environmentally sensitive areas?
- Does it protect natural and historical features, scenic vistas, watersheds, timber and wildlife for parks



Appendix A

Funding Information

The following list provides brief descriptions and contacts for possible funding sources for parks and recreation facilities and improvements.

Partnerships

Federal

Bureau of Land Management

Contact:

Salem District Office Bureau
of Land Management 1717
Fabry Rd SE
Salem, OR 97306
Phone: (503) 375-5646
Website: <http://www.blm.gov/or/index.php>

U.S. Fish and Wildlife Service

Contact:

Pacific Region
911 NE 11th Ave
Portland, OR 97232
Phone: (503) 231-6120
Website: <http://www.fws.gov/pacific>

State

Department of State Lands, Wetland Mitigation Banking

Contact:

Department of State Lands
775 Summer Street NE
Salem, Oregon 97301-1279
Phone: (503) 986-5200
Website: <http://www.oregon.gov/dsl/pages/index.aspx>

Oregon Department of Fish and Wildlife

Contact:

Oregon Department of Fish and Wildlife
4034 Fairview Industrial Drive SE Salem,
Oregon 97302
Phone: (503) 947-6000
Website: <http://www.dfw.state.or.us/>

Not-for-Profit Organizations

American Farmland Trust

(For agricultural lands only)

Contact:

American Farmland Trust
1200 18th Street NW, Suite 800
Washington, DC 20036 Phone:
(202) 331-7300
Fax: (202) 659-8339
Website: <http://www.farmland.org/>

Greater Yamhill Watershed Council

Contact:

237 NE Ford Street, Suite 9
P.O. Box 1517
McMinnville, OR 97128
Phone: (503) 474-1047
Website: <http://www.yamhillwatershedcouncil.org>

Rail to Trails Conservancy

Contact:

The Duke Ellington Building
2121 Ward Ct., NW 5th Floor
Washington, DC 20037
Phone: (202) 331-9696
Website: www.railstotrails.org/index.html

Resource Assistance for Rural Environments (RARE) Program

Contact:

University of Oregon
Phone: (541) 346-3881
Website: <http://www.rare.uoregon.edu>

The Nature Conservancy

Contact:

The Nature Conservancy of Oregon
821 S.E. 14th Avenue
Portland, Oregon 97214
Phone: (503) 230-1221
Website: <http://nature.org/>

Yamhill Soil and Water Conservation District

Contact:

2200 SW 2nd Street #C
McMinnville, OR 97128
Website: <http://www.yamhillswcd.org>

Grants

Private Grant-Making Organizations

National Grants

Kodak American Greenways Awards

This program is a partnership between Eastman Kodak, The Conservation Fund, and the National Geographic Society. The Conservation Fund forges partnerships to protect America's legacy of land and water resources. Through land acquisition, community initiatives, and leadership training, the Fund and its partners demonstrate sustainable conservation solutions emphasizing the integration of economic and environmental goals.

Contact:

The Conservation Fund
1655 N. Fort Myer Drive, Suite 1300
Arlington, Virginia 22209
Phone: (703) 525-6300
Website: <http://www.conservationfund.org/>

State Grants

Oregon Community Foundation Grants

Proposals to the Oregon Community Foundation (OCF) are prioritized for funding based on their fit with a set of basic guiding principles and four specific funding objectives.

- To nurture children, strengthen families and foster the self-sufficiency of
- Oregonians (40-50% of OCF Grants);
- To enhance the educational experience of Oregonians (15-20% of OCF grants);
- To increase cultural opportunities for Oregonians (15-20% of OCF grants);
- To preserve and improve Oregon's livability through citizen involvement (10-15% of OCF grants);

Only about 5 percent of Community Grants are above \$50,000. Larger grants tend to be made only for projects that are an exceptionally good fit with OCF priorities, have a broad scope of impact, and address an area to which OCF's board has decided to give special attention.

Contact:

Oregon Community Foundation
1221 SW Yamhill #100
Portland, Oregon 97205 Phone:
(503) 227-6846
Website: <http://www.ocf1.org/>

The Collins Foundation

The Collins Foundation's purpose is to improve, enrich, and give greater expression to the religious, educational, cultural, and scientific endeavors in the State of Oregon and to assist in improving the quality of life in the state. In its procedures, the Foundation has not been an "Operating Foundation" in the sense of taking the initiative in creating and directing programs designed to carry out its purpose. Rather, the trustees have

chosen to work through existing agencies and have supported proposals submitted by colleges and universities, organized religious groups, arts, cultural and civic organizations, and agencies devoted to health, welfare, and youth.

Contact:

The Collins Foundation
 1618 SW First Avenue, Suite 505
 Portland, Oregon 97201 Phone:
 (503) 227-7171
 Website: <http://www.collinsfoundation.org/>

Regional Grants

Paul G. Allen Forest Protection Fund

The Paul G. Allen Foundation focuses its grant making on the acquisition of old growth and other critical forestlands. Priority is given to projects that protect forestlands with a strategic biological value that extend or preserve wildlife habitat, and, where possible, offer opportunities for public recreation and education. The foundation is particularly interested in landscape-scale projects that provide optimal potential for protection of ecological integrity, functional and intact ecosystems, connectivity, and biodiversity conservation.

Contact:

Grants Specialist
 PGA Foundations
 505 5th Ave. S, Suite 900
 Seattle, Washington 98104
 Phone: (206) 342-2030
 Email: info@pgafoundations.com Website:
<http://www.pgafoundations.com>

Ben B. Cheney Foundation

Washington and Oregon institutions are eligible for Cheney Foundation grants. Letters of inquiry outlining the proposed project are required. Full applications are accepted only from those whose inquiry letters are of interest to the foundation. There are no deadlines.

Contact:

Ben B. Cheney Foundation
 3110 Ruston Way, Suite A
 Tacoma, Washington 98402
 Phone: (253) 572-2442
 Email: info@benbcheneyfoundation.org
 Website: www.benbcheneyfoundation.org

Public Grantmaking Organizations

Federal

National Park Service

Land and Water Conservation Fund

The Land and Water Conservation Fund (LWCF) program uses federal dollars from the National Park Service that are passed down to the states for acquisition, development, and rehabilitation of park and recreation areas and facilities.

To be eligible for LWCF grants, the proposed project must be consistent with the outdoor recreation goals and objectives contained in the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and elements of a jurisdiction's local comprehensive land use plan and parks master plans.

Contacts:

Oregon Parks and Recreation Department
725 Summer Street NE, Suite C Salem, Oregon 97301
Website: <http://www.oregon.gov/oprd/GRANTS/pages/lwcf.aspx>

U.S. Department of Transportation

The "Moving Ahead for Progress in the 21st Century Act" known as MAP-21 was signed into law on July 6, 2012, and became effective October 1, 2012. MAP-21 creates a streamlined, performance-based, and multi-modal program to address the many challenges facing U.S. transportation system, including safety, maintaining, infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing costs in project delivery. MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991. The Department works closely with stakeholders to ensure that local communities are able to build multimodal, sustainable projects ranging from passenger rail and transit to bicycle and pedestrian paths.

Contact:

U.S. Department of Transportation
1200 New Jersey Avenue SE
Washington, D.C. 20590
Website: <http://www.fhwa.dot.gov/map21/>
Oregon Division
Federal Highway Administration
530 Center Street NE, Suite 420
Salem, OR 97301
Phone: (503) 399-5749

State of Oregon

Oregon Department of Transportation (ODOT)

State Pedestrian and Bicycle Grants

In 2012, the Bicycle & Pedestrian Program Grants ended and became part of the "Enhance" program. See below.

Transportation Enhancement Program

Funds are available from ODOT for projects that enhance the cultural, aesthetic and environmental value of the state's transportation system. Eligible activities include bicycle/pedestrian projects, historic preservation, landscaping and scenic beautification, mitigation of pollution due to highway runoff, and preservation of abandoned railway corridors. A minimum of 10.27% match is required. There is \$3 million of annual funding available for the fiscal years of 2002 through 2005. The application cycle is every two years.

Contact:

Transportation Enhancement Program Manager

Phone: (503) 986-3528

www.oregon.gov/ODOT/HWY/LGS/enhancement.aspx and

www.oregon.gov/ODOT/TD/TP/STIP/InstructionsforEnhancement092112.pdf

Transportation Safety Grants

The Transportation Safety Division provides information, direct services, grants and contracts to the public and to partner agencies and organizations. More than half the funding comes from federal funds earmarked for safety programs. The division administers more than 550 grants and contracts each year to deliver safety programs to Oregon citizens.

Contact:

Transportation Safety

Division

ODOT - TLC Building, MS 3

4040 Fairview SE

Industrial Drive

Salem, OR 97302

http://www.oregon.gov/ODOT/TS/Pages/about_us.aspx

More ODOT funding information can be found on Oregon's [Regional Solutions Team](http://www.regionalsolutions.oregon.gov) website: <http://www.regionalsolutions.oregon.gov>.

Regional Solutions is an innovative, collaborative approach to community and economic development in Oregon. The State partners with Oregon colleges and universities. Through the use of Regional Solutions Centers, state agency work and fund at the local level to identify priorities, solves problems, and seizes opportunities to complete projects in the most economical and streamlined process possible.

Business Oregon-Infrastructure Finance Authority

From pioneering recycling programs to thoughtful land use laws to bike friendly cities, the commitment

of the Oregon Tourism Commission is everywhere. The Oregon Travel Philanthropy Fund helps pay for stewardship projects around the state.

Contact:

Oregon Tourism Commission/Travel Oregon
250 Church Street SE
Suite 100
Salem, OR 97301
Web site: www.traveloregon.com

Business Oregon

Contact:

775 Summer St NE, Suite 200
Salem, OR 97301-1280 866-
467-3466
<http://www.oregon4biz.com/>
(See: Resource and tools including Oregon Cultural Trust listed below.)

Oregon Cultural Trust

The mission of the Oregon Cultural Trust (made up of five partner agencies (Oregon Arts Commission, Oregon Humanities, Oregon Heritage Commission, State Historic Preservation Office, Oregon Historical Society) is to lead building an environment in which cultural organizations are sustained and valued as a core part of Oregon's vibrant communities an economy. Three categories of grants are offered: development, participation, and partner. The Cultural Trust provides extensive support to rural areas with the help of coalition volunteers.

www.culturaltrust.org/what-we-support

Oregon Department of Environmental Quality

Water Quality Nonpoint Source Grants (319 Grants)

Approximately \$1.5 million is available each year in grants from the Oregon Department of Environmental Quality for nonpoint source water quality and watershed enhancement projects that address the priorities in the Oregon Water Quality Nonpoint Source Management Plan. Applications are generally due around June 15th each year. Contact the program for specific deadlines. Funds are awarded February of the following year.

Contact:

DEQ
811 SW 6th Ave. Portland, Oregon 97204-1390
Phone: (503) 229-5696

Western Region
700 Front St NE
Salem, OR 97301-1039
Phone: (503) 378-7944

Specific Oregon Department of Environmental Quality funds can be found at the <http://www.deq.state.or.us/wq/grants/grants.htm>

Oregon Department of State Lands

Easements

The Oregon Department of State Lands grants easements for the use of state-owned land managed by the agency. An easement allows the user to have the right to use state-owned land for a specific purpose and length of time, and this does not convey any proprietary or other rights of use other than those specifically granted in the easement authorization. Uses of state-owned land subject to an easement include, but are not limited to gas, electric and communication lines (including fiber optic cables); water supply pipelines for other than domestic or irrigation purposes, ditches, canal, and flumes; sewer, storm and cooling water lines; bridges, skylines and logging lines; roads and trails; and railroad and light rail track. Terms of the easement depend on the type of use and location of the easement, among other factors. (Note: Many easements also need a removal-fill permit from DSL.

Contact:

Department of State Lands
775 Summer St. NE Salem,
OR 97301-1279
Phone: 503-986-5200
<http://www.oregon.gov/dsl/lw/Pages/easements.aspx>

Wetlands Program

The Oregon Department of State Lands' Wetlands Program staff implement the wetland program elements contained in the 1989 Wetlands Conservation Act. They also help implement the Removal-Fill Law. The program has close ties with local wetland planning conducted by cities, providing both technical and planning assistance.

Contact:

Department of State Lands
775 Summer Street NE, Suite 100
Salem, Oregon 97301-1279
Phone: (503) 986-5200
Website: <http://www.oregon.gov/dsl/pages/index.aspx>

Oregon Parks and Recreation Department

The Oregon Parks and Recreation Department administers several grant programs including the Federal Land and Water Conservation Fund (described under "Federal Grant-Making Organizations" in this section), Local Government, and Recreation Trails grants.

Contact:

Oregon Parks and Recreation Department
725 Summer Street NE
Salem, Oregon 97301
Phone: (503) 986-0705
Website: <http://www.oregon.gov/oprd/GRANTS/pages/index.aspx>

Local Government Grants

Local government grants are provided for the acquisition, development and rehabilitation of park and recreation areas and facilities. Eligible agencies include city and county park and recreation departments, park and recreation districts, and port districts. The Local Government Grant program provides up to 50 percent funding assistance.

Recreation Trail Grants

Every year, the Oregon Parks and Recreation Department accepts applications for Recreational Trail Program (RTP) grants.

Types of projects funded include:

- Maintenance and restoration of existing trails
- Development and rehabilitation of trailhead facilities
- Construction of new recreation trails
- Acquisition of easements and fee simple titles to property

Grant recipients are required to provide a minimum 20% match. Projects must be completed, and costs billed within two years of project authorization.

Oregon Watershed Enhancement Board

The Oregon Watershed Enhancement Board (OWEB) is a state agency that provides grants to help Oregonians take care of local streams, rivers, wetlands and natural areas. Community members and landowners use scientific criteria to decide jointly what needs to be done to conserve and improve rivers and natural habitat in the places where they live. OWEB grants are funded from the Oregon Lottery, federal dollars, and salmon license plate revenue. The agency is led by a 17-member citizen board drawn from the public at large, tribes, and federal and state natural resource agency boards and commissions.

Contact:

Oregon Watershed Enhancement Board

775 Summer Street NE, Suite 360

Salem, Oregon 97301-1290

Phone: (503) 986-**0178**

Website (grants): <http://www.oregon.gov/OWEB/GRANTS/Pages/index.aspx>

Oregon State Marine Board

Facility Grant Program

The Oregon State Marine Board provides facility grants to cities, counties, park and recreation districts, port districts, and state agencies. Grant funds may be used for master planning, design and engineering, land acquisition, new construction, or expansion and rehabilitation of public recreational boat access and vessel waste collection facilities.

Contact:

435 Commercial St NE #400

Salem, OR 97309-5065

Phone: 503-378-8587

Web: www.oregon.gov.OSMB/Pages/contact_us.aspx

Oregon Department of Fish and Wildlife

Sport Fish and Restoration Program Funds

Cities, counties, park and recreation districts, port districts, and state agencies may receive funding from the Oregon Department of Fish and Wildlife. Funds are awarded at the start of each federal fiscal year to priority projects. This is a matching fund program of 75% federal and 25% by the State Marine Board. Eligible projects include acquisition and construction of public recreational motorized boating facilities, such as: boat ramps, boarding floats, restrooms, access roads, parking areas, transient tie-up docks, dredging and signs.

Contact:

Realty Manager
Oregon Department of Fish and Wildlife
P.O. Box 59
Portland, Oregon 97207 Phone:
(503) 872-5310 Ext. 5385

Park and Recreation District

Special districts, such as a park and recreation district, are financed through property taxes or fees for services, or some combination thereof. A governing body elected by the voters directs all districts. A good source for information is the Special District Association of Oregon (SDAO). SDAO was formed in 1979 to give special districts a stronger and united voice at the Oregon Legislature. SDAO has outlined to the process of forming a special district.

Contact:

Special Districts Association of Oregon
PO Box 12613
Salem, Oregon 97309-0613
Phone: (503) 371-8667; Toll-free: 1-800-285-5461 E-
mail: sdao@sdao.com
Website: www.sdao.com

Land Trusts

There are local and national land trusts that may be interested in helping to protect land in the Carlton area.

The Wetlands Conservancy

The Wetlands Conservancy (TWC) is a non-profit organization. It was founded in 1981 and working to conserve, protect, and restore Oregon's wetlands. In its protection efforts, it is dedicated to promoting community and private partnerships.

Contact:

4640 SW Macadam #50
Portland, OR 97239
Phone: (503) 227-0778
Website: www.oregonwetlands.net

Land Trust Alliance

The Land Trust Alliance is a national conservation program that increases the pace of conversation, enhances the quality of conservation, and works to create laws and resources to protect the land.

Contact:

Land Trust Alliance
Northwest Program
1353 Officers Row
Vancouver, WA 98661
Phone: **(971) 202-1483**

Coalition of Oregon Land Trusts

322 NW 5th, Suite 301D
Portland, OR 97209
Phone: 503-719-4732
Email: ltanw@lta.org
Website: www.lta.org

Trust for Public Land

The Trust for Public Land was founded to create parks and protect land for people to enjoy and includes efforts toward providing easy access to safe, green space to play. The Trust for Public Land helps raise funds for conservation, works to protect and restore natural spaces; collaborates with communities to plan, design, and build parks, playgrounds, gardens, and trails; our providing leadership and expertise to local challenges.

Contact:

Trust for Public Land
806 SW Broadway, Suite **570**
Portland, Oregon 97204
Phone: (503) 228-6620
Email: oregon@tpl.org
Website: www.tpl.org

Northwest Land Conservation Trust

Northwest Land Conservation Trust is a nonprofit and is governed by a Board of Directors experienced in agricultural, forestry, and environmental matters. The Trust serves private land owners who wish to protect and preserve the environmental features of their land through the use of conservation easements.

Contact:

Northwest Land Conservation Trust
P O Box 613
Turner, Oregon 97305-0613
Phone: (503) 873-8777
Email: nwlct@open.org
Website: <http://www.nwlct.org>

Appendix B

Ladd Park Concept Plan

In 2009, the City of Carlton in partnership with the Carlton Business Association (CBA), received design assistance through the Oregon Main Street Program to develop a plan to renovate Ladd Park. The project consultant provided three (3) design options that the community voted on in June 2009. Based upon feedback received from the community, the project consultant prepared a final design to renovate Upper Park (see Upper Park Conceptual Site Plan below). In addition, the project consultant prepared a five (5)-phase plan for completing the design and a list of sources to help fund the project.

On March 2, 2010, the Carlton City Council held a work session to review the proposed conceptual plan for Upper Park. The Council agreed to adopt the plan for Upper Park as a conceptual plan subject to further refinements needed to address city concerns and contingent upon the availability of funding resources. Preliminary concerns with the Upper Park Conceptual Site Plan expressed at the Council work session held on March 2, 2010 include the following:

- The need for vehicle access to the park for maintenance staff and emergency vehicles;
- Modification of the proposed kiosk placement to a location outside of the public right-of-way (sidewalk) area;
- The provision of larger open space/play areas that are uninterrupted by walkways; and
- Modifications to the playground area (consider moving closer to the basketball court area).



Upper Park Carlton, Oregon

Conceptual Site Plan

LAKOTA



Junc 30, 2009

Appendix C Hawn Creek Park Development Plan





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To: The Mayor and Members of the City Council
From: Shannon Beaucaire, City Manager
Subject: Scheduling City Manager Evaluation
Council Goal: Goal 4: Good Governance
Date: March 14, 2023

Recommendation

After review and discussion, it is recommended that Council provide direction on scheduling the executive session for evaluation of the City Manager.

Background

April 4th will mark the second year of the City Manager's employment with the City of Carlton. Per the employment contract, the performance of the City Manager will be evaluated annually. Evaluations are conducted in executive session.

Last year, the Council deleted the April work session in exchange for an executive session to conduct the City Manager evaluation. This year, we have a number of work session topics to discuss Actions 2.3-2.6 of the Council's Goals. Given the depth of the topics, Council lengthened the time of the March work session from 6-7 to 6-7:30 to allow ample time for discussion.

The City Manager is seeking input on scheduling the evaluation executive session.

Alternatives

None

Fiscal Impact

None

Exhibits

None