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CARLTON URBAN RENEWAL

An illustration of a city street scene. On the left, a man and a woman are walking together, smiling. The man is wearing a yellow jacket and the woman is wearing a blue jacket and a yellow scarf. On the right, a woman with blue hair is walking a brown dog on a leash. She is wearing a yellow jacket and blue pants. In the background, there are buildings with windows and a tree with yellow leaves. The scene is set on a sidewalk with a street in the foreground.

Annual Budget
Fiscal Year 2025

191 E Main St, Carlton, OR 97111

Yamhill County's
News-Register.com

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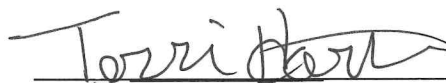
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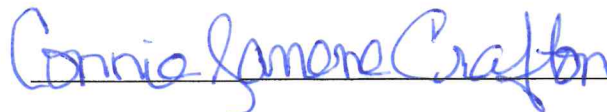
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STATE OF OREGON } ss.

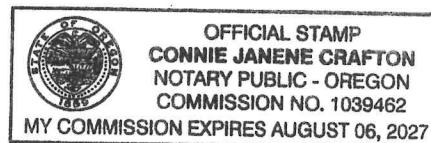
County of Yamhill

I, Terri Hartt
being first duly sworn, depose and say that I am the
Legal Clerk, of the NEWS-REGISTER, a newspaper of
general circulation as defined by O.R.S. 193.010 and
O.R.S. 193.020 published two times each week at
McMinnville, County of Yamhill, State of Oregon, and
that **City of Carlton - Display 2024 Form UR-1 -**
April 26, 2024
Subscribed and sworn before me this **4/30/2024** .





Notary Public for Oregon
My Commission Expires 08/06/2027



FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Carlton Urban Renewal Agency will be held on May 7, 2024 at 6:30 pm, via conference link as allowed by the State of Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the City of Carlton Budget Committee. A summary of the budget is presented below. Participants are instructed to use the following link: <https://us02web.zoom.us/j/88421613690?pwd=aXJ5dU0rL1RWOTF3RWxrRTZiRktRQT09> Meeting ID: 884 2161 3690 Password: 769388 To provide public comments Email Christy Martinez, Assistant City Manager at cmartinez@ci.carlton.or.us before the meeting date and time, or attend virtually and comment during public comment time. Handwritten comments can be submitted by using our payment drop box at 945 W Grant St. A copy of the budget may be inspected or obtained online at www.ci.carlton.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same from the preceding year. Revenue and expenditures are recorded in the year they are received or expended.

Contact: Christy Martinez Telephone: 503-852-7575 Email: cmartinez@ci.carlton.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2022-23	Adopted Budget This Year 2023-24	Approved Budget Next Year 2024-25
Beginning Fund Balance/Net Working Capital	456,827	499,387	401,640
All Other Resources Except Division of Tax & Special Levy	16,072	8,000	5,000
Revenue from Division of Tax	249,080	260,590	264,100
Total Resources	721,979	767,977	670,740

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Materials and Services	6,049	6,500	8,500
Capital Outlay	259,690	536,477	447,240
Debt Service	65,000	65,000	65,000
Interfund Transfers	0	0	0
Contingencies	0	160,000	150,000
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Fund Balance	391,240	0	0
Total Requirements	401,640	767,977	670,740

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FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Non-Departmental / Non-Program	401,640	767,977	670,740
FTE	0	0	0
Total Requirements	401,640	767,977	670,740
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total	0	0

Budget Committee Members

Mayor and Council

Member

Linda Watkins	Mayor
Kevin Skipper	Council President
Guilherme Brandão	Councilor
Grant Erikson	Councilor
David Sam Hill	Councilor
Carolyn Thompson-Rizer	Councilor
Shirley Ward-Mullen	Councilor

Budget Committee Citizens

Member

Brian Rake	Chair
Robin Geck	Member
Sara Meyer	Member
Randy Stapilus	Member
Vacant	Member
Vacant	Member
Vacant	Member

Staff

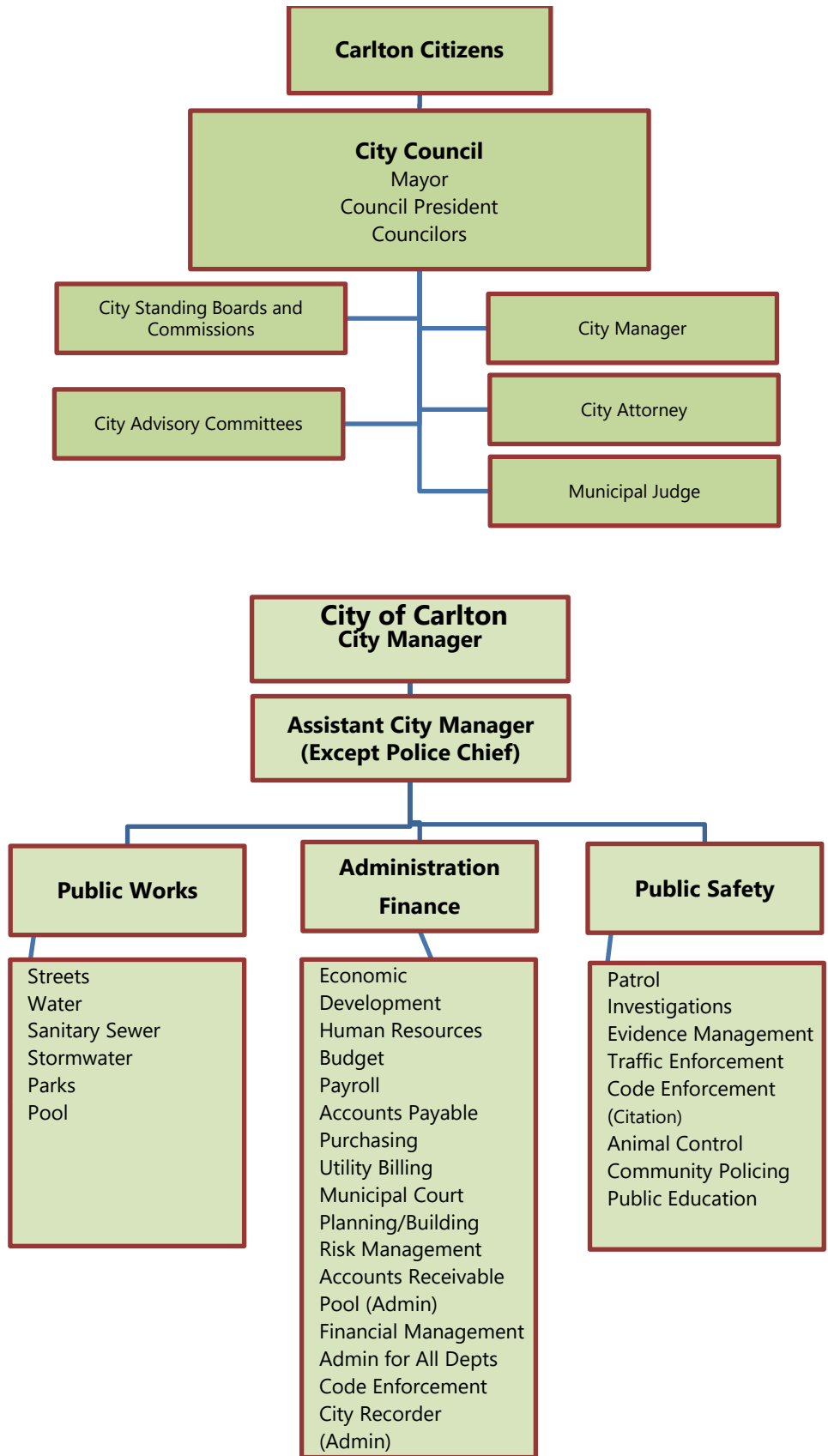
Shannon Beaucaire	City Manager
Christy Martinez	Assistant City Manager
Kevin Martinez	Chief of Police
Bryan Burnham	Director of Public Works



Budget Calendar Fiscal Year 2024-2025

January	Tuesday	January 9, 2024	Resolution 2024-349-Budget Officer Christy Martinez Appointed
	Tuesday	January 9, 2024	Budget Calendar Created FY24-25
	Tuesday	January 20, 2023	FY25 City Council Goal Setting
February	Tuesday	February 5, 2024	Budget Request Forms to Department Heads
March	Friday	March 4, 2024	Department Heads return Budget Request Forms
	Tuesday	March 5, 2024	City Council Adopts goals at Regular Council Meeting
March	Friday	March 29, 2024	Publish Newspaper/Website Notice for Public Hearing Budget & Shared Revenue (4-9-24)
	Friday	April 12, 2024	Publish Newspaper/Website Notice for Public Hearing Budget & Shared Revenue (if needed) (4-23-24)
April	Tuesday (6:00PM)	April 9, 2024	Budget Committee Meeting
	Tuesday (6:00PM)	April 9, 2024	Urban Renewal Meeting
	Tuesday (6:00PM)	April 16, 2024	Budget Committee Meeting (if needed)
	Tuesday (6:00PM)	April 16, 2024	Urban Renewal Meeting (if needed)
	Friday	April 26, 2024	Publish Newspaper/Website Notice for Public Hearing Budget & Shared Revenue (5-7-24)
May	Tuesday (7:00PM)	May 7, 2024	City Council Meeting to enact resolution to adopt budget, make appropriations, impose and categorize taxes and resolution to receive state revenues
	Tuesday (6:45PM)	May 7, 2024	Urban Renewal Meeting to enact resolution to adopt budget, make appropriations, impose and categorize taxes and resolution to receive state revenues
July	Thursday	July 15, 2024	Submit tax certification, budget and resolutions to Assessor
	Friday	July 29, 2024	State Shared Revenues submitted to Department of Administrative Services

City of Carlton Government Organization



April 9, 2024

Dear Mayor, Council, Members of the Urban Renewal Budget Committee, Staff, and Residents,

We are pleased to present the Carlton Urban Renewal Agency's (CURA) 2025 budget proposal as we begin a new fiscal year. The budget message is a summary of the next fiscal year's budget proposal and provides information to the CURA and Budget Committee about the City's financial condition. The budget document is crucial because it serves as the financial plan to fund the CURA's Program.

The CURA was established by Ordinance #680 on June 8, 2009, as a separate legal entity. The City Council serves as the CURA Board of Directors, and the City of Carlton Budget Committee members were appointed by the City Council to serve as the CURA Budget Committee. The City Manager and Assistant City Manager are the staff administrators for the CURA Program.

The CURA was created to address the lack of funding available to support Carlton's aging downtown commercial business district. This FY25 budget marks the 15th year the CURA will receive property tax revenue from the District. The revenue is derived from increasing property value or new construction within the District. In 2009, the frozen tax base of the District was valued at \$18,785,600 by the Yamhill County Assessor. The District's total assessed value is now \$38,272,461. The CURA will retire from collecting revenue in 2031 and provide payments for the Meadowlake Debt Service obligation until 2038.

The CURA has contributed financially to various downtown projects, including the new water transmission line, Monroe Street upgrade, pool house replacement project, and other smaller projects. The CURA will continue to invest in the District, including the Main Street water and sewer projects, undergrounding overhead utilities on Main Street, bicycle and pedestrian improvements, and other public improvements.

Our budget emphasizes our commitment to fiscal responsibility and our dedication to promoting the well-being and prosperity of our community. We will continue to prioritize efficiency, accountability, and transparency in the allocation and utilization of public funds, safeguarding the long-term financial health and sustainability of our agency.

We would like to express our gratitude to the Mayor, Council, Budget Committee, staff, and residents for their continued support and collaboration as we work together to realize our shared vision of a better, brighter future for all.

Sincerely,

Shannon Beaucaire

City Manager

FY25 Proposed Budget

The FY25 budget will focus on implementing the CURA Program and related funding categories for designated programs such as imminent capital projects, façade improvements, small business development, and infrastructure improvements. The proposed budget includes:

Wastewater System Improvements

This project will replace sanitary sewer facilities within the ODOT project area related to the ODOT realignment of OR-47. The CURA, Capital Improvement Fund (CIF)-Sewer, Sewer System Development Charges (SDCs), and the Sewer Fund are all eligible to finance the \$865,000 project cost. Construction is planned for FY25.

Pedestrian Improvements

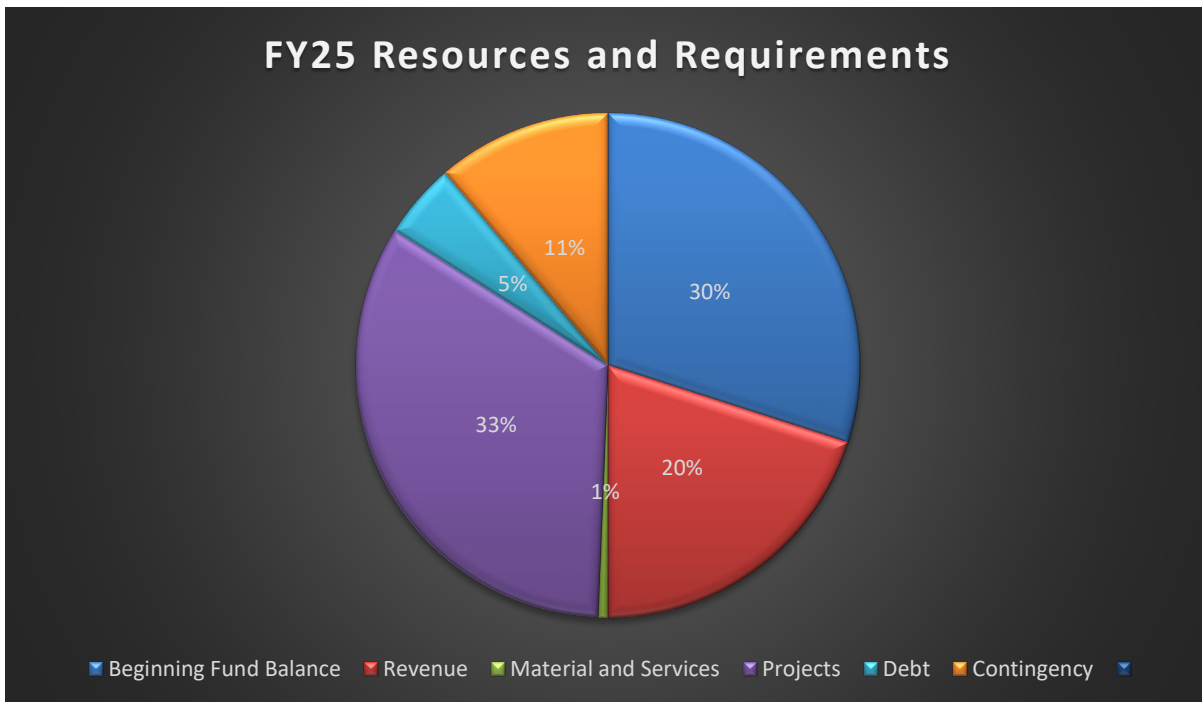
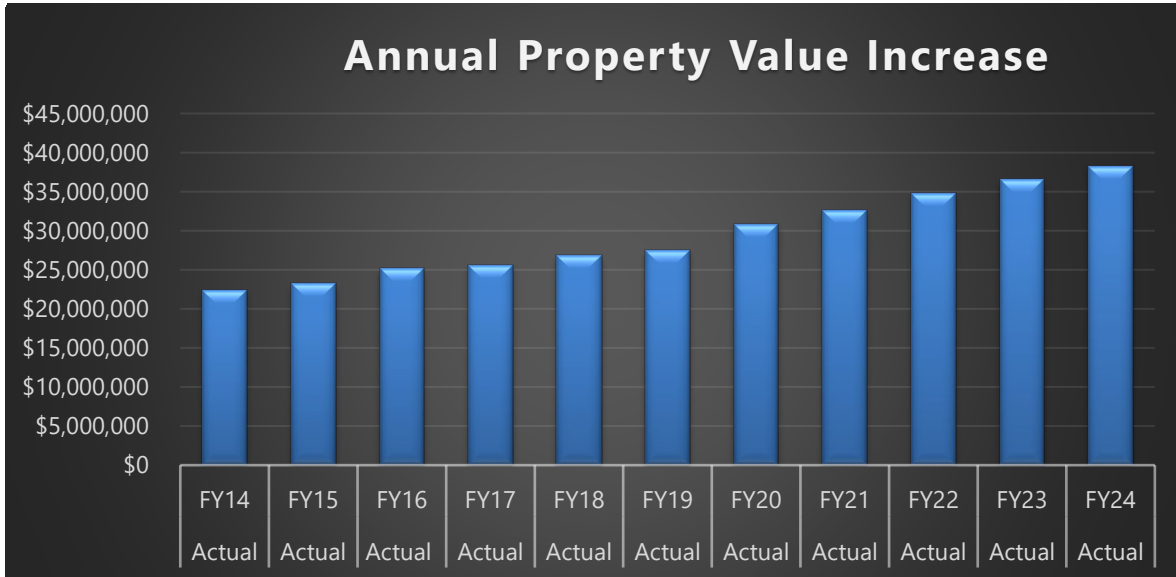
The City's pedestrian facilities throughout town are worn or missing, causing safety concerns, stormwater management issues, and a general negative appearance. Designated as a top priority by the City Council, the City has developed a policy and action plan to upgrade its pedestrian facilities. Although the City targets grant applications for improvements identified in the 2009 Transportation System Plan, many local sidewalks have deteriorated to impassable and require prompt improvement.

Underground Overhead Utilities on Main Street

This past year, the staff has been working with PGE representatives to remove power poles from the West Main Street commercial corridor. During this work, a solution has been identified to minimize the City's expenses. PGE has redesigned power service access along Main Street so that customers can continue to be served without any poles on Main Street. The City must now work with the communication companies to achieve the same result, requiring public funding from the CURA Budget.

Meadow Lake Transmission Line (MLTL) IFA Loan Repayment

Debt service for the first leg of the lower waterline repair on Meadowlake in 2015. The CURA has an agreement to pay a portion of the principal on the MLTL Transmission Line Project IFA loan. Debt service payments will continue through FY38.



Carlton Urban Renewal Agency Revenue

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	2024-25
070-000-300000	Beginning Fund Balance	350,081	456,827	499,387	391,240	401,640	401,640	
Revenues								
070-000-400400	Interest	1,833	16,072	8,000	26,000	5,000	5,000	
070-000-999991	Prior Years Tax	2,732	3,303	3,090	3,000	3,100	3,100	
070-000-999999	Current Taxes	220,595	245,777	257,500	253,000	261,000	261,000	
Total Revenues		\$225,160	\$265,152	\$268,590	\$282,000	\$269,100	\$269,100	\$0
Total Resources		\$575,241	\$721,979	\$767,977	\$673,240	\$670,740	\$670,740	\$0

Urban Renewal Fund Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Materials and Services		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	2024-25
070-700-608000	Supplies and Maintenance	493	40	500	500	1,000	1,000	
070-700-608600	Professional Services	3,950	6,009	6,000	6,100	7,500	7,500	
Total Material and Services		\$4,443	\$6,049	\$6,500	\$6,600	\$8,500	\$8,500	\$0
Capital Outlay								
070-700-620705	Projects	48,971	259,690	536,477	200,000	447,240	447,240	
Total Capital Outlay		\$48,971	\$259,690	\$536,477	\$200,000	\$447,240	\$447,240	\$0
Transfers								
	Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service								
	Meadowlake Transmission	65,000	65,000	65,000	65,000	65,000	65,000	
Total Debt Service		\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$0
Contingency								
	Contingency	0	0	160,000	0	150,000	150,000	
Total Contingency		\$0	\$0	\$160,000	\$0	\$150,000	\$150,000	\$0
Total Requirements		\$118,414	\$330,739	\$767,977	\$271,600	\$670,740	\$670,740	\$0

Carlton Urban Renewal Agency Revenue and Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2021-22	2022-23	2023-24	2023-24	2024-25	2024-25	2024-25
	Beginning Fund Balance	350,081	456,827	499,387	391,240	401,640	401,640	0
	Total Revenues	225,160	265,152	268,590	282,000	269,100	269,100	0
Total Resources		\$575,241	\$721,979	\$767,977	\$673,240	\$670,740	\$670,740	\$0
Requirements								
	Material and Services	4,443	6,049	6,500	6,600	8,500	8,500	0
	Capital Outlay	48,971	259,690	536,477	200,000	447,240	447,240	0
	Transfers	0	0	0	0	0	0	0
	Debt Service	65,000	65,000	65,000	65,000	65,000	65,000	0
	Contingency	0	0	160,000	0	150,000	150,000	0
Total Requirements		\$118,414	\$330,739	\$767,977	\$271,600	\$670,740	\$670,740	\$0
	Over/Under (+/-)	456,827	391,240	0	401,640	0	0	0
	Ending Fund Balance	\$456,827	\$391,240	\$0	\$401,640	\$0	\$0	\$0

Carlton Urban Renewal Area

Legend

- City Limits
- Taxlots_2008
- Urban Renewal Area Boundary
- Urban Renewal Area Boundary
- Taxlots

