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Annual Report 2017

Enhancing the vitality and livability of the community





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Carlton is located in Yamhill County on Highway 47, roughly five miles from the City of McMinnville and 35 miles southwest of Portland.



Annual Report 2017

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City of Carlton's Mission

“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.”

The mission statement represents the purpose of the City organization and acts to guide the actions of the City Council. The statement illuminates the organization's overall goals and guides the Mayor and Council's decision-making. In February 2017, the City Council identified and ranked priorities for Fiscal Year 2018. Each is linked to a Council Goal. Priorities include:

- Build a new city hall;
- Rebuild West Main Street;
- Develop a water storage strategy;
- Develop a water source strategy;
- Complete the wastewater facilities plan;
- Integrate the emergency plan into the community;
- Create an additional police officer position;
- Build a new skatepark facility;
- Improve walkability of the City;
- Develop Hawn Creek Park; and
- Enhance web-based communication.

City of Carlton Council Goals

1. Provide high-quality city-wide infrastructure services
2. Ensure a safe environment for citizens and businesses
3. Provide diverse, well-utilized recreational opportunities
4. Support a strong economic base
5. Engage residents and business owners in governance
6. Provide City services that are effective and efficient

Mayor's Message



Kathie Oriet,
Mayor

As I prepared this message to the residents of Carlton, I was reminded just how much I love this little city. We are fortunate to have wonderful, talented staff who also love this city. Additionally, we have 50 community individuals who have volunteered their time on one or more citizen committees and held three well-attended community meetings.

Over the past year, we have moved several major projects forward. We finalized construction drawings for the new skatepark facility and began fundraising efforts. The Carlton City Hall was built in the early 1970s and over the years it has become apparent that our little City Hall is close to the end of its useful life. We completed 25 percent designs for the new facility. I'm pretty sure we're all familiar with dirty water—this past year we replaced a good portion of the water line.

I expect to see these projects and others continue into fiscal year 2018. This year we are also looking to strategically plan for the long-term. During the budget cycle, we completed a five-year financial forecast for the first time and have contracted with an asset management specialist to support our infrastructure planning.

Lastly, this fall the City will be launching its second biennial community-wide survey. These surveys assist the City by providing feedback on the community's priorities.

Thank you all for your time,

Kathie Oriet, Mayor

FY 2017 Accomplishments

City Hall Project

The Council authorized the City to begin pre-development work on the combined City Hall and Police Station facility. The City hired FFA Architecture and Interiors, Inc. to complete a 25 percent design. Over the course of the year, FFA worked with staff, the City Hall Advisory Committee, and the community to determine space requirements and other important project components. The total project cost is \$5,928,750.



Architectural Design Rendering, FFA Architecture & Interiors

Water Projects

This past year the City continued to make progress towards improving Carlton's water system.

- During the spring and early summer, public works installed several valves along the seven-mile supply line and through town.
- Staff continued to negotiate an ownership agreement with the Yamhill Regional Water Authority to supply additional capacity to the water system during peak times.
- The Water Conservation Advisory Committee was established to provide recommendations to Council.

Community Pool

In July of 2016, the pool house opened its doors to the public for the first time. The new pool house replaced a facility from the 1930s that was no longer structurally sound, up-to-code, or ADA compliant. The Carlton Community Pool achieved several milestones during its first season with the new facility:

- Over 10,500 individual visits to the pool between July and September 2016.
- Over 100 season passes were sold to families from all over Yamhill County.
- Over 450 participants joined summer programming, including swim lessons, swim team, and Zumba.



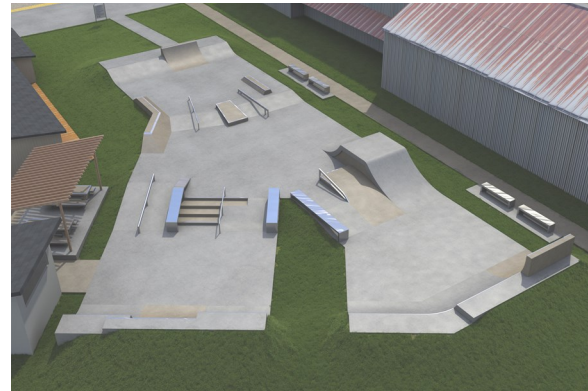
Pool House Ribbon Cutting Ceremony, 08/2016



Carlton Clean-Up Day, 04/22/2017



Public Works Dept. Hanging Holiday Decorations, 12/2016



Skatepark Phase I Facing W. Kutch Street, Spohn Ranch

FY 2017 Accomplishments

2017 Highlights and Achievements

SUMMARY OF ADMIN/FINANCE PERFORMANCE MEASURES

FISCAL YEAR 2016

50

COMMITTEE MEMBERS

65

COUNCIL MTNG. ATTENDEES

FISCAL YEAR 2018

\$8M

IN FY 2018 BUDGET

Financial Software

The City upgraded their financial software this past year. The financial software is used to track the City's revenue and expenditures, utility billing, and for budgeting purposes. This upgrade is significant and contains several important features.

- **Interactive Voice Response (IVR)** - This will allow staff to provide automated notification to residents on a variety of topics including water shut-offs, curtailment, and other issues.
- **Automatic Updates**—Historically, updates required the entire system to be dormant. The new system allows for automatic updates, so there will no longer be disruption in services as updates are made.

Pavement Condition Assessment

As part of the City's asset management program, Capitol Asset & Pavement Services, Inc. was contracted to complete a pavement condition assessment for all paved streets maintained by the City of Carlton. This information will help the City to strategically target maintenance dollars.

- The City's street network consists of 10.25 centerline miles of streets.
- The City's calculated average PCI score is 69 out of 100, placing the City's street network in the 'Fair' condition category.
- To maintain the City's current PCI average over a 5-year period, **\$150,000** is required annually to maintain the street system.

Website Upgrade Phase I

As part of the City's communication strategy, the City invested in a new website platform. Phase I of this upgrade was completed last year. In addition to aesthetic improvements, Phase I included:

- Electronic uploading of meeting minutes, resolutions, and other Council and committee documents.
- Removed outdated content to improve readability and search capabilities.
- New format to improve ease-of-use, particularly from mobile devices.

Phase II is planned for FY18 and will include numerous additional improvements.

Carlton Profile

The City contracted with Portland State University's Northwest Economic Research Center to complete a profile of the City of Carlton. The profile was intended to:

1. Describe the demographic and economic attributes of the town;
2. Provide forecasts for demographic and economic factors; and
3. Outline factors to track going forward.

The profile showed that Carlton is a young city. In addition to the wine industry, the education and health services sector is a top employer, and Carlton has an above-average migration rate, compared to both Yamhill County and the state. This information will help policy makers to tailor policy to the population.

2017 Highlights and Achievements

SUMMARY OF POOL DEPT. PERFORMANCE MEASURES

FISCAL YEAR 2017

12,260 POOL ATTENDEES

200 SEASON PASS HOLDERS

53 NEW SWIMMERS

43% REVENUE AS % OF O&M

FY 2017 Accomplishments



National Night Out, 08/2016



National Night Out, 08/2016

2017 Highlights and Achievements

SUMMARY OF POLICE DEPT. PERFORMANCE MEASURES

FISCAL YEAR 2017

1,548	CALLS FOR SERVICE
98	TRAFFIC CITATIONS
65	ARRESTS FOR PERSON & PROPERTY CRIMES
14	COMMUNITY EVENTS

Community Engagement

As part of the City's Performance Management Program, the City Council and staff have emphasized community outreach and engagement to improve transparency and ensure that policies are representative of the community's priorities.

- **Advisory Committees**—Four citizen advisory committees were added in FY17, raising the total number of committees/boards/commissions to eight. In total, 50 individuals participated in one or more committee.
- **Town Hall Meetings**—The City hosted three community-wide meetings this past year to discuss ongoing City projects including Main Street improvements, the new City Hall facility, and the pavement condition assessment.

Police Department Reaccreditation

The Carlton Police Department was first accredited by the Oregon Accreditation Alliance in FY14. Reaccreditation is required every three years, and in FY17 the Department was successfully reaccredited. The law enforcement accreditation system establishes a uniform set of best practices for police agencies that are consistent on an international scale, measureable, and verified by an independent body. Maintaining accreditation requires a tremendous amount of work and demonstrates the Carlton Police Department's commitment to excellence and professionalism in the field. The Carlton Police Department is the only accredited law enforcement agency in Oregon with five or less full-time officers.

FY 2018 Upcoming Projects

Website Upgrade Phase II

The City has begun work on Phase II of the website upgrade. The upgrade will improve search capabilities for users and allow staff more latitude to post relevant material. Staff is working to complete this update during the second quarter.

City Hall Project

The total project cost is **\$5,928,750**. During this next fiscal year, the City will continue working with the City Hall Project Advisory Committee to develop a financing strategy for the project and complete 80 percent construction drawings. The goal is to begin construction in spring of 2020.

Asset Management

The City contracted with HDR, Inc. for asset management services in order to develop an overarching strategy for maintaining and replacing capital infrastructure.

Water Projects

The City will continue work to upgrade the City's water system. Several projects are in the pipeline:

- **Dam Height Feasibility Study**
The City Engineer will begin work on the "fatal flaw" study to determine whether capacity of the dam can be increased by raising the height.
- **Yamhill Regional Water Authority**
Staff will continue negotiations to establish a permanent agreement to provide additional capacity during peak times.
- **Rehabilitation to the 7-Mile Supply Line & Dredging the Panther Creek Reservoir**
Carlton was identified by name in SB 5530A to receive two grant awards totaling \$4.5 million to complete both of these projects.

Carlton Skatepark

The Skatepark Advisory Committee is beginning to fundraise for Phase I of the project which includes skate items east of the bowl and approximately 65 percent of the amenities and enhancements budget. The total cost for Phase I is **\$985,000**.

Performance Management

Carlton's performance management program is taking two important steps this year:

- The second biennial **Community Survey** is scheduled for the fall of 2017. Responses will provide staff and the City Council with important information on the community's priorities and satisfaction with City services.
- Staff will begin working with local small cities to create a **benchmark** for comparison across similar communities.

Wastewater Projects

In the upcoming year, the City is gearing up its planning efforts for significant wastewater system upgrades. Efforts will include:

- **Wastewater Facilities Plan** — The City Engineer is completing a plan update to identify and prioritize projects for completion.
- **SDC Rate Methodology** — This study will update the methods used to determine wastewater system development charges.
- **Sewer Rate Methodology** — This process will be similar to changes made to the water rates. The purpose is to ensure rates more equitably reflect usage of the system.

Historic Preservation

The ad hoc committee was appointed to investigate a “Historic Preservation Initiative” for Carlton that may include:

- Heritage partnerships
- Becoming a Certified Local Government
- Preservation and rehabilitation

Main Street Improvements

Carlton has been approved for two projects on Highway 47 in ODOT’s State Transportation Improvement Plan (STIP) totaling **\$5,623,500**. These projects include a complete rebuild of Main Street from Yamhill to Pine Streets and pedestrian/bicycle infrastructure west of Pine Street along Highway 47. These projects are scheduled to go to construction in 2020, but pre-development is currently in progress.

2017 Highlights and Achievements

SUMMARY OF WATER DEPT. PERFORMANCE MEASURES

12	EMERGENCY REPAIRS
133	MILLION GALLONS WATER SUPPLIED
\$0.03	O&M COST PER CUBIC FOOT TREATED

Carlton City Council



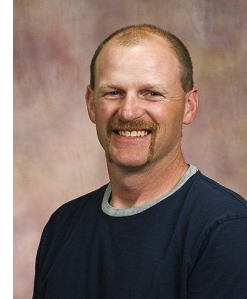
Kathie Oriet, Mayor



Scott Carl,
Council President



Amy Wilder



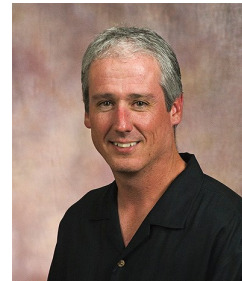
Scott Chitwood



Gwen Jernstedt



Shirley Ward-Mullen



Carey Rhoads

Carlton Committees

Planning Commission

Bob Graham, Chair
 Kevin Herwick, Vice
 Brett Miller
 Dust Bailey
 Steve Lowry
 Jessica Herzog
 Linda Watkins

Budget Committee

Dean Catherman, Chair
 Andy Eldien
 Sara Meyer
 Randy Stapilus

Sandy Schultz

Lauri Lewis

Joe Moore

Visit Carlton Tourism Committee

Brian Rake, Chair
 Kathy Rich, Vice
 Shirley Ward-Mullen

Felix Madrid

Roselyn Mostafa

Julie Rabung

Carrie Simonson

Kathie Oriet

Water Conservation Advisory Committee

Kerry Mohondro

Neysa Hays

Anthony King

Jeff Wall

Streets Advisory Committee

Annette Madrid

Patty Williams

Paulette Alexandria

Raymond Junker

Erik Tollefson

Historic Preservation Advisory Committee

Janet Zuelke

John Adkinson

Joni Anderson

Jane Davis

Marty Doerschlag

Mike Larson

Kathy Rich

Brian Richardson

Pat Swanick

Shannon Thorson

Lynn VanHorn

Shirley Ward Mullen

Skate Park Advisory Committee

Scott Chitwood, Chair

Kathie Oriet, Vice

Chance Kelley

Annette Madrid

Devin Chitwood

Jake Rehlinger

Danielle Findley

Anne Lane

Ryan Marshall

Emily Schmeidel

City Hall Advisory Committee

Pat Swanick, Chair

Scott Carl

David Blanchard

Andy Eldien

Don Schmid

Lauri Lewis

Brian Rake

Tristan Shell-Spurling

Christine Andrus

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