



URBAN RENEWAL BUDGET COMMITTEE MEETING AGENDA
TUESDAY, APRIL 9, 2024
FOLLOWING THE CITY OF CARLTON BUDGET MEETING AT 6:00 PM
CITY HALL, COUNCIL CHAMBERS, 945 W GRANT, CARLTON

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.

1. Call to Order – Roll Call

- A. Changes to the Agenda

2. Election of Urban Renewal Budget Committee Chairperson

3. Agenda Items

- A. Minutes Approval – May 9, 2023
- B. Presentation of FY25 Proposed Urban Renewal Budget
- C. Public Comments: FY25 Proposed Urban Renewal Budget
- D. Approve FY25 Proposed Urban Renewal Budget

4. Adjournment

Participants are instructed to use the following link:

<https://us02web.zoom.us/j/89525948616?pwd=Yk5ZYjNSYTBGU3BpQ3ZlQ1hJYzhhZz09>

Or call 1-253-205-0468 and enter **meeting ID:** 895 2594 8616 and **Password:** 115729

To provide public comments:

Please email Christy Martinez, Assistant City Manager, at cmartinez@ci.carlton.or.us 24 hours before the meeting date and time. Handwritten comments can also be submitted using our deposit drop box in the door at the white modular at 945 W Grant St. A copy of the budget document may be inspected or obtained online at the City of Carlton's website, [City of Carlton Budget | the City of Carlton Oregon](#), on Monday, April 08, 2024.



MEMORANDUM

To: The Chair and Members of the Urban Renewal Budget Committee
From: Christy Martinez, Budget Officer
Subject: Urban Renewal Budget Committee Meeting – Agenda Items
Date: April 9, 2024

2. Election of Urban Renewal Budget Committee Chairperson

Each year, at the beginning of the Urban Renewal Budget Committee's first meeting, the Committee elects the chairperson to administer the meetings. Brian Rake was elected as the City of Carlton Budget Committee and Carlton Urban Renewal Committee Chairperson this year on April 9, 2024.

3. Agenda Items

A. Minutes Approval – May 9, 2023 and June 6, 2023

Staff recommends that the Urban Renewal Budget Committee approve and authorize the mayor and chair to sign the Urban Renewal Budget Committee meeting minutes from May 9, 2023 and June 23, 2023, as submitted.

B. Presentation of FY25 Proposed Urban Renewal Budget – Budget Message

Staff will present an overview of the FY25 proposed budget and respond to questions from Budget Committee Members.

C. Public Comments: FY25 Proposed Urban Renewal Budget

The committee chair will open the meeting to public comments on the FY25 proposed urban renewal budget.

D. Approve FY25 Proposed Urban Renewal Budget

The budget committee must vote to approve the FY25 proposed budget.



Urban Renewal Agency Budget Committee Minutes
Tuesday, May 9, 2023
Council Chambers 191 E. Main Street and via Zoom

1. CALL TO ORDER & ROLL CALL

Mayor Linda Watkins called the meeting to order at 7:50 PM. No changes were made to the agenda.

Council Members Present: Mayor Linda Watkins, Council President Shirley Ward-Mullen, and Councilors, Kevin Skipper, Guilherme Brandão, Carolyn Thompson-Rizer, and David Samuel Hill.

Members Absent: Grant Erickson

Citizen Members Present: Chair Brian Rake, Sara Meyer, Robin Geck, and Randy Stapilus.

Citizen Members Absent: Dean Catherman

Staff Present: City Manager Shannon Beaucaire, Assistant City Manager/Budget Officer Christy Martinez, and Finance Specialist Morgan Shelton.

Others Present: None

2. ELECTION OF URBAN RENEWAL BUDGET COMMITTEE CHAIRPERSON

7:51 PM

MOTION: Watkins/Ward-Mullen to nominate and appoint Brian Rake as Chair of the City of Carlton Urban Renewal Budget Committee for 2023. Motion carried (10 Yes/0 No/2 Absent [Catherman, Erickson]/0 Abstain).

3. AGENDA ITEMS

8:06 PM

1) Minutes Approval- May 10, 2022

MOTION: Watkins/Meyer to approve the Carlton Urban Renewal Agency Budget Committee minutes from May 10, 2022, as presented. Motion carried (10 Yes/0 No/2 Absent [Catherman, Erickson]/0 Abstain).

2) Presentation of the FY24 Proposed Urban Renewal Budget

7:52 PM

Assistant City Manager/Budget Officer Christy Martinez explained the purpose of the Urban Renewal district and presented the proposed Urban Renewal Budget.

Committee Members asked questions about longevity of the Urban Renewal Budget and options for continuance after revenue collecting retirement in 2031.

3) Public Comments: FY24 Proposed Urban Renewal Budget

8:00 PM

None given. Public hearing closed at 8:01 PM.

4) Approve FY24 Proposed Urban Renewal Budget

8:01 PM

MOTION: Ward-Mullen/Meyer to approve the Proposed Carlton Urban Renewal Budget for Fiscal Year 2024, as presented. Motion carried (10 Yes/0 No/2 Absent [Catherman, Erickson]/0 Abstain).

4. ADJOURNMENT

The meeting adjourned at 8:03 PM.

APPROVED by the Budget Committee on this ____ day of May 2024.

ATTEST:

Chair

Morgan Shelton, Finance Specialist

Linda Watkins, Mayor



NOTICE OF BUDGET COMMITTEE MEETING STATE REVENUE SHARING PUBLIC HEARING

A public meeting of the Budget Committee and Urban Renewal Agency Budget Committee of the City of Carlton, Yamhill County, State of Oregon, is to be held at City Council Chambers, 945 West Grant Street, Carlton, Oregon, to discuss the budget and state revenue sharing for the fiscal year July 1, 2024, to June 30, 2025. Public testimony will be received via video conference link due to room capacity issues. The meeting will occur on Tuesday, April 9, 2024, at 6:00 pm and again on April 16, 2024 (if needed). The purpose of the meeting is to receive the proposed FY24-25 budget message and public comment.

A public hearing will be held during the Budget Committee Meeting on April 9, 2024, to receive comments regarding the possible uses of the State Revenue Sharing distribution for the Fiscal Year 2024-25.

Participants are instructed to use the following link:

<https://us02web.zoom.us/j/89525948616?pwd=Yk5ZYjNSYTBGU3BpQ3ZlQ1hJYzhZz09>

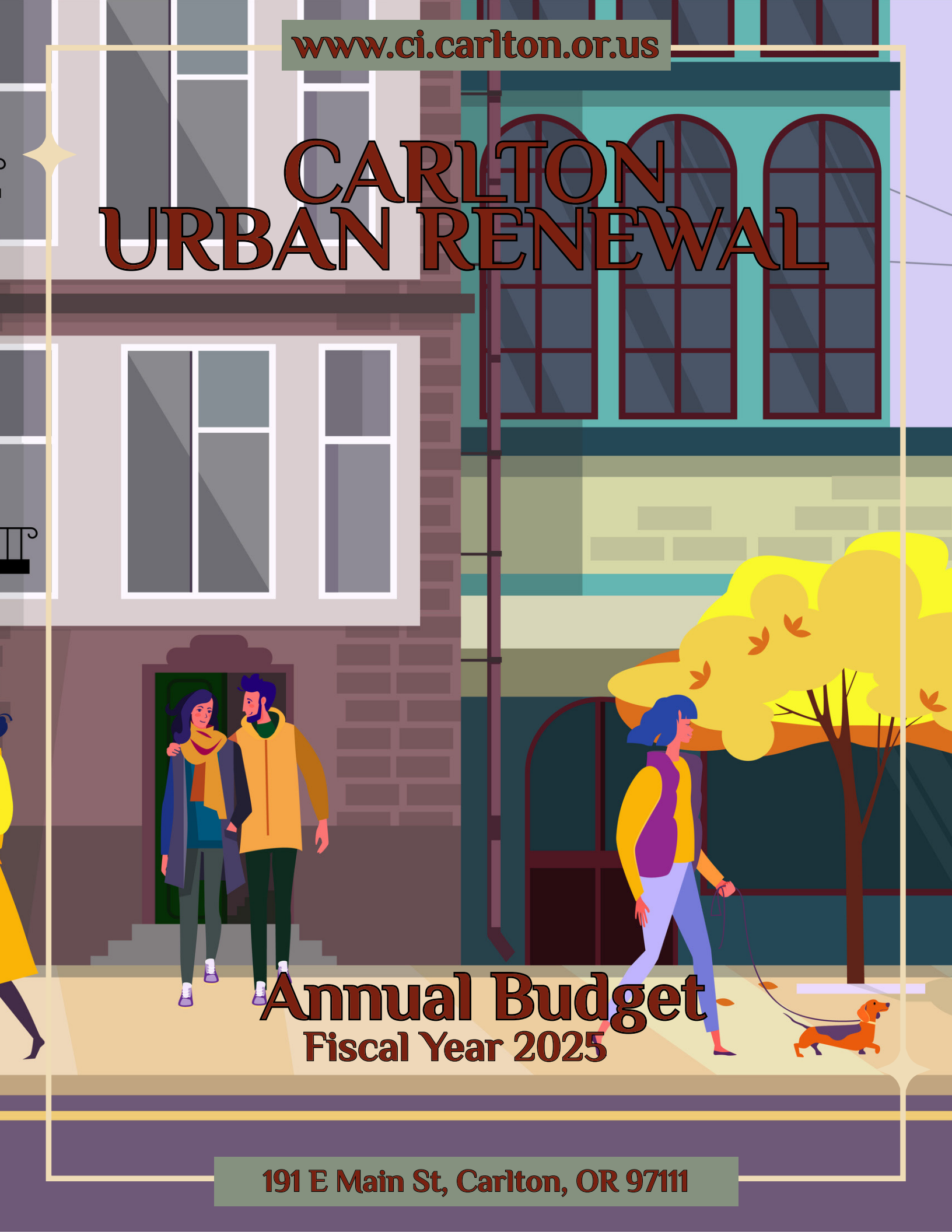
Or call 1-253-205-0468 and enter **Meeting ID:** 895 2594 8616 and **Password:** 115729

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www.ci.carlton.or.us

CARLTON URBAN RENEWAL



Annual Budget
Fiscal Year 2025

191 E Main St, Carlton, OR 97111



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

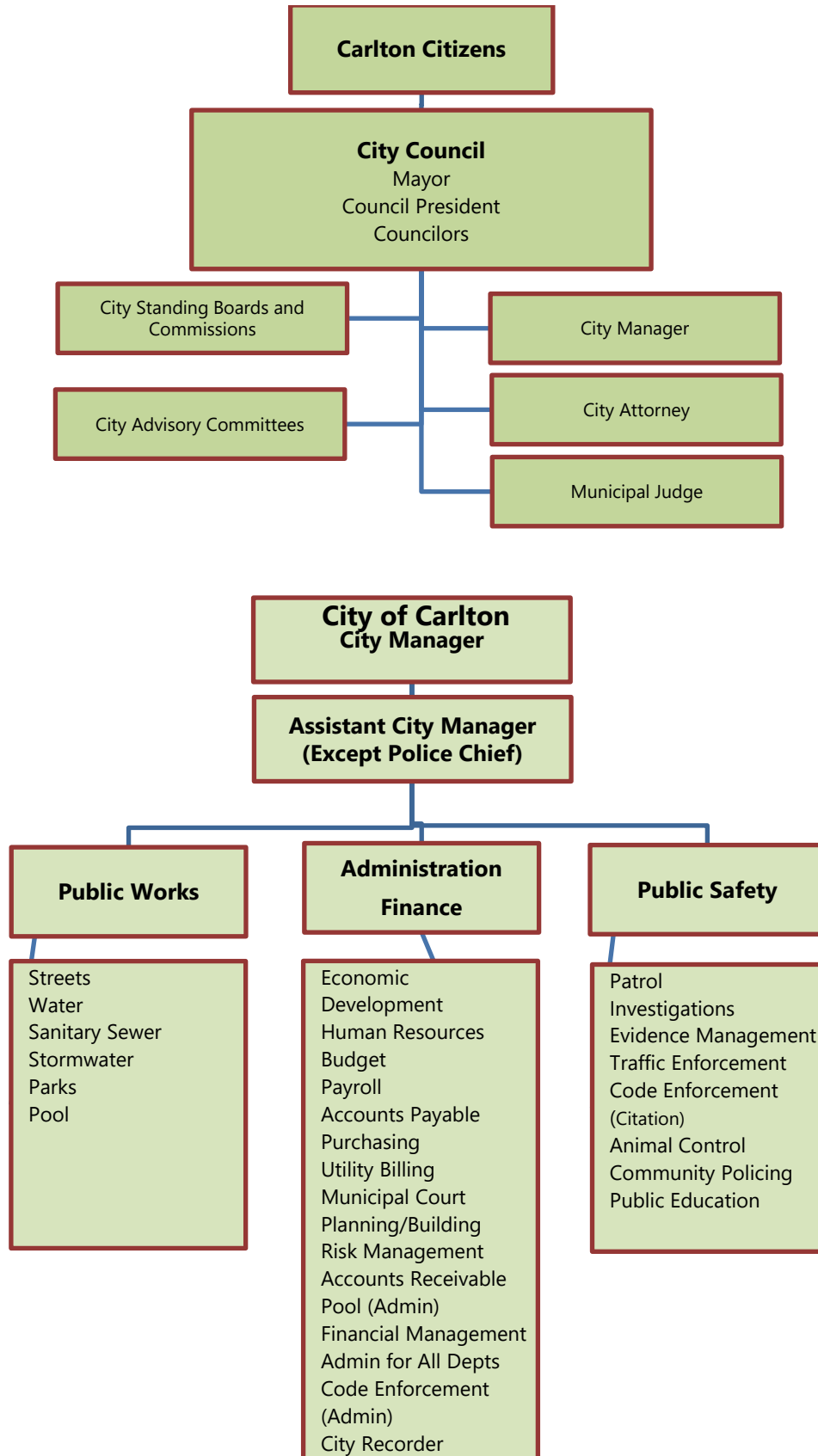
Shannon Beaucaire	City Manager
Christy Martinez	Assistant City Manager
Kevin Martinez	Chief of Police
Bryan Burnham	Director of Public Works



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





FY25 Urban Renewal Annual Budget Reader's Guide

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 Urban Renewal Annual Budget Reader's Guide

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

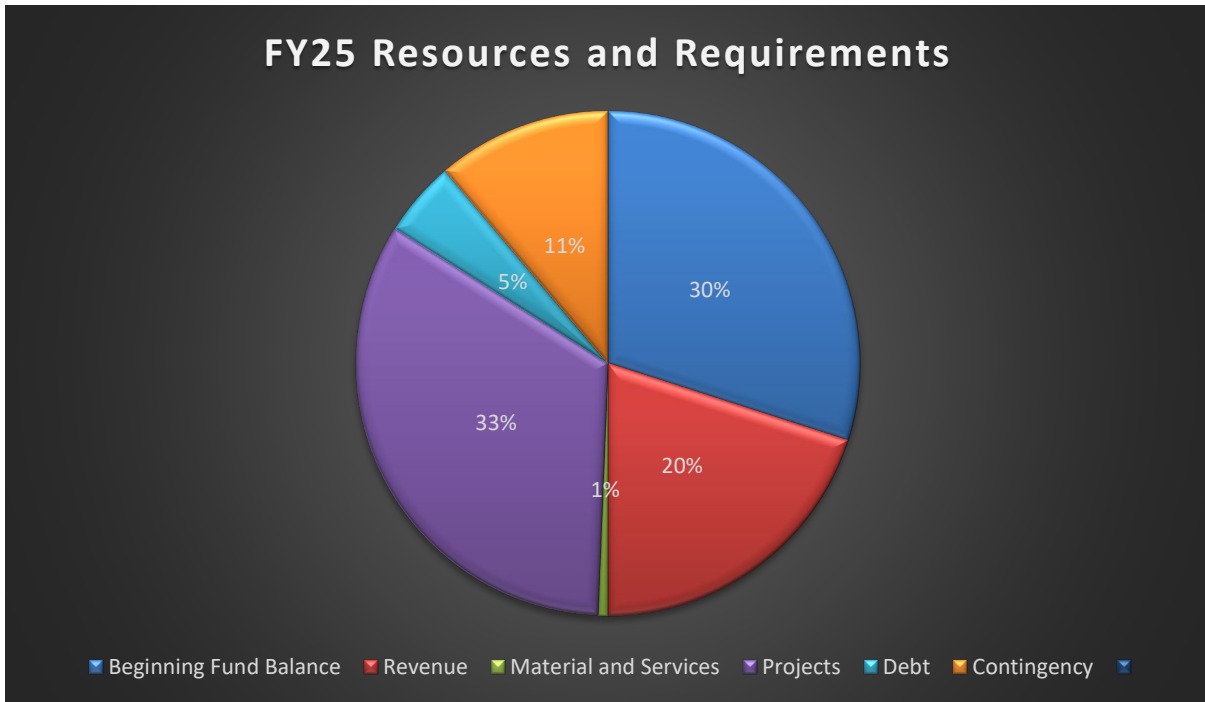
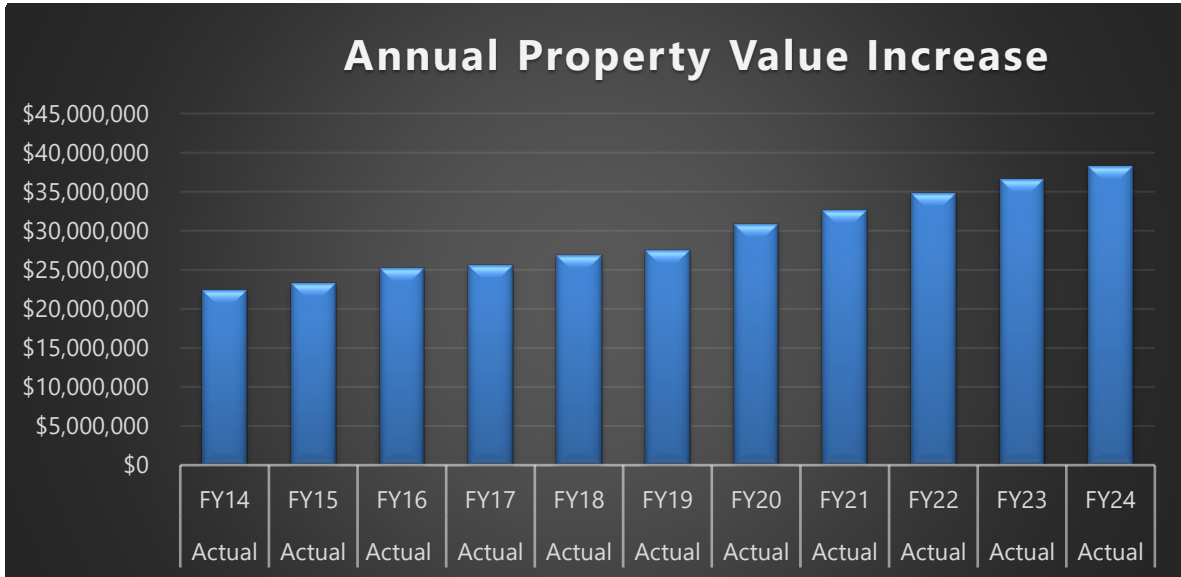
The City's pedestrian facilities throughout town are worn or missing, causing safety concerns, stormwater management issues, and a general negative appearance. Designated as a top priority by the City Council, the City has developed a policy and action plan to upgrade its pedestrian facilities. Although 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		
Revenues								
070-000-400400	Interest	1,833	16,072	8,000	26,000	5,000		
070-000-999991	Prior Years Tax	2,732	3,303	3,090	3,000	3,100		
070-000-999999	Current Taxes	220,595	245,777	257,500	253,000	261,000		
Total Revenues		\$225,160	\$265,152	\$268,590	\$282,000	\$269,100	\$0	\$0
Total Resources		\$575,241	\$721,979	\$767,977	\$673,240	\$670,740	\$0	\$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		
070-700-608600	Professional Services	3,950	6,009	6,000	6,100	7,500		
Total Material and Services		\$4,443	\$6,049	\$6,500	\$6,600	\$8,500	\$0	\$0
Capital Outlay								
070-700-620705	Projects	48,971	259,690	536,477	200,000	447,240		
Total Capital Outlay		\$48,971	\$259,690	\$536,477	\$200,000	\$447,240	\$0	\$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		
Total Debt Service		\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$0	\$0
Contingency								
	Contingency	0	0	160,000	0	150,000		
Total Contingency		\$0	\$0	\$160,000	\$0	\$150,000	\$0	\$0
Total Requirements		\$118,414	\$330,739	\$767,977	\$271,600	\$670,740	\$0	\$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	0	0
	Total Revenues	225,160	265,152	268,590	282,000	269,100	0	0
Total Resources		\$575,241	\$721,979	\$767,977	\$673,240	\$670,740	\$0	\$0
Requirements								
	Material and Services	4,443	6,049	6,500	6,600	8,500	0	0
	Capital Outlay	48,971	259,690	536,477	200,000	447,240	0	0
	Transfers	0	0	0	0	0	0	0
	Debt Service	65,000	65,000	65,000	65,000	65,000	0	0
	Contingency	0	0	160,000	0	150,000	0	0
Total Requirements		\$118,414	\$330,739	\$767,977	\$271,600	\$670,740	\$0	\$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

