



Mayor & City Council

191 E. Main Street
 Carlton, OR 97111
 Phone: (503) 852-7575
www.ci.carlton.or.us

2023-24 Council Goals With Work Plan

COUNCIL GOALS TABLE KEY

- Priority:** * Identified as a priority project ** Identified as a high priority project
- Project Type:** LT, long term ST, short term OG, ongoing
- Master Plan:** WMP, water WWMP, wastewater PMP, parks
- Project Status:**
- NS, not started IP, in-progress OH, on-hold
- R, removed C, completed

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:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. <i>Comprehensive Plan: Goal 8 – Recreation; Goal 11 – Public facilities & services; Goal 12- Transportation; Goal 13- Energy</i> | <ol style="list-style-type: none"> 2. <i>Wastewater Master Plan</i> 3. <i>Emergency Operations Plan</i> 4. <i>Water Master Plan</i> 5. <i>Transportation System Plan</i> 6. <i>Parks Master Plan</i> |
|---|---|

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

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.



Mayor & City Council

191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575
www.ci.carlton.or.us

2023-24 Council Goals With Work Plan

Goal 1: Completed Items

1. First Street Capacity Upgrade (E. Main to E. Monroe) to improve fire flow; WMP D39
2. Mercury TMDL Plan Adoption
3. Water Main Transmission Pipe; WMP F2; Paid in full through State grant funding (\$7.1 million)

Additional Project Deliverables: ~7 miles of transmission pipeline reducing 60% water loss from the reservoir; Increasing the transmission pipe to a 12" diameter line increasing flow into Carlton; Newly paved roads in partnership with Yamhill County; Replacement of old water meters along the transmission line; Installation of a service line to an existing connection on Panther Creek Rd to facilitate future use of MW&L intertie as an alternative source; Pipe repairs on service lines due to increase pressure from repaired transmission line, including any necessary features such as driveway patches, sump pump and culverts; Replacement of 700' of pipe from treatment plant to Von Road through easement; Installation of a driveway around reservoir with fabric and rock; Installation of security fencing around reservoir; Installation of additional roof vents in reservoir and a pressure release valve.

4. Hawn Creek Park Improvements
5. E. Main Street Improvements; Funding: SCA Grant (\$100,000), City (\$300,000)
6. Panther Creek Raw Water Reservoir Dredging; WMP D39; Paid in full by State grant (\$2.5 million)

Additional Project Deliverables & Results: Removed approximately 10,600 cubic yards (~2 Million Gallons); Gained 2 MG in raw water storage, making the system more resilient; dramatically increased the water quality in the reservoir making the water easier to treat; The longer filter runs and reduced backwash cycles save water. When the raw water gets converted to treated water, less water is needed for the backwash of the filters. Nested projects: Because the water treatment plant (WTP) had to be taken offline to do the project, the City needed another water source. Also, it provided a period where upgrades could be done to the WTP. Before the dredging, an intertie was constructed with MW&L; Clearwell was recoated and structurally repaired; The interior metal parts of the WTP were recoated; Rebuilt two filters, including internal piping, new filter material, and control valves; Upgraded the WTP control system; Replaced the floating intake dock.

7. Clearwell & WTP Misc. Improvements; WMP WT-1, 2; \$525,000
8. Water Treatment Plant PLC (Programmable Logic Controller) Upgrade; \$130,000
9. Hawn Creek Pump Station; WWMP P1; \$1.4 million
10. ODOT ADA Ramps
11. Utility Rate Analysis



Mayor & City Council

191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575
www.ci.carlton.or.us

2023-24 Council Goals With Work Plan

Goal 1: 2024 Projects in Process

1. Wastewater Headworks – estimated completion Spring 2024 – includes paving parking stalls for park use
WWMP T1; Funding: *County ARPA Funds* (Design \$112,500); (Construction \$325,000);
Capital Improvement Funds (Design \$37,500); (Construction \$325,000)
2. Carlton Civic Building – estimated completion Summer 2024
3. Wastewater Treatment Plant Improvements
WWMP T2A-T10; Funds must be obligated by Dec 2024 & completed Sept 2026
Project includes potential water reuse system to increase longevity of water source & resiliency
Funding: *State of OR ARPA Grant* \$5.8 mil; *Capital Improvement Funds* \$1 mil
4. Transportation System Plan Update
Work to be completed by December 2025
Funding: *State TGM Grant (ODOT)* \$210,000; *City funds* \$21,000
5. Wastewater Collection System Improvements – Grant & W. Main Street Mainlines
WWMP T1; Funds must be obligated by 2026 & completed 2030
Funding: **Grant Street Design:** *County ARPA Funds* \$112,500; *Capital Improvement Funds* \$37,500;
Construction: *Federal Funding (EPA)* \$2.2 million; *City required match* \$440,000
6. W. Main St Improvements
Funds must be obligated by 2026 & completed 2030
Funding: *SCA Funds* \$100,000; *Federal Funding (DOT)* \$1.5 million;
City required match \$172,000
7. Water Security: Working with YRWA, MW&L, and City of Hillsboro. MW&L emergency agreement followed by planning for water supplementation.
8. Main Street Utilities and Improvements. Planning with PGE and team on utility improvements (water/sewer) and undergrounding utilities with associated Ladd Park improvements
9. OR47 Work. Planning work on next steps for the realignment process
10. Implementation of the Carlton Walkability Sidewalk Program
11. Initial discussions and development with property owner(s) on additional public parking opportunities
12. Emergency Management: work with State on Firewise Community Status & County on Hazard Mitigation Plan Update
13. Stormwater Master Plan
14. State Required: 1) OHA Water Services Report (due 10/16/2024) & 2) Water Conservation & Management Plan (due 7/16/2024)

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.



Mayor & City Council

191 E. Main Street
 Carlton, OR 97111
 Phone: (503) 852-7575
www.ci.carlton.or.us

2023-24 Council Goals With Work Plan

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	IP w/2.1&2.2
ACTION 2.4	Develop policies for managing vacation/rental properties that are conducive to maintaining community livability. *	ST	IP 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	IP 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	IP w/2.1&2.2

Goal 2: 2024 Projects in Process

1. Comprehensive Plan & Development Code Updates
2. Incorporation of Housing Approaches into code update
3. Incorporation of Vacation rental policies into code update
4. Incorporation of Greenspace promotion into code update
5. Planning for Historic preservation discussion for future code update

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
ACTION 3.2	Explore options to display upcoming City events and other timely information on or in front of Civic Center.	ST	C 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

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.



Mayor & City Council

191 E. Main Street
 Carlton, OR 97111
 Phone: (503) 852-7575
www.ci.carlton.or.us

2023-24 Council Goals With Work Plan

Goal 3: Completed Items

1. The City continues to provide regular and urgent communications via the website, newsletter, and social media platforms.
2. The Carlton Civic Center will have a large digital display above the reception area promoting events and information. There will also be a kiosk inside the building for citizens and visitors. There will also be a non-digital sign board outside the building with information.

Goal 3: 2024 Projects in Process

1. It is an ongoing commitment to continue to look for approaches to promote community involvement in City decision-making and Provide leadership development and other volunteer opportunities for community members

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
ACTION 4.1	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	C
ACTION 4.4	Investigate opportunities to coordinate with regional partners to provide mutually beneficial community facilities. *	OG	IP

Goal 4: Completed Items

1. Advocacy Group RFP (CFM Advocates chosen)
2. Municipal Judge RFP (Judge Blake chosen)
3. Update Carlton City Charter
4. Public Safety: Reaccreditation, CJIS Audit, Officer of the Year, all officers are certified as appointed Medicolegal Death Investigators, greater attendance at lower park NNO, enhanced traffic safety signs on North and South 7th St.
5. Update Council Rules to match updates to Charter and Planning Commission ordinance
6. Updated Planning Commission ordinance
7. Update to Lodging in Public Ordinance to meet HB 3115 requirements
8. Partnership with Yamhill County for Rail Corridor Clean up to improve Fire & Public Safety
9. Adoption of an Email & Internet Security & Use Policy
10. Adoption of a City Donation Policy
11. Update to the City's parking ordinance

Goal 4: 2024 Projects in Process

1. Continued coordination with Hampton Lumber on creating pollinator plants on right of ways rather than mowed grass
2. Updates to City Policies to match new state requirements throughout the year
3. Employee cross-training for Public Works and Administration teams

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.



Mayor & City Council

191 E. Main Street
 Carlton, OR 97111
 Phone: (503) 852-7575
www.ci.carlton.or.us

2023-24 Council Goals With Work Plan

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 (CBA) 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

Goal 5: Completed Items

1. Annual Budget Process
2. Annual Insurance Renewal Process
3. Annual Audits (Financial, Urban Renewal, Workers Compensation)

Goal 5: 2024 Projects in Process

1. Continued attendance at CBA meetings to identify opportunities to share resources as appropriate
2. Attendance at economic development and tourism conferences
3. Coordination with Yamhill County economic development
4. Consideration of staffing levels and addition of new personnel, with budget constraints & in consideration of Council goals (economic development, code, administrative responsibilities, project implementation, public safety, etc.)
5. Exploration of emerging technologies to assist when additional personnel may not be feasible
6. Exploration of partnerships to maintain level of service of parks/greenspace/trails
7. Continued exploration of rail corridor partnership with Yamhill County
8. Council discussion of City Service Fees (e.g. stormwater, street & sidewalk, trees, low-income assistance)
9. Work with Tourism Committee, State and Local entities to develop tourism as a part of economic development