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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



## 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

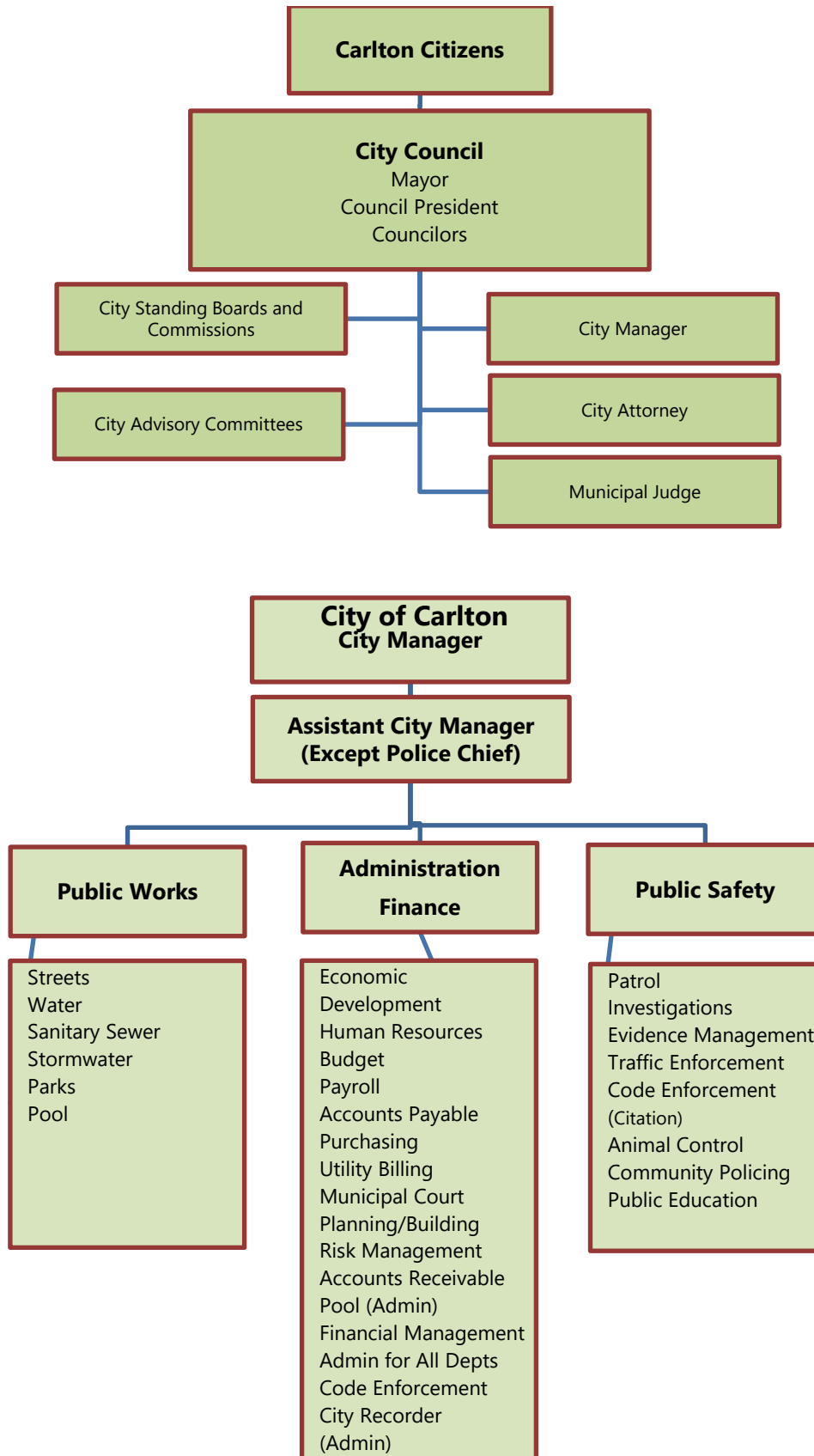
Shannon Beaucaire	City Manager
Christy Martinez	Assistant City Manager
Kevin Martinez	Chief of Police
Bryan Burnham	Director of Public Works



### Budget Calendar Fiscal Year 2024-2025

<b>January</b>	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
<b>February</b>	Tuesday	February 5, 2024	Budget Request Forms to Department Heads
<b>March</b>	Friday	March 4, 2024	Department Heads return Budget Request Forms
	Tuesday	March 5, 2024	City Council Adopts goals at Regular Council Meeting
<b>March</b>	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)
<b>April</b>	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)
<b>May</b>	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
<b>July</b>	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

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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**

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### **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**

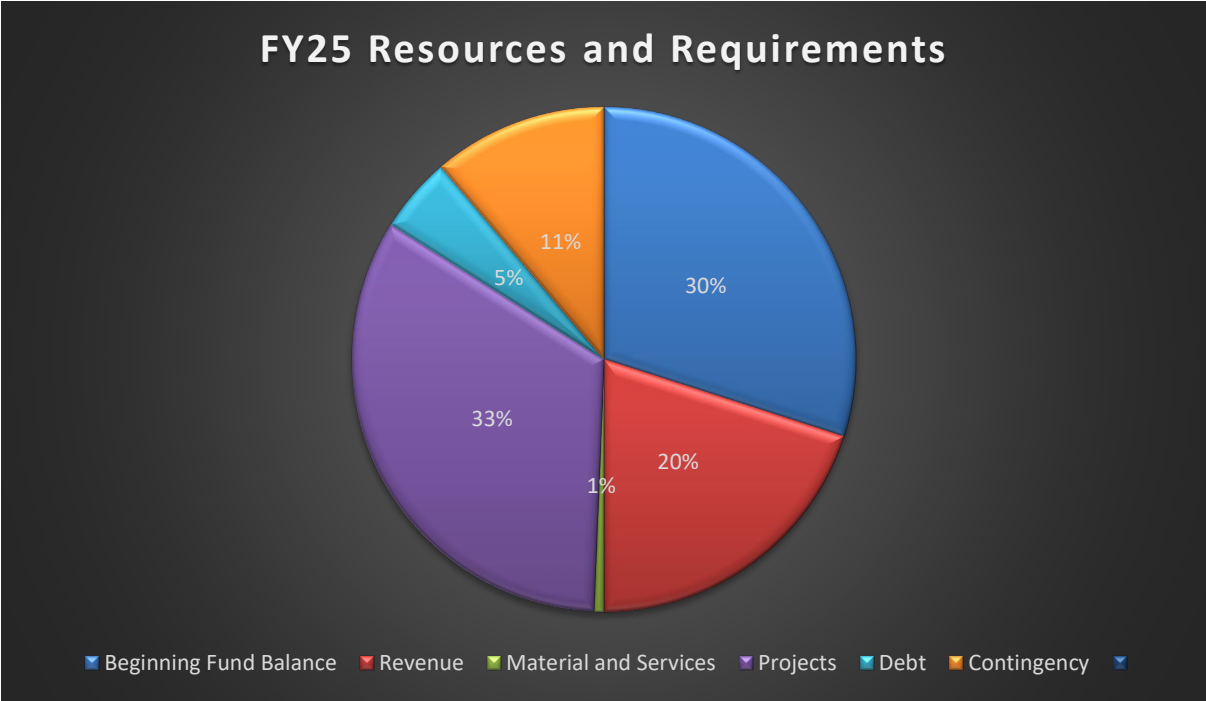
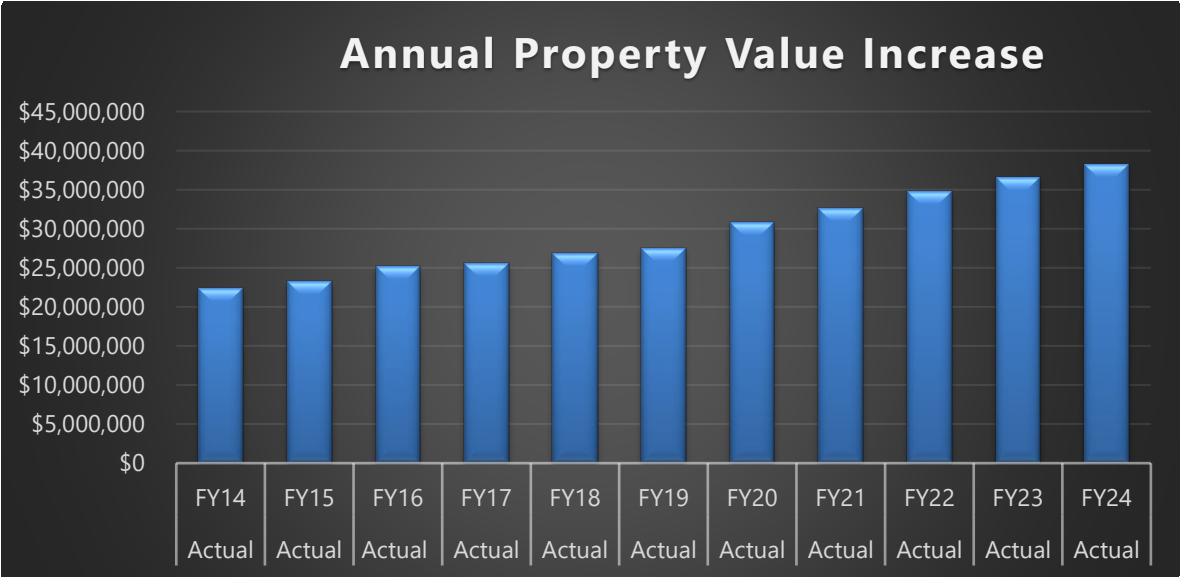
The City's pedestrian facilities throughout town are worn or missing, causing safety concerns, stormwater management issues, and a general negative appearance. Designated as a top priority by the City Council, the City has developed a policy and action plan to upgrade its pedestrian facilities. Although 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.



		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		
<b>Revenues</b>								
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		
<b>Total Revenues</b>		\$225,160	\$265,152	\$268,590	\$282,000	\$269,100	\$0	\$0
<b>Total Resources</b>		<b>\$575,241</b>	<b>\$721,979</b>	<b>\$767,977</b>	<b>\$673,240</b>	<b>\$670,740</b>	<b>\$0</b>	<b>\$0</b>

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		
<b>Total Material and Services</b>		\$4,443	\$6,049	\$6,500	\$6,600	\$8,500	\$0	\$0
<b>Capital Outlay</b>								
070-700-620705	Projects	48,971	259,690	536,477	200,000	447,240		
<b>Total Capital Outlay</b>		\$48,971	\$259,690	\$536,477	\$200,000	\$447,240	\$0	\$0
<b>Transfers</b>								
Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Transfers</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Debt Service</b>								
Meadowlake Transmission		65,000	65,000	65,000	65,000	65,000		
<b>Total Debt Service</b>		\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$0	\$0
<b>Contingency</b>								
Contingency		0	0	160,000	0	150,000		
<b>Total Contingency</b>		\$0	\$0	\$160,000	\$0	\$150,000	\$0	\$0
<b>Total Requirements</b>		<b>\$118,414</b>	<b>\$330,739</b>	<b>\$767,977</b>	<b>\$271,600</b>	<b>\$670,740</b>	<b>\$0</b>	<b>\$0</b>

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
<b>Total Resources</b>		<b>\$575,241</b>	<b>\$721,979</b>	<b>\$767,977</b>	<b>\$673,240</b>	<b>\$670,740</b>	<b>\$0</b>	<b>\$0</b>
<b>Requirements</b>								
	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
<b>Total Requirements</b>		<b>\$118,414</b>	<b>\$330,739</b>	<b>\$767,977</b>	<b>\$271,600</b>	<b>\$670,740</b>	<b>\$0</b>	<b>\$0</b>
<b>Over/Under (+/-)</b>		456,827	391,240	0	401,640	0	0	0
<b>Ending Fund Balance</b>		<b>\$456,827</b>	<b>\$391,240</b>	<b>\$0</b>	<b>\$401,640</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# Carlton Urban Renewal Area

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taxlots\_2008

Urban Renewal Area Boundary

Urban Renewal Area Boundary

Taxlots

City Limits

Legend

