



# BUDGET

**Carlton Urban Renewal Agency**

# FY23 BUDGET

“Working Together with Community”



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00 "EXHIBIT A"

# News-Register

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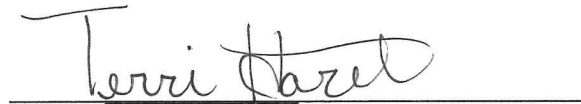
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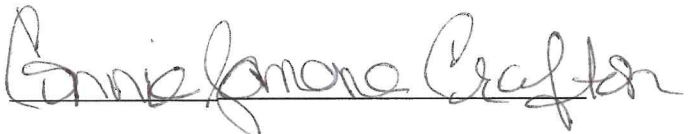
## AFFIDAVIT OF PUBLICATION

STATE OF OREGON } ss.  
County of Yamhill

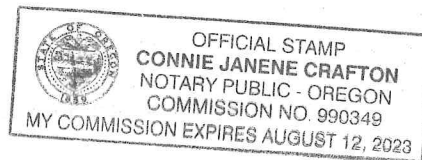
I, Terri Hartt  
being first duly sworn, depose and say that I am the  
Legal Clerk, of the NEWS-REGISTER, a newspaper of  
general circulation as defined by O.R.S. 193.010 and  
O.R.S. 193.020 published two times each week at  
McMinnville, County of Yamhill, State of Oregon, and  
that **City of Carlton - Display Form UR-1-- May 27<sup>th</sup>,  
2022**

Subscribed and sworn before me this **5/31/2022** .

  
\_\_\_\_\_

  
\_\_\_\_\_

Notary Public for Oregon  
My Commission Expires 08/12/2023



**FORM UR-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Carlton Urban Renewal Agency will be held on June 7, 2022 at 6:45 p.m. via conference link as allowed for by Executive Order 20-16 of Governor Kate Brown. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022 as approved by the Carlton Urban Renewal Agency Budget Committee. A summary of the budget is presented below. Participants are instructed to use the following link: <https://us02web.zoom.us/j/81100115432?pwd=RDEzYTl2NW5EbWhReEpoV090SHNmdz09> Meeting ID: 811 0011 5432 Password: 386018 To provide public comments: During the meeting or email Christy Martinez, Assistant City Manager at [cmartinez@ci.carlton.or.us](mailto:cmartinez@ci.carlton.or.us) before the meeting date and time. Handwritten comments can also be submitted by using our payment drop box at City Hall. A copy of the budget may be inspected or obtained online at [www.ci.carlton.or.us](http://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 expensed.

Contact: Christy Martinez

Telephone: 503-852-7575

Email: [cmartinez@ci.carlton.or.us](mailto:cmartinez@ci.carlton.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2020-21	Adopted Budget This Year 2021-22	Approved Budget Next Year 2022-23
Beginning Fund Balance/Net Working Capital			
Federal, State and All Other Grants	293,574	326,854	356,181
Revenue from Bonds and Other Debt			
Interfund Transfers			
All Other Resources Except Division of Tax & Special Levy			
Revenue from Division of Tax	2,163	4,500	2,500
Revenue from Special Levy	205,307	208,600	229,900
<b>Total Resources</b>	<b>501,044</b>	<b>539,954</b>	<b>588,581</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services			
Materials and Services	0	0	0
Capital Outlay	4,433	6,500	4,500
Debt Service	81,530	423,454	444,081
Interfund Transfers	65,000	65,000	65,000
Contingencies	0	0	0
All Other Expenditures and Requirements	0	45,000	75,000
Unappropriated Ending Fund Balance		0	0
<b>Total Requirements</b>	<b>350,481</b>	<b>0</b>	<b>0</b>
	<b>501,444</b>	<b>539,954</b>	<b>588,581</b>

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Non-Departmental / Non-Program			
FTE	501,444	539,954	588,581
<b>Total Requirements</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total FTE</b>	<b>501,444</b>	<b>539,954</b>	<b>588,581</b>
	<b>0</b>	<b>0</b>	<b>0</b>

**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		
<b>Total</b>	<b>0</b>	<b>0</b>

“EXHIBIT A”

# News-Register

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**PUBLIC NOTICE**

**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, 191 E Main St, Carlton, OR, to discuss the budget and state revenue sharing for the fiscal year July 1, 2022, to June 30, 2023, and receive public testimony, via video conference link as allowed for by House Bill 2560. The meeting will take place on Tuesday, May 10, 2022, at 6:00 pm and again on May 17, 2022 (if needed). The purpose of the meeting is to receive the proposed FY22-23 budget message and public comment.

During the Budget Committee Meeting on May 10, 2022, a public hearing will be held to receive comments regarding the possible uses of the State Revenue Sharing distribution for the Fiscal Year 2022-23.

Participants are instructed to use the following link:  
<https://us02web.zoom.us/j/86128662511?pwd=bHJYVyt3YUhhb3Z3bmxCOct4c3lsZz09>

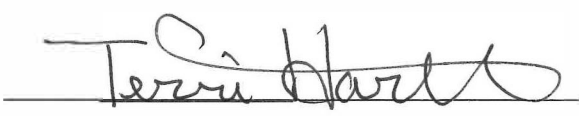
**This meeting ID: 861 2866 2511**  
**Password: 945129**

**To provide public comments:**  
Please email Shannon Beaucaire, City Manager, at [sbeaucaire@ci.carlton.or.us](mailto:sbeaucaire@ci.carlton.or.us) 24 hours prior to the meeting date and time. Handwritten comments can also be submitted using our deposit drop box at the right of the door at City Hall. A copy of the budget or 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, May 09, 2022.  
NR Published April 15, 2022

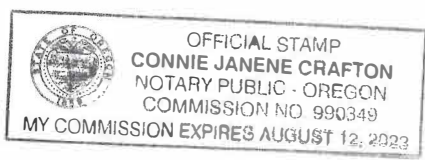
### AFFIDAVIT OF PUBLICATION

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 - Public Notice Budget Committee Meeting State Revenue Sharing Funds - April 15, 2022**  
Subscribed and sworn before me this **4/19/2022**.



Notary Public for Oregon  
My Commission Expires 08/12/2023





## Budget Calendar Fiscal Year 2022-2023

<b>January</b>	Tuesday	January 4, 2022	Resolution 2022-321-Budget Officer Christy Martinez
	Tuesday	January 4, 2022	Budget Calendar Created FY22-23
<b>February</b>	Tuesday	February 1, 2022	Budget Request Forms to Department Heads
<b>March</b>	Friday	March 4, 2022	Department heads return Budget Request Forms
	Saturday	March 5, 2022	Council Goal Setting
<b>April</b>	Tuesday	April 5, 2022	Council Adopts Goals at Regular Council Meeting
	Friday	April 15, 2022	Publish Newspaper/Website Notice for Public Hearing Budget & Shared Revenue (5-10-22)
	Friday	April 15, 2022	Publish Newspaper/Website Notice for Public Hearing Budget & Shared Revenue (if needed) (5-17-22)
<b>May</b>	Tuesday (6:00 PM)	May 10, 2022	Budget Committee Meeting
	Tuesday (6:00 PM)	May 10, 2022	Urban Renewal Meeting
	Tuesday (6:00 PM)	May 17, 2022	Budget Committee Meeting (if needed)
	Tuesday (6:00 PM)	May 17, 2022	Urban Renewal Meeting (if needed)
	Friday	May 20, 2022	Publish Newspaper/Website Notice for Public Hearing Budget & Shared Revenue (6-7-22)
<b>June</b>	Tuesday (7:00 PM)	June 7, 2022	City Council Meeting to enact a resolution to adopt the budget, make appropriations, impose and categorize taxes and resolution to receive state revenues
	Tuesday (6:45 PM)	June 7, 2022	Urban Renewal Meeting to enact a resolution to adopt the budget, make appropriations, impose and categorize taxes and resolution to receive state revenues
<b>July</b>	Thursday	July 15, 2022	Submit tax certification, budget, and resolutions to the Assessor
	Friday	July 30, 2022	State Shared Revenues submitted to the Department of Administrative Services



## Budget Committee Members

### Mayor and Council

#### Member

Linda Watkins	Mayor
Shirley Ward-Mullen	Council President
Guilherme Brandao	Councilor
Jami Eglund	Councilor
Grant Erikson	Councilor
Carey Rhoads	Councilor
Kevin Skipper	Councilor

### Budget Committee Citizens

#### Member

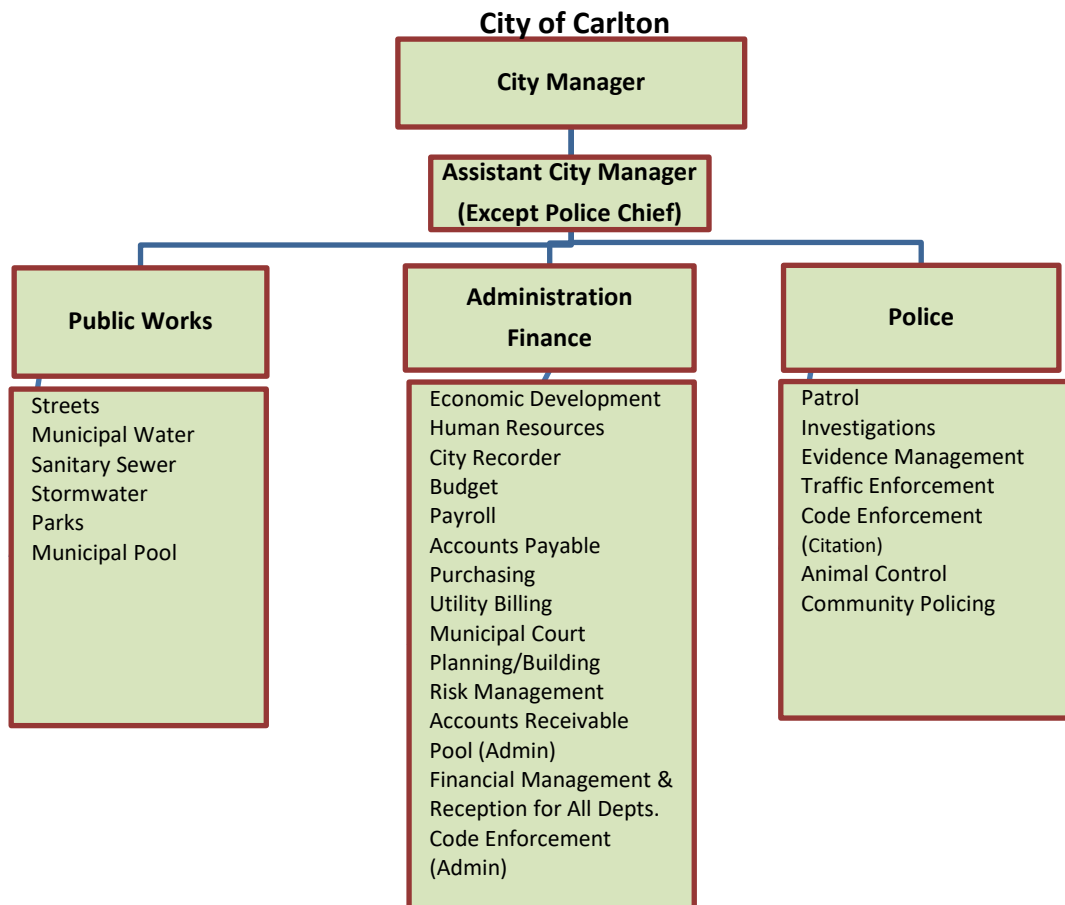
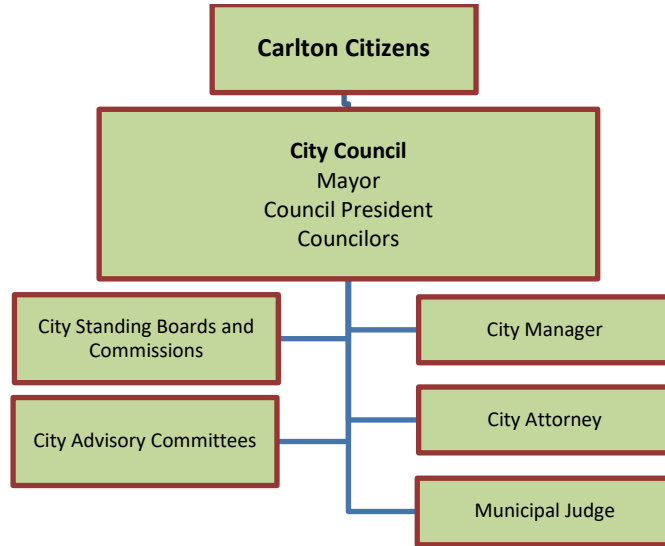
Dean Catherman	Chair
Vacant	Member
Joe Moore	Member
Sara Meyer	Member
Vacant	Member
David Sam Hill	Member
David Wejroch	Member

### Staff

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



City Government Organization





May 10, 2022

Members of the Urban Renewal Budget Committee,

The following is the Carlton Urban Renewal Agency's proposed budget for the Fiscal Year 2023. The budget message summarizes the next fiscal year's budget proposal and advises the Carlton Urban Renewal Agency (CURA) and Budget Committee of the City's state of fiscal affairs. The budget document is essential for several reasons, primarily because it serves as the financial plan to fund the CURA's priorities.

The Carlton City Council passed Ordinance #680 on June 8, 2009, establishing the Carlton Urban Renewal Agency. The Agency is a separate legal entity, with the City Council serving as the Urban Renewal Agency Board of Directors. The City Council appointed the members of the City of Carlton Budget Committee as the CURA Budget Committee. The City Manager and Assistant City Manager serve as the staff administrators for the Carlton Urban Renewal Program.

This FY23 budget reflects the 13<sup>th</sup> year the Agency 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 Yamhill County Assessor set the value of the frozen tax base of the District at \$18,785,600. Currently, the district's total assessed value is \$34,750,013, which represents a \$2,151,722 increase in increment value since 2009.

As is typical with new urban renewal programs, the District's first five years of revenue growth were slow. Increases in assessed valuations above the fixed base are typically small in the short term and increase during the second five-year period. The acceleration began during FY16 and will continue through the Fiscal year 2023.

The Carlton Urban Renewal Agency was created as a financial tool to address the lack of funding available to support Carlton's aging downtown commercial business district. The CURA financially contributed to downtown projects during the past five years, including the new water transmission line, Monroe Street upgrade, the pool house replacement project, and other smaller projects. The CURA will continue to invest in the Urban Renewal district during the next five years, including the Main Street water and sewer projects, undergrounding overhead utilities on Main Street, bicycle and pedestrian improvements, and other public improvements.



**FY23 Proposed Budget**

The FY23 budget will focus on completing the 5-year work plan 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**

Related to the ODOT realignment of OR-47, this project will replace sanitary sewer facilities within the ODOT project area. The UR, 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 FY24. The Wastewater System Improvements will commence after the construction.

**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 City pedestrian facilities in town. Although the City targets grant applications for improvements identified in the 2009 Transportation System Plan, many local sidewalks have deteriorated to impassible.

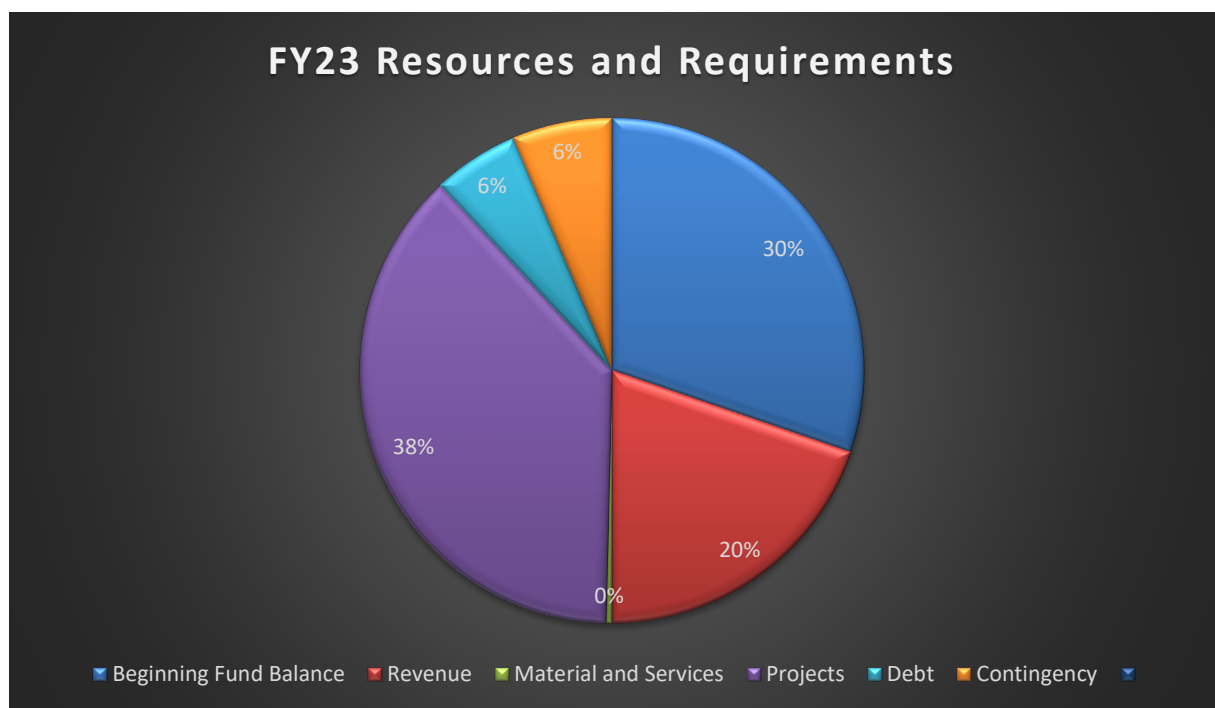
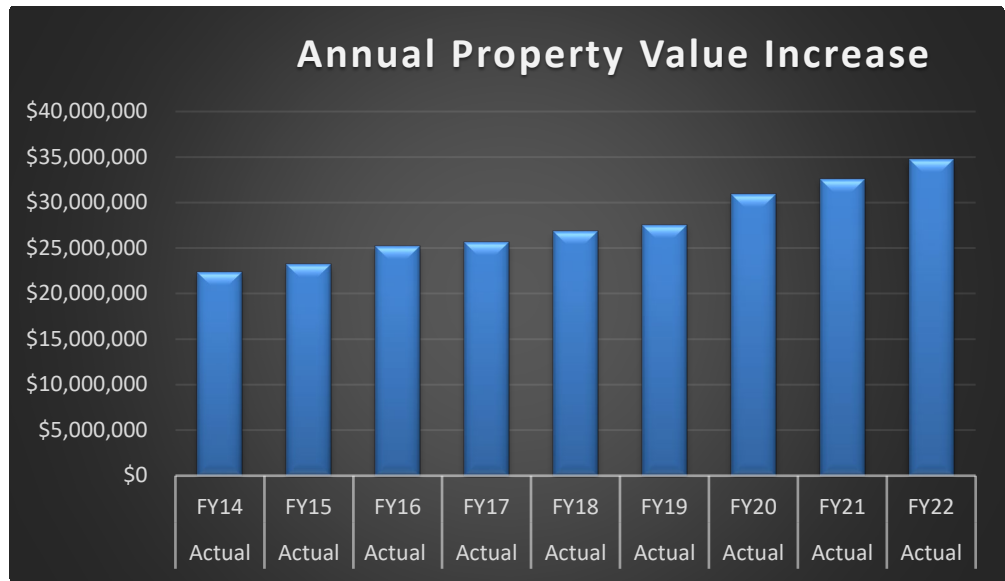
**Underground Overhead Utilities on Main Street**

The staff has been working with representatives of PGE to remove power poles from the West Main Street commercial corridor this past year. During this work, a solution has been identified to minimize expenses to the City. 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 UR Budget.

**Meadow Lake Transmission Line (MLTL) IFA Loan Repayment**

Debt service for the first leg of the lower waterline repair on Meadowlake in 2015. Urban Renewal has an agreement to pay a portion of the principal on the MLTL Transmission Line Project IFA loan. Debt service payments will continue in FY23 through FY38. This project is not the grant-funded project of the Meadowlake waterlines from the water plant to the old reservoir.

Shannon Beaucaire  
City Manager



## Carlton Urban Renewal Agency Revenue

Resources		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2019-20	2020-21	2021-22	2021-22	2022-23	2022-23	2022-23
070-000-300000	Beginning Fund Balance	197,450	293,574	326,854	350,081	356,181	356,181	356,181
<b>Revenues</b>								
070-000-400400	Interest	5,199	2,163	4,500	1,800	2,500	2,500	2,500
070-000-999991	Prior Years Tax	2,959	2,259	2,600	2,600	2,900	2,900	2,900
070-000-999999	Current Taxes	180,962	203,048	206,000	220,000	227,000	227,000	227,000
<b>Total Revenues</b>		<b>\$189,120</b>	<b>\$207,470</b>	<b>\$213,100</b>	<b>\$224,400</b>	<b>\$232,400</b>	<b>\$232,400</b>	<b>\$232,400</b>
<b>Total Resources</b>		<b>\$386,570</b>	<b>\$501,044</b>	<b>\$539,954</b>	<b>\$574,481</b>	<b>\$588,581</b>	<b>\$588,581</b>	<b>\$588,581</b>

## Urban Renewal Fund Requirements

Materials and Services								
070-700-600801	Materials and Supplies	338	644	1,000	800	1,000	1,000	1,000
070-700-608600	Professional Services	3,339	3,789	5,500	2,500	3,500	3,500	3,500
<b>Total Material and Services</b>		<b>\$3,677</b>	<b>\$4,433</b>	<b>\$6,500</b>	<b>\$3,300</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>Capital Outlay</b>								
070-700-620705	Projects	24,319	81,530	423,454	150,000	444,081	444,081	444,081
<b>Total Capital Outlay</b>		<b>\$24,319</b>	<b>\$81,530</b>	<b>\$423,454</b>	<b>\$150,000</b>	<b>\$444,081</b>	<b>\$444,081</b>	<b>\$444,081</b>
<b>Transfers</b>								
Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Transfers</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Debt Service</b>								
Meadowlake Transmission		65,000	65,000	65,000	65,000	65,000	65,000	65,000
<b>Total Debt Service</b>		<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>
<b>Contingency</b>								
Contingency		0	0	45,000	0	75,000	75,000	75,000
<b>Total Contingency</b>		<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>

## Carlton Urban Renewal Agency Revenue and Requirements

Resources	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
	2019-20	2020-21	2021-22	2021-22	2022-23	2022-23	2022-23
Beginning Fund Balance	197,450	293,574	326,854	350,081	356,181	356,181	356,181
Total Revenues	189,120	207,470	213,100	224,400	232,400	232,400	232,400
<b>Total Resources</b>	<b>\$386,570</b>	<b>\$501,044</b>	<b>\$539,954</b>	<b>\$574,481</b>	<b>\$588,581</b>	<b>\$588,581</b>	<b>\$588,581</b>

Requirements							
Material and Services	3,677	4,433	6,500	3,300	4,500	4,500	4,500
Capital Outlay	24,319	81,530	423,454	150,000	444,081	444,081	444,081
Transfers	0	0	0	0	0	0	0
Debt Service	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Contingency	0	0	45,000	0	75,000	75,000	75,000
<b>Total Requirements</b>	<b>\$92,996</b>	<b>\$150,963</b>	<b>\$539,954</b>	<b>\$218,300</b>	<b>\$588,581</b>	<b>\$588,581</b>	<b>\$588,581</b>
<b>Over/Under (+/-)</b>	293,574	350,081	0	356,181	0	0	0
<b>Ending Fund Balance</b>	<b>\$293,574</b>	<b>\$350,081</b>	<b>\$0</b>	<b>\$356,181</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Carlton Urban Renewal Area

**Legend**

- City Limits
- Taxlots\_2008
- Urban Renewal Area Boundary
- Urban Renewal Area Boundary
- Taxlots

