



City of Carlton



Photo courtesy of Jeff Lorton

Adopted Budget Fiscal Year 2016-17



Fiscal Year 2017 Annual Budget



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Budget Committee Members

Mayor and Council Members

Mayor



Kathie Oriet

Council Members



Brian Rake
Council President



Scott Carl



Scott Chitwood



Gwen Jernstedt



Shirley Ward-Mullen



Carey Rhoads

Budget Committee Citizen Members

<u>Member</u>	<u>Appointed</u>	<u>Expires</u>
Dean Catherman	1/1/14	12-31-16
Andy Eldien	1/1/15	12-31-17
Lauri Lewis	1/1/15	12-31-17
Sandy Schultz	1/1/16	12-31-18
Randy Stapilus	1/1/14	12-31-16
Joe Moore	1/1/16	12-31-18
Sara Meyer	1/1/14	12-31-16

Staff

Chad Olsen	City Manager/Budget Officer
Christy Martinez	Finance Director
Kevin Martinez	Chief of Police
Bryan Burnham	Director of Public Works
Jennifer Nelson	City Recorder



Fiscal Year 2017 – Budget Calendar

<u>January 5, 2016</u> Monday	Carlton City Council Adopts Budget Calendar Appoints Budget Officer
<u>February 8, 2016</u> Monday	Budget Request Forms Delivered to Departments
<u>March 14, 2016</u> Monday	Departments Return Completed Budget Request form
<u>April 29, 2016</u> Friday	Publication of Public Notice of Budget Committee Meeting and State Revenue Sharing
<u>May 10, 2016</u> Tuesday 6:00 pm	Budget Committee Meeting Elect Budget Committee Officers Receive Budget Message and Proposed Budget Document Receive Public Input Hold Public Hearing on Proposed Use of State Revenue Sharing
<u>May 17, 2016</u> Tuesday 6:00 pm	Budget Committee Meeting – If Needed
<u>May 27, 2016</u> Friday	Publication of Budget Hearing Notice and Election to receive State Revenues
<u>June 7, 2016</u> Tuesday 7:00 pm	Regular City Council Meeting Budget Hearing Ask for Public Response to the Approved Budget Discuss topics brought before Council regarding budget Note tax levied is the permanent rate limit as published in Form LB-1 Discuss proposed use of State Revenue Funds Resolve to adopt the Budget, appropriate expenditures, impose the tax rate, and categorize the taxes Resolution declaring the City's election to receive State revenues.
<u>June 20, 2016</u> Monday	Certify property tax levy to Yamhill County Assessor



**Fiscal Year 2016-17
Annual Budget
Reader's Guide**



City of Carlton
Fiscal Year 2017 Annual Budget

The City of Carlton is located in Yamhill County. Nestled in the rolling hills of Western Oregon, between Portland and the coast, you'll find Carlton; a small farming town which prides itself on a strong community and vibrant downtown. Carlton is located in the heart of Willamette Valley's wine country with over 40 wineries doing business within the city limits. The citizens of Carlton take pride in their "Great Little Town" which has lovely parks, an outdoor pool, a variety of downtown businesses and fine local schools.

History

As the story goes...

In 1872 a railroad was built from Portland to St. Joe, but the train did not stop between the two stations. There was nothing but farm land where Carlton is now. Some of the farmers talked it over and decided to send Mr. Wilson Carl to Portland to talk to the Railroad Company officials. Mr. Carl asked them to make a stop closer to them so the farmers would not have to travel so far take their produce to the railroad. At first, the Railroad Company only agreed to establish a flag stop; later, a regular stop was made at what is now Carlton. The story is that when the railroad employees talked of this unnamed stop, they started calling it "Carl's town", which was soon shortened to "Carlton". - *Reflections of Carlton*

Our Community

Carlton is located in Yamhill County on Highway 47, roughly five miles from the City of McMinnville and thirty-five miles southwest of Portland. Carlton has emerged as one of the centers of the Willamette Valley wine country by providing a home to around 40 wineries and issuing nearly 40 business licenses to wine-related enterprises including wine tasting, storage and production facilities within the City limits.

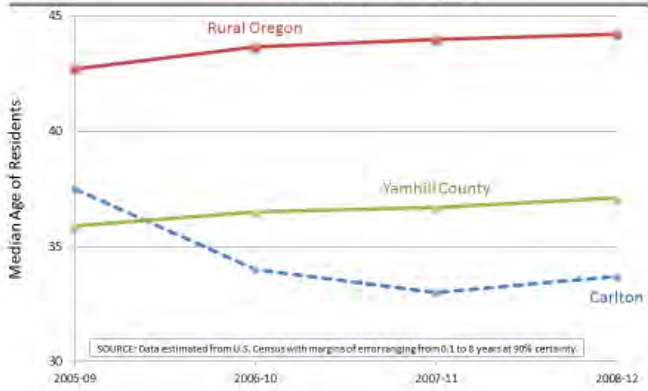
The downtown business district is experiencing a redevelopment by way of a major streetscape project on Main Street completed within the past five years. The City boasts two popular parks including the Upper Wennerberg Park adjacent to downtown's Main Street. Upper Park's facilities are very popular with the community year round and are especially active during the summer due to its outdoor pool, children's play equipment, basketball court and open space.

The Lower Wennerberg Park is also a very popular place for the community, featuring three ball fields, two picnic shelters, picnic tables, barbecues, horse shoe pits, disc golf, open space, walking path and access to the North Yamhill River.

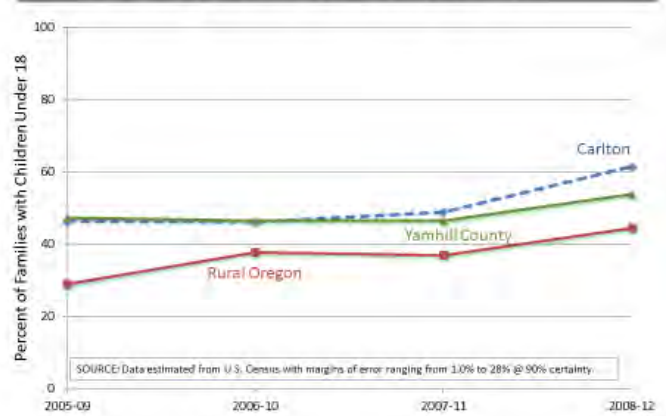
Trends at a Glance

The charts on the next page show some important trends relating to Carlton and Yamhill County. Data is provided in three key areas: economy, public safety and people. Trends can provide citizens and the City Council with important information regarding where the City has come from and, by inference, where the City might be headed.

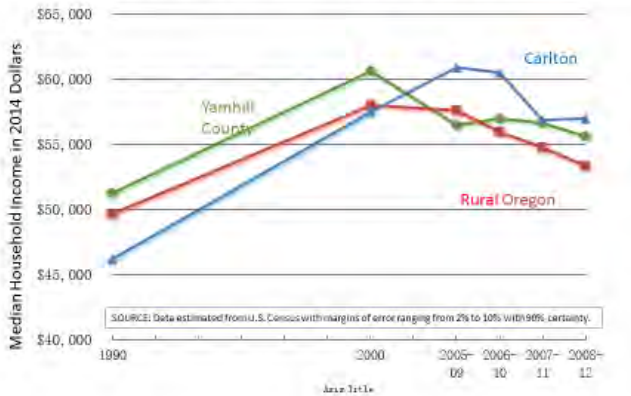
Yamhill County is significantly younger than the rural Oregon average,



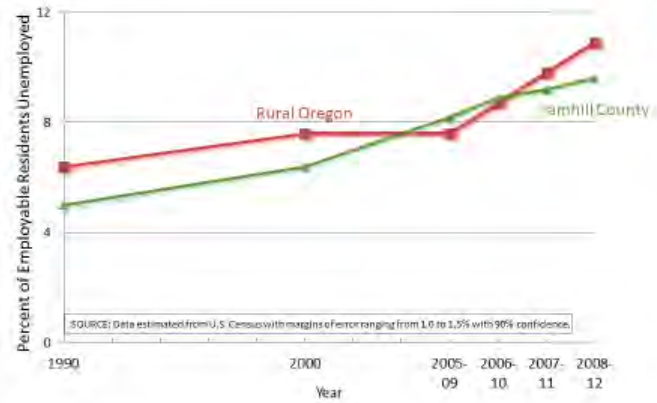
...with a higher % of children @ home.



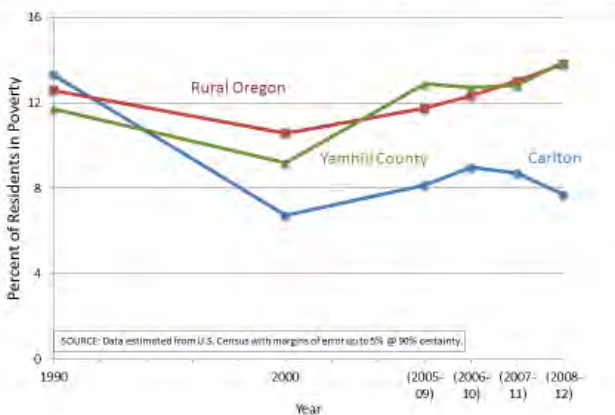
Since 1990 Carlton has out-performed the County and rural Oregon in household income.



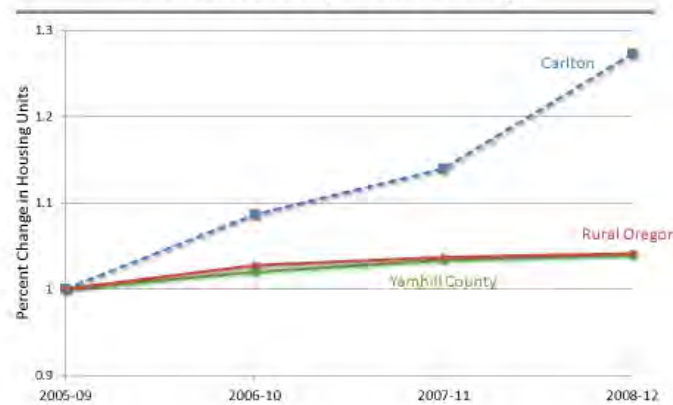
County unemployment tends to track the rural average.



Poverty appears to have fallen significantly since 1990.

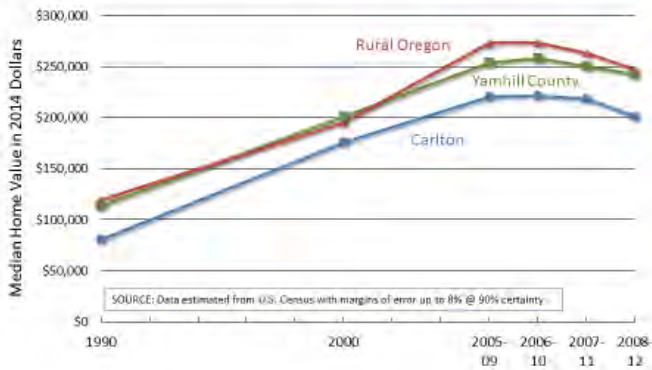


Carlton appears to have grown faster than the County or rural average.

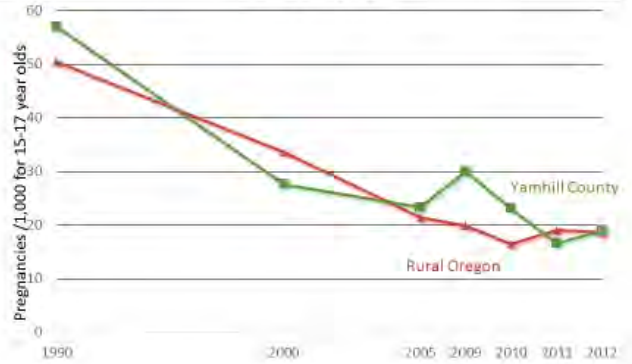


*A dotted line for Carlton means the data is an estimate with a wide margin of error (+ or -)

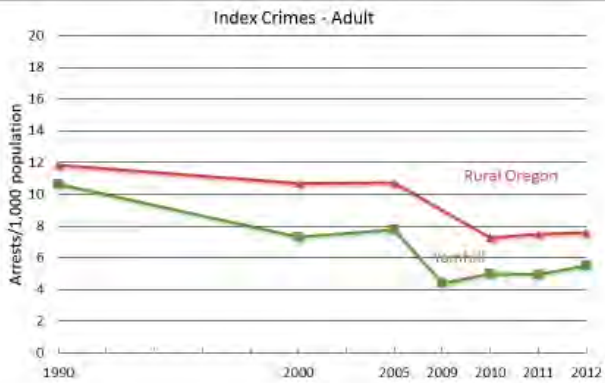
Carlton appears to have somewhat lower home values despite similar incomes.



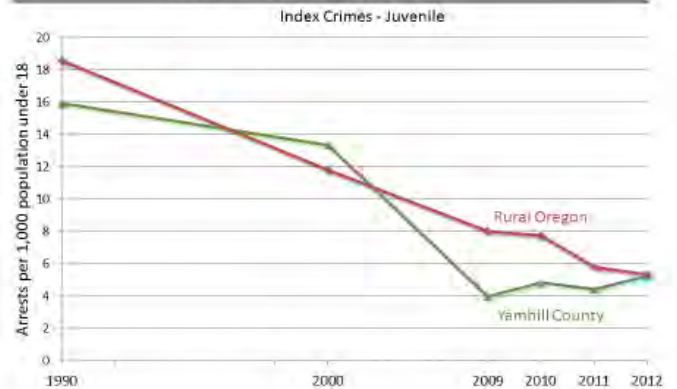
County teen pregnancy has also fallen significantly since 1990.



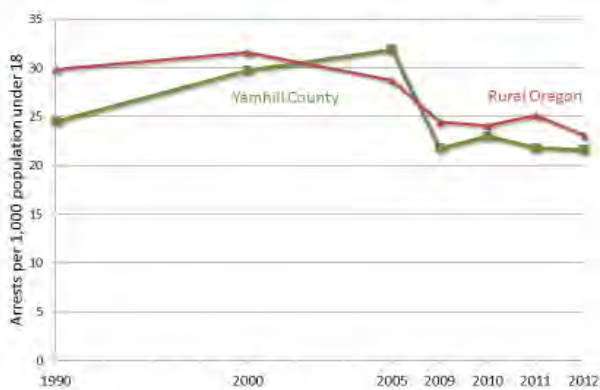
Arrests for serious adult crime have fallen 50% in Yamhill County since 1990.



Juvenile arrests for serious crime have fallen even faster.....



...while arrests for behavioral crimes committed by young people have remained fairly steady.





Government

Incorporated in 1899, Carlton operates under a Council/Manager form of government consisting of six Councilors, elected to four-year terms, and a Mayor, elected to a two-year term. At each biennial general election, the Mayor and three Councilors are elected. Appointed City officials include the City Manager, City Attorney and Municipal Court Judge. The Council is assisted by Boards and Commissions serving in an advisory capacity. All members of these boards and commissions are appointed by the City Council and serve at its pleasure. The City Manager is the City's Chief Executive Officer (CEO) and responsible for overall management and administration. The City operates its own police department, water and sewer utilities, streets, stormwater management, municipal court, finance, parks and the municipal pool.

The City Council meets on a regular basis the first and third Tuesday evening of each month where it conducts all regular City business. Councilors approve small payments of claims or services against the City and authorize large expenditures. They pass ordinances and resolutions that set policy or regulation of matters within the City. Other meetings and public hearings requiring their attendance may also be scheduled as needed. The Mayor and City Council also serve as the Board of Directors for the Carlton Urban Renewal Agency (CURA).

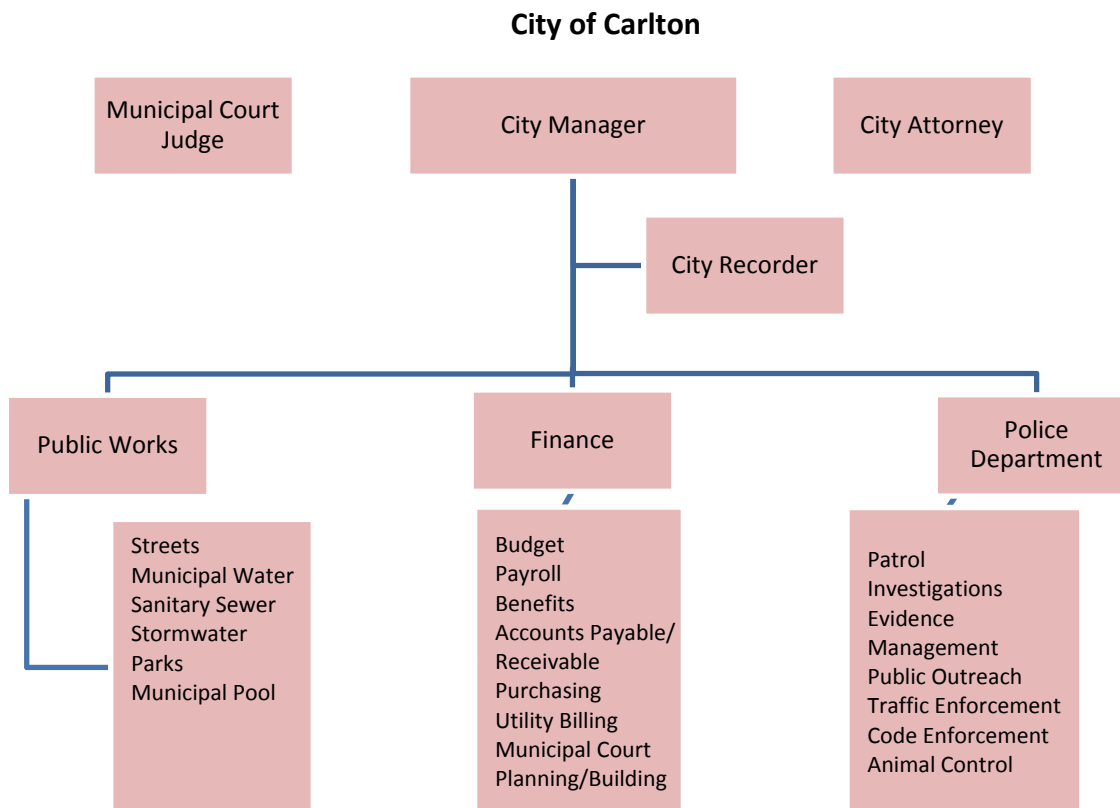
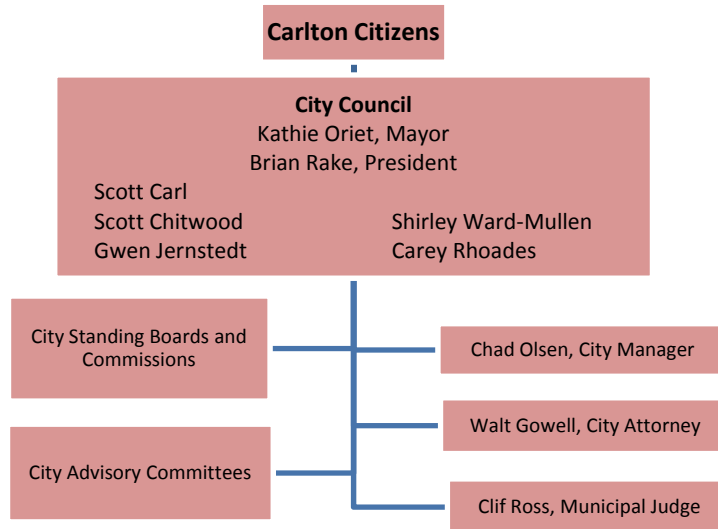
On the same first and third Tuesday evenings of each month, the Council may meet for an informal work session when the need arises. This is a time for Councilors to discuss policy issues of relevance to the City. The Mayor may also assign Councilors and him/herself to department, board, and commission responsibilities as liaisons, responsible to keep the Council informed as necessary.

The Mayor and Councilor positions are non-partisan. The Mayor and Councilors represent all residents of the City and are not elected by wards or districts. The City Charter requires the Mayor and Councilors be qualified electors within the state and live in Carlton for one-year prior to the election.

The Budget Committee, a financial advisory body, consists of all seven members of the City Council and seven appointed members from the community. The Budget Committee is charged to review, make changes and approve the annual City Budget. Final adoption of the annual City Budget is completed by the City Council at a separate public hearing.



City Government Organization





Council Priorities – Fiscal Year 2017

In 2003 the Carlton “Sight Seers” Project involved the development of a community vision and strategic plan to guide the City of Carlton in shaping its future and managing change. This was intended as an on-going cyclical community problem-solving process designed to stimulate continuing discussion and generate specific actions to maintain a high quality of life. The Project was designed to build consensus around current and future planning issues faced by the City and involved the development of two primary elements: a vision statement and a strategic plan.

Community Vision Statement

The vision statement represents the idealistic hopes and dreams of the community and appeals to common values. It uses positive word pictures and images to convey enthusiasm and anticipation about the future of the community. It is intended as a very broad statement that encompasses all aspects of the community in support of Carlton’s high quality of life – from a vibrant economy and attractive downtown to pleasant neighborhoods and a healthy natural environment.

Carlton city government provides high quality service that continually meets or exceeds public expectations while operating in a fiscally responsible manner. Carlton is considered one of Oregon’s best managed cities. To achieve this vision, city government:

- ***is accountable to the citizens of Carlton;***
- ***communicates openly and honestly with citizens and business owners;***
- ***fosters an atmosphere of community engagement;***
- ***actively seeks feedback, input and involvement from those served;***
- ***treats everyone with courtesy, dignity and respect;***
- ***focuses on results to assure a healthy future for community;***
- ***envisions the community’s future needs for all essential services;***
- ***has strong working relationships with other units of government affecting quality of life in Carlton; and***
- ***encourages and strengthens the ability of every person in local government to better serve the public.***

Mission Statement

The Carlton City Government has also worked to develop the City’s mission statement. 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. The statement should also provide the framework within which the City’s strategies are developed and clarifies the City government’s purpose.

“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.”



Strategic Plan

The Sight Seers' Project culminated with a strategic plan that identified specific actions needed to move the City of Carlton forward during the next five year period to pursue its vision. These actions or strategies were detailed enough to include the identification of implementers, cost projections, funding sources and completion deadlines. Ultimately, based upon all of the discussion and interaction among Task Force members, seven critical issue categories were identified:

- 1. Transportation**
- 2. Business Development**
- 3. Citizen Participation**
- 4. Downtown Revitalization**
- 5. Neighborhood Clean-up**
- 6. Parks and Recreation**
- 7. Public Infrastructure**

In 2009 the Council and staff created a set of goals based on the 2003 Sight Seers' project. They were:

1. Improve and maintain City-wide infrastructure.
2. Provide opportunities for and promote the diversification and retention of the City's economic base.
3. Recognize the importance of our parks and maintain and improve the quality of park and recreational activities and opportunities.
4. Promote a safe and livable community with unique character and vibrant downtown.
5. Encourage community participation and provide current, easily accessible City-related information.
6. Ensure safe and secure environment for citizens.
7. Manage City operations in a courteous, professional, ethical and efficient manner.

During the fall 2014, the City Council initiated a Performance Management Initiative to cultivate a performance-based, results-driven environment. As part of this effort, a performance management team led by Jeff Tryens with a group of Portland State graduate students met with the City Council in February 2015 to facilitate the development of interim goals for FY16. These interim goals are drawn from multiple documents including the FY2015 budget, a City Manager's draft strategic plan update and the 2003 Sight Seers' strategic plan. The goals will guide City Council priorities and departments' strategies, initiatives and performance measures in FY17 while the City updates its strategic plan.



GOALS – CARLTON CITY GOVERNMENT FISCAL YEAR 2017

Goal 1: Provide high quality city-wide infrastructure services

Carlton City government will meet or exceed industry standards for infrastructure services provided by the City including water, sewer, transportation, stormwater and park/recreation facilities.

Links to “high quality service” in vision statement.

Goal 2: Ensure a safe environment for citizens and businesses

Carlton City government will quickly respond to law enforcement requests, assure that laws under its jurisdiction are observed and meet professional standards of Oregon law enforcement.

Links to “high quality service,” “courtesy, dignity and respect,” “results to assure a healthy future” and “strong working relationships with other units of government....” in vision statement.

Goal 3: Provide diverse, well-utilized recreational opportunities

Carlton City government will maintain, and improve where necessary, its parks and municipal pool facility to meet national park and recreation standards.

Links to “high quality service,” and “results to assure a healthy future” in vision statement.

Goal 4: Support a strong economic base

Carlton City government will provide effective, efficient land use, zoning, development services and enforcement services while promoting, wherever possible, Carlton as a great place to live and do business.

Links to “communicates openly and honestly with citizens and business owners,” “focuses on results to assure a healthy future, and “has strong working relationships with other units of government....” in vision statement.

Goal 5: Engage residents and business owners in governance

Carlton City government will create an atmosphere of openness that will generate increased participation in City government activities.

Links to “accountable to citizens,” “communicates openly and honestly with citizens and business owners,” “fosters an atmosphere of community engagement,” and “treats everyone with courtesy dignity and respect” in the vision statement.

Goal 6: Provide City services that are effective and efficient

Carlton City government will provide services to its citizens that are professional, courteous, ethical and efficient.

Links to “Carlton is considered one of Oregon’s best managed cities,” “continually meets or exceeds public expectations while operating in a fiscally responsible manner” and “encourages and strengthens the ability of every person in local government to better serve the public” in the vision statement.



Council Priorities

During the City Council's February 2015 meeting, when Tryens facilitated the Council's interim goals for FY16, he also assisted the Council identify and rank their priorities.

Goal 1 – Provide high quality city-wide infrastructure

1. Pool house @@@@
2. Initiate predevelopment of new city hall
3. Repair Pine/Main intersections***
4. Repair sidewalks (some)
5. Water projects (time/budget)
6. Dredge reservoir ****
13. Implement FY16 CIP projects *****

Goal 2 – Ensure a safe environment for citizens and businesses

5. 3rd officer *

Goal 3 – Provide diverse, well-utilized recreational opportunities

1. Skate Park funding ****
4. Gazebo in Upper Park material donations

Goal 4 – Support a strong economic base

10. Update City Code/Establish Rules & Regulations for food carts/temporary vendors **

Goal 5 – Engage residents and business owners in governance (based on survey)

11. Investigate methods to engage residents & business owners in city governance ***** @@
12. Update Carlton strategic plan

Goal 6 – Provide City services that are effective and efficient

13. Carlton Performance Management Initiative
14. Carlton Strategic Plan Update

@ represents a Council member's highest priority project for the FY16 budget

* represents a single vote for this project as a priority



To: The Members of the Budget Committee
From: Chad Olsen, City Manager/Budget Officer
Subject: Budget Message, FY17 Proposed Budget
Date: May 5, 2016

Please find attached the City of Carlton proposed budget for Fiscal Year 2017. The purpose of the budget message is a summary of the next fiscal year's budget proposal and to advise the Council and Budget Committee of the City's state of fiscal affairs. The budget document is important for a number of reasons but primarily because it serves as the financial plan to fund City priorities, programs and services for the community and its residents, businesses and visitors.

The City of Carlton continues to be in a better financial position than many Oregon communities for a few fundamental reasons:

1. The City Council and staff are good fiscal stewards of the City's resources, being fiscally prudent with its programs and services.
2. The City Council and staff continues to focus on needs vs. wants.
3. The City has focused on maintaining a small dedicated staff to insure the City is not overextended during periods of economic downturns.
4. The City Council adheres to an adopted set of fiscal policies.
5. The City follows the Governmental Finance Officers Association (GFOA) best practices.
6. The City contracts with a Certified Public Accountant to complete an annual audit and ensure the City complies with Generally Accepted Accounting Practices (GAAP).

These fundamental fiscal philosophies coupled with the City's adopted fiscal policies puts the City in a position to not make drastic course corrections.

The FY17 Budget reflects the base line department requested budget with inflationary increases associated with utility rates and revenues, appropriate material and service costs and personal service costs such as retirement/medical benefits, PERS and the City's compensation plan. Given the City's strong financial position and prudent fiscal approach to City operations, Carlton will see a continuation of existing program and service levels.

However, fundamental challenges facing the City during the next 5 years continue to be the necessary capital maintenance and improvement projects required by the City's infrastructure including water, sewer, stormwater and transportation systems. Old and undersized water and sewer systems, deteriorating and unpaved streets and missing or deteriorated sidewalks are examples of infrastructure improvements the City is facing in the short-term. The FY17 Budget authorizes some major capital initiatives identified in the 5-Year Capital Improvement Plan (CIP) for these improvements.



FY17 Budget Highlights

Major budget highlights during the next budget cycle include:

1. In the fall of FY15 the City began the Carlton Performance Management Initiative. This effort was led by an industry expert in performance management, Jeff Tryens. Efforts include:
 - a) An Opinion Leaders' Survey followed by recommendations to the City Council.
 - b) Community-wide survey.
 - c) Facilitating a City Council FY16 priority setting session.
 - d) Assisting departments to establish strategies, initiatives and performance measures.
 - e) Working with the City Council and Budget Committee to develop a performance and results-based program monitoring system.
 - f) Community engagement efforts.

These efforts will continue in FY17 with an effort to improve Carlton's community profile.

2. Large **water system projects** will be in construction during FY17 including:
 - McMinnville Water and Light Intertie Project.
 - Rehabilitation of the concrete reservoir.
 - Continued leak detection efforts to reduce the aggregate loss of water to 15%.
3. Large **capital system projects** will be in planning or construction during FY17 including:
 - Construct Hawn Creek Park: Phase I Project.
 - Investigate a street and utility improvement project on N. 5th Street between E. Main and E. Monroe Streets.
 - Continue pursuit of ODOT funding for the "Flexible Funds Project – South 3rd and Polk Streets Bicycle and Pedestrian Improvements".
 - Continue pursuit of ODOT funding through their "Fix-It Program" for Main Street.
 - Continue upgrades to Upper Wennerberg Park.
 - Begin fundraising campaign for the proposed skate park facility on Kutch Street.

The Overall Budget

The City's total budget is \$7,488,750. The FY17 General Fund budget is \$1,195,364. The overall cost drivers in FY17 includes:

1. Personal Services

- Public Employees Retirement System (PERS) adjusts rates every two years based on the unfunded actuarial liability (liability exceeding assets). On July 1, 2016 the retirement costs paid by the City to PERS will increase 2.03%.



- The City utilizes a cost allocation plan that charges costs for services shared by funds such as charging a prorated share of personal service costs to the Water, Sewer and General Funds.
- Medical Costs are anticipated to increase 2.14% compared to FY17.
- Cost of Living Adjustment (COLA) – the FY16 budget contains a 0.40% cost of living adjustment. Merit increases are also included in the budget.
- The FY17 Budget includes the possibility of increasing the hours for two part-time positions, City Recorder and Planning Clerk on a limited term basis to accommodate increased workload due to higher development activity and improving the City's administrative systems. These costs are shared in the General, Street, Water and Sewer Funds. This issue will be revisited in FY17.

2. Materials and Services

- Materials and services continue to see some administrative restructuring as the Finance Department isolates expenses and insures they are properly assigned to their correct department or account.
- Material and service costs (City Hall electricity, garbage, copier, etc.) in the General Fund that support the Water, Sewer and Street Funds will be shared appropriately.

3. Capital Outlay

The City will continue some capital projects in FY17 although not to the same magnitude as experienced in FY16..

- McMinnville Water and Light Intertie Project.
- Rehabilitation of the concrete reservoir.
- Water Leak Detection and Repair Project.
- Hawn Creek Park: Phase I Construction Project.

Revenues and Expenditures by Fund

General revenue growth in FY17 increases as the budget assumes an estimated assessed valuation of \$133,277,287 (5.39%) higher than the FY16 \$126,464,722 actual assessed valuation. Property tax collections are projected to increase a similar amount. The City will experience no change to its existing program and service levels in FY17. Also, the City has built in inflationary adjustments for its utilities and the utility programs will continue to be self-sufficient.



GENERAL FUND

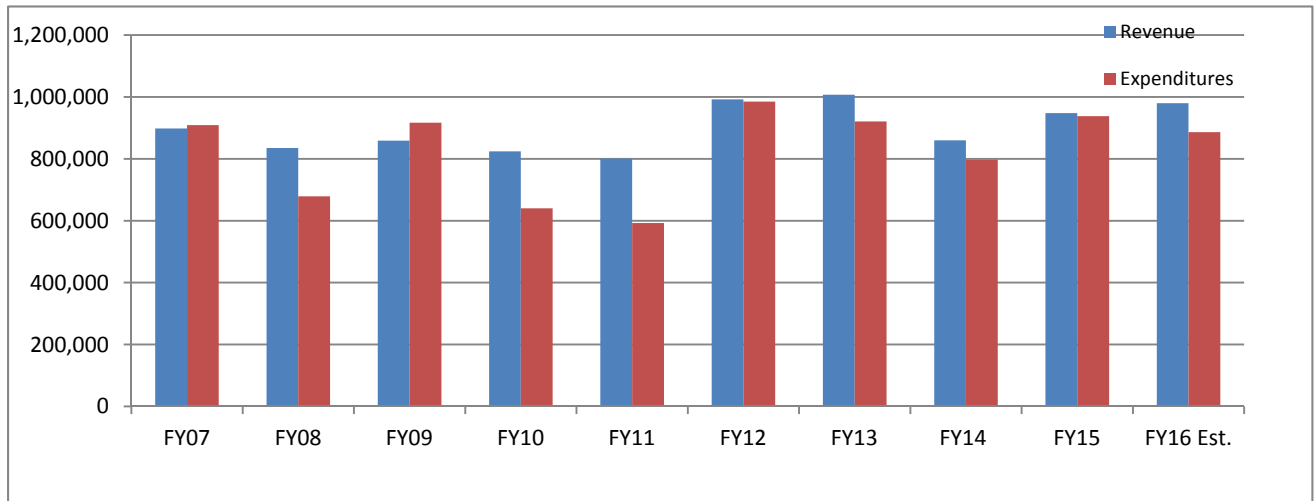
The General Fund is the City's primary operation fund. It accounts for governmental operations including Administration, Finance, Police, Municipal Court, Planning, Parks and the Municipal Pool.

General Fund Resources

Major General Fund resources include property taxes, franchise fees, charges for services, state-shared revenue sources, permits, charges for services, intergovernmental funds, licenses and rental fees. Most of these revenues are unrestricted and can be used to fund any City service deemed appropriate by the Budget Committee and City Council.

General Fund Revenue Trends and Assumptions

- Property Taxes – The City has a permanent rate of \$5.0098 per thousand of assessed valuation; however, Carlton residents voted on a new fire district that passed in November of 2006. To help the Fire District's creation, the City Council passed a resolution of intent to lower the City's permanent rate by \$.4985 the first year and increase it annually for ten years until the City returns to its full permanent rate in FY18. Therefore, the FY17 rate levy is \$4.9602. The single largest form of revenue to the General Fund and is projected to be \$610,000 in FY17, approximately 2.52% higher than budgeted in FY16. The FY17 Budget also anticipates \$20,000 in delinquent taxes.
- Franchise Fees – The City receives fees from utility providers in exchange for the use of City right-of-way. Franchises include PGE, Recology Western Oregon, Comcast, Wave Bound and Century Link. It is projected that the FY17 receipts will increase 3% compared to FY16.
- Licenses and Permits – Licenses and permits are forecast to increase by 31.94% to \$17,000.
- Intergovernmental Revenues – Revenue from state liquor fees and cigarette taxes in FY17 (\$23,800) are expected to increase 2.48% compared to FY16.
- Fines and Forfeitures - Revenue from fines and forfeitures are expected to increase in FY17 from \$12,000 to \$15,000 (25%).
- Charges for Services – Revenue for this category (pool receipts, park rental fees, planning fees, and permits) are budgeted to increase \$625 (1.74%). The FY17 Budget continues the temporary reduction in the pool fee schedule approved by the City Council in 2015.
- Building Rent – The General Fund receives approximately \$31,380 per year for rent of two properties it owns, one in the downtown business district and a residence on East Monroe Street.
- Transient Room Tax - The City anticipates receiving \$27,000 from the transient room tax and the General Fund will retain 30% (\$8,100) of this amount. The balance will go to the Tourism Fund.
- Inter-fund Transfers – The General Fund will receive transfers (\$29,295) from the Water, Sewer and Street Funds for services performed by the Finance Department on behalf of these funds.



Notes

1. Revenues do not include beginning fund balance. Expenditures do not include transfers.
2. FY13 revenues include a one-time receipt of \$180,500 for the sale of the vacant “Fire Hall”.
3. FY16 revenues include a one-time receipt of \$60,000 for the anticipate sale of a city-owned residential lot.

General Fund Highlights

The FY17 General Fund Budget includes:

- Continuing efforts to isolate expenses and assign them to their correct department or account.
- The Finance Department will purchase a new telephone system for City Hall, install an Interactive Voice Response call out system and continue its upgrade of the City website.
- The Planning Department increases their budget anticipating higher development costs for Carlton Crest and other infill project. The department also budgets \$7,500 to restart Carlton’s investigation of a historic preservation program.
- The Parks Department includes capital purchases including new picnic tables, extending the path in the upper park to the new bathrooms for handicap accessibility and one new park sign.
- The Police Department received a \$5,000 grant from Spirit Mountain to purchase two digital speed signs. The City will match the grant to complete the purchase.
- The new pool house and mechanical systems will be in operations for the first time in FY17.

General Fund Reserves

In FY14 the City Council adopted a set of fiscal policies, part of which dealt with fund reserve policies. The Council established a discretionary target of 20% reserves for the General Fund. The General Fund has exceeded that target over the years and the City Council has transferred a significant amount of the excess to the Capital Improvement Fund as contributions to future community development projects including the pool project, the City Hall replacement project and general park and transportation projects. The FY17 Budget is projected to begin the year with \$276,889 (29%) in reserve.



TOURISM FUND

The Tourism Committee is an advisory body to the Carlton City Council for the City's use of Transient Revenue Tax (TRT) income and the promotion of tourism and overnight lodging in Carlton.

The Tourism Committee began meeting in early 2013 and has quickly organized and targeted its limited funds promoting Carlton as a travel destination, promoting local events and creating a social media presence through its social media campaign.

Revenue Assumptions

Tourism activities are funded through the Transient Room Tax (TRT) commonly known as a lodging tax. The tax is 7% of the nightly rate charged for lodging and is collected by lodging establishments within the City limits. TRT revenues are projected to be \$27,000 in FY17 and the Tourism Fund retains 70% of these monies and 30% is allocated to the General Fund.

Expenditures Highlights

- The budget provides \$17,140 for the Committee to finance marketing initiatives and campaigns.
- The Committee will contract for social media services to assist Carlton with its online presence, social media (Facebook, Twitter, Pinterest, etc) and it's Visit Carlton website.

STREET FUND

The Street Fund supports the City's street utilities and accounts for revenues and expenditures limited to a variety of transportation purposes. The fund provides for the maintenance and repair of paved and unpaved streets, sidewalks and gutters and the maintenance of the City's traffic control and safety devices such as street signage and striping.

Street Department Highlights

The department will assist with some of the Council's FY17 priorities as well as some projects included in the Capital Improvement Fund. The projects include:

- Sidewalk Infill, Repair and Maintenance Program.
- Paving unpaved streets.
- The Street Fund will contribute a prorated share to a PSU intern position.
- The Street Fund will contribute a prorated share to the City's performance management initiative.

Revenue Assumptions

The Street Fund receives revenue primarily from the state motor fuel taxes. These revenues are administered in accordance with Article IX, Section 3 of the Constitution of the State of Oregon used to finance street maintenance improvements and street equipment purchases.

- Beginning fund reserves will be comparable in FY17 compared to FY16. These funds are primarily due to the Street Fund holding reserves paid by Carlton Crest lots for a future stormwater and street project on N. 4th Street. These funds are held as unappropriated fund balance.
- Gasoline tax allocations are generally distributed on the basis of population.
- It is staff's recommendation to receive the State Revenue Sharing into the Street Fund.



Expenditures Highlights

The FY17 Budget continues the streets department program at its existing level. The fund also:

- Budgets \$3,500 for Public Works to contribute its share to the Springbrook software upgrade, website upgrades and the purchase of a telephone system at the public works shop.
- Transfers \$3,515 to the General Fund for this fund's share of internal service costs.
- Transfers \$25,000 to the Capital Improvement Fund for future transportation related capital projects.

WATER FUND

The Water Fund is responsible for the acquisition, treatment and distribution of water to City residents. The water department has 1,048 equivalent dwelling units (EDU's) inside and outside the City.

Water Department Highlights

1. The Water Master Plan (WMP) update was completed in FY15. During FY17 the City will continue work on financing the first 10-year capital projects called for in the Plan.
2. The Meadow Lake Transmission Line Replacement Project has been completed.
3. The Regional Solutions Water Distribution System Improvement Project in the Downtown Business District has been completed.
4. The Panther Creek Reservoir and water coloration study has been completed.
5. The water leak detection efforts will continue in FY17.
6. The MWL Intertie and concrete reservoir projects will be constructed in FY17.

Revenue Assumptions

Water sales to City residential, commercial and industrial customers are anticipated to be \$882,919 in FY17. The rates will increase 8.5% beginning July 2016 to reflect the Consumer Price Index (CPI) increase and the State Drinking Water Revolving Loan Fund (SDWRLF) loan received to finance necessary improvements to the City's water system.

In FY16 the City completed a rate methodology and rate analysis and implemented a consumption rate based system. This established monthly service charges based on meter size and a consumption charge per 100 cubic feet. It also amended the outside City rate to be more equitable across customers with a three year phase in period.

The new rate will be \$40.38 inside the City limits and \$48.67 outside the City limits. The water connection fee will be \$600 in FY17.



Expenditures Highlights

The Water Fund is projected to have a stable operation and maintenance budget next year with most of the department's attention focused on the large capital construction projects.

Material and services are budgeted to increase 21.02% compared to FY16. This is primarily due to including additional funds for the new backflow device checking program and the inclusion of costs to purchase new Neptune smart water meters, hardware and software. The City will partially implement the Automatic Meter Reading (AMR) program for the first time in FY17.

Capital outlays include:

- \$10,500 for the Water Fund to contribute its share to the Springbrook software upgrade, website upgrades and the purchase of a telephone system at the public works shop.

Fund transfers include:

- Transfers \$12,890 to the General Fund for this fund's share of internal service costs.
- Transfers \$50,000 to the Capital Improvement Fund for future water related capital projects.
- Transfers \$25,000 to the Capital Improvement Fund – Facilities for the future City Hall project.
- Transfers \$163,815 to the Debt Service Fund for water bond payments.

SEWER FUND

The Sewer Department operates a sewer treatment plant and maintains a wastewater collection system leading to the treatment plant. The department also operates and maintains three sewer lift stations. Carlton's wastewater system serves approximately 800 equivalent dwelling units (EDU's).

Sewer Department Highlights

1. Renew NPDES permit identifying all required system upgrades
2. The department will complete a high strength testing and monitoring program.
3. The fund will complete a rate methodology analysis similar to that performed in the Water Fund.

Revenue Assumptions

The Sewer Fund wastewater charges for services to residential, commercial and industrial properties are projected to total \$559,725 during FY17. The sewer rates are scheduled for an increase in July 2015 with the start of a new billing cycle, based on the Consumer Price Index (CPI). This year the increase is 1.4% and the new rate will be \$51.57 for FY17. The sewer utility connection fee will be \$150 in FY17.



Expenditures Highlights

Material and services are budgeted to increase 16.74% compared to FY16 primarily due to the sewer rate analysis and the new pump station maintenance agreement.

Capital outlays include:

- \$10,500 for the Water Fund to contribute its share to the Springbrook software upgrade, website upgrades and the purchase of a telephone system at the public works shop.

Fund transfers include:

- General Fund: Shared Expenses \$12,890
- Capital Improvement Fund – Sewer Projects (\$50,000)
- Capital Improvement Fund – Facilities: City Hall (\$25,000)
- Debt Service Fund (\$123,469)

SYSTEM DEVELOPMENT FUND

All System Development Charges (SDCs) are consolidated into a single fund to improve transparency. The fund accounts for construction of capacity related improvements required for future growth needed to meet community needs relating to five system development charges include; 1) Water, 2) Sewer, 3) Transportation, 4) Parks, and 5) Stormwater.

Revenue Assumptions

There will be a CPI increase of 1.4% effective on July 1, 2016. All SDC fees are based on methodology reports prepared by Don Ganer & Associates between 2008 and 2010 and a recently completed park report by the Galardi Rothstein Group in FY16. The methodologies used in the studies include establishing the value of the existing system(s), determining the value of the capacity available in the existing system(s) for future growth and projecting the capital improvements needed to meet the needs of the community during the planning period. The FY16 Budget estimates seven new homes will be built in this budget cycle.

In FY16 the City Council adopted a resolution that reduced SDCs on residential construction by an aggregate total of 25%. At the time, no changes were made to commercial SDCs because those are project-specific and will be addressed on a case by case basis. The resolution providing the 25% reduction is temporary and will sunset December 31, 2016.

Expenditure Highlights

The System Development Fund budgets all resources, some in the material and service but most in capital outlays. These monies are available for use with City Council approval. The City Manager plans to investigate updates to at least the Sewer SDC methodology reports to ensure all SDC eligible projects are included. Also, the FY17 Budget anticipates some SDCs will be applied to:

- Water projects such as the possible E. 5th Street project.



CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund (CIF) administers most capital projects including facilities and special projects, water, sewer, stormwater, transportation and parks whether they are engineering or construction. The intent of the CIF is to provide a single fund from which all capital projects can be administered and accounted for in order to improve tracking and monitoring of large projects.

Revenue Assumptions

The FY17 Budget CIF includes sub-fund accounting units based on program activity similar to how departments are reported in the General Fund. All of these projects are identified in the 5-Year Capital Improvement Plan and are funded by a variety of sources such as fund reserves, SDCs, loans and grants.

Facilities/Special Projects

- The Budget continues to contribute funds for the City Hall project. Reserves through the end of FY16 are \$405,500. FY17 contributions include \$25,000 from the General, Water and Sewer Funds respectively.

Parks Projects

The FY17 Budget includes \$25,000 from the General Fund for general park project reserves and approximately \$16,850 in beginning reserves. Projects include:

- Hawn Creek Park Phase I – The CIF has \$31,500 earmarked for this project. This will primarily focus on a walking trail and irrigation improvements.
- Skate Park Project - \$5,000 is budgeted in anticipation of a fundraising campaign.

Transportation Projects

The FY17 Budget provides a \$25,000 transfer from the Street Fund for transportation related projects and has approximately \$27,700 in beginning reserves. Projects include:

- N. 5th Street between E. Main and E. Monroe Streets is the priority unpaved street project in FY17. Tetra Tech has been requested to submit a design proposal for the City's consideration.

Water Projects

The FY17 Budget will begin to wind down from major water projects including the Meadowlake Transmission Line Project and the Regional Solutions project.

- The Meadow Lake Transmission Line Project will complete the concrete reservoir, MWL Inter-tie and the installation of isolation valves on the 7-mile supply line.
- The FY17 Budget includes \$50,000 for expenses related to the Yamhill Regional Water Authority Project. This is a magnitude of cost estimate of Carlton's possible share of costs during the next 12 months to participate in the regional water project with McMinnville and Lafayette.
- The remaining undedicated funds for water improvements are set aside as contingency that requires Council action for use. These funds may be applied to water work as part of the N. 5th Street project.



Sewer Projects

The FY17 Budget transfers \$50,000 from the Sewer Fund for general sewer project reserves and has approximately \$183,250 in beginning reserves. The primary sewer related efforts in FY17 is to work with Tetra Tech and the Department of Environmental Quality (DEQ) to determine necessary improvements to the Wastewater Treatment Facility. At a minimum, this will likely require an update of the City's Wastewater Master Plan and an update of the Sewer SDC Methodology Report to insure all necessary capital projects are included in the SDC report.

Stormwater Projects

Some stormwater improvements are anticipated as part of the N. 5th Street project however, there is no dedicated stormwater funding and any such improvements will have to be paid from either the Street Fund, CIF – Transportation or possibly from the General Fund.

VEHICLE/EQUIPMENT REPLACEMENT FUND

Revenue Assumptions

The Vehicle/Equipment Replacement Fund (VERF) holds monies and makes purchases of all of the City's rolling and non-rolling stock, vehicles and equipment.

Expenditure Highlights

The FY17 Budget does not provide for any activities in this fund.

GO BOND 2015 – POOL PROJECT FUND


In FY16 Carlton voters approved a general obligation bond for \$975,000 to replace the pool house and mechanical systems. The City contributed additional resources to the project from City reserves, Park SDCs, urban renewal, a Ford Family Foundation grant and private fundraising led by a very dedicated group of residents. With project financing, design and engineering, construction, change orders and necessary site improvements the project the project should close between \$1.55 - \$1.6m.

The annual tax rate per \$1,000 of assessed value should average approximate 44.45 cents however this figure will fluctuate over the years. The annual principal and interest payments will average \$60,000 - \$65,000 per year.

Conclusion

The FY17 Budget includes a number of enhancements. I want to again highlight the performance management initiative and contributions it has made to the budget; developing measures to improve the City's performance, programs and services to our community. This work will continue in FY17.

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Chad Olsen
City Manager/Budget Officer



Taxes Outside Limitation

In 1997, Oregon voters changed the property tax system in Oregon. The new, constitutionally-approved property tax system, Measure 50 (M50), set up a new rate base tax system and limits the amount of property taxes that can be levied on each property. The new system allows for continuation of the existing authority to levy property taxes, however, at a reduced rate. M50 limits general purpose property taxes from growing more than 3% per year on any property. The City is allowed to tax new construction at a rate equal to existing property. Because bonds are excluded from the limit, the City is permitted to levy a tax to pay for General Obligation (GO) bond debt. The total tax rate per thousand for FY16 and estimated FY17 includes a bonded debt rate of .4453. The actual FY16 includes the General Obligation Bond 2015 of \$975,000

Tax Rates – FY2014-16

Carlton Residence Tax Rate by Code	Amount FY14	Amount FY15	Amount FY16	Amount FY17 (Estimate)
Yamhill County	2.5775	2.5775	2.5775	2.5775
Yamhill County Extension Service	0.0449	0.0449	0.0449	0.0449
Yamhill County Soil & Water	0.0354	0.0354	0.0354	0.0354
S.D. 1-Yamhill/Carlton	5.8803	5.8494	5.8306	5.7189
Willamette Regional ESD	0.2967	0.2967	0.2967	0.2967
City of Carlton	4.8104	4.8603	4.9102	5.3558
New Carlton Fire District	1.4601	1.4590	1.4568	1.4482
Chemeketa Library	0.0818	0.0818	0.0818	0.0818
Chemeketa Community College	0.8573	0.8942	0.8558	0.9190
Total	16.0444	16.0992	16.0897	16.4782

City of Carlton, Oregon, Tax Rate and Assessed Value

	Actual FY14	Actual FY15	Actual FY16	Estimated FY17
Assessed Taxable Property in the City	\$123,080,022	\$126,464,722	\$126,966,284	\$133,277,287
Tax Levy	\$592,073	\$614,656	\$617,097	\$717,653
Debt Service	\$3,901,981	\$3,061,793	\$4,876,754	\$4,876,754
Total Tax Levy				
Tax Rate per \$1,000 value	4.8104	4.8603	5.3558	5.40555



**City of Carlton
Ten Largest Taxpayers – Tax Year 2016**

Name	Taxable Amount	FY16 Levied Tax
Portland General Electric Co	\$1,341,000	\$6,281.51
Comcast Corporation	1,285,200	6,020.13
Cedar Holdings LLC	1,056,914	4,950.80
Carlton 2007 LLC	911,438	4,269.35
Ken Wright Cellars Co	848,627	3,975.14
Ken Wright Cellars	765,782	3,587.08
Carlton 2003 LLC	741,950	3,475.44
Cuneo Cellars Properties LLC	714,284	3,345.84
Carlton Winemakers Studio	664,852	3,114.30
Amerson Susan M.	635,515	2,976.87



Debt Obligation Summary

Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. Debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City's outstanding debt at June 30, 2016 is illustrated in the table below and is backed by either dedicated revenues in the enterprise funds or by the full faith and credit of the City with the primary funding source from the applicable enterprise fund revenues.

- Full faith and credit obligations are backed by the City's General Fund and may be repaid from other resources.
- Revenue bonds are used to finance enterprise-related capital and are repaid from utility charges.

The City of Carlton currently has five (5) outstanding bonds and notes payable.

Legal Debt Margin

ORS 287.004 provides a General Obligation (GO) Bond debt limit of 3% of true cash value of all taxable property within the City boundaries. The City is not at risk of exceeding its legal debt limit.

Computation of Legal Debt Margin

Real Market Value	\$187,327,734
Assessed Valuation	\$133,277,287
<small>Certified Tax Roll Valuation (FY15-16) Source: Yamhill County Assessor's Office</small>	
Debt Limit Rate	3%
Debt Limit	\$5,619,832
Less: Debt Applicable to Limit	\$975,000
Legal Debt Margin	100%
Total net debt applicable to the limit as a percent of debt limit	\$4,644,832

The following schedule shows future debt service that will be paid with the assumption no existing debt will retire early. The City will continue to use debt in the future to replace or improve infrastructure consistent with the City's financial policies, long-term financial plans and State and Local Government laws and regulations.



For FY17 the City plans to complete a water project through a bond obligation that was started in FY16. The City electorate also approved a referendum in FY16 to replace the City pool house partially financed through a General Obligation Bond.

Summary of Fiscal Year 2017 Debt Service by Type

Fund	Source of Dollars	FY17 Totals
General Long-Term Debt	General Fund - Operating	\$31,063
Water Fund	Charges for Service	\$163,815
Sewer Fund	Charges for Service	\$123,469
Pool Fund	Tax Levy	\$55,627

Statement of Bonds and Loans Outstanding June 30, 2016

Debt Issue	Issued	Maturity Date	Amount of Issue	Interest Rate	Outstanding June 30, 2016	Maturing FY16 Principal	Maturing FY16 Interest
General Long-Term Debt							
Citizens Bank	2015	2025	\$227,140	5.95%	\$216,785	\$18,489	\$12,574
Water Fund							
Water Revenue Bond, Series 2007	2007	2028	\$1,000,000	4.75-4.9%	\$700,000	\$45,000	\$32,073
Safe Drinking Water Revolving Loan Program, Loan No.S99099, OEDD	2002	2031	\$2,238,625	1.00%	\$1,350,593	\$73,975	\$12,767
Sewer Fund							
Water/Wastewater Financing Program, Loan No. Y09002, OEDD	2011	2033	\$1,440,000	4.99%	\$1,492,375	\$51,444	\$72,025
Pool Fund							
GO Bond 2015	2015		\$975,000	3.77%	\$1,492,375	\$20,000	\$35,627



City of Carlton - Fiscal Policies

The City of Carlton is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by Council as the basic framework for overall financial management of the City, to guide day-to-day and long range fiscal planning and decision making.

The City of Carlton's financial goals seek to:

- Ensure the financial integrity of the City.
- Improve financial information for decision makers at all levels.
- Assist policy makers as they contemplate long-term City decisions.
- Guide department managers as they implement policy on a day to day basis.
- Demonstrate accountability in the financial operation of the City.
- Provide the financial stability needed to navigate through economic downturns.
- Fully comply with financial related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting financial planning and forecasting, investments and asset management, debt management, accounting and financial reporting, reserves and internal controls.

Fiscal Objectives

- I. **Revenue Policies** - Design, maintain and administer a revenue system that will assure reliability, equitability, diversity and sufficient revenue stream to support desired City services.
 - a. The City will actively identify and administer funding sources that create a reliable, equitable and diverse revenue stream to shelter the City from short-term fluctuations in any single revenue source and to maintain desired levels of services.
 - b. The City will estimate its annual revenues by an objective, analytical process. Revenues will be conservatively estimated in the budget process.
 - c. The City will maximize the use of service users' charges in lieu of taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - d. The City will consider full costs (operating, direct, indirect and capital) for providing the services and comparable rates charged by other municipalities of similar size in establishing users' charges (charges, rates, and fees).
 - e. The cost for providing specific services shall be recalculated periodically and the fee adjusted accordingly. The City shall maintain a current schedule of fees showing when the fees were last reviewed and/or recalculated.
 - f. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collections agencies, foreclosure, liens and other methods of collections, such as imposing penalties, collections and late charges, may be used.



- II. Expenditure Policies** - Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.
- a. The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so not to exceed current revenues plus the planned use of fund balance accumulated through prior years.
 - b. The City shall take immediate corrective actions if an operating deficit is projected at year-end at any time during the fiscal year expenditure and revenue re-estimates. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. Expenditure deferrals into the following fiscal year, short-term loans, or use of one-time revenue sources to balance the budget shall be avoided.
 - c. Expenditures will be regulated through appropriate internal controls and procedures administrated by the City Manager. The City Manager must ensure expenditures comply with the legally adopted budget. Each Department Head will be accountable for the administration of his/her department budget to include accomplishing the goals and objectives incorporated into the budget and monitoring his/her department budget for compliance with spending limitations.
 - d. All purchases of goods and services must comply with the City's purchasing policies, guidelines and procedures and with State laws and regulations. Staff shall use competitive bidding to attain the best possible price on goods and services.
 - e. The City Manager shall undertake periodic staff and third-party reviews of City programs for both efficiency and effectiveness. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery. Programs determined to be inefficient or ineffective shall be reduced in scope or eliminated.
- III. Reserves / Contingencies Polices** – Maintain the reserves, contingencies and ending fund balances of the various operating funds at levels sufficient to protect the City's financial position from emergencies.
- a. The City shall strive to maintain the combination of appropriated contingencies and unappropriated reserves in each of the Operating Funds to equal a minimum of 20% of the operating expenditures or expenses of that fund (excluding debt service, capital outlay, equity transfers, and other reserves).
 - b. The City shall establish contingency appropriations for unanticipated expenditures of a nonrecurring nature, unexpected increases in service delivery cost, or unexpected reduction to revenue streams. Contingencies should be appropriated within a range of 10% to 20% of operating expenditures.



- IV. Capital Improvement Plan Policies** – Annually review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.
- a. The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
 - b. The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
 - c. Capital projects will conform to the following criteria:
 - Will be part of an approved City plan;
 - Will be part of an adopted maintenance or replacement schedule;
 - Will minimize operating costs; and
 - Will be selected according to the established Capital Improvement Plan.
 - d. The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.
- V. Capital Asset Management Policies** – The capital assets of the City of Carlton are property owned in-common by the citizens of our community.
- a. These community assets will not be degraded, given away or allowed to deteriorate except by action of the City Council.
 - b. Funding new, long-term capital assets will be the responsibility of the community as a whole and should be funded through general obligation bonds, System Development Charges (SDC), proportionate equity asset share, grants and gifts or volunteer contributions when appropriate.
 - c. The Capitalization threshold used to determine if a given asset qualifies for capitalization, are non-consumable assets with a purchase price of \$5,000 or greater and a useful life of more than one year.
 - d. The Finance Department will oversee a physical count/inspection of all capital assets at least on a biennial basis. All additions, deletions and depreciations of infrastructure will be reported consistent with the requirements of the Government Accounting Standards Board (GASB) Statement Number 34.
 - e. Adequate insurance will be maintained on all capital assets.



- VI. Debt Policy** – Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.
- a. The City will confine long-term borrowing to capital improvements too large to be financed from current revenues and to avoid depleting the capital reserve funds.
 - b. The City will follow a policy of full disclosure on every financial report and bond prospectus.
 - c. The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing cost are minimized and access to the credit market is preserved.
 - d. The City shall ensure its debt margins are within the 3% true cash value limitation as set forth in ORS 287.004.
 - e. No debt shall be issued for which the City is not confident a sufficient, specifically-identified, revenue source is available for repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.
- VII. Accounting, Auditing and Financial Reporting Policies** – Comply with prevailing federal, state, and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).
- a. The City shall establish and maintain its accounting system according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards. Promulgated by the Government Finance Officers Associations (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
 - b. An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
 - c. Full disclosure shall be provided in the financial statements and bond representations.
 - d. A system of internal controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets and proper recording of financial transactions and compliance with applicable laws and regulations.
 - e. Quarterly financial reports showing the current status of revenues and expenditures shall be prepared and distributed to the Council in a timely manner and made available for public inspection.



- VIII. Investment Policies** – Invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk and optimize yield.
- a. The administration of the City's funds and the investment of those funds shall be handled as the City's highest public trust.
 - b. Investments shall be made in a manner that will provide the maximum security of principal invested, employing limitations on maturities and diversification of the portfolio, while meeting the daily cash flow needs of the City, and conforming to all applicable state and City statutes governing investment of public funds
 - c. Receipt of a market rate of return will be secondary to safety and liquidity requirements.
 - d. Earnings from investments will be used in a manner to best serve the public trust and interest of the local government.
- IX. Management of Fiscal Policies** – Monitoring compliance and assuring timely updates to fiscal policies.
- a. Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution.
 - b. The Finance Director shall recommend fiscal changes in policy to the City Council. Recommendations shall be accompanied by a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels or finances.
 - c. The Budget Committee shall review the City's fiscal policies annually.
 - d. The City Manager shall implement fiscal policies and monitor compliance.



The Budget Process

A budget as defined by Oregon State Law (Oregon Revised Statutes (ORS), Chapter 294) is a financial plan containing estimates of revenues and expenditures for a given period or purpose, such as the fiscal year. The City is required to budget all funds and for each fund to have a balanced budget. The State of Oregon defines a balanced budget as one in which total resources, including beginning resources, current resources and debt proceeds, equal total requirements, including current year expenditures, capital outlay, transfers, debt service and other requirements such as debt service reserves.

As a rule, local governments in Oregon operate on a fiscal year that begins on July 1 and ends the following June 30. Carlton's budget operates on this schedule. Budgeting is critical to cities because it requires local government to evaluate plans and establish priorities in relation to available financial resources. Also under ORS, a legally adopted budget is necessary to establish and justify a given rate or amount of property taxes to be levied on the property within the City.

Carlton's budget will accomplish each of the four major purposes of Oregon Local Budget Law (ORS 294.305-294.555 and 294.565), including:

- Establish standard financial procedures.
- Outline programs and services in conjunction with the fiscal policy and implement those policies.
- Provide methods of estimating revenue, expenditures and proposed tax levies.
- Encourage public involvement in the budgeting process before budget adoption.

Carlton prepares and adopts its annual budget in accordance with the City Charter and Oregon Law. At the start of the calendar year, meetings are held with department heads, Mayor and City Council to set goals and priorities for the upcoming year. In April, a proposed budget is prepared and presented to the Budget Committee, which by law, comprises the Mayor, City Councilors, and seven citizen members. A summary of the approved budget is published in the local newspaper. The City Council holds a public hearing prior to July 1, which results in further changes. If a change will increase property taxes or increase expenditures within a fund by more than 10% or \$5,000, whichever is greater, the budget must be referred back to the Budget Committee. The City Council adopts the budget and levies property taxes prior to June 30 each year. The adopted budget is filed with the County Clerk and the State of Oregon, and the property tax levy is certified to the County Assessor by July 15 each year.

Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. The City Council may adopt by resolution changes that decrease one existing appropriation and increase another. Certain changes of ten percent or more to any fund require a supplemental budget. All changes of ten percent to any fund require a supplemental budget process similar to the annual budget requiring a public hearing. Further detail may be found in ORS Chapter 294.

Before the budget can accomplish these goals, a schedule for preparation is developed. This schedule is called the budget calendar.



Fiscal Year 2017 – Budget Calendar

<u>January 5, 2016</u> Monday	Carlton City Council Adopts Budget Calendar Appoints Budget Officer
<u>February 8, 2016</u> Monday	Budget Request Forms Delivered to Departments
<u>March 14, 2016</u> Monday	Departments Return Completed Budget Request form
<u>April 29, 2016</u> Friday	Publication of Public Notice of Budget Committee Meeting and State Revenue Sharing
<u>May 10, 2016</u> Tuesday 6:00 pm	Budget Committee Meeting Elect Budget Committee Officers Receive Budget Message and Proposed Budget Document Receive Public Input Hold Public Hearing on Proposed Use of State Revenue Sharing
<u>May 17, 2016</u> Tuesday 6:00 pm	Budget Committee Meeting – If Needed
<u>May 27, 2016</u> Friday	Publication of Budget Hearing Notice and Election to receive State Revenues
<u>June 7, 2016</u> Tuesday 7:00 pm	Regular City Council Meeting Budget Hearing Ask for Public Response to the Approved Budget Discuss topics brought before Council regarding budget Note tax levied is the permanent rate limit as published in Form LB-1 Discuss proposed use of State Revenue Funds Resolve to adopt the Budget, appropriate expenditures, impose the tax rate, and categorize the taxes Resolution declaring the City's election to receive State revenues.
<u>June 20, 2016</u> Monday	Certify property tax levy to Yamhill County Assessor



The Budget Committee

The Budget Committee is composed of the Mayor, City Councilors, and seven citizen members appointed by the governing board. The appointed members:

- Must live in the City of Carlton.
- Cannot be officers, agents, or employees of the City.
- Can be spouses of officers, agents or employees of the City.
- Serve three-year terms that are staggered.

The Budget Basis

The budget is prepared using the *modified accrual method of accounting*. This means obligations of the City are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. Carlton manages its finances according to Generally Accepted Accounting Principles (GAAP). During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and state law.

Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. Carlton produces an annual financial report that documents the City's budgetary performance and the financial health of the City. This report compares budgeted to actual revenues and expenditures, thus documenting the City's budgetary compliance.

Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing related to cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Principal and interest on long-term debt are recorded as fund liabilities only when due, or when amounts have been accumulated in the debt services fund for payment to be made early in the following year.

The Budget Document

A budget as defined by Oregon State law is a financial plan containing estimates of revenues and expenditures for a single fiscal year. Local governments have the option of budgeting on a 24-month biennial budget period or by fiscal year.

The City operates on a fiscal year beginning July 1 and ending the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the fiscal resources available to meet those needs. The budget document describes how the City plans to meet the needs of the community and is a resource for the citizens interested in learning more about the operations of city government.

Fund Descriptions

The financial structure of the City is organized and operated on the basis of fund accounting. There are federal and state requirements for local governments to budget by funds as a means of maintaining records for resources that are designated to carry out specific activities or meet particular objectives. Oregon Administrative Rules define a fund as a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.



The City prepares an itemized balanced budget for each fund. Carlton's budget is at the department level for the General Fund. For all other funds, the authorized appropriations are established at the category level; personal services, materials and services, capital outlay, operating contingency, inter-fund transfers, debt service, and other uses. Major funds represent the significant activities of the City and basically include any fund whose revenues or expenditures, excluding other financial sources and uses, constitute more than ten percent of the revenues or expenditures of the appropriated budget. The following is a breakdown of the City's fund structure and brief explanation of the purpose of each fund by type; governmental or proprietary and major or non-major.

GOVERNMENTAL FUNDS

Major Governmental Funds

General Fund: This is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund. Principal sources of revenue are property taxes, franchise fees, and state shared revenues. Expenditures are primarily for central government operations, community development (planning), community services (parks and municipal pool) and public safety (police).

Street Fund: This fund is used to account for maintenance activities for the City's streets and roads. The principal sources of revenue are state shared revenue and interest earned on investments.

Non-Major Governmental Funds

Special Revenue Funds: These funds account for revenue derived from specific taxes or other earmarked revenue sources, which are legally restricted to expenditures for specified purposes. Funds included in this category are:

Urban Renewal Fund: This fund accounts for the City's urban renewal activities.

Tourism Fund: This fund accounts for the City's collection and use of Transient Room Tax (TRT) revenues.

Capital Projects Funds: These funds account for financial resources which are to be expended for the acquisition or improvement of capital assets.

System Development Fund: The System Development Fund accounts for construction of oversized sewers, over-wide streets, water mains and capacity related improvements.

PROPRIETARY FUNDS

These funds are used to account for operations financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges.

Major Proprietary Funds

Water Fund: Dedicated to operations and maintenance of the City-owned water treatment plant, reservoirs, and transmission and distribution systems.

Sewer Fund: Dedicated to operations, maintenance, and debt service on wastewater treatment system and collections.



Non-Major Proprietary Funds

Capital Improvement Fund: This fund is used to account for the construction of capital improvement projects such as streets, water, sewer and parks and covers a variety of funding sources including loans, grants, System Development Charges (SDCs) and pay-as-you-go projects.

Debt Service Fund: This fund is used to account for the payment of principal and interest on all general obligation long-term debt, including that payable exclusively from revenue-producing enterprises.

Vehicle/Equipment Replacement Fund: This fund is used to account for reserves set aside for major equipment, vehicles/ building activities and capital improvement projects in the water, sewer, streets and parks programs.

GO Bond 2015 – Pool Project Fund: This Fund is used to account for the financial resources acquired and used for the payment of GO bond debt principal and interest for the construction of the pool house and mechanical systems project in FY16.

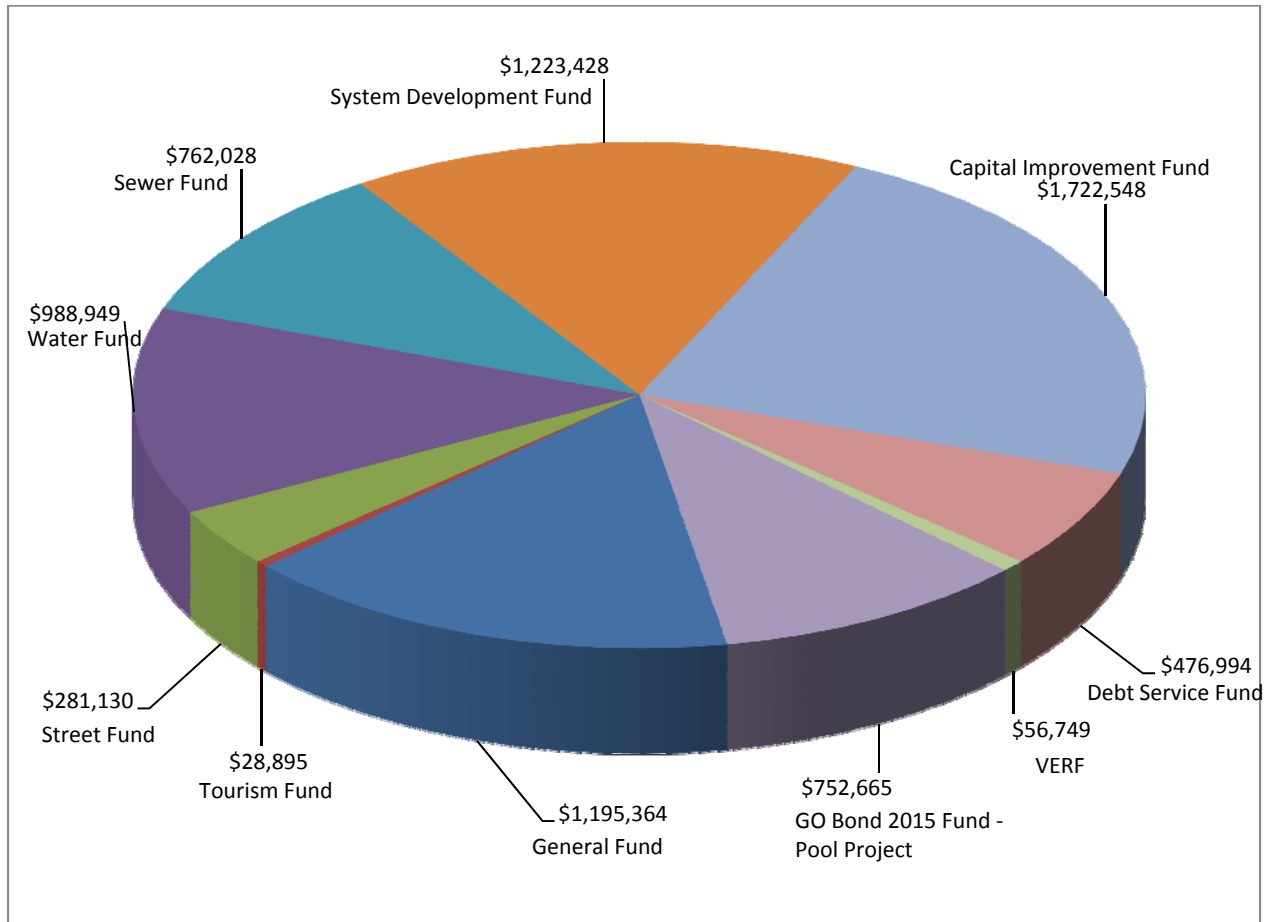
Fund Detail

The City of Carlton presents budgeted financial information in budget detail by fund. Each fund section will include the following:

- Fund Description: information about the purpose or services provided by the fund, sources or revenue and approved expenditures.
- Fund Mission
- Accomplishments
- Goals and Objectives
- Budget Highlights
- Budget Summary: Revenues and expenditures by category and line item
- Two years of prior year actual data

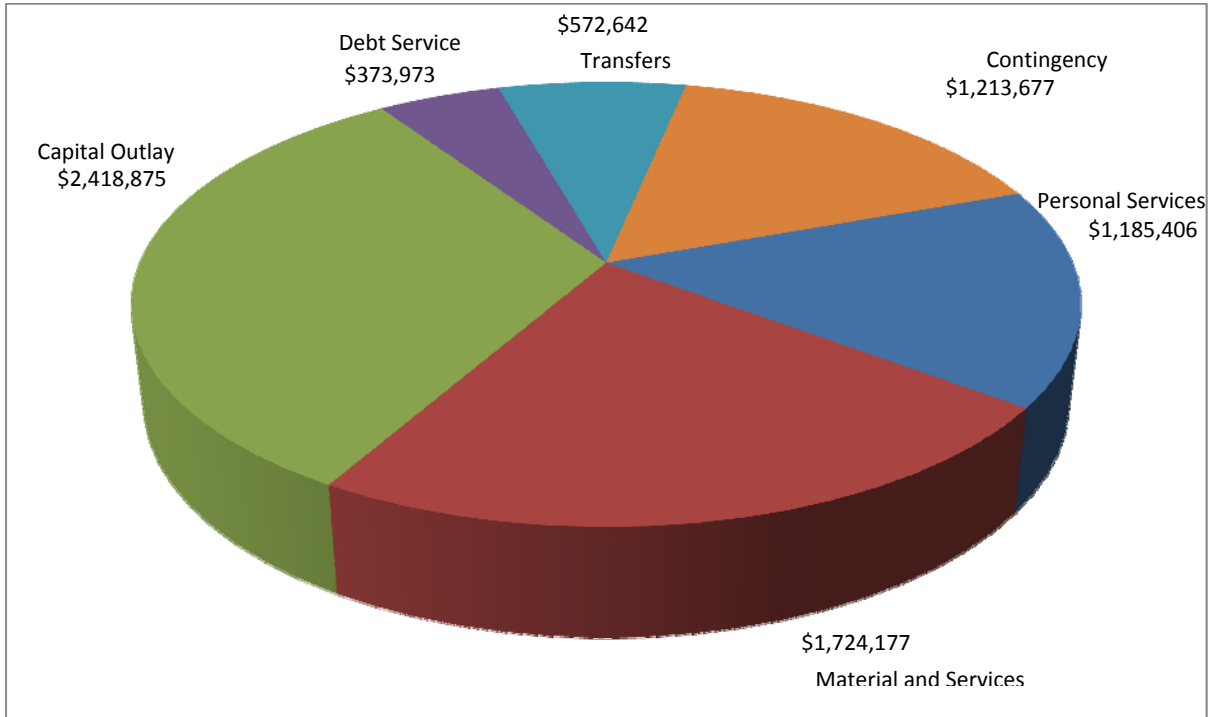


Budget Breakdown by Fund
Fiscal Year 2017
Total Budget \$7,488,750





Fund Requirements by Category
Fiscal Year 2017 Budget
Total Budget \$7,488,750

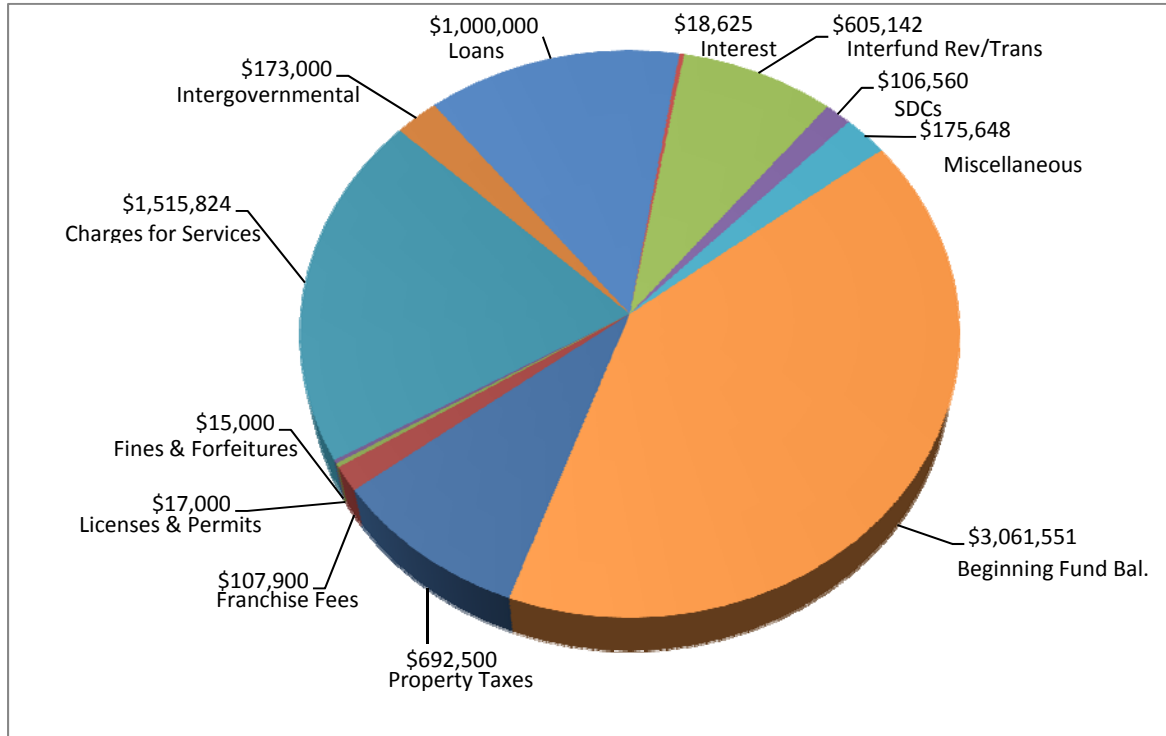


All Fund Requirements by Category

All Fund Requirements	Actual FY13	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	FY17
Personal Services	815,926	809,517	951,594	1,101,440	1,038,321	1,185,406
Material and Services	798,471	898,616	1,064,441	941,922	1,710,475	1,724,177
Capital Outlay	609,622	593,878	736,118	6,962,015	3,442,184	2,418,875
Debt Service	344,613	304,445	321,143	313,456	463,566	373,973
Transfers	830,790	1,622,311	895,047	770,751	747,247	572,642
Contingency/Unapprop.	0	0	0	674,113	0	1,213,677
Total Requirements	\$3,399,422	\$4,228,767	\$3,968,343	\$10,763,697	\$7,401,793	\$7,488,750
Total Req. Less Transfers	\$2,568,632	\$2,606,456	\$3,073,296	\$9,992,946	\$6,654,546	\$6,916,108



**All Fund Resources
Fiscal Year 2017 Budget
Total Budget \$7,488,750**

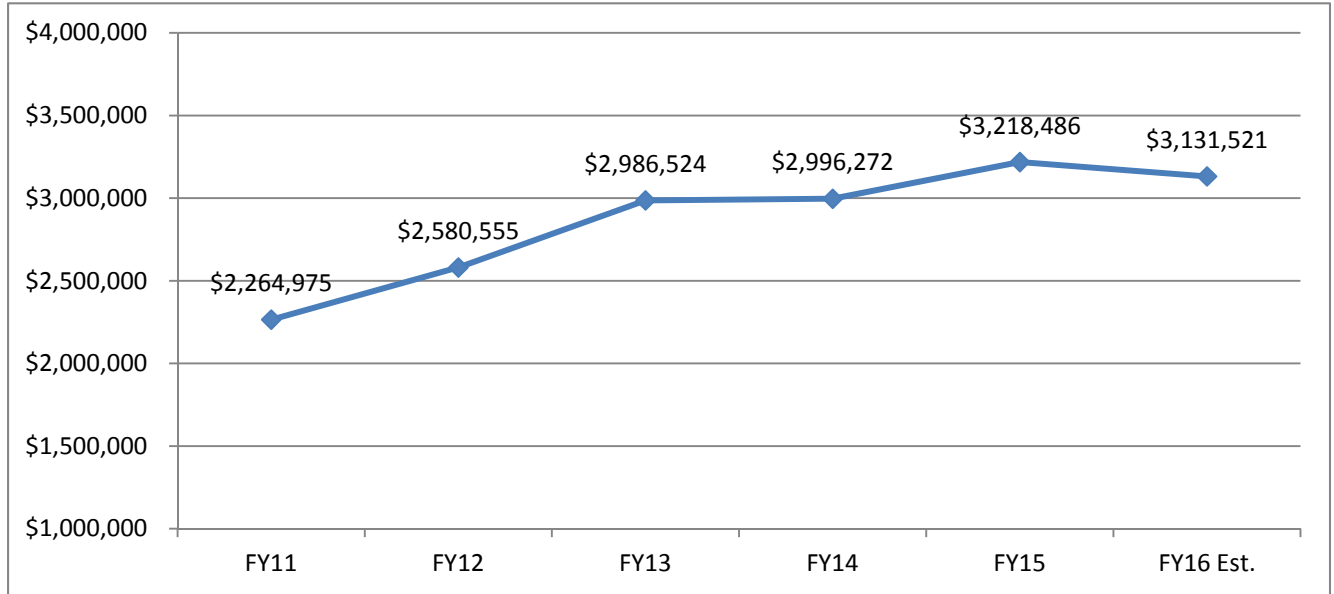


All Fund Resources

Resources	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	FY17
Property Taxes	518,919	544,381	576,101	596,115	610,000	679,000	692,500
Franchise Fees	106,981	112,458	103,938	115,456	102,295	107,916	107,900
Licenses & Permits	10,585	10,685	10,706	20,607	12,885	17,250	17,000
Fines & Forfeitures	28,022	16,408	9,427	23,061	12,000	16,300	15,000
Charges for Services	1,158,155	1,276,954	1,330,284	1,427,169	1,427,510	1,445,945	1,515,824
Intergovernmental	193,576	224,781	188,731	278,358	179,408	618,242	173,000
Loans	1,347,776	42,864	295,460	0	3,775,000	2,406,106	1,000,000
Interest	13,926	17,246	16,201	15,684	15,515	19,145	18,625
Interfund Rev/Trans	323,478	1,043,293	1,622,311	728,382	763,526	814,589	605,142
SDCs	90,799	89,604	141,548	259,910	75,250	232,855	106,560
Miscellaneous	38,206	62,499	156,273	248,954	824,364	914,475	175,648
Sale of Assets	18	180,500	0	0	60,000	60,000	0
Prior Period Adjustment	0	0	0	166,665	0	0	0
Beginning Fund Bal.	2,580,554	2,986,523	2,996,271	3,218,071	2,909,719	3,131,521	3,061,551
Total Resources	\$6,410,995	\$6,608,196	\$7,447,251	\$7,093,432	\$10,767,472	\$10,463,3444	\$7,488,750



**Total Beginning Fund Balance
Fiscal Year 2016**



Beginning Fund Balances

Fund	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Estimate FY16
General Fund	\$395,009	\$587,164	\$552,020	\$564,045	\$429,883	\$293,719
Tourism Fund	0	0	0	0	0	6,081
Street Fund	45,550	87,198	128,293	168,141	99,709	125,692
Water Fund	637,402	630,343	633,563	339,176	350,082	150,665
Sewer Fund	259,887	266,540	322,494	418,160	355,469	238,005
Water SDC Fund	138,861	148,569	190,629	154,094	216,107	374,275
Sewer SDC Fund	404,818	277,583	297,532	236,465	263,485	397,780
Transportation SDC Fund	100	8,360	28,296	19,042	28,600	83,442
Capital Improvement Fund	0	86	205	41,569	1,127,035	920,858
Park SDC Fund	190,267	204,674	215,373	225,589	177,196	194,507
Stormwater SDC Fund	51,625	67,592	78,713	89,407	106,565	132,041
Debt Service Fund	0	0	0	0	0	158,647
V/E Replacement Fund	141,456	302,446	539,406	740,584	64,355	55,809
Total	\$2,264,975	\$2,580,555	\$2,986,524	\$2,996,272	\$3,218,486	\$3,131,521

**City Transfer Schedule – All Funds
FY16 Estimate**

From	To	Purpose	Amount	CIF Classification
GF	CIF	City Hall Project Reserve	50,000	Facilities
GF	CIF	Park Projects ⁽¹⁾	50,000	Parks
GF	DSF	Repay Property Loans	29,584	
GF	VERF	Zero Turn Mower	8,310	
StF	GF	Internal Srv. Expenses	3,515	
StF	CIF	Transportation Projects	25,000	Transportation
StF	VERF	Zero-Turn Mower	2,835	
WF	GF	Internal Srv. Expenses	12,890	
WF	CIF	Water Projects	100,000	Water
WF	CIF	City Hall Project Reserve	50,000	Facilities
WF	VERF	Zero-Turn Mower/Future	8,310	
WF	DSF	Water Debt	163,765	
SF	GF	Internal Srv. Expenses	12,890	
SF	CIF	Sewer Projects	50,000	Sewer
SF	CIF	City Hall Project Reserve	50,000	Facilities
SF	DSF	Sewer Debt	120,107	
SF	VERF	Zero-Turn Mower	8,310	

Note: General park reserve targeted toward the pool development project and skate park project.

**City Transfer Schedule – All Funds
FY17**

From	To	Purpose	Amount	CIF Classification
GF	CIF	City Hall Project Reserve	25,000	Facilities
GF	CIF	Parks Projects	25,000	Parks
GF	DSF	Repay Property Loans	31,063	
StF	GF	Internal Srv. Expenses	3,515	
StF	CIF	Transportation Projects	25,000	Transportation
WF	GF	Internal Srv. Expenses	12,890	
WF	CIF	Water Projects	50,000	Water
WF	CIF	City Hall Project Reserve	25,000	Facilities
WF	DSF	Water Debt	163,815	
SF	GF	Internal Srv. Expenses	12,890	
SF	CIF	Sewer Projects	50,000	Sewer
SF	CIF	City Hall Project Reserve	25,000	Facilities
SF	DSF	Sewer Debt	123,469	

Personnel Allocation Table – FY17

Positions	Pay Grade	FTE	General Fund	Street Fund	Water Fund	Sewer Fund
Public Works - Seasonal	N/A					
Lifeguards	N/A					
Intern	N/A					
Pool Manager	N/A		.25			
Police Reserve	N/A					
Parks Maintenance Worker	7	1	.60	.20	.10	.10
Planning/Accounts Payable Clerk	11	.50	.30	.10	.30	.30
Court/Utility Billing Clerk	14	1	.30	.10	.30	.30
Utility Worker I	14	1			.90	.10
City Recorder	17	.50	.30	.10	.30	.30
Water Operator	21	1		.05	.75	.20
Police Officer	25	2	1.00			
Police Sergeant	28	1	1.00			
Finance Director	31	1	.30	.10	.30	.30
Director of Public Works	38	1	.10	.10	.40	.40
Chief of Police	42	1	1.00			
City Manager	50	1	.30	.10	.30	.30



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**Fiscal Year 2016-17
Annual Budget
General Fund**



General Fund

Fund 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 of the General Fund is to provide an accounting of all assets, liabilities, revenues and expenditures for the delivery of most tax-supported general government municipal services in the City of Carlton such as administration, finance, police, municipal court, planning, parks, and the municipal pool.

This fund is the City's primary operating fund. It accounts for all financial resources of the general governmental activities, except those required to be accounted for in another fund. It includes most tax revenues and such services as City Council, City Manager, City Recorder, Finance Department, Municipal Court, Planning/Land Use, Police, Municipal Pool and Parks.

Principal sources of revenue include property tax, franchise fees, licenses and permits, fines and forfeitures, charges for services, intergovernmental, interest earnings, sale of assets and miscellaneous.

General Fund Resources

Major General Fund resources include property taxes, franchise fees, charges for services, state-shared revenue sources, permits, charges for services, intergovernmental funds, licenses and rental fees. Most of these revenues are unrestricted and can be used to fund any City service deemed appropriate by the Budget Committee and City Council.

Revenue Assumptions

Property Taxes – The City has a permanent rate of \$5.0098 per thousand of assessed valuation; however, in November 2006 Carlton residents voted on and passed a new fire district. To help the Fire District's creation the City Council passed a resolution of intent to lower the City's permanent rate by \$.4985 the first year and increase it annually for ten years until the City returns to its full permanent rate. Therefore, the FY17 rate levy is \$4.9602. Property tax is the largest form of revenue to the General Fund. In addition to property tax revenue, the City receives other sources of revenues such as franchise fees, business license fees, fines and forfeitures, state liquor fees, cigarette tax, pool receipts, park rental fees, and planning fees.

- Property Taxes – The single largest form of revenue to the General Fund and is projected to be \$610,000 in FY17, approximately 2.52% higher than budgeted in FY16. The FY17 Budget also anticipates \$20,000 in delinquent taxes and has a collection rate of 93%.
- Franchise Fees – The City receives fees from utility providers in exchange for the use of City right-of-way. Franchises include PGE, Recology Western Oregon, Comcast and Century Link. It is projected that the FY16 receipts will increase 3% compared to FY16.
- Licenses and Permits – Licenses and permits are forecast to increase by 31.94% to \$17,000.
- Intergovernmental Revenues – Revenue from State liquor fees and cigarette taxes in FY17 (\$23,800) are expected to increase 2.48% compared to FY16.
- Fines and Forfeitures - Fines and Forfeitures - Revenue from fines and forfeitures are expected to increase in FY17 from \$12,000 to \$15,000 (25%).



- Charges for Services – Revenue for this category (pool receipts, park rental fees, planning fees, and permits) are budgeted to increase \$625 (1.74%) in FY17. The FY17 Budget continues the temporary reduction in the pool fee schedule approved by the City Council in 2015.
- Building Rent – The General Fund receives approximately \$31,380 per year for rent of two properties it owns, one in the downtown business district and a residence on East Monroe Street.
- Transient Room Tax - The City anticipates receiving \$27,000 from the transient room tax and the General Fund will retain 30% (\$8,100) of this amount. The balance will go to the Tourism Fund.
- Inter-fund Transfers – The General Fund will receive transfers (\$29,295) from the Water, Sewer and Street Funds for services performed by the Finance Department on behalf of these funds.

Overall, the FY17 Budget projects General Fund operating revenue collections will decrease \$22,345 (2.38%) compared to FY16. The reduction is due to the one time sale of a real property asset (6th Street lot) anticipated in FY16.

Expenditures Highlights

The FY17 General Fund Budget includes:

- Continuing efforts to isolate expenses and assign them to their correct department or account.
- The Finance Department will purchase a new telephone system for City Hall, install an Interactive Voice Response call out system and continue it upgrade of the City website.
- The Planning Department increases their budget anticipating higher development costs for Carlton Crest and other infill project. The department also budgets \$7,500 to restart Carlton's investigation of a historic preservation program.
- The Parks Department includes capital purchases including new picnic tables, extending the path in the upper park to the new bathrooms for handicap accessibility and one new park sign.
- The Police Department received a \$5,000 grant from Spirit Mountain to purchase two digital speed signs. The City will match the grant to complete the purchase.
- The new pool house and mechanical systems will be in operations for the first time in FY17.

1. Personal Services

- Public Employees Retirement System (PERS) adjusts rates every two years based on the unfunded actuarial liability (liability exceeding assets). On July 1, 2016 the retirement costs paid by the City to PERS will increase 2.03%.
- The City utilizes a cost allocation plan that charges costs for services that are shared by funds/programs such as charging a prorated share of the personal service costs to the Water, Sewer and General Funds.
- Medical Costs are anticipated to increase 2.14% compared to FY16.
- Cost of Living Adjustment (COLA) – the FY17 budget contains a 0.40% cost of living adjustment. Merit increases are also included in the budget.



- The FY17 Budget funds the possible increase of hours for two part-time positions, City Recorder and Planning Clerk, on a limited term basis to accommodate increased workload due to higher development activity and improving the City' administrative systems. These costs are shared in the General, Street, Water and Sewer Funds. This issue will be revisited in FY17 before implementation.

2. Materials and Services

- Materials and services continue to see some administrative restructuring as the Finance Department isolates expenses and insures they are properly assigned to their correct department or account.
- Material and service costs (City Hall electricity, garbage, copier, etc.) in the General Fund that support the Water, Sewer and Street Funds will be shared appropriately.

General Fund Reserves

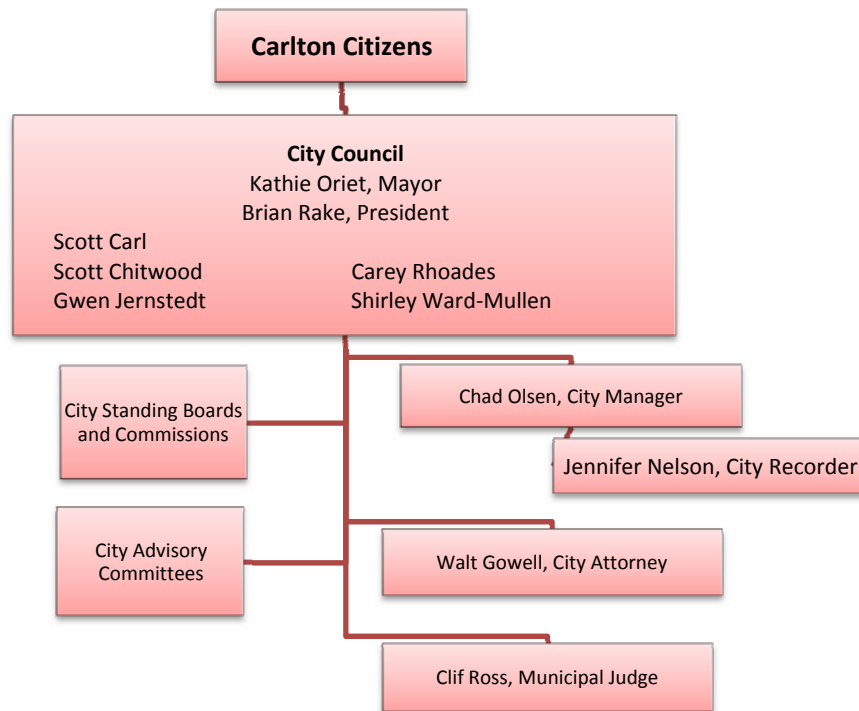
In FY14 the City Council adopted a set of fiscal policies, part of which dealt with fund reserve policies. The Council established a discretionary target of 20% reserves for the General Fund. The General Fund has exceeded that target over the years and the City Council has transferred a significant amount of the excess to the Capital Improvement Fund as contributions to future community development projects including the pool project, the City Hall replacement project and general park and transportation projects. The FY17 Budget is projected to begin the year with \$276,889 (29%) in reserve.

General Fund Revenues

Account Number	Resources	Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
001-000-400100	Beginning Fund Balance	552,019	564,044	429,883	150,138	293,719	276,889	276,889	276,889
	Revenues								
001-000-400200	Current Taxes	525,626	558,077	566,917	595,000	598,000	610,000	610,000	610,000
001-000-400300	Delinquent Taxes	18,755	18,024	29,198	15,000	21,000	20,000	20,000	20,000
001-000-400400	Interest	6,466	6,139	5,519	6,000	4,000	4,000	4,000	4,000
001-000-401300	PGE Light Franchise	86,112	77,607	87,834	76,565	78,000	78,000	78,000	78,000
001-000-401350	Internet Franchise	0	0	0	0	2,000	2,000	2,000	2,000
001-000-401400	Telephone Franchise	3,195	3,248	2,412	3,284	2,416	2,400	2,400	2,400
001-000-401500	Television Franchise	17,704	17,452	18,331	16,157	19,000	19,000	19,000	19,000
001-000-401600	Garbage Franchise	5,447	5,631	6,879	6,289	6,500	6,500	6,500	6,500
001-000-402000	Business License	5,825	6,275	6,350	5,885	6,250	6,000	6,000	6,000
001-000-402100	Building Permits	4,860	4,431	14,257	7,000	11,000	11,000	11,000	11,000
001-000-402200	State Liquor Fees	27,114	28,749	27,369	20,500	22,500	21,000	21,000	21,000
001-000-402300	Cigarette Tax	2,891	2,757	2,760	2,775	3,000	2,800	2,800	2,800
001-000-402600	Swim Pool Receipts	27,872	25,429	33,159	15,000	17,500	20,000	20,000	20,000
001-000-402650	Park Rentals	1,250	1,350	2,056	1,375	1,375	1,500	1,500	1,500
001-000-402700	Miscellaneous	7,570	2,833	16,257	500	9,982	1,000	1,000	1,000
001-000-402750	Building Rent	27,678	26,622	29,387	28,000	31,380	31,380	31,380	31,380
001-000-402850	Copies/Faxes/Reports	244	382	256	220	300	300	300	300
001-000-402900	Judge Fees	10,528	10,080	10,304	8,200	8,200	8,200	8,200	8,200
001-000-402950	City Liquor License Fees	4,210	3,945	2,305	3,725	3,075	3,000	3,000	3,000
001-000-403000	Fines and Forfeitures	16,408	9,427	23,061	12,000	16,300	15,000	15,000	15,000
001-000-404000	Planning Fees	4,448	9,315	26,022	6,000	18,000	10,000	10,000	10,000
001-000-404050	Permits - Type A & B	1,385	15,073	11,697	13,500	22,200	5,000	5,000	5,000
001-000-404550	Donations/Reimbursemts	1,235	168	0	50				
001-000-404600	WITP Grant/Police	1,500	1,500	1,500	1,500	4,000	3,000	3,000	3,000
001-000-405400	Grants	1,000	0	17,706	0	6,900			
001-000-406000	Sale of Assets	180,500	0	0	60,000	60,000			
001-000-406300	Transient Room Tax	17,339	21,593	6,436	7,000	7,000	8,100	8,100	8,100
001-000-406600	Marketing Coop	0	3,750						
	Revenues	1,007,162	859,857	947,972	911,525	979,878	889,180	889,180	889,180
	Transfers: W/S/St.			29,295	29,295	29,295	29,295	29,295	29,295
	Total Revenues	\$1,007,162	\$859,857	\$977,267	\$940,820	\$1,009,173	\$918,475	\$918,475	\$918,475
	Total Resources	\$1,559,181	\$1,423,901	\$1,407,150	\$1,090,958	\$1,302,892	\$1,195,364	\$1,195,364	\$1,195,364



**General Fund
Administration**



Department Description

The City of Carlton was incorporated in 1899, and its current charter was adopted in 2006. The City of Carlton is a full-service municipality that operates under a Council/Manager form of government. Control of the City is vested in its Council and Mayor. The Council is composed of six Councilors elected at-large to serve four-year staggered terms. The Mayor is elected at each biennial general election to serve a term of two years. The administration of the day-to-day City affairs is the responsibility of the City Manager, who is hired with the approval of the Council.

The elected City Council sets policies for City government, enacts ordinances and hires, directs and evaluates the City Manager. In turn, the City Manager is the City’s chief executive officer, responsible for overall management and administration of all City government activities, including the implementation of ordinances, resolutions, policies, rules and regulations adopted by the City Council. The City operates its own police department, municipal court, water, wastewater, storm, street operations, planning, finance parks and the municipal swimming pool. This department includes the City Manager, City Attorney and City Recorder.



Department Mission

This department includes the Mayor, City Council, City Manager, City Attorney and City Recorder who will pursue activities to ensure a clean, safe and healthy environment for the Carlton community in an open, engaging and transparent manner. These activities will support City Goals 5 and 6. This department will be known for:

- Conducting itself with high integrity and ethics
- Engaging City residents in City governance
- Being good fiscal stewards
- Treating all that come into contact with the City fairly and equitably

Strategies – FY17

Goal 5: Engage residents and business owners in governance

Carlton City government will create an atmosphere of openness that will generate increased participation in City government activities.

The department will implement one strategy to support Goal 5:

1. Increase public awareness of citizen committees.

The department will undertake three initiatives to support these strategies:

- a) Conduct bi-annual town hall meetings.
- b) Sponsor two speakers in the speaker series.
- c) Spotlight City boards and committees in the City e-Newsletter.

Goal 6: Provide City services that are effective and efficient

Carlton City government will provide services to its citizens that are professional, courteous, ethical and efficient.

The department will implement three strategies to support Goal 5:

1. Improve City customer service training.
2. Improve internal service training for all employees.
3. Continue to implement Carlton Performance Management Initiative.

The department will undertake two initiatives to support these strategies:

- a) Conduct quarterly employee meetings.
- b) Conduct internal employee training.



Performance Measurements

	FY16	FY17 Target
Number of attendees at town hall meeting	75	75
Percent of town hall meeting attendees rating the overall quality of the event as good or excellent	80%	75%
Complete articles for the City newsletter highlighting Carlton citizen boards and commissions.	6	8
Percent of employees receiving in-house customer training	100%	100%
Number of city-wide employee meetings including a training component	4	4

Department Accomplishments in FY16

- Implement Council goals.
- Assist with and monitor department goals and projects.
- Implement FY16 CIP projects.
- Distinguished Budget Presentation Award by GFOA for the 2016 City Budget.
- Continued the Carlton Performance Management Initiative

Expenditures

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Personnel Services	121,033	45,056	43,570	43,529	63,679	63,679	63,679
Material and Services	146,813	118,278	46,250	36,540	46,900	46,900	46,900
Capital Outlay	11,337	0	0	1,000	0	0	0
Debt Service	0	0	0	0	0	0	0
Transfers	196,585	143,732	100,000	100,000	50,000	50,000	50,000
Total	\$475,768	\$307,066	\$189,820	\$181,069	\$160,579	\$160,579	\$160,579

Expenditure Highlights

1. The FY17 Budget continues to make refinements to the budget document to improve financial and organizational transparency, accountability and effectiveness including:
 - 1) The FY15 and FY16 Budgets made organizational changes within the Administration Department and separated multiple departments; (1) Administration; (2) Finance 3) Planning/Land Use, and; (4) Municipal Court to improve transparency and accountability.
2. The FY17 Budget includes funds in professional services for the General Fund's share to continue the Carlton Performance Management Initiative.



3. The FY17 Budget provides for the following transfers.

- 1) Capital Improvement Fund: City Hall Building Project – This is a \$25,000 transfer to the CIF in FY17 to reserve for the future City Hall replacement project.
- 2) Capital Improvement Fund: Parks Reserve - This is a \$25,000 transfer to the CIF for the skate park facility project.

Both of these transfers will be held until the final quarter of FY17 to ensure the City will continue to maintain its targeted reserves for the General Fund.

Staffing Information

	Wage Range	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
City Manager		.33	.33	.33	.33	.30	.30
Finance Director/City Recorder		.33	.33	.33	0		
Utility Billing/Municipal Court Clerk		.34	.34	.34	0		
Office Assistant		.17	.17	.17	0		
Technician		.25	.25	.25	0		
City Recorder						.15	.15
Total FTE's		1.42	1.42	1.42	.33	.45	.45

General Fund Requirements

Department: Administration

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
001-001-500000	Salary	77,964	81,580	32,850	31,598	31,598	39,490	39,490	39,490
001-001-504600	Unemployment	1,325	1,594	349	316	225	316	316	316
001-001-504700	Social Security	5,964	6,241	2,513	2,417	2,440	3,021	3,021	3,021
001-001-504800	Health Insurance	25,047	25,560	7,057	6,998	6,304	16,781	16,781	16,781
001-001-504900	Workers' Comp	349	1,143	324	299	299	215	215	215
001-001-505000	Retirement	8,246	4,916	1,963	1,942	2,663	3,856	3,856	3,856
Total Personal Services		\$118,895	\$121,033	\$45,056	\$43,570	\$43,529	\$63,679	\$63,679	\$63,679
Employee FTEs					0.45	0.33	0.45	0.45	0.45
Material and Services									
001-001-600200	Utilities - PGE	9,312	9,788						
001-001-600201	Communications	5,524	5,320						
001-001-600300	Sec. Cameras Mthly Fees	-61	0						
001-001-600400	City Property Maint.	1,052	629						
001-001-600401	Office Cleaning	4,590	4,434						
001-001-600402	Maint. on Rental Prop.	1,270	35						
001-001-600410	Refurbish Xmas Decor.	46	266	0	0	215	250	250	250
001-001-600420	Unemployment Service	200	0						
001-001-600450	Garbage Service	2,546	2,574						
001-001-600500	IT Services	2,830	5,921	762	2,000	200	1,000	1,000	1,000
001-001-600560	Codification of Ord.	1,621	650						
001-001-600570	Urban Renewal Plan	0	437						
001-001-600600	Travel and Training	2,329	3,111	3,023	5,000	2,800	3,000	3,000	3,000
001-001-600650	Mayor/Council Expen.	3,313	3,411	3,504	7,500	6,000	7,500	7,500	7,500
001-001-600655	Employee Incentives	600	0	2,372					
001-001-600700	Dues and Subscriptions	3,485	4,161	3,490	3,500	3,400	3,500	3,500	3,500
001-001-600800	Attorney Fees	23,176	14,447	23,143	2,500	10,000	10,000	10,000	10,000
001-001-600850	Audit	5,312	5,498						
001-001-600880	Salary Survey	1,023	0	0	0	0	1,000	1,000	1,000
001-001-600900	Engineer Fees	21,105	16,649	11,089					
001-001-601100	Advertising/Notices	2,295	2,717	820	0	150	150	150	150
001-001-601700	Insurance	8,423	7,819	100	0	200	200	200	200
001-001-608000	Office Supplies	4,819	3,429	1,442	1,250	700	1,000	1,000	1,000
001-001-608050	Vehicle Expense	27	3,153	338	500	150	300	300	300
001-001-608100	Miscellaneous	5,820	-8,056						
001-001-608150	Merchant Bank Fees	3,548	3,809						
001-001-608200	Fire Protection - Dam	35							

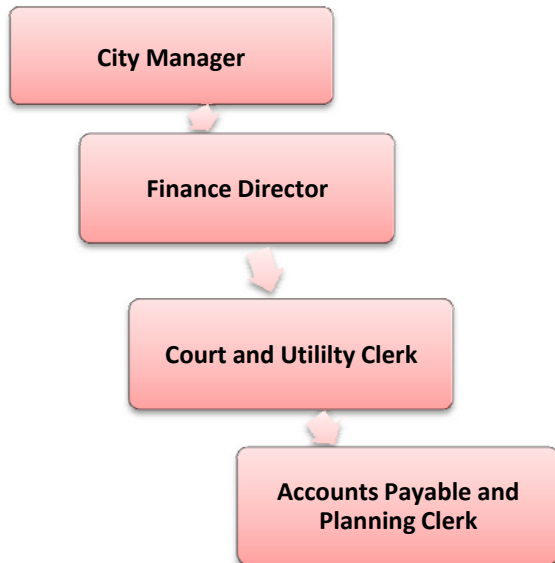
General Fund Requirements

Department: Administration

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
	Material and Services	2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
001-001-608300	Bail Refund/Court Cost	4,274	4,355						
001-001-608500	Land Use/Planning	15,787	17,550	40,454					
001-001-608600	Y C Mediators - Donation	600							
001-001-608601	Professional Services	1,445	439	6,161	12,500	5,000	7,500	7,500	7,500
001-001-608630	Yamhill Basin Council	300							
001-001-608650	Comp. Software Upgrade	2,951	8,118						
001-001-608675	Copier Expense		2,583						
001-001-608680	Community Outreach	140	1,180	3,499	3,500	3,725	4,000	4,000	4,000
001-001-608750	Parking Lot Maintenance	225	325						
001-001-608799	Tourism Promotion	1,872	16,717						
001-001-608800	Taxes on Rental Property	3,689	4,345						
001-001-608801	Comm. Grant Program			18,081	8,000	4,000	7,500	7,500	7,500
001-001-608900	Marketing Coop		999						
Total Material and Services		\$145,523	\$146,813	\$118,278	\$46,250	\$36,540	\$46,900	\$46,900	\$46,900
							1.41%	1.41%	1.41%
Capital Outlay									
001-001-620100	Office Equipment	4,503	1,478	0	0	1,000			
001-001-630000	Capital Purchase-Pine St.		9,859						
Total Capital Outlay		\$4,503	\$11,337	\$0	\$0	\$1,000	\$0	\$0	\$0
Debt Service									
001-001-620510	Wells Fargo - Principal	11,148							
001-001-620520	Wells Fargo - Interest	6,370							
001-001-620530	Umpqua Bank - Principal	4,186							
001-001-620540	Umpqua Bank - Interest	7,881							
001-001-620580	Fire Hall	136,163							
001-001-620590	Fire Hall Interest	7,425							
Total Debt Service		\$173,173	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfers									
001-001-630500	V/E Rep'mt Fund	2,000	7,000						
001-001-630560	Debt Service Fund		29,585						
001-001-630520	CIF - City Hall Reserve	30,000	50,000	10,000	50,000	50,000	25,000	25,000	25,000
001-001-630510	CIF - Park Reserve		75,000	85,000	50,000	50,000	25,000	25,000	25,000
001-001-630515	CIF - Pedestrian Imp'mts		25,000	25,000					
001-001-630525	CIF - Entrance Signs		10,000	10,000					
001-001-630550	Tourism Fund			13,732					
001-001-630540	Reserve Fund - Park Reserv	22,046							
Total Transfers		\$54,046	\$196,585	\$143,732	\$100,000	\$100,000	\$50,000	\$50,000	\$50,000
Total Requirements - Administration		\$496,140	\$475,768	\$307,066	\$189,820	\$181,069	\$160,579	\$160,579	\$160,579



**General Fund
Finance Department**



Department Description

The Finance Department provides fiscal management and a high level of customer service support to the City Manager, Mayor, City Council, other City departments and citizens. This department maintains the City’s financial records in conformity with Generally Accepted Accounting Principles (GAAP) as published by the Governmental Accounting Standards Board (GASB) and state and federal laws.

This year the City of Carlton received the “Distinguished Budget Presentation Award” from the Government Finance Officers Association (GFOA). The department performs multiple activities and its principle functions are finance and customer service. Some of these activities include payroll, accounts payable and receivable, purchasing, business licensing, utility billing, transient room tax administration, fixed-asset records, internal financial control and the administration of state and federal funds.

The Finance department continues its community engagement efforts including the e-newsletter, annual report, expanded website, on-line bill pay, City business postings at City Hall and Nextdoor.

This department includes the Finance Director, Court and Utility Clerk, and Accounts Payable and Planning Clerk.



Department Mission

“Providing the highest quality services in a fiscally responsible manner, while providing timely, accurate, clear and complete information to provide superior support to Carlton citizens, City departments and all customer contacts” in support of City Goals 4, 5, and 6.

The office will be known for:

- Delivering quality services efficiently and effectively
- Displaying a spirit of excellence, integrity, and dedication
- Serving as the “Go-To” group for critical decision making needs
- Develop and maintain auditing standards for the City

Strategies - FY16

City Goal 4 – Support a strong economic base.

The office will employ one strategy in support of Goal 4:

1. Improve the efficiency of the City’s zoning activities

The office will undertake three initiatives to implement this strategy:

- a) Specific land use training for staff
- b) Network with local planning agencies
- c) Create updated survey to customers

City Goal 5 - Engage residents and business owners in governance.

The office will employ two strategies in support of Goal 5:

1. Increase participation opportunities for Carlton residents
2. Increase City communication to residents

The office will undertake three initiatives, not listed above, to support these strategies:

- a) Continue to update and populate the new website with relevant material
- b) Create an email list of residents
- c) Predevelopment for a mobile city app



City Goal 6 - Provide City services that are effective and efficient.

The office will employ two strategies in support of Goal 6:

1. Improve the City’s ability to address customer service issues
2. Continue to produce accurate financial reports

The office will undertake three initiatives to support these strategies:

- a) Expand the number of resources available on-line
- b) Develop internal control auditing procedures
- c) Governmental accounting training for staff

Performance Measurements

	FY16	FY17 Target
Percent of new accounts receiving an information packet	100%	100%
Percent of new residents receiving a welcome packet within six months of arrival	100%	100%
Percent of citizen questions address in the City e-newsletter	100%	50%
Percent of positions with fully trained staff back-up	100%	60%
Percent of developers expressing satisfaction with zoning procedures	In Progress	75%
Percent increase in City business conducted on line	16%	25%

Department Accomplishments in FY16

- All staff has attended at least one significant training session and/or conference.
- Implementation of “Nextdoor” - neighborhood involved messaging.
- Implementation of Welcome Bag for all new residents.
- Assisted with the implementation of the Council Goals.
- Successful launch and implementation of Online Bill Pay.
- Continued to reduce delinquent utility accounts.
- Fire proof safes purchased for archival project.
- Optical Character Reader (OCR) purchased to scan adobe documents that provides searching capabilities.
- Community bulletin board installed on the exterior of city hall for citizens.
- Safety tint installed on all windows of city hall.
- Provided monthly financial updates to other departments.
- Received a qualified audit opinion.



Expenditures

	Actual FY14	Actual FY15	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Personnel Services	0	79,535	38,155	41,330	41,330	41,330
Material and Services	0	126,687	75,235	89,700	89,700	89,700
Capital Outlay	0	643	5,426	10,500	10,500	10,500
Transfers	0	31,585	31,315	31,063	31,063	31,063
Contingency	0	0	0	124,061	124,061	124,061
Total	\$0	\$238,450	\$150,131	\$296,654	\$296,654	\$296,654

Expenditure Highlights

1. The FY17 Budget includes inter-fund transfers from the Water, Sewer and Street Funds as their contributions to the General Fund for shared internal service costs.
2. The department continues to manage the General Fund’s debt service payments.
3. The Springbrook software line item funds the City’s financial records to be backed-up to a “Cloud Services” function offered by Springbrook.
4. The department includes funds for an online bill pay feature on the website.
5. The department budget provides for three capital outlays:
 - a. Telephone System
 - b. IVR (Interactive Voice Response) call out system
 - c. Website development
6. The department budget provides for one transfer:
 - Debt Service Fund – This transfers \$31,063 to the Debt Service Fund for the General Fund’s debt service requirements for the rental properties.
7. The department budget maintains the General Fund’s contingency. These funds cannot be spent except by Council resolution.

Staffing Information

	Wage Range	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
Finance Director	31		.34	.30	.30
Court and Utility Billing Clerk	14		.34	.15	.30
Accounts Payable and Planning Clerk	11		.17	.20	.30
Total FTE’s		0	0.85	0.65	0.90

General Fund Requirements

Department: Finance Department

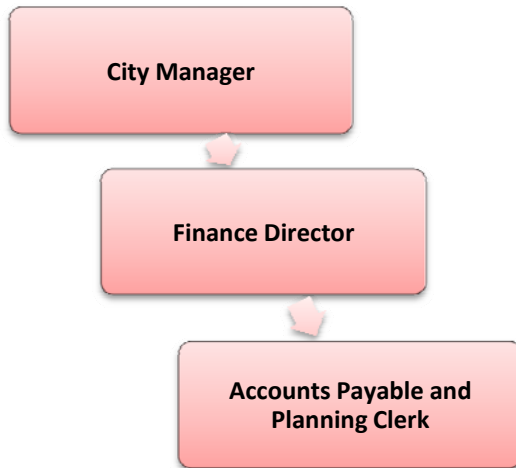
		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
001-002-500000	Salary	0	0	55,999	22,607	22,600	25,752	25,752	25,752
001-002-504600	Unemployment	0	0	681	226	226	206	206	206
001-002-504700	Social Security	0	0	4,284	1,729	1,729	1,970	1,970	1,970
001-002-504800	Health Insurance	0	0	16,032	11,629	11,600	11,676	11,676	11,676
001-002-504900	Workers' Comp	0	0	598	594	700	125	125	125
001-002-505000	Retirement	0	0	1,941	1,390	1,300	1,601	1,601	1,601
Total Personal Services		\$0	\$0	\$79,535	\$38,175	\$38,155	\$41,330	\$41,330	\$41,330
Employee FTEs					1.1	1.1	1.1	1.1	1.1
Material and Services									
001-002-600200	Utilities - PGE	0	0	9,403	7,500	5,000	6,000	6,000	6,000
001-002-600201	Telecommunications	0	0	6,166	5,500	4,500	6,300	6,300	6,300
001-002-600400	City Property Maint.	0	0	785	2,000	2,000	2,200	2,200	2,200
001-002-600401	Office Cleaning	0	0	1,262	4,000	1,750	2,100	2,100	2,100
001-002-600402	Maint. on Rental Property	0	0	4,220	3,500	4,500	4,200	4,200	4,200
001-002-600450	Garbage Service	0	0	1,537	3,500	1,000	2,000	2,000	2,000
001-002-600500	IT Services	0	0	8,910	4,500	7,000	7,000	7,000	7,000
001-002-600550	Billing Costs	0	0	305	0	250	200	200	200
001-002-600560	Codification of Ord.	0	0	1,892	2,000	2,500	2,500	2,500	2,500
001-002-600600	Travel and Training	0	0	2,429	3,000	2,000	5,000	5,000	5,000
001-002-600700	Dues and Subscriptions	0	0	1,365	1,500	1,500	1,500	1,500	1,500
001-002-600800	Attorney Fees	0	0	2,285	2,000	1,500	1,800	1,800	1,800
001-002-600850	Audit	0	0	5,008	5,700	10,000	8,000	8,000	8,000
001-002-601100	Advertising & Notices	0	0	1,762	3,000	600	1,000	1,000	1,000
001-002-601700	Insurance	0	0	15,220	14,000	11,000	12,500	12,500	12,500
001-002-608000	Office Supplies	0	0	7,101	8,000	7,000	8,000	8,000	8,000
001-002-608050	Vehicle Maint. / Fuel	0	0	1,472	2,000	1,500	2,000	2,000	2,000
001-002-608150	Merchant Bank Fees	0	0	2,670	5,500	3,500	4,500	4,500	4,500
001-002-608300	Bail Refund/Court Cost	0	0	6,466	5,000				
001-002-608601	Professional Services	0	0	38,883	1,000	1,000	1,500	1,500	1,500
001-002-608650	Springbrook Software	0	0	220	3,500	0	3,500	3,500	3,500
001-002-608675	Copier	0	0	3,404	4,000	3,000	3,500	3,500	3,500
001-002-608800	Taxes on Rental Property	0	0	3,922	4,000	4,135	4,400	4,400	4,400
Total Material and Services		\$0	\$0	\$126,687	\$94,700	\$75,235	\$89,700	\$89,700	\$89,700
							-5.28%	-5.28%	-5.28%
Capital Outlay									
001-002-620200	Website Upgrade				825	0	1,500	1,500	1,500
001-002-620300	Lighting Upgrade			643	0	0	0	0	0
001-002-620300	Springbrk, IVR Upgrade				0	0	6,000	6,000	6,000
001-002-620100	Telephone System				0	0	3,000	3,000	3,000
001-002-620100	Computer Server (2)				3,630	3,561			
001-002-620100	OCR Reader				495	350			
001-002-620100	Fireproof Cabinets (2)				1,320	789			
001-002-620100	Digital Camera				396	396			
001-002-620100	Community Bulletin Bd.				330	330			
Total Capital Outlay		\$0	\$0	\$643	\$6,996	\$5,426	\$10,500	\$10,500	\$10,500

General Fund Requirements

Department: Finance Department

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Transfers									
001-002-630500	V/E Rep'mt Fund			2,000					
001-002-630560	Debt Service Fund			29,585	29,584	31,315	31,063	31,063	31,063
Total Transfers		\$0	\$0	\$31,585	\$29,584	\$31,315	\$31,063	\$31,063	\$31,063
Contingency/Unappropriated									
001-002-640000	Contingency				37,098	0	124,061	124,061	124,061
001-002-800000	Unapprop. Fund Balance								
Total Contingency/Unappropriated		\$0	\$0	\$0	\$37,098	\$0	\$124,061	\$124,061	\$124,061
Total Requirements - Finance Department		\$0	\$0	\$238,450	\$206,553	\$150,131	\$296,654	\$296,654	\$296,654

**General Fund
Planning Department**



Department Description

The Planning Department is responsible for all current and long-range planning activities in the City, coordinating economic development activities and programs and code enforcement. All these activities are and will continue to be effectively accomplished with minimal staffing. Assisting customers with routine counter questions, developing and implementing long range plans, meeting with developers and providing the public with information and opportunities to be involved in a meaningful way are all priorities for the department.

Department Mission

The Planning Department will effectively carry out its responsibilities with minimal staffing or contracted services. Assisting customers with routine counter questions, developing and implementing long range plans, meeting with developers and providing the public with information and opportunities to be involved in a meaningful way are all priorities for the department. The Planning Department achieves its mission of providing effective, efficient land use, zoning, development and enforcement services while promoting, wherever possible, Carlton as a great place to live and do business in support of Council interim Goal 4.

The Planning Department is responsible for:

- All current and long-range planning activities in the City
- Coordinating economic development activities and programs
- Code enforcement



Strategies - FY17

Goal 4: Support a strong economic base

Carlton City government will provide effective, efficient land use, zoning, development services and enforcement services while promoting, wherever possible, Carlton as a great place to live and do business.

In support of Goal 4, the department will employ three strategies:

1. Improve the City’s Public Works Design Standards.
2. Improve Carlton’s business satisfaction percentage.
3. Investigate a Historical Preservation Program.

The department will undertake five initiatives to support these strategies:

- a) Perform a review of the Carlton Development Code.
- b) Perform a review of the Carlton Public Works Design Standards.
- c) City Planner and staff complete a review of City land use applications, processes and fees to improve efficiencies.
- d) City Planner and staff will investigate a Historical Preservation Program for Carlton and provide a recommendation to the Mayor and City Council.
- e) Create an updated satisfaction survey.

Performance Measurements

	FY16	FY17 Target
Number of days to process land use application (Work in Progress)	2	2
Percent of land use applicants somewhat or very satisfied with the process	75	In Progress

Department Accomplishments in FY16

This department was created in FY16 to improve Carlton’s planning, land use and economic development transparency and accountability. Previously, department activities were included with the Administration or Finance departments.

- Specific planning and land use training with planning staff
- Informational planning packets created for citizens
- Performance target met with a 48 hour turnaround time for plans
- Developed planning resource book and materials



Expenditures

	Actual FY14	Actual FY15	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Personnel Services	0	0	5,247	13,642	13,642	13,642
Material and Services	0	0	45,100	51,700	51,700	51,700
Capital Outlay	0	0	0	0	0	0
Transfers	0	0	0	0	0	0
Contingency	0	0	0	0	0	0
Total	\$0	\$0	\$50,347	\$65,342	\$65,342	\$65,342

Expenditure Highlights – FY17

1. This General Fund department delineates expenses related specifically to planning, land use, building and some economic development activities. The budget allocates time for the Planning Clerk, City Planner (a contract position) and professional services for the City Engineer to assist with the processing of land use applications and construction activities.
2. Investigate a Historical Preservation Initiative for the City of Carlton and make a recommendation to the City Council.

Staffing Information

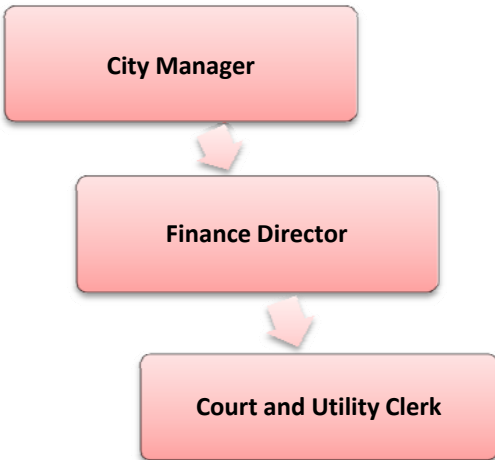
	Wage Range	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
Accounts Payable and Planning Clerk				.15	.20
Total FTE's				.15	.20

General Fund Requirements

Department: Planning

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
001-003-500000	Salary	0	0	0	4,544	4,544	7,086	7,086	7,086
001-003-504600	Unemployment	0	0	0	45	45	57	57	57
001-003-504700	Social Security	0	0	0	348	348	542	542	542
001-003-504800	Health Insurance	0	0	0	1,335	0	5,581	5,581	5,581
001-003-504900	Workers' Comp	0	0	0	15	15	41	41	41
001-003-505000	Retirement	0	0	0	295	295	335	335	335
Total Personal Services		\$0	\$0	\$0	\$6,582	\$5,247	\$13,642	\$13,642	\$13,642
Employee FTEs					0.15	0.15	0.15	0.15	0.15
Material and Services									
001-003-600600	Travel and Training	0	0	0	250	100	200	200	200
001-003-608601	Professional Services	0	0	0	15,000	20,000	20,000	20,000	20,000
001-003-608675	Copier Expense	0	0	0	250				
001-003-600800	Attorney Fees	0	0	0	2,000	1,500	2,500	2,500	2,500
001-003-600900	Engineer Fees	0	0	0	5,000	22,000	20,000	20,000	20,000
001-003-600500	IT Services	0	0	0	200				
001-003-600505	Planning Commission	0	0	0	250	100	100	100	100
001-003-600700	Dues and Subscriptions	0	0	0	250	100	100	100	100
001-003-601100	Advertising and Legal	0	0	0	250	1,200	1,200	1,200	1,200
001-003-608000	Office Supplies	0	0	0	100	100	100	100	100
001-003-608050	Vehicle Maintenance	0	0	0	100				
001-003-608700	Historic Preservation	0	0	0	0	0	7,500	7,500	7,500
Total Material and Services		\$0	\$0	\$0	\$23,650	\$45,100	\$51,700	\$51,700	\$51,700
							118.60%	118.60%	118.60%
Capital Outlay									
Total Capital Outlay		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Requirements - Planning		\$0	\$0	\$0	\$30,232	\$50,347	\$65,342	\$65,342	\$65,342

General Fund
Municipal Court Department



Department Description

The Carlton Municipal Court consists of the Municipal Court Judge and the Court Clerk. The Municipal Court responds to questions about the court schedule, fine or bail amounts and other administrative matters; but, cannot give legal advice. This office administers the court proceedings and docketing, coordinates court matters with the Defendant, Judge, Finance Department, Police Department, Department of Motor Vehicles, and other criminal justice and state agencies; and files all cases referred to the court, collecting and reporting fines and assessments, monitoring payment agreements, verification of “fix-it” tickets, coordination of traffic school and scheduling court trials.

Department Mission

The Carlton Municipal Court is the judicial branch of the City Government. Its mission is to provide a fair and impartial local forum for the resolution of minor traffic violations, City code violations, general violations and parking citations. The department supports Goal 2 and Goal 6.

The Carlton Municipal Court is responsible for:

- Collection and processing of court appearance and fines
- Verification and processing of “fix-it” tickets and traffic school
- Administration of fees owed to other state agencies



Strategies - FY17

Goal 2: Ensure a safe environment for citizens and businesses

Carlton City government will quickly respond to law enforcement requests, assure laws under its jurisdiction are observed and meet professional standards of Oregon law enforcement.

The department will implement one strategies to support Goal 2:

1. Continue to develop a judicial system that meets LEADS (Law Enforcement Data System) and the State of Oregon requirements.

The department will undertake one initiative to support these strategies:

- a) Create Amnesty program for uncollectable debt. This program is a “one time” programs where delinquent accounts are provided incentives to repay their debt.

Goal 6: Provide City services that are effective and efficient

Carlton City government will provide services to its citizens that are professional, courteous, ethical and efficient.

The department will implement two strategies to support Goal 6:

1. Continue file purging processes to meet retention time-frames, recording necessary information for auditing purposes.
2. Implement online court payment options.

The department will undertake two initiatives to support these strategies:

- a) Public notification of new processes.
- b) Continued education and training of law enforcement data system.

Performance Measurements

	FY16	FY17 Target
Reduction of accounts receivable court fines per month	10%	10%

Department Accomplishments in FY16

The Municipal Court has previously been a part of Finance Department which included all court activities. The FY17 Budget continues these activities to improve transparency, accountability and reporting of revenues and expenses.



Expenditures

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Personnel Services	0	0	32,572	32,500	27,835	27,835	27,835
Material and Services	0	0	2,000	2,000	9,600	9,600	9,600
Capital Outlay	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0
Total	\$0	\$0	\$34,572	\$40,610	\$37,435	\$37,435	\$37,435

Expenditure Highlights

1. The budget allocates time for the Court Clerk and Municipal Court Judge. Carlton administers the Judge’s pay on behalf of other courts that he represents.

Staffing Information

	Wage Range	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
Court and Utility Clerk				.20	.20
Municipal Court Judge	N/A				
Total FTE’s				.20	.20

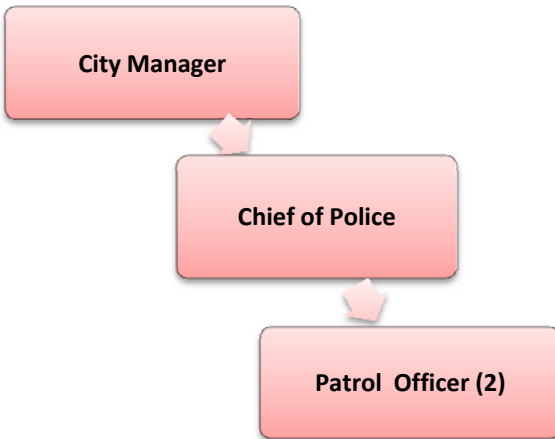
General Fund Requirements

Department: Municipal Court

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
001-005-500000	Salary	0	0	0	19,979	19,979	20,000	20,000	20,000
001-005-504600	Unemployment	0	0	0	200	200	160	160	160
001-005-504700	Social Security	0	0	0	1,528	1,400	1,530	1,530	1,530
001-005-504800	Health Insurance	0	0	0	9,502	9,500	5,582	5,582	5,582
001-005-504900	Workers' Comp	0	0	0	66	321	55	55	55
001-005-505000	Retirement	0	0	0	1,297	1,100	508	508	508
Total Personal Services		\$0	\$0	\$0	\$32,572	\$32,500	\$27,835	\$27,835	\$27,835
Employee FTEs					0.25	0.25	0.25	0.25	0.25
Material and Services									
001-005-600500	IT Services	0	0	0	250	100	100	100	100
001-005-600600	Travel and Training	0	0	0	400	0	400	400	400
001-005-600700	Dues and Subscriptions	0	0	0	200	100	150	150	150
001-005-600800	Attorney Fees	0	0	0	250	0	250	250	250
001-005-601100	Advertising & Notices	0	0	0	100	0	100	100	100
001-005-608000	Office Supplies	0	0	0	100	50	100	100	100
001-005-608601	Professional Services	0	0	0	500	1,360	1,500	1,500	1,500
001-005-608300	Court Cost	0	0	0	0	6,500	7,000	7,000	7,000
001-005-608675	Copier	0	0	0	100				
001-005-608050	Vehicle Maintenance	0	0	0	100				
Total Material and Services		\$0	\$0	\$0	\$2,000	\$8,110	\$9,600	\$9,600	\$9,600
							380.00%	380.00%	380.00%
Capital Outlay									
Total Capital Outlay		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Requirements - Municipal Court		\$0	\$0	\$0	\$34,572	\$40,610	\$37,435	\$37,435	\$37,435

**General Fund
Police Department**

Organizational Structure



Department Description

The Carlton Police Department has the responsibility of preserving the peace, responding to law enforcement service requests and protecting life and property within the City limits. When personnel are available they prevent and investigate criminal activity, apprehend suspects and violators, investigate traffic accidents, provide citations for municipal and zone code violations, conduct special investigations, crime analysis, training, and records and evidence management and storage.

The Carlton Police Department has long enjoyed numerous community partnerships with schools, businesses, allied agencies and citizen organizations. The Police Department also places a high level of importance on traffic safety with aggressive efforts towards education, DUI enforcement, accident prevention and investigation and recommendations on traffic control devices and vehicle abatement.

The City Council has adopted a “Community Policing” philosophy to ensure the department provides a safe community through a very professional department and by working in partnership with citizens of Carlton. Under Chief Martinez’s leadership, the department is one of the best departments in the State demonstrated by becoming and retaining its status as an accredited law enforcement agency and Christy Martinez’s award as the Governor’s Adult Volunteer of the year for her role in the department’s accreditation.

Department Mission

The mission of the Carlton Police Department is to ensure a safe environment for citizens and businesses in support of City of Carlton Goal 2.



Strategies - FY17

City Goal 2 - Ensure a safe environment for citizens and businesses

In support of this goal, the department employs four strategies:

1. Enforcing relevant criminal and traffic laws.
2. Providing, when called upon, community caretaking.
3. Engaging citizens and business owners in activities aimed at crime prevention.
4. Maintaining a positive presence in the community at-large.

The department will continue three initiatives in FY17 to support these strategies:

- a) Increase community policing.
- b) Increase the number of police partnerships with community groups.
- c) Adequately resource law enforcement.

Performance Measurements

	FY16	FY17 Target
Number of calls for service	2,080	
Average emergency response time		
officer on-duty	1 Minute	1 Minute
officer off-duty	20 Minutes	20 Minutes
Number of adult arrests		
violent crimes	11	
property crimes	3	
Number of traffic-related citations (including seat belt, cell phone, stop sign, crosswalk and driving without a license)	119	
Number of active police partnerships with community groups	27	30
Number of community policing related events	15	18

Department Accomplishments in FY16

- Officer Rob Anderson was promoted to Sergeant.
- Sergeant Rob Anderson was awarded the American Legion’s Western Region Law Enforcement of the Year which is comprised of the geographical area of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Department of Mexico and Department of Philippines. Sergeant Anderson will compete with four other winners from other regions for the National award. (Chief Martinez received this award the previous year making this two concurrent years that the Carlton Police Department has had an employee reach this level of recognition).



- National Night Out event-received Outstanding Participation National Award.
- New in-car computers and camera systems installed.
- Started “Lunch Pail” program with the elementary school (Police join students for lunch and recess).
- Received grant from ODOT for Seatbelt Safety Enhancement.
- Received grant from Spirit Mountain for digital speed sign to be purchased in FY17 with matching Capital Improvement funds.
- Continued Quarterly Public Presentations – Project IMPACT.
- Continued Child Identification Day.
- Continued National Night Out event.
- Night Court program re-started.
- Evidence room audit (100% accountability).

Expenditures

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Personnel Services	220,481	300,459	325,455	313,800	310,438	310,438	310,438
Material and Services	138,355	87,356	105,700	105,300	113,690	113,690	113,690
Capital Outlay	7,505	28,379	22,500	22,500	32,500	32,500	32,500
Total	\$366,341	\$416,194	\$453,655	\$441,600	\$456,628	\$456,628	\$456,628

Expenditure Highlights

1. Capital Improvement – \$10,000 is budgeted for two new reader board signs and to refurbish two speed trailers donated by Newberg-Dundee Police Department. The department received a \$5,000 grant from Spirit Mountain to enhance traffic and pedestrian safety with the purchase of two digital speed signs. The City will match the grant for the purchase.
2. Capital Improvement – \$22,500 for the second of three lease payments for the Tahoe police vehicle.

Staffing Information

	Wage Range	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
Police Chief	42	1	1	1	1	1
Police Sergeant				1	1	1
Police Officers	25	2	2	1	1	1
Volunteer (1)	N/A			1	1	1
Total FTE's		3	3	4	4	4

General Fund Requirements

Department: Police

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
001-004-500000	Salary	136,051	139,836	181,762	194,768	194,000	195,000	195,000	195,000
001-004-500001	Detective	2,000							
001-004-500005	Overtime	27		4,739	10,000	6,000	7,000	7,000	7,000
001-004-504600	Unemployment	2,313	2,486	2,015	1,948	1,900	1,585	1,585	1,585
001-004-504700	Social Security	10,410	10,702	14,267	14,900	14,900	15,153	15,153	15,153
001-004-504800	Health Insurance	53,559	46,532	74,501	74,197	70,000	66,145	66,145	66,145
001-004-504900	Workers' Comp	6,088	12,107	13,425	17,002	15,000	13,000	13,000	13,000
001-004-505000	Retirement	23,343	8,818	9,750	12,640	12,000	12,555	12,555	12,555
Total Personal Services		\$233,791	\$220,481	\$300,459	\$325,455	\$313,800	\$310,438	\$310,438	\$310,438
Employee FTEs					3	3	3	3	
Material and Services									
001-004-600200	Utilities-PGE	0	0	749	0	900	1,500	1,500	1,500
001-004-600201	Telecommunications	4,016	2,669	2,348	4,000	4,000	4,000	4,000	4,000
001-004-600350	Vehicle Repair	4,711	4,751	7,570	5,000	5,000	5,000	5,000	5,000
001-004-600500	IT Services	1,077	4,875	3,803	6,000	6,000	6,000	6,000	6,000
001-004-600600	Travel and Training	3,595	3,127	3,726	6,000	6,000	6,000	6,000	6,000
001-004-600801	Attorney Fees	930	1,105	55	2,000	2,000	2,000	2,000	2,000
001-004-600925	National Night Out	1,287	1,153	1,305	1,500	1,500	5,000	5,000	5,000
001-004-601000	Reserve Equipment	-1,073	0	0	2,000	1,000	2,000	2,000	2,000
001-004-601500	Gas, Oil	5,688	5,002	3,823	9,000	8,500	9,000	9,000	9,000
001-004-601800	Dispatch	22,164	23,189	23,144	26,500	26,500	28,090	28,090	28,090
001-004-601900	Uniforms Allowance	7,978	3,451	7,306	6,000	6,000	6,000	6,000	6,000
001-004-602000	Weapons/Ammunition	1,875	3,293	2,739	4,200	4,000	4,200	4,200	4,200
001-004-608000	Maintenance	1,133	26,873	4,127	4,000	4,000	4,000	4,000	4,000
001-004-608100	Office Supplies	9,818	6,927	8,528	6,000	6,000	6,000	6,000	6,000
001-004-608250	Mobile Data Computers	4,467	3,361	5,166	5,000	5,000	5,000	5,000	5,000
001-004-608300	Street Striping	0	3,128						
001-004-608500	Vehicle Lease	22,500	22,500						
001-004-608600	Professional Services	29,667	16,906	2,496	7,000	6,500	7,000	7,000	7,000
001-004-608675	Copier Expense	0	0	0	0	1,300	1,400	1,400	1,400
001-004-608700	Dues and Subscriptions	190	4,568	4,354	5,000	5,000	5,000	5,000	5,000
001-004-608800	Prevention	702	159	1,961	1,000	1,000	1,000	1,000	1,000
001-004-608850	Vehicle Paint/Decals	4,000			1,500	1,200	1,500	1,500	1,500
001-004-608900	Department Furniture	656			1,000	900	1,000	1,000	1,000
001-004-608950	WITP Grant Expense			2,079					
001-004-608960	Evidence Room/Records		498	423	1,000	1,000	1,000	1,000	1,000
001-004-608970	Vehicle Supplies		821	1,654	2,000	2,000	2,000	2,000	2,000
Total Material and Services		\$125,381	\$138,355	\$87,356	\$105,700	\$105,300	\$113,690	\$113,690	\$113,690
							7.56%	7.56%	7.56%

General Fund Requirements

Department: Police

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Capital Outlay									
001-004-620500	Computers		7,505	22,038					
001-004-620500	Rifle (1)			1,995					
001-004-620500	Tasers (3)			4,346					
001-004-620500	Digital Speed Sign						10,000	10,000	10,000
001-004-620530	Vehicle Lease Payment				22,500	22,500	22,500	22,500	22,500
Total Capital Outlay		\$0	\$7,505	\$28,379	\$22,500	\$22,500	\$32,500	\$32,500	\$32,500

Total Requirements - Police Department \$359,172 \$366,341 \$416,194 \$453,655 \$441,600 \$456,628 \$456,628 \$456,628

**General Fund
Parks Department**



Department Description

The Park Department is responsible for special projects and the care and maintenance of all City-owned property, including parks, green spaces, parking lots, right-of-ways, landscaped areas and other open space areas owned by the City. The City parks maintained by Public Works include:

- Upper Wennerberg Park
- Lower Wennerberg Park
- Hawn Creek Park

The Carlton community cherishes its parks and the City strives to provide the facilities and services it desires. The City is disadvantaged with a small department and only one seasonal worker. The department continues to rely on professional assistance to provide direction to its maintenance including a professional arborist and a professional landscape services company.

Department Mission

The Public Works Parks Department achieves its mission to “Enhance quality of life in Carlton by providing recreational opportunities and safe, well maintained parks” in support of City Goals 1, 2, 3, and 6.

The Carlton Public Works Department is responsible for:

- Maintaining playing fields and recreation facilities;
- Protecting and enhancing natural areas;
- Providing a wide variety of recreation opportunities for all age groups;
- Assuring safe, ADA compliant access to recreation areas;
- Providing waste stations for dog enthusiasts;
- Providing drinking fountains and bathrooms facilities; and
- Providing areas for memorializing flags, plaques, flowers, monuments.



Strategies – FY17

City Goal 1 – Provide high quality city-wide infrastructure services.

In support of this goal, the department employs one strategy:

1. Continue to replace infrastructure as needed.

The department will undertake three initiatives in FY17 in support of this strategy:

- a) Install walking path in upper Wennerberg Park around playground equipment to the proposed restroom facility on the west end of the pool.
- b) Install irrigation controller in Upper Wennerberg Park.
- c) Install new signage upper/ lower Wennerberg.

City Goal 2 – Ensure a safe environment for citizens and businesses.

In support of this goal, the department employs one strategy:

- 1) Replace/repair recreation structures and equipment before becoming hazardous.

The department will undertake three initiatives in FY17 in support of this strategy:

- a) Continue replacement of picnic tables with high quality units in both Upper and Lower Wennerberg Parks.
- b) Construct new restrooms in Upper Wennerberg attached to the west end of the pool house available to all park users.
- c) Expand walking path in Upper Wennerberg Park.

City Goal 3 – Provide diverse, well-utilized recreation opportunities.

In support of this goal, the department employs one strategy:

- 1) Assure staff coverage Monday through Friday with an on-call person for weekends.

The department will undertake three initiatives in FY17 in support of this strategy:

- a) Continue replacement of picnic tables with high quality units in both Upper and Lower Wennerberg Parks.
- b) Install walking path in upper Wennerberg Park around playground equipment to the proposed restroom facility on the west end of the pool.
- c) Install irrigation controller in Upper Wennerberg Park.



City Goal 6 – Provide City services that are effective and efficient.

In support of this goal, the department employs one strategy:

- 1) Assure equipment is suited for purpose.

The Department will undertake one initiative in FY17 in support of this strategy:

- a) Solicit volunteer help for surveying park users in frequency of use and activity participation.

Performance Measurements

	FY16	FY17 Target
Acres of parkland maintained	18.2	18.2
Operating expenditure per acre of parkland maintained	\$3,484	\$4,710
O.E./acre benchmark comparison using NRPA data	In Progress	In Progress
Percent of recreation/parks infrastructure rated in good condition	60%	75%
Number of different recreational opportunities offered	9	9
Annual park attendance (est.)		
• Permitted activities	5	5
• Casual use	10,950	10,950
Number of park volunteers	0	5
Number of volunteer hours	0	120
Acres of parkland/1,000 residents	140%	140%
Acres of parkland/1,000 benchmark comparison using NRPA data	In-Progress	In-Progress
Number of tree receiving maintenance	2%	2%
Trees maintained as a percent of trees needing maintenance	100%	100%
Number of complaints	In Progress	In Progress
Future measure(s) on customer perception of quality	88% of survey respondents rated parks as good or excellent	Next due FY18

Department Accomplishments in FY16

1. The department upgraded the play equipment in Upper Wennerberg Park.
2. The department upgraded the irrigation system in Lower Wennerberg Park.
3. The department constructed a new large day-use shelter in Lower Wennerberg Park.
4. The Citizens Skate Park Advisory Committee and designer, Spohn Ranch completed and presented to the City Council the final proposed skate park facility design.
5. The City completed an update to its Parks System Development Charges Methodology Report.



Expenditures

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Personnel Services	47,231	53,627	58,787	54,784	61,536	61,536	61,536
Material and Services	27,416	22,546	24,250	24,366	24,200	24,200	24,200
Capital Outlay	0	0	20,600	20,600	19,600	19,600	19,600
Transfers	0	0	5,380	5,380	0	0	0
Total	\$74,647	\$82,240	\$109,017	\$105,130	\$105,336	\$105,336	\$105,336

Expenditure Highlights

1. Hire one seasonal worker dedicated to parks maintenance.
2. Purchase three new high quality metal, powder coated picnic tables for the parks as the department continues to replace the old wooden tables.
3. Construct a new concrete pathway in Upper Wennerberg Park to connect park accessibility with the new bathrooms.
4. Purchase one new entrance sign for either Upper or Lower Wennerberg Park.
5. Install a new irrigation controller in Upper Wennerberg Park.

Staffing Information

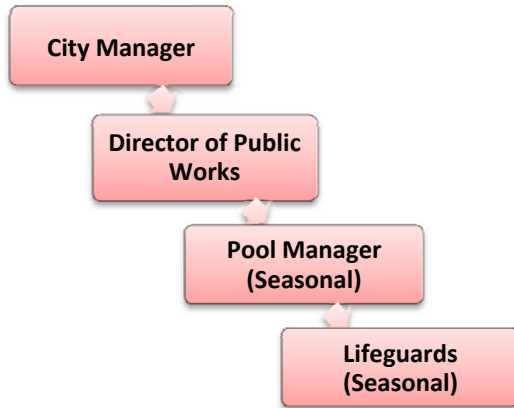
	Wage Range	Actual FY13	Actual FY14	Actual FY15	Adopted FY16	FY17
Parks Maintenance Worker	7	.33	.70	.60	.60	.60
Seasonal Parks Worker		.25	.25	.25	.25	.25
Total FTE's		0.58	0.95	0.85	0.85	0.85

General Fund Requirements

Department: Parks Department

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
001-006-500000	Salary	15,001	24,711	26,943	29,460	26,830	31,000	31,000	31,000
001-006-500001	Overtime		885	-885	0	500	500	500	500
001-006-500002	Seasonal Worker	2,020	3,224	7,836	8,818	6,500	7,000	7,000	7,000
001-006-504600	Unemployment	289	500	428	423	400	400	400	400
001-006-504700	Social Security	1,302	2,159	2,593	2,254	2,254	3,060	3,060	3,060
001-006-504800	Health Insurance	4,439	11,378	12,575	13,502	13,000	14,173	14,173	14,173
001-006-504900	Workers' Compensation	703	2,927	2,382	2,419	3,100	2,025	2,025	2,025
001-006-505000	Retirement	919	1,446	1,755	1,912	2,200	3,378	3,378	3,378
Total Personal Services		\$24,673	\$47,231	\$53,627	\$58,787	\$54,784	\$61,536	\$61,536	\$61,536
Employee FTEs		0.58	0.95	0.95	0.95	0.95	0.95	0.95	0.95
Material and Services									
001-006-600201	Wi-fi Upper Park	0	453	33					
001-006-600200	Utilites-PGE	0	0	1,277	0	2,121	2,200	2,200	2,200
001-006-600201	Communications	0	0	0	0	250	300	300	300
001-006-600450	Garbage Service	487	395	0	800	400	400	400	400
001-006-600500	IT Services		882	776	900	325	600	600	600
001-006-600600	Travel and Training		375	0	500	300	300	300	300
001-006-600800	Attorney			31	0	150	100	100	100
001-006-608000	Maintenance	13,505	15,575	11,440	6,000	7,728	4,000	4,000	4,000
001-006-608005	Small Tools		505	515	600	250	500	500	500
001-006-608100	Vehicle Fuel	2,112	1,280	872	1,000	797	800	800	800
001-006-608200	Vehicle Maintenance			6	0	1,415	500	500	500
001-006-608500	Tree Service/Arborist	4,600	6,150	5,500	5,000	6,000	6,000	6,000	6,000
001-006-608600	Materials/Supplies	6,852	888	1,133	8,000	4,000	5,000	5,000	5,000
001-006-608650	Power Equipment Main.	0	0	0	0	0	2,000	2,000	2,000
001-006-608700	Power Equipment Fuel		914	963	1,450	630	1,500	1,500	1,500
Total Material and Services		\$27,556	\$27,416	\$22,546	\$24,250	\$24,366	\$24,200	\$24,200	\$24,200
							-0.21%	-0.21%	-0.21%
Capital Outlay									
001-006-620500	New Equipment			6,067					
	Picnic Tables - 3				5,000	5,000	7,100	7,100	7,100
	New Path in Upper Park						10,000	10,000	10,000
	Park Sign						2,500	2,500	2,500
001-006-620700	Pool House Project					15,600			
001-006-620700	Ladd Fountain Refurbish				15,600				
Total Capital Outlay		\$0	\$0	\$6,067	\$20,600	\$20,600	\$19,600	\$19,600	\$19,600
Transfers									
001-006-630500	VERF - Zero Turn Mower				5,380	8,310			
Total Transfers		\$0	\$0	\$0	\$5,380	\$8,310	\$0	\$0	\$0
Total Requirements - Parks Department		\$52,229	\$74,647	\$82,240	\$109,017	\$108,060	\$105,336	\$105,336	\$105,336

General Fund
Pool Department



Department Description

The Carlton Municipal Pool has been open for decades and is the crown jewel of the community’s park and recreation system. It has continued to provide patrons with a quality aquatic experience as well as providing employment for area youth. A variety of programs are offered such as Teen Night, Swim Team, and Zumba, Lap Swim, National Night Out and more. The pool opens the first half of June after school lets out and closes after Labor Day.

The pool house is in the process of being upgraded do to the funding of a General Obligation Bond, City Reserves, and a portion of Private Donation. The New House will be upgraded to current ADA, & New Pool Building requirements this will provide a more space for conducting pool transactions, more locker room facilities, upgraded mechanical room, ADA access & storage.

Department Mission

The Public Works - Pool Department achieves its mission of “providing comprehensive pool programming that meets the needs of the community through highly accessible, enjoyable and varied opportunities for learning and recreation in a safe and cost effective manner” in support of City Goal 3.

To ensure safe pool recreation, the Carlton Public Works Department assures that:

- The pool is staffed with qualified life guards.
- Staff has access to the proper rescue equipment.
- Pool operation is ADA compliant.
- Water chemistry is appropriate.
- Facilities are proper working order.



Strategies - FY17

City Goal 3 - Provide diverse, well-utilized recreational opportunities.

In support of this goal, the department employs two strategies:

1. To provide a state of the art outdoor pool facility.
2. To provide a wide range of activities for pool patrons.

The Department will undertake two initiatives in FY17 in support of these strategies:

- a) Compliance with State Health Division requirements for staffing along with water quality monitoring in remote access to keep up to the minute information on water conditions through System Control and Data Acquisition SCADA technology.
- b) To have programs, events, activities available for people in all age categories and physical abilities including:
 - Aqua Zumba
 - Swim Lessons
 - Swim Club

Performance Measurements

	FY16	FY17 Target
Total number of attendees	Was not tracking at this time	In-Progress
Number of season pass holders	74	75
Numbers of programs offered	3	3
Number of swim lessons provided	Was not tracking at this time	In-Progress
Number of new swimmers certified	Was not tracking at this time	In-Progress
Total revenue from swimming attendees	\$17,500	\$20,000
Revenue per attendee	Was not tracking at this time	In-Progress
Operating and maintenance cost/attendee	\$11,928	\$16,700
Future measure(s) on customer perception of quality	73% of survey respondent rated the pool as good or excellent	Next due FY18

Department Accomplishments in FY16

In FY16, the City completed the design, fundraising and construction of a new pool house building and mechanical systems. This was a collaborative effort between the Mayor, City Council, staff, Citizens Pool Project Advisory Committee along with the support of the community. This project would not have been completed but for the community’s support of the General Obligation bond approved at the May 2015 ballot for \$975,000. This project’s financing was also supported by contributions from the Ford Family Foundation, City reserves and system development charges, Carlton Urban Renewal District, and a private fundraising campaign led by the Citizens Advisory Committee.



Expenditures

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Personnel Services	7,996	13,478	49,858	42,258	54,690	54,690	54,690
Material and Services	60,763	56,003	16,250	11,928	16,700	16,700	16,700
Capital Outlay	8,503	0	0	0	2,000	2,000	2,000
Transfers	0	0	0	0	0	0	0
Total	\$77,261	\$69,481	\$66,108	\$54,186	\$73,390	\$73,390	\$73,390

Expenditure Highlights

1. The City will continue to hire and administer the seasonal Pool Manager position.
2. The City will hire and administer all lifeguard positions.
3. The new pool house and mechanical systems will require orientation by City staff and pool staff and its operation is unknown at this time.
4. The department will purchase one new picnic table and umbrella for the pool.

Staffing Information

	Wage Range	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
Pool Manager (Seasonal)	\$16/Hr.	.25	.25	.25	.38	.38
Lifeguards (Contracted)	N/A				2.00	2.00
Total FTE's		.25	.25	.25	2.38	2.38

General Fund Requirements

Department: Pool

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
001-007-500000	Salary	5,000	7,300	11,876	45,750	37,558	47,800	47,800	47,800
001-007-504600	Unemployment	85	126	129	458	300	478	478	478
001-007-504700	Social Security	383	558	908	3,500	3,000	3,657	3,657	3,657
001-007-504900	Workers' Compensation	5	11	565	151	1,400	2,755	2,755	2,755
Total Personal Services		\$5,473	\$7,996	\$13,478	\$49,858	\$42,258	\$54,690	\$54,690	\$54,690
Employee FTEs					2.38	2.38	2.38	2.38	2.38
Material and Services									
001-007-600201	Communications			35		228	250	250	250
001-007-600400	Supplies		257	989		100	500	500	500
001-007-600500	IT Services		147	113	150		150	150	150
001-007-600800	Attorney			217			300	300	300
001-007-600900	Heating Fuel	4,934	4,804	6,348	6,000	3,000	5,000	5,000	5,000
001-007-608000	Maintenance	10,507	5,881	6,478	5,600	5,600	5,000	5,000	5,000
001-007-608100	Chemicals	6,233	4,625	5,605	4,500	2,000	5,000	5,000	5,000
001-007-608200	Vehicle Expense			248		1,000	500	500	500
001-007-609000	Professional Services	35,162	45,049	35,970					
Total Material and Services		\$56,836	\$60,763	\$56,003	\$16,250	\$11,928	\$16,700	\$16,700	\$16,700
							2.77%	2.77%	2.77%
Capital Outlay									
001-007-620500	Equipment	5,287	8,503						
	Picnic Table - 1						2,000	2,000	2,000
Total Capital Outlay		\$5,287	\$8,503	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000
Transfers									
001-007-630580	Pool Reserve	20,000							
Total Transfers		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Requirements - Pool Department		\$87,596	\$77,261	\$69,481	\$66,108	\$54,186	\$73,390	\$73,390	\$73,390

General Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	552,019	564,044	429,883	150,138	293,719	276,889	276,889	276,889
Revenues	1,007,162	859,857	947,972	911,525	979,878	889,180	889,180	889,180
Transfers	0	0	29,295	29,295	29,295	29,295	29,295	29,295
Total Resources	\$1,559,181	\$1,423,901	\$1,407,150	\$1,090,958	\$1,302,892	\$1,195,364	\$1,195,364	\$1,195,364

Requirements	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personal Services	382,832	396,741	492,155	555,000	530,273	573,150	573,150	573,150
Material and Services	355,296	373,347	410,870	312,800	306,579	352,490	352,490	352,490
Capital Outlay	9,790	27,344	35,089	50,096	49,526	64,600	64,600	64,600
Transfers	74,046	196,585	175,317	134,964	139,625	81,063	81,063	81,063
Debt Service	173,173	0	0	0	0	0	0	0
Cont./Unapprop.	0	0	0	37,098	0	124,061	124,061	124,061
Total Requirements	\$995,137	\$994,017	\$1,113,431	\$1,089,958	\$1,026,003	\$1,195,364	\$1,195,364	\$1,195,364
Over/Under (+/-)	564,044	429,884	293,719	1,000	276,889	0	0	0
Ending Fund Balance	\$564,044	\$429,884	\$293,719	\$1,000	\$276,889	\$0	\$0	\$0



Fiscal Year 2017 Annual Budget

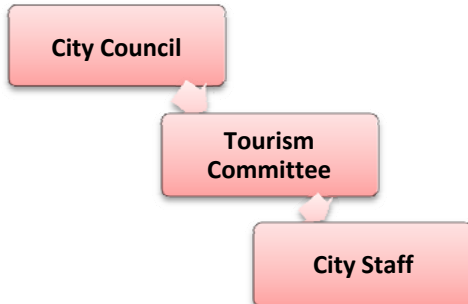


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**Fiscal Year 2016-17
Annual Budget
Tourism Fund**

Tourism Fund



Department Description

The Tourism Committee is an advisory public body to the Carlton City Council as provided for in laws of the State of Oregon and the ordinances and resolutions of the City of Carlton. The Tourism Committee has the authority to:

1. Adopt rules for the appointment of officers and the frequency/conduct of meetings.
2. Develop a proposed budget using estimated Transient Room Tax (TRT) resources.
3. Develop a long-range plan that promotes tourism through the use TRT and other revenues.
4. Recommend programs including contracted services or staffing for which the use of TRT revenues would be appropriate.
5. Coordinate with City staff on tourism issues.

The Tourism Committee began meeting in the spring of 2013 and has quickly organized and targeted its limited funds promoting Carlton as a travel destination, promoting its local events and creating a social media presence through its social media campaign.

Fund Mission

Promote tourism and business in Carlton, the wine capital of Oregon.

Fund Vision Statement

Ensure Carlton is the number one destination for food and wine adventure in Oregon.

Accomplishments in FY16

- Entice events and activities to Carlton by promoting facilities and opportunities within the City.
- Maintain a visible presence within the region throughout the year.
- Maintain and enhance online presence with social media, new media such as Facebook, Twitter, Pinterest, etc and support website.
- Enhance, explore and encourage earned media opportunities (public relations efforts) via print, online, social and electronic media.
- Partner with regional food, wine and adventure showcases such as the James Beard Public Market, NW Food & Wine Festival and others.



- Seek local and regional partnerships to leverage marketing reach (i.e. urban renewal agency, Travel Portland, Travel Oregon and localized partners such as neighboring cities).
- The Tourism was a member of Travel Portland.

Fund Resources and Requirements

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Resources							
Beginning Fund Balance	0	0	2,357	6,081	9,820	9,820	9,820
Total Revenues	0	26,359	22,600	20,175	19,075	19,075	19,075
Transfers	0	13,732	0	0	0	0	0
Total Resources Available	0	\$40,091	\$24,957	\$26,256	\$28,895	\$28,895	\$28,895
Requirements							
Material and Services	0	34,010	24,957	16,436	28,895	28,895	28,895
Ending Fund Balance	\$0	\$6,081	0	\$9,820	\$0	\$0	\$0

Revenue Assumptions

These activities are funded through the Transient Room Tax commonly known as hotel/motel or lodging tax. The tax is seven percent of the nightly rate charged for lodging and is collected by lodging establishments within the City limits. TRT revenues are projected to be approximately \$27,000 during FY17 and the Tourism Fund retains 70% (\$18,900) of these monies and 30% (\$8,100) is allocated to the General Fund. The FY17 Budget does not include the Marketing Coop Program, previously used to leverage local contributions from area businesses or individuals. In the past, these funds were used to expand the marketing of Carlton as a “travel destination”. If the Committee decides to pursue this program, it will probably require a supplemental budget to appropriate such expenditures.

Expenditure Highlights

- The budget provides \$17,140 for the Committee to finance marketing initiatives and campaigns.
- The Committee will discontinue its Community Grants Award program during the next budget cycle.
- The Committee is currently in the process of soliciting quotes to administer its social media program and its website.

Tourism Fund Revenues

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
005-000-400100	Beginning Fund Balance			0	2,357	6,081	9,820	9,820	9,820
Revenues									
005-000-400400	Interest			332	100	175	175	175	175
005-000-406300	Transient Room Tax (70%)			23,027	17,500	20,000	18,900	18,900	18,900
005-000-406400	Marketing Coop. Program			3,000	5,000	0	0	0	0
Revenues		0	0	26,359	22,600	20,175	19,075	19,075	19,075
Transfer: General Fund				13,732					
Total Revenues		\$0	\$0	\$40,091	\$22,600	\$20,175	\$19,075	\$19,075	\$19,075
Total Resources		\$0	\$0	\$40,091	\$24,957	\$26,256	\$28,895	\$28,895	\$28,895

Tourism Fund Requirements

Department: Tourism Committee

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Material and Services		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
005-500-600100	Marketing Expense			21,061	12,000	10,000	17,140	17,140	17,140
005-500-600150	Marketing Coop. Program			11,250	0	0	0	0	0
005-500-600200	Community Grant Awards				3,457	2,500	0	0	0
005-500-600250	Events			1,397	1,000	416	0	0	0
005-500-600300	Social Media Campaign				7,500	2,750	10,000	10,000	10,000
005-500-600350	Memberships				750	700	1,505	1,505	1,505
005-500-600450	Travel and Training			302	250	70	250	250	250
Total Material and Services		\$0	\$0	\$34,010	\$24,957	\$16,436	\$28,895	\$28,895	\$28,895
Total Requirements - Tourism		\$0	\$0	\$34,010	\$24,957	\$16,436	\$28,895	\$28,895	\$28,895

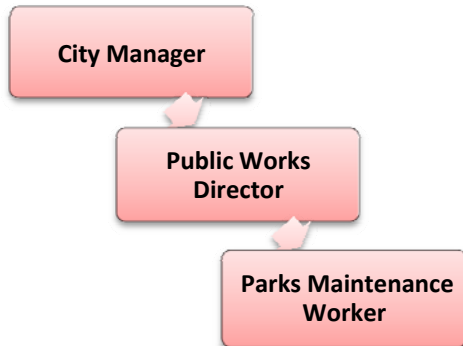
Tourism Fund Revenues and Requirements

Resources		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Beginning Fund Balance		0	0	0	2,357	6,081	9,820	9,820	9,820
Revenues		0	0	26,359	22,600	20,175	19,075	19,075	19,075
Transfers		0	0	13,732	0	0	0	0	0
Total Resources		\$0	\$0	\$40,091	\$24,957	\$26,256	\$28,895	\$28,895	\$28,895
Requirements									
Material and Services		0	0	34,010	24,957	16,436	28,895	28,895	28,895
Total Requirements		\$0	\$0	\$34,010	\$24,957	\$16,436	\$28,895	\$28,895	\$28,895
Over/Under (+/-)									
Ending Fund Balance		\$0	\$0	\$6,081	\$0	\$9,820	\$0	\$0	\$0



**Fiscal Year 2016-17
Annual Budget
Street Fund**

Street Fund



Fund Description

The Street Fund supports the City’s street utilities and is used to account for revenues and expenditures limited to a variety of highway and transportation purposes. The fund provides for the maintenance and repair of paved and unpaved streets, sidewalks and gutters, right-of-way care, mowing, street sweeping and the maintenance of the City’s traffic control and safety devices such as street signage, striping, and curb painting.

Fund Mission

The mission of the Street Fund is to construct, repair and maintain streets and roads within the City of Carlton using gasoline taxes remitted to the City by the State of Oregon. The Carlton Public Works Department achieves its mission of providing safe and adequate streets for travel in support of City Goals 1 and 6. The Carlton Public Works Department is responsible for:

- Maintaining City streets including biennial striping, filling potholes and applying gravel as needed;
- Sweeping , monthly, main roads and streets with curbing;
- Curbing dust on gravel streets in residential areas when needed;
- Maintaining street signs and upgrading when necessary, to meet state standards;
- Educating property owners’ regarding their responsibility for maintaining sidewalks;
- Seeking outside funding for repaving or new street construction.

Strategies FY17

City Goal 1 - Provide high quality city wide infrastructure services.

In support of this goal, the department employs five strategies:

1. Address hazardous conditions, first and foremost.
2. Conduct required operation and maintenance – street cleaning, oiling, striping, pot hole repair.
3. Aggressively pursue outside funding for larger, needed street repairs.
4. Provide 24 hours-a-day on-call coverage 365 days a year.
5. Adequately staff the unit to achieve its mission.



The department will undertake three initiatives in FY17 in support of these strategies:

- a) Intensify fundraising activities for major street repairs.
- b) Implement an ad hoc citizen advisory committee to investigate funding options for operating maintenance of City streets, stormwater and pedestrian facilities.
- c) Conduct one major street repair to correct a hazardous situation.

City Goal 6 - Provide City services that are effective and efficient.

In support of this goal, the department employs one strategy:

- 1) In all operations the department strives to apply best management practices.

The department will undertake two initiatives in FY17 in support of the strategy:

- a) Improve internal communication regarding pothole repair.
- b) Improve street sweeping schedule to improve service area.

Performance Measurements

	FY16	FY17 Target
Number of miles of streets cleaned per year	15	20
Number of streets cleaned on time	100%	100%
Number of miles of streets striped	2.2	2.0
Volume of patch material applied	2 Tons	2 Tons
Number of pothole complaints received	In-Progress	In-Progress
Percent of pot holes filled within 5-days of complaint received	100%	100%
Number of feet of streets resurfaced or rebuilt	1,056'	500'
Number of sidewalk condition complaints received	In-Progress	In-Progress
Percent of street signs in compliance with ODOT requirements	In-Progress	In-Progress
Future measure(s) on customer perception of quality	22%	FY18 Target

Department Accomplishments in FY16

- Completed construction of the Monroe Street Improvement Project between Kutch Street and the UP rail right-of-way.
- Provided for the management and maintenance of street landscapes and street trees to provide a safe and aesthetically pleasing streetscape.
- Completed E. Washington paving project between S. 2nd and S. 1st Streets as part of the City's campaign to pave unpaved streets.
- Contracted with the City Engineer, Tetra Tech to design pedestrian improvements on E. Main Street from Pine Street to East 6th Street.



- Submitted a non-highway enhancement application to the Mid-Willamette Area Commission on Transportation (MWACT) to construct pedestrian and bicycle improvements on S. 3rd Street from E. Main Street to Polk Street and Polk Street from S. 3rd to Pine Street. This project was rated as the second highest priority and will be presented at the "Super ACT" meeting during the summer of 2016 for inclusion in the 2020 State Transportation Improvement Plan (STIP). The construction estimate is approximately \$1m and the City's match is approximately \$100,000.
- The City contracted with Tetra Tech to survey N. 5th Street between E. Main Street and Monroe Street in preparation of this area being the second paving project anticipated in FY17.

Fund Resources and Requirements

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Resources							
Beginning Fund Balance	168,141	99,709	118,436	125,692	124,602	124,602	124,602
Total Revenues	138,329	169,367	166,240	198,445	156,528	156,528	156,528
Total Resources Available	\$306,470	\$269,076	\$284,676	\$324,137	\$281,130	\$281,130	\$281,130
Requirements							
Personnel Services	24,724	31,819	70,232	67,391	78,199	78,199	78,199
Material and Services	87,178	81,220	82,800	74,510	76,460	76,460	76,460
Capital Outlay	9,859	0	7,000	26,284	3,500	3,500	3,500
Transfers	85,000	30,345	55,375	31,350	28,515	28,515	28,515
Debt Service	0	0	0	0	0	0	0
Contingency/Unapprop.	0	0	35,859	0	94,456	94,456	94,456
Total Requirements	\$206,761	\$143,384	\$251,266	\$199,535	\$281,130	\$281,130	\$281,130
Ending Fund Balance	\$99,709	\$125,692	\$33,410	\$124,602	\$0	\$0	\$0

Revenue Assumptions

The Street Fund receives revenue primarily from the state motor fuel taxes. These revenues are administered in accordance with Article IX, Section 3 of the Constitution of the State of Oregon used to finance street maintenance improvements and street equipment purchases.

- Beginning fund reserves will be higher in FY17 compared to FY16. This is primarily due to the collection of fees from Carlton Crest Phase 3 and 4 lots to be reserved for a future street and storm drainage project on N. 4th Street. These funds are reserved in Unappropriated Fund Balance and are unavailable for other uses.
- Gasoline tax allocations are generally distributed on the basis of population.
- State Revenue Sharing monies will be received into the Street Fund.



Expenditure Highlights

1. Personal service expenses are projected to increase slightly with the FY17 cost of living adjustment and the Street Fund’s contribution to hours in the front office. Also, the Street Fund will continue its contribution to the hiring of a City intern.
2. Material and services expenses are projected to decrease -7.66%. This is primarily due to continuing scrutiny on department expenditures and the desire to reallocate some operating and material expenses to capital projects.
3. The FY17 Budget provides for three capital outlays.
 - 1) Installation of a telephone system in the public works shop facility.
 - 2) The Water Fund's share to upgrade the Springbrook software upgrade.
 - 3) Website upgrades in FY17
4. The FY17 Budget provides for the following transfers.
 - 1) **General Fund: Shared Expenses** – This provides a transfer of \$3,515 to the General Fund for internal service costs previously absorbed by the General Fund. Such expenses include utilities at City Hall, the copier, janitorial services, garbage service, office supplies, etc.
 - 2) **Capital Improvement Fund: Transportation** – This provides a transfer of \$25,000 to the CIF for transportation related capital expenses. These funds will be held until the FY17 4th quarter to insure the Street Fund has sufficient income to accommodate the transfer.

Staffing Information

	Wage Range	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
Public Works Director	35	.10	.10	.10	.10	.10	.10
Water Operator	21			.05	.05	.05	.05
Parks Maintenance Worker	7	.10	.10	.20	.20	.20	.20
Finance Director	28					.10	.10
Court/Utility Clerk	14					.10	.10
City Manager	N/A					.10	.10
AP/Planning Clerk	11					.10	.10
City Recorder	17					.10	.10
Total FTE's		.20	.20	.35	.35	.85	.85

Street Fund Revenues

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
011-000-400100	Beginning Fund Balance	128,293	168,141	99,709	118,436	125,692	124,602	124,602	124,602
Revenues									
011-000-400400	Interest	1,584	2,008	2,531	3,532	3,400	3,500	3,500	3,500
011-000-402400	Gasoline Tax	111,293	117,252	119,427	127,783	120,000	120,000	120,000	120,000
011-000-402500	State Revenue Sharing	17,809	19,053	19,802	14,925	15,265	15,000	15,000	15,000
011-000-410102	Carlton Crest - 4th St.			23,924	20,000	59,760	17,928	17,928	17,928
011-000-410200	Miscellaneous		16	3,683	0	20	100	100	100
Revenues		\$130,686	\$138,329	\$169,367	\$166,240	\$198,445	\$156,528	\$156,528	\$156,528
Transfers									
Total Revenues		\$130,686	\$138,329	\$169,367	\$166,240	\$198,445	\$156,528	\$156,528	\$156,528
Total Resources		\$258,979	\$306,470	\$269,076	\$284,676	\$324,137	\$281,130	\$281,130	\$281,130

Street Fund Requirements

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
011-110-500000	Salary	9,405	14,500	21,183	43,072	42,000	45,733	45,733	45,733
011-110-500001	Intern	0	0	0	2,000	900	2,000	2,000	2,000
011-110-504600	Unemployment	160	258	235	431	260	366	366	366
011-110-504700	Social Security	719	1,109	1,621	3,295	3,200	3,499	3,499	3,499
011-110-504800	Health Insurance	2,923	5,368	7,575	16,719	16,719	21,383	21,383	21,383
011-110-504900	Workers' Compensation	506	2,621	38	1,920	1,400	1,212	1,212	1,212
011-110-505000	Retirement	1,068	868	1,167	2,795	2,912	4,006	4,006	4,006
Total Personal Services		\$14,781	\$24,724	\$31,819	\$70,232	\$67,391	\$78,199	\$78,199	\$78,199
Employee FTEs		0.2	0.2	0.2	0.85	0.35	0.85	0.85	0.85
Material and Services									
011-110-600110	Advertising and Legal	0	0	151	0	100	100	100	100
011-110-600200	Utilities-PGE	23,808	23,076	19,185	20,000	16,000	17,000	17,000	17,000
011-110-600201	Communications	0	0	821	0	2,800	2,800	2,800	2,800
011-110-600401	Janitorial Services	0	0	451	0	450	450	450	450
011-110-600450	Garbage	0	0	53	0	160	160	160	160
011-110-600500	IT Services	3,331	-17	4,888	3,000	2,300	2,300	2,300	2,300
011-110-600550	Billing Costs	0	0	102	0	150	150	150	150
011-110-600700	Travel and Training	0	310	10	475	250	400	400	400
011-110-600710	Dues and Subscriptions	0	0	0	0	200	200	200	200
011-110-600750	Street Signs	2,021	1,042	2,095	2,000	3,100	2,000	2,000	2,000
011-110-600800	Attorney Fees	303	487	94	475	0	300	300	300
011-110-600850	Audit	4,797	5,248	5,060	6,500	3,300	2,100	2,100	2,100
011-110-600900	Engineering Fees	2,166	1,413	133	5,000	1,000	1,000	1,000	1,000
011-110-601700	Insurance	0	0	1,316	2,350	3,500	3,500	3,500	3,500
011-110-607050	Street Sweeping	7,980	7,950	7,730	8,000	7,400	7,500	7,500	7,500
011-110-608000	Maintenance	6,998	25,386	12,475	15,000	13,500	13,500	13,500	13,500
011-110-608001	Office Supplies	0	0	230	0	2,300	2,300	2,300	2,300
011-110-608005	Small Tools	30	0	682	500	300	500	500	500
011-110-608050	Vehicle Fuel	2,911	1,437	977	1,000	1,200	1,200	1,200	1,200
011-110-608150	Rock and Gravel	3,593	4,522	1,926	3,000	2,200	2,200	2,200	2,200
011-110-608160	Merchant Fees	0	0	1,058	0	1,000	1,000	1,000	1,000
011-110-608200	Vehicle Maintenance	142	102	2,933	1,000	1,100	1,100	1,100	1,100
011-110-608300	Street Striping	6,974	12,735	8,061	10,000	10,000	7,500	7,500	7,500
011-110-608500	Parking Lot/Pine Street		509	483	500	500	500	500	500
011-110-608601	Professional Services	0	0	1,097	0	1,000	1,000	1,000	1,000
011-110-608650	Springbrook	0	0	0	0	0	2,000	2,000	2,000
011-110-608675	Copier	0	0	200	0	700	700	700	700
011-110-608700	Stormwater Maint.	1,003	2,978	9,009	4,000	0	3,000	3,000	3,000
Total Material Services		\$66,057	\$87,178	\$81,220	\$82,800	\$74,510	\$76,460	\$76,460	\$76,460
							-7.66%	-7.66%	-7.66%

Street Fund Requirements

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Capital Outlay									
011-110-620505	E. Washington Paving Proj.					26,284			
011-110-320100	Springbrook						2,000	2,000	2,000
011-110-620500	Storm Drain				7,000				
011-110-320100	Website						500	500	500
011-110-320100	Telephone						1,000	1,000	1,000
011-110-630000	Capital Purchase-Pine St.		9,859						
Total Capital Outlay		\$0	\$9,859	\$0	\$7,000	\$26,284	\$3,500	\$3,500	\$3,500
Transfers									
011-110-630570	Gen. Fund - Shared Exp.			3,515	3,515	3,515	3,515	3,515	3,515
011-110-630580	Reserve Fund - Eqmt. Res.	5,000							
011-110-630590	System Development Fund			6,830					
011-110-630600	CIF - Transportation Reserve		75,000	20,000	50,000	25,000	25,000	25,000	25,000
011-110-630650	VERF - PW Vehicle		5,000						
011-110-630700	VERF - PW Bucket Truck		5,000						
011-110-630500	VERF - Zero Turn Mower				1,860	2,835			
Total Transfers		\$5,000	\$85,000	\$30,345	\$55,375	\$31,350	\$28,515	\$28,515	\$28,515
Debt Service									
011-110-620560	Kutch Street Loan	5,000							
Total Debt Service		\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated									
011-110-640000	Operating Contingency				69,269				
011-110-800000	Unapprop. Fund Balance						94,456	94,456	94,456
Total Contingency		\$0	\$0	\$0	\$69,269	\$0	\$94,456	\$94,456	\$94,456

Street Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	128,293	168,141	99,709	118,436	125,692	124,602	124,602	124,602
Revenues	130,686	138,329	169,367	166,240	198,445	156,528	156,528	156,528
Transfers	0	0	0	0	0	0	0	0
Total Resources	\$258,979	\$306,470	\$269,076	\$284,676	\$324,137	\$281,130	\$281,130	\$281,130
Requirements								
Personal Services	14,781	24,724	31,819	70,232	67,391	78,199	78,199	78,199
Material and Services	66,057	87,178	81,220	82,800	74,510	76,460	76,460	76,460
Capital Outlay		9,859	0	7,000	26,284	3,500	3,500	3,500
Transfers	5,000	85,000	30,345	55,375	31,350	28,515	28,515	28,515
Debt Service	5,000	0	0	0	0	0	0	0
Cont./Unapprop.				69,269	0	94,456	94,456	94,456
Total Requirements	\$90,838	\$206,761	\$143,384	\$284,676	\$199,535	\$281,130	\$281,130	\$281,130
Over/Under (+/-)	168,141	99,709	125,692	0	124,602	0	0	0
Ending Fund Balance	\$168,141	\$99,709	\$125,692	\$0	\$124,602	\$0	\$0	\$0



Fiscal Year 2017 Annual Budget

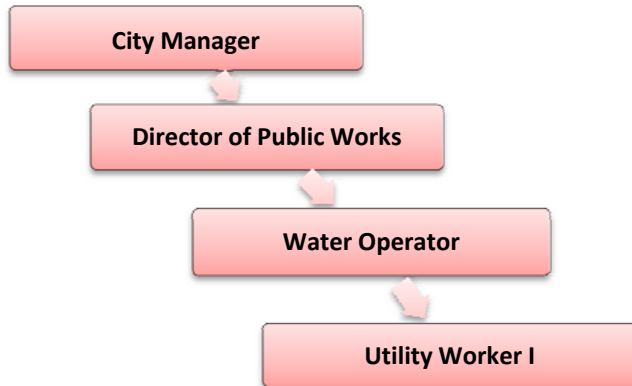


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**Fiscal Year 2016-17
Annual Budget
Water Fund**

Water Fund



Fund Description

The Water Fund is responsible for the acquisition, treatment and distribution of water to City residents. The department has just over 1,048 equivalent dwelling units (EDU's) inside and outside the City and produces high quality water that regularly places very high at water taste competitions. The system upgraded a sizeable amount of its distribution system in FY16 with the intent to provide sufficient fire flow along with upgraded distribution lines for a better quality of water. This will also reduce water leaks which fall in line with Carlton's goal of aggressively addressing water loss.

Fund Mission

The Public Works Department Water Fund achieves its mission of uninterrupted supply of safe, clean drinking water in support of the City Goal 1 and Goal 6. The Carlton Public Works Department is responsible for:

- Protecting the City's water;
- Maintaining the water supply system including reservoir functionality, water mains and service lines;
- Complying with all relevant State of Oregon regulations; and
- Regularly informing the public.

Strategies - FY17

City Goal 1- Provide high quality city – wide infrastructure services.

In support of this goal, the department will employ four strategies:

1. Use best practice management in all drinking water facilities.
2. Provide 24 hours-a-day on-call coverage 365 days a year.
3. Proactively inform the public through Consumer Confidence Reports.
4. Adequately staff the unit to achieve its mission.



The Department will undertake two initiatives in FY17 in support of these strategies:

- a) Implementation of Automatic Meter Reading (AMR) - Public Works has replaced 1/3 of the City's current water meters with AMR meters and is installing all new construction with these meters. FY17 will implement the data retrieving system that will include the Trimble Ranger Data Collector and software to dramatically increase efficiency in time spent reading meters and accuracy of reading along with the built-in water loss technology to assist in tracking unaccounted for water.
- b) Replace at least one block of water main next year.

City Goal 6 - Provide City services that are effective and efficient.

The department will employ one strategy in pursuit of this goal:

- 1. Use best practice management in all drinking water facilities.

The Department will undertake one initiative in FY17 in support of this strategy:

- a) Investigate water conservation technologies, policies and programs to promote conservation practices among the City's water customers.

Performance Measures

	FY16	FY17 Target
Distribution system water loss (non-revenue water as a % of total)	25%	20%
Million gallons supplied	141.09	135
Operating and maintenance costs per one million gallons (MG) supplied	\$3,500	\$4,323
Percent of health-related water compliance standards met	100%	100%
Number of customer complaints/1,000 customers	In Progress	In Progress
Percent of complaints addressed with 72-hours	100%	100%
Number of emergency repairs	12	0
Future measure(s) on customer perception of quality	45% good or excellent	Next survey FY18



Department Accomplishments in FY16

- Continued the leak detection and repair program. Reduce water system leaks to 15% within five-years.
- Continue participation with Yamhill Regional Water Authority and began consideration of a water supply contract with McMinnville Water & Light.
- Constructed the Meadow Lake Water Transmission Line project.
- Constructed the Regional Solutions water distribution improvements for the downtown business district.
- Constructed an additional 775-lineal feet of water main on N. Kutch Street.
- Completed the Panther Creek Reservoir/Discoloration Study.
- The City completed a review and update of its water rate methodology in FY16. The update is revenue neutral to the City although individual customers will experience changes in their monthly billing based upon their actual water consumption. The water rate methodology change will be phased in during three years and will provide a more equitable approach to the City's billing practices and be more reflective of industry standards.
- Updated backflow program with contracted testing and record keeping.

Fund Resources and Requirements

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Resources							
Beginning Fund Balance	339,176	350,082	333,396	150,665	96,430	96,430	96,430
Total Revenues	798,438	807,485	822,700	823,445	892,519	892,519	892,519
Total Resources Available	\$1,137,614	\$1,157,567	\$1,156,096	\$974,110	\$988,949	\$988,949	\$988,949
Requirements							
Personnel Services	237,334	266,414	294,598	272,004	324,164	324,164	324,164
Material and Services	245,802	285,893	214,340	224,350	259,400	259,400	259,400
Capital Outlay	9,859	0	42,025	46,361	10,500	10,500	10,500
Transfers	294,540	454,595	342,035	332,035	251,705	251,705	251,705
Debt Service	0	0	0	0	0	0	0
Contingency	0	0	263,098	0	143,180	143,180	143,180
Total Requirements	\$787,535	\$1,006,902	\$1,156,096	\$874,750	\$988,949	\$988,949	\$988,949
Ending Fund Balance	\$350,079	\$150,665	\$0	\$99,360	\$0	\$0	\$0



Revenue Assumptions

- Water sales to City residential, commercial and industrial customers are anticipated to be \$882,919 in FY17.
- The rates will increase 8.5% in July 2016 to reflect the Consumer Price Index increase and the State Drinking Water Revolving Loan Fund (SDWRLF) loan received to finance necessary improvements to the City's water system.
- The new rate will be \$40.38 inside the City limits and \$48.46 outside the City limits.
- The water utility connection fee will be \$600 in FY17.

Expenditure Highlights

1. Personal service expenses are projected to increase with the FY17 cost of living adjustment and the Water Fund's contribution to hours in the front office. Also, the Water Fund will also continue its contribution to the hiring of a City intern.
2. Material and services expenses are projected to increase 21.02%. This is primarily due to consolidating the purchase of the new Neptune water meters, equipment and software in this expense category.
3. Legal fees are anticipated to increase slightly with continued work with GSI on Carlton water rights.
4. Engineering expenses will likely decrease slightly related to routine M&S and completion of capital construction projects in FY16.
5. Professional services will increase slightly as the City continues to administer the backflow device inspection program. This line item also includes the Water Fund's share of costs for the Carlton Performance Management Initiative next year.
6. FY17 begins budgeting bi-weekly janitorial services in the public works shop facility.
7. FY17 clearly delineates the Water Fund's maintenance costs for the Springbrook software system.
8. The FY17 Budget provides for the following capital outlays.
 - 1) Installation of a telephone system in the public works shop facility.
 - 2) Website upgrades in FY17.
 - 3) The Water Fund's share to upgrade the Springbrook software upgrade.
9. The FY17 Budget provides for the following transfers.
 - 1) **General Fund: Shared Expenses** – This provides a transfer of \$12,890 to the General Fund for internal service costs associated with the operation of City Hall. Such expenses include utilities, copier, janitorial services, garbage, etc.
 - 2) **CIF – Water Projects** – This provides a transfer of \$50,000 to the CIF for future capital projects.
 - 3) **CIF – Facilities: City Hall** – This provides a transfer of \$25,000 to the CIF for the planned City Hall replacement project.
 - 4) **Debt Service Fund** – This provides for a transfer of \$163,815 to the Debt Service Fund for payments to the Safe Water Loan with DEQ for \$86,742 (\$73,975 principal and \$12,767 interest), the water bond 2007 series for \$76,623 (\$45,000 principal and \$31,623 interest) and a \$450 payment for bond fees.



Staffing Information

	Wage Range	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
City Manager	N/A	.33	.33	.33	.30	.30
Public Works Director	35	.50	.40	.40	.40	.40
Finance Director	28	.33	.33	.33	.30	.30
Water Operator	21	.75	.75	.75	.75	.75
Technician	15	.75	.75	.75	.85	.85
Court/Utility Billing Clerk	14	.33	.33	.33	.30	.30
Accounts Payable and Planning Clerk	11	.17	.17	.17	.15	.15
Parks Maintenance Worker	7		.10	.10	.10	.10
City Recorder	17				.15	.15
Total FTE's		3.15	3.15	3.15	3.30	3.30

Water Fund Revenue

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
012-000-400100	Beginning Fund Balance	633,563	339,176	350,082	333,396	150,665	96,430	96,430	96,430
Revenues									
012-000-400400	Interest	2,312	1,374	890	650	1,400	1,200	1,200	1,200
012-000-402700	Miscellaneous	442	49,231	140	500	1,130	500	500	500
012-000-403700	Water Receipts	709,760	732,731	785,970	813,750	813,750	882,919	882,919	882,919
012-000-403750	Back Flow Inspections	0	0	0	0	1,850	1,900	1,900	1,900
012-000-403800	Hookup Fees	5,175	5,400	14,400	7,800	11,400	6,000	6,000	6,000
012-000-404200	Water Deposits	-1,643	9,702	6,085	0	(6,085)	0	0	0
Revenues		\$716,046	\$798,438	\$807,485	\$822,700	\$823,445	\$892,519	\$892,519	\$892,519
Transfers									
Total Revenues		\$716,046	\$798,438	\$807,485	\$822,700	\$823,445	\$892,519	\$892,519	\$892,519
Total Resources		\$1,349,609	\$1,137,614	\$1,157,567	\$1,156,096	\$974,110	\$988,949	\$988,949	\$988,949

Water Fund Requirements

		Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Personal Services									
012-120-500000	Salary	140,892	149,493	170,385	172,849	168,559	183,010	183,010	183,010
012-120-500001	Intern				9,000	4,005	9,000	9,000	9,000
012-120-500005	Standby/Overtime		3,980	4,974	5,600	2,400	3,500	3,500	3,500
012-120-504600	Unemployment	2,394	2,731	1,959	1,728	961	1,536	1,536	1,536
012-120-504700	Social Security	10,774	11,741	13,415	13,651	12,861	14,956	14,956	14,956
012-120-504800	Health Insurance	53,142	50,345	56,470	70,981	61,432	89,019	89,019	89,019
012-120-504900	Workers' Comp	6,091	9,245	9,795	9,570	9,767	7,602	7,602	7,602
012-120-505000	Retirement	16,757	9,799	9,416	11,218	12,019	15,541	15,541	15,541
Total Personal Services		\$230,050	\$237,334	\$266,414	\$294,598	\$272,004	\$324,164	\$324,164	\$324,164
Employee FTEs		3.15	3.15	3.15	3.3	3.15	3.3	3.3	3.3
Material and Services									
012-120-600110	Advertising and Legal	587		523	0	300	300	300	300
012-120-600200	Utilities - PGE	17,025	23,429	10,449	15,000	8,500	9,000	9,000	9,000
012-120-600201	Communications	3,823	5,452	7,680	5,000	5,500	6,000	6,000	6,000
012-120-600401	Janitorial Services	239	914	2,473	0	1,000	1,000	1,000	1,000
012-120-600450	Garbage Service			210	0	850	900	900	900
012-120-600500	IT Services	2,323	8,893	10,907	7,000	7,000	7,000	7,000	7,000
012-120-600550	Billing Company Costs	5,956	4,167	4,867	5,000	4,000	4,500	4,500	4,500
012-120-600560	Boot Allowance	677	349	537	600	600	600	600	600
012-120-600570	Uniform Allowance	331	415	989	500	600	600	600	600
012-120-600600	Travel and Training	2,079	1,672	3,641	1,500	1,500	1,500	1,500	1,500
012-120-600700	Dues and Subscriptions				0	900	1,000	1,000	1,000
012-120-600800	Attorney Fees	2,654	3,523	5,252	5,000	5,500	6,000	6,000	6,000
012-120-600850	Audit	5,062	5,248	5,060	6,500	9,900	8,000	8,000	8,000
012-120-600900	Engineer Expense	32,629	11,442	10,107	10,000	6,000	8,000	8,000	8,000
012-120-601700	Insurance	7,286	8,031	7,316	9,775	11,000	12,000	12,000	12,000
012-120-603300	Chemicals	59,153	57,677	62,831	60,000	60,000	60,000	60,000	60,000
012-120-604800	Testing	1,296	3,287	1,486	2,000	3,500	3,500	3,500	3,500
012-120-607000	Utility Locates	1,574	1,115	1,884	1,500	1,800	2,000	2,000	2,000
012-120-608000	Maintenance	52,603	77,372	95,199	57,500	60,000	60,000	60,000	60,000
012-120-608001	Office Supplies	-1,222	2,481	3,960	3,000	5,500	5,500	5,500	5,500
012-120-608005	Small Tools		491	551	500	400	500	500	500
012-120-608015	Water Meters	12,783			0	0	0	0	0
012-120-608050	Vehicle Fuel	2,911	3,002	5,781	3,565	3,500	3,500	3,500	3,500
012-120-608100	Miscellaneous	451	-1,453		0	0	0	0	0
012-120-608150	Rock and Gravel	4,313	1,817	2,138	2,500	2,500	2,500	2,500	2,500
012-120-608160	Merchant Fees			1,216	0	2,800	3,000	3,000	3,000
012-120-608200	Vehicle Maintenance	3,772	1,793	3,332	1,900	2,000	2,000	2,000	2,000
012-120-608600	Professional Services	6,311	5,293	16,114	16,000	13,000	19,000	19,000	19,000
012-120-608650	Springbrook	2,885			0	0	6,000	6,000	6,000
012-120-608700	Fire Hydrant Painting	975			0	0	0	0	0
012-120-608675	Copier			601	0	200	2,000	2,000	2,000
012-120-620505	Nept. Wtr Meters - 100		12,711	19,939	0	6,000	23,500	23,500	23,500
012-120-630530	Risk Management			850	0	0	0	0	0
012-120-620520	Log and Debris Boom		6,681		0	0	0	0	0
Total Material and Services		\$228,476	\$245,802	\$285,893	\$214,340	\$224,350	\$259,400	\$259,400	\$259,400
							21.02%	21.02%	21.02%

Water Fund Requirements

	Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
	2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Capital Outlays								
012-120-620300	File Cab., OCR, Camera				5,500			
012-120-620300	Telephones					3,000	3,000	3,000
012-120-620300	Website					1,500	1,500	1,500
012-120-620300	Springbrook					6,000	6,000	6,000
012-120-630000	Capital Purchase-Pine St.	9,859						
012-120-620510	Pipe Painting in Trmt Plnt			15,000	15,400			
012-120-620530	Chlor/Ph/Temp. Analyzer			12,850	11,651			
012-120-620540	Chemical Feed System			5,500	4,500			
012-120-620545	Generator			1,100	900			
012-120-620555	Backflow Testing			4,000	4,000			
012-120-620560	Water Tank Cleaning			3,575	4,410			
012-120-620700	Main Trans line/hydrant	120,467						
	Total Capital Outlays	\$120,467	\$9,859	\$0	\$42,025	\$46,361	\$10,500	\$10,500
Transfers								
012-120-630300	Gen. Fund - Shared Exp.			12,890	12,890	12,890	12,890	12,890
012-120-630400	CIF - Water Projects	210,000	75,000	75,000	100,000	100,000	50,000	50,000
012-120-630425	CIF - City Hall Reserve		50,000	25,000	50,000	50,000	25,000	25,000
012-120-630435	SDC Water			7,000	0	0	0	0
012-120-630450	VERF - Zero Turn Mower		5,000		15,380	8,310	0	0
012-120-630520	Resv. Fund - Equip. Repl.	5,000			0	0	0	0
012-120-630525	Debt Service Fund	79,698	164,540	168,040	163,765	163,765	163,815	163,815
012-120-630526	Resv Fund - PW Bldg Resv	50,000			0	0	0	0
	Prior Period Adjustment			166,665				
	Total Transfers	\$344,698	\$294,540	\$454,595	\$342,035	\$334,965	\$251,705	\$251,705
Debt Service								
012-120-631000	Safe Water Loan - Prin.	71,089						
012-120-631009	Safe Water Loan - Int.	15,653						
012-120-631015	Bond Fees							
	Total Debt Service	\$86,742	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated								
012-120-650000	Contingency			263,098	0	143,180	143,180	143,180
012-120-800000	Unapprop. Fund Balance							
	Total Cont./Unapprop.	\$0	\$0	\$0	\$263,098	\$0	\$143,180	\$143,180

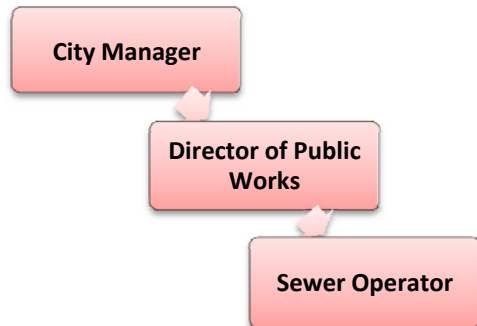
Water Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	633,563	339,176	350,082	333,396	150,665	96,430	96,430	96,430
Revenues	716,046	798,438	807,485	822,700	823,445	892,519	892,519	892,519
Transfers	0	0	0	0	0	0	0	0
Total Resources	\$1,349,609	\$1,137,614	\$1,157,567	\$1,156,096	\$974,110	\$988,949	\$988,949	\$988,949
Requirements								
Personal Services	230,050	237,334	266,414	294,598	272,004	324,164	324,164	324,164
Material and Services	228,476	245,802	285,893	214,340	224,350	259,400	259,400	259,400
Capital Outlay	120,467	9,859	0	42,025	46,361	10,500	10,500	10,500
Transfers	344,698	294,540	454,595	342,035	334,965	251,705	251,705	251,705
Debt Service	86,742	0	0	0	0	0	0	0
Cont./Unapprop.	0	0	0	263,098	0	143,180	143,180	143,180
Total Requirements	\$1,010,433	\$787,535	\$1,006,902	\$1,156,096	\$877,680	\$988,949	\$988,949	\$988,949
Over/Under (+/-)	339,176	350,079	150,665	0	96,430	0	0	0
Ending Fund Balance	\$339,176	\$350,079	\$150,665	\$0	\$96,430	\$0	\$0	\$0



**Fiscal Year 2016-17
Annual Budget
Sewer Fund**

Sewer Fund



Fund Description

The Public Works Department operates a sewer treatment plant and maintains a wastewater collection system leading to the treatment plant. The Department also operates and maintains three sewer lift stations. Carlton’s wastewater system serves approximately 800 equivalent dwelling units (EDU’s).

The Department provides reliable service to the community however; the system is experiencing high cost issues on the treatment side ranging from higher than normal intake of high strength BOD, to high flows during heavy rain periods in 2015-16 occurring from large amounts of influent infiltration I & I. The City anticipates beginning engineering in FY17 to update its sewer treatment system.

Fund Mission

The Public Works Department Sewer Fund achieves its mission to “protect public health and safety and preserve the environment “in support of City Goals 1, 2 and 6. The Carlton Public Works Department is responsible for:

- Assuring that the sewer system, including laterals, main lines and pump stations, is operating correctly at all times;
- Resolving citizen complaints and emergencies in a timely, professional manner; and
- Educating citizens regarding the Do’s and Don’ts of discharging into the sewer system.

Strategies - FY17

City Goal 1 – Provide high quality city –wide infrastructure services.

In support of this goal, the department employs three strategies:

- 1) Use best practice management in waste water treatment facilities.
- 2) Provide 24 hours-a-day on –call coverage 365 days a year.
- 3) Adequately staff the unit to achieve its mission.

The department will undertake one initiative in FY17 in support of these strategies:

- a) Upgrade the 5th Street sewer collection system prior to full street improvements.



City Goal 2-Ensure a safe environment for citizens and businesses.

In support of this goal, the department employs three strategies:

- 1) Provide 24 hours-a-day on-call coverage 365 days a year.
- 2) Resolve complaints and emergencies in a timely, professional manner.
- 3) Proactively inform the public regarding wastewater issues through City Newsletter, City website, and local newspaper.

The department will undertake two initiatives in FY17 in support of these strategies:

- a) Track customer issues with sanitary sewer service.
- b) Deploy new system for efficiently addressing customer complaints.

City Goal 6 – Provide City services that are effective and efficient.

In support of this goal, the department employs one strategy:

- 1) Use best practice management in all waste water facilities.

Performance Measurements

	FY16	FY17 Target
Operating and maintenance costs per year	\$344,753	\$439,893
Operating and maintenance costs per MGD volume of sewage treated	\$2,300	\$2,935
Number of customer complaints addressed within 72-hours	100%	100%
Number of emergency repairs	2	0
Number of sewer back-ups per year	0	0
Percent permit standards obtained	90%	100%
Future measure(s) on customer perception of quality	80% good or excellent	Next survey FY18
Total MGD wastewater treated	150	150

Department Accomplishments in FY16

- Implemented best practice management in all wastewater facilities including preventative maintenance as the #1 priority.
- Replaced pumps at Howe Street pump station.
- Upgraded sewer collection system on Monroe Street from railroad right-of-way to Kutch Street.
- Replaced sewer laterals on services on south side of W. Main from Yamhill St. To Cunningham St.
- Initiated sewer rehabilitation design on N. 5th Street from E. Main Street to E. Monroe Street.
- Initiated the Industrial Users survey to identify high strength BOD loading facilities.
- Initiated a year round maintenance contract with a 3rd party for the City’s 3 pump stations.



Fund Resources and Requirements

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Resources							
Beginning Fund Balance	418,160	355,469	286,610	238,005	195,603	195,603	195,603
Total Revenues	520,636	531,110	559,655	561,058	566,425	566,425	566,425
Total Resources Available	\$938,796	\$886,579	\$846,265	\$799,063	\$762,028	\$762,028	\$762,028
Requirements							
Personnel Services	150,718	161,206	181,611	168,653	209,893	209,893	209,893
Material and Services	192,289	252,448	197,025	176,100	230,000	230,000	230,000
Capital Outlay	0	130	15,825	17,400	10,500	10,500	10,500
Transfers	240,320	234,790	238,377	241,307	211,359	211,359	211,359
Debt Service	0	0	0	0	0	0	0
Contingency	0	0	213,427	0	100,276	100,276	100,276
Total Requirements	\$583,327	\$648,574	\$846,265	\$603,460	\$762,028	\$762,028	\$762,028
Ending Fund Balance	\$355,469	\$238,005	\$0	\$195,603	\$0	\$0	\$0

Revenue Assumptions

- The Sewer Fund wastewater charges for services to residential, commercial and industrial properties are projected to total \$559,725 during FY17.
- The sewer rates are scheduled for an increase in July 2016 based on the Consumer Price Index (CPI). This year the increase is 1.4%.
- The new rate will be \$51.57 for FY17.
- The sewer utility connection fee will be \$150 in FY17.

Expenditure Highlights

1. Personal service expenses are projected to increase slightly with the FY17 cost of living adjustment and the Sewer Fund’s contribution to an increase of hours in the front office. Also, the Sewer Fund will continue its contribution to the hiring of a City intern.
2. Material and services expenses are projected to increase 16.74%. The increase is primarily due to \$15,000 budgeted for a sewer rate methodology analysis and the \$5,000 inspection contract for the City’s pump stations.



3. The FY17 Budget provides for the following capital outlays.
 1. Installation of a telephone system in the public works shop facility.
 2. Website upgrades in FY17.
 3. The Sewer Fund's share to upgrade the Springbrook software upgrade.

4. The FY17 Budget provides for the following transfers.
 - 1) **General Fund: Shared Expenses** – This provides a transfer of \$12,890 to the General Fund for internal service costs previously absorbed by the General Fund. Such expenses include utilities at City Hall, the copier, janitorial services, garbage service, office supplies, etc.
 - 2) **Capital Improvement Fund** – This transfers \$50,000 to the CIF for sewer system improvements identified in the 5-Year CIP.
 - 3) **Capital Improvement Fund** – This transfers \$25,000 to the CIF for the future City Hall project.
 - 4) **Debt Service Fund** – This transfers \$123,469 to the Debt Service Fund for payment to Oregon Business Development Department (IFA) loan for the \$1.54m loan for wastewater improvements (Grant Street Pump Station and the force main project).

Staffing Information

	Wage Range	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Adopted FY17
City Manager	N/A	.34	.34	.34	.34	.30	.30
Public Works Director	35	.40	.40	.40	.40	.40	.40
Finance Director	28	.33	.33	.33	.33	.30	.30
Wastewater Operator	21	.20	.25	.20	.20	.20	.20
Technician	15	.50				.10	.10
Court/Utility Billing Clerk	14	.33	.33	.33	.33	.30	.30
AP/Planning Clerk	11	.17	.17	.17	.17	.15	.15
Parks Maintenance Worker	7	.10	.58	.10	.10	.10	.10
City Recorder	17					.15	.15
Total FTE's		2.40	2.40	1.87	1.87	2.00	2.00

Sewer Fund Revenues

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
013-000-400100	Beginning Fund Balance	322,494	418,160	355,469	286,610	238,005	195,603	195,603	195,603
Revenues									
013-000-400400	Interest	1,542	1,283	1,220	1,190	1,500	1,500	1,500	1,500
013-000-402700	Miscellaneous	0	0	56	100	83	100	100	100
013-000-404400	Sewer Receipts	500,129	518,003	526,234	553,475	553,475	559,725	559,725	559,725
013-000-404500	Hookup Fees	900	1,350	3,600	1,890	3,000	2,100	2,100	2,100
013-000-404800	Land Lease for Ag Use		0	0	3,000	3,000	3,000	3,000	3,000
Revenues		\$502,571	\$520,636	\$531,110	\$559,655	\$561,058	\$566,425	\$566,425	\$566,425
Transfers									
Total Revenues		\$502,571	\$520,636	\$531,110	\$559,655	\$561,058	\$566,425	\$566,425	\$566,425
Total Resources		\$825,065	\$938,796	\$886,579	\$846,265	\$799,063	\$762,028	\$762,028	\$762,028

Sewer Fund Requirements

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Personal Services									
013-130-500000	Salary	115,735	98,451	109,623	111,055	109,216	117,014	117,014	117,014
013-130-500001	Intern				9,000	4,005	9,000	9,000	9,000
013-130-500005	Standby/Overtime		850	850	1,200	0	800	800	800
013-130-504600	Unemployment	1,968	1,767	1,256	1,123	600	1,008	1,008	1,008
013-130-504700	Social Security	8,854	7,597	8,451	8,588	8,569	9,701	9,701	9,701
013-130-504800	Health Insurance	42,588	32,612	32,225	39,928	35,000	57,416	57,416	57,416
013-130-504900	Workers' Comp.	6,072	2,944	2,661	3,510	2,500	3,695	3,695	3,695
013-130-505000	Retirement	13,046	6,497	6,140	7,207	8,763	11,259	11,259	11,259
Total Personal Services		\$188,263	\$150,718	\$161,206	\$181,611	\$168,653	\$209,893	\$209,893	\$209,893
Employee FTEs		2.4	2.4	2.4	2	1.87	2	2	2
Material and Services									
013-130-600110	Advertising and Legal			478	0	300	300	300	300
013-130-600200	Utilities - PGE	19,327	29,306	32,069	26,000	21,000	22,000	22,000	22,000
013-130-600201	Telecommunications	3,397	5,466	7,714	5,000	5,400	7,200	7,200	7,200
013-130-600401	Janitorial Services	239	963	2,618	0	1,000	1,000	1,000	1,000
013-130-600450	Garbage Service	274	224	967	400	800	800	800	800
013-130-600500	IT Services	5,293	7,133	11,336	7,000	7,000	7,000	7,000	7,000
013-130-600550	Billing Company Costs	5,884	4,457	4,189	4,750	3,000	4,000	4,000	4,000
013-130-600600	Travel and Training	1,067	964	1,390	1,350	800	1,500	1,500	1,500
013-130-600700	Dues and Subscriptions				0	600	800	800	800
013-130-600800	Attorney Fees	1,201	2,366	2,268	3,500	1,000	2,500	2,500	2,500
013-130-600850	Audit	5,062	5,248	5,060	6,500	10,000	9,000	9,000	9,000
013-130-601700	Insurance	7,286	9,531	8,815	12,000	11,000	12,000	12,000	12,000
013-130-603300	Chemicals	27,124	32,486	43,482	30,000	28,000	30,000	30,000	30,000
013-130-604800	Testing	5,939	5,595	6,156	4,750	4,000	4,500	4,500	4,500
013-130-607000	Utility Locates	330	600	1,365	1,200	500	1,000	1,000	1,000
013-130-608000	Maintenance	33,547	75,590	91,871	60,000	50,000	60,000	60,000	60,000
013-130-608001	Office Supplies	1,490	3,268	3,464	1,900	4,000	4,000	4,000	4,000
013-130-608005	Small Tools				0	0	3,000	3,000	3,000
013-130-608020	Sewer Lateral Repairs	5,334			0	0	0	0	0
013-130-608040	Line Maintenance	10,295			0	0	0	0	0
013-130-608050	Vehicle Fuel	2,911	2,041	401	3,375	3,500	3,500	3,500	3,500
013-130-608100	Miscellaneous	368	208		0	0	0	0	0
013-130-608150	Rock/Gravel	3,195	1,054	592	4,000	3,000	4,000	4,000	4,000
013-130-608160	Merchant Fees			1,156	0	2,800	3,000	3,000	3,000
013-130-608200	Vehicle Maintenance	1,314	1,331	893	1,900	3,000	2,000	2,000	2,000
013-130-608250	Permits			410	900	900	900	900	900
013-130-608300	Engineering Services	6,770	4,180	13,940	7,500	4,000	7,500	7,500	7,500
013-130-608650	Springbrook				0	0	6,000	6,000	6,000
013-130--608675	Copier			600	0	2,500	2,500	2,500	2,500
013-130-608600	Professional Services	995	278	11,214	15,000	8,000	30,000	30,000	30,000
Total Material and Services		\$148,642	\$192,289	\$252,448	\$197,025	\$176,100	\$230,000	\$230,000	\$230,000
							16.74%	16.74%	16.74%

Sewer Fund Requirements

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Capital Outlay									
013-130-620100	File Cabinets, OCR, Camera					5,500			
013-130-620100	Telephones						3,000	3,000	3,000
013-130-620100	Website						1,500	1,500	1,500
013-130-620100	Springbrook						6,000	6,000	6,000
013-130-620505	Howe St. Pump Repl.				8,600	7,100			
013-130-620600	PW Vehicle			130					
013-130-620510	Pump Station Maint. Agm				7,225	4,800			
Total Capital Outlay		\$0	\$0	\$130	\$15,825	\$17,400	\$10,500	\$10,500	\$10,500
Transfers									
013-130-630300	Gen. Fund - Shared Exp.			12,890	12,890	12,890	12,890	12,890	12,890
013-130-630400	CIF - Sewer Reserve	55,000	100,000	50,000	50,000	50,000	50,000	50,000	50,000
013-130-630425	CIF - City Hall Reserve		25,000	50,000	50,000	50,000	25,000	25,000	25,000
013-130-630435	System Development Fund			6,400	0	0	0	0	0
013-130-630450	VERF - PW Vehicle	5,000	5,000		0	0	0	0	0
013-130-630520	VERF - Zero Turn Mower				5,380	8,310	0	0	0
013-130-630535	CIF - PW Building	10,000			0	0	0	0	0
013-130-630600	Debt Service Fund		110,320	115,500	120,107	120,107	123,469	123,469	123,469
Total Transfers		\$70,000	\$240,320	\$234,790	\$238,377	\$241,307	\$211,359	\$211,359	\$211,359
Debt Service									
Total Debt Service		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated									
013-130-640000	Operating Contingency				213,427		100,276	100,276	100,276
013-130-800000	Unapprop. Fund Balance								
Total Cont./Unapprop.		\$0	\$0	\$0	\$213,427	\$0	\$100,276	\$100,276	\$100,276

Sewer Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	322,494	418,160	355,469	286,610	238,005	195,603	195,603	195,603
Revenues	502,571	520,636	531,110	559,655	561,058	566,425	566,425	566,425
Transfers	0	0	0	0	0	0	0	0
Total Resources	\$825,065	\$938,796	\$886,579	\$846,265	\$799,063	\$762,028	\$762,028	\$762,028
Requirements								
Personal Services	188,263	150,718	161,206	181,611	168,653	209,893	209,893	209,893
Material and Services	148,642	192,289	252,448	197,025	176,100	230,000	230,000	230,000
Capital Outlay	0	0	130	15,825	17,400	10,500	10,500	10,500
Transfers	70,000	240,320	234,790	238,377	241,307	211,359	211,359	211,359
Debt Service	0	0	0	0	0	0	0	0
Cont./Unapprop.	0	0	0	213,427	0	100,276	100,276	100,276
Total Requirements	\$406,905	\$583,327	\$648,574	\$846,265	\$603,460	\$762,028	\$762,028	\$762,028
Over/Under (+/-)	418,160	355,469	238,005	0	195,603	0	0	0
Ending Fund Balance	\$418,160	\$355,469	\$238,005	\$0	\$195,603	\$0	\$0	\$0



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Fiscal Year 2016-17
Annual Budget
System Development Fund



System Development Fund

System development charges (SDC) are a one-time fee authorized by statute and imposed on new development and certain types of redevelopment. The fees are intended to recover a fair share of the costs of existing and planning infrastructure that provide capacity to serve new growth. Charges may be used for planning, design and construction of system improvements. These charges are collected for water, sanitary sewer, storm drainage, transportation and parks. The fees are charged as part of the permit process and paid at the time the building permit is issued. Specific future projects are outlined in the Capital Improvement Plan (CIP), of this budget.

Revenue Assumptions

The FY17 Budget includes a CPI increase of 1.4% that will go into effect on July 1, 2016. The City is estimating 10 new homes will be constructed during this budget cycle.

System Development Fund - Resources

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Water SDC							
Beginning Fund Balance	154,094	216,107	312,625	374,275	265,209	265,209	265,209
Total Revenue	62,013	158,168	46,734	144,750	65,110	65,110	65,110
Total Water	\$216,107	\$374,275	\$359,359	\$519,025	\$330,319	\$330,319	\$330,319
Sewer SDC							
Beginning Fund Balance	236,465	263,485	371,456	397,780	517,848	517,848	517,848
Total Revenue	64,395	134,295	38,925	120,068	55,010	55,010	55,010
Total Sewer	\$300,860	\$397,780	\$410,381	\$517,848	\$572,848	\$572,848	\$572,848
Transportation SDC							
Beginning Fund Balance	19,042	28,600	73,542	83,442	128,384	128,384	128,384
Total Revenue	29,558	54,842	14,656	44,942	20,980	20,980	20,980
Total Transportation	\$48,600	\$83,442	\$88,198	\$128,384	\$149,364	\$149,364	\$149,364
Parks SDC							
Beginning Fund Balance	225,589	177,196	191,937	194,507	7,601	7,601	7,601
Total Revenue	15,737	17,311	3,715	12,650	5,730	5,730	5,730
Total Parks	\$241,326	\$194,507	\$195,652	\$207,157	\$13,331	\$13,331	\$13,331
Stormwater SDC							
Beginning Fund Balance	89,407	106,565	128,686	132,041	148,556	148,556	148,556
Total Revenue	17,158	25,476	5,977	16,515	9,000	9,000	9,000
Total Stormwater	\$106,565	\$132,041	\$134,663	\$148,556	\$157,556	\$157,556	\$157,556
TOTAL SDC FUNDS							
Beginning Balances	724,597	791,953	1,078,246	1,182,045	1,067,598	1,067,598	1,067,598
Total Revenues	188,861	390,092	110,007	338,925	155,830	155,830	155,830
TOTAL SD RESOURCES AVAILABLE	\$913,458	\$1,182,045	\$1,188,253	\$1,520,970	\$1,223,428	\$1,223,428	\$1,223,428



System Development Fund - Requirements

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Water SDC							
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			300,000	253,816	300,000	300,000	300,000
Operating Contingency			34,359		5,319	5,319	5,319
Total Water	\$0	\$0	\$359,359	\$253,816	\$330,319	\$330,319	\$330,319
Sewer SDC							
Sewer Improvement Constr.		265,824					
Transfer: CIF Force Main	37,375						
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			350,000		350,000	350,000	350,000
Operating Contingency			35,381		197,858	197,858	197,858
Total Sewer	\$37,375	\$265,824	\$410,381	\$0	\$572,858	\$572,858	\$572,858
Transportation SDC							
Transfer: CIF-ODOT Flex Fun	20,000						
Material and Services			10,000		10,000	10,000	10,000
Capital Outlay			78,198		5,168	5,168	5,168
Operating Contingency					134,196	134,196	134,196
Total Transportation	\$20,000	\$0	\$88,198	\$0	\$149,664	\$149,364	\$149,364
Parks SDC							
Transfer: CIF-Hawn Cr Pk: PI	64,130						
Material and Services			25,000	12,500	5,730	5,730	5,730
Capital Outlay			170,652	187,056			
Operating Contingency					7,601	7,601	7,601
Total Parks	\$64,130	\$0	\$195,652	\$199,556	\$13,331	\$13,331	\$13,331
Stormwater SDC							
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			109,663		127,141	127,141	127,141
Operating Contingency					5,415	5,415	5,415
Total Stormwater	\$0	\$0	\$134,663	\$0	\$157,556	\$157,556	\$157,556
TOTAL SD REQUIREMENTS	\$130,005	\$265,824	\$1,188,253	\$453,372	\$1,223,428	\$1,223,428	\$1,223,428

Note: In prior years each SDC type had its own fund. The FY15 Budget consolidated all SDCs into one fund. Prior year detail sheets can be viewed in the Appendix for Inactive Funds.

Water System Development Fund Revenues

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
020-000-400100	Beginning Fund Balance	154,094	216,107	312,625	374,275	265,209	265,209	265,209
Revenues								
020-000-400400	Interest	642	930	1,612	650	650	650	650
020-000-400410	Reimbursement	41,022	103,562	31,318	100,000	44,740	44,740	44,740
020-000-400425	Compliance	2,587	3,604	896	2,900	1,280	1,280	1,280
020-000-403800	SDC Recpts/Improv'mts	17,762	43,072	12,908	41,200	18,440	18,440	18,440
Revenues		62,013	151,168	46,734	144,750	65,110	65,110	65,110
020-000-403775	Transfers: Water Fund		7,000					
Total Revenues		\$62,013	\$158,168	\$46,734	\$144,750	\$65,110	\$65,110	\$65,110
Total Resources		\$216,107	\$374,275	\$359,359	\$519,025	\$330,319	\$330,319	\$330,319

Water System Development Fund Requirements

Material and Services								
020-200-600905	Improvement			8,333	0	8,333	8,333	8,333
020-200-600910	Reimbursement			8,333	0	8,333	8,333	8,333
020-200-600925	Compliance			8,334	0	8,334	8,334	8,334
Total Material and Services		\$0	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000
Capital Outlay								
020-200-630100	Water Projects			300,000	0	300,000	300,000	300,000
020-200-630100	Regional Solutions			0	253,816			
Total Capital Outlay		\$0	\$0	\$300,000	\$253,816	\$300,000	\$300,000	\$300,000
Transfers								
Total Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated								
020-000-650000	Operating Contingency			34,359	0	5,319	5,319	5,319
020-200-800000	Unapprop. Fund Balance							
Total Contingency/Unappropriated		\$0	\$0	\$34,359	\$0	\$5,319	\$5,319	\$5,319

Water SD Fund Revenues and Requirements

Resources	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Beginning Fund Balance	154,094	216,107	312,625	374,275	265,209	265,209	265,209
Revenues	62,013	151,168	46,734	144,750	65,110	65,110	65,110
Transfers	0	7,000	0	0	0	0	0
Total Resources	\$216,107	\$374,275	\$359,359	\$519,025	\$330,319	\$330,319	\$330,319
Requirements							
Material and Services	0	0	25,000	0	25,000	25,000	25,000
Capital Outlay	0	0	300,000	253,816	300,000	300,000	300,000
Transfers	0	0	0	0	0	0	0
Cont./Unapprop.	0	0	34,359	0	5,319	5,319	5,319
Total Requirements	\$0	\$0	\$359,359	\$253,816	\$330,319	\$330,319	\$330,319
Over/Under (+/-)	216,107	374,275	0	265,209	0	0	0
Ending Fund Balance	\$216,107	\$374,275	\$0	\$265,209	\$0	\$0	\$0

Sewer System Development Fund Revenues

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
020-000-400110	Beginning Fund Balance	236,465	263,485	371,456	397,780	517,848	517,848	517,848
Revenues								
020-000-400405	Interest	2,003	868	322	650	650	650	650
020-000-403801	SDC Receipts	62,392	127,027	38,603	119,418	54,360	54,360	54,360
Revenues		64,395	127,895	38,925	120,068	55,010	55,010	55,010
020-000-403802	Transfer: Sewer Fund		6,400	0	0	0		
Total Revenues		\$64,395	\$134,295	\$38,925	\$120,068	\$55,010	\$55,010	\$55,010
Total Resources		\$300,860	\$397,780	\$410,381	\$517,848	\$572,858	\$572,858	\$572,858

Sewer System Development Fund Requirements

Material and Services								
020-200-608000	Professional Services			25,000	0	25,000	25,000	25,000
Total Material and Services		\$0	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000
Capital Outlay								
020-200-630200	Sewer Improv'mt Constr.			350,000	0	350,000	350,000	350,000
Total Capital Outlay		\$0	\$0	\$350,000	\$0	\$350,000	\$350,000	\$350,000
Transfers								
015-150-630400	CIF: Force Main Project	37,375	0	0	0	0	0	0
015-150-630500	Reserve Fund: Sewer Resv			0	0	0	0	0
Total Transfers		\$37,375	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated								
015-150-640000	Operating Contingency			35,381		197,858	197,858	197,858
015-150-800000	Unapprop. Fund Balance							
Total Contingency/Unappropriated		\$0	\$0	\$35,381	\$0	\$197,858	\$197,858	\$197,858

Sewer SD Fund Revenues and Requirements

Resources	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	236,465	263,485	371,456	397,780	517,848	517,848	517,848
Revenues	64,395	127,895	38,925	120,068	55,010	55,010	55,010
Transfers	0	6,400	0	0	0	0	0
Total Resources	\$300,860	\$397,780	\$410,381	\$517,848	\$572,858	\$572,858	\$572,858
Requirements							
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay		0	350,000		350,000	350,000	350,000
Transfers	37,375						0
Cont./Unapprop.			35,381		197,858	197,858	197,858
Total Requirements	\$37,375	\$0	\$410,381	\$0	\$572,858	\$572,858	\$572,858
Over/Under (+/-)	263,485	397,780		517,848	0	0	0
Ending Fund Balance	\$263,485	\$397,780	\$0	\$517,848	\$0	\$0	\$0

Transportation System Development Fund Revenues

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
020-000-400115	Beginning Fund Balance	19,042	28,600	73,542	83,442	128,384	128,384	128,384
Revenues								
020-000-400411	Interest		470	386	570	650	650	650
020-000-403805	Transp. SDC Receipts	29,558	54,372	14,270	44,372	20,330	20,330	20,330
Revenues		\$29,558	\$54,842	\$14,656	\$44,942	\$20,980	\$20,980	\$20,980
Transfers								
Total Revenues		\$29,558	\$54,842	\$14,656	\$44,942	\$20,980	\$20,980	\$20,980
Total Resources		\$48,600	\$83,442	\$88,198	\$128,384	\$149,364	\$149,364	\$149,364

Transportation System Development Fund Requirements

Material and Services								
020-200-608100	Professional Services			10,000	0	10,000	10,000	10,000
Total Material and Services		\$0	\$0	\$10,000	\$0	\$10,000	\$10,000	\$10,000
Capital Outlay								
020-200-630300	Transportation Projects			78,198	0	0	0	0
020-200-630300	E Main St			0	0	5,168	5,168	5,168
Total Capital Outlay		\$0	\$0	\$78,198	\$0	\$5,168	\$5,168	\$5,168
Transfers								
020-200-620500	CIF: Monroe St. SCA Proj.	20,000		0	0	0	0	0
Total Transfers		\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated								
020-200-650200	Operating Contingency			0	0	134,196	134,196	134,196
020-200-800000	Unapprop. Fund Balance							
Total Contingency/Unappropriated		\$0	\$0	\$0	\$0	\$134,196	\$134,196	\$134,196

Transportation SD Fund Revenues and Requirements

Resources	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Beginning Fund Balance	19,042	28,600	73,542	83,442	128,384	128,384	128,384
Revenues	29,558	54,842	14,656	44,942	20,980	20,980	20,980
Transfers	0	0	0	0	0	0	0
Total Resources	\$48,600	\$83,442	\$88,198	\$128,384	\$149,364	\$149,364	\$149,364
Requirements							
Material and Services			10,000	0	10,000	10,000	10,000
Capital Outlay			78,198	0	5,168	5,168	5,168
Transfers	20,000	0		0	0	0	0
Cont./Unapprop.			0	0	134,196	134,196	134,196
Total Requirements	\$20,000	\$0	\$88,198	\$0	\$149,364	\$149,364	\$149,364
Over/Under (+/-)	28,600	83,442	0	128,384	0	0	0
Ending Fund Balance	\$28,600	\$83,442	\$0	\$128,384	\$0	\$0	\$0

Parks System Development Fund Revenues

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
020-000-400120	Beginning Fund Balance	225,589	177,196	191,937	194,507	7,601	7,601	7,601
Revenues								
020-000-400420	Interest	697	257		650	650	650	650
020-000-403810	Park - SDC Receipts	15,040	17,054	3,715	12,000	5,080	5,080	5,080
Revenues		\$15,737	\$17,311	\$3,715	\$12,650	\$5,730	\$5,730	\$5,730
Transfers								
Total Revenues		\$15,737	\$17,311	\$3,715	\$12,650	\$5,730	\$5,730	\$5,730
Total Resources		\$241,326	\$194,507	\$195,652	\$207,157	\$13,331	\$13,331	\$13,331

Parks System Development Fund Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Materials and Services		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
020-200-608200	Professional Services			25,000	12,500	5,730	5,730	5,730
Total Material and Services		\$0	\$0	\$25,000	\$12,500	\$5,730	\$5,730	\$5,730
Capital Outlay								
020-200-630400	Pool				187,056			
020-200-630400	Park Improvements			170,652	0			
Total Capital Outlay		\$0	\$0	\$170,652	\$187,056	\$0	\$0	\$0
Transfers								
020-200-620600	CIF: Hawn Creek Park: PI	64,130		0	0	0	0	0
Total Transfers		\$64,130	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated								
020-200-650300	Operating Contingency			0	0	7,601	7,601	7,601
020-200-800000	Unapprop. Fund Balance							
Total Contingency/Unappropriated		\$0	\$0	\$0	\$0	\$7,601	\$7,601	\$7,601

Parks SD Fund Revenues and Requirements

Resources	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	225,589	177,196	191,937	194,507	7,601	7,601	7,601
Revenues	15,737	17,311	3,715	12,650	5,730	5,730	5,730
Transfers	0	0	0	0	0	0	0
Total Resources	\$241,326	\$194,507	\$195,652	\$207,157	\$13,331	\$13,331	\$13,331
Requirements							
Material and Services	0	0	25,000	12,500	5,730	5,730	5,730
Capital Outlay	0	0	170,652	187,056	0	0	0
Transfers	64,130	0	0	0	0	0	0
Cont./Unapprop.	0	0	0	0	7,601	7,601	7,601
Total Requirements	\$64,130	\$0	\$195,652	\$199,556	\$13,331	\$13,331	\$13,331
Over/Under (+/-)	177,196	194,507	0	7,601	0	0	0
Ending Fund Balance	\$177,196	\$194,507	\$0	\$7,601	\$0	\$0	\$0

Stormwater System Development Fund Revenue

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
020-000-400105	Beginning Fund Balance	89,407	106,565	128,686	132,041	148,556	148,556	148,556
Revenue								
020-000-400430	Interest		261	223	650	650	650	650
020-000-403815	SDC Receipts	17,158	18,385	5,754	15,865	8,350	8,350	8,350
Revenues		17,158	18,646	5,977	16,515	9,000	9,000	9,000
020-000-403800	Transfer: Street Fund		6,830	0	0			
Total Revenues		\$17,158	\$25,476	\$5,977	\$16,515	\$9,000	\$9,000	\$9,000
Total Resources		\$106,565	\$132,041	\$134,663	\$148,556	\$157,556	\$157,556	\$157,556

Stormwater System Development Fund Requirements

Material and Services								
020-200-608300	Professional Services			25,000	0	25,000	25,000	25,000
Total Material and Services		\$0	\$0	\$25,000	\$0	\$25,000	\$25,000	\$25,000
Capital Outlay								
020-200-630500	Storm Improvements			109,663	0	127,141	127,141	127,141
Total Capital Outlay		\$0	\$0	\$109,663	\$0	\$127,141	\$127,141	\$127,141
Transfers								
Total Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated								
020-200-650400	Operating Contingency			0	0	5,415	5,415	5,415
020-200-800000	Unapprop. Fund Balance							
Total Cont./Unapprop.		\$0	\$0	\$0	\$0	\$5,415	\$5,415	\$5,415

Stormwater SD Fund Revenues and Requirements

Resources	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
Beginning Fund Balance	89,407	106,565	128,686	132,041	148,556	148,556	148,556
Revenues	17,158	18,646	5,977	16,515	9,000	9,000	9,000
Transfers	0	6,830	0	0	0	0	0
Total Resources	\$106,565	\$132,041	\$134,663	\$148,556	\$157,556	\$157,556	\$157,556
Requirements							
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			109,663		127,141	127,141	127,141
Transfers					0	0	0
Cont./Unapprop.			0		5,415	5,415	5,415
Total Requirements	\$0	\$0	\$134,663	\$0	\$157,556	\$157,556	\$157,556
Over/Under (+/-)	106,565	132,041	0	148,556	0	0	0
Ending Fund Balance	\$106,565	\$132,041	\$0	\$148,556	\$0	\$0	\$0



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**Fiscal Year 2016-17
Annual Budget
Capital Improvement Fund**



Capital Improvement Fund

Fund Description

The Capital Improvement Fund (CIF) was established to provide an accounting of all revenues and expenditures for all capital projects (i.e. water, sewer, storm, transportation, parks) whether they are engineering or construction.

Fund Mission

Provide a single fund from which all capital projects can be administered and accounted for.

Revenue Assumptions

The CIF will continue to maintain large cash reserves anticipating large capital construction projects. The fund anticipates:

- Grant funds from ORPD (\$75,000) for the large day-use facility,
- Loan proceeds to complete the Meadow Lake Transmission Line Project.
- The General Fund will contribute \$25,000 to general park projects and \$25,000 to the City Hall project reserves. This will be reviewed during the second half of FY17 before any transfers are authorized.
- The Street Fund will transfer \$25,000 for future transportation related projects.
- The Water Fund will transfer \$75,000 to the CIF; \$50,000 for general water project reserves and \$25,000 to City Hall project reserves.
- The Sewer Fund will transfer \$75,000 to the CIF; \$50,000 for general sewer project reserves and \$25,000 to City Hall project reserves.

Expenditure Highlights

Facilities/Special Projects

- The Budget continues to consolidate funds for the City Hall project. \$400,500 has been reserved through FY16. FY17 contributions include \$25,000 from the General, Water, and Sewer Funds respectively.

Parks Projects

The FY17 Budget includes \$25,000 from the General Fund for general park project reserves and approximately \$16,850 in beginning reserves. Projects include:

- Pool Development Project - This high priority project assumes all expenditures are completed in FY16.
- Hawn Creek Park Phase I – The CIF has \$31,500 earmarked for this project. This will primarily focus on a walking trail and irrigation improvements.
- Skate Park Project - \$5,000 is budgeted in anticipation of a fundraising campaign.



Transportation Projects

The FY17 Budget provides a \$25,000 transfer from the Street Fund for transportation related projects and has approximately \$27,700 in beginning reserves. Projects include:

- N. 5th Street between E. Main and E. Monroe Streets is the priority unpaved street project in FY17. Tetra Tech has been requested to submit a design proposal for the City's consideration.

Water Projects

The FY17 Budget will begin to wind down from major water projects including the Meadowlake Transmission Line Project and the Regional Solutions Project.

- The Meadow Lake Transmission Line Project will complete the concrete reservoir, MWL Inter-tie and the installation of isolation valves on the 7-mile supply line.
- The FY17 Budget includes \$50,000 for expenses related to the Yamhill Regional Water Authority Project. This is a magnitude of cost estimate of Carlton's possible share of costs during the next 12 months to participate in the regional water project with McMinnville and Lafayette.
- The remaining undedicated funds for water improvements are set aside as contingency that requires Council action for use. These funds may be applied to water work as part of the N. 5th Street project.

Sewer Projects

The FY17 Budget transfers \$50,000 from the Sewer Fund for general sewer project reserves and has approximately \$183,250 in beginning reserves. The primary sewer related efforts in FY17 is to work with Tetra Tech and DEQ to determine necessary improvements to the WW Treatment Facility. At a minimum, this will likely require an update of the City's Wastewater Master Plan and an update of the Sewer SDC Methodology Report to insure all necessary capital projects are included in the SDC report.

Stormwater Projects

Some stormwater improvements are anticipated as part of the N. 5th Street project however there is no dedicated stormwater funding and any such improvements will have to be paid from either the Street Fund, CIF – Transportation or possibly from the General Fund.

Capital Improvement Fund

Fund Summary

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
017-000-300000	Beginning Fund Balance	205	41,569	1,127,035	919,056	920,858	420,048	420,048	420,048
Revenues									
017-000-400400	Interest	1,383	1,649	2,406	1,500	3,000	2,500	2,500	2,500
017-000-406001	Intergovernmental		5,395						
017-000-407000	Grants	50,936			625,000	550,000	75,000	75,000	75,000
017-000-400525	Loans	42,864	295,460	94,891	3,775,000	1,431,106	1,000,000	1,000,000	1,000,000
017-000-420700	Miscellaneous		20,000	2,680	100,000		0	0	0
Total Revenues		95,183	322,504	99,977	4,501,500	1,984,106	1,077,500	1,077,500	1,077,500
	Transfer In	425,546	1,290,866	350,000	400,000	350,000	225,000	225,000	225,000
Total Resources		520,934	1,654,939	1,577,012	5,820,556	3,254,964	1,722,548	1,722,548	1,722,548
Requirements									
	Facilities/Special Projects	264,472	93,319	52,736	275,000	5,000	150,000	150,000	150,000
	Parks Projects	5,407	27,642	118,592	1,260,000	\$289,359	61,500	61,500	61,500
	Transportation Projects	26,394	1,476	30,720	25,000	182,209	52,701	52,701	52,701
	Water Projects	65,557	129,424	191,967	3,850,556	2,289,494	1,050,000	1,050,000	1,050,000
	Sewer Projects	117,535	260,233	262,139	310,000	68,854	233,265	233,265	233,265
	Storm Projects	0	15,810	0	100,000	0	0	0	0
	Sub-Total Requirements	479,365	527,904	656,154	5,820,556	2,834,916	1,547,466	1,547,466	1,547,466
	Contingency						175,082	175,082	175,082
	Total Requirements	479,365	527,904	656,154	5,820,556	2,834,916	1,722,548	1,722,548	1,722,548
	Net Change in Fund Bal.	41,569	1,085,466	-206,177	0	420,048	0	0	0
	Ending Fund Balance	41,569	1,127,035	920,858	0	420,048	0	0	0



**Fiscal Year 2016-17
Annual Budget
Debt Service Fund**



Debt Service Fund

Fund Description

The Debt Service Fund is used to account for the financial resources acquired and used for the payment of long-term debt principal and interest for the acquisition, repair or construction of major capital facilities such as buildings, streets, sidewalks, water lines, sewer lines, and storm drains.

Fund Mission

Provide an accounting of revenues, expenditures and fund balance to pay the general long-term and short-term debt principal and interest obligations of the City of Carlton.

Revenue Assumptions

- The Debt Service Fund now contains a reserve of \$158,647 as a condition of the 2006 Water Bond Series. These funds were previously held in the Water Fund and were transferred to the Debt Service Fund in FY15. These funds will be held as unappropriated reserves until the bond is paid off.
- \$31,063 transferred from the General Fund to pay principal and interest on the Citizen Bank Loan.
- \$163,815 transferred from the Water Fund to pay principal and interest on the Water Revenue Bonds Series 2007 and the OBDD Safe Drinking Water Revolving Loan #S99099.
- \$123,469 transferred from the Sewer Fund to pay principal and interest on the OBDD loan.

Fund Resources and Requirements

	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Resources							
Beginning Fund Balance	0	0	0	158,647	158,647	158,647	158,647
Revenues							
Long Term Debt Proceeds	0	0	0	92,342	0	0	0
Transfer: General Fund	29,585	29,585	29,585	31,315	31,063	31,063	31,063
Transfer: Water Fund	164,540	168,040	197,130	163,765	163,815	163,815	163,815
Transfer: Sewer Fund	110,320	115,500	86,742	120,107	123,469	123,469	123,469
Prior Period Adjustment	0	166,665					
Total Resources Available	\$304,445	\$479,790	\$313,456	\$566,176	\$476,994	\$476,994	\$476,994

Expenditure Highlights – FY17

	Principal	Interest	Bond Fee	Total
Water Revenue Bonds Series 2007 – US Bank	45,000	31,622	450	77,072
Safe Drinking Water Revolving Loan #S99099 - OBDD	73,976	12,767		86,743
Oregon Business Development Department #Y09002	51,444	72,025		123,469
Citizens Bank (Rental Properties)	18,489	12,574		31,063
Total	\$188,908	\$128,989	\$450	\$318,347

Debt Service Fund Revenue

Resources		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
026-000-400100	Beginning Fund Balance	\$0	\$0	\$0	\$0	\$158,647	\$158,647	\$158,647	\$158,647
Revenues									
026-000-403600	Long Term Debt Proceeds	0	0	0	0	92,342	0	0	0
026-000-403700	Transfer: General Fund		29,585	29,585	29,584	31,315	31,063	31,063	31,063
026-000-403800	Transfer: Water Fund	79,698	164,540	168,040	197,130	163,765	163,815	163,815	163,815
026-000-403900	Transfer: Sewer Fund		110,320	115,500	86,742	120,107	123,469	123,469	123,469
Total Transfers		\$79,698	\$304,445	\$313,125	\$313,456	\$407,529	\$318,347	\$318,347	\$318,347
Prior Period Adjustment				\$166,665					
Total Resources		\$79,698	\$304,445	\$479,790	\$313,456	\$566,176	\$476,994	\$476,994	\$476,994

Debt Service Fund Requirements

Debt Service									
026-260-620510	Wells Fargo - Principal		11,722	12,326	13,628	89,437	0	0	0
026-260-620520	Wells Fargo Loan - Interest		5,796	5,192	3,890	4,557	0	0	0
026-260-620530	Umpqua Bank - Principal		4,426	4,675	5,198	0	0	0	0
026-260-620540	Umpqua Bank - Interest		7,640	7,392	6,868	(60)	0	0	0
026-260-620535	Citizens Bank - Principal	0	0	0	0	13,162	18,489	18,489	18,489
026-260-620545	Citizens Bank - Interest	0	0	0	0	11,012	12,574	12,574	12,574
026-260-620500	Wtr Bnd Sries 2007 (Prin.)	40,000	40,000	45,000	45,000	45,000	45,000	45,000	45,000
026-260-620550	Wtr Bnd Sries 2007 (Int.)	39,698	37,798	35,898	31,623	33,760	31,622	31,622	31,622
026-260-620600	OBDD SWRL S99099 (Prin)		71,800	72,518	73,976	73,243	73,976	73,976	73,976
026-260-620610	OBDD SWRL S99099 (Int.)		14,943	14,224	12,766	13,499	12,767	12,767	12,767
026-260-620660	Bond Fees			449	400	450	450	450	450
026-260-620700	OBDD Y09002-Swr. (Prin.)			47,624	49,993	48,999	51,444	51,444	51,444
026-260-620710	OBDD Y09002-Swr. (Int.)		110,320	75,845	70,114	74,470	72,025	72,025	72,025
Total Debt Service		\$79,698	\$304,445	\$321,143	\$313,456	\$407,529	\$318,347	\$318,347	\$318,347
Contingency/Unappropriated									
Operating Contingency									
Unapprop. Fund Balance							158,647	158,647	158,647
Total Contingency/Unappropriated		\$0	\$0	\$0	\$0	\$0	\$158,647	\$158,647	\$158,647

Debt Service Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance					158,647	158,647	158,647	158,647
Revenues								
Transfers	79,698	304,445	479,790	313,456	407,529	318,347	318,347	318,347
Total Resources	\$79,698	\$304,445	\$479,790	\$313,456	\$566,176	\$476,994	\$476,994	\$476,994
Requirements								
Personal Services								
Material and Services								
Capital Outlay								
Transfers								
Debt Service	79,698	304,445	321,143	313,456	407,529	318,347	318,347	318,347
Cont./Unapprop.						158,647	158,647	158,647
Total Requirements	\$79,698	\$304,445	\$321,143	\$313,456	\$407,529	\$476,994	\$476,994	\$476,994
Over/Under (+/-)				0	158,647	0	0	0
Ending Fund Balance	\$0	\$0	\$158,647	\$0	\$158,647	\$0	\$0	\$0



Fiscal Year 2016-17
Annual Budget
Vehicle/Equipment Replacement Fund



Vehicle/Equipment Replacement Fund (VERF)

Fund Description

ORS 294.525 authorizes the establishment of reserve funds. Municipalities, by ordinance or resolution, may establish one or more reserves to hold moneys to be accumulated and expended for the purposes described in this section. Every ten years, the fund is required to be reviewed by the governing body to determine if the fund will continue or be abolished.

Fund Mission

The mission of the Vehicle and Equipment Replacement Fund is to act as a reserve and replacement fund for future purchases related to vehicles, rolling and non-rolling stock and equipment.

Revenue Assumptions

The fund will receive no funds in FY17.

Fund Resources and Requirements

	Actual FY13	Actual FY14	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Resources								
Beginning Fund Balance	539,406	740,584	64,355	21,480	55,809	56,749	56,749	56,749
Total Revenues	538,224	27,044	36,199	18,000	27,765	0	0	0
Total Resources Available	1,077,630	767,628	100,554	39,480	83,574	56,749	56,749	56,749
Requirements								
Capital Outlay	0	18,912	44,745	18,000	26,825	0	0	0
Transfers	337,046	684,361	0	0	0	0	0	0
Contingency	0	0	0	21,480	0	56,749	56,749	56,749
Total Requirements	337,046	703,273	44,745	39,480	26,825	0	0	0
Ending Fund Balance	\$740,584	\$64,355	\$55,809	\$0	\$56,749	\$0	\$0	\$0

Expenditure Highlights

None in FY17

Vehicle/Equipment Replacement Fund

		Actual	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17	2016-17	2016-17
027-000-400100	Beginning Fund Balance	\$539,406	\$740,584	\$64,355	\$21,480	\$55,809	\$56,749	\$56,749	\$56,749
Revenues									
027-000-400400	Interest	175	44						
027-000-420420	Equipment Reserve			34,199					
027-000-423423	Sewer Reserve	55,000							
Revenues		55,175	44	34,199					
027-000-401420	Transfer: GF	2,000	7,000	2,000	5,380	8,310			
027-000-401425	Transfer: GF/Pool House	20,000							
027-000-401440	Transfer WF	30,000			5,380	8,310			
027-000-401450	Trans: GF to Park Res	22,046							
027-000-412422	Transfer: Wtr to Wtr Res	210,000							
027-000-412425	Transfer: Wtr/Eq Res BT	5,000	5,000						
027-000-413420	Transfer: Sewer Fund		5,000		5,380	8,310			
027-000-421425	Transfer: Street Fund	5,000	10,000		1,860	2,835			
027-000-423425	Transfer: Swr/Eq Res BT	5,000							
027-000-430400	Trans: Wtr SDC/Wtr Res	84,003							
027-000-440400	Trans: Swr SDC/Swr Res	100,000							
Transfers		483,049	27,000	2,000	18,000	27,765	0	0	0
Total Revenues		\$538,224	\$27,044	\$36,199	\$18,000	\$27,765	\$0	\$0	\$0
Total Resources		\$1,077,630	\$767,628	\$100,554	\$39,480	\$83,574	\$56,749	\$56,749	\$56,749

Vehicle/Equipment Replacement Fund Requirements

Capital Outlay									
027-127-620500	PW Bucket Truck		13,956						
027-127-620600	PW Replacement Veh.		4,956	20,362					
	John Deere Tractor			24,383					
027/127-620610	Mower - Zero Turn				18,000	26,825			
Total Capital Outlay		\$0	\$18,912	\$44,745	\$18,000	\$26,825	\$0	\$0	\$0
Transfers									
027-127-630001	CIF: City Hall Reserve		65,500						
027-127-630005	CIF: Water Projects		284,003						
027-127-630007	CIF: Sewer Projects		314,858						
027-127-630009	CIF: Park Projects		20,000						
027-127-600422	Wtr Res for Water Tie-In	190,000							
027-127-600424	Park Res for Band Shelter	42,046							
027-127-600427	PW Bldg Res/Pole Bldg	95,000							
027-127-600428	Trans: Cap Imprv Prof Svcs	10,000							
Total Transfers		\$337,046	\$684,361	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated									
027-127-640000	Operating Contingency				21,480		56,749	56,749	56,749
Total Cont./Unappropriated		\$0	\$0	\$0	\$21,480	\$0	\$56,749	\$56,749	\$56,749

Vehicle/Equipment Replacement Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Actual 2014-15	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	539,406	740,584	64,355	21,480	55,809	56,749	56,749	56,749
Revenues	55,175	44	34,199	0	0	0	0	0
Transfers	483,049	27,000	2,000	18,000	27,765	0	0	0
Total Resources	\$1,077,630	\$767,628	\$100,554	\$39,480	\$83,574	\$56,749	\$56,749	\$56,749
Requirements								
Personal Services								
Material and Services								
Capital Outlay		18,912	44,745	18,000	26,825			
Transfers	337,046	684,361						
Res. for Future Expend.								
Debt Service								
Cont./Unapprop.				21,480	0	56,749	56,749	56,749
Total Requirements	\$337,046	\$703,273	\$44,745	\$39,480	\$26,825	\$56,749	\$56,749	\$56,749
Over/Under (+/-)	740,584	64,355	55,809	0	56,749	0	0	0
Ending Fund Balance	\$740,584	\$64,355	\$55,809	\$0	\$56,749	\$0	\$0	\$0



**Fiscal Year 2016-17
Annual Budget
GO Bond 2015 – Pool Project**



GO BOND 2015 – POOL PROJECT FUND

Fund Description

In FY15 Carlton voters approved a general obligation bond for \$975,000 to replace the pool house and mechanical systems. The City contributed additional resources to the project from City reserves, Park SDCs, urban renewal, a Ford Family Foundation grant and private fundraising led by a very dedicated group of residents. With project financing, design and engineering, construction, change orders and necessary site improvements the project the project should close between \$1.55 - \$1.6m.

The annual tax rate per \$1,000 of assessed value should average approximate 44.45 cents however this figure will fluctuate over the years. The annual principal and interest payments will average \$60,000 - \$65,000 per year.

This Fund is used to account for the financial resources acquired and used for the payment of GO bond debt principal and interest for the construction of the pool house and mechanical systems in FY16.

Fund Mission

Provide an accounting of revenues, expenditures and fund balance to pay the General Obligation bond for the 2015 pool project.

Revenue Assumptions

1. The fund assumes most revenue collections will occur in FY16 including GO bond proceeds, grants from the Ford Family Foundation and Yamhill County, proceeds from the private fundraising efforts of the Friends of the Pool Project, the first year's property tax collections to begin payment on the GO bond and interest. The fund will also receive transfers in FY16 from the Capital Improvement Fund, System Development Charges Fund, General Fund – Parks and the Carlton Urban Renewal Agency. These monies account for the pool project's construction financing.
2. FY17 Beginning Fund Balance – it is assumed that in FY16 approximately \$900,000 will be paid out for construction expenses and the fund will make its first bond payment of \$56,037. Therefore, it is projected that the fund will have an FY17 beginning fund balance of \$655,165.
3. FY17 estimates \$62,500 in property tax proceeds.
4. FY17 estimates \$2,500 in interest earnings.
5. FY17 estimates \$32,500 as the Carlton Urban Renewal Agency's final payment toward the project.

Expenditure Highlights

1. The fund assumes construction is substantially complete by June 30, 2016 however payments will continue to be made after the start of the new fiscal year.
2. The fund budgets debt service payments to Western Alliance in the amount of \$55,626 including \$20,000 for principal and \$35,626 for interest.
3. The fund assumes \$10,837 in unappropriated fund balance from prior property tax receipts that will be held in reserve for future bond payments.



Fund Resources and Requirements

	Actual FY15	Adopted FY16	Estimate FY16	Proposed FY17	Approved FY17	Adopted FY17
Resources						
Beginning Fund Balance			0	655,165	655,165	655,165
Revenues			1,169,000	65,000	65,000	65,000
Transfer: CIF-Parks			122,046	0	0	0
Transfer: SDC-Parks			187,056	0	0	0
Transfer: GF-Parks			15,600	0	0	0
Transfer: CURA			117,500	32,500	32,500	32,500
Total Resources Available	\$0	\$0	\$1,611,202	\$752,665	\$752,665	\$752,665
Requirements						
Material and Services			900,000	686,202	686,202	686,202
Debt Service						
Western Alliance - Principal			30,000	20,000	20,000	20,000
Western Alliance - Interest			26,037	35,626	35,626	35,626
Contingency			0	10,837	10,837	10,837
Total Requirements	\$0	\$0	\$956,037	\$752,665	\$752,665	\$752,665
Ending Fund Balance			\$655,165	\$0	\$0	\$0

GO Bond 2015 - Pool Project

		Adopted	Estimate	Proposed	Approved	Adopted
Resources		2015-16	2015-16	2016-17	2016-17	2016-17
024-000-300000	Beginning Fund Balance			655,165	655,165	655,165
Revenues						
024-000-400200	Current Property Tax		60,000	62,000	62,000	62,000
024-000-400300	Delinquent Property Tax			500	500	500
024-000-402000	Donations		66,500			
024-000-403800	GO Bond 2015		975,000			
024-000-407000	Grants		65,000			
024-000-400400	Interest		2,500	2,500	2,500	2,500
Revenues			1,169,000	65,000	65,000	65,000
	Transfer: CIF-Parks		122,046			
	Transfer: SDC-Parks		187,056			
	Transfer: GF-Parks (Ladd Fountain)		15,600			
	Transfer: CURA		117,500	32,500	32,500	32,500
Total Revenues		\$0	\$1,611,202	\$97,500	\$97,500	\$97,500
Total Resources		\$0	\$1,611,202	\$752,665	\$752,665	\$752,665

GO Bond Fund 2015 - Requirements

		Adopted	Estimate	Proposed	Approved	Adopted
Material and Services		2015-16	2015-16	2016-17	2016-17	2016-17
024-240-610000	Construction Expense		900,000	686,202	686,202	686,202
	Materials					
Total Material and Services		\$0	\$900,000	\$686,202	\$686,202	\$686,202
Debt Service						
	Western Alliance - Principal		30,000	20,000	20,000	20,000
	Western Alliance - Interest		26,037	35,626	35,626	35,626
Total Debt Service		\$0	\$56,037	\$55,626	\$55,626	\$55,626
Contingency/Unappropriated						
	Operating Contingency					
	Unapprop. Fund Balance			10,837	10,837	10,837
Total Contingency/Unappropriated		\$0	\$0	\$10,837	\$10,837	\$10,837
GO Bond 2015 - Pool Project - Total Requirements		\$0	\$956,037	\$752,665	\$752,665	\$752,665

GO 2015 - Pool Project Bond Fund Revenues and Requirements

Resources	Adopted 2015-16	Estimate 2015-16	Proposed 2016-17	Approved 2016-17	Adopted 2016-17
Beginning Fund Balance	0	0	655,165	655,165	655,165
Revenues	0	1,169,000	65,000	65,000	65,000
Transfers	0	442,202	32,500	32,500	32,500
Total Resources	\$0	\$1,611,202	\$752,665	\$752,665	\$752,665
Requirements					
Material and Services	0	900,000	686,202	686,202	686,202
Debt Service	0	56,037	55,626	55,626	55,626
Cont./Unapprop.	0	0	10,837	10,837	10,837
Total Requirements	\$0	\$956,037	\$752,665	\$752,665	\$752,665
Over/Under (+/-)					
Ending Fund Balance	\$0	\$655,165	\$0	\$0	\$0



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**Fiscal Year 2016-17
Annual Budget
Appendices**



9-1-1 Dispatch - Yamhill Communications (YCOM) agency user fees; mobile data system access; emergency and non-emergency dispatch services.

Accrual Basis - Method of accounting recognizing transactions when they occur without regard toward cash flow timing.

Actual - Actual, as used in a fund, revenue, and expenditure summaries within the budget document, represents the actual cost results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principle payment on debt.

Administration - The group of departments that include City Manager's Office, City Recorder, Human Resources, Planning, Finance, Municipal Court and City Attorney's Office.

Adopted Budget - The budget as finally adopted by the City Council and represents the financial plan of the City which forms the basis and limits for appropriations for the fiscal year. Adopted budget becomes effective July 1st. Subsequent to adoption; Council may make changes throughout the year.

Appropriations - Legal authorization granted by the City Council to spend public funds. It is based on the adopted budget, including supplemental budgets, if any.

Approved Budget - The approved budget is that budget recommended by the Budget Committee and is reviewed by the City Council prior to adoption.

Assessed Value - The value set by the County Assessor on real and personal taxable property as a basis for levying taxes. A tax initiative passed in 1997 reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

Assets - Resources having a monetary value and that are owned or held by an entity.

Audit - Conducted by an independent Certified Public Accounting (CPA) Firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with Generally Accepted Accounting Principles.

Balanced Budget - A budget in which planned expenditures do not exceed projected funds available.

Balance Sheet - A financial statement reporting the organization's assets, liabilities, and equity activities.

Beginning Working Capital - The beginning working capital is the residual non-restricted funds brought forward from the previous financial year (ending balance).

Bond or Bond Issue - A written promise to pay a sum of money, called principle or face value, at a future date, called the maturity date, along with periodic interest paid at a specified percentage of principle (interest rate). Bonds are typically used to finance long-term capital improvements.



Bond Funds – Established to account for bond proceeds to be used only for approved bond projects.

Budget - Written report showing the local government’s comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

Budget Adjustment – A revision to the adopted budget occurring during the affected fiscal year as approved by the City Council by an amendment or a transfer.

Budget Calendar - The schedule of key dates involved in the process of preparing and adopting a budget.

Budget Committee - A panel of citizens consisting of the City Council and equal lay members responsible for the review and recommendation of the annual budget.

Budget Document - The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenue and expenditure plan.

Budget Message - Written explanation of the principle budget items, an outline of the City's experience and its current financial status, and recommendation regarding the proposed budget, prepared by the City Manager.

Budget Officer - The person designated as responsible for assembling the budget.

Budget Resolution - The budget is adopted each year by the City Council through passage of a resolution. This budget resolution is the guiding document for compliance with budget law and for any necessary adjustments during the fiscal year.

Budgetary Basis - Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP); with the following exceptions in the proprietary funds. The City budgets for bond principal retirements and does not budget for amortization or depreciation.

Capital Assets – Major assets that benefit more than a single fiscal period. Examples include land, easements, buildings, vehicles, equipment, and infrastructure.

Capital Improvement Project – Any project having assets of significant value and having a useful life of five years or more. Capital projects include expenditures, which result in the acquisition of land, improvements to existing facilities, and construction of streets, sewers, storm drains, parks, street lighting, and other public facilities.

Capital Outlay - Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or building.

Capital Projects - An object classification which includes major capital improvement projects generally related to streets, water, wastewater, storm water systems, and facilities.



City Attorney – Appointed by the City Council to represent the City, act as general counsel, give legal advice to the City, and to generally handle all legal matters for the City.

City Council – The elected body of members making up the legislative arm of local government in Carlton.

Charges for Service - A fee charged for services to the party or parties who directly benefits. Also called User Fees.

CDBG - This stands for Community Development Block Grant, which is a federal grant program administered by the State.

Community Policing – A philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem solving techniques.

Comprehensive Annual Financial Report – The annual audited results of the City’s financial position and activity.

Comprehensive Plan – An official statement of the goals, objectives and physical plan for the development of the City. Contains a narrative of goals, objectives and policies that describe the desired form, nature, and rate of City development.

Computer Services – This budget item includes computer hardware, software and repair. Also includes computer training costs.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living.

Contingency - A line item appropriation within an operating fund that acts as a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval by resolution. Each operating fund is allowed one appropriation for a general operation contingency.

Contracted Services - Services rendered to City activities by private firms, individuals or other government agencies. Example of these services includes engineering, IT, and attorney services.

Council Expense – Includes costs for meetings and meeting supplies as well as the cost for the Mayor/Councilors to attend conferences and other meetings at which they represent the City of Carlton.

Debt Ratio - Total debt divided by total assets and used by Finance to assess fiscal health, internal controls, etc.

Debt Service - The payment of general long-term debt, consisting of principle and interest payments.



Debt Service Fund – Established to account for payment of general long-term debt principal and interest.

Defense Attorney/Interpreter – Costs for the court-appointed attorney representing the defendant in a criminal prosecution or for an interpreter hired by the court.

Deficit – The excess of expenditures over revenues.

Department - A major unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation - Expiration in the service life of capital assets attributed to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Division – A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit’s mission and objectives.

Employee Benefits - Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government’s share of costs for social security and the various pensions, medical and life insurance plans.

Employee Development – In-house training, seminars, workshops, or continuing education for City employees.

Ending Balance - The residual non-restricted funds that is spendable or available for appropriation at the end of the fiscal year.

Enterprise Fund - A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self-supporting by user charges and fees, similar to private businesses.

Expenditures/Expense - The outflow of funds paid for an asset obtained (requirements) or goods and services obtained regardless of when expense is actually paid. The term applies to all funds.

Fees - Charges for specific services levied by local government in connections with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business license, fines, and user charges.

Firearms Skills/Range Facility - Includes ammunition for training and regular duty; gun cleaning supplies; targets.

Fiscal Management - A government’s directive with respect to revenues, spending, reserves, and debt management as they relate to governmental services, programs, and capital investments. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.



Financial Year - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Carlton's fiscal year is July 1 through June 30.

Fixed Assets - Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, improvements other than buildings and land.

Fleet Maintenance – Cost of maintenance and repairs to City-owned vehicles.

Franchise Fee - Charged to all utilities operating within the City for the privilege of using public right-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on electric, cable television, solid waste, and telephone services.

Fuel - Cost of gasoline or diesel fuel for City-owned vehicles and equipment.

Full-Time Equivalent (FTE) - Equivalent of one employee working full time, or 2,080 hours per year. An FTE can be filled by any number of employees whose combined hours total 2,080 per year.

Fund - A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund Balance - The excess of a fund's total assets over its total liabilities.

Funding - Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

GASB (Governmental Accounting Standards Board) - It is the highest source of accounting and financial reporting guidance for state and local governments.

General Fund – Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, parks and recreation, general administration of the City, the municipal pool and any other activity for which a special fund has not been created.

General Long-Term Debt – Represents any un-matured debt not considered to be a fund liability.

General Obligation Bonds (G.O. Bonds) – Bonds secured by the full faith and credit of the issuer. G.O. Bonds issued by local units of government are secured by a pledge of the issuer's property-taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

Government Financial Officers' Association (GFOA) – The professional association of state and local finance officers in the United States who are dedicated to the sound management of government financial resources. The association sets program standards for the GFOA's Certificate of Achievement for Excellence in Financial Reporting.



GIS - Geographic Information Services.

Grant – A donation or contributions in cash or other assets from another governmental or non-governmental agency to be used or expended for a specific purpose, activity or facility.

HVAC, Energy and Lighting – Electricity, oil, or natural gas to provide heat, lights, and/or power to buildings.

Indicators - Desired output-oriented accomplishments which can be measured and achieved within given periods of time. The achievement of the indicator advances the program and organization towards accomplishing goals.

Indirect Charges - Administration costs that are incurred in one fund in support of another operating program.

Indirect Cost Allocation - The allocation of administrative costs that are incurred in one fund in support of another operating program.

Infrastructure – Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

Insurance - Payment to insurance services for estimated general liability, property, auto, and employee bond insurance coverage.

Inter-fund Transfers – Appropriation category used in the City's budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Shown as expenditure in the originating fund and revenue in the receiving fund.

Intergovernmental Revenues - Levied by one government but shared on a predetermined basis with another government or class of governments. An example would be the state liquor tax, which is distributed in part to cities.

Investigations – This police budget line item includes interview transcriptions; evidence room supplies; contingency for major investigations; crime scene investigation and processing equipment; evidence packaging and forms.

Janitorial Services and Supplies - Building custodial services and supplies.

Jury/Witness Fees - Fees incurred by a court case requiring a jury or witness. Fees are paid directly to a juror or witness.

Levy - Gross amount of property taxes imposed on taxable property. The net amount received will be less than the gross levy as a result of delinquent or uncollectable payments or early payments discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.



Line Item Budget – The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

Local Budget Law - Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

Local Improvement District (L.I.D.) - The property which is to be assessed part of the cost of local improvements and the property on which the local improvement is located.

Maintenance and Rental Contracts – Payments made for contracts covering a variety of maintenance and office equipment leases.

Materials and Services – General materials and supplies that support program operations and cost; may include office supplies, postage, printing supplies, forms, batteries, meeting costs, and other program supplies.

Mayor Expenses – This covers expenses incurred by the Mayor for attendance at conferences and functions at which s/he represents the City of Carlton.

Measure 5 – A constitutional amendment passed in 1990 that limits the amount of operating tax that can be imposed on a property to \$5 per \$1,000 of real market value for education and \$10 per \$1,000 for general government.

Measure 50 – A constitutional amendment passed in 1997 that limits growth in a property's assessed value to 3% per year. It also limits a local government's taxing authority by creating permanent rate limits.

Miscellaneous (Revenue) - Includes all revenues not specified in a specific line item.

Mission - Defines the primary purpose of the City and is intended to guide all organizational decisions, policies, and activities (internal and external) on a daily basis.

Municipal Memberships - Cost of membership on a city-wide basis, such as the League of Oregon Cities.

Net Assets - The equity associated with general government minus liabilities.

Non-Operating Budget - Part of the budget composed of the following items: inter-fund transfers, reserves, contingencies, capital projects, and debt service payments.

Objective - Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

Office Expense – Purchases for office equipment, furnishings, and materials.



Operating Budget – The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service-delivery activities of a government are controlled.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance - A formal legislative enactment by the governing body of a municipality. If it does not conflict with any higher form of law, such as a state statute or a constitutional provision, it is the full force and effect of the law within the boundaries of the municipality to which it applies.

Oregon Department of Transportation (ODOT) - Refers to the Oregon Department of Transportation.

Outstanding Debt - The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

Permanent Rate Limit – The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government or its voters can change a permanent tax rate. The permanent tax rate for the City of Carlton is \$5.0098 per \$1,000 of assessed value.

Personnel Services – Expenses related to the compensation of salaried employees, including salaries, overtime, health and accident insurance premiums, Social Security and retirement contributions.

Professional Services – This budget item includes payments to contractors or companies for services provided to the City.

Program - A group of related activities to accomplish a major service or function for which the City is responsible.

Projection - A projection of the revenue or expenditure as appropriated, to be recognized during the current fiscal period.

Property Tax – Ad valorem tax certified to the county assessor by a local government unit based according to assessed value of property and is used as the source of monies to support various funds.

Proposed Budget - The proposed budget is the financial plan prepared by the Budget Officer. All funds must balance. It is submitted to the public and the Budget Committee for review.

Public Employment Retirement System (PERS) - Refers to the Public Employment Retirement System.

Public Notices/Advertising – This budget item includes all expenses related to meeting notices and other required public notices.



Real Market Value (RMV) - The amount in cash which could reasonably be expected by an informed seller from an informed buyer in an arm's-length transaction as of the assessment date.

Repairs and Maintenance – Routine repairs of City equipment and/or building maintenance costs.

Reserve - An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

Reserves and Volunteers – Police reserves and volunteers.

Resolution - A formal order of a governing body; lower legal status than an ordinance.

Resources - Total funds available which include the estimated balances on hand at the beginning of the fiscal year plus all revenues anticipated being collected during the year.

Revenue - Monies received during the year by the City from all tax and non-tax sources.

Safety/OSHA – Materials, minor equipment, personal protective equipment (PPE), videos, seminars and educational supplies; required hearing tests, bloodborne pathogen protection supplies, and body armor.

Special Assessments - A way to finance a local improvement which allows property owners to pay the City back over time. Special Assessments may be bonded through a special bond or financed internally by the City.

Special City Allotment (SCA) - Established in 1947 by the Oregon Legislature under Oregon Revised Statute (ORS) 366.805. The purpose of the SCA program is to help cities repair or reconstruct streets that are inadequate for the capacity they serve or are in a condition detrimental to safety.

State Revenue Sharing – ORS 221.770 provides that a share of certain revenues of the state shall be apportioned among, and distributed to, cities for general purposes. State revenue sharing monies are allocated to cities based on population, with an adjustment for local taxing efforts.

Storm Water - Run-off from rain water which is directed to a separate pipe and drainage system.

Supplemental Budget – A financial plan adopted during a budget period to meet unexpected needs or to appropriate revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

System Development Charges (SDCs) - Fees charged to new development to pay for capacity-adding infrastructure improvements necessary to accommodate new growth within the transportation, parks, water, sewer and stormwater infrastructure systems. The framework for collection of SDCs is established per ORS 223.297-223.314.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.



Tax Levy - The total amount of property taxes required by the City to meet requirements.

Tax Rate – The amount of tax stated in terms of a unit of tax for each \$1,000 of assessed value of taxable property.

Tax Revenue - Includes property taxes, lodging tax, and state shared revenues.

Telecommunication - Communication operation costs including desk telephones, cell phones, and pagers.

Transfers – The authorized exchange of cash or other resources from one fund to another fund. It is shown as expenditure in the originating fund and revenue in the receiving fund.

Travel and Education – All travel and education costs associated with professional association conferences, seminars, and workshops, including meal costs, professional memberships, dues, subscriptions, and professional reference materials.

Un-appropriated Fund Balance - Amount set aside in the budget to be carried over for the next fiscal year's budget. It provides the City with cash until tax money or other revenues are received in the year. This amount cannot be used in the current fiscal year except under specific conditions which are set out in State law.

Uniform Allowance – Purchases of uniforms or required personal equipment; cleaning of uniforms.

User Fees – The fee charged for services to the party or parties who directly benefits also called Charges for Service.

Vehicle Maintenance - Cost of maintenance and repairs to city-owned vehicles.

Working Capital – Current assets minus current liabilities. It is based on the difference between estimated revenues to be received and the estimated amount expected to be spent.

WTP - Water Treatment Plant

WWTP - Wastewater Treatment Plant

**City of Carlton
Compensation Schedule - FY2017**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
1	YEARLY	25,701.05	26,343.57	27,002.16	27,677.22	28,369.15	29,078.38	29,805.34	30,550.47	31,314.23	32,097.09	32,899.51
	MONTHLY	2,141.75	2,195.30	2,250.18	2,306.43	2,364.10	2,423.20	2,483.78	2,545.87	2,609.52	2,674.76	2,741.63
	BI-MONTHLY	1070.88	1097.65	1125.09	1153.22	1182.05	1211.60	1241.89	1272.94	1304.76	1337.38	1370.81
	HOURLY	12.3563	12.6652	12.9818	13.3064	13.6390	13.9800	14.3295	14.6877	15.0549	15.4313	15.8171
2	YEARLY	26,343.57	27,002.16	27,677.22	28,369.15	29,078.38	29,805.34	30,550.47	31,314.23	32,097.09	32,899.51	33,722.00
	MONTHLY	2,195.30	2,250.18	2,306.43	2,364.10	2,423.20	2,483.78	2,545.87	2,609.52	2,674.76	2,741.63	2,810.17
	BI-MONTHLY	1097.65	1125.09	1153.22	1182.05	1211.60	1241.89	1272.94	1304.76	1337.38	1370.81	1405.08
	HOURLY	12.6652	12.9818	13.3064	13.6390	13.9800	14.3295	14.6877	15.0549	15.4313	15.8171	16.2125
3	YEARLY	27,002.16	27,677.22	28,369.15	29,078.38	29,805.34	30,550.47	31,314.23	32,097.09	32,899.51	33,722.00	34,565.05
	MONTHLY	2,250.18	2,306.43	2,364.10	2,423.20	2,483.78	2,545.87	2,609.52	2,674.76	2,741.63	2,810.17	2,880.42
	BI-MONTHLY	1125.09	1153.22	1182.05	1211.60	1241.89	1272.94	1304.76	1337.38	1370.81	1405.08	1440.21
	HOURLY	12.9818	13.3064	13.6390	13.9800	14.3295	14.6877	15.0549	15.4313	15.8171	16.2125	16.6178
4	YEARLY	27,677.22	28,369.15	29,078.38	29,805.34	30,550.47	31,314.23	32,097.09	32,899.51	33,722.00	34,565.05	35,429.18
	MONTHLY	2,306.43	2,364.10	2,423.20	2,483.78	2,545.87	2,609.52	2,674.76	2,741.63	2,810.17	2,880.42	2,952.43
	BI-MONTHLY	1153.22	1182.05	1211.60	1241.89	1272.94	1304.76	1337.38	1370.81	1405.08	1440.21	1476.22
	HOURLY	13.3064	13.6390	13.9800	14.3295	14.6877	15.0549	15.4313	15.8171	16.2125	16.6178	17.0333
5	YEARLY	28,369.15	29,078.38	29,805.34	30,550.47	31,314.23	32,097.09	32,899.51	33,722.00	34,565.05	35,429.18	36,314.91
	MONTHLY	2,364.10	2,423.20	2,483.78	2,545.87	2,609.52	2,674.76	2,741.63	2,810.17	2,880.42	2,952.43	3,026.24
	BI-MONTHLY	1182.05	1211.60	1241.89	1272.94	1304.76	1337.38	1370.81	1405.08	1440.21	1476.22	1513.12
	HOURLY	13.6390	13.9800	14.3295	14.6877	15.0549	15.4313	15.8171	16.2125	16.6178	17.0333	17.4591
6	YEARLY	29,078.38	29,805.34	30,550.47	31,314.23	32,097.09	32,899.51	33,722.00	34,565.05	35,429.18	36,314.91	37,222.78
	MONTHLY	2,423.20	2,483.78	2,545.87	2,609.52	2,674.76	2,741.63	2,810.17	2,880.42	2,952.43	3,026.24	3,101.90
	BI-MONTHLY	1211.60	1241.89	1272.94	1304.76	1337.38	1370.81	1405.08	1440.21	1476.22	1513.12	1550.95
	HOURLY	13.9800	14.3295	14.6877	15.0549	15.4313	15.8171	16.2125	16.6178	17.0333	17.4591	17.8956
7 Parks Maintenance Worker	YEARLY	29,805.34	30,550.47	31,314.23	32,097.09	32,899.51	33,722.00	34,565.05	35,429.18	36,314.91	37,222.78	38,153.35
	MONTHLY	2,483.78	2,545.87	2,609.52	2,674.76	2,741.63	2,810.17	2,880.42	2,952.43	3,026.24	3,101.90	3,179.45
	BI-MONTHLY	1241.89	1272.94	1304.76	1337.38	1370.81	1405.08	1440.21	1476.22	1513.12	1550.95	1589.72
	HOURLY	14.3295	14.6877	15.0549	15.4313	15.8171	16.2125	16.6178	17.0333	17.4591	17.8956	18.3430
8	YEARLY	30,550.47	31,314.23	32,097.09	32,899.51	33,722.00	34,565.05	35,429.18	36,314.91	37,222.78	38,153.35	39,107.18
	MONTHLY	2,545.87	2,609.52	2,674.76	2,741.63	2,810.17	2,880.42	2,952.43	3,026.24	3,101.90	3,179.45	3,258.93
	BI-MONTHLY	1272.94	1304.76	1337.38	1370.81	1405.08	1440.21	1476.22	1513.12	1550.95	1589.72	1629.47
	HOURLY	14.6877	15.0549	15.4313	15.8171	16.2125	16.6178	17.0333	17.4591	17.8956	18.3430	18.8015
9	YEARLY	31,314.23	32,097.09	32,899.51	33,722.00	34,565.05	35,429.18	36,314.91	37,222.78	38,153.35	39,107.18	40,084.86
	MONTHLY	2,609.52	2,674.76	2,741.63	2,810.17	2,880.42	2,952.43	3,026.24	3,101.90	3,179.45	3,258.93	3,340.41
	BI-MONTHLY	1304.76	1337.38	1370.81	1405.08	1440.21	1476.22	1513.12	1550.95	1589.72	1629.47	1670.20
	HOURLY	15.0549	15.4313	15.8171	16.2125	16.6178	17.0333	17.4591	17.8956	18.3430	18.8015	19.2716
10	YEARLY	32,097.09	32,899.51	33,722.00	34,565.05	35,429.18	36,314.91	37,222.78	38,153.35	39,107.18	40,084.86	41,086.98
	MONTHLY	2,674.76	2,741.63	2,810.17	2,880.42	2,952.43	3,026.24	3,101.90	3,179.45	3,258.93	3,340.41	3,423.92
	BI-MONTHLY	1337.38	1370.81	1405.08	1440.21	1476.22	1513.12	1550.95	1589.72	1629.47	1670.20	1711.96
	HOURLY	15.4313	15.8171	16.2125	16.6178	17.0333	17.4591	17.8956	18.3430	18.8015	19.2716	19.7534
11 Accounts Payable/Planning Clerk	YEARLY	32,899.51	33,722.00	34,565.05	35,429.18	36,314.91	37,222.78	38,153.35	39,107.18	40,084.86	41,086.98	42,114.16
	MONTHLY	2,741.63	2,810.17	2,880.42	2,952.43	3,026.24	3,101.90	3,179.45	3,258.93	3,340.41	3,423.92	3,509.51
	BI-MONTHLY	1370.81	1405.08	1440.21	1476.22	1513.12	1550.95	1589.72	1629.47	1670.20	1711.96	1754.76
	HOURLY	15.8171	16.2125	16.6178	17.0333	17.4591	17.8956	18.3430	18.8015	19.2716	19.7534	20.2472

The Annual Rate Based On 2,080 Hours Per Year
Eight Merit Steps with 2.5% Between Steps and Grades
Three Longevity Steps with 2.5% Between Steps and Grades

**City of Carlton
Compensation Schedule - FY2017**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
12	YEARLY	33,722.00	34,565.05	35,429.18	36,314.91	37,222.78	38,153.35	39,107.18	40,084.86	41,086.98	42,114.16	43,167.01
	MONTHLY	2,810.17	2,880.42	2,952.43	3,026.24	3,101.90	3,179.45	3,258.93	3,340.41	3,423.92	3,509.51	3,597.25
	BI-MONTHLY	1405.08	1440.21	1476.22	1513.12	1550.95	1589.72	1629.47	1670.20	1711.96	1754.76	1798.63
	HOURLY	16.2125	16.6178	17.0333	17.4591	17.8956	18.3430	18.8015	19.2716	19.7534	20.2472	20.7534
13	YEARLY	34,565.05	35,429.18	36,314.91	37,222.78	38,153.35	39,107.18	40,084.86	41,086.98	42,114.16	43,167.01	44,246.19
	MONTHLY	2,880.42	2,952.43	3,026.24	3,101.90	3,179.45	3,258.93	3,340.41	3,423.92	3,509.51	3,597.25	3,687.18
	BI-MONTHLY	1440.21	1476.22	1513.12	1550.95	1589.72	1629.47	1670.20	1711.96	1754.76	1798.63	1843.59
	HOURLY	16.6178	17.0333	17.4591	17.8956	18.3430	18.8015	19.2716	19.7534	20.2472	20.7534	21.2722
14 Court/Utility Billing Clerk	YEARLY	35,429.18	36,314.91	37,222.78	38,153.35	39,107.18	40,084.86	41,086.98	42,114.16	43,167.01	44,246.19	45,352.34
	MONTHLY	2,952.43	3,026.24	3,101.90	3,179.45	3,258.93	3,340.41	3,423.92	3,509.51	3,597.25	3,687.18	3,779.36
	BI-MONTHLY	1476.22	1513.12	1550.95	1589.72	1629.47	1670.20	1711.96	1754.76	1798.63	1843.59	1889.68
	HOURLY	17.0333	17.4591	17.8956	18.3430	18.8015	19.2716	19.7534	20.2472	20.7534	21.2722	21.8040
15 Technician Parks Maintenance/Utility	YEARLY	36,314.91	37,222.78	38,153.35	39,107.18	40,084.86	41,086.98	42,114.16	43,167.01	44,246.19	45,352.34	46,486.15
	MONTHLY	3,026.24	3,101.90	3,179.45	3,258.93	3,340.41	3,423.92	3,509.51	3,597.25	3,687.18	3,779.36	3,873.85
	BI-MONTHLY	1513.12	1550.95	1589.72	1629.47	1670.20	1711.96	1754.76	1798.63	1843.59	1889.68	1936.92
	HOURLY	17.4591	17.8956	18.3430	18.8015	19.2716	19.7534	20.2472	20.7534	21.2722	21.8040	22.3491
16	YEARLY	37,222.78	38,153.35	39,107.18	40,084.86	41,086.98	42,114.16	43,167.01	44,246.19	45,352.34	46,486.15	47,648.31
	MONTHLY	3,101.90	3,179.45	3,258.93	3,340.41	3,423.92	3,509.51	3,597.25	3,687.18	3,779.36	3,873.85	3,970.69
	BI-MONTHLY	1550.95	1589.72	1629.47	1670.20	1711.96	1754.76	1798.63	1843.59	1889.68	1936.92	1985.35
	HOURLY	17.8956	18.3430	18.8015	19.2716	19.7534	20.2472	20.7534	21.2722	21.8040	22.3491	22.9078
17 City Recorder	YEARLY	38,153.35	39,107.18	40,084.86	41,086.98	42,114.16	43,167.01	44,246.19	45,352.34	46,486.15	47,648.31	48,839.51
	MONTHLY	3,179.45	3,258.93	3,340.41	3,423.92	3,509.51	3,597.25	3,687.18	3,779.36	3,873.85	3,970.69	4,069.96
	BI-MONTHLY	1589.72	1629.47	1670.20	1711.96	1754.76	1798.63	1843.59	1889.68	1936.92	1985.35	2034.98
	HOURLY	18.3430	18.8015	19.2716	19.7534	20.2472	20.7534	21.2722	21.8040	22.3491	22.9078	23.4805
18	YEARLY	39,107.18	40,084.86	41,086.98	42,114.16	43,167.01	44,246.19	45,352.34	46,486.15	47,648.31	48,839.51	50,060.50
	MONTHLY	3,258.93	3,340.41	3,423.92	3,509.51	3,597.25	3,687.18	3,779.36	3,873.85	3,970.69	4,069.96	4,171.71
	BI-MONTHLY	1629.47	1670.20	1711.96	1754.76	1798.63	1843.59	1889.68	1936.92	1985.35	2034.98	2085.85
	HOURLY	18.8015	19.2716	19.7534	20.2472	20.7534	21.2722	21.8040	22.3491	22.9078	23.4805	24.0675
19	YEARLY	40,084.86	41,086.98	42,114.16	43,167.01	44,246.19	45,352.34	46,486.15	47,648.31	48,839.51	50,060.50	51,312.01
	MONTHLY	3,340.41	3,423.92	3,509.51	3,597.25	3,687.18	3,779.36	3,873.85	3,970.69	4,069.96	4,171.71	4,276.00
	BI-MONTHLY	1670.20	1711.96	1754.76	1798.63	1843.59	1889.68	1936.92	1985.35	2034.98	2085.85	2138.00
	HOURLY	19.2716	19.7534	20.2472	20.7534	21.2722	21.8040	22.3491	22.9078	23.4805	24.0675	24.6692
20	YEARLY	41,086.98	42,114.16	43,167.01	44,246.19	45,352.34	46,486.15	47,648.31	48,839.51	50,060.50	51,312.01	52,594.81
	MONTHLY	3,423.92	3,509.51	3,597.25	3,687.18	3,779.36	3,873.85	3,970.69	4,069.96	4,171.71	4,276.00	4,382.90
	BI-MONTHLY	1711.96	1754.76	1798.63	1843.59	1889.68	1936.92	1985.35	2034.98	2085.85	2138.00	2191.45
	HOURLY	19.7534	20.2472	20.7534	21.2722	21.8040	22.3491	22.9078	23.4805	24.0675	24.6692	25.2860
21 Water/Waste Water	YEARLY	42,114.16	43,167.01	44,246.19	45,352.34	46,486.15	47,648.31	48,839.51	50,060.50	51,312.01	52,594.81	53,909.68
	MONTHLY	3,509.51	3,597.25	3,687.18	3,779.36	3,873.85	3,970.69	4,069.96	4,171.71	4,276.00	4,382.90	4,492.47
	BI-MONTHLY	1754.76	1798.63	1843.59	1889.68	1936.92	1985.35	2034.98	2085.85	2138.00	2191.45	2246.24
	HOURLY	20.2472	20.7534	21.2722	21.8040	22.3491	22.9078	23.4805	24.0675	24.6692	25.2860	25.9181
22	YEARLY	43,167.01	44,246.19	45,352.34	46,486.15	47,648.31	48,839.51	50,060.50	51,312.01	52,594.81	53,909.68	55,257.43
	MONTHLY	3,597.25	3,687.18	3,779.36	3,873.85	3,970.69	4,069.96	4,171.71	4,276.00	4,382.90	4,492.47	4,604.79
	BI-MONTHLY	1798.63	1843.59	1889.68	1936.92	1985.35	2034.98	2085.85	2138.00	2191.45	2246.24	2302.39
	HOURLY	20.7534	21.2722	21.8040	22.3491	22.9078	23.4805	24.0675	24.6692	25.2860	25.9181	26.5661

The Annual Rate Based On 2,080 Hours Per Year
Eight Merit Steps with 2.5% Between Steps and Grades
Three Longevity Steps with 2.5% Between Steps and Grades

**City of Carlton
Compensation Schedule - FY2017**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
23	YEARLY	44,246.19	45,352.34	46,486.15	47,648.31	48,839.51	50,060.50	51,312.01	52,594.81	53,909.68	55,257.43	56,638.86
	MONTHLY	3,687.18	3,779.36	3,873.85	3,970.69	4,069.96	4,171.71	4,276.00	4,382.90	4,492.47	4,604.79	4,719.91
	BI-MONTHLY	1843.59	1889.68	1936.92	1985.35	2034.98	2085.85	2138.00	2191.45	2246.24	2302.39	2359.95
	HOURLY	21.2722	21.8040	22.3491	22.9078	23.4805	24.0675	24.6692	25.2860	25.9181	26.5661	27.2302
24	YEARLY	45,352.34	46,486.15	47,648.31	48,839.51	50,060.50	51,312.01	52,594.81	53,909.68	55,257.43	56,638.86	58,054.83
	MONTHLY	3,779.36	3,873.85	3,970.69	4,069.96	4,171.71	4,276.00	4,382.90	4,492.47	4,604.79	4,719.91	4,837.90
	BI-MONTHLY	1889.68	1936.92	1985.35	2034.98	2085.85	2138.00	2191.45	2246.24	2302.39	2359.95	2418.95
	HOURLY	21.8040	22.3491	22.9078	23.4805	24.0675	24.6692	25.2860	25.9181	26.5661	27.2302	27.9110
25 Police Officer	YEARLY	46,486.15	47,648.31	48,839.51	50,060.50	51,312.01	52,594.81	53,909.68	55,257.43	56,638.86	58,054.83	59,506.20
	MONTHLY	3,873.85	3,970.69	4,069.96	4,171.71	4,276.00	4,382.90	4,492.47	4,604.79	4,719.91	4,837.90	4,958.85
	BI-MONTHLY	1936.92	1985.35	2034.98	2085.85	2138.00	2191.45	2246.24	2302.39	2359.95	2418.95	2479.43
	HOURLY	22.3491	22.9078	23.4805	24.0675	24.6692	25.2860	25.9181	26.5661	27.2302	27.9110	28.6088
26	YEARLY	47,648.31	48,839.51	50,060.50	51,312.01	52,594.81	53,909.68	55,257.43	56,638.86	58,054.83	59,506.20	60,993.86
	MONTHLY	3,970.69	4,069.96	4,171.71	4,276.00	4,382.90	4,492.47	4,604.79	4,719.91	4,837.90	4,958.85	5,082.82
	BI-MONTHLY	1985.35	2034.98	2085.85	2138.00	2191.45	2246.24	2302.39	2359.95	2418.95	2479.43	2541.41
	HOURLY	22.9078	23.4805	24.0675	24.6692	25.2860	25.9181	26.5661	27.2302	27.9110	28.6088	29.3240
27	YEARLY	48,839.51	50,060.50	51,312.01	52,594.81	53,909.68	55,257.43	56,638.86	58,054.83	59,506.20	60,993.86	62,518.71
	MONTHLY	4,069.96	4,171.71	4,276.00	4,382.90	4,492.47	4,604.79	4,719.91	4,837.90	4,958.85	5,082.82	5,209.89
	BI-MONTHLY	2034.98	2085.85	2138.00	2191.45	2246.24	2302.39	2359.95	2418.95	2479.43	2541.41	2604.95
	HOURLY	23.4805	24.0675	24.6692	25.2860	25.9181	26.5661	27.2302	27.9110	28.6088	29.3240	30.0571
28 Finance Director	YEARLY	50,060.50	51,312.01	52,594.81	53,909.68	55,257.43	56,638.86	58,054.83	59,506.20	60,993.86	62,518.71	64,081.67
	MONTHLY	4,171.71	4,276.00	4,382.90	4,492.47	4,604.79	4,719.91	4,837.90	4,958.85	5,082.82	5,209.89	5,340.14
	BI-MONTHLY	2085.85	2138.00	2191.45	2246.24	2302.39	2359.95	2418.95	2479.43	2541.41	2604.95	2670.07
	HOURLY	24.0675	24.6692	25.2860	25.9181	26.5661	27.2302	27.9110	28.6088	29.3240	30.0571	30.8085
29	YEARLY	51,312.01	52,594.81	53,909.68	55,257.43	56,638.86	58,054.83	59,506.20	60,993.86	62,518.71	64,081.67	65,683.71
	MONTHLY	4,276.00	4,382.90	4,492.47	4,604.79	4,719.91	4,837.90	4,958.85	5,082.82	5,209.89	5,340.14	5,473.64
	BI-MONTHLY	2138.00	2191.45	2246.24	2302.39	2359.95	2418.95	2479.43	2541.41	2604.95	2670.07	2736.82
	HOURLY	24.6692	25.2860	25.9181	26.5661	27.2302	27.9110	28.6088	29.3240	30.0571	30.8085	31.5787
30	YEARLY	52,594.81	53,909.68	55,257.43	56,638.86	58,054.83	59,506.20	60,993.86	62,518.71	64,081.67	65,683.71	67,325.81
	MONTHLY	4,382.90	4,492.47	4,604.79	4,719.91	4,837.90	4,958.85	5,082.82	5,209.89	5,340.14	5,473.64	5,610.48
	BI-MONTHLY	2191.45	2246.24	2302.39	2359.95	2418.95	2479.43	2541.41	2604.95	2670.07	2736.82	2805.24
	HOURLY	25.2860	25.9181	26.5661	27.2302	27.9110	28.6088	29.3240	30.0571	30.8085	31.5787	32.3682
31	YEARLY	53,909.68	55,257.43	56,638.86	58,054.83	59,506.20	60,993.86	62,518.71	64,081.67	65,683.71	67,325.81	69,008.95
	MONTHLY	4,492.47	4,604.79	4,719.91	4,837.90	4,958.85	5,082.82	5,209.89	5,340.14	5,473.64	5,610.48	5,750.75
	BI-MONTHLY	2246.24	2302.39	2359.95	2418.95	2479.43	2541.41	2604.95	2670.07	2736.82	2805.24	2875.37
	HOURLY	25.9181	26.5661	27.2302	27.9110	28.6088	29.3240	30.0571	30.8085	31.5787	32.3682	33.1774
32	YEARLY	55,257.43	56,638.86	58,054.83	59,506.20	60,993.86	62,518.71	64,081.67	65,683.71	67,325.81	69,008.95	70,734.18
	MONTHLY	4,604.79	4,719.91	4,837.90	4,958.85	5,082.82	5,209.89	5,340.14	5,473.64	5,610.48	5,750.75	5,894.51
	BI-MONTHLY	2302.39	2359.95	2418.95	2479.43	2541.41	2604.95	2670.07	2736.82	2805.24	2875.37	2947.26
	HOURLY	26.5661	27.2302	27.9110	28.6088	29.3240	30.0571	30.8085	31.5787	32.3682	33.1774	34.0068
33	YEARLY	56,638.86	58,054.83	59,506.20	60,993.86	62,518.71	64,081.67	65,683.71	67,325.81	69,008.95	70,734.18	72,502.53
	MONTHLY	4,719.91	4,837.90	4,958.85	5,082.82	5,209.89	5,340.14	5,473.64	5,610.48	5,750.75	5,894.51	6,041.88
	BI-MONTHLY	2359.95	2418.95	2479.43	2541.41	2604.95	2670.07	2736.82	2805.24	2875.37	2947.26	3020.94
	HOURLY	27.2302	27.9110	28.6088	29.3240	30.0571	30.8085	31.5787	32.3682	33.1774	34.0068	34.8570

The Annual Rate Based On 2,080 Hours Per Year
 Eight Merit Steps with 2.5% Between Steps and Grades
 Three Longevity Steps with 2.5% Between Steps and Grades

**City of Carlton
Compensation Schedule - FY2017**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
34	YEARLY	58,054.83	59,506.20	60,993.86	62,518.71	64,081.67	65,683.71	67,325.81	69,008.95	70,734.18	72,502.53	74,315.09
	MONTHLY	4,837.90	4,958.85	5,082.82	5,209.89	5,340.14	5,473.64	5,610.48	5,750.75	5,894.51	6,041.88	6,192.92
	BI-MONTHLY	2418.95	2479.43	2541.41	2604.95	2670.07	2736.82	2805.24	2875.37	2947.26	3020.94	3096.46
	HOURLY	27.9110	28.6088	29.3240	30.0571	30.8085	31.5787	32.3682	33.1774	34.0068	34.8570	35.7284
35 PW Director	YEARLY	59,506.20	60,993.86	62,518.71	64,081.67	65,683.71	67,325.81	69,008.95	70,734.18	72,502.53	74,315.09	76,172.97
	MONTHLY	4,958.85	5,082.82	5,209.89	5,340.14	5,473.64	5,610.48	5,750.75	5,894.51	6,041.88	6,192.92	6,347.75
	BI-MONTHLY	2479.43	2541.41	2604.95	2670.07	2736.82	2805.24	2875.37	2947.26	3020.94	3096.46	3173.87
	HOURLY	28.6088	29.3240	30.0571	30.8085	31.5787	32.3682	33.1774	34.0068	34.8570	35.7284	36.6216
36	YEARLY	60,993.86	62,518.71	64,081.67	65,683.71	67,325.81	69,008.95	70,734.18	72,502.53	74,315.09	76,172.97	78,077.30
	MONTHLY	5,082.82	5,209.89	5,340.14	5,473.64	5,610.48	5,750.75	5,894.51	6,041.88	6,192.92	6,347.75	6,506.44
	BI-MONTHLY	2541.41	2604.95	2670.07	2736.82	2805.24	2875.37	2947.26	3020.94	3096.46	3173.87	3253.22
	HOURLY	29.3240	30.0571	30.8085	31.5787	32.3682	33.1774	34.0068	34.8570	35.7284	36.6216	37.5372
37	YEARLY	62,518.71	64,081.67	65,683.71	67,325.81	69,008.95	70,734.18	72,502.53	74,315.09	76,172.97	78,077.30	80,029.23
	MONTHLY	5,209.89	5,340.14	5,473.64	5,610.48	5,750.75	5,894.51	6,041.88	6,192.92	6,347.75	6,506.44	6,669.10
	BI-MONTHLY	2604.95	2670.07	2736.82	2805.24	2875.37	2947.26	3020.94	3096.46	3173.87	3253.22	3334.55
	HOURLY	30.0571	30.8085	31.5787	32.3682	33.1774	34.0068	34.8570	35.7284	36.6216	37.5372	38.4756
38	YEARLY	64,081.67	65,683.71	67,325.81	69,008.95	70,734.18	72,502.53	74,315.09	76,172.97	78,077.30	80,029.23	82,029.96
	MONTHLY	5,340.14	5,473.64	5,610.48	5,750.75	5,894.51	6,041.88	6,192.92	6,347.75	6,506.44	6,669.10	6,835.83
	BI-MONTHLY	2670.07	2736.82	2805.24	2875.37	2947.26	3020.94	3096.46	3173.87	3253.22	3334.55	3417.91
	HOURLY	30.8085	31.5787	32.3682	33.1774	34.0068	34.8570	35.7284	36.6216	37.5372	38.4756	39.4375
39	YEARLY	65,683.71	67,325.81	69,008.95	70,734.18	72,502.53	74,315.09	76,172.97	78,077.30	80,029.23	82,029.96	84,080.71
	MONTHLY	5,473.64	5,610.48	5,750.75	5,894.51	6,041.88	6,192.92	6,347.75	6,506.44	6,669.10	6,835.83	7,006.73
	BI-MONTHLY	2736.82	2805.24	2875.37	2947.26	3020.94	3096.46	3173.87	3253.22	3334.55	3417.91	3503.36
	HOURLY	31.5787	32.3682	33.1774	34.0068	34.8570	35.7284	36.6216	37.5372	38.4756	39.4375	40.4234
40	YEARLY	67,325.81	69,008.95	70,734.18	72,502.53	74,315.09	76,172.97	78,077.30	80,029.23	82,029.96	84,080.71	86,182.73
	MONTHLY	5,610.48	5,750.75	5,894.51	6,041.88	6,192.92	6,347.75	6,506.44	6,669.10	6,835.83	7,006.73	7,181.89
	BI-MONTHLY	2805.24	2875.37	2947.26	3020.94	3096.46	3173.87	3253.22	3334.55	3417.91	3503.36	3590.95
	HOURLY	32.3682	33.1774	34.0068	34.8570	35.7284	36.6216	37.5372	38.4756	39.4375	40.4234	41.4340
41	YEARLY	69,008.95	70,734.18	72,502.53	74,315.09	76,172.97	78,077.30	80,029.23	82,029.96	84,080.71	86,182.73	88,337.29
	MONTHLY	5,750.75	5,894.51	6,041.88	6,192.92	6,347.75	6,506.44	6,669.10	6,835.83	7,006.73	7,181.89	7,361.44
	BI-MONTHLY	2875.37	2947.26	3020.94	3096.46	3173.87	3253.22	3334.55	3417.91	3503.36	3590.95	3680.72
	HOURLY	33.1774	34.0068	34.8570	35.7284	36.6216	37.5372	38.4756	39.4375	40.4234	41.4340	42.4699
42 Police Chief	YEARLY	70,734.18	72,502.53	74,315.09	76,172.97	78,077.30	80,029.23	82,029.96	84,080.71	86,182.73	88,337.29	90,545.73
	MONTHLY	5,894.51	6,041.88	6,192.92	6,347.75	6,506.44	6,669.10	6,835.83	7,006.73	7,181.89	7,361.44	7,545.48
	BI-MONTHLY	2947.26	3020.94	3096.46	3173.87	3253.22	3334.55	3417.91	3503.36	3590.95	3680.72	3772.74
	HOURLY	34.0068	34.8570	35.7284	36.6216	37.5372	38.4756	39.4375	40.4234	41.4340	42.4699	43.5316
43	YEARLY	72,502.53	74,315.09	76,172.97	78,077.30	80,029.23	82,029.96	84,080.71	86,182.73	88,337.29	90,545.73	92,809.37
	MONTHLY	6,041.88	6,192.92	6,347.75	6,506.44	6,669.10	6,835.83	7,006.73	7,181.89	7,361.44	7,545.48	7,734.11
	BI-MONTHLY	3020.94	3096.46	3173.87	3253.22	3334.55	3417.91	3503.36	3590.95	3680.72	3772.74	3867.06
	HOURLY	34.8570	35.7284	36.6216	37.5372	38.4756	39.4375	40.4234	41.4340	42.4699	43.5316	44.6199
44	YEARLY	74,315.09	76,172.97	78,077.30	80,029.23	82,029.96	84,080.71	86,182.73	88,337.29	90,545.73	92,809.37	95,129.60
	MONTHLY	6,192.92	6,347.75	6,506.44	6,669.10	6,835.83	7,006.73	7,181.89	7,361.44	7,545.48	7,734.11	7,927.47
	BI-MONTHLY	3096.46	3173.87	3253.22	3334.55	3417.91	3503.36	3590.95	3680.72	3772.74	3867.06	3963.73
	HOURLY	35.7284	36.6216	37.5372	38.4756	39.4375	40.4234	41.4340	42.4699	43.5316	44.6199	45.7354

The Annual Rate Based On 2,080 Hours Per Year
Eight Merit Steps with 2.5% Between Steps and Grades
Three Longevity Steps with 2.5% Between Steps and Grades

**City of Carlton
Compensation Schedule - FY2017**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
45	YEARLY	76,172.97	78,077.30	80,029.23	82,029.96	84,080.71	86,182.73	88,337.29	90,545.73	92,809.37	95,129.60	97,507.84
	MONTHLY	6,347.75	6,506.44	6,669.10	6,835.83	7,006.73	7,181.89	7,361.44	7,545.48	7,734.11	7,927.47	8,125.65
	BI-MONTHLY	3173.87	3253.22	3334.55	3417.91	3503.36	3590.95	3680.72	3772.74	3867.06	3963.73	4062.83
	HOURLY	36.6216	37.5372	38.4756	39.4375	40.4234	41.4340	42.4699	43.5316	44.6199	45.7354	46.8788
46	YEARLY	78,077.30	80,029.23	82,029.96	84,080.71	86,182.73	88,337.29	90,545.73	92,809.37	94,758.37	96,748.29	98,780.01
	MONTHLY	6,506.44	6,669.10	6,835.83	7,006.73	7,181.89	7,361.44	7,545.48	7,734.11	7,896.53	8,062.36	8,231.67
	BI-MONTHLY	3253.22	3334.55	3417.91	3503.36	3590.95	3680.72	3772.74	3867.06	3948.27	4031.18	4115.83
	HOURLY	37.5372	38.4756	39.4375	40.4234	41.4340	42.4699	43.5316	44.6199	45.5569	46.5136	47.4904
47	YEARLY	80,029.23	82,029.96	84,080.71	86,182.73	88,337.29	90,545.73	92,809.37	95,129.60	97,127.33	99,167.00	101,249.51
	MONTHLY	6,669.10	6,835.83	7,006.73	7,181.89	7,361.44	7,545.48	7,734.11	7,927.47	8,093.94	8,263.92	8,437.46
	BI-MONTHLY	3334.55	3417.91	3503.36	3590.95	3680.72	3772.74	3867.06	3963.73	4046.97	4131.96	4218.73
	HOURLY	38.4756	39.4375	40.4234	41.4340	42.4699	43.5316	44.6199	45.7354	46.6958	47.6764	48.6776
48	YEARLY	82,029.96	84,080.71	86,182.73	88,337.29	90,545.73	92,809.37	95,129.60	97,507.84	99,555.51	101,646.17	103,780.74
	MONTHLY	6,835.83	7,006.73	7,181.89	7,361.44	7,545.48	7,734.11	7,927.47	8,125.65	8,296.29	8,470.51	8,648.40
	BI-MONTHLY	3417.91	3503.36	3590.95	3680.72	3772.74	3867.06	3963.73	4062.83	4148.15	4235.26	4324.20
	HOURLY	39.4375	40.4234	41.4340	42.4699	43.5316	44.6199	45.7354	46.8788	47.8632	48.8684	49.8946
49	YEARLY	84,080.71	86,182.73	88,337.29	90,545.73	92,809.37	95,129.60	97,507.84	99,945.54	102,044.40	104,187.33	106,375.26
	MONTHLY	7,006.73	7,181.89	7,361.44	7,545.48	7,734.11	7,927.47	8,125.65	8,328.80	8,503.70	8,682.28	8,864.61
	BI-MONTHLY	3503.36	3590.95	3680.72	3772.74	3867.06	3963.73	4062.83	4164.40	4251.85	4341.14	4432.30
	HOURLY	40.4234	41.4340	42.4699	43.5316	44.6199	45.7354	46.8788	48.0507	49.0598	50.0901	51.1420
50	YEARLY	86,182.73	88,337.29	90,545.73	92,809.37	95,129.60	97,507.84	99,945.54	102,444.18	104,595.51	106,792.01	109,034.64
	MONTHLY	7,181.89	7,361.44	7,545.48	7,734.11	7,927.47	8,125.65	8,328.80	8,537.01	8,716.29	8,899.33	9,086.22
	BI-MONTHLY	3590.95	3680.72	3772.74	3867.06	3963.73	4062.83	4164.40	4268.51	4358.15	4449.67	4543.11
	HOURLY	41.4340	42.4699	43.5316	44.6199	45.7354	46.8788	48.0507	49.2520	50.2863	51.3423	52.4205



CITY OF CARLTON
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2017 - 2021





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Introduction

The City of Carlton Capital Improvement Plan (CIP) lists capital improvements and funding sources for all City departments for the next five years. The CIP has been developed based on realistic expectations of projects that can be funded during the next five years.

Generally, a CIP identifies capital projects and some major equipment purchases during a five-year period; providing a planning schedule and identifying opportunities for financing the projects in the plan. Capital Improvements Plans coordinate community planning, financial capacity and physical development.

A CIP typically includes:

- List of capital improvements (projects or major equipment) to be made
- Projects ranked by priority
- Project cost estimates
- Plan for financing the projects
- Schedule for construction or completion of the projects

There are a number of benefits that are realized from the Capital Improvements Plan process including:

- Coordination between capital needs and operating budgets
- Enhancement of the community's credit rating, control of its tax rate and stability in debt service obligations
- Identification of the most economical means of financing capital projects
- Coordination of public capital investments with other public and private development initiatives

In streets, stormwater, water and sewer, many of the projects identified in the master plans are not contained in the CIP because they are funded by developers as part of actual development. Other large purchases or projects can be funded by general obligation bonds, system development charges, grants, general fund money, enterprise funds, urban renewal funds and loans. Keep in mind these other funds are limited, particularly general fund money, and the projects in the CIP reflect that limitation.



**All Projects Summary – Fiscal Year 2017 – 2021
Capital Improvement Projects**

Fund	Cost Estimate	FY17	FY18	FY19	FY20	FY21
Parks						
Upper Wennerberg Park	\$45,000	10,000	2,500	32,500	0	0
Lower Wennerberg Park	\$135,000	5,000	5,000	80,000	40,000	5,000
Hawn Creek Park	\$111,500	31,500	45,000	0	35,000	0
Skate Park	\$530,000	5,000	275,000	250,000	0	0
Police Department	\$70,000	10,000	10,000	20,000	30,000	0
Water	\$2,176,000	627,000	281,000	582,000	421,000	265,000
Sewer Fund	\$4,434,300	150,000	829,800	1,425,000	1,033,000	996,500
Stormwater	\$32,000	25,000	7,000	0	0	0
Transportation	\$6,662,150	63,150	90,000	725,000	5,394,000	390,000
Facilities / Special Projects	\$1,750,000	50,000	100,000	1,350,000	250,000	0
Total	\$15,945,950	\$976,650	\$1,645,300	\$4,464,500	\$7,203,000	\$1,656,500

Notes:

- The primary projects developing during the next 5-year period and their magnitude include:
 - City Hall Projects 10.97%
 - Water Projects 13.65%
 - Sewer Projects 27.81%
 - Transportation Projects 41.78%
 - Total 94.21%**



**Parks Projects – Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
	Upper Wennerberg Park							
1	Picnic Tables (3)	5,000		2,500	2,500			General Fund
2	Picnic Shelter	30,000			30,000			CIF; SDC; GF
3	Gen. Site Imp (site demo, walks/curbs, util., landscaping, fencing)	10,000	10,000					CIF; SDC; UR; GF
	Upper Wennerberg Park Sub-total	\$45,000	\$10,000	\$2,500	\$32,500	\$0	\$0	
	Lower Wennerberg Park							
1	Picnic Tables (15)	25,000	5,000	5,000	5,000	5,000	5,000	CIF; SDC; GF
2	Play Structure	75,000			75,000			CIF; SDC; GF; Grants
3	Restroom-South Park Area (pit type)	35,000				35,000		CIF; SDC; GF; Grants
	Lower Wennerberg Park Sub-total	\$135,000	\$5,000	\$5,000	\$80,000	\$40,000	\$5,000	



**Parks Projects – Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
	Hawn Creek Park							
1	Gen. construction, demo, erosion control, furnishings, ped path/trail	46,500	31,500	15,000				CIF; SDC; GF; Grants
2	Play Structure	30,000		30,000				CIF; SDC; GF; Grants
3	Picnic Shelter	35,000				35,000		CIF; SDC; GF; Grants
	Hawn Creek Park – Sub-total	\$111,500	\$31,500	\$45,000	\$0	\$35,000	\$0	

	Skate Park							
1	8,000-10,000 sf Facility	\$455,000	5,000	225,000	225,000			CIF; SDC; GF; Grants
2	Landscaping	\$15,000		15,000				CIF; SDC; GF; Grants
3	Lighting	\$10,000		10,000				CIF; SDC; GF; Grants
4	Gen. construction, demo, erosion control, furnishings, ped path/trail	50,000		25,000	25,000			CIF; SDC; GF; Grants
	Skate Park – Sub-total	\$530,000	\$5,000	\$275,000	\$250,000	\$0	\$0	



Capital Improvement Projects – Parks

Upper Wennerberg Park

The Upper Wennerberg Park, located downtown, is approximately 1.46 acres in size and contains playground equipment, a basketball court, the city pool and site of the 1921 Ladd Fountain. The pool is open daily during the summer months with classes and special swim activities. The park is well situated in regard to the downtown commercial core.

In the past five years, the City has identified improvements for the Upper Park lead by a conceptual plan (the Lakota Report) including demolition and construction of the pool building and new mechanical systems, wading pool, a splash fountain that would appeal to younger children, public restrooms, refurbishing the Ladd Fountain and a shelter or gazebo.

1. General Site Improvements (\$10,000)

These funds are earmarked for pedestrian path improvements to provide ADA access from the park access on Main Street to the new bathrooms completed in FY16.

2. Picnic Tables (3) (\$5,000)

These funds provide for the continued replacement of the old picnic tables with new metal, powder coated and ADA accessible tables.

3. Small Picnic Shelter/Pavilion (\$30,000)

This project provides for the construction of a picnic shelter in the Upper Park. Depicted in the Lakota Report the shelter will be in the northwest corner of the park. This facility is also intended to serve as a special events venue such as music in the Upper Park.

Lower Wennerberg Park

Lower Wennerberg Park, located at the western edge of the City limits and adjacent to the South Yamhill River, is approximately 18.86 acres in size. The park provides for a mixture of recreation activities, with three baseball fields, three picnic pavilions, barbecue sites and access to the North Yamhill River.

The Parks Development Plan identifies a number of improvements to Lower Wennerberg Park. Replacing the existing children’s play structures is the highest priority given their age, poor condition and lack of Americans with Disabilities Act (ADA) accessibility. Improving the access road through the park, parking areas and additional access to the Yamhill River are also priority projects. Improving river access includes removing noxious vegetation and improving the riparian area through the park. Other significant improvements include adding a concession facility, additional restrooms and possibly one additional picnic pavilions.



1. Picnic Tables (15) (\$25,000)

This provides for the purchase of a significant number of new replacement picnic tables in Lower Wennerberg Park.

2. Play Structure (\$75,000)

This project provides for the replacement of the play structure in the lower park. The existing structure is old, past its useful life and not ADA compliant.

3. Restroom at South Park Area (pit type) (\$35,000)

This project provides a pit style handicap accessible restroom in the south area of the park.

Hawn Creek Park

Hawn Creek Park is located in the northeast section of the city, adjacent to Hawn Creek. The park is approximately 2.88 acres in size and currently undeveloped. This park was dedicated as part of the Carlton Crest Subdivision, a 155-unit subdivision that was granted approval in June 2005. The parkland includes approximately 1.45 acres within the 100-year floodplain of Hawn Creek and an additional 1.35 acres on either side of Hawn Creek that can be developed as a Neighborhood Park.

In 2013, the Parks Committee worked with Nevue Ngan Associates to develop a concept plan and magnitude of cost report for Hawn Creek Park. The Parks Committee identified a preferred plan including: a walking path, children’s play structure, park benches and furnishings, landscaping improvements, shelter area, and a basketball court. The City also wishes to retain the area in and around the Hawn Creek floodplain as an open space area. These areas shall be maintained to provide a natural storm water and drainage system. The City will consider construction of bicycle and pedestrian pathways in these areas.

1. General Construction, Demolition, Erosion Control, Sidewalks (\$46,500)

This provides for general site preparation work including site demolition, erosion control, irrigation, benches, tables, trashcans and the construction of pedestrian paths as identified in the park development plan.

2. Play Structure (\$30,000)

This project provides for the construction of a small/mid-size play structure in Hawn Creek Park as identified in the park development plan.

3. Picnic Shelter (\$35,000)

This project provides for the construction of a small picnic shelter in Hawn Creek Park as identified in the park development plan.



Skate Park Facility

In 2013, approximately 0.70 acres of land located in the Downtown District on the northwest corner of W. Monroe Street and N. Kutch Street was identified for future use as a skate park facility. The site is currently under private ownership and contains a warehouse structure and an abandoned railroad spur. The City is working with the property owner to secure a long term lease or easement that would allow the property to be used as a skate park facility. The site is undeveloped and potential skate park improvements discussed by the Committee include an 8,000-10,000 square foot (s.f.) facility and related park improvements (landscaping, parking, sidewalks, utilities).

1. General Construction, Demolition, Erosion Control, Sidewalks (\$50,000)

This will provide general site preparation work including the play structure, shelter and basketball court. Components include site demolition, erosion control, irrigation, benches, tables and trashcans, and the construction of pedestrian paths as identified in the park development plan.

2. Skate Park Facility (\$455,000)

This is a conceptual design based on an 8,000 – 10,000 s.f. facility. The magnitude of the facility and cost is subject to change based on design, size, and features. A magnitude of cost estimate is based on a \$25 - \$50 per s.f. range. The preliminary design was completed during FY16. Project fundraising will occur during the next two fiscal years. Construction is anticipated to occur over two phases beginning in FY18 however, this is dependent on project fundraising.

3. Landscaping (\$15,000)

This line item provides a budget to complete site landscaping as required by City code.

4. Lighting (\$10,000)

This line item provides a budget to complete site lighting.



**Police Projects – Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
1	Traffic Safety Signs	\$20,000	10,000			10,000		GF; Grants
2	Digital Evidence Equipment and Software	\$10,000		10,000				GF
3	In-Car and Officer Radio Replacement	\$20,000			20,000			GF
4	Computers and Technology Upgrades	\$20,000				20,000		GF
	Total	\$70,000	\$10,000	\$10,000	\$20,000	\$30,000	\$0	

Capital Improvement Projects – Police Department

1. Traffic Safety Signs (\$20,000)

There is an increasing amount of vehicle traffic on the arterial streets entering the City limits. There has been continuing problems with vehicles failing to reduce speed entering the City limits, increasing the potential for bicycle, pedestrian and vehicle accidents. Digital speed signs impact drivers immediately as a visual stimulus that requires a driver to think about their speed. Speed signs are displayed 24/7; and, whether law enforcement is present or not, the sign remains an effective tool at all times of the day and night.

2. Digital Evidence Equipment and Software (\$10,000)

The Police Department evidence tracking system is currently done manually which does not allow for easy tracking and notification of property disposition. An up to date evidence tracking system will allow for easier submissions, chain of custody and disposition of evidence.



3. New Car Radios (3) and Portable Pack Sets for Officers (6) (\$20,000)

Replacement will be necessary as the current radio equipment is getting older and seeing signs of wear and tear. Current technology and equipment allow for more dependable and reliable radio systems in emergency and critical situations necessary for officer safety and the overall safety of the community.

4. Computers and Technology Upgrades (\$20,000)

Technology replacement and upgrades will be necessary due to wear and tear of computers and related equipment. With changing technology and security needs it is critical the Police Department evaluate and upgrade as necessary all computer related equipment to operate efficiently and effectively.



**Water Projects – Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
1	Finish Water Supply Line Reserve	\$250,000	50,000	50,000	50,000	50,000	50,000	Water Fund
2	Panther Creek Reservoir Reserve	\$250,000	50,000	50,000	50,000	50,000	50,000	Water Fund
3	Concrete Reservoir Valve Improvements	\$20,000	20,000					Water Fund
4	Concrete Reservoir–Structural Upgrades	\$203,000	203,000					SDWL; WSDC; UR
5	WTP MWL Intertie	\$150,000	150,000					SDWL; WSDC; UR; CIF
6	AMR Water Meter Replacement	\$100,000	20,000	20,000	20,000	20,000	20,000	WF; CIF; SDWL
7	SCADA Upgrade	\$40,000	40,000					WF; CIF
8	Yamhill Reg. Water Authority	\$125,000	25,000	25,000	25,000	25,000	25,000	WF; CIF; WSDC; UR
9	Install Line Valves in Trans from WTP	\$25,000	25,000					SDWL; CIF;
10	Main St. STIP (reset water services)	\$36,000			36,000			CIF; SDC; UR
11	S. 3 rd Street – Main to Polk	\$271,000		136,000	135,000			CIF; SDC; WF
12	E. Monroe St. (1 st to 4 th)	\$167,000				84,000	83,000	CIF; SDC; WF
13	N. 3 rd St. (Main to Monroe)	\$86,000			86,000			CIF; SDC; WF
14	E. Monroe St. (Pine to 1 st)	\$100,000			50,000	50,000		CIF; SDC; WF
15	Railroad ROW (Johnson to Roosevelt)	\$228,000			110,000	118,000		CIF; SDC; UR; WF
16	4-Inch Isolation Valves (Various Locations)	\$44,000			20,000	24,000		CIF; SDC; WF
17	New 6-Inch Isolation Valves (Various Locations)	\$67,000	37,000				30,000	CIF; SDC; WF
18	New 8-Inch Isolation Valves (Various Locations)	\$14,000	7,000				7,000	CIF; SDC; WF
	Total	\$2,176,000	\$627,000	\$281,000	\$582,000	\$421,000	\$265,000	



Capital Improvement Projects - Water

1. Finished Water Supply Line Contingency Reserve (WTP to Concrete Reservoir) (\$250,000)

This is an annually recurring capital maintenance expense designed to investigate and repair leaks in the finished waterline from the City's water treatment plant (WTP) to the existing concrete reservoir. The full replacement cost of this line is identified as a separate future project beyond the 5-year range of this CIP.

2. Panther Creek Reservoir Contingency Reserve (\$250,000)

This is an annually recurring capital maintenance expense designed to fund preliminary investigations, feasibility studies and intermediate improvements to the impoundment reservoir. Major repairs and improvements to the storage facility appear as a separate future project beyond the 5-year range of this CIP.

3. Concrete Reservoir – Valve Improvements (\$20,000)

This project is designed to replace a set of failing line valves at the concrete reservoir site and to provide a new flow control valve at this location to improve the operation of the water system.

4. Concrete Reservoir – Structural Upgrades (\$203,000)

This project will replace a number of structural components of the concrete reservoir that are failing. The list of improvements include; a new roof, new siding, new maintenance catwalk and new truss rods. The project will also include the addition of lights inside the reservoir, a new liquid level control system and select segments of waterline between the reservoir and the transmission line to town. This is a work component of the 2016 Infrastructure Finance Authority (IFA) funded Meadowlake Transmission Line (MLTL) project.

5. WTP Intertie with McMinnville Water and Light (MWL) (\$150,000)

This project is designed to provide an emergency water connection from the City of McMinnville's treated water transmission line to Carlton's water treatment plant. This improvement project will require an upgrade to Carlton's water treatment plant SCADA system (see item 7 below) in order to control, record and communicate the amount of water flowing through the intertie. This is a work component of the 2016 IFA funded MLTL project.



- 6. AMR Water Meter Replacement** **(\$100,000)**

This is an annually recurring project that continues the City’s efforts to install an Automatic Meter Reading (AMR) system and replace all water meters with Neptune radio read meters.

- 7. SCADA Upgrade** **(\$40,000)**

The City’s System Control and Data Acquisition (SCADA) system is a computerized system that allows the water treatment plant operators to monitor and operate the plant from off-site locations. The system was installed in 2002; the computer and software is very outdated and is no longer capable of supporting incremental system upgrades. This project includes the purchase of new hardware, operating software and the integration of the new components with existing field instruments and systems at the water treatment plant.

- 8. Yamhill Regional Water Authority (YRWA)** **(\$125,000)**

This project is targeted to support on-going negotiations and participation in the planning of a long-term regional water project with the YRWA members including Carlton, Dayton, Lafayette and McMinnville Water and Light. This project remains in the early planning stage and the amounts included in the CIP are placeholder figures until possible future costs can be better defined.

- 9. Install Line Valves in Transmission from Water Treatment Plant** **(\$25,000)**

This project will allow the City to continue to determine the location of leaks in the six miles of pipe from the water treatment plant to the concrete reservoir. New line valves will divide the existing transmission line into discrete segments that can be independently tested and monitored for leaks and will provide clarity for which segments are most in need of replacement.

- 10. Main Street STIP (Reset Water Services)** **(\$36,000)**

The Oregon Department of Transportation (ODOT) plans to reconstruct a significant portion of Highway 47 as it passes through the City as part of the Statewide Transportation Improvement Program (STIP). This will include a complete reconstruction of the road base and will require the City to replace the existing waterline and services along Main Street between Yamhill and Pine Streets.

- 11. South 3rd Street – Main Street to Polk Street (Service improvements to SW town)** **(\$271,000)**

This project is one part of a four part project series (Items 15-18) designed to improve flows to the southwest quadrant of town. The largest single benefactor of this improvement set is the Yamhill-Carlton Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and Regional Solutions (RS) Projects.



12. East Monroe Street – 1st Street to 4th Street (Service improvements to SW town) (\$167,000)

This project is one part of a four part project series (Items 15-18) designed to improve flows to the southwest quadrant of town. The largest single benefactor of this improvement set is the Yamhill-Carlton Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

13. North 3rd Street – Main Street to Monroe Street (Service improvements to SW town) (\$86,000)

This project is one part of a four part project series (Items 15-18) designed to improve flows to the southwest quadrant of town. The largest single benefactor of this improvement set is the Yamhill-Carlton Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

14. West Monroe Street – Pine Street to 1st Street (Service improvements to SW town) (\$100,000)

This project is one part of a four part project series (Items 15-18) designed to improve flows to the southwest quadrant of town. The largest single benefactor of this improvement set is the Yamhill-Carlton Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

15. Railroad Right-of-Way (ROW) – Johnson Street t Roosevelt Street (Service improvements to NW town) (\$228,000)

This project is one part of a three part project series (Items 19-21) designed to improve flows to the northwest quadrant of town and the winery interests in this area. Individual project segments in this series should be prioritized after completion of the MLTL and RSP projects.

16. New 4-Inch Isolation Valves (Various Locations) (\$44,000)

The City’s existing in-town distribution system is lacking a number of critical isolation valves. The installation of new 4-inch, 6-inch and 8-inch valves will improve the operability of the system and significantly reduce the number of people affected by emergency water shut-downs.

17. New 6-Inch Isolation Valves (Various Locations) (\$67,000)

This project shares a description with Item 22 above.

18. New 8-Inch Isolation Valves (Various Locations) (\$14,000)

This project shares a description with Item 22 above.



**Sewer Projects – Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
1	Increase Capacity of Chlorination Facilities	\$289,800		159,800	130,000			Loans, SDC, CIF; SF
2	Effluent Pump Station	\$630,000		347,000	283,000			Loans, SDC, CIF; SF
3	Effluent Force Main Pipe to River	\$260,000		143,000	117,000			Loans, SDC, CIF; SF
4	Passive Overflow for Lagoons	\$100,000		55,000	45,000			Loans, SDC, CIF; SF
5	SCADA Alarm for Chlorine System Fail	\$100,000		55,000	45,000			Loans, SDC, CIF; SF
6	Prepare WWTP O&M Manual	\$15,000	15,000					Sewer Fund
7	Prepare Emergency Procedures Manual	\$5,000	5,000					Sewer Fund
8	Monitoring and Testing for High Strength Users	\$90,000	25,000	25,000	20,000	20,000		Sewer Fund
9	I&I Reduction Plan	\$150,000	15,000	45,000	30,000	30,000	30,000	Loans, SDC, CIF; SF
10	Enhanced Tr'tmt to address Ammon/BOD Loading	\$579,500			230,000	175,000	174,500	Loans, SDC, CIF; SF
11	Biosolids Dredging and Land Application	\$310,000			125,000	125,000	60,000	Loans, SDC, CIF; SF
12	Effluent Reuse Area Expansion	\$500,000			100,000	200,000	200,000	Loans, SDC, CIF; SF
13	Headwork's Expansion	\$365,000				183,000	182,000	Loans, SDC, CIF; SF
14	ODOT Main St. Sanitary Improvements	\$600,000			300,000	300,000		Loans, SDC, CIF; SF
15	Wastewater Facilities Plan Update	\$90,000	90,000					
16	Splitter Box and Outfall Improvements	Unknown						
17	Collection System Improvements (TBD)	\$350,000					350,000	
	Total	\$4,434,300	\$150,000	\$829,800	\$1,425,000	\$1,033,000	\$996,500	



Capital Improvement Projects - Sewer

- 1. Increase Capacity of Chlorination Facilities** **(\$289,800)**

The existing chlorination facility does not provide enough detention time to achieve adequate disinfection of effluent as it leaves the lagoons en-route to the river. This project will resolve chlorination and dechlorination deficiencies.
- 2. Effluent Pump Station** **(\$630,000)**

During wet weather periods, treated effluent is discharged from the lagoons and flows to the river through a 10-inch diameter gravity line. This project will provide a pump station to discharge a greater amount of water during wet weather periods.
- 3. Effluent Force Main Pipe to River** **(\$260,000)**

This project will replace the 10-inch diameter gravity line from the lagoons to the river with a new force main to be supplied by the new effluent pump station, ensuring that the City can discharge the maximum amount of water allowed under their permit during wet weather periods.
- 4. Passive Overflow for Lagoons** **(\$100,000)**

This project will create a passive weir and pipe system to ensure that excessive amounts of water in the lagoons flows out of the lagoons in a controlled fashion to the river and does not overtop or erode the lagoon walls.
- 5. SCADA Alarm for Chlorine System Fail** **(\$100,000)**

This project will provide a failure alarm to the wastewater plant operators in the event the chlorine dosing pumps fail and chlorine feed is interrupted.
- 6. Prepare WWTP O&M Manual** **(\$15,000)**

This project will provide a nominal level of assistance to combine the various previously prepared operations and maintenance (O&M) manuals for the wastewater treatment plant (WWTP) into a single document for the Department of Environmental Quality (DEQ) approval.
- 7. Prepare Emergency Procedures Manual** **(\$5,000)**

The DEQ has requested the City update their Emergency Procedures Manual for the wastewater treatment plant. This project will provide a nominal level of assistance to the City as they prepare this document.



- 8. Monitoring and Testing for High Strength Users** **(\$90,000)**

The City’s wastewater plant has witnessed seasonal periods of high strength wastewater generated by activities at the wineries within the collection system. This project provides an operating budget to begin monitoring and testing specific point sources within the City and to develop a framework to better regulate high strength wastewater.
- 9. I&I Reduction Plan** **(\$130,000)**

This project provides an operating budget to conduct periodic inspections of the wastewater gravity collection system and to document and catalog inflow and infiltration (I&I) problem areas.
- 10. Enhanced Treatment to address Ammonia and BOD Loading** **(\$580,000)**

This project is designed to provide treatment equipment to improve the treatment of wastewater within the City’s facultative lagoon system. The need for enhanced wastewater treatment remains in effect until the City can demonstrate a reduction in wastewater biochemical oxygen demand (BOD) strength related to the wineries in town. The cost of this project is estimated at \$580,000. The budget shortfall through FY19 has been allocated to FY20.
- 11. Biosolids Dredging and Land Application** **(\$310,000)**

This project addresses the accumulation of digested solids in the facultative lagoons and is designed to restore the original operating capacity of the lagoons by removing and land applying the solids. It is doubtful the lagoon dredging operation can be delayed much beyond FY20. The total cost of this project is estimated at \$310,000. The budget shortfall through FY19 has been allocated to FY20.
- 12. Effluent Reuse Area Expansion** **(\$600,000)**

The City is permitted to discharge treated effluent to agricultural areas during periods when they cannot discharge to the Yamhill River. This project addresses the need for additional reuse areas and treatment methods to handle the City’s growing need for dry weather disposal. The total cost of the effluent reuse area expansion is \$600,000. The budget shortfall through FY19 and a portion of the FY18 costs have been allocated to FY20.
- 13. Headwork’s Expansion** **(\$365,000)**

This project is designed to replace and expand the City’s existing headwork’s facility at the wastewater treatment plant by providing fine screening, improved solids collection and a more robust flow measurement system. It is likely the headwork’s expansion project could be delayed by one year without significant negative consequences.



14. ODOT Main Street Reconstruction – Sanitary Improvements

(\$196,000)

The cost of this project is sanitary reconstruction only for the system in Main Street from Yamhill to Pine. All other project costs associated with the STIP are accounted for elsewhere.

15. Wastewater Facilities Plan Update

(\$90,000)

A Wastewater Facility Plan for the City of Carlton was completed in 2007. Since that time there have been a number of changes that require the facility plan and CIP to be updated prior to moving into a design project. The update would be focused on five main areas: update the capacity requirements based upon new growth projections; verify the proposed improvements; update the cost estimates; address the hydraulic deficiencies at the splitter box; provide a mixing zone study and outfall improvements; and, evaluate options to improve the reliability of the spray irrigation discharge system.

This would provide a plan to address future compliance issues with the outfall, effluent quality compliance issues and, capacity concerns as the community grows, current capacity issues and reliability concerns with regard to discharge.

16. Splitter Box and Outfall Improvements

(Unknown)

Splitter Box - The pump station at the headworks discharges to the splitter box at the lagoons and splits the flow and directs it to the lagoons. The splitter box is hydraulically overloaded to the point that the wastewater will at times overflow the top of the structure. A new or modified splitter box is required to address capacity issues and eliminate the overflows. This was not an issue when the Wastewater Facility Plan (WWFP) was completed; therefore it is not included in the original CIP. The required improvement and estimated cost will be addressed in the update to the WWTP. At this time the cost is unknown, but improvements will be required.

Outfall Improvements - The City is required by the DEQ to perform a mixing zone study that evaluates the outfall to the river with regard to the wastewater quality, TMDL limits in the river and mixing zone requirements. It is assumed that improvements to the outfall will be required to meet the requirements for mixing zones at wastewater outfalls. The study will be conducted as part of the updated WWFP and the required improvement and estimated cost will be addressed. At this time the cost is unknown, but improvements will be required.

17. Collection System Improvements (TBD)

(\$350,000)

This item anticipates a significant capital improvement project to the wastewater collection system to begin replacing old and deteriorating main lines and the resulting inflow and infiltration (I&I). The City Engineer and Public Works Department have tentatively identified a section of W. Grant Street between Pine and Yamhill Streets. However, staff will continue to investigate sections to insure the highest priority project is pursued.



**Stormwater Projects – Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
1	2 nd St. (S. Washington – S. Taft)	7,000		7,000				St. Fund
2	N. 5 th St. (E. Main – E. Monroe)	25,000	25,000					St. Fund, CIF
	Total	\$32,000	\$25,000	\$7,000	\$0	\$0	\$0	

Capital Improvement Projects - Stormwater

1. 2nd St. (S. Washington – S. Taft Streets) (\$7,000)

Public Works will contract for a small stormwater repair project on South 2nd Street between Taft and Washington Streets. This project was not constructed in FY16 and project funds were reallocated to the E. Washington project described below.

2. N. 5th Street (E. Main – E. Monroe Streets) (\$25,000)

Beginning in FY16, the City Council initiated a program to pave the unpaved streets inside the city limits. This is a multi-year effort as funding for street and stormwater improvement projects is limited. FY17 targeted N. 5th Street between E. Main and Monroe Streets; however, surveying the right-of-way has proved problematic and the Council has directed staff to investigate the next highest priority while right-of-way issues on N. 5th street are investigated. Staff is currently investigating a paving project for FY17.



**Transportation Projects - Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
1	Flex Fund Project - S. 3 rd St. (Main to Polk) and Polk St. to Pine St.	\$1,100,000			550,000	550,000		ODOT; SDC; StF
2	Sidewalk Infill and Repair Program	\$85,000	25,000	15,000	15,000	15,000	15,000	CIF; SDC; UR; StF; GF
3	E. Main Street B/P Design	\$123,150	13,150	50,000	60,000			CIF; SDC; UR; StF; GF
4	Paving Projects - TBD	\$125,000	25,000	25,000	25,000	25,000	25,000	CIF; SDC; UR; StF; GF
5	Highway 47 B/P STIP Project	\$2,229,000			75,000	1,804,000	350,000	ODOT; CIF; SDC; UR; StF
6	Main Street Reconstruction Project	\$3,000,000				3,000,000		ODOT
	Total	\$6,662,150	\$63,150	\$90,000	\$725,000	\$5,394,000	\$390,000	

Capital Improvement Projects - Transportation

1. Flexible Funds Project - South 3rd Street (Main to Polk) and Polk Street to Pine Street (\$1,100,000)

This project provides an ODOT Flexible Funds grant for final design and construction on South 3rd and Polk Streets to address pedestrian and bicycle safety concerns and will ultimately complete two legs of the multi-modal corridor described in Carlton's 2009 transportation plan. The project provides bicycle/pedestrian connectivity between neighborhoods, elementary school, public transportation facilities, parks and the downtown business district. The City's match of approximately \$100,000 will be Transportation SDCs. The project currently has a grant application pending with the Mid-Willamette Area Commission on Transportation (MWACT) and has been rated as the second highest project in the MWACT region. The project's final disposition at the Super ACT is anticipated in the late summer or early fall 2016. If funded, the project's funding cycle is unknown; however, a placeholder has been provided for in the FY20/21 periods.



2. Sidewalk Infill and Repair Program

(\$85,000)

The City’s pedestrian facilities throughout town are dilapidated or missing; causing safety concerns, stormwater management issues and a general appearance of disregard of public and private property. Designated as a high priority the City has developed a policy and action plan to upgrade City pedestrian facilities in town. Although the City is targeting grant applications for improvements identified in the 2009 Transportation System Plan (i.e. North Yamhill, East 3rd Street and Polk Street), there are many local sidewalks that have deteriorated to the point of being impassible from an ADA standpoint; other users are pushed into the street right-of-way, creating conflicts with vehicle traffic. The City programs funds each year for sidewalk improvements. This is either combined with other transportation or stormwater projects, such as the City’s paving program, or combined with infill development projects. In FY17, the City is working with two infill projects on S. Kutch/W. Washington and S. Pine/S. Park and W. Wilson Streets and to complete the E. Main Street Bicycle/Pedestrian (B/P) design project described below.

3. East Main Street Bicycle/Pedestrian Design

(\$123,150)

This work element consists of Tetra Tech providing the project’s data gathering, design survey and pre-design/magnitude of cost portions of for approximately \$40,000. About 30% of this work remains to be completed in FY17. Once this is completed, it is anticipated the City will move forward to complete the project’s 90% design with the engineer’s cost estimate for an additional \$60,000. Once the 90% design and engineer’s estimate is complete, the City Council will determine how to proceed with construction.

4. Paving Projects – TBD

(\$125,000)

Beginning in FY16, the City Council initiated a program to pave unpaved streets inside the city limits. This is a multi-year effort as funding for street and stormwater improvement projects is limited. FY17 targeted N. 5th Street between E. Main and Monroe Streets however surveying the right-of-way has proved problematic and the Council has directed staff to investigate the next highest priority while right-of-way issues on N. 5th street are investigated. Staff is currently investigating a paving project for FY17.

5. Hwy 47 Bicycle/Pedestrian Improvements: State Transportation Improvement Plan (STIP)

(\$2,229,000)

This ODOT STIP project makes pedestrian and bike lane improvements from the north City limits to the Main/Yamhill intersection. The project also includes a crosswalk at Monroe Street and turning radius improvements at the northwest corner of Main and Yamhill. The City’s share of this project is approximately \$225,000 and funding is anticipated from the Carlton Urban Renewal Agency (CURA).

6. Main Street Reconstruction Project

(\$3,000,000)

The City has been working with ODOT to repair the sub-base of Main Street because of its poor condition. At this time, project funding has not been approved; however, ODOT has expressed commitment to the project with construction to dovetail the project with the STIP referenced above. In the spring of 2015, this project is identified in the “150% Project Priority List” for ODOT’s Fix-it Program.



**Facilities/Special Projects – Summary
Capital Improvement Projects**

	Project	Cost Estimate	FY17	FY18	FY19	FY20	FY21	Funding Source
1	New City Hall	\$1,750,000	50,000	100,000	1,350,000	250,000		CIF; GF; WF; SF; StF
	Total	\$1,750,000	\$50,000	\$100,000	\$1,350,000	\$250,000	\$0	

Capital Improvement Projects – Facilities/Special Projects

1. New City Hall

(\$1,750,000)

Beginning with the FY14 Budget, the City began reserving funds for the planned replacement of City Hall. Constructed in the late 1950s, the structure lacks sufficient office space for staff and the Police Department operations including meeting facilities, office space and storage. The FY17 Budget contributes an additional \$25,000 each from the General, Water and Sewer Funds to the project reserve for a total contribution of \$75,000 in FY17. Architectural design and engineering will begin in FY17.

Fiscal Year	Annual Contribution	Total Available
2014	\$190,500	\$190,500
2015	85,000	275,500
2016	\$150,000	\$150,000
2017 Adopted	75,000	75,000



Frequently Asked Questions

What do property taxes pay for?

Property taxes pay for services such as public safety, planning, and parks. The services are not fully paid for by property taxes; the balance comes from other money the City receives, such as fees and charges for services.

How do the City Council and Budget Committee prioritize which services and capital projects they will fund?

The budget is developed based on the City's prioritization process of services, Council and City management group discussions, citizen input, Council goal setting, and sound business practices. Individual capital projects are selected based on prioritized criteria developed to meet community needs and mirror plans adopted by City Council.

How are capital improvement projects paid for?

Capital projects are funded through grants, system development charges, user fees and property taxes.

When I pay my utility bill, what is the money used for?

The utility bill covers two services: water and wastewater. The money collected from these bills pays for delivering safe water to homes, and taking away and treating the wastewater from drains and toilets.

Why can't money be moved to where it is most needed?

Dedicated funds are legally restricted to specific expenditures. Each fund is used to account for specific transactions that act as control mechanisms to ensure money is being spent for the authorized purpose for which it is collected.

Why can't reserves from one fund be spent on projects in another fund (i.e. such as City Hall reserves be used for road improvements?)

The answer is similar to that given above. City Hall project reserves are being collected for the future replacement of City Hall and the Police Department. Contributions are being made from the General, Water and Sewer Funds recognizing that each contributes to the activities performed at City Hall. Contributions from the General Fund could be used for road improvements as well as any other City project because these dollars are not restricted like other funds. However, Water and Sewer Fund revenues are restricted to enterprise activities that specifically benefit those funds.



Frequently Asked Questions

What are non-designated revenues?

These are revenues which the City receives without strings attached on their use by other entities, and include property taxes levied for operations, franchise fees, and state shared revenues.

Why do City employees get a cost-of-living-adjustment (COLA) raise in a bad economy?

The City has intentionally kept its staff smaller compared to other cities of similar size. This results in personal service costs (typically the largest expense category for most cities) being lower than other comparable cities on a year-to-year basis. Also, over the years, the City Council and management have been good fiscal stewards of City resources resulting in a good financial position.

How can citizens participate in the budget process?

The budget process benefits from citizen participation, and in fact, Oregon Budget Law requires budget committee meetings to be open for public comment. Citizen input is the foundation of Carlton's budget development. Citizens can attend budget committee meetings, usually held in April and May. Contact the Carlton Budget Officer for budget participation opportunities.

Why do my property taxes increase while my market value declines?

Oregon constitutional tax limits allow each property's assessed value to increase 3% every year unless the property's real market value is reduced to below the assessed value. In Yamhill County, residential property is generally assessed at about 60% of the real market value, so even in the down economy; drops in real market value have not stopped the 3% increase in assessed value on many parcels of property. For example, if your home had a real market value of \$300,000 and assessed value of around \$180,000 (60% of real market value), your property's real market value would have to drop to below \$180,000 to see a reduction in property taxes.

Other classes of property, like commercial property, have real market value close to the assessed value, and with declining real market value, the assessed value and the taxes that are paid, decline each year. Commercial property is such a large proportion of the City's total assessed value that the overall reductions in their value bring the total growth in all assessed value down to less than 3%. For the current fiscal year, the City's total assessed value, increased by 2.6%.

Why do my property taxes increase while my market value declines?

Oregon constitutional tax limits allow each property's assessed value to increase 3% every year unless the property's real market value is reduced to below the assessed value. In Yamhill County, residential property is generally assessed at about 60% of the real market value, so even in the down economy.



Frequently Asked Questions

What is the Carlton Urban Renewal Agency (CURA) and what do they do?

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 Manager and Finance Director serve as the staff for, and administer, the Carlton Urban Renewal Program on behalf of the Agency.

The Urban Renewal District was created as a financial tool to address the financial challenges of Carlton's aging downtown commercial business district. The City must address infrastructure problems including a new water transmission line to bring water pressure up to safe fire flow levels, street upgrades, new sidewalks and other public improvements. During FY16 the Agency committed funds to the Meadowlake Transmission Line water project, the Monroe Street Improvement Project, Pool House Project, East Main Street Pedestrian Design Project and the East Washington Street Paving Project.

Each year the Agency will continue to identify eligible projects within the UR district, in keeping with the Carlton Urban Renewal Plan and budget for infrastructure improvements accordingly. The CURA budget is available on the City website.

What check systems are in place to ensure accountability and transparency of City funds being spent appropriately?

The City has multiple layers of checks and balances to insure City funds are spent appropriately and within the parameters established in the City budget. The City Manager acts as the City Budget Officer and prepares the budget for submittal to the City Council and Budget Committee. The Finance Director oversees the day to day expenditures of City departments to insure departments are acting within the City's financial parameters and are complying with the City's fiscal policies.

The City Manager monitors monthly income and expenses to provide administrative and fiscal oversight. The Mayor and one City Councilor are authorized check signers who monitor disbursements. The City Council also approves monthly Account Payable Reports containing all payments made during the previous month. Finally, the City hires an independent auditor to audit the City books on an annual basis.

How does the City's audit system work?

The City of Carlton hires an independent auditor to prepare an annual report regarding the financial statements of the governmental activities, business type activities, each major fund and all remaining fund information. The City provides the auditor with the financial statements in accordance with accounting principles generally accepted in the U.S. including the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

The auditor's responsibility is to express opinions on these financial statements based on their audit. They conduct the audit in accordance with auditing standards generally accepted in the U.S. and the standards applicable to financial audits contained in Government Auditing Standards, issued by the U.S. Comptroller General. These standards require that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.