



City of Carlton



Photo courtesy of Jeff Lorton

Adopted Budget Fiscal Year 2015-16



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Budget Committee Members

Mayor and Council Members

Mayor



Kathie Oriet

Council Members



Brian Rake
Council President



Scott Carl



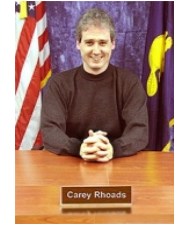
Scott Chitwood



Gwen Jernstedt



Shirley Ward-Mullen



Carey Rhoades

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
Sandi Schultz	1/1/13	12-31-15
Randy Stapilus	1/1/14	12-31-16
Joe Della Valle	1/1/13	12-31-15
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



City of Carlton Budget Calendar

Fiscal Year 2015-2016

<u>January 12th, 2015</u> Monday	Carlton City Council Adopts Budget Calendar Appoints Budget Officer
<u>February 9th, 2015</u> Monday	Budget Request Forms Delivered to Departments
<u>March 9th, 2015</u> Monday	Departments Return Completed Budget Request form
<u>April 28th, 2015</u>	Publication of First Public Notice of Budget Committee Meeting (To Newspaper April 24th, 2015) To include website address
<u>May 1st, 2015</u>	Publication of Notice of Budget Committee Meeting (To Website May 1st, 2015)
<u>May 12th, 2015</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 19th, 2015</u> Tuesday 6:00 pm	Budget Committee Meeting – If Needed
<u>May 19th, 2015</u> Tuesday	Publication of Budget Hearing Notice (To Newspaper on May 15 th , 2015)
<u>June 8th, 2015</u> 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 22nd, 2015</u>	Certify property tax levy to Yamhill County Assessor



**Fiscal Year 2015-16
Annual Budget
Reader's Guide**



**City of Carlton
Fiscal Year 2016 Annual Budget**

The City of Carlton is located in Yamhill County. Nestled between 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 as a result Mr. Wilson Carl went to Portland and talked to the Railroad Company officials to see if they would make a stop closer to them so they would not have to take their produce so far to the railroad. As a result, first a flag stop was tried then 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

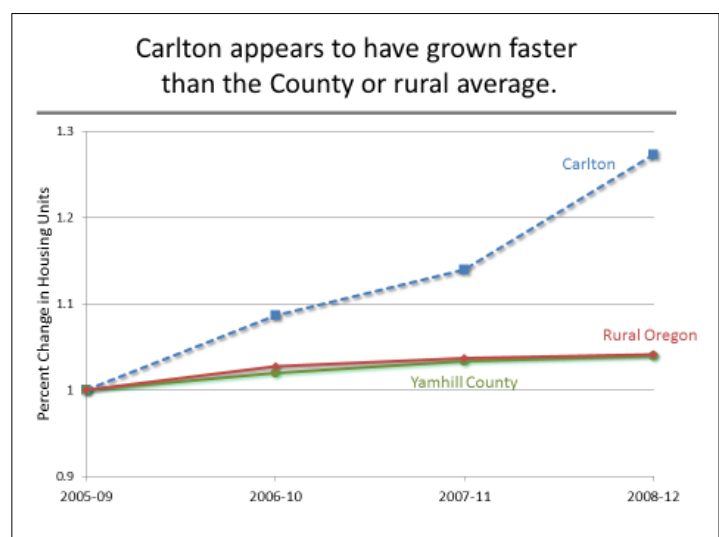
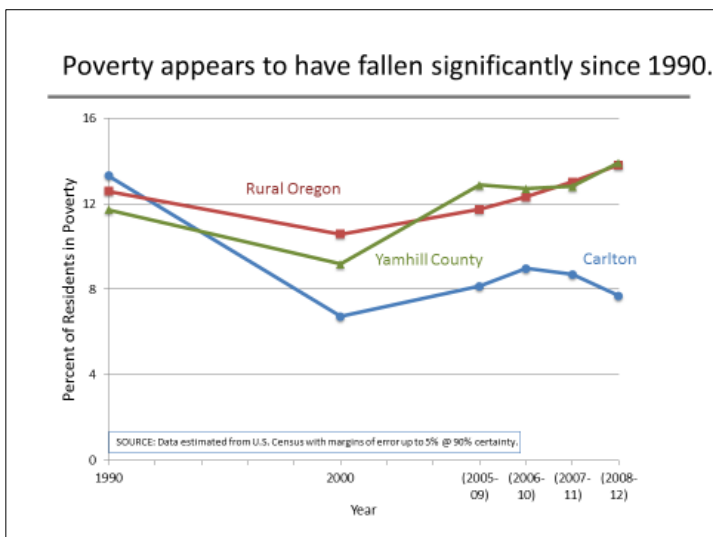
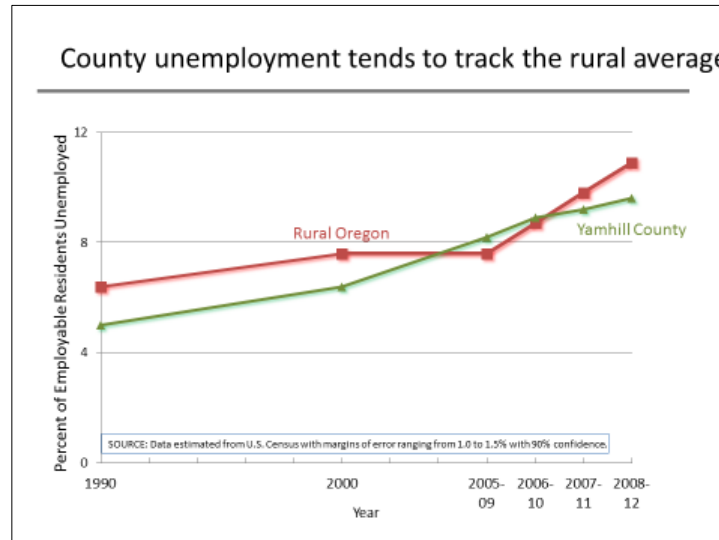
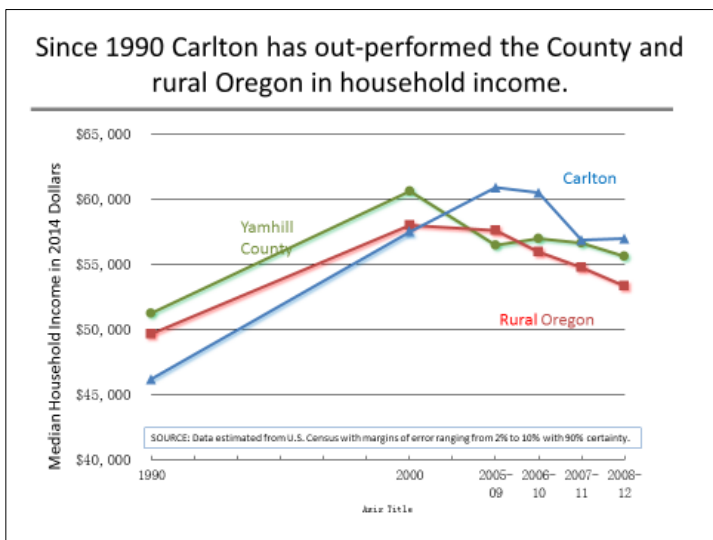
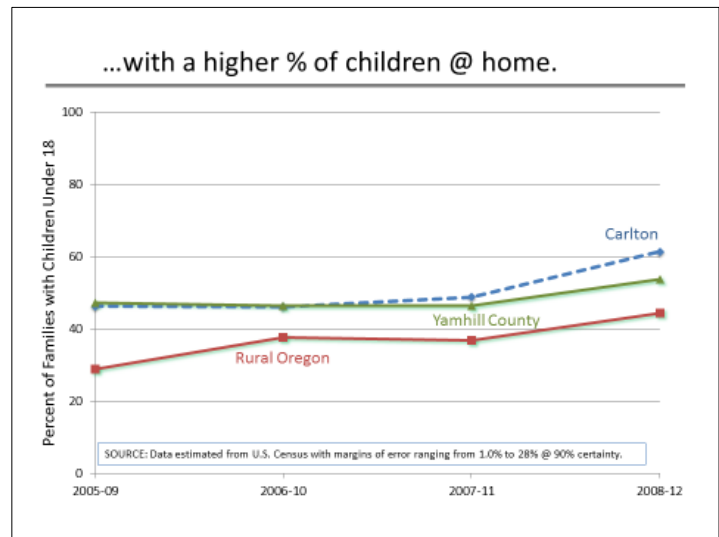
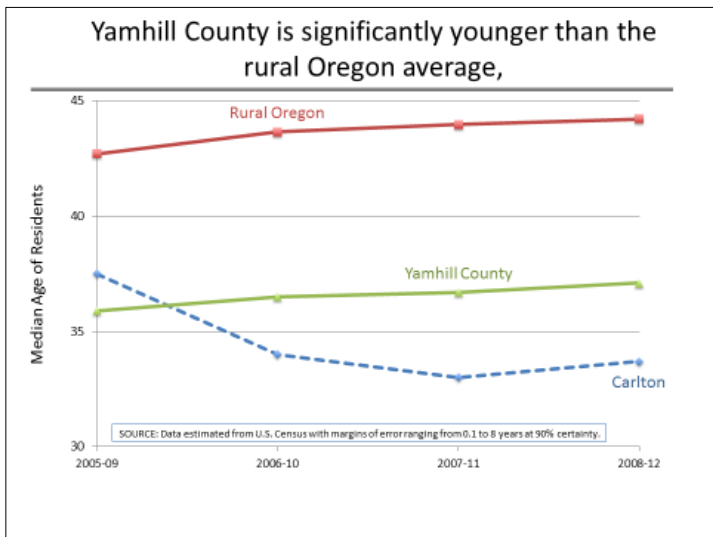
Carlton is located in Yamhill County on Highway 47, approximately five miles from the City of McMinnville and thirty-five miles southwest of Portland. Carlton has emerged as one of the centers of the Willamette Valley wine country with approximately 40 wineries within the City limits and issues approximately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

The downtown business district is experiencing a redevelopment with 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. This park's facilities are very popular with the community year round and are especially active during the summer due to the park's 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, golf frisbee, open space, walking path and access to the N. Yamhill River.

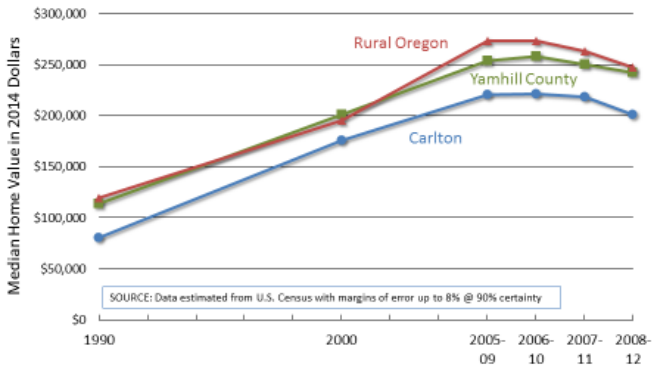
Trends at a Glance

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. This section replaces the Facts of Interest page with something that is, hopefully, more informative for budget development. If the information proves useful, the effort will be expanded in future budgets.

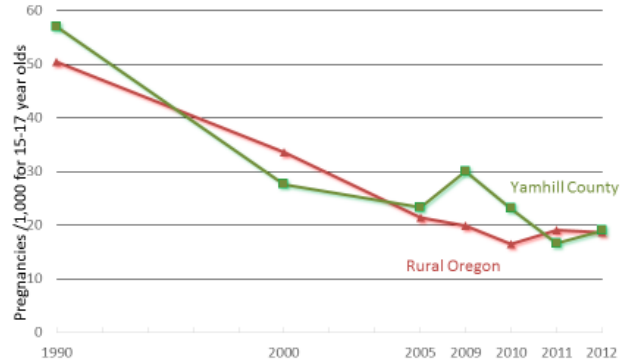


*A dotted line for Carlton means the data is an estimate with a wide margin of error (+ or -)

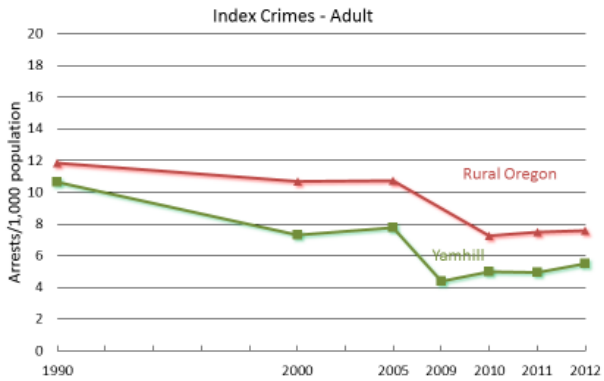
Carlton appears to have somewhat lower home values despite similar incomes.



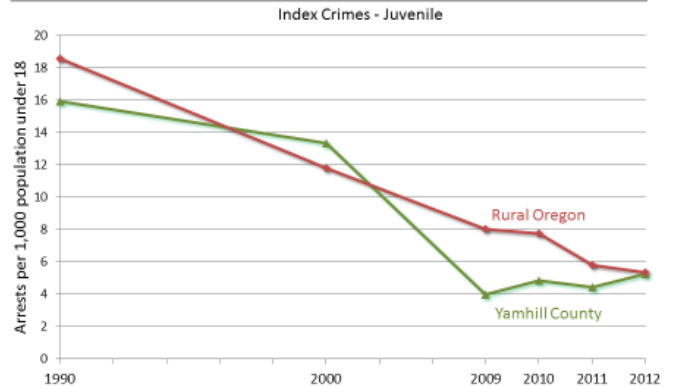
County teen pregnancy has also fallen significantly since 1990.



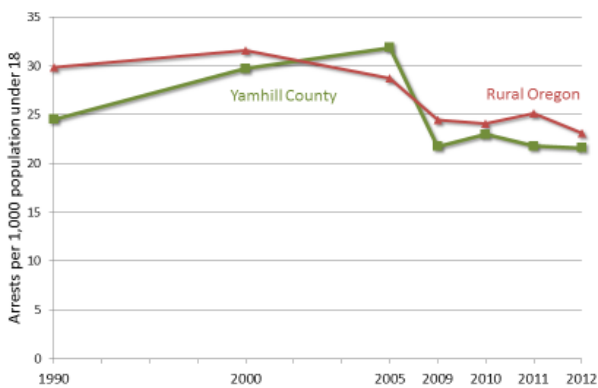
Arrests for serious adult crime have fallen 50% in Yamhill County since 1990.



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 CEO, 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 second Monday 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, as needed, are scheduled and also require their attendance. The Mayor and City Council also serve as the Board of Directors for the Carlton Urban Renewal Agency (CURA).

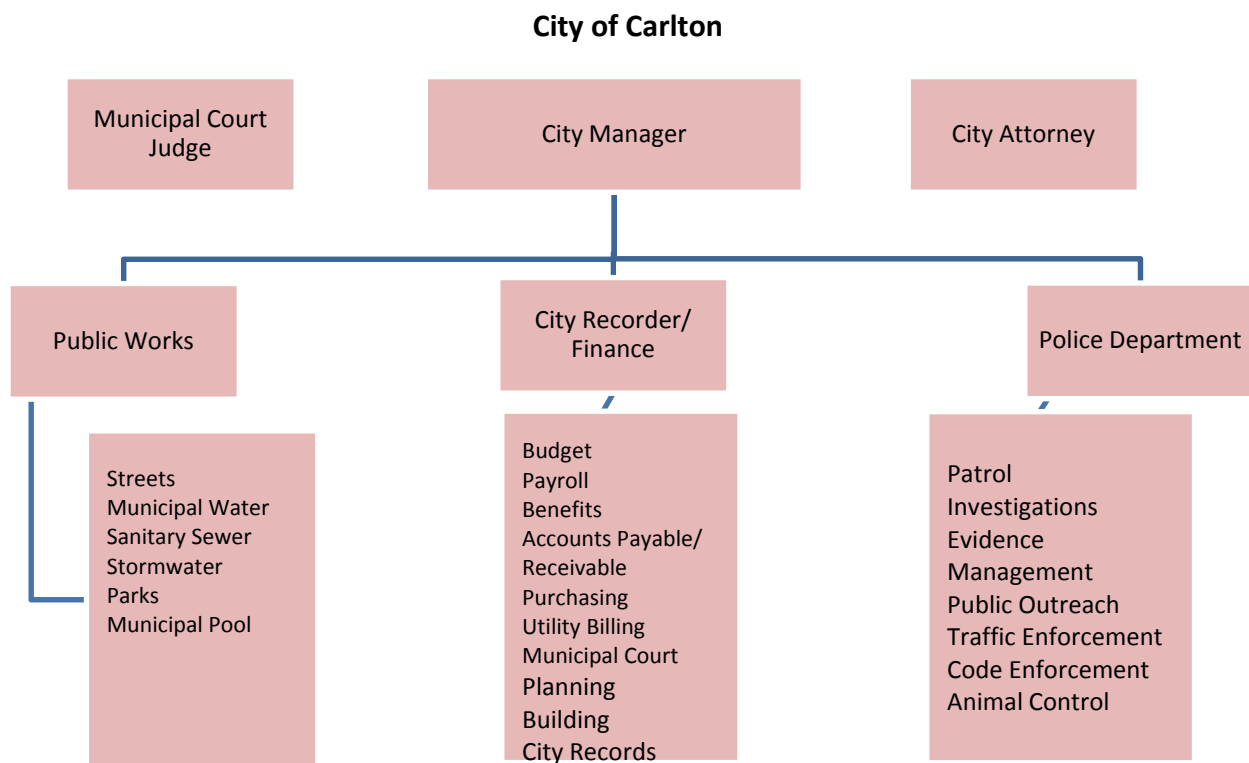
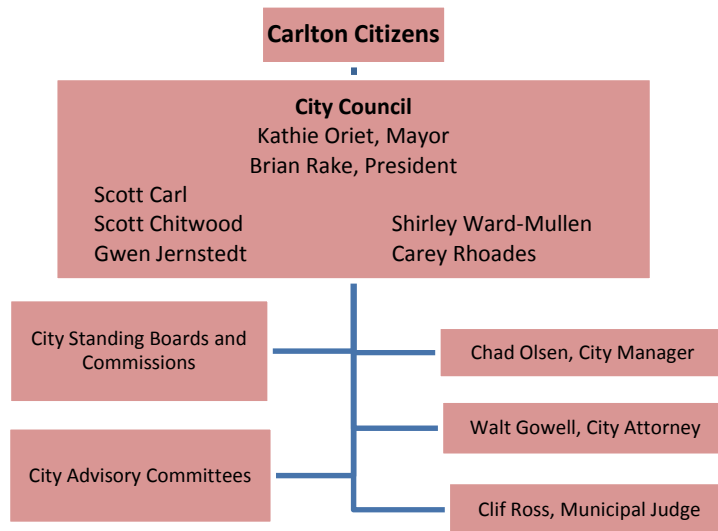
On the first Tuesday evening of each month, the Council meets for an informal work session. This is a time for Councilors to discuss policy issues of relevance to the City. The Mayor may also assign Councilors and him/herself to department, board, and commission responsibilities as liaisons, responsible 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 that the Mayor and Councilors be qualified electors within the state and have lived 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 with the annual review of the City's budget, making any changes, and approving 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 2015-2016

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 is a dynamic community grounded in rural values and committed to well-planned growth through innovation and an entrepreneurial spirit. Carlton is economically diverse and blessed with a strong, cooperative sense of community pride and commitment of service to others. A vibrant community with high standards of excellence, Carlton is ‘The Diamond of Yamhill County’.”

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 sustain and enhance the viability 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 FY16 while the City updates its strategic plan.

GOALS – CARLTON CITY GOVERNMENT FISCAL YEAR 2016 (JULY 1, 2015 – JUNE 20, 2016)

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.

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.

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.

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.

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.

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.



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 FY16 priorities. The priorities that received a vote have been incorporated into the FY16 Budget.

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, FY16 Proposed Budget
Date: May 10, 2015

Please find attached the City of Carlton proposed budget for Fiscal Year 2015-16. 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 FY16 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. The FY16 Budget adds one part-time City Recorder position.

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 FY16 Budget authorizes some major capital initiatives identified in the 5-Year Capital Improvement Plan (CIP) for these improvements.



FY16 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. and a dedicated group of Portland State graduate students. Initial efforts include:
 - a) An Opinion Leaders' Survey followed by recommendations to the City Council
 - b) Facilitating a City Council FY16 priority setting session
 - c) Assistance developing new budget request forms
 - 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.

These efforts will continue in FY16 with the City updating its Strategic Plan and continuing to develop and refine its performance management, measurement and reporting system.

2. Most departments realized a budgeted reduction in their material and service categories in FY16 compared to FY15.
3. Multiple, large **water system projects** will be in construction during FY16 including:
 - Meadow Lake Transmission Line Construction Project
 - McMinnville Water and Light Intertie Project
 - The Regional Solutions Downtown Business District Water Distribution Line Project
 - The Panther Creek Reservoir and Discoloration Study
 - Leak detection efforts to reduce the aggregate loss of water to 15%
4. Multiple, large **capital system projects** will be in construction during FY16 including:
 - Pool Redevelopment Project
 - Monroe Street Construction Project
 - Day-Use Facility Project in Lower Wennerberg Park
 - Construct Hawn Creek Park: Phase I Project
 - Pursue ODOT funding for the "Flexible Funds Project – South 3rd and Polk Streets Bicycle and Pedestrian Improvements"



The Overall Budget

The City's total budget is \$10,028,821. The FY16 General Fund budget is \$1,090,958. The overall cost drivers in FY16 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, 2015 the retirement costs paid by the City to PERS will increase 2.17%.
- The City utilizes a cost allocation plan that charges costs for services shared by funds/programs such as charging a prorated share of personal service costs to the Water, Sewer and General Funds.
- Medical Costs are anticipated to increase 5% compared to FY15.
- Cost of Living Adjustment (COLA) – the FY16 budget contains a 2.30% cost of living adjustment. Merit increases are also included in the budget.
- The FY16 Budget includes one permanent, part-time, 20-hour per week City Recorder position. This position will be administered through the General Fund – Administration Department and costs shared in the General, Street, Water and Sewer Funds.
- The FY16 Budget proposes to extend all benefits on a prorated basis to permanent part-time staff. This includes the City Recorder and Accounts Payable/Planning Clerk.

2. Materials and Services

- Materials and services will decrease across the board in FY16 compared to that budgeted in FY15.
- 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 is continuing numerous large capital projects in FY16.

- Meadow Lake Transmission Line Construction Project
- Regional Solutions Downtown Business District Water Distribution Line Project
- McMinnville Water and Light Intertie Project
- Water Leak Detection and Repair Project
- Pool House Replacement Project
- Monroe Street Construction Project
- Large Day-Use Facility Project in Lower Wennerberg Park
- Hawn Creek Park: Phase I Construction Project

Please refer to the Capital Improvement Fund for overview of these capital improvement projects.



Revenues and Expenditures by Fund

General revenue growth in FY16 increases as the budget assumes an estimated assessed valuation of \$126,464,722 (2.75%) higher than the FY15 \$123,080,022 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 FY16. Also, the City has built in inflationary adjustments for its utilities and the utility programs will continue to be self-sufficient.

The FY16 Budget reorganizes slightly to improve transparency and accountability of City operations and finances:

- Creates a new Planning/Land Use Department in the General Fund to improve transparency and accountability of the planning, land use and development activities. This in direct response to the Opinion Leader's Survey conducted during the fall of 2014 where these activities were identified as low scoring service categories.
- Creates a new Municipal Court Department in the General Fund to improve transparency and accountability of court activities.

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

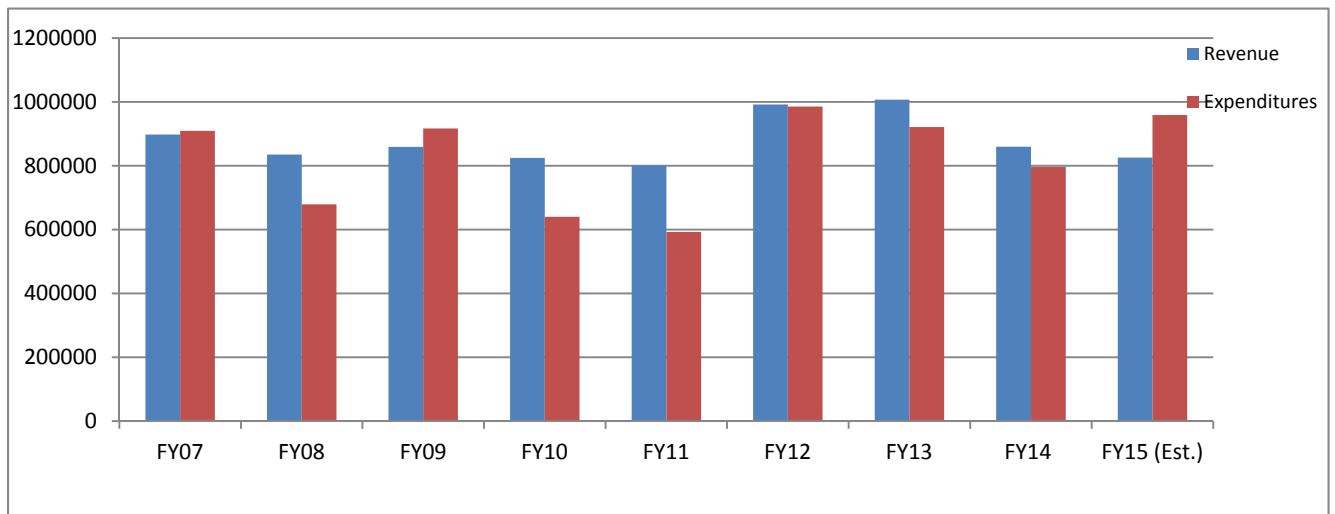
Major General Fund resources include property taxes, franchise fees, charges for services, state-shared revenue sources, permits, charges for services, intergovernmental funds, licenses and rental fees. Most of these revenues are unrestricted and can be used to fund any City service deemed appropriate 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 FY16 rate levy is \$4.9102. The single largest form of revenue to the General Fund and is projected to be \$595,000 in FY16, approximately 8% higher than budgeted in FY15. The FY16 Budget also anticipates \$15,000 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 and Century Link. It is projected that the FY16 receipts will decrease 0.53% compared to FY15.
- Licenses and Permits – Licenses and permits are forecast to increase by 7.38% to \$12,885.
- Intergovernmental Revenues – Revenue from state liquor fees and cigarette taxes in FY16 (\$23,275) are expected to decline 3% compared to FY15.



- Fines and Forfeitures - Revenue from fines and forfeitures are expected to increase in FY16 from \$10,000 to \$12,000. This is anticipated due to having all three officers certified and on the street.
- Charges for Services – Revenue for this category (pool receipts, park rental fees, planning fees, and permits) are budgeted to decrease \$5,975 (16.66%) primarily due to an anticipated reduction in swimming pool receipts if the May pool bond passes. The reduction was recommended by the Pool Advisory Committee if the bond passes. The income will remain unchanged if the bond does not pass.
- Building Rent – The General Fund receives approximately \$28,000 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 \$23,500 from the transient room tax and the General Fund will retain 30% (\$7,000) of this amount. The balance will go to the Tourism Fund.
- Sale of Assets – The FY16 Budget includes the sale of one City residential lot it owns at the southeast corner of East Main and 6th Streets. If sold these funds (budgeted to be \$60,000) will be transferred to the Capital Improvement Fund for the future City Hall project.
- 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. FY13 revenues included a one-time receipt of \$180,500 for the sale of the vacant “Fire Hall”. FY13 also includes transfers out to other funds that total \$74,046 including \$30,000 for a new City Hall; \$20,000 for the future replacement of the pool house; \$22,046 for future park projects and \$2,000 to vehicle reserves.
2. FY14 again includes significant transfers to the Capital Improvement Fund for future capital projects including \$10,000 for a new City Hall, \$75,000 for future park projects (pool house and skate park facility, \$25,000 for future sidewalk repair and replacement projects and \$10,000 for two City entrance signs).



General Fund Highlights

The FY16 General Fund Budget includes:

- Department realignment to create stand-alone departments for planning and land use and the municipal court. This will improve transparency and accountability.
- The Fund includes the sale of the City-owned residential lot at the southeast corner of East Main and 6th Streets. Proceeds of the sale are budgeted to be transferred to the Capital Improvement Fund for the City Hall Replacement Project.

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 development project, the city hall replacement project and general park and transportation projects. The FY16 Budget is projected to have approximately 16% in reserve, assuming no discretionary transfers are made. This will be reevaluated in January 2016.

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 \$24,500 in FY16 and the Tourism Fund retains 70% of these monies and 30% is allocated to the General Fund. The Budget includes the Marketing Coop Program that seeks to leverage local contributions from area businesses to be used to expand the marketing of Carlton as a "travel destination."

Expenditures Highlights

- The budget provides \$12,000 for the Committee to finance marketing initiatives and campaigns.
- The "Marketing Cooperative Program" funds will be used to compliment the marketing efforts to promote Carlton as a travel destination.
- The Committee will continue its Community Grants Award during the next budget cycle to assist local groups to promote Carlton events and encourage overnight lodging stays.
- The Committee will continue to contract for social media services to assist Carlton with its online presence, social media (Facebook, Twitter, Pinterest, etc) and Visit Carlton website programs provided through the Social Media Campaign program.



STREET FUND

The Street Fund supports the City's street utilities and accounts 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 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 FY16 priorities as well as some projects included in the Capital Improvement Fund. The projects include:

- Monroe Street Construction Project.
- Sidewalk Infill, Repair and Maintenance Program.
- The Street Fund will contribute a prorated share to a PSU intern position dedicated to Public Works.
- The Street Fund will contribute a prorated share to the City's performance management initiative including an update to the strategic plan.

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 FY16 compared to FY15. This is due to a combination of factors including a larger beginning fund reserve on July 1, 2014 (\$99,709) than anticipated; higher revenues than anticipated; fewer outlays for materials and services than budgeted.
- 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 FY16 Budget continues the streets department program at its existing level. The fund also:

- Budgets \$7,000 for Public Works to contract for a small stormwater repair project on South 2nd Street between Taft and Washington Streets
- Transfers \$3,515 to the General Fund for this fund's share of internal service costs.
- Transfers \$1,860 to the Vehicle and Equipment Replacement Fund for its prorated share of the zero-turn mower purchase.
- Transfers \$50,000 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 just over 1,000 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 FY16 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 will be in construction.
3. The Regional Solutions Water Distribution System Improvement Project in the Downtown Business District will be in construction.
4. The Panther Creek Reservoir and water coloration study will conclude during the first half of FY16.

Revenue Assumptions

Water sales to City residential, commercial and industrial customers are anticipated to be \$813,750 in FY16. The rates will increase 8.5% beginning July 2015 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. A complete description of this project is included in the Capital Improvement Fund.

The new rate will be \$44.86 for the first 500 cubic feet inside the City limits and \$47.87 outside the City limits. The City is currently reviewing its water rate methodology and rate structure. A revised methodology and rate structure is expected to be implemented in FY16. The water utility connection fee will be \$600 in FY16.

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 decrease 3.36% compared to FY15.

Capital outlays include:

- Paint Water Plant Piping (\$15,000)
- Control Analyzer, Chlorine/PH/Temp (\$12,850)
- Chemical Feed System for Potassium Permanganate (\$5,339)
- Honda 2000 Watt Generator (\$1,100)
- Backflow Testing (\$4,000)
- Water Tank Cleaning (\$3,575).

Fund transfers include:

- General Fund (\$12,890)
- Capital Improvement Fund – Water Projects (\$100,000)
- Capital Improvement Fund – Facilities: City Hall (\$50,000)
- Vehicle Equipment Replacement Fund (\$15,380)
- Debt Service Fund (\$163,765)



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 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 department completed approximately 50% of an independent rate study for the City's sewer rates in FY15. The balance will be completed in FY16.

Revenue Assumptions

The Sewer Fund wastewater charges for services to residential, commercial and industrial properties are projected to total \$553,475 during FY16. 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 1.63% and the new rate will be \$50.86 for FY16. The sewer utility connection fee will be \$150 in FY16.

Expenditures Highlights

The FY16 Sewer Fund budget is projected to have a stable operation and maintenance budget next year. Material and services are budgeted to increase 0.88% compared to FY15.

Capital outlays include:

- Two (2) new pumps for the Howe Street Pump station (\$8,600)
- Maintenance Agreement for annual service and maintenance of all pumps at the Grant Street pump station and the Hawn Creek pump station (\$7,225).

Fund transfers include:

- General Fund: Shared Expenses \$12,890
- Capital Improvement Fund – Sewer Projects (\$50,000)
- Capital Improvement Fund – Facilities: City Hall (\$50,000)
- Debt Service Fund (\$120,107)



SYSTEM DEVELOPMENT FUND

All System Development Charges (SDCs) have been 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 1.63% effective on July 1, 2015. All SDC fees are based on methodology reports prepared by Don Ganer & Associates between 2008 and 2010. 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 FY15 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, 2015.

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 Water and Parks SDC methodology reports to ensure all SDC eligible projects are included. Also, the FY16 Budget anticipates significant SDCs will be applied to:

- Water projects (water transmission line project, Resolutions Project)
- Pool Development Project if the bond passes in May.

CAPITAL IMPROVEMENT FUND

The Capital Improvement Fund (CIF) administers all 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 FY16 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 consolidate funds for the City Hall project. \$190,500 was reserved through FY14 and FY15 contributed from the General Fund (\$10,000), Water Fund (\$25,000) and Sewer Fund (\$50,000). Reserves through the end of FY15 are \$275,500. FY16 contributions include \$50,000 from the General, Water and Sewer Funds.



Parks Projects

The FY16 Budget includes \$75,000 from the Oregon Parks and Recreation Department for the Day Use Facility Project and \$50,000 from the General Fund for general park project reserves. Projects include:

- Hawn Creek Park Phase I – The CIF has \$45,000 earmarked for this project. This will primarily focus on a walking trail, signage and irrigation improvements.
- Large Day-Use/Picnicing Pavilion-Shelter – The FY16 Budget includes a \$75,000 grant award from Oregon Parks and Recreation (OPRD); a \$20,000 contribution from the Walk in the Park Foundation received from the Oregon Community Foundation; and, \$37,907 earmarked from Park SDCs. The total construction budget for this project is \$132,907.
- Skate Park Project - \$5,000 is budgeted to complete the project's design in anticipation of a fundraising campaign.
- Pool Development Project – At this time the City is waiting on the results of the May 2015 General Obligation (GO) Bond election. All available pool reserves will be available if the project is approved by the voters.

Transportation Projects

The FY16 Budget consolidates approximately \$230,000 of transportation related projects including street, sidewalk and bike lane improvements. Projects include:

- The South 3rd Street/Polk Street Flexible Fund Project This project is primarily funded by an ODOT Flexible Fund grant with a \$28,500 match provided by the City from the Transportation SDC Fund.
- The Monroe Street Construction Project. This is a component of a larger project including street, curb, gutter and sidewalk, water, sanitary sewer and stormwater. A \$50,000 SCA grant will be available from ODOT plus funds previously reserved from the Street Fund and Transportation SDCs. This project anticipates funds from the Urban Renewal Agency.
- Sidewalk Repair and Replacement Project. The CIF currently has \$25,000 for this project from FY14 carryover and the General Fund transfers an additional \$25,000 in FY15. This is designated as a high priority project due to the dilapidated condition of many City sidewalks. Tetra Tech has been requested to submit a design proposal for East Main Street between Pine and 6th Street.

Water Projects

The FY15 Budget prepares for a number of large water capital improvement projects:

- The Meadow Lake Transmission Line Project will be in construction during FY16. The City anticipates an Infrastructure Finance Authority (IFA) loan for the project to be \$2.8m for the nearly \$3.1m project. The City also has water reserves, urban renewal and Water SDCs as local resources to assist with the project.
- The Regional Solutions Water Distribution System Improvement Project in the downtown business district will be in construction this summer. The project will make water distribution improvements downtown; coupled with the transmission line project this should provide sufficient capacity for hydrants to meet fire flow requirements. The City will receive \$500,000 from the State toward this \$850,000 project. The City may also contribute funds from the Water Fund, Water SDCs, and the Urban Renewal Agency.



- The FY16 Budget includes \$25,000 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, Dayton and Lafayette.
- The remaining undedicated funds for water improvements are set aside as contingency that requires Council action for use.

Sewer Projects

The FY16 Budget transfers \$50,000 from the Sewer Fund for general sewer project reserves. One capital sewer project is planned in FY16:

- Monroe Street Project (\$80,000). This is the estimated cost to replace and upsize the sewer line in Monroe Street from Kutch to the railroad right-of-way.
- The remaining undedicated funds for water improvements are set aside as contingency that requires Council action for use

Stormwater Projects

- Monroe Street Project (\$80,000). This is the estimated cost to provide stormwater improvements in Monroe Street from Kutch to the railroad right-of-way. At this time funding has not been identified for this project although the Urban Renewal Agency is anticipated to contribute to this work. Also, use of sewer or transportations revenues may be available for this component of the project.

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 FY16 Budget provides for the purchase of a zero turn mower (\$18,000) funded by prorated contributions from the General, Street, Water and Sewer Funds.

Conclusion

The FY16 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 FY16.

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Chad Olsen
City Manager/Budget Officer



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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 City does not currently have any GO bond debt; however the City Council has a GO bond on the upcoming May 2015 ballot to help finance a new Pool House at the municipal pool in the Upper Wennerberg Park.

Tax Rates – FY2013-15

Carlton Residence Tax Rate by Code	Amount FY13	Amount FY14	Amount FY15	Amount FY16 (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	5.8989	5.8803	5.8494	5.8306
Willamette Regional ESD	0.2967	0.2967	0.2967	0.2967
City of Carlton	4.7605	4.8104	4.8603	4.9102
New Carlton Fire District	1.4683	1.4601	1.4590	1.4568
Chemeketa Library	0.0818	0.0818	0.0818	0.0818
Chemeketa Community College	0.8979	0.8573	0.8942	0.8558
Total	16.0619	16.0444	15.0992	16.0897

City of Carlton, Oregon, Tax Rate and Assessed Value

	Actual FY13	Actual FY14	Actual FY15	Estimated FY16
Assessed Taxable Property in the City	\$119,961,396	\$123,080,022	\$126,464,722	\$126,966,284
Tax Levy	\$571,084	\$592,073	\$614,656	617,097
Debt Service	\$3,999,910	\$3,950,832	\$3,901,754	3,901,754
Total Tax Levy				
Tax Rate per \$1,000 value	4.7605	4.8104	4.8603	4.9102



**City of Carlton
Ten Largest Taxpayers – Tax Year 2014–15**

Name	Taxable Amount	Levied Tax
Comcast Corporation	\$1,247,800	\$5,859.54
Douglas Harnar LLC	901,306	4,232.45
Ken Wright Cellars Co.	825,289	3,875.47
Portland General Electric Co.	795,000	3,733.24
Cuneo Cellars Properties LLC	688,036	3,230.95
Carlton Winemakers Studio	676,126	3,175.02
Dennis Donna L.	674,792	3,168.76
Pacific Empire Developers Inc.	673,654	3,163.41
Carlton Winemakers Studio LLC The	640,405	3,007.28
Amerson Susan M.	617,011	2,897.42



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, 2015 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	\$167,801,369
Assessed Valuation	\$126,966,284
<small>Certified Tax Roll Valuation (FY14-15) Source: Yamhill County Assessor's Office</small>	
Debt Limit Rate	3%
Debt Limit	\$5,034,041
Less: Debt Applicable to Limit	\$0
Legal Debt Margin	100%
Total net debt applicable to the limit as a percent of debt limit	\$5,034,041

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 FY16 the City plans to fund a water project through a bond obligation. The City also intends to submit a referendum to the City electorate to replace the City pool house financed through a General Obligation Bond.

Summary of Fiscal Year 2015-2016 Debt Service by Type

Fund	Source of Dollars	FY16 Totals
General Long-Term Debt	General Fund - Operating	\$29,585
Water Fund	Charges for Service	\$168,040
Sewer Fund	Charges for Service	\$115,500

Statement of Bonds and Loans Outstanding June 30, 2015

Debt Issue	Issued	Maturity Date	Amount of Issue	Interest Rate	Outstanding June 30, 2015	Maturing FY16 Principal	Maturing FY16 Interest
General Long-Term Debt							
Limited Obligation Note, Series 2005	2005	2023	\$180,000	5.15%	\$88,490	\$13,628	\$3,890
Sterling Bank Loan	2011	2033	\$145,000	5.50%	\$134,985	\$5,198	\$6,868
Water Fund							
Water Revenue Bond, Series 2007	2007	2028	\$1,000,000	4.75-4.9%	\$745,000	\$45,000	\$31,623
Safe Drinking Water Revolving Loan Program, Loan No.S99099, OEDD	2002	2031	\$2,238,625	1.00%	\$1,423,111	\$73,976	\$12,766
Sewer Fund							
Water/Wastewater Financing Program, Loan No. Y09002, OEDD	2011	2033	\$1,440,000	4.99%	\$1,498,070	\$49,993	\$70,114



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 2015-2016 – Budget Calendar

<u>January 12th, 2015</u> Monday	Carlton City Council Adopts Budget Calendar Appoints Budget Officer
<u>February 9th, 2015</u> Monday	Budget Request Forms Delivered to Departments
<u>March 9th, 2015</u> Monday	Departments Return Completed Budget Request form
<u>April 28th, 2015</u>	Publication of First Public Notice of Budget Committee Meeting (To Newspaper April 24th, 2015) to include website address
<u>May 1st, 2015</u>	Publication of Notice of Budget Committee Meeting (To Website May 1st, 2015)
<u>May 12th, 2015</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 19th, 2015</u> Tuesday, 6:00 pm	Budget Committee Meeting – If Needed
<u>May 19th, 2015</u> Tuesday	Publication of Budget Hearing Notice (To Newspaper on May 15 th , 2015)
<u>June 8th, 2015</u> 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 22nd, 2015</u>	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 oversize 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 (SDC), 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.

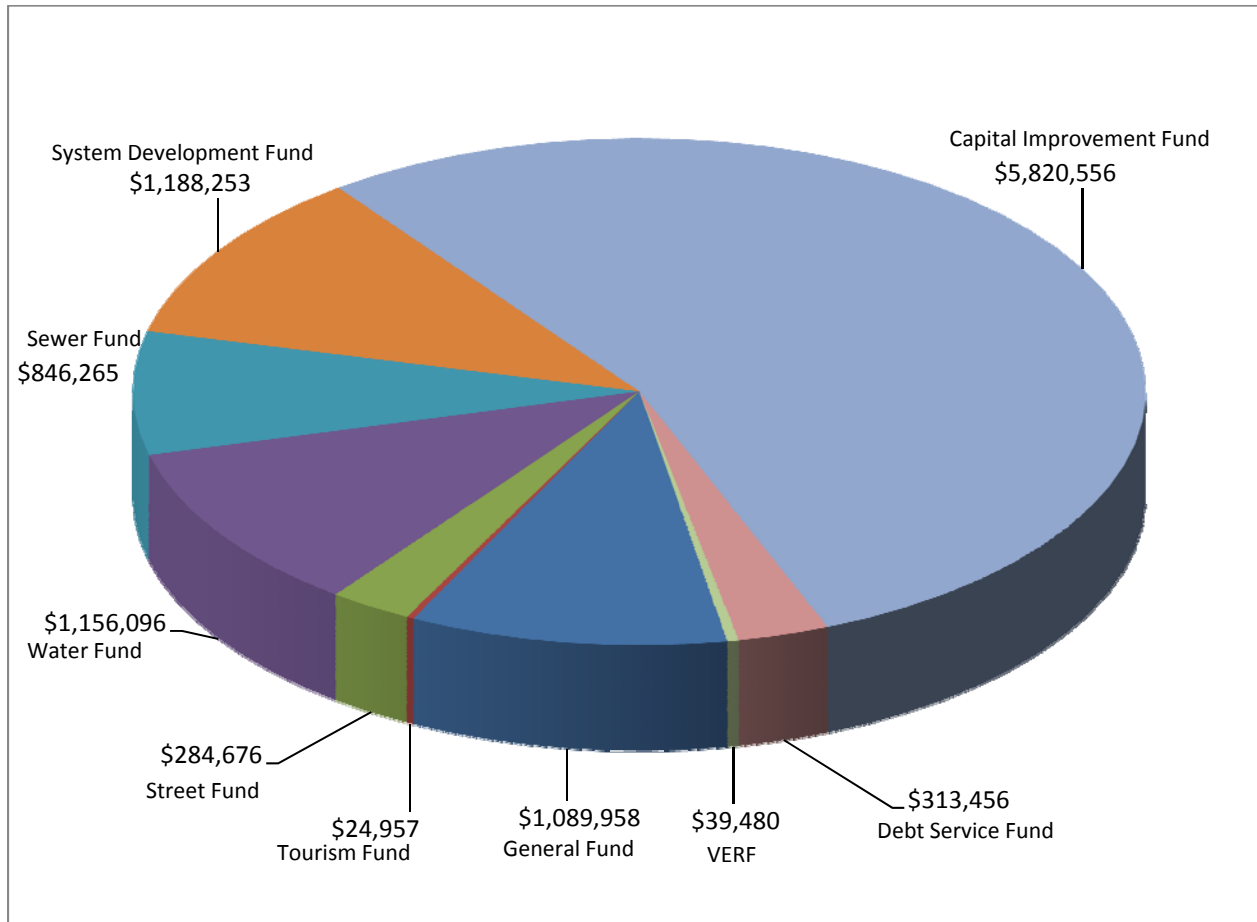
Fund Detail

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

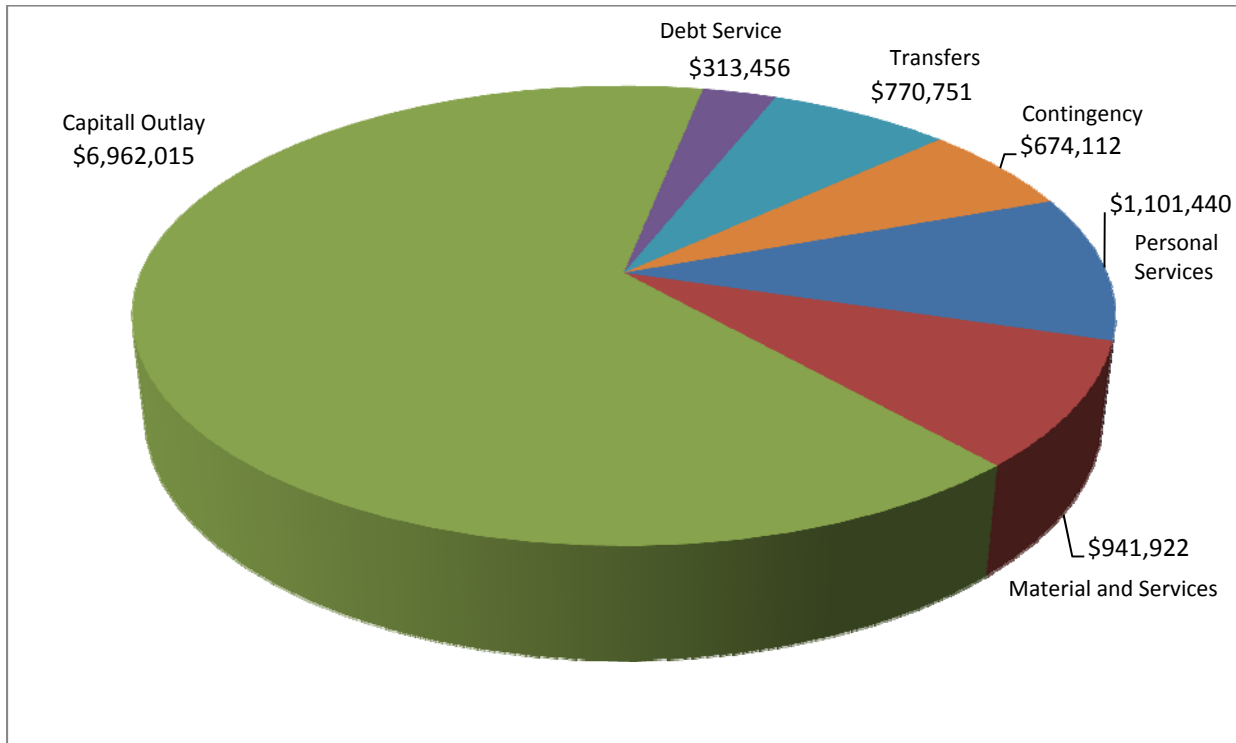


Budget Breakdown
Fiscal Year 2016 Adopted Budget
Total Budget \$10,763,697





Fund Requirements by Category
Fiscal Year 2016 Adopted Budget
Total Budget \$10,763,696

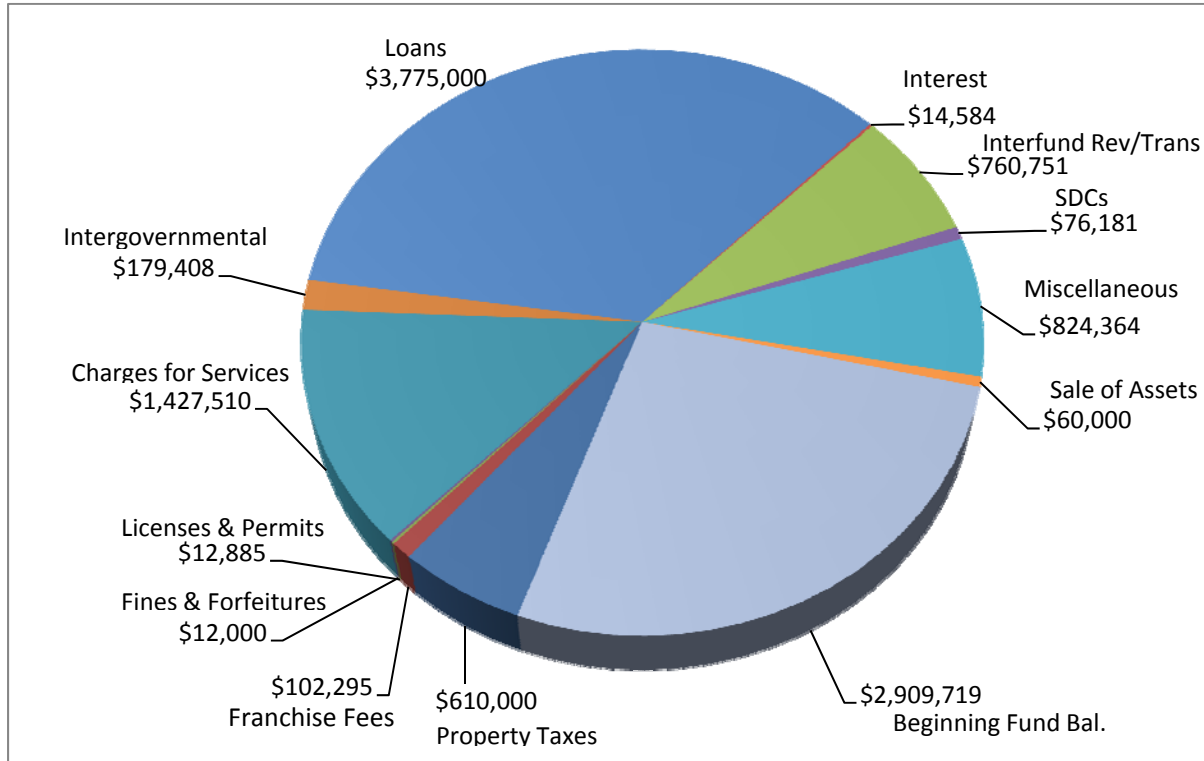


All Fund Requirements by Category

All Fund Requirements	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Adopted FY16
Personal Services	815,926	809,517	935,390	943,213	1,101,440
Material and Services	798,471	897,905	1,006,192	967,360	941,922
Capital Outlay	609,622	593,878	2,718,930	696,806	6,962,015
Debt Service	344,613	304,445	313,125	313,125	313,456
Transfers	1,043,293	1,622,311	778,382	728,382	770,751
Contingency/Unapprop.	0	0	747,341	0	674,112
Total Requirements	\$3,611,925	\$4,228,057	\$6,499,360	\$3,648,886	\$10,763,696
Total Req. Less Transfers	\$2,568,632	\$2,605,746	\$5,720,978	\$2,920,504	\$9,992,945



All Fund Resources
Fiscal Year 2016 Adopted Budget
Total Budget \$10,764,697

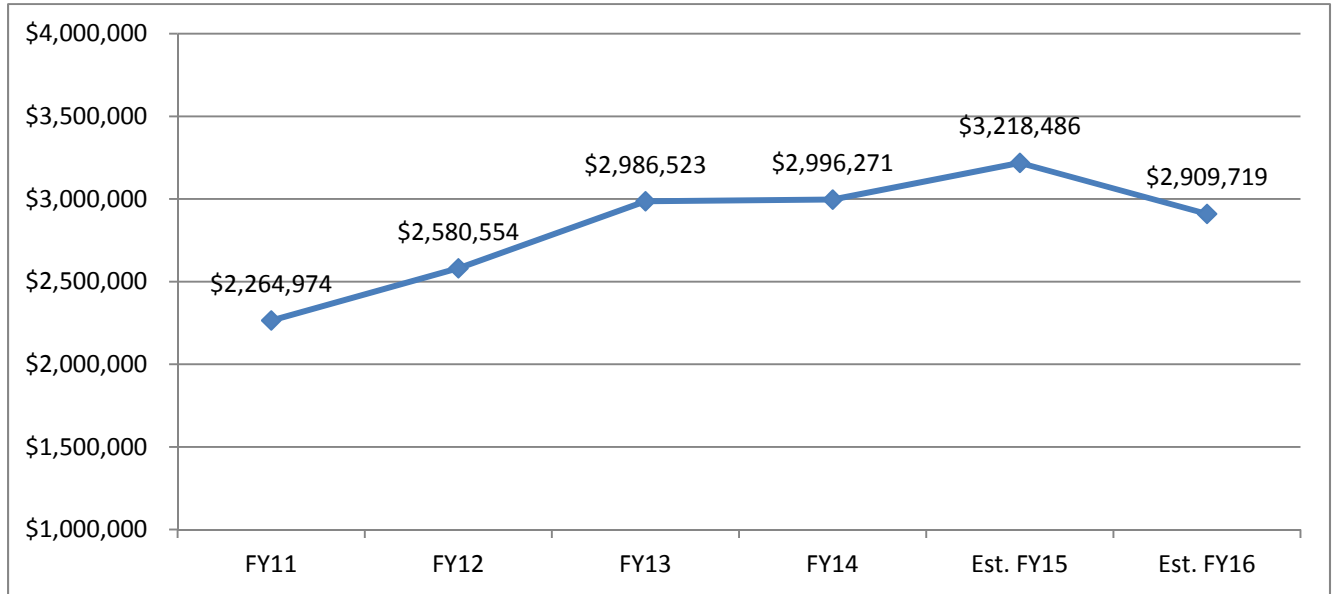


All Fund Resources

Resources	Actual FY12	Actual FY13	Actual FY14	Estimate FY15	Adopted FY16
Property Taxes	518,919	544,381	576,101	576,200	610,000
Franchise Fees	106,981	112,458	103,938	102,000	102,295
Licenses & Permits	10,585	10,685	10,706	14,200	12,885
Fines & Forfeitures	28,022	16,408	9,427	14,000	12,000
Charges for Services	1,158,155	1,276,954	1,330,284	1,345,977	1,427,510
Intergovernmental	193,576	224,781	188,731	172,300	179,408
Loans	1,347,776	42,864	295,460	0	3,775,000
Interest	13,926	17,246	16,201	14,009	14,584
Interfund Rev/Trans	323,478	1,043,293	1,622,311	728,382	760,751
SDCs	90,799	89,604	141,548	189,453	76,181
Miscellaneous	38,206	62,499	156,273	184,112	824,364
Sale of Assets	18	180,500	0	0	60,000
Beginning Fund Bal.	2,580,554	2,986,523	2,996,271	3,218,486	2,909,719
Total Resources	6,410,995	6,608,196	7,447,251	6,559,119	10,764,697



**Total Beginning Fund Balance
Fiscal Year 2016 Adopted Budget**



Beginning Fund Balances

Fund	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Estimate FY15	Estimate FY16
General Fund	\$395,008	\$587,163	\$552,019	\$564,044	\$429,883	\$150,138
Tourism Fund	0	0	0	0	0	2,357
Street Fund	45,550	87,198	128,293	168,141	99,709	118,436
Water Fund	637,402	630,343	633,563	339,176	350,082	333,396
Sewer Fund	259,887	266,540	322,494	418,160	355,469	286,610
Water SDC Fund	138,861	148,569	190,629	154,094	216,107	312,625
Sewer SDC Fund	404,818	277,583	297,532	236,465	263,485	371,456
Transportation SDC Fund	100	8,360	28,296	19,042	28,600	73,542
Capital Improvement Fund	0	86	205	41,569	1,127,035	919,056
Park SDC Fund	190,267	204,674	215,373	225,589	177,196	191,937
Stormwater SDC Fund	51,625	67,592	78,713	89,407	106,565	128,686
Debt Service Fund	0	0	0	0	0	0
V/E Replacement Fund	141,456	302,446	539,406	740,584	64,355	21,480
Total	\$2,264,974	\$2,580,554	\$2,986,523	\$2,996,271	\$3,218,486	\$2,909,719



Personnel Allocation Table – FY16

Positions	Pay Grade	FTE	General Fund	Street Fund	Water Fund	Sewer Fund
Parks Maintenance Worker	7	1	.6	.2	.1	.1
Accounts Payable/Planning	11	.5	.15	.05	.15	.15
Court/Utility Billing Clerk	14	1	.3	.1	.3	.3
Technician-Parks and Utility	15	1	.05		.85	.10
City Recorder	17	.5	.15	.05	.15	.15
Water Operator	21	1		.05	.75	.2
Pool Manager	N/A	.40	.40			
Police Officer	25	2	2			
Lifeguards	N/A	1.14	1.14			
Finance Director	28	1	.3	.1	.3	.3
Public Works Director	35	1	.1	.1	.4	.4
Chief of Police	42	1	1			
City Manager	49	1	.3	.1	.3	.3
Public Works - Seasonal	N/A	.68	.05	.13	.25	.25



City Transfer Schedule – FY15 Estimate

From	To	Purpose	Amount	CIF Classification
GF	CIF	City Hall Project Reserve	10,000	Facilities
GF	CIF	Parks Projects ⁽¹⁾	85,000	Parks
GF	CIF	Ped Improvements	25,000	Transportation
GF	CIF	Entrance Signs	10,000	Facilities
GF	TF	TRT Reserves	13,732	
GF	VERF	Future Adm Veh. Rep.	2,000	
GF	DSF	Repay Property Loans	29,585	
StF	GF	Internal Srv. Expenses	3,515	
StF	SDF	SDC Payment-PW Bldg	6,830	
StF	CIF	Transportation Projects	20,000	Transportation
WF	GF	Internal Srv. Expenses	12,890	
WF	CIF	Water Projects	75,000	Water
WF	CIF	City Hall Project Reserve	25,000	Facilities
WF	SDF	SDC Payment-PW Bldg	7,000	
WF	DSF	Water Debt	168,040	
SF	GF	Internal Srv. Expenses	12,890	
SF	CIF	Sewer Projects	50,000	Sewer
SF	CIF	City Hall Project Reserve	50,000	Facilities
SF	SDF	SDC Payment-PW Bldg	6,400	
SF	DSF	Sewer Debt	115,500	

Note: \$50,000 for pool development project; \$25,000 for skate park project, and; \$10,000 reimbursement to general park project reserves for advance financing upper park electrical work.

City Transfer Schedule – FY16 Adopted

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	5,380	
StF	GF	Internal Srv. Expenses	3,515	
StF	CIF	Transportation Projects	50,000	Transportation
StF	VERF	Zero-Turn Mower	1,860	
WF	GF	Internal Srv. Expenses	12,890	
WF	CIF	Water Projects	100,000	Water
WF	CIF	City Hall Project Reserve	50,000	Facilities
WF	DSF	Water Debt	163,765	
WF	VERF	Zero-Turn Mower/Future	5,380	
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	5,380	

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



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**Fiscal Year 2015-16
Annual Budget
General Fund**



General Fund

Fund Mission

The mission statement for the City of Carlton is to sustain and enhance the viability 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.

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 FY16 rate levy is \$4.9102. 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 \$595,000 in FY16, approximately 8% higher than budgeted in FY15. The FY16 Budget also anticipates \$15,000 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 decrease 0.53% compared to FY15.
- Licenses and Permits – Licenses and permits are forecast to increase by 7.38% to \$12,885.
- Intergovernmental Revenues – Revenue from State liquor fees and cigarette taxes in FY16 (\$23,275) are expected to decline 3% compared to FY15.
- Fines and Forfeitures - Fines and Forfeitures - Revenue from fines and forfeitures are expected to increase in FY16 from \$10,000 to \$12,000. This is anticipated due to having all three officers certified and on the street.



- Charges for Services – Revenue for this category (pool receipts, park rental fees, planning fees, and permits) are budgeted to decrease \$5,975 (16.66%) primarily due to an anticipated reduction in swimming pool receipts if the May pool bond passes. The reduction was recommended by the Pool Advisory Committee if the bond passes. The income will remain unchanged if the bond doesn't pass.
- Building Rent – The General Fund receives approximately \$28,000 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 \$23,500 from the transient room tax and the General Fund will retain 30% (\$7,000) of this amount. The balance will go to the Tourism Fund.
- Sale of Assets – The FY16 Budget includes the sale of one City residential lot it owns at the southeast corner of East Main and 6th Streets. If sold these funds (budgeted to be \$60,000) will be transferred to the Capital Improvement Fund for the future City Hall project.
- 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 FY16 Budget projects General Fund operating revenue collections will increase \$53,040 (6.18%) compared to FY14.

Expenditures Highlights

The FY16 General Fund Budget includes:

- Department realignment creating stand-alone departments for planning and land use and the municipal court. This will improve transparency and accountability.
- The Fund includes the sale of the City owned residential lot at the southeast corner of East Main and 6th Streets. Proceeds of the sale are budgeted to be transferred to the Capital Improvement Fund for the City Hall Replacement Project.

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, 2015 the retirement costs paid by the City to PERS will increase 2.17%.
- 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 2.30% compared to FY15.
- Cost of Living Adjustment (COLA) – the FY16 budget contains a 2.30% cost of living adjustment. Merit increases are also included in the budget.



- The FY16 Budget includes one permanent, part-time, 20-hour per week City Recorder position. This position will be administered through the General Fund – Administration Department and costs shared in the General, Street, Water and Sewer Funds.
- The FY16 Budget proposes to extend benefits on a prorated basis to permanent part-time staff. This includes the City Recorder and Accounts Payable/Planning Clerk.

2. Materials and Services

- Materials and services will decrease across the board in FY16 compared to that budget in FY15.
- 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

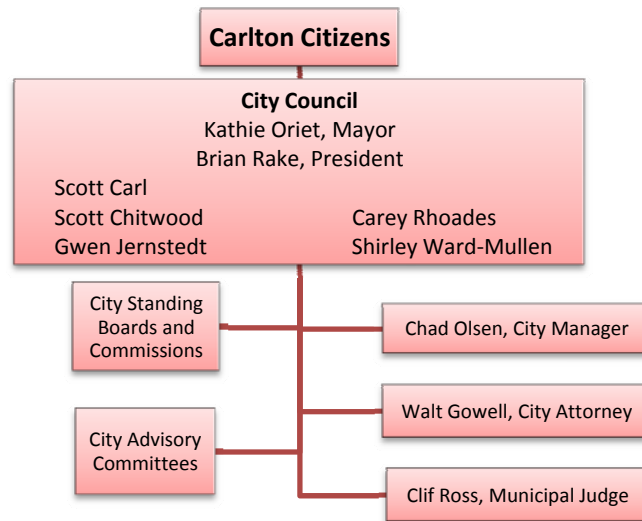
In FY14 the City Council adopted a set of fiscal policies part of which dealt with fund reserve policies. The Council established a discretionary target of 20% reserves for the General Fund. The General Fund has exceeded that target over the years and the City Council has transferred a significant amount of the excess to the Capital Improvement Fund as contributions to future community development projects including the pool development project, the city hall replacement project, and general park and transportation projects. The FY16 Budget is projected to have approximately 16% in reserve assuming no discretionary transfers are made. This will be reevaluated in January 2016.

General Fund Revenues

Account Number	Resources	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
001-000-400100	Beginning Fund Balance	552,019	564,044	386,114	429,883	150,138	150,138	150,138
	Revenues							
001-000-400200	Current Taxes	525,626	558,077	550,000	560,000	595,000	595,000	595,000
001-000-400300	Delinquent Taxes	18,755	18,024	15,000	16,200	15,000	15,000	15,000
001-000-400400	Interest	6,466	6,139	4,500	5,600	6,000	6,000	6,000
001-000-401300	PGE Light Franchise	86,112	77,607	76,000	76,000	76,565	76,565	76,565
001-000-401400	Telephone Franchise	3,195	3,248	4,000	3,500	3,284	3,284	3,284
001-000-401500	Television Franchise	17,704	17,452	16,500	16,500	16,157	16,157	16,157
001-000-401600	Garbage Franchise	5,447	5,631	6,335	6,000	6,289	6,289	6,289
001-000-402000	Business License	5,825	6,275	6,000	5,950	5,885	5,885	5,885
001-000-402100	Building Permits	4,860	4,431	6,000	8,250	7,000	7,000	7,000
001-000-402200	State Liquor Fees	27,114	28,749	21,000	21,000	20,500	20,500	20,500
001-000-402300	Cigarette Tax	2,891	2,757	3,000	2,800	2,775	2,775	2,775
001-000-402600	Swim Pool Receipts	27,872	25,429	22,000	22,977	15,000	15,000	15,000
001-000-402650	Park Rentals	1,250	1,350	1,400	1,400	1,375	1,375	1,375
001-000-402700	Miscellaneous	7,570	2,833	500	1,000	500	500	500
001-000-402750	Building Rent	27,678	26,622	30,000	28,080	28,000	28,000	28,000
001-000-402800	Carlton Rural Fire Dist.		0					
001-000-402850	Copies/Faxes/Reports	244	382	250	220	220	220	220
001-000-402900	Judge Fees	10,528	10,080	8,500	8,500	8,200	8,200	8,200
001-000-402950	City Liquor License Fees	4,210	3,945	4,000	3,500	3,725	3,725	3,725
001-000-403000	Fines and Forfeitures	16,408	9,427	10,000	14,000	12,000	12,000	12,000
001-000-404000	Planning Fees	4,448	9,315	6,000	6,000	6,000	6,000	6,000
001-000-404050	Permits - Type A & B	1,385	15,073	500	10,337	13,500	13,500	13,500
001-000-404250	DLCD - Planning Grant							
001-000-404550	Donations/Reimbursemts	1,235	168	1,000	100	50	50	50
001-000-404600	WITP Grant/Police	1,500	1,500		1,500	1,500	1,500	1,500
001-000-404950	WITP Grant/Pool	1,000						
001-000-406000	Sale of Assets	180,500		60,000		60,000	60,000	60,000
001-000-406100	Proceeds from LTD							
001-000-406300	Transient Room Tax	17,339	21,593	6,000	6,000	7,000	7,000	7,000
001-000-406600	Marketing Coop		3,750					
	Revenues	1,007,162	859,857	858,485	825,414	911,525	911,525	911,525
	Transfers: W/S/St.			29,295	29,295	29,295	29,295	29,295
	Total Revenues	\$1,007,162	\$859,857	\$887,780	\$854,709	\$940,820	\$940,820	\$940,820
	Total Resources	\$1,559,181	\$1,423,901	\$1,273,894	\$1,284,592	\$1,090,958	\$1,090,958	\$1,090,958



**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 Planner.

Department Mission

This department includes the Mayor, City Council and City Manager 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 – FY16

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 two initiatives to support these strategies:

- a) Conduct annual town hall meeting
- b) Update the Carlton strategic plan

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 three initiatives to support these strategies:

- a) Create a written action plan for City customer service training
- b) Conduct internal employee training
- c) Initiate an update of the Carlton Strategic Plan (See above)

Performance Measurements

	FY15	FY16 Target
Number of attendees at town hall meeting		75
Percent of town hall meeting attendees rating the overall quality of the event as good or excellent		80%
Percent of participants in strategic planning process rating the process as good or excellent		80%
Complete articles for the City newsletter highlighting Carlton citizen boards and commissions.		6
Percent of employees receiving in-house customer training		100%
Number of city-wide employee meeting including a training component		4



Department Accomplishments in FY15

- Implement Council goals.
- Assist with and monitor department goals and projects.
- Implement FY15 CIP projects.
- Investigate and recommend a historical preservation initiative to the City Council.
- Distinguished Budget Presentation Award by GFOA for the 2015 City Budget.
- Created the Citizens Pool Advisory Committee and the Urban Renewal Advisory Committee.
- Initiated the Carlton Performance Management Initiative
- Participated in a joint business development program with the Carlton Business Association for the Schallert BootCamp Program.

Expenditures

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Personnel Services	118,895	121,033	38,964	49,598	43,570	43,570	43,570
Material and Services	145,523	146,813	67,250	102,370	46,250	46,250	46,250
Capital Outlay	4,503	11,337	0	0	0	0	0
Debt Service	173,173	0	0	0	0	0	0
Transfers	54,046	196,585	193,732	143,732	100,000	100,000	100,000
Total	\$496,140	\$475,768	\$299,946	\$295,700	\$189,820	\$189,820	\$189,820

Expenditure Highlights

1. The FY16 Budget continues to make refinements to the budget document to improve financial and organizational transparency, accountability and effectiveness including:
 - 1) The FY15 Budget made organizational changes within the Administration Department and separated into two departments; (1) Mayor, Council, City Manager; (2) City Recorder/Finance to improve transparency and accountability including. The FY16 Budget continues this effort by separating the planning/land use and municipal court functions into their own departments.
2. The City contracts with Carole Connell for planning services The FY16 Budget segregates planning and land use activities into their own department to improve transparency and accountability.
3. The FY16 Budget includes funds in professional services for the General Funds share to update the City's Strategic Plan and to continue the Carlton Performance Management Initiative.
4. **The FY16 Budget provides for the following transfers.**
 - 1) Capital Improvement Fund: City Hall Building Project – This is a \$50,000 transfer to the CIF in FY16 to reserve for the future City Hall replacement project. The contribution is dependent on the City selling its vacant lot at the southeast corner of 6th and E. Main Streets.
 - 2) Capital Improvement Fund: Parks Reserve - This is a \$50,000 transfer to the CIF including for general park projects.

Both of these transfers will be held until the final quarter of FY16 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	Adopted FY15	Approved FY16
City Manager		.33	.33	.33	.33	.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
Total FTE's		1.42	1.42	1.42	.33	.45

General Fund Requirements

Department: Administration

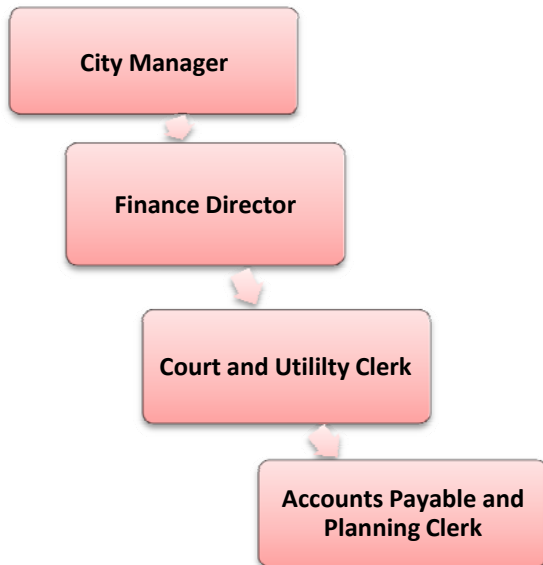
		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Personal Services								
001-001-500000	Salary	77,964	81,580	26,700	35,138	31,598	31,598	31,598
001-001-504600	Unemployment	1,325	1,594	485	509	316	316	316
001-001-504700	Social Security	5,964	6,241	2,043	2,688	2,417	2,417	2,417
001-001-504800	Health Insurance	25,047	25,560	7,700	8,712	6,998	6,998	6,998
001-001-504900	Workers' Comp	349	1,143	266	271	299	299	299
001-001-505000	Retirement	8,246	4,916	1,770	2,280	1,942	1,942	1,942
Total Personal Services		\$118,895	\$121,033	\$38,964	\$49,598	\$43,570	\$43,570	\$43,570
Employee FTEs				0.33	0.33	0.45	0.45	0.45
Material and Services								
001-001-600200	Utilities - PGE	9,312	9,788		20			
001-001-600201	Communications	5,524	5,320					
001-001-600300	Sec. Cameras Mthly Fees	-61						
001-001-600400	City Property Maint.	1,052	629					
001-001-600401	Office Cleaning	4,590	4,434					
001-001-600402	Maint. on Rental Property	1,270	35					
001-001-600410	Refurbish Xmas Decor.	46	266					
001-001-600420	Unemployment Service	200						
001-001-600450	Garbage Service	2,546	2,574					
001-001-600500	IT Services	2,830	5,921	2,000	1,250	2,000	2,000	2,000
001-001-600550	Archiving Services							
001-001-600560	Codification of Ord.	1,621	650					
001-001-600570	Urban Renewal Plan		437					
001-001-600600	Travel and Training	2,329	3,111	5,000	5,000	5,000	5,000	5,000
001-001-600620	Admin. Vehicle Maint.							
001-001-600630	Recruitmt Exp - City Mgr							
001-001-600650	Mayor/Council Expenses	3,313	3,411	7,500	7,500	7,500	7,500	7,500
001-001-600655	Employee Incentives	600						
001-001-600700	Dues and Subscriptions	3,485	4,161	3,500	3,500	3,500	3,500	3,500
001-001-600800	Attorney Fees	23,176	14,447	15,000	20,000	2,500	2,500	2,500
001-001-600850	Audit	5,312	5,498					
001-001-600880	Salary Survey	1,023						
001-001-600900	Engineer Fees	21,105	16,649					
001-001-601100	Advertising/Notices	2,295	2,717					
001-001-601700	Insurance	8,423	7,819					
001-001-608000	Office Supplies	4,819	3,429	1,000	1,300	1,250	1,250	1,250
001-001-608050	Vehicle Expense	27	3,153	250	250	500	500	500
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 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
	Material and Services							
001-001-608300	Bail Refund/Court Cost	4,274	4,355					
001-001-608500	Land Use/Planning	15,787	17,550	17,500	35,000			
001-001-608600	Y C Mediators - Donation	600						
001-001-608601	Professional Services	1,445	439	2,500	12,250	12,500	12,500	12,500
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	3,000	3,200	3,500	3,500	3,500
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			10,000	13,100	8,000	8,000	8,000
001-001-608900	Marketing Coop		999					
	Total Material and Services	\$145,523	\$146,813	\$67,250	\$102,370	\$46,250	\$46,250	\$46,250
	Capital Outlay							
001-001-620100	Office Equipment	4,503	1,478					
001-001-620501	Building & Tank Fund							
001-001-620550	Rental Bldg Improvement							
001-001-630000	Capital Purchase-Fire Prop.							
001-001-630000	Capital Purchase-Pine St.		9,859					
	Total Capital Outlay	\$4,503	\$11,337	\$0	\$0	\$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
	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	60,000	10,000	50,000	50,000	50,000
001-001-630510	CIF - Park Reserve		75,000	85,000	85,000	50,000	50,000	50,000
001-001-630515	CIF - Pedestrian Imp'mts		25,000	25,000	25,000			
001-001-630525	CIF - Entrance Signs		10,000	10,000	10,000			
001-001-630550	Tourism Fund			13,732	13,732			
001-001-620570	Street Fund							
001-001-630540	Reserve Fund - Park Reserve	22,046						
	Total Transfers	\$54,046	\$196,585	\$193,732	\$143,732	\$100,000	\$100,000	\$100,000
	Contingency/Unappropriated							
001-001-640000	Contingency							
001-001-800000	Unapprop. Fund Balance							
	Total Cont./Unapprop.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Requirements - Administration		\$496,140	\$475,768	\$299,946	\$295,700	\$189,820	\$189,820	\$189,820

**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 Finance 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 to expand their community outreach. This year the e-newsletter was introduced, annual report, expanded website, on-line bill pay and City business postings at City hall.

This department includes the Finance Director, Court and Utility Clerk, a part time 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 two strategies in support of Goal 4:

1. Improve the efficiency of the City’s zoning operation
2. Increase City communication to residents

The office will undertake six initiatives to implement these strategies:

- a) Train staff at all positions
- b) Expand electronic communication
- c) Develop a welcome packet for new residents
- d) Improve the quality of the City newsletter
- e) Install a bulletin board outside City Hall

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 four initiatives, not listed above, to support these strategies:

- a) Create a participation page on the City’s website
- b) Provide a resource list of participation needs
- c) Create an email list of residents
- d) Implement ‘Next Door’ for City messaging



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 four initiatives to support these strategies:

- a) Set up a tracking system for customer service questions and City responses
- b) Expand on-line bill pay
- c) Expand the number of resources available on-line
- d) Create monthly audit checks

Performance Measurements

	FY15	FY16 Target
Percent of new accounts receiving an information packet		100%
Percent of new residents receiving a welcome packet within six months of arrival		100%
Percent of citizen questions address in the City e-newsletter		50%
Percent of positions with fully trained staff back-up		60%
Percent of developers expressing satisfaction with zoning procedures		75%
Percent increase in City business conducted on line		25%
Number of auditor adjusting entries as a percent of prior year entries		50%
Number of Carlton residents participating in City governance activities		In Progress

Department Accomplishments in FY15

- All staff has attended at least one significant training session and/or conference.
- Assisted with the implementation of the Council Goals.
- Successful launch and implementation of Online Bill Pay
- Established the Finance Department (previously combined in the Administrative Services Department) in the General Fund to improve department transparency and accountability.
- Continued to reduce delinquent utility accounts.
- Lighting upgrade for City Hall
- Install Security System for City Hall with Grant monies from City/County Insurance Services (CIS)
- Provided monthly financial updates to other departments.
- Received a qualified audit opinion.
- Assisted with water and sewer rate analysis.



Expenditures

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Personnel Services			92,477	76,203	38,175	38,175	38,175
Material and Services			99,160	135,393	94,700	94,700	94,700
Capital Outlay			7,500	2,500	6,996	6,996	6,996
Transfers			31,585	31,585	29,584	29,584	29,584
Contingency			123,309		37,098	37,098	37,098
Total			\$353,531	\$245,681	\$206,553	\$206,553	\$206,553

Expenditure Highlights

1. The FY15 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 computer software upgrade line item increases funds to allow the City’s financial records to be backed-up to a “Cloud Services” function offered by Springbrook for FY16
4. The department includes funds to initiate an online bill pay feature on the website.
5. The department budget provides for two capital outlays:
 - **Website Upgrade** – This provides \$2,500 to complete the development of a new website that maintains attractiveness, but improves its functionality and navigability. The City has a very attractive website; however, the format is “canned” and proprietary and lacks features, easy navigation and the ability to be tailored to Carlton’s needs.
 - **File Servers (2) (\$11,000) and Optical Character Reader (\$1,500)** - The City is in need of two new servers for Springbrook software and all City business because the business server is a 2003 model and does not have the capability to incorporate additional hard drives. It is unable to process updated software, electronic archiving of documents and additional space and memory for police video and digital evidence. The Springbrook server needs to be updated to support the cloud module of their system. The Optical Character Reader (OCR) will be used for documents scanned to archive.
 - **Fireproof File Cabinets (2)** – This item provides for two fireproof cabinets for outside storage of historic and mandatory records. The City currently has three fireproof cabinets located in the Council Chambers that are filled to capacity. Currently, the record archiving of City documents are housed in paper boxes in an outside storage shed. These documents include historic journals, and mandatory record keeping. A small fire would effectively destroy all documents. The new cabinets will allow the City to meet state requirements to store records in a non-destructible environment. Many of these documents are stored for destruction, electronic archiving, and mandatory document storage requirements. Two additional cabinets will be required in FY17.



- **Digital Full Frame Event Camera (\$1,200)** – This item provides for an event camera for recording City events and website images with a higher pixel rating for website viewing. The camera will improve efficiency recording City events and provide the City with improved ability to record and catalogue historical images. It will also improve poor quality pictures and website images that require higher pixel rating with full screen to be manipulated.
 - **Community Bulletin Board (\$1,000)** – This item provides a locking case to be mounted on the exterior of City Hall for all meeting notices, agendas, community events, etc. Currently, postings are on the City Hall doors and windows on the front entrance of the building obscuring the view outside, appearing disorganized and difficult to read.
6. The department budget provides for two transfers:
- Debt Service Fund – This transfers \$29,584 to the Debt Service Fund for the General Funds debt service requirements.
7. The department budget maintains the General Fund’s contingency. These funds cannot be spent except by Council resolution.

Staffing Information

	Wage Range	Actual FY13	Actual FY14	Adopted FY15	Approved FY16
Finance Director	28			.34	.30
Court and Utility Billing Clerk	14			.34	.15
Accounts Payable and Planning Clerk	11			.17	.20
Technician	15			.25	.05
Total FTE’s				1.10	1.10

General Fund Requirements

Department: Finance Department

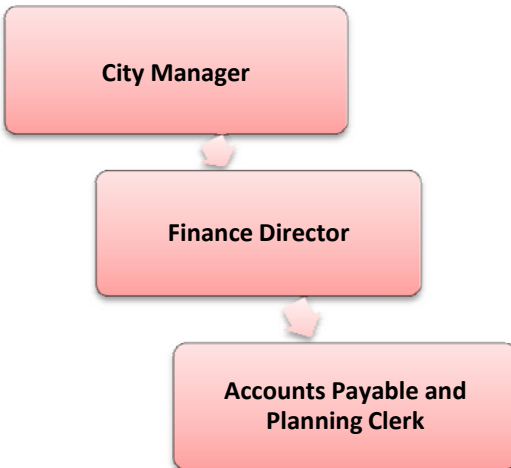
		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Personal Services								
001-002-500000	Salary			59,784	53,475	22,607	22,607	22,607
001-002-504600	Unemployment			1,076	565	226	226	226
001-002-504700	Social Security			4,573	4,091	1,729	1,729	1,729
001-002-504800	Health Insurance			22,000	15,170	11,629	11,629	11,629
001-002-504900	Workers' Comp			544	538	594	594	594
001-002-505000	Retirement			4,500	2,366	1,390	1,390	1,390
Total Personal Services		\$0	\$0	\$92,477	\$76,203	\$38,175	\$38,175	\$38,175
Employee FTEs				1.1	1.1	1.1	1.1	1.1
Material and Services								
001-002-600200	Utilities - PGE			12,000	12,000	7,500	7,500	7,500
001-002-600201	Telecommunications			5,500	5,500	5,500	5,500	5,500
001-002-600400	City Property Maint.			2,500	2,000	2,000	2,000	2,000
001-002-600401	Office Cleaning			4,500	4,500	4,000	4,000	4,000
001-002-600402	Maint. on Rental Property			5,000	1,500	3,500	3,500	3,500
001-002-600450	Garbage Service			3,000	2,700	3,500	3,500	3,500
001-002-600500	IT Services			4,000	4,561	4,500	4,500	4,500
001-002-600560	Codification of Ord.			2,500	1,000	2,000	2,000	2,000
001-002-600600	Travel and Training			2,500	2,500	3,000	3,000	3,000
001-002-600700	Dues and Subscriptions			1,500	1,500	1,500	1,500	1,500
001-002-600800	Attorney Fees			1,000	15,000	2,000	2,000	2,000
001-002-600850	Audit			5,700	5,700	5,700	5,700	5,700
001-002-601100	Advertising & Notices			6,000	3,000	3,000	3,000	3,000
001-002-601700	Insurance			9,000	15,132	14,000	14,000	14,000
001-002-608000	Office Supplies			7,000	8,000	8,000	8,000	8,000
001-002-608050	Vehicle Maint. / Fuel			1,500	3,500	2,000	2,000	2,000
001-002-608080	Heating Fuel			2,300				
001-002-608150	Merchant Bank Fees			3,600	4,700	5,500	5,500	5,500
001-002-608300	Bail Refund/Court Cost			5,000	5,000	5,000	5,000	5,000
001-002-608601	Professional Services			2,200	26,000	1,000	1,000	1,000
001-002-608650	Comp. Software Upgrade			4,860	3,600	3,500	3,500	3,500
001-002-608675	Copier			4,000	4,000	4,000	4,000	4,000
001-002-608800	Taxes on Rental Property			4,000	4,000	4,000	4,000	4,000
Total Material and Services		\$0	\$0	\$99,160	\$135,393	\$94,700	\$94,700	\$94,700
						-4.50%	-4.50%	-4.50%
Capital Outlay								
001-002-620200	Website Upgrade			5,000	2,500	825	825	825
001-002-620300	Lighting Upgrade			2,000				0
001-002-620100	Computer Server (2)					3,630	3,630	3,630
001-002-620100	OCR Reader					495	495	495
001-002-620100	Fireproof Cabinets (2)					1,320	1,320	1,320
001-002-620100	Digital Camera					396	396	396
001-002-620100	Community Bulletin Bd.					330	330	330
Total Capital Outlay		\$0	\$0	\$7,000	\$2,500	\$6,996	\$6,996	\$6,996

General Fund Requirements

Department: Finance Department

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Transfers								
001-002-630500	V/E Rep'mt Fund			2,000	2,000			
001-002-630560	Debt Service Fund			29,585	29,585	29,584	29,584	29,584
Total Transfers		\$0	\$0	\$31,585	\$31,585	\$29,584	\$29,584	\$29,584
Contingency/Unappropriated								
001-002-640000	Contingency			123,309		37,098	37,098	37,098
001-002-800000	Unapprop. Fund Balance							
Total Cont./Unapprop.		\$0	\$0	\$123,309	\$0	\$37,098	\$37,098	\$37,098
Total Requirements - Finance Department		\$0	\$0	\$353,531	\$245,681	\$206,553	\$206,553	\$206,553

**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 - FY16

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 ability to process land use and planning applications
2. Improve the City’s Public Works Design Standards
3. Improve Carlton’s business climate

Initiatives – The department will undertake five initiatives to support these strategies:

- a) Upgrade information packets for planning and development
- b) Hire an independent third party review of the Carlton Development Code
- c) Hire an independent third party review of the Carlton Public Works Design Standards
- d) City Planner and staff complete a review of City land use applications, processes and fees to improve efficiencies.

Performance Measurements

	FY15	FY16 Target
Number of days to process land use application (Work in Progress)		2
Percent of land use applicants somewhat or very satisfied with the process		75

Department Accomplishments in FY15

This is a newly created department in FY16 to improve Carlton’s planning, land use and economic development activities transparency and accountability. Previously, department activities were included with the Administration or Finance departments. As a standalone department it will be easier to isolate activities and expenses and improve department outcomes.



Expenditures

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Personnel Services					6,582	6,582	6,582
Material and Services					23,650	23,650	23,650
Capital Outlay					0	0	0
Transfers					0	0	0
Contingency					0	0	0
Total					\$30,232	\$30,232	\$30,232

Expenditure Highlights – FY16

1. This is a new department in the General Fund to assist isolate expenses related specifically to planning, land use and building activities. The budget allocations 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.

Staffing Information

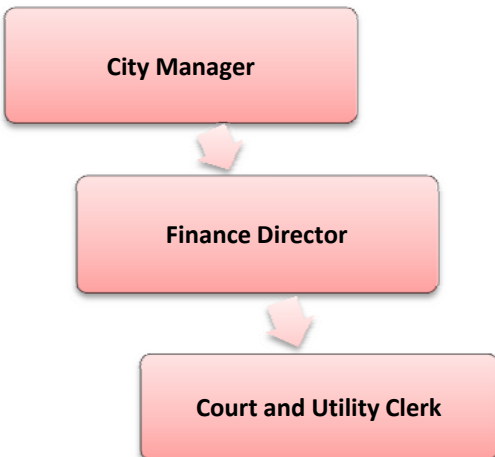
	Wage Range	Actual FY13	Actual FY14	Adopted FY15	Approved FY16
Accounts Payable and Planning Clerk					.15
Total FTE's					.15

General Fund Requirements

Department: Planning/Land Use

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
	Personal Services							
001-003-500000	Salary					4,544	4,544	4,544
001-003-504600	Unemployment					45	45	45
001-003-504700	Social Security					348	348	348
001-003-504800	Health Insurance					1,335	1,335	1,335
001-003-504900	Workers' Comp					15	15	15
001-003-505000	Retirement					295	295	295
	Total Personal Services	\$0	\$0	\$0	\$0	\$6,582	\$6,582	\$6,582
	Employee FTEs					0.15	0.15	0.15
	Material and Services							
001-003-600600	Travel and Training					250	250	250
001-003-608601	Professional Services					15,000	15,000	15,000
001-003-608675	Copier Expense					250	250	250
001-003-600800	Attorney Fees					2,000	2,000	2,000
001-003-600900	Engineer Fees					5,000	5,000	5,000
001-003-600500	IT Services					200	200	200
001-003-600505	Planning Commission					250	250	250
001-003-600700	Dues and Subscriptions					250	250	250
001-003-601100	Advertising & Legal					250	250	250
001-003-608000	Office Supplies					100	100	100
001-003-608050	Vehicle Maintenance					100	100	100
	Total Material and Services	\$0	\$0	\$0	\$0	\$23,650	\$23,650	\$23,650
	Capital Outlay							
	Total Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Requirements - Planning/Land Use	\$0	\$0	\$0	\$0	\$30,232	\$30,232	\$30,232

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 - FY16

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 two 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
2. Process all citations within a 48-hour turnaround

The department will undertake two initiatives to support these strategies:

- a) Implement a recording system of unprocessed fines from “old” cases, primarily for failing to appear for court or failure to pay fines
- b) Implement a new collection program with the State of Oregon for tax return monies

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 three initiatives to support these strategies:

- a) Create procedures to clarify processes for more effective daily work efforts
- b) Organize and create filing space for more effective storing of closed files
- c) Continued education and training to enable implementation of software features creating a more streamlined court process

Performance Measurements

	FY15	FY16 Target
Reduction of accounts receivable court fines per month		10%
Percent of court staff considered proficient in court procedure software		100%
Create a report of ORS (Oregon Revised Statutes) Public Record Law 192.501 showing compliance and percentages of archiving closed and purged files		In Progress



Department Accomplishments in FY15

The Municipal Court has previously been a part of Finance Department which included all court activities. The FY16 Budget will create a department for all these activities to improve transparency, accountability and reporting of revenues and expenses.

Expenditures

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Personnel Services					32,572	32,572	32,572
Material and Services					2,000	2,000	2,000
Capital Outlay					0	0	0
Transfers					0	0	0
Contingency					0	0	0
Total					\$34,572	\$34,572	\$34,572

Expenditure Highlights

1. This is a new department in the General Fund to assist isolate expenses related specifically to the Municipal Court. 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 FY13	Actual FY14	Adopted FY15	Approved FY16
Court and Utility Clerk					.15
Municipal Court Judge	N/A				
Total FTE's					.15

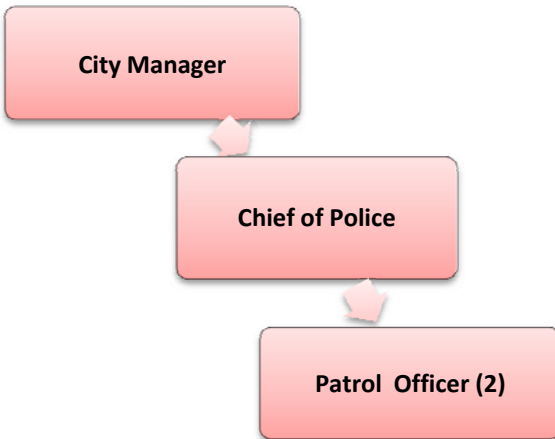
General Fund Requirements

Department: Municipal Court

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
	Personal Services							
001-005-500000	Salary					19,979	19,979	19,979
001-005-504600	Unemployment					200	200	200
001-005-504700	Social Security					1,528	1,528	1,528
001-005-504800	Health Insurance					9,502	9,502	9,502
001-005-504900	Workers' Comp					66	66	66
001-005-505000	Retirement					1,297	1,297	1,297
	Total Personal Services	\$0	\$0	\$0	\$0	\$32,572	\$32,572	\$32,572
	Employee FTEs					0.25	0.25	0.25
	Material and Services							
001-005-600500	IT Services					250	250	250
001-005-600600	Travel and Training					400	400	400
001-005-600700	Dues and Subscriptions					200	200	200
001-005-600800	Attorney Fees					250	250	250
001-005-601100	Advertising & Notices					100	100	100
001-005-608000	Office Supplies					100	100	100
001-005-608601	Professional Services					500	500	500
001-005-608675	Copier					100	100	100
001-005-608050	Vehicle Maintenance					100	100	100
	Total Material and Services	\$0	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000
	Capital Outlay							
	Total Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Requirements - Municipal Court	\$0	\$0	\$0	\$0	\$34,572	\$34,572	\$34,572

**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 its recent accreditation 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 - FY16

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 undertake three initiatives in FY16 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

	FY15	FY16 Target
Number of calls for service		
Average emergency response time		
officer on-duty		
officer off-duty		
Number of adult arrests		
violent crimes		
property crimes		
Number of traffic-related citations (including seat belt, cell phone, stop sign, crosswalk and driving without a license)		
Percent of officer time involved in community policing		
Number of active police partnerships with community groups		
Number of community policing related events		

Department Accomplishments in FY15

- Chief Martinez 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. Chief Martinez will go on to compete with four other winners from other regions for the National award.
- National Night Out 2014 event-received Outstanding Participation National Award.
- Police Department offices are now fully alarmed.



- Implemented Off Duty CTP protocol in conjunction with YCOM. This protocol was implemented so that when there are no Carlton police officers on duty YCOM will send an email to Chief Martinez for all non-emergency and non-in progress calls, which Chief Martinez will immediately follow up on by calling the reporting party to determine the best course of action and when an officer will be on duty to follow up with them. The primary purpose of this is to provide the best customer service possible as well as taking responsibility and accountability for all calls in the City limits of Carlton. In addition to responding to the CTP emails in a timely manner, the Carlton police department follows up on all in-progress and emergency calls that other agencies respond to when there are no Carlton officers on duty. This allows the Carlton Police Department to maintain a finger on the pulse of the community as well as proactively aid in determining long term solutions to potential ongoing problematic situations. This is also reflective of the City Council’s public policing policy ideals.
- Enhanced department’s traffic safety program through enforcement, education and research of deterrents like digital display signs.
- Continued Quarterly Public Presentations – Project IMPACT.
- Continued Child Identification Day.
- Continued National Night Out event.
- Evidence room audit (100 % accountability).

Expenditures

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Personnel Services	233,791	220,481	301,390	299,506	325,455	325,455	325,455
Material and Services	125,381	138,355	113,200	110,700	105,700	105,700	105,700
Capital Outlay	0	7,505	27,500	27,500	22,500	22,500	22,500
Total	\$359,172	\$366,341	\$442,090	\$437,706	\$453,655	\$453,655	\$453,655

Expenditure Highlights

1. Personal service expenses will increase due to cost of living adjustments, step increases and a \$5,000 increase in budgeted overtime.
2. Material and services are budgeted to decrease 6.63% in FY16.
3. Police Vehicle – Chevy Tahoe 4x4 – This provides for one fully outfitted emergency response ready police Chevy Tahoe 4x4 (including new in-car computer and camera system). The department had originally scheduled the replacement of the department’s third, full-time, Crown Victoria patrol vehicle for FY17. This was due to the original assessment that this patrol vehicle would last until FY17 with minimal annual maintenance costs. Over the last two years, there have been several costly repairs costing approximately \$4,000. The repairs included replacement of lighting and faulting wiring, replacement of radiator fan assembly (this happened approximately two years ago as well), replacement of a battery, repair of electric windows in addition to other minor repairs. Due to the lack of ongoing maintenance and cleaning prior to 2012, this vehicle has deteriorated to a condition that is not reliable or conducive to the police department’s current needs.



The vehicle will be assigned to the Chief and outfitted so that it contains necessary equipment to allow the Chief to respond directly to an emergency, whether on or off duty. Research of smaller SUV vehicles were conducted but due to the larger size of the Tahoe it allows for the necessary room to adequately organize needed equipment. The Tahoe will allow the back seat to be split and one side utilized as a transport area for prisoners while the other side will allow for multiple purposes including allowing three officers to travel to training or other obligations in one vehicle, reducing the wear and tear on the Dodge Chargers. It is anticipated that the Tahoe will not need to be replaced until FY24.

Staffing Information

	Wage Range	Actual FY12	Actual FY13	Actual FY14	Adopted FY15	Approved FY16
Police Chief	42	1	1	1	1	1
Police Officers	25	1	2	2	2	2
Volunteer (1)	N/A					
Total FTE's		2	3	3	3	3

General Fund Requirements

Department: Police

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Personal Services								
001-004-500000	Salary	136,051	139,836	168,632	181,309	194,768	194,768	194,768
001-004-500001	Detective	2,000						
001-004-500005	Overtime	27		5,000	5,238	10,000	10,000	10,000
001-004-504600	Unemployment	2,313	2,486	3,035	2,266	1,948	1,948	1,948
001-004-504700	Social Security	10,410	10,702	12,900	13,870	14,900	14,900	14,900
001-004-504800	Health Insurance	53,559	46,532	80,244	74,197	74,197	74,197	74,197
001-004-504900	Workers' Comp	6,088	12,107	13,604	12,616	17,002	17,002	17,002
001-004-505000	Retirement	23,343	8,818	17,975	10,011	12,640	12,640	12,640
Total Personal Services		\$233,791	\$220,481	\$301,390	\$299,506	\$325,455	\$325,455	\$325,455
Employee FTEs				3	3	3	3	3
Material and Services								
001-004-600201	Telecommunications	4,016	2,669	4,000	4,000	4,000	4,000	4,000
001-004-600350	Vehicle Repair	4,711	4,751	6,500	6,500	5,000	5,000	5,000
001-004-600500	IT Services	1,077	4,875	6,500	6,000	6,000	6,000	6,000
001-004-600600	Travel and Training	3,595	3,127	6,000	6,000	6,000	6,000	6,000
001-004-600630	Police Chief Recruitment							
001-004-600801	Attorney Fees	930	1,105	5,000	5,000	2,000	2,000	2,000
001-004-600925	National Night Out	1,287	1,153	1,500	1,500	1,500	1,500	1,500
001-004-601000	Reserve Equipment	-1,073		2,000	2,000	2,000	2,000	2,000
001-004-601500	Gas, Oil	5,688	5,002	12,000	10,000	9,000	9,000	9,000
001-004-601800	Dispatch	22,164	23,189	25,000	25,000	26,500	26,500	26,500
001-004-601900	Uniforms Allowance	7,978	3,451	7,000	7,000	6,000	6,000	6,000
001-004-602000	Ammunition	1,875	3,293	4,200	4,200	4,200	4,200	4,200
001-004-608000	Maintenance	1,133	26,873	4,000	4,000	4,000	4,000	4,000
001-004-608100	Office Supplies	9,818	6,927	6,000	6,000	6,000	6,000	6,000
001-004-608250	Mobile Data Computers	4,467	3,361	5,000	5,000	5,000	5,000	5,000
001-004-608300	Street Striping		3,128					
001-004-608500	Vehicle Lease	22,500	22,500					
001-004-608600	Professional Services	29,667	16,906	7,000	7,000	7,000	7,000	7,000
001-004-608700	Dues and Subscriptions	190	4,568	5,000	5,000	5,000	5,000	5,000
001-004-608800	Prevention	702	159	1,000	1,000	1,000	1,000	1,000
001-004-608850	Vehicle Paint/Decals	4,000		1,500	1,500	1,500	1,500	1,500
001-004-608900	Department Furniture	656		1,000	1,000	1,000	1,000	1,000
001-004-608960	Evidence Room/Records		498	1,000	1,000	1,000	1,000	1,000
001-004-608970	Vehicle Supplies		821	2,000	2,000	2,000	2,000	2,000
Total Material and Services		\$125,381	\$138,355	\$113,200	\$110,700	\$105,700	\$105,700	\$105,700
						-6.63%	-6.63%	-6.63%

General Fund Requirements

Department: Police		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Capital Outlay		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
001-004-620500	New Equipment							
001-004-620500	Computers		7,505	10,000	10,000			
001-004-620500	Rifle (1)			2,000	2,000			
001-004-620500	Car Video Upgrade (3)			10,000	10,000			
001-004-620500	Tasers (3)			5,500	5,500			
001-004-620530	New Vehicle					22,500	22,500	22,500
	Total Capital Outlay	\$0	\$7,505	\$27,500	\$27,500	\$22,500	\$22,500	\$22,500
Total Requirements - Police Department		\$359,172	\$366,341	\$442,090	\$437,706	\$453,655	\$453,655	\$453,655

**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 – FY16

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

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

1. Continue to replace infrastructure as needed

The Department will undertake two initiatives in FY16 in support of this strategy:

- a) Replace one irrigation system
- b) Install new concrete floor in shelter #1

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

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

- 1) Replace/repair recreation structures and equipment before they become hazardous

The Department will undertake two initiatives in FY16 in support of this strategy:

- a) Replace \$5,000 worth of picnic tables
- b) Install new concrete floor in shelter #1

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

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

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

The Department will undertake two initiatives in FY16 in support of this strategy:

- a) Replace \$5,000 worth of picnic tables
- b) Install new concrete floor in shelter #1

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

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

- 1) Assure equipment is suited for purpose

The Department will undertake one initiative in FY16 in support of this strategy:

- a) Purchase one mower to maintain the ball fields more efficiently



Performance Measurements

	FY15	FY16 Target
Acres of parkland maintained		
Operating expenditure per acre of parkland maintained		
O.E./acre benchmark comparison using NRPA data		
Percent of recreation/parks infrastructure rated in good condition		
Number of different recreational opportunities offered		
Annual park attendance (est.)		
• Permitted activities		
• Casual use		
Number of park volunteers		
Number of volunteer hours		
Acres of parkland/1,000 residents		
Acres of parkland/1,000 benchmark comparison using NRPA data		
Number of tree receiving maintenance		
Trees maintained as a percent of trees needing maintenance		
Number of complaints		
Future measure(s) on customer perception of quality		

Department Accomplishments in FY15

- The department completed an update of the Parks Development Plan.
- The department developed and implemented annual parks turf work plan.
- The department completed the design of the large day-use facility for Lower Wennerberg Park.
- The department completed the survey and geotechnical report for the skate park site and completed approximately 50% of the skate park facility design.
- The department completed the electrical upgrade project in Upper Wennerberg Park.

Expenditures

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Personnel Services	24,673	47,231	57,127	52,467	58,787	58,787	58,787
Material and Services	27,556	26,963	25,300	23,098	24,250	24,250	24,250
Capital Outlay	0	0	28,100	12,830	20,600	20,600	20,600
Transfers					5,380	5,380	5,380
Total	\$52,229	\$74,193	\$110,527	\$88,395	\$109,017	\$109,017	\$109,017



Expenditure Highlights

1. Hire one seasonal worker dedicated to parks maintenance.
2. Complete FY16 capital projects.
3. Continue replacement of picnic tables with metal, powder coated tables.
4. The budget funds the refurbishing of the Ladd Fountain. The project was originally included in the FY15 budget, but was deferred to FY16.

Staffing Information

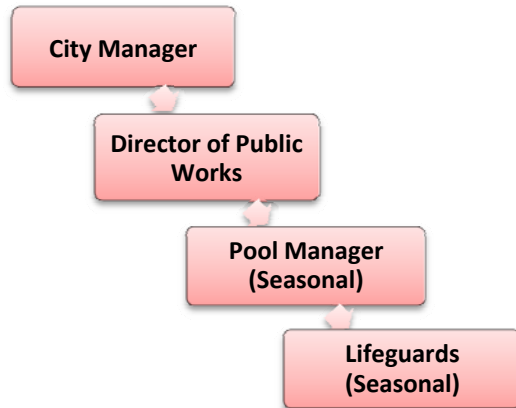
	Wage Range	Actual FY12	Actual FY13	Adopted FY14	Approved FY15
Parks Maintenance Worker	7	.58	.33	.70	.60
Seasonal Parks Worker			.25	.25	.25
Total FTE's		.58	.58	.95	.95

General Fund Requirements

Department: Parks Department

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Personal Services								
001-006-500000	Salary	15,001	24,711	26,595	25,996	29,460	29,460	29,460
001-006-500001	Reimbursement PS		885					
001-006-500002	Seasonal Worker	2,020	3,224	5,600	8,818	8,818	8,818	8,818
001-006-504600	Unemployment	289	500	580	423	423	423	423
001-006-504700	Social Security	1,302	2,159	2,470	1,989	2,254	2,254	2,254
001-006-504800	Health Insurance	4,439	11,378	13,497	11,665	13,502	13,502	13,502
001-006-504900	Workers' Compensation	703	2,927	5,722	2,173	2,419	2,419	2,419
001-006-505000	Retirement	919	1,446	2,663	1,404	1,912	1,912	1,912
	Total Personal Services	\$24,673	\$47,231	\$57,127	\$52,467	\$58,787	\$58,787	\$58,787
	Employee FTEs	0.58	0.95	0.95	0.95	0.95	0.95	0.95
Material and Services								
001-006-600201	Wi-fi Upper Park		453					
001-006-600450	Garbage Service	487	395	800	800	800	800	800
001-006-600500	IT Services		882	900	802	900	900	900
001-006-600600	Travel and Training		375	500	300	500	500	500
001-006-608000	Maintenance	13,505	15,575	6,000	9,547	6,000	6,000	6,000
001-006-608005	Small Tools		505	600	600	600	600	600
001-006-608100	Vehicle Fuel	2,112	1,280	2,000	800	1,000	1,000	1,000
001-006-608500	Tree Service/Arborist	4,600	6,150	5,000	5,000	5,000	5,000	5,000
001-006-608600	Materials/Supplies	6,852	888	8,000	4,000	8,000	8,000	8,000
001-006-608700	Power Equipment Fuel		914	1,500	1,249	1,450	1,450	1,450
	Total Material and Services	\$27,556	\$26,963	\$25,300	\$23,098	\$24,250	\$24,250	\$24,250
						-4.15%	-4.15%	-4.15%
Capital Outlay								
001-006-620500	New Equipment							
	Picnic Tables - 5			5,000	5,100	5,000	5,000	5,000
	Park Benches - 2			1,500	1,336			
	Irrigation Imprv'mts			6,000	6,394			
001-006-620600	Park Improvements							
001-006-620700	Ladd Fountain Refurbish			15,600		15,600	15,600	15,600
	Total Capital Outlay	\$0	\$0	\$28,100	\$12,830	\$20,600	\$20,600	\$20,600
Transfers								
001-006-630500	VERF - Zero Turn Mower					5,380	5,380	5,380
	Total Transfers					5,380	5,380	5,380
Total Requirements - Parks Department		\$52,229	\$74,193	\$110,527	\$88,395	\$109,017	\$109,017	\$109,017

**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, 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 and mechanical systems are in a severe state of disrepair due to age and must be replaced in the short-term. To this end, the City Council has hired the architect that prepared the 2011 pool house design and cost report to update it preparing for a General Obligation (GO) Bond levy on the 2015 May election.

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 - FY16

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

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

1. Operate the pool only when adequate staffing can be provided
2. Muster additional resources to replace/upgrade pool facility

The Department will undertake two initiatives in FY16 in support of these strategies:

- a) Assume hiring and control of all pool staffing
- b) Complete funding strategy to replace/upgrade pool facility

Performance Measurements

	FY15	FY16 Target
Total number of attendees		
Number of season pass holders		
Numbers of programs offered		
Number of swim lessons provided		
Number of new swimmers certified		
Total revenue from swimming attendees		
Revenue per attendee		
Operating and maintenance cost per attendee		
Future measure(s) on customer perception of quality		

Department Accomplishments in FY15

- The department completed the architectural design and cost estimate for a new pool house and mechanical systems.
- The department completed a General Obligation (GO) bond proposal to replace the pool house and mechanical systems and submitted it to the electorate at the November general election. The bond was narrowly defeated.
- The City Council created the Citizens Pool Project Advisory Committee to work with the project architect to complete the design and make recommendations back to the City Council.
- Based on recommendations by the Advisory Committee the City Council placed a second and 26% smaller GO Bond levy on the May ballot for voter consideration.
- The department continued to develop programs and activities for the greater Carlton community.
- The department continued to emphasize staff training and safety.



Expenditures

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Personnel Services	5,473	7,996	9,150	8,338	49,858	49,858	49,858
Material and Services	56,836	60,506	58,650	58,633	16,250	16,250	16,250
Capital Outlay	5,287	8,503	0	0			
Transfers	20,000		0	0			
Total	\$87,596	\$77,004	\$67,800	\$66,971	\$66,108	\$66,108	\$66,108

Expenditure Highlights

1. The City will continue to hire and administer the seasonal Pool Manager position. During the 2015 pool season the City will hire two Pool Managers to work 30-hours per week. This will expand the Pool Manager’s coverage at the pool from 40 to 60-hours per week. This will improve supervision of the lifeguards and availability to patrons at the pool.
2. Beginning in FY16 the City will hire and administer all lifeguard positions. In prior years, the City contracted with Yamhill Carlton Together Cares (YCTC) to perform these activities; however, YCTC withdrew beginning with the 2015 season. This reflects the elimination of expenses in the Professional Services line and those expenses being reallocated to the personal services category.

Staffing Information

	Wage Range	Actual FY12	Actual FY13	Actual FY14	Adopted FY15	Approved FY16
Pool Manager (Seasonal)	\$15/Hr.	.25	.25	.25	.25	.38
Lifeguards (Contracted)	N/A					2.00
Total FTE's		.25	.25	.25	.25	2.38

General Fund Requirements

Department:	Pool	Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
	Personal Services							
001-007-500000	Salary	5,000	7,300	8,000	7,200	45,750	45,750	45,750
001-007-504600	Unemployment	85	126	150	130	458	458	458
001-007-504700	Social Security	383	558	500	551	3,500	3,500	3,500
001-007-504900	Workers' Compensation	5	11	500	458	151	151	151
	Total Personal Services	\$5,473	\$7,996	\$9,150	\$8,338	\$49,858	\$49,858	\$49,858
	Employee FTEs			0.25	0.25	2.38	2.38	2.38
	Material and Services							
001-007-600400	Supplies		257					
001-007-600500	IT Services		147	150	133	150	150	150
001-007-600900	Heating Fuel	4,934	4,804	5,500	7,000	6,000	6,000	6,000
001-007-608000	Maintenance	10,507	5,881	8,000	6,500	5,600	5,600	5,600
001-007-608100	Chemicals	6,233	4,625	5,000	5,000	4,500	4,500	4,500
001-007-608300	Pool Repair							
001-007-608500	Pool Mgr Contract							
001-007-609000	Professional Services	35,162	45,049	40,000	40,000			
	Total Material and Services	\$56,836	\$60,506	\$58,650	\$58,633	\$16,250	\$16,250	\$16,250
						-72.29%	-72.29%	-72.29%
	Capital Outlay							
001-007-620500	Equipment	5,287	8,503					
	Total Capital Outlay	\$5,287	\$8,503	\$0	\$0	\$0	\$0	\$0
	Transfers							
001-007-630580	Pool Reserve	20,000						
	Total Transfers	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
Total Requirements - Pool Department		\$87,596	\$77,004	\$67,800	\$66,971	\$66,108	\$66,108	\$66,108

General Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance	552,019	564,044	386,114	429,883	150,138	150,138	150,138
Revenues	1,007,162	859,857	858,485	825,414	911,525	911,525	911,525
Transfers	0	0	29,295	29,295	29,295	29,295	29,295
Total Resources	\$1,559,181	\$1,423,901	\$1,273,894	\$1,284,592	\$1,090,958	\$1,090,958	\$1,090,958

Requirements	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personal Services	382,832	396,741	499,108	486,113	555,000	555,000	555,000
Material and Services	355,296	372,636	363,560	430,194	312,800	312,800	312,800
Capital Outlay	9,790	27,344	62,600	42,830	50,096	50,096	50,096
Transfers	74,046	196,585	225,317	175,317	134,964	134,964	134,964
Debt Service	173,173	0	0	0	0	0	0
Cont./Unapprop.			123,309	0	37,098	37,098	37,098
Total Requirements	\$995,137	\$993,307	\$1,273,894	\$1,134,454	\$1,089,958	\$1,089,958	\$1,089,958
Over/Under (+/-)	564,044	430,594	0	150,138	1,000	1,000	1,000
Ending Fund Balance	\$564,044	\$430,594	\$0	\$150,138	\$1,000	\$1,000	\$1,000

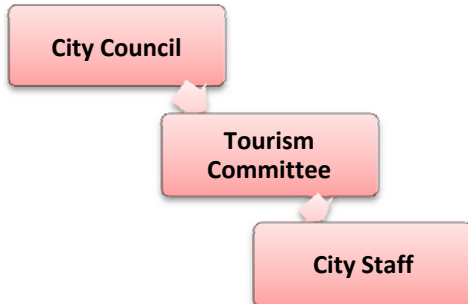


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**Fiscal Year 2015-16
Annual Budget
Tourism Fund**

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 FY15

- 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.
- Develop a stable and long-term funding strategy for implementation in FY15.



- 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).
- Contracted with Rachel Karl to implement and manage the “Carlton Social Media Campaign”.
- The Tourism was a member of Travel Portland.

Fund Resources and Requirements

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Resources							
Beginning Fund Balance			0	0	\$2,357	\$2,357	\$2,357
Total Revenues			33,532	37,832	22,600	22,600	22,600
Total Resources Available			33,532	37,832	24,957	24,957	24,957
Requirements							
Material and Services			33,532	35,475	24,957	24,957	24,957
Ending Fund Balance			0	\$2,357	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 \$25,000 during FY16 and the Tourism Fund retains 70% of these monies and 30% is allocated to the General Fund. The Budget also includes the Marketing Coop Program that seeks to leverage local contributions from area businesses or individuals. These funds will be used to expand the marketing of Carlton as a “travel destination”.

Expenditure Highlights

- The budget provides \$12,000 for the Committee to finance marketing initiatives and campaigns.
- The “Marketing Cooperative Program” funds will be used to compliment the marketing efforts to promote Carlton as a travel destination.
- The Committee will continue its Community Grants Award during the next budget cycle to assist local groups in promoting Carlton events and encourage overnight lodging stays.
- The Committee will continue to contract with Rachel Karl to assist Carlton with its online presence, social media (Facebook, Twitter, Pinterest, etc) and Visit Carlton website programs provided through the Social Media Campaign program.

Tourism Fund Revenues

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
005-000-400100	Beginning Fund Balance					2,357	2,357	2,357
Revenues								
005-000-400400	Interest			100	100	100	100	100
005-000-406300	Transient Room Tax (70%)			14,700	21,000	17,500	17,500	17,500
005-000-406400	Marketing Coop. Program			5,000	3,000	5,000	5,000	5,000
Revenues		0	0	19,800	24,100	22,600	22,600	22,600
Transfer: General Fund				13,732	13,732			
Total Revenues		\$0	\$0	\$33,532	\$37,832	\$22,600	\$22,600	\$22,600
Total Resources		\$0	\$0	\$33,532	\$37,832	\$24,957	\$24,957	\$24,957

Tourism Fund Requirements

Department: Tourism Committee

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Material and Services		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
005-500-600100	Marketing Expense		0	5,000	12,500	12,000	12,000	12,000
005-500-600150	Marketing Coop. Program		0	7,500	14,000			
005-500-600200	Community Grant Awards		0	5,000	4,000	3,457	3,457	3,457
005-500-600250	Events		0	3,000	1,400	1,000	1,000	1,000
005-500-600300	Social Media Campaign		0	7,000	2,250	7,500	7,500	7,500
005-500-600350	Memberships		0	1,500	1,000	750	750	750
005-500-600400	Professional Services		0	2,000	0	0	0	0
005-500-600450	Travel and Training		0	1,000	325	250	250	250
005-500-600500	Materials		0	1,532	0	0	0	0
Total Material and Services		\$0	\$0	\$33,532	\$35,475	\$24,957	\$24,957	\$24,957
Total Requirements - Tourism		\$0	\$0	\$33,532	\$35,475	\$24,957	\$24,957	\$24,957

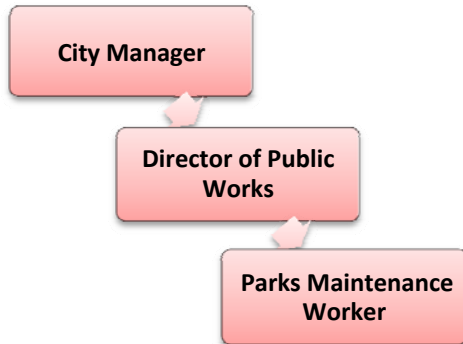
Tourism Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance		0	0	0	2,357	2,357	2,357
Revenues		0	19,800	24,100	22,600	22,600	22,600
Transfers		0	13,732	13,732	0	0	0
Total Resources	\$0	\$0	\$33,532	\$37,832	\$24,957	\$24,957	\$24,957
Requirements							
Material and Services		0	33,532	35,475	24,957	24,957	24,957
Total Requirements	\$0	\$0	\$33,532	\$35,475	\$24,957	\$24,957	\$24,957
Over/Under (+/-)							
Ending Fund Balance	\$0	\$0	\$0	\$2,357	\$0	\$0	\$0



**Fiscal Year 2015-16
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 FY16

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

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

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 two initiatives in FY16 in support of these strategies:

- a) Intensify fundraising activities for major street repairs
- b) Conduct one major street repair to hazardous situation

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

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

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

The Department will undertake one initiative in FY16 in support of the strategy:

- a) Improve internal communication regarding pothole repair

Performance Measurements

	FY15	FY16 Target
Number of miles of streets cleaned per year		
Number of streets cleaned on time		
Number of miles of Streets striped		
Number of potholes filled		
Number of pothole complaints received		
Percent of pot holes filled within 5-days of complaint received		
Value of grants/other outside funding received to resurface or rebuild streets		
Number of feet of streets resurfaced or rebuilt		
Number of sidewalk condition complaints received		
Number of property owners conducting sidewalk repairs at the urging of the City		
Percent of Street signs in compliance with ODOT requirements		
Future measure(s) on customer perception of quality		

Department Accomplishments in FY15

- Initiated construction of the Monroe Street Improvement Project between Kutch Street and the UP rail right-of-way.
- Investigated the removal of trucks from W. Main Street. No action was taken by the City Council to change existing street classification on East or West Main Street.
- Provided for the management and maintenance of street landscapes and street trees to provide a safe and aesthetically pleasing streetscape.
- Installed two (2) new City entrance signs.



Fund Resources and Requirements

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Resources							
Beginning Fund Balance	128,293	168,141	82,465	99,709	118,436	118,436	118,436
Total Revenues	130,686	138,329	136,572	152,563	166,240	166,240	166,240
Total Resources Available	\$258,979	\$306,470	\$219,037	\$252,272	\$284,676	\$284,676	\$284,676
Requirements							
Personnel Services	14,781	24,724	26,663	26,680	70,232	70,232	70,232
Material and Services	66,057	87,178	87,000	76,811	82,800	82,800	82,800
Capital Outlay	0	9,859	0		7,000	7,000	7,000
Transfers	5,000	85,000	30,345	30,345	55,375	55,375	55,375
Debt Service	5,000	0	0				
Contingency	0	0	75,029		69,,269	69,,269	69,,269
Total Requirements	90,838	206,761	219,037	133,836	284,676	284,676	284,676
Ending Fund Balance	\$168,141	\$99,709	\$0	\$118,436	\$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 FY16 compared to FY15. This is due to a combination of factors including a larger beginning fund reserve on July 1, 2014 (\$99,709) than anticipated; higher revenues than anticipated, and; fewer outlays for materials and services than budgeted.
- 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.

Expenditure Highlights

1. Personal service expenses are projected to increase significantly due to new staff being eligible for step increases compared to prior staff that was “top of grade”; a change in health insurance plan coverage; the addition of the City Recorder position, and; and the Street Funds contribution to the hiring of an intern dedicated to Public Works.
2. Material and services expenses are projected to decrease -4.83%. This is primarily due to continuing scrutiny on department expenditures.
3. Public Works will contract for a small stormwater repair project on South 2nd Street between Taft and Washington Streets.



4. The FY16 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** – This transfers \$50,000 to the CIF for street and transportation related improvements. The City Council has prioritized transportation related improvements and this transfer will aid the department achieve the performance measures identified above.
 - 3) **VERF Fund** – This transfers \$1,860 to the Vehicle and Equipment Replacement Fund for its prorated share of the zero turn mower purchase.

Staffing Information

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

Street Fund Revenues

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
011-000-400100	Beginning Fund Balance	128,293	168,141	82,465	99,709	118,436	118,436	118,436
Revenues								
011-000-400400	Interest	1,584	2,008	1,722	2,563	3,532	3,532	3,532
011-000-400600	Transfer from Gen Fund							
011-000-402400	Gasoline Tax	111,293	117,252	120,000	120,000	127,783	127,783	127,783
011-000-402500	State Revenue Sharing	17,809	19,053	14,850	15,000	14,925	14,925	14,925
011-000-410102	Carlton Crest - 4th St.				15,000	20,000	20,000	20,000
011-000-410200	Miscellaneous		16					
011-000-410300	ODOT SCA (FY13)							
Revenues		\$130,686	\$138,329	\$136,572	\$152,563	\$166,240	\$166,240	\$166,240
Transfers								
Total Revenues		\$130,686	\$138,329	\$136,572	\$152,563	\$166,240	\$166,240	\$166,240
Total Resources		\$258,979	\$306,470	\$219,037	\$252,272	\$284,676	\$284,676	\$284,676

Street Fund Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Personal Services								
011-110-500000	Salary	9,405	14,500	15,280	18,179	43,072	43,072	43,072
011-110-500001	Intern					2,000	2,000	2,000
011-110-504600	Unemployment	160	258	300	216	431	431	431
011-110-504700	Social Security	719	1,109	1,170	1,391	3,295	3,295	3,295
011-110-504800	Health Insurance	2,923	5,368	6,263	5,880	16,719	16,719	16,719
011-110-504900	Workers' Compensation	506	2,621	2,725	13	1,920	1,920	1,920
011-110-505000	Retirement	1,068	868	925	1,001	2,795	2,795	2,795
Total Personal Services		\$14,781	\$24,724	\$26,663	\$26,680	\$70,232	\$70,232	\$70,232
Employee FTEs		0.2	0.2	0.35	0.35	0.85	0.85	0.85
Material and Services								
011-110-600200	Street Lights	23,808	23,076	26,000	15,811	20,000	20,000	20,000
011-110-600420	Street Improvement							
011-110-600500	IT Services	3,331	-17	1,000	4,434	3,000	3,000	3,000
011-110-600700	Travel and Training		310	500	500	475	475	475
011-110-600750	Street Signs	2,021	1,042	2,000	1,491	2,000	2,000	2,000
011-110-600800	Attorney Fees	303	487	500	500	475	475	475
011-110-600850	Audit	4,797	5,248	5,500	6,427	6,500	6,500	6,500
011-110-600900	Engineering Fees	2,166	1,413	4,000	4,951	5,000	5,000	5,000
011-110-601700	Insurance		0	2,500	1,755	2,350	2,350	2,350
011-110-607050	Street Sweeping	7,980	7,950	8,000	6,919	8,000	8,000	8,000
011-110-608000	Maintenance	6,998	25,386	15,000	15,259	15,000	15,000	15,000
011-110-608005	Small Tools	30	0	500	661	500	500	500
011-110-608050	Vehicle Fuel	2,911	1,437	1,500	250	1,000	1,000	1,000
011-110-608150	Rock and Gravel	3,593	4,522	5,000	456	3,000	3,000	3,000
011-110-608200	Vehicle Maintenance	142	102	500	2,897	1,000	1,000	1,000
011-110-608300	Street Striping	6,974	12,735	10,000	10,000	10,000	10,000	10,000
011-110-608500	Parking Lot/Pine Street		509	500	500	500	500	500
011-110-608700	Stormwater Maint.	1,003	2,978	4,000	4,000	4,000	4,000	4,000
Total Material Services		\$66,057	\$87,178	\$87,000	\$76,811	\$82,800	\$82,800	\$82,800
						-4.83%	-4.83%	-4.83%
Capital Outlay								
011-110-630000	Strm-2nd St (Taft - Wash) Capital Purchase-Pine St.		9,859			7,000	7,000	7,000
Total Capital Outlay		\$0	\$9,859	\$0	\$0	\$7,000	\$7,000	\$7,000

Street Fund Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Transfers								
011-110-630570	Gen. Fund - Shared Exp.			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	6,830			
011-110-630600	CIF - Transportation Reserve		75,000	20,000	20,000	50,000	50,000	50,000
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	1,860	1,860
	Total Transfers	\$5,000	\$85,000	\$30,345	\$30,345	\$55,375	\$55,375	\$55,375
Debt Service								
011-110-620560	Kutch Street Loan	5,000						
	Total Debt Service	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
Contingency/Unappropriated								
011-110-640000	Operating Contingency			75,029		69,269	69,269	69,269
011-110-800000	Unapprop. Fund Balance							
	Total Contingency	\$0	\$0	\$75,029	\$0	\$69,269	\$69,269	\$69,269

Street Fund Revenues and Requirements

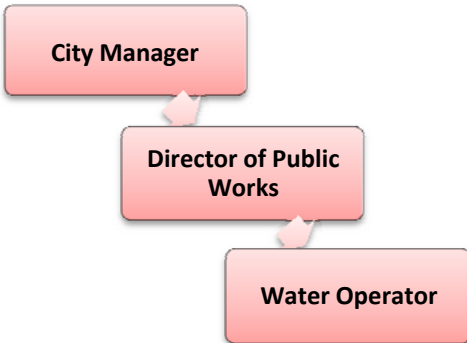
Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance	128,293	168,141	82,465	99,709	118,436	118,436	118,436
Revenues	130,686	138,329	136,572	152,563	166,240	166,240	166,240
Transfers	0	0	0	0	0	0	0
Total Resources	\$258,979	\$306,470	\$219,037	\$252,272	\$284,676	\$284,676	\$284,676

Requirements							
Personal Services	14,781	24,724	26,663	26,680	70,232	70,232	70,232
Material and Services	66,057	87,178	87,000	76,811	82,800	82,800	82,800
Capital Outlay		9,859	0	0	7,000	7,000	7,000
Transfers	5,000	85,000	30,345	30,345	55,375	55,375	55,375
Debt Service	5,000						
Cont./Unapprop.			75,029	0	69,269	69,269	69,269
Total Requirements	\$90,838	\$206,761	\$219,037	\$133,836	\$284,676	\$284,676	\$284,676
Over/Under (+/-)	168,141	99,709	0	118,436	0	0	0
Ending Fund Balance	\$168,141	\$99,709	\$0	\$118,436	\$0	\$0	\$0



**Fiscal Year 2015-16
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 1,000 equivalent dwelling units (EDU's) inside and outside the City and produces high quality water that regularly places very high at water taste competitions. However, the system is experiencing a number of high cost issues on the mechanical system including a loss of capacity in the Panther Creek reservoir, an old water supply line that experiences multiple leaks and has a high rate of water loss, an undersized transmission line to town that results in the distribution system not being able to provide sufficient fire flow and an old and undersized in-town distribution system. The City is currently implementing multiple large capital projects however; significant system improvements will be required during the next 10-years.

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 - FY16

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 three initiatives in FY16 in support of these strategies:

- a) Increase the use of specialists to perform various maintenance functions
- b) Upgrade chemical feed system
- c) Implement backflow testing

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

Performance Measures

	FY15	FY16 Target
Distribution system water loss (non-revenue water as a % of total)		
Operating and maintenance costs per 1,000 customers		
Operating and maintenance costs per one million gallons (MG) supplied		
Percent of health-related water compliance standards met		
Number of customer complaints/1,000 customers		
Percent of complaints addressed with 72-hours		
Number of emergency repairs		
Number of known breaks or leaks per mile of water main		
Future measure(s) on customer perception of quality		

Department Accomplishments in FY15

- Complete Water Master Plan and Water Conservation Plan.
- Complete water rate study and provide Council with recommendation to implement.
- Initiate leak detection and repair program. Reduce water system leaks to 15% within five-years.
- Continue participation with Yamhill Regional Water Authority.
- Complete final design of the Meadow Lake Water Transmission Line project. Prepare funding program and solicit bids for project construction.
- Complete final design of water distribution improvements for the downtown business district. Work with Regional Solutions Advisory Committee to ensure construction funds are secured. Solicit bids for project construction.
- Continued participation with Yamhill Regional Water Authority. A water rights permit for the Willamette River was issued to the Yamhill Regional Water Authority (YRWA).
- Submitted a funding proposal to the Infrastructure Finance Authority (IFA) for the MLTL project.



Fund Resources and Requirements

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Resources							
Beginning Fund Balance	633,563	339,176	258,866	350,082	333,396	333,396	333,396
Total Revenues	716,046	798,438	736,400	759,274	822,700	822,700	822,700
Total Resources Available	\$1,349,609	\$1,137,614	\$995,266	\$1,109,356	\$1,156,096	\$1,156,096	\$1,156,09
Requirements							
Personnel Services	230,050	237,334	251,658	267,693	294,598	294,598	294,598
Material and Services	228,476	245,802	221,800	200,337	214,340	214,340	214,340
Capital Outlay	120,467	9,859	0	0	42,025	42,025	42,025
Transfers	344,698	294,540	287,930	287,930	342,035	342,035	342,035
Debt Service	0	0	0	0	0	0	0
Contingency	0	0	233,878	0	263,098	263,098	263,098
Total Requirements	\$1,010,433	\$787,535	\$995,266	\$755,960	\$1,156,096	\$1,156,096	\$1,156,09
Ending Fund Balance	\$339,176	\$350,079	\$0	\$353,396	\$0	\$0	\$0

Revenue Assumptions

- Water sales to City residential, commercial and industrial customers are anticipated to be \$813,750 in FY16.
- The rates will increase 8.5% beginning July 2015 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. A complete description of this project is included in the Capital Improvement Fund.
- The new rate will be \$44.86 for the first 500 cubic feet inside the City limits and \$47.87 outside the City limits. The City is currently reviewing its water rate methodology and rate structure. A revised methodology and rate structure is expected to be implemented in FY16.
- The water utility connection fee will be \$600 in FY16.

Expenditure Highlights

1. Personal service expenses are projected to increase significantly due to new staff being eligible for step increases compared to prior staff that was “top of grade”; the addition of the City Recorder position, and; the Water Funds contribution to the hiring of an intern dedicated to Public Works.
2. Material and services expenses are projected to decrease 3.36%. This is primarily due to continuing scrutiny on department expenditures.



3. Legal fees are anticipated to increase moderately due to planned increased in water projects.
4. Engineering expenses will likely decrease slightly related to routine O&M and shifted to dedicated capital construction projects planned in FY16.
5. The professional services budget includes the Water Fund's share of costs for the Carlton Performance Management Initiative and the planned update of the City's Strategic Plan.
6. The FY16 Budget provides for the following capital outlays.
 - 1) **Paint Water Plant Piping (\$15,000)** - The water treatment plant has been online for 13 years and experiences considerable corrosion to the process piping. Painting the pipes will ensure the integrity of the facility for years to come.
 - 2) **Control Analyzer, Chlorine/PH/Temp (\$12,850)** - This unit will enable water plant operation remotely and chemical adjustments via cell phone, I-Pad, and computer. It can also adjust chemical doses automatically to ensure water plant compliance with the Oregon Health Division and cut overtime during extreme weather events.
 - 3) **Chemical Feed System for Potassium Permanganate (\$5,339)** - This system will be part of the iron and manganese removal process to provide better mixing of chemicals and more efficient chemical dosing in times of high manganese. This will help eliminate/control color in the finished water.
 - 4) **Honda 2000 Watt Generator (\$1,100)** – This provides for the purchase of a compact generator to be used on jobs in the field that require power where power is not available. This will improve the department's work efficiency.
 - 5) **Backflow Testing (\$4,000)** – This item contracts out all backflow testing and repair along with reporting to the Health Division. Through 2014 the department performed backflow testing for all backflow devices in Carlton. The majority of these 160 devices are for private irrigation systems on residential properties. This count will increase over time as new residential construction comes on line. The department proposes to contract this out at an estimated cost of \$20 per device. While this is a very good price staff recommends the Council discuss this at a future work session to determine if this is an expense they want the City be responsible for or defer this to the property owner as the owner of the device.
 - 6) **Water Tank Cleaning (\$3,575)** – Cleaning of the water tank reservoir is recommended every 3 - 4 years. It has been 6 years since the last cleaning. This is a best practice.
3. The FY16 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 \$100,000 to the CIF for upcoming capital projects.
 - 3) **CIF – Facilities: City Hall** – This provides a transfer of \$50,000 to the CIF for the planned City Hall replacement project.



- 4) **Vehicle Equipment Replacement Fund** – This provides for a transfer of \$10,000 for future undesignated purchases and \$5,380 for the Water Fund’s prorated share for a zero turn mower in Public Works.
- 5) **Debt Service Fund** – This provides for a transfer of \$163,765 to the Debt Service Fund for payments to the Safe Water Loan with DEQ for \$86,742 (\$73,976 principal and \$12,766 interest), the water bond 2007 series for \$76,623 (\$45,000 principal and \$31,623 interest) and a \$400 payment for bond fees.

Staffing Information

	Wage Range	Actual FY12	Actual FY13	Actual FY14	Adopted FY15	Approved FY16
City Manager	N/A	.33	.33	.33	.33	.30
Public Works Director	35	.50	.50	.40	.40	.40
Finance Director	28	.33	.33	.33	.33	.30
Water Operator	21	.80	.75	.75	.75	.75
Technician	15	.50	.75	.75	.75	.85
Court/Utility Billing Clerk	14	.33	.33	.33	.33	.30
Accounts Payable and Planning Clerk	11	.17	.17	.17	.17	.15
Parks Maintenance Worker	7	.20		.10	.10	.10
City Recorder	17					.15
Total FTE's		3.15	3.15	3.15	3.15	3.30

Water Fund Revenue

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
012-000-400100	Beginning Fund Balance	633,563	339,176	258,866	350,082	333,396	333,396	333,396
Revenues								
012-000-400400	Interest	2,312	1,374	800	774	650	650	650
012-000-402700	Miscellaneous	442	49,231		100	500	500	500
012-000-403700	Water Receipts	709,760	732,731	727,000	750,000	813,750	813,750	813,750
012-000-403800	Hookup Fees	5,175	5,400	3,600	8,400	7,800	7,800	7,800
012-000-404200	Water Deposits	-1,643	9,702	5,000				
012-000-406200	Sale of Fixed Assets							
Revenues		\$716,046	\$798,438	\$736,400	\$759,274	\$822,700	\$822,700	\$822,700
Transfers								
Total Revenues		\$716,046	\$798,438	\$736,400	\$759,274	\$822,700	\$822,700	\$822,700
Total Resources		\$1,349,609	\$1,137,614	\$995,266	\$1,109,356	\$1,156,096	\$1,156,096	\$1,156,096

Water Fund Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Personal Services								
012-120-500000	Salary	140,892	149,493	155,789	173,528	172,849	172,849	172,849
012-120-500001	Intern					9,000	9,000	9,000
012-120-500005	Standby/Overtime		3,980	5,500	4,999	5,600	5,600	5,600
012-120-504600	Unemployment	2,394	2,731	2,804	2,272	1,728	1,728	1,728
012-120-504700	Social Security	10,774	11,741	12,340	13,275	13,651	13,651	13,651
012-120-504800	Health Insurance	53,142	50,345	54,904	55,622	70,981	70,981	70,981
012-120-504900	Workers' Comp	6,091	9,245	10,000	8,821	9,570	9,570	9,570
012-120-505000	Retirement	16,757	9,799	10,321	9,177	11,218	11,218	11,218
Total Personal Services		\$230,050	\$237,334	\$251,658	\$267,693	\$294,598	\$294,598	\$294,598
Employee FTEs		3.15	3.15	3.15	3.15	3.3	3.3	3.3
Material and Services								
012-120-600110	Advertising and Legal	587						
012-120-600200	Utilities - PGE	17,025	23,429	20,000	7,873	15,000	15,000	15,000
012-120-600201	Communications	3,823	5,452	5,000	4,594	5,000	5,000	5,000
012-120-600401	Janitorial Services	239	914	600	1,310	0	0	0
012-120-600500	IT Services	2,323	8,893	6,000	8,315	7,000	7,000	7,000
012-120-600550	Billing Company Costs	5,956	4,167	6,000	3,185	5,000	5,000	5,000
012-120-600560	Boot Allowance	677	349	500	582	600	600	600
012-120-600570	Uniform Allowance	331	415	450	635	500	500	500
012-120-600600	Travel and Training	2,079	1,672	1,500	2,747	1,500	1,500	1,500
012-120-600800	Attorney Fees	2,654	3,523	3,000	5,805	5,000	5,000	5,000
012-120-600850	Audit	5,062	5,248	5,500	6,427	6,500	6,500	6,500
012-120-600890	Water Master Plan							
012-120-600900	Engineer Expense	32,629	11,442	13,000	6,389	10,000	10,000	10,000
012-120-601700	Insurance	7,286	8,031	8,500	8,500	9,775	9,775	9,775
012-120-603300	Chemicals	59,153	57,677	60,000	56,643	60,000	60,000	60,000
012-120-604800	Testing	1,296	3,287	3,000	1,234	2,000	2,000	2,000
012-120-605800	Water Deposit Refunds			1,000				
012-120-607000	Utility Locates	1,574	1,115	1,500	1,054	1,500	1,500	1,500
012-120-608000	Maintenance	52,603	77,372	50,000	70,000	57,500	57,500	57,500
012-120-608001	Office Supplies	-1,222	2,481	2,000	3,000	3,000	3,000	3,000
012-120-608005	Small Tools		491	500	442	500	500	500
012-120-608015	Water Meters	12,783						
012-120-608050	Vehicle Fuel	2,911	3,002	3,750	2,921	3,565	3,565	3,565
012-120-608100	Miscellaneous	451	-1,453					
012-120-608150	Rock and Gravel	4,313	1,817	3,000	2,069	2,500	2,500	2,500
012-120-608200	Vehicle Maintenance	3,772	1,793	2,000	1,500	1,900	1,900	1,900
012-120-608600	Professional Services	6,311	5,293	5,000	5,112	16,000	16,000	16,000
012-120-608650	Comp Software Upgrade	2,885						
012-120-608700	Fire Hydrant Painting	975						
012-120-608800	Inter-Tie with MWL							
012-120-620505	Neptune Wtr Meters - 100		12,711	20,000	20,000			
012-120-620520	Log and Debris Boom		6,681					
Total Material and Services		\$228,476	\$245,802	\$221,800	\$220,337	\$214,340	\$214,340	\$214,340
						-3.36%	-3.36%	-3.36%

Water Fund Requirements

		Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
	Capital Outlays							
012-120-620500	New Equipment/Facility							
012-120-630000	Capital Purchase-Pine St.		9,859					
012-120-620510	Pipe Painting in Trmt Plnt					15,000	15,000	15,000
012-120-620530	Chlor/Ph/Temp. Analyzer					12,850	12,850	12,850
012-120-620540	Chemical Feed System					5,500	5,500	5,500
012-120-620545	Generator					1,100	1,100	1,100
012-120-620555	Backflow Testing					4,000	4,000	4,000
012-120-620560	Water Tank Cleaning					3,575	3,575	3,575
012-120-620700	Main Trans line/hydrant	120,467						
	Total Capital Outlays	\$120,467	\$9,859	\$0	\$0	\$42,025	\$42,025	\$42,025
	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	75,000	100,000	100,000	100,000
012-120-630425	CIF - City Hall Reserve		50,000	25,000	25,000	50,000	50,000	50,000
012-120-630435	System Development Fund			7,000	7,000			
012-120-630450	VERF - Zero Turn Mower		5,000			15,380	15,380	15,380
012-120-630500	Resv. Fund - Water Resv.							
012-120-630520	Resv. Fund - Equip. Repl.	5,000						
012-120-630525	Debt Service Fund	79,698	164,540	168,040	168,040	163,765	163,765	163,765
012-120-630526	Resv Fund - PW Bldg Resv	50,000						
	Total Transfers	\$344,698	\$294,540	\$287,930	\$287,930	\$342,035	\$342,035	\$342,035
	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			233,878	0	263,098	263,098	263,098
012-120-800000	Unapprop. Fund Balance							
	Total Cont./Unapprop.	\$0	\$0	\$233,878	\$0	\$263,098	\$263,098	\$263,098

Water Fund Revenues and Requirements

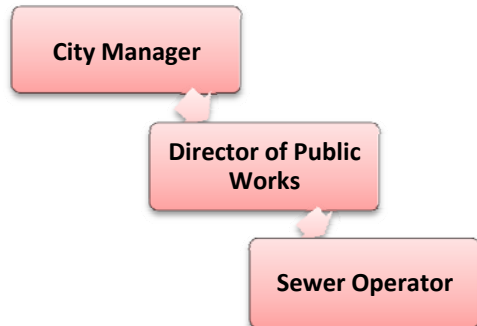
Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance	633,563	339,176	258,866	350,082	333,396	333,396	333,396
Revenues	716,046	798,438	736,400	759,274	822,700	822,700	822,700
Transfers	0	0	0	0	0	0	0
Total Resources	\$1,349,609	\$1,137,614	\$995,266	\$1,109,356	\$1,156,096	\$1,156,096	\$1,156,096

Requirements							
Personal Services	230,050	237,334	251,658	267,693	294,598	294,598	294,598
Material and Services	228,476	245,802	221,800	220,337	214,340	214,340	214,340
Capital Outlay	120,467	9,859	0	0	42,025	42,025	42,025
Transfers	344,698	294,540	287,930	287,930	342,035	342,035	342,035
Debt Service	86,742	0					
Cont./Unapprop.			233,878	0	263,098	263,098	263,098
Total Requirements	\$1,010,433	\$787,535	\$995,266	\$775,960	\$1,156,096	\$1,156,096	\$1,156,096
Over/Under (+/-)	339,176	350,079	0	333,396	0	0	0
Ending Fund Balance	\$339,176	\$350,079	\$0	\$333,396	\$0	\$0	\$0



**Fiscal Year 2015-16
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 more than 781 equivalent dwelling units (EDU’s).

The Department provides reliable service to the community however, the system is experiencing a number of high cost issues on the mechanical side ranging from higher than expected bypasses to the N. Yamhill River, and an overflow of the lagoons during heavy rain periods in 2014-15. Some of the bypasses should be resolved with the completion of the force main project during the fall 2015 however, City staff and the City Engineer have meet with the Oregon Department of Environmental Quality (DEQ) to identify corrective actions to pursue during the next five years.

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 - FY16

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

In support of this goal, the department employs three strategies regarding the Sewer Fund

- 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 two initiatives in FY16 in support of these strategies:

- a) Upgrade scheduled maintenance on pump station pumps
- b) Institute annual maintenance on the disinfection system at waste water lagoons

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

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

- 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 paper

The Department will undertake two initiatives in FY16 in support of these Strategies:

- a) Renew NPDES permit identifying all required system upgrades
- 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 regarding the Sewer Fund:

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

Performance Measurements

	FY15	FY15 Target
Operating and maintenance costs per 1,000 customers		
Operating and maintenance costs per MGD volume of sewage treated		
Number of customer complaints addressed within 72-hours		
Number of emergency repairs		
Number of stoppages per 10-miles of sewer line		
Number of sewer back-ups per1,000 customers		
Percent permit standards obtained		
Future measure(s) on customer perception of quality		
Total wastewater treated		

Department Accomplishments in FY15

- Completed the construction of the Force Main Project.
- Completed approximately 50% of an independent rate study for the City’s sewer rates. The balance will be completed in FY16.



Fund Resources and Requirements

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Resources							
Beginning Fund Balance	322,494	418,160	347,953	355,469	286,610	286,610	286,610
Total Revenues	502,571	520,636	509,000	533,200	559,655	559,655	559,655
Total Resources Available	825,065	938,796	856,953	888,669	846,265	846,265	846,265
Requirements							
Personnel Services	188,263	150,718	157,961	162,726	181,611	181,611	181,611
Material and Services	148,642	192,289	195,300	204,543	197,025	197,025	197,025
Capital Outlay		0	5,000	0	15,825	15,825	15,825
Transfers	70,000	240,320	234,790	234,790	238,377	238,377	238,377
Debt Service			0	0	0	0	0
Contingency			263,902	0	213,427	213,427	213,427
Total Requirements	406,905	583,327	856,953	602,059	846,265	846,265	846,265
Ending Fund Balance	\$418,160	\$355,469	\$0	\$286,610	\$0	\$0	\$0

Revenue Assumptions

- The Sewer Fund wastewater charges for services to residential, commercial and industrial properties are projected to total \$553,475 during FY16.
- The sewer rates are scheduled for an increase in July 2015 based on the Consumer Price Index (CPI). This year the increase is 1.63%.
- The new rate will be \$50.86 for FY16.
- The sewer utility connection fee will be \$150 in FY16

Expenditure Highlights

1. Personal service expenses are projected to increase significantly due to new staff being eligible for step increases compared to prior staff that was “top of grade”; the addition of the City Recorder position, and; the Sewer Funds contribution to the hiring of an intern dedicated to Public Works.
2. Material and services expenses are projected to increase 0.88%. The slight increase is primarily due to continuing scrutiny on department expenditures. The professional services budget includes the Sewer Fund’s share of costs for the Carlton Performance Management Initiative and the planned update of the City’s Strategic Plan. If not for these one-time expenses the fund’s material and services budget would have experienced a reduction compared to FY15.



3. The FY16 Budget provides for two capital outlays.
 - 1) Two (2) new pumps for the Howe Street Pump station (\$8,600) - The current pumps are 33-years old and past their rebuild life. Installation of the new pumps will ensure the Howe Street pump station will have an additional 20-year life expectancy. With recent station upgrades and the new pumps, this station rebuild will be for a fraction of the cost of a new station.
 - 2) Maintenance Agreement for annual service and maintenance of all pumps at the Grant Street pump station and the Hawn Creek pump station (\$7,225). This will provide best practice management for our waste water facilities.

1. The FY16 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 \$50,000 to the CIF for the future City Hall project.
 - 4) **Debt Service Fund** – This transfers \$120,107 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	Adopted FY15	Approved FY16
City Manager	N/A	.34	.34	.34	.34	.30
Public Works Director	35	.40	.40	.40	.40	.40
Finance Director	28	.33	.33	.33	.33	.30
Wastewater Operator	21	.20	.25	.20	.20	.20
Technician	15	.50				.10
Court/Utility Billing Clerk	14	.33	.33	.33	.33	.30
AP/Planning Clerk	11	.17	.17	.17	.17	.15
Parks Maintenance Worker	7	.10	.58	.10	.10	.10
City Recorder	17					.15
Total FTE's		2.40	2.40	1.87	1.87	2.00

Sewer Fund Revenues

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
013-000-400100	Beginning Fund Balance	322,494	418,160	347,953	355,469	286,610	286,610	286,610
Revenues								
013-000-400400	Interest	1,542	1,283	1,100	1,200	1,190	1,190	1,190
013-000-402700	Miscellaneous		0		100	100	100	100
013-000-404400	Sewer Receipts	500,129	518,003	504,000	526,800	553,475	553,475	553,475
013-000-404500	Hookup Fees	900	1,350	900	2,100	1,890	1,890	1,890
013-000-404800	Land Lease for Ag Use		0	3,000	3,000	3,000	3,000	3,000
Revenues		\$502,571	\$520,636	\$509,000	\$533,200	\$559,655	\$559,655	\$559,655
Transfers								
Total Revenues		\$502,571	\$520,636	\$509,000	\$533,200	\$559,655	\$559,655	\$559,655
Total Resources		\$825,065	\$938,796	\$856,953	\$888,669	\$846,265	\$846,265	\$846,265

Sewer Fund Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Personal Services		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
013-130-500000	Salary	115,735	98,451	101,384	110,589	111,055	111,055	111,055
013-130-500001	Intern					9,000	9,000	9,000
013-130-500005	Standby/Overtime		850	2,500	1,100	1,200	1,200	1,200
013-130-504600	Unemployment	1,968	1,767	2,100	1,335	1,123	1,123	1,123
013-130-504700	Social Security	8,854	7,597	7,947	8,460	8,588	8,588	8,588
013-130-504800	Health Insurance	42,588	32,612	34,660	32,513	39,928	39,928	39,928
013-130-504900	Workers' Comp.	6,072	2,944	3,100	2,569	3,510	3,510	3,510
013-130-505000	Retirement	13,046	6,497	6,270	6,161	7,207	7,207	7,207
Total Personal Services		\$188,263	\$150,718	\$157,961	\$162,726	\$181,611	\$181,611	\$181,611
Employee FTEs		2.4	2.4	1.87	1.87	2	2	2
Material and Services								
013-130-600200	Utilities - PGE	19,327	29,306	25,000	25,140	26,000	26,000	26,000
013-130-600201	Telecommunications	3,397	5,466	5,500	4,627	5,000	5,000	5,000
013-130-600401	Janitorial Services	239	963	650	1,380	0	0	0
013-130-600450	Garbage Service	274	224	400	373	400	400	400
013-130-600500	IT Services	5,293	7,133	6,000	8,664	7,000	7,000	7,000
013-130-600550	Billing Company Costs	5,884	4,457	5,000	3,185	4,750	4,750	4,750
013-130-600600	Travel and Training	1,067	964	1,500	1,194	1,350	1,350	1,350
013-130-600800	Attorney Fees	1,201	2,366	3,000	3,365	3,500	3,500	3,500
013-130-600850	Audit	5,062	5,248	5,500	6,427	6,500	6,500	6,500
013-130-601700	Insurance	7,286	9,531	10,000	11,751	12,000	12,000	12,000
013-130-603300	Chemicals	27,124	32,486	30,000	29,317	30,000	30,000	30,000
013-130-604800	Testing	5,939	5,595	5,000	3,952	4,750	4,750	4,750
013-130-607000	Utility Locates	330	600	1,500	840	1,200	1,200	1,200
013-130-608000	Maintenance	33,547	75,590	60,000	81,122	60,000	60,000	60,000
013-130-608001	Office Supplies	1,490	3,268	2,000	2,331	1,900	1,900	1,900
013-130-608020	Sewer Lateral Repairs	5,334	0					
013-130-608040	Line Maintenance	10,295	0					
013-130-608050	Vehicle Fuel	2,911	2,041	3,750	1,000	3,375	3,375	3,375
013-130-608100	Miscellaneous	368	208					
013-130-608150	Rock/Gravel	3,195	1,054	5,000	2,500	4,000	4,000	4,000
013-130-608200	Vehicle Maintenance	1,314	1,331	2,000	734	1,900	1,900	1,900
013-130-608250	Permits		0	1,000	1,400	900	900	900
013-130-608300	Engineering Services	6,770	4,180	7,500	11,638	7,500	7,500	7,500
013-130-608600	Professional Services	995	278	15,000	3,603	15,000	15,000	15,000
Total Material and Services		\$148,642	\$192,289	\$195,300	\$204,543	\$197,025	\$197,025	\$197,025
						0.88%	0.88%	0.88%
Capital Outlay								
013-130-620500	New Equipment		0					
013-130-620550	Bar Screen Cover			5,000				
013-130-620505	Howe St. Pump Repl.					8,600	8,600	8,600
013-130-620510	Pump Station Maint. Agm					7,225	7,225	7,225
Total Capital Outlay		\$0	\$0	\$5,000	\$0	\$15,825	\$15,825	\$15,825

Sewer Fund Requirements

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
	Transfers	2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
013-130-630300	Gen. Fund - Shared Exp.			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
013-130-630425	CIF - City Hall Reserve		25,000	50,000	50,000	50,000	50,000	50,000
013-130-630435	System Development Fund			6,400	6,400			
013-130-630450	VERF - PW Vehicle	5,000	5,000					
013-130-630500	Resv. Fund - Swr Reserve							
013-130-630520	VERF - Zero Turn Mower					5,380	5,380	5,380
013-130-630535	CIF - PW Building	10,000						
013-130-630600	Debt Service Fund		110,320	115,500	115,500	120,107	120,107	120,107
	Total Transfers	\$70,000	\$240,320	\$234,790	\$234,790	\$238,377	\$238,377	\$238,377
	Debt Service							
	Total Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Contingency/Unappropriated							
013-130-640000	Operating Contingency			263,902	0	213,427	213,427	213,427
013-130-800000	Unapprop. Fund Balance							
	Total Cont./Unapprop.	\$0	\$0	\$263,902	\$0	\$213,427	\$213,427	\$213,427

Sewer Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance	322,494	418,160	347,953	355,469	286,610	286,610	286,610
Revenues	502,571	520,636	509,000	533,200	559,655	559,655	559,655
Transfers	0	0	0	0	0	0	0
Total Resources	\$825,065	\$938,796	\$856,953	\$888,669	\$846,265	\$846,265	\$846,265
Requirements							
Personal Services	188,263	150,718	157,961	162,726	181,611	181,611	181,611
Material and Services	148,642	192,289	195,300	204,543	197,025	197,025	197,025
Capital Outlay			5,000		15,825	15,825	15,825
Transfers	70,000	240,320	234,790	234,790	238,377	238,377	238,377
Debt Service			0		0	0	0
Cont./Unapprop.			263,902		213,427	213,427	213,427
Total Requirements	\$406,905	\$583,327	\$856,953	\$602,059	\$846,265	\$846,265	\$846,265
Over/Under (+/-)	418,160	355,469	0	286,610	0	0	0
Ending Fund Balance	\$418,160	\$355,469	\$0	\$286,610	\$0	\$0	\$0



**Fiscal Year 2015-16
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 FY16 Budget includes a CPI increase of 1.63% that will go into effect on July 1, 2015. The City is estimating 7 new homes will be constructed during in this budget cycle.

System Development Fund - Resources

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Water SDC							
Beginning Fund Balance	190,629	154,094	195,536	216,107	312,625	312,625	312,625
Total Revenue	47,468	49,546	49,546	96,518	46,734	46,734	46,734
Total Water	238,097	245,082	245,082	312,625	359,359	359,359	359,359
Sewer SDC							
Beginning Fund Balance	297,532	236,465	244,530	263,485	371,456	371,456	371,456
Total Revenue	38,933	46,294	46,294	107,971	38,925	38,925	38,925
Total Sewer	336,465	290,824	290,824	371,456	410,381	410,381	410,381
Transportation SDC							
Beginning Fund Balance	28,296	19,042	18,730	28,600	73,542	73,542	73,542
Total Revenue	19,246	29,558	19,740	44,942	14,656	14,656	14,656
Total Transportation	47,542	48,600	38,470	73,542	88,198	88,198	88,198
Parks SDC							
Beginning Fund Balance	215,373	225,589	172,095	177,196	191,937	191,937	191,937
Total Revenue	10,216	15,737	10,606	14,741	3,715	3,715	3,715
Total Parks	225,589	241,326	182,701	191,937	195,652	195,652	195,652
Stormwater SDC							
Beginning Fund Balance	78,713	89,407	101,150	106,565	128,686	128,686	128,686
Total Revenue	10,694	17,158	18,112	22,121	5,977	5,977	5,977
Total Stormwater	89,407	106,565	119,262	128,686	134,663	134,663	134,663
TOTAL SDC FUNDS							
Beginning Balances	810,543	724,597	732,041	791,953	1,078,246	1,078,246	1,078,246
Total Revenues	126,557	188,861	144,298	286,293	110,007	110,007	110,007
TOTAL SD RESOURCES AVAILABLE	\$937,100	\$913,458	\$876,339	\$1,078,246	\$1,188,253	\$1,188,253	\$1,188,253



System Development Fund - Requirements

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Water SDC							
Transfer Out - Reserve Fund	84,003						
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			220,082		300,000	300,000	300,000
Operating Contingency					34,359	34,359	34,359
Total Water	84,003	0	245,082	0	359,359	359,359	359,359
Sewer SDC							
Sewer Improvement Constr.							
Transfer: CIF Force Main		37,375					
Transfer: Reserve Fund	100,000						
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			265,824		350,000	350,000	350,000
Operating Contingency					35,381	35,381	35,381
Total Sewer	100,000	37,375	290,824	0	410,381	410,381	410,381
Transportation SDC							
Transfer: CIF-Monroe SCA		20,000					
Transfer: CIF-ODOT Flex Fun	28,500						
Material and Services			5,000		10,000	10,000	10,000
Capital Outlay			33,470		78,198	78,198	78,198
Operating Contingency							
Total Transportation	28,500	20,000	38,470	0	88,198	88,198	88,198
Parks SDC							
Transfer: CIF-Hawn Cr Pk: PI		64,130					
Transfer: CIF-Lg. Day-Use							
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			157,701		170,652	170,652	170,652
Operating Contingency							
Total Parks	0	64,130	182,701	0	195,652	195,652	195,652
Stormwater SDC							
Material and Services			25,000		25,000	25,000	25,000
Capital Outlay			94,262		109,663	109,663	109,663
Operating Contingency							
Total Stormwater	0	0	119,262	0	134,663	134,663	134,663
TOTAL SD REQUIREMENTS	\$212,503	\$121,505	\$876,339	\$0	\$1,188,253	\$1,188,253	\$1,188,253

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.

System Development Fund - Revenues

Resources		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Water SDC								
020-000-400100	Beginning Fund Balance	190,629	154,094	195,536	216,107	312,625	312,625	312,625
020-000-400400	Interest	787	642	900	1,402	1,612	1,612	1,612
020-000-400410	Reimbursement	31,204	41,022	27,834	72,244	31,318	31,318	31,318
020-000-400425	Compliance	1,965	2,587	1,758	2,964	896	896	896
020-000-400800	SDC Recpts/Improv'mts	13,512	17,762	12,054	12,908	12,908	12,908	12,908
020-000-400100	Transfers	0	0	7,000	7,000	0	0	0
	Total Resources	238,097	216,107	245,082	312,625	359,359	359,359	359,359
Sewer SDC								
020-000-400100	Beginning Fund Balance	297,532	236,465	244,530	263,485	371,456	371,456	371,456
020-000-403801	Total Revenues	38,933	64,395	39,894	101,571	38,925	38,925	38,925
020-000-403802	Transfers	0	0	6,400	6,400	0	0	0
	Total Resources	336,465	300,860	290,824	371,456	410,381	410,381	410,381
Transportation SDC								
020-000-400100	Beginning Fund Balance	28,296	19,042	18,730	28,600	73,542	73,542	73,542
020-000-403805	Total Revenues	19,246	29,558	19,740	44,942	14,656	14,656	14,656
	Total Resources	47,542	48,600	38,470	73,542	88,198	88,198	88,198
Parks SDC								
020-000-400100	Beginning Fund Balance	215,373	225,589	172,095	177,196	191,937	191,937	191,937
020-000-403810	Total Revenues	10,216	15,737	10,606	14,741	3,715	3,715	3,715
	Total Resources	225,589	241,326	182,701	191,937	195,652	195,652	195,652
Stormwater SDC								
020-000-400100	Beginning Fund Balance	78,713	89,407	101,150	106,565	128,686	128,686	128,686
020-000-403815	Total Revenues	10,694	17,158	11,282	15,291	5,977	5,977	5,977
020-000-403820	Transfers	0	0	6,830	6,830	0	0	0
	Total Resources	89,407	106,565	119,262	128,686	134,663	134,663	134,663
Total SD Resources								
	Water	238,097	216,107	245,082	312,625	359,359	359,359	359,359
	Sewer	336,465	300,860	290,824	371,456	410,381	410,381	410,381
	Transportation	47,542	48,600	38,470	73,542	88,198	88,198	88,198
	Parks	225,589	241,326	182,701	191,937	195,652	195,652	195,652
	Stormwater	89,407	106,565	119,262	128,686	134,663	134,663	134,663
	Grand Total	\$937,100	\$913,458	\$876,339	\$1,078,246	\$1,188,253	\$1,188,253	\$1,188,253

System Development Fund - Requirements

Requirements		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
Water SDC								
020-200-600905	Improvement	0	0	8,333	0	8,333	8,333	8,333
020-200-600910	Reimbursement		0	8,333	0	8,333	8,333	8,333
020-200-600925	Compliance		0	8,334	0	8,334	8,334	8,334
020-200-630100	Capital Outlay	0	0	220,082	0	300,000	300,000	300,000
020-200-620300	Transfers	84,003	0	0	0	0	0	0
020-200-650000	Contingency	0	0	0	0	34,359	34,359	34,359
	Sub-Total	84,003	0	245,082	0	359,359	359,359	359,359
Sewer SDC								
020-200-608000	Material and Services	0	0	25,000	0	25,000	25,000	25,000
020-200-630200	Capital Outlay	0	0	265,824	0	350,000	350,000	350,000
020-200-620400	Transfers	100,000	37,375	0	0	0	0	0
020-200-650100	Contingency	0	0	0	0	35,381	35,381	35,381
	Sub-Total	100,000	37,375	290,824	0	410,381	410,381	410,381
Transportation SDC								
020-200-608100	Material and Services	0	0	5,000	0	10,000	10,000	10,000
020-200-630300	Capital Outlay	0	0	33,470	0	78,198	78,198	78,198
020-200-620500	Transfers	28,500	20,000	0	0	0	0	0
020-200-650200	Contingency	0	0	0	0	0	0	0
	Sub-Total	28,500	20,000	38,470	0	88,198	88,198	88,198
Parks SDC								
020-200-608200	Material and Services	0	0	25,000	0	25,000	25,000	25,000
020-200-630400	Capital Outlay	0	0	157,701	0	170,652	170,652	170,652
020-200-620600	Transfers	0	64,130	0	0	0	0	0
020-200-650300	Contingency	0	0	0	0	0	0	0
	Sub-Total	0	64,130	182,701	0	195,652	195,652	195,652
Stormwater SDC								
020-200-608300	Material and Services	0	0	25,000	0	25,000	25,000	25,000
020-200-630500	Capital Outlay	0	0	94,262	0	109,663	109,663	109,663
020-200-620700	Transfers							
020-200-650400	Contingency	0	0	0	0	0	0	0
	Sub-Total	0	0	119,262	0	134,663	134,663	134,663
Total SD Requirements								
	Water	84,003	0	245,082	0	359,359	359,359	359,359
	Sewer	100,000	37,375	290,824	0	410,381	410,381	410,381
	Transportation	28,500	20,000	38,470	0	88,198	88,198	88,198
	Parks	0	64,130	182,701	0	195,652	195,652	195,652
	Stormwater	0	0	119,262	0	134,663	134,663	134,663
	Grand Total	\$212,503	\$121,505	\$876,339	\$0	\$1,188,253	\$1,188,253	\$1,188,253



Fiscal Year 2015-16
Annual Budget
Capital Improvement Fund

Capital Improvement Fund Revenue

		Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Resources								
017-000-400100	Beginning Fund Balance	205	41,569	1,099,743	1,127,035	919,056	919,056	919,056
Revenues								
017-000-400400	Interest	1,383	1,649	0	2,370	1,500	1,500	1,500
017-000-406001	Intergovernmental	0	5,395	50,000	0	0	0	0
017-000-407000	Grants	50,936	0	164,810	46,587	625,000	625,000	625,000
017-000-630350	Loans	42,864	295,460	141,930	0	3,775,000	3,775,000	3,775,000
017-000-420700	Miscellaneous	0	20,000	147,000	2,680	100,000	100,000	100,000
Total Revenues		95,183	322,504	503,740	51,637	4,501,500	4,501,500	4,501,500
Transfer In		425,546	1,290,866	400,000	350,000	400,000	400,000	400,000
Total Resources		520,934	1,654,939	2,003,483	1,528,672	5,820,556	5,820,556	5,820,556

Capital Improvement Fund Requirements

017-171-630500	Facilities/Spec. Projects	264,472	93,319	335,500	53,526	275,000	275,000	275,000
017-172-630500	Parks Projects	5,407	27,642	347,226	60,000	1,260,000	1,260,000	1,260,000
017-173-630500	Transportation Projects	26,394	1,476	280,630	25,000	25,000	25,000	25,000
017-174-630500	Water Projects	65,557	129,424	435,563	210,444	3,850,556	3,850,556	3,850,556
017-175-630500	Sewer Projects	117,535	260,233	389,072	260,131	310,000	310,000	310,000
017-176-630500	Storm Projects	0	15,810	72,000	0	100,000	100,000	100,000
Total Requirements		479,365	527,904	1,859,991	609,101	5,820,556	5,820,556	5,820,556

Contingency/Unappropriated

Operating Contingency
Unapprop. Fund Balance

Total Cont./Unapprop.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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Capital Improvement Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance	\$205	\$41,569	\$1,099,743	\$1,127,035	\$919,056	\$919,056	\$919,056
Revenues	\$95,183	\$322,504	\$503,740	\$51,637	\$4,501,500	\$4,501,500	\$4,501,500
Transfers	\$425,546	\$1,290,866	\$400,000	\$350,000	\$400,000	\$400,000	\$400,000
Total Resources	\$520,934	\$1,654,939	\$2,003,483	\$1,528,672	\$5,820,556	\$5,820,556	\$5,820,556
Requirements							
Personal Services							
Material and Services							
Capital Outlay	\$479,365	\$527,904	\$1,859,991	\$609,101	\$5,820,556	\$5,820,556	\$5,820,556
Transfers							
Debt Service							
Cont./Unapprop.							
Total Requirements	\$479,365	\$527,904	\$1,859,991	\$609,101	\$5,820,556	\$5,820,556	\$5,820,556
Over/Under (+/-)	\$41,569	\$1,127,035	\$143,492	\$919,571	\$0	\$0	\$0
Ending Fund Balance	\$41,569	\$1,127,035	\$143,492	\$919,571	\$0	\$0	\$0



**Fiscal Year 2015-16
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

- \$29,584 transferred from the General Fund to pay principal and interest on the Sterling Bank Loan and the Wells Fargo Loan.
- \$197,130 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.
- \$86,742 transferred from the Sewer Fund to pay principal and interest on the OBDD loan for sewer improvement.

Fund Resources and Requirements

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Resources							
Beginning Fund Balance	0		0	0	0	0	0
Revenues							
Transfer: General Fund		29,585	29,585	29,585	29,584	29,584	29,584
Transfer: Water Fund	79,698	164,540	168,040	168,040	197,130	197,130	197,130
Transfer: Sewer Fund		110,320	115,500	115,500	86,742	86,742	86,742
Total Resources Available		\$304,445	\$313,125	\$313,125	\$313,456	\$313,456	\$313,456

Expenditure Highlights – FY16

	Principal	Interest	Bond Fee	Total
Sterling Bank Loan #208002133-901 Mortgage (Monroe Street Property)	5,198	6,868		12,066
Wells Fargo Loan – Tax Exempt Long-Term Limited Obligation Note – Series 2005 (Main Street Property)	13,628	3,890		17,518
Water Revenue Bonds Series 2007 – US Bank	45,000	31,623		76,623
Safe Drinking Water Revolving Loan #S99099 - OBDD	73,976	12,766		86,742
Oregon Business Development Department #Y09002	49,993	70,114		120,107
Bond Fees			400	400
Total	\$187,795	\$125,261	\$400	\$313,456

Debt Service Fund Revenue

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
026-000-400100	Beginning Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenues								
026-000-403700	Transfer: General Fund		29,585	29,585	29,585	29,584	29,584	29,584
026-000-403800	Transfer: Water Fund	79,698	164,540	168,040	168,040	197,130	197,130	197,130
026-000-403900	Transfer: Sewer Fund		110,320	115,500	115,500	86,742	86,742	86,742
Total Transfers		\$79,698	\$304,445	\$313,125	\$313,125	\$313,456	\$313,456	\$313,456
Total Resources		\$79,698	\$304,445	\$313,125	\$313,125	\$313,456	\$313,456	\$313,456

Debt Service Fund Requirements

Debt Service								
026-260-620510	Wells Fargo - Principal		11,722	12,326	12,326	13,628	13,628	13,628
026-260-620520	Wells Fargo Loan - Interest		5,796	5,192	5,192	3,890	3,890	3,890
026-260-620530	Umpqua Bank - Principal		4,426	4,657	4,657	5,198	5,198	5,198
026-260-620540	Umpqua Bank - Interest		7,640	7,410	7,410	6,868	6,868	6,868
026-260-620500	Wtr Bnd Sries 2007 (Prin.)	40,000	40,000	45,000	45,000	45,000	45,000	45,000
026-260-620550	Wtr Bnd Sries 2007 (Int.)	39,698	37,798	35,898	35,898	31,623	31,623	31,623
026-260-620600	OBDD SWRL S99099 (Prin)		71,800	72,518	72,518	73,976	73,976	73,976
026-260-620610	OBDD SWRL S99099 (Int.)		14,943	14,224	14,224	12,766	12,766	12,766
026-260-620660	Bond Fees			400	400	400	400	400
026-260-620700	OBDD Y09002-Swr. (Prin.)					49,993	49,993	49,993
026-260-620710	OBDD Y09002-Swr. (Int.)		110,320	115,500	115,500	70,114	70,114	70,114
Total Debt Service		\$79,698	\$304,445	\$313,125	\$313,125	\$313,456	\$313,456	\$313,456

Contingency/Unappropriated

Operating Contingency								
Unapprop. Fund Balance								
Total Cont./Unapprop.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Debt Service Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance							
Revenues							
Transfers	79,698	304,445	313,125	313,125	313,456	313,456	313,456
Total Resources	\$79,698	\$304,445	\$313,125	\$313,125	\$313,456	\$313,456	\$313,456
Requirements							
Personal Services							
Material and Services							
Capital Outlay							
Transfers							
Debt Service	79,698	304,445	313,125	313,125	313,456	313,456	313,456
Cont./Unapprop.							
Total Requirements	\$79,698	\$304,445	\$313,125	\$313,125	\$313,456	\$313,456	\$313,456
Over/Under (+/-)				0	0	0	0
Ending Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0



**Fiscal Year 2015-16
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 transfers totaling \$18,000 prorated from the General, Street, Water and Sewer Funds for the purchase of zero turn mower for Public Works.

Fund Resources and Requirements

	Actual FY13	Actual FY14	Adopted FY15	Estimate FY15	Proposed FY16	Approved FY16	Adopted FY16
Resources							
Beginning Fund Balance	539,406	740,584	69,223	64,355	21,480	21,480	21,480
Total Revenues	538,224	27,044	2,000	2,000	18,000	18,000	18,000
Total Resources Available	1,077,630	767,628	71,223	66,355	39,480	39,480	39,480
Requirements							
Capital Outlay	0	18,912	20,000	20,000	18,000	18,000	18,000
Transfers	337,046	684,361	0		0	0	0
Contingency	0	0	51,223		21,480	21,480	21,480
Total Requirements	337,046	703,273	71,223		39,480	39,480	39,480
Ending Fund Balance	\$740,584	\$64,355	\$0	\$46,355	\$0	\$0	\$0

Expenditure Highlights

- Public Works Zero Turn Mower (\$18,000) - The General, Street, Water and Sewer Funds will each contribute funds to purchase a new zero turn mower for use on City property.

Vehicle/Equipment Replacement Fund

		Actual	Actual	Adopted	Estimate	Proposed	Approved	Adopted
Resources		2012-13	2013-14	2014-15	2014-15	2015-16	2015-16	2015-16
027-000-400100	Beginning Fund Balance	\$539,406	\$740,584	\$69,223	\$64,355	\$21,480	\$21,480	\$21,480
Revenues								
027-000-400400	Interest	175	44					
027-000-420420	Equipment Reserve							
027-000-422422	Water Reserve							
027-000-423423	Sewer Reserve	55,000						
027-000-424424	Park Reserve							
027-000-425125	Bldg Reserve							
Revenues		55,175	44	0	0	0	0	0
027-000-401420	Transfer: GF	2,000	7,000	2,000	2,000	5,380	5,380	5,380
	Transfer: WF					5,380	5,380	5,380
027-000-401425	Transfer: GF/Pool House	20,000						
027-000-401440	Trans: GF to Bldg Res	30,000						
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	5,380	5,380
027-000-413423	Trans: Wtr to PW Bld Res							
027-000-413424	Trans: Swr to PW Bld Res							
027-000-421425	Transfer: Street Fund	5,000	10,000			1,860	1,860	1,860
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	2,000	18,000	18,000	18,000
Total Revenues		\$538,224	\$27,044	\$2,000	\$2,000	\$18,000	\$18,000	\$18,000
Total Resources		\$1,077,630	\$767,628	\$71,223	\$66,355	\$39,480	\$39,480	\$39,480

Vehicle/Equipment Replacement Fund Requirements

Capital Outlay								
027-127-620500	PW Bucket Truck		13,956					
027-127-620600	PW Replacement Veh.		4,956	20,000	20,492			
	John Deere Tractor				24,383			
	Mower - Zero Turn					18,000	18,000	18,000
Total Capital Outlay		\$0	\$18,912	\$20,000	\$44,875	\$18,000	\$18,000	\$18,000
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
Contingency/Unappropriated								
027-127-640000	Operating Contingency			51,223	0	21,480	21,480	21,480
Total Cont./Unapprop.		\$0	\$0	\$51,223	\$0	\$21,480	\$21,480	\$21,480

Vehicle/Equipment Replacement Fund Revenues and Requirements

Resources	Actual 2012-13	Actual 2013-14	Adopted 2014-15	Estimate 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Beginning Fund Balance	539,406	740,584	69,223	64,355	21,480	21,480	21,480
Revenues	55,175	44	0	0	0	0	0
Transfers	483,049	27,000	2,000	2,000	18,000	18,000	18,000
Total Resources	\$1,077,630	\$767,628	\$71,223	\$66,355	\$39,480	\$39,480	\$39,480

Requirements							
Personal Services							
Material and Services							
Capital Outlay		18,912	20,000	44,875	18,000	18,000	18,000
Transfers	337,046	684,361		0			
Res. for Future Expend.							
Debt Service							
Cont./Unapprop.			51,223	0	21,480	21,480	21,480
Total Requirements	\$337,046	\$703,273	\$71,223	\$44,875	\$39,480	\$39,480	\$39,480
Over/Under (+/-)	740,584	64,355	0	21,480	0	0	0
Ending Fund Balance	\$740,584	\$64,355	\$0	\$21,480	\$0	\$0	\$0



**Fiscal Year 2015-16
Annual Budget
Appendices**



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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 - FY2016**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
1	YEARLY	25,598.65	26,238.62	26,894.58	27,566.95	28,256.12	28,962.53	29,686.59	30,428.75	31,189.47	31,969.21	32,768.44
	MONTHLY	2,133.22	2,186.55	2,241.22	2,297.25	2,354.68	2,413.54	2,473.88	2,535.73	2,599.12	2,664.10	2,730.70
	BI-MONTHLY	1066.61	1093.28	1120.61	1148.62	1177.34	1206.77	1236.94	1267.86	1299.56	1332.05	1365.35
	HOURLY	12.3070	12.6147	12.9301	13.2533	13.5847	13.9243	14.2724	14.6292	14.9949	15.3698	15.7541
2	YEARLY	26,238.62	26,894.58	27,566.95	28,256.12	28,962.53	29,686.59	30,428.75	31,189.47	31,969.21	32,768.44	33,587.65
	MONTHLY	2,186.55	2,241.22	2,297.25	2,354.68	2,413.54	2,473.88	2,535.73	2,599.12	2,664.10	2,730.70	2,798.97
	BI-MONTHLY	1093.28	1120.61	1148.62	1177.34	1206.77	1236.94	1267.86	1299.56	1332.05	1365.35	1399.49
	HOURLY	12.6147	12.9301	13.2533	13.5847	13.9243	14.2724	14.6292	14.9949	15.3698	15.7541	16.1479
3	YEARLY	26,894.58	27,566.95	28,256.12	28,962.53	29,686.59	30,428.75	31,189.47	31,969.21	32,768.44	33,587.65	34,427.34
	MONTHLY	2,241.22	2,297.25	2,354.68	2,413.54	2,473.88	2,535.73	2,599.12	2,664.10	2,730.70	2,798.97	2,868.95
	BI-MONTHLY	1120.61	1148.62	1177.34	1206.77	1236.94	1267.86	1299.56	1332.05	1365.35	1399.49	1434.47
	HOURLY	12.9301	13.2533	13.5847	13.9243	14.2724	14.6292	14.9949	15.3698	15.7541	16.1479	16.5516
4	YEARLY	27,566.95	28,256.12	28,962.53	29,686.59	30,428.75	31,189.47	31,969.21	32,768.44	33,587.65	34,427.34	35,288.03
	MONTHLY	2,297.25	2,354.68	2,413.54	2,473.88	2,535.73	2,599.12	2,664.10	2,730.70	2,798.97	2,868.95	2,940.67
	BI-MONTHLY	1148.62	1177.34	1206.77	1236.94	1267.86	1299.56	1332.05	1365.35	1399.49	1434.47	1470.33
	HOURLY	13.2533	13.5847	13.9243	14.2724	14.6292	14.9949	15.3698	15.7541	16.1479	16.5516	16.9654
5	YEARLY	28,256.12	28,962.53	29,686.59	30,428.75	31,189.47	31,969.21	32,768.44	33,587.65	34,427.34	35,288.03	36,170.23
	MONTHLY	2,354.68	2,413.54	2,473.88	2,535.73	2,599.12	2,664.10	2,730.70	2,798.97	2,868.95	2,940.67	3,014.19
	BI-MONTHLY	1177.34	1206.77	1236.94	1267.86	1299.56	1332.05	1365.35	1399.49	1434.47	1470.33	1507.09
	HOURLY	13.5847	13.9243	14.2724	14.6292	14.9949	15.3698	15.7541	16.1479	16.5516	16.9654	17.3895
6	YEARLY	28,962.53	29,686.59	30,428.75	31,189.47	31,969.21	32,768.44	33,587.65	34,427.34	35,288.03	36,170.23	37,074.48
	MONTHLY	2,413.54	2,473.88	2,535.73	2,599.12	2,664.10	2,730.70	2,798.97	2,868.95	2,940.67	3,014.19	3,089.54
	BI-MONTHLY	1206.77	1236.94	1267.86	1299.56	1332.05	1365.35	1399.49	1434.47	1470.33	1507.09	1544.77
	HOURLY	13.9243	14.2724	14.6292	14.9949	15.3698	15.7541	16.1479	16.5516	16.9654	17.3895	17.8243
7 Parks Maintenance Worker	YEARLY	29,686.59	30,428.75	31,189.47	31,969.21	32,768.44	33,587.65	34,427.34	35,288.03	36,170.23	37,074.48	38,001.34
	MONTHLY	2,473.88	2,535.73	2,599.12	2,664.10	2,730.70	2,798.97	2,868.95	2,940.67	3,014.19	3,089.54	3,166.78
	BI-MONTHLY	1236.94	1267.86	1299.56	1332.05	1365.35	1399.49	1434.47	1470.33	1507.09	1544.77	1583.39
	HOURLY	14.2724	14.6292	14.9949	15.3698	15.7541	16.1479	16.5516	16.9654	17.3895	17.8243	18.2699
8	YEARLY	30,428.75	31,189.47	31,969.21	32,768.44	33,587.65	34,427.34	35,288.03	36,170.23	37,074.48	38,001.34	38,951.38
	MONTHLY	2,535.73	2,599.12	2,664.10	2,730.70	2,798.97	2,868.95	2,940.67	3,014.19	3,089.54	3,166.78	3,245.95
	BI-MONTHLY	1267.86	1299.56	1332.05	1365.35	1399.49	1434.47	1470.33	1507.09	1544.77	1583.39	1622.97
	HOURLY	14.6292	14.9949	15.3698	15.7541	16.1479	16.5516	16.9654	17.3895	17.8243	18.2699	18.7266
9	YEARLY	31,189.47	31,969.21	32,768.44	33,587.65	34,427.34	35,288.03	36,170.23	37,074.48	38,001.34	38,951.38	39,925.16
	MONTHLY	2,599.12	2,664.10	2,730.70	2,798.97	2,868.95	2,940.67	3,014.19	3,089.54	3,166.78	3,245.95	3,327.10
	BI-MONTHLY	1299.56	1332.05	1365.35	1399.49	1434.47	1470.33	1507.09	1544.77	1583.39	1622.97	1663.55
	HOURLY	14.9949	15.3698	15.7541	16.1479	16.5516	16.9654	17.3895	17.8243	18.2699	18.7266	19.1948
10	YEARLY	31,969.21	32,768.44	33,587.65	34,427.34	35,288.03	36,170.23	37,074.48	38,001.34	38,951.38	39,925.16	40,923.29
	MONTHLY	2,664.10	2,730.70	2,798.97	2,868.95	2,940.67	3,014.19	3,089.54	3,166.78	3,245.95	3,327.10	3,410.27
	BI-MONTHLY	1332.05	1365.35	1399.49	1434.47	1470.33	1507.09	1544.77	1583.39	1622.97	1663.55	1705.14
	HOURLY	15.3698	15.7541	16.1479	16.5516	16.9654	17.3895	17.8243	18.2699	18.7266	19.1948	19.6747
11 Accounts Payable/Planning Clerk	YEARLY	32,768.44	33,587.65	34,427.34	35,288.03	36,170.23	37,074.48	38,001.34	38,951.38	39,925.16	40,923.29	41,946.37
	MONTHLY	2,730.70	2,798.97	2,868.95	2,940.67	3,014.19	3,089.54	3,166.78	3,245.95	3,327.10	3,410.27	3,495.53
	BI-MONTHLY	1365.35	1399.49	1434.47	1470.33	1507.09	1544.77	1583.39	1622.97	1663.55	1705.14	1747.77
	HOURLY	15.7541	16.1479	16.5516	16.9654	17.3895	17.8243	18.2699	18.7266	19.1948	19.6747	20.1665

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 - FY2016**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
12	YEARLY	33,587.65	34,427.34	35,288.03	36,170.23	37,074.48	38,001.34	38,951.38	39,925.16	40,923.29	41,946.37	42,995.03
	MONTHLY	2,798.97	2,868.95	2,940.67	3,014.19	3,089.54	3,166.78	3,245.95	3,327.10	3,410.27	3,495.53	3,582.92
	BI-MONTHLY	1399.49	1434.47	1470.33	1507.09	1544.77	1583.39	1622.97	1663.55	1705.14	1747.77	1791.46
	HOURLY	16.1479	16.5516	16.9654	17.3895	17.8243	18.2699	18.7266	19.1948	19.6747	20.1665	20.6707
13	YEARLY	34,427.34	35,288.03	36,170.23	37,074.48	38,001.34	38,951.38	39,925.16	40,923.29	41,946.37	42,995.03	44,069.91
	MONTHLY	2,868.95	2,940.67	3,014.19	3,089.54	3,166.78	3,245.95	3,327.10	3,410.27	3,495.53	3,582.92	3,672.49
	BI-MONTHLY	1434.47	1470.33	1507.09	1544.77	1583.39	1622.97	1663.55	1705.14	1747.77	1791.46	1836.25
	HOURLY	16.5516	16.9654	17.3895	17.8243	18.2699	18.7266	19.1948	19.6747	20.1665	20.6707	21.1875
14 Court/Utility Billing Clerk	YEARLY	35,288.03	36,170.23	37,074.48	38,001.34	38,951.38	39,925.16	40,923.29	41,946.37	42,995.03	44,069.91	45,171.66
	MONTHLY	2,940.67	3,014.19	3,089.54	3,166.78	3,245.95	3,327.10	3,410.27	3,495.53	3,582.92	3,672.49	3,764.30
	BI-MONTHLY	1470.33	1507.09	1544.77	1583.39	1622.97	1663.55	1705.14	1747.77	1791.46	1836.25	1882.15
	HOURLY	16.9654	17.3895	17.8243	18.2699	18.7266	19.1948	19.6747	20.1665	20.6707	21.1875	21.7171
15 Technician Parks Maintenance/Utility	YEARLY	36,170.23	37,074.48	38,001.34	38,951.38	39,925.16	40,923.29	41,946.37	42,995.03	44,069.91	45,171.66	46,300.95
	MONTHLY	3,014.19	3,089.54	3,166.78	3,245.95	3,327.10	3,410.27	3,495.53	3,582.92	3,672.49	3,764.30	3,858.41
	BI-MONTHLY	1507.09	1544.77	1583.39	1622.97	1663.55	1705.14	1747.77	1791.46	1836.25	1882.15	1929.21
	HOURLY	17.3895	17.8243	18.2699	18.7266	19.1948	19.6747	20.1665	20.6707	21.1875	21.7171	22.2601
16	YEARLY	37,074.48	38,001.34	38,951.38	39,925.16	40,923.29	41,946.37	42,995.03	44,069.91	45,171.66	46,300.95	47,458.47
	MONTHLY	3,089.54	3,166.78	3,245.95	3,327.10	3,410.27	3,495.53	3,582.92	3,672.49	3,764.30	3,858.41	3,954.87
	BI-MONTHLY	1544.77	1583.39	1622.97	1663.55	1705.14	1747.77	1791.46	1836.25	1882.15	1929.21	1977.44
	HOURLY	17.8243	18.2699	18.7266	19.1948	19.6747	20.1665	20.6707	21.1875	21.7171	22.2601	22.8166
17 City Recorder	YEARLY	38,001.34	38,951.38	39,925.16	40,923.29	41,946.37	42,995.03	44,069.91	45,171.66	46,300.95	47,458.47	48,644.93
	MONTHLY	3,166.78	3,245.95	3,327.10	3,410.27	3,495.53	3,582.92	3,672.49	3,764.30	3,858.41	3,954.87	4,053.74
	BI-MONTHLY	1583.39	1622.97	1663.55	1705.14	1747.77	1791.46	1836.25	1882.15	1929.21	1977.44	2026.87
	HOURLY	18.2699	18.7266	19.1948	19.6747	20.1665	20.6707	21.1875	21.7171	22.2601	22.8166	23.3870
18	YEARLY	38,951.38	39,925.16	40,923.29	41,946.37	42,995.03	44,069.91	45,171.66	46,300.95	47,458.47	48,644.93	49,861.06
	MONTHLY	3,245.95	3,327.10	3,410.27	3,495.53	3,582.92	3,672.49	3,764.30	3,858.41	3,954.87	4,053.74	4,155.09
	BI-MONTHLY	1622.97	1663.55	1705.14	1747.77	1791.46	1836.25	1882.15	1929.21	1977.44	2026.87	2077.54
	HOURLY	18.7266	19.1948	19.6747	20.1665	20.6707	21.1875	21.7171	22.2601	22.8166	23.3870	23.9717
19	YEARLY	39,925.16	40,923.29	41,946.37	42,995.03	44,069.91	45,171.66	46,300.95	47,458.47	48,644.93	49,861.06	51,107.58
	MONTHLY	3,327.10	3,410.27	3,495.53	3,582.92	3,672.49	3,764.30	3,858.41	3,954.87	4,053.74	4,155.09	4,258.97
	BI-MONTHLY	1663.55	1705.14	1747.77	1791.46	1836.25	1882.15	1929.21	1977.44	2026.87	2077.54	2129.48
	HOURLY	19.1948	19.6747	20.1665	20.6707	21.1875	21.7171	22.2601	22.8166	23.3870	23.9717	24.5710
20	YEARLY	40,923.29	41,946.37	42,995.03	44,069.91	45,171.66	46,300.95	47,458.47	48,644.93	49,861.06	51,107.58	52,385.27
	MONTHLY	3,410.27	3,495.53	3,582.92	3,672.49	3,764.30	3,858.41	3,954.87	4,053.74	4,155.09	4,258.97	4,365.44
	BI-MONTHLY	1705.14	1747.77	1791.46	1836.25	1882.15	1929.21	1977.44	2026.87	2077.54	2129.48	2182.72
	HOURLY	19.6747	20.1665	20.6707	21.1875	21.7171	22.2601	22.8166	23.3870	23.9717	24.5710	25.1852
21 Water/Waste Water	YEARLY	41,946.37	42,995.03	44,069.91	45,171.66	46,300.95	47,458.47	48,644.93	49,861.06	51,107.58	52,385.27	53,694.90
	MONTHLY	3,495.53	3,582.92	3,672.49	3,764.30	3,858.41	3,954.87	4,053.74	4,155.09	4,258.97	4,365.44	4,474.58
	BI-MONTHLY	1747.77	1791.46	1836.25	1882.15	1929.21	1977.44	2026.87	2077.54	2129.48	2182.72	2237.29
	HOURLY	20.1665	20.6707	21.1875	21.7171	22.2601	22.8166	23.3870	23.9717	24.5710	25.1852	25.8149
22	YEARLY	42,995.03	44,069.91	45,171.66	46,300.95	47,458.47	48,644.93	49,861.06	51,107.58	52,385.27	53,694.90	55,037.28
	MONTHLY	3,582.92	3,672.49	3,764.30	3,858.41	3,954.87	4,053.74	4,155.09	4,258.97	4,365.44	4,474.58	4,586.44
	BI-MONTHLY	1791.46	1836.25	1882.15	1929.21	1977.44	2026.87	2077.54	2129.48	2182.72	2237.29	2293.22
	HOURLY	20.6707	21.1875	21.7171	22.2601	22.8166	23.3870	23.9717	24.5710	25.1852	25.8149	26.4602

**City of Carlton
Compensation Schedule - FY2016**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
23	YEARLY	44,069.91	45,171.66	46,300.95	47,458.47	48,644.93	49,861.06	51,107.58	52,385.27	53,694.90	55,037.28	56,413.21
	MONTHLY	3,672.49	3,764.30	3,858.41	3,954.87	4,053.74	4,155.09	4,258.97	4,365.44	4,474.58	4,586.44	4,701.10
	BI-MONTHLY	1836.25	1882.15	1929.21	1977.44	2026.87	2077.54	2129.48	2182.72	2237.29	2293.22	2350.55
	HOURLY	21.1875	21.7171	22.2601	22.8166	23.3870	23.9717	24.5710	25.1852	25.8149	26.4602	27.1217
24	YEARLY	45,171.66	46,300.95	47,458.47	48,644.93	49,861.06	51,107.58	52,385.27	53,694.90	55,037.28	56,413.21	57,823.54
	MONTHLY	3,764.30	3,858.41	3,954.87	4,053.74	4,155.09	4,258.97	4,365.44	4,474.58	4,586.44	4,701.10	4,818.63
	BI-MONTHLY	1882.15	1929.21	1977.44	2026.87	2077.54	2129.48	2182.72	2237.29	2293.22	2350.55	2409.31
	HOURLY	21.7171	22.2601	22.8166	23.3870	23.9717	24.5710	25.1852	25.8149	26.4602	27.1217	27.7998
25 Police Officer	YEARLY	46,300.95	47,458.47	48,644.93	49,861.06	51,107.58	52,385.27	53,694.90	55,037.28	56,413.21	57,823.54	59,269.13
	MONTHLY	3,858.41	3,954.87	4,053.74	4,155.09	4,258.97	4,365.44	4,474.58	4,586.44	4,701.10	4,818.63	4,939.09
	BI-MONTHLY	1929.21	1977.44	2026.87	2077.54	2129.48	2182.72	2237.29	2293.22	2350.55	2409.31	2469.55
	HOURLY	22.2601	22.8166	23.3870	23.9717	24.5710	25.1852	25.8149	26.4602	27.1217	27.7998	28.4948
26	YEARLY	47,458.47	48,644.93	49,861.06	51,107.58	52,385.27	53,694.90	55,037.28	56,413.21	57,823.54	59,269.13	60,750.86
	MONTHLY	3,954.87	4,053.74	4,155.09	4,258.97	4,365.44	4,474.58	4,586.44	4,701.10	4,818.63	4,939.09	5,062.57
	BI-MONTHLY	1977.44	2026.87	2077.54	2129.48	2182.72	2237.29	2293.22	2350.55	2409.31	2469.55	2531.29
	HOURLY	22.8166	23.3870	23.9717	24.5710	25.1852	25.8149	26.4602	27.1217	27.7998	28.4948	29.2071
27	YEARLY	48,644.93	49,861.06	51,107.58	52,385.27	53,694.90	55,037.28	56,413.21	57,823.54	59,269.13	60,750.86	62,269.63
	MONTHLY	4,053.74	4,155.09	4,258.97	4,365.44	4,474.58	4,586.44	4,701.10	4,818.63	4,939.09	5,062.57	5,189.14
	BI-MONTHLY	2026.87	2077.54	2129.48	2182.72	2237.29	2293.22	2350.55	2409.31	2469.55	2531.29	2594.57
	HOURLY	23.3870	23.9717	24.5710	25.1852	25.8149	26.4602	27.1217	27.7998	28.4948	29.2071	29.9373
28 Finance Director	YEARLY	49,861.06	51,107.58	52,385.27	53,694.90	55,037.28	56,413.21	57,823.54	59,269.13	60,750.86	62,269.63	63,826.37
	MONTHLY	4,155.09	4,258.97	4,365.44	4,474.58	4,586.44	4,701.10	4,818.63	4,939.09	5,062.57	5,189.14	5,318.86
	BI-MONTHLY	2077.54	2129.48	2182.72	2237.29	2293.22	2350.55	2409.31	2469.55	2531.29	2594.57	2659.43
	HOURLY	23.9717	24.5710	25.1852	25.8149	26.4602	27.1217	27.7998	28.4948	29.2071	29.9373	30.6858
29	YEARLY	51,107.58	52,385.27	53,694.90	55,037.28	56,413.21	57,823.54	59,269.13	60,750.86	62,269.63	63,826.37	65,422.03
	MONTHLY	4,258.97	4,365.44	4,474.58	4,586.44	4,701.10	4,818.63	4,939.09	5,062.57	5,189.14	5,318.86	5,451.84
	BI-MONTHLY	2129.48	2182.72	2237.29	2293.22	2350.55	2409.31	2469.55	2531.29	2594.57	2659.43	2725.92
	HOURLY	24.5710	25.1852	25.8149	26.4602	27.1217	27.7998	28.4948	29.2071	29.9373	30.6858	31.4529
30	YEARLY	52,385.27	53,694.90	55,037.28	56,413.21	57,823.54	59,269.13	60,750.86	62,269.63	63,826.37	65,422.03	67,057.58
	MONTHLY	4,365.44	4,474.58	4,586.44	4,701.10	4,818.63	4,939.09	5,062.57	5,189.14	5,318.86	5,451.84	5,588.13
	BI-MONTHLY	2182.72	2237.29	2293.22	2350.55	2409.31	2469.55	2531.29	2594.57	2659.43	2725.92	2794.07
	HOURLY	25.1852	25.8149	26.4602	27.1217	27.7998	28.4948	29.2071	29.9373	30.6858	31.4529	32.2392
31	YEARLY	53,694.90	55,037.28	56,413.21	57,823.54	59,269.13	60,750.86	62,269.63	63,826.37	65,422.03	67,057.58	68,734.02
	MONTHLY	4,474.58	4,586.44	4,701.10	4,818.63	4,939.09	5,062.57	5,189.14	5,318.86	5,451.84	5,588.13	5,727.83
	BI-MONTHLY	2237.29	2293.22	2350.55	2409.31	2469.55	2531.29	2594.57	2659.43	2725.92	2794.07	2863.92
	HOURLY	25.8149	26.4602	27.1217	27.7998	28.4948	29.2071	29.9373	30.6858	31.4529	32.2392	33.0452
32	YEARLY	55,037.28	56,413.21	57,823.54	59,269.13	60,750.86	62,269.63	63,826.37	65,422.03	67,057.58	68,734.02	70,452.37
	MONTHLY	4,586.44	4,701.10	4,818.63	4,939.09	5,062.57	5,189.14	5,318.86	5,451.84	5,588.13	5,727.83	5,871.03
	BI-MONTHLY	2293.22	2350.55	2409.31	2469.55	2531.29	2594.57	2659.43	2725.92	2794.07	2863.92	2935.52
	HOURLY	26.4602	27.1217	27.7998	28.4948	29.2071	29.9373	30.6858	31.4529	32.2392	33.0452	33.8713
33	YEARLY	56,413.21	57,823.54	59,269.13	60,750.86	62,269.63	63,826.37	65,422.03	67,057.58	68,734.02	70,452.37	72,213.68
	MONTHLY	4,701.10	4,818.63	4,939.09	5,062.57	5,189.14	5,318.86	5,451.84	5,588.13	5,727.83	5,871.03	6,017.81
	BI-MONTHLY	2350.55	2409.31	2469.55	2531.29	2594.57	2659.43	2725.92	2794.07	2863.92	2935.52	3008.90
	HOURLY	27.1217	27.7998	28.4948	29.2071	29.9373	30.6858	31.4529	32.2392	33.0452	33.8713	34.7181

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 - FY2016**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
34	YEARLY	57,823.54	59,269.13	60,750.86	62,269.63	63,826.37	65,422.03	67,057.58	68,734.02	70,452.37	72,213.68	74,019.02
	MONTHLY	4,818.63	4,939.09	5,062.57	5,189.14	5,318.86	5,451.84	5,588.13	5,727.83	5,871.03	6,017.81	6,168.25
	BI-MONTHLY	2409.31	2469.55	2531.29	2594.57	2659.43	2725.92	2794.07	2863.92	2935.52	3008.90	3084.13
	HOURLY	27.7998	28.4948	29.2071	29.9373	30.6858	31.4529	32.2392	33.0452	33.8713	34.7181	35.5861
35 PW Director	YEARLY	59,269.13	60,750.86	62,269.63	63,826.37	65,422.03	67,057.58	68,734.02	70,452.37	72,213.68	74,019.02	75,869.49
	MONTHLY	4,939.09	5,062.57	5,189.14	5,318.86	5,451.84	5,588.13	5,727.83	5,871.03	6,017.81	6,168.25	6,322.46
	BI-MONTHLY	2469.55	2531.29	2594.57	2659.43	2725.92	2794.07	2863.92	2935.52	3008.90	3084.13	3161.23
	HOURLY	28.4948	29.2071	29.9373	30.6858	31.4529	32.2392	33.0452	33.8713	34.7181	35.5861	36.4757
36	YEARLY	60,750.86	62,269.63	63,826.37	65,422.03	67,057.58	68,734.02	70,452.37	72,213.68	74,019.02	75,869.49	77,766.23
	MONTHLY	5,062.57	5,189.14	5,318.86	5,451.84	5,588.13	5,727.83	5,871.03	6,017.81	6,168.25	6,322.46	6,480.52
	BI-MONTHLY	2531.29	2594.57	2659.43	2725.92	2794.07	2863.92	2935.52	3008.90	3084.13	3161.23	3240.26
	HOURLY	29.2071	29.9373	30.6858	31.4529	32.2392	33.0452	33.8713	34.7181	35.5861	36.4757	37.3876
37	YEARLY	62,269.63	63,826.37	65,422.03	67,057.58	68,734.02	70,452.37	72,213.68	74,019.02	75,869.49	77,766.23	79,710.39
	MONTHLY	5,189.14	5,318.86	5,451.84	5,588.13	5,727.83	5,871.03	6,017.81	6,168.25	6,322.46	6,480.52	6,642.53
	BI-MONTHLY	2594.57	2659.43	2725.92	2794.07	2863.92	2935.52	3008.90	3084.13	3161.23	3240.26	3321.27
	HOURLY	29.9373	30.6858	31.4529	32.2392	33.0452	33.8713	34.7181	35.5861	36.4757	37.3876	38.3223
38	YEARLY	63,826.37	65,422.03	67,057.58	68,734.02	70,452.37	72,213.68	74,019.02	75,869.49	77,766.23	79,710.39	81,703.15
	MONTHLY	5,318.86	5,451.84	5,588.13	5,727.83	5,871.03	6,017.81	6,168.25	6,322.46	6,480.52	6,642.53	6,808.60
	BI-MONTHLY	2659.43	2725.92	2794.07	2863.92	2935.52	3008.90	3084.13	3161.23	3240.26	3321.27	3404.30
	HOURLY	30.6858	31.4529	32.2392	33.0452	33.8713	34.7181	35.5861	36.4757	37.3876	38.3223	39.2804
39	YEARLY	65,422.03	67,057.58	68,734.02	70,452.37	72,213.68	74,019.02	75,869.49	77,766.23	79,710.39	81,703.15	83,745.73
	MONTHLY	5,451.84	5,588.13	5,727.83	5,871.03	6,017.81	6,168.25	6,322.46	6,480.52	6,642.53	6,808.60	6,978.81
	BI-MONTHLY	2725.92	2794.07	2863.92	2935.52	3008.90	3084.13	3161.23	3240.26	3321.27	3404.30	3489.41
	HOURLY	31.4529	32.2392	33.0452	33.8713	34.7181	35.5861	36.4757	37.3876	38.3223	39.2804	40.2624
40	YEARLY	67,057.58	68,734.02	70,452.37	72,213.68	74,019.02	75,869.49	77,766.23	79,710.39	81,703.15	83,745.73	85,839.37
	MONTHLY	5,588.13	5,727.83	5,871.03	6,017.81	6,168.25	6,322.46	6,480.52	6,642.53	6,808.60	6,978.81	7,153.28
	BI-MONTHLY	2794.07	2863.92	2935.52	3008.90	3084.13	3161.23	3240.26	3321.27	3404.30	3489.41	3576.64
	HOURLY	32.2392	33.0452	33.8713	34.7181	35.5861	36.4757	37.3876	38.3223	39.2804	40.2624	41.2689
41	YEARLY	68,734.02	70,452.37	72,213.68	74,019.02	75,869.49	77,766.23	79,710.39	81,703.15	83,745.73	85,839.37	87,985.35
	MONTHLY	5,727.83	5,871.03	6,017.81	6,168.25	6,322.46	6,480.52	6,642.53	6,808.60	6,978.81	7,153.28	7,332.11
	BI-MONTHLY	2863.92	2935.52	3008.90	3084.13	3161.23	3240.26	3321.27	3404.30	3489.41	3576.64	3666.06
	HOURLY	33.0452	33.8713	34.7181	35.5861	36.4757	37.3876	38.3223	39.2804	40.2624	41.2689	42.3007
42 Police Chief	YEARLY	70,452.37	72,213.68	74,019.02	75,869.49	77,766.23	79,710.39	81,703.15	83,745.73	85,839.37	87,985.35	90,184.99
	MONTHLY	5,871.03	6,017.81	6,168.25	6,322.46	6,480.52	6,642.53	6,808.60	6,978.81	7,153.28	7,332.11	7,515.42
	BI-MONTHLY	2935.52	3008.90	3084.13	3161.23	3240.26	3321.27	3404.30	3489.41	3576.64	3666.06	3757.71
	HOURLY	33.8713	34.7181	35.5861	36.4757	37.3876	38.3223	39.2804	40.2624	41.2689	42.3007	43.3582
43	YEARLY	72,213.68	74,019.02	75,869.49	77,766.23	79,710.39	81,703.15	83,745.73	85,839.37	87,985.35	90,184.99	92,439.61
	MONTHLY	6,017.81	6,168.25	6,322.46	6,480.52	6,642.53	6,808.60	6,978.81	7,153.28	7,332.11	7,515.42	7,703.30
	BI-MONTHLY	3008.90	3084.13	3161.23	3240.26	3321.27	3404.30	3489.41	3576.64	3666.06	3757.71	3851.65
	HOURLY	34.7181	35.5861	36.4757	37.3876	38.3223	39.2804	40.2624	41.2689	42.3007	43.3582	44.4421
44	YEARLY	74,019.02	75,869.49	77,766.23	79,710.39	81,703.15	83,745.73	85,839.37	87,985.35	90,184.99	92,439.61	94,750.60
	MONTHLY	6,168.25	6,322.46	6,480.52	6,642.53	6,808.60	6,978.81	7,153.28	7,332.11	7,515.42	7,703.30	7,895.88
	BI-MONTHLY	3084.13	3161.23	3240.26	3321.27	3404.30	3489.41	3576.64	3666.06	3757.71	3851.65	3947.94
	HOURLY	35.5861	36.4757	37.3876	38.3223	39.2804	40.2624	41.2689	42.3007	43.3582	44.4421	45.5532

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 - FY2016**

GRADE	PERIOD	A	B	C	D	E	F	G	H	15th year	20th year	25th year
45	YEARLY	75,869.49	77,766.23	79,710.39	81,703.15	83,745.73	85,839.37	87,985.35	90,184.99	92,439.61	94,750.60	97,119.37
	MONTHLY	6,322.46	6,480.52	6,642.53	6,808.60	6,978.81	7,153.28	7,332.11	7,515.42	7,703.30	7,895.88	8,093.28
	BI-MONTHLY	3161.23	3240.26	3321.27	3404.30	3489.41	3576.64	3666.06	3757.71	3851.65	3947.94	4046.64
	HOURLY	36.4757	37.3876	38.3223	39.2804	40.2624	41.2689	42.3007	43.3582	44.4421	45.5532	46.6920
46	YEARLY	77,766.23	79,710.39	81,703.15	83,745.73	85,839.37	87,985.35	90,184.99	92,439.61	94,380.84	96,362.84	98,386.46
	MONTHLY	6,480.52	6,642.53	6,808.60	6,978.81	7,153.28	7,332.11	7,515.42	7,703.30	7,865.07	8,030.24	8,198.87
	BI-MONTHLY	3240.26	3321.27	3404.30	3489.41	3576.64	3666.06	3757.71	3851.65	3932.54	4015.12	4099.44
	HOURLY	37.3876	38.3223	39.2804	40.2624	41.2689	42.3007	43.3582	44.4421	45.3754	46.3283	47.3012
47	YEARLY	79,710.39	81,703.15	83,745.73	85,839.37	87,985.35	90,184.99	92,439.61	94,750.60	96,740.36	98,771.91	100,846.12
	MONTHLY	6,642.53	6,808.60	6,978.81	7,153.28	7,332.11	7,515.42	7,703.30	7,895.88	8,061.70	8,230.99	8,403.84
	BI-MONTHLY	3321.27	3404.30	3489.41	3576.64	3666.06	3757.71	3851.65	3947.94	4030.85	4115.50	4201.92
	HOURLY	38.3223	39.2804	40.2624	41.2689	42.3007	43.3582	44.4421	45.5532	46.5098	47.4865	48.4837
48	YEARLY	81,703.15	83,745.73	85,839.37	87,985.35	90,184.99	92,439.61	94,750.60	97,119.37	99,158.87	101,241.21	103,367.27
	MONTHLY	6,808.60	6,978.81	7,153.28	7,332.11	7,515.42	7,703.30	7,895.88	8,093.28	8,263.24	8,436.77	8,613.94
	BI-MONTHLY	3404.30	3489.41	3576.64	3666.06	3757.71	3851.65	3947.94	4046.64	4131.62	4218.38	4306.97
	HOURLY	39.2804	40.2624	41.2689	42.3007	43.3582	44.4421	45.5532	46.6920	47.6725	48.6737	49.6958
49	YEARLY	83,745.73	85,839.37	87,985.35	90,184.99	92,439.61	94,750.60	97,119.37	99,547.35	101,637.85	103,772.24	105,951.46
	MONTHLY	6,978.81	7,153.28	7,332.11	7,515.42	7,703.30	7,895.88	8,093.28	8,295.61	8,469.82	8,647.69	8,829.29
	BI-MONTHLY	3489.41	3576.64	3666.06	3757.71	3851.65	3947.94	4046.64	4147.81	4234.91	4323.84	4414.64
	HOURLY	40.2624	41.2689	42.3007	43.3582	44.4421	45.5532	46.6920	47.8593	48.8643	49.8905	50.9382
50	YEARLY	85,839.37	87,985.35	90,184.99	92,439.61	94,750.60	97,119.37	99,547.35	102,036.03	104,178.79	106,366.55	108,600.24
	MONTHLY	7,153.28	7,332.11	7,515.42	7,703.30	7,895.88	8,093.28	8,295.61	8,503.00	8,681.57	8,863.88	9,050.02
	BI-MONTHLY	3576.64	3666.06	3757.71	3851.65	3947.94	4046.64	4147.81	4251.50	4340.78	4431.94	4525.01
	HOURLY	41.2689	42.3007	43.3582	44.4421	45.5532	46.6920	47.8593	49.0558	50.0860	51.1378	52.2117



CITY OF CARLTON
CAPITAL IMPROVEMENT PLAN
FISCAL YEAR 2016 - 2020





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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 that these other funds are limited, particularly general fund money and that the projects in the CIP reflect that limitation.



All Projects Summary – Fiscal Year 2016 – 2020

Capital Improvement Projects

Fund	Cost Estimate	FY16	FY17	FY18	FY19	FY20
Parks						
Upper Wennerberg Park	\$1,480,600	\$1,415,600	\$10,000	\$55,000	\$0	\$0
Lower Wennerberg Park	345,000	230,000	5,000	0	75,000	35,000
Hawn Creek Park	110,000	45,000	15,000	50,000	0	0
Skate Park	395,000	20,000	350,000	25,000	0	0
Police Department	113,760	21,920	21,920	32,420	27,000	10,500
Water	5,053,980	3,243,980	399,000	592,000	396,000	423,000
Sewer Fund	3,720,300	122,500	827,300	1,173,500	950,500	646,500
Stormwater	60,266	60,266	0	0	0	0
Transportation	3,415,000	320,000	175,000	365,000	2,540,000	15,000
Facilities / Special Projects	1,750,000	0	50,000	100,000	1,350,000	250,000
Total	\$16,443,906	\$5,497,266	\$1,853,220	\$2,392,920	\$5,338,500	\$1,380,000

Notes:

1. The primary projects developing during the next 5-year period and their magnitude include:

- City Hall Project 10.64%
 - Pool House Project 8.03%
 - Water Projects 30.73%
 - Sewer Project 22.62%
 - Hwy. 47 STIP Project 13.56%
- Total 85.58%**



Parks Projects – Summary
Capital Improvement Projects

Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
Upper Wennerberg Park							
Pool House Reconstruction Project	1,320,000	1,320,000					GO Bond; CIF; SDC; UR; GF; Grants
Park Bathrooms	55,000	55,000					CIF; SDC; UR; GF
Ladd Fountain Refurbishment	15,600	15,600					General Fund
Picnic Shelter	30,000			30,000			CIF; SDC; GF
Gen. Site Imprv'mts (site demo, new walks/curbs, util., landscaping, fencing)	60,000	25,000	10,000	25,000			CIF; SDC; UR; GF
Upper Wennerberg Park Sub-total	\$1,480,600	\$1,415,600	\$10,000	\$55,000	\$0	\$0	

Lower Wennerberg Park							
Lg. Day-Use Facility	225,000	225,000					CIF; SDC; GF; Grants
Picnic Tables (10)	10,000	5,000	5,000				CIF; SDC; GF
Play Structure	75,000				75,000		CIF; SDC; GF; Grants
Restroom-South Park Area (pit type)	35,000					35,000	CIF; SDC; GF; Grants
Lower Wennerberg Park Sub-total	\$345,000	\$230,000	\$5,000	\$0	\$75,000	\$35,000	



Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
Hawn Creek Park							
Gen. construction, demo, erosion control, furnishings, ped path/trail	45,000	15,000	15,000	15,000			CIF; SDC; GF; Grants
Play Structure	30,000	30,000					CIF; SDC; GF; Grants
Picnic Shelter	35,000			35,000			CIF; SDC; GF; Grants
Hawn Creek Park – Sub-total	\$110,000	\$45,000	\$15,000	\$50,000	\$0	\$0	

Skate Park							
8,000-10,000 sf Facility	\$320,000	20,000	300,000				CIF; SDC; GF; Grants
Landscaping	\$15,000		15,000				CIF; SDC; GF; Grants
Lighting	\$10,000		10,000				CIF; SDC; GF; Grants
Gen. construction, demo, erosion control, furnishings, ped path/trail	50,000		25,000	25,000			CIF; SDC; GF; Grants
Skate Park – Sub-total	\$395,000	\$20,000	\$350,000	\$25,000	\$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. Pool Development Project (\$1,320,000)

The City pool house and mechanical systems are well past their useful life and in need of replacement. A concept design study was completed in February 2011 to replace the dilapidated structure. The report received community input and was supported by the Council. The City contracted with Robertson Sherwood Architects (RSA) in 2014 to update the plan’s conceptual design, project materials and cost. The cost estimate at that time was approximately \$1.39m and through FY15 the City reserved \$130,000 for the project. The City Council placed a General Obligation Bond on the November 2014 ballot in the amount of \$1.32m including issuance costs and the measure was narrowly defeated.

At the beginning of 2015 the City Council appointed a Citizens Advisory Committee to work with the project architect to identify possible cost savings, complete the project’s design and cost estimate and sponsor community forums to educate the public concerning the project. The Committee made recommendations to the Council including the placement of a measure on the May 19, 2015 ballot to bond \$975,000 of the project cost and the City to secure funding for the balance. This measure easily won community support and was approved. The City Council has contracted with RSA to complete final design, bid documents and provide construction administration in FY16. This project is projected to begin construction in the fall and to open for public use in June 2016.

2. Park Bathrooms (\$55,000)

A longstanding priority of the City is to construct flush toilets in the Upper Park accessible to all park users. With passage of the pool bond the Council has authorized construction of a two unit flush restroom facility in the park adjacent to new pool house. This will be constructed at the same time the pool project is built. The restrooms will not be funded with the pool bonds but will rely on other funding sources such as the Capital Improvement Fund, Park SDCs, General Fund or possibly urban renewal funds.



3. Ladd Fountain Refurbishment (\$15,600)

The FY16 General Fund budget provides funds to refurbish the 1921 Ladd Fountain.

4. 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.

5. General Site Improvements (\$60,000)

This provides general site work including fencing, pathways, utilities, lighting, etc.

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, two picnic pavilions, barbecue sites, and access to the North Yamhill River. Construction of a large multi-use picnicking and day use facility is planned for 2015. The new facility will include a shelter with a fixed overhead roof, barbecues, potable water, electricity, and ADA compliant parking and access to the shelter and will likely be build in 2–3 phases.

The Parks Development Plan identifies a number of improvements to Lower Wennerberg Park. Improving the access road through the park, parking areas and additional access to the Yamhill River are identified as high 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 and additional restrooms and construction of two additional picnic pavilions.

1. Lg. Day-Use Facility (\$225,000)

This project constructs a large multi-use picnicking/day-use facility in the lower park that will also serve as a resource for special events. Project includes a 1,250 – 1,500 s.f. foot print, fixed overhead roof, barbecues, potable water, electricity, asphalt handicap parking and trail to facility and landscaping. Funding is provided by the Oregon Parks and Recreation (OPRD) for \$75,000 and an additional grant from the Oregon Community Foundation (OCF) through the Walk in the Park Foundation for \$20,000. The City has budgeted \$37,907 from Park SDCs. This project will be constructed in 2 – 3 phases



2. Picnic Tables (10) (\$10,000)

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

3. 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.

4. 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 (\$45,000)

This project 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. 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 a 8,000-10,000 square foot facility, and related park improvements (landscaping, parking, sidewalks, utilities).

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

This provides 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 (\$320,000)

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 - \$35 per s.f. range. The timeline calls for design to be completed during the first half of FY15, followed by project fundraising during the next two fiscal years. Facility construction is scheduled during FY17 however, 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 as required by City code.



**Police Projects – Summary
Capital Improvement Projects**

Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
New Patrol Vehicle	\$54,750	18,250	18,250	18,250			GF
In Car Computers	\$5,505	1,835	1,835	1,835			GF
In Car Cameras	\$5,505	1,835	1,835	1,835			GF
Traffic Safety Signs	\$21,000			10,500		10,500	GF; Grants
Digital Evidence Equipment and Software	\$7,000				7,000		GF
In-Car and Officer Radio Replacement	\$20,000				20,000		
Total	\$113,760	\$21,920	\$21,920	\$32,420	\$27,000	\$10,500	

Capital Improvement Projects – Police Department

1. Police Vehicle – Chevy Tahoe 4x4 (\$54,750)

This provides for one fully outfitted emergency response ready police Chevy Tahoe 4x4 (including new in-car computer and camera system). The department had originally scheduled the replacement of the third, full-time, Crown Victoria patrol vehicle for FY17 due to the assessment that this unit would last until FY17 with minimal annual maintenance costs. Over the last two years, there have been several costly repairs costing approximately \$4,000. The repairs included replacement of lighting and faulting wiring, replacement of radiator fan assembly replacement of a battery, repair of electric windows in addition to other minor repairs. Due to the lack of ongoing maintenance and cleaning prior to 2012, this vehicle has deteriorated to a condition that is not reliable.

The replacement vehicle will be assigned to the Chief and outfitted to contain necessary equipment to respond directly to an emergency, whether on or off duty. Research of smaller SUV vehicles was conducted but the larger Tahoe allows for the necessary room to adequately organize needed equipment. The Tahoe will allow the back seat to be split and one side utilized for prisoner transport while the other side will provide multiple purposes including officer travel to training or other obligations in one vehicle, reducing the wear and tear on the Dodge Chargers. It is anticipated that the Tahoe will not need to be replaced until FY24.



2. In-Car Computer (1)

(\$5,510)

The patrol vehicle Mobile Data Terminal (MDT) system in the replaced vehicle is obsolete and needs to be replaced at the same time as the unit. It does not meet CJIS security standards for law enforcement agencies and beginning in April any machine running the Windows XP operating system with access to FBI CJIS data will result in a noncompliance finding during an audit.

3. In Car Camera (1)

(\$5,510)

The in-car camera system is obsolete and needs to be replaced at the same time as the unit. The sound recording features are unreliable and not operational all the time. To ensure the Department remains visible, transparent and accountable a new in-car system under warranty and designed with an automatic wireless system that downloads the video information anytime the patrol vehicle is within a certain distance of the police department will reduce the time it takes to maintain the recording system.

4. Traffic Safety Signs

(\$21,000)

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.

5. Digital Evidence Equipment and Software

(\$7,000)

The Carlton 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.

6. 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.



Water Projects – Summary
Capital Improvement Projects

	Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	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 Improvmts	\$35,000	12,500					Water Fund
4	Concrete Resvr–Structural Upgrades	\$203,000	203,000					SDWL; WSDC; UR
5	MLT Line Segments B–E	\$2,017,000	1,815,300					SDWL; WSDC; UR; CIF
6	WTP MWL Intertie	\$150,000	150,000					SDWL; WSDC; UR; CIF
7.1	N. Kutch Street (Monroe to Madison)	\$67,000	52,000					RS; CIF; SDC; UR; WF
7.2	W. Monroe Street (Yamhill to Kutch)	\$46,200	46,200					RS; CIF; SDC; UR; WF
7.3	W. Monroe Street (Kutch to Pine)	\$73,000	58,000					RS; CIF; SDC; UR; WF
7.4	N. Yamhill Street (Main to Monroe)	\$101,200	101,200					RS; CIF; SDC; UR; WF
7.5	N. Pine Street (Main to Monroe)	\$100,000	80,000					RS; CIF; SDC; UR; WF
7.6	W. Main Street (Yamhill to Kutch)	\$248,700	248,700					RS; CIF; SDC; UR; WF
7.7	S. Yamhill Street (Main to Grant)	\$50,160	50,160					RS; CIF; SDC; UR; WF
7.8	W. Grant Street (Yamhill to Pine)	\$147,400	117,920					RS; CIF; SDC; UR; WF
8	AMR Water Meter Replacement	\$100,000	20,000	20,000	20,000	20,000	20,000	WF; CIF; SDWL
9	SCADA Upgrade	\$40,000	20,000	20,000				WF; CIF
10	P.C. Raw Water/Dredging Study	\$75,000	35,000					CIF



Fiscal Year 2016 Annual Budget

Capital Improvement Plan

11	Yamhill Reg. Water Authority	\$125,000	25,000	25,000	25,000	25,000	25,000	WF; CIF; WSDC; UR
12	Install Line Valves in Trans from WTP	\$21,000	21,000					SDWL; CIF;
13	Main St. STIP (reset water services)	\$36,000			36,000			CIF; SDC; UR
14	Unidirectional Flushing of Dist. Grid	\$15,000		15,000				CIF; WF
15	S. 3 rd Street – Main to Polk	\$271,000		136,000	135,000			CIF; SDC; WF
16	E. Monroe St. (1 st to 4 th)	\$167,000	84,000	83,000				CIF; SDC; WF
17	N. 3 rd St. (Main to Monroe)	\$86,000			86,000			CIF; SDC; WF
18	W. Monroe St. (Pine to 1 st)	\$100,000			50,000	50,000		CIF; SDC; WF
19	Railroad ROW (Johnson to Roosevelt)	\$228,000			110,000	118,000		CIF; SDC; UR; WF
20	W. Johnson St. (Kutch to Railroad ROW)	\$63,000				63,000		CIF; SDC; UR; WF
21	N. Kutch St. (Madison to Johnson)	\$173,000					173,000	CIF; SDC; WF
22	4-Inch Isolation Valves (Various Locations)	\$44,000				20,000	24,000	CIF; SDC; WF
23	New 6-Inch Isolation Valves (Various Locations)	\$67,000					67,000	CIF; SDC; WF
24	New 8-Inch Isolation Valves (Various Locations)	\$14,000					14,000	CIF; SDC; WF
25	Coating Inspection of 1MG Steel Reservoir	\$15,000			15,000			CIF;WF
26	Coating Inspection of WTP Clearwell	\$15,000			15,000			CIF;WF
	Total	\$5,053,980	\$3,243,980	\$399,000	\$592,000	\$396,000	\$423,000	



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 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 (\$12,500)

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. \$22,500 was completed in FY15 and \$12,500 is anticipated in FY16 to complete the project.

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 and 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 2015 IFA funded MLTL project.

5. Meadow Lake Transmission Main, Segments B–E (Steel Reservoir to Yamhill St.) (\$1,815,300)

This project entails the construction of approximately 8,200 feet of new 18-inch water transmission line from the City’s steel reservoir west of town to the downtown distribution grid at the intersection of Main and Yamhill Street. \$201,700 was completed in FY15 and \$1,815,300 is anticipated in FY16 to complete the project. This is a work component of the 2015 IFA funded MLTL project.



6. 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 9 below) in order to control, record and communicate the amount of water flowing through the intertie. This is a work component of the 2015 IFA funded MLTL project.

7. Regional Solutions Water Distribution Improvements – Downtown Business District (\$831,700)

The Regional Solutions Project includes improvements to a number of waterlines within the downtown business district. Eight components of this overall project are listed above. The project is designed to remove water related obstacles to private investment, commercial development and job creation. Project components include:

		FY15	FY16	Total
7.1 North Kutch Street (Monroe to Madison)	New 12-inch diameter waterline.	15,000	52,000	67,000
7.2 West Monroe Street (Yamhill to Kutch)	New 12-inch diameter waterline.	0	46,200	46,200
7.3 West Monroe Street (Kutch to Pine)	New 12-inch diameter waterline.	15,000	58,000	73,000
7.4 North Yamhill Street (Main to Monroe)	New 12-inch diameter waterline.	0	101,200	101,200
7.5 North Pine Street (Main to Monroe)	New 12-inch diameter waterline.	20,000	8,000	100,000
7.6 West Main Street (Yamhill to Kutch)	New 10-inch diameter waterline.	0	248,700	248,700
7.7 South Yamhill Street (Main to Grant)	New 12-inch diameter waterline.	0	50,160	50,160
7.8 West Grant Street (Yamhill to Pine)	New 12-inch diameter waterline.	29,480	117,920	147,400

8. 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.



9. 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 and 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.

10. Panther Creek Raw Water / Dredging Study **(\$35,000)**

This feasibility study is designed to outline the steps the City should take to improve the quality of water from the raw water reservoir, dredge accumulated silt from the reservoir and evaluate treatment options to reduce customer complaints regarding the color and staining properties of the City’s finished water. Approximately \$40,000 is anticipated FY15 and \$35,000 in FY16 to complete the project.

11. 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.

12. Install Line Valves in Transmission from Water Treatment Plant **(\$21,000)**

This project will allow the City to continue to determine the location of leaks in the 6 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.

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

The Oregon Department of Transportation plans to reconstruct a significant portion of Highway 47 as it passes through the City. 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.

14. Unidirectional Flushing of Distribution Grid **(\$15,000)**

After the completion of the Meadow Lake Transmission Line the City will be in a good position to utilize the higher flow of water into town to conduct a directional flushing program across the distribution grid (from west to east) and purge accumulated sediment from the system.



15. 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 SW quadrant of town. The largest single benefactor of this improvement set is the Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

16. 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 SW quadrant of town. The largest single benefactor of this improvement set is the Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

17. 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 SW quadrant of town. The largest single benefactor of this improvement set is the Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

18. 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 SW quadrant of town. The largest single benefactor of this improvement set is the Elementary School. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

19. Railroad 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 NW quadrant of town and the winery interests in this area. Individual project segments within this series should be prioritized after the completion of the MLTL and RSP projects.

20. West Johnson Street – Kutch Street to Railroad ROW (Service improvements to NW town) (\$63,000)

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



21. North Kutch Street – Madison Street to Johnson Street (Service improvements to NW town) (\$173,000)

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

22. 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.

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

This project shares a description with Item 22 above.

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

This project shares a description with Item 22 above.

25. Coating Inspection of 1MG Steel Reservoir (\$15,000)

The coating system (inside and outside) of the steel reservoir is due for inspection and repair. This project is designed to provide an internal and external inspection and cleaning and to provide a minimal amount of repair work to extend the life of the coating system on the tank.

26. Coating Inspection of WTP Clearwell (\$15,000)

The coating system (inside and outside) of the steel clearwell at the WTP is due for inspection and repair. This project is designed to provide an internal and external inspection and cleaning and to provide a minimal amount of repair work to extend the life of the coating system on the tank.



Sewer Projects – Summary
Capital Improvement Projects

Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
Increase Capacity of Chlorination Facilities	\$289,800		159,800	130,000			Loans, SDC, CIF; SF
Effluent Pump Station	\$630,000		347,000	283,000			Loans, SDC, CIF; SF
Effluent Force Main Pipe to River	\$260,000		143,000	117,000			Loans, SDC, CIF; SF
Passive Overflow for Lagoons	\$100,000		55,000	45,000			Loans, SDC, CIF; SF
SCADA Alarm for Chlorine System Fail	\$100,000	55,000	45,000				Loans, SDC, CIF; SF
Prepare WWTP O&M Manual	\$15,000	15,000					Sewer Fund
Prepare Emergency Procedures Manual	\$5,000	5,000					Sewer Fund
Monitoring and Testing for High Strength Users	\$90,000	25,000	25,000	20,000	20,000		Sewer Fund
I&I Reduction Plan	\$150,000	15,000	45,000	30,000	30,000	30,000	Loans, SDC, CIF; SF
Enhanced Treatment to address Ammonia and BOD Loading	\$579,500			230,000	175,000	174,500	Loans, SDC, CIF; SF
Biosolids Dredging and Land Application	\$310,000			125,000	125,000	60,000	Loans, SDC, CIF; SF



Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
Effluent Reuse Area Expansion	\$600,000			150,000	250,000	200,000	Loans, SDC, CIF; SF
Headwork's Expansion	\$365,000				183,000	182,000	Loans, SDC, CIF; SF
Rehab and Maint of Lagoon Aerators	\$30,000	7,500	7,500	7,500	7,500		Loans, SDC, CIF; SF
ODOT Main St. Reconstr–Sanitary Imp	\$196,000			36,000	160,000		Loans, SDC, CIF; SF
Total	\$3,720,300	\$122,500	\$827,300	\$1,173,500	\$950,500	\$646,500	

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 O&M manuals for the WWTP into a single document for DEQ approval.
- 7. Prepare Emergency Procedures Manual** **(\$5,000)**
The DEQ has requested that 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 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 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 that 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 that the headwork’s expansion project could be delayed by one year without significant negative consequences.

14. Rehabilitation and Maintenance of Lagoon Aerators

(\$30,000)

The City employs a total of six aging mechanical aerators in the lagoons. This maintenance budget is setup to repair and/or replace aerators until these units can be replaced with the Enhanced Treatment project.

15. 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.



Stormwater Projects – Summary
Capital Improvement Projects

Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
Monroe Street Project	53,266	53,266					
2 nd St. (Taft St. – Washington St.)	7,000	7,000					
Total	\$60,266	\$60,266	\$0	\$0	\$0	\$0	

Capital Improvement Projects - Stormwater

1. Monroe Street Project **(\$53,266)**

This work is related to the Monroe Street Streetscape/Utility/SCA project. The stormwater line is deficient on this section of street and will be made worse once the curb and gutter improvements are made as called for in the SCA project. Funding for these stormwater improvements have not yet been identified. \$18,736 was completed in FY15 and \$53,266 is anticipated in FY16 to complete the project.

2. 2nd St. (Taft St. – Washington St.) **(\$7,000)**

Public Works will contract for a small stormwater repair project on South 2nd Street between Taft and Washington Streets.



Transportation Projects - Summary
Capital Improvement Projects

Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
Flex Fund Project - S. 3 rd St. (Main to Polk) and Polk St. to Pine St.	\$50,000		25,000	25,000			ODOT; SDC; StF
Monroe St. Construction Project	\$258,110	258,110					ODOT; CIF; SDC; StF; UR
Sidewalk Infill and Repair Program	\$95,000	25,000	25,000	15,000	15,000	15,000	CIF; SDC; UR; StF; GF
E. Main Street B/P Design	\$100,000	50,000	50,000				
Highway 47 B/P STIP Project	\$2,229,000		75,000	1,804,000	350,000		ODOT; CIF; SDC; UR; StF
Main Street Reconstruction Project	\$1,500,000				1,500,000		ODOT
Total	\$3,415,000	\$320,000	\$175,000	\$365,000	\$2,540,000	\$15,000	

Capital Improvement Projects - Transportation

1. Flexible Funds Project - South 3rd Street (Main to Polk) and Polk Street to Pine Street (\$50,000)

This project provides an ODOT Flexible Funds grant for final design 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 is a precursor to construction providing bicycle and pedestrian connectivity between neighborhoods, elementary school, public transportation facilities, parks and the downtown business district. The City's match will be Transportation System Development Charges.

2. Monroe Street Construction Project (\$258,110)

The Monroe Street Construction Project is a component of a larger project including street, curb, gutter and sidewalk, water, sanitary sewer, stormwater electrical and irrigation on Monroe Street between Kutch Street and the railroad right-of-way. This component specifically includes the transportation, street, pedestrian and electrical (\$118,292) work components.



3. East Main Street Bicycle/Pedestrian Design (\$100,000)

This project consists of providing the design services for the reconstruction of a portion of Main Street beginning at Pine Street and extending east to 6th Street. The data gathering component includes a request for record drawings, design standards, and design drawings for the 3rd Street improvements including the storm drainage improvements on Main Street. The design survey will include topography, utilities, structures (fences, retaining walls, and buildings), edge of pavement, sidewalks, planter strips and vegetation within the right-of-way (ROW). It also includes survey on private property sufficient for the design. This would include driveways, stairs, front yards, and vegetation. The project design component includes pre-design, 50% design, 90% design and final design if the City decides to proceed with construction.

4. Sidewalk Infill and Repair Program (\$95,000)

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 goal the City has developed a policy and action plan to upgrade City pedestrian facilities in town. Although the City is targeting grant applications at high priority pedestrian 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. Also, because of their condition these areas tend to push other users into the street right-of-way creating conflicts with local vehicle traffic and safety concerns. Funds are budgeted to initiate a bicycle/pedestrian and stormwater design project for East Main Street from Main Street to East 6th Street in FY16.

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.

6. Main Street Reconstruction Project (\$1,500,000)

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 identified however, ODOT has expressed commitment to the project with a desired construction date of FY18 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. During the summer ODOT and the MWVACT will filter the project list to 100% of available funding. If the project is approved the City is committed to making any subsurface improvements are required including undergrounding the overhead utilities.



Facilities/Special Projects – Summary
Capital Improvement Projects

Project	Cost Estimate	FY16	FY17	FY18	FY19	FY20	Funding Source
New City Hall	\$1,750,000		50,000	100,000	1,350,000	250,000	CIF; GF; WF; SF; StF
Total	\$1,750,000	\$0	\$50,000	\$100,000	\$1,350,000	\$250,000	

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 FY16 Budget contributes an additional \$50,000 from each, the General, Water and Sewer Funds to the project reserve for a total contribution of \$150,000 in FY16. The intent is to begin pre-development work in FY17; architectural design and engineering in FY18 and construction in FY19. The project reserve has:

Fiscal Year	Annual Contribution	Total Available
2014	\$190,500	\$190,500
2015	85,000	275,500
2016 Proposed	\$150,000	\$425,500



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.

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.

How come 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.



Frequently Asked Questions

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%.