



Location: City Hall – Council Chambers
Date: November 12, 2024
Time: 6:00 PM

City Council Meeting Agenda

Mayor Jason Beebe, Council Members Steve Uffelman, Janet Hutchison, Shane Howard, Gail Merritt, Scott Smith, Marv Sumner and City Manager Steve Forrester
ATTEND TELEPHONICALLY BY CALLING 346-248-7799 Meeting ID: 947 5839 2608 Passcode: 123456

Call to Order

Flag Salute

Additions to Agenda

Consent Agenda

- [1.](#) Regular Meeting Brief 10-22-2024

Visitors, Appearances and Requests

2. Ceremonial Promotional Swear in of Sergeant's Tyler Takagi & Jordan Zamora - Interim Chief Shane Wilson
3. Ceremonial Swear In of Police Chief Jeff Profio - Steve Forrester

Council Presentations

4. Crook County Kids Club Presentation - Ashley Thrasher

Council Business

5. Consideration of Cancelling Second Council Meeting in November - Steve Forrester
- [6.](#) Approval of City Hall Carpet Purchase - James Wilson

Staff Reports and Requests

- [7.](#) City Manager's Report - Steve Forrester
- [8.](#) Quarterly Financial Report - Lori Hooper Antram

Council Reports

Ordinances

Resolutions

- [9.](#) Resolution No. 1606 Authorizing an easement agreement with Ochoco Irrigation District - Casey Kaiser

Visitors, Appearances and Requests

Adjourn

Agenda items maybe added or removed as necessary after publication deadline



CITY OF PRINEVILLE
Regular Meeting Brief
387 NE Third Street – Prineville, OR 97754
541.447.5627 ph 541-447-5628 fax

Full Meeting Recordings Available at:
<http://cityofprineville.com/meetings/>

City Council Meeting Brief
October 22, 2024

Council Members Present:

Jason Beebe
Gail Merritt
Janet Hutchison

Marv Sumner
Shane Howard
Scott Smith

Council Members Absent

Steve Uffelman

Additions to the Agenda

None.

Consent Agenda

1. Regular Meeting Brief 10-8-2024
2. Annual Liquor License Renewals

Councilor Sumner made a motion to approve consent agenda as presented. Motion seconded. No discussion on motion. Motion carried.

Visitors, Appearances and Requests

No one came forward.

3. Officer Woodward Ceremonial Swear In – Interim Chief Shane Wilson

Interim Chief Wilson wanted to take a moment to recognize another staff member before swearing in Officer Woodward.

Interim Chief Wilson went on to announce that we just received the final report for the evidence room audit, who said they were so impressed with Amy Van Donk. Our evidence room was one of the best the auditors have ever seen.

Interim Chief Wilson provided background information on Officer Thomas Lance Woodward, adding that he is not new to law enforcement and comes to us with over 18 years of experience. Officer Woodward is accompanied by his wife who will pin his badge on.

Interim Chief Wilson administered the oath and paused for photos.

Council Presentations

None.

Council Business

4. Approval of High Desert Christian Academy Support Letter – Steve Forrester

Steve Forrester, City Manager explained that the purpose of this support letter is to support their efforts in future grant applications.

There were no questions.

Councilor Smith made a motion to approve the support letter. Motion seconded. No discussion on motion. All in favor, motion carried.

5. Notice of Intent to Award Third Party Appraiser – Caroline Ervin

Caroline Ervin, Director of Strategy and Economic Development presented the staff report.

There were discussions regarding the firms experience and CBRE being a contractor at Meta and how they are separate entities.

Mayor Beebe recused himself citing a potential conflict since his wife works for CBRE at Meta, even though they are separate entities.

Councilor Hutchison made a motion to approve the intent to award. Motion seconded. No discussion on motion. Motion carried.

6. Intent to Award 2024 PPD Rifle Upgrade – Interim Chief Shane Wilson

Interim Chief Wilson called Officer Tyler Takagi who is also our range director, forward to present.

Officer Takagi stated the he has served as a firearms instructor and is a member of the SWAT team and his military career was in the infantry.

Officer Takagi went through a power point presentation that highlighted current trends for law enforcement being shot. He also went through the current guns being used, the amount of use they get in training and the proposed guns along with the safety benefits and longevity of this model.

There were discussions regarding them being able to try these guns and how they got a demonstration. Old rifles are traded in to offset the purchase and then officers are able to

purchase them back if they want. Other companies offered a different type of gun and didn't offer demonstrations.

Interim Chief Wilson explained that he received a total of three bids and they have used Oregon Rifle Works in the past and have always had good service.

Discussions continued regarding the training process starting immediately and that it is done here in Prineville and various other locations.

Councilor Merritt made a motion to approve the intent to award to Oregon Rifle Works. Motion seconded. No discussion on motion. All in favor, motion carried.

Staff Reports and Requests:

7. City Manager's Report – Steve Forrester

Mr. Forrester went through his City Manager report that highlighted recent activity in each of the departments, adding that Zach Lampert, Meadow Lakes was at the Regional Cup.

There were discussions regarding the Railroad bridge repair and how the Shop With a Cop Poker Fundraiser went.

Council Reports

Mayor Beebe talked about going to the League of Oregon Cities Conference in Bend, the media training he attended and how busy it was.

Mrs. Ervin and Casey Kaiser, Assistant City Manager/Public Works Director talked about attending the conference and the AI technology class and that we might be able to implement it in the future.

There were no other Council reports.

Mr. Forrester added that we have confirmation that Jeff Profio signed the contract for Police Chief.

Ordinances:

None.

Resolutions:

None.

Visitors, Appearances and Requests:

No one came forward.

Adjourn

Councilor Howard made a motion to adjourn the meeting. Motion seconded. No discussion on motion. All in favor, motion carried.

Meeting adjourned at 6:46 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda as Presented	PASSED	Y	Y	-	Y	Y	-	-
Approval of High Desert Christian Academy Support Letter	PASSED	Y	Y	Y	Y	Y	Y	-
Notice of Intent to Award Third Party Appraiser	PASSED	-	Y	Y	Y	Y	Y	-
Intent to Award 2024 PPD Rifle Upgrade	PASSED	Y	Y	Y	Y	Y	Y	-
Adjourn Meeting	PASSED	Y	Y	Y	Y	Y	Y	-

Public Records Disclosure

Under the Oregon public records law, all meeting information, agenda packets, ordinances, resolutions, audio and meeting briefs are available at the following URL:

<https://www.cityofprineville.com/meetings> .



STAFF REPORT

MEETING DATE: 11/12/2024 **PREPARED BY:** James Wilson

SECTION: Staff Reports and Requests **DEPARTMENT:** Information Technology

CITY GOAL: Fiscal Responsibility, Quality Facilities

SUBJECT: City Hall Carpet Replacement

REASON FOR CONSIDERATION: Prineville City Hall is in need of a scheduled carpet replacement. This project was identified as a maintenance item and is in line with industry expectations of building lifecycle management.

BACKGROUND: The carpet in Prineville City Hall is scheduled for replacement. Staff identified a replacement product manufactured by Forbo called Flotex which is recommended for institutional, and high wear buildings. This product was recently specified for the Prineville Police Department in its adaptive re-use project and has shown to be of sufficient quality and has worn well in 3 years of heavy use at that facility. Staff created a scope of work and identified a cooperative purchasing agreement through the City of Eugene (#2022-03833) to acquire this product.

Rubenstein's Contract Carpet LLC provided a quotation based upon the scope of work and in line with the contract agreement. Their quote was received at \$79,897. This pricing includes after hours and/or weekend labor rates to avoid impact to working hours within the facility. The pricing also includes working around built-in cubicle equipment. Once approved, the installation is expected to be scheduled within 4-6 weeks depending on material availability.

FISCAL IMPACT: Some Budgeted funds exist within the facilities fund for the procurement of this item, however a budget adjustment to the fund may be necessary at year end. Finance is aware of this and has identified allowable adjustments if needed.

RECOMMENDATION: Staff Recommends that the Council moves to accept the proposal and award the purchase of Prineville City Hall Carpet Replacement to Rubenstein's Contract Carpet in the amount of \$79,897 per cooperative purchasing agreement #2022-03833.

Prineville City Hall

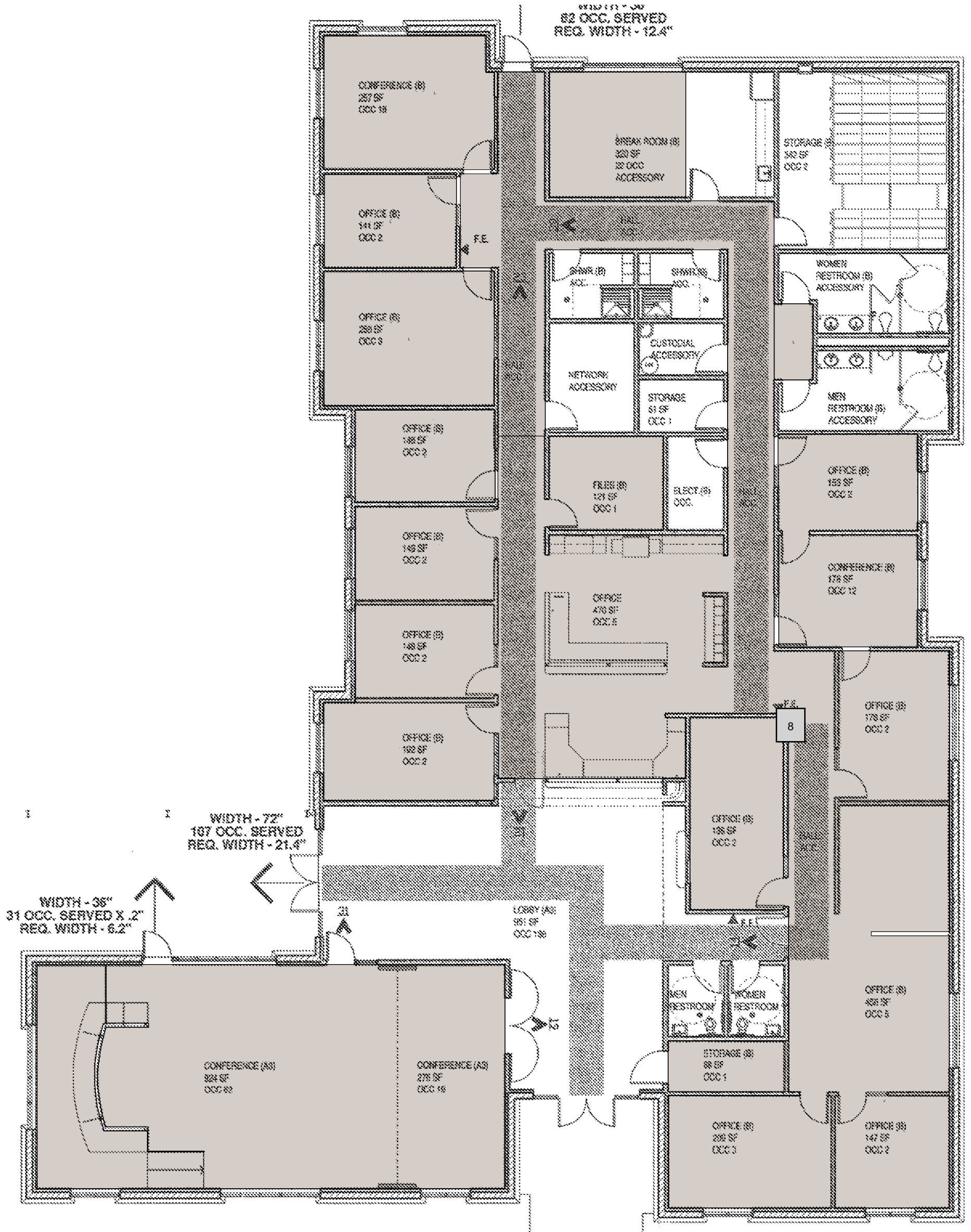
12 September 2024 : Prineville City Hall

RCC

Summary Report

CPTILE : 25cm X 1M

Scale 1:128 (original drawing scale 1:96)



City Manager Update to Council

November 12, 2024

Public Safety / Dispatch

The new office in PD should be completed by the time of this report.

PD has the preliminary plan ready for this years annual lighted Christmas parade, which is supposed to be even bigger this year.

We have a lateral officer starting on November 18th. Please welcome Officer Merritt!

Our certified mental health officer is still on target to start in January after completing some intern responsibilities.

Dispatch has one candidate currently in background with an interview for another candidate scheduled for the 18th. Three dispatchers just completed voluntary supplemental “active shooter” incident training.

Public Works

Our street department has released and posted the 2024-2025 snow removal plan and are busy gearing up for the winter months.

All projects have wrapped up except for Combs Flat Road extension which will continue through the winter.

The PW crews are also winterizing various city infrastructure.

Railroad

There are no signs of activity slowing down at the railroad and potential future users continue to reach out.

Nine companies came out to the RR bridge repair pre-bid meeting. Two of them were qualified to complete the work. This will be coming to Council in December for an intent to award.

Meadow Lakes Golf

Meadow Lakes annual Turkey Shoot is coming up on November 16th and is usually very well attended.

Meadow Lakes activity remains steady in the warmer afternoons and slower as expected when cooler.

Airport

Taylor NW is starting to stage equipment up at the airport for the runway project which is scheduled to start the week of November 11th. The county went out for another round of bids for the T Hangar project and should have had the bid opening by the time of this report.

Planning

Josh is busy working on UGB expansion requirements and hopes to move forward with the UGB expansion later in the winter. Lots of small projects going on with bigger ones continuing to move forward.

Human Resources

We are excited to have a new Railroad employee coming on board, please welcome Aaron Reinhart. We have a conditional offer of employment out to a candidate from the second round of recruitments for our PW entry level position.

Karee has just completed BOLI's Labor Law Changes two-day class.

Information Technology

IT is busy winterizing the Grizzly site as well as other locations before any snow hits.

Finance

Lori has been busy working on the quarterly report which will be presented during this meeting.

Once the updating our Fiscal Policies process has been completed, it will be straight on to preparing the next biennial budget.

E-Billing is now available, and more information on this new option to our customers can be found on our website.

City Recorder/Risk Management

Just a reminder that if you haven't completed the Oregon Government Ethics Commission training on Public Meetings Law yet, please be sure to register. There are still openings available in January and they are starting to schedule in-person training in various locations throughout the state as well.

City Legal – No Update

EDCO – No Update

Public Relations

ShanRae is busy putting together content for our quarterly newsletter that will be going out soon. Keep an eye out for that.

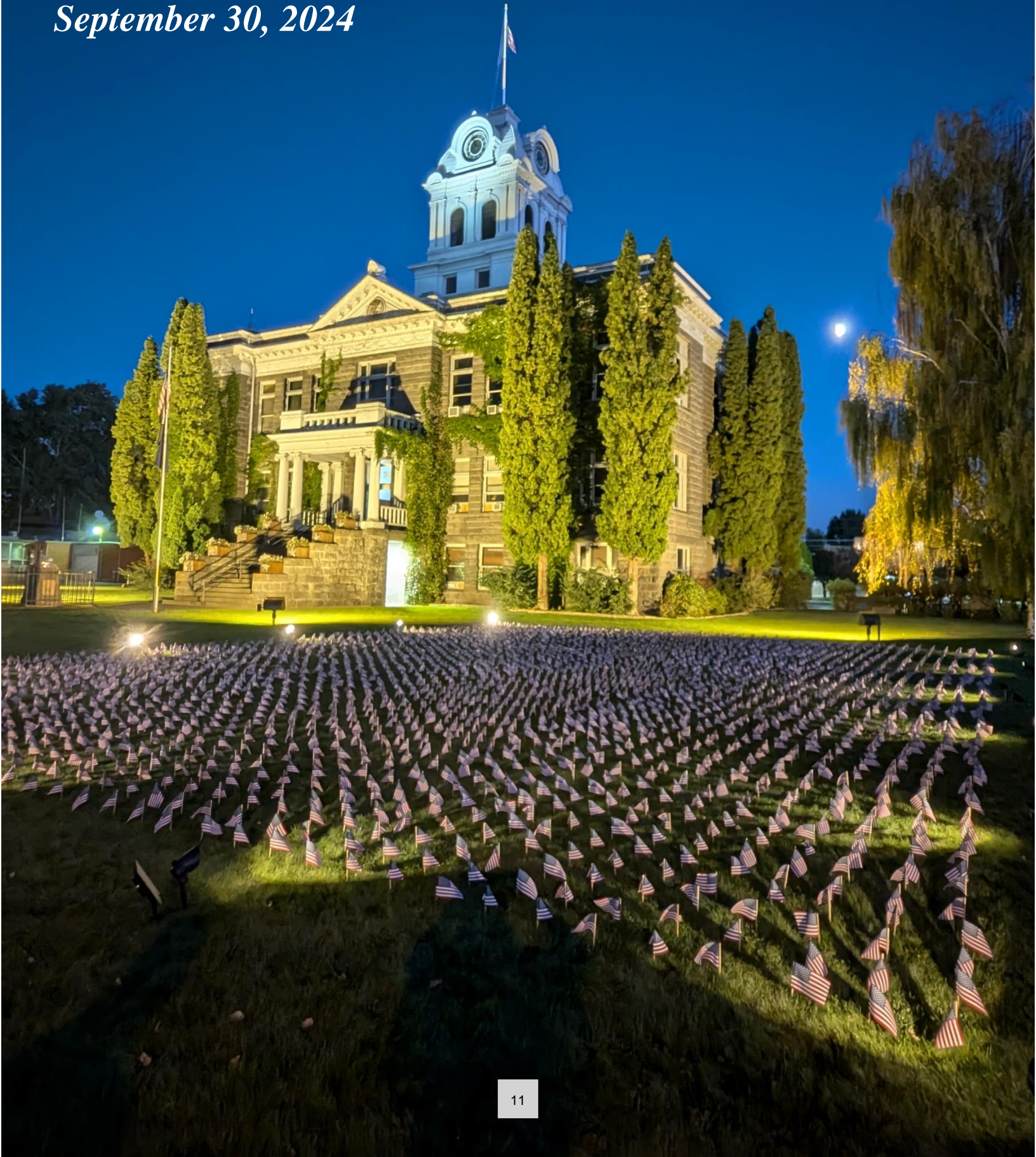
Mayor/Council – No Update

Economic Development and Strategic

Caroline has been busy identifying new funding opportunities that could help with multi-family development and various other big infrastructure projects.

Other – No Update

*City of Prineville, Oregon
Financial Report
First Quarter Ended
September 30, 2024*



Executive Summary

The City of Prineville moved to a biennial budget in FY 20 resulting in some changes being made to the presentation of the quarterly financial report. The report includes a city-wide summary of beginning fund balances, current period resources and expenditures, and the ending fund balances for all funds. Included in the fund summaries, starting on page six, are comparisons of actual to budgeted amounts, and narrative explaining results and highlights for the quarter. The biennial budget comparison to actual is highlighted in light green in each of the funds. Annual budget estimates for FY 24 reflect the estimated budget allocation for the fiscal year. The quarter budget estimates have been allocated proportionally of the fiscal year budget (25 percent).

Current Quarter Quarter budget estimates allocated at 25 percent of the fiscal year budget compared to actual ↓			Year to Date Fiscal year 2025 budget allocation compared to actual ↓				Biennial budget comparison to actual ↓		
Current Quarter			Year to Date						
Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance	Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance

The information presented in this report is unaudited.

During the first quarter, ending September 30, 2024, the City’s financial condition decreased by approximately \$1.6 million or -7 percent. Funds with significant decreases in fund balance include the General Fund, Transportation, Transportation SDC, the Railroad and the Public Works Support Services Fund. The annual insurance payment and budgeted capital projects and equipment taking place during the first quarter is the largest contributor to the decreases in the City’s financial condition.

Through the first quarter, General Fund revenues came in at roughly 22 percent of the annual budget or \$2.4 million. Property tax revenue is roughly 1 percent of the annual budget at quarter end. Transient lodging taxes are up approximately 4 percent in comparison to the prior year. Franchise fees are at roughly 32 percent of the annual budget with overall collection up approximately \$559,000 over prior year quarter end. Electrical franchise fees are up in comparison to the prior year at quarter end roughly \$551,000 largely due to the recent build out of the data centers and electrical rate increases. Overall, the General Fund realized a decrease in fund balance of roughly \$771,000 or -11 percent through the first quarter which is anticipated with property taxes being due in November.

The Transportation’s fund balance decreased roughly \$484,000 or -58 percent through the first quarter. This was largely due to the timing in which budgeted projects are completed and revenues are received. First quarter state gas tax collection came in at roughly \$224,000 and is up approximately \$9,000 or 4 percent over the prior year quarter end. Capital improvements during the first quarter are largely associated summer street rehabilitation projects that totaled roughly \$668,000.

In Emergency Dispatch, fund balance increased approximately \$154,000 or 8 percent at quarter end. Contributing to the increase in fund balance is the shortage of staff for the department. At quarter end, there were 3 open positions looking to be filled and 2 candidates in background.

September 30, 2024

Capital expenditures through the first quarter were for dispatch console upgrades totaling approximately \$54,000.

In the SDC funds, capital projects continued. Transportation SDC capital projects taking place during the first quarter were the Peters Road / Combs Flat extension project which is anticipated to be completed in the summer of 2025. In the Water SDC Fund, the water resiliency project and ASR well upgrades continued are both being funded mostly through grants and reimbursements from the data centers. In the Wastewater SDC Fund, capital projects were largely associated with the utility expansion project out Madras Hwy. That expansion project will be reimbursed through a Business Oregon grant. SDC collection during the first quarter were associated with 20 residential starts and 3 commercial starts.

First quarter revenue comparisons to the prior year in the Railroad Fund show overall revenues are up roughly 2 percent. The significant increases are in storage and switching charges. Freight cars are up in comparison to the prior year by 11 cars with McCall Oil bringing in 105 of the 154 cars that were switched at the Prineville Junction during the first quarter. Freight depot charges for services are up largely due to annual increases built into the lease contracts. Materials and services are at roughly 64 percent of the annual budget with the annual insurance payment coming out during the first quarter of roughly \$137,000. During the first quarter, the railroad bridge over Madras Hwy was hit by a truck and sustained significant damage. A supplemental budget is expected to be needed before yearend due to this unanticipated event. First quarter capital expenditures totaling roughly \$29,000 are largely associated with work being done on the new locomotive. Fund balance decreased roughly \$114,000 or -11 percent through the first quarter.

Meadow Lakes Golf fund balance increased at first quarter end approximately \$33,000 or 3 percent. During the quarter, capital equipment and projects were completed totaling about \$111,000. Operating revenue for the golf course is up in comparison to the prior year at quarter end 6 percent with rounds of golf down slightly by approximately 70 rounds. Golf course operating expenditures are down slightly and maintenance expenditures are up roughly 2 percent over the prior year. This increase can be attributed to pay increases that took place in July with some of those increases being mandatory with the increase in minimum wage.

In the Public Works Support Services, fund balance decreased \$106,000 or -27 percent. A new pickup truck was purchase in the first quarter and the annual capital lease payment was made contributing to the decrease in fund balance.

During the first quarter, the Building Facilities Fund increased its fund balance by roughly \$172,000. The City Hall Department may need a budget adjustment prior to yearend. Carpet replacement was budgeted for the building, but costs have increased since the time of budgeting. The project will be brought to council during the second quarter.

September 30, 2024

All other funds are as anticipated at quarter end. A summary is presented in each fund to provide an explanation of financial performance and operating issues. We appreciate comments on how we may be able to improve this report to enhance your understanding of the City's finances.

Sincerely,

Steve Forrester
City Manager

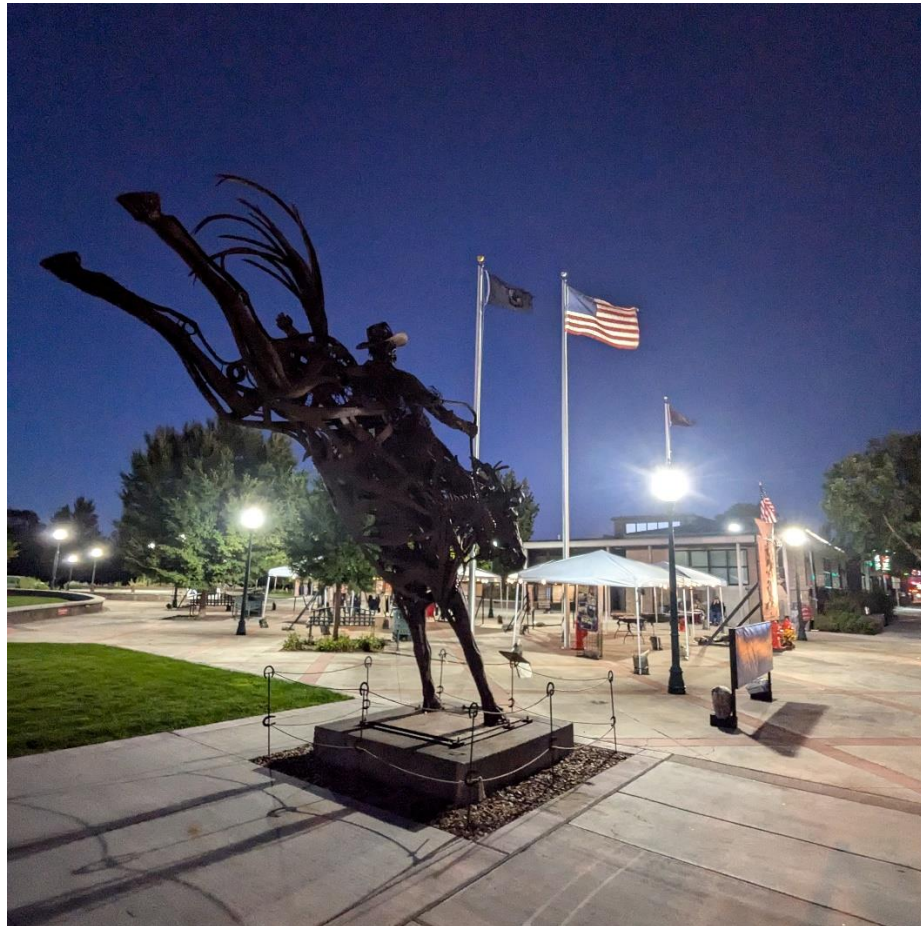
Lori Hooper Antram,
Finance Director



Renewed pond at the Barnes Butte Recreational Area in August 2024

All City Funds

Fund	Budgeted	Actual Unaudited	Current	Current	Ending	Change	Percentage
	Beginning Fund Balance	Beginning Fund Balance	Year Resources	Year Expenditures	Fund Balance	in Fund Balance	Change in Fund Balance
General	\$ 1,957,481	\$ 6,775,075	\$ 2,400,094	\$ 3,170,921	\$ 6,004,248	\$ (770,827)	-11%
Transportation	404,498	839,636	474,387	958,566	355,457	(484,179)	-58%
Emergency Dispatch	609,240	1,902,346	735,962	582,137	2,056,171	153,825	8%
Planning	231,951	248,505	108,809	149,891	207,423	(41,082)	-17%
Transportation SDC	20,176,872	2,421,644	1,198,096	2,585,888	1,033,852	(1,387,792)	-57%
Water SDC	264,013	116,486	168,574	123,875	161,185	44,699	38%
Wastewater SDC	7,710	186,772	85,199	3,163	268,809	82,037	44%
PERS / POB	1,834,957	2,184,240	161,905	-	2,346,145	161,905	7%
Railroad	992,940	992,940	268,950	382,490	879,400	(113,540)	-11%
Airport	100,068	30	56,806	56,814	21	(9)	-29%
Water	1,491,817	1,766,143	1,446,289	1,398,778	1,813,654	47,511	3%
Wastewater	1,752,887	2,165,678	1,236,987	870,857	2,531,807	366,129	17%
Golf Course and Restaurant	1,018,692	1,054,414	645,935	613,400	1,086,950	32,536	3%
Administration and Financial Services:	617,199	143,201	1,472,567	1,217,007	398,761	255,560	178%
Building Facilities	551,197	906,447	316,434	144,135	1,078,745	172,298	19%
Plaza Maintenance	29,273	49,640	796	2,368	48,068	(1,572)	-3%
Public Works Support Services	838,052	399,379	533,847	640,130	293,096	(106,283)	-27%
Totals	\$ 32,878,847	\$ 22,152,576	\$ 11,311,634	\$ 12,900,419	\$ 20,563,791	\$ (1,588,785)	-7%



The Plaza the week of 9/11/2024

General Fund

The General Fund accounts for the City’s police and non-departmental operations and activities. The primary sources of revenue include property taxes, transient lodging taxes, franchise fees, and intergovernmental revenue.

Overall revenue collection through the first quarter is at approximately \$2.4 million or 22 percent of the annual budget. Property tax revenue is roughly 1 percent of the annual budget at quarter end with taxes coming due in November. Transient lodging taxes are up in comparison to the prior year by roughly 4 percent. Franchise fees are at roughly 32 percent of the annual budget with overall collection up approximately \$559,000 in comparison to the prior year at quarter end. Electrical franchise fees are up in comparison to the prior year at quarter end roughly \$551,000 largely due to the recent build out of the data centers and electrical rate increases.

Police spending through the first quarter was at approximately 25 percent of the annual budget. Personnel services are at roughly 20 percent of the annual budget with 2 open position being filled during the first quarter. During the first quarter, new body worn cameras were purchased resulting in roughly \$80,000 in capital expenditures.

Non-Departmental is at roughly 36 percent of the annual budget largely due to the biomass project and budgeted transfers completed during the first quarter. First quarter significant expenditures in Non- Departmental included \$162,000 for the Prineville Renewable Energy Project (PREP), \$24,000 in street lighting, \$70,000 in transient lodging taxes to the chamber of commerce and \$838,000 in transfers to support planning, streets, the airport, administrative services and the building facilities.



SRO's, Officer Miller and Officer Coffman, in September 2024.

General Fund – Continued

Overall, the General Fund realized a decrease in fund balance of roughly \$771,000 or -11 percent through quarter end. This was anticipated with property tax collection coming due in November.

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Property taxes	\$ 722,300	\$ 32,387	4%	\$ 2,889,200	\$ 32,387	1%	\$ 2,856,813	\$ 5,695,100	\$ 2,951,925	52%	\$ 2,743,175
Transient lodging tax	150,000	185,387	124%	600,000	185,387	31%	414,613	1,200,000	638,392	53%	561,608
Franchise fees	1,549,338	1,957,923	126%	6,197,350	1,957,923	32%	4,239,427	10,491,750	9,643,513	92%	848,237
Licenses and permits	1,525	2,349	154%	6,100	2,349	39%	3,751	12,200	8,625	71%	3,575
Intergovernmental revenues	296,075	151,542	51%	1,184,300	151,542	13%	1,032,758	2,113,600	1,588,107	75%	525,493
Interest	8,750	52,502	600%	35,000	52,502	150%	(17,502)	70,000	245,185	350%	(175,185)
Miscellaneous	15,875	18,003	113%	63,500	18,003	28%	45,497	817,000	515,373	63%	301,627
Total revenue	\$ 2,743,863	\$ 2,400,094	87%	\$ 10,975,450	\$ 2,400,094	22%	\$ 8,575,357	\$ 20,399,650	\$ 15,591,121	76%	\$ 4,808,529
Expenditures											
Police	\$ 2,062,500	\$ 2,035,445	99%	\$ 8,250,000	\$ 2,035,445	25%	\$ 6,214,555	\$ 16,326,300	\$ 9,683,178	59%	6,643,122
Non-departmental	793,500	1,135,476	143%	3,174,000	1,135,476	36%	2,038,524	5,174,500	3,135,691	61%	2,038,809
Contingency				1,508,931				1,508,931			
Total expenditures	\$ 2,856,000	\$ 3,170,921	111%	\$ 12,932,931	\$ 3,170,921	25%	\$ 8,253,079	\$ 23,009,731	\$ 12,818,869	56%	\$ 8,681,931
Revenue over (under) expenditures	\$ (112,138)	\$ (770,827)	-11%	\$ (1,957,481)	\$ (770,827)	-11%	\$ 322,277	\$ (2,610,081)	\$ 2,772,252		
Beginning fund balance	1,957,481	6,775,075	346%	1,957,481	6,775,075	346%		2,610,081	3,231,995		
Ending fund balance	\$ 1,845,344	\$ 6,004,248	325%	\$ -	\$ 6,004,248	-		\$ -	\$ 6,004,247		



SWAC fundraising in August 2024

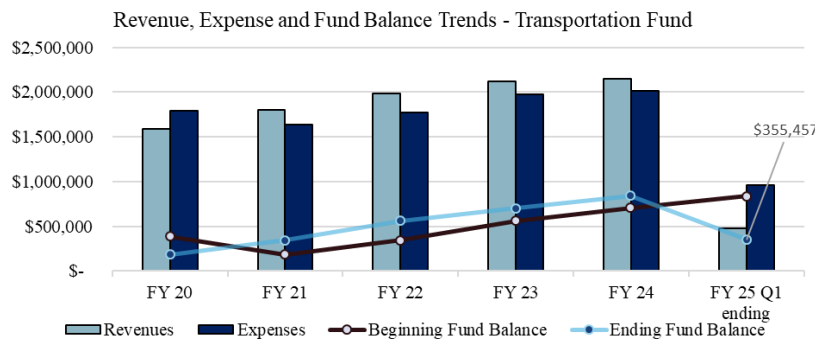
Transportation Fund

The Transportation Fund accounts for the operation and maintenance of the City’s streets, bike lanes, and sidewalk systems. Principal sources of revenue are state gas taxes allocated to cities, permits, and interest. Principal expenditures are for public works staff, patching, painting, slurry seals, signals, insurance and asphalt.

Revenue for the Transportation Fund through the first quarter is at approximately 24 percent of the annual budget. Intergovernmental revenue collection is at 23 percent of the annual budget with roughly \$224,000 coming in for gas taxes through the first quarter. State gas tax collection is up approximately 4 percent over the prior year at quarter end.

Expenditures through the first quarter are at approximately 41 percent of annual budget. First quarter capital expenses were largely associated with summer street rehabilitation projects that totaled roughly \$668,000. Personnel services are at 23 percent of the annual budget and materials and services are at 19 percent of the annual budget.

Fund balance decreased roughly \$484,000 through the first quarter, largely due to the timing in which budgeted projects are completed and revenues are received. Below are revenue, expense and fund balance trends for the Transportation Fund.



	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Budget %	Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Revenue											
Franchise fees	\$ 101,000	\$ 101,000	100%	\$ 404,000	\$ 101,000	25%	\$ 303,000	\$ 908,700	\$ 605,700	67%	\$ 303,000
Intergovernmental	280,550	260,056	93%	1,122,200	260,056	23%	862,144	2,243,400	1,403,220	63%	840,180
Transfers	100,000	100,000	100%	400,000	100,000	25%	300,000	800,000	500,000	63%	300,000
Interest	1,325	9,305	702%	5,300	9,305	176%	(4,005)	11,300	48,616	430%	(37,316)
Miscellaneous	4,000	4,026	101%	16,000	4,026	25%	11,974	137,000	64,577	47%	72,423
Total revenue	\$ 486,875	\$ 474,387	97%	\$ 1,947,500	\$ 474,387	24%	\$ 1,473,113	\$ 4,100,400	\$ 2,622,113	64%	\$ 1,478,287
Expenditures											
Personnel services	\$ 75,800	\$ 71,223	94%	\$ 303,200	\$ 71,223	23%	\$ 231,977	\$ 593,200	345,486	58%	247,714
Material and services	113,950	87,269	77%	455,800	87,269	19%	368,531	956,500	457,025	48%	499,475
Capital outlay							-				
Improvements	187,500	667,749	356%	750,000	667,749	89%	82,251	1,675,000	1,513,984	90%	161,016
Transfers	132,325	132,325	100%	529,300	132,325	25%	396,975	1,049,200	652,225	62%	396,975
Contingency				313,698				313,698			
Total expenditures	\$ 509,575	\$ 958,566	188%	\$ 2,351,998	\$ 958,566	41%	\$ 1,079,734	\$ 4,587,598	\$ 2,968,721	65%	\$ 1,305,179
Revenue over (under) expenditures	\$ (22,700)	\$ (484,179)	-58%	\$ (404,498)	\$ (484,179)	-58%	\$ 393,379	\$ (487,198)	\$ (346,608)		
Beginning fund balance	404,498	839,636	208%	404,498	839,636	208%		487,198	702,065		
Ending fund balance	\$ 381,798	\$ 355,457	93%	\$ -	\$ 355,457	-		\$ -	\$ 355,457		

Emergency Dispatch Fund

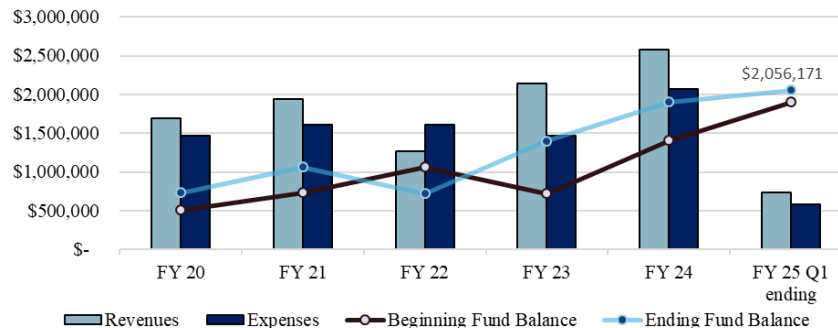
This fund accounts for the Emergency Dispatch operation. The operation provides dispatching and records management services for the public safety departments serving the Crook County area, with the exception of the State Police. The primary revenue sources are payments by users for services provided, including a transfer from the City’s Police Department in the General Fund. The operation is managed by the City’s Police Department.

Revenue collection for the Emergency Dispatch fund was approximately \$736,000 or 33 percent of the annual budget. Intergovernmental revenue collection through the quarter was at roughly \$520,000 with E-911 funds up slightly in comparison to the prior year at quarter end. The fire district made their annual payment in the first quarter.

Expenditures are at approximately \$582,000 or 21 percent of the annual budget. Personnel services are 17 percent of the annual budget or approximately \$286,000 with overtime coming in at roughly 38 percent of the annual budget. Dispatch continued to be short staff through the first quarter but had 2 candidates going into background by the end of the first quarter. Capital expenditures through the first quarter were for dispatch console upgrades.

Fund balance increased roughly \$154,000 or 8 percent through quarter end. Below are revenue, expense and fund balance trends for the Emergency Dispatch Fund.

Revenue, Expense and Fund Balance Trends - Emergency Dispatch Fund



	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Revenue											
Intergovernmental	\$ 351,575	\$ 519,910	148%	\$ 1,406,300	\$ 519,910	37%	\$ 886,390	\$ 3,225,500	\$ 2,194,015	68%	\$ 1,031,485
Miscellaneous	750	-	-	3,000	-	-	3,000	6,000	-	0%	6,000
Interest	1,500	15,252	1017%	6,000	15,252	254%	(9,252)	12,000	89,976	750%	(77,976)
Transfers from other funds	200,800	200,800	100%	803,200	200,800	25%	602,400	1,627,500	1,025,100	63%	602,400
Total revenue	\$ 554,625	\$ 735,962	133%	\$ 2,218,500	\$ 735,962	33%	\$ 1,482,538	\$ 4,871,000	\$ 3,309,091	15%	\$ 1,561,909
Expenditures											
Personnel services	\$ 421,350	\$ 286,041	68%	\$ 1,685,400	\$ 286,041	17%	\$ 1,399,359	\$ 3,323,300	1,308,699	39%	\$ 2,014,601
Material and services	86,250	180,204	209%	345,000	180,204	52%	164,796	679,900	428,366	63%	251,534
Capital outlay											
Equipment	35,000	54,392	155%	140,000	54,392	39%	85,608	1,082,000	619,070	57%	462,930
Transfers	61,500.00	61,500	100%	246,000	61,500	25%	184,500	481,800	297,300	62%	184,500
Contingency				411,340				411,340			
Total expenditures	\$ 604,100	\$ 582,137	96%	\$ 2,827,740	\$ 582,137	21%	\$ 1,834,263	\$ 5,978,340	2,653,435	10%	\$ 2,913,565
Revenue over (under) expenditures	\$ (49,475)	\$ 153,825	8%	\$ (609,240)	\$ 153,825	8%	\$ (351,725)	\$ (1,107,340)	\$ 655,656		
Beginning fund balance	609,240	1,902,346	312%	609,240	1,902,346	312%		1,107,340	1,400,515		
Ending fund balance	\$ 559,765	\$ 2,056,171	367%	\$ -	\$ 2,056,171	-		\$ -	2,056,171		

Planning Fund

The Planning Fund accounts for the planning activities of the City. A transfer of funds from the General Fund to Planning helps support the short-term planning needs of the city. General administrative costs are paid through internal charges to the Internal Services Fund for the following services based upon the cost to the department for using these services; administrative and financial services, risk management, computer and phone services. The costs of these services are at full cost, including replacement cost, thereby providing a more accurate cost of providing services.

Overall revenue collection through quarter end came in at approximately \$109,000 or 21 percent of the annual budget. Revenue collection for the licenses and permits are at approximately 33percent of the annual budget and are down roughly \$3,000 in comparison to the prior year at quarter end. First quarter development had roughly 20 residential and 3 commercial starts paying for SDC’s during the quarter.

Expenditures are at approximately \$150,000 or 20 percent of the annual budget with all appropriation categories tracking at or below budget at quarter end. Expenditures associated with the urban growth boundary expansion totaled \$22,000 through the first quarter. Fund balance decreased roughly \$41,000 but will be replenished with a budgeted transfer from the General Fund by yearend.

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Licenses and permits	\$ 8,750	\$ 11,699	134%	\$ 35,000	\$ 11,699	33%	\$ 23,301	\$ 75,000	\$ 50,834	68%	\$ 24,166
Intergovernmental	1,250	-	-	5,000	-	-	5,000	10,000	1,901	19%	8,099
Charges for services	8,050	4,418	55%	32,200	4,418	14%	27,782	141,400	94,432	67%	46,968
Interest	1,300	2,692	207%	5,200	2,692	52%	2,508	4,000	17,051	426%	(13,051)
Transfers from other funds	112,500	90,000	80%	450,000	90,000	20%	360,000	850,000	450,000	53%	400,000
Total revenue	\$ 131,850	\$ 108,809	83%	\$ 527,400	\$ 108,809	21%	\$ 418,591	\$ 1,080,400	\$ 614,217	57%	\$ 466,183
Expenditures											
Personnel services	\$ 74,900	\$ 74,651	100%	\$ 299,600	\$ 74,651	25%	\$ 224,949	\$ 585,200	339,573	58%	\$ 245,627
Material and services	58,900	29,690	50%	235,600	29,690	13%	205,910	314,700	103,671	33%	211,029
Transfers	45,550	45,550	100%	182,200	45,550	25%	136,650	356,900	220,250	62%	136,650
Contingency				41,951				41,951			
Total expenditures	\$ 179,350	\$ 149,891	84%	\$ 759,351	\$ 149,891	20%	\$ 567,509	\$ 1,298,751	\$ 663,493	51%	\$ 593,307
Revenue over (under) expenditures	\$ (47,500)	\$ (41,082)	-17%	\$ (231,951)	\$ (41,082)	-17%	\$ (148,918)	\$ (218,351)	\$ (49,276)		
Beginning fund balance	231,951	248,505	107%	231,951	248,505	107%		218,351	256,699		
Ending fund balance	\$ 184,451	\$ 207,423	112%	\$ -	\$ 207,423	-		\$ -	\$ 207,423		

Transportation SDC Fund

This fund accounts for the collection and expenditure of transportation system development charges. The primary revenue source is SDC's. Expenditures are for qualified capital improvement projects and related costs.

Revenue collection for the Transportation SDC fund is at approximately 23 percent of the annual budget at quarter end. SDC collection is roughly \$509,000 or 113 percent of the annual budget with 20 residential and 3 commercial developments paying SDC's during the first quarter.

Expenditures at quarter end were associated with the capital project for the Peters Road / Combs Flat extension. This project is anticipated to be finished in the summer of 2025, which is a year sooner than originally projected.

Fund balance decreased roughly \$1.4 million or -57 percent through quarter end. Deferred revenue adjustments will be done in the second quarter for the grant dollars that were received for the Peters Road / Combs Flat extension project.

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Intergovernmental	\$ 1,162,125	\$ 589,562	51%	\$ 4,648,500	\$ 589,562	13%	\$ 4,058,938	\$ 14,000,000	\$ 1,254,734	9%	\$ 12,745,266
Interest	18,750	99,665	532%	75,000	99,665	133%	(24,665)	175,000	629,471	360%	(454,471)
System development charges	112,500	508,869	452%	450,000	508,869	113%	(58,869)	900,000	1,183,233	131%	(283,233)
Total revenue	\$ 1,293,375	\$ 1,198,096	93%	\$ 5,173,500	\$ 1,198,096	23%	3,975,404	\$ 15,075,000	\$ 3,067,439	20%	\$ 12,007,561
Expenditures											
Material and services	\$ 3,750	\$ -	-	\$ 15,000	\$ -	-	\$ 15,000	\$ 30,000	-	0%	\$ 30,000
Capital outlay											
Improvements	3,440,250	2,585,888	75%	13,761,000	2,585,888	19%	11,175,112	14,490,000	3,315,059	23%	11,174,941
Transfers	15,000	-	-	60,000	-	-	60,000	95,000	33,718	35%	61,282
Contingency				11,514,372				11,514,372			
Total expenditures	\$ 3,459,000	\$ 2,585,888	75%	\$ 25,350,372	\$ 2,585,888	10%	\$ 11,250,112	\$ 26,129,372	\$ 3,348,776	13%	\$ 11,266,224
Revenue over (under) expenditures	\$ (2,165,625)	\$ (1,387,792)	-57%	\$ (20,176,872)	\$ (1,387,792)	-57%	\$ (7,274,708)	\$ (11,054,372)	\$ (281,338)		
Beginning fund balance	20,176,872	2,421,644	12%	20,176,872	2,421,644	12%		11,054,372	1,323,642		
Ending fund balance	\$ 18,011,247	\$ 1,033,852	6%	\$ -	\$ 1,033,852	-		\$ -	\$ 1,042,304		



The Construction of Combs Flat to Peters Road Extension started in Q1 of FY 25.

Water SDC Fund

This fund accounts for the collection and expenditure of water system development charges. The primary revenue source is SDC's. Expenditures are for qualified capital improvement projects and related costs.

Revenue at quarter end is at approximately \$169,000 or 44 percent of the annual budget. First quarter revenues are largely associated with SDC collections associated with 20 housing and 3 commercial starts.

Expenditures are at roughly \$124,000 through quarter end and are largely associated with the water resiliency project and ASR well upgrades. Both of these projects are being reimbursed through a grant and the data centers. Through quarter end, fund balance increased roughly \$45,000.

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Interest	\$ 1,750	\$ -	-	\$ 7,000	\$ -	-	\$ 7,000	\$ 15,000	\$ -	0%	\$ 15,000
System development charges	93,750	152,907	163%	375,000	152,907	41%	222,093	750,000	669,434	89%	80,566
Miscellaneous	-	15,667	-	-	15,667	-	(15,667)	11,000,000	5,067,063	46%	5,932,937
Intergovernmental	-	-	-	-	-	-	-	-	342,601	-	(342,601)
Total revenue	\$ 95,500	\$ 168,574	177%	\$ 382,000	\$ 168,574	44%	\$ 213,426	\$ 11,765,000	\$ 6,079,098	52%	\$ 5,685,902
Expenditures											
Capital outlay											
Improvements	\$ -	123,875	-	\$ -	123,875	-	\$ (123,875)	\$ 10,230,000	5,150,158	50%	5,079,842
Transfers	75,475	-	-	301,900	-	-	301,900	1,371,800	683,858	50%	687,942
Contingency				344,113				344,113			
Total expenditures	\$ 75,475	\$ 123,875	164%	\$ 646,013	\$ 123,875	1%	\$ 178,025	\$ 11,945,913	\$ 5,834,016	49%	\$ 5,767,784
Revenue over (under) expenditures	\$ 20,025	\$ 44,699	38%	\$ (264,013)	\$ 44,699	38%	\$ 35,401	\$ (180,913)	\$ 245,083		
Beginning fund balance	264,013	116,486	44%	264,013	116,486	44%		180,913	(83,898)		
Ending fund balance	\$ 284,038	\$ 161,185	57%	\$ -	\$ 161,185	44%		\$ -	\$ 161,185		

Wastewater SDC Fund

This fund accounts for the collection and expenditure of wastewater system development charges. The primary revenue source is SDC's. Expenditures are for qualified capital improvement projects and related costs.

Revenue through the first quarter is at approximately \$85,000 or 56 percent of the annual budget. SDC collection was from 20 residential and 3 commercial starts.

First quarter expenses are associated with capital expenses for the utility expansion out Madras Hwy, which will be reimbursed through a Business Oregon grant from HB 1530. This project started in the first quarter and is expected to be completed in the second quarter.

Fund balance increased roughly \$82,000 or 44 percent.

	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Budget %	Budget Est.	Actual	Budget %	Annual Est. Budget Balance				
Revenue											
Interest	\$ 250	\$ 1,873	749%	\$ 1,000	\$ 1,873	187%	\$ (873)	\$ 2,000	11,109	555%	\$ (9,109)
Miscellaneous	-	-	-	-	-	-	-	50,000	18,750	38%	31,250
System development charges	37,500	83,326	222%	150,000	83,326	56%	66,674	420,000	340,376	81%	79,624
Total revenue	\$ 37,750	\$ 85,199	226%	\$ 151,000	\$ 85,199	56%	\$ 65,801	\$ 472,000	\$ 370,235	78%	\$ 101,765
Expenditures											
Material and services	\$ 2,500	\$ -	-	\$ 10,000	\$ -	-	\$ 10,000	\$ 20,000	-	0%	\$ 20,000
Capital outlay											
Improvements	12,500	3,163	25%	50,000	3,163	6%	46,838	120,000	43,231	36%	76,769
Transfers	26,000	-	-	104,000	-	-	104,000	308,000	177,895	58%	130,105
Contingency					31,710			31,710			
Total expenditures	\$ 41,000	\$ -	-	\$ 195,710	\$ 3,163	2%	\$ 160,838	\$ 479,710	\$ 221,126	46%	\$ 226,874
Revenue over (under) expenditures	\$ (3,250)	\$ 85,199	46%	\$ (44,710)	\$ 82,037	44%	\$ (95,037)	\$ (7,710)	\$ 149,109		
Beginning fund balance	7,710	186,772	2422%	44,710	186,772	418%		7,710	119,699		
Ending fund balance	\$ 4,460	\$ 271,971	6098%	\$ -	\$ 268,809	-		\$ -	\$ 268,808		

PERS/ POB Fund

This fund accounts for the issuance of pension obligation debt to fund the City’s existing unfunded actuarial liability (UAL) and associated debt repayment. The principal source of revenue is charges to other funds with salaries subject to PERS via a surcharge. A transfer from the General Fund is included to pre-fund a portion of debt service costs. Expenditures are for payments to PERS for the UAL and for debt service requirements.

Revenue collection through the first quarter is at roughly 21 percent of the annual budget totaling approximately \$162,000.

Expenditures through the quarter are as anticipated with the debt service payments coming out in December and June annually.

Fund balance is being built up for the potential of creating another side account to further stabilize PERS rates for the City. The PERS incentive fund program is anticipated to reopen in the next fiscal year. In this program, the State will match 25 percent of establishing deposits into a new side account to help offset PERS contribution rates, up to a predetermined amount.

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Charges for services	\$ 138,550	\$ 142,025	103%	\$ 554,200	\$ 142,025	26%	\$ 412,175	\$ 1,088,900	\$ 690,025	63%	\$ 398,875
Interest	5,000	19,880	398%	20,000	19,880	99%	120	40,000	116,293	291%	(76,293)
Transfer from other funds	46,725	-	-	186,900	-	-	186,900	371,200	50,000	13%	321,200
Total revenue	\$ 190,275	\$ 161,905	85%	\$ 761,100	\$ 161,905	21%	\$ 599,195	\$ 1,500,100	\$ 856,318	57%	\$ 643,782
Expenditures											
Personnel services	\$ -	-	-	\$ -	\$ -	-	\$ -	\$ -	-	-	\$ -
Debt service											
Principal - POB 2013	75,000	-	-	300,000	-	-	300,000	577,700	277,643	48%	300,057
Interest - POB 2013	10,850	-	-	43,400	-	-	43,400	97,100	53,671	55%	43,429
Contingency				1,893,757				1,893,757			
Total expenditures	\$ 85,850	\$ -	0%	\$ 2,237,157	\$ -	-	\$ 343,400	\$ 2,568,557	\$ 331,314	13%	\$ 343,486
Revenue over (under) expenditures	\$ 104,425	\$ 161,905	7%	\$ (1,476,057)	\$ 161,905	7%	\$ 255,795	\$ (1,068,457)	\$ 525,003		
Debt service reserve	358,900			358,900				358,900	358,900		
Beginning fund balance	1,427,357	2,184,240	153%	1,834,957	2,184,240	119%		1,427,357	1,821,141		
Ending fund balance	\$ 1,531,782	\$ 2,346,145	153%	\$ 358,900	\$ 2,346,145	654%		\$ 358,900	\$ 2,346,144		



City Hall staff enjoying the end of the day on Friday the 13th in September 2024

Railroad Fund

This fund accounts for the activities of the City’s railroad operation and for the City’s freight depot operation. Starting in FY 14 the Railroad and Freight Depot Funds were consolidated. Primary revenue sources are payments for the use of railroad and freight depot facilities and related services. Expenditures are for the railroad and freight depot operations, including repair, debt service and capital improvements. Additionally, transfers to other City operations are budgeted.

First quarter revenue collections are at approximately \$269,00 or 27 percent of the annual budget. Charges for services for the railroad are at approximately \$97,000 or 25 percent of the annual budget, with the freight depot at approximately \$124,000 or 26 percent of annual budget. Overall revenue is up in comparison to the prior year roughly 2 percent with significant increases in storage and switching. Freight cars are up by 11 cars in comparison to the prior year at quarter end with a large increase in oil cars taking place during the first quarter. McCall oil brought in 105 of the 154 cars that were switched at the Prineville Junction during the first quarter. The increases in freight depot charges for services can be attributed to annual increases in lease contracts. Below is a prior year comparison at quarter end of operating revenues for the Railroad Fund.

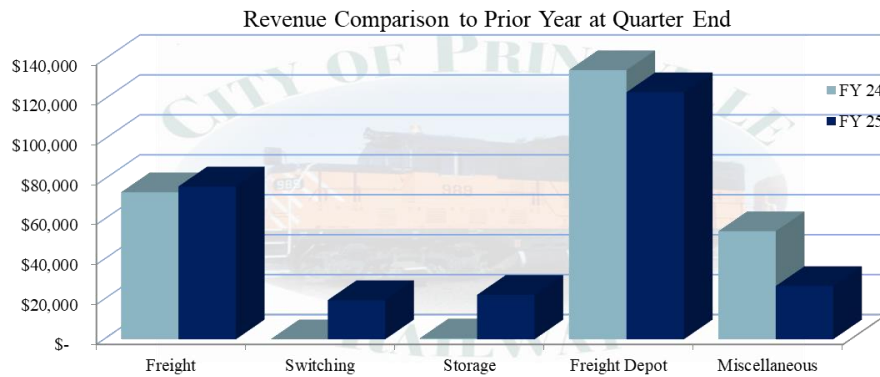
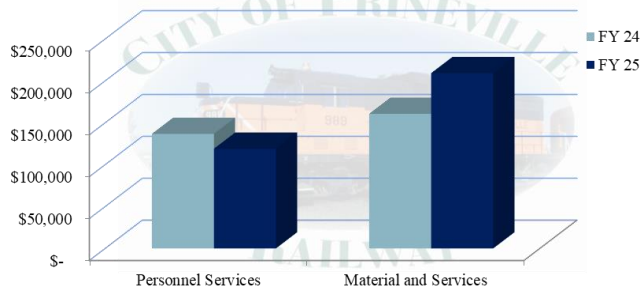


Photo taken by Dade Shank in September 2024

Railroad Fund- Continued

Overall expenditures at quarter end are at approximately \$382,000 or 19 percent of the annual budget. Materials and services are at roughly 64 percent of the annual budget with the annual insurance payment coming out during the first quarter of \$137,000. Overall operating expenditures are up in comparison to the prior year roughly 10 percent. During the first quarter the railroad bridge over Madras Hwy was hit by a truck and sustained significant damage. A supplemental budget is expected to be needed before yearend due to this unanticipated event. First quarter capital expenditures are largely associated with work being done on the new locomotive. Below is a graph comparison of operating expenditures to the prior year.

Expenditure Comparison to Prior Year at Quarter End



Fund balance decreased roughly \$114,000 or -11 percent through the first quarter.

Revenue	Current Quarter		Year to Date					Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Charges for services											
Railroad	\$ 95,000	\$ 96,710	102%	\$ 380,000	\$ 96,710	25%	\$ 283,290	\$ 712,000	\$ 480,928	68%	\$ 231,072
Freight Depot	119,171	123,716	104%	476,684	123,716	26%	352,968	970,000	659,455	68%	310,545
Use of money and property	26,075	34,347	132%	104,300	34,347	33%	69,953	185,000	115,068	62%	69,932
Miscellaneous	10,375	14,177	137%	41,500	14,177	34%	27,323	194,000	166,623	86%	27,377
Total revenue	\$ 250,621	\$ 268,950	107%	\$ 1,002,484	\$ 268,950	27%	\$ 733,534	\$ 2,061,000	\$ 1,422,074	69%	\$ 638,926
Expenditures											
Personnel services	\$ 135,450	\$ 118,962	88%	\$ 541,800	\$ 118,962	22%	\$ 422,838	\$ 1,035,000	612,111	59%	\$ 422,889
Material and services	81,900	209,204	255%	327,600	209,204	64%	118,396	670,000	551,600	82%	118,400
Capital outlay											
Improvements	7,375	28,573	97%	29,500	28,573	97%	927	515,000	513,841	100%	1,159
Transfers	25,750	25,750	100%	103,000	25,750	25%	77,250	202,100	124,850	62%	77,250
Contingency				993,524				993,524			
Total expenditures	\$ 250,475	\$ 382,490	153%	\$ 1,995,424	\$ 382,490	19%	\$ 619,410	\$ 3,415,624	\$ 1,802,403	53%	\$ 619,697
Revenue over (under) expenditures	\$ 146	\$ (113,540)	-11%	\$ (992,940)	\$ (113,540)	-11%	\$ 114,124	\$ (1,354,624)	\$ (380,329)		
Beginning fund balance	992,940	992,940	100%	992,940	992,940	100%		1,354,624	1,259,728		
Ending fund balance	\$ 993,086	\$ 879,400	89%	\$ -	\$ 879,400	-		\$ -	\$ 879,399		



Barely being unloaded from a City of Prineville railcar in July 2024.

Airport Fund

This fund accounts for the activities of the airport. The airport’s main source of operating revenue is through charges for services that revolve around fuel sales and hangar leases. Expenditures are for general operations of the airport including cost of goods sold, maintenance and capital improvements.

Overall revenue collection through the first quarter is largely associated with the transfer from the General Fund and the quarterly payment from the County per the newly establish intergovernmental contract. Operations of the airport were taken over by Hood Aero during the first quarter of the prior year.

Overall expenditures at quarter end are at approximately \$57,000. Materials and services expenses continue to be transferred over to the County per the new contract with the City being responsible for very few material and services expenses. The City is responsible for the payroll of the Airport Manager.

Cashflow for the Airport Fund will be provided to the City by the County quarterly per the new contract with the goal of keeping the fund balance at zero.

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Intergovernmental	\$ 21,250	\$ 28,968	136%	\$ 85,000	\$ 28,968	34%	\$ 56,032	\$ 170,000	\$ 59,991	35%	\$ 110,009
Charges for services	168,500	4,881	3%	674,000	4,881	1%	669,119	1,391,000	300,173	22%	1,090,827
Interest	-	156	-	-	156	-	(156)	1,000	2,914	291%	(1,914)
Transfers	21,250	22,800	107%	85,000	22,800	27%	62,200	170,000	53,160	31%	116,840
Total revenue	\$ 211,000	\$ 56,806	27%	\$ 844,000	\$ 56,806	7%	\$ 787,194	\$ 1,732,000	\$ 416,238	24%	\$ 1,315,762
Expenditures											
Personnel service	\$ 50,750	\$ 46,419	91%	\$ 203,000	\$ 46,419	23%	\$ 156,581	\$ 400,000	243,393	61%	\$ 156,607
Materials and services	147,600	8,896	6%	590,400	8,896	2%	581,504	1,180,600	259,993	22%	920,607
Capital outlay	-	-	-	-	-	-	-	100	-	0%	100
Debt service											
Les Schwab Hangar	6,250	-	-	25,000	-	-	25,000	50,000	25,000	50%	25,000
Transfers	17,050	1,500	9%	68,200	1,500	2%	66,700	132,200	33,500	25%	98,700
Contingency				69,168				69,168			
Total expenditures	\$ 221,650	\$ 56,814	26%	\$ 955,768	\$ 56,814	6%	\$ 829,786	\$ 1,832,068	\$ 561,886	31%	\$ 1,201,014
Revenue over (under) expenditures	\$ (10,650)	\$ (9)	-29%	\$ (111,768)	\$ (9)	-29%	\$ (42,591)	\$ (100,068)	\$ (145,647)		
Beginning fund balance	100,068	30	0%	111,768	30	0%		100,068	145,669		
Ending fund balance	\$ 89,418	\$ 21	0%	\$ -	\$ 21	-		\$ -	\$ 22		

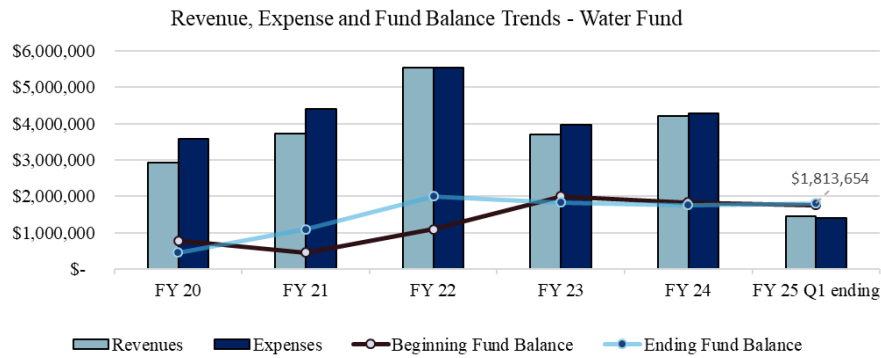
Water Fund

This fund accounts for the activities of the City’s water utility. The primary source of revenue is water sales and expenditures are for the operation of the system including repair and maintenance of infrastructure.

Total revenue collection through the first quarter came in at approximately \$1.4 million or 42 percent of the annual budget. Charges for service are up in comparison to the prior year at quarter end roughly \$77,000. This increase can largely be attributed to the rate increase in July of 2024.

First quarter expenditures are at approximately \$1.4 million or 33 percent of the annual budget. Materials and services are currently at 35 percent of the annual budget with \$103,000 coming out for insurance during the first quarter. Capital expenditures are at roughly \$480,000 or 67 percent of the annual budget and are largely associated with the S. Main waterline project.

Fund balance increased roughly \$48,000 or 3 percent, ending at roughly \$1.8 million.



	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Quarter Actual	Quarter Budget %	Annual Budget Est.	Annual Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Revenue											
Charges for services	\$ 850,825	\$ 1,421,235	167%	\$ 3,403,300	\$ 1,421,235	42%	\$ 1,982,065	\$ 7,106,600	\$ 5,030,667	71%	\$ 2,075,933
Interest	2,000	8,757	438%	8,000	8,757	109%	(757)	16,000	54,958	343%	(38,958)
Miscellaneous	2,500	16,297	652%	10,000	16,297	163%	(6,297)	20,000	89,545	448%	(69,545)
Transfers	5,125	-	-	20,500	-	-	20,500	346,100	172,100	50%	174,000
Total revenue	\$ 860,450	\$ 1,446,289	168%	\$ 3,441,800	\$ 1,446,289	42%	\$ 1,995,511	\$ 7,488,700	\$ 5,653,073	75%	\$ 2,141,430
Expenditures											
Materials and services	\$ 312,850	\$ 441,798	141%	\$ 1,251,400	\$ 441,798	35%	\$ 809,602	2,860,000	2,024,636	71%	\$ 835,364
Franchise fee expense	45,050	45,050	100%	180,200	45,050	25%	135,150	395,400	260,250	66%	135,150
Capital outlay											
Improvements	178,500	479,580	269%	714,000	479,580	67%	234,420	1,300,000	1,065,229	82%	234,771
Debt service											
Principal											
Refunding bond 2021	40,850	-	-	163,400	-	-	163,400	322,500	159,039	49%	163,461
Water revenue bond ASR	18,500	-	-	74,000	-	-	74,000	147,000	-	0%	147,000
Interest											
Refunding bond 2021	4,325	-	-	17,300	-	-	17,300	36,600	19,227	53%	17,373
Water revenue bond ASR	16,250	-	0%	65,000	-	0%	65,000	131,300	39,000	30%	92,300
Transfers	432,350	432,350	100%	1,729,400	432,350	25%	1,297,050	3,405,400	2,108,350	62%	1,297,050
Contingency				69,902				64,902			
Total expenditures	\$ 1,048,675	\$ 1,398,778	133%	\$ 4,264,602	\$ 1,398,778	33%	\$ 2,795,922	\$ 8,663,102	\$ 5,675,731	66%	\$ 2,922,469
Revenue over (under) expenditures	\$ (188,225)	\$ 47,511	3%	\$ (822,802)	\$ 47,511	3%	\$ (800,411)	\$ (1,174,402)	\$ (22,657)		
Debt service reserve		317,415		317,415				317,415			
Beginning fund balance	1,491,817	1,766,143	118%	1,140,217	1,766,143	155%		1,491,817	1,836,311		
Ending fund balance	\$ 1,303,592	\$ 1,813,654	139%	\$ -	\$ 1,813,654	-		\$ -	\$ 1,813,654		

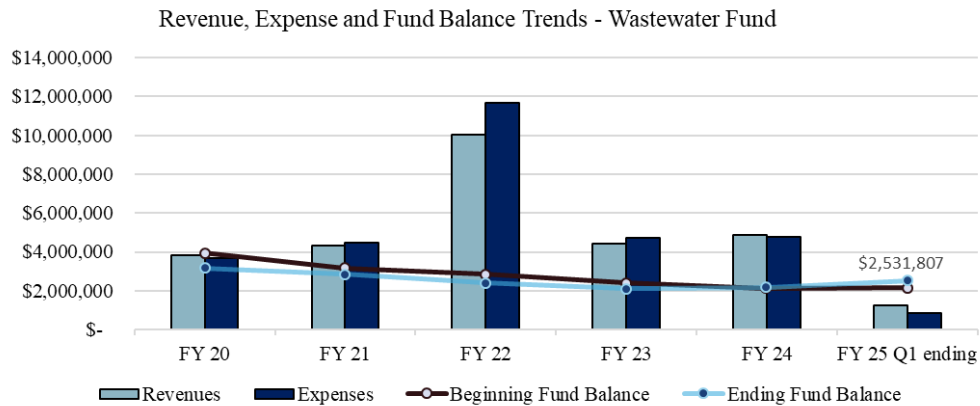
Wastewater Fund

This fund accounts for the activities of the City’s wastewater and treatment facilities. The primary source of revenue is sewer service fees. Expenditures are for the operation of the wastewater system including repair and maintenance of infrastructure and debt service related to infrastructure costs.

Overall revenue collection at quarter end is at approximately \$1.2 million or 26 percent of the annual budget. Charges for services increased approximately \$44,000 in comparison to the prior year at first quarter end. This increase can largely be attributed to rate increases that went in to affect at the beginning of the fiscal year.

Expenditures through the first quarter are at roughly \$871,000 or 17 percent of the annual budget. All appropriation categories are at or below the quarter budget. Capital expenditures totaled approximately \$60,000 and were largely associated with collection improvements.

Fund balance increased roughly \$366,000 through quarter end. Below are revenue, expense and fund balance trends for the Wastewater Fund.



Storm water improvements continued in the first quarter of FY 25.

Wastewater Fund - Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Charges for services	\$ 1,118,750	\$ 1,191,398	106%	\$ 4,475,000	\$ 1,191,398	27%	\$ 3,283,602	\$ 8,825,000	\$ 5,592,334	63%	\$ 3,232,666
Interest	6,250	15,460	247%	25,000	15,460	62%	9,540	50,000	104,502	209%	(54,502)
Miscellaneous	18,550	30,129	162%	74,200	30,129	41%	44,071	148,400	220,105	148%	(71,705)
SDCs - reimbursement fees	24,200	-	-	96,800	-	-	96,800	193,600	165,239	85%	28,361
Total revenue	\$ 1,167,750	\$ 1,236,987	106%	\$ 4,671,000	\$ 1,236,987	26%	\$ 3,434,013	\$ 9,217,000	\$ 6,082,180	66%	\$ 3,134,820
Expenditures											
Personnel services	\$ 68,000	\$ 65,728	97%	\$ 272,000	\$ 65,728	24%	\$ 206,272	\$ 530,100	\$ 327,377	62%	\$ 202,724
Materials and services	251,738	247,501	98%	1,006,950	247,501	25%	759,449	2,020,000	1,239,065	61%	780,935
Franchise fee expense	55,950	55,950	100%	223,800	55,950	25%	167,850	513,300	345,450	67%	167,850
Capital outlay											
Improvements	132,600	60,328	45%	530,400	60,328	11%	470,072	1,142,600	594,201	52%	548,399
Debt service											
Principal											
Refunding 2021	186,050	-	-	744,200	-	-	744,200	1,479,600	735,327	50%	744,273
State of Oregon IFA	7,050	-	-	28,200	-	-	28,200	56,100	27,839	50%	28,261
USDA 2015	16,525	-	-	66,100	-	-	66,100	130,500	64,319	49%	66,181
Interest											
Refunding 2021	9,225	-	-	36,900	-	-	36,900	82,700	45,771	55%	36,929
State of Oregon IFA	1,500	-	-	6,000	-	-	6,000	12,200	6,216	51%	5,984
USDA 2015	25,025	-	-	100,100	-	-	100,100	202,000	101,841	50%	100,159
Transfers	441,350	441,350	100%	1,765,400	441,350	25%	1,324,050	3,497,100	2,173,050	62%	1,324,050
Contingency								327,372	327,372		
Total expenditures	\$ 1,195,013	\$ 870,857	73%	\$ 5,107,422	\$ 870,857	17%	\$ 3,909,193	\$ 9,993,572	\$ 5,660,455	57%	\$ 4,005,745
Revenue over (under) expenditures	\$ (27,263)	\$ 366,129	17%	\$ (436,422)	\$ 366,129	17%	\$ (475,179)	\$ (776,572)	\$ 421,725		
Other resources / (requirements)											
Debt service reserve	976,315			976,315				976,315			
Capital reserve											
Beginning fund balance	1,752,887	2,165,678	124%	1,412,737	2,165,678	153%		1,752,887	2,110,083		
Ending fund balance	\$ 1,725,625	\$ 2,531,807	147%	\$ -	\$ 2,531,807	-		\$ -	\$ 2,531,808		

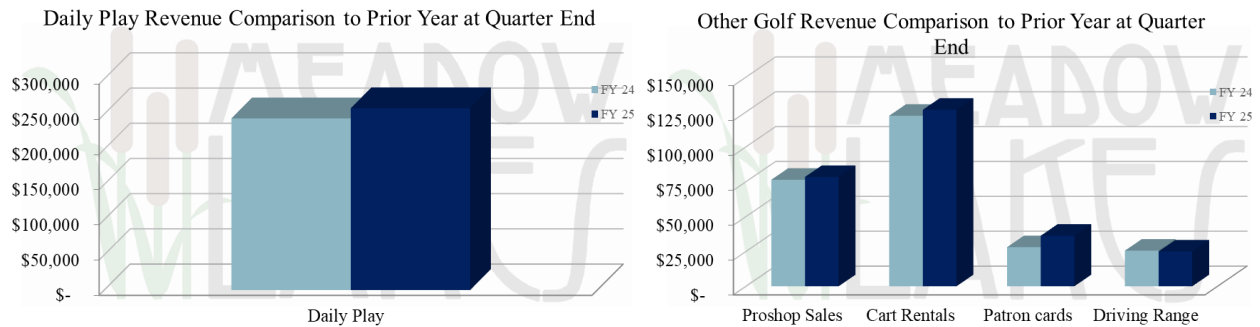


Summer evening at the Crooked River Wetlands in August 2024.

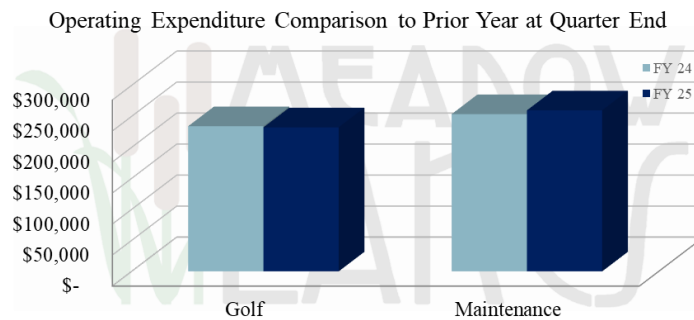
Golf Course and Restaurant Fund

This fund accounts for the activities of Meadow Lakes Golf Course and Restaurant. Revenue is generated through user fees, restaurant lease revenue and an operating payment from the City’s Wastewater Fund for treatment.

Overall revenue collection is at approximately \$646,000 at quarter end or 37 percent of the annual budget. Golf operating revenue came in at about \$531,000 or 41 percent of the annual budget which is an increase over the prior year of roughly 6 percent. Rounds of golf are down slightly by roughly 70 rounds compared to the prior year. Below is a comparison to the prior year of the significant operating revenue sources for the golf course.



Expenditures through the first quarter came in at roughly \$613,000 or 26 percent of the annual budget. Golf course operating expenditures are down slightly and maintenance expenditures are up roughly 2 percent over the prior year quarter end. Maintenance expense increases can largely be attributed to pay increases that took place in July. Below is a comparison of operating only expenditures to the prior year by department.



Meadow Lake in September 2024

Golf Course and Restaurant Fund – Continued

Fund balance increased roughly \$33,000 or 3 percent through quarter end with roughly \$111,000 in capital equipment and projects getting completed during the first quarter.

	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Revenue											
Charges for services											
Golf Course	\$ 324,875	\$ 530,743	163%	\$ 1,299,500	\$ 530,743	41%	\$ 768,757	\$ 2,536,000	2,000,893	79%	\$ 535,107
Waste Disposal	92,500	92,500	100%	370,000	92,500	25%	277,500	740,000	462,500	63%	277,500
Restaurant	9,625	9,000	94%	38,500	9,000	23%	29,500	71,000	41,500	58%	29,500
Interest	3,000	10,168	339%	12,000	10,168	85%	1,832	24,000	63,931	266%	(39,931)
Miscellaneous	2,750	3,524	128%	11,000	3,524	32%	7,476	21,000	13,060	62%	7,940
Total revenue	\$ 432,750	\$ 645,935	149%	\$ 1,731,000	\$ 645,935	37%	\$ 1,085,065	\$ 3,392,000	2,581,885	76%	\$ 810,116
Expenditures											
Golf Course	\$ 232,600	\$ 343,573	148%	\$ 930,400	\$ 343,573	37%	\$ 586,827	\$ 1,849,100	1,351,379	73%	\$ 497,721
Waste Disposal	212,463	259,569	122%	849,850	259,569	31%	590,281	1,662,900	1,080,866	65%	582,034
Restaurant	8,725	10,258	118%	34,900	10,258	29%	24,642	68,100	44,148	65%	23,952
Debt service											
Principal - 2021 Refunding	30,900	-	-	123,600	-	-	123,600	247,100	123,493	50%	123,607
Interest - 2021 Refunding	750	-	-	3,000	-	-	3,000	7,500	4,471	60%	3,029
Contingency				451,992				451,992			
Total expenditures	\$ 485,438	\$ 613,400	126%	\$ 2,393,742	\$ 613,400	26%	\$ 1,328,350	\$ 4,286,692	\$ 2,604,357	61%	\$ 1,230,343
Revenue over (under) expenditures	\$ (52,688)	\$ 32,536	3%	\$ (662,742)	\$ 32,536	3%	\$ (243,286)	\$ (894,692)	(22,473)		
Debt service reserve	124,000			124,000				124,000			
Beginning fund balance	1,018,692	1,054,414	104%	786,742	1,054,414	134%		1,018,692	1,109,422		
Ending fund balance	\$ 966,005	\$ 1,086,950	113%	\$ -	\$ 1,086,950	-	\$ -	\$ -	\$ 1,086,949		



Meadow Lakes Golf Course in September 2024

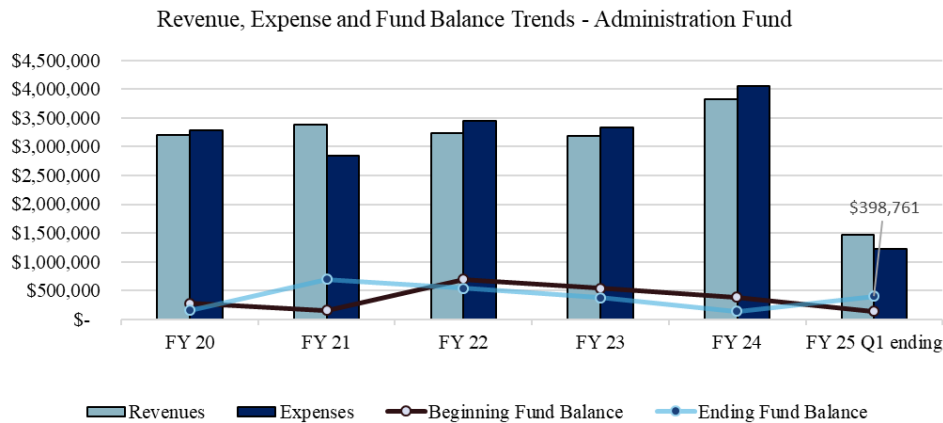
Administration and Financial Support Services Fund

This fund accounts for the activities of the City Manager’s office, human resources, recorder, finance, Council directed contributions, and information technology services. The primary source of revenue is charges to other funds for services.

Overall revenue collection through quarter end came in at approximately \$1.5 million or 34 percent of the annual budget. Charges for services are largely associated with Internal Service Fund transfers totaling \$851,000. A budgeted transfer from the General Fund was completed in the first quarter to ensure adequate cash flow for the fund.

Overall expenditures at quarter end are at approximately 24 percent of the annual budget or \$1.2 million. Both the Finance and Administration Departments are at or below the quarter budget with the City Council and IT Departments slightly above budget at quarter end. In the City Council budget, the membership for Central Oregon Cities Organization increased. In the IT Department, many annual maintenance agreements came due in the first quarter.

Fund balance increased roughly \$256,000 through the first quarter. Below are revenue, expense and fund balance trends for the Administration and Financial Support Services Fund.



Crook County baseball team coming to a council meeting in July 2024 to thank the City Council for their contribution.

Administration and Financial Support Services Fund - Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Charges for services	\$ 886,150	\$ 869,078	98%	\$ 3,544,600	\$ 869,078	25%	\$ 2,675,522	\$ 7,575,100	\$ 4,680,840	62%	\$ 2,894,260
Transfers	200,000	600,000	300%	800,000	600,000	75%	200,000	800,000	600,000	75%	200,000
Interest	2,500	3,489	140%	10,000	3,489	35%	6,511	20,000	24,258	121%	(4,258)
Total revenue	\$ 1,088,650	\$ 1,472,567	135%	\$ 4,354,600	\$ 1,472,567	34%	\$ 2,882,033	\$ 8,395,100	5,305,098	63%	\$ 3,090,002
Expenditures											
City Council	\$ 25,600	\$ 28,072	110%	\$ 102,400	\$ 28,072	27%	\$ 74,328	\$ 193,200	118,825	62%	\$ 74,375
Administration / Team Services	374,250	367,225	98%	1,497,000	367,225	25%	1,129,775	2,592,000	1,462,095	56%	1,129,905
Financial Services	350,675	328,970	94%	1,402,700	328,970	23%	1,073,730	2,571,000	1,497,174	58%	1,073,826
Information Technology	473,650	492,739	104%	1,894,600	492,739	26%	1,401,861	3,603,500	2,201,626	61%	1,401,874
Contingency				75,099				75,099			
Total expenditures	\$ 1,224,175	\$ 1,217,007	99%	\$ 4,971,799	\$ 1,217,007	24%	\$ 3,679,693	\$ 9,034,799	\$ 5,279,721	58%	\$ 3,679,979
Revenue over (under) expenditures	\$ (135,525)	\$ 255,560	178%	\$ (617,199)	\$ 255,560	178%	\$ (797,660)	\$ (639,699)	\$ 25,377		
Beginning fund balance	617,199	143,201	23%	617,199	143,201	23%		639,699	373,384		
Ending fund balance	\$ 481,674	\$ 398,761	83%	\$ -	\$ 398,761	-		\$ -	\$ 398,761		



Steve Forrester (City Manager) and Steve Uffelman (City Councilor) inspecting the pipe being used for the canal in the Combs Flat project.

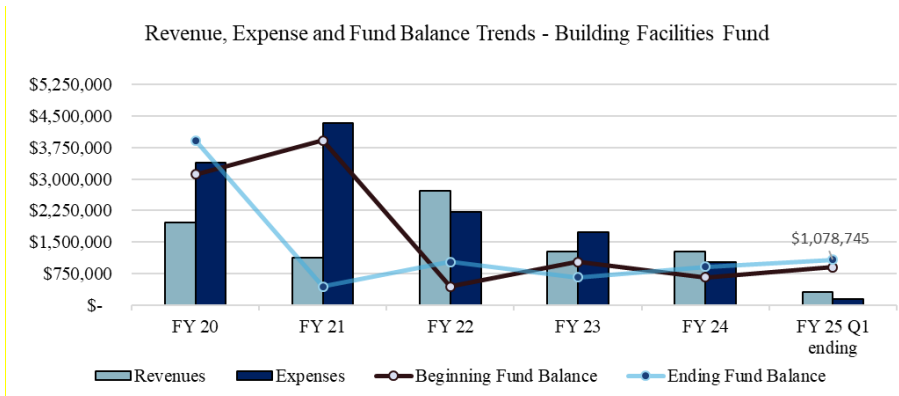
Building Facilities Fund

This fund accounts for the operating costs of the city hall facility and related debt service, police facility, public works facility, Barnes Butte Complex and the community development block grant (CDBG) for the senior center. Revenue is received through rental charges to user departments, grants and activities.

Overall revenues are roughly \$316,000 or 22 percent of the annual budget. First quarter revenues are largely associated with user rents and transfers.

Expenditures through quarter end are roughly 5 percent of the annual budget. All departments except for the City Hall Department are running below budget at quarter end. During the first quarter, City Hall’s HVAC system went through a control update totaling roughly \$45,000. The City Hall Department may need a budget adjustment prior to yearend. Carpet replacement was budgeted for the building, but costs have increased since the time of budgeting. The project will be brought to council during the second quarter.

Fund balance increased roughly \$172,000 or 19 percent through first quarter end and. Below are revenue, expense and fund balance trends for the Building Facilities Fund.



Renewed pond at the Barnes Butte Recreation Area in August 2024.

Building Facilities Fund – Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Rent	\$ 57,875	\$ 64,000	111%	\$ 231,500	\$ 64,000	28%	\$ 167,500	\$ 452,900	\$ 307,400	68%	\$ 145,500
Transfers	238,150	240,650	101%	952,600	240,650	25%	711,950	1,859,900	1,157,950	62%	701,950
Miscellaneous	2,325	3,185	137%	9,300	3,185	34%	6,115	18,600	12,457	67%	6,143
Intergovernmental	62,500	-	-	250,000	-	-	250,000	450,000	52,693	12%	397,307
Interest	1,250	8,598	688%	5,000	8,598	172%	(3,598)	10,000	52,509	525%	(42,509)
Total revenue	\$ 362,100	\$ 316,434	87%	\$ 1,448,400	\$ 316,434	22%	\$ 1,131,966	\$ 2,791,400	1,583,008	57%	\$ 1,208,392
Expenditures											
City Hall facilities	\$ 68,100	\$ 69,796	102%	\$ 272,400	\$ 69,796	26%	\$ 202,604	\$ 588,300	254,530	43%	\$ 333,770
Police facilities	172,350	52,969	31%	689,400	52,969	8%	636,431	1,364,200	770,752	56%	593,448
Public Works facilities	10,325	5,397	52%	41,300	5,397	13%	35,903	82,500	45,165	55%	37,335
Barnes Butte	84,000	15,973	19%	336,000	15,973	5%	320,027	619,000	99,752	16%	519,248
Contingency				155,597				155,597			
Total expenditures	\$ 334,775	\$ 144,135	43%	\$ 1,494,697	\$ 144,135	5%	\$ 1,194,965	\$ 2,809,597	1,170,200	5%	\$ 1,483,800
Revenue over (under) expenditures	\$ 27,325	172,298	19%	\$ (46,297)	172,298	19%	\$ (62,998)	\$ (18,197)	\$ 412,809		
Other requirements											
Debt service reserve	533,000			533,000				533,000			
Beginning fund balance	551,197	906,447	164%	579,297	906,447	156%		551,197	665,937		
Ending fund balance	\$ 578,522	\$ 1,078,745	186%	\$ 533,000	\$ 1,078,745	202%		\$ -	\$ 1,078,746		



Barnes Butte Recreational Area in August 2024.

Plaza Maintenance Fund

This fund accounts for the maintenance of the plaza joining City Hall and the Crook County Annex building. The county and the city maintain the plaza in a joint effort. Starting in 2005 the county was responsible for accounting for the maintenance of the plaza per a city and county agreement. The agreement has been revised and the city, starting FY 13, now assumes the responsibility of accounting for the plaza maintenance. Revenues are generated through a transfer from the city with matching monies from the county. Expenditures are for maintaining the landscaping, sidewalks and lighting.

Revenues are as anticipated with both Crook County and the City paying their contribution in the first quarter. The intergovernmental agreement between the City and County states that the fund balance can not go above \$50,000. Both the City and County’s annual contribution was only \$180 as a result.

First quarter materials and services are for contracted grounds keeping totaling approximately \$1,900. Fund balance decreased roughly -3 percent through the first quarter and ending at roughly \$48,000 at quarter end.

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Intergovernmental	\$ 2,500	\$ 180	7%	\$ 10,000	\$ 180	2%	\$ 9,820	\$ 20,000	\$ 9,868	49%	\$ 10,132
Interest	50	436	871%	200	436	218%	(236)	400	2,822	706%	(2,422)
Transfers	2,500	180	-	10,000	180	2%	9,820	20,000	9,868	49%	10,132
Total revenue	\$ 5,050	\$ 796	16%	\$ 20,200	\$ 796	4%	\$ 19,404	\$ 40,400	22,559	56%	\$ 17,841
Expenditures											
Materials and services	\$ 5,400	\$ 1,868	35%	\$ 21,600	\$ 1,868	9%	\$ 19,733	\$ 43,000	11,344	26%	\$ 31,656
Transfers	500	500	100%	2,000	500	25%	1,500	4,000	2,500	63%	1,500
Contingency					22,473				22,673		
Total expenditures	\$ 5,900	\$ 2,368	40%	\$ 46,073	\$ 2,368	5%	\$ 21,233	\$ 69,673	13,844	3%	\$ 33,156
Revenue over (under) expenditures	\$ (850)	\$ (1,572)	-3%	\$ (25,873)	\$ (1,572)	-3%	\$ (1,828)	\$ (29,273)	\$ 8,715		
Beginning fund balance	29,273	49,640	170%	29,273	49,640	170%		29,273	39,353		
Ending fund balance	\$ 28,423	\$ 48,068	169%	\$ 3,400	\$ 48,068	1414%		\$ -	\$ 48,068		



Plaza on September 11th, 2024



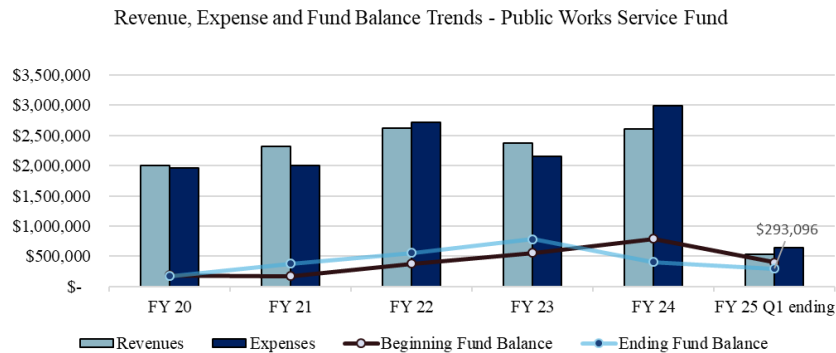
Public Works Support Services Fund

This fund accounts for the activities of the Public Works management, support staff, fleet and vehicle maintenance costs. The primary source of revenue is charges to other funds for services.

Through the first quarter, revenues are at roughly 28 percent of the annual budget and are largely associated with transfers for services from the streets, water and wastewater departments for public works.

Expenditures through quarter end are at roughly 23 percent of the annual budget. During the first quarter, the annual capital lease payment was made for the street sweeper totaling approximately \$40,000 and a new pickup truck was purchased.

Fund balance decreased approximately \$106,000 or -27 percent at through quarter end. Below are revenue, expense and fund balance trends for the Public Works Support Services Fund.



PW out at the Barnes Butte Rec. Area in August 2024.

Public Works Support Services Fund - Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Actual to Date	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance				
Intergovernmental	\$ 27,500	\$ -	-	\$ 110,000	\$ -	-	\$ 110,000	\$ 220,000	145,103	66%	\$ 74,897
Charges for services	443,925	527,525	119%	1,775,700	527,525	30%	1,248,175	4,962,200	2,955,840	60%	2,006,360
Interest	500	4,704	941%	2,000	4,704	235%	(2,704)	4,000	33,950	849%	(29,950)
Miscellaneous	2,500	1,618	65%	10,000	1,618	16%	8,382	20,000	4,941	25%	15,059
Total revenue	\$ 474,425	\$ 533,847	113%	\$ 1,897,700	\$ 533,847	28%	\$ 1,363,853	\$ 5,206,200	3,139,834	60%	\$ 2,066,366
Expenditures											
Public Works Support Services	\$ 559,375	\$ 512,802	92%	\$ 2,237,500	\$ 512,802	23%	\$ 1,724,698	\$ 4,448,500	2,723,771	61%	\$ 1,724,729
Public Works Fleet and Vehicles	124,200	127,329	103%	496,800	127,329	26%	369,471	1,277,000	907,527	71%	369,473
Contingency				1,452				1,452			
Total expenditures	\$ 683,575	\$ 640,130	94%	\$ 2,735,752	\$ 640,130	23%	\$ 2,094,170	\$ 5,726,952	\$ 3,631,298	63%	\$ 2,094,203
Revenue over (under) expenditures	\$ (209,150)	\$ (106,283)	-27%	\$ (838,052)	\$ (106,283)	-27%	\$ (730,317)	\$ (520,752)	\$ (491,464)		
Beginning fund balance	838,052	399,379	48%	838,052	399,379	48%		520,752	784,560		
Ending fund balance	\$ 628,902	\$ 293,096	47%	\$ -	\$ 293,096	-		\$ -	\$ 293,096		



PW Director / Assistant City Manager, Casey Kaiser, inspecting the renewed canal at BBRA during the first quarter.



STAFF REPORT

MEETING DATE:	11/12/2024	PREPARED BY:	Casey Kaiser
SECTION:	Resolutions	DEPARTMENT:	Public Works
CITY GOAL:	Quality Municipal Services & Programs		
SUBJECT:	Resolution No. 1606 Authorizing an easement agreement with Ochoco Irrigation District		

REASON FOR CONSIDERATION:

The proposed agreement grants an easement to OID for the purposes of the placement, maintenance, and operation of their irrigation piping where it runs across City owned property adjacent to Combs Flat to Peters Rd. Extension.

BACKGROUND:

In 2022 the City determined to provide an easement to OID adjacent to the City's Combs Flat to Peters Rd Extension project to allow OID to remove a section of open irrigation canal and re-route it through an underground pipe. Piping the currently open section of the OID canal through the City's Barnes Butte property has numerous benefits to the city including reducing costs of constructing the roadway, increasing efficiency of water delivery, and eliminating safety hazards. The City of Prineville began construction of the Combs Flat to Peters Rd. Extension and OID Canal Piping project in July of this year. With the project now underway it is timely for the City to consider the proposed easement agreement.

FISCAL IMPACT: There is not anticipated to be a significant fiscal impact to the City in granting the proposed easement.

RECOMMENDATION:

City staff, OID Staff, and legal counsel have reviewed the easement agreement and believe it reflects the best interests of both parties and the community. Staff recommends approving Resolution No.1606 authorizing the proposed easement agreement.

ATTACHMENT(S):

Resolution 1606, Proposed Easement Agreement

**RESOLUTION NO. 1606
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING A RIGHT OF WAY AGREEMENT WITH OCHOCO
IRRIGATION DISTRICT**

Whereas, City of Prineville (“City”) is creating a public right-of-way within Prineville, Crook County, Oregon, from Combs Flat Road to Peters Road, hereafter “Right of Way.”

Whereas, Ochoco Irrigation District (“OID”) is planning to abandon their canal near the “Right of Way” and constructing an underground pipeline for purpose of conveying irrigation water.

Whereas, City and OID believe that an underground pipeline is in the best interest of each entity.

Whereas, the City and OID have negotiated a Right of Way Agreement (“Agreement”), attached to this Resolution and incorporated herein.

Whereas, City staff believes it is in the best interest of the City to approve and execute the Agreement.

NOW, THEREFORE, the City of Prineville resolves that the attached Agreement is hereby approved and that the Mayor and City Manager are authorized to sign such Agreement on behalf of the City.

Approved by the City Council this ____ day of November, 2024.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder

After Recording Return to:
Jered Reid
35 SE C Street, Suite D
Madras, Oregon 97741

RIGHT OF WAY AGREEMENT

THIS RIGHT OF WAY AGREEMENT (“Agreement”) is made and entered into as of the date last written below (“Effective Date”), by and between the **City of Prineville**, 387 NE Third Street, Prineville, Oregon 97754 an Oregon municipal corporation (“City”), and **Ochoco Irrigation District**, 1001 NW Deer Street, Prineville, Oregon 97754, a public corporation under ORS chapter 545 (“District”). Both City and District shall be known as “Party” and collectively as “Parties.”

RECITALS

- A. City owns real property in Crook County, Oregon, more particularly described as:
- Parcel One (1) of Partition Plat No. 2010-06, Recorded December 29, 2010 in Partitions Microfilm No. 2010-244547, Records of Crook County, Oregon, Located in the SW1/4 of Section 28, in SE1/4 of Section 29, E1/2 of Section 32, in Section 33, in NW1/4 of Section 34, Township 14 South, Range 16 East of the Willamette Meridian, and in the NE1/4 of Section 5, Township 15 South, Range 16 East of the Willamette Meridian, Crook County, Oregon.
- In Township 14 South, Range 16 East of the Willamette Meridian, Crook County, Oregon:
Section 27: SW1/4 SW1/4; EXCEPT the NE1/4 NE1/4 SW1/4 SW1/4.
Section 28: S1/2 NW1/4 NE1/4 SE1/4; SW1/4 NE1/4 NE1/4 SE1/4; S1/2 NE1/4 SE1/4
- B. City intends to construct a public right-of-way within Prineville, Crook County, Oregon from Combs Flat Road to Peters Road as depicted on Exhibit A, attached hereto and incorporated herein, and hereinafter “Right of Way.”
- C. District currently has an irrigation canal located near the proposed Right-of-Way. District desires to abandon the canal and construct an underground pipeline for purposes of conveying irrigation water.
- D. City and District believe that an underground pipeline is in the best interest of each entity.
- E. City has agreed that OID shall be allowed to use the Right-of-Way for the purpose of District locating, relocating, surveying a route, constructing, entrenching, inspecting, protecting,

operating, maintaining, repairing, replacing, substituting, and removing a water transmission pipeline for the transportation of irrigation and agricultural water as described in this Agreement.

F. The water transmission pipeline is to be located on a route to be mutually selected by the Parties, on, in, over and through the Right-of-Way as generally depicted on Exhibit A.

NOW, THEREFORE, in consideration of the foregoing, the covenants and agreements of the Parties hereto, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, City and District, hereto agree as follows:

1. **Grant of Right of Way Easement.** City hereby agrees to grant District an easement within the Right-of-Way, hereinafter “Easement,” to locate, relocate survey a route, construct, entrench, inspect, protect, operate, maintain, repair, replace, substitute, and remove a single underground water transmission pipeline with appurtenances including but not limited to valves, metering equipment, erosion control equipment, electrical cable, cathodic equipment, and communication cable (hereinafter referred to collectively as “Facilities”) on, in, under and through the area generally depicted on Exhibit A.

2. **Grant of Temporary Construction Easement.** City hereby grants to District a temporary construction easement (hereinafter referred to as “Temporary Construction Easement”) to locate, relocate, survey a route, construct, entrench, maintain, inspect, protect, operate, maintain, repair, replace, substitute, relocate, and remove a single underground water transmission pipeline with Facilities along the line generally described on Exhibit A, for a time period not to exceed three (3) years from the Effective Date of this Agreement or until the completion of the construction of the pipeline, whichever shall first occur.

3. **Term.** The rights granted in this Agreement shall be possessed and enjoyed by District, its successors and assigns, so long as the water pipeline and appurtenances constructed pursuant to this Agreement shall be maintained and operated by District, its successors or assigns.

4. **Right of Access.** The permanent Easement and Temporary Construction Easement shall carry with them the right of District and its employees and agents at all times to have free and unimpaired ingress, egress, regress and access over, across and through said Right-of-Way, using reasonable routes as City may designate or approve for the purpose of locating, relocating, surveying a route, constructing, entrenching, inspecting, protecting, operating, maintaining, repairing, replacing, substituting, relocating, and removing the Facilities.

a. **Work.** District, except in case of an Emergency, shall, prior to commencing new construction or reconstruction within the Right-of-Way, apply for a permit from the City, which permit shall not be unreasonably withheld, or delayed. If an Emergency occurs, District will be able to commence construction and reconstruction within the Right-of-Way but shall notify City of the Emergency within 24 hours of learning of the Emergency. District and City agree to work together to ensure that any work done within the Right-of-Way minimizes disruption of any transportation network.

5. **Exclusivity.** District's use of the Easement hereunder shall be exclusive, subject to the City's rights contained herein. City shall not grant other easements and rights-of-way across the land covered by the Easement. City shall not build, construct, or permit to be built or constructed, any structure or obstruction, or impound water or any substance or change the grade on or over the Easement, except that with written consent from District, City shall be permitted to construct fences, roads, trails, sidewalks, power transmission lines, and communication lines across the Easement and do landscaping within the Easement. Any landscaping shall not interfere with District's use of the Easement and any deep-rooted trees shall require prior written approval by District before installed. District shall not interfere with the other activities of City, its agents, designees, permittees, or assignees on the Easement. Notwithstanding the above, the Parties agree that the area depicted on Exhibit B or other areas of crossing shall be non-exclusive, and City, its agents, designees, permittees, and assignees shall have the right to use and enjoy the land covered by the Easement at any time during the term of this Agreement for any purpose and the right to grant other easements and rights-of-way across the land covered by the Easement, so long as such use or other easements and rights-of-way do not materially interfere with District's use and enjoyment of the rights granted herein. City, upon the consent of the District, which shall not be unreasonably withheld, may grant other Utilities access within the Right-of-Way. Utilities and Franchisees currently within the Right-of-Way shall be allowed to have access within the Right-of-Way and the Parties shall work cooperatively to provide a reasonable effort to provide utilities and Franchisee's with alternate locations for facilities within the Right-of-Way. The City agrees to not consent to any utility or facility to be above the District's facilities without the District's written approval. The Parties shall share the costs related to any relocation of utilities or facilities within the Right-of-Way.

6. **Responsibilities of District.**

a. **Assignment.** District shall not have the right to assign all, or any portion of the rights herein granted without City's written permission.

b. **Burial of Water Pipeline.** District shall bury the water pipeline installed by District to the depth required by federal, state, and local regulations.

c. **Restoration of Surface.** District shall affect a minimum of vegetative or soil disturbance consistent with practical operations and will smooth and maintain all disturbed areas to conform as reasonably practical to the adjacent terrain. After the initial construction of the pipeline covered by this Agreement is completed, or upon completion of any subsequent maintenance or replacement of Facilities causing vegetative or soil disturbance, District shall restore without unreasonable delay and return the area, as much as reasonably practical, to the condition and use which existed prior to such disturbance. The restoration will be in accordance with the specifications established by the City. City shall be responsible for the costs of the restoration of any City facilities and District shall be responsible for the costs of the repair, maintenance, or replacement of District's Facilities.

d. **Abandonment.** It is expressly made a condition of the Easement that if District, its successors or assigns, shall abandon the Easement or any portion of said Easement for the stated purposes of the Easement, then and in that event, all the rights herein granted shall cease

and terminate with respect to the Easement or portion of the Easement so abandoned, and the title to said Easement or the said portion of the Easement shall be freed from the burden of said Easement or portion of the Easement; and it is further agreed that nonuse of the Easement or any portion thereof for the purposes of said Easement for the period of four (4) consecutive years along with an intent to abandon shall constitute an abandonment unless such nonuse is caused by market conditions or circumstances beyond the reasonable control of District. In the event of an abandonment of the Easement or portion of the Easement, District shall deliver to City a recordable instrument evidencing that the title to the Easement or portion of the Easement so abandoned is free and clear of the burden of said Easement and free and clear of liens, encumbrances, clouds upon or defects in the title to said Easement or said portion of the Easement created or permitted to be created by District.

e. Damages.

i. All operations hereunder shall be conducted by District in a fair and reasonable manner, and all necessary precautions shall be taken to avoid damage to City facilities. All damage to the above-named facilities shall be reported to City within twenty-four (24) hours and shall be repaired by District immediately, to the original condition or better than existing prior to such operations. Any public hazard, such as a damaged bridge or culvert, caused by District's use of the Easement, shall be marked or barricaded and proper steps taken for the repair thereof by District.

ii. District shall give City prompt notice of any of the following occurrences arising with regard to the Easement or District's activities thereon:

iii. Any spill, release, or other occurrence that constitutes a violation of the provisions of any applicable laws, rules or regulations; and

iv. Any notices, claims or allegations of environmental violations or contamination received from any federal, state or local governmental agency or authority or the filing or commencement of any judicial or administrative proceeding by any such agency.

7. Indemnification.

a. To the extent permitted by the Oregon Tort Claims Act (ORS 30.260-30.300), the District shall indemnify, save harmless, and defend the City, its officers, employees, and agents from and against any and all claims, suits, actions, damages, costs, losses, and expenses asserted by any person, arising from, or connected with any injury or death to persons, or damages to property caused by the acts, omissions or negligence of the District's officers, agents or employees.

b. To the extent permitted by the Oregon Tort Claims Act (ORS 30.260-30.300), the City shall indemnify, save harmless, and defend the District, its officers, employees, and agents from and against any and all claims, suits, actions, damages, costs, losses, and expenses, asserted by any person, arising from, or connected with any injury or death to persons, or damages to property caused by the acts, omissions or negligence of the City's officers, agents or employees.

8. **General Provisions.**

a. **Amendments.** Any changes, modifications, revisions or amendments to this Agreement which are mutually agreed upon by the Parties to this Agreement shall be incorporated by written instrument, executed and signed by both Parties to this Agreement.

b. **Cooperation.** The Parties shall at all times endeavor to agree on the interpretation and application of this Agreement, and shall make every attempt through cooperation or consultations to arrive at a mutually satisfactory resolution of any matter that might affect its operations when a dispute occurs.

c. **Applicable Law/Venue.** The construction, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Oregon. The Courts of the State of Oregon shall have jurisdiction over this Agreement and the Parties, and the venue shall be in the Circuit Court of Crook County.

d. **Compliance with Law.** District shall comply with all present and future federal, state, and local laws, rules, regulations, orders, and other requirements applicable to District's operations under this Agreement, including without limitation, laws, rules, regulations, orders and other requirements relating to the public or employee health and safety, pollution or protection of the environment, and any permits, approvals or judicial or administrative orders issued thereunder. Consistent with Paragraph 8(a) above, the terms of this Agreement may be modified from time to time to comply with future modification to federal, state, and local laws, rules, regulations, orders or other requirements.

e. **Entirety of Agreement.** This Agreement represents the entire and integrated Agreement between the Parties and supersedes all prior negotiations, representations, either written or oral.

f. **Force Majeure.** Neither Party shall be liable for failure to perform under this Agreement if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming Party. Such causes may include but are not limited to acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the Party failing to perform immediately notifies the other Party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the nonperforming Party.

g. **Attorney Fees.** With respect to any lawsuit, arbitration or other legal proceeding to interpret or enforce the provisions of this Agreement, each Party will be responsible for its own attorney fees, paralegal fees, expert fees, and all other fees, costs, and expenses incurred in connection therewith; provided, however, this Paragraph will not prevent a Party from recovering its reasonable attorney fees, paralegal fees, expert fees, and all other fees, costs, and expenses incurred regarding any indemnification clause within this Agreement; nor prevent a

Party from recovering its reasonable attorney fees, paralegal fees, expert fees, and all other fees, costs, and expenses incurred in the event a Party is found by a Court to have no objectively reasonable basis for asserting a claim or defense.

h. **Notice.** Any notice to be given to City or District hereunder shall be writing and shall be delivered personally, sent by overnight courier, sent by facsimile, or mailed in the United States Mail, certified mail, return receipt requested, to the addresses of the City and District above set forth in the first paragraph of this Agreement.

i. **No Representation or Warranties.** City makes no warranty, express, implied or statutory with respect to the lands described above, the Easement or the ownership thereof.

j. **Assumption of Risk/Indemnification.** Each Party to this Agreement shall assume the risk of any liability arising from its own conduct. Neither Party agrees to insure the other including but not limited to any personal injury to individual or any damage to property; however, either Party may do so.

k. **Third Party Beneficiary Rights.** The Parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the Parties to this Agreement and shall inure solely to the benefit of the Parties of this Agreement. The provisions of this Agreement are intended only to assist the Parties in determining and performing their obligations under this Agreement. The Parties to this Agreement intend and expressly agree that only the Parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a Party's performance or failure to perform any term or condition of this Agreement or to bring an action for the breach of this Agreement.

l. **Binding on Successors.** Subject to the requirements of Paragraph 6(a) above, the terms, conditions and provisions of this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

m. **Time is of the Essence.** Time is of the essence in all provisions of the Agreement.

n. **Titles Not Controlling.** Titles of paragraphs are for reference only and shall not be used to construe the language in this Agreement.

o. **Waiver.** The waiver of any breach of any term or condition in this Agreement shall not be deemed a waiver of any prior or subsequent breach.

p. **Attorneys.** City and District both acknowledge that the Law Office of Jered Reid, LLC has drafted this Agreement as the attorney for both City and District, and each City and District, hereby acknowledge that they have consented to joint representation, waived the conflict of interest, been advised of potential limitations, and been advised to seek separate counsel to determine if they wished to consent to joint representation.

IN WITNESS HEREOF, City and District have caused this Agreement to be signed and executed this Agreement, as of the date set out below.

CITY OF PRINEVILLE

By: _____
Rodney J. Beebe, Mayor

By: _____
Steve Forrester, City Manager

STATE OF OREGON)
) ss.
County of Crook)

Personally appeared the above named Rodney J. Beebe, Mayor of Prineville, and acknowledged the foregoing instrument to be his voluntary act and deed, before me this ____ day of _____, 2024.

Notary Public for Oregon
My Commission expires:

STATE OF OREGON)
) ss.
County of Crook)

Personally appeared the above named Steve Forrester, City Manager for the City of Prineville and acknowledged the foregoing instrument to be his voluntary act and deed, before me this ____ day of _____, 2024.

Notary Public for Oregon
My Commission expires:

OCHOCO IRRIGATION DISTRICT

By: _____
Wade Flegel, Board Chairman

By: _____
Bruce Scanlon, Manager

STATE OF OREGON)
) ss.
County of Crook)

Personally appeared the above named Wade Flegel, Board Chairman for the Ochoco Irrigation District, and acknowledged the foregoing instrument to be his voluntary act and deed, before me this ____ day of _____, 2024.

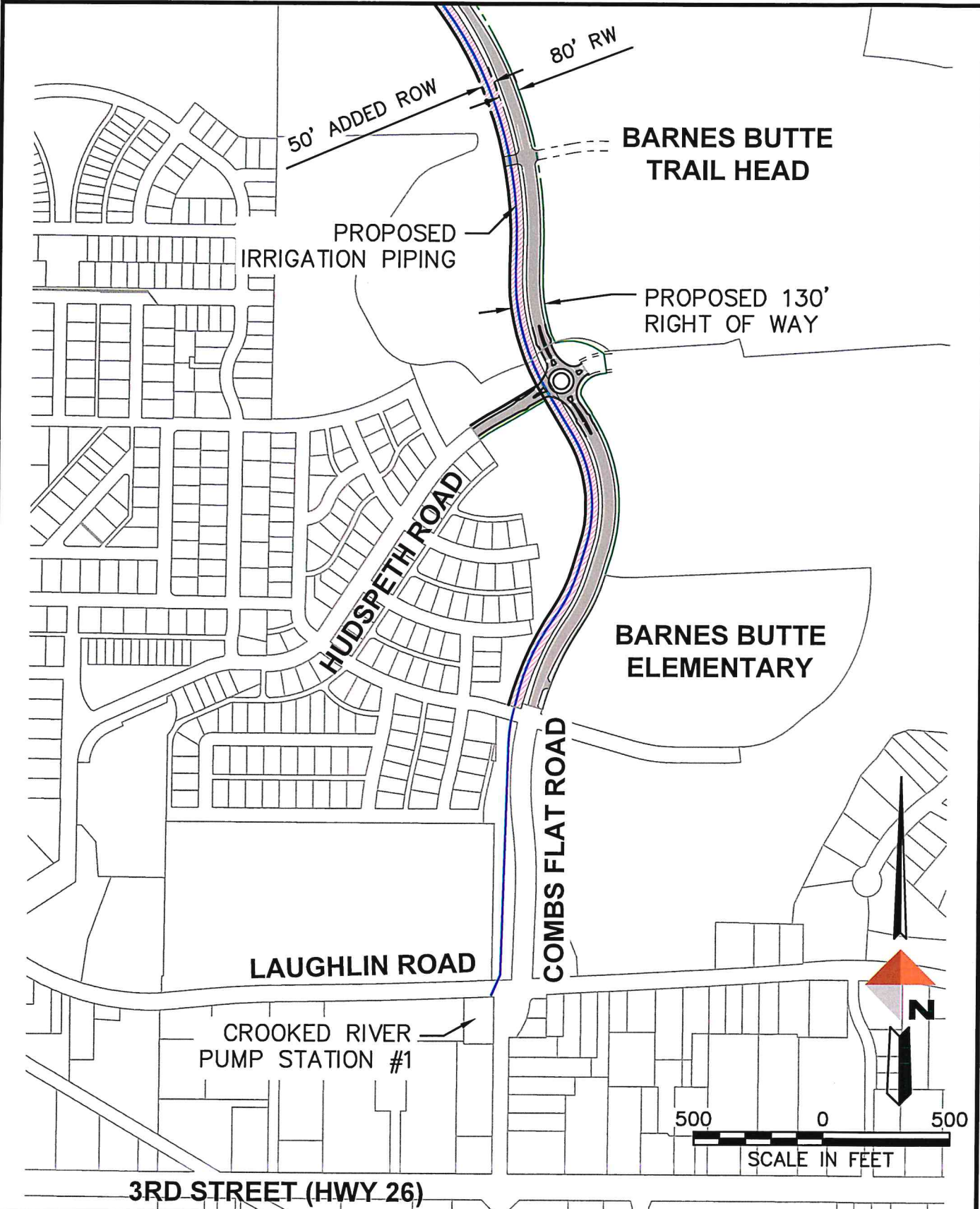
Notary Public for Oregon
My Commission expires:

STATE OF OREGON)
) ss.
County of Crook)

Personally appeared the above named Bruce Scanlon, Manager for Ochoco Irrigation District, and acknowledged the foregoing instrument to be his voluntary act and deed, before me this ____ day of _____, 2024.

Notary Public for Oregon
My Commission expires:

C:\dowl_p\0390836\SA20-CT-EH-IRR-14617-03.dwg PLOT DATE 2023-5-10 17:04 SAVED DATE 2023-05-10 17:02 USER: klaver

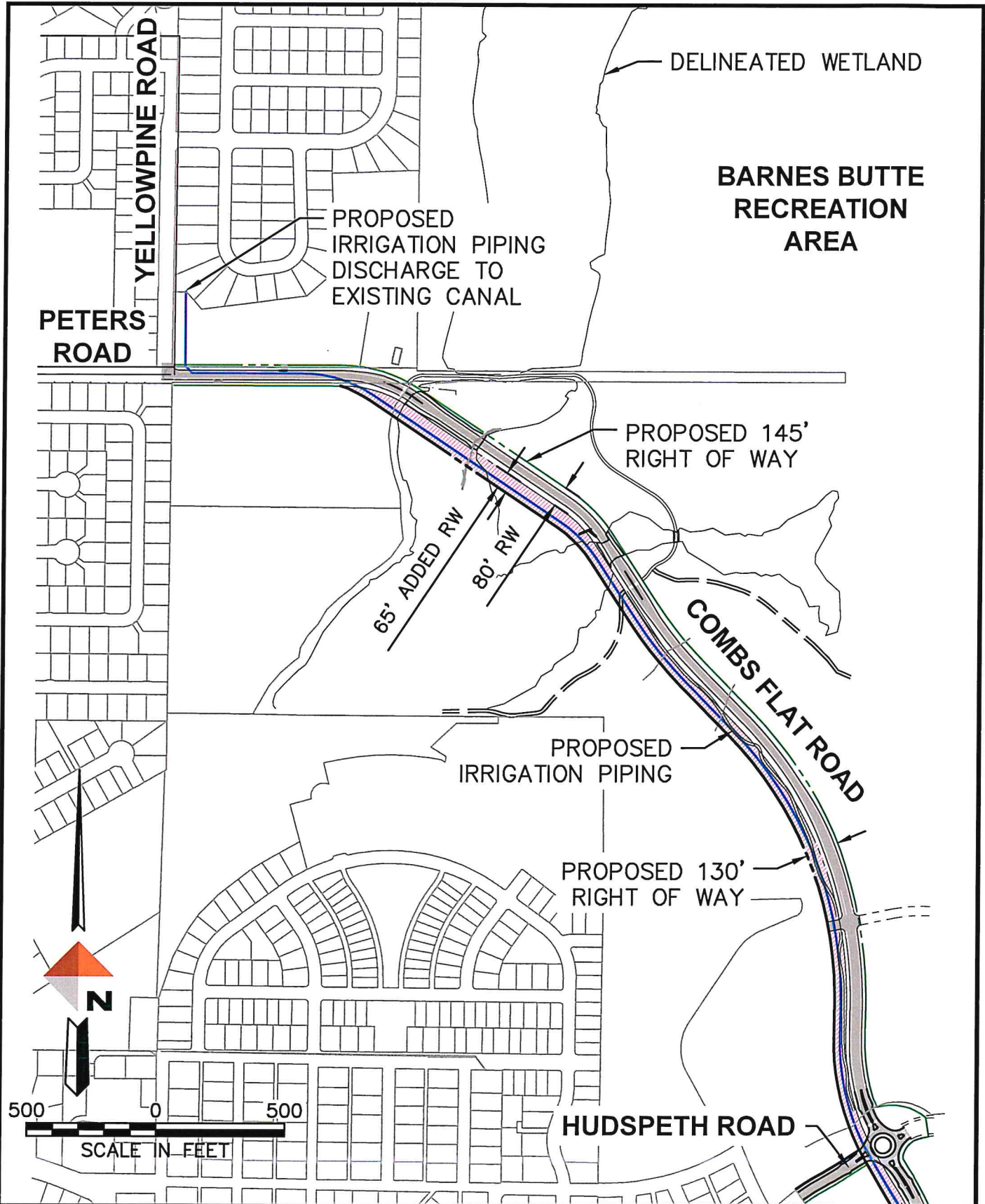


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 Bend, Oregon 97702
 541-385-4772

**OCHOCO IRRIGATION DISTRICT
 CITY OF PRINEVILLE
 IRRIGATION PIPING PROJECT**

PROJECT	14617.03
DATE	05/11/2023
EXHIBIT 1 OF 2	

C:\dowl_pw\40390836\SA20-CT-EH-IRR-14617-03.dwg PLOT DATE 2023-5-10 17:13 SAVED DATE 2023-05-10 17:10 USER: klaver

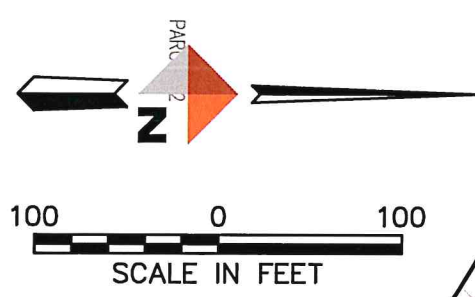
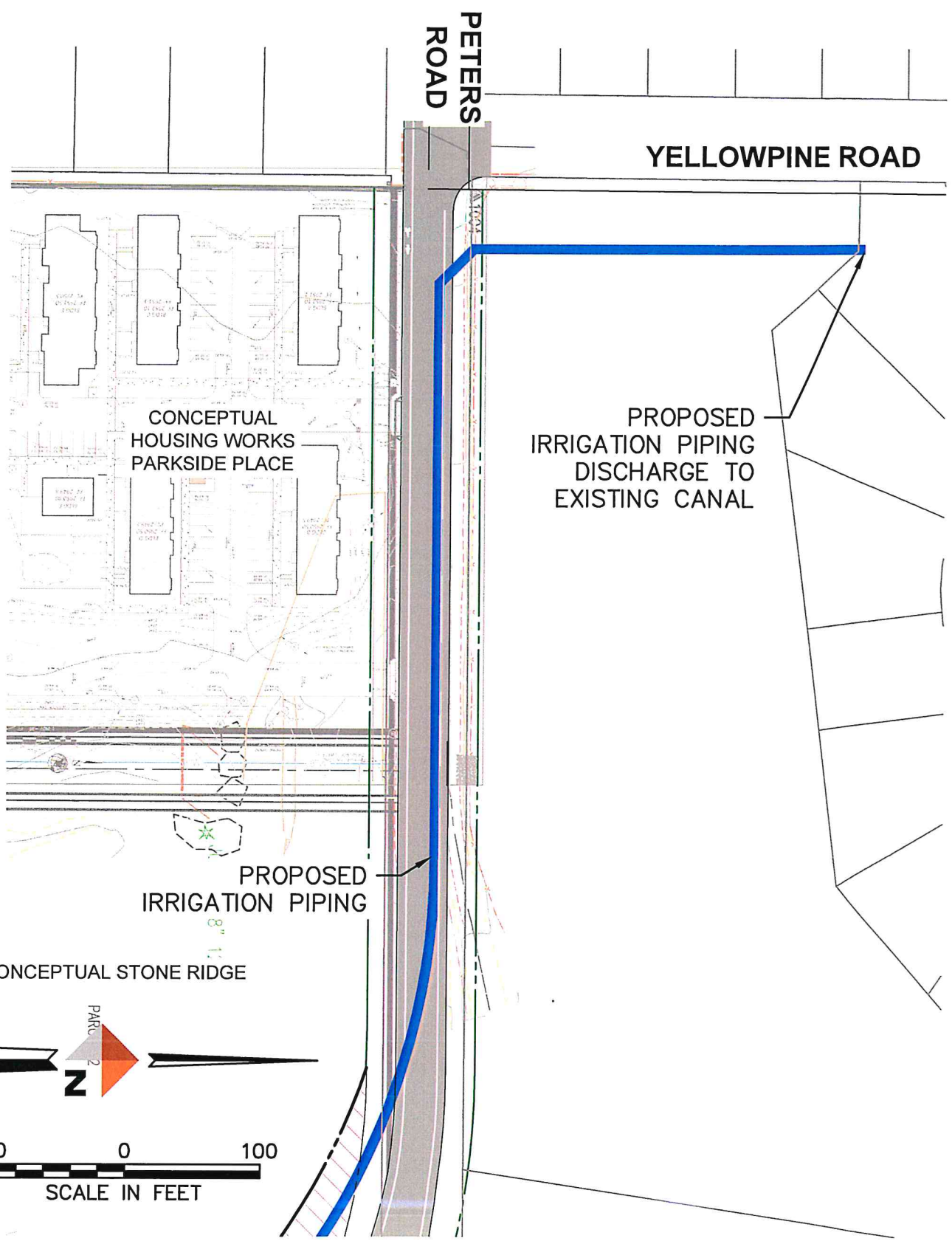


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**OCHOCO IRRIGATION DISTRICT
 CITY OF PRINEVILLE
 IRRIGATION PIPING PROJECT**

PROJECT	14617.03
DATE	05/11/2023
EXHIBIT 2 OF 2	

C:\dowl_pw\40390836\SA20-CJ-EH-IRR-14617-03.dwg PLOT DATE 2023-5-10 17:17 SAVED DATE 2023-05-10 17:10 USER: klaver



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OCHOCO IRRIGATION DISTRICT
CITY OF PRINEVILLE
PETERS ROAD

PROJECT	14617.03
DATE	05/11/2023
EXHIBIT 3	
EXHIBIT <i>B</i>	