



Location: City Hall – Council Chambers
Date: May 14, 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 4-23-2024
2. Neat Repeat Second Hand License Annual Renewal

Visitors, Appearances and Requests

Council Presentations

Council Business

- [3.](#) Reading of a Proclamation - May Foster Care Month - Mayor Beebe
- [4.](#) Consideration of a Proclamation - May Stroke Awareness Month - Sponsor Councilor Uffelman

Staff Reports and Requests

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

Committee Reports

Ordinances

- [7.](#) Ordinance No 1290 - Establishing Chapter 92.60 of the Prineville Municipal Code Limiting Liability for Use of Certain Recreational Property and Declaring an Emergency - Jered Reid

Resolutions

- [8.](#) Resolution No 1594 - Adopting a Title VI Plan for the City of Prineville - Jered Reid



Visitors, Appearances and Requests

Adjourn

9. Executive Session - Pursuant to ORS 192.660 (2)(g) - To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations -AND- Pursuant to ORS 192.660 (2) (h) - To consult with your attorney regarding current litigation or litigation more likely than not to be filed -AND- Pursuant to ORS 192.660 (2) (f) - To consider information or records that are exempt from disclosure by law, including written advise from your attorney.

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
April 23, 2024

Council Members Present:

Marv Sumner
Jason Beebe
Gail Merritt

Shane Howard
Steve Uffelman
Scott Smith
Janet Hutchison

Council Members Absent

None.

Additions to the Agenda

None.

Consent Agenda

1. Regular Meeting Brief 4-9-2024

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.

Council Presentations

2. Crook County Historical Society – Phil Burgess

Phil Burgess, Historical Society Treasurer pointed out that Dawn Alexander, Historical Society President and Sean Briscoe, Executive Director were also in the audience.

Councilor Uffelman arrived.

Mr. Burgess went through a power point presentation that highlighted the Belknap Exhibit Center project construction as well as details on the grand opening. The presentation continued with details for plans for the future of the new facility which included a gazebo and landscaping.

Mr. Burgess explained that they are requesting funding of \$4,500 annually from council to help maintain the period specific landscaping for the next five years.

The Beknap Exhibit Center project went through the county and the property has been deeded to the Historical Society.

Staff explained that this would be a budgetary consideration since this is not a one-time Council contribution request and will bring back some options and recommendations if directed to do so by Council.

Councilor Uffelman made a motion to direct staff to come back with recommendations on Crook County Historical Society request for funding. Motion seconded. All in favor, motion carried.

Discussions continued regarding Lance Romine being instrumental in making this project a success, the block looking so good, what the exhibits are now and that there will be a brand new exhibits every 3-4 months.

Council Business

3. Draft Findings for a Special Solicitation Method for NE Combs Flat Road Extension (PUBLIC HEARING) – Mayor Beebe

Casey Kaiser, Public Works Director explained some of the critical components of the project.

Mayor Beebe opened the public hearing portion of the meeting.

There were questions regarding the lowest bid and difference between request for proposals versus request for bids. The proposals will be scored on several different areas such as experience, ability to complete the job within the specific time frame since irrigation season and wetlands are involved.

Mr. Kaiser explained that it could be detrimental to the project to just accept the lowest bid.

Councilor Smith stated he is relieved to see the project being approached this way.

Councilor Hutchison talked about the kind of work that had to be done within a small window of time.

Mr. Kaiser emphasized the importance of experience.

No written comments were received, and no one came forward.

Mayor Beebe closed the public hearing portion of the meeting.

4. Intent to Approve Copier Contract – James Wilson

James Wilson, Public Safety IT Manager presented the staff report.

There were discussions regarding the rest of staff being consulted with their needs for the equipment.

Councilor Howard made a motion to approve the copier contract. Motion seconded. No discussion on motion. All in favor, motion carried.

5. Intent to Award NE Peters Road Improvements Segment 1C Project – Casey Kaiser

Mr. Kaiser presented the staff report and explained that he has received a lot of positive feedback on the project and that it does include storm water work.

Councilor Smith made a motion to approve the Intent to Award NE Peters Road Improvement Segment 1C to K & E Excavation. Motion seconded. No discussion on motion. All in favor, motion carried.

6. Consideration of a Proclamation – May Foster Care Month – Sponsor Councilor Hutchison

Councilor Hutchison explained that she had called Lena and there were 63 youth that experience youth care in Prineville. Councilor Hutchison spoke of her experience fostering for a year and feels this proclamation is very important and we should go with this.

Councilor Sumner made a motion to approve the reading of the proclamation – May Foster Care Month. Discussion on motion regarding this is to approve the consideration of the proclamation and the proclamation would be brought back to read at the next meeting. No further discussions. Motion seconded. All in favor, motion carried.

Staff Reports and Requests:

7. City Manager’s Report– Steve Forrester

Steve Forrester, City Manager invited Interim Chief Wilson to talk about the Police Department.

Interim Chief Wilson presented the Police Department portion of the City Manager’s report and talked about the situation regarding the fake 9-1-1 call. He explained that it was unclear at first if it could be a diversion for something happening somewhere else in town or an ambush, and the team did very good at getting the situation under control quickly.

Interim Chief Wilson provided an expected time line for the new Chief search.

Mr. Forrester continued with his Manager's Report highlighting all other departments and announced that the Ochoco Irrigation Pump station is complete and can now pump water to the far stretches of the district.

Zach Lampert, Golf Pro provided an update on the parking lot project explaining that it came in less than expected and was able to complete some extra work. He thanked Justin Severance and team for their work on the project.

There were no questions or comments.

Committee Reports

Councilor Uffelman talked about the ODOT board he serves on and he arrived late due to a good phone call he had regarding road users and how they are looking at a charge per mile since the gas tax fund is not sustainable.

There were discussions regarding tracking of mileage and how legislation will make the final decision.

Discussions continued regarding paving of Third Street is out of the current project, cities taxing at EV stations, lifespan of charging stations, the city having a five-year maintenance/warranty agreement on the ones at Stryker Park and us charging 45 cents.

There were no other reports.

Ordinances:

8. Ordinance No 1289 – Amending the Prineville Zoning Map and Comprehensive Plan Map to Reconcile Discrepancies Between the Two Maps (SECOND PRESENTATION) – Josh Smith

Josh Smith, Planning Director explained this is the second presentation and there have been no changes since the first presentation.

There were no questions.

Councilor Hutchison made a motion to approve the second presentation of Ordinance No 1289. Motion seconded. No discussion on motion. All in favor, motion carried.

Resolutions

9. Resolution No 1593 – Authorizing Special Solicitation Method for Public Improvement Contract – Casey Kaiser

Mr. Kaiser explained that this approves the solicitation method for the public hearing earlier in the meeting.

There were no questions.

Councilor Howard made a motion to approve Resolution No 1593. Motion seconded. All in favor. No discussion on motion. All in favor, motion carried.

Visitors, Appearances and Requests:

No one came forward.

Adjourn

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

Meeting adjourned at 7:11 P.M.

Motions and Outcomes:

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda as Presented	PASSED	Y	-	Y	Y	Y	Y	-
Motion to direct staff to come back with recommendations on Crook County Historical Society request for funding	PASSED	Y	Y	Y	Y	Y	Y	Y
Intent to Approve Copier Contract	PASSED	Y	Y	Y	Y	Y	Y	Y
Intent to Award NE Peters Road Improvement Segment 1C to K & E Excavation	PASSED	Y	Y	Y	Y	Y	Y	Y
Motion to approve the reading of the proclamation – May Foster Care Month	PASSED	Y	Y	Y	Y	Y	Y	Y
Ordinance No 1289 – Amending the Prineville Zoning Map and Comprehensive Plan Map to Reconcile Discrepancies Between the Two Maps (SECOND PRESENTATION)	PASSED	Y	Y	Y	Y	Y	Y	Y
Resolution No 1593 – Authorizing Special Solicitation Method for Public Improvement Contract	PASSED	Y	Y	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	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> .

PROCLAMATION

WHEREAS, the children of Prineville, Oregon, are our most precious resource, and ensuring their well-being and future success is paramount to our community's vitality; and

WHEREAS, In Oregon, there are thousands of youth in foster and relative care being provided with a safe, secure, and stable home and in Prineville there are 63 youth experiencing foster care currently; and

WHEREAS, the month of May serves as a time to recognize and honor the dedication and compassion of foster parents, social workers, advocates, and volunteers who tirelessly work to improve the lives of children in foster care; and

WHEREAS, through increased awareness and support, we can strengthen our foster care system and empower more families to open their hearts and homes to children in need; and

WHEREAS, by standing together as a community, we affirm our commitment to ensuring that every child in Prineville, Oregon, has the opportunity to thrive in a nurturing and loving environment;

NOW, THEREFORE BE IT RESOLVED that the Prineville City Council does hereby proclaim the month of May, 2024, as Foster Care Month in Prineville and urges all residents to join in recognizing the invaluable contributions of foster families and advocates and in supporting efforts to enhance the lives of children in foster care.



Mayor Rodney J. Beebe, Mayor

City of Prineville, Oregon Proclamation Stroke Awareness Month

WHEREAS, stroke is the 4th leading cause of death and serious long-term disability in Oregon, with thousands of Oregonians suffering a stroke each year;

and WHEREAS, public awareness of the urgent need for immediate medical attention at the onset of stroke symptoms can significantly improve outcomes and reduce the impact of stroke;

and WHEREAS, recognizing the signs of stroke can be remembered by the acronym B.E.F.A.S.T.: (**B**alance, **E**ye problems, **F**ace drooping, **A**rm weakness, **S**peech difficulty, **T**ime to call 911);

and WHEREAS, risk factors for stroke include high blood pressure, heart disease, smoking, diabetes, and high cholesterol, many of which are controllable or treatable;

and WHEREAS, the City of Prineville, Oregon, is committed to reducing the incidence and impact of stroke through public education, improved healthcare policy, and community-based initiatives;

and WHEREAS, Stroke Awareness Oregon and numerous local organizations work tirelessly to increase awareness, provide education, and support survivors and their families;

and WHEREAS, the health and safety of all Oregonians is a responsibility shared by both the healthcare community and the public, and it is imperative to raise awareness about stroke prevention, recognition, and response;

NOW, THEREFORE, I, Mayor of the City of Prineville, Oregon, do hereby proclaim May 2024 as Stroke Awareness Month in Prineville, Oregon, and urge all citizens to familiarize themselves with the signs and symptoms of stroke, to understand the risk factors, and to adopt healthier lifestyles to prevent stroke. Additionally, I encourage participation in community events and educational programs to spread awareness and support stroke warriors and their families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Prineville, Oregon, to be affixed.

Rodney J. Beebe, Mayor

City Manager Update to Council

May 14th, 2024

Public Safety / Dispatch

It is National Peace Officers Memorial Week this week. Let's all take a moment to recognize those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

In the Boise area, unfortunately Deputy Tobin Bolter was recently shot while making a traffic stop. He was 27 years old and left behind his wife who was pregnant with their first child. Prineville sent an officer to represent the city and honor Deputy Bolter in the procession for his sacrifice. Many agencies from Oregon, Idaho and some surrounding states attended.

Two lateral officers are in background and Dispatch is still looking for another dispatcher.

PD is working through renewal of their accreditation.

Public Works

Good progress is being made on the design of the ASR 2 well. The design should be completed in late May or early June with a bid for construction to go out shortly thereafter.

Josh & Casey coordinated an open house event for our TSP. Members of the public were invited to review the transportation system improvements and provide comment.

We are currently out to bid on the Combs Flat to Peters Road Extension Project along with the OID Canal Piping project. We are anticipating completing the RFP process and getting a contractor on board in June.

ODOT continues to make progress on the Third Street curb ramp and storm drainage project. The Elm Street intersection is now open and Deer Street intersection is next.

Railroad

The new locomotive has arrived and is doing even better than expected.

Meadow Lakes Golf

Activity remains steady at the golf course and April ended good for them.

The seasonal grounds crew are back and will begin the spring course maintenance.

The parking lot looks great and is just waiting on the fence which is scheduled to happen on the 21st. Exterior building maintenance and landscaping continues.

Airport – No Update

Planning

Planning remains busy and is not showing any indications of slowing.

Human Resources

The NextGen leadership training program is proving to be very successful and we will be continuing this program into the future.

Information Technology

IT has been very busy with bringing new sheriff's vehicles online, the new HVAC project at city hall and relocating the communications system for the Fire Department to their new temporary location.

Finance

Finance is preparing for the mid-year audit as well as many grant financial compliance projects.

City Recorder/Risk Management

The annual Oregon Safety Break was a success and we look forward to continuing our efforts to foster a safe and healthy work environment.

City Legal – No Update

EDCO

Kelsey remains very active responding to many commercial and industrial inquiries for Crook County / Prineville. Prineville ended up on the short list of locations for a potential semi-conductor project. EDCO's top employer list recently came out and can be viewed on EDCO's website.

Public Relations

ShanRae has been working on our monthly media content as well as preparing for media coverage on the ASR facility that came out in the Bend Bulletin on the 9th. Efforts continue for education on irrigation modernization projects in the region.

Mayor/Council

We will be having a workshop on June 11th to do provide an update on the Priorities Strategies.

Other

Caroline remains busy working on a couple of grants, one for the railroad and one for electric vehicles. In addition, she has been serving on a couple of LOC policy committees preparing for the 2025 legislative session.



*City of Prineville, Oregon
Financial Report
Third Quarter Ended
March 31, 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). The financial information presented is unaudited.

Current Quarter Quarter budget estimates allocated at 25 percent of the fiscal year budget compared to actual ↓			Year to Date Fiscal year 2024 budget allocation compared to actual ↓				Biennial budget comparison to actual ↓		
Current Quarter			Year to Date				Biennial Budget Comparison		
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

During the third quarter ending March 31, 2024, the City’s financial condition increased by approximately \$3.3 million. Funds with significant increases in fund balance include the General Fund, Transportation SDC, Wastewater SDC, and the Building Facilities Fund. Funds with a significant negative impact to fund balance include the Railroad Fund, Airport, Water Fund, the Administrative and Financial Services Fund and the Public Works Support Service Fund. Tax collections and grant reimbursements largely contributed to the increase in the City’s financial condition.

Through the third quarter, General Fund revenues came in at roughly 108 percent of the annual budget or \$9.59 million. Property tax revenue is roughly 100 percent of the annual budget at quarter end. Transient lodging taxes are down approximately -10 percent in comparison to the prior year. Franchise fees are at roughly 112 percent of the annual budget with overall collection up approximately \$1.69 million over prior year. Electrical franchise fees are up in comparison to the prior year at quarter end roughly \$1.7 million largely due to the recent build out of the data centers. Overall, the General Fund realized an increase in fund balance of roughly \$2.3 million or 73 percent through the third quarter.

The Transportation’s fund balance decreased roughly \$26,000 or -4 percent at quarter end due to capital projects and the timing of when revenues are received. Third quarter state gas tax collection came in at roughly \$685,000 and is up approximately \$34,000 over the prior year quarter end. Capital improvements during the third quarter are largely associated with the grant funded EV charging station project which was completed in February 2024.

In Emergency Dispatch, fund balance increased approximately \$311,000 or 22 percent at quarter end. There were 4 open positions still looking to be filled at quarter end with 1 position being filled during the third quarter. Fund balance is anticipated to be at \$1.62 million by fiscal yearend

March 31, 2024

due to continuing 911 phone upgrades, which is a decrease from its quarter three balance of \$1.71 million.

In the SDC funds, capital projects continued. Transportation SDC capital projects taking place during the third quarter were the Peters Road / Combs Flat extension project and the Peters and Main Street intersection safety improvement project. In the Water SDC Fund, the water resiliency project, ASR well upgrades and the water master plan update continued. In the Wastewater SDC Fund, capital projects were largely associated with the master plan update and the water reuse project. SDC collection during the third quarter slowed dramatically with 1 SDC collected during the quarter for a residential start.

In the Railroad Fund, revenue comparisons to the prior year show overall revenues are up roughly 14 percent. The significant increased are in freight and freight depot charges. Freight depot charges for services are up due to increased lease revenue from Heniff Transportation and Ed Staub and Sons and an increase in lumber customers utilizing the facility for storage. Freight cars are up over the prior year at quarter end by 95 cars. Materials and services are at roughly 82 percent of the annual budget or \$277,000, which includes approximately \$123,000 in liability insurance. Overall operating expenditures are up 3 percent in comparison to the prior year with increases in personnel services. Capital outlay expenditures during the third quarter totaling roughly \$208,000 were largely for the acquisition of a locomotive. Fund balance decreased roughly \$309,000 or -25 percent at quarter end.

Meadow Lakes Golf shows a decrease in fund balance at quarter end of approximately \$28,000 or -3 percent. This is largely due to January 2024 being closed 19 days because of weather and capital projects started during the third quarter. Operating revenue for the golf course is up in comparison to the prior year at quarter end roughly 19 percent with rounds of golf up by approximately 3,480 rounds. Golf course operating expenditures are up approximately 11 percent and maintenance expenditures are up roughly 28 percent over the prior year quarter end. These increases can be attributed to increased activity and increases in personnel costs, insurance, utilities and course maintenance supplies.

In the Administration and Financial Support Services the fund balance decreased roughly -71 percent with Information Technology coming in at roughly 99 percent of the annual budget. This is largely due to significant price increases and upgrades to 911 infrastructure and 911 user equipment that continued through the third quarter totaling roughly \$356,000. A good portion of these upgrades will be reimbursed by the 911 users. Expenditures are tracking at or below budget in the other departments in the Administration Fund.

Through the third quarter the Building Facilities Fund balance increased roughly \$469,000 or 70 percent. All departments are running below budget at quarter end with the exception of the Public Works Department due to needed repair and maintenance work completed for a new garage door on the sander shed, air piping for the Public Works shop and new windows for the wastewater treatment lab. Projections for yearend show the fund balance decreasing to \$759,000 from \$1.13 million at quarter three, with a new roof that was put on the Police Department and HVAC upgrades taking place at City Hall.

March 31, 2024

In the Public Works Support Service Fund, a budget adjustment may be needed during the biennium for the Fleets and Vehicles Department, due to a dump truck that was budgeted and ordered in the prior year being delivered in this fiscal year. The timing in which the budgeted capital equipment for next fiscal year is delivered, will determine the need for a budget adjustment. Fund balance decreased roughly -65 percent through the third quarter.

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



View of Prineville from the 66 Trail System in early 2024

All City Funds

Fund	Budgeted Beginning Fund Balance	Actual Audited Beginning Fund Balance	Current Year Resources	Current Year Expenditures	Ending Fund Balance	Change in Fund Balance	Percentage		Projected Year-End Estimate	Projected YE to Q3 Variance Over / (Under)
							Change in Fund Balance	Change in Fund Balance		
General	\$ 2,610,081	\$ 3,231,995	\$ 9,585,189	\$ 7,238,422	\$ 5,578,762	\$ 2,346,767	73%	\$ 4,968,095	\$ (610,667)	
Transportation	487,198	702,065	1,588,949	1,615,250	675,765	(26,300)	-4%	614,265	(61,500)	
Emergency Dispatch	1,107,340	1,400,515	1,918,993	1,607,494	1,712,013	311,498	22%	1,619,315	(92,698)	
Planning	218,351	256,699	367,187	384,307	239,580	(17,119)	-7%	234,499	(5,081)	
Transportation SDC	11,054,372	1,323,642	917,758	243,881	1,997,519	673,877	51%	2,600,142	602,623	
Water SDC	180,913	(83,898)	3,532,628	3,391,176	57,555	141,453	169%	11,234	(46,321)	
Wastewater SDC	7,710	119,699	204,875	159,604	164,970	45,271	38%	158,774	(6,196)	
PERS / POB	1,427,357	1,821,141	479,357	26,835	2,273,662	452,521	25%	2,222,441	(51,221)	
Railroad	1,354,624	1,259,728	807,318	1,116,484	950,562	(309,166)	-25%	867,128	(83,434)	
Airport	100,068	145,669	287,780	441,688	(8,239)	(153,908)	-106%	-	8,239	
Water	1,491,817	1,836,311	2,897,426	3,295,706	1,438,031	(398,280)	-22%	1,438,001	(30)	
Wastewater	1,752,887	2,110,083	3,662,696	3,094,970	2,677,809	567,726	27%	2,096,158	(581,651)	
Golf Course and Restaurant	1,018,692	1,109,422	1,262,829	1,291,225	1,081,025	(28,397)	-3%	927,322	(153,703)	
Administration and Financial Services	639,699	373,384	2,811,843	3,076,624	108,603	(264,781)	-71%	132,418	23,815	
Building Facilities	551,197	665,937	961,323	492,577	1,134,683	468,746	70%	759,137	(375,546)	
Plaza Maintenance	29,273	39,353	21,152	9,108	51,397	12,044	31%	47,853	(3,544)	
Public Works Support Services	520,752	784,560	1,850,420	2,358,793	276,187	(508,373)	-65%	483,260	207,073	
Totals	\$ 24,552,331	\$ 17,096,305	\$ 33,157,721	\$ 29,844,143	\$ 20,409,883	\$ 3,313,578	19%	\$ 19,180,042	\$ (1,229,841)	



Wetlands in February 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 third quarter is at approximately \$9.59 million or 108 percent of the annual budget. Property tax revenue is roughly 100 percent of the annual budget at quarter end and transient lodging taxes are down in comparison to the prior year by roughly -10 percent. Franchise fees are at roughly 112 percent of the annual budget with overall collection up approximately \$1.69 million over prior year. Electrical franchise fees are up in comparison to the prior year at quarter end roughly \$1.70 million largely due to the recent build out of the data centers.

Police spending through the third quarter was at approximately 77 percent of the annual budget. Personnel services are at roughly 82 percent of the annual budget with 1 open position being filled during the third quarter. During the third quarter, 2 new police vehicles were able to be equipped costing roughly \$46,000 in capital expenditures.

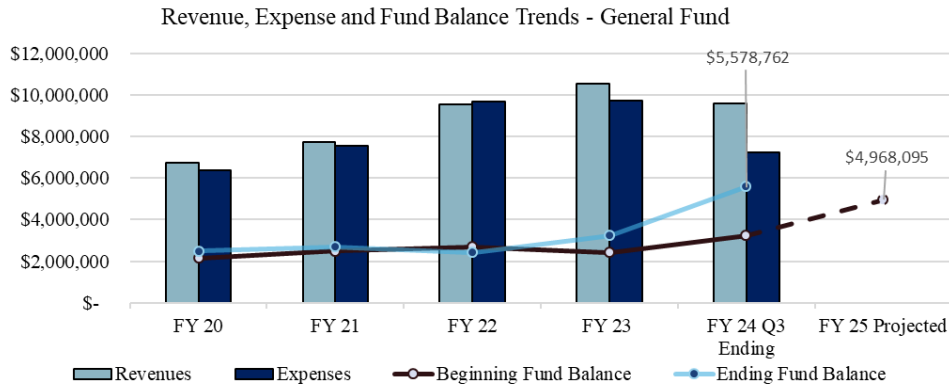
Non-Departmental is at roughly 70 percent of the annual budget. third quarter significant expenditures in Non- Departmental included \$454,000 for the Prineville Renewable Energy Project (PREP), \$68,000 in street lighting, \$127,000 in transient lodging taxes to the chamber of commerce and \$645,000 in transfers to support planning, streets and the building facilities.



New Police Department sign installed during the third quarter.

General Fund – Continued

Overall, the General Fund realized an increase in fund balance of roughly \$2.3 million or 73 percent through the third quarter, which can largely be attributed to the increases in electrical franchise fees. Annual revenue, expense and fund balance trends for the General Fund are shown below. Fund balance projections to start FY 25 are at roughly \$5 million.



	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
Revenue										
Property taxes	\$ 701,475	\$ 131,019	19%	\$ 2,805,900	\$ 2,816,953	100%	\$ 2,816,953	\$ 5,695,100	49%	\$ 2,878,147
Transient lodging tax	150,000	59,252	40%	600,000	339,398	57%	260,602	1,200,000	28%	860,602
Franchise fees	1,029,025	1,733,872	168%	4,116,100	4,630,191	112%	(514,091)	8,424,500	55%	3,794,309
Licenses and permits	1,525	1,846	121%	6,100	5,094	84%	1,006	12,200	42%	7,106
Intergovernmental revenues	232,325	1,087,157	468%	929,300	1,210,085	130%	(280,785)	2,113,600	57%	903,515
Interest	8,750	59,319	678%	35,000	127,957	366%	(92,957)	70,000	183%	(57,957)
Miscellaneous	100,875	14,846	15%	403,500	455,511	113%	(52,011)	817,000	56%	361,489
Total revenue	\$ 2,223,975	\$ 3,087,311	139%	\$ 8,895,900	\$ 9,585,189	108%	\$ 2,138,718	\$ 18,332,400	52%	\$ 8,747,211
Expenditures										
Police	\$ 1,913,875	\$ 2,264,728	118%	\$ 7,655,500	\$ 5,913,170	77%	\$ 1,742,330	\$ 15,397,550	38%	9,484,380
Non-departmental	473,250	452,835	96%	1,893,000	1,325,252	70%	567,748	4,036,000	33%	2,710,748
Contingency				1,957,481				1,508,931		1,508,931
Total expenditures	\$ 2,387,125	\$ 2,717,564	114%	\$ 11,505,981	\$ 7,238,422	63%	\$ 2,310,078	\$ 20,942,481	35%	\$ 12,195,128
Revenue over (under) expenditures	\$ (163,150)	\$ 369,748	-227%	\$ (2,610,081)	\$ 2,346,767	73%	\$ (171,361)	\$ (2,610,081)		
Beginning fund balance	2,610,081	3,231,995	124%	2,610,081	3,231,995	124%	2,610,081	2,610,081		
Ending fund balance	\$ 2,446,931	\$ 3,601,743	147%	\$ -	\$ 5,578,762	-	\$ 2,438,720	\$ -		



Officer Zarom was sworn in March 2024 (photo provided by Jason Chaney with the Central Oregonian)

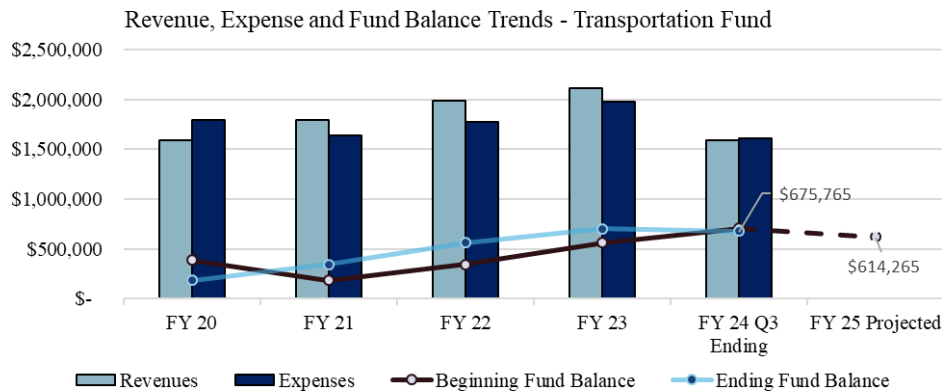
Transportation Fund

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 third quarter is at approximately 74 percent of the annual budget. Intergovernmental revenue collection is at 74 percent of the annual budget with roughly \$685,000 coming in for gas taxes through the third quarter. State gas tax collection is up approximately 5 percent over the prior year.

Expenditures through the third quarter are at approximately 61 percent of annual budget. Third quarter capital expenses were largely associated with the grant funded EV charging station, which was completed in February. Personnel services are at 71 percent of the annual budget and materials and services are at 47 percent of the annual budget.

Fund balance decreased roughly \$26,000 through the third quarter. Below are revenue, expense and fund balance trends for the Transportation Fund. Fund balance is anticipated to be at roughly \$614,000 at yearend.



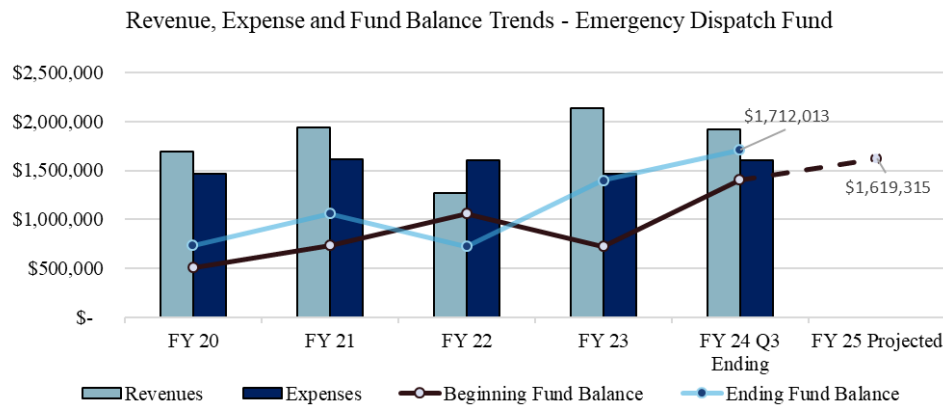
	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
Revenue										
Franchise fees	\$ 126,175	\$ 126,175	100%	\$ 504,700	\$ 378,525	75%	\$ 126,175	\$ 908,700	42%	\$ 530,175
Intergovernmental	292,800	320,784	110%	1,171,200	871,960	74%	299,240	2,296,400	38%	1,424,440
Transfers	100,000	100,000	100%	400,000	300,000	75%	100,000	800,000	38%	500,000
Interest	1,500	10,599	707%	6,000	26,742	446%	(20,742)	11,300	237%	(15,442)
Miscellaneous	17,750	2,369	13%	71,000	11,723	17%	59,277	87,000	13%	75,277
Total revenue	\$ 538,225	\$ 559,927	104%	\$ 2,152,900	\$ 1,588,949	74%	\$ 563,951	\$ 4,103,400	39%	\$ 2,514,451
Expenditures										
Personnel services	\$ 72,500	\$ 70,776	98%	\$ 290,000	\$ 206,744	71%	\$ 83,256	\$ 593,200	35%	386,456
Material and services	125,175	115,944	93%	500,700	233,778	47%	266,922	956,500	24%	722,722
Capital outlay										
Improvements	231,250	25,380	11%	925,000	784,803	85%	140,197	1,675,000	47%	890,197
Transfers	129,975	129,975	100%	519,900	389,925	75%	129,975	1,049,200	37%	659,275
Contingency				404,498				316,698		316,698
Total expenditures	\$ 558,900	\$ 342,075	61%	\$ 2,640,098	\$ 1,615,250	61%	\$ 620,350	\$ 4,590,598	35%	\$ 2,975,348
Revenue over (under) expenditures	\$ (20,675)	\$ 217,852	31%	\$ (487,198)	\$ (26,300)	-4%	\$ (56,400)	\$ (487,198)		
Beginning fund balance	487,198	702,065	144%	487,198	702,065	144%		487,198		
Ending fund balance	\$ 466,523	\$ 919,917	197%	\$ -	\$ 675,765	-		\$ -		

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 \$1.92 million or 72 percent of the annual budget at quarter end. Intergovernmental revenue collection through the third quarter was at roughly \$1.25 million with E-911 funds up slightly in comparison to the prior year at quarter end.

Expenditures are at approximately \$1.61 million or 43 percent of the annual budget. Personnel services are 46 percent of the annual budget or approximately \$750,000 with overtime coming in at roughly 130 percent of the annual budget. Dispatch was able to fill 1 out of 5 open positions during the third quarter. Below are revenue, expense and fund balance trends for the Emergency Dispatch Fund.



Fund balance increased roughly \$311,000 or 22 percent through the third quarter and is projected to end up at approximately \$1.62 million by June 30th with 911 phone and tower upgrades continuing through the end of the fiscal year.

	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
Revenue										
Intergovernmental	\$ 454,800	\$ 154,863	34%	\$ 1,819,200	\$ 1,248,512	69%	\$ 570,688	\$ 3,225,500	39%	\$ 1,976,988
Miscellaneous	750	-	-	3,000	-	-	3,000	6,000	0%	6,000
Interest	1,500	22,254	1484%	6,000	52,256	871%	(46,256)	12,000	435%	(40,256)
Transfers from other funds	206,075	206,075	100%	824,300	618,225	75%	206,075	1,627,500	38%	1,009,275
Total revenue	\$ 663,125	\$ 383,191	58%	\$ 2,652,500	\$ 1,918,993	72%	\$ 733,507	\$ 4,871,000	39%	\$ 2,952,007
Expenditures										
Personnel services	\$ 409,475	\$ 275,781	67%	\$ 1,637,900	\$ 750,377	46%	\$ 887,523	\$ 3,323,300	23%	\$ 2,572,923
Material and services	83,725	45,738	55%	334,900	195,042	58%	139,858	679,900	29%	484,858
Capital outlay										
Equipment	235,500	-	-	942,000	485,226	52%	456,774	1,082,000	45%	596,774
Transfers	58,950	58,950	100%	235,800	176,850	75%	58,950	481,800	37%	304,950
Contingency				609,240				411,340		411,340
Total expenditures	\$ 787,650	\$ 380,469	48%	\$ 3,759,840	\$ 1,607,494	43%	\$ 1,543,106	\$ 5,978,340	27%	\$ 4,370,846
Revenue over (under) expenditures	\$ (124,525)	\$ 2,723	0%	\$ (1,107,340)	\$ 311,498	22%	\$ (809,598)	\$ (1,107,340)		
Beginning fund balance	1,107,340	1,400,515	126%	1,107,340	1,400,515	126%		1,107,340		
Ending fund balance	\$ 982,815	\$ 1,403,238	143%	\$ -	\$ 1,712,013	-		\$ -		

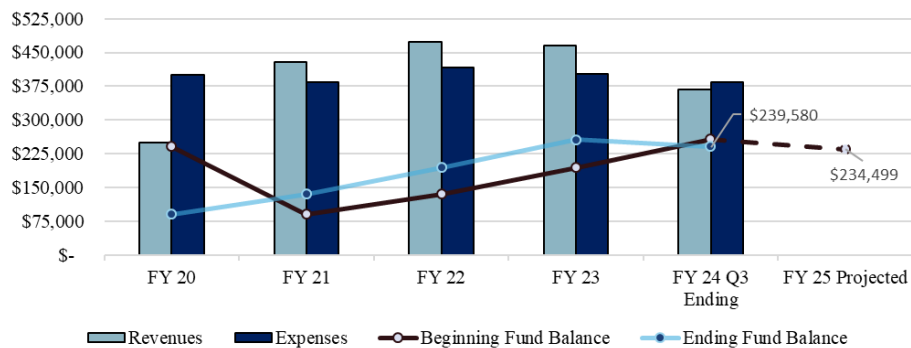
Planning Fund

The Planning Fund accounts for the planning activities of the City. A transfer of funds from 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 the third quarter came in at approximately \$367,000 or 71 percent of the annual budget. Revenue collection for the licenses and permits are at approximately 73 percent of the annual budget and are down roughly \$14,000 in comparison to the prior year at quarter end. Development slowed significantly during the third quarter with only 1 residential development paying for SDC’s during the quarter.

Expenditures are at approximately \$384,000 or 52 percent of the annual budget at quarter end with personnel services and materials and services tracking below budget. Expenditures associated with a floodplain feasibility study totaled \$17,000 during the third quarter. Fund balance decreased roughly \$17,000 through the third quarter and is expected to be at roughly \$234,000 by fiscal yearend.

Revenue, Expense and Fund Balance Trends - Planning Fund



	Current Quarter			Year to Date				Biennial Budget	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										
Licenses and permits	\$ 10,000	\$ 9,802	98%	\$ 40,000	\$ 29,213	73%	\$ 10,788	\$ 75,000	39%	\$ 45,788
Intergovernmental	1,250	-	-	5,000	1,901	38%	3,099	10,000	19%	8,099
Charges for services	27,300	15,153	56%	109,200	55,672	51%	53,528	141,400	39%	85,728
Interest	500	3,255	651%	2,000	10,401	520%	(8,401)	4,000	260%	(6,401)
Transfers from other funds	90,000	90,000	100%	360,000	270,000	75%	90,000	720,000	38%	450,000
Total revenue	\$ 129,050	\$ 118,210	92%	\$ 516,200	\$ 367,187	71%	\$ 149,013	\$ 950,400	39%	\$ 583,213
Expenditures										
Personnel services	\$ 71,400	\$ 75,446	106%	\$ 285,600	\$ 193,482	68%	\$ 92,118	\$ 585,200	33%	\$ 391,718
Material and services	35,575	27,154	76%	142,300	59,800	42%	82,500	184,700	32%	124,900
Transfers	43,675	43,675	100%	174,700	131,025	75%	43,675	356,900	37%	225,875
Contingency				131,951				41,951		41,951
Total expenditures	\$ 150,650	\$ 146,274	97%	\$ 734,551	\$ 384,307	52%	\$ 218,293	\$ 1,168,751	33%	\$ 784,444
Revenue over (under) expenditures	\$ (21,600)	\$ (28,065)	-11%	\$ (218,351)	\$ (17,119)	-7%	\$ (69,281)	\$ (218,351)		
Beginning fund balance	218,351	256,699	118%	218,351	256,699	118%		218,351		
Ending fund balance	\$ 196,751	\$ 228,634	116%	\$ -	\$ 239,580	-		\$ -		

Notes: Budget adjustment per resolution 1584 approved in the 2nd quarter.

Transportation SDC Fund

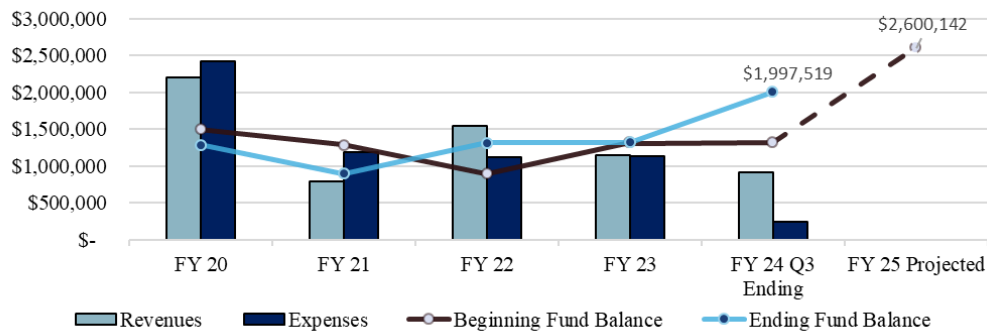
This fund accounts for the collection and expenditure of transportation system development charges. The primary revenue source is SDC's. Expenditures are for qualified capital improvement projects and related costs.

Revenue collection for the Transportation SDC fund is at approximately 6 percent of the annual budget at quarter end. SDC collection is roughly \$532,000 or 118 percent of the annual budget and there was only 1 residential SDC collected during the quarter.

Expenditures at quarter end were associated with capital projects for the Peters Road / Combs Flat extension project and the Peters and Main intersection safety improvement project. This fund may require a budget adjustment in transfers prior to yearend due to collections for SDC's being higher than anticipated at the time the time of budgeting.

Fund balance increased roughly \$674,000 or 51 percent through the third quarter. Yearend projections show fund balance at at roughly \$2.6 million for the fiscal yearend.

Revenue, Expense and Fund Balance Trends - Transportation SDC Fund



	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
Revenue										
Intergovernmental	\$ 3,500,000	-	-	\$ 14,000,000	\$ -	-	\$ 14,000,000	\$ 14,000,000	0%	\$ 14,000,000
Interest	25,000	139,701	559%	100,000	385,963	386%	(285,963)	175,000	221%	(210,963)
System development charges	112,500	5,703	5%	450,000	531,795	118%	(81,795)	900,000	59%	368,205
Total revenue	\$ 3,637,500	\$ 145,405	4%	\$ 14,550,000	\$ 917,758	6%	13,632,242	\$ 15,075,000	6%	\$ 14,157,242
Expenditures										
Material and services	\$ 3,750	-	-	\$ 15,000	-	-	\$ 15,000	\$ 30,000	0%	\$ 30,000
Capital outlay										
Improvements	1,347,500	88,065	7%	5,390,000	217,577	4%	5,172,423	5,490,000	4%	5,272,423
Transfers	5,625	-	-	22,500	26,305	117%	(3,805)	45,000	58%	18,695
Contingency				20,176,872				20,564,372		20,564,372
Total expenditures	\$ 1,356,875	\$ 88,065	6%	\$ 25,604,372	\$ 243,881	1%	\$ 5,183,619	\$ 26,129,372	1%	\$ 25,885,491
Revenue over (under) expenditures	\$ 2,280,625	\$ 57,340	4%	\$ (11,054,372)	\$ 673,877	51%	\$ 8,448,623	\$ (11,054,372)		
Beginning fund balance	11,054,372	1,323,642	12%	11,054,372	1,323,642	12%		11,054,372		
Ending fund balance	\$ 13,334,997	\$ 1,380,982	10%	\$ -	\$ 1,997,519	-		\$ -		

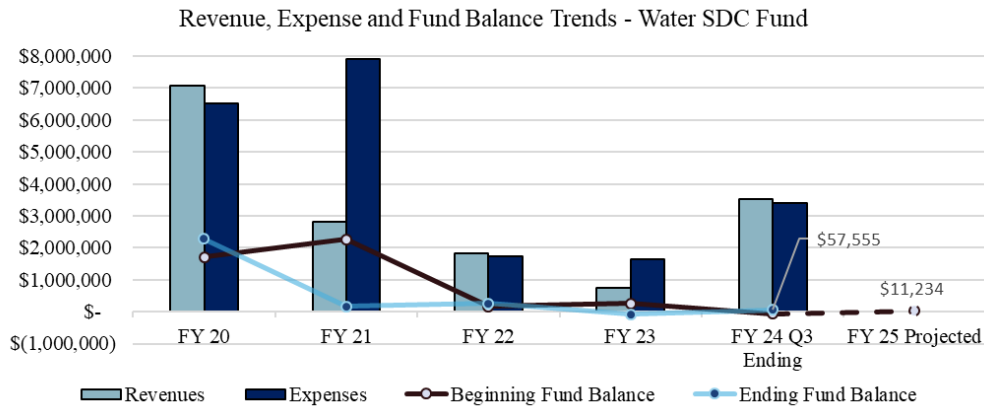
Water SDC Fund

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 through the third quarter is at approximately \$3.5 million or 31 percent of the annual budget. Third quarter revenues are largely associated with reimbursements for the waterline resiliency project. SDC revenue for the third quarter is associated with 1 start. The EPA grant contract was finalized in the third quarter and grant reimbursements are expected during the fourth quarter for ASR well improvements.

Expenditures are at roughly \$3.39 million through the third quarter and are largely associated with the water resiliency project, ASR well upgrades and the master plan update.

At third quarter end, fund balance increased roughly \$141,000. Fund balance is expected to end in the positive at the end of the fiscal year with a majority of capital expenditures being reimbursed at 100 percent.



	Current Quarter		Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance	
	Budget Est.	Actual	Budget %	Annual Budget Est.	Annual Actual	Annual Est. Budget %				Annual Est. Budget Balance
Revenue										
Interest	\$ 2,000	\$ -	-	\$ 8,000	\$ -	-	\$ 8,000	\$ 15,000	0%	\$ 15,000
System development charges	93,750	6,048	6%	375,000	356,300	95%	18,700	750,000	48%	393,700
Miscellaneous	2,750,000	1,735,614	63%	11,000,000	3,176,328	29%	7,823,672	11,000,000	29%	7,823,672
Total revenue	\$ 2,845,750	\$ 1,741,662	61%	\$ 11,383,000	\$ 3,532,628	31%	\$ 7,850,372	\$ 11,765,000	30%	\$ 8,232,372
Expenditures										
Capital outlay										
Improvements	\$ 2,557,500	1,701,610	67%	10,230,000	3,125,252	31%	7,104,748	10,230,000	31%	7,104,748
Transfers	267,475	106,127	40%	1,069,900	265,923	25%	803,977	1,371,800	19%	1,105,877
Contingency				264,013				344,113		344,113
Total expenditures	\$ 2,824,975	\$ 1,807,737	64%	\$ 11,563,913	\$ 3,391,176	28%	\$ 7,908,724	\$ 11,945,913	28%	\$ 8,554,737
Revenue over (under) expenditures	\$ 20,775	\$ (66,075)	79%	\$ (180,913)	\$ 141,453	-169%	\$ (58,353)	\$ (180,913)		
Beginning fund balance	180,913	(83,898)	-	180,913	(83,898)	-		180,913		
Ending fund balance	\$ 201,688	\$ (149,973)	-	\$ -	\$ 57,555	-		\$ -		

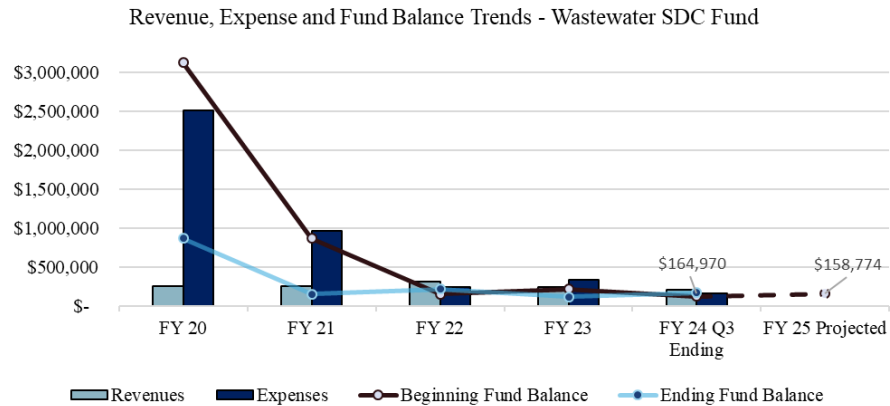
Wastewater SDC Fund

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 third quarter is at approximately \$205,000 or 83 percent of the annual budget. SDC collection was from 1 residential start.

Third quarter expenses are associated with capital expenses for the master plan update. A budget adjustment was done during the second quarter due to the master plan update crossing fiscal years.

Fund balance increased roughly \$45,000 or 38 percent and is anticipated to end at roughly \$159,000 at yearend.



Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
Interest	\$ 250	\$ 2,006	802%	\$ 1,000	\$ 6,541	654%	\$ (5,541)	\$ 2,000	327%	\$ (4,541)
Miscellaneous	6,250	-	-	25,000	18,750	75%	6,250	50,000.00	38%	31,250
System development charges	55,000	3,092	6%	220,000	179,585	82%	40,416	420,000	43%	240,416
Total revenue	\$ 61,500	\$ 5,098	8%	\$ 246,000	\$ 204,875	83%	\$ 41,125	\$ 472,000	43%	\$ 267,125
Expenditures										
Material and services	\$ 2,500	\$ -	-	\$ 10,000	\$ -	-	\$ 10,000	\$ 20,000	0%	\$ 20,000
Capital outlay										
Improvements	17,500	7,391	42%	70,000	37,458	54%	32,542	120,000	31%	82,542
Transfers	32,250	-	-	129,000	122,147	95%	6,853	308,000	40%	185,853
Contingency					44,710			31,710		31,710
Total expenditures	\$ 52,250	\$ 7,391	14%	\$ 253,710	\$ 159,604	63%	\$ 49,396	\$ 479,710	33%	\$ 320,106
Revenue over (under) expenditures	\$ 9,250	\$ (2,293)	-2%	\$ (7,710)	\$ 45,271	38%	\$ (8,271)	\$ (7,710)		
Beginning fund balance	7,710	119,699	1553%	7,710	119,699	1553%		7,710		
Ending fund balance	\$ 16,960	\$ 117,406	692%	\$ -	\$ 164,970	-		\$ -		

Notes: Supplemental budget per resolution 1585 approved in the second quarter.

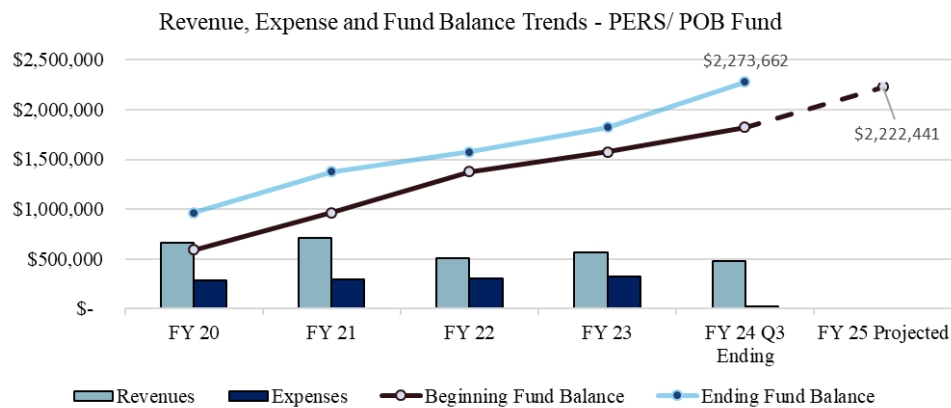
PERS/ POB Fund

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 at third quarter end is at roughly 65 percent of the annual budget. Revenues are as anticipated with the annual transfer taking place in the fourth quarter.

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

Fund balance increased approximately \$453,000 or 25 percent through the third quarter. Fund balance is being built up for the potential of creating another side account to further stabilize PERS rates for the City.

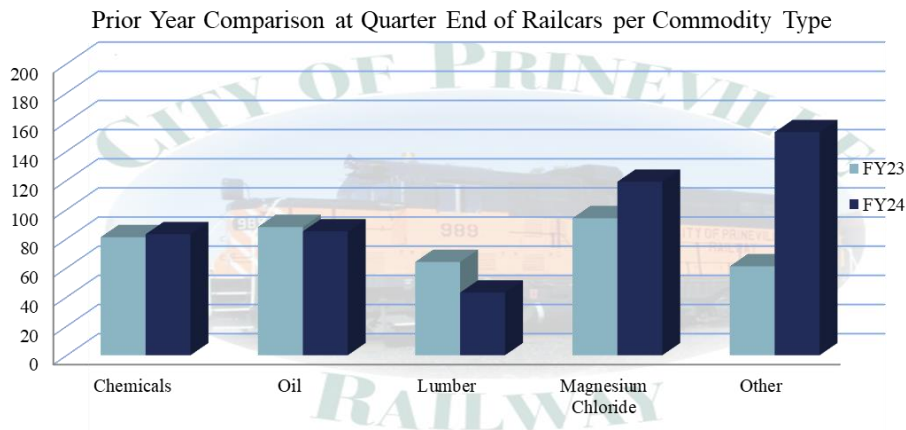
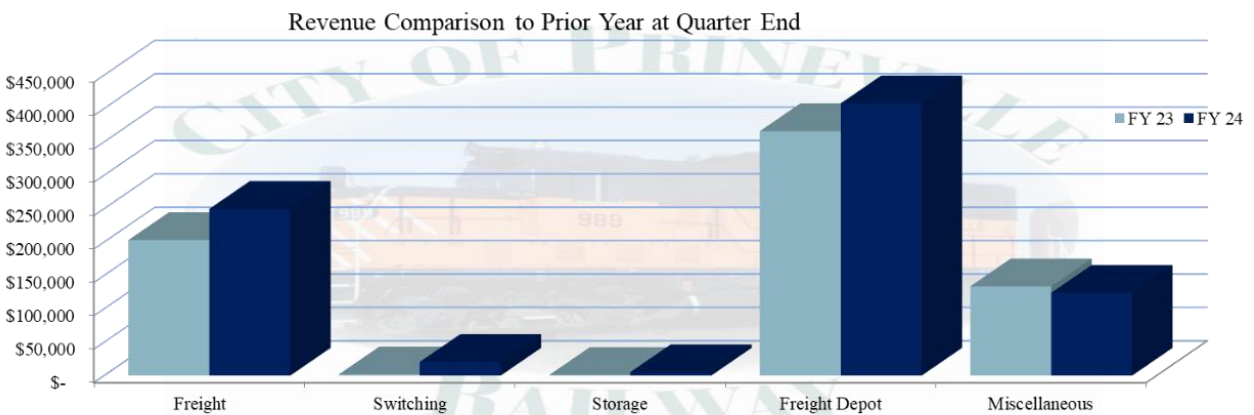


	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
Revenue										
Charges for services	\$ 133,675	\$ 137,000	102%	\$ 534,700	\$ 411,000	77%	\$ 123,700	\$ 1,088,900	38%	\$ 677,900
Interest	5,000	25,882	518%	20,000	68,357	342%	(48,357)	40,000	171%	(28,357)
Transfer from other funds	46,075	-	-	184,300	-	-	184,300	371,200	-	371,200
Total revenue	\$ 184,750	\$ 162,882	88%	\$ 739,000	\$ 479,357	65%	\$ 259,644	\$ 1,500,100	32%	\$ 1,020,744
Expenditures										
Personnel services	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -
Debt service										
Principal - POB 2013	69,425	-	-	277,700	-	-	277,700	577,700	-	577,700
Interest - POB 2013	13,425	-	-	53,700	26,835	50%	26,865	97,100	28%	70,265
Contingency				1,476,057				1,893,757		1,893,757
Total expenditures	\$ 82,850	\$ -	0%	\$ 1,807,457	\$ 26,835	1%	\$ 304,565	\$ 2,568,557	1%	\$ 2,541,722
Revenue over (under) expenditures	\$ 101,900	\$ 162,882	9%	\$ (1,068,457)	\$ 452,521	25%	\$ (44,921)	\$ (1,068,457)		
Debt service reserve	358,900			358,900				358,900		
Beginning fund balance	1,427,357	1,821,141	128%	1,427,357	1,821,141	128%		1,427,357		
Ending fund balance	\$ 1,529,257	\$ 1,984,023	130%	\$ 358,900	\$ 2,273,662	634%		\$ 358,900		

Railroad Fund

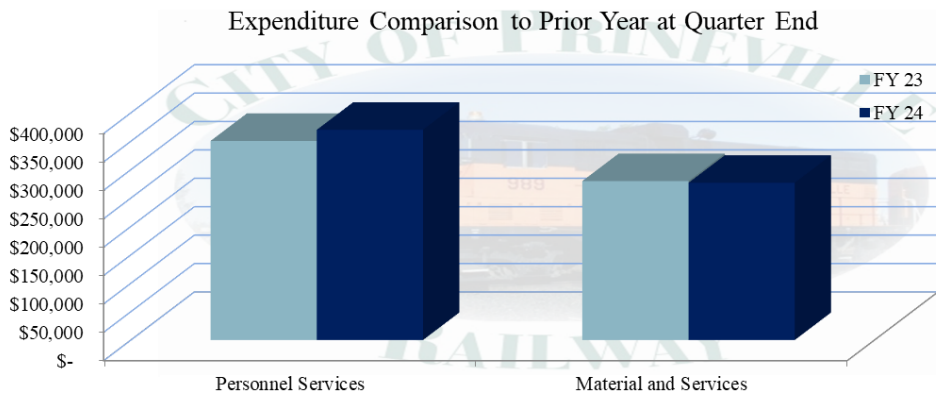
This fund accounts for the activities of the City’s railroad operation and for the City’s freight depot operation. Starting in FY 14 the Railroad and Freight Depot Funds were consolidated. Primary revenue sources are payments for the use of railroad and freight depot facilities and related services.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

Third quarter revenue collections are at approximately \$807,000 or 80 percent of the annual budget. Charges for services for the railroad are at approximately \$274,000 or 77 percent of the annual budget, with the freight depot at approximately \$408,000 or 84 percent of annual budget. Overall revenue is up in comparison to the prior year roughly 14 percent with significant increases in freight and freight depot. Freight cars are up by 95 cars in comparison to the prior year with a large increase in feed cars taking place through the third quarter. The increases in freight depot charges for services is largely due to increased lease revenue from Heniff Transportation and Ed Staub and Sons and an increase in lumber customers utilizing the freight depot for storage. Below is a prior year comparison at quarter end of operating revenues for the Railroad Fund and a comparison of the number of cars per commodity type.



Railroad Fund- Continued

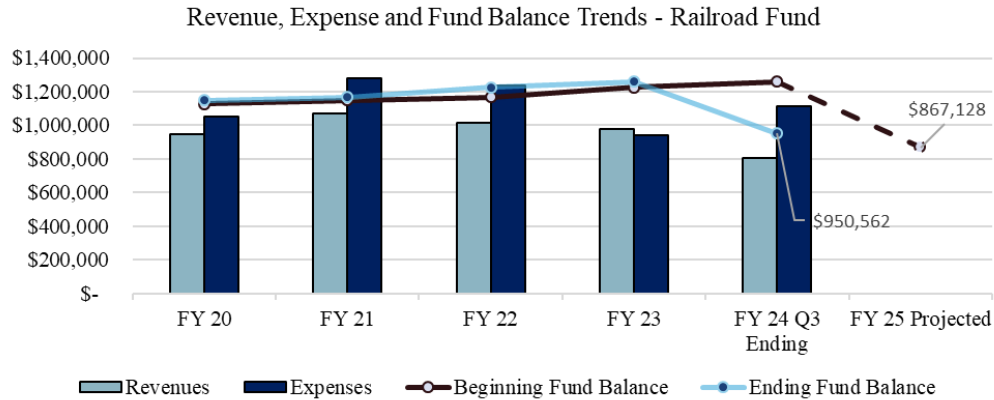
Overall expenditures at quarter end are at approximately \$1.12 million or 47 percent of the annual budget. Materials and services are at roughly 82 percent of the annual budget or \$277,000, which includes approximately \$123,000 in liability insurance. Overall operating expenditures are up in comparison to the prior year roughly 3 percent with increases in personnel services largely dictated by the union contract. During the third quarter a budget adjustment was done largely to allow for the purchase of a used locomotive in the amount of \$275,000. Third quarter capital expenditures are associated with the acquisition of the locomotive. Below is a graph comparison of operating expenditures at quarter end to prior year.



Bridge work being done during the third quarter.

Railroad Fund- Continued

Fund balance decreased roughly \$309,000 or -25 percent through the third quarter. Below are revenue, expense and fund balance trends for the Railroad Fund.



	Current Quarter			Year to Date				Biennial Budget	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										
Railroad	\$ 89,000	\$ 110,735	124%	\$ 356,000	\$ 273,625	77%	\$ 82,375	\$ 712,000	38%	\$ 438,375
Freight Depot	121,250	136,994	113%	485,000	407,878	84%	77,122	970,000	42%	562,122
Use of money and property	25,000	20,115	80%	100,000	56,440	56%	43,560	185,000	31%	128,560
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Miscellaneous	16,250	1,074	7%	65,000	69,375	107%	(4,375)	194,000	36%	124,625
Total revenue	\$ 251,500	\$ 268,919	107%	\$ 1,006,000	\$ 807,318	80%	\$ 198,682	\$ 2,061,000	39%	\$ 1,253,682
Expenditures										
Personnel services	\$ 132,625	\$ 118,598	89%	\$ 530,500	\$ 370,108	70%	\$ 160,392	\$ 1,035,000	36%	\$ 664,892
Material and services	84,800	66,360	78%	339,200	276,849	82%	62,351	670,000	41%	393,151
Capital outlay										
Improvements	128,750	208,350	40%	515,000	395,202	77%	119,798	515,000	77%	119,798
Transfers	24,775	24,775	100%	99,100	74,325	75%	24,775	202,100	37%	127,775
Contingency				876,824				993,524		993,524
Total expenditures	\$ 370,950	\$ 418,083	113%	\$ 2,360,624	\$ 1,116,484	47%	\$ 367,316	\$ 3,415,624	33%	\$ 2,299,140
Revenue over (under) expenditures	\$ (119,450)	\$ (149,164)	-12%	\$ (1,354,624)	\$ (309,166)	-25%	\$ (168,634)	\$ (1,354,624)		
Beginning fund balance	1,354,624	1,259,728	93%	1,354,624	1,259,728	93%		1,354,624		
Ending fund balance	\$ 1,235,174	\$ 1,110,564	90%	\$ -	\$ 950,562	-		\$ -		

Notes: Budget adjustment per resolution 1589 approved in the 3rd quarter.



Bridge work being done during the third quarter.

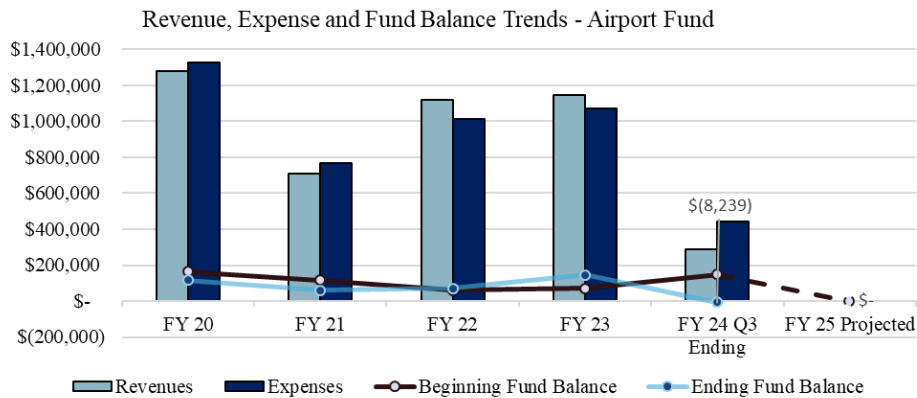
Airport Fund

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 third quarter is at roughly 33 percent of the annual budget. Operations of the airport was taken over by Hood Aero during the first quarter. The Airport contract between the County and the City was finalized in the fourth quarter. County support for the Airport Fund is anticipated for the fourth quarter. The City will match the County contribution with the goal of bringing the fund balance to zero.

Overall expenditures at quarter end are at approximately \$442,000 or 46 percent of the annual budget. Materials and services expenses are in the process of being transferred over to the County. Personnel services will stay with the City for the Airport Manager.

Fund balance decreased roughly \$153,000 through the third quarter. Below are revenue, expense and fund balance trends for the Airport Fund.



Revenue	Current Quarter			Year to Date				Biennial Budget	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	-	-	\$ 85,000	-	-	\$ 85,000	\$ 170,000	0%	\$ 170,000
Charges for services	173,875	19,194	11%	695,500	285,136	41%	410,364	1,391,000	20%	1,105,864
Interest	125	535	428%	500	2,643	529%	(2,143)	1,000	264%	(1,643)
Transfers	21,250	-	-	85,000	-	-	85,000	170,000	-	170,000
Total revenue	\$ 216,500	\$ 19,729	9%	\$ 866,000	\$ 287,780	33%	\$ 578,220	\$ 1,732,000	17%	\$ 1,444,220
Expenditures										
Personnel service	\$ 43,750	\$ 44,924	103%	\$ 175,000	\$ 145,519	83%	\$ 29,481	\$ 360,600	40%	\$ 215,081
Materials and services	147,550	14,458	10%	590,200	239,168	41%	351,032	1,180,600	20%	941,432
Capital outlay	25	-	-	100	-	-	100	100	0%	100
Debt service										
Les Schwab Hangar	6,250	-	-	25,000	25,000	100%	-	50,000	50%	25,000
Transfers	16,000	-	-	64,000	32,000	50%	32,000	132,200	24%	100,200
Contingency				111,768				108,568	-	108,568
Total expenditures	\$ 213,575	\$ 59,382	28%	\$ 966,068	\$ 441,688	46%	\$ 412,612	\$ 1,832,068	24%	\$ 1,390,380
Revenue over (under) expenditures	\$ 2,925	\$ (39,653)	-27%	\$ (100,068)	\$ (153,908)	-106%	\$ 165,608	\$ (100,068)		
Beginning fund balance	100,068	145,669	146%	100,068	145,669	146%		100,068		
Ending fund balance	\$ 102,993	\$ 106,016	103%	\$ -	\$ (8,239)	-		\$ -		

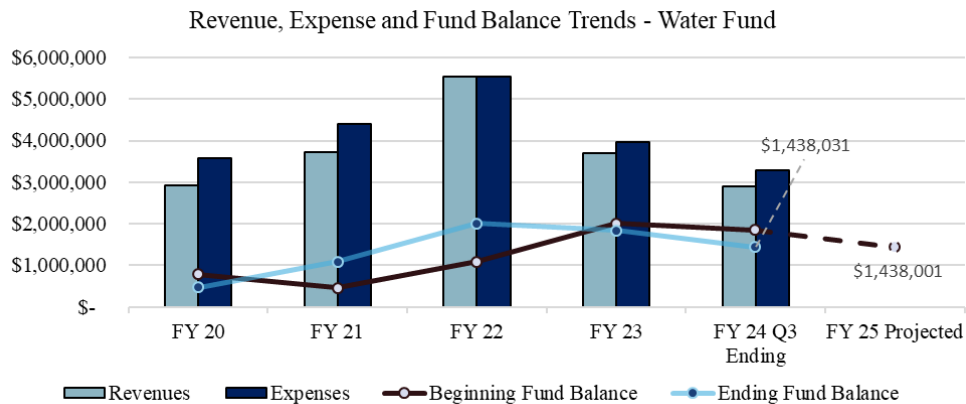
Water Fund

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 third quarter came in at approximately \$2.9 million or 78 percent of the annual budget. Revenue associated with charges for service came in at roughly \$2.76 million which is an increase in comparison to the prior year of roughly \$142,000. This increase can largely be attributed to the rate increase in July of 2023 and the implementation of tiered rates in January of 2023.

Third quarter expenditures are at approximately \$3.3 million or 68 percent of the annual budget. Materials and services are currently at 105 percent of the annual budget with \$240,000 spent on electricity, \$230,000 for the calibration of the water treatment plant, \$104,000 for water right support, \$125,000 in well maintenance and \$89,000 in insurance renewals. Third quarter capital expenditures are at roughly \$586,000 or 90 percent of the annual budget and are associated with the waterline rehabilitation project on Fairmont Street and the American Pine well booster pump control upgrades.

Fund balance decreased roughly \$398,000 or -22 percent through the third quarter. As of March 31, 2024, this fund has roughly \$230,000 in expenditures waiting to be reimbursed through an EPA grant. The contract was finalized in the third quarter and the first reimbursement was received in April.



Waterline extension project work during the third quarter.

Water Fund – Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	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			
Charges for services	\$ 875,825	\$ 620,850	71%	\$ 3,503,300	\$ 2,762,962	79%	\$ 740,338	\$ 7,106,600	39%	\$ 4,343,638
Interest	2,000	10,908	545%	8,000	35,357	442%	(27,357)	16,000	221%	(19,357)
Miscellaneous	2,500	15,457	618%	10,000	47,375	474%	(37,375)	20,000	237%	(27,375)
Transfers	43,025	-	-	172,100	51,732	30%	120,368	346,100	15%	294,368
Total revenue	\$ 923,350	\$ 647,214	70%	\$ 3,693,400	\$ 2,897,426	78%	\$ 795,974	\$ 7,488,700	39%	\$ 4,591,274
Expenditures										
Materials and services	\$ 296,525	\$ 350,893	118%	\$ 1,186,100	\$ 1,243,090	105%	\$ (56,990)	2,237,500	56%	\$ 994,410
Franchise fee expense	53,800	53,800	100%	215,200	161,400	75%	53,800	395,400	41%	234,000
Capital outlay										
Improvements	162,500	1,626	1%	650,000	585,603	90%	64,397	1,300,000	45%	714,397
Principal										
Refunding bond 2021	39,775	-	-	159,100	-	-	159,100	322,500	-	322,500
Water revenue bond ASR	18,250	-	-	73,000	-	-	73,000	147,000	0%	147,000
Interest										
Refunding bond 2021	4,825	-	-	19,300	9,613	50%	9,687	36,600	26%	26,987
Water revenue bond ASR	16,575	-	-	66,300	39,000	59%	27,300	131,300	30%	92,300
Transfers	419,000	419,000	100%	1,676,000	1,257,000	75%	419,000	3,405,400	37%	2,148,400
Contingency				822,802				687,402		687,402
Total expenditures	\$ 1,011,250	\$ 825,319	82%	\$ 4,867,802	\$ 3,295,706	68%	\$ 749,294	\$ 8,663,102	38%	\$ 5,367,396
Revenue over (under) expenditures	\$ (87,900)	\$ (178,105)	-10%	\$ (1,174,402)	\$ (398,280)	-22%	\$ 46,680	\$ (1,174,402)		
Debt service reserve	317,415			317,415				317,415		
Beginning fund balance	1,491,817	1,836,311	123%	1,491,817	1,836,311	123%		1,491,817		
Ending fund balance	\$ 1,403,917	\$ 1,658,206	118%	\$ -	\$ 1,438,031	-		\$ -		



Pipe ready to be installed for the waterline extension project in the third quarter.

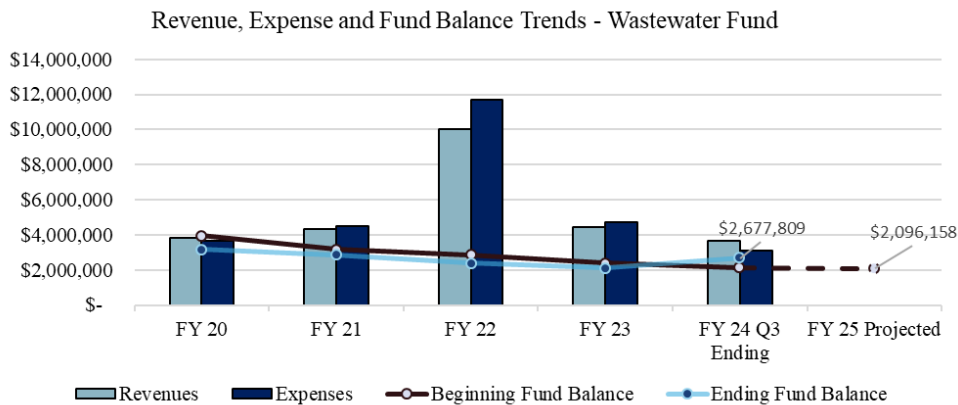
Wastewater Fund

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 \$3.66 million or 81 percent of the annual budget. Revenue collection for charges for services was roughly \$3.3 million or 76 percent of annual budget which is an increase of approximately \$148,000 from the prior year. This increase can largely be attributed to rate increases that went in to affect at the beginning of the fiscal year.

Expenditures at quarter end came in at roughly \$3.09 million or 58 percent of the annual budget. Appropriation categories for personnel services, materials and services and capital outlay are at or below budget. Capital expenditures totaled approximately \$452,000 and were largely for pump upgrades and a motor control center cabinet at the wastewater treatment plant (WWTP), an easement acquisition, a sewer line relocation and WWTP chlorination conversion.

Fund balance increased roughly \$568,000 or 27 percent through the third quarter. Yearend projections put the ending fund balance for the year at roughly \$2.1 million, with the debt service payment of \$758,000 coming out in the fourth quarter.



Wastewater treatment facility in February 2024

Wastewater Fund – Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	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	\$ 1,087,500	\$ 1,062,631	98%	\$ 4,350,000	\$ 3,295,893	76%	\$ 1,054,107	\$ 8,825,000	37%	\$ 5,529,107
Interest	6,250	24,621	394%	25,000	65,731	263%	(40,731)	50,000	131%	(15,731)
Miscellaneous	18,550	30,519	165%	74,200	187,606	253%	(113,406)	148,400	126%	(39,206)
SDCs - reimbursement fees	24,200	-	-	96,800	113,465	117%	(16,665)	193,600	59%	80,135
Total revenue	\$ 1,136,500	\$ 1,117,770	98%	\$ 4,546,000	\$ 3,662,696	81%	\$ 883,304	\$ 9,217,000	40%	\$ 5,554,304
Expenditures										
Personnel services	\$ 64,525	\$ 64,072	99%	\$ 258,100	\$ 187,213	73%	\$ 70,887	\$ 530,100	35%	\$ 342,887
Materials and services	253,263	197,232	78%	1,013,050	717,085	71%	295,966	2,020,000	35%	1,302,916
Franchise fee expense	72,375	72,375	100%	289,500	217,125	75%	72,375	513,300	42%	296,175
Capital outlay							-			
Improvements	153,050	64,352	42%	612,200	451,672	74%	160,528	1,142,600	40%	690,928
Debt service										
Principal										
Refunding 2021	183,850	-	-	735,400	-	-	735,400	1,479,600	0%	1,479,600
State of Oregon IFA	6,975	-	-	27,900	27,839	100%	61	56,100	50%	28,261
USDA 2015	16,100	64,319	399%	64,400	64,319	100%	81	130,500	49%	66,181
Interest										
Refunding 2021	11,450	-	-	45,800	22,886	50%	22,914	82,700	28%	59,814
State of Oregon IFA	1,550	-	-	6,200	6,216	100%	(16)	12,200	51%	5,984
USDA 2015	25,475	101,841	400%	101,900	101,841	100%	59	202,000	50%	100,159
Transfers	432,925	432,925	100%	1,731,700	1,298,775	75%	432,925	3,497,100	37%	2,198,325
Contingency				436,422				327,372		327,372
Total expenditures	\$ 1,221,538	\$ 997,117	82%	\$ 5,322,572	\$ 3,094,970	58%	\$ 1,791,180	\$ 9,993,572	31%	\$ 6,898,602
Revenue over (under) expenditures	\$ (85,038)	\$ 120,653	6%	\$ (776,572)	\$ 567,726	27%	\$ (907,876)	\$ (776,572)		
Other resources / (requirements)										
Debt service reserve	976,315			976,315				976,315		
Capital reserve										
Beginning fund balance	1,752,887	2,110,083	120%	1,752,887	2,110,083	120%		1,752,887		
Ending fund balance	\$ 1,667,850	\$ 2,230,736	134%	\$ -	\$ 2,677,809	-		\$ -		

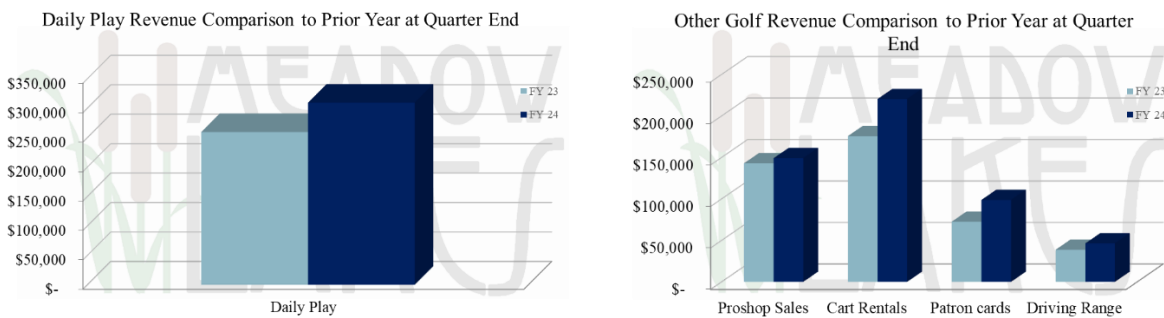


Bee garden at the Crook River Wetlands complex in February 2024

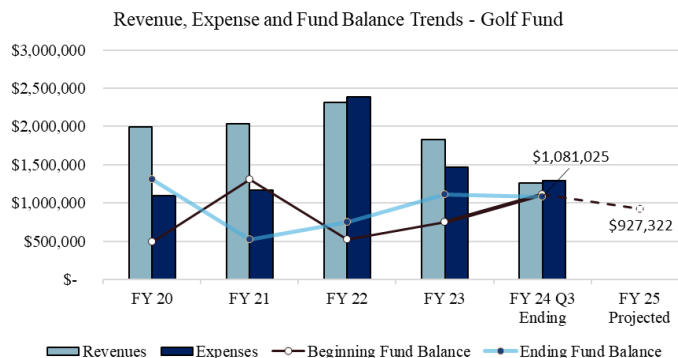
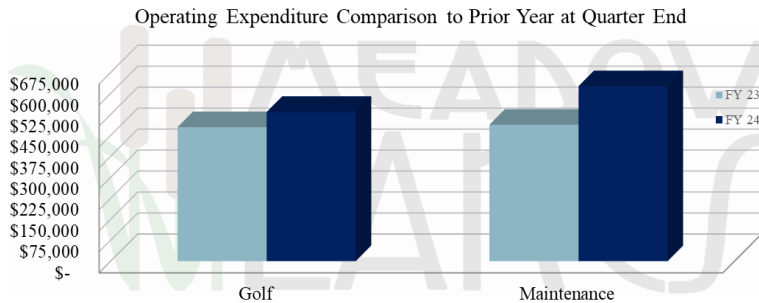
Golf Course and Restaurant Fund

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 \$1.26 million at quarter end or 76 percent of the annual budget. Golf operating revenue came in at about \$916,000 or 74 percent of the annual budget which is an increase over the prior year at quarter end of roughly 19 percent. Rounds of golf are up by roughly 3,480 rounds compared to the prior year quarter. March and February were both record breaking months during the third quarter. In January, the golf course was closed for 19 days due to the weather. Below is a comparison to the prior year of the significant operating revenue sources for the golf course.



Expenditures at quarter end came in at roughly \$1.29 million or 51 percent of the annual budget. Golf course operating expenditures are up roughly 11 percent and maintenance expenditures are up roughly 28 percent over the prior year. Golf and maintenance expense increases can largely be attributed to increases in personnel costs, insurance, utilities, merchandise and course maintenance supplies. Below is a comparison of operating only expenditures to the prior year by department and revenue, expense and fund balance trends over the last five years.



Golf Course and Restaurant Fund – Continued

Fund balance decreased roughly \$28,000 or -3 percent through the third quarter. Fund balance is projected to end the year at roughly \$927,000 with roughly \$250,000 in capital projects getting completed though out the year.

Revenue	Current Quarter			Year to Date				Biennial Budget	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			
Charges for services										
Golf Course	\$ 309,125	\$ 227,350	74%	\$ 1,236,500	\$ 915,910	74%	\$ 320,590	\$ 2,536,000	36%	\$ 1,620,090
Waste Disposal	92,500	92,500	100%	370,000	277,500	75%	92,500	740,000	38%	462,500
Restaurant	8,125	8,500	105%	32,500	23,500	72%	9,000	71,000	33%	47,500
Interest	3,000	13,893	463%	12,000	40,246	335%	(28,246)	24,000	168%	(16,246)
Miscellaneous	2,500	998	40%	10,000	5,673	57%	4,327	21,000	27%	15,327
Total revenue	\$ 415,250	\$ 343,240	83%	\$ 1,661,000	\$ 1,262,829	76%	\$ 398,171	\$ 3,392,000	37%	\$ 2,129,171
Expenditures										
Golf Course	\$ 229,675	\$ 195,935	85%	\$ 918,700	\$ 634,184	69%	\$ 284,516	\$ 1,849,100	34%	\$ 1,214,916
Waste Disposal	203,263	180,847	89%	813,050	625,707	77%	187,343	1,662,900	38%	1,037,193
Restaurant	8,300	5,646	68%	33,200	29,098	88%	4,102	68,100	43%	39,002
Debt service										
Principal - 2021 Refunding	30,875	-	-	123,500	-	-	123,500	247,100	0%	247,100
Interest - 2021 Refunding	1,125	-	-	4,500	2,236	50%	2,264	7,500	30%	5,264
Contingency				662,742				451,992		451,992
Total expenditures	\$ 473,238	\$ 382,428	81%	\$ 2,555,692	\$ 1,291,225	51%	\$ 601,725	\$ 4,286,692	30%	\$ 2,995,467
Revenue over (under) expenditures	\$ (57,988)	\$ (39,188)	-4%	\$ (894,692)	\$ (28,397)	-3%	\$ (203,553)	\$ (894,692)		
Debt service reserve	124,000			124,000				124,000		
Beginning fund balance	1,018,692	1,109,422	109%	1,018,692	1,109,422	109%		1,018,692		
Ending fund balance	\$ 960,705	\$ 1,070,234	111%	\$ -	\$ 1,081,025	-		\$ -		



Meadow Lakes Golf Course – February 2024

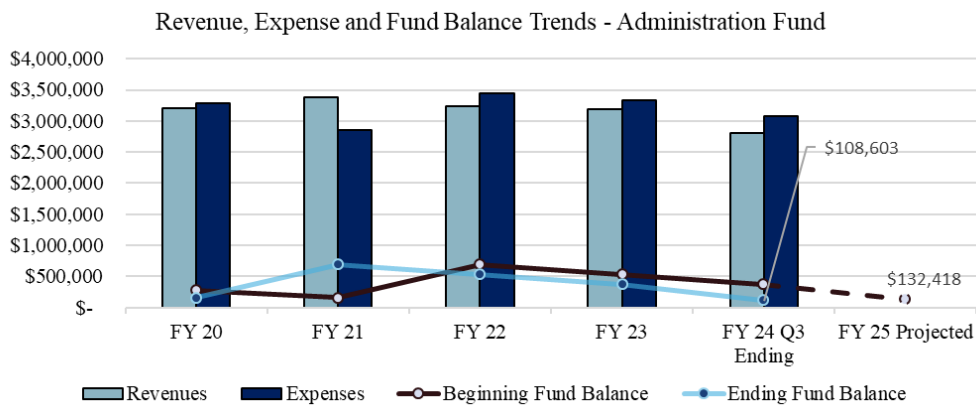
Administration and Financial Support Services Fund

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 the third quarter came in at approximately \$2.81million or 77 percent of the annual budget. Charges for services are largely associated with Internal Service Fund transfers totaling \$2.46 million and 911 user equipment reimbursements totaling \$243,000. Interest revenue is roughly 145 percent of the annual budget. Investment interest has been on the rise over the last year, positively affecting all of the City funds. At quarter end, the City was earning 5.2 percent on roughly \$27.4 million.

Overall expenditures at quarter end are at approximately 72 percent of the annual budget or \$3.08 million. Expenditures are tracking slightly below budget in the Finance Department and the City Council Department. In the Information Technology (IT) Department, expenditures are at 99 percent of annual budget with upgrades to 911 infrastructure and 911 user equipment continuing and coming in at \$356,000 through the third quarter. A good portion of these upgrades will be reimbursed by the 911 users. Other significant expenses out of the IT Department, totaling approximately \$414,000 are for computer supplies and software maintenance agreements. Significant price increases in IT supplies and computer software is driving the need for a budget adjustment and will likely be brought to council before the end of the fiscal year.

Fund balance decreased roughly \$265,000 or -71 percent through the third quarter. Fund balance is expected to be at roughly \$132,000 by the end of the fiscal year.



Administration and Financial Support Services Fund - Continued

	Current Quarter			Year to Date				Biennial Budget	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	\$ 911,225	\$ 854,920	94%	\$ 3,644,900	\$ 2,797,384	77%	\$ 847,516	\$ 7,338,400	38%	\$ 4,541,016
Interest	2,500	3,873	155%	10,000	14,459	145%	(4,459)	20,000	72%	5,541
Total revenue	\$ 913,725	\$ 858,793	94%	\$ 3,654,900	\$ 2,811,843	77%	\$ 843,057	\$ 7,358,400	38%	\$ 4,546,557
Expenditures										
City Council	\$ 24,000	\$ 18,851	79%	\$ 96,000	\$ 70,644	74%	\$ 25,356	\$ 193,200	37%	\$ 122,556
Administration / Team Services	264,425	230,439	87%	1,057,700	792,555	75%	265,145	2,098,600	38%	1,306,045
Financial Services	286,875	288,350	101%	1,147,500	845,944	74%	301,556	2,352,100	36%	1,506,156
Information Technology	344,050	357,643	104%	1,376,200	1,367,481	99%	8,719	2,814,400	49%	1,446,919
Contingency				617,199				539,799		539,799
Total expenditures	\$ 919,350	\$ 895,282	97%	\$ 4,294,599	\$ 3,076,624	72%	\$ 600,776	\$ 7,998,099	38%	\$ 4,921,475
Revenue over (under) expenditures	\$ (5,625)	\$ (36,489)	-10%	\$ (639,699)	\$ (264,781)	-71%	\$ 242,281	\$ (639,699)		
Beginning fund balance	639,699	373,384	%	639,699	373,384	58%		639,699		
Ending fund balance	\$ 634,074	\$ 336,895	53%	\$ -	\$ 108,603	-		\$ -		



PW Director, Casey Kaiser and Planning Director, Josh Smith, analyzing the grounds at the Barnes Butte Recreation Area.

Building Facilities Fund

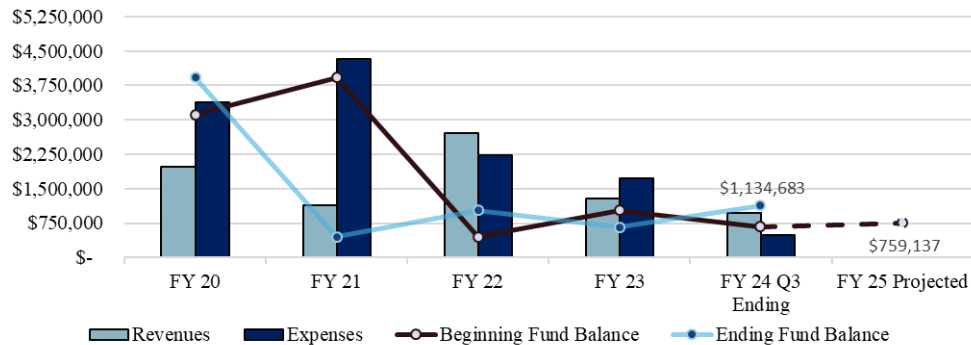
This fund accounts for the operating costs of the city hall facility and related debt service, police facility, public works facility, Barnes Butte Complex and the community development block grant (CDBG) for the senior center. Revenue is received through rental charges to user departments, grants and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

Overall revenues are roughly \$961,000 or 72 percent of the annual budget. Third quarter revenues are largely associated with user rents and transfers. Third quarter intergovernmental revenue is from a State Parks grant for paving at Barnes Butte.

Expenditures through the third quarter are roughly 18 percent of the annual budget. All departments are running below budget at quarter end with the exception of the Public Works Department due to needed repair and maintenance work completed for a new garage door on the sander shed, new windows for the wastewater treatment lab and air piping for the Public Works shop.

Fund balance increased roughly \$469,000 or 70 percent through the third quarter. Fund balance is anticipated to decrease by the end of the fiscal year with HVAC work being done at City Hall and the replacement of the roof at the Police Department during the fourth quarter.

Revenue, Expense and Fund Balance Trends - Building Facilities Fund



New concrete slab poured in February at the Barnes Butte Recreation Area for the use of a telescope.

Building Facilities Fund - Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Actual	Quarter Budget %	Annual Budget Est.	Actual	Annual Est Budget %	Annual Est. Budget Balance			
Rent	\$ 55,350	\$ 60,850	110%	\$ 221,400	\$ 182,550	82%	\$ 38,850	\$ 452,900	40%	\$ 270,350
Transfers	226,825	229,325	101%	907,300	687,975	76%	219,325	1,859,900	37%	1,171,925
Miscellaneous	2,325	1,189	51%	9,300	6,418	69%	2,882	18,600	35%	12,182
Debt proceeds	-	-	-	-	-	-	-	-	-	-
Intergovernmental	50,000	52,693	105%	200,000	52,693	26%	147,307	450,000	12%	397,307
Interest	1,250	13,240	1059%	5,000	31,687	634%	(26,687)	10,000	317%	(21,687)
Total revenue	\$ 335,750	\$ 357,296	106%	\$ 1,343,000	\$ 961,323	72%	\$ 381,677	\$ 2,791,400	34%	\$ 1,830,077
Expenditures										
City Hall facilities	\$ 78,975	\$ 21,427	27%	\$ 315,900	\$ 66,347	21%	\$ 249,552.77	\$ 588,300	11%	\$ 521,953
Police facilities	168,700	179,171	106%	674,800	321,016	48%	353,784	1,364,200	24%	1,043,184
Public Works facilities	10,300	15,824	154%	41,200	42,694	104%	(1,494)	82,500	52%	39,806
Barnes Butte	70,750	24,836	35%	283,000	62,520	22%	220,480	619,000	10%	556,480
Contingency				46,297				155,597		155,597
Total expenditures	\$ 328,725	\$ 241,259	73%	\$ 1,361,197	\$ 492,577	18%	\$ 822,323	\$ 2,809,597	18%	\$ 2,317,020
Revenue over (under) expenditures	\$ 7,025	\$ 116,037	17%	\$ (18,197)	468,746	70%	\$ (440,646)	\$ (18,197)		
Other requirements										
Debt service reserve	533,000			533,000				533,000		
Beginning fund balance	551,197	665,937	121%	551,197	665,937	121%		551,197		
Ending fund balance	\$ 558,222	\$ 781,974	140%	\$ 533,000	\$ 1,134,683	213%		\$ -		



Barnes Butte Recreation Area in January 2024.

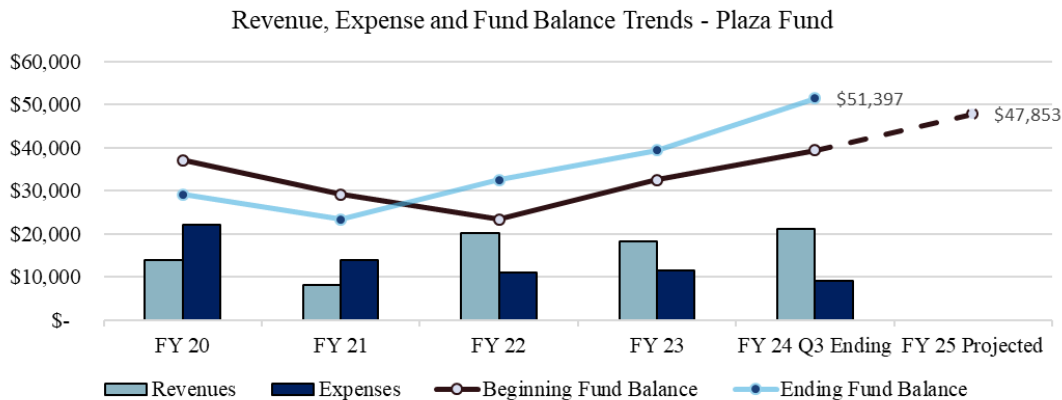
Plaza Maintenance Fund

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.

Third quarter materials and services are for contracted grounds keeping and snow and ice removal totaling approximately \$3,900.

Fund balance increased roughly 31 percent through the third quarter and is expected to end the fiscal year at roughly \$48,000.



	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Budget %	Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
Revenue										
Intergovernmental	\$ 2,500	\$ -	-	\$ 10,000	\$ 9,688	97%	\$ 312	\$ 20,000	48%	\$ 10,312
Interest	50	634	1267%	200	1,775	888%	(1,575)	400	444%	(1,375)
Transfers	2,500	-	-	10,000	9,688	97%	312	20,000	48%	10,312
Total revenue	\$ 5,050	\$ 634	13%	\$ 20,200	\$ 21,152	105%	\$ (952)	\$ 40,400	52%	\$ 19,248
Expenditures										
Materials and services	\$ 5,400	\$ 3,874	72%	\$ 21,600	\$ 7,608	35%	\$ 13,992	\$ 43,000	18%	\$ 35,392
Transfers	500	500	100%	2,000	1,500	75%	500	4,000	38%	2,500
Contingency	-	-	-	25,873	-	-	-	22,673	-	22,673
Total expenditures	\$ 5,900	\$ 4,374	74%	\$ 49,473	\$ 9,108	18%	\$ 14,492	\$ 69,673	13%	\$ 60,565
Revenue over (under) expenditures	\$ (850)	\$ (3,740)	-10%	\$ (29,273)	\$ 12,044	31%	\$ (15,444)	\$ (29,273)		
Beginning fund balance	29,273	39,353	134%	29,273	39,353	134%		29,273		
Ending fund balance	\$ 28,423	\$ 35,613	125%	\$ -	\$ 51,397	-		\$ -		

Public Works Support Services Fund

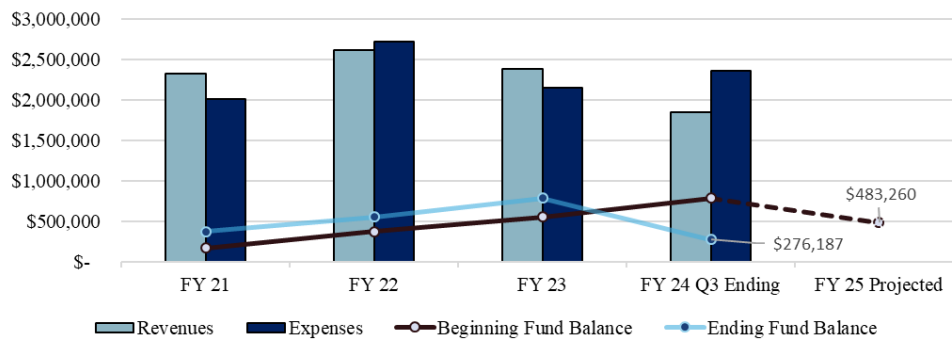
This fund accounts for the activities of the Public Works management, support staff, fleet and vehicle maintenance costs. The primary source of revenue is charges to other funds for services.

Revenues at quarter end are at roughly 65 percent of the annual budget and are largely associated with transfers for services from the streets, water and wastewater departments for public works. Revenues are as mostly as anticipated with overages in interest and the annual transfer for engineering services taking place at the end of the year. Intergovernmental revenue associated with STP funds were received during the third quarter and came in higher than budgeted.

Expenditures through the third quarter are at roughly 50 percent of the annual budget. Budgeted capital expenditures for this fund, in this fiscal year, were for a new truck with a utility bed and a new loader. These were ordered in the first quarter and delivered during the second quarter. A new dump truck was budgeted in the prior fiscal year, ordered in October of 2022 and delivered in October of 2023. Depending on the timing in which the budgeted capital equipment for next fiscal year is delivered, a budget adjustment may be required.

Fund balance decreased approximately \$508,000 or -65 percent at through the third quarter.

Revenue, Expense and Fund Balance Trends - Public Works Service Fund



Stormwater improvements being made in March 2024.

March 31, 2024

Public Works Support Services Fund - Continued

Revenue	Current Quarter			Year to Date				Biennial Budget	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	\$ 145,103	528%	\$ 110,000	\$ 145,103	132%	\$ (35,103)	\$ 220,000	66%	\$ 74,897
Charges for services	685,525	587,939	86%	2,742,100	1,679,009	61%	1,063,091	4,962,200	34%	3,283,191
Interest	500	6,580	1316%	2,000	23,424	1171%	(21,424)	4,000	586%	(19,424)
Miscellaneous	2,500	1,334	53%	10,000	2,883	29%	7,117	20,000	14%	17,117
Total revenue	\$ 716,025	\$ 740,956	103%	\$ 2,864,100	\$ 1,850,420	65%	\$ 1,013,680	\$ 5,206,200	36%	\$ 3,355,780
Expenditures										
Public Works Support Services	\$ 506,825	\$ 543,517	107%	\$ 2,027,300	\$ 1,619,620	80%	\$ 407,680	\$ 4,224,800	38%	\$ 2,605,180
Public Works Fleet and Vehicles	129,875	129,564	100%	519,500	739,173	142%	(219,673)	981,000	75%	241,827
Contingency				838,052				521,152		521,152
Total expenditures	\$ 636,700	\$ 673,081	106%	\$ 3,384,852	\$ 2,358,793	70%	\$ 188,007	\$ 5,726,952	41%	\$ 3,368,159
Revenue over (under) expenditures	\$ 79,325	\$ 67,875	9%	\$ (520,752)	\$ (508,373)	-65%	\$ 825,673	\$ (520,752)		
Beginning fund balance	520,752	784,560	151%	520,752	784,560	151%		520,752		
Ending fund balance	\$ 600,077	\$ 852,435	142%	\$ -	\$ 276,187	-		\$ -		



PW Director, Casey Kaiser and Planning Director, Josh Smith, talking with archaeologists at the Barnes Butte dig site in January 2024.

ORDINANCE NO. 1290

AN ORDINANCE ESTABLISHING CHAPTER 92.60 OF THE PRINEVILLE MUNICIPAL CODE LIMITING LIABILITY FOR USE OF CERTAIN RECREATIONAL PROPERTY AND DECLARING AN EMERGENCY

Whereas, ongoing litigation relating to recreational immunity has severely limited the statutory protections afforded to local jurisdictions, including the City of Prineville (“City”).

Whereas, due to the uncertainty of a potential legislative resolution to this concern, the City in conjunction with its insurance provider, has begun taking steps necessary to protect the City from potential liability relating to recreational locations, including trails.

Whereas, the statutory liability limitation contained in ORS 105.668 automatically applies to cities with a population greater than 500,000 but requires small municipalities to affirmatively adopt the liability limitation to be afforded such protections.

Whereas, the proposed Chapter 92.60 of the Prineville Municipal Code is attached hereto as Exhibit A.

Whereas, due to the recent caselaw developments relating to the applicability of recreational immunity to local jurisdictions, and the potential liability exposure to the City of Prineville, the City Council believes that a state of emergency exists, and this Ordinance should become effective immediately upon passage.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF PRINEVILLE DO ORDAIN AS FOLLOWS:

1. Prineville Municipal Code Chapter 92.60 entitled “Liability Limitation Resulting From Use of Trails In A Public Easement Or Unimproved Right-of-Way Under ORS 105.668,” is hereby established, as outlined in the attached Exhibit A.

2. This Ordinance, being necessary for the immediate preservation of public peace, health, and safety of the City of Prineville, an emergency is declared to exist, and this Ordinance shall be in full force and effect immediately upon its passage.

Presented for the first time at a regular meeting of the City Council held on May 14, 2024, and passed unanimously therein.

Rodney J. Bebee, Mayor

ATTEST:

Lisa Morgan, City Recorder

Chapter 92.60
Liability Limitation Resulting From Use of Trails in a Public Easement or Unimproved Right-of-Way Under ORS 105.668

92.60 Definitions. As used in this chapter, the following definitions apply:

- A. **Public easement** means a platted or dedicated easement for public access that is accessible by a user on foot, horseback, bicycle or other similar conveyance, but does not include a platted or dedicated access easement over private streets.
- B. **Structures** means improvements in a trail, including, but not limited to stairs and bridges, that are accessible by a user on foot, horseback, bicycle or other nonmotorized vehicle or conveyance.
- C. **Trail** means a travel way for pedestrians and bicycles that is separate from automobiles and includes a multi-use path or multi-use trail, but does not include a bike lane, shoulder bikeway, or shared roadway.
- D. **Unimproved right-of-way** means a platted or dedicated public right-of-way over which a street, road or highway has not been constructed to the standards and specifications of the City with jurisdiction over the public right-of-way and for which the City has not expressly accepted responsibility for maintenance but does not include a platted private street.

92.65 Liability Limited.

- A. A personal injury or property damage resulting from use of a trail that is in a public easement or an unimproved right-of-way, or from use of structures in a public easement or unimproved right-of-way, by a user on foot, on a horse, on a bicycle or other nonmotorized vehicle or conveyance does not give rise to a private claim or right of action based on negligence against:
 - 1. The City of Prineville;
 - 2. The City of Prineville's officers, employees or agents to the extent the officers, employees or agents are entitled to defense and indemnification under ORS 30.285;
 - 3. The owner of land abutting the public easement or unimproved right-of-way; or
 - 4. A nonprofit corporation and its volunteers for the construction and maintenance of the trail or structures in a public easement or unimproved right-of-way.
- B. The immunity granted by this subsection A(2) of this section, to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to a personal injury or property damage:
 - 1. Except as provided in subsection A(2) of this section, to a person that receives compensation for providing assistance, services or advice in relation to conduct that leads to a personal injury or property damage;

2. For personal injury or property damage resulting from gross negligence or from reckless, wanton or intentional misconduct; or
3. For an activity for which a person is strictly liable without regard to fault.

**RESOLUTION NO. 1594
CITY OF PRINEVILLE, OREGON**

A RESOLUTION ADOPTING A TITLE VI PLAN FOR THE CITY OF PRINEVILLE

Whereas, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

Whereas, any entity receiving federal dollars, either directly from the Federal Transit Administration or through the Oregon Department of Transportation Public Transit Division must not discriminate based on race, color, or national origin; and

Whereas, since the City is receiving federal grant funding from the Oregon Department of Transportation Public Transit Division it is required to have a Title VI Plan to implement Federal Title VI non-discrimination requirements.

Now, Therefore, the City of Prineville resolves that the City of Prineville Title VI Plan dated May 14, 2024, and attached hereto and by this reference incorporated herein, is adopted by the Prineville City Council.

Passed by the City Council this ____ day of May, 2024.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder



CITY OF PRINEVILLE
Title VI Plan

Adopted May 14, 2024

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

The City of Prineville is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

TITLE VI NOTICE CITY OF PRINEVILLE

The City of Prineville operates its programs and services without regard to race, color or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Prineville.

For more information on the City of Prineville’s civil rights program, and the obligations and procedures to file a complaint, contact 541.447.5627, email: cityhall@cityofprineville.com; or visit our administrative office at 387 NE Third Street, Prineville, Oregon 97754. For more information, visit www.cityofprineville.com.

A complainant may also file a complaint directly with the Federal Transit Administration: Office of Civil Rights, Attn: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC, 20590 or with the ODOT Office of Civil Rights: office of Civil Rights-MS 23, 3930 Fairview Industrial Drive SE, Salem, OR 97302.

If information is needed in another language, contact 800.656.1234.
Si se necesita informacion en otro idioma de contacto, 800.656.1234

TITLE VI COMPLAINT PROCEDURES

In order to comply with 49 CFR Section 21.9(b), the City of Prineville has developed procedures for investigating and tracking Title VI complaints filed against them. These procedures are available to members of the public upon request. Complainants, or their representative, may file a written complaint with the City Manager at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act. The City has ten (10) days to acknowledge the receipt of the complaint and a total of sixty (60) days to investigate the complaint. Once a determination is made, the City of Prineville will notify the complainant in writing. The complainant will then have thirty (30) days to appeal the decision.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <https://www.cityofprineville.com/cityadministration/page/title-vi-plan>, which may be completed for this purpose. (Attachment A)

The complaint may also be filed in writing with the City of Prineville at the following address:

City of Prineville
City Recorder
387 NE Third Street
Prineville, OR 97759
By phone: 541-447-5627
By fax: 541-447-5628

NOTE: The City of Prineville encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the City Recorder as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint after it is submitted to the City of Prineville?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the City will be directly addressed. The City Manager, or designee, will investigate the complaint and decide. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

The City of Prineville shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the City shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, the City Manager, or designee, will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information within seven (7) calendar days may result in the administrative closure of the complaint.

How will you be notified of the outcome of your complaint?

The City will send a final written response to the complainant which will be either a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states there was not a Title VI violation and the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of staff, or other action will occur. An appeal of the closure letter or LOF must be made within thirty (30) days of the notification.

A complaint may also be filed directly with the Federal Transit Administration at:

Federal Transit Administration Office of Civil Rights

1200 New Jersey Ave., SE

Washington, DC 20590

www.fta.dot.gov/contract_us.html

TTY: 1-800-877-8339

Voice: 1-866-377-8642

VCO: 1-877-877-6280

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 49 CFR Section 21.9(b), the City of Prineville prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming the City of Prineville that allege discrimination on the basis of race, color, or national origin. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The City Recorder maintains these files until closed. The City Recorder will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to the Oregon Department of Transportation as the grantor of the funds.

Additional Information upon Request

At the discretion of FTA, additional information may be requested, in writing, from the City in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements.

RECORD OF TITLE VI OR OTHER CIVIL RIGHTS INVESTIGATIONS, COMPLAINTS OR LAWSUITS

To date, there have been no Title VI investigations, complaints or lawsuits.

COUNCIL COMPOSITION

The City of Prineville is overseen by an elected City Council. The table below depicts Council membership as of April 2024.

The City of Prineville will make efforts to encourage minority participation on the Council. These efforts are made by distributing information about the participation on the Council at public meetings and social media forums. The City of Prineville will utilize local groups such as the Latino Community Association of Central Oregon in order to focus on areas in which the council participation is distributed.

	Caucasian	Hispanic or Latino (of any race)	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Crook County 2010 Census)	21,349	1,803	80	114	30	317	2,016	832
Prineville City Council	7	0	0	0	0	0	0	0

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

The City of Prineville is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

The United States is home to millions of national origin minority individuals with Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish solutions to address the needs of this growing population of individuals, for whom English is not their primary language.

ANALYSIS OF FACTORS

Factor No. 1: The number or proportion of LEP persons in the service area.

The City of Prineville is largely English speaking. The vast majority of the population with which we interact is proficient in English. According to the 2013 American Community Survey, 85% of Oregon’s population age five and up speaks English only, while 9% have Spanish as the language spoken at home.

Factor No. 2: The frequency with which LEP individuals come into contact with the service.

Contacts with the City of Prineville are made at City Hall, cityhall@cityofprineville.com and through our website, www.cityofprineville.com. We have had no contacts that require services for translation services. The City would provide translation services and would partner with Crook County School District or Crook County when necessary. The City of Prineville website is optimized for online translation for all languages.

Factor No. 3: The nature and importance of service provided by the City of Prineville.

The City of Prineville provides important mobility management and transportation coordination services to the public through Cascades East Transit and a contract with Central Oregon Intergovernmental Council which runs the program.

Factor No. 4: The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons. The City would partner with Crook County or Crook County School District to provide translation services as necessary.

The City’s current in-house language capabilities are English. The City has not encountered a need to have language services in other languages.

IMPLEMENTATION PLAN

The City of Prineville will review its implementation plan annually, including any contacts with LEP persons, to determine the frequency of contacts, the language used, and how the contacts were handled.

The City of Prineville identifies LEP persons in the service area through telephone and personal contact. The City would provide translation services and would partner with Crook County School District or Crook County when necessary. Bus schedules for Cascades East Transit are available at www.cascadeseasttransit.com. The CET homepage contains Title VI language. The City of Prineville website is optimized for online translation for all languages.

City employees will ensure that there are no barriers to service or accommodation that would prevent usage or access to city services. Employees will notify the City Manager in writing of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

The City of Prineville will provide language service by notifying LEP persons of services available free of charge. Notification to LEP persons include: (1) Posting notice of the LEP Plan and notification in languages LEP persons would understand that persons requiring language assistance or special accommodations will be provided interpretation or translation services free of charge with reasonable advance notice to the City; and (2) City staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year to identify modifications to this plan to improve outreach and services to persons with limited English proficiency. City staff will be provided training on the requirements for providing meaningful access to services for LEP individuals.

NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI

Our website includes our Title VI Compliance Statement and Complaint Form. The City's Title VI Compliance Statement and complaint form are also posted at City Hall (located at 387 NE Third Street, Prineville, OR). Individuals who believe they have been discriminated against may request a complaint form from the City Recorder.

ANALYSIS OF CONSTRUCTION PROJECTS

Over the last three years the City of Prineville has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

INCLUSIVE PUBLIC PARTICIPATION

Public participation in the transportation planning process allows for the opportunity to voice concerns, offer suggestions and make recommendations regarding transportation-related issues and specific projects. It's designed to inform and educate the public about the technical facets of transportation planning. Public participation affords transportation professionals and decision-makers the opportunity to see other sides of an issue (highway, street or rail crossing projects, for example) that may be missed when considering a project from a technical view point. Meaningful dialogue among technical professionals, local decision-makers, and general stakeholders (e.g. the public) generated through public participation is vital to achieving consensus, which is desired before moving a transportation project or program forward. Additional benefits of public participation include:

- Developing a sense of community and ownership;
- Identifying issues and concerns that matter most to the citizens;
- Fostering trust in the decision-making process and with decision-makers;
- Ensuring accountability;
- Encouraging cooperation and compromise; and
- Preventing and/or mitigating future conflict.

Outgoing Outreach

Ongoing outreach efforts are made throughout the year to provide the public and interested parties with opportunities to review and provide comment. Ongoing measures to involve the general public and interested parties¹ throughout the planning process include:

- Posting meeting agendas and minutes on the City of Prineville website: www.cityofprineville.com;
- Posting documents on the website and making printed copies available to the public;
- Providing an explanation of specific issues on the website;
- Inviting the public to submit electronic, written or verbal comments on transportation plans;

- Employing visualization techniques to describe city plans and programs (e.g. maps, graphs, photos, presentations, drawings);
- Allowing for public comment at Policy Board meetings; and
- Developing outreach to existing advisory groups related to transportation with updates and education regarding city objectives and news.

Environmental Justice Considerations and Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Title VI bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups).

The federal Executive Orders pertaining to Environmental Justice (EJ) further amplify Title VI by providing that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."

To insure full compliance with Title VI and the EJ Order, the City of Prineville will develop a strategy for engaging minority and low-income populations in transportation decision making, including:

- Using data developed by ODOT, identify areas with high concentrations of low-income and minority populations (required) and other populations as directed by the Policy Board;
- Identify specific actions to engage low-income and minority populations in the planning process;
- Consult with and respond to organizations representing low-income and minority populations;
- Continually evaluate the need for language translated documents based on changing demographics;
- Routinely evaluate the public participation process to evaluate options for better reaching the identified populations;
- Utilize media (such as print, television, radio, etc.) targeted to low-income or minority populations; and

- Review process to request additional information and process to file complaints regarding discrimination.

ATTACHMENT A

TITLE VI COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If you answered "no", please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV:			
Have you previously filed a Title VI complaint with this agency?	Yes		No
Section V:			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	Yes		No
If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court: _____ <input type="checkbox"/> State Agency: _____ <input type="checkbox"/> State Court: _____ <input type="checkbox"/> Local Agency: _____			
Please provide information about a contact person at the agency/court where the complaint was filed.			
Name:	Agency:		
Title:	Telephone:		
Address:			
Section VI:			
Name of agency complaint is against:			
Contact person:			
Title:			
Telephone number:			

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

City of Prineville
City Recorder
387 NE Third Street
Prineville, OR 97754

NOTIFICATION OF COMPLIANCE WITH TITLE VI

In order to comply with 49 CFR Section 21.9 (d) the City of Prineville has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the City of Prineville's website. The City of Prineville has also posted the following notice of compliance with Title VI, which is visible to the public at City Hall and directs the public to the City website and to the appropriate phone number to inquire for more information. This information is also available upon request.



Notification of Compliance with Title VI

The City of Prineville operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Prineville.

Information on the City of Prineville civil rights program, and the obligations and procedures to file a complaint, can be found on the City of Prineville website at <https://www.cityofprineville.com/cityadministration/page/title-vi-plan>. The City of Prineville website is optimized for online translation for all languages. This information is also available upon request, please inquire at City Hall or contact the Lisa Morgan, City Recorder at (541) 447-5627.

A complainant may also file a complaint directly with the Federal Transit Administration: Office of Civil Rights, Attn: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. <http://www.fta.dot.gov/contact.us.html>