



**Location:** City Hall – Council Chambers  
**Date:** November 14, 2023  
**Time:** 6:00 PM

## City Council Meeting Agenda

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

### Call to Order

### Flag Salute

### Additions to Agenda

### Consent Agenda

- [1.](#) Regular Meeting Brief - 10-24-2023

### Visitors, Appearances and Requests

2. Ceremonial Swear In of Officers Jeremy Richmond & Michael Dunn - Lt. Shane Wilson
3. Ceremonial Promotional Swear in of Sgt. Jonathan Adkins - Lt. Shane Wilson
4. Dispatcher Supervisor Recognition of Katie Kemper - Sam McKenzie

### Council Presentations

5. Communications Social Media Update - ShanRae Hawkins

### Council Business

6. Consider Cancellation of November & December Second Meetings - Steve Forrester
- [7.](#) Multi Family Housing Grant Program (**PUBLIC HEARING**) - Josh Smith

### Staff Reports and Requests

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

### Committee Reports

### Ordinances

### Resolutions

- [10.](#) Resolution No 1581 - Approving an Amendment to Personal Services Agreement with DOWL - Casey Kaiser



- [11.](#) Resolution No 1582 - Authorizing the City to Enter into an IGA with Crook County School District - Lori Hooper Antram

### **Visitors, Appearances and Requests**

### **Adjourn**

- 12. 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.**

*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

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

**City Council Meeting Brief**  
**October 24, 2023**

**Council Members Present:**

Marv Sumner  
Jason Beebe  
Steve Uffelman

Gail Merritt  
Scott Smith  
Janet Hutchison

**Council Members Absent**

Shane Howard

**Additions to the Agenda**

None.

**Consent Agenda**

1. Regular Meeting Brief 9-26-2023
2. Special Meeting Brief 10-6-2023

**Councilor Uffelman 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**

None.

**Council Business**

**3. Intent to Award Water Resiliency Project – Casey Kaiser**

Casey Kaiser, Public Works Director presented the staff report highlighting that we had six responsive bidders, with Taylor NW having the lowest bid. This is the third of recent projects that have come in below the cost estimate.

Discussions continued regarding the recent lower bids and if this is an indication of slowing economics, but it is still too early to tell.

**Councilor Hutchison made a motion to approve intent to award the Water Resiliency Project to Taylor NW in the amount of \$3,981,672.00. Motion seconded. Discussion on motion from Jered Reid clarifying it is an intent to award. No further discussion. All in favor, motion carried.**

#### **Staff Reports and Requests:**

##### **4. City Manager's Report– Steve Forrester**

Steve Forrester, City Manager went through his report on each of the departments and activity.

There were questions regarding the city taking over other dispatch locations and CAD maps for the other counties. Sam McKenzie, Dispatch Director explained that it is a GIS format and can be done. It would just take training for multiple maps and would create a unique shift balance. We would need four more dispatchers to take over additional counties and we have created call taker positions which will help. The primary portion of conversations has been for infrastructure, which we do have to accommodate additional locations. This has been considered off and on for about 10 years and Jefferson County is leading this effort now.

Mr. Forrester continued with his report adding that he will be doing a track inspection with the railroad at 7:30 AM on Thursday morning.

Councilor Merritt asked about the bike races at Barnes Butte Recreation Area (BBRA).

Mr. Kaiser said the bike races went very well and is looking forward to the group's de-briefing on the event. He has received good comments back from others and the event is very good for local business.

Lt. Shane Wilson came forward and went through a power point presentation that highlighted recent events that the Police Department has participated in. Officer Mike Coffman graduated and Officer Jeff Coffman has been sworn back in.

#### **Committee Reports**

Councilor Sumner provided a Central Oregon Intergovernmental Council (COIC) update that highlighted updates on Core 3 for an area proposed for wildfire training. Cascade East Transit added a new route in Bend. COIC is offering a Workforce Innovation opportunity that is helping train people to join the workforce, as well as training people that are at the correctional institute in Madras to be prepared for work when released.

Councilor Hutchison provided an Ochoco Forest Collaborative update which included a field trip to Mills Creek and tree mortality discussion. They stopped at a riparian area next to a recreation area and discussed what rehabilitation would look like there.

They also distributed pieces of bark that illustrated what different beetles do to trees. The Mill Creek comment period has closed and Walton Lake trees that need to be removed are getting closer to identifying a starting area. There are also Forest Service jobs that are open for recruitment.

Councilor Hutchison said that she was very impressed with the League of Oregon Cities (LOC) conference. She attended the Councilor workshop that focused on the good of community and how every city should have two workshops, with one that focuses on the visioning for the community. The key note speaker was good. Councilor Hutchison also talked about wildfire preparedness and Pacific Corp having meters so they know when certain lines need to be shut down.

Councilor Sumner talked about Mr. Strickland, the keynote speaker at the LOC conference and said was very dynamic and interesting. He also listened to the other speaker and how council is part of the community. He also attended an afternoon session regarding succession planning.

Councilor Smith also commented on the LOC Council workshop. Later he went to an infrastructure session which highlighted how cities can meet the infrastructure needs. He would also love to send Eric Klann, Casey Kaiser or Caroline Ervin down to talk about sewer or infrastructure and what we have done in our community.

Councilor Uffelman talked about a meeting he was able to have with the city of Aumsville during the LOC conference. He invited them to visit and speak with the engineering firm we used. He also talked about meeting with other community members on how they can engage with government.

Councilor Sumner said there is so much we can do to engage our young people.

Councilor Hutchison added that she noticed there were a lot of younger folks attending the conference this year and the homelessness session was a full day session.

Councilor Uffelman announced that he was invited to speak at the Crook County Democratic group regarding the flood plain and Josh Smith, Planning Director attended with him. Josh really took the discussion home and thanked him for attending.

There were no other reports.

### **Ordinances:**

None.

### **Resolutions**

None.

**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 6:51 P.M.

**Motions and Outcomes:**

Motion:	Outcome	Beebe	Howard	Hutchison	Merritt	Smith	Sumner	Uffelman
Consent Agenda	PASSED	Y	-	Y	Y	Y	Y	Y
Motion to approve intent to award the Water Resiliency Project to Taylor NW in the amount of \$3,981,672.00.	PASSED	Y	-	Y	Y	Y	Y	Y
Adjourn Meeting	PASSED	Y	-	Y	Y	Y	Y	Y

Public Records Disclosure

Under the Oregon public records law, all meeting information, agenda packets, ordinances, resolutions, audio and meeting briefs are available at the following URL:  
<https://www.cityofprineville.com/meetings> .



# City of Prineville

387 NE THIRD STREET ♦ PRINEVILLE, OREGON 97754

## COMMUNITY DEVELOPMENT

Phone: (541)447-2367

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Web Site: [www.cityofprineville.com](http://www.cityofprineville.com)

## Housing Grant Program Outline

### **Purpose:**

The program is intended to stimulate the development of multi-family housing in the short term, to help relieve higher development costs due to the rapid increase in interest rates.

### **Incentive:**

- 1) Tax exemption grant through reimbursement.
- 2) City property tax only. Includes land and improvements.

### **Eligibility Requirements:**

- 1) Multi-family developments of 11 or more units.
- 2) Shall meet and maintain all City Standards.
- 3) Located in a City residential or mixed-use zone.
- 4) 10% of the units must rent for less than 30% of Area Median Income (AMI).
  - a. AMI is determined by Oregon Housing and Community Services.
- 5) Shall include recreational facilities or property shall be within a ¼ mile of a public park providing such facilities.
- 6) Must initiate development per section 153.259.020 of the City code, within one (1) year of final land use approval.
  - a. Existing eligible approvals shall be initiated within one (1) year of the adoption date of this program.

### **Duration:**

- 1) Program is available for two (2) years.
  - a. Complete land use applications shall be submitted within this time period.
- 2) Tax reimbursement shall be available for a duration of 10 years.
- 3) Tax reimbursement shall begin in the year the Certificate of Occupancy for the first building is received.

### **Application Process:**

- 1) Submit a complete land use application for a multi-family development of eleven (11) units or more, meeting eligibility requirements.
- 2) Receive final land use approval, including any appeals.
- 3) Sign grant agreement; outlining grant duration and process for reimbursement payment of City property taxes.



## **City Manager Update to Council**

**November 14, 2023**

### **Public Safety / Dispatch**

Dispatch is wrapping up background on their latest lateral applicant and hope to have results within the week.

Public Safety is also completing background on a lateral officer candidate. They have been coordinating details for the lighted Christmas Parade that is taking place on November 25h. They are working with a sign company for signage at the Police Department so it is more visible. Upgrading of firearms continue and then training for each officer will begin which take approximately 16 hours for each.

### **Public Works**

Public Works just completed the Oregon Health Authority Sanitary Survey and just missed the “Outstanding” rating that only 6 water systems in the state have achieved this year. The inspectors commented on the cleanliness and overall good state of repair of our water system facilities which includes wells, well houses, tanks and water treatment facilities.

The Oregon Interscholastic Mountain Bike championship event at Barnes Butte Recreation Area (BBRA) had over 350 school age athletes in the event. They love the location and this is the 3<sup>rd</sup> major interscholastic mountain biking event at BBRA, with each participant bringing many friends and family members with them. Our motels and local businesses were very busy.

We had the first Technical and Public Advisory Committee meeting for our transportation system plan (TSP) update. There was great attendance and participation with over 20 participants from the stakeholder organizations. This is going to be a critical TSP update that will guide how we expand our street network to meet continuing growth.

The Street Department completed the removal of the railroad tracks and facilities from the Woodgrain site. The track were removed and backfilled and the area was graded. The truck scale was removed as well removing rail access from that site which frees up that spur for rail car storage.

In the Water Department the Fairmont area waterline project is complete. Water meter swaps continues to replace aging meters.

At the Wastewater Treatment Plant they have completed the fall spot spraying of weeds at the wetlands and BBRA. The pasture irrigation system is getting winterized. There is another Eagle Scout project happening to install a bike rack at the pavilion area of the wetlands. New influent meters have been integrated into our SCADA system to allow for more accurate monitoring of

the influent volumes and quicker identification of problems related to efficient function of our influent screening and headworks.

### **Railroad**

The Railroad has remained steady when it usually slows down this time of year. McCall Oil had an extended season due to the recent warmer weather and still has a couple of cars on site. They are still moving a lot of grain cars. Lumber movement has basically stopped and there is lumber being stored every where they can at the depot.

### **Meadow Lakes Golf**

Meadow Lakes is slowing down for the season as expected. Irrigation lines are getting blown out and shut down until spring. Play is down in October and the restaurant remains busy.

### **Airport**

There was a waterline break at the airport over the weekend, but all is good now. Kelly is working on three grants and seeking funding for a new snow plow. The flying car project known as the Switchblade has been underway for about the last 10 years. Switchblade has officially flown. Now the group that has been working on Switchblade will likely receive additional funding to continue working on this concept.

### **Planning**

Josh will be bringing the FEMA basic code updates to the December 12<sup>th</sup> meeting. The Planning Department has received plans for the new car wash in the Ochoco Mill Center next to Walgreens and Auto Zone.

### **Human Resources – Nothing to Report**

### **Information Technology**

The IT team is busy with communication site maintenance to get it wrapped up before the winter weather.

### **Finance**

Annual audit is still underway for Finance. Finance has several strong candidates for their vacant position.

### **City Recorder/Risk Management –No Update**

### **City Legal – No Update**

### **EDCO**

EDCO is having a meeting with focus on Central Oregon airports activities, including the Prineville/Crook County Airport.

**Public Relations**

ShanRae has been working with Caroline on the Prineville Renewable Energy Project (PREP) outreach and on a couple of public safety stories.

**Mayor/Council** – No Update

**Other**

Staff has a meeting scheduled with our new dynamic consultant who is very familiar with the business operations of the city to inject momentum into moving forward with the Council Strategic Priorities and policies. More to follow very soon on this.



*City of Prineville, Oregon  
Financial Report  
First Quarter Ended  
September 30, 2023*





**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.

<b>Current Quarter</b> Quarter budget estimates allocated at 25 percent of the fiscal year budget compared to actual ↓			<b>Year to Date</b> Fiscal year 2024 budget allocation compared to actual ↓				<b>Biennial budget comparison to actual</b> ↓		
<b>Current Quarter</b>			<b>Year to Date</b>				(Empty)		
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 first quarter ending September 30, 2023, the City’s financial condition decreased by approximately \$818,000. Funds with significant increases in fund balance include the Wastewater SDC, Building Facilities Fund and the Plaza Maintenance Fund. Funds with a significant negative impact to fund balance include the General Fund, Transportation Fund, the Water SDC Fund, Airport, the Administrative and Financial Services Fund and the Public Works Support Service Fund. Capital improvements, the annual insurance payment and 911 user upgrades largely contributed to the decrease in the City’s financial condition.

Through the first quarter, General Fund revenues came in at roughly 20 percent of the annual budget or \$1.76 million. Property tax revenue is roughly 1 percent of the annual budget at quarter end. Transient lodging taxes are flat in comparison to the prior year. Franchise fees are at roughly 34 percent of the annual budget with overall collection up approximately \$825,000 over prior year. Electrical franchise fees are up in comparison to the prior year at quarter end roughly \$833,000 largely due to the continued build out of the data centers. Overall, the General Fund realized a decrease in fund balance of roughly \$565,000 or -17 percent through the first quarter which is anticipated with property taxes being due in November.

The Transportation’s fund balance decreased roughly \$427,000 or -61 percent at quarter end due to capital projects and the timing of when revenues are received. First quarter state gas tax collection came in at roughly \$214,000 and is up approximately \$7,000 over the prior year quarter end. Capital improvements during the first quarter are largely associated with the grant funded EV charging station and the 2023 street rehabilitation project.

In Emergency Dispatch, fund balance decreased approximately \$87,000 or -6 percent quarter end. Dispatch got a supervisor with the internal promotion of Katie Kemper and there were 5 open positions still looking to be filled at the end of the first quarter. First quarter capital outlay

September 30, 2023

expenditures were associated with the upgrade of the E-911 phone system and will be partially reimbursed through the State of Oregon.

In the SDC funds, capital projects continued. Transportation SDC capital projects taking place during the first quarter were the Peters Road / Combs Flat extension project and the Peters and Main Street intersection safety improvement project. In the Water SDC Fund, the water resiliency project 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 first quarter was associated with roughly 31 housing starts.

In the Railroad Fund, revenue comparisons to the prior year show overall revenues are up roughly 8 percent. The significant increased are in freight and freight depot charges, both being up 19 percent. 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. Freight cars are up over the prior year at quarter end by 26 cars. Materials and services are at roughly 53 percent of the annual budget or \$157,000, which includes approximately \$123,000 in liability insurance. Overall operating expenditures are up in comparison to the prior year 4 percent with increases in property insurance and personnel services. Capital outlay projects were done during the first quarter totaling roughly \$107,000 for bridge and track work. Fund balance decreased roughly \$166,000 or -13 percent at quarter end.

In the Airport Fund, fund balance decreased approximately \$60,000 or -41 percent through the first quarter. Operating revenues are down roughly -17 percent with operating expenses down roughly -19 percent in comparison to the prior year at quarter end. Fuel sales are down due to decreases in fuel prices and less training activity from Erickson's Sky Crane. Fuel inventory at quarter end totaled approximately \$97,000. During the first quarter, negotiations began on bringing in a third party to run the operations of the Airport. The contract was solidified and went into effect as of October 1, 2023.

Meadow Lakes Golf shows an increase in fund balance at quarter end of approximately \$112,000 or 10 percent. This is largely due to increased activity. Operating revenue for the golf course is up in comparison to the prior year at quarter end roughly 16 percent with rounds of golf up by approximately 1200 rounds. Golf course operating expenditures are up approximately 24 percent largely due to increased activity. Maintenance expenditures are up roughly 21 percent over the prior year quarter end due to increases in personnel costs, insurance, utilities and course maintenance supplies.

In the Administration and Financial Support Services the fund balance decreased roughly -90 percent with Information Technology coming in at roughly 41 percent of the annual budget. This is largely due to upgrades to 911 infrastructure and 911 user equipment that continued through the first quarter. A good portion of these upgrades will be reimbursed by the 911 users. Expenditures are tracking below budget in the Finance Department at quarter end largely due to being short staffed. In the Administration Department, HR Director Darla Rhoden started her transition into retirement during the first quarter by training the new HR Director who was promoted from the Finance Department.

September 30, 2023

Through the first quarter the Building Facilities Fund balance increased roughly \$180,000 or 31 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 and air piping for the Public Works shop.

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 from the courthouse steps in August 2023*

**All City Funds**

Fund	Current Budget	Unaudited	Current	Current	Ending	Change	Percentage
	Beginning Fund Balance	Beginning Fund Balance	Year Resources	Year Expenditures	Fund Balance	in Fund Balance	Change in Fund Balance
General	\$ 2,610,081	\$ 3,231,975	\$1,757,163	\$ 2,322,320	\$ 2,666,818	\$ (565,157)	-17%
Transportation	487,198	702,066	512,223	939,156	275,133	(426,933)	-61%
Emergency Dispatch	1,107,340	1,400,516	694,967	773,436	1,322,047	(78,469)	-6%
Planning	218,351	256,699	111,675	119,871	248,503	(8,196)	-3%
Transportation SDC	11,054,372	11,123,975	243,993	41,239	11,326,729	202,754	2%
Water SDC	180,913	(658,446)	186,757	353,493	(825,183)	(166,737)	25%
Wastewater SDC	7,710	119,700	112,379	4,406	227,674	107,974	90%
PERS / POB Fund	1,427,357	1,821,141	149,158	-	1,970,299	149,158	8%
Railroad	1,354,624	1,259,729	260,308	426,260	1,093,776	(165,953)	-13%
Airport	100,068	145,668	190,703	250,760	85,611	(60,057)	-41%
Water	1,491,817	1,758,889	1,371,017	1,276,452	1,853,453	94,564	5%
Wastewater	1,752,887	2,110,084	1,305,885	1,043,890	2,372,079	261,995	12%
Golf Course and Restaurant	1,018,692	1,112,092	612,443	500,579	1,223,956	111,864	10%
Administration and Financial Service	639,699	383,776	846,566	1,192,890	37,452	(346,324)	-90%
Building Facilities	551,197	579,656	298,233	117,855	760,034	180,378	31%
Plaza Maintenance	29,273	39,353	19,678	2,368	56,663	17,310	44%
Public Works Support Services	520,752	784,542	518,816	644,661	658,698	(125,844)	-16%
Totals	\$ 24,552,331	\$ 26,171,415	\$9,191,962	\$ 10,009,634	\$25,353,743	\$ (817,672)	-3%



*New mural in July 2023*



**General Fund**

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

Overall revenue collection through the first quarter is at approximately \$1.76 million or 20 percent of the annual budget. Property tax revenue is roughly 1 percent of the annual budget at quarter end and is as anticipated with property taxes being due in November. Transient lodging taxes are flat in comparison to the prior year. Franchise fees are at roughly 34 percent of the annual budget with overall collection up approximately \$825,000 over prior year. Electrical franchise fees are up in comparison to the prior year at quarter end roughly \$833,000 largely due to the continued build out of the data centers.

Police spending through the first quarter was at approximately 24 percent of the annual budget. Personnel services are at roughly 23 percent of the annual budget with 2 open positions being filled during the first quarter. The Police Department received a \$25,000 grant for Naloxone during the first quarter which is anticipated to be spent during the second quarter.

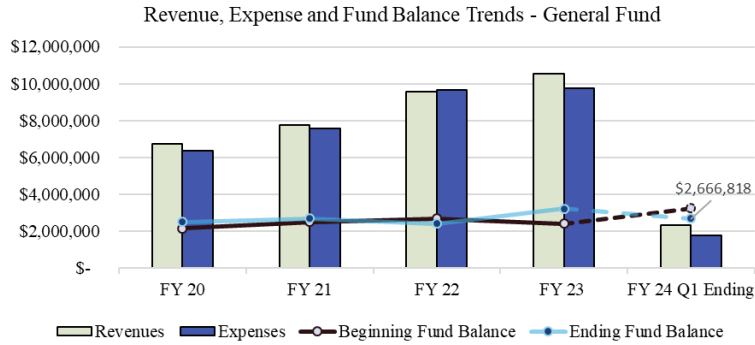
Non-Departmental is at roughly 24 percent of the annual budget. First quarter significant expenditures in Non- Departmental included \$145,000 for the Prineville Renewable Energy Project (PREP), \$22,000 in street lighting and \$67,000 in transient lodging taxes to the chamber of commerce.



*Lieutenant Wilson helping with the Special Olympics at Meadow Lakes in July 2023.*

**General Fund – Continued**

Overall, the General Fund realized a decrease in fund balance of roughly \$565,000 or -17 percent through the first quarter. This was anticipated with a majority of property tax revenue coming in the second quarter. Annual revenue, expense and fund balance trends for the General Fund are shown below.



	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 Budget %	Annual Est. Budget Balance			
<b>Revenue</b>										
Property taxes	\$ 701,475	\$ 17,379	2%	\$ 2,805,900	\$ 17,379	1%	\$ 2,788,521	\$ 5,695,100	0%	\$ 5,677,721
Transient lodging tax	150,000	179,095	119%	600,000	179,095	30%	420,905	1,200,000	15%	1,020,905
Franchise fees	1,029,025	1,398,642	136%	4,116,100	1,398,642	34%	2,717,458	8,424,500	17%	7,025,858
Licenses and permits	1,525	2,443	160%	6,100	2,443	40%	3,657	12,200	20%	9,757
Intergovernmental revenues	232,325	66,102	28%	929,300	66,102	7%	863,198	2,113,600	3%	2,047,498
Interest	8,750	18,353	210%	35,000	18,353	52%	16,647	70,000	26%	51,647
Miscellaneous	100,875	75,150	74%	403,500	75,150	19%	328,350	817,000	9%	741,850
<b>Total revenue</b>	<b>\$ 2,223,975</b>	<b>\$ 1,757,163</b>	<b>79%</b>	<b>\$ 8,895,900</b>	<b>\$ 1,757,163</b>	<b>20%</b>	<b>\$ 7,138,737</b>	<b>\$ 18,332,400</b>	<b>10%</b>	<b>\$ 16,575,237</b>
<b>Expenditures</b>										
Police	\$ 1,913,875	1,866,385	98%	\$ 7,655,500	1,866,385	24%	5,789,115	\$ 15,397,550	12%	\$ 13,531,165
Non-departmental	473,250	455,935	96%	1,893,000	455,935	24%	1,437,065	4,036,000	11%	3,580,065
Contingency				1,957,481				1,508,931		
<b>Total expenditures</b>	<b>\$ 2,387,125</b>	<b>\$ 2,322,320</b>	<b>97%</b>	<b>\$ 11,505,981</b>	<b>\$ 2,322,320</b>	<b>20%</b>	<b>\$ 7,226,180</b>	<b>\$ 20,942,481</b>	<b>11%</b>	<b>\$ 17,111,230</b>
<b>Revenue over (under) expenditures</b>	<b>(163,150)</b>	<b>(565,157)</b>	<b>-17%</b>	<b>(2,610,081)</b>	<b>(565,157)</b>	<b>-17%</b>	<b>\$ (87,443)</b>	<b>(2,610,081)</b>		
<b>Beginning fund balance</b>	<b>2,610,081</b>	<b>3,231,975</b>	<b>124%</b>	<b>2,610,081</b>	<b>3,231,975</b>	<b>124%</b>		<b>2,610,081</b>		
<b>Ending fund balance</b>	<b>\$ 2,446,931</b>	<b>\$ 2,666,818</b>	<b>109%</b>	<b>\$ -</b>	<b>\$ 2,666,818</b>	<b>-</b>		<b>\$ -</b>		

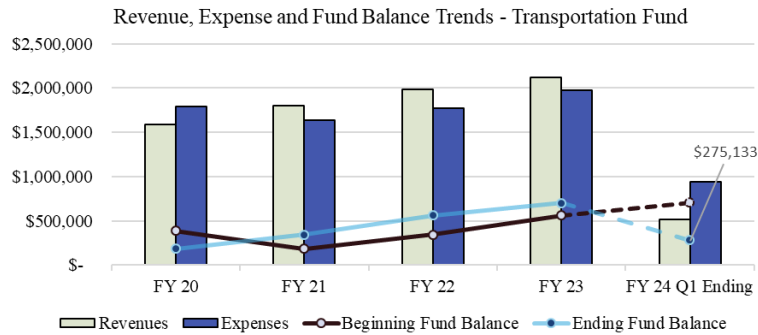
**Transportation Fund**

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

Revenue for the Transportation Fund through the first quarter is at approximately 24 percent of the annual budget. Intergovernmental revenue collection is at 23 percent of the annual budget with roughly \$214,000 coming in for gas taxes during the first quarter. State gas tax collection is up approximately \$7,000 over the prior year.

Expenditures through the first quarter are at approximately 36 percent of annual budget. First quarter capital expenses were largely associated with the grant funded EV charging station and the 2023 street rehabilitation project. Personnel services are at 23 percent of the annual budget and materials and services are at 13 percent of the annual budget.

Fund balance decreased roughly \$427,000 through the first quarter with capital improvement projects and the timing in which revenue is received being the major contributing factor to the decrease. Below are revenue, expense and fund balance trends for the Transportation Fund.



**Transportation 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			
Franchise fees	\$ 126,175	\$ 126,175	100%	\$ 504,700	\$ 126,175	25%	\$ 378,525	\$ 908,700	14%	\$ 782,525
Intergovernmental	292,800	272,981	93%	1,171,200	272,981	23%	898,219	2,296,400	12%	2,023,419
Transfers	100,000	100,000	100%	400,000	100,000	25%	300,000	800,000	13%	700,000
Interest	1,500	6,120	408%	6,000	6,120	102%	(120)	11,300	54%	5,180
Miscellaneous	17,750	6,947	39%	71,000	6,947	10%	64,053	87,000	8%	80,053
<b>Total revenue</b>	<b>\$ 538,225</b>	<b>\$ 512,223</b>	<b>95%</b>	<b>\$ 2,152,900</b>	<b>\$ 512,223</b>	<b>24%</b>	<b>\$ 1,640,677</b>	<b>\$ 4,103,400</b>	<b>12%</b>	<b>\$ 3,591,177</b>
<b>Expenditures</b>										
Personnel services	\$ 72,500	\$ 65,682	91%	\$ 290,000	\$ 65,682	23%	224,318	\$ 593,200	11%	\$ 527,518
Material and services	125,175	62,936	50%	500,700	62,936	13%	437,764	956,500	7%	893,564
Capital outlay										
Improvements	231,250	680,564	294%	925,000	680,564	74%	244,436	1,675,000	41%	994,436
Transfers	129,975	129,975	100%	519,900	129,975	25%	389,925	1,049,200	12%	919,225
Contingency				404,498				316,698		316,698
<b>Total expenditures</b>	<b>\$ 558,900</b>	<b>\$ 939,156</b>	<b>168%</b>	<b>\$ 2,640,098</b>	<b>939,156</b>	<b>36%</b>	<b>\$ 1,296,444</b>	<b>\$ 4,590,598</b>	<b>20%</b>	<b>\$ 3,651,442</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (20,675)</b>	<b>\$ (426,933)</b>	<b>-61%</b>	<b>\$ (487,198)</b>	<b>\$ (426,933)</b>	<b>-61%</b>	<b>\$ 344,233</b>	<b>\$ (487,198)</b>		
<b>Beginning fund balance</b>	<b>487,198</b>	<b>702,066</b>	<b>144%</b>	<b>487,198</b>	<b>702,066</b>	<b>144%</b>		<b>487,198</b>		
<b>Ending fund balance</b>	<b>\$ 466,523</b>	<b>\$ 275,133</b>	<b>59%</b>	<b>\$ -</b>	<b>\$ 275,133</b>	<b>-</b>		<b>\$ -</b>		



*EV Charging station work was completed during the first quarter near the Kiwanis Splash Pad.*



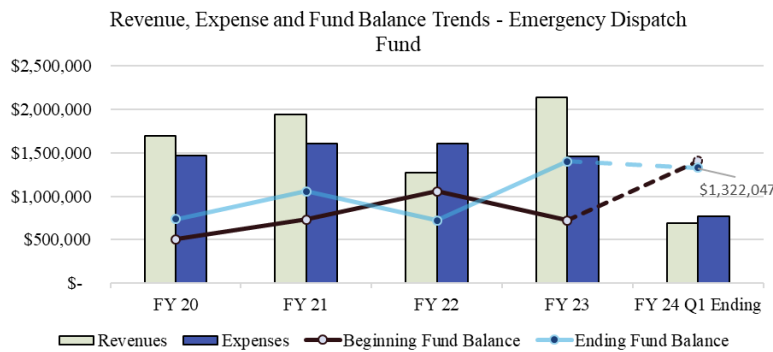
**Emergency Dispatch Fund**

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 \$695,000 or 26 percent of the annual budget at quarter end. Intergovernmental revenue collection through the first quarter was at roughly \$481,000 with E-911 funds down over the prior year at quarter end roughly \$13,000 with a decrease in Oregon Emergency Management funds for maintenance reimbursements.

Expenditures are at approximately \$773,000 or 21 percent of the annual budget. Personnel services are 15 percent of the annual budget or approximately \$245,000 with overtime coming in at roughly 70 percent of the annual budget. Dispatch got a supervisor with the internal promotion of Katie Kemper and there were 5 open positions still looking to be filled at the end of the first quarter. Capital outlay expenditures were associated with the upgrade of the phone system.

Fund balance decrease roughly \$78,000 or -6 percent through the first quarter.



	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			
<b>Revenue</b>										
Intergovernmental	\$ 454,800	\$ 480,751	106%	\$ 1,819,200	\$ 480,751	26%	\$ 1,338,449	\$ 3,225,500	15%	\$ 2,744,749
Miscellaneous	750	-	-	3,000	-	-	3,000	6,000	0%	6,000
Interest	1,500	8,141	543%	6,000	8,141	136%	(2,141)	12,000	68%	3,859
Transfers from other funds	206,075	206,075	100%	824,300	206,075	25%	618,225	1,627,500	13%	1,421,425
<b>Total revenue</b>	<b>\$ 663,125</b>	<b>\$ 694,967</b>	<b>105%</b>	<b>\$ 2,652,500</b>	<b>\$ 694,967</b>	<b>26%</b>	<b>\$ 1,957,533</b>	<b>\$ 4,871,000</b>	<b>14%</b>	<b>\$ 4,176,033</b>
<b>Expenditures</b>										
Personnel services	\$ 409,475	\$ 244,838	60%	\$ 1,637,900	\$ 244,838	15%	1,393,062	\$ 3,323,300	7%	\$ 3,078,462
Material and services	83,725	93,868	112%	334,900	93,868	28%	241,032	679,900	14%	586,032
Capital outlay										
Equipment	235,500	375,781	160%	942,000	375,781	40%	566,219	1,082,000	35%	706,219
Transfers	58,950	58,950	100%	235,800	58,950	25%	176,850	481,800	12%	422,850
Contingency				609,240				411,340		411,340
<b>Total expenditures</b>	<b>\$ 787,650</b>	<b>\$ 773,436</b>	<b>98%</b>	<b>\$ 3,759,840</b>	<b>\$ 773,436</b>	<b>21%</b>	<b>\$ 2,377,164</b>	<b>\$ 5,978,340</b>	<b>13%</b>	<b>\$ 5,204,904</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (124,525)</b>	<b>\$ (78,469)</b>	<b>-6%</b>	<b>\$ (1,107,340)</b>	<b>\$ (78,469)</b>	<b>-6%</b>	<b>\$ (419,631)</b>	<b>\$ (1,107,340)</b>		
<b>Beginning fund balance</b>	<b>1,107,340</b>	<b>1,400,516</b>	<b>126%</b>	<b>1,107,340</b>	<b>1,400,516</b>	<b>126%</b>		<b>1,107,340</b>		
<b>Ending fund balance</b>	<b>\$ 982,815</b>	<b>\$ 1,322,047</b>	<b>135%</b>	<b>\$ -</b>	<b>\$ 1,322,047</b>	<b>-</b>		<b>\$ -</b>		

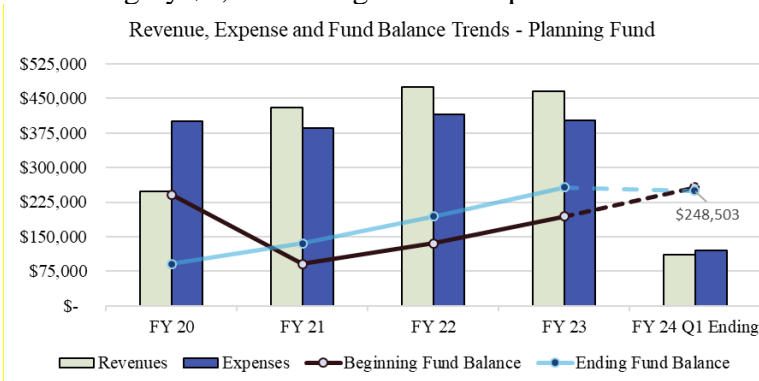
**Planning Fund**

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 first quarter came in at approximately \$112,000 or 22 percent of the annual budget. Revenue collection for the licenses and permits are at approximately 36 percent of the annual budget and are down roughly \$3,000 in comparison to the prior year at quarter end. Development highlights for the quarter included the collection of SDC’s for roughly 31 residential starts.

Expenditures are at approximately \$120,000 or 16 percent of the annual budget at quarter end with personnel services tracking below budget. Materials and services includes approximately \$18,000 for downtown improvements.

Fund balance decreased roughly \$8,000 through the first quarter.



	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			
<b>Revenue</b>										
Licenses and permits	\$ 10,000	\$ 14,307	143%	\$ 40,000	\$ 14,307	36%	\$ 25,693	\$ 75,000	19%	\$ 60,693
Intergovernmental	1,250	-	-	5,000	-	-	5,000	10,000	-	10,000
Charges for services	27,300	5,245	19%	109,200	5,245	5%	103,955	141,400	4%	136,155
Interest	500	2,124	425%	2,000	2,124	106%	(124)	4,000	53%	1,876
Transfers from other funds	90,000	90,000	100%	360,000	90,000	25%	270,000	720,000	13%	630,000
<b>Total revenue</b>	<b>\$ 129,050</b>	<b>\$ 111,675</b>	<b>87%</b>	<b>\$ 516,200</b>	<b>\$ 111,675</b>	<b>22%</b>	<b>\$ 404,525</b>	<b>\$ 950,400</b>	<b>12%</b>	<b>\$ 838,725</b>
<b>Expenditures</b>										
Personnel services	\$ 71,400	\$ 50,642	71%	\$ 285,600	\$ 50,642	18%	\$ 234,958	\$ 585,200	9%	\$ 534,558
Material and services	10,575	25,554	242%	42,300	25,554	60%	16,746	84,700	30%	59,146
Transfers	43,675	43,675	100%	174,700	43,675	25%	131,025	356,900	12%	313,225
Contingency				231,951				141,951		141,951
<b>Total expenditures</b>	<b>\$ 125,650</b>	<b>\$ 119,871</b>	<b>95%</b>	<b>\$ 734,551</b>	<b>\$ 119,871</b>	<b>16%</b>	<b>\$ 382,729</b>	<b>\$ 1,168,751</b>	<b>10%</b>	<b>\$ 1,048,880</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 3,400</b>	<b>\$ (8,196)</b>	<b>-3%</b>	<b>\$ (218,351)</b>	<b>\$ (8,196)</b>	<b>-3%</b>	<b>\$ 21,796</b>	<b>\$ (218,351)</b>		
<b>Beginning fund balance</b>	<b>218,351</b>	<b>256,699</b>	<b>118%</b>	<b>218,351</b>	<b>256,699</b>	<b>118%</b>		<b>218,351</b>		
<b>Ending fund balance</b>	<b>\$ 221,751</b>	<b>\$ 248,503</b>	<b>112%</b>	<b>\$ -</b>	<b>\$ 248,503</b>	<b>-</b>		<b>\$ -</b>		

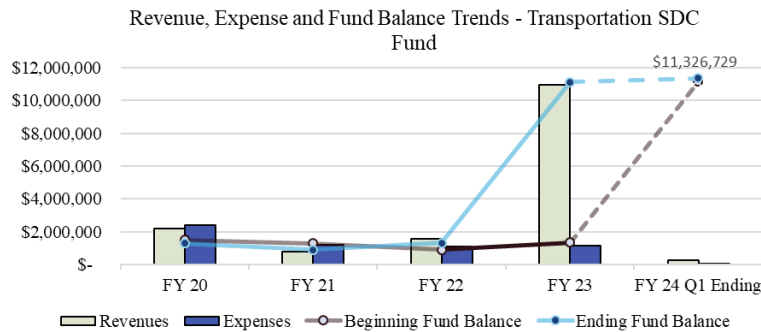
**Transportation SDC Fund**

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 2 percent of the annual budget at quarter end. SDC collection is roughly \$171,000 or 38 percent of the annual budget with roughly 31 residential starts paying SDC's in the first 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.

Fund balance increased roughly \$203,000 or 2 percent through the first quarter.



	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			
<b>Revenue</b>										
Intergovernmental	\$ 3,500,000	\$ -	-	\$ 14,000,000	\$ -	-	\$ 14,000,000	\$ 14,000,000	0%	\$ 14,000,000
Interest	25,000	73,233	293%	100,000	73,233	73%	26,767	175,000	42%	101,767
System development charges	112,500	170,760	152%	450,000	170,760	38%	279,240	900,000	19%	729,240
<b>Total revenue</b>	<b>\$ 3,637,500</b>	<b>\$ 243,993</b>	<b>7%</b>	<b>\$ 14,550,000</b>	<b>\$ 243,993</b>	<b>2%</b>	<b>\$ 14,306,007</b>	<b>\$ 15,075,000</b>	<b>2%</b>	<b>\$ 14,831,007</b>
<b>Expenditures</b>										
Material and services	\$ 3,750	\$ -	-	\$ 15,000	\$ -	-	\$ 15,000	\$ 30,000	-	\$ 30,000
Capital outlay										
Improvements	1,347,500	41,239	3%	5,390,000	41,239	1%	5,348,762	5,490,000	1%	5,448,762
Transfers	5,625	-	-	22,500	-	-	22,500	45,000	-	45,000
Contingency				20,176,872				20,564,372		20,564,372
<b>Total expenditures</b>	<b>\$ 1,356,875</b>	<b>\$ 41,239</b>	<b>3%</b>	<b>\$ 25,604,372</b>	<b>\$ 41,239</b>	<b>0%</b>	<b>\$ 5,386,262</b>	<b>\$ 26,129,372</b>	<b>0%</b>	<b>\$ 26,088,134</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 2,280,625</b>	<b>\$ 202,754</b>	<b>2%</b>	<b>\$ (11,054,372)</b>	<b>\$ 202,754</b>	<b>2%</b>	<b>\$ 8,919,746</b>	<b>\$ (11,054,372)</b>		
<b>Beginning fund balance</b>	11,054,372	11,123,975	101%	11,054,372	11,123,975	101%		11,054,372		
<b>Ending fund balance</b>	<b>\$ 13,334,997</b>	<b>\$ 11,326,729</b>	<b>85%</b>	<b>\$ -</b>	<b>\$ 11,326,729</b>	<b>-</b>		<b>\$ -</b>		

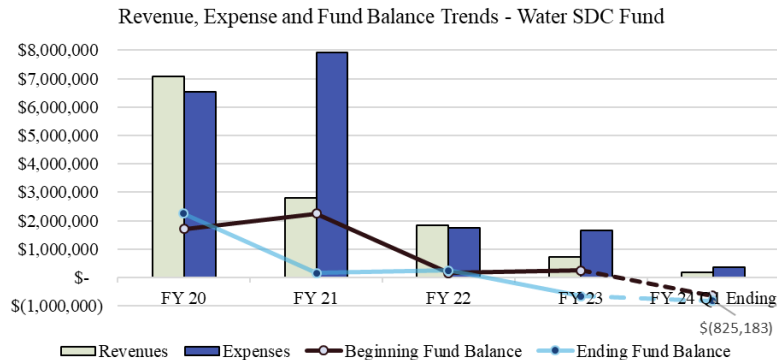
**Water SDC Fund**

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 first quarter is at approximately \$187,000 or 2 percent of the annual budget. First quarter revenues are largely associated with the collection of SDC's with roughly 31 housing starts that paid SDC's in the first quarter.

Expenditures are at roughly \$353,000 through the first quarter and are largely associated with the water resiliency project and the master plan update.

At first quarter end, fund balance decreased roughly \$167,000 or -25 percent. As of September 30, 2023, this fund has roughly \$905,000 in expenditures waiting to be reimbursed through grants and agreements. Fund balance is anticipated to recover before yearend.



	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			
<b>Revenue</b>										
Interest	\$ 2,000		-	\$ 8,000	\$ -	-	\$ 8,000	\$ 15,000	0%	\$ 15,000
System development charges	93,750	186,757	199%	375,000	186,757	50%	188,243	750,000	25%	563,243
Transfers	-		-			-				
Miscellaneous	2,750,000		0%	11,000,000		0%	11,000,000	11,000,000	0%	11,000,000
<b>Total revenue</b>	<b>\$ 2,845,750</b>	<b>\$ 186,757</b>	<b>7%</b>	<b>\$ 11,383,000</b>	<b>\$ 186,757</b>	<b>2%</b>	<b>\$ 11,196,243</b>	<b>\$ 11,765,000</b>	<b>2%</b>	<b>\$ 11,578,243</b>
<b>Expenditures</b>										
Capital outlay										
Improvements	\$ 2,557,500		-	\$ 10,230,000	\$ -	-	\$ 10,230,000	\$ 10,230,000	0%	\$ 10,230,000
Transfers	267,475	353,493	132%	1,069,900	353,493	33%	716,407	1,371,800	26%	1,018,307
Contingency				264,013				344,113		344,113
<b>Total expenditures</b>	<b>\$ 2,824,975</b>	<b>\$ 353,493</b>	<b>13%</b>	<b>\$ 11,563,913</b>	<b>\$ 353,493</b>	<b>3%</b>	<b>\$ 10,946,407</b>	<b>\$ 11,945,913</b>	<b>3%</b>	<b>\$ 11,592,420</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 20,775</b>	<b>\$ (166,737)</b>	<b>25%</b>	<b>\$ (180,913)</b>	<b>\$ (166,737)</b>	<b>25%</b>	<b>\$ 249,837</b>	<b>\$ (180,913)</b>		
<b>Beginning fund balance</b>	<b>180,913</b>	<b>(658,446)</b>	<b>-</b>	<b>180,913</b>	<b>(658,446)</b>	<b>-</b>		<b>180,913</b>		
<b>Ending fund balance</b>	<b>\$ 201,688</b>	<b>\$ (825,183)</b>	<b>-</b>	<b>\$ -</b>	<b>\$ (825,183)</b>	<b>-</b>		<b>\$ -</b>		



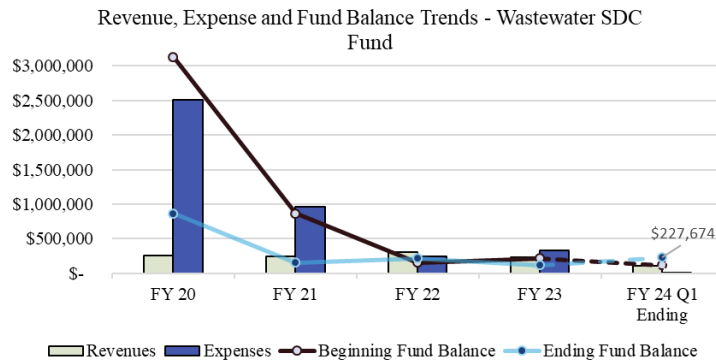
**Wastewater SDC Fund**

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.

First quarter revenue came in at approximately \$112,000 or 74 percent of the annual budget. First quarter revenue can largely be attributed to SDC collection from roughly 31 housing starts that paid SDC's in the first quarter.

First quarter expenses are associated with the master plan update.

Fund balance increased roughly \$108,000 or 90 percent.



	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			
<b>Revenue</b>										
Interest	\$ 250	\$ 1,077	431%	\$ 1,000	\$ 1,077	108%	\$ (77)	\$ 2,000	54%	\$ 923
System development charges	37,500	111,302	297%	150,000	111,302	74%	38,698	300,000	37%	188,698
<b>Total revenue</b>	\$ 37,750	\$ 112,379	298%	\$ 151,000	\$ 112,379	74%	\$ 38,621	\$ 302,000	37%	\$ 189,621
<b>Expenditures</b>										
Material and services	\$ 2,500	\$ -	-	\$ 10,000	\$ -	-	\$ 10,000	\$ 20,000	0%	\$ 20,000
Capital outlay										
Improvements	-	4,406	-	-	4,406	-	(4,406)	50,000	9%	45,594
Transfers	26,000	-	-	104,000	-	-	104,000	208,000	0%	208,000
Contingency				44,710				31,710		31,710
<b>Total expenditures</b>	\$ 28,500	\$ 4,406	15%	\$ 158,710	\$ 4,406	3%	\$ 109,594	\$ 309,710	1%	\$ 305,304
<b>Revenue over (under) expenditures</b>	\$ 9,250	\$ 107,974	90%	\$ (7,710)	\$ 107,974	90%	\$ (70,974)	\$ (7,710)		
<b>Beginning fund balance</b>	7,710	119,700	1553%	7,710	119,700	1553%		7,710		
<b>Ending fund balance</b>	\$ 16,960	\$ 227,674	1342%	\$ -	\$ 227,674	-		\$ -		

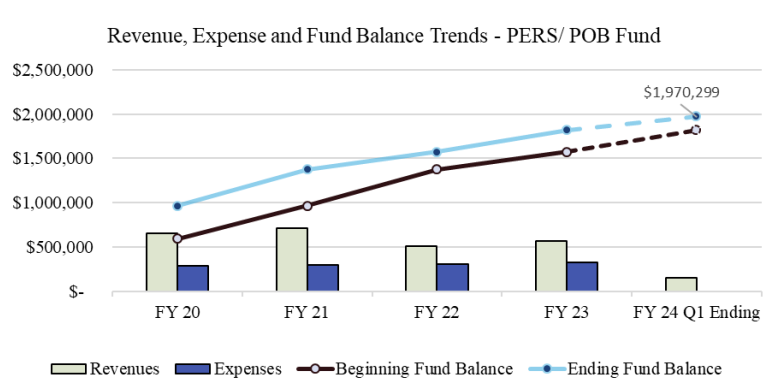
**PERS/ POB Fund**

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 first quarter end is at roughly 20 percent of the annual budget. Revenues are as anticipated with the annual transfer taking place in the fourth quarter.

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

Fund balance increased approximately \$149,000 or 8 percent through the first quarter. Fund balance is being built up for the potential of creating another side account to further stabilize PERS rates for the City.

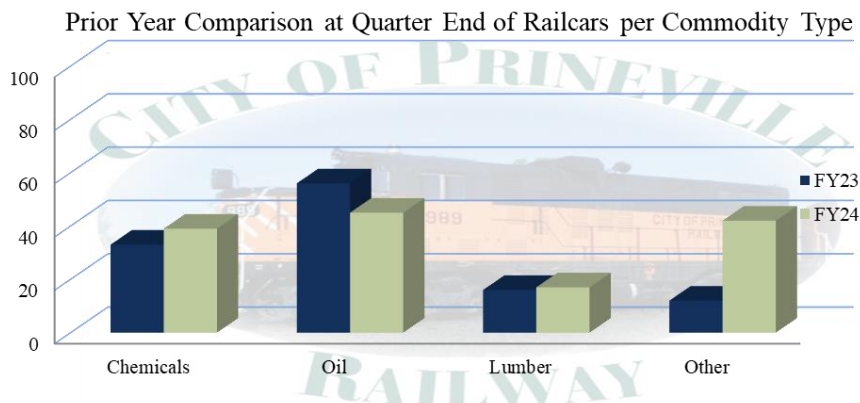
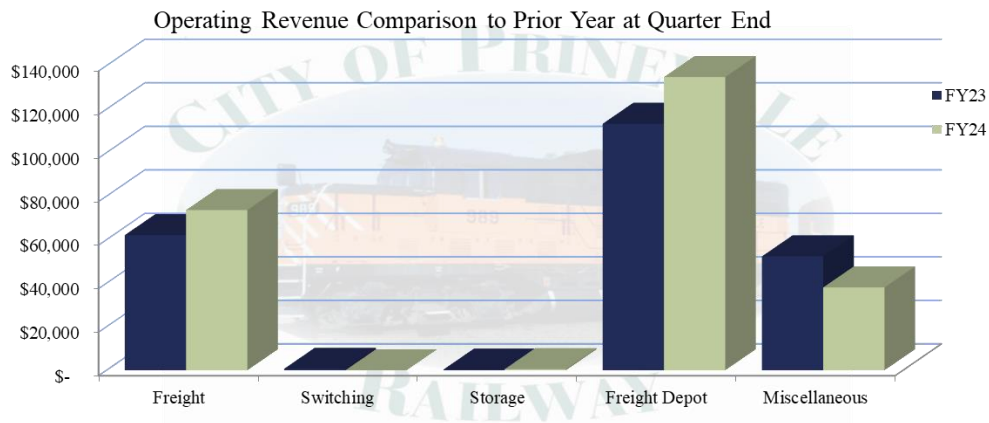


	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Quarter Actual	Quarter Budget %	Annual Budget Est.	Annual Actual	Annual Est. Budget %	Annual Est. Budget Balance			
<b>Revenue</b>										
Charges for services	\$ 133,675	\$ 137,000	102%	\$ 534,700	\$ 137,000	26%	\$ 397,700	\$ 1,088,900	13%	\$ 951,900
Interest	5,000	12,158	243%	20,000	12,158	61%	7,842	40,000	30%	27,842
Transfer from other funds	46,075	-	-	184,300	-	-	184,300	371,200	-	371,200
<b>Total revenue</b>	<b>\$ 184,750</b>	<b>\$ 149,158</b>	<b>81%</b>	<b>\$ 739,000</b>	<b>\$ 149,158</b>	<b>20%</b>	<b>\$ 589,842</b>	<b>\$ 1,500,100</b>	<b>10%</b>	<b>\$ 1,350,942</b>
<b>Expenditures</b>										
Personnel services	\$ -	\$ -	-	\$ -	\$ -	-	-	\$ -	-	\$ -
Debt service										
Principal - POB 2013	69,425	-	-	277,700	-	-	277,700	577,700	-	577,700
Interest - POB 2013	13,425	-	-	53,700	-	-	53,700	97,100	-	97,100
Contingency				1,476,057				1,893,757		1,893,757
<b>Total expenditures</b>	<b>\$ 82,850</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 1,807,457</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 331,400</b>	<b>\$ 2,568,557</b>	<b>0%</b>	<b>\$ 2,568,557</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 101,900</b>	<b>\$ 149,158</b>	<b>8%</b>	<b>\$ (1,068,457)</b>	<b>\$ 149,158</b>	<b>8%</b>	<b>\$ 258,442</b>	<b>\$ (1,068,457)</b>		
<b>Debt service reserve</b>	299,200			358,900				358,900		299,200
<b>Beginning fund balance</b>	1,427,357	1,821,141	128%	1,427,357	1,821,141	128%		1,427,357		
<b>Ending fund balance</b>	<b>\$ 1,529,257</b>	<b>\$ 1,970,299</b>	<b>129%</b>	<b>\$ -</b>	<b>\$ 1,970,299</b>	<b>-</b>		<b>\$ 358,900</b>		

**Railroad Fund**

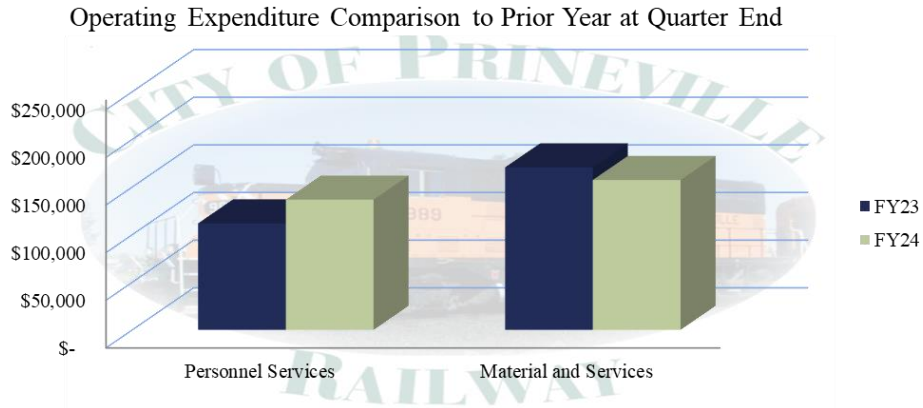
This fund accounts for the activities of the City’s railroad operation and for the City’s freight depot operation. Starting in FY 14 the Railroad and Freight Depot Funds were consolidated. Primary revenue sources are payments for the use of railroad and freight depot facilities and related services.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

First quarter revenue collections are at approximately \$260,000 or 26 percent of the annual budget. Charges for services for the railroad are at approximately \$75,000 or 21 percent of the annual budget, with the freight depot at approximately \$135,000 or 28 percent of annual budget. Overall revenue is up in comparison to the prior year roughly 8 percent with increases in freight and freight depot. Freight cars are up by 26 cars in comparison to the prior year but the average freight charge in comparison to the prior year quarter end has decreased roughly \$11 per car largely due to fuel prices decreasing. 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. 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.

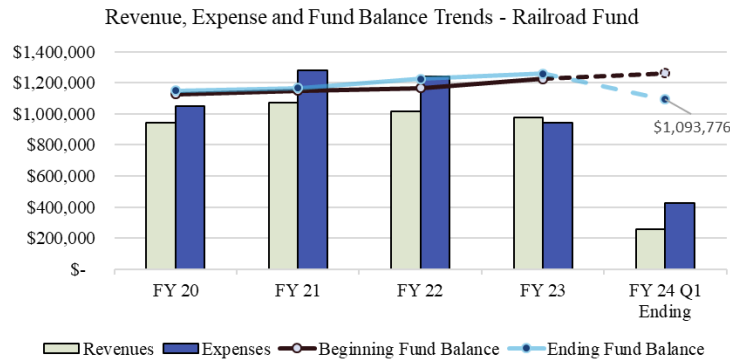


***Railroad Fund- Continued***

Overall expenditures at quarter end are at approximately \$426,000 or 18 percent of the annual budget. Materials and services are at roughly 53 percent of the annual budget or \$157,000, which includes approximately \$123,000 in liability insurance. Overall operating expenditures are up in comparison to the prior year 4 percent with increases in property insurance and personnel services. Capital outlay projects were done during the first quarter totaling roughly \$107,000 for bridge and track work. Below is a graph comparison of operating expenditures at quarter end to prior year.



Fund balance decreased roughly \$166,000 or -13 percent through the first quarter. Below are revenue, expense and fund balance trends for the Railroad Fund.



***Railroad 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										
Railroad	\$ 89,000	\$ 74,957	84%	\$ 356,000	\$ 74,957	21%	\$ 281,043	\$ 712,000	11%	\$ 637,043
Freight Depot	121,250	134,784	111%	485,000	134,784	28%	350,216	970,000	14%	835,216
Use of money and property	25,000	12,482	50%	100,000	12,482	12%	87,518	185,000	7%	172,518
Miscellaneous	16,250	38,085	234%	65,000	38,085	59%	26,915	194,000	20%	155,915
<b>Total revenue</b>	<b>\$ 251,500</b>	<b>\$ 260,308</b>	<b>104%</b>	<b>\$ 1,006,000</b>	<b>\$ 260,308</b>	<b>26%</b>	<b>\$ 745,693</b>	<b>\$ 2,061,000</b>	<b>13%</b>	<b>\$ 1,800,693</b>
<b>Expenditures</b>										
Personnel services	\$ 119,875	\$ 136,684	114%	\$ 479,500	\$ 136,684	29%	\$ 342,816	\$ 984,000	14%	\$ 847,316
Material and services	73,750	157,311	213%	295,000	157,311	53%	137,689	625,800	25%	468,489
Capital outlay										
Improvements	60,000	107,490	179%	240,000	107,490	45%	132,510	240,000	45%	132,510
Transfers	24,775	24,775	100%	99,100	24,775	25%	74,325	202,100	12%	177,325
Contingency				1,247,024				1,363,724		1,363,724
<b>Total expenditures</b>	<b>\$ 278,400</b>	<b>\$ 426,260</b>	<b>153%</b>	<b>\$ 2,360,624</b>	<b>\$ 426,260</b>	<b>18%</b>	<b>\$ 687,340</b>	<b>\$ 3,415,624</b>	<b>12%</b>	<b>\$ 2,989,364</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (26,900)</b>	<b>\$ (165,953)</b>	<b>-13%</b>	<b>\$ (1,354,624)</b>	<b>\$ (165,953)</b>	<b>-13%</b>	<b>\$ 58,353</b>	<b>(1,354,624)</b>		
<b>Beginning fund balance</b>	<b>1,354,624</b>	<b>1,259,729</b>	<b>93%</b>	<b>1,354,624</b>	<b>1,259,729</b>	<b>93%</b>		<b>1,354,624</b>		
<b>Ending fund balance</b>	<b>\$ 1,327,724</b>	<b>\$ 1,093,776</b>	<b>82%</b>	<b>\$ -</b>	<b>\$ 1,093,776</b>	<b>-</b>		<b>\$ -</b>		



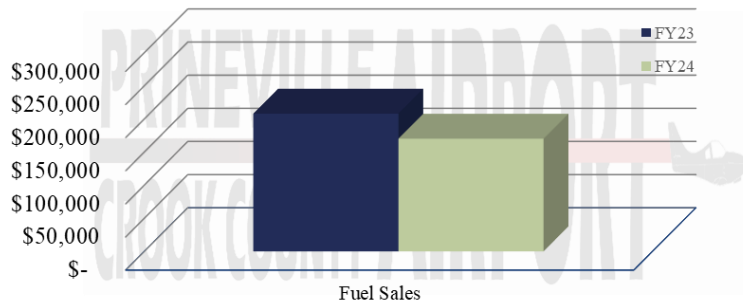
City of Prineville Railway locomotive

***Airport Fund***

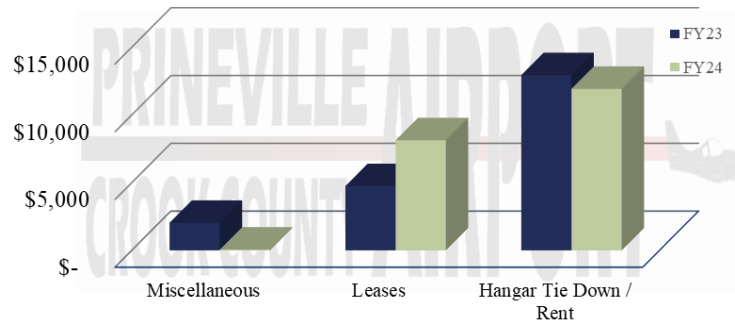
This fund accounts for the activities of the airport. The airport’s main source of operating revenue is through charges for services that revolve around fuel sales and hangar leases. Expenditures are for general operations of the airport including cost of goods sold, maintenance and capital improvements.

Revenue collection through the first quarter came in at approximately 22 percent of the annual budget or \$191,000 which largely came from charges for services. Overall charges for services are down approximately -17 percent over the prior year largely due to decreases in fuel prices and less training activity from Erickson’s Sky Crane. Hangar occupancy continues to be at 100 percent. During the first quarter negotiations began on bringing in a third party to run the operations of the Airport. The contract was solidified and went into effect as of October 1 2023. Below are charges for services trends at first quarter end. Following that are prior year comparison for operating revenue making up charges for services.

Fuel Revenue Comparison to Prior Year Quarter End



Other Operating Revenue Comparison to Prior Year Quarter End



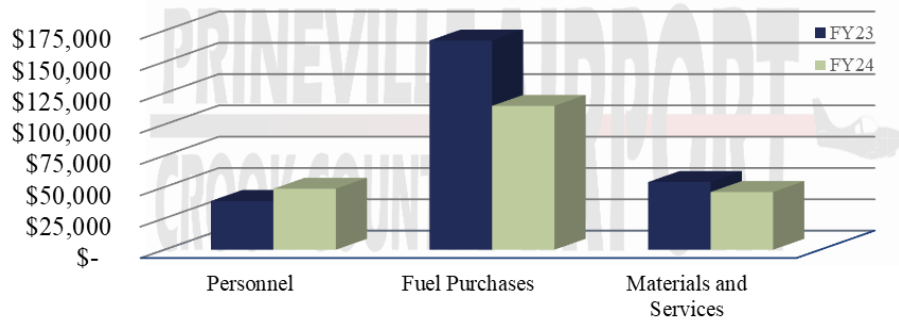
*New Moon Aviation moved to the Prineville Airport during the first quarter.*



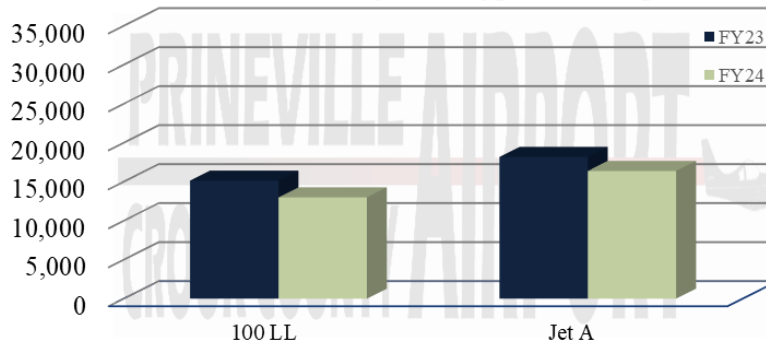
**Airport Fund – Continued**

Overall expenditures at quarter end are at approximately \$251,000 or 26 percent of the annual budget. Overall operating expenses are down roughly -19 percent over the prior year largely due to decreases in fuel pricing and fuel sales. Fuel inventory is at approximately \$97,000 at quarter end. Below is a prior year comparison of operating expenditures and following that is a breakdown of gallons sold by fuel type in comparison to the prior year at quarter end.

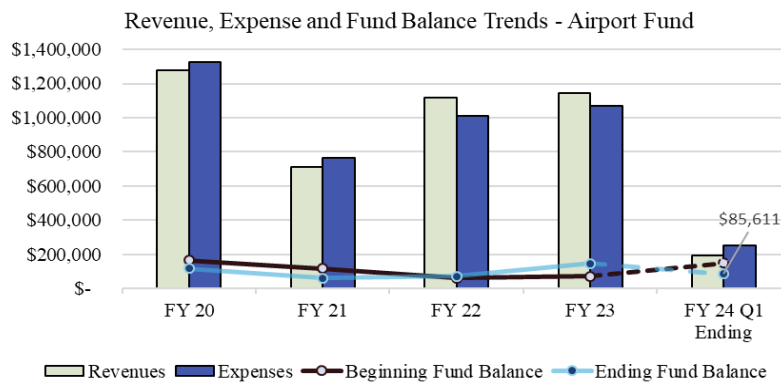
Operating Expenditure Comparison to Prior Year Quarter End



Gallons Sold by Fuel Type Q1 Comparison



Fund balance decreased roughly \$60,000 through the first quarter. Below are revenue, expense and fund balance trends for the Airport Fund.



***Airport 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	\$ 21,250	\$ -	-	\$ 85,000	\$ -	-	\$ 85,000	\$ 170,000	0%	\$ 170,000
Charges for services	173,875	190,058	109%	695,500	190,058	27%	505,442	1,391,000	14%	1,200,942
Interest	125	645	516%	500	645	129%	(145)	1,000	65%	355
Transfers	21,250	-	-	85,000	-	-	85,000	170,000	-	170,000
<b>Total revenue</b>	<b>\$ 216,500</b>	<b>\$ 190,703</b>	<b>88%</b>	<b>\$ 866,000</b>	<b>\$ 190,703</b>	<b>22%</b>	<b>\$ 675,297</b>	<b>\$ 1,732,000</b>	<b>11%</b>	<b>\$ 1,541,297</b>
<b>Expenditures</b>										
Personnel service	\$ 43,750	\$ 48,711	111%	\$ 175,000	\$ 48,711	28%	\$ 126,289	\$ 360,600	14%	\$ 311,889
Materials and services	147,550	161,049	109%	590,200	161,049	27%	429,151	1,180,600	14%	1,019,551
Capital outlay	25	-	-	100	-	-	100	100	0%	100
Debt service										
Les Schwab Hangar	6,250	25,000	400%	25,000	25,000	100%	-	50,000	50%	25,000
Transfers	16,000	16,000	100%	64,000	16,000	25%	48,000	132,200	12%	116,200
Contingency				111,768				108,568		108,568
<b>Total expenditures</b>	<b>\$ 213,575</b>	<b>\$ 250,760</b>	<b>117%</b>	<b>\$ 966,068</b>	<b>\$ 250,760</b>	<b>26%</b>	<b>\$ 603,540</b>	<b>\$ 1,832,068</b>	<b>14%</b>	<b>\$ 1,581,308</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 2,925</b>	<b>\$ (60,057)</b>	<b>-41%</b>	<b>\$ (100,068)</b>	<b>\$ (60,057)</b>	<b>-41%</b>	<b>\$ 71,757</b>	<b>\$ (100,068)</b>		
<b>Beginning fund balance</b>	<b>100,068</b>	<b>145,668</b>	<b>146%</b>	<b>100,068</b>	<b>145,668</b>	<b>146%</b>		<b>100,068</b>		
<b>Ending fund balance</b>	<b>\$ 102,993</b>	<b>\$ 85,611</b>	<b>83%</b>	<b>\$ -</b>	<b>\$ 85,611</b>	<b>-</b>		<b>\$ -</b>		



*Hood Aero took over the FBO on October 1<sup>st</sup>, 2023.*



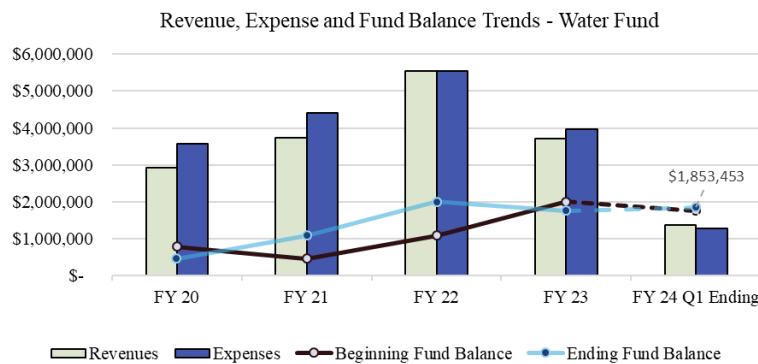
**Water Fund**

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.

Overall revenue collection through the first quarter came in at approximately \$1.37 million or 37 percent of the annual budget. Revenue associated with charges for service came in at roughly \$1.34 million which is an increase in comparison to the prior year of roughly \$117,000. This increase can largely be attributed to rate increases and the implementation of tiered rates in January of 2023.

First quarter expenditures are at approximately \$1.28 million or 26 percent of the annual budget. Materials and services are currently at 47 percent of the annual budget with \$133,000 spent on the calibration of the water treatment plant, \$36,000 for the ASR well meter replacement and \$89,000 in insurance renewals. First quarter capital expenditures are at roughly \$247,000 or 38 percent of the annual budget and are largely associated with the waterline rehabilitation project on Fairmont Street.

Fund balance increased roughly \$95,000 or 5 percent through the first quarter.



*The Dunham waterline project in August 2023*

**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	\$ 1,343,739	153%	\$ 3,503,300	\$ 1,343,739	38%	\$ 2,159,561	\$ 7,106,600	19%	\$ 5,762,861
Interest	2,000	7,287	364%	8,000	7,287	91%	713	16,000	46%	8,713
Miscellaneous	2,500	19,990	800%	10,000	19,990	200%	(9,990)	20,000	100%	10
Transfers	43,025	-	-	172,100	-	-	172,100	346,100	-	346,100
<b>Total revenue</b>	<b>\$ 923,350</b>	<b>\$ 1,371,017</b>	<b>148%</b>	<b>\$ 3,693,400</b>	<b>\$ 1,371,017</b>	<b>37%</b>	<b>\$ 2,322,383</b>	<b>\$ 7,488,700</b>	<b>18%</b>	<b>\$ 6,117,683</b>
<b>Expenditures</b>										
Materials and services	\$ 296,525	\$ 556,197	188%	\$ 1,186,100	\$ 556,197	47%	\$ 629,903	\$ 2,237,500	25%	\$ 1,681,303
Franchise fee expense	53,800	53,800	100%	215,200	53,800	25%	161,400	395,400	14%	341,600
Capital outlay										
Improvements	162,500	247,455	152%	650,000	247,455	38%	402,545	1,300,000	19%	1,052,545
Debt service										
Principal										
Refunding bond 2017	39,775	-	-	159,100	-	-	159,100	322,500	-	322,500
Water revenue bond 2021 - ASR	18,250	-	-	73,000	-	-	73,000	147,000	0%	147,000
Interest										
Refunding bond 2017	4,825	-	-	19,300	-	-	19,300	36,600	-	36,600
Water revenue bond 2021 - ASR	16,575	-	-	66,300	-	-	66,300	131,300	0%	131,300
Transfers	419,000	419,000	100%	1,676,000	419,000	25%	1,257,000	3,405,400	12%	2,986,400
Contingency				822,802				687,402		687,402
<b>Total expenditures</b>	<b>\$ 1,011,250</b>	<b>\$ 1,276,452</b>	<b>126%</b>	<b>\$ 4,867,802</b>	<b>\$ 1,276,452</b>	<b>26%</b>	<b>\$ 2,768,548</b>	<b>\$ 8,663,102</b>	<b>15%</b>	<b>\$ 7,386,650</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (87,900)</b>	<b>\$ 94,564</b>	<b>5%</b>	<b>\$ (1,174,402)</b>	<b>\$ 94,564</b>	<b>5%</b>	<b>\$ (446,164)</b>	<b>\$ (1,174,402)</b>		
<b>Debt service reserve</b>		317,415		317,415				317,415		
<b>Beginning fund balance</b>	1,491,817	1,758,889	118%	1,491,817	1,758,889	118%		1,491,817		
<b>Ending fund balance</b>	<b>\$ 1,403,917</b>	<b>\$ 1,853,453</b>	<b>132%</b>	<b>\$ -</b>	<b>\$ 1,853,453</b>	<b>-</b>		<b>\$ -</b>		



Photo taken by Jason Chaney of the Central Oregonian as the last wooden water line was removed during the first quarter.

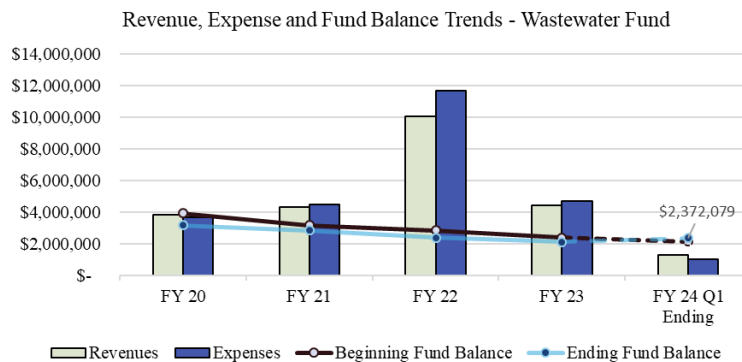
**Wastewater Fund**

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 \$1.31 million or 29 percent of the annual budget. Revenue collection for charges for services was roughly \$1.15 million or 26 percent of annual budget which is an increase of approximately \$31,000 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 \$1.04 million or 20 percent of the annual budget with all appropriation categories coming in at or below budget at quarter end with the exception of capital outlay. First quarter capital expenditures totaled approximately \$225,000 and were largely for pump upgrades and a motor control center cabinet at the wastewater treatment plant (WWTP), an easement acquisition and WWTP chlorination conversion.

Fund balance increased roughly \$262,000 or 12 percent through the first quarter.



One of the Crooked River Wetland volunteers bird watching at the wetlands August 2023.



**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	\$ 1,147,558	106%	\$ 4,350,000	\$ 1,147,558	26%	\$ 3,202,442	\$ 8,825,000	13%	\$ 7,677,442
Interest	6,250	11,502	184%	25,000	11,502	46%	13,498	50,000	23%	38,498
Miscellaneous	18,550	146,824	792%	74,200	146,824	198%	(72,624)	148,400	99%	1,576
SDCs - reimbursement fees	24,200	-	-	96,800	-	-	96,800	193,600	0%	193,600
<b>Total revenue</b>	<b>\$ 1,136,500</b>	<b>\$ 1,305,885</b>	<b>115%</b>	<b>\$ 4,546,000</b>	<b>\$ 1,305,885</b>	<b>29%</b>	<b>\$ 3,240,116</b>	<b>\$ 9,217,000</b>	<b>14%</b>	<b>\$ 7,911,116</b>
<b>Expenditures</b>										
Personnel services	\$ 64,525	\$ 62,207	96%	\$ 258,100	\$ 62,207	24%	\$ 195,893	\$ 530,100	12%	\$ 467,893
Materials and services	253,263	251,284	99%	1,013,050	251,284	25%	761,767	2,020,000	12%	1,768,717
Franchise fee expense	72,375	72,375	100%	289,500	72,375	25%	217,125	513,300	14%	440,925
Capital outlay										
Improvements	153,050	225,099	147%	612,200	225,099	37%	387,101	1,142,600	20%	917,501
Debt service										
Principal										
Refunding 2021	183,850	-	-	735,400	-	-	735,400	1,479,600	-	1,479,600
State of Oregon IFA	6,975	-	-	27,900	-	-	27,900	56,100	-	56,100
USDA 2015	16,100	-	-	64,400	-	-	64,400	130,500	-	130,500
Interest										
Refunding 2021	11,450	-	-	45,800	-	-	45,800	82,700	-	82,700
State of Oregon IFA	1,550	-	-	6,200	-	-	6,200	12,200	-	12,200
USDA 2015	25,475	-	-	101,900	-	-	101,900	202,000	-	202,000
Transfers	432,925	432,925	100%	1,731,700	432,925	25%	1,298,775	3,497,100	12%	3,064,175
Contingency				436,422				327,372		327,372
<b>Total expenditures</b>	<b>\$ 1,221,538</b>	<b>\$ 1,043,890</b>	<b>85%</b>	<b>\$ 5,322,572</b>	<b>\$ 1,043,890</b>	<b>20%</b>	<b>\$ 3,842,260</b>	<b>\$ 9,993,572</b>	<b>10%</b>	<b>\$ 8,949,682</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (85,038)</b>	<b>\$ 261,995</b>	<b>12%</b>	<b>\$ (776,572)</b>	<b>\$ 261,995</b>	<b>12%</b>	<b>\$ (602,145)</b>	<b>\$ (776,572)</b>		
<b>Other resources / (requirements)</b>										
Debt service reserve	976,315	-		976,315	-			976,315		
Capital reserve										
<b>Beginning fund balance</b>	<b>1,752,887</b>	<b>2,110,084</b>	<b>120%</b>	<b>1,752,887</b>	<b>2,110,084</b>	<b>120%</b>		<b>1,752,887</b>		
<b>Ending fund balance</b>	<b>\$ 1,667,850</b>	<b>\$ 2,372,079</b>	<b>142%</b>	<b>\$ -</b>	<b>\$ 2,372,079</b>	<b>-</b>		<b>\$ -</b>		

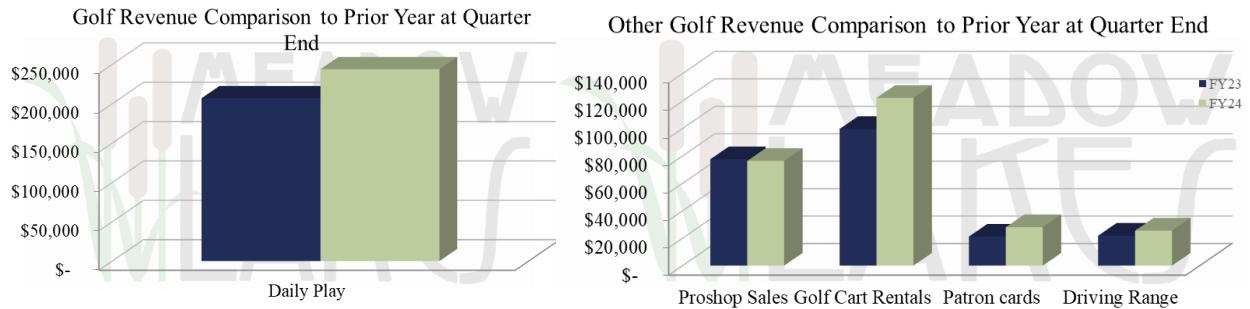


Field burning being completed during the first quarter at the wetlands

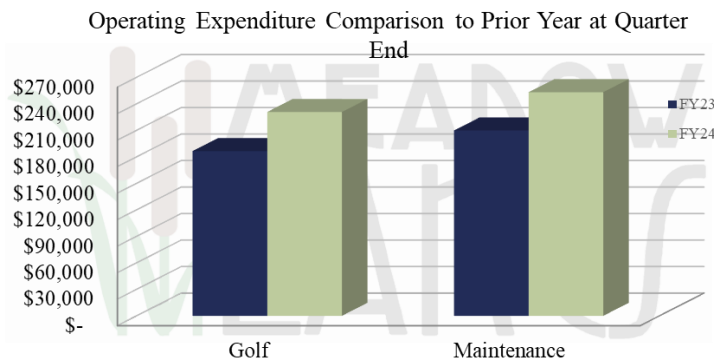
***Golf Course and Restaurant Fund***

This fund accounts for the activities of Meadow Lakes Golf Course and Restaurant. Revenue is generated through user fees, restaurant lease revenue (starting February 2019), and an operating payment from the City’s Wastewater Fund for treatment.

Overall revenue collection is at approximately \$612,000 at quarter end or 37 percent of the annual budget. Golf operating revenue came in at about \$502,000 or 41 percent of the annual budget which is an increase over the prior year at quarter end of roughly 16 percent. Rounds of golf are up by roughly 1200 rounds compared to the prior year quarter and the golf course continued to have record breaking revenues through the first quarter. Below is a comparison to the prior year of the significant operating revenue sources for the golf course.

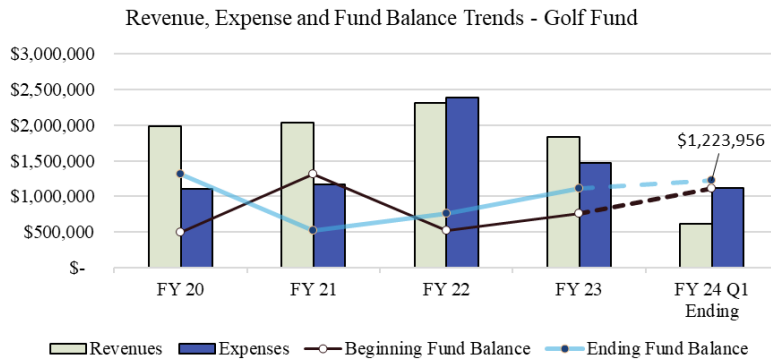


Expenditures at quarter end came in at roughly \$501,000 or 20 percent of the annual budget. Golf course operating expenditures are up roughly 24 percent and maintenance expenditures are up roughly 21 percent over the prior year. Golf and maintenance expense increases can largely be attributed to increases in personnel costs, insurance, utilities, merchandise and course maintenance supplies. Below is a comparison of operating only expenditures to the prior year by department.



**Golf Course and Restaurant Fund – Continued**

Fund balance increased roughly \$112,000 or 10 percent through the first quarter.



	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
<b>Revenue</b>										
Charges for services										
Golf Course	\$ 309,125	\$ 501,674	162%	\$ 1,236,500	\$ 501,674	41%	\$ 734,826	\$ 2,536,000	20%	\$ 2,034,326
Waste Disposal	92,500	92,500	100%	370,000	92,500	25%	277,500	740,000	13%	647,500
Restaurant	8,125	7,500	92%	32,500	7,500	23%	25,000	71,000	11%	63,500
Interest	3,000	8,045	268%	12,000	8,045	67%	3,955	24,000	34%	15,955
Miscellaneous	2,500	2,724	109%	10,000	2,724	27%	7,276	21,000	13%	18,276
<b>Total revenue</b>	\$ 415,250	\$ 612,443	147%	\$ 1,661,000	\$ 612,443	37%	\$ 1,048,557	\$ 3,392,000	18%	\$ 2,779,557
<b>Expenditures</b>										
Golf Course	\$ 229,675	\$ 230,777	100%	\$ 918,700	\$ 230,777	25%	\$ 687,923	\$ 1,849,100	12%	\$ 1,618,323
Waste Disposal	203,263	253,169	125%	813,050	253,169	31%	559,881	1,662,900	15%	1,409,731
Restaurant	8,300	16,633	200%	33,200	16,633	50%	16,567	68,100	24%	51,467
Debt service										
Principal - Refunding 2021	30,875	-	-	123,500	-	-	123,500	247,100	-	247,100
Interest - Refunding 2021	1,125	-	-	4,500	-	-	4,500	7,500	-	7,500
Contingency				662,742				451,992		451,992
<b>Total expenditures</b>	\$ 473,238	\$ 500,579	106%	\$ 2,555,692	\$ 500,579	20%	\$ 1,392,371	\$ 4,286,692	12%	\$ 3,786,113
<b>Revenue over (under) expenditures</b>	\$ (57,988)	\$ 111,864	10%	\$ (894,692)	\$ 111,864	10%	\$ (343,814)	\$ (894,692)		
<b>Debt service reserve</b>	124,000			124,000				124,000		
<b>Beginning fund balance</b>	1,018,692	1,112,092	109%	1,018,692	1,112,092	109%		1,018,692		
<b>Ending fund balance</b>	\$ 960,705	\$ 1,223,956	127%	\$ -	\$ 1,223,956	-		\$ -		



Meadow Lakes Golf Course – September 2023

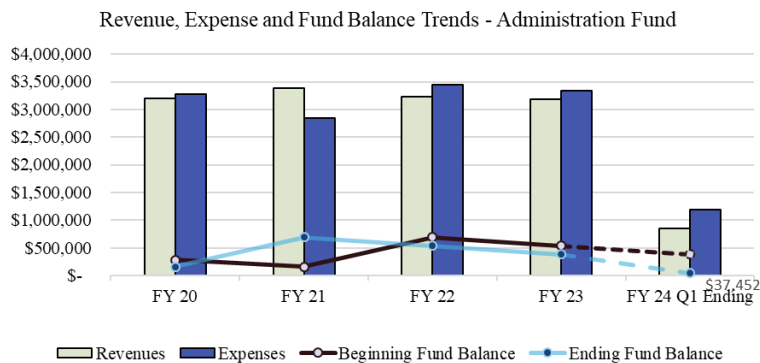
**Administration and Financial Support Services Fund**

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 first quarter came in at approximately \$847,000 or 27 percent of the annual budget. Charges for services are largely associated with Internal Service Fund transfers totaling \$825,000. Interest revenue is roughly 39 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’s Local Government Investment Poole (LGIP) account had approximately \$18.34 million in it and was earning 4.8 percent. It is also notable that interest rates for borrowing were on the rise during the first quarter adding an extra element of complexity for future planning.

Overall expenditures at quarter end are at approximately 28 percent of the annual budget or \$1.19 million. Expenditures are tracking below budget in the Finance Department at quarter end largely due to being short staffed. In the Administration Department, HR Director Darla Rhoden started her transition into retirement during the first quarter by training the new HR Director who was promoted from the Finance Department. The \$50,000 annual payment for Economic Development of Central Oregon support and the annual insurance payment was also paid during the first quarter in the Administration Department. In the Information Technology Department, expenditures are at 41 percent of budget with upgrades to 911 infrastructure and 911 user equipment continuing and coming in at \$213,000 during the first quarter. A good portion of these upgrades will be reimbursed by the 911 users.

Fund balance decreased roughly \$346,000 or -90 percent through the first quarter.





**Administration and Financial 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			
Charges for services	\$ 911,225	\$ 842,638	92%	\$ 3,644,900	\$ 842,638	23%	\$ 2,802,262	\$ 7,338,400	11%	\$ 6,495,762
Interest	2,500	3,928	157%	10,000	3,928	39%	6,072	20,000	20%	16,072
<b>Total revenue</b>	<b>\$ 913,725</b>	<b>\$ 846,566</b>	<b>93%</b>	<b>\$ 3,654,900</b>	<b>\$ 846,566</b>	<b>23%</b>	<b>\$ 2,808,334</b>	<b>\$ 7,358,400</b>	<b>12%</b>	<b>\$ 6,511,834</b>
<b>Expenditures</b>										
City Council	\$ 24,000	\$ 31,064	129%	\$ 96,000	\$ 31,064	32%	\$ 64,936	\$ 193,200	16%	\$ 162,136
Administration / Team Services	264,425	335,817	127%	1,057,700	335,817	32%	721,883	2,098,600	16%	1,762,783
Financial Services	286,875	268,072	93%	1,147,500	268,072	23%	879,428	2,352,100	11%	2,084,028
Information Technology	344,050	557,937	162%	1,376,200	557,937	41%	818,263	2,814,400	20%	2,256,463
Contingency				617,199				539,799		539,799
<b>Total expenditures</b>	<b>\$ 919,350</b>	<b>\$ 1,192,890</b>	<b>130%</b>	<b>\$ 4,294,599</b>	<b>\$ 1,192,890</b>	<b>28%</b>	<b>\$ 2,484,510</b>	<b>\$ 7,998,099</b>	<b>15%</b>	<b>\$ 6,805,209</b>
<b>Revenue over (under) expenditures</b>	<b>\$ (5,625)</b>	<b>\$ (346,324)</b>	<b>-90%</b>	<b>\$ (639,699)</b>	<b>\$ (346,324)</b>	<b>-90%</b>	<b>\$ 323,824</b>	<b>\$ (639,699)</b>		
<b>Beginning fund balance</b>	<b>639,699</b>	<b>383,776</b>	<b>60%</b>	<b>639,699</b>	<b>383,776</b>	<b>60%</b>		<b>639,699</b>		
<b>Ending fund balance</b>	<b>\$ 634,074</b>	<b>\$ 37,452</b>	<b>6%</b>	<b>\$ -</b>	<b>\$ 37,452</b>	<b>-</b>		<b>\$ -</b>		



IT work being done during July of 2023



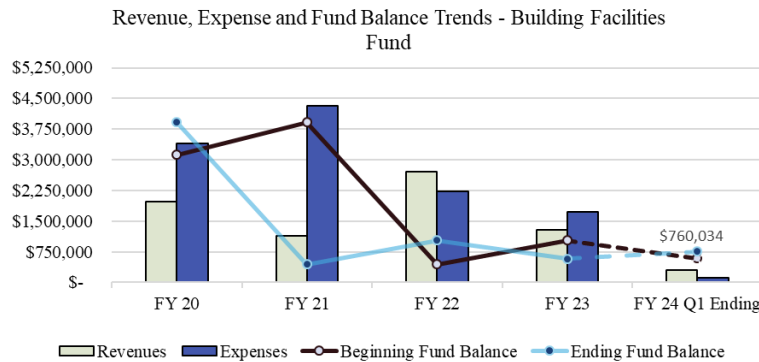
**Building Facilities Fund**

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 \$298,000 or 22 percent of the annual budget. First quarter revenues are largely associated with user rents and transfers.

Expenditures through the first quarter are roughly 9 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 and air piping for the Public Works shop.

Fund balance increased roughly \$180,000 or 31 percent through the first quarter.



	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
<b>Revenue</b>										
Rent	\$ 55,350	\$ 60,850	110%	\$ 221,400	\$ 60,850	27%	\$ 160,550	\$ 452,900	13%	\$ 392,050
Transfers	226,825	229,325	101%	907,300	229,325	25%	677,975	1,859,900	12%	1,630,575
Miscellaneous	2,325	3,453	149%	9,300	3,453	37%	5,847	18,600	19%	15,147
Intergovernmental	50,000	-	-	200,000	-	-	200,000	450,000	0%	450,000
Interest	1,250	4,604	368%	5,000	4,604	92%	396	10,000	46%	5,396
<b>Total revenue</b>	<b>\$ 335,750</b>	<b>\$ 298,233</b>	<b>89%</b>	<b>\$ 1,343,000</b>	<b>\$ 298,233</b>	<b>22%</b>	<b>\$ 1,044,767</b>	<b>\$ 2,791,400</b>	<b>11%</b>	<b>\$ 2,493,167</b>
<b>Expenditures</b>										
City Hall facilities	\$ 78,975	\$ 22,523	29%	\$ 315,900	\$ 22,523	7%	\$ 293,377	\$ 588,300	4%	\$ 565,777
Police facilities	168,700	65,276	39%	674,800	65,276	10%	609,524	1,364,200	5%	1,298,924
Public Works facilities	10,300	12,773	124%	41,200	12,773	31%	28,427	82,500	15%	69,727
Barnes Butte	70,750	17,284	24%	283,000	17,284	6%	265,716	619,000	3%	601,716
Contingency				46,297				155,597		155,597
<b>Total expenditures</b>	<b>\$ 328,725</b>	<b>\$ 117,855</b>	<b>36%</b>	<b>\$ 1,361,197</b>	<b>\$ 117,855</b>	<b>9%</b>	<b>\$ 1,197,045</b>	<b>\$ 2,809,597</b>	<b>4%</b>	<b>\$ 2,691,742</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 7,025</b>	<b>\$ 180,378</b>	<b>31%</b>	<b>\$ (18,197)</b>	<b>\$ 180,378</b>	<b>31%</b>	<b>\$ (152,278)</b>	<b>\$ (18,197)</b>		
<b>Other requirements</b>										
Debt service reserve	533,000			533,000				533,000		
<b>Beginning fund balance</b>	<b>551,197</b>	<b>579,656</b>	<b>105%</b>	<b>551,197</b>	<b>579,656</b>	<b>105%</b>		<b>551,197</b>		
<b>Ending fund balance</b>	<b>\$ 558,222</b>	<b>\$ 760,034</b>	<b>136%</b>	<b>\$ -</b>	<b>\$ 760,034</b>	<b>-</b>		<b>\$ -</b>		

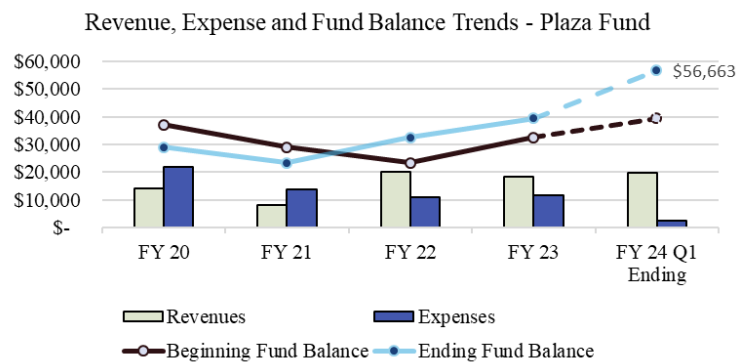
**Plaza Maintenance Fund**

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.

First quarter materials and services are for contracted grounds keeping totaling approximately \$1,900.

Fund balance increased roughly 44 percent through the first quarter.



	Current Quarter			Year to Date				Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Budget Est.	Actual	Quarter Budget %	Budget Est.	Actual	Annual Est. Budget %	Annual Est. Budget Balance			
<b>Revenue</b>										
Intergovernmental	\$ 2,500	\$ 9,688	388%	\$ 10,000	\$ 9,688	97%	\$ 312	\$ 20,000	48%	\$ 10,312
Interest	50	301	602%	200	301	151%	(101)	400	75%	99
Transfers	2,500	9,688	388%	10,000	9,688	97%	312	20,000	48%	10,312
<b>Total revenue</b>	\$ 5,050	\$ 19,678	390%	\$ 20,200	\$ 19,678	97%	\$ 522	\$ 40,400	49%	\$ 20,722
<b>Expenditures</b>										
Materials and services	\$ 5,400	\$ 1,868	35%	\$ 21,600	\$ 1,868	9%	\$ 19,733	\$ 43,200	4%	\$ 41,333
Transfers	500	500	100%	2,000	500	25%	1,500	4,000	13%	3,500
Contingency				25,873				22,473		22,473
<b>Total expenditures</b>	\$ 5,900	\$ 2,368	40%	\$ 49,473	\$ 2,368	5%	\$ 21,233	\$ 69,673	3%	\$ 67,306
<b>Revenue over (under) expenditures</b>	\$ (850)	\$ 17,310	44%	\$ (29,273)	\$ 17,310	44%	\$ (20,710)	\$ (29,273)		
<b>Beginning fund balance</b>	29,273	39,353	134%	29,273	39,353	134%		29,273		
<b>Ending fund balance</b>	\$ 28,423	\$ 56,663	199%	\$ -	\$ 56,663	-		\$ -		

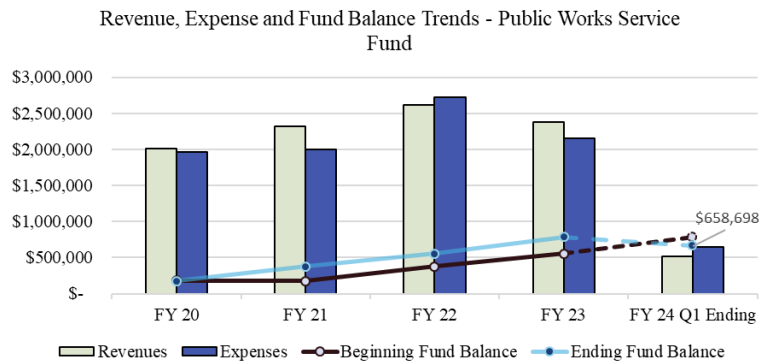
**Public Works Support Services Fund**

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 18 percent of the annual budget and are largely associated with transfers for services from the streets, water and wastewater departments for public works. Overall, revenues are as anticipated with slight overages in interest revenue and the annual transfer for engineering services taking place at the end of the year.

Expenditures through the first quarter are at roughly 19 percent of the annual budget. Budgeted capital expenditures for this fund were for a new truck with a utility bed and a new loader. These have been ordered but not yet delivered. A new dump truck was budgeted in the prior fiscal year and ordered in October of 2022. It is expected to be delivered in the second quarter of FY 24. Depending on the timing in which the current budgeted capital equipment is delivered a budget adjustment may be required.

Fund balance decreased approximately \$126,000 or -16 percent at through the first quarter.



Revenue	Current Quarter			Year to Date			Annual Est. Budget Balance	Biennial Budget	Biennial Budget %	Biennial Budget Remaining Balance
	Quarter Budget Est.	Quarter Actual	Quarter Budget %	Annual Budget Est.	Annual Actual	Annual Est. Budget %				
Intergovernmental	\$ 27,500	\$ -	-	\$ 110,000	\$ -	-	\$ 110,000	\$ 220,000	-	\$ 220,000
Charges for services	685,525	513,650	75%	2,742,100	513,650	19%	2,228,450	4,962,200	10%	4,448,550
Interest	500	4,804	961%	2,000	4,804	240%	(2,804)	4,000	120%	(804)
Miscellaneous	2,500	362	14%	10,000	362	4%	9,638	20,000	2%	19,638
<b>Total revenue</b>	<b>\$ 716,025</b>	<b>\$ 518,816</b>	<b>72%</b>	<b>\$ 2,864,100</b>	<b>\$ 518,816</b>	<b>18%</b>	<b>\$ 2,345,284</b>	<b>\$ 5,206,200</b>	<b>10%</b>	<b>\$ 4,687,384</b>
<b>Expenditures</b>										
Public Works Support Services	\$ 506,825	\$ 543,204	107%	\$ 2,027,300	\$ 543,204	27%	1,484,096	\$ 4,224,800	13%	\$ 3,681,596
Public Works Fleet and Vehicles	129,875	101,457	78%	519,500	101,457	20%	418,043	981,000	10%	879,543
Contingency				838,052				521,152		521,152
<b>Total expenditures</b>	<b>\$ 636,700</b>	<b>\$ 644,661</b>	<b>101%</b>	<b>\$ 3,384,852</b>	<b>\$ 644,661</b>	<b>19%</b>	<b>\$ 1,902,139</b>	<b>\$ 5,726,952</b>	<b>11%</b>	<b>\$ 5,082,291</b>
<b>Revenue over (under) expenditures</b>	<b>\$ 79,325</b>	<b>\$ (125,844)</b>	<b>-16%</b>	<b>\$ (520,752)</b>	<b>\$ (125,844)</b>	<b>-16%</b>	<b>\$ 443,144</b>	<b>\$ (520,752)</b>		
<b>Beginning fund balance</b>	<b>520,752</b>	<b>784,542</b>	<b>151%</b>	<b>520,752</b>	<b>784,542</b>	<b>151%</b>		<b>520,752</b>		
<b>Ending fund balance</b>	<b>\$ 600,077</b>	<b>\$ 658,698</b>	<b>110%</b>	<b>\$ -</b>	<b>\$ 658,698</b>	<b>-</b>		<b>\$ -</b>		



# STAFF REPORT

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**MEETING DATE:** 11/14/2023

**PREPARED BY:** Casey Kaiser

**SECTION:** Resolutions

**DEPARTMENT:** Public Works

**CITY GOAL(S):** Position the City for the Future, Provide Quality Municipal Services

**SUBJECT:** Res. 1581 authorizing an amendment to the contract for design services for the Combs Flat Road Extension project.

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**REASON FOR CONSIDERATION:** To add additional design services to the existing professional services contract with DOWL for design and permitting of the Combs Flat to Peters Rd. Extension project. The amendment includes additional archeological survey/investigation work required for the Wetlands Permit, and the application for the required DEQ 1200C permit.

**BACKGROUND:** The City entered into a professional services contract with DOWL engineering for the design of the Combs Flat to Peters Road extension in April of 2021. The City subsequently received \$9.4 million in federal funding through the state for the design and construction of the project.

During the initial archeological surveying being performed several artifacts were discovered on the surface that triggered a requirement for additional cultural investigation including sub surface exploration (digging test pits) in the project area. The proposed amendment for the contract with DOWL adds funding for the additional archeological work and related permit application administration. Additionally, funds are included for the application of the DEQ 1200C permit required during the construction of the project.

**FISCAL IMPACT:** \$74,900.00 will be added to the existing contract bringing the new not to exceed total to \$463,349.00. The addition will be paid from the 9.4 million in ARPA Funds awarded to the City for the Combs Flat to Peters Rd. Extension Project.

**RECOMMENDATION:** Staff recommends approving Resolution 1581 authorizing the amendment to the Professional Services Contract with DOWL.

**RELATED DOCUMENT(S):** Resolution #1581, Amendment 1-A #4.

**RESOLUTION NO. 1581  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING AN AMENDMENT TO A PERSONAL SERVICES  
AGREEMENT WITH DOWL, LLC TO PROVIDE ENGINEERING SERVICES**

**Whereas**, on or about April 1, 2021, the City of Prineville (“City”) and DOWL, LLC, (“DOWL”) entered into a Personal Services Agreement (“Agreement”) to provide engineering services to assist with preparing all construction documents and assisting with permitting for Combs Flat Road and Peters Road extensions.

**Whereas**, an amendment to the Agreement is required to add additional Scope of Services to include NRHP Evaluation and DEQ 12—C Permit Assistance.

**Whereas**, the additional services will increase the compensation to DOWL by \$74,900.00 to a revised not-to-exceed total of \$463,349.00.

**Whereas**, DOWL has prepared an amendment to Standard Agreement for Professional Services, attached hereto and incorporated herein (“Amendment”).

**Whereas**, City Staff believes it is in the best interest of the City to approve and execute the Amendment.

NOW, THEREFORE, the City of Prineville resolves that the Amendment to Standard Agreement for Professional Services is hereby approved and that the City Manager is authorized to sign such Amendment to Standard Agreement to Professional Services on behalf of the City.

Approved by the City Council this \_\_\_\_ day of November, 2023.

\_\_\_\_\_  
Rodney J. Beebe, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Morgan, City Recorder





**AMENDMENT TO STANDARD AGREEMENT  
FOR PROFESSIONAL SERVICES  
AMENDMENT NO. 1-A #4**

**DOWL Project Number / Agreement Number:** 2122.14617.03

**Client:** City of Prineville

**Project Name:** Combs Flat Road-Peters Road Extension – Segment 1A

**Effective Date of Standard Agreement for Professional Services** April 1, 2021

The above Agreement is hereby amended as follows:

**1. SCOPE OF SERVICES / SCHEDULE:**

The Scope of Services currently authorized to be performed by DOWL in accordance with the Agreement and previous amendments, if any, is modified as set forth in **EXHIBIT A-1**, attached to, and made a part of this Amendment to the above Agreement.

**2. COMPENSATION:**

Compensation to DOWL for the additional services agreed to and set forth in Exhibit A-1 shall be increased by \$74,900.00 to a revised not-to-exceed total of \$463,349.00.

**The following Exhibits are hereby made a part of this Amendment:**

- EXHIBIT A-1, "Amendment to Original Scope of Service"

All other terms and conditions of the original Agreement not modified by this or previous Amendments remain in effect and unchanged.

IN WITNESS WHEREOF, the parties of the original Agreement have executed this Amendment as of the 24th day of October, 2023

**Accepted for Client:**

By: \_\_\_\_\_  
Printed  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Accepted for DOWL:**

By: Lynn J. Bruno  
Printed  
Name: Lynn J. Bruno  
Title: Civil Eng PA.  
Date: 10/24/2023



This is **EXHIBIT A-1**, referred to in and part of the **Amendment No. 1-A #4 to the Standard Agreement for Professional Services**.

**DOWL Project Number / Agreement Number:** 2122.14617.03

### **Engineer's Scope of Services / Schedule**

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#### **Scope of Services:**

##### **Task 8 – Site 3304-06 NRHP Evaluation**

1. See attached Historical Research Associates, Inc Scope of Work: NRHP Evaluation of Site 3304-06, dated October 16, 2023. Historical Research Associates, Inc. will be a subconsultant to DOWL. DOWL will include a standard 10% markup on the subconsultant.
2. Additional support and coordination with regulatory agencies, consultants (Historical Research Associates, Inc.), and communication with the City. Support services are anticipated to include assisting with agency requests, reports, and permitting.

##### **Task 9 – DEQ 1200-C Permit Assistance**

1. Assemble permit application materials including the application forms, plans, details, and specifications to support the permit application (1200-C Permit Application Package).
2. Prepare RUSLE2 calculations to support the Natural Buffer Requirement found in Section 2.2.4.
3. Provide the draft 1200-C Permit Application Package to the City for review. The City will provide 1 set of comments to DOWL for final edits to the 1200-C Permit Application Package.
4. The City will be responsible for reviewing, certifying, submitting, and managing the 1200-C application on the DEQ online reporting system (Your DEQ Online). It is assumed the City, or their designee, will be responsible for all 1200-C monitoring and reporting required during construction. The City will be responsible for payment of any associated fees. City will provide Planning Department Signature on the Land use Compatibility Statement and the City will initiate the online application and be listed as applicant on the 1200-C application.
5. It is assumed that an Environmental Management Plan will not be required.
6. Prepare a dewatering plan with input from local contractors.
7. Refine the Erosion and Sediment Control Plan (ESCP) to address each phase of construction (clearing and grading, streets and utilities, landscaping and stabilization), natural buffer zone, and requirements of the 1200-C applications.
8. Task Deliverables:
  - a. Draft and Final 1200-C Permit Application Package
  - b. Draft and Final ESCP
  - c. Draft and Final RUSLE2 supporting documentation

#### **Schedule:**

The schedule is modified for a final completion date of June 15, 2024.

**RESOLUTION NO. 1582  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION AUTHORIZING THE CITY OF PRINEVILLE TO ENTER INTO AN  
INTERGOVERNMENTAL AGREEMENT WITH CROOK COUNTY SCHOOL  
DISTRICT**

**Whereas**, the City of Pineville (“City”) acting by and through its Prineville Police Department (“PPD”) and Crook County School District (“CCSD”) previously entered into an Intergovernmental Agreement pursuant to ORS 190.010 dated February 28, 2023 (“IGA”).

**Whereas**, the original IGA contemplated two School Resource Officers and expired on June 30, 2024.

**Whereas**, CCSD has requested, and PPD has agreed, to provide an additional School Resource Officer and extend the term of the IGA to June 23, 2028.

**Whereas**, CCSD has acknowledged that there will be a delay in providing a third officer in Year 1 due to the time needed to hire and train a new officer. To help mitigate the expense incurred to CCSD in Year 1, PPD will credit the billing in Year 5 for the number of school days funded by CCSD during which the newly hired officer was not in service for CCSD.

**Whereas**, City has prepared an Intergovernmental Agency Agreement (“Agreement”), attached hereto and incorporated herein.

**Whereas**, Agreement is authorized by ORS 190.010.

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

**Now, Therefore**, the City of Prineville resolves that the Intergovernmental Agency Agreement attached to this Resolution between the City and CCSD is hereby approved, and that the Mayor is authorized and instructed to sign such Intergovernmental Agency Agreement on behalf of the City.

Approved by the City Council this \_\_\_\_ day of November, 2023.

\_\_\_\_\_  
Rodney J. Beebe, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Morgan, City Recorder

**INTERGOVERNMENTAL AGENCY AGREEMENT:**

**CROOK COUNTY SCHOOL DISTRICT**

**AND**

**CITY OF PRINEVILLE**

The Crook County School District (hereinafter "CCSD") and the City of Prineville Police Department (hereinafter "PPD") enter into this agreement on November 15, 2023 and the District and PPD hereby agree to the following:

**RECITALS**

WHEREAS, CCSD and PPD are units of local government, as that term is defined in ORS 190.003 and wish to enter into an agreement pursuant to ORS 190.010;

WHEREAS, ORS 190.020 requires the agreement to specify the functions or activities to be performed and by what means they shall be performed and, where applicable; and

WHEREAS, CCSD and PPD acknowledge that both parties benefit from the assignment of a School Resource Officer (SRO);

NOW, THEREFORE, in consideration of the promises and covenants herein contained, the parties enter into the following:

**AGREEMENT**

1. Purpose of and Effective Date of Agreement.

The purpose of this Agreement is to define the roles, responsibilities, and funding obligations of both CCSD and PPD for the purpose of maintaining a continuous and positive police presence in the Crook County schools during the school year.

2. Duties and Responsibilities of CCSD. Duties and responsibilities may include, but are not limited to:

- a) CCSD shall provide a work area at the school sites for the SROs, assist the SROs in disseminating information to the staff, teachers, students, and parents concerning the SRO positions and projects, and coordinate with the SROs and PPD for any training of staff, teachers, and/or students.

b) Reimburse the PPD in accordance with the funding schedule provided in this section of this Agreement.

"Total personnel cost" for each SRO includes annual wages (including overtime, incentives, and training), employer-paid health insurance benefits, employer-paid PERS costs, and required employer-paid payroll taxes.

Total personnel cost will be divided by 2,080 hours per year to determine the total hourly wage. The total hourly wage will be multiplied by 8 hours per day, and multiplied by the number of days to be funded by CCSD according to the following schedule:

	SRO 1 Hours		SRO 2 Hours		SRO 3 Hours	
	CCSD	PPD	CCSD	PPD	CCSD	PPD
Year 1 (2023-2024)	171	89	171	89	260	0
Year 2 (2024-2025)	171	89	171	89	260	0
Year 3 (2025-2026)	171	89	171	89	208	52
Year 4 (2026-2027)	171	89	171	89	182	78
Year 5 (2027-2028)	171	89	171	89	171	89
Thereafter	171	89	171	89	171	89

The result will be the dollar amount to be billed to CCSD.

c) CCSD acknowledges that there will be a delay in providing a third officer in Year 1 due to the time needed to hire and train a new officer. To help mitigate the expense incurred to CCSD in Year 1, the PPD will credit the billing in Year 5 for the number of school days funded by CCSD during which the newly hired officer (SRO 3) was not in service for CCSD.

3. Duties and Responsibilities of PPD. Duties and responsibilities may include, but are not limited to:

- a) Hire, employ, and assign law enforcement officers to each of the three SRO positions with the Crook County School District. The SROs will be hired on a permanent basis and will be officers who are authorized by law, or a state or local public agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. PPD will train, supervise, schedule, and compensate the SROs.
- b) Supply the SROs with uniforms, vehicles, radios, and any other equipment necessary to carry out the duties in association with this Agreement.
- c) Schedule the SROs to ensure that at least 75% of the time spent by the SROs is involved with schools and related activities.
- d) Provide an invoice to CCSD annually, which will serve as a reimbursement request.



- e) PPD shall not disclose education records obtained in the course of performing duties under this Agreement.
  - f) PPD shall not disclose education records obtained in the course of performing duties under this Agreement;
4. Term of the Agreement. The parties agree that this Agreement shall be in effect for five years. This Agreement becomes effective upon execution by both parties and shall commence on November 15, 2023, and remains in effect until June 30, 2028 or unless terminated as set forth in section 10. The parties may extend this Agreement for an additional one-year terms. Any renewals and/or changes to this Agreement must be in writing, in the form of an amendment to this Agreement and signed by both parties.

5. Indemnification.

CCSD and PPD are each independent governmental agencies. Neither CCSD nor City is an agent for one another. CCSD shall defend, save, hold harmless, and indemnify PPD and their respective agencies and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney fees, resulting from, arising out of, or relating to the activities of CCSD or its officers, employees, subcontractors, or agents under this contract. PPD shall defend, save, hold harmless, and indemnify CCSD and their respective agencies and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever, including attorney fees, resulting from, arising out of, or relating to the activities of PPD or its officers, employees, subcontractors, or agents under this agreement.

Both CCSD and PPD shall obtain and at all times keep in effect comprehensive liability insurance and property damage insurance covering each respective party's own acts and omissions under this agreement. Such liability insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270

6. Assignment. Neither party to this Agreement may assign its interest in the Agreement without the express written consent of the other party.
7. Compliance With Laws. During the entire term of this Agreement, the parties shall comply in every respect with all laws, rules and regulations of the State of Oregon as well as Family Educational Rights and Privacy Act 20 U.S.C. §1232g and Family Education Rights and Privacy, 34 C.F.R. Part 99 and CCSD policies.
8. Waiver. No waiver of any portion of this agreement shall be deemed or shall constitute a waiver of any other portion thereof, nor shall any waiver constitute a continuing waiver.

9. Disputes. The parties agree that any disagreement regarding the interpretation, meaning or affect or any provision of this Agreement shall be settled by arbitration if so requested by either party in writing. The arbitration decision will be binding upon the parties. The cost of such arbitration shall be shared equally between the parties.
10. Termination or Suspension of Performance. This Agreement may be terminated by mutual consent of both parties, or by either party by providing 90 days' written notice. Any termination of this contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to the notice of termination.
11. Integration Clause. The foregoing represents the entire agreement between the parties and any prior understanding or representations of any kind preceding the date of this Agreement shall not be binding upon the other party except to the extent incorporated in this Agreement.
12. Modifications. No modification of this Agreement shall be binding upon the parties unless reduced to writing.
13. Signatures.

FOR CROOK COUNTY SCHOOL  
DISTRICT

FOR THE CITY OF PRINEVILLE  
POLICE DEPARTMENT

  
Signature

\_\_\_\_\_  
Signature

Duane Yecha, Superintendent  
Printed Name / Title

\_\_\_\_\_  
Printed Name / Title

11/1/23  
Date

\_\_\_\_\_  
Date