# QualityLife Intergovernmental Agency

#### **AGENDA**

#### **QLife Regular Board Meeting**

Tuesday, July 26, 2010 4PM
The Dalles City Hall, 313 Court Street
2<sup>nd</sup> Floor Conference Room

- 1. Call to Order
- 2. Roll Call
- 3. Approval of Agenda
- 4. Approval of June 19, 2011 QLife Regular Board Meeting Minutes
- 5. Financial Reports
  - a. June Financial Reports
  - b. List of Disbursements since Last Meeting
- 6. Action Items
  - a. Award Contract 2011-001 Bisector Redundancy Project Orton
- 7. Executive Session under ORS 192.660 (1) (f) and ORS 192.501 (2) to allow staff to report on current and pending activity involving customer trade secret and security concerns.
- 8. Discussion Items
  - a. Administrative Process and Policies
  - b. Administrative Monthly Report
  - c. Problems with support member
- 9. Reports
  - a. Aristo Operational Management Report John Amery
    - i. Status of redundancy/bisector project
    - ii. Other activities/issues
- 10. Next Meeting Dates:
  - a. Regular Board Meeting September 20, 2011 4pm
- 11. Adjourn



# QualityLife Intergovernmental Agency

#### **Minutes**

#### **QLife Regular Board Meeting**

Tuesday, June 21, 2010 4PM
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room

Call to Order

The meeting was called to order by Vice Chair Spatz at 4:06pm

Roll Call

In attendance: Erick Larson, Brian Ahier Absent: Scott Hege, Dan Ericksen

Staff in attendance: Izetta Grossman Secretary, John Amery Technical Manager, Kate Mast Finance Director

Approval of Agenda

It was moved by Larson and seconded by Ahier to approve the agenda as submitted. The motion carried unanimously, 2 absent.

Approval of May 17, 2011 QLife Regular Board Meeting Minutes

It was moved by Larson and seconded by Ahier to approve the Minutes of the May 17, 2011 Board Meeting. The motion carried unanimously, 2 absent.

Financial Reports

Finance Director Mast reviewed the financial reports noting that overages are within category limits. There were no questions.

**Public Hearing** 

Vice Chair Spatz opened the Public Hearing regarding Fiscal Year 2011-12 QLife Budget. Finance Director Mast reviewed the staff report and staff recommended adjustments. Spatz asked for public comment,

**Ericksen arrived at 4:12pm -** Spatz turned the meeting over the Ericksen. Being no public comment Ericksen closed the public hearing.

It was moved by Ahier and seconded by Spatz to Adopt Resolution 11-001 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2011-12, Making Appropriations, and Authorizing Expenditures. The motion passed unanimously, 1 absent.

Reports

Amery reported that he had received the draft RFP from Erik Orton for the Redundancy/Bisector project, they would need to make a couple adjustments, and then it would be forwarded to Young and Mobley for review. In response to a question, Amery clarified that the RFP was for the Redundancy/Bisector build out and the build out for a client had been added for economy of scale. Ahier asked if this project would get done soon, he voiced frustration at the length of time it has taken to accomplish this project. Amery felt 60 days after award of contract would be feasible.

#### Hege arrived at 4:46pm

There was some discussion regarding the costs of the RFP being billed to the customer that were related to that project. Amery and Grossman felt that vendors, Amery and Commstructures were doing that. There was additional discussion regarding the Board needing to understand these build outs against Amery's concern for confidentiality. It was agreed that when necessary an Executive Session would be called to update the Board on client needs when the projects would significantly affect the budget. There would be times that things could be discussed in general terms; staff would work at accomplishing this for the Board.

In response to a question regarding maintenance of the system, Amery reported a challenge with opening cases on the backbone for maintenance due to meeting client requirements for timing (Midnight to 6am on weekends) and alerting them in advance. Therefore, anytime he has a case open for a specific project he does maintenance at the same time.

Amery reported the Wi Fi project is progressing as planned; sights are being tested. Google is paying to have Wi Fi extended to the Rodeo Grounds in time for the rodeo this year.

#### Larson retired from the meeting at 4:56pm

Amery reported that the highway-overcrossing project had been completed.

Next Meeting Dates:

Regular Board Meeting July 19, 2011 4pm

Adjourn

Being no further business the meeting was adjourned at 5:02pm Respectfully submitted:

Izetta Grossman, Recording Secretary

ATTEST:		
Erick Larson		

TO: Olife Board

Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE - June 2011 - Preliminary

#### **BANKING:**

QLife monies are deposited into a separate bank checking account. We opened a Money Market Account in December 2008 that we transfer excess funds into when possible to earn interest.

The information below is a comparison of budget to actual revenues and expenditures for the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

100% of the year has passed.

Each fund exceptions narrative has four possible paragraphs; 1 - is the beginning balance, 2 - is new revenues, 3 - is expenditures and 4 - if present, is budget changes.

#### Operations (600):

#### **BUDGET COMPARISONS**

	July 1, 201	0 to June 30, 201	1	
	Budget	Actual	Percentage	
Beginning Balance	\$ 83,913	\$ 83,450	99.4%	* see below
Revenues	\$ 554,850	\$ 529,147	95.4%	
Expenditures	\$ 312,686	\$ 167,860	53.7%	
Transfers to Capital/Debt Fund	\$ 326,077	\$ 326,077	100.0%	

Cash at Month End \$80,083.37

#### Exceptions:

1) <u>Beginning Balance</u>: \* The Beginning Balance figures used here have been audited. The actual audited beginning balance is slightly less than budgeted, but we have sufficient contingency to cover the shortfall.

#### 2) Revenues:

a. Customer user fees are at 103.8% for the year.

#### 3) Expenditures:

- a. E-Rates totaling \$31,518.72 have been received and paid out to date this fiscal year.
- b. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out of the QLife Agency Fund (600) Materials & Services category and into the Capital

- Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process.
- c. The line item for Legal Fees has been over-expended by \$4,080.00 due to assistance QLife is providing with the City Wi-Fi project and work on strategic plan funding.
- d. The line item for Engineering Services has been over-expended by \$1,825.00 due to the costs for those services for projects coming in higher than estimated.
- e. The line item for Network System Management has been over-expended by \$10,320.05 because the system is now seven years old and it is taking more time to handle issues than originally anticipated. We have increased this line item by \$12,000 for the new fiscal year.
- f. The line item for Legal Notices has been over-expended by \$54.60 due to underestimating of publishing costs.
- g. The line item for Pole Connection Fees has been over-expended by \$238.28 due to a new item this year for a bond under our Pole Contact Agreement with the PUD. This new expense is included in our budget for next year.
- 4) <u>Budget Changes</u>: No budget changes have been made to this fund this fiscal year. Currently, even with the issues above, none are anticipated.

#### **CAPITAL (601):**

#### **BUDGET COMPARISONS**

	July 1, 201	0 to June 30, 20	11	
	Budget	Actual	Percentage	
Beginning Balance	\$ 145,576	\$ 138,832	95.3%	* see below
Transfers In	\$ 326,077	\$ 326,077	100.0%	
Revenues	\$ 71,000	\$ 109,744	154.6%	
M&S / Capital Outlay / Other	\$ 350,704	\$ 114,027	32.5%	
Debt Expenditures	\$ 191,949	\$ 191,942	100.0%	

Cash at Month End \$ 226,447.19

#### **Exceptions:**

1) <u>Beginning Balance</u>: \* The Beginning Balance figures used here have been audited. The actual audited beginning balance is less than budgeted, but we have sufficient contingency to cover the shortfall.

#### 2) Revenues:

- a. We received the \$50,000 enterprise payment in January 2011.
- b. We received \$39,837.91 in Connect Charges in June, making the annual revenues for that line item exceed budget by \$38,744.16, due to customer connection work for new services paid for by the customers.

#### 3) Expenditures:

a. In order to track capital project costs more accurately, we are posting design and engineering costs related to projects that will result in additions to our capital assets to the Capital Outlay line items so that those costs can be included in the valuation of those capital asset additions. We have moved those specific engineering costs (\$3,291.25) out

- of the QLife Agency Fund (600) Materials & Services category and into the Capital Outlay category in the QLife Capital Fund (601) in accordance with this new asset tracking process. We have also moved specific engineering fees (\$6,821.00) out of the Materials & Services category of the QLife Capital Fund (601) and into the Capital Outlay category.
- b. The Loan Interest Payments line item is over-expended by \$208.57. The actual principal and interest payments have been reconciled and this over-expenditure will wash with the under-expenditure of the Principal Payment line item within that category.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

# PREPARED 07/01/2011, 16:14:22 City of the Dalles PAGE 2 PROGRAM: GM259L REVENUE REPORT 100% OF YEAR LAPSED ACCOUNTING PERIOD 12/2011

City of The Dalles

MB OOL C	QLIFE CAPITAL FUND ACCOUNT	*******	CURRENT ****	****	******	AR-TO-DATE ***	****	ΔΝΝΙΙΔΤ	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
00	BEGINNING BALANCE								
00 00		12,135	.00		145,576	138,832.34	95	145,576	6,743.66
00 **		12,135	.00		145,576	138,832.34	95	145,576	6,743.66
00 ***	BEGINNING BALANCE	12,135	.00		145,576	138,832.34		145,576	6,743.66
30 31 90 00	INTERGOVERNMENTAL REVENUE FEDERAL REVENUES FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
31 **	FEDERAL REVENUES	0	.00		0	.00		0	.00
30 ***	* INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
40 44 20 00	CHARGES FOR SERVICES UTILITY SERVICES CONNECT CHARGES	1,750	39,837.91	2277	21,000	59,744.16	285	21,000	38,744.16-
44 **	UTILITY SERVICES	1,750	39,837.91		21,000	59,744.16	285	21,000	38,744.16-
40 ***	CHARGES FOR SERVICES	1,750	39,837.91		21,000	59,744.16		21,000	38,744.16-
60 69 00 00 10 00	OTHER REVENUES OTHER MISC REVENUES OTHER MISC REVENUES ENTERPRISE ZONE PAYMENT	0 4,174	.00 .00		0 50,000	.00 50,000.00	100	0 50,000	.00
69 **	OTHER MISC REVENUES	4,174	.00		50,000	50,000.00	100	50,000	.00
60 ***	other revenues	4,174	.00		50,000	50,000.00		50,000	.00
90 91 40 00 90 01	OTHER FINANCING SOURCES OPERATING TRANSFERS IN IF PMT FROM OTHER FUNDS QLIFE OPERATING FUND	0 27,174	.00 .00		0 326,077	.00 326,077.00	100	0 326,077	.00
91 **	OPERATING TRANSFERS IN	27,174	.00		326,077	326,077.00	100	326,077	.00
93 10 00	PROCEEDS- LT LIABILITIES LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
93 **	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
90 ***	* OTHER FINANCING SOURCES	27,174	.00		326,077	326,077.00		326,077	.00
FUND TOTA	AL QLIFE CAPITAL FUND	45,233	39,837.91		542,653	574,653.50		542,653	32,000.50-

PREPARED 07/01/2011, 16:14:32 DETAIL BUDGET REPORT BY CATEGORY
PROGRAM: GM267C
100% OF YEAR LAPSED ACCOUNTING PERIOD 12/2011

City	of T	The Dalles										,
FUNI	0 601	QLIFE CAPITAL FUND BJ ACCOUNT	DEP'	r/DIV 6000 URRENT****	QLIFE/	*****	*YEAR-TO-DAT	E*****		ANNUAL	UNENCUMB.	
SUB	St	UB DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
660		EXPENSE-ACCOUNT FINANCIAL OPERATIONS MATERIALS & SERVICES										
	34 17	MATERIALS & SERVICES  DENGINEERING SERVICES  CUSTOMER CONNECT COSTS  OTHER SERVICES  LINES MNTNCE & SUPPLIES  PERMIT  MATERIALS & SERVICES	237	0.0	0	10000	11365.00	114	0.0	10000	1365.00-	114
	70	O CUSTOMER CONNECT COSTS	037	.00	Ô		.00		.00			
	90	O OTHER SERVICES	Ô	.00	Ô	0	.00	0	- 00	Ô	.00 .00 2000.00	0
	43 86	6 LINES MNTNCE & SUPPLIES	174	.00	0	2000	.00	Ö	.00	2000	2000.00	Õ
	57 10	O PERMIT	0	.00	0	0	.00	0	.00	0	.00	0
	02 **	MATERIALS & SERVICES	1011	.00	0	12000	.00 .00 .00 11365.00	95	.00	12000	.00 635.00	95
	03	CAPITAL OUTLAY										
	72 20	0 BUILDINGS	174	.00	0	2000	.00	0	.00		2000.00	
	74 10	O COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00		.00	
	20	TELECOMMUNICATIONS EQUIP	9210	2760.00	30	110487	24218.26	22	.00	110487		
	76 10	0 PRIMARY	4174	.00	0	50000	28551.00	57	.00	50000 37500	11942.27-	
	20	U SECONDARY	3125	35503.96	1136	37500	49442.27	132	.00		4550.00	
	31	CAPITAL OUTLAY  0 BUILDINGS  0 COMPUTER EQUIPMENT  0 TELECOMMUNICATIONS EQUIP  0 PRIMARY  0 SECONDARY  0 POLE MAKE READY COSTS  * CAPITAL OUTLAY	424	20262.06	224	204997	102661 53	5	.00	204987		
	03 *	CAPITAL OUTLAY	1/10/	30203.90	224	204387	102661.53	50	.00	204367	102323.47	30
		DEBT SERVICE										
	79 50	O LOAN PRINCIPAL PAYMENTS	12253	3877.76	32	147014	146798.30	100	.00	147014	215.70	100
	51	1 CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00		.00	0	.00	0
	60	O LOAN INTEREST PAYMENTS	3751	362.88-	10-	44935	45143.57	101	.00	44935	.00 208.57- .00	101
	90	O LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0
	04 *	1 CRB PRINCIPAL PAYMENTS 0 LOAN INTEREST PAYMENTS 0 LOAN RESERVE-FUT DEBT PAY * DEBT SERVICE	16004	3514.88	22	191949	191941.87	100	.00	191949	7.13	100
660	** *	* FINANCIAL OPERATIONS	34122	41778.84	122	408936	305968.40	75	.00	408936	102967.60	75
				44.000			225252 42	25	0.0		100067 60	2.5
66	** **	* EXPENSE-ACCOUNT	34122	41778.84	122	408936	305968.40	75	.00	408936	102967.60	75
DIV	6000	0 TOTAL ******										
224	000		34122	41778.84	122	408936	305968.40	75	.00	408936	102967.60	75
DEP	r 60	0 TOTAL ******										
		QLIFE	34122	41778.84	122	408936	305968.40	75	.00	408936	102967.60	75

PREPARED 07/01/2011, 16:14:32	DETAIL BUDGET REPORT BY CATEGORY	PAGE 6
PROGRAM: GM267C	100% OF YEAR LAPSED	ACCOUNTING PERIOD 12/2011

ity of T	The Dalles		100	,, 01	TEMIC EMICOS					ACCOUNTING PERIOD 12/2011				
UND 601	QLIFE CAPITAL FUND	DEP'	T/DIV 9500 C	משעדנ	IISES /					UNENCUMB.	%			
UB St	DB DESCRIPTION	BUDGET	ACTUAL		BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT			
0	OLIFE FUND													
00	OTHER USES OTHER													
	RSRV FOR SYS IMPROVEMENTS	8337	.00	0	100000	.00	0	.00	100000	100000.00	0			
	RSRV FOR CO EXPANSION	1674	.00	Ö	20000	.00	Ō	.00	20000	20000.00	ō			
05 **	OTHER	10011	.00	0	120000	.00	0	.00	120000	120000.00	0			
00 ** **	OTHER USES	10011	.00	0	120000	.00	0	.00	120000	120000.00	0			
0 ** **	QLIFE FUND	10011	.00	0	120000	.00	0	.00	120000	120000.00	0			
6 60	EXPENSE-ACCOUNT FINANCIAL OPERATIONS OTHER													
05 84 30	FOR DEBT RETIREMENT	0	.00	0	0	.00	0	.00	0	.00	0			
	OTHER	ŏ	.00	Ö	0	-00	ŏ	.00	ō	.00	0			
06	CONTINGENCY / UAFB													
88 00	CONTINGENCY	1144	.00	0	13717	.00	0	.00	13717	13717.00	٥			
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0			
06 **	CONTINGENCY / UAFB	1144	.00	0	13717	.00	0	.00	13717	13717.00	0			
50 ** **	FINANCIAL OPERATIONS	1144	.00	0	13717	.00	0	.00	13717	13717.00	0			
5 ** **	EXPENSE-ACCOUNT	1144	.00	0	13717	.00	0	.00	13717	13717.00	0			
IV 9500	) TOTAL ******													
		11155	.00	0	133717	.00	0	.00	133717	133717.00	0			
PT 95	TOTAL ****** OTHER USES	11155	.00	0	133717	.00	0	.00	133717	133717.00	0			
JND 601	TOTAL *******													
	QLIFE CAPITAL FUND	45277	41778.84	92	542653	305968.40	56	.00	542653	236684.60	56			

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City of The Dalles

UND 600	ס סָט	ALITYLIFE AGENCY FUND ACCOUNT	******	CURRENT ****	****	****** YF	AR-TO-DATE **	*****	ANNUAL	UNREALIZED
ACCOUN	NT 	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300		BEGINNING BALANCE								
300	00		7,001	.00		83,913	83,450.11	99	83,913	462.89
300	**		7,001	.00		83,913	83,450.11	99	83,913	462.89
300	***	BEGINNING BALANCE	7,001	.00		83,913	83,450.11		83,913	462.89
340		CHARGES FOR SERVICES								
344		UTILITY SERVICES								
10	00	UTILITY SERVICE CHARGES	35,487	38,650.00	109	425,800	437,965.00	103	425,800	12,165.00-
15	00	LSN CEDITS	5,500	.00		66,000	55,000.00	83	66,000	11,000.00
20	00	CONNECT CHARGES	193	.00		2,250	4,050.00	180	2,250	1,800.00-
344	**	UTILITY SERVICES	41,180	38,650.00	94	494,050	497,015.00	101	494,050	2,965.00-
340	***	CHARGES FOR SERVICES	41,180	38,650.00		494,050	497,015.00		494,050	2,965.00-
360		OTHER REVENUES								
361		INTEREST REVENUES								
00	00	INTEREST REVENUES	74	56.31	76	800	613.00	77	800	187.00
361	**	INTEREST REVENUES	74	56.31	76	800	613.00	77	800	187.00
369		OTHER MISC REVENUES								
00	00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20	00	E-RATE REIMBURSEMENT	5,000	.00		60,000	31,518.72	53	60,000	28,481.28
369	**	OTHER MISC REVENUES	5,000	.00		60,000	31,518.72	53	60,000	28,481.28
360	***	OTHER REVENUES	5,074	56.31		60,800	32,131.72		60,800	28,668.28
390		OTHER FINANCING SOURCES								
392		SALE OF FIXED ASSETS								
00	00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392	**	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
390	***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND T	TOTAL	QUALITYLIFE AGENCY FUND	53,255	38,706.31		638,763	612,596.83		638,763	26,166.17

# PREPARED 07/01/2011, 16:14:32 DETAIL BUDGET REPORT BY CATEGORY PROGRAM: GM267C 100% OF YEAR LAPSED ACCOUNTING PERIOD 12/2011

		DEP'				+1/535 50 535			* ****** *	IDIDIIGIND	
A ELE OBJ SUB SUB	ACCOUNT DESCRIPTION	BUDGET			BUDGET	*YEAR-TO-DAT	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	& BDG'
6 EX	KPENSE-ACCOUNT										
-	INANCIAL OPERATIONS										
	ATERIALS & SERVICES										
31 10 A	DMINISTRATIVE		.00	0	20000	10941.99	55	.00	20000	9058.01	55
	YTAUC	424	.00		5000	.00		.00	5000	5000.00	
	UTSIDE PLANT MAINTENACE		606.95		28000	7038.14		.00	28000	20961.86	
90 07	THER SERVICES	1674	.00	0	20000 5800	,00 5600.00	0 97	.00	20000 5800	20000.00	
32 10 AU	EGAL SERVICES	487 500	.00 1395.00	_	6000	10080.00	168	.00	6000	200.00 4080.00-	
34 10 Et	NGINEEDING SERVICES	1000	917.50	92	12000	13825.00	115	.00	12000	1825.00-	
30 10	NGINEERING SERVICES ETWORK SYSTEM MANAGEMENT	3837	24531.75		46000	56320.05	122	.00		10320.05-	
50 SI	PECTAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	
43 10 BI	UILDINGS AND GROUNDS ETWORK EQUIPMENT FILITIES LOCATES FFICE SPACE RENTAL IABILITY	174	.00	0	2000	.00	0	.00	2000	2000.00	
25 N	ETWORK EQUIPMENT	387	.00	0	4600	1190.00	26	.00	4600	3410.00	26
87 U	FILITIES LOCATES	87	.00	0	1000	88.56	9	.00	1000	911.44	9
44 10 OF	FFICE SPACE RENTAL	261	.00		3132	2349.00	75	.00	3132	783.00	
52 10 L	IABILITY	462	.00		5500	5181.00	94	.00	5500	319.00	
30 PI	ROPERTY	25	.00	0	300	- 00	0	.00	300	300.00	
53 20 PC	OSTAGE ELEPHONE EGAL NOTICES DUERTISING ERMIT RAVEL, FOOD & LODGING RAINING AND CONFERENCES EMBERSHIPS/DUES/SUBSCRIP CHOLARSHIPS FFICE SUPPLIES	24	.00	0		53.87		.00	200	146.13	
30 TI	ELEPHONE	40	30.00	75	480	393.00	82	.00	480	87.00	
40 Li	EGAL NOTICES	37	174.00	470	400 1000	454.60 403.27		.00	400 1000	54.60- 596.73	- 114 40
54 UU AI	DVERITSING	37	.00	0	400	.00	0	.00	400	400.00	
57 10 PI	PARET BOOD & LODGING	37	.00	0	400	.00		.00	400	400.00	
50 10 11	PAINING AND CONFERENCES	24	.00	0	200	150.00	75	.00	200	50.00	-
70 M	EMBERSHIPS / DUES / SUBSCRIP	24	.00	Ô	200	40.00	20	.00	200	160.00	
80 S	CHOLARSHIPS	174	.00	ō	200 200 200	2000.00		.00	2000	.00	
60 10 OI	FFICE SUPPLIES ISCELLANEOUS EXPENSES	24	7.06	29	200	7.06	4	.00	200	192.94	
69 50 M.	ISCELLANEOUS EXPENSES	43	7.06 71.00	145	500	407.95	82	.00	500	92.05	82
60 PC	OLE CONNECTION FEES	637	.00	0	7600	7838.28	103	.00		238.28-	- 103
70 R	IGHT OF WAY FEES	1070	2172.30		12774	7838.28 11979.45	103 94 0	.00		794.55	
80 AS	DLE CONNECTION FEES IGHT OF WAY FEES SSETS <\$5000 ATERIALS & SERVICES	0	.00	0	0	.00	0	.00		.00	
02 ** M	ATERIALS & SERVICES	15593	29905.56	192	185686	136341.22	73	.00	185686	49344.78	73
	APITAL OUTLAY	1674	0.0	0	20000	.00	0	.00	20000	20000.00	c
	ELECOMMUNICATIONS EQUIP	0	.00		20000	.00	0	.00	20000	.00	
	APITAL OUTLAY	1674	.00	0	20000	.00	0	.00	20000	20000.00	
05 07	THER										
	EPRECIATION EXPENSE	0	.00	0	0	.00	0	.00	0	.00	0
05 ** 07		0	.00	0	0	.00	0	.00	0	.00	0
60 ** ** F	INANCIAL OPERATIONS	17267	29905.56	173	205686	136341.22	66	.00	205686	69344.78	66
6 ** ** EX	KPENSE-ACCOUNT	17267	29905.56	173	205686	136341.22	66	.00	205686	69344.78	66
IV 6000 TO	OTAL *****				0.00.	1040			20555	****	
		17267	29905.56	173	205686	136341.22	66	-00	205686	69344.78	66

PROGRAM	D 07/01/: : GM267C The Dal			DETAIL BUDGET REPORT BY CATEGORY 100% OF YEAR LAPSED						PAGE ACCOUNTING PERIOD 12/201				
BA ELE	_	YLIFE AGENCY FUND ACCOUNT DESCRIPTION		C/DIV 6000 RRENT*****	****		*YEAR-TO-DAT ACTUAL	E***** %EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT		
66 660 05		SE-ACCOUNT CIAL OPERATIONS	17267	29905.56	173	205686	136341.22	66	.00	205686	69344.78	66		

PREPARED 07/01/2011, 16:14:32	DETAIL BUDGET REPORT BY CATEGORY	PAGE 4
PROGRAM: GM267C	100% OF YEAR LAPSED	ACCOUNTING PERIOD 12/2011
City of The Dalles		

UND 600 QUA	LITYLIFE AGENCY FUND	DEPT									
A ELE OBJ	ACCOUNT	********C	JRRENT****	****	*******	*YEAR-TO-DAT	E*****		ANNUAL	UNENCUMB.	ક્ષ
UB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
81 91 OT	IFE CAPITAL FUND	27174	.00	0	326077	326077.00	100	.00	326077	.00	100
	D E-RATE	5000	.00	Ô	60000	31518.72	53	.00	60000	28481.28	53
05 ** OT		32174	.00	0	386077	357595.72	93	.00	386077	28481.28	93
06 CO	NTINGENCY / UAFB										
88 00 CO	NTINGENCY	3924	.00	0	47000	.00	0	.00	47000	47000.00	0
89 00 UN	APROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0
06 ** CO	NTINGENCY / UAFB	3924	.00	0	47000	.00	0	.00	47000	47000.00	0
00 ** ** FI	NANCIAL OPERATIONS	36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83
0 ** ** EX	PENSE-ACCOUNT	36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83
IV 9500 TO	TAL *****										
		36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83
EPT 95 TO	TAL ******										
OT	HER USES	36098	.00	0	433077	357595.72	83	.00	433077	75481.28	83
JND 600 TO	TAL *******										
QU	ALITYLIFE AGENCY FUND	53365	29905.56	56	638763	493936.94	77	.00	638763	144826.06	77

QLIFE - LISTING OF FINANCIAL TRANSACTIONS											
FUND: FISCAL YEAR:			<b>OPERATIN</b> 2011-12								
PERIOD DETAIL			FROM:	6/15/2011 TO:	7/14/2011						
	Revenue: Billed as of QLife Monthly Billings				38,650.00						
			Pass throug	35,721.15							
TOTAL:	Expenditure	<del>2</del> 5.				74,371.15					
	The Dalles Chronicle Bisector/Redundancy Bid Advertisment										
			•			92.80 25.00					
	North American NumberingPlan Yrly fee Platt										
	Polo Rodrig	uloc.	Landscape after Hospice job			125.95 700.00					
	Gorge Net	jues	Phone			30.00					
	Keith Moble	N/				690.00					
	City of The	•	Legal Services ROW fees			1,159.50					
	City of The		Quarterly City Services/Rent			5,069.11					
	North Sky	Dalles	Maintenance			600.00					
	DJC			Bisector/Redundancy Bid Advertisement							
TOTAL	DJC		DISECTOI/RE	dundancy bid Adverti	Sement	276.00 9 769 36					
TOTAL:						8,768.36					

Mt. Hood Econ Alliance         Loan Payment         3,683.           Platt         LSN         26.           Kase         LSN         2,500.           Gary Denney         Colo Room Build out         800.           MCEDD         Loan Payment         3,514.           The Dalles Iron Works         Plate - MCMC         195.           Tennesson         survey Bisector/Redundancy         322.           RAL         BiSector         392.           Northsky         WiFi         600.	TOTAL:			_		26,218.84
PERIOD DETAIL         FROM: 6/15/2011 TO: 7/14/2011           Revenue:           TOTAL:           Expenditures:           Columbia River Bank         Commercial Loan/Interest         11,494.           Mt. Hood Econ Alliance         Loan Payment         3,683.           Platt         LSN         26.           Kase         LSN         2,500.           Gary Denney         Colo Room Build out         800.           MCEDD         Loan Payment         3,514.           The Dalles Iron Works         Plate - MCMC         195.           Tennesson         survey Bisector/Redundancy         322.		Northsky	WiFi			392.00 600.00 2,691.00
PERIOD DETAIL         FROM:         6/15/2011 TO:         7/14/2011           Revenue:           TOTAL:           Expenditures:           Columbia River Bank         Commercial Loan/Interest         11,494.           Mt. Hood Econ Alliance         Loan Payment         3,683.           Platt         LSN         26.           Kase         LSN         2,500.           Gary Denney         Colo Room Build out         800.           MCEDD         Loan Payment         3,514.           The Dalles Iron Works         Plate - MCMC         195.			-	ector/Redundancy		322.00
PERIOD DETAIL. FROM: 6/15/2011 TO: 7/14/2011  Revenue:  TOTAL:  Expenditures: Columbia River Bank Commercial Loan/Interest 11,494. Mt. Hood Econ Alliance Loan Payment 3,683. Platt LSN 26. Kase LSN 26. Kase LSN 2,500. Gary Denney Colo Room Build out 800. MCEDD Loan Payment 3,514.		The Dalles Iron Works				195.00
PERIOD DETAIL. FROM: 6/15/2011 TO: 7/14/2011  Revenue:  TOTAL:  Expenditures: Columbia River Bank Commercial Loan/Interest 11,494. Mt. Hood Econ Alliance Loan Payment 3,683. Platt LSN 26. Kase LSN 2,500.		MCEDD	Loan Paym	nent		3,514.88
PERIOD DETAIL FROM: 6/15/2011 TO: 7/14/2011  Revenue:  TOTAL:  Expenditures: Columbia River Bank Commercial Loan/Interest 11,494. Mt. Hood Econ Alliance Loan Payment 3,683. Platt LSN 26.		Gary Denney	Colo Room	Build out		800.00
PERIOD DETAIL FROM: 6/15/2011 TO: 7/14/2011  Revenue:  TOTAL:  Expenditures: Columbia River Bank Commercial Loan/Interest 11,494. Mt. Hood Econ Alliance Loan Payment 3,683.		Kase	LSN			2,500.00
PERIOD DETAIL FROM: 6/15/2011 TO: 7/14/2011  Revenue:  TOTAL:  Expenditures:  Columbia River Bank Commercial Loan/Interest 11,494.			•			26.55
PERIOD DETAIL FROM: 6/15/2011 TO: 7/14/2011  Revenue:  TOTAL:  Expenditures:						3,683.30
PERIOD DETAIL FROM: 6/15/2011 TO: 7/14/2011  Revenue:  TOTAL:		-	Commercia	al Loan/Interest		11,494.11
PERIOD DETAIL FROM: 6/15/2011 TO: 7/14/2011  Revenue:	TOTAL.	Evnenditures:				
PERIOD DETAIL. FROM: 6/15/2011 TO: 7/14/2011	TOTAL:					
		Revenue:				
FISCAL YEAR: 2011-12	PERIOD D	PERIOD DETAIL		6/15/2011 TO:	7/14/2011	
FUND: <u>CAPITAL 601</u>		EAR:	<u>CAPITAL 601</u> 2011-12			

QualityLife Intergovernmental Agency

INVOICE SUMMARY

6/20/11

TOTAL CUSTOMERS INVOICED

17

TOTAL AMOUNT INVOICED \$38,650.00

QualityLife Intergovernmental Agency

INVOICE SUMMARY

6/20/11

TOTAL CUSTOMERS INVOICED

3

TOTAL AMOUNT INVOICED \$35,721.15

Pass throughs



## Quality Life Intergovernmental Agency

TO: QualityLife Intergovernmental Agency Board

**CC:** Keith Mobley, Legal Counsel

FROM: Nolan Young, Administrator ML

**DATE:** July 20, 2011

At the last QLife Board meeting, I understand there was discussion regarding processes that QLife goes through for new customers. In order to address those questions we have added two agenda items; the first one reviews a proposed monthly report that will provide information on QLife's current customer base, identify any new services and potential services we are pursuing.

The second agenda item will be to review the policies and procedures of QLife. To assist with that Izetta will be sending you copies of our current procedures, which are also available in your books, these copies will allow you to mark them up if you want; the organizational flow chart for QLife and a listing of staff responsibilities. After reviewing this information the Board can give direction for any items they would like to look at amending, that we can bring back later for further consideration.

Please let us know if there is additional information you may need.

## QualityLife Intergovernmental Agency

#### **QLife Staff Responsibilities**

Position General Responsibilities

Administration, Nolan Young Oversight of all operations and financial

oversight including annual budget.

Customer contact creating new or amended service agreements and within QLife policies

develop the specifics of new services. Implement all policies, procedures and

directives of the Board.

Secretary, Izetta Grossman Board Agenda, Minutes, clerical and billing

support, coding of invoices, seeing that checks are signed and sent out in a timely manner, reporting for E-Rate and FCC, PUC and USAC required forms with assistance of Agency

Attorney.

Agency Attorney, Keith Mobley Reviews all contracts and agreements, except

standard service orders, prepares other legal

documents as needed. Involved in

negotiations and other activities associated

with leases and agreements.

Finance, Kate Mast and Staff

Processes invoices, prints checks, maintains

budget reports, submits monthly reports to Administrator and Board. Prepares annual

budget document under direction of

Administrator.

Technical Management, Aristo

John Amery

Maintains 24 hour call service for customer issues. Resolves customer needs and issues; monitors system, identifies issues. Works with Administrator and Board to resolve operational system problems as identified. Obtains cost estimates and reviews issues associated with

Through Cooperation of the City of The Dalles and Wasco County 313 Court Street, The Dalles, Oregon 97058 541/296-5481

new or amended service to customers. Works with NorthSky Communications our outside plant contractor to make system repairs and improvements. Coordinates with Agency engineer.

Engineer, Commstructures Erik Orton

Provides engineering for new services and system upgrades and maintenance. Maintains OnSight Database for keeping current record of system route and fiber usage.

# Aristo Technical Management Report By John Amery 7/20/2011

- 1. Redundancy / Bisector Project
  - Main RFP currently out to bid.
- 2. Generator Upgrade Currently visiting need for larger generator at City Hall
  - Qlife is currently looking into the option of increasing the generator capacity at City Hall.
- 3. Issues with fiber on West side of loop
  - Initial audited segments have show that problem still exists.
  - We need to re-evaluate total potential risk.
- 4. Norcor Fiber Re-route
  - Potential damage to fiber from blasting.
  - Property owner has been informed that they are responsible for costs
- 5. Easement for access to fiber by Norcor
  - Working on easement for fiber located behind locked gate by Norcor.