

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

|                                    |
|------------------------------------|
| <b>QLife Regular Board Meeting</b> |
|------------------------------------|

**Thursday, July 25, 2013 Noon  
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 27, 2013 QLife Regular Board Meeting Minutes
5. Financial Reports
  - a. June Financial Reports
  - b. List of Disbursements since Last Meeting
6. Action Items
  - a. Adoption of Resolution 13-004 A RESOLUTION ADOPTING THE USE OF THE CITY OF THE DALLES FRAUD POLICY AS SET FORTH BY CITY RESOLUTION NO. 13-023, INCLUDING ANY FUTURE AMENDMENTS TO THOSE POLICIES ADOPTED BY THE CITY COUNCIL.
7. Reports
  - a. Aristo Operational Management Report – John Amery
  - b. Strategic Plan Implementation update – Keith Mobley
8. Next Meeting Dates:
  - a. Regular Board Meeting August 22, 2013 Noon
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Thursday, June 27, 2013, Noon  
The Dalles City Hall, 313 Court Street  
2<sup>nd</sup> Floor Conference Room

#### Call to Order

The meeting was called to order by President Hege at 12:10 p.m.

#### Roll Call

In attendance: Scott Hege, Carolyn Wood, Bill Dick  
Absent: Brian Ahier, Larson arrived at 12:12 p.m.

#### Approval of Agenda

It was moved by Dick and seconded by Wood to approve the agenda as presented. The motion carried, 2 absent.

#### Approval of May 23, 2013 QLife Regular Board Meeting Minutes **Larson arrived**

It was moved by Wood and seconded by Dick to approve the minutes, with a correction to a typo. The motion carried, 1 absent.

#### Financial Reports

Young reviewed the financial report. Hege asked for explanation of over expenditure of engineering. Young said it was due to an increase in requests for quote that would require build out. Amery added that the PUD requirements had increased the need for engineering services. Young said it was the cost of doing business, as all quotes didn't become service orders.

Young presented the staff report for the adoption of the FY 2013-14 QLife Budget.

#### Public Hearing

Hege opened the public hearing for adoption of the proposed Fiscal Year 2013-14 QLife Budget, asking for testimony. Hearing none, the public hearing was closed.

#### Action Items

It was moved by Larson and seconded by Wood to approve the proposed change to the budget approved by the County Commissioners and City Council. The motion passed unanimously, 1 absent.

Hege asked what the yellow highlight represented on the budget. Young explained those were the noted changes.

It was moved by Larson and seconded by Wood to adopt Resolution No. 13-003 Adopting the Fiscal Year 2013-14 Budget for the QualityLife Intergovernmental Agency, Authorizing Expenditures, and Authorizing QLife Staff to Take Such Action as Necessary to Carry Out the Adopted Budget. The motion carried unanimously, 1 absent.

#### Appointment of Strategic Plan Committee

Mobley reported that both Wasco County and The City of The Dalles had adopted the Wasco County Broadband Strategic Plan. He said he would be working with Carrie Parrish of MCEDD to identify potential committee members to focus on specific items of the plan that were ready to be addressed. He identified engaging providers to look at bandwidth use and opportunities as a first step.

Hege asked that the name of the committee be refined to better reflect the purpose. It was the consensus that "Broadband Action Plan Committee" would be a good representation.

Authorize sponsorship of Oregon Connections Telecommunications Conference 2013

Young presented the request for authorization to sponsor the conference for the fourth year. It was the consensus of the board to sponsor the convention.

Reports

Wi Fi Expansion Project Young reported that the project is expected to be complete by the end of July. Amery added that the delay was due to waiting for PUD pole permits.

Aristo Operational Management Report – Amery reported that there had been an issue that affected many customers, some state wide. He had other technology professionals assisting to determine the exact cause. To date they had not determined the exact cause and would be methodical in the process to determine the cause. He had “fixed” the issue temporarily by unplugging the loop and forcing traffic one way. There will be safeguard and checks and balances once the cause has been identified. He estimated the work would take two months.

Amery reported that an underground conduit had been hit by a contractor. No damage was done, however, it had brought to light that we hadn't been updating our underground maps with the City, who does our call before you dig locates. Young reported that systems were in place to rectify that issue.

In response to a question Grossman said the letter from the auditor was in the packet for informational purposes and ease of proof of receipt.

Next Meeting Dates:

Regular Board Meeting July 25, 2013 Noon

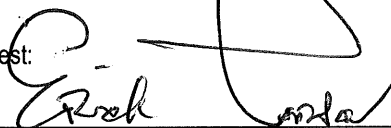
Adjourn

Being no further business the meeting was adjourned at 12:48 p.m.

Respectfully submitted:

Izetta Grossman, Recording Secretary

Attest:

  
Erick Larson, Secretary

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **June 2013 - 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**

|                                | <u>July 1, 2012 to June 30, 2013</u> |               |                   |             |
|--------------------------------|--------------------------------------|---------------|-------------------|-------------|
|                                | <b>Budget</b>                        | <b>Actual</b> | <b>Percentage</b> |             |
| Beginning Balance              | \$ 50,438                            | \$ 66,849     | 132.5%            | * see below |
| Revenues                       | \$ 579,100                           | \$ 565,133    | 97.6%             |             |
| Expenditures                   | \$ 313,694                           | \$ 222,831    | 71.0%             |             |
| Transfers to Capital/Debt Fund | \$ 315,844                           | \$ 315,844    | 100.0%            |             |
| Cash at Month End              | \$ 63,986.73                         |               |                   |             |

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures: *No formal action is needed to correct the over-expenditures shown in items a - k below, as they are all in the Materials & Services category and that total category budget will not be exceeded this year.*
  - a. The Engineering Services line item is over-expended by \$7,426.51 due to an increase in new service inquiries that need engineering to complete a cost estimate.

- b. The Network System Management line item has been over-expended by \$261.55 due to additional services provided.
  - d. The Special Studies & Reports line item has been over-expended by \$5,000 for the Strategic Plan, which will be reimbursed to QLife through the Strategic Plan Grant.
  - e. The Buildings and Grounds line item has been over-expended by \$1,124.80 due to the purchase and installation of a security system for the QLife room that was expected to be completed in the last fiscal year.
  - f. The Liability line item was slightly under-budgeted causing it to be over-expended by \$130.00.
  - g. The Telephone line item was also slightly under-budgeted, causing it to be over-expended by \$76.07.
  - h. The Travel, Food & Lodging line item has been over-expended by \$1,011.02 due to the lunches provided at the Board meetings.
  - i. The QLife Scholarships line item has been over-expended by \$2,000 because the FY11/12 scholarship was not paid out until FY12/13.
  - j. The Miscellaneous Expenses line item has been over-expended by \$298.95 due to the payment of a \$100 Oregon Universal Service Fund late penalty and a PUD new facilities fee for a service at 1112 Cherry Heights for the Bisector Project.
  - k. The Pole Connection Fees line item has been over-expended by \$25.43 due to under estimation of costs.
- 4) Budget Changes: A supplemental budget was approved by the QLife Board on April 25, 2013, increasing the anticipated E-Rate Revenue by \$10,000 and increasing the E-Rate expenditure line item by the same amount in order to avoid over-expenditure of that account.

**CAPITAL (601):**

**BUDGET COMPARISONS**

|                              | <u>July 1, 2012 to June 30, 2013</u> |               |                   |             |
|------------------------------|--------------------------------------|---------------|-------------------|-------------|
|                              | <b>Budget</b>                        | <b>Actual</b> | <b>Percentage</b> |             |
| Beginning Balance            | \$ 219,124                           | \$ 212,640    | 97.0%             | * see below |
| Transfers In                 | \$ 315,844                           | \$ 315,844    | 100.0%            |             |
| Revenues                     | \$ 92,500                            | \$ 71,720     | 77.5%             |             |
| M&S / Capital Outlay / Other | \$ 377,684                           | \$ 210,296    | 55.7%             |             |
| Debt Expenditures            | \$ 249,784                           | \$ 248,784    | 99.6%             |             |
| Cash at Month End            | \$ 155,166.56                        |               |                   |             |

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used have been audited.* The shortage is due to timing on the St. Mary's redundancy project and is not a problem.
- 2) Revenues: The \$50,000 enterprise payment was received in February.
- 3) Expenditures:
  - a. The Telecommunications Equipment line item has been over-expended by \$42,076.52 due to the actual needs for the St. Mary's Project. The Primary Lines budget is under-spent by \$48,870.43 because less of the St. Mary's project was associated with this line item. Looking at these two items together leaves us \$6,793.91 under budget for this project. No action is needed.
  - b. The Secondary line item has been over-expended by \$9,219.72 due to additional new services. No action is needed to fix this, as the Capital Outlay category total is not anticipated to be over-expended this year.
  - c. The Loan Principal Payments line item shows \$7,168.71 over-expended, while the Loan Interest Payments line item shows \$8,168.53 under budget. This is due to adjustments between the interest and principal payments as applied by the bank to reconcile with the bank statements. The Debt Service Category has not been over-expended, so no action is necessary.
- 4) Budget Changes: A supplemental budget was approved by the QLife Board on April 25, 2013, increasing the anticipated Connect Charges Revenue by \$10,000 and increasing the Outside Plan – Secondary line item by the same amount to avoid over-expenditures due to new connections. In addition a budget amendment was approved to move \$52,000 from the Reserves for System Improvements line item to the Telecommunications line item to provide for a private party grant match to fund the expansion of the WiFi system to the Discovery Center and various City parks.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

| ACCOUNT    | DESCRIPTION             | *****<br>ESTIMATED | *****<br>CURRENT<br>ACTUAL | *****<br>%REV | *****<br>ESTIMATED | *****<br>YEAR-TO-DATE<br>ACTUAL | *****<br>%REV | *****<br>ANNUAL<br>ESTIMATE | *****<br>UNREALIZED<br>BALANCE |
|------------|-------------------------|--------------------|----------------------------|---------------|--------------------|---------------------------------|---------------|-----------------------------|--------------------------------|
| 300        | BEGINNING BALANCE       |                    |                            |               |                    |                                 |               |                             |                                |
| 300 00 00  |                         | 4,205              | .00                        |               | 50,438             | 66,849.23                       | 133           | 50,438                      | 16,411.23-                     |
| 300 **     |                         | 4,205              | .00                        |               | 50,438             | 66,849.23                       | 133           | 50,438                      | 16,411.23-                     |
| 300 ***    | BEGINNING BALANCE       | 4,205              | .00                        |               | 50,438             | 66,849.23                       |               | 50,438                      | 16,411.23-                     |
| 340        | CHARGES FOR SERVICES    |                    |                            |               |                    |                                 |               |                             |                                |
| 344        | UTILITY SERVICES        |                    |                            |               |                    |                                 |               |                             |                                |
| 10 00      | UTILITY SERVICE CHARGES | 43,868             | .00                        |               | 526,350            | 517,680.00                      | 98            | 526,350                     | 8,670.00                       |
| 15 00      | LSN CREDITS             | 0                  | .00                        |               | 0                  | .00                             |               | 0                           | .00                            |
| 20 00      | CONNECT CHARGES         | 193                | .00                        |               | 2,250              | 2,700.00                        | 120           | 2,250                       | 450.00-                        |
| 344 **     | UTILITY SERVICES        | 44,061             | .00                        |               | 528,600            | 520,380.00                      | 98            | 528,600                     | 8,220.00                       |
| 340 ***    | CHARGES FOR SERVICES    | 44,061             | .00                        |               | 528,600            | 520,380.00                      |               | 528,600                     | 8,220.00                       |
| 360        | OTHER REVENUES          |                    |                            |               |                    |                                 |               |                             |                                |
| 361        | INTEREST REVENUES       |                    |                            |               |                    |                                 |               |                             |                                |
| 00 00      | INTEREST REVENUES       | 49                 | .00                        |               | 500                | 228.77                          | 46            | 500                         | 271.23                         |
| 361 **     | INTEREST REVENUES       | 49                 | .00                        |               | 500                | 228.77                          | 46            | 500                         | 271.23                         |
| 369        | OTHER MISC REVENUES     |                    |                            |               |                    |                                 |               |                             |                                |
| 00 00      | OTHER MISC REVENUES     | 0                  | .00                        |               | 0                  | 201.03                          |               | 0                           | 201.03-                        |
| 20 00      | E-RATE REIMBURSEMENT    | 6,671              | .00                        |               | 50,000             | 44,323.20                       | 89            | 50,000                      | 5,676.80                       |
| 369 **     | OTHER MISC REVENUES     | 6,671              | .00                        |               | 50,000             | 44,524.23                       | 89            | 50,000                      | 5,475.77                       |
| 360 ***    | OTHER REVENUES          | 6,720              | .00                        |               | 50,500             | 44,753.00                       |               | 50,500                      | 5,747.00                       |
| 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 TOTAL | QUALITYLIFE AGENCY FUND | 54,986             | .00                        |               | 629,538            | 631,982.23                      |               | 629,538                     | 2,444.23-                      |





| FUND 60 QUALITYLIFE AGENCY FUND |         | DEPT/DIV 9500 OTHER USES/ |        | *****CURRENT***** |      | *****YEAR-TO-DATE***** |           | *****EXP |        | *****ENCUMBER |               | *****UNENCUMBER    |        |
|---------------------------------|---------|---------------------------|--------|-------------------|------|------------------------|-----------|----------|--------|---------------|---------------|--------------------|--------|
| BA                              | ELE OBJ | ACCOUNT                   | BUDGET | ACTUAL            | %EXP | BUDGET                 | ACTUAL    | %EXP     | BUDGET | ENCUMBER      | ANNUAL BUDGET | UNENCUMBER BALANCE | % BDDT |
| 60                              | 05      | QLIFE FUND                |        |                   |      |                        |           |          |        |               |               |                    |        |
|                                 |         | OTHER USES                |        |                   |      |                        |           |          |        |               |               |                    |        |
| 81                              | 91      | QLIFE CAPITAL FUND        | 26324  | .00               | 0    | 315844                 | 315844.00 | 100      | 315844 | .00           | 315844        | .00                | 100    |
| 83                              | 10      | ESD E-RATE                | 6671   | .00               | 0    | 50000                  | 44323.20  | 89       | 50000  | .00           | 50000         | 5676.80            | 89     |
| 05                              | **      | OTHER                     | 32995  | .00               | 0    | 365844                 | 360167.20 | 98       | 365844 | .00           | 365844        | 5676.80            | 98     |
| 06                              | **      | CONTINGENCY / UAFB        |        |                   |      |                        |           |          |        |               |               |                    |        |
| 88                              | 00      | CONTINGENCY               | 3750   | .00               | 0    | 45000                  | .00       | 0        | 45000  | .00           | 45000         | 45000.00           | 0      |
| 89                              | 00      | UNAPPROPRIATED ENDING BAL | 0      | .00               | 0    | 0                      | .00       | 0        | 0      | .00           | 0             | .00                | 0      |
| 06                              | **      | CONTINGENCY / UAFB        | 3750   | .00               | 0    | 45000                  | .00       | 0        | 45000  | .00           | 45000         | 45000.00           | 0      |
| 60                              | **      | OTHER USES                | 36745  | .00               | 0    | 410844                 | 360167.20 | 88       | 410844 | .00           | 410844        | 50676.80           | 88     |
| 60                              | **      | QLIFE FUND                | 36745  | .00               | 0    | 410844                 | 360167.20 | 88       | 410844 | .00           | 410844        | 50676.80           | 88     |
| DIV                             | 9500    | TOTAL *****               | 36745  | .00               | 0    | 410844                 | 360167.20 | 88       | 410844 | .00           | 410844        | 50676.80           | 88     |
| DEPT                            | 95      | TOTAL *****               | 36745  | .00               | 0    | 410844                 | 360167.20 | 88       | 410844 | .00           | 410844        | 50676.80           | 88     |
| FUND                            | 600     | TOTAL *****               | 55096  | 23859.27          | 43   | 629538                 | 538675.02 | 86       | 629538 | .00           | 629538        | 90862.98           | 86     |

City of The Dalles

| FUND 601 OLIFE CAPITAL FUND |                               | ***** CURRENT ***** |      | ***** YEAR-TO-DATE ***** |            | ***** ANNUAL ESTIMATE |          | ***** UNREALIZED BALANCE |           |
|-----------------------------|-------------------------------|---------------------|------|--------------------------|------------|-----------------------|----------|--------------------------|-----------|
| ACCOUNT                     | DESCRIPTION                   | ESTIMATED           | %REV | ESTIMATED                | ACTUAL     | %REV                  | ESTIMATE | ESTIMATE                 | BALANCE   |
| 300                         | BEGINNING BALANCE             |                     |      |                          |            |                       |          |                          |           |
| 300 00 00                   |                               | 18,264              | .00  | 219,124                  | 212,639.77 | 97                    | 219,124  |                          | 6,484.23  |
| 300 **                      |                               | 18,264              | .00  | 219,124                  | 212,639.77 | 97                    | 219,124  |                          | 6,484.23  |
| 300 ***                     | BEGINNING BALANCE             | 18,264              | .00  | 219,124                  | 212,639.77 |                       | 219,124  |                          | 6,484.23  |
| 330                         | INTERGOVERNMENTAL REVENUE     |                     |      |                          |            |                       |          |                          |           |
| 331                         | FEDERAL REVENUES              | 0                   | .00  | 0                        | .00        |                       | 0        |                          | .00       |
| 331 **                      | FEDERAL REVENUES              | 0                   | .00  | 0                        | .00        |                       | 0        |                          | .00       |
| 330 ***                     | INTERGOVERNMENTAL REVENUE     | 0                   | .00  | 0                        | .00        |                       | 0        |                          | .00       |
| 340                         | CHARGES FOR SERVICES          |                     |      |                          |            |                       |          |                          |           |
| 344                         | UTILITY SERVICES              | 6,046               | .00  | 42,500                   | 16,570.07  | 39                    | 42,500   |                          | 25,929.93 |
| 344 **                      | UTILITY SERVICES              | 6,046               | .00  | 42,500                   | 16,570.07  | 39                    | 42,500   |                          | 25,929.93 |
| 340 ***                     | CHARGES FOR SERVICES          | 6,046               | .00  | 42,500                   | 16,570.07  |                       | 42,500   |                          | 25,929.93 |
| 360                         | OTHER REVENUES                |                     |      |                          |            |                       |          |                          |           |
| 369                         | OTHER MISC REVENUES           | 0                   | .00  | 0                        | 5,150.00   |                       | 0        |                          | 5,150.00- |
| 00 00                       | OTHER MISC REVENUES           | 4,174               | .00  | 50,000                   | 50,000.00  | 100                   | 50,000   |                          | .00       |
| 10 00                       | ENTERPRISE ZONE PAYMENT       | 4,174               | .00  | 50,000                   | 55,150.00  | 110                   | 50,000   |                          | 5,150.00- |
| 369 **                      | OTHER MISC REVENUES           | 4,174               | .00  | 50,000                   | 55,150.00  | 110                   | 50,000   |                          | 5,150.00- |
| 360 ***                     | OTHER REVENUES                | 4,174               | .00  | 50,000                   | 55,150.00  |                       | 50,000   |                          | 5,150.00- |
| 390                         | OTHER FINANCING SOURCES       |                     |      |                          |            |                       |          |                          |           |
| 391                         | OPERATING TRANSFERS IN        |                     |      |                          |            |                       |          |                          |           |
| 40 00                       | IF PMT FROM OTHER FUNDS       | 0                   | .00  | 0                        | .00        |                       | 0        |                          | .00       |
| 90 01                       | OLIFE OPERATING FUND          | 26,324              | .00  | 315,844                  | 315,844.00 | 100                   | 315,844  |                          | .00       |
| 391 **                      | OPERATING TRANSFERS IN        | 26,324              | .00  | 315,844                  | 315,844.00 | 100                   | 315,844  |                          | .00       |
| 393                         | PROCEEDS- LT LIABILITIES      |                     |      |                          |            |                       |          |                          |           |
| 10 00                       | LOAN/BOND PROCEEDS            | 0                   | .00  | 0                        | .00        |                       | 0        |                          | .00       |
| 393 **                      | PROCEEDS- LT LIABILITIES      | 0                   | .00  | 0                        | .00        |                       | 0        |                          | .00       |
| 390 ***                     | OTHER FINANCING SOURCES       | 26,324              | .00  | 315,844                  | 315,844.00 |                       | 315,844  |                          | .00       |
|                             | FUND TOTAL OLIFE CAPITAL FUND | 54,808              | .00  | 627,468                  | 600,203.84 |                       | 627,468  |                          | 27,264.16 |



| FUND 601 QILIFE CAPITAL FUND |         | DEPT/DIV 9500 OTHER USES/    |  | *****CURRENT***** |        | *****YEAR-TO-DATE***** |           | *****  |        | *****     |               |                   |        |
|------------------------------|---------|------------------------------|--|-------------------|--------|------------------------|-----------|--------|--------|-----------|---------------|-------------------|--------|
| BA                           | ELE OBJ | ACCOUNT                      |  | BUDGET            | ACTUAL | %EXP                   | BUDGET    | ACTUAL | %EXP   | ENCUMBER. | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDGT |
| SUB                          | SUB     | DESCRIPTION                  |  |                   |        |                        |           |        |        |           |               |                   |        |
| 60                           | **      | QILIFE FUND                  |  |                   |        |                        |           |        |        |           |               |                   |        |
| 600                          | 05      | OTHER USES                   |  |                   |        |                        |           |        |        |           |               |                   |        |
|                              | 84      | 15 RSRV FOR SYS IMPROVEMENTS |  | .00               | 0      | 88000                  | .00       | 0      | 88000  | .00       | 88000         | 88000.00          | 0      |
|                              | 05      | ** OTHER                     |  | .00               | 0      | 88000                  | .00       | 0      | 88000  | .00       | 88000         | 88000.00          | 0      |
| 600                          | **      | ** OTHER USES                |  | .00               | 0      | 88000                  | .00       | 0      | 88000  | .00       | 88000         | 88000.00          | 0      |
| 60                           | **      | ** QILIFE FUND               |  | .00               | 0      | 88000                  | .00       | 0      | 88000  | .00       | 88000         | 88000.00          | 0      |
| 66                           |         | EXPENSE-ACCOUNT              |  |                   |        |                        |           |        |        |           |               |                   |        |
| 660                          | 06      | FINANCIAL OPERATIONS         |  |                   |        |                        |           |        |        |           |               |                   |        |
|                              | 88      | 00 CONTINGENCY / UAFB        |  | .00               | 0      | 50209                  | .00       | 0      | 50209  | .00       | 50209         | 50209.00          | 0      |
|                              | 89      | 00 UNAPPROPRIATED ENDING BAL |  | .00               | 0      | 0                      | .00       | 0      | 0      | .00       | 0             | .00               | 0      |
|                              | 06      | ** CONTINGENCY / UAFB        |  | .00               | 0      | 50209                  | .00       | 0      | 50209  | .00       | 50209         | 50209.00          | 0      |
| 660                          | **      | ** FINANCIAL OPERATIONS      |  | .00               | 0      | 50209                  | .00       | 0      | 50209  | .00       | 50209         | 50209.00          | 0      |
| 66                           | **      | ** EXPENSE-ACCOUNT           |  | .00               | 0      | 50209                  | .00       | 0      | 50209  | .00       | 50209         | 50209.00          | 0      |
| DIV                          | 9500    | TOTAL *****                  |  | .00               | 0      | 138209                 | .00       | 0      | 138209 | .00       | 138209        | 138209.00         | 0      |
| DEPT                         | 95      | TOTAL *****                  |  | .00               | 0      | 138209                 | .00       | 0      | 138209 | .00       | 138209        | 138209.00         | 0      |
| FUND                         | 601     | TOTAL *****                  |  | 18393.08          | 34     | 627468                 | 459079.83 | 73     | 627468 | .00       | 627468        | 168388.17         | 73     |

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600

FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 6/21/2013 TO: 6/30/2013

|          |                        |                          |           |
|----------|------------------------|--------------------------|-----------|
| Revenue: | Billed as of           | <b>6/20/2013</b>         |           |
|          |                        | Nonreoccurring           | 2,945.53  |
|          | QLife Monthly Billings | BILLING DONE ON THE 20TH | 45,315.00 |

TOTAL: **48,260.53**

|                    |                    |                         |          |
|--------------------|--------------------|-------------------------|----------|
| CODE               | Expenditures:      |                         |          |
| 600.6000.660.58.10 | Anzac              | Lunch                   | 90.00    |
| 600.6000.660.34.10 | Commstructures     | On Call Tech Consulting | 2,292.50 |
| 600.6000.660.69.70 | City of The Dalles | Row Fees                | 1,359.45 |
| 600.6000.660.44.10 | City of The Dalles | Rent                    | 1,311.00 |
| 600.6000.660.31.10 | City of The Dalles | Services                | 5,095.34 |
| 600.6000.660.34.30 | Aristo             | DFW                     | 220.11   |
| 600.6000.660.34.30 | Aristo             | General Oversight       | 5,145.87 |
| 600.6000.660.34.30 | Aristo             | Retainer March - June   | 8,000.00 |
| 600.6000.660.32.20 | Mobley             | Legal Services          | 435.00   |
| 600.6000.660.53.40 | TD Chronicle       | budget notice           | 87.00    |

TOTAL: **24,036.27**

FUND: CAPITAL 601

FISCAL YEAR: 2012-13

PERIOD DETAIL FROM: 6/21/2013 TO: 6/30/2013

Revenue:

|                    |                     |                          |           |
|--------------------|---------------------|--------------------------|-----------|
| CODE               | Expenditures:       |                          |           |
|                    | Columbia State Bank | Commercial Loan/Interest | 11,494.11 |
| 601.6000.660.76.20 | Aristo              | Quantum                  | 2,981.84  |
| 601.6000.660.76.20 | Aristo              | LaClinica                | 212.52    |
| 601.6000.660.74.20 | Aristo              | Wi Fi                    | 198.72    |
| 601.6000.660.74.20 | Aristo              | Bisector Redundancy      | 15,000.00 |

TOTAL: **29,887.19**

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 7/1/2013 TO: 7/16/2013

Revenue: Billed as of  
 QLife Monthly Billings BILLING DONE ON THE 20TH

|                    |                               |                 |          |
|--------------------|-------------------------------|-----------------|----------|
| TOTAL:             |                               |                 | -        |
| CODE               | Expenditures:                 |                 |          |
| 600.6000.660.53.30 | Gorge.net                     | phone           | 33.98    |
| 600.6000.660.58.70 | North American Numbering Plan |                 | 25.00    |
| 600.6000.660.54.00 | Oregon Connections Conference | Sponsorship     | 500.00   |
| 600.6000.660.41.40 | NWCPUD                        | Electric        | 35.52    |
| 600.6000.660.31.15 | AFO                           | OSP Maintenance | 1,190.00 |

TOTAL: 1,784.50

FUND: CAPITAL 601  
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 7/1/2013 TO: 7/16/2013

Revenue:

|        |                     |                          |           |
|--------|---------------------|--------------------------|-----------|
| TOTAL: |                     |                          |           |
| CODE   | Expenditures:       |                          |           |
|        | Columbia State Bank | Commercial Loan/Interest | 11,494.11 |

TOTAL: 26,274.11

# City of The Dalles Fraud Policy

## Exhibit A to Resolution No. 13-023

### **Section 1. Purpose**

The City of The Dalles (City) is committed to the highest standards of moral and ethical behavior by employees, including management, elected officials, and volunteers, to strengthen the public's trust in the integrity of our municipal government. This policy establishes responsibilities and procedures for reporting, investigating and resolving suspected acts of fraud, theft, waste, abuse and ethical misconduct. It will provide a structure that will encourage the reporting of any suspicions of violations of this policy and will insure that employees are able to discuss their concerns in a secure and confidential environment.

### **Section 2. Scope**

This policy is applicable to all City employees, elected officials, and volunteers who have a relationship with the City.

### **Section 3. Definitions of Fraud**

A. **Fraud**: An intentional illegal use of City assets by any act including, but not limited to, theft, embezzlement or misrepresentation. Fraud is designed to obtain a benefit or advantage or cause some benefit that is due to be denied. Examples include, but are not limited to:

- Forgery or alteration of a check, document, or account belonging to the City;
- Misappropriation<sup>1</sup> of City funds, securities, supplies, or property;
- Unauthorized personal use of City equipment and supplies;
- Personal use of City credit cards or procurement cards (PCard);
- Profiteering as a result of insider knowledge;
- Theft of cash, checks, property, credit cards, or procurement cards;
- Falsifying records such as timecards, expense reports or official documents;
- Willful destruction of City property;
- Employee with access to confidential information who sells this information for personal gain;
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City or City job applicants.

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<sup>1</sup> Misappropriation: To illegally use public funds or assets, which have been set aside for a specific purpose, for personal gain.

B. **Waste**: The expenditure or allocation of resources significantly in excess of need. Examples include, but are not limited to:

- Unauthorized use or misuse of City facilities, equipment or vehicles;
- Falsifying time worked or leave taken on a timesheet;
- Retaining ineligible dependents on health care coverage;
- Unnecessary incurring of costs as a result of inefficient or negligent practices, systems or controls.

C. **Abuse of Position**: Use of employment or official position with the City to obtain personal gain or benefit from the City to which one is not entitled. Examples of *abuse of position* include, but are not limited to:

- Obtaining a benefit or service from the City which one does not qualify;
- Providing a benefit or service to someone for which they do not qualify;
- Unauthorized reductions in fees and fines;
- Suspending or terminating enforcement action based on a personal relationship;
- Bid-fixing.

D. **Ethical Misconduct**: Individuals, who conduct their official duties in a manner which is not impartial, use their position for personal gain, or fail to properly disclose an actual or potential conflict of interest. Examples include, but are not limited to:

- Authorizing contracts in violation of municipal purchasing laws;
- Failure to disclose an actual or potential conflict of interest;
- Accepting gifts prohibited by Oregon ethics laws.

E. **Job Application Fraud**: Individuals, who knowingly provide false information on job applications.

#### **Section 4. Policy**

Through all levels of management, the City is responsible for the prevention and detection of fraud, misappropriation of City funds, or any other conduct which is deemed inappropriate pursuant to this or other City policies. It is the City's intent to fully investigate any suspected acts of fraud, theft, abuse, waste or unethical behavior, in an impartial manner regardless of the suspected wrong-doer's length of service, position, title or relationship to the City.

Any violation of this policy that is detected or suspected by City employees, elected officials, volunteers, or others who have a business relationship with the City, must be reported immediately to the City Manager or the Anti-Fraud Committee outlined in the Responsibilities and Procedures



section of this policy. The Anti-Fraud Committee will determine who will investigate the suspected fraudulent activity in accordance with this policy.

Any employee found to have violated this policy will be subject to disciplinary action up to and including dismissal and/or prosecution by the appropriate authorities. Elected officials, volunteers and others having a business relationship with the City may be subject to sanctions or prosecution by the appropriate authorities.

The City intends to pursue every reasonable legal remedy when a violation has occurred and to obtain recovery of any losses from the offender, including when appropriate, notifications of bonding company, court ordered restitution, or other available remedies.

#### **Section 5. Anti-Fraud Committee**

The City's Anti-Fraud Committee will be comprised of the City Manager, a Council Member, the City Clerk, and the City Attorney. The Committee will appoint the investigator and oversee and coordinate all actions taken during the course of the investigation. The investigator will have unlimited and unrestricted access to all relevant City files at all times in order to facilitate investigative work as permitted by City policy and state and federal law. All investigations conducted by the Committee are considered part of the audit process and the working papers will be kept confidential in accordance with state statutes and administrative rules regarding public records laws.

Great care must be taken in the investigation of suspected fraudulent activity to avoid mistaken accusations or alerting suspected individuals that an investigation is under way, or making any statement which could provide a basis for a suit for false accusation or other offenses.

In cases where the suspected fraudulent activity involves the offices of any of the members of the Anti-Fraud Committee, the position(s) involved will be replaced on the Committee by another Department Manager or Council Member who is not involved in the suspected fraudulent activity. The reformed Committee will then determine the investigation process and assign an investigator.

The Committee members who have been replaced on the Anti-Fraud Committee due to their offices being investigated may or may not be apprised of the investigation and updated on progress as is deemed appropriate by the Anti-Fraud Committee.

The Anti-Fraud Committee does not pronounce or implement disciplinary action as a result of their investigations (see Section 7. Disciplinary Action).

#### **Section 6. Responsibilities and Procedures**

**Management and Employees:** Managers, supervisors, and administrators at all levels are responsible for maintaining a system of internal controls which prevent, deter, or detect fraud, theft, waste, abuse, and/or unethical or dishonest behavior. Managers, supervisors, and administrators are also expected and required to recognize risks and potential exposures that may be inherent within their areas of responsibility, to be alert to any indication of irregularity or potential violation of this policy, and to know and follow the requirements set forth in this policy.

Each employee is required to report any suspected or detected violation of this policy, fraud, theft, waste, abuse or other unethical or dishonest conduct. An employee may choose to report immediately the suspicion and/or detection to their department manager, who in turn must immediately report the information to the City Manager or the Anti-Fraud Committee. If the employee is not comfortable reporting directly to their department manager, the employee may immediately report their suspicion directly to the City Manager or any member of the Anti-Fraud Committee. Suspected fraudulent activity<sup>2</sup> and/or violations of this policy involving the City Manager's Office must be reported to the Anti-Fraud Committee immediately.

The employee reporting suspected violations of this policy and/or fraudulent activity may choose to identify themselves or to remain anonymous. The identity of an employee or complainant who reports suspected fraudulent activity will be protected to the fullest extent possible, but the City cannot guarantee confidentiality. It is the City's intent to protect an employee who discloses information of suspected fraudulent activity from retaliatory actions by other individuals in accordance with Oregon Statutes, Section 659A.200-203 (Whistleblower's Act), which prohibits adverse personnel actions against an employee for disclosing this information. Retaliation against an employee or other person who reports a detected or suspected violation of this policy is strictly prohibited. Any employee who retaliates against a person for reporting a detected or suspected violation of this policy will be subject to discipline up to and including termination of employment.

In all cases, the reporting employee must provide enough detail about the activity to aid in the investigation. All employees, which include management employees, will cooperate with the Anti-Fraud Committee and investigators and will not by any means personally investigate the suspected fraud, or contact the suspected individual in an effort to determine facts or demand restitution.

All employees shall cooperate with the investigative processes of the Committee and law enforcement agencies including prosecution of offenders. All participants in a fraud investigation will keep details and results of the investigation confidential. All inquiries from suspected individuals and their legal representatives must be directed to the City Manager, his/her designee, or the City Clerk. Proper response to such an inquiry is, "I am not at liberty to discuss this matter."

Great care must be taken in the investigation of suspected fraudulent activity to avoid mistaken accusations or alerting suspected individuals that an investigation is under way, or making any statement which could provide a basis for a suit for false accusation or other offenses.

The Committee will evaluate the extent of any potential criminal activity. If any potential prosecutable criminal activity exists, the Police Department or other appropriate law enforcement agency will be notified and will conduct the investigation. The Committee will assist with the investigation if law enforcement requests such assistance. In every case, the City will cooperate fully with the investigating and prosecuting authorities. If no potentially prosecutable criminal activity exists, the Anti-Fraud Committee will appoint an appropriate person to conduct the investigation with the assistance of other appropriate City officials.

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<sup>2</sup> Fraudulent activity for the purpose of this policy encompasses fraud, theft, waste, and abuse, unethical and all other dishonest conduct.

If fraudulent activity is detected or reasonably suspected of the City Manager or City Attorney, the City Clerk will apprise the Mayor and Council of the investigation and update them on progress as is deemed appropriate.

The City Manager, his/her designee, or the City Clerk, as appropriate, may notify the Mayor and Council of a reported allegation of fraudulent activity upon the start of the investigation to the extent practical. The Mayor and Council will be apprised of the progress of the investigation as deemed appropriate by the Anti-Fraud Committee. At the conclusion of the investigation, a confidential report will be issued and distributed to the Mayor, City Council, City Manager, and City Attorney. After their review, a copy of the report will be provided to the appropriate department head and the Finance Director, unless either of those positions were the subject of the investigation.

**Section 7. Disciplinary Action**

If a suspected or detected violation of this policy is substantiated by an investigation, the City Manager will take the appropriate action in conformance with City and departmental personnel policies and procedures, and union contracts if applicable. If the investigation involved the City Manager, City Attorney or Municipal Judge, then the City Council will take the appropriate action in conformance with City and departmental personnel policies and procedures. Violations of the City's Fraud Policy will result in disciplinary actions up to and including immediate dismissal. Examples of violations of this policy, which can lead to disciplinary action up to and including dismissal, include but are not limited to an employee who:

- Commits an act of fraud, theft, abuse, waste or other unethical behavior as defined by this policy;
- Suspects, discovers or has knowledge of fraudulent activity that violates or potentially violates this policy and fails to report the information as required by this policy; or
- Intentionally reports false or misleading information of fraudulent activity; or
- Retaliates against or penalizes any individual for reporting or cooperating in the investigation or prosecution of fraudulent activity.

**Section 8. Distribution**

All City employees, volunteers and elected officials will be given a copy of this policy. All newly hired employees and appointed volunteers will be provided a copy as part of orientation and required to provide a written acknowledgement upon receipt of the policy which be retained by the City Clerk/General Services Department.

**Section 9. Administration**

The City Manager is responsible for the administration, revision, interpretation and application of this policy. The policy will be reviewed and revised as needed.

**ACKNOWLEDGEMENT OF RECEIPT OF CITY OF THE DALLES FRAUD POLICY**

I hereby acknowledge the receipt of a copy of the **City of The Dalles Fraud Policy**. I agree to read and familiarize myself with the contents and I understand I will be responsible for adhering to this Policy. I agree to abide by the City's rules and procedures as outlined in this Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to the City  
(Employee/Volunteer/Elected)

**QUALITYLIFE INTERGOVERNMENTAL AGENCY**

**RESOLUTION NO. 13-004**

**A RESOLUTION ADOPTING THE USE OF THE CITY OF THE DALLES  
FRAUD POLICY AS SET FORTH BY CITY RESOLUTION NO. 13-023,  
INCLUDING ANY FUTURE AMENDMENTS TO THOSE POLICIES  
ADOPTED BY THE CITY COUNCIL.**

**WHEREAS**, the QualityLife (QLife) Intergovernmental Agency is committed to the highest standards of moral and ethical behavior; and

**WHEREAS**, consistency and efficiency is desired in the management and operations of both the City of The Dalles and the QLife Agency; and

**WHEREAS**, this consistency and efficiency can be obtained by using the same Fraud Policy for the QLife Agency as is used for the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE QUALITYLIFE INTERGOVERNMENTAL AGENCY AS FOLLOWS:**

Section 1. The Board of Directors hereby adopts the Fraud Policy as set forth by the City's Resolution No. 13-023.

Section 2. Changes to the City's Resolution No. 13-023 will automatically be approved by the QLife Agency, unless the Agency is specifically excluded by an amendment to those policies adopted by the City Council.

Section 3. This Resolution shall be effective upon adoption by the Board.

**PASSED AND ADOPTED THIS 25th DAY OF JULY, 2013.**

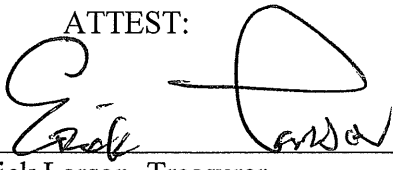
Voting Yes: Hegge, Wood, Drick  
Voting No: —  
Absent: Ahier, Larson  
Abstaining: —

**AND APPROVED BY THE CHAIR THIS 25th DAY OF JULY, 2013.**

SIGNED:

  
\_\_\_\_\_  
Scott Hegge, Chair

ATTEST:

  
\_\_\_\_\_  
Erick Larson, Treasurer

**RESOLUTION NO. 13-023**

**A RESOLUTION ADOPTING A FRAUD POLICY  
FOR THE CITY OF THE DALLES**

**WHEREAS**, the City of The Dalles is committed to the highest standards of moral and ethical behavior; and

**WHEREAS**, the City wishes to establish responsibilities and procedures for reporting, investigating and resolving suspected acts of fraud, theft, waste, abuse and ethical misconduct;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

Section 1. The City Council hereby adopts the Fraud Policy shown as Exhibit A to this Resolution. This policy supersedes any prior policies adopted by the City Council which concern the same subject matter addressed by the Fraud Policy set forth in Exhibit A.

Section 2. The City Council hereby approves the creation of an Anti-Fraud Committee composed of the City Manager, City Attorney, City Clerk, and a Council Member. If the offices of any of these Committee members are suspected of fraudulent activity, that position will be replaced by an uninvolved Department Manager or Council Member until the issue is resolved.

Section 2. The City Council hereby authorizes the City Manager to develop, approve and change Administrative Policies as needed that reflect procedures and directives that support or clarify the Fraud Policy as approved by the City Council.

Section 3. This Resolution shall be effective upon adoption.

**PASSED AND ADOPTED THIS 8th DAY OF JULY, 2013**

Voting Yes, Councilors: Wood, McGlothlin, Dick, Miller, Spatz

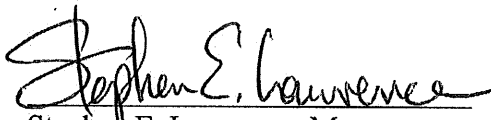
Voting No, Councilors: None

Absent, Councilors: None


Abstaining, Councilors: None

**AND APPROVED BY THE MAYOR THIS 8th DAY OF JULY, 2013**

SIGNED:

  
Stephen E. Lawrence, Mayor

ATTEST:

  
Julie Krueger, MMC, City Clerk

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
7/17/2013

Issues of concern for the month of July:

1. No new outages for month of July
2. Working on plan for restoring core redundancy system wide



289 Spg Pt.