

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

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

**Thursday, September 19, 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 July 25, 2013 QLife Regular Board Meeting Minutes
5. Financial Reports
  - a. July/August Financial Reports
  - b. List of Disbursements since Last Meeting
6. Action Items
  - a. Lease of Storage space from the City of The Dalles
7. Reports
  - a. Update of 5 year Capital Improvement Plan
  - b. Aristo Operational Management Report – John Amery
8. Next Meeting Dates:
  - a. Regular Board Meeting October 24, 2013 Noon
9. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLIFE AGENCY BOARD MEETING

July 25, 2013 Noon  
City Hall Conference Room

**PRESIDING:** President Scott Hege

**MEMBERS PRESENT:** Carolyn Wood, Bill Dick

**MEMBERS ABSENT:** Brian Ahier, Erick Larson

**STAFF PRESENT:** Administrator Nolan Young, City Clerk Julie Krueger,  
Aristo Networks Representative John Amery, Legal  
Counsel Keith Mobley

#### CALL TO ORDER

The meeting was called to order by President Hege at 12:17 p.m.

#### ROLL CALL

Roll call was conducted by City Clerk Krueger. Members Ahier and Larson were absent.

#### APPROVAL OF AGENDA

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

#### APPROVAL OF MINUTES

It was moved by Dick and seconded by Wood to approve the June 27, 2013 meeting minutes as presented. The motion carried unanimously, Ahier and Larson absent.

#### FINANCIAL REPORT

Young reviewed the financial report. He noted an additional customer had been added and some service orders had been processed, bringing the monthly revenue to approximately \$4,900 per month, an 8.9% increase in revenues.

Young said with his purchasing authority, he was authorizing the purchase of three spools of fiber, at a cost of \$14,780.

Young handed out a photograph showing the materials stored at the City's Public Works Department. He said the inventory had grown to use a full bay and he proposed to execute a lease with the City for use of the storage area. Young said some shelving may also be purchased to provide better organization of the inventory.

It was the consensus of the Board to direct staff to prepare a lease for the QLife equipment storage, for consideration at the next meeting.

Hege asked why it appeared the revenue projections had not been achieved in the capital projects. Young said it was an estimate based on the amount of projects anticipated to be completed. He said not all of the projects had been completed.

### **ACTION ITEMS**

Resolution No. 13-004 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

Young said the auditors had recommended adoption of this policy and that the City and Urban Renewal Agency had both adopted it. He recommended it also be adopted by the QLife Agency Board.

It was moved by Hege and seconded by Wood to adopt Resolution No. 13-004 adopting the City's Fraud Policy. The motion carried unanimously, Ahier and Larson absent.

### **REPORTS**

Aristo Operational Management Report

Amery reported there had been one customer issue with occasional drops of service. He said he was able to identify the problem and was working to resolve it.

Hege asked when the tagging project, included in the current budget, would be completed. Young said he would work with the engineer to set a time frame for the project.

Strategic Plan Implementation Update

Mobley said he was working with Ken Polehn to gather orchard data and would be meeting with a representative of Mid-Columbia Economic Development District next week to develop a priority list for the Action Plan.

### **ADJOURNMENT**

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

Submitted by/

Julie Krueger, MMC

City Clerk

Attest:

\_\_\_\_\_  
Erick Larson, Secretary

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – July 2013

**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.

8% 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, 2013 to July 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 97,223	\$ 93,286	96.0%	* see below
Revenues	\$ 624,979	\$ 45,884	7.3%	
Expenditures	\$ 400,269	\$ 1,834	0.5%	
Transfers to Capital/Debt Fund	\$ 321,933	\$ 29,267	9.1%	
Cash at Month End	\$ 55,848.79			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2013 to July 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 123,736	\$ 141,124	114.0%	* see below
Transfers In	\$ 321,933	\$ 29,267	9.1%	
Revenues	\$ 32,500	\$ 0	0.0%	
M&S / Capital Outlay / Other	\$ 249,377	\$ 0	.3%	
Debt Expenditures	\$ 228,792	\$ 22,988	10.0%	
Cash at Month End	\$ 147,422.43			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used here are estimated and have **NOT** been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Lines, Maint & Supplies line item budget is \$4,000. We have ordered three new spools of fiber for service lines costing \$14,780. This exceeds the budget by \$10,780. We did not anticipate this need when the budget was prepared, but we are OK because we have over \$17,000 in addition Beginning Fund Balance and contingency of \$52,877.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND	ACCOUNT	QUALITYLIFE AGENCY FUND	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	00 00		BEGINNING BALANCE	8,101	93,286.21	1152	8,101	93,286.21	1152	97,223	3,936.79
300	**			8,101	93,286.21	1152	8,101	93,286.21	1152	97,223	3,936.79
300	***		BEGINNING BALANCE	8,101	93,286.21		8,101	93,286.21		97,223	3,936.79
340	10 00		CHARGES FOR SERVICES	47,685	45,865.00	96	47,685	45,865.00	96	572,229	526,364.00
344	15 00		UTILITY SERVICES	0	.00		0	.00		0	.00
340	20 00		UTILITY SERVICE CHARGES	187	.00		187	.00		2,250	2,250.00
340	20 00		CONNECT CHARGES								
344	**		UTILITY SERVICES	47,872	45,865.00	96	47,872	45,865.00	96	574,479	528,614.00
340	***		CHARGES FOR SERVICES	47,872	45,865.00		47,872	45,865.00		574,479	528,614.00
360	00 00		OTHER REVENUES	25	19.47	78	25	19.47	78	300	280.53
361	**		INTEREST REVENUES	25	19.47	78	25	19.47	78	300	280.53
369	00 00		OTHER MISC REVENUES	16	.00		16	.00		200	200.00
369	20 00		OTHER MISC REVENUES	4,166	.00		4,166	.00		50,000	50,000.00
369	**		E-RATE REIMBURSEMENT	4,182	.00		4,182	.00		50,200	50,200.00
360	***		OTHER REVENUES	4,207	19.47		4,207	19.47		50,500	50,480.53
390	00 00		OTHER FINANCING SOURCES	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	60,180	139,170.68		60,180	139,170.68		722,202	583,031.32

DETAIL BUDGET REPORT BY CATEGORY  
 8% OF YEAR LAPSED

FUND	OBJ	SUB	AGENCY	FUND	DEPT/DIV	6000	OLIFE/	CURRENT	ACTUAL	%EXP	BUDGET	YEAR-TO-DATE	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMBR. BALANCE	% BDT
660	02	10	ADMINISTRATIVE	660	02	10	ADMINISTRATIVE	1666	583	204	1666	1190.00	204	0	20000	20000.00	0
	02	10	ADMINISTRATIVE		02	10	ADMINISTRATIVE	1666	583	0	1666	1190.00	0	0	7000	20000.00	0
	02	15	COUNTY		02	15	COUNTY	583	4833	0	4833	0	0	0	58000	5810.00	17
	02	20	OUTSIDE PLANT MAINTENANCE		02	20	OUTSIDE PLANT MAINTENANCE	4833	416	0	416	0	0	0	5000	5000.00	0
	02	30	OTHER SERVICES		02	30	OTHER SERVICES	416	431	0	431	0	0	0	5180	5180.00	0
	02	32	AUDIT		02	32	AUDIT	431	700	0	700	0	0	0	8400	8400.00	0
	02	34	LEGAL SERVICES		02	34	LEGAL SERVICES	700	1983	0	1983	0	0	0	23800	23800.00	0
	02	30	ENGINEERING SERVICES		02	30	ENGINEERING SERVICES	1983	5916	0	5916	0	0	0	71000	71000.00	0
	02	30	NETWORK SYSTEM MANAGEMENT		02	30	NETWORK SYSTEM MANAGEMENT	5916	0	0	0	0	0	0	0	0	0
	02	41	SPECIAL STUDIES & REPORTS		02	41	SPECIAL STUDIES & REPORTS	0	50	71	50	35.52	71	0	600	564.48	6
	02	40	ELECTRICITY		02	40	ELECTRICITY	50	41	0	41	0	0	0	500	500.00	0
	02	43	BUILDINGS AND GROUNDS		02	43	BUILDINGS AND GROUNDS	41	383	0	383	0	0	0	4600	4600.00	0
	02	25	NETWORK EQUIPMENT		02	25	NETWORK EQUIPMENT	383	83	0	83	0	0	0	1000	1000.00	0
	02	87	UTILITIES LOCATES		02	87	UTILITIES LOCATES	83	437	0	437	0	0	0	5244	5244.00	0
	02	10	OFFICE SPACE RENTAL		02	10	OFFICE SPACE RENTAL	437	487	0	487	0	0	0	5855	5855.00	0
	02	10	LIABILITY		02	10	LIABILITY	487	0	0	0	0	0	0	0	0	0
	02	30	PROPERTY		02	30	PROPERTY	0	16	0	16	0	0	0	200	200.00	0
	02	30	POSTAGE		02	30	POSTAGE	16	35	97	35	33.98	97	0	420	386.02	8
	02	40	TELEPHONE		02	40	TELEPHONE	35	33	0	33	0	0	0	400	400.00	0
	02	40	LEGAL NOTICES		02	40	LEGAL NOTICES	33	108	0	108	0	0	0	1300	800.00	39
	02	00	ADVERTISING		02	00	ADVERTISING	108	500.00	463	500.00	0	0	0	400	400.00	0
	02	54	PERMIT		02	54	PERMIT	500.00	0	0	0	0	0	0	2000	2000.00	0
	02	57	TRAVEL, FOOD & LODGING		02	57	TRAVEL, FOOD & LODGING	0	166	0	166	0	0	0	700	700.00	0
	02	58	TRAINING AND CONFERENCES		02	58	TRAINING AND CONFERENCES	166	58	0	58	0	0	0	200	175.00	13
	02	70	MEMBERSHIPS/DUES/SUBSCRIP		02	70	MEMBERSHIPS/DUES/SUBSCRIP	58	16	156	16	25.00	156	0	100	100.00	0
	02	10	OFFICE SUPPLIES		02	10	OFFICE SUPPLIES	16	8	0	8	0	0	0	2000	2000.00	0
	02	60	OLIFE SCHOLARSHIPS		02	60	OLIFE SCHOLARSHIPS	8	166	0	166	0	0	0	2000	2000.00	0
	02	63	ROBOTICS GRANTS		02	63	ROBOTICS GRANTS	166	41	122	41	50.00	122	0	500	450.00	10
	02	69	MISCELLANEOUS EXPENSES		02	69	MISCELLANEOUS EXPENSES	41	791	0	791	0	0	0	9500	9500.00	0
	02	60	POLE CONNECTION FEES		02	60	POLE CONNECTION FEES	791	1430	0	1430	0	0	0	17166	17166.00	0
	02	70	RIGHT OF WAY FEES		02	70	RIGHT OF WAY FEES	1430	0	0	0	0	0	0	0	0	0
	02	80	ASSETS <\$5000		02	80	ASSETS <\$5000	0	0	0	0	0	0	0	0	0	0
	02	**	MATERIALS & SERVICES		02	**	MATERIALS & SERVICES	21076	1834.50	9	21076	1834.50	9	0	253065	251230.50	1
	03	**	CAPITAL OUTLAY		03	**	CAPITAL OUTLAY	1666	0	0	1666	0	0	0	20000	20000.00	0
	03	20	TELECOMMUNICATIONS EQUIP		03	20	TELECOMMUNICATIONS EQUIP	1666	0	0	1666	0	0	0	20000	20000.00	0
	03	**	CAPITAL OUTLAY		03	**	CAPITAL OUTLAY	1666	0	0	1666	0	0	0	20000	20000.00	0
	660	**	FINANCIAL OPERATIONS		660	**	FINANCIAL OPERATIONS	22742	1834.50	8	22742	1834.50	8	0	273065	271230.50	1
	66	**	EXPENSE-ACCOUNT		66	**	EXPENSE-ACCOUNT	22742	1834.50	8	22742	1834.50	8	0	273065	271230.50	1
	DIV	6000	TOTAL		DIV	6000	TOTAL	22742	1834.50	8	22742	1834.50	8	0	273065	271230.50	1
	DEPT	60	TOTAL		DEPT	60	TOTAL	22742	1834.50	8	22742	1834.50	8	0	273065	271230.50	1

DETAIL BUDGET REPORT BY CATEGORY  
 8% OF YEAR LAPSED

FUND 600 QUALITYLIFE AGENCY FUND  
 BA ELE OBJ ACCOUNT  
 SUB SUB DESCRIPTION

		DEPT/DIV 9500	OTHER	USES/	YEAR-TO-DATE	ENCUMBR.	ANNUAL	UNENCUMB.	%
		ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60	OLIFE FUND								
600	OTHER USES	26827	109	26827	29266.64	109	321933	292666.36	9
05	OTHER	4166	0	4166	.00	0	50000	50000.00	0
81	91 OLIFE CAPITAL FUND	30993	94	30993	29266.64	94	371933	342666.36	8
83	10 ESD E-RATE								
05	** OTHER								
06	CONTINGENCY / UAFB	2270	0	2270	.00	0	27247	27247.00	0
88	00 CONTINGENCY	4163	0	4163	.00	0	49957	49957.00	0
89	00 UNAPPROPRIATED ENDING BAL	6433	0	6433	.00	0	77204	77204.00	0
06	** CONTINGENCY / UAFB								
600	** OTHER USES	37426	78	37426	29266.64	78	449137	419870.36	7
60	** ** OLIFE FUND	37426	78	37426	29266.64	78	449137	419870.36	7
DIV	9500 TOTAL *****	37426	78	37426	29266.64	78	449137	419870.36	7
DEPT	95 TOTAL *****	37426	78	37426	29266.64	78	449137	419870.36	7
FUND	600 TOTAL *****	60168	52	60168	31101.14	52	722202	691100.86	4
	QUALITYLIFE AGENCY FUND								



City of The Dalles

ACCOUNT	FUND 601 QILIFE CAPITAL FUND ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE	10,311	141,124.01	1369	10,311	141,124.01	1369	123,736	17,388.01-
300	**	10,311	141,124.01	1369	10,311	141,124.01	1369	123,736	17,388.01-
300	*** BEGINNING BALANCE	10,311	141,124.01		10,311	141,124.01		123,736	17,388.01-
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	2,708	.00		2,708	.00		32,500	32,500.00
344	** UTILITY SERVICES	2,708	.00		2,708	.00		32,500	32,500.00
340	*** CHARGES FOR SERVICES	2,708	.00		2,708	.00		32,500	32,500.00
360	OTHER REVENUES								
369	OTHER MISC REVENUES	0	.00		0	.00		0	.00
369	** OTHER MISC REVENUES	0	.00		0	.00		0	.00
360	*** OTHER REVENUES	0	.00		0	.00		0	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	26,827	29,266.64	109	26,827	29,266.64	109	321,933	292,666.36
391	** OPERATING TRANSFERS IN	26,827	29,266.64	109	26,827	29,266.64	109	321,933	292,666.36
393	PROCEEDS - LT LIABILITIES	0	.00		0	.00		0	.00
393	** PROCEEDS - LT LIABILITIES	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	26,827	29,266.64		26,827	29,266.64		321,933	292,666.36
FUND TOTAL	QILIFE CAPITAL FUND	39,846	170,390.65		39,846	170,390.65		478,169	307,778.35

FUND 601 OLIFE CAPITAL FUND		DEPT/DIV 6000 OLIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.		ANNUAL BUDGET		UNENCUMB. BALANCE		BDGT %	
BA ELEM OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			BUDGET				BDGT	%
SUB	DESCRIPTION														
66	EXPENSE-ACCOUNT														
660	FINANCIAL OPERATIONS														
02	MATERIALS & SERVICES	916	.00	0	916	.00	0	.00	.00	11000	11000.00	0			
34	ENGINEERING SERVICES	333	.00	0	333	.00	0	.00	.00	4000	4000.00	0			
70	CUSTOMER CONNECT COSTS	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
90	OTHER SERVICES	333	.00	0	333	.00	0	.00	.00	4000	10780.00	370			
43	OTHER SUPPLIES	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
57	PERMIT	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
02	MATERIALS & SERVICES	1582	.00	0	1582	.00	0	.00	.00	19000	4220.00	78			
03	CAPITAL OUTLAY														
72	BUILDINGS	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
74	TELECOMMUNICATIONS EQUIP	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
76	PRIMARY	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
20	SECONDARY	2708	.00	0	2708	.00	0	.00	.00	32500	32500.00	0			
30	POLE MAKE READY COSTS	416	.00	0	416	.00	0	.00	.00	5000	5000.00	0			
03	CAPITAL OUTLAY	3124	.00	0	3124	.00	0	.00	.00	37500	37500.00	0			
04	DEBT SERVICE														
79	LOAN PRINCIPAL PAYMENTS	17968	17951.50	100	17968	17951.50	100	.00	.00	215622	197670.50	8			
51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
60	LOAN INTEREST PAYMENTS	1097	5036.72	459	1097	5036.72	459	.00	.00	13170	8133.28	38			
90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	.00	0	0.00	0			
04	DEBT SERVICE	19065	22988.22	121	19065	22988.22	121	.00	.00	228792	205803.78	10			
660	FINANCIAL OPERATIONS	23771	22988.22	97	23771	22988.22	97	14780.00	14780.00	285292	247523.78	13			
66	EXPENSE-ACCOUNT	23771	22988.22	97	23771	22988.22	97	14780.00	14780.00	285292	247523.78	13			
DIV	TOTAL	23771	22988.22	97	23771	22988.22	97	14780.00	14780.00	285292	247523.78	13			
DIV	TOTAL	23771	22988.22	97	23771	22988.22	97	14780.00	14780.00	285292	247523.78	13			
DEPT	TOTAL	23771	22988.22	97	23771	22988.22	97	14780.00	14780.00	285292	247523.78	13			

FUND 601 OLIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		YEAR-TO-DATE		ENCUMBR.		ANNUAL BUDGET		UNENCUMBR. BALANCE		BDGT %
BA ELB OBJ SUB	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE		
60	OLIFE FUND											
	OTHER USES											
05	OTHER	11666		0	11666		0	.00	140000	140000.00	0	
84 15	RSRV FOR SYS IMPROVEMENTS	11666		0	11666		0	.00	140000	140000.00	0	
05	OTHER	11666	.00	0	11666	.00	0	.00	140000	140000.00	0	
600	OTHER USES	11666		0	11666		0	.00	140000	140000.00	0	
60	OLIFE FUND	11666		0	11666		0	.00	140000	140000.00	0	
66	EXPENSE-ACCOUNT											
660	FINANCIAL OPERATIONS											
06	CONTINGENCY / UAFB	4406		0	4406		0	.00	52877	52877.00	0	
88 00	CONTINGENCY	0	.00	0	0	.00	0	.00	0	.00	0	
89 00	UNAPPROPRIATED ENDING BAL	4406	.00	0	4406	.00	0	.00	52877	52877.00	0	
06	CONTINGENCY / UAFB	4406	.00	0	4406	.00	0	.00	52877	52877.00	0	
660	FINANCIAL OPERATIONS	4406		0	4406		0	.00	52877	52877.00	0	
66	EXPENSE-ACCOUNT	4406		0	4406		0	.00	52877	52877.00	0	
DIV 9500	TOTAL	16072		0	16072		0	.00	192877	192877.00	0	
DEPT 95	TOTAL	16072		0	16072		0	.00	192877	192877.00	0	
	OTHER USES	16072	.00	0	16072	.00	0	.00	192877	192877.00	0	
FUND 601	TOTAL	39843		58	39843		58	14780.00	478169	440400.78	8	
	OLIFE CAPITAL FUND	39843	22988.22	58	39843	22988.22	58	14780.00	478169	440400.78	8	

TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **August 2013**

**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.

17% 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, 2013 to August 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 97,223	\$ 93,286	96.0%	* see below
Revenues	\$ 624,979	\$ 91,769	14.7%	
Expenditures	\$ 400,269	\$ 7,189	1.8%	
Transfers to Capital/Debt Fund	\$ 321,933	\$ 58,533	18.2%	
Cash at Month End	\$ 70,182.34			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here are estimated and have NOT been audited.*
- 2) Revenues:
- 3) Expenditures:
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

**CAPITAL (601):**

**BUDGET COMPARISONS**

	<u>July 1, 2013 to August 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 123,736	\$ 141,124	114.0%	* see below
Transfers In	\$ 321,933	\$ 58,533	18.2%	
Revenues	\$ 32,500	\$ 0	0.0%	
M&S / Capital Outlay / Other	\$ 249,377	\$ 3,473	1.4%	
Debt Expenditures	\$ 228,792	\$ 34,482	15.1%	
Cash at Month End	\$ 161,721.88			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here are estimated and have **NOT** been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Lines, Maint & Supplies line item budget is \$4,000. We have ordered three new spools of fiber for service lines costing \$14,780. This exceeds the budget by \$10,780. We did not anticipate this need when the budget was prepared, but we are OK because we have over \$17,000 in addition Beginning Fund Balance and contingency of \$52,877.
  - b. The Capital Outlay line item for 'Primary' has no budget, but has been over-expended by \$1,516.25 due to some of the costs for the St. Mary's projects that were late, and so incurred in this fiscal year.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		8,101	.00		16,202	93,286.21	576	97,223	3,936.79
300 **		8,101	.00		16,202	93,286.21	576	97,223	3,936.79
300 ***	BEGINNING BALANCE	8,101	.00		16,202	93,286.21		97,223	3,936.79
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	47,685	45,865.00	96	95,370	91,730.00	96	572,229	480,499.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	.00		374	.00		2,250	2,250.00
344 **	UTILITY SERVICES	47,872	45,865.00	96	95,744	91,730.00	96	574,479	482,749.00
340 ***	CHARGES FOR SERVICES	47,872	45,865.00		95,744	91,730.00		574,479	482,749.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	25	19.48	78	50	38.95	78	300	261.05
361 **	INTEREST REVENUES	25	19.48	78	50	38.95	78	300	261.05
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	16	.00		32	.00		200	200.00
20 00	E-RATE REIMBURSEMENT	4,166	.00		8,332	.00		50,000	50,000.00
369 **	OTHER MISC REVENUES	4,182	.00		8,364	.00		50,200	50,200.00
360 ***	OTHER REVENUES	4,207	19.48		8,414	38.95		50,500	50,461.05
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	60,180	45,884.48		120,360	185,055.16		722,202	537,146.84



FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL UNENCUMB.		%	
BA	BLE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	BUDGET	BALANCE	BDGT
SUB	SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	BUDGET	BALANCE	BDGT
60			QLIFE FUND										
600			OTHER USES										
05			OTHER										
81	91		QLIFE CAPITAL FUND	26827	29266.64	109	53654	58533.28	109	.00	321933	263399.72	18
83	10		ESD B-RATE	4166	.00	0	8332	.00	0	.00	50000	50000.00	0
05	**		OTHER	30993	29266.64	94	61986	58533.28	94	.00	371933	313399.72	16
06			CONTINGENCY / UAFB										
88	00		CONTINGENCY	2270	.00	0	4540	.00	0	.00	27247	27247.00	0
89	00		UNAPROPRIATED ENDING BAL	4163	.00	0	8326	.00	0	.00	49957	49957.00	0
06	**		CONTINGENCY / UAFB	6433	.00	0	12866	.00	0	.00	77204	77204.00	0
600	**	**	OTHER USES	37426	29266.64	78	74852	58533.28	78	.00	449137	390603.72	13
60	**	**	QLIFE FUND	37426	29266.64	78	74852	58533.28	78	.00	449137	390603.72	13
			DIV 9500 TOTAL *****	37426	29266.64	78	74852	58533.28	78	.00	449137	390603.72	13
			DEPT 95 TOTAL *****	37426	29266.64	78	74852	58533.28	78	.00	449137	390603.72	13
			FUND 600 TOTAL *****	60168	34620.93	58	120336	65722.07	55	.00	722202	656479.93	9
			QUALITYLIFE AGENCY FUND	60168	34620.93	58	120336	65722.07	55	.00	722202	656479.93	9



City of The Dalles

FUND 601 QULIFE CAPITAL FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		10,311	.00	20,622	141,124.01	684	123,736	17,388.01-	
300 **		10,311	.00	20,622	141,124.01	684	123,736	17,388.01-	
300 ***	BEGINNING BALANCE	10,311	.00	20,622	141,124.01		123,736	17,388.01-	
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	2,708	.00	5,416	.00		32,500	32,500.00	
344 **	UTILITY SERVICES	2,708	.00	5,416	.00		32,500	32,500.00	
340 ***	CHARGES FOR SERVICES	2,708	.00	5,416	.00		32,500	32,500.00	
360	OTHER REVENUES								
369	OTHER MISC REVENUES	0	.00	0	.00		0	.00	
00 00	OTHER MISC REVENUES	0	.00	0	.00		0	.00	
10 00	ENTERPRISE ZONE PAYMENT	0	.00	0	.00		0	.00	
369 **	OTHER MISC REVENUES	0	.00	0	.00		0	.00	
360 ***	OTHER REVENUES	0	.00	0	.00		0	.00	
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN	26,827	29,266.64	109	58,533.28	109	321,933	263,399.72	
40 00	IF PMT FROM OTHER FUNDS	0	.00	0	.00		0	.00	
90 01	QULIFE OPERATING FUND	26,827	29,266.64	109	58,533.28	109	321,933	263,399.72	
391 **	OPERATING TRANSFERS IN	26,827	29,266.64	109	58,533.28	109	321,933	263,399.72	
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	26,827	29,266.64	109	58,533.28		321,933	263,399.72	
	FUND TOTAL QULIFE CAPITAL FUND	39,846	29,266.64	79,692	199,657.29		478,169	278,511.71	



FUND 601 OLIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60	OLIFE FUND									
600	OTHER USES									
84 15	RSRV FOR SYS IMPROVEMENTS	11666	.00	0	23332	.00	0	140000	140000.00	0
05 **	OTHER	11666	.00	0	23332	.00	0	140000	140000.00	0
600 **	OTHER USES	11666	.00	0	23332	.00	0	140000	140000.00	0
60 **	OLIFE FUND	11666	.00	0	23332	.00	0	140000	140000.00	0
66	EXPENSE-ACCOUNT									
660	FINANCIAL OPERATIONS									
06	CONTINGENCY / UAFB									
88 00	CONTINGENCY	4406	.00	0	8812	.00	0	52877	52877.00	0
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	0	.00	0
06 **	CONTINGENCY / UAFB	4406	.00	0	8812	.00	0	52877	52877.00	0
660 **	FINANCIAL OPERATIONS	4406	.00	0	8812	.00	0	52877	52877.00	0
66 **	EXPENSE-ACCOUNT	4406	.00	0	8812	.00	0	52877	52877.00	0
DIV 9500	TOTAL *****	16072	.00	0	32144	.00	0	192877	192877.00	0
DEPT 95	TOTAL *****	16072	.00	0	32144	.00	0	192877	192877.00	0
FUND 601	TOTAL *****	39843	14967.19	38	79686	37955.41	48	478169	425433.59	11

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 7/17/2013 TO: 9/11/2013

Revenue: Billed as of 7/20/2013 45,865.00  
 8/20/2013 45,865.00  
 QLife Monthly Billings BILLING DONE ON THE 20TH

TOTAL: 91,730.00

CODE	Expenditures:		
600.6000.660.53.30	Gorge.net	Phone	33.98
600.6000.660.31.15	AFO- OPSINSIGHT	Main. Contract updates	1,190.00
600-6000-660.69.70	City of TheDalles	ROW	1,375.95
600.6000.660.32.20	Keith Mobley	Legal services	300.00
600.6000.660.34.10	Commstructures	Engineering	1,536.25
600.6000.660.58.10	Anzac	Lunch	90.00
600.6000.660.31.20	Platt	Caution Tape	29.05
600.6000.660.34.10	Commstructures	Engineering	2,018.00
600.6000.660.69.70	City of TheDalles	ROW	1,375.95
600.6000.660.32.20	Keith Mobley	Legal services	120.00
600.6000.660.53.30	Gorge.net	Phone	33.98
600.6000.660.41.40	NWC PUD	Electricity - Bisector	34.09

TOTAL: 8,137.25

FUND: CAPITAL 601  
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 7/17/2013 TO: 9/11/2013

Revenue:

CODE	Expenditures:		
601.6000.660.76.20	Columbia State Bank	Commercial Loan/Interest	11,494.11
601.6000.660.76.20	Commstructures	Wi Fi	820.00
601.6000.660.76.20	Commstructures	Northstate	696.25
601.6000.660.76.20	NorthSky	LSN	1200.00
601.6000.660.76.20	HD Power	Northstate	756.83
601.6000.660.76.20	Coburn Electric	ODForestry	911.48

TOTAL: 15,878.67

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: 11,494.11

# QLife Network

## QualityLife Intergovernmental Agency

**TO:** QualityLife Intergovernmental Agency Board

**FROM:** Nolan Young, Administrator

**DATE:** September 11, 2013

**SUBJECT:** Lease of Storage Space at City Public Works Shop

**BACKGROUND:** At the last Board meeting we shared the attached picture of the current space being used at the City Public Works shop. The City has been allowing QLife to store spools of fiber for repair and service lines, and other equipment in one of the storage bays in a three sided shed. As time as gone on the amount of space has expanded to 418 square feet. QLife is purchasing three new spools of fiber. These spools will need to be placed in this area. It is felt that if shelves and other methods of organizing the material were implemented we would be able to get it all into the current bay. Our technical staff that manages our field work (John Amery) is investigating a plan to accomplish this.

The intent has always been that QLife pays its own way and receives no subsidy from the City or the County. If we were to follow that policy, QLife should be leasing this space from the City. The City and QLife currently have a lease for the colocation rooms at City Hall. We are proposing a third addendum to that lease for the storage bay. The current lease is for one dollar per square foot for the space at City Hall. We are recommending a lease for fifty cents per square foot for the open storage space, for a total amount of \$209 per month.

**BUDGET IMPLICATIONS:** We recommend this addendum become retroactive to July 1, 2013. The annual cost of this \$209 lease would be \$2508. QLife has that amount available in contingency funds. Attached is the proposed Third Addendum to the lease for the addition of lease of storage space.

**BOARD ALTERNATIVES:**

1. Approve the Third Addendum to the lease to provide QLife storage space at the Public Works Shop and direct the Administrator to work with technical staff to develop an improvement plan with cost estimate to increase the efficiency of use of the space, and to bring the cost estimate back to the board for further consideration.
2. Propose amendments to the Third Addendum to the Lease, and then recommend approval.

### **THIRD ADDENDUM TO LEASE**

**WHEREAS**, the City of The Dalles, a municipal corporation of the State of Oregon, hereinafter referred to as “**City**,” and the QualityLife Intergovernmental Agency, an intergovernmental agency of the State of Oregon, hereinafter referred to as “**QLIFE**,” entered into a lease agreement on September 8, 2003, for the lease of office space measuring 10 feet by 14 feet in the basement of City Hall for the housing of systems electronics including that of their customers and general storage; and

**WHEREAS**, City and QLIFE entered into a First Addendum on December 13, 2007, which added an 11' by 11' office for QLIFE use; and

**WHEREAS**, the City and QLIFE have entered into a Second Addendum on March 29, 2011, which added an additional 11' by 16' office space for QLIFE; and

**WHEREAS**, QLIFE desires to lease a 418 square foot bay in the primary three sided storage shed at the City Public Works facility, located at 1215 W. First Street, for storage; and

**WHEREAS**, City and QLIFE have reached an agreement as to the terms for the rental of the additional storage space at the City of The Dalles Public Works facility;

**NOW, THEREFORE**, in consideration of the terms and conditions set forth in this Third Addendum, it is mutually agreed as follows:

**Section 1.** Section 1, Lease of Facilities, shall be modified to include the rental of the 418 square feet of storage space in the primary three sided storage shed at the City's Public Works facility, which is currently occupied by QLIFE as shown on the plan attached as “Exhibit A”.

**Section 2.** Section 3, Rental shall be amended to increase the monthly rental payment from \$437.00 per month to \$646.00 per month, effective retroactive to July 1, 2013.

**Section 3.** QLIFE agrees to pay the cost of any improvements to the leased space to meet QIFE's increased needs. Any improvement attached to the building will remain and revert to City ownership at the time QLIFE vacates the leased space.

**Section 4.** Except as amended by the terms of this Third Addendum and the Second Addendum entered into on March 29, 2011, and the First Addendum entered in on December 13, 2007, the terms of the Lease dated September 8, 2003, shall remain in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**CITY OF THE DALLES**, a municipal corporation of the State of Oregon

**QUALITYLIFE INTERGOVERNMENTAL AGENCY**, an intergovernmental agency of the State of Oregon

\_\_\_\_\_  
Nolan K. Young, City Manager

\_\_\_\_\_  
Scott Hage, President

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Julie Krueger, MMC, City Clerk

\_\_\_\_\_  
Erik Larson, Secretary/Treasurer

Approved as to form:

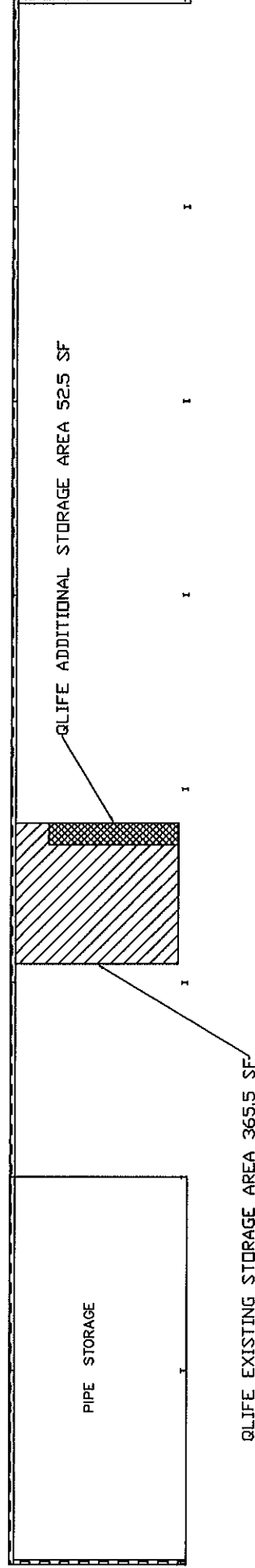
Approved as to form:

\_\_\_\_\_  
Gene E. Parker, City Attorney

\_\_\_\_\_  
Keith Mobley, QLIFE attorney



# BUILDING #2



**QLIFE TOTAL STORAGE = 418 SF**

# QLife Network

## QualityLife Intergovernmental Agency

**TO:** QualityLife Intergovernmental Agency Board  
**FROM:** Nolan Young, Administrator  
**DATE:** September 10, 2013  
**SUBJECT:** Five Year Capital Improvement Plan (CIP)

**BACKGROUND:** At the last board meeting the Board President requested information on the status of the tagging of fiber optic that is in the CIP at \$10,000. We felt that it might be a good time to update the Board on the five items in the CIP for this year, where those funds are budgeted and who will be taking the lead on moving those items forward.

**Tagging of Fiber Optic Facilities:** \$10,000 is budgeted in Outside Plant Maintenance. We will have our network manager (John Amery) purchase the tags and then coordinate with NorthSky Communications (NSC) (our contractor for outside maintenance) to install necessary tags. Most of the original backbone route has fiber tags, and only the more recent projects may not have tags (or at least they have generic tags). John will order the fiber tags and then have them readily available for new projects and the pole line audit. As we inspect the route, we will identify any cable segments needing tags as part of the process.

**Utility Pole Audits:** \$1,000 **Pole Line Audits:** \$8,000

Both of these items are budgeted under engineering services. We will contract with Commstructures to complete these audits. We may also find other items needing correction during the audit that we can roll to NSC for clean-up and tagging all at the same time. Commstructures will prepare an inspection plan for the 20% in 2013 and then get started.

**Repair of Pole Line Audits:** \$20,000 budgeted in Outside Plant Maintenance and will be performed by NorthSky Communications and coordinated by Commstructures.

**Tree Trimming:** \$5,000 budgeted under Other Services. Our network manager will need to identify the most critical places to utilize these funds while staying within budget.

**Standardize Document Location of Technical and Engineering Documents at City Hall:** \$5,000 budgeted under Network Management. We are holding off on this project until other items are complete.

If you have any questions regarding these items please let us know.

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
9/11/2013

Items of Discussion:

1. Scheduling of fiber audit – timing
  - Have not seen extrusion of support member in fiber this year since last audit, however may be due to lack of cold weather to date.
  - Coordination of fiber audit with other maintenance activities
2. Working on plan for restoring core redundancy system wide