

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA

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

**Thursday, December 12, 2013**  
**Begins 11:30 at Wasco County Court House for Tour**  
**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 October 31, 2013 QLife Regular Board Meeting Minutes
5. Financial Reports
  - a. October and November Financial Reports
  - b. List of Disbursements since Last Meeting
6. Action Item
  - a. RESOLUTION AUTHORIZING THAT A LOCAL GOVERNMENT INVESTMENT POOL (LGIP) ACCOUNT BE ESTABLISHED FOR THE QUALITYLIFE INTERGOVERNMENTAL AGENCY (QLife), AND DESIGNATING THOSE POSITIONS THAT MAY AUTHORIZE TRANSACTIONS FOR THAT ACCOUNT
7. Discussion Items
  - a. Internet usage and appetite survey – Jon Chavers
  - b. Wi Fi Project Upgrade
8. Reports
  - a. Update of Broadband Strategic Plan Implementation - Mobley
  - b. Aristo Operational Management Report – John Amery
9. Next Meeting Dates:
  - a. Regular Board Meeting January 23, 2014 Noon City Hall
10. Adjourn

# QLife Network

## QualityLife Intergovernmental Agency

### MINUTES

#### QLife Regular Board Meeting

Thursday, October 31, 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 Scott Hege at 12:10 p.m.

#### Roll Call

In attendance: Scott Hege, Erick Larson, Carolyn Wood, Bill Dick

Board Absent: Brian Ahier

Staff: Nolan Young, Izetta Grossman, Keith Mobley, John Amery, Kate Mast

Via Telephone: Tonya Moffitt Auditor

#### Approval of Agenda

It was moved by Wood and seconded by Larson to approve the agenda as submitted. The motion carried unanimously, 1 absent.

#### Approval of September 19, 2013 QLife Regular Board Meeting Minutes

It was moved by Dick and seconded by Wood to approve the minutes of the September 19, 2013 meeting as presented. The motion carried unanimously, 1 absent.

#### Financial Reports

Young reviewed the financial reports, noting that new connections had been added, revenue was at projected monthly rate. Hege asked about the amount of fiber and various types on hand. Young explained the importance of having fiber on hand during winter months and when supply wasn't readily available. In the past there had been months wait to receive fiber orders.

#### Acceptance of the Fiscal Year 2012-13 Financial Audit

Tonya Moffitt of Merina and Company – via telephone - presented the audit report, giving a clean opinion. There were no questions. It was moved by Wood and seconded by Dick to accept the audit report for Fiscal Year 2012-13 as presented. The motion carried unanimously, 1 absent.

#### Schedule tour of Wasco County data room

After discussion it was decided to have one meeting for November/December on December 12, meet at 11:30 at the Wasco County Court House, tour the data room and then return to City Hall for the rest of the meeting. John Amery will not be able to attend.

Young asked Amery to prepare a 5-year capital improvement plan to use the Wasco County data room as potential expansion space for Qlife.

#### Update of Broadband Strategic Plan Implementation –

Mobley reviewed the report – noting that Brian Ahier had been out of town and unable to meet to discuss further.

Young said there was a need to lessen the digital divide – access and usage of internet – educating the population on used of the internet. The City was working on a survey to determine accessibility and appetite for use of the internet, including students, seniors, and business people.

Mobley reported he met with Nancy Jesuale of OPB to discuss them getting involved in the broadband plan.

Larson noted that broadband and internet isn't the same thing. It has been his observation that kids use their phones for everything. Young said it should include Wi Fi access. Mobley noted that the Maupin Library was looking at turning the library into an internet pub.

#### Aristo Operational Management Report

Amery reported that one ISP had an outage that they attempted to blame on Qlife, but it was not a Qlife outage. He noted that some testing of switches had causes some blips last week.

Amery reported that he felt they were close to identifying a fix for the redundancy issue. He had been connected with a US support team and that had helped considerably. There is not a firm estimated fix time, hoping to have a report by the next meeting.

#### Storage space at Public Works

Young reported that Public Works was making sure that Qlife understood there was no more space available for Qlife's use. They suggest researching other options. Amery noted that use of a forklift was very important for loads and unloads as well as 24 hour access. Young recommended Amery research other options. Hege said he would assist with identifying options at the County.

There was some discussion regarding the need for 14 different types of fiber. Amery said Qlife follows industry standards and various types were needed for different applications.

#### Next Meeting Dates:

Regular Board Meeting December 12, 2013 11:30 a.m. beginning with tour of Wasco County data room and finishing the meeting at City Hall.

#### Adjourn

Being no further business the meeting was adjourned at 1:08 p.m.

Respectfully submitted:

Izetta Grossman, recording secretary

Attest:

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Erick Larson, Secretary

TO: Qlife Board  
 Nolan Young, City Manager  
 FR: Kate Mast, Finance Director  
 RE: Financial Report for QLIFE – **October 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.

33% 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 October 31, 2013</u>			
	<b>Budget</b>	<b>Actual</b>	<b>Percentage</b>	
Beginning Balance	\$ 97,223	\$ 93,154	95.8%	* see below
Revenues	\$ 624,979	\$ 203,762	32.6%	
Expenditures	\$ 400,269	\$ 47,369	11.8%	
Transfers to Capital/Debt Fund	\$ 321,933	\$ 117,067	36.4%	
Cash at Month End	\$ 84,466.04			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used here have 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 October 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	\$ 117,067	36.4%	
Revenues	\$ 32,500	\$ 0	0.0%	
M&S / Capital Outlay / Other	\$ 249,377	\$ 31,225	12.5%	
Debt Expenditures	\$ 228,792	\$ 57,470	25.1%	
Cash at Month End	\$ 169,515.15			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used have been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Lines, Maint & Supplies line item budget is \$4,000, but is currently over-expended by \$11,546.27. We have ordered three new spools of fiber for service lines costing \$14,780. We did not anticipate this need when the budget was prepared, but we are OK because we have over \$17,000 in additional Beginning Fund Balance and contingency of \$52,877.
  - c. 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	132,00-	2	32,404	93,154.21	288	97,223	4,068.79
300 **		8,101	132,00-	2	32,404	93,154.21	288	97,223	4,068.79
300 ***	BEGINNING BALANCE	8,101	132,00-		32,404	93,154.21		97,223	4,068.79
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	47,685	47,465.00	100	190,740	187,110.00	98	572,229	385,119.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	900.00	481	748	1,800.00	241	2,250	450.00
344 **	UTILITY SERVICES	47,872	48,365.00	101	191,488	188,910.00	99	574,479	385,569.00
340 ***	CHARGES FOR SERVICES	47,872	48,365.00		191,488	188,910.00		574,479	385,569.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	25	19.48	78	100	77.28	77	300	222.72
361 **	INTEREST REVENUES	25	19.48	78	100	77.28	77	300	222.72
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	16	.00		64	.00		200	200.00
20 00	E-RATE REIMBURSEMENT	4,166	.00		16,664	14,774.40	89	50,000	35,225.60
369 **	OTHER MISC REVENUES	4,182	.00		16,728	14,774.40	88	50,200	35,425.60
360 ***	OTHER REVENUES	4,207	19.48		16,828	14,851.68		50,500	35,648.32
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	48,252.48		240,720	296,915.89		722,202	425,286.11



DETAIL BUDGET REPORT BY CATEGORY  
 33% OF YEAR LAPSED

FUND 600 QUALITYLIFE AGENCY 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	SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	\$EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60			QLIFE FUND									
600			OTHER USES									
	05		OTHER									
	81	91	QLIFE CAPITAL FUND	26827	29266.64	109	107308	117066.56	109	.00	321933	204866.44
	83	10	ESD E-RATE	4166	14774.40	355	16664	14774.40	89	.00	50000	35225.60
	05	**	OTHER	30993	44041.04	142	123972	131840.96	106	.00	371933	240092.04
	06		CONTINGENCY / UAFB									
	88	00	CONTINGENCY	2270	.00	0	9080	.00	0	.00	27247	27247.00
	89	00	UNAPPROPRIATED ENDING BAL	4163	.00	0	16652	.00	0	.00	49957	49957.00
	06	**	CONTINGENCY / UAFB	6433	.00	0	25732	.00	0	.00	77204	77204.00
600	**	**	OTHER USES	37426	44041.04	118	149704	131840.96	88	.00	449137	317296.04
60	**	**	QLIFE FUND	37426	44041.04	118	149704	131840.96	88	.00	449137	317296.04
DIV	9500	TOTAL	*****	37426	44041.04	118	149704	131840.96	88	.00	449137	317296.04
DEPT	95	TOTAL	*****	37426	44041.04	118	149704	131840.96	88	.00	449137	317296.04
FUND	600	TOTAL	*****	60168	54577.20	91	240672	164436.10	68	.00	722202	557765.90



City of The Dalles

FUND 601 OLIFE 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		41,244	141,124.01	342	123,736	17,388.01-
300 **		10,311	.00		41,244	141,124.01	342	123,736	17,388.01-
300 ***	BEGINNING BALANCE	10,311	.00		41,244	141,124.01		123,736	17,388.01-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
331 90 00	FEDERAL GRANTS-MISC	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								
344 20 00	CONNECT CHARGES	2,708	.00		10,832	.00		32,500	32,500.00
344 **	UTILITY SERVICES	2,708	.00		10,832	.00		32,500	32,500.00
340 ***	CHARGES FOR SERVICES	2,708	.00		10,832	.00		32,500	32,500.00
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
369 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								
391 40 00	IF PMT FROM OTHER FUNDS	0	.00		0	.00		0	.00
391 90 01	OLIFE OPERATING FUND	26,827	29,266.64	109	107,308	117,066.56	109	321,933	204,866.44
391 **	OPERATING TRANSFERS IN	26,827	29,266.64	109	107,308	117,066.56	109	321,933	204,866.44
393	PROCEEDS- LT LIABILITIES								
393 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	107,308	117,066.56	109	321,933	204,866.44
	FUND TOTAL OLIFE CAPITAL FUND	39,846	29,266.64		159,384	258,190.57		478,169	219,978.43





TO: Qlife Board  
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – November 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.

42% of the year has passed.

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

**Operations (600):**

**BUDGET COMPARISONS**

	July 1, 2013 to November 30, 2013			
	Budget	Actual	Percentage	
Beginning Balance	\$ 97,223	\$ 93,154	95.8%	* see below
Revenues	\$ 624,979	\$ 251,246	40.2%	
Expenditures	\$ 400,269	\$ 52,597	13.1%	
Transfers to Capital/Debt Fund	\$ 321,933	\$ 146,333	45.5%	
Cash at Month End	\$ 95,255.73			

**Exceptions:**

- 1) Beginning Balance: \* *The Beginning Balance figures used here have 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 November 30, 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	\$ 146,333	45.4%	
Revenues	\$ 32,500	\$ 8,023	24.7%	
M&S / Capital Outlay / Other	\$ 249,377	\$ 46,180	18.5%	
Debt Expenditures	\$ 228,792	\$ 68,965	30.1%	
Cash at Month End	\$ 172,332.37			

Exceptions:

- 1) Beginning Balance: \* *The Beginning Balance figures used have been audited.*
- 2) Revenues:
- 3) Expenditures:
  - a. The Lines, Maint & Supplies line item budget is \$4,000, but is currently over-expended by \$11,721.58. We ordered three new spools of fiber for service lines costing \$14,780. We did not anticipate this need when the budget was prepared, but we are OK because we have over \$17,000 in additional 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.
  - c. The Loan Interest Payments show an over-expenditure of \$1,484.83 due to the incorrect posting of the payments between the interest and principal line items. This will be corrected in December.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

City of The Dalles

FUND 601 Q LIFE CAPITAL FUND

ACCOUNT	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		51,555	141,124.01	274	123,736	17,388.01-
300 **		10,311	.00		51,555	141,124.01	274	123,736	17,388.01-
300 ***	BEGINNING BALANCE	10,311	.00		51,555	141,124.01		123,736	17,388.01-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
331 **	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
330 ***	FEDERAL REVENUES	0	.00		0	.00		0	.00
340	INTERGOVERNMENTAL REVENUE								
344 20 00	CHARGES FOR SERVICES	2,708	8,022.56	296	13,540	8,022.56	59	32,500	24,477.44
344 **	UTILITY SERVICES	2,708	8,022.56	296	13,540	8,022.56	59	32,500	24,477.44
340 ***	CONNECT CHARGES	2,708	8,022.56		13,540	8,022.56		32,500	24,477.44
360	OTHER REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
369 **	ENTERPRISE ZONE PAYMENT	0	.00		0	.00		0	.00
360 ***	OTHER MISC REVENUES	0	.00		0	.00		0	.00
390	OTHER FINANCING SOURCES								
391 40 00	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
90 01	IF PMT FROM OTHER FUNDS	26,827	29,266.64	109	134,135	146,333.20	109	321,933	175,599.80
391 **	Q LIFE OPERATING FUND	26,827	29,266.64	109	134,135	146,333.20	109	321,933	175,599.80
393 10 00	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
393 **	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390 ***	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
FUND TOTAL	OTHER FINANCING SOURCES	26,827	29,266.64		134,135	146,333.20		321,933	175,599.80
	Q LIFE CAPITAL FUND	39,846	37,289.20		199,230	295,479.77		478,169	182,689.23



FUND 601 Q LIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****EXP*****		UNENCUMB.		ANNUAL		%	
SUB	OBJ	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BALANCE	BUDGET	BUDGET	BUDGT	BUDGT	BDGT
60		Q LIFE FUND													
600		OTHER USES													
	05	OTHER													
	84 15	RSRV FOR SYS IMPROVEMENTS	11666	.00	0	58330	.00	0	.00		140000	140000	0	140000.00	0
	05 **	OTHER	11666	.00	0	58330	.00	0	.00		140000	140000	0	140000.00	0
600 **	**	OTHER USES	11666	.00	0	58330	.00	0	.00		140000	140000	0	140000.00	0
60 **	**	Q LIFE FUND	11666	.00	0	58330	.00	0	.00		140000	140000	0	140000.00	0
66		EXPENSE-ACCOUNT													
660		FINANCIAL OPERATIONS													
	06	CONTINGENCY / UAFB	4406	.00	0	22030	.00	0	.00		52877	52877	0	52877.00	0
	88 00	CONTINGENCY	0	.00	0	0	.00	0	.00		0	0	0	.00	0
	89 00	UNAPPROPRIATED ENDING BAL	4406	.00	0	22030	.00	0	.00		52877	52877	0	52877.00	0
	06 **	CONTINGENCY / UAFB	4406	.00	0	22030	.00	0	.00		52877	52877	0	52877.00	0
660 **	**	FINANCIAL OPERATIONS	4406	.00	0	22030	.00	0	.00		52877	52877	0	52877.00	0
66 **	**	EXPENSE-ACCOUNT	4406	.00	0	22030	.00	0	.00		52877	52877	0	52877.00	0
DIV 9500	TOTAL	*****	16072	.00	0	80360	.00	0	.00		192877	192877	0	192877.00	0
DEPT 95	TOTAL	*****	16072	.00	0	80360	.00	0	.00		192877	192877	0	192877.00	0
FUND 601	TOTAL	*****	39843	26449.42	66	199215	115144.84	58	.00		478169	478169	24	363024.16	24



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		40,505	93,154.21	230	97,223	4,068.79
300 **		8,101	.00		40,505	93,154.21	230	97,223	4,068.79
300 ***	BEGINNING BALANCE	8,101	.00		40,505	93,154.21		97,223	4,068.79
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES	47,685	47,465.00	100	238,425	234,575.00	98	572,229	337,654.00
10 00	UTILITY SERVICE CHARGES	0	.00		0	.00		0	.00
15 00	LSN CREDITS	187	.00		935	1,800.00	193	2,250	450.00
20 00	CONNECT CHARGES								
344 **	UTILITY SERVICES	47,872	47,465.00	99	239,360	236,375.00	99	574,479	338,104.00
340 ***	CHARGES FOR SERVICES	47,872	47,465.00		239,360	236,375.00		574,479	338,104.00
360	OTHER REVENUES								
361 00 00	INTEREST REVENUES	25	18.85	75	125	96.13	77	300	203.87
361 **	INTEREST REVENUES	25	18.85	75	125	96.13	77	300	203.87
369 00 00	OTHER MISC REVENUES	16	.00		80	.00		200	200.00
20 00	OTHER MISC REVENUES	4,166	.00		20,830	14,774.40	71	50,000	35,225.60
369 **	E-RATE REIMBURSEMENT	4,182	.00		20,910	14,774.40	71	50,200	35,425.60
360 ***	OTHER REVENUES	4,207	18.85		21,035	14,870.53		50,500	35,629.47
390	OTHER FINANCING SOURCES								
392 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	47,483.85		300,900	344,399.74		722,202	377,802.26





QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600  
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 10/19/2013 TO: 12/4/2013

Revenue:	Billed as of	10/21/2013	47,915.00
		11/20/2013	47,465.00
	QLife Monthly Billings	BILLING DONE ON THE 20TH	
		11/20/2013 passthrough billig	8,022.56
<b>TOTAL:</b>			<b>103,402.56</b>

CODE	Expenditures:		
600.6000.660.34.10	Commstructures	Engineering	1,987.50
600.6000.660.34.10	Commstructures	NECS Compliance	767.50
600.6000.660.58.10	Petite Provence	Lunch	139.50
600.6000.660.69.70	City of The Dalles	ROW Fees	1,423.95
600.6000.660.32.20	Keith Mobley	Legal fees	420.00
600.6000.660.54.00	Bohns	display for trade show	44.00
600.6000.660.41.40	NWCPUD	Electric	48.77
600.6000.660.53.30	Gorge.net	phone	34.04
600.6000.660.69.70	City of The Dalles	ROW Fees	1,423.95
600.6000.660.34.10	Commstructures	Engineering	550.00
600.6000.660.34.10	Commstructures	NECS Compliance	220.00
600.6000.660.32.10	Merina	Auditors	2,500.00
<b>TOTAL:</b>			<b>9,559.21</b>

FUND: CAPITAL 601  
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 10/19/2013 TO: 12/4/2013

Revenue:

TOTAL:

CODE	Expenditures:		
601.6000.660.43.86	Columbia State Bank	Commercial Loan/Interest	11,494.11
	HD Power Solutions	Fiber Cable	14,955.31

**TOTAL:** **26,449.42**

**QUALITYLIFE INTERGOVERNMENTAL AGENCY**

**RESOLUTION NO. 13-004**

**A RESOLUTION AUTHORIZING THAT A LOCAL GOVERNMENT INVESTMENT POOL (LGIP) ACCOUNT BE ESTABLISHED FOR THE QUALITYLIFE INTERGOVERNMENTAL AGENCY (QLife), AND DESIGNATING THOSE POSITIONS THAT MAY AUTHORIZE TRANSACTIONS FOR THAT ACCOUNT.**

**WHEREAS**, the QualityLife (QLife) Intergovernmental Agency Board of Directors wishes to establish a Local Government Investment Pool (LGIP) account for the Agency; and

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

Section 1. The Board of Directors hereby authorizes that an LGIP account for the QLife Agency be opened.

Section 2. The Board of Directors hereby authorizes the following City of The Dalles employee positions to initiate transactions affecting the new QLife Account: City Manager, City Finance Director, City Accountant or Accountant in Training. The person in each of these positions will sign a signature card for the new account, and a new signature card will be signed whenever there is a change in personnel in any of the designated positions.

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

**PASSED AND ADOPTED THIS 12 DAY OF December, 2013.**

Voting Yes: \_\_\_\_\_  
Voting No: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstaining: \_\_\_\_\_

**AND APPROVED BY THE CHAIR THIS 12 DAY OF December, 2013.**

SIGNED:

ATTEST:

\_\_\_\_\_  
Scott Hege, Chair

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

**Attachment E**



**AUTHORIZATION AGREEMENT FOR ACH DEBITS AND CREDITS**

Local Government Name: QualityLife Intergovernmental Agency, hereafter called Pool Participant.

I hereby authorize the Oregon State Treasury, hereafter called Treasury, to initiate debit and credit entries to Pool Participant’s checking and/or savings account(s) maintained with depository financial institutions, hereafter called Depositories, which have been previously established through Treasury’s Local Government Investment Pool system, and any additional accounts which we may authorize in writing in the future. I acknowledge that the origination of ACH transactions to our accounts must comply with the provisions of U.S. law. I authorize Treasury to reverse any erroneous ACH transactions made to our accounts.

This authorization is to remain in full force and effect until Treasury has received written notification from Pool Participant of its termination in such time and in such manner as to afford Treasury and Depositories a reasonable opportunity to act on it. Written notice should be addressed to the attention of the Local Government Investment Pool.

\_\_\_\_\_  
Signature (Treasurer or CFO)

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

## Attachment B

### Oregon State Treasury Local Government Investment Pool Certification to Establish an Account

I, the undersigned, a local government official or tribal government official, pursuant to Oregon Revised Statute 294.805(6) or 294.805(10), do hereby certify that I have the consent of our governing body to invest up to the maximum amount provided by statute (\$30 million adjusted by the Consumer Price Index), in the Oregon State Treasury's Local Government Investment Pool, pursuant to ORS 294.810(2).

I further certify that I have read and understand the Oregon State Treasury, LGIP Information Statement for the operation of said Pool.

Entity: QualityLife Intergovernmental Agency

Signed: \_\_\_\_\_

Name: Nolan K. Young

Title: Administrator

Date: 12/12/13

# QLife Network

## QualityLife Intergovernmental Agency

### STAFF REPORT

To: QLife Agency Board

From: Jon Chavers, Administrative Fellow

Thru: Nolan Young, City Manager *ny*

Date: December 2, 2013

Re: Internet Access and Usage Survey

**BACKGROUND:** To fulfill the Q-Life & Wasco County Broadband Strategic Plan objective of increasing adoption and utilization rates of broadband, City Staff has created The Dalles and Wasco County Internet Access and Usage Survey. The survey will measure residents' access to and use of broadband Internet. Upon review and approval of the Q-Life Board, the survey will be made available on the City website and will be distributed to City Hall, the Veterans' Service Office, Wasco County Main Library and branches, Wasco County Courthouse, Columbia Gorge Community College, The Dalles Chamber of Commerce, Northern Wasco County Parks and Recreation District office, Mid-Columbia Fire and Rescue administration office, Mid-Columbia Medical Center and Water's Edge Health Center, District 21 schools and local service clubs.

Surveys will be completed on site and collected later by City Staff for analysis. Once analysis is complete, the results will be reported to the QLife board. The results of the survey will assist QLife, City and County Staff set priorities and leverage resources appropriately to increase adoption of broadband by underserved residents.

**BUDGET IMPLICATIONS:** Staff time to prepare and distribute the survey and analyze the results. This will be within the current budget for administrative support.

**ALTERNATIVES:**

- A. **Staff Recommendation:** The Board can review the draft survey, offer feedback and approve revised final survey draft for distribution.
- B. The Board can choose not to conduct a survey at this time.



In this section, we would like to ask you a few questions regarding the technologies you currently use in your home. We would like to know about the Internet accessible devices you currently use, your Internet service provider (if any), and how you use the Internet in your home.

1. Please indicate which of the following devices your household uses and whether these devices are used to connect to the Internet. Check all that applies for each column.

	Use	Access Internet With
Desktop computer	<input type="checkbox"/>	<input type="checkbox"/>
Laptop computer	<input type="checkbox"/>	<input type="checkbox"/>
Smart phone (iPhone, Droid, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
MP3 player/iPod	<input type="checkbox"/>	<input type="checkbox"/>
Game consoles (Xbox, PlayStation, Wii, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
iPad or other tablet	<input type="checkbox"/>	<input type="checkbox"/>
E-book reader (Kindle, Nook, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
DVD/Blu ray player	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

2. Please indicate which type of Internet service you currently use in your home.

- I do not have Internet service in my home → **Skip to Question 10**
- Dial-up using a phone modem → **Go to Question 3**
- DSL-enabled phone line
- Satellite Connection
- Wireless Connection
- Cable Modem → **Skip to Question 6**
- Fiber to the home
- Wireless mobile card or cellular service
- I don't know

3. If you have dial-up Internet service, why don't you currently use a high-speed connection? Please mark all that apply.

- Not available in my area
- It is too expensive
- I don't know enough about it
- I'm satisfied with my current connection
- I don't like the choice of service providers available

- I can't see the benefit of a high-speed Internet connection
- Other \_\_\_\_\_

**4. What would motivate you to get a high-speed connection? Please mark all that apply.**

- Free training
- Affordable computer
- Better pricing for high-speed Internet connections
- Nothing
- Other \_\_\_\_\_

**5. What is the maximum amount you would be willing to pay per month for a high-speed Internet connection? Please select only one.**

- Less than \$20
- \$20 to \$29
- \$30 to \$39
- \$40 to \$49
- \$50 to \$59
- \$60 or more

**6. Who is your current Internet service provider?**

- |  |  |
|--|--|
| <input type="checkbox"/> AT&T          | <input type="checkbox"/> Sawtooth Technologies |
| <input type="checkbox"/> CenturyLink   | <input type="checkbox"/> Sprint                |
| <input type="checkbox"/> Charter       | <input type="checkbox"/> StarBand              |
| <input type="checkbox"/> Comcast       | <input type="checkbox"/> US Cellular           |
| <input type="checkbox"/> Gorge Network | <input type="checkbox"/> Verizon               |
| <input type="checkbox"/> HughesNet     | <input type="checkbox"/> Wild Blue             |
| <input type="checkbox"/> Qnect.net     | <input type="checkbox"/> Other _____           |

**7. How satisfied or dissatisfied are you with the following aspects of your Internet service?**

	<i>Very Satisfied</i>	<i>Somewhat Satisfied</i>	<i>Neither Satisfied nor Dissatisfied</i>	<i>Somewhat Dissatisfied</i>	<i>Very Dissatisfied</i>
Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Travel arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government information / research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job search/applying for jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help with homework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research health information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking online courses / distance learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General information/research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online banking / bill pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
News / weather information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**We would now like to ask some questions of those individuals who do not have Internet service at their home. If you have Internet service at your home, please skip to question 13.**

**10. We would like to know why you do not have Internet service in your home. Please tell us whether the following reasons have contributed to your decision not to subscribe to Internet services. *If you have Internet in your home skip to question 13.***

Yes                      No

Too expensive	<input type="checkbox"/>	<input type="checkbox"/>
Not available in my community/area	<input type="checkbox"/>	<input type="checkbox"/>
Don't have a computer	<input type="checkbox"/>	<input type="checkbox"/>
My computer is too old	<input type="checkbox"/>	<input type="checkbox"/>
Don't know how to use a computer	<input type="checkbox"/>	<input type="checkbox"/>
Don't know how to get Internet service	<input type="checkbox"/>	<input type="checkbox"/>
Don't know how to use the Internet	<input type="checkbox"/>	<input type="checkbox"/>
Don't need it/not interested in it	<input type="checkbox"/>	<input type="checkbox"/>
Have physical limitations (eyesight/disability)	<input type="checkbox"/>	<input type="checkbox"/>
Worried about others getting access to my personal information	<input type="checkbox"/>	<input type="checkbox"/>
Other reasons _____	<input type="checkbox"/>	<input type="checkbox"/>

**11. Please indicate if any of the following items would motivate you to subscribe to Internet service.**

	<i>Yes</i>	<i>No</i>	<i>Not Sure</i>
Better price for Internet service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free Internet training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**12. What is the maximum amount you would be willing to pay per month for Internet service? Please select only one.**

- Less than \$20
- \$20 to \$29
- \$30 to \$39
- \$40 to \$49
- \$50 to \$59
- \$60 or more

In this section, we would like to ask you a few questions regarding Internet service and access in your local community. We would like to know your opinion of the Internet service currently available in your local community and the availability of Internet access at public facilities and/or private businesses.

**13. How would you rate the quality of Internet service available in your community for each of the following?**

*Very Good    Good    Fair    Poor    Very Poor    Don't Know*

<i>Your household</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Current businesses</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Attracting new business</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Attracting new residents</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Future generations</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Do you have access to a public facility, such as a library or school, in your community where you can access an Internet-accessible computer for free?

- Yes → Go to Question 15
- No
- Don't Know → Skip to Question 16

15. If you have access to an Internet-accessible computer at a public facility, how often do you use the computer resource at this facility?

- More than once a week
- About once a week
- About once or twice a month
- About once every 1 to 3 months
- Less often
- Never

16. Do you use Internet 'hotspots' (Wi-Fi access points for connecting to the Internet) in your community?

- Yes
- No
- Not available in my community

16a Do you use the City's free public wi-fi system available in parks and commercial areas?

- Yes
- No

**17. Please indicate the extent you agree or disagree with the following statements about public Internet 'hotspots.'**

	<i>Strongly Agree</i>	<i>Somewhat Agree</i>	<i>Neither Agree nor Disagree</i>	<i>Somewhat Disagree</i>	<i>Strongly Disagree</i>
<i>It is important to have free public Internet 'hotspots' available in the community</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>I am more likely to frequent businesses that offer free Internet 'hotspots'</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**In this section, we would like to ask you about the technology training needs of individuals in your household. We would like to know your interest in participating in different technology courses and your opinion regarding the best way to provide training.**

**18. How interested or uninterested would you be in participating in free courses to teach local residents how to use the Internet?**

- Very Interested
- Somewhat Interested
- Neither Interested nor Uninterested
- Somewhat Uninterested
- Very Uninterested

**19. How interested or uninterested would anyone in your household be in taking the following information technology courses?**

	<i>Very Interested</i>	<i>Somewhat Interested</i>	<i>Neither Interested nor Uninterested</i>	<i>Somewhat Uninterested</i>	<i>Very Uninterested</i>
<i>Basic computer use</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Email use</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Using the Internet</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Website development</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Basic computer networking</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Audio/Video production</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Social networking</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Writing for the web</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**20. Please rate the usefulness of the following training options.**

	<i>Useful</i>	<i>Somewhat Useful</i>	<i>Not Useful</i>
CD or DVD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery of information via newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery of information via a Blog, wiki, or social network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face workshops with hands-on computer work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Downloadable videos (podcasts/YouTube)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Lastly, we would like to know a little about your personal background. This information is needed in order to help make sure that people from all walks of life are represented in this survey.**

**21. Please tell us in which community do you currently live?**

- City of The Dalles
- Rural area around the City of The Dalles
- Dufur area
- Tygh Valley area
- Pine Hollow area
- Maupin area
- Mosier area



Other \_\_\_\_\_

**22. Please indicate your age.**

- 17 or under
- 18-19
- 20-39
- 40-49
- 50-59
- 60 or over

**23. Please indicate your gender.**

- Female
- Male

**24. Please indicate if you are Spanish/Hispanic/Latino.**

- Yes
- No

**25. Which racial group do you most closely identify yourself with?**

- American Indian or Alaska Native
- Asian
- Black or African American
- Caucasian
- Native Hawaiian or Other Pacific Islander
- Other \_\_\_\_\_

**26. Please indicate how many adults are currently living in your household.**

- 1
- 2
- 3
- 4
- 5 or more

**27. Please indicate if you have any children in your household within the following age ranges.**

	Yes	No
5 years and younger	<input type="checkbox"/>	<input type="checkbox"/>
6 to 12 years old	<input type="checkbox"/>	<input type="checkbox"/>
13 to 18 years old	<input type="checkbox"/>	<input type="checkbox"/>

**28. Please indicate your highest level of education.**

- Less than 9th grade
- Some High School (no diploma)
- High School Diploma (or equivalent)
- Some College (no degree)
- Associate (two-year) Degree
- Bachelors (four-year) Degree
- Graduate or Professional Degree

**29. What is your approximate household income from all sources, before income taxes, for 2013? If you are self-employed, please report your NET income after business expenses. Please check the appropriate answer.**

- |   |   |
|---|---|
| <input type="checkbox"/> Less than \$9,999    | <input type="checkbox"/> \$60,000 to \$69,999 |
| <input type="checkbox"/> \$10,000 to \$19,999 | <input type="checkbox"/> \$70,000 to \$79,999 |
| <input type="checkbox"/> \$20,000 to \$29,999 | <input type="checkbox"/> \$80,000 to \$89,999 |
| <input type="checkbox"/> \$30,000 to \$39,999 | <input type="checkbox"/> \$90,000 to \$99,999 |
| <input type="checkbox"/> \$40,000 to \$49,999 | <input type="checkbox"/> \$100,000 or more    |
| <input type="checkbox"/> \$50,000 to \$59,999 |   |

**30. Please indicate the current employment situation of members in your household.**

	You	Other Adults (if any)
Self-employed (home-based business)	<input type="checkbox"/>	<input type="checkbox"/>
Self-employed (business is outside home)	<input type="checkbox"/>	<input type="checkbox"/>
Employed	<input type="checkbox"/>	<input type="checkbox"/>
Retired	<input type="checkbox"/>	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	<input type="checkbox"/>

**31. Listed below are several broad categories of occupations. Please indicate which description best describes the primary occupations in your household.**

*If you are retired, please mark your former primary occupation.*

	You	Other Adults (if any)
Education	<input type="checkbox"/>	<input type="checkbox"/>
Health Services	<input type="checkbox"/>	<input type="checkbox"/>
Government	<input type="checkbox"/>	<input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>
Trade, Transportation, Warehousing, or Utilities	<input type="checkbox"/>	<input type="checkbox"/>
Professional (lawyer, accountant, doctor, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture (farmer, rancher, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Sales/Office Support	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input type="checkbox"/>	<input type="checkbox"/>
Homemaker	<input type="checkbox"/>	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

**Thank you for taking the time to complete this survey! We would appreciate any comments or suggestions you would like to provide. Your comments will receive our very careful attention.**

*Thank you again for your support!*

# QLife Network

## QualityLife Intergovernmental Agency

### AGENDA STAFF REPORT

#### QUALITYLIFE INTERGOVERNMENTAL AGENCY

**TO:** QLife Board of Directors

**FROM:** Nolan K. Young, Administrative Staff *NKY*

**DATE:** December 5, 2013

**ISSUE:** Authorization of funding support for the Public Wi Fi Expansion

**BACKGROUND:** Google had provided the City of The Dalles with a grant of \$75,000 for the purpose of improving and expanding the current public Wi Fi system. The service provider for the system is Gorge Networks. After soliciting information we identified expansion to the following areas, as well as system enhancement:

- Kelly Overlook
- Civic Auditorium (inside)
- Quinton Street Ballpark
- Sixth Street Corridor East end and West end

Attached is the proposal we received from Gorge Networks, in the amount of \$86,048 which includes QLife connections with the exception of an additional \$14,360 needed for the QLife connection at the Sixth Street west end corridor. Google was able to fund an additional \$11,048 to help meet the initial bid. The additional \$14,360 needed for the final QLife connection is being requested from the QLife board at this time.

Google had initially given the City funds to maintenance and operation of the system. Those funds will be depleted at the end of this fiscal year. The annual Gorge.net fee for maintenance and operation of the Wi Fi system is \$11,950. This fee includes broadband service. We request that QLife consider adding this to their annual budget beginning with the next fiscal year.

**BUDGET IMPLICATIONS:** The funds to support this project are available in the contingency line item, leaving a balance of \$38,517.

#### **BOARD ALTERNATIVES:**

1. **Staff recommendation:** Authorize the expenditure of \$14,360 from the contingency for support of the Public Wi Fi system expansion; and include \$11,950 for system maintenance in the FY 2014-15 budget proposal for consideration.
2. Decline to support the expansion of the Public Wi Fi system and/or annual operating costs.

## City of The Dalles WiFi Project Expansion Phase 4

Proposal Date: November 19, 2013

Service Description: Expansion of The City of The Dalles Public WiFi system.

Service Locations:

- Overlook Point, 6<sup>th</sup> Street Corridor, Quinton Street Ball Field
- Civic Auditorium (indoor application)
- Additional coverage for existing network

### Upgrade Plan: Points of Note

- 1) **Improvements to existing coverage area** – Improvement to the existing coverage area will be accommodated by adding two additional outdoor APs and two indoor APs. We will also be upgrading some select radios with the newer model 7782 units. The units that are replaced in the existing infrastructure will be repurposed to less demanding parts of the network.
- 2) **Increased coverage area** – Expansion of the network to Overlook Point, 6<sup>th</sup> Street Corridor, Quinton Street Ball Field will be accomplished by splicing into Qlife where appropriate and adding a total of 10 outdoor APs. This proposal includes the budget for the newer model AP (7782) which we have allocated an additional \$500/ea. in price. We have not received final word from the manufacturer but we have been told that the price increase is between \$400 and \$700. We will adjust the actual cost increase up or down from the \$500 allocated, once we get a firm number from Rukus. These new units will be used in the most appropriate area and not necessarily in the new coverage areas. Any of the existing 7762 units that get replaced with a new 7782 will be repurposed to a more appropriate (less demanding) location. The spec sheet for the new 7782 is attached to this proposal.
- 3) **Establishment of product lifecycle plan** – as the manufacturer releases newer, improved APs to their product line; we would like to phase in these units as part of an ongoing system lifecycle/upgrade plan. Replacing 10-15 of the older units in the system each year makes for a smooth financial plan rather than replacing all units at a point in time during one year. With the upgrade this year – no additional spare APs will result even though we will be phasing in the newer models. In subsequent years, this is a philosophy that we should take into consideration.
- 4) **Budget** - We realize that this proposal is over the \$75k target budget. There are a few items that will drive the actual cost up or down. Once we know the firm cost of the Qlife extensions/splices, the actual cost increase in the 7782 APs, and we determine if all APs in the plan are needed, we will know actual costs. Our proposal is to place the 6<sup>th</sup> Street expansion as the lowest priority and once we determine how much is left in the budget, we can scope back that expansion to meet our financial goal.



**Monthly Services:**

QTY	Item	Monthly Total
20	Additional Support Fees - \$50.00/AP/Year	\$83.33

**\*Non Recurring One-Time Charges:**

Description	Total
Overlook Point	\$8,100.00
6 <sup>th</sup> Street Corridor-West End	\$32,328.05
6 <sup>th</sup> Street Corridor-East End	\$11,050.00
Quinton Street Ball Field	\$9,290.00
Additional Coverage	\$12,000.00
Civic Auditorium	\$10,940.00
Project Engineering Cost (12 Hours Engineering)	\$2,340.00

Total Non-Recurring Cost \$86,048.05

14,360

+450

100,858

\*Pricing does not reflect the overall cost for each project location. Unknown factors include Q-Life installation costs, billboard installation and building access.

## Overlook Point

This location will be fed from Q-Life fiber from Sorosis Park, covered by 2 AP's.



Qty	Manuf.	Manufacturer Part #	Description	Unit Cost	Ext. Cost	Group Total
<b>Access Points</b>						
2	Ruckus	901-7782-US01 908-7782-1002	ZoneFlex 7782 Outdoor Wireless Access Point w/3yr support	\$ 2,800.00	\$ 5,600.00	
					<b>Total AP</b>	<b>\$ 5,600.00</b>
<b>AP Installation</b>						
2	Mars	MNT-23	Cobra Light - Antenna Mounting Bracket	\$ 25.00	\$ 50.00	
2		Labor	Cobra Light - Electrical Install Labor (PUD)	\$ 200.00	\$ 400.00	
2	FPOLC	FP-287	Cobra Light - POE DC Photo Eye Plug-in	\$ 325.00	\$ 650.00	
2		Labor	Cobra AP Installation	\$ 200.00	\$ 400.00	
					<b>Total AP Install</b>	<b>\$ 1,500.00</b>
<b>Gorge Networks Labor</b>						
2		Labor	Installation Labor	\$ 500.00	\$ 1,000.00	
					<b>Total Gorge Net Labor</b>	<b>\$ 1,000.00</b>
<b>Overlook Point area project cost including 3 year maintenance</b>						<b>\$ 8,100.00</b>



## Quinton Street Ball Field

This location would be fed by Q-Life fiber at MCMC and be covered by installing 2 AP's.



Qty	Manuf.	Manufacturer Part #	Description	Unit Cost	Ext. Cost	Group Total
<b>Access Points</b>						
2*	Ruckus	901-7782-US01 908-7782-1002	ZoneFlex 7782 Outdoor Wireless Access Point w/3yr support	\$ 2,800.00	\$ 5,600.00	
					<b>Total AP</b>	<b>\$ 5,600.00</b>
<b>AP Installation</b>						
1	Hire	Labor	Electrical Work (Higher Electric)	\$ 500.00	\$ 500.00	
					<b>Total AP Install</b>	<b>\$ 500.00</b>
<b>Gorge Networks Labor</b>						
2*		Labor	Installation Labor	\$ 500.00	\$ 1,000.00	
					<b>Total Gorge Net Labor</b>	<b>\$ 1,000.00</b>
<b>Connection to Q-Life Network</b>						
1	Q-Life	Fiber Splice	Connection to Q-Life Network <b>(Billed by Q-Life)</b>			<b>TBD</b>
1	Cisco	IE3000-4TC	Rugged Ethernet Switch with Rugged Optics and patch cable	\$ 2,190.00	\$ 2,190.00	
					<b>Total Network (Gorge Net)</b>	<b>\$ 2,190.00</b>

			Quinton Street area project cost including 3 year maintenance	\$ 9,290.00
			Quinton Street area project cost (Gorge Net + Q-Life)	TBD

\*MCMC building approval required.

\*May use three Access Points if coverage area insufficient.

## West 6<sup>th</sup> Street Corridor-West End

This location would be fed from Q-Life fiber and be covered by installing 5 AP's.



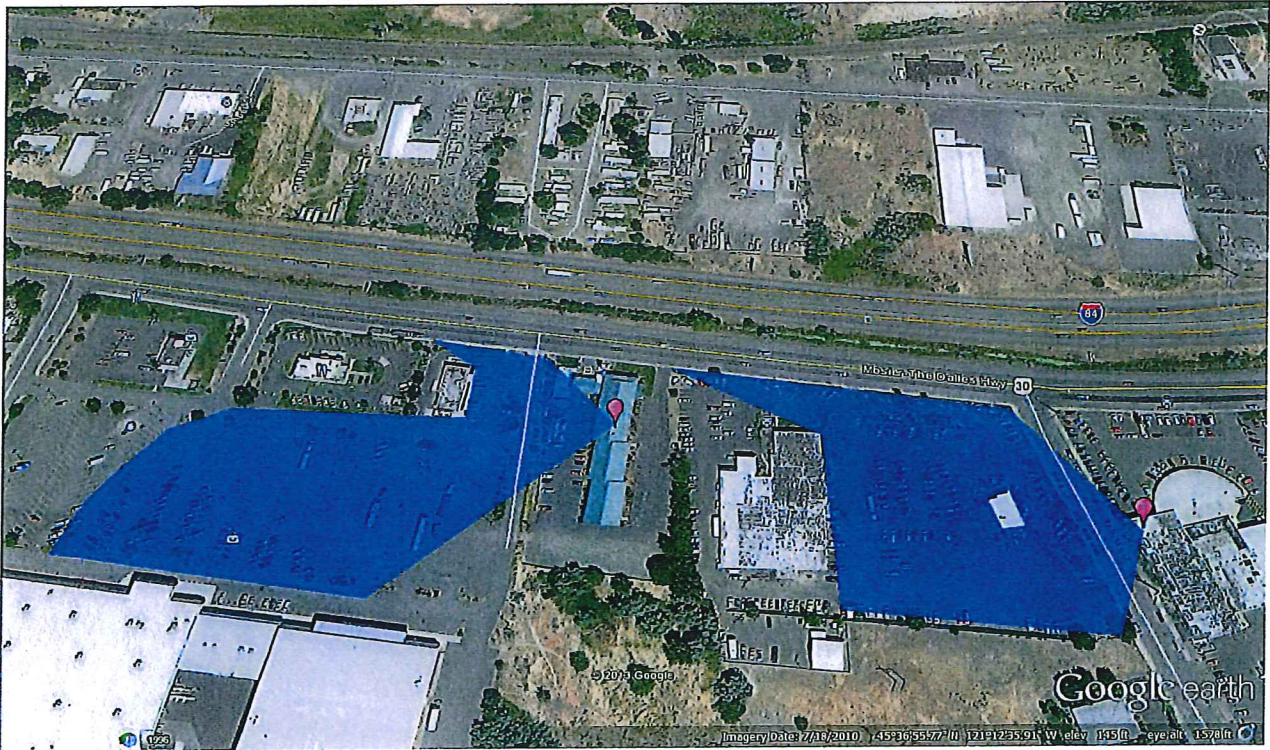
Qty	Manuf.	Manufacturer Part #	Description	Unit Cost	Ext. Cost	Group Total
<b>Access Points</b>						
5	Ruckus	901-7782-US51 908-7782-1002	ZoneFlex 7782-N Outdoor Wireless Access Point w/3yr support	\$ 2,800.00	\$ 14,000.00	
					<b>Total AP</b>	<b>\$ 14,000.00</b>
<b>AP Installation</b>						



1	Mars	MNT-23	Cobra Light - Antenna Mounting Bracket	\$ 25.00	\$ 25.00	
1	FPOLC	FP-287	Cobra Light - POE DC Photo Eye Plug-in	\$ 325.00	\$ 325.00	
1		Labor	Cobra AP Installation	\$ 200.00	\$ 200.00	
2	L-Com		Outdoor NEMA Enclosure	\$ 560.00	\$ 1,120.00	
5	Ruckus	911-1212-DP01	12dBi 5GHz Backhaul Antenna	\$ 350.00	\$ 1,750.00	
2	Hire	Labor	Electrical Work (Hire Electric)	\$ 500.00	\$ 1,000.00	
2			Billboard installation	TBD	TBD	
						Total AP Install \$ 4,420.00
<b>Gorge Networks Labor</b>						
5		Labor	Install Labor	\$ 500.00	\$ 2,500.00	
3		Engineering	Network Design	\$ 195.00	\$ 585.00	
						Total Gorge Net Labor \$ 3,085.00
<b>Connection to Q-Life Network</b>						
1	Q-Life	Fiber Splice	Connection to Q-Life Network <b>(Billed by Q-Life)</b>	\$ 8,633.05	\$ 8,633.05	
1	Cisco	IE3000-4TC	Rugged Ethernet Switch with Rugged Optics and patch cable	\$ 2,190.00	\$ 2,190.00	
						Total Network (Gorge Net) \$ 2,190.00
						6 <sup>th</sup> Street-West End area project cost including 3 year maintenance \$ 21,195.00
						6 <sup>th</sup> Street-West End project cost (Gorge Net + Q-Life) \$ 32,328.05

## West 6<sup>th</sup> Street Corridor-East End

This location would be fed from a new Q-Life connection at Bob Stone Auto, and be covered by installing 2 AP's.



Qty	Manuf.	Manufacturer Part #	Description	Unit Cost	Ext. Cost	Group Total
<b>Access Points</b>						
2	Ruckus	901-7782-US51 908-7782-1002	ZoneFlex 7782-N Outdoor Wireless Access Point w/3yr support	\$ 2,800.00	\$ 5,600.00	
					<b>Total AP</b>	<b>\$ 5,600.00</b>
<b>AP Installation</b>						
1	L-Com		Outdoor NEMA Enclosure	\$ 560.00	\$ 560.00	
2	Ruckus	911-1212-DP01	12dBi 5GHz Backhaul Antenna	\$ 350.00	\$ 700.00	
2	Hire	Labor	Electrical Work (Hire Electric)	\$ 500.00	\$ 1,000.00	
					<b>Total AP Install</b>	<b>\$ 2,260.00</b>
<b>Gorge Networks Labor</b>						
2		Labor	Install Labor	\$ 500.00	\$ 1,000.00	
					<b>Total Gorge Net Labor</b>	<b>\$ 1,000.00</b>

Connection to Q-Life Network						
1	Q-Life	Fiber Splice	Connection to Q-Life Network <b>(Billed by Q-Life)</b>	TBD	TBD	14,360
1	Cisco	IE3000-4TC	Rugged Ethernet Switch with Rugged Optics and patch cable	\$ 2,190.00	\$ 2,190.00	
				Total Network (Gorge Net)		\$ 2,190.00
			6 <sup>th</sup> Street-East End area project cost including 3 year maintenance			\$ 11,050.00
			6 <sup>th</sup> Street East-End area project cost (Gorge Net + Q-Life)			TBD

\*Bob Stone Auto and Motel 6 building approval required.

## Additional Coverage for Existing Network

Recommended additional AP's based on current network evaluation.

Qty	Manuf.	Manufacturer Part #	Description	Unit Cost	Ext. Cost	Group Total
<b>Possible Access Point Locations</b>						
<b>Discovery Center x2 (indoor)</b>			<b>Marina</b>			
2	Ruckus	901-7982-US00 908-7982-1002	ZoneFlex 7982 Indoor Wireless Access Point	\$ 1,250.00	\$ 2,500.00	
				Total AP		\$ 2,500.00
<b>Habitat for Humanity (Cobra install)</b>						
1	Ruckus	901-7782-US01 908-7782-1002	ZoneFlex 7782 Outdoor Wireless Access Point w/3yr support	\$ 2,800.00	\$ 2,800.00	
				Total AP		\$ 2,800.00
<b>Marina (Cobra install)</b>						
1	Ruckus	901-7782-US01 908-7782-1002	ZoneFlex 7782 Outdoor Wireless Access Point w/3yr support	\$ 2,800.00	\$ 2,800.00	
				Total AP		\$ 2,800.00
<b>AP Installation</b>						
2	Mars	MNT-23	Cobra Light - Antenna Mounting Bracket	\$ 25.00	\$ 50.00	
2	FPOLC	FP-287	Cobra Light - POE DC Photo Eye Plug-in	\$ 325.00	\$ 750.00	
2		Labor	Cobra AP Installation	\$ 200.00	\$ 400.00	
2	Ruckus	911-1212-DP01	12dBi 5GHz Backhaul Antenna	\$ 350.00	\$ 700.00	
				Total AP Install		\$ 1,900.00
<b>Gorge Networks Labor</b>						
4		Labor	Install Labor	\$ 500.00	\$ 2,000.00	
				Total Gorge Net Labor		\$ 2,000.00
			Additional Coverage Project cost including 3 year maintenance			\$ 12,000.00

## Civic Auditorium

This location will be fed by Q-Life and requires 5 AP's for the community room, fireside room, ballroom, theatre and lobby.

Qty	Manuf.	Manufacturer Part #	Description	Unit Cost	Ext. Cost	Group Total
<b>Access Points</b>						
5	Ruckus	901-7982-US00 908-7982-1002	ZoneFlex 7982 Indoor Wireless Access Point	\$ 1,250.00	\$ 6,250.00	
					<b>Total AP</b>	<b>\$ 6,250.00</b>
<b>Gorge Networks Labor</b>						
5		Labor	Installation Labor	\$ 500.00	\$ 2,500.00	
					<b>Total Gorge Net Labor</b>	<b>\$ 2,500.00</b>
<b>Connection to Q-Life Network</b>						
1	Cisco	IE3000-4TC	Rugged Ethernet Switch with Rugged Optics and patch cable	\$ 2,190.00	\$ 2,190.00	
					<b>Total Network (Gorge Net)</b>	<b>\$ 2,190.00</b>
<b>Civic Auditorium project cost including 3 year maintenance</b>						<b>\$ 10,940.00</b>

Aristo Networks LLC  
Technical Management Report  
By  
John Amery  
12/4/2013

Items of Discussion:

1. Core backbone is operating in automatic fail-over mode (redundancy) again. We believe we have resolved all issues previously noted in the redundancy system. We have also initiated moving some of our furthest customers (distance wise) to redundant links.
2. While migrating some of our customers over to the new electronics, we caused an outage in the City free WIFI system. We have worked with the WIFI system's support vendor and believe we have resolved issues with a better solution than previously implemented.
3. We are currently in a network freeze throughout the holiday season.