

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

ADOPTED BUDGET FISCAL YEAR 2020

TABLE OF CONTENTS

1. Budget Message	1
2. Budget Summary	5
3. Q-Life General (Operating) Fund Budget Detail (600)	6
4. Q-Life Capital Fund Budget Detail (601)	8
5. Q-Life Maupin Fund Budget Detail (602)	9
6. Budget Worksheets by Account (Fund 600)	11
7. Budget Worksheets by Account (Fund 601)	52
8. Budget Worksheets by Account (Fund 602)	71

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET MESSAGE

FISCAL YEAR 2020

I am pleased to present to you the QLife Proposed Budget for the Fiscal Year 2020. This budget covers the period of July 1st, 2019 to Jun 30th 2020.

The QualityLife Intergovernmental Agency (QLife) is a partnership between the City of The Dalles and Wasco County. QLife is an intergovernmental agency consisting of the City of The Dalles and Wasco County, governed by a Board of Directors and run by an Administrator. QLife is a transport and dark fiber service provider that facilitates broadband, Ethernet, wide area networks, internet access, and virtual private networks through local internet service providers. QLife has been operational since December of 2003. The original mission and purpose of QLife was to bring a middle mile fiber solution to the City of The Dalles in an effort to meet certain needs of critical agencies for reliable high speed data services and to provide and promote an environment for successful economic development. Recently QLife has embarked on a project to bring fiber to the home in Maupin, OR. This project will be completed in fiscal year 2019 (FY19), making fiscal year 2020 (FY20) the first full year of operating off of revenues generated by the system.

This narrative explains the proposed Qlife budget for FY20. The budget encompasses three (3) funds: The Operating (General) Fund, the Capital Fund and the Maupin Fund. The Maupin Fund is for operations and capital bringing and building Qlife services in the Maupin area. The intent is for the Maupin Fund to function without subsidy from the Operating fund serving The Dalles. FY20 will be the first fiscal year of operations.

The Proposed Budget totals \$2,855,182 combined for all three (3) funds. This decrease over the budget for FY19 is \$689,648. This is due to the Maupin project’s scheduled completion in April 2019. This has decreased the budget significantly (\$1,011,504) for the Maupin fund as the capital expenses have been paid and now the project will be operating off of revenues generated.

Fund	FY19 Budget	FY20 Budget	Difference	%
General Fund	760,147	764,260	4,113	0.5%
<i>The operations fund is primarily for operation in The Dalles area</i>				
Capital Fund	1,718,649	2,036,392	317,743	18.5%
<i>The capital fund is used for system expansion in The Dalles area</i>				
Maupin Fund	1,066,034	54,530	(1,011,504)	-94.9%
<i>The Maupin fund is used to provide service in the Maupin area</i>				
Grand Total	3,544,830	2,855,182	(689,648)	-19.5%

Financial Health

The General (Operations) Fund for The Dalles area is in good shape. The projected resources are \$764,260 for FY20. This includes a Beginning Fund Balance of \$96,952. Normal operations are \$315,890 with an additional \$20,000 set aside each year for capital equipment. This fund is stable at this point. Part of the stability has been by decreasing the planned transfers to the Capital Fund by \$45,780. This transfer is still \$327,020 in FY20 and represents 49.1% of all the Utility Service Charges collected. This is while still maintaining a healthy fund balance totaling 28.9% of the operating and capital costs of the fund.

The Capital Fund starts FY20 with \$1,665,172 in Beginning Fund Balance. Another \$327,020 will be transferred in from the General (Operations) Fund. This puts the total resources of the fund at \$2,036,392. There is a small transfer budgeted to move to the Maupin Fund, but this is only \$30,000 and will only be utilized if warranted and with the approval of the Qlife Board. The remaining \$1,066,108 is split between Contingency and Reserve for System Improvements. (Both of these are effectively “Contingency” budgets, the reserved funds are just serve a more focused purpose.) The fund remains healthy and continues to grow.

The Maupin Fund will have the first year of functioning on self-generated revenues. Total resources are \$54,530 and this includes a potential transfer of \$30,000 from the Capital Fund. It is not planned to utilize this and will only be done if deemed necessary by the Qlife Board. Effectively, the transfer covers most of the Contingency and Reserve for WIFI. (As above, the reserve account is a focused “Contingency” type account.) Resources and requirements are significantly reduced due to the completion of the primary system project. The resources of this fund will have to grow to be able to generate a return on the investment. Currently, the Maupin Fund has received \$156,655 from the Capital Fund. More had been budgeted but was never utilized. As of April 2019, the total of all expenses to date for the Maupin Fund since creation are \$946,446, of which 16.6% was funded by the General Fund. (This total includes more than the Maupin Fiber project. There was a sizable grant to provide WIFI service that remains to be served. This is included in the FY20 budget.)

Transfers

Transfers are used to move funds from one fund to another – this is not an exchange of funds for value but rather a reallocation of resources. The General (Operations) Fund is budgeted to transfer \$327,020 to the Capital Fund. This is to set resources aside for current and future capital needs. This allows the General Fund to operate with fewer spikes and smooths out the business cycle. The transfer budgeted for the Capital Fund to the Maupin Fund serves a different purpose. This transfer will only be executed if determined to be required the Qlife Board – it is in essence a “just in case” funding for the contingency budget in the Maupin Fund. No transfer is scheduled at this time for the Maupin Fund to repay the funds transferred in from the Capital Fund. This will come in future fiscal periods as the Maupin Fund grows. A summary is shown below.

From Fund	To Fund	Amount	Purpose
General	Capital	\$ 327,050	Fund capital expenses of the system
Capital	Maupin	\$ 30,000	To fund the Contingency funds if determined necessary by the Qlife Board
Maupin	Capital	\$ -	No funds of the \$156,665 transferred in since inception will be repaid in FY20

Contingency and Reserves

Contingency amounts are appropriations included in the budget but cannot be spent – it is available to be transferred to an appropriate expense line by the governing body. The Qlife budget also uses Reserves which are an additional contingency amount but more focused in intent. For Oregon Local Budget Law application these funds are Contingency also. It is not a problem to have more than one Contingency line in a fund budget.

The General (Operating) Fund has a contingency of \$50,000 – the same as FY19. This is 14.8% of the budgeted operating cost of the fund. This is nearly two (2) months of expenses. This is considered adequate at this point by management.

The Capital Fund has a contingency of \$390,983 and a reservation for \$675,125 – the total is \$1,066,108. The reservation is dedicated to system improvements.

The Maupin Fund contingency is \$7,500 and a reservation for \$28,320 – the total is \$35,820. The reservation is dedicated to providing WIFI service. The private grant accepted is intended to offset providing WIFI service for three years. One year is in the budgeted expenses of the fund and the remaining two (2) are in the reservation.

Capital Outlay

The General (Operations) Fund has budgeted \$20,000 for capital outlay. This is to meet Item #3 of the agencies Financial Priorities Policy – specifically to have \$20,000 available for expansion and replacement of electronics in the system.

The Capital Fund has budgeted \$940,284 for capital outlay in FY20. This starts with \$80,000 for a generator replacement. The primary system has \$660,284 budgeted to address a list of potential projects with estimated costs below. Secondary line extension is the third category of capital outlay for the fund – this is \$200,000 and will be used for new connections requiring a line extension which increases the value of the system. No specific extensions are identified at this time.

<u>Project Title</u>	<u>Estimated Cost</u>
St. Mary's	\$371,000
Pon Beta	\$50,000
East Bisector	\$186,000

Downtown Bypass	\$76,000
Co-location Space – Big Eddy	\$232,000
Downtown Metro Loop	\$120,000
<u>Decrease to Balance Fund</u>	<u>(\$374,716)</u>
Total Primary System	<u>\$660,284</u>

Not all the primary system projects will be executed in FY20 and the costs at this point are preliminary estimates meant to function as a consideration in prioritization. There are funds available to complete the entire list, but these are currently budgeted in the contingency and reservation lines. History has shown that constraints of the time available and system /customer needs prevent all projects identified from being executed in the same fiscal period.

The Maupin Fund has a minimal amount (\$1,000) budgeted for capital outlay in FY20. There are funds in contingency and reservation to transfer in if necessary, but it is not expected. The \$1,000 is not dedicated to any specific item but rather for needs of the primary system. The project is completing in FY19 so the capital outlay needs of the fund decrease significantly.

Capital Outlay		
Fund	Purpose	Amount
General (Operating)	Telcom Equipment	\$ 20,000
Capital Fund	Equipment	80,000
	Primary System Maintenance	660,284
	Secondary Line Extension	200,000
Total Capital Fund		940,284
Maupin Fund	Primary System	1,000
Total Capital Outlay		961,284.00

Budget Appropriation

The Proposed Budget contains line item detail; however the legal level of control for the budget is at the Fund/Department level. This means for each fund, amounts will be appropriated at the legal level of control by Beginning Balance, Operations (noncapital and capital), Pass-Through, Transfer In/Out, Reserve, Contingency and Unappropriated.

Qlife FY20 Budget Summary for Resolution
 Budget by Fund-Department

Fund	Department/Classification	Budget Revenue/ Resources	Budget Expense/ Requirements
GENERAL (OPERATIONS)	OPERATIONS	764,260	335,890
	TRANSFERS	-	327,020
	CONTINGENCY	-	50,000
	UNAPROPRIATED	-	51,350
TOTAL GENERAL		764,260	764,260
CAPITAL	OPERATIONS	1,709,372	940,284
	TRANSFERS	327,020	30,000
	CONTINGENCY	-	1,066,108
	UNAPPROPRIATED	-	-
TOTAL CAPITAL		2,036,392	2,036,392
MAUPIN	OPERATIONS	24,530	18,710
	TRANSFERS	30,000	-
	CONTINGENCY	-	35,820
	UNAPPROPRIATED	-	-
TOTAL MAUPIN		54,530	54,530
Total Appropriation		2,855,182	2,855,182
Unappropriated - for us in Future fiscal periods		-	51,350
Appropriated For FY20 Use		2,855,182	2,803,832

Qlife Budget Detail General (Operating) Fund

Fund	General Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
Revenue								
Revenue								
600.60.6000.400.000 - BEGINNING FUND BALANCE	231,823	157,296	108,640	87,800	96,952	96,652	96,652	96,652
600.60.6000.414.500 - UTILITY SERVICE CHARGES	648,860	601,430	661,043	669,147	655,764	665,460	665,460	665,460
600.60.6000.414.501 - CONNECT CHARGES	4,200	2,000	1,700	1,000	100	1,000	1,000	1,000
600.60.6000.417.104 - INTEREST EARNED	4,950	11,053	1,613	2,000	847	948	948	948
600.60.6000.421.241 - MISC RECEIPTS	3,933	108	4,003	200	1,586	200	200	200
600.60.6000.422.132 - E-RATE REIMBURSEMENTS	41,290	-	-	-	-	-	-	-
Revenue Total	935,056	771,887	776,999	760,147	755,249	764,260	764,260	764,260
Expense								
Materials & Services								
600.60.6000.52101 - ADVERTISING & PROMOTIONS	500	673	2,837	1,500	1,500	1,500	1,500	1,500
600.60.6000.52111 - DUES & SUBSCRIPTIONS	1,433	1,616	3,525	3,000	2,000	3,000	3,000	3,000
600.60.6000.52113 - INSURANCE & BONDS	7,317	19,586	15,242	21,000	18,000	21,000	21,000	21,000
600.60.6000.52115 - LEGAL NOTICES & PUBLISHING	296	209	36	400	400	400	400	400
600.60.6000.52116 - POSTAGE	-	120	359	200	180	200	200	200
600.60.6000.52120 - RENT - OFFICE	7,752	7,752	7,752	7,752	7,752	7,752	7,752	7,752
600.60.6000.52122 - TELEPHONE	412	421	450	420	550	500	500	500
600.60.6000.52148 - GENERAL GRANTS	2,000	2,000	3,000	2,000	2,000	2,000	2,000	2,000
600.60.6000.52151 - SCHOLARSHIP	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
600.60.6000.52350 - TAXES/PERMITS/ASSESSMENTS	-	-	415	400	785	800	800	800
600.60.6000.52370 - MISC EXPENDITURES	674	120	832	1,000	2,000	1,000	1,000	1,000
600.60.6000.52398 - ADMINISTRATIVE COST	31,793	38,221	54,500	55,350	55,350	58,671	58,671	58,671
600.60.6000.52401 - CONTRACTED SERVICES	-	-	-	-	325	-	-	-
600.60.6000.52406 - CONTR SRVCS - LEGAL CONUNSEL CONTR	12,480	6,846	9,162	9,000	6,000	6,000	6,000	6,000
600.60.6000.52409 - CONTR SRVCS - OTHER	12,278	10,723	7,998	15,100	8,000	15,100	15,100	15,100
600.60.6000.52412 - CONTR SRVCS - AUDIT CONTRACT	4,750	6,600	3,650	6,000	4,000	4,200	4,200	4,200
600.60.6000.52477 - CONTRACTED SVSC - ENGINEERING	35,210	45,796	37,174	20,000	64,587	50,000	50,000	50,000
600.60.6000.52479 - CONTRACTED SVSC - NETWORK SYSTEM MGMT	71,845	56,972	55,870	51,000	78,490	71,000	71,000	71,000
600.60.6000.52480 - POLE CONNECTION FEES	8,447	4,650	15,088	10,500	15,000	12,392	12,392	12,392
600.60.6000.52481 - RIGHT OF WAY FEES	19,466	18,043	23,730	20,075	20,075	20,075	20,075	20,075
600.60.6000.52502 - NETWORK COMPONENTS	1,597	-	730	5,000	2,000	5,000	5,000	5,000
600.60.6000.52601 - EQUIPMENT - NON CAPITAL	-	1,304	1,504	5,000	1,000	5,000	5,000	5,000
600.60.6000.52701 - TRAINING & EDUCATION	195	325	514	700	500	700	700	700

Qlife Budget Detail General (Operating) Fund

Fund	General Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
600.60.6000.52711 - MEALS, LODGING & REGISTRATION	1,973	518	1,546	2,000	1,656	5,000	5,000	5,000
600.60.6000.52801 - BLDG REPAIR & MAINT	247	315	-	1,600	200	1,600	1,600	1,600
600.60.6000.52808 - OUTSIDE PLANT MAINTENANCE	7,226	32,424	23,255	20,000	8,500	20,000	20,000	20,000
600.60.6000.52882 - UTILITIES - ELECTRICITY	454	619	737	800	690	800	800	800
600.60.6000.52910 - SUPPLIES - OFFICE	295	178	361	200	107	200	200	200
600.60.6000.52608 - EASEMENTS - NON-CAPITAL			-	1,000	-	-	-	-
Capital Outlay								
600.60.6000.53301 - EQUIPMENT - CAPITAL	1,688	-	-	20,000	2,000	20,000	20,000	20,000
600.60.6000.53403 - EASEMENTS	-	-	18,000	-	-	-	-	-
Transfer								
600.60.6000.55601 - TRANSFER TO QLIFE CAPITAL	504,140	405,391	392,898	372,800	372,800	327,020	327,020	327,020
Pass-Through								
600.60.6000.52399 - ESD E-RATE PASS THROUGH	41,290	-	-	-	-	-	-	-
Contingency								
600.60.6000.57600 - CONTINGENCY	-	-	-	50,000	-	50,000	50,000	50,000
Unappropriated								
600.60.6000.59000 - UNAPPROPRIATED	-	-	-	54,350	-	51,350	51,350	51,350
Expense Total	777,758	663,422	683,164	760,147	678,447	764,260	764,260	764,260

Qlife Budget Detail Capital Fund

Fund	Capital Fund							
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted
Revenue								
Revenue								
601.60.6000.400.000 - BEGINNING FUND BALANCE	377,826	870,111	1,011,310	1,315,777	1,391,871	1,665,172	1,665,172	1,665,172
601.60.6000.414.501 - CONNECT CHARGES	13,569	5,100	-	19,000	-	19,000	19,000	19,000
601.60.6000.417.104 - INTEREST EARNED	-	625	17,542	1,072	25,285	25,200	25,200	25,200
601.60.6000.450.600 - TRANSFER FROM QLIFE OPERATING FUND	504,140	405,391	392,898	372,800	372,800	327,020	327,020	327,020
601.60.6000.450.602 - TRANSFER FROM QLIFE MAUPIN FUND	-	-	-	10,000	-	-	-	-
Revenue Total	895,535	1,281,227	1,421,750	1,718,649	1,789,956	2,036,392	2,036,392	2,036,392
Expense								
Materials & Services								
601.60.6000.52477 - CONTRACTED SVSC - ENGINEERING	1,085	10,961	4,068	11,000	(4,470)	-	-	-
601.60.6000.52478 - CONTRACTED SVSC - CUSTOMER CONNECTIONS	1,354	-	-	4,000	-	-	-	-
601.60.6000.52651 - EQUIPMENT - REPAIR & MAINTENANCE	-	11,344	-	8,000	-	-	-	-
Capital Outlay								
601.60.6000.53101 - BUILDINGS	-	-	-	-	-	-	-	-
601.60.6000.53301 - EQUIPMENT - CAPITAL	-	302	-	80,000	-	80,000	80,000	80,000
601.60.6000.53313 - PRIMARY SYSTEM	2,263	89,581	22,055	600,000	250,000	660,284	660,284	660,284
601.60.6000.53314 - SECONDARY LINE EXTENSION	20,722	1,074	3,756	200,000	5,000	200,000	200,000	200,000
601.60.6000.53315 - POLE MAKE READY	-	-	-	-	-	-	-	-
Transfer								
601.60.6000.55602 - TRANSFER TO QLIFE MAUPIN	-	156,655	-	200,000	-	30,000	30,000	30,000
Contingency								
601.60.6000.57601 - CONTINGENCY	-	-	-	390,983	-	390,983	390,983	390,983
Distribution								
601.60.6000.56001 - DISTRIBUTION TO SPONSORS	-	-	-	-	-	-	-	-
Reserve								
601.60.6000.58001 - RESERVE FOR SYSTEM IMPROVEMENTS	-	-	-	224,666	-	675,125	675,125	675,125
601.60.6000.58002 - RESERVE FOR EXPANSION	-	-	-	-	-	-	-	-
Unappropriated								
601.60.6000.59000 - UNAPPROPRIATED	-	-	-	-	-	-	-	-
Expense Total	25,424	269,917	29,879	1,718,649	250,530	2,036,392	2,036,392	2,036,392

Qlife Budget Detail Maupin Fund

Fund	Maupin Fund								
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted	
Revenue									
Revenue									
602.60.6000.400.000 - BEGINNING FUND BALANCE	-	13,620	139,176	128,434	117,048	17,110	17,110	17,110	
602.60.6000.412.674 - STATE GRANT	-	80,427	186,227	190,000	494,069	-	-	-	
602.60.6000.412.700 - PRIVATE SECTOR GRANTS	87,880	-	-	-	-	-	-	-	
602.60.6000.414.500 - UTILITY SERVICE CHARGES	-	-	-	-	-	-	-	-	
602.60.6000.417.104 - INTEREST EARNED	-	25	2,188	-	1,475	60	60	60	
602.60.6000.421.241 - MISC RECEIPTS	-	-	-	-	-	-	-	-	
602.60.6000.450.600 - TRANSFER FROM QLIFE OPERATING FUND	-	-	-	200,000	-	-	-	-	
602.60.6000.450.601 - TRANSFER FROM QLIFE CAPITAL FUND	-	156,655	-	220,000	-	30,000	30,000	30,000	
602.60.6000.490.490 - LOAN PROCEEDS	-	-	-	-	-	-	-	-	
602.60.6000.414.306 - CITY OF MAUPIN FLOW THROUGH GRANT 1	-	-	-	546,000	-	-	-	-	
602.60.6000.414.505 - CITY OF MAUPIN - GORGE.NET RECEIPTS	-	-	-	-	-	3,360	3,360	3,360	
602.60.6000.414.506 - CITY OF MAUPIN - LSN RECEIPTS	-	-	-	-	-	4,000	4,000	4,000	
Revenue Total	87,880	250,727	327,591	1,284,434	612,592	54,530	54,530	54,530	
Expense									
Materials & Services									
602.60.6000.52113 - INSURANCE & BONDS	-	-	-	1,000	-	-	-	-	
602.60.6000.52398 - ADMINISTRATIVE COST	26,678	-	-	14,160	494	-	-	-	
602.60.6000.52406 - CONTR SVCS - LEGAL CONUNSEL CONTR	-	1,845	648	2,000	2,500	2,500	2,500	2,500	
602.60.6000.52476 - CONTRACTED SVSC - WIFI	-	-	11,909	1,000	500	14,160	14,160	14,160	
602.60.6000.52477 - CONTRACTED SVSC - ENGINEERING	-	-	19,125	-	2,000	-	-	-	
602.60.6000.52480 - POLE CONNECTION FEES	-	-	-	1,050	-	1,050	1,050	1,050	
602.60.6000.52651 - EQUIPMENT - REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	
602.60.6000.52882 - UTILITIES - ELECTRICITY	-	-	-	-	-	-	-	-	
602.60.6000.52883 - UTILITIES - NATURAL GAS	-	-	-	-	-	-	-	-	
602.60.6000.54278 - CONTRACTED SVSC - CUSTOMER CONNECTIONS	-	-	-	-	-	-	-	-	
Capital Outlay									
602.60.6000.53101 - BUILDINGS	-	-	-	-	-	-	-	-	
602.60.6000.53301 - EQUIPMENT - CAPITAL	17,097	-	3,148	-	4,148	-	-	-	
602.60.6000.53313 - PRIMARY SYSTEM	30,486	109,707	175,281	600,000	557,143	1,000	1,000	1,000	
602.60.6000.53314 - SECONDARY LINE EXTENSION	-	-	433	-	-	-	-	-	
602.60.6000.53315 - POLE MAKE READY	-	-	-	-	-	-	-	-	
Transfer									

Qlife Budget Detail Maupin Fund

Fund	Maupin Fund								
Row Labels	FY16 - Actual	FY17 - Actual	FY18 - Actual	FY19 - Budget	FY19 - Projection	FY20 - Budget Request	FY20 - Approved	FY20 - Adopted	
602.60.6000.55601 - TRANSFER TO QLIFE CAPITAL	-	-	-	10,000	-	-	-	-	
Contingency									
602.60.6000.57602 - CONTINGENCY	-	-	-	377,664	-	7,500	7,500	7,500	
Reserve									
602.60.6000.58004 - RESERVE FOR WIFI	-	-	-	59,160	-	28,320	28,320	28,320	
Unappropriated									
602.60.6000.59000 - UNAPPROPRIATED	-	-	-	-	-	-	-	-	
Expense Total	74,261	111,552	210,543	1,066,034	566,785	54,530	54,530	54,530	

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.400.000

BEGINNING FUND BALANCE

Account Definition:

Resouces carried over from the prior fiscal period

FY14 Actual: 93,154

FY15 Actual: 180,966

FY16 Actual: 231,823

FY17 Actual: 157,296

FY18 Actual: 108,640

FY19 Budgeted: 87,800

FY19 Projected: 96,952

FY20 Proposed: 96,652

FY20 Approved: 96,652

FY20 Adopted: 96,652

Budget Notes:

Projected FY19 Ending Fund Balance as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.414.500	UTILITY SERVICE CHARGES

Account Definition:

Charges for service

FY14 Actual:	575,730
FY15 Actual:	622,155
FY16 Actual:	648,860
FY17 Actual:	601,430
FY18 Actual:	661,043
FY19 Budgeted:	669,147
FY19 Projected:	655,764
FY20 Proposed:	665,460
FY20 Approved:	665,460
FY20 Adopted:	665,460

Budget Notes:

March 2019 = \$55,455; set as base 12*55,455= \$665,460

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.414.501	CONNECT CHARGES

Account Definition:

When a customer is billed for service being added, the one-time revenue for connecting is recorded here

FY14 Actual:	3,600
FY15 Actual:	3,150
FY16 Actual:	4,200
FY17 Actual:	2,000
FY18 Actual:	1,700
FY19 Budgeted:	1,000
FY19 Projected:	100
FY20 Proposed:	1,000
FY20 Approved:	1,000
FY20 Adopted:	1,000

Budget Notes:

Estimated at just over 2 service added; Estimated connection fees are \$6,450; \$450 for Turn up fee, \$1,000 for Electronic Switch and \$5,000 for service line

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.417.104	INTEREST EARNED

Account Definition:

Interest on bank accounts

FY14 Actual:	568
FY15 Actual:	1,505
FY16 Actual:	4,950
FY17 Actual:	11,053
FY18 Actual:	1,613
FY19 Budgeted:	2,000
FY19 Projected:	847
FY20 Proposed:	948
FY20 Approved:	948
FY20 Adopted:	948

Budget Notes:

Estimate based on principal

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.421.241 MISC RECEIPTS

Account Definition:

Receipts that are not service charges, connection charges or interest. This should be minimal and if a revenue source is significant and/or recurring, a specific account line should be considered

FY14 Actual:	134
FY15 Actual:	5,637
FY16 Actual:	3,933
FY17 Actual:	108
FY18 Actual:	4,003
FY19 Budgeted:	200
FY19 Projected:	1,586
FY20 Proposed:	200
FY20 Approved:	200
FY20 Adopted:	200

Budget Notes:

As title implies. Not known - this is used for 1 time receipts that are not appropriate in a different revenue line.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.422.132

E-RATE REIMBURSEMENTS

Account Definition:

This is not processed through Qlife anymore

FY14 Actual: 36,936

FY15 Actual: 13,075

FY16 Actual: 41,290

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

This flowthrough is not processed through Qlife anymore

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52101

ADVERTISING & PROMOTIONS

Account Definition:

Advertising and promotional spending

FY14 Actual: 1,055

FY15 Actual: 529

FY16 Actual: 500

FY17 Actual: 673

FY18 Actual: 2,837

FY19 Budgeted: 1,500

FY19 Projected: 1,500

FY20 Proposed: 1,500

FY20 Approved: 1,500

FY20 Adopted: 1,500

Budget Notes:

Keep the budget the same: This line is for costs to advertise and promote the Qlife system

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52111

DUES & SUBSCRIPTIONS

Account Definition:

Dues for memberships in groups and associations and subscriptions. Specifically, Special Districts Associations of Oregon & Oregon Joint Use Association

FY14 Actual:	25
FY15 Actual:	255
FY16 Actual:	1,433
FY17 Actual:	1,616
FY18 Actual:	3,525
FY19 Budgeted:	3,000
FY19 Projected:	2,000
FY20 Proposed:	3,000
FY20 Approved:	3,000
FY20 Adopted:	3,000

Budget Notes:

Base on FY18 Actual; Special Districts Association of Oregon & Oregon Joint Use Association

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52113	INSURANCE & BONDS

Account Definition:

Insurance costs for insuring the agency property

FY14 Actual:	5,665
FY15 Actual:	5,730
FY16 Actual:	7,317
FY17 Actual:	19,586
FY18 Actual:	15,242
FY19 Budgeted:	21,000
FY19 Projected:	18,000
FY20 Proposed:	21,000
FY20 Approved:	21,000
FY20 Adopted:	21,000

Budget Notes:

Cover higher insurance in FY18; Calendar year 2017 premium = \$14,260 (\$6,505 of which is property insurance); \$1,600 Pole Attachment Bond for PUD; Project for FY18 - Liability \$7,940; Property \$6,505; Pole Attachment Bond \$1,600; buffer for increases \$4,

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52115

LEGAL NOTICES & PUBLISHING

Account Definition:

Publishing required documents, specifically meeting notices and notice of bids/proposal requests

FY14 Actual:	240
FY15 Actual:	116
FY16 Actual:	296
FY17 Actual:	209
FY18 Actual:	36
FY19 Budgeted:	400
FY19 Projected:	400
FY20 Proposed:	400
FY20 Approved:	400
FY20 Adopted:	400

Budget Notes:

Keep the budget the same; For the publication of legal notices - specifically meeting notices and request for bids in the paper and other places

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.52116 POSTAGE

Account Definition:

For all mailing costs - this is not restricted to USPS as at times other services are required to send a package. Not intended for Freight charges.

FY14 Actual:	112
FY15 Actual:	113
FY16 Actual:	
FY17 Actual:	120
FY18 Actual:	359
FY19 Budgeted:	200
FY19 Projected:	180
FY20 Proposed:	200
FY20 Approved:	200
FY20 Adopted:	200

Budget Notes:

Keep the budget the same; Postage for mailings and normal mailing costs.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.52120 RENT - OFFICE

Account Definition:

Rent for space

FY14 Actual: 7,752

FY15 Actual: 7,752

FY16 Actual: 7,752

FY17 Actual: 7,752

FY18 Actual: 7,752

FY19 Budgeted: 7,752

FY19 Projected: 7,752

FY20 Proposed: 7,752

FY20 Approved: 7,752

FY20 Adopted: 7,752

Budget Notes:

Rent of City Hall space. One room \$141/month; second room \$121/month; third addition \$176/month; covered storage at City PW facility \$209/month = \$646/month

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.52122 TELEPHONE

Account Definition:

Telephone service

FY14 Actual:	410
FY15 Actual:	376
FY16 Actual:	412
FY17 Actual:	421
FY18 Actual:	450
FY19 Budgeted:	420
FY19 Projected:	550
FY20 Proposed:	500
FY20 Approved:	500
FY20 Adopted:	500

Budget Notes:

Keep the budget the same; This covers the cost for phone service and monthly maintenance contract with Gorge Networks

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52148	GENERAL GRANTS

Account Definition:

Grant for the Northern Wasco County School District for the robotics program

FY14 Actual:	2,000
FY15 Actual:	2,000
FY16 Actual:	2,000
FY17 Actual:	2,000
FY18 Actual:	3,000
FY19 Budgeted:	2,000
FY19 Projected:	2,000
FY20 Proposed:	2,000
FY20 Approved:	2,000
FY20 Adopted:	2,000

Budget Notes:

Grant for school robotics program - Paid to Northern Wasco County School District

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.52151 SCHOLARSHIP

Account Definition:

Two scholarships to the CGCC Foundation to award

FY14 Actual: 2,000

FY15 Actual: 2,000

FY16 Actual: 2,000

FY17 Actual: 2,000

FY18 Actual: 2,000

FY19 Budgeted: 2,000

FY19 Projected: 2,000

FY20 Proposed: 2,000

FY20 Approved: 2,000

FY20 Adopted: 2,000

Budget Notes:

Scholarship paid to CGCC Foundation for two \$1,000 scholarships

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52350	TAXES/PERMITS/ASSESSMENTS

Account Definition:

Permits & assements tied to projects and property

FY14 Actual:

FY15 Actual: 228

FY16 Actual:

FY17 Actual:

FY18 Actual: 415

FY19 Budgeted: 400

FY19 Projected: 785

FY20 Proposed: 800

FY20 Approved: 800

FY20 Adopted: 800

Budget Notes:

Increased the FY20 budget to match the FY19 actuals; Payments for filing Audit paperwork with state, Oregon Ethics Assessment, Public Utility Commission of Oregon and Bureau of Labor and Industries; Related to St Mary's project currently

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52370	MISC EXPENDITURES

Account Definition:

Expense costs not appropriate for other expense lines - should be one-time and minimal. An ongoing cost should look to have a line added depending on size.

FY14 Actual:	460
FY15 Actual:	3,889
FY16 Actual:	674
FY17 Actual:	120
FY18 Actual:	832
FY19 Budgeted:	1,000
FY19 Projected:	2,000
FY20 Proposed:	1,000
FY20 Approved:	1,000
FY20 Adopted:	1,000

Budget Notes:

This expense is for items that do not fit into a different expense line. It should be kept to a minimum and new categories of expense that will be used repeated should look to have a line created that fits

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52398	ADMINISTRATIVE COST

Account Definition:

Wasco County fee for administering the Qlife program

FY14 Actual:	15,909
FY15 Actual:	29,113
FY16 Actual:	31,793
FY17 Actual:	38,221
FY18 Actual:	54,500
FY19 Budgeted:	55,350
FY19 Projected:	55,350
FY20 Proposed:	58,671
FY20 Approved:	58,671
FY20 Adopted:	58,671

Budget Notes:

Compensation to County for Administrative support; FY18 level + 2.5% increase for wages; also includes the Cost of Labor adjustment;

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52399

ESD E-RATE PASS THROUGH

Account Definition:

This is not processed through Qlife anymore

FY14 Actual: 36,936

FY15 Actual: 13,075

FY16 Actual: 41,290

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

This flowthrough is not processed through Qlife anymore

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52401

CONTRACTED SERVICES

Account Definition:

Contracts for service that are not legal, audit, engineering, network management or intended for "Contracted Services - Other" (see Budget note for planned contracts.)

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected: 325

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Keep the budget to \$0; this is a general contracted service line - it is preferred to use the more specific lines below.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52406

CONTR SRVCS - LEGAL COUNSEL CONTR

Account Definition:

Legal services

FY14 Actual:	4,110
FY15 Actual:	4,630
FY16 Actual:	12,480
FY17 Actual:	6,846
FY18 Actual:	9,162
FY19 Budgeted:	9,000
FY19 Projected:	6,000
FY20 Proposed:	6,000
FY20 Approved:	6,000
FY20 Adopted:	6,000

Budget Notes:

Legal services - based on FY19 actual usage

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52409	CONTR SRVCS - OTHER

Account Definition:

Tree trimming, OSP Insight and Joe Fannel

FY14 Actual:

FY15 Actual:	6,887
FY16 Actual:	12,278
FY17 Actual:	10,723
FY18 Actual:	7,998
FY19 Budgeted:	15,100
FY19 Projected:	8,000
FY20 Proposed:	15,100
FY20 Approved:	15,100
FY20 Adopted:	15,100

Budget Notes:

\$3000 Tree trimming; \$2,100 OSP Insight estimate; \$10,000 Joe Fannel

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52412

CONTR SRVCS - AUDIT CONTRACT

Account Definition:

Annual audit

FY14 Actual: 6,350

FY15 Actual: 5,500

FY16 Actual: 4,750

FY17 Actual: 6,600

FY18 Actual: 3,650

FY19 Budgeted: 6,000

FY19 Projected: 4,000

FY20 Proposed: 4,200

FY20 Approved: 4,200

FY20 Adopted: 4,200

Budget Notes:

Expected audit fees

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52477

CONTRACTED SVSC - ENGINEERING

Account Definition:

Engineering services not tied to a project

FY14 Actual: 17,577

FY15 Actual: 17,356

FY16 Actual: 35,210

FY17 Actual: 45,796

FY18 Actual: 37,174

FY19 Budgeted: 20,000

FY19 Projected: 64,587

FY20 Proposed: 50,000

FY20 Approved: 50,000

FY20 Adopted: 50,000

Budget Notes:

Engineering not related to projects; If the Engineering is tied to a project, it should be in the Capital fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52479

CONTRACTED SVSC - NETWORK SYSTEM MGMT

Account Definition:

Network System Management not tied to a project. Also includes the base monthly fee system management

FY14 Actual:	61,126
FY15 Actual:	60,847
FY16 Actual:	71,845
FY17 Actual:	56,972
FY18 Actual:	55,870
FY19 Budgeted:	51,000
FY19 Projected:	78,490
FY20 Proposed:	71,000
FY20 Approved:	71,000
FY20 Adopted:	71,000

Budget Notes:

\$2,000 per month for Basic Services + \$67/hour during regular business and \$140/hour outside normal hours. Historically, Basic Service \$24,000. Network System Management should be tied to projects whenever possible and be in the Capital fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52480

POLE CONNECTION FEES

Account Definition:

Cost paid to attach to poles

FY14 Actual:	8,653
FY15 Actual:	10,335
FY16 Actual:	8,447
FY17 Actual:	4,650
FY18 Actual:	15,088
FY19 Budgeted:	10,500
FY19 Projected:	15,000
FY20 Proposed:	12,392
FY20 Approved:	12,392
FY20 Adopted:	12,392

Budget Notes:

Used the FY19 actual cost; this is the fee paid annually for the connection to the poles.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52481	RIGHT OF WAY FEES

Account Definition:

Paid to The Dalles due to operating within the city limits. The amount is 3% of the Utility Service charge

FY14 Actual:	17,272
FY15 Actual:	18,645
FY16 Actual:	19,466
FY17 Actual:	18,043
FY18 Actual:	23,730
FY19 Budgeted:	20,075
FY19 Projected:	20,075
FY20 Proposed:	20,075
FY20 Approved:	20,075
FY20 Adopted:	20,075

Budget Notes:

Fee of 3% of customer revenues for The Dalles due to being in The Dalles

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52502

NETWORK COMPONENTS

Account Definition:

Noncapital network components (Capital is typically over \$5,000 and useful life exceeds 3 years.)

FY14 Actual: 1,190

FY15 Actual:

FY16 Actual: 1,597

FY17 Actual:

FY18 Actual: 730

FY19 Budgeted: 5,000

FY19 Projected: 2,000

FY20 Proposed: 5,000

FY20 Approved: 5,000

FY20 Adopted: 5,000

Budget Notes:

Keep the budget the same; Network components needed that are not tied to a capital project

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52601	EQUIPMENT - NON CAPITAL

Account Definition:

Noncapital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 1,304

FY18 Actual: 1,504

FY19 Budgeted: 5,000

FY19 Projected: 1,000

FY20 Proposed: 5,000

FY20 Approved: 5,000

FY20 Adopted: 5,000

Budget Notes:

Network equipment that does not meet the definition of capital (capital is over \$5K and useful life exceeds 3 years)

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52608

EASEMENTS - NON-CAPITAL

Account Definition:

Easements - right to access an area for a specific purpose. Is not ownership and is less than \$5,000 and/or shorter than 3 years

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 1,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Non-Capital Easements

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52701

TRAINING & EDUCATION

Account Definition:

Cost for training and education not covered in meals, lodging and registration

FY14 Actual:

FY15 Actual: 130

FY16 Actual: 195

FY17 Actual: 325

FY18 Actual: 514

FY19 Budgeted: 700

FY19 Projected: 500

FY20 Proposed: 700

FY20 Approved: 700

FY20 Adopted: 700

Budget Notes:

Keep the budget the same; costs for training session not including lodging, meals and travel

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

600.60.6000.52711

MEALS, LODGING & REGISTRATION

Account Definition:

Meals, lodging and registration for conferences, training and education

FY14 Actual: 1,031

FY15 Actual: 1,254

FY16 Actual: 1,973

FY17 Actual: 518

FY18 Actual: 1,546

FY19 Budgeted: 2,000

FY19 Projected: 1,656

FY20 Proposed: 5,000

FY20 Approved: 5,000

FY20 Adopted: 5,000

Budget Notes:

For conferences; increased in FY20 as for the next 3 years the conference will be in Ashland; it was in Hood River. This will increase costs

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52801	BLDG REPAIR & MAINT

Account Definition:

Noncapital repairs and maintenance on structures (Capital is typically over \$5,000 and useful life exceeds 3 years.)

FY14 Actual:

FY15 Actual:

FY16 Actual: 247

FY17 Actual: 315

FY18 Actual:

FY19 Budgeted: 1,600

FY19 Projected: 200

FY20 Proposed: 1,600

FY20 Approved: 1,600

FY20 Adopted: 1,600

Budget Notes:

Keep the budget the same; repairs & maintenance on buildings

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52808	OUTSIDE PLANT MAINTENANCE

Account Definition:

Noncapital repairs and maintenance for the fiber. If it is new (not a repair) or will be reimbursed by others - it should be in the capital fund

FY14 Actual:	16,816
FY15 Actual:	14,733
FY16 Actual:	7,226
FY17 Actual:	32,424
FY18 Actual:	23,255
FY19 Budgeted:	20,000
FY19 Projected:	8,500
FY20 Proposed:	20,000
FY20 Approved:	20,000
FY20 Adopted:	20,000

Budget Notes:

Repair of the fiber optic lines. Placing fiber on poles and repairing breaks. If new work or reimbursable by others it is in the capital fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52882	UTILITIES - ELECTRICITY

Account Definition:

Electricity bill

FY14 Actual:	532
FY15 Actual:	504
FY16 Actual:	454
FY17 Actual:	619
FY18 Actual:	737
FY19 Budgeted:	800
FY19 Projected:	690
FY20 Proposed:	800
FY20 Approved:	800
FY20 Adopted:	800

Budget Notes:

Based on trending - to pay electrical bills

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.52910	SUPPLIES - OFFICE

Account Definition:

Office supplies such as paper, toner, binders, etc

FY14 Actual:

FY15 Actual:	72
FY16 Actual:	295
FY17 Actual:	178
FY18 Actual:	361
FY19 Budgeted:	200
FY19 Projected:	107
FY20 Proposed:	200
FY20 Approved:	200
FY20 Adopted:	200

Budget Notes:

Keep the same as last fiscal year. This is for general office supplies

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.53301	EQUIPMENT - CAPITAL

Account Definition:

Capital equipment (Capital is typically over \$5,000 and useful life exceeds 3 years.)

FY14 Actual:

FY15 Actual: 5,692

FY16 Actual: 1,688

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 20,000

FY19 Projected: 2,000

FY20 Proposed: 20,000

FY20 Approved: 20,000

FY20 Adopted: 20,000

Budget Notes:

Item #3 of the agencies Financial Priorities Policy is to reserve \$20,000 for expansion and replacement of the electronics of the system.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

600.60.6000.53403 EASEMENTS

Account Definition:

Easements that exceed \$5,000 and are for longer than 3 years.

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 18,000

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Not budgeting Easements in FY20 - should be in FY23 again; There are 5 easments totalling \$18,000 every 5 years

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.55601	TRANSFER TO QLIFE CAPITAL

Account Definition:

Monthly shift of resources from the General Fund to the Capital Fund to fund future capital projects

FY14 Actual:	321,933
FY15 Actual:	382,905
FY16 Actual:	504,140
FY17 Actual:	405,391
FY18 Actual:	392,898
FY19 Budgeted:	372,800
FY19 Projected:	372,800
FY20 Proposed:	327,020
FY20 Approved:	327,020
FY20 Adopted:	327,020

Budget Notes:

Transfer \$27,251.67/mth to Qlife Capital fund from Operations Fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.57600	CONTINGENCY

Account Definition:

Funds budgeted for unplanned costs that arise

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 50,000

FY19 Projected:

FY20 Proposed: 50,000

FY20 Approved: 50,000

FY20 Adopted: 50,000

Budget Notes:

The target is at least 10% of the monthly operating expenses, this more - 15%

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
600.60.6000.59000	UNAPPROPRIATED

Account Definition:

Funds set aside to provide resources in a future fiscal period.

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 54,350

FY19 Projected:

FY20 Proposed: 51,350

FY20 Approved: 51,350

FY20 Adopted: 51,350

Budget Notes:

The target is 3 months average spending. That is 82,472. The average is \$27,491 per month. At this time putting in 15.6%. The purpose is to ensure operating funds are available for future fiscal periods.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.400.000

BEGINNING FUND BALANCE

Account Definition:

Resouces carried over from the prior fiscal period

FY14 Actual:	141,124
FY15 Actual:	183,319
FY16 Actual:	377,826
FY17 Actual:	870,111
FY18 Actual:	1,011,310
FY19 Budgeted:	1,315,777
FY19 Projected:	1,391,871
FY20 Proposed:	1,665,172
FY20 Approved:	1,665,172
FY20 Adopted:	1,665,172

Budget Notes:

Projected ending Fund balance for FY19 as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.414.501	CONNECT CHARGES

Account Definition:

When a customer is billed for service being added, the one-time revenue for connecting is recorded here if part of a project.

FY14 Actual:	19,415
FY15 Actual:	17,607
FY16 Actual:	13,569
FY17 Actual:	5,100
FY18 Actual:	
FY19 Budgeted:	19,000
FY19 Projected:	
FY20 Proposed:	19,000
FY20 Approved:	19,000
FY20 Adopted:	19,000

Budget Notes:

Based on trending - should be \$6,000 per new customer. This amount is just slightly about 3 new customers. None had occurred in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.417.104	INTEREST EARNED

Account Definition:

Interest on bank accounts

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 625

FY18 Actual: 17,542

FY19 Budgeted: 1,072

FY19 Projected: 25,285

FY20 Proposed: 25,200

FY20 Approved: 25,200

FY20 Adopted: 25,200

Budget Notes:

Interest earned on accounts. LGIP is generating this due to current rates at 2.75%

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.450.600

TRANSFER FROM QLIFE OPERATING FUND

Account Definition:

Monthly shift of resources from the General Fund to the Capital Fund to fund future capital projects

FY14 Actual: 321,933

FY15 Actual: 382,905

FY16 Actual: 504,140

FY17 Actual: 405,391

FY18 Actual: 392,898

FY19 Budgeted: 372,800

FY19 Projected: 372,800

FY20 Proposed: 327,020

FY20 Approved: 327,020

FY20 Adopted: 327,020

Budget Notes:

Transfer \$27,251.67/mth to Qlife Capital fund from Operations Fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.450.602

TRANSFER FROM QLIFE MAUPIN FUND

Account Definition:

Transfers from the Maupin Fund - this will be intended to repay the fund used to partially fund the Maupin project

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 10,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Annual repayment from franchise fees; none scheduled in FY20 as the fund needs time to recover; When the Maupin fund starts to repay the Capital Fund - it will show here.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.52477

CONTRACTED SVSC - ENGINEERING

Account Definition:

Noncapital engineering services - in the capital fund all expenses should be out of the capital lines - started budgeting \$0 in FY20

FY14 Actual: 904

FY15 Actual: 4,735

FY16 Actual: 1,085

FY17 Actual: 10,961

FY18 Actual: 4,068

FY19 Budgeted: 11,000

FY19 Projected: - 4,470

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

The Capital Fund is focused on Capital type costs. If not capital, it should be in the Operations fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.52478

CONTRACTED SVSC - CUSTOMER CONNECTIONS

Account Definition:

Noncapital customer connections - in the capital fund all expenses should be out of the capital lines - started budgeting \$0 in FY20

FY14 Actual:

FY15 Actual: 1,016

FY16 Actual: 1,354

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 4,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

The Capital Fund is focused on Capital type costs. If not capital, it should be in the Operations fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.52651

EQUIPMENT - REPAIR & MAINTENANCE

Account Definition:

Noncapital repair & maintenance - in the capital fund all expenses should be out of the capital lines - started budgeting \$0 in FY20

FY14 Actual: 15,722

FY15 Actual: 913

FY16 Actual:

FY17 Actual: 11,344

FY18 Actual:

FY19 Budgeted: 8,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

The Capital Fund is focused on Capital type costs. If not capital, it should be in the Operations fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

601.60.6000.53101 BUILDINGS

Account Definition:

Capital outlay for structures

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No buildings in the current budget capital plan

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.53301	EQUIPMENT - CAPITAL

Account Definition:

Capital outlay for equipment

FY14 Actual:	14,360
FY15 Actual:	
FY16 Actual:	
FY17 Actual:	302
FY18 Actual:	
FY19 Budgeted:	80,000
FY19 Projected:	
FY20 Proposed:	80,000
FY20 Approved:	80,000
FY20 Adopted:	80,000

Budget Notes:

Generator Replacement

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.53313	PRIMARY SYSTEM

Account Definition:

Projects to either extend/expand the primary system or capital repairs

FY14 Actual:	1,516
FY15 Actual:	7,149
FY16 Actual:	2,263
FY17 Actual:	89,581
FY18 Actual:	22,055
FY19 Budgeted:	600,000
FY19 Projected:	250,000
FY20 Proposed:	660,284
FY20 Approved:	660,284
FY20 Adopted:	660,284

Budget Notes:

\$371K St Mary's; \$50K Pon Beta; \$186K East Bisector; \$76K Downtown Bypass; \$232K Co-location Space - Big Eddy; \$120K Downtown Metro Loop; -\$375K to bring to \$660K and balance

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.53314

SECONDARY LINE EXTENSION

Account Definition:

Projects to either extend/expand secondary lines or capital repairs to secondary lines

FY14 Actual: 35,038

FY15 Actual: 62,527

FY16 Actual: 20,722

FY17 Actual: 1,074

FY18 Actual: 3,756

FY19 Budgeted: 200,000

FY19 Projected: 5,000

FY20 Proposed: 200,000

FY20 Approved: 200,000

FY20 Adopted: 200,000

Budget Notes:

New connects that require a line extension will add value to system and need to be capitalized. As needed - no specific projects identified

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.53315

POLE MAKE READY

Account Definition:

Costs to "make poles ready" - should actually be part of the Project cost so was \$0 budgeted starting in FY19

FY14 Actual: 2,809

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Should be part of the Capital project

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.55602	TRANSFER TO QLIFE MAUPIN

Account Definition:

Transfer of resources to Maupin Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 156,655

FY18 Actual:

FY19 Budgeted: 200,000

FY19 Projected:

FY20 Proposed: 30,000

FY20 Approved: 30,000

FY20 Adopted: 30,000

Budget Notes:

Up to \$30K is set as a "just in case" funding transfer. It is not anticipated to be needed.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.56001

DISTRIBUTION TO SPONSORS

Account Definition:

Distribution of resources to agency sponsors (Wasco County & The Dalles)

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No planned distribution in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
601.60.6000.57601	CONTINGENCY

Account Definition:

Funds budgeted for unplanned costs that arise

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 390,983

FY19 Projected:

FY20 Proposed: 390,983

FY20 Approved: 390,983

FY20 Adopted: 390,983

Budget Notes:

For FY20 unanticipated needs

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.58001

RESERVE FOR SYSTEM IMPROVEMENTS

Account Definition:

Funds budgeted for system improvements not expected to be expended in the current FY

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 224,666

FY19 Projected:

FY20 Proposed: 675,125

FY20 Approved: 675,125

FY20 Adopted: 675,125

Budget Notes:

Board Priority #9: Create a reserve for future expansion, modernization or replacement of systems; This is a specific "contingency" type fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.58002

RESERVE FOR EXPANSION

Account Definition:

Funds budgeted for system expansion not expected to be expended in the current FY

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No planned reserve in FY18

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

601.60.6000.59000

UNAPPROPRIATED

Account Definition:

Funds set aside to provide resources in a future fiscal period.

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

There is no unappropriated fund balance in the Capital fund.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.400.000

BEGINNING FUND BALANCE

Account Definition:

Resouces carried over from the prior fiscal period

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 13,620

FY18 Actual: 139,176

FY19 Budgeted: 128,434

FY19 Projected: 117,048

FY20 Proposed: 17,110

FY20 Approved: 17,110

FY20 Adopted: 17,110

Budget Notes:

Projected Beginning Balance FY20 - assuming project completes in April 2019 with fully expending budget

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

602.60.6000.412.674 STATE GRANT

Account Definition:

Grants and legislative appropriations

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 80,427

FY18 Actual: 186,227

FY19 Budgeted: 190,000

FY19 Projected: 494,069

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No state grants are expected in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.412.700

PRIVATE SECTOR GRANTS

Account Definition:

Grants from the private sector

FY14 Actual:

FY15 Actual:

FY16 Actual: 87,880

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No private sector grants are expected in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.414.306

CITY OF MAUPIN FLOW THROUGH GRANTS 1&2

Account Definition:

Grants received by the City of Maupin that flow thorough to the Maupin Fund in Qlife

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 546,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No grant funds inf FY20 planned

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.414.500

UTILITY SERVICE CHARGES

Account Definition:

Charges for service - not planned to be utilized at this point, see specific revenue lines below

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Base Utility Service Charges - Not used currently as specific lines created for Gorge.net and LSN

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.414.505

CITY OF MAUPIN - GORGE.NET RECEIPTS

Account Definition:

Revenues due from Gorge.net agreement flows through City of Maupin to Qlife

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed: 3,360

FY20 Approved: 3,360

FY20 Adopted: 3,360

Budget Notes:

Gorge.net projected revenue updated as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.414.506

CITY OF MAUPIN - LSN RECEIPTS

Account Definition:

Revenues due from LSN

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed: 4,000

FY20 Approved: 4,000

FY20 Adopted: 4,000

Budget Notes:

LSN projected revenue updated as of 4/18/19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.417.104	INTEREST EARNED

Account Definition:

Interest on bank accounts

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 25

FY18 Actual: 2,188

FY19 Budgeted:

FY19 Projected: 1,475

FY20 Proposed: 60

FY20 Approved: 60

FY20 Adopted: 60

Budget Notes:

Planned lower cash balance means significantly less interest

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

602.60.6000.421.241 MISC RECEIPTS

Account Definition:

Receipts that are not service charges, connection charges or interest. This should be minimal and if a revenue source is significant and/or recurring, a specific account line should be considered

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

In FY18 budgeted franchise fee here - moved to own line in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.450.600

TRANSFER FROM QLIFE OPERATING FUND

Account Definition:

Transfer of resources from the General Fund to the Maupin Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 200,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No transfers from the Operations Fund

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.450.601

TRANSFER FROM QLIFE CAPITAL FUND

Account Definition:

Transfer of resources from the Capital Fund to the Maupin Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 156,655

FY18 Actual:

FY19 Budgeted: 220,000

FY19 Projected:

FY20 Proposed: 30,000

FY20 Approved: 30,000

FY20 Adopted: 30,000

Budget Notes:

"Just in case" funding for a safety net from the Capital fund. Is not anticipated to be used.

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.490.490	LOAN PROCEEDS

Account Definition:

Resouces received from a loan

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Not really loan to Qlife - State issued bonds and gave awards so no payback look to State Grant line

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52113

INSURANCE & BONDS

Account Definition:

Insurance costs for insuring the agency property

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 1,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Insurance and Bond costs should be recorded here. Due to the resource limits on the fund, this is not anticipated to be spent in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.52398	ADMINISTRATIVE COST

Account Definition:

Wasco County fee for administering the Qlife program

FY14 Actual:

FY15 Actual:

FY16 Actual: 26,678

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 14,160

FY19 Projected: 494

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Administrative fees should be paid out of this fund for the County services. However, due to a lack of resources, this is not being budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52406

CONTR SRVCS - LEGAL COUNSEL CONTR

Account Definition:

Legal services

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual: 1,845

FY18 Actual: 648

FY19 Budgeted: 2,000

FY19 Projected: 2,500

FY20 Proposed: 2,500

FY20 Approved: 2,500

FY20 Adopted: 2,500

Budget Notes:

Legal Counsel contracted service

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52476

CONTRACTED SVSC - WIFI

Account Definition:

Maintain the WIFI service in Maupin

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 11,909

FY19 Budgeted: 1,000

FY19 Projected: 500

FY20 Proposed: 14,160

FY20 Approved: 14,160

FY20 Adopted: 14,160

Budget Notes:

Estimated cost to maintain wireless service in compliance with the Google grant

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52477

CONTRACTED SVSC - ENGINEERING

Account Definition:

Engineering services not tied to a project

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 19,125

FY19 Budgeted:

FY19 Projected: 2,000

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

No engineering budgeted as system maintenance is up to LSN

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52480

POLE CONNECTION FEES

Account Definition:

Cost paid to attach to poles

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 1,050

FY19 Projected:

FY20 Proposed: 1,050

FY20 Approved: 1,050

FY20 Adopted: 1,050

Budget Notes:

Expected costs for connections to poles

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52651

EQUIPMENT - REPAIR & MAINTENANCE

Account Definition:

Noncapital equipment repair & maintenance

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52882

UTILITIES - ELECTRICITY

Account Definition:

Electricity bill

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.52883

UTILITIES - NATURAL GAS

Account Definition:

Natural Gas bill

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

602.60.6000.53101 BUILDINGS

Account Definition:

Capital outlay for structures

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.53301	EQUIPMENT - CAPITAL

Account Definition:

Capital outlay for equipment

FY14 Actual:

FY15 Actual:

FY16 Actual: 17,097

FY17 Actual:

FY18 Actual: 3,148

FY19 Budgeted:

FY19 Projected: 4,148

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None budgeted in FY20

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.53313	PRIMARY SYSTEM

Account Definition:

Capital outlay for the Primary sytem to extend/expand

FY14 Actual:

FY15 Actual:

FY16 Actual: 30,486

FY17 Actual: 109,707

FY18 Actual: 175,281

FY19 Budgeted: 600,000

FY19 Projected: 557,143

FY20 Proposed: 1,000

FY20 Approved: 1,000

FY20 Adopted: 1,000

Budget Notes:

Minimal amount - for work on the Primary system

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.53314

SECONDARY LINE EXTENSION

Account Definition:

Capital outlay for the Secondary Line(s) to be extended

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual: 433

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

All project should be Primary system as all is included there

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.53315

POLE MAKE READY

Account Definition:

Cost to make poles ready - should actually be part of the project

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.54278

CONTRACTED SVSC - CUSTOMER CONNECTIONS

Account Definition:

Contracted services to create customer connections

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

None in FY19

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.55601

TRANSFER TO QLIFE CAPITAL

Account Definition:

Transfer of resouces to Capital Fund

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 10,000

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Will need to repay the funds transferred in from the Capital fund. It will not be starting in FY20 - wait for fund to generating revenue

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number Account Title

602.60.6000.57602 CONTINGENCY

Account Definition:

Funds budgeted for unplanned costs that arise

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 377,664

FY19 Projected:

FY20 Proposed: 7,500

FY20 Approved: 7,500

FY20 Adopted: 7,500

Budget Notes:

Base Contingency for unanticipated costs

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number	Account Title
602.60.6000.58004	RESERVE FOR WIFI

Account Definition:

Funds budgeted for WIFI costs not expected to be expended in the current FY

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted: 59,160

FY19 Projected:

FY20 Proposed: 28,320

FY20 Approved: 28,320

FY20 Adopted: 28,320

Budget Notes:

Two years of support for the WIFI service based on the 3 year grant requirement - 1 year is budgeted in the expenses

QUALITYLIFE (QLIFE) INTERGOVERNMENTAL AGENCY

BUDGET WORKSHEETS FISCAL YEAR 2020 (FY20)

Account Number

Account Title

602.60.6000.59000

UNAPPROPRIATED

Account Definition:

Funds set aside to provide resources in a future fiscal period.

FY14 Actual:

FY15 Actual:

FY16 Actual:

FY17 Actual:

FY18 Actual:

FY19 Budgeted:

FY19 Projected:

FY20 Proposed:

FY20 Approved:

FY20 Adopted:

Budget Notes:

Funds set aside for use in future fiscal periods



MINUTES

QLife Regular Board Meeting
Thursday, June 27, 2019
511 Washington St, Deschutes Conference Room

Call to Order President Hege calls the meeting to order at 12:05 PM

Roll Call Tyler Stone, Stephanie Krell, Scott Hege, Lee Weinstein, Dale Lepper, Darcy Long-Curtiss, Rod Runyon, Mayor Lynn Ewing, John Amery, Keith Mobley, Carrie Pipinich, Kayla Nelson, Kate Willis and Dan McNeely (via Skype).

Changes to the Agenda

There are no changes to the agenda.

[[Ms. Long-Curtiss moves to approve the agenda. Mr. Weinstein seconds the motion, which passes unanimously.]]

Approval of the Consent Agenda

There are no changes to the consent agenda.

[[Mr. Weinstein moves to approve the consent agenda. Ms. Long-Curtiss seconds the motion, which passes unanimously.]]

Financial Report

Mr. Middleton presents the financial report to the Board and notes that 91% of the fiscal year is complete as of May. Right of Way fee expenses are slightly behind due to the bills being delivered late. Our finance department was able to locate them and we are now current on those fees. He continues by informing the Board that he anticipates the Materials and Services account to be slightly over budget at this time but will remain within the bounds of where we want to be by the end of the fiscal year. Overall all funds are in good shape; Mr. Middleton expects the Operations fund to be under budget by about \$10K and the Maupin fund is at 80% execution.

Action Items

President Hege opens the budget hearing at 12:09 PM. Mr. Middleton informs the Board that the QLife Budget for FY20 has been presented to City Council and the Board of County Commissioners and both entities have given their approval. He asks the Board for any questions regarding the budget and for their approval.

President Hege asks if we should consider adjusting the budget for administrative costs but Mr. Stone notes that any changes to that account will likely happen after the new fiscal year. He continues by noting that there are many moving parts around staffing in Wasco County and once we get a better sense of what that looks like, we can discuss if the County will pay for additional QLife administrative costs.

There are no other comments or changes from the budget committee so President Hege opens the hearing for public comment. There are none and President Hege closes the budget hearing at 12:14 PM.

[[Mr. Weinstein moves to approve budget resolution #19-005 adopting the QLife budget for fiscal year 2019-2020, making appropriations and authorizing expenditures. Mr. Lepper seconds the motion, which passes unanimously.]]

Discussion Items

Aristo Technical Management Report

Mr. Amery presents his report to the Board. The failing fiber, known as the St. Mary's Project, is coming to a completion. He is currently reviewing the history of challenges with OSPInsight and looking into alternative software. No decision has been made at this point.

He continues with an update on QLife electronics. He has moved one customer off of the electronics and all issues have ceased. Mr. Lepper wonders if it was a volume issue but Mr. Amery states that he is still uncertain as to what exactly the problem was. President Hege asks if the issue is considered resolved and Mr. Amery notes that the issue has not occurred again so he believes it has been resolved.

September Board Meeting

Ms. Krell brings to the Board's attention that our regularly scheduled board meeting will not be able to take place in September due to a scheduling conflict with Mr. Stone and President Hege and proposes alternative dates. It is decided that October 3rd works best for the Board.

Port Build/Chenoweth Expansion Updates

Mr. McNeely calls in via Skype at 12:20 PM. Mr. Stone begins with an update by mentioning that the prevailing wage reports in the board packet are for the Board's reference. He continues by stating the quotes have come back from Professional Underground and archaeological research for the project and will cost about \$9K to complete.

Mr. Stone asks Mr. McNeely if he has a timeline as to when that work will commence and Mr. McNeely notes that he is currently working on securing a permit which is a minimum 45 day waiting period. He adds that it will likely be the end of summer before the project is considered complete.

President Hege wonders if we have run into any issues with the local tribes and Mr. McNeely states that there have been no issues thus far and the archaeological group will coordinate with them.

Mr. Stone notes that he has submitted an invoice to the Port of The Dalles for \$124K which will be paid after the first of the fiscal year. The Board approves the change order from Professional Underground and the archaeological quote as presented.

Lone Pine Expansion Updates

Mr. Stone informs the Board that there have not been any changes with the Lone Pine Expansion since the last board meeting discussion. He continues to pursue funding opportunities and hopes that 65% of the build will be covered by USAC. He also notes that there is a public easement in the area that will need to be moved and that we are working on a grant application and looking to our customer to help with the additional costs. We have submitted a funding request to USAC with our full pricing list for servicing MCMC and he believes we could utilize those reimbursements.

President Hege wonders what our ideal timeline looks like but Mr. Stone does not have a solid timeline and states that it is not as quickly as he would like. Mr. Stone wonders if it would help for our delegations to make calls about the USAC distribution in order to speed things along and Mr. Lepper replies that he will consider it to see if that is an option.

President Hege asks if we have a design for the expansion and Mr. Stone notes that the Board did not previously give authority for an engineering design until we secured funding but adds that the OPC came back around \$400K. Mr. Lepper wonders if we are successful in being awarded USAC funding, would we move forward with the build and Mr. Stone replies that that would be decision to be made by the Board. Mr. Lepper adds that there may be money in the MCMC budget to assist in the build but not until January 2020.

St. Mary's Backbone Updates

There are no updates for the St. Mary's Backbone project.

Maupin Updates

Mr. McNeely updates the Board on the Maupin project and notes that clean up in the alley is almost complete. Mayor Ewing adds that he expects work to be finished by the end of the month. President Hege asks for clarification on what work remains and Mr. McNeely informs him that Wasco Electric Cooperative is moving all of the meters out of the way which will allow Van Dorn to come back and complete the path.

Mayor Ewing reminds the Board that there are five potential customers that LSN and GorgeNet say cannot be served but the engineers disagree. President Hege believes it makes more sense to pay LSN or GorgeNet to build out to those customers than to extend the QLife backbone. Mayor Ewing states that he will continue to work with LSN and GorgeNet to come up with a solution.

Mr. Stone updates the Board on Maupin financials by stating that we are in the process of closing out grants and gather some outstanding expenses. Van Dorn has not been able to complete their work so we expect a final invoice to come in. Ms. Nelson distributes a document including project financials which accounts for all revenue and expenses from the Maupin project.

She reviews the grant funding and clarifies that roughly \$190K remains from these funds in addition to \$44K that had previously been requested from the city of Maupin. Mr. Stone adds that Maupin expressed their desire to use the remaining funds for security cameras but the Capital fund also needs to be repaid its investment of \$167K; both cannot be done so he asks the board to discuss how we want to spend the remaining funds.

President Hege wonders if the security system would be an additional cost which Mr. Stone confirms was not part of the original project. Mayor Ewing adds that he was assured by the State that the remaining funds can be used for security activity.

Ms. Long-Curtiss asks for clarification of the intention for the Capital fund transfer to Maupin and Mr. Stone notes that at the time, we had not secured the additional \$500K from the State but had already invested thousands of dollars into the project so the Board agreed to transfer to money in order to keep the project moving.

The Board enters into Executive Session under ORS 192.660(2)(g) to discuss how they should proceed with the remaining grant funds.

Executive Session

The Board enters into Executive Session at 1:15 PM

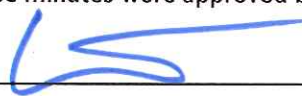
The Board exits Executive Session at 1:52 PM

President Hege invites Mayor Ewing back into the regular session and announces that the Board has proposed to split the remaining grant funds with the city of Maupin. \$100K would go to QLife in order to repay the Capital fund and \$90K would go to the city of Maupin in order for them to complete their desired security system. All Board members and Mayor Ewing agree to the proposal.

The meeting is adjourned at 1:56 PM

The next regularly scheduled board meeting is set for Thursday, July 25, 2019.

These minutes were approved by the QLife Board on 7/25/19.



Lee Weinstein, Secretary