

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

Tuesday, December 15, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
3:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of October 14, 2009 Minutes QLife Regular Board Meeting
5. Financial Reports
 - a. Audit Report – Dickey & Tremper
 - b. October/November Financial Reports
 - c. Lists of Disbursements since Last Meeting
 - d. Status of Project Budgets
6. Action Items
 - a. Adoption of Resolution #10-001 Authorizing Transfers of Budget Funds Between Categories of the QualityLife Intergovernmental Agency Capital Fund 601 Budget for the Fiscal Year Ending June 30, 2010
7. Reports
 - a. Bisector report – John Amery
 - b. Lone Pine Wireless
 - c. Aristo Management Report – John Amery
8. Next Meeting Dates:

Regular Board Meeting December 22, 2009 3:30 pm
9. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Wednesday, October 14, 2009
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room
3:30 pm

Call to Order

Meeting was called to order by President Dan Ericksen at 3:35pm

Roll Call

In attendance: Erick Larson, Dan Spatz, Brian Ahier

Staff: Nolan Young, Keith Mobley, Izetta Grossman, John Amery, Eric Orton

Absent: Bill Lennox

Approval of Agenda

It was moved by Ahier and seconded by Spatz to approve the agenda as presented.

Motion passed unanimously, 1 absent.

Approval of August 25, 2009 Minutes QLife Regular Board Meeting

It was moved by Ahier and seconded by Spatz to approve the Minutes of the August 25, 2009 meeting as submitted. Motion passed unanimously, 1 absent.

Financial Reports

Young reviewed the financial reports. Spatz noted that revenue is less than budgeted. Young explained the budgeted number is a projection, staff continues to work with new customers that should balance out by year-end.

Action Items

- a. Secondary Line to Lone Pine area – Young reported that options have been identified. However due to the location across the freeway may not be financially viable at this time for either QLife or MCMC. Spatz asked if a WIFI option had been explored. Young stated the Board could request such an investigation. Amery noted that hi speed, higher quality required licensed frequency that is more expensive (\$40-50K); unlicensed 10-200 Megs open frequency much cheaper, there are more variables than with dark fiber. It was the consensus of the Board to investigate the WIFI options. Young reminded the Board that QLife invested in conduit at Lone Pine that could possibly be used or sold at a later date.
- b. Wire locate improvements – Erik Orton presented a spreadsheet representing the bids received for this project. Bids were higher than anticipated, except one, which was under. This could be that NorthSky is very familiar with the QLife and could more accurately project costs. Scope of work creating a system for locating putting in access point. Areas of missing locate wire will be fitted with locate wire. Maps will be updated with access points. Orton recommended that the Board award the contract to NorthSky in an amount not to exceed \$48,848. Young noted that this project was valuable in helping the City locate QLife during construction projects. Larson asked if the funds were available. Young stated funds in the WIFI project could be diverted to this project. There is \$107K in the budget for extending WiFi to less served areas of Wasco County. Larson stated a concern that using a little here and there adds up. Larson moved to award the contract to NorthSky in an amount not to exceed \$48,848, contingent on passing legal review. Ahier seconded the

motion. Motion passed unanimously, 1 absent. Mobley will email legal review ASAP.

Reports

- a. Bisector report –Orton reported that there are various pieces of the project, it could be done in phases, purchase cable and cabinets now (he had a good bid) and do the engineering and site work as Phase II. Bid: (\$28,683)

Cabinets:

1 with heat/AC and battery backp \$9,500

1 passive no electronics \$2,400

Cable stub \$12,508

Patch Panels 2,788

Pig Tails 1,500

It was moved by Ahier to purchase the above equipment for an amount not to exceed \$30,000, the motion was seconded by Spatz. Motion passed unanimously, 1 absent.

Site work/engineering – need bids. Estimating total project approximately \$166,630

- b. Grant updates - Nolan
c. Aristo Management Report – John Amery reported there was one issue, however it turned out not to be a QLife issue. The City LID and East Gateway projects are causing a watchful eye – but no issues yet. There will be a full cut to new underground at the East Gateway project at Brewery Grade to 3rd and Taylor.

Next Meeting Dates:

Regular Board Meeting Nov 24, 2009 3:30 pm

Adjourn

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

Izetta Grossman
Recording Secretary

Attested:



Erick Larson, Sec/Tres

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND:	<u>OPERATING 600</u>		
FISCAL YEAR:	2009-2010		
PERIOD DETAIL	FROM:	10/8/2009 TO:	11/21/2009
Revenue:	Billed as of	10/21/2009	29,440.00
		Crestline pass through (cut line)	7,716.75
		11/20/2009	29,440.00
TOTAL:			66,596.75
Expenditures:			
Crestline	West First Street LID		2,724.09
Commstructures	LID relocate		1,100.00
State of Oregon Audit Div	Filing fees		150.00
City of The Dalles	Postage		15.13
One Call Concepts	Dig Tickets		12.60
Keith Mobley	Legal		330.00
NorthSky	Google issue		825.00
Dickey Tremper	Audit		2,500.00
One Call Concepts	Dig Tickets		8.40
Aristo	Sept		3,324.80
Aristo	Google issue		854.25
Gorge Net	Phone - Spet/Oct		60.00
Commstructures			600.00
TOTAL:			12,504.27

FUND:	<u>CAPITAL 601</u>		
FISCAL YEAR:	2009-2010		
PERIOD DETAIL	FROM:	10/8/2009 TO:	11/21/2009
Revenue:			
TOTAL:			
Expenditures:			
Columbia River Bank	Commercial Loan/Interest		11,494.11
Mt. Hood Econ Alliance	Loan Payment		3,683.30
Commstructures	Bisector/Redundancy - Oct		1,430.00
Scott Stevens	Grant writing		10,000.00
Commstructures	Bisector/Redundancy - Sept		3,875.00
TOTAL:			30,482.41

LSN CREDITS: 5,500

INVOICE SUMMARY	11/20/09	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED	\$29,440.00	

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INVOICE SUMMARY	10/21/09	
TOTAL CUSTOMERS INVOICED		1
TOTAL AMOUNT INVOICED	\$7,716.75	

Crestline Pass through line cut

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QualityLife Intergovernmental Agency

INVOICE SUMMARY	10/20/09	
TOTAL CUSTOMERS INVOICED		17
TOTAL AMOUNT INVOICED		\$29,440.00

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **October 31, 2009**

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 October 2009 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, 2009 to October 31, 2009</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 41,466	\$ 29,492	71.1%	* see below
Revenues	\$ 484,700	\$ 146,904	30.3%	
Expenditures	\$ 286,860	\$ 32,238	11.2%	
Transfers to Capital/Debt Fund	\$ 239,306	\$ 87,020	36.4%	
Cash at Month End	\$ 16,390.95			

** The Beginning Balance figures used here have been audited.*

Exceptions:

- 1) **Beginning Balance:** The audited beginning balance of \$29,492 is \$11,974 less than the budgeted estimate for this fiscal year. The budgeted Beginning Balance was increased in an attempt to reflect a \$22,000 interfund loan from the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$19,446.00. With this in mind, **the audited actual Beginning Balance is \$10,046 over the original estimate or 151.6% .**
- 2) **Revenues:**
 - a. \$5,107.20 in “E-Rates” have been received as revenue and paid out this fiscal year.
 - b. The \$22,000 interfund loan was repaid to the Capital Fund in September 2009.

3) Expenditures:

a. .

4) Budget Changes: No budget changes have been made to this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	July 1, 2009 to October 31, 2009			
	Budget	Actual	Percentage	
Beginning Balance	\$ 204,026	\$ 207,755	101.8%	* see below
Transfers In	\$ 239,306	\$ 87,020	36.4%	
Revenues	\$ 93,000	\$ 50	0.0%	
Expenditures	\$ 536,332	\$ 113,550	21.2%	
Cash at Month End	\$ 181,275.65			

* *The Beginning Balance figures used here have been audited.*

Exceptions:

1) Beginning Balance: The audited beginning balance of \$207,755 is \$3,729 more than the estimate for this fiscal year. The budgeted Beginning Balance was decreased in an attempt to reflect a \$22,000 interfund loan to the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$226,026.00. With this in mind, **the audited actual Beginning Balance is \$18,271 less than the original estimate or 91.9% of the budget.** This was expected because more than that amount was spent on projects that carry over into this year, which reduces the amount to be spent this year.

2) Revenues:

a. The \$22,000 interfund loan was repaid by the Operations Fund in September 2009.

3) Expenditures:

a. .

4) Budget Changes: No budget changes have been made to this fiscal year.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
300	BEGINNING BALANCE								
300									
00 00		3,455	29,491.42	854	13,820	29,491.42	213	41,466	11,974.58
300	**	3,455	29,491.42	854	13,820	29,491.42	213	41,466	11,974.58
300	*** BEGINNING BALANCE	3,455	29,491.42		13,820	29,491.42		41,466	11,974.58
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334	** STATE GRANTS	0	.00		0	.00		0	.00
337	LOCAL GOVERNMENT REVENUES								
90 00	LOCAL GOVT REV-PARTNERS	0	.00		0	.00		0	.00
337	** LOCAL GOVERNMENT REVENUES	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
80 00	COPIES, PLANS, ORD'S ETC	0	.00		0	.00		0	.00
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	29,662	29,440.00	99	118,648	117,240.00	99	355,950	238,710.00
15 00	LSN CEDITs	5,500	5,500.00	100	22,000	16,500.00	75	66,000	49,500.00
20 00	CONNECT CHARGES	187	7,716.75	4127	748	7,716.75	1032	2,250	5,466.75-
90 00	DELINQUENT ACCT INTEREST	0	.00		0	.00		0	.00
344	** UTILITY SERVICES	35,349	42,656.75	121	141,396	141,456.75	100	424,200	282,743.25
345	OTHER LINE CHARGES								
10 00	SENIOR RATE ASSISTANCE	0	.00		0	.00		0	.00
20 00	UNCOLLECTIBLE ACCOUNTS	0	.00		0	.00		0	.00
30 00	NOANet DISCOUNT FEES	0	.00		0	.00		0	.00
40 00	NOANet CHARGES	0	.00		0	.00		0	.00
345	** OTHER LINE CHARGES	0	.00		0	.00		0	.00
340	*** CHARGES FOR SERVICES	35,349	42,656.75		141,396	141,456.75		424,200	282,743.25

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	85.89	210	164	340.35	208	500	159.65
361	** INTEREST REVENUES	41	85.89	210	164	340.35	208	500	159.65
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	.00		20,000	5,107.20	26	60,000	54,892.80
369	** OTHER MISC REVENUES	5,000	.00		20,000	5,107.20	26	60,000	54,892.80
360	*** OTHER REVENUES	5,041	85.89		20,164	5,447.55		60,500	55,052.45
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		43,845	72,234.06		175,380	176,395.72		526,166	349,770.28

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	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
60			QLIFE FUND											
600			OTHER USES											
	05		OTHER											
	81	62	IF PMT TO OTHER FUNDS	1833	.00	0	7332	.00	0	.00	22000	22000.00	0	
		91	QLIFE CAPITAL FUND	19942	21755.09	109	79768	87020.36	109	.00	239306	152285.64	36	
	83	00	OTHER TRANSFERS	0	.00	0	0	.00	0	.00	0	.00	0	
		10	ESD E-RATE	5000	.00	0	20000	5107.20	26	.00	60000	54892.80	9	
	88	00	CONTINGENCY	2833	.00	0	11332	.00	0	.00	34000	34000.00	0	
	89	00	UNAPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
	05	**	OTHER	29608	21755.09	74	118432	92127.56	78	.00	355306	263178.44	26	
600	**	**	OTHER USES	29608	21755.09	74	118432	92127.56	78	.00	355306	263178.44	26	
60	**	**	QLIFE FUND	29608	21755.09	74	118432	92127.56	78	.00	355306	263178.44	26	
DIV	9500	TOTAL	*****	29608	21755.09	74	118432	92127.56	78	.00	355306	263178.44	26	
DEPT	95	TOTAL	*****	29608	21755.09	74	118432	92127.56	78	.00	355306	263178.44	26	
		OTHER USES		29608	21755.09	74	118432	92127.56	78	.00	355306	263178.44	26	
FUND	600	TOTAL	*****	43836	34093.15	78	175344	119257.54	68	2309.00	526166	404599.46	23	
		QUALITYLIFE AGENCY FUND		43836	34093.15	78	175344	119257.54	68	2309.00	526166	404599.46	23	

City of The Dalles

FUND 601 QLIFE 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		17,002	207,754.92	1222	68,008	207,754.92	306	204,026	3,728.92-	
300	**	17,002	207,754.92	1222	68,008	207,754.92	306	204,026	3,728.92-	
300	*** BEGINNING BALANCE	17,002	207,754.92		68,008	207,754.92		204,026	3,728.92-	
330	INTERGOVERNMENTAL REVENUE									
331	FEDERAL REVENUES									
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00	
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00	
334	STATE GRANTS									
11 00	OREGON INVESTMENT BOARD	0	.00		0	.00		0	.00	
12 00	LOWER JOHN DAY PARTNERSHP	0	.00		0	.00		0	.00	
30 00	OREGON SPWF	0	.00		0	.00		0	.00	
90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00	
334	** STATE GRANTS	0	.00		0	.00		0	.00	
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00	
340	CHARGES FOR SERVICES									
341	GENERAL GOVERNMENT									
80 00	COPIES, PLANS, ORD'S ETC	0	.00		0	.00		0	.00	
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00	
344	UTILITY SERVICES									
15 00	LSN CEDITIS	0	.00		0	.00		0	.00	
20 00	CONNECT CHARGES	1,750	.00		7,000	50.00	1	21,000	20,950.00	
344	** UTILITY SERVICES	1,750	.00		7,000	50.00	1	21,000	20,950.00	
340	*** CHARGES FOR SERVICES	1,750	.00		7,000	50.00		21,000	20,950.00	
360	OTHER REVENUES									
361	INTEREST REVENUES									
00 00	INTEREST REVENUES	0	.00		0	.00		0	.00	
361	** INTEREST REVENUES	0	.00		0	.00		0	.00	
369	OTHER MISC REVENUES									
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00	
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		16,664	.00		50,000	50,000.00	
369	** OTHER MISC REVENUES	4,166	.00		16,664	.00		50,000	50,000.00	
360	*** OTHER REVENUES	4,166	.00		16,664	.00		50,000	50,000.00	

City of The Dalles

FUND 601 QLIFE CAPITAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	1,833	.00		7,332	.00		22,000	22,000.00
90 01	QLIFE OPERATING FUND	19,942	21,755.09	109	79,768	87,020.36	109	239,306	152,285.64
391 **	OPERATING TRANSFERS IN	21,775	21,755.09	100	87,100	87,020.36	100	261,306	174,285.64
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393 **	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	21,775	21,755.09		87,100	87,020.36		261,306	174,285.64
FUND TOTAL QLIFE CAPITAL FUND		44,693	229,510.01		178,772	294,825.28		536,332	241,506.72

FUND 601 Q LIFE CAPITAL FUND			DEPT/DIV 6000 Q LIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
02			MATERIALS & SERVICES											
34	10		ENGINEERING SERVICES	1000	9602.50	960	4000	11825.25	296	.00	12000	174.75	99	
	90		OTHER SERVICES	833	20000.00	2401	3332	20000.00	600	.00	10000	10000.00-	200	
43	86		LINE MNTNCE & SUPPLIES	166	.00	0	664	.00	0	.00	2000	2000.00	0	
53	40		LEGAL NOTICES	0	.00	0	0	.00	0	.00	0	.00	0	
57	10		PERMIT	0	.00	0	0	.00	0	.00	0	.00	0	
02	**		MATERIALS & SERVICES	1999	29602.50	1481	7996	31825.25	398	.00	24000	7825.25-	133	
03			CAPITAL OUTLAY											
71	10		LAND/RIGHTS OF WAY	0	.00	0	0	.00	0	.00	0	.00	0	
72	20		BUILDINGS	166	.00	0	664	.00	0	.00	2000	2000.00	0	
74	10		COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	20		TELECOMMUNICATIONS EQUIP	14212	4797.25-	34-	56848	5202.75	9	27196.00	170553	138154.25	19	
76	10		PRIMARY	4166	.00	0	16664	880.00	5	.00	50000	49120.00	2	
	20		SECONDARY	3125	4362.01-	140-	12500	11249.49	90	.00	37500	26250.51	30	
	30		POLE MAKE READY COSTS	416	.00	0	1664	.00	0	.00	5000	5000.00	0	
03	**		CAPITAL OUTLAY	22085	9159.26-	42-	88340	17332.24	20	27196.00	265053	220524.76	17	
04			DEBT SERVICE											
79	50		LOAN PRINCIPAL PAYMENTS	11891	10226.23	86	47564	46846.26	99	.00	142693	95846.74	33	
	51		CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0	
	60		LOAN INTEREST PAYMENTS	4336	4951.18	114	17344	17546.68	101	.00	52033	34486.32	34	
	90		LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0	
04	**		DEBT SERVICE	16227	15177.41	94	64908	64392.94	99	.00	194726	130333.06	33	
660	**	**	FINANCIAL OPERATIONS	40311	35620.65	88	161244	113550.43	70	27196.00	483779	343032.57	29	
66	**	**	EXPENSE-ACCOUNT	40311	35620.65	88	161244	113550.43	70	27196.00	483779	343032.57	29	
DIV	6000		TOTAL *****	40311	35620.65	88	161244	113550.43	70	27196.00	483779	343032.57	29	
DEPT	60		TOTAL *****	40311	35620.65	88	161244	113550.43	70	27196.00	483779	343032.57	29	
			Q LIFE	40311	35620.65	88	161244	113550.43	70	27196.00	483779	343032.57	29	

FUND 601 QLIFE CAPITAL FUND			DEPT/DIV 9500 OTHER USES/				*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT		
SUB	SUB		DESCRIPTION												
66			EXPENSE-ACCOUNT												
660			FINANCIAL OPERATIONS												
	05		OTHER												
	88	00	CONTINGENCY	4379	.00	0	17516	.00	0	.00	52553	52553.00	0		
	89	00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0		
	05	**	OTHER	4379	.00	0	17516	.00	0	.00	52553	52553.00	0		
660	**	**	FINANCIAL OPERATIONS	4379	.00	0	17516	.00	0	.00	52553	52553.00	0		
66	**	**	EXPENSE-ACCOUNT	4379	.00	0	17516	.00	0	.00	52553	52553.00	0		
DIV	9500		TOTAL *****	4379	.00	0	17516	.00	0	.00	52553	52553.00	0		
DEPT	95		TOTAL *****												
			OTHER USES	4379	.00	0	17516	.00	0	.00	52553	52553.00	0		
FUND	601		TOTAL *****												
			QLIFE CAPITAL FUND	44690	35620.65	80	178760	113550.43	64	27196.00	536332	395585.57	26		

TO: Qlife Board
Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – **November 30, 2009**

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 November 2009 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

	<u>July 1, 2009 to November 30, 2009</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 41,466	\$ 29,492	71.1%	* see below
Revenues	\$ 484,700	\$ 210,746	43.5%	
Expenditures	\$ 286,860	\$ 66,863	23.3%	
Transfers to Capital/Debt Fund	\$ 239,306	\$ 108,775	45.5%	
Cash at Month End	\$ 21,457.32			

** The Beginning Balance figures used here have been audited.*

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$29,492 is \$11,974 less than the budgeted estimate for this fiscal year. The budgeted Beginning Balance was increased in an attempt to reflect a \$22,000 interfund loan from the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$19,446.00. With this in mind, **the audited actual Beginning Balance is \$10,046 over the original estimate or 151.6% .**
- 2) Revenues:
 - a. \$33,926.40 in "E-Rates" have been received as revenue and paid out this fiscal year.
 - b. The \$22,000 interfund loan was repaid to the Capital Fund in September 2009.

- 3) Expenditures:
 - a. .
- 4) Budget Changes: No budget changes have been made to this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	July 1, 2009 to November 30, 2009			
	Budget	Actual	Percentage	
Beginning Balance	\$ 204,026	\$ 207,755	101.8%	* see below
Transfers In	\$ 239,306	\$ 108,775	45.5%	
Revenues	\$ 93,000	\$ 50	0.0%	
Expenditures	\$ 536,332	\$ 139,375	26.0%	
Cash at Month End	\$ 177,206.63			

** The Beginning Balance figures used here have been audited.*

Exceptions:

- 1) Beginning Balance: The audited beginning balance of \$207,755 is \$3,729 more than the estimate for this fiscal year. The budgeted Beginning Balance was decreased in an attempt to reflect a \$22,000 interfund loan to the QLife Capital Fund made in June 2009. However, this budget change was incorrect and the actual anticipated Beginning Balance should not have been changed from the original \$226,026.00. With this in mind, **the audited actual Beginning Balance is \$18,271 less than the original estimate or 91.9% of the budget.** This was expected because more than that amount was spent on projects that carry over into this year, which reduces the amount to be spent this year.
- 2) Revenues:
 - a. The \$22,000 interfund loan was repaid by the Operations Fund in September 2009.
- 3) Expenditures:
 - a. .
- 4) Budget Changes: No budget changes have been made to this fiscal year as of November 30, 2009. However, Resolution No. 10-001, which makes some budget adjustments to reflect certain project estimates that have been revised or added since the budget was adopted, will be considered by the Board at their meeting on December 15, 2009.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE

300	BEGINNING BALANCE								
300									
00 00		3,455	.00		17,275	29,491.42	171	41,466	11,974.58
300	**	3,455	.00		17,275	29,491.42	171	41,466	11,974.58
300	*** BEGINNING BALANCE	3,455	.00		17,275	29,491.42		41,466	11,974.58
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334	** STATE GRANTS	0	.00		0	.00		0	.00
337	LOCAL GOVERNMENT REVENUES								
90 00	LOCAL GOVT REV-PARTNERS	0	.00		0	.00		0	.00
337	** LOCAL GOVERNMENT REVENUES	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
80 00	COPIES, PLANS, ORD'S ETC	0	.00		0	.00		0	.00
90 00	MISC SALES AND SERVICES	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	29,662	29,440.00	99	148,310	146,680.00	99	355,950	209,270.00
15 00	LSN CREDITS	5,500	5,500.00	100	27,500	22,000.00	80	66,000	44,000.00
20 00	CONNECT CHARGES	187	.00		935	7,716.75	825	2,250	5,466.75-
90 00	DELINQUENT ACCT INTEREST	0	.00		0	.00		0	.00
344	** UTILITY SERVICES	35,349	34,940.00	99	176,745	176,396.75	100	424,200	247,803.25
345	OTHER LINE CHARGES								
10 00	SENIOR RATE ASSISTANCE	0	.00		0	.00		0	.00
20 00	UNCOLLECTIBLE ACCOUNTS	0	.00		0	.00		0	.00
30 00	NOANet DISCOUNT FEES	0	.00		0	.00		0	.00
40 00	NOANet CHARGES	0	.00		0	.00		0	.00
345	** OTHER LINE CHARGES	0	.00		0	.00		0	.00
340	*** CHARGES FOR SERVICES	35,349	34,940.00		176,745	176,396.75		424,200	247,803.25

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	41	83.19	203	205	423.54	207	500	76.46
361	** INTEREST REVENUES	41	83.19	203	205	423.54	207	500	76.46
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
20 00	E-RATE REIMBURSEMENT	5,000	28,819.20	576	25,000	33,926.40	136	60,000	26,073.60
369	** OTHER MISC REVENUES	5,000	28,819.20	576	25,000	33,926.40	136	60,000	26,073.60
360	*** OTHER REVENUES	5,041	28,902.39		25,205	34,349.94		60,500	26,150.06
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		43,845	63,842.39		219,225	240,238.11		526,166	285,927.89

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		17,002	.00		85,010	207,754.92	244	204,026	3,728.92-
300	**	17,002	.00		85,010	207,754.92	244	204,026	3,728.92-
300	*** BEGINNING BALANCE	17,002	.00		85,010	207,754.92		204,026	3,728.92-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331	** FEDERAL REVENUES	0	.00		0	.00		0	.00
334	STATE GRANTS								
11 00	OREGON INVESTMENT BOARD	0	.00		0	.00		0	.00
12 00	LOWER JOHN DAY PARTNERSHP	0	.00		0	.00		0	.00
30 00	OREGON SPWF	0	.00		0	.00		0	.00
90 00	STATE GRANTS, OTHER	0	.00		0	.00		0	.00
334	** STATE GRANTS	0	.00		0	.00		0	.00
330	*** INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
341	GENERAL GOVERNMENT								
80 00	COPIES, PLANS, ORD'S ETC	0	.00		0	.00		0	.00
341	** GENERAL GOVERNMENT	0	.00		0	.00		0	.00
344	UTILITY SERVICES								
15 00	LSN CEDITIS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	1,750	.00		8,750	50.00	1	21,000	20,950.00
344	** UTILITY SERVICES	1,750	.00		8,750	50.00	1	21,000	20,950.00
340	*** CHARGES FOR SERVICES	1,750	.00		8,750	50.00		21,000	20,950.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	0	.00		0	.00		0	.00
361	** INTEREST REVENUES	0	.00		0	.00		0	.00
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	4,166	.00		20,830	.00		50,000	50,000.00
369	** OTHER MISC REVENUES	4,166	.00		20,830	.00		50,000	50,000.00
360	*** OTHER REVENUES	4,166	.00		20,830	.00		50,000	50,000.00

City of The Dalles

FUND 601 QLIFE CAPITAL FUND		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	1,833	.00		9,165	.00		22,000	22,000.00
90 01	QLIFE OPERATING FUND	19,942	21,755.09	109	99,710	108,775.45	109	239,306	130,530.55
391	** OPERATING TRANSFERS IN	21,775	21,755.09	100	108,875	108,775.45	100	261,306	152,530.55
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393	** PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390	*** OTHER FINANCING SOURCES	21,775	21,755.09		108,875	108,775.45		261,306	152,530.55
FUND TOTAL QLIFE CAPITAL FUND		44,693	21,755.09		223,465	316,580.37		536,332	219,751.63

FUND 601 Q LIFE CAPITAL FUND			DEPT/DIV 6000 Q LIFE/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	02		MATERIALS & SERVICES											
	34	10	ENGINEERING SERVICES	1000	.00	0	5000	11825.25	237	.00	12000	174.75	99	
		90	OTHER SERVICES	833	.00	0	4165	20000.00	480	.00	10000	10000.00-	200	
	43	86	LINE MNTNCE & SUPPLIES	166	.00	0	830	.00	0	.00	2000	2000.00	0	
	53	40	LEGAL NOTICES	0	.00	0	0	.00	0	.00	0	.00	0	
	57	10	PERMIT	0	.00	0	0	.00	0	.00	0	.00	0	
	02	**	MATERIALS & SERVICES	1999	.00	0	9995	31825.25	318	.00	24000	7825.25-	133	
	03		CAPITAL OUTLAY											
	71	10	LAND/RIGHTS OF WAY	0	.00	0	0	.00	0	.00	0	.00	0	
	72	20	BUILDINGS	166	.00	0	830	.00	0	.00	2000	2000.00	0	
	74	10	COMPUTER EQUIPMENT	0	.00	0	0	.00	0	.00	0	.00	0	
	20		TELECOMMUNICATIONS EQUIP	14212	14330.00	101	71060	19532.75	28	15296.00	170553	135724.25	20	
	76	10	PRIMARY	4166	.00	0	20830	880.00	4	.00	50000	49120.00	2	
	20		SECONDARY	3125	.00	0	15625	11249.49	72	.00	37500	26250.51	30	
	30		POLE MAKE READY COSTS	416	.00	0	2080	.00	0	.00	5000	5000.00	0	
	03	**	CAPITAL OUTLAY	22085	14330.00	65	110425	31662.24	29	15296.00	265053	218094.76	18	
	04		DEBT SERVICE											
	79	50	LOAN PRINCIPAL PAYMENTS	11891	7766.08	65	59455	54612.34	92	.00	142693	88080.66	38	
		51	CRB PRINCIPAL PAYMENTS	0	.00	0	0	.00	0	.00	0	.00	0	
		60	LOAN INTEREST PAYMENTS	4336	3728.03	86	21680	21274.71	98	.00	52033	30758.29	41	
		90	LOAN RESERVE-FUT DEBT PAY	0	.00	0	0	.00	0	.00	0	.00	0	
	04	**	DEBT SERVICE	16227	11494.11	71	81135	75887.05	94	.00	194726	118838.95	39	
660	**	**	FINANCIAL OPERATIONS	40311	25824.11	64	201555	139374.54	69	15296.00	483779	329108.46	32	
66	**	**	EXPENSE-ACCOUNT	40311	25824.11	64	201555	139374.54	69	15296.00	483779	329108.46	32	
DIV	6000		TOTAL *****	40311	25824.11	64	201555	139374.54	69	15296.00	483779	329108.46	32	
DEPT	60		TOTAL *****	40311	25824.11	64	201555	139374.54	69	15296.00	483779	329108.46	32	
			Q LIFE	40311	25824.11	64	201555	139374.54	69	15296.00	483779	329108.46	32	

FUND 601 QLIFE CAPITAL FUND			DEPT/DIV 9500 OTHER USES/			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB		DESCRIPTION											
66			EXPENSE-ACCOUNT											
660			FINANCIAL OPERATIONS											
	05		OTHER											
	88	00	CONTINGENCY	4379	.00	0	21895	.00	0	.00	52553	52553.00	0	
	89	00	UNAPPROPRIATED ENDING BAL	0	.00	0	0	.00	0	.00	0	.00	0	
	05	**	OTHER	4379	.00	0	21895	.00	0	.00	52553	52553.00	0	
660	**	**	FINANCIAL OPERATIONS	4379	.00	0	21895	.00	0	.00	52553	52553.00	0	
66	**	**	EXPENSE-ACCOUNT	4379	.00	0	21895	.00	0	.00	52553	52553.00	0	
DIV	9500		TOTAL *****	4379	.00	0	21895	.00	0	.00	52553	52553.00	0	
DEPT	95		TOTAL *****											
			OTHER USES	4379	.00	0	21895	.00	0	.00	52553	52553.00	0	
FUND	601		TOTAL *****											
			QLIFE CAPITAL FUND	44690	25824.11	58	223450	139374.54	62	15296.00	536332	381661.46	29	

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600

FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 11/22/2009 TO: 12/10/2009

Revenue: Billed as of

QLife Monthly Billings NOT YET POSTED

TOTAL:			-
	Expenditures:		
	Aristo	October	5,046.35
	Aristo	Novemeber	8,309.50
	One Call Concepts	Dig Tickets	15.75
	Keith Mobley	Legal	150.00
	Dickey Treper	Audit	450.00
	Platt	Transformer fire at City Hall	48.69
TOTAL:			14,020.29

FUND: CAPITAL 601

FISCAL YEAR: 2009-2010

PERIOD DETAIL FROM: 11/22/2009 TO: 12/10/2009

Revenue:

TOTAL:			
	Expenditures:		
	Columbia River Bank	Commercial Loan/Interest	11,494.11
	Mt. Hood Econ Alliance	Loan Payment	3,683.30
	Hire Electric	Veterans way	280.00
TOTAL:			15,457.41

LSN CREDITS

5500

RESOLUTION NO. 10-001

A RESOLUTION AUTHORIZING TRANSFERS OF BUDGET FUNDS BETWEEN CATEGORIES OF THE QUALITY LIFE INTERGOVERNMENTAL AGENCY CAPITAL FUND 601 BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2010.

WHEREAS, during the adopted budget year certain funds may experience changes in commitments or expenditures above approved category limits; and

WHEREAS, Oregon Budget Law recognizes these events and allows for transferring of funds between approved category limits; and

WHEREAS, certain project estimates have been revised and/or added as shown below:

Project	Original Estimate	Change Needed	Total Revised Estimate	Fund 601 Line Item
Wasco Co Extensions Planning	10,000	10,000	20,000	660.34-90
Redundancy Project	113,000	7,000	120,000	660.74-20
WiFi Pilot Hot Spots	52,553	-30,066	22,487	660.74-20
Strengthen Bisector/Downtown	50,000	-1,500	48,500	660.76-20
Locate Wire Improvements	0	48,848	48,848	660.76-20
Contingency	52,553	-34,282	18,271	600.88-00
TOTALS	278,106	0	278,106	

WHEREAS, these changes require reallocation of resources in the FY09/10 Quality Life Intergovernmental (QLIFE) Agency Capital Fund 601 Budget;

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

Section 1. The Board of Directors hereby authorizes the following transfers of funds between budgeted categories.

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<u>CAPITAL FUND (601)</u>			
transferred from Contingency	\$ 52,553	\$ 18,271	- \$ 34,282
transferred to Materials & Services	\$ 24,000	\$ 34,000	+ \$ 10,000
transferred to Capital Outlay	\$ 265,053	\$ 289,335	+ \$ 24,282

Section 2. This Resolution shall become effective upon adoption and shall remain in effect until after receipt and acceptance of the FY09/10 audit.

PASSED AND ADOPTED THIS 15th DAY OF DECEMBER, 2009.

Voting Yes: Lennox, Larson, Ahier
Voting No: —
Absent: Ericksen, Spatz
Abstaining: —

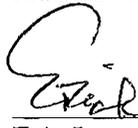
AND APPROVED BY THE CHAIR THIS 15th DAY OF DECEMBER, 2009.

SIGNED:



Dan Erickson, Chair of the Board

ATTEST:

Eric Larson, Treasurer