

QLife Network

QualityLife Intergovernmental Agency

AGENDA

QLife Regular Board Meeting

**Thursday, June 26, 2014, Noon
The Dalles City Hall, 313 Court Street
2nd Floor Conference Room**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of April 24, 2014 QLife Regular Board Meeting Minutes
5. Financial Reports
 - a. April - May Financial Reports
 - b. List of Disbursements since Last Meeting
6. Public Hearing
 - a. Fiscal Year 2014-15 QLife Budget
7. Action Items
 - a. Adopt Resolution 14-004 Adopting the QualityLife Intergovernmental Agency Budget for Fiscal Year 2014-15, Making Appropriations, and Authorizing Expenditures.
 - b. Adopt Resolution 14-003 Adopting a Resolution Authorizing Transfers of Budget Funds Between Categories of the QLife Intergovernmental Agency Capital Fund 601 Budget for the Fiscal Year ending June 30, 2014
 - c. Authorize sponsorship of Oregon Connections Telecommunications Conference 2014
8. Reports
 - a. Aristo Operational Management Report – John Amery
9. Next Meeting Dates:
 - a. Regular Board Meeting July 24, 2014 Noon
10. Adjourn

QLife Network

QualityLife Intergovernmental Agency

MINUTES

QLife Regular Board Meeting

Thursday, April 24, 2014
Following Budget Committee Meeting
The Dalles City Hall, 313 Court Street
Council Chambers

Call to Order

The meeting was called to order by President Scott Hege at 12:24 p.m.

Roll Call

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

Staff: Nolan Young, Izetta Grossman, John Amery

Also in attendance: Ken Farner

Approval of Agenda

Young asked that a Fiber to Maupin as a Discussion item be added to the agenda. It was moved by Wood and seconded by Ahier to approve the agenda as amended. Motion carried unanimously.

Approval of March 2014 QLife Regular Board Meeting Minutes

It was moved by Dick and seconded by Wood to approve the minutes of the March 27, 2014 regular Board meeting. Motion carried unanimously.

Financial Reports

March Financial Reports – Young reviewed the financial reports

Discussion

Fiber to Maupin – Young said that Keith Mobley had some discussion with Maupin council member regarding the possibility of extending QLife fiber into Maupin. Young would be meeting with a Council member tomorrow to explore the needs and desires. There was some discussion on whether the need existed. It was the consensus of the Board that Young would meet with the City Councilor from Maupin and report to the QLife Board.

There was discussion on the need to review the mission of QLife over the next year, as debt is paid off, what direction the agency should take in regards to profit sharing vs. system maintenance/improvement and expansion. It was the consensus of the Board that a work session should be scheduled to work on this issue.

There was discussion on the "Board Notebook" and the Board requested it be simplified and put on the QLife website.

Reports

Aristo – Amery reported PUD Contract for pole connections says "customer drop", there was some misunderstanding about exactly what that meant. The process is slow to hook up new customers (2 months in some cases). After some discussion, Amery said he thought he was working through the process to a conclusion that would work for all concerned. He felt it was best for him to handle it at this point; he would let the Board know if he felt he came to an impasse and would need Board assistance.

Next Meeting Dates:

- a. Regular Board Meeting June 26, 2014 Noon Budget Hearing

Adjourn

Being no further business the meeting was adjourned at 1:26 p.m.

Respectfully submitted
Izetta Grossman, Secretary

Attest:

Erick Larson, Secretary

TO: QLife Board
 Nolan Young, City Manager
 FR: Kate Mast, Finance Director
 RE: Financial Report for QLIFE – April 2014

BANKING:

QLife monies are deposited into a separate bank checking account. We closed the Money Market Account in January 2014 and transferred those funds into a new Local Government Investment Pool (LGIP) Account to get better interest rates.

The information below is a comparison of budget to actual revenues and expenditures for the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

83% of the year has passed.

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

Operations (600):

BUDGET COMPARISONS

	<u>July 1, 2013 to April 30, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 97,223	\$ 93,154	95.8%	* see below
Revenues	\$ 624,979	\$ 495,440	71.5%	
Expenditures	\$ 400,269	\$ 121,826	30.4%	
Transfers to Capital/Debt Fund	\$ 321,933	\$ 292,666	90.9%	
Cash at Month End	\$ 125,042.57			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used here have been audited.*
- 2) Revenues:
- 3) Expenditures: The Office Space Rental line item has been over-expended by \$570.00 due to the increase in space used this year. This will not cause the category to be over-expended.
- 4) Budget Changes: No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	July 1, 2013 to April 30, 2014		
	Budget	Actual	Percentage
Beginning Balance	\$ 140,736	\$ 141,124	100.3% * see below
Transfers In	\$ 321,933	\$ 292,666	90.9%
Revenues	\$ 32,500	\$ 13,256	40.8%
M&S / Capital Outlay / Other	\$ 249,377	\$ 53,778	21.6%
Debt Expenditures	\$ 228,792	\$ 217,309	95.0%
Cash at Month End	\$ 175,959.05		

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used have been audited.*
- 2) Revenues:
- 3) Expenditures:
 - a. The Capital Outlay line item for 'Secondary' has been over-expended by \$2,598.42 due to the customer portion of service line extensions exceeding our estimate. This is not a problem as we will be reimbursed for the customer portion. Once reimbursements are received the revenue line item should be exceeded by a similar amount.
 - b. The Loan Interest Payments line item shows over-expended by \$1,431.30. This will be corrected towards the end of the fiscal year when we reconcile and adjust the principal and interest line items to match the bank's application of the payments.
- 4) Budget Changes: A supplemental budget and budget amendments were approved by the Board on January 30, 2014. The results of those changes are reflected in this report and are listed below:
 - \$17,000 in unanticipated additional Beginning Fund Balance was recognized as Revenue.
 - \$12,000 was added to the Lines Maintenance & Supplies expense line item to cover the unanticipated purchase of reels of fiber for service lines.
 - \$ 5,000 was added to the Primary expense line item for completion of system upgrades and to cover the unexpected late costs of the St. Mary's projects.
 - \$14,360 was transferred from the Contingency line item to the Telecom Equipment line item to be contributed to the City's WiFi expansion to the Kelly Overlook, the Civic, the Quinton Ball Park, and further along West 6th Street.

City of The Dalles

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		8,101	.00		81,010	93,154.21	115	97,223	4,068.79
300 **		8,101	.00		81,010	93,154.21	115	97,223	4,068.79
300 ***	BEGINNING BALANCE	8,101	.00		81,010	93,154.21		97,223	4,068.79
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	47,685	48,515.00	102	476,850	477,450.00	100	572,229	94,779.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	.00		1,870	2,700.00	144	2,250	450.00-
344 **	UTILITY SERVICES	47,872	48,515.00	101	478,720	480,150.00	100	574,479	94,329.00
340 ***	CHARGES FOR SERVICES	47,872	48,515.00		478,720	480,150.00		574,479	94,329.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	25	80.17	321	250	381.81	153	300	81.81-
361 **	INTEREST REVENUES	25	80.17	321	250	381.81	153	300	81.81-
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	16	.00		160	133.50	83	200	66.50
20 00	E-RATE REIMBURSEMENT	4,166	.00		41,660	14,774.40	36	50,000	35,225.60
369 **	OTHER MISC REVENUES	4,182	.00		41,820	14,907.90	36	50,200	35,292.10
360 ***	OTHER REVENUES	4,207	80.17		42,070	15,289.71		50,500	35,210.29
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
00 00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392 **	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
	FUND TOTAL QUALITYLIFE AGENCY FUND	60,180	48,595.17		601,800	588,593.92		722,202	133,608.08

BA ELEM OBJ SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDDT

FUND 600 QUALITYLIFE AGENCY FUND											
DEPT/DIV 9500 OTHER USES/											
*****CURRENT***** YEAR TO DATE*****											
60	QLIFE FUND										
600	OTHER USES										
05	OTHER										
81 91	QLIFE CAPITAL FUND	26827	29266.64	109	268270	292666.40	109	.00	321933	29266.60	91
83 10	ESD E-RATE	4166	.00	0	41660	14774.40	36	.00	50000	35225.60	30
05 **	OTHER	30993	29266.64	94	309930	307440.80	99	.00	371933	64492.20	83
06	CONTINGENCY / UAFB										
88 00	CONTINGENCY	2270	.00	0	22700	.00	0	.00	27247	27247.00	0
89 00	UNAPPROPRIATED ENDING BAL	4163	.00	0	41630	.00	0	.00	49957	49957.00	0
06 **	CONTINGENCY / UAFB	6433	.00	0	64330	.00	0	.00	77204	77204.00	0
600 **	OTHER USES	37426	29266.64	78	374260	307440.80	82	.00	449137	141696.20	69
60 **	QLIFE FUND	37426	29266.64	78	374260	307440.80	82	.00	449137	141696.20	69
DIV 9500 TOTAL *****											
		37426	29266.64	78	374260	307440.80	82	.00	449137	141696.20	69
DEPT 95 TOTAL *****											
		37426	29266.64	78	374260	307440.80	82	.00	449137	141696.20	69
FUND 600 TOTAL *****											
		60168	51364.57	85	601680	414492.60	69	.00	722202	307709.40	57

City of The Dalles

FUND 601 QLIFF CAPITAL FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		13,144	.00		114,442	141,124.01	123	140,736	388.01-
300 **		13,144	.00		114,442	141,124.01	123	140,736	388.01-
300 ***	BEGINNING BALANCE	13,144	.00		114,442	141,124.01		140,736	388.01-
330	INTERGOVERNMENTAL REVENUE								
331 90 00	FEDERAL REVENUES	0	.00		0	.00		0	.00
	FEDERAL GRANTS-MISC	0	.00		0	.00		0	.00
331 **	FEDERAL REVENUES	0	.00		0	.00		0	.00
330 ***	INTERGOVERNMENTAL REVENUE	0	.00		0	.00		0	.00
340	CHARGES FOR SERVICES								
344 20 00	UTILITY SERVICES	2,708	.00		27,080	13,256.23	49	32,500	19,243.77
	CONNECT CHARGES	2,708	.00		27,080	13,256.23	49	32,500	19,243.77
344 **	UTILITY SERVICES	2,708	.00		27,080	13,256.23		32,500	19,243.77
340 ***	CHARGES FOR SERVICES	2,708	.00		27,080	13,256.23		32,500	19,243.77
360	OTHER REVENUES								
369 00 00	OTHER MISC REVENUES	0	.00		0	.00		0	.00
	OTHER MISC REVENUES	0	.00		0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	0	.00		0	.00		0	.00
369 **	OTHER MISC REVENUES	0	.00		0	.00		0	.00
360 ***	OTHER REVENUES	0	.00		0	.00		0	.00
390	OTHER FINANCING SOURCES								
391 40 00	OPERATING TRANSFERS IN	0	.00		0	.00		0	.00
	IF PMT FROM OTHER FUNDS	26,827	29,266.64	109	268,270	292,666.40	109	321,933	29,266.60
90 01	QLIFE OPERATING FUND	26,827	29,266.64	109	268,270	292,666.40	109	321,933	29,266.60
391 **	OPERATING TRANSFERS IN	26,827	29,266.64	109	268,270	292,666.40	109	321,933	29,266.60
393 10 00	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
	LOAN/BOND PROCEEDS	0	.00		0	.00		0	.00
393 **	PROCEEDS- LT LIABILITIES	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	26,827	29,266.64		268,270	292,666.40		321,933	29,266.60
	FUND TOTAL QLIFF CAPITAL FUND	42,679	29,266.64		409,792	447,046.64		495,169	48,122.36

TO: QLife Board
 Nolan Young, City Manager

FR: Kate Mast, Finance Director

RE: Financial Report for QLIFE – May 2014

BANKING:

QLife monies are deposited into a separate bank checking account. We closed the Money Market Account in January 2014 and transferred those funds into a new Local Government Investment Pool (LGIP) Account to get better interest rates.

The information below is a comparison of budget to actual revenues and expenditures for the month just ended by fund. This information is not audited, but is reviewed by the Finance Department for clarity and budget compliance.

92% of the year has passed.

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

Operations (600):

BUDGET COMPARISONS

	<u>July 1, 2013 to May 31, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 97,223	\$ 93,154	95.8%	* see below
Revenues	\$ 624,979	\$ 565,925	90.5%	
Expenditures	\$ 400,269	\$ 146,008	36.5%	
Transfers to Capital/Debt Fund	\$ 321,933	\$ 321,933	100.0%	
Cash at Month End	\$ 145,365.99			

Exceptions:

- 1) **Beginning Balance:** * *The Beginning Balance figures used here have been audited.*
- 2) **Revenues:**
- 3) **Expenditures:** The Office Space Rental line item has been over-expended by \$570.00 due to the increase in space used this year. This will not cause the category to be over-expended.
- 4) **Budget Changes:** No budget changes have been made to this fund this fiscal year.

CAPITAL (601):

BUDGET COMPARISONS

	<u>July 1, 2013 to May 31, 2014</u>			
	Budget	Actual	Percentage	
Beginning Balance	\$ 140,736	\$ 141,124	100.3%	* see below
Transfers In	\$ 321,933	\$ 321,933	100.0%	
Revenues	\$ 32,500	\$ 17,465	53.7%	
M&S / Capital Outlay / Other	\$ 249,377	\$ 54,020	21.7%	
Debt Expenditures	\$ 228,792	\$ 228,803	100.0%	
Cash at Month End	\$ 194,195.44			

Exceptions:

- 1) Beginning Balance: * *The Beginning Balance figures used have been audited.*
- 2) Revenues:
- 3) Expenditures:
 - a. The Capital Outlay line item for 'Secondary' has been over-expended by \$2,840.42 due to the customer portion of service line extensions exceeding our estimate. This is not a problem as we will be reimbursed for the customer portion. Once reimbursements are received the revenue line item should be exceeded by a similar amount.
 - b. The Loan Principal and Interest Payments line items have been adjusted to match the bank's application of the payments. The principal amount stands at \$128,957.
 - c. A slight error in the amount of prepayments made on the debt has caused an over expenditure of \$11.32 in the Debt Service category. A resolution amending the budget will be on the agenda on June 26 to cover that overage.
- 4) Budget Changes: A supplemental budget and budget amendments were approved by the Board on January 30, 2014. The results of those changes are reflected in this report and are listed below:
 - \$17,000 in unanticipated additional Beginning Fund Balance was recognized as Revenue.
 - \$12,000 was added to the Lines Maintenance & Supplies expense line item to cover the unanticipated purchase of reels of fiber for service lines.
 - \$ 5,000 was added to the Primary expense line item for completion of system upgrades and to cover the unexpected late costs of the St. Mary's projects.
 - \$14,360 was transferred from the Contingency line item to the Telecom Equipment line item to be contributed to the City's WiFi expansion to the Kelly Overlook, the Civic, the Quinton Ball Park, and further along West 6th Street.

FUND 600 QUALITYLIFE AGENCY FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** %REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE
300	BEGINNING BALANCE								
300 00 00		8,101	.00		89,111	93,154.21	105	97,223	4,068.79
300 **		8,101	.00		89,111	93,154.21	105	97,223	4,068.79
300 ***	BEGINNING BALANCE	8,101	.00		89,111	93,154.21		97,223	4,068.79
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
10 00	UTILITY SERVICE CHARGES	47,685	48,240.00	101	524,535	525,690.00	100	572,229	46,539.00
15 00	LSN CREDITS	0	.00		0	.00		0	.00
20 00	CONNECT CHARGES	187	.00		2,057	2,700.00	131	2,250	450.00-
344 **	UTILITY SERVICES	47,872	48,240.00	101	526,592	528,390.00	100	574,479	46,089.00
340 ***	CHARGES FOR SERVICES	47,872	48,240.00		526,592	528,390.00		574,479	46,089.00
360	OTHER REVENUES								
361	INTEREST REVENUES								
00 00	INTEREST REVENUES	25	83.21	333	275	465.02	169	300	165.02-
361 **	INTEREST REVENUES	25	83.21	333	275	465.02	169	300	165.02-
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	16	.00		176	133.50	76	200	66.50
20 00	E-RATE REIMBURSEMENT	4,166	22,161.60	532	45,826	36,936.00	81	50,000	13,064.00
369 **	OTHER MISC REVENUES	4,182	22,161.60	530	46,002	37,069.50	81	50,200	13,130.50
360 ***	OTHER REVENUES	4,207	22,244.81		46,277	37,534.52		50,500	12,965.48
390	OTHER FINANCING SOURCES								
392	SALE OF FIXED ASSETS								
00 00	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
392 **	SALE OF FIXED ASSETS	0	.00		0	.00		0	.00
390 ***	OTHER FINANCING SOURCES	0	.00		0	.00		0	.00
FUND TOTAL	QUALITYLIFE AGENCY FUND	60,180	70,484.81		661,980	659,078.73		722,202	63,123.27

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 6000 QLIIFE/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****		ANNUAL		UNENCUMB.	
BA	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	BUDGET	BALANCE	BUDGT	%
SUB	SUB	DESCRIPTION											
66		EXPENSE-ACCOUNT											
660		FINANCIAL OPERATIONS											
	02	MATERIALS & SERVICES											
	31	10 ADMINISTRATIVE	1666	.00	0	18326	11004.24	60	.00	20000	8995.76	55	
	15	COUNTY	583	.00	0	6413	1190.00	19	.00	7000	5810.00	17	
	20	OUTSIDE PLANT MAINTENANCE	4833	.00	0	53163	29.95	0	.00	58000	57970.95	0	
	90	OTHER SERVICES	416	.00	0	4576	.00	0	.00	5000	5000.00	0	
	32	10 AUDIT	431	.00	0	4741	5150.00	109	.00	5180	30.00	99	
	20	LEGAL SERVICES	700	.00	0	7700	3270.00	43	.00	8400	5130.00	39	
	34	10 ENGINEERING SERVICES	1983	.00	17	21813	9986.75	46	.00	23800	13813.25	42	
	30	NETWORK SYSTEM MANAGEMENT	5916	.00	0	65076	40567.01	62	.00	71000	30432.99	57	
	50	SPECIAL STUDIES & REPORTS	0	.00	0	0	.00	0	.00	0	.00	0	
	41	40 ELECTRICITY	50	45.22	90	550	455.20	83	.00	600	144.80	76	
	43	10 BUILDINGS AND GROUNDS	41	.00	0	451	.00	0	.00	500	500.00	0	
	25	NETWORK EQUIPMENT	383	.00	0	4213	.00	0	.00	4600	4600.00	0	
	87	UTILITIES LOCATES	83	.00	0	913	.00	0	.00	1000	1000.00	0	
	44	10 OFFICE SPACE RENTAL	437	.00	0	4807	5814.00	121	.00	5244	570.00	111	
	52	10 LIABILITY	487	.00	0	5357	5665.00	106	.00	5855	190.00	97	
	30	PROPERTY	0	.00	0	0	.00	0	.00	0	.00	0	
	53	20 POSTAGE	16	.00	0	176	.00	0	.00	200	200.00	0	
	30	TELEPHONE	35	34.09	97	385	375.54	98	.00	420	44.46	89	
	40	LEGAL NOTICES	33	20.30	62	363	146.93	40	.00	400	253.17	37	
	54	00 ADVERTISING	108	.00	0	1188	1055.26	89	.00	1300	244.74	81	
	57	10 PERMIT	33	.00	0	363	.00	0	.00	400	400.00	0	
	58	10 TRAVEL, FOOD & LODGING	166	135.00	81	1826	901.65	49	.00	2000	1098.35	45	
	50	TRAINING AND CONFERENCES	58	.00	0	638	.00	0	.00	700	700.00	0	
	70	MEMBERSHIPS/DUES/SUBSCRIP	16	.00	0	176	25.00	14	.00	200	175.00	13	
	60	10 OFFICE SUPPLIES	8	.00	0	88	.00	0	.00	100	100.00	0	
	63	80 QLIIFE SCHOLARSHIPS	166	.00	0	1826	.00	0	.00	2000	2000.00	0	
	90	ROBOTICS GRANTS	166	.00	0	1826	.00	0	.00	2000	2000.00	0	
	69	50 MISCELLANEOUS EXPENSES	41	.00	0	451	459.65	102	.00	500	40.35	92	
	60	POLE CONNECTION FEES	791	.00	0	8701	8653.18	100	.00	9500	846.82	91	
	70	RIGHT OF WAY FEES	1430	1455.45	102	15730	14323.50	91	.00	17166	2842.50	83	
	80	ASSETS <\$5000	0	.00	0	0	.00	0	.00	0	.00	0	
	02	** MATERIALS & SERVICES	21076	2020.06	10	231836	109071.86	47	.00	253065	143993.14	43	
	03	CAPITAL OUTLAY											
	74	20 TELECOMMUNICATIONS EQUIP	1666	.00	0	18326	.00	0	.00	20000	20000.00	0	
	03	** CAPITAL OUTLAY	1666	.00	0	18326	.00	0	.00	20000	20000.00	0	
	660	** FINANCIAL OPERATIONS	22742	2020.06	9	250162	109071.86	44	.00	273065	163993.14	40	
	66	** EXPENSE-ACCOUNT	22742	2020.06	9	250162	109071.86	44	.00	273065	163993.14	40	
	DIV	6000 TOTAL *****											
	DEPT	60 TOTAL *****											
		QLIIFE	22742	2020.06	9	250162	109071.86	44	.00	273065	163993.14	40	

FUND 600 QUALITYLIFE AGENCY FUND		DEPT/DIV 9500 OTHER USES/		*****CURRENT*****		*****YEAR-TO-DATE*****		*****EXP		*****UNENCUMB.		*****% BUDGT	
BA	ELE	OBJ	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BUDGT
SUB	SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BUDGT
60			QLIFE FUND										
600			OTHER USES										
05			OTHER										
81	91		QLIFE CAPITAL FUND	26827	29266.64	109	295097	321933.04	109	.00	321933	.04-	100
83	10		ESD E-RATE	4166	22161.60	532	45826	36936.00	81	.00	50000	13064.00	74
05	**		OTHER	30993	51428.24	166	340923	358869.04	105	.00	371933	13063.96	97
06			CONTINGENCY / UAFB										
88	00		CONTINGENCY	2270	.00	0	24970	.00	0	.00	27247	27247.00	0
89	00		UNAPPROPRIATED ENDING BAL	4163	.00	0	45793	.00	0	.00	49957	49957.00	0
06	**		CONTINGENCY / UAFB	6433	.00	0	70763	.00	0	.00	77204	77204.00	0
600	**	**	OTHER USES	37426	51428.24	137	411686	358869.04	87	.00	449137	90267.96	80
60	**	**	QLIFE FUND	37426	51428.24	137	411686	358869.04	87	.00	449137	90267.96	80
DIV	9500	TOTAL	*****	37426	51428.24	137	411686	358869.04	87	.00	449137	90267.96	80
DEPT	95	TOTAL	*****	37426	51428.24	137	411686	358869.04	87	.00	449137	90267.96	80
FUND	600	TOTAL	*****	60168	53448.30	89	661848	467940.90	71	.00	722202	254261.10	65

City of The Dalles

FUND 601 Q LIFE CAPITAL FUND									

ACCOUNT	DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	***** \$REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	***** %REV	***** ANNUAL ESTIMATE	***** UNREALIZED BALANCE

300	BEGINNING BALANCE								
300	00 00	13,144	.00		127,586	141,124.01	111	140,736	388.01-
300	**	13,144	.00		127,586	141,124.01	111	140,736	388.01-
300	***	13,144	.00		127,586	141,124.01		140,736	388.01-
330	INTERGOVERNMENTAL REVENUE								
331	FEDERAL REVENUES								
90 00	FEDERAL GRANTS-MISC	0	.00	0	0	.00		0	.00
331	**	0	.00	0	0	.00		0	.00
330	***	0	.00	0	0	.00		0	.00
340	CHARGES FOR SERVICES								
344	UTILITY SERVICES								
20 00	CONNECT CHARGES	2,708	4,208.32	155	29,788	17,464.55	59	32,500	15,035.45
344	**	2,708	4,208.32	155	29,788	17,464.55	59	32,500	15,035.45
340	***	2,708	4,208.32		29,788	17,464.55		32,500	15,035.45
360	OTHER REVENUES								
369	OTHER MISC REVENUES								
00 00	OTHER MISC REVENUES	0	.00	0	0	.00		0	.00
10 00	ENTERPRISE ZONE PAYMENT	0	.00	0	0	.00		0	.00
369	**	0	.00	0	0	.00		0	.00
360	***	0	.00	0	0	.00		0	.00
390	OTHER FINANCING SOURCES								
391	OPERATING TRANSFERS IN								
40 00	IF PMT FROM OTHER FUNDS	0	.00	0	0	.00		0	.00
90 01	Q LIFE OPERATING FUND	26,827	29,266.64	109	295,097	321,933.04	109	321,933	.04-
391	**	26,827	29,266.64	109	295,097	321,933.04	109	321,933	.04-
393	PROCEEDS- LT LIABILITIES								
10 00	LOAN/BOND PROCEEDS	0	.00	0	0	.00		0	.00
393	**	0	.00	0	0	.00		0	.00
390	***	26,827	29,266.64		295,097	321,933.04		321,933	.04-
FUND TOTAL	Q LIFE CAPITAL FUND	42,679	33,474.96		452,471	480,521.60		495,169	14,647.40

FUND 601 QLIIFE CAPITAL FUND		DEPT/DIV 9500 OTHER USES/ *****CURRENT*****		*****YEAR-TO-DATE*****		ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BALANCE	BDGT
SUB SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	%EXP	ENCUMBR.		
60	QLIIFE FUND							
600	OTHER USES							
05	OTHER							
84 15	RSRV FOR SYS IMPROVEMENTS	11666	.00	0	.00	.00	140000	140000.00
05 **	OTHER	11666	.00	0	.00	.00	140000	140000.00
600 **	OTHER USES	11666	.00	0	.00	.00	140000	140000.00
60 **	QLIIFE FUND	11666	.00	0	.00	.00	140000	140000.00
66	EXPENSE-ACCOUNT							
660	FINANCIAL OPERATIONS							
06	CONTINGENCY / UAFB							
88 00	CONTINGENCY	2013	.00	0	.00	.00	38517	38517.00
89 00	UNAPPROPRIATED ENDING BAL	0	.00	0	.00	.00	0	.00
06 **	CONTINGENCY / UAFB	2013	.00	0	.00	.00	38517	38517.00
660 **	FINANCIAL OPERATIONS	2013	.00	0	.00	.00	38517	38517.00
66 **	EXPENSE-ACCOUNT	2013	.00	0	.00	.00	38517	38517.00
DIV 9500	TOTAL *****	13679	.00	0	.00	.00	178517	178517.00
DEPT 95	TOTAL *****	13679	.00	0	.00	.00	178517	178517.00
FUND 601	TOTAL *****	42676	11736.11	28	282823.70	.00	495169	212345.30
	QLIIFE CAPITAL FUND							57

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600

FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 4/17/2014 TO: 5/14/2014

Revenue: Billed as of 4/20/2014 48,515.00

QLife Monthly Billings BILLING DONE ON THE 20TH

TOTAL: 48,515.00

Code	Expenditures:		
600.6000.660.53.30	Gorge.net	Phone	34.09
600.6000.660.58.10	Anzac	Lunch	135.00
600.6000.660.34.10	Commstructures	engineering	330.00
600.6000.660.69.70	City of The Dalles	ROW	1,455.45

TOTAL: 1,954.54

FUND: CAPITAL 601

FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 4/17/2014 TO: 5/14/2014

Revenue:

TOTAL:

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

TOTAL: 11,494.11

QLIFE - LISTING OF FINANCIAL TRANSACTIONS

FUND: OPERATING 600
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 5/15/2014 TO: 6/18/2014

Revenue: Billed as of

QLife Monthly Billings	BILLING DONE ON THE 20TH	48,240.00
	Pass through billing	4,208.32

TOTAL: **52,448.32**

CODE Expenditures:

600.6000.660.53.40	TD Chronicle	Budget meeting ads	20.30
600.6000.660.41.40	NWCPUD	Electricity	45.22
600.6000.660.53.30	Gorge.net	Phone	34.09
600.6000.660.32.20	Keith Mobley	Legal	570.00
600.6000.660.69.70	City of The Dalles	ROW	1,447.20
600.6000.660.58.10	The Dalles Chamber	PowerBreakfast - Hege	10.00
600.6000.660.32.10	Merina & Company	Auditors	1,200.00

TOTAL: **3,326.81**

FUND: CAPITAL 601
 FISCAL YEAR: 2013-14

PERIOD DETAIL FROM: 5/15/2014 TO: 6/18/2014

Revenue:

TOTAL:

CODE

Expenditures:

	Columbia State Bank	Commercial Loan/Interest	11,494.11
601.6000.660.76.20	Hire	General Maint	242.00
601.6000.660.76.20	NorthSky	Pass thru LSN	1,575.00
601.6000.660.74.20	City of The Dalles	Wi Fi Contribution	14,360.00

TOTAL: **27,671.11**

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as
“QLife Network”

RESOLUTION NO. 14-004

**A RESOLUTION ADOPTING THE QUALITYLIFE (QLIFE)
INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2014-2015,
MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

WHEREAS, the City of The Dalles and Wasco County have approved the Agency’s Budget for Fiscal Year 2014-2015;

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

Section 1. Adoption of the Budget. The Board of Directors hereby adopts the Fiscal Year 2014-2015 QLife budget in the total sum of **\$1,415,463**, as approved by the QLife Intergovernmental Agency Budget Committee, the City of The Dalles, and Wasco County, pursuant to the requirements of that Intergovernmental Agreement between these entities dated March 5, 2003, as amended.

Section 2. Making Appropriations. The amounts for the Fiscal Year beginning July 1, 2014 and for the purposes shown are hereby appropriated as follows:

<u>QLife Operating Fund (600)</u>		<u>QLife Capital Fund (601)</u>	
Materials & Services	\$ 281,457	Materials & Services	\$ 23,000
Capital Outlay	20,000	Capital Outlay	239,113
Interfund Transfers	382,905	Debt Service	132,788
Special Payments	50,000	Reserves	140,000
Contingency	<u>29,600</u>	Contingency	<u>61,800</u>
Sub-Total	\$ 763,962	Total	\$ 596,701
Unappropriated Fund Balance	<u>54,800</u>		
Total	\$ 818,762		

Section 3. Effective Date. This Resolution shall be effective as of 12:01 AM, July 1, 2014.

PASSED AND ADOPTED THIS 26th DAY OF JUNE, 2014

Voting Yes, Board Members: _____

Voting No, Board Members: _____

Absent, Board Members: _____

Abstaining, Board Members: _____

SIGNED:

ATTEST:

Scott Hege, Chair of the Board

Erick Larson, Treasurer

QLIFE

AGENDA STAFF REPORT

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #

TO: QLife Chair and Board Members
FROM: Kate Mast, Finance Director
THRU: Nolan K. Young, City Manager *nyj*
DATE: June 16, 2014

ISSUE: Resolution No. 14-003 Authorizing Transfers of Budget Funds Between Categories of the QLife Capital Fund 601.

BACKGROUND: During FY13/14, additional payments were made to the principal of the QLife debt in order to be able to pay off that debt in FY14/15. A miscalculation was made while making these additional payments and we inadvertently over-expended the Debt Service Category by \$11.32. Such an over-expenditure, if not remedied, constitutes a violation of Oregon Budget Law.

The proposed Resolution No. 14-003 would transfer that \$12.00 out of the Materials & Services category, and into the Debt Service Category to remedy that over-expenditure.

BUDGET IMPLICATIONS: The proposed Budget Amendment simply moves budget funds from one category to another within the same fund, so has no effect on the total fund budget.

ALTERNATIVES:

- A. **Staff Recommendation:** Move to Adopt Resolution No. 14-003 Authorizing Transfers of Budget Funds Between Categories of the QLife Intergovernmental Agency Capital Fund 601 Budget for the Fiscal Year Ending June 30, 2014.
 - B. The Board could choose to not adopt the proposed budget amendment, which would result in a violation of Oregon Budget Law at the fiscal year end on June 30, 2014.
-

QUALITYLIFE INTERGOVERNMENTAL AGENCY (QLIFE)

RESOLUTION NO. 14-003

A RESOLUTION AUTHORIZING TRANSFERS OF BUDGET FUNDS BETWEEN CATEGORIES OF THE QUALITYLIFE INTERGOVERNMENTAL AGENCY CAPITAL FUND 601 BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2014.

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;

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

Section 1. The Board of Directors hereby authorizes 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 Materials & Services	\$ 31,000	\$ 30,988	- \$ 12
transferred to Debt Service Category	\$ 228,792	\$ 228,804	+ \$ 12

Section 2. This Resolution shall become effective upon adoption and shall remain in effect until after receipt and acceptance of the FY13/14 audit.

PASSED AND ADOPTED THIS 26th DAY OF JUNE, 2014.

Voting Yes: _____
Voting No: _____
Absent: _____
Abstaining: _____

AND APPROVED BY THE CHAIR THIS 26th DAY OF JUNE, 2014.

SIGNED:

ATTEST:

Scott Hege, Chair of the Board

Erik Larson, Treasurer

Aristo Networks LLC
Technical Management Report
By
John Amery
6/17/2014

Items of Discussion:

1. South West Fiber Audit.
 - Qlife is performing the annual audit of fiber with sliding strength member
2. Tree Trimming
3. Qlife has developed a PathID and CircuitID tracking system
 - Per requests from Qlife's customers, we have developed a Path and Circuit ID system relating all services back to the original sales order. This allow for easier identification of services affected during maintenance notifications.