

QLife Network

QualityLife Intergovernmental Agency

Fiscal Year 2015-16

ADOPTED BUDGET

of the

**QUALITYLIFE INTERGOVERNMENTAL
AGENCY**



A Partnership of
Wasco County, Oregon
City of The Dalles, Oregon

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Fiscal Year 2015-16

ADOPTED BUDGET

Presented to the QLife Budget Committee
by
Nolan Young, QLife Budget Officer

QLife Agency, Budget Committee Members

Agency Board: President, Erick Larson
 Vice President, Daniel Spatz
 Sec/Treasurer, Brian Ahier
 Board Member, Taner Elliott
 Board Member, Scott Hege

Budget Committee
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Administrative: City of The Dalles City Manager, Nolan Young
Finance Director: City of The Dalles, Kate Mast
Secretarial: City of The Dalles, Izetta Grossman

Agency Partners

Wasco County
City of The Dalles

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Adopted Budget FY 2015-16

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QUALITYLIFE INTERGOVERNMENTAL AGENCY

BUDGET MESSAGE FY 2015-16

QLife is an intergovernmental agency, consisting of the City of The Dalles and Wasco County, governed by a Board of Directors. QLife provides broadband, ethernet, wide area networks, internet access, and virtual private networks through local internet service providers. The QLife System has been operational since December 2003.

The following narrative explains the approved budget for the Quality Life Intergovernmental Agency for fiscal year 2015-16. The budget amounts shown here represent two funds: Operating Fund and Capital Fund.

Prior budgets were built around a financial priority policy adopted by the QLife Board each year. This was not done this year the Board is involved in a strategic review of what the Agency will be now that we are debt free. This budget was prepared to meet normal operating costs and the capital improvement plan (see page 15). Any funds remaining were added to the established \$140,000 reserve. That reserve is budgeted at \$471,717 this year.

I. Operating Fund - Maintenance and Operation - \$919,782: The approved Maintenance and Operation budget is based on past operations.

A. Resources: This fund's revenue primarily comes from customer-generated sources.

1. Beginning Fund Balance (\$218,563) This is our estimated net revenues over expenditures for FY14/15, the current fiscal year. This is an increase of \$37,597 over our projected FY14/15 beginning balance
2. User Fees (\$648,069) These are the charges to customers to transport data on our fiber to other locations on our system or to the NoaNet Big Eddy Point of Presence (POP), collocation in our equipment room, and for dark fiber leases. The chart on page 10 shows customer type by use. We are estimating a 2.4% increase in user fees based on current orders.
3. Connect Charges (\$2,250) These are the fees that new customers pay to connect to our broadband system.
4. E-Rate Payment (\$50,000) This is the assistance that our education customers receive from a support program. We budget an expenditure of an equal amount: as when we receive this money, we send it to the education agencies.

B. Expenditures:

1. Qlife is a contract operation with seven primary operating contracts.
 - a. Administrative Services (\$20,000) The City provides financial, management, and clerical services at actual cost of salary and benefits.
 - b. Contractual Service County (\$5,000) – GIS System support
 - c. Outside Plant Maintenance (\$43,000) - This is for overhead maintenance work that is needed including line repair and pole work mandated by those whose poles we are connected to.
 - d. Legal Services - (\$8,400)
 - e. Network System Management (\$68,000) – QLife has a contract with a consulting firm to provide the following:
 - ✓ Technical maintenance of the system and its electronics;
 - ✓ Customer Service issues;
 - ✓ Sign up and connection of new customers;
 - ✓ Coordinate backbone and spur line repairs and manage the line maintenance contract;
 - ✓ Coordinate with LightSpeed Networks on Technical issues;
 - ✓ Report monthly to the QLife Board.
 - f. Engineering Services (\$22,400) – We contract with Erik Orton who has been with us from the beginning of the system for routine engineering and assistance with new customers.
 - g. Audit Services (\$6,700) – Merina & Company is our contracted accounting firm for audit services. This item has experienced a 3% annual increase over the last two years.
4. Office Space Rental (\$7,752) – For renting space at City Hall to house QLife facilities and equipment, and at Public Works for fiber spools and other outside plant inventory items.
5. Pole Contracts (\$10,500) – for pole contact fees with Northern Wasco County PUD and CenturyLink. This is increased \$500 to reflect increased numbers of pole connections.
6. Network Equipment (\$5,000) – Covers the maintenance and repair of QLife network equipment.
7. Other Services (\$23,000) – QLife periodically contracts for clearing lines from trees and other hazards. It includes \$20,000 for OSP/Insight splice case documentation. This is the remaining 50% of the project started in FY14/15.
8. Electronics Reserve (\$20,000) – This is for upgrading and replacement of the electronics of the system as needed.

9. ROW Fee (\$19,442) – Payment of a right of way equal to 3% of customer fees.
10. Scholarship (\$2,000) – This item was added in FY10/11 for scholarships in the technology fields at Columbia Gorge Community College.
11. Robotics Grant (\$2,000) – This item was added in FY12/13 to support local teams and competitions.
12. Insurance (\$6,017) – Includes general liability insurance and property insurance for equipment at City Hall.
13. Other Expenses (\$9,345) – Includes office supplies, utility locates, electricity, telephone service, advertising, legal notices, training, travel, and membership fees.
14. Transfers Out (\$504,140) – Only a portion of revenues for this fund are expended (35.72%) or held as contingency or unappropriated ending balance (9.47%). The remaining (54.81%) is transferred to the Capital Projects Fund system improvements (\$504,140).
15. Contingency (\$27,680) – 10% of Materials and Services and Capital Outlay
16. Unappropriated Funds (\$59,406) – To fund a cash reserve equaling approximately one month of user fees, plus 10%.

II. Capital Fund - Capital Projects (\$934,730): The Capital Projects Fund is for projects for new customers, system enhancement and reserves. An increase of 164% over FY14/15 is budgeted for FY15/16.

A. Revenue:

1. Beginning Fund Balance (\$400,590) – An increase of \$217,271 from FY 14/15 beginning balance. This is the result of reductions in over-all material and service charges and debt.
2. Transfer from Operating Fund (\$504,140) – Resources used for current debt retirement (\$0) and system improvements (\$504,140).
4. Connect Charges (\$30,000) – These are charges for adding service to new customers. Based on the addition of 5 new customers.

B. Expenditures:

1. Telecom Equipment (\$110,000) – This includes \$100,000 for new generator and \$10,000 in equipment upgrades. This meets priority #3 and #12.
2. Outside Plant Primary (\$180,000) – This is for the Downtown Metro Loop \$170,000; with another \$10,000 for project contingency. This project may not proceed. It depends on Downtown Street Scape/Washington Street Undercrossing and Granada Block redevelopment and parking structure projects happen this year.

3. Outside Plant – Secondary (\$50,000)
 - a. \$30,000 paid by customers for service extensions
 - b. Up to \$20,000 to assist new customers with build out of connection
4. Materials and Services (\$11,000) – This includes engineering services and materials to extend lines to new customers.
5. Pole Make Ready Costs (\$5,000) – This is for work to utility poles to support QLife lines and equipment.
6. General Debt Payments (\$0) – No debt for 15/16
7. Reserve for System Improvements (\$471,717) – In FY 14/15 we created a reserve of \$140,000 for future expansion, modernization or replacement of system. During the year the Board will determine which projects it may pursue as it completes its strategic review.
8. Contingency (\$95,013) – For unanticipated needs

Future Budgets

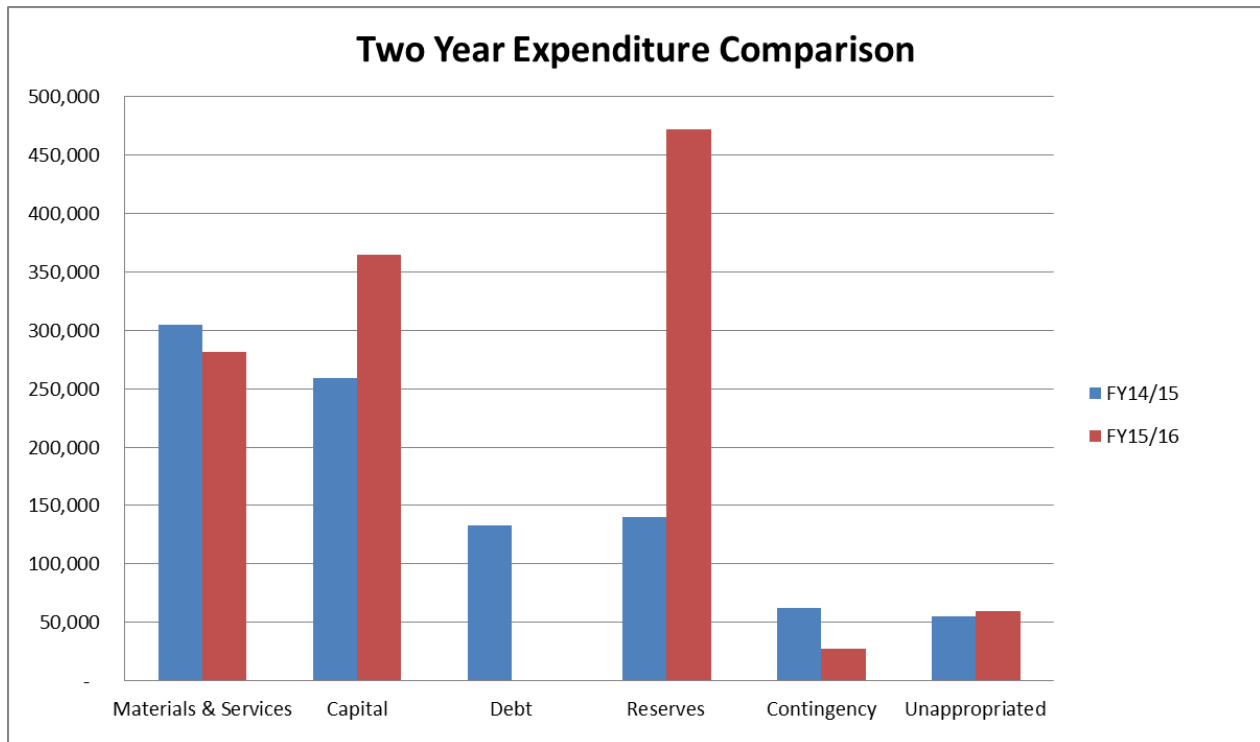
Attached following the Debt Summaries is a ten (10) year projection based on current trends. It shows a bright future for QLife.

QUALITYLIFE INTERGOVERNMENTAL AGENCY

PRIOR YEAR COMPARISON SUMMARY (combined funds)

	FY12/13 Actual	FY13/14 Actual	FY14/15 Budget	FY015/16 Approved
Beginning Balance	279,489	234,278	321,939	619,153
Customer Fees	536,950	598,745	659,919	680,319
Other Sources	415,681	359,570	433,605	555,040
Total Resources	1,232,120	1,192,593	1,415,463	1,854,512
QLIFE - General Fund	538,762	529,154	734,362	832,696
QLIFE - Capital Fund	210,296	70,349	262,113	368,000
Debt Service	248,784	228,803	132,788	-
Reserves	-	-	140,000	471,717
Contingency	-	-	91,400	122,693
Unappropriated End Balance	-	-	54,800	59,406
Total Expenditures	997,842	828,306	1,415,463	1,854,512
Ending Balance	234,278	364,287	-	-

* Includes Interfund Transfers of \$504,140



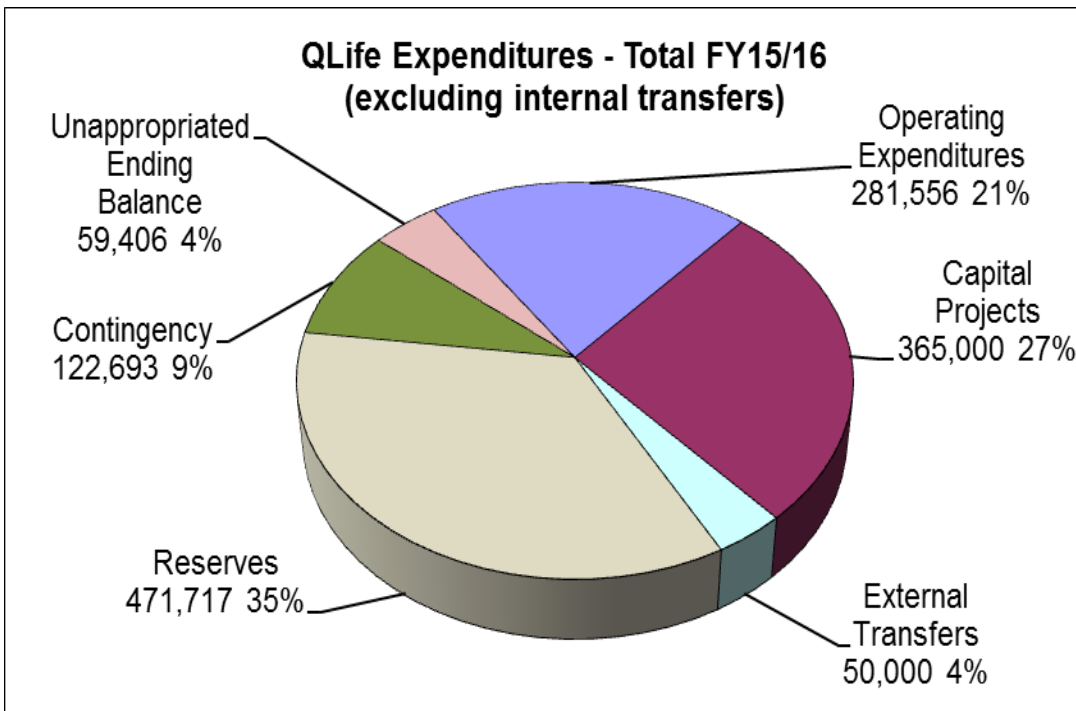
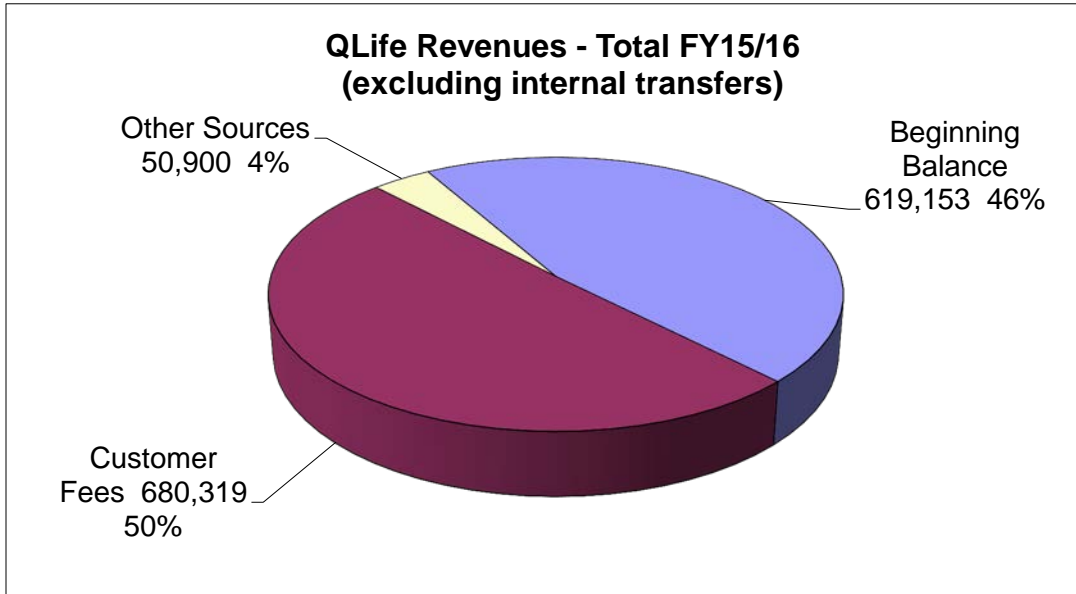
QUALITYLIFE INTERGOVERNMENTAL AGENCY

OVERVIEW SUMMARY Adopted Budget FY 2015-16

	Agency General Fund	Capital Fund	Total Approved FY15/16
Beginning Balance	218,563	400,590	619,153
Customer Fees	650,319	30,000	680,319
Other Sources	50,900	-	50,900
Grants / Loans	-	-	-
Transfers In	-	504,140	504,140
Total Resources	919,782	934,730	1,854,512
Operating Expenditures	258,556	23,000	281,556
Capital Projects	20,000	345,000	365,000
Debt Service	-	-	-
External Transfers	50,000	-	50,000
Internal Transfers Out	504,140	-	504,140
Reserves	-	471,717	471,717
Contingency	27,680	95,013	122,693
Unappropriated Ending Balance	59,406	-	59,406
Total Expenditures	919,782	934,730	1,854,512

QUALITYLIFE INTERGOVERNMENTAL AGENCY

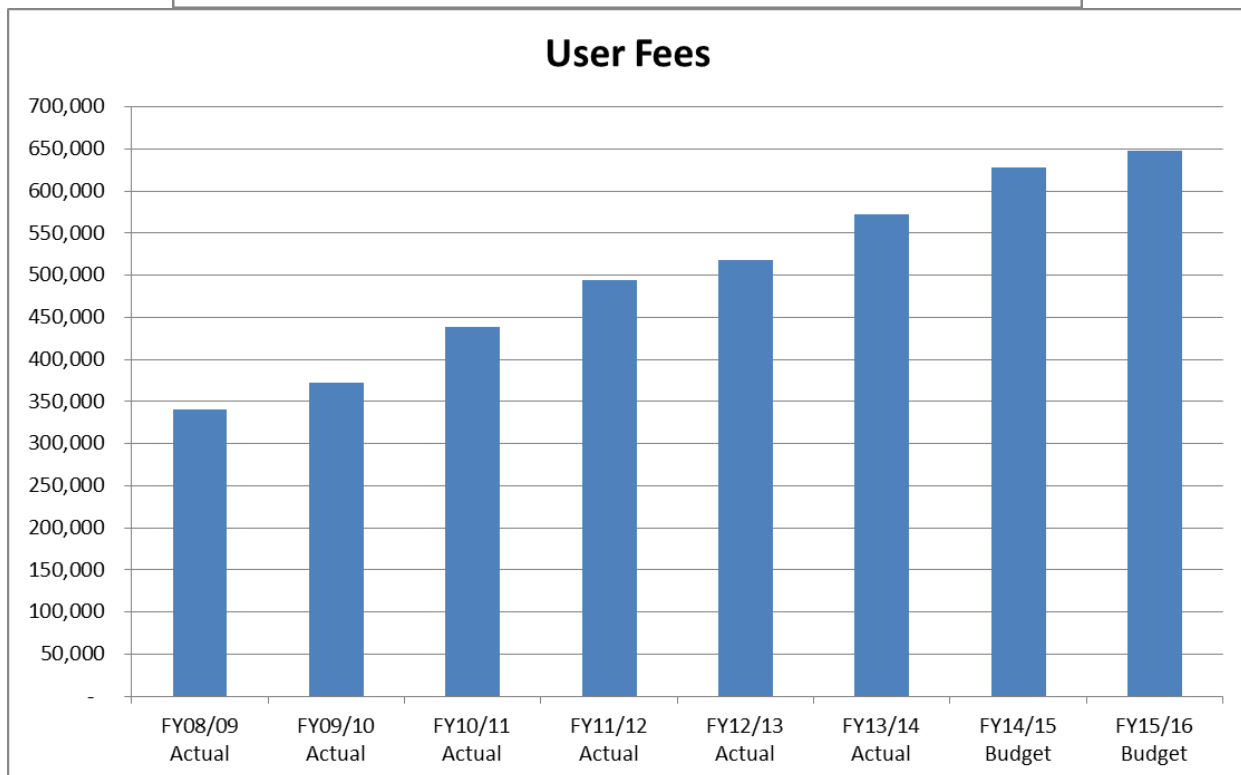
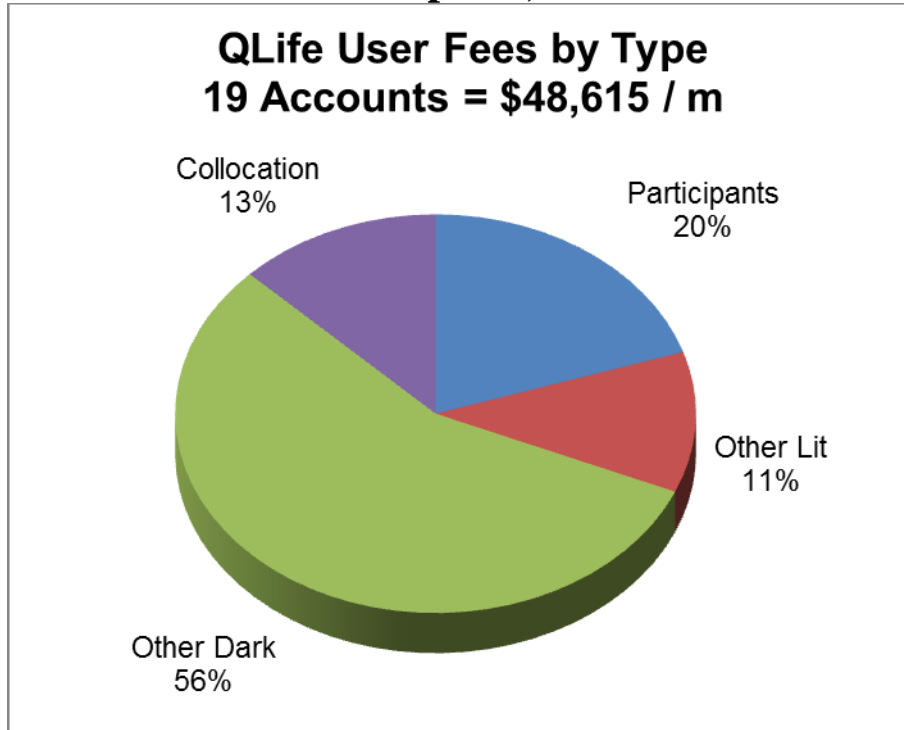
**REVENUES AND EXPENDITUES BY SOURCE
FY 2015-16**



QUALITYLIFE INTERGOVERNMENTAL AGENCY

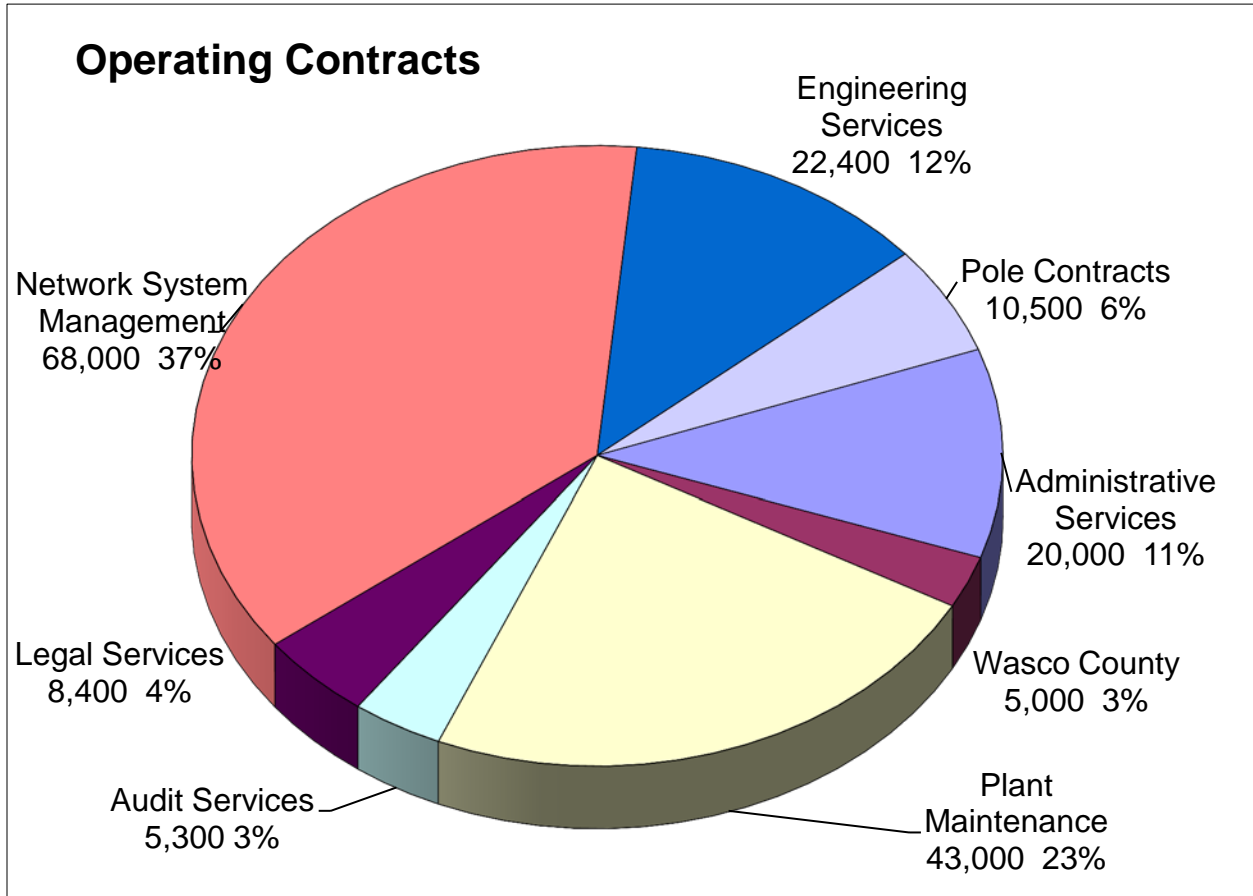
CUSTOMER REVENUES & USER FEES

As of April 9, 2015



QUALITYLIFE INTERGOVERNMENTAL AGENCY

**OPERATING CONTRACTS
FY 2015-16**



QUALITYLIFE INTERGOVERNMENTAL AGENCY FUND

Adopted Budget FY 2015-16

FY12/13 Actual	FY13/14 Actual	FY14/15 Budget	Account #	Description	FY15/16 Proposed	FY15/16 Approved	FY15/16 Adopted	
			QLIFE AGENCY FUND 600					
			REVENUES					
66,849	93,154	138,143	600-0000-300.00-00	Beginning Balance	218,563	218,563	218,563	
517,680	575,730	627,669	600-0000-344.10-00	Utility Service Charges	648,069	648,069	648,069	
2,700	3,600	2,250	600-0000-344.20-00	Connect Charges	2,250	2,250	2,250	
229	568	500	600-0000-361.00-00	Interest Revenues	700	700	700	
135	134	200	600-0000-369.00-00	Other Misc Revenues	200	200	200	
44,323	36,936	50,000	600-0000-369.20-00	E-Rate Reimbursements	50,000	50,000	50,000	
631,916	710,121	818,762	TOTAL REVENUES		919,782	919,782	919,782	
			EXPENDITURES					
			Materials & Services					
16,866	15,909	20,000	600-6000-660.31-10	Administrative Services	20,000	20,000	20,000	
4,543	-	7,000	600-6000-660.31-15	Contractual Svc - County	5,000	5,000	5,000	
5,513	16,816	43,000	600-6000-660.31-20	Outside Plant Maint	43,000	43,000	43,000	
-	-	43,000	600-6000-660.31-90	Other Services	23,000	23,000	23,000	
4,990	6,350	5,300	600-6000-660.32-10	Audit	6,700	6,700	6,700	
6,515	4,110	8,400	600-6000-660.32-20	Legal Services	8,400	8,400	8,400	
19,427	17,577	22,400	600-6000-660.34-10	Engineering Services	22,400	22,400	22,400	
64,262	61,126	73,000	600-6000-660.34-30	Network System Mgmt	68,000	68,000	68,000	
5,000	-	-	600-6000-660.34-50	Special Studies /Reports	-	-	-	
-	532	600	600-6000-660.41-40	Electricity	600	600	600	
3,125	-	500	600-6000-660.43-10	Buildings & Grounds	500	500	500	
2,021	1,190	4,600	600-6000-660.43-25	Network Equipment	5,000	5,000	5,000	
-	-	1,000	600-6000-660.43-87	Utilities Locates	1,000	1,000	1,000	
5,244	7,752	7,752	600-6000-660.44-10	Office Space Rental	7,752	7,752	7,752	
5,630	5,665	5,855	600-6000-660.52-10	Liability Insurance	6,017	6,017	6,017	
27	112	200	600-6000-660.53-20	Postage	200	200	200	
436	410	420	600-6000-660.53-30	Telephone	420	420	420	
186	240	400	600-6000-660.53-40	Legal Notices	400	400	400	
500	1,055	1,300	600-6000-660.54-00	Advertising	1,500	1,500	1,500	
-	-	400	600-6000-660.57-10	Permits	400	400	400	
1,411	1,031	2,000	600-6000-660.58-10	Travel, Food & Lodging	2,000	2,000	2,000	
-	-	700	600-6000-660.58-50	Trainings & Conferences	700	700	700	
-	25	200	600-6000-660.58-70	Memberships/Dues/Subs	875	875	875	
66	-	100	600-6000-660.60-10	Office Supplies	100	100	100	
4,000	2,000	2,000	600-6000-660.63-80	Scholarships	2,000	2,000	2,000	
2,000	2,000	2,000	600-6000-660.63-90	Robotics Grant	2,000	2,000	2,000	
799	460	500	600-6000-660.69-50	Misc Expenses	650	650	650	
9,025	8,653	10,000	600-6000-660.69-60	Pole Connection Fees	10,500	10,500	10,500	
15,530	17,272	18,830	600-6000-660.69-70	Right of Way Fees	19,442	19,442	19,442	
1,480	-	-	600-6000-660.69-80	Assets < \$5000	-	-	-	
178,595	170,285	281,457	Total Materials & Services		258,556	258,556	258,556	
			Capital Outlay					
-	-	20,000	600-6000-660.74-20	Telecom Equipment	20,000	20,000	20,000	
-	-	20,000	Total Capital Outlay		20,000	20,000	20,000	
			Other					
315,844	321,933	382,905	600-9500-600.81-91	QLife Capital Fund	504,140	504,140	504,140	
44,323	36,936	50,000	600-9500-600.83-10	ESD E-Rate Transfers	50,000	50,000	50,000	
-	-	29,600	600-9500-600.88-00	Contingency	27,680	27,680	27,680	
-	-	54,800	600-9500-600.89-00	Unappropriated Ending Fund Balance	59,406	59,406	59,406	
360,167	358,869	517,305	Total Other		641,226	641,226	641,226	
538,762	529,154	818,762	TOTAL EXPENDITURES		919,782	919,782	919,782	
93,154	180,968	-	REVENUES LESS EXPENSES		-	-	-	

QUALITYLIFE INTERGOVERNMENTAL CAPITAL FUND

Approved Budget FY 2015-16

FY12/13 Actual	FY13/14 Actual	FY14/15 Budget	Account #	Description	FY15/16 Proposed	FY15/16 Approved	FY15/16 Adopted
			QLIFE CAPITAL FUND 601				
			REVENUES				
212,640	141,124	183,796	601-0000-300.00-00	Beginning Balance	400,590	400,590	400,590
16,570	19,415	30,000	601-0000-344.20-00	Connect Charges	30,000	30,000	30,000
5,150	-	-	601-0000-369.00-00	Other Misc Revenues	-	-	-
50,000	-	-	601-0000-369.10-00	Enterprise Zone Payment	-	-	-
315,844	321,933	382,905	601-0000-391.90-01	Qlife Operating Fund	504,140	504,140	504,140
-	-	-	601-0000-393.10-00	Loan/Bond Proceeds	-	-	-
600,204	482,472	596,701	TOTAL REVENUES		934,730	934,730	934,730
			EXPENDITURES				
			Materials & Services				
5,924	904	11,000	601-6000-660.34-10	Engineering Services	11,000	11,000	11,000
-	-	4,000	601-6000-660.34-70	Customer Connections	4,000	4,000	4,000
113	15,722	8,000	601-6000-660.43-86	Lines, Maint & Supplies	8,000	8,000	8,000
6,036	16,625	23,000	Total Materials & Services		23,000	23,000	23,000
			Capital Outlay				
187	-	-	601-6000-660.72-20	Buildings	-	-	-
113,577	14,360	-	601-6000-660.74-20	Telecom Equip	110,000	110,000	110,000
38,105	1,516	184,113	601-6000-660.76-10	Primary (System Maint)	180,000	180,000	180,000
51,720	35,038	50,000	601-6000-660.76-20	Secondary (Line Extensions)	50,000	50,000	50,000
671	2,809	5,000	601-6000-660.76-30	Pole Make Ready Costs	5,000	5,000	5,000
204,259	53,724	239,113	Total Capital Outlay		345,000	345,000	345,000
			Debt Service				
222,613	215,597	129,425	601-6000-660.79-50	Loan Principal Payments	-	-	-
26,171	13,206	3,363	601-6000-660.79-60	Interest Payments	-	-	-
248,784	228,803	132,788	Total Debt Service		-	-	-
			Other				
-	-	140,000	601-9500-600.84-15	Reserve for Sys Imprmnts	471,717	471,717	471,717
-	-	-	601-9500-600.84-20	Reserve for Co Expansion	-	-	-
-	-	-	601-9500-660.84-30	Reserve for Debt Retirement	-	-	-
-	-	61,800	601-9500-600.88-00	Contingency	95,013	95,013	95,013
-	-	201,800	Total Other		566,730	566,730	566,730
459,080	299,152	596,701	TOTAL EXPENDITURES		934,730	934,730	934,730
141,124	183,319	-	REVENUES LESS EXPENSES		-	-	-

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Long Term Debt as of July 1, 2015

QLife does not have any debt at this time:

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Ten Year Projections

	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26
Beginning Balances ¹	619,153	98,000	100,940	103,968	107,087	110,300	113,609	117,017	120,528	124,143	127,868
Local Line Charges	648,069	667,511	687,536	708,162	729,407	751,290	773,828	797,043	820,954	845,583	870,951
Misc. Revenues	33,150	34,145	35,169	36,224	37,311	38,430	39,583	40,770	41,993	43,253	44,551
Total Revenue	681,219	701,656	722,705	744,386	766,718	789,720	813,411	837,813	862,948	888,836	915,501
Insurance	6,017	6,198	6,383	6,575	6,772	6,975	7,185	7,400	7,622	7,851	8,086
Maintenance/Operation	151,139	155,673	160,343	165,154	170,108	175,212	180,468	185,882	191,458	197,202	203,118
Management	68,000	70,040	72,141	74,305	76,535	78,831	81,196	83,631	86,140	88,725	91,386
Administration	33,400	34,402	35,434	36,497	37,592	38,720	39,881	41,078	42,310	43,579	44,887
Total Operating Expend.	258,556	266,313	274,302	282,531	291,007	299,737	308,729	317,991	327,531	337,357	347,478
Funds Available	1,041,816	533,343	549,343	565,823	582,798	600,282	618,291	636,839	655,944	675,623	695,892
Contingencies	122,693	126,374	130,165	134,070	138,092	142,235	146,502	150,897	155,424	160,087	164,889
Unappr. Ending Balance	59,406	61,188	63,024	64,915	66,862	68,868	70,934	73,062	75,254	77,511	79,837
Debt Service	-	-	-	-	-	-	-	-	-	-	-
System Expand/Rplc.	98,000	100,940	103,968	107,087	110,300	113,609	117,017	120,528	124,143	127,868	131,704
Planned Capital Improvements	290,000	74,000	224,000	21,500	56,000	-	-	-	-	-	-
Project Funds/Reserves	471,717	170,841	28,186	238,252	211,544	275,571	283,838	292,353	301,123	310,157	319,462
Total Reserves²	471,717	642,558	670,744	908,996	1,120,540	1,396,111	1,679,948	1,972,301	2,273,425	2,583,582	2,903,044
¹ Combined balances of Operating and Capital Funds											
² Cumulative amount if funds dedicated to reserves go unspent each year											

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Five Year Capital Improvement Plan

CAPITAL IMPROVEMENT PLAN

QLIFE

Priority Budget Line	PROJECT DESCRIPTION	15-16	16-17	17-18	18-19	19-20
1 601/34-10	Pole line audits. *Every 5 th year, to be performed by engineering vs technical management, thus higher cost	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
2 600/31-20	Repairs from Pole line audit *Over time costs should go down.	\$ 5,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
3 600/31-90	Tree Trimming. *Over time costs should go down.	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
4 601/34-10	Patch Cables and Optics	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
5 600/31-90	OSP/Insight splice Case Documentation	\$ 20,000				
6 601/76-10	Downtown Metro Loop feasibility study/construction	\$ 180,000				
7 601/74-20	New Generator	\$ 100,000				
10 601/74-20	Equipment upgrades	\$ 10,000		\$ 5,000		\$ 5,000
8	Additional Co Lo Space		\$ 50,000			
9	Dry Hollow Bisector Project			TBD		
11	Monitoring Server, on five year recurrence				\$ 2,500	
12	UPS, on five year recurrence, total for both City Hall and St. Mary's					\$ 12,000
13	Fiber Reels, dependent on customer demand					\$ 20,000
	TOTAL	\$329,000	\$74,000	\$24,000	\$ 21,500	\$ 56,000

QUALITYLIFE INTERGOVERNMENTAL AGENCY
doing business as
"QLife Network"

RESOLUTION NO. 15-001

**A RESOLUTION ADOPTING THE QUALITYLIFE (QLIFE)
INTERGOVERNMENTAL AGENCY BUDGET FOR FISCAL YEAR 2015-2016,
MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES.**

WHEREAS, the City of The Dalles and Wasco County have approved the Agency's Budget for Fiscal Year 2015-2016;

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 2015-16 QLife budget in the total sum of \$1,795,106, 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.

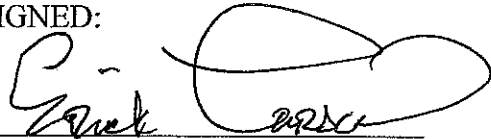
Section 2. Making Appropriations. The amounts for the Fiscal Year beginning July 1, 2015 and for the purposes shown are hereby appropriated as follows:

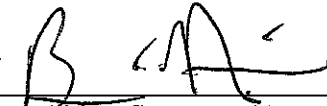
<u>QLife Operating Fund (600)</u>		<u>QLife Capital Fund (601)</u>	
Materials & Services	\$ 258,556	Materials & Services	\$ 23,000
Capital Outlay	20,000	Capital Outlay	345,000
Interfund Transfers	504,140	Debt Service	0
Special Payments	50,000	Reserves	471,717
Contingency	<u>27,680</u>	Contingency	<u>95,013</u>
Sub-Total	\$ 860,376	Total	\$ 934,730
Unappropriated Fund Balance	<u>59,406</u>		
Total	\$ 919,782		

Section 3. Effective Date. This Resolution shall be effective as of 12:01 AM, July 1, 2015.

PASSED AND ADOPTED THIS 25 DAY OF JUNE, 2015

Voting Yes, Board Members: Ahier, Spatz, Elliott, Hege
Voting No, Board Members: —
Absent, Board Members: Larson
Abstaining, Board Members: —

SIGNED: 
Erick Larson, President

ATTEST: 
Brian Ahier, Secretary/Treasurer