

AGENDA

REGULAR CITY COUNCIL MEETING

May 9, 2016

5:30 p.m.

CITY HALL COUNCIL CHAMBER

313 COURT STREET

THE DALLES, OREGON

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. PRESENTATIONS/PROCLAMATIONS

A. Mid Columbia Economic Development District Update and Introduction of Sue Knapp, New Member of Board of Directors

6. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Five minutes per person will be allowed. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

7. CITY MANAGER REPORT
8. CITY ATTORNEY REPORT
9. CITY COUNCIL REPORTS
10. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be “pulled” from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the “Action Items” section.

A. Approval of April 25, 2016 Regular City Council Meeting Minutes

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles"

11. PUBLIC HEARING

- A. Continuation of Hearing Regarding Regulations of RV Parks

12. ACTION ITEMS

- A. Review and Approval of QLife FY16/17 Budget as Approved by the QLife Budget Committee
- B. Authorize City Ownership of Rock Fort Property
- C. Resolution No. 16-019 Authorizing Transfers of Budgeted Amounts Between Departments and Categories of the General Fund of the City of The Dalles Adopted Budget, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2016

13. ADJOURNMENT

This meeting conducted in a handicap accessible room.

Prepared by/
Izetta Grossman
City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #10-A

MEETING DATE: May 9, 2016

TO: Honorable Mayor and City Council

FROM: Izetta Grossman, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the April 25, 2016 Regular City Council Meeting Minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the April 25, 2016 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the April 25, 2016 City Council meeting.

MINUTES
REGULAR COUNCIL MEETING
OF
April 25, 2016
5:30 p.m.

THE DALLES CITY HALL
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Mayor Stephen Lawrence

COUNCIL PRESENT: Russ Brown, Tim McGlothlin, Taner Elliott, Linda Miller, Dan Spatz

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Julie Krueger, City Clerk Izetta Grossman, Planning Director Richard Gassman, Finance Director Kate Mast, Public Works Director Dave Anderson, Police Chief Jay Waterbury, Project Coordinator Daniel Hunter

CALL TO ORDER

The meeting was called to order by Mayor Lawrence at 5:30 p.m.

ROLL CALL

Roll call was conducted by City Clerk Grossman, all Councilors present.

PLEDGE OF ALLEGIANCE

Mayor Lawrence invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Lawrence wished Chief Waterbury a Happy Birthday.

Mayor Lawrence removed Action Item 11-C from the agenda. It was moved by Elliott and

seconded by Miller to approve the agenda as amended. The motion carried unanimously.

AUDIENCE PARTICIPATION

Jim Wilcox, 416 West 7th Street asked the Council to reconsider the ninety day delay on making a decision regarding RV Parks inside city limits. He said he was in favor of allowing RV Parks under conditional use permits. He said those permits would have to go before the Planning Commission, which would create a denial opportunity in places that would not be appropriate.

Wilcox said there was pressure on the city's housing resources and that pressure would increase with the 500 contractors expected for the Google expansion and the potential for Walmart to begin construction.

He said this type of pressure forced rents up and out of reach of some residents.

He asked Council to review ordinances as soon as possible.

Wilcox introduced Linda Heath, 1800 East 11th. Heath said she was looking at purchasing a 1 acre parcel for a ten pad RV development on West 10th Street. She said she had been working on the project since September and couldn't move forward in good faith without the new ordinances in place.

City Manager Krueger said she had met with the Planning Director and they were working on a solution.

Mayor Lawrence said there was concern about RV Parks in neighborhoods.

Wilcox said conditional use permits would allow discretion on a case by case basis. He said the west end of town had the most available options.

Mayor Lawrence said the City would give expedited effort to the issue.

CITY MANAGER REPORT

City Manager Krueger asked Public Works Director Dave Anderson to provide the Council with a grant update.

Anderson said the City had applied for a \$4 million grant for the Dog River Pipeline and had been informed that after initial review the application was #23 of 37 applications. He said the ranking was open for public comment and asked that the Council and public go online to express the importance of the project. Public Works Director Dave Anderson asked for the public to

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make comment on the Dog River Pipeline grant. He said we need to emphasise the importance of the pipeline to the community. Comments are due by Friday April 29.

He said the key points would be that the pipeline is wooden and over 100 years old; it leaks 1million gallons per day in the spring, which is not good for the environment – it would be better to keep the water at the source and it provides 50% of the City’s water supply. He said the City has the matching funds for the grant.

He said to go to Oregon Water Resources Department home page to find more information on the grant and to make comment.

http://www.oregon.gov/OWRD/pages/Water_Resources_Development_Program.aspx

>Funding Opportunities (a link in the list on the left side of the page)

>scroll down to *Program Components, Water Projects Grants and Loans*, “Click here for more information”

>scroll down to *2016 Funding Cycle*, there are two links in the narrative of this section. The first one lists the current project rankings with further links to the applications with project details. He said the second link provides a summary of the projects, and this section also has the details on how to submit comments.

City Manager Krueger reminded Council that there would be a Transportation System Plan public workshop at City Hall on Tuesday.

She reported that Public Works was busy with paving projects.

She congratulated Public Works on receiving an Excellence In Communication Award for the Consumer Confidence Report.

CITY COUNCIL REPORTS

McGlothlin said the Cherry Festival was great.

Miller reported on attending a ribbon cutting at the Medical Marijuana Shop, and she worked the Sister City booth at the Cherry Festival.

Mayor Lawrence said he would be attending an all-day board retreat for Mid-Columbia Council of Government on Tuesday. He said they would be doing a full SWAT analysis and discussing the size of the Board.

Mayor Lawrence reported attending a meeting for the Neon Sign Museum. He said the brochure they produced was very nicely done. He said they had one large donor, and another potential donor was coming to town for a visit.

CONSENT AGENDA

It was moved by Miller and seconded by Brown to approve the Consent Agenda as presented. The motion carried unanimously.

Items approved by Consent Agenda were: 1) Approval of April 11, 2016 Regular City Council Meeting Minutes.

CONTRACT REVIEW BOARD ACTIONS

Award Contract No. 2016-003 Housing Needs and Residential Land Needs Assessment

Project Coordinator Hunter reviewed the staff report.

Elliott asked if any research was done regarding the background of the proposers. Hunter said both had done significant work in Oregon, and Johnson was a subcontractor on the Waste Water Treatment Plant project.

Public Works Director Anderson that their work had been satisfactory.

It was moved by Spatz and seconded by Elliott to approve a contract in an amount not to exceed \$46,913 to Johnson Economics, LLC for completion of a Housing Needs Analysis and Residential Buildable Lands Assessment. The motion carried unanimously.

ACTION ITEMS

Funding Request for Community Concert Series

City Manager Krueger reviewed the staff report.

Krueger said Haines and Hare were in attendance if there were questions.

Mayor Lawrence said he was in favor of the proposal and liked that there was a way for the City to be paid back, at least in part.

Miller asked if they felt there was an issue with the 2700 ticket sale estimate.

Haines said that number was gross potential, he would hope for 2000.

Hare said he thought that 1500 was reasonable.

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Elliott asked if the city could pull support from the other shows if the first one was not successful.

Haines said that they would be promoting a series, and advertising would have been done for all three.

Brown said he felt that providing basic services was the role of the City, saying streets had been underfunded for years. He said he like the idea, but could not support investing the requested amount in something that was not a basic service.

McGlothlin asked how many tickets were sold at the July concert last year. Hare said there were about 1500 people on sight, about 1000 were paying ticket holders. He said the weather was very hot last year.

Mayor Lawrence said emphasis was put on streets for three years; City invested in Main Street; hired Gary Rains for Economic Development and things were starting to turn around downtown. He said Council shouldn't stop looking at other issues just to fund streets.

Spatz said it was a gamble, but he saw a possible revenue source for the City.

Brown said Council was responsible for the tax payer's money.

Elliott said he agreed with Brown it was not the most diligent use of funds. He asked if sponsorship money would go to Haines and Hare.

Hare said some went to marketing. Haines said they would be marketing in Tri-Cities; Portland and Bend for July 3 concert. He said it was very expensive to market outside the area.

Mayor Lawrence said they were talking with the Chamber and dovetailing into that marketing.

McGlothlin said the July concert has a track record and there was a history of success with the August car show, but the September event was new.

Haines said the September event wasn't a concert; it was more of a celebration for the schools.

Elliott asked if the costs were lower than projected would the City pay less. Haines said the expenses listed were on the high side, the City would not pay more.

Haines said there was a small chance of a no show, but it was very small. Haines said he hoped that City participation wasn't based on revenue.

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Mayor Lawrence asked if there was talent for the September show. Haines said he was not planning on it.

Mayor Lawrence asked if the first two shows didn't go well could they pull the last show.

Haines said marketing and accounting would be in place, cancelling would not be advisable.

Spatz asked what would happen next year. Haines said he didn't believe the series would ever be self-sufficient. He said each year they would want to grow to bigger and better shows and could need City backing.

McGlothlin asked the City Manager where the money would come from. Krueger said funding the concerts would affect the ending fund balance, noting that the transient room tax funds were less than anticipated this year.

McGlothlin clarified that the request was for \$15,000 for marketing plus the cost of each concert/event.

City Manager Krueger asked if any funds would be needed before July 1. Haines said yes.

Haines said the September event could be removed if that was the desire of Council.

It was moved by Spatz and seconded by Miller to approve the full request for funding in the amount of \$96,500, requiring the promoters to submit funding drawdowns prior to each event and pay their own invoices, requiring the promoters to provide a final report after each event, including proof that funds were spent as indicated, and requiring promoters to manage all ticket sales and to provide a full accounting the sales and funds returned to the City. The motion carried, with Miller, Spatz and Elliott in favor; McGlothlin and Brown opposed.

Consideration of a Compensation Package for Exempt Employees for Fiscal Year 2016-17

City Manager Krueger reviewed the staff report noting that insurance premiums would be going up 8.93%, and employees would have to pay the increase over the 8% cap.

It was moved by McGlothlin and seconded by Spatz to approve 2% COLA for exempt employees on July 1, 2016. The motion carried unanimously

ADJOURNMENT

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Being no further business, the meeting adjourned at 6:49 p.m.

Submitted by/
Izetta Grossman
City Clerk

SIGNED: _____
Stephen E. Lawrence, Mayor

ATTEST: _____
Izetta Grossman, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Public Hearings #11-A

MEETING DATE: May 9, 2016

TO: Honorable Mayor and City Council

FROM: Richard Gassman, Planning Director

ISSUE: Amendments to the Land Use and Development Ordinance (RV Parks)

RELATED COUNCIL GOAL: C 11. Work with community partners to develop an RV Park in the community.

BACKGROUND: The City of The Dalles does not have an RV Park. Our current zoning regulations allow RV Parks outright only in our General Commercial and Recreational Commercial districts. They are also allowed with a conditional use permit in the Commercial/Light Industrial District.

In an effort to accommodate requests by owners of residential property interested in constructing RV Parks, staff presented to the Planning Commission a series of amendments to the RV Chapter in the Land Use and Development Ordinance (LUDO). The proposed amendments as recommended by the Planning Commission are attached to this staff report. This matter was brought to the City Council on March 14, 2016 for a public hearing. At the meeting, the Council held a public hearing, and deferred action. At the April 25, 2016 City Council meeting, the Council asked that this item be brought back for further consideration.

ISSUES: There are two proposed major changes. The first significant change would be to allow RV Parks in medium and high density residential districts with a conditional use permit. The second significant change would be to eliminate many of the technical provisions which are the same as or similar to State regulations.

DISCUSSION: Allowing RV Parks only in certain commercial districts is limiting due to the very tight supply of available property in those districts and the relatively high cost of the land. By allowing RV Parks in medium and high density residential districts, we

greatly increase the possibility of an RV Park being developed. If the Council approves this basic change, then there is an issue of the length of stay to be allowed for each RV unit. To provide spots for visitors, a short stay would increase turnover and provide openings. For contractors and others working on projects in town, a longer stay is desirable. The Planning Commission has tried to address this split by requiring RV Parks to designate spaces for both types of stay.

The City is not the only jurisdiction that regulates RV Parks. The State of Oregon also regulates them. Many of the proposed changes eliminate those LUDO provisions that are similar to existing State provisions. By eliminating them we reduce duplication of effort and we also eliminate potential conflicts where the regulations differ.

BUDGET IMPLICATIONS: None

COUNCIL ALTERNATIVES:

1. *Staff recommendation:* **Approve the LUDO amendments as recommended by the Planning Commission, with any changes approved by the Council, and direct staff to prepare an Ordinance for a later Council meeting.**
2. Deny the proposed LUDO amendments.
3. Refer the amendments back to staff with guidance on requested changes and bring the agenda item back at a later meeting.

The following is proposed language for amendments to the City's Land Use and Development Ordinance on RV Parks. Language in **bold** is new language, words with an ~~overstrike~~ are proposed to be deleted or changed, words in *italics* are current code language.

Chapter 12

RECREATIONAL VEHICLE PARKS

12.010 Purpose

The provisions in this Chapter are intended to ensure a safe and healthful living environment in Recreational Vehicle Parks (RVP), to protect the general public health, safety and welfare, and to describe the requirements for Recreational Vehicle Park RVP development.

12.020 Zoning

RVP are allowed outright in the CG, CR, and CLI zones. RVP are allowed conditionally in the I, NC, RH, and RM zones.

12.0230 Development Standards

- A. Laws and Regulations. *All the requirements of federal, state, and local laws and regulations shall be met. **Refer to Oregon Revised Statutes Section 455.680 and Oregon Administrative Rules chapter 918, division 650 for State requirements.***
- B. Hazards to Property and Occupants. *The condition of soil, groundwater level, drainage, and topography shall not create hazards to the property or the health and safety of occupants. Park sites shall not be located in areas exposed to objectionable smoke, noise, odors, or other adverse influences. No portion of any park subject to unpredictable or sudden flooding, subsidence, or erosion shall be used for any purposes which would expose persons or property to hazards.*
- C. Area Requirements.
 - 1. ~~Park Size.~~ *RV Parks shall be a minimum of one acre and a maximum of 15 acres in size.*
 - 2. ~~Space Area.~~ *The minimum size for each space shall be 700 square feet and shall not include any common areas, roadways, general use structures, walkways, parking areas for vehicles other than RVs, or landscape areas.*

D. Setbacks. Setbacks shall be the same as the setbacks required by the zone district.

- ~~1. There shall be an average 10 foot setback between the park and any public streets, but in no case shall the setback be less than 5 feet.~~
- ~~2. Side and rear setbacks shall be the same as, or greater, than the setbacks required by the zone district of abutting properties, but in no case shall the setback be less than 5 feet.~~

E. Street Widths. ~~Park streets shall have a minimum 10 foot wide paved surface for one way travel, and a minimum 20 foot wide paved surface for two way travel. Where on street parking will be allowed, add 8 feet of pavement width for each side of street where parking is proposed. Streets shall be paved with asphalt, concrete, or similar impervious surface and designed to permit easy access to each RV space.~~

F. Access in Residential Zones

1. **Access to an RV Park shall be from an arterial or collector street, or shall be from a street with sufficient width and ease of access to allow any RV to enter and exit without causing undue traffic problems. If the access is not from an arterial or collector street, each access shall be evaluated on a case by case basis to determine if access is adequate for the type of RV which is anticipated to enter into and exit from the RV Park. The evaluation will include on street parking allowances and the condition of the street.**
2. **In order to facilitate ease of entry and exit, the Commission may authorize a wider driveway entrance than is otherwise provided for in this Ordinance.**
3. *Park access connections to public streets shall meet the requirements of Section 6.050: Access Management.*
4. **For RV Parks of 10 or more spaces, at least 2 vehicular exits shall be provided in every park. Each exit shall be no closer than 75 feet (edge to edge) from any other exit.**

G. Screening. *Except for the access roadway into the park, the park shall be screened with vegetation on all sides abutting rights-of-way or neighboring properties per the provisions of Section 11.060: Park Perimeter Screening.*

H. Certificate of Sanitation. ~~Evidence shall be provided prior to development approval that the park will be eligible for a certificate of sanitation as required by Oregon State law.~~

I. Surfacing. *All spaces for RVs shall be covered with crushed gravel or paved with asphalt, concrete or similar material and be designed to*

provide for the control of runoff or surface water. The part of the space which is not occupied by the RV, not intended as an accessway to the RV or part of an outdoor patio, need not be paved or covered with gravel provided the area is landscaped or otherwise treated to prevent dust or mud.

- J. ~~Water, Sewer, and Electrical Service.~~ All RV parks shall be provided with adequate stations throughout the park providing for piped potable water filling and sewage disposal.
- K. ~~Trash Receptacles.~~ Trash receptacles for the disposal of solid waste material shall be provided in convenient locations throughout the park for the use for guests. The number and capacity of trash receptacles shall be sufficient to insure there is no uncovered accumulation of trash at any time in the park.
- L. ~~Non-Recreational Vehicle Parking Requirement.~~ In addition to the number of parking spaces required for park administration, there shall be a minimum of .15 and a maximum of 1 parking spaces per RV space. Parking areas shall meet all of the requirements of Section 7.030: General Design Standards for surface Parking Lots.
- M. ~~Toilets, Lavatories, and Showers.~~ The park shall provide toilets, lavatories, and showers for each gender. For every 15 RV spaces, or fraction thereof) there shall be 1 toilet, 1 urinal, 1 lavatory, and 1 shower for men, and 2 toilets, 1 lavatory, and 1 shower for women. The toilets and the showers shall afford privacy and the showers shall be provided with private dressing areas. Facilities for each gender shall be separated by a soundproof wall.
- N. ~~Utility Area.~~ The park shall provide at least 1 utility building or room containing 1 clothes washing machine and 1 clothes drying machine for every 15 RV spaces.
- O. ~~Standards for Buildings.~~ The building spaces required by Subsections (M) and (N) above shall be lighted at all times of day and night, shall be ventilated, shall be provided with heating and cooling facilities, shall have floors of waterproof material, shall have sanitary ceiling, floor and wall surfaces, and shall be provided with floor drains adequate to permit easy cleaning.

12.0340 Landscaping

All areas not occupied by buildings, streets, and RV spaces shall be landscaped per the provisions of Section 6.010: Landscaping. A landscape plan is required prior to the City

signing a building permit application. The landscaping plan will include internal shade trees.

12.0450 Park Maintenance and Storage

Each RV Park shall at all times keep a neat appearance. Except for the allowed vehicles, there shall be no outside storage of materials or equipment belonging to the park or to any of the guests.

12.0560 Length of Stay

~~No recreational vehicle shall remain in the park for more than 30 days in any 60-day period. Exceptions shall include one space of unlimited duration for a park manager, and up to one third of the spaces for stays up to 6 months. Spaces for extended stays shall be marked as such.~~ **The operational plan for the RV Park required in LUDO Section 12.080 shall include provisions for both short term stay (up to 30 days) and long term stay (up to one year). Spaces shall be identified for each kind of stay. Stays longer than one year may be approved by the Planning Commission. Except for a park manager, no space may be used for permanent residency.**

12.0670 Review Process

Recreational Vehicle Parks shall be reviewed as conditional uses per the provisions Section 3.050: Conditional Use Permits.

12.080 Review Criteria

RVP Development proposals shall include two parts. First, a site plan showing all aspects of the park layout including access, roadways, number of spaces, space design, buildings, and other required features. A second site plan may be required by the Planning Commission showing features required in the conditional use permit process. Second, a written operational plan in narrative form explaining such operational aspects as park hours, landscaping and irrigation, lighting, utility connections, roadways, access to public streets, emergency contact phone numbers, and other requirements as set by the Planning Commission.



AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #12-A

MEETING DATE: May 9, 2016

TO: Honorable Mayor and City Council
FROM: Kate Mast, Finance Director
ISSUE: Review and Approval of QLife FY16/17 Budget as Approved by the QLife Budget Committee

BACKGROUND: As an Intergovernmental Agency that is a partnership between Wasco County and the City of The Dalles, QLife has its own Board of Directors and Budget Committee that must follow Oregon Budget Law separately from the City and County. However, the intergovernmental agreement requires that “the parties to this agreement” also approve the budget.

The QLife Budget Committee met on Thursday, April 28, 2016, and approved the QLife Budget. It is scheduled to go before the County Commission on Wednesday, May 4, 2016, and then will be on the City Council agenda for the May 9, 2016 meeting.

The QLife Budget contains three (3) funds: The Operating Fund, the Capital Fund, and the new Maupin Fund. The only change the Budget Committee made to the proposed budget was to add \$156,655 to the Beginning Fund Balance and the Capital Outlay category of the Maupin Fund, based on information that more of the Maupin project construction will flow into the next fiscal year than was anticipated earlier.

BUDGET IMPLICATIONS: The QLife Budget as approved by the QLife Budget Committee is balanced and covers all anticipated revenues and expenditures known at this time.

COUNCIL ALTERNATIVES:

1. *Staff recommendation: Move to approve the QLife FY16/17 Budget as approved by the QLife Budget Committee.*
2. Recommend changes to be made by the QLife Board when they consider adoption of the approved budget on May 26, 2016.
3. Decline to take action.

QLife Network
QualityLife Intergovernmental Agency

Fiscal Year 2016-17

APPROVED BUDGET

of the

**QUALITYLIFE INTERGOVERNMENTAL
AGENCY**



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

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Fiscal Year 2016-17

APPROVED BUDGET

Presented to the QLife Budget Committee
by
Kate Mast, 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
Members: Ken Farner
 David Karlson
 Kenneth Leibham
 Doug Quisenbury
 Mike Richardson

Staff Support

Legal Counsel: Keith Mobley
Administrative: Wasco County, Tyler Stone
Finance Director: City of The Dalles, Kate Mast
Secretarial: Wasco County, Tawny Wade

Agency Partners

Wasco County
City of The Dalles

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Approved Budget FY 2016-17

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QUALITYLIFE INTERGOVERNMENTAL AGENCY

BUDGET MESSAGE

FY 2016-17

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 proposed budget for the QualityLife Intergovernmental Agency for fiscal year 2016-17. The budget amounts shown here represent three funds: the Operating Fund, the Capital Fund and a new Maupin Fund. The Board policy is that the Maupin Fund for the new Middle Mile system in Maupin is to be a stand-alone fund, with revenues meeting expenditures and with no subsidy from QLife's The Dalles operations. This message will address this fund at the end.

QLife The Dalles

It has been our practice to build our budgets around a financial priority policy adopted by the QLife Board each year. Following this Budget Message are the Financial Priorities for FY 2016-17. This year's Priorities were developed as part of the Goals and Objects adopted by the Board. A copy follows the Financial Priorities.

I. Operating Fund - Maintenance and Operation - \$883,676:

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

1. Beginning Fund Balance (\$152,496) This is our estimated net revenues over expenditures for FY15/16, the current fiscal year. This is a decrease of \$79,123 from our actual FY15/16 beginning balance
2. User Fees (\$676,380) These are the charges to customers to transport data on our fiber to other locations on our system or to the 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 4.7% increase in user fees.
3. Connect Charges (\$1,000) These are the fees that new customers pay to connect to our broadband system. It is reduced because we have reduced our turn up fee.
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, which we then send to the education agencies.

B. Expenditures: Materials, Services and Capital (\$309,758).

We are proposing an increase of \$21,702 (7.5%) The primary increases are the additional property insurance and an anticipated increase in administrative costs.

1. QLife is a contract operation. Historically we have had seven primary operating contracts. This is changing this year as we are separating the Administrative and Financial Accounting Contracts.
 - a. Administrative Services (\$54,000) – The City used to provide these services. We used a private contractor for six months in FY 2015-16. It is intended that the County will take these services over. Since the County is still determining how they will structure that and what the fee will be, we based the budget on \$4,500 per month.
 - b. Financial Accounting (\$7200) – The City will continue to provide financial services at actual cost of salary and benefits.
 - c. Contractual Service County (\$5,000) – GIS System support
 - d. 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.
 - e. Legal Services (\$9,000)
 - f. 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.
 - g. 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.
 - h. Audit Services (\$7,050) – 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 (\$3,000) – QLife periodically contracts for clearing lines from trees and other hazards.
8. Electronics Reserve (\$20,000) – This is for upgrading and replacement of the electronics of the system as needed. (Financial Priorities #3)
9. ROW Fee (\$20,300) – 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 (\$13,838) – Includes general liability insurance (\$7620) and property insurance (\$6,218). Previously, we just insured equipment at City Hall. We added the Lines for an additional cost of about \$6,000.
13. Other Expenses (\$9,445) – Includes office supplies, utility locates, electricity, telephone service, advertising, legal notices, training, travel, and membership fees.
14. Transfers Out (\$433,491) – Only a portion of revenues for this fund are expended (37.15%) (last year this was 35.7%) or held as contingency or unappropriated ending balance (10.6%). The remaining (52.25%) is transferred to the Capital Projects Fund system improvements.
15. Contingency (\$28,400) – 10% of Materials and Services and Capital Outlay.
16. Unappropriated Funds (\$62,000) – To fund cash reserve equaling approximately one month of user fees, plus 10%.

II. Capital Fund - Capital Projects (\$1,325,456): The Capital Projects Fund is for projects for new customers, system enhancement and reserves. The FY 2016-17 budgets for this fund is increasing 41.8% (\$390,726) over FY15/16.

Revenue:

1. Beginning Fund Balance (\$861,965) – An increase of \$461,375 from FY 15/16 beginning balance. This is because we held off on CIP projects until we completed our strategic planning process.
2. Transfer from Operating Fund (\$433,491) – These resources will be used for financial priorities #7 - #9.
3. Connect Charges (\$30,000) – These are charges for adding service to new customers. It is based on the addition of 5 new customers.

Expenditures:

1. Buildings (\$232,000): CIP item # 2, additional collocation space near Big Eddy BPS substation.
2. Outside Plant Primary (\$196,000) – This is for the Downtown by pass project (\$76,000) and the Downtown Metro Loop (\$120,000) These projects may depend on what projects the city may be doing in the down town.
3. Outside Plant – Secondary (\$70,000)
 - a. \$30,000 paid by customers for service extensions
 - b. Up to \$40,000 to assist new customers and participant customers with build out of connections.
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. Reserve for System Improvements (\$540,000) – We are proposing we maintain a reserve equal to 10% on the estimated replacement value of our Fiber system (\$5.4 million).
8. Distribution to Sponsors (\$159,456) – Consideration of a distribution was one of the Boards Goal objectives. We are proposing a distribution after all other Financial Priorities are met. An equal amount is proposed to each of our two sponsors.
9. Contingency (\$100,000) – For unanticipated needs

- III. Maupin Middle Mile Fund** - This fund is new in FY 2015-16 for development and operation of QLife's stand alone Maupin system, built in partnership with the City of Maupin and LSN. LSN is operating the system so we have minimal costs. Most of the budget is completion of project construction (\$243,345) and operation of the public Wi Fi (\$16,210). There is a reserve of \$28,320 for the next two years of Wi Fi operations and a \$9,950 contingency.

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 NETWORK INTERGOVERNMENTAL AGENCY POLICY

Financial Priorities for Fiscal Year 2016-17

Purpose:

The purpose of this policy is to establish a prioritization of expenditure of funds for the QualityLife Network Intergovernmental Agency prior to each Fiscal Year's budget preparation.

Primary objective:

The primary objective is to provide general direction for the QLIFE Budget Committee in establishing the annual budget and to make public the general intentions of QLIFE in regard to potential monetary reserves of the Agency.

Maupin Broadband System:

The Maupin Broadband System will be budgeted in a separate self-sustaining fund and will not be covered by these Financial Priorities. It will have its' own Financial Priorities.

Section I.

Policy

It is the policy of the QLIFE Board that expenditures of revenue not *specifically* committed to another purpose through grant or loan agreements or other contractual obligations shall be budgeted in the following priority:

A. Routine Costs:

1. Normal maintenance and operating costs of the QLIFE Agency as determined through the appropriate budgeting process.
2. Amounts needed for annual debt retirement responsibilities of the Agency.
3. Up to \$20,000 for upgrading and replacement of the electronics of the system to always maintain agreed-upon capacity for QLife customers.
4. A cash reserve or contingency equal to one month's customer billing to maintain a minimum cash balance in the operating fund.
5. \$18,000 for annual pole line audit, associated repairs and tree trimming
6. Up to \$15,000 for unexpected system plant repairs or alterations in addition to contingency. Budgeted in Capital Fund: Outside Plant Primary

B. Discretionary Costs:

7. Up to \$40,000 to assist participants and new customers with build out of new connection (budgeted in Capital Fund: Outside Plant Secondary).
8. CIP Item #1 Downtown By-Past project for. (\$76,000)

9. CIP item #2: build additional collocation space near Big Eddy. (\$232,000)
10. CIP Item #3 Downtown Metro Loop. Cost estimate. (\$120,000)
11. Reserve for future expansion, modernization, or replacement of system equal to 10% of current \$5.4 million replacement value of outdoor plant. (\$540,000)
12. Financial distribution to City and County of equal amounts (Estimated at \$159 K)

Section II.

Amendment of this policy

This policy may be amended at any time by action of the Board.

Section III.

Conflict with annual budget process

If anything in this policy conflicts with the annual budget process as outlined in the Intergovernmental Agreement (IGA), the IGA will take precedence. The partners to this agreement may approve an initial budget and work scope or an amended budget and work scope that varies from this policy by an affirmative majority vote of the Boards of all partners.

Amended and approved by QLife Board March 17, 2016

Erick Larsen, QLife President

QLIFE'S STRATEGIC PLAN – 2016

Vision:

- We will leverage technology planning efforts and our investment in middle-mile infrastructure to enhance Wasco County's economic vitality and quality of life.

Mission:

- Quality of life through connectivity

GOALS for 2016 (Prioritized)

- 1) Explore opportunities to expand services in Wasco County.
- 2) Identify and decide on options for operating QLife.
- 3) Maintain and enhance infrastructure.
- 4) Over the next 12 months analyze QLife's Economic health and future.

PRIORITIZED 2016 GOAL OBJECTIVES

- 1) Complete Maupin Broadband Project (Goal #1)
- 2) Develop options for acquiring administrative services and pursue selected approach (Goal #2).
- 3) Review rate structure and policies (Goal #4).
- 4) Develop options for additional collocation space and pursue selected option (Goal #3).
- 5) Develop a capital improvement plan that looks at equipment replacement, system weaknesses and opportunities for expansion (Goal #3).
- 6) Consider policy regarding balance between system reserves and potential distribution to partners (Goal #4).
- 7) Review current contracts for other services and consider changes (Goal #2).

QUALITYLIFE INTERGOVERNMENTAL AGENCY

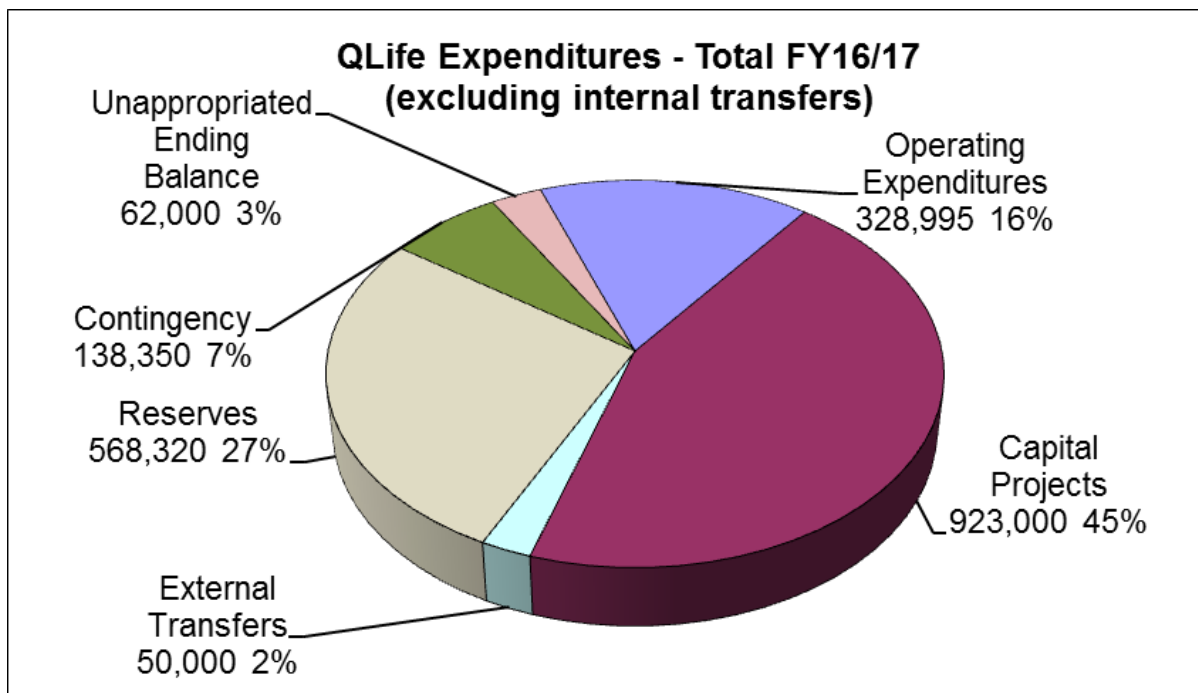
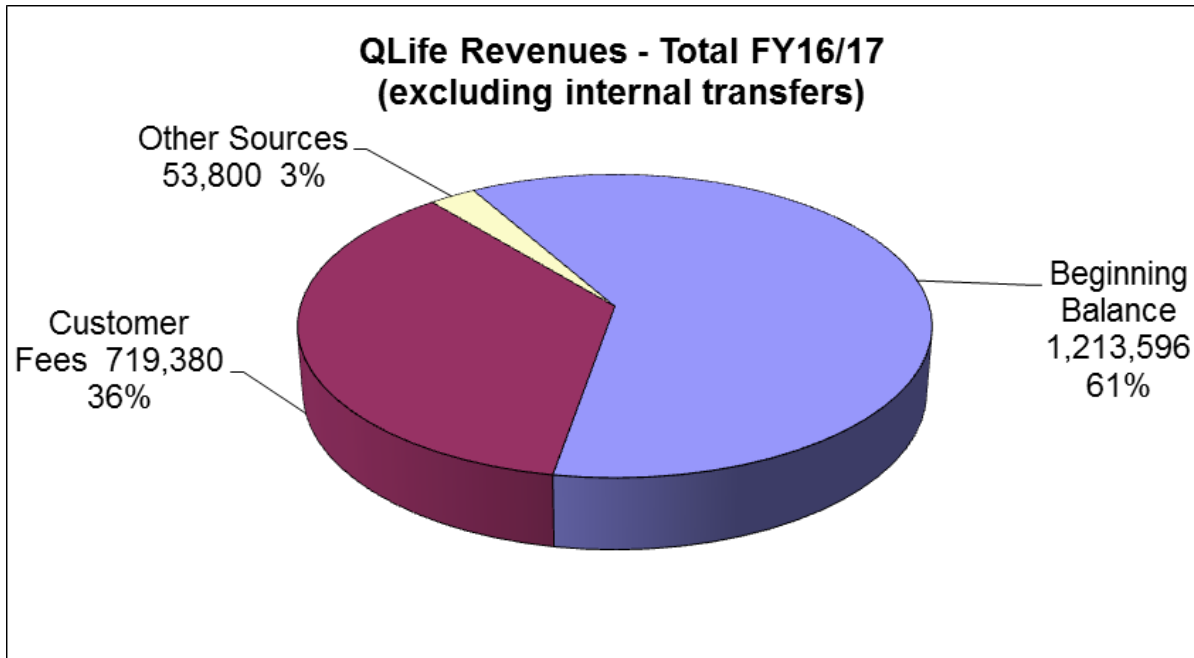
OVERVIEW SUMMARY Approved Budget FY 2016-17

	Agency General Fund	Capital Fund	Maupin Fund	Total Proposed FY16/17
Beginning Balance	152,496	861,965	42,480	1,056,941
Customer Fees	677,380	30,000	12,000	719,380
Other Sources	53,800	-	-	53,800
Grants / Loans	-	-	243,345	243,345
Transfers In	-	433,491	-	433,491
Total Resources	883,676	1,325,456	297,825	2,506,957
Operating Expenditures	289,785	23,000	14,160	326,945
Capital Projects	20,000	503,000	243,345	766,345
Debt Service	-	-	-	-
External Transfers	50,000	-	-	50,000
Internal Transfers Out	433,491	-	-	433,491
Distribution to Sponsors	-	159,456	-	159,456
Reserves	-	540,000	28,320	568,320
Contingency	28,400	100,000	12,000	140,400
Unappropriated Ending Balance	62,000	-	-	62,000
Total Expenditures	883,676	1,325,456	297,825	2,506,957

QUALITYLIFE INTERGOVERNMENTAL AGENCY

REVENUES AND EXPENDITUES BY SOURCE

Approved FY 2016-17

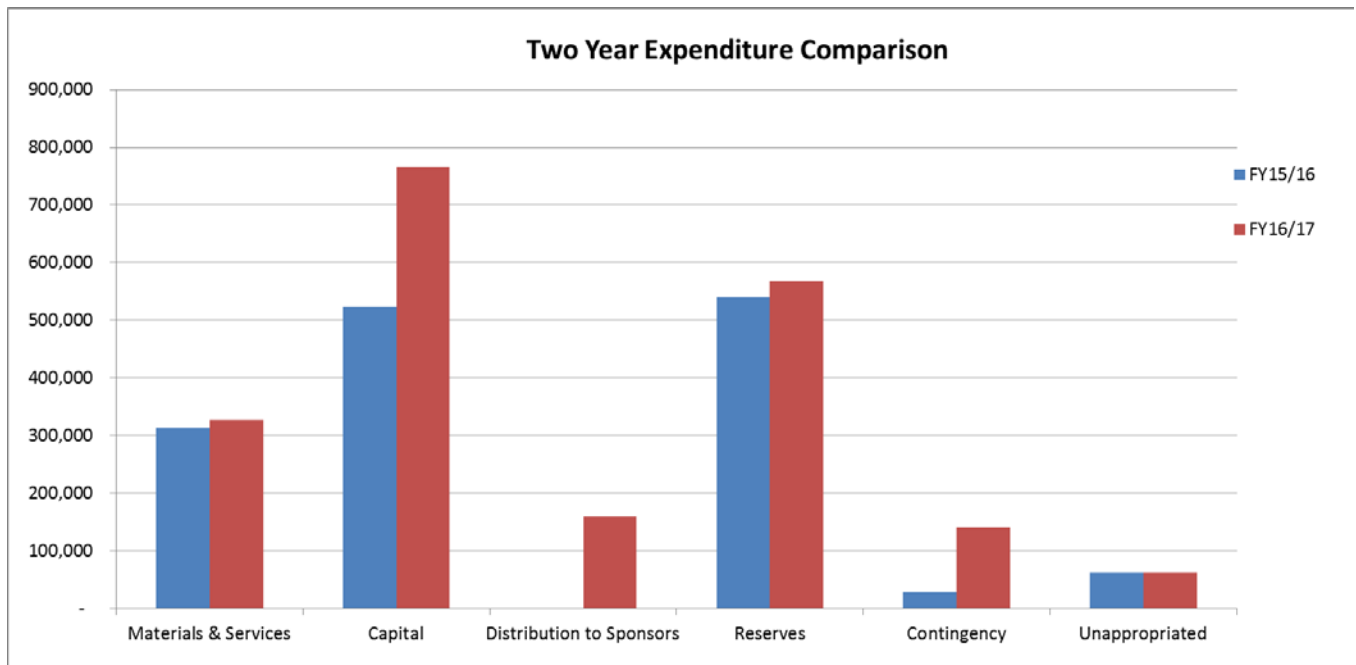


QUALITYLIFE INTERGOVERNMENTAL AGENCY

PRIOR YEARS COMPARISON SUMMARY (Combined funds)

	FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	FY16/17 Budget
Beginning Balance	234,278	364,285	619,153	1,213,596
Customer Fees	598,745	642,912	680,319	707,380
Other Sources	359,570	403,122	1,105,870	742,636
Total Resources	1,192,593	1,410,320	2,405,342	2,663,612
QLIFE - General Fund	529,154	594,665	842,196	793,276
QLIFE - Capital Fund	70,349	76,340	368,000	526,000
QLIFE - Maupin Fund	-	-	460,063	416,210
Debt Service	228,803	129,663	-	-
Distribution to Sponsors	-	-	-	159,456
Reserves	-	-	471,717	568,320
Contingency	-	-	203,960	138,350
Unappropriated End Balance	-	-	59,406	62,000
Total Expenditures	828,306	800,668	2,405,342	2,663,612
Ending Balance	364,287	609,652	-	-

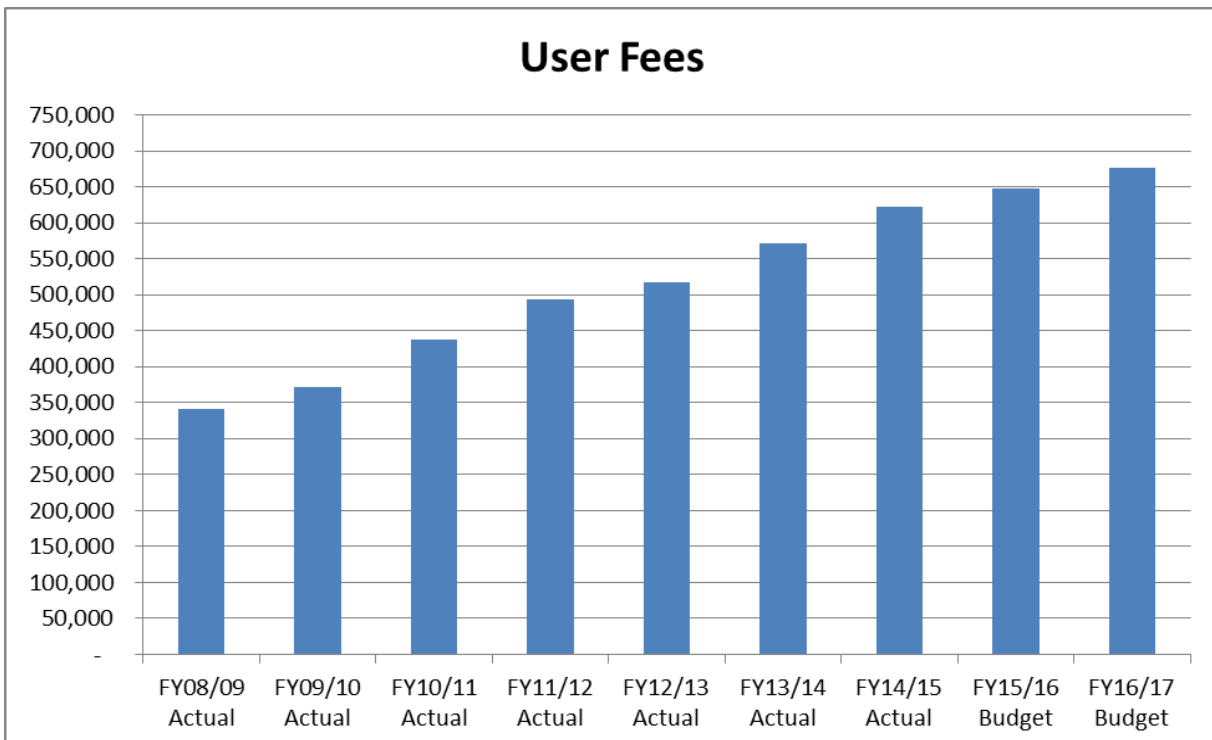
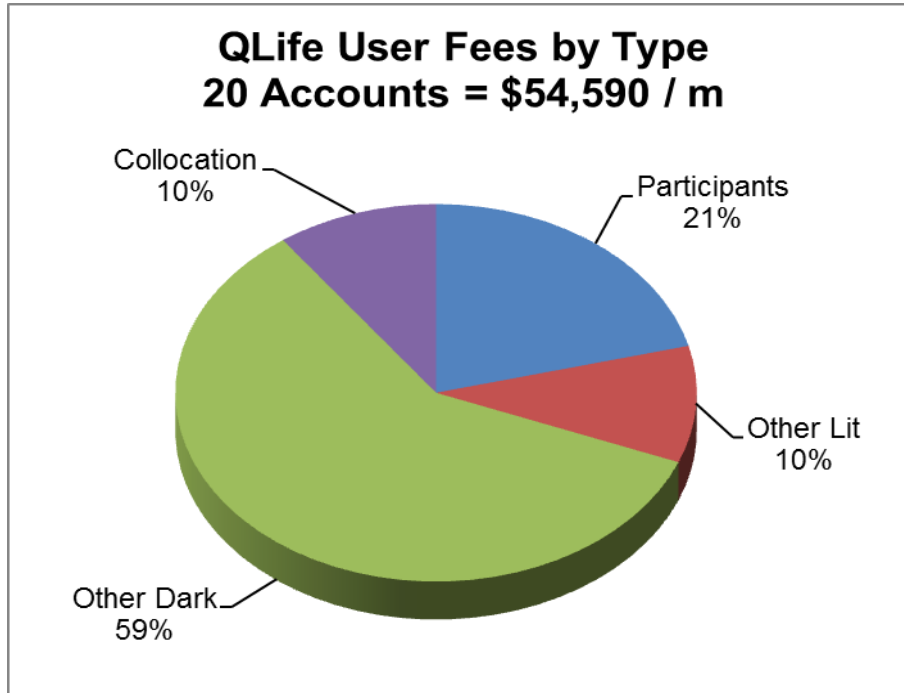
* Includes Interfund Transfers of \$433,491



QUALITYLIFE INTERGVERNMENTAL AGENCY

CUSTOMER REVENUES & USER FEES

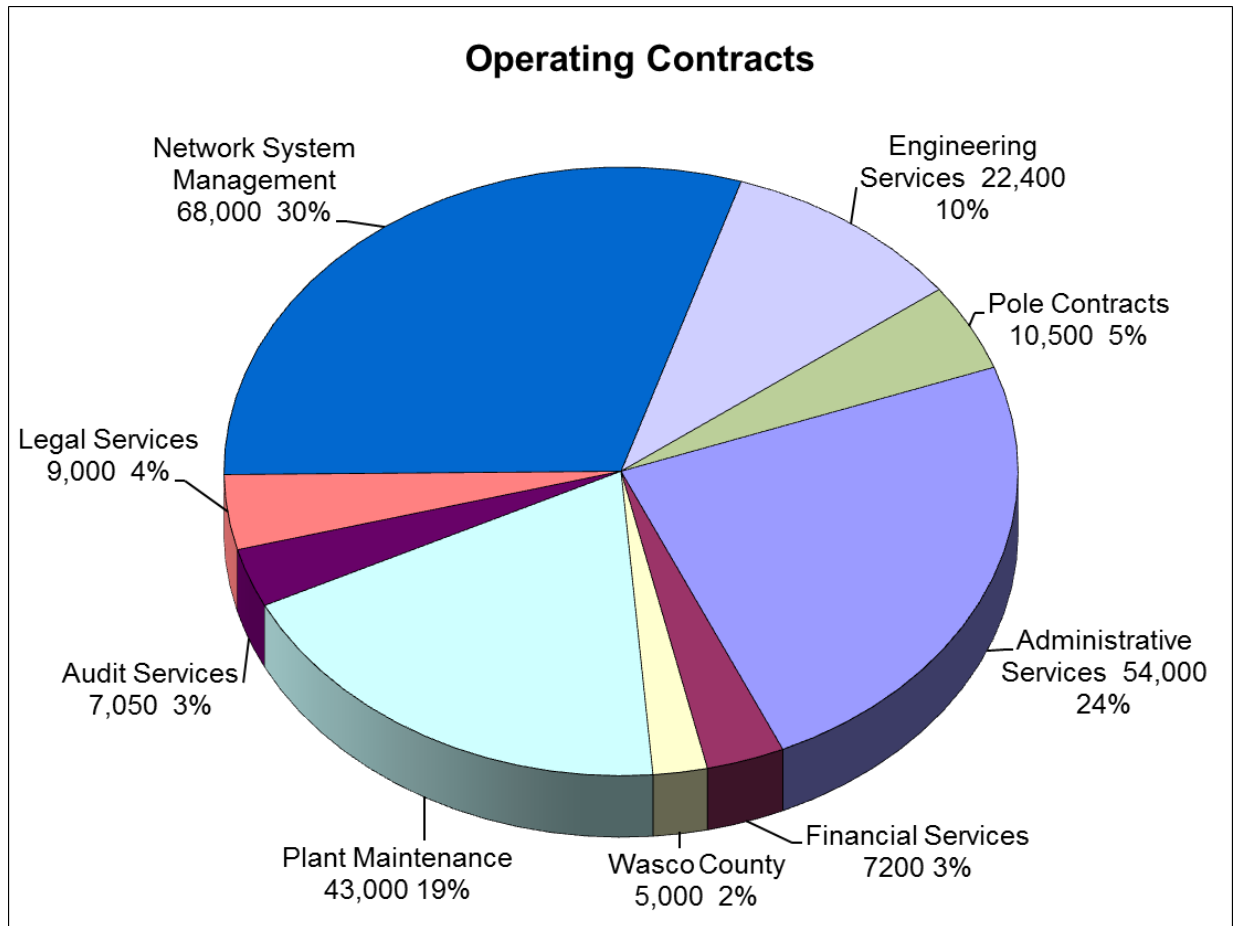
As of March, 2016



QUALITYLIFE INTERGOVERNMENTAL AGENCY

OPERATING CONTRACTS

Approved FY 2016-17



QUALITYLIFE INTERGOVERNMENTAL AGENCY

Agency Operating Fund - Approved Budget FY 2016-17

FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	Account #	Description	FY16/17 Proposed	FY16/17 Approved	FY16/17 Adopted
			REVENUES				
93,154	180,966	218,563	600-0000-300.00-00	Beginning Balance	152,496	152,496	
575,730	622,155	648,069	600-0000-344.10-00	Utility Service Charges	676,380	676,380	
3,600	3,150	2,250	600-0000-344.20-00	Connect Charges	1,000	1,000	
568	1,505	700	600-0000-361.00-00	Interest Revenues	3,600	3,600	
134	5,637	200	600-0000-369.00-00	Other Misc Revenues	200	200	
36,936	13,075	50,000	600-0000-369.20-00	E-Rate Reimbursements	50,000	50,000	
710,121	826,488	919,782	TOTAL REVENUES		883,676	883,676	-
			EXPENDITURES				
			Materials & Services				
15,909	24,643	29,500	600-6000-660.31-10	Administrative Services	54,000	54,000	
-	-	-	600-6000-660.31-11	Financial Contract Services	7,200	7,200	
-	4,470	5,000	600-6000-660.31-15	Contractual Svc - County	5,000	5,000	
16,816	14,733	43,000	600-6000-660.31-20	Outside Plant Maint	43,000	43,000	
-	6,887	23,000	600-6000-660.31-90	Other Services	3,000	3,000	
6,350	5,500	6,700	600-6000-660.32-10	Audit	7,050	7,050	
4,110	4,630	8,400	600-6000-660.32-20	Legal Services	9,000	9,000	
17,577	17,356	22,400	600-6000-660.34-10	Engineering Services	22,400	22,400	
61,126	60,847	68,000	600-6000-660.34-30	Network System Mgmt	68,000	68,000	
-	-	-	600-6000-660.34-50	Special Studies /Reports	-	-	
532	504	600	600-6000-660.41-40	Electricity	900	900	
-	-	500	600-6000-660.43-10	Buildings & Grounds	1,600	1,600	
1,190	-	5,000	600-6000-660.43-25	Network Equipment	5,000	5,000	
-	-	1,000	600-6000-660.43-87	Utilities Locates	-	-	
7,752	7,752	7,752	600-6000-660.44-10	Office Space Rental	7,752	7,752	
5,665	5,730	6,017	600-6000-660.52-10	Liability Insurance	7,620	7,620	
-	-	-	600-6000-660.52-30	Property Insurance	6,218	6,218	
112	113	200	600-6000-660.53-20	Postage	200	200	
410	376	420	600-6000-660.53-30	Telephone	420	420	
240	116	400	600-6000-660.53-40	Legal Notices	400	400	
1,055	529	1,500	600-6000-660.54-00	Advertising	1,500	1,500	
-	228	400	600-6000-660.57-10	Permits	400	400	
1,031	1,254	2,000	600-6000-660.58-10	Travel, Food & Lodging	2,000	2,000	
-	130	700	600-6000-660.58-50	Trainings & Conferences	700	700	
25	255	875	600-6000-660.58-70	Memberships/Dues/Subs	875	875	
-	72	100	600-6000-660.60-10	Office Supplies	100	100	
2,000	2,000	2,000	600-6000-660.63-80	Scholarships	2,000	2,000	
2,000	2,000	2,000	600-6000-660.63-90	Robotics Grant	2,000	2,000	
460	3,889	650	600-6000-660.69-50	Misc Expenses	650	650	
8,653	10,335	10,500	600-6000-660.69-60	Pole Connection Fees	10,500	10,500	
17,272	18,645	19,442	600-6000-660.69-70	Right of Way Fees	20,300	20,300	
-	-	-	600-6000-660.69-80	Assets < \$5000	-	-	
170,285	192,992	268,056	Total Materials & Services		289,785	289,785	-
			Capital Outlay				
-	5,692	20,000	600-6000-660.74-20	Telecom Equipment	20,000	20,000	
-	5,692	20,000	Total Capital Outlay		20,000	20,000	-
			Other				
321,933	382,905	504,140	600-9500-600.81-91	QLife Capital Fund	433,491	433,491	
36,936	13,075	50,000	600-9500-600.83-10	ESD E-Rate Transfers	50,000	50,000	
-	-	18,180	600-9500-600.88-00	Contingency	28,400	28,400	
-	-	59,406	600-9500-600.89-00	Unappropriated Ending Fund Balance	62,000	62,000	
358,869	395,980	631,726	Total Other		573,891	573,891	-
529,154	594,665	919,782	TOTAL EXPENDITURES		883,676	883,676	-
180,968	231,824	-	REVENUES LESS EXPENSES		-	-	-

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Capital Fund - Approved Budget FY 2016-17

FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	Account #	Description	FY16/17 Proposed	FY16/17 Approved	FY16/17 Adopted
			REVENUES				
141,124	183,319	400,590	601-0000-300.00-00	Beginning Balance	861,965	861,965	
19,415	17,607	30,000	601-0000-344.20-00	Connect Charges	30,000	30,000	
-	-	-	601-0000-369.00-00	Other Misc Revenues	-	-	
321,933	382,905	504,140	601-0000-391.90-01	Qlife Operating Fund	433,491	433,491	
-	-	-	601-0000-391.90-02	QLife Maupin Fund	-	-	
-	-	-	601-0000-393.10-00	Loan/Bond Proceeds	-	-	
482,472	583,832	934,730	TOTAL REVENUES		1,325,456	1,325,456	-
			EXPENDITURES				
			Materials & Services				
904	4,735	11,000	601-6000-660.34-10	Engineering Services	11,000	11,000	
-	1,016	4,000	601-6000-660.34-70	Customer Connections	4,000	4,000	
15,722	913	8,000	601-6000-660.43-86	Lines, Maint & Supplies	8,000	8,000	
16,625	6,664	23,000	Total Materials & Services		23,000	23,000	-
			Capital Outlay				
-	-	-	601-6000-660.72-20	Buildings	232,000	232,000	
14,360	-	110,000	601-6000-660.74-20	Telecom Equip	-	-	
1,516	7,149	180,000	601-6000-660.76-10	Primary (System Maint)	196,000	196,000	
35,038	62,527	50,000	601-6000-660.76-20	Secondary (Line Extensions)	70,000	70,000	
2,809	-	5,000	601-6000-660.76-30	Pole Make Ready Costs	5,000	5,000	
53,724	69,677	345,000	Total Capital Outlay		503,000	503,000	-
			Debt Service				
215,597	128,957	-	601-6000-660.79-50	Loan Principal Payments	-	-	-
13,206	706	-	601-6000-660.79-60	Interest Payments	-	-	-
228,803	129,663	-	Total Debt Service		-	-	-
			Other				
-	-	471,717	601-9500-600.84-15	Reserve for Sys Imprvmnts	540,000	540,000	
-	-	-	601-9500-600.84-20	Reserve for Co Expansion	-	-	
-	-	-	601-9500-660.84-30	Reserve for Debt Retirement	-	-	
-	-	-	601-9500-xxx.xx-xx	Distribution to Sponsors	159,456	159,456	
-	-	95,013	601-9500-600.88-00	Contingency	100,000	100,000	
-	-	566,730	Total Other		799,456	799,456	-
299,152	206,004	934,730	TOTAL EXPENDITURES		1,325,456	1,325,456	-
183,319	377,828	-	REVENUES LESS EXPENSES		-	-	-

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Maupin Fund - Approved Budget FY 2016-17

FY13/14 Actual	FY14/15 Actual	FY15/16 Budget	Account #	Description	FY16/17 Proposed	FY16/17 Approved	FY16/17 Adopted
			REVENUES				
-	-	-	602-0000-300.00-00	Beginning Balance	42,480	199,135	-
-	-	52,950	602-0000-334.90-00	State Grants, Other	243,345	243,345	-
-	-	87,880	602-0000-336.10-00	Private Sector Grants (Google)	-	-	-
-	-	-	602-0000-344.20-01	Cust Fees - Middle Mile	12,000	12,000	-
-	-	-	602-0000-344.20-02	Cust Fees - Trnsprt/Collocation	-	-	-
-	-	-	602-0000-344.20-00	Connect Charges	-	-	-
-	-	-	602-0000-369.00-00	Other Misc Revenues	-	-	-
-	-	-	602-0000-369.20-00	E-Rate Reimbursements	-	-	-
-	-	-	602-0000-391.90-01	QLife Operating Fund	-	-	-
-	-	-	602-0000-391.90-02	QLife Capital Fund	-	-	-
-	-	410,000	602-0000-393.10-00	Loan/Bond Proceeds	-	-	-
-	-	550,830	TOTAL REVENUES		297,825	454,480	-
			EXPENDITURES				
			Materials & Services				
-	-	30,000	602-6000-660.31-10	Administrative Services	-	-	-
-	-	-	602-6000-660.31-80	Contractual Services: WiFi	14,160	14,160	-
			602-6000-660.32-20	Legal Services	-	-	-
-	-	-	602-6000-660.34-10	Engineering Services	-	-	-
-	-	-	602-6000-660.34-70	Customer Connections	-	-	-
			602-6000-660.41-30	Natural Gas	-	-	-
			602-6000-660.41-40	Electricity	-	-	-
			602-6000-660.41-50	Broadband Transport	-	-	-
-	-	-	602-6000-660.43-86	Lines, Maint & Supplies	-	-	-
			602-6000-660.52-10	Property Insurance	1,000	1,000	-
			602-6000-660.69-60	Pole Connection Fees	1,050	1,050	-
-	-	30,000	Total Materials & Services		16,210	16,210	-
			Capital Outlay				
-	-	-	602-6000-660.72-20	Buildings	-	-	-
-	-	164,404	602-6000-660.74-20	Telecom Equip	48,186	79,263	-
-	-	265,659	602-6000-660.76-10	Primary (System Maint)	195,159	320,737	-
-	-	-	602-6000-660.76-20	Secondary (Line Extensions)	-	-	-
-	-	-	602-6000-660.76-30	Pole Make Ready Costs	-	-	-
-	-	430,063	Total Capital Outlay		243,345	400,000	-
			Other				
-	-	-	602-9500-600.81-92	Transfer to QLife Capital Fund	-	-	-
-	-	-	602-9500-600.83-10	ESD E-Rate Transfers	-	-	-
-	-	-	602-9500-600.84-10	Reserve for Wi-Fi	28,320	28,320	-
-	-	90,767	602-9500-600.88-00	Contingency	9,950	9,950	-
-	-	90,767	Total Other		38,270	38,270	-
-	-	550,830	TOTAL EXPENDITURES		297,825	454,480	-
-	-	-	REVENUES LESS EXPENSES		-	-	-

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Ten Year Projections

	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27
Beginning Balances ¹	1,014,461	730,400	736,112	741,995	748,055	754,297	760,726	767,348	774,168	781,193	788,429
Local Line Charges	675,380	695,641	716,511	738,006	760,146	782,951	806,439	830,632	855,551	881,218	907,654
Misc. Revenues	34,800	35,844	36,919	38,027	39,168	40,343	41,553	42,800	44,084	45,406	46,768
Total Revenue	710,180	731,485	753,430	776,033	799,314	823,293	847,992	873,432	899,635	926,624	954,423
Insurance	15,372	15,833	16,308	16,797	17,301	17,820	18,355	18,906	19,473	20,057	20,659
Maintenance/Operation	140,085	144,288	148,616	153,075	157,667	162,397	167,269	172,287	177,455	182,779	188,263
Tech Management	68,000	70,040	72,141	74,305	76,535	78,831	81,196	83,631	86,140	88,725	91,386
Administration	66,200	68,186	70,232	72,339	74,509	76,744	79,046	81,418	83,860	86,376	88,967
Total Operating Expend.	289,657	298,347	307,297	316,516	326,012	335,792	345,866	356,242	366,929	377,937	389,275
Funds Available	1,434,984	1,163,539	1,182,245	1,201,512	1,221,358	1,241,798	1,262,852	1,284,538	1,306,874	1,329,880	1,353,577
Contingencies	128,400	132,252	136,220	140,306	144,515	148,851	153,316	157,916	162,653	167,533	172,559
Unappr. Ending Balance	62,000	63,860	65,776	67,749	69,782	71,875	74,031	76,252	78,540	80,896	83,323
Debt Service	-	-	-	-	-	-	-	-	-	-	-
CIP Projects	448,000	206,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
System Reserve	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000	540,000
Distributions ²	159,584	221,427	340,249	353,457	367,061	381,073	395,505	410,370	425,681	441,451	457,695
NOTES:	#1- Beging balance is contingency, Unappropriated blance and Resevre from prion year										
	#2- Distribution in equal amounts to Sponsors (City of The Dalles and Wasco County)										

QUALITYLIFE INTERGOVERNMENTAL AGENCY

Five Year Capital Improvement Plan

CAPITAL IMPROVEMENT PLAN QLIFE						
Priority	Project Description	16-17	17-18	19-20	20-21	21-22
1	Downtown Bypass Project	\$76,000				
2	Additional Co Lo Space near Big Eddy	\$232,000				
3	Downtown Metro Loop Construction	\$120,000	*			
4	East Bisector Project		\$186,000			
5.	Annual Equipment Reserve	\$20,000	\$20,000	\$20,000	\$20,000	20,000
	Total	\$448,000	\$206,000	\$20,000	\$20,000	20,000

This page for Adopting Resolution



AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #12-B

MEETING DATE: May 9, 2016

TO: Honorable Mayor and City Council

FROM: Julie Krueger, City Manager

ISSUE: Rock Fort Ownership and Maintenance

RELATED COUNCIL GOAL: B, 4: Investigate opportunities to partner with or share services with Wasco County. Rock Fort was also a specific goal in the 2015-16 Council goals, but was removed because the project is considered nearly completed.

BACKGROUND: The Lewis and Clark Rock Fort campsite property is currently owned by Wasco County and maintained by the City of The Dalles. Wasco County would like to transfer ownership of the property to the City. It has been understood for several years, when there was a land exchange for property that the commercial dock is located on, that the County would transfer the property to the City's ownership. Staff discussed this issue with Northern Wasco County Parks and Recreation District and they were not interested in owning or maintaining the site.

In 2011, a Management Plan for the site was prepared for the City by East Slope Cultural Services, Inc. The Plan includes proposed maintenance of the site. Currently, maintenance consists of periodic litter removal and weed cutting. This site is now visited on a regular basis by passengers from our cruise ships. Due to the remoteness of the site, staff believes it would be prudent to add a security camera at the entrance to the site and to perform more frequent maintenance, providing a more appealing visitor experience and adding safety of guests and citizens who visit the site.

We have included funding to install a security camera in the 2016-17 budget. The cost will be approximately \$6,000. For this year, staff would provide more frequent maintenance, including checking the site weekly, picking up trash and litter, weed maintenance and brush removal, cleaning of the signs, and adding gravel to the pathways. In future years, we would like to include some funding to provide one or two benches and

possibly funds for landscaping. This is a very important historical site and deserves special attention.

BUDGET IMPLICATIONS: The 2016-17 budget includes \$6,000 in capital projects for installation of security systems. There will be recording fees for the transfer of the property, but they will be nominal.

COUNCIL ALTERNATIVES:

Staff recommendation: *Move to direct staff to work with Wasco County to take ownership of the Lewis and Clark Rock Fort campground property and to continue maintenance of the site.*

1. Direct staff to leave the ownership of the property with Wasco County, but continue to provide maintenance.
2. Direct staff to leave the ownership of the property with Wasco County and discontinue providing maintenance.



AGENDA STAFF REPORT

AGENDA LOCATION: Action Item #12-C

MEETING DATE: May 09, 2016

TO: Honorable Mayor and City Council

FROM: Kate Mast, Finance Director

ISSUE: Resolution No. 16-019 Authorizing Transfers of Budgeted Amounts Between Departments and Categories of the General Fund of the City of The Dalles Adopted Budget, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2016

RELATED COUNCIL GOAL: N/A

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary and so allows for those changes via supplemental budgets and budget amendments. The budget amendments in the proposed resolution are to make changes to the adopted budget to accommodate direction given by the City Council to proceed with certain payments and projects as follows:

The City Council, at their regular meeting on April 25, 2016, approved a request to underwrite three concerts over the summer of 2016. The first concert will be on July 3, 2016 and the promoters of the concert will need the funds for that concert (\$46,000) prior to June 30, 2016. This budget amendment will provide for those funds to be available in the current fiscal year.

BUDGET IMPLICATIONS: The Budget Amendment Resolution No. 16-019 only transfers budget amounts between the City Council Department and the Contingency of the General Fund, so there is no increase or decrease in the total budget of the General Fund.

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** Move to Adopt Resolution No. 16-019 Authorizing Transfers of Fund between Departments and Categories of the General Fund, Making Appropriations and Authorizing Expenditures for the Fiscal Year Ending June 30, 2016.
2. Council may choose to modify or add to these budget transfers and direct staff to update the resolution to bring back to a future Council meeting.
3. Decline

RESOLUTION NO. 16-019

A RESOLUTION AUTHORIZING TRANSFERS OF BUDGETED AMOUNTS BETWEEN DEPARTMENTS AND CATEGORIES OF THE GENERAL FUND OF THE CITY OF THE DALLES ADOPTED BUDGET, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FOR THE FISCAL YEAR ENDING JUNE 30, 2016

WHEREAS, during the budget year certain funds may experience expenditures above approved department and/or category limits; and

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

WHEREAS, the City Council, at their regular meeting on April 25, 2016, authorized contributions to underwrite three concerts during the summer of 2016, and;

WHEREAS, the first of the concerts will take place on July 3, 2016, and the promoters will require the funds for the first concert in the amount of \$46,000 prior to the end of the current fiscal year, and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1. Authorizing Budget Transfers. The City Council hereby authorizes the following transfers of funds between budgeted departments and categories of the General Fund:

<u>FUND OR DEPT.</u>	<u>BUDGETED</u>	<u>RESOURCES NEEDED</u>	<u>REALLOCATED</u>
<u>GENERAL FUND (001)</u>			
from Contingency	\$ 417,862	\$ 371,862	- \$ 46,000
to City Council Department	\$ 379,168	\$ 425,168	+ \$ 46,000

Section 2. Effective Date. **This Resolution shall become effective upon adoption by the City Council and shall remain in effect until receipt and acceptance of the FY15/16 audit report.**

PASSED AND ADOPTED THIS 9th DAY OF MAY, 2016.

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 9th DAY OF MAY, 2016.

SIGNED:

ATTEST:

Stephen E. Lawrence, Mayor

Izetta Grossman, City Clerk