

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

April 16, 2015, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of March 19, 2015 commission work session minutes.
 - 4.1.2. Approval of March 19, 2015 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. February Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Competitive Franchise Policy
- 6. Adjourn**

MINUTES OF THE WORK SESSION OF MARCH 19, 2015

CALL TO ORDER – 1

Acting Chair Ulrich called the work session meeting to order at 10:00 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, John LeTourneau, Kurt Ulrich, Jim Dickinson, Julie Trude, and Tim Cruikshank (arrived at 10:17 a.m.).

Commissioners absent: Bret Heitkamp and Eric Johnson.

Others present included Karen George, Executive Director and Katherine Lenaburg, Operations Manager.

TOPIC FOR DISCUSS – 3

3.1 Programming

Ms. George stated that this is two year data comparison at how the changes put in place in the past year have had an impact on programming.

Ms. Lenaburg presented statistical information for the 2013 and 2014 years including the number of times government meetings were shown and average number and length of government meetings.

Cruikshank arrived at 10:17 a.m.

Ms. Lenaburg continued to present statistical information for the 2013 and 2014 years including the number of views on the television channels, the QCTV website and through YouTube.

Commissioner Trude stated that she would like to see more coverage of things with a higher turnover rate, such as City Council meetings, and less coverage of meetings with a lower turnover rate, such as Planning and Parks Commission meetings.

Commissioner Dickinson stated that perhaps the meetings could be categorized by play date and not replayed after a certain time frame. He provided the example of a situation in Andover where the City Council made a decision different than what had been recommended by the Park Commission, but the Park Commission meeting continued to run after the Council meeting had played.

Ms. George confirmed that the kill dates could be revisited to shorten the length of play time for specific meetings.

The Commission also provided input stating that they would prefer that a Council and Planning Commission meetings run more than a ten minute Park Commission meeting, regardless of length.

Acting Chair Ulrich stated that city staff can make a clear announcement following the recommended action of the Commission as to when the item will be discussed by the City Council.

Commissioner LeTourneau stated that perhaps a banner could run along the bottom of the screen providing the date when the meeting first aired.

Ms. George stated that they attempt to fill the channel programming with video content rather than bulletin boards, explaining that is where a short meeting fills the necessary gaps. She noted that perhaps there would be more use of a bulletin board to fill those gaps in the future.

Ms. Lenaburg provided information regarding additional programming outside of government coverage. She also reviewed the foundation of quality, highlighting changes and improvements to services that have occurred in the past year. She provided some of the feedback and testimonials that staff has received regarding specific programming.

Commissioner Anderson commended Ms. Lenaburg for her efforts.

Ms. George acknowledged the great amount of change that has occurred in the past year and commended the Commission and staff for their continued efforts.

Commissioner Cruikshank echoed the comments of thanks to staff for their great efforts.

TOPIC FOR FUTURE DISCUSSION - 4

4.1 Technology – September 17

Commissioner Cruikshank stated that there has been trouble cablecasting the Anoka meetings regularly and noted that the issue has been going on for too long. He noted that the Anoka City Council had an important issue the previous Monday night and the live cablecast did not work, which caused problems with residents not being able to watch the meeting live.

Ms. George recognized the frustration. She noted that new equipment has been rolled out and unfortunately Anoka seems to have the most trouble. She stated that they are continuing to make improvements and advised that additional options will be discussed at the September work session meeting to address the aging infrastructure.

Commissioner Trude stated that she would like to see a subscriber survey and would also like to see post meeting recaps taped following government meetings.

Ms. George stated that perhaps a work session could be scheduled prior to the April meeting to discuss programming options.

Commissioner Cruikshank stated that he was encouraged to hear that CenturyLink is interested in coming out to these communities and will provide direct competition that was not previously available.

Ms. George noted that the subscriber survey is on the agenda for the coming year, as staff wanted to have a full year of programming available before conducting the survey. She advised that a stakeholder survey will also be in the works.

ADJOURN – 5

Time of adjournment 11:01 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

MINUTES OF THE REGULAR MEETING OF MARCH 19, 2015

CALL TO ORDER – 1

Acting Chair Ulrich called the meeting to order at 11:05 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; Tim Cruikshank, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Julie Trude, Andover.

Commissioners absent and excused: Bret Heitkmap, Champlin and Eric Johnson, Champlin.

Others present included Karen George, Executive Director; and Katherine Lenaburg, Operations Manager.

APPROVAL OF AGENDA – 3

Motion was made by Cruikshank and seconded by Trude to approve the agenda as presented.

6 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from February 19, 2015

Motion was made by Dickinson and seconded by Trude to approve the February 19, 2015 minutes as presented.

6 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. January Financial Reports

Commissioner Dickinson provided a brief overview, noting that things appear to be on track. He stated that there is a large cash balance to prepare for the capital improvement projects, which will occur this year. He advised that the financial efforts will be focused towards the audit in the next few months.

Motion was made by Trude and seconded by LeTourneau to accept the January Financial Report.

6 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George reported that all four member cities approved the transfer of ownership from Comcast to GreatLand Communications, noting that she is in the process of obtaining the signed resolutions of approval. She advised that a technical audit of the current cable provider continues and secured a cost reduction regarding future equipment purchases in support of the capital equipment upgrade process.

GENERAL BUSINESS – 5

5.1 Other

Ms. George presented a short video clip from a recent Live and Local program.

ADJOURN – 6

Motion was made by Dickinson and seconded by Trude to adjourn the meeting at 11:14 a.m.

6 ayes – 0 nays. Motion carried

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of February 28, 2015

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,256,153.55
- PayPay acct	941.66
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,262,345.21
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,262,345.21
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,121.22
Other Current Liabilities	300.02
Total Current Liabilities	\$ 6,421.24
Equity	1,255,923.97
TOTAL LIABILITIES AND EQUITY	\$ 1,262,345.21

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - February, 2015

	Feb 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	152.50	208.00	(55.50)	73.32%	374.71	416.00	(41.29)	90.07%
Equipment Grant		4,583.00	(4,583.00)	0.00%	0.00	9,166.00	(9,166.00)	0.00%
Franchise Fees		72,854.00	(72,854.00)	0.00%	0.00	145,708.00	(145,708.00)	0.00%
Interest Income	15.97	8.00	7.97	199.63%	31.75	16.00	15.75	198.44%
Miscellaneous Income	875.00	416.00	459.00	210.34%	875.00	832.00	43.00	105.17%
PEG Fee		36,427.00	(36,427.00)	0.00%	0.00	72,854.00	(72,854.00)	0.00%
Total Income	\$ 1,043.47	\$ 114,496.00	\$ (113,452.53)	0.91%	\$ 1,281.46	\$ 228,992.00	\$ (227,710.54)	0.56%
Gross Profit	\$ 1,043.47	\$ 114,496.00	\$ (113,452.53)	0.91%	\$ 1,281.46	\$ 228,992.00	\$ (227,710.54)	0.56%
Expenses								
Accounting / HR Services	20.00	1,500.00	(1,480.00)	1.33%	1,800.38	3,000.00	(1,199.62)	60.01%
Ads/Promos/Sponsorships	2,064.00	570.00	1,494.00	362.11%	3,684.00	1,140.00	2,544.00	323.16%
Andover Capital Equipment	489.99	416.00	73.99	117.79%	804.98	832.00	(27.02)	96.75%
Announcers Fees	530.00	833.00	(303.00)	63.63%	1,215.00	1,666.00	(451.00)	72.93%
Anoka Capital Equipment	153.79	416.00	(262.21)	36.97%	407.57	832.00	(424.43)	48.99%
Audit		1,083.00	(1,083.00)	0.00%	0.00	2,166.00	(2,166.00)	0.00%
AV Equip / Repair / Supply / Software	385.90	2,000.00	(1,614.10)	19.30%	913.17	4,000.00	(3,086.83)	22.83%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	82.00	(82.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	332.00	(332.00)	0.00%
Building - Cleaning	407.65	500.00	(92.35)	81.53%	815.30	1,000.00	(184.70)	81.53%
Building - Insurance		241.00	(241.00)	0.00%	1,394.00	482.00	912.00	289.21%
Building - Maintenance	376.82	583.00	(206.18)	64.63%	376.82	1,166.00	(789.18)	32.32%
Building - Supplies	85.12	250.00	(164.88)	34.05%	229.22	500.00	(270.78)	45.84%
Car Allowance	250.00	250.00	0.00	100.00%	500.00	500.00	0.00	100.00%
Cell Phone - Allowance	435.00	555.00	(120.00)	78.38%	870.00	1,110.00	(240.00)	78.38%
Champlin Capital Equipment		416.00	(416.00)	0.00%	0.00	832.00	(832.00)	0.00%
City Sewer & Water	80.98	291.00	(210.02)	27.83%	167.77	582.00	(414.23)	28.83%
Commission Expense	1,080.00	291.00	789.00	371.13%	1,080.00	582.00	498.00	185.57%
Computer Equip / Repair / Supply / Software	1,191.78	3,111.00	(1,919.22)	38.31%	9,035.30	6,222.00	2,813.30	145.22%
Consulting Services		4,166.00	(4,166.00)	0.00%	2,800.00	8,332.00	(5,532.00)	33.61%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	4,332.00	(4,332.00)	0.00%
Continuing Education	325.00		325.00		325.00	0.00	325.00	
Duplication Expenses	59.90	208.00	(148.10)	28.80%	59.90	416.00	(356.10)	14.40%
Electric Service		1,500.00	(1,500.00)	0.00%	958.74	3,000.00	(2,041.26)	31.96%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	416.00	(416.00)	0.00%
Federal Unempl Expense	162.29	125.00	37.29	129.83%	370.86	250.00	120.86	148.34%
Health Insurance	4,878.36	5,634.00	(755.64)	86.59%	13,997.99	11,268.00	2,729.99	124.23%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	82.00	(82.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - February, 2015

	Feb 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	3,964.00	1,160.00	2,804.00	341.72%
Lawn Service		416.00	(416.00)	0.00%	0.00	832.00	(832.00)	0.00%
Legal Fees	5,950.00	2,500.00	3,450.00	238.00%	8,448.00	5,000.00	3,448.00	168.96%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	276.00	(276.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	166.00	(166.00)	0.00%
Meals		83.00	(83.00)	0.00%	0.00	166.00	(166.00)	0.00%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	645.00	912.00	(267.00)	70.72%
Mileage	565.92	500.00	65.92	113.18%	666.95	1,000.00	(333.05)	66.70%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	166.00	(166.00)	0.00%
Natural Gas	526.02	291.00	235.02	180.76%	903.04	582.00	321.04	155.16%
Office Supplies / Equipment	477.21	833.00	(355.79)	57.29%	1,203.10	1,666.00	(462.90)	72.21%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	832.00	(832.00)	0.00%
Payroll Expenses (ADP)	752.30	433.00	319.30	173.74%	1,201.75	866.00	335.75	138.77%
PERA	2,577.14	3,609.00	(1,031.86)	71.41%	4,108.50	7,218.00	(3,109.50)	56.92%
Postage	197.20	83.00	114.20	237.59%	291.71	166.00	125.71	175.73%
Printing / Copy Services		166.00	(166.00)	0.00%	0.00	332.00	(332.00)	0.00%
Professional Development	358.56	1,425.00	(1,066.44)	25.16%	806.56	2,850.00	(2,043.44)	28.30%
Publications		41.00	(41.00)	0.00%	0.00	82.00	(82.00)	0.00%
Ramsey Capital Equipment	30.02	416.00	(385.98)	7.22%	50.33	832.00	(781.67)	6.05%
Sales Tax		166.00	(166.00)	0.00%	262.00	332.00	(70.00)	78.92%
Secretary Services	332.00	150.00	182.00	221.33%	465.00	300.00	165.00	155.00%
Snow Plowing Service	722.50	416.00	306.50	173.68%	1,210.00	832.00	378.00	145.43%
SS/Medicare Expense	2,751.69	4,087.00	(1,335.31)	67.33%	4,400.32	8,174.00	(3,773.68)	53.83%
State Unemploy Exp		416.00	(416.00)	0.00%	0.00	832.00	(832.00)	0.00%
STD / LTD / Life Insurance	703.31	504.00	199.31	139.55%	1,518.97	1,008.00	510.97	150.69%
Studio Sets		166.00	(166.00)	0.00%	0.00	332.00	(332.00)	0.00%
Subscription Services	55.00	0.00	55.00		110.00	0.00	110.00	
Temp Staff Services		416.00	(416.00)	0.00%	0.00	832.00	(832.00)	0.00%
Vehicle - Equipment / Repair		1,416.00	(1,416.00)	0.00%	1,821.59	2,832.00	(1,010.41)	64.32%
Vehicle - Insurance		250.00	(250.00)	0.00%	1,887.00	500.00	1,387.00	377.40%
Vehicle - Maintenance / Gas	235.73	666.00	(430.27)	35.39%	557.81	1,332.00	(774.19)	41.88%
Wages - Full-time	32,345.62	45,853.00	(13,507.38)	70.54%	51,700.42	91,706.00	(40,005.58)	56.38%
Wages - Part-time	3,699.24	7,581.00	(3,881.76)	48.80%	5,586.82	15,162.00	(9,575.18)	36.85%
Waste Removal	83.06	166.00	(82.94)	50.04%	166.12	332.00	(165.88)	50.04%
Web / VOD / Int / CaTV / Phone	1,088.18	1,333.00	(244.82)	81.63%	2,316.97	2,666.00	(349.03)	86.91%
Work Comp Insurance	(452.00)	208.00	(660.00)	-217.31%	1,281.00	416.00	865.00	307.93%
Total Expenses	\$ 65,975.28	\$ 103,907.00	\$ (37,931.72)	63.49%	\$ 137,378.96	\$ 207,814.00	\$ (70,435.04)	66.11%
Net Operating Income	\$ (64,931.81)	\$ 10,589.00	\$ (75,520.81)	-613.20%	\$ (136,097.50)	\$ 21,178.00	\$ (157,275.50)	-642.64%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - February, 2015

	<u>Feb 2015</u>				<u>YTD</u>			
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>
Net Income	\$ (64,931.81)	\$ 10,589.00	\$ (75,520.81)	-613.20%	\$ (136,097.50)	\$ 21,178.00	\$ (157,275.50)	-642.64%
ZCIP - Network Servers	4,000.77				98,762.28			
ZCIP - Studio					48.34			
ZCIP - Truck	<u>3,348.45</u>				<u>3,348.45</u>			
	<u>7,349.22</u>				<u>102,159.07</u>			
	<u>\$ 73,324.50</u>				<u>\$ 239,538.03</u>			

Monday, Mar 16, 2015 01:39:19 PM PDT GMT-5 - Accrual Basis

QCCCC Agenda Item

4.3 Executive Director's Report

April 13, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

CenturyLink interest in cable television franchise

CenturyLink representatives have expressed interest in securing a cable television franchise to offer area residents the PRISM television service. See agenda item 5.1.

2014 Audit

Redpath and Company representatives were onsite conducting records review in April. The completed report is expected for the May commission meeting.

Mobile Van Upgrades

Equipment has been installed and the van is ready for remote shoots.

Programming and Playback research

Following the March 19 work session, staff has been taking a comprehensive look at our channel playback procedures and programming guidelines. We are reviewing best practices in the industry and city input from the strategic plan research. Updated procedures will be brought before the commission at a future meeting.

Summer Hours

QCTV will be on summer hours starting the week of April 26 and ends September 5. The office will also be open 8-4:30 M-Th and Friday 8-12 noon. The office would be closed every Friday from 12 noon to 4:30 and for holidays on Monday, May 25; Friday, July 3; and, Monday, September 7.

Monthly reports

Attached to this agenda item are the operations and technology updates and the March statistical report.

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

April 7, 2015

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV covered the Champlin Boys Basketball team at The Target Center on March 11th. After that game, the mobile production van was dismantled and put back together with new equipment. This took three weeks and is now fully operational. Time was spent on learning the new equipment and creating new graphics for upcoming van shoots. Training is taking place this week so crew members know how to use the new equipment. The spring and summer production schedule for the van is in the works – spring sports are up next, followed by graduations, and community events and parades. The new equipment is impressive and appreciated by staff.

City meetings were covered in four cities as well as the District 11 School Board meeting and Cable Commission meeting.

We produced our regular monthly programs: “News and Views”, “The Chamber Report”, and “The District Court Show”. Quarterly programs “It’s Your History” and “The Public Safety Show” were in pre-production. Several shoots were done for “The Sheriffs Show” which will be complete next month.

Several promos and PSA’s were produced- one for “It’s Your History” and another for “News and Views”. One of our production assistants produced a PSA in conjunction with The Anoka County Sheriff’s Department on Human Trafficking.

QCTV covered The Youth First Mayor’s Prayer Breakfast. QCTV also covered a Champlin Park Cluster Band Concert featuring musical students from the Anoka- Hennepin school district. A pilot was produced for “The Local Show” a program featuring non-profit organizations in our area as well as feature stories on interesting people.

Action: None

QCCCC Agenda Item

4.3.2 Technology Report

April 2, 2015

To: Karen George, Executive Director

From: Steve Ulrich

Subject: March 2015 Technology Report

The new Playback servers were activated on March 13. Overall the transition went smoothly with few problems.

Because we had two systems running concurrently for a while during March the channel statistics are not entirely accurate. Specifically, they will indicate more programming than actually aired. Error is between 9 & 11% as a result.

After some discussion it was decided to eliminate the channel up time statistics from the monthly reports for three reasons: 1) We cannot measure down time caused by Comcast distribution problems. 2) New equipment has been installed which should mitigate the server issues we were previously experiencing. 3) Reviewing each channel for server issues was time intensive and did not yield sufficient data to continue this practice.

Equipment Issues:

City Equipment:

- Ramsey: Replaced ScanDo format converter. Power supply failed in the old device causing hum bars in the document camera video.

QCTV Equipment:

- Internet connectivity issue after renewal of WatchGuard subscription. Reconfigure external interface.

Web Site:

- Determined required open ports for connection to CableCast server.
- Reviewed and updated Bizzy Web on navigation preferences.

March Projects:

- Installed new playback servers in Playback Room. Went Live March 13. We initially had some problems with reliable live feeds from the city halls. This prevented Anoka from having a live broadcast on Monday, March 16. This issue has since been resolved.
- Aggregate channel data for March Commission report.
- Continue with e-bay listings, sales and shipments.

April Planned Projects:

- Firewall configuration.
- New web site development.
- Install wireless microphone at Andover City Hall.
- Planned computer maintenance/upgrades.
- Playback & truck documentation.

Ongoing Projects:

- NAS file maintenance.
- Equipment documentation.
- Off site backup.

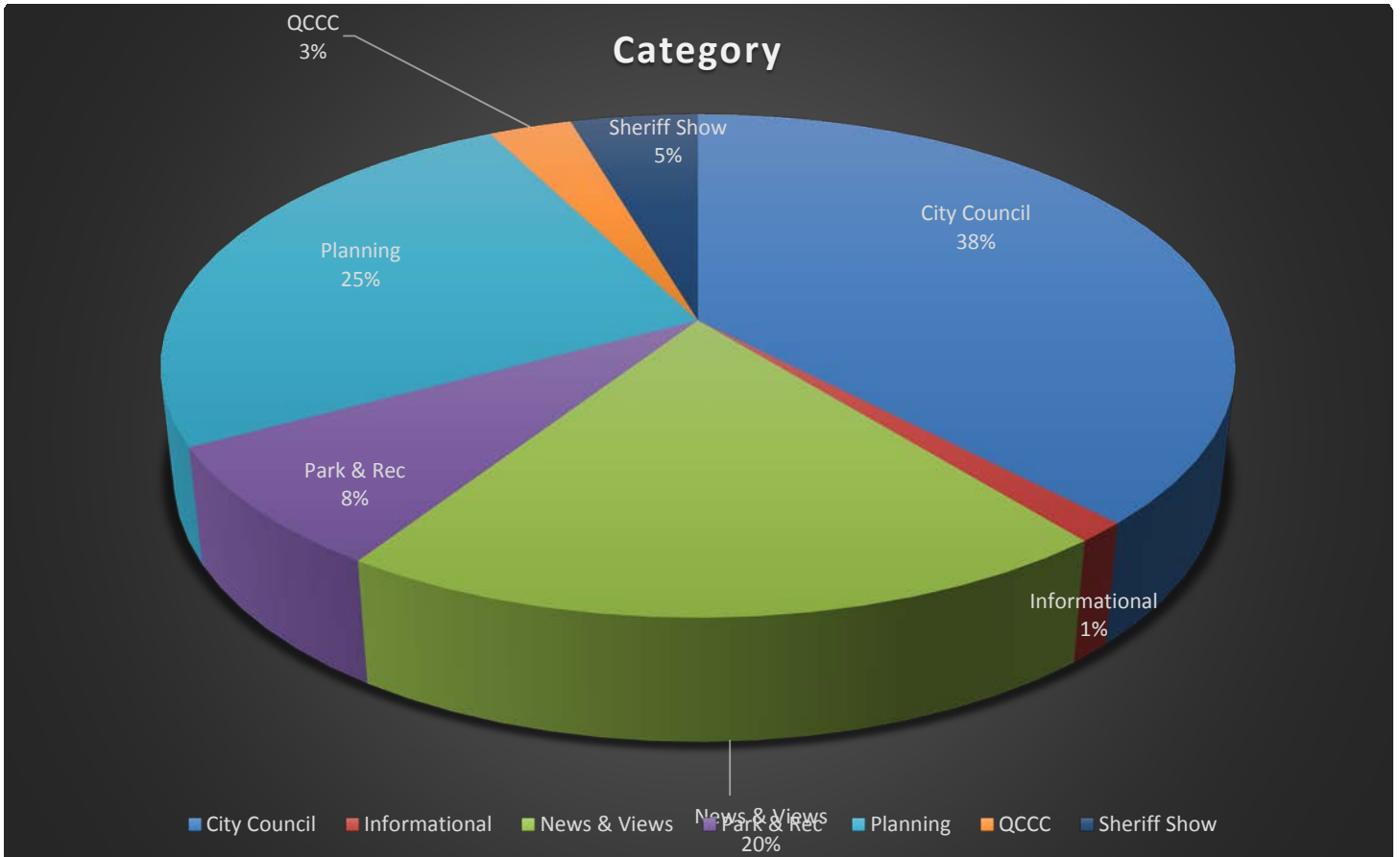
Action: None.

Andover Channel & Web Statistics

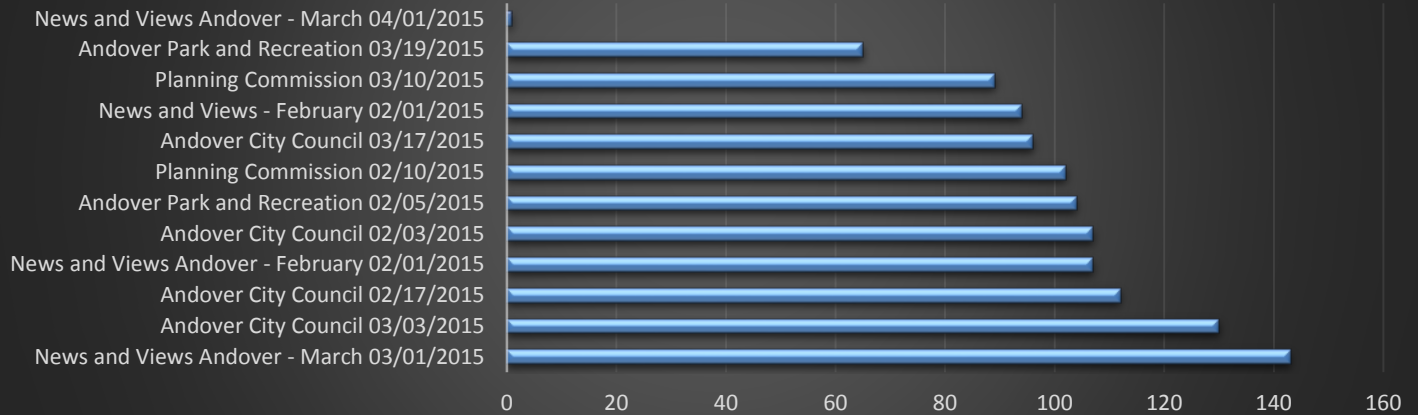
March 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1270	New Shows: 10	Total Hours: 10.06	Total Hits: 1150
Total Time: 733.94	New Time: 5.64	Saturation: 1.4%	
Saturation: 98.6%	All Shows: 29	New Andover : 52	
	All Time: 16.98	New All Cities : 291	

Shared With Multiple Cities		
2/2/2015	News and Views - Feb	1.00
3/11/2015	News and Views - Mar	1.00
3/12/2015	Pollinator Crisis	0.02
10/30/2014	Public Safety Talk Nov	0.50
3/4/2015	QCCC 02-2015	0.57
2/20/2015	QCCC 03-2015	0.15
3/11/2015	Sheriff Show March/April	0.50
12/2/2014	The Sheriff Show Dec/Jan	0.49



Web Hits



Detail

Title	Event Date	Category	Length	Runs	Total
Andover City Update 7-10	10-Jul-14	Informational	0.26	1	0.26
Andover City Update 7-10	10-Jul-14	Informational	0.26	24	6.20
Andover Park & Recreation 03-19-2015	20-Mar-15	Park & Rec	0.18	76	13.93
Armstrong Interchange Appreciation	02-Jan-15	Informational	0.58	4	2.32
Armstrong Interchange Appreciation	02-Jan-15	Informational	0.58	1	0.58
City Council Meeting 2-17	17-Feb-15	City Council	1.93	17	32.74
City Council Meeting 3-3 Andover	03-Mar-15	City Council	1.31	84	109.76
City Council Meeting Andover 3-17	18-Mar-15	City Council	0.79	114	89.84
City Council Meeting Andover 3-3	05-Mar-15	City Council	1.31	34	44.43
Meet Dave Berkowitz	17-Jul-14	Informational	0.02	3	0.07
News and Views - Andover Segment	11-Mar-15	News & Views	0.26	219	56.82
News and Views - Andover Segment	02-Feb-15	News & Views	0.24	13	3.08
News and Views - February **	02-Feb-15	News & Views	1.00	19	19.00
News and Views - March **	11-Mar-15	News & Views	1.00	40	40.00
News and Views March **	06-Mar-15	News & Views	1.00	16	16.00
News and Views March-Andover Segment	06-Mar-15	News & Views	0.26	43	11.14
Park & Recreation Meeting 2-5	05-Feb-15	Park & Rec	0.29	51	14.62
Park & Recreation Meeting 2-5	05-Feb-15	Park & Rec	0.29	102	29.24
Planning Commission 2-10	10-Feb-15	Planning	0.94	73	68.82
Planning Commission 3-10	10-Mar-15	Planning	0.60	52	31.36
Planning Commission Andover 3-10	11-Mar-15	Planning	0.60	141	85.03
Pollinator Crisis - Kameron Kytönen **	12-Mar-15	LWV	0.02	25	0.61
Public Safety Talk November **	30-Oct-14	Public Safety Show	0.50	6	3.00
QCCC 02-17-2015 **	04-Mar-15	QCCC	0.57	17	9.63
QCCC 2-19 **	20-Feb-15	QCCC	0.57	19	10.77
QCCC 3-19 **	23-Mar-15	QCCC	0.15	9	1.32
Sheriff Show March/April **	11-Mar-15	Sheriff Show	0.50	37	18.50
The Sheriff Show Dec-Jan **	02-Dec-14	Sheriff Show	0.49	18	8.87

The Sheriff Show March - April **	10-Mar-15	Sheriff Show	0.50	12	6.00
** Shared with multiple cities			16.99	1270	733.94

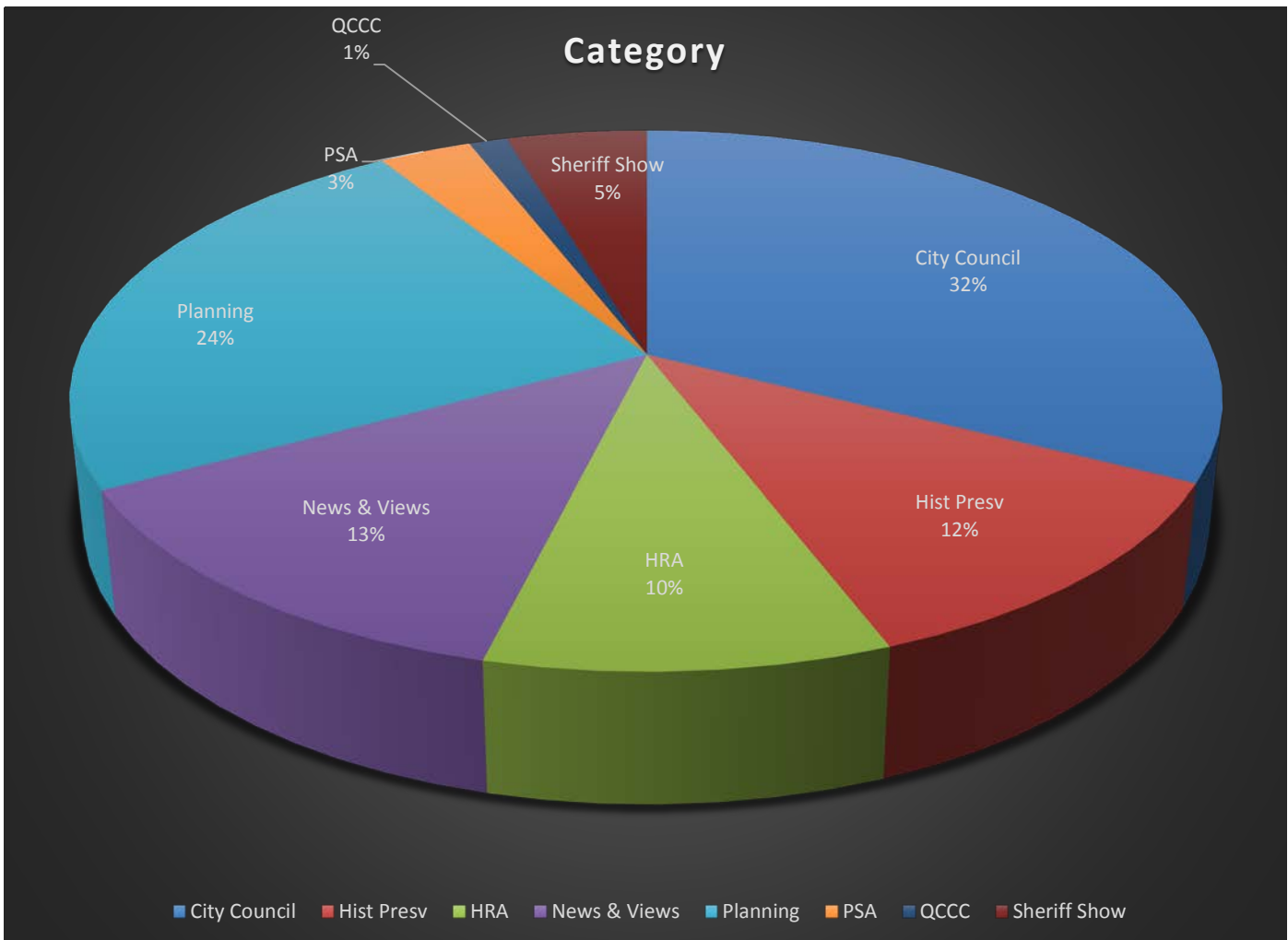
Total Programming Hours: 733.94
Total Bulletin Board Hours: 10.06
Total Runs: 1270
March Total Time: 744.00
Web Hits: 1150

Anoka Channel & Web Statistics

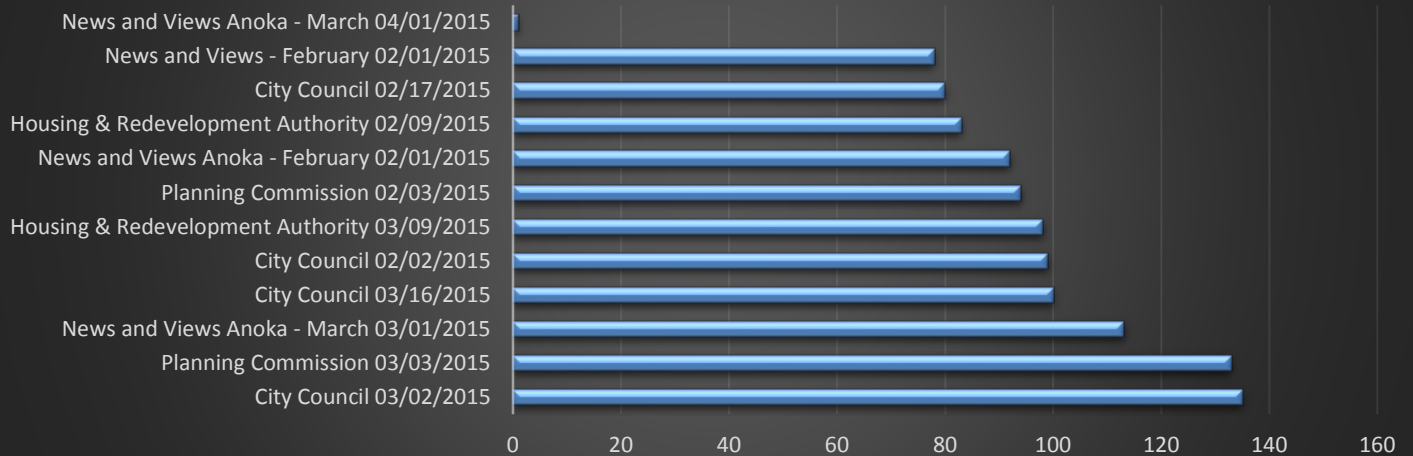
March 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	1154	New Shows	10	Total Hours:	12.5	Total Hits:	1106
Total Time:	731.50	New Time:	7.30	Saturation:	1.7%		
Saturation:	98.3%	All Shows:	17	New Anoka:	62		
		All Time:	11.58	New All Cities:	291		

Shared With Multiple Cities		
2/2/2015	News and Views - Feb	1.00
3/17/2015	News and Views - Mar	1.00
3/24/2015	Public Safety Talk 2-13	0.50
2/20/2015	QCCC 2-19	0.57
3/23/2015	QCCC 3-19	0.15
12/2/2014	The Sheriff Show Dec/Jan	0.49
3/10/2015	The Sheriff Show March - Apr	0.50



Web Hits



Detail

Title	Event Date	Category	Length	Runs	Total
Public Safety Talk 2-13 **	3/24/2015	Public Safety Show	0.50	1	0.50
QCCC 3-19 **	3/23/2015	QCCC	0.15	9	1.33
City Council Meeting Anoka 3-16	3/17/2015	City Council	1.31	81	105.75
News and Views - Anoka Segment	3/17/2015	News & Views	0.32	16	5.09
News and Views - Mar **	3/17/2015	News & Views	1.00	29	29.00
Anoka PSA Day	3/10/2015	PSA	0.10	227	22.38
HRA Anoka 3-9	3/10/2015	Hist Presv	0.70	122	85.37
The Sheriff Show March - Apr **	3/10/2015	Sheriff Show	0.50	45	22.50
The Sheriff Show March - Apr **	3/10/2015	Sheriff Show	0.50	4	2.00
Housing & Redevelopment 3-9	3/9/2015	HRA	0.70	53	37.09
News and Views - Anoka March	3/6/2015	News & Views	1.00	14	14.00
News and Views March-Anoka Segment	3/6/2015	News & Views	0.32	5	1.59
City Council Meeting Anoka 3-2	3/5/2015	City Council	1.01	26	26.35
Planning Commission Anoka 3-3	3/5/2015	Planning	0.72	113	81.42
Planning Commission Anoka 3-3	3/3/2015	Planning	0.72	95	68.48
City Council Meeting 3-2	3/2/2015	City Council	1.01	94	95.25
QCCC 2-19 **	2/20/2015	QCCC	0.57	14	7.93
City Council Meeting 2-17	2/17/2015	City Council	0.92	11	10.11
Housing & Redevelopment 2-9	2/9/2015	HRA	0.56	61	33.87
Planning Commission 2-3	2/3/2015	Planning	1.47	17	24.99
News and Views - Feb **	2/2/2015	News & Views	1.00	9	9.00
News and Views - Feb **	2/2/2015	News & Views	1.00	19	19.00
News and Views Anoka - February	2/2/2015	News & Views	0.27	2	0.55
News and Views Anoka - February	2/2/2015	News & Views	0.27	68	18.59
The Sheriff Show Dec/Jan **	12/2/2014	Sheriff Show	0.49	19	9.36

** Shared with multiple cities

17.11 1154 731.50

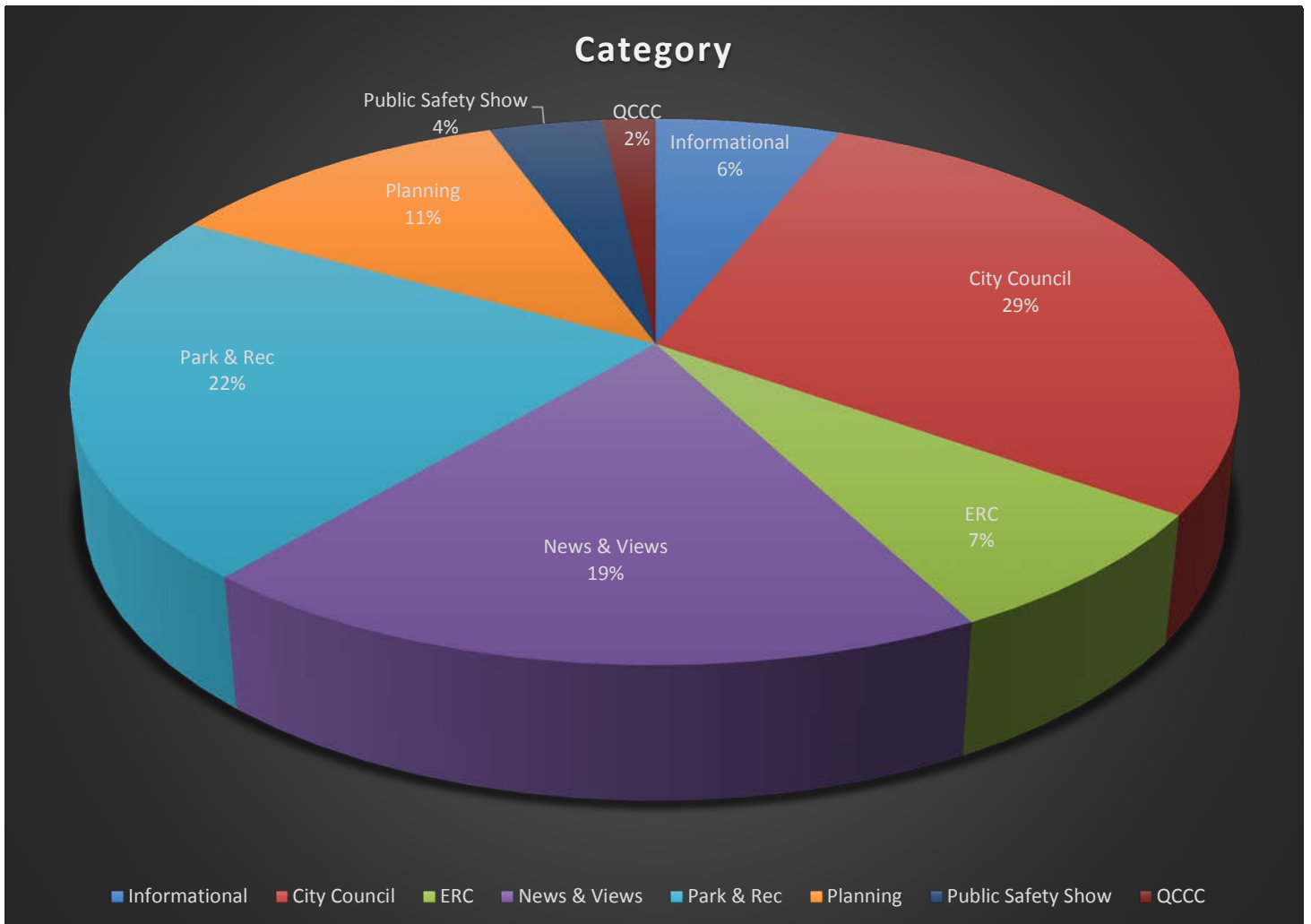
Total Programming Hours:	731.50
Total Bulletin Board Hours:	12.50
Total Runs:	1154
March Total Time:	744.00
Web Hits:	1106

Champlin Channel & Web Statistics

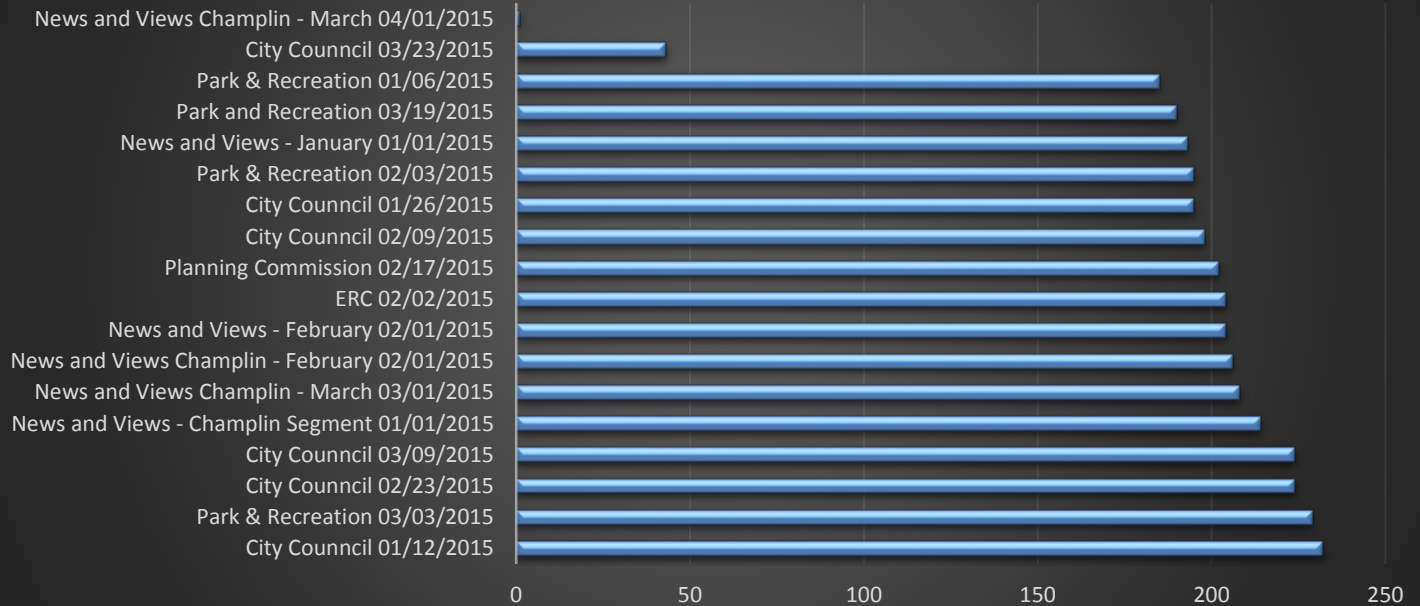
March 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1330	New Shows:	7	Total Hours:	27.16	Total Hits:	3347
Total Time:	716.84	New Time:	5.12	Saturation:	3.7%		
Saturation:	96.3 %	All Shows:	17	New Champlin:	51		
		All Time	10.04	New All Cities:	291		

Shared With Multiple Cities		
2/2/2015	News and Views - Feb	1
3/10/2015	News and Views Mar	1
1/13/2015	Public Safety Talk	0.5
3/3/2015	QCCC	0.461111
2/20/2015	QCCC 2-19	0.566667
3/23/2015	QCCC 3-19	0.147778



Web Hits



Detail

Title	Event Date	Category	Length	Runs	Total
Champlin Department Update	11/13/2014	Informational	0.42	7	2.92
Champlin Department Update	11/13/2014	Informational	0.42	97	40.42
City Council Meeting 2-23	2/23/2015	City Council	0.15	68	10.52
City Council Meeting 3-9	3/9/2015	City Council	0.94	65	61.15
City Council Meeting Champlin 3-23	3/24/2015	City Council	0.63	59	37.07
City Council Meeting Champlin 3-9	3/10/2015	City Council	0.94	104	97.85
ERC 2-2	2/2/2015	ERC	0.91	59	53.71
News and Views - Champlin	3/6/2015	News & Views	1.00	10	10.00
News and Views - Champlin Segment	3/6/2015	News & Views	0.27	48	13.03
News and Views - Champlin Segment	2/2/2015	News & Views	0.22	139	30.04
News and Views - Feb **	2/2/2015	News & Views	1.00	19	19.00
News and Views Mar **	3/10/2015	News & Views	1.00	38	38.00
News and Views March - Champlin	3/10/2015	News & Views	0.27	92	24.97
Park & Recreation Champlin 03-19	3/20/2015	Park & Rec	1.28	63	80.68
Park & Recreation Meeting 2-3	2/3/2015	Park & Rec	0.37	19	7.10
Park & Recreation Meeting Champlin 3-3	3/5/2015	Park & Rec	0.28	94	26.74
Park & Recreation Meeting Champlin 3-3	3/3/2015	Park & Rec	0.39	109	42.75
Planning Commission 2-17	2/17/2015	Planning	0.52	125	64.76
Planning Commission 2-17	2/17/2015	Planning	0.52	33	17.10
Public Safety Talk **	1/13/2015	Public Safety Show	0.50	9	4.50
Public Safety Talk **	1/13/2015	Public Safety Show	0.50	44	22.00
QCCC 2-19 **	3/3/2015	QCCC	0.46	9	4.15

QCCC 2-19 **	2/20/2015	QCCC	0.57	13	7.37
QCCC 3-19 **	3/23/2015	QCCC	0.15	7	1.03

** Shared with multiple cities

13.71 1330 716.84

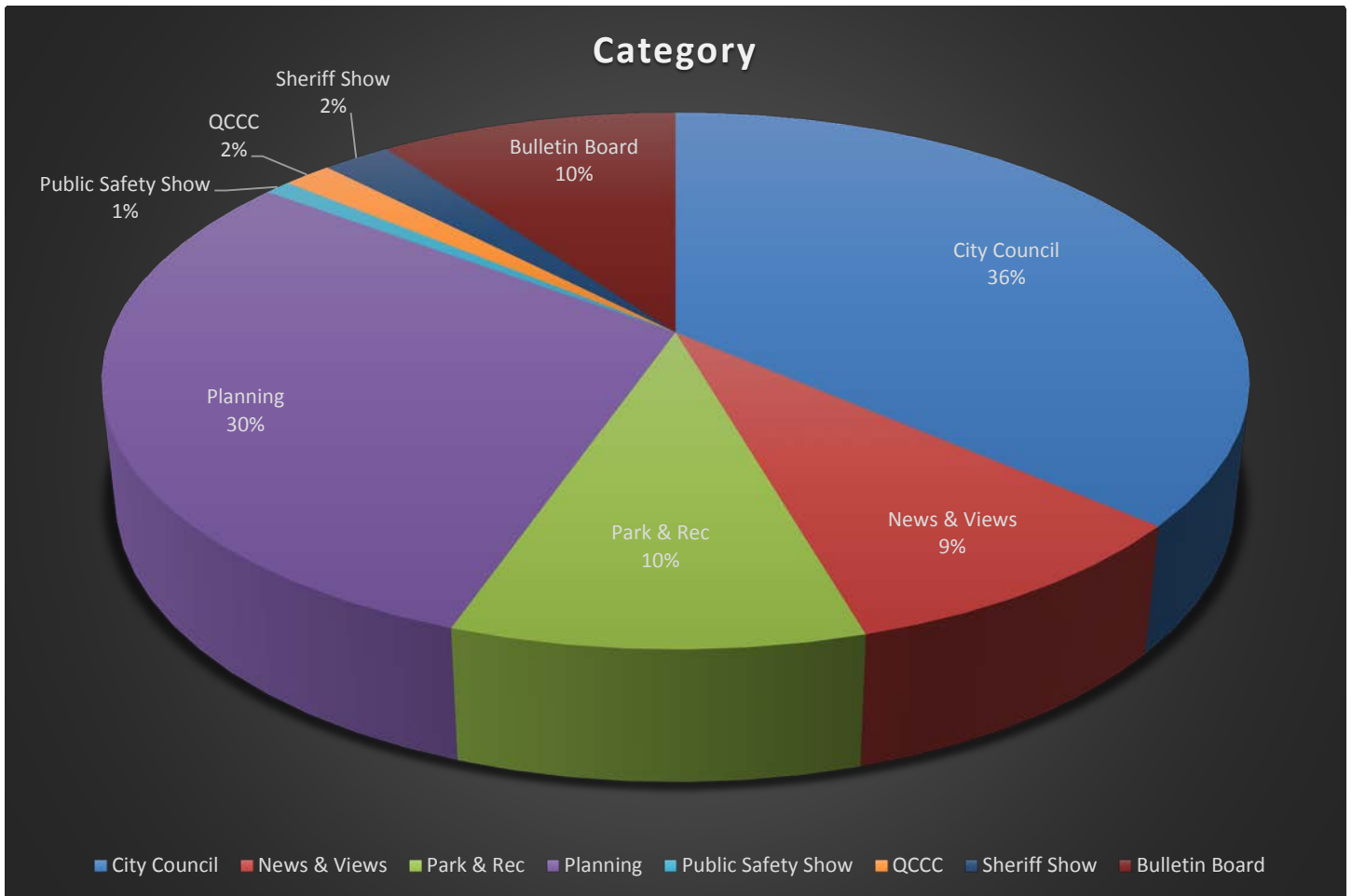
Total Programming Hours: 716.84
Total Bulletin Board Hours: 27.16
Total Runs: 1330
March Total Time: 744.00
Web Hits: 3347

Ramsey Channel & Web Statistics

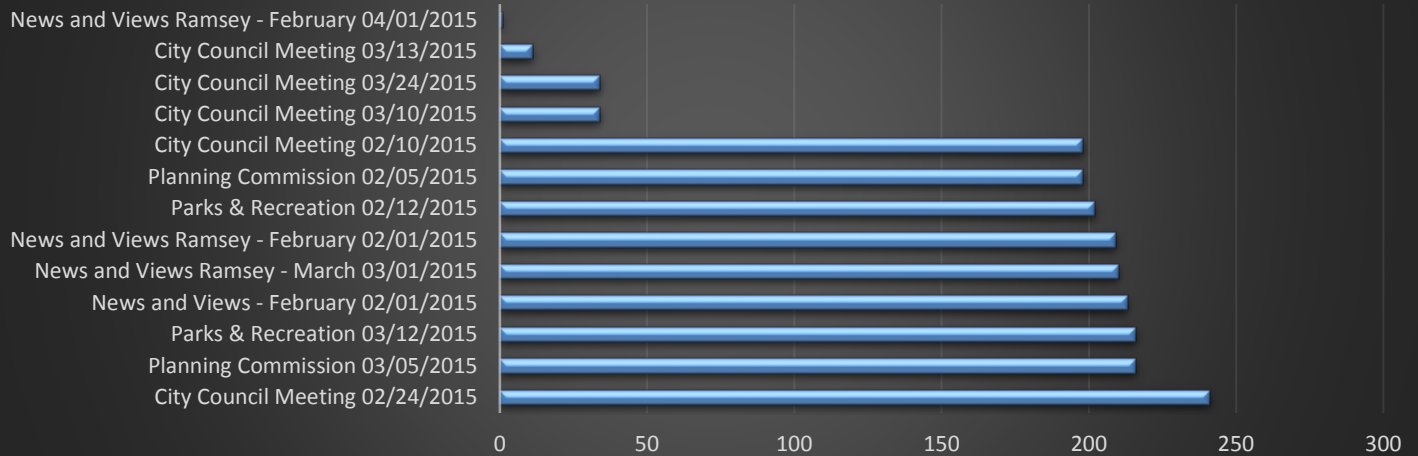
March 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 665	New Shows: 11	Total Hours: 74.20	Total Hits: 1983
Total Time: 669.80	New Time: 9.11	Saturation: 10%	
Saturation: 90%	All Shows: 19	New Ramsey: 64	
	All Time: 15.4	New All Cities: 291	

Shared With Multiple Cities		
2/2/2015	News and Views - Feb	1.00
3/11/2015	News and Views - Mar	1.00
1/9/2015	Public Safety Talk	0.50
3/24/2015	Public Safety Talk 2-13	0.50
2/20/2015	QCCC 2-19	0.57
3/23/2015	QCCC 3-19	0.15
12/2/2014	The Sheriff Show Dec-Jan	0.49
3/11/2015	The Sheriff Show March - Apr	0.50



Web Hits



Detail

Title	Event Date	Category	Length	Runs	Total
City Council Meeting 2-24	2/24/2015	City Council	1.33	62	82.51
City Council Meeting 3-10	3/10/2015	City Council	1.26	13	16.41
City Council Meeting 3-24	3/25/2015	City Council	2.78	32	88.91
City Council Meeting Ramsey 3-10	3/10/2015	City Council	1.26	66	83.29
News and Views - Feb **	2/2/2015	News & Views	1.00	11	11.00
News and Views - Mar **	3/11/2015	News & Views	1.00	35	35.00
News and Views - Mar **	3/6/2015	News & Views	1.00	14	14.00
News and Views - Ramsey Segment	3/11/2015	News & Views	0.32	15	4.77
News and Views - Ramsey Segment	3/6/2015	News & Views	0.28	7	1.98
News and Views Ramsey - February	2/2/2015	News & Views	0.27	3	0.82
Park & Recreation 3-12	3/13/2015	Park & Rec	0.46	106	49.05
Park & Recreation Meeting 2-12	2/13/2015	Park & Rec	0.36	67	24.12
Planning Commission 2-6	2/5/2015	Planning	1.80	25	45.04
Planning Commission Ramsey 3-5	3/6/2015	Planning	1.29	42	54.38
Planning Ramsey 3-5	3/9/2015	Planning	1.29	95	122.97
Public Safety Talk **	1/9/2015	Public Safety Show	0.50	1	0.50
Public Safety Talk **	1/9/2015	Public Safety Show	0.50	8	4.00
Public Safety Talk 2-13 **	3/24/2015	Public Safety Show	0.50	4	2.00
QCCC 2-19 **	2/20/2015	QCCC	0.57	10	5.67
QCCC 3-19 **	3/23/2015	QCCC	0.15	5	0.74
Quad Cities Cable Commission 2-19	3/6/2015	QCCC	0.57	10	5.67
The Sheriff Show Dec-Jan **	12/2/2014	Sheriff Show	0.49	4	1.97
The Sheriff Show March - April **	3/11/2015	Sheriff Show	0.50	28	14.00
The Sheriff Show March - April **	3/10/2015	Sheriff Show	0.50	2	1.00

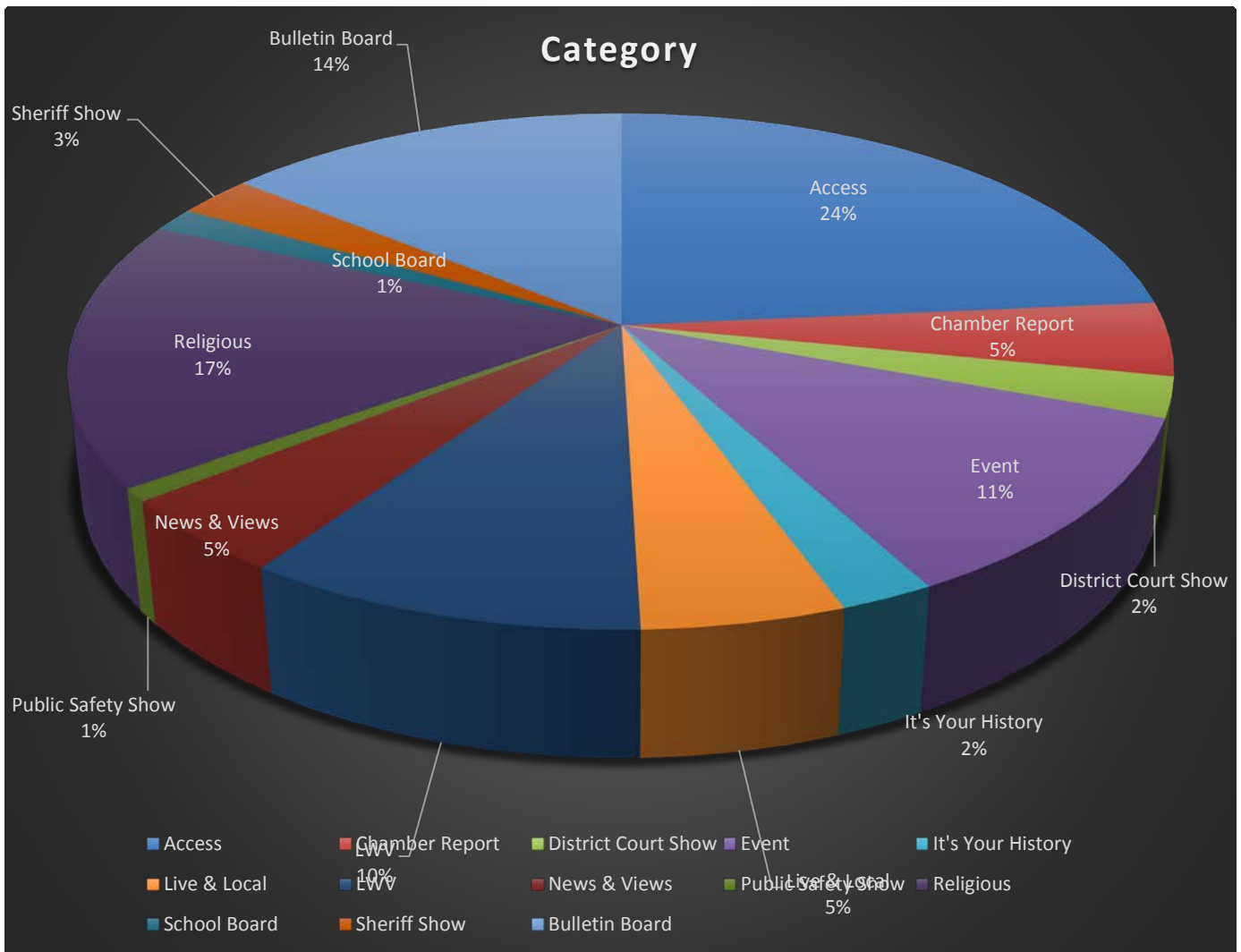
** Shared with multiple cities

20.00 665 669.80

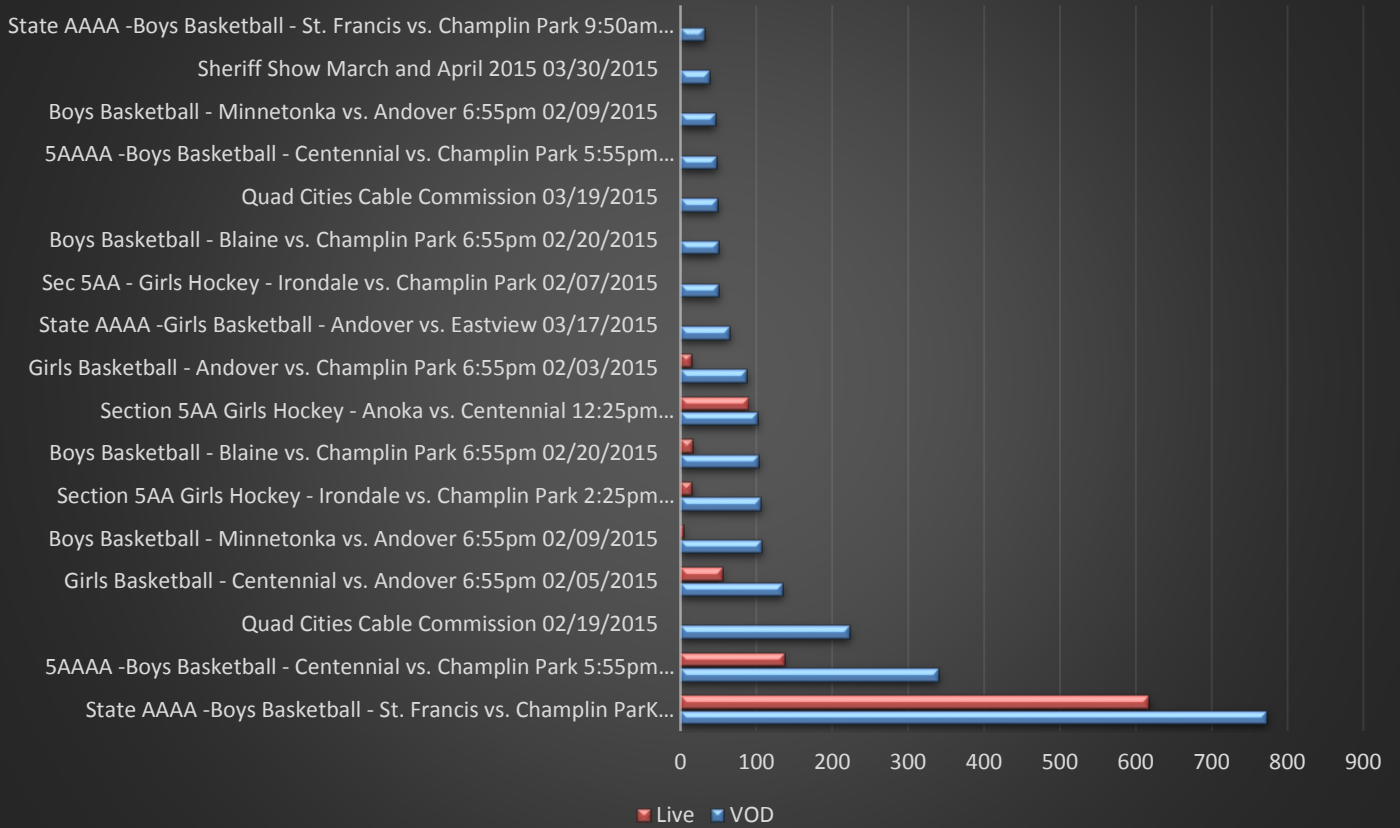
Total Programming Hours:	669.80
Total Bulletin Board Hours:	74.20
Total Runs:	604
February Total Time:	744.00
Web Hits:	1983

Community Channel 15 March 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1066	New Shows	65	Total Hours	30.71	Total VOD Hits:	2354
Total Time:	713.29	New Time:	48.45	Saturation:	4.2%	Total Live Hits:	947
Saturation:	95.8%	All Shows:	144	New Bulletins	31		
		All Time:	94.26				



Web Hits

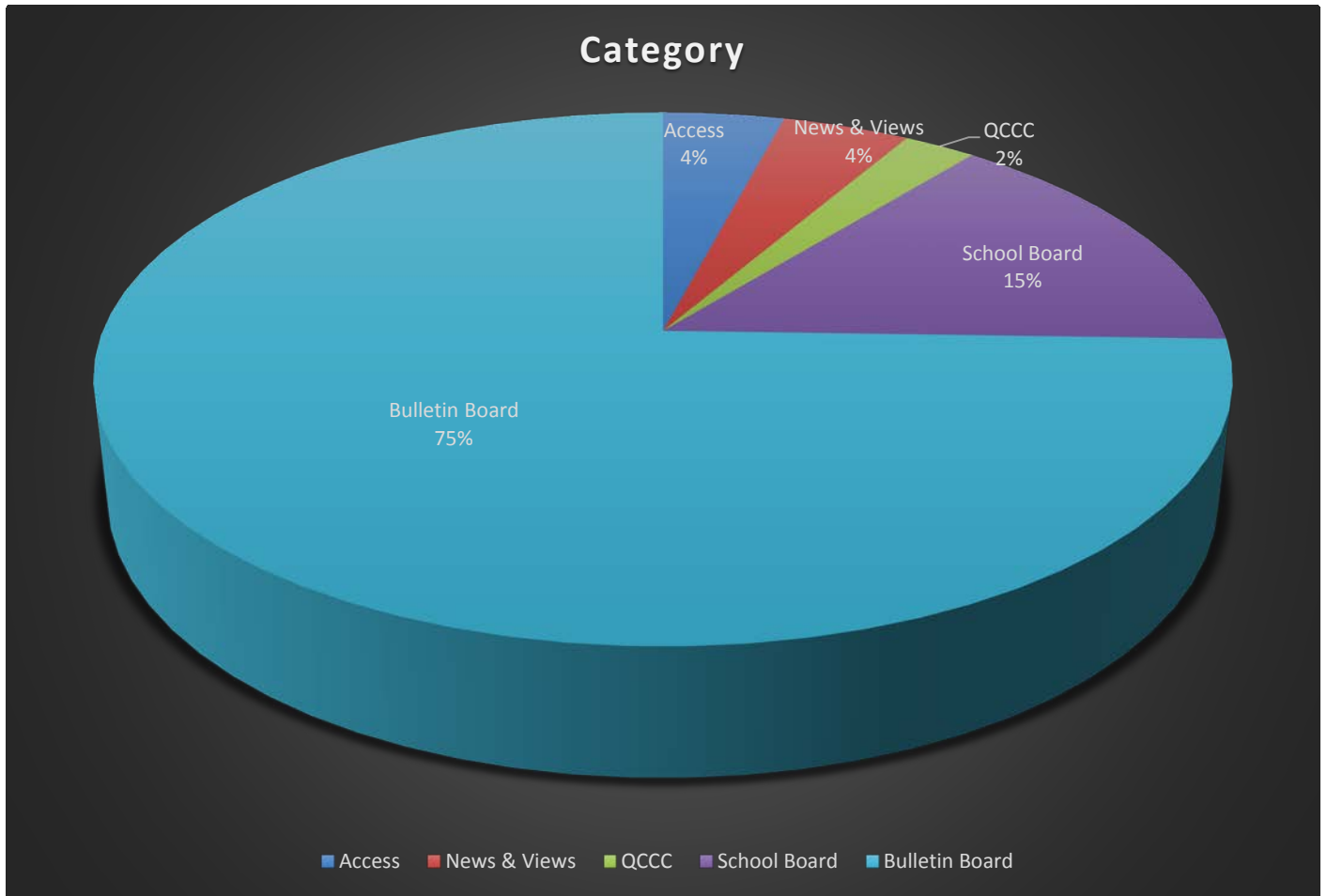


- **Detail available upon request**

Community Channel 19

March 2015

Playback:	Shows:	Bulletin Board:
Total Runs:	New Shows: 4	Total Hours:
Total Time:	New Time: 4.17	Saturation: %
Saturation: %	All Shows: 8	New Bulletins: 31
	All Time: 10.25	



Detail

Title	Event Date	Category	Length	Runs	Total
Anoka-Hennepin School Board Meeting 3-16	3/19/2015	School Board	1.62	4	6.48
News and Views - March	3/12/2015	News & Views	1.00	10	10.00
News and Views - March	3/11/2015	News & Views	1.00	5	5.00
QCCC Ch. 19	3/5/2015	QCCC	0.57	10	5.67
Anoka County Board of Commissioners 2-17	3/5/2015	Access	0.98	9	8.85
Anoka-Hennepin School Board Meeting ch. 19 - 2-24	3/5/2015	School Board	3.53	7	24.74
Anoka-Hennepin School Board Meeting 2-24	2/27/2015	School Board	3.53	22	77.76
QCCC 2-19	2/20/2015	QCCC	0.57	22	12.47
Anoka County Board of Commissioners 2-17	2/20/2015	Access	0.98	22	21.63
News and Views - February	2/2/2015	News & Views	1.00	17	17.00

14.79 128 189.59

Total Program Hours: 189.59
Total Bulletin Board Hours: 554.41
Total Run 128
March Total Time: 744.00

March 2015 YouTube Statistics

Total Views: 938
 Minutes Watched: 4783

Detail

Program	Views	Minutes Watched	Avg Min Watched
<u>Anoka County Sheriff Show – March & April 2015</u>	214 (23%)	1,648 (35%)	7:42
<u>It's Your History - Anoka State Hospital</u>	116 (12%)	1,094 (23%)	9:25
<u>Buzzer Beater: Centennial @ Andover, Girls Basketball – February 5th, 2015</u>	58 (6.2%)	40 (0.8%)	0:41
<u>Antique Appraisal with Mark F Moran</u>	43 (4.6%)	580 (12%)	13:29
<u>Rebel Classic Marching Bands 2014</u>	34 (3.6%)	175 (3.7%)	5:08
<u>LWV MN - Restore the Vote: Making Our Community Whole</u>	34 (3.6%)	196 (4.1%)	5:46
<u>It's Your History - The 1st Minnesota Infantry of the Civil War</u>	32 (3.4%)	238 (5.0%)	7:25
<u>Live and Local: Lets Get Fit!</u>	32 (3.4%)	128 (2.7%)	4:00
<u>News and Views March</u>	30 (3.2%)	64 (1.3%)	2:07
<u>Whats New at the Q</u>	25 (2.7%)	12 (0.2%)	0:28
<u>News and Views February</u>	25 (2.7%)	22 (0.5%)	0:53
<u>Anoka County Sheriff's Award Ceremony 02-17-20 15</u>	19 (2.0%)	131 (2.7%)	6:52
<u>Professional Karate Studios</u>	16 (1.7%)	25 (0.5%)	1:34
<u>Get Off The Couch Zach PSA</u>	15 (1.6%)	10 (0.2%)	0:41
<u>Sheriff Show Dec 2014/Jan 2015</u>	15 (1.6%)	80 (1.7%)	5:18
<u>Twin Cities Comcast subscribers, has your cable quit working?</u>	13 (1.4%)	6 (0.1%)	0:25
<u>News and Views HD October 2014</u>	12 (1.3%)	9 (0.2%)	0:43
<u>Northern Lights Awards Video State Soccer Maple Grove at Anoka</u>	10 (1.1%)	5 (0.1%)	0:31
<u>News and Views December HD</u>	9 (1.0%)	4 (0.1%)	0:26
<u>Anoka Renaissance School QCTV ID</u>	9 (1.0%)	3 (0.1%)	0:18
<u>Fresh and Local - Champlin Farmers Market</u>	8 (0.9%)	43 (0.9%)	5:24
<u>VI58y7sg-WQ</u>	7 (0.7%)	6 (0.1%)	0:47
<u>Champlin Mayoral and Ward 1 & 2 Council Member Candidate Forum</u>	7 (0.7%)	48 (1.0%)	6:50
<u>News & Views November 2014</u>	7 (0.7%)	2 (0.1%)	0:20
<u>The Chamber Report</u>	7 (0.7%)	2 (0.0%)	0:19
<u>News & Views November 2014</u>	7 (0.7%)	2 (0.1%)	0:20
<u>Public Safety Talk February 2015</u>	7 (0.7%)	21 (0.4%)	3:01
<u>The Chamber Report March</u>	7 (0.7%)	7 (0.1%)	0:55
<u>VI58y7sg-WQ</u>	7 (0.7%)	6 (0.1%)	0:47
<u>It's Your History December Civil War</u>	7 (0.7%)	54 (1.1%)	7:44
<u>Champlin Mayoral and Ward 1 & 2 Council Member Candidate Forum</u>	7 (0.7%)	48 (1.0%)	6:50
<u>Professional Karate Studios</u>	6 (0.6%)	4 (0.1%)	0:39

<u>CarWash Water PSA</u>	6 (0.6%)	3 (0.1%)	0:32
<u>NMMA Candidate Forum - District 35 A</u>	5 (0.5%)	10 (0.2%)	2:04
<u>In the Game - Winter Episode</u>	5 (0.5%)	5 (0.1%)	1:03
<u>Chamber Report January</u>	5 (0.5%)	6 (0.1%)	1:15
<u>Whats new at the Q March</u>	5 (0.5%)	9 (0.2%)	1:45
<u>QCTV PSA</u>	5 (0.5%)	4 (0.1%)	0:42
<u>Family Fit PSA</u>	5 (0.5%)	1 (0.0%)	0:12
<u>LWV ABC Water Resources Water Supply and Environmental Integrity</u>	4 (0.4%)	2 (0.1%)	0:36
<u>LWV ABC Pollinator Advocacy Project HD</u>	4 (0.4%)	5 (0.1%)	1:15
<u>The Fix It Clinic</u>	4 (0.4%)	0 (0.0%)	0:05
<u>09 23 2014 LWV 10th Judicial District Candidate Forum</u>	4 (0.4%)	3 (0.1%)	0:52
<u>2tU9O-mCEKg</u>	4 (0.4%)	2 (0.0%)	0:24
<u>Live and Local Back to School Special</u>	3 (0.3%)	0 (0.0%)	0:09
<u>News & Views - September 2014</u>	3 (0.3%)	2 (0.0%)	0:39
<u>Its Your History October 2014</u>	3 (0.3%)	32 (0.7%)	10:34
<u>Sheriff Show Dec 2014</u>	3 (0.3%)	1 (0.0%)	0:13
<u>Library on the Go</u>	2 (0.2%)	3 (0.1%)	1:40
<u>Allison PSA</u>	2 (0.2%)	1 (0.0%)	0:38
<u>News & Views</u>	2 (0.2%)	2 (0.0%)	0:54
<u>Live and Local PSA's</u>	2 (0.2%)	1 (0.0%)	0:26
<u>Youth First - Mayor's Prayer Breakfast 2015</u>	2 (0.2%)	3 (0.1%)	1:23
<u>District Court Show</u>	2 (0.2%)	0 (0.0%)	0:10
<u>Live and Local Lets Get Fit mpg</u>	2 (0.2%)	0 (0.0%)	0:11
<u>Crash Simulation held at Anoka Hennepin Technical Collage</u>	1 (0.1%)	0 (0.0%)	0:21
<u>Farmers Market Vendor Showcase</u>	1 (0.1%)	0 (0.0%)	0:05
<u>The Serakos Story</u>	1 (0.1%)	0 (0.0%)	0:03
<u>Andover Mayor and Council Ward 1 & 2 Forum Candidate Forum</u>	1 (0.1%)	11 (0.2%)	11:05
<u>News & Views January 2015</u>	1 (0.1%)	2 (0.0%)	1:45
<u>Anoka Co-op</u>	1 (0.1%)	0 (0.0%)	0:03
<u>Ramsey City Council Ward 1, Ward 3, and At Large Candidates</u>	1 (0.1%)	1 (0.0%)	0:45
<u>Happy Holidays from QCTV!</u>	1 (0.1%)	0 (0.0%)	0:18
<u>Andover - A Greener Read Recycling</u>	1 (0.1%)	1 (0.0%)	0:49
<u>Fire of the Heart ... an Andover Couples Journey</u>	1 (0.1%)	2 (0.0%)	1:33
<u>Irondale at Champlin Park 5AA Section QF Girls Hockey</u>	1 (0.1%)	0 (0.0%)	0:20

QCCCC Agenda Item

5.1 Competitive Franchise Policy

April 13, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Competitive Franchise Policy

The Quad Cities Cable Communications Commission oversees the cable franchise with Comcast on behalf of the member cities of Andover, Anoka, Champlin and Ramsey. Recently, CenturyLink has expressed interest in providing cable television service in the cities represented by the commission.

The commission may already have a competitive franchising policy in place from 2000 (staff is researching the original policy). The competitive franchise policy guides the work of authorizing additional providers of cable television services on behalf of member cities.

Enclosed is a draft of revisions proposed to the policy in April 2006, but staff research indicates the policy revisions were not acted upon by the commission. Also enclosed are: a template for member city resolution endorsing the proposed amendments; and, notice of intent to consider issuance of cable franchises.

In the event the commission takes the "lead" in processing CenturyLink's request for franchises, the policy (and state law) require the commission to start the competitive franchise process by publishing a Notice of Intent. The commission's notice would result in a public hearing for receiving and considering application(s), negotiating a franchise, and making recommendations for action to member cities. The member cities remain responsible for issuance of franchises.

If the commission takes action to proceed on behalf of the member cities, the notice will be updated with application deadlines and public hearing dates. The commission will also need to set an initial application fee.

Legal counsel Bob Vose will be in attendance at the commission meeting.

Action Considerations:

Approve revised competitive franchise policy as presented.

Approve revised competitive franchise policy with revisions requested by commissioners.

Table revised competitive franchise policy for future consideration.

Provide to staff direction regarding member city interest/authorization to participate in competitive franchise activities with Quad Cities Cable Communication Commission.

Provide to staff direction on issuing the notice of intent and establishing the initial application fee.

May 1, 2000
Revised April __, 2006

THE QUAD CITIES CABLE COMMUNICATIONS COMMISSION

POLICIES AND PROCEDURES

GOVERNING APPLICATION, REVIEW, AND RECOMMENDATIONS

REGARDING GRANT OF COMPETITIVE CABLE FRANCHISES

Preamble

The Quad Cities Cable Communications Commission (the “Commission”), on behalf of the Cities of Anoka, Ramsey, Andover, and Champlin (collectively, the Member Cities” or “Member City,” as the context dictates), administers the cable television Franchises between the Member Cities and the current cable franchise. The Commission, acting pursuant to a Joint and Cooperative Agreement and authority delegated by the Member Cities thereunder, is responsible for receiving and reviewing cable Franchise applications and for making recommendations to its Member Cities. Only the Member Cities may grant a Franchise.

Modern telecommunications policy, law and regulations encourage the emergence of competition in all telecommunications markets. Increased competition in the provision of all forms of telecommunications and video services is expected, including in the provision of cable television service. The emergence of such competition could increase the quality and availability of enhanced telecommunications and video services via Cable Systems, encourage lower rates, encourage better customer service, and generally benefit consumers. Policies and procedures regarding application for and review of applications for competitive cable Franchise will streamline the processing of requests to construct broadband Cable Systems.

In view of the foregoing, the Commission has formulated policies and procedures that govern the submission and review of cable Franchise applications submitted by Applicants seeking to provide Cable Service in all the Member Cities. Pursuant to these Policies and Procedures the Commission has delineated the information which must be provided in an application for a competitive Franchise, detailed a process for review of such application and negotiation of the terms of a Franchise agreement, and provided for the presentation of a formal recommendation regarding the grant of such Franchises to the Member Cities.

Section 1. Definitions

“Applicant” shall mean a person that files an Application with the Commission.

“Application” shall mean the information, documentation, and data, of the form and substance required herein, filed with the Commission in order to request issuance of a competitive Franchise by a Member City or the Member Cities.

“Application Fee” shall mean a fee which is intended to cover all costs incurred by the Commission and the Member Cities related to processing Applications up to an including the grant of a Franchise (if any) including, but not limited to, staff and attorney’s time in reviewing and considering an Application and related information, negotiating the terms and conditions of

Franchises, and preparing recommendations, Franchises and other documentation related to such Application.

“Cable Service” shall mean (1) the one-way transmission to Subscribers of video programming or other programming services; and (2) Subscriber interaction, if any, which is required for the selection or use of such video programming or other programming services. For purpose of these Policies and Procedures, “Cable Service” includes, but is not limited to, the provision of Internet service over a Cable System.

“Cable System” shall mean a facility designed, in whole or part, to provide Cable Service, including an open video system that complies with 47 U.S.C. § 573, but not including a facility that does not use any Public Rights-of-Way. The foregoing definition of “System” shall not be deemed to circumscribe or limit the authority of the Member Cities to regulate or franchise any other communications provider, system or service to the full extent permitted by law.

“Franchise” shall mean a nonexclusive authorization to construct, own, control, operate, maintain, or manage a Cable System to provide Cable Service using Public Rights-of-Way. A Franchise may only be granted pursuant to an ordinance enacted by a Member City.

“Institutional Network” shall mean a discrete communications network provided to institutions designated by the Commission or the Member Cities, as provided in a Franchise.

“Policies and Procedures” shall mean these policies and procedures governing the Commission’s processing of Applications for Franchises.

“Public Rights-of-Way” shall mean the surface, the air space above the surface, and the area below the surface of any public street, highway, lane, path, alley, sidewalk, avenue, boulevard, drive, concourse, bridge, tunnel, park, parkway, waterway, dock, bulkhead, wharf, pier, easement or similar property or waters within a Member City in which the Member City now or hereafter holds any property interest, including, but not limited to, any riparian right, which, consistent with the purposes for which it was created, obtained or dedicated, may be used for the purpose of installing, operating and maintaining a Cable System. No reference in these Policies and Procedures to a “Public Right-of-Way” shall be deemed to be a representation or guarantee by a Member City that its interest in or other right to control the use of such property is sufficient to permit use of the property for the purpose of installing, operating and maintaining a Cable System.

“Subscribers” shall mean any person or entity who receives service via a Cable System. In the case of multiple office buildings or multiple dwelling units, the term “Subscriber” means the lessee, tenant or occupant.

Section 2. Applicability of Policies and Procedures

These Policies and Procedures apply to every Cable System that will be operated within the territorial limits of one or more Member Cities.

Authority: Minn. Stat. § 238.03

Section 3. Franchise requirement

Subd. 1. In accordance with state and federal law, a Member City shall require a Franchise of any person seeking to operate a Cable System or provide Cable Service within its territorial limits.

Subd. 2. Nothing in these Policies and Procedures shall be construed to limit the Member Cities' or the Commission's authority to construct, purchase, and operate a Cable System or otherwise provide any telecommunications or Cable Services either for internal purposes or for sale to the public.

Authority: Minn. Stat. § 238.08

Section 4. Application for Franchise

Subd. 1. Notice of Intent. In the event a Member City or the Commission receives notice that a person is interested in applying for a Franchise, the Commission shall publish a notice of intent to Franchise within a reasonable time. Such notice shall be given in accordance with Minn. Stat. § 238.081, subd.1, which requires publishing notice of intent to Franchise each week for two successive weeks, allowance of 20 days from initial publication for submission of Applications and a public hearing at least seven days before introduction of the Franchise into proceedings of a Member City.

Subd. 2. Review of Applications. Applications for a competitive Franchise shall contain such information as is required below in these Policies and Procedures and shall be submitted to the Commission. Review by the Commission of any Applications pursuant to these Policies and Procedures and final determination regarding issuance of a Franchise shall be based on the record. Relevant factors may include the level, quality and nature of Cable Services proposed by the Applicant, the identified needs and interests of the community and institutions, and information regarding industry trends, state of the art technologies, services and other related information.

Subd.3. Public Hearing on Applications. A public hearing before the Commission affording reasonable notice and a reasonable opportunity to be heard with respect to an Application shall be scheduled in accordance with Minn. State. § 238.081, Subd. 6.

Subd. 4. Negotiation of Franchise Terms. During the period after submission of an Application, the Commission and Applicant may negotiate specific Franchise terms and conditions. In addition, during this period the Commission shall review the Application and may request such additional information necessary to make final recommendations to the Commission and Member City or Cities.

Subd. 5. Commission Recommendation. After the required public hearing, the Commission shall issue written recommendations to the affected Member City or Cities regarding the qualifications of an Applicant and whether to grant a Franchise. The Commission may also forward proposed Franchise documents. The Commission's recommendations shall be based on applicable law and the record including the Application, information provided by the Applicant, and other relevant information received by the Commission. The Commission may consider information developed during any negotiations with the Applicant and any information or evidence

adduced by the incumbent cable company. The Applicant shall bear the burden of demonstrating that issuance of a Franchise is consistent with applicable law and in the public interest.

Subd. 6. Award of Franchise. A Franchise may be awarded only by an ordinance adopted by a Member City.

Subd. 7. Costs of Reviewing Application and Issuing Franchise. The Applicant shall pay an Application Fee as provided below. The Application Fee is required for the purpose of reimbursing all costs associated with processing Applications pursuant to these Policies and Procedures. Any portion of the Application Fee which remains after payment of all costs will be reimbursed to the Applicant. Should the Application Fee not cover all costs, fees and expenses incurred, those unreimbursed costs, fees and expenses shall be reimbursed prior to any final consideration of the Franchise by a Member City. An Applicant shall be fully responsible for reimbursing all costs of processing an Application.

Subd. 7. Franchising nonprofit or municipally-owned system. Nothing contained in this Section prohibits the Member Cities from franchising a nonprofit or municipally-owned system. The municipality or nonprofit entity shall be considered an Applicant subject to these Policies and Procedures.

Authority: Minn. Stat. § 238.081

Section 5. Information Required in Application.

An Application for a competitive Franchise must be signed by an authorized officer or principle of the cable company and be notarized and must include at least the following:

- (1) a statement that the Applicant seeks to construct a Cable System and to provide Cable Services within specifically identified Member Cities;
- (2) the name, street address, e-mail address and telephone number of the individuals who are authorized to provide and certify information on behalf of the Applicant;
- (3) plans for analog and digital channel capacity, including both the total number of analog and digital channels capable of being energized in the system and the number of analog and digital channels to be energized immediately;
- (4) a statement of the television and radio signals for which permission to carry will be requested from the Federal Communications Commission, or any other required regulatory agency;
- (5) a description of the proposed system design and planned operation, including at least the following items:
 - (i) the general area for location of antennae and the head end, or description of programming delivery plan if otherwise;
 - (ii) the schedule for activating two-way capacity and any other system capacity to be activated in conjunction with the Cable System;
 - (iii) the type of automated services to be provided;
 - (iv) the minimum number of video channels, other Cable Services, and other kinds of services to be made available to residents;
 - (v) the number of channels and services to be made available for community/access programming; and

- (vi) a plan for funding of facilities and staff for community/access programming and/or a plan for interconnection and provision of such programming in cooperation with the incumbent cable company.
- (6) plans for the provision of Institutional Network capacity and services or other “in-kind” services and the terms, conditions and technical standards under which particular services is to be provided to governmental, educational, and other institutional entities;
- (7) a list of all institutions receiving Institutional Network service;
- (8) a schedule of proposed rates in relation to the services to be provided, and a proposed policy regarding unusual or difficult connection of services;
- (9) a time schedule for construction of the entire system with the time sequence for wiring the various parts of the areas to be served;
- (10) information supporting and indicating the Applicant’s financial, technical and legal qualifications and experience in the cable communications field, if any;
- (11) an identification of the municipalities in which the Applicant either owns or operates a Cable System, directly or indirectly, or has outstanding Franchise for which no system has been built;
- (12) detailed plans for financing of the proposed system, which must indicate every significant anticipated source of capital and significant limitations or conditions with respect to the availability of the indicated sources of capital;
- (13) a statement of ownership detailing the corporate organization of the Applicant, if any, including the names and addresses of officers and directors and the number of shares held by each officer or director, and intracompany relationship including a parent, subsidiary or affiliated company.
- (14) a statement of a form and substance acceptable to the Member Cities and the Commission indemnifying the Member Cities and the Commission fully against any claims for liabilities alleged as the result of the Member Cities’ and the Commission’s exercise of these Policies and Procedures, including any such claims or liabilities alleged or asserted by the incumbent cable company;
- (15) an agreement to pay the Member Cities and/or the Commission a Franchise fee in the same percentage of gross revenues as the incumbent providers;
- (16) a notation and explanation of omissions or other variations with respect to the requirements of the Application; and
- (17) submission of an Application Fee in an amount established by the Commission, not to exceed \$50,000.00.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____, ENDORSING AMENDMENTS TO THE COMPETITIVE CABLE FRANCHISING POLICY ESTABLISHED BY THE QUAD CITIES COMMUNICATIONS COMMISSION

WHEREAS, the City is a member of the Quad Cities Communications Commission (“Commission”);

WHEREAS, the Commission is a municipal joint powers entity that administers and enforces cable franchises issued by the cities of Andover, Anoka, Champlin and Ramsey, and provides community programming and certain other services on behalf of these member cities;

WHEREAS, the Commission is responsible for processing cable franchise requests or other video service proposals and making recommendations to the member cities, while the member cities retain authority to adopt any final franchise(s);

WHEREAS, in May 2000, the Commission adopted policies and procedures governing consideration of cable franchising requests or other video service proposals affecting the Commission’s member cities;

WHEREAS, in recent years, the Commission has received competitive cable franchise applications from Wide Open West, Seren, and Everest;

WHEREAS, in 2005, the Commission received an inquiry from Nextera about the delivery of competitive video service in the city of Ramsey;

WHEREAS, Qwest is currently considering plans to provide competitive video services in the Minneapolis/St. Paul metro area;

WHEREAS, consideration of a cable franchise request involves a quasi-judicial proceeding that requires the Commission to consider applicable legal standards and the relevant facts presented;¹

WHEREAS, since the Commission’s adoption of a competitive franchising policy in 2000, there have been several significant legal developments:

1. The Minnesota Court of Appeals confirmed that the cable franchise requirement contained in Minnesota Statutes, Chapter 238 applies to competitive local exchange carriers including those certified as open video system (OVS) operators, and the imposition of a service-area requirement on such operators is not preempted by laws and regulations applicable to OVS;²

¹ *In Reapplication of Dakota Telecommunications Group*, 590 N.W.2d 644 (Minn. App. 1999).

² *WH Link v. City of Otsego*, 664 N.W.2d 390 (Minn. App. 2003), *rev. den’d.*

2. The FCC ruled that “cable modem as currently provided is . . .not a cable service” and thus not subject to franchise fees, and federal district courts have repeatedly sustained this ruling;³
3. Competitive and incumbent cable providers disagree about whether Minnesota’s “level playing field statute,” Minnesota Statutes, Section 238.08, requires a competitor to serve the same area as the incumbent. The statute provides in relevant part:

No municipality shall grant an additional franchise for cable service for an area included in an existing franchise on terms and conditions more favorable or less burdensome than those in the existing franchise pertaining to: (1) the area served; (2) public, educational, or governmental access requirements; or (3) franchise fees....

In 2004, Minnesota Statutes, Section 238.084(m) was amended and now provides that a franchise must include:

a provision in initial franchises identifying the system capacity and technical design and a schedule showing: (1) that construction of the cable communications system must commence no later than 240 days after the granting of the franchise; (2) that construction of the cable communications system must proceed at a reasonable rate of not less than 50 plant miles constructed per year of the franchise term; (3) that construction throughout the authorized franchise area must be substantially completed within five years of the granting of the franchise; and (4) that the requirement of this section be waived by the franchising authority only upon occurrence of unforeseen events or acts of God.

Despite this amendment, competitive and incumbent cable providers continue to disagree about the requirements of Minnesota law concerning service area.

WHEREAS, Section 2.2.5 of the franchises issued by the Commission’s member cities provide:

Should any other multichannel video programming distributor (“MVPD”) over which the City has regulatory jurisdiction provide Cable Service in the current cable service area, the City shall not grant more favorable terms, taken as a whole, to such MVPD than are granted to the Grantee. In the event that another person operates a Cable System authorized by the City on terms and conditions that are, taken as a whole, more favorable or less burdensome than the terms and conditions applicable to the Grantee under this Franchise, the City shall adjust any such terms and conditions in any other Person’s

³ *Inquiry Concerning High-Speed Access to the Internet Over Cable and Other Facilities*, 17 FCC Rcd. 4798, ¶ 33 (March 14, 2002); *City of Minneapolis v. Time Warner Cable, Inc.* No. 05-994 (D. Minn. Nov. 10, 2005); *Time Warner Cable-Rochester v. City of Rochester*, 342 F. Supp. 2d 143 (W.D.N.Y. 2004); *City of Chicago v. AT&T Broadband, Inc.*, No. C2-C-7517, (N.D. Ill. Sept. 4, 2003); *Parish of Jefferson v. Cox Communications Louisiana, LLC*, No. Civ. A. 02-3344, (E.D. La. July 3, 2003).

authorization or this Franchise so that terms and conditions under which such Person operates, taken as a whole, are not more favorable or less burdensome than those that are applied to the Grantee.

WHEREAS, in light of changes in Minnesota law since 2000, the anticipated emergence of video competition in the Commission’s member cities, the potential for disputes concerning Minnesota’s level playing field statute, and the potential for changes in the laws or regulations governing franchising of video competitors, the City of _____ endorses a clarification of the Commission’s competitive franchising policy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____, THAT the attached amendments to the Commission’s policies and procedures governing consideration of competitive cable franchising requests is endorsed and approved.

SIGNED this the ____ day of _____, 2006.

MAYOR

ATTEST:

CITY ADMINISTRATOR

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

NOTICE OF INTENT TO CONSIDER ISSUANCE OF CABLE FRANCHISES

Notice is hereby given on behalf of the member cities in the Quad Cities Cable Communications Commission (“Commission”) of their intent to consider issuance of franchises authorizing operation of a system to provide cable service in such member cities: Andover, Anoka, Champlin and Ramsey. This notice is given in accordance with Minnesota law.

Any person seeking to provide cable service must submit an application. The application requirements are set forth in the Commission’s “Policies and Procedures Governing Application, Review, and Recommendations Regarding Grant of Competitive Cable Franchises.” Copies of the Policies and Procedures are available at the Commission’s offices.

1. Applications in response to this Notice must be submitted to the City by **4:00 p.m.**, _____, **2015**.
2. Applications must be in writing, notarized, and consistent with the application requirements. Applicants must submit an original and two copies of the application. A copy of the application must be mailed or delivered to Robert J.V. Vose, Esq., Kennedy & Graven, 470 US Bank Plaza, 200 South Sixth Street, Minneapolis, MN 55402.
3. Each application shall be submitted along with an application fee of \$_____.00 in the form of a certified check made payable to the Commission. Applicants will be required to reimburse any expenses not covered by the application fee.
4. Applicants are requested to be present at a public hearing before the Commission beginning at _____ p.m. on _____, **2015**.
5. The minimum system design and services to be offered are reflected in the Commission’s Policies and Procedures.
6. Upon review of the application(s) and completion of the public hearing, the Commission will make a recommendation to its member cities regarding award of franchises. Such recommendation shall be based on applicable law and the record including the application, information provided by the applicant, and other relevant information received by the Commission including the results of any negotiations with applicant(s) and any information submitted by the incumbent cable company.
7. In no event will submission of a conforming application entitle any applicant to grant of a franchise. The Commission and its member cities expressly reserve the right to reject both conforming and non-conforming applications.

8. Any successful applicant(s) will be required to accept the franchise granted within thirty (30) days after adoption.
9. Any questions concerning applications should be directed to Robert J.V. Vose, Esq., Kennedy & Graven, 470 US Bank Plaza, 200 South Sixth Street, Minneapolis, MN 55402; telephone (612)337-9275; e-mail: rvose@kennedy-graven.com

Date: May _____, 2015.

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