

**Quad Cities Cable Communications Commission**  
Anoka City Hall – Council Chambers

November 20, 2014, 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 October 16, 2014 commission meeting minutes.
  - 4.2. Treasurer
    - 4.2.1. September Financial Reports
  - 4.3. Executive Director
- 5. General Business**
  - 5.1. Transfer of Ownership
  - 5.2. Capital Equipment Purchase – Playback System
  - 5.3. Other
- 6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2014**

### **CALL TO ORDER – 1**

Acting Chair Ulrich called the meeting to order at 11:00 a.m. at the Anoka City Hall.

### **ROLL CALL– 2**

Commissioners present were: Carl Anderson, Anoka (arrived at 11:05 a.m.); Tim Cruikshank, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; and Eric Johnson, Champlin.

Commissioners absent and excused: Bret Heitkamp, Champlin.

Others present included Karen George, Executive Director; Robert Vose, Commission Attorney; and Karly Werner, Comcast Director of Government Affairs.

### **APPROVAL OF AGENDA – 3**

Motion was made by Dickinson 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 September 18, 2014**

Motion was made by Trude and seconded by Cruikshank to approve the September 18, Commission meeting minutes as presented.

**6 ayes – 0 nays. Motion carried.**

## **4.2 Treasurer**

### **4.2.1. August Financial Reports**

Commissioner Dickinson commented that everything is on track and recommended acceptance of the August Financial Report.

Commissioner Anderson arrived at 11:05 a.m.

Motion was made by Letourneau and seconded by Trude to accept the August Financial Reports.

**7 ayes – 0 nays. Motion carried**

### **4.3. Executive Director (September)**

Ms. George referenced the September memorandum and highlighted the franchise renewal, indicating the needs assessments are on track. She noted she has checked in on the financial audit and their business partner, Comcast, is being responsive. Regarding the technical audit, the non-disclosure agreement was approved, executed, and the first request for information was sent earlier in the week. Work continues on the financial analysis of the new company, regarding the transfer of ownership, and website development has begun.

## **GENERAL BUSINESS – 5**

### **5.1 Transfer of Ownership**

Ms. George advised that the transfer of ownership process began with the Comcast-delivered FCC 394 forms received on June 18, 2014. She reviewed the information with the Commission.

Attorney Vose highlighted the three violations and reviewed his correspondence with Comcast.

Commissioner Trude stated it looks like they will get reimbursed as the letter of credit and asked whether there will be an adequate sum remaining or enough to cover expenses.

Attorney Vose stated there are adequate funds and under the contract, there is a requirement to replenish the line of credit as it is drawn upon.

Commissioner Trude noted on the renewal, it would be helpful to do a comparison of what is happening with the franchises. She thought it was buying

time for those organizations because they will have to negotiate a new franchise agreement with the organization that does not exist right now.

Attorney Vose stated they are in a fairly-complicated situation where they have a renewal that has been kicked off of their franchises and a proposed transfer of that franchise to an entity that is newly created without an operating history. He stated they are thinking about the uncertainty issue and what is the best way to avoid that uncertainty. The question of strategy depends on whether they believe the current deal is a good or bad deal. Those are two of the major considerations they are thinking about strategically.

Ms. Warner, Comcast Government Affairs, stated she was not aware of any issues regarding the proposed notice of violations that are being considered. She stated in regard to the Inet piece, she was not aware there were issues with that over the past few months and felt historically that Comcast was responsive to those issues. Ms. Warner indicated now that she is aware of the problem, she will talk to the technical team about this. She did not see how a notice of violation will move the ball and indicated that notices of violation are taken very seriously at Comcast. If a notice of violation is going to be effective, she would advise the Commission to give Comcast more time to get the issue fixed.

Ms. Warner stated in terms of the PEG capacity, the franchise requires seven channels and before the digital conversion, Comcast was providing the organization with seven channels. After the conversion, seven channels were also provided. She indicated they did not leave those channels in analog while the rest of the channels moved to digital.

Ms. Warner thought the Commission needed to figure out how they discuss the future of PEG channels as a renewal. She noted that once there is a notice of violation from the Commission on that issue, her company has to decide how to best protect themselves. If the letter of credit is drawn on, Comcast would have to look at what their rights are and legal fees would be incurred. She encouraged the Commission not to take that route, noting that when they moved from analog to digital, it freed up capacity so Comcast increased internet speeds for all customers at no additional charge. That is where the additional capacity was used.

Ms. Warner stated there is nothing in the franchise that requires the invoices to be paid on a monthly basis but she has sent them on to finance and legal. Comcast disagrees that it a violation of their agreement.

Commissioner Trude asked if the invoices were past due by ninety days.

Acting Chair Ulrich asked Commissioners to allow staff to respond to Ms. Warner's comments before asking questions.

Attorney Vose stated he agreed with Ms. Warner's opening remarks and agreed that more communication is needed with respect to all three of the violations. He felt it may be possible to get it worked out without having to put it in the form of a written notice of violation. Attorney Vose stated he would like the authority to pursue that without having to come back for authorization.

Executive Director George agreed and stated she thought Ms. Warner had put together a succinct outline that they can pursue informally.

Acting Chair Ulrich summarized that staff would request authorization to negotiate the three issues and have the authority to issue a notice of violation for non-compliance but would negotiate in the Commission's best interest to try to avoid that.

Commissioner Dickinson asked if it would benefit them to have it authorized by file if the non-compliance items are not resolved with 35 days.

Attorney Vose stated he would not object to that approach. He indicated that to the extent possible, they will try to do some sort of global resolution of these issues, potentially some issues of renewal and certainly some issues of the transfer generally. He was not sure a timeline could be provided.

Commissioner Dickinson stated they have one meeting before the current deadline without an extension and he thought they would want to have something put in place before then.

Commissioner Trude stated based on the different things she is hearing, she would prefer authorization to continue to evaluate the best position they should take and to continue to enter on good faith negotiations with representatives of Comcast on how best to remedy the issues outlined. She also supported having staff evaluate and talk to other commissions that are working through similar issues and see what they are doing. She preferred to have staff come back with an update than to authorize something and continue negotiations.

Commissioner Cruikshank supported Commissioner Trude's idea.

Commissioner Johnson asked if it was Comcast's goal to restore Inet services. Ms. Warner stated that was correct.

Commissioner Johnson asked when the invoices will be paid. Ms. Warner stated that issue is out of her hands now but she knows that the company has recently reached out to Attorney Vose and is very interested in accommodating the Commission.

Commissioner Johnson thought some sort of good faith effort to at least partially pay some of the invoices would lead to building trust.

Attorney Vose advised that in effect the company has acknowledged that they must reimburse but the issue is whether or not after reimbursement if Comcast would impose a fee on customers via a line item on bills. He stated there are reasons to consider periodic payments rather than one payment.

Acting Chair Ulrich asked how they can resolve the issue.

Attorney Vose stated he did not object to pursuing these points and bring it back to the Board. He stated even if they do not get the further extension of time from January 15 to February 26, they have another Board meeting and could bring forward specific notices of violations that can be sent out immediately.

**General consensus was to wait 30 days to allow staff time to renegotiate all three issues and to not take any action without bringing it back to the Commission for approval.**

Ms. Warner updated the Commission on the September 30, 2014, summary letter that was included in the packet.

Commissioner Johnson stated he would like to be able to inform residents about what will be changing.

Commissioner Trude stated she was concerned their franchise revenues will decline as customers go to competing firms with fiber optic cables because there are many companies trying to take business away.

Attorney Vose left the meeting at 11:48 am

## **5.2 Audit Services**

Ms. George advised that they have gone through a request for proposal for audit services, sent proposals to five companies, and four responded. Her recommendation is to stay with Redpath and Company, noting their price decreased.

Commissioner Dickinson stated there was one company with a lower bid but the Board has to think about transition and the cost for transition. He did not think the time for change would be now.

Commissioner Cruikshank asked how long they have been with Redpath and Company.

Commissioner Dickinson stated there was a switch approximately four years ago. He thought it was important to go forward a couple more years with the same company.

Acting Chair Ulrich asked about the proposed term in the new contract.

Ms. George stated at this point, they were authorizing the proposal. Staff recommendation was for the price of the 2014 audit services and requesting direction for annual renewal up to three additional years with CPI language for increase. She would borrow the language from the City of Andover because their agreement includes a CPI inflator with Redpath and Company.

Commissioner Trude stated Andover staff would be doing the financial work for this organization and in the past, has been able to save their City a substantial amount of money on audit expenses. She thought it would likely be less stressful with lower hourly billings by Andover during the time they work with the auditors because of similar practices.

Commissioner Dickinson agreed.

Acting Chair Ulrich commented on continuity and that he would support this contract as well.

Motion was made by LeTourneau and seconded by Johnson to authorize awarding the contract for up to a three-year term with a CPI provision to be included for subsequent years.

**7 ayes – 0 nays. Motion carried.**

### **5.3 Capital Equipment Purchase**

Ms. George advised this is in regard to studio equipment in the amount of \$51,500. She noted staff is considering a more comprehensive way to better use the equipment they have.

Motion was made by Trude and seconded by Johnson to approve the Capital Improvement Purchases as outlined.

**7 ayes – 0 nays. Motion carried.**

### **5.4 Other**

There was none.

Time of adjournment 11:55 p.m.

Respectfully submitted,

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Sue Osbeck  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

Reviewed for approval,

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Karen George  
Executive Director



**Quad Cities Communications Commission**  
**Balance Sheet Summary**

As of September 30, 2014

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,021,743.18
- PayPay acct	568.40
- US Bank Reserve	5,000.00
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 1,027,311.58</b>
<b>Fixed Assets</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,027,311.58</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	8,806.15
Other Current Liabilities	-26.32
<b>Total Current Liabilities</b>	<b>\$ 8,779.83</b>
<b>Equity</b>	<b>1,018,531.75</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,027,311.58</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: 2014 Budget - FY14 P&L**  
**January - September, 2014**

	Sep 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	88.38	208.00	(119.62)	42.49%	2,434.69	1,872.00	562.69	130.06%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	37,962.00	(37,962.00)	0.00%
Franchise Fees		74,340.00	(74,340.00)	0.00%	490,576.36	669,060.00	(178,483.64)	73.32%
Interest Income	14.40	8.00	6.40	180.00%	120.89	72.00	48.89	167.90%
Miscellaneous Income		416.00	(416.00)	0.00%	4,122.61	3,744.00	378.61	110.11%
PEG Fee		37,170.00	(37,170.00)	0.00%	245,288.40	334,530.00	(89,241.60)	73.32%
<b>Total Income</b>	<b>102.78</b>	<b>116,360.00</b>	<b>(116,257.22)</b>	<b>0.09%</b>	<b>742,542.95</b>	<b>1,047,240.00</b>	<b>(304,697.05)</b>	<b>70.90%</b>
<b>Expenses</b>								
Accounting / HR Services	816.79	1,500.00	(683.21)	54.45%	12,376.22	13,500.00	(1,123.78)	91.68%
Ads/Promos/Sponsorships	507.49	570.00	(62.51)	89.03%	3,975.81	5,130.00	(1,154.19)	77.50%
Andover Capital Equipment	246.81	416.00	(169.19)	59.33%	829.94	3,744.00	(2,914.06)	22.17%
Announcers Fees	420.00	1,436.00	(1,016.00)	29.25%	6,130.00	12,924.00	(6,794.00)	47.43%
Anoka Capital Equipment	96.25	416.00	(319.75)	23.14%	838.47	3,744.00	(2,905.53)	22.40%
Audit		1,216.00	(1,216.00)	0.00%	14,600.00	10,944.00	3,656.00	133.41%
AV Equip / Repair / Supply / Software	85.39	4,157.00	(4,071.61)	2.05%	2,926.02	37,413.00	(34,486.98)	7.82%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	369.00	(369.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	1,494.00	(1,494.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	3,668.85	3,744.00	(75.15)	97.99%
Building - Insurance		241.00	(241.00)	0.00%	1,576.00	2,169.00	(593.00)	72.66%
Building - Maintenance	229.13	583.00	(353.87)	39.30%	3,819.25	5,247.00	(1,427.75)	72.79%
Building - Supplies	124.06	250.00	(125.94)	49.62%	1,274.21	2,250.00	(975.79)	56.63%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	2,250.00	0.00	100.00%
Cell Phone - Allowance	75.00	241.00	(166.00)	31.12%	1,170.00	2,169.00	(999.00)	53.94%
Champlin Capital Equipment	96.25	416.00	(319.75)	23.14%	445.15	3,744.00	(3,298.85)	11.89%
City Sewer & Water	704.51	333.00	371.51	211.56%	1,491.18	2,997.00	(1,505.82)	49.76%
Commission Expense		291.00	(291.00)	0.00%	1,690.79	2,619.00	(928.21)	64.56%
Computer Equip / Repair / Supply / Software	1,156.50	2,385.00	(1,228.50)	48.49%	9,112.64	21,465.00	(12,352.36)	42.45%
Consulting Services		4,166.00	(4,166.00)	0.00%	10,250.00	37,494.00	(27,244.00)	27.34%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	19,494.00	(19,494.00)	0.00%
Dues and Subscriptions			0.00		99.00	0.00	99.00	
Duplication Expenses		300.00	(300.00)	0.00%	1,095.48	2,700.00	(1,604.52)	40.57%
Electric Service	1,382.25	1,458.00	(75.75)	94.80%	11,842.33	13,122.00	(1,279.67)	90.25%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	1,447.16	1,872.00	(424.84)	77.31%
Federal Unempl Expense	36.20		36.20		1,028.45	0.00	1,028.45	
Health Insurance	3,338.93	2,733.00	605.93	122.17%	27,072.59	24,597.00	2,475.59	110.06%
Health Insurance - Opt Out		400.00	(400.00)	0.00%	1,200.00	3,600.00	(2,400.00)	33.33%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: 2014 Budget - FY14 P&L**  
**January - September, 2014**

	Sep 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	369.00	(369.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	4,643.00	5,220.00	(577.00)	88.95%
Lawn Service	679.05	291.00	388.05	233.35%	3,925.41	2,619.00	1,306.41	149.88%
Legal Fees	2,131.61	2,500.00	(368.39)	85.26%	9,897.56	22,500.00	(12,602.44)	43.99%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,242.00	(1,242.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	747.00	(747.00)	0.00%
Meals	482.20	83.00	399.20	580.96%	834.55	747.00	87.55	111.72%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	2,611.16	4,104.00	(1,492.84)	63.62%
Mileage	531.35	416.00	115.35	127.73%	2,751.62	3,744.00	(992.38)	73.49%
Miscellaneous Expenses		375.00	(375.00)	0.00%	215.29	3,375.00	(3,159.71)	6.38%
Natural Gas	32.92	191.00	(158.08)	17.24%	2,258.87	1,719.00	539.87	131.41%
Office Supplies / Equipment	24.33	708.00	(683.67)	3.44%	2,797.43	6,372.00	(3,574.57)	43.90%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	3,744.00	(3,744.00)	0.00%
Payroll Expenses (ADP)	332.30	433.00	(100.70)	76.74%	3,955.40	3,897.00	58.40	101.50%
PERA	2,384.57	4,281.00	(1,896.43)	55.70%	24,486.20	38,529.00	(14,042.80)	63.55%
Postage	15.45	83.00	(67.55)	18.61%	623.87	747.00	(123.13)	83.52%
Printing / Copy Services		166.00	(166.00)	0.00%	1,592.60	1,494.00	98.60	106.60%
Professional Development	235.00	1,425.00	(1,190.00)	16.49%	10,148.62	12,825.00	(2,676.38)	79.13%
Publications		59.00	(59.00)	0.00%	0.00	531.00	(531.00)	0.00%
Ramsey Capital Equipment	116.61	416.00	(299.39)	28.03%	517.33	3,744.00	(3,226.67)	13.82%
Sales Tax		166.00	(166.00)	0.00%	561.00	1,494.00	(933.00)	37.55%
Secretary Services	131.00	150.00	(19.00)	87.33%	1,158.00	1,350.00	(192.00)	85.78%
Snow Plowing Service		250.00	(250.00)	0.00%	3,205.00	2,250.00	955.00	142.44%
SS/Medicare Expense	2,657.29	4,518.00	(1,860.71)	58.82%	29,344.48	40,662.00	(11,317.52)	72.17%
State Unemploy Exp			0.00		22,276.12	0.00	22,276.12	
STD / LTD / Life Insurance		387.00	(387.00)	0.00%	3,258.21	3,483.00	(224.79)	93.55%
Studio Sets	13.40	166.00	(152.60)	8.07%	542.90	1,494.00	(951.10)	36.34%
Subscription Services	249.00	250.00	(1.00)	99.60%	2,496.31	2,250.00	246.31	110.95%
Vehicle - Equipment / Repair	27.48	1,577.00	(1,549.52)	1.74%	8,133.46	14,193.00	(6,059.54)	57.31%
Vehicle - Insurance		250.00	(250.00)	0.00%	1,849.00	2,250.00	(401.00)	82.18%
Vehicle - Maintenance / Gas	173.67	525.00	(351.33)	33.08%	2,015.69	4,725.00	(2,709.31)	42.66%
Wages - Full-time	31,598.41	28,367.00	3,231.41	111.39%	285,406.40	255,303.00	30,103.40	111.79%
Wages - Part-time	3,489.48	0.00	3,489.48		10,854.81	0.00	10,854.81	
Wages - PT - Comm Prog		4,071.00	(4,071.00)	0.00%	17,461.93	36,639.00	(19,177.07)	47.66%
Wages - PT - Gov't Prog		8,203.00	(8,203.00)	0.00%	30,254.48	73,827.00	(43,572.52)	40.98%
Wages - PT - Office Support		2,504.00	(2,504.00)	0.00%	9,143.99	22,536.00	(13,392.01)	40.58%
Wages - PT - Sports Prog		6,880.00	(6,880.00)	0.00%	20,616.94	61,920.00	(41,303.06)	33.30%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: 2014 Budget - FY14 P&L**  
**January - September, 2014**

	Sep 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Wages - PT - Tech Support</b>		5,721.00	(5,721.00)	0.00%	18,100.66	51,489.00	(33,388.34)	35.15%
<b>Waste Removal</b>	130.31	108.00	22.31	120.66%	1,551.29	972.00	579.29	159.60%
<b>Web / VOD / Int / CaTV / Phone</b>	947.79	1,350.00	(402.21)	70.21%	9,864.94	12,150.00	(2,285.06)	81.19%
<b>Work Comp Insurance</b>	2,464.00	258.00	2,206.00	955.04%	4,503.00	2,322.00	2,181.00	193.93%
<b>Total Expenses</b>	<b>58,820.43</b>	<b>105,597.00</b>	<b>(46,776.57)</b>	<b>55.70%</b>	<b>676,067.06</b>	<b>950,373.00</b>	<b>(274,305.94)</b>	<b>71.14%</b>
<b>Net Operating Income</b>	<b>(58,717.65)</b>	<b>10,763.00</b>	<b>(69,480.65)</b>	<b>-545.55%</b>	<b>66,475.89</b>	<b>96,867.00</b>	<b>(30,391.11)</b>	<b>68.63%</b>
<b>Net Income</b>	<b>(58,717.65)</b>	<b>10,763.00</b>	<b>(69,480.65)</b>	<b>-545.55%</b>	<b>66,475.89</b>	<b>96,867.00</b>	<b>(30,391.11)</b>	<b>68.63%</b>
<b>ZCIP - Network Servers</b>	0.00				6,782.65			
<b>ZCIP - Andover</b>	12,197.10				12,197.10			
<b>ZCIP - Anoka</b>	12,197.10				12,197.10			
<b>ZCIP - Champlin</b>	12,197.10				12,197.10			
<b>ZCIP - Ramsey</b>	12,197.10				12,197.10			
	<u>48,788.40</u>				<u>55,571.05</u>			
<b>Andover Capital Equipment</b>					47,750.00			
<b>Anoka Capital Equipment</b>					25,764.00			
<b>Champlin Capital Equipment</b>					30,000.00			
<b>Ramsey Capital Equipment</b>					50,000.00			
					<u>153,514.00</u>			

**QCTV Bank Reconciliation**  
**September 2014**

Beginning Balance - 4M Statement	1,133,593.22
Less: Cleared Checks/Withdrawals	(62,098.90)
Plus: 4M Fund Interest	14.40
Plus: Bank Deposits/Credits	55.00
Bank Balance	<b>\$1,071,563.72</b>
Book Balance	1,071,563.72
Adjusted Book Balance	<b>1,071,563.72</b>
Difference:	<b>\$0.00</b>

Completed by:     MK

## Quad Cities Communications Commission Reconciliation Report

### Quad Cities Commission, Period Ending 09/30/2014

Reconciled on: 10/16/2014 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

#### Summary

Statement Beginning Balance	1,133,593.22
Checks and Payments cleared	-62,098.90
Deposits and Other Credits cleared	+69.40
Statement Ending Balance	1,071,563.72
Uncleared transactions as of 09/30/2014	-49,820.54
Register Balance as of 09/30/2014	1,021,743.18
Uncleared transactions after 09/30/2014	-12,139.53
Register Balance as of 10/16/2014	1,009,603.65

#### Details

##### Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/26/2014	Bill Payment	10424	Minnesota Association of Government Communicators	-28.00
07/18/2014	Bill Payment	10456	CWC Inc.	-300.00
08/25/2014	Bill Payment	10495	Market Place Plus, LLC	-404.95
09/03/2014	Bill Payment	10502	Front Range Consulting, Inc.	-3,750.00
09/03/2014	Bill Payment	10504	Joe G. Ruhland	-75.00
09/03/2014	Bill Payment	10505	LMCIT	-2,341.00
09/03/2014	Bill Payment	10499	City of Andover	-1,427.65
09/03/2014	Bill Payment	10500	Comcast Cable	-20.36
09/03/2014	Bill Payment	10503	Holiday Station	-127.50
09/03/2014	Bill Payment	10501	David S. Washburn	-75.00
09/03/2014	Bill Payment	10506	Pete C. Anderson	-40.00
09/05/2014	Bill Payment	W/D	CitiStreetMN	-300.00
09/05/2014	Bill Payment	W/D	PERA	-2,223.08
09/05/2014	Journal	09A - 2014MK		-13,562.62
09/05/2014	Journal	09A - 2014MK		-4,791.79
09/05/2014	Journal	09A - 2014MK		-163.70
09/12/2014	Bill Payment	10516	Joe G. Ruhland	-75.00
09/12/2014	Bill Payment	10513	Comcast Cable	-311.53
09/12/2014	Bill Payment	10509	B&H Photo-Video	-371.13
09/12/2014	Bill Payment	10511	City of Champlin	-704.51
09/12/2014	Bill Payment	10522	U.S. Bank Corporate	-1,811.20
09/12/2014	Bill Payment	10523	Xcel Energy	-1,465.47
09/12/2014	Bill Payment	10517	Kennedy & Graven, Chartered	-1,572.50
09/12/2014	Bill Payment	10521	Timesavers	-228.50
09/12/2014	Bill Payment	10515	Image Lawncare Services, Inc.	-613.56
09/12/2014	Bill Payment	10507	A+ Cleaning Service, Inc.	-407.65
09/12/2014	Bill Payment	10508	ACE Solid Waste, Inc.	-130.31
09/12/2014	Bill Payment	10510	CenterPoint Energy	-32.92
09/12/2014	Bill Payment	10512	Comcast 2	-452.19
09/12/2014	Bill Payment	10514	Huebsch	-55.60
09/12/2014	Bill Payment	10518	MCEA	-235.00
09/12/2014	Bill Payment	10519	Pete C. Anderson	-40.00
09/18/2014	Bill Payment	10524	Amazon	-1,206.28
09/18/2014	Bill Payment	10527	David S. Washburn	-75.00
09/18/2014	Bill Payment	10525	B&H Photo-Video	-434.00
09/18/2014	Bill Payment	10526	City of Andover	-832.24
09/19/2014	Bill Payment	W/D	CitiStreetMN	-300.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/19/2014	Bill Payment	W/D	PERA	-2,217.16
09/19/2014	Journal	09B - 2014MK		-13,205.49
09/19/2014	Journal	09B - 2014MK		-168.60
09/19/2014	Journal	09B - 2014MK		-4,899.41
09/26/2014	Bill Payment	10532	LMCIT	-123.00
09/26/2014	Bill Payment	10534	NATOA	-500.00
Total				-62,098.90

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/05/2014	Deposit		Rufino Lorenzo	10.00
09/05/2014	Deposit		Mary Rystrom	30.00
09/12/2014	Bill Payment	10520	Rushworks	0.00
09/19/2014	Deposit		Sharon Manty	15.00
09/30/2014	Journal	09C - 2014MK		14.40
Total				69.40

**Additional Information**

Uncleared Checks and Payments as of 09/30/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2013	Bill Payment	10010	City of Anoka	-125.00
08/25/2014	Bill Payment	10491	Anoka Area Chamber of Commerce	-100.00
09/26/2014	Bill Payment	10536	The Lincoln National Life Ins. Co.	-483.14
09/26/2014	Bill Payment	10528	City of Andover	-12,197.10
09/26/2014	Bill Payment	10529	City of Anoka	-12,197.10
09/26/2014	Bill Payment	10530	City of Champlin	-12,197.10
09/26/2014	Bill Payment	10531	City of Ramsey	-12,197.10
09/26/2014	Bill Payment	10535	Peter J. Turok	-75.00
09/26/2014	Bill Payment	10533	Multichannel News	-249.00
Total				-49,820.54

Uncleared Checks and Payments after 09/30/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/03/2014	Bill Payment	W/D	CitiStreetMN	-300.00
10/03/2014	Bill Payment	W/D	PERA	-2,247.97
10/03/2014	Bill Payment	10543	Preferred One Insurance Co.	-3,416.03
10/03/2014	Bill Payment	10544	Verizon Wireless	-70.29
10/03/2014	Bill Payment	10537	Comcast Cable	-20.36
10/03/2014	Bill Payment	10538	David A. Billehus	-80.00
10/03/2014	Bill Payment	10540	Market Place Plus, LLC	-404.95
10/03/2014	Bill Payment	10539	Holiday Station	-173.67
10/03/2014	Bill Payment	10542	Peter J. Turok	-75.00
10/03/2014	Bill Payment	10541	Monarch Pest Control	-112.64
10/09/2014	Bill Payment	10548	G & B Environmental, Inc	-116.49
10/09/2014	Bill Payment	10547	Comcast Cable	-170.92
10/09/2014	Bill Payment	10552	Kennedy & Graven, Chartered	-2,131.61
10/09/2014	Bill Payment	10550	Image Lawncare Services, Inc.	-679.05
10/09/2014	Bill Payment	10551	Joe G. Ruhland	-75.00
10/09/2014	Bill Payment	10554	Xcel Energy	-1,382.25
10/09/2014	Bill Payment	10553	Timesavers	-131.00
10/09/2014	Bill Payment	10549	Huebsch	-55.60
10/09/2014	Bill Payment	10545	A+ Cleaning Service, Inc.	-407.65
10/09/2014	Bill Payment	10546	ACE Solid Waste, Inc.	-119.05

# Reconcile Session Report

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Total				-12,169.53

Uncleared Deposits and Other Credits after 09/30/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/02/2014	Deposit		Lori Ebel	30.00
Total				30.00



## QCCCC Agenda Item

### 4.3 Executive Director's Report

**November 11, 2014**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **Financial analysis of SpinCo by MACTA continues**

The financial consultants received a communication from Comcast on October 31. The brief letter directed the consultants to the SEC filing Form S-1 prospectus. Please see agenda item 5.1 for more information on the transfer of ownership.

#### **Franchise renewal**

The franchise renewal process includes a comprehensive needs assessment. The commission directed staff to conduct a financial audit and a technical audit of the current franchisee, Comcast. Both the financial and technical audits are in process with reports expected by year-end.

#### **New equipment return option for Comcast customers**

Comcast and The UPS Store are working together to simplify the process of equipment returns. Comcast's Xfinity customers can now bring their equipment directly to the nearest The UPS Store location, where it will be processed, packed and shipped back to Comcast, free of charge. Customers will receive a confirmation of receipt and tracking information from UPS, eliminating any questions about the status of their return.

#### **Web site development begins**

The web site development project is on track with completion expected first quarter 2015.

#### **Monthly reports**

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

**Action Requested:** None.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**November 11, 2014**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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QCTV's election coverage for 2014 included several candidate forums produced in conjunction with The League of Women Voters and The North Metro Mayor's Association. We covered the races that affect our four cities including City Council, Mayoral, Legislative House Districts, and 10<sup>th</sup> District Court Judges Candidates Forums. They went smoothly and were successful productions that were made available on our channels and website. We also produced a "Remember to Vote" PSA.

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

We produced several local productions with our mobile van including three football games, a girls' soccer game, a boy's state semi-finals soccer game, The Big Parade of Little People, and The Grand Day Parade. We also 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 produced. Work was done on shows that will be finished next month: "The Sheriff's Show", "In the Game", and "Townfolk".

Other community programs produced include "The Rebel Classic Band Competition", "Anoka's Anti-Crime Breakfast", "WCCO 90<sup>th</sup> Anniversary Memories", "Child Safety Awareness" and "Antique Appraisal".

A treatment for a Pollinator Documentary was completed. This long term project, being produced in conjunction with The League of Women Voters, is about the local efforts to incorporate pollinator habitat in our area. Pre-production work is being done for "Live and Local: A Hometown Holiday" and winter sports coverage.

**Action:** None.

## QCCCC Agenda Item

### 4.3.2 Technology Report

**November 3, 2014**

**To:** Karen George, Executive Director

**From:** Steve Ulrich

**Subject:** October 2014 Technology Report

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#### **Equipment Issues:**

##### **City Hall Equipment:**

- New Vdesk units have been ordered and are expected to arrive during the first two weeks of November. Installation will be scheduled as soon as possible.

##### **Comcast:**

- 09/05/2014 No connection between Anoka High School and Studio. Line was cut and reportedly repaired, but to date there is no connectivity.
- 09/05/2014 No connection between Anoka Ice Forum and Studio. Line was cut and reportedly repaired, but to date there is no connectivity.
- 09/12/2014 No connection between Goodrich Field and Studio. Unresolved.

##### **Studio Equipment:**

- 10/16/2014 QCTV-2 no video. Video card shorted and damaged motherboard. Resolved.
- 10/17/2014 QCTV-12 intermittently restarts. Motherboard failure. Resolved
- 10/20/2014 QCTV-14 will not boot. Hard drive failure. Resolved.
- 10/21/2014 Channel 15 dark due to hard drive failure in SX-2 server. Resolved.
- 10/21/2014 CableCast server not responding. Resolved.
- 10/27/2014 Channel 15 dark due to failure of CableCast server. Resolved.

### **Web Site:**

- Updated BizzyWeb on APIs available from Tightrope Media Systems.
- Reviewed current web pages and determined which ones to keep.

### **Channel 18**

- 10/10/2014 – Channel 18 dark. No signal coming into Studio. Comcast found the CP7600 demodulator to be defective. This was replaced and reconfigured. Resolved.

### **October Projects:**

- Relocated & consolidated Comcast equipment in the QCTV Playback Center. Created a clear demarcation.
- Relocated/repositioned Tightrope equipment for easier access.
- Continued rewiring of Playback rack.
- Web site maintenance & updates requested by staff.
- Completed 2015 budget recommendations.

### **November Planned Projects:**

- Vdesk installations.
- New web site development.
- Install cameras and run wiring at Champlin Ice Arena.
- Continue rewiring and equipment relocation in PB center.

### **Ongoing Projects:**

- Video Server Upgrades: Product comparisons completed. On hold pending sales tax impact.
- NAS file maintenance.
- PB center rewiring and equipment relocation.
- Finalize equipment wiring documentation.
- Off site backup.

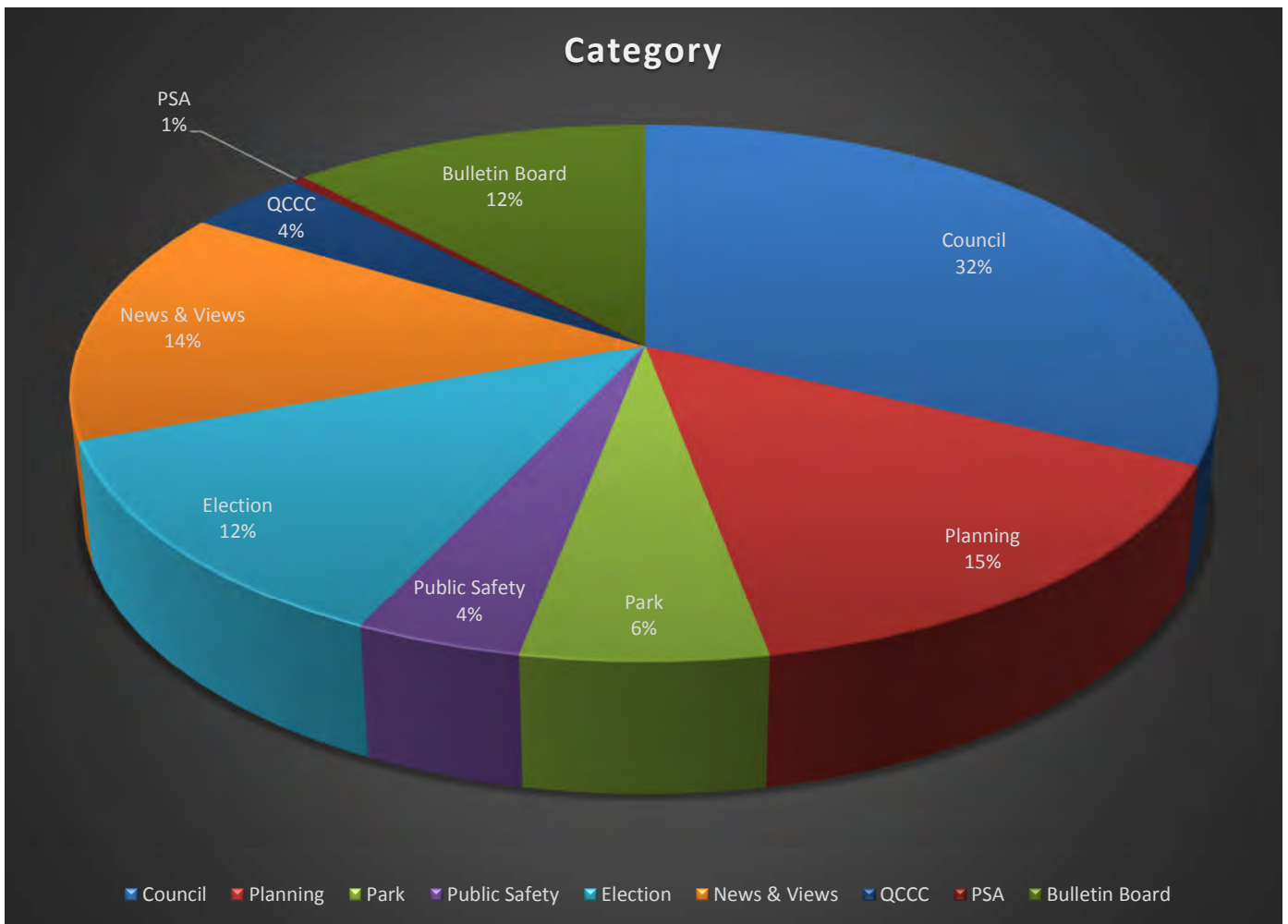
**Action:** None.

## Andover Channel & Web Statistics October 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 952	New Shows: 9	Total Hours: 88:28	Total Hits: 765
Total Time: 655:32	New Time: 7:06	Saturation: 11.9%	
Saturation: 88.1%	All Shows: 23	<b>New Andover: 51</b>	
	All Time: 13:22	<b>New All Cities: 377</b>	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
10/7/2014	News and Views - October	1:05:00
9/8/2014	News and Views - Sept.	1:20:00
10/22/2014	QCCC - October	0:53:46
9/18/2014	QCCC - Sept.	0:28:04

Channel Up Time: 99.98%		
Issues	Percentage	Hours
Maintenance:	0.02%	00:10:27
File:	0%	0
Server:	0%	0
Power Out:	0%	0



## Web Hits



## Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	10/22/2014	Council	1:55:36	42	80:55:12
City Council Meeting	10/7/2014	Council	0:47:00	93	72:51:00
City Council Meeting	9/16/2014	Council	2:23:28	35	83:41:20
Planning Commission	9/9/2014	Planning	0:56:51	118	111:48:18
Park & Recreation Meeting	10/16/2014	Park	0:10:05	62	10:25:10
Park & Recreation Meeting	10/2/2014	Park	0:19:37	88	28:46:16
Park & Recreation Meeting	9/18/2014	Park	0:25:48	10	4:18:00
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	59	29:30:00
Sheriff Show	8/6/2014	Public Safety	0:12:42	1	0:12:42
Andover City Update	7/10/2014	Informational	0:15:30	9	2:19:30
League of Women Voters - Mayor and Council Forum	10/9/2014	Election	1:09:15	80	92:20:00
News and Views - October **	10/7/2014	News & Views	1:05:00	53	57:25:00
News and Views Andover - October	10/7/2014	News & Views	0:15:48	118	31:04:24
News and Views - Sept. **	9/8/2014	News & Views	1:20:00	13	17:20:00
Quad Cities Cable Commission - October **	10/22/2014	QCCC	0:53:46	20	17:55:20
Quad Cities Cable Commission - Sept. **	9/18/2014	QCCC	0:28:04	24	11:13:36
Meet Brett Angell	7/17/2014	PSA	0:01:41	19	0:31:59
Meet Todd Haas	7/17/2014	PSA	0:03:44	9	0:33:36
Meet Dave Carlberg	7/17/2014	PSA	0:01:32	17	0:26:04
Meet Dave Berkowitz	7/17/2014	PSA	0:01:20	27	0:36:00
Meet Kameron Kytönen	7/17/2014	PSA	0:01:38	16	0:26:08
Meet Kevin Starr	7/17/2014	PSA	0:01:58	10	0:19:40
Meet Brian Kraabel	7/17/2014	PSA	0:01:08	29	0:32:52

\*\* Shared with multiple cities

13:21:31      952      655:32:07

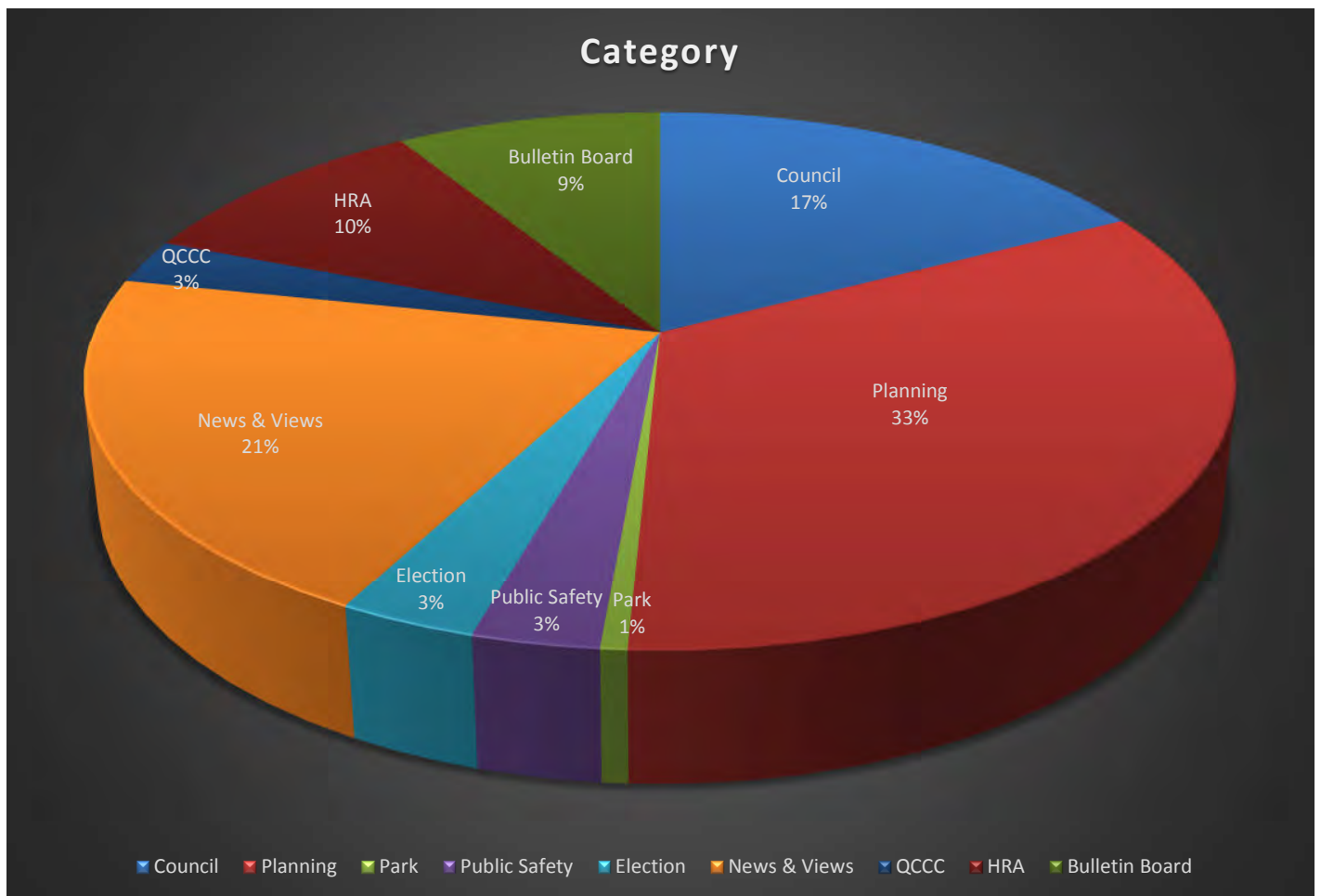
<b>Total Programming Hours:</b>	<b>655:32:07</b>
<b>Total Bulletin Board Hours:</b>	<b>88:27:53</b>
<b>Total Runs:</b>	<b>952</b>
<b>October Total Time:</b>	<b>744:00:00</b>
<b>Web Hits:</b>	<b>765</b>

## Anoka Channel & Web Statistics October 2014

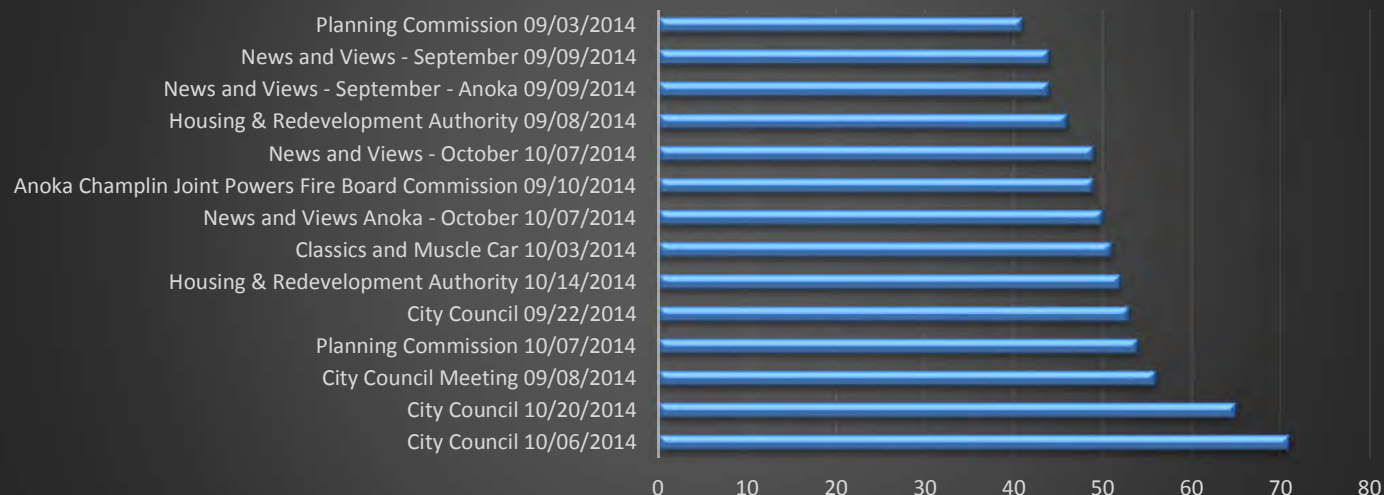
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 976	New Shows 9	Total Hours: 66:03	Total Hits: 725
Total Time: 677:57	New Time: 7:43	Saturation: 8.9%	
Saturation: 91.1%	All Shows: 18	<b>New Anoka: 55</b>	
	All Time: 13:04	<b>New All Cities: 377</b>	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
9/10/2014	Anoka-Champlin Joint Fire Board	0:09:40
8/6/2014	Sheriff Show	0:12:42
10/7/2014	News and Views - October	1:05:00
9/8/2014	News and Views - Sept.	1:20:00
10/22/2014	QCCC Oct. 2014	0:53:47
9/18/2014	QCCC Sept. 2014	0:28:04

Channel Up Time: 99.98 %		
Issues	Percentage	Hours
Maintenance:	0.02%	00:10:27
File:	0	0
Server:	0	0
Power Out:	0	0



## Web Hits



## Detail

Title	Event Date	Category	Time	Plays	Total
Anoka City Council 10-20-2014	10/21/2014	Council	1:08:50	34	39:00:20
City Council Meeting	10/7/2014	Council	0:39:40	85	56:11:40
City Council Meeting	9/22/2014	Council	1:01:02	33	33:34:06
Planning Commission	10/7/2014	Planning	1:56:32	112	217:31:44
Planning Commission	9/3/2014	Planning	1:12:12	26	31:17:12
Parks Overview	9/18/2013	Park	0:04:44	60	4:44:00
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	34	17:00:00
Anoka-Champlin Joint Fire Board **	9/10/2014	Public Safety	0:09:40	32	5:09:20
Sheriff Show **	8/6/2014	Public Safety	0:12:42	2	0:25:24
LWV - Anoka Council Candidate Forum	10/16/2014	Election	0:28:52	51	24:32:12
News and Views - October **	10/7/2014	News & Views	1:05:00	44	47:40:00
News and Views Anoka - October	10/7/2014	News & Views	0:17:02	227	64:26:34
News and Views Anoka - Sept.	9/9/2014	News & Views	0:22:28	63	23:35:24
News and Views - Sept. **	9/8/2014	News & Views	1:20:00	13	17:20:00
Quad Cities Cable Commission Oct. 2014 **	10/22/2014	QCCC	0:53:47	9	8:04:03
Quad Cities Cable Commission Sept. 2014 **	9/18/2014	QCCC	0:28:04	25	11:41:40
Housing & Redevelopment Authority	10/14/2014	HRA	0:41:35	51	35:20:45
Housing & Redevelopment Authority	9/8/2014	HRA	0:32:18	75	40:22:30

\*\* Shared With Multiple Cities

13:04:28 976 677:56:54

**Total Programming Hours: 624:53:28**  
**Total Bulletin Board Hours: 119:06:32**  
**Total Runs: 976**  
**October Total Time: 744:00:00**  
**Web Hits: 725**

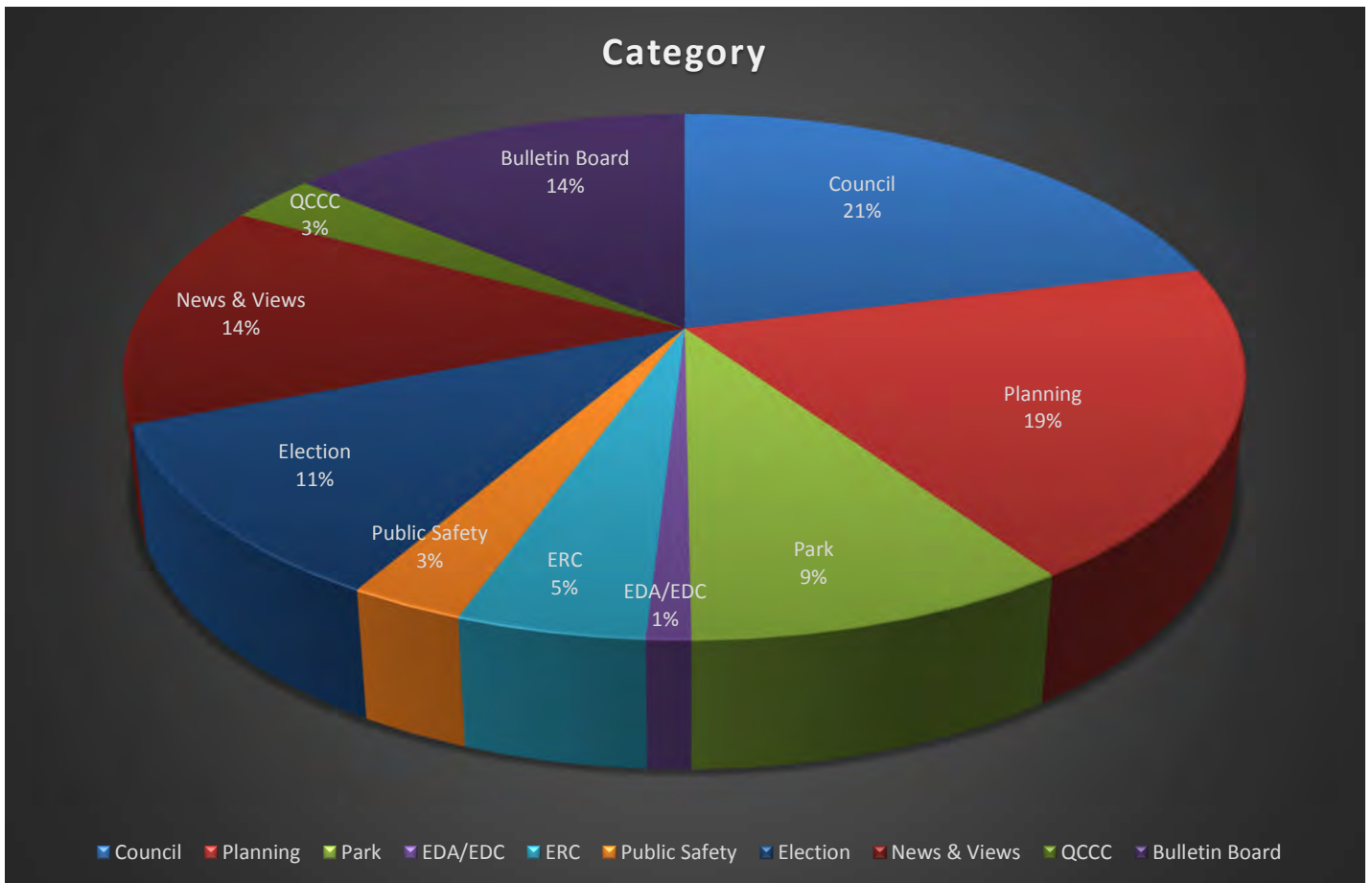


## Champlin Channel & Web Statistics October 2014

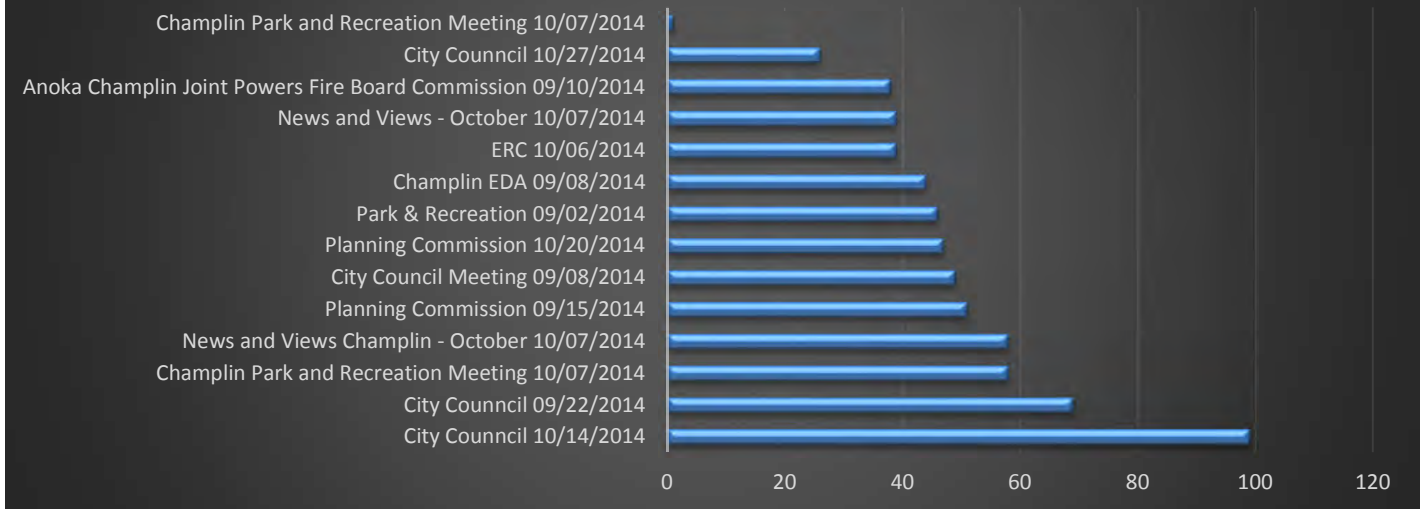
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1051	New Shows: 10	Total Hours: 103:18	Total Hits: 664
Total Time: 640:42	New Time: 8:06	Saturation: 13.9%	
Saturation: 86.1%	All Shows: 22	<b>New Champlin: 50</b>	
	All Time: 12:48	<b>New All Cities: 377</b>	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
9/10/2014	Anoka-Champlin Joint Fire Board	0:09:40
10/7/2014	News and Views - October	1:05:00
9/8/2014	News and Views - Sept.	1:20:00
10/22/2014	QCCC October	0:53:47
9/18/2014	QCCC Sept.	0:28:04

Channel Uptime 99.91%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0.09%	00:41:42
Server:	0%	0
Other::	0%	0



## Web Hits



## Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	10/27/2014	Council	0:23:26	22	8:35:32
City Council Meeting	10/14/2014	Council	1:19:20	53	70:04:40
City Council Meeting	9/22/2014	Council	0:48:46	96	78:01:36
Planning Commission	10/21/2014	Planning	1:10:15	50	58:32:30
Planning Commission	9/15/2014	Planning	0:49:29	102	84:07:18
Park & Recreation Meeting	10/7/2014	Park	0:25:05	119	49:44:55
Park & Recreation Meeting	9/3/2014	Park	0:29:08	41	19:54:28
Economic Development Commission	9/8/2014	EDA/EDC	0:07:36	63	7:58:48
Environmental Resources Commission	10/6/2014	ERC	0:38:33	53	34:03:09
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	29	14:30:00
Anoka-Champlin Joint Fire Board **	9/10/2014	Public Safety	0:09:40	28	4:30:40
Public Safety Building Tour	1/14/2014	Public Safety	0:03:23	32	1:48:16
Mill Pond Update	1/22/2014	New Category	0:04:36	4	0:18:24
Champlin Mayoral and Council Candidate Form	10/2/2014	Election	1:16:50	63	80:40:30
News and Views - October **	10/7/2014	News & Views	1:05:00	49	53:05:00
News and Views Champlin - October	10/7/2014	News & Views	0:18:21	91	27:49:51
News and Views Champlin - Sept.	9/9/2014	News & Views	0:19:50	45	14:52:30
News and Views - Sept. **	9/8/2014	News & Views	1:20:00	5	6:40:00
Quad Cities Cable Commission October **	10/22/2014	QCCC	0:53:47	10	8:57:50
Quad Cities Cable Commission Sept. **	9/18/2014	QCCC	0:28:04	28	13:05:52
Champlin Parks Virtual Tour	8/26/2013	Promo	0:05:52	27	2:38:24
Texting can wait	11/8/2013	PSA	0:01:01	41	0:41:41

\*\* Shared with multiple cities

12:48:02      1051      640:41:54

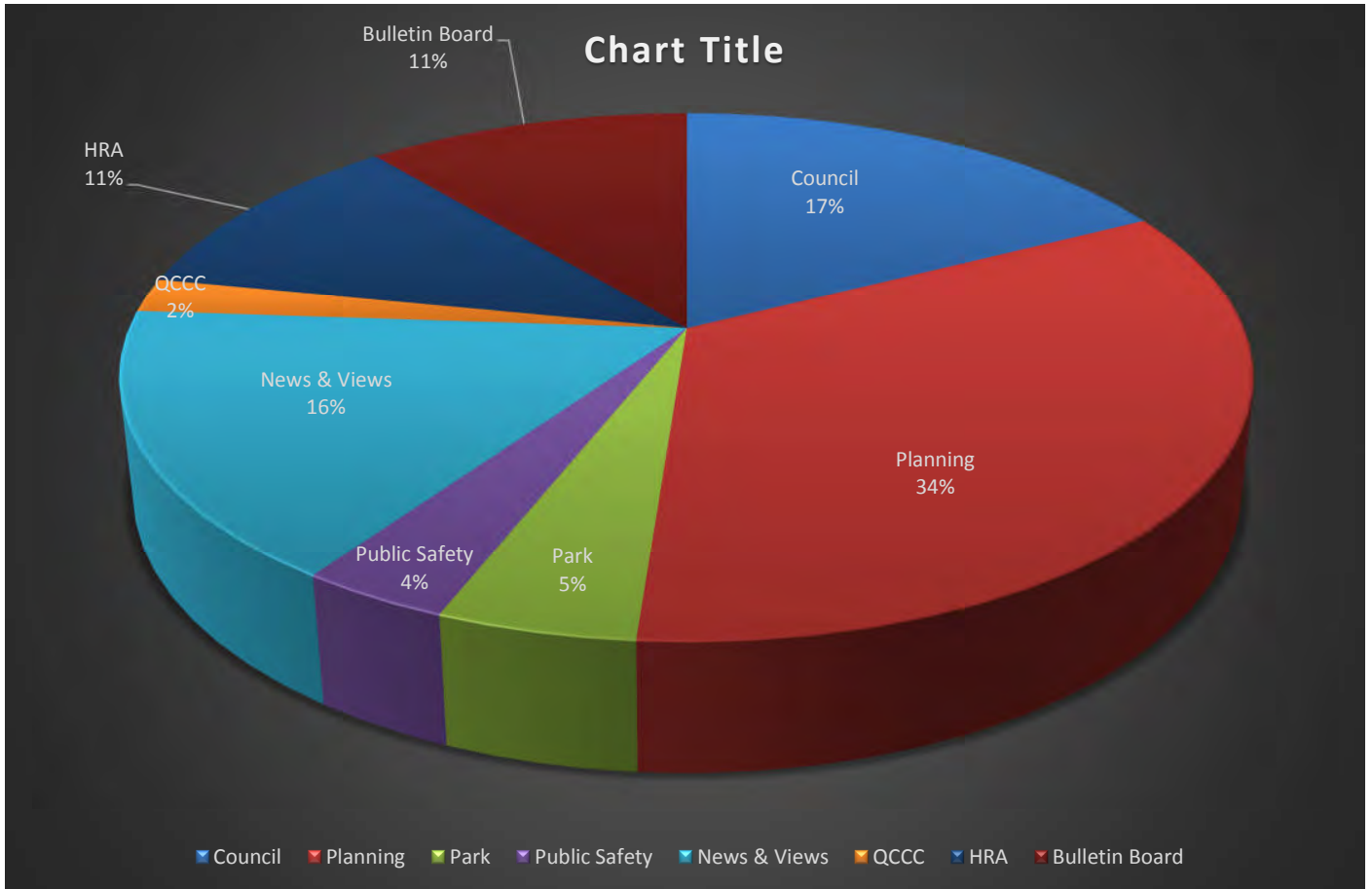
<b>Total Programming Hours:</b>	<b>640:41:54</b>
<b>Total Bulletin Board Hours:</b>	<b>103:18:06</b>
<b>Total Runs:</b>	<b>1051</b>
<b>October Total Time:</b>	<b>744:00:00</b>
<b>Web Hits:</b>	<b>664</b>

# Ramsey Channel & Web Statistics October 2014

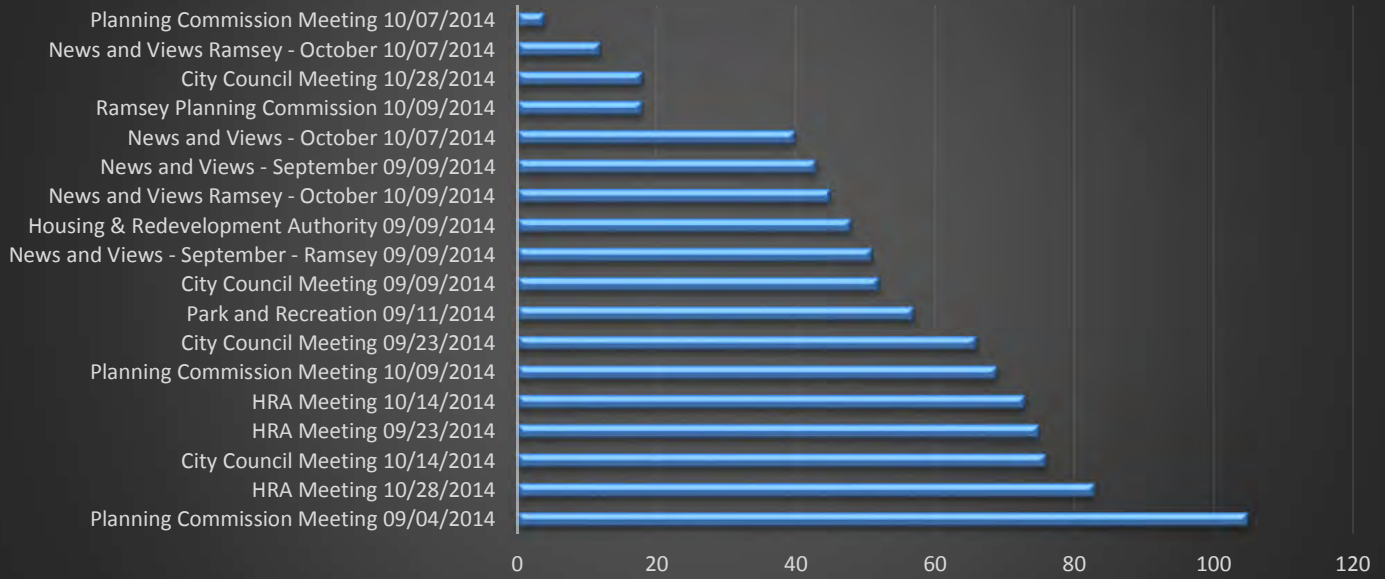
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 799	New Shows: 9	Total Hours: 81:25	Total Hits: 935
Total Time: 662:34	New Time: 8:27	Saturation: 11%	
Saturation: 89%	All Shows: 20	<b>New Ramsey: 55</b>	
	All Time: 16:10	<b>New All Cities: 377</b>	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
10/7/2014	News and Views - October	1:05:00
9/8/2014	News and Views - Sept.	1:20:00
10/17/2014	QCCC - October	0:54:05
9/18/2014	QCCC - Sept.	0:28:04
12/12/2013	Distracted Driving	0:01:26
11/1/2013	It can wait	0:01:21

Channel Uptime 99.93%		
Issues	Percentage	Hours
Maintenance:	0.02%	00:10:27
File:	0%	0
Server:	0.047%	00:20:54
Other:	0%	0



## Web Hits



### Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	10/28/2014	Council	1:07:19	11	12:20:29
City Council Meeting	10/14/2014	Council	0:44:21	41	30:18:21
City Council Meeting	9/23/2014	Council	1:30:55	57	86:22:15
Planning Commission	10/10/2014	Planning	2:16:22	86	195:27:32
Planning Commission	9/4/2014	Planning	2:10:46	25	54:29:10
Park & Recreation Meeting	9/11/2014	Park	0:31:30	68	35:42:00
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	54	27:00:00
News and Views - October **	10/7/2014	News & Views	1:05:00	46	49:50:00
News and Views Ramsey - October	10/7/2014	News & Views	0:16:50	146	40:57:40
News and Views Ramsey - Sept.	9/9/2014	News & Views	0:20:26	40	13:37:20
News and Views - Sept. **	9/8/2014	News & Views	1:20:00	13	17:20:00
Quad Cities Cable Commission - October **	10/17/2014	QCCC	0:54:05	3	2:42:15
Quad Cities Cable Commission - Sept. **	9/18/2014	QCCC	0:28:04	27	12:37:48
Ramsey Treebrook 2014 Promo	4/8/2014	Promo	0:04:04	14	0:56:56
Ramsey Highway 10 Update	6/13/2014	PSA	0:39:10	2	1:18:20
Distracted Driving **	12/12/2013	PSA	0:01:26	56	1:20:16
It can wait **	11/1/2013	PSA	0:01:21	1	0:01:21
Housing & Redevelopment Authority	10/28/2014	HRA	0:18:57	11	3:28:27
Housing & Redevelopment Authority	10/14/2014	HRA	1:12:35	27	32:39:45
Housing & Redevelopment Authority	9/23/2014	HRA	0:37:15	71	44:04:45

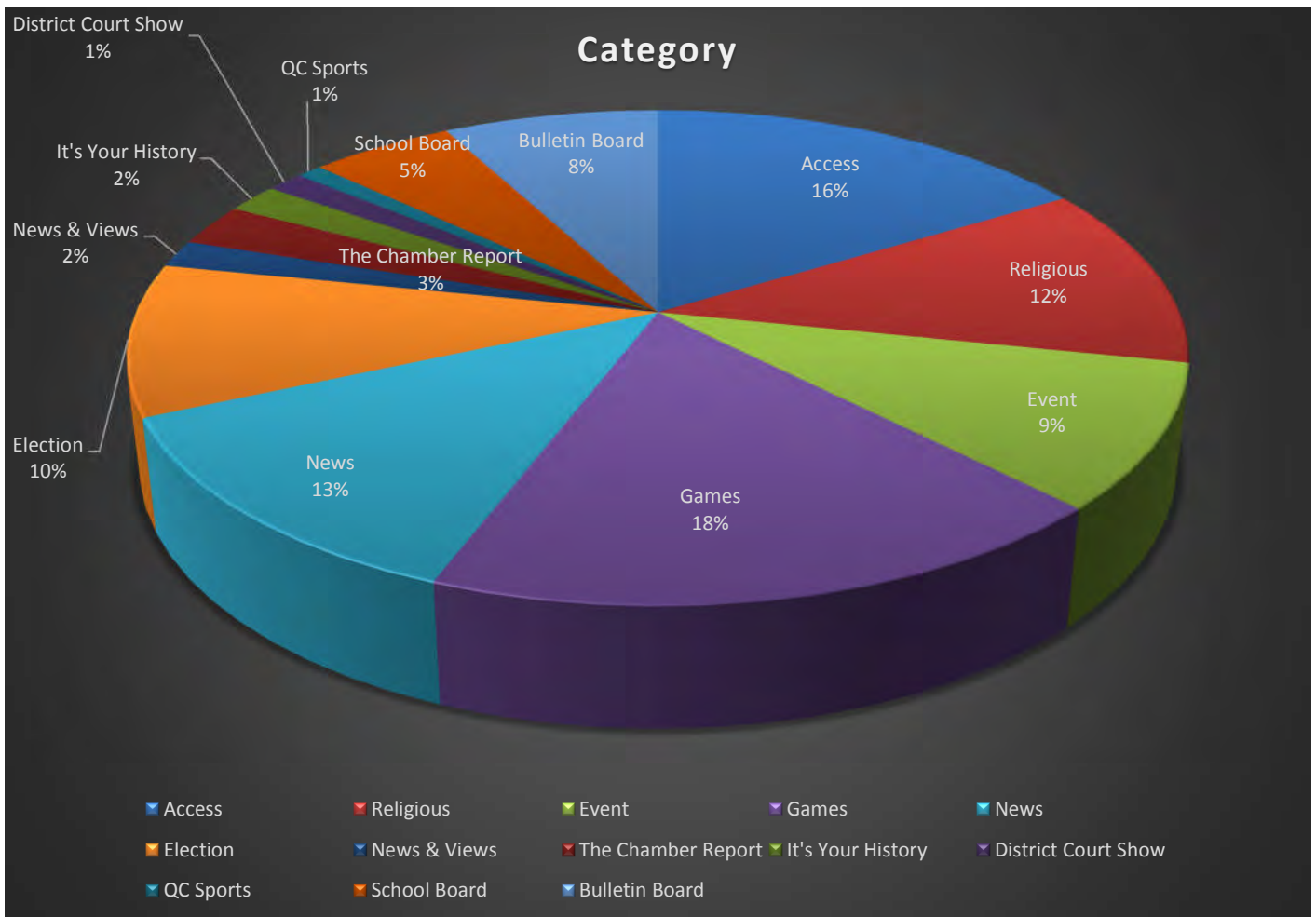
\*\* Shared With Multiple Cities 16:10:26      799      662:34:40

**Total Programming Hours: 662:34:40**  
**Total Bulletin Board Hours: 81:25:20**  
**Total Runs: 799**  
**Ramsey Total Time: 744:00:00**  
**Web Hits: 935**

# Community Channel 15 October 2014

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1233	New Shows	74	Total Hours:	57:40	Total VOD Hits:	4689
Total Time:	686:20	New Time:	64:50	Saturation:	7.8%	Total Live Hits:	1237
Saturation:	92.2%	All Shows:	135	<b>New Bulletins</b>	<b>82</b>		
		All Time:	98:36				

Channel Uptime 92.25 %		
Issues	Percentage	Hours
Maintenance	0.09%	00:41:42
File:	0%	0
Server:	7.66%	57:00:00
Power Out:	0%	0



## Web Hits

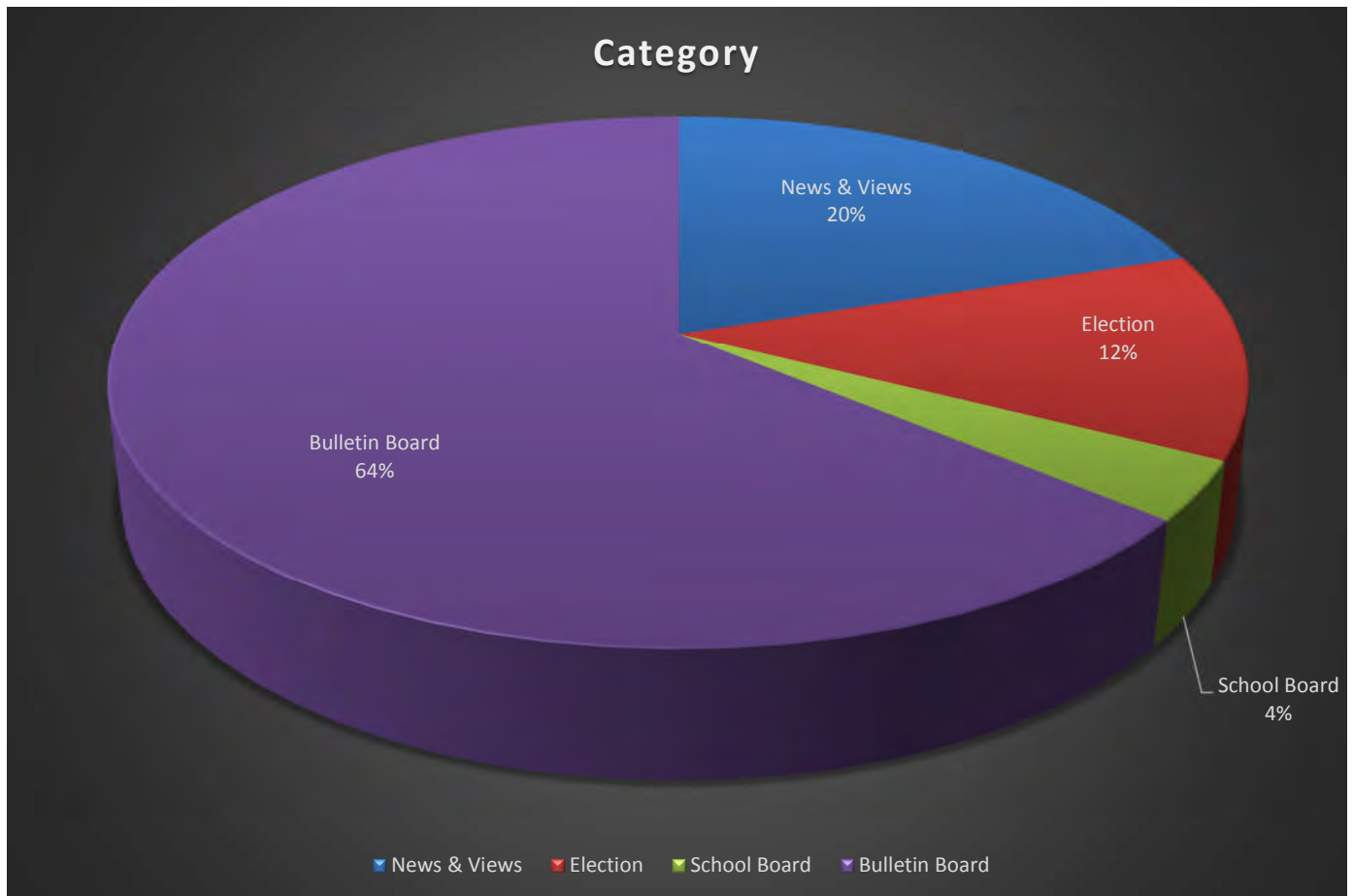


- **Detail available upon request**

## Community Channel 19 October 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	322	New Shows:	5	Total Hours:	473:26
Total Time:	270:34	New Time:	4:49	Saturation:	63.6%
Saturation:	36.4 %	All Shows	14	<b>New Bulletins:</b>	<b>84</b>
		All Time:	12:27		

Channel Uptime 97.18%		
Issues	Percentage	Hours
Maintenance	0.02%	00:10:27
File:	0%	0
Server:	2.8%	20:54:00
Power Out:	0%	0



## Detail

Title	Event Date	Category	Time	Plays	Total
News and Views - October	10/7/2014	News & Views	1:05:00	24	26:00:00
League of Women Voters - 10th District Judge Candidate Forum	9/26/2014	Election	1:00:00	31	31:00:00
North Metro Mayors Association Candidate Forum - House District 35A	9/26/2014	Election	0:54:23	31	28:05:53
North Metro Mayors Association Candidate Forum - House District 35B	9/26/2014	Election	0:13:15	31	6:50:45
League of Women Voters - Anoka County Candidates Forum	9/26/2014	Election	0:42:01	32	22:24:32
League of Women Voters - Soil and Water Conservation Candidates	9/26/2014	Election	0:31:51	31	16:27:21
Quad Cities Cable Commission	9/18/2014	QCCC	0:28:04	13	6:04:52
News and Views	9/8/2014	News & Views	1:20:00	8	10:40:00
LWV - Anoka Council Candidate Forum	10/16/2014	Election	0:38:24	16	10:14:24
League of Women Voters - Andover Mayoral and Council Candidate Forum	10/8/2014	Election	1:09:15	24	27:42:00
League of Women Voters - Champlin Mayoral Candidate Forum	10/2/2014	Election	1:16:50	29	37:08:10
League of Women Voters - State House District 36A	10/2/2014	Election	0:37:30	29	18:07:30
Anoka County Board of Commissioners	9/15/2014	Anoka County	0:17:46	11	3:15:26
Anoka-Hennepin School Board Meeting	8/29/2014	School Board	2:12:46	12	26:33:12

12:27:05 322 270:34:05

**Total Programming Hours: 270:34:05**

**Total Bulletin Board Hours: 473:25:55**

**Total Runs: 322**

**October Total Time: 744:00:00**



**5.1 Comcast Cable Franchise Transfer of Ownership**

**November 11, 2014**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Comcast Cable Franchise Transfer of Ownership

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**Transfer of Ownership to Midwest Cable**

The transfer of ownership process began with the Comcast-delivered FCC 394 forms received on June 18, 2014.

The commission has 120 days to complete its review unless the timeline is tolled within the first 30 days because the filing is inaccurate or incomplete. The commission timely questioned the accuracy and completeness of the Form 394 and Comcast unilaterally extended the deadline for action – first to December 15, 2014, then to January 15, 2015.

Please note staff continues to use the term SpinCo or Midwest Cable to refer to the transferee company, although the name will ultimately be changed to GreatLand Connections.

The commission, working cooperatively with other metro-area cable commissions through MACTA, has asked for additional information and clarifications regarding the proposed transferee company. Comcast provided additional information in a 36-page letter received September 30th. That letter was provided to the commissioners following the October 16 meeting.

Commission attorney Bob Vose requested further extension for consideration of the transfer of ownership to February 26, 2015 and that was declined by Comcast. We intend to seek the commission action prior to January 15, 2015. Please note that any action the commission takes must then go before each member city council for action.

Comcast also notified the commission that there will be additional information provided by October 31st including new SEC filings and a service agreement between Midwest Cable and Charter.

The financial consultants received a communication from Comcast on October 31. The brief letter directed the consultants to the SEC filing Form S-1 prospectus with two quick notes:

*First, although the Form S-1 filing does contain summaries of both the Transition Services Agreement and the Charter Services Agreement, those agreements have not yet been finalized and executed. We fully expect to complete those agreements by this coming Friday, November 7, and they will be forwarded directly to you at that time– with specific indications as to any confidential information that has been redacted.*

*Second, we note that the “Risk Factors” provided in this Form S-1 for Midwest Cable Inc. are substantially the same as the risk factors found in SEC filings for other publicly traded cable television companies and for other publicly traded companies that have been created through spin-off transactions in recent years. As you are aware, the listing of a risk factor does not indicate that the risk is likely to occur – as the inclusion of any mitigating language in listing all possible risk factors is discouraged by the SEC.*

As of the writing of this report, the Charter Services Agreement as not yet been received by commission staff but has been provided to the financial consultants and legal counsel under a confidentiality agreement. We anticipate that the agreement and certain associated agreements will be made public in the relatively near future.

Monthly invoices for reimbursement of commission costs associated with the transfer of ownership have been sent to Comcast. Comcast Government Affairs Directory Karly Werner commented at the October 16 meeting that those invoices have been forwarded to corporate for action. No new information to report at this time. Staff continues to track expenses and send to Comcast. Total billing to Comcast for the months of June – September is \$4,952,23 (excluding financial consultant costs).

### **Non-Compliance Issues with Comcast**

Staff has been monitoring a number of franchise non-compliance issues over the past 18 months. We have been working cooperatively to resolve the issues prior to a transfer of ownership of the cable franchise.

There are three issues:

- Non-compliance with the franchise to provide PEG Channels at 6 MHz.
  - Staff is working to set up a meeting with Comcast corporate to discuss resolution options.

- Non-compliance with the franchise to provide reimbursement of commission costs associated with a transfer of ownership request.
  - Local Comcast officials report the invoiced have been sent to Comcast corporate offices for action.
- Non-compliance with the franchise to provide I-Net services.
  - Two I-Net feeds have been restored. A third feed is still in need of repair.

**Action Requested:**

Staff wishes to provide the opportunity to respond to commission questions and hearing input, but no direction is required at this time.

**QCCCC Agenda Item  
5.2 Capital Expenditure Request**

**November 3, 2014**

**To:** Karen George, Executive Director

**From:** Steve Ulrich

**Subject:** Capital Expenditure Request

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**Request for Capital Expenditure**

**Project:** Replace Playback Video Servers

**Reason for Request:**

- The nine video servers are five years old (2009) and are experiencing ongoing failures.
- The six Carousel servers which provide the bulletin boards are too old to update and must be replaced if the master control server (CableCast) is replaced.
- It is desirable to serve web video content locally, not through a third party at added monthly cost. This will require replacing the CableCast controller.

**Scope of Project:**

**Full Upgrade (Recommended)**

- Replace the existing (1) CableCast control server, (2) main video servers (which handle the four City channels and Channels 15 & 19) and the (6) Carousel servers which provide the bulletin boards.
- Replace the analog Sierra router with a digital Blackmagic SDI router.
- Install SDI to analog converters for the current Comcast modulators.
- Install SDI compatible monitors.
- Install SDI compliant remote channel monitoring system.

**Estimated Project Cost:** \$98,430 +/- 10%  
(includes \$27,215 for CableCast)

### **Partial Upgrade**

- Replace the existing (1) CableCast control server and the (6) Carousel servers which provide the bulletin boards. (The old video servers would not be replaced.)
- Replace the analog Sierra router with a digital Blackmagic SDI router.
- Install SDI to analog converters for the current Comcast modulators.
- Install SDI compatible monitors.
- Install SDI compliant remote channel monitoring system.

**Estimated Project Cost:** \$ 47,071 +/- 10%

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**2014 Capital Budgeted Amount:** \$153,600

**Full Upgrade:** \$ 98,430 +/- 10%  
**Partial Upgrade:** \$ 47,071 +/- 10%

**Expected Life Span:** 4 years

**Estimated Completion:** 01/30/2015

### **Action Considerations:**

- Approve Full Upgrade as presented:
- Delay pending further review.

**Detail follows:**

**Full Upgrade Comment:**

The suggested full upgrade would provide us with the ability to generate (2) HD/High Definition signals and (4) SD/Standard Definition signals. It would also provide us with the ability to serve up video on demand for the new web site and provide the viewers with a much larger video archive to choose from.

**Partial Upgrade Comment:**

It is possible to replace just the master control server (CableCast) and the Bulletin Board servers. This would permit us to deliver Web video on demand, expand the archive of available videos and update the bulletin board hardware.

The (2) main video servers would not be replaced and save approximately \$51,000. They would still have to be replaced at some point due to their age.

A partial upgrade requires us to use Tightrope product. A full upgrade allows us to look at other manufacturers. In this case the determining factor is the HD video server and supporting hardware & software – particularly the scheduling software.

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**HD Servers Evaluated:**

Cablecast SX2HD, Leightronix E-HD2, Rushworks AL1H

**Recommended Full HD System Upgrade:** Tightrope SX2HD

Overview: The three systems evaluated are good quality and would address the current cable channel playback requirements. The *Tightrope* system is competitively priced, is locally based in St. Paul and has provided excellent service support in the past. This system also would be the easiest to integrate into our network.

Tightrope also provides the most robust channel scheduling system and is very similar to the one currently being used. It would have the shortest training time of the various systems evaluated. Installation and debugging time appear to be the shortest with the Tightrope system as well.

## Video Server Feature Comparison

	Rushworks AL1H-1L12	Leightronix E-HD2	Cablecast SX2HD
<b>Operating System</b>	Win 7	Proprietary	Win 7
<b>Channels</b>	4	2	2
<b>Video Inputs</b>			
SDI	4	2	1
<b>Audio Inputs</b>			
AES/EBU		2	2
SDI	4		2
Analog		2	
<b>Video Outputs</b>			
SD-SDI	X	X	X
HD-SDI	X	X	X
SD/HD SDI			X
<b>Audio Outputs</b>			
AES/EBU		2	X
SDI	X		X
Analog		2	
<b>Video Encoding Formats</b>			
MPEG 1	SD/HD		
MPEG 2 IBP	SD/HD	X	X
MPEG 2 I frame		X	X
H.264	X w/ACC audio	X (SD/Level 3; HD/Level4)	X
WMV Vs. 9	X		
DV-AVI	X		
SD: DVCAM			X
SD: DVCPRO			X
HD: MPEG-2 i-Frame & IBP			X
HD: DVCPRO HD			X
HD: ProRes			422LT, 422, 422HQ
<b>Playback Formats</b>			
SD: MPEG-2 IBP	X		X
SD: MPEG-4	X (480i, 720p, 1080i)		X

SD: H264	X (480i)	X	(AAC audio only)
SD: AVI	X		X
SD: DVCAM	X (DV25 NTSC)		X
SD: DVCPRO			X
SD: DVCPRO50			X
SD: DV in Quicktime wrapper			X
HD: MPEG-2 i-Frame & IBP	720p, 1080i		X
HD: DVCPRO HD			X
HD: H.264	X (720p, 1080i)		X
<b>Genlock</b>	X	X	Tri-Level Sync
<b>Storage</b>	12 TB	??	20 TB Data/2 TB System
<b>Bulletin Boards</b>	Part of the Server	Individual Server	Individual Server
<b>Cost</b>	(2X) \$27,836.00	\$16,000.00	\$27,215.00