

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

September 17, 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 the July 16, 2015, commission minutes.
  - 4.2. Treasurer
    - 4.2.1. June and July Financial Reports
  - 4.3. Executive Director
    - 4.3.1. Liability Waiver
- 5. General Business**
  - 5.1. 2014 Audit Presentation
  - 5.2. Personnel Policy Revisions
- 6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF JULY 16, 2015**

### **CALL TO ORDER – 1**

Chair Heitkamp called the meeting to order at 11:04 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; Julie Trude, Andover; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Eric Johnson, Champlin.

Others present included Karen George, Executive Director.

### **APPROVAL OF AGENDA – 3**

Motion was made by Ulrich and seconded by LeTourneau to approve the agenda as presented.

**7 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from June 18, 2015 Work Session**

Motion was made by Trude and seconded by Cruikshank to approve the June 18, 2015 work session minutes as presented.

**7 ayes – 0 nays. Motion carried.**

##### **4.1.2. Approval of meeting minutes from June 18, 2015 regular meeting**

Motion was made by LeTourneau and seconded by Trude to approve the June 18, 2015 regular meeting minutes as presented.

**7 ayes – 0 nays. Motion carried.**

#### **4.2 Treasurer**

##### **4.2.1. May Financial Reports**

Commissioner Dickinson stated that things are going well and the cash balances are prepared for some of the planned summer expenses.

Motion was made by LeTourneau and seconded by Anderson to accept the May Financial Reports.

**7 ayes – 0 nays. Motion carried**

#### **4.3 Executive Director**

Ms. George stated that the Audit Report will be presented to the Commission in September and advised that the bid opening for the cameras to be purchased will occur the following day.

### **GENERAL BUSINESS – 5**

#### **5.1 Designated Depository**

Ms. George stated that the auditor did give some recommendations during the audit process, one of which being designation of a depository. She stated that a recommended motion was included in the Commission packet.

Commissioner Dickinson stated that this has not been done historically but in order to meet all compliance issues this action should be completed.

Motion was made by Dickinson and seconded by Ulrich to designate US Bank as the official depository for 2015; that the PMA Financial Network, Inc. be designated as additional depository for 2015 investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

**7 ayes – 0 nays. Motion carried.**

**ADJOURN – 6**

Time of adjournment 11:09 a.m.

Respectfully submitted,

Reviewed for approval,

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Amanda Staple  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

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Karen George  
Executive Director

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of June 30, 2015

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts - QCTV</b>	1,310,270.05
- PayPay acct	3,764.26
- US Bank Reserve	5,000.00
- Petty Cash	250.00
<b>Accounts Receivable</b>	0.00
<b>Other current assets</b>	0.00
<b>Total Current Assets</b>	<b>\$ 1,319,284.31</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 1,319,284.31</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	7,811.36
<b>Other Current Liabilities</b>	2,720.96
<b>Total Current Liabilities</b>	<b>\$ 10,532.32</b>
<b>Equity</b>	1,308,751.99
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,319,284.31</b>

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

	Jun 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	708.89	208.00	500.89	340.81%	1,493.16	1,248.00	245.16	119.64%
Equipment Grant		4,583.00	(4,583.00)	0.00%	-	27,498.00	(27,498.00)	0.00%
Franchise Fees		72,854.00	(72,854.00)	0.00%	274,447.00	437,124.00	(162,677.00)	62.78%
Interest Income	17.92	8.00	9.92	224.00%	99.21	48.00	51.21	206.69%
Miscellaneous Income	25,000.00	416.00	24,584.00	6009.62%	56,397.12	2,496.00	53,901.12	2259.50%
PEG Fee		36,427.00	(36,427.00)	0.00%	138,897.80	218,562.00	(79,664.20)	63.55%
<b>Total Income</b>	<b>25,726.81</b>	<b>114,496.00</b>	<b>(88,769.19)</b>	<b>22.47%</b>	<b>471,334.29</b>	<b>686,976.00</b>	<b>(215,641.71)</b>	<b>68.61%</b>
<b>Gross Profit</b>	<b>25,726.81</b>	<b>114,496.00</b>	<b>(88,769.19)</b>	<b>22.47%</b>	<b>471,334.29</b>	<b>686,976.00</b>	<b>(215,641.71)</b>	<b>68.61%</b>
<b>Expenses</b>								
Accounting / HR Services	899.16	1,500.00	(600.84)	59.94%	6,453.26	9,000.00	(2,546.74)	71.70%
Ads/Promos/Sponsorships	25.00	570.00	(545.00)	4.39%	4,374.00	3,420.00	954.00	127.89%
Andover Capital Equipment		416.00	(416.00)	0.00%	559.38	2,496.00	(1,936.62)	22.41%
Announcers Fees		833.00	(833.00)	0.00%	2,510.00	4,998.00	(2,488.00)	50.22%
Anoka Capital Equipment	153.79	416.00	(262.21)	36.97%	1,037.27	2,496.00	(1,458.73)	41.56%
Audit	12,750.00	1,083.00	11,667.00	1177.29%	12,750.00	6,498.00	6,252.00	196.21%
AV Equip / Repair / Supply / Software	1,633.46	2,000.00	(366.54)	81.67%	3,576.57	12,000.00	(8,423.43)	29.80%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	-	246.00	(246.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	-	996.00	(996.00)	0.00%
Building - Cleaning	407.65	500.00	(92.35)	81.53%	2,445.90	3,000.00	(554.10)	81.53%
Building - Insurance		241.00	(241.00)	0.00%	1,394.00	1,446.00	(52.00)	96.40%
Building - Maintenance	272.00	583.00	(311.00)	46.66%	2,047.92	3,498.00	(1,450.08)	58.55%
Building - Supplies		250.00	(250.00)	0.00%	636.70	1,500.00	(863.30)	42.45%
Car Allowance	250.00	250.00	-	100.00%	1,500.00	1,500.00	-	100.00%
Cell Phone - Allowance	435.00	555.00	(120.00)	78.38%	2,610.00	3,330.00	(720.00)	78.38%
Champlin Capital Equipment		416.00	(416.00)	0.00%	-	2,496.00	(2,496.00)	0.00%
City Sewer & Water	194.83	291.00	(96.17)	66.95%	622.97	1,746.00	(1,123.03)	35.68%
Commission Expense	39.56	291.00	(251.44)	13.59%	2,051.58	1,746.00	305.58	117.50%
Computer Equip / Repair / Supply / Software	2,698.59	3,111.00	(412.41)	86.74%	15,620.82	18,666.00	(3,045.18)	83.69%
Consulting Services	5,529.66	4,166.00	1,363.66	132.73%	27,367.18	24,996.00	2,371.18	109.49%
Contingency Fund		2,166.00	(2,166.00)	0.00%	-	12,996.00	(12,996.00)	0.00%
Duplication Expenses		208.00	(208.00)	0.00%	82.48	1,248.00	(1,165.52)	6.61%
Electric Service	1,304.60	1,500.00	(195.40)	86.97%	5,960.32	9,000.00	(3,039.68)	66.23%

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

	Jun 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation		208.00	(208.00)	0.00%	77.14	1,248.00	(1,170.86)	6.18%
Federal Unempl Expense	22.13	125.00	(102.87)	17.70%	538.14	750.00	(211.86)	71.75%
Health Insurance	4,878.36	5,634.00	(755.64)	86.59%	33,511.43	33,804.00	(292.57)	99.13%
Insurance - Deductibles		41.00	(41.00)	0.00%	-	246.00	(246.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	3,964.00	3,480.00	484.00	113.91%
Lawn Service	455.92	416.00	39.92	109.60%	1,743.76	2,496.00	(752.24)	69.86%
Legal Fees		2,500.00	(2,500.00)	0.00%	12,909.52	15,000.00	(2,090.48)	86.06%
Legislative Lobbying		138.00	(138.00)	0.00%	-	828.00	(828.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	-	498.00	(498.00)	0.00%
Meals		83.00	(83.00)	0.00%	248.50	498.00	(249.50)	49.90%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	1,319.00	2,736.00	(1,417.00)	48.21%
Mileage	297.86	500.00	(202.14)	59.57%	2,646.07	3,000.00	(353.93)	88.20%
Miscellaneous Expenses	(76.41)	83.00	(159.41)	-92.06%	(76.41)	498.00	(574.41)	-15.34%
Natural Gas	78.57	291.00	(212.43)	27.00%	2,026.14	1,746.00	280.14	116.04%
Office Supplies / Equipment	785.99	833.00	(47.01)	94.36%	2,907.99	4,998.00	(2,090.01)	58.18%
Parking Lot Maintenance		416.00	(416.00)	0.00%	-	2,496.00	(2,496.00)	0.00%
Payroll Expenses (ADP)	349.45	433.00	(83.55)	80.70%	2,694.65	2,598.00	96.65	103.72%
PERA	5,048.01	3,609.00	1,439.01	139.87%	18,273.52	21,654.00	(3,380.48)	84.39%
Postage	227.08	83.00	144.08	273.59%	771.02	498.00	273.02	154.82%
Printing / Copy Services	32.14	166.00	(133.86)	19.36%	84.63	996.00	(911.37)	8.50%
Professional Development	1,295.37	1,425.00	(129.63)	90.90%	5,397.09	8,550.00	(3,152.91)	63.12%
Publications		41.00	(41.00)	0.00%	-	246.00	(246.00)	0.00%
Ramsey Capital Equipment	20.31	416.00	(395.69)	4.88%	141.36	2,496.00	(2,354.64)	5.66%
Sales Tax		166.00	(166.00)	0.00%	262.00	996.00	(734.00)	26.31%
Secretary Services	265.00	150.00	115.00	176.67%	1,200.40	900.00	300.40	133.38%
Snow Plowing Service		416.00	(416.00)	0.00%	1,497.50	2,496.00	(998.50)	60.00%
SS/Medicare Expense	2,795.17	4,087.00	(1,291.83)	68.39%	16,683.34	24,522.00	(7,838.66)	68.03%
State Unemploy Exp		416.00	(416.00)	0.00%	227.32	2,496.00	(2,268.68)	9.11%
STD / LTD / Life Insurance	366.99	504.00	(137.01)	72.82%	3,213.79	3,024.00	189.79	106.28%
Studio Sets		166.00	(166.00)	0.00%	-	996.00	(996.00)	0.00%
Subscription Services	55.00	-	55.00		275.00	-	275.00	
Temp Staff Services		416.00	(416.00)	0.00%	-	2,496.00	(2,496.00)	0.00%
Vehicle - Equipment / Repair	2,495.23	1,416.00	1,079.23	176.22%	6,161.53	8,496.00	(2,334.47)	72.52%

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

Jun 2015

YTD

	Jun 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance		250.00	(250.00)	0.00%	1,887.00	1,500.00	387.00	125.80%
Vehicle - Maintenance / Gas	553.66	666.00	(112.34)	83.13%	1,241.24	3,996.00	(2,754.76)	31.06%
Wages - Full-time	32,964.81	45,853.00	(12,888.19)	71.89%	199,469.29	275,118.00	(75,648.71)	72.50%
Wages - Part-time	3,735.68	7,581.00	(3,845.32)	49.28%	18,858.43	45,486.00	(26,627.57)	41.46%
Waste Removal	83.06	166.00	(82.94)	50.04%	498.36	996.00	(497.64)	50.04%
Web / VOD / Int / CaTV / Phone	1,109.31	1,333.00	(223.69)	83.22%	6,759.46	7,998.00	(1,238.54)	84.51%
Work Comp Insurance		208.00	(208.00)	0.00%	1,281.00	1,248.00	33.00	102.64%
<b>Total Expenses</b>	<b>84,431.99</b>	<b>103,907.00</b>	<b>(19,475.01)</b>	<b>81.26%</b>	<b>442,293.56</b>	<b>623,442.00</b>	<b>(181,148.44)</b>	<b>70.94%</b>
<b>Net Operating Income</b>	<b>(58,705.18)</b>	<b>10,589.00</b>	<b>(69,294.18)</b>	<b>-554.40%</b>	<b>29,040.73</b>	<b>63,534.00</b>	<b>(34,493.27)</b>	<b>45.71%</b>
<b>Net Income</b>	<b>(58,705.18)</b>	<b>10,589.00</b>	<b>(69,294.18)</b>	<b>-554.40%</b>	<b>29,040.73</b>	<b>63,534.00</b>	<b>(34,493.27)</b>	<b>45.71%</b>
ZCIP - Network Servers					100,186.70			
ZCIP - Studio					48.34			
ZCIP - Truck					114,234.24			
					214,469.28			
	<u>84,431.99</u>				<u>656,762.84</u>			

Tuesday, Jul 21, 2015 10:39:40 AM PDT GMT-5 - Accrual Basis



**QCTV Bank Reconciliation**  
**June 2015**

Beginning Balance - 4M Statement	1,376,729.95
Less: Cleared Checks/Withdrawals	(85,974.67)
Plus: 4M Fund Interest	17.92
Plus: Bank Deposits/Credits	25,692.57
<b>Bank Balance</b>	<b>\$1,316,465.77</b>
Book Balance	1,316,465.77
<b>Adjusted Book Balance</b>	<b>1,316,465.77</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

## Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending **06/30/2015**

Reconciled on: 07/21/2015 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

### Summary

Statement Beginning Balance	1,376,729.95
Checks and Payments cleared	-85,974.67
Deposits and Other Credits cleared	+25,710.49
Statement Ending Balance	<b>1,316,465.77</b>
Uncleared transactions as of 06/30/2015	-6,195.72
Register Balance as of 06/30/2015	1,310,270.05
Uncleared transactions after 06/30/2015	-18,674.60
Register Balance as of 07/21/2015	1,291,595.45

### Details

#### Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/22/2015	Bill Payment	10859	GraVue Co., LTD	-50.00
05/22/2015	Bill Payment	10862	Monarch Pest Control	-112.64
05/29/2015	Bill Payment	W/D	Voya Financial	-300.00
05/29/2015	Bill Payment	10865	Alpha Video & Audio Inc.	-1,731.96
05/29/2015	Bill Payment	10866	CBG Communications, Inc.	-3,252.63
05/29/2015	Bill Payment	10867	City of Andover	-1,418.70
05/29/2015	Bill Payment	10868	Preferred One Insurance Co.	-5,032.38
05/29/2015	Journal	05C - 2015MK		-171.05
06/05/2015	Bill Payment	10869	Comcast Cable	-194.41
06/05/2015	Bill Payment	10870	David S. Washburn	-75.00
06/05/2015	Bill Payment	10871	ECM Publisher	-475.56
06/05/2015	Bill Payment	10872	Holiday Station	-59.77
06/05/2015	Bill Payment	10873	Joe G. Ruhland	-115.00
06/05/2015	Bill Payment	10874	Kennedy & Graven, Chartered	-1,091.25
06/05/2015	Bill Payment	10875	Market Place Plus, LLC	-404.95
06/05/2015	Bill Payment	10876	Pete C. Andersen	-115.00
06/05/2015	Bill Payment	10877	Timesavers	-171.40
06/05/2015	Bill Payment	10878	U.S. Bank Corporate	-1,096.95
06/05/2015	Bill Payment	10879	Xcel Energy	-900.18
06/11/2015	Bill Payment	10880	A+ Cleaning Service, Inc.	-407.65
06/11/2015	Bill Payment	10881	ACE Solid Waste, Inc.	-83.06
06/11/2015	Bill Payment	10882	Alpha Video & Audio Inc.	-995.00
06/11/2015	Bill Payment	10883	CenterPoint Energy	-78.57
06/11/2015	Bill Payment	10884	City of Champlin	-194.83
06/11/2015	Bill Payment	10885	Comcast 2	-452.34
06/11/2015	Bill Payment	10886	Comcast Cable	-160.56
06/11/2015	Bill Payment	10887	Huebsch	-33.07
06/11/2015	Bill Payment	10888	Image Lawncare Services, Inc.	-831.92
06/12/2015	Bill Payment	W/D	PERA	-2,483.06
06/12/2015	Bill Payment	W/D	Voya Financial	-300.00
06/12/2015	Journal	06A - 2015MK		-14,033.45
06/12/2015	Journal	06A - 2015MK		-175.95
06/12/2015	Journal	06A - 2015MK		-5,083.94
06/24/2015	Bill Payment	10889	Amazon	-3,037.43
06/24/2015	Bill Payment	10891	City of Andover	-916.80
06/24/2015	Bill Payment	10893	Inky Elf	-476.71
06/24/2015	Bill Payment	10895	Preferred One Insurance Co.	-5,032.38

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/24/2015	Bill Payment	10896	Redpath and Company	-12,750.00
06/24/2015	Bill Payment	10897	The Lincoln National Life Ins. Co.	-593.85
06/26/2015	Bill Payment	W/D	PERA	-2,420.89
06/26/2015	Bill Payment	W/D	Voya Financial	-300.00
06/26/2015	Journal	06B - 2015MK		-13,385.56
06/26/2015	Journal	06B - 2015MK		-4,978.82
Total				-85,974.67

## Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/12/2015	Bill Payment	10853	Ryan Farrell	0.00
06/03/2015	Deposit		Michelle Costa	15.00
06/03/2015	Deposit		Misc - Cash	0.71
06/03/2015	Deposit		Century Link	25,000.00
06/12/2015	Deposit		Viola Look	15.00
06/12/2015	Deposit		Jacqueline Madich	15.00
06/12/2015	Deposit		Eric Johnson	345.00
06/12/2015	Deposit		William Bombardo	15.00
06/25/2015	Deposit		Terry Lovaas	226.86
06/25/2015	Deposit		Carmen Kyro	30.00
06/25/2015	Deposit		Shannon Jarmusic	30.00
06/30/2015	Journal	06C - 2015MK		17.92
Total				25,710.49

## Additional Information

## Uncleared Checks and Payments as of 06/30/2015

<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
05/08/2015	Bill Payment	10845	Minnesota Association of Government Communicators	-140.00
06/24/2015	Bill Payment	10890	CBG Communications, Inc.	-5,529.66
06/24/2015	Bill Payment	10892	G & B Environmental, Inc	-116.49
06/24/2015	Bill Payment	10894	Markertek Video Supply	-39.92
06/24/2015	Bill Payment	10898	Verizon Wireless	-71.15
06/26/2015	Journal	06B - 2015MK		-173.50
Total				-6,195.72

## Uncleared Checks and Payments after 06/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/13/2015	Bill Payment	10899	A+ Cleaning Service, Inc.	-407.65
07/13/2015	Bill Payment	10900	ACE Solid Waste, Inc.	-83.06
07/13/2015	Bill Payment	10901	AVI Systems, Inc.	-9,549.62
07/13/2015	Bill Payment	10902	CDW Direct	-657.53
07/13/2015	Bill Payment	10903	Comcast 2	-452.34
07/13/2015	Bill Payment	10904	Comcast Cable	-354.97
07/13/2015	Bill Payment	10905	David S. Washburn	-40.00
07/13/2015	Bill Payment	10906	Holiday Station	-227.03
07/13/2015	Bill Payment	10907	Huebsch	-33.07
07/13/2015	Bill Payment	10908	Image Lawncare Services, Inc.	-455.92
07/13/2015	Bill Payment	10909	Joe G. Ruhland	-75.00
07/13/2015	Bill Payment	10910	Market Place Plus, LLC	-404.95
07/13/2015	Bill Payment	10911	Timesavers	-265.00
07/13/2015	Bill Payment	10912	U.S. Bank Corporate	-4,423.86
07/13/2015	Bill Payment	10913	Xcel Energy	-1,304.60
07/13/2015	Bill Payment	10914	Yang Thao	-17.50

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Total				-18,752.10

## Uncleared Deposits and Other Credits after 06/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/07/2015	Deposit		Brenda Schmitzer	17.50
07/13/2015	Deposit		Jody Niskanen	15.00
07/13/2015	Deposit		Dana Olson	15.00
07/13/2015	Deposit		Sharon Mantey	15.00
07/13/2015	Deposit		Rachel Woods	15.00
Total				77.50

**Quad Cities Communications Commission  
Balance Sheet Summary**

As of July 31, 2015

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,607,898.29
- PayPay acct	3,814.33
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 1,616,962.62</b>
Fixed Assets	0.00
<b>TOTAL ASSETS</b>	<b>\$ 1,616,962.62</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	121,981.40
Other Current Liabilities	300.08
<b>Total Current Liabilities</b>	<b>\$ 122,281.48</b>
Equity	1,494,681.14
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,616,962.62</b>

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

	Jul 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	157.57	208.00	-50.43	75.75%	1,650.73	1,456.00	194.73	113.37%
Equipment Grant		4,583.00	-4,583.00	0.00%	0.00	32,081.00	-32,081.00	0.00%
Franchise Fees	253,099.35	72,854.00	180,245.35	347.41%	527,546.35	509,978.00	17,568.35	103.44%
Interest Income	18.00	8.00	10.00	225.00%	117.21	56.00	61.21	209.30%
Miscellaneous Income		416.00	-416.00	0.00%	56,397.12	2,912.00	53,485.12	1936.71%
PEG Fee	126,549.80	36,427.00	90,122.80	347.41%	265,447.60	254,989.00	10,458.60	104.10%
<b>Total Income</b>	<b>\$ 379,824.72</b>	<b>\$ 114,496.00</b>	<b>\$ 265,328.72</b>	<b>331.74%</b>	<b>\$ 851,159.01</b>	<b>\$ 801,472.00</b>	<b>\$ 49,687.01</b>	<b>106.20%</b>
<b>Gross Profit</b>	<b>\$ 379,824.72</b>	<b>\$ 114,496.00</b>	<b>\$ 265,328.72</b>	<b>331.74%</b>	<b>\$ 851,159.01</b>	<b>\$ 801,472.00</b>	<b>\$ 49,687.01</b>	<b>106.20%</b>
<b>Expenses</b>								
Accounting / HR Services	89.95	1,500.00	-1,410.05	6.00%	6,543.21	10,500.00	-3,956.79	62.32%
Ads/Promos/Sponsorships	344.91	570.00	-225.09	60.51%	4,718.91	3,990.00	728.91	118.27%
Andover Capital Equipment		416.00	-416.00	0.00%	559.38	2,912.00	-2,352.62	19.21%
Announcers Fees	460.00	833.00	-373.00	55.22%	2,970.00	5,831.00	-2,861.00	50.93%
Anoka Capital Equipment	153.79	416.00	-262.21	36.97%	1,191.06	2,912.00	-1,720.94	40.90%
Audit		1,083.00	-1,083.00	0.00%	12,750.00	7,581.00	5,169.00	168.18%
AV Equip / Repair / Supply / Software	1,977.42	2,000.00	-22.58	98.87%	5,553.99	14,000.00	-8,446.01	39.67%
Bank Fees / CC Fees		41.00	-41.00	0.00%	0.00	287.00	-287.00	0.00%
Brand Apparel		166.00	-166.00	0.00%	0.00	1,162.00	-1,162.00	0.00%
Building - Cleaning	407.65	500.00	-92.35	81.53%	2,853.55	3,500.00	-646.45	81.53%
Building - Insurance		241.00	-241.00	0.00%	1,394.00	1,687.00	-293.00	82.63%
Building - Maintenance	488.03	583.00	-94.97	83.71%	2,535.95	4,081.00	-1,545.05	62.14%
Building - Supplies	33.07	250.00	-216.93	13.23%	669.77	1,750.00	-1,080.23	38.27%
Car Allowance	250.00	250.00	0.00	100.00%	1,750.00	1,750.00	0.00	100.00%
Cell Phone - Allowance	435.00	555.00	-120.00	78.38%	3,045.00	3,885.00	-840.00	78.38%
Champlin Capital Equipment	36.04	416.00	-379.96	8.66%	36.04	2,912.00	-2,875.96	1.24%
City Sewer & Water	330.04	291.00	39.04	113.42%	953.01	2,037.00	-1,083.99	46.78%
Commission Expense	800.00	291.00	509.00	274.91%	2,851.58	2,037.00	814.58	139.99%
Computer Equip / Repair / Supply / Software	990.73	3,111.00	-2,120.27	31.85%	16,611.55	21,777.00	-5,165.45	76.28%

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

	Jul 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,818.14	4,166.00	-2,347.86	43.64%	29,185.32	29,162.00	23.32	100.08%
Contingency Fund		2,166.00	-2,166.00	0.00%	0.00	15,162.00	-15,162.00	0.00%
Duplication Expenses	179.27	208.00	-28.73	86.19%	261.75	1,456.00	-1,194.25	17.98%
Electric Service	1,616.26	1,500.00	116.26	107.75%	7,576.58	10,500.00	-2,923.42	72.16%
Emp / Comm Appreciation		208.00	-208.00	0.00%	77.14	1,456.00	-1,378.86	5.30%
Federal Unempl Expense	13.52	125.00	-111.48	10.82%	551.66	875.00	-323.34	63.05%
Health Insurance	4,878.36	5,634.00	-755.64	86.59%	38,389.79	39,438.00	-1,048.21	97.34%
Insurance - Deductibles		41.00	-41.00	0.00%	0.00	287.00	-287.00	0.00%
Insurance - Liability / Bonds		580.00	-580.00	0.00%	3,964.00	4,060.00	-96.00	97.64%
Lawn Service	691.92	416.00	275.92	166.33%	2,435.68	2,912.00	-476.32	83.64%
Legal Fees	2,487.50	2,500.00	-12.50	99.50%	15,653.63	17,500.00	-1,846.37	89.45%
Legislative Lobbying		138.00	-138.00	0.00%	0.00	966.00	-966.00	0.00%
Licenses and Permits		83.00	-83.00	0.00%	0.00	581.00	-581.00	0.00%
Meals		83.00	-83.00	0.00%	248.50	581.00	-332.50	42.77%
Memberships - NATOA / Others		456.00	-456.00	0.00%	1,319.00	3,192.00	-1,873.00	41.32%
Mileage	922.74	500.00	422.74	184.55%	3,568.81	3,500.00	68.81	101.97%
Miscellaneous Expenses		83.00	-83.00	0.00%	-76.41	581.00	-657.41	-13.15%
Natural Gas	47.34	291.00	-243.66	16.27%	2,073.48	2,037.00	36.48	101.79%
Office Supplies / Equipment	618.48	833.00	-214.52	74.25%	3,526.47	5,831.00	-2,304.53	60.48%
Parking Lot Maintenance		416.00	-416.00	0.00%	0.00	2,912.00	-2,912.00	0.00%
Payroll Expenses (ADP)	352.60	433.00	-80.40	81.43%	3,047.25	3,031.00	16.25	100.54%
PERA	2,209.13	3,609.00	-1,399.87	61.21%	18,061.76	25,263.00	-7,201.24	71.49%
Postage		83.00	-83.00	0.00%	771.02	581.00	190.02	132.71%
Printing / Copy Services		166.00	-166.00	0.00%	84.63	1,162.00	-1,077.37	7.28%
Professional Development	343.00	1,425.00	-1,082.00	24.07%	5,740.09	9,975.00	-4,234.91	57.54%
Publications		41.00	-41.00	0.00%	0.00	287.00	-287.00	0.00%
Ramsey Capital Equipment	33.89	416.00	-382.11	8.15%	175.25	2,912.00	-2,736.75	6.02%
Sales Tax		166.00	-166.00	0.00%	262.00	1,162.00	-900.00	22.55%
Secretary Services	133.00	150.00	-17.00	88.67%	1,333.40	1,050.00	283.40	126.99%

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

	Jul 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service		416.00	-416.00	0.00%	1,497.50	2,912.00	-1,414.50	51.43%
SS/Medicare Expense	2,768.43	4,087.00	-1,318.57	67.74%	19,451.77	28,609.00	-9,157.23	67.99%
State Unemploy Exp		416.00	-416.00	0.00%	227.32	2,912.00	-2,684.68	7.81%
STD / LTD / Life Insurance	593.85	504.00	89.85	117.83%	3,807.64	3,528.00	279.64	107.93%
Studio Sets		166.00	-166.00	0.00%	0.00	1,162.00	-1,162.00	0.00%
Subscription Services	55.00	0.00	55.00		330.00	0.00	330.00	
Temp Staff Services		416.00	-416.00	0.00%	0.00	2,912.00	-2,912.00	0.00%
Vehicle - Equipment / Repair	63.00	1,416.00	-1,353.00	4.45%	6,224.53	9,912.00	-3,687.47	62.80%
Vehicle - Insurance		250.00	-250.00	0.00%	1,887.00	1,750.00	137.00	107.83%
Vehicle - Maintenance / Gas	289.07	666.00	-376.93	43.40%	1,530.31	4,662.00	-3,131.69	32.83%
Wages - Full-time	33,073.76	45,853.00	-12,779.24	72.13%	232,543.05	320,971.00	-88,427.95	72.45%
Wages - Part-time	3,189.83	7,581.00	-4,391.17	42.08%	22,048.26	53,067.00	-31,018.74	41.55%
Waste Removal	83.06	166.00	-82.94	50.04%	581.42	1,162.00	-580.58	50.04%
Web / VOD / Int / CaTV / Phone	703.29	1,333.00	-629.71	52.76%	7,462.75	9,331.00	-1,868.25	79.98%
Work Comp Insurance		208.00	-208.00	0.00%	1,281.00	1,456.00	-175.00	87.98%
<b>Total Expenses</b>	<b>\$ 63,961.07</b>	<b>\$ 103,907.00</b>	<b>-\$ 39,945.93</b>	<b>61.56%</b>	<b>\$ 504,090.35</b>	<b>\$ 727,349.00</b>	<b>-\$ 223,258.65</b>	<b>69.31%</b>
<b>Net Operating Income</b>	<b>\$ 315,863.65</b>	<b>\$ 10,589.00</b>	<b>\$ 305,274.65</b>	<b>2982.94%</b>	<b>\$ 347,068.66</b>	<b>\$ 74,123.00</b>	<b>\$ 272,945.66</b>	<b>468.23%</b>
<b>Net Income</b>	<b>\$ 315,863.65</b>	<b>\$ 10,589.00</b>	<b>\$ 305,274.65</b>	<b>2982.94%</b>	<b>\$ 347,068.66</b>	<b>\$ 74,123.00</b>	<b>\$ 272,945.66</b>	<b>468.23%</b>
ZCIP - Network Servers					100,186.70			
ZCIP - Studio	78,840.38				78,888.72			
ZCIP - Truck	53,258.40				167,492.64			
	<u>132,098.78</u>				<u>346,568.06</u>			
Total Expenditures	<u>\$ 196,059.85</u>				<u>\$ 850,658.41</u>			



**QCTV Bank Reconciliation**  
**July 2015**

Beginning Balance - 4M Statement	1,316,465.77
Less: Cleared Checks/Withdrawals	(87,959.63)
Plus: 4M Fund Interest	18.00
Plus: Bank Deposits/Credits	380,179.15
Bank Balance	\$1,608,703.29
Book Balance	1,608,703.29
Adjusted Book Balance	1,608,703.29
Difference:	\$0.00

Completed by:     MK

## Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending **07/31/2015**

Reconciled on: 08/14/2015 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

### Summary

Statement Beginning Balance	1,316,465.77
Checks and Payments cleared	-87,959.63
Deposits and Other Credits cleared	+380,197.15
Statement Ending Balance	<b>1,608,703.29</b>
Uncleared transactions as of 07/31/2015	-805.00
Register Balance as of 07/31/2015	1,607,898.29
Uncleared transactions after 07/31/2015	-127,526.32
Register Balance as of 08/14/2015	1,480,371.97

### Details

#### Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/24/2015	Bill Payment	10890	CBG Communications, Inc.	-5,529.66
06/24/2015	Bill Payment	10892	G & B Environmental, Inc	-116.49
06/24/2015	Bill Payment	10894	Markertek Video Supply	-39.92
06/24/2015	Bill Payment	10898	Verizon Wireless	-71.15
06/26/2015	Journal	06B - 2015MK		-173.50
07/10/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
07/10/2015	Bill Payment	W/D	PERA	-2,474.56
07/10/2015	Journal	07A - 2015MK		-14,648.51
07/10/2015	Journal	07A - 2015MK		-5,057.80
07/10/2015	Journal	07A - 2015MK		-177.55
07/13/2015	Bill Payment	10899	A+ Cleaning Service, Inc.	-407.65
07/13/2015	Bill Payment	10900	ACE Solid Waste, Inc.	-83.06
07/13/2015	Bill Payment	10901	AVI Systems, Inc.	-9,549.62
07/13/2015	Bill Payment	10902	CDW Direct	-657.53
07/13/2015	Bill Payment	10903	Comcast 2	-452.34
07/13/2015	Bill Payment	10904	Comcast Cable	-354.97
07/13/2015	Bill Payment	10905	David S. Washburn	-40.00
07/13/2015	Bill Payment	10906	Holiday Station	-227.03
07/13/2015	Bill Payment	10907	Huebsch	-33.07
07/13/2015	Bill Payment	10908	Image Lawncare Services, Inc.	-455.92
07/13/2015	Bill Payment	10909	Joe G. Ruhland	-75.00
07/13/2015	Bill Payment	10910	Market Place Plus, LLC	-404.95
07/13/2015	Bill Payment	10911	Timesavers	-265.00
07/13/2015	Bill Payment	10912	U.S. Bank Corporate	-4,423.86
07/13/2015	Bill Payment	10913	Xcel Energy	-1,304.60
07/13/2015	Bill Payment	10914	Yang Thao	-17.50
07/22/2015	Bill Payment	10915	Alpha Video & Audio Inc.	-7,280.00
07/22/2015	Bill Payment	10916	Amazon	-2,661.06
07/22/2015	Bill Payment	10918	Bret Heitkamp	-120.00
07/22/2015	Bill Payment	10919	Carl E. Anderson	-80.00
07/22/2015	Bill Payment	10920	CBG Communications, Inc.	-1,818.14
07/22/2015	Bill Payment	10921	CenterPoint Energy	-47.34
07/22/2015	Bill Payment	10922	City of Champlin	-330.04
07/22/2015	Bill Payment	10923	David S. Washburn	-75.00
07/22/2015	Bill Payment	10924	ECM Publisher	-198.66
07/22/2015	Bill Payment	10925	Eric Johnson	-120.00
07/22/2015	Bill Payment	10926	Howard Zukerman & Associates	-5,500.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/22/2015	Bill Payment	10927	James Dickinson	-120.00
07/22/2015	Bill Payment	10928	Joe G. Ruhland	-40.00
07/22/2015	Bill Payment	10929	John Letourneau	-120.00
07/22/2015	Bill Payment	10931	Kennedy & Graven, Chartered	-256.61
07/22/2015	Bill Payment	10933	Markertek Video Supply	-241.28
07/22/2015	Bill Payment	10935	The Lincoln National Life Ins. Co.	-593.85
07/22/2015	Bill Payment	10936	Verizon Wireless	-70.08
07/24/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
07/24/2015	Bill Payment	W/D	PERA	-2,437.82
07/24/2015	Journal	07B - 2015MK		-13,100.25
07/24/2015	Journal	07B - 2015MK		-175.05
07/24/2015	Journal	07B - 2015MK		-4,933.21
Total				-87,959.63

## Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/07/2015	Deposit		Brenda Schmitzer	17.50
07/13/2015	Deposit		Jody Niskanen	15.00
07/13/2015	Deposit		Dana Olson	15.00
07/13/2015	Deposit		Sharon Mantey	15.00
07/13/2015	Deposit		Rachel Woods	15.00
07/21/2015	Deposit		State of Minnesota	422.50
07/22/2015	Deposit		Richard Peterson	30.00
07/24/2015	Deposit		Comcast	79,575.35
07/24/2015	Deposit		Comcast	39,787.72
07/24/2015	Deposit		Comcast	46,322.93
07/24/2015	Deposit		Comcast	23,161.41
07/24/2015	Deposit		Comcast	67,850.49
07/24/2015	Deposit		Comcast	33,925.27
07/24/2015	Deposit		Comcast	59,350.58
07/24/2015	Deposit		Comcast	29,675.40
07/31/2015	Journal	07C - 2015MK		18.00
Total				380,197.15

## Additional Information

## Uncleared Checks and Payments as of 07/31/2015

<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
05/08/2015	Bill Payment	10845	Minnesota Association of Government Communicators	-140.00
07/22/2015	Bill Payment	10917	Anoka Area Chamber of Commerce	-225.00
07/22/2015	Bill Payment	10930	Julie Trude	-120.00
07/22/2015	Bill Payment	10932	Kurtis G. Ulrich	-120.00
07/22/2015	Bill Payment	10934	Pete C. Andersen	-75.00
Total				-805.00

## Uncleared Checks and Payments after 07/31/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/05/2015	Bill Payment	10937	ACE Solid Waste, Inc.	-83.06
08/05/2015	Bill Payment	10939	Comcast Cable	-354.97
08/05/2015	Bill Payment	10940	David S. Washburn	-75.00
08/05/2015	Bill Payment	10941	Heartland Video Systems, Inc.	-29,751.00
08/05/2015	Bill Payment	10942	Holiday Station	-97.50
08/05/2015	Bill Payment	10943	Image Lawncare Services, Inc.	-691.92
08/05/2015	Bill Payment	10944	Joe G. Ruhland	-80.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/05/2015	Bill Payment	10945	Kennedy & Graven, Chartered	-2,408.75
08/05/2015	Bill Payment	10946	Markertek Video Supply	-531.48
08/05/2015	Bill Payment	10947	Monarch Pest Control	-172.64
08/05/2015	Bill Payment	10948	Preferred One Insurance Co.	-5,032.38
08/05/2015	Bill Payment	10949	Rike -Lee Electric, Inc.	-315.39
08/05/2015	Bill Payment	10950	Timesavers	-133.00
08/05/2015	Bill Payment	10938	Alpha Video & Audio Inc.	-78,840.38
08/05/2015	Bill Payment	10951	Xcel Energy	-1,616.26
08/07/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
08/07/2015	Bill Payment	W/D	PERA	-2,557.96
08/14/2015	Bill Payment	10952	A+ Cleaning Service, Inc.	-407.65
08/14/2015	Bill Payment	10953	Alpha Video & Audio Inc.	-188.00
08/14/2015	Bill Payment	10954	B&H Photo-Video	-587.80
08/14/2015	Bill Payment	10955	CenterPoint Energy	-41.18
08/14/2015	Bill Payment	10956	Comcast 2	-452.42
08/14/2015	Bill Payment	10957	Huebsch	-33.07
08/14/2015	Bill Payment	10958	Market Place Plus, LLC	-404.95
08/14/2015	Bill Payment	10959	Trans Alarm	-376.83
08/14/2015	Bill Payment	10960	U.S. Bank Corporate	-1,992.73
Total				-127,526.32

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**August 4, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **Truck Equipment Bid Award**

A sealed bid request for mobile production equipment was submitted on July 2, 2015 to various local and regional vendors as well as posted in the Champlin-Dayton press and Anoka County Union newspapers. This request was made in conjunction with North Suburban Access Corporation of Roseville who was interested in purchasing the same equipment as QCTV. At the bid deadline on July 17th at 10:00am, five bids were reviewed by the staff of both organizations. After analyzing the bids, it was found that by purchasing the mobile production equipment in bulk for both organizations, this would yield a cost savings of \$55,863.04 for QCTV. Heartland Video Systems Inc. and Alpha Video have been awarded the bid for the purchase of the equipment requested.

#### **Digital assets management system installed**

QCTV has installed a digital assets management server. This server will host digital assets (video clips) of value to QCTV and our programming partners. We are testing the system with select member city staff to access video that can be distributed through other channels by city staff (i.e. Facebook).

#### **Liability Coverage Waiver**

QCCCC obtains liability coverage from the League of Minnesota Cities Insurance Trust. The governing board must take action on a decision to waive or not waive monetary limits on tort liability. Upon the advice of QCCCC's financial services provider City of Andover, it is recommended QCCCC not waive the monetary limits. (Waiver Form Attached)

#### **Technical review of Comcast system**

CBG has completed the technical audit of the Comcast system serving the Quad Cities and a final report will be presented at the September meeting.

**CenturyLink franchise negotiation**

Legal counsel and staff have had an initial negotiation conversations and continue to make progress on a franchise agreement.

**Monthly reports**

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

**Action Requested:** Approval designating QCCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.



## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

\_\_\_\_\_  
LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**September 5, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **Web site progress**

The new QCTV web site has made great strides in development of the backend systems to support web streaming, agenda parsing, and digital downloads/uploads. The system is being tested and we hope to announce a launch date soon.

#### **Replacement of Cargo Van**

The cargo van used for remote shoots is in need of replacement and upgrading for safety measures. The estimate replacement cost of a used van with safety upgrades is approximately \$30,000. There are adequate capital funds from the mobile production truck to complete this purchase in 2015. Because this van is being purchased on the used market, it is impractical to bring estimates to the commission prior to purchase. Staff seeks board direction regarding purchase.

#### **City Clerks meeting scheduled**

The annual meeting between QCTV and member city clerks is scheduled for September 23. We will review technical standards, agenda preparation, meeting coverage. We will also demonstrate the test web site and discuss use of the digital assets management system.

#### **Technical review of Comcast system**

CBG has completed the technical audit of the Comcast system serving the Quad Cities. The consultant is available to present the final report at the October meeting.

#### **Comcast Internet Essentials**

Enclosed are the current marketing materials for Comcast's Internet Essentials program. Since 2011, Comcast has invested more than \$240 million in cash and in-kind support to fund digital literacy initiatives, reaching nearly 3.2 million people through the national and local community partners. Residents who qualify have access to a low-cost computer purchase, affordable monthly Internet fees and free



training. Please see the enclosed materials for more details on the impact of this program nationwide.

**Monthly reports**

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

**Action Requested:** None

August 25, 2015

To: Karen George, Executive Director

From: Taylor Johnson, Mobile Production Coordinator/Producer

Subject: Cargo Van Replacement

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QCTV's cargo van is nearing the end of its useable life and is in need of replacement. The QCTV cargo van is used to carry scaffolding and other equipment to and from production locations. The van is also used as a mobile shooting platform that can be placed at various events to allow for higher angle camera shots.

The replacement van would need to meet the following specifications:

- Year: 2011 or newer
- Miles: 50,000 miles or less
- Transmission: automatic
- Size: full-size
- Color: White
- Aftermarket QCTV branding graphic wrap
- Roof-top platform that meets OSHA requirements (railings, ladder, etc...)

The estimated replacement cost for the cargo van is \$25,000-\$30,000.

# Now your family has an easier way to do homework, look for a job and keep in touch.

With Internet Essentials™ from Comcast, your family can:

- Do homework
- Email teachers
- Look for jobs
- Pay bills
- Find doctors
- Get online tutoring
- Take online classes
- Research colleges

Enrolled families may also purchase a low-cost computer. Anyone can access our free online Learning Center, with a library of videos and other resources that help you create a safe, secure and fun online experience for your family. Just visit [InternetEssentials.com/learning](http://InternetEssentials.com/learning).

To qualify for Internet Essentials, your household must meet all of these criteria:

- Is located where Comcast offers Internet service
- Has at least one child eligible to participate in the National School Lunch Program
- Has not subscribed to Comcast Internet service within the last 90 days
- Does not have outstanding Comcast debt that is under one year old

To learn more or apply, visit: [InternetEssentials.com](http://InternetEssentials.com) Or call: **1-855-8-INTERNET (1-855-846-8376)**

## AFFORDABLE INTERNET

**\$9<sup>95</sup>**  
a month  
+ tax

- No credit check
- No activation fees
- No equipment rental fees

## A LOW-COST COMPUTER

**\$149<sup>99</sup>**  
+ tax  
Available at initial enrollment

## FREE INTERNET TRAINING

Available online, in print and in person

Restrictions apply. Not available in all areas. Limited to Internet Essentials service for new residential customers meeting certain eligibility criteria. Advertised price applies to a single outlet. Actual speeds may vary and are not guaranteed. After initial participation, if a customer is determined to be no longer eligible for the program but continues to receive Comcast service, regular rates will apply. Subject to Internet Essentials program terms and conditions. Call 1-855-846-8376 for restrictions and complete details, or visit [InternetEssentials.com](http://InternetEssentials.com). © 2015 Comcast. All rights reserved. Internet Essentials is a program to provide home Internet service for families. It is not a school program, and is not endorsed or required by your school. Your school is not responsible for Internet Essentials accounts.

**INTERNET  
ESSENTIALS**  
from Comcast

With Internet at home, their opportunities can grow as fast as they do.

 COMCAST





## Ahora tu familia tiene una manera más fácil de hacer las tareas, buscar empleo y mantenerse comunicada.

Con el Servicio de Internet Básico™ de Comcast, tu familia puede:

- Hacer tareas
- Enviar emails a los maestros
- Buscar empleo
- Pagar facturas
- Encontrar médicos
- Recibir apoyo académico en línea
- Tomar clases en línea
- Buscar universidades

Las familias registradas también pueden comprar una computadora de bajo costo. Cualquiera puede tener acceso a nuestro Centro de Aprendizaje, con una colección de videos y otros recursos para ayudarte a crear una experiencia en línea segura y divertida para tu familia. Solo visita [InternetBasico.com/aprender](http://InternetBasico.com/aprender).

Para obtener más información o llenar una solicitud, visita: [InternetBasico.com](http://InternetBasico.com)

O llama al: **1-855-SOLO-995 (1-855-765-6995)**

### INTERNET A TU ALCANCE

**\$9.95**  
al mes + impuestos

- Sin verificación de crédito
- Sin cargo por activación
- Sin cargo de alquiler por equipo

### UNA COMPUTADORA DE BAJO COSTO

**\$149.99**  
+ impuestos

Disponible en la inscripción inicial

### GRATIS

Capacitación de Internet  
Por el Internet, en persona  
y con materiales impresos

Se aplican restricciones. El servicio no está disponible en todas las áreas. Limitado al Servicio de Internet Básico de Comcast para nuevos clientes residenciales que cumplan con ciertos criterios de elegibilidad. Los precios anunciados aplican a una sola conexión. Las velocidades reales varían y no están garantizadas. Después de la participación inicial, si se determina que un cliente ya no es elegible para el programa, pero continúa recibiendo el servicio de Comcast, se aplicarán las tarifas regulares. Sujeto a los términos y condiciones del programa del Servicio de Internet Básico de Comcast. Llame al 1-855-SOLO-995 (1-855-765-6995) para obtener las restricciones y todos los detalles, o visite [InternetBasico.com](http://InternetBasico.com). © 2015 Comcast. Derechos Reservados. El Servicio de Internet Básico es un programa creado para proporcionar a las familias un servicio de Internet residencial. No se trata de un programa escolar y no es requerido ni está patrocinado por su escuela. Su escuela no es responsable de las cuentas del Servicio de Internet Básico.

INTERNET  
ESSENTIALS  
from Comcast

Con Internet en casa,  
sus oportunidades  
pueden crecer tan  
rápido como ellos.



COMCAST



# INTERNET ESSENTIALS

from Comcast

# NEWS

## Announcing Internet Essentials Enhancements

*Transforming • Strengthening • Inspiring*

### As we enter our fifth back-to-school season for Internet Essentials, we are more committed than ever to attack the digital divide in a meaningful way. We've seen first-hand the power that the Internet has to transform lives, strengthen communities, and inspire a new generation of leaders. It levels the playing field by creating greater access to education, health care, employment opportunities, news, information, and entertainment.

So, it gives us great pleasure to announce a number of new and exciting ways we are enhancing the program. These changes come from our own learnings, as well as from feedback from our customers and nonprofit and governmental partners. Since we first offered Internet Essentials in August 2011, we have now made 25 enhancements to the program. Highlights from this year's announcements include:

#### ■ 500,000 Families, 2 Million Americans (and counting...)

We have made real and measurable progress in closing the digital divide in America over the past four years. Through the end of July 2015, we have connected more than 500,000 low-income families, or more than 2 million Americans, to the power of the Internet in their homes.

To put that in perspective, 2 million is larger than the populations of 96 of America's 100 largest cities, as well as the populations of 14 states, including Nebraska, West Virginia, and Idaho. And it is multiple orders of magnitude greater than the impact of all other private sector low-income broadband adoption programs combined.

We're seeing strength in the program's momentum as well. The first two quarters of 2015 have been the best in its history.

#### ■ Expanding Auto Enrollment

We have again made it even easier for more families to sign up for Internet Essentials by expanding the number of schools that are eligible for our streamlined auto-enrollment process. Now, if a child attends a school where at least 50 percent of the students are eligible to participate in the National School Lunch Program, all student families in that school are automatically eligible for Internet Essentials.

#### ■ Doubling Speed

We are doubling the download speed of the service from up to 5 Mbps to up to 10 Mbps for no additional cost. This is the third time we have increased the speed of the Internet service in four years. It means families are now easily able to use multiple devices in their homes at the same time and have enough bandwidth to power resource-intensive services.

#### ■ Free Wi-Fi

We're now offering a free Wi-Fi router to new and existing Internet Essentials customers. Having in-home Wi-Fi was one of the most requested enhancements for the program, and it has many key benefits. For instance, in-home Wi-Fi means Internet Essentials customers are now able to connect any Internet-enabled device including laptops, tablets, and smartphones.

Combined with our new speed increase, it will now be easier for multiple family members to connect to the Internet simultaneously. For example, one child could use her laptop to watch an educational video from Khan Academy while her brother uses their mom's smartphone to look up definitions for a vocabulary test. In addition, with in home Wi-Fi, customers are able to save money on wireless data usage bills by connecting their smartphones to their Internet service at home.

#### ■ Senior Citizen Pilot Program

Over the past several years, we've focused on building a network of nonprofit, governmental, and educator partnerships to help spread the word about Internet Essentials to low-income families with children and to provide digital literacy training for that population.

We have received feedback asking us to extend Internet Essentials to additional populations, especially low-income seniors. While there are complexities with any expansion, we're excited to announce we're going to conduct several pilot programs designed to increase Internet adoption rates among low-income senior citizens.

When seniors are on the wrong side of the digital divide, it can be isolating. We're excited about the opportunity to bring the power of the Internet to this new demographic, so they can stay in touch with family and friends and learn how to do things online like enroll in healthcare and pay bills.

The first pilot will take place in Palm Beach County, and a number of additional pilot programs will be announced in other markets in the weeks ahead.

Research on the digital divide for seniors is very clear. According to the Pew Research Center, just 47 percent, or less than half, of seniors (aged 65 and older) have broadband Internet at home.

And the picture for low-income seniors is much worse. Only 25 percent of seniors with household incomes below \$30,000 have home high-speed Internet, compared to 82 percent of seniors with household incomes at or above \$75,000. That is a massive gap of nearly 60 percentage points, which is roughly twice the size of the gap in broadband adoption rates between low- and high- income families with school-age children.

Research also indicates that, as with the population of families with school-age children, perceptions of relevancy of the Internet will be the major barrier to adoption for seniors. For instance, 35 percent of older non-Internet users don't think they are at a disadvantage from missing out on information online.

*continued on page 2*



## ■ Senior Citizen Pilot Program continued from page 1

In addition, research indicates how vital digital literacy training will be for any Internet adoption program to be successful. Only 18 percent of seniors would feel comfortable learning to use a new digital device on their own, and 77 percent would need someone to help them. Clearly, reaching seniors will require a different approach and mindset. Internet Essentials was originally designed for a specific community – low-income families with children. We want to take that same philosophy and tailor our approach to reach the low-income senior citizen population. Just like with the original targeted population for Internet Essentials, we need to take our time and be rigorous, methodical, and thoughtful in our approach. We know we have a lot to learn, but we're confident we can make a difference, and we are excited to embark on a new journey.



Internet Essentials is truly born from Comcast's late founder Ralph Roberts's vision to invest in our communities, because when the communities we serve thrive, everyone benefits. Internet Essentials has been woven into the cultural fabric of our Company, and it is one of our proudest achievements.

Internet Essentials isn't your typical Comcast product or service. It's the biggest community investment initiative our Company has ever undertaken, and its success is largely grassroots in nature. Thanks to the help and support of thousands of school districts, libraries, community partners, elected officials, and dedicated Comcast employees, the program has become the largest and most comprehensive high-speed Internet adoption program for low-income families anywhere in America. If you'd like to get more involved and become a partner, please sign up at [www.InternetEssentials.com/Partner](http://www.InternetEssentials.com/Partner), and help us spread the word.

## Internet Essentials Investments

Since 2011, Comcast has invested more than \$240 million in cash and in-kind support to fund digital literacy initiatives, reaching nearly 3.2 million people through our national and local non-profit community partners. Additional key program milestones and facts through June 2015 include:

- Dedicated more than \$1 million in grants to create Internet Essentials Learning Zones, where networks of nonprofit partners are working together to enhance public Internet access and increase family-focused digital literacy training in Atlanta, Chicago, Denver, Fresno, Miami, and Seattle, among others.
- Provided more than 41,000 subsidized computers at less than \$150 each.
- Distributed for free nearly 46 million Internet Essentials program materials.
- Broadcast more than 7 million public service announcements, valued at more than \$90 million.
- Welcomed more than 3.5 million visitors to the Internet Essentials websites in English and Spanish and its Online Learning Center.
- Fielded more than 3.2 million phone calls to our Internet Essentials call center.
- Made Internet Essentials available in nearly 48,000 schools and more than 5,000 school districts, in 39 states and the District of Columbia.
- Partnered with 9,000 community-based organizations, government agencies, and federal, state, and local elected officials to spread the word.

## Internet Essentials Customer Survey Data

Internet Essentials customer research indicates the program is making a real impact on their daily lives.

- 86% of customers use their Internet service every day or almost every day.
- Customers are most frequently using the Internet for schoolwork and finding general information.
  - 98% of families are using their service for schoolwork, and 92% of this group feels their service had a positive impact on their child's grades.
  - 63% are using their service to pay for bills.
  - 52% are using their service to search for a job, and 67% of those searching feel their service helped someone in the household locate or obtain employment.
  - 90% of Internet Essentials customers are satisfied with the program, and 92% said they would recommend the program to friends and family.

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## QCCCC Agenda Item

### 4.3.1 Operations Report

**August 11, 2015**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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QCTV took advantage of the nice weather in July and were out and about in our four communities almost every day! We produced live coverage of several baseball games- both Legion and Metro Minny baseball games. We produced live coverage of the Fun Fest Parade in Andover and covered Fun Fest itself. One of our co-hosts was a young woman who volunteered and did a very nice job.

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

We produced a nice feature show called "Thank you Berry Much: The story of the Bauer Berry Farm". It is an inside look at a local berry farm and features Nancy and Bill Bauer who have owned this business for many years.

We produced our regular monthly programs: "News and Views" and "The Chamber Report". "It's Your History", and "The Sheriffs Show" were completed as well. "The Public Safety Show" and "District Court" will be produced next month.

We produced two PSA's for The League of Women Voters so they can recruit new members. These PSA's will be used by the local ABC chapter as well as by the state organization. The PSA's featured local people talking about the benefits of getting involved in the League of Women Voters.

A new QCTV promo was produced featuring a "super fan" who watches QCTV on her computer in Boston when away from home. We had a spokesperson from the DNR in a new PSA on Emerald Ash Borer, which is a non-native beetle that has invaded Anoka County and kills trees.

We started a new series of promos called "Shout Out!" where we go to an event and ask people to say their name, where they are from, and do a shout-out to whomever they like. We went to the Anoka County Fair to do our first one and talked to several enthusiastic 4-H kids. We will continue to produce these at local community events.

We produced a show called "Let's go to the Library" in conjunction with the Anoka County Library. Two librarians came to the studio and talked about the services and programs of the Anoka County Library. We are hopeful this kind of "facilitated access" will catch on and they will be back to do more shows.

We also produced several more "Slow TV's" that feature scenic sites from around our four member cities. We also did a nice time lapse promo on a lake that promotes QCTV.

Work was done in the studio to expand and improve the "green screen" so we can use virtual sets with two cameras. This is a much needed improvement and will give our sets a modern, new look.

Through a collaboration with the Anoka-Hennepin School District, The Minnesota Association of School Administrators used our studio for three days to produce school employee training videos.

**Action: None**



## QCCCC Agenda Item

### 4.3.1 Operations Report

**September 8, 2015**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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Community programming this month included the second episode of “The Local Show”. This program features stories from all four of our cities including the Stepping Stone Homeless Shelter in Anoka County, Northern Starz Theater in Ramsey, an Andover family that was changed by organ donation, the Young Artists of Anoka Tunnel Project, and the old fashioned charm of the Champlin Sinclair station. Hosted by our production assistant Winter Kucharski, it is a nice way to showcase some good people and organizations.

Fall sports started in August and we produced live coverage of several football, volleyball, and soccer games. We also produced a MYAS All Star Event that was popular with our viewers. This is a tournament for 14 and 15 year old baseball players and we produced coverage of the final day of the tournament.

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

In collaboration with Allina Clinics, we produced a show called “QCRX”. Our guests were doctors and health care professionals who talked on the subjects of vaccinations, bereavement, and healthy eating. Allina is interested in doing another show so we have one scheduled. This is “facilitated access” where we work with members of the community to produce local programming.

Another example of this kind of “facilitated access” is our partnership with the Anoka County Master Gardeners. We produced a show called “Garden Talk: Making of a Master Gardener”. This is an hour long program hosted by a local master gardener and features several people from The University of Minnesota Extension Services as well as some long time Anoka County Master Gardeners. There is a segment called “Plant Talk” where two experts answer questions that are relevant to this summer’s garden problems and pests. We also featured a Ramsey woman who is a first time gardener- she knew nothing of gardening but after being paired up with an expert, she says she will always have a garden.

We also featured some video of the recent garden tour in the program. The Anoka County Master Gardeners were pleased with the experience and want to do another show.

We produced our regular monthly shows: “News and Views” and “The Chamber Report”. Scheduled to be completed by the end of the month are: “The Sheriff’s Show”, “It’s Your History”, “The Public Safety Report” and “The District Court Show”.

We also produced several more “Slow TV’s” that feature scenic sites from around our four member cities. The staff watched a TED talk on Norwegian Slow TV which was helpful and inspirational.

Work continues in the studio to expand and improve the “green screen” so we can use virtual sets with two cameras. This is a much needed improvement and will give our sets a modern, new look.

A professional film company, ii films, rented our studio for a few hours to shoot a scene for a movie they are making called “Miles Between Us.”

**Action: None**

4.3.2 Technology Report

**August 3, 2015**

**To:** Karen George, Executive Director

**From:** Steve Ulrich

**Subject:** July 2015 Technology Report

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**Equipment Issues:**

**QCTV Equipment**

- Server3 will not boot. Replaced motherboard and reconfigured.
- Blackmagic MultiView intermittent operation. Installed firmware update to resolve.

**Comcast Issues:**

- 7/29/2015 – No Internet at Ramsey City Hall. Comcast reconfigured to restore operation.
- 7/28/2015 – No Internet at Studio. Comcast reconfigured to restore operation.
- 7/8/2015 – i-Net between the School District and Studio down. Comcast restored operation by 9 AM the next day.
- 6/30/2015 i-Net down between Castle Field and Studio which prevented live broadcast of game that day. Comcast resolved on 7/9/2015

**Web Site:**

- Requested additional information regarding the exact format of the channel feeds they need. Waiting to test.
- Provided CableCast information to developer. Scheduling now working.

### **July Projects:**

- Installed RAID array on Server5. Configured for Razuna Digital Asset Management.
- Completed SDI switching project. Reconfigured video hub and CableCast.
- Continue documentation for new Truck equipment.
- Installed lobby monitor and ran HDMI cable into Playback room.
- Test video record functions with new SDI switch.
- Recycled old equipment.

### **August Planned Projects:**

- New web site development. Test video feeds.
- Rework equipment checkout system.
- Database maintenance.
- Install streaming servers.

### **Ongoing Projects:**

- NAS file maintenance.
- Equipment documentation.

**Action:** None.

## QCCCC Agenda Item

### 4.3.2 Technology Report

**September 1, 2015**

**To:** Karen George, Executive Director

**From:** Steve Ulrich

**Subject:** August 2015 Technology Report

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#### **Equipment Issues:**

##### **QCTV Equipment**

- QCTV-5 workstation experiencing trouble processing video. Issue with video card. This workstation is scheduled for upgrading.
- Update (4) workstations to Windows 10 and begin testing compatibility.
- QCTV-14 refresh workstation for new Producer. Migrate files.

##### **City Equipment**

- Andover document camera lights not working. Replaced controller.

#### **Comcast Issues:**

- 08-03-2015 - Low Audio between Anoka City Hall and Studio. Comcast contacted and resolved on 08-07-2015.
- 08-06-2015 – Channel 18 dark (School District). This was resolved, but they also found they had a problem with their Carousel unit.

#### **Web Site:**

- Requested additional information regarding the exact format of the channel feeds they need. Waiting to test. Now resolved.
- Provided CableCast information to developer. Scheduling now working.
- Set firewall to permit controlled file access for video download.

### **August Projects:**

- Moved Wi-Fi access points to separate network.
- Set up VPN and test.
- Installed & configured streaming channel servers (5).
- Continue documentation for new Truck equipment.
- Begin work on new equipment checkout program.
- Work with BizzyWeb to resolve on demand and VOD issues.
- Recycled old equipment.

### **September Planned Projects:**

- New web site development. Test video feeds.
- Rework equipment checkout system.
- Database maintenance.

### **Ongoing Projects:**

- NAS file maintenance.
- Equipment documentation.

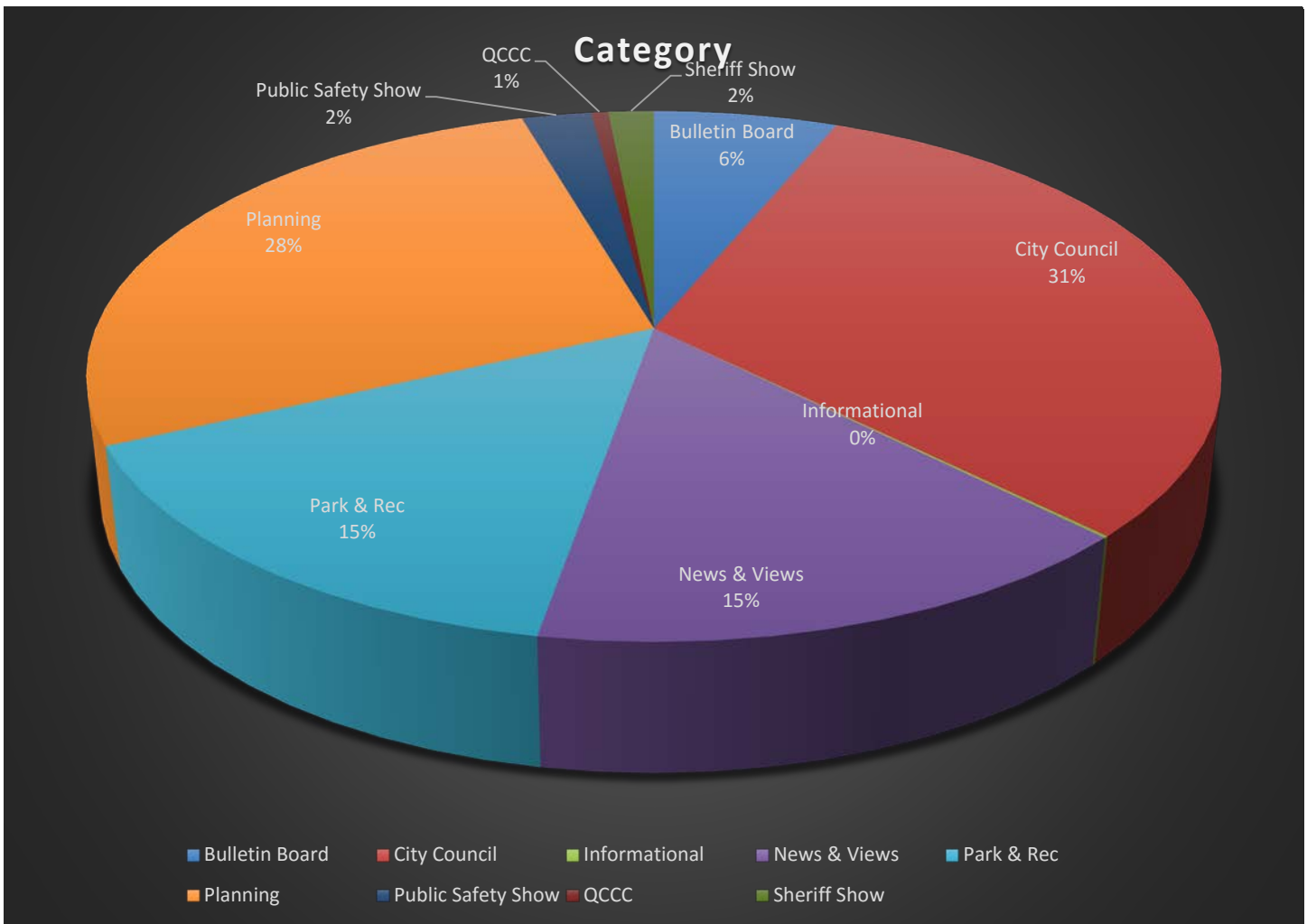
**Action:** None.

# Andover Channel & Web Statistics

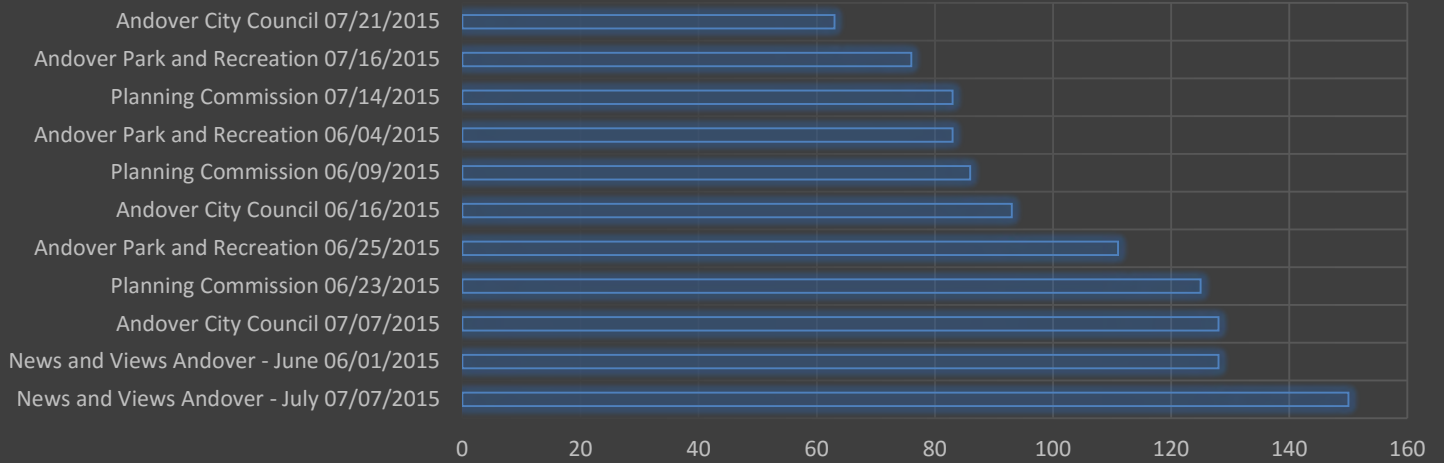
## July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 838	New Shows: 7	Total Hours: 46.37	Total Hits: 1126
Total Time: 697.63	New Time: 5.7	Saturation: 6.3%	
Saturation: 93.7%	All Shows: 16	<b>New Andover: 82</b>	
	All Time: 12.75	<b>New All Cities: 483</b>	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1
6/9/2015	News and Views June	1
6/5/2015	Public Safety Talk 6-5	0.5
6/18/2015	QCCC 6-18	1.238056
7/16/2015	QCCC 7-16	0.092222
5/5/2015	The Sheriff Show May and June	0.5



## Web Hits



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Andover City Update 7-10	7/10/2014	Informational	0.25833333	3	0.775
City Council Andover 7-21	7/21/2015	City Council	1.32472222	80	105.977778
City Council Meeting Andover 6-16	6/16/2015	City Council	0.70055556	26	18.2144444
City Council Meeting Andover 7-7	7/8/2015	City Council	1.35361111	80	108.288889
News And Views - Andover July	7/6/2015	News & Views	0.25472222	168	42.7933333
News and Views - Andover Segment June	6/9/2015	News & Views	0.26222222	23	6.03111111
News And Views - July **	7/6/2015	News & Views	1	58	58
News and Views June **	6/9/2015	News & Views	1	6	6
Park and Recreation Andover 7 -16	7/16/2015	Park & Rec	0.4725	111	52.4475
Parks and Recreation Meeting Andover 6-25	6/25/2015	Park & Rec	1.07583333	57	61.3225
Planning Commission Andover 6-23	6/23/2015	Planning	1.54138889	49	75.5280556
Planning Commission Andover 7-14	7/15/2015	Planning	1.1825	109	128.8925
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.5	35	17.5
QCCC 6-18 **	6/18/2015	QCCC	1.23805556	3	3.71416667
QCCC 7-16 **	7/16/2015	QCCC	0.09222222	7	0.64555556
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	23	11.5
** Shared With Multiple Cities			<b>12.7566667</b>	<b>838</b>	<b>697.630833</b>

<b>Total Programming Hours:</b>	<b>697.6308</b>
<b>Total Bulletin Board Hours:</b>	<b>46.3692</b>
<b>Total Runs:</b>	<b>838</b>
<b>July Total Time:</b>	<b>744</b>
<b>Web Hits:</b>	<b>1126</b>

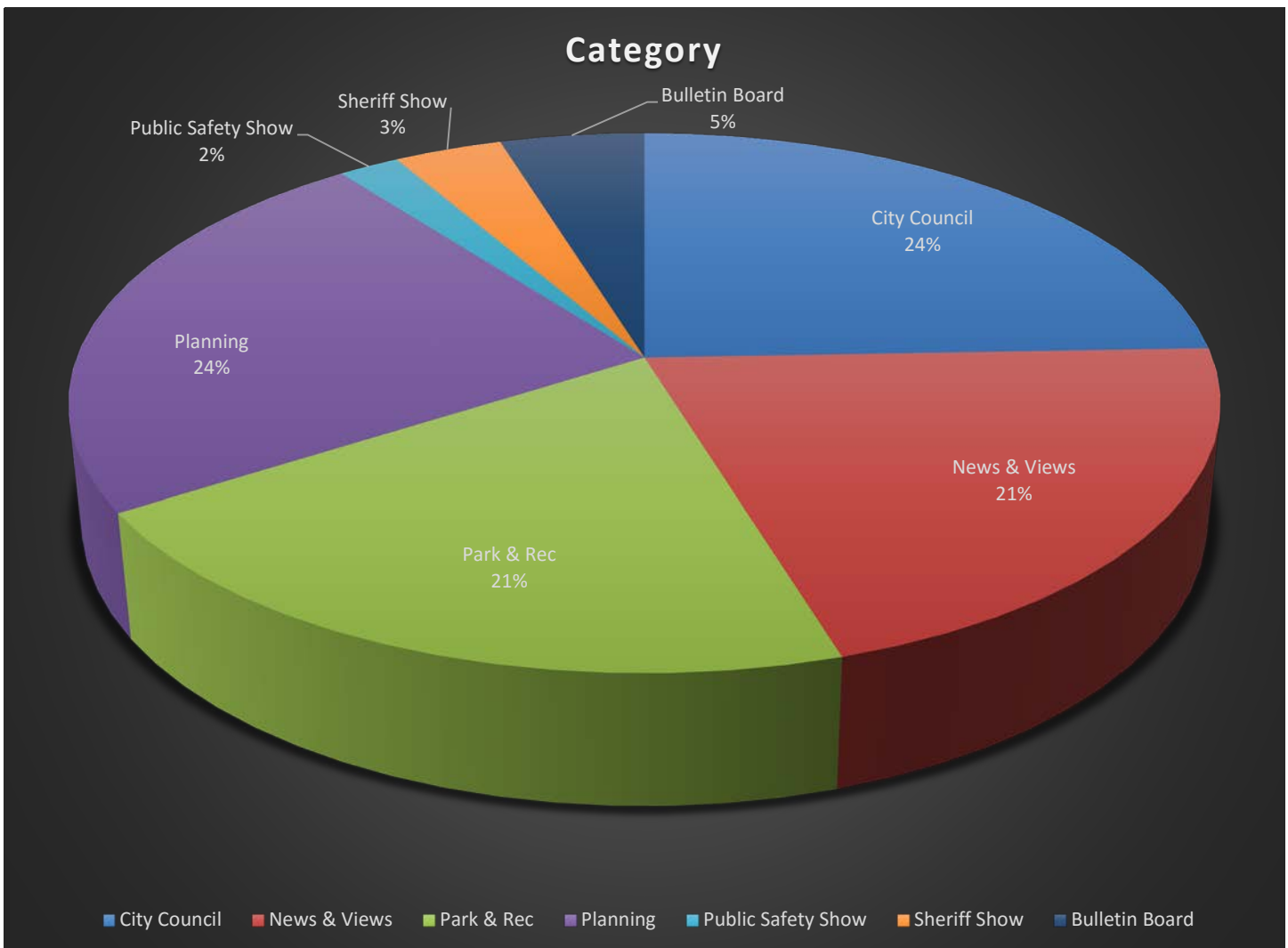


# Andover Channel & Web Statistics

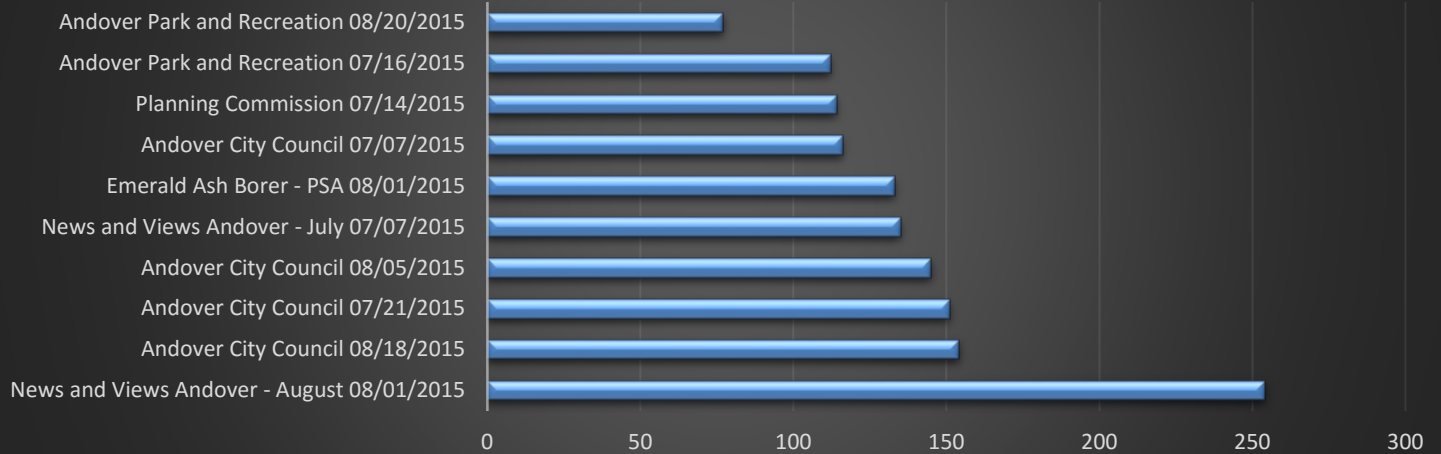
## August 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1033	New Shows: 8	Total Hours: 35.4	Total Hits: 1391
Total Time: 708.58	New Time: 5.17	Saturation: 5%	
Saturation: 95%	All Shows: 17	<b>New Andover: 48</b>	
	All Time: 10.75	<b>New All Cities: 307</b>	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1.00
8/3/2015	News and Views - August	1.00
6/5/2015	Public Safety Talk 6-5	0.50
7/16/2015	Quad Cities Cable Comm.	0.09
8/3/2015	The Sheriff Show Aug & Sep	0.50
5/5/2015	The Sheriff Show May & June	0.50



## Web Hits



### Detail

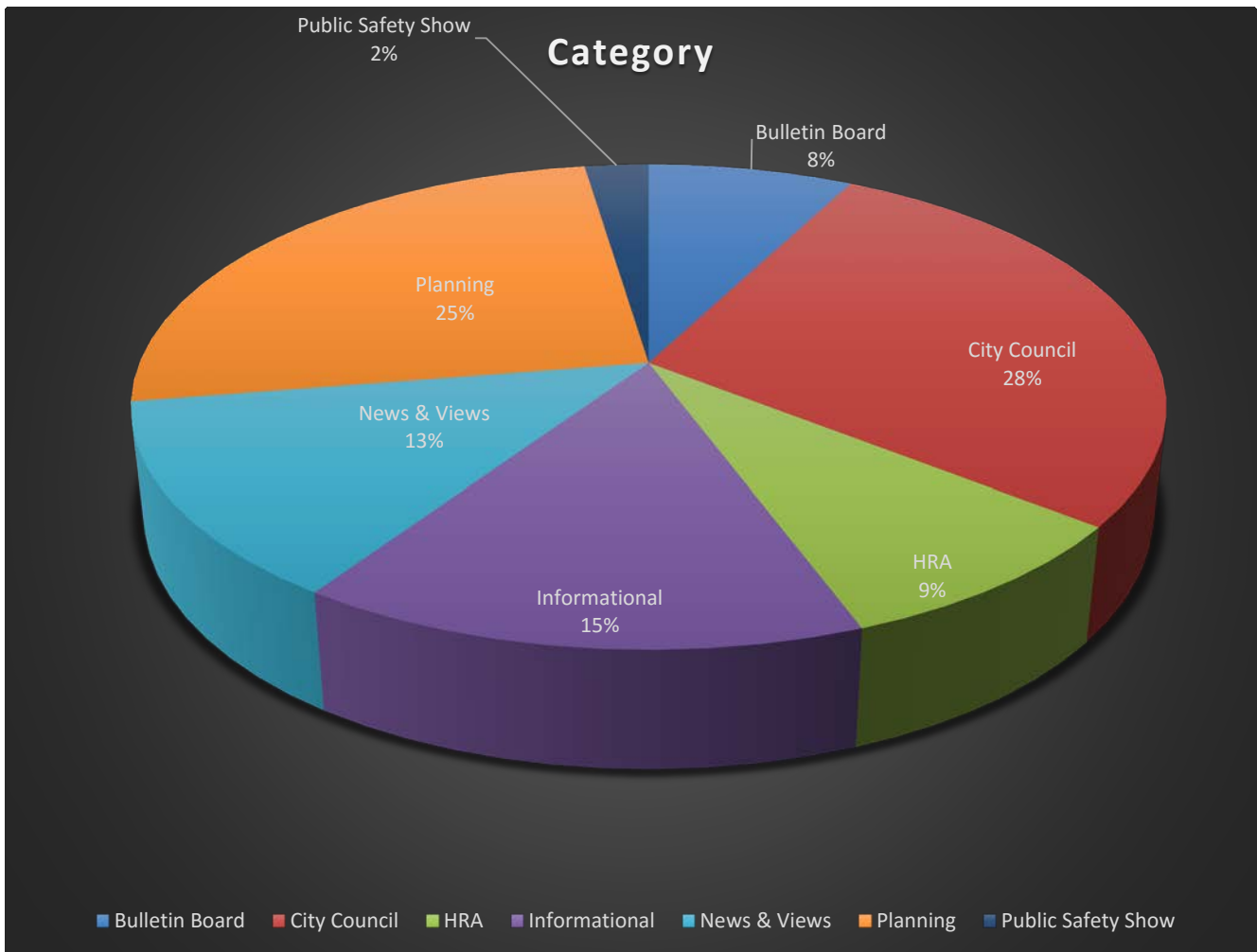
Title	Event Date	Category	Length-d	Runs	Total-d
Andover City Update 7-10	7/10/2014	Informational	0.26	2	0.52
City Council Andover 7-21	7/21/2015	City Council	1.32	30	39.74
City Council Andover 8-5	8/5/2015	City Council	0.53	104	55.29
City Council Meeting Andover 8-18	8/18/2015	City Council	1.20	72	86.20
Live City Council Meeting	8/6/2015	City Council	0.17	2	0.33
Live Planning Commission Andover	8/6/2015	Planning	0.17	1	0.17
News and Views - Andover August	8/3/2015	News & Views	0.26	278	71.35
News And Views - Andover July	7/6/2015	News & Views	0.25	26	6.62
News And Views - July **	7/6/2015	News & Views	1.00	4	4.00
News and Views August **	8/3/2015	News & Views	1.00	73	73.00
Park and Recreation Andover 7 -16	7/16/2015	Park & Rec	0.47	145	68.51
Park and Recreation Meeting Andover 8-20	8/20/2015	Park & Rec	1.35	63	85.05
Planning Commission Andover 7-14	7/15/2015	Planning	1.18	149	176.19
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.50	30	15.00
Quad Cities Cable Commission 7-16 **	7/16/2015	QCCC	0.09	1	0.09
The Sheriff Show Aug-Sep 2015 **	8/3/2015	Sheriff Show	0.50	51	25.50
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.50	2	1.00
** Shared with multiple cities			10.75389	1033	708.575

<b>Total Programming Hours:</b>	<b>708.575</b>
<b>Total Bulletin Board Hours:</b>	<b>35.425</b>
<b>Total Runs:</b>	<b>1033</b>
<b>August Total Time:</b>	<b>744</b>
<b>Web Hits:</b>	<b>1391</b>

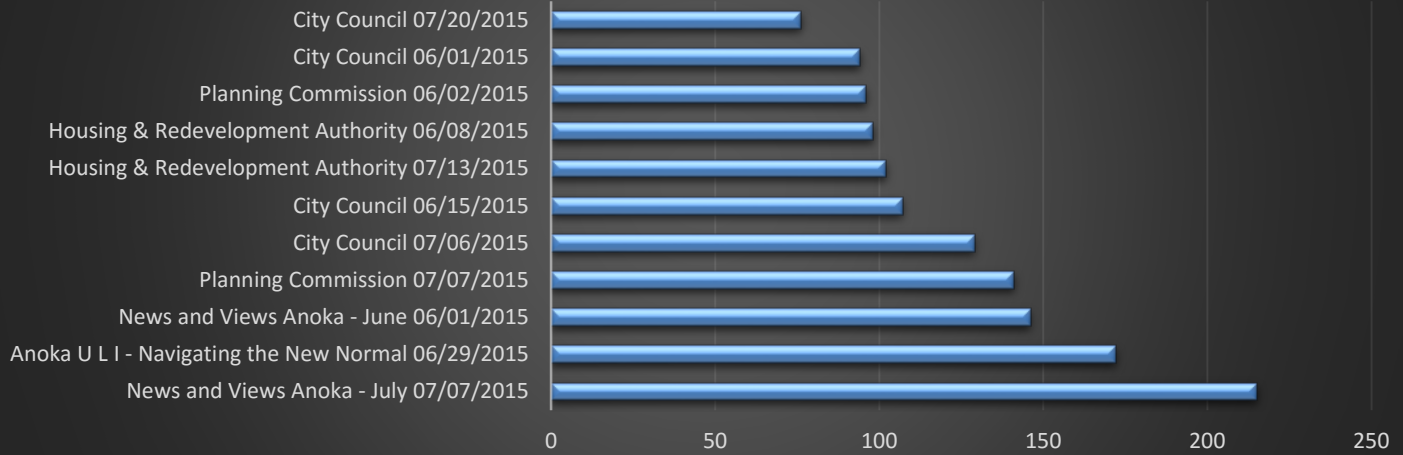
# Anoka Channel & Web Statistics July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 712	New Shows: 7	Total Hours: 56	Total Hits: 1376
Total Time: 687.9	New Time: 6.01	Saturation: 7.6%	
Saturation: 92.4%	All Shows: 17	<b>New Anoka: 93</b>	
	All Time: 14.3	<b>New All Cities: 483</b>	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1.00
6/9/2015	News and Views June	1.00
6/5/2015	Public Safety Talk 6-5	0.50
6/18/2015	QCCC 6-18	1.24
7/16/2015	QCCC 7-16	0.09
5/5/2015	The Sheriff Show May and June	0.50



## Web Hits



### Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Anoka PSA Day	3/10/2015	PSA	0.09861111	3	0.29583333
Anoka Urban Land Institute - Navigating the New Normal	6/29/2015	Informational	1.94555556	57	110.896667
City Council Anoka 7-20	7/20/2015	City Council	1.61444444	59	95.2522222
City Council Meeting Anoka 6-15	6/15/2015	City Council	1.7275	24	41.46
City Council Meeting Anoka 7-6	7/6/2015	City Council	0.90555556	77	69.7277778
Housing and Redevelopment Authority 7-13	7/13/2015	HRA	0.41555556	110	45.7111111
HRA Commission Anoka 6-8	6/8/2015	HRA	0.49361111	37	18.2636111
News And Views - Anoka July	7/6/2015	News & Views	0.27861111	76	21.1744444
News and Views - Anoka June	6/9/2015	News & Views	0.21611111	13	2.80944444
News And Views - July **	7/6/2015	News & Views	1	66	66
News and Views June **	6/9/2015	News & Views	1	6	6
Planning Commission 6-2	6/2/2015	Planning	0.57833333	28	16.1933333
Planning Commission Anoka 7-7	7/7/2015	Planning	1.70805556	99	169.0975
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.5	35	17.5
QCCC 6-18 **	6/18/2015	QCCC	1.23805556	2	2.47611111
QCCC 7-16 **	7/16/2015	QCCC	0.09222222	12	1.10666667
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	8	4
** Shared With Multiple Cities			14.3122222	712	687.964722

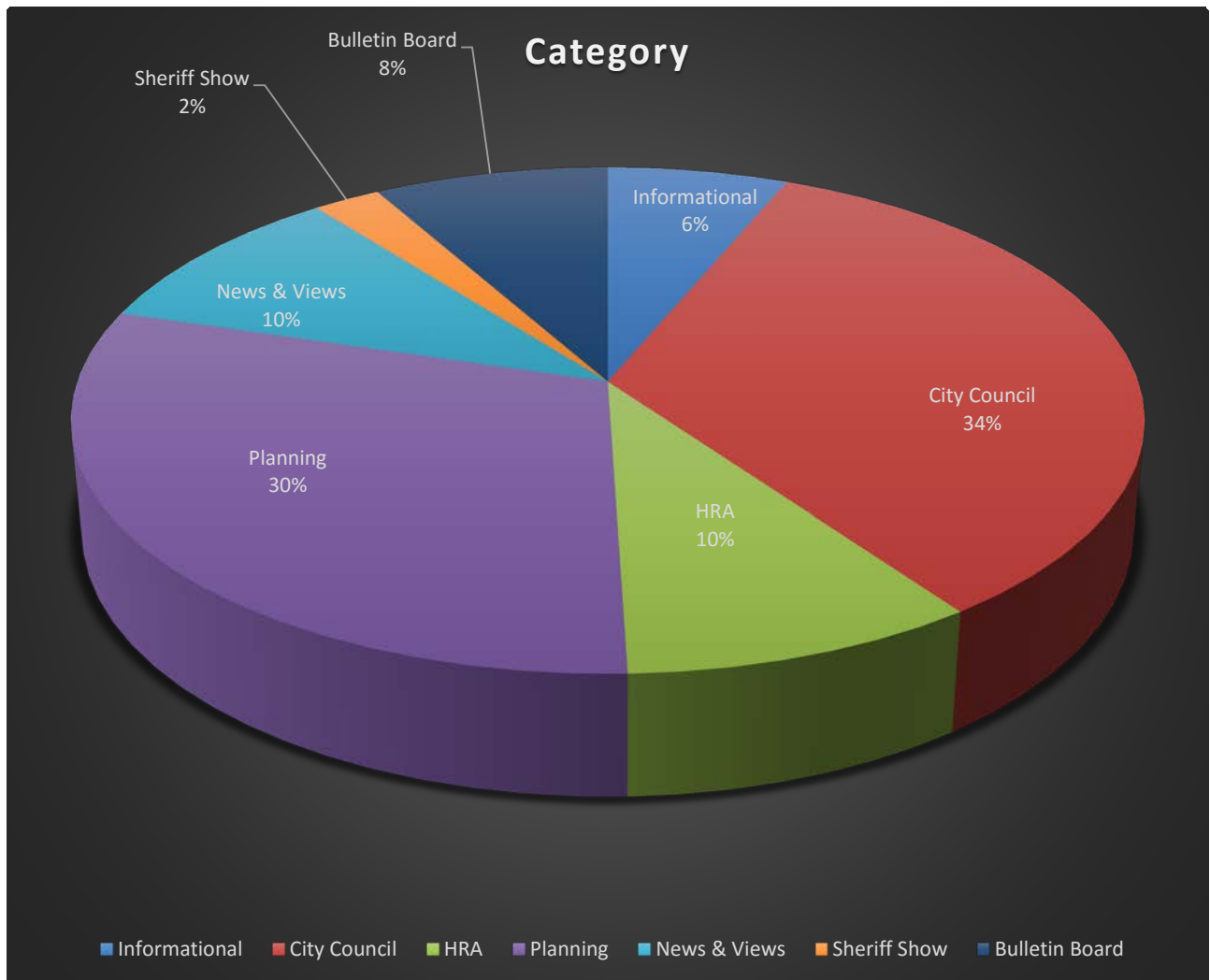
<b>Total Programming Hours:</b>	<b>687.9647</b>
<b>Total Bulletin Board Hours:</b>	<b>56.0353</b>
<b>Total Runs:</b>	<b>712</b>
<b>Total July Hours:</b>	<b>744</b>
<b>Web Hits:</b>	<b>1376</b>

# Anoka Channel & Web Statistics

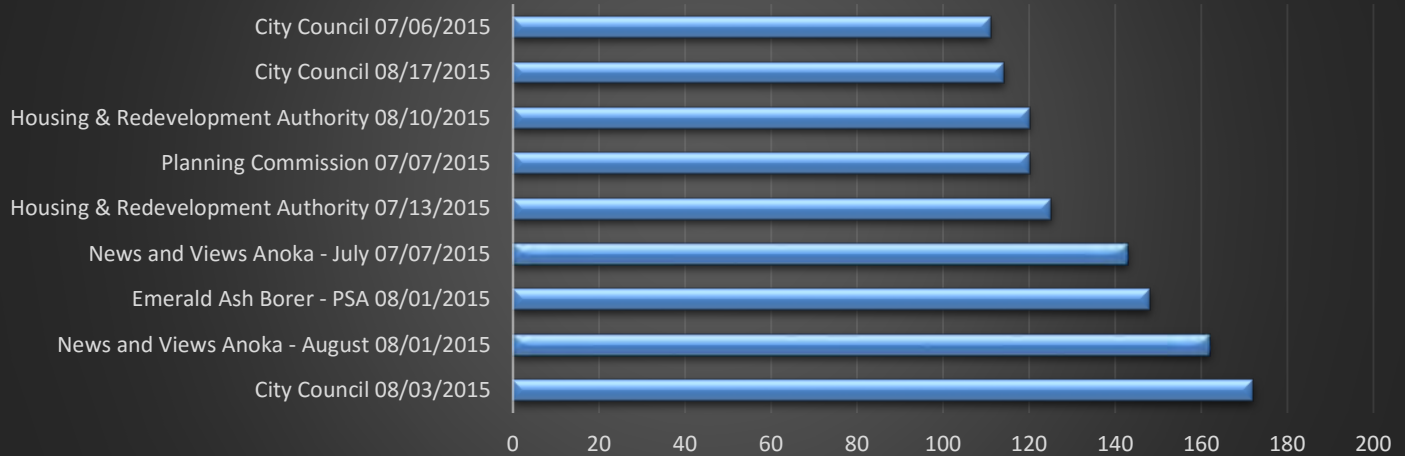
## August 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 589	New Shows: 9	Total Hours: 60.8	Total Hits: 1215
Total Time: 683.21	New Time: 6.18	Saturation: 8.2%	
Saturation: 91.8%	All Shows: 18	<b>New Anoka: 61</b>	
	All Time: 14.24	<b>New All Cities: 307</b>	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1.00
8/3/2015	News and Views - August	1.00
6/5/2015	Public Safety Talk 6-5	0.50
7/16/2015	Quad Cities Cable Commission 7-16	0.09
8/3/2015	The Sheriff Show Aug & Sep 2015	0.50
5/5/2015	The Sheriff Show May & June	0.50



## Web Hits



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Anoka Urban Land Institute Navigating the New Normal	6/29/2015	Informational	1.95	24	46.69
City Council Anoka 7-20	7/20/2015	City Council	1.61	12	19.37
City Council Anoka 8-3	8/3/2015	City Council	1.75	70	122.71
City Council Meeting Anoka 8-17	8/17/2015	City Council	1.28	85	108.78
Housing & Redevelopment Authority Anoka 8-10	8/10/2015	HRA	0.82	69	56.50
Housing and Redevelopment Authority 7-13	7/13/2015	HRA	0.42	31	12.88
Live City Council Meeting	8/17/2015	City Council	0.25	1	0.25
Live HRA Meeting	8/6/2015	HRA	0.17	1	0.17
Live Planning Commission Meeting Anoka	8/26/2015	Planning	0.17	1	0.17
News and Views - Anoka August	8/3/2015	News & Views	0.25	51	12.62
News And Views - Anoka July	7/6/2015	News & Views	0.28	11	3.06
News And Views - July **	7/6/2015	News & Views	1.00	4	4.00
News and Views August **	8/3/2015	News & Views	1.00	53	53.00
Planning Commission Anoka 7-7	7/7/2015	Planning	1.71	131	223.76
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.50	2	1.00
Quad Cities Cable Commission 7-16 **	7/16/2015	QCCC	0.09	8	0.74
The Sheriff Show Aug-Sep 2015 **	8/3/2015	Sheriff Show	0.50	34	17.00
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.50	1	0.50
** Shared with Multiple Cities			14.24	589	683.21

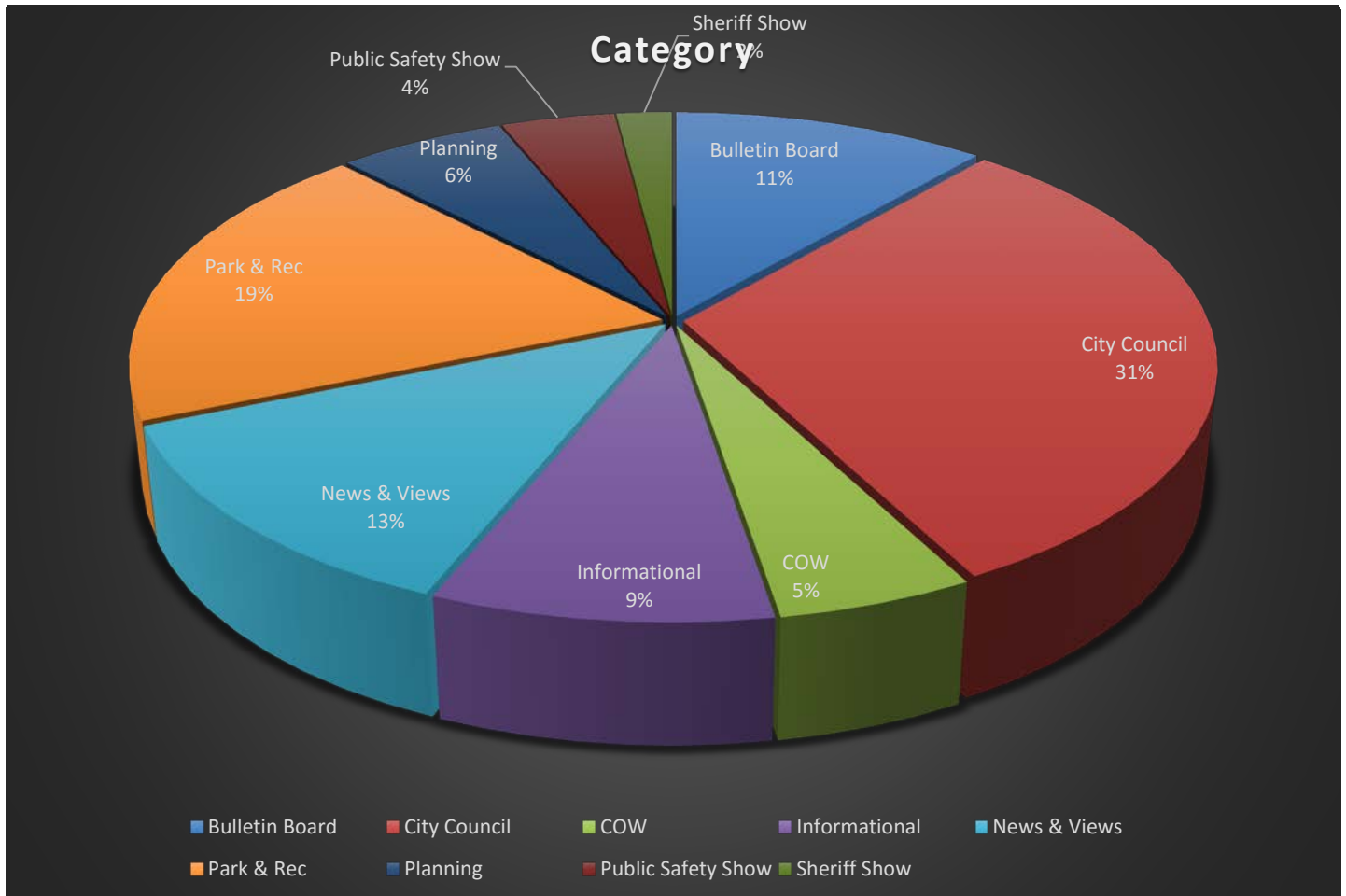
<b>Total Programming Hours:</b>	683.21
<b>Total Bulletin Board Hours:</b>	60.79
<b>Total Runs:</b>	589
<b>Total August Hours:</b>	744
<b>Web Hits:</b>	1215

# Champlin Channel & Web Statistics

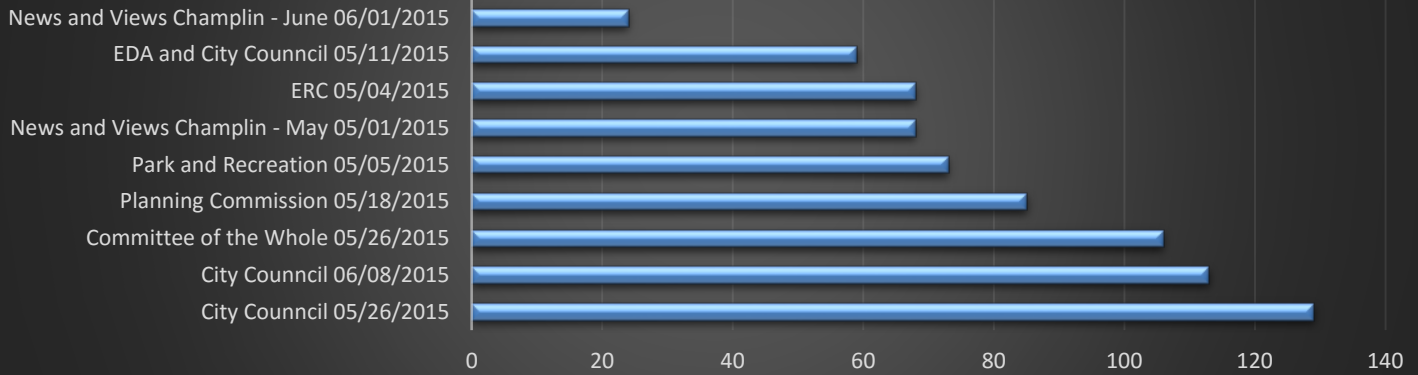
## July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1257	New Shows: 9	Total Hours: 83.8	Total Hits: 725
Total Time: 660.15	New Time: 4.14	Saturation: 11.3%	
Saturation: 88.7%	All Shows: 21	<b>New Champlin: 64</b>	
	All Time: 11.58	<b>New All Cities: 483</b>	

Shared With Multiple Cities		
4/8/2015	Anoka-Champlin Fire Board 4-8	0.87
7/6/2015	News And Views - July	1.00
6/9/2015	News and Views - June	1.00
1/13/2015	Public Safety Talk 2-13	0.50
6/5/2015	Public Safety Talk 6-5	0.50
6/18/2015	QCCC 6-18	1.24
7/16/2015	QCCC 7-16	0.09
5/5/2015	The Sheriff Show May and June	0.50



## Web Hits



### Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Anoka-Champlin Fire Board 4-8 **	4/8/2015	Informational	0.868055556	7	6.076388889
Champlin City Council 07-27-2015	7/28/2015	City Council	0.651388889	21	13.67916667
Committee of the Whole 07-27-2015	7/28/2015	COW	0.566111111	21	11.88833333
Champlin Department Update	11/13/2014	Informational	0.416666667	140	58.33333333
Champlin Parks Virtual Tour	8/26/2013	Informational	0.097777778	2	0.195555556
City Council Champlin 6-22	6/22/2015	City Council	1.582222222	85	134.4888889
City Council Meeting Champlin 7-13	7/13/2015	City Council	0.415555556	198	82.28
Committee Of The Whole 7-13	7/13/2015	COW	0.343333333	75	25.75
Mill Pond Update	1/22/2014	Informational	0.076666667	6	0.46
News And Views - Champlin July	7/6/2015	News & Views	0.256388889	77	19.74194444
News and Views - Champlin June	6/9/2015	News & Views	0.316388889	18	5.695
News And Views - July **	7/6/2015	News & Views	1	61	61
News and Views June **	6/9/2015	News & Views	1	6	6
Park and Recreation 6-2	6/2/2015	Park & Rec	0.338055556	44	14.87444444
Park and Recreation Champlin 7-7	7/7/2015	Park & Rec	0.471944444	271	127.8969444
Planning Commission Champlin 7-20	7/20/2015	Planning	0.346388889	129	44.68416667
Public Safety Talk 2-13 **	1/13/2015	Public Safety Show	0.5	22	11
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.5	39	19.5
QCCC 6-18 **	6/18/2015	QCCC	1.238055556	1	1.238055556
QCCC 7-16 **	7/16/2015	QCCC	0.092222222	4	0.368888889
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	30	15
** Shared With Multiple Cities			11.57722222	1257	660.1511111

<b>Total Programming Hours:</b>	<b>660.1511</b>
<b>Total Bulletin Board Hours:</b>	<b>83.8489</b>
<b>Total Runs:</b>	<b>1257</b>
<b>June Total Time:</b>	<b>744</b>
<b>Web Hits:</b>	<b>725</b>

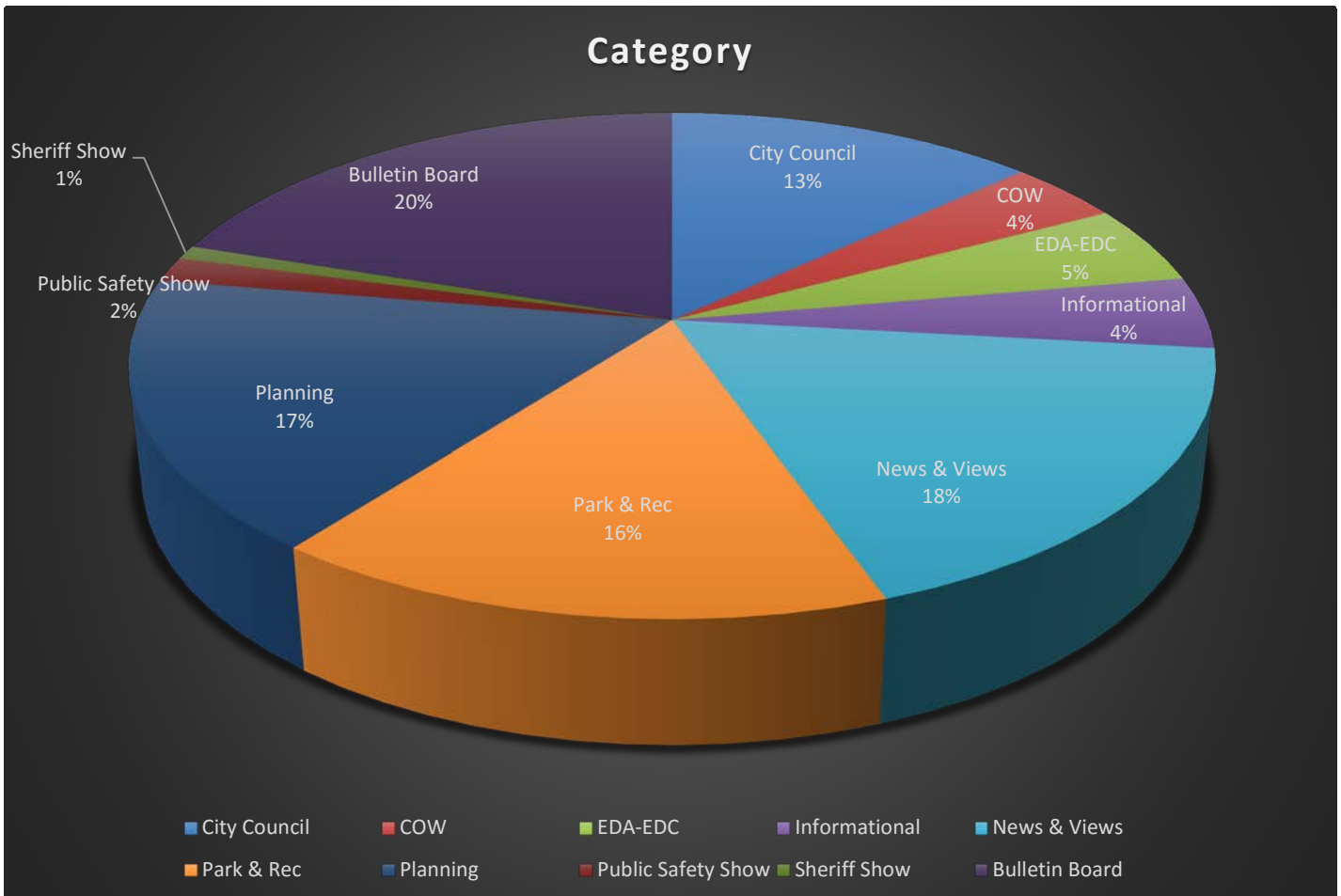


# Champlin Channel & Web Statistics

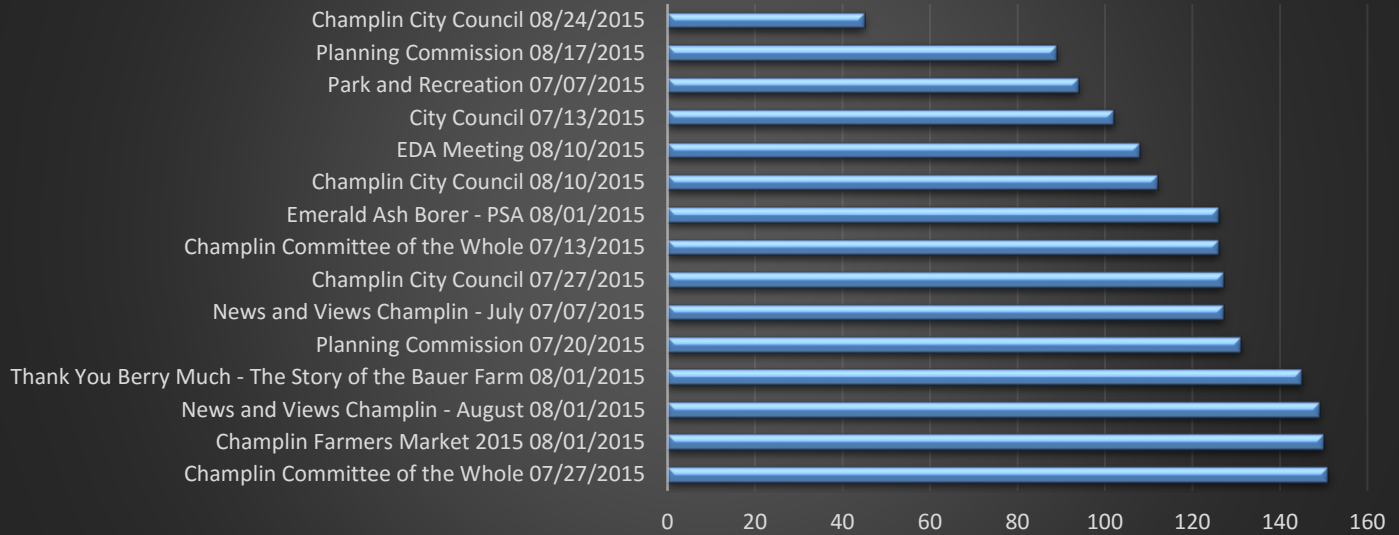
## August 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1525	New Shows:	13	Total Hours:	147.66	Total Hits:	1782
Total Time:	596.34	New Time:	4.2	Saturation:	19.8%		
Saturation:	80.1%	All Shows:	28	<b>New Champlin:</b>	<b>47</b>		
		All Time:	10.6	<b>New All Cities:</b>	<b>307</b>		

Shared With Multiple Cities		
4/8/2015	Anoka-Champlin Fire Board 4-8	0.87
7/6/2015	News And Views - July	1.00
8/3/2015	News and Views - August	1.00
1/14/2014	Public Safety Building Tour	0.06
1/13/2015	Public Safety Talk 2-13	0.50
6/5/2015	Public Safety Talk 6-5	0.50
7/16/2015	Quad Cities Cable Commission 7-16	0.09
8/3/2015	The Sheriff Show Aug & Sep 2015	0.50
5/5/2015	The Sheriff Show May & June	0.50



## Web Hits



## Detail

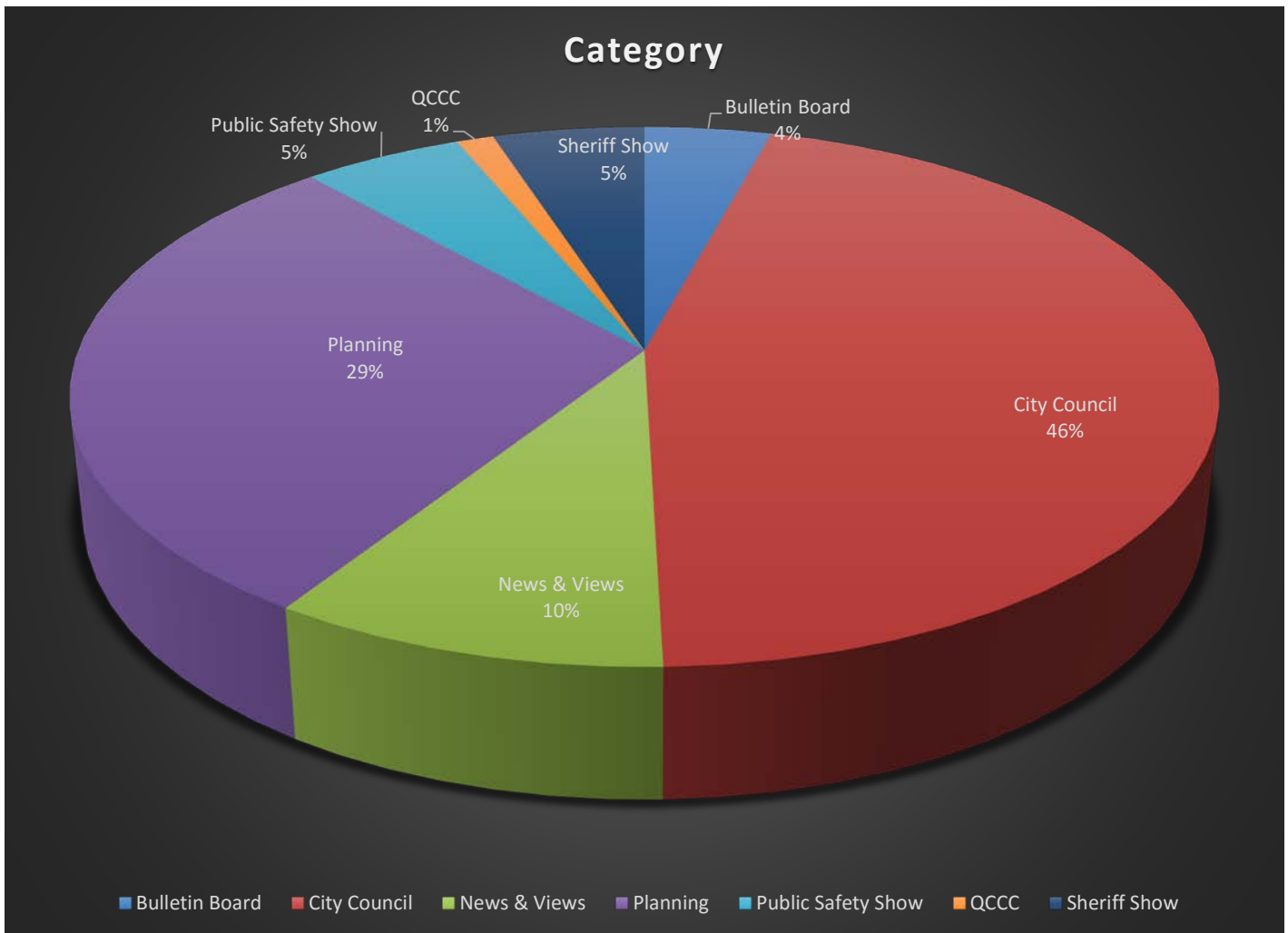
Title	Event Date	Category	Length-d	Runs	Total-d
Anoka-Champlin Fire Board 4-8 **	4/8/2015	Informational	0.87	3	2.60
Champlin Department Update	11/13/2014	Informational	0.42	16	6.67
Champlin Farmers Market 2015	8/6/2015	Informational	0.05	80	4.18
Champlin Parks Virtual Tour	8/26/2013	Informational	0.10	2	0.20
City Council Champlin 07-27-2015	7/28/2015	City Council	0.65	73	47.55
City Council Champlin 8-10	8/10/2015	City Council	0.07	136	9.97
City Council Meeting Champlin 8-24	8/25/2015	City Council	0.61	65	39.61
Committee of the Whole Champlin 07-27-2015	7/28/2015	COW	0.57	53	30.00
Economic Development Authority Champlin 8-10	8/10/2015	EDA-EDC	0.22	173	37.48
Live City Council Meeting Champlin	8/6/2015	City Council	0.17	1	0.17
Live Economic Development Authority Meeting	8/6/2015	EDA-EDC	0.17	1	0.17
Live Park and Recreation Meeting	8/25/2015	Planning	0.08	1	0.08
Live Planning Commission Champlin	8/11/2015	Planning	0.08	1	0.08
Mill Pond Update	1/22/2014	Informational	0.08	2	0.15
News and Views - Champlin August	8/3/2015	News & Views	0.23	219	50.43
News And Views - Champlin July	7/6/2015	News & Views	0.26	4	1.03
News And Views - July **	7/6/2015	News & Views	1.00	4	4.00
News and Views - August **	8/3/2015	News & Views	1.00	77	77.00
Park and Recreation Champlin 7-7	7/7/2015	Park & Rec	0.47	248	117.04
Planning Commission Champlin 7-20	7/20/2015	Planning	0.35	127	43.99
Planning Commission Champlin 8-17	8/17/2015	Planning	0.77	110	84.27
Public Safety Building Tour **	1/14/2014	Informational	0.06	3	0.17
Public Safety Talk 2-13 **	1/13/2015	Public Safety	0.50	3	1.50
Public Safety Talk 6-5 **	6/5/2015	Public Safety	0.50	21	10.50
Quad Cities Cable Commission 7-16 **	7/16/2015	QCCC	0.09	8	0.74
Thank You Berry Much - The Story of the Bauer Farm	8/6/2015	Informational	0.25	81	20.25
The Sheriff Show Aug-Sep 2015 **	8/3/2015	Sheriff Show	0.50	5	2.50
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.50	8	4.00
** Shared With Multiple Cities			10.60	1525	596.34

<b>Total Programming Hours:</b>	596.34
<b>Total Bulletin Board Hours:</b>	147.66
<b>Total Runs:</b>	1525
<b>August Total</b>	
<b>Time:</b>	744
<b>Web Hits:</b>	1782

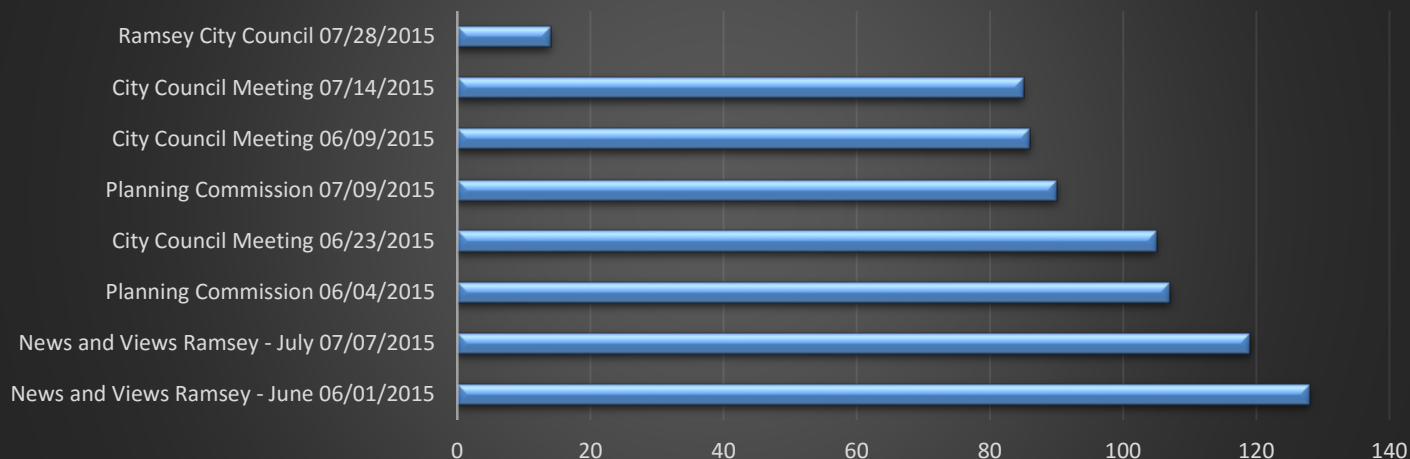
# Ramsey Channel & Web Statistics July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 678	New Shows: 7	Total Hours: 31.34	Total Hits: 734
Total Time: 712.66	New Time: 9.5	Saturation: 4.3%	
Saturation: 95.7%	All Shows: 13	<b>New Ramsey: 92</b>	
	All Time: 13.8	<b>New All Cities: 483</b>	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1.00
6/9/2015	News and Views - June	1.00
6/5/2015	Public Safety Talk 6-5	0.50
6/18/2015	QCCC 6-18	1.24
7/16/2015	QCCC 7-16	0.09
5/5/2015	The Sheriff Show May and June	0.50



## Web Hits



### Detail

Title	Event Date	Category	Length-d	Runs	Total-d
City Council Meeting Ramsey 6-23	6/23/2015	City Council	1.44722222	87	125.908333
City Council Meeting Ramsey 7-14	7/14/2015	City Council	1.99833333	97	193.838333
City Council Ramsey 07-28-2015	7/29/2015	City Council	0.98055556	18	17.65
News And Views - July **	7/6/2015	News & Views	1	63	63
News And Views - Ramsey July	7/6/2015	News & Views	0.25666667	12	3.08
News and Views June **	6/9/2015	News & Views	1	5	5
Planning Commission Ramsey 6-4	6/5/2015	Planning	2.41583333	29	70.0591667
Planning Commission Ramsey 7-9	7/9/2015	Planning	0.78694444	188	147.945556
Public Saftey Talk 6-5 **	6/5/2015	Public Safety Show	0.5	79	39.5
QCCC 6-18 **	6/18/2015	QCCC	1.23805556	6	7.42833333
QCCC 7-16 **	7/16/2015	QCCC	0.09222222	19	1.75222222
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	75	37.5
** Shared With Multiple Cities			<b>12.2158333</b>	<b>678</b>	<b>712.661944</b>

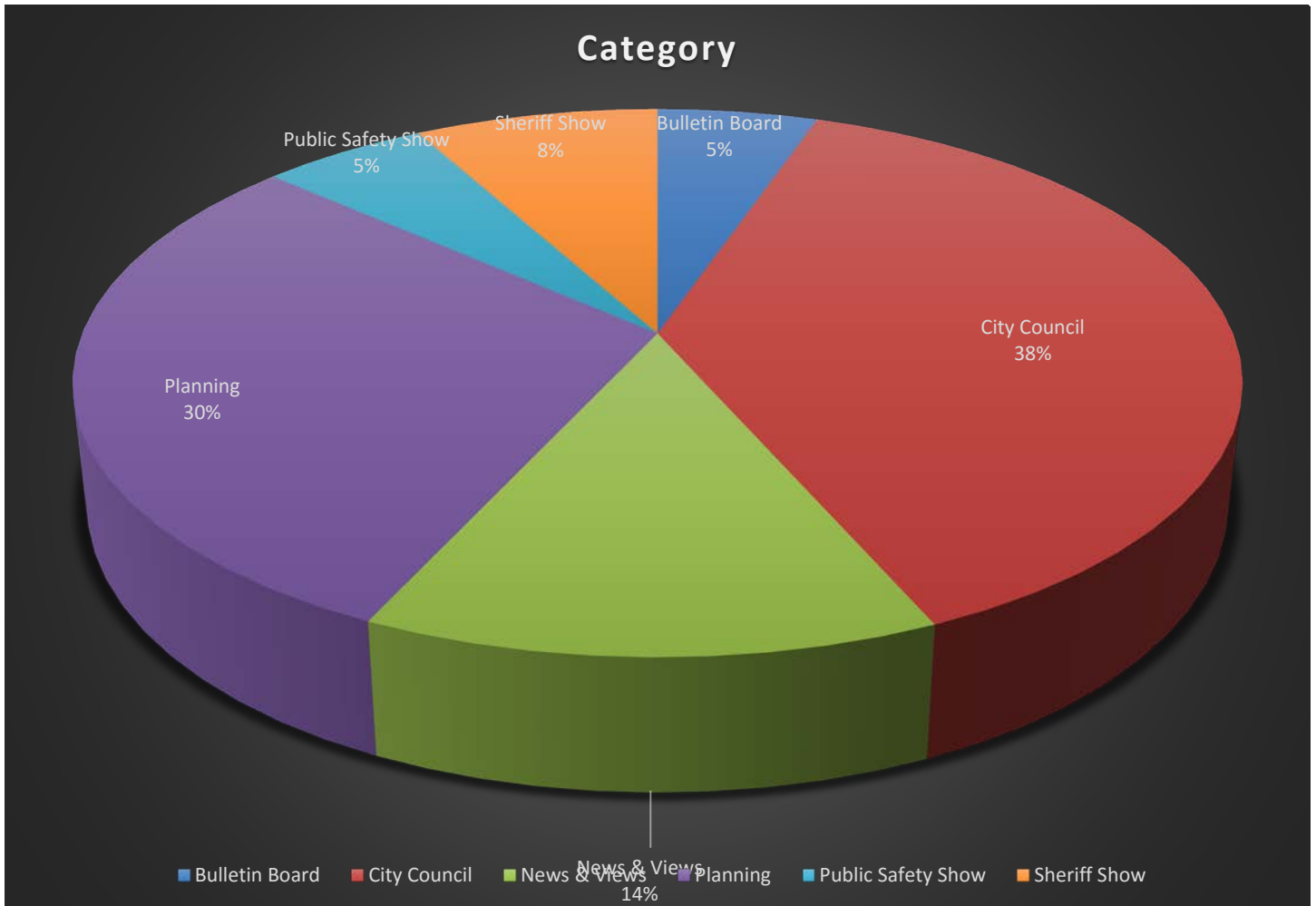
**Total Programming Hours: 712.6619**  
**Total Bulletin Board Hours: 31.3381**  
**Total Runs: 678**  
**July Total Time: 744**  
**Web Hits: 734**

# Ramsey Channel & Web Statistics

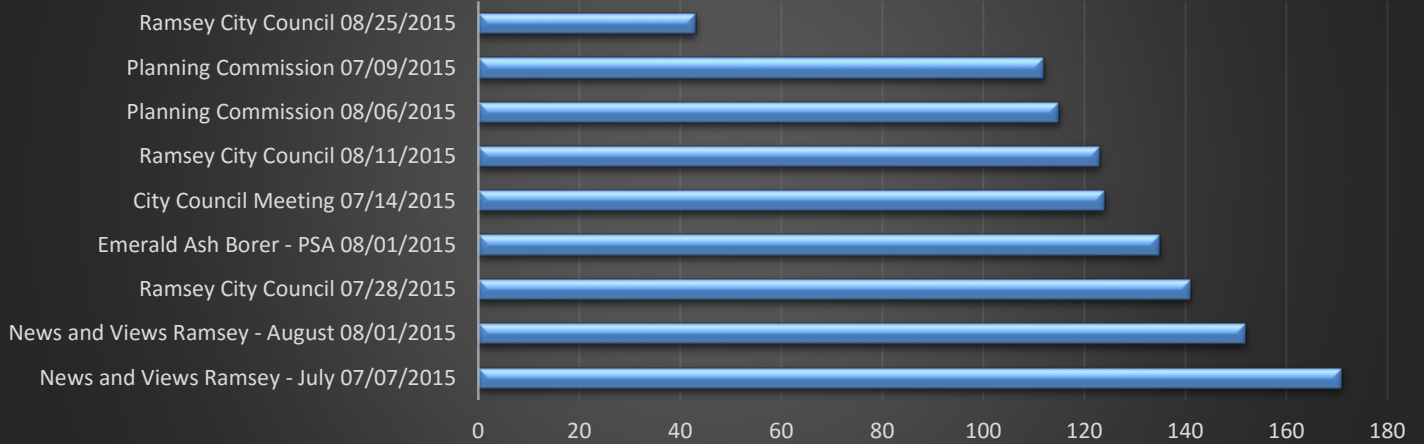
## August 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 794	New Shows: 8	Total Hours: 39.17	Total Hits: 1116
Total Time: 704.83	New Time: 7.65	Saturation: 5.3 %	
Saturation: 94.7 %	All Shows: 16	<b>New Ramsey: 75</b>	
	All Time: 11.79	<b>New All Cities: 307</b>	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1.00
8/3/2015	News and Views - August	1.00
6/5/2015	Public Safety Talk 6-5	0.50
7/16/2015	Quad Cities Cable Commission 7-16	0.09
8/3/2015	The Sheriff Show Aug & Sep 2015	0.50
5/5/2015	The Sheriff Show May & June	0.50



## Web Hits



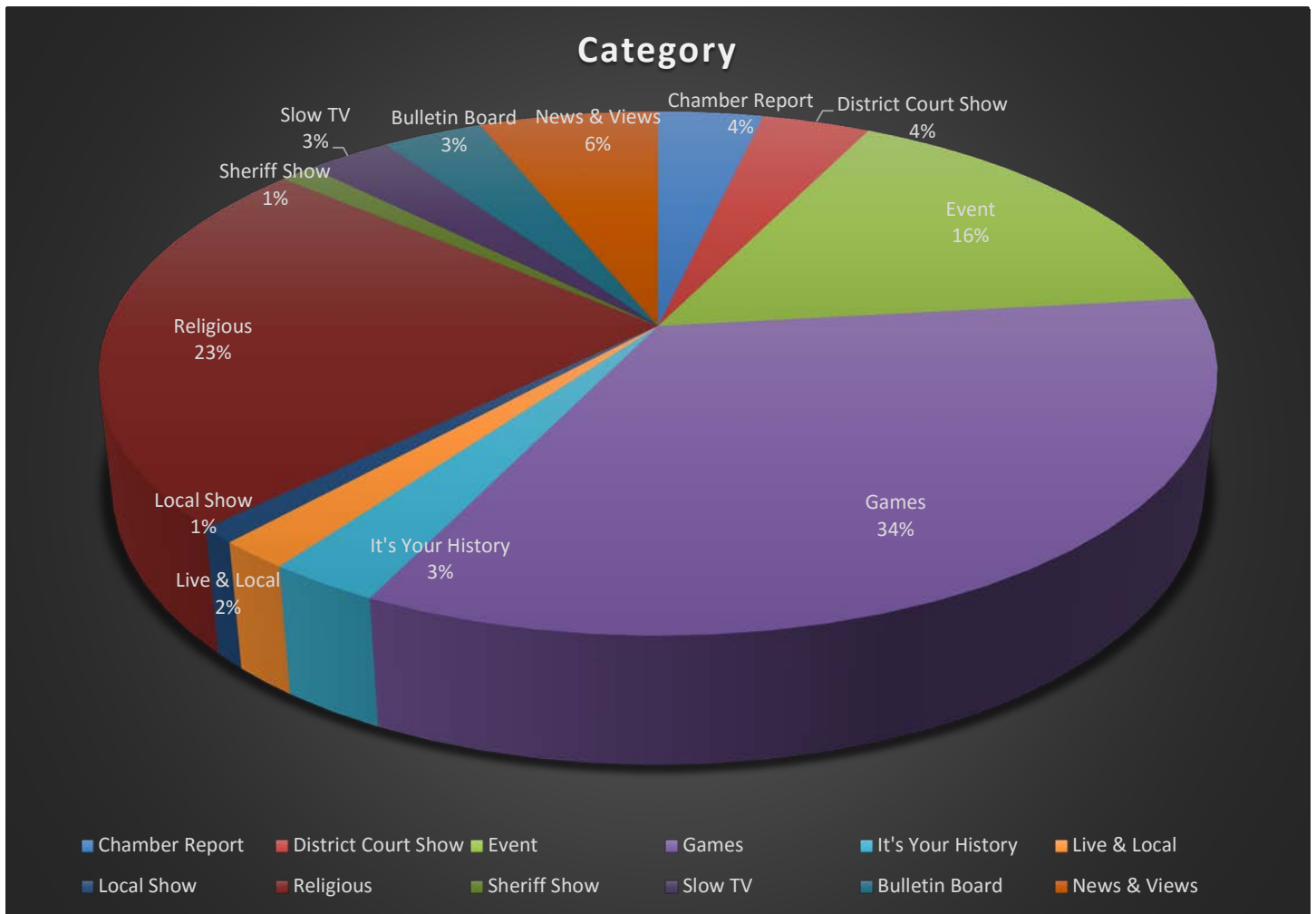
### Detail

Title	Event Date	Category	Length-d	Runs	Total-d
City Council Meeting Ramsey 8-25	8/25/2015	City Council	2.67	31	82.79
City Council Ramsey 07-28-2015	7/29/2015	City Council	0.98	71	69.62
City Council Ramsey 8-11	8/11/2015	City Council	1.36	96	130.64
Distracted Driving Ramsey	3/11/2015	Informational	0.02	3	0.07
Live Planning Commission Meeting	8/6/2015	Planning	0.17	1	0.17
Live Ramsey City Council	8/11/2015	City Council	0.17	2	0.33
News And Views - July **	7/6/2015	News & Views	1.00	6	6.00
News and Views - Ramsey August	8/3/2015	News & Views	0.25	134	33.17
News And Views - Ramsey July	7/6/2015	News & Views	0.26	4	1.03
News and Views August **	8/3/2015	News & Views	1.00	60	60.00
Planning Commission Andover 8-6	8/6/2015	Planning	1.54	110	168.85
Planning Commission Ramsey 7-9	7/9/2015	Planning	0.79	65	51.15
Public Safety Talk 6-5 **	6/5/2015	Public Safety	0.50	81	40.50
Quad Cities Cable Commission 7-16 **	7/16/2015	QCCC	0.09	11	1.01
The Sheriff Show Aug & Sep 2015 **	8/3/2015	Sheriff Show	0.50	107	53.50
The Sheriff Show May & June **	5/5/2015	Sheriff Show	0.50	12	6.00
** Shared With Multiple Cities			11.79	794	704.83

<b>Total Programming Hours:</b>	<b>704.83</b>
<b>Total Bulletin Board Hours:</b>	<b>39.17</b>
<b>Total Runs:</b>	<b>794</b>
<b>August Total Time:</b>	<b>744</b>
<b>Web Hits:</b>	<b>1116</b>

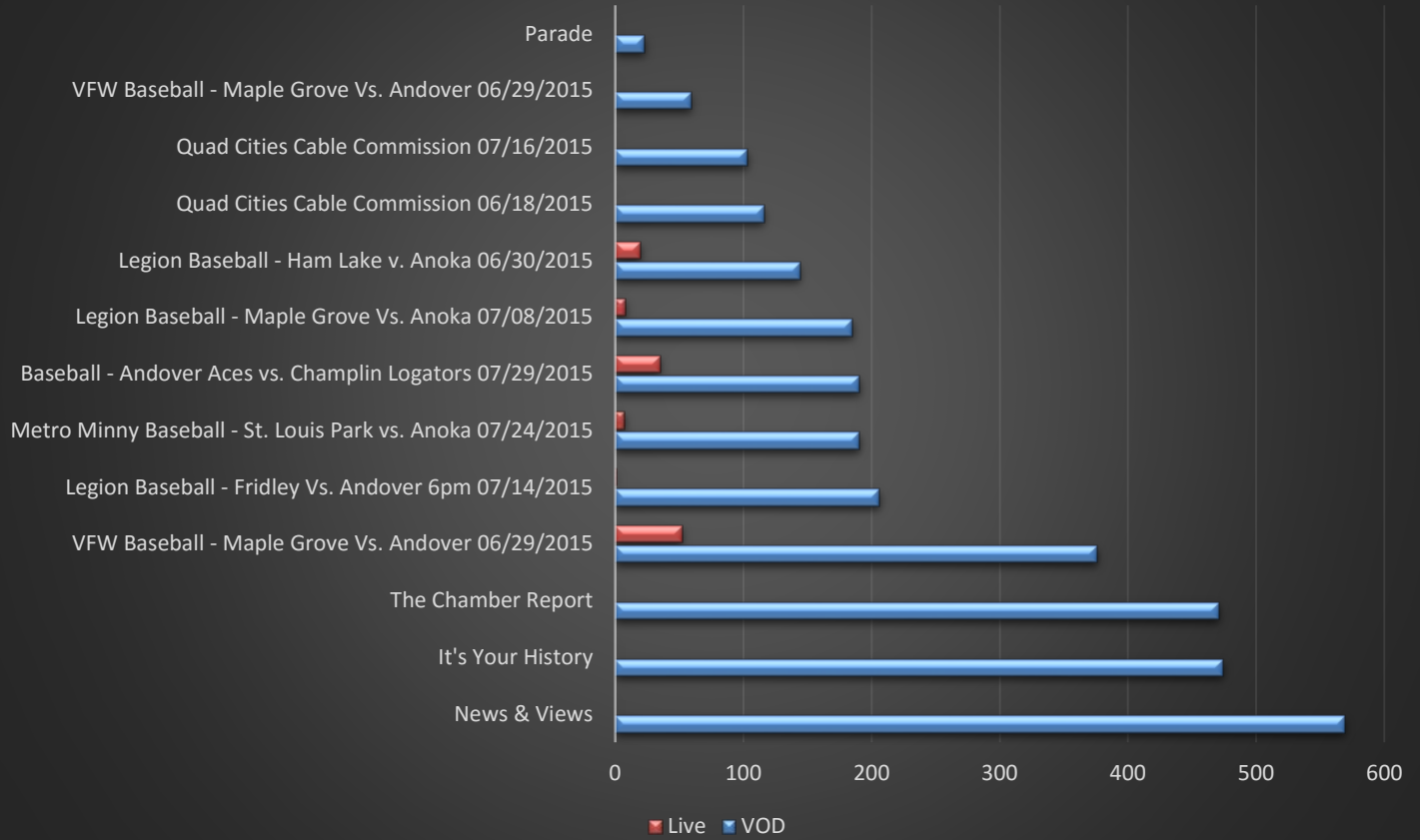
# Community Channel July 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	887	New Shows	55	Total Hours	16.34	Total VOD Hits:	3106
Total Time:	727.66	New Time:	53.63	Saturation:	2.2%	Total Live Hits:	123
Saturation:	97.8%	All Shows:	176	<b>New Bulletins</b>	<b>76</b>		
		All Time:	144.69	<b>All Bulletins</b>	<b>483</b>		





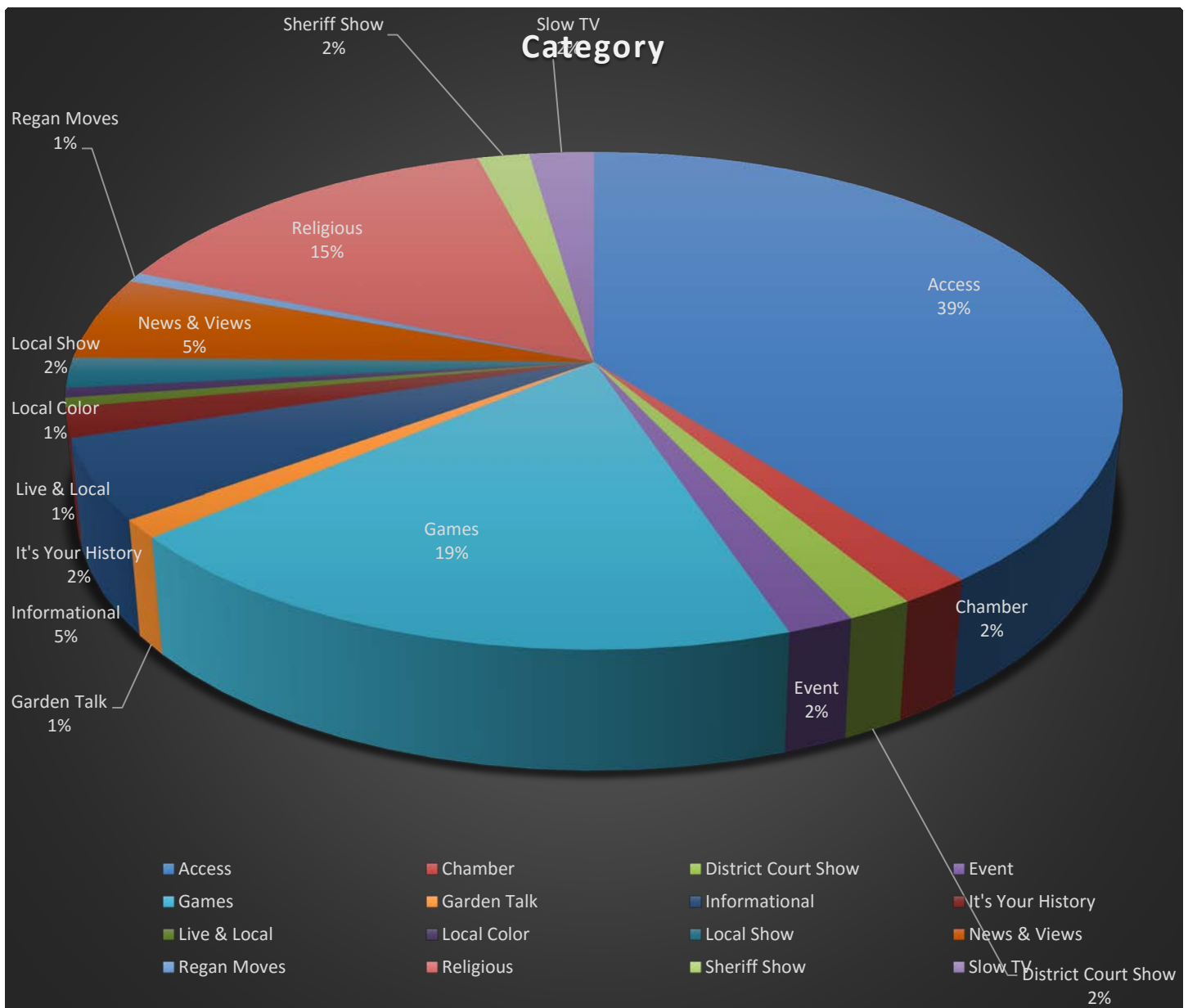
## Web Hits



- Detail available upon request

# Community Channel August 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1065	New Shows	69	Total Hours	.57	Total VOD Hits:	2974
Total Time:	743.4	New Time:	50	Saturation:	1%	Total Live Hits:	249
Saturation:	99%	All Shows:	214	<b>New Bulletins</b>	<b>38</b>		
		All Time:	159.2	<b>All Bulletins</b>	<b>307</b>		



## Web Hits



- **Detail available upon request**

# July 2015 YouTube Statistics

**Total Views:** 1001  
**Minutes Watched:** 6329

## Detail

Video	Views	Minutes Watched	Avg Min Watched
Anoka County Sheriff Show – August & September 2015	124 (12%)	1,120 (18%)	9:01
Champlin Park Cluster Band Concert	103 (10%)	637 (10%)	6:10
It's Your History - Fridley Tornado	93 (9.3%)	712 (11%)	7:39
Antique Appraisal with Mark F Moran	73 (7.3%)	1,110 (18%)	15:12
It's Your History - Anoka State Hospital	70 (7.0%)	522 (8.3%)	7:27
EAB PSA SD 7 22 2015	58 (5.8%)	70 (1.1%)	1:12
Beyond the Book	52 (5.2%)	342 (5.4%)	6:34
It's Your History - The 1st Minnesota Infantry of the Civil War	37 (3.7%)	280 (4.4%)	7:34
News and Views July	33 (3.3%)	90 (1.4%)	2:43
Rebel Classic Marching Bands 2014	29 (2.9%)	118 (1.9%)	4:03
Live and Local: In Bloom!	25 (2.5%)	323 (5.1%)	12:56
Anoka County Sheriff Show - May and June 2015	24 (2.4%)	52 (0.8%)	2:09
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	17 (1.7%)	55 (0.9%)	3:15
The Local Show Show PILOT HD Leslie 4 6 2015	15 (1.5%)	37 (0.6%)	2:26
District Court Show HD 6 3 2015 Leslie 6 4 2015	15 (1.5%)	85 (1.3%)	5:40
EAB PSA HD 7 22 2015	14 (1.4%)	13 (0.2%)	0:55
Road Rage	14 (1.4%)	33 (0.5%)	2:21
Overall Excellence Submission	13 (1.3%)	25 (0.4%)	1:57
Live and Local Hometown Holiday	12 (1.2%)	28 (0.4%)	2:22
It's Your History - Sustainable Farming HD	12 (1.2%)	185 (2.9%)	15:24
Anoka County Sheriff Show – March & April 2015	10 (1.0%)	63 (1.0%)	6:16
Regan Moves	9 (0.9%)	7 (0.1%)	0:47
Professional Karate Studios	9 (0.9%)	11 (0.2%)	1:14
Sheriff Show Dec 2014/Jan 2015	9 (0.9%)	58 (0.9%)	6:24
Regan Moves	9 (0.9%)	7 (0.1%)	0:47
Professional Karate Studios	9 (0.9%)	5 (0.1%)	0:36
News & Views April	6 (0.6%)	6 (0.1%)	0:59
Twin Cities Comcast subscribers, has your cable quit working?	6 (0.6%)	4 (0.1%)	0:37
News and Views June	5 (0.5%)	2 (0.0%)	0:19
Anoka County Sheriff's Award Ceremony 02-17-20 15	5 (0.5%)	4 (0.1%)	0:51
In the Game	5 (0.5%)	15 (0.2%)	2:55
Chamber Report - May	4 (0.4%)	6 (0.1%)	1:26
Anoka Urban Land Institute - Navigating the New Normal	4 (0.4%)	19 (0.3%)	4:43
Turn off the Device PSA	4 (0.4%)	4 (0.1%)	0:54
Chamber Report July	4 (0.4%)	50 (0.8%)	12:29
Fresh and Local - Champlin Farmers Market	3 (0.3%)	5 (0.1%)	1:36

Courage: A Tale of Two Women	3 (0.3%)	6 (0.1%)	1:53
Anoka County Reserve Graduation 2015	3 (0.3%)	24 (0.4%)	7:51
Sex Trafficking PSA	3 (0.3%)	2 (0.0%)	0:42
News and Views HD October 2014	3 (0.3%)	29 (0.5%)	9:38
The Serakos Story	2 (0.2%)	4 (0.1%)	2:01
Live and Local: Lets Get Fit!	2 (0.2%)	3 (0.0%)	1:34
News and Views October 2014	2 (0.2%)	1 (0.0%)	0:37
In the Game - Winter Episode	2 (0.2%)	4 (0.1%)	1:53
NATOA Overall Excellence	2 (0.2%)	1 (0.0%)	0:22
Whats new at the Q - April	2 (0.2%)	1 (0.0%)	0:28
Anoka County 4-H Showcase	2 (0.2%)	7 (0.1%)	3:25
2015 Anoka County Memorial Service	2 (0.2%)	13 (0.2%)	6:17
Whats new at the Q - April	2 (0.2%)	1 (0.0%)	0:28
It's Your History - Remembering Scott LaDoux	1 (0.1%)	0 (0.0%)	0:14
Get Off The Couch Zach PSA	1 (0.1%)	1 (0.0%)	1:05
12 04 2014 Chamber Report 12 14	1 (0.1%)	0 (0.0%)	0:06
Ramsey City Council Ward 1, Ward 3, and At Large Candidates	1 (0.1%)	1 (0.0%)	0:36
Chamber Report June	1 (0.1%)	1 (0.0%)	1:04
Tiger Scouts	1 (0.1%)	0 (0.0%)	0:15
News and Views December HD	1 (0.1%)	0 (0.0%)	0:00
The District Court Show - May	1 (0.1%)	0 (0.0%)	0:03
News and Views - May	1 (0.1%)	3 (0.0%)	2:58
Its Your History October 2014	1 (0.1%)	1 (0.0%)	0:32
LWV ABC Pollinator Advocacy Project HD	1 (0.1%)	33 (0.5%)	33:23:00
Fire of the Heart ... an Andover Couples Journey	1 (0.1%)	5 (0.1%)	5:02

# August 2015 YouTube Statistics

Total Views: 2081  
 Minutes Watched: 13,133

## Detail

Video	Views	Min Watched	Avg Min Watched
Thank You Berry Much The Story of the Bauer Farm	532 (26%)	3,675 (28%)	6:54
The Local Show # 2 HD	272 (13%)	1,086 (8.3%)	3:59
Antique Appraisal with Mark F Moran	232 (11%)	3,504 (27%)	15:06
Anoka County Sheriff Show – August & September 2015	135 (6.5%)	1,124 (8.6%)	8:19
QCRx - Vaccination, Bereavement and Diet	92 (4.4%)	457 (3.5%)	4:58
It's Your History - Anoka State Hospital	73 (3.5%)	558 (4.2%)	7:38
It's Your History - Fridley Tornado	65 (3.1%)	422 (3.2%)	6:29
It's Your History - The 1st Minnesota Infantry of the Civil War	60 (2.9%)	354 (2.7%)	5:53
Champlin Park Cluster Band Concert	60 (2.9%)	337 (2.6%)	5:37
Rebel Classic Marching Bands 2014	58 (2.8%)	240 (1.8%)	4:08
It's Your History - Sustainable Farming	53 (2.5%)	380 (2.9%)	7:09
News & Views - August	49 (2.4%)	57 (0.4%)	1:09
News and Views July	29 (1.4%)	65 (0.5%)	2:14
Overall Excellence Submission	25 (1.2%)	73 (0.6%)	2:54
Buzzer Beater: Centennial @ Andover, Girls Basketball – February 5th, 2015	22 (1.1%)	12 (0.1%)	0:31
Emerald Ash Borer PSA	20 (1.0%)	19 (0.1%)	0:56
Shout Out! Anoka County Fair	18 (0.9%)	13 (0.1%)	0:44
League of Women Voters PSA HD	18 (0.9%)	10 (0.1%)	0:33
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	17 (0.8%)	42 (0.3%)	2:28
Professional Karate Studios	17 (0.8%)	36 (0.3%)	2:08
The Local Show Show PILOT HD Leslie 4 6 2015	16 (0.8%)	69 (0.5%)	4:19
Anoka County Sheriff Show - May and June 2015	14 (0.7%)	10 (0.1%)	0:44
Road Rage	13 (0.6%)	15 (0.1%)	1:07
Chamber Report - August 2015	12 (0.6%)	35 (0.3%)	2:53
Anoka County Sheriff Show – March & April 2015	12 (0.6%)	44 (0.3%)	3:40
District Court Show HD 6 3 2015 Leslie 6 4 2015	11 (0.5%)	21 (0.2%)	1:52
Anoka County Reserve Graduation 2015	10 (0.5%)	32 (0.2%)	3:13
Beyond the Book	10 (0.5%)	47 (0.4%)	4:41
Live and Local Hometown Holiday	9 (0.4%)	44 (0.3%)	4:50
Sheriff Show Dec 2014/Jan 2015	9 (0.4%)	21 (0.2%)	2:19
Anoka County Sheriff's Award Ceremony 02-17-20 15	9 (0.4%)	55 (0.4%)	6:07
Twin Cities Comcast subscribers, has your cable quit working?	7 (0.3%)	4 (0.0%)	0:32
Professional Karate Studios	7 (0.3%)	10 (0.1%)	1:26
Turn off the Device PSA	7 (0.3%)	4 (0.0%)	0:33

In the Game	6 (0.3%)	25 (0.2%)	4:12
Chamber Report - May	5 (0.2%)	7 (0.1%)	1:29
It's Your History December Civil War	5 (0.2%)	17 (0.1%)	3:26
Champlin Mayoral and Ward 1 & 2 Council Member Candidate Forum	5 (0.2%)	2 (0.0%)	0:26
Regan Moves	4 (0.2%)	5 (0.0%)	1:10
Courage: A Tale of Two Women	4 (0.2%)	13 (0.1%)	3:22
A Club Banquet 2015	3 (0.1%)	1 (0.0%)	0:14
LWV ABC Water Resources Water Supply and Environmental Integrity	3 (0.1%)	4 (0.0%)	1:20
NMMA Candidate Forum - District 35 A	3 (0.1%)	0 (0.0%)	0:05
Live and Local: In Bloom!	3 (0.1%)	63 (0.5%)	21:01
State of the County Chamber Luncheon	2 (0.1%)	1 (0.0%)	0:33
Tiger Scouts	2 (0.1%)	0 (0.0%)	0:07
Anoka County 4-H Showcase	2 (0.1%)	6 (0.0%)	2:46
Sex Trafficking PSA	2 (0.1%)	1 (0.0%)	0:39
District Court Show	2 (0.1%)	1 (0.0%)	0:25
Fire of the Heart ... an Andover Couples Journey	2 (0.1%)	5 (0.0%)	2:27
Live and Local: Lets Get Fit!	1 (0.0%)	1 (0.0%)	0:32
News and Views HD October 2014	1 (0.0%)	0 (0.0%)	0:12
EAB PSA SD 7 22 2015	1 (0.0%)	0 (0.0%)	0:02
Anoka Co-op	1 (0.0%)	0 (0.0%)	0:21
Chamber Report July	1 (0.0%)	0 (0.0%)	0:01
Youth First - Mayor's Prayer Breakfast 2015	1 (0.0%)	2 (0.0%)	1:52
The Serakos Story	1 (0.0%)	0 (0.0%)	0:23
News & Views April	1 (0.0%)	2 (0.0%)	2:06
News & Views January 2015	1 (0.0%)	0 (0.0%)	0:25
The District Court Show - May	1 (0.0%)	1 (0.0%)	0:45
Champlin Solar Energy Project	1 (0.0%)	0 (0.0%)	0:22
Live and Local: Back to School Special	1 (0.0%)	4 (0.0%)	3:50
News & Views	1 (0.0%)	0 (0.0%)	0:07
News and Views June	1 (0.0%)	0 (0.0%)	0:05
Chamber Report June	1 (0.0%)	1 (0.0%)	1:29
News and Views - May	1 (0.0%)	8 (0.1%)	8:06
LWV ABC Pollinator Advocacy Project HD	1 (0.0%)	1 (0.0%)	1:04
Whats new at the Q - April	1 (0.0%)	2 (0.0%)	1:32
Its Your History October 2014	1 (0.0%)	30 (0.2%)	29:31:00
LWV ABC - Safe Passage for MN Children	1 (0.0%)	1 (0.0%)	1:08
Anoka Urban Land Institute - Navigating the New Normal	1 (0.0%)	0 (0.0%)	0:07
Fresh and Local - Champlin Farmers Market	1 (0.0%)	9 (0.1%)	9:27
NATOA Overall Excellence	1 (0.0%)	0 (0.0%)	0:08

**QCCCC Agenda Item**

**5.1 2014 Audit Report**

**September 5, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** 2014 Audit Report

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The 2014 Audit Report for QCCCC, prepared by HLB Tautges Redpath, Ltd., is attached for your review. Representatives from HLB Tautges Redpath, Ltd., will present the audit report.

**Action Requested:** Accept the 2014 Audit report.





May 18, 2015

Karen George, Administrator  
Quad Cities Cable Communications Commission  
12254 Ensign Ave. North  
Champlin, MN 55316

Dear Karen:

Enclosed are the following reports for the Quad Cities Cable Communications Commission for the year ended December 31, 2014:

- ◆ Annual Financial Report (includes Internal Control Letter and Legal Compliance Audit Report) (10 copies)
- ◆ Communication with Those Charged with Governance Letter (10 copies)

We have forwarded a copy of the Annual Financial Report to the Office of the State Auditor. We also emailed you electronic versions of each report.

Thank you for the opportunity to be of service. If the Commission would like to discuss the reports, please advise.

Sincerely,

A handwritten signature in black ink that reads "Peggy Moeller". The signature is written in a cursive style.

Peggy Moeller, CPA

PM/aer

Enclosures

**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**

ANNUAL FINANCIAL REPORT

December 31, 2014

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**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION  
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## **INTRODUCTORY SECTION**

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**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION  
ORGANIZATION**  
December 31, 2014

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**Commission Members:**

Representing:

Andover:

Julie Trude - Personnel Committee  
Jim Dickinson - Treasurer and Budget Committee

Anoka:

Carl Anderson - Secretary and Personnel Committee  
Tim Cruikshank - Budget Committee

Champlin:

Eric Johnson - Budget Committee  
Bret Heitkamp - Chair and Personnel Committee

Ramsey:

Kurt Ulrich - Vice-Chair and Personnel Committee  
John LeTourneau - Budget Committee



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## **FINANCIAL SECTION**

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## INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the  
Quad Cities Cable Communications Commission  
Champlin, Minnesota

We have audited the accompanying financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2014, and the related notes to the financial statements which collectively comprise Quad Cities Cable Communications Commission's basic financial statements as listed in the table of contents.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of December 31, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Report on Summarized Comparative Information***

We have previously audited the Quad Cities Cable Communications Commission's 2013 financial statements, and we expressed an unmodified audit opinion on the respective financial statements of the governmental activities and each major fund in our report dated May 14, 2014. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2013 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### ***Other Matters***

#### ***Required Supplementary Information***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 32 and 33, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information

for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Quad Cities Cable Communications Commission's basic financial statements. The introductory section, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

*Redpath and Company, Ltd.*

REDPATH AND COMPANY, LTD.  
St. Paul, Minnesota

May 13, 2015

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## **BASIC FINANCIAL STATEMENTS**



**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**

**Statement 1**

STATEMENT OF NET POSITION

December 31, 2014

With Comparative Totals For December 31, 2013

	Governmental Activities	
	Totals	
	2014	2013
Assets:		
Cash and investments	\$1,156,422	\$824,069
Franchise fees receivable	425,782	362,323
Accounts receivable	-	2,222
Prepaid item	8,978	10,107
Capital assets - net:		
Nondepreciable	81,210	66,131
Depreciable	871,854	928,278
Total assets	<u>2,544,246</u>	<u>2,193,130</u>
Liabilities:		
Accounts payable	41,382	37,581
Compensated absences payable:		
Due within one year	28,785	46,090
Due in more than one year	9,595	8,134
Total liabilities	<u>79,762</u>	<u>91,805</u>
Deferred Inflows of Resources:		
Grant received in advance of meeting time requirement	<u>55,045</u>	<u>-</u>
Net position:		
Net investments in capital assets	953,064	994,409
Unrestricted	1,456,375	1,106,916
Total net position	<u>\$2,409,439</u>	<u>\$2,101,325</u>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**

**Statement 2**

**STATEMENT OF ACTIVITIES**

For The Year Ended December 31, 2014

With Comparative Totals For The Year Ended December 31, 2013

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position Governmental Activities</u>		
		<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Totals</u>	
					<u>2014</u>	<u>2013</u>
Governmental activities:						
General government	\$1,228,761	\$4,116	\$1,521,811	\$54,285	\$351,451	\$22,582
Total governmental activities	<u>\$1,228,761</u>	<u>\$4,116</u>	<u>\$1,521,811</u>	<u>\$54,285</u>	<u>351,451</u>	<u>22,582</u>
General revenues:						
Unrestricted investment earnings					167	124
Miscellaneous					10,781	7,739
Total general revenues					<u>10,948</u>	<u>7,863</u>
Change in net position					<u>362,399</u>	<u>30,445</u>
Net position - January 1, as previously reported					2,101,325	2,070,880
Prior period adjustment					(54,285)	-
Net position - January 1, as restated					<u>2,047,040</u>	<u>2,070,880</u>
Net position - December 31					<u>\$2,409,439</u>	<u>\$2,101,325</u>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
December 31, 2014  
With Comparative Totals For December 31, 2013

**Statement 3**

	General Fund	
	2014	2013
Assets		
Cash and investments	\$1,156,422	\$824,069
Franchise fees receivable	425,782	362,323
Accounts receivable	-	2,222
Prepaid item	8,978	10,107
<b>Total assets</b>	<b>\$1,591,182</b>	<b>\$1,198,721</b>
Liabilities, Deferred Inflows of Resources, and Fund Balance		
Liabilities:		
Accounts payable	\$41,382	\$37,581
<b>Total liabilities</b>	<b>41,382</b>	<b>37,581</b>
Deferred inflows of resources:		
Unavailable revenue	55,619	-
Grant received in advance of meeting time requirement	55,045	-
<b>Total deferred inflows of resources</b>	<b>110,664</b>	<b>0</b>
Fund balance:		
Nonspendable	8,978	10,107
Committed	-	153,514
Unassigned	1,430,158	997,519
<b>Total fund balance</b>	<b>1,439,136</b>	<b>1,161,140</b>
<b>Total liabilities, deferred inflow of resources, and fund balance</b>	<b>\$1,591,182</b>	<b>\$1,198,721</b>
Fund balance reported above	\$1,439,136	\$1,161,140
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds.	953,064	994,409
Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds.	55,619	-
Long-term liabilities, are not due and payable in the current period and, therefore, are not reported in the funds:		
Compensated absences payable	(38,380)	(54,224)
<b>Net position of governmental activities</b>	<b>\$2,409,439</b>	<b>\$2,101,325</b>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**

**Statement 4**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS  
For The Year Ended December 31, 2014  
With Comparative Totals For The Year Ended December 31, 2013

	General Fund	
	2014	2013
Revenues:		
Franchise fees	\$979,961	\$960,407
PEG fees	489,981	480,203
Equipment and support grants	54,285	54,285
Investment income	167	124
Miscellaneous	11,147	16,482
Total revenues	<u>1,535,541</u>	<u>1,511,501</u>
Expenditures:		
General government:		
Salaries, taxes and benefits	709,393	849,149
Professional and franchise application fees	74,109	50,166
Repairs and maintenance	20,684	31,923
Supplies	3,559	10,237
Travel/conferences/continuing education	12,244	10,083
Mileage	4,512	5,339
Dues, subscriptions and printing	11,328	9,645
Insurance	8,898	10,125
Commission per diem	2,155	3,652
Utilities	27,707	29,868
Advertising	5,080	3,979
Equipment purchases	37,947	36,299
City CIP purchases	153,514	153,514
Web hosting	13,895	11,466
Meals and lodging	2,526	1,822
Lobbying	-	1,660
Vehicle maintenance	5,514	6,639
Car allowance	3,000	3,000
Computer software and equipment	19,562	9,982
Miscellaneous	14,109	3,597
Capital outlay	73,524	18,641
Total expenditures	<u>1,203,260</u>	<u>1,260,786</u>
Revenues over expenditures	<u>332,281</u>	<u>250,715</u>
Fund balance - January 1, as previously reported	1,161,140	910,425
Prior period adjustment	(54,285)	-
Fund balance - January 1, as restated	<u>1,106,855</u>	<u>910,425</u>
Fund balance - December 31	<u>\$1,439,136</u>	<u>\$1,161,140</u>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**

**Statement 5**

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS  
For The Year Ended December 31, 2014  
With Comparative Totals For The Year Ended December 31, 2013**

	<u>2014</u>	<u>2013</u>
Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:		
Net changes in fund balance - total governmental funds (Statement 4)	\$332,281	\$250,715
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	(41,345)	(198,283)
The net effect of various miscellaneous transactions involving capital assets is to increase (decrease) net position (i.e., sales, trade-ins, and donations). This is the book value of deleted capital assets.	-	(30,645)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds	55,619	-
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	<u>15,844</u>	<u>8,658</u>
Change in net position of governmental activities (Statement 2)	<u><u>\$362,399</u></u>	<u><u>\$30,445</u></u>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014

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**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Quad Cities Cable Communications Commission (the Commission) was formed by the Cities of Andover, Anoka, Champlin and Ramsey. The commission was formed to administer and enforce a cable communications franchise in the member municipalities.

The Commission was officially formed in March of 1981 with the signing of the Joint Powers Agreement.

Member cities appoint two representatives. Officers are elected bi-annually.

The financial statements of the Commission have been prepared in conformity with generally accepted accounting principles as applied to government units by the Governmental Accounting Standards Board (GASB). The Commission accounting policies are described below.

**A. FINANCIAL REPORTING ENTITY**

In accordance with GASB pronouncements and generally accepted accounting principles, the financial statements of the reporting entity include those of the Commission (the primary government) and its component units. The Commission does not have any component units.

**B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. There are no business-type activities, which rely to a significant extent on fees and charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or business-type activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or business-type activity. Taxes and other items not included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Property taxes, intergovernmental revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

The Commission reports the following major governmental fund:

General Fund – is the general operating fund of the Commission. It is used to account for all financial resources of the Commission.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

**D. BUDGETS**

Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles. During the budget year, supplemental appropriations and deletions are or may be authorized by the Commission. Individual amendments were not material in relation to the original appropriations which were adjusted.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2014

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**E. CASH AND INVESTMENTS**

Cash and investment balances are invested to the extent available in authorized investments.

In accordance with the provisions of GASB Statement No. 31, the Commission reports investments at fair value, based on quoted market prices, except for investments in 2a7-like external investment pools, which are stated at amortized cost. Also in accordance with the provisions of GASB No. 31, the Commission has reported all investment income, including changes in fair value of investments, as revenue in the operating statements.

**F. INVENTORIES**

The original cost of materials and supplies have been recorded as expenditures at the time of purchase (purchases method). The Commission does not maintain material amounts of inventories of goods and supplies.

**G. CAPITAL ASSETS**

Capital assets, which include property, plant, equipment, infrastructure assets, and intangible assets such as computer software, are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

GASB Statement No. 34 requires the Commission to report and depreciate new infrastructure assets effective in 2004. Neither their historical cost nor related depreciation has historically been reported in the financial statements. For governmental entities with total annual revenues of less than \$10 million for the fiscal year ended December 31, 1999 the retroactive reporting of infrastructure is not required under the provisions of GASB Statement No. 34. The Commission does not own any infrastructure assets.

The Commission implemented GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets* effective January 1, 2010, which required the Commission to capitalize and amortize intangible assets. For governmental entities with total annual revenues of less than \$10 million for the fiscal year ended December 31, 1999, the retroactive reporting of intangible assets is not required under the provision of GASB Statement No. 51. The Commission has elected not to report intangible assets acquired in years prior to 2010. The Commission did not acquire any intangible assets since implementing GASB Statement No. 51.



**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014

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Property, plant and equipment of the Commission is depreciated using the straight-line method over the following estimated useful lives.

Furniture, fixtures and equipment	3 – 10 years
Building	39 years

**H. LONG-TERM OBLIGATIONS**

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities.

**I. FUND BALANCE CLASSIFICATIONS**

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

*Nonspendable* - consists of amounts that are not in spendable form, such as prepaid items.

*Restricted* - consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

*Committed* - consists of internally imposed constraints. These constraints are established by Resolution of the Commission Board.

*Assigned* - consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the Commission's intended use. These constraints are established by the Commission Board.

*Unassigned* - is the residual classification for the general fund and also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the Commission's policy to use resources in the following order; 1) committed 2) assigned and 3) unassigned.

**J. USE OF ESTIMATES**

The preparation of financial statements in accordance with generally accepted accounting principles (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

**K. PREPAID ITEMS**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are reported using the consumption method and recorded as expenditures/expenses at the time of consumption.

**L. COMPENSATED ABSENCES**

It is the Commission's policy to permit employees to accumulate earned but unused vacation, compensatory time and personal leave benefits. All vacation pay, compensatory time and personal leave that is payable at termination is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. In accordance with the provisions of Statement of Government Accounting Standards No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

**M. RECLASSIFICATIONS**

Certain reclassifications were made to prior year amounts to conform to the current year presentation.

**N. COMPARATIVE TOTALS**

The basic financial statements and required supplementary information include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2013, from which the summarized information was derived.

**O. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The government currently has no items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has one type of item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental fund balance sheet. The governmental funds report unavailable revenue from receivables. In addition, in both the government-wide-

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
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governmental activities statement of net position and the governmental funds balance sheet, the commission reports a deferred inflow for grants received in advance of meeting time requirements.

**P. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS**

EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE AND THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

The governmental fund statement of revenues, expenditures and changes in fund balance includes a reconciliation between *net changes in fund balance – total governmental funds* and *changes in net assets of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that “governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense”. The details of this (\$41,345) difference is as follows:

Capital outlay	\$73,524
Depreciation / amortization expense	<u>(114,869)</u>
Net adjustment to decrease net changes in fund balance - total governmental funds to arrive at changes in net position of governmental activities	<u><u>(\$41,345)</u></u>

Another element of that reconciliation states that “some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds”. The details of this \$15,844 difference is as follows:

Compensated absences:	
At December 31, 2013	\$54,224
At December 31, 2014	<u>(38,380)</u>
Net adjustments to increase net changes in fund balance - total governmental funds to arrive at changes in net position of governmental activities	<u><u>\$15,844</u></u>

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
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**Note 2 DEPOSITS AND INVESTMENTS**

**A. DEPOSITS**

In accordance with Minnesota Statutes, the Commission maintains deposits at depository banks authorized by the Commission's Board, all of which are members of the Federal Reserve System.

Minnesota Statutes require that all of the Commission's deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds.

Minnesota Statutes require that securities pledged as collateral be held in safekeeping by the Commission's Treasurer or in a financial institution other than that furnishing the collateral. Authorized collateral includes the following:

- a) United States government treasury bills, treasury notes and treasury bonds;
- b) Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- c) General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- d) General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- e) Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc. or Standard & Poor's Corporation; and
- f) Time deposits that are fully insured by the any federal agency.

Custodial Credit Risk – Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it.

At December 31, 2014 the carrying amount and bank balance of the Commission's deposits was \$5,827. The entire bank balance was covered by federal depository insurance, except for the PayPal account balance of \$827.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
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**B. INVESTMENTS**

Minnesota Statutes authorize the Commission to invest in the following:

- a) Direct obligations or obligations guaranteed by the United States or its agencies, its instrumentalities or organizations created by an act of congress, excluding mortgage-backed securities defined as high risk.
- b) Shares of investment companies registered under the Federal Investment Company Act of 1940 and whose only investments are in securities described in (a) above, general obligation tax-exempt securities, or repurchase or reverse repurchase agreements.
- c) Obligations of the State of Minnesota or any of its municipalities as follows:
  - 1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
  - 2) any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service; and
  - 3) a general obligation of the Minnesota Housing Finance Agency which is a moral obligation of the State of Minnesota and is rated "A" or better by a national bond rating agency.
- d) Bankers acceptances of United States banks.
- e) Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality, and maturing in 270 days or less.
- f) Repurchase or reverse repurchase agreements with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; certain Minnesota securities broker-dealers; or, a bank qualified as a depositor.
- g) General obligation temporary bonds of the same governmental entity issued under section 429.091, subdivision 7; 469.178, subdivision 5; or 475.61, subdivision 6.

As of December 31, 2014, the Commission had the following investments and maturities:

<u>Investment Type</u>	<u>Maturity</u>	<u>Fair Value</u>
External investment pool	N/A	<u>\$1,150,595</u>

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2014

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A reconciliation of cash and investments as shown on the statement of net position is as follows:

Deposits	\$5,827
Investments	<u>1,150,595</u>
	<u><u>\$1,156,422</u></u>

**C. INVESTMENT RISKS**

Interest rate risk – Interest rate risk is the risk that changes in the interest rates of debt investments could adversely affect the fair value of an investment. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk – Credit risk is the risk that an issuer or other counterparty to an investment will be unable to fulfill its obligation to the holder of the investment. State law limits investments in municipal bonds to those rated “A” or better by a national bond rating service for general obligation and rated “AA” or better for a revenue obligation. Mutual funds or money market funds are limited to those investments that are restricted to securities described in MS 118A.04. The Commission follows State Statutes in regards to credit risk of investments. The Commission does not have a formal investment policy which places further restrictions on investment options.

The Commission’s external investment pool investment is with the 4M Fund which is regulated by Minnesota Statutes and the Board of Directors of the League of Minnesota Cities. The 4M Fund is an unrated 2a7-like pool and the fair value or the position in the pool is the same as the value of pool shares.

Custodial credit risk – For investments in securities, custodial credit risk is the risk that in the event of a failure of the counterparty to a transaction, the Commission will not be able to recover the value of its investment securities that is in the possession of an outside party. The Commission does not have a formal investment policy which addresses custodial credit risk. As of December 31, 2014, \$1,150,595 of the Commission’s investments are invested in external investment pools. Investments in an external investment pools and money markets are not evidenced by securities that exist in physical or book entry form, and therefore are not subject to custodial credit risk disclosures.

Concentration of credit risk – Concentration of credit risk is the risk of loss that may be attributed to the magnitude of the Commission’s investment in a single issuer. The Commission places no limit on the amount the Commission may invest in any one issuer.

**Note 3 RECEIVABLES**

All receivables are expected to be collected within one year of December 31, 2014.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
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**Note 4 CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2014 is as follows:

<b>Primary Government</b>	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$66,131	\$ -	\$ -	\$66,131
Construction in progress	-	15,079	-	15,079
	<u>66,131</u>	<u>15,079</u>	<u>0</u>	<u>81,210</u>
Capital assets, being depreciated:				
Building	1,064,667	-	-	1,064,667
Equipment	871,566	58,445	(33,382)	896,629
Total capital assets, being depreciated	<u>1,936,233</u>	<u>58,445</u>	<u>(33,382)</u>	<u>1,961,296</u>
Less accumulated depreciation for:				
Building	302,130	-	-	302,130
Equipment	705,825	114,869	(33,382)	787,312
Total less accumulated depreciation	<u>1,007,955</u>	<u>114,869</u>	<u>(33,382)</u>	<u>1,089,442</u>
Total capital assets being depreciated - net	<u>928,278</u>	<u>(56,424)</u>	<u>-</u>	<u>871,854</u>
Governmental activities capital assets - net	<u>\$994,409</u>	<u>(\$41,345)</u>	<u>\$0</u>	<u>\$953,064</u>

Depreciation and amortization expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	<u>\$114,869</u>

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2014

**Note 5 LONG-TERM DEBT**

CHANGE IN LONG-TERM LIABILITIES

Long-term liability activity for the year ended December 31, 2014, was as follows:

	<u>Balance</u> 1/1/14	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> 12/31/14	<u>Due Within</u> <u>One Year</u>
Governmental activities:					
Compensated absences payable	\$54,224	\$34,720	\$50,564	\$38,380	\$28,785
Total governmental activities long-term liabilities	<u>\$54,224</u>	<u>\$34,720</u>	<u>\$50,564</u>	<u>\$38,380</u>	<u>\$28,785</u>

It is not practicable to determine the specific year for payment of long-term accrued compensated absences.

**Note 6 FRANCHISE FEES**

The Commission receives franchise fees equal to five percent of the cable company's annual gross revenue. These revenues are to be considered compensation for the use of the member municipalities' public property.

The cable company considers their gross revenue to be trade secret information not for public disclosure. Accordingly, cable company gross revenue amounts are not disclosed in these financial statements. In accordance with the franchise agreement \$979,961 was recognized as earned franchise fees for the Commission. Franchise fees earned but not received at December 31, 2014 were \$425,782.

**Note 7 DEFINED BENEFIT PENSION PLANS - STATEWIDE**

**A. PLAN DESCRIPTION**

All full-time and certain part-time employees of the Commission are covered by defined benefit plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Fund (GERF) which is a cost-sharing, multiple-employer retirement plan. This plan is established and administered in accordance with Minnesota Statute, Chapters 353 and 356.

GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan.

PERA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by State Statute, and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service.



**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2014

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PERA issues a publicly available financial report that includes financial statements and required supplementary information for GERF. That report may be obtained on the internet at [www.mnpera.org](http://www.mnpera.org), by writing to PERA, 60 Empire Drive #200, St. Paul, Minnesota, 55103-2088 or by calling (651)296-7460 or 1-800-652-9026.

**B. FUNDING POLICY**

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. The Commission makes annual contributions to the pension plans equal to the amount required by state statutes. GERF Basic Plan members and Coordinated Plan members were required to contribute 9.10% and 6.25%, respectively, of their annual covered salary in 2014. The Commission was required to contribute the following percentages of annual covered payroll in 2014: 11.78% for Basic Plan GERF members and 7.25% for Coordinated Plan GERF members. The Commission's contributions to the Public Employees Retirement Fund for the years ending December 31, 2014, 2013, and 2012 were \$33,417, \$48,310, and \$50,675, respectively, equal to the contractually required contributions for each year as set by state statute. Contribution rates will increase on January 1, 2015 in the Coordinated Plan (6.5% for members and 7.5% for employers).

**Note 8 FUND BALANCE**

At December 31, 2014, a summary of the governmental fund balance classifications are as follows:

	<u>General Fund</u>
Nonspendable for:	
Prepaid items	\$8,978
Unassigned	<u>1,430,158</u>
Total	<u><u>\$1,439,136</u></u>

**Note 9 RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Commission carries commercial insurance policies. The Commission retains risk for the deductible portions of the insurance policies. The amount of these deductibles is considered immaterial to the financial statements.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2014

**Note 10 CONTINGENCIES**

The Commission is not aware of any existing or pending lawsuits, claims or other actions in which the Commission is a defendant.

**Note 11 PRIOR PERIOD ADJUSTMENT**

During 2014, corrections to the prior year financial statements were made to adjust previously recorded grant revenue that related to a future year.

A summary of this change is as follows:

	<u>Governmental Activities</u> <u>December 31, 2014</u>	<u>General Fund</u> <u>December 31, 2014</u>
Net position/fund balance - as previously reported	\$2,101,325	\$1,161,140
Prior period adjustment:		
Equipment grant revenue	<u>(54,285)</u>	<u>(54,285)</u>
Net position/fund balance - as restated	<u><u>\$2,047,040</u></u>	<u><u>\$1,106,855</u></u>

**Note 12 RECENTLY ISSUED ACCOUNTING STANDARDS**

The Governmental Accounting Standards Boards (GASB) recently approved the following statements which were not implemented for these financial statements:

**Statement No. 68** *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement 27.* The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2014. Statement No. 68 requires governments providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability for the first time.

**Statement No. 71** *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68.* The provisions of this Statement should be applied simultaneously with the provisions of Statement 68.

**Statement No. 72** *Fair Value Measurement and Application.* The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2015.

The effect these standards may have on future financial statements is not determinable at this time, but it is expected that Statements No. 68 and No. 71 will have a material impact.

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**REQUIRED SUPPLEMENTARY INFORMATION**

**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**  
REQUIRED SUPPLEMENTARY INFORMATION  
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
For The Year Ended December 31, 2014  
With Comparative Actual Amounts For The Year Ended December 31, 2013

**Statement 6**

	2014				2013 Actual Amounts
	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)	
	Original	Final			
<b>Revenues:</b>					
Franchise fees	\$892,090	\$892,090	\$979,961	\$87,871	\$960,407
PEG fees	446,046	446,046	489,981	43,935	480,203
Equipment and support grants	50,618	50,618	54,285	3,667	54,285
Investment income	100	100	167	67	124
Miscellaneous	7,500	7,500	11,147	3,647	16,482
<b>Total revenues</b>	<b>1,396,354</b>	<b>1,396,354</b>	<b>1,535,541</b>	<b>139,187</b>	<b>1,511,501</b>
<b>Expenditures:</b>					
<b>General government:</b>					
Salaries, taxes and benefits	842,368	842,368	709,393	132,975	849,149
Professional and franchise application fees	112,600	112,600	74,109	38,491	50,166
Repairs and maintenance	23,500	23,500	20,684	2,816	31,923
Supplies	10,500	10,500	3,559	6,941	10,237
Travel/conferences/continuing education	17,100	17,100	12,244	4,856	10,083
Mileage	5,000	5,000	4,512	488	5,339
Dues, subscriptions and printing	15,790	15,790	11,328	4,462	9,645
Insurance	10,358	10,358	8,898	1,460	10,125
Commission per diem	3,500	3,500	2,155	1,345	3,652
Utilities	31,000	31,000	27,707	3,293	29,868
Advertising	6,850	6,850	5,080	1,770	3,979
Equipment purchases	90,820	90,820	37,947	52,873	36,299
City CIP purchases	-	-	153,514	(153,514)	153,514
Web hosting	16,210	16,210	13,895	2,315	11,466
Meals and lodging	3,500	3,500	2,526	974	1,822
Lobbying	1,660	1,660	-	1,660	1,660
Vehicle maintenance	9,300	9,300	5,514	3,786	6,639
Car allowance	3,000	3,000	3,000	-	3,000
Computer software and equipment	28,630	28,630	19,562	9,068	9,982
Miscellaneous	9,800	9,800	14,109	(4,309)	3,597
<b>Capital outlay:</b>	<b>-</b>	<b>-</b>	<b>73,524</b>	<b>(73,524)</b>	<b>18,641</b>
<b>Total expenditures</b>	<b>1,241,486</b>	<b>1,241,486</b>	<b>1,203,260</b>	<b>38,226</b>	<b>1,260,786</b>
<b>Revenues over expenditures</b>	<b>\$154,868</b>	<b>\$154,868</b>	<b>332,281</b>	<b>\$177,413</b>	<b>250,715</b>
<b>Fund balance - January 1, as previously reported</b>			<b>1,161,140</b>		<b>910,425</b>
<b>Prior period adjustment</b>			<b>(54,285)</b>		<b>-</b>
<b>Fund balance - January 1, as restated</b>			<b>1,106,855</b>		<b>910,425</b>
<b>Fund balance - December 31</b>			<b>\$1,439,136</b>		<b>\$1,161,140</b>

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE**  
**NOTE TO RSI**  
December 31, 2014

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**Note A**    **BUDGETS**

The General Fund budget is legally adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level for the General Fund.

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## **OTHER REPORTS**



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## REPORT ON INTERNAL CONTROL

To the Honorable Members and Management of  
Quad Cities Cable Communications Commission  
Champlin, Minnesota

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered Quad Cities Cable Communications Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified deficiencies in internal control that we consider to be a material weakness.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses as finding 2014-001 to be a material weakness.

Quad Cities Cable Communications Commission's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. Quad Cities Cable Communications Commission's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, members of Quad Cities Cable Communications Commission's Board, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Redpath and Company, Ltd.*

REDPATH AND COMPANY, LTD.  
St. Paul, Minnesota

May 13, 2015

Quad Cities Cable Communications Commission  
Report on Internal Control  
Schedule of Findings and Responses

**2014-001 Audit Adjustments**

*Criteria:* Audit standards specify that a correction of the financial statements that could occur and not be detected by the Commission's controls be considered a deficiency in internal control.

*Condition:* During the course of our audit, we identified revenue recognized in 2013 for a 2014 equipment grant in the amount of \$54,285. A prior period adjustment was made to correct this misstatement.

*Cause:* The Commission's year-end closing process did not identify the misstatement during 2013.

*Effect:* By not having effective closing and review controls, there is an increased risk that financial statement misstatements could occur and not be detected on a timely basis.

*Recommendation:* We recommend the Commission staff continue efforts to ensure that all adjustments are identified in the year end closing process.

*Management's Response:* The Commission has established a higher level of supervision to prevent this finding in the future.

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## MINNESOTA LEGAL COMPLIANCE REPORT

To the Honorable Members of  
Quad Cities Cable Communications Commission  
Champlin, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2014, and the related notes to the financial statements, and have issued our report thereon dated May 13, 2015.

The *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes Section 6.65 contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions. Our audit considered all of the listed categories except that we did not test for compliance with the provisions for public indebtedness and contracting and bidding because Quad Cities Cable Communications Commission has no debt and no applicable contracts.

In connection with our audit, nothing came to our attention that caused us to believe that Quad Cities Cable Communications Commission failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Quad Cities Cable Communications Commission's noncompliance with the above referenced provisions.

This report is intended solely for the information and use of those charged with governance and management of Quad Cities Cable Communications Commission and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

*Redpath and Company, Ltd.*

REDPATH AND COMPANY, LTD.  
St. Paul, Minnesota

May 13, 2015

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## COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Honorable Members of  
Quad Cities Cable Communications Commission  
Champlin, Minnesota

We have audited the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission (the Commission) as of and for the year ended December 31, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 22, 2014. Professional standards also require that we communicate to you the following information related to our audit.

### **Significant Audit Results**

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The Commission does not have any significant sensitive estimates affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

### **Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.



### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements that have an effect on our opinion on the financial statements. The following material misstatement detected as a result of audit procedures was corrected by management:

- Prior period adjustment for revenue recognized in 2013 that was related to 2014.

### **Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated May 13, 2015.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### **Other Matters**

We applied certain procedures to the budgetary comparison schedule, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory section, which accompany the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

**Other Reports**

Various reports on compliance and internal controls are contained in the Other Required Reports section of the audited financial statements document.

**Other Items**

The Commissions personnel policy states, “Regular part-time employees will accrue annual leave on a prorated basis based on regular hours worked”. Per discussion with management this was not the intent of the board. We recommend the Commission review its policy, and if necessary, revise it to reflect their intent.

**Restriction on Use**

This report is intended solely for the use of management and the Quad Cities Cable Communications Commission’s Board, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Redpath and Company, Ltd.*

REDPATH AND COMPANY, LTD.  
St. Paul, Minnesota

May 13, 2015

## QCCCC Agenda Item

### 5.2 Personnel Policy Revisions

**September 5, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Personnel Policy Revisions

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Attached you will find a proposed revised personnel policy for the organization.

The policy revisions presented are recommended by Legal Counsel Scott Lepak and have been reviewed by the personnel committee. The revisions are highlighted in an abridge document in the agenda packet for review of the revisions.

3.10 – Revision to allow for Executive Director to accommodate changes in office hours. QCTV has adjusted summer hours approved by the board.

9 – Revision to remove the inclusion of part-time employees and to remove reference to the dates for the 2 floating holidays.

10.2 – Revision removes the inclusion of part-time employees for annual leave and provides clarifications that unused Floating Holidays are not subject to severance payout.

13.3 – Revision outlines disciplinary actions against the Executive Director will be by the commission and all further references are for employees other than the Executive Director.

13.7, 13.9, 13.10 – Revisions recommended by legal counsel.

**Action Considerations:**

Approve as presented.

Delay pending further review.

Modify the policy.

**Quad Cities  
Cable Communications  
Commission**

*(dba) QCTV*

**Personnel Policy  
2014**

**Approved January 22, 2014**

**DRAFT REVISIONS – AUGUST 2015**

A joint powers agreement to operate a cable television franchise and local programming organization on behalf of the member cities: Andover, Anoka, Champlin, Ramsey.

QCCCC Personnel Policy 1/22/14

workload demands or other factors, and upon approval of the employee's supervisor.

### **3.2 Benefits**

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

### **3.3 Demotion**

The movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is lower than that of the employee's former position.

### **3.4 Direct Deposit**

As permitted by state law, all QCTV employees are required to participate in direct deposit.

### **3.5 Employee**

An individual who has successfully completed all stages of the selection process including the training period.

### **3.6 Exempt Employee**

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. (FALSA)

### **3.7 FICA (Federal Insurance Contribution Act)**

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings.

### **3.8 Fiscal Year**

The period from January 1 to December 31.

### **3.9 Full-time Employee**

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

### **3.10 Hours of Operation**

QCTV's regular hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m. Hours may be modified as needed by the Executive Director.

### **3.11 Management Employee**

An employee who is responsible for managing a department or division of QCTV.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## **Section 8     BENEFITS**

### **8.1         Insurance**

QCTV will contribute a monthly amount toward group health, short-term disability, long-term disability, accidental death and dismemberment and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined by the Quad Cities Cable Communications Commission.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the QCTV Executive Director.

### **8.2         Retirement**

QCTV participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. QCTV and the employee contribute to PERA each pay period as determined by state law. Employees are also required to contribute a portion of each pay check for Social Security and Medicare.

For information about PERA eligibility and contribution requirements contact the QCTV Executive Director.

## **Section 9     HOLIDAYS**

QCTV observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Columbus Day (FH)*
Martin Luther King, Jr. Day	Veteran's Day (FH)*
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day



## 2 Floating Holidays

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for QCTV operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from QCTV is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by QCTV may request either annual leave or unpaid leave for such time off.

The (2) Floating Holidays may not be carried over to the next fiscal year.

### **Section 10 LEAVES**

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise states, all paid time off, taken under any of QCTV's leave programs, must be taken consecutively, with no intervening unpaid leave. QCTV will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

#### **10.1 Annual Leave**

Annual Leave replaces individual sick leave and vacation leave plans and combines them into a single benefit program. Annual Leave does not replace QCTV observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the QCTV. Plan provisions discourage unnecessary utilization by providing cash and savings incentives. Annual leave can be used for

any reason, subject to existing request and approval procedures. As with all paid time off programs, the QCTV needs to ensure that service to the public and work requirements are not adversely impacted. Medical Certification Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

## **10.2 Accrual Rates for Annual Leave** Years of Service Annual Accrual Rates:

0-4 years: 5.54 hours per 2 weeks of work (3 weeks and 3 days annually.) 5-9 years: 7.08 hours per 2 weeks of work (4 weeks and 3 days annually). 10+ years: 8.62 hours per 2 weeks of work (5 weeks and 3 days annually). 15+ years; 10.16 hours per 2 weeks of work (6 weeks and 3 days annually). 20+ years; 11.70 hours per 2 weeks of work (7 weeks and 3 days annually).

- Annual leave shall not be earned by an employee for any period during which the employee is not being paid.
- Planned annual leave may be denied or approval withdrawn when the granting of such planned annual leave would result in insufficient personnel to carry out necessary functions as deemed appropriate by the QCTV.
- Employees shall be allowed to accumulate up to a maximum of 280 hours annual leave. Employees shall forfeit any annual leave accumulations at the anniversary date in excess of the allowable maximum.
- If use of unplanned leave suggests abuse, the QCTV shall notify the employee of this concern. If such abuse continues the QCTV may deny future unplanned leave requests.
- An employee who leaves the employment of the QCTV in good standing shall be compensated for all accrued and unused annual leave at the time of separation from employment.
- An employee shall not be permitted to waive annual leave for the purpose of receiving double pay.

Annual leave will not accrue during unpaid leaves. ~~Regular part-time employees will accrue annual leave on a prorated basis based on regular hours worked.~~ Annual leave will accrue on a pay-period basis up to a maximum of 1-1/2 times the employee's maximum annual accrual rate as noted above. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.



allowable maximum of 280 hours. Unused Floating Holidays are not subject to severance payout.

## **Section 13 DISCIPLINE**

### **13.1 General Policy**

Supervisors are responsible for maintaining compliance with QCTV standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of QCTV. QCTV employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable QCTV policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in QCTV's personnel policies. The supervisor and/or QCTV Executive Director will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **13.2 No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **13.3 Process**

QCTV may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any QCTV employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Any disciplinary actions taken against the Executive Director will be by the Commission.

The following are descriptions of the types of disciplinary actions for employees other than the Executive Director:

### **13.4 Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **13.5 Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from QCTV Executive Director.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

### **13.6 Suspension With or Without Pay**

QCTV Executive Director may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by QCTV Commission, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.



### **13.7 Demotion and/or Transfer**

An employee may be demoted or transferred for disciplinary reasons. A disciplinary demotion or transfer differs from a demotion or transfer for reasons related to employee demotion or transfer differs from a demotion or transfer for reasons related to employee performance or business needs. The latter instances are not considered disciplinary. If attempts at resolving an issue have failed and QCTV Executive Director determines a demotion or transfer to be the best solution to the problem. In all instances involving demotion or transfer, whether disciplinary or not, the employee must be qualified for the position to which they are being demoted or transferred at the time of the demotion or transfer. QCTV Commission must approve this action.

### **13.8 Salary**

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

### **13.9 Dismissal**

QCTV Executive Director, with the approval of the Quad Cities Cable Communications Commission, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with QCTV standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

### **13.10 Administrative Leave**

An employee may be placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay as determined by the Executive Director upon consultation with the Commission Board Chair depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

## **Section 14 GRIEVANCE PROCEDURE**

Any dispute between an employee and QCTV relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has

**Quad Cities  
Cable Communications  
Commission**

*(dba) QCTV*

**Personnel Policy  
2014**

**Approved January 22, 2014**

DRAFT REVISIONS – AUGUST 2015

A joint powers agreement to operate a cable television franchise and local programming organization on behalf of the member cities: Andover, Anoka, Champlin, Ramsey.

QCCCC Personnel Policy 1/22/14

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## **Section 1     INTRODUCTION**

### **1.1     Purpose**

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Quad Cities Cable Communications Commission (dba QCTV). They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of QCTV. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, QCTV has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

### **1.2     Scope**

These policies apply to all employees of QCTV. Except where specifically noted, these policies do not apply to:

- Commissioners;
- Attorney;
- Members of Committees;
- Consultants and Contractors.

### **1.3     EEO Policy Statement**

QCTV is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, layoff, disciplinary action, termination, compensation and selection for training. QCTV will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

### **1.4     Data Practices Advisory**

Employee records are maintained in a location designated by QCTV Executive Director. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

## **1.5 News Releases**

Formal news releases concerning municipal affairs are the responsibility of QCTV Executive Director. All media interviews must be approved by the QCTV Executive Director before the interview. All contacts with the media should be reported to QCTV Executive Director as soon as practicable.

No QCTV employee is authorized to speak on behalf of QCTV without prior authorization from QCTV Executive Director or his/her designee.

All news releases concerning QCTV personnel will be the responsibility of QCTV Executive Director.

## **Section 2 ORGANIZATION WORK RULES AND CODE OF CONDUCT**

### **2.1 Conduct as a QCTV Employee**

In accepting QCTV employment, employees become representatives of QCTV and are responsible for assisting and serving the residents for whom they work. An employee's primary responsibility is to serve the residents of Andover, Anoka, Champlin and Ramsey. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a QCTV employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at QCTV. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

### **2.2 Attendance and Absence**

The operations and standards of service in QCTV require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every QCTV position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected

absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. QCTV may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude QCTV from administering discipline for unexcused absences of less than three (3) days.

### **2.3 Access to and Use of QCTV Property**

Any employee who has authorized possession of keys, production equipment, tools, or other QCTV-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with QCTV in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by QCTV is prohibited unless authorized by QCTV Executive Director. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

### **2.4 Appearance**

Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, footwear, jewelry or other items that could present a safety hazard are not acceptable in the workplace or on remote shoot locations.

### **2.5 Children in the workplace**

QCTV employees are prohibited from bringing minor children to work and from performing work functions while accompanying children. If a child is ill or a childcare situation occurs, the employee should call his/her supervisor and seek permission to stay home rather than bringing a child to work. No child shall be left unaccompanied by an adult in the work place. This applies to consultants and volunteers.

## **2.6 Conflict of Interest**

QCTV employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists he/she should consult with QCTV Executive Director.

## **2.7 Falsification of Records**

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

## **2.8 Personal Telephone Calls**

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with QCTV work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee.

## **2.9 Political Activity**

QCTV employees have the right to express their views and to pursue legitimate involvement in the political system. However, no QCTV employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by QCTV to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

## **2.10 Smoking**

All QCTV buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco (including e-cigs) while in a QCTV facility or vehicle. This also applies to QCTV remote shoot locations.

Smoking of any kind, including pipes, cigars, e-cigs, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

## **Section 3 DEFINITIONS**

For purposes of these policies, the following definitions will apply:

### **3.1 Authorized Hours**

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on

workload demands or other factors, and upon approval of the employee's supervisor.

### **3.2 Benefits**

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

### **3.3 Demotion**

The movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is lower than that of the employee's former position.

### **3.4 Direct Deposit**

As permitted by state law, all QCTV employees are required to participate in direct deposit.

### **3.5 Employee**

An individual who has successfully completed all stages of the selection process including the training period.

### **3.6 Exempt Employee**

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. (FALSA)

### **3.7 FICA (Federal Insurance Contribution Act)**

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings.

### **3.8 Fiscal Year**

The period from January 1 to December 31.

### **3.9 Full-time Employee**

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

### **3.10 Hours of Operation**

QCTV's regular hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m. Hours may be modified as needed by the Executive Director.

### **3.11 Management Employee**

An employee who is responsible for managing a department or division of QCTV.

**3.12 Non-exempt Employee**

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

**3.13 Part-time Employee**

Employees who are required to work less than forty (40) hours per week year round in an ongoing position

**3.14 Pay Period**

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

**3.15 PERA (Public Employees Retirement Association)** Statewide pension program in which QCTV employees meeting program requirements must participate in accordance with Minnesota law. QCTV and the employee each contribute to the employee's retirement account.

**3.16 Promotion**

Movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is higher than that of the employee's former position.

**3.17 Reclassify**

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

**3.18 Seasonal Employee**

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits.

**3.19 Temporary Employee**

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits.

**3.20 Training Period**

A six month period at the start of employment with QCTV (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

### **3.21 Transfer**

Movement of an employee from one QCTV position to another of equivalent pay.

### **3.22 Workweek**

A workweek is seven consecutive 24-hour periods. The workweek will run from Sunday through the following Saturday.

## **Section 4 ORGANIZATION**

### **4.1 Job Descriptions**

QCTV will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by Quad Cities Cable Communications Commission prior to the position being filled.

### **4.2 Job Descriptions and Classifications**

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the QCTV Executive Director.

### **4.3 Assigning and Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the QCTV Executive Director.

## **Section 5 HOURS OF WORK**

### **5.1 Work Hours**

Work schedules for employees will be established by supervisors with the approval of the QCTV Executive Director. The regular work week for employees is five, eight hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by QCTV Executive Director in accordance with the customs and needs of the individual departments.

### **5.2 Meal Breaks and Rest Periods**

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Employees working in QCTV buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will

normally take their break at the location of their work. Employees whose duties involve traveling throughout the QCTV service area may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or the QCTV Executive Director.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the QCTV Executive Director, on the use of meal breaks and rest periods.

### **5.3 Adverse Weather Conditions**

QCTV facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued annual leave time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (remote shoots, special events, etc) will be made by the respective supervisor or the QCTV Executive Director.

## **Section 6 COMPENSATION**

Employees of QCTV will be compensated according to schedules adopted by Quad Cities Cable Communications Commission. Unless approved by the Commission, employees will not receive any amount from QCTV in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

### **6.1 Time Reporting**

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

### **6.2 Overtime / Compensatory Time**

QCTV has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. QCTV Executive Director will



determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

### **6.3 Non-Exempt (Overtime-eligible) Employees:**

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Annual leave and paid holidays do not count toward “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

The workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves QCTV employment at the hourly pay rate the employee is earning at that time.

### **6.4 Exempt (non-overtime-eligible) Employees:**

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

QCTV will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn annual leave and is absent for a day or more for personal reasons other than illness or accident;
- The employee is in a position that earns annual leave, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with QCTV in which the employee does not work a full week. In this case, QCTV will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
  - Paid leave has not been requested or has been denied;
  - Paid leave is exhausted;
  - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- QCTV may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

QCTV will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to QCTV any amounts received by the employee as jury fees or witness fees.

If QCTV inadvertently makes an improper deduction to the weekly salary of an exempt employee, QCTV will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime

may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

### **6.5 Leave Policy for Exempt Employees**

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings. The normal hours of business for management staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings/events as necessary.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 4:30 p.m. Monday through Friday requirement. Management employees must communicate their absence to QCTV Executive Director.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of QCTV. Additional notification and approval requirements may be adopted by QCTV Executive Director for specific situations as determined necessary.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

## **Section 7 PERFORMANCE REVIEWS**

An objective performance review system will be established by QCTV Executive Director or designee for the purpose of periodically evaluating the performance of QCTV employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## **Section 8      BENEFITS**

### **8.1            Insurance**

QCTV will contribute a monthly amount toward group health, short-term disability, long-term disability, accidental death and dismemberment and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined by the Quad Cities Cable Communications Commission.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the QCTV Executive Director.

### **8.2            Retirement**

QCTV participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. QCTV and the employee contribute to PERA each pay period as determined by state law. Employees are also required to contribute a portion of each pay check for Social Security and Medicare.

For information about PERA eligibility and contribution requirements contact the QCTV Executive Director.

## **Section 9      HOLIDAYS**

QCTV observes the following official holidays for all regular full-time employees:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Friday after Thanksgiving
President's Day	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	
Labor Day	2 Floating Holidays

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for QCTV operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from QCTV is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Employees wanting to observe holidays other than those officially observed by QCTV may request either annual leave or unpaid leave for such time off.

The (2) Floating Holidays may not be carried over to the next fiscal year.

## **Section 10    LEAVES**

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker’s compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise states, all paid time off, taken under any of QCTV’s leave programs, must be taken consecutively, with no intervening unpaid leave. QCTV will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

### **10.1        Annual Leave**

Annual Leave replaces individual sick leave and vacation leave plans and combines them into a single benefit program. Annual Leave does not replace QCTV observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the QCTV. Plan provisions discourage unnecessary utilization by providing cash and savings incentives. Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the QCTV needs to ensure that service to the public and work

requirements are not adversely impacted. Medical Certification Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

## **10.2 Accrual Rates for Annual Leave**

Years of Service Annual Accrual Rates:

0-4 years: 5.54 hours per 2 weeks of work (3 weeks and 3 days annually.) 5-9

years: 7.08 hours per 2 weeks of work (4 weeks and 3 days annually).

10+ years: 8.62 hours per 2 weeks of work (5 weeks and 3 days annually).

15+ years; 10.16 hours per 2 weeks of work (6 weeks and 3 days annually). 20+ years; 11.70 hours per 2 weeks of work (7 weeks and 3 days annually).

- Annual leave shall not be earned by an employee for any period during which the employee is not being paid.
- Planned annual leave may be denied or approval withdrawn when the granting of such planned annual leave would result in insufficient personnel to carry out necessary functions as deemed appropriate by the QCTV.
- Employees shall be allowed to accumulate up to a maximum of 280 hours annual leave. Employees shall forfeit any annual leave accumulations at the anniversary date in excess of the allowable maximum.
- If use of unplanned leave suggests abuse, the QCTV shall notify the employee of this concern. If such abuse continues the QCTV may deny future unplanned leave requests.
- An employee who leaves the employment of the QCTV in good standing shall be compensated for all accrued and unused annual leave at the time of separation from employment.
- An employee shall not be permitted to waive annual leave for the purpose of receiving double pay.

Annual leave will not accrue during unpaid leaves. Annual leave will accrue on a pay-period basis up to a maximum of 1-1/2 times the employee's maximum annual accrual rate as noted above. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.

## **10.3 Annual Leave Conversion**

Annual leave will be eligible for conversion to cash or to a 457 deferred compensation plan on an hour-for-hour basis (subject to IRS maximum deferral regulations and Minnesota law) annually with the following conditions. Up to 40%

of the annual leave balance, not to exceed eighty (80) hours, may be converted each year provided the employee has used at least 30% of his/her annual accrual during the current calendar year and has a balance of at least 176 hours. The minimum balance requirement will be determined as of the first payroll in December. Payment will be based on the employee's current hourly rate on December 1.

Conversion to cash or deferred compensation will occur in the second payroll of the following year with specific dates to be determined by accounting each year. Accounting will notify all employees in November of each year as to the dates and conversion options. The conversion will be part of regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

#### **10.4 Eligibility**

Full-time employees will earn annual leave in accordance with the above schedule.

#### **10.5 Accrual Rate**

For the purpose of determining an employee's annual leave accrual rate, years of service will include all continuous time that the employee has worked at QCTV (including authorized unpaid leave). Employees who are rehired after terminating QCTV employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

#### **10.6 Earnings and Use**

After six months of service, annual leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any annual leave for any pay period unless he/she is employed by QCTV on the last scheduled work day of the pay period.

Requests for annual must, when possible, be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and QCTV Executive Director. Annual leave can be requested in increments as small as one hour. Annual leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

No annual leave will be allowed to accrue in excess of 280 hours. Excess hours will be forfeited on the employment anniversary date.



### **10.7 Funeral Leave**

Employees will be permitted to use up to four (4) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's annual leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or the QCTV Executive Director depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Immediate family, for the purposes of this section, shall be defined as spouse, parent, step parent, children, step-children, brother, sister, grandparents, grandchildren or a like member of employee's spouse's family.

### **10.8 Medical Certification**

Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

### **10.9 Returning to Work After a Medical Absence**

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Annual leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

QCTV has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or annual leave claim, or to obtain information related to restrictions or an employee's ability to work. QCTV will arrange and pay for an appropriate medical evaluation when it has been required by QCTV.



### **10.10 Severance Pay**

Employees leaving QCTV in good standing will receive 100% of their annual leave balance as compensation (applicable taxes will be withheld).

### **10.11 Unpaid Leave**

Unpaid leaves may be approved in accordance with QCTV personnel policies. Employees must normally use all accrued leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the QCTV Executive Director.

### **10.12 Military Leave**

State and federal laws provide protections and benefits to QCTV employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with QCTV as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to QCTV at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of annual leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

### **10.13 Jury Duty**

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation

they receive for jury duty, minus mileage reimbursement, to QCTV in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued annual or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so QCTV will be able to determine the amount of compensation due for the period involved.

#### **10.14 Court Appearances**

Employees will be paid their regular wage to testify in court for QCTV-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with QCTV employment, minus mileage reimbursement, must be turned over to QCTV.

#### **10.15 Job Related Injury or Illness**

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

#### **10.16 Administrative Leave**

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by QCTV Executive Director with the approval of Quad Cities Cable Communication Commission.

**10.17 Adoptive Parents** (state law requirement for cities with more than 21 employees) Adoptive parents will be given the same opportunities for leave as biological parents (see

provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

**10.18 School Conference Leave** (state law requirement for cities with more than 21 employees) Any employee who has worked half-time or more for more than twelve (12) consecutive months, may take unpaid leave for up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during nonwork hours.

**10.19 Bone Marrow Donation Leave** (state law requirement for cities with more than 20 employees) Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by QCTV, to undergo medical procedures to donate bone marrow. QCTV may require a physician's verification of the purpose and length of the leave requested to donate bone marrow.

**10.20 Victim or Witness Leave**

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

**10.21 Elections / Voting**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives QCTV at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

**10.22 Regular Leave without Pay**

QCTV Executive Director may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by Quad Cities Cable Communications Commission to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, QCTV's contribution toward health, short-term disability, long-term disability, accidental death and dismemberment and life insurance may be continued, if approved by the Quad Cities Cable Communications Commission, for

leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or annual leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue annual leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued annual leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all annual leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use annual leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of QCTV.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of QCTV Executive Director subject to approval of Quad Cities Cable Communications Commission.

### **10.23 Family and Medical Leave General**

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- Birth or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition; or
- A serious health condition that makes the employee unable to perform the essential functions of the position.

In accordance with the law, the following definitions apply:

"Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological,

adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.

"Serious health condition" is defined in Federal law, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care).

#### **10.24 Eligibility**

An eligible employee is one who has worked for QCTV for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave.

#### **10.25 Length of Leave**

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

#### **10.26 Leave Year**

The 12 month period is calculated by measuring twelve months backward from the start date of the employee's last FMLA leave.

#### **10.27 Notice**

The employee is to give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin or if thirty (30) days notice cannot be given as much notice as practical.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt QCTV's operations.

#### **10.28 Medical Certification**

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certification of Physician or Practitioner" form can be obtained from the QCTV Executive Director.

The form is to be completed by the attending physician or practitioner and submitted to QCTV Executive Director within ten (10) days after requested, or as soon as is reasonably practicable.

QCTV may require a second (or third) opinion at QCTV's expense. If required, QCTV will select a health care provider not regularly associated with QCTV.

### **10.29 Recertification**

Recertification may be required if the employee requests an extension of the original length approved by QCTV or if the employee's circumstances change.

Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

### **10.30 Intermittent Leave**

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

QCTV may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee's regular position.

### **10.31 Fitness for Duty**

QCTV may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job.

QCTV Executive Director may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, QCTV may deny reinstatement until it is provided.

### **10.32 Job Protection**

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been

eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

### **10.33 Effect on Benefits**

An employee granted leave under this policy will continue to be covered under QCTV's group health and dental insurance plan under the same conditions and at the same level of QCTV contribution as would have been provided had they been continuously employed during the leave period. If there are changes in QCTV's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of group insurance coverage. QCTV may choose to continue QCTV's portion if administratively more convenient.

Arrangements for payment of the employee's portion of premiums must be made by the employee with QCTV. If an employee's contribution is more than thirty (30) days late, QCTV may terminate the employee's insurance coverage (subject to COBRA requirements).

### **10.34 Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave**

During the Family and Medical Leave, employees must use accrued annual leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

### **10.35 Records Retention**

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

### **10.36 Failure to Return from FMLA Leave**

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued compensatory time, or annual leave that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.



If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to QCTV Executive Director's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, QCTV may seek reimbursement from the employee for the portion of the insurance premiums paid by QCTV on behalf of that employee during the period of leave.

### **10.37 Light Duty/Modified Duty Assignment**

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by QCTV Executive Director on a case-by-case basis. This policy does not guarantee assignment to light duty. Any light duty/modified work assignment may be discontinued at any time.

## **Section 11 SEXUAL HARASSMENT PREVENTION**

### **11.1 General**

QCTV is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, QCTV maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express QCTV's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

### **11.2 Definitions**

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or



- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

### **11.3 Expectations**

QCTV recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- Immediate Supervisor;
- QCTV Executive Director;
- Quad Cities Cable Commission member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

- Make it clear to the harasser that the conduct is unwelcome and document that conversation;
- Document the occurrences of harassment;
- Submit the documented complaints to your supervisor, QCTV Executive Director, or any member of the Quad Cities Cable Communications Commission. Employees are strongly encouraged to put the complaint in writing.
- Document any further harassment or reprisals that occur after the initial complaint is made.

QCTV urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. QCTV is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

QCTV will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

#### **11.4 Retaliation**

QCTV will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

## **Section 12 SEPARATION FROM SERVICE**

### **12.1 Resignations**

Employees wishing to leave QCTV service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days notice. The written resignation must state the effective date of the employee's resignation.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with QCTV.

### **12.2 Severance Pay**

Employees who leave the employ of QCTV in good standing by retirement or resignation will receive pay for 100% of unused accrued annual leave up to the

allowable maximum of 280 hours. Unused Floating Holidays are not subject to severance payout.

## **Section 13 DISCIPLINE**

### **13.1 General Policy**

Supervisors are responsible for maintaining compliance with QCTV standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of QCTV. QCTV employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable QCTV policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in QCTV's personnel policies. The supervisor and/or QCTV Executive Director will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **13.2 No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **13.3 Process**

QCTV may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any QCTV employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Any disciplinary actions taken against the Executive Director will be by the Commission.

The following are descriptions of the types of disciplinary actions for employees other than the Executive Director:

### **13.4 Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **13.5 Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from QCTV Executive Director.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

### **13.6 Suspension With or Without Pay**

QCTV Executive Director may suspend an employee without pay for disciplinary reasons.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

### **13.7 Demotion and/or Transfer**

An employee may be demoted or transferred for disciplinary reasons. A disciplinary demotion or transfer differs from a demotion or transfer for reasons related to employee performance or business needs. The latter instances are not considered disciplinary. In all instances involving demotion or transfer, whether disciplinary or not, the employee must be qualified for the position to which they are being demoted or transferred at the time of the demotion or transfer.

### **13.8 Salary**

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

### **13.9 Dismissal**

QCTV Executive Director, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with QCTV standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

### **13.10 Administrative Leave**

An employee may be placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay as determined by the Executive Director upon consultation with the Commission Board Chair depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

## **Section 14 GRIEVANCE PROCEDURE**

Any dispute between an employee and QCTV relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to QCTV Executive Director within seven (7) days after the supervisor's response is due. QCTV Executive Director or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of QCTV Executive Director is final.

### **14.1 Waiver**

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of QCTV's last answer. If QCTV does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of QCTV and the employee without prejudice to either party.

The following actions are not givable:

- Performance evaluations; • Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

## **Section 15 EMPLOYEE EDUCATION AND TRAINING**

QCTV promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

### **15.1 Policy**

QCTV will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved *in advance* under the following criteria and procedures:

### **15.2 Job-Related Training and Conferences**

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with QCTV.

The supervisor and QCTV Executive Director are responsible for determining jobrelatedness and approving or disapproving training and conference attendance.

### **15.3 Request for Participation in Training and Conferences**

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with QCTV.

### **15.4 Out of State Travel**

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by QCTV Executive Director.

### **15.5 Compensation for Travel and Training Time**

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. QCTV uses the per diem rates from [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

### **15.6 Memberships and Dues**

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of QCTV. Normally, one QCTV membership per agency, as determined by QCTV Executive Director is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with QCTV and are transferred to another employee by the supervisor.

### **15.7 Tuition Reimbursement**

To be considered for tuition reimbursement the fulltime employee must be in good standing and have been employed by QCTV for at least one year. All requests for

tuition reimbursement will be considered on a case-by-case basis by the QCTV Executive Director, with final approval/disapproval provided by the Quad Cities Cable Communications Commission.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

QCTV will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Employees must reimburse QCTV if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from QCTV.

## **Section 16    OUTSIDE EMPLOYMENT**

The potential for conflicts of interest is lessened when individuals employed by QCTV regard QCTV as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with QCTV Executive Director. Any QCTV employee accepting employment in an outside position that is determined by QCTV Executive Director to be in conflict with the employee's QCTV job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-QCTV employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with QCTV employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time or part-time employee's availability to work.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use QCTV equipment, resources or staff in the course of the outside employment.
- The employee must not violate any QCTV personnel policies as a result of outside employment.



- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by QCTV. Work performed for others while on approved annual leave or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid annual leave from QCTV for those same hours.

QCTV employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of QCTV.

### **Section 17    DRUG FREE WORKPLACE**

In accordance with Federal Law, QCTV has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is QCTV's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on QCTV property or while conducting QCTV business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- QCTV recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting QCTV business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

### **Section 18    QCTV DRIVING POLICY**

This policy applies to all employees who drive a vehicle on QCTV business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. QCTV expects all

employees who are required to drive as part of their job to drive safely and legally while on QCTV business and to maintain a good driving record.

QCTV will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

QCTV will determine appropriate action on a case-by-case basis.

## **Section 19 CELLULAR PHONE USE**

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to insure that cellular phone usage is consistent with the best interests of QCTV without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that QCTV employees exercise the highest standards of propriety in their use.

### **19.1 General Policy**

A supervisor may authorize an employee to use his/her own personal phone for QCTV business and be provided a taxable stipend to be determined by the QCTV Executive Director. An employee will not be reimbursed for business-related use of a private cell phone without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

### **19.2 Procedures**

It is the objective of QCTV to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

### **19.3 Responsibility**

QCTV Executive Director, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

## **Section 20 SAFETY**

The health and safety of each employee of QCTV and the prevention of occupational injuries and illnesses are of primary importance to QCTV. To the greatest degree possible, management will maintain an environment free from unnecessary hazards

and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

### **20.1 Reporting Accidents and Illnesses**

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

### **20.2 Safety Equipment/Gear**

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

### **20.3 Unsafe Behavior**

Supervisors are authorized to send an employee home immediately when the employee's behavior violates QCTV's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

**Section 21 Acknowledgement of Receipt of the Personnel Policy**

**ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY**

I acknowledge that I have received a copy of the Quad Cities Cable Communications Commission (QCCCC) Personnel Policy. I understand that this document contains important information regarding QCCCC general personnel policies and my privileges and obligations as an employee. I will familiarize myself with the personnel policy and I understand that I am governed by its contents. I further understand that the personnel policy is not an employment contract and that QCCCC may change, rescind or add to any policies, benefits, or practices at its sole discretion with or without prior notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (typed or printed)

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Name (typed or printed)