

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

April 17, 2014, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of March 17, 2014 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. February Financial Report
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Monthly Statistical Report
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF MARCH 20, 2014

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:00 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; Julie Trude, Andover; Eric Johnson, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Jim Dickinson, Andover.

Others present included Karen George, Executive Director; Katherine Lenaburg, Operations Manager; Steve Ulrich, Technology Manager; and Sara Onarheim, Administrative Assistant.

APPROVAL OF AGENDA – 3

Motion was made by Johnson and seconded by Trude 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 February 20, 2014

Motion was made by Trude and seconded by LeTourneau to approve the February 20, 2014 minutes as presented.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. January Financial Report

Ms. George advised that the January Financial Report was included in the packet and noted that things are moving along as planned. She noted that the capital expenditures will begin to show up on future statements.

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

7 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George stated that it has been another busy month and noted that the audit is on the schedule, advising that auditors will be on site during April and a final report will come forward in May. She advised that the organizational assessment process is moving ahead as planned, noting that four positions are being posted at this time. She stated that the organization has received some resignations and therefore some of those positions have moved up on the list to fill. She stated that she was at the Capital the previous day and provided an update on activities that are moving forward through the legislature. She noted that joint powers organizations are required to pay sales tax as they were not included in the original exemption. She advised that item is before the legislature and will continue to provide updates on that status.

Commissioner Trude confirmed that cities such as Coon Rapids that have their own in-house television station and do not pay sales tax on their purchases, and confirmed that the legislature was made aware of that fact.

Motion was made by Trude seconded by LeTourneau to find that the QCTV Board, which represents four local municipalities, supports government efficiency and the Executive Director in her attempt to correspond with local legislators.

7 ayes – 0 nays. Motion carried.

Ms. George noted that even if passed the item would not be retroactive and explained that the Budget Committee has recommended that the member cities purchase the necessary capital improvements to avoid paying sales tax. She noted that some new staff members are in attendance today and introduced the new Operations Manager Katherine Lenaburg, Technology Manager Steve Ulrich and Administrative Assistant Sara Onarheim; providing a brief description of previous career experience and welcoming each new staff member to QCTV.

Chair Heitkamp welcomed all of the new staff members of QCTV and stated that the Board is excited to be working with these individuals.

Commissioner Trude commented on the quality of each of the resumes from the new staff members and the amount of expertise they will bring to the organization.

GENERAL BUSINESS – 5

5.1 IT Policy

Ms. George stated that the final document was included for informational purposes, as the Board approved the policy at their last meeting.

5.2 Monthly Statistical Report

Ms. George had nothing further to report.

5.3 Programming Reports

Ms. George noted that there is a bit of a downtime in the sports programming and staff is using that time to clean-up the van and prepare for the new sports season in April.

ADJOURN – 6

Time of adjournment 11:15 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple

Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George

Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of February 28, 2014

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	1,042,122.82
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,042,122.82
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,042,122.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	14,580.58
Other Current Liabilities	-0.98
Total Current Liabilities	\$ 14,579.60
Equity	1,027,543.22
TOTAL LIABILITIES AND EQUITY	\$ 1,042,122.82

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

	Feb 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	906.27	208.00	698.27	435.71%	1,131.19	2,500.00	(1,368.81)	45.25%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	50,618.00	(50,618.00)	0.00%
Franchise Fees		74,340.00	(74,340.00)	0.00%	0.00	892,090.00	(892,090.00)	0.00%
Interest Income	13.18	8.00	5.18	164.75%	24.40	100.00	(75.60)	24.40%
Miscellaneous Income		416.00	(416.00)	0.00%	4,000.00	5,000.00	(1,000.00)	80.00%
PEG Fee		37,170.00	(37,170.00)	0.00%	0.00	446,046.00	(446,046.00)	0.00%
Total Income	919.45	116,360.00	(115,440.55)	0.79%	5,155.59	1,396,354.00	(1,391,198.41)	0.37%
Expenses								
Accounting / HR Services	39.95	1,500.00	(1,460.05)	2.66%	1,909.11	18,000.00	(16,090.89)	10.61%
Ads/Promos/Sponsorships	25.00	570.00	(545.00)	4.39%	25.00	6,850.00	(6,825.00)	0.36%
Andover Capital Equipment	94.76	416.00	(321.24)	22.78%	194.82	5,000.00	(4,805.18)	3.90%
Announcers Fees	2,060.00	1,436.00	624.00	143.45%	2,140.00	17,240.00	(15,100.00)	12.41%
Anoka Capital Equipment		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Audit		1,216.00	(1,216.00)	0.00%	0.00	14,600.00	(14,600.00)	0.00%
AV Equip / Repair / Supply / Software		4,157.00	(4,157.00)	0.00%	818.68	49,890.00	(49,071.32)	1.64%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	815.30	5,000.00	(4,184.70)	16.31%
Building - Insurance		241.00	(241.00)	0.00%	1,576.00	2,894.00	(1,318.00)	54.46%
Building - Maintenance	1,240.84	583.00	657.84	212.84%	1,782.70	7,000.00	(5,217.30)	25.47%
Building - Supplies	15.00	250.00	(235.00)	6.00%	103.23	3,000.00	(2,896.77)	3.44%
Car Allowance	250.00	250.00	0.00	100.00%	500.00	3,000.00	(2,500.00)	16.67%
Cell Phone - Allowance	210.00	241.00	(31.00)	87.14%	375.00	2,900.00	(2,525.00)	12.93%
Champlin Capital Equipment		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
City Sewer & Water	139.63	333.00	(193.37)	41.93%	209.08	4,000.00	(3,790.92)	5.23%
Commission Expense		291.00	(291.00)	0.00%	100.92	3,500.00	(3,399.08)	2.88%
Software		2,385.00	(2,385.00)	0.00%	1,308.07	28,630.00	(27,321.93)	4.57%
Consulting Services		4,166.00	(4,166.00)	0.00%	0.00	50,000.00	(50,000.00)	0.00%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	26,000.00	(26,000.00)	0.00%
Duplication Expenses		300.00	(300.00)	0.00%	171.76	3,600.00	(3,428.24)	4.77%
Electric Service	1,390.62	1,458.00	(67.38)	95.38%	2,737.97	17,500.00	(14,762.03)	15.65%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Federal Unempl Expense	231.73		231.73		499.31	0.00	499.31	
Health Insurance	5,375.16	2,733.00	2,642.16	196.68%	5,375.16	32,800.00	(27,424.84)	16.39%

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

	Feb 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Health Insurance - Opt Out	400.00	400.00	0.00	100.00%	800.00	4,800.00	(4,000.00)	16.67%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	4,643.00	6,964.00	(2,321.00)	66.67%
Lawn Service		291.00	(291.00)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Legal Fees	1,522.45	2,500.00	(977.55)	60.90%	2,845.05	30,000.00	(27,154.95)	9.48%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,660.00	(1,660.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals	21.23	83.00	(61.77)	25.58%	64.87	1,000.00	(935.13)	6.49%
Memberships - NATOA / Others	1,786.16	456.00	1,330.16	391.70%	1,941.16	5,480.00	(3,538.84)	35.42%
Mileage	306.25	416.00	(109.75)	73.62%	490.94	5,000.00	(4,509.06)	9.82%
Miscellaneous Expenses	52.44	375.00	(322.56)	13.98%	52.44	4,500.00	(4,447.56)	1.17%
Natural Gas	451.09	191.00	260.09	236.17%	857.53	2,300.00	(1,442.47)	37.28%
Office Supplies / Equipment	83.03	708.00	(624.97)	11.73%	428.13	8,500.00	(8,071.87)	5.04%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Payroll Expenses (ADP)	746.10	433.00	313.10	172.31%	1,113.65	5,200.00	(4,086.35)	21.42%
PERA	3,626.02	4,281.00	(654.98)	84.70%	5,560.86	51,383.00	(45,822.14)	10.82%
Postage	13.35	83.00	(69.65)	16.08%	147.75	1,000.00	(852.25)	14.78%
Printing / Copy Services		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Professional Development	295.00	1,425.00	(1,130.00)	20.70%	295.00	17,100.00	(16,805.00)	1.73%
Publications		59.00	(59.00)	0.00%	0.00	710.00	(710.00)	0.00%
Ramsey Capital Equipment	20.36	416.00	(395.64)	4.89%	40.72	5,000.00	(4,959.28)	0.81%
Sales Tax		166.00	(166.00)	0.00%	561.00	2,000.00	(1,439.00)	28.05%
Secretary Services	131.00	150.00	(19.00)	87.33%	242.00	1,800.00	(1,558.00)	13.44%
Snow Plowing Service	1,027.50	250.00	777.50	411.00%	2,581.25	3,000.00	(418.75)	86.04%
Sponsorship	200.00		200.00		1,050.00	0.00	1,050.00	
SS/Medicare Expense	3,749.69	4,518.00	(768.31)	82.99%	5,753.38	54,216.00	(48,462.62)	10.61%
STD / LTD / Life Insurance	889.80	387.00	502.80	229.92%	726.40	4,644.00	(3,917.60)	15.64%
Studio Sets		166.00	(166.00)	0.00%	209.19	2,000.00	(1,790.81)	10.46%
Subscription Services		250.00	(250.00)	0.00%	0.00	3,000.00	(3,000.00)	0.00%
Vehicle - Equipment / Repair		1,577.00	(1,577.00)	0.00%	0.00	18,930.00	(18,930.00)	0.00%
Vehicle - Insurance		250.00	(250.00)	0.00%	1,849.00	3,000.00	(1,151.00)	61.63%
Vehicle - Maintenance / Gas	149.62	525.00	(375.38)	28.50%	463.62	6,300.00	(5,836.38)	7.36%
Wages - Full-time	26,187.23	28,367.00	(2,179.77)	92.32%	42,394.45	340,412.00	(298,017.55)	12.45%
Wages - PT - Comm Prog	4,249.02	4,071.00	178.02	104.37%	6,618.78	48,858.00	(42,239.22)	13.55%
Wages - PT - Gov't Prog	6,176.36	8,203.00	(2,026.64)	75.29%	8,885.43	98,441.00	(89,555.57)	9.03%

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

	Feb 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Wages - PT - Office Support	2,182.56	2,504.00	(321.44)	87.16%	3,572.35	30,053.00	(26,480.65)	11.89%
Wages - PT - Sports Prog	6,725.98	6,880.00	(154.02)	97.76%	8,112.85	82,565.00	(74,452.15)	9.83%
Wages - PT - Tech Support	4,214.40	5,721.00	(1,506.60)	73.67%	6,784.80	68,656.00	(61,871.20)	9.88%
Waste Removal	112.89	108.00	4.89	104.53%	225.47	1,300.00	(1,074.53)	17.34%
Web / VOD / Int / CaTV / Phone	1,769.97	1,350.00	419.97	131.11%	2,772.26	16,210.00	(13,437.74)	17.10%
Work Comp Insurance		258.00	(258.00)	0.00%	2,039.00	3,100.00	(1,061.00)	65.77%
Total Expenses	78,569.84	105,597.00	(27,027.16)	74.41%	134,764.44	1,267,486.00	(1,132,721.56)	10.63%
Net Operating Income	(77,650.39)	10,763.00	(88,413.39)	-721.46%	(129,608.85)	128,868.00	(258,476.85)	-100.57%
Net Income	(77,650.39)	10,763.00	(88,413.39)	-721.46%	(129,608.85)	128,868.00	(258,476.85)	-100.57%
Capital Improvement Plan								
ZCIP - Network Servers	3,988.84	0.00	3,988.84		3,988.84	0.00	3,988.84	

Monday, Mar 17, 2014 11:33:13 AM PDT GMT-5 - Accrual Basis

QCTV Bank Reconciliation
February 2014

Beginning Balance - 4M Statement	1,114,636.52
Less: Cleared Checks/Withdrawals	(81,899.19)
Plus: 4M Fund Interest	13.18
Plus: Bank Deposits	4,890.59
Bank Balance	\$1,037,641.10
Book Balance	1,037,641.10
Adjusted Book Balance	1,037,641.10
Difference:	\$0.00

Completed by: MK

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Quad Cities Communications Commission Reconcile Report for

*This is a static report. Any changes to transactions since the reconcile date are not reflected here.
Report created on 03/17/2014.*

Account: Quad Cities Commission
Statement Date: 02/28/2014
Reconcile Date: 03/17/2014

Summary

Opening Balance	1,114,636.52
Cleared Transactions	-76,995.42
Ending Balance of Statement	1,037,641.10
Uncleared Transactions as of Statement Date	-1,255.00
Register Balance as of Statement Date	1,036,386.10
Uncleared Transactions after Statement Date	-23,299.87
Register Balance as of Reconcile Date	1,013,086.23

Cleared Transactions

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
Cleared Checks and Payments				
01/31/2014	Check	W/D	MN Department of Revenue	561.00
02/04/2014	Bill Payment	10260	Lindstrom Cleaning & Construction, Inc.	2,471.89
02/04/2014	Bill Payment	10255	Comcast Cable	379.37
02/04/2014	Bill Payment	10266	Verizon Wireless	50.08
02/04/2014	Bill Payment	10251	Amazon	1,872.19
02/04/2014	Bill Payment	10250	Alliance for Community Media	100.00
02/04/2014	Bill Payment	10256	Huebsch	143.83
02/04/2014	Bill Payment	10254	City of Champlin	69.45
02/04/2014	Bill Payment	10249	ACE Solid Waste, Inc.	112.89
02/04/2014	Bill Payment	10261	Main Floral	77.08
02/04/2014	Bill Payment	10265	Timesavers	111.00
02/04/2014	Bill Payment	10263	Preferred One Insurance Co.	2,687.58
02/04/2014	Bill Payment	10264	The Lincoln National Life Ins. Co.	526.60
02/04/2014	Bill Payment	10248	A+ Cleaning Service, Inc.	407.65
02/04/2014	Bill Payment	10253	B&H Photo-Video	157.35
02/04/2014	Bill Payment	10257	Image Lawncare Services, Inc.	1,553.75
02/04/2014	Bill Payment	10262	Market Place Plus	424.90
02/04/2014	Bill Payment	10267	Xcel Energy	1,347.35
02/04/2014	Bill Payment	10258	Kennedy & Graven, Chartered	1,322.60
02/07/2014	Bill Payment	10268	B&H Photo-Video	308.73
02/07/2014	Journal	02B - 2014MK		187.30
02/07/2014	Journal	02B - 2014MK		5,795.37
02/07/2014	Journal	02B - 2014MK		18,416.13
02/07/2014	Bill Payment	10270	Comcast Cable	268.36
02/07/2014	Bill Payment	10269	City of Andover	1,962.07
02/07/2014	Bill Payment	W/D	PERA	3,262.64
02/07/2014	Bill Payment	W/D	CitiStreetMN	1,117.00

Reconcile Session Report

02/11/2014	Bill Payment	10271	City of Eagan	55.00
02/21/2014	Journal	02C - 2014MK		192.00
02/21/2014	Bill Payment	10272	Amazon	37.44
02/21/2014	Journal	02C - 2014MK		6,088.28
02/21/2014	Bill Payment	10276	Comcast Cable	974.34
02/21/2014	Bill Payment	10280	Preferred One Insurance Co.	2,687.58
02/21/2014	Bill Payment	10274	CenterPoint Energy	451.09
02/21/2014	Journal	02C - 2014MK		19,158.16
02/21/2014	Bill Payment	10282	Trans Alarm	216.84
02/21/2014	Bill Payment	10281	The Lincoln National Life Ins. Co.	526.60
02/21/2014	Bill Payment	W/D	CitiStreetMN	1,117.00
02/21/2014	Bill Payment	W/D	PERA	3,489.35
02/21/2014	Bill Payment	10279	Pierce	486.26
02/21/2014	Bill Payment	10278	Kenneth Berghorst	15.00
02/21/2014	Bill Payment	10284	Verizon Wireless	55.08
02/21/2014	Bill Payment	10275	City of Champlin	70.18
02/21/2014	Bill Payment	10283	U.S. Bank Corporate	162.43
02/21/2014	Bill Payment	10277	Huebsch	55.60
02/28/2014	Journal	02A - 2014MK		366.80
				Subtotal: 81,899.19

Cleared Deposits and Other Credits

01/30/2014	Deposit		Environmental Resource Council	4,000.00
02/04/2014	Deposit		Century Link	0.63
02/04/2014	Deposit		Susan Anderson	10.00
02/04/2014	Deposit		Jeff Dahlberg	17.50
02/04/2014	Deposit		Brad Hahn	616.86
02/11/2014	Deposit		Carol McDowell	26.82
02/11/2014	Deposit		MN State HS League	90.00
02/14/2014	Deposit		Comcast	96.28
02/14/2014	Deposit		Patrick Surma	15.00
02/24/2014	Deposit		Della Davidson	17.50
02/28/2014	Journal	02D - 2014MK		13.18
				Subtotal: 4,903.77

Total Cleared Transactions -76,995.42

Uncleared Transactions as of 02/28/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
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Uncleared Checks and Payments

07/16/2013	Bill Payment	10010	City of Anoka	125.00
02/04/2014	Bill Payment	10252	Anoka Area Chamber of Commerce	850.00
02/04/2014	Bill Payment	10259	Laura E. Houle	80.00
02/21/2014	Bill Payment	10273	Anoka Area Chamber of Commerce	200.00
				Subtotal: 1,255.00

Uncleared Deposits and Other Credits

Subtotal: 0.00

Total Uncleared Transactions as of 02/28/2014 -1,255.00

Uncleared Transactions from 02/28/2014 to 03/17/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Payee</u>	<u>Amount</u>
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Uncleared Checks and Payments

03/06/2014	Bill Payment	10289	Kennedy & Graven, Chartered	666.25
03/06/2014	Bill Payment	10285	Bill Kron	80.00
03/06/2014	Bill Payment	10292	Mid-City Mechanical Corp	413.12
03/06/2014	Bill Payment	10291	Michael J. Steel	200.00
03/06/2014	Bill Payment	10288	Image Lawncare Services, Inc.	1,027.50
03/06/2014	Bill Payment	10293	Youth First Community of Promise	25.00
03/06/2014	Bill Payment	10286	CWC Inc.	1,300.00
03/06/2014	Bill Payment	10287	Glen Semanko	480.00
03/06/2014	Bill Payment	10290	Market Place Plus	424.90
03/07/2014	Bill Payment	W/D	CitiStreetMN	1,117.00
03/07/2014	Bill Payment	W/D	PERA	3,363.48
03/17/2014	Bill Payment	10308	Holiday Station	149.62
03/17/2014	Bill Payment	10314	Xcel Energy	1,390.62
03/17/2014	Bill Payment	10297	B&H Photo-Video	3,214.38
03/17/2014	Bill Payment	10304	Comcast Cable	295.31
03/17/2014	Bill Payment	10303	Comcast 2	342.49
03/17/2014	Bill Payment	10300	Century Link	15.53
03/17/2014	Bill Payment	10313	U.S. Bank Corporate	2,100.69
03/17/2014	Bill Payment	10312	Timesavers	131.00
03/17/2014	Bill Payment	10298	Barna, Guzy & Steffen, LTD	856.20
03/17/2014	Bill Payment	10302	City of Champlin	69.45
03/17/2014	Bill Payment	10310	Rike -Lee Electric, Inc.	772.12
03/17/2014	Bill Payment	10294	A+ Cleaning Service, Inc.	407.65
03/17/2014	Bill Payment	10295	ACE Solid Waste, Inc.	113.48
03/17/2014	Bill Payment	10296	Anoka Area Chamber of Commerce	15.00
03/17/2014	Bill Payment	10307	Great Lakes Multimedia Supply, Inc.	198.06
03/17/2014	Bill Payment	10299	CenterPoint Energy	448.99
03/17/2014	Bill Payment	10306	Fastsigns	320.31
03/17/2014	Bill Payment	10301	City of Andover	1,944.03
03/17/2014	Bill Payment	10305	Dane Johnson	53.00
03/17/2014	Bill Payment	10311	Thad Goff	300.00
03/17/2014	Bill Payment	10309	Newegg Inc.	1,194.31
				Subtotal: 23,429.49

Uncleared Deposits and Other Credits

03/14/2014	Deposit		Comcast	87.80
03/14/2014	Deposit		Cary Parks	26.82
03/14/2014	Deposit		Jayne Rooney	15.00
				Subtotal: 129.62

Subtotal: 02/28/2014 **-23,299.87**

4.3 Executive Director's Report

April 9, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Audit

Staff worked with auditors on site the week of April 7. The audit report is expected to be completed for the May meeting.

Organizational Assessment project

Implementation of the organizational restructuring is on track. The last of the job postings close on Friday, April 11. Hiring is expected to be complete by May 15. The position of Technology Assistant has been suspended as we are evaluating future needs in this area. Photojournalist/Government Coordinator and Producer/Mobile Productions Coordinator interviews are complete. I continue to provide email updates to the commission and current employees as we move into the final stage of implementation.

Personnel changes

A number of employees have transitioned out of the organization due to the restructuring. New employees have reported including Operations Manager Katherine Lenaburg, Technology Manager Steve Ulrich, Administrative Assistant Sara Onarheim, and Master Control Operator Jim Reynolds.

Operations and Technology monthly reports

Attached to this agenda item are the monthly reports for operations and technology. The monthly statistical report is later in the agenda.

Action Requested: None.

4.3.1 Operations Report

April 7, 2014

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

The past three weeks have been spent on focusing on our core services- ensuring meeting coverage is happening successfully, regular shows are being produced, and getting to know the operation of QCTV. In meeting with staff members, a more collaborative approach to production is being positively received. Those who are interested in moving forward with the organization are anxious to work on an array of projects.

A considerable amount of time is being spent on the pre-production of spring sports. This includes site surveys of three high schools, meeting with athletic directors and coaches. On-camera interviews with softball and baseball athletes are scheduled as well as interviews with athletic directors, coaches, and supporters. Mobile production training will begin soon.

Action: None.

4.3.2 Technology Report

April 7, 2014

To: Karen George, Executive Director

From: Steve Ulrich

Subject: March 2014 Technology Report

Equipment Issues:

City Hall Equipment:

- Anoka and Champlin experienced RAID failures of their Vdesk PCs. (These are the PC used to control the cameras and record the video). Replacement of the RAID drives & reconfiguring resolved the issues.
- The Wi-Fi routers at Andover & Champlin failed and required replacement & reconfiguration.

Studio:

- The main Cablecast video server (master control PC) had a RAID hard drive failure. Replacement of the hard drive & reconfiguration resolved the problem.
- The SX-1 (City Hall video server) had a RAID hard drive failure. Replacement of the hard drive and reconfiguration resolved the problem. Note: the hard drives are failing on a regular basis as they are reaching the end of their life expectancy.
- Edit Suite 3 MAC had multiple hard drive failures. This required replacement of the drives and complete OS & software reinstallation/configuration.

March Projects:

- Document wiring of Playback equipment.
- Clean Mobile Van & document wiring of equipment.
- Consolidate dubbing equipment into new Edit Suite. Install & configure new Editing computer. This now gives us four full Editing room setups.
- Begin documentation of Studio Control Room equipment
- Re-provision two PCs for new employees.
- Build new server PC and install OS.
- Change Fire Alarm over to cell (phone) communication. This permits us to eliminate the two analog phone lines previously used.

April Projects:

- Complete wiring documentation.
- Re-provision additional PCs as they become available.

- Decide on a plan of action regarding the remaining XP computers. XP is no longer supported by Microsoft, nor are they supplying updated virus protection for XP machines which we were using.
- Install Active Directory and begin testing.
- Establish task responsibilities with new staff and begin cross training.
- Physical inventory of all available checkout equipment.
- Recycle old/defective equipment.
- Switch e-mail to Microsoft Exchange/Cloud.
- Prepare formal proposal for Anoka presentation upgrade request.

Ongoing Projects:

- Video Server Upgrades: Met with Tightrope to learn more about their HD servers and VOD integration. Update specification comparison chart. The two companies with equipment best suited for QCTV appear at this time to be Tightrope and Rushworks.
- City Hall Video Control Upgrades: Develop comparison chart and investigate Rushworks and Broadcast Pix in more detail.
- Master Backup Plan: Investigate connection options and hardware requirements. This project to be completed after the City Hall upgrades because it will require at least one City Hall to be up to be upgraded.

Action: None.

QCCCC Agenda Item
5.1 Monthly Stats Report

April 9, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Statistical Report

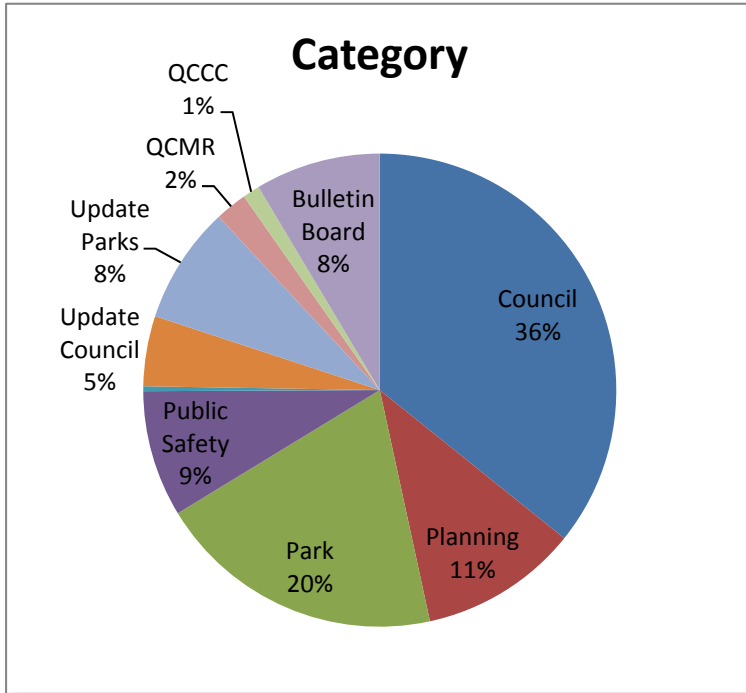
Attached you will find the March program statistical reports.

Action Requested: None.

Andover Channel & Web Statistics

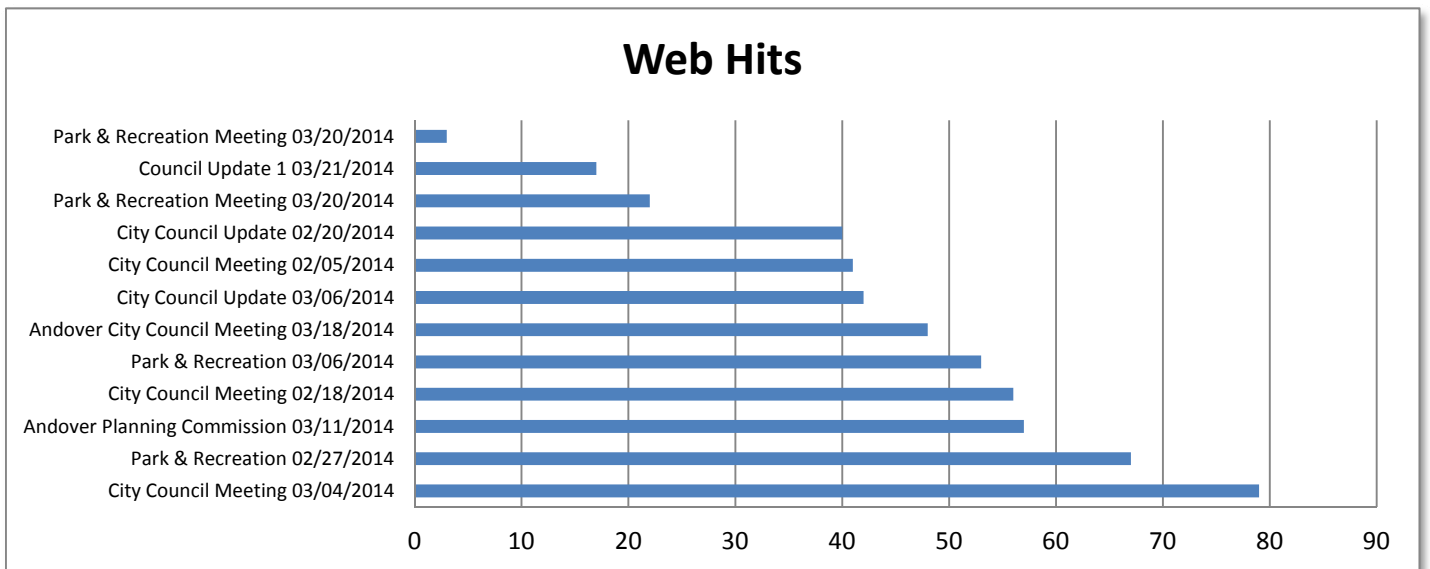
March 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1602	New Shows: 11	Total Hours: 63:46	Total Hits: 525
Total Time: 680:14	New Time: 8:51	Saturation: 8.6%	
Saturation: 91.4%	All Shows: 26		
	All Time: 14:38		



Channel Up Time 99.3%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.7%	5:13
Power Out:	0	0

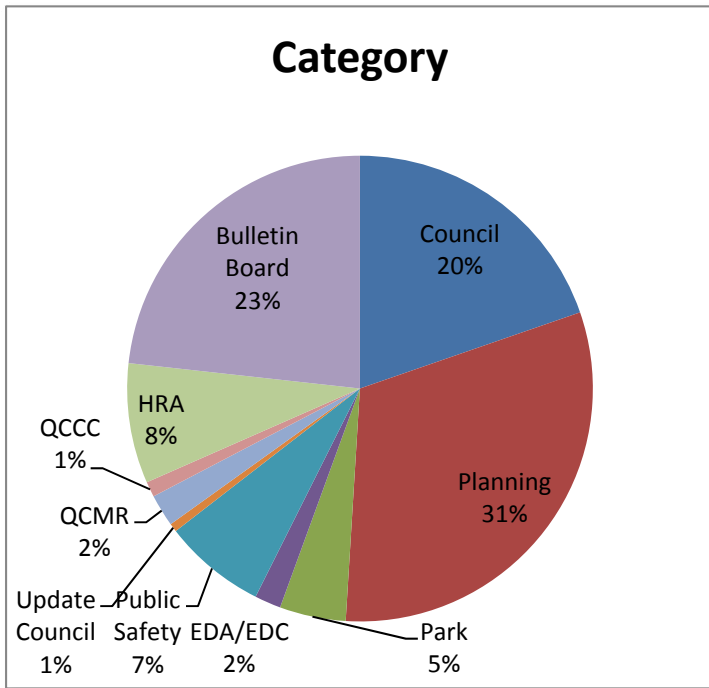
Shared With Multiple Cities		
3/27/2014	Public Safety Talk	0:45:59
2/27/2014	Sheriff Awards Ceremony	0:36:39
2/26/2014	Sheriff Show	0:12:42
3/27/2014	QCMR	0:12:13
3/14/2014	QCMR	0:10:57
2/28/2014	QCMR	0:13:24
3/20/2014	QCCC	0:15:03
2/20/2014	QCCC	0:35:01



Anoka Channel & Web Statistics

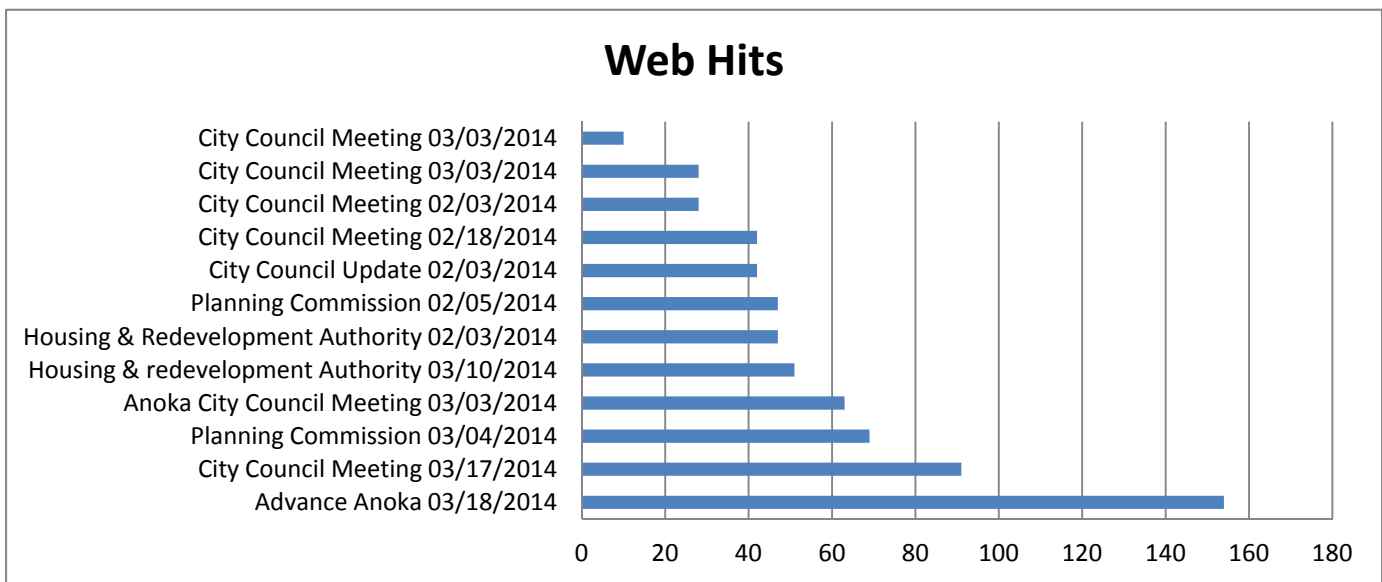
March 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1097	New Shows: 10	Total Hours: 173:02	Total Hits: 672
Total Time: 570:58	New Time: 6:24	Saturation: 23.3%	
Saturation: 76.7%	All Shows: 22		
	All Time: 13:10		



Channel Up Time: 99.3%		
Issues	Percentage	Hours
Scheduling:	0	0
File:	0	0
Server:	0.7%	5:13
Power Out:	0	0

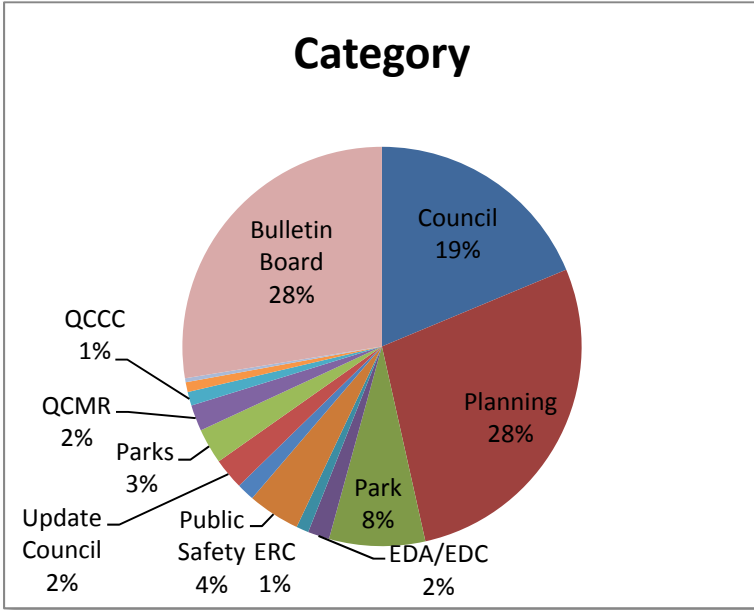
Shared with multiple cities		
3/27/2014	Public Safety Talk	0:45:59
2/27/2014	Sheriff Awards Ceremony	0:36:39
2/26/2014	Sheriff Show	0:12:42
11/6/2013	Public Safety Talk	0:30:13
3/27/2014	QCMR	0:12:13
3/14/2014	QCMR	0:10:57
2/28/2014	QCMR	0:13:24
3/20/2014	QCC	0:15:03
2/20/2014	QCC	0:35:01



Champlin Channel & Web Statistics

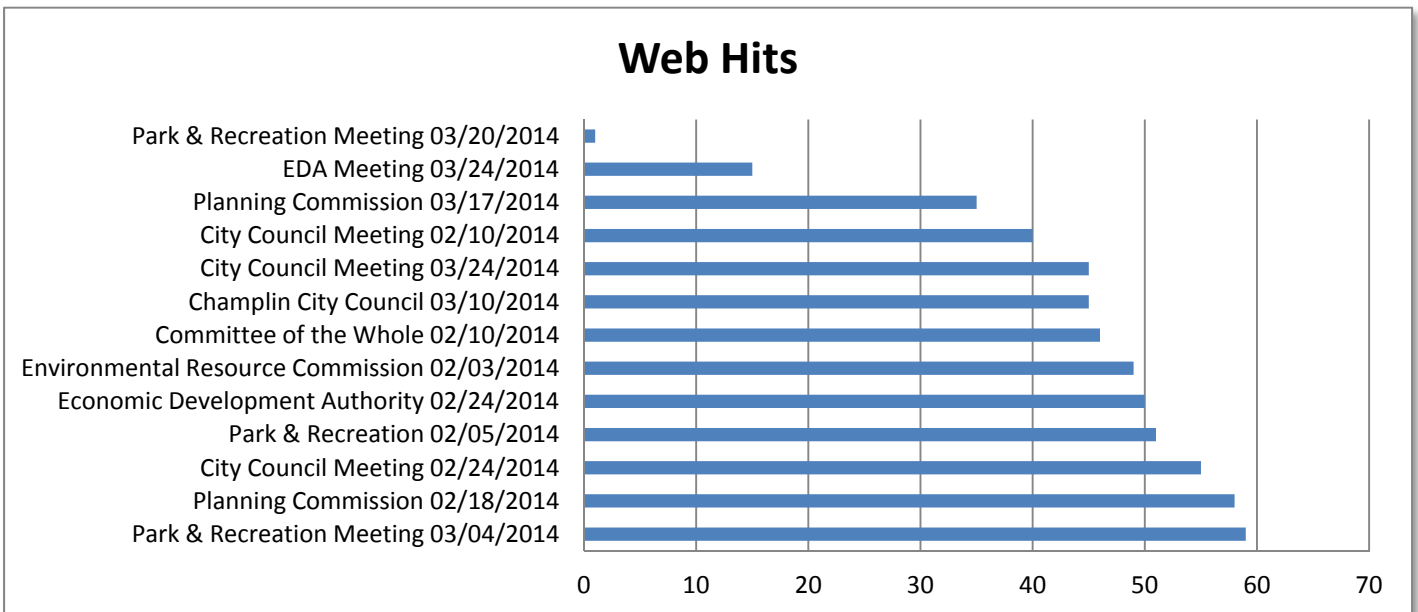
March 2014

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1255	New Shows:	9	Total Hours:	204:57	Total Hits:	549
Total Time:	539:03	New Time:	7:16	Saturation:	27.5%		
Saturation:	72.5%	All Shows:	28				
		All Time:	12:19				



Channel Uptime 99.3 %		
Issues	Percentage	Hours
Scheduling	0	0
File:	0.013%	00:06
Server:	0.69%	5:13
Other::	0.03%	00:17

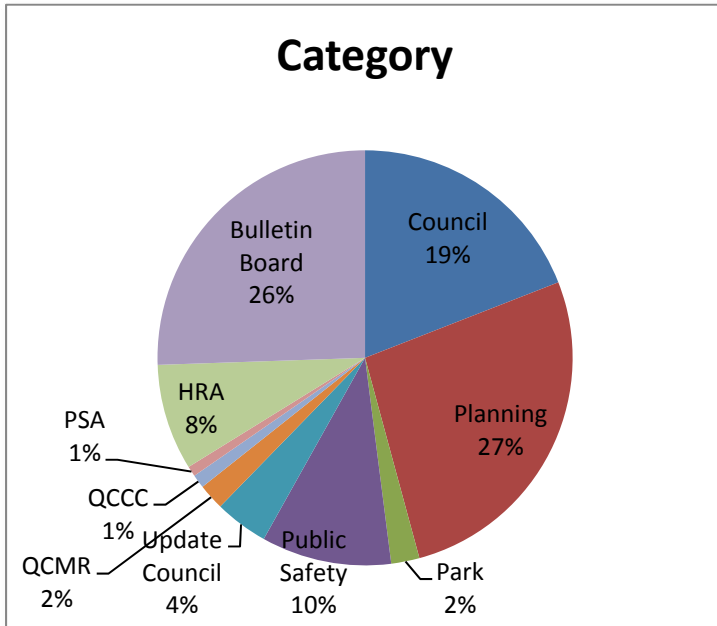
Shared With Multiple Cities		
11/6/2013	Public Safety Talk	0:30:13
3/27/2014	QCMR	0:12:13
3/14/2014	QCMR	0:10:57
2/28/2014	QCMR	0:13:24
3/20/2014	QCCC	0:15:03
2/20/2014	QCCC	0:35:01



Ramsey Channel & Web Statistics

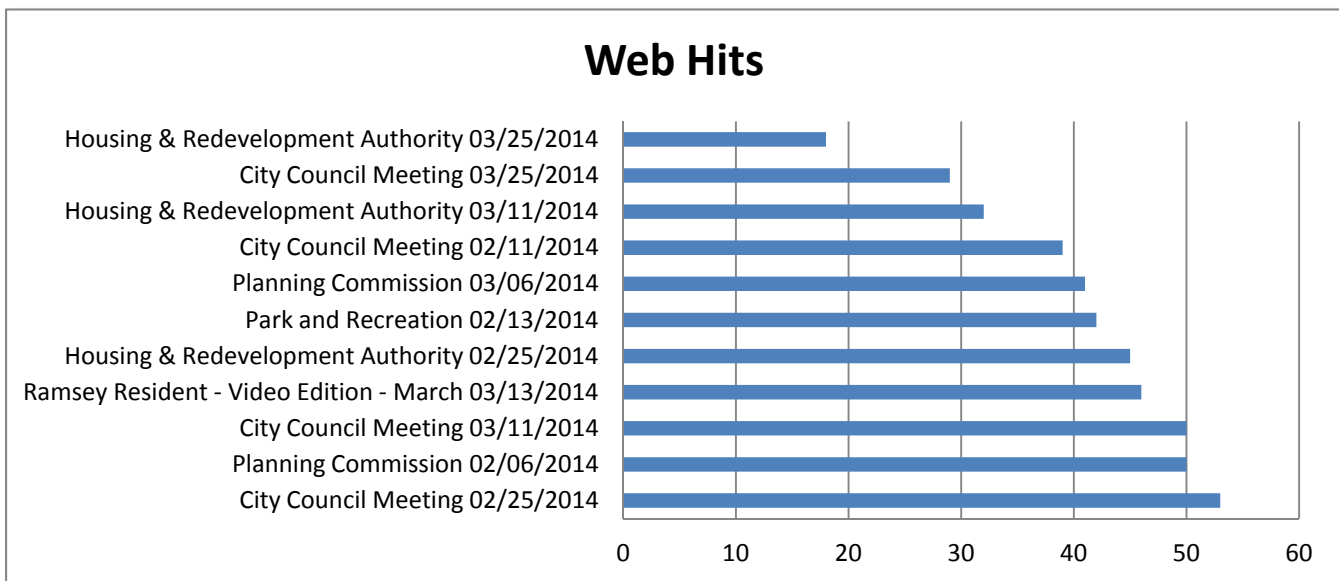
March 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1246	New Shows: 10	Total Hours: 190:01	Total Hits: 445
Total Time: 553:59	New Time: 5:59	Saturation: 25.5%	
Saturation: 74.5%	All Shows: 28		
	All Time: 12:00		



Channel Uptime 99.26%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.69%	5:13
Other:	0.05%	00:25

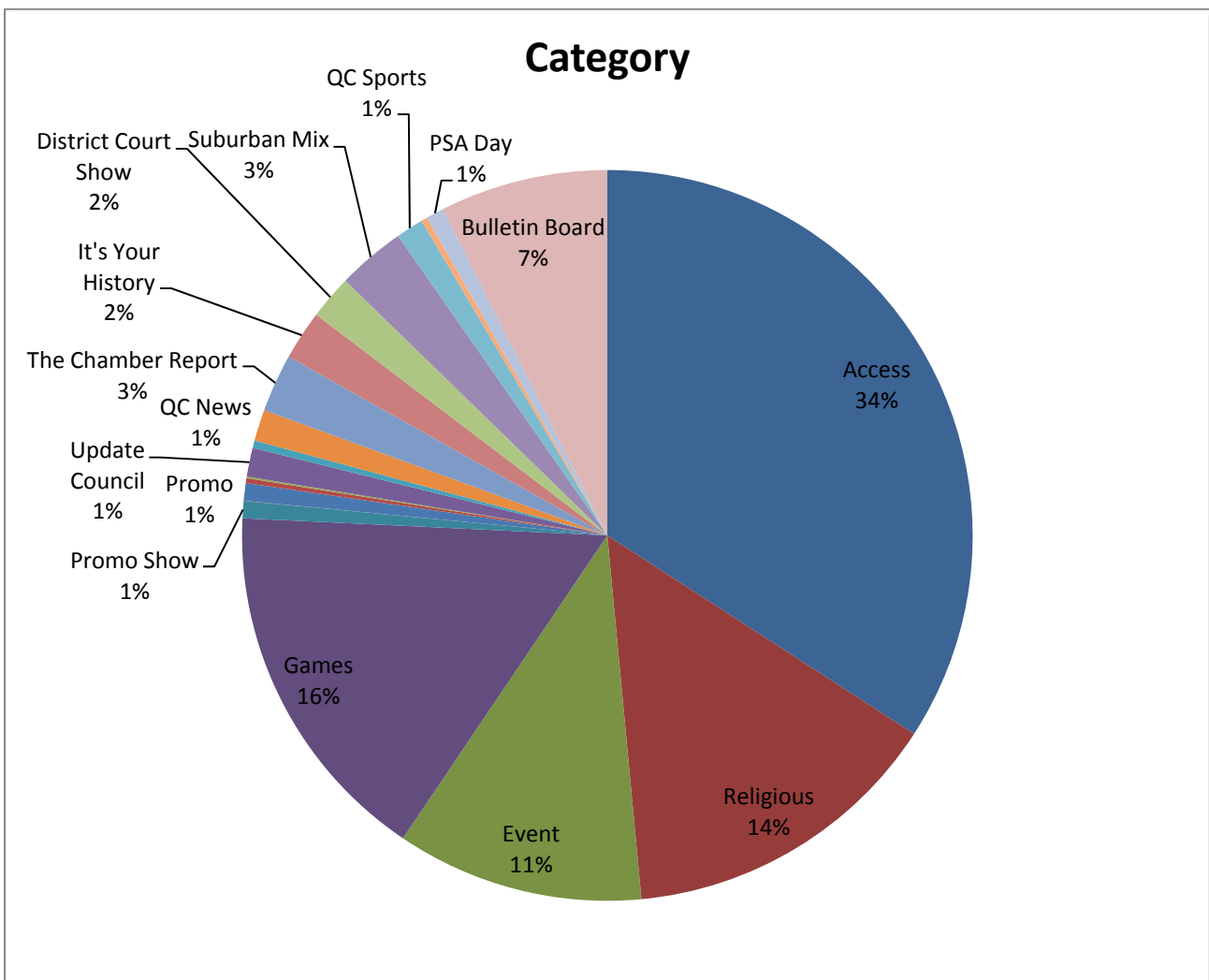
Shared with Multiple Cities		
11/6/2013	Public Safety Talk	0:30:13
3/27/2014	QCMR	0:12:13
3/14/2014	QCMR	0:10:57
2/28/2014	QCMR	0:13:24
2/14/2014	QCMR	0:12:17
3/20/2014	QCCC	0:15:03
2/20/2014	QCCC	0:35:01



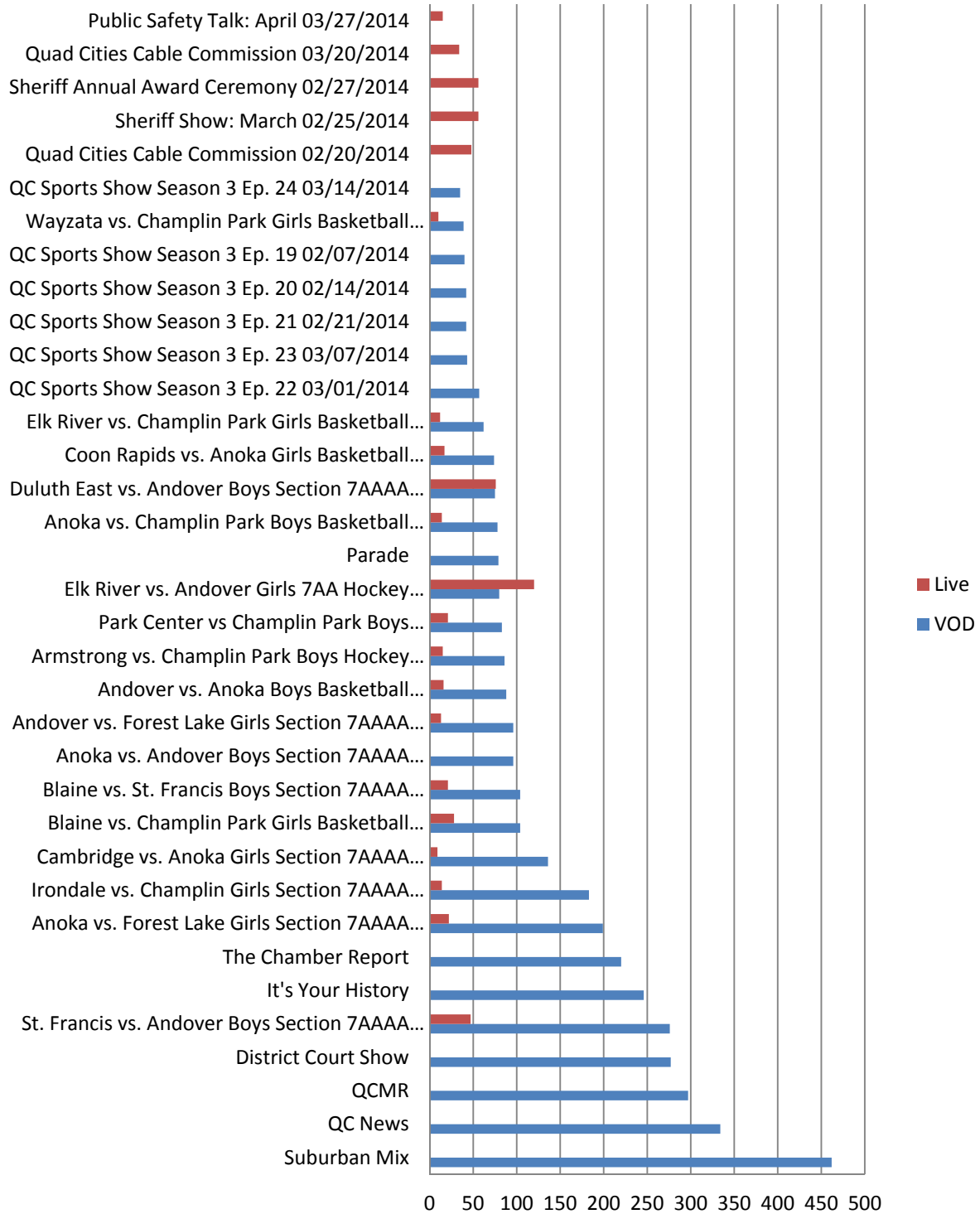
Community Channel 15 March 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1659	New Shows: 75	Total Hours: 55:16	Total VOD Hits: 4033
Total Time: 688:44	New Time: 51:19	Saturation: 7.4%	Total Live: 664
Saturation: 92.6%	All Shows: 187		
	All Time: 115:06		

Channel Uptime 98.6%		
Issues	Percentage	Hours
Scheduling	0.8%	6:00
File:	0.52%	3:55
Server:	0.1%	0:57
Power Out:	0	0



Web Hits



Community Channel 19

March 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	143	New Shows:	7	Total Hours:	667:50
Total Time:	76:10	New Time:	3:44	Saturation:	89.7%
Saturation:	10.3%	All Shows:	12		
		All Time:	8:02		

Channel Uptime 100%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0	0
Power Out:	0	0

