

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

November 17, 2016, 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 October 17, 2016, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. September Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. 2017 Operating Budget
 - 5.2. Investment Policy
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF OCTOBER 20, 2016

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; Greg Lee, Anoka; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; and Bret Heitkamp, Champlin.

Commissioners absent and excused: John LeTourneau, Ramsey; and Eric Johnson, Champlin.

Others present included Karen George, Executive Director; and Bob Vose, Commission Attorney.

APPROVAL OF AGENDA – 3

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

6 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from September 15, 2016

4.2.1. Approval of meeting work session minutes from September 15, 2016

Motion was made by Trude and seconded by Ulrich to approve the September 15, 2016 minutes and September 15, 2016 work session minutes as presented.

6 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. July/August Financial Reports

Commissioner Dickinson provided a brief overview of the July and August Financial Reports.

Motion was made by Trude and seconded by Lee to accept the July and August Financial Reports as presented.

6 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George stated that the election forums have been completed and noted that information on the elections and links to member cities are provided on the website. She highlighted the Halloween stamp unveiling in Anoka noting that the U.S. Postal Service used Facebook live to cover the event and noted that staff is now investigating the use of that media source as well. She highlighted recent comments received from subscribers.

GENERAL BUSINESS – 5

5.1 CenturyLink Franchise Agreement

Ms. George stated that this is an exciting day as the negotiated Franchise Agreement is coming forward for consideration.

Attorney Vose explained that after much discussion and negotiations, the Commission is being asked to approve the Franchise Agreement which will then move forward to the member city councils for approval. He provided a brief overview of the negotiations and the agreement presented. He stated that although there were additional items that needed to be completed following the work session that took place the previous month. He noted that the only substantive change was that a clause was added stating that service would be provided to the member city halls and QCTV offices at no charge. He noted that although service would be provided immediately to the QCTV offices, best efforts will be made to provide the services to member city halls through the build out. He explained that as deployment occurs, it will be contractually obligated to first look at the areas with city halls as those areas are not currently included in the initial deployment.

Patrick Haggerty, Director of Regulatory and Legislative Affairs for CenturyLink, thanked the Commission noting that CenturyLink is excited to be here. He thanked the staff as well noting that the QCTV staff has been very professional and great to work with. He stated that conceptually the build in the communities will be driven by the market. He stated that CenturyLink has been grooming its network and far more than 15 percent of the households in the communities will be enabled, which exceeds the contractual obligation of 15 percent. He noted that direct mailers will be sent to potential customers and advised that customers can also find out if Prism is available in their area through the CenturyLink website. He stated that in order to provide Prism services to the city halls it will take substantial investments, noting that they would like to get into the market and gain subscribers to become successful and then make that investment to the city halls. He provided a brief overview of the Prism television services which are provided through internet. He noted that CenturyLink provides the largest amount of high definition channels because of the digital service.

Commissioner Trude stated that there are a lot of homes being built in Andover and homes that are interested in having Prism and CenturyLink services. She asked if the service could easily be provided through “flipping a switch”. She noted that there is an AT&T store opening in Andover that will be selling CenturyLink products and asked for more information.

Mr. Haggerty explained the process that is needed to make service available to homes. He stated that if it is an AT&T branded retail store they would not have a connection.

Commissioner Dickinson clarified that the store would be an authorized AT&T vendor and therefore could sell other products.

Mr. Haggerty noted that CenturyLink services could then be offered through that store.

Motion was made by Trude and seconded by Ulrich to adopt the resolution recommending the member cities to approve the Franchise Agreement between Quad Cities Cable Communications Commission and CenturyLink.

6 ayes – 0 nays. Motion carried.

Motion was made by Trude and seconded by Dickinson to direct staff to present the Commission’s action and city resolutions approving the Quad Cities Cable Communications Commission Franchise Agreement with CenturyLink.

6 ayes – 0 nays. Motion carried.

Commissioner Trude asked for additional information on the process that will occur to make the Franchise Agreement effective.

Attorney Vose explained the process that will occur with each of the member cities to provide their approval.

Chair Heitkamp thanked MS. George, Attorney Vose and Mr. Haggerty for the hard work they have put in to get the matter to this point.

ADJOURN – 6

Time of adjournment 11:27 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 September 30, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,833,939.90
- PayPay acct	434.92
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	7,751.00
Total Current Assets	\$ 1,847,375.82
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,847,375.82
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	24,432.49
Other Current Liabilities	31.28
Total Current Liabilities	\$ 24,463.77
Equity	1,822,912.05
TOTAL LIABILITIES AND EQUITY	\$ 1,847,375.82

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Sep 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	115.87	208.00	(92.13)	55.71%	1,189.16	2,500.00	(1,310.84)	47.57%
Equipment Grant		-	-		55,870.85	-	55,870.85	
Franchise Fees		72,854.00	(72,854.00)	0.00%	514,413.47	874,248.00	(359,834.53)	58.84%
Interest Income	312.29	8.00	304.29	3903.63%	1,408.80	100.00	1,308.80	1408.80%
Miscellaneous Income			-		26,105.40	-	26,105.40	
PEG Fee		36,427.00	(36,427.00)	0.00%	257,206.94	437,125.00	(179,918.06)	58.84%
Total Income	\$ 428.16	\$ 109,497.00	\$ (109,068.84)	0.39%	\$ 856,194.62	\$ 1,313,973.00	\$ (457,778.38)	65.16%
Expenses								
Accounting / HR Services	109.95	1,166.00	(1,056.05)	9.43%	7,556.30	14,000.00	(6,443.70)	53.97%
Ads/Promos/Sponsorships		570.00	(570.00)	0.00%	5,597.95	6,850.00	(1,252.05)	81.72%
Advertising	(100.00)		(100.00)		(100.00)	-	(100.00)	
Andover Capital Equipment		500.00	(500.00)	0.00%	78.98	6,000.00	(5,921.02)	1.32%
Announcers Fees	600.00	833.00	(233.00)	72.03%	5,105.00	10,000.00	(4,895.00)	51.05%
Anoka Capital Equipment	155.94	500.00	(344.06)	31.19%	1,427.95	6,000.00	(4,572.05)	23.80%
Audit		1,125.00	(1,125.00)	0.00%	13,075.00	13,500.00	(425.00)	96.85%
AV Equip / Repair / Supply / Software	544.89		544.89		1,181.63	-	1,181.63	
Bank Fees / CC Fees		41.00	(41.00)	0.00%	-	500.00	(500.00)	0.00%
Brand Apparel	85.00	166.00	(81.00)	51.20%	1,878.00	2,000.00	(122.00)	93.90%
Building - Cleaning	535.63	525.00	10.63	102.02%	6,141.15	6,300.00	(158.85)	97.48%
Building - Insurance	744.00	208.00	536.00	357.69%	2,114.00	2,500.00	(386.00)	84.56%
Building - Maintenance	857.68	583.00	274.68	147.11%	3,222.43	7,000.00	(3,777.57)	46.03%
Building - Supplies	33.07	166.00	(132.93)	19.92%	1,368.32	2,000.00	(631.68)	68.42%
Car Allowance	250.00	250.00	-	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance	455.00	555.00	(100.00)	81.98%	4,355.00	6,660.00	(2,305.00)	65.39%
Champlin Capital Equipment	84.90	500.00	(415.10)	16.98%	902.71	6,000.00	(5,097.29)	15.05%
City Sewer & Water	320.39	216.00	104.39	148.33%	1,551.18	2,600.00	(1,048.82)	59.66%
Commission Expense	10.47	600.00	(589.53)	1.75%	970.47	7,200.00	(6,229.53)	13.48%
Computer Equip / Repair / Supply / Software			-		1,548.70	-	1,548.70	
Consulting Services		3,166.00	(3,166.00)	0.00%	13,961.41	38,000.00	(24,038.59)	36.74%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Sep 2016			% of Budget	Total			% of Budget
	Actual	Budget	over Budget		Actual	Budget	over Budget	
Contingency Fund		2,057.00	(2,057.00)	0.00%	-	24,690.00	(24,690.00)	0.00%
Duplication Expenses		83.00	(83.00)	0.00%	136.94	1,000.00	(863.06)	13.69%
Electric Service	1,230.51	1,596.00	(365.49)	77.10%	11,253.64	19,152.00	(7,898.36)	58.76%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	10.78	2,500.00	(2,489.22)	0.43%
Equip/Repair/Supply/Software	2,820.16	3,817.00	(996.84)	73.88%	26,271.03	45,812.00	(19,540.97)	57.35%
Federal Unempl Expense	52.81	62.00	(9.19)	85.18%	574.30	750.00	(175.70)	76.57%
Health Insurance	3,739.35	5,814.00	(2,074.65)	64.32%	45,606.17	69,768.00	(24,161.83)	65.37%
Insurance - Deductibles		41.00	(41.00)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	1,864.00	500.00	1,364.00	372.80%	5,581.00	6,000.00	(419.00)	93.02%
Lawn Service	7,182.06	375.00	6,807.06	1915.22%	10,250.67	4,500.00	5,750.67	227.79%
Leg Lobbying - Do NOT Use		161.00	(161.00)	0.00%	-	1,940.00	(1,940.00)	0.00%
Legal Fees		2,500.00	(2,500.00)	0.00%	10,246.71	30,000.00	(19,753.29)	34.16%
Licenses and Permits		83.00	(83.00)	0.00%	-	1,000.00	(1,000.00)	0.00%
Meals	23.72	83.00	(59.28)	28.58%	112.06	1,000.00	(887.94)	11.21%
Memberships - NATOA / Others		460.00	(460.00)	0.00%	7,018.60	5,520.00	1,498.60	127.15%
Mileage	470.86	600.00	(129.14)	78.48%	4,434.07	7,200.00	(2,765.93)	61.58%
Miscellaneous Expenses		83.00	(83.00)	0.00%	-	1,000.00	(1,000.00)	0.00%
Natural Gas		316.00	(316.00)	0.00%	1,611.28	3,800.00	(2,188.72)	42.40%
Office Supplies / Equipment	496.45	416.00	80.45	119.34%	4,804.98	5,000.00	(195.02)	96.10%
Parking Lot Maintenance		266.00	(266.00)	0.00%	-	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	549.55	491.00	58.55	111.92%	3,904.55	5,900.00	(1,995.45)	66.18%
PERA	3,811.63	3,248.00	563.63	117.35%	26,333.76	38,982.00	(12,648.24)	67.55%
Postage		108.00	(108.00)	0.00%	454.82	1,300.00	(845.18)	34.99%
Printing / Copy Services		83.00	(83.00)	0.00%	128.34	1,000.00	(871.66)	12.83%
Professional Development	4,486.91	1,416.00	3,070.91	316.87%	12,088.73	17,000.00	(4,911.27)	71.11%
Publications		41.00	(41.00)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	129.18	500.00	(370.82)	25.84%	1,162.12	6,000.00	(4,837.88)	19.37%
Sales Tax		41.00	(41.00)	0.00%	216.26	500.00	(283.74)	43.25%
Secretary Services	203.00	249.00	(46.00)	81.53%	990.35	2,992.00	(2,001.65)	33.10%
Snow Plowing Service		375.00	(375.00)	0.00%	1,016.25	4,500.00	(3,483.75)	22.58%
SS/Medicare Expense	4,744.22	3,728.00	1,016.22	127.26%	28,239.45	44,747.00	(16,507.55)	63.11%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Sep 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp		208.00	(208.00)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	308.85	626.00	(317.15)	49.34%	4,067.83	7,520.00	(3,452.17)	54.09%
Studio Sets	9,341.00	583.00	8,758.00	1602.23%	9,341.00	7,000.00	2,341.00	133.44%
Subscription Services	67.00	1,334.00	(1,267.00)	5.02%	12,737.10	16,017.00	(3,279.90)	79.52%
Temp Staff Services		208.00	(208.00)	0.00%	-	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	3,579.78	833.00	2,746.78	429.75%	32,944.21	10,000.00	22,944.21	329.44%
Vehicle - Insurance	1,268.00	291.00	977.00	435.74%	3,027.00	3,500.00	(473.00)	86.49%
Vehicle - Maintenance / Gas	79.72	666.00	(586.28)	11.97%	3,403.26	8,000.00	(4,596.74)	42.54%
Wages - Full-time	56,314.19	38,748.00	17,566.19	145.33%	331,778.70	464,977.00	(133,198.30)	71.35%
Wages - Part-time	6,192.77	9,993.00	(3,800.23)	61.97%	39,473.38	119,922.00	(80,448.62)	32.92%
Waste Removal	85.97	100.00	(14.03)	85.97%	773.73	1,200.00	(426.27)	64.48%
Web / VOD / Int / CaTV / Phone	1,160.29	1,652.00	(491.71)	70.24%	9,935.39	19,830.00	(9,894.61)	50.10%
Work Comp Insurance	1,232.00	191.00	1,041.00	645.03%	1,232.00	2,300.00	(1,068.00)	53.57%
Total Expenses	\$ 116,120.90	\$ 96,904.00	\$ 19,216.90	119.83%	\$ 725,346.64	\$ 1,163,129.00	\$ (437,782.36)	62.36%
Net Income	\$ (115,692.74)	\$ 12,593.00	\$ (128,285.74)	-918.71%	\$ 130,847.98	\$ 150,844.00	\$ (19,996.02)	86.74%
ZCIP - Cargo Van					28,896.14			
ZCIP - Network Servers	2,461.23				9,720.13			
ZCIP - Truck					10,213.27			
	\$ 2,461.23				\$ 48,829.54			

QCTV Bank Reconciliation
September 2016

Beginning Balance - 4M Statement	1,960,662.52
Less: Cleared Checks/Withdrawals	(105,804.07)
Plus: 4M Fund Interest	312.29
Plus: Bank Deposits/Credits	30.00
Bank Balance	\$1,855,200.74
Book Balance	1,855,200.74
Adjusted Book Balance	1,855,200.74
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 09/30/2016

Reconciled on: 10/17/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,960,662.52
Checks and Payments cleared	-105,804.07
Deposits and Other Credits cleared	+342.29
Statement Ending Balance	1,855,200.74
Uncleared transactions as of 09/30/2016	-21,260.84
Register Balance as of 09/30/2016	1,833,939.90
Uncleared transactions after 09/30/2016	-26,703.04
Register Balance as of 10/17/2016	1,807,236.86

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/01/2016	Bill Payment	11393	James Childs	-260.00
08/11/2016	Bill Payment	11407	Julie Trude	-80.00
08/31/2016	Bill Payment	11432	Verus Corporation	-438.75
08/31/2016	Bill Payment	11431	Verizon Wireless	-70.08
08/31/2016	Bill Payment	11430	The Lincoln National Life Ins. Co.	-523.73
08/31/2016	Bill Payment	11429	Presto Graphics	-128.34
08/31/2016	Bill Payment	11428	Preferred One Insurance Co.	-5,325.11
08/31/2016	Bill Payment	11427	Hoy Consulting	-1,791.72
08/31/2016	Bill Payment	11426	Greenery Enterprises, Inc.	-455.92
08/31/2016	Bill Payment	11425	Comcast Cable	-20.41
08/31/2016	Bill Payment	11424	City of Andover	-827.09
08/31/2016	Bill Payment	11423	BizzyWeb, LLC	-2,919.69
08/31/2016	Bill Payment	11422	B&H Photo-Video	-990.99
08/31/2016	Bill Payment	11420	Amazon	-3,115.47
09/02/2016	Bill Payment	W/D	PERA	-2,714.99
09/02/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
09/02/2016	Journal	09A - 2016MK		-19,313.14
09/02/2016	Journal	09A - 2016MK		-8,996.97
09/02/2016	Journal	09A - 2016MK		-181.45
09/14/2016	Bill Payment	11444	Xcel Energy	-1,636.76
09/14/2016	Bill Payment	11443	Vividly Clean Inc.	-535.63
09/14/2016	Bill Payment	11441	Pierce	-741.19
09/14/2016	Bill Payment	11439	Kennedy & Graven, Chartered	-765.00
09/14/2016	Bill Payment	11438	Huebsch	-33.07
09/14/2016	Bill Payment	11436	Comcast Cable	-535.96
09/14/2016	Bill Payment	11435	CenterPoint Energy	-37.39
09/14/2016	Bill Payment	11434	CDW Direct	-572.09
09/14/2016	Bill Payment	11433	ACE Solid Waste, Inc.	-85.97
09/15/2016	Bill Payment	11445	U.S. Bank Corporate	-3,804.76
09/16/2016	Bill Payment	W/D	PERA	-2,187.18
09/16/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
09/16/2016	Journal	09B - 2016MK		-13,024.43
09/16/2016	Journal			-4,823.64

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
		09B - 2016MK		
09/16/2016	Journal	09B - 2016MK		-184.05
09/19/2016	Bill Payment	11454	Ideal Advertising	-85.00
09/19/2016	Bill Payment	11453	Hoy Consulting	-3,105.81
09/19/2016	Bill Payment	11452	HealthEquity Inc.	-3.95
09/19/2016	Bill Payment	11451	Greenery Enterprises, Inc.	-455.92
09/19/2016	Bill Payment	11450	Comcast 2	-474.78
09/19/2016	Bill Payment	11449	City of Champlin	-320.39
09/19/2016	Bill Payment	11448	BizzyWeb, LLC	-62.00
09/19/2016	Bill Payment	11447	Barna, Guzy & Steffen, LTD	-52.00
09/19/2016	Bill Payment	11446	Amazon	-3,213.20
09/30/2016	Bill Payment	W/D	PERA	-2,212.83
09/30/2016	Journal	09C - 2016MK		-12,711.65
09/30/2016	Journal	09C - 2016MK		-4,845.57
Total				-105,804.07

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/28/2016	Deposit		Patty Thelen	15.00
09/28/2016	Deposit		Miscellaneous Customer	15.00
09/30/2016	Journal	09E - 2016MK		312.29
Total				342.29

Additional Information

Uncleared Checks and Payments as of 09/30/2016

<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
07/18/2016	Bill Payment	11367	Andrew Zachariason	-36.57
08/31/2016	Bill Payment	11421	Anoka Area Chamber of Commerce	-20.00
09/14/2016	Bill Payment	11440	LiveU Inc.	-536.40
09/14/2016	Bill Payment	11437	Gregory A. Zandlo	-180.00
09/19/2016	Bill Payment	11455	Maza Technologies, LLC	-2,065.63
09/30/2016	Bill Payment	11460	Uniset Company	-9,341.00
09/30/2016	Bill Payment	11459	The Lincoln National Life Ins. Co.	-308.85
09/30/2016	Bill Payment	11458	Preferred One Insurance Co.	-3,961.34
09/30/2016	Bill Payment	11457	League of MN Cities Insurance Trust	-1,232.00
09/30/2016	Bill Payment	11456	Alpha Video & Audio Inc.	-2,700.00
09/30/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
09/30/2016	Journal	09C - 2016MK		-184.05
Total				-21,260.84

Uncleared Deposits and Other Credits as of 09/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/21/2015	Bill Payment	10962	Anoka Area Chamber of Commerce	0.00
09/14/2016	Bill Payment	11442	U.S. Bank Corporate	0.00
Total				0.00

Uncleared Checks and Payments after 09/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/10/2016	Bill Payment	11477	Xcel Energy	-1,230.51
10/10/2016	Bill Payment	11476	Vividly Clean Inc.	-535.63
10/10/2016	Bill Payment	11475	Verizon Wireless	-90.03
10/10/2016	Bill Payment	11474	U.S. Bank Corporate	-2,434.52
10/10/2016	Bill Payment	11473	Timesavers	-203.00
10/10/2016	Bill Payment	11472	Pete C. Andersen	-120.00
10/10/2016	Bill Payment	11471	LiveU Inc.	-536.40
10/10/2016	Bill Payment	11470	League of MN Cities Insurance Trust	-11,627.00
10/10/2016	Bill Payment	11469	Joe G. Ruhland	-420.00
10/10/2016	Bill Payment	11468	Huebsch	-33.07
10/10/2016	Bill Payment	11467	Holiday Station	-79.72
10/10/2016	Bill Payment	11466	Greenery Enterprises, Inc.	-6,726.14
10/10/2016	Bill Payment	11465	G & B Environmental, Inc.	-116.49
10/10/2016	Bill Payment	11464	Comcast Cable	-390.43
10/10/2016	Bill Payment	11463	City of Andover	-1,528.95
10/10/2016	Bill Payment	11462	Alpha Video & Audio Inc.	-545.18
10/10/2016	Bill Payment	11461	ACE Solid Waste, Inc.	-85.97
Total				-26,703.04

QCCCC Agenda Item

4.3 Executive Director's Report

November 10, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

CenturyLink Agreement Action

The commission took action on the CenturyLink agreement on October 20, recommending approval to the member cities. Legal counsel and staff have been working to prepare documents and schedule presentations before city councils. Scheduled dates for member city action:

11/14/16	City of Champlin
11/15/16	City of Andover
11/21/16	City of Anoka
11/22/16	City of Ramsey

News staff announced

QCTV is proud to announce the appointment of John Sommer, Technology Manager.

Please welcome John Sommer to the role of fulltime Technology Manager at QCTV. John has more than 16 years of experience working in local media technology roles, most recently at CTV North Suburbs in Roseville. His 11-year CTV career included; maintenance of two mobile production trucks, supervision of 5 employees, equipment purchases and installation, database management, audio/video/computer network support, and knowledge of Tightrope cablecast systems. He previously worked at Minnetonka Public Schools cablecasting school board meetings, providing A/V support services, and video production of special events. John also has a strong interest and skills in audio systems and worked at the U of M's Radio K station as a Volunteer Coordinator and Production Manager. John attended the University of Minnesota. His first day at QCTV is set for November 10. Congratulations, John!

Election Programming

QCTV continued the commitment of quantity and quality of election programming. QCTV was involved in bringing 20 candidate forums to our viewers and provided voting information on our web site and links to city election information. The video

programs were also available for video on demand at our web site. Great job performed by staff and in collaboration with community organizations and our sister stations.

2017 Budget planning

Staff completed revisions to the 2017 Operating budget recommended by the Budget Committee. The Budget Committee recommends approval by the commission at the November 17 meeting.

Monthly reports

Please note that the statistical reports will be provided quarterly in the future.

Customer comments

From Lisa Monserud, QCTV employee:

Here's that picture that Zakary Webster (my kiddo) drew for us.

He's so proud of his art and loves QCTV!



Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

November 4, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

We finished our election coverage which resulted in 20 candidate forums. We produced most of them with the local League of Women Voters and North Metro Mayor's Association and picked up some from our sister stations as well. They are all on our website under the "Election" tab and playing on our channels.

The fall sports season was busy as our local teams did very well. We were fortunate to cover two Andover soccer section final games at U.S. Bank Stadium in Minneapolis. We just completed planning the winter sports season which starts in mid- November and runs through March.

We continued with our facilitated access programs and produced "Answers to Aging" with Impact Services. Executive Director Steve Griffiths says the show is well received and he has received positive feedback including someone who told him that the first episode helped he and his wife make a decision to take care of their end of life documents.

We produced live coverage of The Big Parade of Little People and the Grand Day Parade in Anoka. We also produced the Ambassador Coronation.

We also worked with the Anoka County Library to produce another episode of "Let's Go to the Library."

We produced a show called "The COR Market Panel" that includes a panel discussion on the future of the COR in Ramsey. "Anoka Riverwalk" was a presentation we taped featuring a local architect talking about development along the river. We attended and taped the "Anti-Crime Commission."

We produced several Slow TV's that included colorful fall trees from around our four cities.

We produced a second episode of “QC Cooks” with a fall cooking theme.

Regular programs produced include: “News and Views”, “The Local Show” and “The Chamber Report” and live coverage of all government meetings.

Action: None

QCCCC Agenda Item

5.1 Budget Approval

November 9, 2016

To: Commissioners

From: Karen George, Executive Director

From: 2017 Operating Budget

The 2017 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting and is recommended for approval.

The attached Excel document worksheets detail:

- 2017 Expenses Proposed – includes 2016 budget comparison and comments
- 2017 Revenue Proposed – includes 2016 budget comparison and comments
- 2013-2015 Expense History – includes 2016 YTD (July)
- 2013-2015 Revenue History – includes 2016 YTD (July)
- 2017 Capital Investment Preview (no action requested)

Commission policy calls for 25% of revenues to be held for operational reserve. Based on actual 2015 Franchise Fee and PEG Fee income, therefore, \$390,652 is the operations reserve recommendation.

The Commission provided direction to staff to begin member city capital funds payments in 2017. This Budget Committee recommends \$20,000 capital funds be distributed to member cities payable in the first quarter of 2017.

The Budget Committee also recommends that adequate reserve funds be available for future needs. Based on July 2016 reserve account balance of \$1,700,000 the Budget Committee recommends the following:

\$390,652	Commission policy 25% operating budget reserved for cash flow
\$100,000	City Capital Investment (1 Year – less operating funds \$5K per city)
\$250,000	QCTV Building Investment
\$600,000	QCTV Capital Investment (2-3 Years)
\$ 50,000	Emergency Funds
\$309,348	Unrestricted

Action Requested:

Approval of the 2016 Operating Budget.

Approve operational reserve of \$390,652.

Approve capital funds distribution in the amount of \$20,000 per member and authorize staff to execute payment in the first quarter of 2017.

Approve Budget Committee recommendation of fund reserve guideline.

Financial Records Disclosure

Financial records of the Quad Cities Cable Communications Commission (QCCCC) are maintained at Andover City Hall, 1685 Crosstown Boulevard NW, Andover, MN 55304. Financial custodians are Karen George, Executive Director, and Lee Brezinka, Andover Assistance Finance Director. The financial statements are audited annually by Redpath and Company.

2017 Proposed 2016 Budget**Difference**

Income			
Duplication Revenue	\$1,500.00	\$2,500.00	Decrease
Equipment Grant	\$56,980.00	\$55,870.00	Increase CPI
Franchise Fees	\$874,248.00	\$874,248.00	No Change
Interest Income	\$100.00	\$100.00	No Change
Miscellaneous Income	\$0.00		
PEG Fee	\$437,125.00	\$437,125.00	No Change
Total Income	\$1,369,953.00	\$1,369,843.00	No Change

Expenses			
Accounting / HR Services	\$15,300.00	\$14,000.00	Increase
Ads/Promos/Sponsorships	\$11,000.00	\$6,850.00	Increase Marketing
Andover City Hall Equip/Repairs	\$5,000.00	\$6,000.00	Decrease
Announcers Fees	\$15,000.00	\$10,000.00	Increase Add'l Games
Anoka City Hall Equip/Repairs	\$5,000.00	\$6,000.00	Decrease
Audit	\$14,000.00	\$13,500.00	Increase CPI
Bank Fees / CC Fees	\$500.00	\$500.00	No Change
Brand Apparel	\$2,500.00	\$2,000.00	Increase
Building - Cleaning	\$7,000.00	\$6,300.00	Increase
Building - Insurance	\$2,500.00	\$2,500.00	No Change
Building - Maintenance	\$10,000.00	\$7,000.00	Increase Add'l Repairs
Building - Supplies	\$2,500.00	\$2,000.00	Increase
Car Allowance	\$3,000.00	\$3,000.00	No Change
Cell Phone - Allowance	\$6,940.00	\$6,660.00	Increase \$50/\$25
Cell Phone - Reimbursement (Do Not Use)		\$0.00	
Champlin City Hall Equip/Repairs	\$5,000.00	\$6,000.00	Decrease
City Sewer & Water	\$2,600.00	\$2,600.00	No Change
Commission Expense	\$7,200.00	\$7,200.00	No Change
Consulting Services	\$75,000.00	\$38,000.00	Increase - Marketing/Technology
Contingency Fund	\$30,622.00	\$24,690.00	Increase based on 5% of budget
Duplication Expenses	\$1,000.00	\$1,000.00	No Change
Electric Service	\$19,152.00	\$19,152.00	No Change
Emp / Comm Appreciation	\$2,500.00	\$2,500.00	No Change
Equip/Repair/Supply/Software	\$45,812.00	\$45,812.00	No Change
Federal Unempl Expense	\$850.00	\$750.00	Increase
Health Insurance	\$74,652.00	\$69,768.00	Increase Premium
Health Insurance - Opt Out		\$0.00	
Insurance - Deductibles	\$500.00	\$500.00	No Change
Insurance - Liability / Bonds	\$6,500.00	\$6,000.00	Increase
Lawn Service	\$5,500.00	\$4,500.00	Increase
Leg Lobbying (Do Not Use)		\$1,940.00	
Legal Fees	\$15,000.00	\$30,000.00	Decrease

Licenses and Permits	\$1,000.00	\$1,000.00	No Change
Meals	\$1,000.00	\$1,000.00	No Change
Memberships - NATOA / Others	\$8,000.00	\$5,520.00	Increase
Mileage	\$7,200.00	\$7,200.00	No Change
Miscellaneous Expenses	\$1,000.00	\$1,000.00	No Change
Natural Gas	\$4,000.00	\$3,800.00	Increase
Office Supplies / Equipment	\$6,000.00	\$5,000.00	Increase
Operating Transfer Out		\$0.00	
Parking Lot Maintenance	\$3,200.00	\$3,200.00	No Change
Payroll Expenses (ADP/HSA)	\$5,900.00	\$5,900.00	No Change
PERA	\$41,320.00	\$38,982.00	Increase
Postage	\$1,000.00	\$1,300.00	Decrease
Printing / Copy Services	\$1,000.00	\$1,000.00	No Change
Professional Development	\$18,000.00	\$17,000.00	Increase
Publications	\$500.00	\$500.00	No Change
Ramsey City Hall Equip/Repairs	\$5,000.00	\$6,000.00	Decrease
Sales Tax	\$500.00	\$500.00	No Change
Secretary Services	\$2,992.00	\$2,992.00	No Change
Snow Plowing Service	\$4,500.00	\$4,500.00	No Change
SS/Medicare Expense	\$47,432.00	\$44,747.00	Increase
State Unemploy Exp	\$2,500.00	\$2,500.00	No Change
STD / LTD / Life Insurance	\$8,000.00	\$7,520.00	Increase
Studio Sets	\$10,000.00	\$7,000.00	Increase
Subscription Services	\$20,000.00	\$16,017.00	Increase - Cloud Services
Temp Staff Services	\$2,500.00	\$2,500.00	No Change
Vehicle - Equipment / Repair	\$12,500.00	\$10,000.00	Increase
Vehicle - Insurance	\$4,000.00	\$3,500.00	Increase
Vehicle - Maintenance / Gas	\$6,000.00	\$8,000.00	Decrease
Wages - Full-time	\$492,900.00	\$464,977.00	Increase - 6%
Wages - Part-time	\$119,922.00	\$119,922.00	No Change
Wages - PT - Comm Prog (Do Not Use)		\$0.00	
Wages - PT - Gov't Prog (Do Not Use)		\$0.00	
Wages - PT - Office Support (Do Not Use)		\$0.00	
Wages - PT - Sports Prog (Do Not Use)		\$0.00	
Wages - PT - Tech Support (Do Not Use)		\$0.00	
Waste Removal	\$1,200.00	\$1,200.00	No Change
Web / VOD / Int / CaTV / Phone	\$22,000.00	\$19,830.00	Increase
Work Comp Insurance	\$2,300.00	\$2,300.00	No Change
Total Expenses	\$1,255,494.00	\$1,163,129.00	
Net Operating Income	\$114,459.00	\$206,714.00	

Expenses Account	2016 YTD			2015			2014			2013		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Accounting / HR Services	\$6,593.73	\$14,000.00	47.10%	\$12,662.56	\$18,000.00	70.35%	\$16,043.11	\$18,000.00	89.13%	\$15,140.97	\$18,000.00	84.12%
Ads/Promos/Sponsorships	\$5,577.95	\$6,850.00	81.43%	\$6,252.76	\$6,850.00	91.28%	\$5,079.66	\$6,850.00	74.16%	\$3,939.00	\$8,850.00	44.51%
Andover Capital Equipment	\$78.98	\$6,000.00	1.32%	\$3,957.05	\$5,000.00	79.14%	\$48,599.19	\$5,000.00	971.98%	\$49,632.62		
Announcers Fees	\$4,505.00	\$10,000.00	45.05%	\$5,985.00	\$10,000.00	59.85%	\$7,455.00	\$17,240.00	43.24%	\$15,800.00	\$16,460.00	95.99%
Anoka Capital Equipment	\$1,116.07	\$6,000.00	18.60%	\$5,124.66	\$5,000.00	102.49%	\$27,063.84	\$5,000.00	541.28%	\$26,955.07		
Audit	\$13,075.00	\$13,500.00	96.85%	\$12,750.00	\$13,000.00	98.08%	\$14,600.00	\$14,600.00	100.00%	\$15,740.00	\$15,700.00	100.25%
AV Equip / Repair / Supply / Software	\$636.74			\$18,203.58	\$24,000.00	75.85%	\$21,224.24	\$49,890.00	42.54%	\$41,028.70	\$103,480.00	39.65%
Bank Fees / CC Fees		\$500.00	0.00%		\$500.00	0.00%		\$500.00		\$236.48	\$500.00	47.30%
Brand Apparel	\$1,793.00	\$2,000.00	89.65%		\$2,000.00	0.00%		\$2,000.00		\$844.20	\$2,500.00	33.77%
Building - Cleaning	\$5,605.52	\$6,300.00	88.98%	\$5,310.63	\$6,000.00	88.51%	\$4,891.80	\$5,000.00	97.84%	\$4,522.51	\$6,316.00	71.60%
Building - Insurance	\$1,370.00	\$2,500.00	54.80%	\$2,498.00	\$2,900.00	86.14%	\$2,273.00	\$2,894.00	78.54%	\$2,717.00	\$2,893.00	93.92%
Building - Maintenance	\$1,951.02	\$7,000.00	27.87%	\$10,683.81	\$7,000.00	152.63%	\$9,146.73	\$7,000.00	130.67%	\$18,359.36	\$7,000.00	262.28%
Building - Supplies	\$1,250.65	\$2,000.00	62.53%	\$1,758.91	\$3,000.00	58.63%	\$1,827.42	\$3,000.00	60.91%	\$1,701.67	\$3,000.00	56.72%
Car Allowance	\$1,500.00	\$3,000.00	50.00%	\$3,000.00	\$3,000.00	100.00%	\$3,000.00	\$3,000.00	100.00%	\$3,000.00	\$3,000.00	100.00%
Cell Phone - Allowance	\$2,910.00	\$6,660.00	43.69%	\$5,100.00	\$6,660.00	76.58%	\$1,395.00	\$2,900.00	48.10%	\$2,530.00	\$900.00	281.11%
Cell Phone - Reimbursement		\$0.00			\$0.00			\$0.00			\$2,000.00	
Champlin Capital Equipment	\$636.37	\$6,000.00	10.61%	\$3,303.65	\$5,000.00	66.07%	\$30,445.15	\$5,000.00	608.90%	\$33,134.09		
City Sewer & Water	\$925.75	\$2,600.00	35.61%	\$2,342.34	\$3,500.00	66.92%	\$2,018.97	\$4,000.00	50.47%	\$3,316.25	\$4,500.00	73.69%
Commission Expense	\$960.00	\$7,200.00	13.33%	\$4,398.90	\$3,500.00	125.68%	\$2,254.78	\$3,500.00	64.42%	\$3,551.98	\$3,500.00	101.49%
Computer Equip / Repair / Supply / Software	\$1,548.70			\$32,235.05	\$37,340.00	86.33%	\$19,561.78	\$28,630.00	68.33%	\$9,982.21	\$37,500.00	26.62%
Consulting Services	\$9,250.00	\$38,000.00	24.34%	\$41,435.32	\$50,000.00	82.87%	\$29,979.36	\$50,000.00	59.96%	\$13,660.74	\$32,500.00	42.03%
Contingency Fund		\$24,690.00	0.00%		\$26,000.00	0.00%		\$26,000.00			\$26,000.00	
Duplication Expenses	\$136.94	\$1,000.00	13.69%	\$402.07	\$2,500.00	16.08%	\$1,223.35	\$3,600.00	33.98%	\$1,871.83	\$5,600.00	33.43%
Electric Service	\$8,386.37	\$19,152.00	43.79%	\$13,758.18	\$18,000.00	76.43%	\$15,073.88	\$17,500.00	86.14%	\$16,030.49	\$14,000.00	114.50%
Emp / Comm Appreciation	\$10.78	\$2,500.00	0.43%	\$77.14	\$2,500.00	3.09%	\$1,619.62	\$2,500.00	64.78%	\$1,122.35	\$2,500.00	44.89%
Equip/Repair/Supply/Software	\$18,047.03	\$45,812.00	39.39%	\$274.53						\$1,122.35	\$2,500.00	44.89%
Federal Unempl Expense	\$482.53	\$750.00	64.34%	\$686.35	\$1,500.00	45.76%	\$1,147.30			\$1,365.24		
Health Insurance	\$36,989.64	\$69,768.00	53.02%	\$63,172.25	\$67,609.00	93.44%	\$34,970.00	\$32,800.00	106.62%	\$33,312.87	\$31,204.00	106.76%
Health Insurance - Opt Out		\$0.00			\$0.00		\$1,200.00	\$4,800.00	25.00%	\$4,800.00	\$4,800.00	100.00%
Insurance - Deductibles		\$500.00	0.00%		\$500.00	0.00%		\$500.00		\$500.00		
Insurance - Liability / Bonds	\$3,717.00	\$6,000.00	61.95%	\$5,929.00	\$6,964.00	85.14%	\$6,625.00	\$6,964.00	95.13%	\$7,408.00	\$7,631.00	97.08%
Lawn Service	\$2,612.69	\$4,500.00	58.06%	\$4,516.73	\$5,000.00	90.33%	\$4,912.25	\$3,500.00	140.35%	\$4,767.32	\$3,500.00	136.21%
Legal Fees	\$8,452.59	\$30,000.00	28.18%	\$1,660.00	\$1,660.00	0.00%	\$13,486.84	\$30,000.00	44.96%	\$5,583.97	\$10,000.00	55.84%
Legislative Lobbying		\$1,940.00	0.00%	\$23,270.37	\$30,000.00	77.57%		\$1,660.00		\$1,660.00	\$1,000.00	166.00%
Licenses and Permits		\$1,000.00	0.00%		\$1,000.00	0.00%		\$1,000.00			\$1,000.00	
Meals	\$88.34	\$1,000.00	8.83%	\$673.50	\$1,000.00	67.35%	\$906.22	\$1,000.00	90.62%	\$699.77	\$1,000.00	69.98%
Memberships - NATOA / Others	\$7,018.60	\$5,520.00	127.15%	\$1,358.00	\$5,480.00	24.78%	\$4,499.48	\$5,480.00	82.11%	\$3,882.19	\$5,480.00	70.84%
Mileage	\$2,991.53	\$7,200.00	41.55%	\$6,572.43	\$6,000.00	109.54%	\$4,511.80	\$5,000.00	90.24%	\$5,339.47	\$12,000.00	44.50%
Miscellaneous Expenses		\$1,000.00	0.00%		\$1,000.00	0.00%	\$255.29	\$4,500.00	5.67%	\$273.43	\$4,500.00	6.08%
Natural Gas	\$1,573.89	\$3,800.00	41.42%	\$2,466.46	\$3,500.00	70.47%	\$2,972.97	\$2,300.00	129.26%	\$2,044.57	\$2,000.00	102.23%
Office Supplies / Equipment	\$3,822.04	\$5,000.00	76.44%	\$6,571.34	\$10,000.00	65.71%	\$3,558.68	\$8,500.00	41.87%	\$9,392.58	\$15,100.00	62.20%
Operating Transfer Out		\$0.00			\$0.00			\$0.00			\$20,000.00	
Parking Lot Maintenance		\$3,200.00	0.00%		\$5,000.00	0.00%		\$5,000.00		\$2,477.00	\$5,000.00	49.54%
Payroll Expenses (ADP)	\$2,637.00	\$5,900.00	44.69%	\$4,970.30	\$5,200.00	95.58%	\$5,089.05	\$5,200.00	97.87%	\$5,714.00	\$5,200.00	109.88%
PERA	\$17,178.02	\$38,982.00	44.07%	\$32,140.80	\$43,317.00	74.20%	\$33,417.21	\$51,383.00	65.04%	\$48,309.51	\$51,383.00	94.02%
Postage	\$440.40	\$1,300.00	33.88%	\$1,395.75	\$1,000.00	139.58%	\$860.51	\$1,000.00	86.05%	\$788.75	\$1,000.00	78.88%
Printing / Copy Services		\$1,000.00	0.00%	\$172.38	\$2,000.00	8.62%	\$1,912.42	\$2,000.00	95.62%	\$177.40	\$2,500.00	7.10%
Professional Development	\$5,244.78	\$17,000.00	30.85%	\$9,660.12	\$17,100.00	56.49%	\$12,243.62	\$17,100.00	71.60%	\$9,852.57	\$17,100.00	57.62%
Publications		\$500.00	0.00%		\$500.00	0.00%		\$710.00		\$283.17	\$710.00	39.88%
Purchases				\$0.00			\$0.00			\$0.00		
Ramsey Capital Equipment	\$903.76	\$6,000.00	15.06%	\$3,585.48	\$5,000.00	71.71%	\$50,578.41	\$5,000.00	1011.57%	\$51,542.42		
Sales Tax	\$216.26	\$500.00	43.25%	\$262.00	\$2,000.00	13.10%	\$561.00	\$2,000.00	28.05%	\$1,311.15	\$500.00	262.23%
Secretary Services	\$787.35	\$2,992.00	26.32%	\$2,054.55	\$1,800.00	114.14%	\$1,551.00	\$1,800.00	86.17%	\$1,536.85	\$1,800.00	85.38%
Snow Plowing Service	\$1,016.25	\$4,500.00	22.58%	\$2,156.25	\$5,000.00	43.13%	\$4,411.25	\$3,000.00	147.04%	\$4,413.75	\$2,500.00	176.55%
SS/Medicare Expense	\$17,816.74	\$44,747.00	39.82%	\$36,274.05	\$49,055.00	73.95%	\$39,496.86	\$54,216.00	72.85%	\$51,224.11	\$54,216.00	94.48%

State Unemploy Exp		\$2,500.00	0.00%	\$227.32	\$5,000.00	4.55%	\$53,372.09					
STD / LTD / Life Insurance	\$3,235.25	\$7,520.00	43.02%	\$5,995.44	\$6,054.00	99.03%	\$4,873.14	\$4,644.00	104.93%	\$4,322.85	\$4,644.00	93.08%
Studio Sets		\$7,000.00	0.00%	\$4,467.55	\$2,000.00	223.38%	\$1,164.72	\$2,000.00	58.24%	\$1,024.97	\$4,100.00	25.00%
Subscription Services/Electronic	\$12,382.15	\$16,017.00	77.31%	\$495.00	\$0.00		\$2,734.31	\$3,000.00	91.14%	\$2,641.90	\$9,780.00	27.01%
Temp Staff Services		\$2,500.00	0.00%		\$5,000.00	0.00%	\$11,741.04					
Vehicle - Equipment / Repair	\$29,187.61	\$10,000.00	291.88%	\$10,170.94	\$17,000.00	59.83%	\$16,141.21	\$18,930.00	85.27%	\$5,135.94	\$25,100.00	20.46%
Vehicle - Insurance	\$1,759.00	\$3,500.00	50.26%	\$2,767.00	\$3,000.00	92.23%	\$2,793.00	\$3,000.00	93.10%	\$2,864.00	\$3,000.00	95.47%
Vehicle - Maintenance / Gas	\$3,222.36	\$8,000.00	40.28%	\$2,367.56	\$8,000.00	29.59%	\$2,721.38	\$6,300.00	43.20%	\$3,775.15	\$10,000.00	37.75%
Wages - Full-time	\$208,060.70	\$464,977.00	44.75%	\$426,179.77	\$550,246.00	77.45%	\$407,494.86	\$340,412.00	119.71%	\$340,067.91	\$340,412.00	99.90%
Wages - Part-time	\$26,070.35	\$119,922.00	21.74%	\$48,887.46	\$90,979.00	53.73%	\$22,530.06	\$0.00		\$0.00		
Wages - PT - Comm Prog		\$0.00			\$0.00		\$17,461.93	\$48,858.00	35.74%	\$58,587.50	\$48,858.00	119.91%
Wages - PT - Gov't Prog		\$0.00			\$0.00		\$30,254.48	\$98,441.00	30.73%	\$102,296.17	\$98,441.00	103.92%
Wages - PT - Office Support		\$0.00			\$0.00		\$9,143.99	\$30,053.00	30.43%	\$29,803.32	\$29,755.00	100.16%
Wages - PT - Sports Prog		\$0.00			\$0.00		\$20,616.94	\$82,565.00	24.97%	\$66,881.42	\$84,659.00	79.00%
Wages - PT - Tech Support		\$0.00			\$0.00		\$18,100.66	\$68,656.00	26.36%	\$83,407.48	\$106,595.00	78.25%
Waste Removal	\$687.76	\$1,200.00	57.31%	\$999.63	\$2,000.00	49.98%	\$1,835.34	\$1,300.00	141.18%	\$1,532.54	\$1,272.00	120.48%
Web / VOD / Int / CaTV / Phone	\$7,878.38	\$19,830.00	39.73%	\$13,315.80	\$16,000.00	83.22%	\$13,894.77	\$16,210.00	85.72%	\$11,465.80	\$23,650.00	48.48%
Work Comp Insurance		\$2,300.00	0.00%	\$3,251.00	\$2,500.00	130.04%	\$2,770.00	\$3,100.00	89.35%	\$3,257.00	\$2,700.00	120.63%
Total Expenses	\$540,706.88	\$1,163,129.00	46.49%	\$1,380,056.71	\$1,247,214.00	110.65%	\$1,133,586.96	\$1,267,486.00	94.95%	\$1,260,041.56	\$1,371,289.00	91.93%
Net Operating Income	-\$540,706.88	-\$1,163,129.00	46.49%	\$246,713.07	\$126,759.00	194.63%	\$332,845.20	\$128,868.00		\$250,910.56	\$50,065.00	
Net Income (Projected)	-\$540,706.88	-\$1,163,129.00	\$0.46	\$246,713.07	\$126,759.00	194.63%						

ZCIP - Network Servers	\$7,258.90				\$100,186.70	
ZCIP - Studio					\$48.34	
ZCIP - Truck	\$10,213.27				\$361,294.95	
ZCIP - Cargo Van	\$28,896.14				\$461,529.99	

Income	2016 YTD			2015			2014			2013		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Discounts given (deleted-1)					0.00			0.00			0	
Duplication Revenue	\$978.07	\$2,500.00	39.12%	2,784.70	2,500.00	111.39%	4,115.74	2,500.00	164.63%	8,742.92	2,500.00	349.72%
Equipment Grant	\$55,870.85	\$0.00	0.00%		55,000.00	0.00%	55,045.17	50,618.00	108.75%	54,285.18	50,618.00	107.24%
Franchise Fees	\$514,413.47	\$874,248.00	58.84%	1,040,622.54	874,248.00	119.03%	979,960.96	892,090.00	109.85%	960,406.91	892,090.00	107.66%
Interest Income	\$675.98	\$100.00	675.98%	222.85	100.00	222.85%	167.13	100	167.13%	124.33	100	124.33%
Miscellaneous Income	\$26,105.40	\$0.00		61,153.64	5,000.00	1223.07%	7,030.58	5,000.00	140.61%	7,739.09	30,000.00	25.80%
PEG Fee	\$257,206.94	\$437,125.00	58.84%	521,986.05	437,125.00	119.41%	489,980.68	446,046.00	109.85%	480,203.45	446,046.00	107.66%
Total Income	\$855,250.71	\$1,313,973.00	65.09%	\$ 1,626,769.78	\$ 1,373,973.00	118.40%	\$1,536,300.26	\$1,396,354.00	110.02 %	\$1,511,501.88	\$1,421,354.00	106.34 %

Capital (2017 Plan)

Awaiting Technology Manager hiring before finalizing proposed Five-Year Capital Plan

	2016	2017	2018	2019	2020
Building	\$67,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00
Field Equipment	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00
City Equipment	\$0.00	\$65,000.00	\$0.00	\$0.00	\$0.00
Network Equip.	\$30,940.00	\$75,000.00	\$0.00	\$0.00	\$0.00
Printers	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Studio	\$30,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00
Truck A/V Equip.	\$55,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
Total:	\$222,940.00	\$510,000.00	\$0.00	\$0.00	\$0.00

Category	Building				
Project	Capital Maintenance				
Description	The projects replace an aging roof, HVAC components and				
Justification	These projects provide for timely ongoing maintenance & replacement of				
Item	2016	2017	2018	2019	2020
Architectural Study		\$15,000.00			
Roof replacement	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Carpet	\$15,000.00		\$0.00	\$0.00	\$0.00
HVAC replacement	\$0.00	\$85,000.00	\$0.00	\$0.00	\$0.00
Parking Lot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$67,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00
Budget Impact	Capital funds to pay for the projects. Operating funds set aside to handle				

Category	Field Equipment				
Project	Scheduled Equipment Replacement				
Description	This will replace the portable field switcher and cameras.				
Justification	Portable switcher will reduce production costs by eliminating post				
Item	2016	2017	2018	2019	2020
Video Switcher	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00
Cameras	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00
Total	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00
Budget Impact	Capital funds to pay for the projects. Operating funds set aside to handle				

Category	City Equipment				
Project	HD Camera Upgrade & planned capital equipment replacement				
Description	Update chamber cameras to HD and install associated equipment.				
Justification	Replace aging cameras, update equipment, planned replacement.				
Item	2016	2017	2018	2019	2020
Cameras	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00
IP Encoders	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
Vdesk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$65,000.00	\$0.00	\$0.00	\$0.00
Budget Impact	Capital funds to pay for the capital equipment. Operating funds set aside				

Category	Network Equipment				
Project	Planned capital equipment replacement.				
Description	Scheduled replacement of Firewall, Playback servers and associated				
Justification	Replace aging Firewall and Playback equipment to ensure reliable channel				
Item	2016	2017	2018	2019	2020
Playback Servers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(2) HD Servers	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00
Live Servers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WatchGuard M400	\$5,940.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency Equip Replacement	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00
Total	\$30,940.00	\$75,000.00	\$0.00	\$0.00	\$0.00
Budget Impact	Capital funds to pay for the capital equipment. Operating funds set aside				

Category	Printers				
Project	Planned capital equipment replacement of printers				
Description	Scheduled replacement of printers				
Justification	Replace aging Printers to ensure reliable service.				
Item	2016	2017	2018	2019	2020

Printers	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00

Budget Impact	Capital funds to pay for the capital equipment. Operating funds set aside
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Category	Studio
Project	Planned capital equipment replacement of studio cameras and sets.

Description	Replacement of (3) studio cameras and new sets.
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Justification	Replace aging cameras to ensure reliable service. Freshen studio sets.
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Item	2016	2017	2018	2019	2020
Cameras	\$22,000.00	\$250,000.00	\$0.00	\$0.00	\$22,000.00
Sets/Props	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00
TriCaster	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00
Total	\$30,000.00	\$250,000.00	\$0.00	\$12,000.00	\$30,000.00

Budget Impact	Capital funds to pay for the capital equipment. Operating funds set aside
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Category	Truck A/V Equipment
Project	Planned replacement of panel van and production equipment. Live U system

Description	Replacement of panel van. Purchase of Live U video system for remote
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Justification	Live U video system to provide HD remote connectivity. Replacment of
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Item	2016	2017	2018	2019	2020
Panel Van	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
LiveU Video	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Production Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency Equip Replacement	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
Total	\$55,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00

Budget Impact	Capital funds to pay for the capital equipment. Operating funds set aside
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QCCCC Agenda Item

5.2 Investment Authorization

November 9, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Investment Authorization

The Budget Committee reviewed investment options for commission assets and recommends approval of PMA Financial Network 4M Funds investment services.

The Commission is currently a member of the 4M Funds, however, current participation is limited to the liquid money market accounts. The reserve balances have grown over the past four years and the budget committee recommends establishing an investment account in addition to the money market account.

The Budget Committee considered that adequate reserve funds be available for future needs. Based on July 2016 reserve account balance of \$1,700,000 the Budget Committee included the following fund reserve recommendation as part of the 2017 budget and is to be used to guide the treasurer/executive director in allocating investments:

\$390,652	Commission policy 25% operating budget reserved for cash flow
\$100,000	City Capital Investment (1 Year - less operating funds \$5K per city)
\$250,000	QCTV Building Investment
\$600,000	QCTV Capital Investment (2-3 Years)
\$ 50,000	Emergency Funds
\$309,348	Unrestricted

Action Requested:

Authorize the investment account with PMA by the attached resolution.

Approve committee recommendation of fund reserve guideline (if not already adopted in agenda item 5.1).

Options:

Decline establishing an investment account for reserve funds.

Request more information.

Quad Cities Cable Communications Commission

Resolution Reauthorizing Membership in the 4M Fund

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in Accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to this Commission, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Assed Fund, the 4M Plus Fund, the Term Series, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, this Commission deems it to be in the best interest for the Quad Cities Cable Communications Commission the approved services provided by the 4M Fund's service providers including the Investment Advisor (Prudent Man Advisors, Inc.) or Sub-Advisor (RBC Global Asset Management (U.S.) Inc.), the Administrator (PMA Financial Network, Inc.), the Distributor (PMA Securities, Inc.) or the Fixed Rate Program Providers, PMA Financial Network, Inc. and PMA Securities, Inc., and the Custodian, U.S. Bank National Association, ("Service Providers") and/or their successors.

WHEREAS, this Commission deems it advisable to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each; now, therefore BE IT RESOLVED AS FOLLOWS:

Section 1. The Quad Cities Cable Communications Commission shall renew its membership as a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

Section 2. The Quad Cities Cable Communications Commission is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the Commission or their successors are designated as "Authorized Officials" with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

Print Name/Title Signature – James Dickinson, Treasurer

Print Name/Title Signature – Karen George, Executive Director

(Additional names may be added on a separate list. The treasurer shall advise the Fund of any changes in Authorized Officials in accordance with Fund procedures.)

Section 3. The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

Section 4. That the Commission may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U.S. Bank National Association, or its successor, or programs of PMA Financial Network, Inc. or PMA Securities, Inc. for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit (“CDs”) or other deposit products and that these institutions shall be deemed eligible depositories for the Commission. PMA Financial Network, Inc. and PMA Securities, Inc. and their successors are authorized to act on behalf of this Commission as its agenda with respect to such accounts and agreements. Monies of this entry may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund’s Programs available through its Services Providers.

It is hereby certified that the Board of the Quad Cities Cable Commission adopted this Resolution at a duly convened meeting of the Board held on the ____ day of _____, 201_, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Secretary to the Commission – Carl Anderson, Secretary

Date



PMA Financial Network has been a leading provider of financial services since 1984 and currently serves over 2,400 public entities in eleven states. Through its efforts as administrator of the 4M Funds for Minnesota public entities, PMA has built a reputation as a reliable, professional financial organization offering unique products and services to meet community needs.

The League of Minnesota Cities hired PMA to administer the 4M Funds in 2007. Since that time, markets and the economy have changed and PMA has evolved now offering multiple additional services to public entities participating in the 4M Funds. Investment management is one area in which PMA has evolved, offering investment trading options through an extensive institutional network of local and national investment providers. Types of investments offered include CD's, treasury, agency, and municipal securities; all low-risk securities authorized under MN Statute for public entities. Our network allows PMA to offer competitive yields on invested dollars while maintaining the safety and liquidity needed by public entities.

Quad Cities Cable Commission is currently a member of the 4M Funds. However, its current participation is limited to our liquid money market accounts. As the reserve balances have grown, and more strategic financial planning occurs for the organization, it opens the door to the ability to take advantage of some of our investment programs to increase the yield on the QCTV reserves. With the 4M Funds participation already in place for QCTV, establishing an investment account is simply a matter of the board authorizing an investment account with PMA by resolution.