

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

January 18, 2018, 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 November 16, 2017, commission minutes.
  - 4.2. Treasurer
    - 4.2.1. Financial Reports
  - 4.3. Executive Director
  - 4.4. Commission Organization
- 5. General Business**
  - 5.1. Designate Depository
  - 5.2. Budget Carryover Requests Equipment and Studio Set
  - 5.3. Comcast Franchise Renewal – Standstill Agreement
  - 5.4. City Council Chambers Upgrade Report and Bid Information
- 6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF NOVEMBER 16, 2017**

### **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; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover (arrived at 11:17 a.m.); Jim Goodrich, Andover; Jessica Tesdall, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: None.

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

### **APPROVAL OF AGENDA – 3**

Chair Heitkamp noted that the Treasurer's Report will be moved to be considered as Item 5.5 on the agenda to allow for Commissioner Dickinson to arrive.

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

**7 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from September 21, 2017**

Motion was made by LeTourneau and seconded by Lee to approve the September 21, 2017 minutes as presented.

**7 ayes – 0 nays. Motion carried.**

**~~4.2~~ Treasurer**

**~~4.2.1. August and September Financial Reports~~ (moved to item 5.5)**

**4.3 Executive Director**

Ms. George highlighted the recent awards received by QCTV and the members of its staff. She stated that there are various updates on projects within the staff report. She stated that there was a meeting with Comcast this week regarding the franchise renewal and noted that there will be an update later in the meeting. She highlighted some of the new programing, including *Ramsey Matters*, which recently featured information on the Resilient Communities program and previously featured information on parks programming. She encouraged other member cities to look at those opportunities. She highlighted a recent compliment received on the sports coverage QCTV provides.

Chair Heitkamp referenced the sports award and asked when the event took place.

Ms. George replied that the sports event took place the previous year.

Chair Heitkamp congratulated the organization, noting that the awards reflect the great work that Ms. George and her staff continue to do.

**GENERAL BUSINESS – 5**

**5.1 Comcast Presentation**

Karly Werner provided an update on the customer experience initiative journey, with the goal of improving the customer experience. She stated that this week the real time assist initiative was launched. She explained that Comcast wants to meet customers where they are, to reduce the time a customer is waiting and enhance the experience. She stated that customers can choose how they want to be notified of updates confirming tech appointments, and real-time updates on equipment deliveries and service outages. She stated that the GIG service is being rolled out and hoped that all the member cities of QCTV would be eligible by the end of the year, or the end of the first quarter of 2018. She explained that the service would simply require the change of the modem to become GIG capable.

Mr. Vose stated that staff met with Comcast earlier this week. He stated that he described the franchise renewal process at the previous Commission work

session, providing an overview of the two options a renewal can take. He stated that Comcast confirmed that they would prefer to follow the information renewal, which is also the route the organization would prefer and noted that Comcast is willing to put that into writing. He stated that staff also wanted to get a sense of the reason that Comcast is requesting to change the date of the renewal, noting that his sense is that this is a pretty manageable package of issues that will be discussed.

Ms. Werner concurred with the summary provided by Mr. Vose. She stated that it is not their intention to start from scratch. She stated that they appreciate the partnership with QCTV and the member cities and this is working well. She stated that there are a few provisions that seem outdated and they would like to discuss removing those to remain relevant in the market place as the competition today is very different than it was 20 years ago.

Chair Heitkamp stated that the organization looks forward to continuing the amicable negotiations that they have had in the past.

## **5.2 Comcast Late Fee**

Ms. George stated that Mr. Vose is present to describe the proposed late fee change from Comcast.

Mr. Vose noted that this last came forward to the Commission in 2013/2014. He stated that Comcast charges a late fee when customers choose to pay late. He stated that in the prior contract there was a provision that required any changes in the late fee to be approved by the Commission. He stated that most of the company's rates are not regulated by the Commission. He stated that the amount of revenue generated by the late fees were excluded from the company's calculations of their revenue for use in determining the franchise fees and therefore the Commission required any change in the fee to come before the Commission as a reminder of the fees that are being generated. He stated that Comcast is willing to comply with the regulation to come before the Board, but noted that that Comcast considers the regulation pre-emptive because of the federal law regulations. He stated that he is not aware of a reason not to approve the increase.

Chair Heitkamp asked if the typical late fee gross revenue has been for Comcast in past years.

Mr. Vose stated that while he does not know that amount, it can be found out.

Ms. Werner stated that with the request to approve the late fee, a study was included that demonstrates the cost of late payment for the company. She stated that the 2016 late fees collected were included, as well as the costs of the

collection activities. She stated that customers that do pay on time should not have to subsidize the costs for customers that do not pay on time.

Ms. George confirmed that she would share the results of the study with the Commission.

Commissioner Ulrich asked, and received confirmation, that staff concurs that the \$10 late fee would be standard for this industry.

Mr. Vose stated that based upon his experience this is not out of step with other operators. He stated that the operators in Minnesota, other than Comcast, have consistent late fees.

Motion was made by Ulrich and seconded by Tesdall to approve Comcast request for late fee rate adjustment.

**8 ayes – 0 nays. Motion carried.**

### **5.3 Consideration of Amendments to Bylaws**

Ms. George stated that this item requests consideration of amendments to the bylaws. She stated that the amendments were reviewed by Attorney Lepak and his review is included in the Commission packet. She provided a brief review of the proposed bylaws.

Commissioner Goodrich referenced the bylaw amendment changing the meeting date to every other month and asked the intention.

Ms. George noted that as written, the bylaws specify that there will be monthly meetings. She stated that when the review of the auditor was done, the cancelation rate was noted, and the suggestion was made to amend the meeting schedule to every other month. She confirmed that the intention would be to meet every other month.

Commissioner Dickinson noted that this would not preclude the Commission from meeting on off months, if needed or desired.

Motion was made by Dickinson and seconded by Goodrich to approve amended bylaws.

**8 ayes – 0 nays. Motion carried.**

### **5.4 Proposed 2018 Operating Budget and 5-Year Capital Plan**

Ms. George stated that enclosed in the packet is the proposed 2018 operating budget and five-year capital plan. She reviewed the four actions that are recommended. She thanked staff for their work in creating the budget and for the Budget Committee for their thorough review.

Commissioner Dickinson noted that the Budget Committee did a thorough, line by line, review of the proposed budget. He provided a summary of the items of note included in the proposed budget.

Chair Heitkamp asked where the organization expects to end 2017.

Ms. George noted that the August year to date information was included in the packet. She advised that the organization is on track, or below the budgets amount, and expects the organization to remain under the budgeted amount at the end of the year.

Commissioner Dickinson noted that the funds above the cash flow needs could be used in the future year's budget or could be used to fulfill the needs identified in the capital plan. He stated that there is a good forecast to fulfill the capital needs plan without using a bonding component.

Chair Heitkamp asked if the fund balance carried is typically at the 25 percent range.

Commissioner Dickinson stated that the base is set at 25 percent. He stated that if there were collection problems with Comcast, the organization may want to go higher but he does not foresee that being an issue.

Motion was made by LeTourneau and seconded by Ulrich to approve the 2018 Operating Budget, operational reserve of \$398,745, capital funds distribution in the amount of \$20,000 per member and authorize staff to execute payment in the first quarter of 2018, and the 5-year Capital Equipment Spending Plan.

**8 ayes – 0 nays. Motion carried.**

## **5.5 Treasurer**

### **5.5.1. August and September Financial Reports (previously item 4.2)**

Commissioner Dickinson stated that the revenues are exceeding the expenditures at this time. He stated that he does not see any red flags and the organization is positioning itself to fulfil the first year of the capital plan commitments.

Chair Heitkamp thanked Commission Dickinson and the Andover staff for their great work on the financials and human resources assistance they provide.

Motion was made by Goodrich and seconded by Tesdall to accept the August and September Financial Reports.

**8 ayes – 0 nays. Motion carried.**

**ADJOURN – 6**

Motion was made by Dickinson and seconded by Ulrich to adjourn the meeting at 11:35 a.m.

**8 ayes – 0 nays. Motion carried.**

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 October 31, 2017

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts - QCTV	1,125,632.70
- PayPay acct	555.80
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,247,818.50
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 2,379,257.00</b>
Fixed Assets	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b>\$ 2,379,257.00</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	11,203.39
Other Current Liabilities	-3.44
<b>Total Current Liabilities</b>	<b>\$ 11,199.95</b>
Equity	<u>2,368,057.05</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,379,257.00</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
January - December 2017

	Oct 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
<b>Duplication Revenue</b>	202.30	125.00	77.30	161.84%	2,045.15	1,500.00	545.15	136.34%
<b>Equipment Grant</b>		4,748.00	(4,748.00)	0.00%	56,428.75	56,980.00	(551.25)	99.03%
<b>Franchise Fees</b>		72,854.00	(72,854.00)	0.00%	550,339.01	874,248.00	(323,908.99)	62.95%
<b>Interest Income</b>	1,162.34	8.00	1,154.34	14529.25%	12,378.44	100.00	12,278.44	12378.44%
<b>Miscellaneous Income</b>	3,000.00		3,000.00		5,709.49	0.00	5,709.49	
<b>PEG Fee</b>		36,427.00	(36,427.00)	0.00%	325,772.82	437,125.00	(111,352.18)	74.53%
<b>Total Income</b>	<b>4,364.64</b>	<b>114,162.00</b>	<b>(109,797.36)</b>	<b>3.82%</b>	<b>952,673.66</b>	<b>1,369,953.00</b>	<b>(417,279.34)</b>	<b>69.54%</b>
<b>Expenses</b>								
<b>A-PERA Expense</b>	3,054.97	3,443.00	(388.03)	88.73%	32,062.11	41,320.00	(9,257.89)	77.59%
<b>A-SS/Medicare Expense</b>	3,308.61	3,952.00	(643.39)	83.72%	33,246.47	47,432.00	(14,185.53)	70.09%
<b>A-Wages - Full-time</b>	37,240.20	41,075.00	(3,834.80)	90.66%	388,556.55	492,900.00	(104,343.45)	78.83%
<b>A-Wages - Part-time</b>	6,972.45	9,993.00	(3,020.55)	69.77%	54,950.58	119,922.00	(64,971.42)	45.82%
<b>Accounting / HR Services</b>	1,383.65	1,275.00	108.65	108.52%	12,137.21	15,300.00	(3,162.79)	79.33%
<b>Ads/Promos/Sponsorships</b>	415.00	916.00	(501.00)	45.31%	6,493.36	11,000.00	(4,506.64)	59.03%
<b>Andover Capital Equipment</b>		416.00	(416.00)	0.00%	693.53	5,000.00	(4,306.47)	13.87%
<b>Announcers Fees</b>	2,850.00	1,250.00	1,600.00	228.00%	9,896.77	15,000.00	(5,103.23)	65.98%
<b>Anoka Capital Equipment</b>		416.00	(416.00)	0.00%	2,060.36	5,000.00	(2,939.64)	41.21%
<b>Audit</b>		1,166.00	(1,166.00)	0.00%	14,150.00	14,000.00	150.00	101.07%
<b>Bank Fees / CC Fees</b>		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
<b>Brand Apparel</b>		208.00	(208.00)	0.00%	1,849.00	2,500.00	(651.00)	73.96%
<b>Building - Cleaning</b>	547.33	583.00	(35.67)	93.88%	5,082.96	7,000.00	(1,917.04)	72.61%
<b>Building - Insurance</b>		208.00	(208.00)	0.00%	4,240.00	2,500.00	1,740.00	169.60%
<b>Building - Maintenance</b>	105.00	833.00	(728.00)	12.61%	9,196.80	10,000.00	(803.20)	91.97%
<b>Building - Supplies</b>		208.00	(208.00)	0.00%	729.00	2,500.00	(1,771.00)	29.16%
<b>Car Allowance</b>	250.00	250.00	0.00	100.00%	2,500.00	3,000.00	(500.00)	83.33%
<b>Cell Phone - Allowance</b>		578.00	(578.00)	0.00%	1,250.00	6,940.00	(5,690.00)	18.01%
<b>Champlin Capital Equipment</b>		416.00	(416.00)	0.00%	1,385.50	5,000.00	(3,614.50)	27.71%
<b>City Sewer &amp; Water</b>	424.41	216.00	208.41	196.49%	2,489.69	2,600.00	(110.31)	95.76%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
January - December 2017

	Oct 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	600.00	600.00	0.00	100.00%	1,771.64	7,200.00	(5,428.36)	24.61%
Consulting Services	1,035.00	6,250.00	(5,215.00)	16.56%	14,788.75	75,000.00	(60,211.25)	19.72%
Contingency Fund		2,551.00	(2,551.00)	0.00%	0.00	30,622.00	(30,622.00)	0.00%
Duplication Expenses		83.00	(83.00)	0.00%	61.54	1,000.00	(938.46)	6.15%
Electric Service	983.75	1,596.00	(612.25)	61.64%	11,916.10	19,152.00	(7,235.90)	62.22%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	347.32	3,817.00	(3,469.68)	9.10%	23,280.25	45,812.00	(22,531.75)	50.82%
Federal Unempl Expense		70.00	(70.00)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,058.24	6,221.00	(162.76)	97.38%	56,263.84	74,652.00	(18,388.16)	75.37%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		541.00	(541.00)	0.00%	8,291.00	6,500.00	1,791.00	127.55%
Lawn Service	720.00	458.00	262.00	157.21%	4,170.00	5,500.00	(1,330.00)	75.82%
Legal Fees	960.50	1,250.00	(289.50)	76.84%	6,779.75	15,000.00	(8,220.25)	45.20%
Licenses and Permits		83.00	(83.00)	0.00%	625.00	1,000.00	(375.00)	62.50%
Meals		83.00	(83.00)	0.00%	353.85	1,000.00	(646.15)	35.39%
Memberships - NATOA / Others		666.00	(666.00)	0.00%	4,855.00	8,000.00	(3,145.00)	60.69%
Mileage	543.38	600.00	(56.62)	90.56%	6,829.34	7,200.00	(370.66)	94.85%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	99.74	333.00	(233.26)	29.95%	2,853.73	4,000.00	(1,146.27)	71.34%
Office Supplies / Equipment		500.00	(500.00)	0.00%	2,938.57	6,000.00	(3,061.43)	48.98%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses	73.20		73.20		144.90	0.00	144.90	
Payroll Expenses (ADP/HSA)		491.00	(491.00)	0.00%	1,502.10	5,900.00	(4,397.90)	25.46%
Postage	16.10	83.00	(66.90)	19.40%	814.27	1,000.00	(185.73)	81.43%
Printing / Copy Services		83.00	(83.00)	0.00%	59.90	1,000.00	(940.10)	5.99%
Professional Development	446.04	1,500.00	(1,053.96)	29.74%	13,407.82	18,000.00	(4,592.18)	74.49%
Publications		41.00	(41.00)	0.00%	64.00	500.00	(436.00)	12.80%
Ramsey Capital Equipment	20.43	416.00	(395.57)	4.91%	1,843.86	5,000.00	(3,156.14)	36.88%
Sales Tax		41.00	(41.00)	0.00%	125.00	500.00	(375.00)	25.00%
Secretary Services		249.00	(249.00)	0.00%	936.00	2,992.00	(2,056.00)	31.28%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
January - December 2017

	Oct 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service		375.00	(375.00)	0.00%	1,483.75	4,500.00	(3,016.25)	32.97%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	544.38	666.00	(121.62)	81.74%	5,468.70	8,000.00	(2,531.30)	68.36%
Studio Sets		833.00	(833.00)	0.00%	1,175.00	10,000.00	(8,825.00)	11.75%
Subscription Services	130.00	1,666.00	(1,536.00)	7.80%	15,107.31	20,000.00	(4,892.69)	75.54%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair		1,041.00	(1,041.00)	0.00%	11,588.26	12,500.00	(911.74)	92.71%
Vehicle - Insurance		333.00	(333.00)	0.00%	6,341.00	4,000.00	2,341.00	158.53%
Vehicle - Maintenance / Gas	159.89	500.00	(340.11)	31.98%	5,021.80	6,000.00	(978.20)	83.70%
Waste Removal	91.12	100.00	(8.88)	91.12%	1,171.36	1,200.00	(28.64)	97.61%
Web / VOD / Int / CaTV / Phone	2,295.68	1,833.00	462.68	125.24%	17,124.17	22,000.00	(4,875.83)	77.84%
Work Comp Insurance		191.00	(191.00)	0.00%	1,277.00	2,300.00	(1,023.00)	55.52%
<b>Total Expenses</b>	<b>71,676.39</b>	<b>104,601.00</b>	<b>(32,924.61)</b>	<b>68.52%</b>	<b>813,404.45</b>	<b>1,255,494.00</b>	<b>(442,089.55)</b>	<b>64.79%</b>
<b>Net Income</b>	<b>(67,311.75)</b>	<b>9,561.00</b>	<b>(76,872.75)</b>	<b>-704.02%</b>	<b>139,269.21</b>	<b>114,459.00</b>	<b>24,810.21</b>	<b>121.68%</b>

ZCIP - Andover

41,327.44

ZCIP - Anoka

41,327.44

ZCIP - Champlin

41,327.44

ZCIP - Network Servers

6,231.72

ZCIP - Ramsey

41,327.44

171,541.48

# QCTV Bank Reconciliation

## October 2017

Beginning Balance - 4M Statement	1,225,285.04
Less: Cleared Checks/Withdrawals	(101,565.57)
Plus: 4M Fund Interest	582.60
Plus: Bank Deposits/Credits	3,562.50
<b>Bank Balance</b>	<b>\$1,127,864.57</b>
Book Balance	1,127,864.57
<b>Adjusted Book Balance</b>	<b>1,127,864.57</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

# Quad Cities Communications Commission

## BILL PAYMENT LIST

October 2017

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
10/06/2017	11937	ACE Solid Waste, Inc.	-91.12
10/06/2017	11938	City of Andover	-1,360.45
10/06/2017	11939	Comcast Cable	-351.76
10/06/2017	11940	David A. Billehus	-60.00
10/06/2017	11941	Huebsch	-31.08
10/06/2017	11942	Joe G. Ruhland	-600.00
10/06/2017	11943	League of MN Cities Insurance Trust	-12,398.00
10/06/2017	11944	Peter J. Turok	-60.00
10/06/2017	11945	Timesavers	-173.00
10/06/2017	11946	Vividly Clean Inc.	-500.00
10/13/2017	11947	Associated Bank	-50.00
10/13/2017	11948	City of Champlin	-446.99
10/13/2017	11949	Comcast 2	-464.88
10/13/2017	11950	Comcast Cable	-185.94
10/13/2017	11951	G & B Environmental, Inc.	-116.74
10/13/2017	11952	Greenery Enterprises, Inc.	-425.00
10/13/2017	11953	HealthEquity Inc.	-85.00
10/13/2017	11954	LiveU Inc.	-500.00
10/13/2017	11955	Monarch Pest Control	-105.00
10/13/2017	11956	U.S. Bank Corporate	-3,388.02
10/13/2017	11957	Xcel Energy	-1,460.92
10/13/2017	W/D	Minnesota State Retirement System	-649.91
10/13/2017	W/D	PERA	-2,896.13
10/27/2017	11959	Amazon	-82.68
10/27/2017	11960	Anoka Area Chamber of Commerce	-20.00
10/27/2017	11961	Associated Bank	-50.00
10/27/2017	11962	Barna, Guzy & Steffen, LTD	-65.00
10/27/2017	11963	CenterPoint Energy	-99.74
10/27/2017	11964	ECM Publisher	-395.00
10/27/2017	11965	HealthEquity Inc.	-292.90
10/27/2017	11966	Kennedy & Graven, Chartered	-622.50
10/27/2017	11967	Preferred One Insurance Co.	-6,543.20
10/27/2017	11968	The Lincoln National Life Ins. Co.	-544.38
10/27/2017	W/D	Minnesota State Retirement System	-642.21
10/27/2017	W/D	PERA	-2,806.49
<b>Total for Quad Cities Commission</b>			<b>\$ -38,564.04</b>

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of November 30, 2017

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts - QCTV	1,480,889.60
- PayPay acct	679.27
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,248,417.46
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 2,735,236.33</b>
 Fixed Assets	 0.00
 <b>TOTAL ASSETS</b>	 <b>\$ 2,735,236.33</b>
 <b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	4,315.31
Other Current Liabilities	-3.44
<b>Total Current Liabilities</b>	<b>\$ 4,311.87</b>
 Equity	 2,730,924.46
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,735,236.33</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
January - December 2017

	Nov 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
<b>Duplication Revenue</b>	218.22	125.00	93.22	174.58%	2,263.37	1,500.00	763.37	150.89%
<b>Equipment Grant</b>		4,748.00	(4,748.00)	0.00%	56,428.75	56,980.00	(551.25)	99.03%
<b>Franchise Fees</b>	289,022.54	72,854.00	216,168.54	396.71%	839,361.55	874,248.00	(34,886.45)	96.01%
<b>Interest Income</b>	1,418.53	8.00	1,410.53	17731.63%	13,796.97	100.00	13,696.97	13796.97%
<b>Miscellaneous Income</b>	37.64		37.64		5,747.13	0.00	5,747.13	
<b>PEG Fee</b>	154,735.04	36,427.00	118,308.04	424.78%	480,507.86	437,125.00	43,382.86	109.92%
<b>Total Income</b>	<b>445,431.97</b>	<b>114,162.00</b>	<b>331,269.97</b>	<b>390.18%</b>	<b>1,398,105.63</b>	<b>1,369,953.00</b>	<b>28,152.63</b>	<b>102.06%</b>
<b>Expenses</b>								
<b>A-PERA Expense</b>	3,049.37	3,443.00	(393.63)	88.57%	35,111.48	41,320.00	(6,208.52)	84.97%
<b>A-SS/Medicare Expense</b>	3,223.85	3,952.00	(728.15)	81.58%	36,470.32	47,432.00	(10,961.68)	76.89%
<b>A-Wages - Full-time</b>	37,240.20	41,075.00	(3,834.80)	90.66%	425,796.75	492,900.00	(67,103.25)	86.39%
<b>A-Wages - Part-time</b>	5,984.30	9,993.00	(4,008.70)	59.88%	60,934.88	119,922.00	(58,987.12)	50.81%
<b>Accounting / HR Services</b>	1,366.06	1,275.00	91.06	107.14%	13,503.27	15,300.00	(1,796.73)	88.26%
<b>Ads/Promos/Sponsorships</b>		916.00	(916.00)	0.00%	6,493.36	11,000.00	(4,506.64)	59.03%
<b>Andover Capital Equipment</b>		416.00	(416.00)	0.00%	693.53	5,000.00	(4,306.47)	13.87%
<b>Announcers Fees</b>	821.73	1,250.00	(428.27)	65.74%	10,718.50	15,000.00	(4,281.50)	71.46%
<b>Anoka Capital Equipment</b>	283.73	416.00	(132.27)	68.20%	2,344.09	5,000.00	(2,655.91)	46.88%
<b>Audit</b>		1,166.00	(1,166.00)	0.00%	14,150.00	14,000.00	150.00	101.07%
<b>Bank Fees / CC Fees</b>		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
<b>Brand Apparel</b>		208.00	(208.00)	0.00%	1,849.00	2,500.00	(651.00)	73.96%
<b>Building - Cleaning</b>	500.00	583.00	(83.00)	85.76%	5,582.96	7,000.00	(1,417.04)	79.76%
<b>Building - Insurance</b>		208.00	(208.00)	0.00%	4,240.00	2,500.00	1,740.00	169.60%
<b>Building - Maintenance</b>	396.27	833.00	(436.73)	47.57%	9,781.07	10,000.00	(218.93)	97.81%
<b>Building - Supplies</b>	47.33	208.00	(160.67)	22.75%	776.33	2,500.00	(1,723.67)	31.05%
<b>Car Allowance</b>	250.00	250.00	0.00	100.00%	2,750.00	3,000.00	(250.00)	91.67%
<b>Cell Phone - Allowance</b>		578.00	(578.00)	0.00%	1,250.00	6,940.00	(5,690.00)	18.01%
<b>Champlin Capital Equipment</b>	84.90	416.00	(331.10)	20.41%	1,470.40	5,000.00	(3,529.60)	29.41%
<b>City Sewer &amp; Water</b>	102.52	216.00	(113.48)	47.46%	2,592.21	2,600.00	(7.79)	99.70%
<b>Commission Expense</b>		600.00	(600.00)	0.00%	1,771.64	7,200.00	(5,428.36)	24.61%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
January - December 2017

	Nov 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services		6,250.00	(6,250.00)	0.00%	14,788.75	75,000.00	(60,211.25)	19.72%
Contingency Fund		2,551.00	(2,551.00)	0.00%	0.00	30,622.00	(30,622.00)	0.00%
Duplication Expenses		83.00	(83.00)	0.00%	61.54	1,000.00	(938.46)	6.15%
Electric Service	946.40	1,596.00	(649.60)	59.30%	12,862.50	19,152.00	(6,289.50)	67.16%
Emp / Comm Appreciation	20.00	208.00	(188.00)	9.62%	20.00	2,500.00	(2,480.00)	0.80%
Equip/Repair/Supply/Software	15,720.45	3,817.00	11,903.45	411.85%	39,000.70	45,812.00	(6,811.30)	85.13%
Federal Unempl Expense		70.00	(70.00)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,365.23	6,221.00	144.23	102.32%	62,629.07	74,652.00	(12,022.93)	83.89%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		541.00	(541.00)	0.00%	8,291.00	6,500.00	1,791.00	127.55%
Lawn Service	425.00	458.00	(33.00)	92.79%	4,595.00	5,500.00	(905.00)	83.55%
Legal Fees	510.00	1,250.00	(740.00)	40.80%	7,289.75	15,000.00	(7,710.25)	48.60%
Licenses and Permits	400.00	83.00	317.00	481.93%	1,025.00	1,000.00	25.00	102.50%
Meals		83.00	(83.00)	0.00%	353.85	1,000.00	(646.15)	35.39%
Memberships - NATOA / Others		666.00	(666.00)	0.00%	4,855.00	8,000.00	(3,145.00)	60.69%
Mileage	763.35	600.00	163.35	127.23%	7,592.69	7,200.00	392.69	105.45%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	196.44	333.00	(136.56)	58.99%	3,050.17	4,000.00	(949.83)	76.25%
Office Supplies / Equipment	321.57	500.00	(178.43)	64.31%	3,260.14	6,000.00	(2,739.86)	54.34%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses	73.20		73.20		218.10	0.00	218.10	
Payroll Expenses (ADP/HSA)	(353.70)	491.00	(844.70)	-72.04%	1,148.40	5,900.00	(4,751.60)	19.46%
Postage	13.80	83.00	(69.20)	16.63%	828.07	1,000.00	(171.93)	82.81%
Printing / Copy Services		83.00	(83.00)	0.00%	59.90	1,000.00	(940.10)	5.99%
Professional Development		1,500.00	(1,500.00)	0.00%	13,407.82	18,000.00	(4,592.18)	74.49%
Publications		41.00	(41.00)	0.00%	64.00	500.00	(436.00)	12.80%
Ramsey Capital Equipment	150.15	416.00	(265.85)	36.09%	1,994.01	5,000.00	(3,005.99)	39.88%
Sales Tax		41.00	(41.00)	0.00%	125.00	500.00	(375.00)	25.00%
Secretary Services	139.00	249.00	(110.00)	55.82%	1,075.00	2,992.00	(1,917.00)	35.93%
Snow Plowing Service		375.00	(375.00)	0.00%	1,483.75	4,500.00	(3,016.25)	32.97%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
January - December 2017

	Nov 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	544.38	666.00	(121.62)	81.74%	6,013.08	8,000.00	(1,986.92)	75.16%
Studio Sets		833.00	(833.00)	0.00%	1,175.00	10,000.00	(8,825.00)	11.75%
Subscription Services	130.00	1,666.00	(1,536.00)	7.80%	15,237.31	20,000.00	(4,762.69)	76.19%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	15.39	1,041.00	(1,025.61)	1.48%	11,603.65	12,500.00	(896.35)	92.83%
Vehicle - Insurance		333.00	(333.00)	0.00%	6,341.00	4,000.00	2,341.00	158.53%
Vehicle - Maintenance / Gas	569.00	500.00	69.00	113.80%	5,590.80	6,000.00	(409.20)	93.18%
Waste Removal	91.12	100.00	(8.88)	91.12%	1,262.48	1,200.00	62.48	105.21%
Web / VOD / Int / CaTV / Phone	1,985.52	1,833.00	152.52	108.32%	19,109.69	22,000.00	(2,890.31)	86.86%
Work Comp Insurance		191.00	(191.00)	0.00%	1,277.00	2,300.00	(1,023.00)	55.52%
<b>Total Expenses</b>	<b>82,376.56</b>	<b>104,601.00</b>	<b>(22,224.44)</b>	<b>78.75%</b>	<b>895,969.01</b>	<b>1,255,494.00</b>	<b>(359,524.99)</b>	<b>71.36%</b>
<b>Net Income</b>	<b>363,055.41</b>	<b>9,561.00</b>	<b>353,494.41</b>	<b>3797.25%</b>	<b>502,136.62</b>	<b>114,459.00</b>	<b>387,677.62</b>	<b>438.70%</b>

ZCIP - Andover	41,327.44
ZCIP - Anoka	41,327.44
ZCIP - Champlin	41,327.44
ZCIP - Network Servers	6,231.72
ZCIP - Ramsey	41,327.44
	<u>171,541.48</u>

## QCTV Bank Reconciliation

### November 2017

Beginning Balance - 4M Statement	1,127,864.57
Less: Cleared Checks/Withdrawals	(65,628.45)
Plus: 4M Fund Interest	819.57
Plus: Bank Deposits/Credits	444,243.67
 Bank Balance	 \$1,507,299.36
Book Balance	1,507,299.36
Adjusted Book Balance	1,507,299.36
 Difference:	 \$0.00

Completed by:     MK

# Quad Cities Communications Commission

## BILL PAYMENT LIST

November 2017

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
11/03/2017	11970	Bert Nijssen	-960.00
11/03/2017	11971	Bret Heitkamp	-40.00
11/03/2017	11972	Carl E. Anderson	-80.00
11/03/2017	11973	Comcast Cable	-20.43
11/03/2017	11974	Greenery Enterprises, Inc.	-295.00
11/03/2017	11975	Holiday Station	-159.89
11/03/2017	11976	James Dickinson	-120.00
11/03/2017	11977	James Goodrich	-120.00
11/03/2017	11978	James R. Erickson	-240.00
11/03/2017	11979	Jessica Tesdall	-80.00
11/03/2017	11980	John Letourneau	-40.00
11/03/2017	11981	Kurtis G. Ulrich	-120.00
11/03/2017	11982	Verizon Wireless	-70.08
11/08/2017	11983	ACE Solid Waste, Inc.	-91.12
11/08/2017	11984	CenterPoint Energy	-196.44
11/08/2017	11985	City of Andover	-1,329.86
11/08/2017	11986	City of Champlin	-424.41
11/08/2017	11987	Clark Wire & Cable	-630.60
11/08/2017	11988	Gerald S. Thomson	-180.00
11/08/2017	11989	Greenery Enterprises, Inc.	-425.00
11/08/2017	11990	Huebsch	-47.33
11/08/2017	11991	James Childs	-300.00
11/08/2017	11992	Joe G. Ruhland	-690.00
11/08/2017	11993	LiveU Inc.	-500.00
11/08/2017	11994	Maza Technologies, LLC	-2,673.75
11/08/2017	11995	MSHSL - Region 5AA	-400.00
11/08/2017	11996	Pete C. Andersen	-540.00
11/08/2017	11997	TransAlarm, Inc	-396.27
11/08/2017	11998	U.S. Bank Corporate	-730.15
11/08/2017	11999	Xcel Energy	-983.75
11/10/2017	12000	Associated Bank	-50.00
11/10/2017	12001	HealthEquity Inc.	-285.00
11/10/2017	W/D	Minnesota State Retirement System	-640.80
11/10/2017	W/D	PERA	-2,930.49
11/17/2017	12002	Barna, Guzy & Steffen, LTD	-338.00
11/17/2017	12003	BizzyWeb, LLC	-1,000.00
11/17/2017	12004	ECM Publisher	-56.00
11/17/2017	12005	HealthEquity Inc.	-7.90
11/24/2017	12006	Associated Bank	-50.00
11/24/2017	12007	HealthEquity Inc.	-285.00
11/24/2017	W/D	Minnesota State Retirement System	-644.81
11/24/2017	W/D	PERA	-2,761.70
11/30/2017	12008	Amazon	-80.62

DATE	NUM	VENDOR	AMOUNT
11/30/2017	12009	Comcast Cable	-506.94
11/30/2017	12010	Holiday Station	-405.81
11/30/2017	12011	Huebsch	-47.33
11/30/2017	12012	Kahuna Window Cleaning	-188.00
11/30/2017	12013	Kennedy & Graven, Chartered	-510.00
11/30/2017	12014	LiveU Inc.	-1,250.00
11/30/2017	12015	Preferred One Insurance Co.	-6,770.23
11/30/2017	12016	The Lincoln National Life Ins. Co.	-544.38
11/30/2017	12017	Verizon Wireless	-70.08
11/30/2017	12018	Vividly Clean Inc.	-500.00
11/30/2017	12019	Xcel Energy	-946.40
11/30/2017	12020	Z Systems	-13,602.40
<b>Total for Quad Cities Commission</b>			<b>\$ -47,355.97</b>

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**January 3, 2018**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **Presentation of Awards Received**

##### ***Impact Services***

QCTV was honored with the Partner Award from Impact Services on October 6 at the Dessert First fundraiser event. Impact Services strives to be the premier resource in Anoka County to fulfill the needs of the aging community by providing nutritious meals the enable people to live independently. QCTV helps to tell these stories of success and impart information on aging through the program *Answers to Aging*.

#### **City Council HD Upgrade Project**

The HD upgrade to city council chambers is on the January agenda for action. Alpha Video and QCTV staff meet with each member city staff to review final proposal and solicit final feedback in November and the report/bid specs were finalized in December.

#### **Commission Meetings Move to 6 per year**

The commission bylaws have been updated and the regular commission meetings will be held every-other-month. See attached proposed schedule in item 4.4.

#### **Comcast Franchise Renewal**

Comcast has provided formal notice of intent to renew the franchise agreement pursuant to Section 626 of the Cable Act. Comcast proposes informal franchise renewal negotiations. Legal counsel Bob Vose and sent an acknowledgement letter to Comcast informing company representative Karly Werner that the commission will engage in such negotiation, if necessary. In 2015, the parties amended and extended the franchise (set to expire in 2016) to the end of 2024 unless Comcast requested renewal negotiations, in which case the franchise expires on August 31, 2020. The Standstill Agreement to begin informal negotiations in schedule for commission action at the January 18 meeting.

#### **2017 Audit Process Begins**

Staff has met with Redpath and Company to begin the 2017 audit process.

### **Operating and Capital Budgets Finalized**

Completed budget planning for both the operational budget and the 5-Year Capital Plan. Held Budget Committee meeting. Held investment review meeting for 2018 planning.

### **Live Signal Switch – New Procedures**

In the final quarter of 2017, QCTV experienced an increase in live signal feed interruptions. Staff reviewed the issues and analyzed the options given our current staffing structure and switch capabilities. It was determined that the Raspberry Pi web switch, although it has served well for a few years, is not working as well as we need it to. The Tightrope Cablecast system does have a platform for making live switches and can handle multiple switches at the same time – something we need with multiple government meetings starting at the same time. Staff comprised a plan to reallocate staff functions to have a master control operator on-site during live signal switches to monitor and correct at QCTV rather than rely on the remote log-in for correcting live signal interruptions. This has worked well since implemented in early December. Moving forward to make this standard operating procedure. There is some multi-viewer displays required and that can be purchased using operation funds. See agenda item 5.2 for carry forward fund request.

### **Staff/Commission Event**

This annual event was held December 20 and included a strategic plan review and look forward to 2018 objectives.

### **Champlin 169 Construction**

Please note that there is a major road construction project planned for the Highway 169 corridor through Champlin. This will affect travel time to attend shoots at QCTV.

### **Customer Comments**

#### ***Live and Local – Public Safety***

“Lisa, I received the DVD’s, thank you! That was very fancy how you even had them printed for me!!” – Brad Bluml, Police Captain, City of Ramsey

#### ***Anoka Girls Basketball***

Tweet that QCTV was tagged in:



#### ***Anoka Football***

Tweet that QCTV was tagged in:



**Action Requested:** None.

## **QCCCC Agenda Item**

### **4.3.1 Operations Report**

**December 1, 2017**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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QCTV produced live coverage of 16 government meetings in October. We produced our monthly show “News and Views” which featured elected and city staff members as well as stories on what is happening on our 4 member cities.

We are wrapped up our fall sports season and started our winter season, which includes hockey and basketball. We produced live coverage of 8 games this month. We are working on our “At the Half” show to playback between half time of the games.

We produced a show called “Andover Preserves” that features the open spaces in Andover. Staff met commissioners on site at Dalske Woodlands, Mapleview, Northwoods Preserve, and Martin’s Meadow.

On Veteran’s Day, we carried a program produced by our sister station, Town Square Television, called “The Official State of MN Veteran’s Day Event.” It included speakers from around the state.

We produced an episode of “Let’s Go To The Library’ that focused on early literacy.

We produced an episode of “District Court” that featured Anoka County Attorney Tony Palumbo.

We procured a program called “We Need to Talk” that is all about the stigma of mental health. The first episode focused on addiction. There was a nice writeup of the show in the local newspaper mentioning that QCTV is carrying the show.

We produced an episode of “The Chamber Report” that features area businesses.

We produced a PSA called “Dresseember” which is about fighting and bringing awareness to human trafficking.

We produced a piece called “React” where we ask people to react to various videos, some are optical illusions, etc. We may continue this with children in the future.

A piece on Net Neutrality we produced a few months ago was shared with a national audience and our sister stations across the country are playing it on their stations.

We responded to a request from Champlin to make some changes to their website so we are working to add some programming to their page. This is an experiment and if all 4 cities would like us to do the same, we will. It will debut January 1<sup>st</sup>. We will add a PSA the City of Champlin produced, “The Chamber Show”, as well as a feature called “Around Town” which features photos and info on city hall matters.

## **QCCCC Agenda Item**

### **4.3.1 Operations Report**

**December 28, 2017**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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QCTV produced live coverage of 15 government meetings in December. We produced our monthly show “News and Views” which featured elected and city staff members as well as stories on what is happening on our 4 member cities.

Our winter sports season continued and we produce live coverage of 9 games in December. We also procured live coverage by one of our sister stations (Town Square Television) of a game featuring an Andover team- Legacy Christian at South St, Paul Boys Basketball team. We had a live game of our own that night so we put the live coverage on Channel 19.

We produced a live show called “Live and Local: Emergency Responders”. This show was live from the Anoka Fire Station and featured Fire Chiefs Matt Kohner, Jerry Streich, and Charlie Thompson. Our guests were Anoka County Sheriff James Stuart, Anoka Police Chief Eric Peterson, Ramsey Public Works Supervisor Grant Reimer, and Connexus Safety Manager Chuck Jensen. We also pre-produced stories on Active Shooter Training, EMT/ Paramedics, Anoka County Dispatch, Home Security, what to do if you see a fire truck behind you, and training demos on Dollhouse and Denver Drill trainings.

We produced an episode of “District Court” that featured Anoka County Attorney Tony Palumbo.

We procured a program called “We Need to Talk” that is all about the stigma of mental health. The first episode focused on addiction. There was a nice writeup of the show in the local newspaper mentioning that QCTV is carrying the show.

We produced an episode of "The Chamber Report" that features area businesses. We produced an episode of "The Sheriff's Show" with Anoka County Sheriff James Stuart. "It's Your History" was completed this month and the topic was the Eagles Healing Nest project in Anoka.

We produced a PSA called "Dresseember" which is about fighting and bringing awareness to human trafficking.

We produced a piece called "React" where we ask people to react to various videos, some are optical illusions, etc. We may continue this with children and seniors in the future.

A piece on Net Neutrality we produced a few months ago was shared with a national audience and our sister stations across the country are playing it on their stations.

We responded to a request from Champlin to make some changes to their website so we are working to add some programming to their page. This is an experiment and if all 4 cities would like us to do the same, we will do so. It will debut January 1<sup>st</sup>. We will add a PSA the City of Champlin produced, "The Chamber Show", as well as a feature called "Around Town" which features photos and info on city hall matters.

We produced a show called "Antique Appraisals with Mark F. Moran". Mr. Moran is a national expert on antiques and he did a session at one of the Anoka County libraries where people bring in their antiques and estimates what the value of the item is.

We produced "What's New at the Q" which features our current programs. We also produced 3 "Slow TV's" on holiday lights around town.

## QCCCC Agenda Item

### 4.3.2 Technology Report

**January 18, 2018**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** November and December 2017 Technology Report

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#### Equipment Issues:

##### **QCTV Equipment**

Nothing out of the ordinary to report.

##### **City Equipment**

Working with Rushworks support to clear up some recurring problems at Anoka. Video issue with camera three at Anoka may require a new BNC cable. It does not appear to be a problem with the camera.

##### **Comcast Equipment**

December

Anoka live feed had audio problems and video hum bars rolling horizontally through the picture. I contacted Comcast and a maintenance crew found a faulty amplifier on a pole. Comcast repaired the amplifier the week of December 11th and the picture quality returned to where it had been earlier. The audio was still noisy, especially with bright video signals. I contacted our headend tech from Comcast and he and I tested the modulator at city hall and the demodulator at QCTV. The problem was with the demodulator, which he repaired Thursday January 4<sup>th</sup>.

##### **CenturyLink Equipment**

No issues reported for this period.

#### Current Projects:

##### **City Hall HD Updates**

Preparing to release the bid if approved January 18<sup>th</sup>.

##### **Live Meeting Quality Control**

November

We wanted to stop relying on the Raspberry Pi web switch for changing from the automated playback schedule to a live city hall feed. Our updated Tightrope's Cablecast software would allow producers at the live city meetings to make the switch from scheduled programming to live meetings. The software is web based and

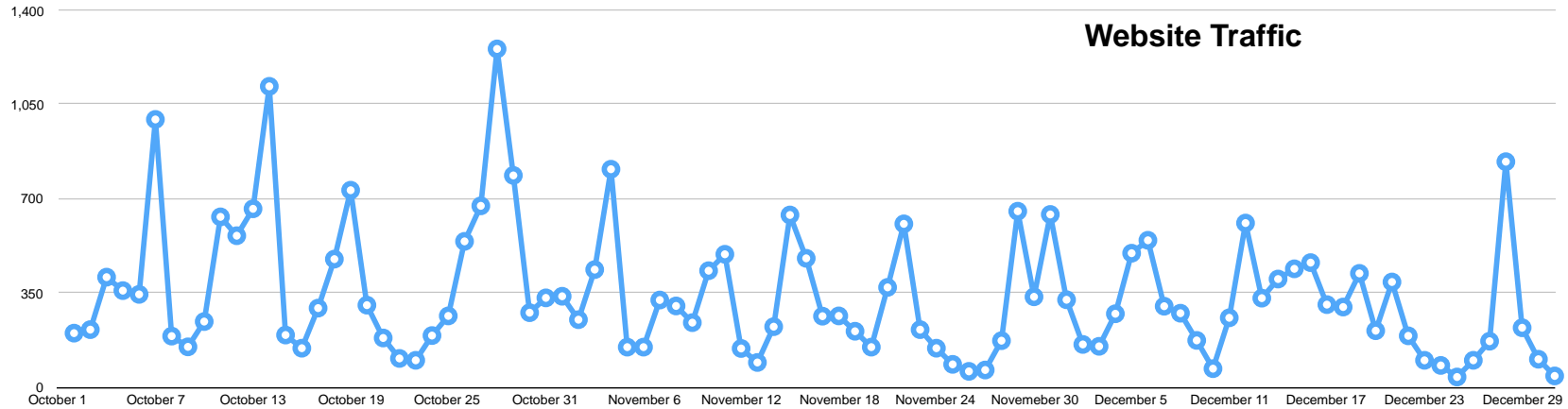
designed to have multiple users logged in at the same time. Our first meeting we did this for was Champlin November 27<sup>th</sup>. It went very smoothly.

#### December

As a further improvement to live signal delivery, QCTV staff abandoned the Raspberry Pi web switch for city meetings. In addition to the producer at each of the meetings, we now have a master control operator (MCO) at QCTV. We began by having the MCO present at the start of all of the meetings and if the live switch went well they would be done at 7:30 pm. All city meetings in December were switched live without incident. We are making changes to our procedures and will extend the MCO's time in January to be present at QCTV for the duration of the meetings.

**Action Requested:** None.

# Quarter 4 2017 qctv.org Website Statistics

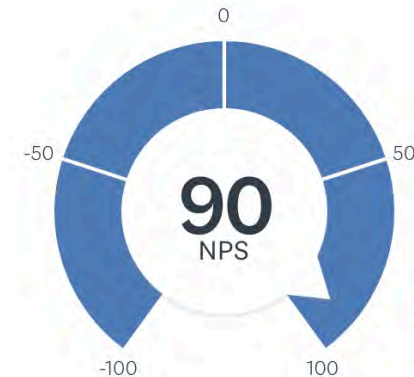


## How did people find us and what page did they go to most?

		Sessions	New Users	Page	Pageviews
	Source / Medium	11,664	6,271	<b>Top 12 Pages</b>	11,664
1	<a href="#">google / organic</a>	4,745	2,318	1 <a href="#">QCTV.org homepage</a>	7,438
2	<a href="#">(direct) / (none)</a>	3,966	2,322	2 <a href="#">Sports page</a>	4,962
3	<a href="#">m.facebook.com / referral</a>	766	636	3 <a href="#">Live Community Channel</a>	2,613
4	<a href="#">ci.anoka.mn.us / referral</a>	399	160	4 <a href="#">Program Guides</a>	2,230
5	<a href="#">bing / organic</a>	378	155	5 <a href="#">Champlin</a>	1,072
6	<a href="#">facebook.com / referral</a>	266	167	6 <a href="#">QCTV Programs page</a>	978
7	<a href="#">t.co / referral</a>	260	131	7 <a href="#">Anoka page</a>	962
8	<a href="#">l.facebook.com / referral</a>	118	61	8 <a href="#">Andover page</a>	545
9	<a href="#">ci.ramsey.mn.us / referral</a>	100	43	9 <a href="#">Ramsey page</a>	483
10	<a href="#">anokaareachamber.com / referral</a>	93	9	10 <a href="#">Anoka City Council Meetings</a>	384
11	<a href="#">yahoo / organic</a>	82	37	11 <a href="#">Champlin City Council Meetings</a>	352
12	<a href="#">feedburner / email</a>	63	10	12 <a href="#">HWY 169 Open House video</a>	305
13	<a href="#">cityoframsey.com / referral</a>	59	19		
14	<a href="#">champlinparkfootball.com / referral</a>	46	22		

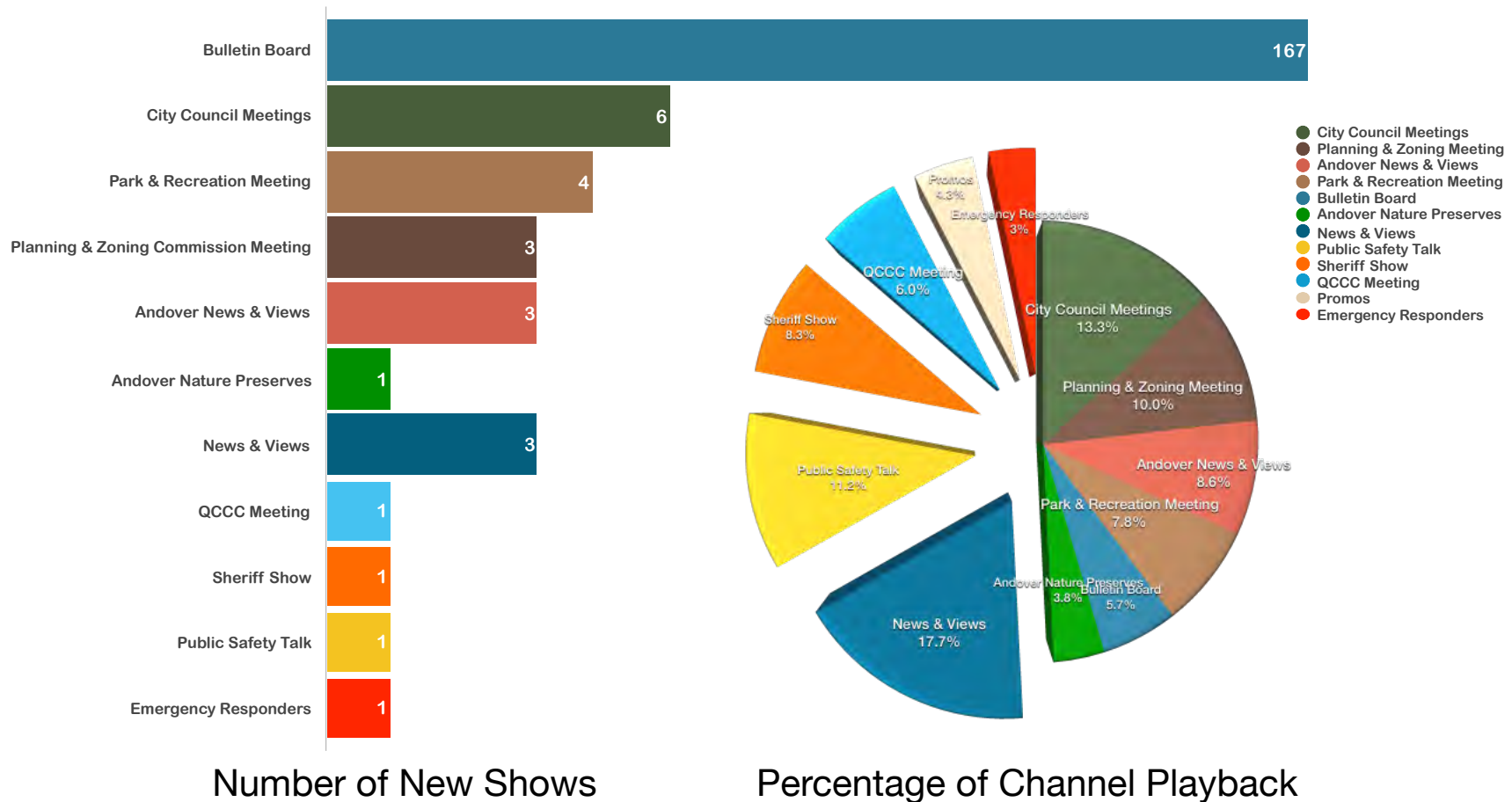


## Quarter Four Net Promoter Score Survey Results

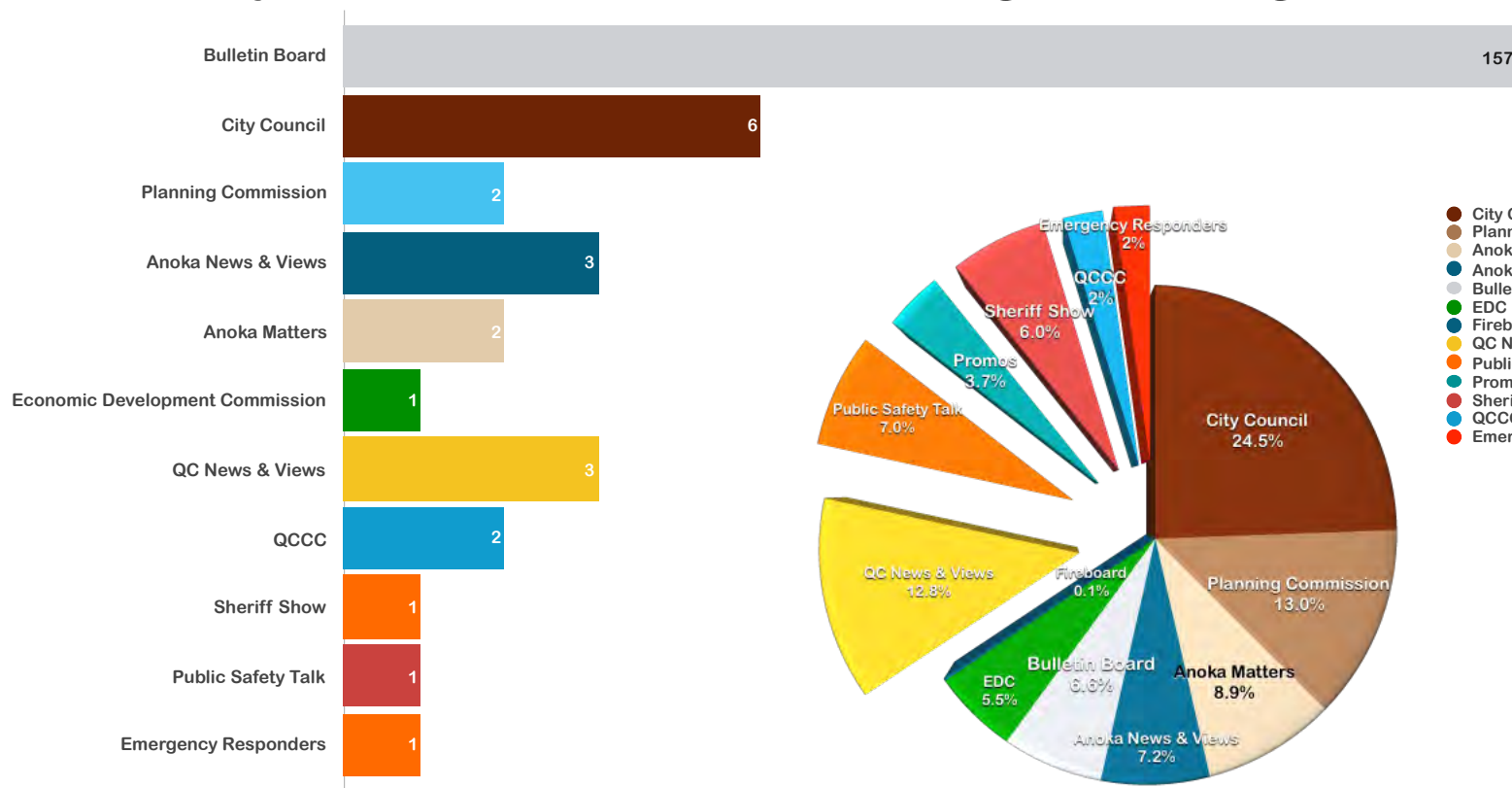


DETRACTORS (0-6)	PASSIVES (7-8)	PROMOTERS (9-10)	NET PROMOTER® SCORE
3% 2	3% 2	93% 54	90

# City of Andover Channel Programming Statistics



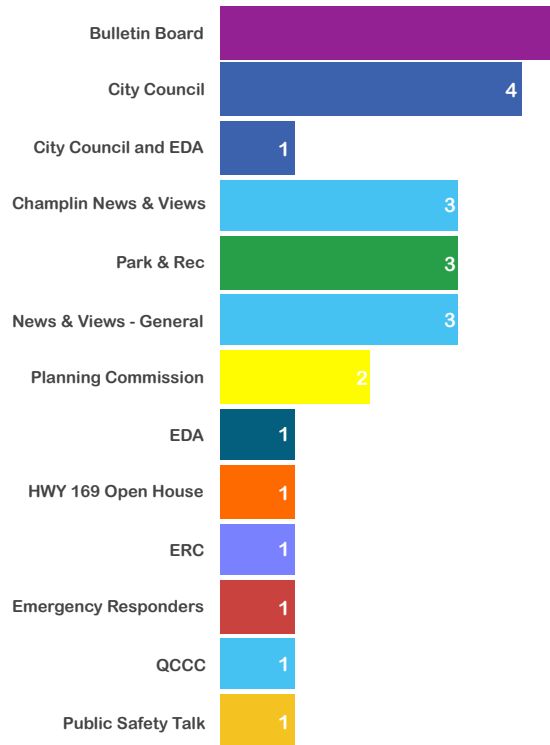
# City of Anoka Channel Programming Statistics



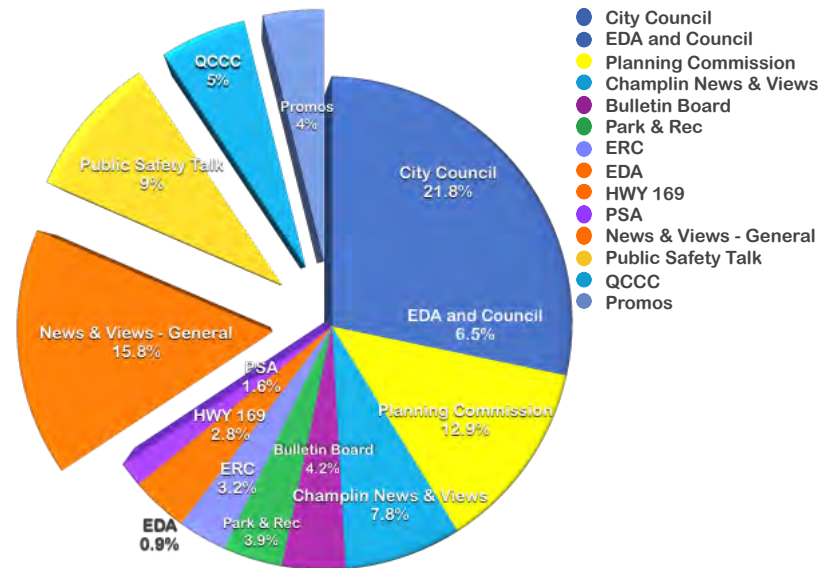
Number of New Shows

Percentage of Channel Playback

# City of Champlin Channel Programming Stats

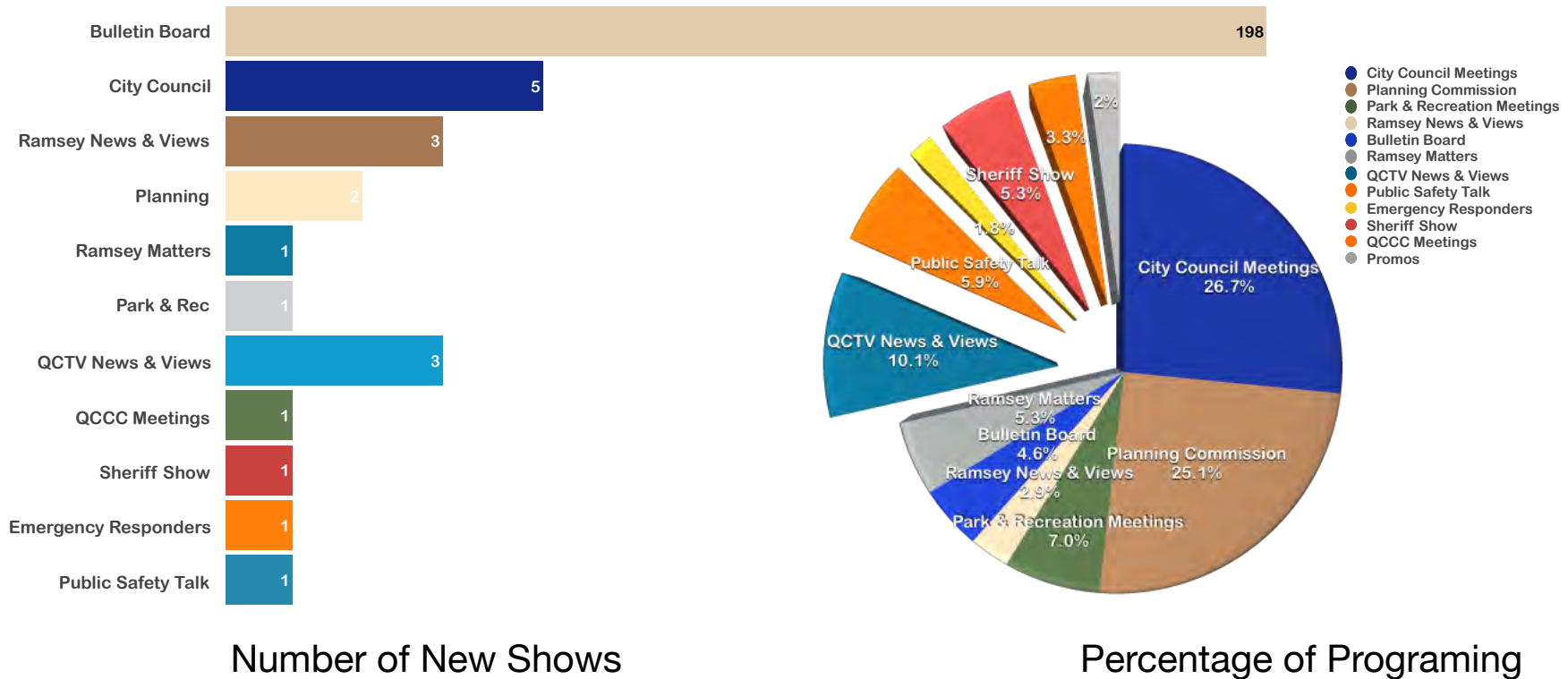


Number of New Shows

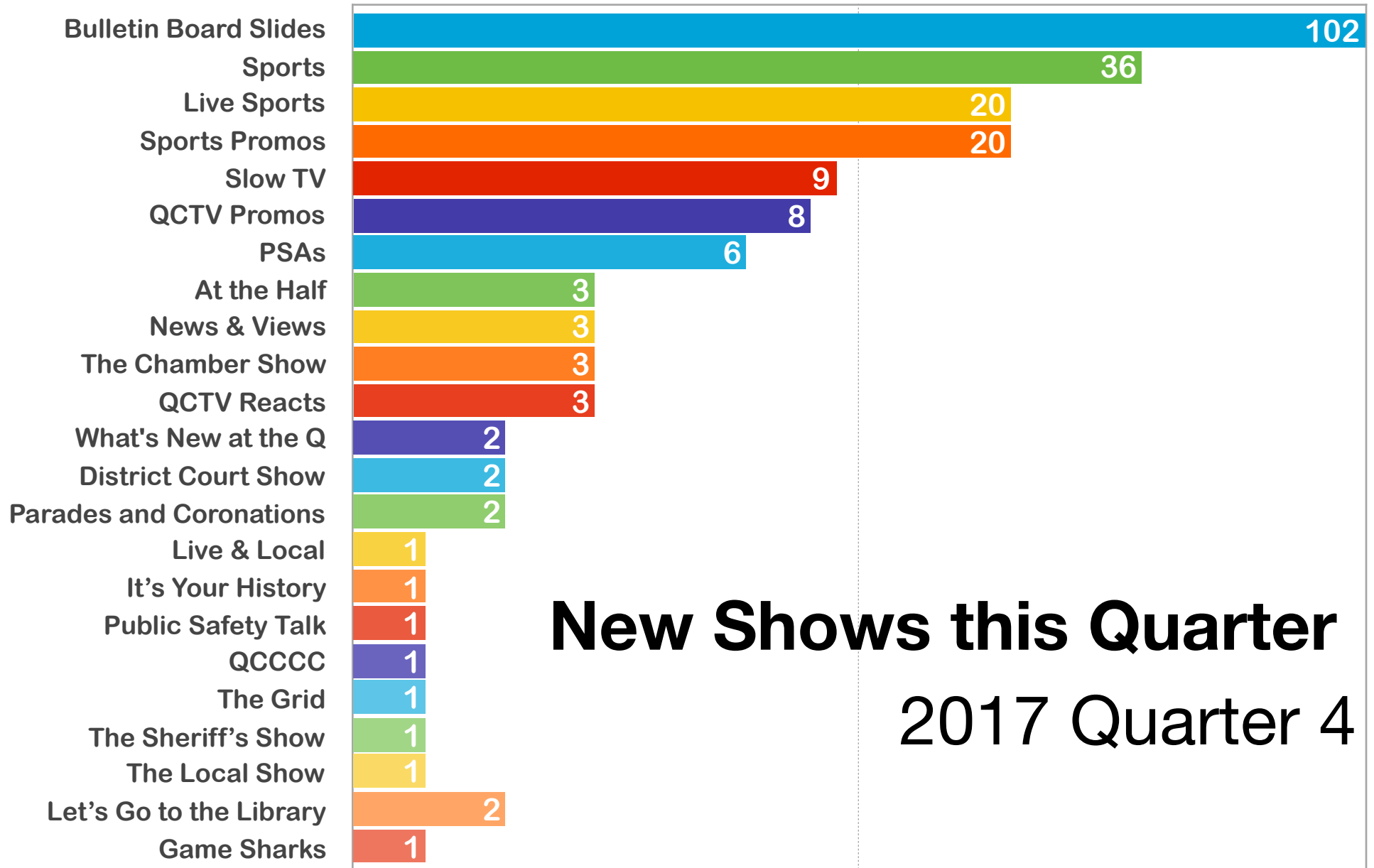


Percentage of Channel Playback

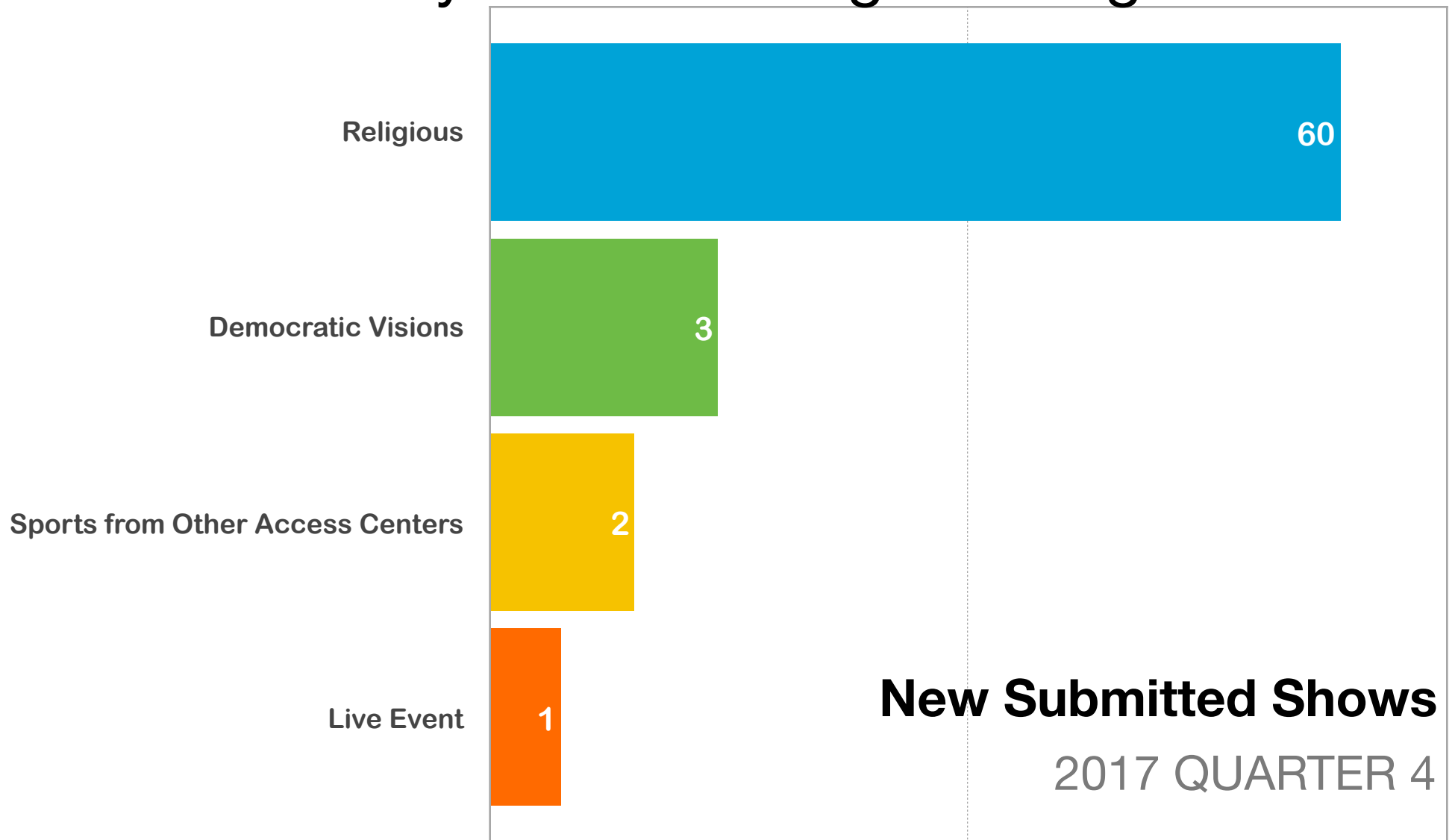
# City of Ramsey Channel Programming Statistics



# HD Community Channel Programming Statistics



# HD Community Channel Programming Statistics



## QCCCC Agenda Item

### 4.4 Commission Organization Items

**January 5, 2018**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Commission Organization Items

---

The commission elects officers and appoints committee members the first quarter of each year following a city election. The items below confirm the organizational items for 2018 unless otherwise acted upon by the commission as there was no municipal election.

**Meeting date and time**

The Quad Cities Cable Communications Commission meets the third Thursday of every-other month at 11 am in the City of Anoka Council Chambers. See attachment.

**Commissioner per diem**

The commissioners receive per diem payments for attending commission and committee meetings. Commissioners per diem rates for 2017 are:

Commission meeting or work session: \$40 per meeting

Commission committee meeting (*when not combined with regular meeting*): \$40.

**Commission Officers**

Chair – Bret Heitkamp

Vice-Chair – Kurt Ulrich

Secretary – Carl Anderson

Treasurer – Jim Dickinson

**Committee appointments**

**Personnel Committee**

Jim Goodrich, Andover

Carl Anderson, Anoka

Bret Heitkamp, Champlin

Kurt Ulrich, Ramsey

**Budget Committee**

Jim Dickinson, Andover

Greg Lee, Anoka

Ryan Sabas, Champlin

John LeTourneau, Ramsey

**Action Options:**

Options Regarding Election and Appointments

- Elect new officers
- Appoint new committee members
- Affirm current officers and committee appointments
- No action, appointments stand as current

#### Options Regarding Per Diem

- Change per diem rate
- Affirm current per diem rate (\$40 per meeting)
- No action, 2018 per diem rate remains unchanged

## **Quad Cities Cable Communications Commission 2018 Meeting Plan**

### **January 18**

Commission Meeting

### **February 15**

Commission Worksession: Programming

### **March 15**

Commission Meeting

### **April 19**

Personnel Committee: Annual review

### **May 17**

Commission Meeting

### **June 14**

Budget Committee: 2017 Audit Review

### **July 19**

Commission Meeting

### **August 16**

Commission Worksession: Technology

### **September 20**

Commission Meeting

### **October 18**

Budget Committee: 2019 Proposed Budget Review

### **November 15**

Commission Meeting

### **December 20**

Commission/Staff Event

## QCCCC Agenda Item

### 5.1 Designated Depository

**January 5, 2018**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Designated Depository

---

The Minnesota Statutes sets forth the procedures for the deposit of public funds which include requiring Quad Cities Cable Communications Commission to annually designate the official depositories for Commission funds and manage the collateral pledged to such funds. Other financial institutions are, from time to time, able to pay the Commission interest rates on deposits that are greater than can be obtained from the official depository.

Staff recommends the commission designate US Bank as the official depository for 2018; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2018 for 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.

**Action Requested:** Designate depository

Motion to designate US Bank as the official depository for 2018; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2018 for 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.

## **QCCCC Agenda Item**

### **5.2 Budget Carry Forward Request**

**January 10, 2018**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Budget Carry Forward Request

---

Staff is requesting carry forward of unexpended funds from the 2017 budget into the 2018 budget on two line items: Studio Sets and Equipment. The request is to use unobligated balances from these two line items to complete an unmet objective for the studio set and an end of year new initiative that could not be implemented before year-end.

#### **Studio Sets Budget Line Item**

While staff had planned to purchase set pieces in 2017, this was not accomplished for a few reasons. Sets are very expensive and staff has been researching a way to get a variety of looks for the different shows at an economical price point. (A sister station purchased a permanent set for \$125,000.00 and QCTV is more modest in its use of capital dollars). The set pieces selected is akin to a trade-show pop-up display with a slip-over fabric design. The vendor was on vacation for 30-days and unable to process the order prior to year-end. Studio Sets 2017 budget was \$10,000 with \$8,825 remaining at end of fiscal year. Staff is requesting \$8,800 be carried forward to the same line item in the 2018 budget.

#### **Equipment Budget Line Item**

It's always a bit tricky to keep adequate funds into year-end to be used on unplanned equipment purchase and repairs. In the final quarter of 2017, QCTV experienced an increase in live signal feed interruptions. Staff comprised a plan to reallocate staff functions to have a master control operator on-site during live signal switches to monitor and correct at QCTV rather than rely on the remote log-in for correcting live signal interruptions. This has worked well since implemented in early December. Moving forward to make this standard operating procedure, staff has identified the need for a multiviewer system to monitor multiple live feeds at a desktop station. The video displays estimate is approximately \$4,000 with staff completing the wiring and installation. This purchase could not be completed by year-end and therefore the request to carry forward 2017 funds to complete in 2018.

**Action requested:**

Amend the 2018 budget to increase the Studio Set line item by \$8,800 and the Equipment line item by \$6,000.

## QCCCC Agenda Item

### 5.3 Comcast Franchise Renewal

**January 10, 2018**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Comcast Franchise Renewal

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Comcast has provided notice for beginning the franchise renewal process. Legal counsel and staff have met with Comcast representatives to initiate the negotiations. The Commission and Comcast wish to move forward with informal negotiations. The attached Standstill Agreement which outlines the mutual agreement to proceed with informal, good faith negotiations while preserving the right to formal negotiations.

**Action requested:**

Approve standstill agreement and direct staff to execute with Comcast.

**STANDSTILL AGREEMENT  
TO PURSUE INFORMAL FRANCHISE RENEWAL**

**THIS AGREEMENT** is made as of the 19th day of January, 2018, by and between the Quad Cities Cable Communications Commission (“Commission”), a municipal joint powers organization, and Comcast of Minnesota, Inc., an indirect, wholly-owned subsidiary of Comcast Corporation (“Comcast”), collectively the “Parties.”

**RECITALS**

**WHEREAS**, the Commission was established under Minnesota Statutes, Section 471.59 pursuant to a joint powers agreement by and between the cities of Andover, Anoka, Champlin and Ramsey, all Minnesota municipal corporations, and;

**WHEREAS**, Comcast operates a cable system in the Commission’s member cities pursuant to substantively identical cable franchises granted by each city (“Franchises”), and;

**WHEREAS**, the Franchises have been amended several times by agreement of the Parties, or their predecessors-in-interest, and;

**WHEREAS**, the Franchises were most recently amended pursuant to a Franchise Settlement Agreement dated February 19, 2015 (“Settlement”), and;

**WHEREAS**, in the Settlement, the Parties agreed to extend the Franchises, subject to modifications contained therein, through August 31, 2020, provided that the Franchises were to be further extended through December 31, 2024 unless Comcast requested, in writing, renewal of the Franchises on or before March 1, 2018, and;

**WHEREAS**, by letter dated September 21, 2017, Comcast requested franchise renewal, and;

**WHEREAS**, the Commission and Comcast now wish to confirm their mutual desire to complete franchise renewal via informal negotiations.

**NOW THEREFORE, IN CONSIDERATION** of the mutual covenants, terms, conditions and representations contained herein, the Parties agree as follows:

1. The Commission and Comcast will proceed in good faith with communications and negotiations in order to reach agreement on appropriate terms and conditions of renewed franchise(s) with the expectation of retaining the current terms and conditions to the extent mutually agreeable.
2. The formal procedures and timelines for renewal set out in the federal Cable Act are hereby tolled. The Commission or Comcast may reinstate such formal procedures under the Cable Act upon written notification to the other party.

3. Except as expressly provided herein, neither party waives any rights including any procedural protections established by the federal Cable Act, and nothing herein shall waive any claim of a prior, current or future violation or breach of the franchise(s).

**IN WITNESS WHEREOF**, the parties hereto have entered into this Agreement as of this 19th day of January, 2018.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

Date: January 19, 2018

By: \_\_\_\_\_

Its: Chair

By: \_\_\_\_\_

Its: Executive Director

COMCAST OF MINNESOTA, INC.

Date: January 19, 2018

By: \_\_\_\_\_

Its: \_\_\_\_\_



Comcast Twin Cities  
10 River Park Plaza  
St. Paul, MN 55107

September 12, 2017

CERTIFIED MAIL

Karen George  
Quad Cities Cable  
12254 Ensign Avenue North  
Champlin, MN 55316

Subject: FRANCHISE RENEWAL

Dear Karen:

We at Comcast appreciate the opportunity to serve the citizens of Andover, Anoka, Champlin and Ramsey ("Quad Cities"). It is our credo that *we will deliver a superior experience to our customers every day. Our products will be the best and we will offer the most customer-friendly and reliable services in the market.* In living our credo, we look forward to providing broadband services to our customers in the Quad Cities for many years to come. Therefore, we are taking this step to ensure the renewal of our franchise with you.

The Cable Communications Policy Act of 1984 ("the 1984 Cable Act") encourages franchisors and cable operators to reach renewal agreements at any time through an informal process of discussion. However, Section 626 of the 1984 Cable Act also provides for commencement of a formal renewal procedure. To preserve our statutory rights to this formal procedure, this letter is our official notice to you invoking that provision.

This letter is not intended to introduce a new formality into our discussions, nor is that the intention of the 1984 Cable Act. In fact, we prefer to reach a mutually satisfactory agreement through informal negotiations, thus making many of the 1984 Cable Act's formal procedures unnecessary.

I will be happy to discuss this matter with you, or provide any additional information that you may require. I look forward to meeting with you in the near future and to continuing a relationship that, we believe, benefits both the community and the residents of the Quad Cities.

Sincerely,

A handwritten signature in black ink, appearing to be 'KW' followed by a horizontal line.

Karly Werner  
Senior Director of Government Affairs

cc: Steve White, West Division President  
Chris McDonald, West Division Vice President of Government Affairs  
Michael Ruger, Senior Director of Government Affairs

**QCCCC Agenda Item**

**5.4 City Council Chamber Upgrade Project**

**January 10, 2018**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** City Council Chamber Upgrade Project

---

Enclosed is the final report from Alpha Video & Audio for the city council chambers upgrade. The report also includes the detailed bid specifications. The final report has been reviewed by city staff members and, most recently, by the four city administrators. The report is ready for acceptance and release of the bid.

**Action requested:**

Accept the Alpha Video & Audio Program Report. Direct staff to move forward with project bidding.

## QCCCC Agenda Item

### Technology Memo

**January 18, 2018**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** City Hall Council Chambers HD Upgrades

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#### **Overview:**

##### **Background**

QCTV has sought to upgrade all four city hall council chambers to HD for both the broadcast and presentation systems. QCTV staff are undertaking the broadcast update and recommend hiring a company or companies to provide the equipment and integration for the presentation systems.

Alpha Video & Audio, Inc. was selected to provide a Program Report to QCTV. The report is enclosed for Commission review and action. The process included conducting a needs assessment with each city, creating a comprehensive upgrade plan, wiring diagrams, and bid specifications.

#### **HD Upgrade:**

##### **Turnkey Systems in the Council Chambers**

The proposed plan calls on specific turnkey platforms, such as the Crestron control system and the BiAmp audio system. There are other platforms in the marketplace but we chose to keep the platforms consistent across the four cities and to use similar systems to those currently in place in the council chambers. This provides efficiencies: producers are trained and knowable with the equipment that is the same in all four cities; and, spare equipment held by QCTV will be usable at any of the four cities.

##### **Specific Models of Equipment**

We have called out specific model numbers for the bidding. It will make comparing bid pricing straight forward. Some equipment has been specified particularly because it works with other equipment specified and a generic substitution may not function the same way. There are items that may have options, such as larger or smaller video displays as requested by the cities. These substitutions would require the successful bidder to stand behind.

**Selection:**

**Companies to send the bids to:**

- Z-Systems Inc.
- EPA Audio Visual, Inc.
- AVI Systems Inc.
- Alpha Video & Audio Inc.

**Criteria used for selection of vendor**

- Best Value
- Timeline of delivery
- Timeline for completion
- Warranty
- Integration experience
- Reference check

**Action Requested:** Accept the Alpha Video and Audio Program Report. Direct staff to release bid.

# QCTV PROGRAM REPORT

Council Chambers Presentation Audiovisual Systems

Member Cities: Andover, Anoka, Champlin, and Ramsey

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## Executive Summary

QCTV has retained Alpha Video & Audio, Inc to provide this report and supporting documentation to assist in providing direction for audiovisual system upgrades for its member cities Andover, Anoka, Champlin, and Ramsey council chambers. This is the result of multiple consultations and interviews with representatives from QCTV's production staff and member cities Andover, Anoka, Champlin, and Ramsey. The following are included in this report:

- System description
- Infrastructure Requirements
- Budgetary pricing estimates
- Additional Costs
- Operational Staff Expertise Level
- Maintenance Budget Requirements and Life Cycle Expectations

Additional documentation and drawings will be provided for coordination once the program has been modified and/or approved. In addition, the documentation with the exception of the Program Report can be included in a "Request for Proposal" (RFP) developed and distributed by the member cities that includes all pertinent details for the installation of an operational facility with audiovisual technologies.

## Systems Descriptions

System descriptions are split up by each City. However, even though the system descriptions have been split the core functionality remains relatively the same between cities and consistency in the design, operation, and execution should remain relatively the same. Below is a typical list audio visual sources and destinations used when assembling the basis of design.

### *Video Sources*

- Room PC
- User Laptop
- Document Camera
- Wireless Presentation System

### *Video Destinations*

- Broadcast Feed
- Overflow Monitor
- Dais Monitors
- Staff Presentation Table Monitor
- Touch Screens
- Public screens in chambers

### *Audio Sources*

- Dais Microphones
- Room PC
- User Laptop
- Wireless Microphone

### *Audio Destinations*

- Broadcast Feed
- Distributed Audio System
- Local Audio at Dais
- Audio Recorder
- Hearing Assist System

Special focus is put on ensuring the system operates with intuitive interfaces and allows for users to operate the room with minimal training. The audiovisual system should be able to operate independently of the broadcast system but allow for the production staff to assist in the operation of the audiovisual system if needed. The audiovisual system should not be the focus of the spaces, it should help enhance the meeting by providing additional audio and visual support when needed.

## City of Andover

The City of Andover utilize their City Council Chambers for a variety of different types of meetings. Some meeting types include: City Council, Park and Recreation, and Planning and Commissioning. While the meetings may be different there are a lot of similarities in the needs of the users for participation, presentation, and distribution of content. This description provides information on the various system components and functionality for Andover.

### *Video Presentation Displays*

The existing projector and screen will be replaced with an 80" interactive display on a fix mount. While this display can be used to present content, the primary purpose is not for the public or council members to rely on it for viewing presentation content instead those individuals will utilize 22" local monitors at the dais or the monitors located on the side walls in the space.

Four additional 55" displays mounted on roll-around style carts for portability and flexibility will provide the public with monitors to view presentation content. These roll around carts could be used for meetings outside of the chambers when needed and will have local inputs on them and utilize an IR remote control for power and source selection when not connected to the council chambers system. A single 55" display will be mounted in the lobby of City Hall just outside the chambers for overflow.

All displays within the space associated with the system will be in the HD aspect ratio of 16:9 with a native resolution of 1920x1080. Additional 4K capability may be possible on the displays depending on the equipment selected, however a multi format distribution and switching system is not recommended.

### *Wireless Presentation*

A wireless presentation and collaboration device will allow provide BYOD connectivity within the room without needing to have adaptor cables. It will provide iOS mirroring for MacBooks, iPads, and iPhone, as well as native mirroring for Chromebook, Android, and Windows Phones. The Wireless presentation device may require additional software to be loaded on the end user's device to display content. Software will be available via the manufacturer's website, iTunes, and Google Play store.

### *Annotation Capability*

When located on the staff presentation area, presenters will have additional flexibility of choosing to use an annotation feature that allows for real-time annotation over any material being presented. Annotation will be done using a touch screen monitor located at the staff presentation area. The touch screen monitor will utilize built in software of the wireless presentation system for all annotation features. The 80" interactive display will also provide annotation capability.

### *Document Camera*

A HD document camera ceiling mounted above the staff presentation area will allow the capability to display paper documents such as maps, diagrams, photo's, and other paper documents via the audiovisual system. Zoom and focus controls will be provided at the staff presentation area to ensure clarity of the content.

### *Video Switching and Distribution*

Video distribution will utilize twisted pair cabling reducing the need to run multiple audio, video, and control cabling to each source and destinations within the room. The switching matrix system will a card based frame that will allow various input cards and output cards to be installed. The system will 4k ready and utilize all 4k input and output cards along with 4k input transmitters and receivers. While 4k capable the system will be configured for HD 1920x1080 format but allow full 4k switching in the future.

### *Video Conferencing Systems*

The device providing wireless presentation capabilities will also serve as the rooms video conferencing interface. Soft codecs such as Skype, Bluejeans, WebEx, etc. can be utilized with the system. The soft codecs and the services are not part of the system design but are to be provided by each city if the use of video conferencing is needed. The use of subscription services can also provide bridges to traditional video conference codecs from manufactures like Polycom, Cisco, and Lifesize.

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### *Emerging Technology – Video Conferencing for Public Meetings*

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#### *Audio System*

A flexible digital signal processing (DSP) system will provide all the audio mixing, routing, and processing needed to support 16 microphones, line inputs, and provide enough outputs for proper zoning and audio distribution to the broadcast feed. The system will have defined presets for typical meetings as well as an audio shutoff to broadcast for when closed sessions need to happen within the space. Basic volume control will be provided for in room use by end users. More in-depth control will be provided to the city's technical staff should the need arise to make larger changes than just volume up and down.

---

#### *Emerging Technology – AVB & DANTE Networking Protocols*

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#### *Speech and Program Loudspeakers*

70 Volt ceiling speakers will be installed to provide even coverage in the room. Mix minus audio routing will be used to make sure that audio can't feedback. Speakers located near the microphones will provide audio minus the local microphones sound source. This is an industry standard technique to eliminate feedback due to speaker and microphone placement. Each member location at the dais will also receive a small localized speaker to help reinforce the audio. The local speaker will have a limited volume control available to the individual sitting at that position.

#### *Wireless Microphones*

A wireless microphone system complying with the latest FCC rules will be provided. The microphone system will have both a body pack transmitter and lavalier microphone and a hand-held microphone. Only one microphone can be used at a time and they will be both configured to the same frequency channel.

#### *Hearing Assist System*

The hearing assist system will be FM based and allow for users within the council chambers the ability to have additional personal sound reinforcement when participating and observing meetings. The body packs will have a standard 3.5mm audio connection to allow users to either use city provided headphones, personal headphones, or city provided neck loops. The number of body packs, headphones, and neck loops will comply with ADA regulations based on the occupancy of the council chambers. An FM transmitter antenna will be located within the chambers to provide even coverage.

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#### *Emerging Technology – WIFI Hotspot Technology with BYOD & Public WIFI*

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#### *Audio Recorder*

The digital audio recorder will allow for recording directly to a SD card or USB stick. The recorder will have the capability to provide an automatic network file transfer of audio files or manual transfer of audio files to a shared network location. Controls for the audio recording will be extended to a staff position to allow that staff member to manually hit record when needed. A visual indicator on the record button will provide confidence that the recorder is recording.

#### *Control System*

A control system with multiple locations of control will allow users to control audiovisual system. A button panel located at the staff presentation area will allow users to switch between the Room PC, Laptop PC, Document Camera, or wireless presentation system as well as zoom in and out for the document camera. All buttons physical button with a visual light indicator letting the users know which source is selected.

An ancillary touch panel at a staff position will give users access to advanced controls provide control for on and off as well as volume control. An additional control panel will be in the broadcast production control room will allow the broadcast production staff the ability to assist with switching of presentation sources within room if needed. Room will have a room only mode for presentation use when not broadcasting.

## City of Anoka

The City of Anoka utilize their City Council Chambers for a variety of different types of meetings. Some meeting types include: City Council, Heritage Preservation, Housing & Redevelopment Authority, Planning Commission, Anoka-Champlin Fire Board, and Economic Development Commission. While the meetings may be different there are a lot of similarities in the needs of the users for participation, presentation, and distribution of content. This description provides information on the various system components and functionality for Anoka.

### *Video Presentation*

The existing projector and screen will be removed. Two 55" displays will be installed from the ceiling near the public seating area. These displays will allow the public to view presentation content. The displays will be installed to meet ADA regulations. Dais displays will be replaced with 22" – 24" LCD monitors with speakers. Additional displays will be added for members that currently do not have monitors. A single 55" display will be ceiling mounted in the adjacent conference room for overflow.

All displays within the space associated with the system will be in the HD aspect ratio of 16:9 with a native resolution of 1920x1080. Additional 4K capability may be possible on the displays depending on the equipment selected, however a multi format distribution and switching system is not recommended.

### *Wireless Presentation*

A wireless presentation and collaboration device will allow provide BYOD connectivity within the room without needing to have adaptor cables. It will provide iOS mirroring for MacBooks, iPads, and iPhones, as well as native mirroring for Chromebook, Android, and Windows Phones. The Wireless presentation device may require additional software to be loaded on the end user's device to display content. Software will be available via the manufacturer's website, iTunes, and Google Play store.

### *Annotation Capability*

When located on the staff presentation area, presenters will have additional flexibility of choosing to use an annotation feature that allows for real-time annotation over any material being presented. Annotation will be done using a touch screen monitor located at the staff presentation area. The touch screen monitor will utilize built in software of the wireless presentation system for all annotation features.

### *Document Camera*

A HD document camera ceiling mounted above the staff presentation area will allow the capability to display paper documents such as maps, diagrams, photo's, and other paper documents via the audiovisual system. Zoom and focus controls will be provided at the staff presentation area to ensure clarity of the content.

### *Video Switching and Distribution*

Video distribution will utilize twisted pair cabling reducing the need to run multiple audio, video, and control cabling to each source and destinations within the room. The switching matrix system will a card based frame that will allow various input cards and output cards to be installed. The system will 4k ready and utilize all 4k input and output cards along with 4k input transmitters and receivers. While 4k capable the system will be configured for HD 1920x1080 format but allow full 4k switching in the future.

### *Video Conferencing Systems*

The device providing wireless presentation capabilities will also serve as the rooms video conferencing interface. Soft codecs such as Skype, Bluejeans, Webex, etc. can be utilized with the system. The soft codecs and the services are not part of the system design but are to be provided by each city if the use of video conferencing is needed. The use of subscription services can also provide bridges to traditional video conference codecs from manufactures like Polycom, Cisco, and Lifesize.

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## *Emerging Technology – Video Conferencing for Public Meetings*

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### *Audio System*

A flexible digital signal processing (DSP) system will provide all the audio mixing, routing, and processing needed to support 19 microphones, line inputs, and provide enough outputs for proper zoning and audio distribution to the broadcast feed. The system will have defined presets for typical meetings as well as an audio shutoff to broadcast for when closed sessions need to happen within the space. Basic volume control will be provided for in room use by end users. More in-depth control will be provided to the cities technical staff should the need arise to make larger changes than just volume up and down.

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## *Emerging Technology – AVB & DANTE Networking Protocols*

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#### *Speech and Program Loudspeakers*

70 Volt ceiling speakers will be installed to provide even coverage in the room. Mix minus audio routing will be used to make sure that audio can't feedback. Speakers located near the microphones will provide audio minus the local microphones sound source. This is an industry standard technique to eliminate feedback due to speaker and microphone placement. Each member location at the dais will also receive a small localized speaker to help reinforce the audio. The local speaker will have a limited volume control available to the individual sitting at that position.

#### *Wireless Microphones*

A wireless microphone system complying with the latest FCC rules will be provided. The microphone system will have both a body pack transmitter and lavalier microphone and a hand-held microphone. Only one microphone can be used at a time and they will be both configured to the same frequency channel.

#### *Hearing Assist System*

The hearing assist system will be FM based and allow for users within the council chambers the ability to have additional personal sound reinforcement when participating and observing meetings. The body packs will have a standard 3.5mm audio connection to allow users to either use city provided headphones, personal headphones, or city provided neck loops. The number of body packs, headphones, and neck loops will comply with ADA regulations based on the occupancy of the council chambers. An FM transmitter antenna will be located within the chambers to provide even coverage.

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#### *Emerging Technology – WIFI Hotspot Technology with BYOD & Public WIFI*

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#### *Audio Recorder*

The digital audio recorder will allow for recording directly to a SD card or USB stick. The recorder will have the capability to provide an automatic network file transfer of audio files or manual transfer of audio files to a shared network location. Controls for the audio recording will be extended to a staff position to allow that staff member to manually hit recorded when needed. A visual indicator on the record button will provide confidence that the recorder is recording.

#### *Control System*

A control system with multiple locations of control will allow users to control audiovisual system. A button panel located at the staff presentation area will allow users to switch between the Room PC, Laptop PC, Document Camera, or wireless presentation system as well as zoom in and out for the document camera. All buttons physical button with a visual light indicator letting the users know which source is selected.

An ancillary touch panel will give users access to advanced controls provide control for on and off as well as volume control. An additional control panel will be in the broadcast production control room will allow the broadcast production staff the ability to assist with switching of presentation sources within room if needed.

## City of Champlin

The City of Champlin utilize their City Council Chambers for a variety of different types of meetings. Some meeting types include: City Council, Park and Recreation, Planning Commission, Economic Development Authority, Environmental Resources Commission, and Anoka-Champlin Fire Board Meeting. While the meetings may be different there are a lot of similarities in the needs of the users for participation, presentation, and distribution of content. This description provides information on the various system components and functionality for Champlin.

### *Video Presentation*

The existing projector and screen will be removed and replaced with a 65" display mounted from the ceiling. The existing ceiling mounted TV will also be replaced with a matching 65" display. Screens will be installed to meet ADA regulations. All the dais monitors will be replaced with new 22" – 24" LCD monitors with speakers.

All displays within the space associated with the system will be in the HD aspect ratio of 16:9 with a native resolution of 1920x1080. Additional 4K capability may be possible on the displays depending on the equipment selected, however a multi format distribution and switching system is not recommended.

### *Wireless Presentation*

A wireless presentation and collaboration device will allow provide BYOD connectivity within the room without needing to have adaptor cables. It will provide iOS mirroring for Macbooks, iPads, and iPhones, as well as native mirroring for Chromebook, Android, and Windows Phones. The Wireless presentation device may require additional software to be loaded on the end user's device to display content. Software will be available via the manufacturer's website, iTunes, and Google Play store.

### *Annotation Capability*

When located on the staff presentation area, presenters will have additional flexibility of choosing to use an annotation feature that allows for real-time annotation over any material being presented. Annotation will be done using a touch screen monitor located at the staff presentation area. The touch screen monitor will utilize built in software of the wireless presentation system for all annotation features.

### *Document Camera*

A HD document camera ceiling mounted above the staff presentation area will allow the capability to display paper documents such as maps, diagrams, photo's, and other paper documents via the audiovisual system. Zoom and focus controls will be provided at the staff presentation area to ensure clarity of the content.

### *Video Switching and Distribution*

Video distribution will utilize twisted pair cabling reducing the need to run multiple audio, video, and control cabling to each source and destinations within the room. The switching matrix system will a card based frame that will allow various input cards and output cards to be installed. The system will 4k ready and utilize all 4k input and output cards along with 4k input transmitters and receivers. While 4k capable the system will be configured for HD 1920x1080 format but allow full 4k switching in the future.

### *Video Conferencing Systems*

The device providing wireless presentation capabilities will also serve as the rooms video conferencing interface. Soft codecs such as Skype, Bluejeans, Webex, etc. can be utilized with the system. The soft codecs and the services are not part of the system design but are to be provided by each city if the use of video conferencing is needed. The use of subscription services can also provide bridges to traditional video conference codecs from manufactures like Polycom, Cisco, and Lifesize.

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## *Emerging Technology – Video Conferencing for Public Meetings*

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### *Audio System*

A flexible digital signal processing (DSP) system will provide all the audio mixing, routing, and processing needed to support 13 of microphones, line inputs, and provide enough outputs for proper zoning and audio distribution to the broadcast feed. The system will have defined presets for typical meetings as well as an audio shutoff to broadcast for when closed sessions need to happen within the space. Basic volume control will be provided for in room use by end users. More in-depth control will be provided to the cities technical staff should the need arise to make larger changes than just volume up and down. Existing microphones and mute switches will remain in place and be re-integrated with the new system.

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## *Emerging Technology – AVB & DANTE Networking Protocols*

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#### *Speech and Program Loudspeakers*

70 Volt ceiling speakers will be installed to provide even coverage in the room. Mix minus audio routing will be used to make sure that audio can't feedback. Speakers located near the microphones will provide audio minus the local microphones sound source. This is an industry standard technique to eliminate feedback due to speaker and microphone placement. Each member location at the dais will also receive a small localized speaker to help reinforce the audio. The local speaker will have a limited volume control available to the individual sitting at that position.

#### *Wireless Microphones*

A wireless microphone system complying with the latest FCC rules will be provided. The microphone system will have both a body pack transmitter and lavalier microphone and a hand-held microphone. Only one microphone can be used at a time and they will be both configured to the same frequency channel.

#### *Hearing Assist System*

The hearing assist system will be FM based and allow for users within the council chambers the ability to have additional personal sound reinforcement when participating and observing meetings. The body packs will have a standard 3.5mm audio connection to allow users to either use city provided headphones, personal headphones, or city provided neck loops. The number of body packs, headphones, and neck loops will comply with ADA regulations based on the occupancy of the council chambers. An FM transmitter antenna will be located within the chambers to provide even coverage.

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#### *Emerging Technology – WIFI Hotspot Technology with BYOD & Public WIFI*

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#### *Audio Recorder*

The digital audio recorder will allow for recording directly to a SD card or USB stick. The recorder will have the capability to provide an automatic network file transfer of audio files or manual transfer of audio files to a shared network location. Controls for the audio recording will be extended to a staff position to allow that staff member to manually hit recorded when needed. A visual indicator on the record button will provide confidence that the recorder is recording.

#### *Control System*

A control system with multiple locations of control will allow users to control audiovisual system. A button panel located at the staff presentation area will allow users to switch between the Room PC, Laptop PC, Document Camera, or wireless presentation system as well as zoom in and out for the document camera. All buttons physical button with a visual light indicator letting the users know which source is selected.

An ancillary touch panel will give users access to advanced controls provide control for on and off as well as volume control. An additional control panel will be in the broadcast production control room will allow the broadcast production staff the ability to assist with switching of presentation sources within room if needed.

## City of Ramsey

The City of Ramsey utilize their City Council Chambers for a variety of different types of meetings. Some meeting types include: City Council, Planning Commission, and Park and Recreation. While the meetings may be different there are a lot of similarities in the needs of the users for participation, presentation, and distribution of content. This description provides information on the various system components and functionality for Ramsey.

### *Video Presentation*

The existing projector and screen will be replaced with new HD 16x9 screen and projector. The projector and screen's main purpose is to provide the public the ability to view presentation content. A second HD 16x9 screen and projector will mirror the original to provide better viewable angles for the public. All the dais monitors will be replaced with new 22" – 24" LCD monitors with speakers.

All displays within the space associated with the system will be in the HD aspect ratio of 16:9 with a native resolution of 1920x1080. Additional 4K capability may be possible on the displays depending on the equipment selected, however a multi format distribution and switching system is not recommended.

### *Wireless Presentation*

A wireless presentation and collaboration device will allow provide BYOD connectivity within the room without needing to have adaptor cables. It will provide iOS mirroring for Macbooks, iPad's, and iPhones, as well as native mirroring for Chromebook, Android, and Windows Phones. The Wireless presentation device may require additional software to be loaded on the end user's device to display content. Software will be available via the manufacturer's website, iTunes, and Google Play store.

### *Annotation Capability*

When located on the staff presentation area, presenters will have additional flexibility of choosing to use an annotation feature that allows for real-time annotation over any material being presented. Annotation will be done using a touch screen monitor located at the staff presentation area. The touch screen monitor will utilize built in software of the wireless presentation system for all annotation features.

### *Document Camera*

A HD document camera ceiling mounted above the staff presentation area will allow the capability to display paper documents such as maps, diagrams, photo's, and other paper documents via the audiovisual system. Zoom and focus controls will be provided at the staff presentation area to ensure clarity of the content.

### *Video Switching and Distribution*

Video distribution will utilize twisted pair cabling reducing the need to run multiple audio, video, and control cabling to each source and destinations within the room. The switching matrix system will a card based frame that will allow various input cards and output cards to be installed. The system will 4k ready and utilize all 4k input and output cards along with 4k input transmitters and receivers. While 4k capable the system will be configured for HD 1920x1080 format but allow full 4k switching in the future.

### *Video Conferencing Systems*

The device providing wireless presentation capabilities will also serve as the rooms video conferencing interface. Soft codecs such as Skype, Bluejeans, WebEx, etc. can be utilized with the system. The soft codecs and the services are not part of the system design but are to be provided by each city if the use of video conferencing is needed. The use of subscription services can also provide bridges to traditional video conference codecs from manufactures like Polycom, Cisco, and Lifesize.

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## *Emerging Technology – Video Conferencing for Public Meetings*

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### *Audio System*

A flexible digital signal processing (DSP) system will provide all the audio mixing, routing, and processing needed to support 16 microphones, line inputs, and provide enough outputs for proper zoning and audio distribution to the broadcast feed. The system will have defined presets for typical meetings as well as an audio shutoff to broadcast for when closed sessions need to happen within the space. Basic volume control will be provided for in room use by end users. More in-depth control will be provided to the cities technical staff should the need arise to make larger changes than just volume up and down. All existing Audio-Technica microphones and shock mounts will be re-integrated with the new system.

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## *Emerging Technology – AVB & DANTE Networking Protocols*

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#### *Speech and Program Loudspeakers*

The existing line array system will stay in place. Mix minus audio routing will be used to make sure that audio can't feedback. Speakers located near the microphones will provide audio minus the local microphones sound source. This is an industry standard technique to eliminate feedback due to speaker and microphone placement. Each member location at the dais will also receive a small localized speaker to help reinforce the audio. The local speaker will have a limited volume control available to the individual sitting at that position. Two additional speakers will be installed outside the chambers providing overflow audio into the lobby of City Hall.

#### *Wireless Microphones*

A wireless microphone system complying with the latest FCC rules will be provided. The microphone system will have both a body pack transmitter and lavalier microphone and a hand-held microphone. Only one microphone can be used at a time and they will be both configured to the same frequency channel.

#### *Hearing Assist System*

The hearing assist system will be FM based and allow for users within the council chambers the ability to have additional personal sound reinforcement when participating and observing meetings. The body packs will have a standard 3.5mm audio connection to allow users to either use city provided headphones, personal headphones, or city provided neck loops. The number of body packs, headphones, and neck loops will comply with ADA regulations based on the occupancy of the council chambers. An FM transmitter antenna will be located within the chambers to provide even coverage.

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#### *Emerging Technology – WIFI Hotspot Technology with BYOD & Public WIFI*

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#### *Audio Recorder*

The digital audio recorder will allow for recording directly to a SD card or USB stick. The recorder will have the capability to provide an automatic network file transfer of audio files or manual transfer of audio files to a shared network location. Controls for the audio recording will be extended to a staff position to allow that staff member to manually hit recorded when needed. A visual indicator on the record button will provide confidence that the recorder is recording.

#### *Control System*

A control system with multiple locations of control will allow users to control audiovisual system. A button panel located at the staff presentation area will allow users to switch between the Room PC, Laptop PC, Document Camera, or wireless presentation system as well as zoom in and out for the document camera. All buttons physical button with a visual light indicator letting the users know which source is selected.

An ancillary touch panel located near the clerk will give users access to advanced controls provide control for on and off as well as volume control. An additional control panel will be in the broadcast production control room will allow the broadcast production staff the ability to assist with switching of presentation sources within room if needed.

## Infrastructure Considerations - Andover

Existing power circuits should be able to be reused for equipment located in the control rooms. Additional circuits and outlet locations will be needed for the portable monitor carts to ensure that long extension cords are not needed. Additional outlets also may be needed under the dais for monitors and distribution equipment.

Estimated power consumption for audiovisual equipment:

- Control Room Equipment: 1500 Watts
- Portable carts: 852 Watts
- Council Chambers Equipment: 1250 Watts

Estimated heat load for the audiovisual equipment:

- Control Room Equipment: 5118 BTU/hr.
- Portable carts: 726 BTU/hr.
- Council Chambers Equipment: 4265 BTU/hr.

### *Broadcast Lighting*

Broadcast and video conferencing applications require special lighting which should include even illumination on meeting participants. Lighting level should be 70 ft. candles, vertical, with a color temperature of 4000 degrees Kelvin. There should be minimum contrast between all and furniture colors. Matte colors are recommended. Busy patterns, weaves, and wood-grains should not be used. Lighting should be controlled by the Control Room operator during televised and recorded meetings.

### *Chambers Acoustics*

The City of Andover had the most acoustical challenges out of all the member cities. While upgraded audio processing, amplification, and microphones and improve audio within the spaces, special consideration needs to be taken for acoustically treating the spaces. A Noise Criteria rating of between NC-30 and NC-40 is recommended for typical council chamber spaces. Its recommended the City of Andover retain an Acoustical consultant to help address specific issues with the council chambers space.

### *Control Room*

Aesthetics such as paint should be refreshed within the space and separate HVAC should be considered for the room. Separate HVAC should be provided to ensure equipment is maintained at a consistent temperature to ensure temperature doesn't contribute to shortening the equipment lifespan. Room temperature should range from 70 to 72 degrees Fahrenheit, with a relative humidity from 40 to 65 percent. Air movement should not exceed 4 to 6 inches per second.

Additionally, the city should look at the placement of the current control room and look to move it closer to the chambers. The current distance presents challenges when dealing with technical issues as they arise during preparation of the broadcast and during the actual broadcast. It's recommended that the conference room adjacent to the chambers be repurposed for a control room.

### *Miscellaneous Items*

The recommendation does not include provisions for LAN, Wi-Fi, voice networks or similar systems. Architectural considerations for each space such as wall and floor treatments, seating, lighting, acoustics etc. should be coordinated with an interior design team.

## Infrastructure Considerations - Anoka

Existing power circuits should be able to be reused for equipment located in the control room. Additional circuits and outlet locations will be needed for the ceiling mounted displays. Additional outlets also may be needed under the dais for monitors and distribution equipment.

Estimated power consumption for audiovisual equipment:

- Control Room Equipment: 1500 Watts
- Ceiling Displays: 330 Watts
- Council Chambers Equipment: 1250 Watts

Estimated heat load for the audiovisual equipment:

- Control Room Equipment: 5118 BTU/hr.
- Ceiling Displays: 1126 BTU/hr.
- Council Chambers Equipment: 4265 BTU/hr.

### *Broadcast Lighting*

Broadcast and video conferencing applications require special lighting which should include even illumination on meeting participants. Lighting level should be 70 ft. candles, vertical, with a color temperature of 4000 degrees Kelvin. There should be minimum contrast between all and furniture colors. Matte colors are recommended. Busy patterns, weaves, and wood-grains should not be used. Lighting should be controlled by the Control Room operator during televised and recorded meetings.

### *Control Room*

Aesthetics such as paint should be refreshed within the space and separate HVAC should be considered for the room. Separate HVAC should be provided to ensure equipment is maintained at a consistent temperature to ensure temperature doesn't contribute to shortening the equipment lifespan. Room temperature should range from 70 to 72 degrees Fahrenheit, with a relative humidity from 40 to 65 percent. Air movement should not exceed 4 to 6 inches per second.

### *Window Treatments*

Separating the Council Chambers and a conference room is a large window wall. Its recommended to install window treatments that can be drawn when meetings are taking place in each of the rooms. The shades can remain open when only a single meeting is taking place. Manual shades are cost effective and are easy to install and require no additional electrical infrastructure.

### *Miscellaneous Items*

The recommendation does not include provisions for LAN, Wi-Fi, voice networks or similar systems. Architectural considerations for each space such as wall and floor treatments, seating, lighting, acoustics etc. should be coordinated with an interior design team.

## Infrastructure Considerations - Champlin

Existing power circuits should be able to be reused for equipment located in the control room. Additional circuits and outlet locations will be needed for the ceiling mounted displays. Additional outlets also may be needed under the dais for monitors and distribution equipment.

Estimated power consumption for audiovisual equipment:

- Control Room Equipment: 1500 Watts
- Ceiling Displays: 330 Watts
- Council Chambers Equipment: 1250 Watts

Estimated heat load for the audiovisual equipment:

- Control Room Equipment: 5118 BTU/hr.
- Ceiling Displays: 1126 BTU/hr.
- Council Chambers Equipment: 4265 BTU/hr.

### *Broadcast Lighting*

Broadcast and video conferencing applications require special lighting which should include even illumination on meeting participants. Lighting level should be 70 ft. candles, vertical, with a color temperature of 4000 degrees Kelvin. There should be minimum contrast between all and furniture colors. Matte colors are recommended. Busy patterns, weaves, and wood-grains should not be used. Lighting should be controlled by the Control Room operator during televised and recorded meetings.

### *Control Room*

The control room hasn't been updated in some time. Aesthetics such as paint should be refreshed within the space and separate HVAC should be considered for the room. Separate HVAC should be provided to ensure equipment is maintained at a consistent temperature to ensure temperature doesn't contribute to shortening the equipment lifespan. Room temperature should range from 70 to 72 degrees Fahrenheit, with a relative humidity from 40 to 65 percent. Air movement should not exceed 4 to 6 inches per second.

### *Sound Treatment*

With the control room directly adjacent to the council chambers sound from the chambers or control room travels through to the other space easily. Sound from the control room can disrupt the meeting and control room operators must wear headphones while operating the equipment during a televised or recorded meeting. The use of headphones is not ideal in a production environment. Noise levels in control room should meet or exceed the Noise Criterion level of NC-25.

### *Council Chambers Ambient Noise*

Above the public area in the chambers near the movable wall is a mechanical unit that is causing significant issues meeting speech intelligibility requirements of the public space. Ambient noise levels within the chambers should meet or exceed the Noise Criterion level of NC-25. It is recommended that a mechanical engineer provide options for moving or reducing the noise of the unit.

### *Miscellaneous Items*

The recommendation does not include provisions for LAN, Wi-Fi, voice networks or similar systems. Architectural considerations for each space such as wall and floor treatments, seating, lighting, acoustics etc. should be coordinated with an interior design team.

## Infrastructure Considerations - Ramsey

Existing power circuits should be able to be reused for equipment located in the control room. Additional circuits and outlet locations will be needed for the additional projector. Additional outlets also may be needed under the dais for monitors and distribution equipment.

Estimated power consumption for audiovisual equipment:

- Control Room Equipment: 1500 Watts
- Projectors: 1700 Watts
- Council Chambers Equipment: 1250 Watts

Estimated heat load for the audiovisual equipment:

- Control Room Equipment: 5118 BTU/hr.
- Projectors: 5797 BTU/hr.
- Council Chambers Equipment: 4265 BTU/hr.

### *Control Room*

The control room shares a space with storage and an IDF serving a portion of the building. Its recommended that the control room portion of the room be partitioned off for security and comfort within the space. The control room should noise criteria level should meet or exceed NC-25. Room temperature should range from 70 to 72 degrees Fahrenheit, with a relative humidity from 40 to 65 percent. Air movement should not exceed 4 to 6 inches per second.

### *Miscellaneous Items*

The recommendation does not include provisions for LAN, Wi-Fi, voice networks or similar systems. Architectural considerations for each space such as wall and floor treatments, seating, lighting, acoustics etc. should be coordinated with an interior design team.

## Special Issues

Topics included in the section should require further review and attention by QCTV and its member cities when moving forward with the audiovisual project. Items pertain to quality of service, accessibility, and policy with various items proposed for the use and operation of the audiovisual systems.

### Bring Your Own Device (BYOD)

Wireless presentation systems allow the use of bring your own devices (BYOD); however, since the devices are not provided by the City it becomes difficult to guarantee the level of service quality. Different operating systems, wireless chipsets, security features, all contribute to the overall performance of the device and the system it interacts with.

### Closed Captioning

Closed Captioning is not a requirement for city council meetings typically, however providing this service would provide enhanced accessibility to content for its city residence. Currently QCTV falls under the FCC's Self-Implementing exemption rules because it produces revenues of under \$3,000,000. Closed captioning requires the purchase of a close caption encoder and the use of a 3<sup>rd</sup> party service for live captioning. Each system design has a VOIP card for the DSP unit providing remote connectivity and clear audio monitoring for the captioning service.

### Wireless Network

The wireless presentation system depends on the Cities' wireless network infrastructure, routing, and policies. The wireless access points within the council chambers spaces should be IEEE 802.11ac compliant to provide sufficient bandwidth to the devices. All devices connecting to the access points and utilize the wireless presentation system solution should also be IEEE 802.11ac compliant. WIFI should be provided by each city within the chambers spaces.

### Video Conferencing

The system provides the options for video conferencing but there are policies and laws that are individual to each city and local that need to be referred to before the technology can be used for meetings. This report does not create or modify policy and is provided at the discretion of each City.

## Preliminary Audiovisual System Estimates

### City of Andover

Item	Estimated Unit Cost	Estimated Quantity	Estimated Total Cost
<b><u>Video Presentation Displays</u></b>			
80" Interactive Display	\$15,000.00	1	\$15,000.00
Mounting Hardware	\$300.00	1	\$300.00
55" Monitor	\$2,400.00	5	\$12,000.00
Roll Around Cart	\$1,200.00	4	\$4,800.00
22" – 24" LCD Monitors	\$400.00	14	\$5,600.00
Mounting Hardware	\$450.00	14	\$6,300.00
<b><u>Wireless Presentation System</u></b>			
Wireless Presentation System	\$5,000.00	1	\$5,000.00
<b><u>Annotation System</u></b>			
24" Touch Screen Display	\$400.00	1	\$400.00
<b><u>Document Camera</u></b>			
HD Document Camera	\$5,000.00	1	\$5,000.00
Mounting Hardware	\$250.00	1	\$250.00
<b><u>Video Switching &amp; Distribution</u></b>			
Video Transmitters	\$2,000.00	4	\$8,000.00
Video Receivers & Scalers	\$2,200.00	4	\$8,000.00
Switching Matrix w/ IO Cards	\$11,200.00	1	\$11,200.00
HDMI Distribution Amplifier	\$1,000.00	2	\$2,000.00
<b><u>Video Conferencing System</u></b>			
Soft Codecs Not Included	N/A	N/A	N/A

### Audio System

Audio DSP Card Frame	\$7,350.00	1	\$7,350.00
Audio DSP Dante Card	\$1,500.00	1	\$1,500.00
Audio VOIP Card	\$650.00	1	\$650.00
Audio DSP Input Card	\$750.00	6	\$4,500.00
Audio DSP Output Card	\$750.00	4	\$3,000.00

### Speech & Program Loudspeakers

70-Volt Ceiling Loudspeakers	\$350.00	8	\$2,800.00
70-Volt Amplifier	\$4,100.00	1	\$4,100.00

### Wireless Microphones

Wireless Microphone System	\$2,500.00	1	\$2,500.00
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### Hearing Assist System

FM Assisted Listening System	\$1,900.00	1	\$1,900.00
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### Audio Recorder

Network SD/USB Audio Recorder	\$900.00	1	\$900.00
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### Control System

Control System Processor	\$1,950.00	1	\$1,950.00
Touch Panel	\$1,950.00	2	\$3,900.00
Custom Button Interface	\$250.00	1	\$250.00

### Integration Costs

Installation Materials	\$8,000.00	1	\$8,000.00
Installation Labor	\$25,000.00	1	\$25,000.00

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<b>Estimated Total</b>			<b>\$152,950.00</b>
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## City of Anoka

Item	Estimated Unit Cost	Estimated Quantity	Estimated Total Cost
<b><u>Video Presentation Displays</u></b>			
55" Monitor	\$2,400.00	3	\$7,200.00
Mounting Hardware	\$500.00	3	\$1,500.00
22" – 24" LCD Monitors	\$400.00	11	\$4,400.00
Mounting Hardware	\$300.00	11	\$3,300.00
<b><u>Wireless Presentation System</u></b>			
Wireless Presentation System	\$5,000.00	1	\$5,000.00
<b><u>Annotation System</u></b>			
24" Touch Screen Display	\$400.00	1	\$400.00
<b><u>Document Camera</u></b>			
HD Document Camera	\$5,000.00	1	\$5,000.00
Mounting Hardware	\$250.00	1	\$250.00
<b><u>Video Switching &amp; Distribution</u></b>			
Video Transmitters	\$2,000.00	2	\$4,000.00
Video Receivers & Scalers	\$2,200.00	5	\$11,000.00
Switching Matrix w/ IO Cards	\$11,200.00	1	\$11,200.00
HDMI Distribution Amplifier	\$1,000.00	2	\$2,000.00
<b><u>Video Conferencing System</u></b>			
Soft Codecs Not Included	N/A	N/A	N/A

#### **Audio System**

Audio DSP Card Frame	\$7,350.00	1	\$7,350.00
Audio DSP Dante Card	\$1,500.00	1	\$1,500.00
Audio VOIP Card	\$650.00	1	\$650.00
Audio DSP Input Card	\$750.00	6	\$4,500.00
Audio DSP Output Card	\$750.00	4	\$3,000.00

#### **Speech & Program Loudspeakers**

70-Volt Ceiling Speakers	\$250.00	8	\$2,000.00
70-Volt Amplifier	\$4,100.00	1	\$4,100.00

#### **Wireless Microphones**

Wireless Microphone System	\$2,500.00	1	\$2,500.00
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#### **Hearing Assist System**

FM Assisted Listening System	\$1,900.00	1	\$1,900.00
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#### **Audio Recorder**

Network SD/USB Audio Recorder	\$900.00	1	\$900.00
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#### **Control System**

Control System Processor	\$1,950.00	1	\$1,950.00
Touch Panel	\$1,950.00	2	\$3,900.00
Custom Button Interface	\$250.00	1	\$250.00

#### **Integration Costs**

Installation Materials	\$8,000.00	1	\$8,000.00
Installation Labor	\$25,000.00	1	\$25,000.00

<b>Estimated Total</b>			<b>\$122,750.00</b>
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## City of Champlin

Item	Estimated Unit Cost	Estimated Quantity	Estimated Total Cost
<b><u>Video Presentation Displays</u></b>			
65" Monitor	\$3,400	2	\$6,800.00
Mounting Hardware	\$500.00	2	\$1,000.00
22" – 24" LCD Monitors	\$400.00	12	\$4,800.00
Mounting Hardware	\$300.00	12	\$3,600.00
<b><u>Wireless Presentation System</u></b>			
Wireless Presentation System	\$5,000.00	1	\$5,000.00
<b><u>Annotation System</u></b>			
24" Touch Screen Display	\$400.00	1	\$400.00
<b><u>Document Camera</u></b>			
HD Document Camera	\$5,000.00	1	\$5,000.00
Mounting Hardware	\$250.00	1	\$250.00
<b><u>Video Switching &amp; Distribution</u></b>			
Video Transmitters	\$2,000.00	3	\$6,000.00
Video Receivers & Scalers	\$2,200.00	5	\$11,000.00
Switching Matrix w/ IO Cards	\$11,200.00	1	\$11,200.00
HDMI Distribution Amplifier	\$1,000.00	2	\$2,000.00
<b><u>Video Conferencing System</u></b>			
Soft Codecs Not Included	N/A	N/A	N/A

### **Audio System**

Audio DSP Card Frame	\$7,350.00	1	\$7,350.00
Audio DSP Dante Card	\$1,500.00	1	\$1,500.00
Audio VOIP Card	\$650.00	1	\$650.00
Audio DSP Input Card	\$750.00	5	\$3,750.00
Audio DSP Output Card	\$750.00	4	\$3,000.00

### **Speech & Program Loudspeakers**

70-Volt Ceiling Speakers	\$250.00	6	\$1,500.00
70-Volt Amplifier	\$4,100.00	1	\$4,100.00

### **Wireless Microphones**

Wireless Microphone System	\$2,500.00	1	\$2,500.00
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### **Hearing Assist System**

FM Assisted Listening System	\$1,900.00	1	\$1,900.00
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### **Audio Recorder**

Network SD/USB Audio Recorder	\$900.00	1	\$900.00
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### **Control System**

Control System Processor	\$1,950.00	1	\$1,950.00
Touch Panel	\$1,950.00	2	\$3,900.00
Custom Button Interface	\$250.00	1	\$250.00

### **Integration Costs**

Installation Materials	\$8,000.00	1	\$8,000.00
Installation Labor	\$23,000.00	1	\$23,000.00

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<b>Estimated Total</b>			<b>\$121,300.00</b>
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## City of Ramsey

Item	Estimated Unit Cost	Estimated Quantity	Estimated Total Cost
<b><u>Video Presentation Displays</u></b>			
HD Projector 10K w/ Lens	\$15,000.00	2	\$30,000.00
Mounting Hardware	\$500.00	1	\$500.00
Projection Screen Glass	\$4,000.00	2	\$8,000.00
22" – 24" LCD Monitors	\$400.00	13	\$5,200.00
Mounting Hardware	\$300.00	13	\$3,900.00
<b><u>Wireless Presentation System</u></b>			
Wireless Presentation System	\$5,000.00	1	\$5,000.00
<b><u>Annotation System</u></b>			
24" Touch Screen Display	\$400.00	1	\$400.00
<b><u>Document Camera</u></b>			
HD Document Camera	\$5,000.00	1	\$5,000.00
Mounting Hardware	\$250.00	1	\$250.00
<b><u>Video Switching &amp; Distribution</u></b>			
Video Transmitters	\$2,000.00	3	\$6,000.00
Video Receivers & Scalers	\$2,200.00	5	\$11,000.00
Switching Matrix w/ IO Cards	\$11,200.00	1	\$11,200.00
HDMI Distribution Amplifier	\$1,000.00	2	\$2,000.00
<b><u>Video Conferencing System</u></b>			
Soft Codecs Not Included	N/A	N/A	N/A

### Audio System

Audio DSP Card Frame	\$7,350.00	1	\$7350.00
Audio DSP Dante Card	\$1,500.00	1	\$1,500.00
Audio VOIP Card	\$650.00	1	\$650.00
Audio DSP Input Card	\$750.00	5	\$3,750.00
Audio DSP Output Card	\$750.00	5	\$3,750.00

### Speech & Program Loudspeakers

Speech & Program Loudspeakers	\$450.00	2	\$900.00
70-Volt Amplifier	\$4,100.00	1	\$4,100.00

### Wireless Microphones

Wireless Microphone System	\$2,500.00	1	\$2,500.00
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### Hearing Assist System

FM Assisted Listening System	\$1,900.00	1	\$1,900.00
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### Audio Recorder

Network SD/USB Audio Recorder	\$900.00	1	\$900.00
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### Control System

Control System Processor	\$1,950.00	1	\$1,950.00
Touch Panel	\$1,950.00	2	\$3,900.00
Custom Button Interface	\$250.00	1	\$250.00

### Integration Costs

Installation Materials	\$8,000.00	1	\$8,000.00
Installation Labor	\$25,000.00	1	\$25,000.00

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<b>Estimated Total</b>			<b>\$154,850.00</b>
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## Additional Costs

The following additional costs have not been included in the Audiovisual budgets but should be included for consideration for their inclusion as part of the project.

### Taxes

Additional costs will need to be added if the QCTV member cities are not exempt from sales tax on both equipment and labor purchases.

### Markups

Markup costs are typically between 5% and 10% may have to be included if QCTV's member cities decided to contract the work out to a General Contractor. This is typical if additional construction is to be done at the same time as the audiovisual system upgrades.

### Contingencies

While not common practice in the AV industry at this time, Alpha Video recommends that contingency budget of 5% be established to cover unanticipated overages. In addition, contingencies can be kept aside for purchasing spare displays and microphones for maintenance purposes after warranties have expired.

### Warranties

Typical Audiovisual installations include a one-year warranty. Additional consideration should be made to include second and third year warranties. Additional warranties are recommended due to consumer equipment installed in the system and limited warranties being offered in commercial environments.

## Operational Staff Expertise Level Required

Operational training on the systems should be provided to two groups. The end users using the system during daily meetings such as a City Clerk or Administrator and those that are responsible for the operation and maintenance of the systems such as QCTV staff. A minimum of one hour of training for each group with no more than three users per group is recommended. The individuals trained should provide first line support for operational issues within the organization.

## Maintenance Budget Requirements and Life Cycle Expectations

Equipment proposed has non-consumable parts like projector lamps there for maintenance budgeting should be minimal. It's recommended that at least once a year a technician evaluates the system and performance basic general preventative maintenance. Such items include, screen cleaning, evaluation and repair of gooseneck microphones, ensuring correct operation of mute or cough switches, and cleaning of fans if the equipment has them.

END OF AUDIOVISUAL PROGRAM REPORT

**City of Andover**  
**Council Chambers AV Presentation System - Bid Form**  
**Base Bid**

Council Chambers - Base System Proposal						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Section 1 - Video Distribution</b>						
-	DM-MD8x8		Crestron 8x8 DigitalMedia Switcher	1	\$ -	\$ -
-	DMC-4K-C-DSP-HDCP2		Crestron HDBaseT Certified 4K DigitalMedia 8G+ Input Card w/ DSP	4	\$ -	\$ -
-	DMC-4K-HD-SDP-HDCP2		Crestron 4K HDMI Input Card w/ DSP	1	\$ -	\$ -
-	DMC-SDI		Crestron 3G-SDI Input Card	1	\$ -	\$ -
-	DMC-4K-CO-HD-HDCP2		Crestron 2-Channel HDBaseT Certified 4K DigitalMedia 8G+ Output Card	3	\$ -	\$ -
-	DMC-HDO		Crestron 2-Channel HDMI Output Card	1	\$ -	\$ -
-	DM-TX-4K-302-C		Crestron 4K DigitalMedia 8G+ Transmitter 302	4	\$ -	\$ -
-	DM-RMC-4K-SCALER-C-DSP		Crestron 4K DigitalMedia 8G+ Receiver & Room Controller w/ Scaling & DSP	5	\$ -	\$ -
-	HD-DA4-4K-E		Crestron 1-to-4 4K HDMI Distribution Amplifier	2	\$ -	\$ -
-	HD-DA8-4K-E		Crestron 1-to-8 4K HDMI Distribution Amplifier	1	\$ -	\$ -
-	HD-SCALER-HD-E		Crestron High-Definition Video Scaler HDMI In, HDMI Out	2	\$ -	\$ -
-	DM-PSU-8		Crestron 8-Port PoDM Power Supply for DM 8G+ I/O Cards	1	\$ -	\$ -
-	AT-UHD-CAT-4ED		Atlona 4-Output HDMI to HDBaseT Extended Distance DA	1	\$ -	\$ -
-	AT-UHD-EX-100CE-RX		Atlona HDBaseT RX w/ Ethernet, Control, and POE	4	\$ -	\$ -
-	SP-HD-1x4		Covid HDMI 1:4 Splitter	2	\$ -	\$ -
-	HAS-PLUS		AJA HDMI to HD/SD Converter	1	\$ -	\$ -
<b>Section 1 - Video Distribution Sub-Total</b>						\$ -

<b>Section 2 - Cable Cubby &amp; USB Transmitters</b>						
-	HAS 400		Extron HAS 400 Cable Cubby	2	\$ -	\$ -
-	AAP SuperPlate 100		Extron AAP SuperPlate 100 (HDMI, VGA, Audio, USB - BLACK)	1	\$ -	\$ -
-	AAP HDMI		Extron HDMI Plate w/ 10" Pigtail	1	\$ -	\$ -
-	AAP VGA & Audio		Extron VGA w/ 6" Pigtail & 3.5mm Mini Jack	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	2	\$ -	\$ -
<b>Section 2 - Cable Cubby &amp; USB TX-RX Sub-Total</b>						\$ -

<b>Section 3 - Dais Video &amp; Audio System</b>						
-	P2217H		Dell 22" 1920x1080 Monitor	14	\$ -	\$ -
-	S2240T		Dell 21.5" 1920x1080 Touch Screen LED Lit Monitor	1	\$ -	\$ -
-	ACS11		Dell USB SoundBar	15	\$ -	\$ -
-	Allowance		Chief Monitor Mount (TBD - Dais & Podium)	15	\$ -	\$ -
-	TX-A2		RDL Audio Converter - Balanced Mono to Unbalanced Stereo	15	\$ -	\$ -
<b>Section 3 - Dais Video &amp; Audio System Sub-Total</b>						\$ -

<b>Section 4 - Audio Processing &amp; Amplification</b>						
-	Tesira Server-IO AVB		Biamp Tesira Server-IO w/ AVB	1	\$ -	\$ -
-	DAN-1		Biamp 64x64 Dante Interface Card	1	\$ -	\$ -
-	SVC-2		Biamp 2 Line VoIP Card	1	\$ -	\$ -
-	SEC-4		Biamp 4 Channel Mic/Line Input Card	6	\$ -	\$ -
-	SOC-4		Biamp 4 Channel Mic/Line Output Card	4	\$ -	\$ -
-	Tesira AMP-4300R CV		Biamp Tesira AMP-4300R CV Amplifier	1	\$ -	\$ -
-	AEW-4313a		Audio Technica AEW-R4100 RX, AEW-T1000A Unipack TX, AEW-T330A TX	1	\$ -	\$ -
-	AT831R		Audio Technica Omnidirectional Condensor Lav	1	\$ -	\$ -
-	EVID C8.2		Bosch / Electro-Voice EVID C8.2 8" 2-Way Coaxial Speaker	8	\$ -	\$ -
<b>Section 4 - Audio Processing &amp; Amplification Sub-Total</b>						\$ -

<b>Section 5 - Hearing Assist</b>						
-	PPA 457 NET D PRO		Williams Sound Personal PA Pro FM Assistave Listening System	1	\$ -	\$ -
<b>Section 5 - Hearing Assist Sub-Total</b>						\$ -

<b>Section 6 - Network SD and USB Recorder</b>						
-	DN-700R		Denon DN-700R Network SD and USB Recorder	1	\$ -	\$ -
-	CustomPart		Custom I/O Part # for record and USB extention	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	1	\$ -	\$ -
<b>Section 6 - Network SD and USB Recorder Sub-Total</b>						\$ -

<b>Section 7 - Control System</b>						
-	CP3N		Crestron 3-Series Control System w/ Network	1	\$ -	\$ -
-	TSW-1060		Crestron 10.1" Touch Screen (Black)	2	\$ -	\$ -
-	TSW-1060TTK		Crestron Tabletop Kit for TSW-1060 (Black)	2	\$ -	\$ -
-	CustomPart		Custom Button Interface / Box	1	\$ -	\$ -
<b>Section 7 - Control System Sub-Total</b>						\$ -

<b>Section 8 - Wireless Presentation System</b>						
-	VIA-COLLAGE		Kramer VIA Collage 4K Wireless Presentation & Collaboration Solution	1	\$ -	\$ -
-	RK-COLLAGE		Kramer 19" Rack Adapter-VIA Collage	1	\$ -	\$ -
<b>Section 8 - Wireless Presentation Sub-Total</b>						\$ -

Section 9 - Document Camera						
-	EYE-14		Wolfvision EYE-14 Ceiling Visualizer Camera	1	\$ -	\$ -
-	EYE-KIT		Wolfvision EYE-KIT Ceiling Mount	1	\$ -	\$ -
Section 9 - Document Camera Sub-Total						\$ -

Section 10 - Network Switches						
-	HP 1920-24G-POE+		HP 1920-24G-POE+ 24 Port Layer 3 Managed Switch	1	\$ -	\$ -
-	NG GS724T AVB V4		Biamp Supplied Netgear GS724T AVB Compliant Switch	1	\$ -	\$ -
Section 10 - Network Switches Sub-Total						\$ -

Section 11 - Touch Screen Monitor						
-	PN-L803C		Sharp 80" Whiteboard Display 10 Point Capacitive Touch	1	\$ -	\$ -
-	XSM1U		Chief X-Lare Fusion Micro-Adjustable Fixed Wall Display Mount	1	\$ -	\$ -
Section 11 - Touch Screen Monitor Sub-Total						\$ -

Section 12 - Public Monitors						
-	QM55H		Samsung QM55H 55" Commercial UHD Display	4	\$ -	\$ -
-	MPAUB		Chief Medium Fusion Manual Hight Adjustable Mobile AV Cart	4	\$ -	\$ -
Section 12 - Public Monitors Sub-Total						\$ -

Section 13 - Overflow Monitor						
-	QM55H		Samsung QM55H 55" Commercial UHD Display	1	\$ -	\$ -
-	LCM1U		Chief Fusion Large Flat Panel Ceiling Mount	1	\$ -	\$ -
-	CMA372		Chief Unitstrut Ceiling Mount Adapter	1	\$ -	\$ -
-	CMS0305		Chief Adjustable Extension Column	1	\$ -	\$ -
Section 13 - Overflow Monitor						\$ -

Section 14 - Installation						
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
Section 14 - Installation Sub-Total						\$ -

Base System Summary						
Section 1 - Video Distribution						\$ -
Section 2 - Cable Cubby & USB Transmitters						\$ -
Section 3 - Dais Video & Audio System						\$ -
Section 4 - Audio Processing & Amplification						\$ -
Section 5 - Hearing Assist						\$ -
Section 6 - Network SD and USB Recorder						\$ -
Section 7 - Control System						\$ -
Section 8 - Wireless Presentation System						\$ -
Section 9 - Document Camera						\$ -
Section 10 - Network Switches						\$ -
Section 11 - Touch Screen Monitor Sub Total						\$ -
Section 12 - Public Monitors Subtotal						\$ -
Section 13 - Overflow Monitor						\$ -
Section 14 - Installation Subtotal						\$ -
Base Bid Subtotal						\$ -

**City of Andover**  
**Council Chambers AV Presentation System - Bid Form**  
**Bid Options**

Council Chambers - Options						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Option 1 - Microphones</b>						
-	ES915C18		Audio Technica Mini Condenser Gooseneck Microphone - Cardioid 18"	16	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
<b>Option 1 - Microphones</b>						\$ -

<b>Option 2 - Microphone Logic</b>						
-	Tesira EX-LOGIC		Biamp Tesira EX-Logic Expander 16 Logic Connections	2	\$ -	\$ -
-	Tesira RMK-2		Biamp Two Unit Rack Mount Kit	1	\$ -	\$ -
-	Custom		Momentary SPDT Buttons w/ LED Light	16	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
<b>Option 2 - Microphone Logic</b>						\$ -

<b>Options Summary</b>						
Option 1 - Microphones						\$ -
Option 2 - Microphone Logic						\$ -
<b>Base Bid Subtotal</b>						<b>\$ -</b>

**City of Anoka**  
**Council Chambers AV Presentation System - Bid Form**  
**Base Bid**

Council Chambers - Base System Proposal						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Section 1 - Video Distribution</b>						
-	DM-MD8x8		Crestron 8x8 DigitalMedia Switcher	1	\$ -	\$ -
-	DMC-4K-C-DSP-HDCP2		Crestron HDBaseT Certified 4K DigitalMedia 8G+ Input Card w/ DSP	2	\$ -	\$ -
-	DMC-4K-HD-SDP-HDCP2		Crestron 4K HDMI Input Card w/ DSP	3	\$ -	\$ -
-	DMC-SDI		Crestron 3G-SDI Input Card	1	\$ -	\$ -
-	DMC-4K-CO-HD-HDCP2		Crestron 2-Channel HDBaseT Certified 4K DigitalMedia 8G+ Output Card	3	\$ -	\$ -
-	DMC-HDO		Crestron 2-Channel HDMI Output Card	1	\$ -	\$ -
-	DM-TX-4K-302-C		Crestron 4K DigitalMedia 8G+ Transmitter 302	2	\$ -	\$ -
-	DM-RMC-4K-SCALER-C-DSP		Crestron 4K DigitalMedia 8G+ Receiver & Room Controller w/ Scaling & DSP	6	\$ -	\$ -
-	HD-DA4-4K-E		Crestron 1-to-4 4K HDMI Distribution Amplifier	2	\$ -	\$ -
-	HD-DA8-4K-E		Crestron 1-to-8 4K HDMI Distribution Amplifier	1	\$ -	\$ -
-	HD-SCALER-HD-E		Crestron High-Definition Video Scaler HDMI In, HDMI Out	2	\$ -	\$ -
-	DM-PSU-8		Crestron 8-Port PoDM Power Supply for DM 8G+ I/O Cards	1	\$ -	\$ -
-	SP-HD-1x4		Covid HDMI 1:4 Splitter	2	\$ -	\$ -
-	HAS-PLUS		AJA HDMI to HD/SD Converter	1	\$ -	\$ -
<b>Section 1 - Video Distribution Sub-Total</b>						\$ -
<b>Section 2 - Cable Cubby &amp; USB Transmitters</b>						
-	HAS 400		Extron HAS 400 Cable Cubby	2	\$ -	\$ -
-	AAP SuperPlate 100		Extron AAP SuperPlate 100 (HDMI, VGA, Audio, USB - BLACK)	1	\$ -	\$ -
-	AAP HDMI		Extron HDMI Plate w/ 10" Pigtail	1	\$ -	\$ -
-	AAP VGA & Audio		Extron VGA w/ 6" Pigtail & 3.5mm Mini Jack	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	1	\$ -	\$ -
<b>Section 2 - Cable Cubby &amp; USB TX-RX Sub-Total</b>						\$ -
<b>Section 3 - Dais Video &amp; Audio System</b>						
-	P2217H		Dell 22" 1920x1080 Monitor	11	\$ -	\$ -
-	S2240T		Dell 21.5" 1920x1080 Touch Screen LED Lit Monitor	1	\$ -	\$ -
-	ACS11		Dell USB SoundBar	12	\$ -	\$ -
-	Allowance		Chief Monitor Mount (TBD - Dais & Podium)	12	\$ -	\$ -
-	TX-A2		RDL Audio Converter - Balanced Mono to Unbalanced Stereo	12	\$ -	\$ -
<b>Section 3 - Dais Video &amp; Audio System Sub-Total</b>						\$ -
<b>Section 4 - Audio Processing &amp; Amplification</b>						
-	Tesira Server-IO AVB		Biamp Tesira Server-IO w/ AVB	1	\$ -	\$ -
-	DAN-1		Biamp 64x64 Dante Interface Card	1	\$ -	\$ -
-	SVC-2		Biamp 2 Line VoIP Card	1	\$ -	\$ -
-	SEC-4		Biamp 4 Channel Mic/Line Input Card	6	\$ -	\$ -
-	SOC-4		Biamp 4 Channel Mic/Line Output Card	4	\$ -	\$ -
-	Tesira AMP-4300R CV		Biamp Tesira AMP-4300R CV Amplifier	1	\$ -	\$ -
-	AEW-4313a		Audio Technica AEW-R4100 RX, AEW-T1000A Unipack TX, AEW-T330A TX	1	\$ -	\$ -
-	AT831R		Audio Technica Omnidirectional Condensor Lav	1	\$ -	\$ -
-	EVID C8.2		Bosch / Electro-Voice EVID C8.2 8" 2-Way Coaxial Speaker	4	\$ -	\$ -
<b>Section 4 - Audio Processing &amp; Amplification Sub-Total</b>						\$ -
<b>Section 5 - Hearing Assist</b>						
-	PPA 457 NET D PRO		Williams Sound Personal PA Pro FM Assistave Listening System	1	\$ -	\$ -
<b>Section 5 - Hearing Assist Sub-Total</b>						\$ -
<b>Section 6 - Network SD and USB Recorder</b>						
-	DN-700R		Denon DN-700R Network SD and USB Recorder	1	\$ -	\$ -
-	CustomPart		Custom I/O Part # for record and USB extention	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	1	\$ -	\$ -
<b>Section 6 - Network SD and USB Recorder Sub-Total</b>						\$ -
<b>Section 7 - Control System</b>						
-	CP3N		Crestron 3-Series Control System w/ Network	1	\$ -	\$ -
-	TSW-1060		Crestron 10.1" Touch Screen (Black)	2	\$ -	\$ -
-	TSW-1060TTK		Crestron Tabletop Kit for TSW-1060 (Black)	2	\$ -	\$ -
-	CustomPart		Custom Button Interface / Box	1	\$ -	\$ -
<b>Section 7 - Control System Sub-Total</b>						\$ -
<b>Section 8 - Wireless Presentation System</b>						
-	VIA-COLLAGE		Kramer VIA Collage 4K Wireless Presentation & Collaboration Solution	1	\$ -	\$ -
-	RK-COLLAGE		Kramer 19" Rack Adapter-VIA Collage	1	\$ -	\$ -
<b>Section 8 - Wireless Presentation Sub-Total</b>						\$ -
<b>Section 9 - Document Camera</b>						
-	EYE-14		Wolfvision EYE-14 Ceiling Visualizer Camera	1	\$ -	\$ -

-	EYE-KIT		Wolfvision EYE-KIT Ceiling Mount	1	\$	-	\$	-
Section 9 - Document Camera Sub-Total							\$	-

#### Section 10 - Network Switches

-	HP 1920-24G-POE+		HP 1920-24G-POE+ 24 Port Layer 3 Managed Switch	1	\$	-	\$	-
-	NG GS724T AVB V4		Biamp Supplied Netgear GS724T AVB Compliant Switch	1	\$	-	\$	-
Section 10 - Network Switches Sub-Total							\$	-

#### Section 11 - Public Monitors

-	QM55H		Samsung QM55H 55" Commercial UHD Display	2	\$	-	\$	-
-	LCM1U		Chief Fusion Large Flat Panel Ceiling Mount	2	\$	-	\$	-
-	CMA372		Chief Unitstrut Ceiling Mount Adapter	2	\$	-	\$	-
-	CMS0305		Chief Adjustable Extension Column	2	\$	-	\$	-
Section 11 - Public Monitors Sub-Total							\$	-

#### Section 14 - Overflow Monitor

-	QM55H		Samsung QM55H 55" Commercial UHD Display	1	\$	-	\$	-
-	LCM1U		Chief Fusion Large Flat Panel Ceiling Mount	1	\$	-	\$	-
-	CMA372		Chief Unitstrut Ceiling Mount Adapter	1	\$	-	\$	-
-	CMS0305		Chief Adjustable Extension Column	1	\$	-	\$	-
Section 12 - Overflow Monitor Sub-Total							\$	-

#### Section 13 - Installation

-	LABOR - ONSITE		Installation & Commissioning Labor	1		N/A	\$	-
-	EXPENSES		Installation Materials	1		N/A	\$	-
Section 13 - Installation Sub-Total							\$	-

#### Base System Summary

Section 1 - Video Distribution	\$	-
Section 2 - Cable Cubby & USB Transmitters	\$	-
Section 3 - Dais Video & Audio System	\$	-
Section 4 - Audio Processing & Amplification	\$	-
Section 5 - Hearing Assist	\$	-
Section 6 - Network SD and USB Recorder	\$	-
Section 7 - Control System	\$	-
Section 8 - Wireless Presentation System	\$	-
Section 9 - Document Camera	\$	-
Section 10 - Network Switches	\$	-
Section 11 - Public Monitors	\$	-
Section 12 - Overflow Monitor	\$	-
Section 13 - Installation	\$	-
Base Bid Subtotal	\$	-

**City of Anoka**  
**Council Chambers AV Presentation System - Bid Form**  
**Bid Options**

Council Chambers - Options						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Option 1 - Microphones</b>						
-	ES915C18		Audio Technica Mini Condenser Gooseneck Microphone - Cardioid 18"	19	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
Option 1 - Microphones						\$ -

<b>Option 2 - Microphone Logic</b>						
-	Tesira EX-LOGIC		Biamp Tesira EX-Logic Expander 16 Logic Connections	4	\$ -	\$ -
-	Tesira RMK-2		Biamp Two Unit Rack Mount Kit	2	\$ -	\$ -
	Custom		Momentary SPDT Buttons w/ LED Light	19	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
Option 2 - Microphone Logic						\$ -

<b>Options Summary</b>						
Option 1 - Microphones						\$ -
Option 2 - Microphone Logic						\$ -
<b>Base Bid Subtotal</b>						<b>\$ -</b>

**City of Champlin**  
**Council Chambers AV Presentation System - Bid Form**  
**Base Bid**

Council Chambers - Base System Proposal						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Section 1 - Video Distribution</b>						
-	DM-MD8x8		Crestron 8x8 DigitalMedia Switcher	1	\$ -	\$ -
-	DMC-4K-C-DSP-HDCP2		Crestron HDBaseT Certified 4K DigitalMedia 8G+ Input Card w/ DSP	3	\$ -	\$ -
-	DMC-4K-HD-SDP-HDCP2		Crestron 4K HDMI Input Card w/ DSP	2	\$ -	\$ -
-	DMC-SDI		Crestron 3G-SDI Input Card	1	\$ -	\$ -
-	DMC-4K-CO-HD-HDCP2		Crestron 2-Channel HDBaseT Certified 4K DigitalMedia 8G+ Output Card	3	\$ -	\$ -
-	DMC-HDO		Crestron 2-Channel HDMI Output Card	1	\$ -	\$ -
-	DM-TX-4K-302-C		Crestron 4K DigitalMedia 8G+ Transmitter 302	3	\$ -	\$ -
-	DM-RMC-4K-SCALER-C-DSP		Crestron 4K DigitalMedia 8G+ Receiver & Room Controller w/ Scaling & DSP	5	\$ -	\$ -
-	HD-DA4-4K-E		Crestron 1-to-4 4K HDMI Distribution Amplifier	2	\$ -	\$ -
-	HD-DA8-4K-E		Crestron 1-to-8 4K HDMI Distribution Amplifier	1	\$ -	\$ -
-	HD-SCALER-HD-E		Crestron High-Definition Video Scaler HDMI In, HDMI Out	2	\$ -	\$ -
-	DM-PSU-8		Crestron 8-Port PoDM Power Supply for DM 8G+ I/O Cards	1	\$ -	\$ -
-	SP-HD-1x4		Covid HDMI 1:4 Splitter	2	\$ -	\$ -
-	HAS-PLUS		AJA HDMI to HD/SD Converter	1	\$ -	\$ -
<b>Section 1 - Video Distribution Subtotal</b>						\$ -

<b>Section 2 - Cable Cubby &amp; USB Transmitters</b>						
-	HAS 400		Extron HAS 400 Cable Cubby	2	\$ -	\$ -
-	AAP SuperPlate 100		Extron AAP SuperPlate 100 (HDMI, VGA, Audio, USB - BLACK)	1	\$ -	\$ -
-	AAP HDMI		Extron HDMI Plate w/ 10" Pigtail	1	\$ -	\$ -
-	AAP VGA & Audio		Extron VGA w/ 6" Pigtail & 3.5mm Mini Jack	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	1	\$ -	\$ -
<b>Section 2 - Cable Cubby &amp; USB TX-RX Sub-Total</b>						\$ -

<b>Section 3 - Dais Video &amp; Audio System</b>						
-	P2217H		Dell 22" 1920x1080 Monitor	12	\$ -	\$ -
-	S2240T		Dell 21.5" 1920x1080 Touch Screen LED Lit Monitor	1	\$ -	\$ -
-	ACS11		Dell USB SoundBar	13	\$ -	\$ -
-	Allowance		Chief Monitor Mount (TBD - Dais & Podium)	13	\$ -	\$ -
-	TX-A2		RDL Audio Converter - Balanced Mono to Unbalanced Stereo	13	\$ -	\$ -
<b>Section 3 - Dais Video &amp; Audio System Sub-Total</b>						\$ -

<b>Section 4 - Audio Processing &amp; Amplification</b>						
-	Tesira Server-IO AVB		Biamp Tesira Server-IO w/ AVB	1	\$ -	\$ -
-	DAN-1		Biamp 64x64 Dante Interface Card	1	\$ -	\$ -
-	SVC-2		Biamp 2 Line VoIP Card	1	\$ -	\$ -
-	SEC-4		Biamp 4 Channel Mic/Line Input Card	5	\$ -	\$ -
-	SOC-4		Biamp 4 Channel Mic/Line Output Card	4	\$ -	\$ -
-	Tesira AMP-4300R CV		Biamp Tesira AMP-4300R CV Amplifier	1	\$ -	\$ -
-	AEW-4313a		Audio Technica AEW-R4100 RX, AEW-T1000A Unipack TX, AEW-T330A TX	1	\$ -	\$ -
-	AT831R		Audio Technica Omnidirectional Condensor Lav	1	\$ -	\$ -
-	EVID C8.2		Bosch / Electro-Voice EVID C8.2 8" 2-Way Coaxial Speaker	3	\$ -	\$ -
<b>Section 4 - Audio Processing &amp; Amplification Sub-Total</b>						\$ -

<b>Section 5 - Hearing Assist</b>						
-	PPA 457 NET D PRO		Williams Sound Personal PA Pro FM Assistave Listening System	1	\$ -	\$ -
<b>Section 5 - Hearing Assist Sub-Total</b>						\$ -

<b>Section 6 - Network SD and USB Recorder</b>						
-	DN-700R		Denon DN-700R Network SD and USB Recorder	1	\$ -	\$ -
-	CustomPart		Custom I/O Part # for record and USB extention	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	1	\$ -	\$ -
<b>Section 6 - Network SD and USB Recorder Sub-Total</b>						\$ -

<b>Section 7 - Control System</b>						
-	CP3N		Crestron 3-Series Control System w/ Network	1	\$ -	\$ -
-	TSW-1060		Crestron 10.1" Touch Screen (Black)	2	\$ -	\$ -
-	TSW-1060TTK		Crestron Tabletop Kit for TSW-1060 (Black)	2	\$ -	\$ -
-	CustomPart		Custom Button Interface / Box	1	\$ -	\$ -
<b>Section 7 - Control System Sub-Total</b>						\$ -

<b>Section 8 - Wireless Presentation System</b>						
-	VIA-COLLAGE		Kramer VIA Collage 4K Wireless Presentation & Collaboration Solution	1	\$ -	\$ -
-	RK-COLLAGE		Kramer 19" Rack Adapter-VIA Collage	1	\$ -	\$ -
<b>Section 8 - Wireless Presentation Sub-Total</b>						\$ -

<b>Section 9 - Document Camera</b>						
-	EYE-14		Wolfvision EYE-14 Ceiling Visualizer Camera	1	\$ -	\$ -

Section 9 - Document Camera Sub-Total		\$	-
---------------------------------------	--	----	---

Section 10 - Network Switches						
-	HP 1920-24G-POE+		HP 1920-24G-POE+ 24 Port Layer 3 Managed Switch	1	\$ -	\$ -
-	NG GS724T AVB V4		Biamp Supplied Netgear GS724T AVB Compliant Switch	1	\$ -	\$ -
Section 10 - Network Switches Sub-Total					\$ -	\$ -

Section 11 - Public Monitors						
-	QM65H		Samsung QM65H 65" Commercial UHD Display	2	\$ -	\$ -
-	LCM1U		Chief Fusion Large Flat Panel Ceiling Mount	2	\$ -	\$ -
-	CMA372		Chief Unitstrut Ceiling Mount Adapter	2	\$ -	\$ -
-	CMS0305		Chief Adjustable Extension Column	2	\$ -	\$ -
Section 11 - Public Monitors Sub-Total					\$ -	\$ -

Section 12 - Installation						
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
Section 12 - Installation Sub-Total				-	\$ -	\$ -

Base System Summary						
Section 1 - Video Distribution						\$ -
Section 2 - Cable Cubby & USB Transmitters						\$ -
Section 3 - Dais Video & Audio System						\$ -
Section 4 - Audio Processing & Amplification						\$ -
Section 5 - Hearing Assist						\$ -
Section 6 - Network SD and USB Recorder						\$ -
Section 7 - Control System						\$ -
Section 8 - Wireless Presentation System						\$ -
Section 9 - Document Camera						\$ -
Section 10 - Network Switches						\$ -
Section 11 - Public Monitors						\$ -
Section 12 - Installation						\$ -
Base Bid Subtotal						\$ -

**City of Champlins**  
**Council Chambers AV Presentation System - Bid Form**  
**Bid Options**

Council Chambers - Options						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Option 1 - Microphones</b>						
-	ES915C18		Audio Technica Mini Condenser Gooseneck Microphone - Cardioid 18"	13	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
<b>Option 1 - Microphones</b>						\$ -

<b>Option 2 - Microphone Logic</b>						
-	Tesira EX-LOGIC		Biamp Tesira EX-Logic Expander 16 Logic Connections	2	\$ -	\$ -
-	Tesira RMK-2		Biamp Two Unit Rack Mount Kit	1	\$ -	\$ -
-	Custom		Momentary SPDT Buttons w/ LED Light	13	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
<b>Option 2 - Microphone Logic</b>						\$ -

<b>Option 3 - 70" Displays</b>						
-	QM65H		Samsung QM65H 65" Commercial UHD Display	-2	\$ -	\$ -
-	QB75H		Samsung QB75H 75" Commercial UHD Display	2	\$ -	\$ -
<b>Option 3 - 70" Displays</b>						\$ -

Options Summary						
Option 1 - Microphones						\$ -
Option 2 - Microphone Logic						\$ -
Option 3 - 70" Displays						\$ -
<b>Base Bid Subtotal</b>						<b>\$ -</b>

**City of Ramsey**  
**Council Chambers AV Presentation System - Bid Form**  
**Base Bid**

Council Chambers - Base System Proposal						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Section 1 - Video Distribution</b>						
-	DM-MD8x8		Crestron 8x8 DigitalMedia Switcher	1	\$ -	\$ -
-	DMC-4K-C-DSP-HDCP2		Crestron HDBaseT Certified 4K DigitalMedia 8G+ Input Card w/ DSP	3	\$ -	\$ -
-	DMC-4K-HD-SDP-HDCP2		Crestron 4K HDMI Input Card w/ DSP	1	\$ -	\$ -
-	DMC-SDI		Crestron 3G-SDI Input Card	1	\$ -	\$ -
-	DMC-4K-CO-HD-HDCP2		Crestron 2-Channel HDBaseT Certified 4K DigitalMedia 8G+ Output Card	3	\$ -	\$ -
-	DMC-HDO		Crestron 2-Channel HDMI Output Card	1	\$ -	\$ -
-	DM-TX-4K-302-C		Crestron 4K DigitalMedia 8G+ Transmitter 302	3	\$ -	\$ -
-	DM-RMC-4K-SCALER-C-DSP		Crestron 4K DigitalMedia 8G+ Receiver & Room Controller w/ Scaling & DSP	5	\$ -	\$ -
-	HD-DA4-4K-E		Crestron 1-to-4 4K HDMI Distribution Amplifier	2	\$ -	\$ -
-	HD-DA8-4K-E		Crestron 1-to-8 4K HDMI Distribution Amplifier	1	\$ -	\$ -
-	HD-SCALER-HD-E		Crestron High-Definition Video Scaler HDMI In, HDMI Out	2	\$ -	\$ -
-	DM-PSU-8		Crestron 8-Port PoDM Power Supply for DM 8G+ I/O Cards	1	\$ -	\$ -
-	SP-HD-1x4		Covid HDMI 1:4 Splitter	2	\$ -	\$ -
-	HAS-PLUS		AJA HDMI to HD/SD Converter	1	\$ -	\$ -
Section 1 - Video Distribution Subtotal						\$ -
<b>Section 2 - Cable Cubby &amp; USB Transmitters</b>						
-	HAS 400		Extron HAS 400 Cable Cubby	2	\$ -	\$ -
-	AAP SuperPlate 100		Extron AAP SuperPlate 100 (HDMI, VGA, Audio, USB - BLACK)	1	\$ -	\$ -
-	AAP HDMI		Extron HDMI Plate w/ 10" Pigtail	1	\$ -	\$ -
-	AAP VGA & Audio		Extron VGA w/ 6" Pigtail & 3.5mm Mini Jack	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	1	\$ -	\$ -
Section 2 - Cable Cubby & USB TX-RX Sub-Total						\$ -
<b>Section 3 - Dais Video &amp; Audio System</b>						
-	P2217H		Dell 22" 1920x1080 Monitor	13	\$ -	\$ -
-	S2240T		Dell 21.5" 1920x1080 Touch Screen LED Lit Monitor	1	\$ -	\$ -
-	ACS11		Dell USB SoundBar	14	\$ -	\$ -
-	Allowance		Chief Monitor Mount (TBD - Dais & Podium)	14	\$ -	\$ -
-	TX-A2		RDL Audio Converter - Balanced Mono to Unbalanced Stereo	14	\$ -	\$ -
Section 3 - Dais Video & Audio System Sub-Total						\$ -
<b>Section 4 - Audio Processing &amp; Amplification</b>						
-	Tesira Server-IO AVB		Biamp Tesira Server-IO w/ AVB	1	\$ -	\$ -
-	DAN-1		Biamp 64x64 Dante Interface Card	1	\$ -	\$ -
-	SVC-2		Biamp 2 Line VoIP Card	1	\$ -	\$ -
-	SEC-4		Biamp 4 Channel Mic/Line Input Card	5	\$ -	\$ -
-	SOC-4		Biamp 4 Channel Mic/Line Output Card	5	\$ -	\$ -
-	Tesira AMP-4300R CV		Biamp Tesira AMP-4300R CV Amplifier	1	\$ -	\$ -
-	AEW-4313a		Audio Technica AEW-R4100 RX, AEW-T1000A Unipack TX, AEW-T330A TX	1	\$ -	\$ -
-	AT831R		Audio Technica Omnidirectional Condensor Lav	1	\$ -	\$ -
-	EVID-S8.2T		Bosch EV 8" Surface Mount Speaker (OVERFLOW)	2	\$ -	\$ -
Section 4 - Audio Processing & Amplification Sub-Total						\$ -
<b>Section 5 - Hearing Assist</b>						
-	PPA 457 NET D PRO		Williams Sound Personal PA Pro FM Assistave Listening System	1	\$ -	\$ -
Section 5 - Hearing Assist Sub-Total						\$ -
<b>Section 6 - Network SD and USB Recorder</b>						
-	DN-700R		Denon DN-700R Network SD and USB Recorder	1	\$ -	\$ -
-	CustomPart		Custom I/O Part # for record and USB extention	1	\$ -	\$ -
-	IC402A-R2		Blackbox CATx USB 2.0 Extender 2-Port	1	\$ -	\$ -
Section 6 - Network SD and USB Recorder Sub-Total						\$ -
<b>Section 7 - Control System</b>						
-	CP3N		Crestron 3-Series Control System w/ Network	1	\$ -	\$ -
-	TSW-1060		Crestron 10.1" Touch Screen (Black)	2	\$ -	\$ -
-	TSW-1060TTK		Crestron Tabletop Kit for TSW-1060 (Black)	2	\$ -	\$ -
-	CustomPart		Custom Button Interface / Box	1	\$ -	\$ -
Section 7 - Control System Sub-Total						\$ -
<b>Section 8 - Wireless Presentation System</b>						
-	VIA-COLLAGE		Kramer VIA Collage 4K Wireless Presentation & Collaboration Solution	1	\$ -	\$ -
-	RK-COLLAGE		Kramer 19" Rack Adapter-VIA Collage	1	\$ -	\$ -
Section 8 - Wireless Presentation Sub-Total						\$ -
<b>Section 9 - Document Camera</b>						
-	EYE-14		Wolfvision EYE-14 Ceiling Visualizer Camera	1	\$ -	\$ -

-	EYE-KIT		Wolfvision EYE-KIT Ceiling Mount	1	\$ -	\$ -
Section 9 - Document Camera Sub-Total						\$ -

Section 10 - Network Switches						
-	HP 1920-24G-POE+		HP 1920-24G-POE+ 24 Port Layer 3 Managed Switch	1	\$ -	\$ -
-	NG GS724T AVB V4		Biamp Supplied Netgear GS724T AVB Compliant Switch	1	\$ -	\$ -
Section 10 - Network Switches Sub-Total					\$ -	\$ -

Section 11 - Projectors & Screens						
-	DHD850-GS		Christie Digital 1-DLP Solid State 7200lm 1920x1080 Projector	2	\$ -	\$ -
-	1.52-2.89		Christie Digital Lens 1.52-2.89 Zoom G/GS	2	\$ -	\$ -
-	HoloScreen		Da-Lite Holo Screen 92" Diagonal 16:9	2	\$ -	\$ -
Section 11 - Projectors & Screens Sub-Total					\$ -	\$ -

Section 12 - Installation						
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
Section 13 - Installation Sub-Total					\$ -	\$ -

Base System Summary						
Section 1 - Video Distribution						\$ -
Section 2 - Cable Cubby & USB Transmitters						\$ -
Section 3 - Dais Video & Audio System						\$ -
Section 4 - Audio Processing & Amplification						\$ -
Section 5 - Hearing Assist						\$ -
Section 6 - Network SD and USB Recorder						\$ -
Section 7 - Control System						\$ -
Section 8 - Wireless Presentation System						\$ -
Section 9 - Document Camera						\$ -
Section 10 - Network Switches						\$ -
Section 11 - Projectors & Screens						\$ -
Section 12 - Installation						\$ -
Base Bid Subtotal						\$ -

**City of Ramsey**  
**Council Chambers AV Presentation System - Bid Form**  
**Bid Options**

Council Chambers - Options						
ID #	Model Number	ID	Manufacturer/Description	Qty	Unit	Extended
<b>Option 1 - Microphones</b>						
-	ES915C18		Audio Technica Mini Condenser Gooseneck Microphone - Cardioid 18"	16	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
<b>Option 1 - Microphones</b>						\$ -


<b>Option 2 - Microphone Logic</b>						
-	Tesira EX-LOGIC		Biamp Tesira EX-Logic Expander 16 Logic Connections	2	\$ -	\$ -
-	Tesira RMK-2		Biamp Two Unit Rack Mount Kit	1	\$ -	\$ -
-	Custom		Momentary SPDT Buttons w/ LED Light	16	\$ -	\$ -
-	LABOR - ONSITE		Installation & Commissioning Labor	1	N/A	\$ -
-	EXPENSES		Installation Materials	1	N/A	\$ -
<b>Option 2 - Microphone Logic</b>						\$ -

<b>Options Summary</b>						
Option 1 - Microphones						\$ -
Option 2 - Microphone Logic						\$ -
<b>Base Bid Subtotal</b>						<b>\$ -</b>



QUAD CITY TV  
AV PRESENTATION SYSTEMS-ANDOVER



DRAWING STATE			
SUBMITTALS			
REVISION HISTORY			
REV	DESCRIPTION	DATE	
CLIENT NAME: QUAD CITY TV			
PROJECT NAME: AV PRESENTATION SYSTEMS-ANDOVER			
PROJECT NO: QUAD00-AA001			
DESIGN ENGINEER: DAVID SQUIP	DESIGNED BY: ANDREW RYAN	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE POLK	PROJECT MANAGER: ERIC BURCH		
SHEET NAME: COVER			
SHEET NUMBER: AV-0001			
			



QUAD CITY TV  
AV PRESENTATION SYSTEMS-ANDOVER  
SUBMITTALS

SHEET LIST TABLE	
AV-001	COVER
AV-010	LEGEND
AV-100	FLOOR PLAN
AV-200	RCP
AV-550	CUSTOM PANELS
AV-560	FRAME LAYOUTS
AV-600	VIDEO SOURCES
AV-601	VIDEO MATRIX
AV-602	DISPLAYS
AV-603	MICROPHONES
AV-604	AUDIO
AV-605	CONTROL





QUAD CITY TV  
AV PRESENTATION SYSTEMS-ANDOVER



QUAD CITY TV  
QUAD CITY TV  
4 ENSIGN AVE. N.  
MPLIN, MN 56316

MAILING STATE:

## SUBMITTALS

REVISION HISTORY		
REV	DESCRIPTION	DATE

STUDENT NAME: \_\_\_\_\_

PROJECT NAME: QUAD CITY TV

AV PRESENTATION SYSTEMS-ANDOVER  
PROJECT NO:

QUA004-AA001

DESIGNED BY DAVID SCURUP	DRAFTED BY ANDREW RYAN
-----------------------------	---------------------------

<u>SALES PERSON</u> MIKE ROHM	<u>PROJECT MANAGER</u> ERIC BURCH
----------------------------------	--------------------------------------

NET NAME:  
**FLORIAN**

FLOOR PLAN

1000

[illegible]

1000

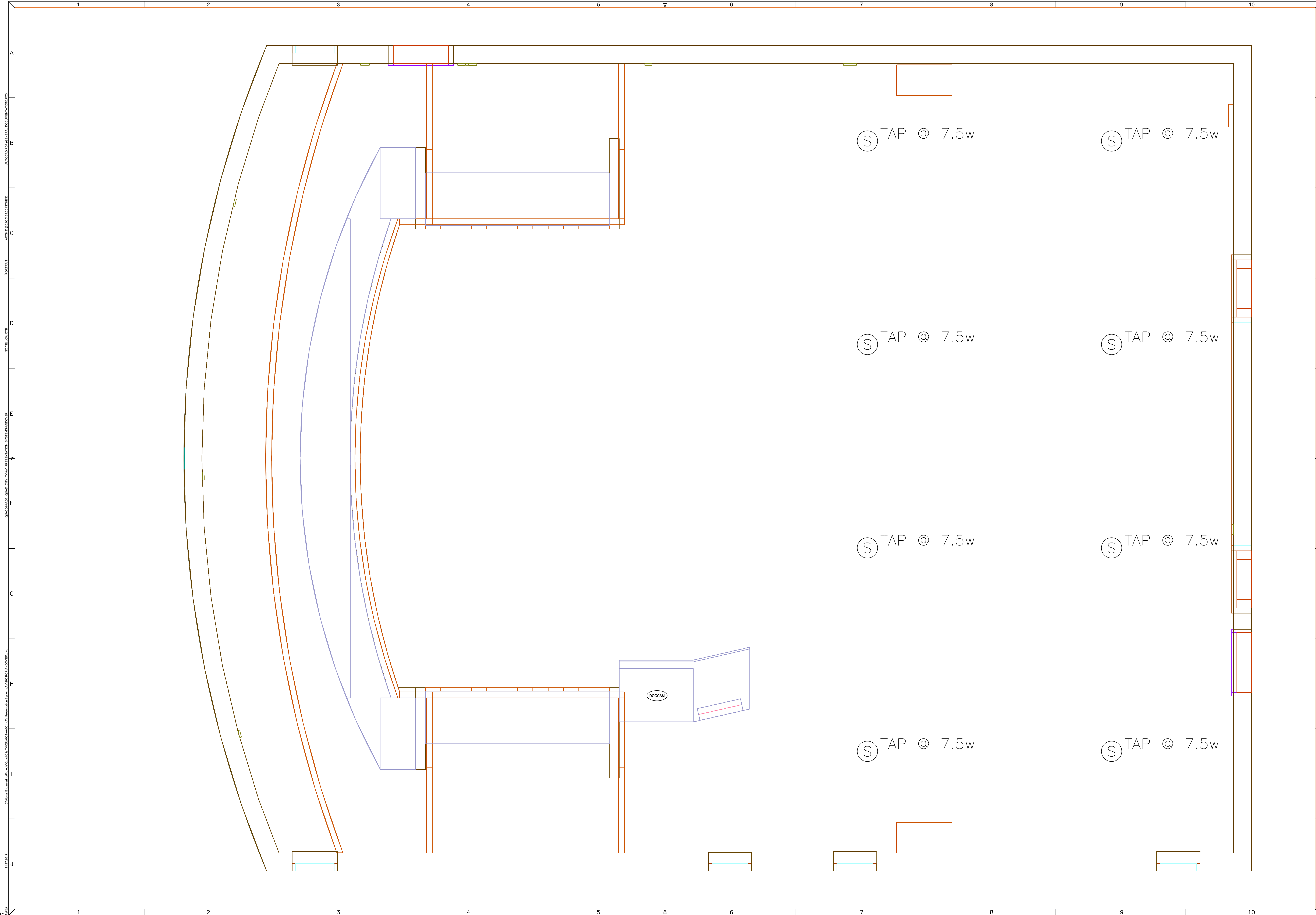
*Journal of Management Education* 36(7) 809-824

ET NUMBER:

AV-100

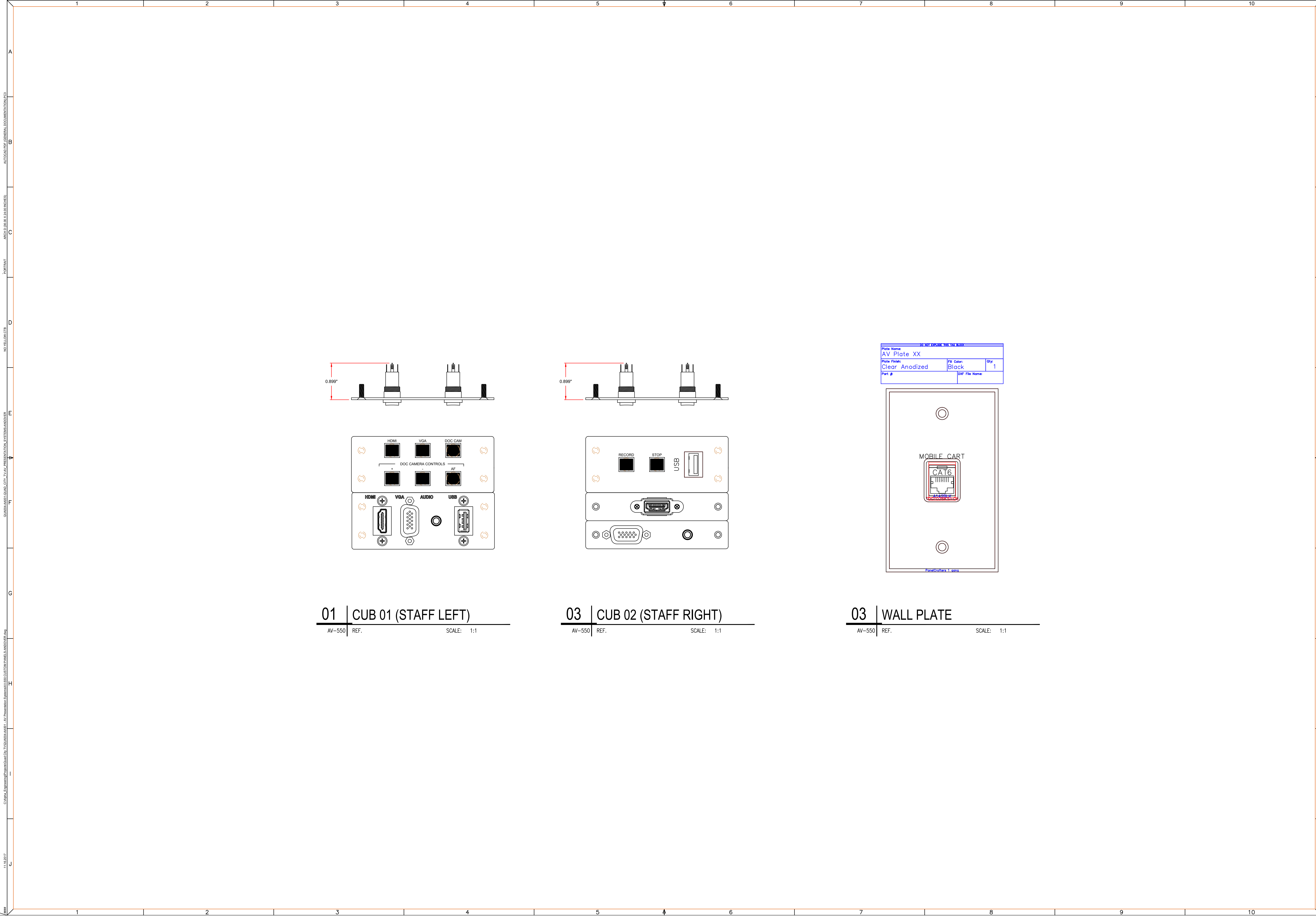
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**QUAD CITY TV**  
**AV PRESENTATION SYSTEMS-ANDOVER**

DRAWING STATE:		
SUBMITTALS		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY TV		
PROJECT NAME: AV PRESENTATION SYSTEMS-ANDOVER		
PROJECT NO: QUAD-AV-200		
DESIGN ENGINEER: DAVID SCOLAP	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: RCP		
SHEET NUMBER: AV-200		
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QUAD CITY TV  
AV PRESENTATION SYSTEMS-ANDOVER

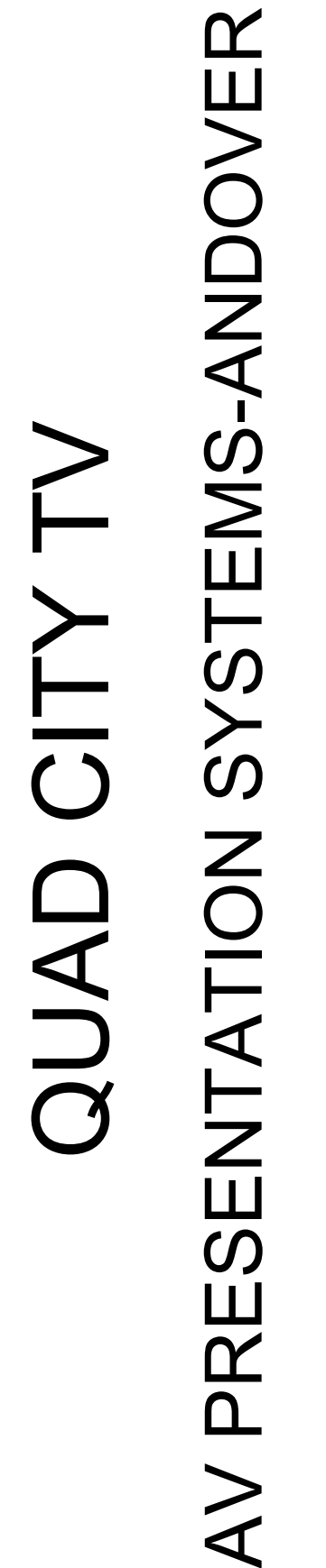
SUBMITTALS		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY TV		
PROJECT NAME: AV PRESENTATION SYSTEMS-ANDOVER		
PROJECT NO: QUAD-0001		
DESIGN ENGINEER: DAVID SCOLAP	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: CUSTOM PANELS		
SHEET NUMBER: AV-550		

C:\Alpha\_Engineering\Projects\Quad City TV\QuadCity1586\A4001 - AV Presentation System\A1586\FRAME LAYOUTS-ANDCOVER.dwg



ANNEX







1 2 3 4 5 6 7 8 9 10

A

B

C

D

E

F

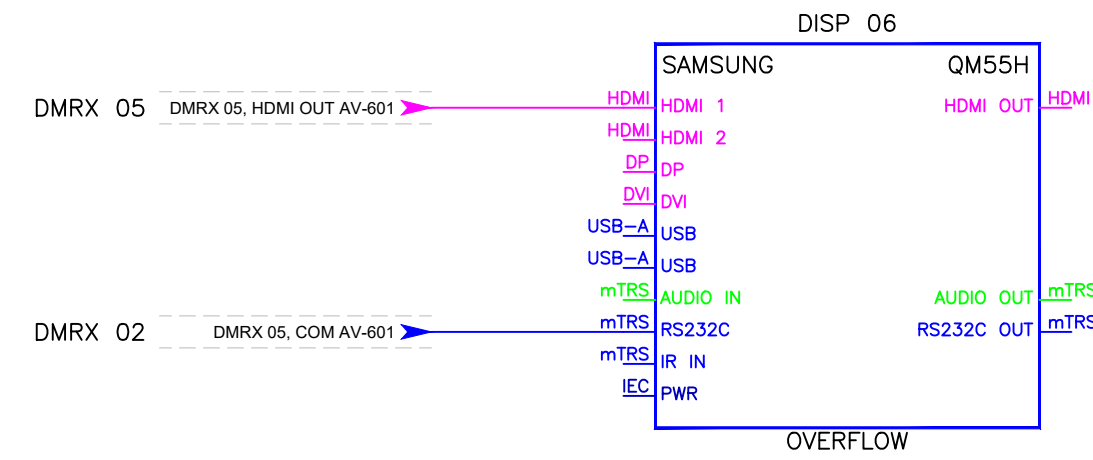
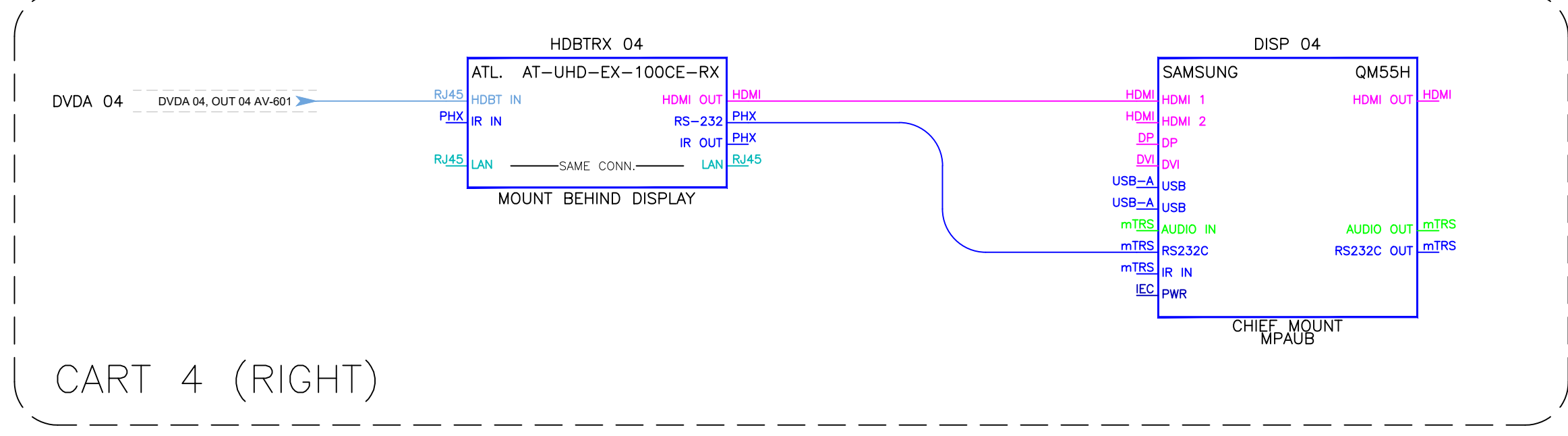
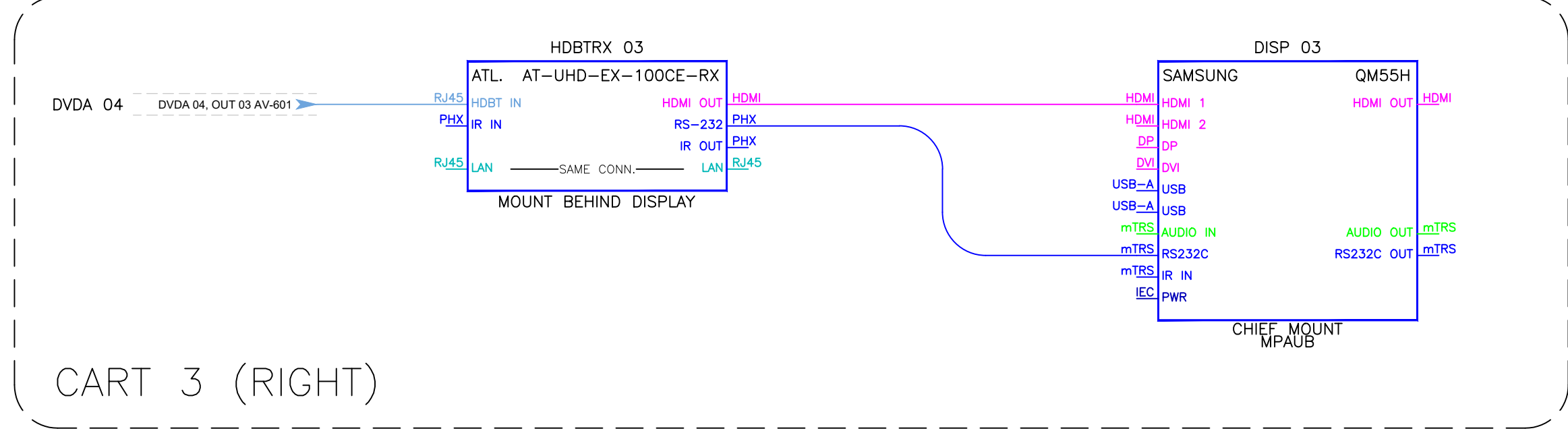
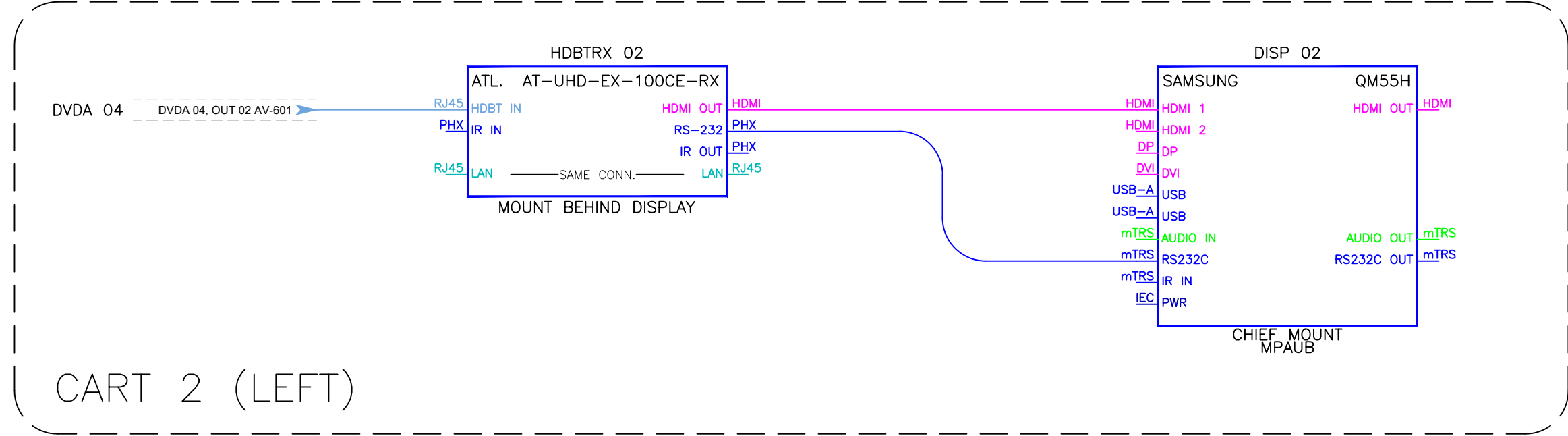
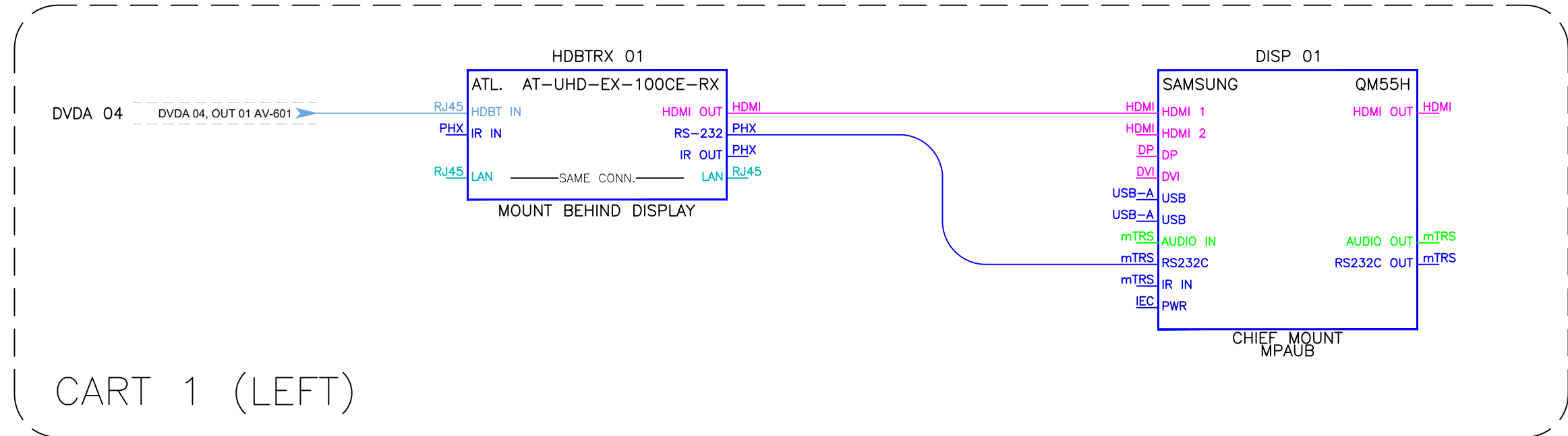
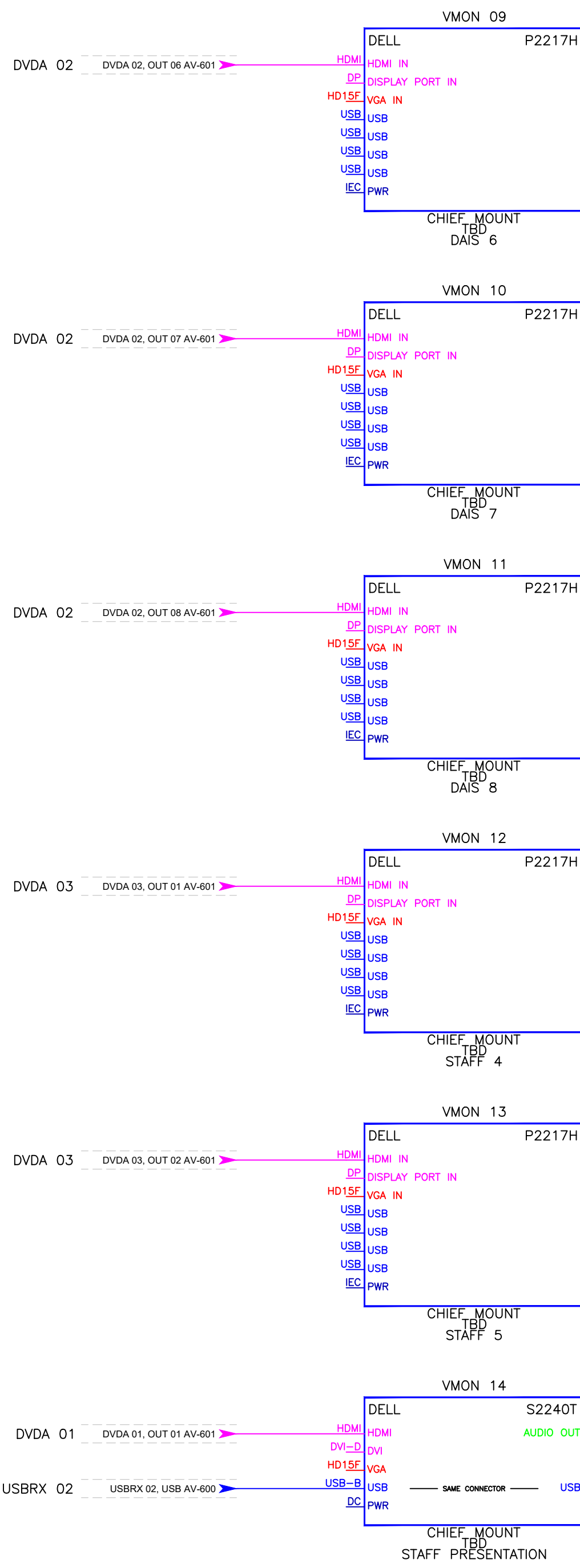
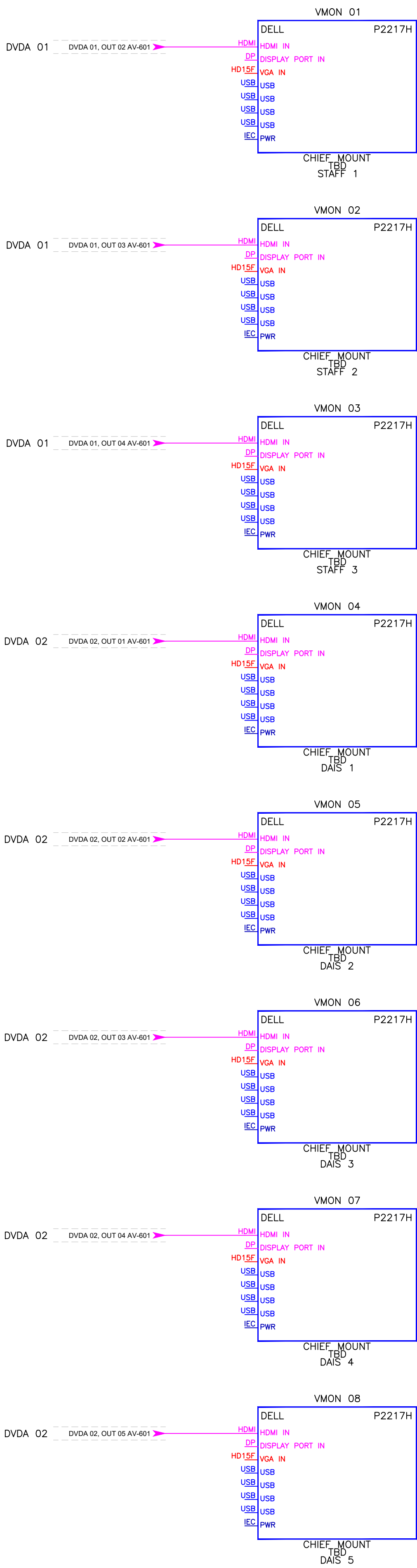
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H

I

J

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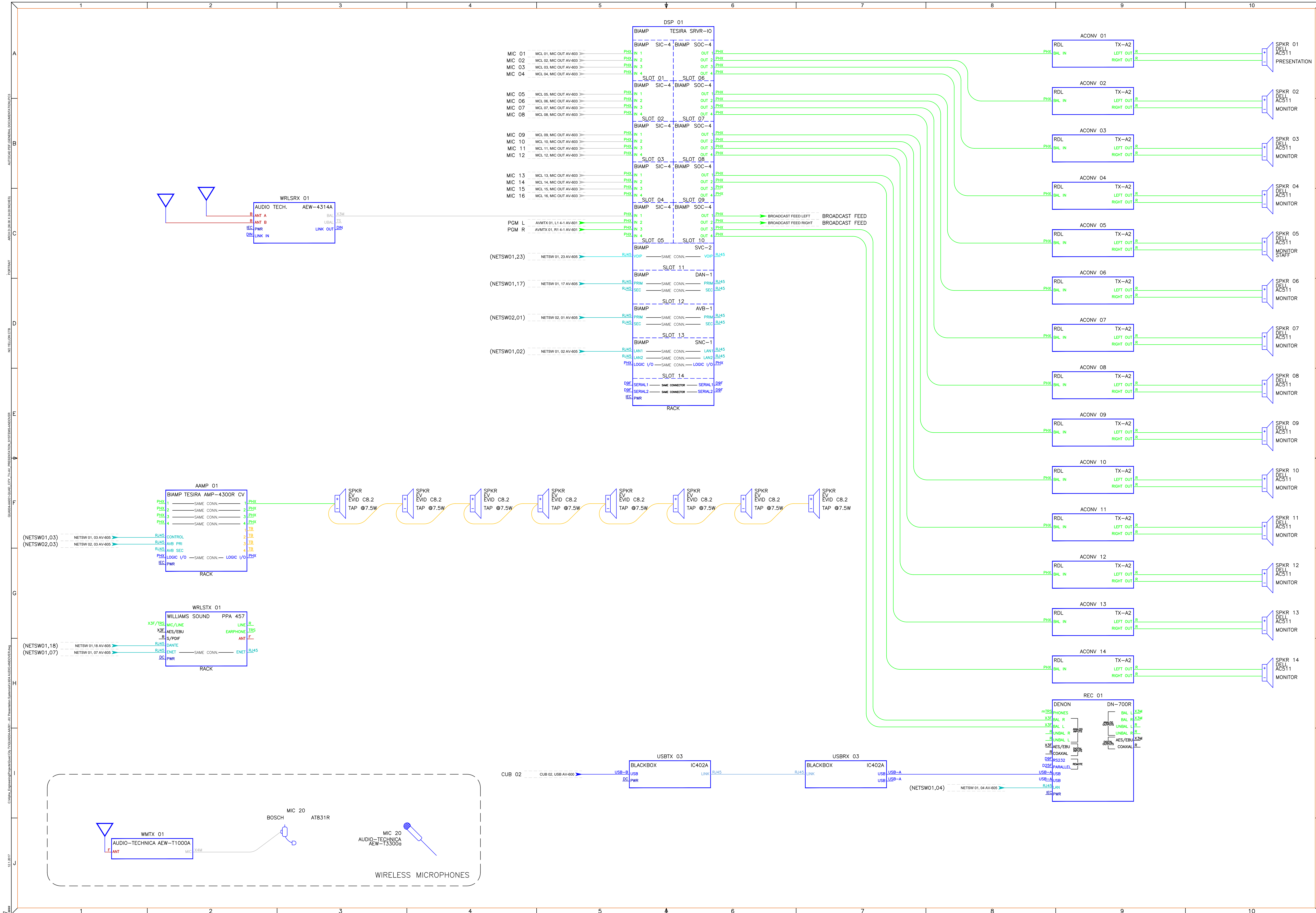
# QUAD CITY TV

## AV PRESENTATION SYSTEMS-ANDOVER



SUBMITTALS		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY TV		
PROJECT NAME: AV PRESENTATION SYSTEMS-ANDOVER		
PROJECT NO: QUAD-AJ001		
DESIGN ENGINEER: DAVID SCOLAP	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: DISPLAYS		
SHEET NUMBER: AV-602		



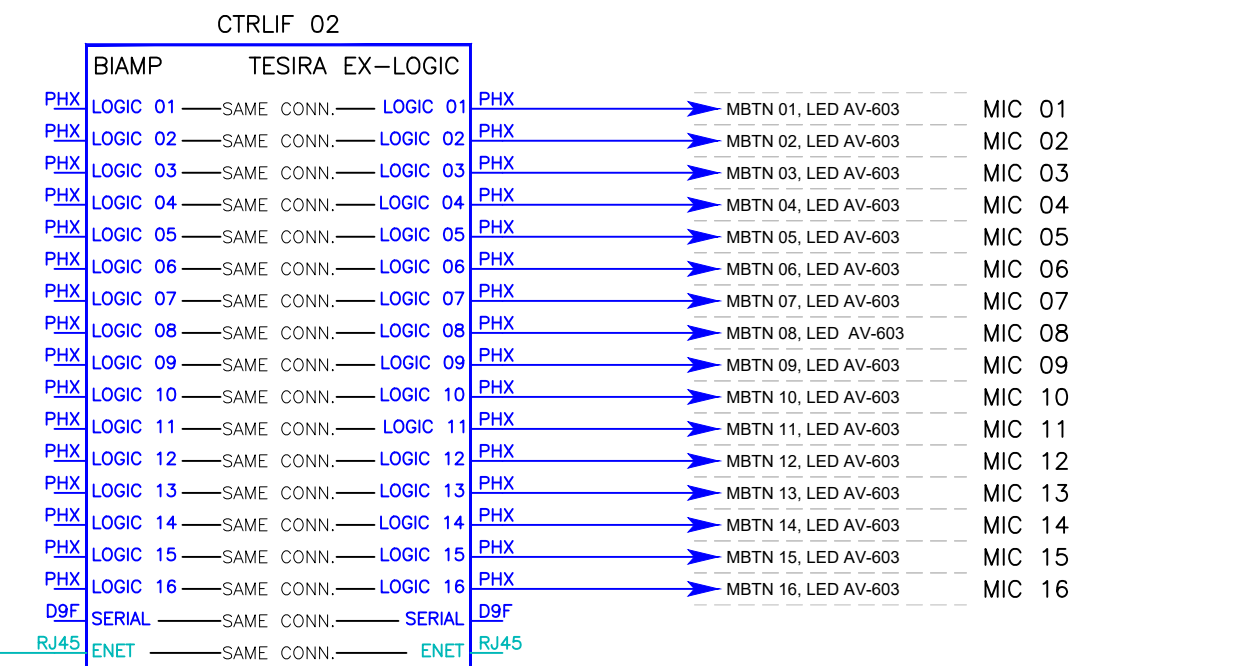
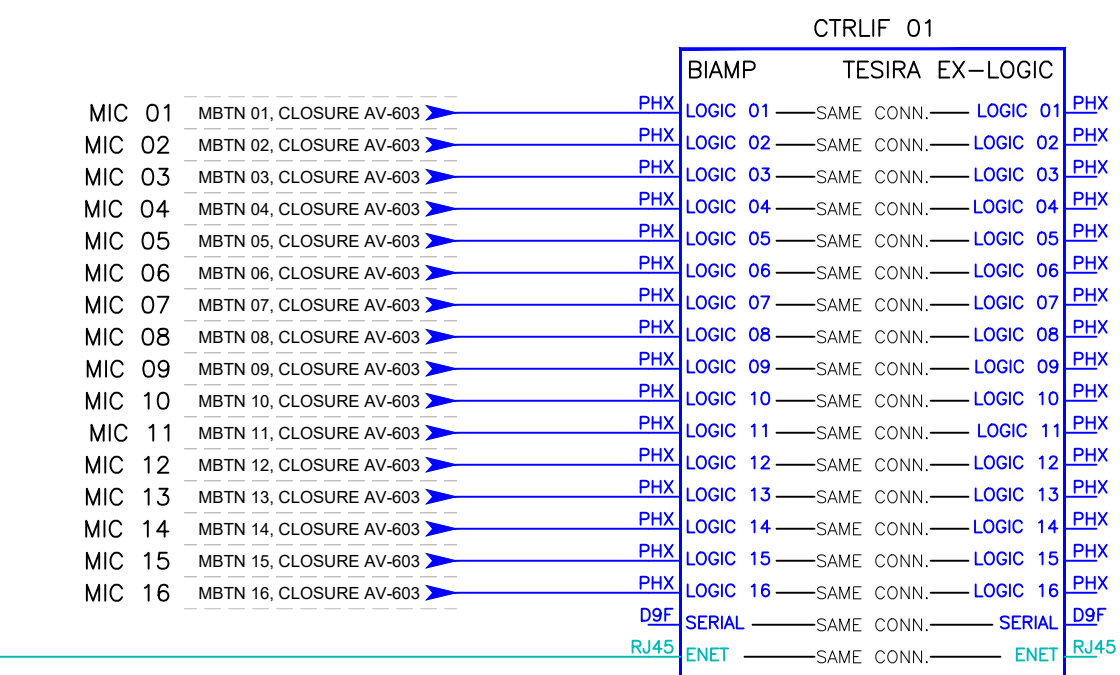
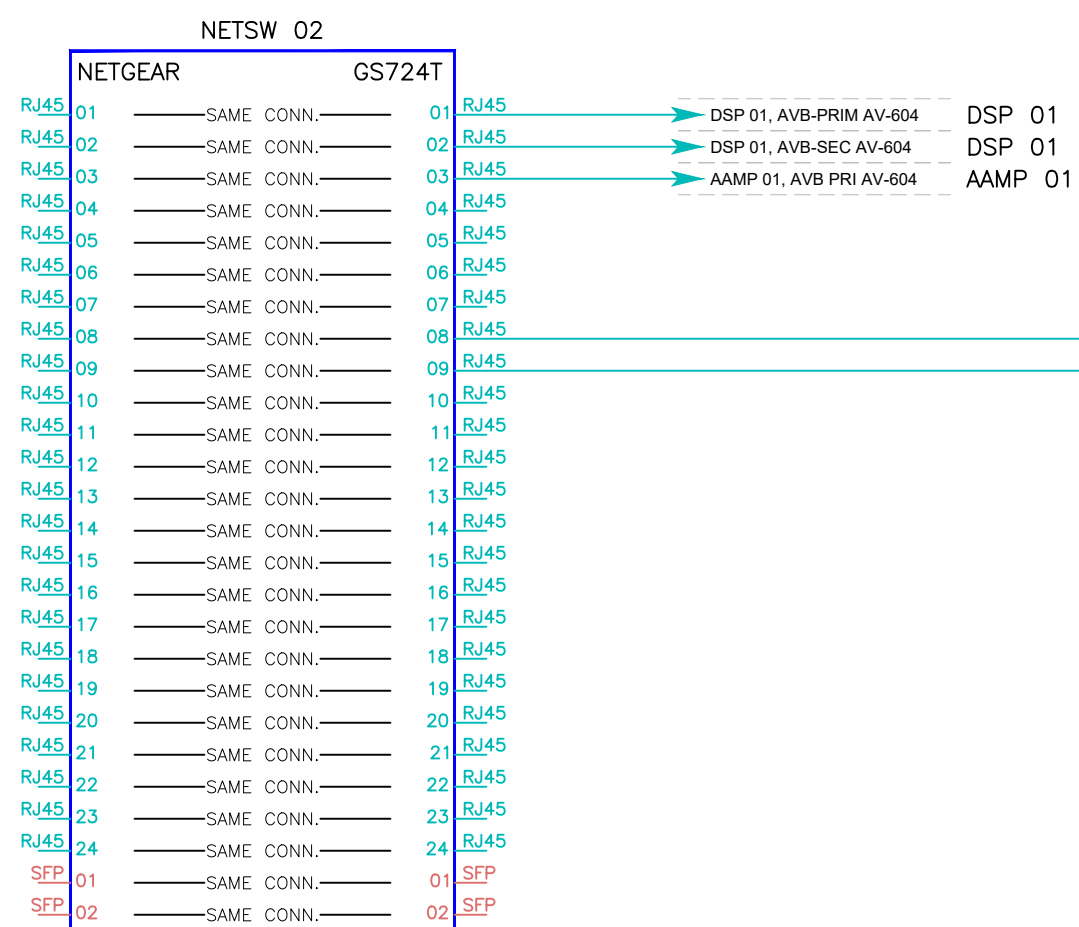
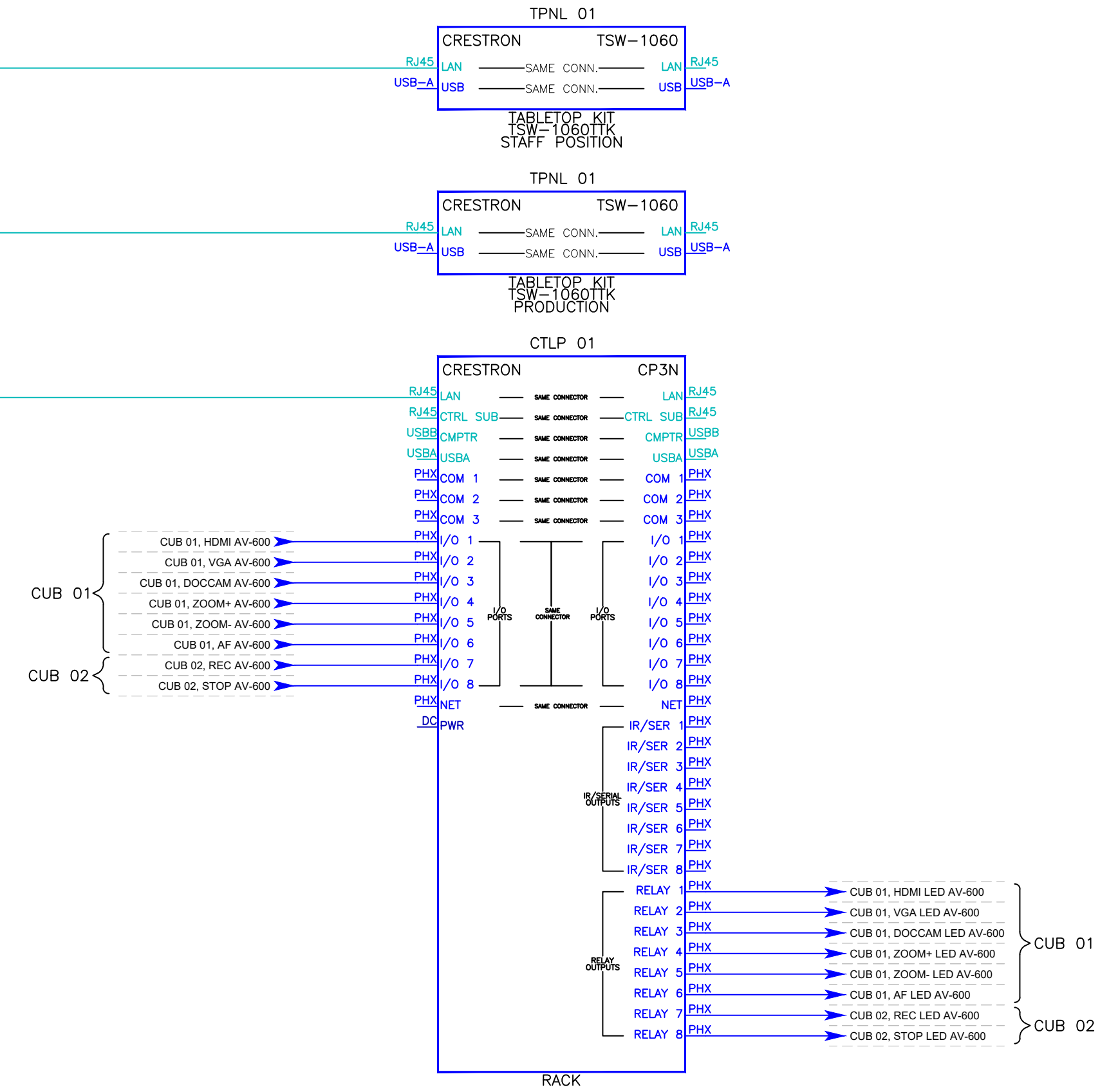
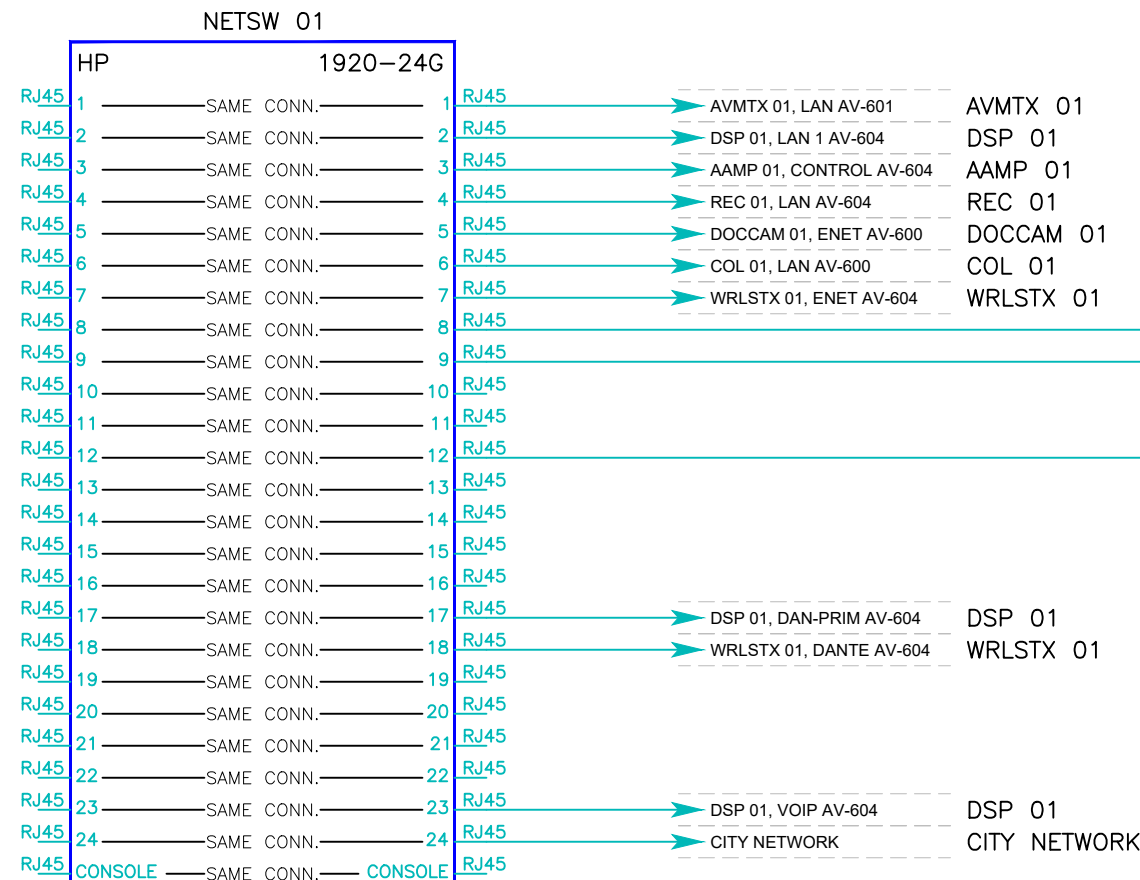


# QUAD CITY TV

## AV PRESENTATION SYSTEMS-ANDOVER

DRAWING STATE:		
SUBMITTALS		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY TV		
PROJECT NAME: AV PRESENTATION SYSTEMS-ANDOVER		
PROJECT NO: QUAD01-0001		
DESIGN ENGINEER: DAVID SCOLARI	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: AUDIO		
SHEET NUMBER: AV-604		

# QUAD CITY TV AV PRESENTATION SYSTEMS-ANDOVER



MICROPHONE LOGIC OPTION



QUAD CITY  
AV PRESENTATION SYSTEMS-ANOKA



DRAWING STATUS:			
SUBMITTALS			
REV	REVISION HISTORY	DESCRIPTION	DATE
PROJECT NAME:		QUAD CITY	
PROJECT NO.:		AV PRESENTATION SYSTEMS-ANDOKA	
DESIGN ENGINEER:		QUADOKA-AR001	
SALES PERSON:		DRAFTED BY:	
MARK FOLIO		ANDREW RYAN	
SHEET NAME:		PROJECT MANAGER	
		ERIC BURCH	
COVER			
SHEET NUMBER:		AV-001	
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QUAD CITY  
AV PRESENTATION SYSTEMS-ANOKA  
SUBMITTALS

SHEET LIST TABLE	
AV-001	COVER
AV-010	LEGEND
AV-100	FLOOR PLAN
AV-200	RCP
AV-550	CUSTOM PANELS
AV-560	FRAME LAYOUTS
AV-600	VIDEO SOURCES
AV-601	VIDEO MATRIX
AV-602	DISPLAYS
AV-603	MICROPHONES
AV-604	AUDIO
AV-605	CONTROL

## GENERAL NOTES

## GENERAL

1. SYSTEM AND COMPONENTS WILL BE INSTALLED IN A NEAT AND PROFESSIONAL MANNER.
2. ALL EQUIPMENT WILL BE NEW AND BLEMISH FREE UNLESS OTHERWISE NOTED IN THIS DOCUMENT.
3. ANY ABOVE CEILING COMPONENTS SHALL BE INSTALLED WITH TRIM RINGS AND/OR GROMMETS WHEN NECESSARY.
4. ALL RACK EQUIPMENT WILL BE INSTALLED USING PROPER MANUFACTURE SUPPLIED MOUNTING HARDWARE.
5. ALL RACK OPEN SPACES WILL BE FILLED WITH EITHER A BLANK OR VENT PANEL.
6. ALL RACKS WILL HAVE PROPER VENTILATION AS SPECIFIED TO PREVENT HEAT BUILDUP AND INCREASE EQUIPMENT LIFE EXPECTANCE.
7. DIMENSIONS ARE INDICATED ON AUDIOVISUAL DRAWINGS WHERE CRITICAL TO THE INSTALLATION AND PERFORMANCE OF THE AUDIOVISUAL DEVICES.
8. THE ARCHITECTURAL FURNITURE ILLUSTRATED ON THE AUDIOVISUAL DRAWINGS ARE FOR REFERENCE ONLY.
9. POWER, VOICE & DATA SYMBOLS INDICATED ON THE AUDIOVISUAL DRAWINGS ARE FOR REFERENCE ONLY.

## WIRING AND CABLES

1. ALL RACK CABLEING WILL BE BUNDLED NEATLY WITH CABLE TIES OR HOOK & LOOP DEPENDING ON REQUIREMENTS.
2. LOW AND HIGH VOLTAGE CABLEING WILL BE SEPARATED IN ACCORDING WITH NFPA 70 (NATIONAL ELECTRIC CODE) 2014 SPECIFICATIONS.
3. ALL CABLEING IN CONDUIT WILL COMPLY WITH THE CONDUIT FILL SPECIFICATIONS IN NFPA 70 (NATIONAL ELECTRIC CODE) 2014.
4. PROPER STRAIN RELIEF AT CONNECTIONS AND JOINTS WILL BE USED.
5. SUFFICIENT SERVICE LOOPS SHALL BE PROVIDED FOR ALL ABOVE CEILING ELEMENTS, ABOVE RACKS, IN RACKS OR IN CABLE TRAYS SO THAT COMPONENTS MAY BE MINIMALLY MOVED OR SERVICED WITHOUT CABLE STRAIN.
6. ALL CONNECTORS ARE SIZED TO FIT THE SPECIFIC CABLEING AND ARE INSTALLED IN ACCORDANCE WITH MANUFACTURE SPECIFICATIONS.
7. ALL PERMANENTLY INSTALLED CABLEING SHALL BE INSTALLED WITH PERMANENT SYSTEM LABELS.
8. WHERE CONDUIT IS TO BE SURFACE RUN, THE CONTRACTOR SHALL VERIFY THE CONDUIT FINISH.

## RACK BOX LOCATIONS AND MOUNTING

1. PROVIDE BLANK COVER PLATES AT ALL NON-USED AUDIOVISUAL JUNCTION BOXES. VERIFY ALL COVER PLATE FINISHES WITH CLIENT.
2. VERIFY MOUNTING CONDITIONS, HEIGHTS AND LOCATIONS OF ALL AUDIOVISUAL JUNCTION BOXES, BACK BOXES AND FLOOR BOXES WITH CLIENT/ARCHITECT.

## STRUCTURAL COORDINATION:

1. CEILING MOUNTED SPEAKER ENCLOSURES SHALL BE SUPPORTED FROM OVERHEAD STRUCTURE. DO NOT HANG SPEAKER ENCLOSURES FROM FINISHED CEILING.
2. ALL HANGING OR FREE STANDING EQUIPMENT AND CABINETS FURNISHED INCLUDING, BUT NOT LIMITED TO, RACKS, LOUDSPEAKERS, PROJECTION SCREENS AND TV MONITORS, SHALL BE SECURED TO SUBSTANTIAL BUILDING STRUCTURE AS PRESCRIBED BY GOVERNING CODES.

## INSTALLER TESTING AND ADJUSTMENTS

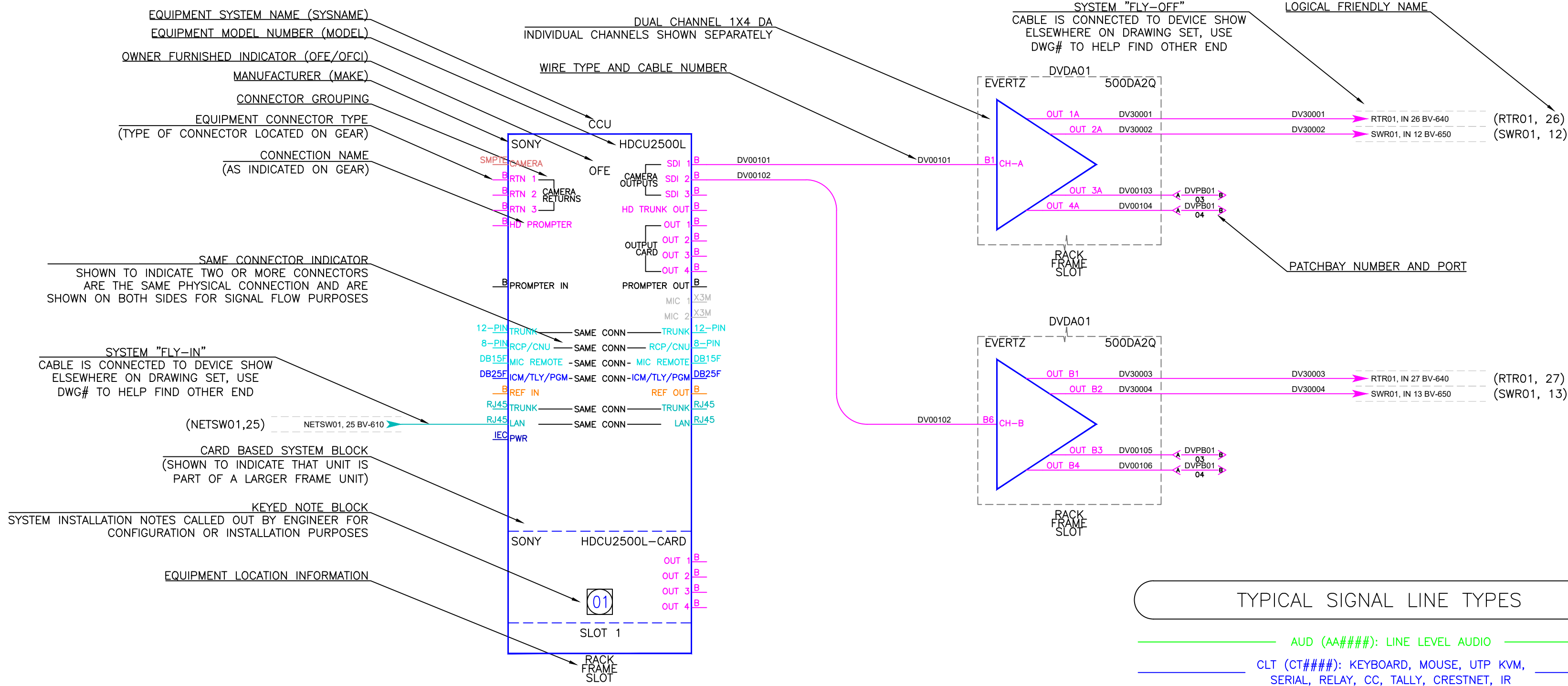
1. PROPER GROUNDING WILL BE VERIFIED ON ALL EQUIPMENT.
2. VIDEO DISPLAYS SHALL BE PROPERLY ALIGNED AND FREE FROM DISTORTION.
3. CABLEING AND LOUDSPEAKERS SHALL BE TESTED FOR PROPER POLARITY.
4. AUDIO SHALL BE FREE OF DISTORTION, HUMS, BUZZES OR POPS.
5. LOUDSPEAKER SYSTEMS SHALL BE TESTED AND EQUALIZED TO PROVIDE UNIFORM FREQUENCY RESPONSE.
6. CONTROL SYSTEM PROGRAM SHALL BE TESTED FOR PROPER SYSTEM OPERATION AND SHALL BE FREE OF GLITCHES. ANY ISSUES WILL BE BROUGHT TO THE ATTENTION OF THE PROGRAMMER FOR CORRECTION.

## TYPICAL ABBREVIATIONS

ADA  
AFF  
ALS  
APPROX  
ASS'Y  
AV  
AUC  
B.O.  
BMS  
BP  
C  
CL  
CLG  
CLR  
CO  
CONT  
COORD  
CU  
DIM  
DN  
DWG  
EC  
EE  
EMB  
EWB  
ENC  
EP  
EQ, EQUIP  
ER  
FLR  
FOP  
FOS  
FURN  
G, GND  
GC  
HV  
IG  
IR  
JB  
LBS  
LCI  
LV  
MAX  
MB  
MCI  
MFR  
MIN  
MTD  
N  
N/A  
NEC  
N.I.C.  
NO., #  
NTS  
OFCI  
OFCI  
OFCI  
OSE  
PA  
PB  
PROJ  
PROV'D  
PWR  
RECEPT  
REQ'D  
RH  
RM  
SCRN  
SH  
SIM  
SPEC  
SPK  
SW  
TEL  
TEL/COMM  
T.O.  
TYP  
UG  
UON/U.O.N.  
UPS  
VIF  
W/  
W/O

AMERICAN DISABILITIES ACT  
ABOVE FINISHED CEILING  
ABOVE FINISHED FLOOR  
ASSISTIVE LISTENING SYSTEM  
APPROXIMATELY  
ASSEMBLY  
AUDIOVISUAL CONTRACTOR  
AUDIOVISUAL  
BOTTOM OF  
BUILDING MANAGEMENT SYSTEM  
BUILDING POWER  
CONDUIT  
CENTERLINE  
CEILING  
CLEAR  
CONDUIT ONLY  
CONTINUOUS  
COORDINATE  
COPPER  
DIMENSION  
DOWN  
DRAWING  
ELECTRICAL CONTRACTOR/  
ELECTRICAL ENGINEER  
ELECTRONIC MARKER BOARD  
ELECTRONIC WHITE BOARD  
ENCLOSURE  
ELECTRICAL PANEL  
EQUIPMENT  
EQUIPMENT RACK  
FLOOR  
FRONT OF PROJECTOR  
FACE OF SCREEN  
FURNITURE  
GENERAL CONTRACTOR  
HIGH VOLTAGE  
ISOLATED GROUND  
INFRARED  
JUNCTION BOX  
POUNDS  
LOW VOLTAGE LIGHTING CONTROL INTERFACE  
LOW VOLTAGE  
MAXIMUM  
MARKER BOARD  
LOW VOLTAGE MOTOR CONTROL INTERFACE  
MANUFACTURER  
MINIMUM  
MOUNTED  
NEUTRAL  
NOT APPLICABLE  
NATIONAL ELECTRICAL CODE  
NOT IN CONTRACT  
NUMBER  
NOT TO SCALE  
OWNER FURNISHED EQUIPMENT  
OWNER FURNISHED, CONTRACTOR INSTALLED  
OWNER FURNISHED, OWNER INSTALLED  
OWNER SUPPLIED EQUIPMENT  
PUBLIC ADDRESS/OVERHEAD PAGING  
PULL BOX  
PROJECTION  
PROVIDED  
POWER  
RECEPTACLE  
REQUIRED  
RECEPTACLE HEIGHT  
ROOM  
SCREEN  
SWITCH HEIGHT  
SIMILAR  
SPECIFICATIONS  
SPEAKER (LOUDSPEAKER)  
SWITCH  
TELEPHONE  
TELECOMMUNICATION  
TOP OF  
TYPICAL  
UNDERGROUND  
UNLESS OTHERWISE NOTED  
UNINTERRUPTIBLE POWER SUPPLY  
VERIFY IN FIELD  
WITH  
WITH OUT

## TYPICAL SIGNAL FLOW EQUIPMENT LEGEND



## TYPICAL SIGNAL LINE TYPES

- AUD (AA####): LINE LEVEL AUDIO
- CLT (CT####): KEYBOARD, MOUSE, UTP KVM,  
SERIAL, RELAY, CC, TALLY, CRESTNET, IR
- COM (CM####): ANALOG PHONE, INTERCOM
- DAT (IP####): ETHERNET STANDARD DEVICES
- DGA (DA####): AES, S/PDIF, MADI
- DGV (DV####): SDI, HDSDI, DVI, HDMI,  
DISPLAY PORT, ASI
- DM (DM####): DIGITAL MEDIA CONNECTIONS
- MIC (MC####): MICROPHONE LEVEL AUDIO
- PWR (PW####): POWER CONNECTIONS
- RF (RF####): QAM, ATSC, NTSC,  
MICROPHONE/ASSISTIVE LISTENING ANTENNAS
- RGB (RG####): RGB, RGBHV, VGA, COMPONENT
- SPK (SP####): SPEAKER LEVEL
- SYN (SY####): BLACK BURST, TRI-LEVEL,  
DARS, SMPTE, WORD CLOCK, NTP, LTC
- VID (VA####): COMPOSITE, S-VIDEO

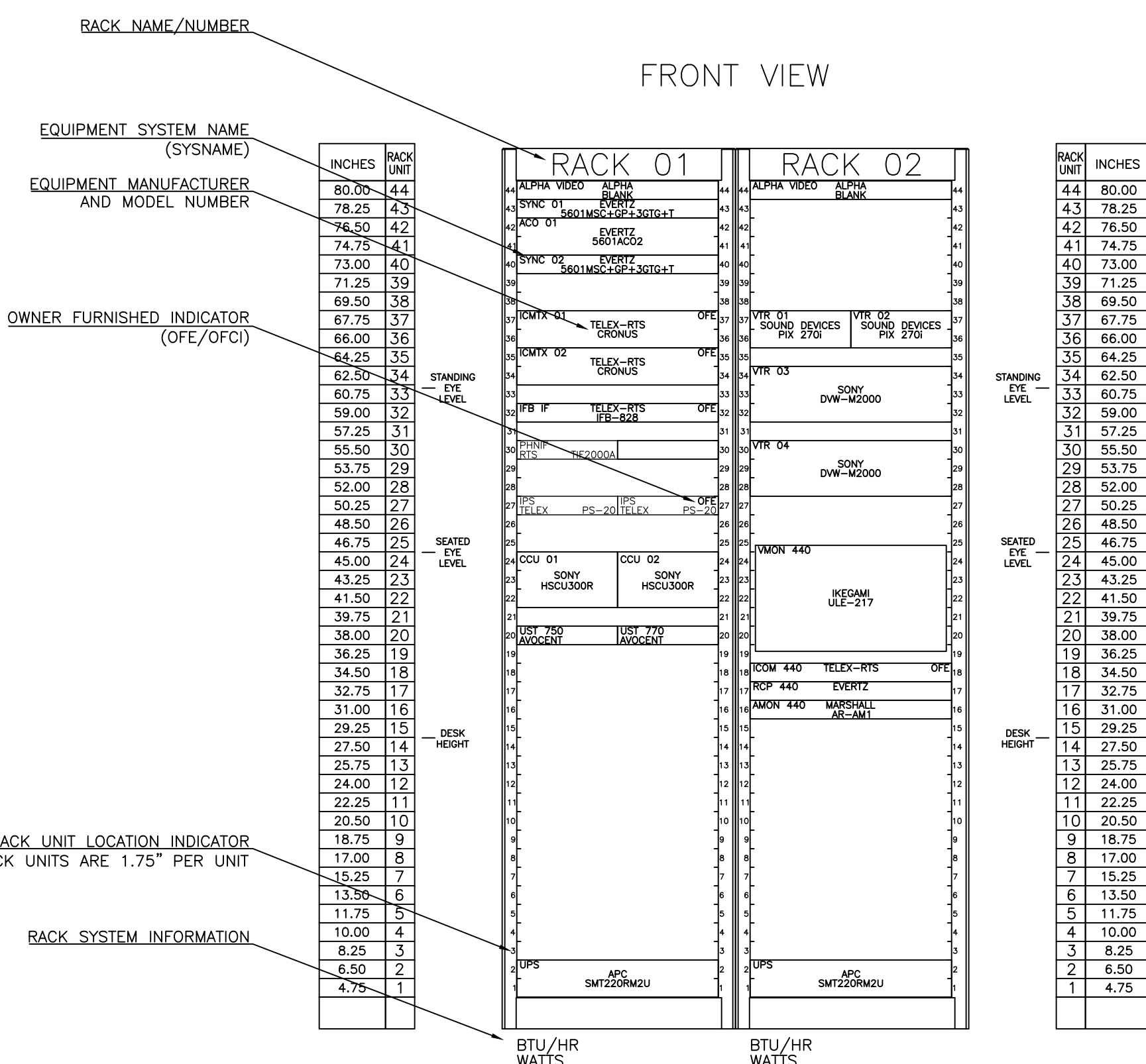
## TYPICAL ELECTRICAL DRAWING SYMBOLS

- CONDUIT CONCEALED UNDERGROUND
- EXPOSED CONDUIT
- CONDUIT STUBBED OUT
- CONDUIT DOWN
- CONDUIT UP
- GROUND CONNECTION
- CONDUIT STUBBED DOWN
- CONDUIT STUBBED UP
- JUNCTION BOX, SIZE PER NEC
- JUNCTION BOX FOR POWER, SIZE PER NEC
- JUNCTION BOX, WALL MOUNTED, SIZE PER NEC  
(CONFIRM LOCATION AND HEIGHT)
- DUPLEX RECEPTACLE, CEILING MOUNTED  
(20 AMP, 3 WIRE, 120 VOLT)
- DUPLEX RECEPTACLE, FLUSH IN WALL, +15"  
(20 AMP, 3 WIRE, 120 VOLT)
- DOUBLE DUPLEX RECEPTACLE, FLUSH IN WALL  
(20 AMP, 3 WIRE, 120 VOLT)
- DUPLEX RECEPTACLE, FLUSH IN FLOOR IN WT J-BOX  
(20 AMP, 3 WIRE, 120 VOLT)
- QUAD RECEPTACLE, FLUSH IN FLOOR IN WT J-BOX  
(20 AMP, 3 WIRE, 120 VOLT)
- DRAWING KEY NOTES
- CONDUIT NOTES

## TYPICAL ARCHITECTURAL DRAWING SYMBOLS

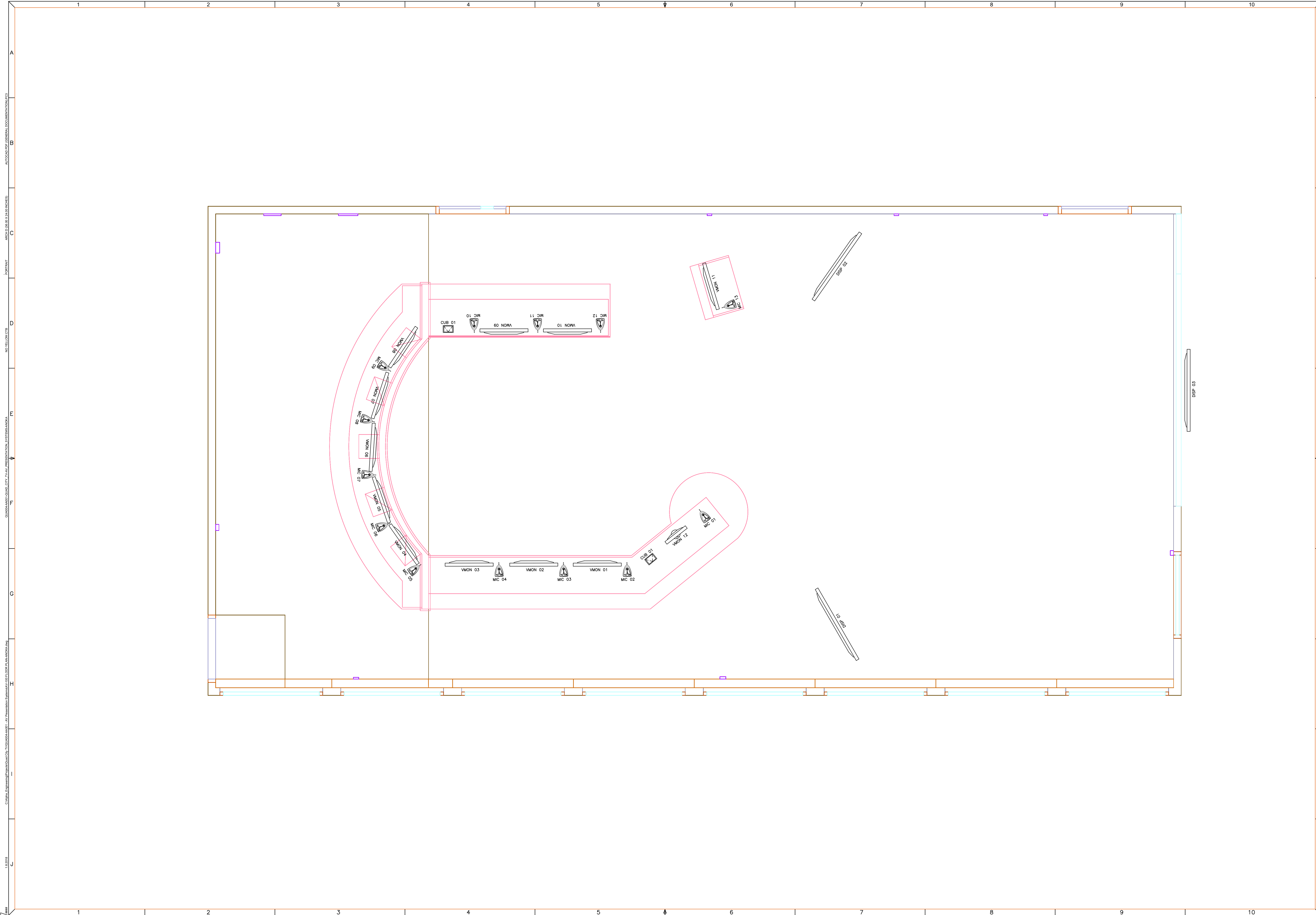
- 16:9 CEILING MOUNTED PROJECTOR
- CEILING MOUNTED PROJECTION SCREEN
- WALL MOUNTED FLAT PANEL DISPLAY W/SPEAKERS
- CEILING MOUNTED LOUDSPEAKER
- LAPTOP CABLE CUBBY
- SLIDING WHITEBOARD PROJECTION SCREEN
- MEDIA INPUT PANEL
- ASSISTIVE LISTENING SYSTEM
- WIRED TOUCHSCREEN CONTROL PANEL
- LECTERN
- CEILING MOUNTED FLAT PANEL DISPLAY
- WALL MOUNTED LOUDSPEAKER
- WALL MOUNTED CAMERA
- IPTV - TV CALLOUT
- AV WALL PLATE
- AV EQUIPMENT BOX - CEILING
- WIRELESS MIC ANTENNA
- CAMERA J-BOX
- CAMERA J-BOX CEILING
- CONTROL PANEL - TOUCH SCREEN
- FLOOR BOX
- FLAT PANEL DISPLAY
- FLAT PANEL DISPLAY (CEILING)
- WALL MOUNTED LOUDSPEAKER
- SCREEN J-BOX (CEILING)
- PROJECTOR PULL BOX
- EQUIPMENT RACK
- VOLUME CONTROL
- DETAIL, OR PARTIAL PLAN IDENTIFICATION
- SHEET NUMBER
- ELEVATION IDENTIFICATION
- SHEET NUMBER

## TYPICAL RACK ELEVATION DRAWING



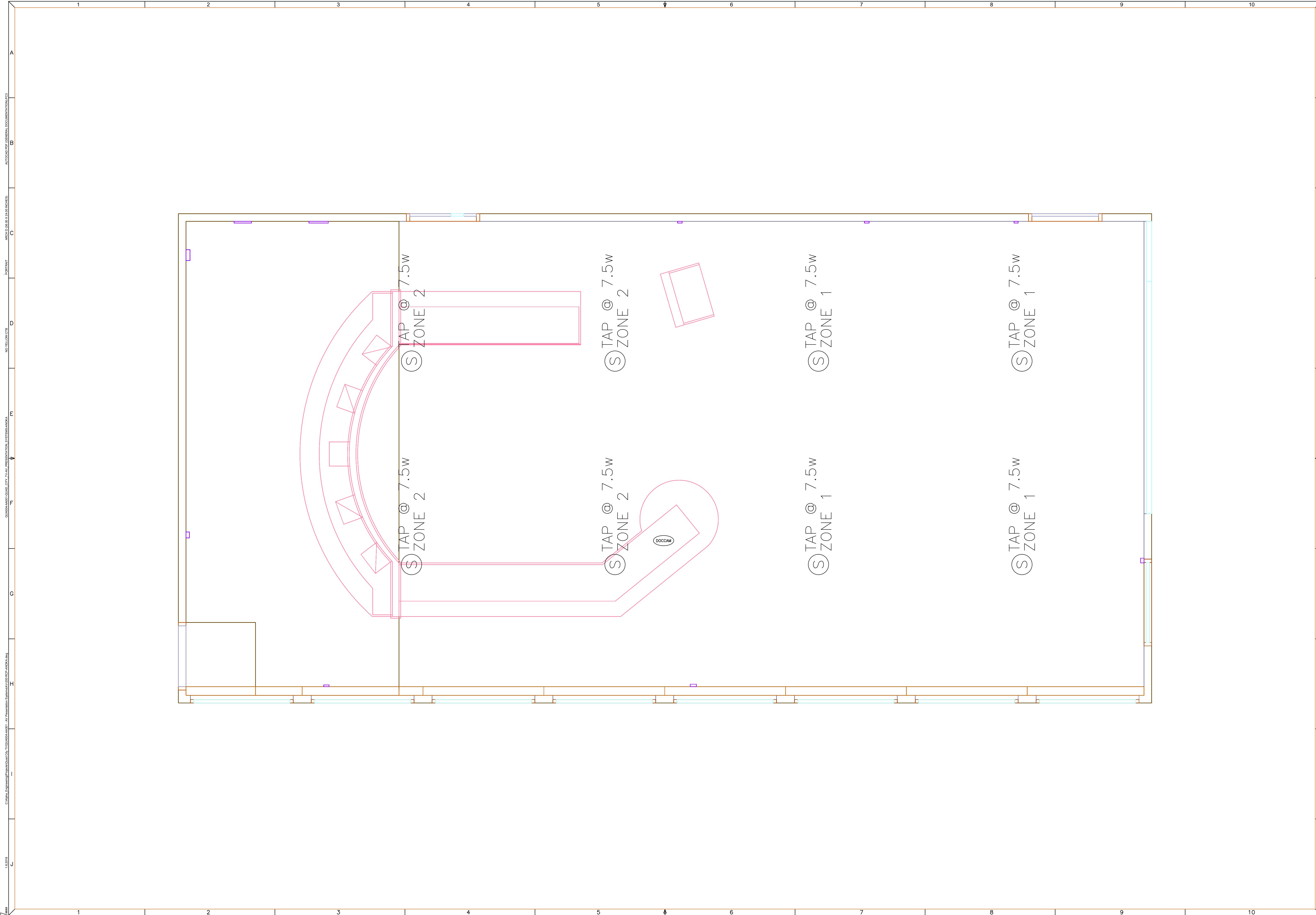
## TYPICAL LINE DRAWING SYMBOLS

- KEYBOARD
  - MOUSE
  - HEADSET
  - SPEAKER
  - MICROPHONE
  - CEILING MICROPHONE
  - ANTENNA
  - MICROWAVE DISH
  - SATELLITE DISH
- PLATE NAME/NUMBER  
F / LOCATION 1 \ R  
LOCATION 2
- ANALOG AUDIO WALLPLATE  
COMMUNICATIONS WALLPLATE  
CONTROL WALLPLATE  
NETWORK WALLPLATE  
DIGITAL AUDIO WALLPLATE  
DIGITAL VIDEO WALLPLATE  
DIGITAL MEDIA WALLPLATE  
FIBER OPTIC WALLPLATE  
MICROPHONE WALLPLATE  
POWER WALLPLATE  
RF WALLPLATE  
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SPEAKER WALLPLATE  
SYNC WALLPLATE  
TRAX WALLPLATE  
ANALOG VIDEO WALLPLATE



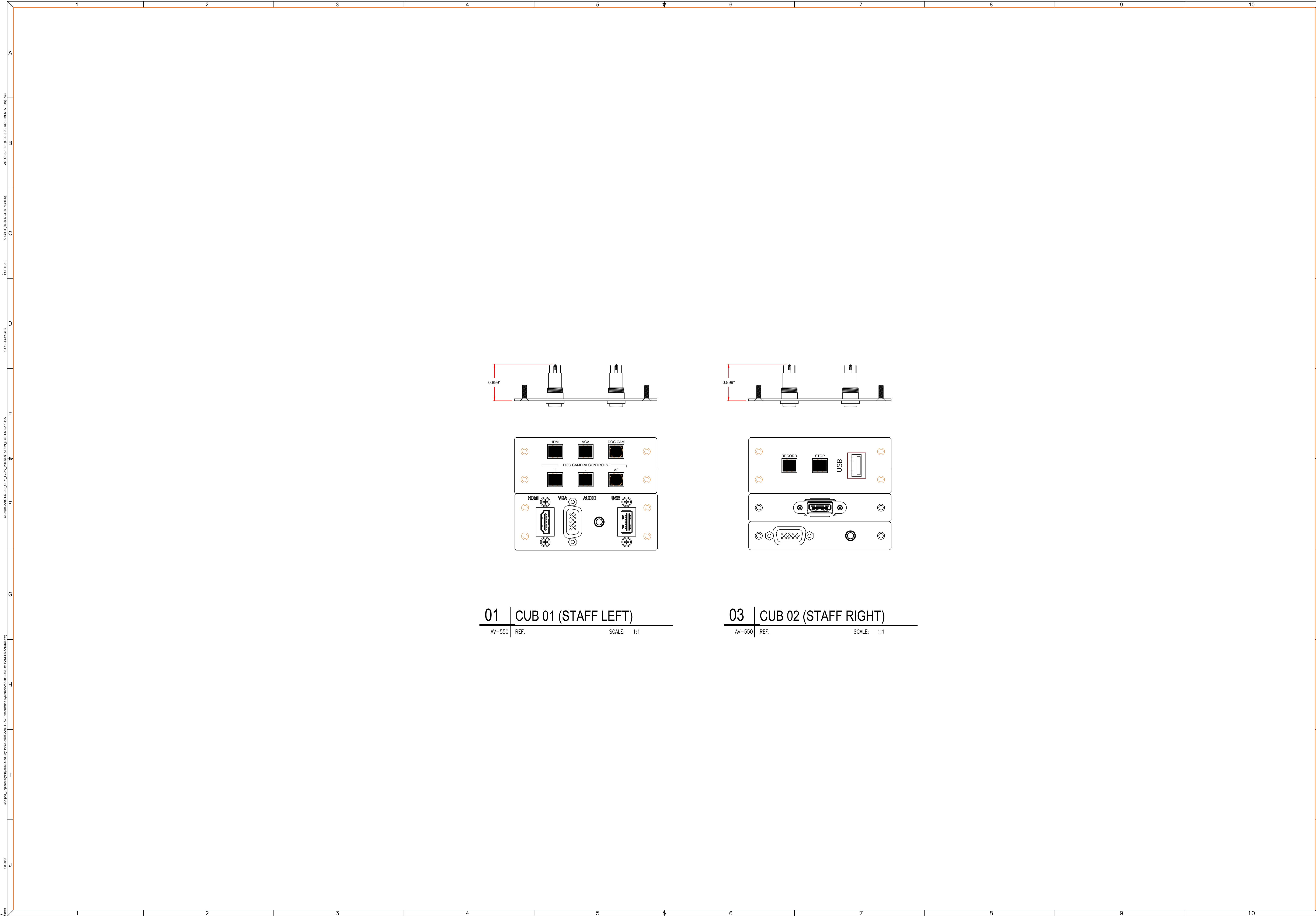
QUAD CITY  
AV PRESENTATION SYSTEMS-ANOKA


SUBMITTALS		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY		
PROJECT NAME: AV PRESENTATION SYSTEMS-ANOKA		
PROJECT NO: QUAD-AV-100		
DESIGN ENGINEER: DAVID SOKALUK	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: FLOOR PLAN		
SHEET NUMBER: AV-100		



# QUAD CITY AV PRESENTATION SYSTEMS-ANOKA

SUBMITTALS		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY		
PROJECT NAME: AV PRESENTATION SYSTEMS-ANOKA		
PROJECT NO: QUAD-AV-200		
DESIGN ENGINEER: DAVID SCOLAP	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: RCP		
SHEET NUMBER: AV-200		






**alphavideo**  
7690 Golden Triangle Dr.  
Eden Prairie, MN 55344  
PH: (952)896-9898 FAX: (952)896-9899

# QUAD CITY

## AV PRESENTATION SYSTEMS-ANOKA



ANDOVER | ANOKA | CHAMPLIN | RAMSEY

QUAD CITY  
QUAD CITY TV  
1224 ERIKSON AVE N  
CHAMPLIN, MN 55819

DRAWING STATE:

### SUBMITTALS

REVISION HISTORY		
REV	DESCRIPTION	DATE

CLIENT NAME: QUAD CITY  
PROJECT NAME: AV PRESENTATION SYSTEMS-ANOKA  
PROJECT NO: QUAD-AV-001

DESIGN ENGINEER: DAVID SOULART	DRAFTED BY: ANDREW RYAN
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH

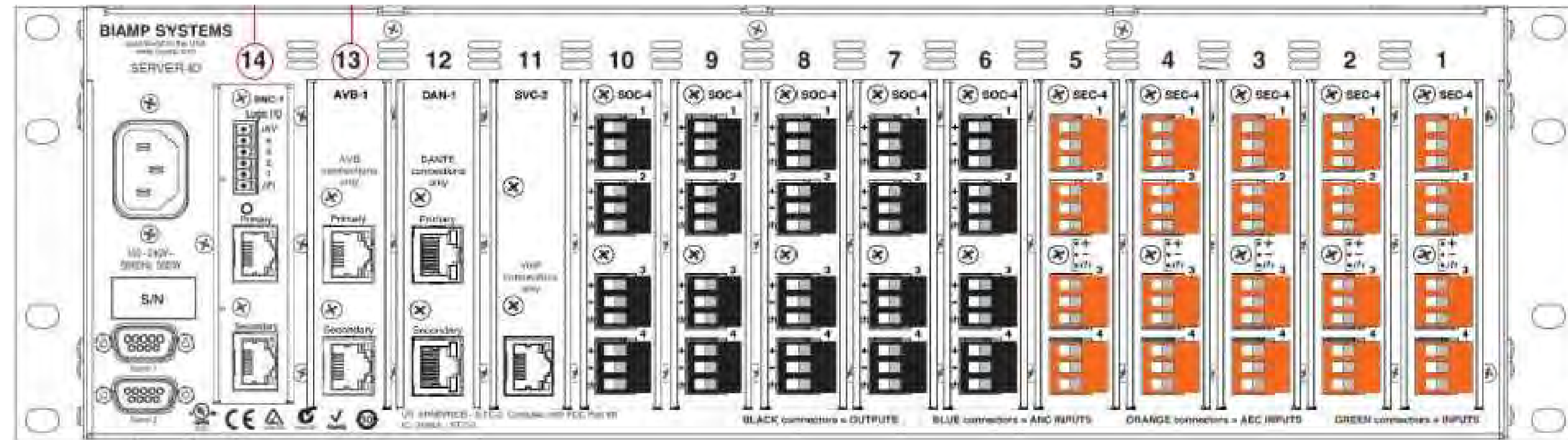
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**CUSTOM PANELS**

SHEET NUMBER:  
**AV-550**

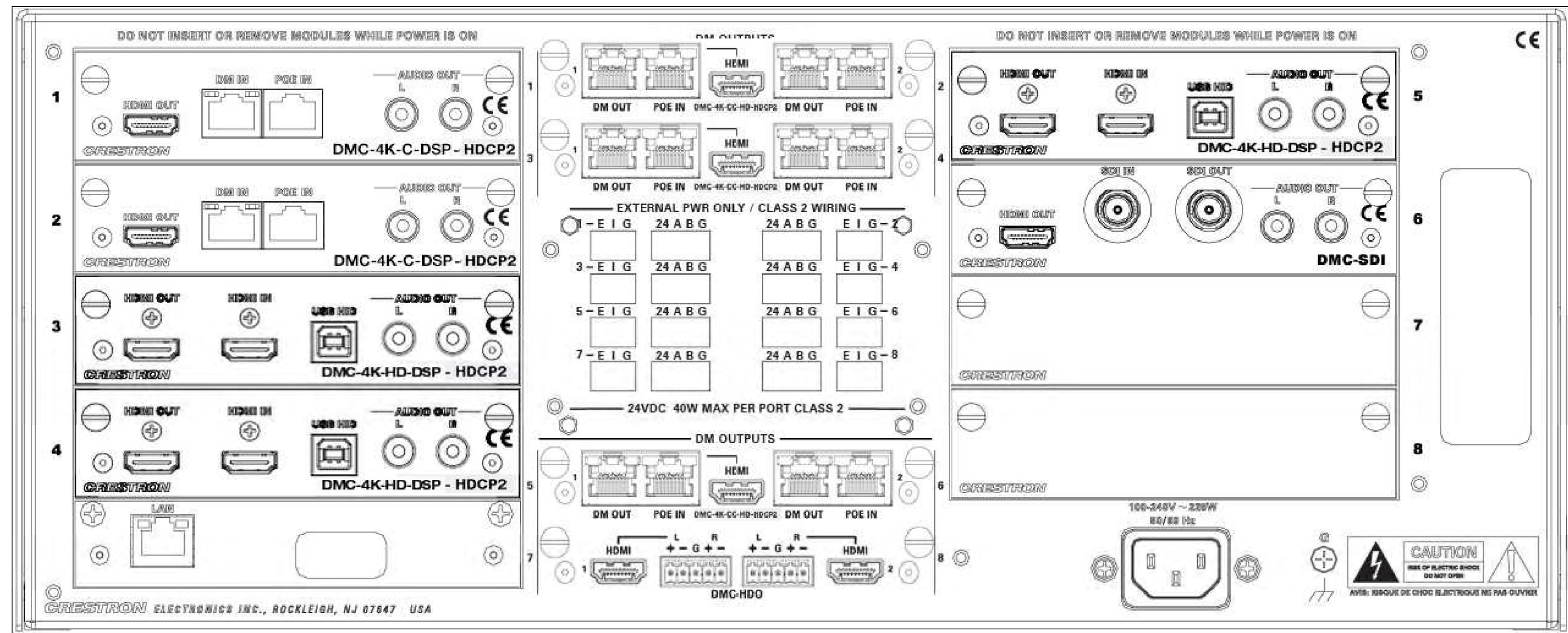
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QUAD CITY  
AV PRESENTATION SYSTEMS-ANOKA

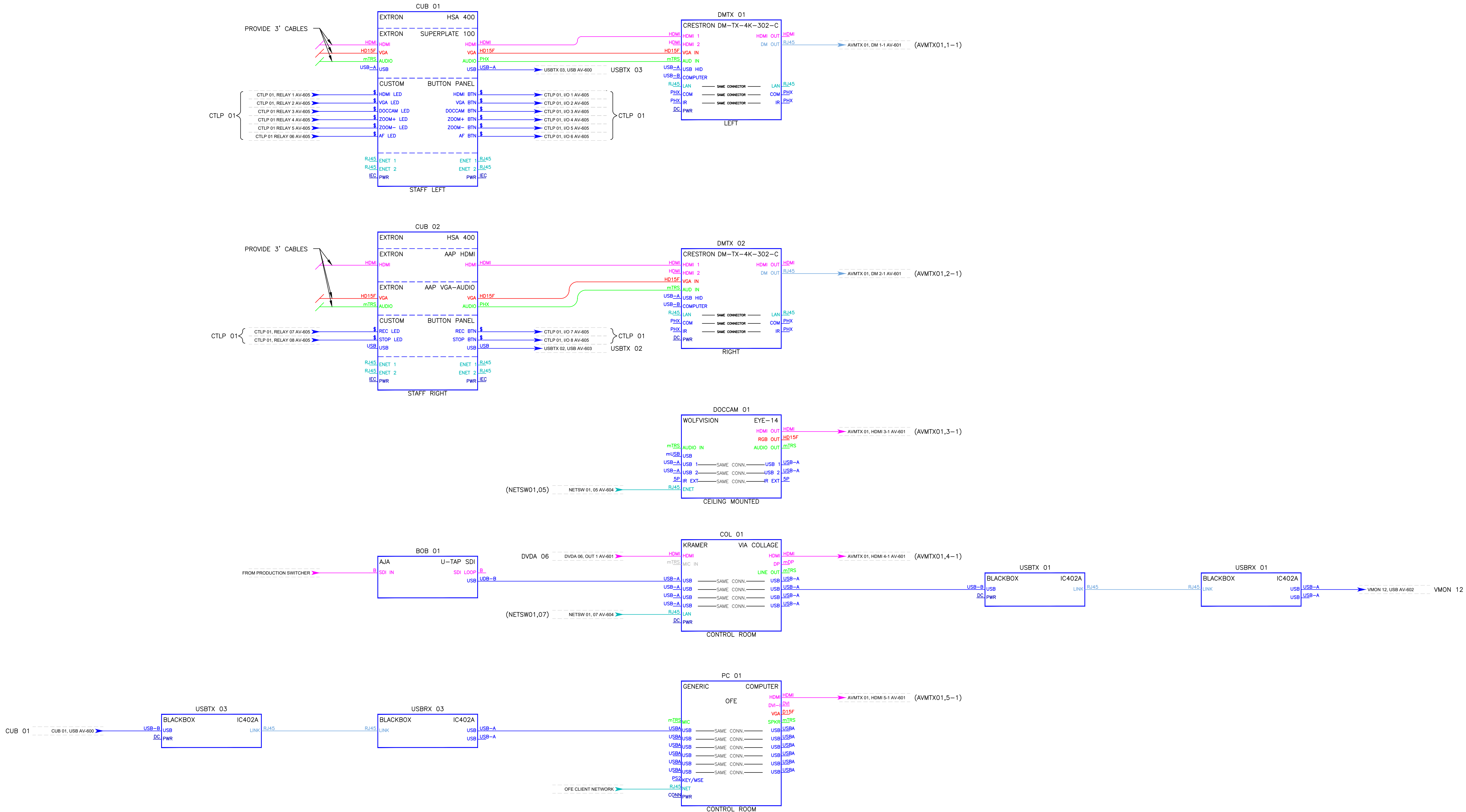
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MODEL:TESIRA SERVER IO AVB  
SYSNAME:DSP 01



MAKE: CRESTRON  
MODEL:DM-MD8X8  
SYSNAME:AVMTX 01



QUAD CITY  
AV PRESENTATION SYSTEMS-ANOKA







1 2 3 4 5 6 7 8 9 10

A

B

C

D

E

F

G

H

I

J

1 2 3 4 5 6 7 8 9 10

AUTOCAD PDF GENERATOR DOCUMENTATION

PORTFOLIO

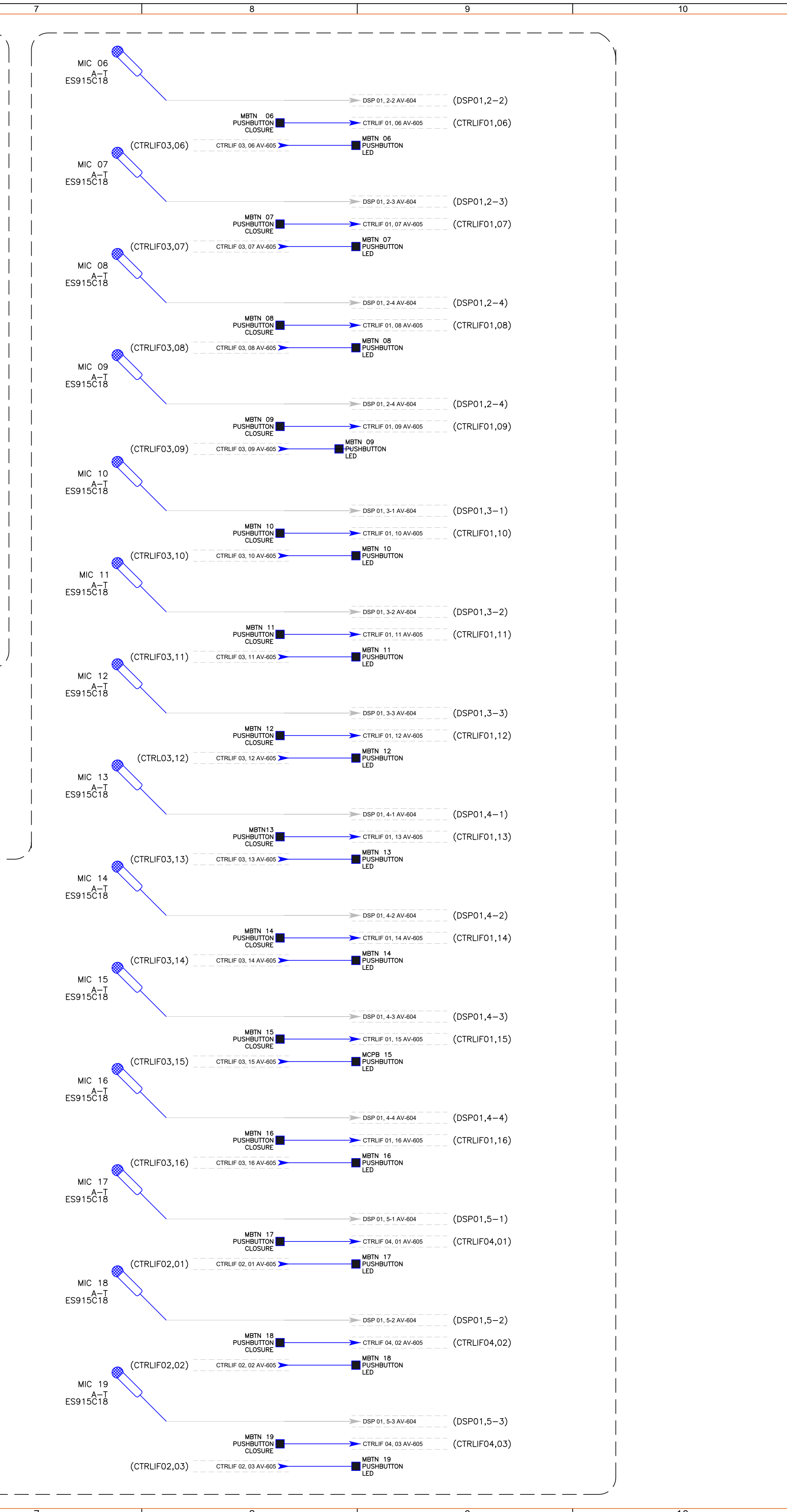
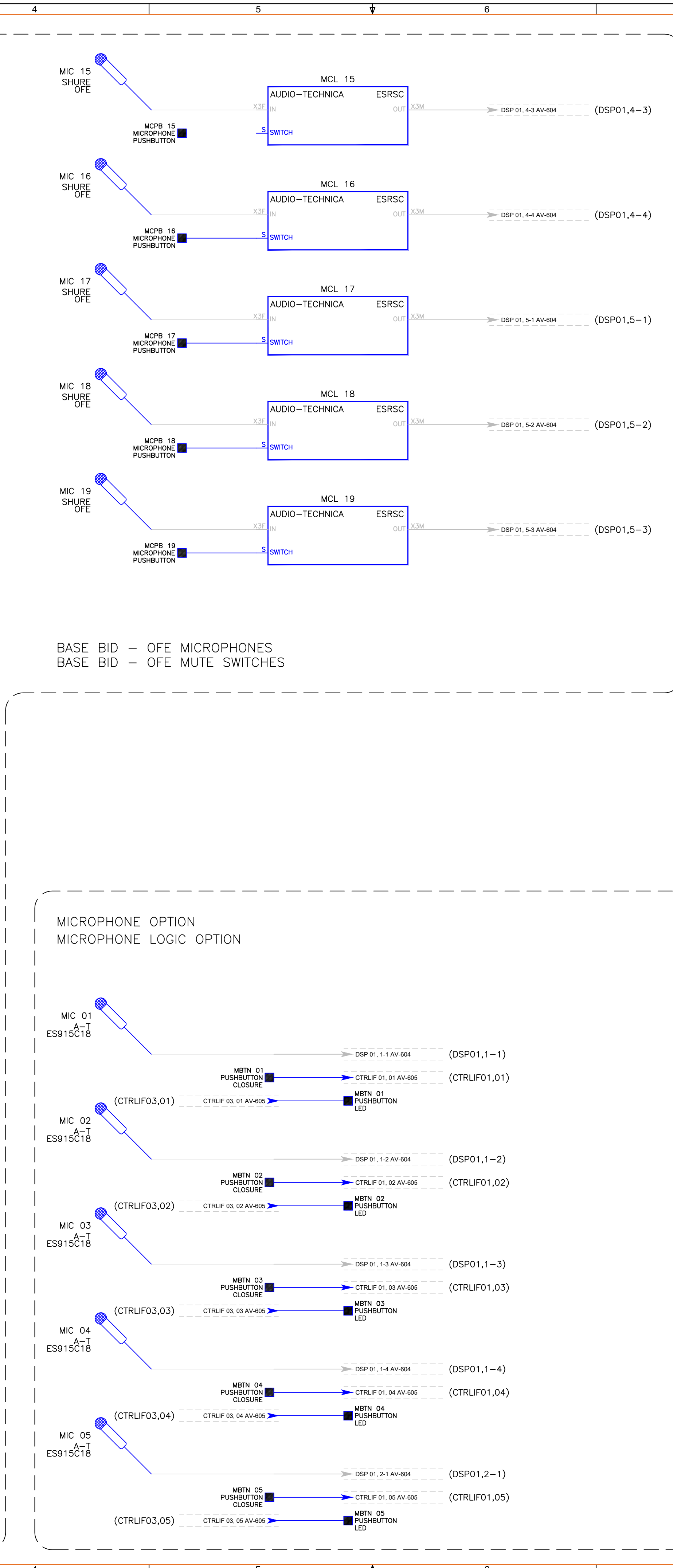
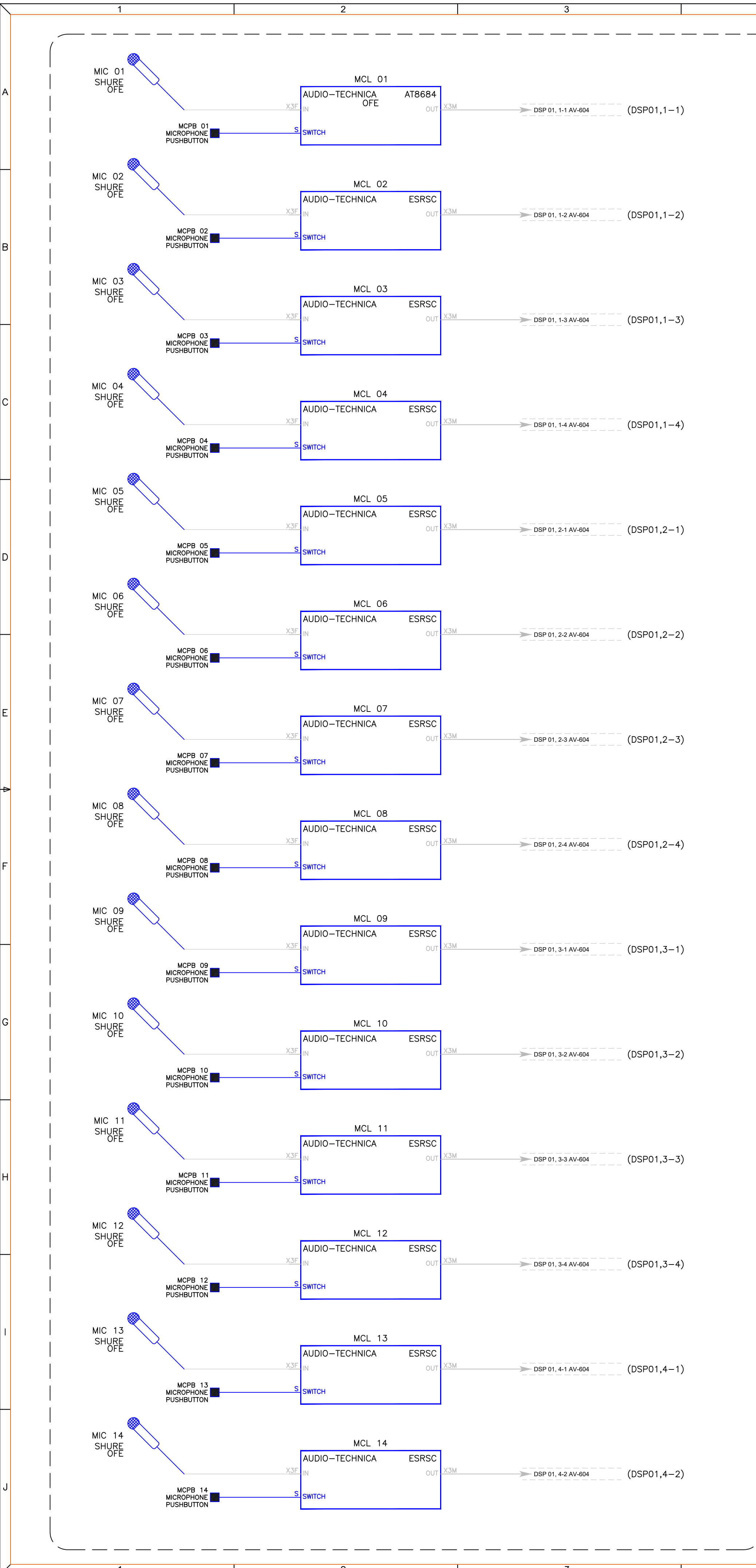
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QUAD-CITY AV PRESENTATION SYSTEMS-ANOKA

QUAD-CITY AV PRESENTATION SYSTEMS-ANOKA

1.0.2018

1



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Eden Prairie, MN 55344  
PH: (952)896-9898 FAX: (952)896-9899

QUAD CITY

AV PRESENTATION SYSTEMS-ANOKA

QUAD CITY  
COMMUNITY  
TELEVISION

ANDOVER | ANOKA | CHAMPLAIN | RAMSEY

QUAD CITY  
1524 ERIKSON AVE  
CHAMBERLAIN, MN 55919

DRAWING STATE:

SUBMITTALS

REV	DESCRIPTION	DATE

CLIENT NAME: QUAD CITY

PROJECT NAME: AV PRESENTATION SYSTEMS-ANOKA

PROJECT NO: QUAD-0001

DESIGN ENGINEER: DAVID SCOLAPRO

SALES PERSON: MIKE ROUGH

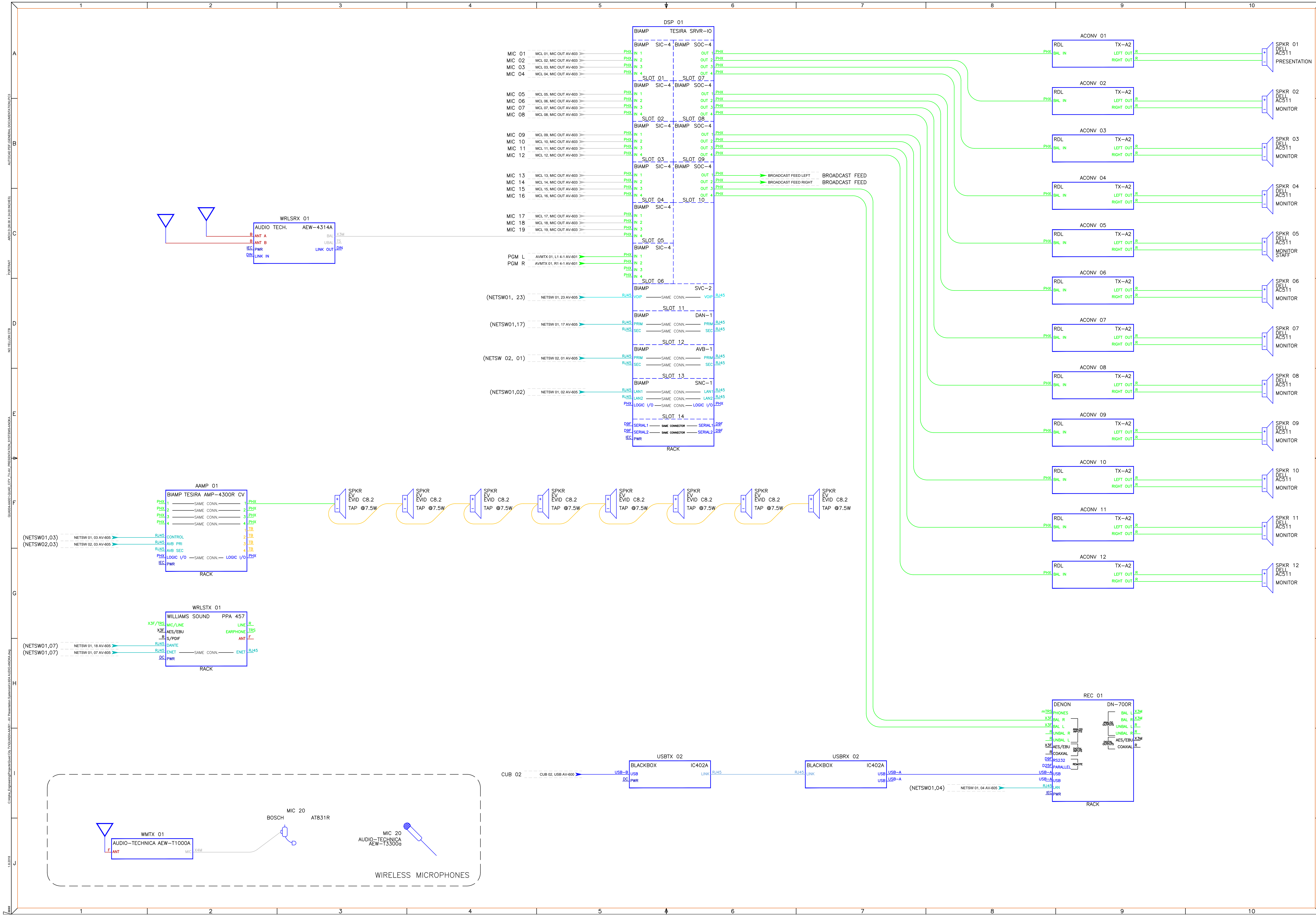
DRAFTED BY: ANDREW RYAN

PROJECT MANAGER: ERIC BURCH

SHEET NAME: MICROPHONES

SHEET NUMBER: AV-603

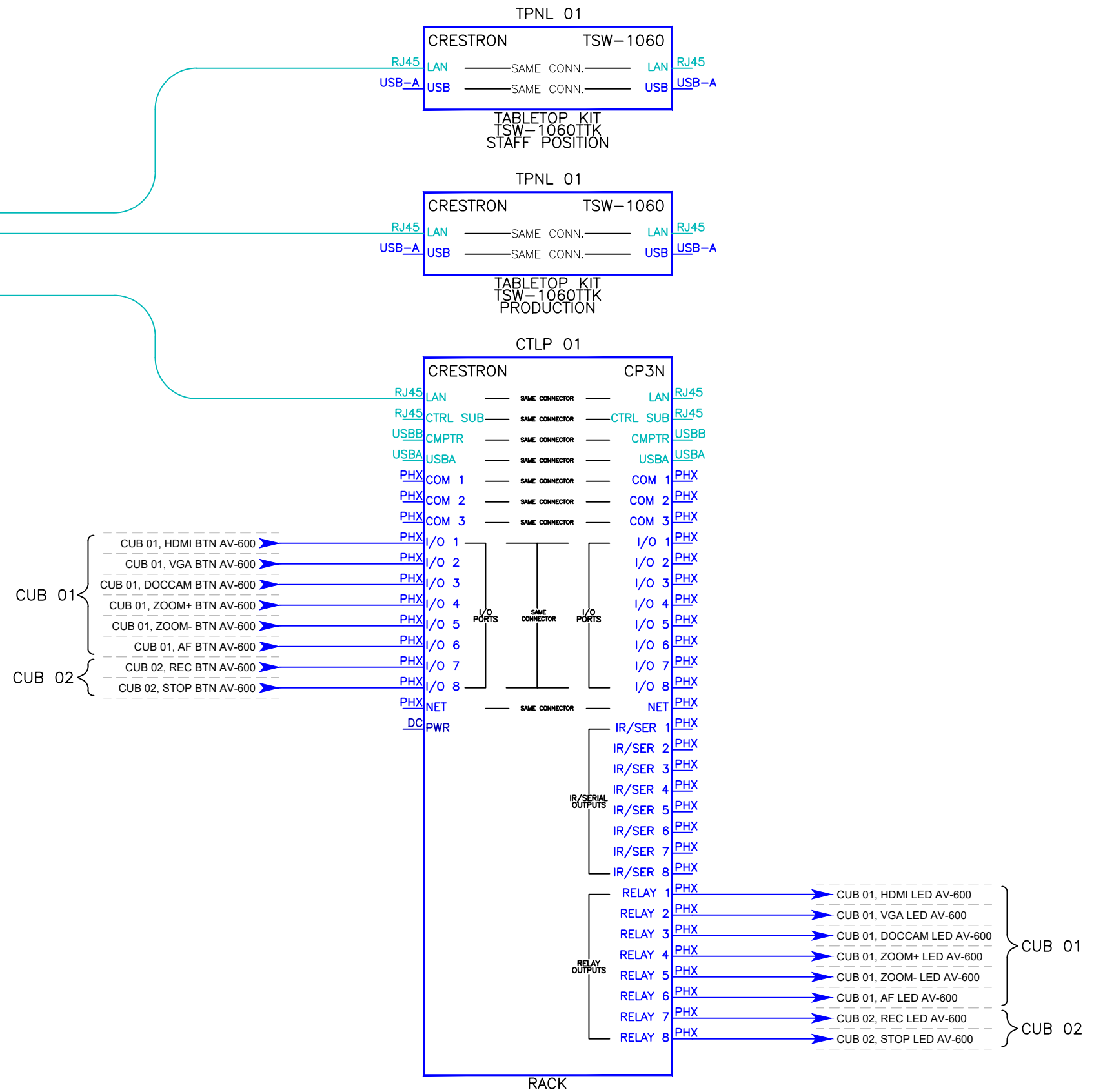
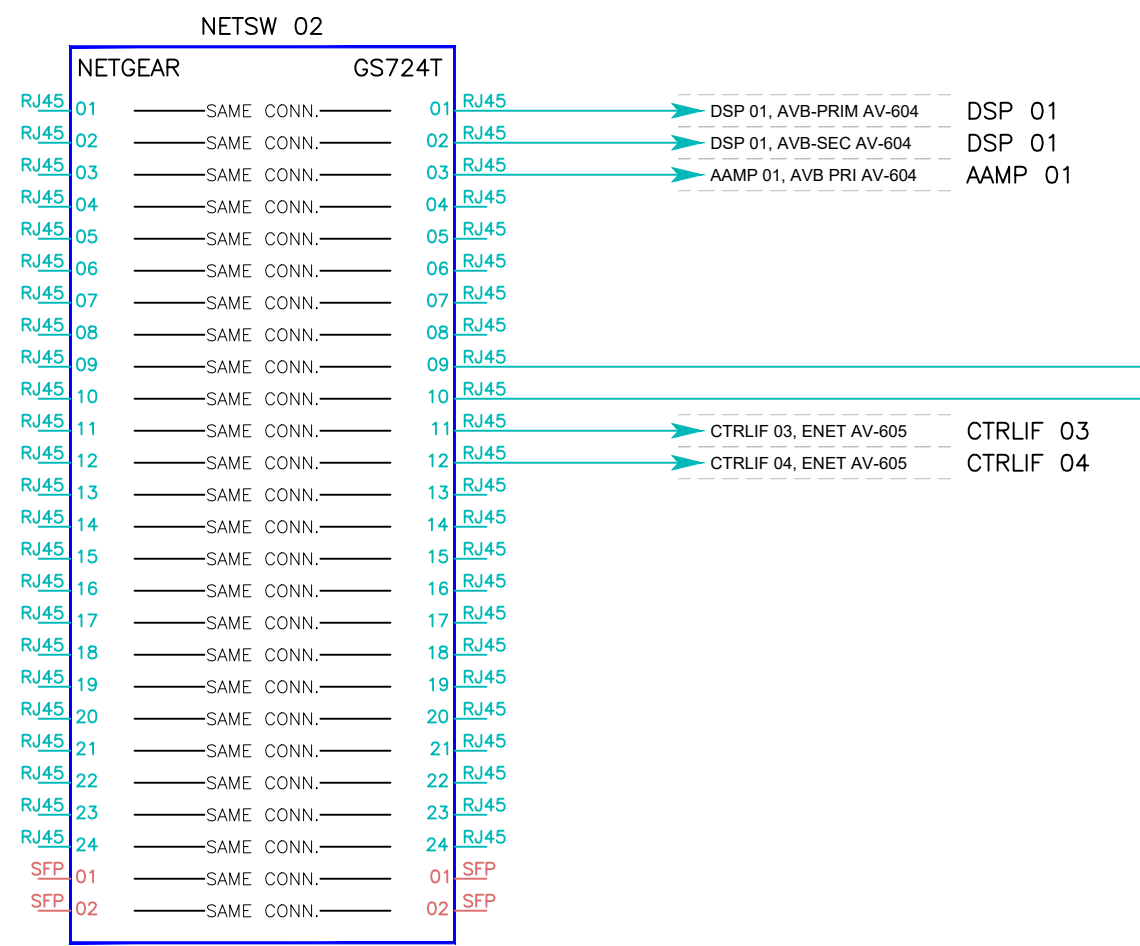
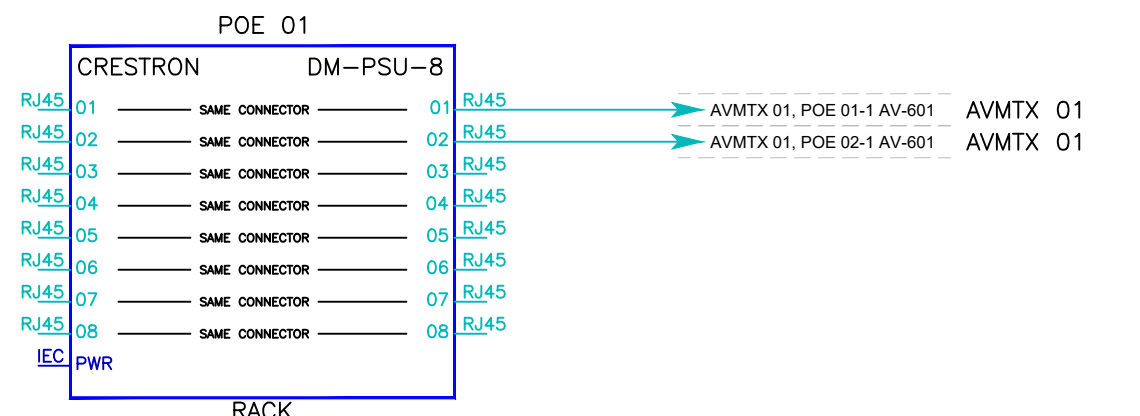
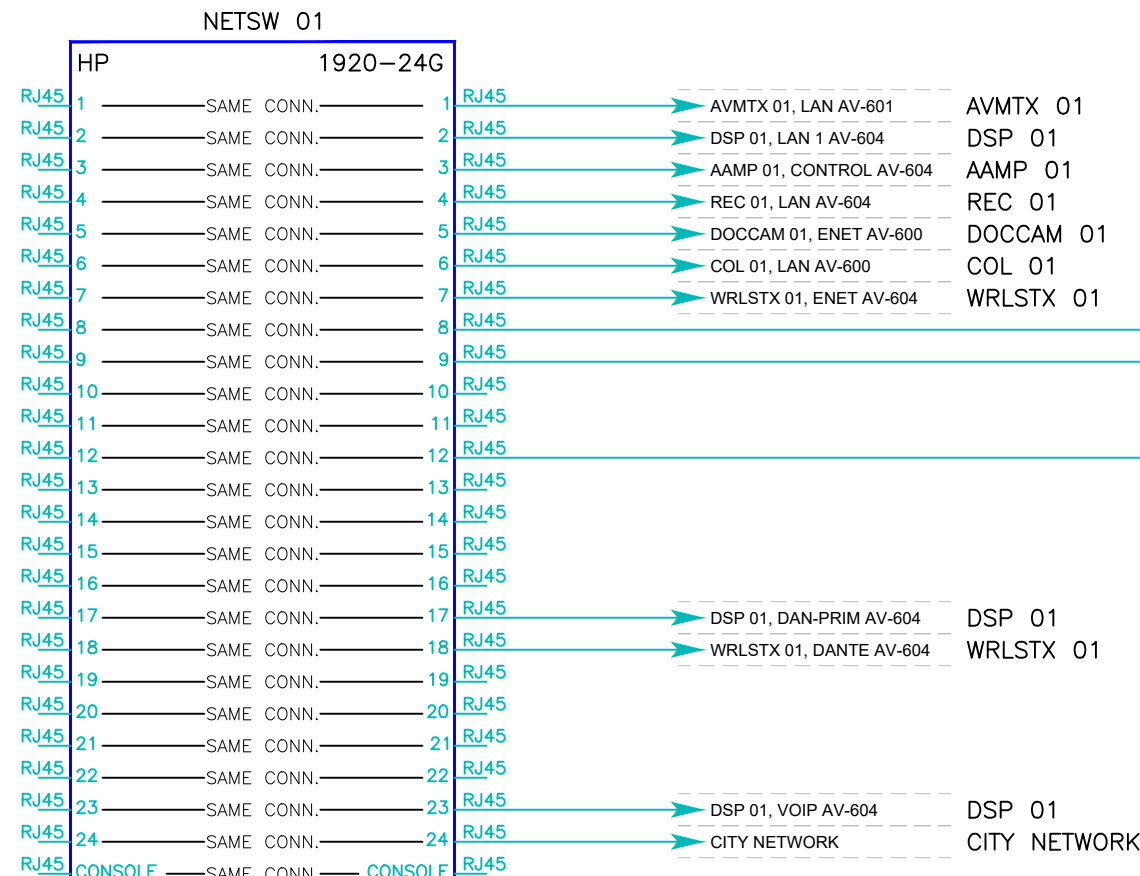
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# QUAD CITY AV PRESENTATION SYSTEMS-ANOKA

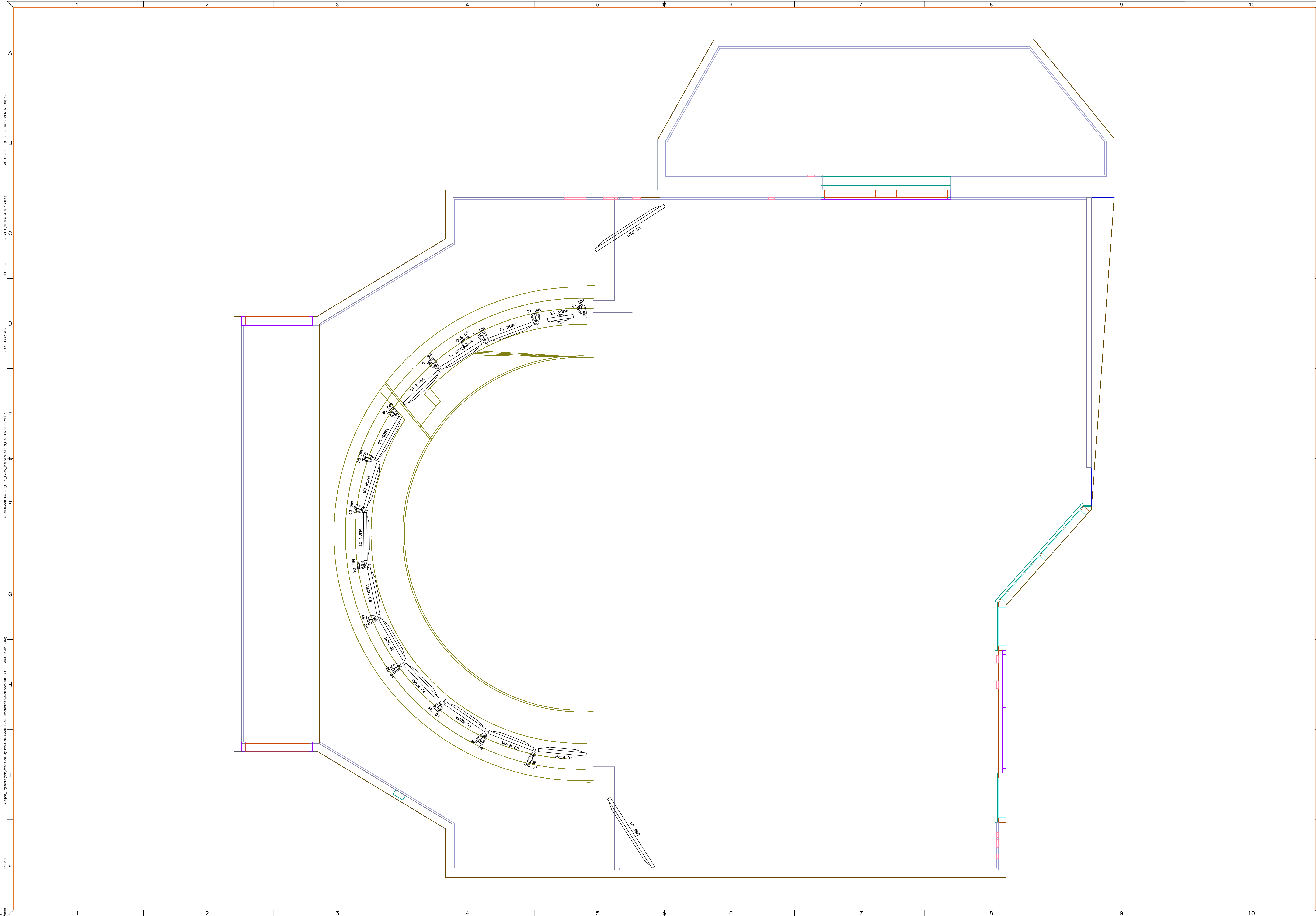
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REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY		
PROJECT NAME: AV PRESENTATION SYSTEMS-ANOKA		
PROJECT NO: QUAD-A001		
DESIGN ENGINEER: DAVID SCOLAP	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: CONTROL		
SHEET NUMBER: AV-605		
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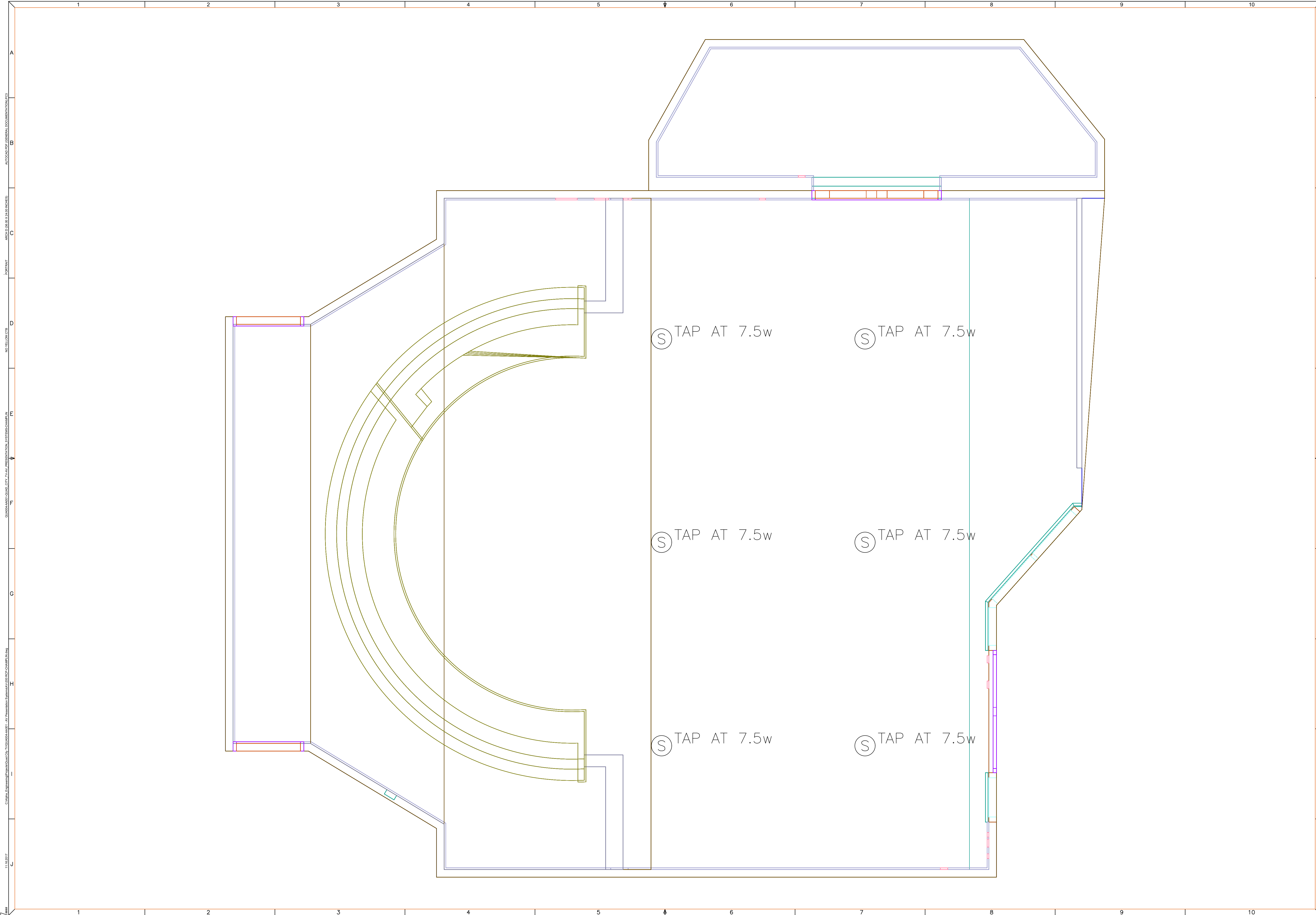






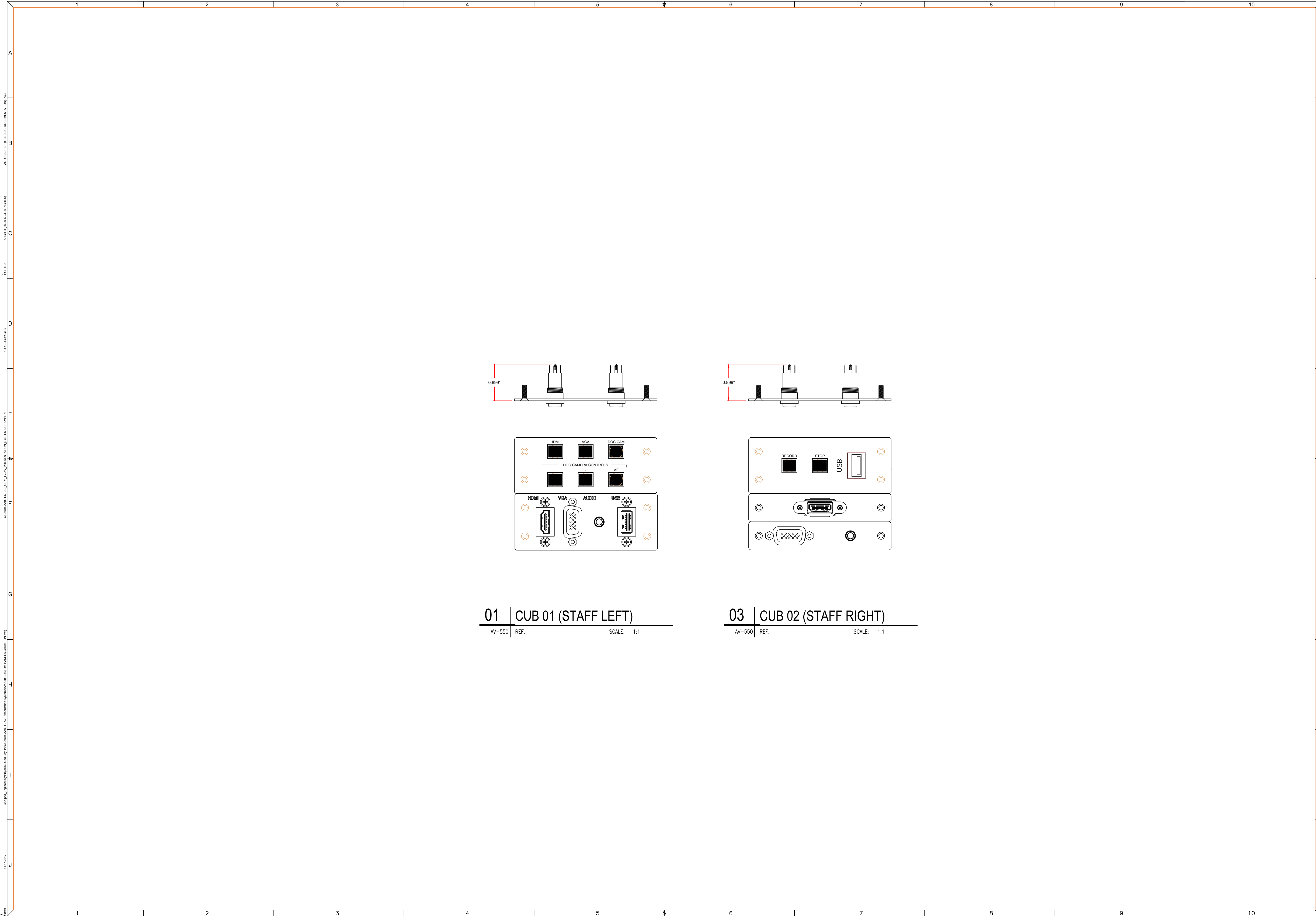
# QUAD CITY AV PRESENTATION SYSTEMS-CHAMPLIN

DRAWING STATE:		
SUBMITTAL		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY		
PROJECT NAME: AV PRESENTATION SYSTEMS-CHAMPLIN		
PROJECT NO: QUAD-1001		
DESIGN ENGINEER: DAVID SOUTHWORTH	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: FLOOR PLAN		
SHEET NUMBER: AV-100		
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**QUAD CITY**  
**AV PRESENTATION SYSTEMS-CHAMPLIN**

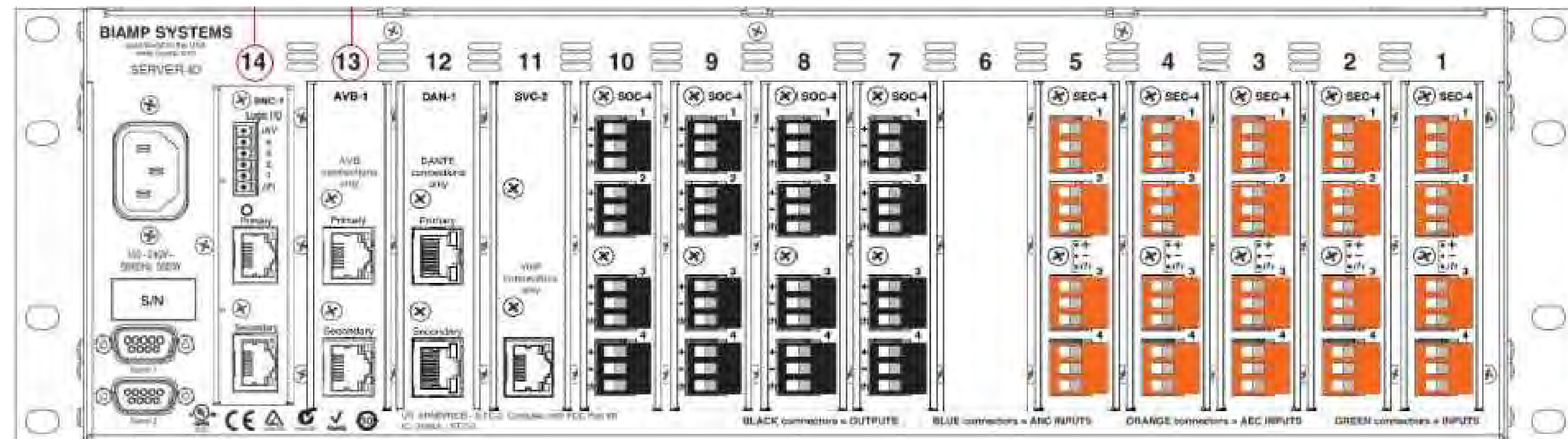
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SUBMITTAL		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY		
PROJECT NAME: AV PRESENTATION SYSTEMS-CHAMPLIN		
PROJECT NO: QUAD-AV-200		
DESIGN ENGINEER: DAVID SCOLARI	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: RCP		
SHEET NUMBER: AV-200		
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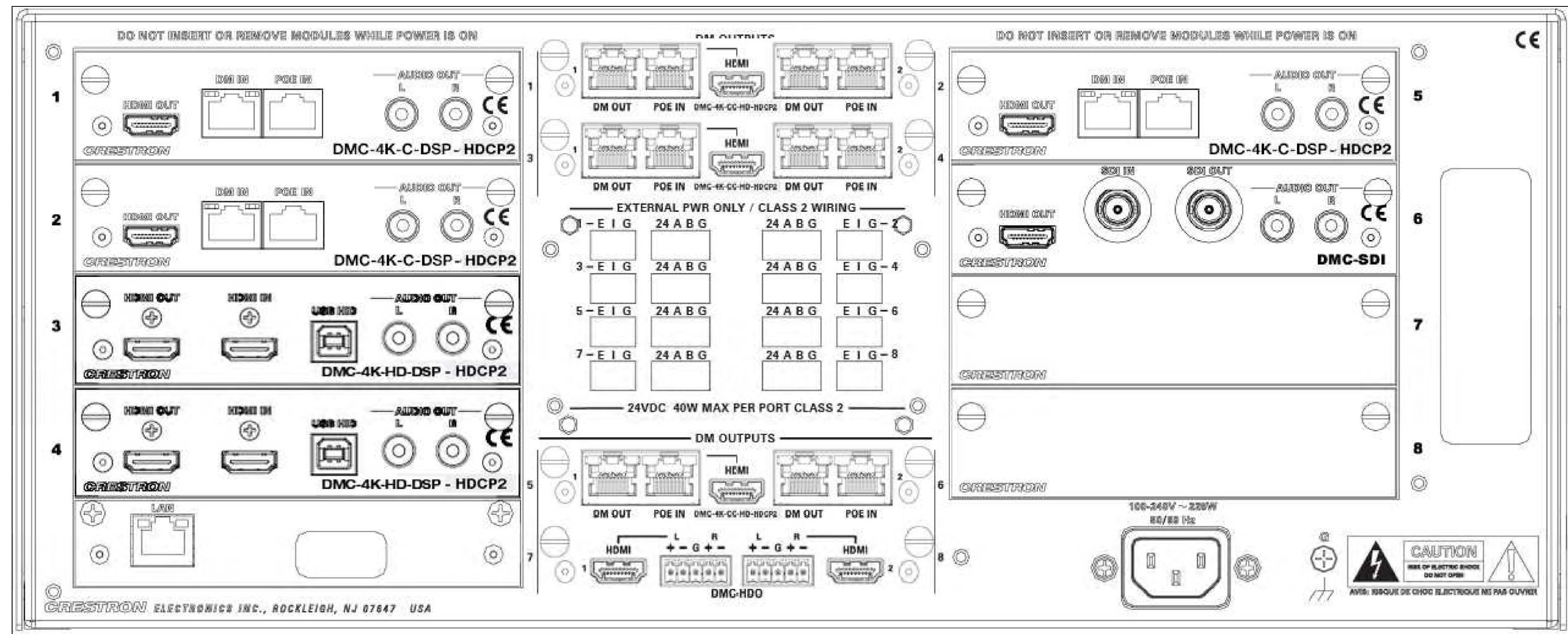
**QUAD CITY**  
**AV PRESENTATION SYSTEMS-CHAMPLIN**

QUAD CITY  
AV PRESENTATION SYSTEMS-CHAMPLIN

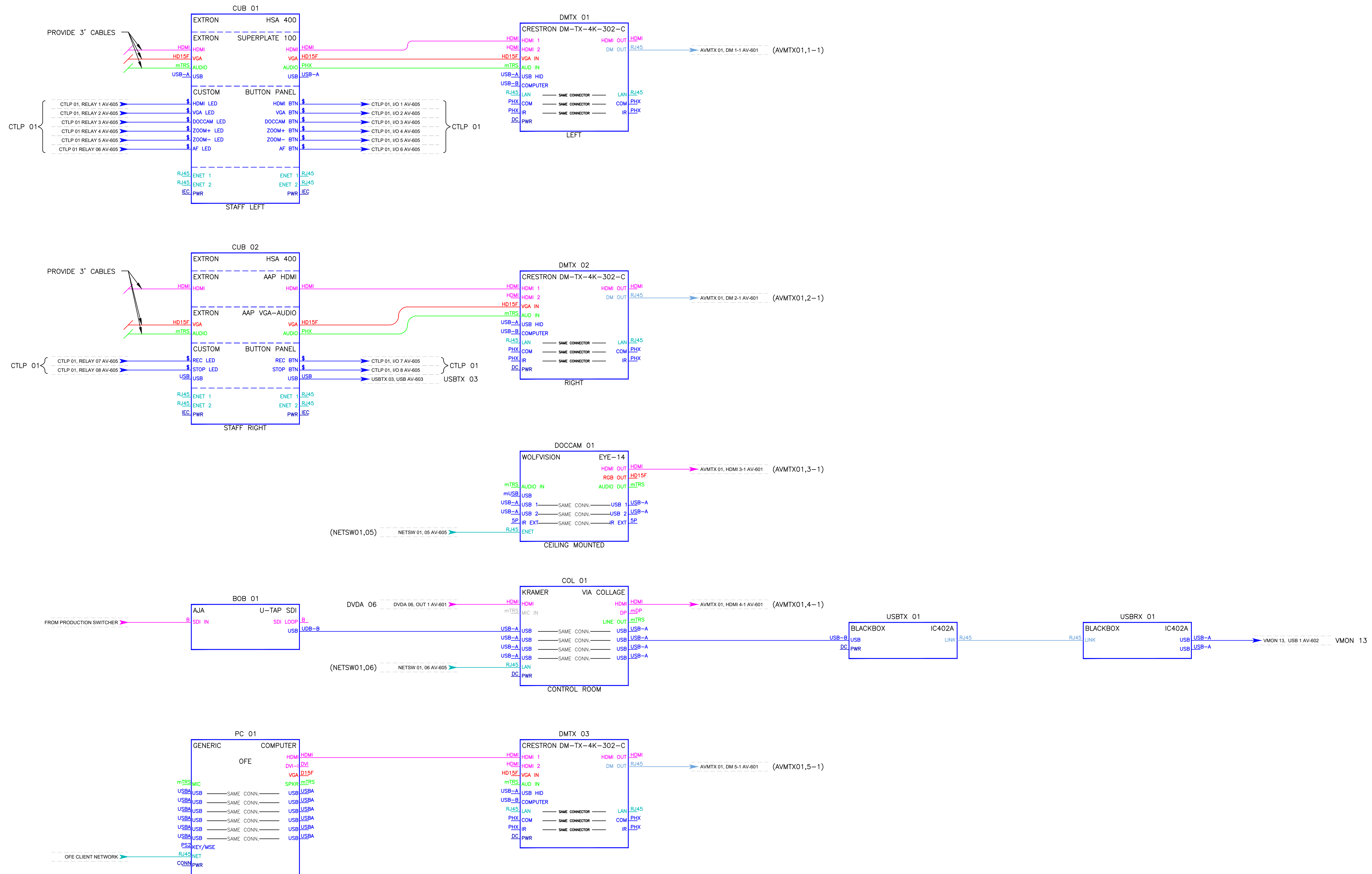
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MODEL:TESIRA SERVER IO AVB  
SYSNAME:DSP 01



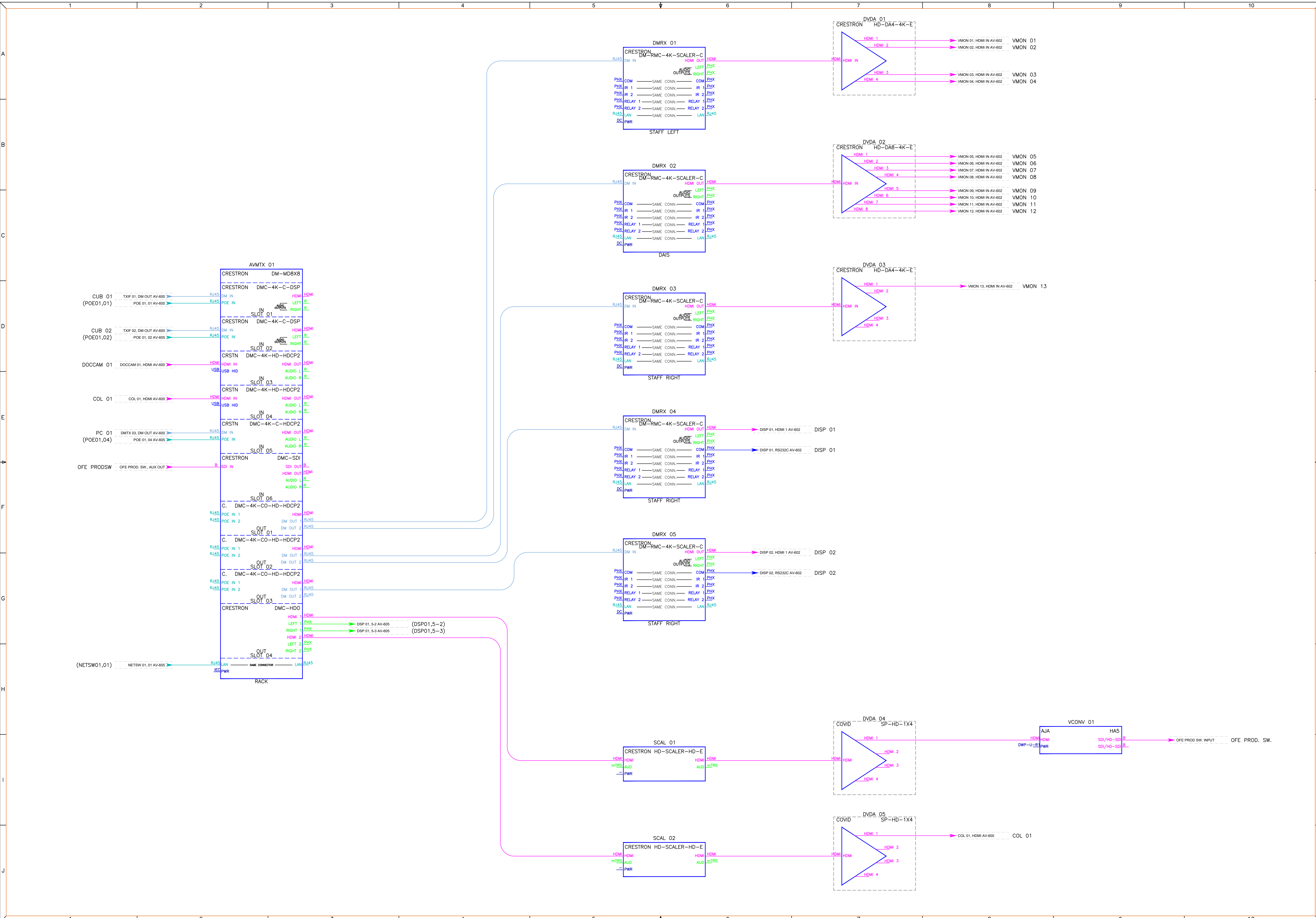
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MODEL:DM-MD8X8  
SYSNAME:AVMTX 01




QUAD CITY  
AV PRESENTATION SYSTEMS-CHAMPLIN



QUAD CITY AV PRESENTATION SYSTEMS-CHAMPLIN






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# QUAD CITY

## AV PRESENTATION SYSTEMS-CHAMPLIN



ANDOVER | ANOKA | CHAMPLIN | RAMSEY

QUAD CITY  
COMMUNITY TELEVISION  
1200 E. CHAMPLIN AVE. N.  
CHAMPLIN, MN 55310

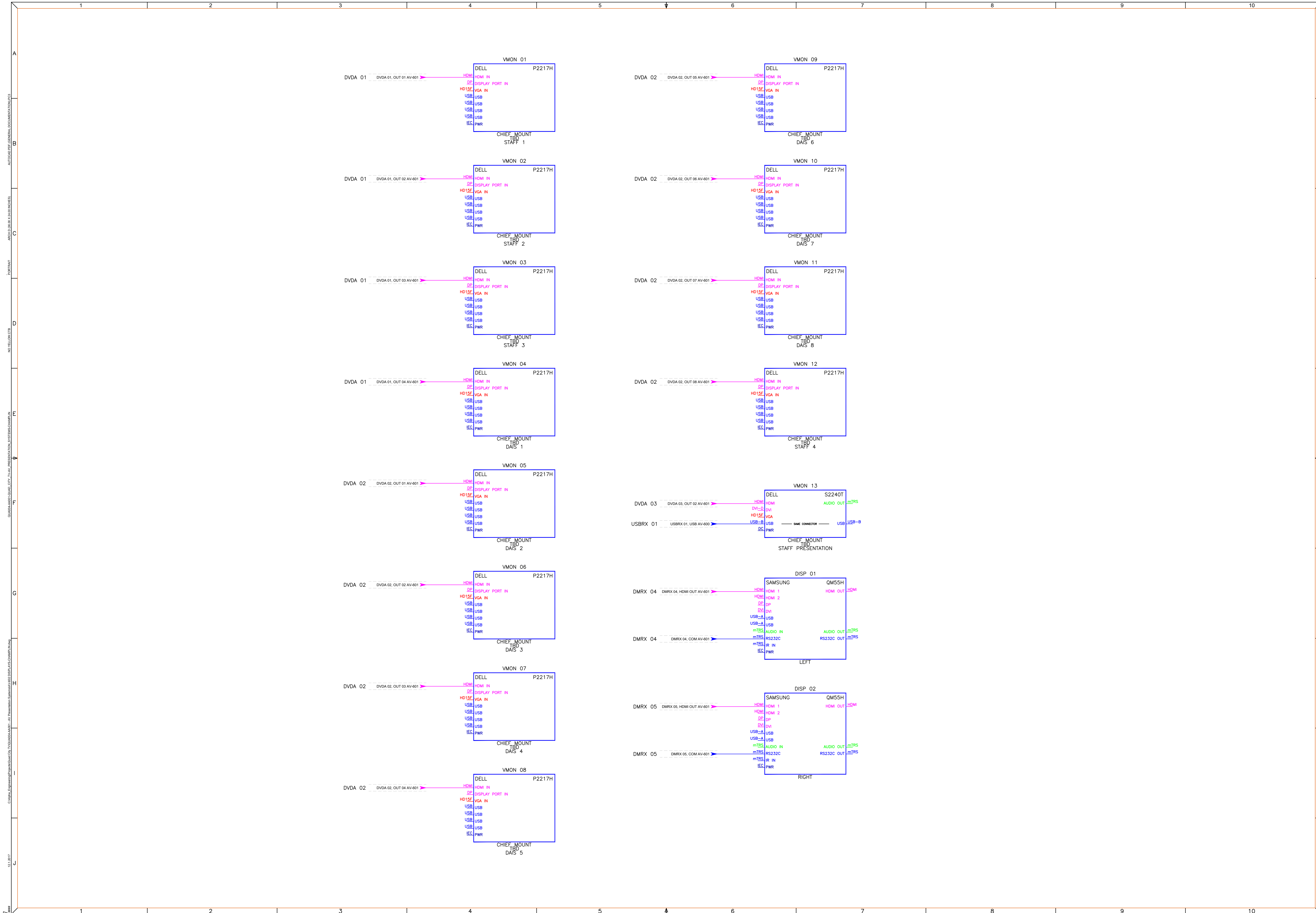
SUBMITTAL		
REV	DESCRIPTION	DATE

CLIENT NAME: QUAD CITY	
PROJECT NAME: AV PRESENTATION SYSTEMS-CHAMPLIN	
PROJECT NO: 2017-0001	
DESIGN ENGINEER: DAVID SCALAP	DRAFTED BY: ANDREW RYAN
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH

**VIDEO MATRIX**

SHEET NUMBER:
AV-601

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QUAD CITY  
AV PRESENTATION SYSTEMS-CHAMPLIN

DRAWING STATE:		
SUBMITTAL		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY		
PROJECT NAME: AV PRESENTATION SYSTEMS-CHAMPLIN		
PROJECT NO: QUAD-AV-001		
DESIGN ENGINEER: DAVID SCHOEN	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: DISPLAYS		
SHEET NUMBER: AV-602		
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12.1.2017  
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QUAD-CITY, CHAMPLIN, RAMSEY  
ANDOVER | ANOKA | CHAMPLIN | RAMSEY  
Community Television  
QUAD CITY  
QUAD CITY TV  
1224 ERIKSON AVENUE  
CHAMPLIN, MN 55316  
DRAWING STATE:  
SUBMITTAL  
REVISION HISTORY  
REV DESCRIPTION DATE  
CLIENT NAME: QUAD CITY  
PROJECT NAME: AV PRESENTATION SYSTEMS-CHAMPLIN  
PROJECT NO: QUAD-AV-001  
DESIGN ENGINEER: DAVID SCOLAPRO  
SALES PERSON: MIKE ROUGH  
BRIEF NAME: ERIC BURCH  
SHEET NUMBER: AV-603  
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AUTOCAD PDF GENERATOR DOCUMENTATION PDF

ARCAD 08.0.2.24 UNUSABLE

PORTFOLIO

NO YELLOW CTR

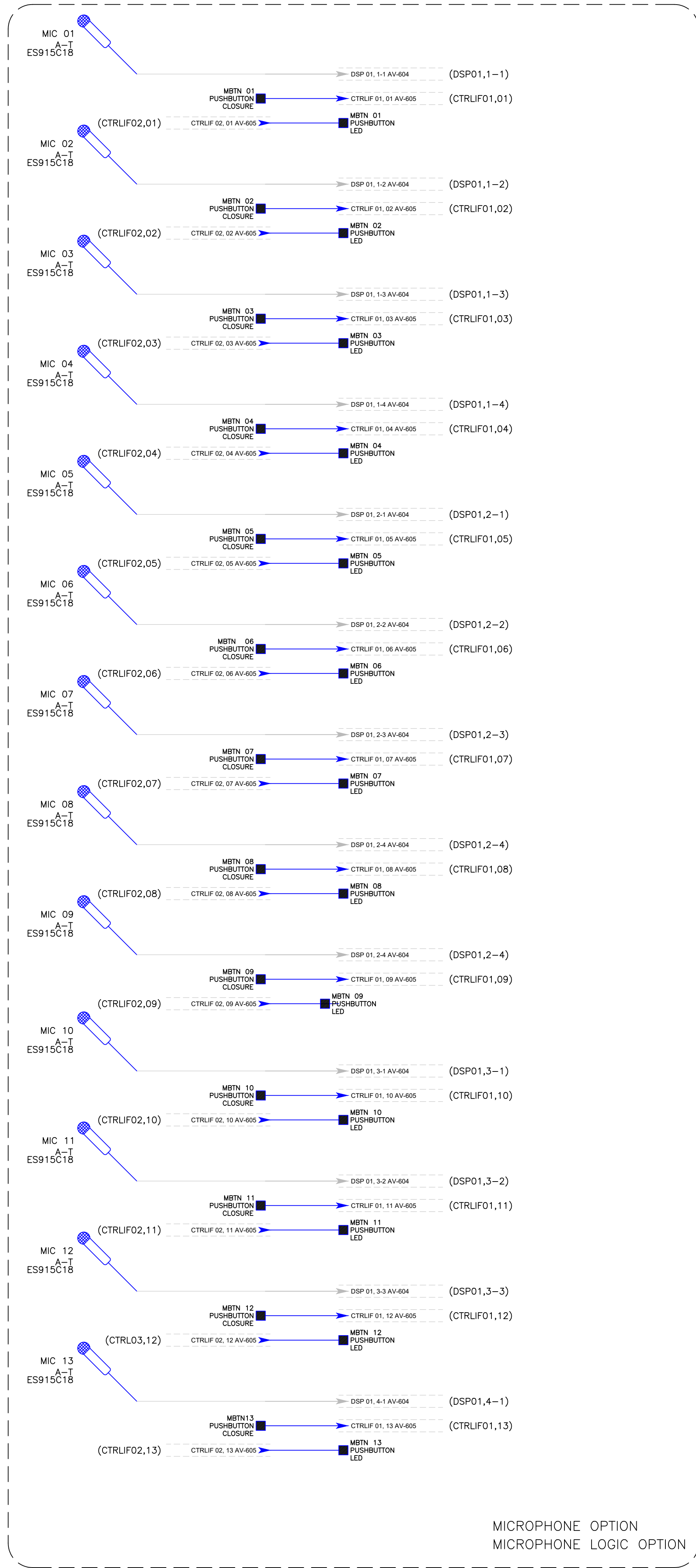
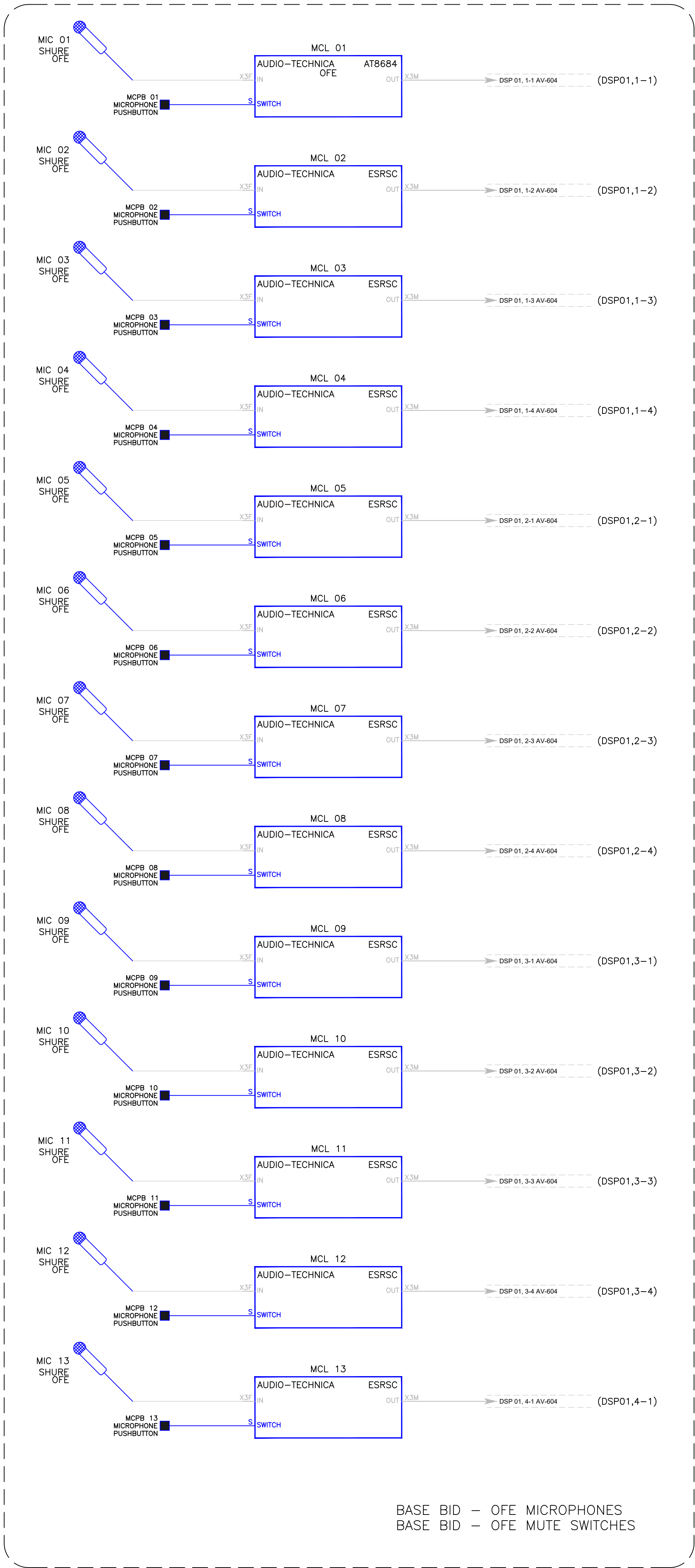
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ANDOVER | ANOKA | CHAMPLIN | RAMSEY  
Community Television  
QUAD CITY  
QUAD CITY TV  
1224 ERIKSON AVENUE  
CHAMPLIN, MN 55316  
DRAWING STATE:  
SUBMITTAL  
REVISION HISTORY  
REV DESCRIPTION DATE  
CLIENT NAME: QUAD CITY  
PROJECT NAME: AV PRESENTATION SYSTEMS-CHAMPLIN  
PROJECT NO: QUAD-AV-001  
DESIGN ENGINEER: DAVID SCOLAPRO  
SALES PERSON: MIKE ROUGH  
BRIEF NAME: ERIC BURCH  
SHEET NUMBER: AV-603  
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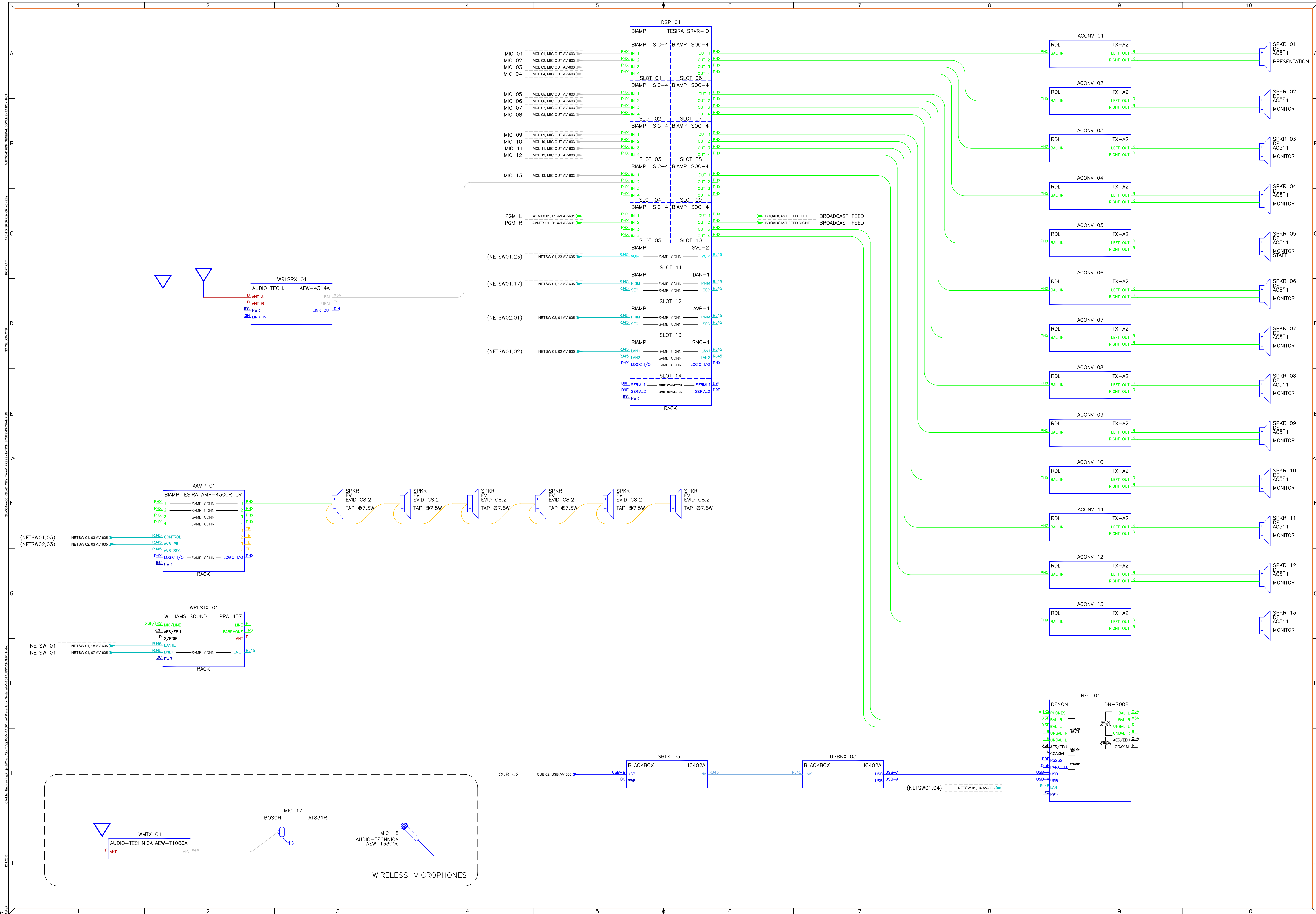
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J



# QUAD CITY AV PRESENTATION SYSTEMS-CHAMPLIN



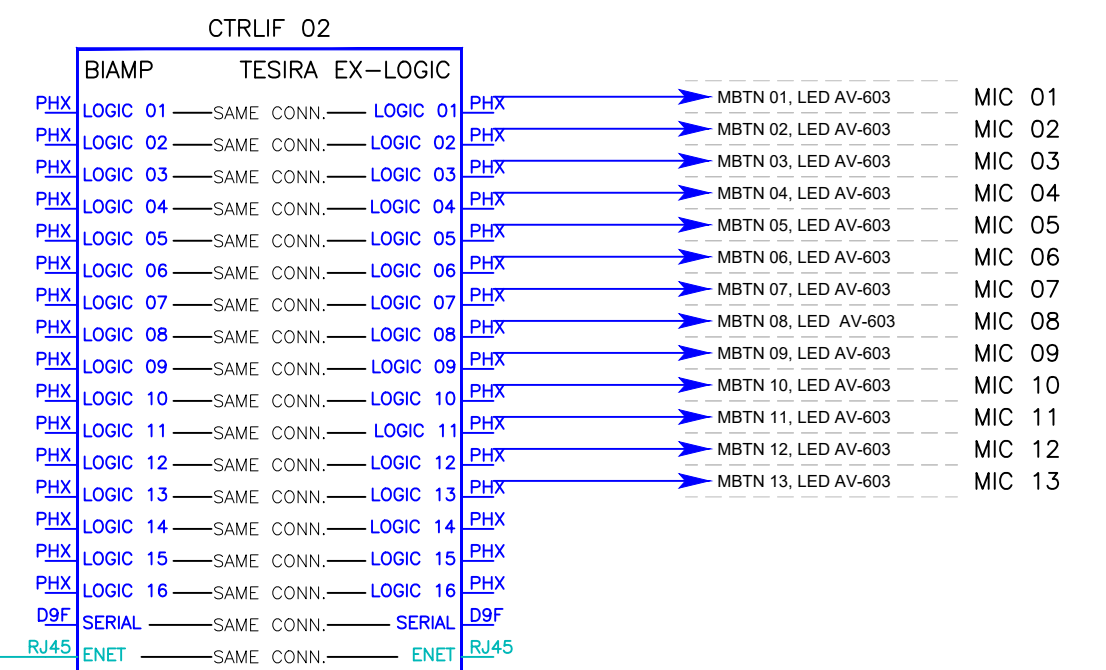
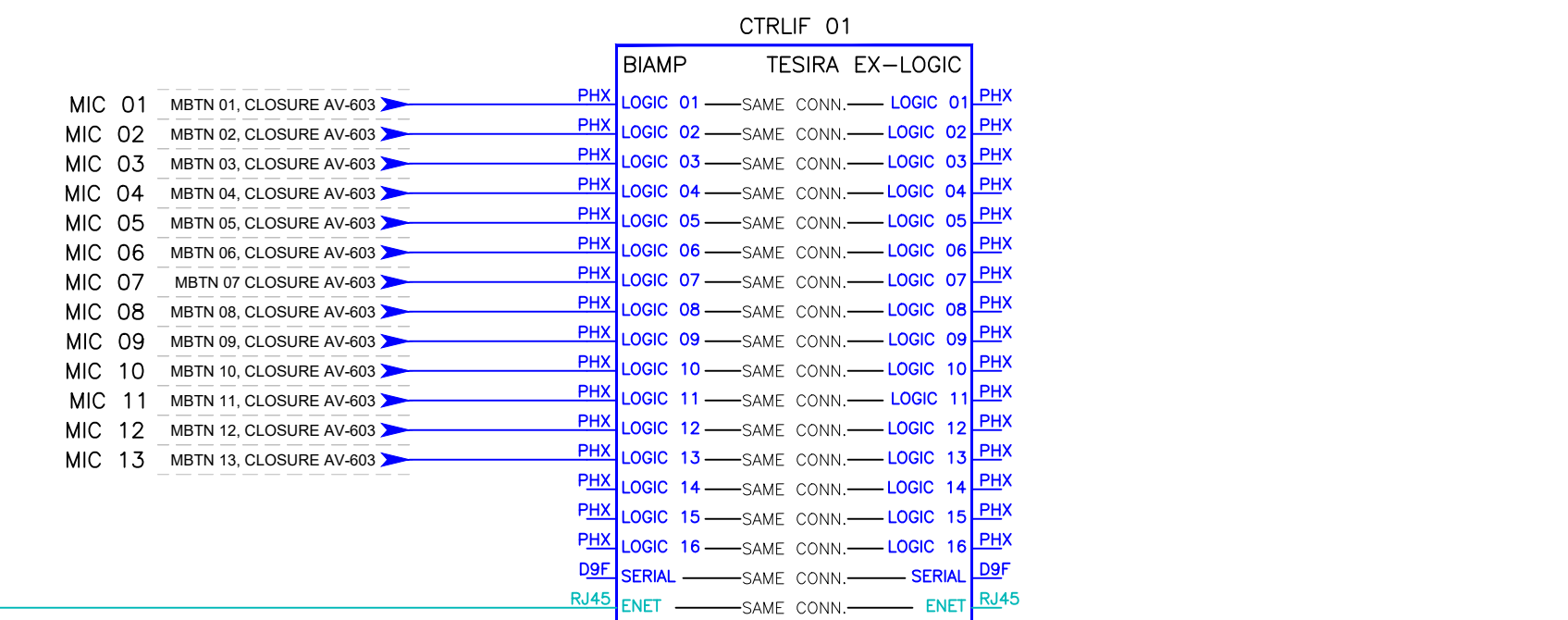
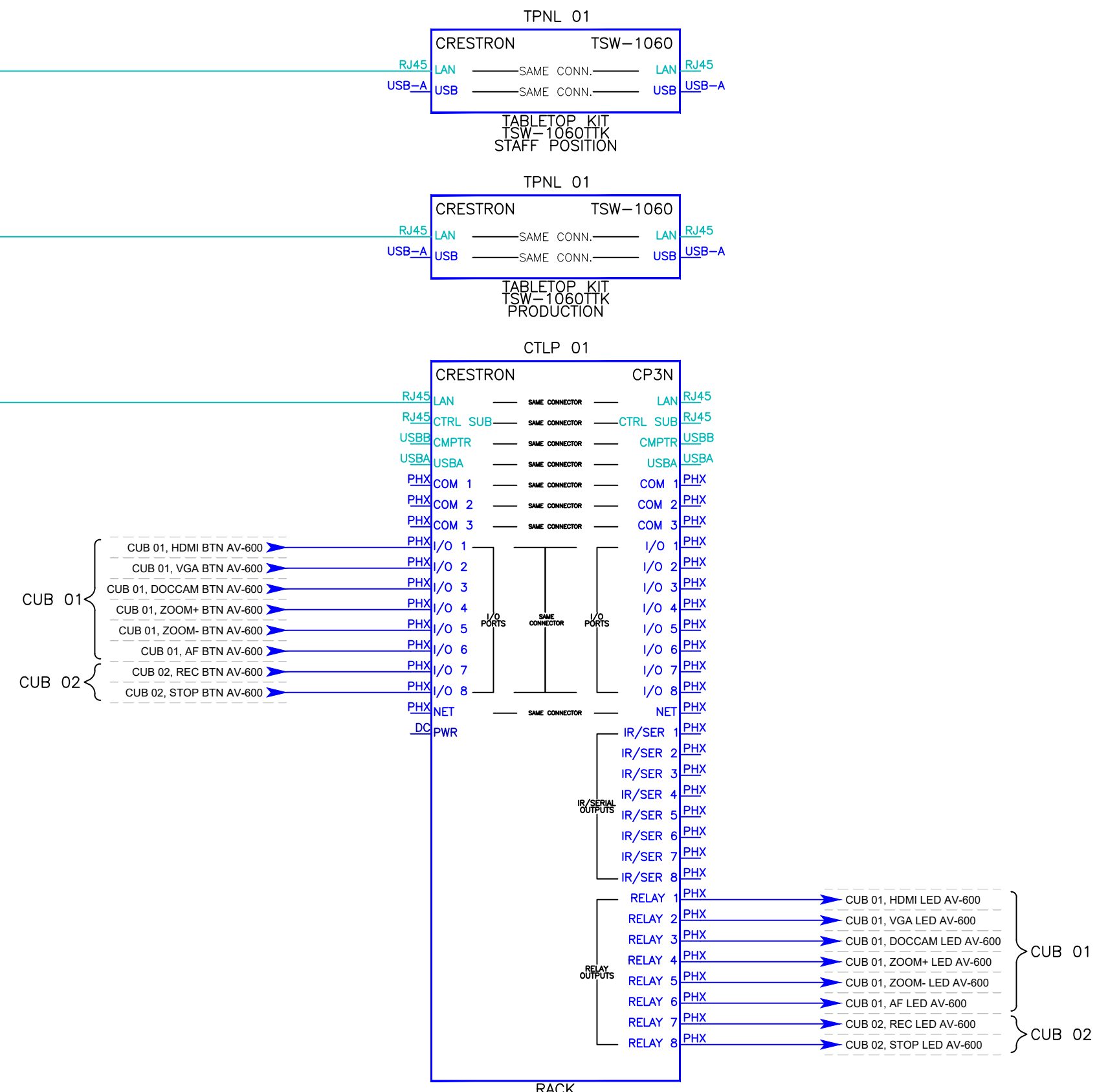
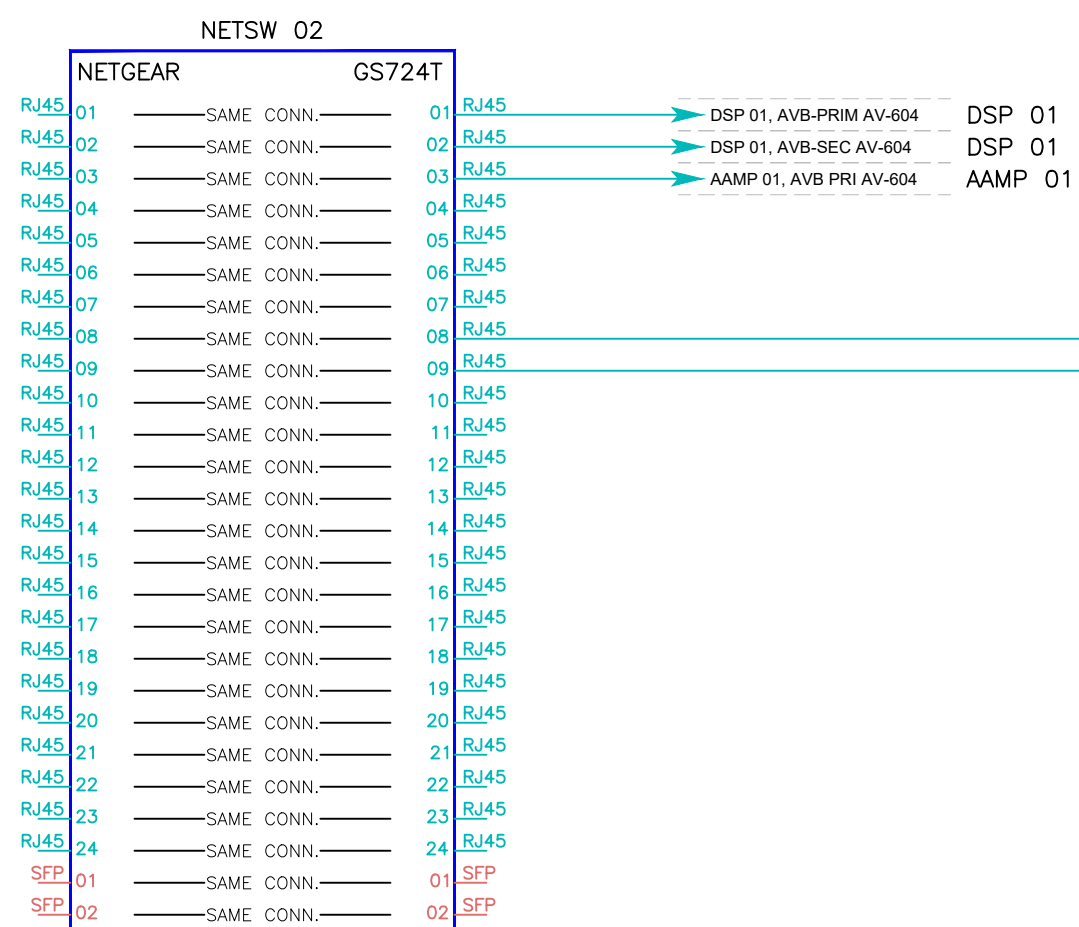
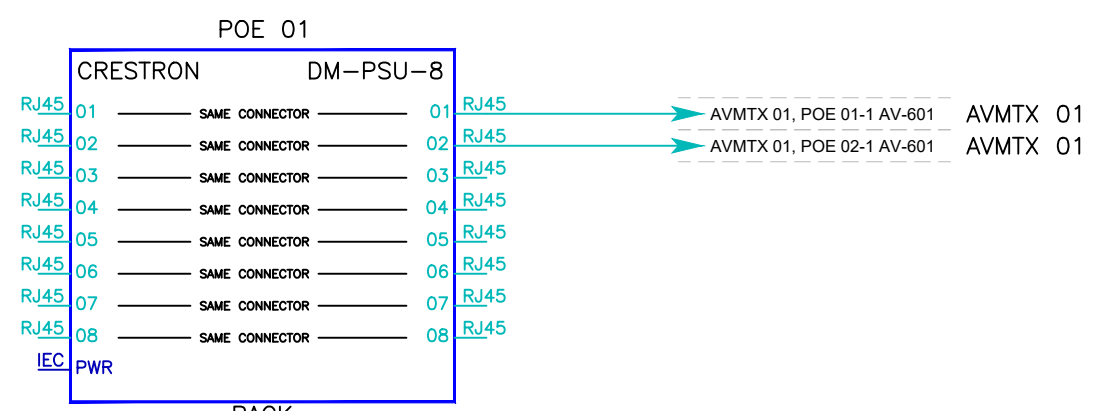
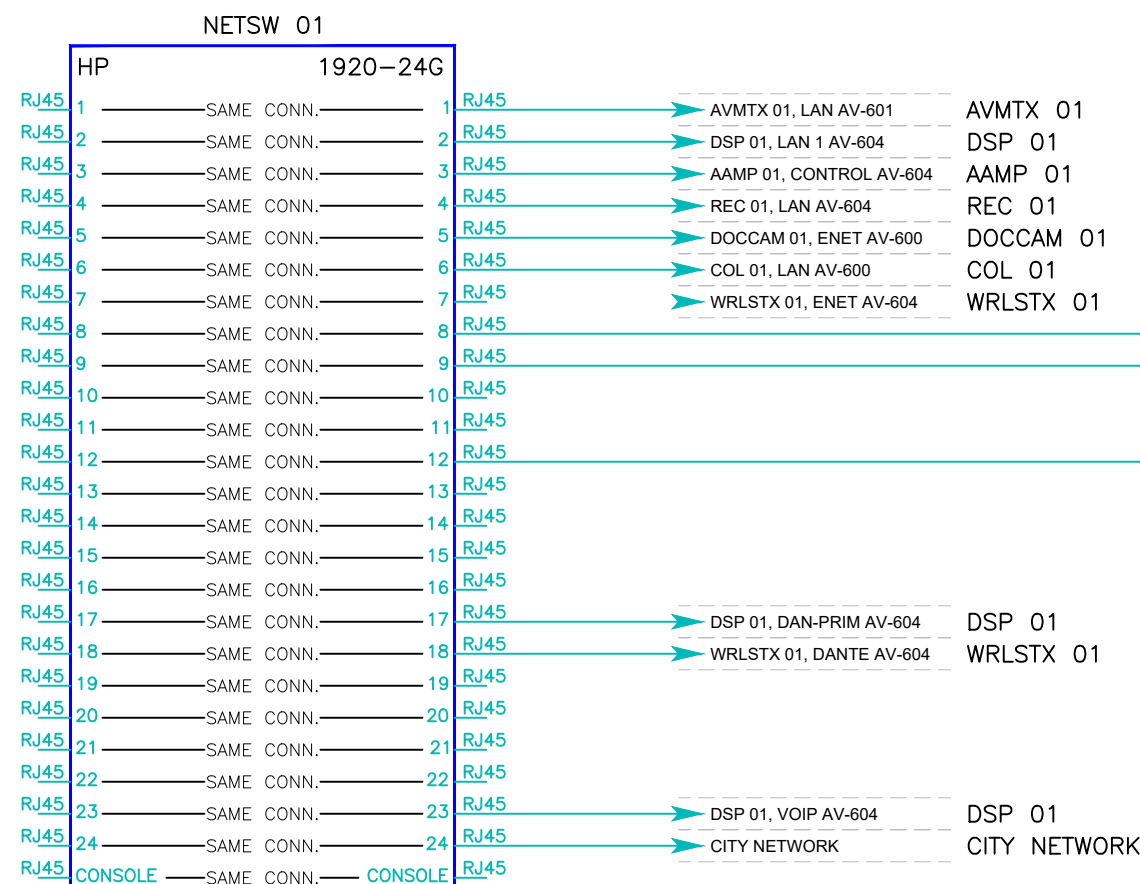
QUAD CITY  
AV PRESENTATION SYSTEMS-CHAMPLIN

DRAWING STATE:  
SUBMITTAL

REVISION HISTORY		
REV	DESCRIPTION	DATE

CLIENT NAME: QUAD CITY  
PROJECT NAME: AV PRESENTATION SYSTEMS-CHAMPLIN  
PROJECT NO: QUAD-A001  
DESIGN ENGINEER: DAVID SCALAP  
SALES PERSON: MIKE ROUGH  
PROJECT MANAGER: ERIC BURCH  
SHEET NAME: CONTROL

SHEET NUMBER:  
AV-605



MICROPHONE LOGIC OPTION



QUAD CITY TV  
AV PRESENTATION SYSTEMS-RAMSEY



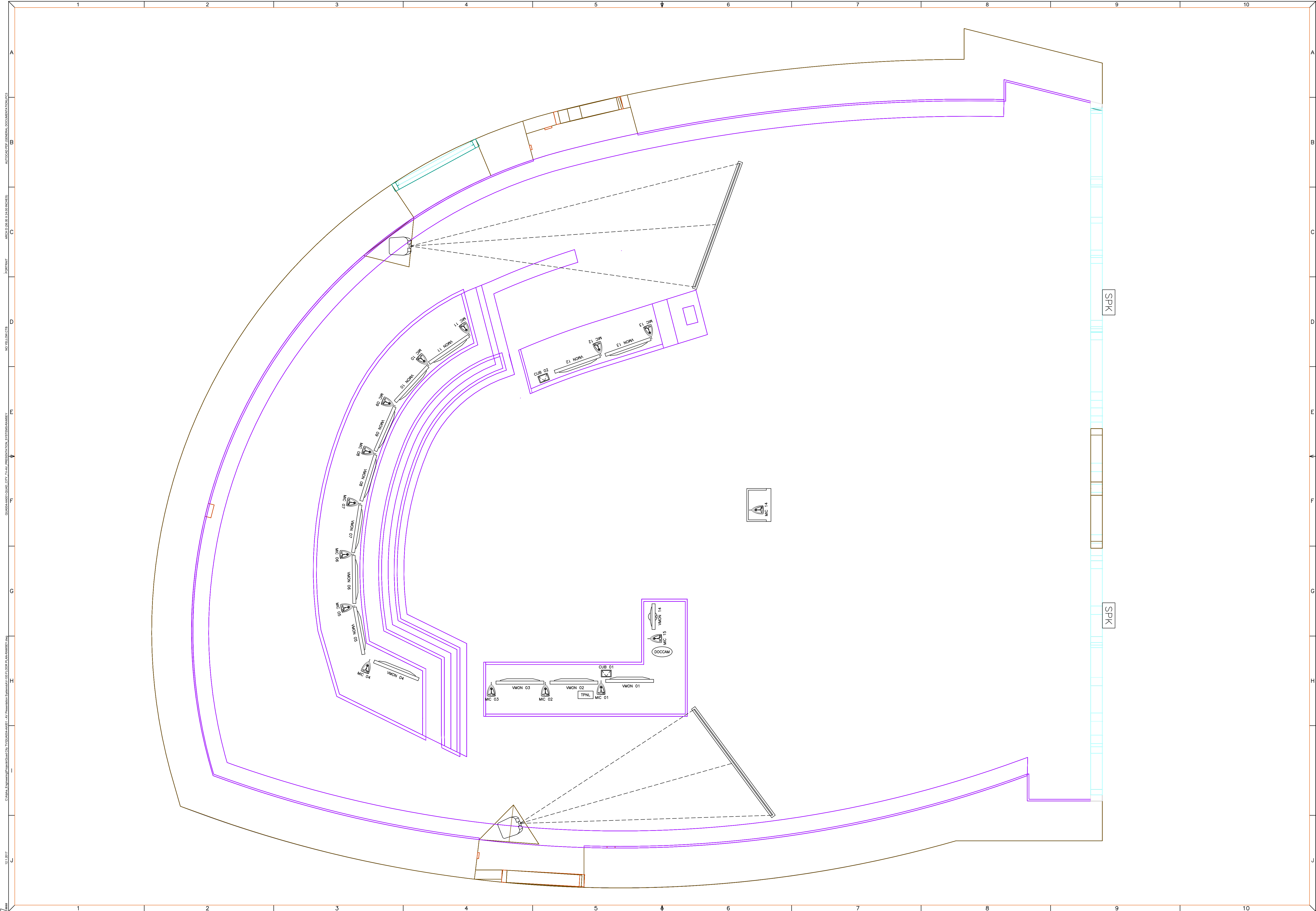
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SUBMITTAL			
REVISION HISTORY			
REV	DESCRIPTION	DATE	
CLIENT NAME: QUAD CITY TV			
PROJECT NAME: AV PRESENTATION SYSTEMS-RAMSEY			
PROJECT NO: QUAD004-0001			
DESIGN ENGINEER: DAVID SOKUP		DRAFTED BY: ANDREW IVAN	
SALES PERSON: MIKE POULT		PROJECT MANAGER: ERIC BURCH	
SHEET NAME: COVER			
SHEET NUMBER: AV-001			
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QUAD CITY TV  
AV PRESENTATION SYSTEMS-RAMSEY  
SUBMITTAL

SHEET LIST TABLE	
AV-001	COVER
AV-010	LEGEND
AV-100	FLOOR PLAN
AV-550	CUSTOM PANELS
AV-560	FRAME LAYOUTS
AV-600	VIDEO SOURCES
AV-601	VIDEO MATRIX
AV-602	DISPLAYS
AV-603	MICROPHONES
AV-604	AUDIO
AV-605	CONTROL





# QUAD CITY TV

## AV PRESENTATION SYSTEMS-RAMSEY

DRAWING STATE:		
SUBMITTAL		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY TV		
PROJECT NAME: AV PRESENTATION SYSTEMS-RAMSEY		
PROJECT NO: QUAD01001		
DESIGN ENGINEER: DAVID SOULART	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: FLOOR PLAN		
SHEET NUMBER: AV-100		



QUAD CITY TV  
AV PRESENTATION SYSTEMS-RAMSEY



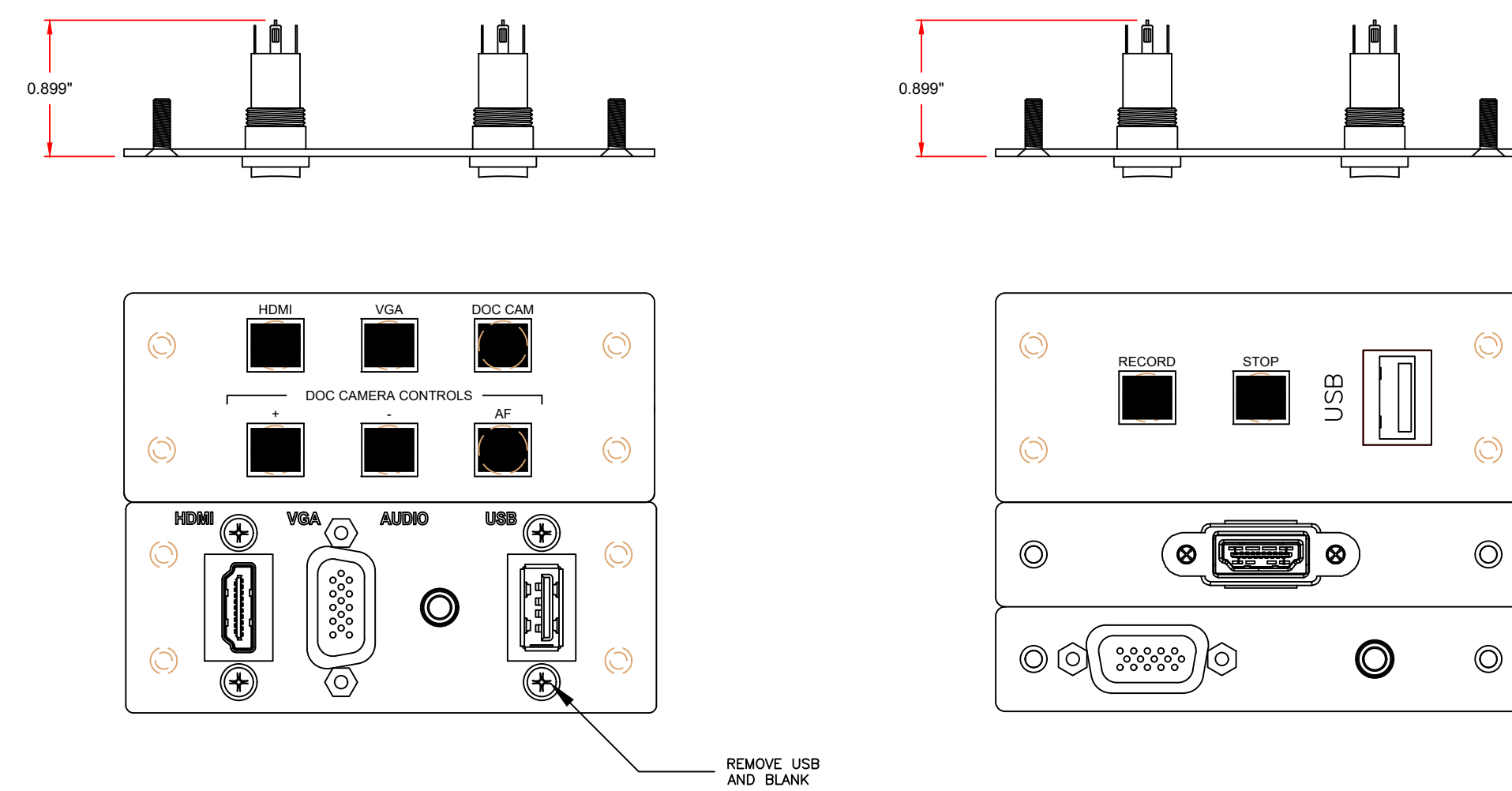
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SUBMITTAL

REVISION HISTORY		
REV	DESCRIPTION	DATE

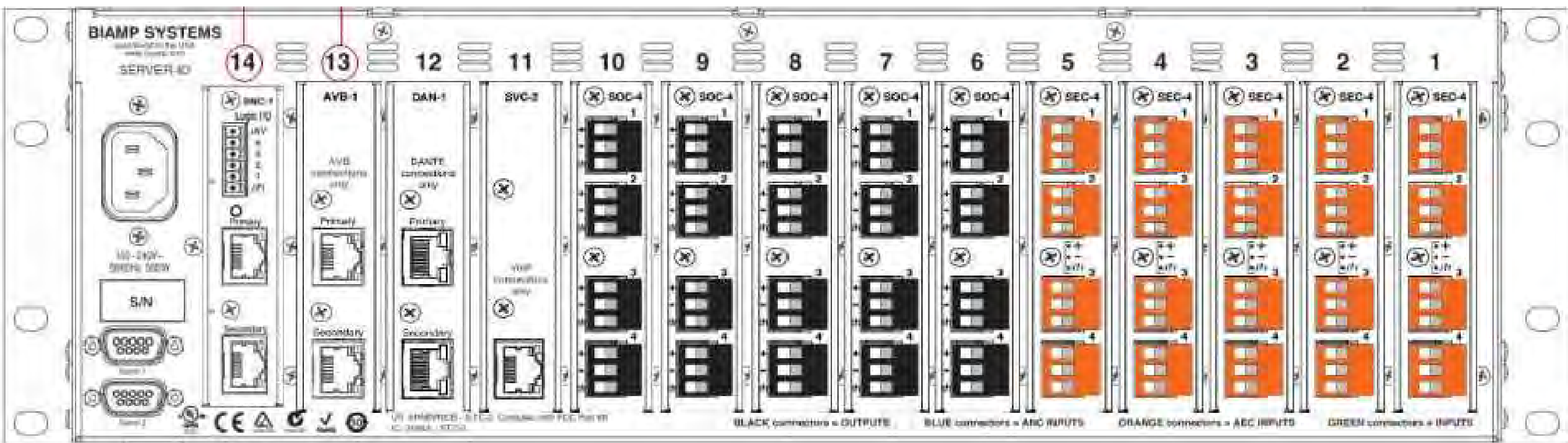
CLIENT NAME: QUAD CITY TV	
PROJECT NAME: AV PRESENTATION SYSTEMS-RAMSEY	
PROJECT NO: QUA004-4001	
DESIGN ENGINEER DAVID SOKUP	DRAFTED BY ANDREW RYAN
SALES PERSON MIKE POJH	PROJECT MANAGER ERIC BURCH

SHEET NUMBER:  
**AV-550**  
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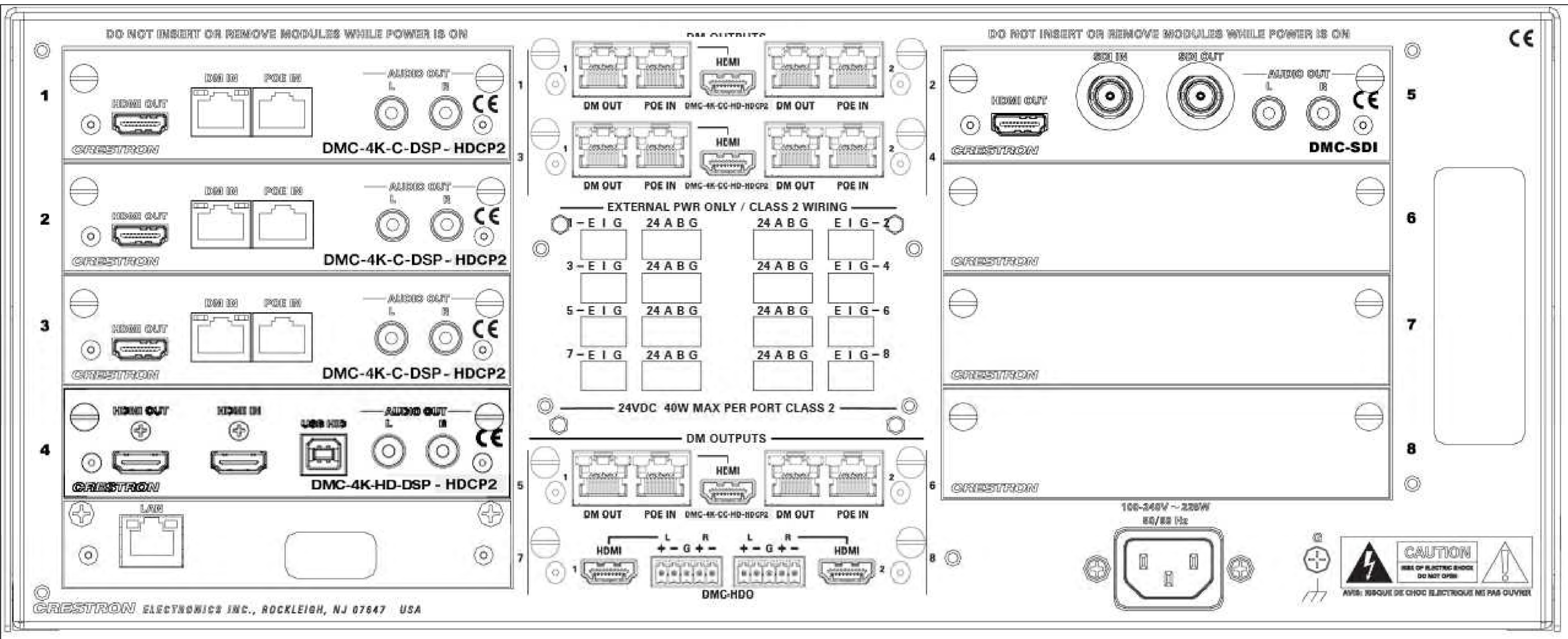


01 | CUB 01 (STAFF LEFT)  
 AV-550 REF. SCALE:

03 | CUB 02 (STAFF RIGHT)  
 AV-550 REF. SCALE: 1:1

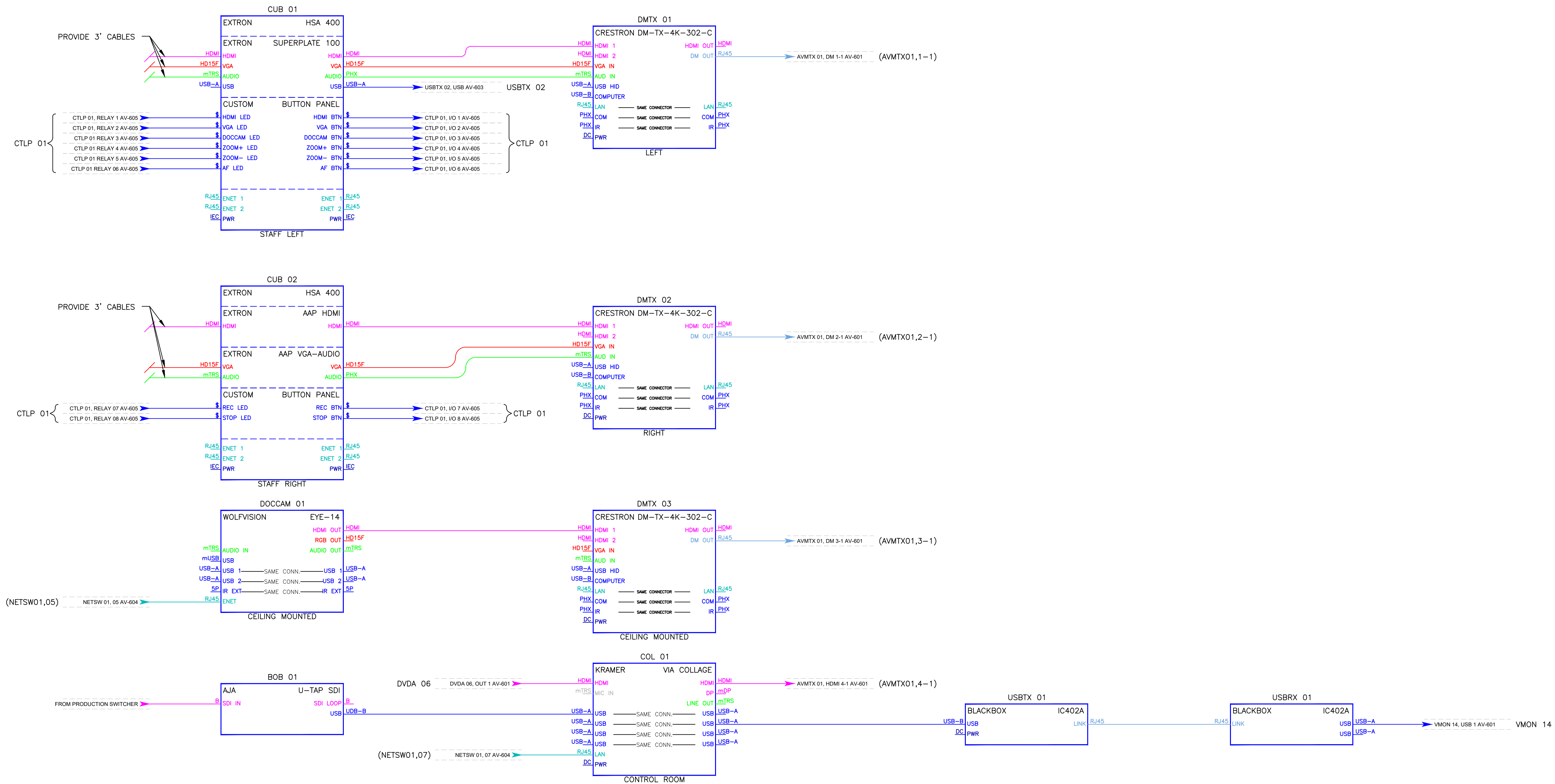


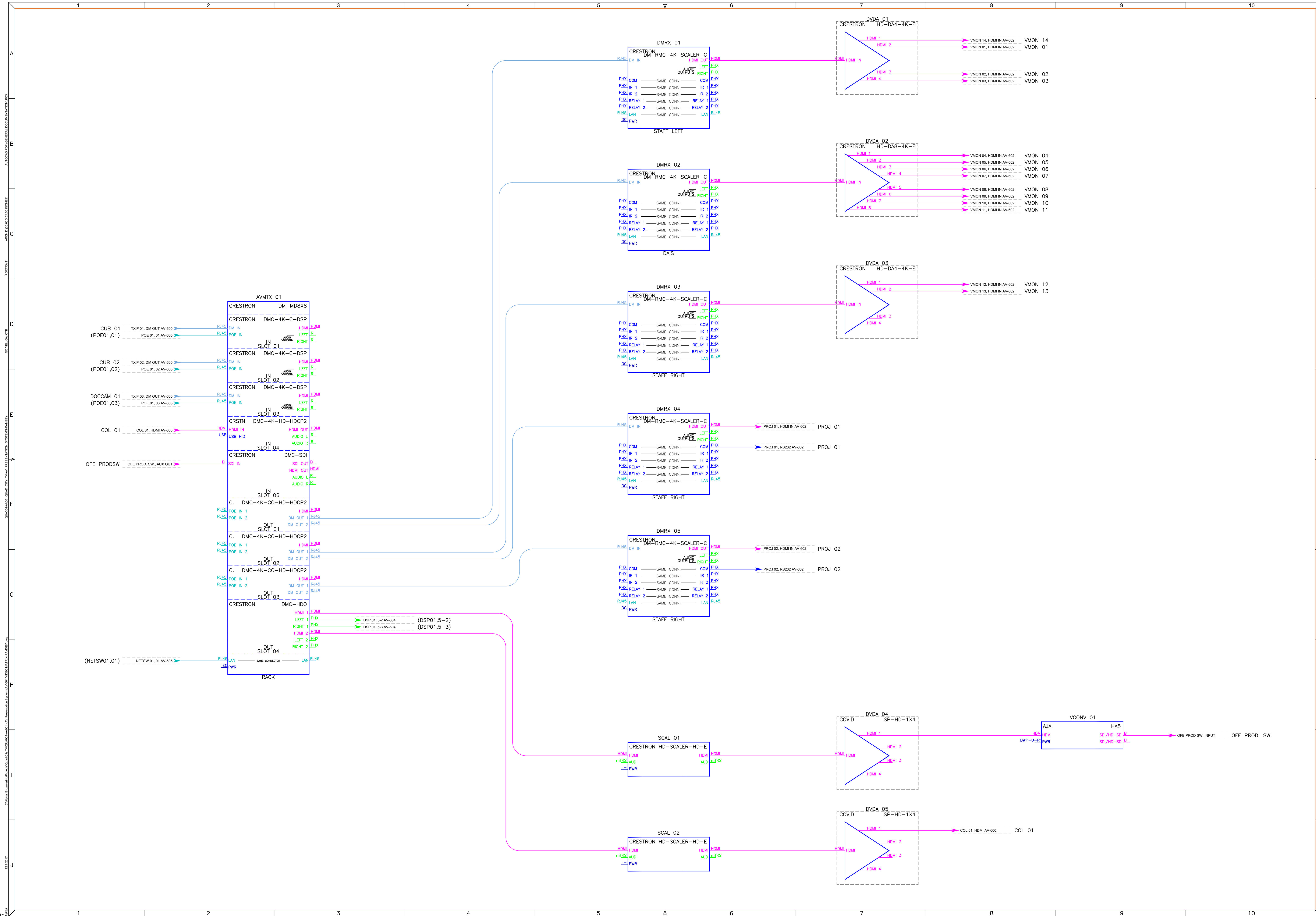
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MODEL:TESIRA SERVER IO AVB  
SYSNAME:DSP 01



MAKE: CRESTRON  
MODEL:DM-MD8X8  
SYSNAME:AVMTX 01

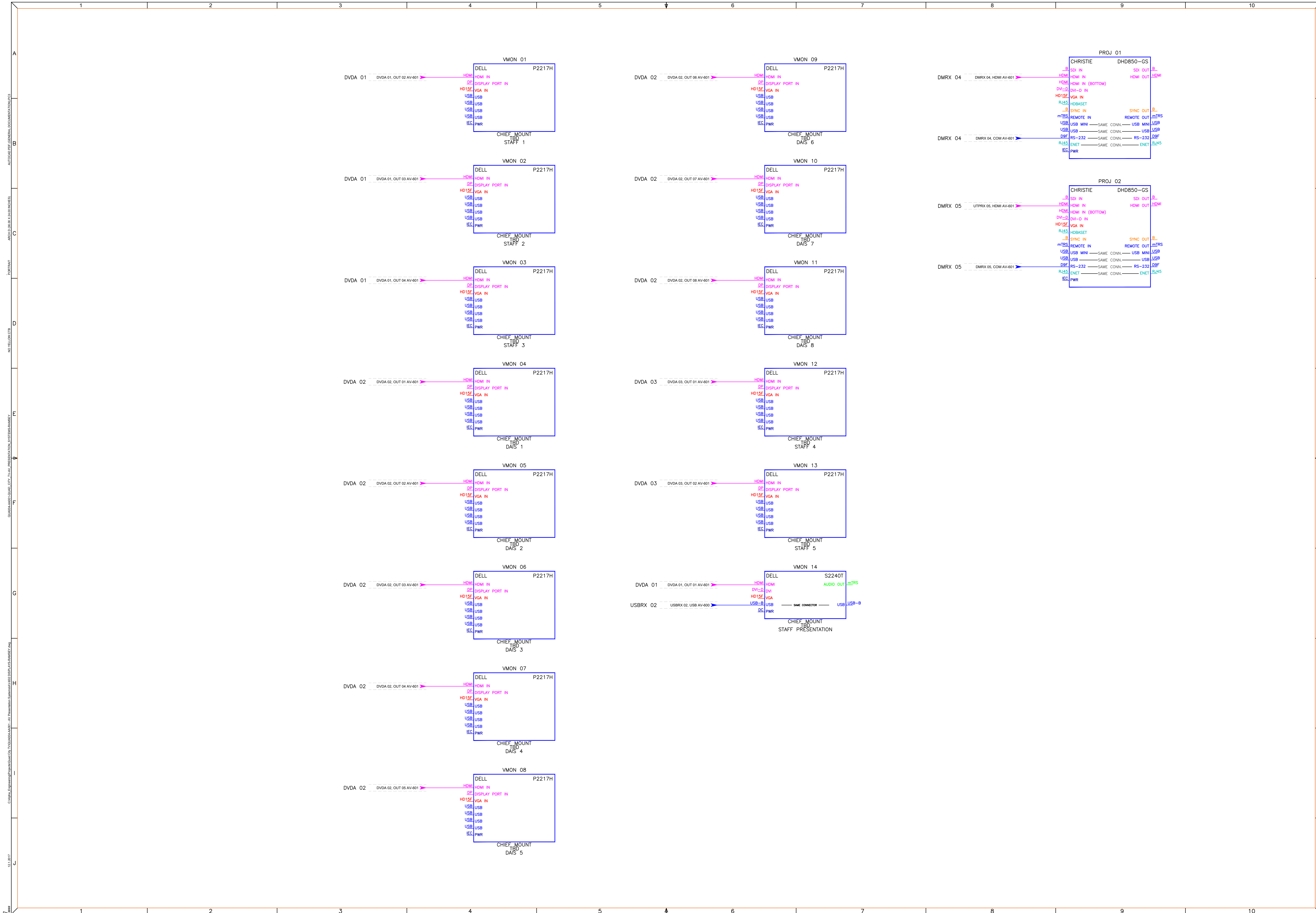
# QUAD CITY TV AV PRESENTATION SYSTEMS-RAMSEY





# QUAD CITY TV

## AV PRESENTATION SYSTEMS-RAMSEY



# QUAD CITY TV

## AV PRESENTATION SYSTEMS-RAMSEY

DRAWING STATE		
SUBMITTAL		
REVISION HISTORY		
REV	DESCRIPTION	DATE
CLIENT NAME: QUAD CITY TV		
PROJECT NAME: AV PRESENTATION SYSTEMS-RAMSEY		
PROJECT NO: QUAD04-001		
DESIGN ENGINEER: DAVID SCOLAP	DRAFTED BY: ANDREW RYAN	
SALES PERSON: MIKE ROUGH	PROJECT MANAGER: ERIC BURCH	
SHEET NAME: DISPLAYS		
SHEET NUMBER: AV-602		



