

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

September 20, 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 July 19, 2018, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. June and July Financial Reports. Quarterly Investment Report.
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Insurance Liability Waiver
 - 5.2. Movie Screen Purchase
- 6. Adjourn**

07-19-2018 Minutes

Quad Cities Communications Commission
Balance Sheet Summary
As of June 30, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,583,764.32
- PayPay acct	826.10
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,300,311.06
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,890,151.48
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,890,151.48
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	10,021.82
Other Current Liabilities	0.05
Total Current Liabilities	\$ 10,021.87
Equity	2,880,129.61
TOTAL LIABILITIES AND EQUITY	\$ 2,890,151.48

* Equity: QCTV allocates fund reserves in two areas:
 Operating Reserves = \$436,808
 Capital Reserves = \$2,714,093 (\$3.4 M needed for 5-Year CIP)

Note:

 City Hall HD Upgrades project encumbers \$590,000
 QCTV Equipment Upgrades project encumbers \$385,238

Available fund balance for capital projects: \$1,478,105

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Jun 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	344.80	125.00	219.80	275.84%	791.40	1,500.00	(708.60)	52.76%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees		72,854.00	(72,854.00)	0.00%	263,159.70	874,248.00	(611,088.30)	30.10%
Interest Income	3,016.28	1,000.00	2,016.28	301.63%	18,925.79	12,000.00	6,925.79	157.71%
Miscellaneous Income		125.00	(125.00)	0.00%	85.89	1,500.00	(1,414.11)	5.73%
PEG Fee		36,427.08	(36,427.08)	0.00%	141,649.37	437,125.00	(295,475.63)	32.40%
Total Income	3,361.08	115,326.83	(111,965.75)	2.91%	481,887.33	1,383,922.00	(902,034.67)	34.82%
Expenses								
A-PERA Expense	3,125.08	3,583.33	(458.25)	87.21%	21,105.43	43,000.00	(21,894.57)	49.08%
A-SS/Medicare Expense	3,352.08	4,050.00	(697.92)	82.77%	19,690.09	48,600.00	(28,909.91)	40.51%
A-Wages - Full-time	38,504.00	41,977.50	(3,473.50)	91.73%	231,733.11	503,730.00	(271,996.89)	46.00%
A-Wages - Part-time	5,986.00	9,993.50	(4,007.50)	59.90%	29,502.45	119,922.00	(90,419.55)	24.60%
Accounting / HR Services	1,001.30	1,275.00	(273.70)	78.53%	7,189.30	15,300.00	(8,110.70)	46.99%
Ads/Promos/Sponsorships	790.00	916.67	(126.67)	86.18%	5,551.52	11,000.00	(5,448.48)	50.47%
Andover Capital Equipment	99.99	416.67	(316.68)	24.00%	134.98	5,000.00	(4,865.02)	2.70%
Announcers Fees	1,119.22	1,083.33	35.89	103.31%	5,575.44	13,000.00	(7,424.56)	42.89%
Anoka Capital Equipment	255.96	416.67	(160.71)	61.43%	1,070.80	5,000.00	(3,929.20)	21.42%
Audit		1,333.33	(1,333.33)	0.00%	14,150.00	16,000.00	(1,850.00)	88.44%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	515.00	583.33	(68.33)	88.29%	3,045.00	7,000.00	(3,955.00)	43.50%
Building - Insurance		458.33	(458.33)	0.00%	1,832.00	5,500.00	(3,668.00)	33.31%
Building - Maintenance	164.07	833.33	(669.26)	19.69%	4,631.22	10,000.00	(5,368.78)	46.31%
Building - Supplies	109.21	166.67	(57.46)	65.52%	564.24	2,000.00	(1,435.76)	28.21%
Car Allowance	250.00	250.00	0.00	100.00%	1,500.00	3,000.00	(1,500.00)	50.00%
Cell Phone - Allowance	600.00	625.00	(25.00)	96.00%	3,600.00	7,500.00	(3,900.00)	48.00%
Champlin Capital Equipment	184.89	416.67	(231.78)	44.37%	644.38	5,000.00	(4,355.62)	12.89%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Jun 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
City Sewer & Water	442.74	216.67	226.07	204.34%	955.99	2,600.00	(1,644.01)	36.77%
Commission Expense	80.00	416.67	(336.67)	19.20%	672.00	5,000.00	(4,328.00)	13.44%
Consulting Services	1,408.75	6,250.00	(4,841.25)	22.54%	9,479.75	75,000.00	(65,520.25)	12.64%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	25.94	500.00	(474.06)	5.19%
Electric Service	1,359.18	1,500.00	(140.82)	90.61%	6,823.98	18,000.00	(11,176.02)	37.91%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,304.83	3,833.33	(2,528.50)	34.04%	4,011.80	46,000.00	(41,988.20)	8.72%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,486.37	6,500.00	(13.63)	99.79%	39,196.68	78,000.00	(38,803.32)	50.25%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,044.00	5,000.00	(1,956.00)	60.88%
Lawn Service	635.25	416.67	218.58	152.46%	1,705.25	5,000.00	(3,294.75)	34.11%
Legal Fees	404.50	2,083.33	(1,678.83)	19.42%	2,476.82	25,000.00	(22,523.18)	9.91%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	85.54	1,000.00	(914.46)	8.55%
Memberships - NATOA / Others		666.67	(666.67)	0.00%	4,960.00	8,000.00	(3,040.00)	62.00%
Mileage	409.21	666.67	(257.46)	61.38%	3,947.94	8,000.00	(4,052.06)	49.35%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas		500.00	(500.00)	0.00%	3,235.67	6,000.00	(2,764.33)	53.93%
Office Supplies / Equipment	622.59	500.00	122.59	124.52%	1,614.13	6,000.00	(4,385.87)	26.90%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses	82.50		82.50		82.50	0.00	82.50	
Payroll Expenses (ADP/HSA)		200.00	(200.00)	0.00%	434.00	2,400.00	(1,966.00)	18.08%
Postage	15.98	83.33	(67.35)	19.18%	113.86	1,000.00	(886.14)	11.39%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	1,219.96	1,500.00	(280.04)	81.33%	8,986.36	18,000.00	(9,013.64)	49.92%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	231.26	416.67	(185.41)	55.50%	902.57	5,000.00	(4,097.43)	18.05%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Jun 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services		208.33	(208.33)	0.00%	495.00	2,500.00	(2,005.00)	19.80%
Snow Plowing Service		375.00	(375.00)	0.00%	4,991.25	4,500.00	491.25	110.92%
State Unemploy Exp		208.33	(208.33)	0.00%	196.75	2,500.00	(2,303.25)	7.87%
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	3,400.54	7,500.00	(4,099.46)	45.34%
Studio Sets		1,566.67	(1,566.67)	0.00%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	50.00	1,666.67	(1,616.67)	3.00%	13,929.24	20,000.00	(6,070.76)	69.65%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	380.39	1,250.00	(869.61)	30.43%	2,838.02	15,000.00	(12,161.98)	18.92%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,537.00	4,000.00	(1,463.00)	63.43%
Vehicle - Maintenance / Gas	882.81	500.00	382.81	176.56%	14,968.99	6,000.00	8,968.99	249.48%
Waste Removal	99.55	125.00	(25.45)	79.64%	594.40	1,500.00	(905.60)	39.63%
Web / VOD / Int / CaTV / Phone	912.91	1,833.33	(920.42)	49.80%	5,456.88	22,000.00	(16,543.12)	24.80%
Work Comp Insurance		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Total Expenses	73,649.14	107,519.58	(33,870.44)	68.50%	498,374.21	1,290,235.00	(791,860.79)	38.63%
Net Income	(70,288.06)	7,807.25	(78,095.31)	-900.29%	(16,486.88)	93,687.00	(110,173.88)	-17.60%
ZCIP - Andover					20,974.85			
ZCIP - Anoka					20,832.26			
ZCIP - Champlin					20,832.26			
ZCIP - Portable Field Equipment					9,172.15			
ZCIP - Ramsey					20,974.85			
ZCIP - Studio	73,769.24				93,585.19			
ZCIP - Truck					38,000.71			
	<u>73,769.24</u>				<u>224,372.27</u>			

QCTV Bank Reconciliation
June 2018

Beginning Balance - 4M Statement	1,732,517.92
Less: Cleared Checks/Withdrawals	(65,920.98)
Plus: 4M Fund Interest	2,000.30
Plus: Bank Deposits/Credits	42.83
Bank Balance	\$1,668,640.07
Book Balance	1,668,640.07
Adjusted Book Balance	1,668,640.07
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

June 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
06/01/2018	12269	Holiday Station	-205.76
06/01/2018	12270	Monarch Pest Control	-110.00
06/01/2018	12271	NATOA	-737.00
06/01/2018	12272	Prime Advertising & Design, Inc.	-1,961.37
06/01/2018	12273	Ryan Sabas	-80.00
06/08/2018	12274	Associated Bank	-50.00
06/08/2018	12275	Gerald S. Thomson	-360.00
06/08/2018	12276	HealthEquity Inc.	-301.15
06/08/2018	12277	James Childs	-360.00
06/08/2018	12278	Joe G. Ruhland	-360.00
06/08/2018	12279	LiveU Inc.	-250.00
06/08/2018	12280	Telly Awards	-423.15
06/08/2018	12281	Timesavers	-142.00
06/08/2018	12282	U.S. Bank Corporate	-831.36
06/08/2018	W/D	Minnesota State Retirement System	-524.95
06/08/2018	W/D	PERA	-2,987.78
06/14/2018	12283	ACE Solid Waste, Inc.	-99.55
06/14/2018	12284	CenterPoint Energy	-141.02
06/14/2018	12285	City of Andover	-967.28
06/14/2018	12286	City of Champlin	-99.41
06/14/2018	12287	Comcast 2	-464.57
06/14/2018	12288	Comcast Cable	-789.76
06/14/2018	12289	Greenery Enterprises, Inc.	-425.00
06/14/2018	12290	Huebsch	-47.33
06/14/2018	12291	Microsoft	-1,440.00
06/14/2018	12292	Vividly Clean Inc.	-515.00
06/14/2018	12293	Xcel Energy	-1,178.27
06/22/2018	12294	Anoka Area Chamber of Commerce	-35.00
06/22/2018	12295	Associated Bank	-50.00
06/22/2018	12296	HealthEquity Inc.	-309.05
06/22/2018	12297	The Lincoln National Life Ins. Co.	-563.56
06/22/2018	12298	Timothy Anderson	-180.00
06/22/2018	12299	Verizon Wireless	-87.44
06/22/2018	W/D	Minnesota State Retirement System	-523.14
06/22/2018	W/D	PERA	-2,845.70
06/29/2018	12300	Amazon	-696.14
06/29/2018	12301	Anoka Area Chamber of Commerce	-350.00
06/29/2018	12302	Greenery Enterprises, Inc.	-210.25
06/29/2018	12303	Holiday Station	-352.31
06/29/2018	12304	James Childs	-279.22
06/29/2018	12305	Maza Technologies, LLC	-1,408.75
06/29/2018	12306	Preferred One Insurance Co.	-7,048.07
06/29/2018	12307	Z Systems	-73,769.24

DATE	NUM	VENDOR	AMOUNT
Total for Quad Cities Commission			\$ -104,559.58

Quad Cities Communications Commission Balance Sheet Summary

As of July 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,843,985.37
- PayPay acct	300.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,301,366.31
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,150,901.68
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,150,901.68
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	123,581.16
Other Current Liabilities	3,450.09
Total Current Liabilities	\$ 127,031.25
Equity	3,023,870.43
TOTAL LIABILITIES AND EQUITY	\$ 3,150,901.68

* Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,714,093 (\$3.4 M needed for 5-Year CIP)

Note:

City Hall HD Upgrades project encumbers \$590,000

QCTV Equipment Upgrades project encumbers \$385,238

Available fund balance for capital projects: \$1,738,855

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Jul 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	(1.50)	125.00	(126.50)	-1.20%	789.90	1,500.00	(710.10)	52.66%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees	259,134.80	72,854.00	186,280.80	355.69%	522,294.50	874,248.00	(351,953.50)	59.74%
Interest Income	3,109.20	1,000.00	2,109.20	310.92%	22,034.99	12,000.00	10,034.99	183.62%
Miscellaneous Income		125.00	(125.00)	0.00%	85.89	1,500.00	(1,414.11)	5.73%
PEG Fee	139,588.95	36,427.08	103,161.87	383.20%	281,238.32	437,125.00	(155,886.68)	64.34%
Total Income	401,831.45	115,326.83	286,504.62	348.43%	883,718.78	1,383,922.00	(500,203.22)	63.86%
Expenses								
A-PERA Expense	2,672.69	3,583.33	(910.64)	74.59%	23,778.12	43,000.00	(19,221.88)	55.30%
A-SS/Medicare Expense	3,336.04	4,050.00	(713.96)	82.37%	23,026.13	48,600.00	(25,573.87)	47.38%
A-Wages - Full-time	38,533.76	41,977.50	(3,443.74)	91.80%	270,266.87	503,730.00	(233,463.13)	53.65%
A-Wages - Part-time	5,690.67	9,993.50	(4,302.83)	56.94%	35,193.12	119,922.00	(84,728.88)	29.35%
Accounting / HR Services	1,215.84	1,275.00	(59.16)	95.36%	8,405.14	15,300.00	(6,894.86)	54.94%
Ads/Promos/Sponsorships	475.00	916.67	(441.67)	51.82%	6,026.52	11,000.00	(4,973.48)	54.79%
Andover Capital Equipment		416.67	(416.67)	0.00%	134.98	5,000.00	(4,865.02)	2.70%
Announcers Fees	780.00	1,083.33	(303.33)	72.00%	6,355.44	13,000.00	(6,644.56)	48.89%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	1,226.77	5,000.00	(3,773.23)	24.54%
Audit		1,333.33	(1,333.33)	0.00%	14,150.00	16,000.00	(1,850.00)	88.44%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	515.00	583.33	(68.33)	88.29%	3,560.00	7,000.00	(3,440.00)	50.86%
Building - Insurance		458.33	(458.33)	0.00%	1,832.00	5,500.00	(3,668.00)	33.31%
Building - Maintenance	599.33	833.33	(234.00)	71.92%	5,230.55	10,000.00	(4,769.45)	52.31%
Building - Supplies	239.66	166.67	72.99	143.79%	803.90	2,000.00	(1,196.10)	40.20%
Car Allowance	250.00	250.00	0.00	100.00%	1,750.00	3,000.00	(1,250.00)	58.33%
Cell Phone - Allowance	600.00	625.00	(25.00)	96.00%	4,200.00	7,500.00	(3,300.00)	56.00%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	729.28	5,000.00	(4,270.72)	14.59%
City Sewer & Water	444.81	216.67	228.14	205.29%	1,400.80	2,600.00	(1,199.20)	53.88%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Jul 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense		416.67	(416.67)	0.00%	672.00	5,000.00	(4,328.00)	13.44%
Consulting Services	1,408.75	6,250.00	(4,841.25)	22.54%	10,888.50	75,000.00	(64,111.50)	14.52%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	25.94	500.00	(474.06)	5.19%
Electric Service		1,500.00	(1,500.00)	0.00%	6,823.98	18,000.00	(11,176.02)	37.91%
Emp / Comm Appreciation	128.44	208.33	(79.89)	61.65%	128.44	2,500.00	(2,371.56)	5.14%
Equip/Repair/Supply/Software	3,777.39	3,833.33	(55.94)	98.54%	7,789.19	46,000.00	(38,210.81)	16.93%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,541.41	6,500.00	41.41	100.64%	45,738.09	78,000.00	(32,261.91)	58.64%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,044.00	5,000.00	(1,956.00)	60.88%
Lawn Service	520.00	416.67	103.33	124.80%	2,225.25	5,000.00	(2,774.75)	44.51%
Legal Fees	676.00	2,083.33	(1,407.33)	32.45%	3,152.82	25,000.00	(21,847.18)	12.61%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals	295.00	83.33	211.67	354.01%	380.54	1,000.00	(619.46)	38.05%
Memberships - NATOA / Others		666.67	(666.67)	0.00%	4,960.00	8,000.00	(3,040.00)	62.00%
Mileage	852.27	666.67	185.60	127.84%	4,800.21	8,000.00	(3,199.79)	60.00%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	99.32	500.00	(400.68)	19.86%	3,334.99	6,000.00	(2,665.01)	55.58%
Office Supplies / Equipment	678.55	500.00	178.55	135.71%	2,292.68	6,000.00	(3,707.32)	38.21%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	84.00	200.00	(116.00)	42.00%	600.50	2,400.00	(1,799.50)	25.02%
Postage	17.86	83.33	(65.47)	21.43%	131.72	1,000.00	(868.28)	13.17%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	2,243.21	1,500.00	743.21	149.55%	11,229.57	18,000.00	(6,770.43)	62.39%
Publications	199.00	41.67	157.33	477.56%	199.00	500.00	(301.00)	39.80%
Ramsey Capital Equipment	131.82	416.67	(284.85)	31.64%	1,034.39	5,000.00	(3,965.61)	20.69%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services	142.00	208.33	(66.33)	68.16%	637.00	2,500.00	(1,863.00)	25.48%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Jul 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service		375.00	(375.00)	0.00%	4,991.25	4,500.00	491.25	110.92%
State Unemploy Exp		208.33	(208.33)	0.00%	196.75	2,500.00	(2,303.25)	7.87%
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	3,964.10	7,500.00	(3,535.90)	52.85%
Studio Sets		1,566.67	(1,566.67)	0.00%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	434.92	1,666.67	(1,231.75)	26.10%	14,364.16	20,000.00	(5,635.84)	71.82%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	504.39	1,250.00	(745.61)	40.35%	3,342.41	15,000.00	(11,657.59)	22.28%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,537.00	4,000.00	(1,463.00)	63.43%
Vehicle - Maintenance / Gas		500.00	(500.00)	0.00%	14,968.99	6,000.00	8,968.99	249.48%
Waste Removal	99.55	125.00	(25.45)	79.64%	693.95	1,500.00	(806.05)	46.26%
Web / VOD / Int / CaTV / Phone	913.79	1,833.33	(919.54)	49.84%	6,370.67	22,000.00	(15,629.33)	28.96%
Work Comp Insurance		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Total Expenses	75,904.90	107,519.58	(31,614.68)	70.60%	574,279.11	1,290,235.00	(715,955.89)	44.51%
Net Income	325,926.55	7,807.25	318,119.30	4174.67%	309,439.67	93,687.00	215,752.67	330.29%
ZCIP - Andover					20,974.85			
ZCIP - Anoka	115,196.92				136,029.18			
ZCIP - Champlin					20,832.26			
ZCIP - Portable Field Equipment	9,172.15				9,172.15			
ZCIP - Ramsey					20,974.85			
ZCIP - Studio	19,815.95				93,585.19			
ZCIP - Truck	38,000.71				38,000.71			
	<u>182,185.73</u>				<u>339,569.19</u>			

QCTV Bank Reconciliation

July 2018

Beginning Balance - 4M Statement	1,668,640.07
Less: Cleared Checks/Withdrawals	(152,807.94)
Plus: 4M Fund Interest	2,053.95
Plus: Bank Deposits/Credits	399,670.85
Bank Balance	\$1,917,556.93
Book Balance	1,917,556.93
Adjusted Book Balance	1,917,556.93
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

July 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
07/06/2018	12308	Associated Bank	-50.00
07/06/2018	12309	HealthEquity Inc.	-301.15
07/10/2018	W/D	Minnesota State Retirement System	-526.33
07/10/2018	W/D	PERA	-2,912.64
07/16/2018	12310	ACE Solid Waste, Inc.	-99.55
07/16/2018	12311	AT&T Mobility	-84.66
07/16/2018	12312	City of Andover	-1,173.70
07/16/2018	12313	G & B Environmental, Inc.	-116.74
07/16/2018	12314	Greenery Enterprises, Inc.	-520.00
07/16/2018	12315	Huebsch	-47.33
07/16/2018	12316	Joe G. Ruhland	-120.00
07/16/2018	12317	Kennedy & Graven, Chartered	-404.50
07/16/2018	12318	LiveU Inc.	-250.00
07/16/2018	12319	Maza Technologies, LLC	-3,133.75
07/16/2018	12320	Pierce	-442.00
07/16/2018	12321	U.S. Bank Corporate	-4,194.91
07/16/2018	12322	Xcel Energy	-1,359.18
07/20/2018	12323	Associated Bank	-50.00
07/20/2018	12324	HealthEquity Inc.	-301.15
07/20/2018	W/D	Minnesota State Retirement System	-524.52
07/20/2018	W/D	PERA	-2,864.98
07/27/2018	12325	Amazon	-809.23
07/27/2018	12326	CenterPoint Energy	-99.32
07/27/2018	12327	City of Champlin	-442.74
07/27/2018	12328	Comcast 2	-464.56
07/27/2018	12329	Comcast Cable	-791.18
07/27/2018	12330	Joe G. Ruhland	-120.00
07/27/2018	12331	LiveU Inc.	-156.87
07/27/2018	12332	Maza Technologies, LLC	-1,408.75
07/27/2018	12333	NATOA	-700.00
07/27/2018	12334	Preferred One Insurance Co.	-7,048.07
07/27/2018	12335	The Lincoln National Life Ins. Co.	-563.56
07/27/2018	12336	Timothy Anderson	-240.00
07/27/2018	12337	Verizon Wireless	-72.61
07/27/2018	12338	Vividly Clean Inc.	-515.00
07/27/2018	12339	Z Systems	-66,988.81
Total for Quad Cities Commission			\$ -99,897.79

INVESTMENT SCHEDULE

6/30/2018

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			-				
4M Plus			439,498.59		1.360%		
			<u>439,498.59</u>				
Investments - Building							
4M Fund			54,095.47		1.230%		
CD - Wells Fargo	949763ER3	200,296.13	200,296.13	200,000.00	1.400%	monthly	8/15/2018
			<u>254,391.60</u>				
Investments - Capital							
4M Fund			58,275.60				
CD - Capital One Bank	140420W48	148,145.27	148,145.27	148,000.00	1.550%	semi-annual	2/15/2019
CD - Bremer Bank		200,000.00	200,000.00	206,743.90	1.500%	maturity	8/8/2019
CD - Discover Bank	2546723D8	200,000.00	200,000.00	200,000.00	1.700%	semi-annual	2/18/2020
			<u>606,420.87</u>				
			<u>1,300,311.06</u>				

4.3 Executive Director's Report

September 10, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

QCTV wins major national awards

QCTV has been honored with multiple national awards. The Alliance for Community Media (ACM) bestowed its most coveted award of Overall Excellence to QCTV. The National Association of Telecommunications Officers and Advisors (NATOA) granted an honorable mention for its Programming Excellence award. Individual program awards were: NATOA 1st Place for Net Neutrality PSA, NATOA 1st Place for Live Sports Event, Telly Bronze for Live Event Coverage, and Telly Bronze for Net Neutrality PSA. Judge comments were complimentary and can be found in the Operations Report. Congratulations, QCTV Team!

City Council HD Upgrade Project

Three of the four member cities are substantially completed: Andover, Anoka, and Ramsey. Champlin is in process now. Punch list items are in process. At this time, change orders implemented have yielded a net savings of \$8,000. We do have a few more changes expected and will provide a final project update once Champlin is completed. Kudos to all involved for accommodating government meetings and elections. Staff will provide verbal updates at the September meeting.

City Election Programming

As of June 26, the QCTV web site has an Election tab and links to election programming within the QCTV website. Please use this page link to promote the election coverage on your city web sites and social media. The city candidate forums will air on Comcast and CenturyLink city channels; all other election coverage will play on the community channel. Please note that QCTV does not sponsor candidate forums nor does the organization produce debates.

In addition to the forums, QCTV has added candidates for office to each city page within the QCTV web site. Our Upcoming Coverage section features the dates of each candidate forum.

Note: The LWV do not hold forums when all candidates are unopposed. If there is a contest in one or two seats in a city, The LWV will invite unopposed candidates to speak for a few minutes, but not when all are unopposed.

Please refer to the memo attached for all election program information.

Brian Wesp – New Commissioner

Welcome to City of Anoka Commissioner Brian Wesp. Mr. Wesp is an Anoka councilmember and was recently appointed to serve on the Quad Cities Cable Communications Commission for retiring commissioner Carl Anderson.

Comcast Franchise Renewal

Legal counsel and staff met with Comcast officials. We continue to collaboratively work through items for revision in the franchise contract extension agreement.

Strategic Plan

The contract with Aurora Consulting has been executed. The strategic planning process will begin in January 2019. This item is slated for commission discussion at the September 20 work session.

CenturyLink Fee Payments

Legal counsel and staff met with CenturyLink officials regarding the company's action of offsetting 2018 franchise fee and PEG fee payments due to overpayment of said fees in 2017. The error of overpayment was attributed to "test accounts" in the initial set up of the Prism tv offering. We have requested more documentation and notified CenturyLink that the company may not unilaterally offset revenue owed. We continue to collaboratively work through this issue and await CenturyLink response to our request for documentation.

Personnel Committee – Benefits Review

The Personnel Committee has requested a review of benefits. City of Andover Human Resources Manager Dana Makinen has completed the study. Results will be reported to the Personnel Committee for review and recommendation tentatively scheduled for September 21.

Insurance Claim filed

QCTV experienced a condensation water damage claim to the studio control room. Damage was minor as the equipment had been removed making ready for the new equipment installation. The issue was caused by the Reznor unit failure. The two Reznor units are frequently failing and the equipment breakdown insurance is no longer valid on the units due to age. QCTV has contracted with a new HVAC company to provide an estimate for insulating the duct work to avoid water damage in the future.

Taylor Johnson Completes Leadership Academy

Mobile Productions Coordinator, Taylor Johnson, completed the Leadership Academy. The course is sponsored by the Anoka Area Chamber of Commerce and the Anoka Ramsey Community College. The program provides an environment for participants to facilitate meaningful conversation surrounding various challenges emerging leaders face throughout their professional and personal life. Congratulations, Taylor.

Insurance Renewals

Various insurance renewals have been processed. The liability waiver is on the September agenda for commission action.

Equipment Upgrades

The checkout/field equipment has arrived and inventoried. Staff training to be completed in September. Truck equipment has arrived and been installed. Awaiting one unit. Studio equipment a bit slower to arrive. Modular furniture for studio control room has been ordered and is in production.

NATOA Board Appointment

I have appointed to the NATOA Board. Thank you for your support of my NATOA board involvement.

Champlin 169 Construction

Please note the major road construction project of the Highway 169 corridor through Champlin is (almost) complete. Thank you for your patience and safe driving when you visited QCTV.

Customer Comments

Government meeting scheduling and agendas

“Lisa, You all are really great! We’re lucky to have you to work with.”

Clark Palmer, Associate Planner/Code Enforcement Technician
City of Anoka

“Thanks Lisa for always smiling and being patient with our changes! If I could lock things in I would, but the schedules and items that press for attention are constantly changing.”

Charlies Lehn, City of Champlin

Election Coverage

“Kudos to all of you that made the Champlin Candidates' Forum such a success last night! Fifty eight people attended and all comments from candidates and audience members were enthusiastically positive.

Karen Varian and Wes Volkenant moderated like pros; I'd trust you both to moderate anytime! Wendy Homyak (Women of Today) and Bruce Pomenantz flawlessly timed. Phyllis Harris and Sharon Erickson (WoT) and brand new LWV member, Rochelle Turan, handled the question cards without a hitch. Sue Durgantz and Sue Butler got everyone to sign in and the "I will vote" stickers on everyone were inspiring! Sara Berg-McConville handed out programs (weren't they pretty?) and filled in where needed. Jodi Anderson sorted questions for the moderators--they were good ones!

Katherine Lenaburg from QCTV made the program run professionally; she gives instructions so clearly and makes everyone feel more relaxed.

The city candidates' comments about the excellent, committed city staff got another piece of evidence from Julie's accommodations to our needs. Thank you, Roberta, for arranging for Julie to be there to help us set up.

Other than the fact that Bill Maresh didn't come, it was perfect! He sent an email at 7:01 that I read when I got home saying that he was at Champlin Park's Open House.

THANKS A MILLION to each of you for a job well done!"

Geri Nelson, League of Women Voters ABC

Comcast information for customer contact

Comcast has provided the following update regarding customer contact. Please contact me if you have any questions.

Comcast "My Account":

- "My Account" feature: Customers are now able to manage their Comcast account from any location. They can view their current account invoice, make a one-time payment or set up automatic payments. We hope this is a convenient feature that helps save time.
- Sign up now to: Pay your bill online, schedule automatic payments, manage Comcast alerts, troubleshoot service
 - o Customers can set up automatic monthly payments in My Account using your checking account, savings account or credit/debit card. When you enroll in automatic monthly payments, the full monthly balance on your account will be charged to your preferred payment method on the date the bill is due.

UPS Store Partnership:

- In 2016 Comcast teamed up with The UPS Store to offer convenient and free equipment returns. Comcast customers can now bring their equipment directly to the nearest UPS Store location, where it will be processed, packed and shipped back to Comcast, free of charge. Customers can drop off equipment as-is-no box or packaging required.

Western Union:

- For only \$1.50 customers can pay their Comcast bill at any of the more than 46,000 Western Union Agent locations. Customers can pay their bill in less than two minutes at Western Union.
- Western Unions are located throughout Minneapolis in Walgreens, KMART, Hometown Market, various grocery stores, etc.

Convenience Pay Service

Customers can eliminate check-writing and pay utility bills with Western Union's Convenience PaySM service. Get proof of payment in minutes.

1. [Search for a participating agent location.](#)
2. Take bill to the agent location.
3. Give the agent the completed form (if needed), the bill payment, and applicable transaction fee. Pay with cash or a US bank-issued debit card.
4. Proof of payment is provided in minutes

Western Union guarantees to provide a transaction ID number that can be used for bill payment tracking purposes or your fee will be refunded.

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

July 31, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV staff was out and about in the community this month producing local programming with our mobile production van. We were live for the Andover Fun Fest Parade. We also produced live coverage of 4 baseball games. We also used our mobile production van for a "Live and Local" show called "Fun at the Fair" on the first day of the Anoka County Fair. We also went on location to the Andover fire station and produced two episodes of "Public Safety Talk" with the fire chiefs. We have found this to be a more efficient way to produce this show- going on location and doing two shows at a time.

QCTV staff covered nine live government meetings in July and four were cancelled. Since construction has started in city halls, we used our REMO system to produce a budget presentation at a work session meeting in Anoka. We also used it for an Andover meeting and a League of Women Voters Candidate Forum for the Anoka Mayoral race. We will continue to use this remote system at city meetings until construction is completed.

We produced our monthly show "News and Views" which featured elected and city staff members in our studio and eight stories on community events in our member cities.

We produced "The Chamber Show" "QC Cooks" and "The Sheriff's Show".

We did a special program called "Savvy About Storm Water" in conjunction with the Anoka Conservation District. They held a student video contest and we had three of the winners as well as a representative from Minnesota Green Corps in our studio and we played the winning videos and interviewed the students.

We continue to produce PSA's. This month we produced one the importance of using a life jacket when on the water as well as one on the Police Explorer program.

We worked with the League of Women Voters and produced a show called "Keeping our Kids Safe from Gun Violence".

We produced several "Around Town" photos as well as several channel bumps. We also produced an episode of "What's New at the Q".

We procured two programs from our sister station C-TV on local concerts: "The Farlanes" and a summer concert by "The North Suburban Band".

Our new HD studio cameras were installed by Taylor Johnson on 7/20 and were first used on our News and Views show on 7/26. They look great!

QCCCC Agenda Item

4.3.1 Operations Report

August 30, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV staff produced coverage of 14 city meetings. As work is being done at our city halls, we used our REMO system to produce 2 Andover meetings at the Anoka County Sheriff's Department. Works continues in our studio control room and staff spent time visiting other control rooms to see what is out there. We decided on a new layout and are proceeding with our plan.

We produced "News and Views" and produced stories on our "Night to Unite" activities in our 4 cities. We worked with local police officers to attend neighborhood parties.

We also used our REMO system to produce "Annie Jr." by the Northern Starz Theatre. This is called "The Penguin Project" and is unique because all roles are filled with young artists with developmental disabilities including Down syndrome, cerebral palsy, autism, and other neurological disorders. They are joined on stage with "peer mentors"- children the same age without disabilities who have volunteered to work side-by-side with them through 4 months of rehearsals and through the final performance. The production turned out great and we are doing a behind the scenes look at the project as well.

We produced a studio show called "An Evening with Jimmy Good" which featured a local band and two local guests. The show was a facilitated access show hosted by volunteer Jimmy Good.

We produced regular episodes of "Beyond the Book", "It's Your History", "The Local Show", "The Chamber Report" and "Game Sharks."

I spent time pulling together our election coverage plans. We updated our website under the "Election" tab and have links going back to our member cities web site pages with lists of candidates. This is where the Candidate Forums will be located for voters to view until the November 6th general election.

We are working with the League of Women Voters ABC as well as the North Metro Mayor's Association. Forums in Champlin were done this month and we will do others throughout September.

Fall sports began this month with 4 soccer games and a football game. We completed our halftime show called "At the Half" which features other sports.

We produced one QCTV PSA and held "PSA DAY" in the studio where we invited cities and non-profits to come in and promote their groups.

I met with the Andover-Ramsey Moms Club at a recent soccer game. I gave the moms and kids a talk on community programming, Taylor Johnson gave them a tour of our mobile production van and then they did a promo that we played back at half time.

We received feedback from the national judges on our most recent ACM entries. Comments on "Live and Local: Emergency Responders"- "Excellent format, great engaged hosts and guests. Loved the ride along with the EMT's. Great show!" "Snow Plow Ride-along"- "Really great footage cut together well to experience the story first hand." For the "Andover Nature Preserve": "Really liked the camera work and the explanation on the importance of woodlands." "Boys Basketball State Quarter Finals Chaska vs. Champlin Park: "This production has a professional feel to it. Excellent! If I did not know this was a community production I would have thought I was watching network TV!". "Best of QCTV"- Congratulations on this award. Outstanding stuff. We really appreciate the thoughtfulness of your entry. Contextualizing your excerpts was welcome with relief after seeing numerous entries provide clip after clip with no context whatsoever. We were impressed with your operation all around."

QCTV received three NATOA awards: 1st place in the Public Education category for "Net Neutrality"; 1st place in the Live Sports Event category for "Champlin Park Buzzer Beater"; and an honorable mention for Programming Excellence for "Best of QCTV."

QCCCC Agenda Item

4.3.2 Technology Report

September 4, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: July 2018 Technology Report

Equipment Issues:

QCTV Equipment

Some domain problems with the Tightrope playback equipment caused scheduling delays Wednesday the 25th. After applying software updates and several restarts, everything started working as it should.

City Equipment

No issues reported for this period.

Comcast Equipment

On July 18th, the Anoka Hennepin School District feed was down in the morning through the early afternoon due to a misconfiguration by Comcast.

CenturyLink Equipment

No issues reported for this period.

Current Projects:

City Hall HD Updates

Andover and Anoka both started on schedule in the third week of July. Champlin is postponed until the second week of September. We will start work in Ramsey Tuesday, August 7th.

Action Requested: None.

QCCCC Agenda Item

4.3.2 Technology Report

September 4, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: August 2018 Technology Report

Equipment Issues:

QCTV Equipment

We deployed two new Dell workstations this month. We are in the process of replacing the DIY computers with off the shelf or built to order machines from major manufacturers.

One of the file servers that staff use to save some of their video content to has filled up. I am working with our IT consultant to move some of the data to a less filled segment on the same system and open up more space.

Reznor AC unit for Studio was not working August 16th. HVAC repair company came the next day. Replacement part not installed until September. Contacted and met with two HVAC companies through the Anoka Area Chamber of Commerce. Getting quotes for Bi-Annual maintenance. Both firms have experience with Reznor units.

City Equipment

Ramsey City Council Meeting. First meeting with the new equipment. New equipment performed well. A wiring issue at QCTV prevented the first hour and a half of the meeting from cablecasting audio. Recording and all subsequent playbacks were good.

Comcast Equipment

No issues reported for this period.

CenturyLink Equipment

No issues reported for this period.

Current Projects:

City Hall HD Updates

Three of our four cities have reached the Substantial Completion part of the project. There are still a small number of punch list items left to correct. 11 for Andover, 8 for Anoka, 9 for Ramsey.

Action Requested: None.

QCCCC Agenda Item

5.1 Liability Coverage Waiver

September 5, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: Liability Coverage Waiver

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

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



LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

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

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

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

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

LMCIT Member Name

Check one:

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

Date of city council/governing body meeting _____

Signature _____

Position _____

QCCCC Agenda Item

5.2 Movie Screen Purchase

September 14, 2017

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Movie Projector and Screen Package

Movies in the Park:

Background

At the last Commission meeting I presented a short memo and answered questions from the Commission. The consensus from the Commission was to pursue additional research regarding purchase of a movie system for early 2019 to be used for summer events.

Andover

Staff is interested in hosting their own Movie in the Park events. They would like to host the event at Sunshine Park as there are already bathroom and concessions facilities there. They could accommodate up to 1,500 people.

Anoka

Lisa LaCasse from Anoka said that the city would be interested in using a system like this at Riverfront Park, which they are currently remodeling. She envisions needing to accommodate 300 to 400 people.

Champlin

Currently Champlin puts on one Dinner & A Movie event each year. They rent a 25-foot screen and system. Commissioner Sabas thought Champlin might be interested in running the event more than once a year.

Ramsey

The City has rented a screen and system for two movie events so far this year. They rented the 16-foot screen and did require a generator to power the system.

Pricing to purchase a movie package

I contacted Twilight Zone Cinema for purchase information, as they are the local company that provided the rental systems to both Champlin and Ramsey. Twilight Zone Cinema referred us to EPIC Outdoor Cinema. To date no information has been provided by EPIC Outdoor Cinema.

We have preliminary pricing information for a system that would accommodate 500 to 1,000 people on blankets or chairs. This system includes a 25 by 14 foot screen, 6000 lumen laser projector, two Blu-Ray players, local monitors to preview content, AV switcher to control what goes on the screen, powered PA speakers, sound mixer and wireless microphone, and a rugged road case for the AV equipment. Open Air Cinema's estimate is \$36,999. Z-Systems estimate is \$24,601.21 plus shipping. Z-Systems also provided for some additional options, such as audio sub-woofers, on-site or off-site training, and an optional service contract at an additional cost.

These estimates do not include a streaming device as we are researching more cost-efficient options. Estimates also do not include a power generator.

Funding

Funding for the purchase would need to come from undesignated reserves. Ongoing operating costs in addition to the initial equipment investment includes; insurance, repairs/maintenance, storage and training.

Action Options

- A. Direct staff to move forward with the purchase of a movie system.
- B. Delegate discussion and action to the Executive Committee.
- C. Provide other direction to staff.
- D. Take no action.