

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

November 19, 2020, 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 September 17, 2020, commission meeting minutes.

4.2. Treasurer

4.2.1. August - September Financial Reports

4.2.1.1. Investment Report

4.3. Executive Director

5. General Business

5.1. 2021 Operating Budget

5.2. Strategic Plan Lexica Communications Project Consultant

5.3. Other

6. Adjourn

QCTV has declared a local emergency effective March 17, 2020. The regular meeting of the Quad Cities Cable Communications Commission will meet at Anoka City Hall Council Chambers, 11 am. Some or all commissioners will be attending remotely. The City of Anoka has also declared a local emergency and closed city hall to the public. The public may watch the QCCCC meeting at www.qctv.org on the main page streaming live the Community Channel or on Comcast Channels 859 and 15 and CenturyLink Channels 8940 and 8440.

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 17, 2020

CALL TO ORDER – 1

Chair Ulrich called the meeting to order at 11:01 a.m. at the Anoka City Hall.

Chair Ulrich read a statement noting that this meeting continues to be conducted by telephonic means due to the ongoing pandemic.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Jeff Menth, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Ryan Sabas, Champlin.

Commissioners absent: Jamie Barthel, Andover; and Bret Heitkamp, Champlin.

Others present included Karen George, Executive Director; Technology Manager John Sommer, and Bob Vose, Commission Attorney.

APPROVAL OF AGENDA – 3

Motion was made by Dickinson and seconded by Skogquist to approve the agenda as presented.

A roll call vote was performed:

Chair Ulrich	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye
Commissioner Menth	aye
Commissioner Lee	aye
Commissioner Sabas	aye

Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from July 16, 2020

Commissioner Dickinson noted under 4.3, the first sentence, it should state, "...~~grove~~ groove..."

Motion was made by Dickinson and seconded by Menth to approve the July 16, 2020 minutes as amended.

A roll call vote was performed:

Chair Ulrich	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye
Commissioner Menth	aye
Commissioner Lee	aye
Commissioner Sabas	aye

Motion carried.

4.2 Treasurer

4.2.1. June - July Financial Reports

Commissioner Dickinson provided a brief overview and noted that the July report is compared to the report from 2019.

Motion was made by Skogquist and seconded by Sabas to accept the June and July Financial Reports.

A roll call vote was performed:

Chair Ulrich	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye
Commissioner Menth	aye
Commissioner Lee	aye
Commissioner Sabas	aye

Motion carried.

4.3 Executive Director

Ms. George provided an overview of the reports included from staff. She noted that The Post has been on-air for the past two months. She stated that progress continues to be made on the franchise fee audit and expects completion this fall. She stated that staff has been spending a lot of time on the 2020 election forums with its partners, noting that the programs are available to watch on the QCTV website. She stated that QCTV reached out to determine eligibility for COVID grant funds but noted that it does not appear QCTV will be eligible. She provided an update on the payroll tax deferment process, noting that QCTV will continue to withhold payroll taxes. She provided an update on local event coverage for the member cities and noted that QCTV looks forward to a more involved event season in 2021.

Chair Ulrich thanked QCTV for its coverage of the election season forum coverage.

GENERAL BUSINESS – 5

5.1 Liability Waiver

Ms. George stated that each year the Commission approves the decision that QCTV does not waive the monetary tort liability limits.

Motion was made by Dickinson and seconded by Menth to approve the decision not to waive the monetary limits on municipal tort liability.

A roll call vote was performed:

Chair Ulrich	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye
Commissioner Menth	aye
Commissioner Lee	aye
Commissioner Sabas	aye

Motion carried.

5.2 Strategic Plan

Ms. George reported that the Strategic Plan was approved one year ago, and staff has worked hard towards those goals. She stated that a document was provided showing the progress that has been made towards each goal in the past year.

Chair Ulrich stated that the Strategic Plan has served the organization well, especially in the unusual circumstances of this year.

Motion was made by Lee and seconded by Sabas to accept the one-year Strategic Plan review as presented.

A roll call vote was performed:

Chair Ulrich	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye
Commissioner Menth	aye
Commissioner Lee	aye
Commissioner Sabas	aye

Motion carried.

5.3 Communications Position

Ms. George stated that this item was defined in the Strategic Plan process one year ago. She provided background information on the work completed with the consultant, noting that the report was presented to the Commission in July with the decision to forward the topic to the Personnel Committee. She reported that the Personnel Committee met twice and provided the recommendation to hire Social Media and Communication Coordinator position as outlined in the report, without adding to the full-time employee count. She stated that the Personnel Committee made the recommendation that the Digital Media Specialist position be eliminated in order to accommodate this new position.

Chair Ulrich stated that he is a part of the Personnel Committee and believes that this position is within the scope of the Strategic Plan and will help to keep the organization achieve its goals.

Commissioner Skogquist agreed that this seems like a good decision for the organization and thanked Ms. George for her creative thinking in how to fit this impactful position into the organization with a minimal budget impact.

Motion was made by Skogquist and seconded by Menth to approve the elimination of the Digital Media Specialist position, add the Social Media and Communication Coordinator position, adjust the wage scale from \$44,367 to \$54,565, and direct the Executive Director to conduct an open recruitment, hiring, and facilitate the staff layoff.

A roll call vote was performed:

Chair Ulrich	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye

Commissioner Menth	aye
Commissioner Lee	aye
Commissioner Sabas	aye

Motion carried.

5.4 Capital Equipment – HVAC Replacement

Ms. George reported that the building is 19 years old and is in need of updates to the HVAC system.

Mr. Sommers replied that there was a compressor failure on the air conditioning unit, which also uses an outdated refrigerant. He stated that rather than repair the outdated equipment, he recommends replacing the unit with a new unit. He stated that it could be prudent to replace the furnace at the same time as that also has a similar life expectancy. He noted that there are four total units in the building of similar age and stated that while there could be an option to replace all of the equipment at once, he does not necessarily recommend that but wanted to advise the Commission that those units will likely require replacement in the future.

Commissioner Menth asked if the cost of \$9,500 would include both the AC and furnace units.

Mr. Sommers confirmed that cost would include both units.

Commissioner Skogquist asked if there is a capital replacement plan for this type of equipment, noting that it would make sense to stagger these purchases to prevent a situation when the equipment ages at the same time.

Ms. George confirmed that there is a plan to have an architect complete a complete building overall but noted that process was delayed due to the pandemic. She stated that planned replacements are included in the five-year capital plan.

Commissioner Menth asked the age of the roof.

Ms. George replied that QCTV took occupancy of the building in the early 2000's and the roof is original with some repairs of a leak in 2016. She stated that they continue to monitor the condition of the roof and downspouts.

Motion was made by Menth, and seconded by Sabas, to approve the purchase to replace the furnace, condensing unit, and coils at a cost not to exceed \$9,500.

A roll call vote was performed:

Chair Ulrich	aye
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Commissioner Skogquist	aye
Commissioner Dickinson	aye
Commissioner Menth	aye
Commissioner Lee	aye
Commissioner Sabas	aye

Motion carried.

5.5 Other

No additional comments.

ADJOURN – 6

Time of adjournment 11:31 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of August 31, 2020

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,705,893.01
- PayPay acct	571.20
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,352,868.03
Accounts Receivable	0.00
Other current assets	6,902.00
Total Current Assets	\$ 3,071,484.24
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,071,484.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	26,956.94
Other Current Liabilities	3,180.49
Total Current Liabilities	\$ 30,137.43
Equity	3,041,346.81
TOTAL LIABILITIES AND EQUITY	\$ 3,071,484.24 *

Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,634,676.24

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Aug 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	(1.50)	41.67	(43.17)	-3.60%	1,718.11	500.00	1,218.11	343.62%
Equipment Grant		4,916.67	(4,916.67)	0.00%	60,116.02	59,000.00	1,116.02	101.89%
Franchise Fees	250,908.88	71,500.00	179,408.88	350.92%	504,934.50	858,000.00	(353,065.50)	58.85%
Interest Income	12,151.63	2,500.00	9,651.63	486.07%	25,137.16	30,000.00	(4,862.84)	83.79%
Miscellaneous Income		83.33	(83.33)	0.00%	950.00	1,000.00	(50.00)	95.00%
PEG Fee	134,878.66	35,750.00	99,128.66	377.28%	271,459.04	429,000.00	(157,540.96)	63.28%
Total Income	397,937.67	114,791.67	283,146.00	346.66%	864,314.83	1,377,500.00	(513,185.17)	62.75%
Expenses								
A-PERA Expense	3,415.71	4,210.83	(795.12)	81.12%	33,822.05	50,530.00	(16,707.95)	66.93%
A-SS/Medicare Expense	3,575.62	4,295.58	(719.96)	83.24%	30,065.90	51,547.00	(21,481.10)	58.33%
A-Wages - Full-time	43,025.60	46,142.75	(3,117.15)	93.24%	360,666.27	553,713.00	(193,046.73)	65.14%
A-Wages - Part-time	4,638.50	10,000.00	(5,361.50)	46.39%	40,219.75	120,000.00	(79,780.25)	33.52%
Accounting / HR Services	829.73	1,333.33	(503.60)	62.23%	7,271.27	16,000.00	(8,728.73)	45.45%
Ads/Promos/Sponsorships	395.00	916.67	(521.67)	43.09%	5,079.78	11,000.00	(5,920.22)	46.18%
Andover Capital Equipment		1,083.33	(1,083.33)	0.00%	225.00	13,000.00	(12,775.00)	1.73%
Announcers Fees	880.25	1,083.33	(203.08)	81.25%	4,338.76	13,000.00	(8,661.24)	33.38%
Anoka Capital Equipment	227.71	1,083.33	(855.62)	21.02%	1,817.74	13,000.00	(11,182.26)	13.98%
Audit		1,375.00	(1,375.00)	0.00%	14,881.00	16,500.00	(1,619.00)	90.19%
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	546.36	583.33	(36.97)	93.66%	4,354.97	7,000.00	(2,645.03)	62.21%
Building - Insurance	1,372.00	316.67	1,055.33	433.26%	3,709.00	3,800.00	(91.00)	97.61%
Building - Maintenance	110.00	1,458.33	(1,348.33)	7.54%	4,052.64	17,500.00	(13,447.36)	23.16%
Building - Supplies	47.71	125.00	(77.29)	38.17%	512.53	1,500.00	(987.47)	34.17%
Car Allowance	250.00	250.00	0.00	100.00%	2,000.00	3,000.00	(1,000.00)	66.67%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	4,200.00	6,300.00	(2,100.00)	66.67%
Champlin Capital Equipment	84.90	1,083.33	(998.43)	7.84%	679.20	13,000.00	(12,320.80)	5.22%
City Sewer & Water		216.67	(216.67)	0.00%	1,071.27	2,600.00	(1,528.73)	41.20%
Commission Expense		416.67	(416.67)	0.00%	950.00	5,000.00	(4,050.00)	19.00%
Consulting Services	1,380.00	6,250.00	(4,870.00)	22.08%	11,910.00	75,000.00	(63,090.00)	15.88%
Contingency Fund		2,891.17	(2,891.17)	0.00%	0.00	34,694.00	(34,694.00)	0.00%
COVID-19	751.93		751.93		27,599.52	0.00	27,599.52	
Duplication Expenses		41.67	(41.67)	0.00%	66.48	500.00	(433.52)	13.30%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Aug 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	1,104.89	1,333.33	(228.44)	82.87%	8,290.61	16,000.00	(7,709.39)	51.82%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	667.92	2,500.00	(1,832.08)	26.72%
Equip/Repair/Supply/Software	115.53	2,500.00	(2,384.47)	4.62%	7,072.78	30,000.00	(22,927.22)	23.58%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,651.48	8,413.67	(762.19)	90.94%	60,838.57	100,964.00	(40,125.43)	60.26%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	1,632.00	441.67	1,190.33	369.51%	4,986.00	5,300.00	(314.00)	94.08%
Lawn Service	650.00	416.67	233.33	156.00%	2,763.00	5,000.00	(2,237.00)	55.26%
Legal Fees	212.50	2,083.33	(1,870.83)	10.20%	4,464.25	25,000.00	(20,535.75)	17.86%
Licenses and Permits		250.00	(250.00)	0.00%	360.00	3,000.00	(2,640.00)	12.00%
Meals		83.33	(83.33)	0.00%	353.73	1,000.00	(646.27)	35.37%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	5,970.00	10,000.00	(4,030.00)	59.70%
Mileage	895.86	750.00	145.86	119.45%	6,013.18	9,000.00	(2,986.82)	66.81%
Miscellaneous Expenses		83.33	(83.33)	0.00%	146.95	1,000.00	(853.05)	14.70%
Natural Gas	38.92	500.00	(461.08)	7.78%	1,397.48	6,000.00	(4,602.52)	23.29%
Office Supplies / Equipment		500.00	(500.00)	0.00%	3,938.70	6,000.00	(2,061.30)	65.65%
Parking Lot Maintenance		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Payroll Expenses			0.00		252.50	0.00	252.50	
Payroll Expenses (ADP/HSA)	127.50	200.00	(72.50)	63.75%	775.00	2,400.00	(1,625.00)	32.29%
Postage	12.50	83.33	(70.83)	15.00%	140.85	1,000.00	(859.15)	14.09%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	(636.60)	1,833.33	(2,469.93)	-34.72%	4,629.06	22,000.00	(17,370.94)	21.04%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	132.07	1,083.33	(951.26)	12.19%	1,055.96	13,000.00	(11,944.04)	8.12%
Sales Tax		41.67	(41.67)	0.00%	63.00	500.00	(437.00)	12.60%
Secretary Services		208.33	(208.33)	0.00%	740.00	2,500.00	(1,760.00)	29.60%
Snow Plowing Service		500.00	(500.00)	0.00%	1,715.00	6,000.00	(4,285.00)	28.58%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	600.13	583.33	16.80	102.88%	4,822.72	7,000.00	(2,177.28)	68.90%
Studio Sets		2,500.00	(2,500.00)	0.00%	0.00	30,000.00	(30,000.00)	0.00%
Subscription Services	1,504.99	1,833.33	(328.34)	82.09%	16,649.47	22,000.00	(5,350.53)	75.68%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	1,167.15	1,250.00	(82.85)	93.37%	2,566.41	15,000.00	(12,433.59)	17.11%
Vehicle - Insurance	444.00	166.67	277.33	266.39%	1,292.00	2,000.00	(708.00)	64.60%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Aug 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Maintenance / Gas		666.67	(666.67)	0.00%	771.55	8,000.00	(7,228.45)	9.64%
Waste Removal	123.85	125.00	(1.15)	99.08%	1,040.80	1,500.00	(459.20)	69.39%
Web / VOD / Int / CaTV / Phone	1,517.16	1,833.33	(316.17)	82.75%	11,116.70	22,000.00	(10,883.30)	50.53%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	79,349.95	118,537.29	(39,187.34)	66.94%	714,387.32	1,422,448.00	(708,060.68)	50.22%
 Net Income	 318,587.72	 (3,745.62)	 322,333.34	 -8505.61%	 149,927.51	 (44,948.00)	 194,875.51	 -333.56%

ZCIP - Andover		43,895.00
ZCIP - Anoka		43,895.00
ZCIP - Champlin		40,000.00
ZCIP - Master Control Equipment		5,838.00
ZCIP - Office Equipment		10,688.00
ZCIP - Ramsey	7,000.00	50,950.98
ZCIP - Studio		4,885.00
ZCIP - Truck		4,900.00
	<u>7,000.00</u>	<u>205,051.98</u>

Tuesday, Nov 17, 2020 01:40:48 PM GMT-8 - Accrual Basis

QCTV Bank Reconciliation

August 2020

Beginning Balance - 4M Statement	1,406,565.01
Less: Cleared Checks/Withdrawals	(87,716.46)
Plus: 4M Fund Interest	1,933.46
Plus: Bank Deposits/Credits	385,787.54
Bank Balance	\$1,706,569.55
Book Balance	1,706,569.55
Adjusted Book Balance	1,706,569.55
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

August 2020

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/10/2020	13312	Anoka Area Chamber of Commerce	-350.00
08/10/2020	13313	Holiday Station	-252.13
08/10/2020	13314	Huebsch	-47.71
08/10/2020	13315	Kennedy & Graven, Chartered	-874.50
08/10/2020	13316	Maza Technologies, LLC	-1,580.00
08/10/2020	13317	Preferred One Insurance Co.	-8,084.12
08/10/2020	13318	Securitas Electronic Security Inc.	-402.27
08/10/2020	13319	Timesavers	-148.00
08/14/2020	13320	ACE Solid Waste, Inc.	-123.85
08/14/2020	13321	Anoka Area Chamber of Commerce	-15.00
08/14/2020	13322	Associated Bank	-120.00
08/14/2020	13323	AT&T Mobility	-496.99
08/14/2020	13324	City of Andover	-772.23
08/14/2020	13325	Greenery Enterprises, Inc.	-650.00
08/14/2020	13326	HealthEquity Inc.	-376.54
08/14/2020	13327	James Childs	-180.00
08/14/2020	13328	James R. Erickson	-60.00
08/14/2020	13329	Jason Dorow	-120.00
08/14/2020	13330	Joe G. Ruhland	-240.00
08/14/2020	13331	League of MN Cities Insurance Trust	-10,350.00
08/14/2020	13332	Peter James Hayes	-60.00
08/14/2020	13333	T-Mobile	-61.12
08/14/2020	13334	U.S. Bank Corporate	-734.80
08/14/2020	13335	Xcel Energy	-1,096.83
08/14/2020	W D	Minnesota State Retirement System	-475.90
08/14/2020	W D	PERA	-3,208.24
08/28/2020	13337	Associated Bank	-120.00
08/28/2020	13336	HealthEquity Inc.	-376.54
08/28/2020	W D	Minnesota State Retirement System	-494.40
08/28/2020	W D	PERA	-3,167.75
Total for Quad Cities Commission			\$ -35,038.92

Quad Cities Communications Commission

Balance Sheet Summary

As of September 30, 2020

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,611,909.17
- PayPay acct	300.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,352,898.03
Accounts Receivable	0.00
Other current assets	6,902.00
Total Current Assets	\$ 2,977,259.20
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,977,259.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	15,789.01
Other Current Liabilities	3,180.49
Total Current Liabilities	\$ 18,969.50
Equity	2,958,289.70
TOTAL LIABILITIES AND EQUITY	\$ 2,977,259.20

Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436.808

Capital Reserves = \$2,540,451.20

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Sep 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		41.67	(41.67)	0.00%	1,718.11	500.00	1,218.11	343.62%
Equipment Grant		4,916.67	(4,916.67)	0.00%	60,116.02	59,000.00	1,116.02	101.89%
Franchise Fees		71,500.00	(71,500.00)	0.00%	504,934.50	858,000.00	(353,065.50)	58.85%
Interest Income	62.14	2,500.00	(2,437.86)	2.49%	25,199.30	30,000.00	(4,800.70)	84.00%
Miscellaneous Income		83.33	(83.33)	0.00%	950.00	1,000.00	(50.00)	95.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	271,459.04	429,000.00	(157,540.96)	63.28%
Total Income	62.14	114,791.67	(114,729.53)	0.05%	864,376.97	1,377,500.00	(513,123.03)	62.75%
Expenses								
A-PERA Expense	3,318.04	4,210.83	(892.79)	78.80%	37,140.09	50,530.00	(13,389.91)	73.50%
A-SS/Medicare Expense	3,691.24	4,295.58	(604.34)	85.93%	33,757.14	51,547.00	(17,789.86)	65.49%
A-Wages - Full-time	43,231.16	46,142.75	(2,911.59)	93.69%	403,897.43	553,713.00	(149,815.57)	72.94%
A-Wages - Part-time	6,370.25	10,000.00	(3,629.75)	63.70%	46,590.00	120,000.00	(73,410.00)	38.83%
Accounting / HR Services	1,734.19	1,333.33	400.86	130.06%	9,005.46	16,000.00	(6,994.54)	56.28%
Ads/Promos/Sponsorships	395.00	916.67	(521.67)	43.09%	5,474.78	11,000.00	(5,525.22)	49.77%
Andover Capital Equipment		1,083.33	(1,083.33)	0.00%	225.00	13,000.00	(12,775.00)	1.73%
Announcers Fees	1,742.10	1,083.33	658.77	160.81%	6,080.86	13,000.00	(6,919.14)	46.78%
Anoka Capital Equipment	227.72	1,083.33	(855.61)	21.02%	2,045.46	13,000.00	(10,954.54)	15.73%
Audit		1,375.00	(1,375.00)	0.00%	14,881.00	16,500.00	(1,619.00)	90.19%
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	546.36	583.33	(36.97)	93.66%	4,901.33	7,000.00	(2,098.67)	70.02%
Building - Insurance		316.67	(316.67)	0.00%	3,709.00	3,800.00	(91.00)	97.61%
Building - Maintenance		1,458.33	(1,458.33)	0.00%	4,052.64	17,500.00	(13,447.36)	23.16%
Building - Supplies	47.71	125.00	(77.29)	38.17%	560.24	1,500.00	(939.76)	37.35%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	4,675.00	6,300.00	(1,625.00)	74.21%
Champlin Capital Equipment	84.90	1,083.33	(998.43)	7.84%	764.10	13,000.00	(12,235.90)	5.88%
City Sewer & Water	842.77	216.67	626.10	388.96%	1,914.04	2,600.00	(685.96)	73.62%
Commission Expense		416.67	(416.67)	0.00%	950.00	5,000.00	(4,050.00)	19.00%
Consulting Services	2,130.00	6,250.00	(4,120.00)	34.08%	14,040.00	75,000.00	(60,960.00)	18.72%
Contingency Fund		2,891.17	(2,891.17)	0.00%	0.00	34,694.00	(34,694.00)	0.00%
COVID-19	589.66		589.66		28,189.18	0.00	28,189.18	
Duplication Expenses		41.67	(41.67)	0.00%	66.48	500.00	(433.52)	13.30%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Sep 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	1,171.16	1,333.33	(162.17)	87.84%	9,461.77	16,000.00	(6,538.23)	59.14%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	667.92	2,500.00	(1,832.08)	26.72%
Equip/Repair/Supply/Software	(6.61)	2,500.00	(2,506.61)	-0.26%	7,066.17	30,000.00	(22,933.83)	23.55%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	5,436.26	8,413.67	(2,977.41)	64.61%	66,274.83	100,964.00	(34,689.17)	65.64%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	4,986.00	5,300.00	(314.00)	94.08%
Lawn Service	475.00	416.67	58.33	114.00%	3,238.00	5,000.00	(1,762.00)	64.76%
Legal Fees	1,157.50	2,083.33	(925.83)	55.56%	5,621.75	25,000.00	(19,378.25)	22.49%
Licenses and Permits		250.00	(250.00)	0.00%	360.00	3,000.00	(2,640.00)	12.00%
Meals		83.33	(83.33)	0.00%	353.73	1,000.00	(646.27)	35.37%
Memberships - NATOA / Others	85.00	833.33	(748.33)	10.20%	6,055.00	10,000.00	(3,945.00)	60.55%
Mileage	828.01	750.00	78.01	110.40%	6,841.19	9,000.00	(2,158.81)	76.01%
Miscellaneous Expenses	2,000.00	83.33	1,916.67	2400.10%	2,146.95	1,000.00	1,146.95	214.70%
Natural Gas	39.04	500.00	(460.96)	7.81%	1,436.52	6,000.00	(4,563.48)	23.94%
Office Supplies / Equipment	107.46	500.00	(392.54)	21.49%	4,046.16	6,000.00	(1,953.84)	67.44%
Parking Lot Maintenance		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Payroll Expenses			0.00		252.50	0.00	252.50	
Payroll Expenses (ADP/HSA)	120.00	200.00	(80.00)	60.00%	895.00	2,400.00	(1,505.00)	37.29%
Postage	36.00	83.33	(47.33)	43.20%	176.85	1,000.00	(823.15)	17.69%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development		1,833.33	(1,833.33)	0.00%	4,629.06	22,000.00	(17,370.94)	21.04%
Publications	159.00	41.67	117.33	381.57%	159.00	500.00	(341.00)	31.80%
Ramsey Capital Equipment	132.07	1,083.33	(951.26)	12.19%	1,188.03	13,000.00	(11,811.97)	9.14%
Sales Tax		41.67	(41.67)	0.00%	63.00	500.00	(437.00)	12.60%
Secretary Services	148.00	208.33	(60.33)	71.04%	888.00	2,500.00	(1,612.00)	35.52%
Snow Plowing Service		500.00	(500.00)	0.00%	1,715.00	6,000.00	(4,285.00)	28.58%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	510.81	583.33	(72.52)	87.57%	5,333.53	7,000.00	(1,666.47)	76.19%
Studio Sets		2,500.00	(2,500.00)	0.00%	0.00	30,000.00	(30,000.00)	0.00%
Subscription Services	404.99	1,833.33	(1,428.34)	22.09%	17,054.46	22,000.00	(4,945.54)	77.52%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	358.66	1,250.00	(891.34)	28.69%	2,925.07	15,000.00	(12,074.93)	19.50%
Vehicle - Insurance		166.67	(166.67)	0.00%	1,292.00	2,000.00	(708.00)	64.60%
Vehicle - Maintenance / Gas	95.19	666.67	(571.48)	14.28%	866.74	8,000.00	(7,133.26)	10.83%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Sep 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Waste Removal	123.85	125.00	(1.15)	99.08%	1,164.65	1,500.00	(335.35)	77.64%
Web / VOD / Int / CaTV / Phone	2,244.76	1,833.33	411.43	122.44%	13,361.46	22,000.00	(8,638.54)	60.73%
Work Comp Insurance	1,817.00	166.67	1,650.33	1090.18%	1,817.00	2,000.00	(183.00)	90.85%
Total Expenses	83,119.25	118,537.29	(35,418.04)	70.12%	797,506.57	1,422,448.00	(624,941.43)	56.07%
 Net Income	 (83,057.11)	 (3,745.62)	 (79,311.49)	 2217.45%	 66,870.40	 (44,948.00)	 111,818.40	 -148.77%
 ZCIP - Andover					43,895.00			
ZCIP - Anoka					43,895.00			
ZCIP - Champlin					40,000.00			
ZCIP - Master Control Equipment					5,838.00			
ZCIP - Office Equipment					10,688.00			
ZCIP - Ramsey					50,950.98			
ZCIP - Studio					4,885.00			
ZCIP - Truck					4,900.00			
					<u>205,051.98</u>			

Tuesday, Nov 17, 2020 01:40:48 PM GMT-8 - Accrual Basis

QCTV Bank Reconciliation

September 2020

Beginning Balance - 4M Statement	1,706,569.55
Less: Cleared Checks/Withdrawals	(93,643.18)
Plus: 4M Fund Interest	32.14
Plus: Bank Deposits/Credits	271.20
Bank Balance	\$1,613,229.71
Book Balance	1,613,229.71
Adjusted Book Balance	1,613,229.71
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

September 2020

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			-173.25
09/02/2020	13338	Amazon	-38.92
09/02/2020	13339	CenterPoint Energy	-845.42
09/02/2020	13340	City of Andover	-320.61
09/02/2020	13341	City of Champlin	-7,000.00
09/02/2020	13342	City of Ramsey	-479.71
09/02/2020	13343	Comcast 2	-867.29
09/02/2020	13344	Comcast Cable	-180.00
09/02/2020	13345	Gerald S. Thomson	-23.70
09/02/2020	13346	HealthEquity Inc.	-47.71
09/02/2020	13347	Huebsch	-212.50
09/02/2020	13348	Kennedy & Graven, Chartered	-104.16
09/02/2020	13349	LiveU Inc.	-2,630.00
09/02/2020	13350	Maza Technologies, LLC	-985.83
09/02/2020	13351	NAC Building Solutions	-100.25
09/02/2020	13352	Peter James Hayes	-8,084.12
09/02/2020	13353	Preferred One Insurance Co.	-98.86
09/02/2020	13354	Sprint	-600.13
09/02/2020	13355	The Lincoln National Life Ins. Co.	-1,056.36
09/02/2020	13356	Vividly Clean Inc.	-120.00
09/11/2020	13357	Associated Bank	-376.54
09/11/2020	13358	HealthEquity Inc.	-534.18
09/11/2020	W D	Minnesota State Retirement System	-3,207.79
09/11/2020	W D	PERA	-123.85
09/21/2020	13359	ACE Solid Waste, Inc.	-424.13
09/21/2020	13360	AT&T Mobility	-750.00
09/21/2020	13361	Aurora Consulting	-39.04
09/21/2020	13362	CenterPoint Energy	-984.15
09/21/2020	13363	City of Andover	-842.77
09/21/2020	13364	City of Champlin	-479.71
09/21/2020	13365	Comcast 2	-867.30
09/21/2020	13366	Comcast Cable	-475.00
09/21/2020	13367	Greenery Enterprises, Inc.	-44.68
09/21/2020	13368	Holiday Station	-182.10
09/21/2020	13369	Joe G. Ruhland	-104.16
09/21/2020	13370	LiveU Inc.	-2,000.00
09/21/2020	13371	Mayo Clinic	-1,580.00
09/21/2020	13372	Maza Technologies, LLC	-110.00
09/21/2020	13373	Monarch Pest Control	-159.00
09/21/2020	13374	Multichannel News	-61.12
09/21/2020	13375	T-Mobile	-180.00
09/21/2020	13376	Timothy Anderson	-60.83
09/21/2020	13377	U.S. Bank Corporate	-113.60
09/21/2020	13378	Verizon	

Quad Cities Communications Commission

BILL PAYMENT LIST

September 2020

DATE	NUM	VENDOR	AMOUNT
09/21/2020	13379	Vividly Clean Inc.	-1,026.36
09/21/2020	13380	Xcel Energy	-1,104.89
09/21/2020	13381	Z Systems	-1,018.31
09/25/2020	13382	Associated Bank	-120.00
09/25/2020	13383	HealthEquity Inc.	-751.54
09/25/2020	W D	Minnesota State Retirement System	-527.70
09/25/2020	W D	PERA	-2,985.88
Total for Quad Cities Commission			\$ -45,203.45

INVESTMENT SCHEDULE

9/30/2020

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			-				
4M Plus			454,691.28		0.050%		
			<u>454,691.28</u>				
Investments - Building							
4M Fund			263,369.60		0.020%		
			<u>263,369.60</u>				
Investments - Capital							
4M Fund			434,837.15		0.020%		
CD - Preferred Bank	2546723D8	200,000.00	200,000.00	202,910.92	1.460%		3/2/2021
			<u>634,837.15</u>				
			<u>1,352,898.03</u>				

4.3 Executive Director's Report

November 5, 2020

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Congratulations to staff for the recognition of great work.

National NATOA GPA Awards

- Award of Excellence for "State Football Playoffs: Coon Rapids vs. Lakeville North" in the Live Sports Event Category.
- Award of Distinction for "Live and Local: Anoka" in the Live Community Event Coverage Category.
- Award of Distinction for "Laws, Lagers, Ales, and Tales" in the Partnership Category.
- Award of Honor for "NATOA Awards Overall Entry for 2020" in the Overall Excellence Category.

National Telly Awards

- Silver Telly for "Tribute to the Bauer Berry Farm" in Television: Food & Beverage
- Bronze Telly for "At the Half: Anoka Football" in Television: Sports
- Bronze Telly for "Live and Local: Ramsey" in Television: Government Relations

Communications Consultant Report

The Lexica Communications Phase I is complete. A report with recommendations was accepted at the September meeting. The November 19 agenda will have Phase 2 for commission approval.

2021 Budget Planning

Staff completed 2021 operating budget planning based on Personnel Committee and Budget Committee direction. The proposed budget has been reviewed by the Budget Committee and is on the November agenda for commission approval.

Franchise Fee Audit of Comcast

Ashpaugh & Sculco, CPAs (A&S) is making progress on the audit of Comcast fees. Expected timeline for completion will not be this fall. With the onset of the pandemic in March, the consultants tolled the agreement for multiple clients (including QCTV) for one year, impacting the completion timeline. That one-year toll expires in May 2021.

CenturyLink Prism Exit

CenturyLink has provided notice of their intent to shut down Prism TV service earlier this year. The company's exit strategy is based on other franchises in the Twin Cities market ending December 2020 or January 2021. The Quad Cities Cable Communications Commission franchise is for 10 years. Legal Counsel Vose has been in contact with company representatives and Commission Chair Ulrich has been informed of communication. Negotiations have been productive but no new information to report at this time.

2020 Election

30 candidate forums were completed for the 2020 election cycle. QCTV staff worked with the League of Women Voters to conduct virtual forums. Staff produced a segment on the importance of voting. All the forums were available for viewing on demand on the QCTV website. We received a late request from the North Metro Mayors' Association to cover a forum the last week of October. We were unable to accommodate this late request and encouraged the organization to plan forums earlier so the forums are produced and available prior to the start of early voting (September 18 in the 2020 election cycle).

Strategic Plan

Staff completed a strategic plan review of 2019/2020 objectives and the report was accepted by the commission in September. This was an invaluable connection time for staff. Each QCTV staff member shared appreciation and compliments to other staff members. Each employee expressed gratitude to their co-workers for getting through the past few months. It was quite something to be a part of and I am so proud of this team. Staff will participate in a Year Two planning session later in December. The Strategic Plan can be viewed at: <http://qctv.org/wp-content/uploads/2019/12/Strategic-Plan-and-Direction.pdf>

COVID-19 Grants

QCTV is a joint powers government agency and does not qualify for federal or state COVID-19 fiscal relief. The Anoka County \$10,000 forgivable grant required that the organization have a physical office in Anoka County. QCTV offices are located in Champlin in Hennepin County. Each member city was contacted for grant applications. The City of Anoka did make available \$25K in grant funds, however, the treasurer recommended it be turned back as other member cities were unable to offer COVID grants to QCTV.

CJ Luck Appointed to Master Control Position

QCTV completed recruitment of the Technology Support Specialist position and held interviews. An offer has been extended and we are working on a start date for early October.

Social Media/Communications Position

The position announcement was posted for recruitment in October. The consultant, Lexica Communications handled the recruitment and forwarded qualified applicant list for interviews.

NATO Virtual Conference Moderator

I participated in the NATO virtual conference as a session moderator. I also participated in the NATO Virtual Annual Business Meeting as a contributing board member.

MACTA Virtual Conference Moderator

I participated in the MACTA virtual conference as a session moderator.

Anoka Area Chamber of Commerce

QCTV is an annual sponsor of the chamber's gold tournament. QCTV also provided coverage of the chamber's annual meeting as COVID impacted in-person attendance and this provided an opportunity for members to participate virtually.

The Post

The weekly live local news and information show launched on June 10. The show airs weekly live on Wednesdays at 2 pm, followed by the short packages posted on social media and the full program plays on channel/VOD. Early results are garnering engagement on social media. Technical production is improving as staff is complying with COVID-19 precautions with fewer staff in the studio control room. You may watch online live from our web site or VOD at <http://qctv.org/the-post/>

I have had the opportunity to host The Post a few times. Staff is doing an excellent job: Katherine assigns relevant stories and the producers are delivering quality, short packages that are deployed on social media. Kudos to all.

Praise for The Post

Viewership is increasing for the new weekly program. Katherine Lenaburg's operations reports include multiple positive comments regarding the new show.

Customer Comments

Andover v Anoka Boys and Girls Soccer

It's awesome that you provide such an awesome show and service. Thank you for all you do. QCTV is the best!

Greg Cole

Off the Clock Segment

Also tell your staff I appreciate you Off the Clock segment, it turned out really well. I have already been called Bob Vila!

Erik Skogquist, Anoka City Council

Katherine, Kudos to you! I responded to Erik that Off the Clock was your idea and it is playing very well in our communities. Nice work!

Karen George, QCTV

MBA State Tournament down in Shakopee last night.

Thanks, Taylor! You guys were VERY impressive, and I appreciate you keeping within all the parameters that we had set fourth! I was EXTREMELY impressed and pleased with you and your staff! I'll send out a couple photos to you later, but again, THANK you and your crew for making it easy to have you hear! You are welcome anytime in the future!

Bill Schleper, Minnesota Baseball Association

Sister Station Collaboration

QCTV had been providing the governor's press conference feeds to community television stations from around the metro March through July. These feeds kept our community up to date with information regarding COVID-19 and civil unrest in the greater metro area. We have been able to obtain the governor's feed through a service called. In August, the LiveU Matrix service provided to QCTV free of charge then charged \$350 a month to continue receiving these feeds. CTV North Suburbs, one of our sister stations receiving our feeds, offered to pick up this cost through the end of the year as a thank you to QCTV for providing the live feeds through our equipment. We would like to thank CTV North Suburbs for their financial support of this important service to our community.

Teamwork appreciation

Each week QCTV staff connect via Zoom. In between those check ins, staff is diligently working to support each other. There are too many daily interactions among team members to list here, but I am aware of a few that go the extra step to keep all of us motivated. Just calling out a compliment to all.

Action Requested:

Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

September 30, 2020

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In September we produced 11 “Meet the Candidate” Forums. This brings our total to 22 this fall (including two before the primary election.) They are sponsored by The League of Women Voters ABC, Metro North Chamber of Commerce, and North Suburban Optimists. This year, the league conducted the forums with no audience and people submitted questions ahead of time online. They are on our website under the Election tab and are running on our channels.

We produced 17 live government meetings and 2 were cancelled.

Regular programs include 5 live episodes of “The Post”. The show allows us to show many more timely stories as it is weekly. We include updates from local police and fire chiefs as well as feature stories on people who live and work in our member cities. We do a live report each week to promote upcoming local events.

Staff participated in a Strategic Plan meeting with Aurora Consulting and it we went over our 2nd year goals. It was good to see we are on track with most of our objectives. Some items have been postponed due to the pandemic. Overall, we are doing very well with our shorter social media first strategy.

We also produced “The Chamber Report” and “District Court” and “QC Cooks”.

We did a paid production for The City of Champlin as they needed help with a meeting that was not being cablecast on our channels or website. They are holding two Street Improvements Public Information Projects and wanted our assistance. We will do one more next month.

We carried 8 Saints games on our local channels.

QCTV has been providing the governor's press conference feeds to community television stations from around the metro since March of this year. These feeds have helped our community stay up to date with information regarding Covid-19 and recent unrest that has taken place in our state. We have been able to obtain the governor's feed through a service called LiveU Matrix. Up until August, the service has been provided to QCTV free of charge. However, LiveU has now started to charge \$350 a month to continue receiving these feeds. One of the stations who has been receiving our feeds has offered to pick up this cost through the end of the year as a thank you to QCTV for providing the live feeds through our equipment. We would like to thank CTV North Suburbs for their financial support of this important service to our community.

Procured programming includes "Inside Healthcare" and "Disability Viewpoints", produced by sister stations. We also carried an Off Road ERX Championship show that was done in Crandon, Wisconsin.

I attended the NATAO annual conference that was virtual this year. It was an impressive platform and fun to be part of it. The award ceremony was virtual and QCTV won 4 awards:

- Award of Distinction for "Live and Local: Anoka" in the Live Community Event Coverage Category.
- Award of Distinction for "State Football Playoffs: Coon Rapids vs. Lakeville North" in the Live Sports Event Category.
- Award of Distinction for "Laws, Lagers, Ales, and Tales" in the Partnership Category.
- Award of Honor for "NATOA Awards Overall Entry for 2020" in the Overall Excellence Category.

Testimonials this month:

“Thank you for sharing the Meet the Candidate Forums with us.”

- Eric Strauss, CTN Executive Director

“Thank you Katherine for the story on Margie’s. Looking forward to seeing you soon.”

- Becky Ahlstrom, Owner, Margie’s Kitchen

“Thank you for sending me “The Post”. It did turn out great. I enjoyed the piece on Margie’s Café as our daughter goes to school with one of the Ahlstrom kids. I am hoping for a successful business launch on both a personal level and because it is great for Andover.”

- Ted Butler, Andover City Council Member

“The story on the Ramsey Fire Department turned out great! Thank you!”

- Matt Kohner, Ramsey Fire Chief

“Well done! Chris Weiss has been an asset to the fire service for many years. Ramsey continues to move forward as their community grows. Nice segment.

- Jerry Streich (Retired Andover Fire Chief).”

“Thank you for producing the “At the Half” show.”

- Eric Lehtola, Andover Athletic Director

“Thanks for the great work you and the other QCTV staff do in filming, uploading so fast and making it easy for the public to find the video. Not all the local LWV's have such a great cable TV partner.”

- Pat Kennedy, League of Women Voters ABC

“I just watched The Post for the first time and was very impressed. I learned a lot from The Champlin Police Chief and the Ramsey Fireman. Very professionally produced. Keep up the good work QCTV!”

- Tony Eggink, St. Paul

QCCCC Agenda Item

4.3.1 Operations Report

October 31, 2020

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In October we continued to play our “Meet the Candidate” Forums on our channels and make them available for viewers to watch at their convenience with video-on-demand on our website. We added one Candidate Forum produced by sister station CTN on the Senate District 36 race.

We also produced a show in conjunction with the League of Minnesota Voters ABC called “Your Ballot, Your Vote- Election Security” with Anoka County Elections Manager Paul Linnell.

We worked with the Anoka Paul Chief Eric Peterson and Anti-Crime Commission members to produce “The Annual Anti-Crime Commission Show” in our studio as the regular in person fundraiser was cancelled due to the pandemic.

We produced 18 live government meetings and 6 were cancelled.

Regular productions include 4 live episodes of “The Post” resulting on 21 pre-produced stories on our member cities and live shots during each weekly local news show.

We produced “The Chamber Report” in our studio as well Zoom versions of “District Court” and “Game Sharks”. In the “District Court Show” we included an international interview with two guests from Vienna, Austria.

Sports was very busy with 13 soccer, volleyball, and football games. For the first time, we produced two football games in one night. We also carried football games by our sister stations ETV, CCX, NMTV, and CTN.

We produced a live show for Anoka Halloween called "The Orange Tie Virtual Gala." They were not able to hold their annual fundraiser due to the pandemic.

We also produced a live show on Halloween called "A Grande Day in Anoka- Celebrating the 100th Anniversary of the Anoka Halloween Festival" that featured live shots from the four drive-by parade locations and in-studio guest interviews.

We produced two Halloween Slow TV's, shot at the Eveland Family Farm in Andover.

We did two paid productions for The City of Champlin. They held two public information meetings via Zoom for 2021 road projects and needed our assistance.

We livestreamed the 68th Annual Chamber of Commerce Breakfast from the Courtyards of Andover. The guest speaker was Gary Cohen from CO2 Partners.

Procured programming includes "Inside Healthcare" and "Democratic Visions" featuring local Senator John Hoffman this month.

Testimonials this month:

"Love the story Jared Boyer did on Stan Nelson's 100th Birthday!"

- Mike Clark, Anoka

"Thank you for the awesome story on our dad, Stan Nelson."

- Cheryl King and Steve Nelson

"That is cool you plan to carry the Champlin Park Fall dance performance at half time of the Pumpkin Bowl. Great!"

- Brant Sanders, Anoka

QCCCC Agenda Item
4.3.2 Technology Report

November 11, 2020

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: September 2020 Technology Report

Projects:

After Commission approval in September, QCTV ordered the furnace and AC replacement from NAC. Work will be scheduled for October.

General Items:

The QCTV production truck was busy this month with live soccer double header games. QCTV continued to show St. Paul Saints home baseball games from CHS field this month. These games are produced by CTN and shared over the Prisma IP network.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

A power outage at Ramsey required equipment reboots. All equipment is functioning normally.

Comcast Equipment

No issues to report for this period.

CenturyLink Equipment

Video issues for 8441 and 8941 reported to CenturyLink, this continues to be unresolved.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

November 11, 2020

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: October 2020 Technology Report

Projects:

NAC installed new furnace and AC in the beginning of October. This replaced the 2002 original equipment. Installation took two days, and everything is functioning well.

General Items:

I met with Champlin staff in the Council Chambers to discuss Zoom option and provide a refresher on the Crestron system controller. Meeting went well; staff agreed that the Zoom equipment has been working and did not want to make any changes at this time.

Friday October 9th, QCTV produced two live football games. We used the production truck for one game and three LiveU devices and the studio for the other. We also carried live games from NMTV, Eagan TV, CCX and CTN.

CJ Luck took up his position as Technology Support Specialist (Master Control Operator) this month. Training has gone very well.

Equipment Issues:

QCTV Equipment

The water heater for the back part of the building started leaking from the tank. It was not repairable, and a replacement was ordered and installed. The water heater was original to the building.

City Equipment

No issues to report for this period.

Comcast Equipment

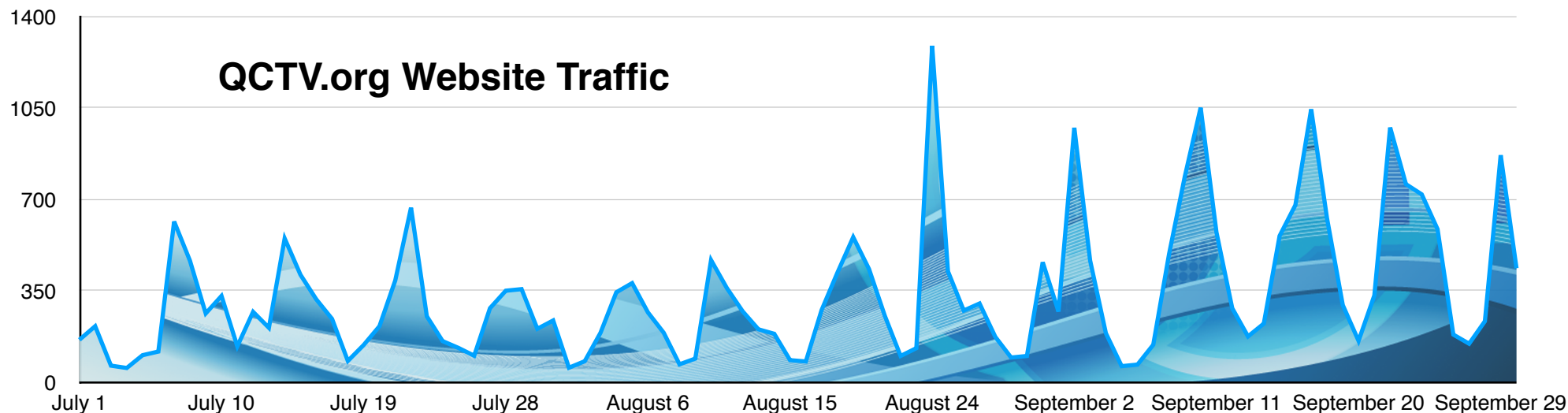
No issues to report for this period.

CenturyLink Equipment

Video issues for 8441 and 8941 reported to CenturyLink, this continues to be unresolved.

Action Requested: None.

2020 Quarter 3 Programming Stats



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

Top 10 Ways Users Find QCTV			Top 10 Pages		
1	Google search	46%	1	Homepage	6,352
2	Direct	43%	2	Sports	4,473
3	From Twitter	2.7%	3	Live - Community Channel	1,837
4	Facebook	2.4%	4	Anoka	1,107
5	Bing search	2.15%	5	Program Guide	923
6	Yahoo search	1%	6	Elections	908
7	Feedburner	0.6%	7	Champlin	825
8	Duckduckgo	0.4%	8	Andover	748
9	From Ramsey's website	0.3%	9	Ramsey	746
10	From Champlin's website	0.2%	10	Anoka City Council meetings	649



ANDOVER | ANOKA | CHAMPLIN | RAMSEY



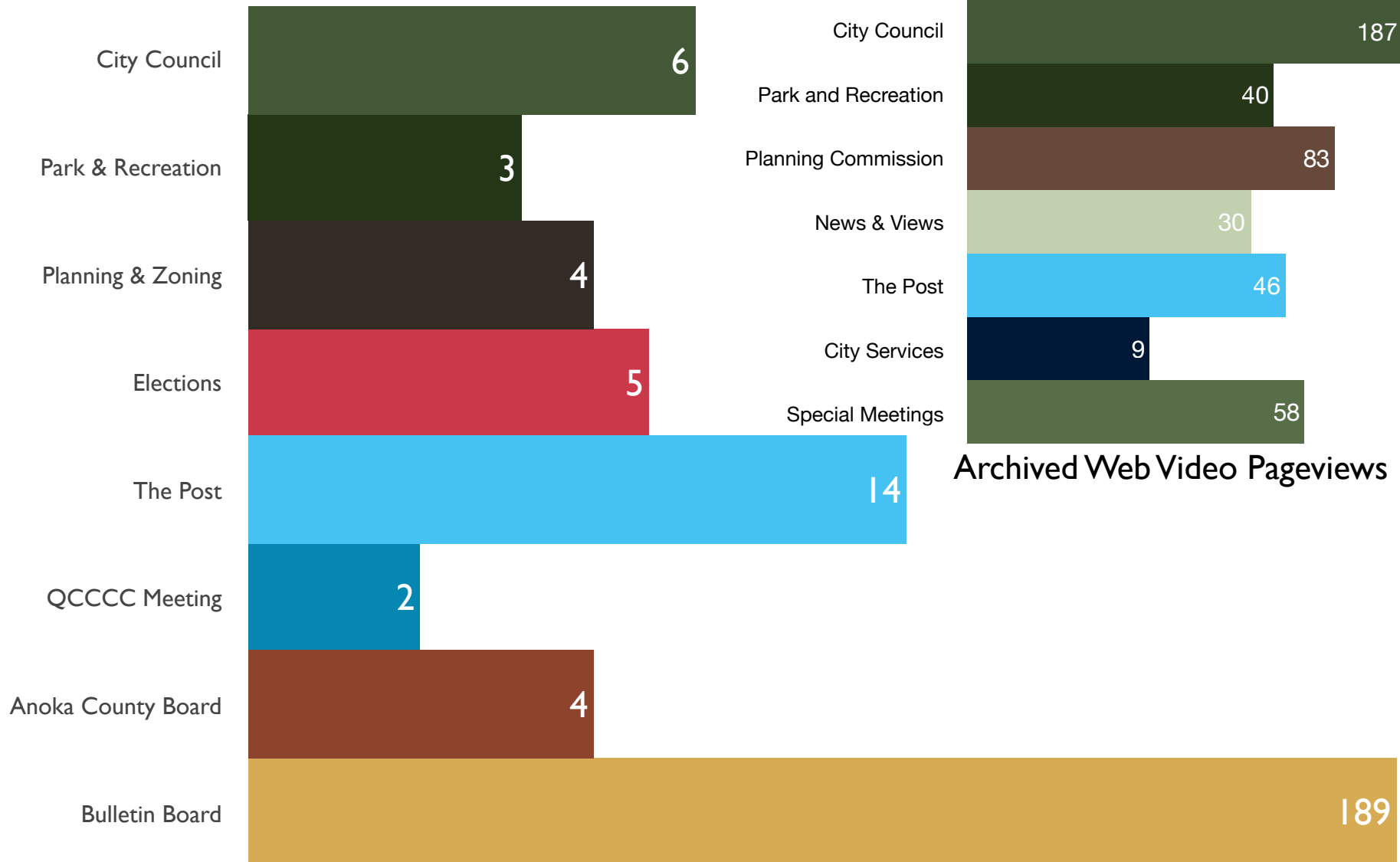
Top Videos > HIGHEST PERFORMING VIDEOS BY MINUTES VIEWED FROM 7/1 - 9/30

Video	Published	Minutes...	3s Video Views
Local Fair Food	07/08/20 1:41 PM	3.4K	9.8K
QCTV had a chance to chat with Mary at Mary's Deli and Pizza in Champlin, as ...	09/05/20 6:00 AM	2.7K	4.6K
Modern Montessori	08/27/20 5:16 PM	2.1K	3K
As all of us Minnesotans know there are only two seasons, winter and road...	09/09/20 10:00 AM	1.6K	2.7K

2020Q3



Channel Programming Stats

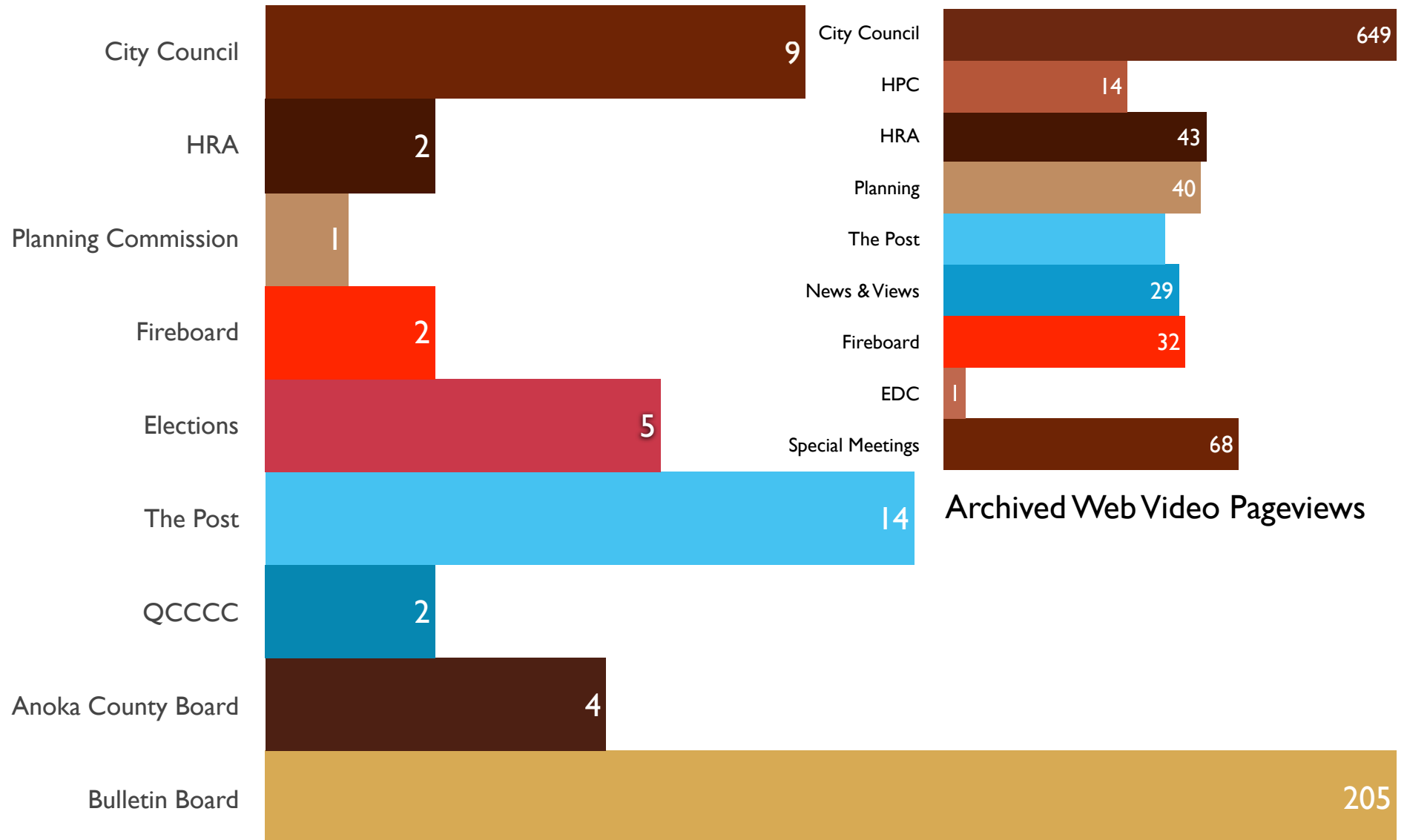


Number of New Shows - 38

2020Q3



Channel Programming Stats

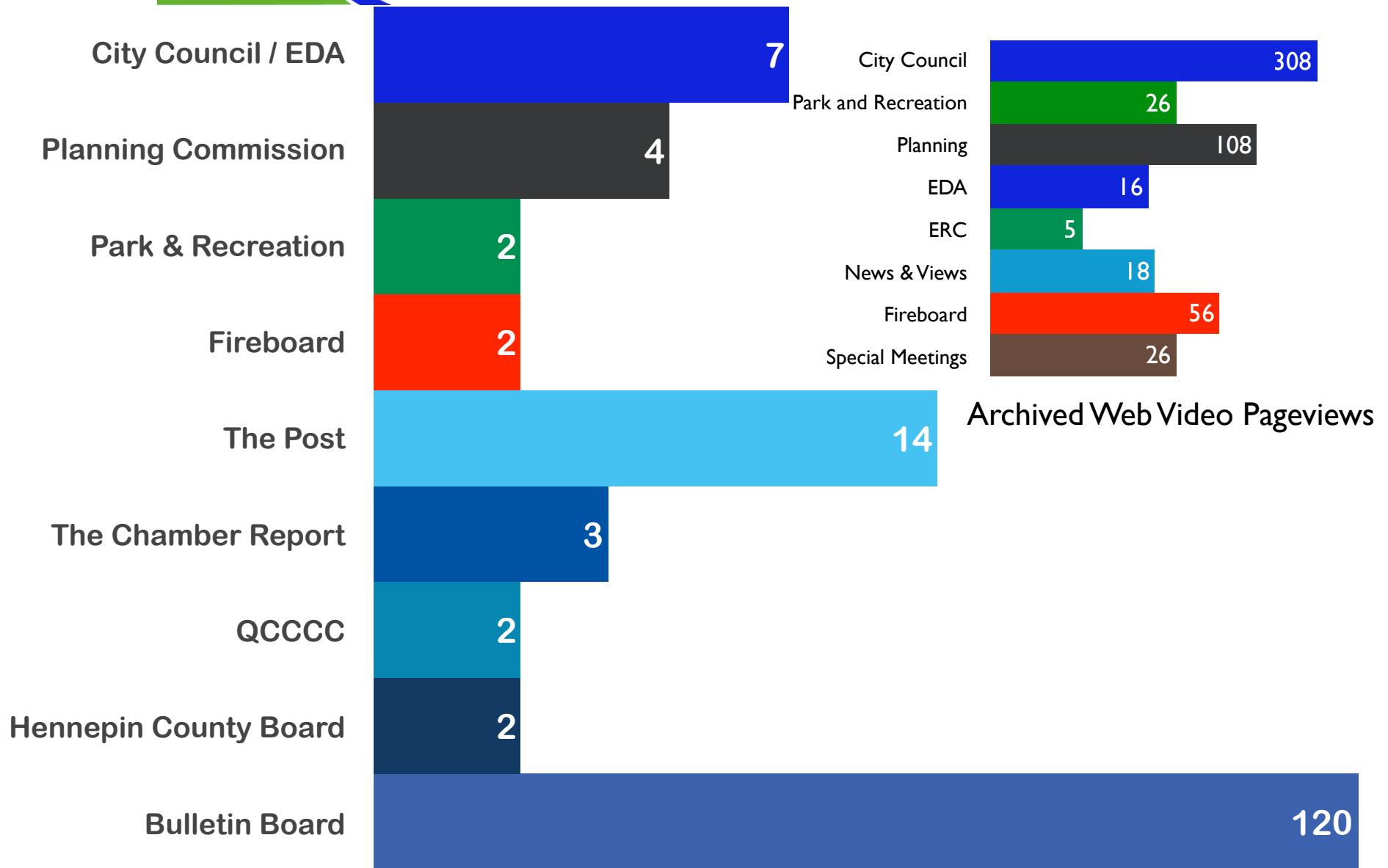


Number of New Shows - 39

2020Q3

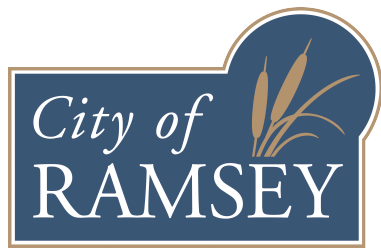


City of Champlin Channel Programming Stats

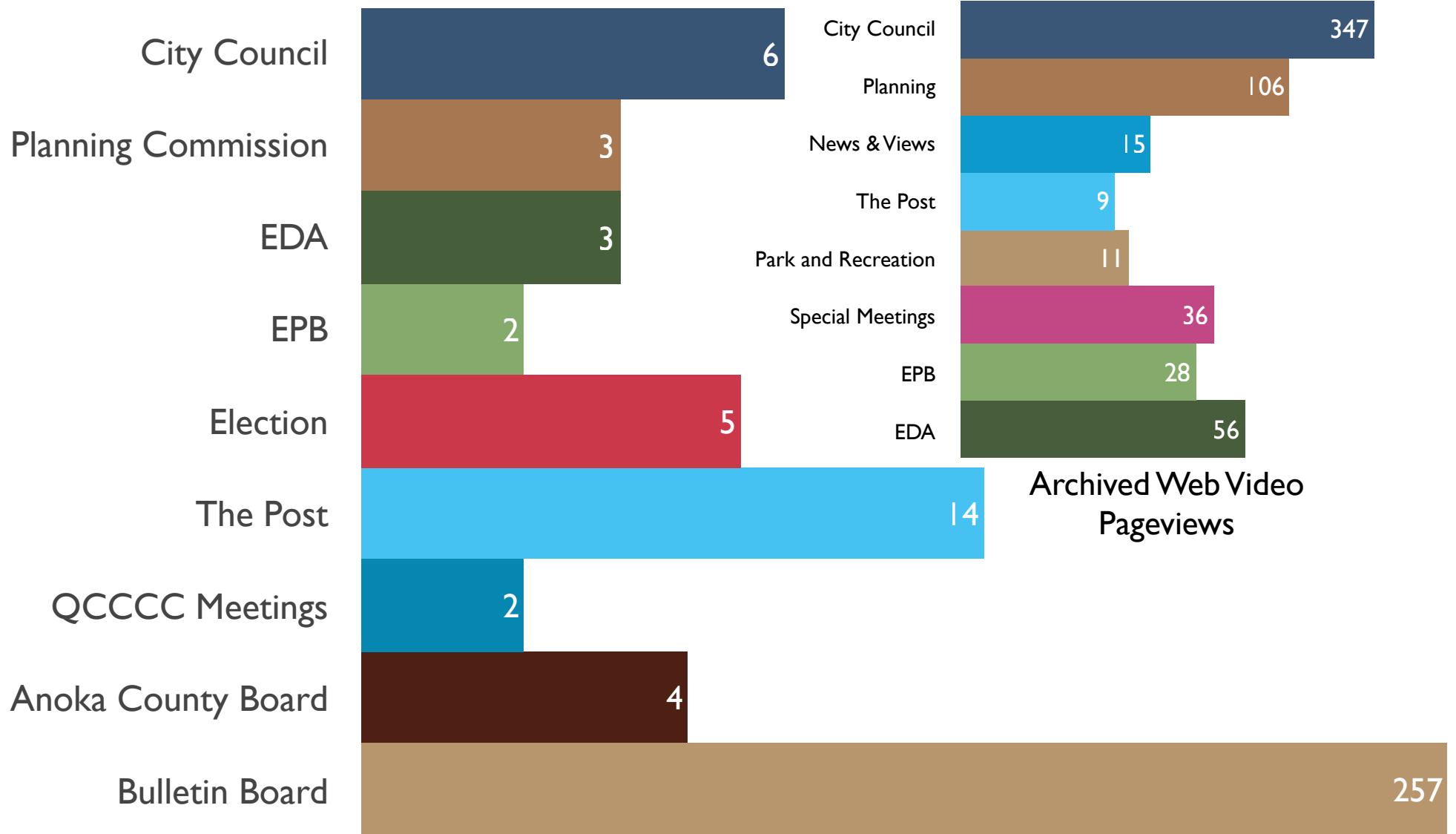


Number of New Shows - 36

2020Q3



Channel Programming Stats

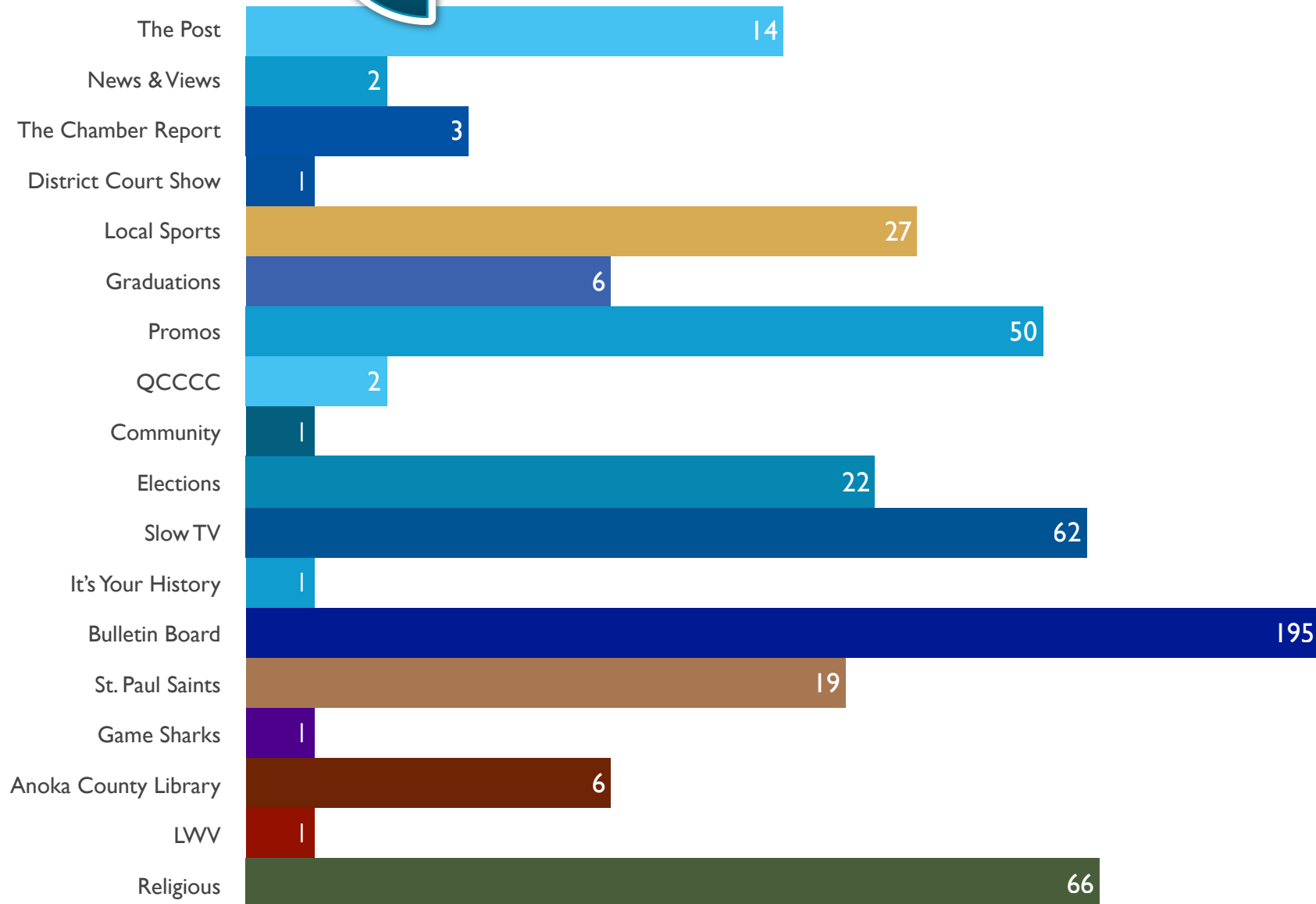


Number of New Shows - 39

2020Q3



Channel Programming Stats



Number of New Shows - 191 New Submitted Shows - 93

2020Q3

QCCCC Agenda Item

5.1 2021 Budget and 5-year Capital Plan

November 10, 2020

To: Commissioners

From: Karen George, Executive Director

Subject: 2021 Budget and 5-year Capital Plan

The 2021 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting and is recommended for approval.

The attachments detail:

- 2021 Proposed Revenue and Expense – includes 2010 budget comparison with comments
- 2016-2019 Revenue History
- 2016-2019 Expense History
- 5-Year Capital Equipment Spending Plan

Commission policy calls for 25% of revenues to be held for operational reserve. Based on unaudited actual 2019 income, therefore, \$424,381 is the operations reserve minimum.

The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 and 2018 it was a capital grant of \$20,000 per member city per year. For 2019 and 2020 it was a capital grant of \$40,000 per member city per year. Following the 2019 audit in May 2020, the Budget Committee met to review CIP payments to member cities and recommended city capital fund payments for 2021 be \$20,000 each to come from the capital plan reserves. The Budget Committee will meet following the 2020 audit to determine a recommended amount for 2022.

The 5-Year Capital Plan approved November 2017 is enclosed for your review. No changes at this time and requests for capital funds are approved by the commission as projects are scheduled.

The Budget Committee also recommends that adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the

categories of: cash flow reserve, city capital investment fund, QCTV building investment fund, QCTV capital investment fund, emergency fund, and unrestricted fund. Details may be found in the quarterly investment report.

Action Requested:

Approval of the 2021 Operating Budget and CIP.

Approve operational reserve of \$424,381.

Financial Records Disclosure

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

2021 Proposed**2020 YTD****2020 Budget****Difference**

Income				
Duplication Revenue	\$ 500.00	\$ 1,719.61	\$ 500.00	No change
Equipment Grant	\$ 60,000.00	\$ 60,116.02	\$ 59,000.00	Increase - Based on franchise agreement
Franchise Fees *	\$ 858,000.00	\$ 504,934.50	\$ 858,000.00	No change
Interest Income	\$ 10,000.00	\$ 12,985.53	\$ 30,000.00	Decrease - Based on actual
Miscellaneous Income	\$ 1,000.00	\$ 950.00	\$ 1,000.00	No change
PEG Fee	\$ 429,000.00	\$ 271,459.04	\$ 429,000.00	No change
Total Income	\$ 1,358,500.00	\$ 852,164.70	\$ 1,377,500.00	

Expenses				
A PERA	\$ 53,607.00	\$ 35,540.51	\$ 50,530.00	Increase
A SS/Medicare Expense	\$ 56,295.00	\$ 32,038.58	\$ 51,547.00	Increase
A Wages - Full-time	\$ 585,880.00	\$ 384,863.83	\$ 553,713.00	Increase - COLA
A Wages - Part-time	\$ 120,000.00	\$ 43,059.00	\$ 120,000.00	No change
Accounting / HR Services	\$ 16,000.00	\$ 7,201.27	\$ 16,000.00	No change
Ads/Promos/Sponsorships	\$ 9,000.00	\$ 5,034.78	\$ 11,000.00	Decrease - based on actual
Andover CIP	\$ 5,000.00	\$ 225.00	\$ 13,000.00	Decrease - Based on actual
Announcers Fees	\$ 12,000.00	\$ 4,158.76	\$ 13,000.00	Decrease - based on actual
Anoka CIP	\$ 5,000.00	\$ 1,817.74	\$ 13,000.00	Decrease - Based on actual
Audit	\$ 16,500.00	\$ 14,881.00	\$ 16,500.00	No change
Bank Fees / CC Fees	\$ 250.00	\$ -	\$ 250.00	No change
Brand Apparel	\$ 2,500.00	\$ -	\$ 2,500.00	No change
Building - Cleaning	\$ 6,000.00	\$ 4,354.97	\$ 7,000.00	Decrease - Based on actual
Building - Insurance	\$ 3,800.00	\$ 3,709.00	\$ 3,800.00	No change
Building - Maintenance	\$ 10,000.00	\$ 3,942.64	\$ 17,500.00	Decrease - Based on actual
Building - Supplies	\$ 1,500.00	\$ 512.53	\$ 1,500.00	No change
Car Allowance	\$ 3,000.00	\$ 1,750.00	\$ 3,000.00	No change
Cell Phone - Allowance	\$ 6,300.00	\$ 3,675.00	\$ 6,300.00	No change
Champlin CIP	\$ 5,000.00	\$ 679.20	\$ 13,000.00	Decrease - Based on actual
City Sewer & Water	\$ 2,600.00	\$ 1,071.27	\$ 2,600.00	No change
Commission Expense	\$ 2,500.00	\$ 950.00	\$ 5,000.00	Decrease - Based on actual
Consulting Services	\$ 70,000.00	\$ 11,910.00	\$ 75,000.00	Decrease - Based on actual
Contingency Fund	\$ 10,000.00	\$ -	\$ 34,694.00	Decrease
Duplication Expenses	\$ 250.00	\$ 66.48	\$ 500.00	Decrease - Based on actual
Electric Service	\$ 16,000.00	\$ 7,185.72	\$ 16,000.00	No change
Emp / Comm Appreciation	\$ 2,500.00	\$ 667.92	\$ 2,500.00	No change
Equip/Repair/Supply/Software	\$ 30,000.00	\$ 7,072.78	\$ 30,000.00	No change
Federal Unempl Expense	\$ 850.00	\$ -	\$ 850.00	No change
Health Insurance	\$ 103,386.00	\$ 61,294.91	\$ 100,964.00	Decrease in Premium, Increase in HSA
Insurance - Deductibles	\$ 500.00	\$ -	\$ 500.00	No change
Insurance - Liability / Bonds	\$ 5,300.00	\$ 4,986.00	\$ 5,300.00	No change
Lawn Service	\$ 5,000.00	\$ 2,763.00	\$ 5,000.00	No change
Legal Fees	\$ 25,000.00	\$ 4,464.25	\$ 25,000.00	No change
Licenses and Permits	\$ 3,000.00	\$ 360.00	\$ 3,000.00	No change
Meals	\$ 1,000.00	\$ 353.73	\$ 1,000.00	No change

Memberships - NATOA / Others	\$ 10,000.00	\$ 5,970.00	\$ 10,000.00	No change
Mileage	\$ 12,000.00	\$ 5,117.32	\$ 9,000.00	Increase - Telework
Miscellaneous Expenses	\$ 500.00	\$ 146.95	\$ 1,000.00	Decrease - Based on actual
Natural Gas	\$ 5,000.00	\$ 1,397.48	\$ 6,000.00	Decrease - Based on actual
Office Supplies / Equipment	\$ 6,000.00	\$ 3,938.70	\$ 6,000.00	No change
Operating Transfer Out	\$ -	\$ -		
Parking Lot Maintenance	\$ 1,000.00	\$ 252.50	\$ 6,000.00	Decrease - Based on actual
Payroll Expenses	\$ 1,200.00	\$ 647.50	\$ 2,400.00	Decrease - Based on actual
Postage	\$ 500.00	\$ 140.85	\$ 1,000.00	Decrease - Based on actual
Printing / Copy Services	\$ 500.00	\$ -	\$ 1,000.00	Decrease - Based on actual
Professional Development	\$ 22,000.00	\$ 5,280.66	\$ 22,000.00	No change
Publications	\$ 500.00	\$ -	\$ 500.00	No change
Ramsey CIP	\$ 5,000.00	\$ 1,055.96	\$ 13,000.00	Decrease - Based on actual
Reimbursements	\$ -	\$ 2,173.27	\$ -	
Sales Tax	\$ 250.00	\$ 63.00	\$ 500.00	Decrease - Based on actual
Secretary Services	\$ 2,000.00	\$ 740.00	\$ 2,500.00	Decrease - Based on actual
Snow Plowing Service	\$ 6,000.00	\$ 1,715.00	\$ 6,000.00	No change
State Unemploy Exp	\$ 2,500.00	\$ -	\$ 2,500.00	No change
STD / LTD / Life Insurance	\$ 7,500.00	\$ 4,822.72	\$ 7,000.00	Increase
Studio Sets	\$ 5,000.00	\$ -	\$ 30,000.00	Decrease - based on actual
Subscription Services	\$ 22,000.00	\$ 16,394.48	\$ 22,000.00	No change
Temp Staff Services	\$ 1,500.00	\$ -	\$ 2,500.00	Decrease - Based on actual
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 1,399.26	\$ 15,000.00	No change
Vehicle - Insurance	\$ 2,000.00	\$ 1,292.00	\$ 2,000.00	No change
Vehicle - Maintenance / Gas	\$ 8,000.00	\$ 771.55	\$ 8,000.00	No change
Waste Removal	\$ 1,500.00	\$ 1,040.80	\$ 1,500.00	No change
Web / VOD / Int / CaTV / Phone	\$ 22,000.00	\$ 10,631.45	\$ 22,000.00	No change
Work Comp Insurance	\$ 2,000.00	\$ -	\$ 2,000.00	No change
COVID-19	\$ -	\$ 27,384.58		
Total Expenses	\$ 1,356,968.00	\$ 742,965.90	\$ 1,422,448.00	
Net Operating Income	\$ 1,532.00	\$ 109,198.80	\$ (44,948.00)	

* FCC NPRM, may result in in-kind services value deducted from franchise payments.

	2019		2018		2017		2016	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income								
Duplication Revenue	\$ 1,022.29	\$ 500.00	\$ 1,317.38	\$ 1,500.00	\$ 2,356.62	\$ 1,500.00	\$ 1,949.80	\$ 2,500.00
Equipment Grant	\$ 58,649.78	\$ 58,000.00	\$ 57,275.18	\$ 57,549.00	\$ 56,428.75	\$ 56,980.00	\$ 55,870.85	\$ -
Franchise Fees	\$ 1,028,693.11	\$ 858,000.00	\$ 1,054,553.84	\$ 874,248.00	\$ 1,117,505.49	\$ 874,248.00	\$ 1,063,320.43	\$ 874,248.00
Interest Income	\$ 52,984.33	\$ 30,000.00	\$ 39,048.85	\$ 12,000.00	\$ 15,370.59	\$ 100.00	\$ 2,710.01	\$ 100.00
Miscellaneous Income	\$ 2,434.89	\$ 500.00	\$ 8,389.09	\$ 1,500.00	\$ 7,242.73		\$ 33,057.82	\$ -
PEG Fee	\$ 553,739.82	\$ 429,000.00	\$ 567,581.19	\$ 437,125.00	\$ 629,727.29	\$ 437,125.00	\$ 531,660.76	\$ 437,125.00
Total Income	\$ 1,697,524.22	\$ 1,376,000.00	\$ 1,728,165.53	\$ 1,383,922.00	\$ 1,828,631.47	\$ 1,369,953.00	\$ 1,688,569.67	\$ 1,313,973.00

Expenses Account	2019		2018		2017		2016	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
A-PERA	\$ 42,239.29	\$ 45,000.00	\$ 41,097.38	\$ 43,000.00	\$ 37,669.91	\$ 41,320.00	\$ 33,540.60	\$ 38,982.00
A-SS/Medicare Expense	\$ 46,654.58	\$ 49,925.00	\$ 43,574.65	\$ 48,600.00	\$ 41,186.70	\$ 47,432.00	\$ 38,545.53	\$ 44,747.00
A-Wages - Full-time	\$ 529,666.82	\$ 532,695.00	\$ 505,128.29	\$ 503,730.00	\$ 476,354.79	\$ 492,900.00	\$ 449,837.55	\$ 464,977.00
A-Wages - Part-time	\$ 92,460.11	\$ 119,922.00	\$ 73,327.18	\$ 119,922.00	\$ 66,892.19	\$ 119,922.00	\$ 56,152.86	\$ 119,922.00
Accounting / HR Services	\$ 16,093.48	\$ 15,300.00	\$ 15,480.02	\$ 15,300.00	\$ 15,770.39	\$ 15,300.00	\$ 12,697.26	\$ 14,000.00
Ads/Promos/Sponsorships	\$ 8,108.36	\$ 11,000.00	\$ 8,537.52	\$ 11,000.00	\$ 7,762.46	\$ 11,000.00	\$ 6,674.50	\$ 6,850.00
Andover Capital Equipment	\$ 1,017.27	\$ 5,000.00	\$ 134.98	\$ 5,000.00	\$ 693.53	\$ 5,000.00	\$ 78.98	\$ 6,000.00
Announcers Fees	\$ 9,549.04	\$ 13,000.00	\$ 11,750.53	\$ 13,000.00	\$ 11,438.50	\$ 15,000.00	\$ 8,152.00	\$ 10,000.00
Anoka Capital Equipment	\$ 2,853.96	\$ 5,000.00	\$ 2,061.18	\$ 5,000.00	\$ 2,500.06	\$ 5,000.00	\$ 1,739.83	\$ 6,000.00
Audit	\$ 14,582.00	\$ 16,500.00	\$ 14,150.00	\$ 16,000.00	\$ 14,150.00	\$ 14,000.00	\$ 13,075.00	\$ 13,500.00
AV Equip / Repair / Supply / Software								
Bank Fees / CC Fees		\$ 250.00		\$ 250.00		\$ 500.00		\$ 500.00
Brand Apparel	\$ 2,487.00	\$ 2,500.00	\$ 1,090.00	\$ 2,500.00	\$ 2,149.00	\$ 2,500.00	\$ 1,878.00	\$ 2,000.00
Building - Cleaning	\$ 7,331.95	\$ 7,000.00	\$ 6,135.00	\$ 7,000.00	\$ 6,082.96	\$ 7,000.00	\$ 7,748.04	\$ 6,300.00
Building - Insurance	\$ 2,952.00	\$ 3,000.00	\$ 2,724.00	\$ 5,500.00	\$ 2,408.00	\$ 2,500.00	\$ 2,114.00	\$ 2,500.00
Building - Maintenance	\$ 11,572.22	\$ 10,000.00	\$ 16,856.27	\$ 10,000.00	\$ 10,806.61	\$ 10,000.00	\$ 6,739.29	\$ 7,000.00
Building - Supplies	\$ 1,588.62	\$ 2,000.00	\$ 1,466.91	\$ 2,000.00	\$ 823.66	\$ 2,500.00	\$ 1,646.27	\$ 2,000.00
Car Allowance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Cell Phone - Allowance	\$ 7,475.00	\$ 7,500.00	\$ 7,350.00	\$ 7,500.00	\$ 7,475.00	\$ 6,940.00	\$ 5,860.00	\$ 6,660.00
Cell Phone - Reimbursement			\$ -	\$ -		\$ -		\$ -
Champlin Capital Equipment	\$ 1,912.32	\$ 5,000.00	\$ 1,492.27	\$ 5,000.00	\$ 1,555.30	\$ 5,000.00	\$ 1,072.51	\$ 6,000.00
City Sewer & Water	\$ 2,394.52	\$ 2,600.00	\$ 2,594.82	\$ 2,600.00	\$ 2,691.25	\$ 2,600.00	\$ 2,576.12	\$ 2,600.00
Commission Expense	\$ 4,681.63	\$ 5,000.00	\$ 1,640.36	\$ 5,000.00	\$ 2,251.64	\$ 7,200.00	\$ 1,929.26	\$ 7,200.00
Computer Equip / Repair / Supply / Software								
Consulting Services	\$ 38,587.50	\$ 75,000.00	\$ 20,088.50	\$ 75,000.00	\$ 30,518.00	\$ 75,000.00	\$ 27,899.09	\$ 38,000.00
Contingency Fund		\$ 32,618.00		\$ 31,083.00		\$ 30,622.00		\$ 24,690.00
Duplication Expenses	\$ 303.06	\$ 500.00	\$ 126.16	\$ 500.00	\$ 61.54	\$ 1,000.00	\$ 136.94	\$ 1,000.00
Electric Service	\$ 14,242.48	\$ 18,000.00	\$ 15,722.91	\$ 18,000.00	\$ 13,925.32	\$ 19,152.00	\$ 14,578.16	\$ 19,152.00
Emp / Comm Appreciation	\$ 876.93	\$ 2,500.00	\$ 697.49	\$ 2,500.00	\$ 1,143.94	\$ 2,500.00	\$ 1,568.94	\$ 2,500.00
Equip/Repair/Supply/Software	\$ 10,008.47	\$ 40,000.00	\$ 39,322.37	\$ 40,000.00	\$ 40,799.78	\$ 45,812.00	\$ 37,014.61	\$ 45,812.00
Federal Unempl Expense		\$ 850.00		\$ 850.00		\$ 850.00		\$ 750.00
Health Insurance	\$ 87,684.78	\$ 94,480.00	\$ 79,601.68	\$ 78,000.00	\$ 68,962.10	\$ 74,652.00	\$ 60,759.82	\$ 69,768.00
Health Insurance - Opt Out						\$ -		\$ -
Insurance - Deductibles		\$ 500.00		\$ 500.00		\$ 500.00		\$ 500.00
Insurance - Liability / Bonds	\$ 4,900.00	\$ 5,000.00	\$ 4,934.00	\$ 5,000.00	\$ 5,247.00	\$ 6,500.00	\$ 5,581.00	\$ 6,000.00
Lawn Service	\$ 4,961.00	\$ 5,000.00	\$ 4,550.25	\$ 5,000.00	\$ 4,595.00	\$ 5,500.00	\$ 4,801.01	\$ 4,500.00
Legal Fees	\$ 5,239.84	\$ 25,000.00	\$ 8,257.76	\$ 25,000.00	\$ 8,689.57	\$ 15,000.00	\$ 17,189.71	\$ 30,000.00
Legislative Lobbying (Leg Lobbying)								
Licenses and Permits	\$ 784.00	\$ 2,000.00	\$ 649.00	\$ 2,000.00	\$ 1,025.00	\$ 1,000.00		\$ 1,000.00
Meals	\$ 1,042.74	\$ 1,000.00	\$ 644.54	\$ 1,000.00	\$ 353.85	\$ 1,000.00	\$ 137.70	\$ 1,000.00
Memberships - NATOA / Others	\$ 5,470.00	\$ 10,000.00	\$ 6,960.00	\$ 8,000.00	\$ 6,855.00	\$ 8,000.00	\$ 9,018.60	\$ 5,520.00
Mileage	\$ 6,874.16	\$ 9,000.00	\$ 8,258.61	\$ 8,000.00	\$ 8,230.15	\$ 7,200.00	\$ 6,116.98	\$ 7,200.00
Miscellaneous Expenses	\$ 2,112.05	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	\$ 9.00	\$ 1,000.00
Natural Gas	\$ 2,370.71	\$ 6,800.00	\$ 4,408.21	\$ 6,000.00	\$ 3,875.89	\$ 4,000.00	\$ 2,711.70	\$ 3,800.00
Office Supplies / Equipment	\$ 5,751.70	\$ 6,000.00	\$ 5,156.08	\$ 6,000.00	\$ 3,314.93	\$ 6,000.00	\$ 5,368.67	\$ 5,000.00
Operating Transfer Out						\$ -		\$ -
Parking Lot Maintenance		\$ 3,200.00	\$ -	\$ 3,200.00		\$ 3,200.00		\$ 3,200.00
Payroll Expenses (ADP/HSA)	\$ 1,530.00	\$ 2,400.00	\$ 1,057.50	\$ 2,400.00	\$ 1,366.50	\$ 5,900.00	\$ 5,029.65	\$ 5,900.00
Postage	\$ 1,064.16	\$ 1,000.00	\$ 632.44	\$ 1,000.00	\$ 1,068.09	\$ 1,000.00	\$ 798.70	\$ 1,300.00
Printing / Copy Services		\$ 1,000.00	\$ -	\$ 1,000.00	\$ 59.90	\$ 1,000.00	\$ 721.93	\$ 1,000.00
Professional Development	\$ 11,929.15	\$ 22,000.00	\$ 16,008.95	\$ 18,000.00	\$ 13,407.82	\$ 18,000.00	\$ 14,309.57	\$ 17,000.00
Publications		\$ 500.00	\$ 199.00	\$ 500.00	\$ 64.00	\$ 500.00	\$ 38.00	\$ 500.00
Purchases								
Ramsey Capital Equipment	\$ 2,303.51	\$ 5,000.00	\$ 1,693.49	\$ 5,000.00	\$ 2,585.36	\$ 5,000.00	\$ 1,645.48	\$ 6,000.00
Reimbursements								
Sales Tax	\$ 73.00	\$ 500.00	\$ 167.62	\$ 500.00	\$ 125.00	\$ 500.00	\$ 216.26	\$ 500.00
Secretary Services	\$ 1,015.75	\$ 2,500.00	\$ 990.00	\$ 2,500.00	\$ 1,075.00	\$ 2,992.00	\$ 1,262.35	\$ 2,992.00
Snow Plowing Service	\$ 7,803.75	\$ 5,000.00	\$ 5,831.25	\$ 4,500.00	\$ 2,211.25	\$ 4,500.00	\$ 2,065.00	\$ 4,500.00
State Unemploy Exp	\$ 57.95	\$ 2,500.00	\$ 196.75	\$ 2,500.00		\$ 2,500.00	\$ 1,220.49	\$ 2,500.00
STD / LTD / Life Insurance	\$ 6,991.25	\$ 7,500.00	\$ 6,781.90	\$ 7,500.00	\$ 6,557.46	\$ 8,000.00	\$ 5,509.29	\$ 7,520.00
Studio Sets	\$ 673.71	\$ 10,000.00	\$ 6,986.76	\$ 10,000.00	\$ 1,175.00	\$ 10,000.00	\$ 9,496.31	\$ 7,000.00
Subscription Services/Electronic	\$ 22,003.77	\$ 22,000.00	\$ 15,542.33	\$ 20,000.00	\$ 16,862.31	\$ 20,000.00	\$ 13,147.61	\$ 16,017.00
Temp Staff Services	\$ 150.00	\$ 2,500.00	\$ 369.50	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00
Vehicle - Equipment / Repair	\$ 11,460.98	\$ 15,000.00	\$ 11,022.62	\$ 15,000.00	\$ 12,153.14	\$ 12,500.00	\$ 37,053.94	\$ 10,000.00
Vehicle - Insurance	\$ 1,300.00	\$ 4,000.00	\$ 2,973.00	\$ 4,000.00	\$ 3,804.00	\$ 4,000.00	\$ 3,027.00	\$ 3,500.00
Vehicle - Maintenance / Gas	\$ 8,464.66	\$ 8,000.00	\$ 21,697.33	\$ 6,000.00	\$ 5,843.83	\$ 6,000.00	\$ 4,070.26	\$ 8,000.00
Wages - PT - Comm Prog								
Wages - PT - Gov't Prog								
Wages - PT - Office Support								
Wages - PT - Sports Prog								
Wages - PT - Tech Support								
Waste Removal	\$ 1,366.96	\$ 2,000.00	\$ 1,220.63	\$ 1,500.00	\$ 1,353.60	\$ 1,200.00	\$ 1,038.08	\$ 1,200.00
Web / VOD / Int / CaTV / Phone	\$ 17,104.40	\$ 22,000.00	\$ 14,333.13	\$ 22,000.00	\$ 21,162.08	\$ 22,000.00	\$ 15,290.33	\$ 19,830.00
Work Comp Insurance	\$ 1,853.00	\$ 2,300.00	\$ 1,744.00	\$ 1,500.00	\$ 1,411.00	\$ 2,300.00	\$ 1,475.00	\$ 2,500.00
Operating Income	\$ 1,697,524.22	\$ 1,376,000.00	\$ 1,728,165.53	\$ 1,383,922.00	\$ 1,828,631.47	\$ 1,369,953.00	\$ 1,688,569.67	\$ 1,313,973.00
Total Expenses	\$ 1,096,975.59	\$ 1,337,340.00	\$ 1,068,417.12	\$ 1,275,435.00	\$ 1,003,544.36	\$ 1,255,494.00	\$ 966,165.61	\$ 1,163,329.00
Net Operating Income*	\$ 600,548.63	\$ 38,660.00	\$ 659,748.41	\$ 108,487.00	\$ 825,087.11	\$ 114,459.00	\$ 308,512.96	\$ 150,644.00

*Net Income allocated to fund reserves in two areas: Operation Reserves and Capital Reserves.

5-Year Capital Improvement Plan is \$3.4 Million



QCTV Five Year Capital Equipment Spending Plan

	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	Extended
Building	\$ 55,000.00	\$ 67,000.00	\$ 170,000.00	\$ 55,000.00	\$ 5,000.00	\$ 352,000.00
Portable Field Equipment	\$ 47,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 38,000.00	\$ 95,000.00
City Equipment	\$ 692,755.00	\$ 205,000.00	\$ 86,000.00	\$ 86,000.00	\$ 166,000.00	\$ 1,235,755.00
Office	\$ 15,000.00	\$ 14,500.00	\$ 38,500.00	\$ 23,500.00	\$ 10,000.00	\$ 101,500.00
Studio	\$ 329,200.00	\$ 5,000.00	\$ 25,000.00	\$ 5,000.00	\$ 5,000.00	\$ 369,200.00
Mobile - Vehicles and Equipment	\$ 205,000.00	\$ 110,000.00	\$ 45,000.00	\$ 82,500.00	\$ 375,000.00	\$ 817,500.00
Master Control Equipment	\$ 92,000.00	\$ 51,000.00	\$ 122,000.00	\$ 37,000.00	\$ 40,000.00	\$ 342,000.00
Total	\$ 1,435,955.00	\$ 452,500.00	\$ 491,500.00	\$ 294,000.00	\$ 639,000.00	\$ 3,312,955.00

Presented to the Quad Cities Cable Communications Commission

Category Building

Project Infrastructure needs assessment and action

Description Architectural study to determine maintenance, improvements and future needs of QCTV infrastructure.
Capital investment planning and budgeting.

Justification The QCTV facilities are 17 years old and requires a systemic review to plan for maintenance and improvements.

	Year One	Year Two	Year Three	Year Four	Year Five	
Item	2018	2019	2020	2021	2022	
Architectural Study	\$ 25,000.00					
Roof Replacement		\$ 52,000.00				
Building Furniture			\$ 35,000.00			
Carpet (office & studio)		\$ 15,000.00				
HVAC Replacement			\$ 85,000.00			
Parking Lot			\$ 50,000.00			
Building Lighting (interior/exterior/studio)				\$ 50,000.00		
Network/Video Cabling/Security	\$ 30,000.00			\$ 5,000.00		
Other					\$ 5,000.00	
Total	\$ 55,000.00	\$ 67,000.00	\$ 170,000.00	\$ 55,000.00	\$ 5,000.00	\$ 352,000.00

Category Portable Field Equipment
Project Equipment Replacement
Description Planned replacement of field equipment from 2013 used by staff for News and Views, packages, PSAs, and other community programming.
Justification HD Camera upgrade with Remo unit expands multicam field productions with greater efficiency and lower cost than a full truck shoot.

	Year One	Year Two	Year Three	Year Four	Year Five	
Item	2018	2019	2020	2021	2022	
Field ENG Cameras/Tripods	\$ 21,000.00				\$ 18,000.00	
Robotic PTZ Cameras*	\$ 20,000.00				\$ 20,000.00	
Microphones	\$ 6,000.00					
Other			\$ 5,000.00	\$ 5,000.00		
Total	\$ 47,000.00		\$ 5,000.00	\$ 5,000.00	\$ 38,000.00	\$ 95,000.00

*PTZ Cameras could be purchased in 2017 from the Operating Budget.

Category City Equipment
Project Council Chambers HD Upgrade
Description Needs assessment and equipment infrastructure for maintenance improvements and future needs of city meeting coverage.
Justification Government meeting coverage is a core service and the HD upgrades improve program quality and exploit new technologies for presentations.

	Year One	Year Two	Year Three	Year Four	Year Five	
Item	2018	2019	2020	2021	2022	
Presentation System						
Audio System						
Lighting System						
HD video transmission	\$ 63,105.00		\$ 6,000.00	\$ 6,000.00		
Production Video Switchers		\$ 120,000.00	\$ -			
PTZ Cameras					\$ 85,000.00	
Conversion and Distribution	\$ 6,000.00	\$ 5,000.00			\$ 1,000.00	
Andover	\$ 150,550.00					
Anoka	\$ 119,850.00					
Champlin	\$ 119,300.00					
Ramsey	\$ 153,950.00					
Member City Payments (\$20K per City)	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
Total	\$ 692,755.00	\$ 205,000.00	\$ 86,000.00	\$ 86,000.00	\$ 166,000.00	\$ 1,235,755.00

*Note: \$5,000 is allocated annually for each city in the Operating Budget for miscellaneous equipment repairs and minor replacements.

Category Office
Project Equipment Replacement
Description Planned replacement of office support equipment.
Justification Industry standard office resources to fulfill the mission of QCTV.

	Year One	Year Two	Year Three	Year Four	Year Five	
Item	2018	2019	2020	2021	2022	
Laptop Computers		\$ 3,500.00	\$ 3,500.00	\$ 3,500.00		
Network Switches	\$ 5,000.00	\$ 5,000.00		\$ 20,000.00		
Network Printer / Scanner	\$ 5,000.00				\$ 5,000.00	
Building Monitors/Displays		\$ 6,000.00				
Website Updates/Upgrades	\$ 5,000.00		\$ 35,000.00		\$ 5,000.00	
Other						
Total	\$ 15,000.00	\$ 14,500.00	\$ 38,500.00	\$ 23,500.00	\$ 10,000.00	\$ 101,500.00

Category Studio
Project Equipment replacement and upgrades.
Description Equipment upgrades to studio and control room.
Justification Upgrade Studio to industry standards. Improve production quality and efficiency, and expand live broadcast capabilities.

	Year One	Year Two	Year Three	Year Four	Year Five	
Item	2018	2019	2020	2021	2022	
Three Studio Cameras	\$ 186,000.00					
PTZ Bump Cam and contoller	\$ 10,000.00					
Video Playback	\$ 20,000.00					
Video Switcher	\$ 31,000.00					
Program Capture Devices	\$ 4,000.00					
Main Graphics Computer	\$ 18,000.00					
Digital Audio Board	\$ 3,000.00					
Intercom	\$ 18,000.00					
Monitors (Multiviewers)	\$ 1,200.00					
Waveform/Vectorscope	\$ 2,000.00					
Smaller Rackmount Monitors	\$ 1,000.00					
Video/Audio Cabling	\$ 5,000.00					
Audio/Video Distribution/Conversion	\$ 10,000.00					
40 x 40 Video Router	\$ 4,000.00					
Router Control Panels, two	\$ 1,000.00					
Set/Curtain/Furniture			\$ 20,000.00			
Teleprompter System, three cameras	\$ 10,000.00					
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 329,200.00	\$ 5,000.00	\$ 25,000.00	\$ 5,000.00	\$ 5,000.00	\$ 369,200.00

Category Mobile - Vehicles and Equipment

Project Equipment replacement and upgrades.

Description Planned equipment upgrades and replacement.

Justification Upgrades the truck to current broadcasting standards and replaces equipment at the end of its life.

	Year One	Year Two	Year Three	Year Four	Year Five	
Item	2018	2019	2020	2021	2022	
Replay System	\$ 135,000.00					
Audio		\$ 30,000.00				
Camera(s), CCU, RCP and Accesories	\$ 60,000.00				\$ 360,000.00	
Microphones	\$ 5,000.00					
Main Graphics Computer		\$ 30,000.00				
Tripod Replacements		\$ 20,000.00				
Fiber optic upgrades		\$ 10,000.00				
Wireless Video Equipment		\$ 15,000.00				
Scorebox Replacement			\$ 15,000.00			
LiveU Replacement			\$ 10,000.00			
POV Camera Replacements			\$ 5,000.00			
Venue Prewiring - Locations TBD			\$ 10,000.00			
Video Switcher				\$ 35,000.00		
Truck Rewiring/ Conversion Cards/ Distribution Amps				\$ 15,000.00		
Video Router				\$ 20,000.00		
Truck Graphics Wrap Replacement				\$ 7,500.00		
Monitor Display Replacement					\$ 5,000.00	
Master and back-up Recording Decks					\$ 5,000.00	
Ford F550 Production Truck*						
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 205,000.00	\$ 110,000.00	\$ 45,000.00	\$ 82,500.00	\$ 375,000.00	\$ 817,500.00

*Note: Production Truck may need to be replaced as soon as 2023 at an approximate cost of \$200,000.00

Category Master Control Equipment
Project Playback and signal delivery
Description Planned equipment replacement and upgrades to signal delivery. Required for HD programming.
Justification Fiber signal delivery industry standard and required for carrying city HD government meetings. Initiate offsite redundancy and expand live signal delivery.

	Year One	Year Two	Year Three	Year Four	Year Five	
Item	2018	2019	2020	2021	2022	
HD File Playback Machine(s)	\$ 30,000.00		\$ 30,000.00		\$ 30,000.00	
Fiber access to Connect Anoka County	\$ 30,000.00					
SAN, DAM, Back-up Storage		\$ 30,000.00				
Off-site Redundancy	\$ 5,000.00			\$ 20,000.00		
Video Patchbays and Wiring	\$ 2,000.00		\$ 2,000.00			
Video Router			\$ 60,000.00			
Conversion/Distribution Amps	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00	
Live Channel Encoders		\$ 16,000.00				
Channel CG/ Bulletin Board			\$ 20,000.00			
Digital Waveform/Vectroscope w. eye	\$ 15,000.00					
Multiviewer Replacement				\$ 12,000.00		
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 92,000.00	\$ 51,000.00	\$ 122,000.00	\$ 37,000.00	\$ 40,000.00	\$ 342,000.00

QCCCC Agenda Item

5.2 Strategic Plan Lexica Communications

November 6, 2020

To: Commissioners

From: Karen George, Executive Director

Subject: Strategic Plan Lexica Communications Project Consultant

The Strategic Plan calls for a Social Media First Strategy. Staff has been working to shift programming, staffing duties, and equipment in that direction. Lexica Communications has presented a three phase proposal to align strategic vision with day-to-day operations.

Phase 1

Craft plan aligning program content, format, and social media delivery platforms.
COMPLETED.

Phase 2

Draft an implementation plan.
REQUEST APPROVAL.

Phase 3

Develop a plan for garnering supplemental revenue.
FUTURE CONSIDERATION.

The proposal is attached for your review. Staff recommends the commission approve Phase 2 and delegate management of the contract to the Executive Director.

Action Requested:

Motion to approve Lexica Communications proposal:

Phase 2: Up to \$4,500

QCTV New Vision Development Project

Preliminary Estimate - 02/15/2020

BACKGROUND

QCTV is a community-based, cable television station that serves the cities of Andover, Anoka, Champlin, and Ramsey. The station is managed by the Joint Powers Commission which is comprised of two commissioners from each city. Programming is comprised of city government meetings, local sports, and a few other hyperlocal, primarily news-based shows.

In an effort to increase community engagement, the station's value to its constituencies, and potentially, increase revenue, QCTV is re-evaluating its programming and delivery models. Because of the growing interest in and demand for internet-based, mobile content, QCTV would like help researching and developing a forward-thinking, internet-first, mobile-friendly approach to creating and delivering content.

PROJECT DESCRIPTION AND PRELIMINARY COST ESTIMATES

Lexica Communications, Inc. will work with QCTV to create a vision of what an internet-first approach to serving its constituencies could look like in terms of content, format, and delivery platforms. The components of this project could include:

Phase I

Develop an executable vision of program content, format, and delivery platforms that utilize as much of QCTV's current resources as possible and be based on QCTV's business objectives. The project will be based on research on industry trends as well as constituency demographics and psychographics. The work will be done in conjunction with QCTV staff. Estimated length of time for completion: three months. Estimated costs: \$4,500-\$5,000

Phase II

Develop an implementation plan for the new model; including timeline and recommended resource re-allocation. Estimated length of time for completion: 4-6 weeks. Estimated cost: \$2,500-\$3,000

Develop a marketing communications plan for informing constituencies and driving them to the new programming choices. Estimated length of time for completion: 4-6 weeks. Estimated cost: \$1,500



Phase III

Develop a plan for supplemental revenue. This would involve working in conjunction with QCTV staff to identify and research the viability of a variety of supplemental revenue opportunities that fit within QCTV's mission. Estimated length of time for completion: 4-6 weeks. Estimated cost: \$2,000-\$3,500

ABOUT LEXICA COMMUNICATIONS, INC.

Lexica Communications is a strategic partner for organizations that want to develop effective messaging and the tools to deliver those messages. Tami Wendt, President and Founder, was also a producer of the Business Snapshots show at QCTV for three years.