

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

September 18, 2014, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of August 21, 2014 work session meeting minutes and commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. July Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. 2014 Election Coverage
 - 5.2. Web Site Development
- 6. Adjourn**

MINUTES OF THE WORK SESSION OF AUGUST 21, 2014

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 9:35 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, John LeTourneau, Jim Dickinson, Julie Trude, Bret Heitkamp, Kurt Ulrich, and Tim Cruikshank.

Commissioners absent: Eric Johnson.

Others present included Karen George, Executive Director; Kathrine Lenaburg, Operations Manager; and Steve Ulrich, Technology Manager.

AGENDA – 3

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

7 ayes – 0 nays. Motion carried.

REORGANIZATION UPDATE – 4

Ms. George explained the purpose of the meeting is provide a six-month update on the reorganization of QCTV. She reviewed the timeline of the reorganization planning that began in 2010 and was placed on hold through the transition of her hiring as the new Executive Director, as well as the development of the strategic plan. She stated that during the staffing transition there was approximately a 90 percent turnover in staff. She reviewed the strategic plan and the action items, providing an update of the status of those items.

Commissioner Cruikshank commended the Commissioners that have been involved in this process in its entirety and his appreciation that the four municipalities involved can work together for the good of the region.

Commissioner Trude stated that she would like to see the government coordinator position filled. She explained that the Andover council believes that the Council updates were an important feature.

Ms. George referenced the changes to programs that impact the municipalities, explaining that there was duplication among the programs and staff is retooling those to provide the information in the best format. She referenced the News and Views program, which is a format for the elected officials to provide an update on City activities.

Commissioner Ulrich stated that he supports the new format and believed that this is a great way to provide information from both staff and/or elected officials. He believed that this format requires less staff time from the city.

Anderson stated that he understood the need to transition into a new format.

Ms. George explained that News and Views includes 15-minute segments from each member city, which can be posted individually to the city websites. She stated that staff works with a representative from each city to determine what topic should be discussed and who would be the best person to speak with regarding that issue.

Ms. Lenaburg stated that a topic is chosen prior to the show and staff develops questions that are then asked of the representative from the member city. She confirmed that if there is a desired topic for discussion the Councilmember can speak about that topic but the segment would be limited to eight minutes, rather than an undetermined amount of time which the Council updates were. She confirmed that multiple issues could be discussed within the eight-minute timeframe. She explained that the topic is determined in a preproduction meeting, when city staff then makes a suggestion on who would be the best individual to provide input on that topic. She confirmed that it would also be helpful for the cities to provide a list of topics that the city would like to discuss.

Ms. George noted that this new program provides information from each member city as the residents often travel between the four cities and would like to hear an update from each city. She explained that when topics are brought forward, staff can determine the best format to provide that information such as a public service announcement or other programming.

Commissioner Trude expressed her concern that people do not understand what occurs at a Council meeting, which was previously explained during the Council updates. She explained that not all the background information that is used to make a decision is shown or explained at a meeting and could have been discussed via a Council update. She did not believe that the News and Views program would be timely as there was a Council update following each meeting.

Chair Heitkamp explained that this is a change but acknowledged that this new format that opens the doors to different generations and programming preferences.

Ms. George noted that the treatment for the program reserves eight programs per year for elected officials and reserves the other programs for issues that occur among the four cities, such as homelessness. She confirmed that there could be flexibility within those programs to allow additional city input. She reviewed the input she received from the Commission in regard to the pilot episode of the program.

Commissioner Ulrich believed that there should be additional promotion of the flexibility to view meeting footage with the ability to view the live web stream and the bookmark feature, which allows viewers to jump to specific portions of the meeting.

Commissioner Dickinson suggested that the member city in which the program is being broadcast is shown first in that city when the entire program is featured. It was also confirmed that the specific city portion will be broadcast separately from the entire program.

Ms. George confirmed that hard data points will be available in the monthly packet and noted that a viewership survey will be conducted early next year. She noted that there is an action item under the strategic plan, which would include developing a format for obtaining viewer feedback.

Commissioner LeTourneau stated that perhaps a monthly update could be provided regarding the transition from the Council update and other programs to the News and Views program. He suggested that perhaps something could be added to the program asking for input from viewers.

Commissioner Ulrich stated that perhaps a segment could be developed that could be placed on the city websites in order to promote the new show, noting that a blurb could be placed in the city newsletter or utility bill as well.

Ms. George noted that she will come back to the full Commission in six months with another update on the reorganization and in the interim work with the Personnel Committee. She referenced the implementation of the health insurance cost share, noting that the implementation was slightly different. She briefly reviewed the election coverage, noting that an update memorandum would be provided alerting member cities of the date when city election candidates would be interviewed. She advised that the League of Women Voters has changed their rules to allow candidates to speak even if other candidates choose not to participate, therefore QCTV no longer needs to provide

for candidate statements. She thanked the Commission for their efforts during this drastic time of change within the organization and believes that QCTV is in a much stronger position to move forward.

ADJOURN – 4

Time of adjournment 10:56 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

MINUTES OF THE REGULAR MEETING OF AUGUST 21, 2014

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:03 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; Tim Cruikshank, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Eric Johnson, Champlin.

Others present included Karen George, Executive Director; Katherine Lenaburg, Operations Manager; Robert Vose, Commission Attorney; and Karly Werner, Comcast Director of Government Affairs.

APPROVAL OF AGENDA – 3

Commissioner Cruikshank requested to consider Item 5.2, Comcast Cable Franchise Transfer of Ownership, as Item 4.2.3.

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

7 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from June 17, 2014

4.1.2. Approval of Committee meeting minutes from August 11, 2014

Motion was made by Trude and seconded by Ulrich to approve the June 17, 2014 meeting and August 11, 2014 Committee meeting minutes as presented.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. May Financial Reports

4.2.2. June Financial Reports

Commissioner Dickinson commented that everything is on track and recommended acceptance of the May and June Financial Reports.

Motion was made by Trude and seconded by Cruikshank to accept the May/June Financial Reports.

7 ayes – 0 nays. Motion carried

4.2.3. Comcast Cable Franchise Transfer of Ownership

Mr. Vose explained that anytime there is a transfer of ownership there is a review of the transferee. He stated that he spoke with some of the attorneys from the other franchise authorities earlier today in regard to concerns over the transfer of ownership. He explained that the League of Minnesota Cities will communicate with federal officials on behalf of Minnesota municipalities. He stated that the reason that Comcast is proposing to transfer this franchise, and all franchises within Minnesota, is because a separate merger is going on between Comcast and Time Warner. He explained that in order to avoid antitrust issues Comcast has agreed to spin off the cable systems in this area. He stated that the franchises within Minnesota believe that a letter should be drafted to the FCC alerting that Minnesota cities have concerns about this transaction.

Commissioner Trude questioned if an action would be needed to authorize the League of Minnesota Cities to draft the letters on behalf of the member cities and organization.

Ms. George noted that the Executive Committee has been involved in this discussion and did provide consensus to move in this direction. She confirmed that a motion would affirm that support.

Motion was made by Trude and seconded by Ulrich to authorize the League of Minnesota Cities to represent the four cities that are represented by QCTV in the communication regarding to the Time Warner/Comcast merger and the potential spinoff.

7 ayes – 0 nays. Motion carried.

Motion was made by Trude and seconded by Ulrich to authorize the Commission Attorney to work with Minnesota Association of Community Telecommunications Administrators (MACTA) to develop comments in response to the Time Warner/Comcast merger and authorize MACTA to provide those comments on behalf of the four cities represented by QCTV.

Further discussion: Mr. Vose stated that the final comments have not been finalized by MACTA, as those comments are due on the following Monday. He briefly reviewed the comments drafted thus far.

7 ayes – 0 nays. Motion carried.

Mr. Vose referenced the review period allowed per the submittal date would be October 16th, noting that the application has not been found to be complete and therefore the legal position could be that the timeline has not started because the application is not complete. He stated that Comcast has stated that there are willing to extend the deadline if deemed necessary and advised that his position on the deadline could change as well if additional information is brought forward. He explained that perhaps Midwest, the newly formed company that would take ownership of these franchises, could come forward with actual employees and make a presentation to the Commission prior to that date. He noted that additional information may be available prior to the October deadline. He referenced the issue of reimbursement for the legal and consultant costs in regard to this issue and stated that the franchise agreement states that Comcast will reimburse the organization for the fees to review the transfer. He stated that he has heard that Midwest does not intend to reimburse the organization and Comcast has informally stated that they will not reimburse the funds either. He stated that if Comcast formally states that they will not comply with the language included in the franchise agreement he would recommend that a franchise violation be filed. He advised that the review being completed at this time includes the legal, financial and technical ability of the transferee. He stated that although the financial consultants have questions outstanding, they have issued a preliminary review. He stated that the interim position of the financial consultant is that neither Midwest nor Charter are financially qualified to take ownership of these accounts.

Commissioner Trude confirmed that the FCC comment period closes on August 25th.

Mr. Vose confirmed that members of the public can provide comments through the FCC website.

Commissioner Trude commented that perhaps a link could be posted on the member city websites inviting public comment.

Commissioner Cruikshank referenced the issues of net neutrality and fast lanes and questioned if that would be appropriate in this situation.

Mr. Vose stated that MACTA will have comments in that regard but noted that there is an option to provide additional comments.

Karly Werner addressed the Commission and acknowledged that there are a lot of questions and concerns. She stated that transfers of ownership are not uncommon nor are company spinoffs. She believed that the job at this point is to introduce Midwest Cable and get the organization comfortable with that company and management. She stated that Midwest Cable has had a CEO in place for the past three months and previously was the CEO of Insight Communications, a smaller cable company that was purchased by Time Warner. She advised that the management team is surrounding themselves with other experienced individuals. She stated that everyone has an interest in continuing to have a very successful cable company in this area. She noted that she has been continuing business as usual and advised that the timelines on this transaction are unknown and did not believe that there would be changes for some time. She acknowledged that there has been a lot of information exchanged on this matter and believed that information provided the legal, financial and technical ability for Midwest Cable to operate and run this system. She stated that the information shows that Charter will be a 30 percent share of the company and will be a vendor of the company. She stated that there are very important business decisions, which is why the 120 day time period comes into play, but understood the concerns and believed that Midwest Cable would be coming forward to introduce themselves.

Commissioner Ulrich asked for input regarding the reimbursement issue.

Ms. Werner stated that she will bring those concerns forward to Comcast and stated that the position of Comcast is that legal and consulting fees above the franchise fee are not reimbursable.

Chair Heitkamp thanked Ms. Werner for her input and stated that the Commission looks forward to working with Midwest Cable in the future and that organization or Comcast keeping their contractual obligations to QCTV under the franchise agreement.

Commissioner Trude questioned what impacts this would have to viewers and subscribers, including email addresses.

Ms. Werner stated that she was unable to provide that information at this time but stressed that Midwest Cable has an interest in operating a high quality system.

Commissioner Dickinson stated that it is his understanding the Midwest Cable would not exist until the transfer.

Mr. Vose explained that Spinco has been retitled as Midwest Cable and that company does exist at this point, but did not exist when the deal was developed. He stated that the creation of that company is solely between Comcast and Charter. He explained that the newly formed company cannot provide answers on many questions because they have not made many of the necessary decisions and in his judgment that is not adequate.

Commissioner Trude stated that a transfer of assets does not occur without loading up on debt and questioned what kind of partner that would provide to QCTV as an organization with a large debt load.

Mr. Vose provided additional information on the percentage that would be paid to Charter to provide service and noted that the final report from the financial consultant would provide more information in that regard.

4.3. Executive Director (July/August)

Ms. George referenced the August 12th memorandum and highlighted staffing promotions that occurred. She reported that the staff retreat occurred on July 30th and was very successful. She advised that a meeting with City Clerks was held on August 20th in order to open lines of communications and develop action items. She also provided an update regarding the review of the current franchise in regard to the renegotiation. She presented an action item regarding the liability waiver and noted that in the past the Commission has chosen not to waive the monetary limits.

Motion was made by Dickinson seconded by Cruikshank to approve the decision not to waive the monetary limits for the liability waiver.

7 ayes – 0 nays. Motion carried

Ms. George played a small clip from the recent events in member cities for which QCTV provided coverage.

GENERAL BUSINESS – 5

5.1 City Hall Equipment Purchase

Ms. George advised that information was provided in the packet regarding the recording equipment that is found within the booth at each City Hall. She stated that staff has requested to expend the funds to purchase the equipment for each City Hall. She advised that the equipment is past its lifespan. She stated that QCTV is asking that each member city purchase the equipment with QCTV then reimbursing the funds because of the sales tax clause. She stated that if all four units are purchased at once there will be a ten percent discount and noted that staff will work with the purchasing agents to obtain that discount.

Motion was made by Ulrich and seconded by LeTourneau to approve each member city to purchase the proposed Rushworks system using QCTV Capital Funds not to exceed \$15,000 per city.

7 ayes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 12:05 p.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of July 31, 2014

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	815,628.58
- PayPay acct	434.88
- US Bank Reserve	5,000.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 821,063.46
Fixed Assets	0.00
TOTAL ASSETS	\$ 821,063.46
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,024.16
Other Current Liabilities	173.65
Total Current Liabilities	\$ 8,197.81
Equity	812,865.65
TOTAL LIABILITIES AND EQUITY	\$ 821,063.46

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

	Jul 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	130.00	208.00	(78.00)	62.50%	2,246.17	1,456.00	790.17	154.27%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	29,526.00	(29,526.00)	0.00%
Franchise Fees		74,340.00	(74,340.00)	0.00%	243,655.31	520,380.00	(276,724.69)	46.82%
Interest Income	11.76	8.00	3.76	147.00%	91.53	56.00	35.53	163.45%
Miscellaneous Income	122.61	416.00	(293.39)	29.47%	4,122.61	2,912.00	1,210.61	141.57%
PEG Fee		37,170.00	(37,170.00)	0.00%	121,827.95	260,190.00	(138,362.05)	46.82%
Total Income	264.37	116,360.00	(116,095.63)	0.23%	371,943.57	814,520.00	(442,576.43)	45.66%
Expenses								
Accounting / HR Services		1,500.00	(1,500.00)	0.00%	8,951.09	10,500.00	(1,548.91)	85.25%
Ads/Promos/Sponsorships	605.27	570.00	35.27	106.19%	3,368.32	3,990.00	(621.68)	84.42%
Andover Capital Equipment		416.00	(416.00)	0.00%	432.57	2,912.00	(2,479.43)	14.85%
Announcers Fees	720.00	1,436.00	(716.00)	50.14%	5,445.00	10,052.00	(4,607.00)	54.17%
Anoka Capital Equipment	150.56	416.00	(265.44)	36.19%	742.22	2,912.00	(2,169.78)	25.49%
Audit		1,216.00	(1,216.00)	0.00%	14,600.00	8,512.00	6,088.00	171.52%
AV Equip / Repair / Supply / Software	203.63	4,157.00	(3,953.37)	4.90%	2,610.37	29,099.00	(26,488.63)	8.97%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	287.00	(287.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	1,162.00	(1,162.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	2,853.55	2,912.00	(58.45)	97.99%
Building - Insurance		241.00	(241.00)	0.00%	1,576.00	1,687.00	(111.00)	93.42%
Building - Maintenance	138.33	583.00	(444.67)	23.73%	3,213.29	4,081.00	(867.71)	78.74%
Building - Supplies	55.60	250.00	(194.40)	22.24%	1,094.55	1,750.00	(655.45)	62.55%
Car Allowance	250.00	250.00	0.00	100.00%	1,750.00	1,750.00	0.00	100.00%
Cell Phone - Allowance	75.00	241.00	(166.00)	31.12%	1,020.00	1,687.00	(667.00)	60.46%
Champlin Capital Equipment		416.00	(416.00)	0.00%	348.90	2,912.00	(2,563.10)	11.98%
City Sewer & Water	103.52	333.00	(229.48)	31.09%	517.51	2,331.00	(1,813.49)	22.20%
Commission Expense	640.00	291.00	349.00	219.93%	1,690.79	2,037.00	(346.21)	83.00%
Computer Equip / Repair / Supply / Software	(938.48)	2,385.00	(3,323.48)	-39.35%	6,724.07	16,695.00	(9,970.93)	40.28%
Consulting Services	6,500.00	4,166.00	2,334.00	156.02%	6,500.00	29,162.00	(22,662.00)	22.29%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	15,162.00	(15,162.00)	0.00%
Duplication Expenses		300.00	(300.00)	0.00%	1,068.53	2,100.00	(1,031.47)	50.88%
Electric Service	1,547.73	1,458.00	89.73	106.15%	8,994.61	10,206.00	(1,211.39)	88.13%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	1,447.16	1,456.00	(8.84)	99.39%
Federal Unempl Expense	30.16		30.16		954.96	0.00	954.96	
Health Insurance	(97.68)	2,733.00	(2,830.68)	-3.57%	22,533.24	19,131.00	3,402.24	117.78%

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

	Jul 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Health Insurance - Opt Out		400.00	(400.00)	0.00%	1,200.00	2,800.00	(1,600.00)	42.86%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	287.00	(287.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	4,643.00	4,060.00	583.00	114.36%
Lawn Service	679.05	291.00	388.05	233.35%	2,632.80	2,037.00	595.80	129.25%
Legal Fees		2,500.00	(2,500.00)	0.00%	5,377.20	17,500.00	(12,122.80)	30.73%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	966.00	(966.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	581.00	(581.00)	0.00%
Meals		83.00	(83.00)	0.00%	297.22	581.00	(283.78)	51.16%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	2,611.16	3,192.00	(580.84)	81.80%
Mileage	236.99	416.00	(179.01)	56.97%	1,859.12	2,912.00	(1,052.88)	63.84%
Miscellaneous Expenses		375.00	(375.00)	0.00%	215.29	2,625.00	(2,409.71)	8.20%
Natural Gas	33.42	191.00	(157.58)	17.50%	2,192.50	1,337.00	855.50	163.99%
Office Supplies / Equipment	760.16	708.00	52.16	107.37%	2,459.44	4,956.00	(2,496.56)	49.63%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	2,912.00	(2,912.00)	0.00%
Payroll Expenses (ADP)	327.40	433.00	(105.60)	75.61%	3,298.15	3,031.00	267.15	108.81%
PERA	1,658.60	4,281.00	(2,622.40)	38.74%	19,888.56	29,967.00	(10,078.44)	66.37%
Postage	131.76	83.00	48.76	158.75%	520.38	581.00	(60.62)	89.57%
Printing / Copy Services	1,592.60	166.00	1,426.60	959.40%	1,592.60	1,162.00	430.60	137.06%
Professional Development	440.00	1,425.00	(985.00)	30.88%	8,672.00	9,975.00	(1,303.00)	86.94%
Publications		59.00	(59.00)	0.00%	0.00	413.00	(413.00)	0.00%
Ramsey Capital Equipment	220.16	416.00	(195.84)	52.92%	342.32	2,912.00	(2,569.68)	11.76%
Sales Tax		166.00	(166.00)	0.00%	561.00	1,162.00	(601.00)	48.28%
Secretary Services		150.00	(150.00)	0.00%	798.50	1,050.00	(251.50)	76.05%
Snow Plowing Service		250.00	(250.00)	0.00%	3,205.00	1,750.00	1,455.00	183.14%
SS/Medicare Expense	2,321.50	4,518.00	(2,196.50)	51.38%	24,246.32	31,626.00	(7,379.68)	76.67%
State Unemploy Exp	21,806.72		21,806.72		22,276.12	0.00	22,276.12	
STD / LTD / Life Insurance	620.17	387.00	233.17	160.25%	2,812.77	2,709.00	103.77	103.83%
Studio Sets		166.00	(166.00)	0.00%	529.50	1,162.00	(632.50)	45.57%
Subscription Services	165.41	250.00	(84.59)	66.16%	2,192.31	1,750.00	442.31	125.27%
Vehicle - Equipment / Repair	93.48	1,577.00	(1,483.52)	5.93%	7,984.61	11,039.00	(3,054.39)	72.33%
Vehicle - Insurance		250.00	(250.00)	0.00%	1,849.00	1,750.00	99.00	105.66%
Vehicle - Maintenance / Gas	343.09	525.00	(181.91)	65.35%	1,714.52	3,675.00	(1,960.48)	46.65%
Wages - Full-time	26,686.44	28,367.00	(1,680.56)	94.08%	224,902.39	198,569.00	26,333.39	113.26%
Wages - Part-time	3,967.43	0.00	3,967.43		3,967.43	0.00	3,967.43	
Wages - PT - Comm Prog		4,071.00	(4,071.00)	0.00%	17,461.93	28,497.00	(11,035.07)	61.28%

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

	Jul 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Wages - PT - Gov't Prog		8,203.00	(8,203.00)	0.00%	30,254.48	57,421.00	(27,166.52)	52.69%
Wages - PT - Office Support		2,504.00	(2,504.00)	0.00%	9,143.99	17,528.00	(8,384.01)	52.17%
Wages - PT - Sports Prog		6,880.00	(6,880.00)	0.00%	20,616.94	48,160.00	(27,543.06)	42.81%
Wages - PT - Tech Support		5,721.00	(5,721.00)	0.00%	18,100.66	40,047.00	(21,946.34)	45.20%
Waste Removal	275.74	108.00	167.74	255.31%	1,290.67	756.00	534.67	170.72%
Web / VOD / Int / CaTV / Phone	768.32	1,350.00	(581.68)	56.91%	7,736.57	9,450.00	(1,713.43)	81.87%
Work Comp Insurance		258.00	(258.00)	0.00%	2,039.00	1,806.00	233.00	112.90%
Total Expenses	73,519.73	105,597.00	(32,077.27)	69.62%	559,922.18	739,179.00	(179,256.82)	75.75%
Net Operating Income	(73,255.36)	10,763.00	(84,018.36)	-680.62%	(187,978.61)	75,341.00	(263,319.61)	-249.50%
Net Income	(73,255.36)	10,763.00	(84,018.36)	-680.62%	(187,978.61)	75,341.00	(263,319.61)	-249.50%
Capital Improvement Plan								
ZCIP - Network Servers	425.00		425.00		6,782.65	0.00	6,782.65	
City CIP Payments								
Andover Capital Equipment					47,750.00			
Anoka Capital Equipment					25,764.00			
Champlin Capital Equipment					30,000.00			
Ramsey Capital Equipment					50,000.00			
					<u>153,514.00</u>			

QCTV Bank Reconciliation

July 2014

Beginning Balance - 4M Statement	900,141.26
Less: Cleared Checks/Withdrawals	(82,120.40)
Plus: 4M Fund Interest	11.76
Plus: Bank Deposits/Credits	2,070.11
Bank Balance	\$820,102.73
Book Balance	820,102.73
Adjusted Book Balance	820,102.73
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 07/31/2014

Reconciled on: 08/15/2014 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	900,141.26
Checks and Payments cleared	-82,120.40
Deposits and Other Credits cleared	+2,081.87
Statement Ending Balance	820,102.73
Uncleared transactions as of 07/31/2014	-4,474.15
Register Balance as of 07/31/2014	815,628.58
Uncleared transactions after 07/31/2014	357,498.50
Register Balance as of 08/15/2014	1,173,127.08

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/17/2014	Bill Payment	10347	CWC Inc.	-400.00
06/20/2014	Bill Payment	10412	Anoka Area Chamber of Commerce	-325.00
06/20/2014	Bill Payment	10421	Laura E. Houle	-200.00
06/26/2014	Bill Payment	10425	Preferred One Insurance Co.	-5,118.65
06/26/2014	Bill Payment	10423	Alpha Video & Audio Inc	-1,395.00
06/27/2014	Journal	06C - 2014MK		-156.75
07/01/2014	Bill Payment	10427	G & B Environmental, Inc	-129.34
07/01/2014	Bill Payment	10429	Lynda.com, Inc.	-1,750.00
07/01/2014	Bill Payment	10431	Verizon Wireless	-140.08
07/01/2014	Bill Payment	10426	B&H Photo-Video	-105.00
07/01/2014	Bill Payment	10428	Holiday Station	-149.71
07/01/2014	Bill Payment	10430	Sparkle N' Shine Window Cleaning	-327.19
07/09/2014	Bill Payment	10442	Job Foundation/Tech Dump	-35.00
07/09/2014	Bill Payment	10436	Brian J. Ingle	-75.00
07/09/2014	Bill Payment	10432	A+ Cleaning Service, Inc.	-407.65
07/09/2014	Bill Payment	10439	Comcast Cable	-311.53
07/09/2014	Bill Payment	10443	Joe G. Ruhland	-115.00
07/09/2014	Bill Payment	10447	Market Place Plus, LLC	-404.95
07/09/2014	Bill Payment	10446	MACTA	-3,000.00
07/09/2014	Bill Payment	10433	ACE Solid Waste, Inc.	-275.74
07/09/2014	Bill Payment	10435	B&H Photo-Video	-84.80
07/09/2014	Bill Payment	10440	Huebsch	-51.42
07/09/2014	Bill Payment	10449	U.S. Bank Corporate	-3,451.71
07/09/2014	Bill Payment	10450	Xcel Energy	-1,197.42
07/09/2014	Bill Payment	10444	Kennedy & Graven, Chartered	-1,265.05
07/09/2014	Bill Payment	10448	Timesavers	-131.00
07/09/2014	Bill Payment	10434	Alpha Video & Audio Inc	-547.00
07/09/2014	Bill Payment	10437	CenterPoint Energy	-33.42
07/09/2014	Bill Payment	10441	Image Lawncare Services, Inc.	-777.74
07/09/2014	Bill Payment	10438	Comcast 2	-132.32
07/11/2014	Bill Payment	W/D	CitiStreetMN	-300.00
07/11/2014	Bill Payment	W/D	PERA	-1,892.65
07/11/2014	Journal	07A - 2014MK		-11,257.88
07/11/2014	Journal	07A - 2014MK		-4,108.68
07/11/2014	Journal	07A - 2014MK		-161.25
07/18/2014	Bill Payment	10452	Bret Heitkamp	-120.00
07/18/2014	Bill Payment	10454	Carl E. Anderson	-120.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/18/2014	Bill Payment	10459	James Dickinson	-80.00
07/18/2014	Bill Payment	10461	Julie Trude	-120.00
07/18/2014	Bill Payment	10462	Kurtis G. Ulrich	-80.00
07/18/2014	Bill Payment	10455	City of Champlin	-103.52
07/18/2014	Bill Payment	10458	Huebsch	-55.60
07/18/2014	Bill Payment	10457	Eric Johnson	-120.00
07/18/2014	Bill Payment	10460	Joe G. Ruhland	-75.00
07/18/2014	Bill Payment	10451	B&H Photo-Video	-430.08
07/24/2014	Bill Payment	10465	Minnesota Unemployment Ins.	-21,806.72
07/24/2014	Bill Payment	10463	Amazon	-165.04
07/24/2014	Bill Payment	10466	The Lincoln National Life Ins. Co.	-334.74
07/24/2014	Bill Payment	10464	David S. Washburn	-75.00
07/25/2014	Bill Payment	W/D	CitiStreetMN	-300.00
07/25/2014	Bill Payment	W/D	PERA	-1,982.55
07/25/2014	Journal	07B - 2014MK		-11,597.76
07/25/2014	Journal	07B - 2014MK		-4,340.46
Total				-82,120.40

Deposits and Other Credits cleared:

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/02/2014	Deposit		Alter Metal Recycling	122.61
07/09/2014	Deposit		Michael Wilhelmi	17.50
07/09/2014	Deposit		Thomas Satrang	32.50
07/17/2014	Deposit		DJ Hartley	10.00
07/17/2014	Deposit		Mary Phelps	10.00
07/17/2014	Deposit		Wendy Wagner	15.00
07/18/2014	Deposit		State of Minnesota	422.50
07/28/2014	Deposit		Lisa Schmidt	15.00
07/28/2014	Deposit		Gary Terwilliger	30.00
07/28/2014	Deposit		B&H Photo-Video	1,395.00
07/31/2014	Journal	07C - 2014MK		11.76
Total				2,081.87

Additional Information

Uncleared Checks and Payments as of 07/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2013	Bill Payment	10010	City of Anoka	-125.00
06/26/2014	Bill Payment	10424	Minnesota Association of Government Communicators	-28.00
07/09/2014	Bill Payment	10445	Laura E. Houle	-200.00
07/18/2014	Bill Payment	10456	CWC Inc.	-300.00
07/18/2014	Bill Payment	10453	Brian J. Ingle	-40.00
07/25/2014	Journal	07B - 2014MK		-166.15
07/29/2014	Bill Payment	10468	Fran Zeuli	-3,500.00
07/29/2014	Bill Payment	10467	David S. Washburn	-40.00
07/29/2014	Bill Payment	10469	Joe G. Ruhland	-75.00
Total				-4,474.15

Uncleared Checks and Payments after 07/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/01/2014	Bill Payment	10477	Verizon Wireless	-70.08
08/01/2014	Bill Payment	10471	Comcast Cable	-191.28
08/01/2014	Bill Payment	10470	B&H Photo-Video	-753.02
08/01/2014	Bill Payment	10474	Market Place Plus, LLC	-404.95

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/01/2014	Bill Payment	10472	Holiday Station	-343.09
08/01/2014	Bill Payment	10475	Monarch Pest Control	-112.64
08/01/2014	Bill Payment	10476	Presto Graphics	-1,592.60
08/01/2014	Bill Payment	10473	Image Lawncare Services, Inc.	-679.05
08/05/2014	Bill Payment	10480	City of Andover	-1,209.51
08/05/2014	Bill Payment	10481	Xcel Energy	-1,547.73
08/05/2014	Bill Payment	10478	A+ Cleaning Service, Inc.	-407.65
08/05/2014	Bill Payment	10479	ACE Solid Waste, Inc.	-130.31
08/08/2014	Bill Payment	W/D	CitiStreetMN	-300.00
08/08/2014	Bill Payment	W/D	PERA	-2,070.76
08/15/2014	Bill Payment	14082	Associated Bank N.A.	-200.00
08/15/2014	Bill Payment	14086	Comcast Cable	-140.61
08/15/2014	Bill Payment	14085	City of Champlin	-269.16
08/15/2014	Bill Payment	14089	U.S. Bank Corporate	-1,740.19
08/15/2014	Bill Payment	14083	B&H Photo-Video	-254.49
08/15/2014	Bill Payment	14088	Trans Alarm	-376.83
08/15/2014	Bill Payment	14084	CenterPoint Energy	-33.45
08/15/2014	Bill Payment	14087	Huebsch	-55.60
Total				-12,883.00

Uncleared Deposits and Other Credits after 07/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/04/2014	Deposit		Comcast	39,019.34
08/04/2014	Deposit		Comcast	23,325.29
08/04/2014	Deposit		Comcast	32,980.73
08/04/2014	Deposit		Comcast	28,135.09
08/04/2014	Deposit		Comcast	78,038.70
08/04/2014	Deposit		Comcast	46,650.74
08/04/2014	Deposit		Comcast	65,961.49
08/04/2014	Deposit		Comcast	56,270.12
Total				370,381.50

QCCCC Agenda Item

4.3 Executive Director's Report

September 9, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Franchise renewal consulting contracts executed

The franchise renewal process includes a comprehensive needs assessment. The commission directed staff to conduct a financial audit and a technical audit of the current franchisee, Comcast. The executive director executed a contract with CBG Communications for the full scope of services as presented in the proposal.

Financial audit of franchise fees is underway with a report expected by year-end.

Financial analysis of SpinCo by MACTA continues

The commission directed the executive director to enter into an agreement with MACTA to participate in a joint financial review of SpinCo/Midwest Cable administered by MACTA. The contract has been executed and work is in process.

Transfer of ownership

Monthly invoices for reimbursement of cost associated with the transfer of ownership have been sent to Comcast. Awaiting reply from Comcast.

FCC comments were filed on behalf of the commission by the League of Minnesota Cities and MACTA. Other filings of interest: Century Link, Alliance for Community Media, City of Eagan. Due to the length of the filings, copies are available for review upon request.

An extension agreement letter was received by Comcast stating the 394 form review response deadline is now December 15, 2014. The letter also indicated Comcast would be providing more information for the commission to consider in granting or denying the transfer of ownership. As of this report, no new information has been received.

Member city communications improved

QCTV recently hosted a member city meeting inviting city clerks and city staff. All four cities were represented. The meeting has resulted in improved communication regarding agendas, government meetings, programming and website communications. In keeping with our commitment to customer service, we will host quarterly meetings in the future to keep the dialogue open and provide a forum to improve our services to each city.

Theft of camera gear

A police report and insurance claim have been filed for the theft of four GoPro cameras taken from the equipment room at QCTV. Staff continues to cooperate with Champlin police regarding the investigation.

Monthly reports

Attached to this agenda item are the operations and technology updates and the August statistical report.

Programming Highlight - Fall Sports

- Local play-by-play & color announcers (many who have a strong connection to area school athletics)
- Multiple replay angles of every play of action
- 4 camera angles
- Live updated score-bug and scoreboard graphics
- Full screen graphics(schedules, standings, player lower thirds, ext....)
- Addition of prerecorded video such as coaches/player interviews, psa's, video intros, and more
- Fully integrated audio with music, multiple tracks of game audio, wireless mics for referees, etc.
- Ability to broadcast games live to television as well as to the web
- Option of DVD's for purchase the next business day.
- Hosting of the video on QCTV's website for local and out of town viewing after the game

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

September 9, 2014

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV produced a live production called “Fresh and Local: Live from The Farmer’s Market”. The one hour program featured all four cities and included interviews with local farmers, vendors, shoppers, and 4-H youth. Also part of the program: an Allina dietician, local florist, cookbook author, and a healthy cooking segment. This program was done as a model or prototype for van productions in the future- where we take our van and go into the community and produce a program that includes live interviews as well as pre-produced packages. Our next “Live and Local” show will be a “Back to School” Special. We also produced several live sporting events including volleyball, soccer, and football. We covered many local events like The Ramsey Threshing Show, a new fire truck in Andover, a ghost tour in Anoka, and a groundbreaking ceremony in Champlin, a Youth First Charity Golf Tournament, to name a few. The Sheriffs Show was produced as well as The Chamber Show. We produced a program called “Navy Fleet Week” which included interviews with military dignitaries who were in town for a local event.

We completed a city hall chamber training session where QCTV’s Master Control Specialist Jim Reynolds took several of our new employees to all four city halls to train them on how to cover government meetings since all four city halls are a bit different. We also held our first four member city clerk meeting where we invited staff people from our four cities to come to QCTV and go over meeting coverage procedures. There were 14 of us at the meeting and we went over QCTV’s mission, core services and commitment to customer service. It was a beneficial meeting and we will be doing more of these in the future.

We fine-tuned our election coverage, working with the League of Women Voters and offered our studio and production team for two forums which were added to the list. As in the past, QCTV will cover sponsored forums (League of Women Voters, North Metro Mayor’s Association, and Chamber of Commerce.) Pre-production meetings are scheduled to go over the formats for all the programs we have planned with them.

Much time was spent on our new show “News and Views” about what is happening in our four cities. An hour pilot was produced- 15 minutes for each city. The show includes studio interviews with staff members and packages on what is happening in our four cities. The second episode has been completed and includes elected officials.

We are also working on a sports program which will run quarterly called “In The Game”. It will include coaches and students from various sports in our communities. Also in production is “It’s Your History”, “Safety First” (formerly “The Public Safety Show”) and “The District Court Show”.

Action: None.

QCCCC Agenda Item

4.3.2 Technology Report

September 2, 2014

To: Karen George, Executive Director

From: Steve Ulrich

Subject: August 2014 Technology Report

Equipment Issues:

City Hall Equipment:

- Ramsey Vdesk experienced an issue with their camera control multiplexer. Resolved.
- Anoka experienced a problem with their presentation audio input. This was due to a problem with old wiring. Repair of the wiring resolved the matter.
- i-Net down between Anoka City Hall and Studio 8/21. Resolved.
- i-Net down between Andover City Hall and Studio 8/21. Resolved

Studio Equipment:

- SX-2 Video server locked up the weekend of 8/9 causing the city channels to go dark. This server has been generating many problems and is overdue for replacement.

Truck Equipment:

Scorebox computer still having issues communicating the with field scoreboard (Andover). Worked with the vendor to resolve.

Various connections issues encountered this month. All due to old wiring and fittings. Resolved as needed.

Web Site:

A number of updates to the site were requested by staff. These have all been implemented.

The “hard schedule” was removed from the web site for all cities. Scheduling now is accurately reflected and is done in 15 minute blocks.

Channel 18:

Channel 18 (Anoka-Hennepin School) was off the air the better part of 8/23 – 8/26. This was due to a Comcast issue which was finally resolved the afternoon of 8/26. The problem was due to a defective power supply. The outage effected all four cities.

August Projects:

- Completed inventory review with insurance agent.
- Began 2015 budget process.
- Web site maintenance & updates requested by staff.
- NAS File maintenance.
- Review proposals from vendors for new web site.

September Planned Projects:

- Order & plan installation of City Hall video control upgrades.
- Decide on web developer vendor.
- Document channel scheduling policy.
- Begin writing reports for purchase tracking and reconciliation database.

Ongoing Projects:

- Video Server Upgrades: Product comparisons completed. On hold pending sales tax impact.
- City Hall Video switch upgrades: Order & install.
- NAS file maintenance.
- Write budget tracking reports.
- Finalize equipment wiring documentation.
- Off site backup.

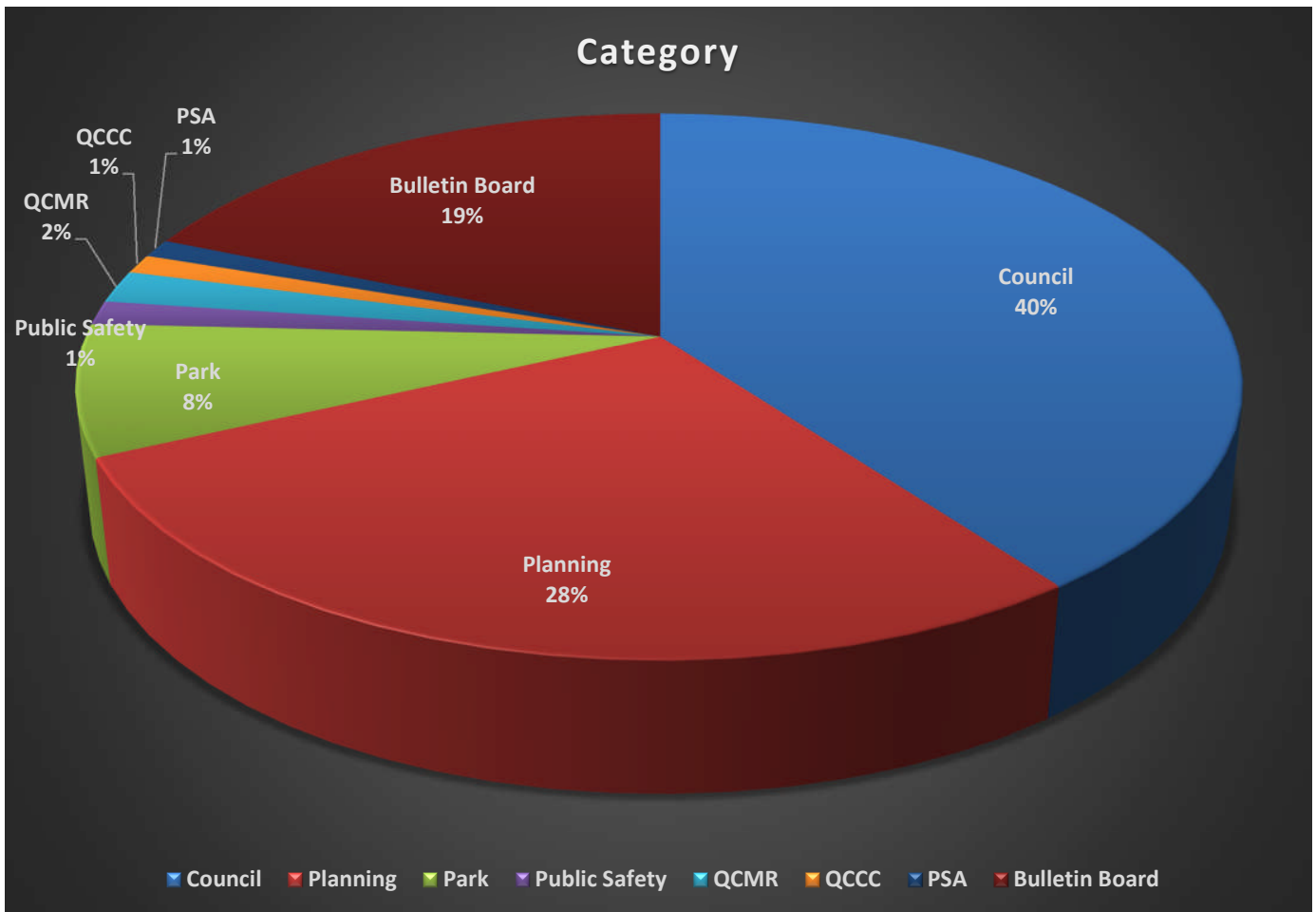
Action: None.

Andover Channel & Web Statistics August 2014

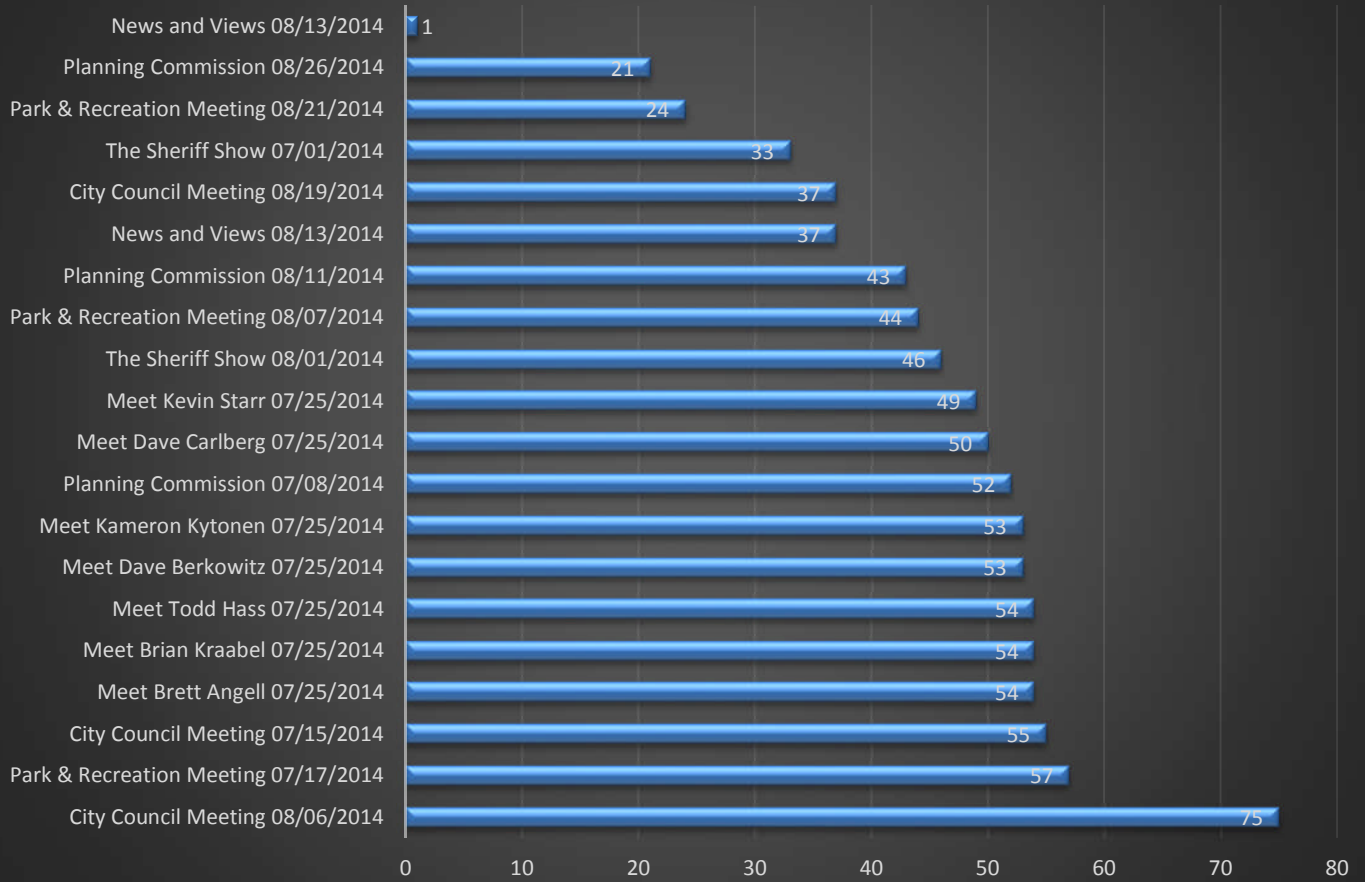
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 947	New Shows: 9	Total Hours: 136:56	Total Hits: 892
Total Time: 607:04	New Time: 7:35	Saturation: 18.4%	
Saturation: 81.6 %	All Shows: 23	New Andover: 36	
	All Time: 13:14	New All Cities: 20	

Shared With Multiple Cities		
8/6/2014	Sheriff Show	0:12:42
7/2/2014	Sheriff Show	0:13:27
8/12/2014	News And Views	0:15:17
7/1/2014	QCMR	0:14:11
8/22/2014	QCCC	1:00:54
6/17/2014	QCCC	0:36:48

Channel Up Time: 93.1%		
Issues	Percentage	Hours
Scheduling:	%	0
File:	0%	0
Server:	6.9%	52
Power Out:	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	8/19/2014	Council	1:14:13	77	95:14:41
City Council Meeting	8/6/2014	Council	2:00:00	76	152:00:00
City Council Meeting	7/15/2014	Council	1:25:34	32	45:38:08
Planning Commission	8/26/2014	Planning	1:08:25	29	33:04:05
Planning Commission	8/11/2014	Planning	1:05:55	74	81:17:50
Planning Commission	7/8/2014	Planning	2:14:27	41	91:52:27
Park & Recreation Meeting	8/21/2014	Park	0:25:31	60	25:31:00
Park & Recreation Meeting	8/7/2014	Park	0:10:24	81	14:02:24
Park & Recreation Meeting	7/17/2014	Park	0:27:51	37	17:10:27
Sheriff Show **	8/6/2014	Public Safety	0:12:42	45	9:31:30
Sheriff Show **	7/2/2014	Public Safety	0:13:27	4	0:53:48
Andover City Update	7/10/2014	Informational	0:15:30	40	10:20:00
News And Views **	8/12/2014	QCMR	0:15:17	38	9:40:46
Quad Cities Municipal Report **	7/1/2014	QCMR	0:14:11	19	4:29:29
Quad Cities Cable Commission **	8/22/2014	QCCC	1:00:54	7	7:06:18
Quad Cities Cable Commission **	6/17/2014	QCCC	0:36:48	2	1:13:36
Meet Brett Angell	7/17/2014	PSA	0:01:41	50	1:24:10
Meet Todd Haas	7/17/2014	PSA	0:03:44	24	1:29:36
Meet Dave Carlberg	7/17/2014	PSA	0:01:32	39	0:59:48
Meet Dave Berkowitz	7/17/2014	PSA	0:01:20	44	0:58:40
Meet Kameron Kytonen	7/17/2014	PSA	0:01:38	31	0:50:38
Meet Kevin Starr	7/17/2014	PSA	0:01:58	30	0:59:00
Meet Brian Kraabel	7/17/2014	PSA	0:01:08	67	1:15:56
** Shared With Multiple Cities			13:14:10	947	607:04:17

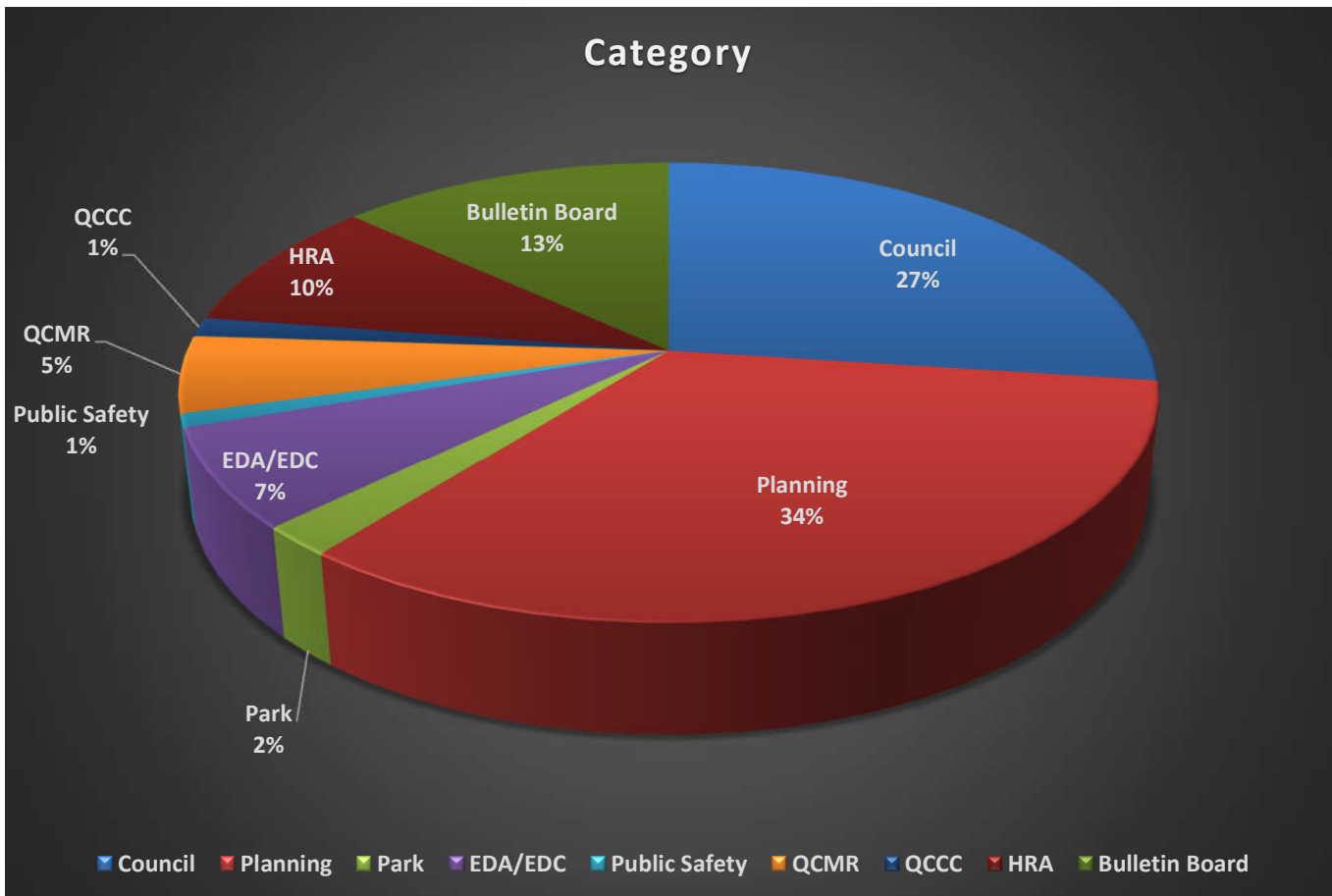
Total Programming Hours:	607:04:17
Total Bulletin Board Hours:	136:55:43
Total Runs:	1716
August Total Time:	744:00:00
Web Hits:	892

Anoka Channel & Web Statistics August 2014

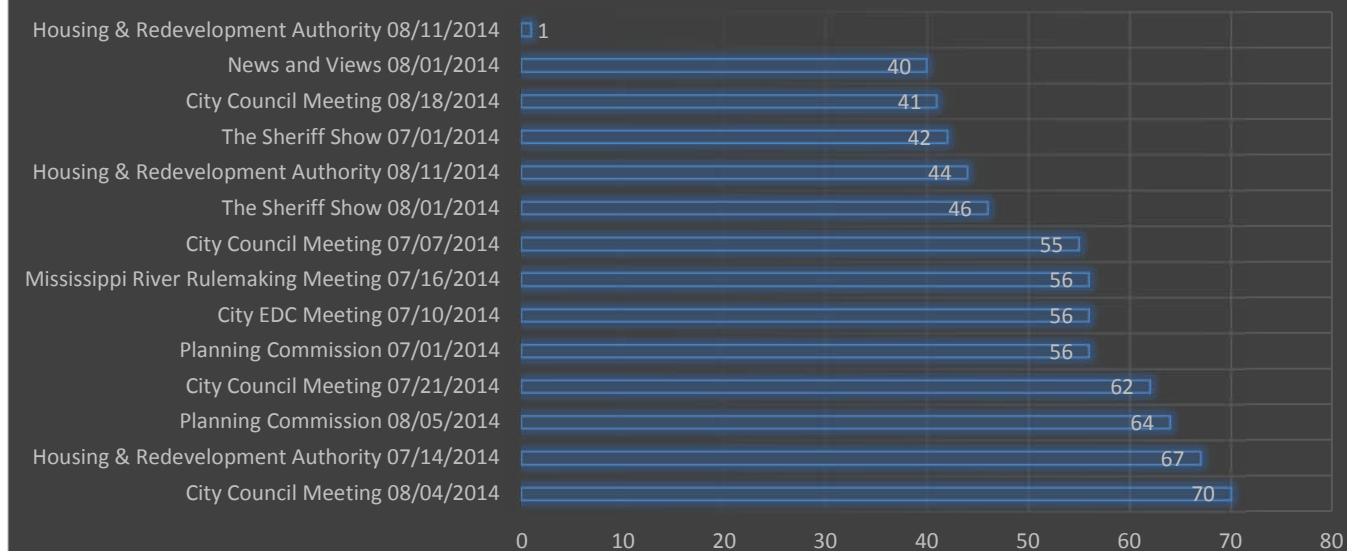
Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	700	New Shows	7	Total Hours:	98:03	Total Hits:	700
Total Time:	645:57	New Time:	9:07	Saturation:	13.2%		
Saturation:	86.8%	All Shows:	15	New Anoka:	29		
		All Time:	14:14	New All Cities:	20		

Shared With Multiple Cities		
8/6/2014	Sheriff Show	0:12:42
7/2/2014	Sheriff Show	0:13:27
8/12/2014	News And Views	1:00:00
7/1/2014	QCMR	0:14:11
8/21/2014	QCCC	1:00:54
6/17/2014	QCCC	0:36:48

Channel Up Time: 93.1%		
Issues	Percentage	Hours
Scheduling:	0	0
File:	0	0
Server:	6.9%	52
Power Out:	0	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	8/18/2014	Council	2:40:52	41	109:55:32
City Council Meeting	8/4/2014	Council	0:49:30	60	49:30:00
City Council Meeting	7/21/2014	Council	2:00:15	21	42:05:15
Planning Commission	8/5/2014	Planning	2:33:42	92	235:40:24
Planning Commission	7/2/2014	Planning	0:25:42	32	13:42:24
Parks Overview	9/18/2013	Park	0:04:44	198	15:37:12
Economic Development Commission	7/10/2014	EDA/EDC	0:59:10	53	52:15:50
Sheriff Show **	8/6/2014	Public Safety	0:12:42	19	4:01:18
Sheriff Show **	7/2/2014	Public Safety	0:13:27	13	2:54:51
News And Views **	8/12/2014	QCMR	1:00:00	34	34:00:00
Quad Cities Municipal Report **	7/1/2014	QCMR	0:14:11	26	6:08:46
Quad Cities Cable Commission **	8/21/2014	QCCC	1:00:54	5	5:04:30
Quad Cities Cable Commission **	6/17/2014	QCCC	0:36:48	8	4:54:24
Housing & Redevelopment Authority	8/11/2014	HRA	0:49:20	59	48:30:40
Housing & Redevelopment Authority	7/14/2014	HRA	0:33:13	39	21:35:27

** Shared with multiple cities

14:14:30 700 645:56:33

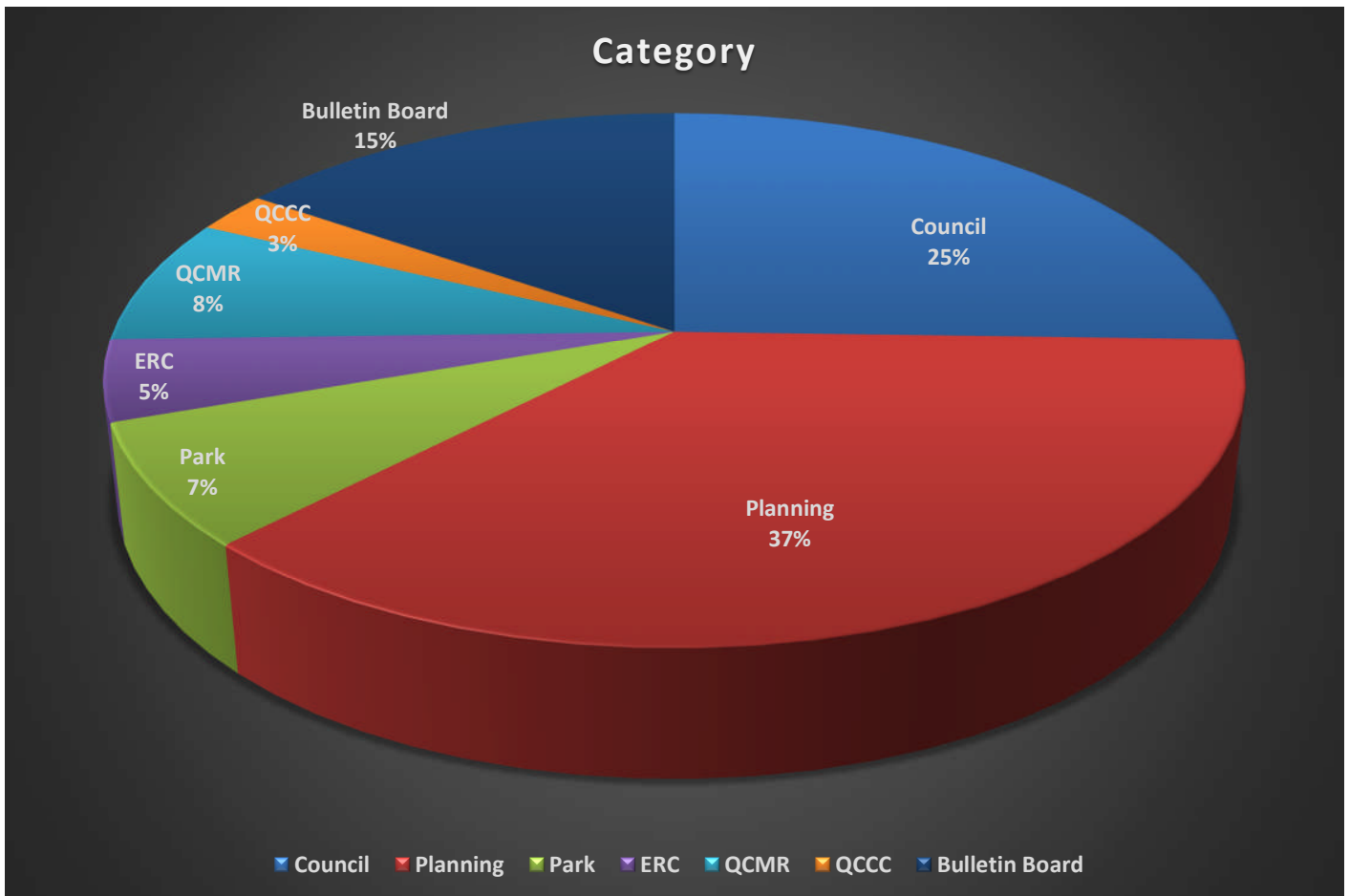
Total Programming Hours:	645:56:33
Total Bulletin Board Hours:	98:03:27
Total Runs:	700
August Total Time:	744:00:00
Web Hits:	700

Champlin Channel & Web Statistics August 2014

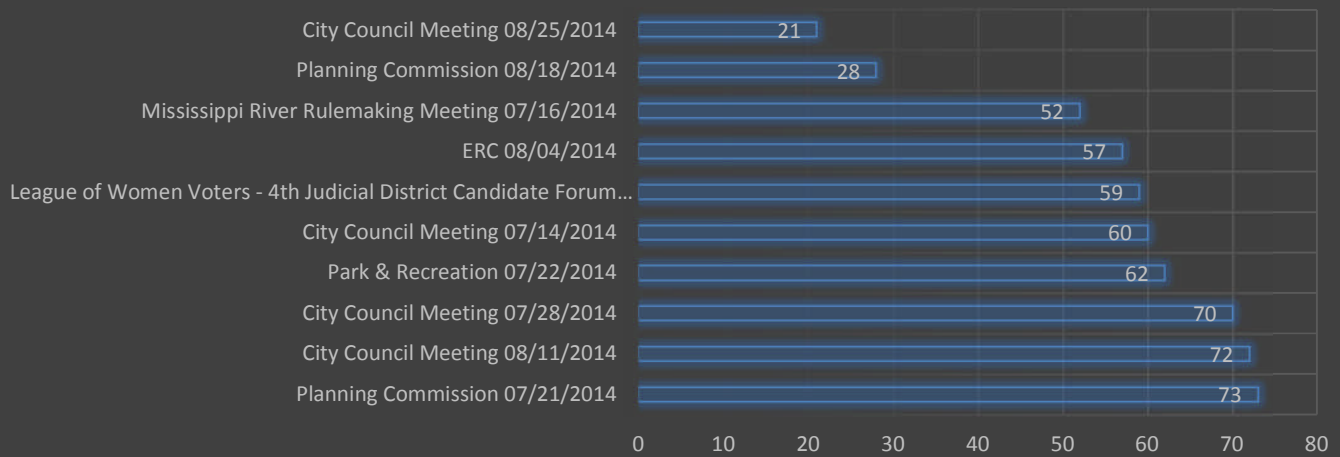
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1083	New Shows: 6	Total Hours: 111:39	Total Hits: 554
Total Time: 632:21	New Time: 4:49	Saturation: 15.1%	
Saturation: 84.9%	All Shows: 16	New Champlin: 25	
	All Time: 8:43	New All Cities: 20	

Shared With Multiple Cities		
8/12/2014	News And Views	1:00:00
7/1/2014	QCMR	0:14:11
8/21/2014	QCCC	1:00:54
6/17/2014	QCCC	0:36:48
11/8/2013	Texting can wait	0:01:01

Channel Uptime 93.1%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	6.9%	52
Other::	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	8/25/2014	Council	0:23:55	60	23:55:00
City Council Meeting	8/11/2014	Council	1:28:48	83	122:50:24
City Council Meeting	7/28/2014	Council	0:30:12	77	38:45:24
Planning Commission	8/18/2014	Planning	0:40:39	108	73:10:12
Planning Commission	7/21/2014	Planning	1:50:05	106	194:28:50
Park & Recreation Meeting	7/22/2014	Park	0:25:03	129	53:51:27
Environmental Resources Commission	8/4/2014	ERC	0:13:32	159	35:51:48
Public Safety Building Tour	1/14/2014	Public Safety	0:03:23	53	2:59:19
Mill Pond Update	1/22/2014	Informational	0:04:36	57	4:22:12
News And Views **	8/12/2014	QCMR	1:00:00	49	49:00:00
Quad Cities Municipal Report **	7/1/2014	QCMR	0:14:11	28	6:37:08
Quad Cities Cable Commission **	8/21/2014	QCCC	1:00:54	10	10:09:00
Quad Cities Cable Commission **	6/17/2014	QCCC	0:36:48	13	7:58:24
Champlin Solar Energy Project	4/22/2014	Promo	0:03:36	69	4:08:24
Champlin Parks Virtual Tour	8/26/2013	Promo	0:05:52	35	3:25:20
Texting can wait **	11/8/2013	PSA	0:01:01	47	0:47:47

** Shared with multiple cities

8:42:35 1083 632:20:39

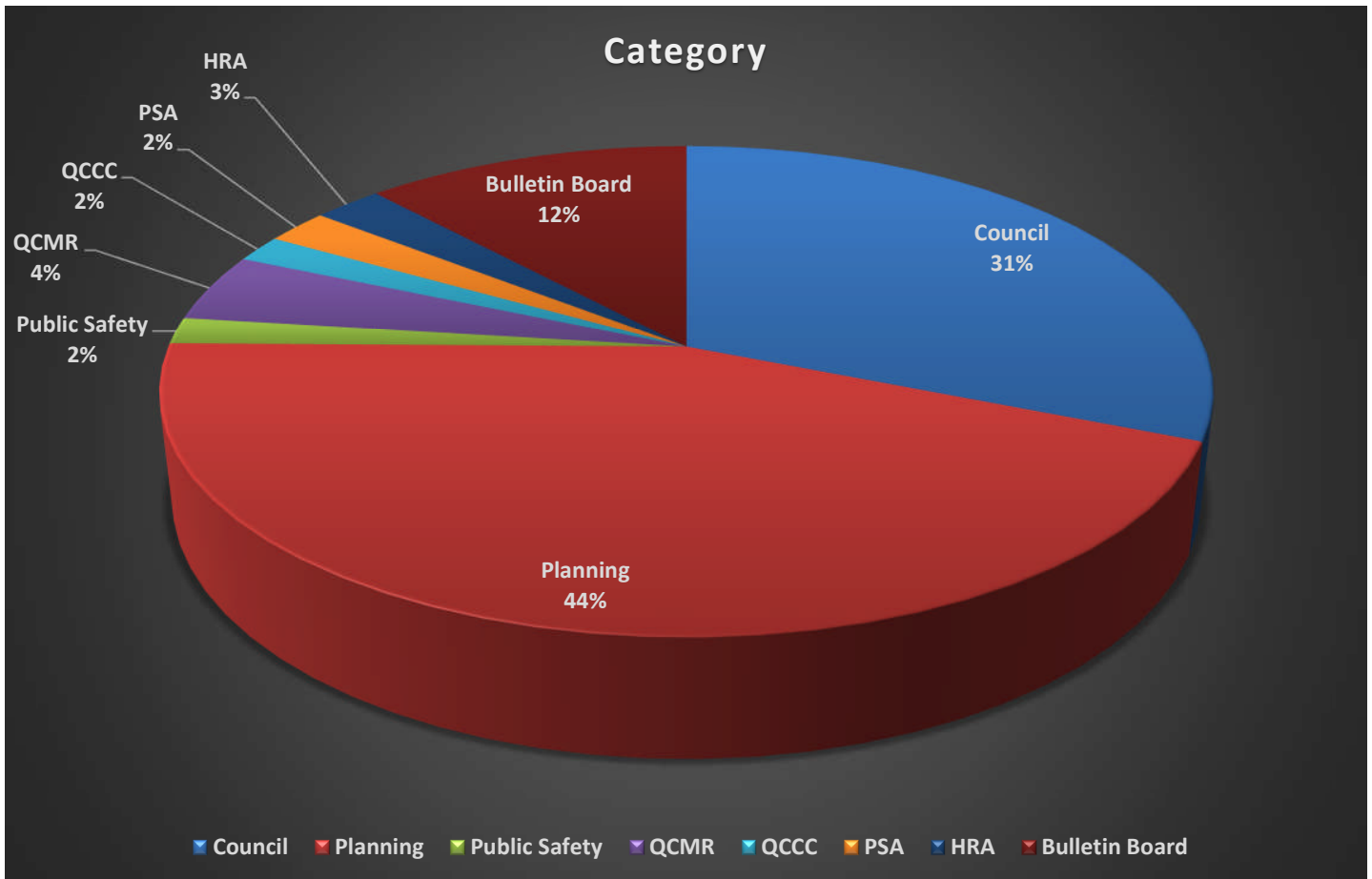
Total Programming Hours:	632:20:39
Total Bulletin Board Hours:	111:39:21
Total Runs:	1083
August Total Time:	744:00:00
Web Hits:	554

Ramsey Channel & Web Statistics August 2014

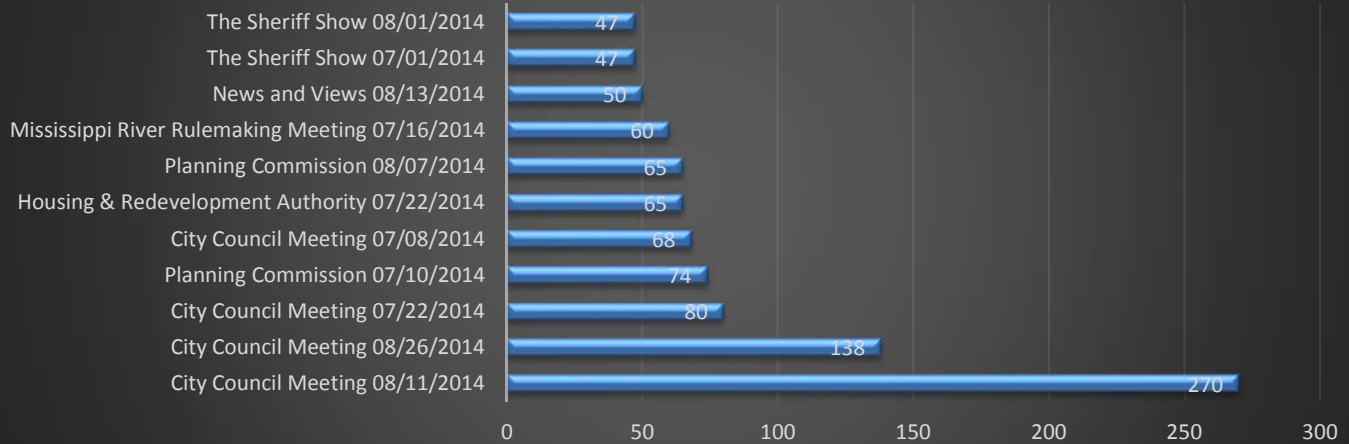
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 598	New Shows: 6	Total Hours: 88:20	Total Hits: 964
Total Time: 655:40	New Time: 9:01	Saturation: 11.9 %	
Saturation: 88.1%	All Shows 18	New Ramsey: 35	
	All Time: 14:08	New All Cities: 20	

Shared with Multiple Cities		
8/6/2014	Sheriff Show	0:12:42
7/2/2014	Sheriff Show	0:13:27
8/12/2014	News And Views	1:00:00
7/1/2014	QCMR	0:14:11
8/21/2014	QCCC	1:00:54
6/17/2014	QCCC	0:36:48
11/1/2013	It can wait	0:01:21

Channel Uptime 93.1%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	6.9%	52
Other:	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	8/26/2014	Council	1:29:10	20	29:43:20
City Council Meeting	8/11/2014	Council	2:28:54	53	131:31:42
City Council Meeting	7/22/2014	Council	1:15:34	55	69:16:10
Planning Commission	8/7/2014	Planning	2:49:39	92	260:07:48
Planning Commission	7/10/2014	Planning	1:40:15	40	66:50:00
Sheriff Show **	8/6/2014	Public Safety	0:12:42	52	11:00:24
Sheriff Show **	7/2/2014	Public Safety	0:13:27	9	2:01:03
Community Development Update	5/29/2014	Update Parks	0:01:11	20	0:23:40
The Draw Event Series	5/29/2014	Update Admin	0:01:11	47	0:55:37
News And Views **	8/12/2014	QCMR	1:00:00	27	27:00:00
Quad Cities Municipal Report **	7/1/2014	QCMR	0:14:11	27	6:22:57
Quad Cities Cable Commission **	8/21/2014	QCCC	1:00:54	7	7:06:18
Quad Cities Cable Commission **	6/17/2014	QCCC	0:36:48	10	6:08:00
Ramsey Treebrook 2014 Promo	4/8/2014	Promo	0:04:04	23	1:33:32
Ramsey Highway 10 Update	6/13/2014	PSA	0:39:10	25	16:19:10
Distracted Driving	12/12/2013	PSA	0:01:26	25	0:35:50
It can wait **	11/1/2013	PSA	0:01:21	5	0:06:45
Housing & Redevelopment Authority	7/22/2014	HRA	0:18:19	61	18:37:19

** Shared with Multiple Cities

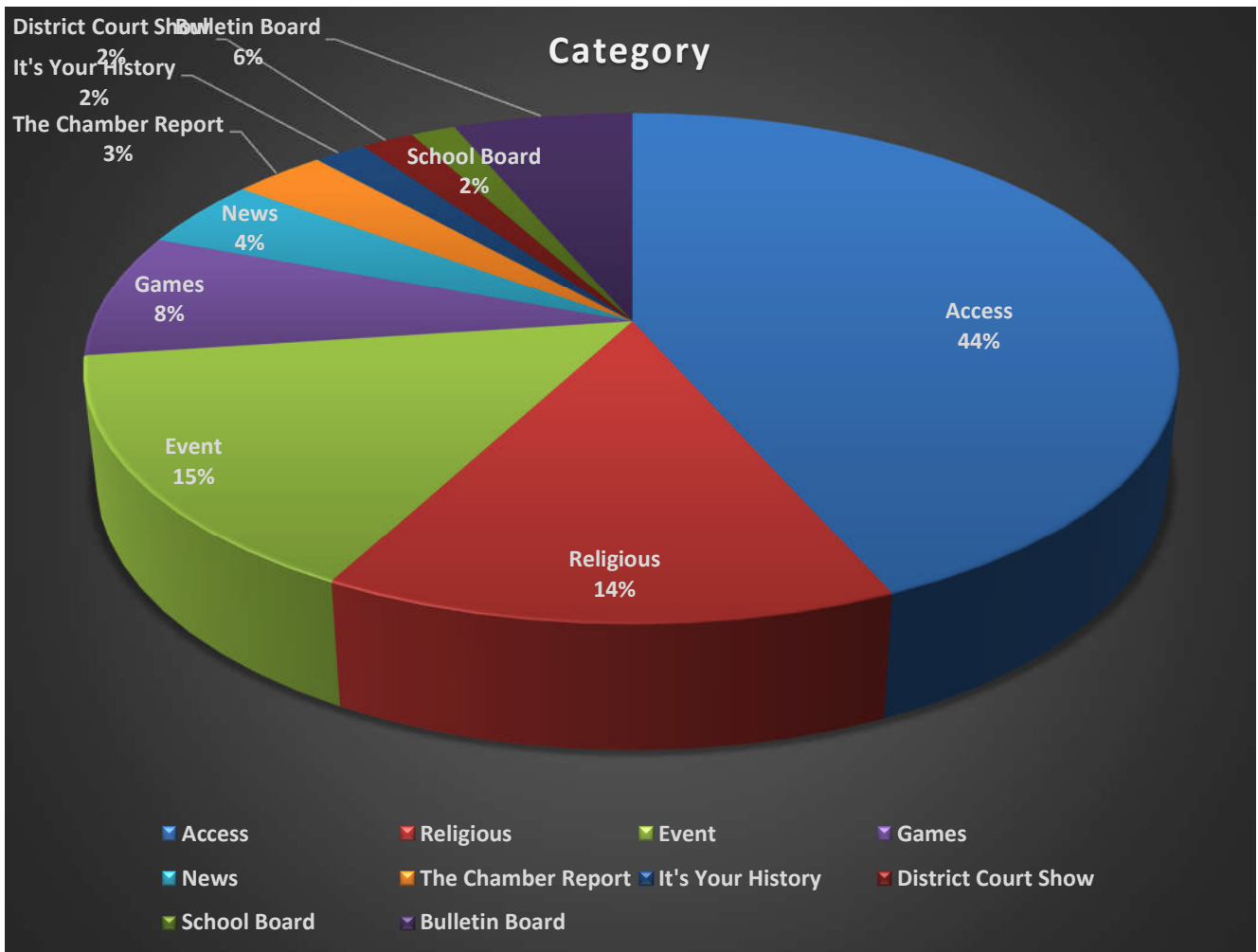
14:08:16 598 655:39:35

Total Programming Hours:	655:39:35
Total Bulletin Board Hours:	88:20:25
Total Runs:	598
August Total Time:	744:00:00
Web Hits:	964

Community Channel 15 August 2014

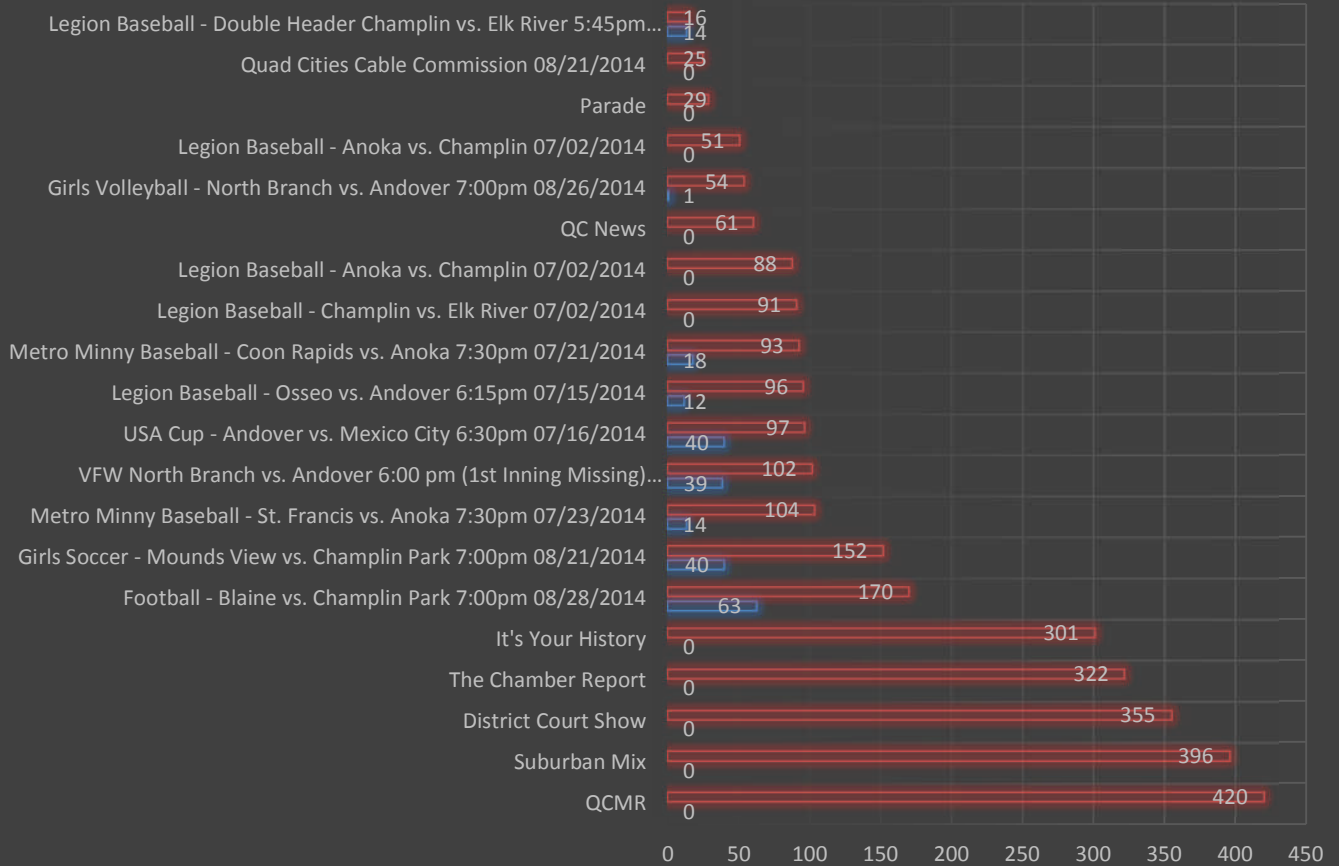
Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1188	New Shows	65	Total Hours:	46:36	Total VOD Hits:	3023
Total Time:	697:24	New Time:	48:27	Saturation:	6.3%	Total Live Hits:	241
Saturation:	93.7%	All Shows:	139	New Bulletins	20		
		All Time:	87:22				

Channel Uptime 99.1%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	0%	0
Power Out:	0.1%	1



Web Hits

□ VOD □ Live



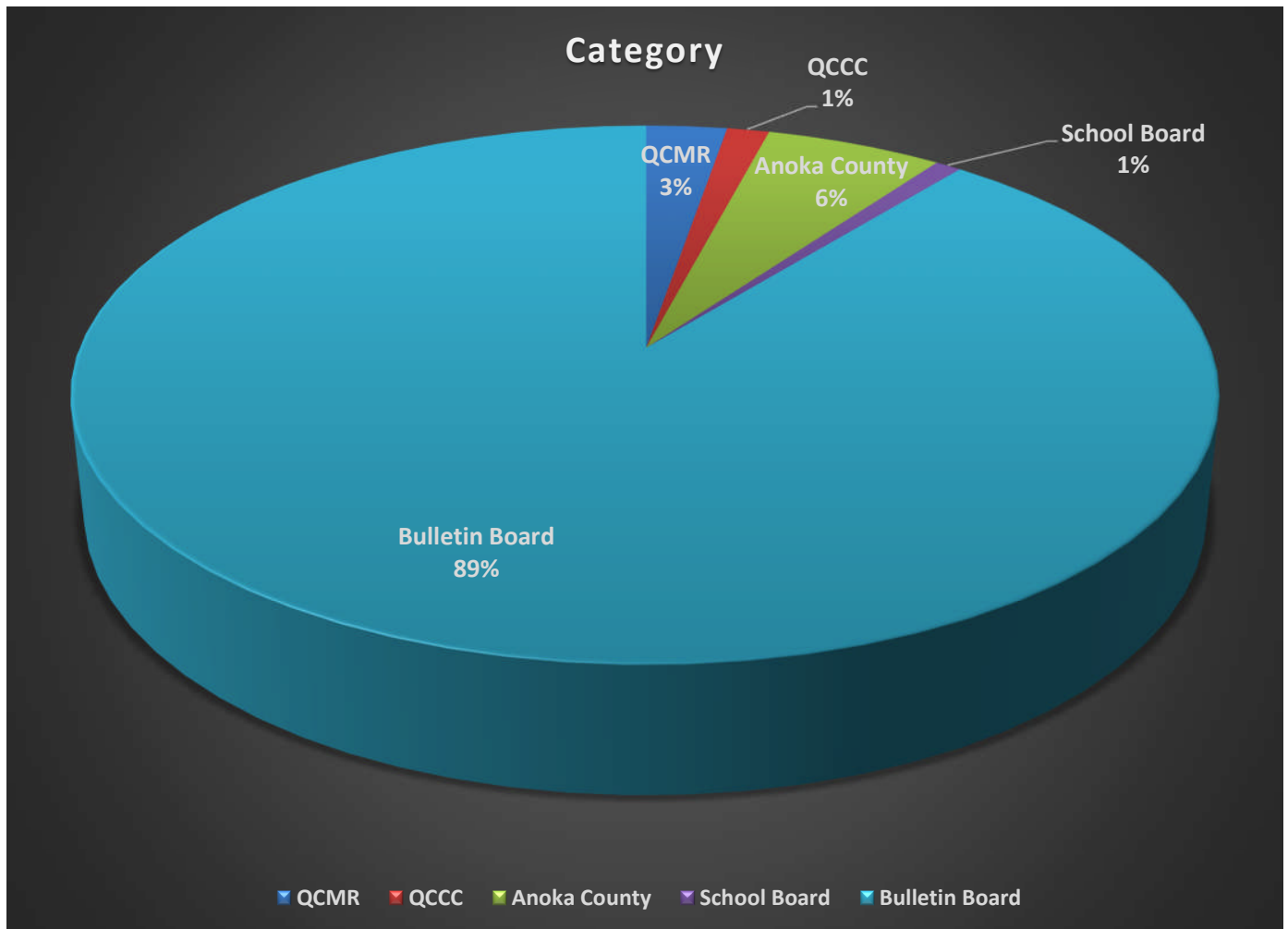
- Detail available upon request

Community Channel 19

August 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	113	New Shows:	3	Total Hours:	663:19
Total Time:	80:41	New Time:	3:23	Saturation:	89.2%
Saturation:	10.8%	All Shows:	6	New Bulletins:	20
		All Time:	4:57		

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



Detail

Title	Event Date	Category	Time	Plays	Total
News And Views	8/12/2014	QCMR	1:00:00	20	20:00:00
Quad Cities Cable Commission	6/17/2014	QCCC	0:36:48	17	10:25:36
Quad Cities Cable Commission 8-21	8/21/2014	QCCC	1:00:54	14	14:12:36
Anoka County Board of Commissioners	8/21/2014	Anoka County	1:21:17	10	13:32:50
Anoka County Board of Commissioners	7/23/2014	Anoka County	0:45:50	21	16:02:30
Anoka-Hennepin School Board Meeting	7/15/2014	School Board	0:12:30	31	6:27:30
			4:57:19	113	80:41:02

Total Programming Hours: 80:41:02
Total Bulletin Board Hours: 663:18:58
Total Runs: 113
August Total Time: 744:00:00



Subject: Election Coverage for 2014

As of September 15th, the QCTV web site will have an *Election 2014* tab with YouTube supported video links of the election programming. 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 city channel 16, all other election coverage will play on channel 19. Please note that QCTV does not sponsor candidate forums nor does the organization produce debates.

The following is what we have planned for Election Coverage in 2014:

<u>Date of Event</u>	<u>Event Sponsor</u>	<u>Event Type/Location</u>
July 9	League of Women Voters	Coon Rapids Primary/ Coon Rapids City Hall (A CTN Production)*
September 22	League of Women Voters	Anoka County General/ Anoka Co. Courthouse (A North Metro Production)
September 23	League of Women Voters	10 th District Court Judge Candidate Forum/ Studio (A QCTV Production)
September 24	League of Women Voters	10 th District Court Judge Candidate Forum/ Studio (A QCTV Production)
September 25	North Metro Mayors Assoc.	Legislative House Dist. 35 A (Anoka, Ramsey) & 35 B (Andover, Ramsey)/ Ramsey City Hall (A QCTV Production)
September 29	League of Women Voters	Legislative House Dist. 36 B and 37 A/ CR City Hall (A CTN Production)*
October 2	League of Women Voters	Champlin Mayor, Ward 1 Council Member, Ward 2 Council Member & Legislative House Dist. 36 A (Champlin)/Champlin City Hall (A QCTV Production)
October 6	League of Women Voters	Andover Mayor, 2 Council Member Seats At Large & Legislative House Dist. 35B (Ramsey, Andover)/ Andover City Hall (A QCTV Production)
October 9	League of Women Voters	Anoka Mayor, 2 Council Member Seats At Large & Legislative Dist. 35 A (Anoka, Ramsey)/ Anoka City Hall (A QCTV Production)

October 13 League of Women Voters Ramsey Council Member At Large, Ward 1 Council
Member, Ward 2 Council Member/ Ramsey City Hall
(A QCTV Production)

**The forums do not impact QCTV's viewers and will not be played back on our channels.*

QCCCC Agenda Item

5.2 Web Site Development

September 10, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Web Site Development

The QCTV web site is scheduled for a major upgrade and switch to a new hosting provider and content management system. The new web site will also feature new upgrades including integrations with Tightrope cablecast system, media bookmarking (owned), viewer submission tool, e-commerce, Google analytics, and responsive web design. Staff consulted with multiple providers to solicit quotes. Due to the unique design requests, one vendor emerged as the go-to designer. In addition, QCTV collaborated with North Metro TV in Blaine to bundle our requests and receive a discount.

The successful respondent is a local Champlin company - BizzyWeb. The development details are attached with a cost breakdown for each item. The total cost is \$36,460 and includes one year of hosting (\$600) and the SSL Certificate for e-commerce (\$160). The vendor has agreed to a collaboration discount of \$4,781.25 for a payment due of \$31,678.75. The vendor has offered a pre-payment discount if paid in full at the start of the project (does not include discount on hosting services) of \$1,583.94 for a pre-payment of \$30,094.81.

The current provider of the website has not kept pace with the changes in technology and needs of the organization. The cost of hosting is \$405 monthly (\$4,860 annually), the media bookmarking is the intellectual property of the vendor, and the web site depends on a complicated content management system that is inefficient with staff time.

The web development project funds will be coded to AV Equipment/Repair line item. There is a balance of \$47,245 remaining unspent in this line item.

Action Considerations:

Approve expenditure of \$31,678.75 for web development from the AV Equipment/Repair budget line item.

Approve expenditure of \$30,094.81 (pre-pay amount) for web development from the AV Equipment/Repair budget line item.

Modify the scope of work and bring back to the commission.

Delay action pending further review.

The Following breakdown of services by type outlines the allotted hours and price for BizzyWeb's services. Should any part of the following services list significantly exceed the budgeted hours, BizzyWeb will proactively contact the Client and work out a resolution or addendum at BizzyWeb's regular hourly rate of \$155 per hour. BizzyWeb tracks progress in our central project management system. (All prices quoted in US Dollars).

Website Development

Product	Description	Investment
Discovery and User Experience	Meet with client stakeholders to identify needs and design elements, create custom design wireframes, color treatments and functionality.	\$3,495
WordPress Installation and Setup	Install WordPress, including standard build of latest production version and BizzyWeb's suite of preferred plugins for security, site performance, backups, etc. Includes plugin configuration and creation of development server for testing.	\$1,495
Theme Configuration and Customization	Per Discovery / UX findings, configure custom theme and widgets. Includes 3 rounds of edits to theme based on client input. Additional edits or design alterations will be billed at BizzyWeb's standard development rate of \$155/hour .	\$5,495
Content Migration	Migrate your existing content to your new site. Includes migration of images and text, and links to internal and external sources. Migration for up to 30 pages – additional pages at \$25/page.	\$750
Media Acct Setups	Modify existing social network profiles and setup new accounts as necessary. Social Includes basic social media strategy / training. Setup for three accounts: Options include Facebook, YouTube, LinkedIn, Twitter, Google Plus and Pinterest. Additional accounts set up at \$495 each.	\$1,495
Social Media Integration	Set up your website to auto-post to the major social media networks. Setup for four accounts: Options include Facebook, LinkedIn, Twitter, Google Plus and Pinterest.	\$350
Tightrope / Cablecast Integration and Styling	Integrate existing Tightrope / Cablecast system into WordPress website, allowing custom display and styling of the following for all channels. Fully customizable look and feel based on XML feed from existing Cablecast system (*discounted price is \$6393.75, see note below). Includes the following integrations: Live Broadcast, Video	\$8,525*
Media Bookmarking	Integrate OpenMediaFoundation.org toolset to allow QCTV team to bookmark specific points within online streams for easy access to government meetings, etc. (*discounted price is \$5,625, see note below):	TBD, estimate \$7,500*
Viewer Submission tool	Allow visitors and viewers to submit video. Installation and setup of custom tool to integrate with online video distribution tool via integration with a Content Distribution Network (CDN) such as Amazon EC3 or other cloud-based service. (*discounted price is \$2,325, see note below):	\$3,100*
eCommerce	Set up the ability for viewers to purchase DVDs or download video clips from online library. Includes integration and setup of eCommerce tool (WooCommerce) and required software/licenses (Authorize.net integration, etc.).	\$3,495
SSL Certificate & Static IP	License fees for SSL certificate and a Static IP address.	\$160/year (billed separately)
Mobile Responsive	Make sure your site looks great on mobile devices: site auto-configures for each device. Design elements guaranteed to work on iOS, Android, and PCs with modern web browsers installed (Internet Explorer 9+, Chrome, Safari, Firefox)	Included
Homepage slideshow	A custom, animated graphic to highlight key messages for your visitors (featured shows, custom links to channel guides, etc.). 6 images with links to pages.	Included
Google Analytics	Insights on site visitors, how long they stay, popular keywords and content.	Included
Training	Custom training on how to update and maintain the content on your website. Includes standard tip-sheet. Two 30-min recorded trainings included.	Included
Email Subscriptions	Give your visitors the option to stay informed whenever you update your site or post news	Included
Premium Hosting	World-class web hosting including 6 hours of service and support, plugin and software updates, SEO and full online backups (billed annually, first year included with design)	\$600/year (billed separately)

**Note: Items marked include a 25% development discount for work to be completed in conjunction with North Metro TV. If BizzyWeb cannot simultaneously develop both websites, the quoted items will cost 25% more per item.*

Investment, Standard Price	Price for above, including first year of web hosting	\$36,460
Final Investment	Final price for all services, including discount for collaborating with North Metro TV	\$31,678.75

Payment Schedule

The requirements above form your Web Site Specification. Below find our Development Services quotation for the development and publishing of your web site/marketing materials.

Project Quotation		
Website Design	Notes	Total
- Standard Investment	Development beyond quote is \$155/hour	\$35,700
Premium Web Hosting		
<i>Annual Fees</i>		
- Includes 6 hours of support, plugin updates, etc.		\$600
- SSL Certificate and Static IP		\$160
Total		\$36,460
Discount for NMTV Collaboration		(\$4,781.25)
Final Total		\$31,678.75
Payment Schedule		
Deposit, payable on start	50% of development	\$15,839.38
Payment @ Design Sign off	25%	\$7,919.68
Payment Prior to Site Launch	25%	\$7,919.69
Pre-Payment Option Discount:		
Discount, if development is 100% paid in full at start	(5.0%)	(\$1,583.94)
Total, pre-pay option (does not include hosting)	100%	\$30,094.81