

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

December 17, 2015, 11:00 AM

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
  - 4.1. Secretary
    - 4.1.1. Approval of the November 19, 2015, commission minutes.
  - 4.2. Treasurer
    - 4.2.1. October Financial Reports
  - 4.3. Executive Director
- 5. General Business**
  - 5.1. Personnel Policy
  - 5.2. QCTV Organizational Chart
  - 5.3. 2016 Budget
  - 5.4. Public Purpose Policy
  - 5.5. Vehicle Equipment Cabinetry
- 6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF NOVEMBER 19, 2015**

### **CALL TO ORDER – 1**

Chair Heitkamp called the meeting to order at 11:04 a.m. at the Anoka City Hall.

### **ROLL CALL– 2**

Commissioners present were: Carl Anderson, Anoka; Greg Lee, Anoka; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; Eric Johnson, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: John LeTourneau, Ramsey.

Others present included Karen George, Executive Director; Katherine Lenaburg, Operations Manager; and Taylor Johnson, Mobile Production Coordinator.

### **APPROVAL OF AGENDA – 3**

Motion was made by Ulrich and seconded by Johnson to approve the agenda as presented.

**7 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from October 15, 2015**

Motion was made by Trude and seconded by Dickinson to approve the October 15, 2015 minutes as presented.

**7 ayes – 0 nays. Motion carried.**

#### **4.2 Treasurer**

#### **4.2.1. September Financial Reports**

Commissioner Dickinson stated that the organization is on track for the budget, noting that there are still some planned capital improvements to occur this year.

Motion was made by Trude and seconded by Ulrich to accept the September Financial Reports.

**7 ayes – 0 nays. Motion carried**

#### **4.3 Executive Director**

Ms. George stated that staff has been working with the Personnel Committee and the Attorney is reviewing language that will come before the Commission at the December meeting. She reported that a new health plan was selected and staff is just completing the open enrollment process. She noted that the monthly data statistical report was not provided in the Commission packet as a system upgrade was done and staff is working to repair the loss of data. She reported that Operations Manager Katherine Lenaburg received a Friend of the League Award from the League of Women Voters and recognized her outstanding work.

Commissioner Trude stated that the League of Women Voters represents all the cities on the Commission among with many other cities in this area. She commended QCTV for their great programming and networking efforts.

### **GENERAL BUSINESS – 5**

#### **5.1 Subscriber Survey**

Ms. George stated that a subscriber survey was identified in the Strategic Plan, noting that the last survey was completed in 2006. She stated that Decision Resources completed the survey in 2006 and since then has changed their name to Morris Leatherman Company. She noted that the company has also completed surveys for some of the member cities. She believed that the timing would be right to complete the survey and provided cost options. She stated that the Commission could choose to move forward with the contract as presented or direct staff to investigate further.

Commissioner Johnson asked if there is a base set of questions for this type of organization and also asked how the company addresses the issue of more people using cellular phones compared to simply landlines.

Commissioner Dickinson stated that the company has a cellular phone list for the area that they can utilize and it is not uncommon that the calls are made to cellular phones. He stated that the pricing for this proposal seems very fair.

Ms. George noted that there is a base of questions that the company has for this type of organization, noting that she can review the questions in more detail to see if any changes need to be made. She noted that once the contract is executed a sample of the questions they would use would be reviewed by staff.

Commissioner Trude stated that perhaps a little work session discussion could occur with a representative from the company prior to the December meeting to further review the sample questions that will be used. She stated that QCTV is a little different than other sister organizations and perhaps does not want to model after those organizations. She noted that there may be questions from the previous survey that could be reused and then some new questions that could be added as well. She commented on the benefits Andover received from the results of the survey.

Commissioner Ulrich stated that he also agrees with the expenditure, noting that Ramsey also received beneficial information from their survey. He asked the timing of the survey and whether the expense would be budgeted in 2015 or 2016. He noted that the results can also be compared to the programming data. He commented that Ramsey did not use this company but stated that he has previous experience with the company that has been positive.

Ms. George stated that she had the expense budgeted in 2015 and the company stated that they can complete the survey before Christmas but noted that the timing suggested by the Commission could push the survey into 2016 and the budgeted expenditure could also be pushed into 2016. She noted that if a representative from the company is desired to attend the work session there would be an additional expense. She stated that the customer survey would be a different type of data point and this data combined with the monthly data would provide additional information for planning purposes.

Commissioner Dickinson described the previous process that he used when developing questions, noting that he did not need a representative to attend in person and that process worked well, noting that the timing was about one week for that process.

Chair Heitkamp asked if the questions would be in line with the items in the strategic plan.

Ms. George stated that she has not viewed the base sample questions as of yet. She reviewed some of the questions that were asked in the last survey, noting that some changes would need to be made to reflect the changes in programming that have occurred since the 2006 survey.

Commissioner Trude noted that some people contacted may provide additional input as well outside of the survey.

Ms. George stated that they would also be asking about the service of Comcast in addition to QCTV to determine the performance of the franchisee.

Chair Heitkamp asked if the feedback from the Commission has changed the original timeline identified by staff.

Ms. George stated that it is clear that the Commission would like to move forward with the survey with 50 base questions, some regarding Comcast in addition to QCTV services, and that the questions could be circulated via email or work session. She noted that if the questions are circulated via email the survey could be completed still in 2015, but if a work session is desired the survey would occur in the first quarter of 2016.

Commissioner Trude stated that perhaps 50 questions is not enough and asked if additional questions should be added to ask if subscribers would like competition from another service provider.

Chair Heitkamp believed that 50 questions would be a good mark and noted that if additional questions are needed, those could be added.

Motion was made by Trude and seconded by Ulrich to approve the Morris Leatherman Company proposal for a telephone survey and direct staff to execute the contract, with an amount not to exceed \$15,000.

Commissioner Trude stated that she would also like to see the demographic information as well.

Ms. George confirmed that the demographics would be provided, similar to what was provided in 2006.

Commissioner Ulrich stated that perhaps it would be nice for the company to be brought up to speed on the strategic planning of the organization that has occurred since 2006 as well.

**7 ayes – 0 nays. Motion carried.**

## **5.2 Vehicle Replacement**

Ms. George stated that the cargo van is not meeting some of the safety requirements and further research has been done to determine what can be done with the existing van and the options for purchasing a new van. She thanked staff from Champlin and Andover that have provided their expertise.

Taylor Johnson provided a summary of what was learned through the review of the current mobile production van by Champlin staff. He stated that the van is a valuable tool for the organization but noted that there are safety elements that would need to be implemented. He provided options available for the upgrading of the cargo van and its rooftop platform, noting that staff supports option one, which would upgrade the rooftop platform for continued use. He provided additional information on the recommended graphic wrapping for the vehicle. He reviewed the cost for a van replacement that was gained through staff research. He noted that tax would need to be added to the figures as the tax exempt status of the organization would not come into effect until 2017. He continued to review the options and recommended that the van be purchased from the private seller market, with upgrades to the existing platform, and a graphic wrap at a cost between \$25,053 to \$29,053, plus or minus five percent, and with the addition of sales tax.

Commissioner Dickinson asked if there are any vehicles available through the state bid contract.

Ms. George stated that she is unsure if the organization would be eligible for the state bid contract.

Commissioner Dickinson stated that one of the member cities could purchase the van for the organization but use tax would need to be paid.

Chair Heitkamp also believed that a new vehicle could be purchased through the state bid contract and encouraged staff to research that option. He believed that a new vehicle could be purchased rather than purchasing a used vehicle.

Commissioner Dickinson appreciated the concept of looking at this conservatively but stated that he would like to go about this in the right way and believed a new vehicle would be a better investment because of the length of time the vehicle stays with the organization.

Commissioner Johnson stated that there is time to look into this as the winter season is beginning and the state bid contract option could be a better option.

Commissioner Lee agreed that using the state bid contract the organization would be able to obtain a much better vehicle for about the same price.

Commissioner Trude asked if there would be safety issues with removing the platform from the existing vehicle to transfer to the new vehicle.

Mr. Johnson stated that the welding company did not see any problems arising with moving the platform but did recommend a new ladder.

Ms. George stated that with the direction of the Commission to look at the state bid contract, perhaps a new platform would be needed if the widths do not match. She stated that staff would like to take their time to make sure that this is done right, and agreed that the winter season would allow that additional time.

Motion was made by Trude and seconded by Heitkamp to authorize the Executive Committee to work with the Executive Director to procure the purchase of a new cargo van through the state bid contract at a cost not to exceed \$30,000 before taxes.

**7 ayes – 0 nays. Motion carried.**

Ms. George thanked the Commission for their support and direction. She stated that staff would come back to the Commission with direction on the safety elements and graphic wrapping.

### **5.3 Programming Reports**

There were no comments made for the programming reports.

### **ADJOURN – 6**

Time of adjournment 11:48 a.m.

Respectfully submitted,

Reviewed for approval,

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Amanda Staple  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

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Karen George  
Executive Director

**Quad Cities Communications Commission**  
**Balance Sheet Summary**

As of October 31, 2015

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts - QCTV</b>	1,138,544.94
- PayPay acct	3,688.75
- US Bank Reserve	5,000.00
- Petty Cash	250.00
<b>Accounts Receivable</b>	0.00
<b>Other current assets</b>	6,846.00
<b>Total Current Assets</b>	<b>\$ 1,154,329.69</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 1,154,329.69</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	5,405.99
<b>Other Current Liabilities</b>	300.10
<b>Total Current Liabilities</b>	<b>\$ 5,706.09</b>
<b>Equity</b>	1,148,623.60
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,154,329.69</b>



**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2015 - FY15 P&L**  
 January - December 2015

	Oct 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	135.00	208.00	(73.00)	64.90%	2,208.29	2,500.00	(291.71)	88.33%
Equipment Grant		4,583.00	(4,583.00)	0.00%	0.00	55,000.00	(55,000.00)	0.00%
Franchise Fees		72,854.00	(72,854.00)	0.00%	527,546.35	874,248.00	(346,701.65)	60.34%
Interest Income	16.35	8.00	8.35	204.38%	171.70	100.00	71.70	171.70%
Miscellaneous Income		416.00	(416.00)	0.00%	56,658.13	5,000.00	51,658.13	1133.16%
PEG Fee		36,427.00	(36,427.00)	0.00%	265,447.60	437,125.00	(171,677.40)	60.73%
<b>Total Income</b>	<b>\$151.35</b>	<b>\$114,496.00</b>	<b>(\$114,344.65)</b>	<b>0.13%</b>	<b>\$852,032.07</b>	<b>\$1,373,973.00</b>	<b>(\$521,940.93)</b>	<b>62.01%</b>
<b>Expenses</b>								
Accounting / HR Services	947.87	1,500.00	(552.13)	63.19%	10,286.54	18,000.00	-7,713.46	57.15%
Ads/Promos/Sponsorships	853.85	570.00	283.85	149.80%	5,697.76	6,850.00	-1,152.24	83.18%
Andover Capital Equipment		416.00	(416.00)	0.00%	3,983.37	5,000.00	-1,016.63	79.67%
Announcers Fees	800.00	833.00	(33.00)	96.04%	4,750.00	10,000.00	-5,250.00	47.50%
Anoka Capital Equipment	153.79	416.00	(262.21)	36.97%	4,661.14	5,000.00	-338.86	93.22%
Audit		1,083.00	(1,083.00)	0.00%	12,750.00	13,000.00	-250.00	98.08%
AV Equip / Repair / Supply / Software	1,754.08	2,000.00	(245.92)	87.70%	15,999.77	24,000.00	-8,000.23	66.67%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	-500.00	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	2,000.00	-2,000.00	0.00%
Building - Cleaning		500.00	(500.00)	0.00%	4,432.05	6,000.00	-1,567.95	73.87%
Building - Insurance	704.00	241.00	463.00	292.12%	2,098.00	2,900.00	-802.00	72.34%
Building - Maintenance		583.00	(583.00)	0.00%	3,323.10	7,000.00	-3,676.90	47.47%
Building - Supplies	403.65	250.00	153.65	161.46%	1,139.56	3,000.00	-1,860.44	37.99%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	3,000.00	-500.00	83.33%
Cell Phone - Allowance	435.00	555.00	(120.00)	78.38%	4,270.00	6,660.00	-2,390.00	64.11%
Champlin Capital Equipment		416.00	(416.00)	0.00%	3,189.04	5,000.00	-1,810.96	63.78%
City Sewer & Water	327.10	291.00	36.10	112.41%	1,943.14	3,500.00	-1,556.86	55.52%
Commission Expense		291.00	(291.00)	0.00%	3,478.90	3,500.00	-21.10	99.40%
Computer Equip / Repair / Supply / Software	2,157.94	3,111.00	(953.06)	69.36%	21,402.28	37,340.00	-15,937.72	57.32%
Consulting Services		4,166.00	(4,166.00)	0.00%	29,185.32	50,000.00	-20,814.68	58.37%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	26,000.00	-26,000.00	0.00%
Duplication Expenses		208.00	(208.00)	0.00%	261.75	2,500.00	-2,238.25	10.47%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2015 - FY15 P&L**  
 January - December 2015

	Oct 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	955.79	1,500.00	(544.21)	63.72%	11,735.01	18,000.00	-6,264.99	65.19%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	77.14	2,500.00	-2,422.86	3.09%
Federal Unempl Expense	59.79	125.00	(65.21)	47.83%	649.69	1,500.00	-850.31	43.31%
Health Insurance	5,353.73	5,634.00	(280.27)	95.03%	52,705.33	67,609.00	-14,903.67	77.96%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	-500.00	0.00%
Insurance - Liability / Bonds	1,856.00	580.00	1,276.00	320.00%	5,929.00	6,964.00	-1,035.00	85.14%
Lawn Service	530.92	416.00	114.92	127.63%	4,060.81	5,000.00	-939.19	81.22%
Legal Fees		2,500.00	(2,500.00)	0.00%	16,944.95	30,000.00	-13,055.05	56.48%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,660.00	-1,660.00	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	-1,000.00	0.00%
Meals	186.00	83.00	103.00	224.10%	663.50	1,000.00	-336.50	66.35%
Memberships - NATOA / Others	39.00	456.00	(417.00)	8.55%	1,358.00	5,480.00	-4,122.00	24.78%
Mileage	727.01	500.00	227.01	145.40%	4,937.60	6,000.00	-1,062.40	82.29%
Miscellaneous Expenses		83.00	(83.00)	0.00%	-76.41	1,000.00	-1,076.41	-7.64%
Natural Gas	34.34	291.00	(256.66)	11.80%	2,188.57	3,500.00	-1,311.43	62.53%
Office Supplies / Equipment	214.53	833.00	(618.47)	25.75%	4,482.41	10,000.00	-5,517.59	44.82%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	5,000.00	-5,000.00	0.00%
Payroll Expenses (ADP)	540.15	433.00	107.15	124.75%	4,265.10	5,200.00	-934.90	82.02%
PERA	4,040.74	3,609.00	431.74	111.96%	27,318.80	43,317.00	-15,998.20	63.07%
Postage	119.90	83.00	36.90	144.46%	1,149.64	1,000.00	149.64	114.96%
Printing / Copy Services	87.75	166.00	(78.25)	52.86%	172.38	2,000.00	-1,827.62	8.62%
Professional Development	512.50	1,425.00	(912.50)	35.96%	8,360.12	17,100.00	-8,739.88	48.89%
Publications		41.00	(41.00)	0.00%	0.00	500.00	-500.00	0.00%
Ramsey Capital Equipment	20.31	416.00	(395.69)	4.88%	3,401.40	5,000.00	-1,598.60	68.03%
Sales Tax		166.00	(166.00)	0.00%	262.00	2,000.00	-1,738.00	13.10%
Secretary Services	133.00	150.00	(17.00)	88.67%	1,665.40	1,800.00	-134.60	92.52%
Snow Plowing Service		416.00	(416.00)	0.00%	1,497.50	5,000.00	-3,502.50	29.95%
SS/Medicare Expense	4,408.54	4,087.00	321.54	107.87%	29,330.07	49,055.00	-19,724.93	59.79%
State Unemploy Exp		416.00	(416.00)	0.00%	227.32	5,000.00	-4,772.68	4.55%
STD / LTD / Life Insurance	648.27	504.00	144.27	128.63%	5,306.05	6,054.00	-747.95	87.65%
Studio Sets		166.00	(166.00)	0.00%	167.26	2,000.00	-1,832.74	8.36%
Subscription Services	55.00	0.00	55.00		440.00	0.00	440.00	

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2015 - FY15 P&L**  
 January - December 2015

	Oct 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Temp Staff Services		416.00	(416.00)	0.00%	0.00	5,000.00	-5,000.00	0.00%
Vehicle - Equipment / Repair	663.19	1,416.00	(752.81)	46.84%	7,949.57	17,000.00	-9,050.43	46.76%
Vehicle - Insurance	880.00	250.00	630.00	352.00%	2,767.00	3,000.00	-233.00	92.23%
Vehicle - Maintenance / Gas	257.65	666.00	(408.35)	38.69%	2,032.43	8,000.00	-5,967.57	25.41%
Wages - Full-time	49,958.40	45,853.00	4,105.40	108.95%	347,054.82	550,246.00	-203,191.18	63.07%
Wages - Part-time	7,922.76	7,581.00	341.76	104.51%	37,103.28	90,979.00	-53,875.72	40.78%
Waste Removal	83.06	166.00	(82.94)	50.04%	830.60	2,000.00	-1,169.40	41.53%
Web / VOD / Int / CaTV / Phone	1,198.20	1,333.00	(134.80)	89.89%	11,282.96	16,000.00	-4,717.04	70.52%
Work Comp Insurance		208.00	(208.00)	0.00%	3,468.00	2,500.00	968.00	138.72%
<b>Total Expenses</b>	<b>\$90,273.81</b>	<b>\$103,907.00</b>	<b>(\$13,633.19)</b>	<b>86.88%</b>	<b>\$737,059.02</b>	<b>\$1,247,214.00</b>	<b>(\$510,154.98)</b>	<b>59.10%</b>
<b>Net Income</b>	<b>(\$90,122.46)</b>	<b>\$10,589.00</b>			<b>\$114,973.05</b>	<b>\$126,759.00</b>		

Capital Improvements		
ZCIP - Network Servers		100,186.70
ZCIP - Studio		48.34
ZCIP - Truck		360,294.95
<b>Total Capital Improvement Expenditures</b>	<b>0.00</b>	<b>\$ 460,529.99</b>

**QCTV Bank Reconciliation**  
**October 2015**

Beginning Balance - 4M Statement	1,330,082.44
Less: Cleared Checks/Withdrawals	(182,518.05)
Plus: 4M Fund Interest	16.35
Plus: Bank Deposits/Credits	90.00
Bank Balance	\$1,147,670.74
Book Balance	1,147,670.74
Adjusted Book Balance	1,147,670.74
Difference:	\$0.00

Completed by:     MK

## Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending **10/31/2015**

Reconciled on: 11/12/2015 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

### Summary

Statement Beginning Balance	1,330,082.44
Checks and Payments cleared	-182,518.05
Deposits and Other Credits cleared	+106.35
Statement Ending Balance	<b>1,147,670.74</b>
Uncleared transactions as of 10/31/2015	-9,125.80
Register Balance as of 10/31/2015	1,138,544.94
Uncleared transactions after 10/31/2015	378,837.51
Register Balance as of 11/12/2015	1,517,382.45

### Details

#### Checks and Payments cleared

Date	Type	Num	Name	Amount
09/16/2015	Bill Payment	10989	Pete C. Andersen	-75.00
09/29/2015	Bill Payment	10992	Alpha Video & Audio Inc.	-79,104.17
09/29/2015	Bill Payment	10993	Amazon	-3,009.80
09/29/2015	Bill Payment	10994	Barna, Guzy & Steffen, LTD	-26.00
09/29/2015	Bill Payment	10995	Bret Heitkamp	-120.00
09/29/2015	Bill Payment	10996	Carl E. Anderson	-80.00
09/29/2015	Bill Payment	10997	CDW Direct	-828.69
09/29/2015	Bill Payment	10998	City of Andover	-957.32
09/29/2015	Bill Payment	10999	Comcast Cable	-20.31
09/29/2015	Bill Payment	11000	David S. Washburn	-75.00
09/29/2015	Bill Payment	11002	G & B Environmental, Inc.	-116.49
09/29/2015	Bill Payment	11001	Eric Johnson	-40.00
09/29/2015	Bill Payment	11004	Joe G. Ruhland	-305.00
09/29/2015	Bill Payment	11005	John Letourneau	-80.00
09/29/2015	Bill Payment	11006	Julie Trude	-120.00
09/29/2015	Bill Payment	11007	Kennedy & Graven, Chartered	-680.00
09/29/2015	Bill Payment	11009	League of MN Cities Insurance Trust	-2,296.00
09/29/2015	Bill Payment	11010	Monarch Pest Control	-112.64
09/29/2015	Bill Payment	11011	Multichannel News	-489.00
09/29/2015	Bill Payment	11012	Pete C. Andersen	-75.00
09/29/2015	Bill Payment	11013	Preferred One Insurance Co.	-4,767.41
09/29/2015	Bill Payment	11014	Sterling Trophy	-18.21
09/29/2015	Bill Payment	11015	The Lincoln National Life Ins. Co.	-483.15
09/29/2015	Bill Payment	11016	Verizon Wireless	-70.29
10/02/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
10/02/2015	Bill Payment	W/D	PERA	-2,564.62
10/02/2015	Journal	10A - 2015MK		-5,439.42
10/02/2015	Journal	10A - 2015MK		-15,178.73
10/02/2015	Journal	10A - 2015MK		-180.05
10/12/2015	Bill Payment	11017	ACE Solid Waste, Inc.	-83.06
10/12/2015	Bill Payment	11018	Cielo Cleaning Company	-439.29
10/12/2015	Bill Payment	11019	Comcast 2	-452.30
10/12/2015	Bill Payment	11020	Comcast Cable	-344.16
10/12/2015	Bill Payment	11021	David S. Washburn	-75.00
10/12/2015	Bill Payment	11022	Huebsch	-33.07
10/12/2015	Bill Payment	11023	Joe G. Ruhland	-75.00
10/12/2015	Bill Payment	11024	Markertek Video Supply	-41.64
10/12/2015	Bill Payment	11025	Market Place Plus, LLC	-404.95

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/12/2015	Bill Payment	11026	Pete C. Andersen	-75.00
10/12/2015	Bill Payment	11027	Rike -Lee Electric, Inc.	-148.12
10/12/2015	Bill Payment	11028	Section 4 AAAA/5 AAAAAA	-280.00
10/12/2015	Bill Payment	11029	Timesavers	-199.00
10/12/2015	Bill Payment	11030	U.S. Bank Corporate	-1,356.15
10/12/2015	Bill Payment	11031	Xcel Energy	-1,496.77
10/15/2015	Bill Payment	11032	CenterPoint Energy	-34.34
10/15/2015	Bill Payment	11033	City of Andover	-927.82
10/15/2015	Bill Payment	11034	City of Champlin	-327.10
10/16/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
10/16/2015	Bill Payment	W/D	PERA	-2,503.38
10/16/2015	Journal	10B - 2015MK		-180.05
10/16/2015	Journal	10B - 2015MK		-14,386.21
10/16/2015	Journal	10B - 2015MK		-5,334.92
10/23/2015	Bill Payment	11035	Amazon	-2,459.65
10/23/2015	Bill Payment	11037	Greenery Enterprises, Inc	-638.29
10/23/2015	Bill Payment	11038	League of MN Cities Insurance Trust	-10,286.00
10/23/2015	Bill Payment	11039	Sterling Trophy	-9.11
10/23/2015	Bill Payment	11040	Verizon Wireless	-160.08
10/28/2015	Bill Payment	11044	Holiday Station	-257.65
10/30/2015	Bill Payment	W/D	PERA	-2,474.74
10/30/2015	Journal	10C - 2015MK		-13,901.45
10/30/2015	Journal	10C - 2015MK		-5,221.45
Total				-182,518.05

## Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/08/2015	Deposit		Kathleen Croaker	15.00
10/08/2015	Deposit		Donna Wesp	30.00
10/22/2015	Deposit		Jeff Nelson	30.00
10/22/2015	Deposit		Dan Anderson	15.00
10/31/2015	Journal	10D - 2015MK		16.35
Total				106.35

## Additional Information

## Uncleared Checks and Payments as of 10/31/2015

<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
08/21/2015	Bill Payment	10962	Anoka Area Chamber of Commerce	-100.00
09/29/2015	Bill Payment	11003	James Dickinson	-80.00
09/29/2015	Bill Payment	11008	Kurtis G. Uirich	-80.00
10/23/2015	Bill Payment	11036	AV Solutions, Inc.	-232.50
10/28/2015	Bill Payment	11041	Comcast Cable	-20.31
10/28/2015	Bill Payment	11042	ECM Publisher	-56.00
10/28/2015	Bill Payment	11043	Greenery Enterprises, Inc	-530.92
10/28/2015	Bill Payment	11045	James Childs	-200.00
10/28/2015	Bill Payment	11046	Joe G. Ruhland	-150.00
10/28/2015	Bill Payment	11047	Kennedy & Graven, Chartered	-680.00
10/28/2015	Bill Payment	11048	MCEA	-280.00
10/28/2015	Bill Payment	11049	Preferred One Insurance Co.	-5,507.75
10/28/2015	Bill Payment	11050	The Lincoln National Life Ins. Co.	-648.27
10/30/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
10/30/2015	Journal			-180.05

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
		10C - 2015MK		
Total				-9,170.80

## Uncleared Deposits and Other Credits as of 10/31/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/29/2015	Deposit		Jacolyn Sjodin	45.00
Total				45.00

## Uncleared Checks and Payments after 10/31/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/10/2015	Bill Payment	11051	ACE Solid Waste, Inc.	-83.06
11/10/2015	Bill Payment	11052	Anoka Area Chamber of Commerce	-20.00
11/10/2015	Bill Payment	11053	AVS Inc.	-1,606.33
11/10/2015	Bill Payment	11054	Bert Nijssen	-240.00
11/10/2015	Bill Payment	11055	CenterPoint Energy	-86.49
11/10/2015	Bill Payment	11057	Comcast 2	-452.30
11/10/2015	Bill Payment	11058	Comcast Cable	-334.66
11/10/2015	Bill Payment	11059	ECM Publisher	-898.85
11/10/2015	Bill Payment	11060	Huebsch	-332.95
11/10/2015	Bill Payment	11061	Job Foundation/Tech Dump	-75.00
11/10/2015	Bill Payment	11062	Joe G. Ruhland	-150.00
11/10/2015	Bill Payment	11063	Kiser Construction	-300.00
11/10/2015	Bill Payment	11064	Market Place Plus, LLC	-404.95
11/10/2015	Bill Payment	11065	Monarch Pest Control	-112.64
11/10/2015	Bill Payment	11066	Pete C. Andersen	-225.00
11/10/2015	Bill Payment	11067	Presto Graphics	-64.17
11/10/2015	Bill Payment	11068	Timesavers	-133.00
11/10/2015	Bill Payment	11069	Trans Alarm	-376.83
11/10/2015	Bill Payment	11070	U.S. Bank Corporate	-865.29
11/10/2015	Bill Payment	11071	Xcel Energy	-955.79
11/10/2015	Bill Payment	11056	Cielo Cleaning Company	-439.29
Total				-8,156.60

## Uncleared Deposits and Other Credits after 10/31/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/04/2015	Deposit		Terry Lovaas	226.86
11/10/2015	Deposit		Robert Lyngen	15.00
11/10/2015	Deposit		Donna Wesp	30.00
11/10/2015	Deposit		Michael Brey	15.00
11/10/2015	Deposit		paypal	3,498.50
11/10/2015	Deposit		League of MN Cities Insurance Trust	217.00
11/10/2015	Deposit		Comcast	45,854.58
11/10/2015	Deposit		Comcast	80,825.45
11/10/2015	Deposit		Comcast	68,486.38
11/10/2015	Deposit		Comcast	60,161.33
11/10/2015	Deposit		Comcast	22,927.24
11/10/2015	Deposit		Comcast	40,412.80
11/10/2015	Deposit		Comcast	34,243.24
11/10/2015	Deposit		Comcast	30,080.73
Total				386,994.11

4.3 Executive Director's Report

**December 8, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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**New QCTV web site launched**

Last week the new QCTV web site was launched. This is truly a milestone achievement for the organization. And one I am very proud of. Staff has worked hard to fulfill the goal and has overcome numerous challenges along the way. We still have some development issues we are working on with BizzyWeb and I have withheld a portion of the final payment to assure we get those issues resolved.

***Highlights of the new web site:***

- Live streaming of each city channel 16 and community channel 15
- Prominent homepage placement of member city government programming, city web site link, and city social media connections (strategic plan goal)
- State-of-the-art parallax design
- Dynamic design for deployment on mobile devices
- Government meetings video bookmarking for enhanced customer experience
- Customer feedback survey
- Comprehensive channel program guide with Watch Now integration
- Branding standards of QCTV, QCTV Shows, City
- Online store for DVD ordering
- NEW! Online store for video download purchases (not active yet due to backend development issues)
- Robust video catalog search function
- Customer engagement feature Your Story – upload area photos and videos for QCTV to share (not active yet due to backend development issues)
- Digital program delivery – program producer to upload video programs rather than delivering a DVD for playback (not active yet due to backend development issues)
- Calendar listing of QCTV productions

The web site is major accomplishment of multiple goals in the strategic plan.



- 2 Make strategic investments in technology
- 5 Develop processes to receive and utilize customer feedback
- 6 Identify innovative programming and services to address emerging customer needs
- 7 Brand the organization to establish its role in using technology to encompass the broad spectrum of current and future services
- 8 Focus on core services
- 9 Allocate resources to meet strategic objectives
- 10 Improve marketing of QCTV
- 11 Develop capacity to market member cities
- 15 Continually collaborate

#### **Subscriber Survey underway**

The contract with Morris Leatherman Company has been executed and a draft questionnaire created. It is expected the survey will be in the field later in December or early January.

#### **QCTV Key Card Entry**

The front door and the server room door are now secured with key card access. All exterior door keys have been collected and key staff has server room access.

#### **Replacement of Cargo Van**

Staff is working with the City of Champlin to purchase a cargo van on the state contract. Estimated completion is March 1, 2016.

#### **Monthly reports**

Attached to this agenda item are the operations and technology updates. The software problem with the Tightrope system has been corrected and both the October and November statistical reports are attached.

**Action Requested:** None.

**News Release from Comcast:**

Comcast is announcing it has chosen Minnesota as the location for 400 new jobs beginning in early 2016 at its downtown St. Paul office. The new positions are part of a multi-year plan to reinvent the customer experience—our company's #1 goal.

Comcast is committed to transforming the customer experience, and this means we are completely redefining what an excellent customer experience looks like—starting with the very first interaction. Part of the transformation includes creating more than 5,500 customer service jobs nationwide over the next few years. Here in the Twin Cities, Comcast will add 400 new jobs and expand its regional facility at 10 River Plaza in St. Paul to accommodate the growth.

The Twin Cities has been, and continues to be, a great place for Comcast to do business, and we're pleased to further invest in the Twin Cities through the creation of these new jobs. The decision to locate these positions in Minnesota is a reflection of our commitment to the state, our employees and our customers here, and we thank you for your on-going support.

We hope you will help us share the news with your colleagues and friends throughout the Twin Cities community. Below are more details about our announcement. Please let me know if you have any questions or would like more information.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**December 8, 2015**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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QCTV was busy with our mobile production van- out producing coverage of basketball and hockey games. We produced "In the Game" to play back during half time. "In the Game" features 12 segments of each of the teams that we cover. Our process includes going out to practice and interviewing the coach and athletes and producing feature stories for play back at half time. We also produced a half time show that features clips of all of our QCTV programs. We received a request to cover a Pee Wee A hockey game which we did and it was very well received. We used volunteers for play-by-play and color commentary and several of the parents called to buy copies of the game and express their thanks.

QCTV produced a show called "The Upper Mississippi River and the League of Women Voters" hosted by Gretchen Sabel.

QCTV also produced city meetings in our four cities as well as District 11 School Board meeting and the cable commission meeting.

Regular monthly shows included "News and Views", "The Chamber Report", and "The District Court Show". We continue to work on "It's Your History" and "The Sheriff's Show" for completion next month.

We also shot an Anoka County Master Gardeners program that we will play back in February as it is on starting seeds indoor.

One new "Slow TV" was produced and we shot a program on The Yellow Tree Theatre in Osseo that will be completed next month.

**Action: None**



4.3.2 Technology Report

**December 2, 2015**

**To:** Karen George, Executive Director

**From:** Steve Ulrich

**Subject:** November 2015 Technology Report

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**Equipment Issues:**

**QCTV Equipment**

- Configure firewall and network for LiveU testing.
- Tightrope Media Systems updated the CableCast servers with new software. Unfortunately there were a number of problems with the update, most of which have been resolved. A few problems remain, the most serious is the inability to run accurate channel reports. This bug is to be fixed in the next few weeks according to Tightrope. Until then we will not be able to run the October channel reports.

**City Issues**

- Andover: TView format converter failed. No parts available. Replaced with separate converters.

**Comcast Issues:**

- None

**Web Site:**

- Work with BizzyWeb on file transfer issues.

### **November Projects:**

- Constructed mobile cabinet cart for studio.
- Truck documentation for new equipment.
- Continued work on new equipment checkout program.
- Recycle old equipment.
- Begin budget process.

### **December Planned Projects:**

- Studio camera wiring.
- Launch new web site.
- Complete budget.
- Database maintenance.

### **Ongoing Projects:**

- NAS file maintenance.
- Equipment documentation.

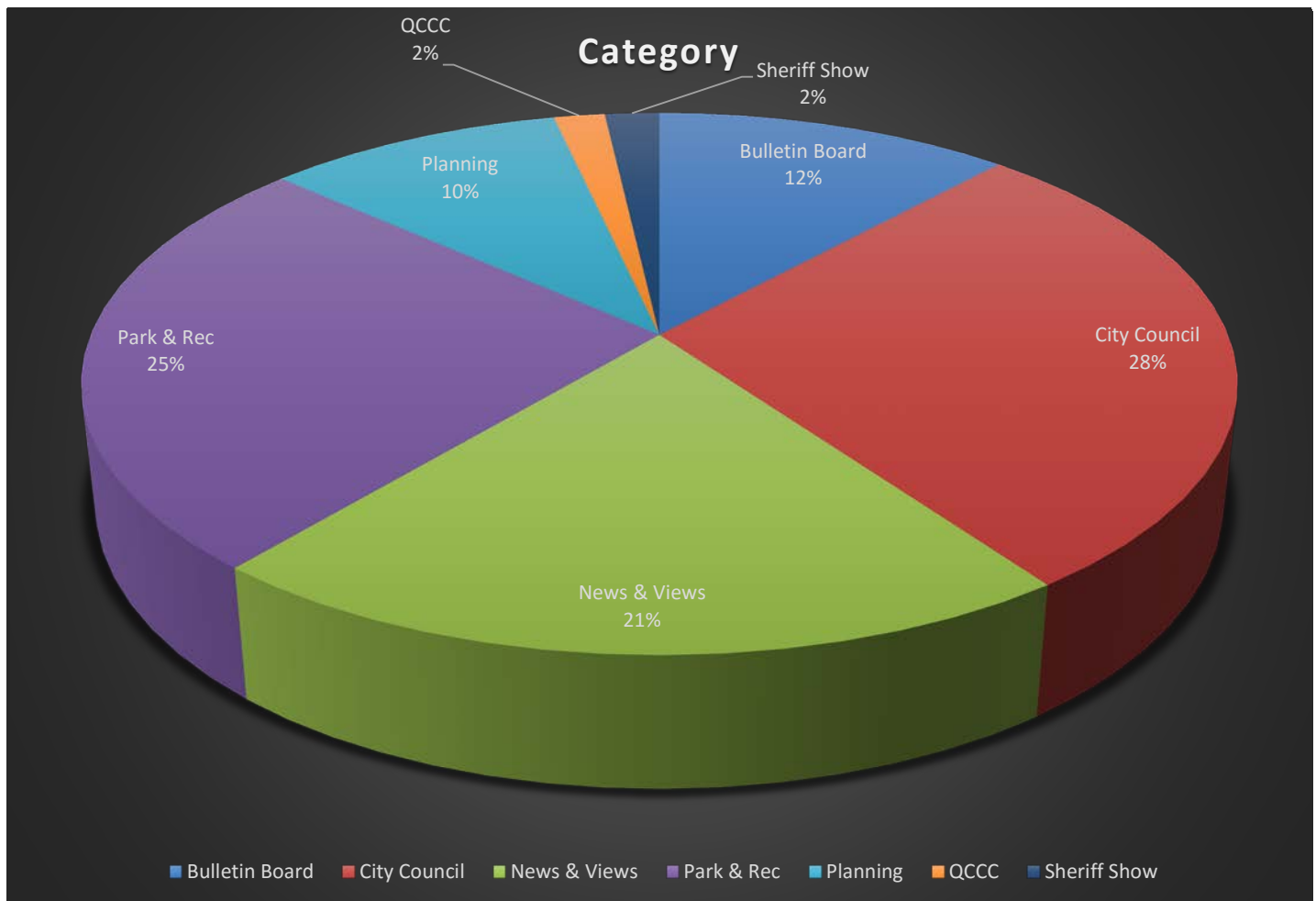
**Action:** None.

# Andover Channel & Web Statistics

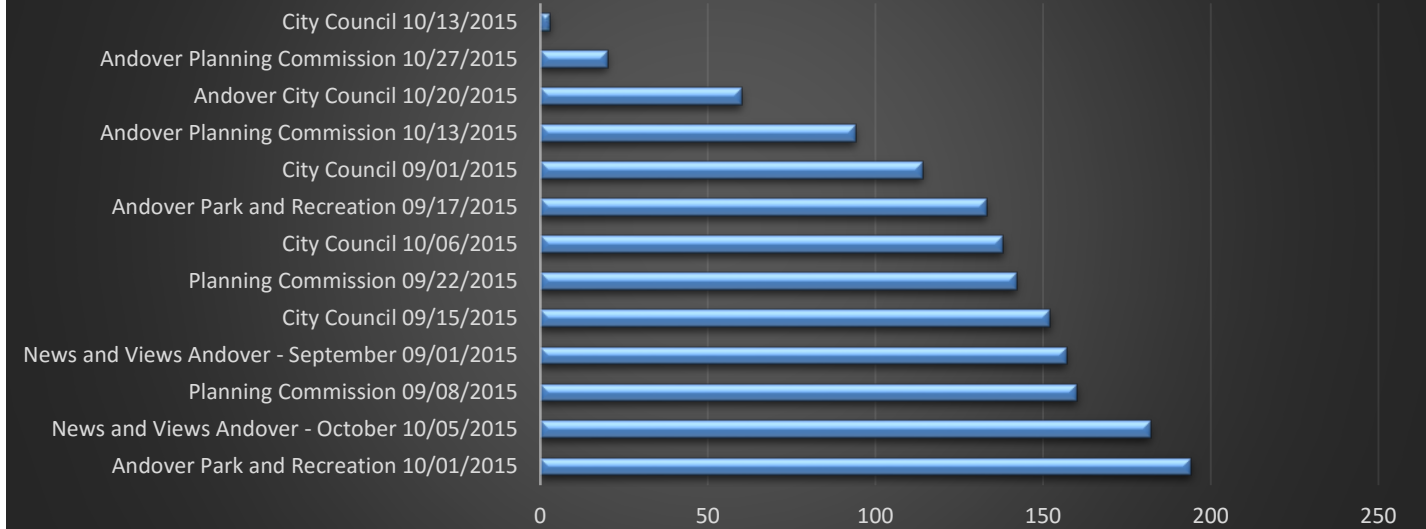
## October 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1031	New Shows: 12	Total Hours: 87.45	Total Hits: 1549
Total Time: 656.55	New Time: 7.86	Saturation: 11.8%	
Saturation: 88.2%	All Shows: 22	<b>New Andover: 60</b>	
	All Time: 12.67	<b>New All Cities: 329</b>	

Shared With Multiple Cities		
9/8/2015	News and Views - September	1.0000
10/6/2015	News and Views October	1.0000
10/2/2015	Public Safety Talk Oct	0.5000
10/15/2015	QCCC 10-2015	0.5542
9/17/2015	QCCC 9-2015	0.4997
8/3/2015	The Sheriff Show Aug & Sep 2015	0.5000
10/9/2015	The Sheriff Show Oct - Nov	0.4958



## Web Hits



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Champlin City Council 10-26-2015	10/26/2015	City Council	0.9967	9	8.9700
News and Views October Andover Segment	10/6/2015	News & Views	0.2592	267	69.1975
Pollinator Crisis - Kameron Kytönen	3/12/2015	Informational	0.0244	1	0.0244
Meet Dave Berkowitz	7/17/2014	Informational	0.0222	1	0.0222
Andover City Update 7-10	7/10/2014	Informational	0.2583	1	0.2583
The Sheriff Show Aug & Sep 2015 **	8/3/2015	Sheriff Show	0.5000	5	2.5000
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	7	3.5000
News and Views Champlin Segment October	10/6/2015	News & Views	0.2558	9	2.3025
QCCC 10-2015 **	10/15/2015	QCCC	0.5542	10	5.5417
News and Views - September **	9/8/2015	News & Views	1.0000	11	11.0000
QCCC 9-2015 **	9/17/2015	QCCC	0.4997	14	6.9961
City Council Meeting Andover 10-6	10/6/2015	City Council	1.4478	84	121.6133
Park and Rec Meeting Andover 9-17	9/17/2015	Park & Rec	0.5772	8	4.6178
Planning Commission Andover 10-13	10/13/2015	Planning	0.2708	89	24.1042
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	22	10.9083
News and Views - Andover Segment September	9/9/2015	News & Views	0.2708	81	21.9375
City Council Meeting Andover 10-20	10/20/2015	City Council	0.6433	67	43.1033
Planning Commission Andover 9-22	9/22/2015	Planning	0.6306	64	40.3556
News and Views October **	10/6/2015	News & Views	1.0000	51	51.0000
City Council Meeting Andover 9-15	9/15/2015	City Council	1.0222	35	35.7778
Planning Commission Andover 10-27	10/27/2015	Planning	0.3733	23	8.5867
Park and Recreation Andover 10-1	10/1/2015	Park & Rec	1.0711	172	184.2311
** Shared With Multiple Cities			12.6736	1031	656.5483

<b>Total Programming Hours:</b>	<b>656.5483</b>
<b>Total Bulletin Board Hours:</b>	<b>87.4517</b>
<b>Total Runs:</b>	<b>1031</b>
<b>October Total Time:</b>	<b>744</b>
<b>Web Hits:</b>	<b>1549</b>

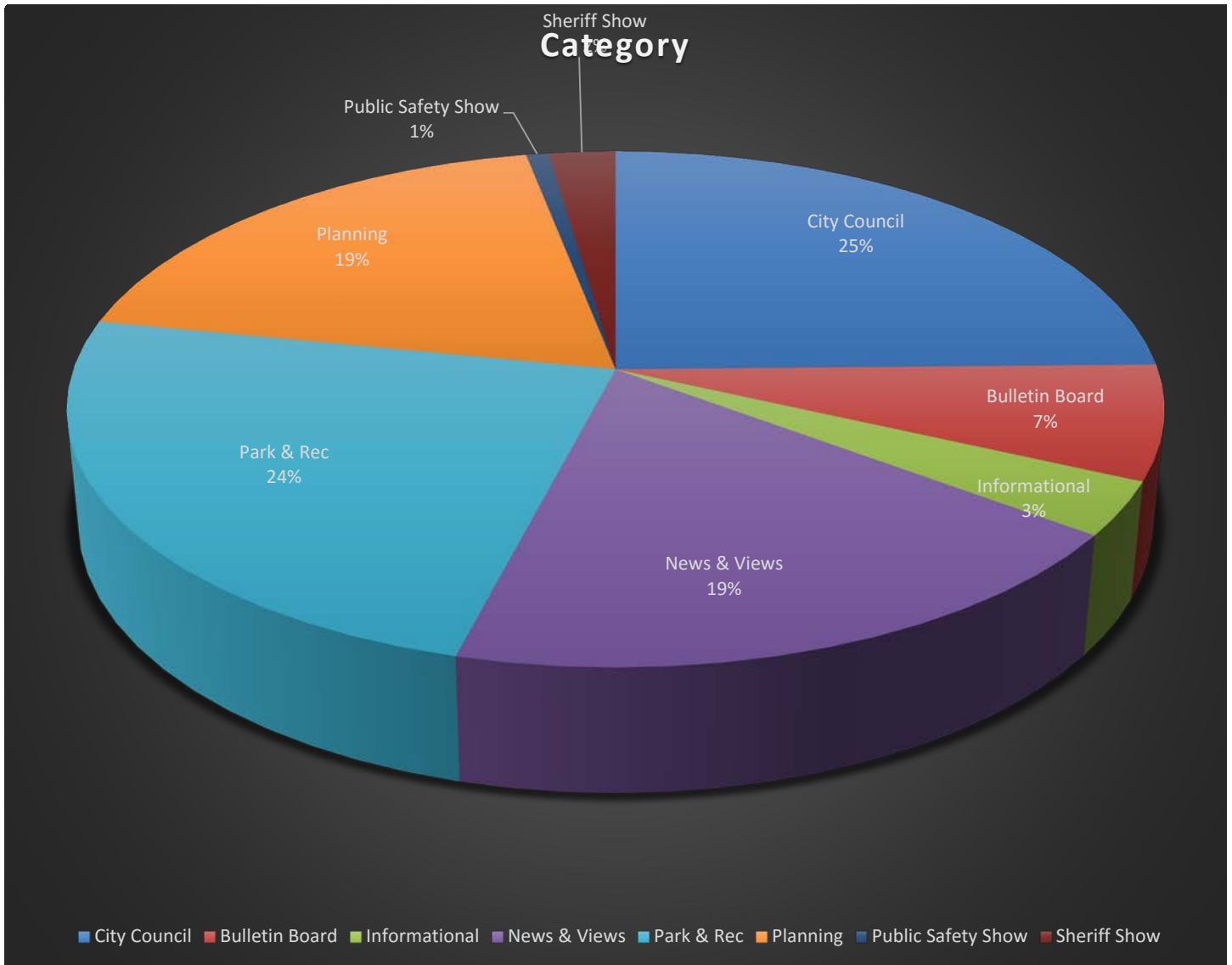


# Andover Channel & Web Statistics

## November 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1018	New Shows: 8	Total Hours: 51.3	Total Hits: n.a.
Total Time: 668.7	New Time: 7.46	Saturation: 7.1%	
Saturation: 92.9%	All Shows: 16	<b>New Andover: 45</b>	
	All Time: 12.36	<b>New All Cities: 246</b>	

Shared With Multiple Cities		
11/4/2015	News and Views November	1.0000
10/2/2015	Public Safety Talk Oct	0.5000
10/15/2015	QCCC 10-2015	0.5542
11/19/2015	QCCC 11-2015	0.7325
10/9/2015	The Sheriff Show Oct - Nov	0.4958



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Andover City Council 11-02-2015	11/2/2015	City Council	0.6128	105	64.3417
Andover City Council 11-17-2015	11/17/2015	City Council	2.0478	51	104.4367
Andover Kelsey Round Lake Open House	11/4/2015	Informational	0.1333	181	24.1333
Andover Park and Recreation 11-19-2015	11/19/2015	Park & Rec	1.2786	43	54.9803
Andover Planning 11-10-2015	11/11/2015	Planning	1.3692	79	108.1642
City Council Meeting Andover 10-20	10/20/2015	City Council	0.6433	13	8.3633
News and Views November - Andover	11/4/2015	News & Views	0.2850	219	62.4150
News and Views November **	11/4/2015	News & Views	1.0000	54	54.0000
News and Views October - Common	10/6/2015	News & Views	1.0000	10	10.0000
News and Views October Andover	10/6/2015	News & Views	0.2592	33	8.5525
Park and Recreation Andover 10-1	10/1/2015	Park & Rec	1.0711	110	117.8222
Planning Commission Andover 10-27	10/27/2015	Planning	0.3733	72	26.8800
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	11	5.5000
QCCC 10-2015 **	10/15/2015	QCCC	0.5542	1	0.5542
QCCC 11-2015 **	11/19/2015	QCCC	0.7325	3	2.1975
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	33	16.3625
** Shared With Multiple Cities		<b>Totals:</b>	<b>12.3561</b>	<b>1018</b>	<b>668.7033</b>

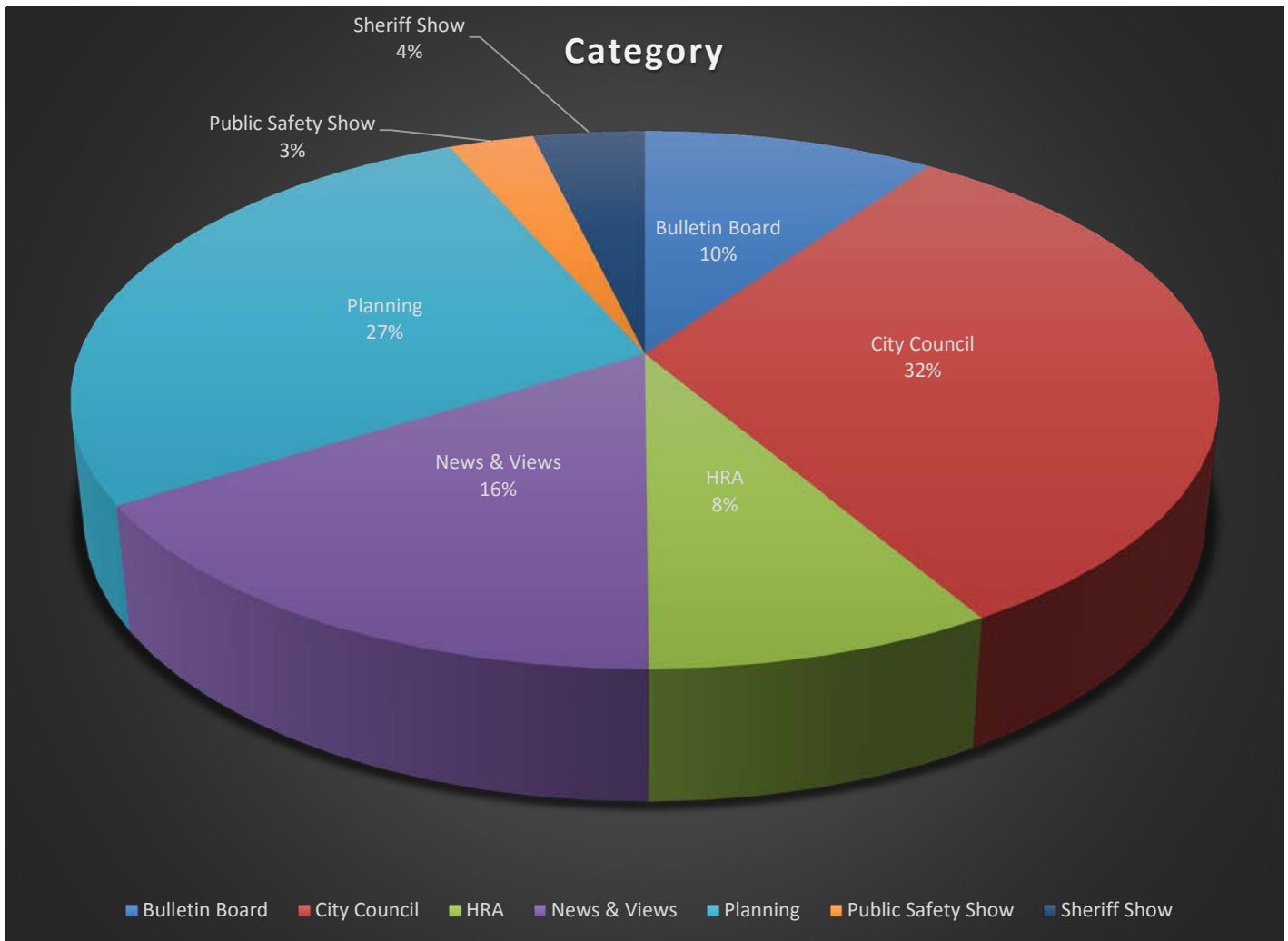
<b>Total Programming Hours:</b>	<b>668.703</b>
<b>Total Bulletin Board Hours:</b>	<b>51.297</b>
<b>Total Runs:</b>	<b>1031</b>
<b>November Total Time:</b>	<b>720</b>
<b>Web Hits:</b>	<b>n.a.</b>

# Anoka Channel & Web Statistics

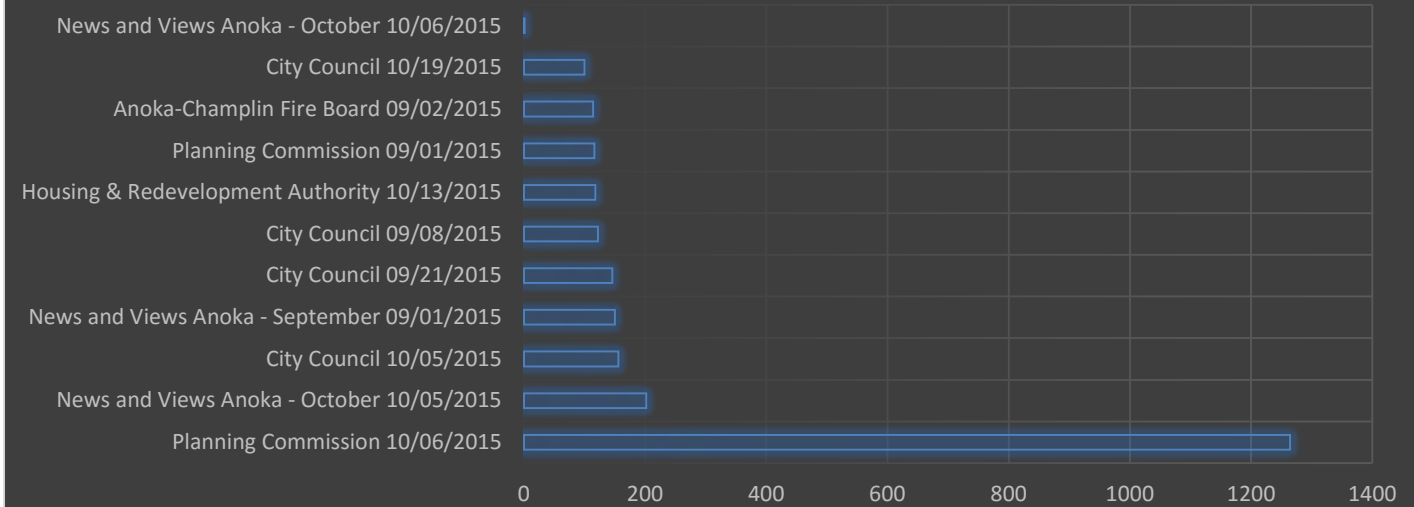
## October 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	845	New Shows	9	Total Hours:	71.73	Total Hits:	2489
Total Time:	672.27	New Time:	7.29	Saturation:	9.6 %		
Saturation:	90.4 %	All Shows:	17	<b>New Anoka:</b>	<b>59</b>		
		All Time:	12.9	<b>New All Cities:</b>	<b>329</b>		

Shared With Multiple Cities		
8/3/2015	The Sheriff Show Aug-Sep 2015	0.5000
9/17/2015	QCCC 9-2015	0.4997
10/15/2015	QCCC 10-2015	0.5542
9/8/2015	News and Views - September	1.0000
10/9/2015	The Sheriff Show Oct - Nov	0.4958
10/6/2015	News and Views October	1.0000
10/2/2015	Public Safety Talk Oct	0.5000



## Web Hits



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d	
The Sheriff Show Aug-Sep 2015 **	8/3/2015	Sheriff Show	0.5000	31	15.5000	
HRA Meeting Anoka 10-13	10/13/2015	HRA	0.6636	86	57.0706	
News and Views - Anoka Segment September	9/9/2015	News & Views	0.2661	1	0.2661	
QCCC 9-2015 **	9/17/2015	QCCC	0.4997	3	1.4992	
QCCC 10-2015 **	10/15/2015	QCCC	0.5542	5	2.7708	
Housing & Redevelopment Authority 8-10	8/10/2015	HRA	0.8189	6	4.9133	
News and Views - September **	9/8/2015	News & Views	1.0000	11	11.0000	
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	24	11.9000	
News and Views October Anoka Segment	10/6/2015	News & Views	0.2697	218	58.7994	
City Council Meeting Anoka 9-21	9/21/2015	City Council	0.7631	44	33.5744	
Planning Commission Anoka 9-1	9/1/2015	Planning	1.2694	45	57.1250	
News and Views October **	10/6/2015	News & Views	1.0000	50	50.0000	
City Council Meeting Anoka 10-5	10/5/2015	City Council	1.3572	82	111.2922	
Planning Commission Anoka 10-6	10/6/2015	Planning	1.1325	128	144.9600	
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	42	21.0000	
Anoka City Council 10-19-2015	10/19/2015	City Council	1.3131	69	90.6008	
** Shared With Multiple Cities				12.4033	845	672.2719

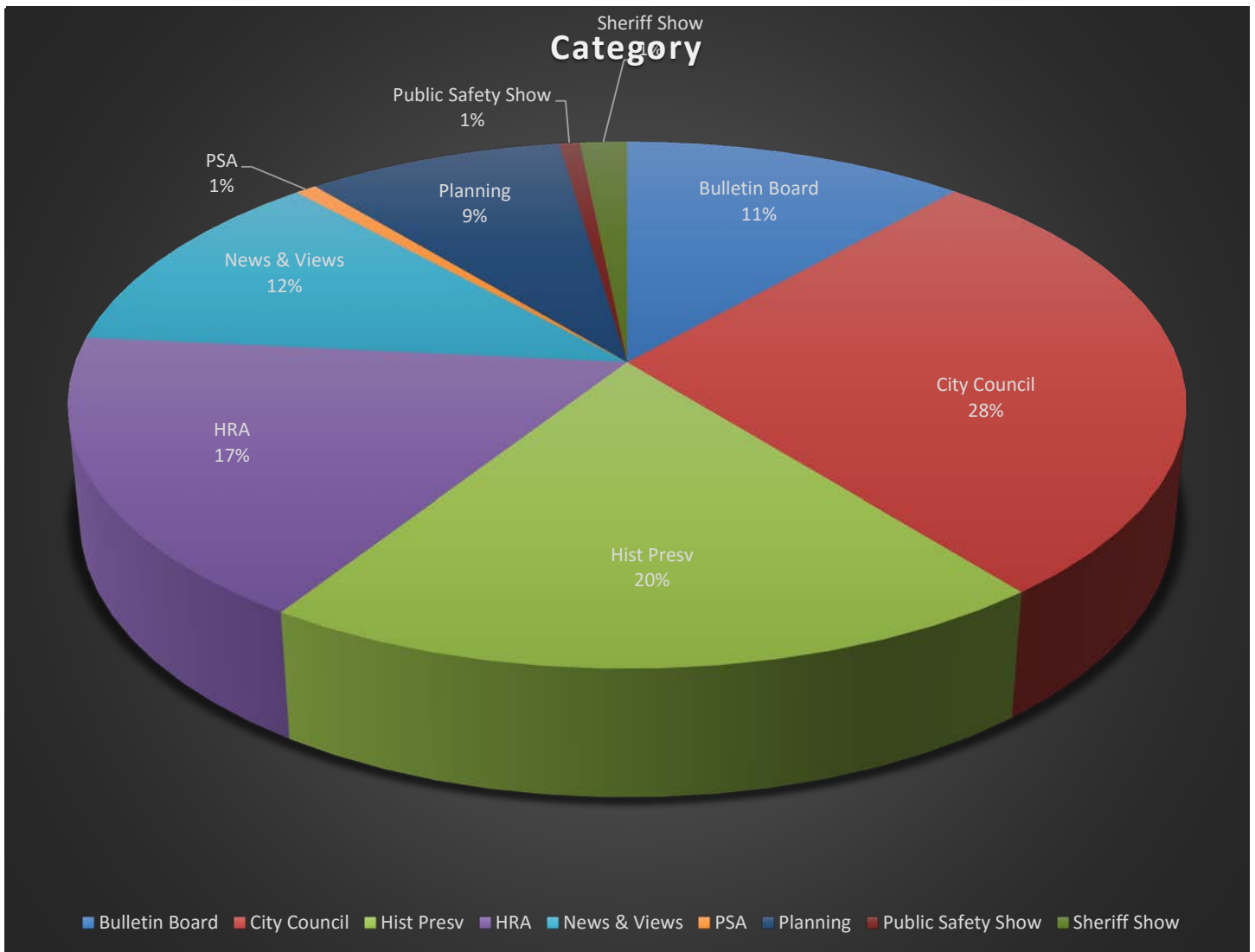
<b>Total Programming Hours:</b>	672.2719
<b>Total Bulletin Board Hours:</b>	71.7281
<b>Total Runs:</b>	845
<b>Total October Hours:</b>	744
<b>Web Hits:</b>	2489

# Anoka Channel & Web Statistics

## November 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	771	New Shows	7	Total Hours	83.02	Total Hits:	n.a.
Total Time:	636.98	New Time:	6.34	Saturation:	11.5 %		
Saturation:	88.5%	All Shows:	15	<b>New Anoka:</b>	<b>49</b>		
		All Time:	11.82	<b>New All Cities:</b>	<b>246</b>		

Shared With Multiple Cities		
11/4/2015	News and Views November	1.0000
10/6/2015	News and Views October	1.0000
10/2/2015	Public Safety Talk Oct	0.5000
11/19/2015	QCCC 11-2015	0.7325
10/9/2015	The Sheriff Show Oct - Nov	0.4958



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Anoka City Council 10-19-2015	10/19/2015	City Council	1.3131	9	11.8175
Anoka City Council 11-02-2015	11/2/2015	City Council	0.7219	93	67.1408
Anoka City Council 11-16-2015	11/16/2015	City Council	1.5147	79	119.6631
Anoka Heritage Committee 11-10-2015	11/10/2015	Hist Presv	1.2697	112	142.2089
Anoka HRA 11-09-2015	11/9/2015	HRA	0.8092	112	90.6267
Anoka PSA Day	3/10/2015	PSA	0.0986	53	5.2264
HRA Meeting Anoka 10-13	10/13/2015	HRA	0.6636	52	34.5078
News & Views Nov. 2015 - Anoka	11/4/2015	News & Views	0.2944	17	5.0056
News and Views November **	11/4/2015	News & Views	1.0000	48	48.0000
News and Views October **	10/6/2015	News & Views	1.0000	5	5.0000
News and Views October Anoka Segment	10/6/2015	News & Views	0.2697	97	26.1631
Planning Commission Anoka 10-6	10/6/2015	Planning	1.1325	55	62.2875
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	10	5.0000
QCCC 11-2015 **	11/19/2015	QCCC	0.7325	4	2.9300
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	25	11.4000
** Shared With Multiple Cities		<b>Totals:</b>	<b>11.8158</b>	<b>771</b>	<b>636.9772</b>

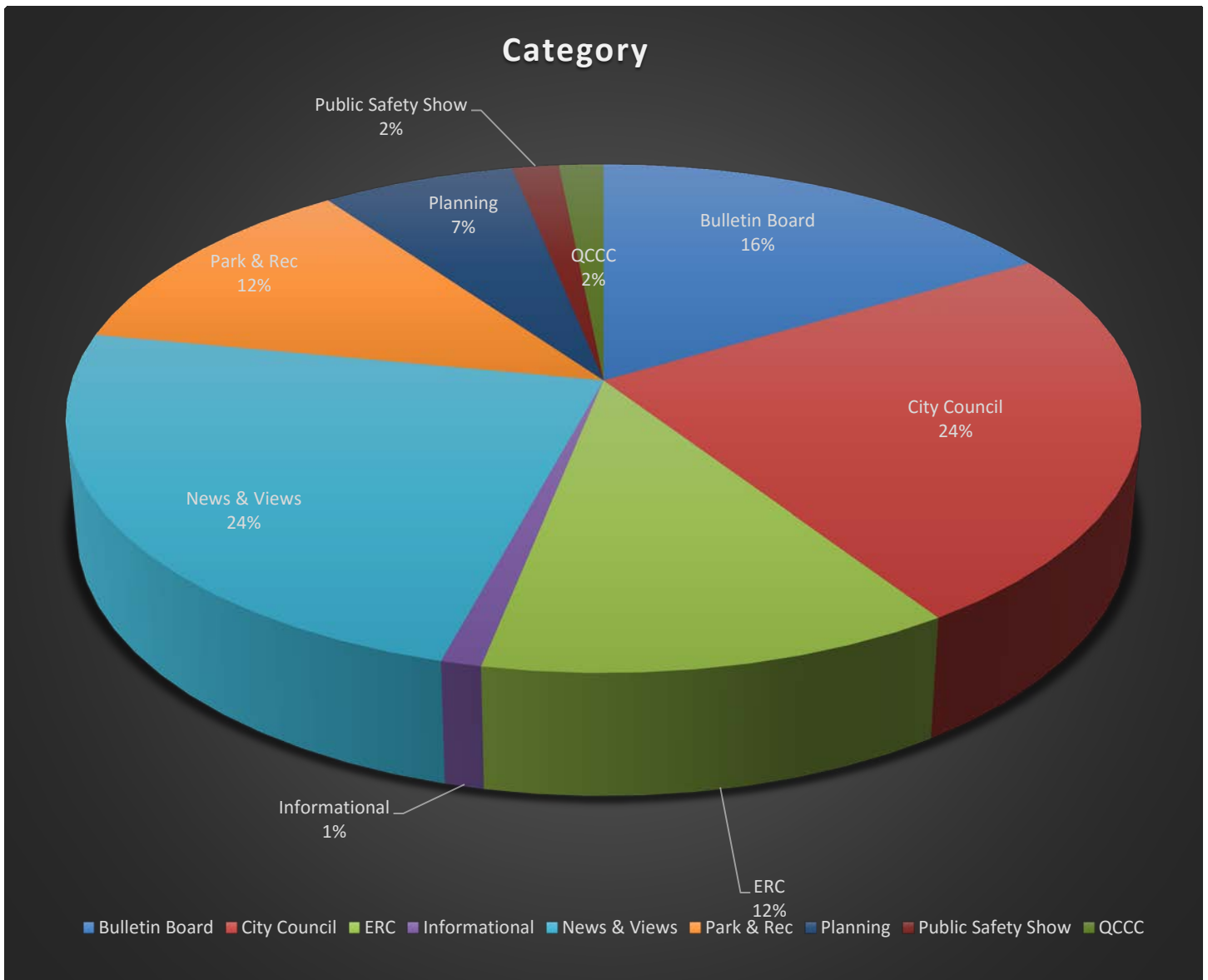
<b>Total Programming Hours:</b>	<b>636.9772</b>
<b>Total Bulletin Board Hours:</b>	<b>83.0228</b>
<b>Total Runs:</b>	<b>771</b>
<b>November Total Hours:</b>	<b>720</b>
<b>Web Hits:</b>	<b>n.a.</b>

# Champlin Channel & Web Statistics

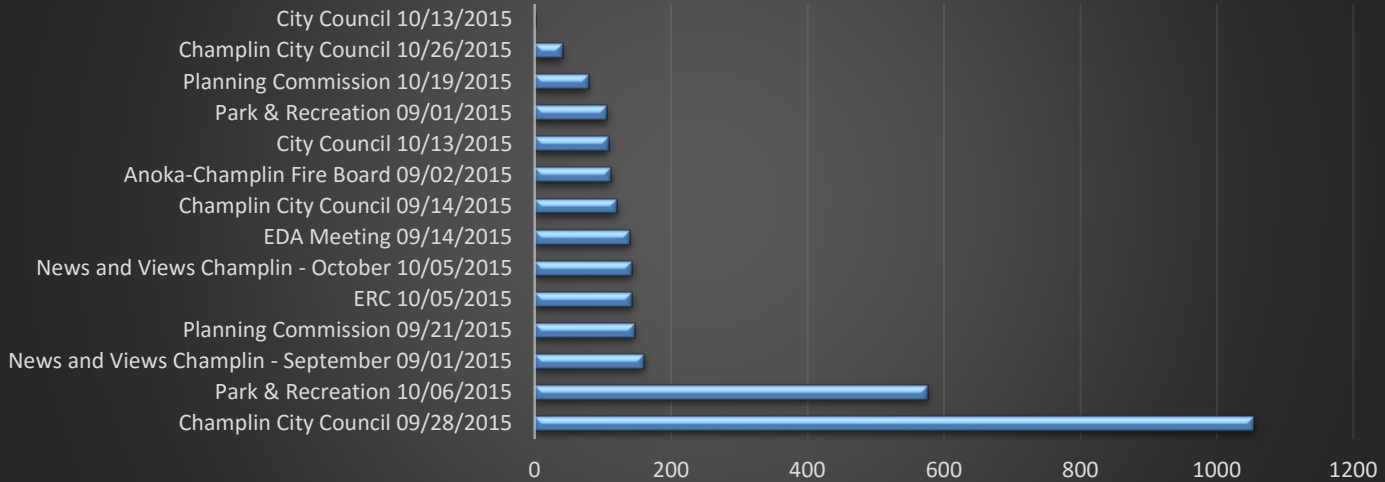
## October 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1310	New Shows: 10	Total Hours: 123.06	Total Hits: 2928
Total Time: 620.94	New Time: 7.05	Saturation: 16.6 %	
Saturation: 83.4 %	All Shows: 20	<b>New Champlin: 59</b>	
	All Time: 10.63	<b>New All Cities: 329</b>	

Shared With Multiple Cities		
10/15/2015	QCCC 10-2015	0.5542
9/17/2015	QCCC 9-2015	0.4997
10/2/2015	Public Safety Talk Oct	0.5000
10/6/2015	News and Views October	1.0000



## Web Hits



### Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Champlin Department Update	11/13/2014	Informational	0.4167	19	7.9167
QCCC 9-2015 **	9/17/2015	QCCC	0.4997	13	6.4964
News and Views - September	9/8/2015	News & Views	1.0000	10	10.0000
City Council Meeting	8/6/2015	City Council	0.0833	2	0.1667
Economic Development Authority Champlin 9-14	9/14/2015	EDA-EDC	0.0619	1	0.0619
Environmental Resources Commission Champlin	9/3/2015	ERC	0.0833	1	0.0833
Planning Commission Anoka 10-6	10/6/2015	Planning	1.1325	1	1.1325
QCCC 10-2015 **	10/15/2015	QCCC	0.5542	9	4.9875
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	24	12.0000
Environmental Resources Commission	10/5/2015	ERC	0.7000	132	92.4000
Champlin City Council 10-26-2015	10/26/2015	City Council	0.9967	27	26.9100
Park and Recreation Champlin 10-6	10/6/2015	Park & Rec	0.5431	134	72.7694
News and Views Champlin Segment October	10/6/2015	News & Views	0.2558	405	103.6125
City Council Meeting Champlin 9-28	9/28/2015	City Council	0.6022	116	69.8578
Planning Commission Champlin 9-21	9/21/2015	Planning	0.2872	114	32.7433
City Council Champlin 10-13-2015	10/13/2015	City Council	1.1222	74	83.0444
Champlin Planning Commission 10-19-2015	10/19/2015	Planning	0.2439	66	16.0967
News and Views - Champlin Segment Sept	9/9/2015	News & Views	0.2403	56	13.4556
Park & Recreation Champlin 9-1	9/1/2015	Park & Rec	0.3072	56	17.2044
News and Views October **	10/6/2015	News & Views	1.0000	50	50.0000
** Shared With Multiple Cities			<b>10.6303</b>	<b>1310</b>	<b>620.9392</b>

<b>Total Programming Hours:</b>	621.2089
<b>Total Bulletin Board Hours:</b>	122.7911
<b>Total Runs:</b>	1313
<b>October Total Time:</b>	744
<b>Web Hits:</b>	2928

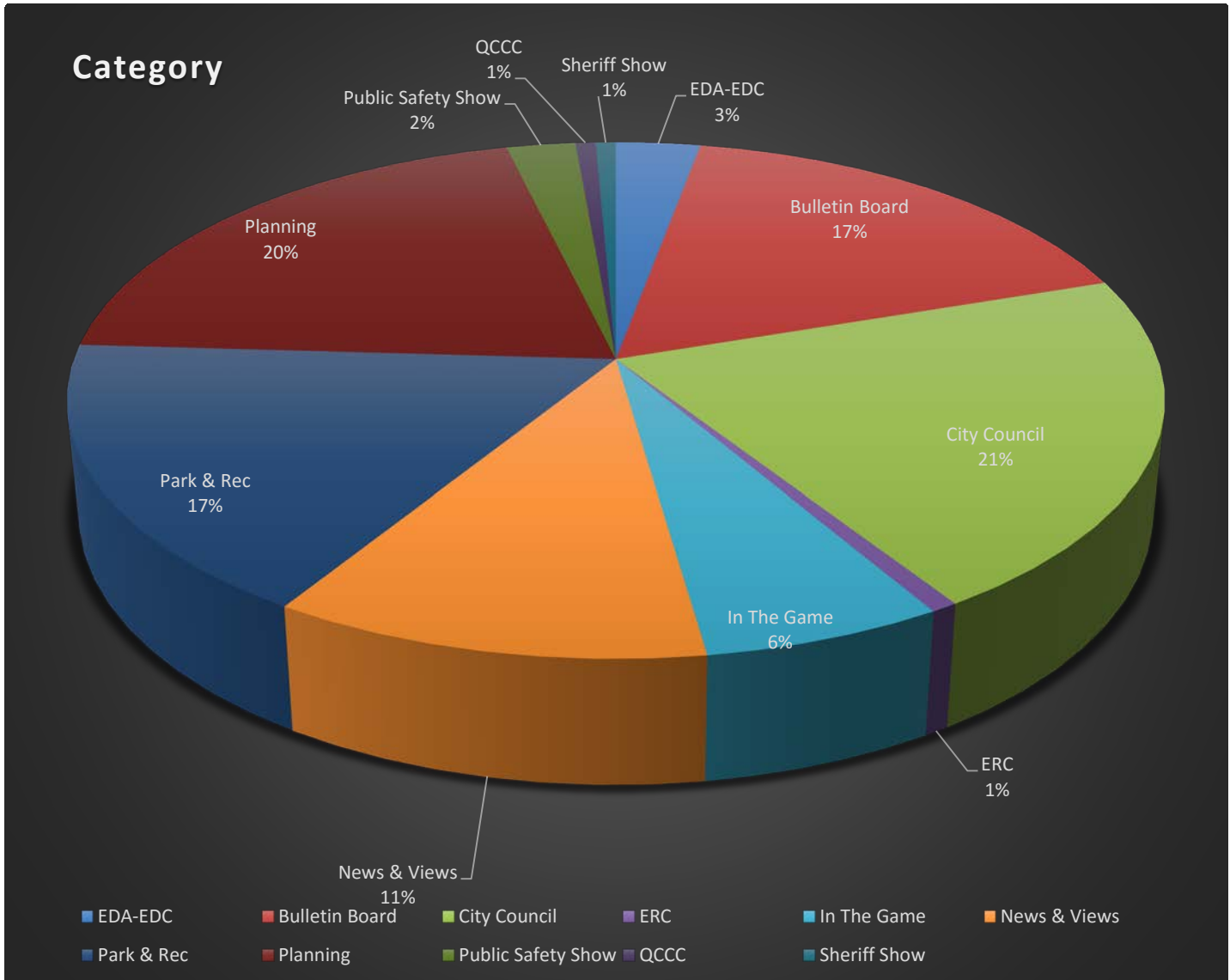


# Champlin Channel & Web Statistics

## November 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1870	New Shows:	8	Total Hours:	121.62	Total Hits:	n.a.
Total Time:	598.38	New Time:	4.0	Saturation:	17%		
Saturation:	83%	All Shows:	21	<b>New Champlin:</b>	<b>53</b>		
		All Time:	9.96	<b>New All Cities:</b>	<b>246</b>		

Shared With Multiple Cities		
11/4/2015	News and Views November	1
10/6/2015	News and Views October	1
10/2/2015	Public Safety Talk Oct	0.5
10/15/2015	QCCC 10-2015	0.554167
11/19/2015	QCCC 11-2015	0.7325
10/9/2015	The Sheriff Show Oct - Nov	0.495833



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Beyond The Yellow Ribbon - City of Champlin	11/10/2015	In The Game	0.0828	534	44.2033
Champlin City Council 10-26-2015	10/26/2015	City Council	0.9967	87	86.7100
Champlin City Council 11-09-2015	11/9/2015	City Council	0.1778	180	32.0000
Champlin City Council 11-23-2015	11/23/2015	City Council	0.5747	56	32.1844
Champlin Department Update	11/13/2014	Informational	0.4167	5	2.0833
Champlin EDA 11-09-2015	11/9/2015	EDA-EDC	0.1161	179	20.7839
Champlin Park and Recreation 11-03-2015	11/3/2015	Park & Rec	0.3806	296	112.6444
Champlin Planning Commission 10-19-2015	10/19/2015	Planning	0.2439	180	43.9000
Champlin Planning Commission 11-16-2015	11/16/2015	Planning	0.8103	126	102.0950
City Council Meeting	8/6/2015	City Council	0.0833	2	0.1667
Environmental Resources Commission	9/3/2015	ERC	0.0833	1	0.0833
Environmental Resources Commission 10-5	10/5/2015	ERC	0.7000	7	4.9000
News and Views Champlin Segment October	10/6/2015	News & Views	0.2558	26	6.6517
News and Views November - Champlin Segment	11/4/2015	News & Views	0.2144	62	13.2956
News and Views November **	11/4/2015	News & Views	1.0000	55	55.0000
News and Views October **	10/6/2015	News & Views	1.0000	5	5.0000
Park and Recreation Champlin 10-6	10/6/2015	Park & Rec	0.5431	18	9.7750
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	34	17.0000
QCCC 10-2015 **	10/15/2015	QCCC	0.5542	1	0.5542
QCCC 11-2015 **	11/19/2015	QCCC	0.7325	6	4.3950
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	10	4.9583
** Shared With Multiple Cities		<b>Totals:</b>	<b>9.9619</b>	<b>1870</b>	<b>598.3842</b>

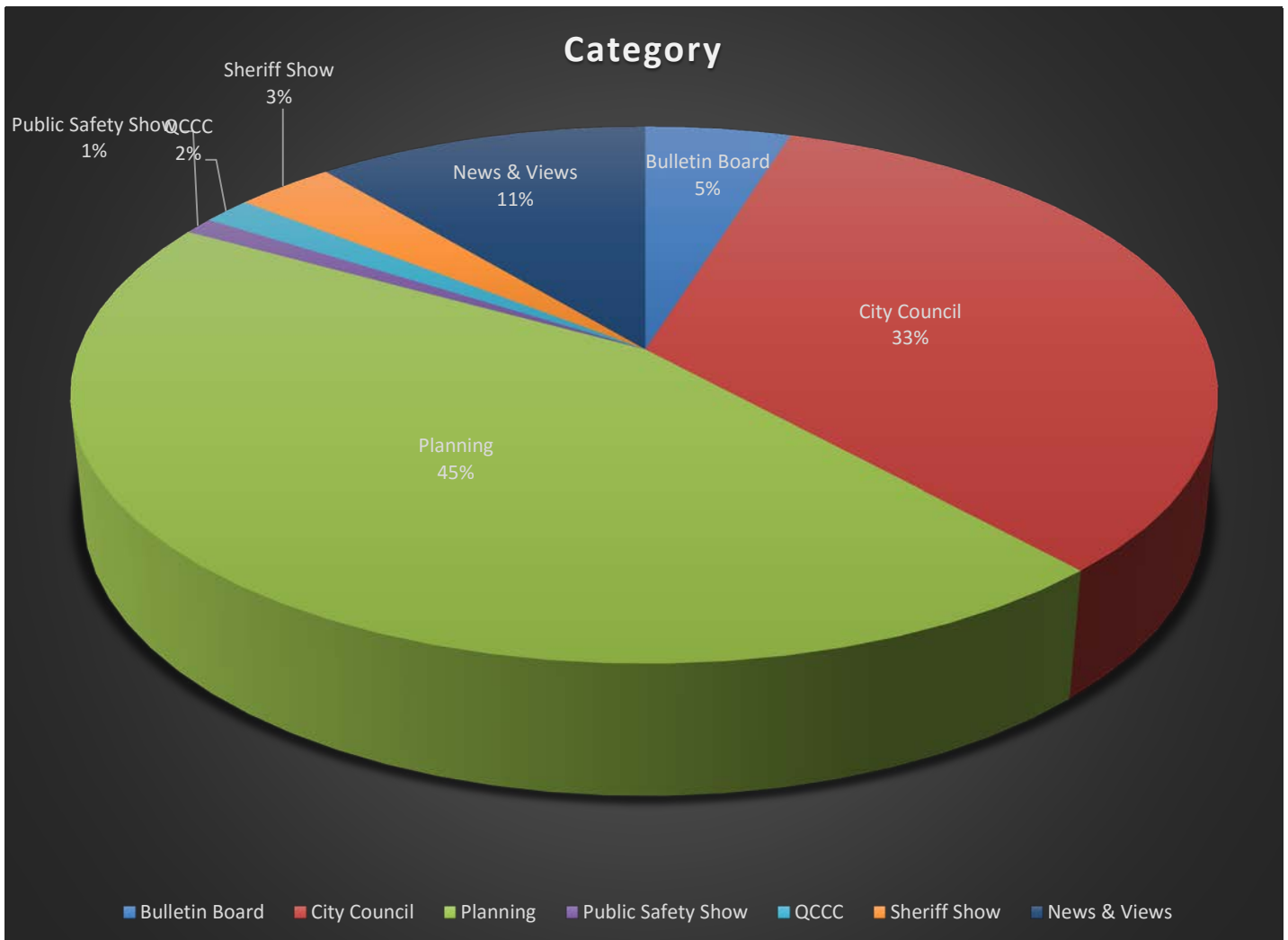
<b>Total Programming Hours:</b>	598.3842
<b>Total Bulletin Board Hours:</b>	121.6158
<b>Total Runs:</b>	1870
<b>November Total Time:</b>	720
<b>Web Hits:</b>	n.a.

# Ramsey Channel & Web Statistics

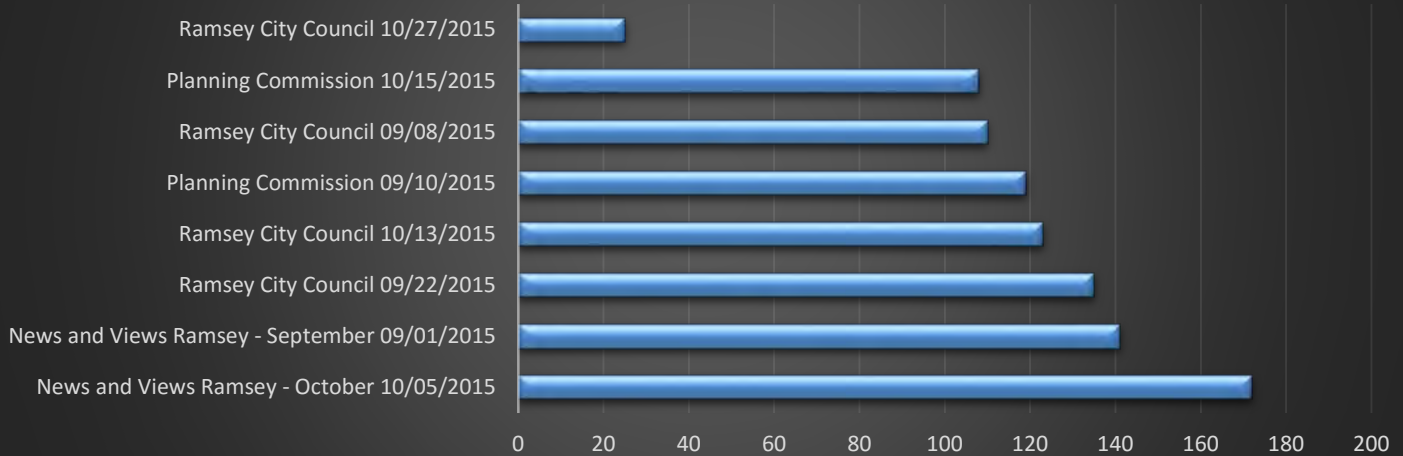
## October 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 515	New Shows: 8	Total Hours: 35.86	Total Hits: 933
Total Time: 708.14	New Time: 9.67	Saturation: 4.8%	
Saturation: 95.2%	All Shows: 16	<b>New Ramsey: 85</b>	
	All Time: 15.95	<b>New All Cities: 329</b>	

Shared With Multiple Cities		
10/6/2015	News and Views October	1.0000
10/9/2015	The Sheriff Show Oct - Nov	0.4958
9/17/2015	QCCC 9-2015	0.4997
8/3/2015	The Sheriff Show Aug & Sep 2015	0.5000
9/8/2015	News and Views - September	1.0000
8/3/2015	The Sheriff Show Aug-Sep 2015	0.5000



## Web Hits



## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
News and Views Ramsey 10-5	10/6/2015	News & Views	0.2517	64	16.1067
City Council Meeting Ramsey 9-22	9/22/2015	City Council	1.6644	69	114.8467
City Council Meeting Ramsey 10-13	10/13/2015	City Council	1.9339	59	114.0994
Planning Commission Ramsey 10-15	10/15/2015	Planning	3.4997	56	195.9844
News and Views October **	10/6/2015	News & Views	1.0000	52	52.0000
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	37	18.3458
News and Views - Ramsey Sept	9/9/2015	News & Views	0.2489	27	6.7200
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	15	7.5000
QCCC 9-2015 **	9/17/2015	QCCC	0.4997	14	6.9961
City Council Meeting Ramsey 10-27	10/27/2015	City Council	1.5336	13	19.9369
QCCC 10-2015 **	10/15/2015	QCCC	0.5542	9	4.9875
The Sheriff Show Aug & Sep 2015 **	8/3/2015	Sheriff Show	0.5000	8	4.0000
News and Views - September **	9/8/2015	News & Views	1.0000	7	7.0000
The Sheriff Show Aug-Sep 2015 **	8/3/2015	Sheriff Show	0.5000	4	2.0000
Distracted Driving Ramsey	3/11/2015	PSA	0.0239	2	0.0478
Planning Commission Ramsey 9-10	9/10/2015	Planning	1.7414	79	137.5697
** Shared With Multiple Cities		<b>Total</b>	<b>15.9472</b>	<b>515</b>	<b>708.1411</b>

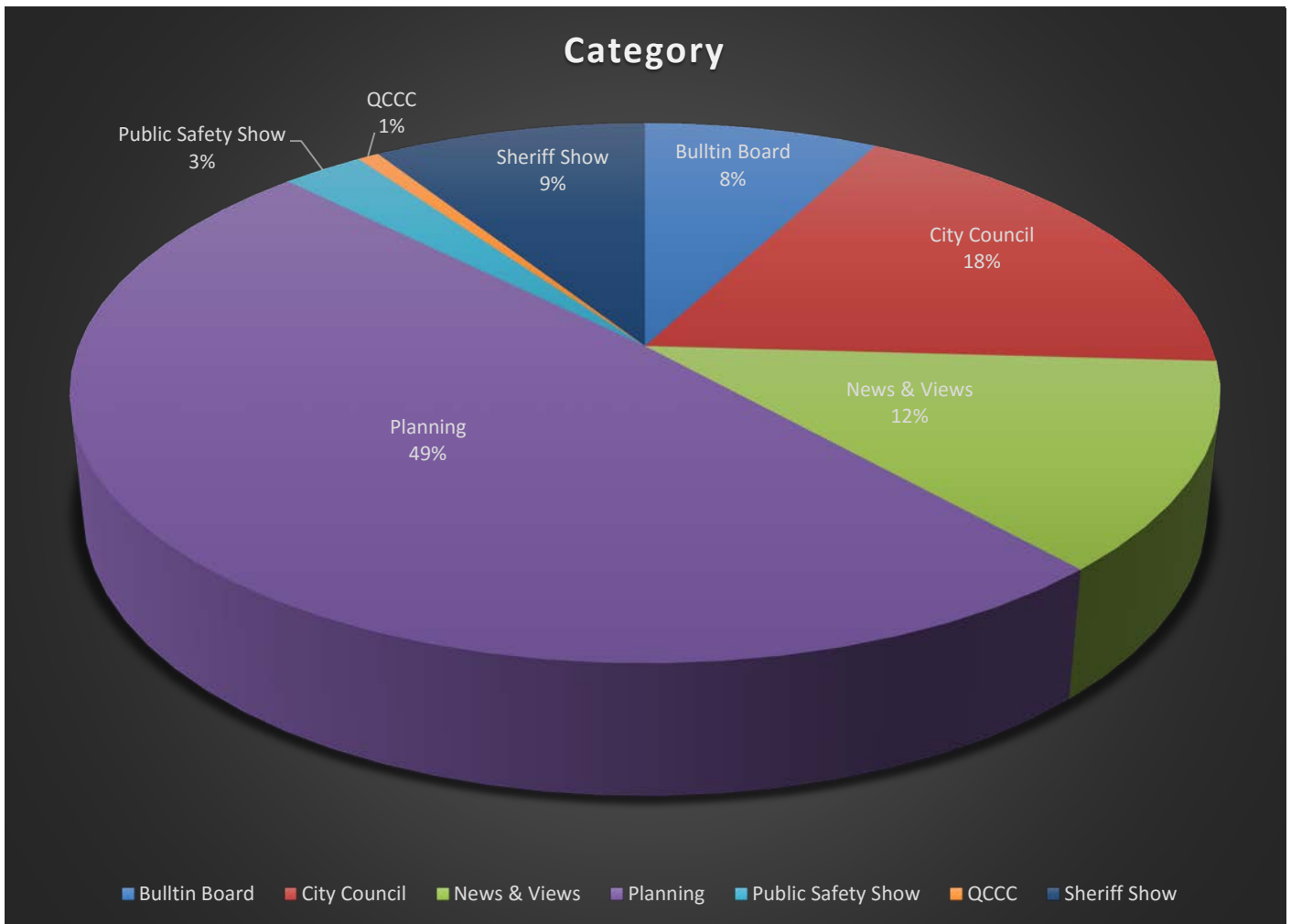
<b>Total Programming Hours:</b>	<b>708.1411</b>
<b>Total Bulletin Board Hours:</b>	<b>35.8589</b>
<b>Total Runs:</b>	<b>515</b>
<b>October Total Time:</b>	<b>744</b>
<b>Web Hits:</b>	<b>933</b>

# Ramsey Channel & Web Statistics

## November 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 661	New Shows: 5	Total Hours: 56.07	Total Hits: n.a.
Total Time: 663.93	New Time: 5.0	Saturation: 7.8%	
Saturation: 92.2%	All Shows: 13	<b>New Ramsey: 57</b>	
	All Time: 13.09	<b>New All Cities: 246</b>	

Shared With Multiple Cities		
10/6/2015	News and Views October	1.0000
10/9/2015	The Sheriff Show Oct - Nov	0.4958
9/17/2015	QCCC 9-2015	0.4997
8/3/2015	The Sheriff Show Aug & Sep 2015	0.5000
9/8/2015	News and Views - September	1.0000
8/3/2015	The Sheriff Show Aug-Sep 2015	0.5000



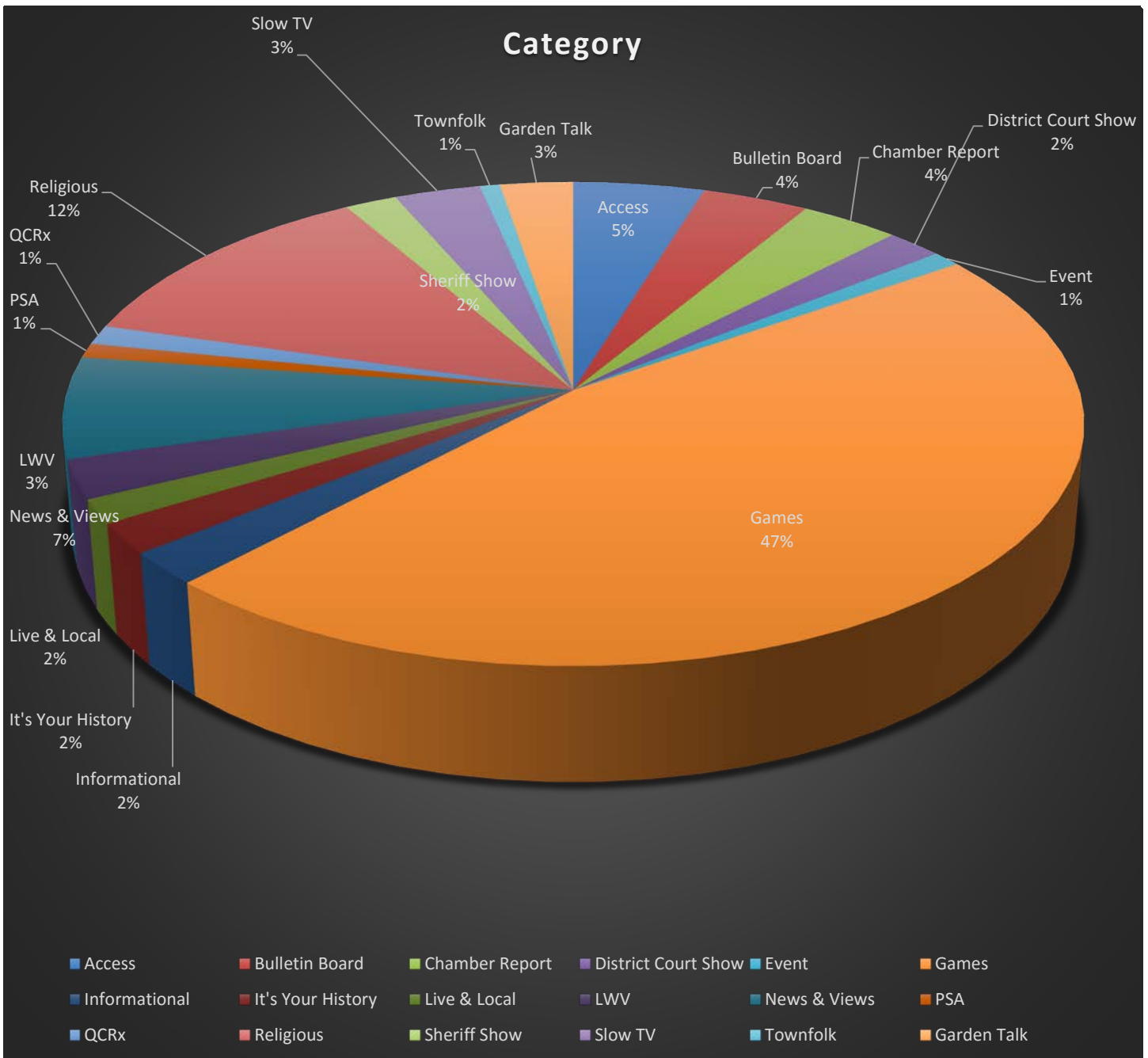
## Detail

Title	Event Date	Category	Length-d	Runs	Total-d
City Council Meeting Ramsey 10-27	10/27/2015	City Council	1.5336	40	61.3444
News and Views November - Ramsey Segment	11/4/2015	News & Views	0.2533	63	15.9600
News and Views November **	11/4/2015	News & Views	1.0000	64	64.0000
News and Views October **	10/6/2015	News & Views	1.0000	6	6.0000
News and Views Ramsey Segment 10-5	10/6/2015	News & Views	0.2517	14	3.5233
Planning Commission Ramsey 10-15	10/15/2015	Planning	3.4997	47	164.4869
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	39	19.5000
QCCC 10-2015 **	10/15/2015	QCCC	0.5542	4	2.2167
QCCC 11-2015 **	11/19/2015	QCCC	0.7325	4	2.9300
Ramsey City Council 11-10-2015	11/10/2015	City Council	0.2939	113	33.2094
Ramsey City Council 11-24-2015	11/24/2015	City Council	1.1567	31	35.8567
Ramsey Planning Commission 11-12-2015	11/12/2015	Planning	1.8217	104	189.4533
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	132	65.4500
** Shared With Multiple Cities		<b>Totals:</b>	<b>13.0931</b>	<b>661</b>	<b>663.9308</b>

<b>Total Programming Hours:</b>	<b>663.9308</b>
<b>Total Bulletin Board Hours:</b>	<b>56.0692</b>
<b>Total Runs:</b>	<b>661</b>
<b>November Total Time:</b>	<b>720</b>
<b>Web Hits:</b>	<b>n.a.</b>

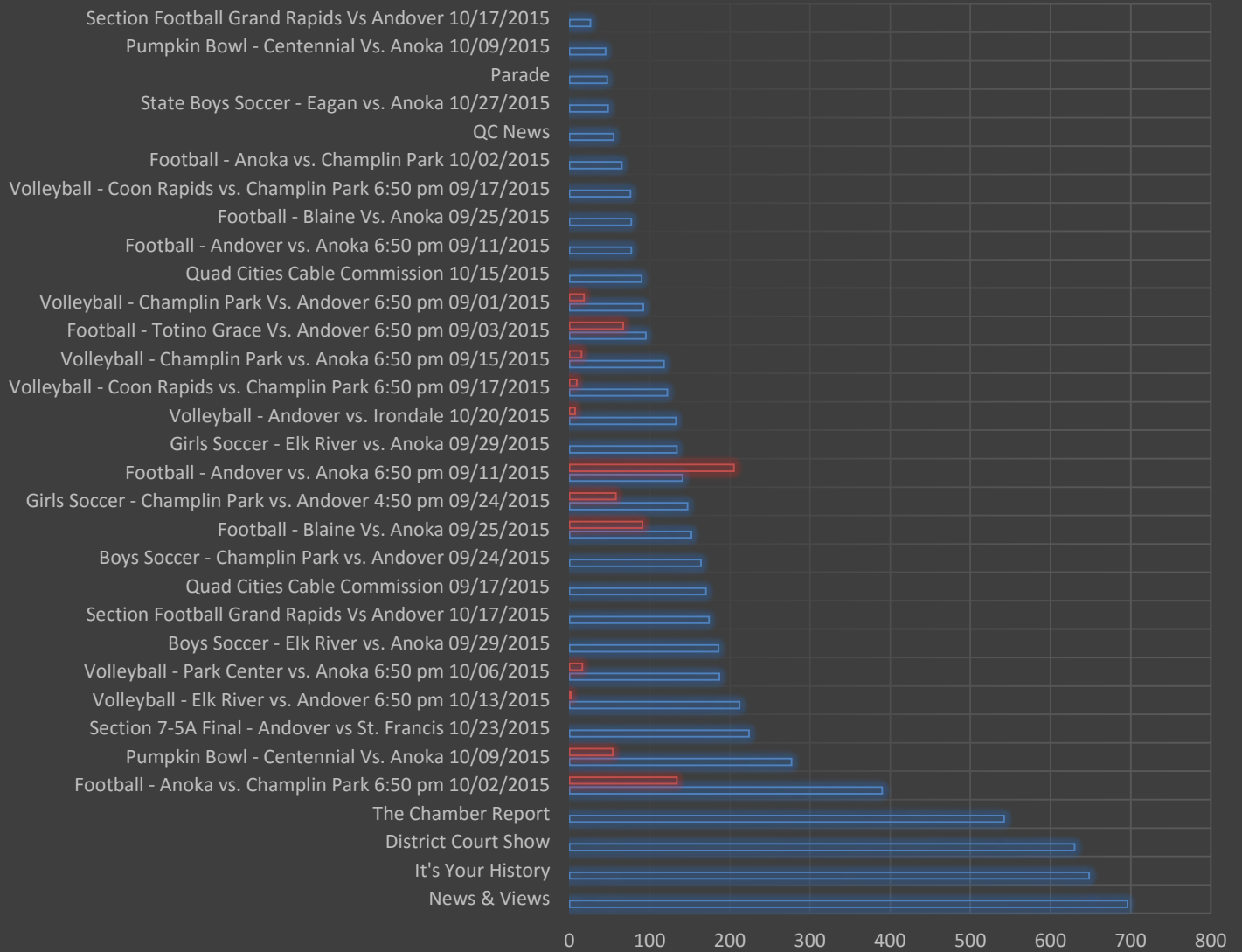
# Community Channel October 2015

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1468	New Shows	65	Total Hours	28.5	Total VOD Hits:	6240
Total Time:	715.49	New Time:	64.34	Saturation:	3.8%	Total Live Hits:	676
Saturation:	96.2%	All Shows:	161	<b>New Bulletins</b>	<b>33</b>		
		All Time:	112.83	<b>All Bulletins</b>	<b>329</b>		



## Web Hits

Live VOD

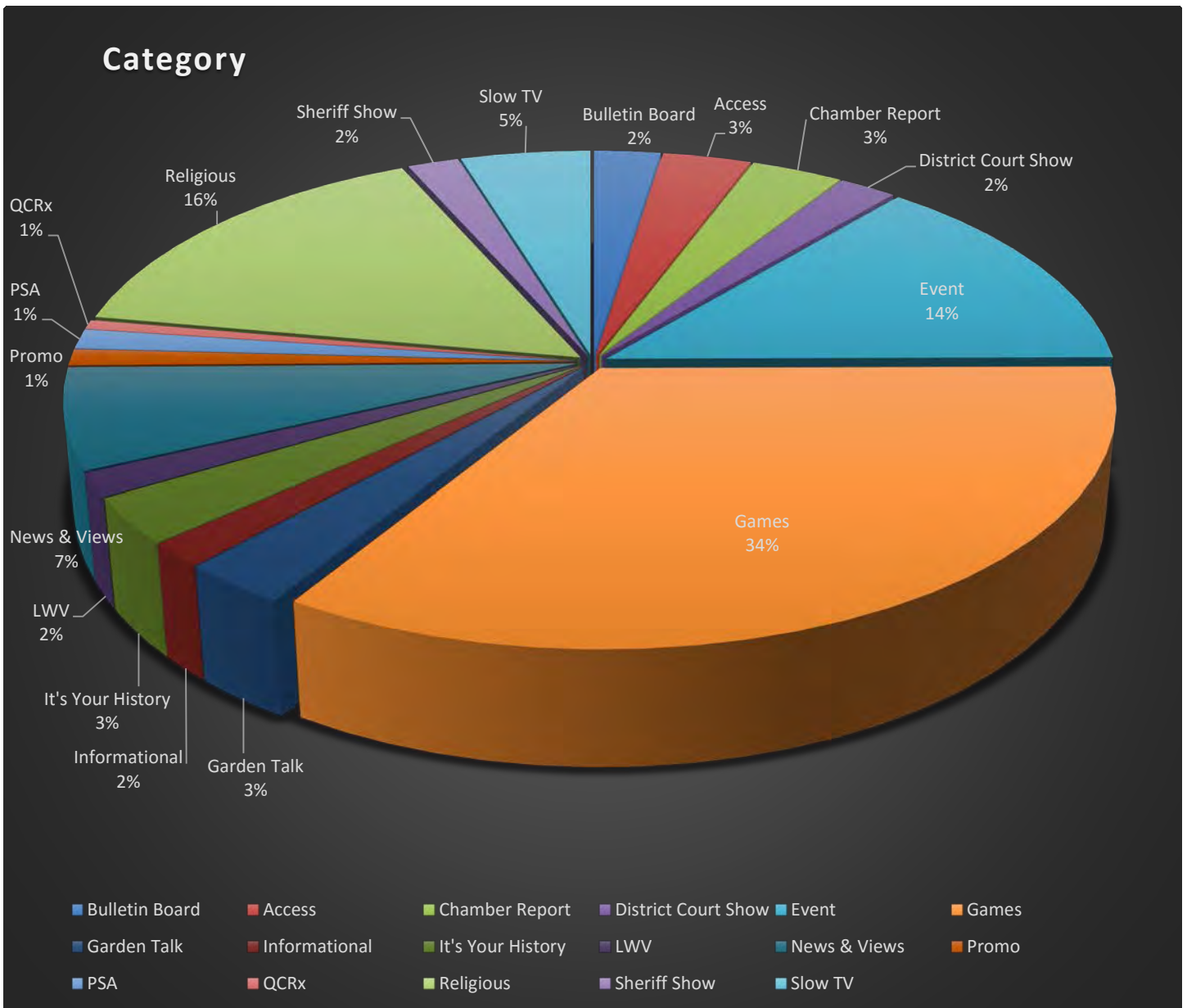


- Detail available upon request



# Community Channel November 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1576	New Shows: 51	Total Hours: 17.39	Total Web Hits: n.a.
Total Time: 702.61	New Time: 46.65	Saturation: 2.5%	
Saturation: 97.5 %	All Shows: 124	<b>New Bulletins: 21</b>	
	All Time: 83.64	<b>All Bulletins: 246</b>	



• Detail available upon request

# October 2015 YouTube Statistics

**Total Views:** 2038  
**Minutes Watched:** 13,335

## Detail

Video	Watch Time	Views	Avg View
Antique Appraisal with Mark F Moran	3,064 (23%)	225 (11%)	13:37
It's Your History - Anoka State Hospital	2,138 (16%)	277 (14%)	7:43
"Live and Local: Wargo Nature Center"	1,192 (8.9%)	131 (6.4%)	9:06
The Local Show # 2 HD	948 (7.1%)	193 (9.5%)	4:54
Rebel Classic Marching Bands 2014	746 (5.6%)	158 (7.8%)	4:43
It's Your History - Fridley Tornado	572 (4.3%)	73 (3.6%)	7:50
Champlin Park Cluster Band Concert	530 (4.0%)	79 (3.9%)	6:42
In the Garden - Putting Your Garden To Bed	408 (3.1%)	48 (2.4%)	8:30
League of Women Voters - Secretary of State Steve Simon	393 (3.0%)	44 (2.2%)	8:56
It's Your History - Archeology in Anoka County	374 (2.8%)	67 (3.3%)	5:34
Townfolk - Anoka County Union Herald	328 (2.5%)	43 (2.1%)	7:37
QCRx - October	273 (2.0%)	51 (2.5%)	5:21
It's Your History - The 1st Minnesota Infantry of the Civil War	230 (1.7%)	46 (2.3%)	4:59
News and Views October	206 (1.5%)	69 (3.4%)	2:59
League of Women Voters District 11 Candidate Forum	185 (1.4%)	34 (1.7%)	5:26
Garden Talk	150 (1.1%)	21 (1.0%)	7:09
Anoka County Sheriff Show – August & September 2015	113 (0.8%)	25 (1.2%)	4:30
Anoka County Sheriff Show – March & April 2015	98 (0.7%)	24 (1.2%)	4:04
Thank You Berry Much The Story of the Bauer Farm	95 (0.7%)	17 (0.8%)	5:36
Ramsey Happy Days Parade 2015	95 (0.7%)	14 (0.7%)	6:45
The Serakos Story	75 (0.6%)	14 (0.7%)	5:23
Chamber Report October	68 (0.5%)	18 (0.9%)	3:45
News and Views October 2014	65 (0.5%)	1 (0.0%)	1:04:57
Anoka County Sheriff Show - Oct & Nov 2015	64 (0.5%)	19 (0.9%)	3:22
Chamber Report - May	62 (0.5%)	2 (0.1%)	30:49:00
News & Views - August	60 (0.5%)	2 (0.1%)	30:02:00
Live and Local: In Bloom!	56 (0.4%)	2 (0.1%)	28:11:00
Andover @ Anoka, Football - End of Game Highlight	38 (0.3%)	29 (1.4%)	1:18
Regan Moves	37 (0.3%)	4 (0.2%)	9:17
QCTV 10-Minute Half Time Show	36 (0.3%)	15 (0.7%)	2:24
Sheriff Show Dec 2014/Jan 2015	33 (0.2%)	11 (0.5%)	2:59
News and Views September	32 (0.2%)	27 (1.3%)	1:11
The Local Show Show April 2015	30 (0.2%)	2 (0.1%)	15:00
The Chamber Report - April	30 (0.2%)	1 (0.0%)	29:59:00

Chamber Report September 2015	25 (0.2%)	5 (0.2%)	5:03
Youth First - Mayor's Prayer Breakfast 2015	25 (0.2%)	1 (0.0%)	24:58:00
Anoka County Sheriff's Award Ceremony 02-17-20 15	25 (0.2%)	9 (0.4%)	2:44
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	24 (0.2%)	8 (0.4%)	2:59
It's Your History - Sustainable Farming	23 (0.2%)	11 (0.5%)	2:05
LWV ABC Pollinator Advocacy Project HD	22 (0.2%)	2 (0.1%)	11:11
Public Safety Show October HD Matt	21 (0.2%)	9 (0.4%)	2:21
News & Views - September 2014	21 (0.2%)	1 (0.0%)	21:04
District Court Show	20 (0.1%)	8 (0.4%)	2:28
QCRx - Vaccination, Bereavement and Diet	20 (0.1%)	6 (0.3%)	3:16
Professional Karate Studios	18 (0.1%)	8 (0.4%)	2:18
NATOA Overall Excellence	18 (0.1%)	4 (0.2%)	4:28
Emerald Ash Borer PSA	17 (0.1%)	16 (0.8%)	1:03
Anoka County Reserve Graduation 2015	13 (0.1%)	4 (0.2%)	3:17
Buzzer Beater: Centennial @ Andover, Girls Basketball – February 5th, 2015	13 (0.1%)	17 (0.8%)	0:46
The District Court - October	12 (0.1%)	5 (0.2%)	2:24
Road Rage	11 (0.1%)	9 (0.4%)	1:16
District Court Show	10 (0.1%)	9 (0.4%)	1:05
Fire of the Heart ... an Andover Couples Journey	10 (0.1%)	2 (0.1%)	4:47
Happy Days Shout Out 2015	9 (0.1%)	9 (0.4%)	1:00
Chamber Report - August 2015	8 (0.1%)	3 (0.1%)	2:39
Chamber Report July	8 (0.1%)	5 (0.2%)	1:32
Professional Karate Studios	6 (0.0%)	6 (0.3%)	0:55
Shout Out! Anoka County Fair	5 (0.0%)	5 (0.2%)	0:56
Let's Go To The Library!	4 (0.0%)	1 (0.0%)	4:27
News & Views April	4 (0.0%)	1 (0.0%)	4:11
LWV ABC Water Resources Water Supply and Environmental Integrity	4 (0.0%)	1 (0.0%)	3:58
Anoka County Sheriff Show - May and June 2015	4 (0.0%)	5 (0.2%)	0:45
League of Women Voters PSA HD	4 (0.0%)	6 (0.3%)	0:36
Andover - A Greener Read Recycling	3 (0.0%)	1 (0.0%)	3:07
Champlin Solar Energy Project	3 (0.0%)	2 (0.1%)	1:29
Twin Cities Comcast subscribers, has your cable quit working?	2 (0.0%)	4 (0.2%)	0:36
News and Views July	2 (0.0%)	2 (0.1%)	1:09
Turn off the Device PSA	2 (0.0%)	3 (0.1%)	0:39
In the Game	2 (0.0%)	2 (0.1%)	0:57
Serakos Story Clip - N&V Version	2 (0.0%)	1 (0.0%)	1:52
Live and Local: Lets Get Fit!	2 (0.0%)	1 (0.0%)	1:30
Andover PSA Day Highlight Reel	1 (0.0%)	2 (0.1%)	0:43
09 23 2014 LWV 10th Judicial District Candidate Forum	1 (0.0%)	4 (0.2%)	0:21

Sex Trafficking PSA	1 (0.0%)	2 (0.1%)	0:36
Child Safety Awareness	1 (0.0%)	1 (0.0%)	1:11
Live and Local: Back to School Special	1 (0.0%)	2 (0.1%)	0:31
Beyond the Book	1 (0.0%)	2 (0.1%)	0:23
Courage: A Tale of Two Women	1 (0.0%)	1 (0.0%)	0:41
Chamber Report January	1 (0.0%)	1 (0.0%)	0:32
It's Your History - Remembering Scott LaDoux	1 (0.0%)	1 (0.0%)	0:30
News and Views February	0 (0.0%)	1 (0.0%)	0:29
LWV ABC - Safe Passage for MN Children	0 (0.0%)	1 (0.0%)	0:29
Anoka County 4-H Showcase	0 (0.0%)	1 (0.0%)	0:27
Allina Groundbreaking Ceremony Champlin	0 (0.0%)	1 (0.0%)	0:26
Whats new at the Q March	0 (0.0%)	1 (0.0%)	0:26
Live and Local Hometown Holiday	0 (0.0%)	2 (0.1%)	0:10
Natalie Steffen Event	0 (0.0%)	3 (0.1%)	0:06
Tiger Scouts	0 (0.0%)	2 (0.1%)	0:07
News and Views HD October 2014	0 (0.0%)	1 (0.0%)	0:10
News & Views November 2014	0 (0.0%)	2 (0.1%)	0:02
Champlin Mayoral and Ward 1 & 2 Council Member Candidate Forum	0 (0.0%)	1 (0.0%)	0:03

# November 2015 YouTube Statistics

Total Views: 1129  
 Minutes Watched: 6828

## Detail

Video	Watch Time	Views	Avg View
Antique Appraisal with Mark F Moran	2,524 (37%)	160 (14%)	15:46
It's Your History - Anoka State Hospital	808 (12%)	107 (9.5%)	7:33
Rebel Classic Marching Bands 2014	682 (10%)	113 (10%)	6:02
In the Garden - Putting Your Garden To Bed	540 (7.9%)	26 (2.3%)	20:45
It's Your History - The 1st Minnesota Infantry of the Civil War	337 (4.9%)	44 (3.9%)	7:39
League of Women Voters - Upper Mississippi River	308 (4.5%)	46 (4.1%)	6:41
It's Your History - Fridley Tornado	261 (3.8%)	50 (4.4%)	5:12
Champlin Park Cluster Band Concert	204 (3.0%)	52 (4.6%)	3:55
Anoka County Sheriff Show – August & September 2015	114 (1.7%)	47 (4.2%)	2:25
News and Views November	106 (1.6%)	44 (3.9%)	2:24
It's Your History - Archeology in Anoka County	89 (1.3%)	16 (1.4%)	5:32
The Local Show # 2 HD	69 (1.0%)	30 (2.7%)	2:17
QCRx - October	60 (0.9%)	25 (2.2%)	2:24
Anoka County Sheriff's Award Ceremony 02-17-20 15	59 (0.9%)	8 (0.7%)	7:22
Beyond the Yellow Ribbon - City of Champlin	44 (0.7%)	49 (4.3%)	0:54
Anoka County Sheriff Show - Oct & Nov 2015	42 (0.6%)	20 (1.8%)	2:05
League of Women Voters District 11 Candidate Forum	41 (0.6%)	4 (0.4%)	10:07
Regan Moves	39 (0.6%)	4 (0.4%)	9:48
Anoka County Sheriff Show - May and June 2015	36 (0.5%)	6 (0.5%)	5:55
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	34 (0.5%)	10 (0.9%)	3:23
"Live and Local: Wargo Nature Center"	34 (0.5%)	3 (0.3%)	11:16
Thank You Berry Much The Story of the Bauer Farm	32 (0.5%)	6 (0.5%)	5:24
It's Your History - Sustainable Farming	32 (0.5%)	10 (0.9%)	3:12
The District Court Show - May	27 (0.4%)	5 (0.4%)	5:26
Public Safety Show October HD Matt	26 (0.4%)	5 (0.4%)	5:13
Whats New At The Q	25 (0.4%)	14 (1.2%)	1:45
District Court Show	23 (0.3%)	4 (0.4%)	5:50
Sheriff Show Dec 2014/Jan 2015	23 (0.3%)	3 (0.3%)	7:46
League of Women Voters - Secretary of State Steve Simon	19 (0.3%)	7 (0.6%)	2:42
Professional Karate Studios	17 (0.3%)	9 (0.8%)	1:55
Anoka County Reserve Graduation 2015	14 (0.2%)	6 (0.5%)	2:16
District Court Show	13 (0.2%)	11 (1.0%)	1:08
Professional Karate Studios	12 (0.2%)	11 (1.0%)	1:06
News and Views October	10 (0.1%)	9 (0.8%)	1:06
Emerald Ash Borer PSA	9 (0.1%)	10 (0.9%)	0:51
Ramsey Happy Days Parade 2015	8 (0.1%)	2 (0.2%)	4:14
News & Views April	8 (0.1%)	5 (0.4%)	1:37

Buzzer Beater: Centennial @ Andover, Girls Basketball – February 5th, 2015	7 (0.1%)	12 (1.1%)	0:36
The Local Show Show April 2015	5 (0.1%)	6 (0.5%)	0:52
Chamber Report - May	5 (0.1%)	3 (0.3%)	1:43
In the Game	5 (0.1%)	3 (0.3%)	1:39
The District Court - October	5 (0.1%)	3 (0.3%)	1:39
Road Rage	5 (0.1%)	6 (0.5%)	0:47
Happy Days Shout Out 2015	4 (0.1%)	3 (0.3%)	1:27
Anoka County Sheriff Show – March & April 2015	4 (0.1%)	7 (0.6%)	0:35
The District Court Show November	4 (0.1%)	12 (1.1%)	0:17
Twin Cities Comcast subscribers, has your cable quit working?	3 (0.0%)	4 (0.4%)	0:48
Crash Simulation held at Anoka Hennepin Technical Collage	3 (0.0%)	1 (0.1%)	3:02
LWV MN - Restore the Vote: Making Our Community Whole	3 (0.0%)	4 (0.4%)	0:43
QCTV 10-Minute Half Time Show	3 (0.0%)	3 (0.3%)	0:55
Live and Local Hometown Holiday	3 (0.0%)	4 (0.4%)	0:40
Townfolk - Anoka County Union Herald	3 (0.0%)	4 (0.4%)	0:39
Shout Out! Anoka County Fair	3 (0.0%)	3 (0.3%)	0:52
09 23 2014 LWV 10th Judicial District Candidate Forum	2 (0.0%)	3 (0.3%)	0:42
News & Views - August	2 (0.0%)	2 (0.2%)	0:53
Andover @ Anoka, Football - End of Game Highlight	2 (0.0%)	3 (0.3%)	0:35
News and Views July	2 (0.0%)	2 (0.2%)	0:51
Chamber Report October	2 (0.0%)	3 (0.3%)	0:33
Live and Local: Lets Get Fit!	2 (0.0%)	3 (0.3%)	0:31
In the Game - Winter Episode	1 (0.0%)	5 (0.4%)	0:16
News & Views January 2015	1 (0.0%)	1 (0.1%)	1:19
News and Views - May	1 (0.0%)	1 (0.1%)	1:18
News and Views HD October 2014	1 (0.0%)	2 (0.2%)	0:35
Public Safety Talk February 2015	1 (0.0%)	1 (0.1%)	1:05
Turn off the Device PSA	1 (0.0%)	1 (0.1%)	1:05
News & Views	1 (0.0%)	3 (0.3%)	0:21
News and Views March	1 (0.0%)	1 (0.1%)	1:03
Allina Groundbreaking Ceremony Champlin	1 (0.0%)	1 (0.1%)	1:01
It's Your History December Civil War	1 (0.0%)	5 (0.4%)	0:12
News and Views June	1 (0.0%)	1 (0.1%)	1:00
Anoka Urban Land Institute - Navigating the New Normal	1 (0.0%)	1 (0.1%)	1:00
Natalie Steffen Event	1 (0.0%)	1 (0.1%)	0:53
News & Views - September 2014	1 (0.0%)	1 (0.1%)	0:51
Live and Local: In Bloom!	1 (0.0%)	1 (0.1%)	0:50
News & Views November 2014	1 (0.0%)	1 (0.1%)	0:49
News and Views December HD	1 (0.0%)	1 (0.1%)	0:47
LWV ABC Water Resources Water Supply and Environmental Integrity	1 (0.0%)	2 (0.2%)	0:23
Whats new at the Q - April	1 (0.0%)	4 (0.4%)	0:11
News and Views September	1 (0.0%)	1 (0.1%)	0:40
Its Your History October 2014	1 (0.0%)	2 (0.2%)	0:15
Tiger Scouts	1 (0.0%)	4 (0.4%)	0:07
League of Women Voters PSA HD	0 (0.0%)	1 (0.1%)	0:27

<b>Live and Local: Back to School Special</b>	<b>0 (0.0%)</b>	<b>2 (0.2%)</b>	<b>0:11</b>
<b>News and Views February</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:21</b>
<b>10-09-2014 Anoka City Council Member at Large Forum</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:16</b>
<b>Happy Holidays from QCTV!</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:11</b>
<b>News and Views October 2014</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:10</b>
<b>Courage: A Tale of Two Women</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:06</b>
<b>QCRx - Vaccination, Bereavement and Diet</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:06</b>
<b>Champlin Solar Energy Project</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:06</b>
<b>The Serakos Story</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:03</b>
<b>Chamber Report July</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:02</b>
<b>Youth First - Mayor's Prayer Breakfast 2015</b>	<b>0 (0.0%)</b>	<b>1 (0.1%)</b>	<b>0:01</b>

## QCCCC Agenda Item

### 5.1 Personnel Policy Revisions

**December 8, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Personnel Policy Revisions

---

Attached you will find a proposed revised personnel policy for the organization. The first attachment is the highlighted language changes (only the affected sections). The second attachment is the complete Personnel Policy with the changes made.

The commission reviewed the recommended changes at the September meeting and agreed with all recommended changes except 13.9. Staff consulted Legal Counsel Scott Lepak and has incorporated his recommended language for 13.9.

The new language for 13.9 clarifies commission and executive director roles in the dismissal of a management employee.

#### **Previously reviewed by the Commission**

Below are the staff notes from the September Commission staff report.

The policy revisions presented are recommended by Legal Counsel Scott Lepak and have been reviewed by the personnel committee. The revisions are highlighted in an abridge document in the agenda packet for review of the revisions.

3.10 – Revision to allow for Executive Director to accommodate changes in office hours. QCTV has adjusted summer hours approved by the board.

9 – Revision to remove the inclusion of part-time employees and to remove reference to the dates for the 2 floating holidays.

10.2 – Revision removes the inclusion of part-time employees for annual leave and provides clarifications that unused Floating Holidays are not subject to severance payout.



13.3 – Revision outlines disciplinary actions against the Executive Director will be by the commission and all further references are for employees other than the Executive Director.

13.7, 13.10 – Revisions recommended by legal counsel.

**Action Requested:**

Approve as presented.

**Quad Cities  
Cable Communications  
Commission**

*(dba) QCTV*

**Personnel Policy  
2014**

**Approved January 22, 2014**

**DRAFT REVISIONS - NOVEMBER 2015**

A joint powers agreement to operate a cable television franchise and local programming organization on behalf of the member cities: Andover, Anoka, Champlin, Ramsey.

workload demands or other factors, and upon approval of the employee's supervisor.

### **3.2 Benefits**

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

### **3.3 Demotion**

The movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is lower than that of the employee's former position.

### **3.4 Direct Deposit**

As permitted by state law, all QCTV employees are required to participate in direct deposit.

### **3.5 Employee**

An individual who has successfully completed all stages of the selection process including the training period.

### **3.6 Exempt Employee**

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. (FALSA)

### **3.7 FICA (Federal Insurance Contribution Act)**

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings.

### **3.8 Fiscal Year**

The period from January 1 to December 31.

### **3.9 Full-time Employee**

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

### **3.10 Hours of Operation**

QCTV's regular hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m. Hours may be modified as needed by the Executive Director.

### **3.11 Management Employee**

An employee who is responsible for managing a department or division of QCTV.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## **Section 8     BENEFITS**

### **8.1        Insurance**

QCTV will contribute a monthly amount toward group health, short-term disability, long-term disability, accidental death and dismemberment and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined by the Quad Cities Cable Communications Commission.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the QCTV Executive Director.

### **8.2        Retirement**

certificate attesting to the employee's fitness for duty prior to return to work. The benefits for its eligible employees. QCTV and the employee contribute to PERA each pay period as determined by state law. Employees are also required to contribute a portion of each pay check for Social Security and Medicare.

For information about PERA eligibility and contribution requirements contact the QCTV Executive Director.

## **Section 9     HOLIDAYS**

QCTV observes the following official holidays for all regular full-time ~~and part-time~~ employees:

New Year's Day	Columbus Day (FH)*
Martin Luther King, Jr. Day	Veteran's Day(FH)*
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

2 Floating Holidays

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for QCTV operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from QCTV is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by QCTV may request either annual leave or unpaid leave for such time off.

The (2) Floating Holidays may not be carried over to the next fiscal year.

## **Section 10 LEAVES**

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker's compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise states, all paid time off, taken under any of QCTV's leave programs, must be taken consecutively, with no intervening unpaid leave. QCTV will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

### **10.1 Annual Leave**

Annual Leave replaces individual sick leave and vacation leave plans and combines them into a single benefit program. Annual Leave does not replace QCTV observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the QCTV. Plan provisions discourage unnecessary utilization by providing cash and savings incentives. Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid

time off programs, the QCTV needs to ensure that service to the public and work requirements are not adversely impacted. Medical Certification Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

## **10.2 Accrual Rates for Annual Leave Years of Service Annual Accrual Rates:**

0-4 years: 5.54 hours per 2 weeks of work (3 weeks and 3 days annually.) 5-9 years: 7.08 hours per 2 weeks of work (4 weeks and 3 days annually). 10+ years: 8.62 hours per 2 weeks of work (5 weeks and 3 days annually). 15+ years; 10.16 hours per 2 weeks of work (6 weeks and 3 days annually). 20+ years; 11.70 hours per 2 weeks of work (7 weeks and 3 days annually).

- Annual leave shall not be earned by an employee for any period during which the employee is not being paid.
- Planned annual leave may be denied or approval withdrawn when the granting of such planned annual leave would result in insufficient personnel to carry out necessary functions as deemed appropriate by the QCTV.
- Employees shall be allowed to accumulate up to a maximum of 280 hours annual leave. Employees shall forfeit any annual leave accumulations at the anniversary date in excess of the allowable maximum.
- If use of unplanned leave suggests abuse, the QCTV shall notify the employee of this concern. If such abuse continues the QCTV may deny future unplanned leave requests.
- An employee who leaves the employment of the QCTV in good standing shall be compensated for all accrued and unused annual leave at the time of separation from employment.
- An employee shall not be permitted to waive annual leave for the purpose of receiving double pay.

Annual leave will not accrue during unpaid leaves. Regular part-time employees will accrue annual leave on a prorated basis based on regular hours worked. Annual leave will accrue on a pay-period basis up to a maximum of 1-1/2 times the employee's maximum annual accrual rate as noted above. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.

allowable maximum of 280 hours. Unused Floating Holidays are not subject to severance payout.

## **Section 13 DISCIPLINE**

### **13.1 General Policy**

Supervisors are responsible for maintaining compliance with QCTV standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of QCTV. QCTV employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable QCTV policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in QCTV's personnel policies. The supervisor and/or QCTV Executive Director will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **13.2 No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **13.3 Process**

QCTV may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any QCTV employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Any disciplinary actions taken against the Executive Director will be by the Commission.

The following are descriptions of the types of disciplinary actions for employees other than the Executive Director:

### **13.4 Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **13.5 Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from QCTV Executive Director.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

### **13.6 Suspension With or Without Pay**

QCTV Executive Director may suspend an employee without pay for disciplinary reasons. ~~Suspension without pay may be followed with immediate dismissal as deemed appropriate by QCTV Commission, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.~~

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

~~An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.~~



### **13.7 Demotion and/or Transfer**

An employee may be demoted or transferred for disciplinary reasons. A disciplinary demotion or transfer differs from a demotion or transfer for reasons related to employee performance or business needs. The latter instances are not considered disciplinary. If attempts at resolving an issue have failed and QCTV Executive Director determines a demotion or transfer to be the best solution to the problem. In all instances involving demotion or transfer, whether disciplinary or not, the employee must be qualified for the position to which they are being demoted or transferred at the time of the demotion or transfer. QCTV Commission must approve this action.

### **13.8 Salary**

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

### **13.9 Dismissal**

The QCTV Commission, upon the recommendation of the QCTV Executive Director, may dismiss a management employee for substandard work performance, serious misconduct, or behavior not in keeping with QCTV standards.

QCTV Executive Director may dismiss any employee other than a management employee for substandard work performance, serious misconduct, or behavior not in keeping with QCTV standards without prior Commission approval.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

### **13.10 Administrative Leave**

An employee may be placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay as determined by the Executive Director upon consultation with the Commission Board Chair depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

## **Section 14 GRIEVANCE PROCEDURE**

Any dispute between an employee and QCTV relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

**Quad Cities  
Cable Communications  
Commission**

*(dba) QCTV*

**Personnel Policy  
2014**

**Approved January 22, 2014**

**REVISED – NOVEMBER 2015**

**COMPLETE POLICY WITH RECOMMENDED REVISIONS INCORPORATED**

A joint powers agreement to operate a cable television franchise and local programming organization on behalf of the member cities: Andover, Anoka, Champlin, Ramsey.

**TABLE OF CONTENTS**

***Section 1 Introduction..... 1***

1.1 Purpose ..... 1

1.2 Scope ..... 1

1.3 EEO Policy Statement ..... 1

1.4 Data Practices Advisor ..... 1

1.5 New Releases ..... 2

***Section 2 Organization Work Rules and Code of Conduct..... 2***

2.1 Conduct as a QCTV Employee ..... 2

2.2 Attendance and Absence ..... 2, 3

2.3 Access to and Use of QCTV Property ..... 3

2.4 Appearance ..... 3

2.5 Children in the Workplace..... 3

2.6 Conflict of Interest..... 4

2.7 Falsification of Records..... 4

2.8 Personal Telephone Calls ..... 4

2.9 Political Activity..... 4

2.10 Smoking ..... 4

***Section 3 Definitions ..... 4***

3.1 Authorized Hours ..... 4, 5

3.2 Benefits ..... 5

3.3 Demotion ..... 5

3.4 Direct Deposit..... 5

3.5 Employee ..... 5

3.6 Exempt Employee ..... 5

3.7 FICA (Federal Insurance Contribution Act) ..... 5

3.8 Fiscal Year..... 5

3.9 Full-time Employee ..... 5

3.10 Hours of Operation ..... 5

3.11 Management Employee ..... 5

3.12 Non-exempt Employee ..... 6

3.13 Part-time Employee ..... 6

3.14 Pay Period ..... 6

3.15 PERA (Public Employees Retirement Association) ..... 6

3.16 Promotion ..... 6

3.17 Reclassify ..... 6

3.18 Seasonal Employee..... 6

3.19 Temporary Employee ..... 6

3.20 Training Period .....	6
3.21 Transfer.....	7
3.22 Workweek .....	7
<b>Section 4 Organization .....</b>	<b>7</b>
4.1 Job Descriptions .....	7
4.2 Job Descriptions and Classifications .....	7
4.3 Assigning and Scheduling work .....	7
<b>Section 5 Hours of Work.....</b>	<b>7</b>
5.1 Work Hours .....	7
5.2 Meal Breaks and Rest Periods .....	7, 8
5.3 Adverse Weather Conditions .....	8
<b>Section 6 Compensation .....</b>	<b>8</b>
6.1 Time Reporting .....	8
6.2 Overtime / Compensatory Time .....	8, 9
6.3 Non-Exempt (Overtime-eligible) Employees.....	9
6.4 Exempt (non-overtime-eligible) Employees.....	9, 10, 11
6.5 Leave Policy for Exempt Employees .....	11
<b>Section 7 Performance Reviews .....</b>	<b>11, 12</b>
<b>Section 8 Benefit.....</b>	<b>12</b>
8.1 Insurance.....	12
8.2 Retirement .....	12
<b>Section 9 Holidays .....</b>	<b>13</b>
<b>Section 10 Leaves.....</b>	<b>13</b>
10.1 Annual Leave.....	13, 14
10.2 Accrual Rates for Annual Leave .....	14
10.3 Annual Leave Conversion .....	14, 15
10.4 Eligibility .....	15
10.5 Accrual Rate .....	15
10.6 Earnings and Use .....	15
10.7 Funeral Leave .....	16
10.8 Medical Certification.....	16
10.9 Returning to Work After a Medical Absence.....	16
10.10 Severance Pay.....	17
10.11 Unpaid Leave.....	17
10.12 Military Leave .....	17
10.13 Jury Duty .....	17, 18
10.14 Court Appearances .....	18

10.15 Job Related Injury or Illness.....	18
10.16 Administrative Leave .....	18
10.17 Adoptive Parents.....	18, 19
10.18 School Conference Leave .....	19
10.19 Bone Marrow Donation Leave .....	19
10.20 Victim or Witness Leave .....	19
10.21 Elections / Voting .....	19
10.22 Regular leave without pay .....	19, 20
10.23 Family and Medical Leave General.....	20, 21
10.24 Eligibility .....	21
10.25 Length of Leave.....	21
10.26 Leave Year.....	21
10.27 Notice .....	21
10.28 Medical Certification.....	21, 22
10.29 Recertification .....	22
10.30 Intermittent Leave.....	22
10.31 Fitness for Duty .....	22
10.32 Job Protection .....	22, 23
10.33 Effect on Benefits .....	23
10.34 Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave	23
10.35 Records Retention.....	23
10.36 Failure to Return From FMLA Leave .....	23, 24
10.37 Light Duty/Modified Duty Assignment.....	24
<b>Section 11 Sexual Harassment Prevention.....</b>	<b>24</b>
11.1 General .....	24
11.2 Definitions .....	24, 25
11.3 Expectations .....	25, 26
11.4 Retaliation.....	26
<b>Section 12 Separation From Service.....</b>	<b>26</b>
12.1 Resignations .....	26
12.2 Severance Pay.....	26, 27
<b>Section 13 Discipline .....</b>	<b>27</b>
13.1 General Policy .....	27
13.2 No Contract Language Established .....	27
13.3 Process.....	27
13.4 Oral Reprimand .....	27, 28
13.5 Written Reprimand .....	28
13.6 Suspension With or Without Pay.....	28
13.7 Demotion and /or Transfer .....	28
13.8 Salary.....	29
13.9 Dismissal .....	29
13.10 Administrative Leave .....	29

<b>Section 14 Grievance Procedure</b> .....	<b>29</b>
14.1 Waiver .....	30
<b>Section 15 Employee Education and Training</b> .....	<b>30</b>
15.1 Policy .....	30
15.2 Job-Related Training and Conferences.....	30, 31
15.3 Request for Participation in Training and Conferences .....	31
15.4 Out Of State Travel.....	31
15.5 Compensation for Travel and Training Time .....	31
15.6 Memberships and Dues .....	31
15.7 Tuition Reimbursement .....	32
<b>Section 16 Outside Employment</b> .....	<b>32, 33</b>
<b>Section 17 Drug Free Workplace</b> .....	<b>33</b>
<b>Section 18 QCTV Driving Policy</b> .....	<b>33, 34</b>
<b>Section 19 Cellular Phone Use</b> .....	<b>34</b>
19.1 General Policy .....	34
19.2 Procedures .....	34
19.3 Responsibility .....	34
<b>Section 20 Safety</b> .....	<b>34, 35</b>
20.1 Reporting Accidents and Illnesses.....	35
20.2 Safety Equipment/Gear.....	35
20.3 Unsafe Behavior .....	35
<b>Section 21 Acknowledgement of Receipt of the Personnel Policy</b> .....	<b>36</b>



## **Section 1     INTRODUCTION**

### **1.1     Purpose**

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Quad Cities Cable Communications Commission (dba QCTV). They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of QCTV. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, QCTV has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

### **1.2     Scope**

These policies apply to all employees of QCTV. Except where specifically noted, these policies do not apply to:

- Commissioners;
- Attorney;
- Members of Committees;
- Consultants and Contractors.

### **1.3     EEO Policy Statement**

QCTV is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, layoff, disciplinary action, termination, compensation and selection for training. QCTV will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

### **1.4     Data Practices Advisory**

Employee records are maintained in a location designated by QCTV Executive Director. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.



## **1.5 News Releases**

Formal news releases concerning municipal affairs are the responsibility of QCTV Executive Director. All media interviews must be approved by the QCTV Executive Director before the interview. All contacts with the media should be reported to QCTV Executive Director as soon as practicable.

No QCTV employee is authorized to speak on behalf of QCTV without prior authorization from QCTV Executive Director or his/her designee.

All news releases concerning QCTV personnel will be the responsibility of QCTV Executive Director.

## **Section 2 ORGANIZATION WORK RULES AND CODE OF CONDUCT**

### **2.1 Conduct as a QCTV Employee**

In accepting QCTV employment, employees become representatives of QCTV and are responsible for assisting and serving the residents for whom they work. An employee's primary responsibility is to serve the residents of Andover, Anoka, Champlin and Ramsey. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a QCTV employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at QCTV. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

### **2.2 Attendance and Absence**

The operations and standards of service in QCTV require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every QCTV position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected

absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. QCTV may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude QCTV from administering discipline for unexcused absences of less than three (3) days.

### **2.3 Access to and Use of QCTV Property**

Any employee who has authorized possession of keys, production equipment, tools, or other QCTV-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with QCTV in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by QCTV is prohibited unless authorized by QCTV Executive Director. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

### **2.4 Appearance**

Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, footwear, jewelry or other items that could present a safety hazard are not acceptable in the workplace or on remote shoot locations.

### **2.5 Children in the workplace**

QCTV employees are prohibited from bringing minor children to work and from performing work functions while accompanying children. If a child is ill or a childcare situation occurs, the employee should call his/her supervisor and seek permission to stay home rather than bringing a child to work. No child shall be left unaccompanied by an adult in the work place. This applies to consultants and volunteers.

## **2.6 Conflict of Interest**

QCTV employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest. If an employee has any question about whether such a conflict exists he/she should consult with QCTV Executive Director.

## **2.7 Falsification of Records**

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

## **2.8 Personal Telephone Calls**

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with QCTV work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee.

## **2.9 Political Activity**

QCTV employees have the right to express their views and to pursue legitimate involvement in the political system. However, no QCTV employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by QCTV to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

## **2.10 Smoking**

All QCTV buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco (including e-cigs) while in a QCTV facility or vehicle. This also applies to QCTV remote shoot locations.

Smoking of any kind, including pipes, cigars, e-cigs, and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

## **Section 3 DEFINITIONS**

For purposes of these policies, the following definitions will apply:

### **3.1 Authorized Hours**

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on

workload demands or other factors, and upon approval of the employee's supervisor.

### **3.2 Benefits**

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

### **3.3 Demotion**

The movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is lower than that of the employee's former position.

### **3.4 Direct Deposit**

As permitted by state law, all QCTV employees are required to participate in direct deposit.

### **3.5 Employee**

An individual who has successfully completed all stages of the selection process including the training period.

### **3.6 Exempt Employee**

Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. (FLSA)

### **3.7 FICA (Federal Insurance Contribution Act)**

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings.

### **3.8 Fiscal Year**

The period from January 1 to December 31.

### **3.9 Full-time Employee**

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

### **3.10 Hours of Operation**

QCTV's regular hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m. Hours may be modified as needed by the Executive Director.

### **3.11 Management Employee**

An employee who is responsible for managing a department or division of QCTV.

**3.12 Non-exempt Employee**

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

**3.13 Part-time Employee**

Employees who are required to work less than forty (40) hours per week year round in an ongoing position

**3.14 Pay Period**

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

**3.15 PERA (Public Employees Retirement Association)** Statewide pension program in which QCTV employees meeting program requirements must participate in accordance with Minnesota law. QCTV and the employee each contribute to the employee's retirement account.

**3.16 Promotion**

Movement of an employee from one job class to another within QCTV, where the maximum salary for the new position is higher than that of the employee's former position.

**3.17 Reclassify**

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

**3.18 Seasonal Employee**

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits.

**3.19 Temporary Employee**

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits.

**3.20 Training Period**

A six month period at the start of employment with QCTV (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

### **3.21 Transfer**

Movement of an employee from one QCTV position to another of equivalent pay.

### **3.22 Workweek**

A workweek is seven consecutive 24-hour periods. The workweek will run from Sunday through the following Saturday.

## **Section 4 ORGANIZATION**

### **4.1 Job Descriptions**

QCTV will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by Quad Cities Cable Communications Commission prior to the position being filled.

### **4.2 Job Descriptions and Classifications**

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the QCTV Executive Director.

### **4.3 Assigning and Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the QCTV Executive Director.

## **Section 5 HOURS OF WORK**

### **5.1 Work Hours**

Work schedules for employees will be established by supervisors with the approval of the QCTV Executive Director. The regular work week for employees is five, eight hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by QCTV Executive Director in accordance with the customs and needs of the individual departments.

### **5.2 Meal Breaks and Rest Periods**

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

Employees working in QCTV buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will

normally take their break at the location of their work. Employees whose duties involve traveling throughout the QCTV service area may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or the QCTV Executive Director.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the QCTV Executive Director, on the use of meal breaks and rest periods.

### **5.3 Adverse Weather Conditions**

QCTV facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued annual leave time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Decisions to cancel departmental programs (remote shoots, special events, etc) will be made by the respective supervisor or the QCTV Executive Director.

## **Section 6 COMPENSATION**

Employees of QCTV will be compensated according to schedules adopted by Quad Cities Cable Communications Commission. Unless approved by the Commission, employees will not receive any amount from QCTV in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

### **6.1 Time Reporting**

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

### **6.2 Overtime / Compensatory Time**

QCTV has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. QCTV Executive Director will

determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

### **6.3 Non-Exempt (Overtime-eligible) Employees:**

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Annual leave and paid holidays do not count toward “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

The workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves QCTV employment at the hourly pay rate the employee is earning at that time.

### **6.4 Exempt (non-overtime-eligible) Employees:**

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.



QCTV will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn annual leave and is absent for a day or more for personal reasons other than illness or accident;
- The employee is in a position that earns annual leave, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with QCTV in which the employee does not work a full week. In this case, QCTV will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
  - Paid leave has not been requested or has been denied;
  - Paid leave is exhausted;
  - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- QCTV may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

QCTV will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to QCTV any amounts received by the employee as jury fees or witness fees.

If QCTV inadvertently makes an improper deduction to the weekly salary of an exempt employee, QCTV will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime

may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

#### **6.5 Leave Policy for Exempt Employees**

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings. The normal hours of business for management staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings/events as necessary.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 4:30 p.m. Monday through Friday requirement. Management employees must communicate their absence to QCTV Executive Director.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of QCTV. Additional notification and approval requirements may be adopted by QCTV Executive Director for specific situations as determined necessary.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

### **Section 7 PERFORMANCE REVIEWS**

An objective performance review system will be established by QCTV Executive Director or designee for the purpose of periodically evaluating the performance of QCTV employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. Employees do not have the right to change or grieve their performance review, but may submit a written response which will be attached to the performance review.

Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## **Section 8     BENEFITS**

### **8.1     Insurance**

QCTV will contribute a monthly amount toward group health, short-term disability, long-term disability, accidental death and dismemberment and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined by the Quad Cities Cable Communications Commission.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the QCTV Executive Director.

### **8.2     Retirement**

QCTV participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. QCTV and the employee contribute to PERA each pay period as determined by state law. Employees are also required to contribute a portion of each pay check for Social Security and Medicare.

For information about PERA eligibility and contribution requirements contact the QCTV Executive Director.

## **Section 9     HOLIDAYS**

QCTV observes the following official holidays for all regular full-time employees:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Friday after Thanksgiving
President's Day	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	
Labor Day	2 Floating Holidays

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for QCTV operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from QCTV is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Employees wanting to observe holidays other than those officially observed by QCTV may request either annual leave or unpaid leave for such time off.

The (2) Floating Holidays may not be carried over to the next fiscal year.

## **Section 10    LEAVES**

Depending upon an employee’s situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker’s compensation absence.). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise states, all paid time off, taken under any of QCTV’s leave programs, must be taken consecutively, with no intervening unpaid leave. QCTV will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

### **10.1        Annual Leave**

Annual Leave replaces individual sick leave and vacation leave plans and combines them into a single benefit program. Annual Leave does not replace QCTV observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the QCTV. Plan provisions discourage unnecessary utilization by providing cash and savings incentives. Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the QCTV needs to ensure that service to the public and work

requirements are not adversely impacted. Medical Certification Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

## **10.2 Accrual Rates for Annual Leave**

Years of Service Annual Accrual Rates:

0-4 years: 5.54 hours per 2 weeks of work (3 weeks and 3 days annually.) 5-9 years: 7.08 hours per 2 weeks of work (4 weeks and 3 days annually). 10+ years: 8.62 hours per 2 weeks of work (5 weeks and 3 days annually). 15+ years; 10.16 hours per 2 weeks of work (6 weeks and 3 days annually). 20+ years; 11.70 hours per 2 weeks of work (7 weeks and 3 days annually).

- Annual leave shall not be earned by an employee for any period during which the employee is not being paid.
- Planned annual leave may be denied or approval withdrawn when the granting of such planned annual leave would result in insufficient personnel to carry out necessary functions as deemed appropriate by the QCTV.
- Employees shall be allowed to accumulate up to a maximum of 280 hours annual leave. Employees shall forfeit any annual leave accumulations at the anniversary date in excess of the allowable maximum.
- If use of unplanned leave suggests abuse, the QCTV shall notify the employee of this concern. If such abuse continues the QCTV may deny future unplanned leave requests.
- An employee who leaves the employment of the QCTV in good standing shall be compensated for all accrued and unused annual leave at the time of separation from employment.
- An employee shall not be permitted to waive annual leave for the purpose of receiving double pay.

Annual leave will not accrue during unpaid leaves. Annual leave will accrue on a pay-period basis up to a maximum of 1-1/2 times the employee's maximum annual accrual rate as noted above. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.

## **10.3 Annual Leave Conversion**

Annual leave will be eligible for conversion to cash or to a 457 deferred compensation plan on an hour-for-hour basis (subject to IRS maximum deferral regulations and Minnesota law) annually with the following conditions. Up to 40%

of the annual leave balance, not to exceed eighty (80) hours, may be converted each year provided the employee has used at least 30% of his/her annual accrual during the current calendar year and has a balance of at least 176 hours. The minimum balance requirement will be determined as of the first payroll in December. Payment will be based on the employee's current hourly rate on December 1.

Conversion to cash or deferred compensation will occur in the second payroll of the following year with specific dates to be determined by accounting each year. Accounting will notify all employees in November of each year as to the dates and conversion options. The conversion will be part of regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

#### **10.4 Eligibility**

Full-time employees will earn annual leave in accordance with the above schedule.

#### **10.5 Accrual Rate**

For the purpose of determining an employee's annual leave accrual rate, years of service will include all continuous time that the employee has worked at QCTV (including authorized unpaid leave). Employees who are rehired after terminating QCTV employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

#### **10.6 Earnings and Use**

After six months of service, annual leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any annual leave for any pay period unless he/she is employed by QCTV on the last scheduled work day of the pay period.

Requests for annual must, when possible, be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and QCTV Executive Director. Annual leave can be requested in increments as small as one hour. Annual leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

No annual leave will be allowed to accrue in excess of 280 hours. Excess hours will be forfeited on the employment anniversary date.

### **10.7 Funeral Leave**

Employees will be permitted to use up to four (4) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's annual leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or the QCTV Executive Director depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Immediate family, for the purposes of this section, shall be defined as spouse, parent, step parent, children, step-children, brother, sister, grandparents, grandchildren or a like member of employee's spouse's family.

### **10.8 Medical Certification**

Good attendance is an essential job function for all QCTV employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

### **10.9 Returning to Work After a Medical Absence**

After a medical absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Annual leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

QCTV has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or annual leave claim, or to obtain information related to restrictions or an employee's ability to work. QCTV will arrange and pay for an appropriate medical evaluation when it has been required by QCTV.

### **10.10 Severance Pay**

Employees leaving QCTV in good standing will receive 100% of their annual leave balance as compensation (applicable taxes will be withheld).

### **10.11 Unpaid Leave**

Unpaid leaves may be approved in accordance with QCTV personnel policies. Employees must normally use all accrued leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the QCTV Executive Director.

### **10.12 Military Leave**

State and federal laws provide protections and benefits to QCTV employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with QCTV as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to QCTV at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of annual leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

### **10.13 Jury Duty**

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation



they receive for jury duty, minus mileage reimbursement, to QCTV in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued annual or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court so QCTV will be able to determine the amount of compensation due for the period involved.

#### **10.14 Court Appearances**

Employees will be paid their regular wage to testify in court for QCTV-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with QCTV employment, minus mileage reimbursement, must be turned over to QCTV.

#### **10.15 Job Related Injury or Illness**

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

#### **10.16 Administrative Leave**

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by QCTV Executive Director with the approval of Quad Cities Cable Communication Commission.

**10.17 Adoptive Parents** (state law requirement for cities with more than 21 employees) Adoptive parents will be given the same opportunities for leave as biological parents (see

provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

**10.18 School Conference Leave** (state law requirement for cities with more than 21 employees) Any employee who has worked half-time or more for more than twelve (12) consecutive months, may take unpaid leave for up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during nonwork hours.

**10.19 Bone Marrow Donation Leave** (state law requirement for cities with more than 20 employees) Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by QCTV, to undergo medical procedures to donate bone marrow. QCTV may require a physician's verification of the purpose and length of the leave requested to donate bone marrow.

**10.20 Victim or Witness Leave**

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceedings related to the victim's case.

**10.21 Elections / Voting**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives QCTV at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

**10.22 Regular Leave without Pay**

QCTV Executive Director may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by Quad Cities Cable Communications Commission to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, QCTV's contribution toward health, short-term disability, long-term disability, accidental death and dismemberment and life insurance may be continued, if approved by the Quad Cities Cable Communications Commission, for

leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or annual leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue annual leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued annual leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all annual leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use annual leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of QCTV.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of QCTV Executive Director subject to approval of Quad Cities Cable Communications Commission.

### **10.23 Family and Medical Leave General**

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- Birth or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition; or
- A serious health condition that makes the employee unable to perform the essential functions of the position.

In accordance with the law, the following definitions apply:

"Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological,

adopted, foster, or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with a parent's rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.

"Serious health condition" is defined in Federal law, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (includes prenatal care).

#### **10.24 Eligibility**

An eligible employee is one who has worked for QCTV for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave.

#### **10.25 Length of Leave**

The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

#### **10.26 Leave Year**

The 12 month period is calculated by measuring twelve months backward from the start date of the employee's last FMLA leave.

#### **10.27 Notice**

The employee is to give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin or if thirty (30) days notice cannot be given as much notice as practical.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt QCTV's operations.

#### **10.28 Medical Certification**

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certification of Physician or Practitioner" form can be obtained from the QCTV Executive Director.

The form is to be completed by the attending physician or practitioner and submitted to QCTV Executive Director within ten (10) days after requested, or as soon as is reasonably practicable.

QCTV may require a second (or third) opinion at QCTV's expense. If required, QCTV will select a health care provider not regularly associated with QCTV.

### **10.29 Recertification**

Recertification may be required if the employee requests an extension of the original length approved by QCTV or if the employee's circumstances change.

Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

### **10.30 Intermittent Leave**

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

QCTV may require the employee to transfer temporarily to an alternative position, with equivalent pay and benefits that better accommodates the intermittent leave than the employee's regular position.

### **10.31 Fitness for Duty**

QCTV may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job.

QCTV Executive Director may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act). If a fitness for duty certification is required, QCTV may deny reinstatement until it is provided.

### **10.32 Job Protection**

Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been

eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

### **10.33 Effect on Benefits**

An employee granted leave under this policy will continue to be covered under QCTV's group health and dental insurance plan under the same conditions and at the same level of QCTV contribution as would have been provided had they been continuously employed during the leave period. If there are changes in QCTV's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of group insurance coverage. QCTV may choose to continue QCTV's portion if administratively more convenient.

Arrangements for payment of the employee's portion of premiums must be made by the employee with QCTV. If an employee's contribution is more than thirty (30) days late, QCTV may terminate the employee's insurance coverage (subject to COBRA requirements).

### **10.34 Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave**

During the Family and Medical Leave, employees must use accrued annual leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

### **10.35 Records Retention**

Records on FMLA leave will generally be kept with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

### **10.36 Failure to Return from FMLA Leave**

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued compensatory time, or annual leave that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to QCTV Executive Director's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, QCTV may seek reimbursement from the employee for the portion of the insurance premiums paid by QCTV on behalf of that employee during the period of leave.

### **10.37 Light Duty/Modified Duty Assignment**

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by QCTV Executive Director on a case-by-case basis. This policy does not guarantee assignment to light duty. Any light duty/modified work assignment may be discontinued at any time.

## **Section 11 SEXUAL HARASSMENT PREVENTION**

### **11.1 General**

QCTV is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, QCTV maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express QCTV's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

### **11.2 Definitions**

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

### **11.3 Expectations**

QCTV recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- Immediate Supervisor;
- QCTV Executive Director;
- Quad Cities Cable Communications Commission member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

- Make it clear to the harasser that the conduct is unwelcome and document that conversation;
- Document the occurrences of harassment;
- Submit the documented complaints to your supervisor, QCTV Executive Director, or any member of the Quad Cities Cable Communications Commission. Employees are strongly encouraged to put the complaint in writing.
- Document any further harassment or reprisals that occur after the initial complaint is made.



QCTV urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. QCTV is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

QCTV will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

#### **11.4 Retaliation**

QCTV will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

## **Section 12 SEPARATION FROM SERVICE**

### **12.1 Resignations**

Employees wishing to leave QCTV service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days notice. The written resignation must state the effective date of the employee's resignation.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with QCTV.

### **12.2 Severance Pay**

Employees who leave the employ of QCTV in good standing by retirement or resignation will receive pay for 100% of unused accrued annual leave up to the

allowable maximum of 280 hours. Unused Floating Holidays are not subject to severance payout.

## **Section 13 DISCIPLINE**

### **13.1 General Policy**

Supervisors are responsible for maintaining compliance with QCTV standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of QCTV. QCTV employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable QCTV policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in QCTV's personnel policies. The supervisor and/or QCTV Executive Director will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **13.2 No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **13.3 Process**

QCTV may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any QCTV employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Any disciplinary actions taken against the Executive Director will be by the Quad Cities Cable Communications Commission.

The following are descriptions of the types of disciplinary actions for employees other than the Executive Director:

### **13.4 Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **13.5 Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from QCTV Executive Director.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Written reprimands will be placed in the employee's personnel file.

### **13.6 Suspension With or Without Pay**

QCTV Executive Director may suspend an employee without pay for disciplinary reasons.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

### **13.7 Demotion and/or Transfer**

An employee may be demoted or transferred for disciplinary reasons. A disciplinary demotion or transfer differs from a demotion or transfer for reasons related to employee performance or business needs. The latter instances are not considered disciplinary. In all instances involving demotion or transfer, whether disciplinary or not, the employee must be qualified for the position to which they are being demoted or transferred at the time of the demotion or transfer.

### **13.8 Salary**

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

### **13.9 Dismissal**

The QCTV Commission, upon the recommendation of the QCTV Executive Director, may dismiss a management employee for substandard work performance, serious misconduct, or behavior not in keeping with QCTV standards.

QCTV Executive Director may dismiss any employee other than a management employee for substandard work performance, serious misconduct, or behavior not in keeping with QCTV standards without prior Commission approval.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

### **13.10 Administrative Leave**

An employee may be placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay as determined by the Executive Director upon consultation with the Quad Cities Cable Communications Commission Board Chair depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

## **Section 14 GRIEVANCE PROCEDURE**

Any dispute between an employee and QCTV relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to QCTV Executive Director within seven (7) days after the supervisor's response is due. QCTV Executive Director or his/her

designee will respond to the employee in writing within seven (7) calendar days. The decision of QCTV Executive Director is final.

#### **14.1 Waiver**

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of QCTV's last answer. If QCTV does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of QCTV and the employee without prejudice to either party.

The following actions are not givable:

- Performance evaluations; • Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

### **Section 15 EMPLOYEE EDUCATION AND TRAINING**

QCTV promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

#### **15.1 Policy**

QCTV will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved *in advance* under the following criteria and procedures:

#### **15.2 Job-Related Training and Conferences**

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities.

Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the

employee may be required to maintain such licensing or accreditation as a condition of employment with QCTV.

The supervisor and QCTV Executive Director are responsible for determining jobrelatedness and approving or disapproving training and conference attendance.

### **15.3 Request for Participation in Training and Conferences**

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with QCTV.

### **15.4 Out of State Travel**

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by QCTV Executive Director.

### **15.5 Compensation for Travel and Training Time**

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. QCTV uses the per diem rates from [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

### **15.6 Memberships and Dues**

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of QCTV. Normally, one QCTV membership per agency, as determined by QCTV Executive Director is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with QCTV and are transferred to another employee by the supervisor.

### **15.7 Tuition Reimbursement**

To be considered for tuition reimbursement the fulltime employee must be in good standing and have been employed by QCTV for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the QCTV Executive Director, with final approval/disapproval provided by the Quad Cities Cable Communications Commission.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

QCTV will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Employees must reimburse QCTV if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from QCTV.

### **Section 16 OUTSIDE EMPLOYMENT**

The potential for conflicts of interest is lessened when individuals employed by QCTV regard QCTV as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with QCTV Executive Director. Any QCTV employee accepting employment in an outside position that is determined by QCTV Executive Director to be in conflict with the employee's QCTV job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-QCTV employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with QCTV employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time or part-time employee's availability to work.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use QCTV equipment, resources or staff in the course of the outside employment.

- The employee must not violate any QCTV personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by QCTV. Work performed for others while on approved annual leave or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid annual leave from QCTV for those same hours.

QCTV employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of QCTV.

### **Section 17 DRUG FREE WORKPLACE**

In accordance with Federal Law, QCTV has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is QCTV's intent and obligation to provide a drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of a controlled substance on QCTV property or while conducting QCTV business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- QCTV recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting QCTV business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

### **Section 18 QCTV DRIVING POLICY**

This policy applies to all employees who drive a vehicle on QCTV business at least once per month, whether driving a city-owned vehicle or their own personal vehicle.



It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. QCTV expects all employees who are required to drive as part of their job to drive safely and legally while on QCTV business and to maintain a good driving record.

QCTV will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

QCTV will determine appropriate action on a case-by-case basis.

## **Section 19    CELLULAR PHONE USE**

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to insure that cellular phone usage is consistent with the best interests of QCTV without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that QCTV employees exercise the highest standards of propriety in their use.

### **19.1        General Policy**

A supervisor may authorize an employee to use his/her own personal phone for QCTV business and be provided a taxable stipend to be determined by the QCTV Executive Director. An employee will not be reimbursed for business-related use of a private cell phone without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

### **19.2        Procedures**

It is the objective of QCTV to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

### **19.3        Responsibility**

QCTV Executive Director, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

## **Section 20    SAFETY**

The health and safety of each employee of QCTV and the prevention of occupational injuries and illnesses are of primary importance to QCTV. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

### **20.1        Reporting Accidents and Illnesses**

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

### **20.2        Safety Equipment/Gear**

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

### **20.3        Unsafe Behavior**

Supervisors are authorized to send an employee home immediately when the employee's behavior violates QCTV's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

**Section 21 Acknowledgement of Receipt of the Personnel Policy**

**ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY**

I acknowledge that I have received a copy of the Quad Cities Cable Communications Commission (QCCCC) Personnel Policy. I understand that this document contains important information regarding QCCCC general personnel policies and my privileges and obligations as an employee. I will familiarize myself with the personnel policy and I understand that I am governed by its contents. I further understand that the personnel policy is not an employment contract and that QCCCC may change, rescind or add to any policies, benefits, or practices at its sole discretion with or without prior notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (typed or printed)

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Name (typed or printed)

5.2 Organizational Structure

**December 8, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Organizational Structure

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Attached you will find the revised organizational structure for QCTV. Commission requested staff to review the staffing structure after one-year of implementation. Staff has worked with the personnel committee to adjust the staffing plan to adhere to the strategic plan yet remain nimble for the changing needs of the organization.

**Overview**

The organizational structure of QCTV is working very well. Higher quality programming is the result of a committed and collaborative staff following the strategic vision and plan set by the board of directors. The board approved the organizational chart and wage scale in January 2014. The Personnel Committee and the board have been supportive of operating at a reduced FTE as management seeks to right-size the organization for peak performance. The Personnel Committee and Budget Committee have reviewed the staffing structure revisions and approve of the implementation. The changes are reflected in the proposed 2016 budget later on the agenda.

***Implementation of the recommended plan:***

- Reduces board authorized 17 FTE to 15 FTE
- Reduces number of full-time benefited positions from 13 to 10
- Budget impact within board authorized 2015 budget

***The revised staffing recommendation:***

- Reclassifies the 2 full-time Photojournalist positions to 2 full-time Producer positions
- Converts 1 full-time Associate Producer to 2 part-time Associate Producer positions
- Eliminates 1 full-time Associate Producer position
- Adjusts full-time Master Control Operator position to full-time Technology Support Specialist
- Changes full-time Administrative Assistant position to full-time Digital Media Specialist
- Eliminates full-time Technology Specialist position

## **Strategic Plan Alignment**

**Values** – As a values-based organization, the recommendation acts on behalf and according to the stated values. Innovate, Collaborate, Respect.

**Goals** – QCTV is guided by the strategic objectives and goals set by the board

1. Align financial practices for increase efficiencies
3. Plan for and fund long-term operating...needs
6. Identify innovative ... services to address emerging customer needs
7. ... using technology to encompass the broad spectrum of ... future services
8. Focus on core services
9. Allocate resources to meet strategic objectives
10. Improve marketing of QCTV
11. Develop capacity to market member cities
13. Attract and support the right people for the right job
15. Continually collaborate
16. Promote ... teamwork

**Vision** - QCTV is preparing to enter the web-based streaming media and download marketplace to meet customer expectations. The Digital Media change meets the vision: Innovative use of emerging technology for engaged communities.

## **Recommended Changes**

### **Master Control Operator Position**

Job description: Changes to reflect tech support, production support, training support, removes channel operations (see attached)

Job Title: Changes to Technology Support Specialist

Wage Scale: No change

Position Post: No. Incumbent performs these duties already.

### **Administrative Assistant Position**

Job description: Changes to reflect digital content management duties with new web site, integration of channel programming and web programming of content, continues to support administrative functions and government meeting schedule. (See attached)

Job Title: Changes to Digital Media Specialist

Wage Scale: Changes to MCO wage scale of \$30,000 – \$36,896 (AA wage scale \$25,000- \$30,748)

Position Post: No. Incumbent performs most of these duties already. Addition of primary channel scheduling as it is now integrated with web site content distribution.

### **Full-Time Associate Producer Positions**

Job description: Changes to reflect current producer duties.

Job Title: Changes to Producer

Wage Scale: Changes to Producer \$35,000 – \$43,046 (AP FT wage scale \$25,000 –

\$30,748). The current AP-FT were rehired from the previous structure and started at Step 2 to meet the wage they were at in previous structure.  
Position Post: No. Incumbents perform the producer duties.

### **Part-Time Associate Producer Positions**

Job Description: Changes to reflect current duties.

Job Title: No changes.

Wage Scale: No changes. These positions are authorized to work up to 20 hours per week and are PERA eligible.

Number of positions: Change from 2 to 4 positions.

### **Part-Time Production Assistant Positions**

Job Description: Changes to reflect current duties.

Job Title: No changes.

Wage Scale: No changes. These positions are authorized to work up to 10 hours per week or to the PERA limit of \$425/month.

Number of positions: 3-FTE authorized. Overfill to meet scheduling fluctuations and turnover. Note: Wages paid do not exceed budget allocation.

### **Budget / Operational Analysis**

#### **Recommendation – Full Implementation - \$48,800 – 2015: \$503,191**

Wage Impact (Annual) \$42,000

No change for Tech Support Specialist. No change in benefits.

\$3,500 increase for Digital Media Specialist. No change in benefits.

\$13,500 increase for the two FT AP that become Producers. No change in benefits.

\$25,000 increase adding two AP-PT plus PERA contribution

\$6,800 FICA/PERA

- Facilitates continued collaboration among staff
- Meets emerging technology needs of organization
- Capacity for achieving strategic plan objectives
- Closes the gap on excess capacity in two positions (MCO/AA)
- Abandons the initial idea of developing a career ladder within organization
- Delineates that Associate Producer positions are part-time, Producer positions are full-time

### **Conclusion**

The 2015 total wage allocation for full-time and part-time is \$641,225. All of the options presented are within that allocation and have no adverse impact on the budget in the next ten years.

The plan has no adverse impacts on current staff. Incumbents fulfill the qualifications for the changed job descriptions. The two full-time Associate Producers would be offered promotions to full-time Producers; the administrative assistant would be offered promotion to Digital Media Specialist; Master Control

Operator would be notified of job description changes; the two part-time Associate Producer positions would be offered for internal hire.

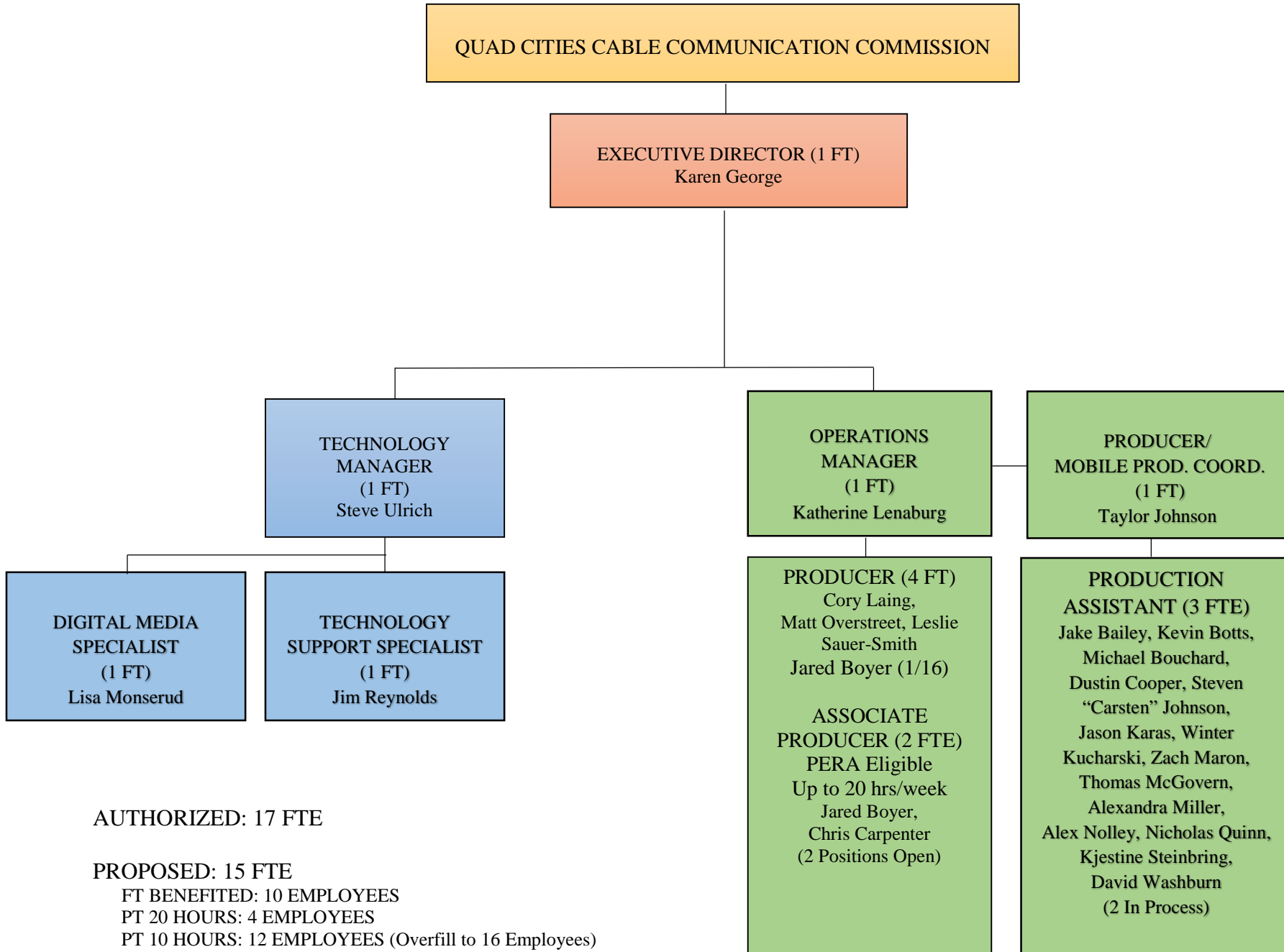
The recommended proposal would yield the best return for the organization while achieving cost savings over the 2015 wage allocation and be financially sustainable into the long-term future of QCTV.

**Action Considerations:**

Approve staffing structure as presented including the revised job descriptions and, where applicable, wage scale change.

# QCTV ORGANIZATION CHART

PROPOSED FOR COMMISSION APPROVAL DECEMBER 2015



AUTHORIZED: 17 FTE

PROPOSED: 15 FTE

FT BENEFITED: 10 EMPLOYEES

PT 20 HOURS: 4 EMPLOYEES

PT 10 HOURS: 12 EMPLOYEES (Overfill to 16 Employees)



## **QCTV Position Description: *Associate Producer***

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<b>Position Title:</b>	<b>Associate Producer</b>
<b>Department:</b>	<b>Program Operations</b>
<b>Reports To:</b>	<b>Operations Manager</b>
<b>Status:</b>	<b>Part Time</b>
	<b>Non-Exempt</b>
<b>Salary Range:</b>	<b>\$25,000 - \$35,000 Annually</b>
	<b>\$12.02 - \$16.83 Hourly</b>

### **PRIMARY OBJECTIVES OF POSITION**

Provides video coverage for City meetings. Shoots and edits programs and video pieces as assigned. Develops computer graphics for video programs. Acts as crew for field, studio and van productions.

### **SUPERVISION RECEIVED**

Works under the general and/or administrative supervision and direction of the Operations Manager.

### **DUTIES AND RESPONSIBILITIES**

1. Performs video coverage for City meetings.
2. Shoots and edits programs and video pieces as assigned.
3. Crews for studio and van productions.
4. Creates graphics for programs, on-channel look for QCTV and website.
5. Prepares programs for cablecast and uploads to QCTV website.
6. Recommends equipment repairs and upgrades.
7. Makes dubs of meetings and other programs.
8. May perform as on camera talent and/or voice-over work.
9. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

High School diploma or General Education Development certificate (GED) and completion of a certificate program in Video Production from an approved Vocational /Technical Institute or equivalent certificate program and one year of experience operating video production equipment in a professional environment. Must have a valid Minnesota driver's license.

# **QCTV Position Description: *Associate Producer***

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## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of video production techniques and program formats.
2. Skill in switching/directing multi-camera productions.
3. Skill in operating video/audio production equipment including cameras, audio equipment, non-linear editing, and computer graphics.
4. Ability to operate computers including word processing, e-mail, and Internet research.
5. Ability to set up and operate video cameras, microphones, mixers, switchers and lights.
6. Ability to meet deadlines and manage multiple priorities.
7. Ability to communicate effectively (oral and written).
8. Ability to establish and maintain effective working relationships with co-workers, the member cities, vendors, the public, and community organizations.

## **TOOLS AND EQUIPMENT**

City Hall video production equipment including robotic cameras, switcher, microphones, audio mixers, computer graphics and recording devices. Mac and PC computers and monitors. Various software programs for office applications, non-linear editing, and video graphics. Video production equipment including cameras, recorders, switchers/mixers, microphones, and audio mixers in multi-camera and single-camera environments. Video production van and associated equipment. Studio and field lighting instruments, associated video/audio equipment accessories.

## **PHYSICAL DEMANDS**

The position requires sitting, standing, walking, bending, stretching, crouching and crawling. May need to climb ladders on occasion. Manual dexterity and the ability to operate computers and video/audio production equipment are required. Vision abilities include close vision, distance vision, and the ability to adjust focus. Ability to hear and communicate on telephones and headsets is required. Must be able to occasionally lift 35 pounds.

## **WORK ENVIRONMENT**

The work environment includes an office-type environment with fluorescent lighting, city hall control rooms, and a video production van. Field production shoots may be indoors or outdoors and involve exposure to the elements including heat, cold, sun, rain, and snow. Noise levels vary in different environments as do temperatures.

## **SELECTION GUIDELINES**

The duties listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **QCTV Position Description: *Digital Media Specialist***

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<b>Position Title:</b>	<b>Digital Media Specialist</b>
<b>Department:</b>	<b>Technology Operations</b>
<b>Reports To:</b>	<b>Technology Manager</b>
<b>Status:</b>	<b>Full Time</b>
	<b>Non-Exempt</b>
<b>Salary Range:</b>	<b>\$30,000 - \$36,896.00 Annually</b>

### **PRIMARY OBJECTIVES OF POSITION**

Provides clerical and administrative support for the Executive Director and QCTV including filing, preparing correspondence and documents, coding bills for payment, acting as receptionist, and receiving cable subscriber complaints. Acts as liaison with member cities and general public. Works to curate content for QCTV website and social media. Program scheduling using the Tightrope system for cable channel and website streaming. Provides administrative support and serves as receptionist.

### **SUPERVISION RECEIVED**

Works under the general supervision and direction of Technology Manager and Executive Director.

### **DUTIES AND RESPONSIBILITIES**

1. Provides clerical and administrative support to the Executive Director.
2. Serves as front office/receptionist; greet visitors and answers phones.
3. Receives and records cable subscriber complaints; is familiar with cable franchise.
4. Prepares correspondence, minutes, and other documents as requested.
5. Maintains orderly files and records for QCTV and the Commission.
6. Provides clerical support for HR, mail, and marketing.
7. Operates office equipment and maintains/orders office supplies.
8. Takes dub orders, makes dubs and labels, receives and records payments.
9. Operates playback system incorporating multiple video modalities including cable television and web and Internet based video applications.
10. Prepares programs for cablecast and uploads to QCTV website and the Internet.
11. Provides network and desktop support to QCTV.
12. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

High School Diploma or equivalent. Prefer two year degree but will substitute relevant experience. Knowledge of television and computer equipment. Knowledge of MS Office, Photoshop, Premiere editing, an eye for graphic arts. Knowledge of social media platforms. Ability to establish and maintain effective working relationships with public, member cities, vendors, and community organizations. Ability to write well. Excellent communication skills.

# **QCTV Position Description: *Digital Media Specialist***

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## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

1. Comprehensive knowledge of office practices and procedures.
2. Skill in using office computer applications including: e-mail, Internet searches, Word, Excel, Access and Power Point.
3. Knowledge of English language, grammar, and spelling.
4. Ability to compose and properly format memos, notices, letters, minutes and other correspondence for external and internal use.
5. Ability to coordinate and perform a variety of administrative functions.
6. Ability to meet deadlines, manage multiple priorities, and handle stressful situations including upset cable subscribers.
7. Ability to handle confidential information and maintain confidentiality.
8. Ability to learn and to adapt to new situations, including new equipment and software, new policies, and new business practices.
9. Ability to communicate effectively (oral and written).
10. Ability to establish and maintain effective working relations with others including co-workers, member cities, vendors, the public, and community organizations.
11. Ability to communicate effectively (oral and written).
12. Knowledge of computer hardware, software, and networks.
13. Knowledge of television and computer equipment including operation, installation, functioning within systems, and troubleshooting of problems.
14. Skill in operating computer hardware and software.
15. Ability to establish and maintain effective working relationships with co-workers, the member cities, vendors, the public, and community organizations.

## **TOOLS AND EQUIPMENT**

Telephone system, computer with Word, Excel, Access, Power Point, e-mail, and Internet. QCTV website and QCTV social networking links. Printers, scanners, copier, fax, calculator, DVD duplicator. Mac and PC computers and monitors. Office, editing, and technical software programs. Tightrope Media Systems.

## **PHYSICAL DEMANDS**

This job requires the employee to sit for extended periods of time, talk on the phone and in person, and hear telephone and in-person conversations. Vision abilities required by this job include close vision and the ability to adjust focus. Manual dexterity including the ability to type and handle/control objects is also required by the job. The employee is occasionally required to walk, reach, or bend. The employee may occasionally be required to lift and/or move 25 pounds. The position requires sitting, standing, walking, bending, stretching, crouching, and crawling. Must be able to climb a ladder. Manual dexterity and the ability to hold and operate tools and computers are required. Must be able to occasionally lift 50 pounds and carry it 25 feet. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **QCTV Position Description: *Digital Media Specialist***

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### **WORK ENVIRONMENT**

The work environment is a typical office environment with fluorescent and natural lighting and the environment is usually quiet.

### **SELECTION GUIDELINES**

The duties listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

## **QCTV Position Description: *Technology Support Specialist***

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<b>Position Title:</b>	<b>Technology Support Specialist</b>
<b>Department:</b>	<b>Technology Operations</b>
<b>Reports To:</b>	<b>Technology Manager</b>
<b>Status:</b>	<b>Full Time</b>
	<b>Non-Exempt</b>
<b>Salary Range:</b>	<b>\$30,000 - \$36,896 Annually</b>

### **PRIMARY OBJECTIVES OF POSITION**

To organize and maintain studio and equipment room and produce programming for QCTV. Shoot and edit PSA's, programs, and promos for QCTV distribution (channel, website, social media). Responsible for studio including lighting, green screen, and all equipment. Provide tech support and training as needed for QCTV staff.

### **SUPERVISION RECEIVED**

Works under the general supervision and direction of Technology Manager and Operations Manager.

### **DUTIES AND RESPONSIBILITIES**

1. Maintain studio in good working order- keeping it organized.
2. Maximize use of the green screen with lighting and virtual sets.
3. Shoot and edit programs and promos for QCTV channel and website.
4. Shoot and edit PSA's in conjunction with local non-profit organizations and member cities.
5. Provides training as needed to QCTV staff on equipment operations.
6. Provide general assistance and backup to the technology department including the Digital Media Specialist.
7. Work with Digital Media Specialist curating content using multiple platforms.
8. All other duties as assigned.

### **MINIMUM QUALIFICATIONS**

High School diploma or General Education Development certificate (GED) and completion of a certificate program in Video Production from an approved Vocational/Technical Institute or equivalent certificate program and one year of experience operating video production equipment in a professional environment. Must have a valid Minnesota driver's license.

# **QCTV Position Description: *Technology Support Specialist***

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## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of video production techniques and program formats.
2. Skill in switching/directing multi-camera productions.
3. Skill in operating video/audio production equipment including cameras, audio equipment, non-linear editing, and computer graphics.
4. Ability to operate computers including word processing, e-mail, and Internet research.
5. Ability to set up and operate video cameras, microphones, mixers, switchers and lights.
6. Ability to meet deadlines and manage multiple priorities.
7. Ability to establish and maintain effective working relationships with co-workers, the member cities, vendors, the public, and community organizations.
8. Knowledge of computer hardware, software, and networks.
9. Knowledge of television and computer equipment including operation, installation, functioning within systems, and troubleshooting of problems.
10. Skill in operating computer hardware and software.
11. Ability to communicate effectively (oral and written).
12. Ability to learn and to adapt to new situations, including new equipment and software, new policies, and new business practices.
13. Other duties as assigned.

## **TOOLS AND EQUIPMENT**

City Hall video production equipment including robotic cameras, switcher, microphones, audio mixers, computer graphics and recording devices. Mac and PC computers and monitors. Various software programs for office applications, non-linear editing, and video graphics. Video production equipment including cameras, recorders, switchers/mixers, microphones, and audio mixers in multi-camera and single-camera environments. Video production van and associated equipment. Studio and field lighting instruments, associated video/audio equipment accessories. Mac and PC computers and monitors. Office, editing, and technical software programs. Tightrope Media Systems. Waveform monitors, vector scopes and other diagnostic tools. Various hand and power tools.

## **PHYSICAL DEMANDS**

This job requires the employee to sit for extended periods of time, talk on the phone and in person, and hear telephone and in-person conversations. Vision abilities required by this job include close vision and the ability to adjust focus. Manual dexterity including the ability to type and handle/control objects is also required by the job. The employee is occasionally required to walk, reach, or bend. The employee may occasionally be required to lift and/or move 25 pounds.

## **WORK ENVIRONMENT**

The work environment is a typical office environment with fluorescent and natural lighting and the environment is usually quiet.

## **QCTV Position Description: *Technology Support Specialist***

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### **SELECTION GUIDELINES**

The duties listed are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties and responsibilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change



## QCCCC Agenda Item

### 5.3 Budget Approval

**December 10, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**From:** 2016 Operating Budget

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The 2016 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting and is recommended for approval.

The attached Excel document worksheets detail:

- 2016 Expenses Proposed – includes 2015 budget comparison and comments
- 2016 Revenue Proposed – includes 2015 budget comparison and comments
- 2013-2015 Expense History – includes 2016 proposed budget comparison
- 2013-2015 Revenue History – includes 2016 proposed budget comparison
- 2015 YTD Expenditures as of 12/8/15 (*Wage FT/PT is 1/1/15- 10/31/15*)
- 2016 Capital Investment Preview

Commission policy calls for 25% of revenues to be held for operational reserve. Based on projected 2015 Franchise Fee and PEG Fee income, the operations reserve is set at \$392,000.

The Commission provided direction to staff to begin member city CIP payments in 2017. Staff proposed beginning CIP payments in 2016 budget in the amount of \$100,000 (\$25K to each city), however, the budget committee recommends keeping with previous commission direction for initiation in 2017. The budget committee cited expected QCTV capital improvements including HD camera upgrades for member city council chambers (2017), new roof at QCTV studios (2016), HVAC upgrades (2017), etc. (see 2016 capital investment preview worksheet). In addition, the committee identified that debt financing for QCTV as not being desirable and that a reserve for unforeseen capital/maintenance items would be prudent.

#### **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.

**Action Requested:**

Approval of the 2016 Operating Budget.

<b>Expenses</b>	<b>2016 Proposed</b>	<b>2015</b>	<b>Difference</b>	<b>Comment</b>
<b>Account</b>				

Accounting / HR Services	\$14,000.00	\$18,000.00	-\$4,000.00	Reduced based on actual expense.
Ads/Promos/Sponsorships	\$6,850.00	\$6,850.00	\$0.00	
Andover Capital Equipment	\$6,000.00	\$5,000.00	\$1,000.00	
Announcers Fees	\$10,000.00	\$10,000.00	\$0.00	
Anoka Capital Equipment	\$6,000.00	\$5,000.00	\$1,000.00	
Audit	\$13,500.00	\$13,000.00	\$500.00	Increase index by CPI per contract.
AV Equip / Repair / Supply / Software	\$0.00	\$24,000.00	-\$24,000.00	See Equip/Repair/Supply/Software
Bank Fees / CC Fees	\$500.00	\$500.00	\$0.00	
Brand Apparel	\$2,000.00	\$2,000.00	\$0.00	
Building - Cleaning	\$6,300.00	\$6,000.00	\$300.00	Increased rate.
Building - Insurance	\$2,500.00	\$2,900.00	-\$400.00	
Building - Maintenance	\$7,000.00	\$7,000.00	\$0.00	
Building - Supplies	\$2,000.00	\$3,000.00	-\$1,000.00	Reduced based on actual expense.
Car Allowance	\$3,000.00	\$3,000.00	\$0.00	
Cell Phone - Allowance	\$6,660.00	\$6,660.00	\$0.00	
Cell Phone - Reimbursement	\$0.00	\$0.00	\$0.00	Old category for previous staff structure.
Champlin Capital Equipment	\$6,000.00	\$5,000.00	\$1,000.00	
City Sewer & Water	\$2,600.00	\$3,500.00	-\$900.00	Reduced based on actual expense.
Commission Expense	\$7,200.00	\$3,500.00	\$3,700.00	Increase; more work sessions/committee meetings.
Computer Equip / Repair / Supply / Software	\$0.00	\$37,340.00	-\$37,340.00	See Equip/Repair/Supply/Software
Consulting Services	\$38,000.00	\$50,000.00	-\$12,000.00	Reduced based on anticipated project needs.
Contingency Fund	\$24,690.00	\$26,000.00	-\$1,310.00	2% of projected expenses.
Duplication Expenses	\$1,000.00	\$2,500.00	-\$1,500.00	Reduced based on actual expense.
Electric Service	\$19,152.00	\$18,000.00	\$1,152.00	Reflects rate increase
Emp / Comm Appreciation	\$2,500.00	\$2,500.00	\$0.00	
Equip/Repair/Supply/Software	\$45,812.00	\$0.00	\$45,812.00	Combined A/V and Computer accounts
Federal Unempl Expense	\$750.00	\$1,500.00	-\$750.00	Reduced based on actual expense.
Health Insurance	\$69,768.00	\$67,609.00	\$2,159.00	
Health Insurance - Opt Out	\$0.00	\$0.00	\$0.00	Old category for previous staff structure.
Insurance - Deductibles	\$500.00	\$500.00	\$0.00	
Insurance - Liability / Bonds	\$6,000.00	\$6,964.00	-\$964.00	Reduced rate
Lawn Service	\$4,500.00	\$5,000.00	-\$500.00	Reduced based on actual expense.

Legal Fees	\$30,000.00	\$30,000.00	\$0.00	
Legislative Lobbying	\$1,940.00	\$1,660.00	\$280.00	Legislative support through MACTA and ACM.
Licenses and Permits	\$1,000.00	\$1,000.00	\$0.00	
Meals	\$1,000.00	\$1,000.00	\$0.00	
Memberships - NATOA / Others	\$5,520.00	\$5,480.00	\$40.00	
Mileage	\$7,200.00	\$6,000.00	\$1,200.00	
Miscellaneous Expenses	\$1,000.00	\$1,000.00	\$0.00	
Natural Gas	\$3,800.00	\$3,500.00	\$300.00	Reflects rate increase
Office Supplies / Equipment	\$5,000.00	\$10,000.00	-\$5,000.00	Reduced based on actual expense.
Operating Transfer Out	\$0.00	\$0.00	\$0.00	
Parking Lot Maintenance	\$3,200.00	\$5,000.00	-\$1,800.00	Reduced based on actual expense.
Payroll Expenses (ADP)	\$5,900.00	\$5,200.00	\$700.00	
PERA	\$38,982.00	\$43,317.00	-\$4,335.00	Reflects current staffing structure.
Postage	\$1,300.00	\$1,000.00	\$300.00	Increased rates & volume
Printing / Copy Services	\$1,000.00	\$2,000.00	-\$1,000.00	Reduced based on actual expense.
Professional Development	\$17,000.00	\$17,100.00	-\$100.00	
Publications	\$500.00	\$500.00	\$0.00	
Purchases	\$0.00		\$0.00	Old category.
Ramsey Capital Equipment	\$6,000.00	\$5,000.00	\$1,000.00	
Sales Tax	\$500.00	\$2,000.00	-\$1,500.00	Reduced based on actual expense.
Secretary Services	\$2,992.00	\$1,800.00	\$1,192.00	Increase; more work sessions/committee meetings.
Snow Plowing Service	\$4,500.00	\$5,000.00	-\$500.00	
SS/Medicare Expense	\$44,747.00	\$49,055.00	-\$4,308.00	Reflects current staffing structure.
State Unemploy Exp	\$2,500.00	\$5,000.00	-\$2,500.00	No anticipated need.
STD / LTD / Life Insurance	\$7,520.00	\$6,054.00	\$1,466.00	Reflects rate increase
Studio Sets	\$7,000.00	\$2,000.00	\$5,000.00	Anticipated expense for new sets.
Subscription Services/Electronic	\$16,017.00	\$0.00	\$16,017.00	New category to reflect change in software purchasing.
Temp Staff Services	\$2,500.00	\$5,000.00	-\$2,500.00	No anticipated need.
Vehicle - Equipment / Repair	\$10,000.00	\$17,000.00	-\$7,000.00	Reduced due to recent equipment upgrades.
Vehicle - Insurance	\$3,500.00	\$3,000.00	\$500.00	Increase due to anticipated purchase of new cargo van.
Vehicle - Maintenance / Gas	\$8,000.00	\$8,000.00	\$0.00	
Wages - Full-time	\$464,977.00	\$550,246.00	-\$85,269.00	Reflects current staffing structure.
Wages - Part-time	\$119,922.00	\$90,979.00	\$28,943.00	Reflects current staffing structure.
Wages - PT - Comm Prog	\$0.00	\$0.00	\$0.00	Old category for previous staff structure.

Wages - PT - Gov't Prog	\$0.00	\$0.00	\$0.00	Old category for previous staff structure.
Wages - PT - Office Support	\$0.00	\$0.00	\$0.00	Old category for previous staff structure.
Wages - PT - Sports Prog	\$0.00	\$0.00	\$0.00	Old category for previous staff structure.
Wages - PT - Tech Support	\$0.00	\$0.00	\$0.00	Old category for previous staff structure.
Waste Removal	\$1,200.00	\$2,000.00	-\$800.00	Reduced based on actual expense.
Web / VOD / Int / CaTV / Phone	\$19,830.00	\$16,000.00	\$3,830.00	Increased due to anticipated live feed technology.
Work Comp Insurance	\$2,300.00	\$2,500.00	-\$200.00	

Total Expenses	<b>\$1,163,129.00</b>	<b>\$1,247,214.00</b>	
Total Revenue	<b>\$1,313,973.00</b>	<b>\$1,373,973.00</b>	
Budgeted Increase to Fund Balance	\$150,844.00	<b>\$126,759.00</b>	

## Revenue

	<b>2016 Proposed</b>	<b>2015 Budget</b>	<b>Comment</b>
Discounts given (deleted-1)	\$0.00	\$0.00	
Duplication Revenue	\$2,500.00	\$2,500.00	
Equipment Grant	\$0.00	\$55,000.00	Not applicable in 2016
Franchise Fees	\$874,248.00	\$874,248.00	
Interest Income	\$100.00	\$100.00	
Miscellaneous Income	\$0.00	\$5,000.00	Due to upgrades no used equipment to sell
PEG Fee	\$437,125.00	\$437,125.00	
Total Revenue	<b>\$1,313,973.00</b>	<b>\$1,373,973.00</b>	

Expenses	2016	2015 YTD			2014			2013		
	Proposed	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Accounting / HR Services	\$14,000.00	10,925.24	\$18,000.00	60.70%	\$16,043.11	\$18,000.00	89.13%	\$15,140.97	\$18,000.00	84.12%
Ads/Promos/Sponsorships	\$6,850.00	6,057.76	\$6,850.00	88.43%	\$5,079.66	\$6,850.00	74.16%	\$3,939.00	\$8,850.00	44.51%
Andover Capital Equipment	\$6,000.00	3,983.37	\$5,000.00	79.67%	\$48,599.19	\$5,000.00	971.98%	\$49,632.62		
Announcers Fees	\$10,000.00	5,330.00	\$10,000.00	53.30%	\$7,455.00	\$17,240.00	43.24%	\$15,800.00	\$16,460.00	95.99%
Anoka Capital Equipment	\$6,000.00	4,814.93	\$5,000.00	96.30%	\$27,063.84	\$5,000.00	541.28%	\$26,955.07		
Audit	\$13,500.00	12,750.00	\$13,000.00	98.08%	\$14,600.00	\$14,600.00	100.00%	\$15,740.00	\$15,700.00	100.25%
AV Equip / Repair / Supply / Software	\$0.00	17,602.77	\$24,000.00	73.34%	\$21,224.24	\$49,890.00	42.54%	\$41,028.70	\$103,480.00	39.65%
Bank Fees / CC Fees	\$500.00		\$500.00	0.00%		\$500.00		\$236.48	\$500.00	47.30%
Brand Apparel	\$2,000.00		\$2,000.00	0.00%		\$2,000.00		\$844.20	\$2,500.00	33.77%
Building - Cleaning	\$6,300.00	4,871.34	\$6,000.00	81.19%	\$4,891.80	\$5,000.00	97.84%	\$4,522.51	\$6,316.00	71.60%
Building - Insurance	\$2,500.00	2,098.00	\$2,900.00	72.34%	\$2,273.00	\$2,894.00	78.54%	\$2,717.00	\$2,893.00	93.92%
Building - Maintenance	\$7,000.00	6,890.30	\$7,000.00	98.43%	\$9,146.73	\$7,000.00	130.67%	\$18,359.36	\$7,000.00	262.28%
Building - Supplies	\$2,000.00	1,273.74	\$3,000.00	42.46%	\$1,827.42	\$3,000.00	60.91%	\$1,701.67	\$3,000.00	56.72%
Car Allowance	\$3,000.00	2,500.00	\$3,000.00	83.33%	\$3,000.00	\$3,000.00	100.00%	\$3,000.00	\$3,000.00	100.00%
Cell Phone - Allowance	\$6,660.00	4,270.00	\$6,660.00	64.11%	\$1,395.00	\$2,900.00	48.10%	\$2,530.00	\$900.00	281.11%

Cell Phone - Reimbursement	\$0.00		\$0.00			\$0.00			\$2,000.00	
Champlin Capital Equipment	\$6,000.00	3,218.75	\$5,000.00	64.38%	\$30,445.15	\$5,000.00	608.90%	\$33,134.09		
City Sewer & Water	\$2,600.00	2,255.55	\$3,500.00	64.44%	\$2,018.97	\$4,000.00	50.47%	\$3,316.25	\$4,500.00	73.69%
Commission Expense	\$7,200.00	3,478.90	\$3,500.00	99.40%	\$2,254.78	\$3,500.00	64.42%	\$3,551.98	\$3,500.00	101.49%
Computer Equip / Repair / Supply / Software	\$0.00	27,615.71	\$37,340.00	73.96%	\$19,561.78	\$28,630.00	68.33%	\$9,982.21	\$37,500.00	26.62%
Consulting Services	\$38,000.00	29,185.32	\$50,000.00	58.37%	\$29,979.36	\$50,000.00	59.96%	\$13,660.74	\$32,500.00	42.03%
Contingency Fund	\$24,690.00		\$26,000.00	0.00%		\$26,000.00			\$26,000.00	
Duplication Expenses	\$1,000.00	261.75	\$2,500.00	10.47%	\$1,223.35	\$3,600.00	33.98%	\$1,871.83	\$5,600.00	33.43%
Electric Service	\$19,152.00	12,724.97	\$18,000.00	70.69%	\$15,073.88	\$17,500.00	86.14%	\$16,030.49	\$14,000.00	114.50%
Emp / Comm Appreciation	\$2,500.00	77.14	\$2,500.00	3.09%	\$1,619.62	\$2,500.00	64.78%	\$1,122.35	\$2,500.00	44.89%
Equip/Repair/Supply/Software	\$45,812.00									
Federal Unempl Expense	\$750.00	649.69	\$1,500.00	43.31%	\$1,147.30			\$1,365.24		
Health Insurance	\$69,768.00	52,705.33	\$67,609.00	77.96%	\$34,970.00	\$32,800.00	106.62%	\$33,312.87	\$31,204.00	106.76%
Health Insurance - Opt Out	\$0.00		\$0.00		\$1,200.00	\$4,800.00	25.00%	\$4,800.00	\$4,800.00	100.00%
Insurance - Deductibles	\$500.00		\$500.00	0.00%		\$500.00			\$500.00	
Insurance - Liability / Bonds	\$6,000.00	5,929.00	\$6,964.00	85.14%	\$6,625.00	\$6,964.00	95.13%	\$7,408.00	\$7,631.00	97.08%
Lawn Service	\$4,500.00	4,060.81	\$5,000.00	81.22%	\$4,912.25	\$3,500.00	140.35%	\$4,767.32	\$3,500.00	136.21%
Legal Fees	\$30,000.00	17,624.95	\$30,000.00	58.75%	\$13,486.84	\$30,000.00	44.96%	\$5,583.97	\$10,000.00	55.84%
Legislative Lobbying	\$1,940.00		\$1,660.00	0.00%		\$1,660.00		\$1,660.00	\$1,000.00	166.00%
Licenses and Permits	\$1,000.00		\$1,000.00	0.00%		\$1,000.00			\$1,000.00	
Meals	\$1,000.00	663.50	\$1,000.00	66.35%	\$906.22	\$1,000.00	90.62%	\$699.77	\$1,000.00	69.98%



Memberships - NATOA / Others	\$5,520.00	1,358.00	\$5,480.00	24.78%	\$4,499.48	\$5,480.00	82.11%	\$3,882.19	\$5,480.00	70.84%
Mileage	\$7,200.00	4,937.60	\$6,000.00	82.29%	\$4,511.80	\$5,000.00	90.24%	\$5,339.47	\$12,000.00	44.50%
Miscellaneous Expenses	\$1,000.00	-76.41	\$1,000.00	-7.64%	\$255.29	\$4,500.00	5.67%	\$273.43	\$4,500.00	6.08%
Natural Gas	\$3,800.00	2,275.06	\$3,500.00	65.00%	\$2,972.97	\$2,300.00	129.26%	\$2,044.57	\$2,000.00	102.23%
Office Supplies / Equipment	\$5,000.00	5,838.49	\$10,000.00	58.38%	\$3,558.68	\$8,500.00	41.87%	\$9,392.58	\$15,100.00	62.20%
Operating Transfer Out	\$0.00		\$0.00			\$0.00			\$20,000.00	
Parking Lot Maintenance	\$3,200.00		\$5,000.00	0.00%		\$5,000.00		\$2,477.00	\$5,000.00	49.54%
Payroll Expenses (ADP)	\$5,900.00	4,265.10	\$5,200.00	82.02%	\$5,089.05	\$5,200.00	97.87%	\$5,714.00	\$5,200.00	109.88%
PERA	\$38,982.00	27,318.80	\$43,317.00	63.07%	\$33,417.21	\$51,383.00	65.04%	\$48,309.51	\$51,383.00	94.02%
Postage	\$1,300.00	1,165.66	\$1,000.00	116.57%	\$860.51	\$1,000.00	86.05%	\$788.75	\$1,000.00	78.88%
Printing / Copy Services	\$1,000.00	172.38	\$2,000.00	8.62%	\$1,912.42	\$2,000.00	95.62%	\$177.40	\$2,500.00	7.10%
Professional Development	\$17,000.00	8,360.12	\$17,100.00	48.89%	\$12,243.62	\$17,100.00	71.60%	\$9,852.57	\$17,100.00	57.62%
Publications	\$500.00		\$500.00	0.00%		\$710.00		\$283.17	\$710.00	39.88%
Purchases	\$0.00	0.00		#DIV/0!	\$0.00			\$0.00		
Ramsey Capital Equipment	\$6,000.00	3,421.71	\$5,000.00	68.43%	\$50,578.41	\$5,000.00	1011.57%	\$51,542.42		
Sales Tax	\$500.00	262.00	\$2,000.00	13.10%	\$561.00	\$2,000.00	28.05%	\$1,311.15	\$500.00	262.23%
Secretary Services	\$2,992.00	1,798.40	\$1,800.00	99.91%	\$1,551.00	\$1,800.00	86.17%	\$1,536.85	\$1,800.00	85.38%
Snow Plowing Service	\$4,500.00	1,497.50	\$5,000.00	29.95%	\$4,411.25	\$3,000.00	147.04%	\$4,413.75	\$2,500.00	176.55%
SS/Medicare Expense	\$44,747.00	29,330.07	\$49,055.00	59.79%	\$39,496.86	\$54,216.00	72.85%	\$51,224.11	\$54,216.00	94.48%
State Unemploy Exp	\$2,500.00	227.32	\$5,000.00	4.55%	\$53,372.09					

STD / LTD / Life Insurance	\$7,520.00	5,681.80	\$6,054.00	93.85%	\$4,873.14	\$4,644.00	104.93%	\$4,322.85	\$4,644.00	93.08%
Studio Sets	\$7,000.00	4,400.41	\$2,000.00	220.02%	\$1,164.72	\$2,000.00	58.24%	\$1,024.97	\$4,100.00	25.00%
Subscription Services/Electronic	\$16,017.00	440.00	\$0.00		\$2,734.31	\$3,000.00	91.14%	\$2,641.90	\$9,780.00	27.01%
Temp Staff Services	\$2,500.00		\$5,000.00	0.00%	\$11,741.04					
Vehicle - Equipment / Repair	\$10,000.00	9,347.84	\$17,000.00	54.99%	\$16,141.21	\$18,930.00	85.27%	\$5,135.94	\$25,100.00	20.46%
Vehicle - Insurance	\$3,500.00	2,767.00	\$3,000.00	92.23%	\$2,793.00	\$3,000.00	93.10%	\$2,864.00	\$3,000.00	95.47%
Vehicle - Maintenance / Gas	\$8,000.00	2,198.21	\$8,000.00	27.48%	\$2,721.38	\$6,300.00	43.20%	\$3,775.15	\$10,000.00	37.75%
Wages - Full-time	\$464,977.00	348,229.60	\$550,246.00	63.29%	\$407,494.86	\$340,412.00	119.71%	\$340,067.91	\$340,412.00	99.90%
Wages - Part-time	\$119,922.00	37,103.28	\$90,979.00	40.78%	\$22,530.06	\$0.00			\$0.00	
Wages - PT - Comm Prog	\$0.00		\$0.00		\$17,461.93	\$48,858.00	35.74%	\$58,587.50	\$48,858.00	119.91%
Wages - PT - Gov't Prog	\$0.00		\$0.00		\$30,254.48	\$98,441.00	30.73%	\$102,296.17	\$98,441.00	103.92%
Wages - PT - Office Support	\$0.00		\$0.00		\$9,143.99	\$30,053.00	30.43%	\$29,803.32	\$29,755.00	100.16%
Wages - PT - Sports Prog	\$0.00		\$0.00		\$20,616.94	\$82,565.00	24.97%	\$66,881.42	\$84,659.00	79.00%
Wages - PT - Tech Support	\$0.00		\$0.00		\$18,100.66	\$68,656.00	26.36%	\$83,407.48	\$106,595.00	78.25%
Waste Removal	\$1,200.00	913.66	\$2,000.00	45.68%	\$1,835.34	\$1,300.00	141.18%	\$1,532.54	\$1,272.00	120.48%
Web / VOD / Int / CaTV / Phone	\$19,830.00	16,825.65	\$16,000.00	105.16%	\$13,894.77	\$16,210.00	85.72%	\$11,465.80	\$23,650.00	48.48%
Work Comp Insurance	\$2,300.00	3,251.00	\$2,500.00	130.04%	\$2,770.00	\$3,100.00	89.35%	\$3,257.00	\$2,700.00	120.63%
<b>ZCIP - Network Servers</b>		100,186.70								
<b>ZCIP - Studio</b>		48.34								



Revenue	2016 Proposed	2015 YTD			2014			2013		
		Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Discounts given (deleted-1)	\$0.00		0			0.00			0	
Duplication Revenue	\$2,500.00	2,268.29	2,500.00	90.73%	4,115.74	2,500.00	164.63%	8,742.92	2,500.00	349.72%
Equipment Grant	\$0.00		55,000.00		55,045.17	50,618.00	108.75%	54,285.18	50,618.00	107.24%
Franchise Fees	\$874,248.00	782,874.09	874,248.00	89.55%	979,960.96	892,090.00	109.85%	960,406.91	892,090.00	107.66%
Interest Income	\$100.00	171.7	100	171.70%	167.13	100	167.13%	124.33	100	124.33%
Miscellaneous Income	\$0.00	56,658.13	5,000.00	1133.16%	7,030.58	5,000.00	140.61%	7,739.09	30,000.00	25.80%
PEG Fee	\$437,125.00	393,111.61	437,125.00	89.93%	489,980.68	446,046.00	109.85%	480,203.45	446,046.00	107.66%
<b>Total Revenue</b>	<b>\$1,313,973.00</b>	<b>\$1,235,083.82</b>	<b>\$1,373,973.00</b>	<b>89.89 %</b>	<b>\$1,536,300.26</b>	<b>\$1,396,354.00</b>	<b>110.02 %</b>	<b>\$1,511,501.88</b>	<b>\$1,421,354.00</b>	<b>106.34 %</b>

**Capital (2016 Plan)**

	2016	2017	2018	2019	2020
<b>Building</b>	\$67,000.00	\$85,000.00	\$50,000.00	\$0.00	\$0.00
<b>Field Equipment</b>	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00
<b>City Equipment</b>	\$0.00	\$65,000.00	\$56,000.00	\$0.00	\$0.00
<b>Network Equip.</b>	\$30,940.00	\$75,000.00	\$25,000.00	\$121,000.00	\$30,940.00
<b>Printers</b>	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<b>Studio</b>	\$30,000.00	\$0.00	\$0.00	\$12,000.00	\$30,000.00
<b>Truck A/V Equip.</b>	\$55,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$485,000.00
<b>Total:</b>	<b>\$222,940.00</b>	<b>\$245,000.00</b>	<b>\$146,000.00</b>	<b>\$188,000.00</b>	<b>\$550,940.00</b>

<b>Category</b>	<b>Building</b>				
<b>Project</b>	Capital Maintenance				
<b>Description</b>	The projects replace an aging roof, HVAC components and repairs/replaces the parking lot.				
<b>Justification</b>	These projects provide for timely ongoing maintenance & replacement of expensive building components.				
<b>Item</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Roof replacement	\$52,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Carpet	\$15,000.00				
HVAC replacement	\$0.00	\$85,000.00	\$0.00	\$0.00	\$0.00
Parking Lot	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00
<b>Total</b>	<b>\$67,000.00</b>	<b>\$85,000.00</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Budget Impact</b>	Capital funds to pay for the projects. Operating funds set aside to handle routine repairs.				

<b>Category</b>	<b>Field Equipment</b>				
<b>Project</b>	Scheduled Equipment Replacement				
<b>Description</b>	This will replace the portable field switcher and cameras.				
<b>Justification</b>	Portable switcher will reduce production costs by eliminating post production expenses and increase efficiency. Planned replacement of older cameras.				
<b>Item</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Video Switcher	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00

Cameras	\$28,000.00	\$0.00	\$0.00	\$28,000.00	\$0.00
<b>Total</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>

<b>Budget Impact</b>	Capital funds to pay for the projects. Operating funds set aside to handle routine repairs.
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<b>Category</b>	<b>City Equipment</b>
<b>Project</b>	HD Camera Upgrade & planned capital equipment replacement

<b>Description</b>	Update chamber cameras to HD and install associated equipment. Replace aging equipment.
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<b>Justification</b>	Replace aging cameras, update equipment, planned replacement.
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Item	2016	2017	2018	2019	2020
Cameras	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00
IP Encoders	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
Vdesk	\$0.00	\$0.00	\$56,000.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$65,000.00</b>	<b>\$56,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Budget Impact</b>	Capital funds to pay for the capital equipment. Operating funds set aside to handle routine repairs.
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<b>Category</b>	<b>Network Equipment</b>
<b>Project</b>	Planned capital equipment replacement.

<b>Description</b>	Scheduled replacement of Firewall, Playback servers and associated
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<b>Justification</b>	Replace aging Firewall and Playback equipment to ensure reliable channel delivery.
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Item	2016	2017	2018	2019	2020
Playback Servers	\$0.00	\$0.00	\$0.00	\$105,000.00	\$0.00
(2) HD Servers	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00
Live Servers	\$0.00	\$0.00	\$0.00	\$16,000.00	\$0.00
WatchGuard M400	\$5,940.00	\$0.00	\$0.00	\$0.00	\$5,940.00
Contingency Equip Replacement	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00
<b>Total</b>	<b>\$30,940.00</b>	<b>\$75,000.00</b>	<b>\$25,000.00</b>	<b>\$121,000.00</b>	<b>\$30,940.00</b>

<b>Budget Impact</b>	Capital funds to pay for the capital equipment. Operating funds set aside to handle routine repairs. Note: Beginning in 2016 most of the Playback servers are out of warranty. Replacement cost, should that be necessary is about \$25,000.
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<b>Category</b>	<b>Printers</b>
<b>Project</b>	Planned capital equipment replacement of printers

<b>Description</b>	Scheduled replacement of printers
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<b>Justification</b>	Replace aging Printers to ensure reliable service.
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Item	2016	2017	2018	2019	2020
Printers	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<b>Total</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>

<b>Budget Impact</b>	Capital funds to pay for the capital equipment. Operating funds set aside to handle routine repairs.
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<b>Category</b>	<b>Studio</b>
<b>Project</b>	Planned capital equipment replacement of studio cameras and sets.

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

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

<b>Description</b>	connectivity. Planned replacement of all truck production equipment in 2016.
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<b>Justification</b>	other production equipment on scheduled basis. Replacement of aged panel
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<b>Item</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Panel Van</b>	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00
LiveU Video	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Production Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$470,000.00
Contingency Equip Replacement	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00
<b>Total</b>	<b>\$55,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	<b>\$485,000.00</b>

<b>Budget Impact</b>	<p>Capital funds to pay for the capital equipment. Operating funds set aside to handle routine repairs.</p> <p>Note: Beginning in 2016 most of the Production equip is out of warranty. Replacement cost, should that be necessary, averages \$15,000.</p>
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**QCCCC Agenda Item**

**5.4 Public Purpose Policy**

**December 10, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**From:** Public Purpose Policy

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During the 2014 audit it came to our attention that QCTV does not have a public purpose policy on record. The auditors strongly suggest the commission adopt such a policy. Staff has reviewed the League of Minnesota Cities Information Memo *Public Purpose Expenditures* and similar member-city policies. The enclosed drafted policy is before the commission for adoption prior to year-end.

**Action Requested:**

Approval of the Public Purpose Policy.

# **Quad Cities Cable Communications Commission**

## **PUBLIC PURPOSE POLICY**

*(Draft December 2015)*

The following items are deemed to meet the Commission definition of public purpose:

### **Meals and Refreshments**

- A business meeting in which the character of the meeting would involve predominately non-city employees
- Breakfast/lunch/dinner meeting for official business when it is the only practical time to meet. Only expenses incurred by the employee(s) may be reimbursed. The Executive Director may allow exceptions when deemed in the interest of the Commission.
- Non-routine, official meetings of the commission, committees or subgroups.
- Conference, workshop, seminar or meetings that the Executive Director or management employee has authorized the employee to attend.
- QCTV-sponsored meetings, conferences or workshops where the majority of invited participants are not commission employees.
- Meetings consisting primarily of employees when the refreshment and/or meals are an integral part of the event and are necessary to sustain the flow of the meeting and to retain the captive audience, and if the meeting is one of the following:
  - An annual/monthly staff meeting for all employees
  - Staff planning meetings
  - A non-routine management team or organizational meeting
- Official meetings of the organization, commission, committees, when they are of a non-routine basis or when special events are held (i.e. retirements or recognition).
- During emergency situations as required.

### **Recognition Events/Purchases**

- As refreshments for recognition or special one-time or once-per-year events when provided at modest level with prior Executive Director approval, such as:
  - Annual Employee Appreciation/Recognition Events
  - Awards Events
- Recognition gift purchases must be at a nominal cost not to exceed \$25.00 per employee, unless part of a commission-approved employee compensation program. Recognition gift purchases over \$25 but less than \$100 per employee event, will be awarded as approved by the Executive Director for retirement and/or extraordinary individual or team contributions.
- Annual Employee Recognition Awards – the Executive Director will annually determine the form of recognition to be given and will be awarded at the Annual Appreciation/Recognition event.

### **Special Events**

- Such as Business Networking Events, and other events that involve or invite participation by the general public.

- Expenditures for meals and participation fees are allowed, and representative staff members may participate in the events that directly benefit the marketing of member cities.

### **Employee Training**

- Is allowed for reasonable registration, tuition, meals and travel expenses for conferences, seminars, workshops, tuition and approved employment related course work in accordance with the personnel policies.

### **Memberships and Dues**

- Participation in the local Chamber of Commerce is allowed per Minnesota Statute 469.191.

### **Clothing and other sundry items**

- Employees may receive apparel, and other sundry items of nominal value when these items are made available to the general public or if these items are determined by the Executive Director to be important to the successful involvement of employees. Employees may be supplied with uniforms, clothing, and other gear necessary for the performance of their job.

**QCCCC Agenda Item**

**5.5 Truck Cabinetry**

**December 10, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**From:** Truck Cabinetry

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The truck equipment recently purchased requires some custom-made cabinetry for housing the equipment in a safe manner for transport. Staff has located a vendor to build the cabinets. Please see details in the enclosed report from Taylor Johnson. There was \$469,214 approved for capital fund investment in the truck and \$357,939 expended on the project; \$111,275 remain available for this project.

**Action Requested:**

Approval of the custom cabinet work not to exceed \$2,000, to be funded by the 2015 Capital Fund for the mobile production truck.