

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

May 19, 2016, 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 April 21, 2016, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. March Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Audit Presentation
 - 5.2. Vehicle Safety Policy Manual
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF APRIL 21, 2016

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:00 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; Greg Lee, Anoka; 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; Steve Ulrich, Technology Director; Karly Werner, Comcast Director of Government Affairs; and Peter Leatherman, Morris Leatherman Company.

APPROVAL OF AGENDA – 3

Motion was made by Johnson and seconded by Lee 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 February 18, 2016

Motion was made by Trude and seconded by Ulrich to approve the February 18, 2016 minutes as presented.

7 ayes – 0 nays. Motion carried.

4.1.2. Approval of meeting minutes from March 3, 2016 Work Session

Motion was made by Trude and seconded by Ulrich to approve the March 3, 2016 work session minutes as presented.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. January and February Financial Reports

Commissioner Dickinson stated that the organization is in good shape when looking at the annual budget.

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

7 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George highlighted some aspects from the combined report from March and April. She noted that the cargo van delivery has been delayed to May and advised of a new program targeted at the millennial group titled *The Grid*. She stated that the transition to high definition channels has begun and the organization is working to create promotional materials that can educate customers on how to best view the programming. She noted that channel 15 would still be available in analog format as well as high definition. She provided a brief summary of items included in the Minnesota Association of Community Telecommunications Administrators (MACTA) report. She reported that the audit has been completed and will come before the Board for action at the May meeting. She also shared some positive feedback that has been received from customers.

Commissioner Johnson asked when the punch list for the website would be completed.

Ms. George stated that the deadline has been extended for another three months to complete the punch list and provided more details on the items still to be completed.

Commissioner Johnson asked if any progress has been made to include the programming on the guide with the transition to HD service.

Ms. George stated that there has been a delay in the receipt of the pricing for the organization to be included on the guide and once she receives that she would know additional information.

The Board accepted the report.

GENERAL BUSINESS – 5

5.1 Subscriber Survey Presentation

Ms. George introduced Peter Leatherman of the Morris Leatherman Company who will be presenting the executive summary of the survey results that the Board reviewed last month via work session.

Peter Leatherman reviewed a summary of the survey results noting that 400 random samples were taken of QCTV subscribers. He reviewed the longevity of the cable subscribers, the rating of cable television service, experience with technical problems, value of cable television service, what was watched on the QCTV channels, how often the QCTV channels are watched by subscribers, overall viewership, use of the QCTV website and whether the website was used to watch City meetings or programming, the use of social media to gather government information, the primary source people use to gather information about QCTV, the level of information known about QCTV, the importance of City information by video, and demographics.

Chair Heitkamp left the meeting at 11:28 a.m.

Acting Chair Ulrich thanked Mr. Leatherman for his presentation.

Commissioner Trude stated that there is a lot of interest focused on government meetings and asked if there should be additional programming based on the items that are discussed during those meetings.

Mr. Leatherman stated that potentially that could be beneficial as he has found that some subscribers do not want to view the entire meeting and simply want to see the hot topics.

Commissioner Trude asked and received confirmation that a program that highlights aspects of the City meetings would be well received. She also asked

if there would be a viewership level at which a program should be considered for discontinuation, such as ten percent.

Mr. Leatherman replied that even at ten percent that is still one in ten people watching that show. He stated that perhaps if a rating was falling near two percent it could be considered for discontinuation. He provided additional information on the public safety programs, noting that very high viewership often indicates that people do not feel safe and therefore lower viewership is often a good thing, again reminding the Commission that one in ten people are still watching.

Commissioner Johnson asked the biggest revelation of this survey.

Mr. Leatherman replied that he was surprised to see that one in six cable subscribers indicating that they frequently watch a program on one of the QCTV channels, which is very high. He explained that result means that there is a breath of programming that is meeting the interest level of people and encourage them to frequently watch.

Commissioner Trude stated that people are watching and the Councilmembers are recognized in public from those people that watch the meetings.

5.2 Technology Audit Update

Ms. George stated Karly Werner is present today from Comcast to address the Commission. She stated the subscriber issues that were identified and discussed were included in the report and have been addressed and corrected. She stated that she would recommend continued testing of the IP signal noting that staff will be testing the IP signal from different locations in the communities.

Karly Werner stated that the completed spreadsheet has been provided following the technical audit. She stated that Comcast will continue to work with QCTV staff regarding the I-Net and the possibilities for the future. She stated that she was pleased to hear the results from the survey, which shows the high satisfaction of the customers and viewership in this area. She advised that Comcast has taken into account comments that they have received from customers to determine what could be done to increase customer satisfaction. She noted that they have recently redesigned the bills for Comcast customers, which has begun to roll out this month and will continue next month. She reported that Comcast is in the process of hiring 400 customer care agents for the Saint Paul call center which will also increase the customer satisfaction. She stated that there are thousands of Xfinity Wi-Fi hotspots in the Twin Cities and will continue to add more 1,700 more in the area. She stated that they just announced the Xfinity TV partner program the previous day, which would add

the Xfinity app to smart televisions and other devices, such as Roku, and would allow Xfinity customers to access their cable services without a set top box.

Commissioner Trude thanked Ms. Werner for her report. She stated that she loves the Xfinity hotspots and uses them frequently. She noted that the survey results show the increased customer service of Comcast. She recounted a positive experience she has recently had with a technician that visited her home.

Acting Chair Ulrich echoed the comments of Commissioner Trude and noted that the enhancements are making a difference.

Commissioner Johnson asked if there is a location where you can go to see the Xfinity hotspots.

Ms. Werner replied that there is an Xfinity hotspot app that will identify hotspots in the area and noted that there is also a map on the Xfinity website.

Commissioner Anderson left the meeting.

Motion was made by Dickinson and seconded by Trude to accept the subscriber network report and direct staff to test IP signal delivery option for remote truck shoots and to provide an update of IP signal delivery test at a future meeting.

5 ayes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 11:48 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission Balance Sheet Summary

As of March 31, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,598,262.43
- PayPay acct	429.66
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,603,942.09
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,603,942.09
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,951.69
Other Current Liabilities	31.19
Total Current Liabilities	\$ 23,982.88
Equity	1,579,959.21
TOTAL LIABILITIES AND EQUITY	\$ 1,603,942.09

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Mar 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	262.05	208.00	54.05	125.99%	410.95	2,500.00	(2,089.05)	16.44%
Equipment Grant		0.00	0.00		55,870.85	0.00	55,870.85	
Franchise Fees		72,854.00	(72,854.00)	0.00%	0.00	874,248.00	(874,248.00)	0.00%
Interest Income	106.62	8.00	98.62	1332.75%	295.90	100.00	195.90	295.90%
PEG Fee		36,427.00	(36,427.00)	0.00%	0.00	437,125.00	(437,125.00)	0.00%
Total Income	368.67	109,497.00	(109,128.33)	0.34%	56,577.70	1,313,973.00	(1,257,395.30)	4.31%
Gross Profit	368.67	109,497.00	(109,128.33)	0.34%	56,577.70	1,313,973.00	(1,257,395.30)	4.31%
Expenses								
Accounting / HR Services	1,186.92	1,166.00	20.92	101.79%	3,234.82	14,000.00	(10,765.18)	23.11%
Ads/Promos/Sponsorships	1,915.00	570.00	1,345.00	335.96%	2,565.00	6,850.00	(4,285.00)	37.45%
Andover Capital Equipment		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Announcers Fees	115.00	833.00	(718.00)	13.81%	2,215.00	10,000.00	(7,785.00)	22.15%
Anoka Capital Equipment	155.94	500.00	(344.06)	31.19%	467.82	6,000.00	(5,532.18)	7.80%
Audit		1,125.00	(1,125.00)	0.00%	0.00	13,500.00	(13,500.00)	0.00%
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	535.63	525.00	10.63	102.02%	1,468.11	6,300.00	(4,831.89)	23.30%
Building - Insurance		208.00	(208.00)	0.00%	1,370.00	2,500.00	(1,130.00)	54.80%
Building - Maintenance	293.81	583.00	(289.19)	50.40%	670.64	7,000.00	(6,329.36)	9.58%
Building - Supplies	138.63	166.00	(27.37)	83.51%	496.25	2,000.00	(1,503.75)	24.81%
Car Allowance	250.00	250.00	0.00	100.00%	750.00	3,000.00	(2,250.00)	25.00%
Cell Phone - Allowance	515.00	555.00	(40.00)	92.79%	1,405.00	6,660.00	(5,255.00)	21.10%
Champlin Capital Equipment	84.90	500.00	(415.10)	16.98%	254.70	6,000.00	(5,745.30)	4.25%
City Sewer & Water	85.43	216.00	(130.57)	39.55%	284.37	2,600.00	(2,315.63)	10.94%
Commission Expense	600.00	600.00	0.00	100.00%	600.00	7,200.00	(6,600.00)	8.33%
Consulting Services	7,250.00	3,166.00	4,084.00	229.00%	9,250.00	38,000.00	(28,750.00)	24.34%
Contingency Fund		2,057.00	(2,057.00)	0.00%	0.00	24,690.00	(24,690.00)	0.00%
Duplication Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Electric Service	1,018.50	1,596.00	(577.50)	63.82%	2,915.44	19,152.00	(16,236.56)	15.22%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Mar 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	3,019.58	3,817.00	(797.42)	79.11%	8,711.65	45,812.00	(37,100.35)	19.02%
Federal Unempl Expense	97.55	62.00	35.55	157.34%	385.18	750.00	(364.82)	51.36%
Health Insurance	5,453.86	5,814.00	(360.14)	93.81%	16,004.43	69,768.00	(53,763.57)	22.94%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		500.00	(500.00)	0.00%	3,717.00	6,000.00	(2,283.00)	61.95%
Lawn Service		375.00	(375.00)	0.00%	0.00	4,500.00	(4,500.00)	0.00%
Legal Fees	1,298.69	2,500.00	(1,201.31)	51.95%	3,115.09	30,000.00	(26,884.91)	10.38%
Legislative Lobbying		161.00	(161.00)	0.00%	1,940.00	1,940.00	0.00	100.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		460.00	(460.00)	0.00%	4,770.00	5,520.00	(750.00)	86.41%
Mileage	1,074.77	600.00	474.77	179.13%	1,565.72	7,200.00	(5,634.28)	21.75%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	339.82	316.00	23.82	107.54%	1,061.79	3,800.00	(2,738.21)	27.94%
Office Supplies / Equipment	1,200.57	416.00	784.57	288.60%	2,123.82	5,000.00	(2,876.18)	42.48%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	592.45	491.00	101.45	120.66%	1,279.10	5,900.00	(4,620.90)	21.68%
PERA	2,875.76	3,248.00	(372.24)	88.54%	8,142.81	38,982.00	(30,839.19)	20.89%
Postage	82.91	108.00	(25.09)	76.77%	115.92	1,300.00	(1,184.08)	8.92%
Printing / Copy Services		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	651.00	1,416.00	(765.00)	45.97%	1,408.62	17,000.00	(15,591.38)	8.29%
Publications		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	129.08	500.00	(370.92)	25.82%	387.24	6,000.00	(5,612.76)	6.45%
Sales Tax		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Secretary Services	169.50	249.00	(79.50)	68.07%	441.50	2,992.00	(2,550.50)	14.76%
Snow Plowing Service		375.00	(375.00)	0.00%	1,016.25	4,500.00	(3,483.75)	22.58%
SS/Medicare Expense	3,074.92	3,728.00	(653.08)	82.48%	7,518.75	44,747.00	(37,228.25)	16.80%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	472.73	626.00	(153.27)	75.52%	1,191.33	7,520.00	(6,328.67)	15.84%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Mar 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Studio Sets		583.00	(583.00)	0.00%	0.00	7,000.00	(7,000.00)	0.00%
Subscription Services	243.19	1,334.00	(1,090.81)	18.23%	8,358.78	16,017.00	(7,658.22)	52.19%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair		833.00	(833.00)	0.00%	530.43	10,000.00	(9,469.57)	5.30%
Vehicle - Insurance		291.00	(291.00)	0.00%	1,759.00	3,500.00	(1,741.00)	50.26%
Vehicle - Maintenance / Gas	206.75	666.00	(459.25)	31.04%	684.97	8,000.00	(7,315.03)	8.56%
Wages - Full-time	36,227.60	38,748.00	(2,520.40)	93.50%	87,557.62	464,977.00	(377,419.38)	18.83%
Wages - Part-time	4,034.50	9,993.00	(5,958.50)	40.37%	11,191.83	119,922.00	(108,730.17)	9.33%
Waste Removal	85.97	100.00	(14.03)	85.97%	257.91	1,200.00	(942.09)	21.49%
Web / VOD / Int / CaTV / Phone	847.15	1,652.00	(804.85)	51.28%	2,329.02	19,830.00	(17,500.98)	11.74%
Work Comp Insurance		191.00	(191.00)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
Total Expenses	76,323.11	96,904.00	(20,580.89)	78.76%	205,512.91	1,163,129.00	(957,616.09)	17.67%
Revenues greater (less) than Expenditures	(75,954.44)	12,593.00	(88,547.44)	-603.15%	(148,935.21)	150,844.00	(299,779.21)	-98.73%
ZCIP - Network Servers	2,842.80				2,842.80			
ZCIP - Truck	8,156.39				9,156.39			
	<u>10,999.19</u>				<u>11,999.19</u>			

Friday, Apr 22, 2016 09:17:24 AM PDT GMT-5 - Accrual Basis

QCTV Bank Reconciliation

March 2016

Beginning Balance - 4M Statement	1,684,632.51
Less: Cleared Checks/Withdrawals	(103,901.38)
Plus: 4M Fund Interest	106.62
Plus: Bank Deposits/Credits	570.75
Bank Balance	\$1,581,408.50
Book Balance	1,581,408.50
Adjusted Book Balance	1,581,408.50
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 03/31/2016

Reconciled on: 04/19/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,684,632.51
Checks and Payments cleared	-103,901.38
Deposits and Other Credits cleared	+677.37
Statement Ending Balance	1,581,408.50
Uncleared transactions as of 03/31/2016	-2,113.58
Register Balance as of 03/31/2016	1,598,262.43
Cleared transactions after 03/31/2016	-18,967.51
Uncleared transactions after 03/31/2016	-29,838.34
Register Balance as of 04/19/2016	1,549,456.58

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/03/2016	Bill Payment	11172	Pete C. Andersen	-270.00
02/03/2016	Bill Payment	11171	Minnesota Assoc. of Community Telecommunications	-1,750.00
02/12/2016	Bill Payment	11193	Pete C. Andersen	-265.00
02/12/2016	Bill Payment	11180	Carl E. Anderson	-40.00
02/12/2016	Bill Payment	11178	Anoka Area Chamber of Commerce	-600.00
02/29/2016	Bill Payment	11206	Verizon Wireless	-5.00
02/29/2016	Bill Payment	11205	The Lincoln National Life Ins. Co.	-472.73
02/29/2016	Bill Payment	11204	Preferred One Insurance Co.	-5,671.90
02/29/2016	Bill Payment	11203	Markertek Video Supply	-3,266.57
02/29/2016	Bill Payment	11202	Greenery Enterprises, Inc	-295.00
02/29/2016	Bill Payment	11201	David S. Washburn	-75.00
02/29/2016	Bill Payment	11200	City of Champlin	-104.15
02/29/2016	Bill Payment	11199	B&H Photo-Video	-449.97
02/29/2016	Bill Payment	11198	Anoka Area Chamber of Commerce	-15.00
02/29/2016	Bill Payment	11197	Amazon	-1,668.79
02/29/2016	Bill Payment	11196	Abacus Plus Services, Inc.	-176.08
03/04/2016	Bill Payment	11215	U.S. Bank Corporate	-778.53
03/04/2016	Bill Payment	11214	Springsted Inc.	-2,000.00
03/04/2016	Bill Payment	11212	Kennedy & Graven, Chartered	-1,452.40
03/04/2016	Bill Payment	11211	Joe G. Ruhland	-230.00
03/04/2016	Bill Payment	11210	Huebsch	-33.07
03/04/2016	Bill Payment	11209	Holiday Station	-242.26
03/04/2016	Bill Payment	11208	David S. Washburn	-75.00
03/04/2016	Bill Payment	11207	Comcast Cable	-196.56
03/04/2016	Bill Payment	W/D	Minnesota State Retirement System	-300.00
03/04/2016	Bill Payment	W/D	PERA	-2,619.68
03/04/2016	Journal	03A - 2016MK		-15,935.19
03/04/2016	Journal	03A - 2016MK		-5,590.52
03/04/2016	Journal	03A - 2016MK		-175.05
03/11/2016	Bill Payment	11220	Timesavers	-136.00
03/11/2016	Bill Payment	11219	Gerald S. Thomson	-115.00
03/11/2016	Bill Payment	11218	Comcast Cable	-359.61
03/11/2016	Bill Payment	11217	CenterPoint Energy	-339.82
03/11/2016	Bill Payment	11216	ACE Solid Waste, Inc.	-85.97
03/11/2016	Bill Payment	11221	Xcel Energy	-1,087.13
03/18/2016	Bill Payment	W/D	Minnesota State Retirement System	-300.00
03/18/2016	Bill Payment	W/D	PERA	-2,748.41

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/18/2016	Journal	03B - 2016MK		-14,498.08
03/18/2016	Journal	03B - 2016MK		-5,944.93
03/18/2016	Journal	03B - 2016MK		-175.05
03/21/2016	Bill Payment	11222	Barna, Guzy & Steffen, LTD	-364.00
03/21/2016	Bill Payment	11223	City of Andover	-1,033.79
03/21/2016	Bill Payment	11224	City of Champlin	-85.43
03/21/2016	Bill Payment	11225	Comcast 2	-452.78
03/21/2016	Bill Payment	11226	Vividly Clean Inc.	-535.63
03/25/2016	Bill Payment	11227	Amazon	-759.26
03/25/2016	Bill Payment	11230	Comcast Cable	-20.31
03/25/2016	Bill Payment	11233	HealthEquity Inc.	-7.90
03/25/2016	Bill Payment	11234	Huebsch	-33.07
03/25/2016	Bill Payment	11235	James Dickinson	-120.00
03/25/2016	Bill Payment	11240	Markertek Video Supply	-1,179.01
03/25/2016	Bill Payment	11241	Preferred One Insurance Co.	-5,671.90
03/25/2016	Bill Payment	11242	Presto Graphics	-399.96
03/25/2016	Bill Payment	11243	The Lincoln National Life Ins. Co.	-472.73
03/25/2016	Bill Payment	11244	Timesavers	-169.50
03/25/2016	Bill Payment	11246	Verus Corporation	-2,842.80
03/31/2016	Journal	03D - 2016MK		-242.35
04/01/2016	Journal	04A - 2016MK		-13,657.61
04/01/2016	Journal	04A - 2016MK		-5,309.90
Total				-103,901.38

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/01/2016	Deposit		Patrick McNamara	15.00
03/01/2016	Deposit		Kerry Svare	15.00
03/01/2016	Deposit		paypal	348.50
03/09/2016	Deposit		Derene Mears	30.00
03/28/2016	Deposit		Andrea Giddings	45.00
03/28/2016	Deposit		Robert Albers	18.95
03/28/2016	Deposit		Zachary Kiminski	15.00
03/28/2016	Deposit		Dave Johnson	30.00
03/31/2016	Journal	03C - 2016MK		53.30
03/31/2016	Journal	03E - 2016MK		106.62
Total				677.37

Additional Information

Uncleared Checks and Payments as of 03/31/2016

<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
02/12/2016	Bill Payment	11191	Kurtis G. Ulrich	-40.00
03/04/2016	Bill Payment	11213	Pete C. Andersen	-195.00
03/25/2016	Bill Payment	11228	Bret Heitkamp	-120.00
03/25/2016	Bill Payment	11229	Carl E. Anderson	-40.00
03/25/2016	Bill Payment	11231	Dustin Cooper	-53.50
03/25/2016	Bill Payment	11232	Eric Johnson	-120.00
03/25/2016	Bill Payment	11236	John Letourneau	-40.00
03/25/2016	Bill Payment	11237	Julie Trude	-80.00
03/25/2016	Bill Payment	11238	Kurtis G. Ulrich	-80.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/25/2016	Bill Payment	11239	MAGC	-1,105.00
03/25/2016	Bill Payment	11245	Verizon Wireless	-190.08
Total				-2,188.58

Uncleared Deposits and Other Credits as of 03/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/21/2015	Bill Payment	10962	Anoka Area Chamber of Commerce	0.00
03/30/2016	Deposit		Dave Peterson	15.00
03/30/2016	Deposit		Jeff Nelson	30.00
03/30/2016	Deposit		Luke Weatherspoon	30.00
Total				75.00

Uncleared Checks and Payments after 03/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/01/2016	Bill Payment	11247	Comcast Cable	-176.25
04/01/2016	Bill Payment	11248	Karen George - Petty Cash	-67.32
04/01/2016	Bill Payment	11249	NATOA	-725.00
04/01/2016	Bill Payment	W/D	Minnesota State Retirement System	-300.00
04/01/2016	Bill Payment	W/D	PERA	-2,599.23
04/01/2016	Journal	04A - 2016MK		-160.05
04/08/2016	Bill Payment	11250	ACE Solid Waste, Inc.	-85.97
04/08/2016	Bill Payment	11251	BizzyWeb, LLC	-149.50
04/08/2016	Bill Payment	11252	Comcast Cable	-359.61
04/08/2016	Bill Payment	11253	G & B Environmental, Inc	-116.49
04/08/2016	Bill Payment	11254	Joe G. Ruhland	-225.00
04/08/2016	Bill Payment	11255	Kennedy & Graven, Chartered	-1,270.00
04/08/2016	Bill Payment	11256	LiveU Inc.	-8,156.39
04/08/2016	Bill Payment	11257	The Morris Leatherman Company	-7,250.00
04/08/2016	Bill Payment	11258	U.S. Bank Corporate	-2,535.51
04/08/2016	Bill Payment	11259	Vividly Clean Inc.	-535.63
04/08/2016	Bill Payment	11260	Xcel Energy	-1,018.50
04/15/2016	Bill Payment	11261	Alliance for Community Media	-50.00
04/15/2016	Bill Payment	11262	CenterPoint Energy	-202.87
04/15/2016	Bill Payment	11263	City of Champlin	-94.79
04/15/2016	Bill Payment	11264	Markertek Video Supply	-587.07
04/15/2016	Bill Payment	11265	Pete C. Andersen	-75.00
04/15/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
04/15/2016	Bill Payment	W/D	PERA	-2,547.11
Total				-29,857.29

Uncleared Deposits and Other Credits after 03/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/13/2016	Deposit		Robert Albers	18.95
Total				18.95

QCCCC Agenda Item

4.3 Executive Director's Report

May 12, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Century Link negotiations

CenturyLink has been working on the March 25 draft. Additional negotiation sessions have been scheduled for late May. CenturyLink technicians have installed video signal equipment in the QCTV playback room in preparation for delivering PEG channel signals once the contract is approved. The commission will be updated on channel designation in the May 19 programming work session.

Replacement of cargo van

Expected deliver on May 18.

Comcast HD channel launched April 4

The QCTV Community Channel (Comcast Channel 15) will be the first to transmit programming in High Definition. The HD channel launched April 4. The HD channel designation for Comcast customers will be HD859. Comcast technicians worked with QCTV staff to correct channel mapping issues related to the HD channel launch. Issues resolved. Staff continues to work on activating the electronic program guide (EPG) with ROVI, the third-party provider of the service for Comcast.

Technical audit update

Comcast resolved the subscriber network open items and the commission closed out that section of the technical audit at the April meeting. Comcast and QCTV staff are working over the coming months on testing the PEG signal delivery from truck shoots using a modem provided by Comcast.

Legislative Update

Attached to this report is the MACTA legislative weekly update for April 8.

SF2249/HF2387

MACTA provided a letter of support for SF2249/HF2387. This bill would expedite the reinstatement of tax exemption status for joint powers organizations effective

January 1, 2016 rather than January 1, 2017. No updates to report – continue to monitor.

SF736/HF1066

Although this proposed legislation mentions CenturyLink, it is the voice services, not television services that are the target of competitive market regulation.

Update: House passed.

FCC Notice of Inquiry for Promoting Diverse and Independent Sources of Video

ACM is active in the FCC proceeding (FCC 16-41) regarding protection of PEG video programmers such as QCTV. This NOI is looking into cable tv operator practices in making programming information available to subscribers. PEG organizations have long been requesting to be listed on the EPG (electronic program guide), provide VOD/DVR services for PEG programs, and SD/HD channel offerings/quality signal transmission. The links below catalog the comments and letters.

<http://www.allcommunitymedia.org/wp-content/uploads/ACM-ACD-Comments-in-DN-16-41.pdf>

<http://www.allcommunitymedia.org/wp-content/uploads/Appendices-A-B.pdf>

NATOA and MACTA have also submitted comments and are enclosed with this report.

2015 Audit in process

Staff has worked with Redpath for onsite audit work and provided follow-up information as requested. The audit checkout meeting was conducted April 25. The 2015 audit is scheduled for commission action on May 19.

Insurance claim

QCTV has opened an insurance claim for the damage to a camera and related equipment during a truck shoot. The League of Minnesota Cities Insurance Trust is working with staff and Alpha Video to estimate repair costs. Staff has secured rental of camera gear from CTN (City of Coon Rapids) until repairs/replacement can be completed.

Web site

The web site basic features are functioning. A contractor familiar with WatchGuard servers and software assisted staff in configuring the server to resolve issues related to live channel viewing via the web site. Staff continues to work with the vendor for resolution of other outstanding items on the punch list.

Closed Captioning

The FCC and Department of Justice have each taken up the regulation of closed captioning as it applies to local community television organizations such as QCTV. Commission staff has been monitoring potential impact on future operations. The

issue is complicated by two federal agencies interpreting requirements, and the impact on live video coverage, playback, and web streaming. Our national organizations NATOA and ACM are providing testimony at hearings and filing briefs on our behalf. MACTA will be sponsoring a workshop on this topic at the June 9 conference in St. Paul. Staff will continue to monitor.

Comcast rate notice

Enclosed with this monthly report is communication from Comcast regarding rate increases for services.

Monthly reports

Attached to this agenda item are the operations and technology updates for April and the April statistical reports.

Customer comments

QCTV Staffer Jared Boyer reported:

"Hi Everyone,

Just wanted to share with you a compliment that we received the other day at our truck shoot.

Nick and I were driving through the Andover High School parking lot when a lady drove by and flagged me down. She said she was a lunch lady at the school and that last week she was able to watch a Lacrosse and Baseball game on our channel with her two young boys and they enjoyed our broadcast. She said that we do an awesome job and to keep up the good work!

Thank you to everyone who has had a part on making our productions happen! So take a moment and pat yourself on the back, unless you like high fives, then I'll gladly give you one!"

Action Requested: None.

MCGRANN
SHEA
CARNIVAL
STRAUGHN
& LAMB
CHARTERED

MEMORANDUM

From: Sarah Psick and Joe Bagnoli

Date: May 6, 2016

Re: Capitol Update Report

MACTA Legislative Update

Sales Tax Exemption for Joint Powers Boards: The Senate Tax committee will release their omnibus tax bill on Monday next week. The Senate has set a budget target of \$300 million for tax cuts and other relief. MACTA supports legislation, SF 2249/HF 2387, to accelerate the implementation date for sales tax exemption on purchases made by joint powers boards. Legislation has been introduced to exempt these purchases effective January 1, 2016, providing a refund mechanism for purchases made in 2016. The Department of Revenue has estimated the cost of this bill is \$20 million. We will be watching for this bill to be included in the Senate omnibus tax bill.

Telephone Regulation (HF 1066): Also known as the MTA/CenturyLink bill, this bill establishes a competitive market criteria that telephone service must meet in a local exchange area in order to receive approval from the Minnesota Public Utilities Commission for a lighter regulatory burden. The bill was amended to clarify that an ILEC is only allowed to petition to have its residential voice services and business voice services to customers subscribing to three or fewer business lines regulated in the bill. The inclusion of the work “voice” was added to allay the concerns of MACTA. Also, the bill explicitly indicates that nothing in the new law would restrict, expand, modify or affect “the rights of any entity, or the authority of ... local government authorities, with respect to the use and regulation of public rights-of-way under section 237.162 and 237.163.” This bill has been negotiated and debated for several years, at this time, agreement has been reached with the parties involved and the bill passed the House by a vote of 122-6. Here is a link to the bill as passed by the House:
<http://wdoc.house.leg.state.mn.us/leg/LS89/HF1066.2.pdf>

Broadband Funding and VoIP Regulation: The omnibus supplemental budget bill contains funding for broadband development grants and the House bill contains language relating to VoIP regulation. There was no activity on these issues this week,

May 6, 2016

Page 2

but a conference committee has been appointed to work out the differences between the House and Senate positions. (See budget update below.) Here is a link to the “side-by-side” document showing the differences between the House and Senate in broadband funding and policy language:

https://www.revisor.mn.gov/side_by_sides/sbs_document.php/sbs_broadband.pdf?id=1283

General Legislative Update

With slightly more than two weeks remaining in the 2016 legislative session, it is a relatively quiet Friday at the Capitol. Only two committees are meeting in the Senate, the transportation conference committee is meeting, and neither the House nor Senate are meeting in Floor sessions. While there was activity on the major legislative issues this past week, it would be hard to say progress was made on those issues. So, we head into the final two weeks of session with much left on the “to do” list.

Bonding: On Monday, the Senate Capital Investment committee rolled out a \$1.5 billion bonding bill which includes projects in the following categories: \$390 million for transportation; \$362 million for education; \$282 million for water infrastructure; \$202 million for public safety; \$181 million for parks and recreation; \$90 million for housing; \$92 million for human services; plus many local community projects. The bill was brought to the Senate Floor on Thursday for debate and passage. However, the bill failed to gain the necessary 3/5th supermajority vote needed to pass bonding bills which incur state debt. The bill failed on a 40-26 vote with all members of the DFL majority voting yes together with one Republican. All other minority party Republicans voted no on the bill. Following the vote, Senate Republicans stated they objected to the overall size of the bill, \$1.5 billion, and hope to work with the Senate DFL majority to craft a bill which will pass the Senate. In the House, a budget target has been adopted which allows a \$600 million bonding bill. To date, the House Republican majority has not put out their bonding bill in committee. The last election year when a bonding bill was not passed was 2004, it is very possible this session will end without passage of a bonding bill.

Budget: The supplement budget roadmap was laid out this week with the appointment of conference committee members. The Senate had passed one supplemental budget bill and the House had passed three bills; the budget negotiations will be undertaken by one conference committee. The conference committee is expected to hold its first meeting on Monday to walk through the differences between the House and Senate bills. Negotiations on funding differences will be on hold until the Governor, Speaker of the House and Senate Majority Leader agree on overall budget targets. Following are the conference committee members for HF 2749, Supplemental Budget Bill:

Senator Dick Cohen, DFL/St. Paul
Senator Chuck Wiger, DFL/Maplewood
Senator Tony Lourey, DFL/Kerrick
Senator Tom Saxhaug, DFL/Grand Rapids
Senator Michelle Fischbach, GOP/Paynesville

Representative Jim Knoblach, GOP/St. Cloud
Representative Jenifer Loon, GOP/Eden Prairie
Representative Matt Dean, GOP/Dellwood
Representative Pat Garofalo, GOP/Farmington
Representative Denny McNamara, GOP/Hastings.

The supplemental budget side-by-sides can be found at this link:

https://www.revisor.mn.gov/side_by_sides/

Transportation Funding: The transportation funding conference committee, HF 4, met a couple of times this past week. The committee took testimony on several policy initiative differences between the House and Senate, reviewed the differences in funding proposals and other issues. On Friday, the Senate DFL presented an offer to the conference committee which provides a phased in gas tax over three years (5-cents, 5-cents, 2-cents); an increase of 1.5% for license tab fees with an increase for late payment of license tab fees; \$1 billion in trunk highway bonding over 10-years; increase the metro area sales tax for transit to $\frac{3}{4}$ cents; an increase to greater Minnesota transit; provides flexibility in the metro sales tax for metro county roads, funding for municipal roads through a surcharge on title transfers and vehicle registrations; funding for safe routes to schools, funding for metro area bikeways and funding for highways on tribal lands. Overall, the House and Senate are close in the amount of funds raised and dedicated to transportation over the next ten years. However, the House Republicans remains very opposed to a gas tax increase given the current budget surplus. The House indicated they will provide a counter-offer using those surplus funds.

Next Week: On Monday, the Senate Tax committee will release their omnibus tax bill for the 2016 session. The Senate has set a \$300 million budget target for tax cuts and programs. The bill will be heard in committee, sent to the Senate Floor and is expected to be voted on by the middle of the week. Also next week, the Senate Finance committee and House Ways and Means committee will hold a joint meeting to hear a presentation from the National Conference of State Legislatures (NCSL) regarding setting budget targets and how that is done in other states. Setting joint budget targets with divided government between two political parties has become more and more difficult in today's political environment. This has led to special sessions, government shut downs, and unresolved work year after year. On Monday, there will be two weeks remaining in the legislative session, tick tock, tick tock

MACTA

2015-16 SESSION TRACKING LIST

Current as of 5/6/2016

Prepared by the Legislative Department of McGrann Shea Carnival Straughn & Lamb, Chartered

* Note: The tracking list is arranged with the bills introduced in 2016 or acted upon in 2016 first. Following the 2016 bills, is a list of bills introduced in 2015 and action taken on them in 2015. All bills that were not defeated or enacted into law may still be acted upon in 2016.

2016 REGULAR SESSION BILLS

1	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATES \$100 MILLION FOR BROADBAND GRANTS FROM THE GENERAL FUND AND REDEFINES SPEEDS FOR UNDERSERVED AND UNSERVED AREAS	S.F. No. 2447 - Senators Schmit, Tomassoni, Sparks, Koenen and Ruud introduced		Senate: 3/21/16 – Bill heard in Senate Jobs, Agriculture and Rural Development committee. Passed to Senate Finance committee.
2	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	SETS BROADBAND SPEED GOALS FOR DOWNLOADING AND UPLOADING DATA	S.F. No. 2448 - Senators Schmit, Tomassoni, Koenen, Eken and Ruud introduced		Senate: 3/21/16 – Bill heard in Senate Jobs, Agriculture and Rural Development committee. Passed to Senate Floor. Senate: 3/23/16 – Second Reading.
3	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	MUNICIPAL SALES TAX EXEMPTION – ACCELERATES EFFECTIVE DATE	S.F. No. 2249 - Senator Rest introduced	H. F. 2387 - Freiberg introduced	Senate: 3/16/16 - Bill heard in Tax Reform Committee. MACTA supplied letter of support. Laid over for future consideration.

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**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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4	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATES \$30 MILLION FOR BROADBAND GRANTS USING BOND PROCEEDS	S.F. No. 2294 - Senators Dahms, Senjem, Rosen, Koenen and Weber introduced—		House: 3/23/16 – Bill heard in House Taxes Committee. MACTA letter of support distributed. Laid over for possible inclusion in an omnibus tax bill.
5	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	BROADBAND GRANTS AND REQUIRING OFFICE OF BROADBAND TO CREATE AND PUBLISH GRANT CRITERIA		H. F. 2381 - Baker and Kresha introduced	House: 3/17/16 – Bill heard in House Greater Minnesota Job Growth Policy committee and amended. MACTA joined other organizations in letter of support for broadband funding. Passed to House Job Growth Policy and Finance committee. House: 3/23/16 – Bill heard in House Job Growth and Energy Affordability Policy & Finance Committee. Laid over for further consideration and possible inclusion in omnibus budget bill.

MACTA**2015-16 SESSION
TRACKING LIST**

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6	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	EXEMPTING INTERNET MACHINERY EQUIPMENT FROM SALES TAX		H. F. 2461 - Quam, Kresha, Drazkowski, Baker and Pugh introduced	House: 3/9/16 – Hearing in House Taxes committee. Laid over for possible action at a later date.
7	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	MODIFYING THE BORDER-TO-BORDER BROADBAND GRANT PROGRAM AND MAKES A BLANK APPROPRIATION OF FUNDS TO THE PROGRAM		<u>H. F. 3268</u>, Simonson introduced	
8	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATING BOND PROCEEDS FOR CONSTRUCTION OF FIBER-OPTIC CABLE IN DAKOTA COUNTY	S.F. No. 3068 - Sieben	H. F. 3506 – Aitkin	
9	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	PROVIDING FOR NOTICE, HEARING, AND REVERSE REFERENDUM ON WHETHER A MUNICIPALITY MAY USE PUBLIC UTILITY LICENSE, PERMIT, RIGHTS, OR FRANCHISE FEES TO RAISE REVENUE	S.F. No. 3413 - Gazelka	H. F. 3470 - Vogel	House: 3/30/15 – Hearing in House Government Operations & Elections Policy committee. Passed to House Taxes Committee. The bill does not impact cable franchise fees.

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**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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10	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	MTA / CENTURY LINK BILL: COMPETITIVE MARKET REGULATION FOR LOCAL EXCHANGE CARRIERS	S.F. No. 736– Sparks; Dahms; Koenen and Ruud	H. F. 1066– Kresha. <u>Bill as Passed from House Floor</u>	House: 3/18/15 - Heard in House Commerce, passed to House Floor. 5/516 – Amended on House Floor. Passed as Amended 122-6. Senate: 3/25/15 - Heard in Senate Jobs, Agriculture & Rural Dev committee; passed to Senate Finance committee NOTE: SF 895 (VoIP bill) was amended into SF 736. 4/28/15 - Heard in the Senate Environment, Economic Development & Agriculture Finance division. Passed to the Senate Floor. At end of 2015 session, the bill was returned to the Senate Jobs Committee. 4/6/16 – Heard in Senate Jobs, Agriculture and Rural Development committee; VOIP language deleted from the bill. Passed to Senate Floor.

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**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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11	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	<p>SUPPLEMENTAL BUDGET BILLS</p> <p>* EACH BODY HAS A FINANCE BILL THAT INCLUDES FINANCE PROVISIONS BUT ALSO INCLUDES PROVISIONS RELATING TO BROADBAND AND TELECOMMUNICATIONS</p>	<p>S.F. No. 2356 - Cohen / H.F. 2749 - Knoblach</p> <p>Broadband Article 5:</p>	<p>H. F. 3931 - Garofalo</p> <p>Line 59.6 - Broadband Funding</p> <p>Lines 120.20-122.6 – VOIP</p> <p>Lines 122.7 – Small Cell Siting Task Force</p> <p>Lines 123.24-128.5 – Broadband Development</p>	<p>House: 4/18/16 – Heard in House Jobs Finance Committee. Amended and passed to Ways & Means Committee.</p> <p>4/21/16 – Heard in House Ways & Means Committee. Amended into HF 3931. Passed. Sent to House Floor.</p> <p>4/27/16 – Supplemental jobs, environment & agriculture policy budget bill passed on House Floor;</p> <p>Senate: 4/18/16 – Broadband Article heard in Senate Finance Committee. Laid on the table for potential inclusion in Omnibus Finance Bill.</p> <p>4/21/16 – Broadband Article incorporated into SF 2356. This bill will be available on line on Monday 4/25.</p> <p>4/28/16 – SF 2356/HF 2749 omnibus supplemental appropriations bill passed on Senate Floor; article 5 (Broadband)</p>

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**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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2015 REGULAR SESSION BILLS

1	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATING MONEY FOR TELECOMMUNICATIONS AID TO LIBRARIES	S.F. No. 437– Schmit		
2	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	EXPANDING THE EXEMPTION FOR TELECOMMUNICATIONS EQUIPMENT	S.F. No. 1186 – Koenen.	H. F. 53– Davids.	House: Heard and laid over in the House Tax committees. Senate: Heard in Senate Tax Reform division and laid over. Included in Senate Omnibus Tax bill. Still in Conference Committee
3	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATING MONEY FOR BROADBAND OPERATIONAL SUPPORT, PROGRAM DELIVERY, AVAILABILITY MAPPING AND DATA COLLECTION	S.F. No. 438– Schmit; Sparks and Dahms		

MACTA**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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4	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATING \$100 MILLION TO THE BORDER-TO-BORDER BROADBAND ACCOUNT	S.F. No. 439– Schmit; Tomassoni; Sparks; Dahms and Westrom	H. F. 556– Johnson, S.; Simonson and Metsa.	

5	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATING \$50 MILLION TO THE BORDER-TO-BORDER BROADBAND ACCOUNT	S.F. No. 1260– Gazelka, Saxhaug.	H. F. 593– Kresha; Johnson, S.; Backer; Nornes and Urdahl. (2-5-15)	House: Heard in House Greater MN Economic & Workforce Dev Policy, passed Heard in House Job Growth & Energy Affordability Policy & Finance comm., laid over for possible inclusion in omnibus funding bill.

6	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	VOIP BILL- INCLUDES MACTA AMENDMENT	S.F. No. 895– Sparks; Dahms; Eken and Nelson	H. F. 776– Sanders; Atkins; Kresha and Hoppe.	House: Heard in House Commerce, passed to House Jobs Finance Committee Included in House Omnibus Jobs Finance budget bill, with MACTA amendment.

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Current as of 5/6/2016

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			<p>Not included in final 2015 Jobs bill.</p> <p>Senate: Heard in Senate Jobs, Agriculture & Rural Dev committee – language was amended into MTA/Century Link bill – SF 736. Sent to Senate Finance committee.</p> <p>VoIP provisions deleted from SF 736 in the Senate Environment, Economic Development & Agriculture Finance bill.</p> <p>2016 - Still in Committee.</p>
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7	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	CLARIFYING DEFINITION OF RETAIL SALES AS IT RELATES TO FIBER OPTIC AND COMMUNICATION CABLE	S.F. No. 1283– Ortman, Senjem, Thompson	H. F. 862– Hoppe.	

8	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	BROADBAND INFRASTRUCTURE DEVELOPMENT AND BONDING AUTHORITY	S.F. No. 1101– Schmit.	H. F. 1900– Simonson, Lien	

9	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
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MACTA**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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DEPT. OF COMMERCE POLICY BILL	S.F. No. 1862- Sparks	H. F. 1558- Kresha, S. Johnson, Hoppe	Not heard in either body before policy deadlines.
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10	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	LOCAL REFERENDA RELATED TO SPENDING MUST BE HELD IN NOVEMBER	S.F. No. 1711- Kiffmeyer	H. F. 922- Drazkowski, Lucero	<p>House: Heard in House Government Operation & Elections Policy, passed to House State Government Finance.</p> <p>Heard in House State Government Finance, passed to House Education Finance.</p> <p>Included in House Omnibus Property Tax Division report.</p> <p>Included in House Tax bill in Conference Committee.</p> <p>2016 – Still in conference Committee.</p> <p>Senate: Not heard.</p>

11	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	REMOVING AUTHORITY FOR MUNICIPAL TELECOMMUNICATIONS	S.F. No. 1800 -Schmit		Senate: Language amended into the MTA/Century Link bill in the Senate – SF 736. Passed to Senate Finance

MACTA**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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			Committee.
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12	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	GENERAL FUND GRANT TO LEACH LAKE OJIBWE FOR WIRELESS BROADBAND	S.F. No. 1950- Saxhaug	H. F. 2105- Persell	

13	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATING \$2.4 MILLION FROM THE BORDER-TO-BORDER BROADBAND FUND FOR A DEMONSTRATION PROJECT	S.F. No. 2006- Anderson	H. F. 2123- McDonald	<p>House: Heard in House Job Growth & Energy Affordability Policy and Finance committee, laid over for possible inclusion in omnibus bill.</p> <p>Included in House Jobs Finance omnibus budget bill, \$2 million</p> <p>Not included in final 2015 Jobs Omnibus bill.</p> <p>Senate: Not heard.</p>

14	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	OMNIBUS ECONOMIC DEVELOPMENT, HOUSING & ENERGY BUDGET BILL	S.F. No. 2101- Tomassoni	H. F. 843- Garofalo	House: Provisions of interest to MACTA

MACTA

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Current as of 5/6/2016

Prepared by the Legislative Department of McGrann Shea Carnival Straughn & Lamb, Chartered

			<ul style="list-style-type: none">• \$2 million for a broadband demonstration grant project (see #13 above)• \$8 million funding for border-to-border broadband development grants• Funding for the Office of Broadband• VoIP deregulation, including MACTA amendment (see #7 above) <p>Senate:</p> <ul style="list-style-type: none">• \$17 million funding for border-to-border broadband development grants• Funding for the Office of Broadband Development• Does not include VoIP deregulation bill or MTA bill.
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**Before the
Federal Communications Commission
Washington, DC 20554**

In the Matter of)
)
Promoting the Availability of Diverse and) MB Docket No. 16-41
Independent Sources of Video Programming)

**COMMENTS OF THE NATIONAL ASSOCIATION OF
TELECOMMUNICATIONS OFFICERS AND ADVISORS IN RESPONSE TO
NOTICE OF INQUIRY**

I. INTRODUCTION

The National Association of Telecommunications Officers and Advisors (“NATOA”) submits these comments in response to the Notice of Inquiry (“NOI”), released February 19, 2016 in the above-entitled proceeding.¹

NATOA’s membership includes local government officials and staff members from across the nation whose responsibility is to develop and administer communications policy and the provision of advanced communications services for the nation’s local governments.

II. DISCUSSION

While the focus of the NOI is primarily on the carriage practices of cable operators and multichannel video programming distributors (“MVPDs”) and how those practices impact independent video programmers, the Commission also seeks comment on how MVPDs treat public, education, and government (“PEG”) programming. More specifically, comment is

¹ *In the Matter of Promoting the Availability of Diverse Programming and Independent Sources of Video Programming*, Notice of Inquiry, MB Docket No. 16- 41 (rel. Feb. 18, 2016)(“NOI”).

sought “on MVPDs’ practices with respect to making PEG programming information available to subscribers.”²

NATOA and PEG programmers nationwide have long voiced their concerns with how MVPDs carry PEG channel programming. For example, as pointed out in the NOI, petitions for declaratory ruling were filed with Commission back in 2009 challenging AT&T’s method of delivering PEG programming through its U-verse system, including its failure to pass through closed captioning contained in PEG programs.³ PEG programmers strive to meet growing demands for local programming available on multiple platforms, including cable, online, portable devices, social media, and on-demand viewing. It is imperative that those channels have the same signal quality, accessibility, functionality, and placement equivalent to that accorded all commercial channels carried on their systems – and delivered to subscribers with no extra charges to receive them.

Perhaps the number one complaint by many PEG operators is the failure to have their programming information listed in electronic or interactive programming guides. For example, Capital Community Television, which provides PEG programming in Salem, OR and surrounding areas, states: “The number one request from our community is to have our listings on the IPG.”⁴ Likewise, Easton Community Access Television, which operates a PEG station in Easton, MA, declares that its “greatest hurdle in developing and retaining viewership is our inability to list programs on the IPG.”⁵ What is particularly disturbing about the lack of providing PEG programming information is that there does not appear to be a technical reason

² *Id.* at ¶ 21.

³ *Id.* at fn 40.

⁴ Comments of Capital Community Television at 2 (filed March 29, 2016).

⁵ Comments of Easton Community Access Television at 1 (filed March 29, 2016). *See also* Comments of Chelmsford TeleMedia at 1 (filed March 29, 2016)(“not being included in the cable provider guide adversely affects many in our community”).

for doing so – a fact underscored by the availability of such information by one provider in a community, but not by another.⁶

Recently, a new issue concerning the carriage of PEG programming has arisen that involves the use of Cablevision's new Multi-Room DVR and Multi-Room DVR Plus services. These services, which provide for the storage of recorded programs on remote servers rather than on the hard drive in a set top box, record any programming in a customer's subscription except Interactive channels, Music Choice, Pay Per View, Video On Demand, and **Public, Education, and Government** programs. PEG channels must be included on cable operators and MVPDs new and future platforms as new innovations and technologies are developed. PEG program must be able to be listed, navigated, searched, recorded, and viewed by subscribers in the same ways that broadcast and commercial channels are available. We look forward to hearing from Cablevision why PEG programming is subject to this recording exclusion.

III. CONCLUSION

As this proceeding moves forward, NATOA and its members stand ready to assist the Commission in crafting remedies to address these and other carriage problems facing PEG operators.

Respectfully submitted,



Steve Traylor
Executive Director
NATOA
3213 Duke Street, #695
Alexandria, VA 22314
(703) 519-8035

⁶ It is our understanding that in Howard County, MD, Verizon carries no PEG channel information on its onscreen program guide while Comcast carries such information for community college and government channels, but not for public access or Board of Education channels.

**Before the
Federal Communications Commission
Washington, DC 20554**

In the Matter of)
) MB Docket No. 16-41
Promoting the Availability of Diverse and)
Independent Sources of Video Programming)

**REPLY COMMENTS OF THE MINNESOTA ASSOCIATION OF
COMMUNITY TELECOMMUNICATIONS ADMINISTRATORS
IN RESPONSE TO NOTICE OF INQUIRY**

I. INTRODUCTION

The Minnesota Association of Community Telecommunications Administrators (MACTA) submits these reply comments in response to the Notice of Inquiry (“NOI”), released February 19, 2016 in the above-entitled proceeding. MACTA is a Minnesota non-profit association, representing more than 100 Minnesota cities and townships in matters related to cable television franchising; public, educational and government access programming; broadband development; and telecommunications. MACTA works closely with the League of Minnesota Cities and is a state chapter of the National Association of Telecommunications Officers and Advisors (NATOA).

II. DISCUSSION

The focus of our reply comments pertain to the treatment of public, educational and government (PEG) programming by multichannel video programming distributors (MVPDs), specifically in respect to how MVPDs make PEG programming information available to subscribers. MACTA concurs and supports the initial comment filing by NATOA, including the following statement:

“PEG channels must be included on cable operators and MVPDs new and future platforms as new innovations and technologies are developed. PEG program must be able to be listed, navigated, searched, recorded, and viewed by subscribers in the same ways that broadcast and commercial channels are available.”

Electronic programming guides (EPGs) have become the preferred choice of how most subscribers in today’s market navigate and decide what program(s) they have the ability to watch. To exclude PEG programming from how MVPDs treat the listing of commercial channels is essentially sentencing the PEG channels to cable Siberia.

III. CONCLUSION

MACTA respectfully requests the Commission to ensure MVPDs treat PEG programming channels in the same, equitable manner as the companies treat all commercial programming channels on their respective systems.

Respectfully submitted,

Mike Reardon
MACTA
4248 Park Glen Road
Minneapolis, MN 55416
(952) 928-4653



April 26, 2016

Ms. Karen George
Executive Director
Quad Cities Cable
12254 Ensign Avenue North
Champlin, MN 55316

RE: Important Information—Price Changes

Dear Karen:

At Comcast, we are committed to constantly improving our customers' entertainment and communications experience in your community, and we continue to invest in making their services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting June 1, 2016 new prices will apply to select XFINITY TV and Internet services and equipment as reflected in the enclosed notice.

We are committed to providing our customers with a consistently superior experience, including 24/7 customer service and on-time arrival—or we'll credit the customer \$20 or provide a free premium channel for three months. We back up our services with the Comcast Customer Guarantee (visit www.comcast.com/guarantee for details).

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 651-493-5777.

Sincerely,

Karly Werner
Director, Government Affairs

Enclosure: Customer Notice

XFINITY® Products And Services Price List

Afton, Andover, Anoka, Arden Hills, Bayport, Baytown Twp, Birchwood, Blaine, Brooklyn Center, Brooklyn Park, Burnsville, Centerville, Champlin, Circle Pines, Columbia Heights, Coon Rapids, Cottage Grove, Crystal, Dellwood, Denmark Township, Eagan, Eden Prairie, Edina, Falcon Heights, Fridley, Gem Lake, Golden Valley, Grant, Grey Cloud Island, Ham Lake, Hanover-Hennipen, Hastings, Hilltop, Hopkins, Hudson, Inver Grove Heights, Lake Elmo, Lakeland, Lakeland Shores, Landfall, Lauderdale, Lexington, Lilydale, Lino Lakes, Little Canada, Mahtomedi, Maple Grove, Maplewood, Mendota, Mendota Heights, Minneapolis, Minnetonka, Mounds View, New Brighton, New Hope, Newport, North Hudson, North Oaks, North Saint Paul, Oak Park Heights, Oakdale, Osseo, Pine Springs, Plymouth, Prescott, Ramsey, Richfield, Robbinsdale, Roseville, Saint Paul Park, Shoreview, South St. Paul, Spring Lake Park, St Anthony, St Paul, St. Croix Beach, St. Louis Park, St. Mary's Point, Stillwater, Stillwater Twp, Sunfish Lake, University of Minnesota, Vadnais Heights, West Lakeland, West St. Paul, White Bear Lake, White Bear Township, Willernie, Woodbury, MN

We're writing to let you know that starting on June 1, 2016, prices for select XFINITY TV and XFINITY TV Installation fees will change.

Such changes are a function of a variety of factors including increases to business costs as well as product and technology upgrades. Please know that we have made an effort to reduce some fees and minimize the scope of our increases.

If you have any questions, please call us anytime at 1-855-688-9460.

Below is a summary of the price changes:

Starting on June 1, 2016 the following XFINITY services and fees will be changing.

Double Play Packages	Today	06/01/16
Starter XF Double Play	\$129.44	\$129.95
Preferred XF Double Play	\$147.44	\$147.95
Basic Services	Today	06/01/16
Broadcast TV Fee	\$1.50	\$4.50
Digital Services	Today	06/01/16
Digital Preferred Plus	\$126.49	\$128.49
Basic and Digital Ancillary Services	Today	06/01/16
HBO®	\$19.99	\$15.00
Showtime®	\$19.99	\$10.00
Starz®	\$19.99	\$10.00
Cinemax®	\$19.99	\$10.00
The Movie Channel®	\$19.99	\$10.00
Digital Adapter Additional Outlet Service (SD or HD)	\$2.99	\$3.99

If you're currently receiving services on a promotional basis, under a minimum-term agreement associated with a specific rate or if you guarantee period of one of our SurePrice™ plans, the prices for those specific services will not be affected during the applicable period.

8772/1000, 5010-5090, 5110-5120, 5140-5430, 5490-5580, 5630-5810, 5840-5850, 5900-5970, 6000-6010, 6050, 6100-6140, 6210-6220

xfinity
the future of awesome

SA3GFOCE

Services no longer available for new subscription

Starting on June 1, 2016 the following XFINITY Bundle, TV & Internet packages will change.

Reactivation Fees	Today	06/01/16
Video Reactivation Fee - No In-Home Visit Required <i>(per occurrence)</i>	\$1.99	\$6.00

Miscellaneous Fees	Today	06/01/16
Service Protection Plan	\$4.99	\$5.99
Regional Sports Network Fee	\$1.00	\$3.00

Video Equipment	Today	06/01/16
CableCARD <i>(second card in same device)</i>	\$0.80	\$1.50
Limited Basic Only Converter	\$1.00	\$2.50
HD Digital Converter <i>(Limited Basic Only)</i>	\$2.00	\$2.50

Starting on June 1, 2016 the following XFINITY services and fees will be changing.

XFINITY TV Installation Fees	Today	07/01/16
Unwired Home <i>(Standard Installation)</i>	\$38.50	\$99.99
Wired Home <i>(Standard Installation)</i>	\$29.50	\$99.99
Hourly Service Charge <i>(Custom Installation)</i>	\$34.50	\$70.00
Additional Outlet–New <i>(Initial Installation of Service)</i>	\$14.00	\$35.00
Additional Outlet–New <i>(After Initial Installation of Service)</i>	\$32.50	\$70.00
Activate Pre-existing Additional Outlet <i>(Initial Installation of Service)</i>	\$5.75	\$35.00
Activate Pre-existing Additional Outlet <i>(After Initial Installation of Service)</i>	\$24.00	\$70.00
Relocate Additional Outlet <i>(Initial Installation of Service)</i>	\$14.00	\$35.00
Relocate Additional Outlet <i>(After Initial Installation of Service)</i>	\$32.00	\$70.00
Connect VCR/DVD <i>(Initial Installation of Service)</i>	\$8.00	\$35.00
Connect VCR/DVD <i>(After Initial Installation of Service)</i>	\$19.00	\$70.00
Upgrade of Service <i>(In-home visit required)</i>	\$29.00	\$70.00
Downgrade of Service <i>(In-home visit required)</i>	\$12.00	\$70.00
In-Home Service Visit	\$36.50	\$70.00

Services no longer available for new subscription

Starting on June 1, 2016 the following XFINITY Bundle, TV & Internet packages will change.

Triple Play Packages	Today	06/01/16
Starter Bundle <i>(with Performance Internet + Local with More)</i>	\$154.39	\$157.39
Premier Bundle <i>(with Performance Internet + Voice Unlimited)</i>	\$252.39	\$255.39
Double Play Packages	Today	06/01/16
Blast! Extra	\$74.95	\$79.95
Blast! Plus	\$84.95	\$89.95
TV Latino 150 Bundle <i>(with Performance Internet)</i>	\$83.90	\$86.90
Double Play Bundle <i>(Performance Internet + Voice Unlimited)–when subscribing to video service</i>	\$93.90	\$96.90
Double Play Bundle <i>(Performance Internet + Voice Unlimited)</i>	\$98.90	\$101.90
TV Latino 450 Bundle <i>(with Voice Unlimited)</i>	\$109.90	\$114.90
Preferred Bundle <i>(with HBO® + Performance Internet)</i>	\$162.44	\$165.44
Preferred Plus Bundle <i>(with Performance Internet)</i>	\$180.44	\$185.44
Premier Bundle <i>(with Performance Internet)</i>	\$202.44	\$205.44
Digital Services	Today	06/01/16
Multiple Premium Package <i>(Cinemax® + Starz®)</i>	\$39.98	\$20.00
Multiple Premium Package <i>(Showtime® + Starz®)</i>	\$39.98	\$20.00
Multiple Premium Package <i>(Showtime® + Cinemax®)</i>	\$39.98	\$20.00
Multiple Premium Package <i>(HBO® + Starz®)</i>	\$39.98	\$25.00
Multiple Premium Package <i>(HBO® + Showtime®)</i>	\$39.98	\$25.00
Internet	Today	06/01/16
Performance Internet <i>(with TV or Voice Service)</i>	\$53.95	\$56.95
Performance Internet - Annual Service	\$593.45	\$626.45
Internet	Today	06/01/16
ChoiceLink Annual Internet <i>(with Modem)</i>	\$703.45	\$736.45
Bulk Tenant	Today	06/01/16
Tenant Preferred & Internet Package	\$71.95	\$74.95

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QCCCC Agenda Item

4.3.1 Operations Report

May 5, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

The mobile production van was active this month with the spring sports kick off. Our plans include baseball, softball, and boys and girls lacrosse games in our coverage area. Our crews were out at the high schools during afternoon practice to interview coaches and athletes for "In The Game" which we play back at half-time during our games.

We also used the van to cover the Anoka County LE Reserve Graduation ceremony. We are making plans to cover the graduations in our area as well as community events, parades, and festivals.

We worked with the University of Minnesota Master Gardner's Anoka County extension continues and we produced a show called "In The Garden: Rain Gardens". This is an example of one of our successful facilitated access partnerships.

Our regular monthly programs produced include: "News and Views", "The District Court Show", "The Chamber Show", and "It's Your History". We worked on "The Sheriff's Show" and "The Local Show" - both will be completed next month. A new episode of "The Grid" was produced as well.

It is also the time of year to enter our local programming into award competitions. Last month we completed entries into the Northern Lights competition, put on by MACTA and this month we completed the NATOA and ACM entries.

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

In promoting QCTV, we produced a "What's New at the Q" promo as well as four spring "Slow TV's". We updated some local spring shots for our website. We also color corrected some shots of our four cities and put those photos on the Rezuna so the cities can use them as they see fit. For our live van shoots, we produced 30 second promos and a graphic for each event that says "Event Coming Soon".

Under the employee development category, Taylor Johnson, our mobile production coordinator attended the NAB conference.

Action: None

May 2, 2016

To: Karen George, Executive Director

From: Steve Ulrich

Subject: April 2016 Technology Report

Equipment Issues:

QCTV Equipment

- Installed new Watchguard firewall appliance and configured.
- Worked with Verus to resolve proxy issue affecting QCTV.org when viewed inside the firewall.
- Matrox converter for Anoka Bulletin Board developed a vertical jitter. A warranty replacement resolved the problem.
- Scorebox modem not working. Replaced defective socket.

Comcast:

- Comcast successfully activated the HD channel, 859, on April 4. In the process they introduced some channel mapping issues that effected channels 15, 16, 18 & 19 in all cities. These issues were subsequently resolved.
- Channel 18, the School District channel, experienced a no video condition on 4/18 & 4/19. Comcast was able to resolve this late on 4/19.

City Issues

- Anoka live audio not working. Found defective jack and replaced.
- Anoka DTA not receiving government channels. This was caused by a Comcast mapping problem. It was resolved about a week later.

- Andover DTA not receiving government channels. This was caused by a Comcast mapping problem. It was resolved about a week later.

Web Site:

- There is an ongoing issue with the video lists not populating correctly and in a timely manner. The vendor, Bizzyweb, has been unable to resolve this.
- Several web outages were experienced this month along with generally slow response times. The vendor has been apprised but has taken no discernable action.

April Projects:

- HD Channel
- Add Games to store.
- Update Active Directory server. Install new RAID array.

May Planned Projects:

- Continue to add Games to store
- Internal web project
- Replace network switches
- Complete studio wiring.

Ongoing Projects:

- NAS file maintenance.
- Equipment documentation.
- Database maintenance

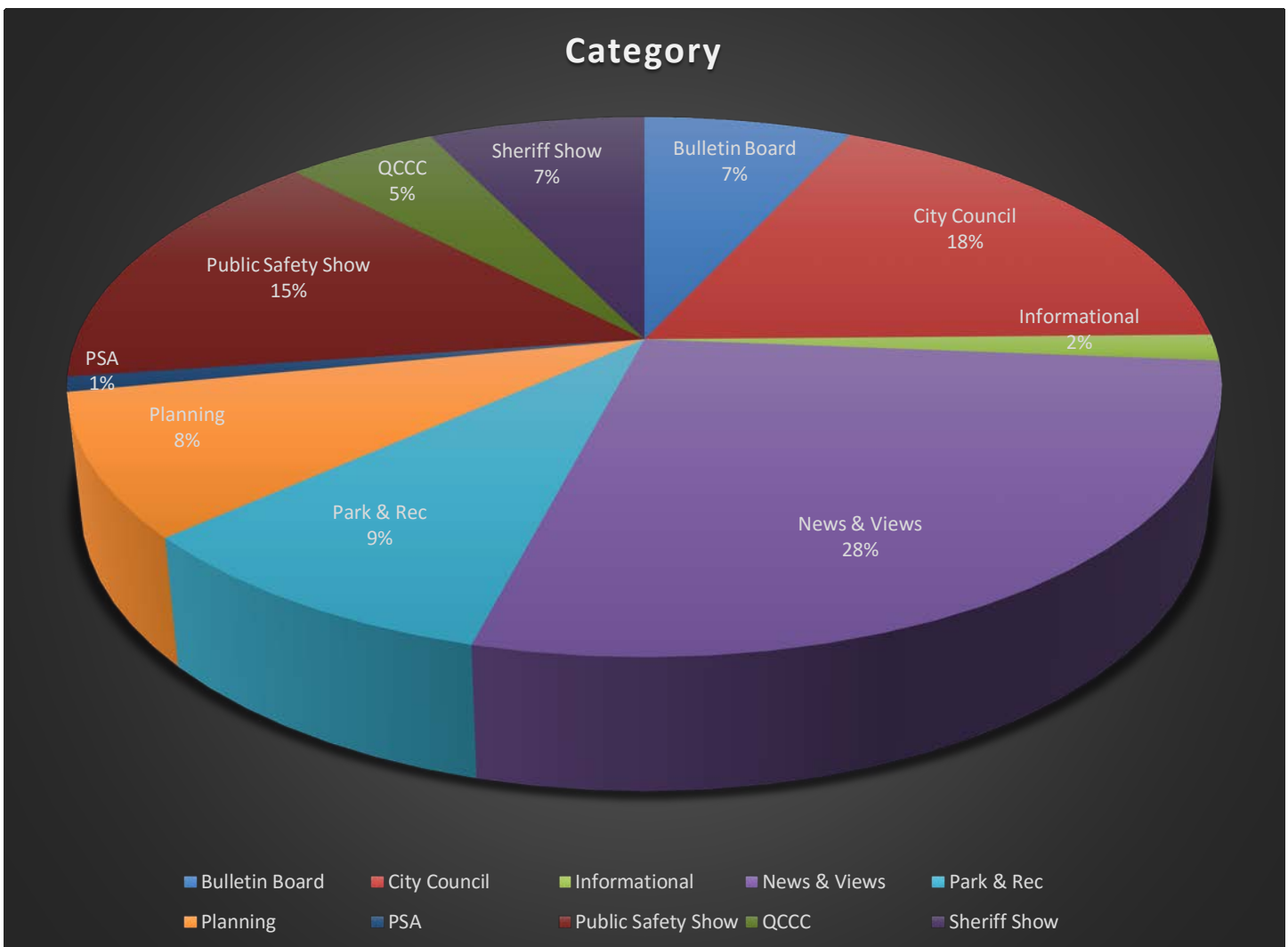
Action: None.

Andover Channel & Web Statistics

April 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1720	New Shows: 8	Total Hours: 49.65	Page Hits: 144
Total Time: 670.35	New Time: 5.84	Saturation: 6.9%	See separate report for full details
Saturation: 93.1%	All Shows: 20	New Andover: 81	
	All Time: 10.44	New All Cities: 476	

Shown In Multiple Cities		
3/4/2016	News & Views - March 2016	1.0000
4/1/2016	News and Views - April 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
2/22/2016	QCCC 2-18-2016	0.2353
4/21/2016	QCCC 04-21-2016	0.7744
3/25/2016	The Sheriff Show April - May 2016	0.4983



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Andover City Council Meeting 04-05-2016	4/5/2016	City Council	1.8500	44	81.4000
Andover City Council Meeting 3-15-2016	3/15/2016	City Council	0.7081	23	16.2853
Andover City Council Meeting 04-19-2016	4/19/2016	City Council	0.7300	42	30.6600
A Greener Read - Recycling 01-07-2015	1/7/2016	Informational	0.0519	148	7.6878
Meet Brian Kraabel	7/17/2014	Informational	0.0189	65	1.2278
Meet Kameron Kytonen	7/17/2014	Informational	0.0272	39	1.0617
Meet Brett Angell	7/17/2014	Informational	0.0281	24	0.6733
Meet Dave Carlberg	7/17/2014	Informational	0.0256	24	0.6133
News & Views - March 2016 **	3/4/2016	News & Views	1.0000	16	16.0000
News and Views - April 2016 **	4/1/2016	News & Views	1.0000	98	98.0000
Andover News & Views - April 2016	4/1/2016	News & Views	0.2628	327	85.9283
Andover Park and Recreation Meeting 3-17-2016	3/17/2016	Park & Rec	0.5394	28	15.1044
Andover Park and Recreation Meeting 04-07-2016	4/7/2016	Park & Rec	0.6147	84	51.6367
Andover Planning 01-13-2016	1/25/2016	Planning	0.5000	43	21.5000
Andover Planning and Zoning Commission 4-12-2016	4/12/2016	Planning	0.5897	68	40.1011
Mayor Trude Water Challenge PSA	4/4/2016	PSA	0.0194	329	6.3972
Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	112	108.3911
Quad Cities Cable Commission 2-18-2016	2/22/2016	QCCC	0.2353	80	18.8222
Quad Cities Cable Commission 04-21-2016 **	4/21/2016	QCCC	0.7744	22	17.0378
The Sheriff Show April - May 2016 **	3/25/2016	Sheriff Show	0.4983	104	51.8267
** Shown In Multiple Cities			10.4417	1720	670.3547

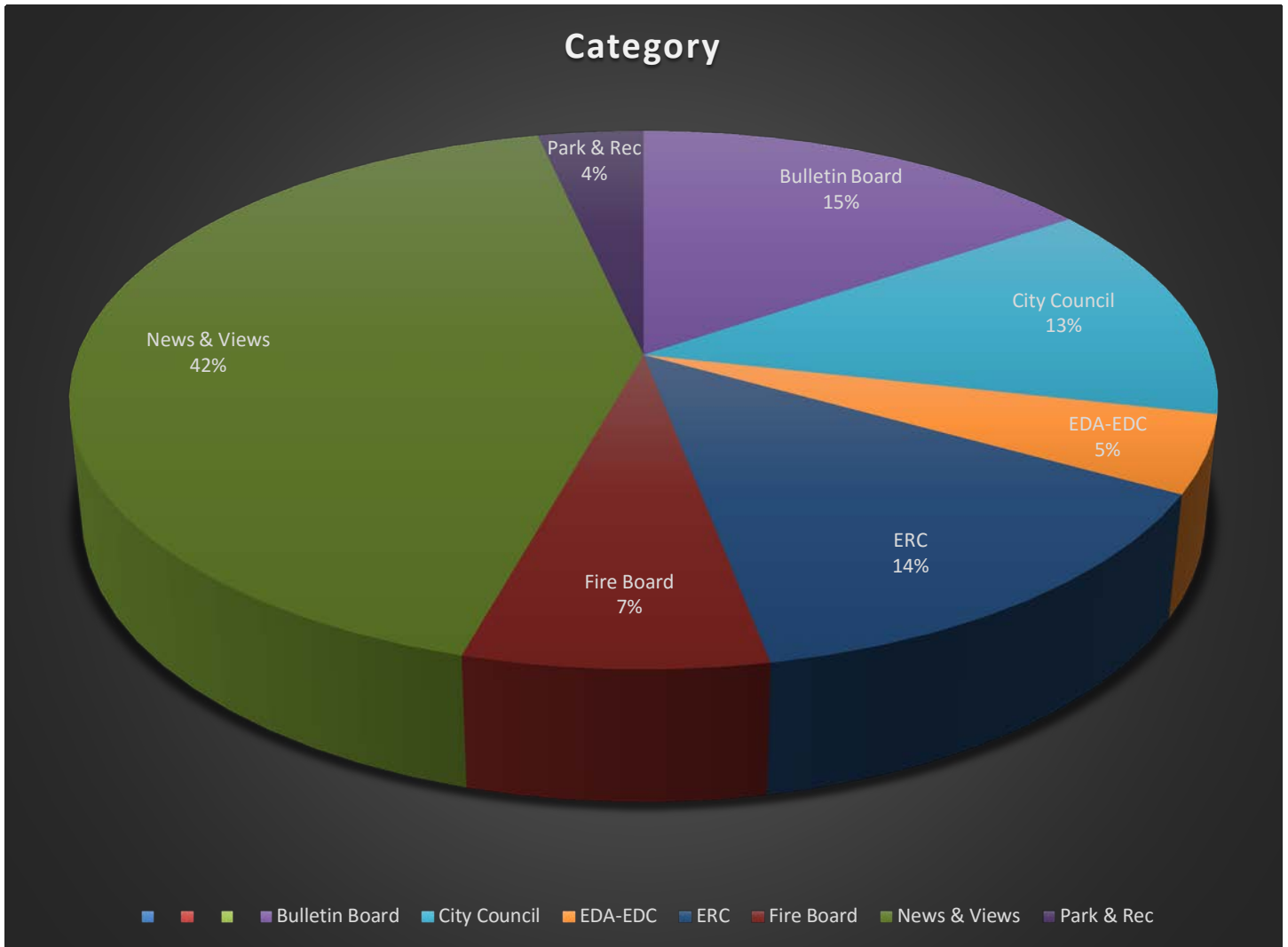
Total Programming Hours:	670.3547
Total Bulletin Board Hours:	49.6453
Total Runs:	1720
April Total Time:	720

Champlin Channel & Web Statistics

April 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1241	New Shows:	7	Total Hours:	73.66	Page Hits:	188
Total Time:	646.34	New Time:	4.86	Saturation:	10.2%	See separate report for full details	
Saturation:	89.8%	All Shows:	15	New Champlin:	85		
		All Time:	10.52	New All Cities:	476		

Shared With Multiple Cities		
3/4/2016	News & Views - March 2016	1.0000
4/1/2016	News and Views - April 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
4/21/2016	Quad Cities Cable Commission 04-21-2016	0.7744
2/22/2016	Quad Cities Cable Commission 2-18-2016	0.2353



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5534	Champlin City Council Meeting 03-28-2016	3/28/2016	City Council	1.1831	41	48.5053
5572	Champlin City Council Meeting 04-11-2016	4/11/2016	City Council	0.3167	45	14.2500
5612	Champlin EDA & City Council Meeting 04-25-2016	4/25/2016	EDA-EDC	1.1211	16	17.9378
5533	Champlin EDA 03-28-2016	3/28/2016	EDA-EDC	0.0494	86	4.2522
5406	Champlin ERC Meeting 02-01-2016	2/1/2016	ERC	0.7128	93	66.2883
5585	Anoka-Champlin Fireboard 04-13-2016	4/13/2016	Fire Board	0.7978	44	35.1022
5490	News & Views - March 2016 **	3/4/2016	News & Views	1.0000	14	14.0000
5548	News and Views - April 2016 **	4/1/2016	News & Views	1.0000	93	93.0000
5546	Champlin News & Views - April 2016	4/1/2016	News & Views	0.2375	399	94.7625
5456	Champlin Park and Recreation Meeting 2-16-2016	2/16/2016	Park & Rec	0.1656	101	16.7211
5597	Champlin Planning Commission Meeting 04-18-2016	4/18/2016	Planning	0.6147	42	25.8183
5524	Champlin Planning Commission 03-21-2016	3/21/2016	Planning	1.3417	53	71.1083
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	111	107.4233
5604	Quad Cities Cable Commission 04-21-2016	4/21/2016	QCCC	0.7744	24	18.5867
5466	Quad Cities Cable Commission 2-18-2016 **	2/22/2016	QCCC	0.2353	79	18.5869

** Shared With Multiple Cities

10.5178 1241 646.3431

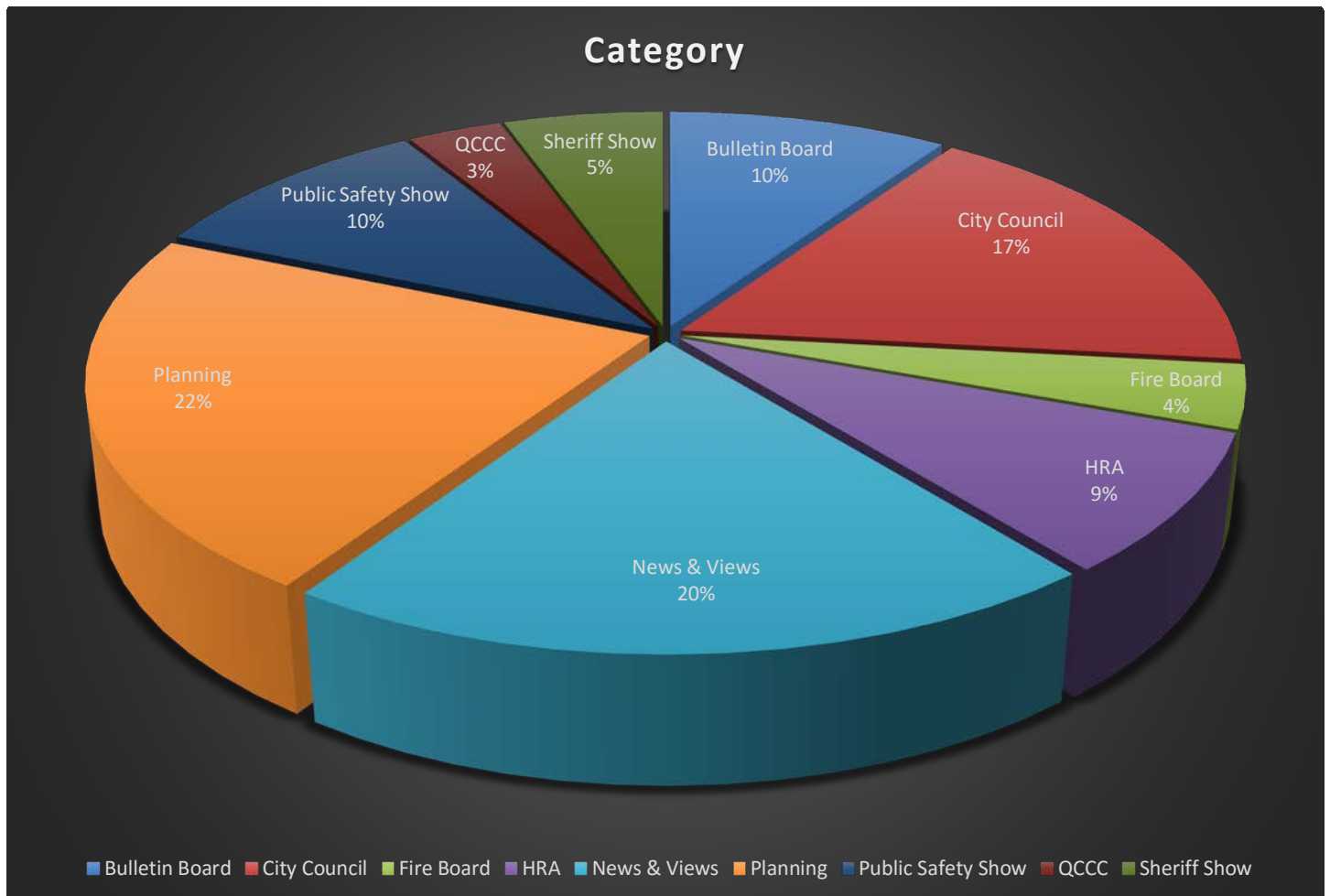
Total Programming Hours: 646.3431
Total Bulletin Board Hours: 73.6569
Total Runs: 1241
April Total Time: 720

Anoka Channel & Web Statistics

April 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	876	New Shows	6	Total Hours	68.8	Page Hits:	177
Total Time:	651.2	New Time:	6.56	Saturation:	9.6%	See separate report for full details	
Saturation:	90.4 %	All Shows:	15	New Anoka:	89		
		All Time:	15.2	New All Cities:	476		

Shared With Multiple Cities		
4/13/2016	Anoka-Champlin Fireboard 04-13-2016	0.7978
3/4/2016	News & Views - March 2016	1.0000
4/1/2016	News and Views - April 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
4/21/2016	Quad Cities Cable Commission 04-21-2016	0.7744
2/22/2016	Quad Cities Cable Commission 2-18-2016	0.2353
3/25/2016	The Sheriff Show April - May 2016	0.4983



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5523	Anoka City Council Meeting 03-21-2016	3/21/2016	City Council	1.1586	21	24.3308
5596	Anoka City Council Meeting 04-18-2016	4/18/2016	City Council	1.4564	31	45.1481
5554	Anoka City Council Meeting 04-04-2016	4/4/2016	City Council	1.1322	48	54.3467
5585	Anoka-Champlin Fireboard 04-13-2016 **	4/13/2016	Fire Board	0.7978	35	27.9222
5515	Anoka HRA Meeting 3-14-2016	3/14/2016	HRA	1.0806	32	34.5778
5573	Anoka HRA Meeting 04-11-2016	4/11/2016	HRA	0.6153	44	27.0722
5490	News & Views - March 2016 **	3/4/2016	News & Views	1.0000	11	11.0000
5548	News and Views - April 2016 **	4/1/2016	News & Views	1.0000	67	67.0000
5545	Anoka News & Views - April 2016	4/1/2016	News & Views	0.2167	309	66.9500
5485	Anoka Planning Commission 3-2-2016	3/2/2016	Planning	1.1092	12	13.3100
5561	Anoka Planning Commission 04-05-2016	4/5/2016	Planning	3.1575	46	145.2450
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	74	71.6156
5604	Quad Cities Cable Commission 04-21-2016 **	4/21/2016	QCCC	0.7744	14	10.8422
5466	Quad Cities Cable Commission 2-18-2016 **	2/22/2016	QCCC	0.2353	53	12.4697
5531	The Sheriff Show April - May 2016 **	3/25/2016	Sheriff Show	0.4983	79	39.3683
	** Shared With Multiple Cities			15.2000	876	651.1986

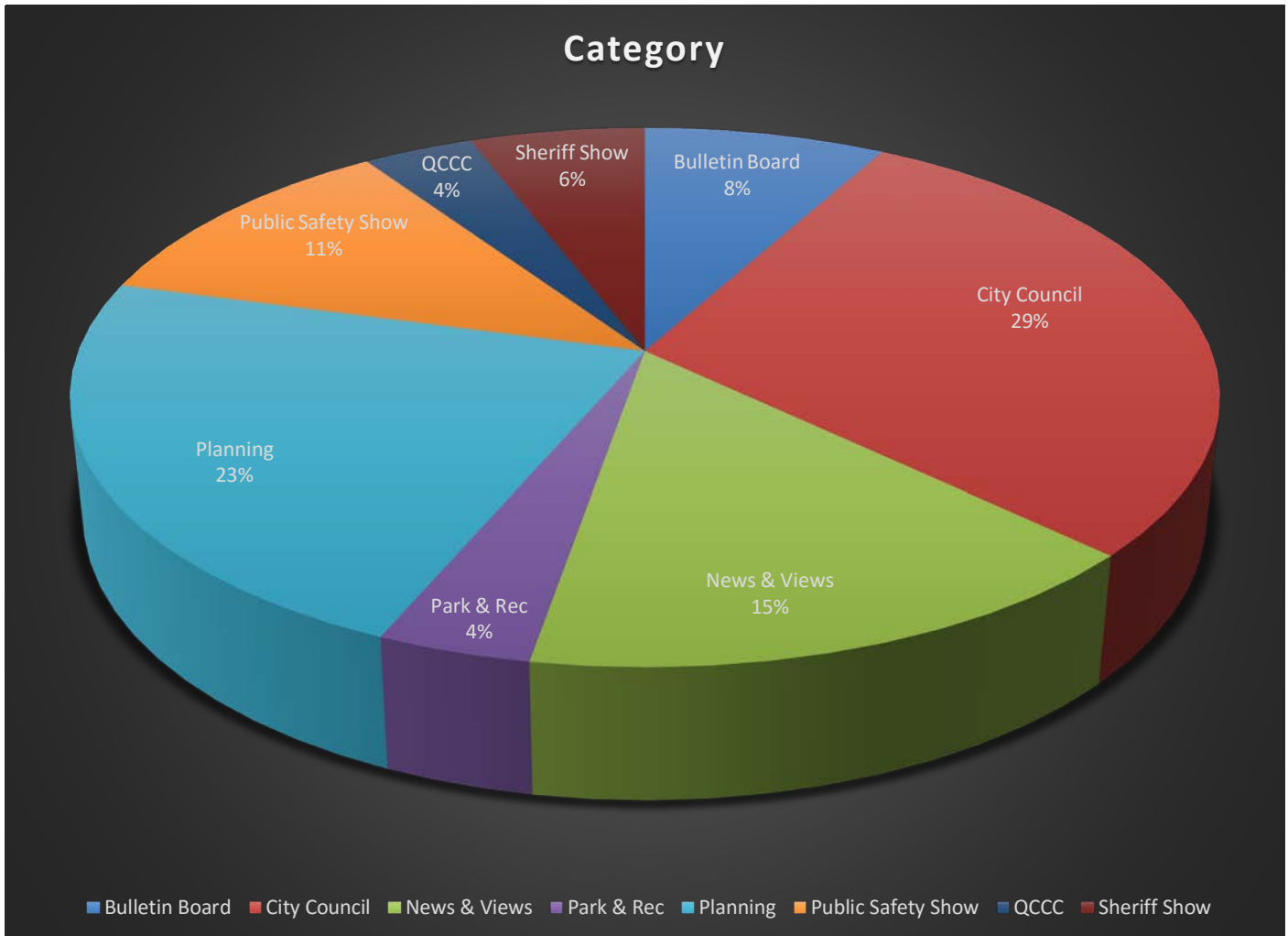
Total Programming Hours: 651.1986
Total Bulletin Board Hours: 68.8014
Total Runs: 876
April Total Hours: 720

Ramsey Channel & Web Statistics

April 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 688	New Shows: 7	Total Hours: 57.64	Total Hits: 191
Total Time: 662.35	New Time: 8.3	Saturation: 8.1%	See separate report for full details.
Saturation: 91.9%	All Shows: 14	New Ramsey: 85	
	All Time: 14.59	New All Cities: 476	

Shared With Multiple Cities		
3/4/2016	News & Views - March 2016	1.0000
4/1/2016	News and Views - April 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
4/21/2016	Quad Cities Cable Commission 04-21-2016	0.7744
2/22/2016	Quad Cities Cable Commission 2-18-2016	0.2353
3/25/2016	The Sheriff Show April - May 2016	0.4983



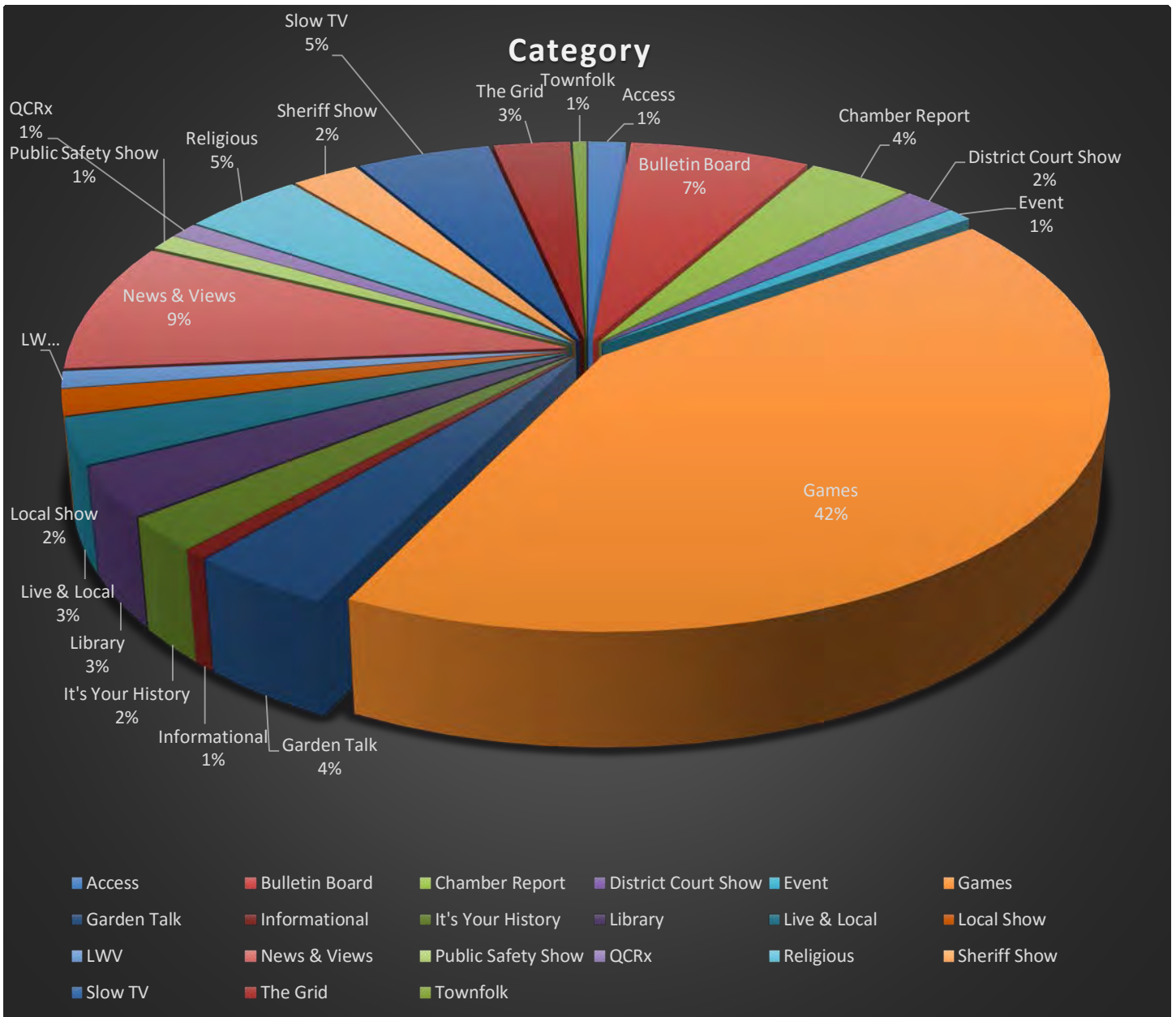
Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5614	Ramsey City Council Meeting 04-26-2016	4/26/2016	City Council	1.4992	16	23.9867
5527	Ramsey City Council Meeting 03-22-2016	3/22/2016	City Council	1.9031	45	85.6375
5582	Ramsey City Council Meeting 04-12-2016	4/12/2016	City Council	1.8828	53	99.7872
5490	News & Views - March 2016 **	3/4/2016	News & Views	1.0000	14	14.0000
5548	News and Views - April 2016 **	4/1/2016	News & Views	1.0000	77	77.0000
5547	Ramsey News & Views - April 2016	4/1/2016	News & Views	0.2586	83	21.4647
5506	Ramsey Park and Recreation 03-10-2016	3/10/2016	Park & Rec	0.2989	41	12.2544
5587	Ramsey Park and Recreation Meeting 4-14-2016	4/14/2016	Park & Rec	0.3386	43	14.5603
5491	Ramsey Planning Commission 3-3-2016	3/3/2016	Planning	1.4008	23	32.2192
5564	Ramsey Planning Commission 04-07-2016	4/7/2016	Planning	2.5375	52	131.9500
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	84	81.2933
5604	Quad Cities Cable Commission 04-21-2016 **	4/21/2016	QCCC	0.7744	17	13.1656
5466	Quad Cities Cable Commission 2-18-2016 **	2/22/2016	QCCC	0.2353	56	13.1756
5531	The Sheriff Show April - May 2016 **	3/25/2016	Sheriff Show	0.4983	84	41.8600
	** Shared With Multiple Cities			14.5953	688	662.3544

Total Programming Hours:	662.3544
Total Bulletin Board Hours:	57.6456
Total Runs:	688
April Total Time:	720

Community Channel April 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1003	New Shows	31	Total Hours	48.16	Sessions:	1403
Total Time:	671.84	New Time:	22.82	Saturation:	6.7%	See separate report for full details	
Saturation:	93.3 %	All Shows:	116	New Bulletins	68		
		All Time:	90.59	All Bulletins	476		



- Detail available upon request

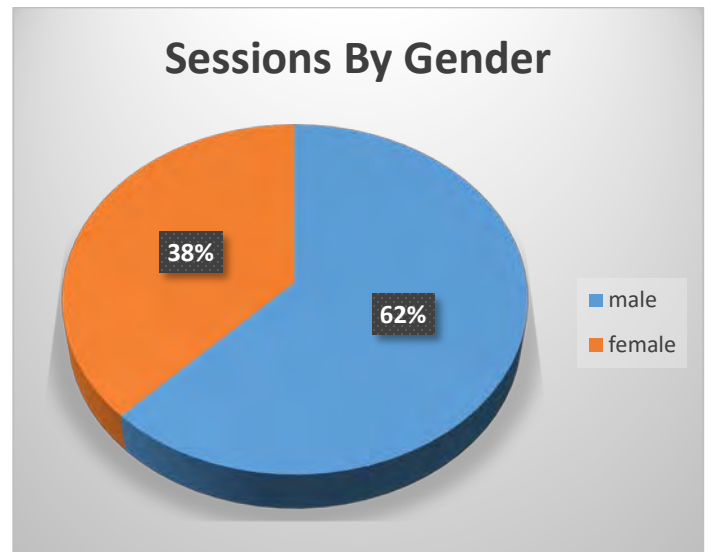
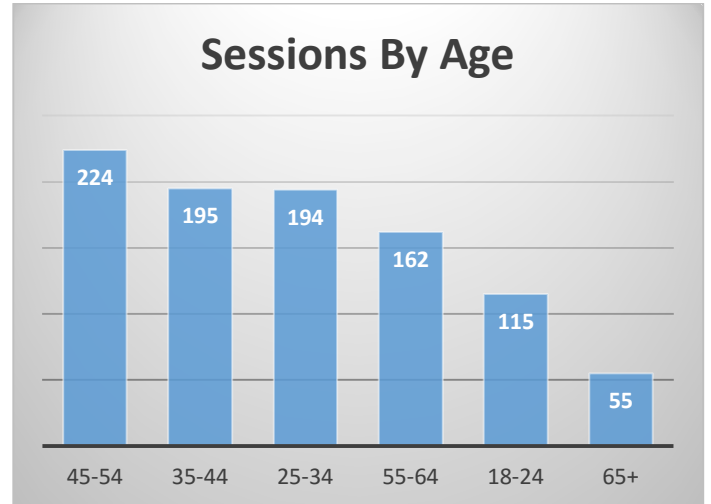
Web Statistics April 2016

Overview	
Sessions	1828
Users	1162
Page views	5468
Pages per Session	2.99
Average Session	2:38
Bounce Rate	48.36%
Percent New Sessions	55.03%

Sessions by Browser		
Chrome	795	50.57%
Safari	493	26.97%
Internet Explorer	292	15.97%
Firefox	135	7.39%
Safari (in-app)	37	2.02%
Edge	34	1.86%
Mozilla Compatible	17	0.93%
Android Browser	11	0.6%
Amazon Silk	5	0.27%

Sessions by Mobile		
iOS	462	68.34%
Android	202	29.88%
Windows	9	1.33%
Total	673	

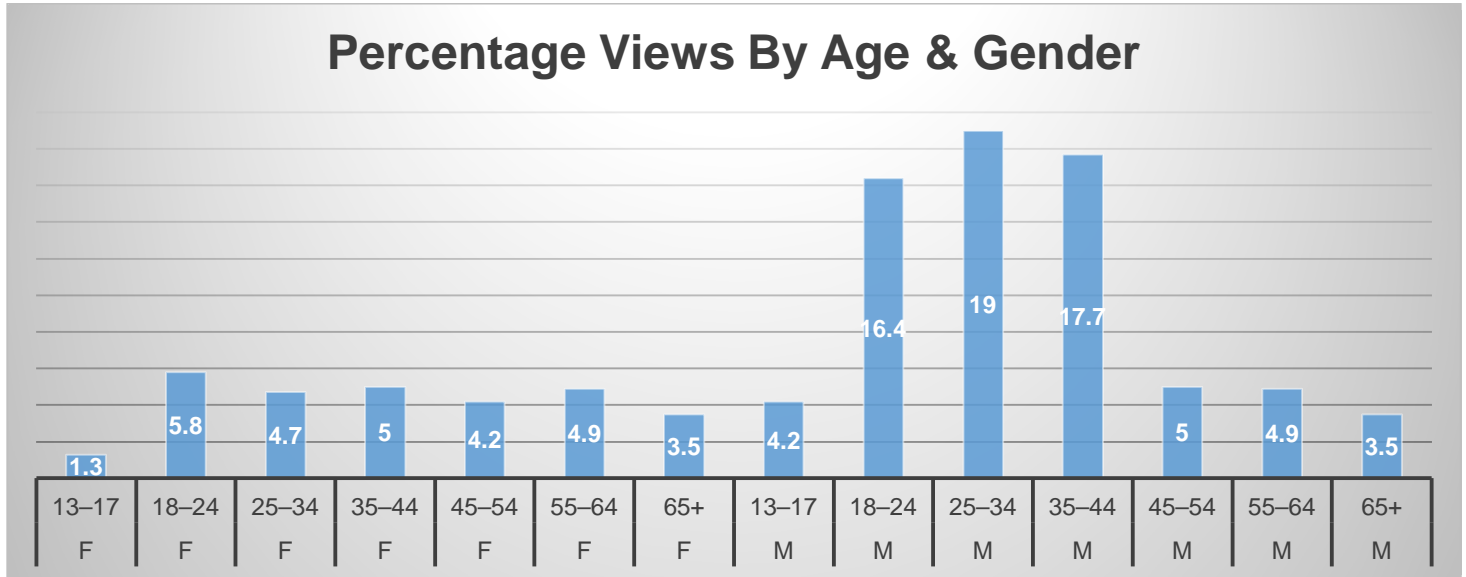
Device Category		
Desktop	1152	63.02%
Mobile	512	28.01%
Tablet	164	8.97%



Page Path Level 1	Page Views	Unique Views	Avg. Time	Bounce Rate
/	1403	935	96.83	38.92%
Sports	543	405	156.02	55.39%
Meeting Categories City Council Meetings	370	259	59.05	51.85%
QCTV Program Guide	279	175	35.62	33.33%
Ramsey	191	124	36.46	19.05%
Champlin	188	139	38.05	61.22%
Anoka	177	131	42.14	24.14%
QCTV Community Channel	170	126	47.45	40.00%
Andover	144	98	48.57	16.22%
Anoka News & Views – April 2016	118	105	243.52	83.17%
Products	117	85	42.50	0.00%
QCTV Programs	85	70	42.59	83.33%
Show Details	85	63	45.37	82.35%
Live and Local	77	65	44.42	60.00%
Meeting Categories Planning Commission	76	57	42.21	0.00%
Meet the Staff	64	60	185.53	90.00%
Library	62	54	155.13	88.89%
Search	57	39	75.10	66.67%
Events for April 2016	51	38	72.53	25.00%
Agendas	43	34	109.31	50.00%
District Court Show	42	34	348.73	68.00%
Your Story	42	36	31.65	100.00%
QCTV Community Programs	39	30	23.28	0.00%
Anoka City Council 4-4-2016	38	29	330.21	0.00%

April 2016 YouTube Statistics

Total Views: 3059
 Minutes Watched: 18339



Playback Location Type	Watch Time (minutes)	Views	Average View (minutes)	Average % Viewed
You Tube Page	17875	2895	6:10	12%
Embedded in external website/app	428	125	3:25	16%
You Tube Channel Page	36	39	0:55	3.1%

Device Type	Watch time (minutes)	Views	Average View (minutes)	Average % Viewed
Desktop	8458	1452	5:49:00	11.19
Mobile	5263	1094	4:48:00	10.97
Tablet	2490	380	6:33:00	10.29
TV	1140	76	14:59:00	28.25
Game Console	927	53	17:29:00	33.79
Unknown Platform	61	4	15:08:00	20.14

Detail – Top 50

Video	Watch Time (minutes)	Views	Avg View (minutes)
Baseball: Champlin Park @ Minnetonka	2,523	170	14:50
Baseball: Champlin Park @ Osseo	2,046	133	15:22
Antique Appraisal with Mark F Moran	1,819	167	10:53
It's Your History - Anoka State Hospital	1,468	210	6:59
Boys Basketball Mounds View at Champlin Park Section 5AAAA Semifinals	1,225	109	11:14
02-25-2016 Boys Hockey Maple Grove vs Anoka Section 5AA Championship	1,016	113	8:59
Wrestling: Champlin Park @ Anoka	765	96	7:58
It's Your History - Fridley Tornado	719	117	6:08
Live and Local - Spring Fever	639	118	5:24
It's Your History - The 1st Minnesota Infantry of the Civil War	497	80	6:12
Anoka County Sheriff Show - April & May 2016	481	69	6:58
Champlin Park Cluster Band Concert	422	80	5:16
Section 7AA Girls Hockey QF - Cloquet-Esko-Carlton @ Andover	406	26	15:37
Champlin Park Boys Basketball - #25 Mckinley Wright Dunk 1/5/16	341	390	0:52
Boys Hockey - Andover at Duluth East - Section 7AA QF - 2/16/16	325	56	5:48
Girls Basketball: Irondale @ Andover 1-19-2016	166	37	4:28
News and Views - April 2016	165	70	2:21
Rebel Classic Marching Bands 2014	164	45	3:38
Girls Hockey: Anoka vs. Spring Lake Park - Section 5AA QF	157	7	22:25
Let's Go to the Library - Summer Reading	155	35	4:26
Anoka County Sheriff Show: November/December 2015	144	25	5:45
02-26-2016 Girls Basketball - Totino Grace vs. Anoka	135	17	7:57
The Grid - Spring 2016	134	26	5:08
Let's go to the Library - Show 2	128	6	21:16
Boys Hockey: Elk River at Andover 1-22-2016	123	23	5:21
It's Your History - Anoka Post Office	109	22	4:56
Girls Hockey: Champlin Park @ Centennial - Section 5AA QF	108	16	6:45
Regan Moves	101	13	7:45
Anoka County Sheriff Show – August & September 2015	94	21	4:29
Mayor Trude Water Challenge PSA	84	98	0:51
League of Women Voters - Caucus: Power Up Your Vote 02-10-2016	73	13	5:38
Local Show Edition #4	68	53	1:17
Chamber Report - April 2016	65	10	6:29
Mayor Trude Water Challenge	60	82	0:43
The Local Show # 2 HD	52	9	5:45
Gardening: Theres an App for That!	52	8	6:27
It's Your History - Laws BBQ	50	17	2:57
League of Women Voters Candidate Forum - MN Dist. 35 Special Election	49	1	49:24:00
Best of QCTV 2015	46	12	3:50
2 Tickets, please	45	11	4:07
Best of QCTV - Programming Excellence	44	11	4:02
Anoka County Reserve Graduation 2015	43	9	4:45
It's Your History - County Fairs	41	4	10:08
Boys Hockey: Marshall School Duluth @ Champlin Park	39	13	2:57
Anoka County Sheriff Show - Oct & Nov 2015	37	4	9:22

It's Your History - Archeology in Anoka County	37	8	4:37
Anoka County Sheriff Show – March & April 2015	36	10	3:36
"Live and Local: Wargo Nature Center"	35	6	5:48
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	34	13	2:35
Sheriff Show Dec 2014/Jan 2015	31	8	3:52

QCCCC Agenda Item

5.1 2015 Audit Report

May 12, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: 2015 Audit Report

The 2015 Audit Report for QCCCC, prepared by HLB Tautges Redpath, Ltd., is attached for your review. Representatives from HLB Tautges Redpath, Ltd., will present the audit report.

Action Requested: Accept the 2015 Audit report.

**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**

ANNUAL FINANCIAL REPORT

December 31, 2015

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**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
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INTRODUCTORY SECTION

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**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
ORGANIZATION
December 31, 2015**

Commission Members:

Representing:

Andover:

Julie Trude - Personnel Committee
Jim Dickinson - Treasurer and Budget Committee

Anoka:

Carl Anderson - Secretary and Personnel Committee
Greg Lee - Budget Committee

Champlin:

Eric Johnson - Budget Committee
Bret Heitkamp - Chair and Personnel Committee

Ramsey:

Kurt Ulrich - Vice-Chair and Personnel Committee
John LeTourneau - Budget Committee

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

To the Honorable Members of the
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited the accompanying financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise Quad Cities Cable Communications Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of December 31, 2015, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Notes 7 and 12 to the financial statements, Quad Cities Cable Communications Commission adopted new accounting guidance, GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27* for the year ended December 31, 2015. Our opinion is not modified with respect to this matter.

Report on Summarized Comparative Information

We have previously audited the Quad Cities Cable Communications Commission's 2014 financial statements, and we expressed an unmodified audit opinion on the respective financial statements of the governmental activities and each major fund in our report dated May 13, 2015. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2014 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, the Schedule of Proportionate Share of Net Pension Liability, and the Schedule of Pension Contributions on pages 36 through 39, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Quad Cities Cable Communications Commission's basic financial statements. The introductory section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Redpath and Company, Ltd.
REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 25, 2016

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BASIC FINANCIAL STATEMENTS

QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
STATEMENT OF NET POSITION
 December 31, 2015

Statement 1

	Governmental Activities <u>2015</u>
Assets:	
Cash and investments	\$1,442,128
Franchise fees receivable	386,623
Prepaid item	6,846
Capital assets - net:	
Nondepreciable	66,131
Depreciable	1,127,503
Total assets	<u>3,029,231</u>
Deferred outflows of resources:	
Related to pensions	<u>53,438</u>
Liabilities:	
Accounts payable	38,833
Compensated absences payable:	
Due within one year	20,722
Due in more than one year	6,908
Net pension liability:	
Due in more than one year	383,506
Total liabilities	<u>449,969</u>
Deferred inflows of resources:	
Grant received in advance of meeting time requirement	55,871
Related to pensions	167,306
Total deferred inflows of resources	<u>223,177</u>
Net position:	
Net investments in capital assets	1,193,634
Unrestricted	1,215,889
Total net position	<u>\$2,409,523</u>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE
 COMMUNICATIONS COMMISSION**
 STATEMENT OF ACTIVITIES
 For The Year Ended December 31, 2015

Statement 2

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and	
		Charges For	Operating	Capital	Changes in Net Position
		Services	Grants and	Grants and	Governmental Activities
			Contributions	Contributions	Totals
					2015
Governmental activities:					
General government	\$1,096,255	\$52,325	\$1,510,740	\$55,045	\$521,855
Total governmental activities	<u>\$1,096,255</u>	<u>\$52,325</u>	<u>\$1,510,740</u>	<u>\$55,045</u>	<u>521,855</u>
General revenues:					
Unrestricted investment earnings					223
Miscellaneous					7,864
Total general revenues					<u>8,087</u>
Change in net position					<u>529,942</u>
Net position - January 1, as originally reported					2,409,439
Prior period adjustment					<u>(529,858)</u>
Net position - January 1, as restated					<u>1,879,581</u>
Net position - December 31					<u><u>\$2,409,523</u></u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
 BALANCE SHEET
 GOVERNMENTAL FUNDS

Statement 3

December 31, 2015

With Comparative Totals For December 31, 2014

	General Fund	
	2015	2014
Assets		
Cash and investments	\$1,442,128	\$1,156,422
Franchise fees receivable	386,623	425,782
Prepaid item	6,846	8,978
	<u>6,846</u>	<u>8,978</u>
Total assets	<u>\$1,835,597</u>	<u>\$1,591,182</u>
Liabilities, Deferred Inflows of Resources, and Fund Balance		
Liabilities:		
Accounts payable	\$38,833	\$41,382
Total liabilities	<u>38,833</u>	<u>41,382</u>
Deferred inflows of resources:		
Unavailable revenue	-	55,619
Grant received in advance of meeting time requirement	55,871	55,045
Total deferred inflows of resources	<u>55,871</u>	<u>110,664</u>
Fund balance:		
Nonspendable	6,846	8,978
Unassigned	1,734,047	1,430,158
Total fund balance	<u>1,740,893</u>	<u>1,439,136</u>
Total liabilities, deferred inflow of resources, and fund balance	<u>\$1,835,597</u>	<u>\$1,591,182</u>
Fund balance reported above	\$1,740,893	
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources, and therefore, are not reported in the funds.	1,193,634	
Deferred outflows of resources-pension related are not current financial resources and, therefore, are not reported in the funds	53,438	
Deferred inflows of resources-pension related are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds	(167,306)	
Long-term liabilities, are not due and payable in the current period and, therefore, are not reported in the funds:		
Compensated absences payable	(27,630)	
Net pension liability	<u>(383,506)</u>	
Net position of governmental activities	<u>\$2,409,523</u>	

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**

Statement 4

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GOVERNMENTAL FUNDS

For The Year Ended December 31, 2015

With Comparative Totals For The Year Ended December 31, 2014

	General Fund	
	2015	2014
Revenues:		
Franchise fees	\$1,040,623	\$979,961
PEG fees	521,986	489,981
Equipment and support grants	55,045	54,285
Investment income	223	167
Miscellaneous	63,939	11,147
Total revenues	<u>1,681,816</u>	<u>1,535,541</u>
Expenditures:		
General government:		
Salaries, taxes and benefits	627,768	709,393
Professional and franchise application fees	77,198	74,109
Repairs and maintenance	22,546	20,684
Supplies	6,571	3,559
Travel/conferences/continuing education	9,660	12,244
Mileage	6,572	4,512
Dues, subscriptions and printing	3,823	11,328
Insurance	8,427	8,898
Commission per diem	4,399	2,155
Utilities	26,822	27,707
Advertising	6,253	5,080
Equipment purchases	189,613	37,947
City CIP purchases	-	153,514
Web hosting	13,316	13,895
Meals and lodging	753	2,526
Vehicle maintenance	5,135	5,514
Car allowance	3,000	3,000
Computer software and equipment	26,148	19,562
Miscellaneous	2,316	14,109
Capital outlay	339,739	73,524
Total expenditures	<u>1,380,059</u>	<u>1,203,260</u>
Revenues over expenditures	<u>301,757</u>	<u>332,281</u>
Fund balance - January 1, as previously reported	1,439,136	1,161,140
Prior period adjustment	-	(54,285)
Fund balance - January 1, as restated	<u>1,439,136</u>	<u>1,106,855</u>
Fund balance - December 31	<u>\$1,740,893</u>	<u>\$1,439,136</u>

The accompanying notes are an integral part of these financial statements.

**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS
For The Year Ended December 31, 2015

Statement 5

	<u>2015</u>
Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:	
Net changes in fund balance - total governmental funds (Statement 4)	\$301,757
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	240,570
Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds	(55,619)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	
Change in compensated absences payable	10,750
Governmental funds report pension contributions as expenditures, however, pension expense is reported in the Statement of Activities. This is the amount by which pension expense exceeded pension contributions:	
Pension contributions	\$33,988
Pension expense	(1,504)
	<u>32,484</u>
Change in net position of governmental activities (Statement 2)	<u><u>\$529,942</u></u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Quad Cities Cable Communications Commission (the Commission) was formed by the Cities of Andover, Anoka, Champlin and Ramsey. The commission was formed to administer and enforce a cable communications franchise in the member municipalities.

The Commission was officially formed in March of 1981 with the signing of the Joint Powers Agreement.

Member cities appoint two representatives. Officers are elected bi-annually.

The financial statements of the Commission have been prepared in conformity with generally accepted accounting principles as applied to government units by the Governmental Accounting Standards Board (GASB). The Commission accounting policies are described below.

A. FINANCIAL REPORTING ENTITY

In accordance with GASB pronouncements and generally accepted accounting principles, the financial statements of the reporting entity include those of the Commission (the primary government) and its component units. The Commission does not have any component units.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government.

Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services. There are no business-type activities, which rely to a significant extent on fees and charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or business-type activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or business-type activity. Taxes and other items not included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Property taxes, intergovernmental revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

The Commission reports the following major governmental fund:

General Fund – is the general operating fund of the Commission. It is used to account for all financial resources of the Commission.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

D. BUDGETS

Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles. During the budget year, supplemental appropriations and deletions are or may be authorized by the Commission. Individual amendments were not material in relation to the original appropriations which were adjusted.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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E. CASH AND INVESTMENTS

Cash and investment balances are invested to the extent available in authorized investments.

In accordance with the provisions of GASB Statement No. 31, the Commission reports investments at fair value, based on quoted market prices, except for investments in 2a7-like external investment pools, which are stated at amortized cost. Also in accordance with the provisions of GASB No. 31, the Commission has reported all investment income, including changes in fair value of investments, as revenue in the operating statements.

F. INVENTORIES

The original cost of materials and supplies have been recorded as expenditures at the time of purchase (purchases method). The Commission does not maintain material amounts of inventories of goods and supplies.

G. CAPITAL ASSETS

Capital assets, which include property, plant, equipment, infrastructure assets, and intangible assets such as computer software, are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

GASB Statement No. 34 requires the Commission to report and depreciate new infrastructure assets effective in 2004. Neither their historical cost nor related depreciation has historically been reported in the financial statements. For governmental entities with total annual revenues of less than \$10 million for the fiscal year ended December 31, 1999 the retroactive reporting of infrastructure is not required under the provisions of GASB Statement No. 34. The Commission does not own any infrastructure assets.

The Commission implemented GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets* effective January 1, 2010, which required the Commission to capitalize and amortize intangible assets. For governmental entities with total annual revenues of less than \$10 million for the fiscal year ended December 31, 1999, the retroactive reporting of intangible assets is not required under the provision of GASB Statement No. 51. The Commission has elected not to report intangible assets acquired in years prior to 2010. The Commission did not acquire any intangible assets since implementing GASB Statement No. 51.

Property, plant and equipment of the Commission is depreciated using the straight-line method over the following estimated useful lives.

Furniture, fixtures and equipment	3 – 10 years
Building	39 years

H. LONG-TERM OBLIGATIONS

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities.

I. FUND BALANCE CLASSIFICATIONS

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable - consists of amounts that are not in spendable form, such as prepaid items.

Restricted - consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - consists of internally imposed constraints. These constraints are established by Resolution of the Commission Board.

Assigned - consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the Commission's intended use. These constraints are established by the Commission Board.

Unassigned - is the residual classification for the general fund and also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the Commission's policy to use resources in the following order: 1) committed 2) assigned and 3) unassigned.

J. USE OF ESTIMATES

The preparation of financial statements in accordance with generally accepted accounting principles (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

K. PREPAID ITEMS

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are reported using the consumption method and recorded as expenditures/expenses at the time of consumption.

L. COMPENSATED ABSENCES

It is the Commission's policy to permit employees to accumulate earned but unused vacation, compensatory time and personal leave benefits. All vacation pay, compensatory time and personal leave that is payable at termination is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. In accordance with the provisions of Statement of Government Accounting Standards No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

M. RECLASSIFICATIONS

Certain reclassifications were made to prior year amounts to conform to the current year presentation.

N. COMPARATIVE TOTALS

The basic financial statements and required supplementary information include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2013, from which the summarized information was derived.

O. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The government has one item that qualifies for reporting in this category. It is the pension related deferred outflows reported in the government-wide Statement of Net Position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has pension related deferred inflows of resources reported in the government-wide Statement of Net Position. The government also has an item, which arises only under a modified accrual basis of accounting, that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental fund balance sheet. The governmental funds report unavailable revenue from receivables. In addition, in both the government-wide governmental activities statement of net position and the governmental funds balance sheet, the commission reports a deferred inflow for grants received in advance of meeting time requirements.

P. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

EXPLANATION OF CERTAIN DIFFERENCES BETWEEN THE GOVERNMENTAL FUND STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE AND THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

The governmental fund statement of revenues, expenditures and changes in fund balance includes a reconciliation between *net changes in fund balance – total governmental funds* and *changes in net assets of governmental activities* as reported in the government-wide statement of activities. One element of that reconciliation explains that “governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense”. The details of this \$240,570 difference is as follows:

Capital outlay	\$339,739
Depreciation / amortization expense	<u>(99,169)</u>
Net adjustment to decrease net changes in fund balance - total governmental funds to arrive at changes in net position of governmental activities	<u>\$240,570</u>

Another element of that reconciliation states that “some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds”. The details of this \$10,750 difference is as follows:

Compensated absences:	
At December 31, 2014	\$38,380
At December 31, 2015	<u>(27,630)</u>
Net adjustments to increase net changes in fund balance - total governmental funds to arrive at changes in net position of governmental activities	<u>\$10,750</u>

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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Note 2 DEPOSITS AND INVESTMENTS

A. DEPOSITS

In accordance with Minnesota Statutes, the Commission maintains deposits at depository banks authorized by the Commission's Board, all of which are members of the Federal Reserve System.

Minnesota Statutes require that all of the Commission's deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds.

Minnesota Statutes require that securities pledged as collateral be held in safekeeping by the Commission's Treasurer or in a financial institution other than that furnishing the collateral. Authorized collateral includes the following:

- a) United States government treasury bills, treasury notes and treasury bonds;
- b) Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- c) General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- d) General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- e) Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc. or Standard & Poor's Corporation; and
- f) Time deposits that are fully insured by the any federal agency.

Custodial Credit Risk – Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it.

At December 31, 2015 the carrying amount and bank balance of the Commission's deposits was \$5,000. The entire bank balance was covered by federal depository insurance.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
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B. INVESTMENTS

Minnesota Statutes authorize the Commission to invest in the following:

- a) Direct obligations or obligations guaranteed by the United States or its agencies, its instrumentalities or organizations created by an act of congress, excluding mortgage-backed securities defined as high risk.
- b) Shares of investment companies registered under the Federal Investment Company Act of 1940 and whose only investments are in securities described in (a) above, general obligation tax-exempt securities, or repurchase or reverse repurchase agreements.
- c) Obligations of the State of Minnesota or any of its municipalities as follows:
 - 1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
 - 2) any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service; and
 - 3) a general obligation of the Minnesota Housing Finance Agency which is a moral obligation of the State of Minnesota and is rated "A" or better by a national bond rating agency.
- d) Bankers acceptances of United States banks.
- e) Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality, and maturing in 270 days or less.
- f) Repurchase or reverse repurchase agreements with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000; a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York; certain Minnesota securities broker-dealers; or, a bank qualified as a depositor.
- g) General obligation temporary bonds of the same governmental entity issued under section 429.091, subdivision 7; 469.178, subdivision 5; or 475.61, subdivision 6.

As of December 31, 2015, the Commission had the following investments and maturities:

<u>Investment Type</u>	<u>Maturity</u>	<u>Fair Value</u>
External investment pool	N/A	<u>\$1,436,189</u>

A reconciliation of cash and investments as shown on the statement of net position is as follows:

Deposits	\$5,000
Petty cash	939
Investments	<u>1,436,189</u>
	<u>\$1,442,128</u>

C. INVESTMENT RISKS

Interest rate risk – Interest rate risk is the risk that changes in the interest rates of debt investments could adversely affect the fair value of an investment. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk – Credit risk is the risk that an issuer or other counterparty to an investment will be unable to fulfill its obligation to the holder of the investment. State law limits investments in municipal bonds to those rated “A” or better by a national bond rating service for general obligation and rated “AA” or better for a revenue obligation. Mutual funds or money market funds are limited to those investments that are restricted to securities described in MS 118A.04. The Commission follows State Statutes in regards to credit risk of investments. The Commission does not have a formal investment policy which places further restrictions on investment options.

The Commission’s external investment pool investment is with the 4M Fund which is regulated by Minnesota Statutes and the Board of Directors of the League of Minnesota Cities. The 4M Fund is an unrated 2a7-like pool and the fair value or the position in the pool is the same as the value of pool shares.

Custodial credit risk – For investments in securities, custodial credit risk is the risk that in the event of a failure of the counterparty to a transaction, the Commission will not be able to recover the value of its investment securities that is in the possession of an outside party. The Commission does not have a formal investment policy which addresses custodial credit risk. As of December 31, 2015 \$1,436,189 of the Commission’s investments are invested in external investment pools. Investments in external investment pools and money markets are not evidenced by securities that exist in physical or book entry form, and therefore are not subject to custodial credit risk disclosures.

Concentration of credit risk – Concentration of credit risk is the risk of loss that may be attributed to the magnitude of the Commission’s investment in a single issuer. The Commission places no limit on the amount the Commission may invest in any one issuer.

Note 3 RECEIVABLES

All receivables are expected to be collected within one year of December 31, 2015.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
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Note 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2015 is as follows:

Primary Government	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$66,131	\$ -	\$ -	\$66,131
Construction in progress	15,079	12,920	(27,999)	-
	<u>81,210</u>	<u>12,920</u>	<u>(27,999)</u>	<u>66,131</u>
Capital assets, being depreciated:				
Building	1,064,667	-	-	1,064,667
Equipment	896,629	326,819	(347,872)	875,576
Intangible-website	-	27,999	-	27,999
Total capital assets, being depreciated	<u>1,961,296</u>	<u>354,818</u>	<u>(347,872)</u>	<u>1,968,242</u>
Less accumulated depreciation for:				
Building	329,429	27,299	-	356,728
Equipment	760,013	71,287	(347,872)	483,428
Intangible-website	-	583	-	583
Total less accumulated depreciation	<u>1,089,442</u>	<u>99,169</u>	<u>(347,872)</u>	<u>840,739</u>
Total capital assets being depreciated - net	<u>871,854</u>	<u>255,649</u>	<u>-</u>	<u>1,127,503</u>
Governmental activities capital assets - net	<u>\$953,064</u>	<u>\$268,569</u>	<u>(\$27,999)</u>	<u>\$1,193,634</u>

Depreciation and amortization expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
General government	<u>\$99,169</u>

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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Note 5 LONG-TERM DEBT

CHANGE IN LONG-TERM LIABILITIES

Long-term liability activity for the year ended December 31, 2015, was as follows:

	Balance 1/1/15	Additions	Deletions	Balance 12/31/15	Due Within One Year
Governmental activities:					
Compensated absences payable	\$38,380	\$11,599	\$22,349	\$27,630	\$20,722
Total governmental activities long-term liabilities	<u>\$38,380</u>	<u>\$11,599</u>	<u>\$22,349</u>	<u>\$27,630</u>	<u>\$20,722</u>

It is not practicable to determine the specific year for payment of long-term accrued compensated absences.

Note 6 FRANCHISE FEES

The Commission receives franchise fees equal to five percent of the cable company's annual gross revenue. These revenues are to be considered compensation for the use of the member municipalities' public property.

The cable company considers their gross revenue to be trade secret information not for public disclosure. Accordingly, cable company gross revenue amounts are not disclosed in these financial statements. In accordance with the franchise agreement \$1,040,623 was recognized as earned franchise fees for the Commission. Franchise fees earned but not received at December 31, 2015 were \$386,623.

Note 7 DEFINED BENEFIT PENSION PLANS

A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Pensions. For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

B. PLAN DESCRIPTION

The Commission participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401 (a) of the Internal Revenue Code.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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General Employees Retirement Fund (GERF)

All full-time and certain part-time employees of the Commission are covered by the General Employees Retirement Fund (GERF). GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. The Basic Plan was closed to new members in 1967. All new members must participate in the Coordinated Plan.

C. BENEFITS PROVIDED

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. Members in plans that are at least 90 percent funded for two consecutive years are given 2.5% increases. Members in plans that have not exceeded 90% funded, or have fallen below 80%, are given 1% increases.

The benefit provisions stated in the following paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

GERF Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2% of average salary for each of the first ten years of service and 2.7% for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first ten years and 1.7% for each remaining year. Under Method 2, the annuity accrual rate is 2.7% of average salary for Basic Plan members and 1.7% for Coordinated Plan members for each year of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

D. CONTRIBUTIONS

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

GERF Contributions

Basic Plan members and Coordinated Plan members were required to contribute 9.1% and 6.50%, respectively, of their annual covered salary in calendar year 2015. The Commission was required to contribute 11.78% of pay for Basic Plan members and 7.50% for Coordinated Plan members in calendar year 2015. The Commission's contributions to the GERF for the year ended December 31, 2015, were \$33,988. The Commission's contributions were equal to the required contributions as set by state statute.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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E. PENSION COSTS

GERF Pension Costs

At December 31, 2015, the Commission reported a liability of \$383,506 for its proportionate share of the GERF's net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on the Commission's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2014, through June 30, 2015, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2015, the Commission's proportion was .0074% which was a decrease of .0042% from its proportion measured as of June 30, 2014.

For the year ended December 31, 2015, the Commission recognized pension expense of \$1,504 for its proportionate share of the GERF's pension expense.

At December 31, 2015, the Commission reported its proportionate share of the GERF's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ -	\$19,335
Changes in actuarial assumptions	-	-
Difference between projected and actual investment earnings	36,305	-
Changes in proportion	-	147,971
Contributions paid to PERA subsequent to the measurement date	17,133	-
Total	\$53,438	\$167,306

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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\$17,133 reported as deferred outflows of resources related to pensions resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2016. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense Amount
2016	(\$46,693)
2017	(46,693)
2018	(46,692)
2019	9,077
2020	-
Thereafter	-

F. ACTUARIAL ASSUMPTIONS

The total pension liability in the June 30, 2015, actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.75% per year
Active Member Payroll Growth	3.50% per year
Investment Rate of Return	7.90%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors and disabilitants were based on RP-2000 tables for males or females, as appropriate, with slight adjustments. Cost of living benefit increases for retirees are assumed to be 1% effective every January 1st until 2034, and 2.5% thereafter.

Actuarial assumptions used in the June 30, 2015, valuation were based on the results of actuarial experience studies. The experience study in the GERP was for the period July 1, 2004, through June 30, 2008, with an update of economic assumptions in 2014.

There are no changes in actuarial assumptions in 2015.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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The long-term expected rate of return on pension plan investments is 7.9%. The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness of the long-term expected rate of return on a regular basis using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Stocks	45%	5.50%
International Stocks	15%	6.00%
Bonds	18%	1.45%
Alternative Assets	20%	6.40%
Cash	2%	0.50%

G. DISCOUNT RATE

The discount rate used to measure the total pension liability was 7.9%. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, each of the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

H. PENSION LIABILITY SENSITIVITY

The following presents the Commission's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate (6.9%)</u>	<u>Discount Rate (7.9%)</u>	<u>1% Increase in Discount Rate (8.9%)</u>
Commission's proportionate share of the GERF net pension liability	\$603,008	\$383,506	\$202,231

I. PENSION PLAN FIDUCIARY NET POSITION

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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Note 8 FUND BALANCE

At December 31, 2015, a summary of the governmental fund balance classifications are as follows:

	<u>General Fund</u>
Nonspendable for:	
Prepaid items	\$6,846
Unassigned	<u>1,734,047</u>
Total	<u><u>\$1,740,893</u></u>

Note 9 RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Commission carries commercial insurance policies. The Commission retains risk for the deductible portions of the insurance policies. The amount of these deductibles is considered immaterial to the financial statements.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

Note 10 CONTINGENCIES

The Commission is not aware of any existing or pending lawsuits, claims or other actions in which the Commission is a defendant.

Note 11 RECENTLY ISSUED ACCOUNTING STANDARDS

The Governmental Accounting Standards Boards (GASB) recently approved the following statements which were not implemented for these financial statements:

Statement No. 72 *Fair Value Measurement and Application*. The provisions of this Statement are effective for financial statements for periods beginning after June 15, 2015.

Statement No. 73 *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. The provisions in Statement 73 are effective for fiscal years beginning after June 15, 2015 – except those provisions that address employers and governmental nonemployer contributing entities for pensions that are not within the scope of Statement 68, which are effective for fiscal years beginning after June 15, 2016.

Statement No. 74 *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. The provisions in Statement 74 are effective for fiscal years beginning after June 15, 2016.

Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The provisions in Statement 75 are effective for fiscal years beginning after June 15, 2017.

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Statement No. 76 *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.* The provisions in Statement 76 are effective for reporting periods beginning after June 15, 2015.

Statement No. 77 *Tax Abatement Disclosures.* The provisions of this Statement are effective for reporting periods beginning after December 31, 2015.

Statement No. 78 *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans.* The provisions of this Statement are effective for reporting periods beginning after December 15, 2015.

Statement No. 79 *Certain External Investment Pools and Pool Participants.* The provisions of this Statement are effective for reporting periods beginning after June 15, 2015, except for certain provisions on portfolio quality, custodial credit risk, and shadow pricing which are effective for reporting periods beginning after December 15, 2015.

Statement No. 81 *Irrevocable Split-Interest Agreements.* The provisions of this Statement are effective for reporting periods beginning after December 15, 2016

The effect these standards may have on future financial statements is not determinable at this time.

Note 12 CHANGE IN ACCOUNTING PRINCIPLE

For the year ended December 31, 2015, the Commission implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27*. GASB 68 addresses accounting and financial reporting for pension plans that are provided to employees of state and local governments. The standard requires the Commission to record its share of the net pension liability of defined benefit plans, as well as any corresponding deferred inflows and outflows of resources. See Note 7 for further information.

The standard required retroactive implementation which resulted in a restatement of net position as of December 31, 2014. Certain amounts necessary to fully restate 2014 financial information are not determinable, therefore, prior year comparative amounts have not been restated. Details of the prior period adjustment are as follows:

	<u>Governmental Activities</u>
Net position - January 1, 2015, as previously reported	\$2,409,439
Prior period adjustment:	
Deferred outflows of resources - pension related	15,052
Net pension liability	<u>(544,910)</u>
Net position - January 1, 2015, as restated	<u><u>\$1,879,581</u></u>

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2015

Note 13 PRIOR PERIOD ADJUSTMENT

During 2014, corrections to the prior year financial statements were made to adjust previously recorded grant revenue that related to a future year.

A summary of this change is as follows:

	<u>General Fund</u>
Net position/fund balance - January 1, 2014, as previously reported	\$1,161,140
Prior period adjustment:	
Equipment grant revenue	<u>(54,285)</u>
Net position/fund balance - January 1, 2014, as restated	<u><u>\$1,106,855</u></u>

REQUIRED SUPPLEMENTARY INFORMATION

**QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For The Year Ended December 31, 2015
With Comparative Actual Amounts For The Year Ended December 31, 2014

Statement 6

	2015		Actual Amounts	Variance with Final Budget - Positive (Negative)	2014 Actual Amounts
	Budgeted Amounts				
	Original	Final			
Revenues:					
Franchise fees	\$874,248	\$874,248	\$1,040,623	\$166,375	\$979,961
PEG fees	437,125	437,125	521,986	84,861	489,981
Equipment and support grants	55,000	55,000	55,045	45	54,285
Investment income	100	100	223	123	167
Miscellaneous	7,500	7,500	63,939	56,439	11,147
Total revenues	<u>1,373,973</u>	<u>1,373,973</u>	<u>1,681,816</u>	<u>307,843</u>	<u>1,535,541</u>
Expenditures:					
General government:					
Salaries, taxes and benefits	831,460	831,460	627,768	203,692	709,393
Professional and franchise application fees	111,000	111,000	77,198	33,802	74,109
Repairs and maintenance	26,000	26,000	22,546	3,454	20,684
Supplies	12,000	12,000	6,571	5,429	3,559
Travel/conferences/continuing education	17,100	17,100	9,660	7,440	12,244
Mileage	6,000	6,000	6,572	(572)	4,512
Dues, subscriptions and printing	13,140	13,140	3,823	9,317	11,328
Insurance	10,364	10,364	8,427	1,937	8,898
Commission per diem	3,500	3,500	4,399	(899)	2,155
Utilities	38,660	38,660	26,822	11,838	27,707
Advertising	6,850	6,850	6,253	597	5,080
Equipment purchases	63,000	63,000	189,613	(126,613)	37,947
City CIP purchases	-	-	-	-	153,514
Web hosting	16,000	16,000	13,316	2,684	13,895
Meals and lodging	3,500	3,500	753	2,747	2,526
Vehicle maintenance	11,000	11,000	5,135	5,865	5,514
Car allowance	3,000	3,000	3,000	-	3,000
Computer software and equipment	37,340	37,340	26,148	11,192	19,562
Miscellaneous	11,300	11,300	2,316	8,984	14,109
Capital outlay:	592,421	592,421	339,739	252,682	73,524
Total expenditures	<u>1,813,635</u>	<u>1,813,635</u>	<u>1,380,059</u>	<u>433,576</u>	<u>1,203,260</u>
Revenues over expenditures	<u>(\$439,662)</u>	<u>(\$439,662)</u>	<u>301,757</u>	<u>\$741,419</u>	<u>332,281</u>
Fund balance - January 1, as previously reported			1,439,136		1,161,140
Prior period adjustment			-		(54,285)
Fund balance - January 1, as restated			<u>1,439,136</u>		<u>1,106,855</u>
Fund balance - December 31			<u>\$1,740,893</u>		<u>\$1,439,136</u>

QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY* -
 GENERAL EMPLOYEES RETIREMENT FUND
 For The Year Ended December 31, 2015

Statement 7

Measurement Date	Fiscal Year Ending	Proportion (Percentage) of the Net Pension Liability	Proportionate Share (Amount) of the Net Pension Liability (a)	Covered-Employee Payroll (b)	Proportionate Share of the Net Pension Liability as a Percentage of its Covered-Employee Payroll (a/b)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2015	December 31, 2015	0.0074%	\$383,506	\$432,343	88.7%	78.2%

* The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

QUAD CITIES CABLE
COMMUNICATIONS COMMISSION
 REQUIRED SUPPLEMENTARY INFORMATION
 SCHEDULE OF PENSION CONTRIBUTIONS* - GENERAL EMPLOYEES RETIREMENT FUND
 For The Year Ended December 31, 2015

Statement 8

Fiscal Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Covered- Employee Payroll (c)	Contributions as a Percentage of Covered-Employee Payroll (b/c)
December 31, 2015	\$33,988	\$33,988	\$0	\$453,177	7.5%

* The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
NOTES TO RSI
December 31, 2015

Note A LEGAL COMPLIANCE – BUDGETS

The General Fund budget is legally adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level for the General Fund.

Note B PENSION INFORMATION

PERA – General Employees Retirement Fund

There are no factors that affect trends in the amounts reported, such as change of benefit terms or assumptions. With only one year reported in the RSI, there is no additional information to include in the notes. Details can be obtained from the financial reports of PERA.

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OTHER REPORTS

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REPORT ON INTERNAL CONTROL

To the Honorable Members and Management of
Quad Cities Cable Communications Commission
Champlin, Minnesota

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered Quad Cities Cable Communications Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given those limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, members of Quad Cities Cable Communications Commission's Board, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 25, 2016

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MINNESOTA LEGAL COMPLIANCE REPORT

To the Honorable Members of
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2015, and the related notes to the financial statements, and have issued our report thereon dated April 25, 2016.

The *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statutes Section 6.65 contains six categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the listed categories except that we did not test for compliance with the provisions for contracting and bidding and tax increment financing because Quad Cities Cable Communications Commission has no applicable contracts or tax increments.

In connection with our audit, nothing came to our attention that caused us to believe that Quad Cities Cable Communications Commission failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Quad Cities Cable Communications Commission's noncompliance with the above referenced provisions.

This report is intended solely for the information and use of those charged with governance and management of Quad Cities Cable Communications Commission and the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 25, 2016

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Quad Cities Cable Communications Commission

2015 Audit Review

May 19, 2016

Peggy Moeller, CPA

651.407.5832

pmoeller@redpathcpas.com

Reports Issued

Annual
Financial
Report

Report on
Internal
Control

Communication
With Those
Charged With
Governance

State
Legal
Compliance
Report

Annual Financial Report

- Commission's financial statements
- Independent auditor reports on the fair presentation of the financial statements
- "Clean opinion" on the 2015 financial statements
- Statement 1 and 2 reflect effect of implementing GASB 68 (pensions)

Financial Highlights

- General Fund
 - Fund balance increased \$301,757 during 2015.

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenue	\$1,373,973	\$1,681,816	\$307,843
Expenditures	<u>1,813,635</u>	<u>1,380,059</u>	<u>433,576</u>
Increase (decrease) in General Fund balance	<u>(\$439,662)</u>	<u>\$301,757</u>	<u>\$741,419</u>

Financial Highlights

■ Revenues

- Franchise Fees - \$1,040,623
- PEG Fees - \$521,986
- Equipment Grant - \$55,045
- Total revenues - \$1,681,816

■ Expenditures

- Salaries, taxes and benefits, and equipment and capital outlay purchases were the largest expenditures.
- Total expenditures \$1,380,059

Financial Highlights

- General Fund
 - For the Quad Cities Cable Communications Commission, the General Fund's fund balance is as follows:

Nonspendable:	
Prepaid items	\$6,846
Unassigned	1,734,047
Total	<u>\$1,740,893</u>

Report on Internal Control

- Consideration of internal control as a basis for designing audit procedures. No opinion on internal control.
- No internal control findings in 2015.

State Legal Compliance Report

- Required by Minnesota Statute §6.65
- OSA audit guide covers six categories:
 - 1) contracting and bidding (N/A – no applicable contracts)
 - 2) deposits and investments
 - 3) conflicts of interest
 - 4) claims and disbursements
 - 5) miscellaneous provisions
 - 6) tax increment (N/A)
- No compliance findings

Communication With Those Charged With Governance

■ Required Communication

- Audit firm responsibility under U.S. audit standards
- Planned scope and timing of audit
- Significant audit results (implementation of GASB 68 – pensions)
- Difficulties encountered in performing the audit – none
- Corrected and uncorrected misstatements
- Disagreements with management (none)
- Management representations
- Consultations with other auditors
- Other audit findings and issues

QCCCC Agenda Item

5.2 Fleet Safety Manual

May 12, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Fleet Safety Manual

QCTV maintains two company vehicles: a production truck and a cargo van for hauling equipment. Enclosed you will find a draft Fleet Safety Manual for review and adoption by the board. The manual was adapted from the City of Andover Fleet Manual.

Action Requested: Approve the Fleet Policy Manual

**Quad Cities
Cable Communications
Commission**

(dba) QCTV

Vehicle Safety Manual

Approved:

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

Section 1: Definitions

- A. **Accident** – An unplanned or unintended event or series that may: (a) result in death, injury, loss of or damage to a system or service; (b) cause environmental damage; (c) adversely affect an activity or function.
- B. **Aggressive Driving** – Driving in a selfish, bold, or pushy manner, without regard for the rights or safety of other users of the roadway.
- C. **At-Fault Accident** – Any accident where the driver is designated as having caused the accident or negligently contributed to its occurrence.
- D. **Collision** – An incident in which the first harmful event involves a motor vehicles operation.
- E. **Crash** – An incident involving one or more motor vehicles in motion.
- F. **Defensive Driving** – Driving to save lives, time, and money, in spite of the conditions around you and the actions of others.
- G. **Distracted Driving** - Diversion of the driver’s attention from the task of operating a motor vehicle by activities, objects, or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation.
- H. **Incident** – An undesired event that did or could have resulted in personal harm or property damage, or in any undesirable loss of resources. Includes minor citation, at-fault accidents, moderate convictions, and major convictions.
- I. **Incident Rate** – The number of incidents per some unit of measurement, for the purpose of assessing safety performance over time or comparing performance with other organizations.
- J. **Injury** – Physical harm or damage to a person resulting in the marring of appearance, personal discomfort, and/or bodily hurt, impairment or death.
- K. **Major Conviction** – Any citation that involves (1) Driving while intoxicated or while under the influence of drugs or alcohol; (2) Failure to stop and report an accident; (3) Homicide, manslaughter, or assault arising out of the operation of a motor vehicle; (4) Driving while license is suspended or revoked; (5) Reckless driving; (6) Speed contest, drag racing, or attempting to elude an officer of the law.
- L. **Minor Conviction** – Any moving traffic citation unless it qualifies as a moderate conviction or a major conviction. This category does not include cases involving (1) Motor vehicle equipment, load or size requirements; (2) Improper display, or failure to display license plates; (3) Failure to sign or display registration; (4) Failure to have in possession a driver’s license.
- M. **Moderate Conviction** – Citations that involve: (1) possessions of opened container or alcoholic beverages.
- N. **Motor Vehicle** – Any license mechanically or electrically powered devices (except one moved by human power), not operated on rails, designed to be operated primarily on public streets and roads. Cargo and/or attachments (trailers, etc.) to a motor vehicle are considered part of that vehicle.
- O. **Passenger** – A person, other than the driver of the vehicle, who is in or on a motor vehicle.
- P. **Preventable Collision** – One in which the driver failed to do everything that reasonably could have been done to avoid the collision.

- Q. **Remedial Training** – Training required following an incident to upgrade and renew skills and demonstrate proficiency.
- R. **Road Rage** – A criminal offence in which a vehicle is used as a weapon with intent to do harm, or the physical assault of a driver or vehicle.

Section 2: Program Requirements

- A. **Scope.** QCTV will set forth practices for the safe operation of vehicles owned or operated by QCTV. These practices are designed for use by those having the responsibility for the administration and operation of motor vehicles as a part of organizational operations.
- B. **Purpose.** The purpose of this Vehicle Safety Manual is to provide employees with tools and materials to ensure the safety of all employees who drive vehicles for QCTV. Vehicles accidents are costly to QCTV, but more importantly, they may result in injury to our employees, volunteers, and occupants of other vehicles or pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, QCTV endorses all applicable state motor vehicle regulations relating to driver responsibility. QCTV expects each driver to drive in a safe and courteous manner. The attitude our drivers take when behind the wheel is the single most important factor in driving safely.
- C. **Application.** This policy applies to the operation of QCTV-owned or leased vehicles, whether the vehicle is being driven on organizational business or for personal use; and the operation of rental or driver-owned vehicles for organizational purposes. It applies to persons working on behalf of QCTV whose job performance requires the use of a motor vehicle.
- D. **Written Program.** QCTV will review and evaluate this policy as needed. This written program will be communicated to all personnel. It is designed to establish clear goals and objectives.
- E. **Responsibilities and Accountabilities.**
 - a) The QCTV Executive Director has the responsibility to implement this vehicle safety manual by:
 - i. Directing all supervisors and employees to endorse and comply with this policy.
 - ii. Identifying and train existing and newly selected fleet operators to comply with this policy.
 - iii. Ensuring the safe operation of fleet vehicles, in compliance with this policy.
 - iv. Enforcing compliance with this policy. All presently employed and new employees, who drive a QCTV owned or leased vehicle in the normal course of their employment, must be trained and in compliance with this policy.
 - b) QCTV's Supervisors have the responsibility to:

- i. Identify and train existing and newly selected fleet operators to comply with this policy.
 - ii. Ensure that all vehicles can be operated safely or are taken out of service for repairs.
 - iii. Require and enforce compliance with this policy.
- c) QCTV's Employees have the responsibility to:
 - i. Understand their assigned tasks relating to fleet safety.
 - ii. Apply the proper training and equipment to safely operate a motor vehicle.
 - iii. Assist with the identification of vehicle operation problems.
 - iv. Comply with the directives of this policy.
 - v. Act in compliance with vehicle insurance requirements.
- d) The QCTV Mobile Production Coordinator has the responsibility to:
 - i. Train appropriate employees in the QCTV Fleet Safety program
 - ii. Track and document all reported vehicle accidents.
 - iii. Assist with the identification of preventable and non-preventable vehicle accidents, as requested.
 - iv. Track and coordinate any necessary repairs to any fleet vehicle.
 - v. Ensure the safe operation of all QCTV fleet vehicles.

F. Drive Recruitment, Selection, and Assessment

QCTV shall implement a system that recruits and selects drivers to ensure safe operation and management of the motor vehicle safety program.

1. Motor Vehicle Record Annual Review

- a) All full-time and part-time employees of QCTV who operate a QCTV owned or leased vehicle should have their motor vehicle record checked annually by the Mobile Production Coordinator. All applicants hired as vehicle operators will have their motor vehicle record checked for patterns of violations or recent violations of DWI or DUI prior to operating a QCTV vehicle.

2. New Driver Selection

a) *Overview*

Employee selection procedures should be designed to evaluate an applicant's experience and potential. Any new applicant hired as an operator shall receive a road test on the designated equipment.

b) *New Employee Training*

Basic training for all new drivers shall consist of on the job instructions and training with the Mobile Production Coordinator or a QCTV Supervisor. A defensive attitude is an important aspect of all new hire training. Drivers should believe that vehicle accidents are preventable if they take the initiative. Finally, drivers should be alert to hazards on the roadway that could cause an accident. New drivers should be introduced to an unfamiliar vehicles general mechanical operation, safety equipment, emergency kit, and

accessory application, as well as a review of braking, backing, and trailer operation (if applicable).

3. *Monitoring Existing Drivers*

Driver abuse of equipment is another issue to review with existing drivers. If repair patterns show a pattern, the driver should receive training in the areas in question, such as braking, etc.

G. Driver Rules

- a) All employees operating QCTV equipment shall comply with the Minnesota Motor Vehicle Regulations.
- b) Drivers shall carry their state driver's license at all time while operating motor vehicles.
- c) Safety belts shall be worn at all times by all passengers and by all employees where seat belts are provided. No one shall ride in an area of a vehicle that does not have the proper restraint devices (i.e. back of the production truck, rear of the cargo van).
- d) Drivers shall not consume alcoholic beverages, illegal drugs, or medication that may affect driving ability, within 8 hours prior to, or at any time while on duty. If an employee is under the influence of drugs or alcohol taken less than eight hours prior to their shift, it is the responsibility of that employee to call in to work to report an inability to perform their function for that shift.
- e) When backing vehicles, there must be a clear view of the area immediately to the rear. In vehicles without rear window visibility, the driver shall get out of the vehicle and inspect the area to the rear before backing. If a second employee is available, that person shall serve as a guide to back up the driver.
- f) All doors and compartments should be closed prior to putting the vehicle in motion. If a door or compartment needs to be open while the vehicle is in motion, the driver should ensure that load is legal and attach a red flag to the farthest protruding object on each side or the back of the vehicle.
- g) Employees who operate motor vehicles, either regularly or occasionally are required to report any license revocations or suspensions immediately to their supervisors.
- h) Reckless or unsafe operation of QCTV vehicles is not permitted. This rule shall also apply to private vehicles operated on QCTV property.
- i) Vehicle engines shall not be operating when adding any fuel or engine oil to the vehicle.
- j) Employees shall not board or alight from any moving vehicle.
- k) Employees shall not ride on the running boards of any vehicle.
- l) Riding on the side, tailgate, or roof of any vehicle when the vehicle is in motion is not allowed.
- m) During periods of limited visibility, or at any time that the windshield wipers are in use, headlights should be turned on.

- n) Trailers shall be fastened to hitches, and safety chains shall be secured, as required by state law, before moving vehicles.
- o) All items to be transported inside the vehicle that have the potential to move (i.e. cameras, keyboards, chairs, scaffolding, etc.) should be secured prior to departing.
- p) There should be no more riders in the vehicle than there are proper restraint devices.
- q) The key should never be left in the ignition while the vehicle is unattended. This includes the QCTV garage.
- r) All QCTV vehicles and exterior compartments should be locked while unattended, when not stored in the QCTV garage.
- s) Employees are responsible for any traffic or parking citations they receive while operating QCTV vehicles.
- t) QCTV vehicles without proper handicap identification, should not park in any handicap parking space unless coordinated with a site director in advance.
- u) Headphones or earbuds are not allowed to be worn while operating a motor vehicle.
- v) There should be no use of a mobile phone or other cellular device while operating a vehicle.
- w) Before leaving the driver's seat, the vehicles shift selector shall be placed in park, and if needed, the parking brake applied. If the vehicle does not have a park position, the shift selector shall be placed in neutral and the parking brake applied.

H. Orientation and Training

A process of orientation and training shall be established in order to ensure safe and effective operation of motor vehicles. All new drivers will be trained on the vehicle they will be using during their course of work at QCTV. Training will include behind the wheel observation.

Section 3: Operational Environment

A. Vehicle Maintenance and Safety Inspections

The Mobile Production Coordinator should be consulted regarding the selection, purchase and maintenance of QCTV vehicles. Vehicles must be kept in a safe condition and provided with necessary safety or emergency equipment. When taking out any fleet vehicle, the driver should complete an initial pre-trip inspection.

- Repairs will be done by qualified automotive service personnel.
- Vehicles will receive regular maintenance based on the manufacture recommendations or as maintenance is needed.
- Vehicles will be maintained based on the miles driven or by calendar time.

B. Distracted Driving

Drivers shall not be distracted while driving. This includes refraining from the following activities:

- a. Cell phone use
- b. Eating or drinking
- c. Grooming
- d. Smoking
- e. Reading
- f. Use of technology (GPS, computer, MP3, etc.)

C. Aggressive Driving

Drivers shall not resort to aggressive driving or road rage under any circumstances.

Examples of aggressive driving include:

- a. Speeding
- b. Tailgating
- c. Failure to signal a lane change
- d. Running red lights and stop signs
- e. Weaving in traffic
- f. Yelling
- g. Making obscene gestures
- h. Excessive use of horn

D. Vehicle Emergency Procedure

When it's absolutely necessary to stop on a highway or city street in case of an emergency, use extreme caution:

- a. Warning signals and lights shall be used.
- b. If a prolong stoppage should occur, traffic cones or triangles should be used to give advanced warning to approaching vehicles.

E. Vehicle Pre-trip Inspection

Before a QCTV vehicle is driven, a 360-degree pre-trip inspection shall be performed. The 360-degree pre-trip inspection includes:

- a. Insure all doors, hatches, and storage areas are closed and secured and check each one by hand.
- b. Check for foreign objects around, underneath, and on top of the vehicle.
- c. Secure all items inside of the vehicle and storage areas as to not damage interior equipment (monitors, chairs, cables, mice/keyboard's, etc.).
- d. Insure the tires are properly inflated.
- e. Insure that all exterior lights function properly.
- f. All mirrors must be present, unobstructed, and adjusted to the person driving the vehicle.
- g. Windshield wipers must work at all settings. Wiper fluid pump should also be tested.
- h. Windows must be secure in good operating condition, and clear of any obstructions.
- i. Any loose objects or debris surrounding the driver should be secured as to not interfere with the driver's ability to operate the vehicle.
- j. Any body or mechanical damage should be reported to the Mobile Production Coordinator.
- k. Vehicle dash indicators should be checked for any potential problems.

Section 4: Accident Reporting

A. What to do at the scene of an accident

Report all vehicle accidents. Collect information using the Accident Kit Card located in the glove or center compartment of each vehicle. QCTV will investigate all accidents involving QCTV fleet vehicles. The following shall be considered.

- a. It is unlawful to leave the scene of any accident if you are involved in the accident, without furnishing your name, address, and vehicle information to the other driver. Any hit and run accident, on private or public property, should be reported to the local police, sheriff, or state patrol office with jurisdiction.
- b. Accidents involving a pedestrian and a QCTV vehicle, or an accident involving a QCTV employee who is struck by a vehicle, should also be reported to the local police, sheriff, or state patrol office with jurisdiction.

B. Employee Retraining

It may be necessary to retrain an employee if they are involved in a severe accident or repeated accidents. Retraining with a supervisor or the QCTV Mobile Production Coordinator should review the actions leading up to the vehicle accident and how to prevent future accidents from occurring.

During training, if vision, hearing, or other health conditions indicate a possible deficiency that may affect the safe operation of the vehicle, then an examination and evaluation by a medical specialist may be required.

Section 5: Disciplinary Action

- A. Disciplinary action may need to be taken if a QCTV driver is not performing safe driving procedures outlined in this policy. Disciplinary action will be conducted by that employee's supervisor and may include:
 - a. Verbal warning
 - b. Written warning
 - c. Suspension
 - d. Termination

Quad Cities Community Television

**12254 Ensign Ave. N
Champlin, MN 55316**

Authorization for Driver's License Check

QCTV is obligated to occasionally obtain and review the driver's license status and record for QCTV employees. This requirement applies to QCTV employees who drive city vehicles as part of their job duties or who drive private motor vehicles in the course of performing their duties for QCTV. This authorization form will be provided to a separate agency who will conduct the driver's license check on behalf of QCTV.

This authorization expires one year from the date hereof.

I, _____ authorize QCTV
(First) (Middle) (Last)

PLEASE PRINT

to obtain my driver's license record.

Driver's License Number _____

Date of Birth _____

Signature _____

Date _____

ACORD™ AUTO ACCIDENT INFORMATION FORM

KEEP THIS DOCUMENT IN YOUR GLOVE COMPARTMENT

IF YOU HAVE AN ACCIDENT, use this form to record the facts about the accident, including names and address of all parties involved, and any witnesses to the accident. Give the completed form to your insurance agent or company, or provide the information by phone.

DATE OF ACCIDENT AND TIME <input type="text"/> <input type="text"/> <input type="text"/> AM <input type="text"/> <input type="text"/> <input type="text"/> PM		LOCATION OF ACCIDENT (INCLUDE CITY & STATE)			
DESCRIPTION OF ACCIDENT (USE REVERSE SIDE IF NECESSARY)					
AUTHORITY CONTACTED AND REPORT #			ANY VIOLATIONS/CITATIONS AS A RESULT OF THE ACCIDENT (DESCRIBE)		
PROPERTY DAMAGED (NOT YOUR VEHICLE)					
DESCRIBE PROPERTY (If auto, year, make, model, plate #)				INSURANCE COMPANY	
OWNER'S NAME & ADDRESS		RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
OTHER DRIVER'S NAME & ADDRESS <small>(Check if same as owner)</small>		RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
DRIVER'S LICENSE NUMBER		DESCRIBE DAMAGE		WHERE CAN DAMAGE BE SEEN?	
INJURED PARTIES					
NAME & ADDRESS		PHONE (A/C, No)	AGE	DESCRIBE INJURY	
INJURED WAS: <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR CAR <input type="checkbox"/> IN OTHER CAR					
INJURED WAS: <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR CAR <input type="checkbox"/> IN OTHER CAR					
WITNESSES OR PASSENGERS					
NAME & ADDRESS		PHONE (A/C, No)	INS OTH VEH/VEH	OTHER (Specify)	
YOUR INSURED VEHICLE					
YEAR	MAKE	MODEL		PLATE NUMBER	STATE
OWNER'S NAME & ADDRESS		RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
DRIVER'S NAME & ADDRESS <small>(Check if same as owner)</small>		RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
RELATION TO INSURED (Employee, family, etc.)	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	STATE	PURPOSE OF USE	USED WITH PERMISSION? YES <input type="checkbox"/> NO <input type="checkbox"/>
DESCRIBE DAMAGE		WHERE CAN VEHICLE BE SEEN?	WHEN CAN VEH BE SEEN?	OTHER INSURANCE ON VEHICLE	
YOUR INSURANCE COMPANY NAME		YOUR POLICY NUMBER		YOUR AGENT'S NAME	
POLICYHOLDER INFORMATION					
POLICYHOLDER'S NAME & ADDRESS		RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
REMARKS					

Quad Cities Community Television

Acknowledgment of Receipt

of

Vehicle Fleet Safety Manual

This is to acknowledge that I have received a copy of the Vehicle Fleet Safety Manual and understand that it contains important information on many QCTV general driving safety policies and on my driving privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the manual. Additionally, I agree to abide by any new or revised policy.

I understand that I am governed by the contents of the manual and that QCTV may change, rescind, or add to any policies or practices described in this manual from time to time in its sole and absolute discretion with or without prior notice. QCTV will advise employees of material changes within a reasonable time.

I further acknowledge and agree that employment with QCTV may be terminated for not abiding by the rules and policies set forth in the Vehicle Fleet Safety Manual.

Employee Signature

Date

Print or Type Name

Important Note: I understand it is my responsibility to read, understand, and comply with the provisions contained in QCTV Vehicle Fleet Safety Manual. If I am unable to understand any part of this manual, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify my supervisor who will make arrangements for needed assistance.