

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

September 15, 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.
 - 4.1.2. Approval of the May 19, 2016, commission minutes.
 - 4.1.3. Approval of the May 19, 2016 commission work session notes.
 - 4.2. Treasurer
 - 4.2.1. April/May/June Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Personnel Policy Update
 - 5.2. Liability Waiver
 - 5.3. Landscape Project
- 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.~~

Peter Leatherman reviewed the methodology of the survey noting that a random sample of 400 subscribers were contacted through a list provided by Comcast. He stated that the interviews were conducted between January 6th and January 20th via telephone and had an average length of 15 minutes. He stated that the length of time as a subscriber was asked noting the various responses received with an average of 6.9 years of experience with the cable system. He stated that a strong 87 percent of subscribers rated the service as fair or good while one in five subscribers rated the service as excellent. He stated that when compared to the norms across the metro area the 87 percent is 12 points higher than what is typically seen, which indicates that the subscribers in this area are very satisfied. He stated that in regard to contact with the cable company 56 percent replied that they had contact in the past two years and 87 percent of those rated that contact strongly. He noted that 75 percent is the threshold for good customer service and this is well above. He noted that one in four subscribers rated that contact as excellent. He stated that for experience with technical problems this result was about ten points lower for the typical and occasional responses, noting that typically that response is around 30 while only 21 percent of those surveyed answered in that manner. He stated that for the value of cable television services 65 percent rated either excellent or good, which is about 12

points higher than what is typically seen for this question. He stated that normally it is not a question of the quality but the cost becomes a factor when people consider what they are getting, noting that is not as big of a concern in this area as the value exceeds the cost in the minds of two thirds of respondents. He stated that a breakdown was done of each channel of QCTV into the types of programs provided to determine whether or not people had watched those programs. He stated that one third of those surveyed replied that they have watched a Council meeting, which is a strong response. He advised that *News and Views* also has a strong viewership. He stated the subscribers were then asked how often they watch the different channels, noting that 46 percent of those surveyed replied that they watch channel 16 frequent or occasionally, which is five points higher than they typically see for a response. He stated that there is also a strong viewership of channel 15 with a median viewership of 15 percent, noting that the top four ranking programs were higher than they typically see. He noted that this survey was done in January when the special election was occurring, which may account for the higher ratings. He reviewed similar information for channel 18, noting that there is a high amount of viewership for school district meetings for those subscribers with children. He provided similar information for channel 19. He noted that for overall viewership of the four channels there are very strong ratings and the frequent viewer results are double what they normally see. He stated that there has been very strong viewership for the past year. He reviewed the questions and responses that there provided in regard to QCTV website access and access through other media features such as on demand and YouTube videos. He noted that there is a mix of live and archived viewership for those watching the programming on the website. He stated that there is higher viewership for the video on demand, more than double what is typically seen. He noted that 82 percent of those surveyed would not be interested in paying a fee for video on demand which means that through the marketing calculations there would be an overall rate of about five percent of cable subscribers that would be likely to purchase video content. He reviewed the methods that those surveyed responded as their primary source about QCTV. He stated that 53 percent of those surveyed that they are very or somewhat informed, noting that there would be opportunity to increase the level of awareness which could in turn increase viewership. He reviewed additional information asked of those surveyed, such as the importance of receiving information from the city by video and the demographics. He stated that there is an expected uptick in the viewership of seniors and an a-typical downtick in those with children, noting that typically those houses have higher viewership because of sports events and other activity that may be broadcast. He stated that homeownership tends to increase viewership as people are typically more invested in their community when they own property. He stated that typically there is an increase in viewership for those over 45 and less likely to watch if under, especially is under 30. He stated that the YouTube viewership is higher for those 35 and under. He stated that typical responses were received regarding education and economics, noting that men are more likely to watch

than women. He noted that the viewership for the member's cities were very similar as all the communities are watching and interested in what is going on in their community.

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 which 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 that 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,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

MINUTES OF THE REGULAR MEETING OF MAY 19, 2016

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:10 a.m. at the Anoka City Hall.

ROLL CALL– 2

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

Commissioners absent and excused: Greg Lee, Anoka and John LeTourneau, Ramsey.

Others present included Karen George, Executive Director; and Steve Ulrich, Technology Director.

APPROVAL OF AGENDA – 3

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

6 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from April 21, 2016

Commissioner Trude stated that there was just a short paragraph regarding the presentation from Mr. Leatherman and asked that the minutes be tabled to include additional comments from Mr. Leatherman.

Motion was made by Trude and seconded by Dickinson to table the April 21, 2016 minutes.

6 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. March Financial Reports

Commissioner Dickinson stated that the organization is in good shape three months into the year and is looking good heading into the budget and CIP discussions.

Motion was made by Ulrich and seconded by Trude to accept the March Financial Report.

6 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George stated that it has been another busy month and highlighted some items to note. She advised that she has met again with CenturyLink representatives to continue negotiations, the organization took possession of the cargo van, the organization launched new Comcast HD channel 859, and noted that the legislation to provide the organization with tax exempt status would be effective January 1, 2017. She noted that a rate notice from Comcast was also included in the packet for informational purposes.

Motion was made by Dickinson and seconded by Trude to accept the Executive Director Report.

6 ayes – 0 nays. Motion carried.

GENERAL BUSINESS – 5

5.1 Audit Presentation

Peggy Moeller, Redpath and Company, provided a review of the annual audit. She reported that the organization received a clean opinion on the 2015 financial statements. She highlighted a change that will affect statements one and two regarding GASB 68 (pensions). She provided a brief summary of the financial highlights, compliance, and communications. She thanked Ms. George and the Andover staff for their assistance and cooperation with the audit.

Commissioner Trude stated that everything looks great.

Chair Heitkamp commended Commissioner Dickinson and the Budget Committee for the excellent work.

Motion was made by Dickinson and seconded by Trude to accept the 2015 Audit Report.

6 eyes – 0 nays. Motion carried.

5.2 Vehicle Safety Policy Manual

Ms. George noted that the organization has taken possession of the new cargo van and has drafted a vehicle safety policy manual.

Taylor Johnson stated that the fleet policy manual would address the two fleet vehicles in possession of the organization.

Motion was made by Dickinson and seconded by Ulrich to approve the Fleet Policy Manual.

6 eyes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 11:25 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

MINUTES OF THE WORK SESSION OF MAY 19, 2016

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 10:08 a.m. at the Anoka City Hall.

ROLL CALL– 2

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

Commissioners absent: Greg Lee, Anoka and John LeTourneau, Ramsey.

Others present included Karen George, Executive Director and Katherine Lenaburg, Operations Manager.

TOPIC FOR DISCUSS – 3

3.1 Annual Programming Presentation

Ms. George stated that this is the annual programming presentation, noting that the first presentation was provided the year prior.

Ms. Lenaburg stated that this presentation is focused on the local programming produced at QCTV in the last year and reviewed a list of the meetings included in the programming. She reviewed the total number of runs for the different types of meetings as well as the number of different programs and average length of programs for each city. She highlighted testimonials received from different partners and viewers. She reviewed the number of community channel programs and average length of the programs. She highlighted the web statistics for 2014 and 2015 in order to provide a comparison. She reviewed a list of new shows that were added in 2015 and a list of all the QCTV productions, including the number of episodes that were created during the year for each program. She reviewed the foundation of quality for the organization highlighting changes, improvements, staff training, collaborations, and new friends and connections in the community. She noted awards that have been received by

the organization throughout the past year. She stated that she is very proud of the staff and the hard work and effort that they put into their programs. She expressed her appreciation to the Commission for their vision and strategic plan noting that staff is committed to delivering quality programming for the member cities.

Commissioner Trude stated that she would still like to see an opportunity for elected officials to discuss government topics. She stated that there is a lot of time provided for staff to discuss topics and noted that some of those items are already covered in the city newsletters. She explained that some issues which come before the city government are confusing and the residents would benefit from additional time for elected officials to explain some of the issues that were discussed at the meetings. She stated that perhaps during the News and Views program the staff portion could be shortened to allow for a member of the Council to provide clarification on what occurred during recent meetings.

Ms. Lenaburg provide an explanation of how the News and Views program is currently setup.

Commissioner Trude stated that the previous programs, such as QC News were cut and the programming is now more public relations related. She stated that there are certain things in the communities which generate a lot of questions and it would be nice to have that additional time on QCTV to explain those items.

Chair Heitkamp stated that the Champlin staff monitors issues in the community and if there is an issue that is gaining traction Champlin staff will address the issue on the City Facebook page or City website. He confirmed, with Commissioner Trude, that topic is separate from recapping of Council meeting activities that she mentioned.

Commissioner Johnson believed that there was discussion at a previous meeting that QCTV staff would stay after a Council meeting to tape a short segment that would not necessarily be aired but would be provided to the member city to use as they please.

Ms. George confirmed that there were additional options discussed but there was no clear direction made.

Commissioner Johnson acknowledged that there are multiple avenues a city can use to present information to constituents but noted that they will follow the path of least resistance and therefore will bring up topics when they see a Councilmember in public.

Commissioner Ulrich stated that perhaps a city could be given the opportunity to have a short segment related to hot topics in that community.

Commissioner Dickinson stated that it has come to light that video on demand is becoming more popular and perhaps short segments could be taped that could be shared by a member city on its website or Facebook page.

Commissioner Johnson stated that it would be nice to highlight alternative sports and clubs the local high schools have, such as mountain biking or shooting. He stated that numbers for the more popular sports are decreasing across the state which means that kids are looking for alternative options. He stated that if kids see some of these activities featured on television they may feel more comfortable pursuing some of those alternative sports or clubs.

Commissioner Trude agreed that it would be beneficial to be more involved in the high schools in the communities.

Commissioner Ulrich stated that if any community has an issue he would not oppose a 15-minute program to be made and aired in their community on occasion.

Commissioner Johnson stated that in times of elections there would need to be a balance between community advocacy versus someone that is running for office and wants to have airtime.

Chair Heitkamp stated that he would like to speak with his Mayor and Council to gain their input on this topic as well and suggested that the other communities do the same to gain a better understanding of how big the issue is in each community. He noted that a follow-up work session could be scheduled to discuss the topic further and determine the best medium for conveying that information.

Commissioner Anderson stated that he believes that staff is doing a good job with News and Views and provides a good perspective because they have a detached point of view. He stated that the cities should be utilizing their own websites more to educate their residents about the hot topics that arise in that community.

Ms. George noted that election season is arising and there is a fairness measure that would need to be considered in launching new programming.

Chair Heitkamp stated that this discussion could continue with an implementation date of January 1st.

The Commission commended Ms. Lenaburg and Ms. George for their great report which highlights the improvements in community programming.

ADJOURN – 4

Time of adjournment 11:02 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 April 30, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,877,651.45
- PayPay acct	438.51
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,883,339.96
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,883,339.96
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,954.65
Other Current Liabilities	31.22
Total Current Liabilities	\$ 8,985.87
Equity	1,874,354.09
TOTAL LIABILITIES AND EQUITY	\$ 1,883,339.96

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

	Apr 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	27.80	208.00	-180.20	13.37%	438.75	2,500.00	-2,061.25	17.55%
Equipment Grant		0.00	0.00		55,870.85	0.00	55,870.85	
Franchise Fees	255,868.56	72,854.00	183,014.56	351.21%	255,868.56	874,248.00	-618,379.44	29.27%
Interest Income	98.53	8.00	90.53	1231.63%	394.43	100.00	294.43	394.43%
PEG Fee	127,934.40	36,427.00	91,507.40	351.21%	127,934.40	437,125.00	-309,190.60	29.27%
Total Income	\$ 383,929.29	\$ 109,497.00	\$ 274,432.29	350.63%	\$ 440,506.99	\$ 1,313,973.00	-\$ 873,466.01	33.52%
Expenses								
Accounting / HR Services	1,296.28	1,166.00	130.28	111.17%	4,531.10	14,000.00	-9,468.90	32.37%
Ads/Promos/Sponsorships	80.00	570.00	-490.00	14.04%	2,645.00	6,850.00	-4,205.00	38.61%
Andover Capital Equipment		500.00	-500.00	0.00%	0.00	6,000.00	-6,000.00	0.00%
Announcers Fees	565.00	833.00	-268.00	67.83%	2,780.00	10,000.00	-7,220.00	27.80%
Anoka Capital Equipment	155.94	500.00	-344.06	31.19%	623.76	6,000.00	-5,376.24	10.40%
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	1,793.00	166.00	1,627.00	1080.12%	1,793.00	2,000.00	-207.00	89.65%
Building - Cleaning	535.63	525.00	10.63	102.02%	3,075.00	6,300.00	-3,225.00	48.81%
Building - Insurance		208.00	-208.00	0.00%	1,370.00	2,500.00	-1,130.00	54.80%
Building - Maintenance		583.00	-583.00	0.00%	670.64	7,000.00	-6,329.36	9.58%
Building - Supplies	70.03	166.00	-95.97	42.19%	566.28	2,000.00	-1,433.72	28.31%
Car Allowance	250.00	250.00	0.00	100.00%	1,000.00	3,000.00	-2,000.00	33.33%
Cell Phone - Allowance	515.00	555.00	-40.00	92.79%	1,920.00	6,660.00	-4,740.00	28.83%
Champlin Capital Equipment	84.90	500.00	-415.10	16.98%	339.60	6,000.00	-5,660.40	5.66%
City Sewer & Water	94.79	216.00	-121.21	43.88%	379.16	2,600.00	-2,220.84	14.58%
Commission Expense		600.00	-600.00	0.00%	600.00	7,200.00	-6,600.00	8.33%
Consulting Services		3,166.00	-3,166.00	0.00%	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	1,081.86	1,596.00	-514.14	67.79%	3,997.30	19,152.00	-15,154.70	20.87%

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

	Apr 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation	10.78	208.00	-197.22	5.18%	10.78	2,500.00	-2,489.22	0.43%
Equip/Repair/Supply/Software	1,326.42	3,817.00	-2,490.58	34.75%	10,038.07	45,812.00	-35,773.93	21.91%
Federal Unempl Expense	36.17	62.00	-25.83	58.34%	421.35	750.00	-328.65	56.18%
Health Insurance	5,449.91	5,814.00	-364.09	93.74%	21,454.34	69,768.00	-48,313.66	30.75%
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	455.92	375.00	80.92	121.58%	455.92	4,500.00	-4,044.08	10.13%
Leg Lobbying - Do NOT Use		161.00	-161.00	0.00%	0.00	1,940.00	-1,940.00	0.00%
Legal Fees		2,500.00	-2,500.00	0.00%	5,337.59	30,000.00	-24,662.41	17.79%
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	308.60	460.00	-151.40	67.09%	7,018.60	5,520.00	1,498.60	127.15%
Mileage	552.91	600.00	-47.09	92.15%	2,118.63	7,200.00	-5,081.37	29.43%
Miscellaneous Expenses		83.00	-83.00	0.00%	0.00	1,000.00	-1,000.00	0.00%
Natural Gas	202.87	316.00	-113.13	64.20%	1,264.66	3,800.00	-2,535.34	33.28%
Office Supplies / Equipment	682.78	416.00	266.78	164.13%	2,806.60	5,000.00	-2,193.40	56.13%
Parking Lot Maintenance		266.00	-266.00	0.00%	0.00	3,200.00	-3,200.00	0.00%
Payroll Expenses (ADP/HSA)	510.15	491.00	19.15	103.90%	1,789.25	5,900.00	-4,110.75	30.33%
PERA	4,131.19	3,248.00	883.19	127.19%	12,274.00	38,982.00	-26,708.00	31.49%
Postage	25.92	108.00	-82.08	24.00%	141.84	1,300.00	-1,158.16	10.91%
Printing / Copy Services		83.00	-83.00	0.00%	0.00	1,000.00	-1,000.00	0.00%
Professional Development	532.56	1,416.00	-883.44	37.61%	1,941.18	17,000.00	-15,058.82	11.42%
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%	516.32	6,000.00	-5,483.68	8.61%
Sales Tax	216.26	41.00	175.26	527.46%	216.26	500.00	-283.74	43.25%
Secretary Services	136.00	249.00	-113.00	54.62%	577.50	2,992.00	-2,414.50	19.30%
Snow Plowing Service		375.00	-375.00	0.00%	1,016.25	4,500.00	-3,483.75	22.58%
SS/Medicare Expense	4,390.17	3,728.00	662.17	117.76%	11,908.92	44,747.00	-32,838.08	26.61%
State Unemploy Exp		208.00	-208.00	0.00%	0.00	2,500.00	-2,500.00	0.00%
STD / LTD / Life Insurance	606.83	626.00	-19.17	96.94%	1,798.16	7,520.00	-5,721.84	23.91%

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

	Apr 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	634.90	1,334.00	-699.10	47.59%	8,993.68	16,017.00	-7,023.32	56.15%
Temp Staff Services		208.00	-208.00	0.00%	0.00	2,500.00	-2,500.00	0.00%
Vehicle - Equipment / Repair	158.36	833.00	-674.64	19.01%	688.79	10,000.00	-9,311.21	6.89%
Vehicle - Insurance		291.00	-291.00	0.00%	1,759.00	3,500.00	-1,741.00	50.26%
Vehicle - Maintenance / Gas	172.86	666.00	-493.14	25.95%	857.83	8,000.00	-7,142.17	10.72%
Wages - Full-time	52,891.21	38,748.00	14,143.21	136.50%	140,448.83	464,977.00	-324,528.17	30.21%
Wages - Part-time	4,805.62	9,993.00	-5,187.38	48.09%	15,997.45	119,922.00	-103,924.55	13.34%
Waste Removal	85.97	100.00	-14.03	85.97%	343.88	1,200.00	-856.12	28.66%
Web / VOD / Int / CaTV / Phone	1,264.78	1,652.00	-387.22	76.56%	3,593.80	19,830.00	-16,236.20	18.12%
Work Comp Insurance		191.00	-191.00	0.00%	0.00	2,300.00	-2,300.00	0.00%
Total Expenses	\$ 86,240.65	\$ 96,904.00	-\$ 10,663.35	89.00%	\$ 295,047.32	\$ 1,163,129.00	-\$ 868,081.68	25.37%
Revenues greater (less) than Expenditures	\$ 297,688.64	\$ 12,593.00	\$ 285,095.64	2363.92%	\$ 145,459.67	\$ 150,844.00	-\$ 5,384.33	96.43%

ZCIP - Cargo Van
 ZCIP - Network Servers
 ZCIP - Truck

22,665.61
 2,842.80
 9,156.39
34,664.80

QCTV Bank Reconciliation

April 2016

Beginning Balance - 4M Statement	1,581,408.50
Less: Cleared Checks/Withdrawals	(74,525.55)
Plus: 4M Fund Interest	98.53
Plus: Bank Deposits/Credits	383,896.91
Bank Balance	\$1,890,878.39
Book Balance	1,890,878.39
Adjusted Book Balance	1,890,878.39
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission**Reconciliation Report****Quad Cities Commission, Period Ending 04/30/2016**

Reconciled on: 05/19/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,581,408.50
Checks and Payments cleared	-74,525.55
Deposits and Other Credits cleared	+383,995.44
Statement Ending Balance	1,890,878.39
Uncleared transactions as of 04/30/2016	-13,226.94
Register Balance as of 04/30/2016	1,877,651.45
Uncleared transactions after 04/30/2016	-22,841.66
Register Balance as of 05/19/2016	1,854,809.79

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
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	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
03/25/2016	Bill Payment	11245	Verizon Wireless	-190.08
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	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	W/D	Minnesota State Retirement System	-570.00
04/15/2016	Bill Payment	W/D	PERA	-2,547.11
04/15/2016	Journal	04B - 2016MK		-5,216.00
04/15/2016	Journal	04B - 2016MK		-172.55
04/15/2016	Journal	04B - 2016MK		-14,114.54
04/22/2016	Bill Payment	11266	Alpha Video & Audio Inc.	-122.00
04/22/2016	Bill Payment	11267	Barna, Guzy & Steffen, LTD	-10.80
04/22/2016	Bill Payment	11268	City of Andover	-1,154.25
04/22/2016	Bill Payment	11269	Comcast 2	-452.73

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/22/2016	Bill Payment	11270	Fire Suppression Services LLC	-150.00
04/22/2016	Bill Payment	11271	HealthEquity Inc.	-3.95
04/29/2016	Bill Payment	W/D	PERA	-2,565.17
04/29/2016	Journal	04C - 2016MK		-5,413.34
04/29/2016	Journal	04C - 2016MK		-14,539.35
Total				-74,525.55

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/30/2016	Deposit		Dave Peterson	15.00
03/30/2016	Deposit		Jeff Nelson	30.00
03/30/2016	Deposit		Luke Weatherspoon	30.00
04/13/2016	Deposit		Robert Albers	18.95
04/26/2016	Deposit		Comcast	40,287.33
04/26/2016	Deposit		Comcast	22,898.30
04/26/2016	Deposit		Comcast	34,140.61
04/26/2016	Deposit		Comcast	30,608.16
04/26/2016	Deposit		Comcast	80,574.63
04/26/2016	Deposit		Comcast	45,796.63
04/26/2016	Deposit		Comcast	68,281.02
04/26/2016	Deposit		Comcast	61,216.28
04/30/2016	Journal	04D - 2016MK		98.53
Total				383,995.44

Additional Information

Uncleared Checks and Payments as of 04/30/2016

<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
03/25/2016	Bill Payment	11229	Carl E. Anderson	-40.00
03/25/2016	Bill Payment	11239	MAGC	-1,105.00
04/15/2016	Bill Payment	11261	Alliance for Community Media	-50.00
04/15/2016	Bill Payment	11265	Pete C. Andersen	-75.00
04/29/2016	Bill Payment	11272	Amazon	-1,648.35
04/29/2016	Bill Payment	11273	Anoka Area Chamber of Commerce	-30.00
04/29/2016	Bill Payment	11274	B&H Photo-Video	-285.00
04/29/2016	Bill Payment	11275	Comcast Cable	-20.31
04/29/2016	Bill Payment	11276	Greenery Enterprises, Inc	-455.92
04/29/2016	Bill Payment	11277	Huebsch	-33.07
04/29/2016	Bill Payment	11278	Kennedy & Graven, Chartered	-2,222.50
04/29/2016	Bill Payment	11279	Preferred One Insurance Co.	-5,671.90
04/29/2016	Bill Payment	11280	The Lincoln National Life Ins. Co.	-606.83
04/29/2016	Bill Payment	11281	Verizon Wireless	-70.51
04/29/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
04/29/2016	Journal	04C - 2016MK		-177.55
Total				-13,226.94

Uncleared Deposits and Other Credits as of 04/30/2016

<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
Total				0.00

Uncleared Checks and Payments after 04/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/02/2016	Bill Payment	W/D	MN Department of Revenue	-216.26
05/06/2016	Bill Payment	11282	David S. Washburn	-75.00
05/06/2016	Bill Payment	11283	Gerald S. Thomson	-225.00
05/06/2016	Bill Payment	11284	HealthEquity Inc.	-3.95
05/06/2016	Bill Payment	11285	Joe G. Ruhland	-190.00
05/06/2016	Bill Payment	11286	LiveU Inc.	-536.40
05/06/2016	Bill Payment	11287	Timesavers	-136.00
05/06/2016	Bill Payment	11288	Vividly Clean Inc.	-1,606.89
05/13/2016	Bill Payment	11289	ACE Solid Waste, Inc.	-85.97
05/13/2016	Bill Payment	11290	Comcast Cable	-369.92
05/13/2016	Bill Payment	11291	HealthEquity Inc.	-3.95
05/13/2016	Bill Payment	11292	Holiday Station	-172.86
05/13/2016	Bill Payment	11293	Lynda.com, Inc.	-1,750.00
05/13/2016	Bill Payment	11294	Nelson Auto Center, Inc.	-11,332.81
05/13/2016	Bill Payment	11295	Pierce Refrigeration	-280.00
05/13/2016	Bill Payment	11296	U.S. Bank Corporate	-1,638.90
05/13/2016	Bill Payment	11297	Xcel Energy	-1,081.86
05/18/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
05/18/2016	Bill Payment	W/D	PERA	-2,614.84
Total				-22,890.61

Uncleared Deposits and Other Credits after 04/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/06/2016	Deposit		Kristie Zimmer	18.95
05/06/2016	Deposit		Eileen Griffin	15.00
05/06/2016	Deposit		Donna Wilber	15.00
Total				48.95

Quad Cities Communications Commission
Balance Sheet Summary
As of May 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,783,576.59
- PayPay acct	492.81
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,789,319.40
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,789,319.40
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	20,264.81
Other Current Liabilities	31.21
Total Current Liabilities	\$ 20,296.02
Equity	1,769,023.38
TOTAL LIABILITIES AND EQUITY	\$ 1,789,319.40

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

	May 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 163.25	\$ 208.00	\$ (44.75)	78.49%	\$ 602.00	\$ 2,500.00	\$ (1,898.00)	24.08%
Equipment Grant		-	-		55,870.85	-	55,870.85	
Franchise Fees		72,854.00	(72,854.00)	0.00%	255,868.56	874,248.00	(618,379.44)	29.27%
Interest Income	132.66	8.00	124.66	1658.25%	527.09	100.00	427.09	527.09%
PEG Fee		36,427.00	(36,427.00)	0.00%	127,934.40	437,125.00	(309,190.60)	29.27%
Total Income	295.91	109,497.00	(109,201.09)	0.27%	440,802.90	1,313,973.00	(873,170.10)	33.55%
Expenses								
Accounting / HR Services	39.95	1,166.00	(1,126.05)	3.43%	4,571.05	14,000.00	(9,428.95)	32.65%
Ads/Promos/Sponsorships	280.00	570.00	(290.00)	49.12%	2,925.00	6,850.00	(3,925.00)	42.70%
Andover Capital Equipment		500.00	(500.00)	0.00%	-	6,000.00	(6,000.00)	0.00%
Announcers Fees	300.00	833.00	(533.00)	36.01%	3,080.00	10,000.00	(6,920.00)	30.80%
Anoka Capital Equipment	155.94	500.00	(344.06)	31.19%	779.70	6,000.00	(5,220.30)	13.00%
Audit	13,075.00	1,125.00	11,950.00	1162.22%	13,075.00	13,500.00	(425.00)	96.85%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	-	500.00	(500.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	1,793.00	2,000.00	(207.00)	89.65%
Building - Cleaning	803.63	525.00	278.63	153.07%	3,878.63	6,300.00	(2,421.37)	61.57%
Building - Insurance		208.00	(208.00)	0.00%	1,370.00	2,500.00	(1,130.00)	54.80%
Building - Maintenance	957.74	583.00	374.74	164.28%	1,628.38	7,000.00	(5,371.62)	23.26%
Building - Supplies	96.17	166.00	(69.83)	57.93%	662.45	2,000.00	(1,337.55)	33.12%
Car Allowance	250.00	250.00	-	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	515.00	555.00	(40.00)	92.79%	2,435.00	6,660.00	(4,225.00)	36.56%
Champlin Capital Equipment	84.90	500.00	(415.10)	16.98%	424.50	6,000.00	(5,575.50)	7.08%
City Sewer & Water	94.79	216.00	(121.21)	43.88%	473.95	2,600.00	(2,126.05)	18.23%
Commission Expense		600.00	(600.00)	0.00%	600.00	7,200.00	(6,600.00)	8.33%
Consulting Services		3,166.00	(3,166.00)	0.00%	9,250.00	38,000.00	(28,750.00)	24.34%
Contingency Fund		2,057.00	(2,057.00)	0.00%	-	24,690.00	(24,690.00)	0.00%
Duplication Expenses	83.70	83.00	0.70	100.84%	83.70	1,000.00	(916.30)	8.37%
Electric Service	1,144.05	1,596.00	(451.95)	71.68%	5,141.35	19,152.00	(14,010.65)	26.84%

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

	May 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation		208.00	(208.00)	0.00%	10.78	2,500.00	(2,489.22)	0.43%
Equip/Repair/Supply/Software	2,036.66	3,817.00	(1,780.34)	53.36%	12,074.73	45,812.00	(33,737.27)	26.36%
Federal Unempl Expense	28.41	62.00	(33.59)	45.82%	449.76	750.00	(300.24)	59.97%
Health Insurance	5,453.86	5,814.00	(360.14)	93.81%	26,908.20	69,768.00	(42,859.80)	38.57%
Insurance - Deductibles		41.00	(41.00)	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	718.74	375.00	343.74	191.66%	1,174.66	4,500.00	(3,325.34)	26.10%
Leg Lobbying - Do NOT Use		161.00	(161.00)	0.00%	-	1,940.00	(1,940.00)	0.00%
Legal Fees	255.00	2,500.00	(2,245.00)	10.20%	5,592.59	30,000.00	(24,407.41)	18.64%
Licenses and Permits		83.00	(83.00)	0.00%	-	1,000.00	(1,000.00)	0.00%
Meals		83.00	(83.00)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		460.00	(460.00)	0.00%	7,018.60	5,520.00	1,498.60	127.15%
Mileage	479.18	600.00	(120.82)	79.86%	2,597.81	7,200.00	(4,602.19)	36.08%
Miscellaneous Expenses		83.00	(83.00)	0.00%	-	1,000.00	(1,000.00)	0.00%
Natural Gas	152.44	316.00	(163.56)	48.24%	1,417.10	3,800.00	(2,382.90)	37.29%
Office Supplies / Equipment	435.98	416.00	19.98	104.80%	3,242.58	5,000.00	(1,757.42)	64.85%
Parking Lot Maintenance		266.00	(266.00)	0.00%	-	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	485.15	491.00	(5.85)	98.81%	2,274.40	5,900.00	(3,625.60)	38.55%
PERA	2,685.82	3,248.00	(562.18)	82.69%	14,959.82	38,982.00	(24,022.18)	38.38%
Postage	31.04	108.00	(76.96)	28.74%	172.88	1,300.00	(1,127.12)	13.30%
Printing / Copy Services		83.00	(83.00)	0.00%	-	1,000.00	(1,000.00)	0.00%
Professional Development	1,484.00	1,416.00	68.00	104.80%	3,425.18	17,000.00	(13,574.82)	20.15%
Publications		41.00	(41.00)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	129.08	500.00	(370.92)	25.82%	645.40	6,000.00	(5,354.60)	10.76%
Sales Tax		41.00	(41.00)	0.00%	216.26	500.00	(283.74)	43.25%
Secretary Services	209.85	249.00	(39.15)	84.28%	787.35	2,992.00	(2,204.65)	26.32%
Snow Plowing Service		375.00	(375.00)	0.00%	1,016.25	4,500.00	(3,483.75)	22.58%
SS/Medicare Expense	3,001.55	3,728.00	(726.45)	80.51%	14,910.47	44,747.00	(29,836.53)	33.32%
State Unemploy Exp		208.00	(208.00)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	517.43	626.00	(108.57)	82.66%	2,315.59	7,520.00	(5,204.41)	30.79%

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

	May 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Studio Sets		583.00	(583.00)	0.00%	-	7,000.00	(7,000.00)	0.00%
Subscription Services	3,302.52	1,334.00	1,968.52	247.57%	12,296.20	16,017.00	(3,720.80)	76.77%
Temp Staff Services		208.00	(208.00)	0.00%	-	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	207.72	833.00	(625.28)	24.94%	1,593.83	10,000.00	(8,406.17)	15.94%
Vehicle - Insurance		291.00	(291.00)	0.00%	1,759.00	3,500.00	(1,741.00)	50.26%
Vehicle - Maintenance / Gas	2,009.97	666.00	1,343.97	301.80%	2,867.80	8,000.00	(5,132.20)	35.85%
Wages - Full-time	34,771.87	38,748.00	(3,976.13)	89.74%	175,220.70	464,977.00	(289,756.30)	37.68%
Wages - Part-time	4,654.91	9,993.00	(5,338.09)	46.58%	20,652.36	119,922.00	(99,269.64)	17.22%
Waste Removal	85.97	100.00	(14.03)	85.97%	429.85	1,200.00	(770.15)	35.82%
Web / VOD / Int / CaTV / Phone	1,245.67	1,652.00	(406.33)	75.40%	4,839.47	19,830.00	(14,990.53)	24.40%
Work Comp Insurance		191.00	(191.00)	0.00%	-	2,300.00	(2,300.00)	0.00%
Total Expenses	\$ 82,263.69	\$ 96,904.00	\$ (14,640.31)	84.89%	\$ 378,008.33	\$ 1,163,129.00	\$ (785,120.67)	32.50%
Revenues greater (less) than Expenditures	\$ (81,967.78)	\$ 12,593.00	\$ (94,560.78)	-650.90%	\$ 62,794.57	\$ 150,844.00	\$ (88,049.43)	41.63%
ZCIP - Cargo Van	22,665.61				22,665.61			
ZCIP - Network Servers					2,842.80			
ZCIP - Truck					9,156.39			
	<u>22,665.61</u>				<u>34,664.80</u>			

QCTV Bank Reconciliation

May 2016

Beginning Balance - 4M Statement	1,890,878.39
Less: Cleared Checks/Withdrawals	(97,230.50)
Plus: 4M Fund Interest	132.66
Plus: Bank Deposits/Credits	108.95
Bank Balance	\$1,793,889.50
Book Balance	1,793,889.50
Adjusted Book Balance	1,793,889.50
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 05/31/2016

Reconciled on: 06/15/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,890,878.39
Checks and Payments cleared	-97,230.50
Deposits and Other Credits cleared	+241.61
Statement Ending Balance	1,793,889.50
Uncleared transactions as of 05/31/2016	-10,312.91
Register Balance as of 05/31/2016	1,783,576.59
Uncleared transactions after 05/31/2016	-27,335.87
Register Balance as of 06/15/2016	1,756,240.72

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/25/2016	Bill Payment	11229	Carl E. Anderson	-40.00
04/15/2016	Bill Payment	11261	Alliance for Community Media	-50.00
04/15/2016	Bill Payment	11265	Pete C. Andersen	-75.00
04/29/2016	Bill Payment	11272	Amazon	-1,648.35
04/29/2016	Bill Payment	11273	Anoka Area Chamber of Commerce	-30.00
04/29/2016	Bill Payment	11274	B&H Photo-Video	-285.00
04/29/2016	Bill Payment	11275	Comcast Cable	-20.31
04/29/2016	Bill Payment	11276	Greenery Enterprises, Inc	-455.92
04/29/2016	Bill Payment	11277	Huebsch	-33.07
04/29/2016	Bill Payment	11278	Kennedy & Graven, Chartered	-2,222.50
04/29/2016	Bill Payment	11279	Preferred One Insurance Co.	-5,671.90
04/29/2016	Bill Payment	11280	The Lincoln National Life Ins. Co.	-606.83
04/29/2016	Bill Payment	11281	Verizon Wireless	-70.51
04/29/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
04/29/2016	Journal	04C - 2016MK		-177.55
05/02/2016	Bill Payment	W/D	MN Department of Revenue	-216.26
05/06/2016	Bill Payment	11282	David S. Washburn	-75.00
05/06/2016	Bill Payment	11283	Gerald S. Thomson	-225.00
05/06/2016	Bill Payment	11284	HealthEquity Inc.	-3.95
05/06/2016	Bill Payment	11285	Joe G. Ruhland	-190.00
05/06/2016	Bill Payment	11286	LiveU Inc.	-536.40
05/06/2016	Bill Payment	11287	Timesavers	-136.00
05/06/2016	Bill Payment	11288	Vividly Clean Inc.	-1,606.89
05/13/2016	Bill Payment	11289	ACE Solid Waste, Inc.	-85.97
05/13/2016	Bill Payment	11290	Comcast Cable	-369.92
05/13/2016	Bill Payment	11291	HealthEquity Inc.	-3.95
05/13/2016	Bill Payment	11292	Holiday Station	-172.86
05/13/2016	Bill Payment	11293	Lynda.com, Inc.	-1,750.00
05/13/2016	Bill Payment	11294	Nelson Auto Center, Inc.	-11,332.81
05/13/2016	Bill Payment	11295	Pierce Refrigeration	-280.00
05/13/2016	Bill Payment	11296	U.S. Bank Corporate	-1,638.90
05/13/2016	Bill Payment	11297	Xcel Energy	-1,081.86
05/13/2016	Journal	05A - 2016MK		-15,384.27
05/13/2016	Journal	05A - 2016MK		-5,460.79
05/13/2016	Journal	05A - 2016MK		-182.55
05/13/2016	Journal	05B - 2016MK		-120.05

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/13/2016	Journal	05B - 2016MK		-675.83
05/13/2016	Journal	05B - 2016MK		-131.67
05/18/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
05/18/2016	Bill Payment	W/D	PERA	-2,614.84
05/19/2016	Bill Payment	11298	Minnesota Dept of Public Safety	-1,947.02
05/20/2016	Bill Payment	11299	Amazon	-1,858.52
05/20/2016	Bill Payment	11300	American Legion Baseball	-280.00
05/20/2016	Bill Payment	11301	CenterPoint Energy	-152.44
05/20/2016	Bill Payment	11302	City of Andover	-1,282.25
05/20/2016	Bill Payment	11303	City of Champlin	-94.79
05/20/2016	Bill Payment	11304	Comcast 2	-452.73
05/20/2016	Bill Payment	11305	Comcast Cable	-165.94
05/20/2016	Bill Payment	11306	Huebsch	-33.07
05/20/2016	Bill Payment	11308	Kahuna Window Cleaning	-268.00
05/20/2016	Bill Payment	11311	Nelson Auto Center, Inc.	-11,332.80
05/20/2016	Bill Payment	11312	The Lincoln National Life Ins. Co.	-517.43
05/20/2016	Bill Payment	11313	Trans Alarm	-425.10
05/20/2016	Bill Payment	11314	Verizon Wireless	-70.29
05/27/2016	Bill Payment	W/D	PERA	-2,398.70
05/27/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
05/27/2016	Journal	05C - 2016MK		-5,130.94
05/27/2016	Journal	05C - 2016MK		-13,447.77
Total				-97,230.50

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/06/2016	Deposit		Kristie Zimmer	18.95
05/06/2016	Deposit		Eileen Griffin	15.00
05/06/2016	Deposit		Donna Wilber	15.00
05/20/2016	Deposit		Anastasios Bakritges	45.00
05/20/2016	Deposit		Diana Olson	15.00
05/31/2016	Journal	05D - 2016MK		132.66
Total				241.61

Additional Information

Uncleared Checks and Payments as of 05/31/2016

<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
03/25/2016	Bill Payment	11239	MAGC	-1,105.00
05/20/2016	Bill Payment	11307	Ideal Advertising	-1,793.00
05/20/2016	Bill Payment	11309	MACTA	-1,020.00
05/20/2016	Bill Payment	11310	Monarch Pest Control	-112.64
05/27/2016	Bill Payment	11316	Preferred One Insurance Co.	-5,671.90
05/27/2016	Bill Payment	11315	Greenery Enterprises, Inc	-262.82
05/27/2016	Journal	05C - 2016MK		-182.55
Total				-10,312.91

Uncleared Deposits and Other Credits as of 05/31/2016

<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
Total				0.00

Uncleared Checks and Payments after 05/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/03/2016	Bill Payment	11317	ACE Solid Waste, Inc.	-85.97
06/03/2016	Bill Payment	11318	Alliance for Community Media	-80.00
06/03/2016	Bill Payment	11319	Comcast Cable	-390.23
06/03/2016	Bill Payment	11320	David S. Washburn	-150.00
06/03/2016	Bill Payment	11321	Gerald S. Thomson	-150.00
06/03/2016	Bill Payment	11322	Greenery Enterprises, Inc	-455.92
06/03/2016	Bill Payment	11323	Holiday Station	-62.95
06/03/2016	Bill Payment	11324	LiveU Inc.	-697.32
06/10/2016	Bill Payment	11340	Xcel Energy	-1,144.05
06/10/2016	Bill Payment	11339	Vividly Clean Inc.	-535.63
06/10/2016	Bill Payment	11338	Verus Corporation	-633.75
06/10/2016	Bill Payment	11337	U.S. Bank Corporate	-2,118.40
06/10/2016	Bill Payment	11336	Timesavers	-209.85
06/10/2016	Bill Payment	11335	Redpath and Company	-13,075.00
06/10/2016	Bill Payment	11334	Prime Advertising & Design, Inc.	-1,961.37
06/10/2016	Bill Payment	11333	Pierce	-140.00
06/10/2016	Bill Payment	11332	LiveU Inc.	-536.40
06/10/2016	Bill Payment	11331	Kennedy & Graven, Chartered	-255.00
06/10/2016	Bill Payment	11330	Kahuna Window Cleaning	-120.00
06/10/2016	Bill Payment	11329	Huebsch	-33.07
06/10/2016	Bill Payment	11328	Gerald S. Thomson	-40.00
06/10/2016	Bill Payment	11327	Comcast Cable	-165.94
06/10/2016	Bill Payment	11326	City of Andover	-1,152.96
06/10/2016	Bill Payment	11325	CenterPoint Energy	-81.52
06/10/2016	Bill Payment	W/D	PERA	-2,490.54
06/10/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
Total				-27,335.87

Quad Cities Communications Commission Balance Sheet Summary

As of June 30, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,698,315.25
- PayPay acct	688.08
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,704,253.33
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	\$ 1,704,253.33
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	9,632.92
Other Current Liabilities	31.20
Total Current Liabilities	\$ 9,664.12
Equity	<u>1,694,589.21</u>
TOTAL LIABILITIES AND EQUITY	\$ 1,704,253.33

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

	Jun 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	293.17	208.00	85.17	140.95%	895.17	2,500.00	(1,604.83)	35.81%
Equipment Grant		0.00	0.00		55,870.85	0.00	55,870.85	
Franchise Fees		72,854.00	(72,854.00)	0.00%	255,868.56	874,248.00	(618,379.44)	29.27%
Interest Income	148.89	8.00	140.89	1861.13%	675.98	100.00	575.98	675.98%
Miscellaneous Income	19,940.94		19,940.94		19,940.94	0.00	19,940.94	
PEG Fee		36,427.00	(36,427.00)	0.00%	127,934.40	437,125.00	(309,190.60)	29.27%
Total Income	20,383.00	109,497.00	(89,114.00)	18.62%	461,185.90	1,313,973.00	(852,787.10)	35.10%
Expenses								
Accounting / HR Services	1,066.21	1,166.00	(99.79)	91.44%	5,637.26	14,000.00	(8,362.74)	40.27%
Ads/Promos/Sponsorships	2,211.37	570.00	1,641.37	387.96%	5,136.37	6,850.00	(1,713.63)	74.98%
Andover Capital Equipment	78.98	500.00	(421.02)	15.80%	78.98	6,000.00	(5,921.02)	1.32%
Announcers Fees	625.00	833.00	(208.00)	75.03%	3,705.00	10,000.00	(6,295.00)	37.05%
Anoka Capital Equipment	170.93	500.00	(329.07)	34.19%	950.63	6,000.00	(5,049.37)	15.84%
Audit		1,125.00	(1,125.00)	0.00%	13,075.00	13,500.00	(425.00)	96.85%
AV Equip / Repair / Supply / Software	636.74		636.74		636.74	0.00	636.74	
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%	1,793.00	2,000.00	(207.00)	89.65%
Building - Cleaning	655.63	525.00	130.63	124.88%	4,534.26	6,300.00	(1,765.74)	71.97%
Building - Insurance		208.00	(208.00)	0.00%	1,370.00	2,500.00	(1,130.00)	54.80%
Building - Maintenance		583.00	(583.00)	0.00%	1,628.38	7,000.00	(5,371.62)	23.26%
Building - Supplies	301.84	166.00	135.84	181.83%	964.29	2,000.00	(1,035.71)	48.21%
Car Allowance	250.00	250.00	0.00	100.00%	1,500.00	3,000.00	(1,500.00)	50.00%
Cell Phone - Allowance	475.00	555.00	(80.00)	85.59%	2,910.00	6,660.00	(3,750.00)	43.69%
Champlin Capital Equipment	84.90	500.00	(415.10)	16.98%	509.40	6,000.00	(5,490.60)	8.49%
City Sewer & Water	171.15	216.00	(44.85)	79.24%	645.10	2,600.00	(1,954.90)	24.81%
Commission Expense		600.00	(600.00)	0.00%	600.00	7,200.00	(6,600.00)	8.33%
Computer Equip / Repair / Supply / Software	1,548.70		1,548.70		1,548.70	0.00	1,548.70	
Consulting Services		3,166.00	(3,166.00)	0.00%	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%

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

	Jun 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses	53.24	83.00	(29.76)	64.14%	136.94	1,000.00	(863.06)	13.69%
Electric Service	1,494.40	1,596.00	(101.60)	93.63%	6,635.75	19,152.00	(12,516.25)	34.65%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	10.78	2,500.00	(2,489.22)	0.43%
Equip/Repair/Supply/Software	4,750.69	3,817.00	933.69	124.46%	16,825.42	45,812.00	(28,986.58)	36.73%
Federal Unempl Expense	32.77	62.00	(29.23)	52.85%	482.53	750.00	(267.47)	64.34%
Health Insurance	4,752.38	5,814.00	(1,061.62)	81.74%	31,660.58	69,768.00	(38,107.42)	45.38%
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	746.10	375.00	371.10	198.96%	1,920.76	4,500.00	(2,579.24)	42.68%
Leg Lobbying - Do NOT Use		161.00	(161.00)	0.00%	0.00	1,940.00	(1,940.00)	0.00%
Legal Fees	1,122.00	2,500.00	(1,378.00)	44.88%	6,922.59	30,000.00	(23,077.41)	23.08%
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%	7,018.60	5,520.00	1,498.60	127.15%
Mileage	393.72	600.00	(206.28)	65.62%	2,991.53	7,200.00	(4,208.47)	41.55%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	81.52	316.00	(234.48)	25.80%	1,498.62	3,800.00	(2,301.38)	39.44%
Office Supplies / Equipment	138.26	416.00	(277.74)	33.24%	3,380.84	5,000.00	(1,619.16)	67.62%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	362.60	491.00	(128.40)	73.85%	2,637.00	5,900.00	(3,263.00)	44.69%
PERA	2,640.70	3,248.00	(607.30)	81.30%	17,600.52	38,982.00	(21,381.48)	45.15%
Postage	241.54	108.00	133.54	223.65%	414.42	1,300.00	(885.58)	31.88%
Printing / Copy Services		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	1,325.40	1,416.00	(90.60)	93.60%	4,750.58	17,000.00	(12,249.42)	27.94%
Publications		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	129.18	500.00	(370.82)	25.84%	774.58	6,000.00	(5,225.42)	12.91%
Sales Tax		41.00	(41.00)	0.00%	216.26	500.00	(283.74)	43.25%
Secretary Services		249.00	(249.00)	0.00%	787.35	2,992.00	(2,204.65)	26.32%
Snow Plowing Service		375.00	(375.00)	0.00%	1,016.25	4,500.00	(3,483.75)	22.58%
SS/Medicare Expense	2,906.27	3,728.00	(821.73)	77.96%	17,816.74	44,747.00	(26,930.26)	39.82%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%

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

	Jun 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	440.63	626.00	(185.37)	70.39%	2,756.22	7,520.00	(4,763.78)	36.65%
Studio Sets		583.00	(583.00)	0.00%	0.00	7,000.00	(7,000.00)	0.00%
Subscription Services	85.95	1,334.00	(1,248.05)	6.44%	12,382.15	16,017.00	(3,634.85)	77.31%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	20,375.35	833.00	19,542.35	2446.02%	21,969.18	10,000.00	11,969.18	219.69%
Vehicle - Insurance		291.00	(291.00)	0.00%	1,759.00	3,500.00	(1,741.00)	50.26%
Vehicle - Maintenance / Gas	203.41	666.00	(462.59)	30.54%	3,071.21	8,000.00	(4,928.79)	38.39%
Wages - Full-time	32,840.00	38,748.00	(5,908.00)	84.75%	208,060.70	464,977.00	(256,916.30)	44.75%
Wages - Part-time	5,417.99	9,993.00	(4,575.01)	54.22%	26,070.35	119,922.00	(93,851.65)	21.74%
Waste Removal	85.97	100.00	(14.03)	85.97%	515.82	1,200.00	(684.18)	42.99%
Web / VOD / Int / CaTV / Phone	1,296.55	1,652.00	(355.45)	78.48%	6,136.02	19,830.00	(13,693.98)	30.94%
Work Comp Insurance		191.00	(191.00)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
Total Expenses	90,193.07	96,904.00	(6,710.93)	93.07%	468,409.40	1,163,129.00	(694,719.60)	40.27%
Revenues greater (less) than Expenditures	(69,810.07)	12,593.00	(82,403.07)	-554.36%	(7,223.50)	150,844.00	(158,067.50)	-4.79%
ZCIP - Cargo Van					28,896.14			
ZCIP - Network Servers	4,416.10				7,258.90			
ZCIP - Truck					9,156.39			
	<u>4,416.10</u>				<u>45,311.43</u>			

QCTV Bank Reconciliation

June 2016

Beginning Balance - 4M Statement	1,793,889.50
Less: Cleared Checks/Withdrawals	(113,601.93)
Plus: 4M Fund Interest	148.89
Plus: Bank Deposits/Credits	20,038.84
Bank Balance	\$1,700,475.30
Book Balance	1,700,475.30
Adjusted Book Balance	1,700,475.30
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 06/30/2016

Reconciled on: 07/19/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,793,889.50
Checks and Payments cleared	-113,601.93
Deposits and Other Credits cleared	+20,187.73
Statement Ending Balance	1,700,475.30
Uncleared transactions as of 06/30/2016	-2,160.05
Register Balance as of 06/30/2016	1,698,315.25
Uncleared transactions after 06/30/2016	-20,395.34
Register Balance as of 07/19/2016	1,677,919.91

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/20/2016	Bill Payment	11307	Ideal Advertising	-1,793.00
05/20/2016	Bill Payment	11309	MACTA	-1,020.00
05/20/2016	Bill Payment	11310	Monarch Pest Control	-112.64
05/27/2016	Bill Payment	11316	Preferred One Insurance Co.	-5,671.90
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05/27/2016	Journal	05C - 2016MK		-182.55
06/03/2016	Bill Payment	11317	ACE Solid Waste, Inc.	-85.97
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06/03/2016	Bill Payment	11323	Holiday Station	-62.95
06/03/2016	Bill Payment	11324	LiveU Inc.	-697.32
06/10/2016	Bill Payment	11340	Xcel Energy	-1,144.05
06/10/2016	Bill Payment	11339	Vividly Clean Inc.	-535.63
06/10/2016	Bill Payment	11338	Verus Corporation	-633.75
06/10/2016	Bill Payment	11337	U.S. Bank Corporate	-2,118.40
06/10/2016	Bill Payment	11336	Timesavers	-209.85
06/10/2016	Bill Payment	11335	Redpath and Company	-13,075.00
06/10/2016	Bill Payment	11334	Prime Advertising & Design, Inc.	-1,961.37
06/10/2016	Bill Payment	11333	Pierce	-140.00
06/10/2016	Bill Payment	11332	LiveU Inc.	-536.40
06/10/2016	Bill Payment	11331	Kennedy & Graven, Chartered	-255.00
06/10/2016	Bill Payment	11330	Kahuna Window Cleaning	-120.00
06/10/2016	Bill Payment	11329	Huebsch	-33.07
06/10/2016	Bill Payment	11328	Gerald S. Thomson	-40.00
06/10/2016	Bill Payment	11327	Comcast Cable	-165.94
06/10/2016	Bill Payment	11326	City of Andover	-1,152.96
06/10/2016	Bill Payment	11325	CenterPoint Energy	-81.52
06/10/2016	Bill Payment	W/D	PERA	-2,490.54
06/10/2016	Journal	06A - 2016MK		-182.55
06/10/2016	Journal	06A - 2016MK		-5,322.53
06/10/2016	Journal	06A - 2016MK		-14,260.80
06/17/2016	Bill Payment	11347	Joe G. Ruhland	-405.00
06/17/2016	Bill Payment	11346	CTN Studios	-1,350.00
06/17/2016	Bill Payment	11345	Comcast 2	-474.73
06/17/2016	Bill Payment	11344	City of Champlin	-171.15

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/17/2016	Bill Payment	11342	Anoka Area Chamber of Commerce	-15.00
06/17/2016	Bill Payment	11341	Amazon	-1,742.08
06/17/2016	Bill Payment	11343	Barna, Guzy & Steffen, LTD	-208.00
06/24/2016	Bill Payment	11356	Verizon Wireless	-70.08
06/24/2016	Bill Payment	11355	The Lincoln National Life Ins. Co.	-440.63
06/24/2016	Bill Payment	11354	Preferred One Insurance Co.	-4,978.32
06/24/2016	Bill Payment	11353	Greenery Enterprises, Inc	-455.92
06/24/2016	Bill Payment	11352	Gerald S. Thomson	-120.00
06/24/2016	Bill Payment	11351	G & B Environmental, Inc	-116.49
06/24/2016	Bill Payment	11349	CDW Direct	-6,972.79
06/24/2016	Bill Payment	11348	Alpha Video & Audio Inc.	-18,535.00
06/24/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
06/24/2016	Bill Payment	W/D	PERA	-2,438.78
06/24/2016	Journal	06B - 2016MK		-13,778.60
06/24/2016	Journal	06B - 2016MK		-5,264.70
Total				-113,601.93

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/21/2016	Deposit		K-9 Kutters of Andover Inc.	18.95
06/21/2016	Deposit		My Exteriors, Inc.	18.95
06/21/2016	Deposit		Jeff Nelson	45.00
06/21/2016	Deposit		Theresa Chimborazo	15.00
06/24/2016	Deposit		League of MN Cities Insurance Trust	19,940.94
06/30/2016	Journal	06C - 2016MK		148.89
Total				20,187.73

Additional Information

Uncleared Checks and Payments as of 06/30/2016

<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
03/25/2016	Bill Payment	11239	MAGC	-1,105.00
06/03/2016	Bill Payment	11318	Alliance for Community Media	-80.00
06/10/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
06/24/2016	Bill Payment	11350	David S. Washburn	-60.00
06/24/2016	Journal	06B - 2016MK		-180.05
Total				-2,160.05

Uncleared Deposits and Other Credits as of 06/30/2016

<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
Total				0.00

Uncleared Checks and Payments after 06/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/08/2016	Bill Payment	11364	Verus Corporation	-195.00
07/08/2016	Bill Payment	11363	U.S. Bank Corporate	-2,497.77
07/08/2016	Bill Payment	11362	Maza Technologies, LLC	-488.75
07/08/2016	Bill Payment	11361	Kennedy & Graven, Chartered	-680.00
07/08/2016	Bill Payment	11360	Joe G. Ruhland	-300.00
07/08/2016	Bill Payment	11359	Holiday Station	-166.48
07/08/2016	Bill Payment	11358	Comcast Cable	-20.41
07/08/2016	Bill Payment	W/D	PERA	-2,486.40

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/08/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
07/08/2016	Bill Payment	11365	Anoka Area Chamber of Commerce	-250.00
07/18/2016	Bill Payment	11380	Xcel Energy	-1,494.40
07/18/2016	Bill Payment	11379	Vividly Clean Inc.	-535.63
07/18/2016	Bill Payment	11378	LiveU Inc.	-536.40
07/18/2016	Bill Payment	11377	Huebsch	-33.07
07/18/2016	Bill Payment	11376	Greenery Enterprises, Inc	-290.18
07/18/2016	Bill Payment	11375	Crystal Welding, Inc.	-6,230.53
07/18/2016	Bill Payment	11374	Comcast Cable	-535.96
07/18/2016	Bill Payment	11373	Comcast 2	-474.76
07/18/2016	Bill Payment	11372	City of Champlin	-280.65
07/18/2016	Bill Payment	11371	CenterPoint Energy	-37.91
07/18/2016	Bill Payment	11370	Calvin P. Portner	-180.00
07/18/2016	Bill Payment	11369	Barna, Guzy & Steffen, LTD	-442.00
07/18/2016	Bill Payment	11368	B&H Photo-Video	-1,999.00
07/18/2016	Bill Payment	11367	Andrew Zachariason	-36.57
07/18/2016	Bill Payment	11366	ACE Solid Waste, Inc.	-85.97
Total				-20,847.84

Uncleared Deposits and Other Credits after 06/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/08/2016	Bill Payment	11357	Anoka Area Chamber of Commerce	0.00
07/18/2016	Deposit		Jeff Nelson	30.00
07/19/2016	Deposit		State of Minnesota	422.50
Total				452.50

QCCCC Agenda Item

4.3 Executive Director's Report

September 9, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report (June/July/August)

Comcast Electronic Program Guide

The QCTV Community Channel (Comcast Channel 15) will be the first QCTV channel with on-screen electronic program guide available to viewers. Our business partner Comcast is providing this service free of charge. Although there is typically a 90-day implementation period, the EPG was launched in June.

Legislative Update

Attached to this report is the MACTA legislative weekly update for May 24.

Insurance claim

The insurance claim for the damaged camera and related equipment is in process of replacement/repair. The League of Minnesota Cities Insurance Trust has valued the repair costs at:

Camera	\$14,291.71
Zoom	\$ 3,312.76
Lens	\$ 508.19
Tripod	\$ 728.28
Rental	\$ 1,350.00
Total	<u>\$20,190.94</u>
Less Ded.	\$ 250
Payment	<u>\$19,904.94</u>

The camera lens and zoom will be repaired. The camera and tripod will be replaced. There were three estimates received for the camera replacement and Alpha Video came in with the lowest cost. The camera has been ordered and received. There are sufficient funds in the operating budget to cover the cost difference between the insurance repair value and the replacement cost. We are awaiting final lens repair cost as there was more damage discovered once in the repair lab.

2015 Audit completed

The commission accepted the 2015 audit at the May 19 meeting. The final reports have been filed with the State Auditor’s Office. There is one year remaining on the contract with Redpath and Company, which will complete the 2016 audit.

CenturyLink negotiations

Representatives of the commission and CenturyLink have met over the summer to complete franchise negotiations. The commission will be presented with the draft franchise at a work session scheduled for September 15.

CenturyLink PEG video signal installed

The infrastructure for delivering QCTV PEG channels to the CentruyLink head end is complete.

Century Link Mosaic Channel 40

Channel ID	Channel Logo	SD#	HD#
QCTV	QCTV	8440	8940
QCTVINFO	QCTV	8441	8941
Andover	City Logo	8442	8942
Anoka	City Logo	8443	8943
Champlin	City Logo	8444	8944
Ramsey	City Logo	8445	8945
AHSD	Unknown	8049	8549

Election Programming

As of July 1st, the QCTV web site has an Election 2016 tab and links to election programming within the QCTV website. Please use this page link to promote the election coverage on your city web sites and social media. The city candidate forums will air on city channel 16, all other election coverage will play on channel 15. Please note that QCTV does not sponsor candidate forums nor does the organization produce debates.

The LWV do not hold forums when all candidates are unopposed (As in the cities of Anoka and Ramsey). If there is a contest in one or two seats in a city, The LWV will invite unopposed candidates to speak for a few minutes, but not when all are unopposed.

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

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

Web site

The web site basic features are functioning and the QCTV network server has been upgraded to allow live channel viewing via the web site. Staff continues to work with the vendor for implementing Your Story and other backend functionality. Staff training will be scheduled for this fall.

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 sponsored a workshop on this topic at the June 9 conference in St. Paul. I moderated the panel discussion. Staff will continue to monitor.

Comcast rate notice – customer inquiries

Comcast customers have been contacting Comcast regarding the line-itemization increase in Broadcast fee and the Regional Sports fee. Comcast representatives are informing customers that this is a city-imposed fee. Customers then call the city and are referred to QCTV. I have informed Comcast to remedy this incorrect information with their customer service representatives. I work with each customer to help them understand what is an authorized government fee and which are programming fees under the control of Comcast. There are two letters from Comcast regarding other services attached to this report.

City programming service

QCTV has added still photos of each city to the Razuna for city staff to use in publications, web sites, and social media posts. Staff has also completed a Slow TV featuring each city hall that has been playing on the channel for the past month.

Electronic calendars

QCTV has expanded use of electronic calendars from the master production and staffing calendars to sharing all individual calendars.

QCTV Marketing

Andover and Champlin community guides published ads showcasing News & Views program.

Survey results published

A press release announcing the results of the subscriber survey was sent to each member city and the local newspapers.

Fleet Safety manual training

The Fleet Safety manual approved by the commission has been implemented with staff training of full-time and part-time employees.

Replacement cargo van

The new cargo van has been delivered, the old vehicle delivered for trade in, and all safety features have been installed. The insurance has been updated.



News staff announced

QCTV is proud to announce the promotion of two employees: Dave Washburn and Winter Kucharski.

Please welcome Dave Washburn to the role of part-time Associate Producer at QCTV. Dave has worked in broadcasting on a full and part time basis for over twenty years, most recently as a part-time production assistant at QCTV. Some of his jobs along the way have included nearly 15 years as a volunteer and part time employee with North Metro Channel 15, and 12 years as sports announcer and writer with Minnesota Score. Dave currently works as the producer/engineer with the Johnnies Football Radio Network, and will enter a 10th season this fall. Dave holds a broadcast certificate from Brown College and is currently completing his AA degree at Hennepin Technical College. Dave will continue his work on mobile production shoots and will begin delivering quality coverage of government meetings. He will also collaborate on staff productions such as News & Views, The Grid, Live and Local, and the Local Show. Welcome, Dave!

Please welcome Winter Kucharski to the role of Full-time Producer at QCTV. Winter has been at QCTV since October of 2014 serving as a production assistant and promoted to associate producer last February. She has worked on many mobile production shoots and also provided on-camera talent for PSA's and hosted several live productions for QCTV. As a producer, Winter will take on new program projects and continue to work on News & Views. In her spare time she hosts Live Trivia games in the community. Winter Kucharski is a graduate of the University of Minnesota with a double major in Communication Studies and Theatre Arts. Congratulations, Winter!

MAGC/MACTA awards presentation

The Minnesota Association of Community Telecommunications Administrators teamed with the Minnesota Association of Government Communicators for the video categories of the MAGC Northern Lights Awards. 2016 marked the 34th annual Northern Lights Contest. The contest focuses on the best in government communications. The contest averages 150 entries each year in a variety of categories that span government/public communications.

QCTV received three awards all in the same category of Live or Live-to-Tape Event

- Gold – 68th Annual Pumpkin Bowl (also a Best of Show nominee)
- Silver – U.S. Hockey Hall of Fame Game (collaborative with CTV)
- Bronze – Live and Local: Wargo Nature Center



Employee logo apparel delivered



All full-time and part-time staff have received logo apparel as approved by the board of directors. Employees are appreciative and proudly wear the logo shirts and jackets to work and on shoots.

George elected to Chamber of Commerce Board

I have been elected to the board of directors for the Anoka Area Chamber of Commerce.

Hosted Local Franchise Administrators meeting

QCTV hosted the local franchised administrators for a meeting and webinar. Topics of discussion included franchise administration issues with Comcast, new franchise implementation with CenturyLink, and customer service standards.

Personnel Committee meeting

The Personnel Committee met in June to review COLA wage plan 2017, QCTV standards guidelines, employee brand apparel purchase, staff engagement plan, and federal overtime rule change. No action was taken.

Executive Committee Meeting

The Executive Committee met in early August to review election coverage plans, 2017 budget process plan, and update on CenturyLink negotiations. No action was taken.

Customer Feedback Surveys

Staff is using two survey tools to solicit customer feedback. One is a short, three-question survey using the Net Promoter Score nationally normed survey. The second is a longer survey used to solicit feedback on larger projects with customers. Data will be provided with the annual programming report in March.

Sponsorship Pilot Project

Production staff has crafted a pilot program to assess potential local sponsorship program for local sports coverage by QCTV. This new sponsorship program is different from previous advertising efforts by QCTV in that the “ads” are not traditional 30 or 60-second pre-produced videos, but animated graphics imbedded in the game coverage with optional announcer voiceover. The primary option being tested is a business logo “stinger” during game replays. This pilot effort address strategic objectives for increased efficiency, fund development, innovative services, brand organization for future services, improve marketing of QCTV, and adopt best practices. After the fall sports season pilot, staff will evaluate for effectiveness and feasibility for full implementation.

Insurance renewals

All insurance renewals are complete (general liability, building, equipment, vehicles, workers’ comp). No changes in deductibles. New cargo van added. Mobile production van equipment/vehicle value updated for replacement value coverage. Health insurance was renewed.

Leadership Retreat/Staff Retreat

In August, QCTV leadership team participated in a retreat, followed two week’s later with a staff retreat. Both events were held at Eastman Nature Center and were led by Leadership Development consultant Nancy Hoy.

Alliance for Community Media conference

Katherine Lenaburg and Karen George attended the Alliance for Community Media conference. This national conference will be in Minnesota next July and an opportunity to register QCTV staff for attendance.

2017 Budget planning

Operating budget development is underway with staff and the Budget Committee.

Monthly reports

Attached to this agenda item are the operations and technology updates for April and May and statistical reports. Please note that the statistical reports will be provided quarterly in the future.

Customer comments

Sports programming:

Thank you so much for the update and for providing such awesome sports programming to the communities in which you serve. My dad is in a nursing home and loves watching his grandson play via your site. Thanks again, Rob ~~sent f~~ my iPhone

Twitter:



Vote PSAs and special election program Get Ready to Vote:

Kudos to you all for a great production! The additional material is so compelling and creatively done. You are the BEST!

Support staff:

I feel it is important for you to know that you have 2 employees who do an exceptional job. Every time I talk to Steve Ulrich and Lisa Monserud, they are always incredibly helpful and have great positive attitudes ... Thank you, Melissa Knutson, Accountant, City of Andover

It's Your History segment:

Thanks for covering the historic plaque unveiling. We had a good crowd. Winter did a great job! Regards, Bart J. Ward

Pollinator Documentary – Bee Aware, Bee Friendly:

This is an absolutely beautiful public information and education video!! Thank you for working with the Andover Pollinator Awareness Project on this important production. I appreciate all those who volunteered to create the script, support the

video and the cooperation from QCTV, again, on an issue that transcends our community. Julie Trude, Andover Mayor

Fantastic job! Will be sending this out to our Facebook site, website and to our bee friendly gang. Huge thank for doing this! Cheryl

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.

MACTA

**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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

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**

Current as of 5/6/2016

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

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

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

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. Bill as Passed from House Floor	<p>House: 3/18/15 - Heard in House Commerce, passed to House Floor.</p> <p>5/516 – Amended on House Floor. Passed as Amended 122-6.</p> <p>Senate: 3/25/15 - Heard in Senate Jobs, Agriculture & Rural Dev committee; passed to Senate Finance committee</p> <p>NOTE: SF 895 (VoIP bill) was amended into SF 736.</p> <p>4/28/15 - Heard in the Senate Environment, Economic Development & Agriculture Finance division. Passed to the Senate Floor.</p> <p>At end of 2015 session, the bill was returned to the Senate Jobs Committee.</p> <p>4/6/16 – Heard in Senate Jobs, Agriculture and Rural Development committee; VOIP language deleted from the bill. Passed to Senate Floor.</p>

MACTA

**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>

MACTA

**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	<i>S.F. No. 439– Schmit; Tomassoni; Sparks; Dahms and Westrom</i>	<i>H. F. 556– Johnson, S.; Simonson and Metsa.</i>	

5	BILL DESCRIPTION	SENATE	HOUSE	COMMENTS/NOTES
	APPROPRIATING \$50 MILLION TO THE BORDER-TO-BORDER BROADBAND ACCOUNT	<i>S.F. No. 1260– Gazelka, Saxhaug.</i>	<i>H. F. 593– Kresha; Johnson, S.; Backer; Nornes and Urdahl. (2-5-15)</i>	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	<i>S.F. No. 895– Sparks; Dahms; Eken and Nelson</i>	<i>H. F. 776– Sanders; Atkins; Kresha and Hoppe.</i>	House: Heard in House Commerce, passed to House Jobs Finance Committee Included in House Omnibus Jobs Finance budget bill, with MACTA amendment.

MACTA

**2015-16 SESSION
TRACKING LIST**

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

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

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		<p>Senate: Language amended into the MTA/Century Link bill in the Senate – SF 736. Passed to Senate Finance</p>

MACTA**2015-16 SESSION
TRACKING LIST**

Current as of 5/6/2016

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

			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

**2015-16 SESSION
TRACKING LIST**

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 in the guaranteed 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

SA3GFOCF

QCCCC Agenda Item

4.3.1 Operations Report

June 2, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV produced a show with the League of Women Voters ABC called "Water Resources in the Quad Cities Area" with Gretchen Sabel and Todd Haas from the City of Andover. We are also working on a show with the local league called "Get Ready to Vote" so we were at Champlin Park High School to get video and interviews of league members signing up seniors to vote in the fall elections. We will produce the rest of the show in June.

The mobile production van was active this month with the spring sports including boys and girls Lacrosse games as well as softball and baseball games. We produced two more "In The Game" shows for playback at half time during our games.

We covered the Anoka County Law Enforcement Memorial Ceremony. We also worked on "The Sheriff's Show" which will be completed next month.

For "News and Views" we shot eight packages throughout the community and had eight guests in our studio that resulted in a one hour show and four fifteen minute shows.

We worked with the Anoka County Master Gardeners and produced a show called "In the Garden: Zone Envy".

Our sister station CTN is covering all 50 St. Paul Saints games and QCTV will be carrying them as well. We have customized some promos to let our viewers know they can see live coverage of Saints games.

We produced seven new "Slow TV's" including The Mill Pond, Elm Creek, Rum River, and one that features all four city halls.

QCTV produced city meetings in our four cities as well as the cable commission meeting.

We produced “The District Court Show”, “The Chamber Show”, and were in pre-production for “It’s Your History” and post-production for “The Sheriff’s Show” and “The Local Show”.

We attended the Minnesota Association of Government Communicators Award ceremony and received three awards in the Live or live-to-tape category. 1st place went to The Anoka Pumpkin Football game, 2nd place was a collaboration with CTV for a Minnesota Gopher Hockey game, and third place for “Live and Local: Wargo Nature Center”.

Action: None

QCCCC Agenda Item

4.3.1 Operations Report

July 11, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV produced live coverage of five area graduations (Andover, Anoka, Champlin Park, Metro North, and Anoka Hennepin Regional High School). The schools were very appreciative and we have sold DVD's and downloads from our website. Besides graduations, the mobile production van was used for several spring and summer sports events. We kicked off parade season with live coverage of The Father Hennepin Parade in Champlin and also produced live coverage of The Fun Fest Parade in Andover.

We covered the "The State of Anoka County" show produced by the Chamber of Commerce. Chairperson Rhonda Sivarajah was the guest speaker.

QCTV held "PSA Day" in our studio and invited 20 non-profit organizations as well as our four member cities to our studio and offered free production of free PSA. The PSA can be used by the organization as well as the QCTV. We produced five PSA's that are now running on our channels and website. The organizations are using their PSA's on their websites and Facebook pages.

We continued our partnership with the Anoka County Library and produced a show on summer teen programs called "Let's Go To The Library".

We produced several government meetings as well as our regular monthly shows: "News and Views", "The Chamber Show", and "The Sheriff's Show." "The Local Show" was also completed. We continue to work on "It's Your History" and "The Grid" for completion next month.

Our work with the League of Women Voters continues and we produced a show called "Get Ready to Vote." Minnesota Secretary of State Steve Simon was the guest of host Geri Nelson. For this program, we also had 35 people in our studio to answer the question "Why should I vote?" that will be included in the show. This program will be shown

throughout the state of Minnesota. Pre-planning is taking place for candidate forums for fall elections.

We produced a pilot called “QC Cooks” in our studio. Volunteer Nadia Giordana hosted and she had as her guests a chef from Anoka and a representative from the Minnesota Department of Agriculture to talk about the cottage food industry. It went well and we are planning a second episode.

We attended the annual MACTA conference in St. Paul. The session had good seminars on production techniques, drones, and an update on the legislative session.

We also produced two episodes of “What’s new at the Q” to promote our programs. Nine new “Slow TV’s” were produced- several of them at scenic spots on local rivers, dams, fishing piers, and fountains.

Our sister station CTN is covering all 50 St. Paul Saints games and QCTV carries them as well. We have customized some promos to let our viewers know they can see live coverage of Saints games.

We produced a show called “Mel Aanerud as Will Rogers”. Mr. Aanerud came to our studio and we had an audience and Mel acted as Will Rogers and told tales.

Action: None

QCCCC Agenda Item

4.3.1 Operations Report

August 5, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

We produced a show called “A Briefing on Syria and the Global Refugee Crisis” with President of the Minneapolis based American Refugee Committee Daniel Wordsworth and Canada’s Consul General Jamshed Merchant. The program was sponsored by The Rotary Club in Anoka and the discussion was moderated by KARE-11 Reporter Karla Hult.

Election Coverage for 2016 is planned. QCTV works with the League of Women Voters and has come up with ten candidate forums. Four will be produced by QCTV and the rest by CTN, Northwest, North Metro, and The city of Fridley. QCTV will play back the forums that are applicable to our area.

Our facilitated access partnership with the Anoka County Master Gardeners continues and we did a show called “Alpine and Rock Gardens.” Several more are planned for the future.

We produced live coverage of the Andover Fun Fest parade as well as coverage of the weekend activities.

As a paid production, we produced a training video for District 11 on lockdown procedures. This video will be used as a training tool for teachers and educators. We will also produce one for The Anoka County Sheriff’s office.

“Bee Aware, Bee Friendly”- the pollinator documentary has been completed and is playing on our channel and website.

Regular programs produced include: “News and Views”, “Public Safety Talk”, “The Chamber Show”, and “It’s Your History”, and “The Grid”.

We produced live coverage of several government meetings. A four year tradition of QCTV producing live District 11 School Board meetings has changed and now District 11 staff will produce their meetings. Our staff is still trained and will serve as back-up as needed.

Planning is complete for our fall sports and games begin at the end of August. In the past we have produced "In the Game" for playback at half time featuring the football, volleyball, and soccer players and coaches. This fall we are producing stories on other sports that don't get covered as much- like trapshooting, cross country, and tennis, swimming, and adapted soccer. We are also including stories on the marching band, cheerleaders, and dance team.

Since we have been putting all our shows on our new website and not on YouTube, we are producing several promos to play on YouTube that let our viewers know they can now find their shows on our website. We plan to do this for all of our shows. Four new Slow TV's were produced at various locations around town. We also produced several short promos for our local games.

Our sister station CTN is covering all 50 St. Paul Saints games and QCTV carries them as well. We have customized some promos to let our viewers know they can see live coverage of Saints games.

Several Slow TV's have been produced and we went to the Anoka County fair to do "Shout-Outs" with the 4-H folks.

Action: None

QCCCC Agenda Item

4.3.1 Operations Report

September 8, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

The Fall Sports season has started and we are producing soccer, volleyball and football games. We continue to work on our new show called "At The Half" and we are featuring lesser known sports like bowling and swimming. We are also featuring stories on the cheerleaders, marching bands, and dance teams. The principals, athletic directors, coaches, and students are very appreciative as they have don't get a lot of coverage. At the first Andover football game, we also shot video for a QCTV promo, "What's New at the Q", and some "Shout Outs."

Election Coverage for 2016 is planned and the schedule is included. QCTV works with the League of Women Voters and The North Metro Mayor's Association and there are 12 candidate forums. Six will be produced by QCTV and the rest by CTN, Northwest, North Metro, and The city of Fridley. QCTV will play back the forums that are applicable to our area. Programming can be found under the "Elections" tab on our website. So far, "Meet the Candidates for Minnesota Supreme Court" is on our website as well as our show called "Get Ready to Vote."

Our facilitated access partnership with the Anoka County Master Gardeners continues and we did a show called "Wasp Watcher Program". Several more are planned for the future. Our new facilitated access partner is Impact Services and we did a program called "Answers to Aging." Executive Director of Impact Services, Steve Griffiths interviewed three lawyers who talked about legal issues that affect older people. We plan to continue our collaboration with Impact Services and do another show in October.

We produced a show called "Tornado Alley" which features athletes and coaches from Anoka High School as they had such a phenomenal year and took several teams to state competition.

Regular programs produced include: “News and Views”, “The Chamber Show”, and “The Sheriff’s Show.” We produced live coverage of several government meetings.

Since we have been putting all our shows on our new website and not on YouTube, we are producing several promos to play on YouTube that let our viewers know they can now find their shows on our website. Four new promos were produced and are on YouTube. We also produced two episodes of “What’s New at the Q” promoting our local programming. Thirteen Slow TV’s were produced at various locations around town. We also produced several short promos for our local games.

Our sister station CTN is covering all 50 St. Paul Saints games and QCTV carries as many of them as we can. We have customized some promos to let our viewers know when they can see live coverage of Saints games.

Action: None



Subject: Election Coverage for 2016

As of July 1st, the QCTV web site will have an *Election 2016* tab and links to election programming within the QCTV website. Please use this page link to promote the election coverage on your city web sites and social media. The city candidate forums will air on city channel 16, all other election coverage will play on channel 15. Please note that QCTV does not sponsor candidate forums nor does the organization produce debates.

The LWV do not hold forums when all candidates are unopposed (As in the cities of Anoka and Ramsey). If there is a contest in one or two seats in a city, The LWV will invite unopposed candidates to speak for a few minutes, but not when all are unopposed.

The following is what we have planned for Election Coverage in 2016, QCTV is coordinating with the League of Women Voters on their planned candidate forums for the following offices:

Candidate Election

- Champlin Mayor & City Council Wards 3 & 4
State House 36A; Sen 36
- Andover Mayor & At Large City Council (2
Seats) State House 35B; Sen 35
- Anoka Mayor & At Large City Council (2
Seats) State House 35A
- Ramsey Mayor, City Council at Large, Wards
2 & 4, State House 36A & 35B, Sen
District 35

Location

Champlin City Council Chambers
Andover City Council Chambers
Anoka City Council Chambers*
Ramsey City Council Chambers*

*No Forum Scheduled Uncontested Election

Date of Event	Event Sponsor	Event Type	Time	Location	Station Covering
20-Jul	League of Women Voters	Coon Rapids Primary (Wards 1 & 4)	6:30 PM	Coon Rapids City Hall	A CTN Production*
27-Jul	League of Women Voters	Meet the Candidates for Minnesota Supreme Court	6:30 PM	Plymouth City Hall	A Northwest Suburb Cable Production
19-Sep	League of Women Voters	Anoka County Commissioners (Districts 1, 2, 3 & 6)	6:30 PM	Anoka County Courthouse	A North Metro Production*
21-Sep	League of Women Voters	CR Legislative Districts (Senate District 37, House District 37A, House District 36B)	6:30 PM	Anoka Ramsey Community College	A CTN Production*
22-Sep	League of Women Voters	Champlin City Council (Wards 3&4, Champlin Mayor, Senate District 36, House District 36A)	6:30 PM	Champlin City Hall	A QCTV Production
27-Sep	League of Women Voters	Anoka County Soil & Water (Districts 1-5)	6:30 PM	Anoka City Council Chambers	A QCTV Production
28-Sep	League of Women Voters	Coon Rapids City Council (1, 2 & 4), Coon Rapids City Council At Large	6:30 PM	Coon Rapids City Hall	A CTN Production*
29-Sep	North Metro Mayor's Association	Senate District 35 (Ano/Ram/And), House District 35A & 35B	6:30 PM	Anoka City Hall	A QCTV Production
4-Oct	North Metro Mayor's Association	Senate District 36, House District 36A	6:30 PM	Champlin City Hall	A QCTV Production
6-Oct	League of Women Voters	Anoka (no City Contests), Senate District 35 (Ano/Ram/And), House District 35A	6:30 PM	Anoka City Hall	A QCTV Production
10-Oct	League of Women Voters	Andover Mayor, 2 At-Large City Council, Senate District 31, House District 31B, House District 35B	6:30 PM	Andover City Hall	A QCTV Production
13-Oct	League of Women Voters	Fridley Mayor, At Large City Council (1 seat; Primary Cuts to 2 Candidates), Senate District 47, House District 47B	6:30 PM	Fridley City Hall	An ETC/City of Fridley Production*

Guidelines for Staff:

- *Playback Online & On Channel*
- *On Election day, the playback should be removed online and on channel*
- *On the day After the election, the Election tab should be updated with the Results for each city*

**These forums do not impact QCTV member city residents and will not be played back on our channels.*

July 1, 2016

To: Karen George, Executive Director

From: Steve Ulrich

Subject: June 2016 Technology Report

Equipment Issues:

QCTV Equipment

- Installed Microsoft Server 2012R2 as redundant Active Directory server.
- Worked with WatchGuard to resolve a report issue with the Dimension server.
- Completed connections from Century Link demark.
- Installed switch for Xpressions machine to facilitate automated inserts.
- Resolve issue with Vbrick video for Saint's games.
- Installed and configured new network switches.

Web Site:

- VOD/Cablecast Sync issue

The syncing of video programs between the Cablecast Pro playback system and the VOD section of the web site does not consistently sync all changes made by staff. This is part of our core service which BizzyWeb has been unable to fully deliver. Staff is researching technical consulting expertise to resolve the issue.

- Your Story Customer Uploads

The customer upload of still photos and small video files is operational when using a PC. Mobile device uploads do not work consistently. Large video files do not upload consistently. Staff will continue to use the Ninja Form third party plug-in on the web site to accommodate customer uploads of still photos and small video files.

Staff will implement an internal solution for larger video files uploaded by trusted partners (churches, etc.) using the Razuna server – an extension of this core service to member cities.

- Customer video downloads for purchase

The online store is active and working for DVD purchases of programs. The download for purchase feature does not work due to time out issues. This is an issue BizzyWeb has been unable to resolve to date.

- Operation Manual

Basic operational manuals are available on the administrative side of the web site and staff members are knowledgeable in these areas. BizzyWeb has yet to provide adequate information for:

- PHP pages used and their purpose.
- Comprehensive instructions for the web store.
- Comprehensive instructions for changing the front page content.
- Better/more detailed instructions on the slider
- Detailed instructions on all installed widgets.
- Instructions for updating Word Press.
- Page list and purpose.
- Server login & password.
- Server file structure.

June Projects:

- Replace and configure primary network switches.
- Configure redundant Active Directory server.
- Review backup plans & storage requirements.

July Planned Projects:

- Continue to add Games to store.
- Automate report generation.
- Internal web project.
- Truck documentation.

Ongoing Projects:

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

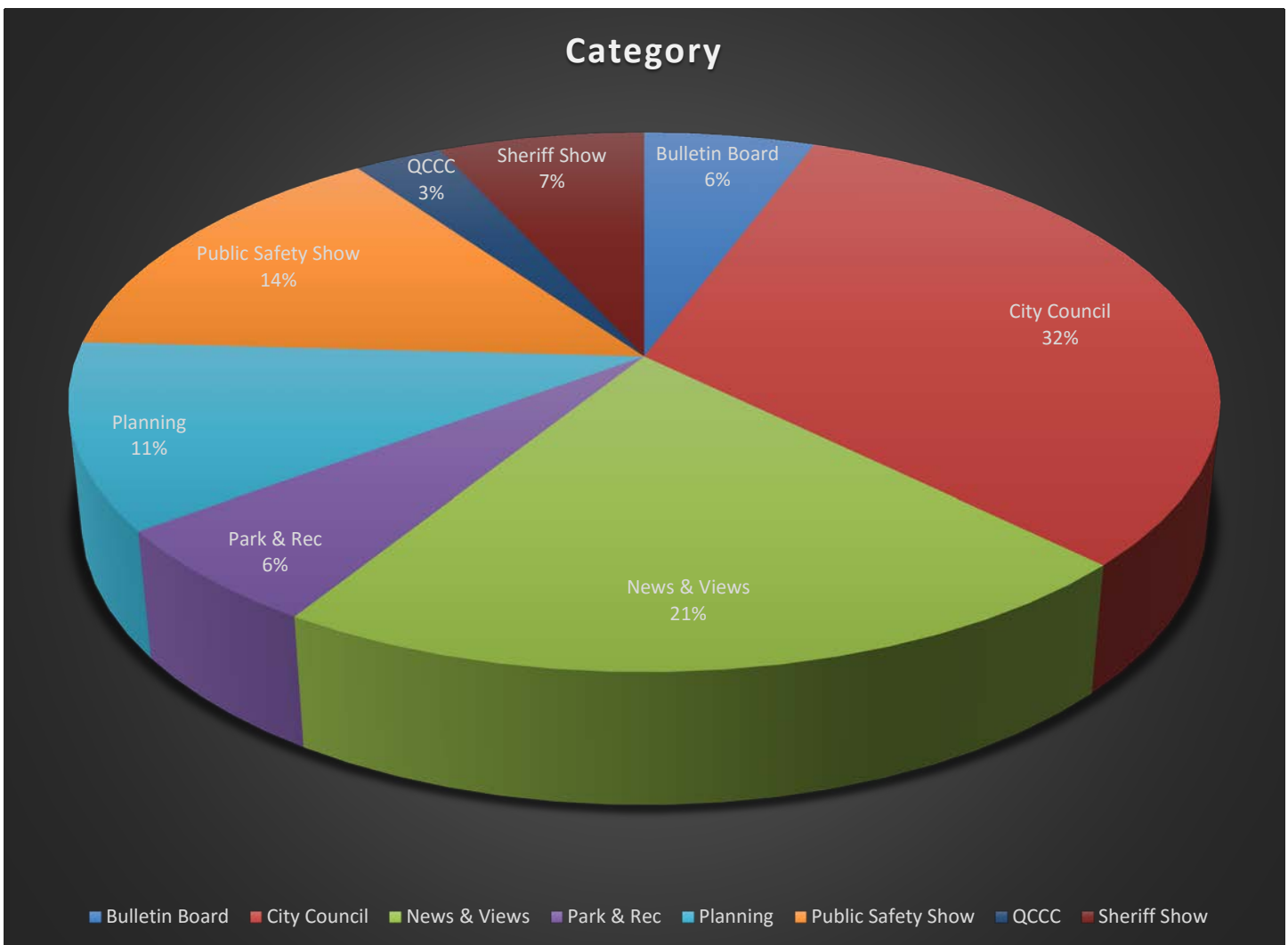
Action: None.

Andover Channel & Web Statistics

June 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 914	New Shows: 7	Total Hours: 40.66	Page Hits: 178
Total Time: 679.34	New Time: 5.88	Saturation: 5.7 %	See separate report for full details
Saturation: 94.3 %	All Shows: 15	New Andover: 73	
	All Time: 13.79	New All Cities: 404	

Shown In Multiple Cities		
6/2/2016	News & Views - June 2016	0.9992
5/4/2016	News & Views - May 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
5/19/2016	QCCC 05-19-2016	0.2267
6/9/2016	The Sheriff Show - July - August 2016	0.4697
3/25/2016	The Sheriff Show April - May 2016	0.4983



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5687	Andover City Council 05-17-2016	5/17/2016	City Council	2.4153	28	67.6278
5756	Andover City Council Meeting 06-07-2016	6/7/2016	City Council	2.3047	53	122.1503
5842	Andover City Council Meeting 06-21-2016	6/21/2016	City Council	1.0167	38	38.6333
5747	Andover News & Views - June 2016	6/2/2016	News & Views	0.2636	206	54.3039
5646	Andover News & Views - May 2016	5/4/2016	News & Views	0.2397	10	2.3972
5696	Andover Park and Recreation 05-19-2016	5/19/2016	Park & Rec	0.6458	5	3.2292
5752	Andover Park and Recreation 06-02-2016	6/2/2016	Park & Rec	0.5058	78	39.4550
5666	Andover Planning Commission 05-10-2016	5/10/2016	Planning	1.9086	31	59.1669
5790	Andover Planning Commission 06-14-2016	6/14/2016	Planning	0.3239	64	20.7289
5744	News & Views - June 2016 **	6/2/2016	News & Views	0.9992	96	95.9200
5645	News & Views - May 2016 **	5/4/2016	News & Views	1.0000	2	2.0000
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	107	103.5522
5695	Quad Cities Cable Comm 05-19-2016 **	5/19/2016	QCCC	0.2267	93	21.0800
5776	The Sheriff Show - July - August 2016 **	6/9/2016	Sheriff Show	0.4697	78	36.6383
5531	The Sheriff Show April - May 2016 **	3/25/2016	Sheriff Show	0.4983	25	12.4583
** Shown in Multiple Cities				13.7858	914	679.3414

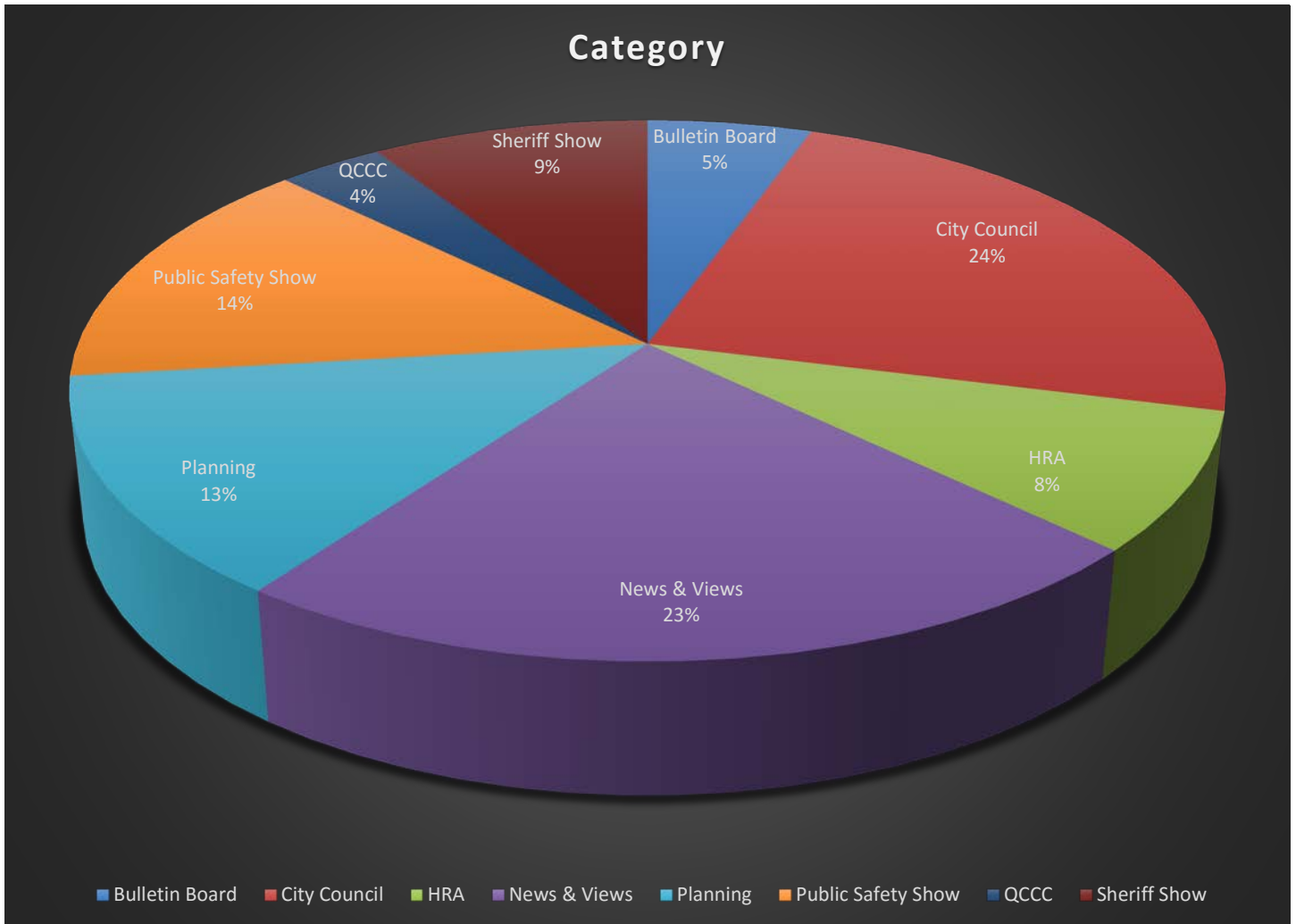
Total Programming Hours:	679.3414
Total Bulletin Board Hours:	40.6586
Total Runs:	914
June Total Time:	720

Anoka Channel & Web Statistics

June 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	1019	New Shows	7	Total Hours	39.11	Page Hits:	219
Total Time:	680.89	New Time:	6.83	Saturation:	5.5 %	See separate report for full details	
Saturation:	94.5 %	All Shows:	15	New Anoka:	71		
		All Time:	11.79	New All Cities:	404		

Shared With Multiple Cities		
6/2/2016	News & Views - June 2016	0.9992
5/4/2016	News & Views - May 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
5/19/2016	Quad Cities Cable Comm 05-19-2016	0.2267
6/9/2016	The Sheriff Show - July - August 2016	0.4697
3/25/2016	The Sheriff Show April - May 2016	0.4983



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5672	Anoka City Council Meeting 05-16-2016	5/16/2016	City Council	1.2222	20	24.4444
5754	Anoka City Council Meeting 06-06-2016	6/6/2016	City Council	0.5272	58	30.5789
5831	Anoka City Council Meeting 06-20-2016	6/20/2016	City Council	2.6575	43	114.2725
5662	Anoka HRA Meeting 05-09-2016	5/9/2016	HRA	0.4478	47	21.0456
5786	Anoka HRA Meeting 06-13-2016	6/13/2016	HRA	0.8144	47	38.2789
5748	Anoka News & Views - June 2016	6/2/2016	News & Views	0.2489	156	38.8267
5647	Anoka News & Views - May 2016	5/4/2016	News & Views	0.2333	88	20.5333
5642	Anoka Planning Comm 05-03-2016	5/3/2016	Planning	0.3650	24	8.7600
5759	Anoka Planning Comm 06-07-2016	6/7/2016	Planning	1.1108	77	85.5342
5744	News & Views - June 2016 **	6/2/2016	News & Views	0.9992	102	101.9150
5645	News & Views - May 2016 **	5/4/2016	News & Views	1.0000	3	3.0000
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	106	102.5844
5695	QCCC 05-19-2016 **	5/19/2016	QCCC	0.2267	111	25.1600
5776	Sheriff Show - July - August 2016 **	6/9/2016	Sheriff Show	0.4697	81	38.0475
5531	Sheriff Show April - May 2016 **	3/25/2016	Sheriff Show	0.4983	56	27.9067

** Shared With Multiple Cities

11.7889 1019 680.8881

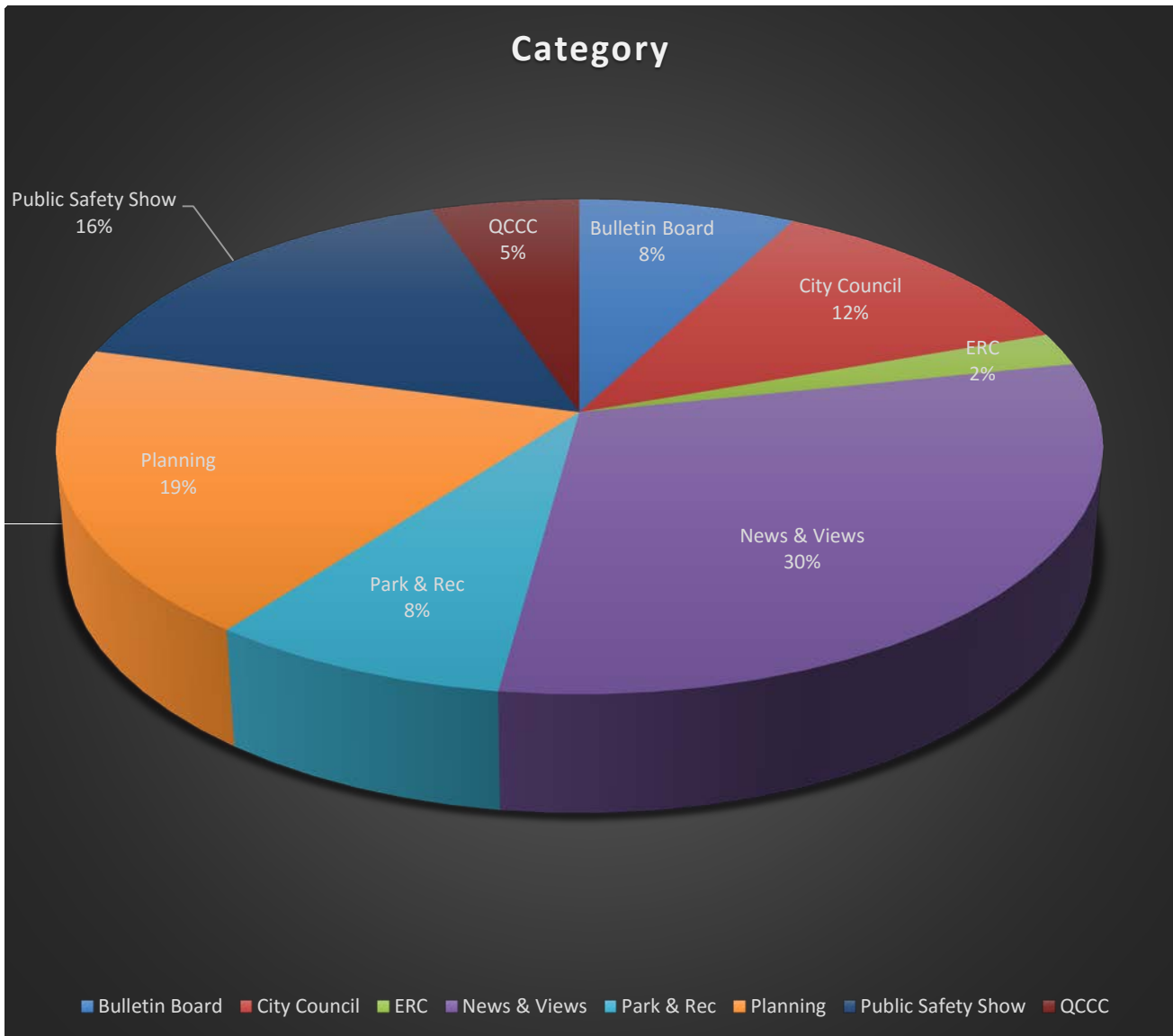
Total Programming Hours:	680.8881
Total Bulletin Board Hours:	39.1119
Total Runs:	1019.0000
June Total Hours:	720.0000

Champlin Channel & Web Statistics

June 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1126	New Shows:	6	Total Hours:	55.14	Page Hits:	245
Total Time:	664.86	New Time	3.20	Saturation:	7.7%	See separate report for full details	
Saturation:	92.3 %	All Shows:	14	New Champlin:	75		
		All Time	8.34	New All Cities:	404		

Shared With Multiple Cities		
6/2/2016	News & Views - June 2016	0.9992
5/4/2016	News & Views - May 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
5/19/2016	QCCC 05-19-2016	0.2267



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5860	Champlin City Council & EDA 06-27-2016	6/27/2016	City Council	0.4472	17	7.6028
5702	Champlin City Council Meeting 05-23-2016	5/23/2016	City Council	0.6239	49	30.5706
5785	Champlin City Council Meeting 06-13-2016	6/13/2016	City Council	0.9153	52	47.5944
5631	Champlin ERC Meeting 05-02-2016	5/2/2016	ERC	0.3436	45	15.4625
5749	Champlin News & Views - June 2016	6/2/2016	News & Views	0.2656	243	64.5300
5648	Champlin News & Views - May 2016	5/4/2016	News & Views	0.2806	52	14.5889
5643	Champlin Park and Recreation 05-03-2016	5/3/2016	Park & Rec	0.4642	22	10.2117
5757	Champlin Park and Recreation 06-07-2016	6/7/2016	Park & Rec	0.5650	86	48.5900
5673	Champlin Planning Commission 05-16-2016	5/16/2016	Planning	1.2336	110	135.6972
5840	Champlin Volunteer PSA 2016	6/22/2016	PSA	0.0083	28	0.2333
5744	News & Views - June 2016 **	6/2/2016	News & Views	0.9992	136	135.8867
5645	News & Views - May 2016 **	5/4/2016	News & Views	1.0000	4	4.0000
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	116	112.2622
5695	Quad Cities Cable Commission 05-19-2016 **	5/19/2016	QCCC	0.2267	166	37.6267

** Shared With Multiple Cities

8.3408 1126 664.8569

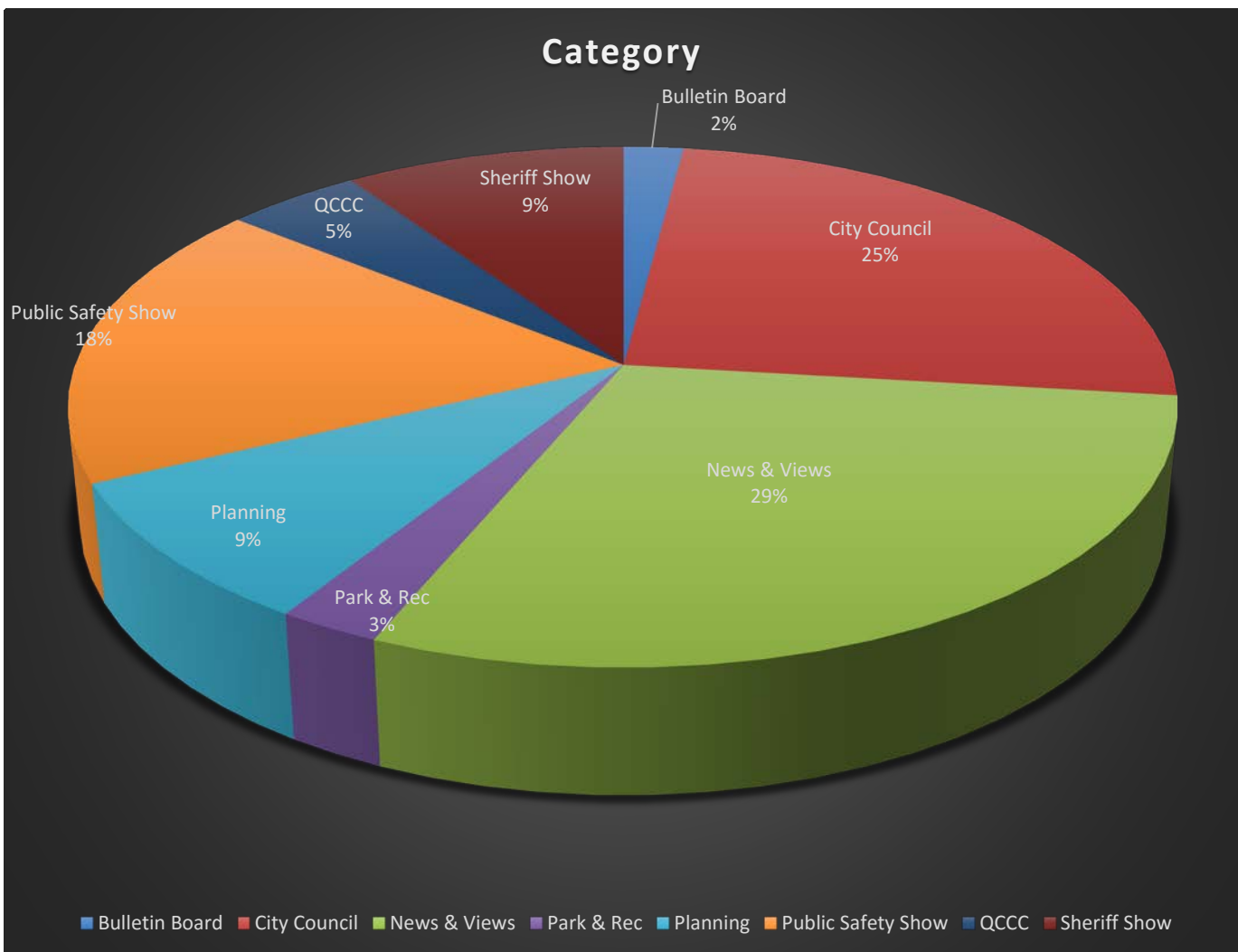
Total Programming Hours: 664.8569
Total Bulletin Board Hours: 55.1431
Total Runs: 1126.0000
June Total Time: 720.0000

Ramsey Channel & Web Statistics

June 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1155	New Shows: 6	Total Hours: 14.58	Total Hits: 56
Total Time: 705.42	New Time: 4.53	Saturation: 2.1%	See separate report for full details.
Saturation: 97.9%	All Shows: 14	New Ramsey: 69	
	All Time: 10.69	New All Cities: 404	

Shared With Multiple Cities		
6/2/2016	News & Views - June 2016	0.9992
5/4/2016	News & Views - May 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
5/19/2016	Quad Cities Cable Commission 05-19-2016	0.2267
6/9/2016	The Sheriff Show - July - August 2016	0.4697
3/25/2016	The Sheriff Show April - May 2016	0.4983



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5744	News & Views - June 2016 **	6/2/2016	News & Views	0.9992	140	139.8833
5645	News & Views - May 2016 **	5/4/2016	News & Views	1.0000	3	3.0000
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	134	129.6822
5695	Quad Cities Cable Commission 05-19-2016 **	5/19/2016	QCCC	0.2267	146	33.0933
5864	Ramsey City Council 06-28-2016	6/28/2016	City Council	1.6167	10	16.1667
5712	Ramsey City Council Meeting 05-24-2016	5/24/2016	City Council	1.5000	51	76.5000
5789	Ramsey City Council Meeting 06-14-2016	6/14/2016	City Council	1.1786	73	86.0386
5841	Ramsey Happy Days PSA 2016	6/22/2016	PSA	0.0106	86	0.9078
5750	Ramsey News & Views - June 2016	6/2/2016	News & Views	0.2597	249	64.6708
5649	Ramsey News & Views - May 2016	5/4/2016	News & Views	0.2350	18	4.2300
5587	Ramsey Park and Recreation 4-14-2016	4/14/2016	Park & Rec	0.3386	55	18.6236
5656	Ramsey Planning Commission 05-05-2016	5/5/2016	Planning	1.3928	46	64.0678
5776	The Sheriff Show - July - August 2016 **	6/9/2016	Sheriff Show	0.4697	112	52.6089
5531	The Sheriff Show April - May 2016 **	3/25/2016	Sheriff Show	0.4983	32	15.9467

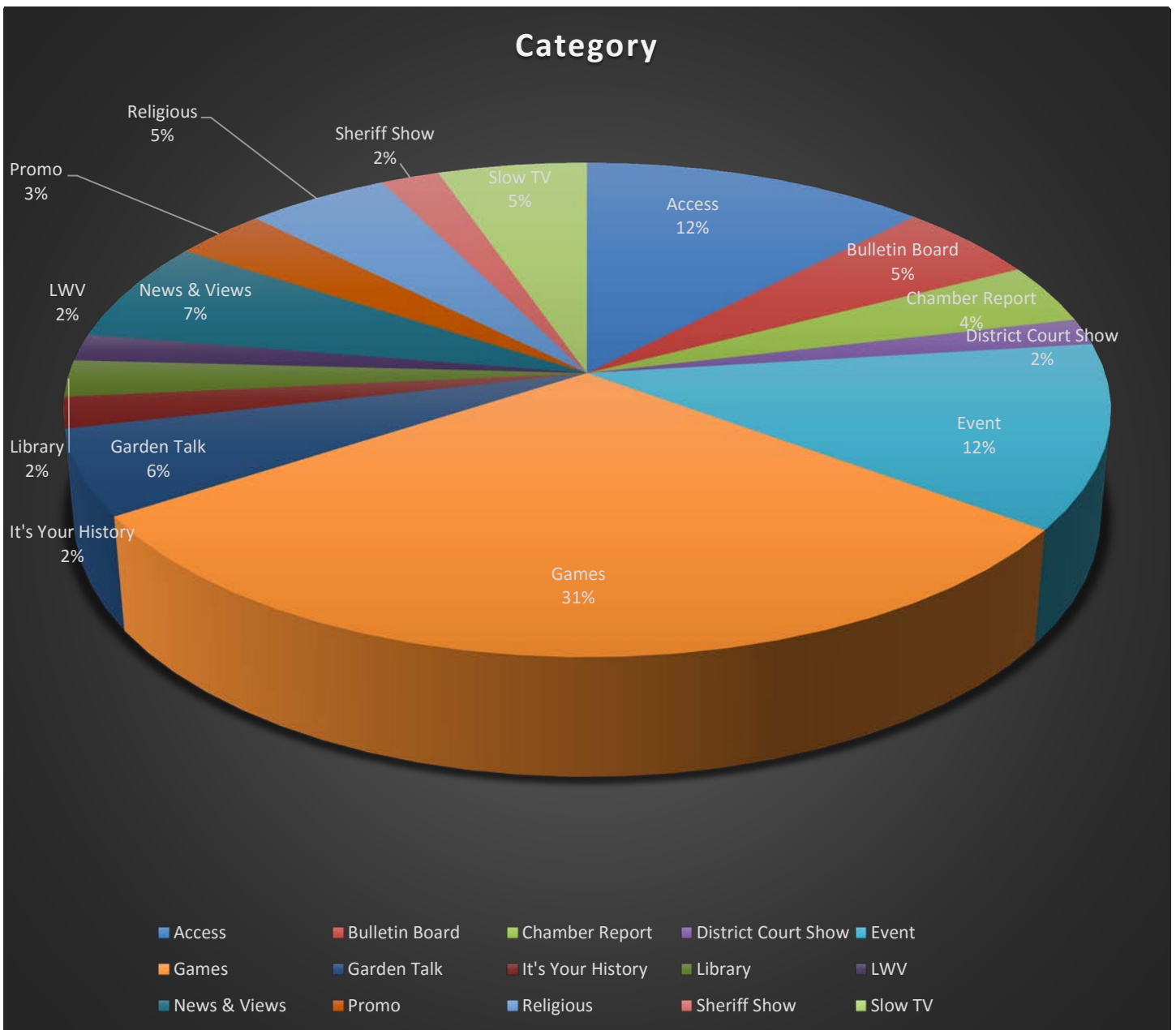
** Shared With Multiple Cities

10.6936 1155 705.4197

Total Programming Hours: 705.4197
Total Bulletin Board Hours: 14.5803
Total Runs: 1155
June Total Time: 720.0000

Community Channel June 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	2285	New Shows	70	Total Hours	34.15	Sessions:	2444
Total Time:	685.85	New Time:	45.17	Saturation:	4.8%	See separate report for full details	
Saturation:	95.2%	All Shows:	137	New Bulletins	58		
		All Time:	87.48	All Bulletins	404		



- Detail available upon request

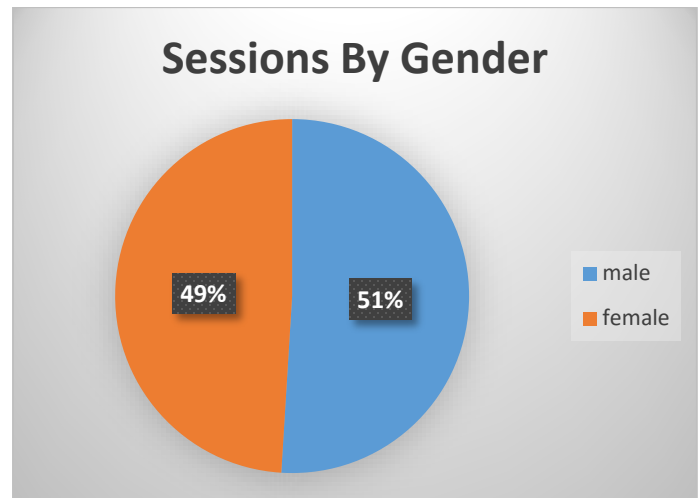
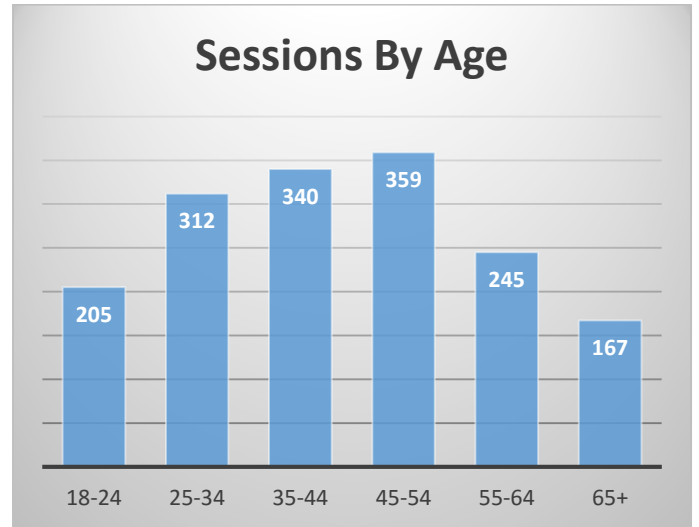
Web Statistics June 2016

Overview	
Sessions	2848
Users	1923
Page views	8617
Pages per Session	3.03
Average Session	3:12
Bounce Rate	50.93%
Percent New Sessions	60.45%

Sessions by Browser		
Chrome	1205	42.33%
Safari	748	26.27%
Internet Explorer	319	11.2%
Firefox	204	7.17%
Safari (in app)	203	7.13%
Edge	94	3.3%
Android Browser	39	1.37%
Mozilla Compatible	19	0.67%
Amazon Silk	12	0.42%

Sessions by Mobile		
iOS	884	64.57%
Android	468	34.19%
Other	17	1.24%

Device Category		
Desktop	1478	51.9%
Mobile	1105	38.8%
Tablet	264	9.2%

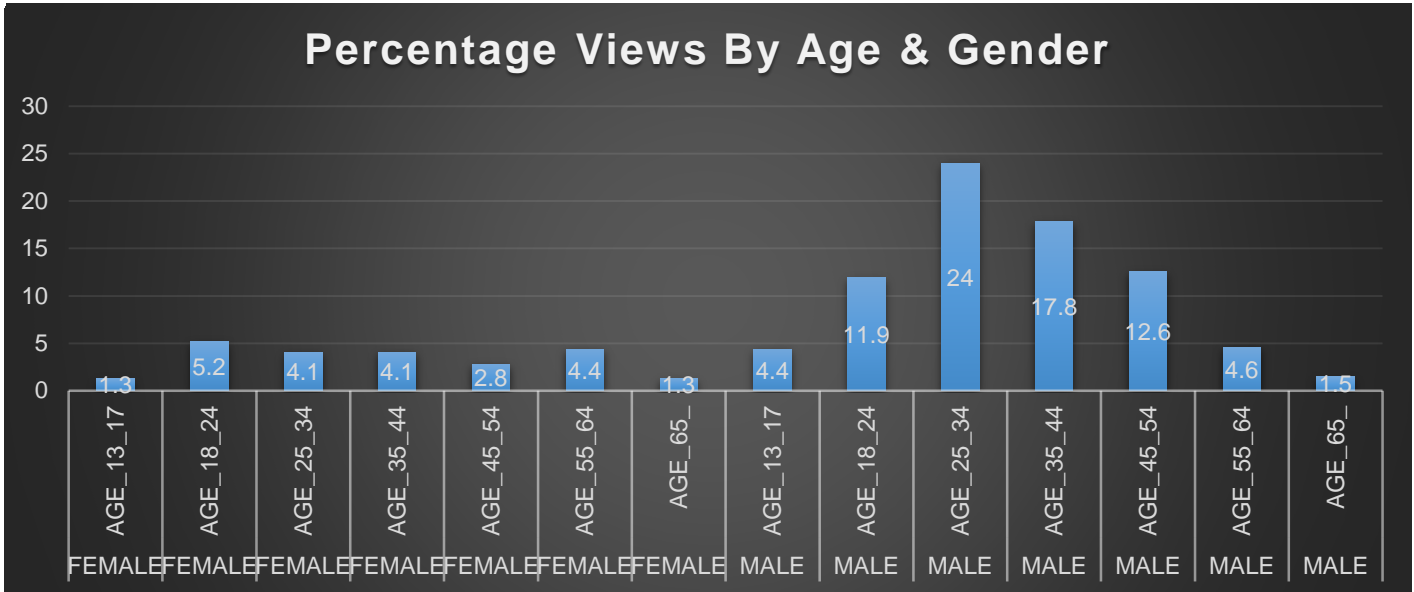


Page Path Level 1	Page Views	Unique Views	Avg. Time	Bounce Rate
/home page	2444	1459	125.49	38.07%
/program-guide/	476	307	29.43	17.07%
/sports/	422	335	144.33	54.62%
/graduations/	313	203	159.07	61.62%
/champlin/	245	170	67.25	53.23%
/program-guide/qctv-community-channel/	241	156	98.08	29.41%
/local-show/	238	204	288.13	83.33%
/qctv-programs/	235	157	35.05	52.63%
/anoka/	219	151	52.50	28.00%
/all-qctv-programs/	217	22	124.75	16.67%
/andover/	178	132	53.01	26.19%
/city_meeting/anoka-news-views-june-2016/	147	126	248.74	85.71%
/meet-the-staff/	134	122	131.31	84.38%
/live-and-local/	129	103	64.81	100.00%
/your-story/	123	70	95.15	50.00%
/shop/	120	95	41.15	42.86%
/grad	101	58	36.17	26.83%
/grad/	92	49	75.49	11.36%
/library/	90	85	312.73	81.16%
/product/06-05-2016-champlin-park-high-school-2016-graduation-ceremony/	89	39	78.51	45.45%
/districtcourtshow/	67	55	327.10	76.32%
/who-we-are/	67	44	29.67	40.00%
/qctv-community-programs/	61	36	54.89	0.00%
/meeting_category/andover/andover-city-council-meetings/	57	44	31.75	0.00%
/ramsey/	56	38	18.41	15.00%
/meeting_category/anoka/anoka-city-council-meetings/	55	46	8.79	33.33%
/jobs/	53	46	118.21	66.67%
/show-details/?ShowID=5732	51	28	102.25	75.00%
/city_meeting/andover-news-views-june-2016/	43	43	59.78	86.49%
/news-and-views/	41	36	193.81	50.00%
/event/andover-champlin-park-graduation-mariucci-arena/	40	30	33.24	55.56%
/event/anoka-high-school-graduation-goodrich-field/	40	32	71.82	63.64%
/events/	39	29	51.35	0.00%
/meeting_category/ramsey/ramsey-city-council-meetings/	37	18	81.41	0.00%
/program-guide/anoka-city-channel/	37	32	46.00	40.00%
/cart/	35	20	38.63	0.00%
/program-guide/champlin-city-channel/	35	31	61.93	0.00%

/product/06-05-2016-andover-high-school-2016-graduation-ceremony/	34	20	32.86	54.55%
/event/metro-north-graduation-anoka-high-school/	33	14	32.23	50.00%
/program-guide/andover-city-channel/	31	27	37.83	100.00%
/meeting_category/champlin/champlin-city-council-meetings/	30	25	8.00	0.00%
/agendas/	28	22	118.24	50.00%
/grad/playerid1170	27	24	10.75	87.50%
/city_meeting/andover-city-council-05-17-2016/	26	23	187.00	85.71%
/city_meeting/champlin-park-and-rec-6-7-2016/	25	18	465.44	73.33%
/city_meeting/ramsey-news-views-june-2016/	25	25	17.00	100.00%
/itsyourhistory/	25	21	526.56	55.56%
/production-serviceshire-us/	23	13	28.89	0.00%
/show-details/?ShowID=5730	21	15	224.69	50.00%
/chambershow/	20	19	125.80	71.43%

June 2016 YouTube Statistics

Total Views: 1537
Minutes Watched: 11018



Playback Location Type	Watch Time (minutes)	Views	Average View (minutes)	Average % Viewed
You Tube Page	10869	1505	7:13	12%
Embedded in external website/app	113	19	5:56	19%
You Tube Channel Page	36	13	2:47	9.3%

Device Type	Watch time (minutes)	Views	Average View (minutes)	Average % Viewed
Mobile Phone	3788	605	6:15	10%
Computer	3742	622	6:00	11%
Tablet	1571	186	8:26	13%
TV	1232	80	15:24	31%
Game Console	667	41	16:15	30%
Unknown Platform	18	3	5:57	28%

Detail – Top 50

Video	Watch Time (minutes)	Views	Avg View (minutes)
Antique Appraisal with Mark F Moran	2271	168	13.5
Boys Basketball Mounds View at Champlin Park Sec 5AAAA Semifinals 02 12 16	1320	101	13.1
It's Your History - Anoka State Hospital	1305	133	9.8
02-25-2016 Boys Hockey Maple Grove vs Anoka Section 5AA Championship	764	69	11.1
Baseball: Champlin Park @ Minnetonka	672	77	8.7
Wrestling: Champlin Park @ Anoka (2/6/16)	543	91	6
Boys Hockey - Andover at Duluth East - Section 7AA QF - 2/16/16	449	60	7.5
It's Your History - Fridley Tornado	445	73	6.1
Baseball: Champlin Park @ Osseo	370	42	8.8
It's Your History - The 1st Minnesota Infantry of the Civil War	269	44	6.1
Girls Hockey: Champlin Park @ Centennial - Section 5AA QF	206	12	17.2
Rebel Classic Marching Bands 2014	182	37	4.9
Anoka County Sheriff Show: November/December 2015	178	29	6.1
Champlin Park Cluster Band Concert	168	22	7.6
It's Your History - Laws BBQ	153	30	5.1
Anoka County Sheriff Show - April & May 2016	107	18	6
Girls Hockey: Champlin Park @ Anoka	98	1	98.3
Anoka County Sheriff Show – August & September 2015	97	19	5.1
Girls Basketball: Irondale @ Andover 1-19-2016	78	23	3.4
The Grid - Spring 2016	72	17	4.2
Girls Basketball: Andover vs. Anoka - Section 7AAAA Final	68	7	9.7
Girl's Basketball: Blaine vs. Andover 01-13-2016	67	5	13.5
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	62	15	4.1
Boys Hockey: Marshall School Duluth @ Champlin Park	61	10	6.1
Boys Hockey: Anoka v Champlin Park - Section 5AA QF - 2/18/16	61	7	8.7
It's Your History - County Fairs	53	23	2.3
Section 7AA Girls Hockey QF - Cloquet-Esko-Carlton @ Andover (2/4/2016)	51	5	10.2
It's Your History - Archeology in Anoka County	46	6	7.7
Local Show Edition #4	42	18	2.3
Gardening: Theres an App for That!	38	8	4.8
District Court Show	37	4	9.3
Boys Hockey: Elk River at Andover 1-22-2016	35	14	2.5
News and Views November	33	6	5.5
Sheriff Show Dec 2014/Jan 2015	32	7	4.6
It's Your History - Sustainable Farming	32	3	10.7
Best of QCTV - Programming Excellence	30	3	10
Chamber Report January	27	3	9.1
Best of QCTV 2015	24	6	4
Thank You Berry Much The Story of the Bauer Farm	23	3	7.6
The Grid	22	8	2.8
Champlin Park Boys Basketball - #25 Mckinley Wright Dunk 1/5/16	22	27	0.8
Champlin Park Boys Basketball - Section 5AAAA Semi-Final	21	3	7
Professional Karate Studios	17	8	2.1
Live and Local Hometown Holiday	15	2	7.6
Check Out Our New Website www.QCTV.org	15	32	0.5
League of Women Voters - Upper Mississippi River	15	1	14.7

Live and Local - Spring Fever	15	7	2.1
Fire of the Heart ... an Andover Couples Journey	14	2	7.2
02-26-2016 Girls Basketball - Totino Grace vs. Anoka	13	8	1.7
Anoka County Sheriff Show - May and June 2015	13	5	2.6

- QCCCC Agenda Item

4.3.2 Technology Report

August 1, 2016

To: Karen George, Executive Director

From: Steve Ulrich

Subject: July 2016 Technology Report

Equipment Issues:

QCTV Equipment

- Resolved Premier issue with workstation QCTV-20.
- Replaced defective hard drive in QCTV-27. Reload software.
- Replaced defective hard drive in QCTV-05. Reload software.
- Replaced defective hard drive in QCTV-27. Reload software
- Relocate Edit Suite 1. Set up & configure.

City Equipment

- Anoka modulator creating interference in video (audio bleeding into video). Requested Comcast to replace modulator.
- Champlin Wi-Fi not working. Rebooted modulator and router.

Web Site:

- Little progress to report this month. BizzyWeb has requested that all HD files made available for purchase by download be limited to 3 GB. This will require reloading all files to date.

July Projects:

- Replace and configure primary network switches.
- Configure redundant Active Directory server.
- Review backup plans & storage requirements.

August Planned Projects:

- Reload Games to store.
- Automate report generation.
- Internal web project.
- Truck documentation.

Ongoing Projects:

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

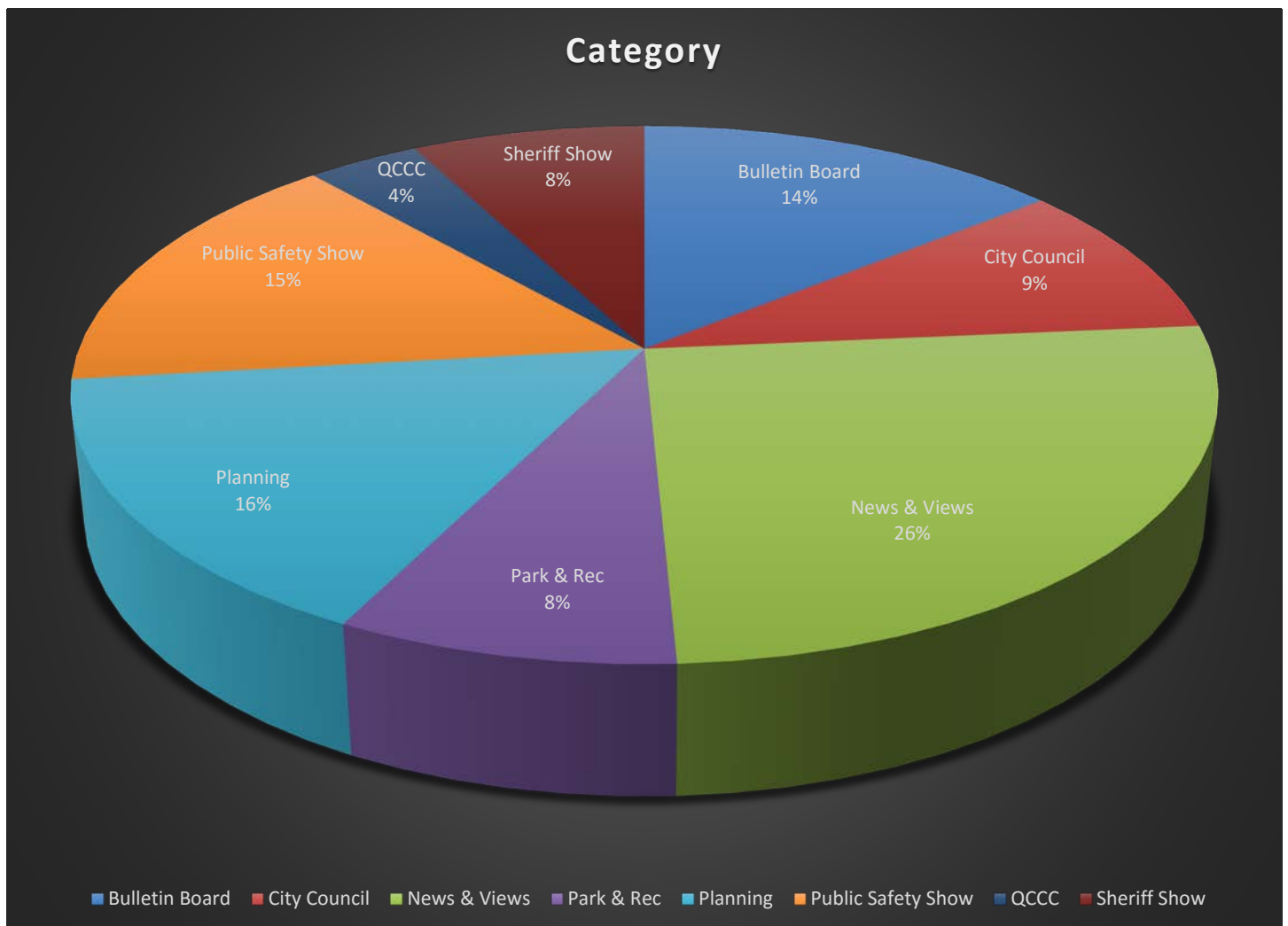
Action: None.

Andover Channel & Web Statistics

July 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1111	New Shows: 7	Total Hours: 105.47	Page Hits: 130
Total Time: 638.53	New Time: 4.98	Saturation: 14.2 %	See separate report for full details
Saturation: 85.8 %	All Shows: 15	New Andover: 69	
	All Time: 9.75	New All Cities: 412	

Shown In Multiple Cities		
6/2/2016	News & Views - June 2016	0.9992
7/1/2016	News & Views - July 2016	0.9994
7/21/2016	Public Safety Talk 07-21-2016	0.6022
1/15/2016	Public Safety Talk - January 2016	0.9678
5/19/2016	QCCC 05-19-2016	0.2267
6/9/2016	The Sheriff Show - July - August 2016	0.4697



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5842	Andover City Council Meeting 06-21-2016	6/21/2016	City Council	1.0167	19	19.3167
5923	Andover City Council 07-19-2016	7/19/2016	City Council	0.6000	41	24.6000
5871	Andover City Council Meeting 07-05-2016	7/5/2016	City Council	0.4569	57	26.0458
5744	News & Views - June 2016 **	6/2/2016	News & Views	0.9992	25	24.9792
5747	Andover News & Views - June 2016	6/2/2016	News & Views	0.2636	65	17.1347
5881	News & Views - July 2016 **	7/1/2016	News & Views	0.9994	104	103.9422
5877	Andover News & Views - July 2016	7/1/2016	News & Views	0.2397	187	44.8281
5931	Andover Park and Recreation 07-21-2016	7/21/2016	Park & Rec	0.5328	33	17.5817
5752	Andover Park and Recreation 06-02-2016	6/2/2016	Park & Rec	0.5058	86	43.5017
5790	Andover Planning Commission 06-14-2016	6/14/2016	Planning	0.3239	51	16.5183
5911	Andover Planning and Zoning 07-12-2016	7/12/2016	Planning	1.5472	65	100.5694
5933	Public Safety Talk 07-21-2016 **	7/21/2016	Public Safety	0.6022	38	22.8844
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	94	90.9711
5695	Quad Cities Cable Commission 05-19-2016 **	5/19/2016	QCCC	0.2267	123	27.8800
5776	The Sheriff Show - July - August 2016 **	6/9/2016	Sheriff Show	0.4697	123	57.7758

****Shown In Multiple Cities**

9.7517 1111 638.5292

Total Programming Hours: 638.5292

Total Bulletin Board Hours: 105.4708

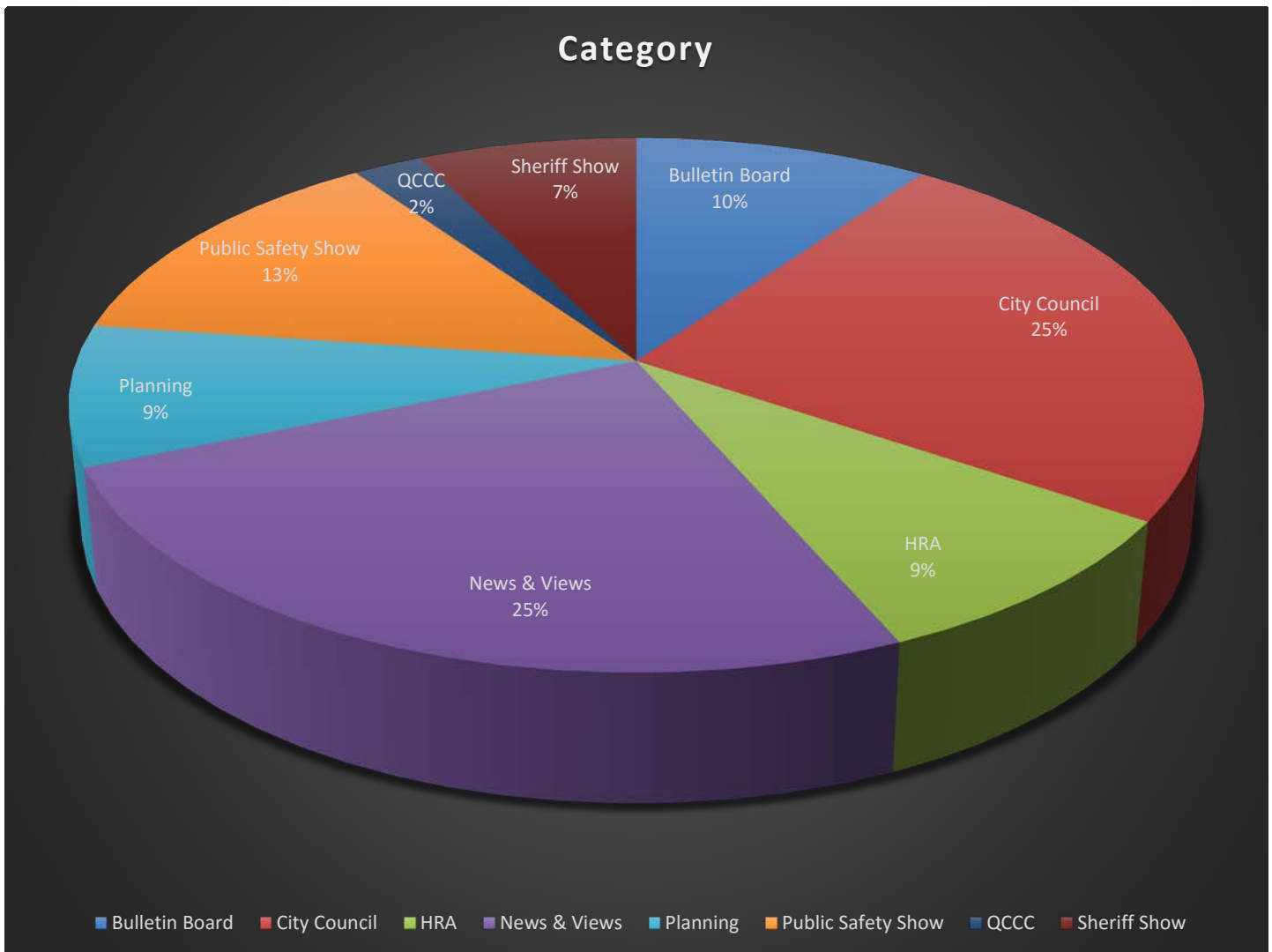
Total Runs: 1111

July Total Time: 744

Anoka Channel & Web Statistics July 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	1066	New Shows	7	Total Hours	72.97	Page Hits:	128
Total Time:	671.03	New Time:	5.66	Saturation:	9.8%	See separate report for full details	
Saturation:	90.2%	All Shows:	15	New Anoka:	75		
		All Time:	13.16	New All Cities:	412		

Shared With Multiple Cities		
6/2/2016	News & Views - June 2016	0.9992
7/1/2016	News & Views - July 2016	0.9994
7/21/2016	Public Safety Talk 07-21-2016	0.6022
1/15/2016	Public Safety Talk - January 2016	0.9678
5/19/2016	QCCC 05-19-2016	0.2267
6/9/2016	The Sheriff Show - July - August 2016	0.4697



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5831	Anoka City Council Meeting 06-20-2016	42541	City Council	3	19	50.4925
5922	Anoka City Council 07-18-2016	42569	City Council	2	48	83.3467
5873	Anoka City Council Meeting 07-05-2016	42556	City Council	1	51	49.5408
5786	Anoka HRA Meeting 06-13-2016	42534	HRA	1	31	25.2478
5903	Anoka HRA Meeting 07-11-2016	42562	HRA	1	68	41.8200
5744	News & Views - June 2016 **	42523	News & Views	1	15	14.9875
5748	Anoka News & Views - June 2016	42523	News & Views	0	53	13.1911
5881	News & Views - July 2016 **	42552	News & Views	1	97	96.9461
5878	Anoka News & Views - July 2016	42552	News & Views	0	268	62.6822
5759	Anoka Planning Commission 06-07-2016	42528	Planning	1	14	15.5517
5883	Anoka Planning Commission 07-06-2016	42557	Planning	1	95	47.7375
5933	Public Safety Talk 07-21-2016 **	42572	Public Safety	1	37	22.2822
5350	Public Safety Talk - January 2016 **	42384	Public Safety	1	78	75.4867
5695	QCCC 05-19-2016 **	42509	QCCC	0	76	17.2267
5776	The Sheriff Show - July - August 2016 **	42530	Sheriff Show	0	116	54.4878

** Shared With Multiple Cities

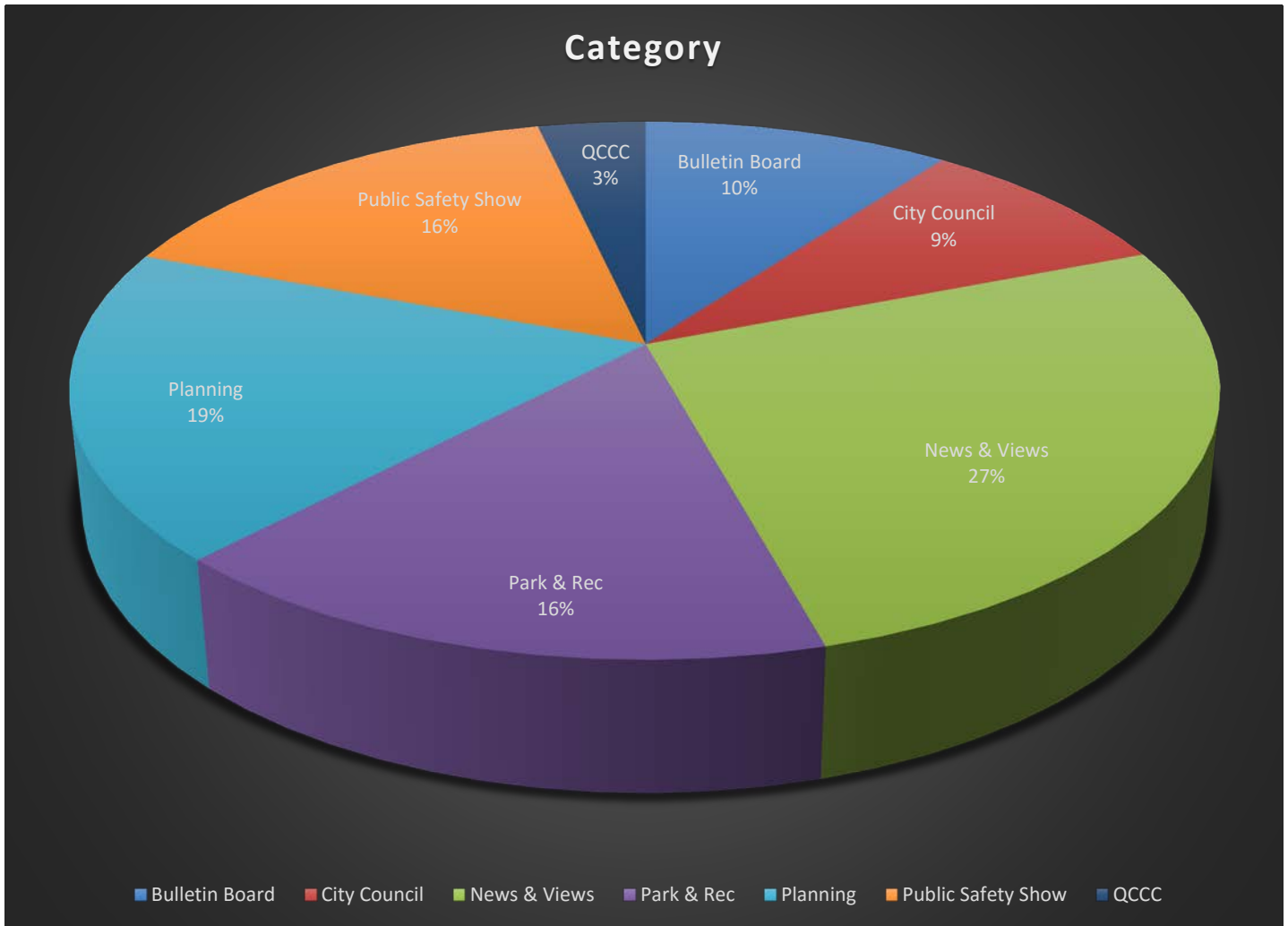
13 1066 671.0272

Total Programming Hours:	671.0272
Total Bulletin Board Hours:	72.9728
Total Runs:	1066
July Total Hours:	744.0000

Champlin Channel & Web Statistics July 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 976	New Shows: 7	Total Hours: 75.43	Page Hits: 148
Total Time: 668.57	New Time: 4.94	Saturation: 10.1%	See separate report for full details
Saturation: 89.9%	All Shows: 14	New Champlin: 53	
	All Time: 9.64	New All Cities: 412	

Shared With Multiple Cities		
6/2/2016	News & Views - June 2016	0.9992
7/1/2016	News & Views - July 2016	0.9994
7/21/2016	Public Safety Talk 07-21-2016	0.6022
1/15/2016	Public Safety Talk - January 2016	0.9678
5/19/2016	QCCC 05-19-2016	0.2267



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5936	Champlin City Council Meeting 07-25-2016	7/25/2016	City Council	0.5450	25	13.6250
5860	Champlin City Council & EDA Meeting 06-27-2016	6/27/2016	City Council	0.4472	50	22.3611
5902	Champlin City Council 07-11-2016	7/11/2016	City Council	0.5233	58	30.3533
5749	Champlin News & Views - June 2016	6/2/2016	News & Views	0.2656	29	7.7011
5744	News & Views - June 2016 **	6/2/2016	News & Views	0.9992	30	29.9750
5881	News & Views - July 2016 **	7/1/2016	News & Views	0.9994	121	120.9328
5879	Champlin News & Views - July 2016	7/1/2016	News & Views	0.2683	149	39.9817
5757	Champlin Park and Recreation 06-07-2016	6/7/2016	Park & Rec	0.5650	54	30.5100
5912	Champlin Park and Recreation 07-12-2016	7/12/2016	Park & Rec	1.1275	81	91.3275
5921	Champlin Planning 07-18-2016	7/18/2016	Planning	0.8708	49	42.6708
5673	Champlin Planning Commission 05-16-2016	5/16/2016	Planning	1.2336	78	96.2217
5933	Public Safety Talk 07-21-2016 **	7/21/2016	Public Safety	0.6022	39	23.4867
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	96	92.9067
5695	Quad Cities Cable Commission 05-19-2016 **	5/19/2016	QCCC	0.2267	117	26.5200

** Shared With Multiple Cities

9.6417 976 668.5733

Total Programming Hours: 668.5733

Total Bulletin Board Hours: 75.4267

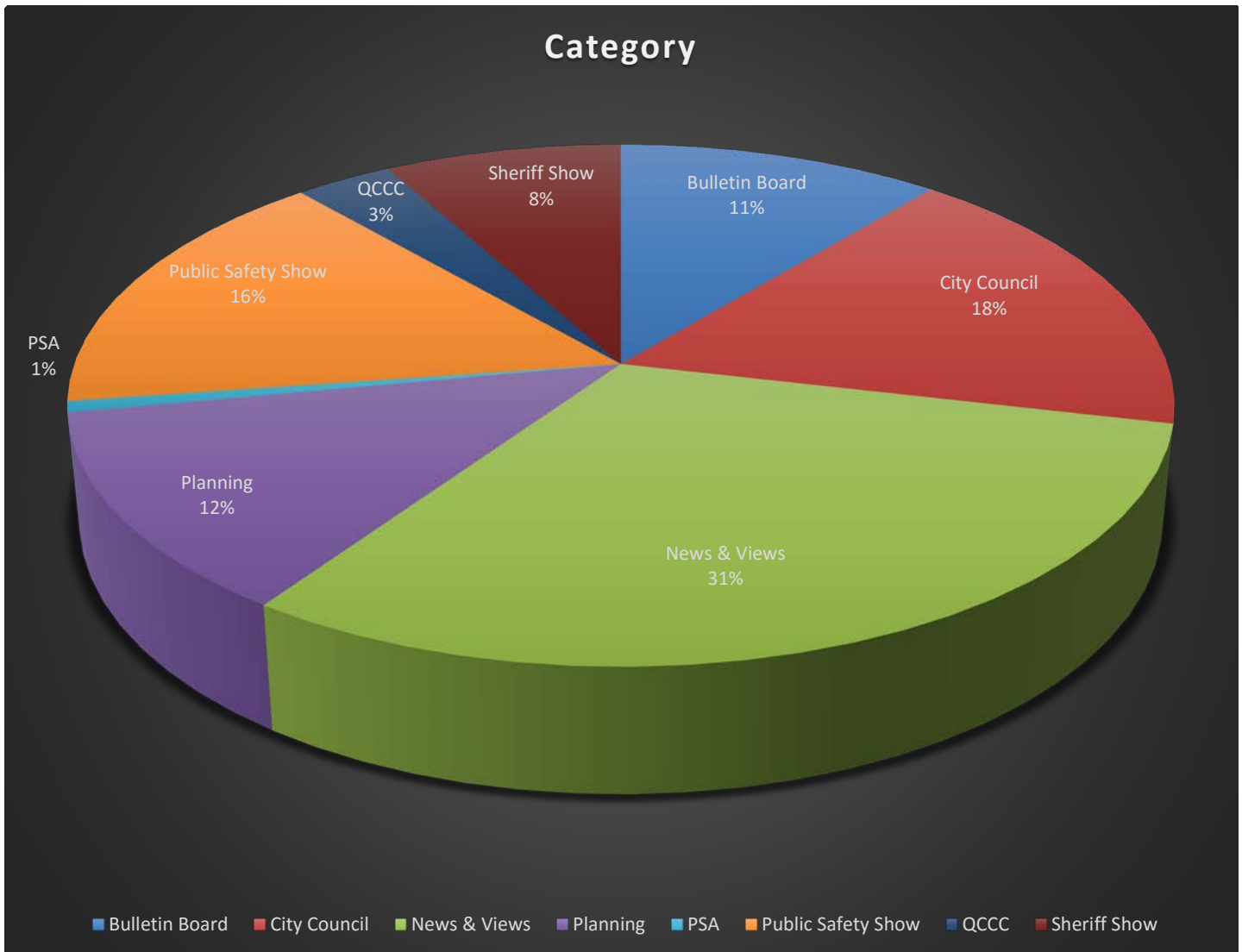
Total Runs: 976

July Total Time: 744.0000

Ramsey Channel & Web Statistics July 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1564	New Shows:	6	Total Hours:	81.87	Total Hits:	93
Total Time:	662.14	New Time:	6.41	Saturation:	1.1%	See separate report for full details.	
Saturation:	89%	All Shows	13	New Ramsey:	79		
		All Time:	10.69	New All Cities:	412		

Shared With Multiple Cities		
6/2/2016	News & Views - June 2016	1.00
7/1/2016	News & Views - July 2016	1.00
7/21/2016	Public Safety Talk 07-21-2016	0.60
1/15/2016	Public Safety Talk - January 2016	0.97
5/19/2016	QCCC 05-19-2016	0.23
6/9/2016	The Sheriff Show - July - August 2016	0.47



Detail

Show ID	Title	Event Date	Category	Length-d	Runs	Total-d
5938	Ramsey City Council Meeting 07-26-2016	7/26/2016	City Council	1.0594	16	16.9511
5864	Ramsey City Council 06-28-2016	6/28/2016	City Council	1.6167	47	75.9833
5913	Ramsey City Council 07-12-2016	7/12/2016	City Council	0.6164	62	38.2161
5744	News & Views - June 2016 **	6/2/2016	News & Views	0.9992	22	21.9817
5750	Ramsey News & Views - June 2016	6/2/2016	News & Views	0.2597	94	24.4139
5881	News & Views - July 2016 **	7/1/2016	News & Views	0.9994	106	105.9411
5880	Ramsey News & Views - July 2016	7/1/2016	News & Views	0.2411	324	78.1200
5934	Ramsey Planning Commission 07-21-2016	7/21/2016	Planning	2.8892	32	92.4533
5841	Ramsey Happy Days PSA 2016	6/22/2016	PSA	0.0106	488	5.1511
5933	Public Safety Talk 07-21-2016 **	7/21/2016	Public Safety	0.6022	37	22.2822
5350	Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	99	95.8100
5695	QCCC 05-19-2016 **	5/19/2016	QCCC	0.2267	109	24.7067
5776	The Sheriff Show - July - August 2016 **	6/9/2016	Sheriff Show	0.4697	128	60.1244

** Shared With Multiple Cities

10.9581 1564 662.1350

Total Programming Hours: 662.1350

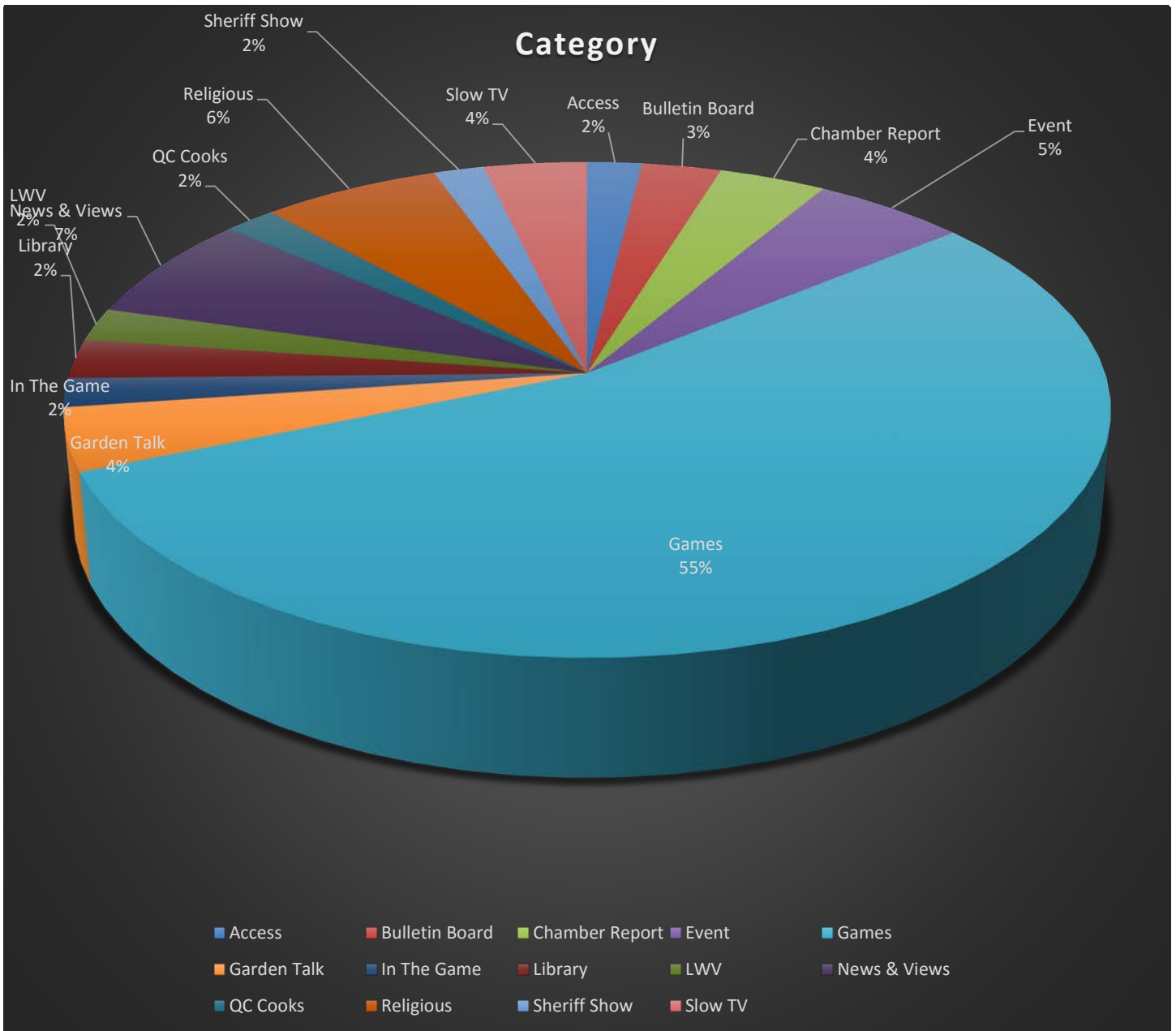
Total Bulletin Board Hours: 81.865

Total Runs: 1564

July Total Time: 744

Community Channel July 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1462	New Shows: 63	Total Hours: 19.12	Sessions: 1185
Total Time: 724.86	New Time: 84.19	Saturation: 2.6%	See separate report for full details
Saturation: 97.4%	All Shows: 160	New Bulletins: 68	
	All Time: 139.23	All Bulletins: 412	



- Detail available upon request

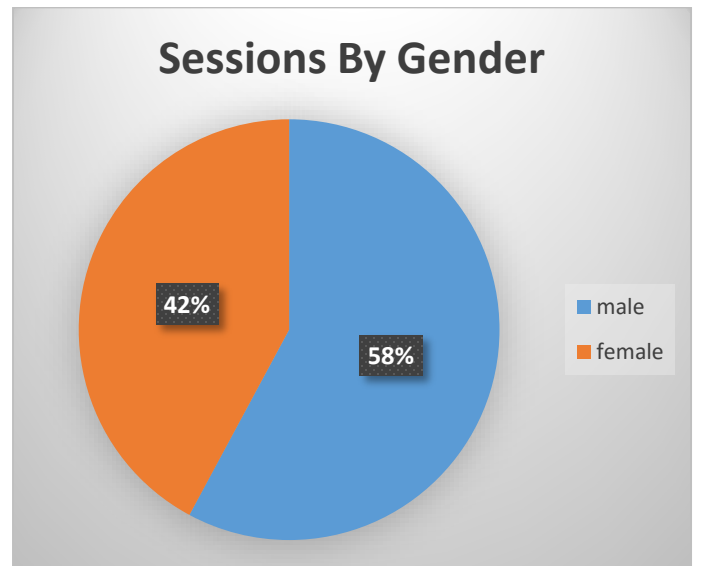
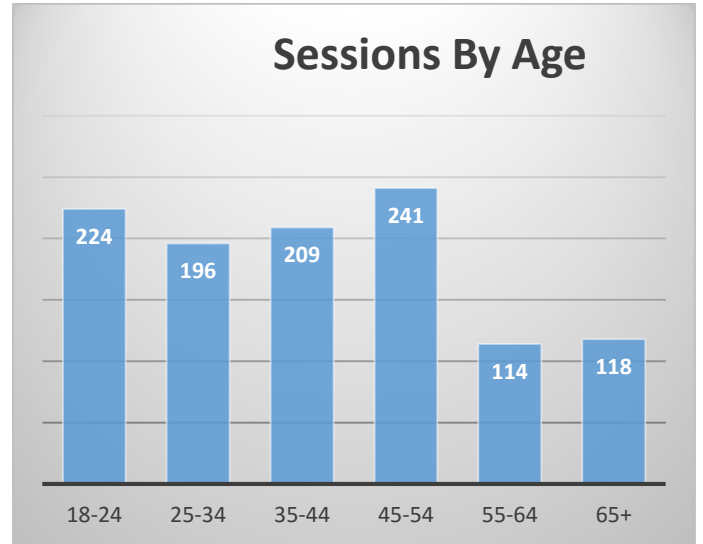
Web Statistics July 2016

Overview	
Sessions	1993
Users	1297
Page views	4986
Pages per Session	2.5
Average Session	2:23
Bounce Rate	54.84%
Percent New Sessions	57.05%

Sessions by Browser		
Chrome	826	41.45%
Safari	621	31.16%
Internet Explorer	224	11.24%
Firefox	160	8.03%
Edge	83	4.16%
Safari (in-app)	41	2.06%
Android Browser	10	0.5%
Amazon Silk	9	0.45%
Mozilla Compatible	9	0.45%

Sessions by Mobile		
iOS	567	67.9%
Android	256	30.66%
Windows	10	1.2%

Device Category		
Desktop	1158	58.1%
Mobile	673	33.7%
Tablet	162	8.13%

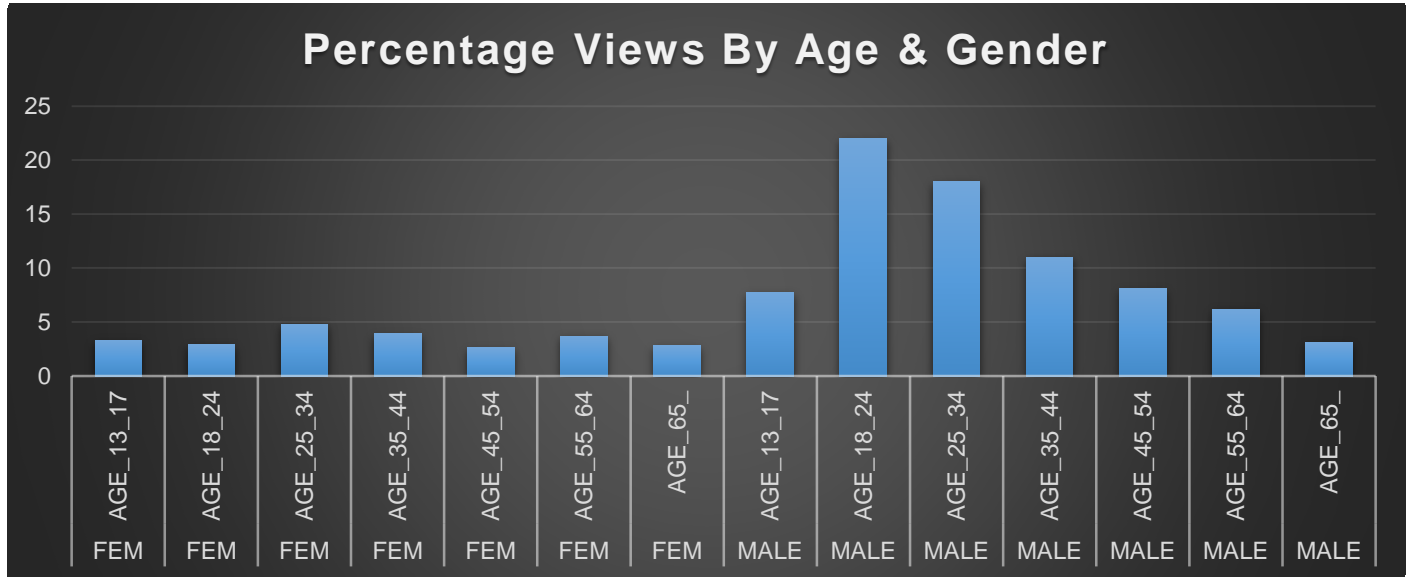


Page Path Level 1	Page Views	Unique Views	Avg. Time	Bounce Rate
/home page	1185	831	82.33	36.68%
/sports/	471	376	296.75	62.34%
/program-guide/	209	150	25.18	7.14%
/league-of-women-voters/	164	128	515.55	75.21%
/champlin/	148	106	59.72	53.70%
/andover/	130	107	30.29	15.38%
/anoka/	128	101	75.03	26.32%
/city_meeting/anoka-news-views-july-2016/	110	98	151.79	84.04%
/program-guide/qctv-community-channel/	107	86	40.49	25.00%
/all-qctv-programs/	104	71	35.67	0.00%
/qctv-programs/	98	86	26.60	57.14%
/ramsey/	93	57	95.52	9.68%
/meet-the-staff/	77	68	173.15	66.67%
/library/	70	60	213.45	84.75%
/jobs/	64	51	101.48	77.78%
/shop/	60	45	57.98	33.33%
/meeting_category/anoka/anoka-city-council-meetings/	55	47	39.82	0.00%
/meeting_category/champlin/champlin-city-council-meetings/	55	34	6.69	0.00%
/local-show/	51	43	45.16	85.71%
/the-public-safety-talk/	48	46	170.33	97.50%
/meeting_category/andover/andover-city-council-meetings/	47	24	5.12	0.00%
/elections/	44	29	152.72	50.00%
/parades-pagents/	42	33	260.13	56.25%
/city_meeting/ramsey-news-views-july-2016/	41	37	175.33	94.12%
/itsyourhistory/	41	32	223.79	92.86%
/program-guide/andover-city-channel/	41	35	41.75	50.00%
/city_meeting/andover-news-views-july-2016/	35	31	95.78	91.30%
/your-story/	33	27	42.13	100.00%
/meeting_category/ramsey/ramsey-city-council-meetings/	32	21	37.73	0.00%
/news-and-views/	27	26	75.79	100.00%
/who-we-are/	27	26	62.25	33.33%
/meeting_category/ramsey/ramsey-planning-commission-meetings/	26	19	23.05	0.00%
/city_meeting/anoka-city-council-7-18-2016/	25	23	550.63	80.00%

/events/	25	19	33.83	100.00%
/meeting_category/champlin/champlin-planning-commission-meetings/	22	16	104.21	0.00%
/city_meeting/anoka-city-council-7-5-2016/	19	18	46.75	0.00%
/event/16u-baseball-spring-lake-park-vs-andover-walter-2-games/	19	8	149.15	50.00%
/event/andover-fun-fest-parade/	19	16	29.00	85.71%
/districtcourtshow/	18	18	338.40	71.43%
/meeting_category/andover/andover-planning-commission-meetings/	18	17	5.81	0.00%
/program-guide/anoka-city-channel/	18	16	27.87	100.00%
/agendas/	17	14	53.13	50.00%
/meeting_category/andover/andover-news-views/	17	9	4.33	100.00%
/graduations/	16	13	256.25	72.73%
/sports/?playid=811	16	11	54.17	54.55%
/city_meeting/champlin-city-council-7-11-2016/	15	13	180.40	0.00%
/search/?search_title=Spring lake park	15	14	36.00	90.00%
/chambershow/	14	14	115.50	100.00%
/city_meeting/andover-planning-7-12-2016/	14	14	812.00	100.00%
/live-and-local/	14	13	200.80	100.00%

July 2016 YouTube Statistics

Total Views: 2,001
 Minutes Watched: 13,669



Playback Location Type	Watch Time (minutes)	Views	Average View (minutes)	Average % Viewed
You Tube Page	13589	1979	6:51	11%
Embedded in external website/app	75	11	6:50	15%
You Tube Channel Page	5	11	:28	1.6%

Device Type	Watch time (minutes)	Views	Average View (minutes)	Average % Viewed
Computer	5430	766	7:05	12%
Mobile Phone	4004	743	5:23	8.6%
Tablet	1879	372	5:03	6.5%
Game Console	1179	50	23.34	26%
TV	1176	69	17:03	36%
Unknown Platform	0	1	:19	31%

Detail – Top 50

Video	Watch Time (minutes)	Views	Avg View (minutes)
Boys Basketball Mounds View at Champlin Park Section 5AAAA	3,212 (24%)	269 (13%)	11:56
Antique Appraisal with Mark F Moran	2,187 (16%)	191 (9.5%)	11:27
02-25-2016 Boys Hockey Maple Grove vs Anoka Section 5AA	1,530 (11%)	117 (5.8%)	13:04
It's Your History - Anoka State Hospital	771 (5.6%)	111 (5.5%)	6:56
It's Your History - Fridley Tornado	738 (5.4%)	119 (5.9%)	6:12
Boys Hockey - Andover at Duluth East - Section 7AA QF - 2/16/16	490 (3.6%)	87 (4.3%)	5:37
It's Your History - The 1st Minnesota Infantry of the Civil War	460 (3.4%)	64 (3.2%)	7:11
Baseball: Champlin Park @ Minnetonka	453 (3.3%)	90 (4.5%)	5:01
Wrestling: Champlin Park @ Anoka (2/6/16)	437 (3.2%)	91 (4.5%)	4:48
It's Your History - Laws BBQ	367 (2.7%)	83 (4.1%)	4:25
Girls Basketball: Irondale @ Andover 1-19-2016	362 (2.6%)	45 (2.2%)	8:02
Rebel Classic Marching Bands 2014	266 (1.9%)	36 (1.8%)	7:22
Boys Hockey: Marshall School Duluth @ Champlin Park	257 (1.9%)	32 (1.6%)	8:01
Baseball: Champlin Park @ Osseo	242 (1.8%)	43 (2.1%)	5:38
Boys Hockey: Anoka v Champlin Park - Section 5AA QF - 2/18/16	150 (1.1%)	24 (1.2%)	6:15
Girls Hockey: Champlin Park @ Centennial - Section 5AA QF	146 (1.1%)	13 (0.6%)	11:13
It's Your History - County Fairs	117 (0.9%)	17 (0.8%)	6:51
Anoka County Sheriff Show: November/December 2015	115 (0.8%)	19 (0.9%)	6:02
Girls Hockey: Champlin Park @ Anoka	111 (0.8%)	3 (0.1%)	36:58:00
Champlin Park Cluster Band Concert	104 (0.8%)	21 (1.0%)	4:56
Boys Hockey: Elk River at Andover 1-22-2016	91 (0.7%)	23 (1.1%)	3:57
Gardening: Theres an App for That!	78 (0.6%)	10 (0.5%)	7:48
Girls Basketball: Andover vs. Anoka - Section 7AAAA Final	65 (0.5%)	11 (0.5%)	5:55
Sheriff Show Dec 2014/Jan 2015	63 (0.5%)	12 (0.6%)	5:14
Boys Hockey: Champlin Park @ Anoka - 02-11-2016	61 (0.4%)	7 (0.3%)	8:42
Anoka County Sheriff Show - April & May 2016	56 (0.4%)	15 (0.7%)	3:42
Professional Karate Studios	42 (0.3%)	23 (1.1%)	1:50
In The Garden Seedings in Plastic Jugs	40 (0.3%)	1 (0.0%)	40:25:00
Girl's Basketball: Blaine vs. Andover 01-13-2016	39 (0.3%)	4 (0.2%)	9:44
Champlin Park Boys Basketball - #25 Mckinley Wright Dunk	34 (0.2%)	41 (2.0%)	0:49
LWV ABC Water Resources Water Supply and Environmental	33 (0.2%)	5 (0.2%)	6:33
District Court Show	32 (0.2%)	3 (0.1%)	10:34
Girls Hockey: Anoka vs. Spring Lake Park - Section 5AA QF	31 (0.2%)	10 (0.5%)	3:07
In the Game - Winter Episode	30 (0.2%)	1 (0.0%)	29:59:00
02-26-2016 Girls Basketball - Totino Grace vs. Anoka	29 (0.2%)	14 (0.7%)	2:05
Thank You Berry Much The Story of the Bauer Farm	27 (0.2%)	5 (0.2%)	5:23
Anoka County Sheriff, James Stuart - Law Enforcement Memorial	24 (0.2%)	19 (0.9%)	1:15
It's Your History - Archeology in Anoka County	23 (0.2%)	7 (0.3%)	3:18
Anoka County Sheriff Show – August & September 2015	22 (0.2%)	17 (0.8%)	1:19
Anoka County Sheriff's Award Ceremony 02-17-20 15	18 (0.1%)	6 (0.3%)	3:00
The District Court Show - May	18 (0.1%)	2 (0.1%)	8:55
Section 7AA Girls Hockey QF - Cloquet-Esko-Carlton @ Andover	17 (0.1%)	6 (0.3%)	2:51
Professional Karate Studios	17 (0.1%)	17 (0.8%)	1:00
Road Rage	15 (0.1%)	11 (0.5%)	1:23

It's Your History - Sustainable Farming	14 (0.1%)	3 (0.1%)	4:43
Anoka County Reserve Graduation 2015	14 (0.1%)	3 (0.1%)	4:41
Andover @ Anoka, Football - End of Game Highlight	14 (0.1%)	13 (0.6%)	1:02
The Serakos Story	13 (0.1%)	2 (0.1%)	6:22
Ramsey Happy Days Parade 2015	11 (0.1%)	5 (0.2%)	2:09
Buzzer Beater: Centennial @ Andover, Girls Basketball	11 (0.1%)	19 (0.9%)	0:33

QCCCC Agenda Item

5.1 Personnel Policy Update

July 11, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Personnel Policy Update

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

The commission reviewed the recommended changes at the personnel policy last September and those changes were adopted December 2015. The commission requested further review of section 13.9 regarding QCTV standards. Staff consulted Legal Counsel Scott Lepak and has incorporated his recommended language for 13.9. The Personnel Committee met in June and recommends approval of this proposed change.

The new language for 13.9 clarifies QCTV standards to business standards.

Action Requested:

Approve as presented.

13.8 Salary

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

13.9 Dismissal

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

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

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

13.10 Administrative Leave

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

Section 14 GRIEVANCE PROCEDURE

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

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

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

**Quad Cities
Cable Communications
Commission**

(dba) QCTV

**Personnel Policy
2016**

Approved September 15, 2016

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

TABLE OF CONTENTS

Section 1 Introduction..... 1

1.1 Purpose 1

1.2 Scope 1

1.3 EEO Policy Statement 1

1.4 Data Practices Advisor 1

1.5 New Releases 2

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

2.1 Conduct as a QCTV Employee 2

2.2 Attendance and Absence 2, 3

2.3 Access to and Use of QCTV Property 3

2.4 Appearance 3

2.5 Children in the Workplace..... 3

2.6 Conflict of Interest..... 4

2.7 Falsification of Records..... 4

2.8 Personal Telephone Calls 4

2.9 Political Activity..... 4

2.10 Smoking 4

Section 3 Definitions 4

3.1 Authorized Hours 4, 5

3.2 Benefits 5

3.3 Demotion 5

3.4 Direct Deposit..... 5

3.5 Employee 5

3.6 Exempt Employee 5

3.7 FICA (Federal Insurance Contribution Act) 5

3.8 Fiscal Year..... 5

3.9 Full-time Employee 5

3.10 Hours of Operation 5

3.11 Management Employee 5

3.12 Non-exempt Employee 6

3.13 Part-time Employee 6

3.14 Pay Period 6

3.15 PERA (Public Employees Retirement Association) 6

3.16 Promotion 6

3.17 Reclassify 6

3.18 Seasonal Employee..... 6

3.19 Temporary Employee 6

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

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

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

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Section 1 **INTRODUCTION**

1.1 Purpose

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

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

1.2 Scope

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

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

1.3 EEO Policy Statement

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

1.4 Data Practices Advisory

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

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

1.5 News Releases

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

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

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

Section 2 ORGANIZATION WORK RULES AND CODE OF CONDUCT

2.1 Conduct as a QCTV Employee

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

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

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

2.2 Attendance and Absence

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

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

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

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

2.3 Access to and Use of QCTV Property

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

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

2.4 Appearance

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

2.5 Children in the workplace

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

2.6 Conflict of Interest

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

2.7 Falsification of Records

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

2.8 Personal Telephone Calls

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

2.9 Political Activity

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

2.10 Smoking

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

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

Section 3 DEFINITIONS

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

3.1 Authorized Hours

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

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

3.2 Benefits

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

3.3 Demotion

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

3.4 Direct Deposit

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

3.5 Employee

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

3.6 Exempt Employee

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

3.7 FICA (Federal Insurance Contribution Act)

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

3.8 Fiscal Year

The period from January 1 to December 31.

3.9 Full-time Employee

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

3.10 Hours of Operation

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

3.11 Management Employee

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

3.12 Non-exempt Employee

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

3.13 Part-time Employee

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

3.14 Pay Period

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

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

3.16 Promotion

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

3.17 Reclassify

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

3.18 Seasonal Employee

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

3.19 Temporary Employee

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

3.20 Training Period

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

3.21 Transfer

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

3.22 Workweek

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

Section 4 ORGANIZATION

4.1 Job Descriptions

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

4.2 Job Descriptions and Classifications

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

4.3 Assigning and Scheduling Work

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

Section 5 HOURS OF WORK

5.1 Work Hours

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

5.2 Meal Breaks and Rest Periods

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

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

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

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

5.3 Adverse Weather Conditions

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

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

Section 6 COMPENSATION

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

6.1 Time Reporting

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

6.2 Overtime / Compensatory Time

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

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

6.3 Non-Exempt (Overtime-eligible) Employees:

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

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

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

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

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

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

6.4 Exempt (non-overtime-eligible) Employees:

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

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

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

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

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

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

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

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

6.5 Leave Policy for Exempt Employees

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

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

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

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

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

Section 7 PERFORMANCE REVIEWS

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

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

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

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

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

Section 8 BENEFITS

8.1 Insurance

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

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

8.2 Retirement

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

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

Section 9 HOLIDAYS

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

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

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

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

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

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

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

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

Section 10 LEAVES

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

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

10.1 Annual Leave

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

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

10.2 Accrual Rates for Annual Leave

Years of Service Annual Accrual Rates:

0-4 years: 5.54 hours per 2 weeks of work (3 weeks and 3 days annually.)

5-9 years: 7.08 hours per 2 weeks of work (4 weeks and 3 days annually).

10+ years: 8.62 hours per 2 weeks of work (5 weeks and 3 days annually).

15+ years; 10.16 hours per 2 weeks of work (6 weeks and 3 days annually).

20+ years; 11.70 hours per 2 weeks of work (7 weeks and 3 days annually).

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

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

10.3 Annual Leave Conversion

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

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

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

10.4 Eligibility

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

10.5 Accrual Rate

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

10.6 Earnings and Use

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

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

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

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

10.7 Funeral Leave

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

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

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

10.8 Medical Certification

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

10.9 Returning to Work After a Medical Absence

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

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

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

10.10 Severance Pay

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

10.11 Unpaid Leave

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

10.12 Military Leave

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

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

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

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

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

10.13 Jury Duty

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

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

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

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

10.14 Court Appearances

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

10.15 Job Related Injury or Illness

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

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

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

10.16 Administrative Leave

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

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

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

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

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

10.20 Victim or Witness Leave

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

10.21 Elections / Voting

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

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

10.22 Regular Leave without Pay

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

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

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

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

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

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

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

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

10.23 Family and Medical Leave General

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

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

In accordance with the law, the following definitions apply:

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

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

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

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

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

10.24 Eligibility

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

10.25 Length of Leave

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

10.26 Leave Year

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

10.27 Notice

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

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

10.28 Medical Certification

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

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

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

10.29 Recertification

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

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

10.30 Intermittent Leave

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

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

10.31 Fitness for Duty

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

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

10.32 Job Protection

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

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

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

10.33 Effect on Benefits

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

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

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

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

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

10.35 Records Retention

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

10.36 Failure to Return from FMLA Leave

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

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

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

10.37 Light Duty/Modified Duty Assignment

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

Section 11 SEXUAL HARASSMENT PREVENTION

11.1 General

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

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

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

11.2 Definitions

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

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

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

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

11.3 Expectations

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

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

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

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

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

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

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

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

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

11.4 Retaliation

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

Section 12 SEPARATION FROM SERVICE

12.1 Resignations

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

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

12.2 Severance Pay

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

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

Section 13 DISCIPLINE

13.1 General Policy

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

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

13.2 No Contract Language Established

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

13.3 Process

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

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

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

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

13.4 Oral Reprimand

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

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

13.5 Written Reprimand

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

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

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

13.6 Suspension With or Without Pay

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

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

13.7 Demotion and/or Transfer

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

13.8 Salary

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

13.9 Dismissal

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

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

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

13.10 Administrative Leave

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

Section 14 GRIEVANCE PROCEDURE

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

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

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

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

14.1 Waiver

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

The following actions are not givable:

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

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

Section 15 EMPLOYEE EDUCATION AND TRAINING

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

15.1 Policy

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

15.2 Job-Related Training and Conferences

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

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

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

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

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

15.3 Request for Participation in Training and Conferences

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

15.4 Out of State Travel

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

15.5 Compensation for Travel and Training Time

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

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

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

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

15.6 Memberships and Dues

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

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

15.7 Tuition Reimbursement

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

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

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

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

Section 16 OUTSIDE EMPLOYMENT

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

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

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

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

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

Section 17 DRUG FREE WORKPLACE

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

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

Section 18 QCTV DRIVING POLICY

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

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

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

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

Section 19 CELLULAR PHONE USE

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

19.1 General Policy

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

19.2 Procedures

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

19.3 Responsibility

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

Section 20 SAFETY

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

20.1 Reporting Accidents and Illnesses

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

20.2 Safety Equipment/Gear

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

20.3 Unsafe Behavior

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

Section 21 Acknowledgement of Receipt of the Personnel Policy

ACKNOWLEDGEMENT OF RECEIPT OF THE PERSONNEL POLICY

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

Employee's Signature

Date

Employee's Name (typed or printed)

Witness' Signature

Date

Witness' Name (typed or printed)

QCCCC Agenda Item

5.2 Liability Coverage Waiver

September 15, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Liability Coverage Waiver

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

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



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LIABILITY COVERAGE – WAIVER FORM

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

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

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

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

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

LMCIT Member Name

Check one:

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

Date of city council/governing body meeting _____

Signature _____

Position _____

QCCCC Agenda Item

5.3 Landscape Project

September 8, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Capital Expenditure Request - Landscaping

QCTV facilities are aging and in need of planned renovation and repair. The building was built in 2001 and occupied in 2002. The outdoor landscaping is requiring attention and it is desired to modify the landscaping for snow removal and air-flow around the air conditioning units. The rain garden installed in 2012 is eroding the parking lot in the northwest corner. Attempted rip rock solution to abate with limited success.

Staff solicited three estimates for the work. Current landscape services provider Greenery Enterprises, Sabas Outdoor Services, and Rock Solid Landscape and Irrigation. Attached is a spreadsheet with comparison of estimates.

Project: Landscaping Improvements

Rationale: The landscaping around the building has become overgrown and unsightly. It is time to freshen up the outside plantings with low maintenance varieties.

Scope: Replace old plants, weed control fabric and mulch. Fill in rain garden. Install privacy fence around air conditioner units on the north side. Remove aging bushes, mulch, and fabric. Trim plants worthy of retaining. Install additional irrigation as needed.

Financial:

2016 Budgeted Amount:	\$25,000
Estimated Project Cost:	\$20,000
Expected Life Span:	10 years
Estimated Completion:	10/15/2016

Comments:

If new irrigation lines are required due to low pressure this will raise the cost.

Sabas Outdoor Services and Rock Solid have estimates that use cedar mulch as opposed to dyed mulch.

Additional plants, trees, or bushes may be added as the project progresses for additional cost.

Estimates do not include applicable sales tax.

Project Quotes:

Greenery Enterprises	\$12,575.00
Sabas Outdoor Services	\$16,842.50
Rock Solid Landscape and Irrigation	\$18,005.00

Recommendation:

Award landscape project to Greenery Enterprises for \$12,575 (plus applicable tax and additional plantings) not to exceed \$15,000.

Action Considerations:

- Approve as presented.
- Delay pending further review.

Work Required	Greenery Enterprises	Saba's Outdoor Services	Rock Solid
West Side (Front of Building) Remove ground cover. Level and fill as needed. Install new fabric and mulch along with some sort of decorative planting. Install two planters by front door along with drip irrigation to them.	<p style="text-align: right;">\$2,950</p> Remove all junipers, 2 large bushes, edging and grass. Fill & level. Install 14 grasses & shrubs. Install pavers for planters & drip irrigation. Install fabric & mulch. Option: install 2 bushes to cover optic boxes (\$200). Planters optional: 30"/495; 35"/625	<p style="text-align: right;">\$5,542.50</p> Remove juniper ground cover, mulch & fabric. Trim large Evergreens (3). Install new weed barrier & fabric. Install wild grasses, plants and shrubs.	<p style="text-align: right;">\$6,616</p> Remove Dogwood & existing tree. Trim large Evergreens. Remove ground cover and install new fabric and mulch. Install decorative plants. Install 20" X 20" planters by front door.
West Side (South Driveway Entrance) Remove junipers level & sod.	<p style="text-align: right;">\$300</p> Remove junipers, trip tree. Install fabric & mulch. Install perennial grasses & daylilies.	<p style="text-align: right;">\$345</p> Remove junipers. Level & fill. Sod	<p style="text-align: right;">\$455</p> Remove junipers. Install 1 yard black dirt. Sod
West Side (South Driveway Entrance) Remove junipers and replace with decorative plants. New mulch and fabric.	<p style="text-align: right;">\$175</p> Remove juniper bushes. Install mulch & fabric.	<p style="text-align: right;">\$560</p> Remove junipers, fabric & mulch. Replant with wild grasses. Trim Spirea. Install new fabric & mulch.	<p style="text-align: right;">\$1,975</p> Remove junipers and shrubs. Install fabric & mulch. Install decorative plants.
East Side (Air Conditioners) 48" Privacy Fence around air conditioning units. Remove bushes, fill and level as needed.	<p style="text-align: right;">\$4,500</p> Remove large bushes. Install 48" black chain link fence in 8' X 15' L shape. Install new fabric, edging & mulch. NOTE: This includes both east and south air-condition units.	<p style="text-align: right;">\$4,490</p> Remove shrubs. Install 16' of 48" black chain link fence. Install new weed barrier and mulch.	<p style="text-align: right;">\$2,753</p> Remove shrubs. Install 48" Cedar privacy fence around air conditioner units with 48" gate. Prep soil. Install fabric & mulch
East Side (Back Door) Remove ground cover, level and sod.	<p style="text-align: right;">\$350</p> Remove shrubs. Install mulch, fabric, decorative grasses.	<p style="text-align: right;">\$150</p> Remove shurbs, mulch & fabric. Level & sod.	<p style="text-align: right;">\$650</p> Remove shrubs. Install one yard of black dirt. Sod

<p>North Side (Where snow is piled) Remove 4 bushes, install new fabric & mulch. Some sort of decorative plants.</p>	<p style="text-align: right;">\$1,700</p> <p>Remove 4 bushes. Fill & level. Install new fabric & mulch.</p>	<p style="text-align: right;">\$3,295</p> <p>Remove (7) dogwood shrubs. Remove current mulch and fabric. Install new fabric & mulch (9) yards along the long stretch and (7) yards in the corner where snow is piled. Install wild grasses and plants.</p>	<p style="text-align: right;">\$2,806</p> <p>Remove (4) Dogwood, trim remainder. Install new fabric & mulch. Install wild grasses & Spirea.</p>
<p>North Side (Driveway Entrance) Remove rain garden. Fill and sod. Add irrigation</p>	<p style="text-align: right;">\$2,200</p> <p>Remove rain garden. Fill, level, fabric, mulch plants, relocate and install irrigation.</p>	<p style="text-align: right;">\$1,000</p> <p>Remove current rain garden. Fill, level & sod.</p>	<p style="text-align: right;">\$1,175</p> <p>Remove rain garden. Fill with 10 yards black dirt. Sod.</p> <p>NOTE: Irrigation repairs in \$600 below.</p>
<p>South Side (Air Conditioner) Remove bushes around air conditioning unit. Replace with decorative planting. Level & fill as needed.</p>	<p style="text-align: right;">\$0</p> <p>Included in the east side air conditioning unit section.</p>	<p style="text-align: right;">\$580</p> <p>Remove shrubs, mulch & fabric. Install new fabric, mulch and wild grasses.</p>	<p style="text-align: right;">\$975.00</p> <p>Remove existing shrubs. Install new fabric & mulch. Install Weigela and Viburnum.</p>
<p>South Side (Between the 2 Maple Trees)</p>	<p style="text-align: right;">\$400</p> <p>Remove bushes, edging, mulch. Fill, level, sod.</p>	<p style="text-align: right;">\$880</p> <p>Remove Dogwoods, fabric & mulch. Install new fabric, mulch and shrubs. Lilac or similar</p>	
<p>Irrigation</p>	<p style="text-align: right;">\$0</p>	<p style="text-align: right;">\$0</p>	<p style="text-align: right;">\$600</p>

	Install new heads by old rain garden & drip to the front door planters. Price included in bid. If low pressure requires a separate line that would be extra.	Install new heads by old rain garden & drip to the front door planters. Price included in bid. If low pressure requires a separate line that would be extra.	Install new heads by old rain garden & drip to the front door planters. If low pressure requires a separate line that would be extra.
Total Bid	12,575.00	16,842.50	18,005.00