

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

November 15, 2018, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of the September 20, 2018, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. August and September Financial Reports.
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. 2019 Operating Budget
 - 5.2. FCC FNPRM – Franchise Fee Offset
 - 5.3. Movie Screen Purchase
 - 5.4. Remote Meeting Participation
- 6. Adjourn**

MINUTES OF THE WORK SESSION OF SEPTEMBER 20, 2018

CALL TO ORDER – 1

Acting Chair Ulrich called the meeting to order at 9:36 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Greg Lee, Anoka; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Jim Goodrich, Andover.

Commissioners absent: Bret Heitkamp, Champlin; John LeTourneau, Ramsey; Brian Wesp, Anoka; and Ryan Sabas, Champlin.

Others present included Karen George, Executive Director; John Sommer, Technology Manager; and Max Krauth, Consultant with MAZA Technologies.

APPROVAL OF AGENDA – 3

The agenda was approved as presented.

ANNUAL TECHNOLOGY UPDATE – 4

Mr. Sommer reviewed the routine technology duties that he handles as well as routine services provided by the consultant through a contract for service. He identified future projects, beginning with Your Story.

Ms. George noted that the future projects tie into the Strategic Plan initiative of viewer engagement. She stated that QCTV has been operating channel first but believed that there is now an inversion where social media use will come first, and channel will become secondary. She stated that as technology improves on cellular phones, the opportunity is available to engage viewers and allow the viewers to use their phones to capture their videos and pictures that can be shared with QCTV. She noted that currently QCTV is collecting videos and photos for Halloween.

Mr. Krauth stated that the idea in the future is to monetize content. He explained that people are more likely to purchase content if their relative is featured.

Ms. George noted that there is a user agreement that must be approved by the user before they complete the uploading of their shared photo or video that gives QCTV the authority to use/edit the content.

Commissioner Dickinson agreed that the ability to watch content live is extremely valuable. He stated that part of the mission is to help the general public, but the other aspect is to help the partners. He stated that the availability of live content and replayed content on the QCTV website is a valuable tool for the partners.

Mr. Sommer continued to identify future projects including website and equipment updates.

Mr. Krauth stated that a large part of his role is in infrastructure. He explained that QCTV had been a very consumer-based entity in terms of data storage and he is helping to evolve into a small to medium sized business system. He reviewed details on two options and compared the elements of those options as well as the costs. He stated that he would recommend option two as that would cover everything that would be needed.

Ms. George stated that this item has been on the long-term vision for the organization and noted that now that the equipment has been updated, data storage is the next step. She stated that this came to the forefront when there was an attack on the servers at QCTV one year ago.

Mr. Krauth stated that the biggest obstacle is that video files are large and there is massive amount of space needed and that needs to be protected. He estimated that QCTV will be out of space in one year and there will be no backup.

Acting Chair Ulrich asked the length of time the solution would provide, whether it would be three years or five years, etc.

Mr. Krauth stated that he cannot estimate the length of time because it depends on the amount of content. He explained that additional space can be added for a lesser fee in the future once this system is in place. He stated that the idea is that the organization will continue to grow and absorb content from viewers, but that will require additional storage space. He estimated that perhaps this would be a three-year solution, but again noted that would depend on the amount of content that is generated by and shared with the organization.

Ms. George stated that all of the city halls have now been updated and the HD channels will then be launched in the future. She explained that the HD content

then absorbs additional space. She stated that the system would provide redundancy. She noted that the Commission will also be discussing a retention policy, specifically the length of time QCTV should retain content from public meetings.

Mr. Krauth explained that keeping content does not have to mean that it's readily available. He stated that archives could be stored on an external drive annually, which would allow the storage to function for a longer period of time but would still allow the organization to pull old content if desired.

Commissioner Goodrich stated that he would support option two and asked if there are funds set aside for this improvement.

Ms. George stated that the five-year capital plan was included in the packet. She stated that the infrastructure improvements are continuing to come in under the budgeted amount and therefore she believes that there will be sufficient funds available within the amount budgeted for the city hall and studio updates.

Acting Chair Ulrich asked if there is a threshold for what is considered historic in terms of retention.

Ms. George stated that the State Statute does not provide parameters on that topic. She stated that in the six years that she has been with the organization they have not purged content and have been working to update the DVD storage to digital storage. She noted that the policy discussion will be helpful to guide the future on content retention.

Acting Chair Ulrich confirmed the consensus of the Commission to move forward with option two.

Ms. George noted that she will bring a budget request forward to the Commission at an upcoming meeting.

Mr. Sommer provided an update on projects that have been completed and city hall HD equipment updates. He reviewed some of the technology visioning for the organization in the future.

There was discussion on the possibility of monetizing content and whether that could be simply for community content or whether that could also be for public meetings in terms of video on demand services.

Ms. George noted that staff is simply gathering information at this point to provide additional data to the Commission in the future in terms of return on investment and potential policy discussion.

Mr. Sommer provided background information on the current video retention that is done by QCTV. He stated that currently, all meetings recorded since the latest website went live in the fall of 2015 are available for VOD viewing. He stated that the VOD has not yet been filled but that might be an issue in the future. He stated that input is desired from the Commission on how long the city meetings should be visible on the QCTV website.

Ms. George noted that staff will provide recommendations on the community content but would like input on the length of time that government meetings should be available on the website.

Commissioner Lee stated that he would like one to two years. He used the example of 2017 and 2018 being available until 2019 and in 2019, the 2017 meetings could fall off.

Commissioner Goodrich agreed.

Ms. George stated that this would simply be the policy for content available on the QCTV website and noted that the content could still be stored in archives.

It was the consensus of the Commission that content for government meetings should be available on the QCTV website for two years and the content should be archived for a total of eight years.

Ms. George noted that the City of Ramsey has provided a request to implement a remote participation policy coordinated by QCTV to integrate with the new equipment. She asked if the Commission would like to look at this throughout the four member cities or whether this should be done simply with Ramsey.

Acting Chair Ulrich provided additional details, noting that Ramsey is simply investigating the option of allowing one member to attend a meeting remotely and asked for assistance from QCTV.

Ms. George stated that QCTV would be willing to implement that service for the cities, noting that there would be a cost for the service. She suggested that the cities work with their IT departments to set minimum standards if they are going to implement a policy.

Commissioner Lee stated that Anoka developed a remote attendance policy a few years ago but noted that the City never actually ended up using it.

Ms. George confirmed that GoToMeeting and Skype would be preferred platforms. She stated that QCTV would want the IT staff from the member cities to set minimum standards, using the example of a requirement of a secure connection. She stated that QCTV can further study the topic for all four

member cities. Ramsey volunteered to share its draft policy and legal opinion and Anoka volunteered to share its policy. It was noted that this will be treated independently and will not be tied into the existing city hall updates.

Mr. Sommer moved to the topic of closed captioning noting that currently QCTV falls into one or two of the 13 self-implementing categorical exemptions from the FCC. He noted that changes made be coming in the future in terms of closed captioning requirements and proof of exemption. He reviewed three possible options for the Commission to consider.

Commissioner Dickinson stated that he would support continuing to monitor Federal rule making and direct staff to provide an update in 2019. He noted that the onsite criteria for ADA compliance is provided with the new technology in the city halls.

It was the consensus of the Commission to continue to monitor the issue and provide an update in 2019.

STRATEGIC PLAN UPDATE - 5

Ms. George stated that a contract has been negotiated and some initial meetings began. She noted that she then compared that to the election cycle and the consensus was to delay the Strategic Plan process until January 1, 2019 when the election cycle is completed.

LEGISLATIVE/REGULATORY UPDATE – 6

Ms. George provided an update on the legislative and regulatory landscape, noting changes at both the State and Federal levels.

OTHER – 7

No comments.

ADJOURN – 8

Time of adjournment 10:59 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 20, 2018

CALL TO ORDER – 1

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

ROLL CALL– 2

Commissioners present were: Greg Lee, Anoka; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Jim Goodrich, Andover.

Commissioners absent: Bret Heitkamp, Champlin; John LeTourneau, Ramsey; Brian Wesp, Anoka; and Ryan Sabas, Champlin.

Others present included Karen George, Executive Director; and John Sommer, Technology Manager.

APPROVAL OF AGENDA – 3

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

4 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from July 19, 2018

Motion was made by Dickinson and seconded by Lee to approve the July 19, 2018 minutes as presented.

4 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. June and July Financial Reports/Quarterly Investment Report

Commissioner Dickinson stated that financially the organization is in good condition and working through capital improvements. He stated that while it appears the organization is ahead from the franchise payments that have been received, he noted that there are additional expenses that come forward toward the end of the year that will provide the balance expected in the planned budget.

Motion was made by Goodrich and seconded by Lee to accept the June and July Financial Reports.

4 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George reported that the city hall updates are substantially complete in three of the member cities and underway in the fourth city. She reviewed the elections tab that is now available on the QCTV website and the information that is available.

Acting Chair Ulrich thanked the organization for the valuable service that is provided to the communities in terms of election coverage.

Mr. Sommer provided an update on the city hall HD upgrades, confirmed that substantial completion has been reached in three of the four cities and updates have begun in Champlin. He felt that things are moving well and noted that the project remains under budget, even with the change orders that have been received.

Commissioner Dickinson commented that QCTV has done a great job with Alpha and believed that everyone should be proud of the outcome. He stated that the sound within the chambers in Andover is so much better than what it had been in the past.

Acting Chair Ulrich agreed that staff did a great job working within the timeline between Council meetings.

Ms. George thanked City staff and QCTV staff for their flexibility. She stated that QCTV has been recognized with multiple national awards in recent months and invited staff to come present to display the recent awards received. She read aloud some of the judge comments that were made in regard to the QCTV programming. She introduced the members of staff present and that are helping to run the meeting today.

The Commission thanked staff for their continued excellent work and achievements.

GENERAL BUSINESS – 5

5.1 Insurance Liability Waiver

Ms. George noted that this action comes before the Commission annually and asked the Commission to not waive the monetary limits on municipal tort liability.

Motion was made by Dickinson and seconded by Goodrich to designate that QCCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

4 ayes – 0 nays. Motion carried.

5.2 Movie Screen Purchase

Ms. George stated that this idea was brought forth by a member city in the past and staff continued to complete further research as directed.

Mr. Sommer stated that following the last meeting he pursued more in-depth information on cost as well as speaking with parks staff from each of the member cities. He stated that there is interest in all member city staff in pursuing the purchase of a screen. He stated that he reached out to multiple vendors to obtain a cost on a system that would serve up to 500 people and provided details on the elements that would be included in the system. He reviewed the estimated costs that he received from the vendors. He stated that the estimates currently do not include a streaming device and noted that he will continue to review options. He stated that power generation was also not included as some cities have the availability of electricity at their site. He discussed potential funding and ongoing maintenance costs that would need to be considered.

Commissioner Lee stated that Anoka just finished the Veterans stage and is all setup and ready. He noted that while it would be cost prohibitive for Anoka to purchase the equipment alone, with the cost-shared it will become a great amenity.

Commissioner Goodrich referenced the cost differences.

Mr. Sommer stated that this is estimated pricing and noted that if desired by the Commission to continue to move forward, he would obtain more solid cost estimates to provide an apple to apple comparison.

Commissioner Dickinson agreed that he would like to see staff continue to move forward on the costs but would also like to see policies on use and priority to avoid potential issues that can arise from sharing equipment.

Ms. George confirmed that is helpful feedback. She agreed that this would be a good use of capital funds because it will benefit each of the communities. She also agreed that a policy would be helpful. She noted that QCTV would be looking for the public works department for each member city to be involved in setup and implementation for events. She stated that perhaps a QCTV promotional video could be displayed prior to the movie for the movie in the park events.

Acting Chair Ulrich agreed that would be a good tie in to for the mission of the organization. He noted that perhaps there are videos from other community organizations that could also be displayed prior to the movie beginning.

Ms. George stated that perhaps there could be a tie in with the use of Your Story for the specific community showing the video that would show clips that had been shared from members of that community.

It was the consensus of the Commission to direct staff to continue to move forward and bring additional information to the Commission at the next meeting related to cost, equipment and policy.

ADJOURN – 6

Time of adjournment 11:27 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 August 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,412,154.95
- PayPay acct	332.36
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,310,847.13
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,728,584.44
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,728,584.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	149,238.59
Other Current Liabilities	0.11
Total Current Liabilities	\$ 149,238.70
Equity	2,579,345.74
TOTAL LIABILITIES AND EQUITY	\$ 2,728,584.44

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Aug 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	51.31	125.00	(73.69)	41.05%	841.21	1,500.00	(658.79)	56.08%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees		72,854.00	(72,854.00)	0.00%	522,294.50	874,248.00	(351,953.50)	59.74%
Interest Income	6,641.29	1,000.00	5,641.29	664.13%	28,676.28	12,000.00	16,676.28	238.97%
Miscellaneous Income		125.00	(125.00)	0.00%	85.89	1,500.00	(1,414.11)	5.73%
PEG Fee		36,427.08	(36,427.08)	0.00%	281,238.32	437,125.00	(155,886.68)	64.34%
Total Income	6,692.60	115,326.83	(108,634.23)	5.80%	890,411.38	1,383,922.00	(493,510.62)	64.34%
Expenses								
A-PERA Expense	4,778.29	3,583.33	1,194.96	133.35%	28,556.41	43,000.00	(14,443.59)	66.41%
A-SS/Medicare Expense	4,884.43	4,050.00	834.43	120.60%	27,910.56	48,600.00	(20,689.44)	57.43%
A-Wages - Full-time	57,962.80	41,977.50	15,985.30	138.08%	328,229.67	503,730.00	(175,500.33)	65.16%
A-Wages - Part-time	6,804.32	9,993.50	(3,189.18)	68.09%	41,997.44	119,922.00	(77,924.56)	35.02%
Accounting / HR Services	2,367.71	1,275.00	1,092.71	185.70%	10,772.85	15,300.00	(4,527.15)	70.41%
Ads/Promos/Sponsorships	84.00	916.67	(832.67)	9.16%	6,110.52	11,000.00	(4,889.48)	55.55%
Andover Capital Equipment		416.67	(416.67)	0.00%	134.98	5,000.00	(4,865.02)	2.70%
Announcers Fees	300.00	1,083.33	(783.33)	27.69%	6,655.44	13,000.00	(6,344.56)	51.20%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	1,382.74	5,000.00	(3,617.26)	27.65%
Audit		1,333.33	(1,333.33)	0.00%	14,150.00	16,000.00	(1,850.00)	88.44%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	1,060.00	208.33	851.67	508.81%	1,090.00	2,500.00	(1,410.00)	43.60%
Building - Cleaning	515.00	583.33	(68.33)	88.29%	4,075.00	7,000.00	(2,925.00)	58.21%
Building - Insurance	892.00	458.33	433.67	194.62%	2,724.00	5,500.00	(2,776.00)	49.53%
Building - Maintenance	884.60	833.33	51.27	106.15%	6,115.15	10,000.00	(3,884.85)	61.15%
Building - Supplies	170.75	166.67	4.08	102.45%	974.65	2,000.00	(1,025.35)	48.73%
Car Allowance	250.00	250.00	0.00	100.00%	2,000.00	3,000.00	(1,000.00)	66.67%
Cell Phone - Allowance	650.00	625.00	25.00	104.00%	4,850.00	7,500.00	(2,650.00)	64.67%
Champlin Capital Equipment	240.90	416.67	(175.77)	57.82%	970.18	5,000.00	(4,029.82)	19.40%
City Sewer & Water	313.23	216.67	96.56	144.57%	1,714.03	2,600.00	(885.97)	65.92%
Commission Expense		416.67	(416.67)	0.00%	672.00	5,000.00	(4,328.00)	13.44%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Aug 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,523.75	6,250.00	(4,726.25)	24.38%	12,412.25	75,000.00	(62,587.75)	16.55%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	25.94	500.00	(474.06)	5.19%
Electric Service	1,557.40	1,500.00	57.40	103.83%	10,005.74	18,000.00	(7,994.26)	55.59%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	128.44	2,500.00	(2,371.56)	5.14%
Equip/Repair/Supply/Software	12,068.31	3,833.33	8,234.98	314.83%	19,857.50	46,000.00	(26,142.50)	43.17%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,541.41	6,500.00	41.41	100.64%	52,279.50	78,000.00	(25,720.50)	67.03%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	1,612.00	416.67	1,195.33	386.88%	4,656.00	5,000.00	(344.00)	93.12%
Lawn Service	520.00	416.67	103.33	124.80%	2,745.25	5,000.00	(2,254.75)	54.91%
Legal Fees	1,637.94	2,083.33	(445.39)	78.62%	4,790.76	25,000.00	(20,209.24)	19.16%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	380.54	1,000.00	(619.46)	38.05%
Memberships - NATOA / Others		666.67	(666.67)	0.00%	4,960.00	8,000.00	(3,040.00)	62.00%
Mileage	414.61	666.67	(252.06)	62.19%	5,214.82	8,000.00	(2,785.18)	65.19%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	140.68	500.00	(359.32)	28.14%	3,475.67	6,000.00	(2,524.33)	57.93%
Office Supplies / Equipment	884.41	500.00	384.41	176.88%	3,177.09	6,000.00	(2,822.91)	52.95%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	84.00	200.00	(116.00)	42.00%	684.50	2,400.00	(1,715.50)	28.52%
Postage	273.79	83.33	190.46	328.56%	405.51	1,000.00	(594.49)	40.55%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	511.86	1,500.00	(988.14)	34.12%	11,741.43	18,000.00	(6,258.57)	65.23%
Publications		41.67	(41.67)	0.00%	199.00	500.00	(301.00)	39.80%
Ramsey Capital Equipment	131.82	416.67	(284.85)	31.64%	1,166.21	5,000.00	(3,833.79)	23.32%
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services		208.33	(208.33)	0.00%	637.00	2,500.00	(1,863.00)	25.48%
Snow Plowing Service		375.00	(375.00)	0.00%	4,991.25	4,500.00	491.25	110.92%
State Unemploy Exp		208.33	(208.33)	0.00%	196.75	2,500.00	(2,303.25)	7.87%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

Aug 2018

YTD

	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	4,527.66	7,500.00	(2,972.34)	60.37%
Studio Sets		1,566.67	(1,566.67)	0.00%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	279.00	1,666.67	(1,387.67)	16.74%	14,643.16	20,000.00	(5,356.84)	73.22%
Temp Staff Services	269.50	208.33	61.17	129.36%	269.50	2,500.00	(2,230.50)	10.78%
Vehicle - Equipment / Repair	747.40	1,250.00	(502.60)	59.79%	4,089.81	15,000.00	(10,910.19)	27.27%
Vehicle - Insurance	436.00	333.33	102.67	130.80%	2,973.00	4,000.00	(1,027.00)	74.33%
Vehicle - Maintenance / Gas	1,539.44	500.00	1,039.44	307.89%	16,508.43	6,000.00	10,508.43	275.14%
Waste Removal	99.55	125.00	(25.45)	79.64%	793.50	1,500.00	(706.50)	52.90%
Web / VOD / Int / CaTV / Phone	1,012.77	1,833.33	(820.56)	55.24%	7,383.44	22,000.00	(14,616.56)	33.56%
Work Comp Insurance	1,744.00	125.00	1,619.00	1395.20%	1,744.00	1,500.00	244.00	116.27%
Total Expenses	116,907.20	107,519.58	9,387.62	108.73%	692,840.67	1,290,235.00	(597,394.33)	53.70%
Net Income	(110,214.60)	7,807.25	(118,021.85)	-1411.70%	197,570.71	93,687.00	103,883.71	210.88%

ZCIP - Andover		155,727.13
ZCIP - Anoka		136,029.18
ZCIP - Champlin		78,092.12
ZCIP - Checkout Equipment	5,079.88	6,033.06
ZCIP - Portable Field Equipment		9,172.15
ZCIP - Ramsey		20,974.85
ZCIP - Studio	129,196.58	225,451.72
ZCIP - Truck	3,001.52	41,839.66
	<u>137,277.98</u>	<u>673,319.87</u>

QCTV Bank Reconciliation

August 2018

Beginning Balance - 4M Statement	1,917,556.93
Less: Cleared Checks/Withdrawals	(276,919.24)
Plus: 4M Fund Interest	3,040.47
Plus: Bank Deposits/Credits	193.95
Bank Balance	\$1,643,872.11
Book Balance	1,643,872.11
Adjusted Book Balance	1,643,872.11
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

August 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/03/2018	12340	Associated Bank	-50.00
08/03/2018	12341	HealthEquity Inc.	-301.15
08/03/2018	W/D	Minnesota State Retirement System	-528.63
08/03/2018	W/D	PERA	-3,058.62
08/02/2018	12342	ACE Solid Waste, Inc.	-99.55
08/02/2018	12343	AT&T Mobility	-136.27
08/02/2018	12344	Frugal Advertising	-395.00
08/02/2018	12345	Gerald S. Thomson	-120.00
08/02/2018	12346	Huebsch	-47.33
08/02/2018	12347	James Childs	-300.00
08/02/2018	12348	Kennedy & Graven, Chartered	-442.00
08/02/2018	12349	Monarch Pest Control	-110.00
08/02/2018	12350	NATAS-Upper Midwest Chapter	-360.00
08/02/2018	12351	RV World	-1,015.64
08/02/2018	12352	Timesavers	-142.00
08/02/2018	12353	U.S. Bank Corporate	-1,570.50
08/15/2018	12354	City of Champlin	-444.81
08/15/2018	12355	HealthEquity Inc.	-7.90
08/15/2018	12356	Heartland Video Systems, Inc.	-3,625.43
08/15/2018	12357	LiveU Inc.	-250.00
08/15/2018	12358	Multichannel News	-199.00
08/17/2018	12359	Associated Bank	-50.00
08/17/2018	12360	HealthEquity Inc.	-301.15
08/17/2018	W/D	Minnesota State Retirement System	-528.87
08/17/2018	W/D	PERA	-2,865.10
08/17/2018	12361	Alpha Video & Audio Inc.	-115,196.92
08/17/2018	12362	Barna, Guzy & Steffen, LTD	-234.00
08/17/2018	12363	City of Andover	-1,321.04
08/17/2018	12364	HealthEquity Inc.	-7.90
08/17/2018	12365	Pro Staff	-269.50
08/29/2018	12366	Alpha Video & Audio Inc.	-196,790.26
08/29/2018	12367	Amazon	-2,782.26
08/29/2018	12368	AVI Systems, Inc.	-381.52
08/29/2018	12369	B&H Photo-Video	-1,214.79
08/29/2018	12370	CDW Direct	-7,900.00
08/29/2018	12371	CenterPoint Energy	-99.41
08/29/2018	12372	Comcast 2	-464.56
08/29/2018	12373	Comcast Cable	-791.18
08/29/2018	12374	Greenery Enterprises, Inc.	-520.00
08/29/2018	12375	Holiday Station	-121.44
08/29/2018	12376	League of MN Cities Insurance Trust	-8,820.00
08/29/2018	12377	Preferred One Insurance Co.	-7,048.07
08/29/2018	12378	The Lincoln National Life Ins. Co.	-563.56

DATE	NUM	VENDOR	AMOUNT
08/29/2018	12379	TransAlarm, Inc	-402.27
08/29/2018	12380	Verizon Wireless	-72.40
08/29/2018	12381	Vividly Clean Inc.	-515.00
08/29/2018	12382	Xcel Energy	-1,624.36
08/31/2018	12383	Associated Bank	-50.00
08/31/2018	12384	HealthEquity Inc.	-301.15
08/31/2018	W/D	Minnesota State Retirement System	-528.16
08/31/2018	W/D	PERA	-2,995.69
Total for Quad Cities Commission			\$ -367,964.39

Quad Cities Communications Commission
Balance Sheet Summary
As of September 30, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,210,128.30
- PayPay acct	332.36
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,305,797.83
Accounts Receivable	0.00
Other current assets	5,880.00
Total Current Assets	\$ 2,527,388.49
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,527,388.49
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	94,536.00
Other Current Liabilities	0.12
Total Current Liabilities	\$ 94,536.12
Equity	2,432,852.37
TOTAL LIABILITIES AND EQUITY	\$ 2,527,388.49

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Sep 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		125.00	(125.00)	0.00%	841.21	1,500.00	(658.79)	56.08%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees		72,854.00	(72,854.00)	0.00%	522,294.50	874,248.00	(351,953.50)	59.74%
Interest Income	2,423.64	1,000.00	1,423.64	242.36%	31,099.92	12,000.00	19,099.92	259.17%
Miscellaneous Income		125.00	(125.00)	0.00%	85.89	1,500.00	(1,414.11)	5.73%
PEG Fee		36,427.08	(36,427.08)	0.00%	281,238.32	437,125.00	(155,886.68)	64.34%
Total Income	2,423.64	115,326.83	(112,903.19)	2.10%	892,835.02	1,383,922.00	(491,086.98)	64.51%
Expenses								
A-PERA Expense	3,200.68	3,583.33	(382.65)	89.32%	31,757.09	43,000.00	(11,242.91)	73.85%
A-SS/Medicare Expense	3,403.90	4,050.00	(646.10)	84.05%	31,314.46	48,600.00	(17,285.54)	64.43%
A-Wages - Full-time	38,923.20	41,977.50	(3,054.30)	92.72%	367,152.87	503,730.00	(136,577.13)	72.89%
A-Wages - Part-time	6,164.23	9,993.50	(3,829.27)	61.68%	48,161.67	119,922.00	(71,760.33)	40.16%
Accounting / HR Services	986.59	1,275.00	(288.41)	77.38%	11,759.44	15,300.00	(3,540.56)	76.86%
Ads/Promos/Sponsorships	204.00	916.67	(712.67)	22.25%	6,314.52	11,000.00	(4,685.48)	57.40%
Andover Capital Equipment		416.67	(416.67)	0.00%	134.98	5,000.00	(4,865.02)	2.70%
Announcers Fees	780.00	1,083.33	(303.33)	72.00%	7,435.44	13,000.00	(5,564.56)	57.20%
Anoka Capital Equipment	210.53	416.67	(206.14)	50.53%	1,593.27	5,000.00	(3,406.73)	31.87%
Audit		1,333.33	(1,333.33)	0.00%	14,150.00	16,000.00	(1,850.00)	88.44%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	1,090.00	2,500.00	(1,410.00)	43.60%
Building - Cleaning	515.00	583.33	(68.33)	88.29%	4,590.00	7,000.00	(2,410.00)	65.57%
Building - Insurance		458.33	(458.33)	0.00%	2,724.00	5,500.00	(2,776.00)	49.53%
Building - Maintenance	754.74	833.33	(78.59)	90.57%	6,869.89	10,000.00	(3,130.11)	68.70%
Building - Supplies	47.33	166.67	(119.34)	28.40%	1,021.98	2,000.00	(978.02)	51.10%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	5,475.00	7,500.00	(2,025.00)	73.00%
Champlin Capital Equipment	232.40	416.67	(184.27)	55.78%	1,202.58	5,000.00	(3,797.42)	24.05%
City Sewer & Water	479.17	216.67	262.50	221.15%	2,193.20	2,600.00	(406.80)	84.35%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Sep 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	8.36	416.67	(408.31)	2.01%	680.36	5,000.00	(4,319.64)	13.61%
Consulting Services		6,250.00	(6,250.00)	0.00%	12,412.25	75,000.00	(62,587.75)	16.55%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	25.94	500.00	(474.06)	5.19%
Electric Service	1,560.00	1,500.00	60.00	104.00%	11,565.74	18,000.00	(6,434.26)	64.25%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	128.44	2,500.00	(2,371.56)	5.14%
Equip/Repair/Supply/Software	3,971.73	3,833.33	138.40	103.61%	23,829.23	46,000.00	(22,170.77)	51.80%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,541.41	6,500.00	41.41	100.64%	58,820.91	78,000.00	(19,179.09)	75.41%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	4,656.00	5,000.00	(344.00)	93.12%
Lawn Service	690.00	416.67	273.33	165.60%	3,435.25	5,000.00	(1,564.75)	68.71%
Legal Fees	969.50	2,083.33	(1,113.83)	46.54%	5,760.26	25,000.00	(19,239.74)	23.04%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	380.54	1,000.00	(619.46)	38.05%
Memberships - NATOA / Others		666.67	(666.67)	0.00%	4,960.00	8,000.00	(3,040.00)	62.00%
Mileage	463.53	666.67	(203.14)	69.53%	5,678.35	8,000.00	(2,321.65)	70.98%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas		500.00	(500.00)	0.00%	3,475.67	6,000.00	(2,524.33)	57.93%
Office Supplies / Equipment	83.94	500.00	(416.06)	16.79%	3,261.03	6,000.00	(2,738.97)	54.35%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	82.50	200.00	(117.50)	41.25%	767.00	2,400.00	(1,633.00)	31.96%
Postage	76.25	83.33	(7.08)	91.50%	481.76	1,000.00	(518.24)	48.18%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	1,657.25	1,500.00	157.25	110.48%	13,398.68	18,000.00	(4,601.32)	74.44%
Publications		41.67	(41.67)	0.00%	199.00	500.00	(301.00)	39.80%
Ramsey Capital Equipment	131.82	416.67	(284.85)	31.64%	1,298.03	5,000.00	(3,701.97)	25.96%
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services	211.00	208.33	2.67	101.28%	848.00	2,500.00	(1,652.00)	33.92%
Snow Plowing Service		375.00	(375.00)	0.00%	4,991.25	4,500.00	491.25	110.92%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Sep 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp		208.33	(208.33)	0.00%	196.75	2,500.00	(2,303.25)	7.87%
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	5,091.22	7,500.00	(2,408.78)	67.88%
Studio Sets		1,566.67	(1,566.67)	0.00%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	248.24	1,666.67	(1,418.43)	14.89%	14,891.40	20,000.00	(5,108.60)	74.46%
Temp Staff Services	100.00	208.33	(108.33)	48.00%	369.50	2,500.00	(2,130.50)	14.78%
Vehicle - Equipment / Repair	978.57	1,250.00	(271.43)	78.29%	5,068.38	15,000.00	(9,931.62)	33.79%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,973.00	4,000.00	(1,027.00)	74.33%
Vehicle - Maintenance / Gas	348.82	500.00	(151.18)	69.76%	16,857.25	6,000.00	10,857.25	280.95%
Waste Removal	101.48	125.00	(23.52)	81.18%	894.98	1,500.00	(605.02)	59.67%
Web / VOD / Int / CaTV / Phone	1,902.09	1,833.33	68.76	103.75%	9,285.53	22,000.00	(12,714.47)	42.21%
Work Comp Insurance		125.00	(125.00)	0.00%	1,744.00	1,500.00	244.00	116.27%
Total Expenses	77,466.82	107,519.58	(30,052.76)	72.05%	770,307.49	1,290,235.00	(519,927.51)	59.70%
Net Income	(75,043.18)	7,807.25	(82,850.43)	-961.20%	122,527.53	93,687.00	28,840.53	130.78%
ZCIP - Andover					155,727.13			
ZCIP - Anoka					136,029.18			
ZCIP - Champlin					78,092.12			
ZCIP - Checkout Equipment					6,033.06			
ZCIP - Portable Field Equipment					18,569.49			
ZCIP - Ramsey					20,974.85			
ZCIP - Studio	1,094.95				248,109.58			
ZCIP - Truck					80,139.70			
	<u>1,094.95</u>				<u>743,675.11</u>			

QCTV Bank Reconciliation

September 2018

Beginning Balance - 4M Statement	1,643,872.11
Less: Cleared Checks/Withdrawals	(430,731.56)
Plus: 4M Fund Interest	1,592.94
Plus: Bank Deposits/Credits	-
Bank Balance	\$1,214,733.49
Book Balance	1,214,733.49
Adjusted Book Balance	1,214,733.49
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

September 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
09/10/2018	12385	Alpha Video & Audio Inc.	-135,562.28
09/10/2018	12386	Joe G. Ruhland	-300.00
09/10/2018	12387	League of MN Cities Insurance Trust	-1,744.00
09/10/2018	12388	Maza Technologies, LLC	-1,523.75
09/10/2018	12389	U.S. Bank Corporate	-2,654.16
09/14/2018	12390	Associated Bank	-50.00
09/14/2018	12391	HealthEquity Inc.	-301.15
09/14/2018	W/D	Minnesota State Retirement System	-492.29
09/14/2018	W D	PERA	-3,010.10
09/20/2018	12392	ACE Solid Waste, Inc.	-101.48
09/20/2018	12393	CenterPoint Energy	-41.27
09/20/2018	12394	City of Andover	-1,031.41
09/20/2018	12395	City of Champlin	-313.23
09/20/2018	12396	Comcast 2	-464.65
09/20/2018	12397	Comcast Cable	-791.18
09/20/2018	12398	Greenery Enterprises, Inc.	-1,125.00
09/20/2018	12399	HealthEquity Inc.	-7.90
09/20/2018	12400	Huebsch	-47.33
09/20/2018	12401	Ideal Advertising	-1,090.00
09/20/2018	12402	Kennedy & Graven, Chartered	-1,637.94
09/20/2018	12403	LiveU Inc.	-250.00
09/20/2018	12404	The Lincoln National Life Ins. Co.	-563.56
09/20/2018	12405	Xcel Energy	-1,557.40
09/28/2018	12406	Associated Bank	-50.00
09/28/2018	12407	HealthEquity Inc.	-301.15
09/28/2018	W D	Minnesota State Retirement System	-528.87
09/28/2018	W D	PERA	-2,964.47
Total for Quad Cities Commission			\$ -158,504.57

INVESTMENT SCHEDULE

9/30/2018

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			-				
4M Plus			441,496.93		1.830%		
			<u>441,496.93</u>				
Investments - Building							
4M Fund			54,798.43		1.750%		
CD - Community Bank		200,000.00	200,000.00	204,925.00	2.463%	maturity	8/15/2019
			<u>254,798.43</u>				
Investments - Capital							
4M Fund			61,357.20		1.750%		
CD - Capital One Bank	140420W48	148,145.27	148,145.27	148,000.00	1.550%	semi-annual	2/15/2019
CD - Bremer Bank		200,000.00	200,000.00	206,743.90	1.500%	maturity	8/8/2019
CD - Discover Bank	2546723D8	200,000.00	200,000.00	200,000.00	1.700%	semi-annual	2/18/2020
			<u>609,502.47</u>				
			<u>1,305,797.83</u>	5,880.00			

QCCCC Agenda Item

4.3 Executive Director's Report

November 10, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

City Council HD Upgrade Project

All four member cities are substantially completed. Punch list items are in process and nearing completion. The recurring audio problems at Anoka have been resolved and replacement video screens in Ramsey have been installed. City and QCTV staff training by Alpha Video has been completed at two cities. At this time, change orders implemented have yielded a minimal net savings. We do have a few more changes expected and will provide a final project update in January. Kudos to all involved for completing this major project. Special recognition to John Sommer, project manager.

City Election Programming

QCTV election coverage of candidate forums resulted in 16 programs which aired during the election cycle. Thanks to Katherine Lenaburg for coordinating the coverage and Lisa Monserud for keeping the programs updated on our channels and on the web site.

FCC FNPRM of Section 621(a) Order regarding franchise fee offset

The Federal Communications Commission acted in late September seeking comments on rulemaking regarding cable television franchise fees and allowing cable operators to offset said fees fair market value of in-kind and complimentary services provided to the franchise grantee. Specifically, the FCC tentatively concludes:

- All cable-related, in-kind contributions, other than PEG capital costs and build out requirements, should be treated as "franchise fees" subject to the 5% franchise fee cap.
- LFAs cannot use their video franchising authority to regulate non-cable services offered over cable systems, other than I-Nets.

Comment deadline is November 14 with reply comments due by December 14. Chair Heitkamp and the Budget Committee provided direction to staff to work with legal counsel on filing comments on the FNPRM. This item is on the November agenda (item 5.2) and draft comments have been written.

2019 Operating Budget Work

QCTV have been working to complete the draft 2019 operating budget for Budget Committee review. The 5-Year Capital Plan was adopted by the commission last year and staff is recommending no changes to the capital plan at this time. See November Agenda Item 5.1.

Comcast Franchise Renewal

No further updates on the franchise contract extension negotiations.

Strategic Plan

The contract with Aurora Consulting has been executed. The strategic planning process will begin in January 2019.

CenturyLink Fee Payments

Last spring CenturyLink unilaterally offset their 2018 franchise fee and PEG fee payments citing overpayment of said fees in 2017. The error of overpayment was attributed to “test accounts” in the initial set up of the Prism tv offering. We have met with and requested more documentation and notified CenturyLink that the company may not unilaterally offset revenue owed. We continue to await CenturyLink response to our request for documentation. CenturyLink has continued to make quarterly payments without further offsets.

Personnel Committee – Benefits Review

The Personnel Committee has completed the comprehensive review of benefits. Special thanks to City of Andover Human Resources Manager Dana Makinen for her work in compiling the data. Results were reviewed, and recommendations made to the Budget Committee for action.

Budget Committee – Benefits Review

The Budget Committee has met and reviewed the draft 2019 Operating Budget. The committee recommends adopting of the 2019 operating budget and did not make changes to the 5-Year Capital Plan approved in 2017. The Budget Committee discussed recent FCC action regarding the franchise fee offset and directed staff to prepared and file comments in opposition. The Budget Committee will review city capital fund payments in 2019 Q1 and make a recommendation to the commission at the March meeting.

Insurance Claim filed

The QCTV cargo van was damaged while exiting a high school football field. Nobody was hurt, and no other vehicles were involved. Damage was caused by a metal gate blown against the passenger side of the van while driving out of the area. LMC Insurance was filed. Staff is in process of damage estimate and final repair.

Equipment Upgrades

The studio control room equipment and cabinetry have arrived and is now installed. Prior to installation the control room was refurbished, in part, with insurance claim monies from the Reznor Unit failure and subsequent water damage. Please stop in next time you are at QCTV to see the system in action. Staff training was completed in October and staff has begun to use.

A replay system for the truck arrived damaged and not working. Taylor Johnson worked with the shipping company, sales vendor, and manufacturer. The damaged equipment was returned and QCTV declined to reorder based on the experience. Staff is in process of a “same or similar” substitution of the equipment.

QCTV wins major national awards

QCTV has been honored with multiple national awards. A press release and photo were sent to the Anoka County Union, but they did not print even with follow-up calls. All awards are listed on our web site.

Champlin 169 Construction

Is complete! Thanks for your patience in driving to and from the QCTV studios.

Customer Comments

Government meetings

“Thank you for your efforts in broadcasting last night’s Planning Commission. I know the new venue was a bit challenging....you handled it very well.”
Scott Schulte, City Planner, City of Champlin

Candidate Forum

“Thank you very much Katherine for covering the Anoka forum last night. It was a pleasure working with you!”
Owen Wirth, North Metro Mayor’s Association

PSA Day:

“Thank you so much for the very professional PSA. We greatly appreciate this opportunity.”
Donna McDonald, The Mental Wellness Campaign for Anoka County

“This is wonderful Katherine- thank you!”
Alex Carlson, Achieve Services

Anoka Hall of Fame At the Halftime Show

“Wonderful! Thank you for all your support.”
Lance Wicks, Activities Director, Anoka High School

“Katherine and Andy: Thank you and very well done!”
Brian Wesp, Anoka City Council Member

Behind the Scenes of The Penguin Project

“OMG Katherine- I am crying (again) after watching this. What an amazing job and fantastic support we have received from you, Jared, and QCTV. I cannot wait to send this to Dr. Andy and the rest of our Penguin colleagues. Thank you again for all your hard work and putting this show out there for our community to see! I look forward to working with you again, soon.”
Rachel Bohnsack, Executive Director, Northern Starz Children’s Theatre

“Katherine and Jared- Thank you so much for your help to promote our Penguin Project through QCTV! The recording of the show is phenomenal and will be a part of our lives forever!”

Paul Anderson, Director

Tours of QCTV and Mobile Production Van

“Katherine and Taylor- Thank you so much for the fun and informative tour of your mobile van at the Andover Soccer game. Kids and moms learned a lot and the promo we got to film was great!”

Alicia Loehlein, Andover/Ramsey Moms Club

“Just a quick note Katherine to say thank you for the wonderful tour of QCTV last week. I appreciate the time you gave and it was a joy meeting many of your fellow staff members as well!”

Mike Johnson, Executive Director of Northwest Community Television and Cable Commission

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

September 28, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

I produced and completed election coverage for QCTV. In 2018, I attended 10 evening events that resulted in 18 candidate forums for 31 races. This means some forums included more than one race. For example, it may be a forum for mayor and one or two city council races. This resulted in 15 hours of election programming. I worked with the League of Women Voters ABC and the North Metro Mayors Association/Anoka Area Chamber of Commerce. Candidate Forums are found on our "Elections" tab at QCTV.org. The forums are running on our channels and available to view on our website through election day November 6th.

QCTV staff produced coverage of 18 live city meetings. As work is being done at our city halls, we used our REMO system to produce 2 Champlin meetings at the Emergency Operations Center at the Police Department.

We used our mobile production van to produce 14 games- three of them were double headers. We also produced live coverage of the Happy Days Parade in Ramsey, using our new camera and headset for the reporter on the sidelines. It worked well and I was able to interview many happy people along the parade route.

Last month we used our REMO system to produce "Annie Jr." by the Northern Starz Theatre. This is called "The Penguin Project" and is unique because all roles are filled with young artists with developmental disabilities including Down syndrome, cerebral palsy, autism, and other neurological disorders. They are joined on stage with "peer mentors"- children the same age without disabilities who have volunteered to work side-by-side with them through 4 months of rehearsals and through the final performance. This month we completed a companion project called "Behind the Scenes of The Penguin Project." Producer Jared Boyer and I interviewed the actors, mentors, parents, and Northern Starz executive director and director of "Annie Jr." Jared did a great job of editing it together. A good example of producing programming for underserved audiences. Northern Starz was very pleased with both productions.

We produced regular episodes of “The Chamber Report” and “News and Views.”

We produced several channel bumps to use as interstitial programming.

We produced three more PSA’s for local non-profit groups when we held “PSA DAY” in the studio last month. We have three more PSA’s to finish.

I was a judge for the Upper Midwest Emmy Chapter Awards competition. The category I judged was for the midsouth states in the category of Promo Spots. It is always helpful to see what else is being produced in the rest of the country.

QCCCC Agenda Item

4.3.1 Operations Report

October 31, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV staff produced coverage of 17 live city meetings.

We used our mobile production van to produce 11 games this month. Our local teams did not do as well as expected in the play-off games- so far we are still following Volleyball 5AAA and 7AAA teams as well as 7AAAAA football finals.

We procured two Minnesota Whitecap women's professional hockey games for the NWHL league. Our sister station CTN produced them and put them on our sharing system (the prisma) and we were able to play them back.

A considerable amount of time was spent in the studio control room and master control room getting cables run in anticipation of our new equipment. We had the control room painted, carpeted, and equipment was installed at the end of the month. This project was headed by our Mobile Production Coordinator Taylor Johnson as well as our technology department. This is going to result in more efficient productions as this equipment will allow us to do most shows live-to-tape with much less post-production.

We produced "Live and Local: Centenary of Armistice" from Fort Snelling National Cemetery. This program featured local historians and the deputy director of the cemetery as well as the commander of the local American Legion. We produced packages on local people who played a part in World War I.

October is a busy time in Anoka with all the Halloween activities. We produced a show called "Spooked: A Look Inside the Halloween Capital of the World". This was well received by the locals. So far it has 185 shares, lots of comments and over 9 thousand views on Facebook- some from Europe.

We also produced live coverage of “The Big Parade of Little People” and “The Grand Day Parade” as well as the Coronation Ceremony.

We went on location to Sherburne County for “The District Court Show” which included a tour of the new courthouse and interview with a local judge.

Our election coverage wrapped up and we procured a League of Women Voter Forum from Golden Valley (produced by CCX) on Supreme Court and Appeals Court Judges Candidates. All election coverage will remain on our website under the election tab through November 6th.

We also produced a show with the League of Women Voter- ABC on Ranked Choice Voting.

We covered the Anoka Hall of Fame Inductees Ceremony and produced a half time show for our local sports coverage.

We completed PSA Day recently held in the studio with three more PSA's. (two for the Anoka-Hennepin School District and one for Achieve Services.)

October 20th was National “Community Media Day” and we produced a show to highlight our local coverage that featured testimonials we called “Voices in the Community.”

We produced regular episodes of “The Chamber Report”, “The Sheriff’s Show”, “The Grid”, and “News and Views.”

We covered the Anti-Crime Commission Breakfast in Anoka that features the annual police report by Chief Eric Peterson and the guest speaker was Hazelden Betty Ford Foundation CEO Mark Mishek.

QCCCC Agenda Item

4.3.2 Technology Report

November 1, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: September 2018 Technology Report

Equipment Issues:

QCTV Equipment

Reznor AC unit for Studio was not working August 16th. Former HVAC company could not get it repaired in a timely manner. Contacted and met with two HVAC companies through the Anoka Area Chamber of Commerce. Neither were good fits for Bi-Annual maintenance contract for the future, but Riccar Heating did repair the studio Reznor unit September 5th.

While the Studio AC unit was out of service we had extensive water damage in the control room from water condensing on the outside for the ductwork for the Machine Room. Riccar adjusted the studio economizer to take in less outside air and recommended making changes to the air handling in the Machine Room; NAC recommended increasing the ducting to get more air in and out of the room.

City Equipment

No issues reported for this period.

Comcast Equipment

No issues reported for this period.

CenturyLink Equipment

No issues reported for this period.

Current Projects:

City Hall HD Updates

Champlin upgrades started mid-month and should be completed the first week of October.

Action Requested: None.

QCCCC Agenda Item

4.3.2 Technology Report

November 1, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: October 2018 Technology Report

Current Projects:

City Hall HD Updates

All four cities are substantially complete. Change Orders processed as requested and project is under approved expenditure authorized.

Training has been scheduled with two cities, with the other two to follow after election day.

Champlin upgrades completed October 5th and their first meetings were October 9th. Equipment worked well, QCTV producer liked the new functionality.

Punch list items are being addressed. Expected final sign off on project will be before the end of the year.

Anoka audio changes have not gone smoothly for City Council meetings. We made several adjustments to the system to eliminate audio feedback. Will have QCTV staff and Alpha Video technician present at first Council meeting in November.

Equipment Issues:

QCTV Equipment

October 11th Master Control operator Donny reported that the Machine Room seemed warm during his premeeting equipment check. Riccar came out the 15th, found a mouse nest and repaired some chewed wires in the outside cooling coil. In the interim we purchased a portable AC unit and vented the air out of the Machine Room.

October 25th temperature sensor in Machine Room alerted me that the room was getting too warm. Called NAC and they came out the following day to repair it. Staff used the portable AC unit again to vent warm air out of room. We are currently working with NAC to get a maintenance agreement in place. In the future they will be able to do our HVAC repairs.

City Equipment

No issues reported for this period.

Comcast Equipment

Three signal delivery issues this month:

October 1st Comcast equipment was not transmitting the Anoka-Hennepin School District (AHSD) feed to QCTV. Keith from Comcast resolved the issue the next day.

October 8th, A few hours prior to the Anoka HRA meeting, we lost the feed from Anoka City Hall and the AHSD feed. I brought the LiveU to Anoka to insure the meeting would still be live. I Called Comcast the next morning to report it. Issue was not resolved the following morning, so I called again to check. Ticket had been made but no one had responded to it. Assigned to area supervisor and resolved mid-afternoon on the 10th. An amplifier in the field failed and that caused the I-Net node outage in Anoka. It would not have effected subscribers' signals.

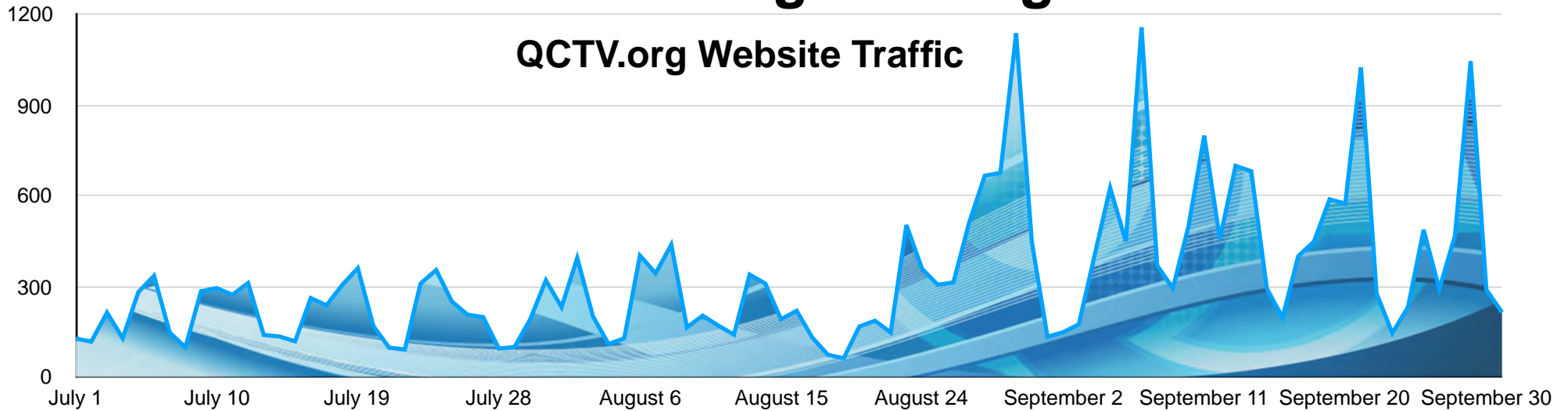
October 15th, QCTV was once again not receiving the AHSD feed for Channel 18. Contacted Comcast and Keith fixed it that morning. Keith is researching a solution that does not rely on older equipment to deliver the school district signal to subscribers.

CenturyLink Equipment

No issues reported for this period.

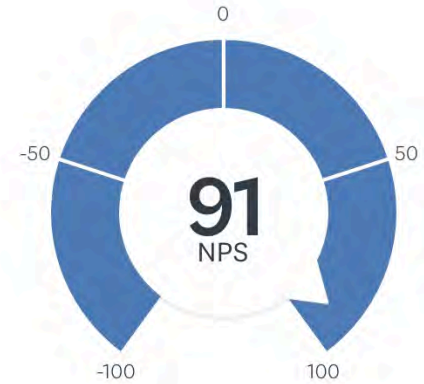
Action Requested: None.

2018 Quarter 3 Programming Stats



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

Top 10 Ways Users Find QCTV		Top 10 Pages		
1	google search	2,716	1 Homepage	6,335
2	Direct	2,522	2 Sports	4,101
3	m.facebook.com link	553	3 Live - Community Channel	1,921
4	t.co link	176	4 Program Guide	1,893
5	bing search	138	5 Anoka	1,241
6	facebook.com link	114	6 Ramsey	1,111
7	Yahoo search	55	7 Elections	1,086
8	mncourts.gov link	51	8 Andover	998
9	l.facebook.com link	33	9 Champlin	935
10	ci.ramsey.mn.us link	24	10 Anoka City Council Meetings	385

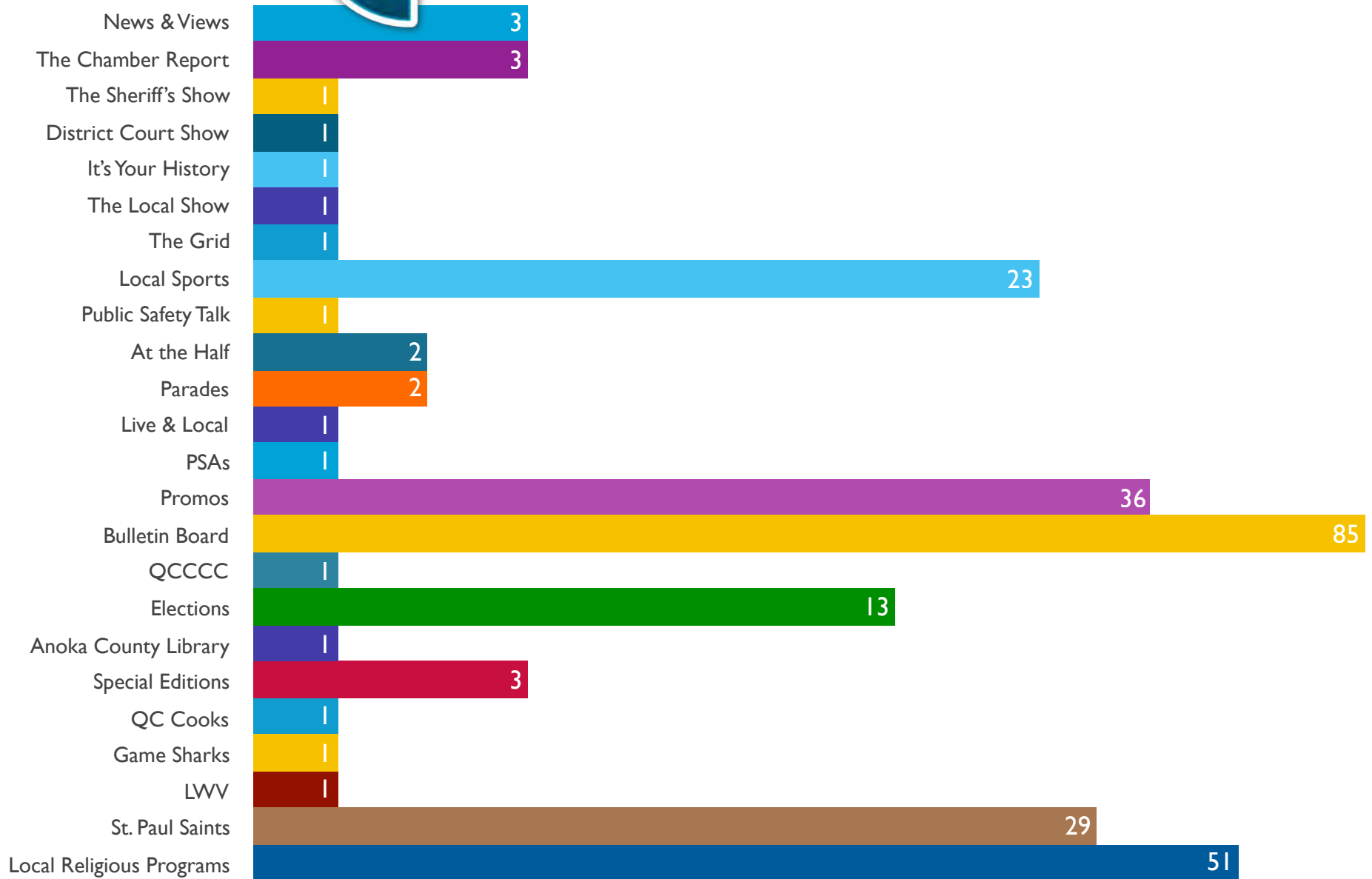


DETRACTORS (0-6)	PASSIVES (7-8)	PROMOTERS (9-10)	NET PROMOTER® SCORE
4%	2%	95%	91
2	1	53	

2018Q3



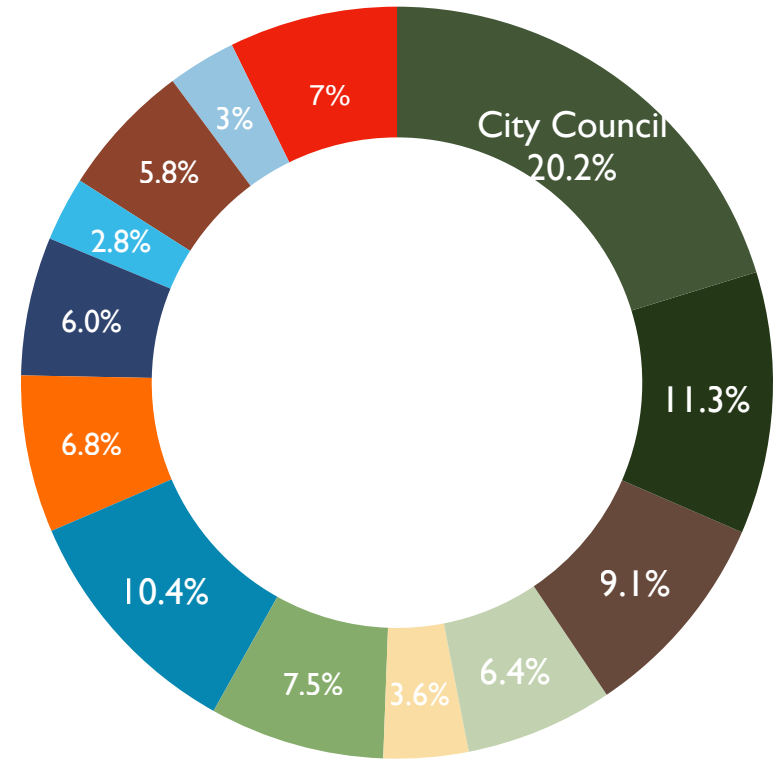
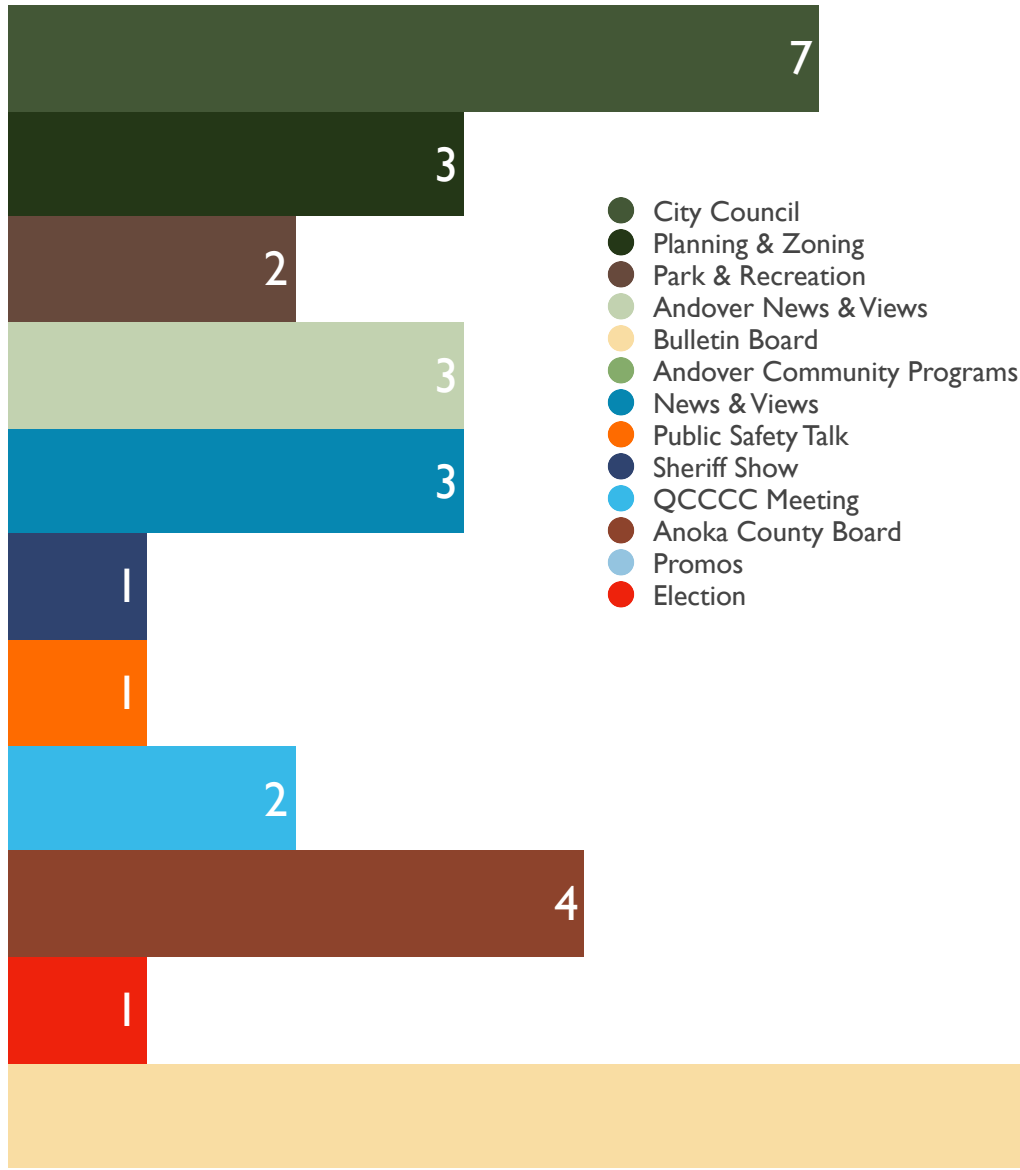
Channel Programming Stats



Number of New Shows - 98

2018Q3

Channel Programming Stats

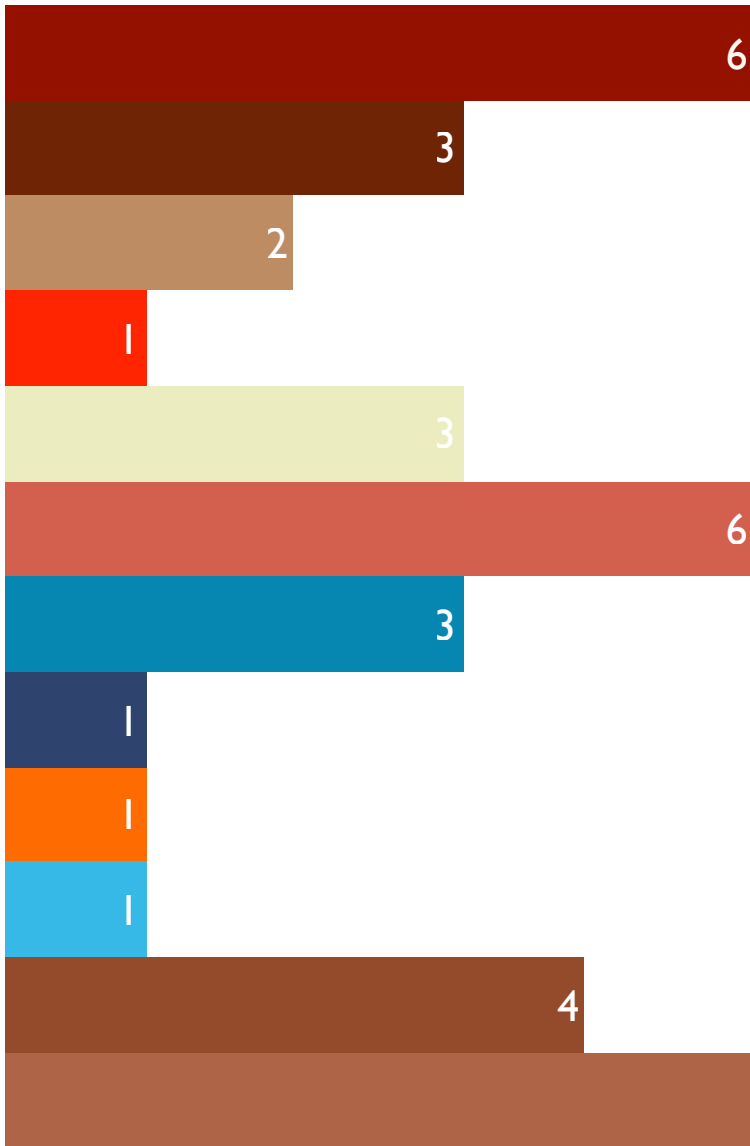


Percentage of Channel Playback

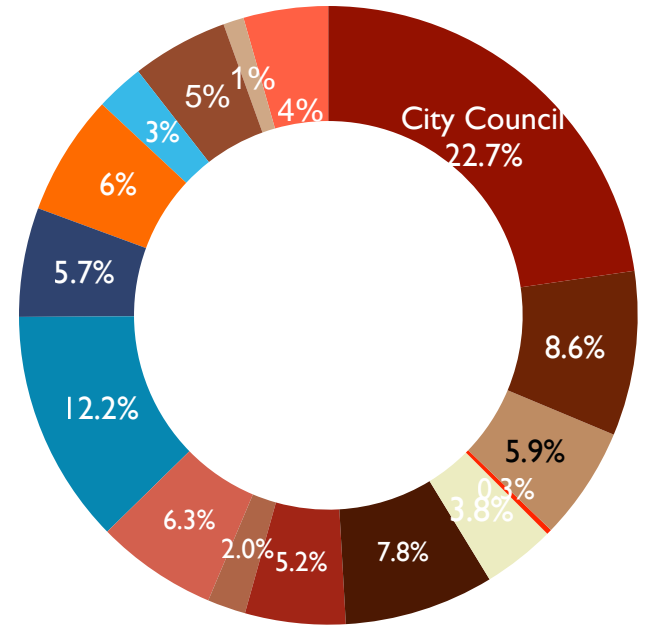
Number of New Shows - 27

2018Q3

Channel Programming Stats



- City Council
- Planning Commission
- HRA
- Fireboard
- Anoka News & Views
- Anoka Matters
- Community
- Bulletin Board
- Election
- News & Views
- Sheriff Show
- Public Safety Talk
- QCCCC
- Anoka County Board
- Promos
- Around Town



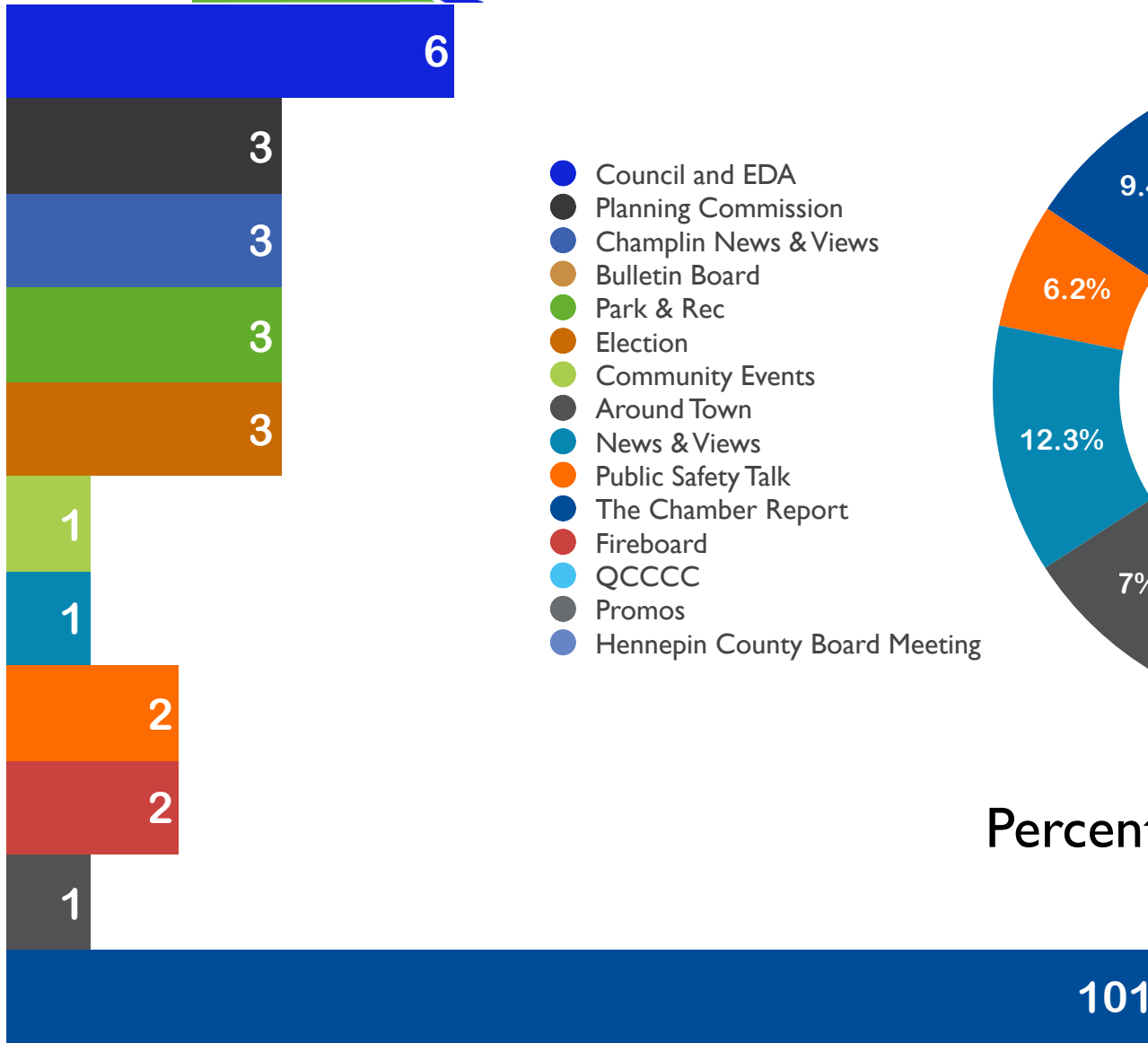
Percentage of Channel Playback

Number of New Shows - 31

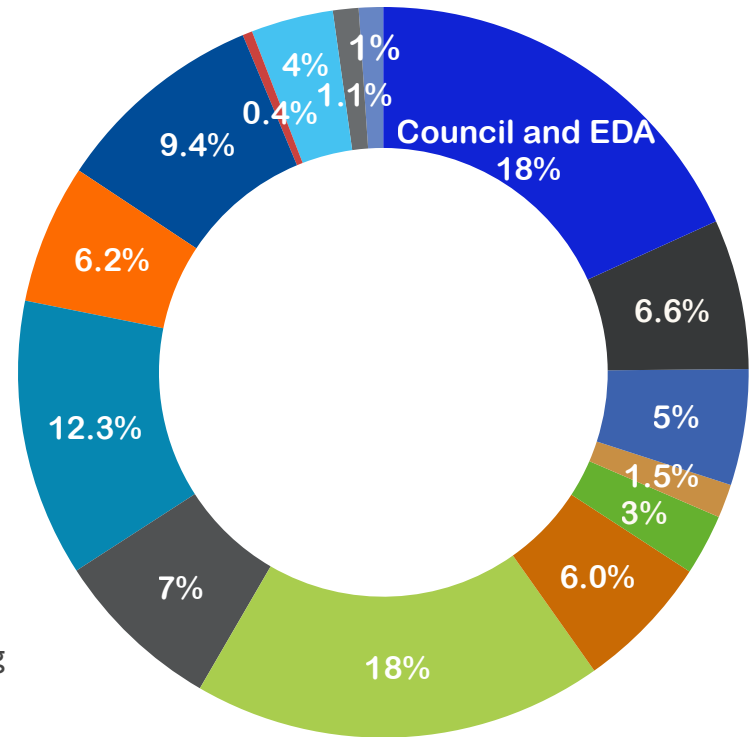
2018Q3



City of Champlin Channel Programming Stats



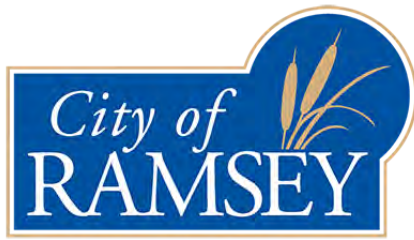
- Council and EDA
- Planning Commission
- Champlin News & Views
- Bulletin Board
- Park & Rec
- Election
- Community Events
- Around Town
- News & Views
- Public Safety Talk
- The Chamber Report
- Fireboard
- QCCCC
- Promos
- Hennepin County Board Meeting



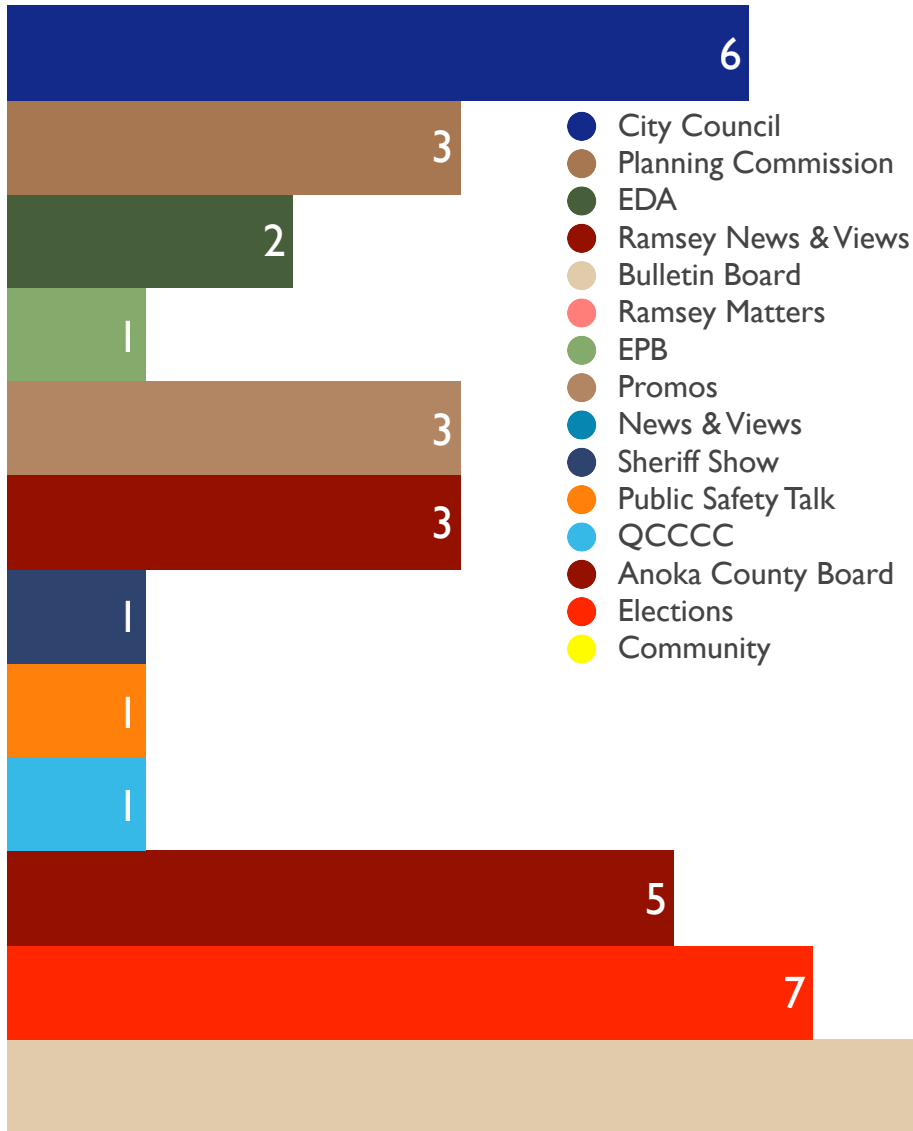
Percentage of Channel Playback

Number of New Shows - 25

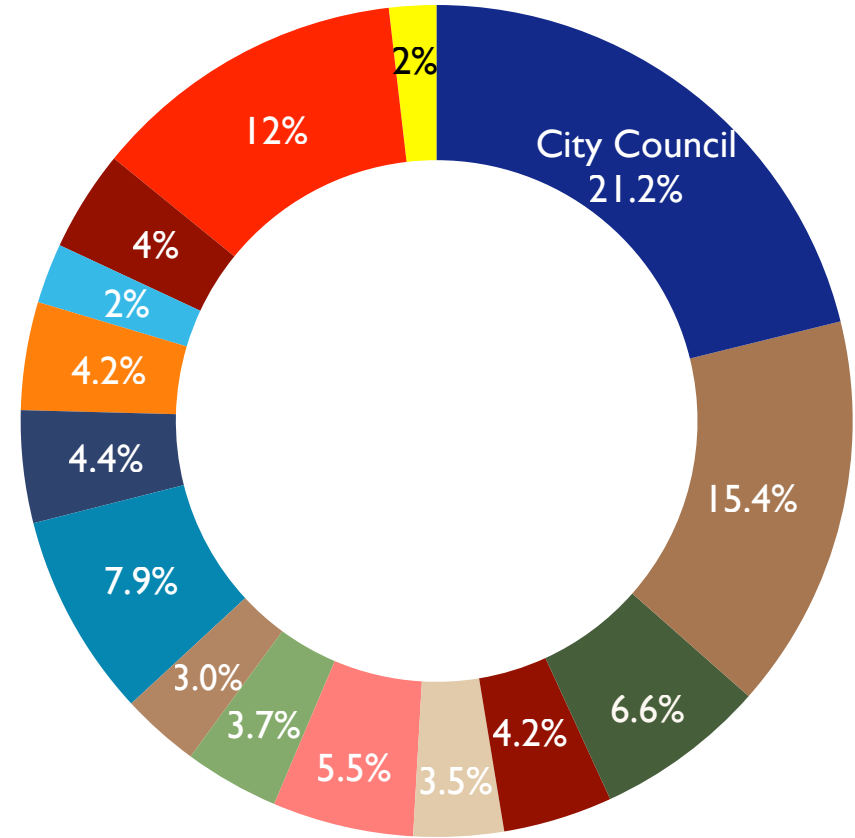
2018Q3



Channel Programming Stats



- City Council
- Planning Commission
- EDA
- Ramsey News & Views
- Bulletin Board
- Ramsey Matters
- EPB
- Promos
- News & Views
- Sheriff Show
- Public Safety Talk
- QCCCC
- Anoka County Board
- Elections
- Community



Percentage of Channel Playback

Number of New Shows - 33

2018Q3

QCCCC Agenda Item

5.1 2019 Budget and 5-year Capital Plan

November 1, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: 2019 Budget and 5-year Capital Plan

The 2019 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting and is recommended for approval.

The attached Excel document worksheets detail:

- 2019 Proposed Revenue and Expense – includes 2018 budget comparison with comments
- 2013-2017 Revenue History
- 2013-2017 Expense History
- 5-Year Capital Equipment Spending Plan

Commission policy calls for 25% of revenues to be held for operational reserve. Based on actual 2017 Franchise Fee and PEG Fee income, therefore, \$436,808 is the operations reserve recommendation.

The Commission provided direction to staff to begin member city capital funds payments in 2017. This Budget Committee discussed city capital fund payments for 2019 but has not yet made a recommendation on an amount. The Budget Committee will meet in Q1 2019 to determine a recommended amount. The 5-Year Capital Plan has a budgeted amount of \$20,000 per member city. Once a recommendation has been made, it will come before the commission for approval at the March meeting and payment to follow thereafter.

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

The Budget Committee also recommends that adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building

investment fund, QCTV capital investment fund, emergency fund, and unrestricted fund. Details may be found in the quarterly investment report.

Action Requested:

Approval of the 2019 Operating Budget.

Approve operational reserve of \$436,808.

Financial Records Disclosure

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

2019 Proposed

2018 Budget

Difference

Income			
Duplication Revenue	\$ 500.00	\$ 1,500.00	Decrease - Based on actual
Equipment Grant	\$ 58,000.00	\$ 57,549.00	Increase CPI
Franchise Fees *	\$ 858,000.00	\$ 874,248.00	Decrease - Based on actual
Interest Income	\$ 30,000.00	\$ 12,000.00	Increase - Investments
Miscellaneous Income	\$ 500.00	\$ 1,500.00	Decrease - Based on actual
PEG Fee	\$ 429,000.00	\$ 437,125.00	Decrease - Based on actual
Total Income	\$ 1,376,000.00	\$ 1,383,922.00	Decrease - Based on actual

* Pending FCC NPRM, if passed, would result in in-kind services value deducted from franchise payments.

Expenses			
Accounting / HR Services	\$ 15,300.00	\$ 15,300.00	No Change
Ads/Promos/Sponsorships	\$ 11,000.00	\$ 11,000.00	No Change
Andover CIP	\$ 5,000.00	\$ 5,000.00	No Change
Announcers Fees	\$ 13,000.00	\$ 13,000.00	No Change
Anoka CIP	\$ 5,000.00	\$ 5,000.00	No Change
Audit	\$ 16,500.00	\$ 16,000.00	Increase - Year 2 of 3 year agreement
Bank Fees / CC Fees	\$ 250.00	\$ 250.00	No Change
Brand Apparel	\$ 2,500.00	\$ 2,500.00	No Change
Building - Cleaning	\$ 7,000.00	\$ 7,000.00	No Change
Building - Insurance	\$ 3,000.00	\$ 5,500.00	Decrease - Based on actual
Building - Maintenance	\$ 10,000.00	\$ 10,000.00	No Change
Building - Supplies	\$ 2,000.00	\$ 2,000.00	No Change
Car Allowance	\$ 3,000.00	\$ 3,000.00	No Change
Cell Phone - Allowance	\$ 7,500.00	\$ 7,500.00	No Change
Cell Phone - Reimbursement (Do Not Use)			
Champlin CIP	\$ 5,000.00	\$ 5,000.00	No Change
City Sewer & Water	\$ 2,600.00	\$ 2,600.00	No Change
Commission Expense	\$ 5,000.00	\$ 5,000.00	No Change
Consulting Services	\$ 75,000.00	\$ 75,000.00	No Change
Contingency Fund	\$ 32,618.00	\$ 31,083.00	2.5% of projected budget
Duplication Expenses	\$ 500.00	\$ 500.00	No Change
Electric Service	\$ 18,000.00	\$ 18,000.00	No Change
Emp / Comm Appreciation	\$ 2,500.00	\$ 2,500.00	No Change
Equip/Repair/Supply/Software	\$ 40,000.00	\$ 40,000.00	No Change
Federal Unempl Expense	\$ 850.00	\$ 850.00	No Change
Health Insurance	\$ 94,480.00	\$ 78,000.00	Increase - Premium/Dependent additions/HSA
Health Insurance - Opt Out (Do Not Use)			
Insurance - Deductibles	\$ 500.00	\$ 500.00	No Change
Insurance - Liability / Bonds	\$ 5,000.00	\$ 5,000.00	No Change
Lawn Service	\$ 5,000.00	\$ 5,000.00	No Change
Leg Lobbying (Do Not Use)			
Legal Fees	\$ 25,000.00	\$ 25,000.00	No Change
Licenses and Permits	\$ 2,000.00	\$ 2,000.00	No Change

Meals	\$ 1,000.00	\$ 1,000.00	No Change
Memberships - NATOA / Others	\$ 10,000.00	\$ 8,000.00	Increase - NATOA
Mileage	\$ 9,000.00	\$ 8,000.00	Increase
Miscellaneous Expenses	\$ 1,000.00	\$ 1,000.00	No Change
Natural Gas	\$ 6,800.00	\$ 6,000.00	Increase - Rate Increase
Office Supplies / Equipment	\$ 6,000.00	\$ 6,000.00	No Change
Operating Transfer Out			
Parking Lot Maintenance	\$ 3,200.00	\$ 3,200.00	No Change
Payroll Expenses (ADP/HSA)	\$ 2,400.00	\$ 2,400.00	No Change
PERA	\$ 45,000.00	\$ 43,000.00	Increase
Postage	\$ 1,000.00	\$ 1,000.00	No Change
Printing / Copy Services	\$ 1,000.00	\$ 1,000.00	No Change
Professional Development	\$ 22,000.00	\$ 18,000.00	Increase - NATOA
Publications	\$ 500.00	\$ 500.00	No Change
Ramsey CIP	\$ 5,000.00	\$ 5,000.00	No Change
Reimbursements			
Sales Tax	\$ 500.00	\$ 500.00	No Change
Secretary Services	\$ 2,500.00	\$ 2,500.00	No Change
Snow Plowing Service	\$ 5,000.00	\$ 4,500.00	Increase - Based on actual
SS/Medicare Expense	\$ 49,925.00	\$ 48,600.00	Increase
State Unemploy Exp	\$ 2,500.00	\$ 2,500.00	No Change
STD / LTD / Life Insurance	\$ 7,500.00	\$ 7,500.00	No Change
Studio Sets	\$ 10,000.00	\$ 10,000.00	No Change
Subscription Services	\$ 22,000.00	\$ 20,000.00	Increase - Based on actual
Temp Staff Services	\$ 2,500.00	\$ 2,500.00	No Change
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 15,000.00	No Change
Vehicle - Insurance	\$ 4,000.00	\$ 4,000.00	No Change
Vehicle - Maintenance / Gas	\$ 8,000.00	\$ 6,000.00	Increased maintenance / Truck 10 years old
Wages - Full-time	\$ 532,695.00	\$ 503,730.00	Increase - COLA/Steps
Wages - Part-time	\$ 119,922.00	\$ 119,922.00	No Change
Wages - PT - Comm Prog (Do Not Use)			
Wages - PT - Gov't Prog (Do Not Use)			
Wages - PT - Office Support (Do Not Use)			
Wages - PT - Sports Prog (Do Not Use)			
Wages - PT - Tech Support (Do Not Use)			
Waste Removal	\$ 2,000.00	\$ 1,500.00	Increase - Due to electronics recycling
Web / VOD / Int / CaTV / Phone	\$ 22,000.00	\$ 22,000.00	No Change
Work Comp Insurance	\$ 2,300.00	\$ 1,500.00	Increase - Based on actual
Total Expenses	\$ 1,337,340.00	\$ 1,275,435.00	
Net Operating Income	\$ 38,660.00	\$ 108,487.00	

* Pending FCC NPRM, if passed, would result in in-kind services value deducted from franchise payments.

	2017		2016		2015		2014		2013	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income										
Duplication Revenue	\$ 2,356.62	\$ 1,500.00	\$ 1,949.80	\$ 2,500.00	\$ 2,784.70	\$ 2,500.00	\$ 4,115.74	\$ 2,500.00	\$ 8,742.92	\$ 2,500.00
Equipment Grant	\$ 56,428.75	\$ 56,980.00	\$ 55,870.85	\$ -		\$ 55,000.00	\$ 55,045.17	\$ 50,618.00	\$ 54,285.18	\$ 50,618.00
Franchise Fees	\$ 1,117,505.49	\$ 874,248.00	\$ 1,063,320.43	\$ 874,248.00	\$ 1,040,622.54	\$ 874,248.00	\$ 979,960.96	\$ 892,090.00	\$ 960,406.91	\$ 892,090.00
Interest Income	\$ 15,370.59	\$ 100.00	\$ 2,710.01	\$ 100.00	\$ 222.85	\$ 100.00	\$ 167.13	\$ 100.00	\$ 124.33	\$ 100.00
Miscellaneous Income	\$ 7,242.73		\$ 33,057.82	\$ -	\$ 61,153.64	\$ 5,000.00	\$ 7,030.58	\$ 5,000.00	\$ 7,739.09	\$ 30,000.00
PEG Fee	\$ 629,727.29	\$ 437,125.00	\$ 531,660.76	\$ 437,125.00	\$ 521,986.05	\$ 437,125.00	\$ 489,980.68	\$ 446,046.00	\$ 480,203.45	\$ 446,046.00
Total Income	\$ 1,828,631.47	\$ 1,369,953.00	\$ 1,688,569.67	\$ 1,313,973.00	\$ 1,626,769.78	\$ 1,373,973.00	\$ 1,536,300.26	\$ 1,396,354.00	\$ 1,511,501.88	\$ 1,421,354.00

Expenses Account	2017		2016		2015		2014		2013	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Accounting / HR Services	\$ 15,770.39	\$ 15,300.00	\$ 12,697.26	\$ 14,000.00	\$ 12,662.56	\$ 18,000.00	\$ 16,043.11	\$ 18,000.00	\$ 15,140.97	\$ 18,000.00
Ads/Promos/Sponsorships	\$ 7,762.46	\$ 11,000.00	\$ 6,674.50	\$ 6,850.00	\$ 6,252.76	\$ 6,850.00	\$ 5,079.66	\$ 6,850.00	\$ 3,939.00	\$ 8,850.00
Andover Capital Equipment	\$ 693.53	\$ 5,000.00	\$ 78.98	\$ 6,000.00	\$ 3,957.05	\$ 5,000.00	\$ 48,599.19	\$ 5,000.00	\$ 49,632.62	
Announcers Fees	\$ 11,438.50	\$ 15,000.00	\$ 8,152.00	\$ 10,000.00	\$ 5,985.00	\$ 10,000.00	\$ 7,455.00	\$ 17,240.00	\$ 15,800.00	\$ 16,460.00
Anoka Capital Equipment	\$ 2,500.06	\$ 5,000.00	\$ 1,739.83	\$ 6,000.00	\$ 5,124.66	\$ 5,000.00	\$ 27,063.84	\$ 5,000.00	\$ 26,955.07	
Audit	\$ 14,150.00	\$ 14,000.00	\$ 13,075.00	\$ 13,500.00	\$ 12,750.00	\$ 13,000.00	\$ 14,600.00	\$ 14,600.00	\$ 15,740.00	\$ 15,700.00
AV Equip / Repair / Supply / Software					\$ 18,203.58	\$ 24,000.00	\$ 21,224.24	\$ 49,890.00	\$ 41,028.70	\$ 103,480.00
Bank Fees / CC Fees		\$ 500.00		\$ 500.00		\$ 500.00		\$ 500.00	\$ 236.48	\$ 500.00
Brand Apparel	\$ 2,149.00	\$ 2,500.00	\$ 1,878.00	\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	\$ 844.20	\$ 2,500.00
Building - Cleaning	\$ 6,082.96	\$ 7,000.00	\$ 7,748.04	\$ 6,300.00	\$ 5,310.63	\$ 6,000.00	\$ 4,891.80	\$ 5,000.00	\$ 4,522.51	\$ 6,316.00
Building - Insurance	\$ 2,408.00	\$ 2,500.00	\$ 2,114.00	\$ 2,500.00	\$ 2,498.00	\$ 2,900.00	\$ 2,273.00	\$ 2,894.00	\$ 2,717.00	\$ 2,893.00
Building - Maintenance	\$ 10,806.61	\$ 10,000.00	\$ 6,739.29	\$ 7,000.00	\$ 10,683.81	\$ 7,000.00	\$ 9,146.73	\$ 7,000.00	\$ 18,359.36	\$ 7,000.00
Building - Supplies	\$ 823.66	\$ 2,500.00	\$ 1,646.27	\$ 2,000.00	\$ 1,758.91	\$ 3,000.00	\$ 1,827.42	\$ 3,000.00	\$ 1,701.67	\$ 3,000.00
Car Allowance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Cell Phone - Allowance	\$ 7,475.00	\$ 6,940.00	\$ 5,860.00	\$ 6,660.00	\$ 5,100.00	\$ 6,660.00	\$ 1,395.00	\$ 2,900.00	\$ 2,530.00	\$ 900.00
Cell Phone - Reimbursement		\$ -		\$ -		\$ -		\$ -		\$ 2,000.00
Champlin Capital Equipment	\$ 1,555.30	\$ 5,000.00	\$ 1,072.51	\$ 6,000.00	\$ 3,303.65	\$ 5,000.00	\$ 30,445.15	\$ 5,000.00	\$ 33,134.09	
City Sewer & Water	\$ 2,691.25	\$ 2,600.00	\$ 2,576.12	\$ 2,600.00	\$ 2,342.34	\$ 3,500.00	\$ 2,018.97	\$ 4,000.00	\$ 3,316.25	\$ 4,500.00
Commission Expense	\$ 2,251.64	\$ 7,200.00	\$ 1,929.26	\$ 7,200.00	\$ 4,398.90	\$ 3,500.00	\$ 2,254.78	\$ 3,500.00	\$ 3,551.98	\$ 3,500.00
Computer Equip / Repair / Supply / Software					\$ 32,235.05	\$ 37,340.00	\$ 19,561.78	\$ 28,630.00	\$ 9,982.21	\$ 37,500.00
Consulting Services	\$ 30,518.00	\$ 75,000.00	\$ 27,899.09	\$ 38,000.00	\$ 41,435.32	\$ 50,000.00	\$ 29,979.36	\$ 50,000.00	\$ 13,660.74	\$ 32,500.00
Contingency Fund		\$ 30,622.00		\$ 24,690.00		\$ 26,000.00		\$ 26,000.00		\$ 26,000.00
Duplication Expenses	\$ 61.54	\$ 1,000.00	\$ 136.94	\$ 1,000.00	\$ 402.07	\$ 2,500.00	\$ 1,223.35	\$ 3,600.00	\$ 1,871.83	\$ 5,600.00
Electric Service	\$ 13,925.32	\$ 19,152.00	\$ 14,578.16	\$ 19,152.00	\$ 13,758.18	\$ 18,000.00	\$ 15,073.88	\$ 17,500.00	\$ 16,030.49	\$ 14,000.00
Emp / Comm Appreciation	\$ 1,143.94	\$ 2,500.00	\$ 1,568.94	\$ 2,500.00	\$ 77.14	\$ 2,500.00	\$ 1,619.62	\$ 2,500.00	\$ 1,122.35	\$ 2,500.00
Equip/Repair/Supply/Software	\$ 40,799.78	\$ 45,812.00	\$ 37,014.61	\$ 45,812.00	\$ 274.53					
Federal Unempl Expense		\$ 850.00	\$ 800.83	\$ 750.00	\$ 686.35	\$ 1,500.00	\$ 1,147.30		\$ 1,365.24	
Health Insurance	\$ 68,962.10	\$ 74,652.00	\$ 60,759.82	\$ 69,768.00	\$ 63,172.25	\$ 67,609.00	\$ 34,970.00	\$ 32,800.00	\$ 33,312.87	\$ 31,204.00
Health Insurance - Opt Out		\$ -		\$ -		\$ -	\$ 1,200.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
Insurance - Deductibles		\$ 500.00		\$ 500.00		\$ 500.00		\$ 500.00		\$ 500.00
Insurance - Liability / Bonds	\$ 5,247.00	\$ 6,500.00	\$ 5,581.00	\$ 6,000.00	\$ 5,929.00	\$ 6,964.00	\$ 6,625.00	\$ 6,964.00	\$ 7,408.00	\$ 7,631.00
Lawn Service	\$ 4,595.00	\$ 5,500.00	\$ 4,801.01	\$ 4,500.00	\$ 4,516.73	\$ 5,000.00	\$ 4,912.25	\$ 3,500.00	\$ 4,767.32	\$ 3,500.00
Legal Fees	\$ 8,689.57	\$ 15,000.00	\$ 17,189.71	\$ 30,000.00		\$ 1,660.00	\$ 13,486.84	\$ 30,000.00	\$ 5,583.97	\$ 10,000.00
Legislative Lobbying (Leg Lobbying)		\$ -		\$ 1,940.00	\$ 23,270.37	\$ 30,000.00		\$ 1,660.00	\$ 1,660.00	\$ 1,000.00
Licenses and Permits	\$ 1,025.00	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
Meals	\$ 353.85	\$ 1,000.00	\$ 137.70	\$ 1,000.00	\$ 673.50	\$ 1,000.00	\$ 906.22	\$ 1,000.00	\$ 699.77	\$ 1,000.00
Memberships - NATOA / Others	\$ 6,855.00	\$ 8,000.00	\$ 9,018.60	\$ 5,520.00	\$ 1,358.00	\$ 5,480.00	\$ 4,499.48	\$ 5,480.00	\$ 3,882.19	\$ 5,480.00
Mileage	\$ 8,230.15	\$ 7,200.00	\$ 6,116.98	\$ 7,200.00	\$ 6,572.43	\$ 6,000.00	\$ 4,511.80	\$ 5,000.00	\$ 5,339.47	\$ 12,000.00
Miscellaneous Expenses		\$ 1,000.00	\$ 9.00	\$ 1,000.00		\$ 1,000.00	\$ 255.29	\$ 4,500.00	\$ 273.43	\$ 4,500.00
Natural Gas	\$ 3,875.89	\$ 4,000.00	\$ 2,711.70	\$ 3,800.00	\$ 2,466.46	\$ 3,500.00	\$ 2,972.97	\$ 2,300.00	\$ 2,044.57	\$ 2,000.00
Office Supplies / Equipment	\$ 3,314.93	\$ 6,000.00	\$ 5,368.67	\$ 5,000.00	\$ 6,571.34	\$ 10,000.00	\$ 3,558.68	\$ 8,500.00	\$ 9,392.58	\$ 15,100.00
Operating Transfer Out		\$ -		\$ -		\$ -		\$ -		\$ 20,000.00
Parking Lot Maintenance		\$ 3,200.00		\$ 3,200.00		\$ 5,000.00		\$ 5,000.00	\$ 2,477.00	\$ 5,000.00
Payroll Expenses (ADP)	\$ 1,366.50	\$ 5,900.00	\$ 5,029.65	\$ 5,900.00	\$ 4,970.30	\$ 5,200.00	\$ 5,089.05	\$ 5,200.00	\$ 5,714.00	\$ 5,200.00
PERA	\$ 37,669.91	\$ 41,320.00	\$ 33,540.60	\$ 38,982.00	\$ 32,140.80	\$ 43,317.00	\$ 33,417.21	\$ 51,383.00	\$ 48,309.51	\$ 51,383.00
Postage	\$ 1,068.09	\$ 1,000.00	\$ 798.70	\$ 1,300.00	\$ 1,395.75	\$ 1,000.00	\$ 860.51	\$ 1,000.00	\$ 788.75	\$ 1,000.00
Printing / Copy Services	\$ 59.90	\$ 1,000.00	\$ 721.93	\$ 1,000.00	\$ 172.38	\$ 2,000.00	\$ 1,912.42	\$ 2,000.00	\$ 177.40	\$ 2,500.00

Professional Development	\$ 13,407.82	\$ 18,000.00	\$ 14,309.57	\$ 17,000.00	\$ 9,660.12	\$ 17,100.00	\$ 12,243.62	\$ 17,100.00	\$ 9,852.57	\$ 17,100.00
Publications	\$ 64.00	\$ 500.00	\$ 38.00	\$ 500.00		\$ 500.00		\$ 710.00	\$ 283.17	\$ 710.00
Purchases					\$ -		\$ -		\$ -	
Ramsey Capital Equipment	\$ 2,585.36	\$ 5,000.00	\$ 1,645.48	\$ 6,000.00	\$ 3,585.48	\$ 5,000.00	\$ 50,578.41	\$ 5,000.00	\$ 51,542.42	
Reimbursements										
Sales Tax	\$ 125.00	\$ 500.00	\$ 216.26	\$ 500.00	\$ 262.00	\$ 2,000.00	\$ 561.00	\$ 2,000.00	\$ 1,311.15	\$ 500.00
Secretary Services	\$ 1,075.00	\$ 2,992.00	\$ 1,262.35	\$ 2,992.00	\$ 2,054.55	\$ 1,800.00	\$ 1,551.00	\$ 1,800.00	\$ 1,536.85	\$ 1,800.00
Snow Plowing Service	\$ 2,211.25	\$ 4,500.00	\$ 2,065.00	\$ 4,500.00	\$ 2,156.25	\$ 5,000.00	\$ 4,411.25	\$ 3,000.00	\$ 4,413.75	\$ 2,500.00
SS/Medicare Expense	\$ 41,186.70	\$ 47,432.00	\$ 38,545.53	\$ 44,747.00	\$ 36,274.05	\$ 49,055.00	\$ 39,496.86	\$ 54,216.00	\$ 51,224.11	\$ 54,216.00
State Unemploy Exp		\$ 2,500.00	\$ 1,220.49	\$ 2,500.00	\$ 227.32	\$ 5,000.00	\$ 53,372.09			
STD / LTD / Life Insurance	\$ 6,557.46	\$ 8,000.00	\$ 5,509.29	\$ 7,520.00	\$ 5,995.44	\$ 6,054.00	\$ 4,873.14	\$ 4,644.00	\$ 4,322.85	\$ 4,644.00
Studio Sets	\$ 1,175.00	\$ 10,000.00	\$ 9,496.31	\$ 7,000.00	\$ 4,467.55	\$ 2,000.00	\$ 1,164.72	\$ 2,000.00	\$ 1,024.97	\$ 4,100.00
Subscription Services/Electronic	\$ 16,862.31	\$ 20,000.00	\$ 13,147.61	\$ 16,017.00	\$ 495.00	\$ -	\$ 2,734.31	\$ 3,000.00	\$ 2,641.90	\$ 9,780.00
Temp Staff Services		\$ 2,500.00		\$ 2,500.00		\$ 5,000.00	\$ 11,741.04			
Vehicle - Equipment / Repair	\$ 12,153.14	\$ 12,500.00	\$ 37,053.94	\$ 10,000.00	\$ 10,170.94	\$ 17,000.00	\$ 16,141.21	\$ 18,930.00	\$ 5,135.94	\$ 25,100.00
Vehicle - Insurance	\$ 3,804.00	\$ 4,000.00	\$ 3,027.00	\$ 3,500.00	\$ 2,767.00	\$ 3,000.00	\$ 2,793.00	\$ 3,000.00	\$ 2,864.00	\$ 3,000.00
Vehicle - Maintenance / Gas	\$ 5,843.83	\$ 6,000.00	\$ 4,070.26	\$ 8,000.00	\$ 2,367.56	\$ 8,000.00	\$ 2,721.38	\$ 6,300.00	\$ 3,775.15	\$ 10,000.00
Wages - Full-time	\$ 476,354.79	\$ 492,900.00	\$ 449,837.55	\$ 464,977.00	\$ 426,179.77	\$ 550,246.00	\$ 407,494.86	\$ 340,412.00	\$ 340,067.91	\$ 340,412.00
Wages - Part-time	\$ 66,892.19	\$ 119,922.00	\$ 56,152.86	\$ 119,922.00	\$ 48,887.46	\$ 90,979.00	\$ 22,530.06	\$ -	\$ -	\$ -
Wages - PT - Comm Prog							\$ 17,461.93	\$ 48,858.00	\$ 58,587.50	\$ 48,858.00
Wages - PT - Gov't Prog							\$ 30,254.48	\$ 98,441.00	\$ 102,296.17	\$ 98,441.00
Wages - PT - Office Support							\$ 9,143.99	\$ 30,053.00	\$ 29,803.32	\$ 29,755.00
Wages - PT - Sports Prog							\$ 20,616.94	\$ 82,565.00	\$ 66,881.42	\$ 84,659.00
Wages - PT - Tech Support							\$ 18,100.66	\$ 68,656.00	\$ 83,407.48	\$ 106,595.00
Waste Removal	\$ 1,353.60	\$ 1,200.00	\$ 1,038.08	\$ 1,200.00	\$ 999.63	\$ 2,000.00	\$ 1,835.34	\$ 1,300.00	\$ 1,532.54	\$ 1,272.00
Web / VOD / Int / CaTV / Phone	\$ 21,162.08	\$ 22,000.00	\$ 15,290.33	\$ 19,830.00	\$ 13,315.80	\$ 16,000.00	\$ 13,894.77	\$ 16,210.00	\$ 11,465.80	\$ 23,650.00
Work Comp Insurance	\$ 1,411.00	\$ 2,300.00	\$ 1,475.00	\$ 2,500.00	\$ 2,770.00	\$ 3,100.00	\$ 3,257.00	\$ 2,700.00		
Operating Income	\$ 1,828,631.47	\$ 1,369,953.00	\$ 1,688,569.67	\$ 1,313,973.00	\$ 1,626,769.78	\$ 1,373,973.00	\$ 1,536,300.26	\$ 1,396,354.00	\$ 1,511,501.88	\$ 1,421,354.00
Total Expenses	\$ 1,003,544.36	\$ 1,255,494.00	\$ 966,165.61	\$ 1,163,329.00	\$ 918,045.72	\$ 1,247,814.00	\$ 1,134,073.96	\$ 1,267,086.00	\$ 1,256,784.56	\$ 1,368,589.00
Net Operating Income*	\$ 825,087.11	\$ 114,459.00	\$ 308,512.96	\$ 150,644.00	\$ 708,724.06	\$ 126,159.00	\$ 402,226.30	\$ 129,268.00	\$ 254,717.32	\$ 52,765.00

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

5-Year Capital Improvement Plan is \$3.4 Million



QCTV Five Year Capital Equipment Spending Plan

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

Presented to the Quad Cities Cable Communications Commission November 16, 2017

Category Building

Project Infrastructure needs assessment and action

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

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

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

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

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

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

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

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

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

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

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

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

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

Category Mobile - Vehicles and Equipment
Project Equipment replacement and upgrades.
Description Planned equipment upgrades and replacement.
Justification Upgrades the truck to current broadcasting standards and replaces equipment at the end of its life.

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

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

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

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

5.2 FCC FNPRM: Franchise Fees

November 8, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: FCC Further Notice of Proposed Rulemaking: Franchise Fee Offset

The Federal Communications Commission has issued a Further Notice of Proposed Rulemaking that will affect franchise fees as authorized by law. Below is a detailed analysis by NATOA (National Association of Telecommunications Officers and Advisors). Legal Counsel Bob Vose has advised the commission to file comments. The Budget Committee also recommended action on this item. Due to the deadline to file comments, the chair was consulted and Kennedy & Graven did file comments on behalf of the commission (attached).

SUMMARY OF THE FCC’S SECOND FURTHER NOTICE OF PROPOSED RULEMAKING ON CABLE FRANCHISE FEES AND MIXED-USE NETWORKS

On September 25, 2018, the FCC released a [Second Further Notice of Proposed Rulemaking](#) proposing new rules that, if adopted, likely will have a significant impact on cable franchise fees, PEG channels and other common cable-related obligations in cable franchise agreements. The proposed rules also would preempt local regulations of non-cable services provided by certain incumbent cable operators, potentially creating disparities between cable operators and non-cable operators in the applicability of these regulations.

Specifically, the FNPRM proposes new rules that would:

- Allow all cable-related, in-kind contributions, other than PEG capital costs and build out requirements, to be treated as “franchise fees” subject to the 5% franchise fee cap.
 - This holding would appear to allow cable operators to deduct from their cable franchise fee payments the value of franchise requirements such as PEG channel capacity, connections to programming origination points, and complementary cable services to schools and other public buildings.

- The FNPRM proposes that the value to be deducted would be the fair market value of these “contributions,” though the Commission requests comment on whether it instead should be the cable operators’ costs.
- Prohibit local franchising authorities from regulating the non-cable services offered over cable systems, other than I-Nets, and prohibit LFAs from regulating the facilities and equipment used in the provision of these non-cable services.
- This holding would apply to incumbent cable operators that are common carriers, and the FNPRM seeks comment on whether it should also apply to cable operators that are not common carriers.
- Though it is ambiguous, the proposed rule can be read to allow certain cable operators to construct and install facilities and equipment for non-cable services in the rights of way without any local regulation or compensation, which raises safety considerations and potential disparities in the application of regulations among competing providers.
- Potentially apply to state-level franchising actions. Unlike the draft FNPRM, which expressly excluded state-leveling franchising actions, the final FNPRM seeks comment on whether the new rules should apply to both state and local franchising actions.

Comments on the proposed rules will be due 30 days after the FNPRM is published in the Federal Register. Reply comments will be due 60 days after such publication.

Action Requested: None.

**Before the
Federal Communications Commission
Washington, D.C. 20554**

In the Matter of)
)
Implementation of Section 621(a)(1) of the Cable) MB Docket No. 05-311
Communications Policy Act of 1984 as Amended)
by the Cable Television Consumer Protection and)
Competition Act of 1992)

**COMMENTS OF THE QUAD CITIES
CABLE COMMUNICATIONS COMMISSION**

The Quad Cities Cable Communications Commission (“QC4”) provides the following comments regarding the Second Further Notice of Proposed Rulemaking (“FNPRM”) in the above-referenced docket.

INTRODUCTION

QC4 is a municipal joint powers body under Minnesota Statutes, Section 471.59 comprised of the cities of Andover, Anoka, Champlin and Ramsey, Minnesota. QC4 is governed by a board comprised of two commissioners from each of the four (4) member cities. QC4 was formed in 1981 to address the cable franchising needs of its member cities and provide public, educational and governmental programming (“PEG programming”) to their communities. The member cities are located in the northern Minneapolis/St. Paul suburbs with a collective population of nearly 100,000 residents.

QCTV provides information on its PEG programming channels regarding city government, local sports, and community activities relevant to its member communities. The video programming is presented via local cable channels 15 (SD) 859 (HD), 16, 18, and 19 on Comcast’s local cable system. Channel 16 is an exclusive government programming channel

and provides cablecasts of local municipal meetings and QC4's signature program – News and Views, featuring city services and activities. In addition, these local channels display an electronic bulletin board containing information regarding council agendas and city events.

All member cities receive the same community channel 15 with local programs and channel 18 programmed by the Anoka-Hennepin School District. Informational channel 19 is a community bulletin board that displays upcoming community events.

A 2016 survey of Comcast customers revealed that residents highly value PEG programming produced by QC4's programming arm- QCTV. City Council meetings are the most-watched programming with 46% of cable subscribers watching their government channel either "frequently" or "occasionally." Council meetings from the member cities are viewed by 32%, followed by the monthly city news program News & Views at 26%. The Community Channel features local programs, and draws 47% share of cable viewers. Four programs possess above average audiences: "election coverage, including candidate forums," at 23%; "Live and Local," at 19%; "It's Your History" and "high school sports," both at 17%.

COMMENTS

QC4 opposes the FNPRM's tentative conclusion that the value of a cable operator's "in-kind" cable franchise commitments, including those that facilitate PEG programming, can be deducted from the operator's franchise fee commitments. Such conclusion is contrary to applicable law and the understanding of QC4, the incumbent cable operator, Comcast, and its recent competitor, CenturyLink. This understanding is reflected in the franchises the parties have negotiated. The FCC's proposed departure from settled law and the terms of negotiated franchise agreements would result in a federal overreach into matters resolved decades ago by local governments and the affected industry. The Commission should avoid such overreach.

Specifically, QC4 has obtained franchise fee commitments from the local cable operators calculated as 5% of their gross revenues. These fees fall within the applicable statutory definition of “franchise fee” under 47 U.S.C. § 542 (Section 622(a)(1)) (“any tax, fee, or assessment of any kind imposed by a franchising authority or other governmental entity on a cable operator or cable subscriber, or both, solely because of their status as such.”) The franchises also establish commitments related to the origination and delivery of PEG programming. Among other PEG commitments, the franchises provide for four (4) video channels for PEG programming purposes, financial support for ongoing capital and other needs, and an institutional network making video and data transmission capacity available at a several governmental facilities in the member cities.¹

Contrary to the FNPRM, the franchises reflect an understanding that the cable operators’ commitments to PEG programming, including both funding for PEG capital needs and in-kind PEG commitments, are in addition to franchise fees. Such commitments, and the cost of meeting these commitments, are not included in or an offset from franchise fees. The franchises issued to Comcast’s predecessor nearly 19 years ago (in 2000) reflect this understanding explicitly, stating that PEG programming obligations are “[i]n addition to the franchise fee required under this Franchise...” See e.g., City of Ramsey Cable Franchise Ordinance (“Ramsey Franchise”), Section 6.2.1. The franchises further state:

Costs and Payments not Franchise Fees.

The parties agree that any costs to the Grantee associated with the provision of support for PEG access or the Institutional network pursuant to Sections 6 and 7 of this Franchise do not constitute and are not part of a franchise fee and fall within one or more of the exceptions to 47 U.S.C. § 542.

¹ The franchises include other types of in-kind consideration such as: complementary cable service to governmental buildings, access to the company’s electronic programming guide service for PEG programming, customer service obligations, video return rights for origination of programming, ROW requirements, etc.

Ramsey Franchise, Section 6.6. The subsequently issued CenturyLink franchises contain equivalent language.

These arrangements were negotiated with both operators based on a mutual understanding of applicable law. Lest that be in doubt, the franchises provide that should either party determine that a franchise provision is inconsistent with applicable federal law or FCC regulation, such party may give notice and require immediate conformance with such applicable federal law. See, Ramsey Franchise, Section 13.4.1; See also, Minn. Stat. § 238.084, subd. 1(b) (a cable franchise must contain “a provision requiring the franchisee and the franchising authority... to conform to federal laws and regulations regarding cable as they become effective.”). At no time has either Comcast (or its predecessors) or CenturyLink claimed that the arrangement described above is contrary to federal law. Had Comcast determined that its PEG programming support obligations run afoul of federal law, it has had nearly two decades to raise that argument. To the contrary, Comcast triggered renewal of its franchise in 2017 and has subsequently engaged in negotiation with QC4. The negotiators have exchanged term sheets detailing the provisions or issues upon which each seeks to renegotiate or modify terms. But Comcast has not proposed renegotiation of the foregoing provisions. Comcast will apparently continue to treat PEG support as over and above franchise fees unless the Commission promulgates a contrary regulation.

Of course, this understanding that PEG programming support is in addition to franchise fees is at fundamental to the parties’ financial arrangement. The FNPRM would upend this shared understanding. Such a dramatic change will impact any then-pending renewal negotiations, may result in the need to renegotiate existing agreements, and may even require termination of current agreements entirely.

To add insult to injury, the FNPRM proposes that the cable operators be handed the whole deck of cards. As proposed, cable operators would be entitled to deduct their calculation of the value of in-kind PEG commitments--- commitments that have never previously been valued for purposes of determining franchise fee payments—without any suggestion of the appropriate valuation methodology. There are no known appraisal methodologies to determine the fair market value of a cable operator’s in-kind support for PEG programming. As a result, there will surely be disagreement regarding calculations made and offsets unilaterally taken by cable operators.

Finally, QC4 rejects the FNPRM’s suggestion that PEG programming is for the benefit of local governmental bodies, not the public. As explained above, QC4 provides local programming that is not otherwise available on the local cable systems. This programming is very valuable to the public as demonstrated by high viewership. The tentative conclusion that PEG support must be considered franchise fees because such support is effectively a tax imposed for governmental benefit is simply wrong as a matter of fact and common sense.

The FNPRM’s tentative conclusion that build-out requirements are not franchise fees because they are not contributions to the government is correct and perfectly analogous. QC4’s PEG programming plainly constitutes “other requirements besides build-out obligations that are not specifically for the use or benefit of the LFA or an entity designated by the LFA and therefore should not be considered contributions to an LFA.”² Franchise commitments to support PEG programming and channels, and similar commitments such as customer service obligations, are obviously for the benefit of subscribers and the community. Such commitments

² FNPRM ¶ 21.

cannot reasonably be characterized as contributions to local government. Like build-out obligations, these commitments cannot be characterized as franchise fees under applicable law.

QC4's PEG programming benefits the community. In 2017, QCTV created and aired more than 1,000 programs including 358 programs specifically for the four member cities, 481 community interest programs, and an additional 301 programs produced by community members. Residents not only watch the cable channels, they watch video-on-demand from www.qctv.org. In fact, web site archives yielded nearly 7,000 views of government programming alone in 2017.

If the value of QC4's PEG programming is actually in doubt, or it is unclear whether that programming is for the benefit of subscribers and residents of the affected communities, we invite the FCC to view such PEG programming at: <https://www.youtube.com/user/qctv> or: <http://bit.ly/CommunityMediaDay2018>. The latter link highlights local programming available only on QCTV local channels such as news, government meetings, sports, business, local election candidate forums, church services, district judicial programming, public safety, resident profiles, local history show, non-profit organizations, events and activities. It also features testimonials of resident support of this local programming including:

Resident Bart Ward-- "It's a connection to the community. Understanding what's going on in your community – there's probably no better way to do it than to watch the different programs. It makes you feel part of the community plus it keeps you up to date on current events."

High School Coach Brain Woodley-- "The parents and community. Everybody loves to see you out here. It's hugely impactful."

Fire Chief Charlie Thompson-- "We've seen a multitude of benefits utilizing QCTV. I've had people tell me they watch that program (Public Safety Talk). When you are getting that feedback from the general public, I think that's valuable."

Resident David Riley-- “What I really like about QCTV is that I get to see the creativity of my neighbors. I get to see wat they are doing and keep abreast of what is going on in my community.”

QC4 submits that its programming is nothing like Wayne’s World public access of the 1980s.

We produce high quality, award winning programming as evidenced by six recent programming

awards: https://www.hometownsource.com/abc_newspapers/free/qctv-celebrates-awards

[in/article_459f6d22-ddf0-11e8-a866-4baa48dc4493.html](https://www.hometownsource.com/abc_newspapers/free/qctv-celebrates-awards) We submit that the facts speak for

themselves.

DRAFT

CONCLUSION

The FNPRM would re-interpret federal law in a manner that preempts Minnesota state law and existing QC4 franchises negotiated with two operators under such federal and state laws. As contemplated by federal law, negotiation of the QC4 franchises took significant time and imposed financial and other burdens on both parties. Eviscerating agreements negotiated by parties that had and continue to have a mutual understanding of applicable law is senseless.

QC4 urges the FCC to not overturn law that has been settled for decades and relied upon by parties in prior multi-year negotiations and current renegotiations.

Respectfully submitted,

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

Date: November ____, 2018

KENNEDY & GRAVEN, CHARTERED

By:

Robert J. V. Vose, (#251872)
470 U.S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
(612) 337-9300

QCCCC Agenda Item

5.3 Movie Screen Purchase

November 6, 2017

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Movie Projector and Screen System Package

Background

All four cities either have a Movie-in-the-Park event or are interested in an event like it. Discussion at the past Commission meeting was to finalize a proposal for a system and bring it back for Commission review.

Pricing to purchase a movie package

Open Air Cinema's on-line estimate is \$36,999.00 plus shipping.

EPIC Outdoor Cinema price list estimate is \$26,499.00 plus shipping.

Z-Systems' quote is \$25,092.19 plus shipping.

This system includes a 25-foot by 14-foot screen, 6500 lumen laser projector, two Blu-Ray players, local monitors to preview content, AV switcher to control what goes on the screen (this would include an additional input for a laptop or streaming video device), powered PA speakers, sound mixer and wireless microphone, and a rugged road case for the AV equipment. Z-Systems also provided for some additional options, such as audio sub-woofers, on-site or off-site training, and an optional service contract at an additional cost.

Funding

If purchased in 2018 we recommend using available capital funds in the City Equipment line item due to the savings in the City Hall Upgrade Project coming in under the expenditure authorized. Funding for the purchase in 2019 would come from undesignated capital reserves. Ongoing operating costs in addition to the initial equipment investment includes; insurance, repairs/maintenance, and storage costs are not included in the 2019 Operating Budget.

Considerations

Determine a member city storage site, insurance, system reservations, transportation, set up and training. Estimates do not include a power generator for remote sites where electrical service is not available.

Action Requested

Approve purchase from Z-Systems for \$25,092.19 plus up to 5% to cover shipping or equipment changes. Add up to four hours off-site or on-site training and installation for first event at each member city at a cost of up to \$500 per city or \$2,000.00 total.



fueling creativity

Z Systems, inc.

3724 Oregon Avenue South
Saint Louis Park, MN 55426

Tel. 952-974-3140

Fax. 952-974-3141

www.zsyst.com

Purchase Agreement

DATE: 11/5/2018

QUOTE #: 30766

P.O. #:

FOB: Mfr's Dock

TERMS: Net 15

PROJECT: Outdoor Cinema System Q3 '18

SOLD TO:

Quad Cities Community Television
John Sommer
12254 Ensign Avenue North
Champlin, MN 55316

SHIP TO:

Quad Cities Community Television
John Sommer
12254 Ensign Avenue North
Champlin, MN 55316

ITEM	DESCRIPTION	QTY	UNIT COST	TOTAL:
	=====			
	OPEN AIR CINEMA 29' (DIAG.) PROJECTION SCREEN			
	=====			
OAC-25-ELIITE-SCREN	Open Air Cinema Elite Outdoor Projection Screen • 25' x 14' Projection Surface, 29' diagonal • Heavy Duty PVC Reinforced Vinyl Inflatable Frame • Theatrical Grade Projection Surface • Choose Front Only, Rear Only or Dual Surface • (2) Air Blowers (1 for backup) • (1) Air Blower Muffler (Sound Dampening) • Carrying Straps for Screen • High Tension Tethers • Heavy Duty Stakes • Sledgehammer • Repair Kit • Setup Guide • 3 Year Warranty	1	7,595.16	7,595.16T
	SUBTOTAL:			7,595.16
	=====			
	PANASONIC 6500 LUMEN LASER PROJECTOR			
	=====			
PT-MZ670U	Panasonic PT-MZ670U 6500-Lumen WUXGA 3LCD Laser Projector (White)	1	5,772.16	5,772.16T
TBD	Travel Case for Projector	1	690.00	690.00T
	SUBTOTAL:			6,462.16
	=====			
	RACK CASE, STAND & CART			
	=====			
1SKB-R106	SKB 10x6 Roto Rack Console	1	209.67	209.67T
1SKB-AV8	SKB Audio Video Shelf - 8U retractable shelf, designed for 1SKB-R102, 1SKB-R104, 1SKB-R106 and 1SKB19-R1208	1	40.56	40.56T
42067	Da-Lite 42067 Deluxe Project-O-Stand with Telescoping Aluminum Legs and 17" x 25" Shelf	1	201.15	201.15T
R18RT	RocknRoller Multi-Cart R18RT Ground Glider Mega	1	281.24	281.24T
	SUBTOTAL:			732.62

Subtotal:

Sales Tax: ()

TOTAL:

SIGNATURE:



fueling creativity

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 John Sommer
 12254 Ensign Avenue North
 Champlin, MN 55316

SHIP TO:

Quad Cities Community Television
 John Sommer
 12254 Ensign Avenue North
 Champlin, MN 55316

ITEM	DESCRIPTION	QTY	UNIT COST	TOTAL:
	=====			
	BLU-RAY PLAYER & WIRELESS MIC			
	=====			
DN-500BDMKII	Denon DN-500BDMKII Blu-Ray DVD & CD/SD/USB Player	2	399.00	798.00T
ATW-3212/C710DE2	Audio-Technica ATW-3212/C710DE2 3000 Series Fourth Generation Wireless Handheld Microphone System with ATW-C710 Capsule	1	628.10	628.10T
U1	Middle Atlantic 1 RU Rackshelf	1	32.34	32.34T
	SUBTOTAL:			1,458.44
	=====			
	MIXER, SWITCHER, MONITOR & POWER			
	=====			
M-LYNX-702W	Marshall Dual 7" Rackmountable Monitor	1	956.25	956.25T
EPM12	12ch Mixer RW5736US w/ Rack Ear	1	304.90	304.90T
RW5746	EPM12 / EFX12 Rack Kit	1	20.08	20.08T
LTE-503XLR	Hosa LTE-503XLR Console Lamp XLR 12VDC LED 15in	1	24.00	24.00T
KDPRO4X1	Key Digital 4x1 4K/18G HDMI Switcher, Audio De-embedding of Analog L/R Balanced/Unbalanced & Digital Coaxial Audio, HDR10, HDCP2.2	1	500.00	500.00T
P1800AR	Furman P1800AR Voltage Regulator/Power Conditioner, 15A	1	702.45	702.45T
	SUBTOTAL:			2,507.68
	=====			
	POWERED AUDIO SPEAKERS			
	=====			
IQ15	Turbosound IQ15 2500W 15" 2-Way Powered Loudspeaker	2	687.49	1,374.98T
TS-PC15-1	Turbosound TS-PC15-1 Cover For 15" Loudspeakers	2	60.15	120.30T
TBD	Speaker Stands	2	125.00	250.00T
	SUBTOTAL:			1,745.28
	=====			
	OPTIONAL SUBWOOFERS (NOT INCLUDED IN TOTAL)			
	=====			
IQ18B	Turbosound IQ18B 3000W 18" Powered Subwoofer (\$1,650 for 2)	0	824.99	0.00T
TS-PC18B-1	Turbosound TS-PC18B-1 Speaker Cover For TURBOSOUND iQ18B	0	53.62	0.00T
	SUBTOTAL: \$1,757.21			0.00

Subtotal:

Sales Tax: ()

TOTAL:

SIGNATURE:



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 3724 Oregon Avenue South
 Saint Louis Park, MN 55426
 Tel. 952-974-3140
 Fax. 952-974-3141
 www.zsyst.com

Purchase Agreement

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 TERMS: Net 15

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 Champlin, MN 55316

SHIP TO:

Quad Cities Community Television
 John Sommer
 12254 Ensign Avenue North
 Champlin, MN 55316

ITEM	DESCRIPTION	QTY	UNIT COST	TOTAL:
	=====			
	Z SYSTEMS STANDARD WARRANTY			
	=====			
SC-Std Warranty	This system comes with a 90 day installation warranty along with the various manufacturer's warranties - usually 1 year parts and labor. The manufacturers' warranties, however, are 'depot' style warranties - i.e. the equipment needs to be uninstalled, sent in for repair, then reinstalled and tested by the customer. Z Systems is happy to do this on your behalf at our standard rate of \$125 / hr. We also have service contract options if you are interested - please ask your account manager for details.			0.00T
	=====			
	OPTIONAL SERVICE CONTRACT (NOT INCLUDED IN TOTAL)			
	=====			
SC-Silver	Z Systems Annual Service Contract - Silver Level. Includes email, telephone, remote access, and on-site troubleshooting services. Does not include the manufacturer's cost of software, software updates, installation of software updates or hardware.	0	1,428.57	0.00T
	=====			
	SHIPPING			
	=====			
Shipping	(Shipping Charges Will Be Added To The Final Invoice)	1	0.00	0.00T

As an authorized representative of the organization listed above, I hereby order and agree to purchase these products and/or services from Z Systems based on the terms and conditions set forth in this agreement and the document 'Z SYSTEMS INC. Terms and Conditions' which can be found at zsyst.com/terms. All pricing quoted is subject to change / management approval at time of order entry/acceptance. Any returns, if accepted by our vendors, will be subject to a 20% restocking fee.

Subtotal: \$25,092.19

Sales Tax: (\$) \$0.00

TOTAL: \$25,092.19

SIGNATURE: _____

5.4 Technology Memo

November 8, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Remote Attendance at City Meetings

Remote Meetings:

Background

Organizations have used services such as GoToMeeting or Skype for many years to bring people together from different physical locations to have meetings. QCTV understands that remote participation occurs in non-cablecast government meetings and member cities desire to have this functionality added to televised city meetings. There are more equipment needs for remote meeting participation at a televised meeting in the Council Chambers than a conference room setting. After we completed the City Hall Upgrade needs assessment report and plan, and during the implementation phase, we had interest in pursuing remote attendance for televised city meetings. Therefore, QCTV recommends that this should be a new project not tied to the previous city hall upgrade project.

Considerations

All member cities are currently using remote participation features within government meetings. However, these remote participation platforms are not integrated with the cablecasting system. In the interest of government transparency and showing the at home viewer that the elected official is remotely participating, QCTV recommends that we take on this integration project.

Two of the member cities currently use GoToMeeting for remote video conferencing, one city uses Skype and one city uses both GoToMeeting and Skype. A common platform would make integration more straight forward and simplify training.

City policy would need to allow remote participation. Limiting the number of remote participants to one per meeting would make for a better televised viewing experience.

Action Requested:

Direct staff to work with current system designer and installer, Alpha Video, to select a solution that will best integrate with the newly installed presentation systems and return to the Commission with a capital funds request.

Option: Upon Commission direction, staff would seek an RFP for design services, equipment specifications and subsequent installation.