

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

February 21, 2019, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of the November 15, 2018, commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. October - December Financial Reports
 - 4.3. Executive Director
 - 4.3.1. Organizational items
- 5. General Business**
 - 5.1. FCC FNPRM – Franchise Fee Offset
 - 5.2. Movie Screen Purchase
 - 5.3. Remote Meeting Participation
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 15, 2018

CALL TO ORDER – 1

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

ROLL CALL– 2

Commissioners present were: John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Ryan Sabas, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: Jim Goodrich, Andover; Brian Wesp, Anoka; and Greg Lee, Anoka.

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

APPROVAL OF AGENDA – 3

Ms. George noted that under Item 4.1, the consideration would be for both the regular and work session meetings. She noted that both sets of minutes could be adopted with one motion.

Motion was made by Ulrich and seconded by Dickinson to approve the agenda as amended.

5 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of regular and work session meeting minutes from September 20, 2018

Motion was made by Ulrich and seconded by Dickinson to approve the regular and work session minutes of September 20, 2018 as presented.

5 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. August and September Financial Reports

Commissioner Dickinson provided an update, summarizing highlights from the September financial information.

Motion was made by LeTourneau and seconded by Sabas to accept the August and September Financial Reports.

5 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George provided an update on the programming and thanked staff and the City partners, schools, and organizations that partner with QCTV to provide that programming. She stated that the Personnel Committee recently discussed the benefits review. She stated that the City Hall update projects are wrapping up. She provided input received on the Penguin Project which was a program completed by QCTV for the Northern Stars Theater. She reported that all the City Hall updates are substantially completed and expect to be completed by the end of the year, with training completed at two of the locations.

Mr. Sommer provided an update on the change orders that were being completed by Alpha this week and stated that he is working to schedule the remaining two training sessions. He stated that the process has been running fairly smoothly and training will continue with both QCTV and member city staff.

Ms. George thanked the Commission for the capital investment to update the equipment and also thanked the member city staff for being helpful and understanding during the process.

Ms. George noted that the third quarter statistics were provided in the packet for Commission review and commended staff for their continued positive interaction with the public.

GENERAL BUSINESS – 5

5.1 2019 Operating Budget

Ms. George stated that the proposed 2019 operating budget is before the Commission for approval today. She stated that the five-year Capital Equipment Plan was included, which was approved the previous year. She noted that capital improvement projects do come back before the Commission for approval before the project is actually implemented. She provided an overview of the elements included in the budget, noting that the capital improvement disbursements for the member cities will be further discussed before disbursement.

Commissioner Dickinson stated that there is a lot of no change items, which utilizes the data that has been collected from the past. He cautioned that the organization continue to focus on sustainability as revenue may fluctuate.

Motion was made by Dickinson and seconded by LeTourneau to approve the 2019 Operating Budget and setting the operational reserve as proposed.

Further discussion: Commissioner LeTourneau stated that he appreciates the effort of the Committee in developing this budget. He referenced the fluctuation in revenue, as there are trends beginning to show and stated that he would like to see that area reviewed and would hope that would be a part of the strategic planning process.

Commissioner Dickinson agreed that revenue will have to continue to be a discussion as the trend of those using cable is changing with the additional services available.

Chair Heitkamp thanked staff and the Budget Committee for their work on this item.

5 ayes – 0 nays. Motion carried.

5.2 FCC FNPRM – Franchise Fee Offset

Ms. George stated that a summary of the FCC further notice of proposed rule making was included in the packet which would allow a Franchise Fee offset for additional services offered. She stated that this is on a fast track as it began in September and the initial comment period ending the previous night. She noted that over 7,000 comment filings were received, which shows that this issue is gaining a lot of attention. She stated that a 30-day window of reply is open and will close on December 14th. She stated that after that time the FCC will make their decision. She stated that she has asked Mr. Vose to attend the January meeting to provide further information on this topic. She noted that she will continue to work with Mr. Vose on the response comments from QCTV.

Commissioner Ulrich asked the financial impact to QCTV if this were to move forward.

Ms. George stated that it would be hard to estimate but noted that a 30 percent reduction has been mentioned but that could be more or less. She stated that there is no definition of in-kind services, the valuation of in-kind services, or the length of time. She stated that if this passes there will be impacts but there are a lot of what ifs at this point. She stated that in reviewing the franchise revenues going back to 2013, the organization has done a great job of realigning the organization and has done a great job living below the franchise fee revenue as the organization had anticipated a drop-off in the cable customers.

5.3 Movie Screen Purchase

Ms. George stated that this item was brought forward as an idea in the summer and further direction was provided to staff at the September meeting. She stated that a recommendation for purchase was included in the packet based on the quotes received.

Mr. Sommer stated that he received three different quotes for the necessary equipment and based on the pricing he recommends purchasing from Z-Systems, if this were to be approved, with an additional \$2,000 budgeted for training. He stated that QCTV does not have the space to store this equipment and therefore that is a consideration that would need to be determined. He recommended that the electronic elements be stored in climate control. He stated that the decision would also need to be made on whether to purchase the equipment this year or next year. He stated that if the purchase is made this year, funds could be used that were not expended during the City Hall updates.

Ms. George stated that when research was done there was high interest in this equipment, although there could be some conflicting dates and therefore staff would look for guidance to establish a calendar early for summer months in order to ensure that each city would have equal access to the equipment.

Chair Heitkamp asked for policy information, using the example if the equipment is damaged after use by one city.

Ms. George stated that perhaps one city would take responsibility of the equipment that would know how to set the equipment up and ensure that everything is returned and working properly when the equipment is returned. She stated that if the Commission desires, a policy of use could be developed, and a storage location could be identified prior to making the purchase.

Commissioner Dickinson stated that the budget could be amended to make this purchase in 2019. He stated that he would like to see the policy in place and know where the equipment will be stored prior to delivery.

Commissioner Ulrich agreed that there is not an urgency in time of use and agreed that a policy should be created, and the details worked out before the purchase is made.

Motion was made by Dickinson and seconded by Ulrich to table the purchase of equipment and direct staff to create a policy and identify a storage location.

Further discussion: Commissioner Ulrich stated that perhaps staff could send the dimensions of the equipment and then member cities could determine if they would have adequate space for storage.

Ms. George confirmed the direction to staff to attempt to identify a custodian city, develop a policy for use, and include funds for maintenance and insurance.

Chair Heitkamp suggested that one of the technical employees from QCTV assists in the transportation and setup of the equipment along with the custodian city.

5 ayes – 0 nays. Motion carried.

5.4 Remote Meeting Participation

Ms. George stated that this item was discussed at the previous work session. She stated that there has been some time dedicated to this issue, but further research is needed.

Mr. Sommer stated that currently there is remote participation for some of the work sessions and there has been discussion to bringing this option into the Council Chambers. He explained that there are many technical aspects that need to be considered as well as policy elements. He stated that he could work with Alpha Video to obtain additional options and determine what would be needed to facilitate this type of participation. He noted that another option would be to seek an RFP but noted that process would be lengthier.

Ms. George stated that they would like to close out the current project that was bid and then execute a service agreement with Alpha Video for this project, as that company just designed and installed the new equipment. She stated that the other option would be to send out an RFP but agreed that would be a lengthier process.

Chair Heitkamp stated that if the project is closed out, he was unsure that the current vendor could be used, legally. He stated that there is not a time issue for Champlin.

Commissioner Ulrich stated that there is not a hard date for Ramsey, but it would be nice to have the policy in place before the new year begins. He stated that is not the driving force and would prefer for this to be an economical process and would not want time to drive the issue.

Ms. George noted that there are two options currently being used in work sessions for remote participation. She stated that QCTV staff is working to identify one option to provide consistency with interfacing and technology elements.

Commissioner Ulrich stated that some cities already have a remote participation policy in place and he would be looking for direction on policy and equipment that would be needed. He stated that the cost would definitely be an element on whether or not this would continue to move forward.

Ms. George confirmed the direction of the Commission to initiate a quote, or request for proposal, process on this matter.

Commissioner Dickinson noted that Commissioner Goodrich could not attend today, and this would have been his last meeting. He thanked Commissioner Goodrich for his contribution to the Commission. He stated that a new Andover representative will be appointed in January.

Ms. George stated that QCTV will deliver a plaque of appreciation to Commissioner Goodrich.

ADJOURN – 6

Time of adjournment 11:46 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 October 30, 2018

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,353,117.09
- PayPay acct	459.96
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,306,720.45
Accounts Receivable	0.00
Other current assets	5,880.00
Total Current Assets	\$ 2,671,427.50
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,671,427.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	514.70
Total Current Liabilities	\$ 514.70
Equity	2,670,912.80
TOTAL LIABILITIES AND EQUITY	\$ 2,671,427.50

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

	Oct 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 112.00	\$ 125.00	\$ (13.00)	89.60%	\$ 1,044.61	\$ 1,500.00	\$ (455.39)	69.64%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees	697.94	72,854.00	(72,156.06)	0.96%	522,992.44	874,248.00	(351,255.56)	59.82%
Interest Income	2,427.37	1,000.00	1,427.37	242.74%	33,527.29	12,000.00	21,527.29	279.39%
Miscellaneous Income	736.31	125.00	611.31	589.05%	822.20	1,500.00	(677.80)	54.81%
PEG Fee	418.76	36,427.08	(36,008.32)	1.15%	281,657.08	437,125.00	(155,467.92)	64.43%
Total Income	4,392.38	115,326.83	(110,934.45)	3.81%	897,318.80	1,383,922.00	(486,603.20)	64.84%
Expenses								
A-PERA Expense	3,223.57	3,583.33	(359.76)	89.96%	34,980.66	43,000.00	(8,019.34)	81.35%
A-SS/Medicare Expense	3,529.75	4,050.00	(520.25)	87.15%	34,844.21	48,600.00	(13,755.79)	71.70%
A-Wages - Full-time	38,923.20	41,977.50	(3,054.30)	92.72%	406,076.07	503,730.00	(97,653.93)	80.61%
A-Wages - Part-time	7,649.05	9,993.50	(2,344.45)	76.54%	55,810.72	119,922.00	(64,111.28)	46.54%
Accounting / HR Services	1,320.17	1,275.00	45.17	103.54%	13,079.61	15,300.00	(2,220.39)	85.49%
Ads/Promos/Sponsorships	535.00	916.67	(381.67)	58.36%	6,849.52	11,000.00	(4,150.48)	62.27%
Andover Capital Equipment		416.67	(416.67)	0.00%	134.98	5,000.00	(4,865.02)	2.70%
Announcers Fees	1,320.00	1,083.33	236.67	121.85%	9,055.44	13,000.00	(3,944.56)	69.66%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	1,749.24	5,000.00	(3,250.76)	34.98%
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%	5,105.00	7,000.00	(1,895.00)	72.93%
Building - Insurance		458.33	(458.33)	0.00%	2,724.00	5,500.00	(2,776.00)	49.53%
Building - Maintenance	6,665.27	833.33	5,831.94	799.84%	13,535.16	10,000.00	3,535.16	135.35%
Building - Supplies	47.33	166.67	(119.34)	28.40%	1,069.31	2,000.00	(930.69)	53.47%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	3,000.00	(500.00)	83.33%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	6,100.00	7,500.00	(1,400.00)	81.33%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,287.48	5,000.00	(3,712.52)	25.75%
City Sewer & Water	184.42	216.67	(32.25)	85.12%	2,377.62	2,600.00	(222.38)	91.45%

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

	Oct 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	560.00	416.67	143.33	134.40%	1,240.36	5,000.00	(3,759.64)	24.81%
Consulting Services	1,868.75	6,250.00	(4,381.25)	29.90%	14,281.00	75,000.00	(60,719.00)	19.04%
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	1,134.29	1,500.00	(365.71)	75.62%	12,700.03	18,000.00	(5,299.97)	70.56%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	128.44	2,500.00	(2,371.56)	5.14%
Equip/Repair/Supply/Software	5,588.14	3,833.33	1,754.81	145.78%	29,417.37	46,000.00	(16,582.63)	63.95%
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%	65,362.32	78,000.00	(12,637.68)	83.80%
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%	4,934.00	5,000.00	(66.00)	98.68%
Lawn Service	690.00	416.67	273.33	165.60%	4,125.25	5,000.00	(874.75)	82.51%
Legal Fees	980.50	2,083.33	(1,102.83)	47.06%	6,740.76	25,000.00	(18,259.24)	26.96%
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	465.22	666.67	(201.45)	69.78%	6,143.57	8,000.00	(1,856.43)	76.79%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	40.26	500.00	(459.74)	8.05%	3,515.93	6,000.00	(2,484.07)	58.60%
Office Supplies / Equipment	79.98	500.00	(420.02)	16.00%	4,690.00	6,000.00	(1,310.00)	78.17%
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%	851.00	2,400.00	(1,549.00)	35.46%
Postage	48.85	83.33	(34.48)	58.62%	530.61	1,000.00	(469.39)	53.06%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	347.50	1,500.00	(1,152.50)	23.17%	13,746.18	18,000.00	(4,253.82)	76.37%
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%	1,429.85	5,000.00	(3,570.15)	28.60%
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services		208.33	(208.33)	0.00%	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

	Oct 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%	5,654.78	7,500.00	(1,845.22)	75.40%
Studio Sets		1,566.67	(1,566.67)	0.00%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	183.83	1,666.67	(1,482.84)	11.03%	15,075.23	20,000.00	(4,924.77)	75.38%
Temp Staff Services		208.33	(208.33)	0.00%	369.50	2,500.00	(2,130.50)	14.78%
Vehicle - Equipment / Repair	492.56	1,250.00	(757.44)	39.40%	5,560.94	15,000.00	(9,439.06)	37.07%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,973.00	4,000.00	(1,027.00)	74.33%
Vehicle - Maintenance / Gas	180.36	500.00	(319.64)	36.07%	17,037.61	6,000.00	11,037.61	283.96%
Waste Removal	111.48	125.00	(13.52)	89.18%	1,006.46	1,500.00	(493.54)	67.10%
Web / VOD / Int / CaTV / Phone	2,349.26	1,833.33	515.93	128.14%	11,634.79	22,000.00	(10,365.21)	52.89%
Work Comp Insurance		125.00	(125.00)	0.00%	1,744.00	1,500.00	244.00	116.27%
Total Expenses	87,470.40	107,519.58	(20,049.18)	81.35%	859,704.88	1,290,235.00	(430,530.12)	66.63%
Net Income	\$ (83,078.02)	\$ 7,807.25	\$ (90,885.27)	-1064.11%	\$ 37,613.92	\$ 93,687.00	\$ (56,073.08)	40.15%
ZCIP - Andover					155,727.13			
ZCIP - Anoka					136,029.18			
ZCIP - Champlin	10.00				78,102.12			
ZCIP - Checkout Equipment					6,033.06			
ZCIP - Portable Field Equipment					18,569.49			
ZCIP - Ramsey					20,974.85			
ZCIP - Studio	18,613.67				266,723.25			
ZCIP - Truck					81,529.70			
	<u>18,623.67</u>				<u>763,688.78</u>			

QCTV Bank Reconciliation

October 2018

Beginning Balance - 4M Statement	1,214,733.49
Less: Cleared Checks/Withdrawals	(166,819.86)
Plus: 4M Fund Interest	1,504.75
Plus: Bank Deposits/Credits	1,882.24
Bank Balance	\$1,051,300.62
Book Balance	1,051,300.62
Adjusted Book Balance	1,051,300.62
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

October 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
10/04/2018	12408	Alpha Video & Audio Inc.	-475.00
10/04/2018	12409	Amazon	-4,068.59
10/04/2018	12410	AVI Systems, Inc.	-575.82
10/04/2018	12411	G & B Environmental, Inc.	-116.74
10/04/2018	12412	Holiday Station	-185.92
10/04/2018	12413	James Childs	-240.00
10/04/2018	12414	Joe G. Ruhland	-180.00
10/04/2018	12415	Lindstrom Restoration	-2,519.07
10/04/2018	12416	LiveU Inc.	-250.00
10/04/2018	12417	Peter James Hayes	-240.00
10/04/2018	12418	Preferred One Insurance Co.	-7,048.07
10/04/2018	12419	Riccar	-528.00
10/04/2018	12420	Timesavers	-211.00
10/04/2018	12421	Timothy Anderson	-120.00
10/04/2018	12422	Verizon Wireless	-72.40
10/04/2018	12423	Vividly Clean Inc.	-515.00
10/11/2018	12424	ACE Solid Waste, Inc.	-111.48
10/11/2018	12425	Alpha Video & Audio Inc.	-1,630.00
10/11/2018	12426	AT&T Mobility	-19.24
10/11/2018	12427	Barna, Guzy & Steffen, LTD	-247.00
10/11/2018	12428	CenterPoint Energy	-40.26
10/11/2018	12429	City of Andover	-1,030.36
10/11/2018	12430	City of Champlin	-479.17
10/11/2018	12431	Comcast 2	-465.04
10/11/2018	12432	Gerald S. Thomson	-300.00
10/11/2018	12433	Greenery Enterprises, Inc.	-690.00
10/11/2018	12434	Huebsch	-47.33
10/11/2018	12435	Kennedy & Graven, Chartered	-722.50
10/11/2018	12436	Maza Technologies, LLC	-1,868.75
10/11/2018	12437	Monarch Pest Control	-110.00
10/11/2018	12438	U.S. Bank Corporate	-3,408.62
10/11/2018	12439	Xcel Energy	-1,560.00
10/11/2018	12440	Z Systems	-70,355.24
10/12/2018	12442	Associated Bank	-50.00
10/12/2018	12441	Cindy Harris	-100.00
10/12/2018	12443	HealthEquity Inc.	-221.15
10/12/2018	W D	Minnesota State Retirement System	-526.39
10/12/2018	W D	PERA	-3,101.87
10/23/2018	12452	Alpha Video & Audio Inc.	-675.00
10/23/2018	12453	Amazon	-1,908.33
10/23/2018	12454	Anoka Area Chamber of Commerce	-20.00
10/23/2018	12455	Bret Heitkamp	-80.00
10/23/2018	12456	Comcast Cable	-791.18

DATE	NUM	VENDOR	AMOUNT
10/23/2018	12457	ECM Publisher	-396.00
10/23/2018	12458	HealthEquity Inc.	-7.90
10/23/2018	12459	James Dickinson	-120.00
10/23/2018	12460	James Goodrich	-160.00
10/23/2018	12461	James R. Erickson	-300.00
10/23/2018	12462	John Letourneau	-80.00
10/23/2018	12463	Kurtis G. Ulrich	-80.00
10/23/2018	12464	Pete C. Andersen	-240.00
10/23/2018	12465	Ryan Sabas	-40.00
10/23/2018	12466	The Lincoln National Life Ins. Co.	-563.56
10/23/2018	12467	Vividly Clean Inc.	-515.00
10/25/2018	12468	Holiday Station	-180.36
10/25/2018	12469	Peter James Hayes	-180.00
10/25/2018	12470	Preferred One Insurance Co.	-7,048.07
10/25/2018	12471	Verizon Wireless	-77.40
10/26/2018	12472	Associated Bank	-50.00
10/26/2018	12473	HealthEquity Inc.	-221.15
10/26/2018	W D	Minnesota State Retirement System	-526.73
10/26/2018	W D	PERA	-2,915.44
Total for Quad Cities Commission			\$ -121,606.13

**Quad Cities Communications Commission
Balance Sheet Summary**

As of November 30, 2018

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,354,949.08
- PayPay acct	532.36
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,307,650.62
Accounts Receivable	0.00
Other current assets	5,880.00
Total Current Assets	\$ 2,674,262.06
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,674,262.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	210,476.48
Other Current Liabilities	0.14
Total Current Liabilities	\$ 210,476.62
Equity	2,463,785.44
TOTAL LIABILITIES AND EQUITY	\$ 2,674,262.06

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

	Nov 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	91.35	125.00	(33.65)	73.08%	1,135.96	1,500.00	(364.04)	75.73%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees	261,462.94	72,854.00	188,608.94	358.89%	784,455.38	874,248.00	(89,792.62)	89.73%
Interest Income	2,762.16	1,000.00	1,762.16	276.22%	36,289.45	12,000.00	24,289.45	302.41%
Miscellaneous Income	191.80	125.00	66.80	153.44%	1,014.00	1,500.00	(486.00)	67.60%
PEG Fee	140,735.51	36,427.08	104,308.43	386.35%	422,392.59	437,125.00	(14,732.41)	96.63%
Total Income	405,243.76	115,326.83	289,916.93	351.39%	1,302,562.56	1,383,922.00	(81,359.44)	94.12%
Expenses								
A-PERA Expense	3,277.36	3,583.33	(305.97)	91.46%	38,258.02	43,000.00	(4,741.98)	88.97%
A-SS/Medicare Expense	3,548.67	4,050.00	(501.33)	87.62%	38,392.88	48,600.00	(10,207.12)	79.00%
A-Wages - Full-time	39,038.02	41,977.50	(2,939.48)	93.00%	445,114.09	503,730.00	(58,615.91)	88.36%
A-Wages - Part-time	7,781.64	9,993.50	(2,211.86)	77.87%	63,592.36	119,922.00	(56,329.64)	53.03%
Accounting / HR Services		1,275.00	(1,275.00)	0.00%	13,079.61	15,300.00	(2,220.39)	85.49%
Ads/Promos/Sponsorships	1,495.00	916.67	578.33	163.09%	8,344.52	11,000.00	(2,655.48)	75.86%
Andover Capital Equipment		416.67	(416.67)	0.00%	134.98	5,000.00	(4,865.02)	2.70%
Announcers Fees	1,315.09	1,083.33	231.76	121.39%	10,370.53	13,000.00	(2,629.47)	79.77%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	1,905.21	5,000.00	(3,094.79)	38.10%
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%	5,620.00	7,000.00	(1,380.00)	80.29%
Building - Insurance		458.33	(458.33)	0.00%	2,724.00	5,500.00	(2,776.00)	49.53%
Building - Maintenance	419.51	833.33	(413.82)	50.34%	13,954.67	10,000.00	3,954.67	139.55%
Building - Supplies	82.58	166.67	(84.09)	49.55%	1,151.89	2,000.00	(848.11)	57.59%
Car Allowance	250.00	250.00	0.00	100.00%	2,750.00	3,000.00	(250.00)	91.67%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	6,725.00	7,500.00	(775.00)	89.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,372.38	5,000.00	(3,627.62)	27.45%
City Sewer & Water		216.67	(216.67)	0.00%	2,377.62	2,600.00	(222.38)	91.45%
Commission Expense		416.67	(416.67)	0.00%	1,240.36	5,000.00	(3,759.64)	24.81%

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

	Nov 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,380.00	6,250.00	(4,870.00)	22.08%	15,661.00	75,000.00	(59,339.00)	20.88%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses	100.22	41.67	58.55	240.51%	126.16	500.00	(373.84)	25.23%
Electric Service		1,500.00	(1,500.00)	0.00%	12,700.03	18,000.00	(5,299.97)	70.56%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	128.44	2,500.00	(2,371.56)	5.14%
Equip/Repair/Supply/Software	4,007.84	3,833.33	174.51	104.55%	33,425.21	46,000.00	(12,574.79)	72.66%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,114.96	6,500.00	614.96	109.46%	72,477.28	78,000.00	(5,522.72)	92.92%
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%	4,934.00	5,000.00	(66.00)	98.68%
Lawn Service	425.00	416.67	8.33	102.00%	4,550.25	5,000.00	(449.75)	91.01%
Legal Fees		2,083.33	(2,083.33)	0.00%	6,740.76	25,000.00	(18,259.24)	26.96%
Licenses and Permits	400.00	166.67	233.33	240.00%	400.00	2,000.00	(1,600.00)	20.00%
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	747.15	666.67	80.48	112.07%	6,890.72	8,000.00	(1,109.28)	86.13%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	182.15	500.00	(317.85)	36.43%	3,698.08	6,000.00	(2,301.92)	61.63%
Office Supplies / Equipment	25.96	500.00	(474.04)	5.19%	4,715.96	6,000.00	(1,284.04)	78.60%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)		200.00	(200.00)	0.00%	851.00	2,400.00	(1,549.00)	35.46%
Postage		83.33	(83.33)	0.00%	530.61	1,000.00	(469.39)	53.06%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development		1,500.00	(1,500.00)	0.00%	13,746.18	18,000.00	(4,253.82)	76.37%
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%	1,561.67	5,000.00	(3,438.33)	31.23%
Sales Tax		41.67	(41.67)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services		208.33	(208.33)	0.00%	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%
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

	Nov 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%	6,218.34	7,500.00	(1,281.66)	82.91%
Studio Sets		1,566.67	(1,566.67)	0.00%	4,523.78	18,800.00	(14,276.22)	24.06%
Subscription Services	53.55	1,666.67	(1,613.12)	3.21%	15,128.78	20,000.00	(4,871.22)	75.64%
Temp Staff Services		208.33	(208.33)	0.00%	369.50	2,500.00	(2,130.50)	14.78%
Vehicle - Equipment / Repair	3,153.56	1,250.00	1,903.56	252.28%	8,714.50	15,000.00	(6,285.50)	58.10%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,973.00	4,000.00	(1,027.00)	74.33%
Vehicle - Maintenance / Gas	130.22	500.00	(369.78)	26.04%	17,167.83	6,000.00	11,167.83	286.13%
Waste Removal		125.00	(125.00)	0.00%	1,006.46	1,500.00	(493.54)	67.10%
Web / VOD / Int / CaTV / Phone	914.17	1,833.33	(919.16)	49.86%	12,548.96	22,000.00	(9,451.04)	57.04%
Work Comp Insurance		125.00	(125.00)	0.00%	1,744.00	1,500.00	244.00	116.27%
Total Expenses	77,918.90	107,519.58	(29,600.68)	72.47%	937,623.78	1,290,235.00	(352,611.22)	72.67%
Net Income	327,324.86	7,807.25	319,517.61	4192.58%	364,938.78	93,687.00	271,251.78	389.53%

ZCIP - Andover	156,240.77
ZCIP - Anoka	139,179.73
ZCIP - Champlin	129,340.84
ZCIP - Checkout Equipment	6,033.06
ZCIP - Portable Field Equipment	18,569.49
ZCIP - Ramsey	157,536.45
ZCIP - Studio	266,723.25
ZCIP - Truck	81,529.70
	<u>955,153.29</u>

QCTV Bank Reconciliation
November 2018

Beginning Balance - 4M Statement	1,051,300.62
Less: Cleared Checks/Withdrawals	(99,837.73)
Plus: 4M Fund Interest	1,831.99
Plus: Bank Deposits/Credits	402,409.20
Bank Balance	\$1,355,704.08
Book Balance	1,355,704.08
Adjusted Book Balance	1,355,704.08
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

November 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
11/05/2018	12474	Alpha Video & Audio Inc.	-1,390.00
11/05/2018	12475	AT&T Mobility	-53.83
11/05/2018	12476	Huebsch	-47.33
11/05/2018	12477	ID Zone	-1,348.99
11/05/2018	12478	Joe G. Ruhland	-600.00
11/05/2018	12479	Presto Graphics	-119.00
11/05/2018	12480	Primera Technology, Inc.	-1,979.95
11/05/2018	12481	Riccar	-190.00
11/05/2018	12482	Xcel Energy	-1,134.29
11/09/2018	12483	Associated Bank	-50.00
11/09/2018	12484	HealthEquity Inc.	-221.15
11/09/2018	W D	Minnesota State Retirement System	-528.52
11/09/2018	W D	PERA	-3,121.29
11/15/2018	12485	Alpha Video & Audio Inc.	-18,613.67
11/15/2018	12486	Barna, Guzy & Steffen, LTD	-39.00
11/15/2018	12487	BizzyWeb, LLC	-1,000.00
11/15/2018	12488	CenterPoint Energy	-182.15
11/15/2018	12489	City of Andover	-1,297.39
11/15/2018	12490	City of Champlin	-184.42
11/15/2018	12491	Comcast Cable	-791.18
11/15/2018	12492	Greenery Enterprises, Inc.	-425.00
11/15/2018	12493	HealthEquity Inc.	-7.90
11/15/2018	12494	James Childs	-120.00
11/15/2018	12495	League of MN Cities Insurance Trust	-278.00
11/15/2018	12496	LiveU Inc.	-250.00
11/15/2018	12497	Regions 5AA	-400.00
11/15/2018	12498	TransAlarm, Inc	-402.27
11/15/2018	12499	Vividly Clean Inc.	-515.00
11/21/2018	12500	Gerald S. Thomson	-269.76
11/21/2018	12501	HealthEquity Inc.	-610.20
11/21/2018	12502	Joe G. Ruhland	-476.83
11/21/2018	12503	Kennedy & Graven, Chartered	-941.50
11/21/2018	12504	Lindstrom Restoration	-3,943.93
11/21/2018	12505	The Lincoln National Life Ins. Co.	-563.56
11/21/2018	12506	U.S. Bank Corporate	-2,145.63
11/23/2018	12507	Associated Bank	-50.00
11/23/2018	12508	HealthEquity Inc.	-221.15
11/23/2018	W D	Minnesota State Retirement System	-560.72
11/23/2018	W D	PERA	-2,996.42
Total for Quad Cities Commission			\$ -48,070.03

Quad Cities Communications Commission
Balance Sheet Summary - UNAUDITED
As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,067,953.68
- PayPay acct	713.78
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,308,667.40
Accounts Receivable	0.00
Other current assets	5,880.00
Total Current Assets	\$ 2,388,464.86
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,388,464.86
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	14,674.29
Other Current Liabilities	0.00
Total Current Liabilities	\$ 14,674.29
Equity	2,373,790.57
TOTAL LIABILITIES AND EQUITY	\$ 2,388,464.86

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

	Dec 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	181.42	125.00	56.42	145.14%	1,317.38	1,500.00	(182.62)	87.83%
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%	784,455.38	874,248.00	(89,792.62)	89.73%
Interest Income	2,759.40	1,000.00	1,759.40	275.94%	39,048.85	12,000.00	27,048.85	325.41%
Miscellaneous Income	7,375.09	125.00	7,250.09	5900.07%	8,389.09	1,500.00	6,889.09	559.27%
PEG Fee		36,427.12	(36,427.12)	0.00%	422,392.59	437,125.00	(14,732.41)	96.63%
Total Income	10,315.91	115,326.87	(105,010.96)	8.94%	1,312,878.47	1,383,922.00	(71,043.53)	94.87%
Expenses								
A-PERA Expense	2,839.36	3,583.37	(744.01)	79.24%	41,097.38	43,000.00	(1,902.62)	95.58%
A-SS/Medicare Expense	3,352.77	4,050.00	(697.23)	82.78%	41,745.65	48,600.00	(6,854.35)	85.90%
A-Wages - Full-time	39,079.20	41,977.50	(2,898.30)	93.10%	484,193.29	503,730.00	(19,536.71)	96.12%
A-Wages - Part-time	6,762.82	9,993.50	(3,230.68)	67.67%	70,355.18	119,922.00	(49,566.82)	58.67%
Accounting / HR Services	1,113.47	1,275.00	(161.53)	87.33%	14,253.08	15,300.00	(1,046.92)	93.16%
Ads/Promos/Sponsorships		916.63	(916.63)	0.00%	8,438.95	11,000.00	(2,561.05)	76.72%
Andover Capital Equipment		416.63	(416.63)	0.00%	134.98	5,000.00	(4,865.02)	2.70%
Announcers Fees	780.00	1,083.37	(303.37)	72.00%	11,150.53	13,000.00	(1,849.47)	85.77%
Anoka Capital Equipment		416.63	(416.63)	0.00%	2,061.18	5,000.00	(2,938.82)	41.22%
Audit		1,333.37	(1,333.37)	0.00%	14,150.00	16,000.00	(1,850.00)	88.44%
Bank Fees / CC Fees		20.87	(20.87)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.37	(208.37)	0.00%	1,090.00	2,500.00	(1,410.00)	43.60%
Building - Cleaning	515.00	583.37	(68.37)	88.28%	6,135.00	7,000.00	(865.00)	87.64%
Building - Insurance		458.37	(458.37)	0.00%	2,724.00	5,500.00	(2,776.00)	49.53%
Building - Maintenance	624.50	833.37	(208.87)	74.94%	16,488.27	10,000.00	6,488.27	164.88%
Building - Supplies	47.33	166.63	(119.30)	28.40%	1,466.91	2,000.00	(533.09)	73.35%
Car Allowance	250.00	250.00	-	100.00%	3,000.00	3,000.00	-	100.00%
Cell Phone - Allowance	625.00	625.00	-	100.00%	7,350.00	7,500.00	(150.00)	98.00%
Champlin Capital Equipment		416.63	(416.63)	0.00%	1,492.27	5,000.00	(3,507.73)	29.85%
City Sewer & Water		216.63	(216.63)	0.00%	2,483.30	2,600.00	(116.70)	95.51%

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

	Dec 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	400.00	416.63	(16.63)	96.01%	1,640.36	5,000.00	(3,359.64)	32.81%
Consulting Services	2,788.75	6,250.00	(3,461.25)	44.62%	20,088.50	75,000.00	(54,911.50)	26.78%
Contingency Fund		2,590.25	(2,590.25)	0.00%	-	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.63	(41.63)	0.00%	126.16	500.00	(373.84)	25.23%
Electric Service	1,551.94	1,500.00	51.94	103.46%	15,722.91	18,000.00	(2,277.09)	87.35%
Emp / Comm Appreciation		208.37	(208.37)	0.00%	697.49	2,500.00	(1,802.51)	27.90%
Equip/Repair/Supply/Software	5,028.02	3,833.37	1,194.65	131.16%	39,322.37	46,000.00	(6,677.63)	85.48%
Federal Unempl Expense		70.87	(70.87)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	7,124.40	6,500.00	624.40	109.61%	79,601.68	78,000.00	1,601.68	102.05%
Insurance - Deductibles		41.63	(41.63)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.63	(416.63)	0.00%	4,934.00	5,000.00	(66.00)	98.68%
Lawn Service		416.63	(416.63)	0.00%	4,550.25	5,000.00	(449.75)	91.01%
Legal Fees		2,083.37	(2,083.37)	0.00%	7,225.26	25,000.00	(17,774.74)	28.90%
Licenses and Permits		166.63	(166.63)	0.00%	649.00	2,000.00	(1,351.00)	32.45%
Meals	264.00	83.37	180.63	316.66%	644.54	1,000.00	(355.46)	64.45%
Memberships - NATOA / Others		666.63	(666.63)	0.00%	4,960.00	8,000.00	(3,040.00)	62.00%
Mileage	1,323.99	666.63	657.36	198.61%	8,247.71	8,000.00	247.71	103.10%
Miscellaneous Expenses		83.37	(83.37)	0.00%	-	1,000.00	(1,000.00)	0.00%
Natural Gas	710.13	500.00	210.13	142.03%	4,408.21	6,000.00	(1,591.79)	73.47%
Office Supplies / Equipment	302.79	500.00	(197.21)	60.56%	5,222.61	6,000.00	(777.39)	87.04%
Parking Lot Maintenance		266.63	(266.63)	0.00%	-	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)		200.00	(200.00)	0.00%	935.00	2,400.00	(1,465.00)	38.96%
Postage	15.51	83.37	(67.86)	18.60%	552.82	1,000.00	(447.18)	55.28%
Printing / Copy Services		83.37	(83.37)	0.00%	-	1,000.00	(1,000.00)	0.00%
Professional Development		1,500.00	(1,500.00)	0.00%	13,942.31	18,000.00	(4,057.69)	77.46%
Publications		41.63	(41.63)	0.00%	199.00	500.00	(301.00)	39.80%
Ramsey Capital Equipment		416.63	(416.63)	0.00%	1,693.49	5,000.00	(3,306.51)	33.87%
Sales Tax		41.63	(41.63)	0.00%	167.62	500.00	(332.38)	33.52%
Secretary Services		208.37	(208.37)	0.00%	990.00	2,500.00	(1,510.00)	39.60%
Snow Plowing Service	520.00	375.00	145.00	138.67%	5,831.25	4,500.00	1,331.25	129.58%

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

	Dec 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp		208.37	(208.37)	0.00%	196.75	2,500.00	(2,303.25)	7.87%
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	6,781.90	7,500.00	(718.10)	90.43%
Studio Sets	1,863.04	1,566.63	296.41	118.92%	6,986.76	18,800.00	(11,813.24)	37.16%
Subscription Services	153.55	1,666.63	(1,513.08)	9.21%	15,412.33	20,000.00	(4,587.67)	77.06%
Temp Staff Services		208.37	(208.37)	0.00%	369.50	2,500.00	(2,130.50)	14.78%
Vehicle - Equipment / Repair	2,209.99	1,250.00	959.99	176.80%	11,022.62	15,000.00	(3,977.38)	73.48%
Vehicle - Insurance		333.37	(333.37)	0.00%	2,973.00	4,000.00	(1,027.00)	74.33%
Vehicle - Maintenance / Gas	4,472.76	500.00	3,972.76	894.55%	21,697.33	6,000.00	15,697.33	361.62%
Waste Removal	214.17	125.00	89.17	171.34%	1,220.63	1,500.00	(279.37)	81.38%
Web / VOD / Int / CaTV / Phone	495.68	1,833.37	(1,337.69)	27.04%	13,898.13	22,000.00	(8,101.87)	63.17%
Work Comp Insurance		125.00	(125.00)	0.00%	1,744.00	1,500.00	244.00	116.27%
Total Expenses	85,991.73	107,519.62	(21,527.89)	79.98%	1,034,465.46	1,290,235.00	(255,769.54)	80.18%
Net Income	(75,675.82)	7,807.25	(83,483.07)	-969.30%	278,413.01	93,687.00	184,726.01	297.17%
ZCIP - Andover	45.37				159,579.46			
ZCIP - Anoka	45.37				139,225.10			
ZCIP - Champlin	39.67				129,380.51			
ZCIP - Checkout Equipment					6,033.06			
ZCIP - Portable Field Equipment					18,569.49			
ZCIP - Ramsey	45.37				157,581.82			
ZCIP - Studio					266,723.25			
ZCIP - Truck					81,529.70			
	<u>175.78</u>				<u>958,622.39</u>			

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

Dec 2018			
Actual	Budget	over Budget	% of Budget

YTD			
Actual	Budget	over Budget	% of Budget

QCTV Bank Reconciliation
December 2018

Beginning Balance - 4M Statement	1,355,704.08
Less: Cleared Checks/Withdrawals	(293,289.10)
Plus: 4M Fund Interest	1,742.62
Plus: Bank Deposits/Credits	7,797.38
Bank Balance	\$1,071,954.98
Book Balance	1,071,954.98
Adjusted Book Balance	1,071,954.98
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

December 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
12/07/2018	12509	Alpha Video & Audio Inc.	-192,639.51
12/07/2018	12510	Amazon	-5,793.15
12/07/2018	12511	Associated Bank	-50.00
12/07/2018	12512	AT&T Mobility	-53.55
12/07/2018	12513	Bret Heitkamp	-80.00
12/07/2018	12514	Comcast 2	-464.95
12/07/2018	12515	HealthEquity Inc.	-221.15
12/07/2018	12516	Holiday Station	-130.22
12/07/2018	12517	Huebsch	-82.58
12/07/2018	12518	James Dickinson	-80.00
12/07/2018	12519	James Goodrich	-40.00
12/07/2018	12520	John Letourneau	-40.00
12/07/2018	12521	Kurtis G. Ulrich	-80.00
12/07/2018	12522	LiveU Inc.	-250.00
12/07/2018	12523	Maza Technologies, LLC	-1,380.00
12/07/2018	12524	Pete C. Andersen	-448.50
12/07/2018	12525	Preferred One Insurance Co.	-7,621.62
12/07/2018	12526	Ryan Sabas	-80.00
12/07/2018	12527	Telly Awards	-1,495.00
12/07/2018	12528	Verizon Wireless	-117.40
12/07/2018	W D	Minnesota State Retirement System	-548.64
12/07/2018	W D	PERA	-3,029.06
12/12/2018	12529	Ed's Collision & Glass	-3,765.07
12/17/2018	12530	ACE Solid Waste, Inc.	-214.17
12/17/2018	12531	Alpha Video & Audio Inc.	-3,293.32
12/17/2018	12532	CDW Direct	-795.00
12/17/2018	12533	CenterPoint Energy	-219.17
12/17/2018	12534	City of Andover	-1,128.98
12/17/2018	12535	Comcast 2	-464.95
12/17/2018	12536	Comcast Cable	-791.18
12/17/2018	12537	Creative Forms & Concepts	-87.55
12/17/2018	12538	Fastsigns	-930.00
12/17/2018	12539	Greenery Enterprises, Inc.	-320.00
12/17/2018	12540	Jason Dorow	-60.00
12/17/2018	12541	Kennedy & Graven, Chartered	-237.50
12/17/2018	12542	Maza Technologies, LLC	-1,638.75
12/17/2018	12543	NAC Building Solutions	-1,846.13
12/17/2018	12544	Timesavers	-142.00
12/17/2018	12545	U.S. Bank Corporate	-3,255.77
12/17/2018	12546	Xcel Energy	-1,470.94
12/21/2018	12547	Advanced Graphix Inc.	-540.00
12/21/2018	12548	Amazon	-3,311.70
12/21/2018	12549	Associated Bank	-50.00

DATE	NUM	VENDOR	AMOUNT
12/21/2018	12550	Barna, Guzy & Steffen, LTD	-247.00
12/21/2018	12551	CDW Direct	-3,920.00
12/21/2018	12552	City of Champlin	-105.68
12/21/2018	12553	G & B Environmental, Inc.	-130.74
12/21/2018	12554	Greatland Corporation	-125.97
12/21/2018	12555	HealthEquity Inc.	-1,821.15
12/21/2018	12556	Maza Technologies, LLC	-1,380.00
12/21/2018	12557	Peter James Hayes	-300.00
12/21/2018	12558	Vividly Clean Inc.	-515.00
12/21/2018	W D	Minnesota State Retirement System	-584.95
12/21/2018	W D	PERA	-3,059.62
Total for Quad Cities Commission			\$ -251,477.62

QCCCC Agenda Item

4.3 Executive Director's Report

February 10, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

New Commissioner Appointments

Andover – Jamie Barthel replacing Jim Goodrich

Anoka – Erik Skogquist replacing Brian Wesp

Champlin – no change

Ramsey – Megan Thorstad replacing John LeTourneau

I have met with each new commissioner for orientation.

City Council HD Upgrade Project

All four member cities are completed, including punch list items. There is one last change order for adding Picture-in-Picture confidence feed to dais monitors in Ramsey. Kudos to all involved for completing this major project. Special recognition to John Sommer, project manager.

Special City Election Programming

There is a special election in the City of Ramsey and QCTV will activate the Election tab on the web site and link to city information on the election. Candidate forums will be covered by QCTV and added to our web site for VOD viewing.

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 was November 14 with reply comments due 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 February agenda and legal counsel Bob Vose will be present.

Strategic Plan

Al Onkka of Aurora Consulting has drafted the overall expectations of the strategic planning process. A Design Team consisting of Bret Heitkamp, Kurt Ulrich, Karen George, Katherine Lenaburg, and John Sommer will meet on February 27 to lay out specifics for the project. The strategic planning process will kick off with the commission at the March 21 work session.

Comcast Franchise Renewal

No further updates on the franchise contract extension negotiations. Next negotiation session scheduled for February 22.

Remote Meeting Participation

John Sommer has been working on the recommendations from commissioners and solicited quotes for integration with the new city council chambers equipment. The item is on the February agenda. Currently, Alpha is the only vendor that has provided a proposal. We have had multiple conversations with two additional companies but have not received a formal proposal.

Movie Screen Purchase

Z Systems has extended the quote guarantee to the February meeting date. John has been in conversation with staff at each member city to determine host city for equipment storage, scheduling, delivery and set up. At this time, the cities of Andover and Anoka are collaborating for storage, delivery, and setup/takedown of equipment for member city use.

SD Server Replacement

The council chamber upgrades to HD equipment is complete. The final step is to activate HD channel for our four government channel feeds. We have been sending a test feed using the Champlin feed which has been airing of HD Channel 799 on Comcast using the HD server for the community channel. The SD server for the other three city channels failed in late January. After consultation with the board chair and treasurer, staff solicited quotes for replacement/upgrade to the HD server. This equipment purchase is in the Capital plan. Three companies were contacted and we received quotes from all three:

<u>Tightrope FLEX4</u>	
20TB:	
Alpha Video	\$22,175.00
AVI	\$22,682.00
Zsystems	\$22,455.00

The HD Flex 4 server has been ordered from Alpha Video. We were successful with a temporary repair of the SD server resulting in the government channels restored after three days. Thank you to staff for creative problem solving for government programming

should the “Hail Mary” fix not been successful. We expect the Flex4 HD server to arrive in about four weeks.

2019 Operating Budget

The QCTV operating budget was approved by the commission in November as well as the 5-Year Capital Plan.

Live and Local to Feature Member Cities

The QCTV Live and Local show will feature member cities in 2019!

Q1 – Champlin

Q2 – Anoka

Q3 – Ramsey

Q4 - Andover

First-Ever 5 Channels Live

On January 22, QCTV delivered 4 live government meetings and a live game. First time in recent history that has occurred. Kudos to engineering staff!

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.

Equipment Upgrades

The studio control room upgrade was completed (and the room improvement following the water damage). Stop in for a quick view next time you are in for News & Views. The new control room was featured with a quick video tour on the latest edition of The Grid.

A replay system for the mobile production truck was returned and a replacement unit (“same or similar” substitution of the equipment) from a different manufacturing was ordered. It arrived in working order, installed, and staff trained to use. Thanks to Taylor Johnson for working the situation and getting it resolved.

Medical Leave

Thank you to commissioners and staff for your support of my recent medical leave for foot surgery. My first day back was January 22 and I spent the day checking in the staff and connecting on major projects. Katherine Lenaburg and John Sommer tag teamed management of the operations while I was out. The entire QCTV performed well and no significant issues were reported. So appreciate this team!

Customer Comments

“All QCTV work on the recent show was the best ever. The lighting, camera work, and editing were great.” -- *Judge Steve Halsey of The District Court Show*

“Thank you for the Heart Safe story. It was a nice compilation of interviews and the training.” -- *Roberta Colotti, City of Champlin*

“Thank you for all your coverage of the Rebels as they are the 2018 Class AAA Volleyball Champions!” -- *Twitter comment from sports fan*

“Really well done segment for *At the Half*. Thank you for the positive exposure.” -- *Lance Wicks, Activities Director, Anoka High School*

“Thank you for this segment on the Champlin Park Volleyball team. I will pass it along to the team. Thank you for the note as well. It was a special group and a great ride!” -- *John Yunker, Champlin Park Volleyball Coach*

“This episode of *At the Half* is fantastic. We are very proud of our Anoka High School Gymnastics team and coach.” -- *Mike Farley, Anoka High School Principal*

“Thank you, Katherine. Love working for QCTV!” -- *Pete Hayes, Sports Announcer*

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

December 28, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV spent December working in our new control room, continuing training on the new equipment. It is a process to learn the new procedures but staff is getting there quickly.

We produced 15 live government meetings.

We completed two episodes of "At the Half" featuring Anoka wrestling and gymnastics, Champlin volleyball and nordic skiing, and Andover swimming and dance team. These programs play at half time during our basketball and hockey games.

We completed our regular programs: "It's Your History", "The Chamber Show", "Game Sharks", "News and Views", "The District Court Show" and "The Local Show."

We completed several new PSA's including: Thanks for watching QCTV, Anoka County Sheriff's Office Reserves Recruitment, and a Mother Earth series (lunch bags, organic recycling, and reusable containers), and Rats Love QCTV.

We produced several new "Slow TV's" including: Epic Winter Sunrise, Merry Christmas from QCTV, Icy Waters, Sewing a Scarf, Fireplace TV, Happy Holidays, Clothes Drier, and Rat Mischief, and Champlin Early Winter.

Our Live and Local series took us to Champlin Park High School and we did a live broadcast of the orchestra called "Dashing to the Music". Producer Jared Boyer did an excellent job.

We produced a series of 10 Early Literacy Tips with the Anoka County Library staff. They will be used as stand-alone interstitial programming.

We produced an episode of "What's New at the Q" to promote our programming as well as 2 "You're Watching QCTV" promos.

QCCCC Agenda Item

4.3.1 Operations Report

January 23, 2019

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

January has been spent getting ready for the year ahead. We spent time discussing goals and objectives for the year and assignments with deadlines were distributed.

We sent out our “News and Views” calendar for the first six months to city officials including several newly elected members.

For 2019, our “Live and Local” series will consist of one show per quarter featuring each of our member cities. The first quarter will be in Champlin, second quarter will be Anoka; third quarter will be Ramsey; and fourth quarter will be Andover. These live productions will be one-hour shows promoting our member cities. Locations will vary, but examples will be city halls, farmer’s market, ice arena, festival, etc.

This month, we covered 18 live city meetings. Live productions also include 10 sporting events including a hockey game from Duluth that 200 people watched live.

Our regular programs include “News and Views”, “The Chamber Report”, “District Court Show”, and “The Sheriff’s Show.”

In the fourth quarter of last year our control room had some water damage and we upgraded the equipment. While we still produced many of our shows, some of our facilitated access shows were not produced. (Answers to Aging, At the Library, and Anoka County Master Gardeners). This month I spent time contacting non-profit groups to see if they are interested in coming to our studio to do shows. “Answers to Aging” will be one show that will be on-going and we produced one show this month on music and memory care.

We spent time training on our new control room. Producers Taylor Johnson and Jared Boyer have been giving one-on-one lessons to those who need it. Our goal is to be able to go "live to tape" for many of our shows. Taylor also coordinated "Dream Catcher" training for six employees who use the replay system in the truck. This was an all-day training session provided by vendor.

We are using our REMO system to produce coverage of Anoka-Tech Graduation on the 31st of this month.

I spent time on our ACM/ Hometown Award entries. This includes watching programming from the previous year and deciding what shows will be included into competition. I also am in the process of going through all our shows and choosing clips that will go in our "Overall Entry" submission.

4.3.2 Technology Report

January 25, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: November 2018 Technology Report

Current Projects:

City Hall HD Updates

The first two user training sessions November 5th went well. Ramsey staff that give presentations at meetings tried out the wireless collaboration device. Anoka staff and QCTV meeting producers met with Alpha Video trainer to ask questions and test out new features.

Remaining training scheduled for Andover in December and Champlin in January.

The transition in Anoka to the new audio system was not smooth. We made several adjustments to the system to minimize the chance of audio feedback. Alpha Video sent technicians out a few times to correct problems. We made microphone sensitivity changes to some of the staff microphones as well as changes to the speaker volume levels above the dais area. An Alpha Video technician and I were present at the November 5th City Council meeting to monitor the changes we had made to the system. The audio sounded better in the room than it had the previous meeting I attended, and we did not have any audio feedback. We made some training changes for QCTV producers, and this along with the programing changes should minimize the chances of feedback in the future.

Equipment Issues:

QCTV Equipment

Blower motor in the Reznor unit for the studio stopped working. I called NAC HVAC. The technician found that some of the connections inside of the unit were lose. He tightened the wire connectors and the motor resumed. We may still have a lose connection and may need NAC to return but will monitor the situation and try to determine the cause if it fails again.

City Equipment

(See City Hall HD Updates above)

Comcast Equipment

Anoka I-Net feed failed Friday November 2nd. I called Comcast's I-Net help line at 1:53 pm and by 3:02 pm they had the problem resolved. It appeared to be the same problem Comcast had October 8th, 2018. The issue did not affect any Anoka meetings.

CenturyLink Equipment

No issues reported for this period.

Action Requested: None.

4.3.2 Technology Report

January 25, 2019

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: December 2018 Technology Report

Current Projects:

City Hall HD Updates

Change order for Andover completed. This provides a cable program video feed to the dais monitors. Participants at the dais now have a small picture in picture confidence monitor of what is seen at home inset on their presentation monitors. Audience will see presentation only.

Andover staff and QCTV staff met with a trainer from Alpha Video. We had a great dialog about how to best present items at live meetings. We tried the wireless collaboration device and tested out wired connections from Apple tablet devices at the podium area.

I met with Tim Gladhill at Ramsey to discuss options to provide a confidence monitor to meeting participants at the dais. After he had some discussion with council members we agreed that superimposing the cable feed on the dais monitors would be the least intrusive solution. This will allow participants to focus on the meeting presentation materials.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Andover could not connect an iPad at the HDMI port at the podium but could use the HDMI port at the staff area. Alpha Video technician found a programing discrepancy between the two positions and corrected the problem. (See City Hall HD Updates above)

Champlin document camera feed failed after our equipment check but before the city meeting that evening. I called Alpha Video and a service tech was able to identify and resolve the problem before the next meeting. The service call was covered under warrantee.

Comcast Equipment

No issues reported for this period.

CenturyLink Equipment

No issues reported for this period.

Action Requested: None.

QCCCC Agenda Item

4.3.2 Technology Report

February 14, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: January 2019 Technology Report

Current Projects:

City Hall HD Updates

The final city staff training session at Champlin January 3rd was successful. Staff that present at meetings used the new technology and asked questions of the Alpha Video trainer. There was discussion with QCTV staff on streamlining multiple presentations.

Change order executed for Ramsey to provide a cable program confidence video feed to dais monitors. Equipment installation and integration is scheduled for February 22nd. It is the same equipment we installed at Andover in December. Anoka and Champlin have dedicated monitors in their chambers to affect the same result.

Equipment Issues:

QCTV Equipment

Server SCS has crashed several times this month after running Windows updates. IT consultant Max Krauth found that the CPU load would spike to 100%, which for a prolonged period of time could cause the machine to freeze. We will look at options to replace or repair the machine.

Tightrope Cablecast SX4SD. This is the playback server for the standard definition city channels. It lost power January 30th and sustained damage to the motherboard GPU. QCTV was authorized to purchase a replacement server which was already factored into the capital spending plan.

City Equipment

Two audio issues with the new equipment were detected by Tech staff during equipment checks at Anoka and Andover. I resolved both issues before the evening's meetings with telephone assistance from Alpha Video. (See City Hall HD Updates above)

Comcast Equipment

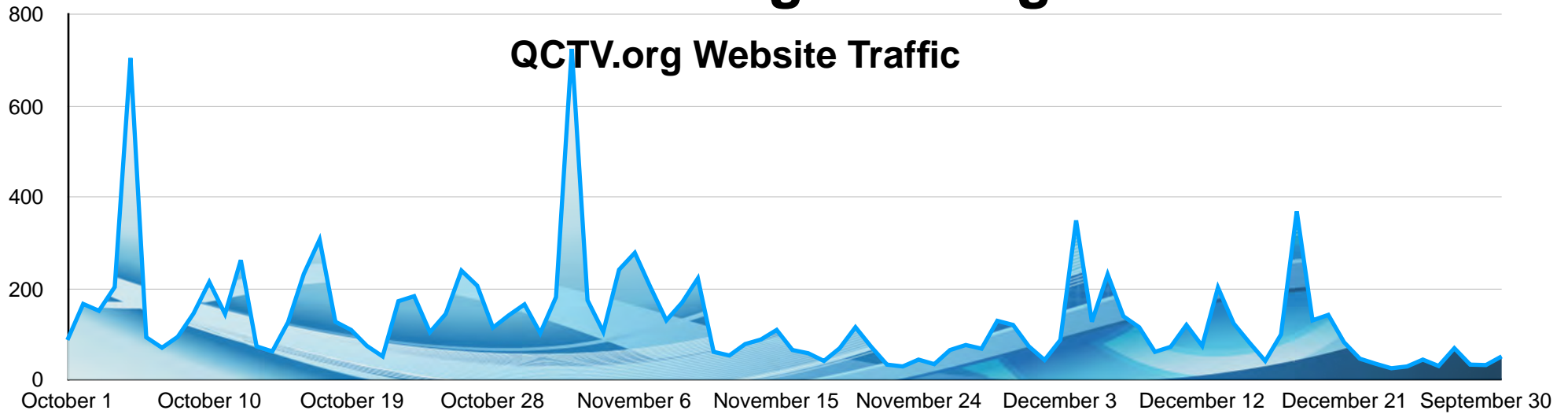
No issues to report for this period.

CenturyLink Equipment

No issues to report for this period.

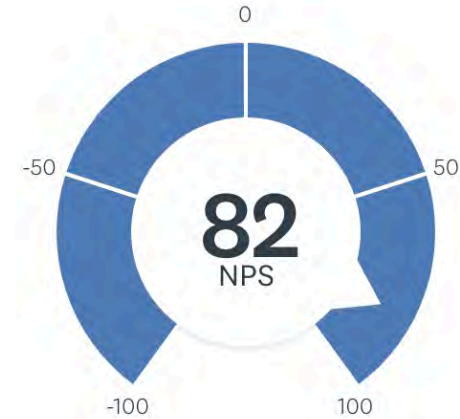
Action Requested: None.

2018 Quarter 4 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	6,389	1 Homepage	8,225
2	Direct	5,593	2 Sports	6,409
3	m.facebook.com link	1,188	3 Live - Community Channel	4,225
4	Twitter link	489	4 Program Guide	1,377
5	facebook.com link	300	5 Anoka	1,172
6	bing search	186	6 Andover	984
9	l.facebook.com link	175	7 Champlin	940
7	Yahoo search	128	8 Ramsey	803
8	mncourts.gov link	53	9 Elections	592
10	ci.ramsey.mn.us link	19	10 QCTV Programs	547

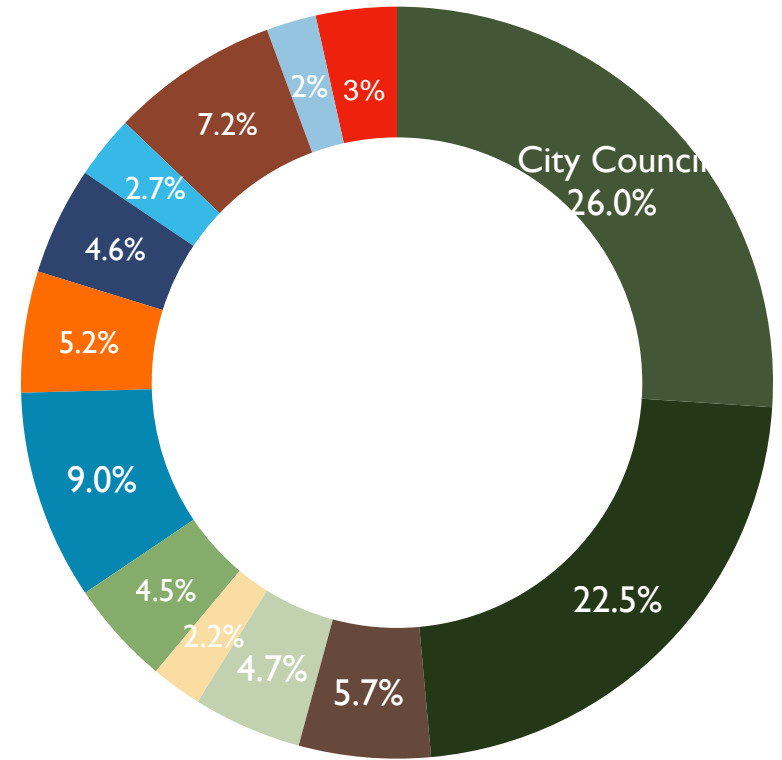
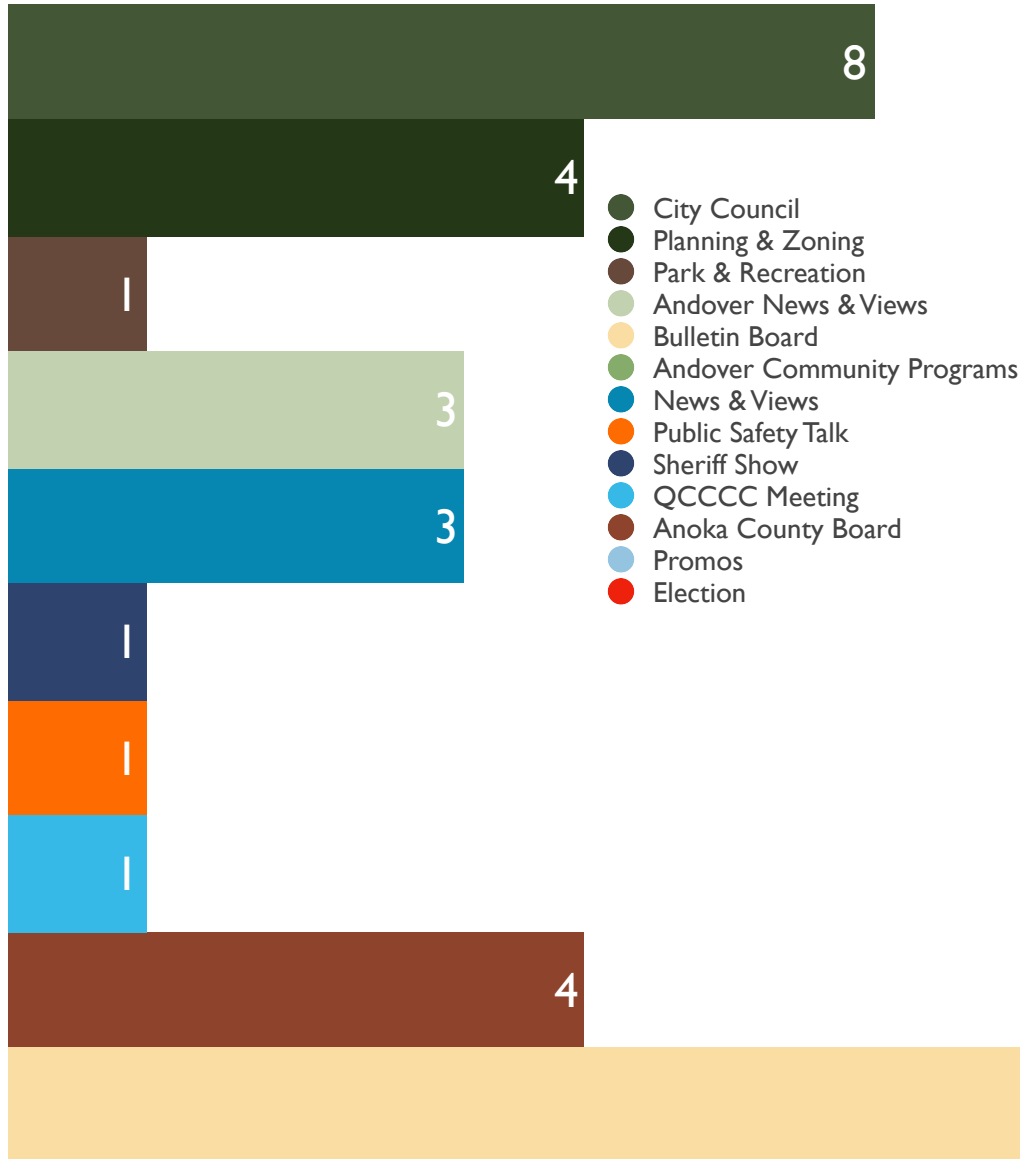


DETRACTORS (0-6)	PASSIVES (7-8)	PROMOTERS (9-10)	NET PROMOTER® SCORE
3%	12%	85%	82
1	4	28	

2018Q4



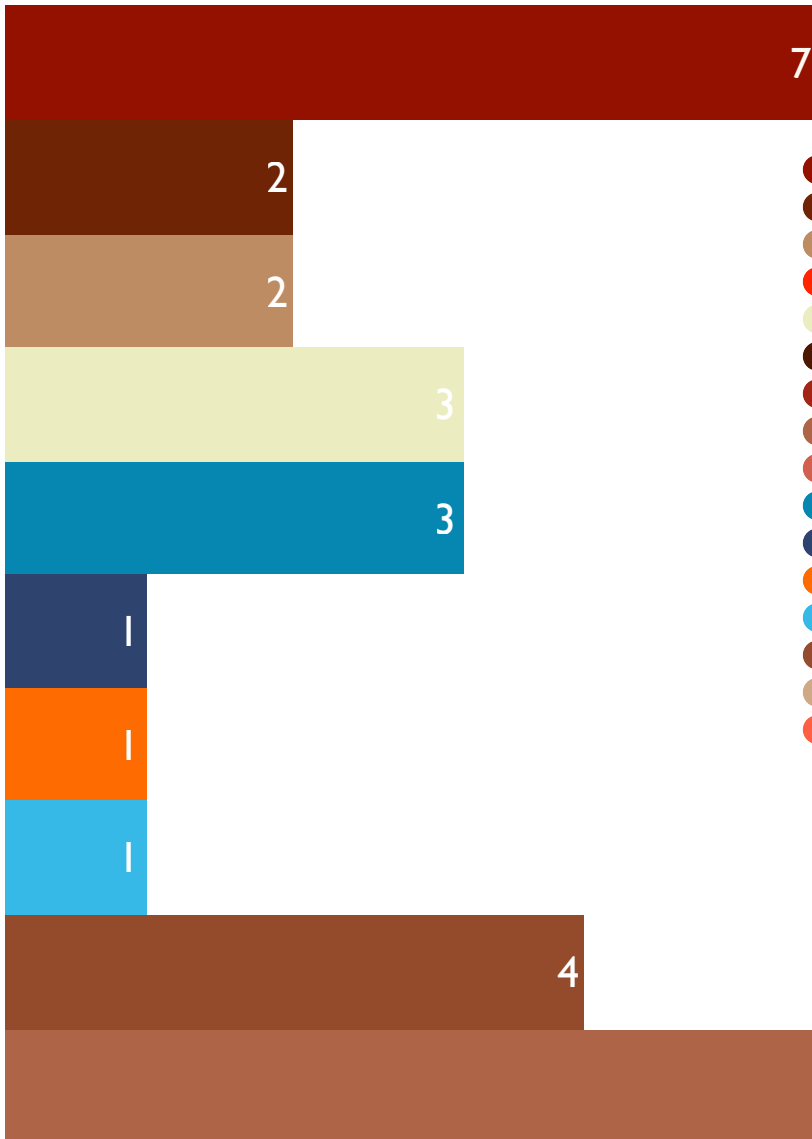
Channel Programming Stats



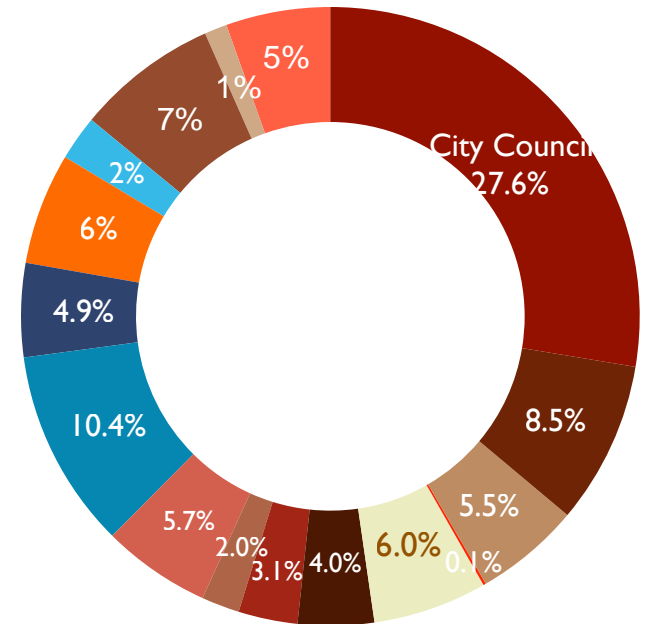
Percentage of Channel Playback

Number of New Shows - 26

2018Q4



- 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



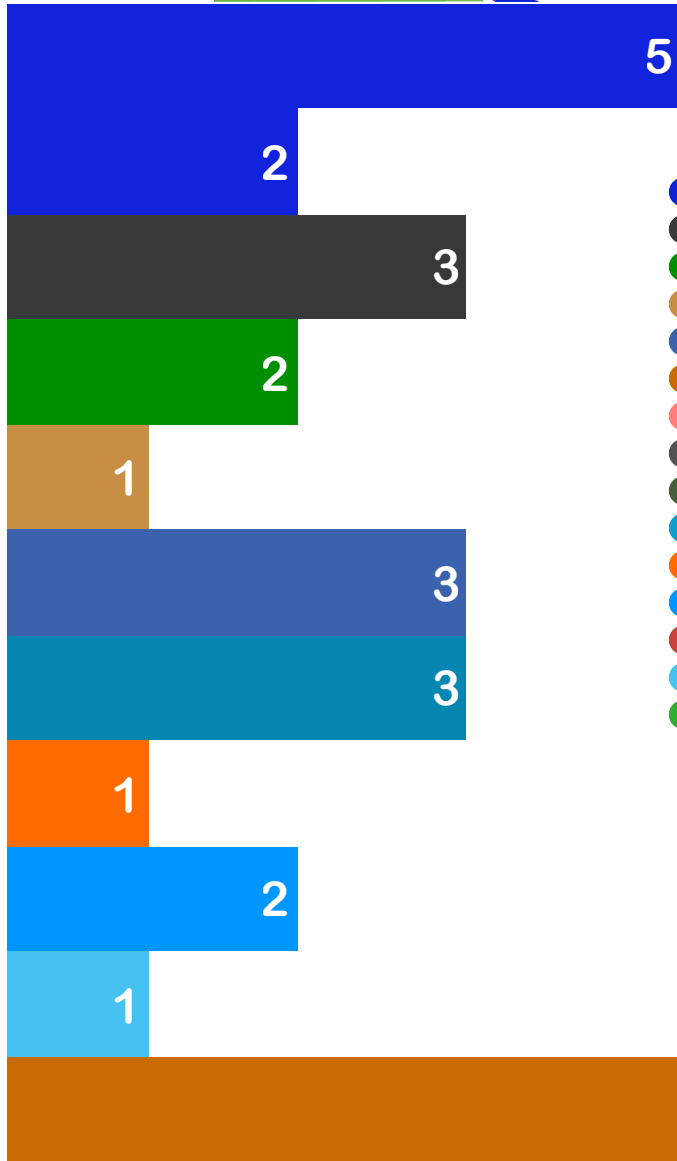
Percentage of Channel Playback

Number of New Shows - 24

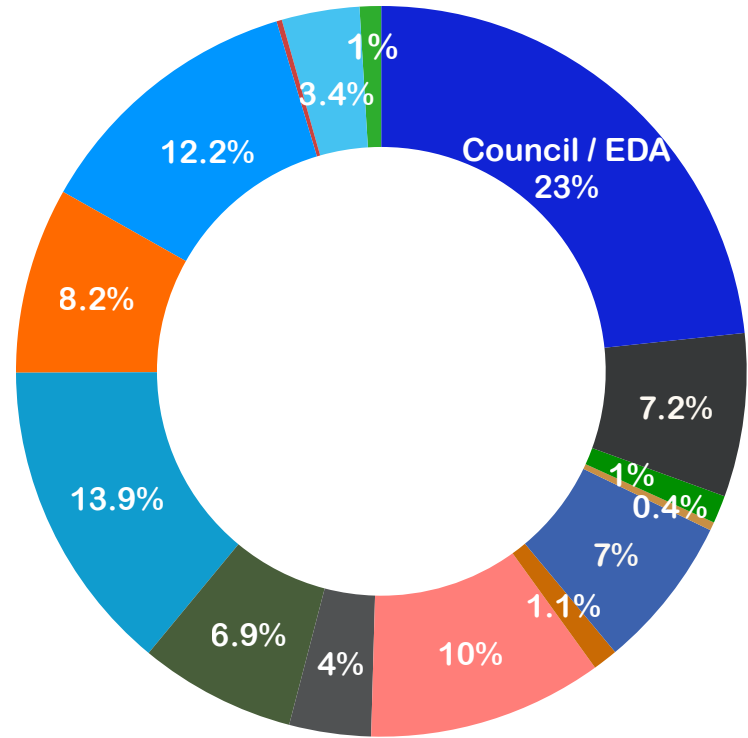
2018Q4



Channel Programming Stats



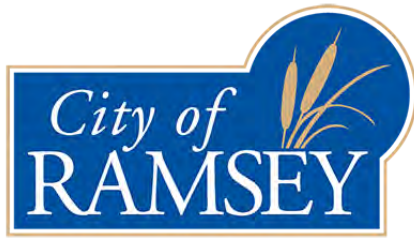
- Council / EDA
- Planning Commission
- Park & Rec
- ERC
- Champlin News & Views
- Bulletin Board
- Election
- Community Events
- Around Town
- News & Views
- Public Safety Talk
- The Chamber Report
- Fireboard
- QCCCC
- Promos



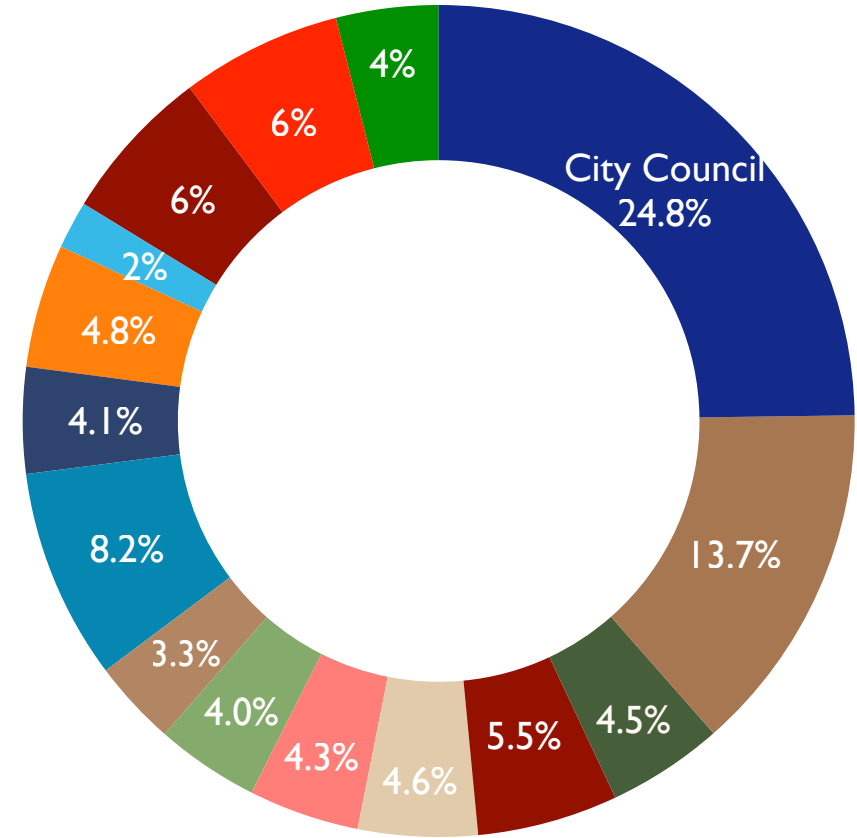
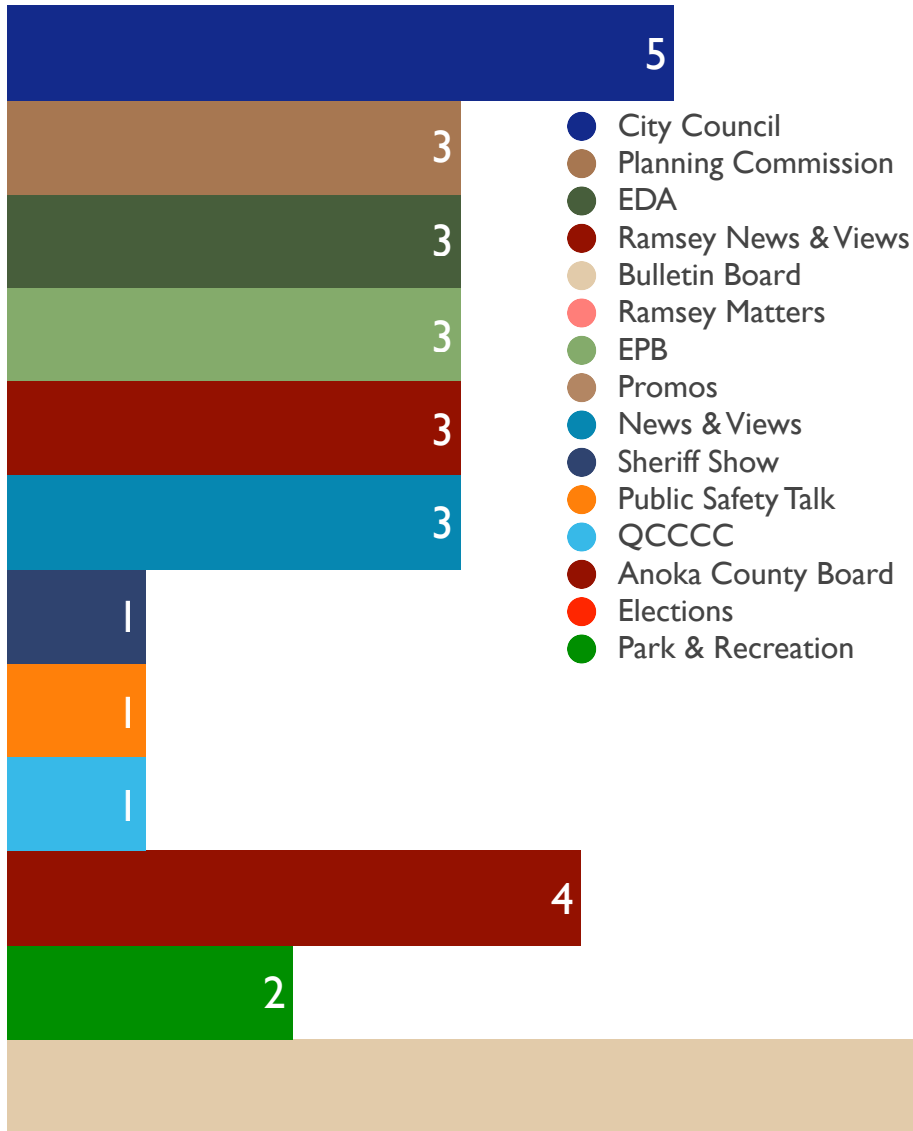
Percentage of Channel Playback

Number of New Shows - 23

2018Q4



Channel Programming Stats



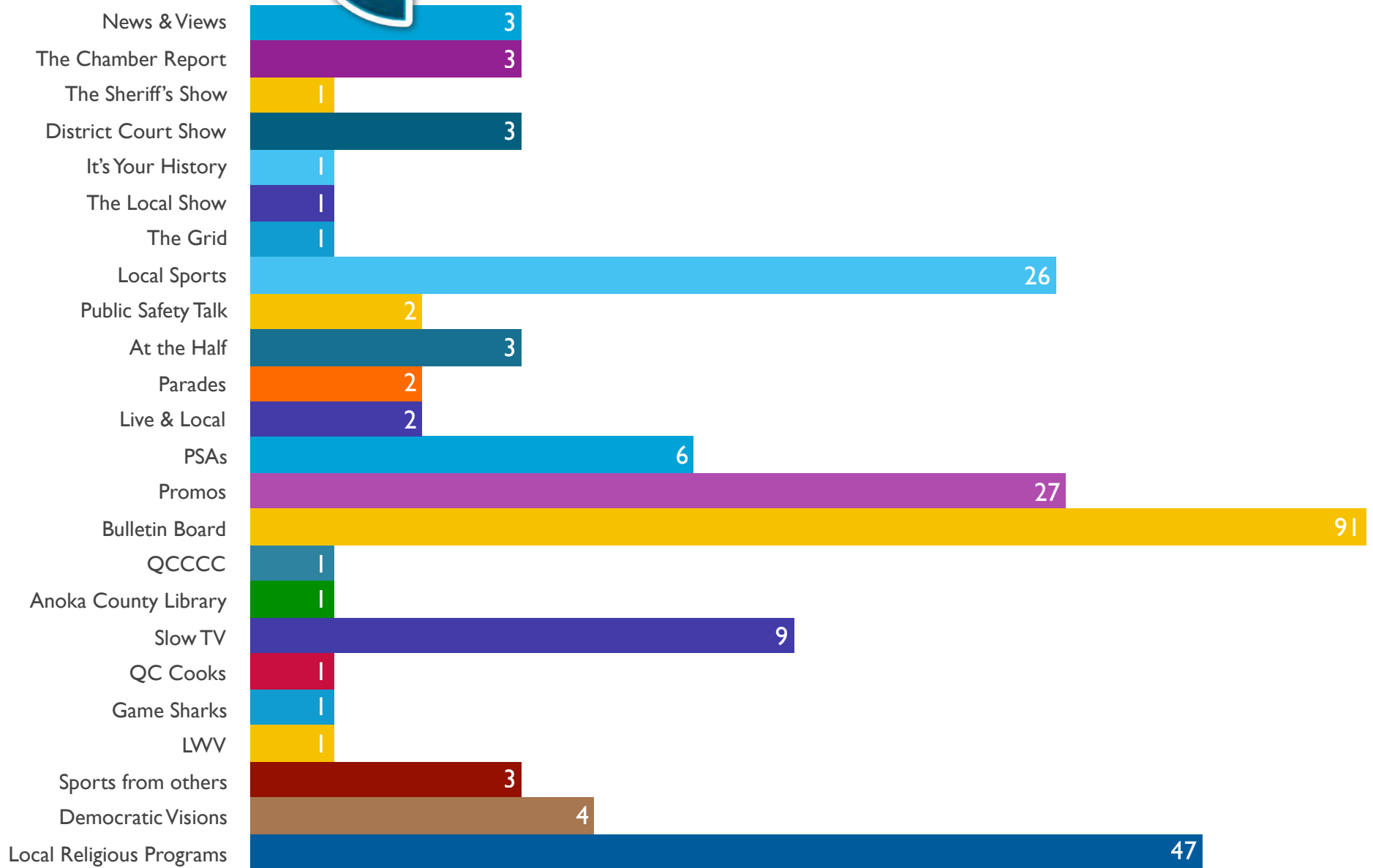
Percentage of Channel Playback

Number of New Shows - 29

2018Q4



Channel Programming Stats



Number of New Shows - 95

2018Q4

QCCCC Agenda Item

5.1 FCC FNPRM: Franchise Fees

January 25, 2019

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 last fall. 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 in November and were included in the November commission agenda packet. Legal counsel Bob Vose will be present at the February commission meeting to review this, and other legal and regulatory pending actions.

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 and reply comments have been received by the FCC. Further action by the FCC has been delayed with the federal government shutdown.

Action Requested: None.

QCCCC Agenda Item

5.2 Movie Screen Purchase

February 14th, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Movie Projector and Screen System Package

Background

At the previous Commission meeting I presented three purchase options and recommended pursuing the quote from Z-Systems. The decision was tabled at the last meeting pending more input from member cities.

Pricing to purchase a movie package

Z-Systems' quote is \$25,092.19 plus shipping. Four hours of on or off-site training is available from Z-Systems for an additional \$500.00.

Budget

Capital Investment

The initial purchase would be made by QCTV. Funding for the purchase in the amount of \$25,092.19 would come from undesignated capital reserves. QCTV would budget for equipment insurance and basic repair and maintenance costs.

Operation Costs

Ongoing operating costs would be borne by each member city based on use. (See staff findings)

Considerations

Equipment

There are three large components to the system and a few smaller ones. The large components are:

- The inflatable screen is one large bundle which folded or rolled up weighs 300 pounds and is approximately 40" square by 30" high.
- The electronic equipment would be housed in a rack enclosure. The rack weighs 25 pounds unloaded and is approximately 20" square by 18" high.
- There are two speakers, they each weigh 57 pounds and are 28" tall by 17.7" across and 15" deep.

(The system proposal includes a heavy-duty cart to help move the equipment over uneven ground.)

Logistics

QCTV has the financial ability to make the initial capital purchase but lacks the physical storage and staff expertise for set-up and tear-down. These are a few operational considerations:

- Storage of all equipment. The electronics do need to be stored in a climate-controlled area and the screen should not be exposed to extreme temperatures.
- Reservations and scheduling.
- Transportation to and from the site.
- Set up and tear down would need to occur within the same day and could incur overtime charges and impact the operating budget.
- Electrical needs on site. (Hardwired or generator)

Staff Findings

QCTV is committed to initial purchase and maintenance of equipment including insurance costs for damage or replacement. Member cities would be an operational partner in the logistics of scheduling set-up and tear-down. Once the Andover Community Center addition is built, the City of Andover is willing to store, schedule and inspect the system. That would leave each individual city to transport, set-up and tear-down the system themselves. Training from the vendor can be arranged for each city. The City of Andover is also willing to find temporary storage for the system in the year before the community center construction. QCTV would handle the scheduling in the interim.

Options for Action

- Direct staff to conduct more research based on Commission input
- Make no purchase and let quote expire
- Delay action for future consideration
- Purchase system with Commission direction on operational expectations

5.3 Technology Memo

February 14, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Remote Attendance at City Meetings

Background

At the pervious Commission meeting I was asked to seek proposals to allow a city meeting participant to attend remotely in compliance with Minnesota's Open Meeting Law. (Statute Chapter 13D Section 13D.02) Quotes were solicited from three local Audio Video companies. Only Alpha Video & Audio responded with a complete proposal, which is attached for your review.

Synopsis of Proposal

The remote participant would connect to a dedicated computer in the cable control room using GoToMeeting or Skype. This computer will connect to the presentation system and the broadcast production system. The remote participant will see a video feed from the broadcast system and hear the same audio that is in the room minus their own audio. Each member city will determine which presentation displays in the council chambers will show the remote participant. The remote participant will be heard in the council chambers over the audio system.

Pricing

Alpha Video & Audio's proposal would cost \$4,657.09 per site. Their proposal requires a city supplied computer. That is an additional project expense that would be borne by each member city in order to comply with individual cities IT integration requirements.

Funding

This project was not included in the 5 Year Capital Plan, however, there are sufficient unallocated reserve funds to complete the total project cost of \$18,628.36.

Considerations

The remote computer station is a similar concept to city presentation computers, they are provided by the city for their chambers, comply with their IT requirements, and are in the city's replacement cycle.

QCTV recommends each city review legal issues and establish a policy of use for remote meeting attendance and participation.

Action Requested

Accept and approve proposal from Alpha Video & Audio. Direct staff to coordinate installation timeline with member cities.

Options for Action

- Direct staff to conduct more research based on Commission input
- Delay action for future consideration

REMOTE MEETING PARTICIPATION

Date:

December 6, 2018

Prepared for:

**QUAD CITIES
COMMUNITY
TELEVISION**

Presented by:

Mike Pouh, Account Manager
Steven Westra, Project Engineer



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Eden Prairie, MN 55434



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www.alphavideo.com



Introduction

Alpha Video and Audio, Inc. is pleased to present this proposal for adding remote meeting participation for Quad Cities Community Television. This statement of work describes equipment and services that Alpha Video will deliver, as well as the responsibilities of QCTV or the individual city representative for successful implementation. A detailed equipment list and line item pricing is attached.

Overview

We believe that the items in our proposal meet the system requirements, standards of quality, and brand preferences outlined through multiple “needs analysis” meetings, phone calls, and emails. The equipment and systems defined in this proposal are representative of typical installations successfully completed by Alpha Video.

After a thorough review of the requirements, we do not have any concerns meeting the requirements of this proposal.

System Overview - Scope of Work

Alpha Video will provide products and services in the following areas.

Council Chambers

Remote Meeting Participation Feature

Alpha Video will provide and install equipment to support the ability for council members to participate in meets remotely using unified communications applications. This functionality will require the city to provide a computer to be in the control room for connectivity. An additional input card for the Crestron Digital Media switcher will be install for the video output of the dedicated computer. This connection will allow the video of that computer to be sent to select displays in the council chambers to ensure that the remote participant can be seen. An SDI feed from the existing production switcher will be fed into an Aja U-TAP converter to convert the signal to USB for the connection to the dedicated computer. The remote participant will view either the program feed from the production switcher or an aux feed depending on the functionality of the existing production switcher. A Biamp AVB to USB converter will provide the audio input and output from the dedicated computer. The remote participant will hear the same audio that the room hears minus their own audio.

The Crestron control system will be updated to allow for the dedicated computer to be a selectable source and to provide a volume control for the dedicated computer.

System Integration Services

Alpha will manage all aspects of this project from start to finish to ensure this project is on-time and on-budget.

Integration Labor and Materials

Alpha will provide the following staff, materials, information, and services as a part of our turn-key proposal:

- Project Team:
 - Project Engineering
 - Project Management
 - Lead Technician and Project Technical Specialists
 - Subcontracted services management, oversight, and coordination
- Documentation:
 - Preliminary Shop Drawings & Approval Submittals
 - Detailed Installation Notes
 - As-Built Drawings & Documentation
- Professional Services:
 - System Configuration & Commissioning
 - Operational Training and/or On-Site Event Support
 - Full System Warranty
- Additional Items:
 - Freight
 - Insurance
 - Travel Expenses

Professional Services

Training

Alpha Video will provide up to 1 hour of system training to no more than three key users. The training will cover basic system operation and troubleshooting. The training will be provided once the system is fully functional. This is in addition to any individual manufacturer-provided training as described elsewhere in our proposal.

Standards of Integration

General

- All system components will be installed in a neat and professional manner.
- Equipment will be new and blemish-free unless otherwise noted in this document.
- Above-ceiling components shall be installed with trim rings and/or grommets when necessary.
- Rack equipment will be installed using proper manufacturer-supplied mounting hardware.
- Blank rack spaces will be filled with either blank or vent panels.
- Racks will have proper ventilation to prevent heat buildup and prolong equipment life.

Wiring and Cables

- Rack cabling will be bundled neatly with cable ties or hook & loop as required.
- Low- and high-voltage cabling will be separated according to NFPA 70 (National Electric Code) 2017 specifications.
- All cabling in conduit will comply with the conduit fill specifications in NFPA 70 (National Electric Code) 2017.
- Proper strain relief will be provided at all connections and bends.
- Sufficient service loops will be provided above-ceiling, above/within/under equipment racks, or in cable trays so that components may be unmounted for service without cable strain.
- All connectors will be properly sized to fit the wire type and will be installed according to the manufacturer's specifications.
- All permanently-installed cabling will be labeled with computer generated labels.

Installer Testing and Adjustments

- Alpha Video will verify proper grounding on all equipment.
- Video displays will be properly aligned and free from distortion.
- Cabling and loudspeakers will be tested for proper polarity.
- Audio will be free of distortion, hums, buzzes or pops.
- Loudspeaker systems will be tested and equalized to provide uniform frequency response.
- Control system programs will be tested for proper system operation.

Project Timeline

As a leader in the audio-visual and broadcast integration markets, Alpha Video understands that this system is considered mission-critical, impacting the success of your organization. We know that your event schedule does not change and that the show must go on.

On-site installation can only begin once construction has progressed to the point that electronic equipment can be installed in a secure and clean job site. Please provide the project manager with a schedule outlining when this will occur. A change order will be assessed for any delays beyond the date listed in this proposal.

Project Terms and Conditions

Responsibilities of the Owner

This statement of work indicates the responsibilities of Alpha Video and Audio. As in any system installation, this project contains several customer responsibilities. They include, but are not limited to:

- Providing a secure, clean, and dust-free work site by the “On-Site Build Begins” date specified in this proposal;
- Providing secured storage locations and/or laydown areas for housing equipment and installation materials;
- Providing central waste and/or recycling containers for proper disposal of any installation debris;
- Providing, without request for reimbursement, all high voltage AC electrical equipment and labor necessary for proper installation – including mains, transformers, panel boards, surge suppression, receptacles, engineering, stamps, and permits – unless specified as “Alpha-provided” within this proposal;
- Providing and installing adequate HVAC, lighting, fire suppression, and life safety systems;
- Providing, installing and certifying all necessary low voltage infrastructure – including conduits, pathways, cable trays, penetrations, core drilling, floor boxes, wall boxes, and back boxes – unless specified as “Alpha-provided” within this proposal;
- Providing and installing adequate primary & secondary steel, structures, supports, poles, and/or backing for all mounted equipment;
- Providing a professionally-installed, fully functional IP network as required with capacity to support all system components, bandwidth, routing, and enterprise-level configuration;
- Facilitating IT/network coordination with appropriate representatives and providing any requirements during the design engineering process;
- Facilitating custom control system design by coordinating with appropriate representatives and providing any requirements during the design engineering process;
- Providing access to any owner-furnished equipment in a timely manner upon request;
- Providing uninhibited access to the job site during normal business hours (7am to 7pm M-F) unless non-standard work hours are included in our proposal; and,
- Coordination of training times with all required staff.

This proposal assumes that work can be carried out continuously throughout the day with limited to no interruptions. If daily interruptions or construction delays do occur before or during on-site work, change orders may be required based on installation inefficiencies related to these interruptions.

General Terms and Conditions

Owner-furnished Equipment

This proposal assumes that all existing “owner-furnished” equipment required for system functionality is in proper operating condition and without defect. If any of the required existing equipment is not in proper operating condition, a change order may be required for the functionality outlined in this proposal.

Documentation

Alpha Video will provide shop drawings for review and formal approval that reflect the final system design. Upon completion of the project, a full set of as-built drawings will be provided digitally, which will include components of the video, audio and control systems and any architectural documentation used during the installation. Those drawings will become property of the owner upon final payment.

Project Management

Alpha Video will appoint a project manager as your main point of contact regarding this project. The project manager will manage the installation timeline, oversee the project team, and coordinate work with any additional trades involved in this installation.

Change Requests

After the project begins, any changes to this scope must be requested as a change order. Change requests shall be submitted in written form so that both parties fully understand the request. Any additional costs resulting from change orders shall be the responsibility of the owner.

System Warranty and Support

Alpha Video offers a standard 90-day warranty on all system installations. The warranty coverage will commence on date the Certificate of Completion form is signed by both Alpha Video and the owner’s representative.

During the warranty period, Alpha Video will facilitate system service, phone support and repair at no charge for labor, travel, and/or shipping. This applies to any system or component if it was installed by Alpha Video. All system hardware is covered under the terms and conditions of each manufacturer-provided warranty. Alpha Video, at its option, may repair or replace any product or part of any product which fails, under normal use, for the length of the warranty period. Optional warranty extensions are available for purchase during the warranty period. Service issues after the covered period will be billed as time and materials, including any travel costs and expenses associated with such work, unless a warranty extension has been purchased.

Phone support is available Monday through Friday during regular business hours (8:00 a.m. to 5:00 p.m. CST). Alpha Video's office number is 1-800-388-0008. In the event all service agents are unavailable, calls will be returned within a four-hour period. If the issue cannot be rectified over the phone, Alpha will dispatch a technician to the site of the faulty equipment within 48 hours. Alpha Video will not be open, and technicians may be unavailable, during various holidays. The owner agrees to provide prompt and full access to the system while an Alpha Video technician is on-site servicing the system.

This warranty does not cover products included in this installation but not provided by Alpha Video under this proposal. All "owner-furnished" equipment and materials, and Alpha-provided equipment bound by previous warranty terms, are excluded. Alpha Video is not responsible for any failure, even to covered equipment, caused by faulty "owner-furnished" equipment and materials. This warranty does not cover system misuse, reconfiguration or negligence.

Notice to Proceed

Alpha Video shall not, and shall not be obligated to, commence performance of the work outlined in this proposal until the Owner issues a purchase order or contract for the work. Alternatively, and to stay on schedule, the Owner may issue Alpha Video a written notice to proceed or letter of intent authorizing Alpha Video to begin work on the Owner's behalf and agreeing to pay for all equipment, materials, labor and costs accrued by Alpha Video should a purchase order or final contract not be agreed upon. This notice to proceed or letter of intent must be presented by someone authorized by the Owner to approve such an action and can be in the form of an email or email attachment.

Upon receipt of a notice to proceed, letter of intent, purchase order or contract, Alpha Video shall commence with the performance of the work in accordance with the milestone schedule and shall thereafter diligently pursue the work, assigning to it a priority that should reasonably permit the attainment of substantial completion on or before the required completion date.

Any delays in the receipt of a notice to proceed, purchase order or contract beyond the date(s) outlined in the milestone schedule may result in a change order for any additional or overtime labor and expenses required for Alpha Video to be substantially complete by the required completion date.

Sign-Off

As an appointed representative of Quad Cities Community Television, I hereby agree with and approve the above statement of work including all outlined Terms and Conditions. A purchase order for this project, in verbal or written form indicates acceptance of this statement of work.

Date: _____

Company: _____

Name: _____

Title: _____

Signature: _____



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 Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Quotation

Date	Quote #	Cust #
12/06/18	AAAQ43365	

We are an equal opportunity employer

Prepared For:	Sales Representative:
John Sommer Quad Cities TV 12254 Ensign Ave North Champlin, MN 55316 USA Phone: (763)276-9866 Fax: Terms: NET 30 Ship via: Best Way	Mike Pouh Sales Executive 952-841-3365 mike.pouh@alphavideo.com

ID #	Item	Description	Qty	Unit Price	Ext. Price
1	DMC-4KZ-HD	Crestron Digital Media 4K60 HDMI Input Card	1	\$444.44	\$444.44
2	U-TAP-SDI	Aja USB 3.0 3G-SDI Capture Device	1	\$258.76	\$258.76
3	TESIRA EX-UBT	Biamp Tesira AVB to USB Converter	1	\$388.89	\$388.89
4	INTEGRATION LABOR	Alpha Video Integration Labor	1	\$3,455.00	\$3,455.00
5	MATERIALS	Alpha Video Integration Materials	1	\$110.00	\$110.00

Shipping charges are not included and will be billed at actual cost.
 Sales tax is not included and will be billed at actual.
 A 3% convenience will be added for credit card payments.
 Please contact me if I can be of further assistance.

Sub Total	\$4,657.09
Sales Tax	\$0.00
Shipping	\$0.00
Total	\$4,657.09

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.
 MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.