

Quad Cities Cable Communications Commission

Ramsey City Hall – Council Chambers

January 20, 2022, 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 18, 2021 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. October and November Financial Reports
 - 4.3. Executive Director
 - 4.4. Commission Organization Items
- 5. General Business**
 - 5.1. Designate depository
 - 5.2. 2022 Operating Budget Amendment
 - 5.3. Technology Projects 2022 Outlook
 - 5.4. Capital Request – City Hall Meeting Equipment Replacement
 - 5.5. Strategic Plan 2021 Achievements
 - 5.6. Other
- 6. Adjourn**

QCTV has declared a local emergency effective March 17, 2020.

The regular meeting of the Quad Cities Cable Communications Commission will meet at Ramsey City Hall Council Chambers, 11 am. Some or all commissioners will be attending remotely. The public may watch the QCCCC meeting at www.qctv.org on the main page streaming live the Community Channel or on Comcast Channels 859 and 15.

MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2021

CALL TO ORDER – 1

Chair Ulrich called the meeting to order at 11:00 a.m. at the Ramsey City Hall.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka (via Zoom); Matt Woestehoff, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Jamie Barthel, Andover; and Bret Heitkamp (arrived at 11:04 a.m. via Zoom).

Commissioners absent: Tom Moe, Champlin; and Greg Lee, Anoka.

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

APPROVAL OF AGENDA – 3

Motion was made by Barthel and seconded by Woestehoff to approve the agenda as presented.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from September 16, 2021 Worksession and Regular Meeting

Motion was made by Barthel and seconded by Woestehoff to approve the September 16, 2021 worksession and regular meeting minutes as presented.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

4.2 Treasurer

4.2.1. August and September Financial Report

Commissioner Dickinson provided an overview of the September financial report. He referenced the CIP payment items and noted that Andover is shown slightly higher because Andover lagged in remote system setup and accepted the payment in 2021 that the other cities accepted in 2020.

Motion was made by Barthel and seconded by Woestehoff to accept the August and September Financial Report.

Ms. George noted that Commission Heitkamp has joined the group remotely.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

4.3 Executive Director

Ms. George highlighted the awards that QCTV has received, noting that QCTV is doing great work that is being recognized. She welcomed the new full-time producer to the organization. She thanked the Commission for its support at the NATOA National Board, noting that she just wrapped up her term and enjoyed that

experience. She provided an update on the negotiations with Comcast, noting that a partial payment has been received. She read some recent kudos that QCTV received from stakeholders.

Chair Ulrich thanked staff for the wonderful work they do to represent the member cities.

GENERAL BUSINESS – 5

5.1 2022 Operating Budget and 5 Year Capital Plan

Ms. George stated that the 2022 annual operating budget and five-year capital plan were included in the packet for review. She noted that one change to the capital plan was to make that document a rolling five-year period. She stated that the Commission provided direction on the City capital grants, with each city receiving \$20,000 in 2022.

Commissioner Dickinson commented that revenue is down by about \$6,000 and noted that expenditures are also down in a corresponding manner. He stated that the goal of the capital plan is to use those funds for improvements rather than bonding. He stated that the budget is pretty consistent with the previous year.

Ms. George noted that the action should be taken in two separate actions.

Motion was made by Barthel and seconded by Woestehoff to approve the 2022 Operating Budget, the member city capital grant of \$20,000 payable in January of 2022, and the 2022 planned capital investment.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

Motion was made by Woestehoff and seconded by Barthel to approve the operational reserve of \$405,431.55.

A roll call vote was performed:

Commissioner Woestehoff	aye
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Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

5.2 Closed Captioning

Ms. George stated that this is coming back formally noting that it was discussed in detail at the September worksession. She stated that the report summarizes the discussion of the worksession and included details on the different closed captioning options. She welcomed any additional input or questions and stated that staff is asking to proceed with estimates for closed captioning equipment and that information would be brought back to the Commission in the form of a capital request.

Chair Ulrich recognized that this was discussed in detail at the worksession.

Motion was made by Barthel and seconded by Woestehoff to direct staff to proceed with estimates for closed captioning equipment and the related services to be brought before the Commission as a capital request.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

5.3 Remote Meeting

Ms. George stated that staff has continued to provide updates on this topic. She reviewed the updates that were included in the packet. She noted that staff visited each of the member cities to touch base and determine the needs moving forward. She stated that information was provided within the report broken down by member city. She stated that they would propose a grant to each member city to install equipment and complete training for non-cablecast meetings as that continues to be a request.

Commissioner Dickinson commented that the solution will be unique to each member city. He stated that the Andover solution will likely be different than others because their chambers is designed differently. He noted that this is not a one size fits all issue.

Ms. George commented that there is a planned replacement for the cablecast equipment in each Council Chambers for 2022. She stated that they will most likely change to a different system during that process and will review how that can dovetail with the changing needs of the cities.

Chair Ulrich thanked QCTV staff for providing assistance to ensure people can participate in person or virtually, as that has been important for Ramsey.

5.4 Capital Request – Computers and Production Truck Switcher

Mr. Sommer presented two capital requests. He stated that they have been replacing desktop machines and laptops on a cycle. He stated that they solicited quotes and targeted the lowest number for the equipment replacement.

Motion was made by Skogquist and seconded by Barthel to approve the purchase of four Dell computers, four monitors and two Apple laptops not to exceed \$17,400.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

Mr. Sommer stated that staff had planned to replace this equipment this year but believed there was additional life in the equipment. He stated that the equipment went down as they were setting up for coverage of a sports game. He stated that staff would like to replace the switcher and advised of the bid received for \$36,734.34.

Ms. George commended staff as this is a major piece of equipment that went down at a quarterfinal state game and with creative thinking staff was still able to capture the game.

Commissioner Barthel thanked staff for being creative in providing the coverage.

Motion was made by Barthel and seconded by Woestehoff to approve the equipment expenditure from Alpha Video and Audio in the amount of \$36,734.34, +5% for additional needs, using the five-year capital plan funds.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

5.5 Personnel Policy Modifications

Ms. George stated that an in-depth review was completed by the Personnel Committee. She reviewed the two proposed changes to the policy.

Commissioner Barthel stated that the committee discussed these things in-depth and believed that these were appropriate recommendations.

Motion was made by Barthel and seconded by Woestehoff to approve the personnel policy modifications as presented.

A roll call vote was performed:

Commissioner Woestehoff	aye
Commissioner Barthel	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Dickinson	aye
Chair Ulrich	aye

Motion carried.

5.6 Other

There were no comments made.

ADJOURN – 6

Time of adjournment 11:29 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of October 31, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,006,888.51
- PayPay acct	335.60
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,362,891.82
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,375,365.93
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,375,365.93</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,631.37
Other Current Liabilities	32.99
Total Current Liabilities	<u>\$ 23,664.36</u>
Equity	<u>3,351,701.57</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,375,365.93 *</u>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,969,934.38 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2021 - FY21 P&L
January - December 2021

	Oct 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 41.67	\$ (41.67)	0.00%	\$ 1,533.65	\$ 500.00	\$ 1,033.65	306.73%
Equipment Grant		5,000.00	(5,000.00)	0.00%	60,897.53	60,000.00	897.53	101.50%
Franchise Fees		71,500.00	(71,500.00)	0.00%	559,775.59	858,000.00	(298,224.41)	65.24%
Interest Income	40.93	833.33	(792.40)	4.91%	4,817.56	10,000.00	(5,182.44)	48.18%
Miscellaneous Income		83.33	(83.33)	0.00%	250.00	1,000.00	(750.00)	25.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	277,557.81	429,000.00	(151,442.19)	64.70%
Total Income	40.93	113,208.33	(113,167.40)	0.04%	904,832.14	1,358,500.00	(453,667.86)	66.61%
Expenses								
A-PERA Expense	3,355.68	4,467.25	(1,111.57)	75.12%	35,055.78	53,607.00	(18,551.22)	65.39%
A-SS/Medicare Expense	3,728.69	4,691.25	(962.56)	79.48%	37,286.09	56,295.00	(19,008.91)	66.23%
A-Wages - Full-time	41,551.09	48,823.33	(7,272.24)	85.10%	446,118.35	585,880.00	(139,761.65)	76.15%
A-Wages - Part-time	8,179.16	10,000.00	(1,820.84)	81.79%	55,887.91	120,000.00	(64,112.09)	46.57%
Accounting / HR Services	1,762.84	1,333.33	429.51	132.21%	10,667.84	16,000.00	(5,332.16)	66.67%
Ads/Promos/Sponsorships	794.00	750.00	44.00	105.87%	7,011.47	9,000.00	(1,988.53)	77.91%
Andover Capital Equipment		416.67	(416.67)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	1,520.00	1,000.00	520.00	152.00%	8,527.42	12,000.00	(3,472.58)	71.06%
Anoka Capital Equipment	261.16	416.67	(155.51)	62.68%	3,699.93	5,000.00	(1,300.07)	74.00%
Audit		1,375.00	(1,375.00)	0.00%	15,200.00	16,500.00	(1,300.00)	92.12%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	913.00	2,500.00	(1,587.00)	36.52%
Building - Cleaning	579.63	500.00	79.63	115.93%	3,746.14	6,000.00	(2,253.86)	62.44%
Building - Insurance		316.67	(316.67)	0.00%	4,150.00	3,800.00	350.00	109.21%
Building - Maintenance	402.27	833.33	(431.06)	48.27%	6,178.88	10,000.00	(3,821.12)	61.79%
Building - Supplies	50.41	125.00	(74.59)	40.33%	1,027.20	1,500.00	(472.80)	68.48%
Car Allowance	250.00	250.00	-	100.00%	2,500.00	3,000.00	(500.00)	83.33%
Cell Phone - Allowance	515.00	525.00	(10.00)	98.10%	5,090.00	6,300.00	(1,210.00)	80.79%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,437.49	5,000.00	(3,562.51)	28.75%
City Sewer & Water	428.82	216.67	212.15	197.91%	2,265.15	2,600.00	(334.85)	87.12%
Commission Expense	148.00	208.33	(60.33)	71.04%	788.40	2,500.00	(1,711.60)	31.54%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2021 - FY21 P&L
January - December 2021

	Oct 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,530.00	5,833.33	(4,303.33)	26.23%	30,070.00	70,000.00	(39,930.00)	42.96%
Contingency Fund	10,313.92	833.33	9,480.59	1237.68%	10,313.92	10,000.00	313.92	103.14%
Duplication Expenses		20.83	(20.83)	0.00%	495.85	250.00	245.85	198.34%
Electric Service	1,041.09	1,333.33	(292.24)	78.08%	10,989.92	16,000.00	(5,010.08)	68.69%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	3,659.97	2,500.00	1,159.97	146.40%	12,145.73	30,000.00	(17,854.27)	40.49%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	5,841.10	8,615.50	(2,774.40)	67.80%	66,011.04	103,386.00	(37,374.96)	63.85%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	4,808.00	5,300.00	(492.00)	90.72%
Lawn Service	725.00	416.67	308.33	174.00%	3,919.00	5,000.00	(1,081.00)	78.38%
Legal Fees	152.50	2,083.33	(1,930.83)	7.32%	4,926.25	25,000.00	(20,073.75)	19.71%
Licenses and Permits	300.00	250.00	50.00	120.00%	900.00	3,000.00	(2,100.00)	30.00%
Meals		83.33	(83.33)	0.00%	228.00	1,000.00	(772.00)	22.80%
Memberships - NATOA / Others	2,255.00	833.33	1,421.67	270.60%	9,285.00	10,000.00	(715.00)	92.85%
Mileage	164.69	1,000.00	(835.31)	16.47%	5,835.65	12,000.00	(6,164.35)	48.63%
Miscellaneous Expenses		41.67	(41.67)	0.00%	2,024.51	500.00	1,524.51	404.90%
Natural Gas	36.34	416.67	(380.33)	8.72%	1,942.94	5,000.00	(3,057.06)	38.86%
Office Supplies / Equipment	83.78	500.00	(416.22)	16.76%	1,767.38	6,000.00	(4,232.62)	29.46%
Parking Lot Maintenance		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Payroll Expenses (ADP/HSA)	210.00	100.00	110.00	210.00%	758.39	1,200.00	(441.61)	63.20%
Postage	29.68	41.67	(11.99)	71.23%	229.00	500.00	(271.00)	45.80%
Printing / Copy Services	275.85	41.67	234.18	661.99%	275.85	500.00	(224.15)	55.17%
Professional Development	750.00	1,833.33	(1,083.33)	40.91%	3,138.10	22,000.00	(18,861.90)	14.26%
Publications	60.95	41.67	19.28	146.27%	116.90	500.00	(383.10)	23.38%
Ramsey Capital Equipment	107.03	416.67	(309.64)	25.69%	2,656.62	5,000.00	(2,343.38)	53.13%
Sales Tax		20.83	(20.83)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services		166.67	(166.67)	0.00%	764.75	2,000.00	(1,235.25)	38.24%
Snow Plowing Service		500.00	(500.00)	0.00%	2,182.50	6,000.00	(3,817.50)	36.38%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2021 - FY21 P&L
January - December 2021

	Oct 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	556.21	625.00	(68.79)	88.99%	5,716.69	7,500.00	(1,783.31)	76.22%
Studio Sets		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Subscription Services	724.99	1,833.33	(1,108.34)	39.54%	16,984.40	22,000.00	(5,015.60)	77.20%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	450.00	1,250.00	(800.00)	36.00%	2,534.87	15,000.00	(12,465.13)	16.90%
Vehicle - Insurance		166.67	(166.67)	0.00%	1,332.00	2,000.00	(668.00)	66.60%
Vehicle - Maintenance / Gas	144.32	666.67	(522.35)	21.65%	1,840.38	8,000.00	(6,159.62)	23.00%
Waste Removal	130.29	125.00	5.29	104.23%	1,312.90	1,500.00	(187.10)	87.53%
Web / VOD / Int / CaTV / Phone	8,548.02	1,833.33	6,714.69	466.26%	29,068.10	22,000.00	7,068.10	132.13%
Work Comp Insurance		166.67	(166.67)	0.00%	1,694.00	2,000.00	(306.00)	84.70%
Total Expenses	101,702.38	113,080.66	(11,378.28)	89.94%	884,786.67	1,356,968.00	(472,181.33)	65.20%
Net Income	\$ (101,661.45)	\$ 127.67	\$ (101,789.12)	-79628.30%	\$ 20,045.47	\$ 1,532.00	\$ 18,513.47	1308.45%

ZCIP - Andover	\$ 2,166.67	\$ (2,166.67)	0.00%	\$ 27,000.00	\$ 26,000.00	\$ 1,000.00	103.85%	
ZCIP - Anoka	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Building	7,875.00	(7,875.00)	0.00%	-	94,500.00	(94,500.00)	0.00%	
ZCIP - Champlin	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Master Control Equipment	3,083.33	(3,083.33)	0.00%	-	37,000.00	(37,000.00)	0.00%	
ZCIP - Mobile Vehicles & Equipment	239.63	6,875.00	(6,635.37)	3.49%	21,526.80	82,500.00	(60,973.20)	26.09%
ZCIP - Office Equipment	2,958.33	(2,958.33)	0.00%	-	35,500.00	(35,500.00)	0.00%	
ZCIP - Portable Field Equipment	416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%	
ZCIP - Ramsey	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Studio	416.67	(416.67)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%	
	\$ 239.63	\$ 28,791.68	\$ (28,552.05)		\$ 109,635.12	\$ 345,500.00	\$ (235,864.88)	

QCTV Bank Reconciliation

October 2021

Beginning Balance - 4M Statement	2,102,724.93
Less: Cleared Checks/Withdrawals	(92,888.13)
Plus: 4M Fund Interest	22.02
Plus: Bank Deposits/Credits	-
Bank Balance	\$2,009,858.82
Book Balance	2,009,858.82
Adjusted Book Balance	2,009,858.82
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

October 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
10/01/2021	13819	Amazon	-691.38
10/01/2021	13820	Comcast 2	-490.59
10/01/2021	13821	Huebsch	-50.41
10/01/2021	13822	Kennedy & Graven, Chartered	-925.00
10/01/2021	13823	Monarch Pest Control	-115.00
10/01/2021	13824	Peter James Hayes	-160.00
10/01/2021	13825	Preferred One Insurance Co.	-5,766.59
10/01/2021	13826	Stanley Access Tech LLC	-416.45
10/01/2021	13827	Strategic Hawks, llc	-80.00
10/01/2021	13828	The Lincoln National Life Ins. Co.	-556.21
10/08/2021	13829	Associated Bank	-132.90
10/08/2021	13830	HealthEquity Inc.	-460.66
10/08/2021	W D	Minnesota State Retirement System	-450.00
10/08/2021	W D	PERA	-3,113.46
10/18/2021	13831	ACE Solid Waste, Inc.	-130.29
10/18/2021	13832	Alpha Video & Audio Inc.	-3,780.00
10/18/2021	13833	Anoka County Union Herald	-60.95
10/18/2021	13834	AT&T Mobility	-688.14
10/18/2021	13835	CenterPoint Energy	-36.34
10/18/2021	13836	City of Andover	-828.17
10/18/2021	13837	Comcast Cable	-875.58
10/18/2021	13838	Frugal Advertising	-395.00
10/18/2021	13839	Gerald S. Thomson	-240.00
10/18/2021	13840	Greenery Enterprises, Inc.	-1,150.00
10/18/2021	13841	Joe G. Ruhland	-480.00
10/18/2021	13842	LiveU Inc.	-152.77
10/18/2021	13843	Maza Technologies, LLC	-1,656.60
10/18/2021	13844	Minnesota Assoc. of Community Telecommunications	-750.00
10/18/2021	13845	Strategic Hawks, llc	-160.00
10/18/2021	13846	Summit Companies	-452.50
10/18/2021	13847	T-Mobile	-92.73
10/18/2021	13848	Timothy Anderson	-400.00
10/18/2021	13849	U.S. Bank Corporate	-2,086.77
10/18/2021	13850	Verizon	-80.16
10/18/2021	13851	Vividly Clean Inc.	-579.63
10/18/2021	13852	Xcel Energy	-1,358.04
10/25/2021	13853	Superior Ford	0.00
10/22/2021	13854	Associated Bank	-132.90
10/22/2021	13855	HealthEquity Inc.	-460.66
10/22/2021	W D	Minnesota State Retirement System	-650.00
10/22/2021	W D	PERA	-3,150.45
10/26/2021	CshrCk - 0385514574	Superior Ford	-10,313.92
Total for Quad Cities Commission			\$ -44,550.25

Quad Cities Communications Commission
Balance Sheet Summary
As of November 30, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,339,712.91
- PayPay acct	389.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,362,910.13
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,708,262.04
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,708,262.04</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	36,366.71
Other Current Liabilities	0.10
Total Current Liabilities	<u>\$ 36,366.81</u>
Equity	<u>3,671,895.23</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,708,262.04 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$3,302,830.49 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2021 - FY21 P&L
January - December 2021

	Nov 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 53.40	\$ 41.67	\$ 11.73	128.15%	\$ 1,587.05	\$ 500.00	\$ 1,087.05	317.41%
Equipment Grant		5,000.00	(5,000.00)	0.00%	60,897.53	60,000.00	897.53	101.50%
Franchise Fees	270,999.92	71,500.00	199,499.92	379.02%	830,775.51	858,000.00	(27,224.49)	96.83%
Interest Income	41.24	833.33	(792.09)	4.95%	4,858.80	10,000.00	(5,141.20)	48.59%
Miscellaneous Income	499.70	83.33	416.37	599.66%	749.70	1,000.00	(250.30)	74.97%
PEG Fee	137,831.46	35,750.00	102,081.46	385.54%	415,389.27	429,000.00	(13,610.73)	96.83%
Total Income	409,425.72	113,208.33	296,217.39	361.66%	1,314,257.86	1,358,500.00	(44,242.14)	96.74%
Expenses								
A-PERA Expense	3,438.78	4,467.25	(1,028.47)	76.98%	38,494.56	53,607.00	(15,112.44)	71.81%
A-SS/Medicare Expense	3,719.26	4,691.25	(971.99)	79.28%	41,005.35	56,295.00	(15,289.65)	72.84%
A-Wages - Full-time	41,854.65	48,823.33	(6,968.68)	85.73%	487,973.00	585,880.00	(97,907.00)	83.29%
A-Wages - Part-time	7,565.91	10,000.00	(2,434.09)	75.66%	63,453.82	120,000.00	(56,546.18)	52.88%
Accounting / HR Services	855.65	1,333.33	(477.68)	64.17%	11,523.49	16,000.00	(4,476.51)	72.02%
Ads/Promos/Sponsorships		750.00	(750.00)	0.00%	7,011.47	9,000.00	(1,988.53)	77.91%
Andover Capital Equipment		416.67	(416.67)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	880.00	1,000.00	(120.00)	88.00%	9,407.42	12,000.00	(2,592.58)	78.40%
Anoka Capital Equipment	261.16	416.67	(155.51)	62.68%	3,961.09	5,000.00	(1,038.91)	79.22%
Audit		1,375.00	(1,375.00)	0.00%	15,200.00	16,500.00	(1,300.00)	92.12%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	913.00	2,500.00	(1,587.00)	36.52%
Building - Cleaning	579.63	500.00	79.63	115.93%	4,325.77	6,000.00	(1,674.23)	72.10%
Building - Insurance		316.67	(316.67)	0.00%	4,150.00	3,800.00	350.00	109.21%
Building - Maintenance	305.54	833.33	(527.79)	36.66%	6,484.42	10,000.00	(3,515.58)	64.84%
Building - Supplies	192.41	125.00	67.41	153.93%	1,219.61	1,500.00	(280.39)	81.31%
Car Allowance	250.00	250.00	-	100.00%	2,750.00	3,000.00	(250.00)	91.67%
Cell Phone - Allowance	515.00	525.00	(10.00)	98.10%	5,605.00	6,300.00	(695.00)	88.97%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,522.39	5,000.00	(3,477.61)	30.45%
City Sewer & Water	240.32	216.67	23.65	110.92%	2,505.47	2,600.00	(94.53)	96.36%
Commission Expense		208.33	(208.33)	0.00%	788.40	2,500.00	(1,711.60)	31.54%
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	31,450.00	70,000.00	(38,550.00)	44.93%
Contingency Fund	(10,320.72)	833.33	(11,154.05)	-1238.49%	(6.80)	10,000.00	(10,006.80)	-0.07%
Duplication Expenses	21.90	20.83	1.07	105.14%	517.75	250.00	267.75	207.10%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2021 - FY21 P&L
January - December 2021

	Nov 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	1,051.48	1,333.33	(281.85)	78.86%	12,041.40	16,000.00	(3,958.60)	75.26%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	283.20	2,500.00	(2,216.80)	11.33%	12,428.93	30,000.00	(17,571.07)	41.43%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	6,213.94	8,615.50	(2,401.56)	72.13%	72,224.98	103,386.00	(31,161.02)	69.86%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	4,808.00	5,300.00	(492.00)	90.72%
Lawn Service	425.00	416.67	8.33	102.00%	4,344.00	5,000.00	(656.00)	86.88%
Legal Fees	601.25	2,083.33	(1,482.08)	28.86%	5,527.50	25,000.00	(19,472.50)	22.11%
Licenses and Permits	300.00	250.00	50.00	120.00%	1,200.00	3,000.00	(1,800.00)	40.00%
Meals		83.33	(83.33)	0.00%	228.00	1,000.00	(772.00)	22.80%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	9,285.00	10,000.00	(715.00)	92.85%
Mileage	200.09	1,000.00	(799.91)	20.01%	6,035.74	12,000.00	(5,964.26)	50.30%
Miscellaneous Expenses		41.67	(41.67)	0.00%	2,024.51	500.00	1,524.51	404.90%
Natural Gas	89.62	416.67	(327.05)	21.51%	2,032.56	5,000.00	(2,967.44)	40.65%
Office Supplies / Equipment	1,331.41	500.00	831.41	266.28%	3,098.79	6,000.00	(2,901.21)	51.65%
Parking Lot Maintenance		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Total Payroll Expenses	187.00	-	187.00		187.00	-	187.00	
Payroll Expenses (ADP/HSA)	210.00	100.00	110.00	210.00%	968.39	1,200.00	(231.61)	80.70%
Postage	27.03	41.67	(14.64)	64.87%	256.03	500.00	(243.97)	51.21%
Printing / Copy Services		41.67	(41.67)	0.00%	275.85	500.00	(224.15)	55.17%
Professional Development	756.30	1,833.33	(1,077.03)	41.25%	3,894.40	22,000.00	(18,105.60)	17.70%
Publications		41.67	(41.67)	0.00%	116.90	500.00	(383.10)	23.38%
Ramsey Capital Equipment	107.03	416.67	(309.64)	25.69%	2,763.65	5,000.00	(2,236.35)	55.27%
Sales Tax		20.83	(20.83)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services	151.00	166.67	(15.67)	90.60%	915.75	2,000.00	(1,084.25)	45.79%
Snow Plowing Service		500.00	(500.00)	0.00%	2,182.50	6,000.00	(3,817.50)	36.38%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	556.21	625.00	(68.79)	88.99%	6,272.90	7,500.00	(1,227.10)	83.64%
Studio Sets		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Subscription Services	724.99	1,833.33	(1,108.34)	39.54%	17,709.39	22,000.00	(4,290.61)	80.50%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	749.44	1,250.00	(500.56)	59.96%	3,284.31	15,000.00	(11,715.69)	21.90%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2021 - FY21 P&L
January - December 2021

	Nov 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance		166.67	(166.67)	0.00%	1,332.00	2,000.00	(668.00)	66.60%
Vehicle - Maintenance / Gas	125.00	666.67	(541.67)	18.75%	1,965.38	8,000.00	(6,034.62)	24.57%
Waste Removal	130.29	125.00	5.29	104.23%	1,443.19	1,500.00	(56.81)	96.21%
Web / VOD / Int / CaTV / Phone	1,852.22	1,833.33	18.89	101.03%	30,920.32	22,000.00	8,920.32	140.55%
Work Comp Insurance	48.00	166.67	(118.67)	28.80%	1,742.00	2,000.00	(258.00)	87.10%
Total Expenses	67,944.89	113,080.66	(45,135.77)	60.09%	952,731.56	1,356,968.00	(404,236.44)	70.21%
Net Income	\$ 341,480.83	\$ 127.67	\$ 341,353.16	267471.47%	\$ 361,526.30	\$ 1,532.00	\$ 359,994.30	23598.32%
ZCIP - Andover		2,166.67	(2,166.67)	0.00%	27,000.00	26,000.00	1,000.00	103.85%
ZCIP - Anoka		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%
ZCIP - Building		7,875.00	(7,875.00)	0.00%	-	94,500.00	(94,500.00)	0.00%
ZCIP - Champlin		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%
ZCIP - Master Control Equipment		3,083.33	(3,083.33)	0.00%	-	37,000.00	(37,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment	21,287.17	6,875.00	14,412.17	309.63%	21,526.80	82,500.00	(60,973.20)	26.09%
ZCIP - Office Equipment		2,958.33	(2,958.33)	0.00%	-	35,500.00	(35,500.00)	0.00%
ZCIP - Portable Field Equipment		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
ZCIP - Ramsey		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%
ZCIP - Studio		416.67	(416.67)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%
	21,287.17	28,791.68	(7,504.51)	310%	109,635.12	345,500.00	(235,864.88)	452%

Friday, Jan 14, 2022 11:13:01 AM GMT-8 - Accrual Basis

QCTV Bank Reconciliation

November 2021

Beginning Balance - 4M Statement	2,009,858.82
Less: Cleared Checks/Withdrawals	(85,038.51)
Plus: 4M Fund Interest	22.93
Plus: Bank Deposits/Credits	419,652.10
Bank Balance	\$2,344,495.34
Book Balance	2,344,495.34
Adjusted Book Balance	2,344,495.34
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

November 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
11/03/2021	13856	ACE Solid Waste, Inc.	-130.29
11/03/2021	13857	Alpha Video & Audio Inc.	-1,097.16
11/03/2021	13858	Amazon	-907.37
11/03/2021	13859	B&H Photo-Video	-2,100.00
11/03/2021	13860	BizzyWeb, LLC	-2,700.00
11/03/2021	13861	Clindy Harris	-150.00
11/03/2021	13862	City of Champlin	-428.82
11/03/2021	13863	Comcast 2	-489.44
11/03/2021	13864	ECM Publisher	-399.00
11/03/2021	13865	Gerald S. Thomson	-320.00
11/03/2021	13866	Greenery Enterprises, Inc.	-425.00
11/03/2021	13867	Holiday Station	-144.32
11/03/2021	13868	Huebsch	-60.41
11/03/2021	13869	Joe G. Ruhland	-240.00
11/03/2021	13870	Kennedy & Graven, Chartered	-92.50
11/03/2021	13871	Minnesota State High School League	-300.00
11/03/2021	13872	Peter James Hayes	-240.00
11/03/2021	13873	Preferred One Insurance Co.	-6,125.66
11/03/2021	13874	Presto Graphics	-275.85
11/03/2021	13875	T-Mobile	-92.73
11/03/2021	13876	The Lincoln National Life Ins. Co.	-556.21
11/03/2021	13877	Timesavers	-228.75
11/03/2021	13878	Timothy Anderson	-160.00
11/03/2021	13879	U.S. Bank Corporate	-1,348.02
11/03/2021	13880	Xcel Energy	-1,041.09
11/05/2021	13881	Associated Bank	-132.90
11/05/2021	13882	HealthEquity Inc.	-493.56
11/05/2021	W D	Minnesota State Retirement System	-650.00
11/05/2021	W D	PERA	-3,221.61
11/17/2021	13883	Andover High School	-300.00
11/17/2021	13884	AT&T Mobility	-688.14
11/17/2021	13885	Barna, Guzy & Steffen, LTD	-60.00
11/17/2021	13886	CenterPoint Energy	-89.62
11/17/2021	13887	City of Andover	-1,048.13
11/17/2021	13888	City of Champlin	-240.32
11/17/2021	13889	Comcast 2	-489.44
11/17/2021	13890	Coordinated Business Systems, LTD	-728.00
11/17/2021	13891	Creative Forms & Concepts	-107.16
11/17/2021	13892	Huebsch	-92.41
11/17/2021	13893	James R. Erickson	-80.00
11/17/2021	13894	League of MN Cities Insurance Trust	-48.00
11/17/2021	13895	Maza Technologies, LLC	-1,656.60
11/17/2021	13896	NAC Building Solutions	-305.54

Quad Cities Communications Commission

Bill Payment List

November 2021

DATE	NUM	VENDOR	AMOUNT
11/17/2021	13897	Securitas Electronic Security Inc.	-402.27
11/17/2021	13898	Strategic Hawks, Ilc	-160.00
11/17/2021	13899	Verizon	-125.07
11/17/2021	13900	Vividly Clean Inc.	-579.63
11/19/2021	13901	Associated Bank	-132.90
11/19/2021	13902	HealthEquity Inc.	-493.86
11/19/2021	W D	Minnesota State Retirement System	-650.00
11/19/2021	W D	PERA	-3,197.44
11/24/2021	13903	Amazon	-696.57
11/24/2021	13904	Comcast Cable	-875.58
11/24/2021	13905	The Lincoln National Life Ins. Co.	-556.21
Total for Quad Cities Commission			\$ -38,343.58

4.3 Executive Director's Report

January 12, 2022

To: Commissioners

From: Karen George, Executive Director

Strategic Plan

Staff completed two strategic plan retreat sessions: a 2021 year-end review and a 2022 year-ahead planning. The 2021 review report will be provided to the commission at the January meeting. Commissioners requested a mid-point check in on the 5-Year Strategic Plan and that is tentatively scheduled for March 2022. The Strategic Plan can be viewed at: <http://qctv.org/wp-content/uploads/2019/12/Strategic-Plan-and-Direction.pdf>

2022 Budget

Staff completed year end 2021 financial reports and input 2022 operating budget. The Budget Committee met to provide input on the operating budget and to review the staff draft prior to presentation to the commission and final adoption in November.

Payroll Audit

The 2021 internal payroll audit was completed in early January.

2021 Audit

The 2021 audit work has commenced.

City CIP Grants

The annual CIP grants to member cities for 2022 has been approved for \$20,000 to each city. Payment will be made first quarter 2022.

2022 Capital Investment Planning

Technology staff, with input from city staff and QCTV staff, have been plotting out the major capital investment projects for 2022. The 2022 CIP budget is \$1,250,250. Many of these upgrades have been previewed with the commission at the September work session. Staff will present the projected timeline for these major projects at the January commission meeting.

Drone Purchase and Training

Staff completed the purchase of multiple drones for producer use. QCTV staff are completing required FAA online training individually.

Franchise Fee Audit

Ashpaugh & Sculco, CPAs (A&S) finalized the audit of Comcast fees and the commission accepted the audit at the May 2021 meeting. Staff has met with Comcast in 2021. Staff sent to Comcast a request for payment of undisputed items and further requested company response on disputed items. The Comcast response with payment of undisputed items was received in late October 2021. Staff has made payment to Comcast for the audit finding of Comcast overpayment of annual equipment grant. Both parties will meet in early 2022 for further discussion on the disputed audit findings and will report back to the commission at a later date. The toll agreement has been extended to April 2022 to secure resolution.

City Remote Meeting Equipment Upgrades

Prior to the pandemic onset in 2020, QCTV had research and presented a base plan for city hall equipment upgrades to manage remote meeting participation within the Minnesota Open Meeting law requirement and city policy. Government meetings are using this technology for serving a changed need and future expectation to continue remote participation. This item was discussed by the commission at the March and September work sessions. Staff has been meeting with city staff to assess needs unique to each city. Staff received direction to proceed with a grant process for installation of customized equipment at each city hall. The 2022 capital improvement plan will be reviewed at the January meeting.

Annual Programing Work Session March 17

The Commission programming work session is scheduled for March 17 prior to the regular commission meeting. Staff will present annual statistics and a report on the first year of the Social Media First strategy implementation.

Healthcare Renewal

The healthcare renewal and open enrollment process was completed in November.

Anoka Area Chamber of Commerce

QCTV is an annual sponsor of the chamber's gala event scheduled for February 25. Additionally, QCTV staff works collaboratively with the Chamber of Commerce for the annual State of the Cities event scheduled for February 8. The monthly show taping continues and I remain a Chamber Ambassador attending new business openings in the area.

In appreciation

On a personal note, I'd like to acknowledge the support extended to me in the past month following the death of my mother. My co-workers continued to perform quality work in my absence and are supportive of me in this difficult time. I am grateful to the commission for their leadership and continued support.

Action Requested: Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

November 30, 2021

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of November, we produced 19 live government meetings; 4 were cancelled.

Regular productions included 3 live episodes of *The Post* involving 16 pre-produced stories and several local promos and PSA's featuring our member cities and live reports during each weekly show. These segments are distributed on social media per our strategic plan.

We produced *The Chamber Report* in our studio. We produced *The District Court Show* via zoom.

Winter sports continued this month with football section games and regular Girl's hockey games.

We brought our viewers live coverage of two of The Minnesota Department of Health's press conferences.

We carried a Veteran's Day program that featured local dignitaries.

Procured programming includes *Inside Health Care* and several holiday concerts from the Roseville Area High School. We are also carrying *The Chardon Polka Band's Holiday Extravaganza*, produced by a sister station.

Testimonials:

“Thank you, Katherine. I appreciate our relationship with QCTV and your clear and gentle communication with us to keep us all straight.”

- Gretchen Sabel, President- League of Women Voters ABC.

“Hi Karen. I just wanted to send a final note of thanks to the QCTV crew for their support of the 2021 Halloween Festival. Their support of this historical celebration is remarkable. Until 2022.”

- Angie, Anoka Halloween

“Thank you Winter for filming Anoka Conservation District’s 75th Anniversary Tree Planting! We are so thankful you were able to be there and look forward to seeing the completed video on QCTV!”

- Emily Johnson, Anoka Conservation District

QCCCC Agenda Item

4.3.1 Operations Report

December 30, 2021

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of December, we produced 13 live government meetings; 10 were cancelled.

Regular productions included 3 live episodes of *The Post* involving 18 pre-produced stories and several local promos and PSA's featuring our member cities and live reports during each weekly show. We also produced a *Best of the Post 2021* to playback over the holidays. These segments are distributed on social media per our strategic plan.

We produced *The Chamber Report* and *Game Sharks* in our studio. Via zoom, we produced *The District Court Show* and *Spotlight on Issue: Voting Rights Legislation* with the League of Women Voters ABC.

Winter sports continued this month with 6 sports shoots and two others produced by our sister stations. We also completed our winter *At the Half* show that featured Anoka's Gymnastics team, Andover's Dance team, and Champlin Park's Alpine Ski team. We carried several games by our sister stations as well.

We produced a Christmas concert with Champlin Park High School's Orchestra. We carried several other holiday programs produced by sister stations including *A Holiday Gathering* by the Shoreview Northern Lights Variety Band.

We carried a live show from the St. Paul Cathedral that featured local deacons being ordained. We also played back *Inside Health* and *Democratic Visions* produced by sister stations.

We piloted two movie review segments as a YouTube exclusive to drive traffic to our YouTube page and they did well.

We spent time in our studio improving our lighting.

Testimonials:

“Thank you for everything Cory! The videos look great and tell the story of the changes we are trying to make at Anoka. I shared with our principals and there was nothing but great feedback! We hope to work with you in the future!”

- Ismail Lomumba, Assistant Principal, Anoka Middle School

“Seamus and Katherine- Congratulations on your awards! Well deserved. Thanks for all your hard work in showcasing our cities.”

- Pam Bowman, Communications Manager, Anoka

“Congratulations on your recent awards. Thankful to have such a wonderful crew over at QCTV. Looking forward to 2022 together!”

- Ashley Wagner, Communications Director, Champlin

“Way to go QCTV team! We are so fortunate to have a great team of reporters helping us promote city happenings. Thank you always!”

- Megan Thorstad, Communications and Events Coordinator, Ramsey

“Hi Katherine- Thanks for the *Live and Local: Ramsey* show. Our staff had praise for the work your QCTV staff does.”

Kurt Ulrich, City Administrator, Ramsey

QCCCC Agenda Item
4.3.2 Technology Report

January 10, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: November 2021 Technology Report

General Items:

CJ and I attended the AVI-Live conference and trade show at Target Field. We spoke to various representatives from A/V manufacturers and got to look at some new equipment.

I ordered all capital items approved by the Commission at their November 2021 meeting.

I met with Jim Dickinson at Andover and Clark Palmer at Anoka to look at alternate remote meeting rooms at City Hall. We talked about city staff issues and what, if any, technology solutions might be available.

Equipment Issues:

QCTV Equipment

CJ and I upgraded the QCTV Comcast Business internet account from 300/25 to 600/35. A Comcast technician changed the cable modem and updated the programming. The important change we will see is the 35Mbps upload speed. This 10Mbps increase should improve our live webstreaming. 35Mbps is the fastest upload speed Comcast offers with their business cable modems.

City Equipment

Champlin. Crestron equipment returned from repair. Still seeing an issue on one device and we will send that back in.

General. CJ met with the QCTV City Meeting Producers to get their input on equipment changes to the city control rooms. Technology staff will continue to update and take input from staff.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

January 10, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: December 2021 Technology Report

General Items:

Capital purchases update. Dell computers and monitors are all in the building. One of the two Apple laptops arrived. The Ross production switcher frame arrived, and Taylor installed it in the truck. The switcher control panel is due to arrive late January or early February.

Seamus and I brought the truck in for the new graphic truck wrap at the end of December and picked it up a few days later.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Champlin. Creston presentation equipment reinstalled and functioning. Repair part for Panasonic camera is back ordered from the manufacturer. We will continue to use spare camera from the REMO system until the repair is completed.

Comcast Equipment

No issues to report for this period.

Action Requested: None.



January 12, 2022

To: Karen George, Executive Director

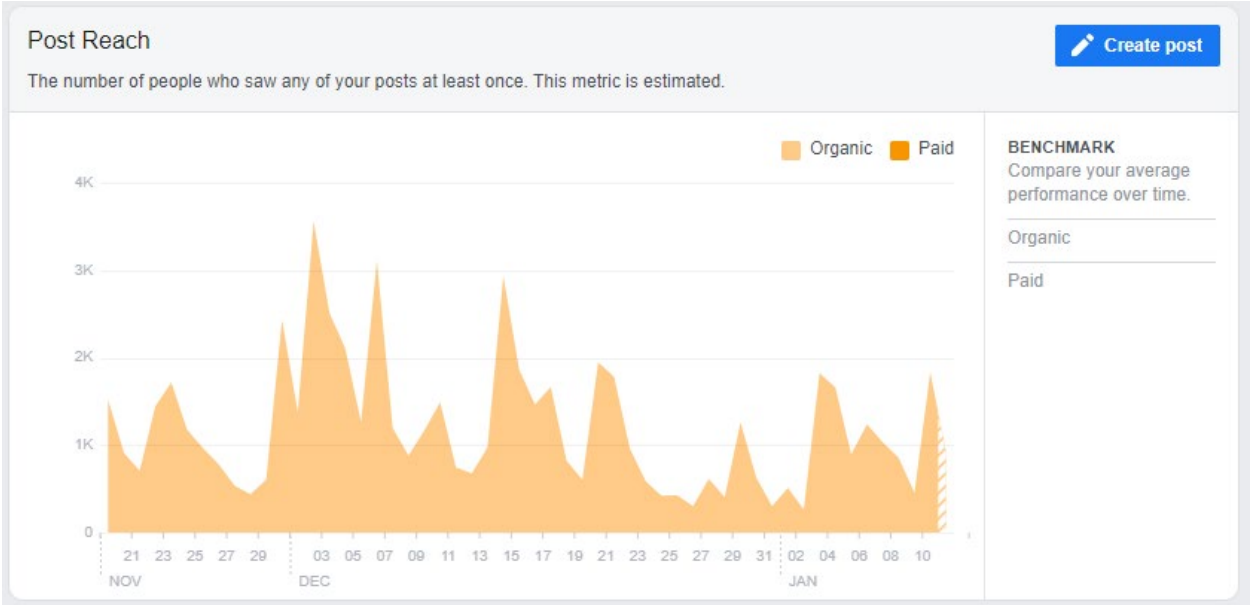
From: Seamus Burke, Social Media/Communications Coordinator

QCTV continues to post daily to Facebook, Instagram and Twitter, posting occasionally to LinkedIn as needed. QCTV has also continued uploading segments from its programs to its YouTube channel. Segments from *The Chamber Report* have also been posted to LinkedIn where QCTV tags relevant businesses/interviewees in the post which has generated high engagement. We also continued to see success livestreaming sporting events and *Live and Local* to YouTube, with routinely high viewership. Additionally, QCTV piloted two new short-form programs which air on YouTube first. The first of these is a movie review program, and the second is a conversational interview series called *Let's Have a Snack*.

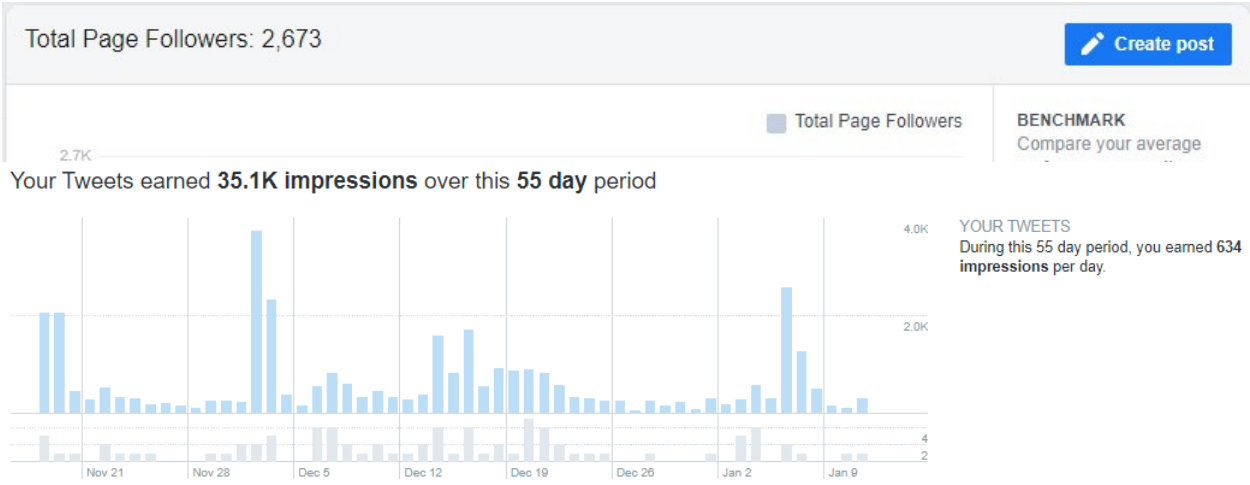
During December, the mobile production truck's exterior wrap was removed and replaced. This new wrap features refreshed graphics, and new information to help people find where to watch QCTV programming. This capital expense was approved by the commission in September 2021, and all work is now complete.

We have continued to grow our follower base and reach across social media platforms. I have provided some key analytics from various sites below. All data represents activity/growth between the date of the last Commission meeting (Nov. 18th, 2021) and the date of writing this report (January 11th, 2022). See next page.

Facebook Reach:



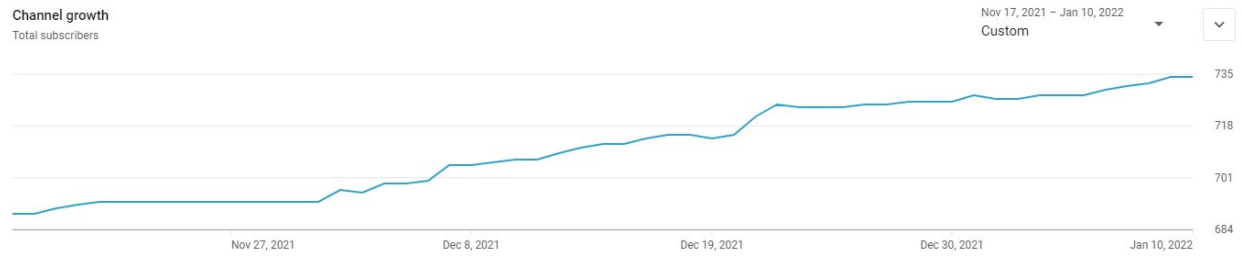
Facebook Followers (194 new):



Top Tweets:

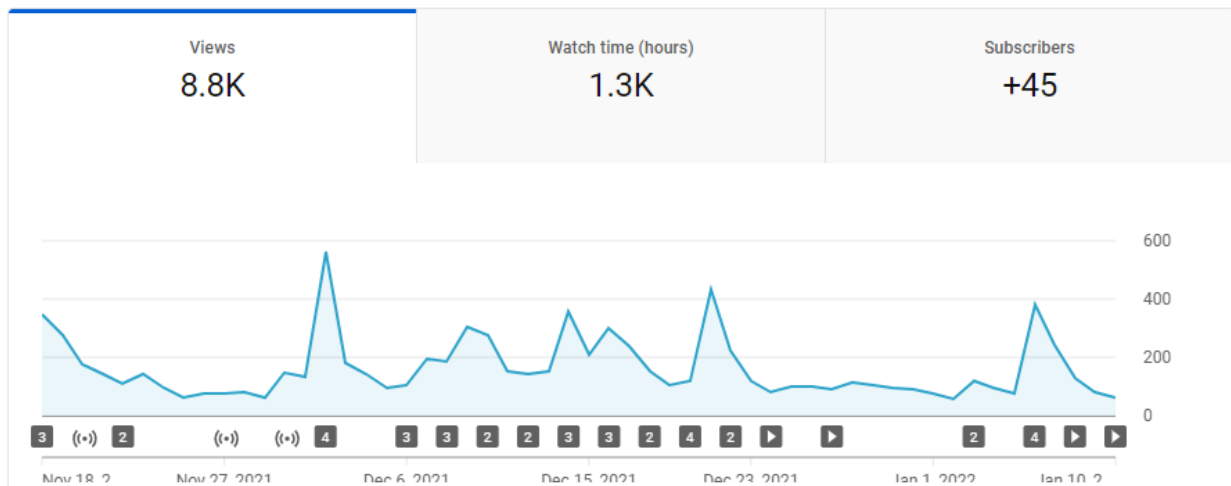
Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate	Engagements
							Showing 55 days with daily frequency
							Engagement rate
							2.3%
							2.3% engagement rate
							Link clicks
							298
							0 link clicks
							On average, you earned 5 link clicks per day
							Retweets without comments
							44
							0 Retweets without comments
							On average, you earned 1 Retweets without comments per day
							Likes
							87
							2 likes

YouTube Subscribers – 734 (45 new):

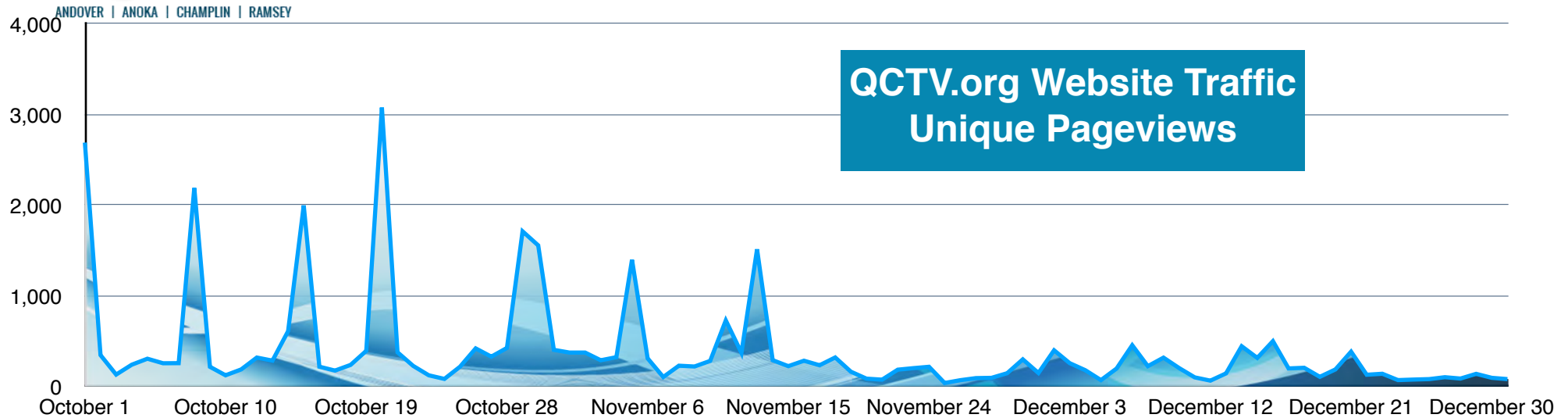


YouTube Views:

In the selected period, your channel got 8,779 views



2021 Quarter 4 Programming Stats




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

Top Ways Users Find QCTV.org

1	Direct	5,144
2	Searches (Google, etc.)	3,639
3	From Social Media	1,977

Top 10 Pages

1	Homepage	7,315
2	Sports	4,317
3	Live - Community Channel	3,581
4	Anoka	1,497
5	Andover	1,336
6	Program Guide	998
7	Programs	645
8	The Post	702
9	Ramsey	620
10	Live and Local	565



Nov 13, 2021
Amoré Antiques has been a ...
Post
Reach 10.3K

Nov 4, 2021
We've got a huge game comi...
Post
Reach 7K

Nov 5, 2021
Andover Huskies Football A...
Post
Link clicks 761

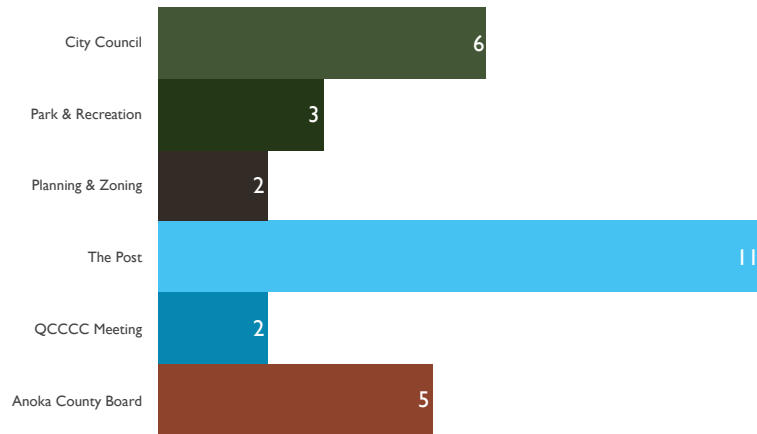
Nov 4, 2021
We've got a huge game comi...
Post
Link clicks 759

Oct 22, 2021
We stopped by Nucky's Spea...
Post
Link clicks 572

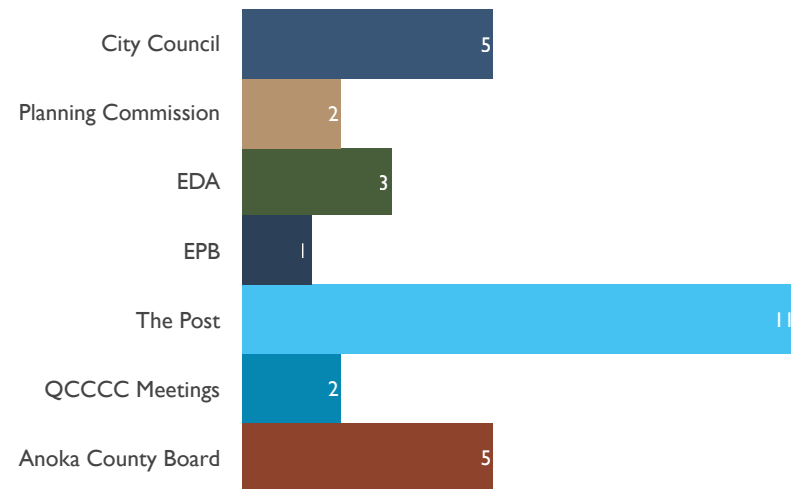
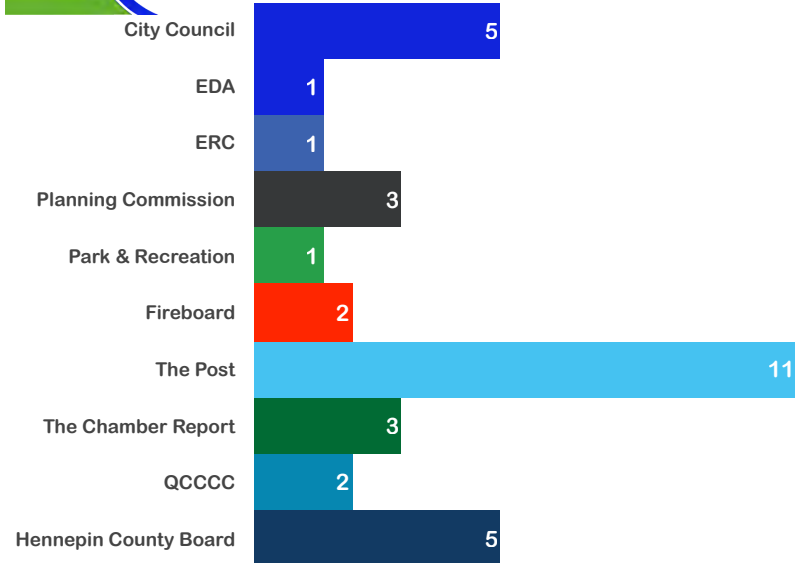
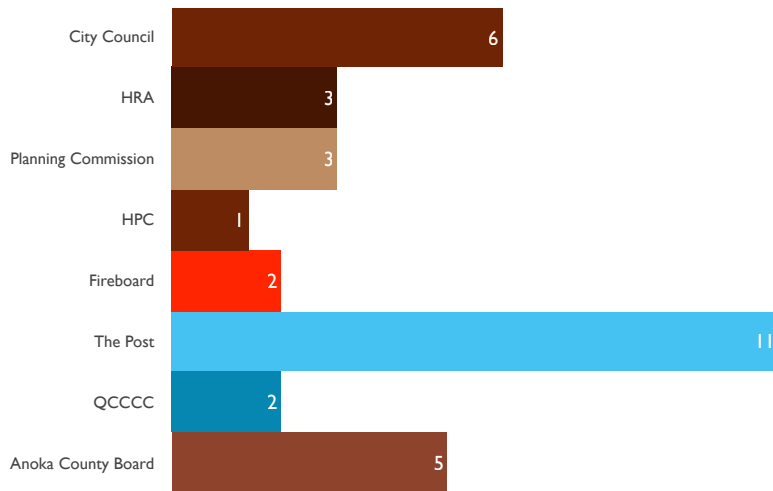
Oct 7, 2021
Andover High School is prou...
Post
Link clicks 424

Nov 1, 2021
What a great weekend cover...
Post
Link clicks 651

Dec 3, 2021
There are a lot of hidden ge...
Post
Link clicks 283



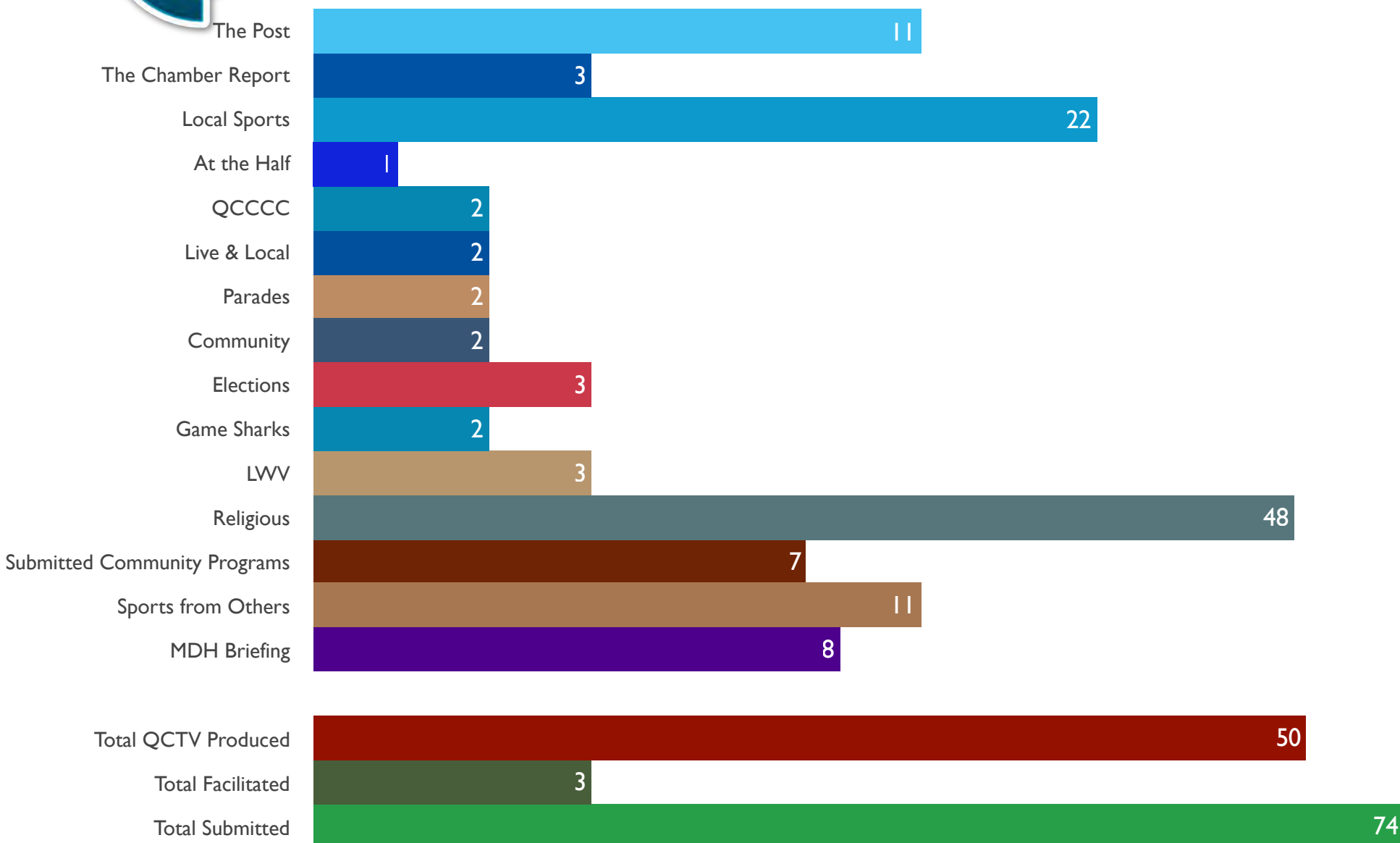
City Channel Programming



2021 Q4



Community Channel Programming



Number of New Shows - 53

New Submitted Shows - 74

2021 Q4

QCCCC Agenda Item

4.4 Commission Organization Items

January 7, 2022

To: Commissioners

From: Karen George, Executive Director

The commission elects officers and appoints committee members the first quarter of each year following a city election. This being an odd-year, there were no regularly scheduled city elections and therefore, no changes to the commission proposed.

Meeting date and time

The Quad Cities Cable Communications Commission meets the third Thursday of every-other month at 11 am in the City of Ramsey Council Chambers. See attachment.

Commissioner per diem

The commissioners receive per diem payments for attending commission and committee meetings. Commissioners per diem rates for 2022 are:

Commission meeting or work session: \$40 per meeting

Commission committee meeting (*when not combined with regular meeting*): \$40.

Commission Officers

Chair – Kurt Ulrich

Vice-Chair – Bret Heitkamp

Secretary – Erik Skogquist

Treasurer – Jim Dickinson

Committee appointments

Personnel Committee

Jamie Barthel, Andover

Erik Skogquist, Anoka

Tom Moe, Champlin

Kurt Ulrich, Ramsey

Budget Committee

Jim Dickinson, Andover

Greg Lee, Anoka

Bret Heitkamp, Champlin

Matt Woestehoff, Ramsey

Action Options:

Options Regarding Election and Appointments

- Elect new officers
- Appoint new committee members
- Affirm current officers and committee appointments
- No action, appointments stand as current

Options Regarding Per Diem

- Change per diem rate
- Affirm current per diem rate (\$40 per meeting)
- No action, 2022 per diem rate remains unchanged

Other Organization Items

Designate Depository – Agenda item 5.1 for January 20, 2022 commission meeting.

City CIP Payment – The 2022 member city CIP payment is \$20,000 – approved with budget action at the November 18, 2021 commission meeting.

Quad Cities Cable Communications Commission 2022 Meeting Plan

January 20

Commission Meeting
Designate depository

March 17

Commission Worksession: Programming (9:30 am)
Commission Meeting

April TBD

Personnel Committee: Annual review
Budget Committee: City CIP and Audit Review

May 19

Commission Meeting

May or June TBD

Commission/Staff Event

July 21

Commission Meeting

September 15

Commission Worksession: Technology (9:30 am)
Commission Meeting

October TBD

Budget Committee: 2023 Proposed Budget Review

November 17

Commission Meeting – Budget and CIP approval

December TBD

Commission/Staff Event

QCCCC Agenda Item

5.1 Designated Depository

January 10, 2022

To: Commissioners

From: Karen George, Executive Director

The Minnesota Statutes sets forth the procedures for the deposit of public funds which include requiring Quad Cities Cable Communications Commission to annually designate the official depositories for Commission funds and manage the collateral pledged to such funds. Other financial institutions are, from time to time, able to pay the Commission interest rates on deposits that are greater than can be obtained from the official depository.

Staff recommends the commission designate US Bank as the official depository for 2022; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2022 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

Action Requested: Designate depository

Motion to designate US Bank as the official depository for 2022; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2022 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

QCCCC Agenda Item

5.2 2022 Budget Amendment

January 10, 2022

To: Commissioners

From: Karen George, Executive Director

QCTV CIP

The Quad Cities Cable Communications Commission adopts an annual operating budget. The commission also annually reviews the 5-Year Capital Improvement Plan but then grants staff the authority to make capital purchases by project submission to the commission.

The 2022 CIP amount is projected at \$1,250,250. Therefore, this budget amendment will roll that into the operating budget. Both revenue and expenditure budgets will be adjusted by \$1,250,250. QCTV staff will continue to present each capital investment project to the commission for approval prior to expenditure of the capital reserve funds.

Action Requested: Motion to amend the 2022 Operating Budget by \$1,250,250.

5.3 Technology Projects 2022 Outlook

January 10, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Overview:

Background

Technology staff presented the 2021 Annual Technology Update and outline some of the technology projects planned for 2022. There are five major projects to complete.

1. City Hall Production Equipment replacement
2. Auxiliary meeting equipment to facilitate city staff produced meetings, open houses, and resident forums.
3. Website Rebuild
4. Master control equipment replacement (Cablecast)
5. Closed Captioning

The order of the projects is based on how they affect and interact with each other.

Project Specifics:

City Hall Production Equipment Replacement (Start in Quarter 1)

This project is first to allow for the greatest flexibility in installation and to allow more time for potential back ordered components. A report on this planned capital project follows later in the agenda.

Auxiliary meeting equipment (Start in Quarter 2)

This project is city driven. The scheduling and implementation is open but staff suggests beginning in quarter 2. This is an unplanned capital expense. Tech staff recommends \$60,000.00 a base equipment grant of \$15,000 to each city.

Website Rebuild (www.qctv.org) (Start in Quarter 2 - 3)

QCTV launched the current version of the website in January of 2016. The video content of the website is pulled from the Cablecast VOD server. Newer software is now available for the Cablecast system but before that can be used the underlying code of the website needs to be rewritten. Once the website is updated, we are in the best position to update all of the Cablecast channel automation equipment. This is a planned capital investment.

Master Control Equipment (Cablecast) (Start in Quarter 3)

The majority of the Cablecast equipment is from 2015. The replacement of this equipment is part of the five-year capital plan. Updates to the website need to be completed before this new equipment can be used.

Closed Captioning

(Start in Quarter 3)

The Cable Commission directed Technology staff to get more information and estimated pricing for captioning live government meetings. As presented in November of 2021, the captioning equipment would be installed at QCTV in the machine room. While this equipment could be installed before the Cablecast equipment, staff feel it would be more prudent to either install the Closed Captioning equipment in tandem with the Cablecast equipment or after.

Action Requested: None.

QCCCC Agenda Item

5.4 Capital Request – City Hall Meeting Equipment Replacement

January 20th, 2022

To: Karen George, Executive Director

From: CJ Luck, Technology Support Specialist (Master Control)

John Sommer, Technology Manager

Subject: Capital Expenditure Request

Request for Capital Expenditure

Project: Planned upgrades and replacements for city hall production systems per the five-year capital plan.

2022 Capital Budgeted Amount:

City Equipment – Production Equipment \$500,000

City Equipment – Rack Cabinets or Desk \$60,000

Overview:

The Rushworks VDesk video production switchers were installed in 2014. Since then, other elements of the city hall systems have been upgraded over the years. The cameras were replaced in 2017 enabling the transition from Standard Definition to High Definition production. The presentation systems and audio systems were upgraded in 2018. Additions were made to those systems to support remote meeting participation in 2020.

The VDesk machines are starting to show their age. They are Windows 7 based PCs with hardware and software that allow them to function as video switchers, and they have limited features. Staff has selected the Ross Video Carbonite Black Solo video production switcher and the included XPression graphics software package and other necessary equipment to replace the Rushworks VDesk systems. QCTV already has Carbonite and XPression based systems in the studio and production truck. Installing similar systems at the city halls will be cost effective for technical support and staff training efficiency.

5.4 Capital Request – City Hall Meeting Equipment Replacement

Timeline and Scope:

2021 – Technology Staff identified the need to upgrade the production systems and began to plan for and design the new system

January 2022 – Staff solicited quotes from vendors for equipment purchases and services. This capital expenditure request will cover these expenses. If approved, equipment will be purchased for all 4 cities and spare equipment will also be purchased at once to accommodate unpredictable shipping delays.

February 2022-December 2022 – Remaining project timeline will be dependent on each city's council chambers schedule and equipment availability as to when the installation will take place. Technology staff will also coordinate with contractors.

Based on the recurring meeting schedule data we have at this time, the proposed dates for each city are as follows:

Andover:	Wednesday, March 23 rd – Monday, April 4 th , 2022	(9 Business Days)
Anoka:	Tuesday, May 17 th – Friday, June 3 rd , 2022	(14 Business Days)
Champlin:	Tuesday, August 23 rd – Friday, September 2 nd , 2022	(9 Business Days)
Ramsey:	Wednesday, September 28 th – Monday, October 10 th , 2022	(9 Business Days)

Expenditure: Replace aging video switchers and purchase new terminal equipment to update the council chambers production systems.

Expected Life Span: 6 Years or more

Estimated Completion: Dec. 2022

Sufficient funds exist in the 2022 capital expenditure budget of \$500,000

Attachment A shows all quotes received from all vendors.

Attachment B shows the selected vendor for each item and includes the totals to be spent with each vendor at the end of the document.

Action Considerations:

- Approve expenditures as presented
- Delay equipment purchases pending further review.

Action Recommendations:

1. **Motion to approve equipment purchases and contract services from various vendors in the amount of \$191,995.60 +5% for miscellaneous needs and shipping, using five-year capital plan funds.**
2. **Motion to approve auxiliary mounting hardware not to exceed the amount of \$20,000, using five-year capital plan funds.**

Attachment A: All Vendor Responses

[illegible]

Anoka

[illegible]

Attachment A: All Vendor Responses

[illegible]

Ramsey

[illegible]

Spares and Global Purchases												
Line	Type	Equipment	Model Number	Quantity	Alpha Video	Avi Systems	Z-Systems	MTG	B & H	Maza	CDW	Vendor Price
1	PTZ Camera	Panasonic UHD PTZ Camera	AW-UE70KPJ	1	\$ 4,227.90	\$ 4,781.00	\$ 4,655.66	\$ 5,256.00	\$ 4,633.29			\$ 4,227.90
2		Panasonic Wall Mount	FEC-40WMK	1	\$ 153.33	\$ 153.33	\$ 148.26	\$ 178.00	\$ 147.55			\$ 148.26
3		NDI HX License	FG-001997-R001	1	\$ 283.26	\$ 266.00		\$ 359.00	\$ 258.34			\$ 283.26
4	Camera Controller	Panasonic Remote Camera Controller	AW-RP150GJ5	1	\$ 3,870.90	\$ 4,379.00	\$ 4,262.54	\$ 4,794.00	\$ 4,242.06			\$ 3,870.90
5		Panasonic Controller Power Supply	AW-PS551P	1	\$ 654.44	\$ 655.00	\$ 636.85	\$ 702.00	\$ 633.80			\$ 633.80
6	Video Switcher	Ross Video Carbonite Black Solo 13 Input Switcher	CBF-113	1	\$ 4,144.74	\$ 4,200.00	\$ 4,049.19	\$ 5,038.00				\$ 4,049.19
7		Ross Video Carbonite Control Panel	CB9-PANEL	1	\$ 3,817.26	\$ 4,116.00	\$ 3,968.19	\$ 4,937.00	\$ 3,967.92			\$ 3,817.26
8		Redundant Power Supply for Panel	PSU-12V4A-2PIN	1	\$ 278.23	\$ 300.00	\$ 288.36	\$ 388.00	\$ 321.84			\$ 278.23
9	Terminal Gear	Ross Video Terminal Gear Frame	OGX-FR-CN-P	1	\$ 1,676.03	\$ 2,236.00	\$ 1,663.74	\$ 1,972.00				\$ 1,663.74
10		Redundant Power Supply	OG-X-PS	1	\$ 549.54	\$ 732.00	\$ 549.99	\$ 718.00	\$ 623.32			\$ 549.54
11		Sync Generator	SPG-8260	1	\$ 1,739.84	\$ 1,806.00	\$ 1,828.98		\$ 1,828.44			\$ 1,739.84
12		Audio Mux	OG-3G-AMA	1	\$ 666.93	\$ 783.00	\$ 736.29		\$ 676.35			\$ 666.93
13		SDI Distribution Amplifiers	OG-3GDA-1x9	2	\$ 417.48	\$ 491.00	\$ 460.89		\$ 421.20			\$ 834.96
14		Digital to Analog Converters	CONVOPEGASA	2		\$ 467.50	\$ 427.68					\$ 855.36
15		Fiber Tranciever	OG-FIDO-TR	1	\$ 542.21	\$ 637.00	\$ 598.59		\$ 549.99			\$ 542.21
16	Master Record	AJA HELO	HELO	1	\$ 1,026.45	\$ 1,206.00	\$ 1,101.71	\$ 1,399.00	\$ 1,048.95			\$ 1,026.45
17	Audio Meter and Video Scope	Blackmagic Smart Scope	HDL-SMTWSCOPEDU04K2	1	\$ 711.32	\$ 751.00	\$ 686.88	\$ 763.00	\$ 686.88			\$ 686.88
18	Computer	Dell Desktop	Precision 5820	1						\$ 3,122.00	\$ 3,749.75	\$ 3,122.00
19	File Storage	Synology NAS + 2 WD 4TB HDDs	DS220j	1	\$ 428.92				\$ 359.97			\$ 359.97
20	Speakers	for Control Room: Mackie	CR3-X	1	\$ 82.59	\$ 83.00	\$ 81.51	\$ 91.00	\$ 71.59			\$ 71.59
21	Additional Systems Control	El Gato Stream Deck XL	10GAT9901	1	\$ 258.99	\$ 278.00		\$ 249.99	\$ 249.99			\$ 249.99
22	Audio DSP	Tesira DSP Frame with AVB Card	SERVER-IO AVB	1	\$ 4,450.55	\$ 4,500.00		\$ 5,062.50				\$ 4,450.55
23		Dante I/O Card	TESIRA DAN-1	1	\$ 906.59	\$ 917.00		\$ 923.75				\$ 906.59
24		4-Channel Analog Input Card	TESIRA SEC-4	5	\$ 450.55	\$ 456.00		\$ 512.50				\$ 2,252.75
25		4-Channel Analog Output Card	TESIRA SOC-4	5	\$ 197.80	\$ 200.00		\$ 225.00				\$ 989.00
26		VOIP Codec Card	TESIRA SVC-2	1	\$ 390.11	\$ 395.00		\$ 443.75				\$ 390.11
27	Video Cabling	1000 feet HDSDI Cable	Belden 1855A	1	\$ 296.00	\$ 650.00		\$ 590.00	\$ 358.96			\$ 296.00
28	Tools	1855A BNC Crimper: Greenlee	PA1289	2	\$ 68.60	\$ 62.00			\$ 53.34			\$ 106.68
29	Zoom Computer	Dell MiniPC	Precision 3240	1						\$ 1,245.00	\$ 1,348.42	\$ 1,245.00
30	Network Switch	Netgear: POE+ and AVB Capable	GSM4230P-100NAS	1	\$ 1,020.79	\$ 885.00		\$ 875.00	\$ 931.49			\$ 885.00
31		AVB License	AVB4230P-100005	1	\$ 368.40	\$ 350.00		\$ 435.00	\$ 337.46			\$ 350.00
32	Zoom Interfaces	AJA: Video Capture	UTAP-SDI	1	\$ 292.75	\$ 334.00	\$ 279.45	\$ 345.00	\$ 295.65			\$ 279.45
33		Tesira: Audio I/O	EX-UBT	1	\$ 423.08	\$ 428.00		\$ 481.25				\$ 423.08
34		AJA: Video output Coverter	ROI-HDMI	1	\$ 828.35	\$ 973.00	\$ 805.95	\$ 1,129.00	\$ 846.45			\$ 828.35
35	Backup Power	CyberPower UPS	OR2200LCDRT2U	1	\$ 580.50	\$ 414.00			\$ 484.33			\$ 414.00
36		CyberPowerMonitoring Card	RMCARD205	1	\$ 192.06	\$ 182.00			\$ 160.22			\$ 182.00
37	Contract Services	Control System Reprogramming Project Mgmt		1	\$ 380.00							\$ 380.00
Subtotal												\$ 44,056.82

	= Best Price
*	= Amazon Price

Grand Total	\$ 191,995.60
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Andover												
Line	Type	Equipment	Model Number	Quantity	Alpha Video	Avi Systems	Z-Systems	MTG	B & H	Maza	CDW	Vendor Price
1	PTZ Camera	Panasonic UHD PTZ Camera	AW-UE70KPJ	1	\$ 4,227.90							\$ 4,227.90
2		Panasonic Wall Mount	FEC-40WMK	1			\$ 148.26					\$ 148.26
3		NDI HX License	FG-001997-R001	1	\$ 283.26							\$ 283.26
4	Camera Controller	Panasonic Remote Camera Controller	AW-RP150GJ5	1	\$ 3,870.90							\$ 3,870.90
5		Panasonic Controller Power Supply	AW-PS551P	1					\$ 633.80			\$ 633.80
6	Video Switcher	Ross Video Carbonite Black Solo 13 Input Switcher	CBF-113	1			\$ 4,049.19					\$ 4,049.19
7		Ross Video Carbonite Control Panel	CB9-PANEL	1	\$ 3,817.26							\$ 3,817.26
8		Redundant Power Supply for Panel	PSU-12V4A-2PIN	1	\$ 278.23							\$ 278.23
9	Terminal Gear	Ross Video Terminal Gear Frame	OGX-FR-CN-P	1			\$ 1,663.74					\$ 1,663.74
10		Redundant Power Supply	OG-X-PS	1	\$ 549.54							\$ 549.54
11		Sync Generator	SPG-8260	1	\$ 1,739.84							\$ 1,739.84
12		Audio Mux	OG-3G-AMA	1	\$ 666.93							\$ 666.93
13		SDI Distribution Amplifiers	OG-3GDA-1x9	2	\$ 417.48							\$ 834.96
14		HDMI Distribution Amplifier: Xantech	XT-SP14-4K18G	1		\$ 40.00						\$ 40.00
15		Digital to Analog Converters	CONVOPENGASA	2			\$ 427.68					\$ 855.36
16	Master Record	AJA HELO	HELO	1	\$ 1,026.45							\$ 1,026.45
17	Audio Meter and Video Scope	Blackmagic Smart Scope	HDL-SMTWSCOPEDU04K2	1			\$ 686.88					\$ 686.88
18	Computer	Dell Desktop	Precision 5820	1						\$ 3,122.00		\$ 3,122.00
19	Monitors	Multiviewer NEC 43"	E437Q	1		\$ 665.00						\$ 665.00
20		Computer Monitors Planar 22"	PCT2235	2			\$ 199.26					\$ 398.52
21		Backup Record Vizio 24"	Vizio D24h-J09	1		\$ 129.00						\$ 129.00
22	File Storage	Synology NAS + 2 WD 4TB HDDs	DS220j	1					\$ 359.97			\$ 359.97
23	Speakers	for Control Room: Mackie	CR3-X	1					\$ 71.59			\$ 71.59
24	Additional Systems Control	El Gato Stream Deck XL	10GAT9901	1					\$ 249.99			\$ 249.99
25	Backup Power	CyberPower UPS	OR2200LCDRT2U	1		\$ 414.00						\$ 414.00
26		CyberPowerMonitoring Card	RMCARD205	1		\$ 182.00						\$ 182.00
27	Contract Services	Camera Cable Runs		1				\$ 3,368.00				\$ 3,368.00
28		Control System Reprogramming		1	\$ 2,475.00							\$ 2,475.00
Subtotal					\$ 19,770.27	\$ 1,430.00	\$ 7,801.95	\$ 3,368.00	\$ 1,315.35	\$ 3,122.00	\$ -	\$ 36,807.57
Anoka												
Line	Type	Equipment	Model Number	Quantity	Alpha Video	Avi Systems	Z-Systems	MTG	B & H	Maza	CDW	Vendor Price
1	PTZ Camera	Panasonic UHD PTZ Camera	AW-UE70KPJ	1	\$ 4,227.90							\$ 4,227.90
2		Panasonic Wall Mount	FEC-40WMK	1			\$ 148.26					\$ 148.26
3		NDI HX License	FG-001997-R001	1	\$ 283.26							\$ 283.26
4	Camera Controller	Panasonic Remote Camera Controller	AW-RP150GJ5	1	\$ 3,870.90							\$ 3,870.90
5		Panasonic Controller Power Supply	AW-PS551P	1					\$ 633.80			\$ 633.80
6	Video Switcher	Ross Video Carbonite Black Solo 13 Input Switcher	CBF-113	1			\$ 4,049.19					\$ 4,049.19
7		Ross Video Carbonite Control Panel	CB9-PANEL	1	\$ 3,817.26							\$ 3,817.26
8		Redundant Power Supply for Panel	PSU-12V4A-2PIN	1	\$ 278.23							\$ 278.23
9	Terminal Gear	Ross Video Terminal Gear Frame	OGX-FR-CN-P	1			\$ 1,663.74					\$ 1,663.74
10		Redundant Power Supply	OG-X-PS	1	\$ 549.54							\$ 549.54
11		Sync Generator	SPG-8260	1	\$ 1,739.84							\$ 1,739.84
12		Audio Mux	OG-3G-AMA	1	\$ 666.93							\$ 666.93
13		SDI Distribution Amplifiers	OG-3GDA-1x9	2	\$ 417.48							\$ 834.96
14		HDMI Distribution Amplifier: Xantech	XT-SP14-4K18G	1		\$ 40.00						\$ 40.00
15		Digital to Analog Converters	CONVOPENGASA	2			\$ 427.68					\$ 855.36
16	Master Record	AJA HELO	HELO	1	\$ 1,026.45							\$ 1,026.45
17	Audio Meter and Video Scope	Blackmagic Smart Scope	HDL-SMTWSCOPEDU04K2	1			\$ 686.88					\$ 686.88
18	Computer	Dell Desktop	Precision 5820	1						\$ 3,122.00		\$ 3,122.00
19	Monitors	Multiviewer NEC 43"	E437Q	1		\$ 665.00						\$ 665.00
20		Computer Monitors Planar 22"	PCT2235	2			\$ 199.26					\$ 398.52
21		Backup Record Vizio 24"	Vizio D24h-J09	1		\$ 129.00						\$ 129.00
22	File Storage	Synology NAS + 2 WD 4TB HDDs	DS220j	1					\$ 359.97			\$ 359.97
23	Speakers	for Control Room: Mackie	CR3-X	1					\$ 71.59			\$ 71.59
24	Additional Systems Control	El Gato Stream Deck XL	10GAT9901	1					\$ 249.99			\$ 249.99
25	Backup Power	CyberPower UPS	OR2200LCDRT2U	1		\$ 414.00						\$ 414.00
26		CyberPowerMonitoring Card	RMCARD205	1		\$ 182.00						\$ 182.00
27	Contract Services	Camera Cable Runs		1				\$ 3,368.00				\$ 3,368.00
28		Control System Reprogramming		1	\$ 2,475.00							\$ 2,475.00
Subtotal					\$ 19,770.27	\$ 1,430.00	\$ 7,801.95	\$ 3,368.00	\$ 1,315.35	\$ 3,122.00	\$ -	\$ 36,807.57

Champlin												
Line	Type	Equipment	Model Number	Quantity	Alpha Video	Avi Systems	Z-Systems	MTG	B & H	Maza	CDW	Vendor Price
1	PTZ Camera	Panasonic UHD PTZ Camera	AW-UE70KPJ	1	\$ 4,227.90							\$ 4,227.90
2		Panasonic Wall Mount	FEC-40WMK	1			\$ 148.26					\$ 148.26
3		NDI HX License	FG-001997-R001	1	\$ 283.26							\$ 283.26
4	Camera Controller	Panasonic Remote Camera Controller	AW-RP150GJ5	1	\$ 3,870.90							\$ 3,870.90
5		Panasonic Controller Power Supply	AW-PS551P	1					\$ 633.80			\$ 633.80
6	Video Switcher	Ross Video Carbonite Black Solo 13 Input Switcher	CBF-113	1			\$ 4,049.19					\$ 4,049.19
7		Ross Video Carbonite Control Panel	CB9-PANEL	1	\$ 3,817.26							\$ 3,817.26
8		Redundant Power Supply for Panel	PSU-12V4A-2PIN	1	\$ 278.23							\$ 278.23
9	Terminal Gear	Ross Video Terminal Gear Frame	OGX-FR-CN-P	1			\$ 1,663.74					\$ 1,663.74
10		Redundant Power Supply	OG-X-PS	1	\$ 549.54							\$ 549.54
11		Sync Generator	SPG-8260	1	\$ 1,739.84							\$ 1,739.84
12		Audio Mux	OG-3G-AMA	1	\$ 666.93							\$ 666.93
13		SDI Distribution Amplifiers	OG-3GDA-1x9	2	\$ 417.48							\$ 834.96
14		HDMI Distribution Amplifier: Xantech	XT-SP14-4K18G	1		\$ 40.00						\$ 40.00
15		Digital to Analog Converters	CONVOPENGASA	2			\$ 427.68					\$ 855.36
16		Fiber Tranciever	OG-FIDO-TR	1	\$ 542.21							\$ 542.21
17	Master Record	AJA HELO	HELO	1	\$ 1,026.45							\$ 1,026.45
18	Audio Meter and Video Scope	Blackmagic Smart Scope	HDL-SMTWSCOPEDU04K2	1			\$ 686.88					\$ 686.88
19	Computer	Dell Desktop	Precision 5820	1						\$ 3,122.00		\$ 3,122.00
20	Monitors	Multiviewer NEC 43"	E437Q	1		\$ 665.00						\$ 665.00
21		Computer Monitors Planar 22"	PCT2235	2			\$ 199.26					\$ 398.52
22		Backup Record and Cable Box: Vizio 24"	Vizio D24h-J09	2		\$ 129.00						\$ 258.00
23	File Storage	Synology NAS + 2 WD 4TB HDDs	DS220j	1					\$ 359.97			\$ 359.97
24	Speakers	for Control Room: Behringer headphone Amp	PowerPlay1	1					\$ 71.59			\$ 71.59
25	Additional Systems Control	El Gato Stream Deck XL	10GAT9901	1					\$ 249.99			\$ 249.99
26	Backup Power	CyberPower UPS	OR2200LCDRT2U	1		\$ 414.00						\$ 414.00
27		CyberPowerMonitoring Card	RMCARD205	1		\$ 182.00						\$ 182.00
28	Contract Services	Camera Cable Runs		1				\$ 3,548.00				\$ 3,548.00
29		Control System Reprogramming		1	\$ 2,475.00							\$ 2,475.00
Subtotal					\$ 20,312.48	\$ 1,559.00	\$ 7,801.95	\$ 3,548.00	\$ 1,315.35	\$ 3,122.00	\$ -	\$ 37,658.78
Ramsey												
Line	Type	Equipment	Model Number	Quantity	Alpha Video	Avi Systems	Z-Systems	MTG	B & H	Maza	CDW	Vendor Price
1	PTZ Camera	Panasonic UHD PTZ Camera	AW-UE70KPJ	1	\$ 4,227.90							\$ 4,227.90
2		Panasonic Wall Mount	FEC-40WMK	1			\$ 148.26					\$ 148.26
3		NDI HX License	FG-001997-R001	1	\$ 283.26							\$ 283.26
4	Camera Controller	Panasonic Remote Camera Controller	AW-RP150GJ5	1	\$ 3,870.90							\$ 3,870.90
5		Panasonic Controller Power Supply	AW-PS551P	1					\$ 633.80			\$ 633.80
6	Video Switcher	Ross Video Carbonite Black Solo 13 Input Switcher	CBF-113	1			\$ 4,049.19					\$ 4,049.19
7		Ross Video Carbonite Control Panel	CB9-PANEL	1	\$ 3,817.26							\$ 3,817.26
8		Redundant Power Supply for Panel	PSU-12V4A-2PIN	1	\$ 278.23							\$ 278.23
9	Terminal Gear	Ross Video Terminal Gear Frame	OGX-FR-CN-P	1			\$ 1,663.74					\$ 1,663.74
10		Redundant Power Supply	OG-X-PS	1	\$ 549.54							\$ 549.54
11		Sync Generator	SPG-8260	1	\$ 1,739.84							\$ 1,739.84
12		Audio Mux	OG-3G-AMA	1	\$ 666.93							\$ 666.93
13		SDI Distribution Amplifiers	OG-3GDA-1x9	2	\$ 417.48							\$ 834.96
14		HDMI Distribution Amplifier: Xantech	XT-SP14-4K18G	1		\$ 40.00						\$ 40.00
15		Digital to Analog Converters	CONVOPENGASA	2			\$ 427.68					\$ 855.36
16	Master Record	AJA HELO	HELO	0	\$ 1,026.45							\$ -
17	Audio Meter and Video Scope	Blackmagic Smart Scope	HDL-SMTWSCOPEDU04K2	1			\$ 686.88					\$ 686.88
18	Computer	Dell Desktop	Precision 5820	1						\$ 3,122.00		\$ 3,122.00
19	Monitors	Multiviewer NEC 43"	E437Q	1		\$ 665.00						\$ 665.00
20		Computer Monitors Planar 22"	PCT2235	2			\$ 199.26					\$ 398.52
21		Backup Record Vizio 24"	Vizio D24h-J09	1		\$ 129.00						\$ 129.00
22	File Storage	Synology NAS + 2 WD 4TB HDDs	DS220j	1					\$ 359.97			\$ 359.97
23	Speakers	for Control Room: Mackie	CR3-X	1					\$ 71.59			\$ 71.59
24	Additional Systems Control	El Gato Stream Deck XL	10GAT9901	1					\$ 249.99			\$ 249.99
25	Backup Power	CyberPower UPS	OR2200LCDRT2U	1		\$ 414.00						\$ 414.00
26		CyberPowerMonitoring Card	RMCARD205	1		\$ 182.00						\$ 182.00
27	Contract Services	Camera Cable Runs		1				\$ 4,251.73				\$ 4,251.73
28		Control System Reprogramming		1	\$ 2,475.00							\$ 2,475.00
Subtotal					\$ 18,743.82	\$ 1,430.00	\$ 7,801.95	\$ 4,251.73	\$ 1,315.35	\$ 3,122.00	\$ -	\$ 36,664.85

Spares and Global Purchases													
Line	Type	Equipment	Model Number	Quantity	Alpha Video	Avi Systems	Z-Systems	MTG	B & H	Maza	CDW	Vendor Price	
1	PTZ Camera	Panasonic UHD PTZ Camera	AW-UE70KPJ	1	\$ 4,227.90							\$ 4,227.90	
2		Panasonic Wall Mount	FEC-40WMK	1			\$ 148.26					\$ 148.26	
3		NDI HX License	FG-001997-R001	1	\$ 283.26							\$ 283.26	
4	Camera Controller	Panasonic Remote Camera Controller	AW-RP150GJ5	1	\$ 3,870.90							\$ 3,870.90	
5		Panasonic Controller Power Supply	AW-PS551P	1					\$ 633.80			\$ 633.80	
6	Video Switcher	Ross Video Carbonite Black Solo 13 Input Switcher	CBF-113	1			\$ 4,049.19					\$ 4,049.19	
7		Ross Video Carbonite Control Panel	CB9-PANEL	1	\$ 3,817.26							\$ 3,817.26	
8		Redundant Power Supply for Panel	PSU-12V4A-2PIN	1	\$ 278.23							\$ 278.23	
9	Terminal Gear	Ross Video Terminal Gear Frame	OGX-FR-CN-P	1			\$ 1,663.74					\$ 1,663.74	
10		Redundant Power Supply	OG-X-PS	1	\$ 549.54							\$ 549.54	
11		Sync Generator	SPG-8260	1	\$ 1,739.84							\$ 1,739.84	
12		Audio Mux	OG-3G-AMA	1	\$ 666.93							\$ 666.93	
13		SDI Distribution Amplifiers	OG-3GDA-1x9	2	\$ 417.48							\$ 834.96	
14		Digital to Analog Converters	CONVOPENGASA	2			\$ 427.68					\$ 855.36	
15		Fiber Tranciever	OG-FIDO-TR	1	\$ 542.21							\$ 542.21	
16	Master Record	AJA HELO	HELO	1	\$ 1,026.45							\$ 1,026.45	
17	Audio Meter and Video Scope	Blackmagic Smart Scope	HDL-SMTWSCOPEDUO4K2	1			\$ 686.88					\$ 686.88	
18	Computer	Dell Desktop	Precision 5820	1						\$ 3,122.00		\$ 3,122.00	
19	File Storage	Synology NAS + 2 WD 4TB HDDs	DS220j	1					\$ 359.97			\$ 359.97	
20	Speakers	for Control Room: Mackie	CR3-X	1					\$ 71.59			\$ 71.59	
21	Additional Systems Control	El Gato Stream Deck XL	10GAT9901	1					\$ 249.99			\$ 249.99	
22	Audio DSP	Tesira DSP Frame with AVB Card	SERVER-IO AVB	1	\$ 4,450.55							\$ 4,450.55	
23		Dante I/O Card	TESIRA DAN-1	1	\$ 906.59							\$ 906.59	
24		4-Channel Analog Input Card	TESIRA SEC-4	5	\$ 450.55							\$ 2,252.75	
25		4-Channel Analog Output Card	TESIRA SOC-4	5	\$ 197.80							\$ 989.00	
26		VOIP Codec Card	TESIRA SVC-2	1	\$ 390.11							\$ 390.11	
27	Video Cabling	1000 feet HDSDI Cable	Belden 1855A	1	\$ 296.00							\$ 296.00	
28	Tools	1855A BNC Crimper: Greenlee	PA1289	2					\$ 53.34			\$ 106.68	
29	Zoom Computer	Dell MiniPC	Precision 3240	1						\$ 1,245.00		\$ 1,245.00	
30	Network Switch	Netgear: POE+ and AVB Capable	GSM4230P-100NAS	1		\$ 885.00						\$ 885.00	
31		AVB License	AVB4230P-10000S	1		\$ 350.00						\$ 350.00	
32	Zoom Interfaces	AJA: Video Capture	UTAP-SDI	1			\$ 279.45					\$ 279.45	
33		Tesira: Audio I/O	EX-UBT	1	\$ 423.08							\$ 423.08	
34		AJA: Video output Coverter	ROI-HDMI	1	\$ 828.35							\$ 828.35	
35	Backup Power	CyberPower UPS	OR2200LCDRT2U	1		\$ 414.00						\$ 414.00	
36		CyberPowerMonitoring Card	RMCARD205	1		\$ 182.00						\$ 182.00	
37	Contract Services	Control System Reprogramming Project Mgmt		1	\$ 380.00							\$ 380.00	
Subtotal					\$ 28,753.91	\$ 1,831.00	\$ 7,682.88	\$ -	\$ 1,422.03	\$ 4,367.00	\$ -	\$ 44,056.82	
		= Best Price											
Grand Total by Vendor													
Alpha Video		\$ 107,350.75											
AVI Systems		\$ 7,680.00											
Z-Systems		\$ 38,890.69											
MTG		\$ 14,535.73											
B & H Photo Video		\$ 6,683.43											
Maza Technologies		\$ 16,855.00											
CDW		\$ -											
Grand Total													
													\$ 191,995.60

QCCCC Agenda Item

5.5 Strategic Plan

January 12, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Strategic Plan

The Commission approved the 5-Year Strategic Plan September 2019.

Last year, the 2020 achievement report was presented to the commission and staff created the 2021 one-year objective plan. Staff completed the 2021 review of strategic plan achievements and the report is attached. Earlier this week, QCTV staff met with Aurora Consulting to facilitate strategic planning for 2022. The 2022 plan will be shared with the commission once it is finalized.

Commissioners requested a mid-point check in on the 5-Year Strategic Plan and that is tentatively scheduled for March 2022.

Action Requested: Accept year two strategic plan review.

QCTV Strategic Plan

2021 ACTION RESULTS – December 2021

MAJOR ACCOMPLISHMENTS

QCTV accomplished a big pivot in distribution and are engaging the community via a social media strategy with multiple channels.

- Overall communications plan (incorporating social media first) is developed/revised. *Completed and implemented.*
- Diversity of content increased on social media platforms. *Added Instagram, YouTube, and LinkedIn to QCTV's social media portfolio.*
- Implemented QCTV voice/brand on trending topics in social media. *Completed and implemented for ongoing operations.*
- Explored and determined best practice for distribution of QCTV content. *Completed and implemented for ongoing operations.*
- Tapped into neighborhood Facebook groups and are actively posting content. *Joined 6 neighborhood groups.*
- Options and pricing identified for closed captioning of first tier core services-government meetings. *Completed and presented to Commission.*

ACCOMPLISHMENTS WE ARE PROUD OF

- **Closed captioning:** Commission direction to implement.
- **Neighborhood groups:** Achieved greater engagement and post reach.
- **Content platform strategy:** QCTV successfully relaunched its YouTube channel improving viewer experience.
- **Student produced PSAs:** Completed despite many challenges.
- **Election Review:** Completed; it will inform 2022 plan.
- **Intro of new staff to stakeholders:** Completed; New employees introduced to key stakeholders.



DIRECTION 1: ENGAGING THE COMMUNITY

Strategies

- A. Develop capacity to market QCTV.**
- B. Leverage community partners for programming.**
- C. Update programming content to engage the community.**

Success Indicators

- Revamped programming line up
- Younger audience know us
- Social media plan well developed
- Social media first
- More, shorter programming
- Community partners reach out to us to get the story out
- Junior Producers

Second Year Accomplishments!

Overall communications plan incorporating social media first is developed/revised with Lexica. *Completed phase 2 and presented plan to the Commission.*

Diversity of content increased on social media platforms. *Added Instagram, YouTube, and LinkedIn to QCTV's social media portfolio.*

Staff collaboration for ongoing social media posts and engagement. *Worked with each producer to coordinate posts for each member city. QCTV now posts daily on multiple platforms. Followers increased as a result.*

Testimonials of QCTV incorporated into social media/communication plan. *QCTV produced four city promos for the member cities. QCTV also produced two testimonials for the Anoka Area Chamber of Commerce.*

Student produced PSAs in The Post (extension of User Generated Content objective). *QCTV co-produced several PSAs with the local Anoka-Ramsey Technical College. Students received credit for the PSAs produced which played in The Post.*

Staff training event: Engagement plan/campaign for interactive posts on social media. *QCTV Producers posted story content to social media prior to hiring the Social Media and Communications role. Producers submit story details to the Social Media Coordinator for a unified posting schedule.*

Election review and prepare for 2022 election cycle. *Completed; updated program guidelines, contacted League of Women Voters, produced three Candidate Forums in 2021.*



DIRECTION 2: COLLABORATING FOR SUCCESS

Strategies

- A. Define core services within legal parameters.**
- B. Promote engagement among staff and commissioners.**
- C. Foster collaborative working relationships between QCTV and city staff.**

Success Indicators

- More shorter programming with or from city staff
- Staff more integrated into budgeting, have a chance to review and comment
- Staff attendance at regular commissioner meetings
- Communications function for both QCTV and member cities
- Core services defined for everyone
- Events for QCTV and city staff
- More staff/community events
- Better attended staff/community events
- Increased communication between city staff and QCTV

Second Year Accomplishments!

Implemented QCTV voice/brand on trending topics in social media. *QCTV established a friendly and professional brand on social media. This voice is consistently used when interacting with city accounts, views, local sports teams, etc.*

Technology report includes core services demonstrated in 2020 with emphasis on collaboration. *Completed and presented to Commission.*

Round table or meeting with city staff responsible for communications to identify responsibilities. *Completed.*

Core services documentation exists and is reviewed by staff. *Completed and a part of Channel Programming Guidelines.*

Programming report includes core services demonstrated in 2020 with emphasis on collaboration. *Completed and presented to Commission.*

Introductions of new employees to key stakeholders. *Completed.*

A new bootcamp training for social media/zoom for city staff. *QCTV now meets regularly with city communications staff.*



DIRECTION 3: INNOVATING FOR IMPACT

Strategies

- A. Identify community needs and assess engagement.**
- B. Diversify distribution platforms.**
- C. Diversify revenue for sustainability.**

Success Indicators

- Social media analytics incorporated into decision making
- Increased viewership in measurable areas
- Areas identified to diversify revenue
- For profit video opportunities identified – beyond existing partnerships
- Subscriber survey and non-subscribers
- Standardized questions about QCTV on member city surveys – compare data
- QCTV attending community events in each city to market QCTV

Second Year Accomplishments!

Explored and determined best practice for distribution of QCTV content. *Completed; has informed the Master Control Equipment Replacement Plan for 2022.*

Tapped into neighborhood Facebook groups and are actively posting content. *Joined 6 neighborhood groups and posted relevant QCTV content to these groups; exposing QCTV content to a larger audience and generating new Facebook followers.*

Options and pricing identified for closed captioning of first tier core services-government meetings. *Presented to Commission during September 2021 work session and at November 2021 meeting. Cost proposal will be presented to Commission in 2022.*

Implement QCTV content platform strategy. *Completed.*

Net Promoter score survey delivered virtually for ongoing statistical collection *Reviewed for effectiveness and staff are examining different metrics. Using a Google or Facebook rating could provide a better user experience and enhance SEO.*

Strategic planning check in (2.5 of 5 year) with commissioners and staff. *Completed; scheduled midpoint review for March 2022.*



IN PROGRESS

[D1] Pilot User generated content incorporated into social media post. Your Story.

[D3] Survey questions identified for member city resident survey.

