

Quad Cities Cable Communications Commission

Ramsey City Hall – Council Chambers

March 17, 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 January 20, 2022 commission meeting minutes.

4.2. Treasurer

4.2.1. December and January Financial Reports

4.3. Executive Director

4.4. Commission Organization Items

5. General Business

5.1. Technology Projects 2022 Outlook

5.2. Capital Request – City Equipment Grant – non-cablecast meetings

5.3. Lexica Proposal - Phase 3

5.4. 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 JANUARY 20, 2022

CALL TO ORDER – 1

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

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Tom Moe, Champlin.

Commissioners absent: Bret Heitkamp, Champlin; and Jamie Barthel, Andover.

Others present included Karen George, Executive Director; Technology Manager John Sommer, and CJ Luck, Master Control Operator.

APPROVAL OF AGENDA – 3

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

6 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from November 18, 2021

Motion was made by Skogquist and seconded by Woestehoff to approve the November 18, 2021 minutes as presented.

6 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. October and November Financial Reports

Commissioner Dickinson provided an overview of the November financial report. He anticipated that the year end report would look closer to the budget amounts.

Motion was made by Dickinson and seconded by Skogquist to accept the October and November Financial Reports.

6 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George referenced the written reports included in the packet. She stated that staff has been working on the Strategic Plan and to implement the approved budget. She commented that the capital grants should be distributed to the cities in the next few weeks. She read some of the positive comments that have been received since the last meeting.

Commissioner Skogquist referenced the positive input received from the Assistant Principal at Anoka Middle School. He commented that Cory does a great job putting together his pieces, noting that the drone coverage is a great feature.

Ms. George read the comment aloud to the Commission.

4.4 Commission Organization Items

No action needed.

GENERAL BUSINESS – 5

5.1 Designate Depository

Ms. George stated that this action is required each year to designate the official depositories for the organization.

Motion was made by Dickinson and seconded by Woestehoff 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.

6 ayes – 0 nays. Motion carried.

5.2 2022 Operating Budget Amendment

Ms. George stated that this is another annual item that comes before the Board. She stated that the organization has a rolling five-year capital improvement plan, and each year moves over the capital items identified for that year to be included in the budget for the year. She noted that the individual capital requests will still come before the Board for consideration.

Motion was made by Skogquist and seconded by Dickinson to amend the 2022 Operating Budget by \$1,250,250.

Further discussion: Dickinson explained that the action is completed in this manner each year in order for it to be transparent for audit purposes.

6 ayes – 0 nays. Motion carried.

5.3 Technology Projects 2022 Outlook

Mr. Sommer stated that at the September worksession they discussed some of the broader projects planned and this is the roadmap for what they believe can be accomplished in 2022. He stated that the highest priority would be the City Hall meeting production equipment replacement. In addition, technology staff is crafting a grant proposal for non-cablecast government meetings. He also provided details on a website update and master control equipment. Closed captioning equipment will come before the commission at a future date.

Commissioner Skogquist referenced the website rebuild and asked for additional details.

Mr. Sommer commented that the website is more video heavy than other websites and therefore has unique needs. He stated that in house they would determine what they would want the website to look like and the needs and then develop the scope which will help guide them further in their work with a consultant. He stated that they would need to maintain the older city meeting videos but would also like the ability to incorporate newer technology, such as YouTube videos.

4.4 Commission Organization Items (Continued)

Chair Ulrich noted that a variety of options were in the packet to consider, and a vote should be taken. He noted that changes could be made, or the same organizational items could be carried over from the previous year in terms of committee assignments, meeting dates, per diem rates, and officers.

Ms. George stated that there have not been any officer changes and she did not receive any request for committee assignment changes. She reviewed the current per diem rate and meeting calendar for 2022.

Motion was made by Dickinson seconded by Lee to approve the organizational items as presented in the report.

6 ayes – 0 nays. Motion carried.

5.4 Capital Request – City Hall Meeting Equipment Replacement

Ms. George commented that this would be a request for the first phase of the capital improvements for the year, related to City Hall meeting equipment replacement.

Mr. Luck provided background information, noting that the current video switchers were installed in 2014. He stated that other equipment has been updated since that time, but the core of the video productions has remained unchanged since that time. He reviewed the scope of the project. He stated that the need for the project was identified in 2021, noting that quotes were solicited earlier this month. He noted that if approved, the bulk of the project would take place this year. He explained that each City Hall would be upgraded at different times based on the availability of that space and the anticipated equipment deliveries available.

Commissioner Skogquist asked the reasoning for needing a fifth camera.

Mr. Luck provided details on the existing camera locations and noted that a fifth camera would provide flexibility to capture the right image at the right time as other cameras are adjusting.

Chair Ulrich asked if this were approved today would it lock in the prices for installation for the cities.

Mr. Luck confirmed that the cost is for the entire project for the four cities along with some spare equipment. He noted that this equipment would also match what is used in the studio and mobile vans to make it easier to train staff.

Commissioner Dickinson commented that there is different layout and equipment for some of the City Hall locations and explained that is why there are different costs shown. He noted that the equipment upgrades continue to make the equipment more uniform at the different locations.

Motion was made by Dickinson and seconded by Moe 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 and to approve auxiliary mounting hardware not to exceed the amount of \$20,000.

6 ayes – 0 nays. Motion carried.

5.5 Strategic Plan 2021 Achievements

Ms. George stated that a report was included in the packet highlighting the 2021 Strategic Plan achievements. She stated that looking forward to 2022, they have planned a staff retreat and are working to develop the staff objectives. She stated that the Commission has also requested a midpoint check-in on the Strategic Plan and anticipated that would be held in March. She stated that staff was very excited about the work they completed in each of the areas. She noted that the social media first strategy was included in many other items. She stated that some items are still in progress. She stated that there is an opportunity to complete a resident survey as part of the Comcast negotiations.

Chair Ulrich commended Ms. George, her staff, and the members of the Commission for the work that has been done in the past three years.

Commissioner Skogquist commented that it has been great to have short clips that are easily shared by others, which helps to promote QCTV through the social media first strategy.

5.6 Other

No comments.

ADJOURN – 6

Time of adjournment 11:34 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 January 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,081,567.66
- PayPay acct	389.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,179.02
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	<u>\$ 3,443,385.68</u>
 Fixed Assets	 0.00
 TOTAL ASSETS	 <u><u>\$ 3,443,385.68</u></u>
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	42,820.83
Other Current Liabilities	0.01
Total Current Liabilities	<u>\$ 42,820.84</u>
 Equity	 3,400,564.84
TOTAL LIABILITIES AND EQUITY	<u><u>\$ 3,443,385.68 *</u></u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$3,037,954.13 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Jan 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Equipment Grant		5,000.00	(5,000.00)	0.00%	-	60,000.00	(60,000.00)	0.00%
Franchise Fees	(257,114.14)	71,500.00	(328,614.14)	-359.60%	(257,114.14)	858,000.00	(1,115,114.14)	-29.97%
Interest Income	41.94	375.00	(333.06)	11.18%	41.94	4,500.00	(4,458.06)	0.93%
Miscellaneous Income		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
PEG Fee	(137,135.76)	35,750.00	(172,885.76)	-383.60%	(137,135.76)	429,000.00	(566,135.76)	-31.97%
Total Income	(394,207.96)	112,708.34	(506,916.30)	-349.76%	(394,207.96)	1,352,500.00	(1,746,707.96)	-29.15%
Expenses								
A-PERA Expense	3,621.52	4,628.08	(1,006.56)	78.25%	3,621.52	55,537.00	(51,915.48)	6.52%
A-SS/Medicare Expense	3,055.29	4,860.17	(1,804.88)	62.86%	3,055.29	58,322.00	(55,266.71)	5.24%
A-Wages - Full-time	31,662.40	50,566.33	(18,903.93)	62.62%	31,662.40	606,796.00	(575,133.60)	5.22%
A-Wages - Part-time	6,964.34	10,000.00	(3,035.66)	69.64%	6,964.34	120,000.00	(113,035.66)	5.80%
Accounting / HR Services	1,539.12	1,333.33	205.79	115.43%	1,539.12	16,000.00	(14,460.88)	9.62%
Ads/Promos/Sponsorships	(330.00)	916.67	(1,246.67)	-36.00%	(330.00)	11,000.00	(11,330.00)	-3.00%
Andover Capital Equipment		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Announcers Fees	560.00	1,333.33	(773.33)	42.00%	560.00	16,000.00	(15,440.00)	3.50%
Anoka Capital Equipment	128.40	416.67	(288.27)	30.82%	128.40	5,000.00	(4,871.60)	2.57%
Audit		1,375.00	(1,375.00)	0.00%	-	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Building - Cleaning	579.63	500.00	79.63	115.93%	579.63	6,000.00	(5,420.37)	9.66%
Building - Insurance	2,786.00	350.00	2,436.00	796.00%	2,786.00	4,200.00	(1,414.00)	66.33%
Building - Maintenance	422.40	833.33	(410.93)	50.69%	422.40	10,000.00	(9,577.60)	4.22%
Building - Supplies	50.41	125.00	(74.59)	40.33%	50.41	1,500.00	(1,449.59)	3.36%
Car Allowance	250.00	250.00	-	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	525.00	525.00	-	100.00%	525.00	6,300.00	(5,775.00)	8.33%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	84.90	5,000.00	(4,915.10)	1.70%
City Sewer & Water		216.67	(216.67)	0.00%	-	2,600.00	(2,600.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Jan 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Consulting Services	750.00	5,833.33	(5,083.33)	12.86%	750.00	70,000.00	(69,250.00)	1.07%
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	1,169.94	1,250.00	(80.06)	93.60%	1,169.94	15,000.00	(13,830.06)	7.80%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	267.40	1,666.67	(1,399.27)	16.04%	267.40	20,000.00	(19,732.60)	1.34%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	9,562.14	7,666.67	1,895.47	124.72%	9,562.14	92,000.00	(82,437.86)	10.39%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	3,096.00	400.00	2,696.00	774.00%	3,096.00	4,800.00	(1,704.00)	64.50%
Lawn Service		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Legal Fees		1,500.00	(1,500.00)	0.00%	-	18,000.00	(18,000.00)	0.00%
Licenses and Permits		250.00	(250.00)	0.00%	-	3,000.00	(3,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	2,000.00	833.33	1,166.67	240.00%	2,000.00	10,000.00	(8,000.00)	20.00%
Mileage	79.86	1,000.00	(920.14)	7.99%	79.86	12,000.00	(11,920.14)	0.67%
Miscellaneous Expenses		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Natural Gas		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Office Supplies / Equipment		500.00	(500.00)	0.00%	-	6,000.00	(6,000.00)	0.00%
Payroll Expenses (ADP/HSA)	212.50	83.33	129.17	255.01%	212.50	1,000.00	(787.50)	21.25%
Postage	46.11	41.67	4.44	110.66%	46.11	500.00	(453.89)	9.22%
Printing / Copy Services	38.61	41.67	(3.06)	92.66%	38.61	500.00	(461.39)	7.72%
Professional Development	884.73	1,833.33	(948.60)	48.26%	884.73	22,000.00	(21,115.27)	4.02%
Publications		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	105.96	5,000.00	(4,894.04)	2.12%
Sales Tax	99.00	20.83	78.17	475.28%	99.00	250.00	(151.00)	39.60%
Secretary Services	154.00	166.67	(12.67)	92.40%	154.00	2,000.00	(1,846.00)	7.70%
Snow Plowing Service	980.00	500.00	480.00	196.00%	980.00	6,000.00	(5,020.00)	16.33%
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 2022 - FY22 P&L
January - December 2022

	Jan 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	606.50	625.00	(18.50)	97.04%	606.50	7,500.00	(6,893.50)	8.09%
Studio Sets		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Subscription Services	10,164.49	1,833.33	8,331.16	554.43%	10,164.49	22,000.00	(11,835.51)	46.20%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	528.86	1,250.00	(721.14)	42.31%	528.86	15,000.00	(14,471.14)	3.53%
Vehicle - Insurance	887.00	116.67	770.33	760.26%	887.00	1,400.00	(513.00)	63.36%
Vehicle - Maintenance / Gas	186.40	625.00	(438.60)	29.82%	186.40	7,500.00	(7,313.60)	2.49%
Waste Removal	141.07	133.33	7.74	105.81%	141.07	1,600.00	(1,458.93)	8.82%
Web / VOD / Int / CaTV / Phone	3,195.66	2,333.33	862.33	136.96%	3,195.66	28,000.00	(24,804.34)	11.41%
Work Comp Insurance		166.67	(166.67)	0.00%	-	2,000.00	(2,000.00)	0.00%
Total Expenses	87,055.64	112,679.58	(25,623.94)	77.26%	87,055.64	1,352,155.00	(1,265,099.36)	6.44%
Net Income	(481,263.60)	28.76	(481,292.36)	-1673378.30%	(481,263.60)	345.00	(481,608.60)	-139496.70%
ZCIP - Andover	2,989.24		2,989.24		2,989.24	-	2,989.24	
ZCIP - Anoka	2,989.24		2,989.24		2,989.24	-	2,989.24	
ZCIP - Champlin	2,280.45		2,280.45		2,280.45	-	2,280.45	
ZCIP - Master Control Equipment	106.60		106.60		106.60	-	106.60	
ZCIP - Portable Field Equipment	4,493.79		4,493.79		4,493.79	-	4,493.79	
ZCIP - Ramsey	1,328.99		1,328.99		1,328.99	-	1,328.99	
	14,188.31	-	14,188.31	0.00	14,188.31	-	14,188.31	0.00

QCTV Bank Reconciliation

December 2021

Beginning Balance - 4M Statement	2,344,495.34
Less: Cleared Checks/Withdrawals	(136,057.50)
Plus: 4M Fund Interest	23.97
Plus: Bank Deposits/Credits	4,397.00
 Bank Balance	 \$2,212,858.81
Book Balance	2,212,858.81
Adjusted Book Balance	2,212,858.81
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

December 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
12/03/2021	13906	Associated Bank	-132.90
12/03/2021	13907	HealthEquity Inc.	-493.56
12/03/2021	13908	Joë G. Ruhland	-160.00
12/03/2021	13909	Kennedy & Graven, Chartered	-601.25
12/03/2021	13910	NATO	-2,255.00
12/03/2021	13911	Peter James Hayes	-160.00
12/03/2021	13912	Preferred One Insurance Co.	-6,498.50
12/03/2021	13913	Ross Video Inc.	-637.54
12/03/2021	13914	Strategic Hawks, llc	-160.00
12/03/2021	13915	Telly Awards	-2,170.00
12/03/2021	13916	Xcel Energy	-1,051.48
12/03/2021	W D	Minnesota State Retirement System	-6,125.98
12/03/2021	W D	PERA	-3,244.31
12/13/2021	13917	ACE Solid Waste, Inc.	-131.07
12/13/2021	13918	Alpha Video & Audio Inc.	-21,287.17
12/13/2021	13919	City of Andover	-882.68
12/13/2021	13920	City of Champlin	-112.13
12/13/2021	13921	Gerald S. Thomson	-160.00
12/13/2021	13922	T-Mobile	-92.73
12/13/2021	13923	Timesavers	-151.00
12/13/2021	13924	U.S. Bank Corporate	-1,641.22
12/16/2021	13925	Associated Bank	-132.90
12/16/2021	13926	CenterPoint Energy	-379.38
12/16/2021	13927	HealthEquity Inc.	-493.56
12/16/2021	13928	Heartland Customer Solutions, LLC	-1,247.57
12/16/2021	13929	Huebsch	-50.41
12/16/2021	13930	Vividly Clean Inc.	-579.63
12/16/2021	W D	Minnesota State Retirement System	-650.00
12/16/2021	W D	PERA	-3,238.24
12/30/2021	13931	Alpha Video & Audio Inc.	-3,374.22
12/30/2021	13932	Amazon	-1,914.12
12/30/2021	13933	Associated Bank	-132.50
12/30/2021	13934	AT&T Mobility	-688.14
12/30/2021	13935	Brët Helkamp	-200.00
12/30/2021	13936	Comcast 2	-489.44
12/30/2021	13937	Comcast Cable	-952.69
12/30/2021	13938	Erik A Skogquist	-280.00
12/30/2021	13939	Greatland Corporation	-136.08
12/30/2021	13940	Greenery Enterprises, Inc.	-610.00
12/30/2021	13941	HealthEquity Inc.	-491.12
12/30/2021	13942	Ideal Advertising	-803.00
12/30/2021	13943	James Dickinson	-280.00
12/30/2021	13944	James R. Erickson	-160.00

Quad Cities Communications Commission

Bill Payment List

December 2021

DATE	NUM	VENDOR	AMOUNT
12/30/2021	13945	Jamie A. Barthel	-240.00
12/30/2021	13946	Joe G. Ruhland	-240.00
12/30/2021	13947	Kennedy & Graven, Chartered	-971.25
12/30/2021	13948	Kurtis G. Ulrich	-240.00
12/30/2021	13949	Matthew Woestehoff	-280.00
12/30/2021	13950	Peter James Hayes	-160.00
12/30/2021	13951	Thomas Moe	-200.00
12/30/2021	13952	Verizon	-120.03
12/30/2021	W D	Minnesota State Retirement System	-650.00
12/30/2021	W D	PERA	-3,286.19
Total for Quad Cities Commission			\$ -71,818.99

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

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,197,721.37
- PayPay acct	389.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,750,410.01
Accounts Receivable	0.00
Other current assets	6,769.00
Total Current Assets	\$ 3,960,539.38
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,960,539.38</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	51,545.63
Other Current Liabilities	12,977.00
Total Current Liabilities	<u>\$ 64,522.63</u>
Equity	<u>3,896,016.75</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,960,539.38 *</u>

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$405,431.55
Capital Reserves = \$3,555,107.83 (\$4.6M 5-Year Cap Plan)

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

	Dec 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		41.63	(41.63)	0.00%	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	257,114.14	71,500.00	185,614.14	359.60%	1,087,889.65	858,000.00	229,889.65	126.79%
Interest Income	42.95	833.37	(790.42)	5.15%	4,901.75	10,000.00	(5,098.25)	49.02%
Miscellaneous Income	4,397.12	83.37	4,313.75	5274.22%	5,146.82	1,000.00	4,146.82	514.68%
PEG Fee	137,135.76	35,750.00	101,385.76	383.60%	552,525.03	429,000.00	123,525.03	128.79%
Total Income	398,689.97	113,208.37	285,481.60	352.17%	1,712,947.83	1,358,500.00	354,447.83	126.09%
Expenses								
A-PERA Expense	5,233.27	4,467.25	766.02	117.15%	43,727.83	53,607.00	(9,879.17)	81.57%
A-SS/Medicare Expense	6,805.84	4,691.25	2,114.59	145.08%	47,811.19	56,295.00	(8,483.81)	84.93%
A-Wages - Full-time	81,901.50	48,823.37	33,078.13	167.75%	569,874.50	585,880.00	(16,005.50)	97.27%
A-Wages - Part-time	10,978.23	10,000.00	978.23	109.78%	74,432.05	120,000.00	(45,567.95)	62.03%
Accounting / HR Services	1,310.91	1,333.37	(22.46)	98.32%	12,834.40	16,000.00	(3,165.60)	80.22%
Ads/Promos/Sponsorships	3,500.00	750.00	2,750.00	466.67%	10,511.47	9,000.00	1,511.47	116.79%
Andover Capital Equipment		416.63	(416.63)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	1,200.00	1,000.00	200.00	120.00%	10,607.42	12,000.00	(1,392.58)	88.40%
Anoka Capital Equipment	261.16	416.63	(155.47)	62.68%	4,222.25	5,000.00	(777.75)	84.45%
Audit		1,375.00	(1,375.00)	0.00%	15,200.00	16,500.00	(1,300.00)	92.12%
Bank Fees / CC Fees		20.87	(20.87)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel	803.00	208.37	594.63	385.37%	1,716.00	2,500.00	(784.00)	68.64%
Building - Cleaning	579.63	500.00	79.63	115.93%	4,905.40	6,000.00	(1,094.60)	81.76%
Building - Insurance		316.63	(316.63)	0.00%	4,150.00	3,800.00	350.00	109.21%
Building - Maintenance		833.37	(833.37)	0.00%	6,484.42	10,000.00	(3,515.58)	64.84%
Building - Supplies	302.41	125.00	177.41	241.93%	1,522.02	1,500.00	22.02	101.47%
Car Allowance	250.00	250.00	-	100.00%	3,000.00	3,000.00	-	100.00%
Cell Phone - Allowance	515.00	525.00	(10.00)	98.10%	6,120.00	6,300.00	(180.00)	97.14%
Champlin Capital Equipment	2,162.22	416.63	1,745.59	518.98%	3,684.61	5,000.00	(1,315.39)	73.69%
City Sewer & Water	291.95	216.63	75.32	134.77%	2,797.42	2,600.00	197.42	107.59%
Commission Expense	1,320.00	208.37	1,111.63	633.49%	2,108.40	2,500.00	(391.60)	84.34%
Commission Per Diems	400.00		400.00		400.00	-	400.00	
Consulting Services	3,510.00	5,833.37	(2,323.37)	60.17%	34,960.00	70,000.00	(35,040.00)	49.94%
Contingency Fund		833.37	(833.37)	0.00%	(6.80)	10,000.00	(10,006.80)	-0.07%

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

	Dec 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.87	(20.87)	0.00%	517.75	250.00	267.75	207.10%
Electric Service	1,246.32	1,333.37	(87.05)	93.47%	13,287.72	16,000.00	(2,712.28)	83.05%
Emp / Comm Appreciation	260.00	208.37	51.63	124.78%	260.00	2,500.00	(2,240.00)	10.40%
Equip/Repair/Supply/Software	4,509.03	2,500.00	2,009.03	180.36%	16,978.57	30,000.00	(13,021.43)	56.60%
Federal Unempl Expense		70.87	(70.87)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	6,199.22	8,615.50	(2,416.28)	71.95%	78,424.20	103,386.00	(24,961.80)	75.86%
Insurance - Deductibles		41.63	(41.63)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.63	(441.63)	0.00%	4,808.00	5,300.00	(492.00)	90.72%
Lawn Service		416.63	(416.63)	0.00%	4,344.00	5,000.00	(656.00)	86.88%
Legal Fees	971.25	2,083.37	(1,112.12)	46.62%	6,498.75	25,000.00	(18,501.25)	26.00%
Licenses and Permits		250.00	(250.00)	0.00%	1,200.00	3,000.00	(1,800.00)	40.00%
Meals		83.37	(83.37)	0.00%	228.00	1,000.00	(772.00)	22.80%
Memberships - NATOA / Others	1,840.00	833.37	1,006.63	220.79%	11,125.00	10,000.00	1,125.00	111.25%
Mileage	349.44	1,000.00	(650.56)	34.94%	6,385.18	12,000.00	(5,614.82)	53.21%
Miscellaneous Expenses	5,179.00	41.63	5,137.37	12440.55%	7,203.51	500.00	6,703.51	1440.70%
Natural Gas	879.12	416.63	462.49	211.01%	2,911.68	5,000.00	(2,088.32)	58.23%
Office Supplies / Equipment	670.23	500.00	170.23	134.05%	3,769.02	6,000.00	(2,230.98)	62.82%
Parking Lot Maintenance		83.37	(83.37)	0.00%	-	1,000.00	(1,000.00)	0.00%
Wages			-		187.00	-	187.00	
Payroll Expenses (ADP/HSA)		100.00	(100.00)	0.00%	968.39	1,200.00	(231.61)	80.70%
Postage	20.67	41.63	(20.96)	49.65%	276.70	500.00	(223.30)	55.34%
Printing / Copy Services		41.63	(41.63)	0.00%	275.85	500.00	(224.15)	55.17%
Professional Development	2,307.80	1,833.37	474.43	125.88%	6,202.20	22,000.00	(15,797.80)	28.19%
Publications		41.63	(41.63)	0.00%	116.90	500.00	(383.10)	23.38%
Ramsey Capital Equipment	107.03	416.63	(309.60)	25.69%	2,870.68	5,000.00	(2,129.32)	57.41%
Reimbursements	-		-		-	-	-	
Sales Tax		20.87	(20.87)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services		166.63	(166.63)	0.00%	915.75	2,000.00	(1,084.25)	45.79%
Snow Plowing Service	1,690.00	500.00	1,190.00	338.00%	3,872.50	6,000.00	(2,127.50)	64.54%
State Unemploy Exp		208.37	(208.37)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	556.21	625.00	(68.79)	88.99%	6,829.11	7,500.00	(670.89)	91.05%
Studio Sets	125.99	416.63	(290.64)	30.24%	125.99	5,000.00	(4,874.01)	2.52%
Subscription Services	1,589.59	1,833.37	(243.78)	86.70%	19,298.98	22,000.00	(2,701.02)	87.72%

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

	Dec 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	1,747.55	1,250.00	497.55	139.80%	5,031.86	15,000.00	(9,968.14)	33.55%
Vehicle - Insurance		166.63	(166.63)	0.00%	1,332.00	2,000.00	(668.00)	66.60%
Vehicle - Maintenance / Gas	98.85	666.63	(567.78)	14.83%	2,064.23	8,000.00	(5,935.77)	25.80%
Waste Removal	131.07	125.00	6.07	104.86%	1,574.26	1,500.00	74.26	104.95%
Web / VOD / Int / CaTV / Phone	2,387.28	1,833.37	553.91	130.21%	33,307.60	22,000.00	11,307.60	151.40%
Work Comp Insurance		166.63	(166.63)	0.00%	1,742.00	2,000.00	(258.00)	87.10%
Total Expenses	154,190.77	113,080.74	41,110.03	136.35%	1,106,962.94	1,356,968.00	(250,005.06)	81.58%
Net Income	244,499.20	127.63	244,371.57	191568.75%	605,984.89	1,532.00	604,452.89	39555.15%
ZCIP - Andover		2,166.63	(2,166.63)	0.00%	27,000.00	26,000.00	1,000.00	103.85%
ZCIP - Anoka		1,666.63	(1,666.63)	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		1,666.63	(1,666.63)	0.00%	20,000.00	20,000.00	-	100.00%
ZCIP - Master Control Equipment		3,083.37	(3,083.37)	0.00%	-	37,000.00	(37,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment	4,493.00	6,875.00	(2,382.00)	65.35%	26,019.80	82,500.00	(56,480.20)	31.54%
ZCIP - Office Equipment	13,072.75	2,958.37	10,114.38	441.89%	13,072.75	35,500.00	(22,427.25)	36.82%
ZCIP - Portable Field Equipment		416.63	(416.63)	0.00%	2,771.32	5,000.00	(2,228.68)	55.43%
ZCIP - Ramsey		1,666.63	(1,666.63)	0.00%	20,000.00	20,000.00	-	100.00%
ZCIP - Studio		416.63	(416.63)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%
	17,565.75	28,791.52	(11,225.77)	507%	129,972.19	345,500.00	(215,527.81)	550%

Monday, Feb 14, 2022 11:49:33 AM GMT-8 - Accrual Basis

QCTV Bank Reconciliation

January 2022

Beginning Balance - 4M Statement	2,212,858.81
Less: Cleared Checks/Withdrawals	(93,620.39)
Plus: 4M Fund Interest	23.03
Plus: Bank Deposits/Credits	74.15
 Bank Balance	 \$2,119,261.45
Book Balance	2,119,261.45
Adjusted Book Balance	2,119,261.45
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

January 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
01/07/2022	13953	ACE Solid Waste, Inc.	-141.07
01/07/2022	13954	Advanced Graphix Inc.	-4,493.00
01/07/2022	13955	Allina Health System	-100.00
01/07/2022	13956	Anoka Area Chamber of Commerce	-1,000.00
01/07/2022	13957	BizzyWeb, LLC	-310.00
01/07/2022	13958	Comcast - Equipment Grant	-5,179.00
01/07/2022	13959	Greenery Enterprises, Inc.	-1,080.00
01/07/2022	13960	Maza Technologies, LLC	-3,313.20
01/07/2022	13961	Minnesota Assoc. of Community Telecommunications	-1,840.00
01/07/2022	13962	NATOA	-1,400.00
01/07/2022	13963	Preferred One Insurance Co.	-6,498.50
01/07/2022	13964	T-Mobile	-92.73
01/07/2022	13965	The Lincoln National Life Ins. Co.	-556.21
01/07/2022	13966	Timothy Anderson	-80.00
01/07/2022	13967	Xcel Energy	-1,246.32
01/14/2022	13968	Associated Bank	-134.62
01/14/2022	13969	HealthEquity Inc.	-495.81
01/14/2022	W D	Minnesota State Retirement System	-650.00
01/14/2022	W D	PERA	-3,373.49
01/27/2022	13970	Alliance for Community Media	-2,000.00
01/27/2022	13971	Amazon	-500.72
01/27/2022	13972	AT&T Mobility	-688.14
01/27/2022	13973	Aurora Consulting	-1,500.00
01/27/2022	13974	B&H Photo-Video	-2,811.93
01/27/2022	13975	CDW Direct	-1,715.16
01/27/2022	13976	CenterPoint Energy	-499.74
01/27/2022	13977	City of Champlin	-179.82
01/27/2022	13978	Greenery Enterprises, Inc.	-660.00
01/27/2022	13979	Holiday Station	-82.15
01/27/2022	13980	Huebsch	-50.41
01/27/2022	13981	LiveU Inc.	-777.73
01/27/2022	13982	Maza Technologies, LLC	-11,357.59
01/27/2022	13983	The Lincoln National Life Ins. Co.	-606.50
01/27/2022	13984	U.S. Bank Corporate	-2,545.09
01/27/2022	13985	Verizon	-120.03
01/27/2022	13986	Vividly Clean Inc.	-579.63
01/28/2022	13987	Comcast 2	-488.24
01/28/2022	13988	Comcast Cable	-882.25
01/28/2022	13989	Allina Health System	-252.00
01/28/2022	13990	Associated Bank	-134.62
01/28/2022	13991	City of Andover	-1,121.58
01/28/2022	13992	HealthEquity Inc.	-495.81
01/28/2022	13993	Strategic Hawks, Ilc	-400.00

Quad Cities Communications Commission

Bill Payment List

January 2022

DATE	NUM	VENDOR	AMOUNT
01/28/2022	W D	Minnesota State Retirement System	-650.00
01/28/2022	W D	PERA	-3,386.66
01/05/2022	WD	MN Department of Revenue	-99.00
Total for Quad Cities Commission			\$ -68,568.75

QCCCC Agenda Item

4.3 Executive Director's Report

March 4, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

City CIP Grants

Annual CIP grant payments to member cities has been completed. The approved 2022 amount is \$20,000 per city.

2021 Audit

The 2021 audit work is in process. Redpath and Company will be performing final audit work the week of March 7. The completed audit report will be reviewed by the Budget Committee and presented to the Commission at the May meeting.

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. Comcast 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. Discussion on the disputed audit findings continue and staff will report back to the commission at a later date. The toll agreement has been extended to April 2022 to secure resolution.

Strategic Plan

The 2022 year-ahead planning was completed by staff. Commissioners requested a mid-point check in on the 5-Year Strategic Plan and that is tentatively scheduled for early summer. The Strategic Plan can be viewed at: <http://qctv.org/wp-content/uploads/2019/12/Strategic-Plan-and-Direction.pdf>

Programming Guidelines Updated

The programming guidelines have been reviewed and updated. These will be distributed at the commission work session in March. Staff worked on the annual programming report presentation for the March work session.

State of the Cities

QCTV partnered with the Chamber of Commerce to provide live event channel and streaming coverage using the mobile production truck.

Anoka Area Chamber of Commerce

I continue to participate in new business ribbon cutting events as a Chamber Ambassador. QCTV continues to provide coverage of Chamber events of interest to the public and the monthly business profile chamber show.

Community Needs Assessment

The Comcast franchise renewal process includes assessing the technical, financial, and community needs. Staff has reached out to the Morris Leatherman Company to assess recent trends in statistically-valid resident surveys. Member cities were also contacted to determine mutual collaboration on resident surveys in the future.

2022 Capital Investment Implementation

QCTV has a major CIP to implement in 2022. The 2022 CIP budget is \$1,250,250. The city hall government meeting production equipment has been ordered and arriving at QCTV. The city of Andover equipment is in testing and will be installed soon. Other member city equipment will follow. Staff will present an update on the projects at the March commission meeting

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. Staff has met 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 grant program will be before the commission for action in March.

New Technology

New technology! I have been learning the new operating systems and working out the kinks of syncing devices. Overall improved efficiency with learning some new tricks.

Executive Director Performance Review

The annual performance review is in progress.

The Post

This weekly live local news and show airs weekly on Wednesdays at 2 pm, followed by the short packages posted on social media and the full program plays on channel/VOD. The Social Media Coordinator has implemented new posting protocols. This action is garnering higher engagement on social media for QCTV and member cities. More details will be shared at the March Programming work session.

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, updated programming guidelines, and receive commissioner input in the work session.

Action Requested: Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

February 28, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of February, we produced 16 live government meetings; 7 were cancelled.

Regular productions included 4 live episodes of *The Post* involving 21 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 were on location with our production van to bring our viewers live coverage of the Anoka Area Chamber of Commerce State of the Cities luncheon. This is an annual event that includes presentations by our four member cities (and others) held at the Bunker Hills event Center in Coon Rapids.

We produced *The Chamber Report* in our studio. We also produced a talk show with the filmmakers who produced a mini-doc on the Slow Food movement. Our program is *QCTV Presents: Slow Food Documentary Panel*. The film makers interviewed local farmers who are producing healthy food in our area.

We were on location for a show called *Mental Health Wellness Campaign-From Surviving to Thriving with Dr. Corey Martin*. There was an audience at Anoka High School and we provided a YouTube link for the live show.

We worked with the Anoka County Library when they held their local authors fair. We produced a story on the event as well as interviewed 14 local authors who talked about their books.

Procured programming included a sister stations' live coverage of the St. Paul Winter Carnival Torchlight Parade as well as three concerts from the Roseville Area High School bands.

We produced three episodes of *Let's Have a Snack* and one episode of *QCTV Presents Movie Reviews*.

Winter sports continued this month with 9 van sports shoots, 6 lite productions and 4 others produced by our sister stations. The Andover Girls Hockey team took first place in the state competition.

We produced live coverage of the annual Anoka Area Chamber of Commerce Annual Gala event. We provided a link so people who could not attend could watch it on YouTube.

Testimonial:

Hi, I'm the parent of an EP JV player and wanted to tip my hat to you. Please tell your crew who did the Champlin Park/EP game tonight (2/28) congratulations. They did a stellar job. I've watched a lot of community-type streaming games over the years and this was by far the finest job of announcing, camera work, replays, etc. Exemplary! The announcing team's commentary was interesting, fair, informed...top notch!!!!!! Thank you for a terrific job. —Doug Stewart

QCCCC Agenda Item

4.3.1 Operations Report

January 31, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of January, we produced 15 live government meetings; 11 were cancelled.

Regular productions included 4 live episodes of *The Post* involving 24 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.

I spent time coming up with the yearly production goals and objectives and we fit them into our strategic plan on a meeting on January 10th. As this is an election year, I am starting to plan the many candidate forums we will produce with groups like the Metro North Chamber and the local League of Women Voters.

We produced *The Chamber Report* and *Game Sharks* in our studio. Via zoom, we produced *The District Court Show* and *Spotlight on Issue: Impact of Trauma of Boarding Schools on Youth* with the League of Women Voters ABC.

Winter sports continued this month with 6 van sports shoots and 6 others produced by our sister stations. Our local teams are very competitive and are playing well.

Sister station productions we carried include: a live show on Martin Luther King Jr. Day, a District 623 Music Staff Recital, Inside Health Care, and two St. Paul Winter Carnival events.

We debuted a new show called *Let's Have a Snack* where we invite local people to our studio for an informal chat. We produced three episodes in January with Anoka actor Jimmy Good, Champlin Mayor Ryan Karasek, and Andover Restaurateur Lyndsey Belanger.

Testimonials:

"Katherine, the entire QCTV team is awesome! Please share that with them that we so appreciate all they do! Billy did a great job on the new Electric Charging Station in Anoka. We will share it on our social media!"

- Pam Bowman, Communications Manager, Anoka

"A huge thank you to QCTV for having me on The Post. I had so much fun! Make sure you check them out if you haven't already!"

- Allison's Petite Pastries

"Hi Katherine, just a quick note to say how appreciative we are for the opportunity you gave us today to talk about our project. We had a great time with your crew and meeting you in person. Looking forward to seeing it all put together. Thanks again,

- Bud Burge, Biscuits and Gravy Productions

"Thank you, Leslie for your time and talent! I appreciate the link and will absolutely share it with our team and board. Thanks again!"

- LaChelle Williams, Executive Director, Hope4Youth

QCCCC Agenda Item
4.3.2 Technology Report

March 4, 2022

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

General Items:

Capital purchases update. Dell computers are all in the building and configured for deployment. Second of the two Apple laptops is due mid-February. The switcher control panel is due to arrive early February.

days later.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Champlin. Repair part for Panasonic camera was back ordered indefinitely from the manufacturer. Repair center was able to replace the failed component and return camera to QCTV. Technology staff reinstalled camera at Champlin and it is fully functional. Refund check will be issued for unused balance.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

March 4, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: February 2022 Technology Report

General Items:

Capital purchases update. Dell workstations configured for users. Both Apple laptops configured and deployed to the users. The Ross switcher control panel arrived and that completes the capital items for the Truck

Equipment Issues:

QCTV Equipment

No issues to report for this period.

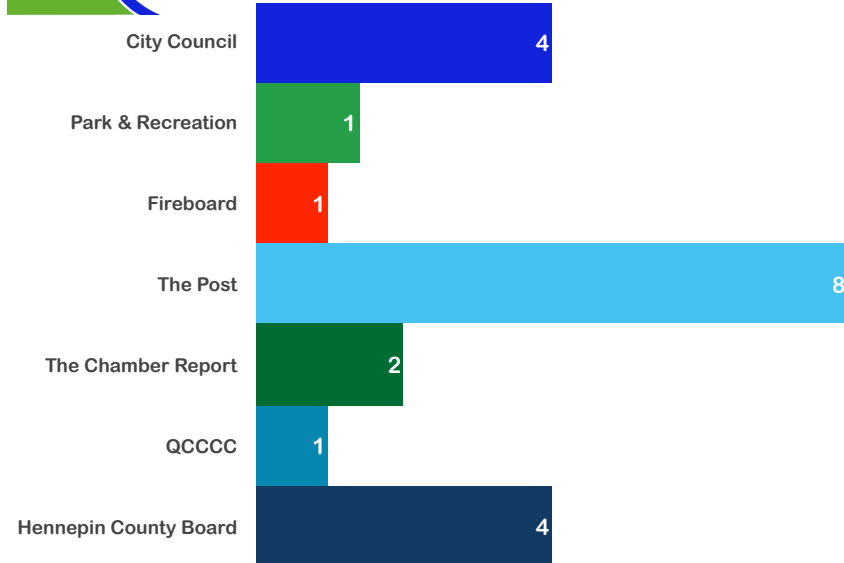
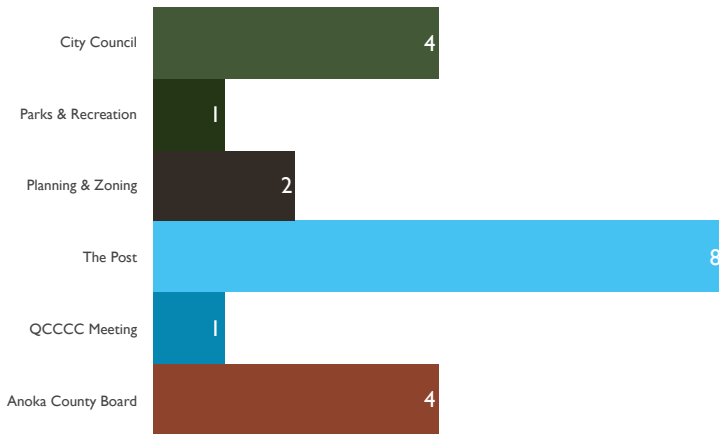
City Equipment

Champlin. Refund for repaired camera received. Camera continues to function properly.

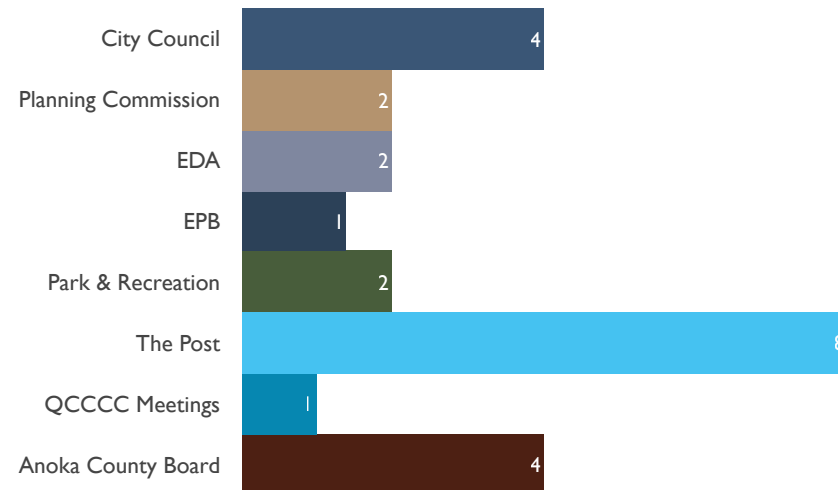
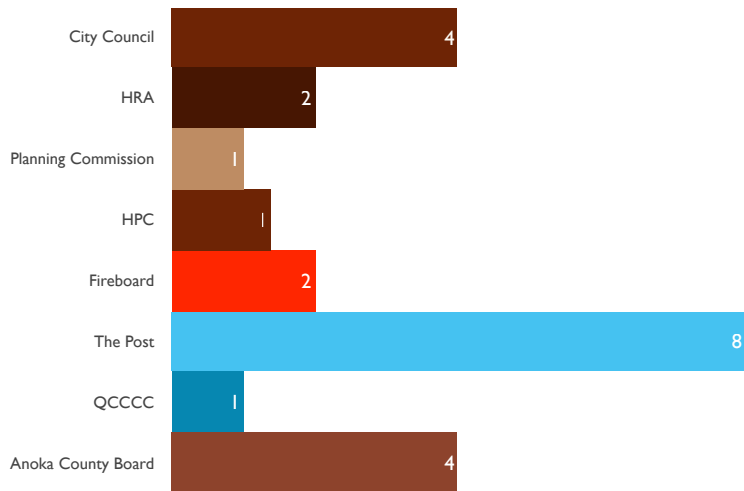
Comcast Equipment

No issues to report for this period.

Action Requested: None.

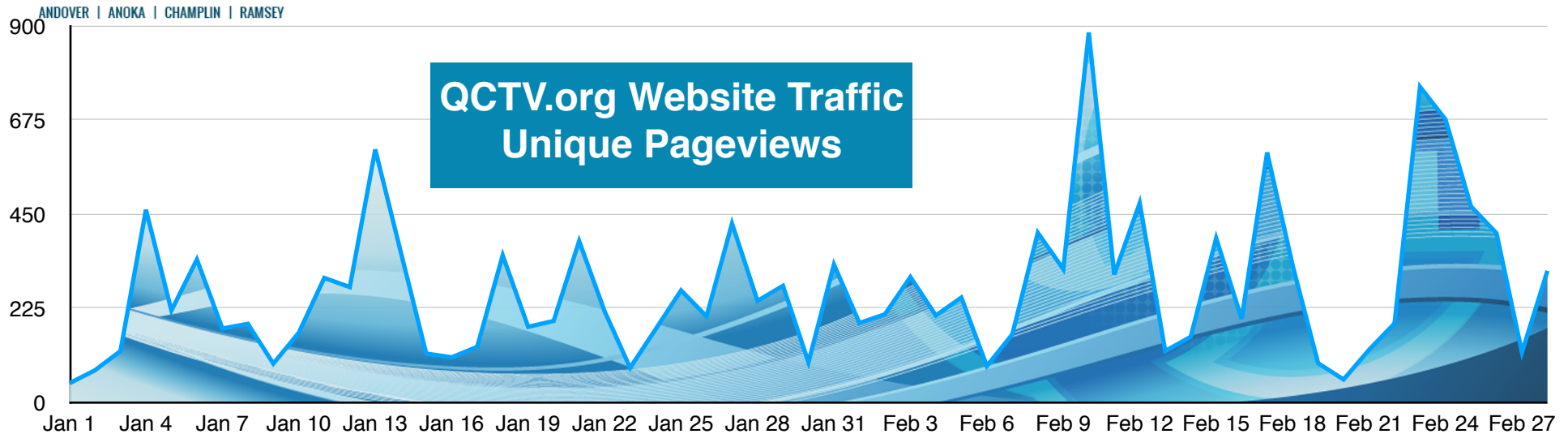


City Channel Programming

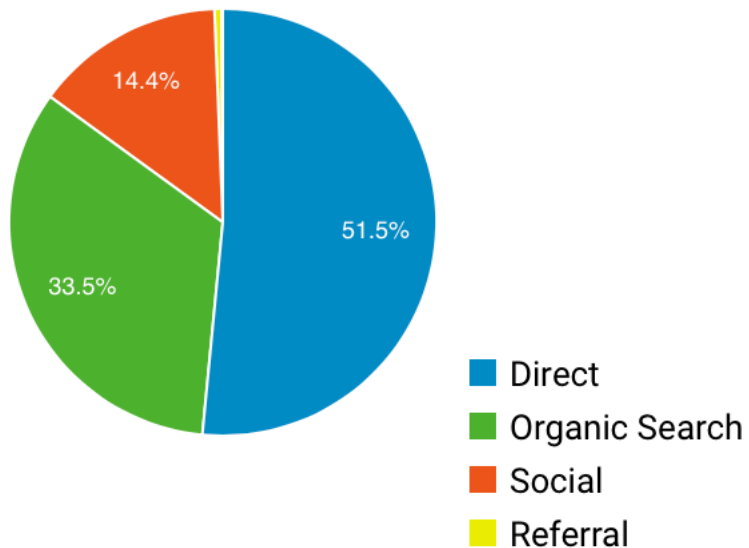


Jan - Feb 2022

2022 January through February Stats



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



Top Ways Users Find QCTV		
1	Direct	2,413
2	Google search	1,369
3	From Facebook	578
4	From Twitter	47
5	From YouTube	40

Top 10 Pages		
1	Homepage	3,320
2	Sports	1,591
3	Live - Community Channel	1,587
4	Ramsey	606
5	Program Guide	464
6	Anoka	419
7	Andover	416
8	The Post	366
9	/meeting_category/ramsey/ramsey-city-council-meetings/	321
10	Programs	293

March 10, 2022

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

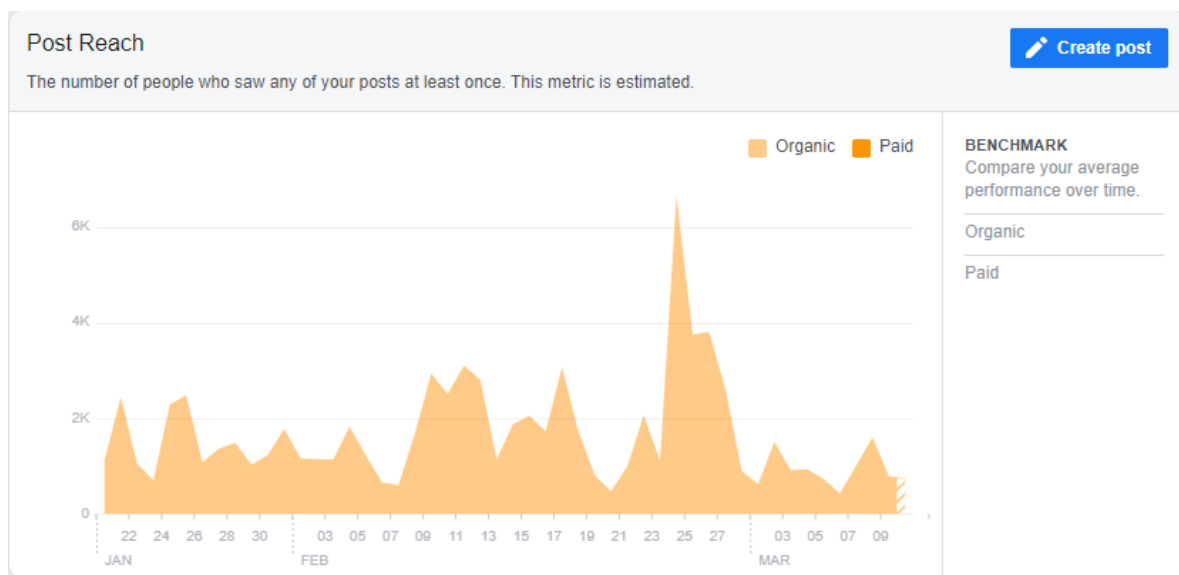
Subject: March 2022 Social Media & Communications Report

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* continue to be posted to LinkedIn. QCTV also continues to tag relevant businesses/interviewees. QCTV has also continued to see success livestreaming sporting events to YouTube, with routinely high viewership. Despite being severely limited by MSHSL restrictions and producing audio-only broadcasts, our hockey and basketball playoff streams have performed well, reaching hundreds of fans per stream.

QCTV also piloted more “on the scene” social media content, including attending and creating same-day promo for Anoka’s “Coffee with a Cop” event, Champlin’s Trout Ice Fishing Contest, and the Anoka Area Chamber of Commerce’s annual gala.

QCTV continues to grow its follower base and reach across social media platforms. Winter sports playoffs accelerated this growth. I have provided some key analytics from various sites below. All data represents activity/growth between the date of the last Commission meeting (Jan. 20th, 2022) and the date of writing this report (March 10th, 2022). See below.

Facebook Reach:

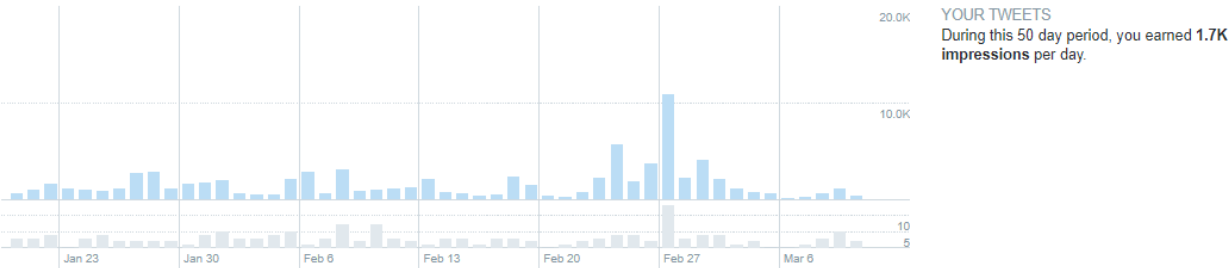


Facebook Followers (233 new):






Twitter Impressions:

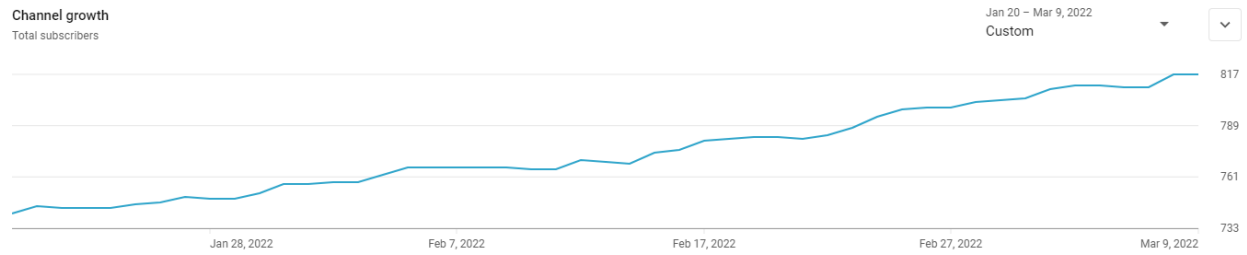
Your Tweets earned 82.7K impressions over this 50 day period



Top Tweets:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate	Engagements
							Showing 50 days with daily frequency
	<p>QCTV @qctv · Feb 26</p> <p>THE ANDOVER HUSKIES ARE YOUR CLASS AA STATE CHAMPS!</p> <p>Final: Andover 5, Minnetonka 4</p> <p>@AndHSHuskies @andovergirlshoc pic.twitter.com/sSLi8g87LR</p> <p>View Tweet activity</p>			6,500	189	2.9%	Engagement rate 3.2% 1.3% engagement rate Mar 10
	<p>QCTV @qctv · Feb 23</p> <p>@andoverhshockey advances to the section semifinals up at AMSOIL Arena as they defeat CEC tonight, 7-0.</p> <p>@AndHSHuskies pic.twitter.com/xYintFZCra</p> <p>View Tweet activity</p>			5,072	276	5.4%	Link clicks 584 Mar 10 1 link click
	<p>QCTV @qctv · Jan 27</p> <p>We're hitting the ice LIVE at 7:00 pm TONIGHT to bring you an awesome hockey game! 🏒📺</p> <p>Join us to see @ERHShockey take on the @andoverhshockey!! Watch live on our YouTube channel! Link below: youtu.be/WqhhD9FkJ7k</p> <p>@AndHSHuskies #HuskyNation #QCTV pic.twitter.com/y9F9C6N3yA</p> <p>View Tweet activity</p>			3,928	266	6.8%	Retweets without comments 126 1 Retweet without comments Mar 10

YouTube Subscribers – 817 (77 new):



YouTube Views:

In the selected period, your channel got 16,511 views



QCCCC Agenda Item

5.1 Technology Projects 2022 Outlook

March 8, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Technology Projects 2022

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/redesign
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)

All equipment for all four cities and the spare system has been ordered, and most of it has arrived. Some items are backordered; however, we have on hand substitutes that will work with the system design until those items arrive. Technology staff are preparing to begin the installation at Andover on March 23rd with scheduled completion on April 4th, to be ready for the City Council meeting on April 5th.

Auxiliary meeting equipment (Start in Quarter 2)

This project is city driven. A capital expense request will follow later in the agenda.

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

QCTV launched the current version of the website in January of 2016. Technology staff are currently looking at other stations' websites to identify needed features and contacting staff of metro area stations to gather information on website developers.

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

5.2 Capital Request

March 8, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Capital Request - City Equipment Grant - non-cablecast meetings

General Overview:

Member cities are using interactive technology to engage residents in meetings and work sessions that are not cablecast. City staff have requested assistance in making remote meetings easier to conduct when a QCTV producer is not present and to make the interactive technology work better for residents and participating members.

Current Progress:

QCTV is currently working with Anoka staff and Alpha Video on a plan for Anoka's work session room. Progress is not at the point where we have firm cost estimates.

QCTV Technology Staff recommendations:

To provide the most flexibility and control to the member cities, Technology staff recommend a grant payable directly to each member city. This would allow the city to use their preferred vendor and control all aspects of the project. QCTV staff would be able to advise on the project as requested.

As an option to provide the most assistance with implementation, technology staff also recommend that QCTV work directly with Alpha Video and the member city to develop a plan for the city's preferred interactive technology meeting space. QCTV could then return to the Commission with a capital request to partially or fully fund the project. Or the Commission could approve a base grant amount and the city could request that amount as a reimbursement.

Capital Budget:

This is an unplanned capital expense, but sufficient funds exist in the 2022 city category to fund the proposed grant.

Action Requested:

Approve \$60,000.00 equipment grant (\$15,000.00 to each member city) payable on request of fund from the city.

Request QCTV, using Alpha Video, to design a system that will work for the city's preferred interactive technology meeting space. Then QCTV and the city would develop an implementation plan.

Additional Options for Action

- Approve funding at a higher or lower level
- Direct staff to provide more information, or to return to the Commission with an alternate proposal
- Delay action for future consideration or until after the city hall production system planned replacement is completed later in 2022

5.3 Lexica Contract Phase 3

March 14, 2022

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: Lexica Communications Proposal – Phase 3

The Strategic Plan calls for diversification of revenue for sustainability. Lexia Communications has presented a three phase proposal in 2019 to align strategic vision with day-to-day operations, which was approved by the Commission. A copy of the Lexica proposal is attached, as is the strategic plan.

Phase 1

Craft plan aligning program content, format, and social media delivery platforms.

COMPLETED 2020

Phase 2

Draft an implementation plan.

COMPLETED 2021

Phase 3

Develop a plan for garnering supplemental revenue.

REQUEST APPROVAL

Staff recommends approve Phase 3 and direct Social Media/Communications Coordinator to proceed.

Action Requested:

Motion to approve Lexica Communications proposal:

Phase 3: Up to \$3,500



QUAD CITIES COMMUNITY TELEVISION

ANDOVER | ANOKA | CHAMPLIN | RAMSEY

MISSION

**Connecting communities through
local programming valued by residents.**

VISION

**Innovative use of emerging
technology for engaged
communities.**

VALUES

**Respect people and perspectives
Communicate openly | Innovate for impact
Focus on quality | Collaborate for success**

2019 - 2023 STRATEGIC PLAN



ENGAGING THE COMMUNITY

Develop capacity to market QCTV.

Leverage community partners for programming.

Update programming content to engage the community.



COLLABORATING FOR SUCCESS

Define core services within legal parameters.

Promote engagement among staff and commissioners.

Foster collaborative working relationships between QCTV and city staff.



INNOVATING FOR IMPACT

Identify community needs and assess engagement.

Diversify distribution platforms.

Diversify revenue for sustainability.

2018 KEY PERFORMANCE INDICATORS

121,066

Website Hits

482

City Programs

\$503,683

City Council Chambers Investment

62%

City VOD Increase (2016-18)

374

Community Programs

91

Customer Satisfaction Score

QCTV New Vision Development Project

Preliminary Estimate - 02/15/2020

BACKGROUND

QCTV is a community-based, cable television station that serves the cities of Andover, Anoka, Champlin, and Ramsey. The station is managed by the Joint Powers Commission which is comprised of two commissioners from each city. Programming is comprised of city government meetings, local sports, and a few other hyperlocal, primarily news-based shows.

In an effort to increase community engagement, the station's value to its constituencies, and potentially, increase revenue, QCTV is re-evaluating its programming and delivery models. Because of the growing interest in and demand for internet-based, mobile content, QCTV would like help researching and developing a forward-thinking, internet-first, mobile-friendly approach to creating and delivering content.

PROJECT DESCRIPTION AND PRELIMINARY COST ESTIMATES

Lexica Communications, Inc. will work with QCTV to create a vision of what an internet-first approach to serving its constituencies could look like in terms of content, format, and delivery platforms. The components of this project could include:

Phase I

Develop an executable vision of program content, format, and delivery platforms that utilize as much of QCTV's current resources as possible and be based on QCTV's business objectives. The project will be based on research on industry trends as well as constituency demographics and psychographics. The work will be done in conjunction with QCTV staff. Estimated length of time for completion: three months. Estimated costs: \$4,500-\$5,000

Phase II

Develop an implementation plan for the new model; including timeline and recommended resource re-allocation. Estimated length of time for completion: 4-6 weeks. Estimated cost: \$2,500-\$3,000

Develop a marketing communications plan for informing constituencies and driving them to the new programming choices. Estimated length of time for completion: 4-6 weeks. Estimated cost: \$1,500

Phase III

Develop a plan for supplemental revenue. This would involve working in conjunction with QCTV staff to identify and research the viability of a variety of supplemental revenue opportunities that fit within QCTV's mission. Estimated length of time for completion: 4-6 weeks. Estimated cost: \$2,000-\$3,500



ABOUT LEXICA COMMUNICATIONS, INC.

Lexica Communications is a strategic partner for organizations that want to develop effective messaging and the tools to deliver those messages. Tami Wendt, President and Founder, was also a producer of the Business Snapshots show at QCTV for three years.