

Quad Cities Cable Communications Commission

Ramsey City Hall – Council Chambers

May 19, 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 March 17, 2022, commission meeting and work session minutes.

4.2. Treasurer

4.2.1. February and March Financial Reports

4.3. Executive Director

4.4. Commission Organization Items

5. General Business

5.1. 2021 Audit Report

5.2. Technology Projects 2022 Outlook

5.3. Capital Request – HVAC Replacement

5.4. Capital Request – Active Directory Replacement

5.5. Capital Request – Cablecast Equipment

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 MARCH 17, 2022

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; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Jamie Barthel, Andover; Tom Moe, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director; Technology Manager John Sommer; and Social Media/Communications Coordinator Seamus Burke.

APPROVAL OF AGENDA – 3

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

A roll call vote was performed:

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

Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from January 20, 2022

Motion was made by Skogquist and seconded by Barthel to approve the January 20, 2022 minutes as presented.

A roll call vote was performed:

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

Motion carried.

4.2 Treasurer

4.2.1. December and January Financial Reports

Commissioner Dickinson provided an overview of the 2021 year end and January financial information. He noted that there may be some changes to the year end information following the completion of the audit.

Commissioner Skogquist referenced the budgeted income versus actual and asked for details on the difference.

Commissioner Dickinson stated that the budget is conservative in terms of income projections. He noted that there were also some budgeted items that were lower than the budgeted amounts.

Ms. George stated that QCTV has experienced a slight decline in the franchise fee collection as streaming service subscriptions have grown. She stated that they have projected a minimum franchise fee based on that decline. She noted that even though there has been a subscriber drop for cable services, the cost has increased, therefore there has not yet been a significant impact to the franchise fee. She stated that over the past years, QCTV worked to pay its outstanding debts and has been able to invest in the building and city hall locations. She stated that the goal is for QCTV to be self-sustaining in terms of its capital improvements.

Motion was made by Barthel and seconded by Lee to accept the December and January Financial Reports.

A roll call vote was performed:

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

Motion carried.

4.3 Executive Director

Ms. George reported that the CIP grant payments were made in the amount of \$20,000 to each member city to use for communication and technology improvements. She noted that she has been working with Redpath to wrap up the 2021 audit which will be presented to the Commission at its May meeting. She provided an update on the franchise audit, strategic plan work, and capital improvement implementation plan. She noted that the packet included the first quarter statistics, and the yearend statistics were reviewed in worksession. She reviewed some positive feedback received recently.

4.4 Commission Organization Items

Chair Ulrich announcement his retirement noting that the Ramsey City Council will appoint a new member from Ramsey prior to the next Commission meeting. He noted that a new Chair will need to be appointed.

Commissioner Skogquist asked if the officer positions must be held by members from different cities.

Ms. George did not believe that was a requirement although it has been done in her time with QCTV. She noted that she also strives to have representation from each city on the subcommittees.

Commissioner Skogquist asked for input on the duties of the Executive Committee and how often that group meets.

Ms. George noted that since she came on board in 2012, the Executive Committee has met on two occasions to review the Time Warner/Comcast merger discussion. She stated that the Committee also met on another occasion to review a matter as directed by the Commission.

Commissioner Heitkamp nominated Commissioner Barthel for the position of Chair.

Motion was made by Heitkamp seconded by Skogquist to election Jamie Barthel as Chair.

There were no other nominations.

Commissioner Barthel accepted the nomination.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Barthel	abstain
Commissioner Lee	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Moe	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

Ms. George recognized Commissioner Ulrich for his career in public service. She valued his leadership and wished him the best in his retirement.

GENERAL BUSINESS – 5

5.1 Technology Projects 2022 Outlook

Mr. Sommer provided an update on the planned city hall improvements. He noted that the equipment for the Andover improvements has been received and that project will begin soon. He noted the improvements planned for later this year.

5.2 Capital Request – City Equipment Grant – Non-Cablecast Meetings

Mr. Sommer noted that this has been discussed at past meetings and staff has worked with Anoka city staff to develop a plan. He reviewed the two options the Commission could choose to pursue.

Motion was made by Heitkamp and seconded by Dickinson to approve \$60,000 equipment grant (\$15,000 to each member city) payable on request of fund from the city and request QCTV, using Alpha Video, to design a system that will work

for the city's preferred interactive technology meeting space with the city and QCTV to develop an implementation plan.

A roll call vote was performed:

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

Motion carried.

Commissioner Skogquist asked the path that would be taken if the cost comes in higher than the approved amount.

Mr. Sommer provided clarification on the process that would be followed. He noted that if the cost comes in higher than the amount allocated, the city would need to allocate those funds.

Chair Ulrich noted that the cities could choose to use a portion of their \$20,000 annual capital equipment grant if the cost were higher.

5.3 Lexica Proposal – Phase 3

Ms. George stated that this is the final phase of the Lexica proposal which will look to develop a plan for supplemental revenue.

Mr. Burke confirmed that phases one and two have been completed and they will continue in an effort to develop a plan to diversify revenue for the organization.

Motion was made by Barthel and seconded by Skogquist to approve Phase 3 of the Lexica Communications proposal at a cost of up to \$3,500.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Barthel	aye
Commissioner Lee	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Moe	aye

Commissioner Woestehoff **aye**
Chair Ulrich **aye**

Motion carried.

5.4 Other

Chair Ulrich expressed appreciation for the opportunity to work collaboratively with the other three cities and QCTV.

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

MINUTES OF THE WORK SESSION OF MARCH 17, 2022

CALL TO ORDER – 1

Chair Ulrich called the meeting to order at 10:00 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; Jamie Barthel, Andover; Tom Moe, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director; John Sommer, Technology Manager; Katherine Lenaburg, Operations Manager; and Seamus Burke, Social Media/Communications Coordinator.

APPROVAL OF AGENDA – 3

The agenda was approved as presented.

ANNUAL PROGRAMMING UPDATE – 4

Ms. George provided background on previous programming discussions and guidance. She highlighted some of the upcoming plans for 2022 including programming, capital improvements, and strategic plan review.

Ms. Lenaburg provided an overview of 2021 programming including city meetings and community shows.

Mr. Sommer provided an overview of website traffic statistics.

Mr. Burke provided an update on the communications plan and highlighted major accomplishments. He also reviewed social media metrics for 2021 and year to date for 2022 for Facebook, YouTube, and Twitter.

Ms. Lenaburg highlighted programming including The Post, What's My Job, and upcoming 2022 election forums/coverage. She reviewed some of the positive feedback that staff has received and the awards the organization received in 2021.

Mr. Burke commented that during the past 40 years QCTV has produced award winning programs, developed great community partnerships, innovated new uses of technology, and provided coverage of over 10,000 government meetings. He stated that in the last year they continued to expand their programming lineup, distributed content on new platforms, and found new ways to be relevant in its communities.

Ms. George expressed gratitude to the Commission noting all that has been accomplished since she began with the organization in 2012. She stated that the Commission has completed two strategic plans that has driven the organization's vision forward. She recognized the hard work of staff to accomplish the strategic plan goals and noted that the community has embraced that direction.

Commissioner Lee stated that the Commission is composed of City Administrators and Councilmembers from each of the four cities, all of which have experience with different organizations. He stated that QCTV is well run and provides great benefit while being fiscally responsible.

Chair Ulrich expressed appreciation for following the strategic plan, noting that it is great to see all the platforms used to ensure more people can see the great programming.

Ms. George provided an overview of the programming guidelines. She also reviewed information related to the copyright of QCTV material, including election coverage.

Chair Ulrich asked the process for a church to have its service broadcast and how those decisions are made.

Ms. George stated that when she began at the organization all religious programming was allowed as long as the footage was submitted and the form was filled out, therefore services were being broadcast from Texas. She stated that about five years ago the organization changed the guidelines to only broadcast services from brick-and-mortar churches within the four member cities. She stated that if a church falls into that eligibility, they can contact QCTV to determine availability.

Mr. Sommer commented that currently four local churches provide footage from their service to broadcast and noted that they would welcome the opportunity to work with additional churches if they were interested.

Commissioner Skogquist asked the point at which YouTube footage can be monetized and whether that source of revenue enhancement would be an option.

Ms. George stated that revenue enhancement was on the strategic plan and is identified for 2022. She noted that QCTV will be working with Lexica to identify revenue enhancement opportunities if phase three is approved by the Commission. She stated that QCTV cannot have traditional advertisement commercials but can have program sponsorships, explaining the difference. She commented that once 1,000 subscribers is reached, it would open up an option to monetize on YouTube. She identified potential opportunities for revenue the organization will be investigating.

OTHER - 5

No comments.

ADJOURN – 6

Time of adjournment 10:50 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 February 28, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,255,848.31
- PayPay acct	425.09
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,196.16
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,617,719.56
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,617,719.56</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	121,956.90
Other Current Liabilities	0.02
Total Current Liabilities	<u>\$ 121,956.92</u>
Equity	<u>3,495,762.64</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,617,719.56 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$3,212,288.01 (\$4.6M 5-Year Cap Plan)

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

	Feb 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 36.09	\$ 41.67	\$ (5.58)	86.61%	\$ 36.09	\$ 500.00	\$ (463.91)	7.22%
Equipment Grant		5,000.00	(5,000.00)	0.00%	0.00	60,000.00	(60,000.00)	0.00%
Franchise Fees	257,114.14	71,500.00	185,614.14	359.60%	0.00	858,000.00	(858,000.00)	0.00%
Interest Income	39.20	375.00	(335.80)	10.45%	81.14	4,500.00	(4,418.86)	1.80%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee	137,135.76	35,750.00	101,385.76	383.60%	0.00	429,000.00	(429,000.00)	0.00%
Total Income	394,325.19	112,708.34	281,616.85	349.86%	117.23	1,352,500.00	(1,352,382.77)	0.01%
Expenses								
A-PERA Expense	3,785.68	4,628.08	(842.40)	81.80%	7,407.20	55,537.00	(48,129.80)	13.34%
A-SS/Medicare Expense	4,103.71	4,860.17	(756.46)	84.44%	7,159.00	58,322.00	(51,163.00)	12.27%
A-Wages - Full-time	43,339.36	50,566.33	(7,226.97)	85.71%	75,001.76	606,796.00	(531,794.24)	12.36%
A-Wages - Part-time	11,245.89	10,000.00	1,245.89	112.46%	18,210.23	120,000.00	(101,789.77)	15.18%
Accounting / HR Services		1,333.33	(1,333.33)	0.00%	1,539.12	16,000.00	(14,460.88)	9.62%
Ads/Promos/Sponsorships	654.99	916.67	(261.68)	71.45%	324.99	11,000.00	(10,675.01)	2.95%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	2,297.91	1,333.33	964.58	172.34%	2,857.91	16,000.00	(13,142.09)	17.86%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	260.30	5,000.00	(4,739.70)	5.21%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	597.02	500.00	97.02	119.40%	1,176.65	6,000.00	(4,823.35)	19.61%
Building - Insurance		350.00	(350.00)	0.00%	2,786.00	4,200.00	(1,414.00)	66.33%
Building - Maintenance	1,640.00	833.33	806.67	196.80%	2,062.40	10,000.00	(7,937.60)	20.62%
Building - Supplies	50.41	125.00	(74.59)	40.33%	100.82	1,500.00	(1,399.18)	6.72%
Car Allowance	250.00	250.00	0.00	100.00%	500.00	3,000.00	(2,500.00)	16.67%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	1,050.00	6,300.00	(5,250.00)	16.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	827.37	5,000.00	(4,172.63)	16.55%
City Sewer & Water	145.48	216.67	(71.19)	67.14%	145.48	2,600.00	(2,454.52)	5.60%
Commission Expense		208.33	(208.33)	0.00%	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

	Feb 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	2,130.00	70,000.00	(67,870.00)	3.04%
Continuing Education			0.00		0.00	0.00	0.00	
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service		1,250.00	(1,250.00)	0.00%	1,169.94	15,000.00	(13,830.06)	7.80%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,647.34	1,666.67	(19.33)	98.84%	1,914.74	20,000.00	(18,085.26)	9.57%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,292.10	7,666.67	(1,374.57)	82.07%	15,854.24	92,000.00	(76,145.76)	17.23%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		400.00	(400.00)	0.00%	3,096.00	4,800.00	(1,704.00)	64.50%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees	115.00	1,500.00	(1,385.00)	7.67%	115.00	18,000.00	(17,885.00)	0.64%
Licenses and Permits	250.00	250.00	0.00	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Meals	144.80	83.33	61.47	173.77%	144.80	1,000.00	(855.20)	14.48%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	2,000.00	10,000.00	(8,000.00)	20.00%
Mileage	219.26	1,000.00	(780.74)	21.93%	299.12	12,000.00	(11,700.88)	2.49%
Miscellaneous Expenses	(101.19)	41.67	(142.86)	-242.84%	(101.19)	500.00	(601.19)	-20.24%
Natural Gas	677.85	416.67	261.18	162.68%	677.85	5,000.00	(4,322.15)	13.56%
Office Supplies / Equipment	3,067.15	500.00	2,567.15	613.43%	3,067.15	6,000.00	(2,932.85)	51.12%
Payroll Expenses (ADP/HSA)	217.50	83.33	134.17	261.01%	430.00	1,000.00	(570.00)	43.00%
Postage	3.48	41.67	(38.19)	8.35%	49.59	500.00	(450.41)	9.92%
Printing / Copy Services		41.67	(41.67)	0.00%	38.61	500.00	(461.39)	7.72%
Professional Development		1,833.33	(1,833.33)	0.00%	884.73	22,000.00	(21,115.27)	4.02%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.87	416.67	(310.80)	25.41%	211.83	5,000.00	(4,788.17)	4.24%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services		166.67	(166.67)	0.00%	154.00	2,000.00	(1,846.00)	7.70%
Snow Plowing Service	1,610.00	500.00	1,110.00	322.00%	2,590.00	6,000.00	(3,410.00)	43.17%
State Unemploy Exp		208.33	(208.33)	0.00%	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

	Feb 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	1,208.63	7,500.00	(6,291.37)	16.12%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	938.89	1,833.33	(894.44)	51.21%	11,103.38	22,000.00	(10,896.62)	50.47%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	528.86	15,000.00	(14,471.14)	3.53%
Vehicle - Insurance		116.67	(116.67)	0.00%	887.00	1,400.00	(513.00)	63.36%
Vehicle - Maintenance / Gas	240.46	625.00	(384.54)	38.47%	426.86	7,500.00	(7,073.14)	5.69%
Waste Removal	131.07	133.33	(2.26)	98.30%	272.14	1,600.00	(1,327.86)	17.01%
Web / VOD / Int / CaTV / Phone	2,495.91	2,333.33	162.58	106.97%	5,691.57	28,000.00	(22,308.43)	20.33%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	88,889.87	112,679.58	(23,789.71)	78.89%	176,603.08	1,352,155.00	(1,175,551.92)	13.06%
Net Income	305,435.32	28.76	305,406.56	1062014.33%	(176,485.85)	345.00	(176,830.85)	-51155.32%

ZCIP - Andover	\$ 42,491.85	45,481.09
ZCIP - Anoka	42,491.85	45,481.09
ZCIP - Champlin	42,541.75	44,822.20
ZCIP - Master Control Equipment		106.60
ZCIP - Mobile Vehicles & Equipment	14,561.17	14,561.17
ZCIP - Office Equipment	3,638.14	3,638.14
ZCIP - Portable Field Equipment	22,020.91	26,514.70
ZCIP - Ramsey	42,491.85	43,820.84
	<u>\$ 210,237.52</u>	<u>\$ 224,425.83</u>

QCTV Bank Reconciliation
February 2022

Beginning Balance - 4M Statement	2,119,261.45
Less: Cleared Checks/Withdrawals	(199,818.53)
Plus: 4M Fund Interest	22.06
Plus: Bank Deposits/Credits	394,249.90
 Bank Balance	 \$2,313,714.88
Book Balance	2,313,714.88
Adjusted Book Balance	2,313,714.88
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

February 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
02/09/2022	13994	ACE Solid Waste, Inc.	-131.07
02/09/2022	13995	Alpha Video & Audio Inc.	-8,064.17
02/09/2022	13996	B&H Photo-Video	-4,879.26
02/09/2022	13997	City of Andover	-20,000.00
02/09/2022	13998	City of Champlin	-20,000.00
02/09/2022	13999	DVS Renewal	-19.25
02/09/2022	14000	Genesis Technologies Inc.	-9,916.00
02/09/2022	14001	Greenery Enterprises, Inc.	-320.00
02/09/2022	14002	Holiday Station	-167.15
02/09/2022	14003	Huebsch	-50.41
02/09/2022	14004	Joe G. Ruhland	-320.00
02/09/2022	14005	Mayo Clinic	-2,790.02
02/09/2022	14006	NLFX Professional	-1,310.00
02/09/2022	14007	Peter James Hayes	-240.00
02/09/2022	14008	Preferred One Insurance Co.	-6,498.50
02/09/2022	14009	Securitas Electronic Security Inc.	-422.40
02/09/2022	14010	T-Mobile	-92.73
02/09/2022	14011	U.S. Bank Corporate	-1,552.88
02/09/2022	14012	Xcel Energy	-1,169.94
02/11/2022	14013	Associated Bank	-134.62
02/11/2022	14014	HealthEquity Inc.	-495.81
02/11/2022	W D	Minnesota State Retirement System	-650.00
02/11/2022	W D	PERA	-3,553.84
02/22/2022	14015	Alpha Video & Audio Inc.	-14,561.17
02/22/2022	14016	Amazon	-3,572.92
02/22/2022	14017	AT&T Mobility	-2,051.70
02/22/2022	14018	B&H Photo-Video	-3,117.25
02/22/2022	14019	CenterPoint Energy	-677.85
02/22/2022	14020	City of Andover	-1,585.23
02/22/2022	14021	City of Anoka	-20,000.00
02/22/2022	14022	City of Champlin	-145.48
02/22/2022	14023	City of Ramsey	-20,000.00
02/22/2022	14024	Clark Wire & Cable	-323.28
02/22/2022	14025	Comcast 2	-488.24
02/22/2022	14026	Comcast Cable	-885.43
02/22/2022	14027	Coordinated Business Systems, LTD	-1,885.00
02/22/2022	14028	Greenery Enterprises, Inc.	-1,120.00
02/22/2022	14029	James R. Erickson	-320.00
02/22/2022	14030	LiveU Inc.	-159.71
02/22/2022	14031	Maza Technologies, LLC	-1,664.60
02/22/2022	14032	NAC Building Solutions	-1,640.00
02/22/2022	14033	Timesavers	-154.00
02/22/2022	14034	Timothy Anderson	-160.00

Quad Cities Communications Commission

Bill Payment List

February 2022

DATE	NUM	VENDOR	AMOUNT
02/22/2022	14035	Verizon	-120.05
02/22/2022	14036	Vividly Clean Inc.	-597.02
02/22/2022	14037	Z Systems	-3,462.11
02/25/2022	14038	Associated Bank	-134.62
02/25/2022	14039	HealthEquity Inc.	-495.81
02/25/2022	W D	Minnesota State Retirement System	-650.00
02/25/2022	W D	PERA	-3,512.75
Total for Quad Cities Commission			\$ -166,282.27

Quad Cities Communications Commission
Balance Sheet Summary
As of March 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,034,344.13
- PayPay acct	425.09
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,265.10
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,396,284.32
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,396,284.32</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,427.30
Other Current Liabilities	0.33
Total Current Liabilities	<u>\$ 8,427.63</u>
Equity	<u>3,387,856.69</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,396,284.32 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,990,852.77 (\$4.6M 5-Year Cap Plan)

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

	Mar 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 41.67	\$ (41.67)	0.00%	\$ 36.09	\$ 500.00	\$ (463.91)	7.22%
Equipment Grant		5,000.00	(5,000.00)	0.00%	0.00	60,000.00	(60,000.00)	0.00%
Franchise Fees		71,500.00	(71,500.00)	0.00%	0.00	858,000.00	(858,000.00)	0.00%
Interest Income	167.84	375.00	(207.16)	44.76%	248.98	4,500.00	(4,251.02)	5.53%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	0.00	429,000.00	(429,000.00)	0.00%
Total Income	167.84	112,708.34	(112,540.50)	0.15%	285.07	1,352,500.00	(1,352,214.93)	0.02%
Expenses								
A-PERA Expense	3,785.84	4,628.08	(842.24)	81.80%	11,193.04	55,537.00	(44,343.96)	20.15%
A-SS/Medicare Expense	4,074.91	4,860.17	(785.26)	83.84%	11,233.91	58,322.00	(47,088.09)	19.26%
A-Wages - Full-time	43,320.86	50,566.33	(7,245.47)	85.67%	118,322.62	606,796.00	(488,473.38)	19.50%
A-Wages - Part-time	10,888.14	10,000.00	888.14	108.88%	29,098.37	120,000.00	(90,901.63)	24.25%
Accounting / HR Services	849.92	1,333.33	(483.41)	63.74%	2,389.04	16,000.00	(13,610.96)	14.93%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	324.99	11,000.00	(10,675.01)	2.95%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	1,697.22	1,333.33	363.89	127.29%	4,555.13	16,000.00	(11,444.87)	28.47%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	392.20	5,000.00	(4,607.80)	7.84%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	597.02	500.00	97.02	119.40%	1,773.67	6,000.00	(4,226.33)	29.56%
Building - Insurance		350.00	(350.00)	0.00%	2,786.00	4,200.00	(1,414.00)	66.33%
Building - Maintenance		833.33	(833.33)	0.00%	2,062.40	10,000.00	(7,937.60)	20.62%
Building - Supplies	113.13	125.00	(11.87)	90.50%	213.95	1,500.00	(1,286.05)	14.26%
Car Allowance	250.00	250.00	0.00	100.00%	750.00	3,000.00	(2,250.00)	25.00%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	1,575.00	6,300.00	(4,725.00)	25.00%
Champlin Capital Equipment	(572.67)	416.67	(989.34)	-137.44%	254.70	5,000.00	(4,745.30)	5.09%
City Sewer & Water	135.23	216.67	(81.44)	62.41%	280.71	2,600.00	(2,319.29)	10.80%
Commission Expense	48.00	208.33	(160.33)	23.04%	48.00	2,500.00	(2,452.00)	1.92%

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

	Mar 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	3,810.00	5,833.33	(2,023.33)	65.31%	5,940.00	70,000.00	(64,060.00)	8.49%
Continuing Education	907.80		907.80		907.80	0.00	907.80	
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	2,511.30	1,250.00	1,261.30	200.90%	3,681.24	15,000.00	(11,318.76)	24.54%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,070.96	1,666.67	(595.71)	64.26%	2,985.70	20,000.00	(17,014.30)	14.93%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,292.10	7,666.67	(1,374.57)	82.07%	22,146.34	92,000.00	(69,853.66)	24.07%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		400.00	(400.00)	0.00%	3,096.00	4,800.00	(1,704.00)	64.50%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees	1,000.00	1,500.00	(500.00)	66.67%	1,115.00	18,000.00	(16,885.00)	6.19%
Licenses and Permits		250.00	(250.00)	0.00%	250.00	3,000.00	(2,750.00)	8.33%
Meals	143.69	83.33	60.36	172.43%	288.49	1,000.00	(711.51)	28.85%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	2,000.00	10,000.00	(8,000.00)	20.00%
Mileage	644.49	1,000.00	(355.51)	64.45%	943.61	12,000.00	(11,056.39)	7.86%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(101.19)	500.00	(601.19)	-20.24%
Natural Gas	595.81	416.67	179.14	142.99%	1,273.66	5,000.00	(3,726.34)	25.47%
Office Supplies / Equipment	335.13	500.00	(164.87)	67.03%	3,402.28	6,000.00	(2,597.72)	56.70%
Payroll Expenses (ADP/HSA)	217.50	83.33	134.17	261.01%	647.50	1,000.00	(352.50)	64.75%
Postage	23.85	41.67	(17.82)	57.24%	73.44	500.00	(426.56)	14.69%
Printing / Copy Services		41.67	(41.67)	0.00%	38.61	500.00	(461.39)	7.72%
Professional Development	714.40	1,833.33	(1,118.93)	38.97%	1,599.13	22,000.00	(20,400.87)	7.27%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.87	416.67	(310.80)	25.41%	317.70	5,000.00	(4,682.30)	6.35%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services	195.50	166.67	28.83	117.30%	349.50	2,000.00	(1,650.50)	17.48%
Snow Plowing Service	872.00	500.00	372.00	174.40%	3,462.00	6,000.00	(2,538.00)	57.70%
State Unemploy Exp		208.33	(208.33)	0.00%	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

	Mar 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	1,810.76	7,500.00	(5,689.24)	24.14%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	1,023.59	1,833.33	(809.74)	55.83%	12,126.97	22,000.00	(9,873.03)	55.12%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	195.00	1,250.00	(1,055.00)	15.60%	723.86	15,000.00	(14,276.14)	4.83%
Vehicle - Insurance		116.67	(116.67)	0.00%	887.00	1,400.00	(513.00)	63.36%
Vehicle - Maintenance / Gas	831.89	625.00	206.89	133.10%	1,258.75	7,500.00	(6,241.25)	16.78%
Waste Removal	145.56	133.33	12.23	109.17%	417.70	1,600.00	(1,182.30)	26.11%
Web / VOD / Int / CaTV / Phone	2,756.43	2,333.33	423.10	118.13%	8,448.00	28,000.00	(19,552.00)	30.17%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	90,839.50	112,679.58	(21,840.08)	80.62%	267,442.58	1,352,155.00	(1,084,712.42)	19.78%
Net Income	\$ (90,671.66)	\$ 28.76	\$ (90,700.42)	-315270.03%	\$ (267,157.51)	\$ 345.00	\$ (267,502.51)	-77436.96%
ZCIP - Andover	3,448.78				48,929.87			
ZCIP - Anoka	3,174.51				48,655.60			
ZCIP - Champlin	3,122.00				47,944.20			
ZCIP - Master Control Equipment					106.60			
ZCIP - Mobile Vehicles & Equipment					14,561.17			
ZCIP - Office Equipment					3,638.14			
ZCIP - Portable Field Equipment	4,367.00				30,881.70			
ZCIP - Ramsey	3,122.00				46,942.84			
	<u>17,234.29</u>				<u>241,660.12</u>			

Wednesday, Apr 27, 2022 11:21:56 AM GMT-7 - Accrual Basis

QCTV Bank Reconciliation

March 2022

Beginning Balance - 4M Statement	2,313,714.88
Less: Cleared Checks/Withdrawals	(270,182.03)
Plus: 4M Fund Interest	98.90
Plus: Bank Deposits/Credits	657.87
Bank Balance	\$2,044,289.62
Book Balance	2,044,289.62
Adjusted Book Balance	2,044,289.62
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

March 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
03/09/2022	14040	ACE Solid Waste, Inc.	-145.56
03/09/2022	14041	Alpha Video & Audio Inc.	-70,403.73
03/09/2022	14042	CDW Direct	-3,638.14
03/09/2022	14043	CenterPoint Energy	-595.81
03/09/2022	14044	City of Champlin	-135.23
03/09/2022	14045	Gerald S. Thomson	-480.00
03/09/2022	14046	Greenery Enterprises, Inc.	-490.00
03/09/2022	14047	James R. Erickson	-80.00
03/09/2022	14048	Joe G. Ruhland	-777.91
03/09/2022	14049	Kennedy & Graven, Chartered	-115.00
03/09/2022	14050	LiveU Inc.	-312.48
03/09/2022	14051	Maza Technologies, LLC	-16,855.00
03/09/2022	14052	Office Depot	-109.89
03/09/2022	14053	Peter James Hayes	-160.00
03/09/2022	14054	Preferred One Insurance Co.	-6,498.50
03/09/2022	14055	Strategic Hawks, LLC	-560.00
03/09/2022	14056	T-Mobile	-92.73
03/09/2022	14057	The Lincoln National Life Ins. Co.	-602.13
03/09/2022	14058	Timothy Anderson	-240.00
03/09/2022	14059	U.S. Bank Corporate	-1,970.33
03/09/2022	14060	Vividly Clean Inc.	-597.02
03/09/2022	14061	Xcel Energy	-1,297.25
03/09/2022	14062	Z Systems	-35,179.69
03/11/2022	14063	Associated Bank	-134.62
03/11/2022	14064	HealthEquity Inc.	-495.81
03/11/2022	W D	Minnesota State Retirement System	-650.00
03/11/2022	W D	PERA	-3,577.86
03/25/2022	14065	Amazon	-1,115.86
03/25/2022	14066	Associated Bank	-134.62
03/25/2022	14067	Ashpaugh & Sculco, CPA's, PLC	-1,050.00
03/25/2022	14068	AT&T Mobility	-726.37
03/25/2022	14069	City of Andover	-873.77
03/25/2022	14070	Comcast 2	-488.14
03/25/2022	14071	Comcast Cable	-891.13
03/25/2022	14072	DVS Renewal	-212.75
03/25/2022	14073	Gerald S. Thomson	-160.00
03/25/2022	14074	Greenery Enterprises, Inc.	-872.00
03/25/2022	14075	HealthEquity Inc.	-495.81
03/25/2022	14076	Huebsch	-113.13
03/25/2022	14077	Joe G. Ruhland	-417.22
03/25/2022	14078	Kennedy & Graven, Chartered	-1,000.00
03/25/2022	14079	Maza Technologies, LLC	-1,664.60
03/25/2022	14080	Preferred One Insurance Co.	-6,498.50

Quad Cities Communications Commission

Bill Payment List

March 2022

DATE	NUM	VENDOR	AMOUNT
03/25/2022	14081	Sterling Trophy	-48.00
03/25/2022	14082	Taylor Johnson-1	-907.80
03/25/2022	14083	The Lincoln National Life Ins. Co.	-602.13
03/25/2022	14084	Verizon	-120.07
03/25/2022	14085	Wendells	-29.81
03/25/2022	W D	Minnesota State Retirement System	-850.00
03/25/2022	W D	PERA	-3,489.02
Total for Quad Cities Commission			\$ -168,755.42

QCCCC Agenda Item

4.3 Executive Director's Report

May 4, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

2021 Audit

The 2021 audit work has been completed by Redpath and Company. The final audit report has been reviewed by the Budget Committee and will be presented to the Commission at the May 19 meeting.

Budget Committee Recap

The Budget Committee met to review the 2021 audit and recommend CIP commitments. This item will also be on the May agenda for commission action.

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 through August 2022 to secure resolution.

Strategic Plan

Staff completed Q1 work on the 2022 objectives. Commissioners requested a mid-point check in on the 5-Year Strategic Plan and that is tentatively scheduled for summer 2022. The Strategic Plan can be viewed at: <http://qctv.org/wp-content/uploads/2019/12/Strategic-Plan-and-Direction.pdf>

2022 Capital Investment Implementation

QCTV has a major CIP to implement in 2022. The 2022 CIP budget is \$1,250,250. The city hall production equipment has been ordered and arriving at QCTV. The city of Andover equipment has been installed. Anoka is scheduled for installation for late May. Champlin and Ramsey will follow later in the year.

City Equipment Grant for Non-cablecast Neighborhood/Work Session Meetings

Member cities are using interactive technology to engage residents in neighborhood meetings that are not cablecast. City staff have requested QCTV's assistance in managing these non-cablecast meetings. QCTV has provided training, and when requested, provided a producer for a fee to manage the non-cablecast meeting.

Over the past year, the commission reviewed the options of non-cablecast meeting management and directed staff to create a base technology implementation plan and provide funds via a grant to member cities for implementation of a city staff management plan. At the March 17, 2022, commission meeting, the commission approved the \$15,000 per member city equipment grant to implement technology for city staff to manage non-cablecast neighborhood/work session meetings. The requests for the grant paperwork have been sent to city technology staff for the authorized signatures and payment. Andover has received payment. Anoka has the project equipment design ready and has requested the grant funds. Awaiting Champlin and Ramsey grant requests.

Lexica Phase 3 moves forward

The commission approved Phase 3 of the Lexica contract to explore revenue enhancements. A report is expected to be presented to the commission fall of 2022.

2022 Election Coverage

Staff has started planning for 2022 election coverage. Election forum sponsoring organizations have been contacted and a timeline proposed. All candidate forums videotaped by QCTV (and in some cases sister station productions) will be available for viewing on demand on the QCTV website and the YouTube channel. The programs will also playback on the cable channel.

PSA Day

Local non profit organizations participated in a PSA Day at QCTV. A total of 12 PSAs were produced.

Executive Director Performance Review

The annual performance review is in progress.

Anoka Area Chamber of Commerce

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

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. Please see staff report for engagement details.

Action Requested: Accept Executive Director's report.

4.3.1 Operations Report

March 31, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of March, we produced 17 live government meetings; 8 were cancelled.

Regular productions included 5 live episodes of *The Post* involving 32 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.

Local sports was busy with play-off games and Andover won 1st place in both boys and girls state hockey games. We also were at Target Field to cover the Andover Boys Basketball game. In all, we produced 7 van shoots and 1 lite production.

Several of us spent time preparing for the cable commission's work session presentation on programming.

We produced *The Chamber Report* and *Game Sharks* in our studio. Via Zoom, we produced an episode of *The District Court Show* and *League of Women Voters: Spotlight on Issue: Firearms Safety Update and Livability Grants, presented by the Council of the Metro area LWV*.

Procured programming included a sister stations' live coverage of a Roseville Area High School's concert series, *Inside Healthcare*, and *Democratic Visions*.

Also, construction on Highway 10 started at the end of the month so we are doing a series of stories that we are putting on YouTube and sharing with sister stations that are affected by the construction.

Testimonials:

“Thank you, Cory! You did a great job editing and producing the segment called “What’s My Job”. I have received lots of compliments so far. Thank you for allowing us the opportunity to educate people on what we do.”

- Jeremi Gaffey, Utilities Operator, City of Champlin

“Katherine- that is really a nice story you did on the Chamber’s Manufacturing partnership with In’Tech. You and Winter were great to work with!”

- Joleen Barnes, Human Resources Manager, In’Tech, Ramsey

“Katherine- this is a really nice video. Joleen and Shawn were great. We will use this to promote manufacturing for sure. Very positive. Thank you!”

- John LeTourneau, Director of Manufacturing, Anoka Chamber of Commerce

“I continue to receive texts on the high school hockey coverage we did. Several thank you cards as well. People are appreciative of your coverage. Taylor and crew are excellent. When I am out in the community- like at the hardware store or picking up dinner- folks come up to me and give me very positive feedback. I wanted to let you know the impact the QCTV team has in our community.”

- Joe Ruhland, Sports Broadcaster

.QCCCC Agenda Item

4.3.1 Operations Report

April 30, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of April, we produced 19 live government meetings; 1 meeting was cancelled. We also produced a non-cablecast neighborhood meeting for Champlin.

Regular productions included 4 live episodes of *The Post* involving 25 pre-produced stories and several local promos and PSA's featuring our member cities and live reports during each weekly show. We experimented with interviews in our live shot. We featured our newly redesigned control room in Andover and Technology Manager John Sommers explained how the new equipment works. We also did a live segment on the Highway 10 project with Minnesota Department of Transportation's Kent Barnard. Our news stories are distributed on social media per our strategic plan.

Spring sports got a late start in April due to the weather. Our first few games were cancelled but we did produce live coverage of 4 games with our production truck and 1 "lite" game with 2 cameras. Anoka played a game at Target Field which we covered and got a good response from local sports fans. We also produced 2 half time shows: *At the Half* and *Sports Break*.

Since Andover won both first place in the state boys and girls hockey tournaments, they held a celebration on April 10th, so we covered that event and produced a story for *The Post*.

I spent time submitting our work to the 2022 NATOA Government Programming Awards.

We produced *The Chamber Report*, *Let's Have a Snack*, *QCTV Goes to the Movies*, and *Game Sharks* in our studio. We also produced another edition of *Cory's Corner*.

We held *PSA Day* in the studio and several local non-profit organizations had representatives come in to do the on-camera portion of their PSA. We will complete these and use them on our channel, website, and YouTube channel.

Via Zoom, we produced an episode of *The District Court Show* and *League of Women Voters: Spotlight on Issue: Livable Communities*.

Procured programming included a sister stations' live coverage of a Roseville Area High School's concert series and *Inside Healthcare*. We are also carrying Minnesota Vixen football games and Saints baseball games, produced by sister stations.

Also, construction on Highway 10 is ongoing so we are doing a series of stories that we are putting on YouTube and sharing with sister stations that are affected by the construction.

Testimonials:

"Hi Katherine- thank you for creating such a welcoming and relaxed environment this morning! If you or Leslie ever need anything in the future, I am your gal- that was fun!"

- LaChelle Williams, Executive Director, HOPE 4 Youth

"To the QCTV team, I want to thank you for the opportunity to tape a Cars for Neighbors public service spot this past week. With your help we will be able to reach more people in our community needing vehicle repairs. Best Regards, Joe."

- Joe McKenzie, Repairing Cars for Neighbors

“Living in Colorado, just watched my grandson (playing for Elk River) in the Anoka/Elk River Target Field game. Everything about the broadcast was nothing short of excellent! Cameras/announcers were superb! Thank to everyone!”

- From a gentleman who filled out a Net Promoter Score form on our website.

“Wow, great stuff. Thanks for creating and sharing the story on the Andover Robotics team!”

- Francis Kratochvill III, Andover Robotics Coach

QCCCC Agenda Item
4.3.2 Technology Report

May 12, 2022

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

General Items:

Technology staff began the Andover Equipment installation at City Hall this month. Andover city staff prepared the room and assisted with removal of old rack furniture. Installation went well and should be completed on time.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Ramsey. Vdesk computer was operating very slowly at the EPB meeting the last day of February. Tech staff provided a seamless workaround for the graphics and brought the computer back to QCTV for testing. Software RAID set was trying to rebuild one of the two hard drives which caused the system and Vdesk software to barely function. After a few days of rebuilding and testing, the machine was performing well and was returned to service. Computer and Vdesk have functioned well since then.

Anoka. Document camera provided a video signal but zoom and focus controls were not responding. QCTV staff rebooted the camera, and it has returned to normal functionality.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

4.3.2 Technology Report

May 12, 2022

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

General Items:

Technology staff finished the Andover Equipment installation at the beginning of this month. Tech staff will train the producers with the new equipment. All meetings have gone well. There are a few small details to work out. System design is continuing for the Anoka equipment.

John met with Champlin staff at City Hall to go over some Zoom related procedures for meetings in the Council Chambers. QCTV is available for testing and/or training.

CJ and Taylor attended the National Association of Broadcasters convention in Las Vegas, also known as the NAB Show. CJ met with many of the companies that QCTV works with. It was a unique opportunity to connect with the tech staff at those companies. CJ saw a lot of new products and brought back some great information for staff.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Champlin. One of the Panasonic cameras would not focus and needed to be rebooted. This camera has not had any previous problems. The issue has not happened again since rebooting.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

May 9, 2022

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: May 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. Spring sports have continued to bring in views, YouTube subscribers, and social media followers. I ran camera and posted updates from the Anoka Baseball game at Target Field, and posts relating to that game performed especially well. QCTV also received some kind comments on Twitter regarding our coverage of the recent Champlin Park @ Andover Girls Lacrosse game, saying QCTV's coverage is some of the best high school sports in the area and how much they appreciate our work.

I have also continued to attend more shoots with the producers to preview content on upcoming episode of *The Post* and inform people of upcoming events that may be of interest to our followers. Posts previewing Anoka Spring Fling, and the 100th anniversary of Federal Ammunition did especially well, reaching several thousand people each. Highway 10 Construction Updates also perform exceptionally well. Additionally, a compilation of drone footage from a house fire in Champlin reached over 3,000 views on our YouTube channel in around 48 hours. This story also generated a great deal of discussion in the Champlin community Facebook groups.

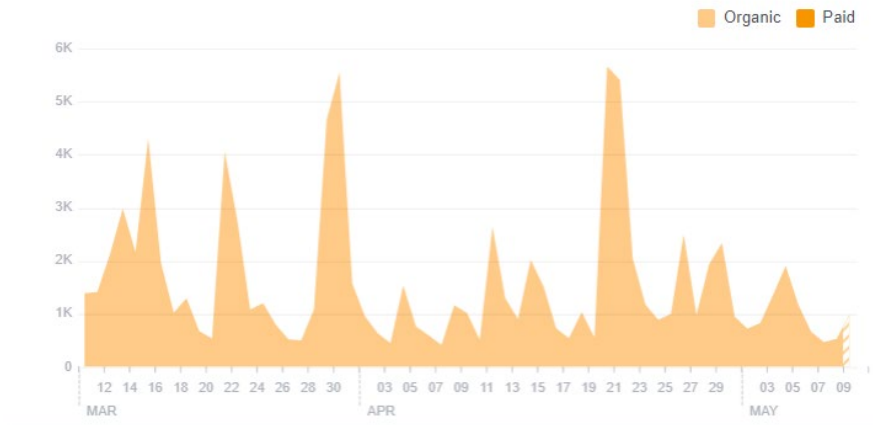
In collaboration with Tami Wendt of Lexica Communications I have begun work on Phase III of the Lexica proposal, exploring new ways to generate revenue at QCTV. We have met several times since the last Commission meeting, most recently, we held a meeting with all available QCTV staff to brainstorm ideas for generating revenue. We are currently planning to present the finished report at the September Commission meeting.

QCTV continues to grow its follower base and reach across social media platforms. Winter sports playoffs accelerated this growth. As usual, I have provided some key analytics from various sites below. All data represents activity/growth between the date of the last Commission meeting (March 17th, 2022) and the date of writing this report (May 9th, 2022). See below.

Facebook Reach:

Post Reach

The number of people who saw any of your posts at least once. This metric is estimated.



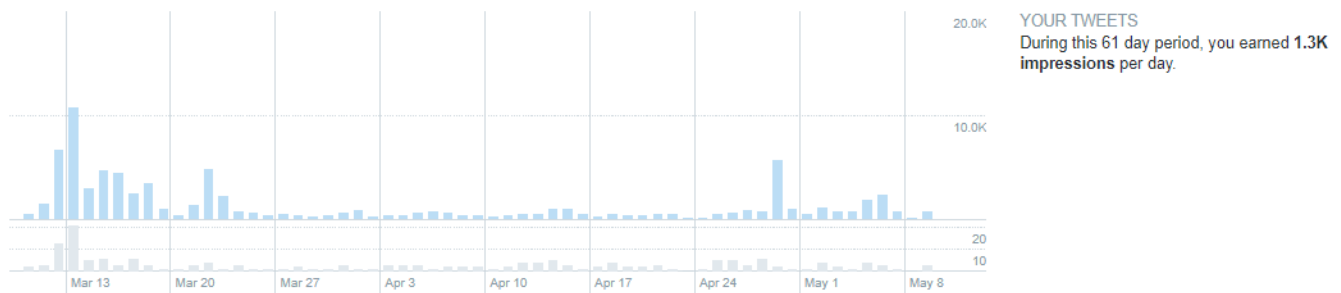
Facebook Followers (100 new):

Total Page Followers: 2,847







Twitter Impressions:

Your Tweets earned **82.7K impressions** over this **61 day** period

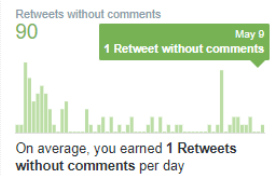
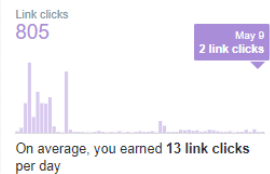
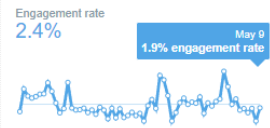


Top Tweets:

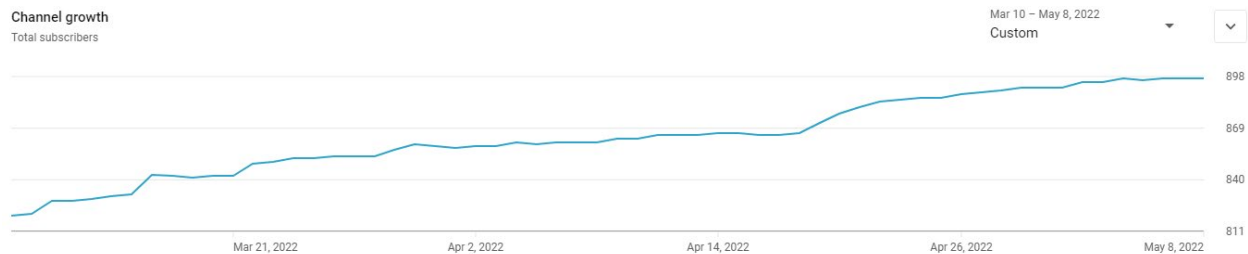
	Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	QCTV @qctv · Apr 28				8,905	845	9.5%
	<p>@AnokaBaseball comes away with a 1-0 win over @ElkRiverBaseball in the Minnesota High School Baseball Showcase today at Target Field. pic.twitter.com/7fblqB8k2</p> <p>View Tweet activity</p>						
	QCTV @qctv · Mar 14				4,761	222	4.7%
	<p>After scoring the game winning goal for @andoverhshockey at State, senior Logan Gravink spoke with us about the game! 🏒🗣️📺</p> <p>Check out this great post-game interview about an AMAZING game!!</p> <p>youtu.be/ehGbcGqLzEg</p> <p>@AndHSHuskies</p> <p>#AndoverHSHuskies #HuskyNation #QCTV</p> <p>View Tweet activity</p>						
	QCTV @qctv · Mar 21				4,192	263	6.3%
	<p>We're heading to the @TargetCenterMN bright and early tomorrow morning! 📺🗣️</p> <p>Tune in as we cover the @andover_hoops vs @parkcenterhoops State QF! Listen live on YouTube: youtu.be/aTZzWnigyTo</p> <p>@AndHSHuskies</p> <p>#HuskyNation #QCTV pic.twitter.com/Y8YoZ8gBoS</p> <p>View Tweet activity</p>						
	QCTV @qctv · Mar 15				3,396	139	4.1%
	<p>After winning the State Championship, we spoke with @andoverhshockey head coach Mark Manny about how it felt to coach a team to state victory!</p> <p>Check out this awesome interview on our YouTube channel!</p>						

Engagements

Showing 61 days with daily frequency

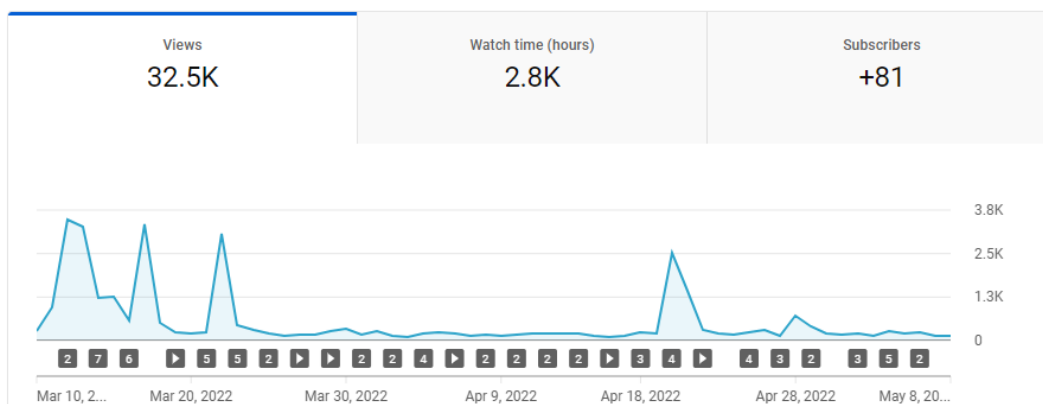


YouTube Subscribers – 898 (81 new):



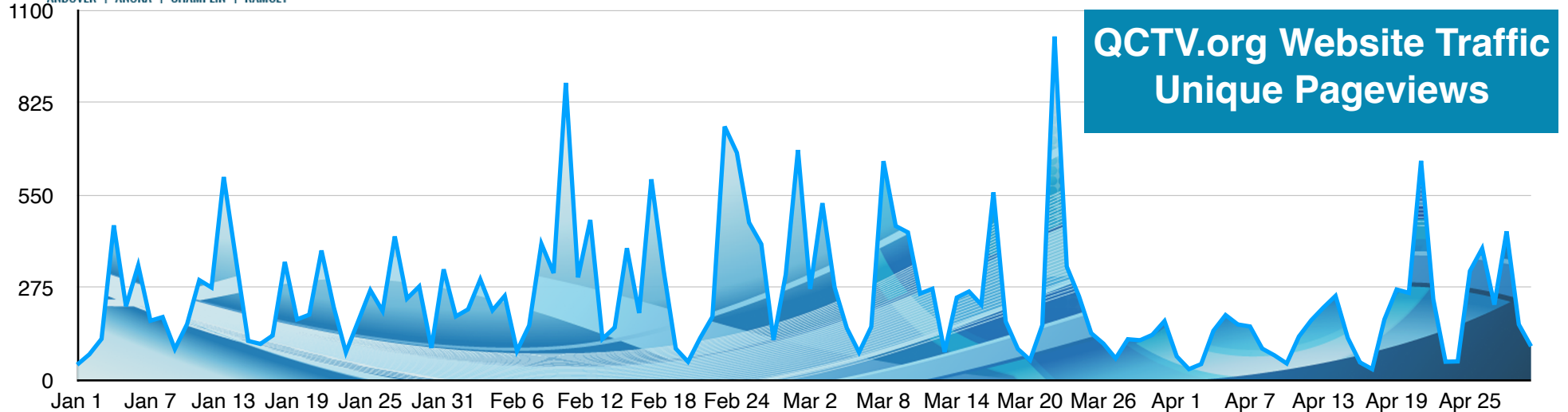
YouTube Views:

In the selected period, your channel got 32,466 views



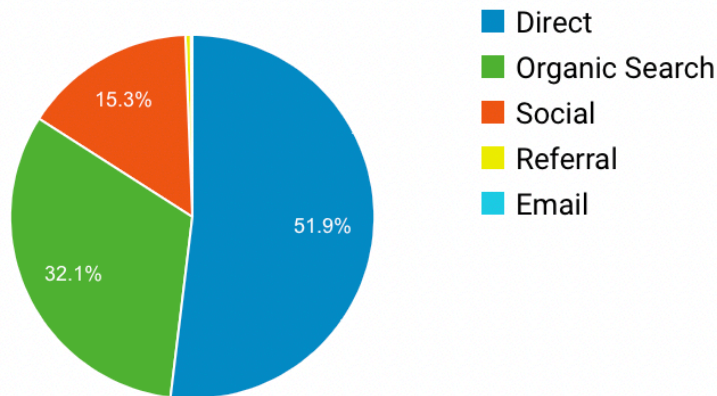
2022 January through April Stats

ANDOVER | ANOKA | CHAMPLIN | RAMSEY



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

Top Channels

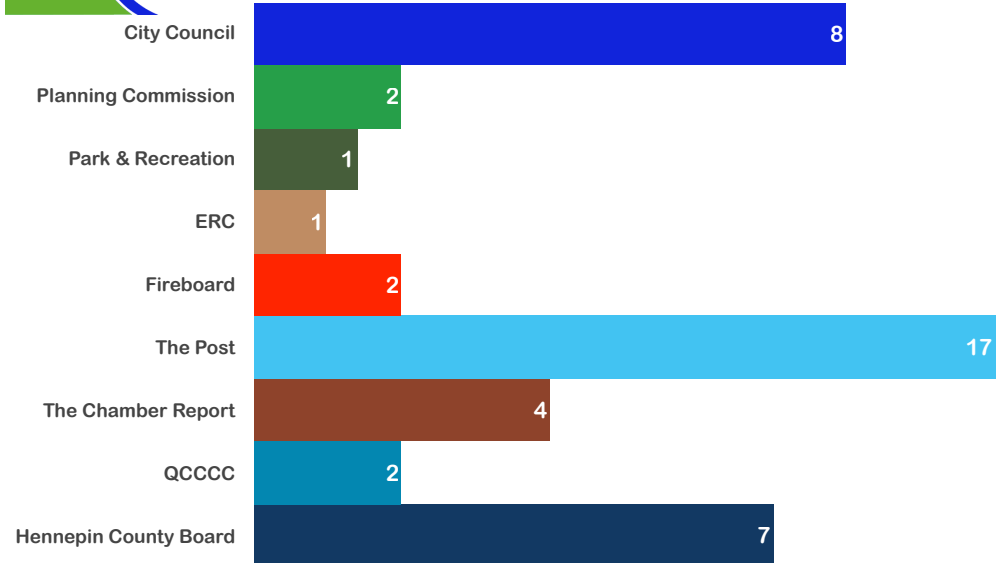
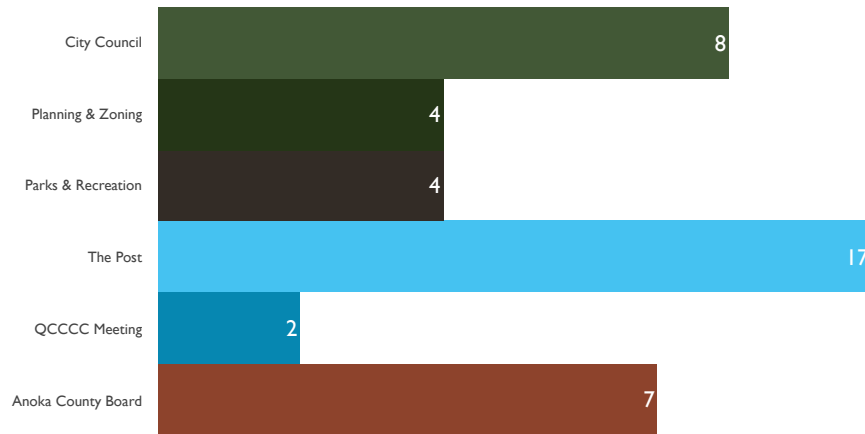


Top Ways Users Find QCTV

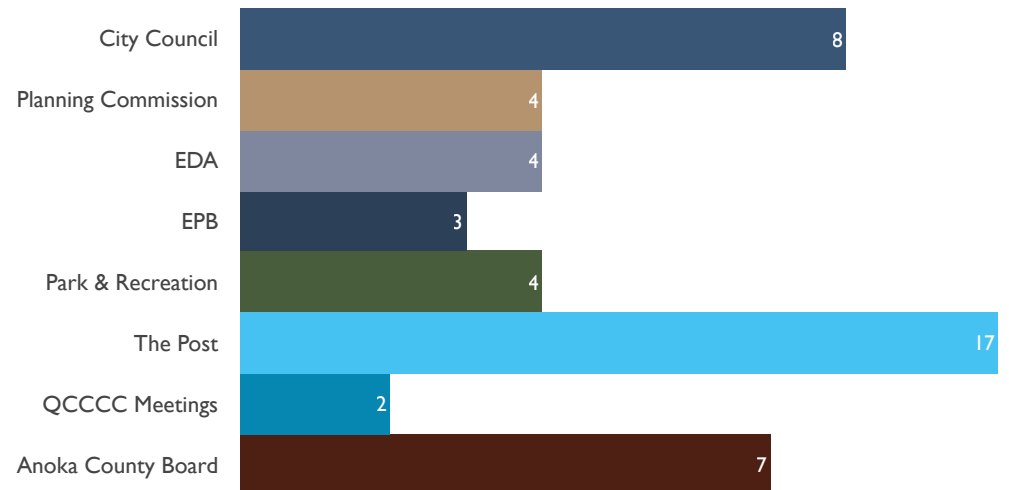
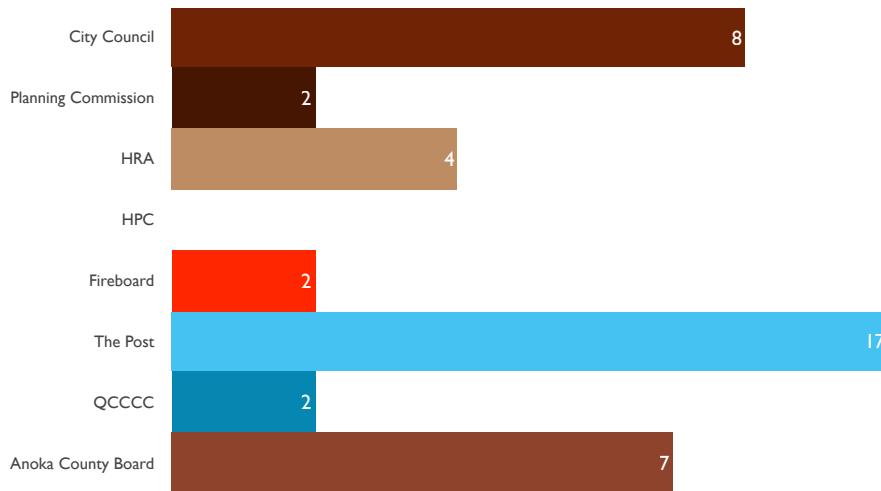
1	Direct	5,037
2	Web Search	3,118
3	Social Media	1,486
4	Referral - Ramsey	48
5	Email	12

Top 10 Pages

1	Homepage	6,408
2	Sports	2,634
3	Live - Community Channel	2,454
4	Ramsey	1,349
5	Anoka	784
6	Andover	734
7	The Post	730
8	Ramsey City Council Meetings	726
9	Program Guide	708
10	Anoka City Council Meetings	552



City Channel Programming



Jan - Apr 2022

QCCCC Agenda Item

4.4 Commission Organization Items

May 4, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Commission Organization Items

The commission elects officers and appoints committee members the first quarter of each year following a city election.

At the March 2022 meeting, the commission elected a new chair. Upon further review of the organization's bylaws, it came to light that commission officers must represent each of the member cities.

Officers as of May 1

Chair, Barthel, Andover

Vice Chair, Heitkamp, Champlin

Secretary, Skogquist, Anoka

Treasurer, Dickinson, Andover

Legal counsel Scott Lepak has reviewed the Joint Powers Agreement and the Bylaws. There are two options for the commission to consider:

- Amend the bylaws to remove the requirement.
- Conduct election of officers in compliance with bylaws.

Action Options:

Amend the Bylaws

Provide five days prior notice of the proposed Bylaws Amendments to all directors.

Place the matter on a future agenda as Consideration of Amendments to Bylaws.

Motion to approve the proposed amendment, second, vote.

Conduct Election

Call for nominations from the floor.

Conduct the election.

QCCCC Agenda Item

5.1 2021 Audit Report

May 4, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: 2021 Audit Report

The 2021 Audit Report for QCCCC, prepared by Redpath & Company, Ltd., is attached for your review. Representatives from Redpath & Company, Ltd., will present the audit report.

Action Requested: Accept the 2021 Audit report.



April 26, 2022

Karen George, Executive Director
Quad Cities Cable Communications Commission
12254 Ensign Ave. North
Champlin, MN 55316

Dear Karen:

Enclosed are the following reports for the Quad Cities Cable Communications Commission for the year ended December 31, 2021:

- ◆ Annual Financial Report (includes Internal Control Letter and Legal Compliance Audit Report) (5 copies)
- ◆ Communication with Those Charged with Governance Letter (5 copies)

A copy of the Annual Financial Report has been sent electronically to the Office of the State Auditor. We also emailed you electronic versions of each report.

Electronic versions of each workpaper we prepared or assisted preparing, as listed below, were emailed to you on April 22, 2022:

- Government-wide conversion
- Fund grouping report
- Reclassifying journal entries report
- Investment footnote disclosure summary
- Capital asset workpaper
- Compensated absences workpaper
- GASB 68 pension calculation workpaper
- Fund balance and net position classification workpaper

Thank you for the opportunity to be of service. If the Commission would like to discuss the reports, please advise.

Sincerely,

A handwritten signature in black ink that reads "Andy Hering".

Andy Hering, CPA

APH/ajf



COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission (the Commission) for the year ended December 31, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 24, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2021. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements of the governmental activities are estimates used to calculate the net pension liability, the pension related deferred outflows and inflows of resources, and pension expense. These estimates are based on actuarial studies. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Determining sensitivity is subjective, however, we believe the disclosure most likely to be considered sensitive is Note 7 – Defined Benefit Pension Plans.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements that have an effect on our opinion on the financial statements. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit. There were no corrected misstatements identified during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 22, 2022.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to

determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the budgetary schedule and schedules of pension information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. Such information has not been subjected to auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reports

Various reports on compliance and internal controls are contained in the Other Required Reports section of the audited financial statement document.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners and management of Quad Cities Cable Communications Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.
REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 22, 2022

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

FINANCIAL STATEMENTS

December 31, 2021

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QUAD CITIES CABLE COMMUNICATIONS COMMISSION
COMMUNICATIONS COMMISSION
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INTRODUCTORY SECTION

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QUAD CITIES CABLE COMMUNICATIONS COMMISSION

ORGANIZATION

December 31, 2021

Commission Members:

Representing:

Andover:

Jamie Barthel - Personnel Committee

Jim Dickinson - Treasurer and Budget Committee

Anoka:

Erik Skogquist - Secretary and Personnel Committee

Greg Lee - Budget Committee

Champlin:

Tom Moe - Personnel Committee

Bret Heitkamp - Vice Chair and Budget Committee

Ramsey:

Kurt Ulrich - Chair and Personnel Committee

Matt Woestehoff - Budget Committee

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise Quad Cities Cable Communications Commission's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Quad Cities Cable Communications Commission, as of December 31, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Quad Cities Cable Communications Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Report on Summarized Comparative Information

We have previously audited Quad Cities Cable Communications Commission's 2020 financial statements, and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated April 6, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Quad Cities Cable Communications Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Quad Cities Cable Communications Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule and schedules of pension information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 22, 2022

BASIC FINANCIAL STATEMENTS

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**STATEMENT OF NET POSITION****Statement 1**

December 31, 2021

With Comparative Totals for December 31, 2020

	Governmental Activities	
	2021	2020
Assets:		
Cash and investments	\$3,559,520	\$3,053,991
Franchise and PEG fees receivable	394,250	402,855
Accounts receivable	658	-
Prepaid items	6,769	6,902
Capital assets - net:		
Nondepreciable	66,131	66,131
Depreciable	755,130	849,469
Total assets	<u>4,782,458</u>	<u>4,379,348</u>
Deferred outflows of resources related to pensions	<u>247,435</u>	<u>61,941</u>
Liabilities:		
Accounts payable	64,523	43,744
Compensated absences payable:		
Due within one year	58,702	65,220
Net pension liability:		
Due in more than one year	<u>350,177</u>	<u>491,627</u>
Total liabilities	<u>473,402</u>	<u>600,591</u>
Deferred inflows of resources related to pensions	<u>322,743</u>	<u>21,979</u>
Net position:		
Investments in capital assets	821,261	915,600
Unrestricted	<u>3,412,487</u>	<u>2,903,119</u>
Total net position	<u>\$4,233,748</u>	<u>\$3,818,719</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**STATEMENT OF ACTIVITIES****Statement 2**

For The Year Ended December 31, 2021

With Comparative Totals for The Year Ended December 31, 2020

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>	
		<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>	
					<u>Totals</u>	
					<u>2021</u>	<u>2020</u>
Governmental activities:						
General government	<u>\$1,298,793</u>	<u>\$1,587</u>	<u>\$1,641,283</u>	<u>\$60,898</u>	<u>\$404,975</u>	<u>\$189,246</u>
General revenues:						
Unrestricted investment earnings					4,902	25,393
Miscellaneous					<u>5,152</u>	<u>4,078</u>
Total general revenues					<u>10,054</u>	<u>29,471</u>
Change in net position					415,029	218,717
Net position - January 1					<u>3,818,719</u>	<u>3,600,002</u>
Net position - December 31					<u>\$4,233,748</u>	<u>\$3,818,719</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**BALANCE SHEET****Statement 3****GOVERNMENTAL FUNDS**

December 31, 2021

With Comparative Totals For December 31, 2020

	General Fund	
	2021	2020
Assets:		
Cash and investments	\$3,559,520	\$3,053,991
Franchise and PEG fees receivable	394,250	402,855
Accounts receivable	658	-
Prepaid items	6,769	6,902
Total assets	<u>\$3,961,197</u>	<u>\$3,463,748</u>
Liabilities:		
Accounts payable	<u>\$64,523</u>	<u>\$43,744</u>
Fund balance:		
Nonspendable	6,769	6,902
Unassigned	3,889,905	3,413,102
Total fund balance	<u>3,896,674</u>	<u>3,420,004</u>
Total liabilities and fund balance	<u>\$3,961,197</u>	<u>\$3,463,748</u>
Fund balance reported above	\$3,896,674	\$3,420,004
Amounts reported in the statement of net position are different because:		
Capital assets are not financial resources and, therefore, are not reported in the funds	821,261	915,600
Deferred outflows of resources related to pensions are not current financial resources and, therefore, are not reported in the funds	247,435	61,941
Deferred inflows of resources related to pensions are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds	(322,743)	(21,979)
Long-term liabilities, are not due and payable in the current period and, therefore, are not reported in the funds:		
Compensated absences payable	(58,702)	(65,220)
Net pension liability	<u>(350,177)</u>	<u>(491,627)</u>
Net position of governmental activities (Statement 1)	<u>\$4,233,748</u>	<u>\$3,818,719</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****Statement 4****GOVERNMENTAL FUNDS**

For The Year Ended December 31, 2021

With Comparative Totals For The Year Ended December 31, 2020

	General Fund	
	2021	2020
Revenues:		
Franchise fees	\$1,087,890	\$1,016,130
PEG fees	552,525	545,480
Equipment and support grants	60,898	60,116
Investment income	4,902	25,393
Miscellaneous	6,739	5,100
Total revenues	<u>1,712,954</u>	<u>1,652,219</u>
Expenditures:		
General government:		
Salaries, taxes and benefits	823,028	819,909
Professional and franchise application fees	81,068	68,131
Repairs and maintenance	34,234	32,673
Supplies	5,485	6,241
Travel/conferences/continuing education	6,202	4,689
Mileage	6,385	8,869
Dues, subscriptions and printing	31,612	26,033
Insurance	8,958	8,695
Commission per diem	2,508	1,316
Utilities	30,564	27,457
Advertising	10,511	7,321
Equipment purchases	66,073	88,240
City CIP payments	80,000	160,000
Web hosting	33,308	28,581
Meals and lodging	488	1,022
Vehicle maintenance	3,396	2,819
Car allowance	3,000	3,000
Miscellaneous	9,464	33,691
Total expenditures	<u>1,236,284</u>	<u>1,328,687</u>
Revenues over (under) expenditures	476,670	323,532
Fund balance - January 1	<u>3,420,004</u>	<u>3,096,472</u>
Fund balance - December 31	<u><u>\$3,896,674</u></u>	<u><u>\$3,420,004</u></u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS****Statement 5**

For The Year Ended December 31, 2021

With Comparative Totals for The Year Ended December 31, 2020

	<u>2021</u>	<u>2020</u>
Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:		
Net changes in fund balance - total governmental funds (Statement 4)	\$476,670	\$323,532
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Equipment purchases capitalized	21,287	15,338
Depreciation expense	(115,626)	(118,714)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Change in compensated absences payable	6,518	(17,517)
Governmental funds report pension contributions as expenditures, however, pension expense is reported in the Statement of Activities. This is the amount by which pension expense differed from pension contributions:		
Pension contributions	\$43,728	
Pension expense	(17,548)	
	<u>26,180</u>	<u>16,078</u>
Change in net position of governmental activities (Statement 2)	<u>\$415,029</u>	<u>\$218,717</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Quad Cities Cable Communications Commission (the Commission) was formed by the Cities of Andover, Anoka, Champlin and Ramsey in March 1981 with the signing of a Joint Powers Agreement. Member cities each appoint two representatives. Officers are elected bi-annually. The Commission was formed to administer and enforce a cable communications franchise in the member municipalities.

The financial statements of the Commission have been prepared in conformity with generally accepted accounting principles as applied to government units by the Governmental Accounting Standards Board (GASB). The Commission accounting policies are described below.

A. FINANCIAL REPORTING ENTITY

In accordance with GASB pronouncements and generally accepted accounting principles, the financial statements of the reporting entity include those of the Commission (the primary government) and its component units. The Commission does not have any component units.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services. There are no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or business-type activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. The Commission reports the following major governmental fund:

General Fund – is the general operating fund of the Commission and is used to account for all financial resources and activity.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Commission considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

D. BUDGETS

Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles. During the budget year, supplemental appropriations and deletions may be authorized by the Commission. There were no budget amendments in 2021.

E. CASH AND INVESTMENTS

Cash and investment balances are invested to the extent available in authorized investments. Investments are stated at fair value, except for investments in external investment pools that meet GASB 79 requirements, which are stated at amortized cost. Investment income is accrued at balance sheet date.

F. INVENTORIES

The original cost of materials and supplies have been recorded as expenditures at the time of purchase (purchases method). The Commission does not maintain material amounts of inventories of goods and supplies.

G. CAPITAL ASSETS

Capital assets, which include building, furniture, fixtures, equipment and intangible assets such as website design are reported in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives.

Furniture, fixtures and equipment	3 – 10 years
Building	39 years
Intangibles – website	4 years

H. LONG-TERM OBLIGATIONS

In the government-wide financial statements, long-term liabilities such as compensated absences payable are reported as liabilities in the applicable governmental activities.

I. FUND BALANCE CLASSIFICATIONS

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable - consists of amounts that are not in spendable form, such as prepaid items.

Restricted - consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - consists of internally imposed constraints. These constraints are established by Resolution of the Commission Board.

Assigned - consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the Commission's intended use. These constraints are established by the Commission Board.

Unassigned - is the residual classification for the general fund and also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the Commission's policy to use resources in the following order: 1) committed 2) assigned and 3) unassigned.

J. USE OF ESTIMATES

The preparation of financial statements in accordance with generally accepted accounting principles (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

K. PREPAID ITEMS

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are reported using the consumption method and recorded as expenditures/expenses at the time of consumption.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

L. COMPENSATED ABSENCES

It is the Commission's policy to permit employees to accumulate earned but unused PTO benefits. All PTO that is payable at termination is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. In accordance with the provisions of Statement of Government Accounting Standards No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive PTO benefits.

M. COMPARATIVE TOTALS

The basic financial statements and required supplementary information include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2020, from which the summarized information was derived.

N. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and so will *not* be recognized as an outflow of resources (expense) until then. The Commission has one item that qualifies for reporting in this category. It is the pension related deferred outflows reported in the government-wide Statement of Net Position.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future periods and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has pension related deferred inflows of resources reported in the government-wide Statement of Net Position.

O. DEFINED BENEFIT PENSION PLANS

For purposes of measuring the net pension liability, deferred outflows and inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to and deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Note 2 DEPOSITS AND INVESTMENTS

A. DEPOSITS

In accordance with Minnesota Statutes, the Commission maintains deposits at depository banks authorized by the Board of Commissioners. All such banks are members of the Federal Reserve System.

Minnesota Statutes require that all deposits of the Commission be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds. Securities pledged as collateral are required to be held in safekeeping by the Commission or in a financial institution other than that furnishing the collateral. Minnesota Statute 118A.03 identifies allowable forms of collateral.

Custodial Credit Risk – Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. At December 31, 2021, the carrying amount and bank balance of the Commission's deposits with financial institutions was \$5,000, all of which was insured by the Federal Deposit Insurance Corporation.

B. INVESTMENTS

Subject to rating, yield, maturity and issuer requirements as prescribed by statute, Minnesota Statutes 118A.04 and 118A.05 authorize the Commission to invest in United States securities, state and local securities, commercial paper, time deposits, high-risk mortgage-backed securities, temporary general obligation bonds, repurchase agreements, Minnesota joint powers investment trust and guaranteed investment contracts.

As of December 31, 2021, the Commission had the following investments and maturities:

Investment Type	Rating	Fair Value	Investment Maturities
External investment pool - 4M Liquid Asset Fund	Not rated	\$2,836,468	1 day
External investment pool - 4M Plus Fund	Not rated	717,413	Maximum of 14 days
Total investments		3,553,881	
Deposits		5,000	
Petty cash		639	
Total cash and investments		\$3,559,520	

The Commission categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy has three levels. Level 1 investments are valued using inputs that are based on quoted prices in active markets for identical assets; Level 2 investments are valued using inputs that are based on quoted prices for similar assets or inputs that are observable, either directly or indirectly; Level 3 investments are valued using inputs that are unobservable.

Amounts held in external investment pools are stated at amortized cost, and therefore, are not categorized within the fair value hierarchy.

C. INVESTMENT RISKS

Interest rate risk – Interest rate risk is the risk that changes in the interest rates of debt investments could adversely affect the fair value of an investment. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk – Credit risk is the risk that an issuer or other counterparty to an investment will be unable to fulfill its obligation to the holder of the investment. State law limits investments in municipal bonds to those rated “A” or better by a national bond rating service for general obligation and rated “AA” or better for a revenue obligation. Mutual funds or money market funds are limited to those investments that are restricted to securities described in MS 118A.04. The Commission follows state statutes in regards to credit risk of investments. The Commission does not have a formal investment policy which places further restrictions on investment options.

The Commission’s external investment pool investment with the 4M Fund is regulated by Minnesota Statutes and the Board of Directors of the League of Minnesota Cities. The 4M Fund is an unrated pool and the fair value or the position in the pool is the same as the value of pool shares. The pool is managed to maintain a portfolio weighted average maturity of no greater than 60 days and seeks to maintain a constant net asset value (NAV) per share of \$1. The pool measures its investments at amortized cost in accordance with Government Accounting Standards Board Statement No. 79.

The 4M Liquid Asset Fund has no redemption requirements. The 4M Plus Fund requires funds to be deposited for a minimum of 14 calendar days. Withdrawals prior to the 14-day restriction period are subject to a penalty equal to seven days interest on the amount withdrawn.

Custodial credit risk – For investments in securities, custodial credit risk is the risk that in the event of a failure of the counterparty to a transaction, the Commission will not be able to recover the value of its investment securities that is in the possession of an outside party. The Commission does not have a formal investment policy which addresses custodial credit risk. As of December 31, 2021, \$3,553,881 of the Commission’s investments are invested in external investment pools. Investments in external investment pools and money markets are not evidenced by securities that exist in physical or book entry form, and therefore are not subject to custodial credit risk disclosures.

Concentration of credit risk – Concentration of credit risk is the risk of loss that may be attributed to the magnitude of the Commission’s investment in a single issuer. The Commission places no limit on the amount the Commission may invest in any one issuer.

Note 3 RECEIVABLES

All receivables are expected to be collected within one year of December 31, 2021.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Note 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2021 is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not being depreciated:				
Land	\$66,131	\$ -	\$ -	\$66,131
Capital assets, being depreciated:				
Building	1,064,667	-	-	1,064,667
Equipment	1,144,722	21,287	-	1,166,009
Intangible-website	27,999	-	-	27,999
Total capital assets, being depreciated	2,237,388	21,287	0	2,258,675
Less accumulated depreciation for:				
Building	493,223	27,299	-	520,522
Equipment	866,697	88,327	-	955,024
Intangible-website	27,999	-	-	27,999
Total less accumulated depreciation	1,387,919	115,626	0	1,503,545
Total capital assets being depreciated - net	849,469	(94,339)	-	755,130
Governmental activities capital assets - net	\$915,600	(\$94,339)	\$0	\$821,261

Depreciation and amortization expense in the amount of \$115,626 was charged to the general government function/program of the Commission.

Note 5 COMPENSATED ABSENCES PAYABLE

Activity related to compensated absences payable for the year ended December 31, 2021 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental activities:					
Compensated absences payable	\$65,220	\$65,601	(\$72,119)	\$58,702	\$58,702

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

Note 6 FRANCHISE FEES

The Commission receives franchise fees equal to five percent of the cable company's annual gross revenue. These revenues are to be considered compensation for the use of the member municipalities' public property.

The cable company considers their gross revenue to be trade secret information not for public disclosure. Accordingly, cable company gross revenue amounts are not disclosed in these financial statements. In accordance with the franchise agreement, \$1,047,465 was recognized as earned franchise fees for the Commission. An additional \$40,425 was recognized as part of a settlement agreement with a cable company whose franchise agreement was terminated in January 2021. Franchise fees earned but not received at December 31, 2021 were \$257,114.

Note 7 DEFINED BENEFIT PENSION PLANS

A. PLAN DESCRIPTION

The Commission participates in the following cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

All full-time and certain part-time employees of the Commission are covered by the General Employees Retirement Fund (GERF). GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

B. BENEFITS PROVIDED

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% of average salary for each of the first ten years of service and 1.7% of average salary for each additional year. Under Method 2, the accrual rate for Coordinated Plan members is 1.7% of average salary for all years of service. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024 or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989,

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
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or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

C. CONTRIBUTIONS

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

Coordinated Plan members were required to contribute 6.5% of their annual covered salary in fiscal year 2021 and the Commission was required to contribute 7.5% for Coordinated Plan members. The Commission contributions to the GERP for the year ended December 31, 2021 were \$43,728. The Commission's contributions were equal to the required contributions as set by state statute.

D. PENSION COSTS

At December 31, 2021, the Commission reported a liability of \$350,177 for its proportionate share of GERP's net pension liability. The Commission's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the Commission totaled \$10,756. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on the Commission's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2020 through June 30, 2021, relative to the total employer contributions received from all of PERA's participating employers. The Commission's proportionate share was .0082% at the end of the measurement period and .0082% for the beginning of the period.

Commission's proportionate share of the net pension liability	\$350,177
State of Minnesota's proportionate share of the net	
pension liability associated with the Commission	<u>10,756</u>
Total	<u><u>\$360,933</u></u>

For the year ended December 31, 2021, the Commission recognized pension expense of \$17,548 for its proportionate share of the GERP's pension expense. In addition, the Commission recognized an additional \$868 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the GERP.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

At December 31, 2021, the Commission reported its proportionate share of the GERS's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$2,151	\$10,716
Changes in actuarial assumptions	213,811	7,746
Net collective difference between projected and actual investment earnings	-	303,384
Changes in proportion	8,257	897
Contributions paid to PERA subsequent to the measurement date	23,216	-
Total	<u>\$247,435</u>	<u>\$322,743</u>

The \$23,216 reported as deferred outflows of resources related to pensions resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2022. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense
2022	(\$11,949)
2023	(1,130)
2024	(2,728)
2025	(82,717)
2026	-
Thereafter	-

E. ACTUARIAL ASSUMPTIONS

The total pension liability in the June 30, 2021 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.25% per year
Investment Rate of Return	6.50%

The long-term investment rate of return is based on a review of inflation and investment return assumptions from a number of national investment consulting firms. The review provided a range of investment return rates deemed to be reasonable by the actuary. An investment return of 6.50% was deemed to be within that range of reasonableness for financial reporting purposes.

Salary growth assumptions range in annual increments from 10.25% after one year of service to 3.0% after 29 years of service and 6.0% per year thereafter. Mortality rates were based on the Pub-2010 General Employee Mortality Table, with slight adjustments to fit PERA's experience. Cost of living benefit increases after retirement are assumed to be 1.25% per year.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
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Actuarial assumptions for GERS are reviewed every four years. The most recent four-year experience study was completed in 2019. The assumption changes were adopted by the Board and become effective with the July 1, 2020 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2021:

Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50% to 6.50% for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity	33.5%	5.10%
International equity	16.5%	5.30%
Fixed income	25.0%	0.75%
Private markets	25.0%	5.90%
Total	100%	

F. DISCOUNT RATE

The discount rate used to measure the total pension liability in 2021 was 6.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at the rate set in Minnesota statutes. Based on these assumptions, the fiduciary net position of the GERS was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

G. PENSION LIABILITY SENSITIVITY

The following presents the Commission's proportionate share of the net pension liability, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease in Discount Rate (5.5%)	Discount Rate (6.5%)	1% Increase in Discount Rate (7.5%)
Proportionate share of the GERF net pension liability	\$714,182	\$350,177	\$51,488

H. PENSION PLAN FIDUCIARY NET POSITION

Detailed information about the pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained at www.mnpera.org.

Note 8 FUND BALANCE

A. CLASSIFICATION

At December 31, 2021, a summary of the governmental fund balance classifications are as follows:

	<u>General Fund</u>
Nonspendable for:	
Prepaid items	\$6,769
Unassigned	<u>3,889,905</u>
Total	<u><u>\$3,896,674</u></u>

B. MINIMUM UNASSIGNED FUND BALANCE POLICY

The Board of Commissioner's has formally adopted a policy regarding the minimum unassigned fund balance for the General Fund.

The policy establishes a year end targeted unassigned fund balance for cash flow timing needs of not less than 25% of the subsequent year's budgeted revenues. At December 31, 2021, the unassigned fund balance of the General fund was in compliance with the Board's policy.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2021

In addition to the minimum fund balance policy, the Commission has informally allocated fund balance for the following purposes:

City capital investment	\$100,000
QCTV building investment	250,000
QCTV capital investment	600,000
Emergency funds	50,000
Total	<u>\$1,000,000</u>

Note 9 RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Commission carries commercial insurance policies. The Commission retains risk for the deductible portions of the insurance policies. The amount of these deductibles is considered immaterial to the financial statements.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

Note 10 CONTINGENCIES

Management is not aware of any existing or pending lawsuits, claims or other actions in which the Commission is a defendant.

Note 11 RECENTLY ISSUED ACCOUNTING STANDARDS

The Governmental Accounting Standards Boards (GASB) recently approved the following statements which were not implemented for these financial statements:

Statement No. 87 *Leases*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2021.

Statement No. 92 *Omnibus 2020*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2021.

Statement No. 93 *Replacement of Interbank Offered Rates*. The provisions of this Statement contain multiple effective dates, the first being for reporting periods beginning after June 15, 2020.

Statement No. 94 *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2022.

Statement No. 96 *Subscription-Based Information Technology Arrangements*. The provisions of this Statement are effective for fiscal years beginning after June 15, 2022.

The effect these standards may have on future financial statements is not determinable at this time.

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REQUIRED SUPPLEMENTARY INFORMATION

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For The Year Ended December 31, 2021
With Comparative Totals For The Year Ended December 31, 2020

Statement 6

	2021			Variance with	2020
	Budgeted Amounts		Actual	Final Budget -	Actual
	Original	Final	Amounts	Positive	Amounts
				(Negative)	
Revenues:					
Franchise fees	\$858,000	\$858,000	\$1,087,890	\$229,890	\$1,016,130
PEG fees	429,000	429,000	552,525	123,525	545,480
Equipment and support grants	60,000	60,000	60,898	898	60,116
Investment income	10,000	10,000	4,902	(5,098)	25,393
Miscellaneous	1,500	1,500	6,739	5,239	5,100
Total revenues	1,358,500	1,358,500	1,712,954	354,454	1,652,219
Expenditures:					
General government:					
Salaries, taxes and benefits	932,018	932,018	823,028	108,990	819,909
Professional and franchise application fees	140,700	140,700	81,068	59,632	68,131
Repairs and maintenance	53,500	53,500	34,234	19,266	32,673
Supplies	8,500	8,500	5,485	3,015	6,241
Travel/conferences/continuing education	22,000	22,000	6,202	15,798	4,689
Mileage	12,000	12,000	6,385	5,615	8,869
Dues, subscriptions and printing	33,750	33,750	31,612	2,138	26,033
Insurance	9,600	9,600	8,958	642	8,695
Commission per diem	2,500	2,500	2,508	(8)	1,316
Utilities	37,400	37,400	30,564	6,836	27,457
Advertising	9,000	9,000	10,511	(1,511)	7,321
Equipment purchases	40,000	40,000	66,073	(26,073)	88,240
City CIP payments	80,000	80,000	80,000	-	160,000
Web hosting	22,000	22,000	33,308	(11,308)	28,581
Meals and lodging	3,500	3,500	488	3,012	1,022
Vehicle maintenance	10,000	10,000	3,396	6,604	2,819
Car allowance	3,000	3,000	3,000	-	3,000
Miscellaneous	7,500	7,500	9,464	(1,964)	33,691
Total expenditures	1,426,968	1,426,968	1,236,284	190,684	1,328,687
Revenues over (under) expenditures	(\$68,468)	(\$68,468)	476,670	\$545,138	323,532
Fund balance - January 1			3,420,004		3,096,472
Fund balance - December 31			\$3,896,674		\$3,420,004

See accompanying notes to the required supplementary information.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

REQUIRED SUPPLEMENTARY INFORMATION

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY -

GENERAL EMPLOYEES RETIREMENT FUND

For The Last Ten Years

Statement 7

Measurement Date June 30	Fiscal Year Ending December 31	Commission's Proportionate (Percentage) of the Net Pension Liability	Commission's Proportionate Share (Amount) of the Net Pension Liability (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with Commission (b)	Total (a+b)	Covered Payroll (c)	Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll (a+b)/c	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	2015	0.0074%	\$383,506	\$ -	\$383,506	\$432,343	88.7%	78.2%
2016	2016	0.0075%	608,963	7,955	616,918	463,120	133.2%	68.9%
2017	2017	0.0074%	472,411	5,962	478,373	467,226	102.4%	75.9%
2018	2018	0.0080%	443,807	14,448	458,255	528,120	86.8%	79.5%
2019	2019	0.0079%	436,773	13,666	450,439	561,240	80.3%	80.2%
2020	2020	0.0082%	491,627	15,245	506,872	585,653	86.5%	79.1%
2021	2021	0.0082%	350,177	10,756	360,933	592,410	60.9%	87.0%

The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

See accompanying notes to the required supplementary information.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**REQUIRED SUPPLEMENTARY INFORMATION****Statement 8****SCHEDULE OF PENSION CONTRIBUTIONS - GENERAL EMPLOYEES RETIREMENT FUND**

For The Last Ten Years

Fiscal Year Ending December 31	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
2015	\$33,988	\$33,988	\$ -	\$453,177	7.5%
2016	33,541	33,541	-	447,213	7.5%
2017	38,515	38,515	-	513,533	7.5%
2018	41,033	41,033	-	547,107	7.5%
2019	43,084	43,084	-	574,453	7.5%
2020	46,015	46,015	-	613,533	7.5%
2021	43,728	43,728	-	583,038	7.5%

The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

See accompanying notes to the required supplementary information.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2021

Note A LEGAL COMPLIANCE – BUDGETS

The General Fund budget is legally adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level for the General Fund.

Note B PENSION INFORMATION

PERA – General Employees Retirement Fund

2021 Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50% to 6.50% for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 Changes in Actuarial Assumptions:

- The price inflation assumption was decreased from 2.50% to 2.25%.
- The payroll growth assumption was decreased from 3.25% to 3.00%.
- Assumed salary increase rates were decreased 0.25% and assumed rates of retirement were changed resulting in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements. Assumed rates of termination and disability were also changed.
- Base mortality tables were changed from RP-2014 tables to Pub-2010 tables, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2020 Changes in Plan Provisions:

- Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

2019 Changes in the Plan Provisions:

- The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The State's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

2018 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.00% per year through 2044 and 2.50% per year thereafter to 1.25% per year.

2017 Changes in Actuarial Assumptions:

- The Combined Service Annuity (CSA) loads were changed from 0.8% for active members and 60% for vested and non-vested deferred members. The revised CSA loads are now 0.0% for

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2021

active member liability, 15.0% for vested deferred member liability and 3.0% for non-vested deferred member liability.

- The assumed post-retirement benefit increase rate was changed from 1.0% per year for all years to 1.0% per year through 2044 and 2.5% per year thereafter.

2016 Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

OTHER REQUIRED REPORTS

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REPORT ON INTERNAL CONTROL

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered Quad Cities Cable Communications Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Board of Commissioners, management, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 22, 2022

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MINNESOTA LEGAL COMPLIANCE REPORT

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise Quad Cities Cable Communications Commission's basic financial statements, and have issued our report thereon dated April 22, 2022.

In connection with our audit, nothing came to our attention that caused us to believe that Quad Cities Cable Communications Commission failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding Quad Cities Cable Communications Commission's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of those charged with governance and management of Quad Cities Cable Communications Commission and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

April 22, 2022

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5.2 Technology Projects 2022 Outlook

May 10, 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 substitutes in inventory that will work with the system design until those items arrive. Technology staff installed all equipment at Andover from March 21st through completion on April 4th. The equipment was used for the Andover City Council meeting on April 5th. Equipment installation at Anoka City Hall will begin on May 17th with an estimated completion on Friday June 3rd, to be ready for the City Council meeting on June 6th.

Auxiliary Meeting Equipment (Start in Quarter 2)

This project is city driven. A capital expense request was approved by the Commission on March 17th. Equipment grant requests have been received from two of the four cities.

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 best practices and

features, and soliciting information on website developers. Staff have had one meeting with current developer BizzyWeb and have another scheduled for early May.

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

Most of the Cablecast equipment in service is from 2015. The replacement of this equipment is part of the five-year capital plan. With potential equipment delivery issues and Commission scheduling, Technology staff recommend moving the purchasing for this project up to the May meeting. A capital expense request scheduled for the May Commission meeting.

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. Staff are looking at a new option from Cablecast in addition to the original four options outlined to the Commission at previous meetings and work sessions.

Action Requested: None.

5.3 HVAC Replacement

May 10, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Capital Equipment Request – HVAC Replacement

General Overview:

QCTV has a variety of heating and cooling equipment. There are four residential style furnaces and cooling systems ranging in capacity from 80,000 BTU to 100,000 BTU. There is one commercial Reznor HVAC unit in use for the Studio. The Machine Room does not need heating and the Reznor for that room was bypassed with a Mitsubishi split AC system. The garage is not cooled but does have a Reznor heater. QCTV currently contracts with NAC to provide semi-annual preventative maintenance and quarterly filter changes.

In September of 2020 the Commission approved a capital expenditure to replace one heating and cooling unit in the system. At that time HVAC unit 2 had a failed AC condensing unit and was the best candidate for replacement. The Commission approved the Capital request. Commissioners further directed staff to space out the replacing of the remaining original building equipment over several years to try to prevent all the equipment failing at the same time. Staff have selected HVAC unit 4 for replacement this year.

This 2002 unit is past the ASHRAE life expectancy of 15 years. This system uses R-22 refrigerant, which started to be phased out in 2013 and is illegal to make or import now.

Option One – Replace AC-4 and replace furnace 4:

This option would replace the condensing unit outside, the evaporator coil and the furnace unit inside. Cost is \$11,000.00 for this option.

Option Two – Select a different HVAC unit for replacement and direct staff to get pricing:

The two HVAC units that have required recent repairs are Units 1 and 4. Staff selected Unit 4 for replacement. Pricing to replace Unit 1 would be similar.

Action Requested:

Approve purchase outlined in Option One. Replace furnace, condensing unit and coil at a cost not to exceed \$11,000.00.

Additional Options for Action

- Proceed with Option Two and return at future meeting with updated cost.
- Direct staff to obtain more information or quotes and return at a later meeting.
- Delay action for future consideration.

QCCCC Agenda Item

5.4 Capital Request – AD Servers

May 12, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Capital Equipment Request – Active Directory Replacement

General Overview:

Currently QCTV has six built-in-house computer servers. (This does not include Cablecast video servers.) Over the last 5+ years QCTV has moved toward buying off the shelf hardware from Dell and Apple that have warranties and customer support. Staff recommend replacing most of these six older servers with two servers: one primary Active Directory and one secondary.

Pricing to purchase two Dell servers:

New servers from Dell would cost \$6,200 for the primary and \$2,775 for the secondary. Dell refurbished stock changes frequently but currently a refurbished primary server is available between \$4,500 and \$5,500. A refurbished secondary server would be \$2,000 or less. New retail priced servers would cost almost \$9,000, while refurbished servers would cost \$7,500 or less.

Maza Technologies recommendation and time:

QCTV works with Maza Technologies, an IT services provider, for network and server maintenance. Maza Technologies recommends purchasing refurbished servers from Dell. Maza has other clients that have saved money and received the same quality they would have had with retail servers. Set up and configuration of the servers will require the same amount of setup services whether the servers are retail or refurbished.

Pricing to purchase Microsoft licenses:

Dell sells Microsoft licenses but does not offer government pricing. Staff are waiting for confirmed government pricing from CDW but it should be less than the retail price of \$2,800.00 (two Microsoft Server 2022 Standard and 15 user licenses.)

Capital Budget:

In the QCTV Five Year Capital Plan, staff allocating \$15,000.00 in the Office Equipment category for Servers. Commission approved the five-year plan, but all purchases still come to the Commission for expenditure approval. The Commission transferred reserve funds to the 2022 Operating Budget to fund capital purchases.

Action Requested:

Approve purchase of two refurbished Dell servers at a cost up to \$7,500.00 and purchase of Windows Server and Client licenses up to \$2,800.00. Approve Maza Technologies to do all setup and configuration of servers at a cost not to exceed \$2,875.00

Additional Options for Action

- Direct staff to price and purchase non-refurbished Dell servers
- Delay action for future consideration

QCCCC Agenda Item

5.5 Capital Request - Cablecast

May 11, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: Capital Request – Cablecast Equipment

General Overview:

Channel scheduling, video playback, video on demand (VOD) and live web streaming at QCTV is all done with Cablecast video hardware and software. The equipment that will be replaced by this request was ordered in 2014 and installed in 2015.

Project considerations:

QCTV is currently researching closed captioning options for the four city channels. The captioning options staff are currently considering would all work with the Cablecast equipment requested in this project.

Staff recommendations:

Purchase one recording and playback server, one VOD server, one bulletin board player, and six webstreaming servers with additional storage and licensing requirements.

Capital Budget:

This is a planned capital expense. The amount budgeted was \$90,000.00 spread across three general items. Sufficient funds exist for the project at a cost of \$59,383.80 plus freight. QCTV received three quotes as detailed in the table below. Z-Systems has the best pricing.

ITEM	Description	Qty	Cablecast (MSRP)	Alpha Video	Z-Systems
CBL-VIO4PLUS-600	4x4 Recording and Playback Server	1	\$ 33,500.00	\$ 27,309.78	\$ 27,135.00
CBL-STRUPG-20TB	10TB Storage Upgrade for VIO4PLUS	1	\$ 1,400.00	\$ 1,141.30	\$ 1,134.00
CBL-SVR450-VOD-10	Master Server with VOD	1	\$ 11,000.00	\$ 8,967.39	\$ 8,910.00
CBL-VIOLITE-CG-SVR	2 IO software configurable server	1	\$ 4,500.00	\$ 3,913.04	\$ 3,888.00
CBL-CGPLAYER-LIC	CG Player License	1	\$ 1,400.00	\$ 1,217.39	\$ 1,209.60
CBL-LIVE-350	Webstreaming servers for channels	6	\$ 19,800.00	\$ 17,217.42	\$ 17,107.20
TOTALS			\$ 71,600.00	\$ 59,766.32	\$ 59,383.80

Action Requested:

Approve purchase of Cablecast equipment from Z-Systems not to exceed \$59,383.80 plus up to 5% for freight or necessary accessory items.

Additional Options for Action

- Direct staff to provide more information, or an alternate plan
- Delay action for future meeting
- Approve purchase for one webstreaming server and delay purchase of remaining five