

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

November 17, 2022, 11:00 AM

Agenda

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Administrative Reports

4.1. Secretary

4.1.1. Approval of the September 15, 2022, commission meeting minutes.

4.2. Treasurer

4.2.1. July, August, September Financial Reports

4.3. Executive Director

5. General Business

5.1. Capital Request – Closed Captioning

5.2. Capital request – Camera/Tripod Equipment

5.3. Capital Request – City Hall Upgrades - Adjustment

5.4. 2022 Budget Adjustment

5.5. Technology Projects 2022 Outlook

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 Anoka 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 SEPTEMBER 15, 2022

CALL TO ORDER – 1

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

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Dan Specht, Ramsey; Jim Dickinson, Andover; Jamie Barthel, Andover; and Tom Moe, Champlin (via Zoom).

Commissioners absent: Bret Heitkamp (Champlin).

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

APPROVAL OF AGENDA – 3

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

A roll call vote was performed:

Chair Barthel	aye
Commissioner Skogquist	aye
Commissioner Woestehoff	aye
Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from May 19, 2022

Motion was made by Dickinson and seconded by Woestehoff to approve the May 19, 2022 minutes as presented.

A roll call vote was performed:

Chair Barthel	aye
Commissioner Skogquist	aye
Commissioner Woestehoff	aye
Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

4.2 Treasurer

4.2.1. April, May, June Financial Reports

Commissioner Skogquist stated that three months of financial reports were included in the packet. He noted that things look stable, noting capital improvements are underway at the cities.

Motion was made by Dickinson and seconded by Woestehoff to accept the April, May, and June Financial Reports.

A roll call vote was performed:

Chair Barthel	aye
Commissioner Skogquist	aye
Commissioner Woestehoff	aye
Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

4.3 Executive Director

Ms. George reported that it has been a busy summer and they are looking forward to a busy fall. She provided an update on the mixer that QCTV hosted the previous

night. She thanked the budget and personnel committees for their work in reviewing some of the items on the agenda today. She also provided an update on the upcoming election season. She reported that the monetization of the YouTube channel has been activated as the threshold of subscribers was reached. She expressed condolences for the family of Jerry Cotten, noting his service to QCTV and the City of Anoka. She also reviewed some testimonials received.

GENERAL BUSINESS – 5

5.1 Liability Waiver

Ms. George stated that annually the Commission is asked to take action to not waive the liability limits on municipal tort liability.

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

A roll call vote was performed:

Chair Barthel	aye
Commissioner Skogquist	aye
Commissioner Woestehoff	aye
Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

5.2 Lexica Phase III Report

Ms. George recapped the work that has been done by Lexica and QCTV in the first two phases noting that this third phase focused on supplemental income. She noted that staff is present to address any questions the Commission may have.

Commissioner Skogquist asked for more details on the monetization of YouTube.

Mr. Burke explained that once QCTV crossed past 1,000 subscribers it is able to activate the YouTube partner program. He stated that Google places non-invasive ads in the videos, which range from five to 15 seconds. He stated that there will be further discussion about the type of ads that QCTV will allow, whether they will be skippable or non-skippable. He provided additional details on the revenue earned, noting that it is only a few cents per view but has added up to \$45 in the past few weeks. He stated that they look forward to seeing where that goes.

Motion was made by Dickinson and seconded by Lee to accept the report.

A roll call vote was performed:

Chair Barthel	aye
Commissioner Skogquist	aye
Commissioner Woestehoff	aye
Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

5.3 Strategic Plan Check In

Ms. George stated that QCTV is in the middle of its five-year Strategic Plan, highlighting some of the work that was completed thus far. She noted that she did provide the previous annual reviews and welcomed any questions the Commission may have.

Chair Barthel appreciated the layout of what was accomplished and what is left to do.

Commissioner Dickinson recognized that implementation does not occur overnight. He stated that the organization continues to diversify its platforms with its limited staff.

Chair Barthel asked that the Commission receive an overview each year.

Ms. George noted that staff will present the 2022 achievements in January.

Commissioner Skogquist noted a goal to become more integrated with the schools and acknowledged the work that staff has done to make progress on that item. He encouraged staff to continue to cultivate that relationship as those programs have high viewership.

Ms. George commented that staff hopes to make traction on that in 2023, noting that they would like to focus more on the youth aspect and not just families watching the youth activities.

Commissioner Woestehoff asked if QCTV has worked with the schools on a student level, perhaps with tours and talks about studio production.

Ms. George stated that in the 40-year history there have been a number of youth initiatives including classes and classroom interaction. She stated that has changed over time and staff continues to discuss initiatives and ideas. She stated that they are also discussing collaborative efforts with the Chamber of Commerce that focus on youth.

5.4 2023 Operating Budget and 5 Year Capital Plan

Ms. George stated that typically budgets are approved in November, and it was asked that it be placed on the September agenda this year. She stated that this is the typical format and provided a brief overview. She noted that she worked closely with the past and current Treasurer as well as the Personnel Committee. She noted that there are not significant changes to any of the line items.

Chair Barthel stated that the Commission receives updates on the financials and asked where the Commission would watch that on the financial reports.

Ms. George stated that would be placed under miscellaneous income at this time. She did not believe the YouTube monetization would grow by leaps and bounds but noted that the Lexica report did include some more significant supplemental income sources. She noted that YouTube did allow monetization of an existing programing source.

Chair Barthel asked if the Budget Committee has reviewed this budget and recommended approval.

Ms. George confirmed that both the budget and personnel committees have reviewed and recommended approval. She stated that because each city is represented on a committee, every member of the Commission has reviewed the budget prior to this meeting.

Commissioner Skogquist referenced the transition to using a flat amount for the operational reserve rather than a percentage and provided background on that choice.

Motion was made by Dickinson and seconded by Woestehoff to approve the 2023 Operating Budget, the member city capital grant of \$20,000 payable in January of 2023, the 2023 planned capital investment, and to approve operational reserve of \$500,000.

A roll call vote was performed:

Chair Barthel	aye
Commissioner Skogquist	aye
Commissioner Woestehoff	aye

Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

5.5 Capital Request – Pavement

Ms. George provided details on the proposed improvement to replace the asphalt driveway and parking lot at QCTV. She stated that she spoke with four companies and only two submitted a written estimate. She noted that this item was not in the 2022 budget as it was budgeted in 2021.

Commissioner Lee asked if this would occur still this year or whether it would occur in the spring.

Ms. George replied that the estimates were for implementation this fall. She noted that if it is desired to postpone to the spring, she could make a call to the contractors to update those estimates for spring.

Commissioner Lee commented that QCTV could include this project as a bid alternate on a city street project and could probably see a cost savings as a result. He noted that this timing is also at the peak price period and therefore the bids probably reflect a higher cost. He commented that it may be advantageous to postpone this to the spring.

Commissioner Woestehoff agreed.

Motion was made by Woestehoff and seconded by Skogquist to table the capital request.

Further discussion: Commissioner Moe asked if there would be an adverse action that could occur if this project is postponed to the spring.

Ms. George commented that she did not believe another winter would cause more damage but noted that she does not have that level of expertise. She noted that a sealcoating has not been completed for three years.

Commissioner Lee commented that any damage that may occur over the winter would be milled off with this project.

A roll call vote was performed:

Chair Barthel	aye
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Commissioner Skogquist	aye
Commissioner Woestehoff	aye
Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

5.6 Technology Projects 2022 Outlook

Mr. Sommer provided a brief overview of the report noting that the equipment replacement at the city halls has been completed at three of the four locations. He reviewed some pictures comparing the before and afters and noted that they will be completing the updates in Ramsey this fall. He provided an update on the auxiliary equipment, noting that has been completed in Anoka. He also provided an update on the other equipment and technology projects. He noted that they will be testing some closed captioning options this fall and will provide more information at the November worksession.

Ms. George thanked the cities who have been helpful with the equipment updates and also thanked QCTV staff who have worked hard on the projects.

5.7 Ashpaugh & Sculco Audit Update

Ms. George stated that this report would bring the franchise fee audit to a close with a settlement agreement. She stated that an audit was engaged in 2019 to review the years of 2015 through 2019.

Mr. Vose commented that the proposed settlement agreement embodies a Comcast payment of \$163,283.62 over and above the net payment that was previously made as a result of the audit report. He noted that agreement is simple and straightforward. He stated that this audit involved a number of technical accounting details, specific to cable franchise agreements. He noted that Ashpaugh & Sculco is very experienced in completing this types of issues. He stated that this settlement would resolve those issues for a seven-year period and nothing in the settlement would stop QCTV from raising these issues again and requesting another audit in the future. He noted that there is some potential that there would be some federal government ruling about one or more issues that may clarify those issues and that action would not waive the right for QCTV to complete another audit. He stated that even though the audit was for a five-year period, this settlement extended those findings for another two years for a total of seven years. He believed that this was a very fair settlement to the audit.

Chair Barthel thanked Ms. George and Mr. Vose for their hard work on this issue. He also believed this was an extremely fair settlement.

Commissioner Woestehoff referenced the two-year extension and asked if that two years was before or after the time period.

Mr. Vose replied that the extension term extends more current than the audit period. He noted that the audit period covered through 2019 and this extension would run through 2021. He stated that this would resolve all issues for that time period but would not waive the ability to reraise these issues in the future.

Motion was made by Skogquist and seconded by Dickinson to accept the Comcast audit settlement as presented.

A roll call vote was performed:

Chair Barthel	aye
Commissioner Skogquist	aye
Commissioner Woestehoff	aye
Commissioner Dickinson	aye
Commissioner Lee	aye
Commissioner Specht	aye
Commissioner Moe	aye

Motion carried.

5.8 Other

No comments.

ADJOURN – 6

Time of adjournment 11:49 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 July 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,952,397.80
- PayPay acct	317.80
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,359,720.01
Accounts Receivable	0.00
Other current assets	8,660.00
Total Current Assets	\$ 3,326,345.61
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,326,345.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	26,536.28
Other Current Liabilities	0.36
Total Current Liabilities	\$ 26,536.64
Equity	3,299,808.97
TOTAL LIABILITIES AND EQUITY	\$ 3,326,345.61 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$410,004

Capital Reserves = \$2,916,341.61 (\$4.6M 5-Year Cap Plan)

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

	Jul 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	36.75	41.67	(4.92)	88.19%	337.50	500.00	(162.50)	67.50%
Equipment Grant		5,000.00	(5,000.00)	0.00%	61,856.02	60,000.00	1,856.02	103.09%
Franchise Fees		71,500.00	(71,500.00)	0.00%	253,493.63	858,000.00	(604,506.37)	29.54%
Interest Income	3,948.02	375.00	3,573.02	1052.81%	9,008.12	4,500.00	4,508.12	200.18%
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%	135,166.01	429,000.00	(293,833.99)	31.51%
Total Income	3,984.77	112,708.34	(108,723.57)	3.54%	459,861.28	1,352,500.00	(892,638.72)	34.00%
Expenses								
A-PERA Expense	5,487.58	4,628.08	859.50	118.57%	27,958.04	55,537.00	(27,578.96)	50.34%
A-SS/Medicare Expense	5,821.21	4,860.17	961.04	119.77%	29,016.32	58,322.00	(29,305.68)	49.75%
A-Wages - Full-time	64,654.79	50,566.33	14,088.46	127.86%	312,727.24	606,796.00	(294,068.76)	51.54%
A-Wages - Part-time	13,011.46	10,000.00	3,011.46	130.11%	71,015.75	120,000.00	(48,984.25)	59.18%
Accounting / HR Services	2,038.17	1,333.33	704.84	152.86%	7,052.85	16,000.00	(8,947.15)	44.08%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	1,499.99	11,000.00	(9,500.01)	13.64%
Andover Capital Equipment		416.67	(416.67)	0.00%	82.50	5,000.00	(4,917.50)	1.65%
Announcers Fees	1,040.00	1,333.33	(293.33)	78.00%	8,831.59	16,000.00	(7,168.41)	55.20%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	919.80	5,000.00	(4,080.20)	18.40%
Audit		1,375.00	(1,375.00)	0.00%	15,721.93	16,500.00	(778.07)	95.28%
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%	4,161.75	6,000.00	(1,838.25)	69.36%
Building - Insurance	2,276.00	350.00	1,926.00	650.29%	5,062.00	4,200.00	862.00	120.52%
Building - Maintenance	1,775.42	833.33	942.09	213.05%	4,692.21	10,000.00	(5,307.79)	46.92%
Building - Supplies	98.28	125.00	(26.72)	78.62%	807.76	1,500.00	(692.24)	53.85%
Car Allowance	250.00	250.00	0.00	100.00%	1,750.00	3,000.00	(1,250.00)	58.33%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	3,675.00	6,300.00	(2,625.00)	58.33%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	594.30	5,000.00	(4,405.70)	11.89%
City Sewer & Water		216.67	(216.67)	0.00%	824.40	2,600.00	(1,775.60)	31.71%
Commission Expense		208.33	(208.33)	0.00%	233.78	2,500.00	(2,266.22)	9.35%
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	10,080.00	70,000.00	(59,920.00)	14.40%
Continuing Education			0.00		1,815.60	0.00	1,815.60	

Quad Cities Communications Commission
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 January - December 2022

	Jul 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,701.40	1,250.00	451.40	136.11%	9,103.19	15,000.00	(5,896.81)	60.69%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	3,289.64	1,666.67	1,622.97	197.38%	8,521.94	20,000.00	(11,478.06)	42.61%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	165.65	7,666.67	(7,501.02)	2.16%	41,188.29	92,000.00	(50,811.71)	44.77%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	1,608.00	400.00	1,208.00	402.00%	4,704.00	4,800.00	(96.00)	98.00%
Lawn Service	1,030.50	416.67	613.83	247.32%	2,605.50	5,000.00	(2,394.50)	52.11%
Legal Fees		1,500.00	(1,500.00)	0.00%	2,565.00	18,000.00	(15,435.00)	14.25%
Licenses and Permits		250.00	(250.00)	0.00%	250.00	3,000.00	(2,750.00)	8.33%
Meals	800.00	83.33	716.67	960.04%	800.00	1,000.00	(200.00)	80.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,000.00	10,000.00	(7,000.00)	30.00%
Mileage	521.35	1,000.00	(478.65)	52.14%	2,460.37	12,000.00	(9,539.63)	20.50%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(223.83)	500.00	(723.83)	-44.77%
Natural Gas	44.09	416.67	(372.58)	10.58%	2,193.34	5,000.00	(2,806.66)	43.87%
Office Supplies / Equipment		500.00	(500.00)	0.00%	5,272.22	6,000.00	(727.78)	87.87%
Total Payroll Expenses	0.00	0.00	0.00		527.00	0.00	527.00	
Payroll Expenses (ADP/HSA)	212.50	83.33	129.17	255.01%	1,500.00	1,000.00	500.00	150.00%
Postage	37.08	41.67	(4.59)	88.98%	263.24	500.00	(236.76)	52.65%
Printing / Copy Services	34.32	41.67	(7.35)	82.36%	72.93	500.00	(427.07)	14.59%
Professional Development	4,794.37	1,833.33	2,961.04	261.51%	12,979.77	22,000.00	(9,020.23)	59.00%
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%	741.18	5,000.00	(4,258.82)	14.82%
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services		166.67	(166.67)	0.00%	503.50	2,000.00	(1,496.50)	25.18%
Snow Plowing Service		500.00	(500.00)	0.00%	3,462.00	6,000.00	(2,538.00)	57.70%
State Unemploy Exp		208.33	(208.33)	0.00%	144.38	2,500.00	(2,355.62)	5.78%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	4,219.28	7,500.00	(3,280.72)	56.26%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	759.59	1,833.33	(1,073.74)	41.43%	14,996.28	22,000.00	(7,003.72)	68.16%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%

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

	Jul 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Equipment / Repair	254.00	1,250.00	(996.00)	20.32%	9,752.52	15,000.00	(5,247.48)	65.02%
Vehicle - Insurance	444.00	116.67	327.33	380.56%	1,331.00	1,400.00	(69.00)	95.07%
Vehicle - Maintenance / Gas	614.09	625.00	(10.91)	98.25%	3,074.84	7,500.00	(4,425.16)	41.00%
Waste Removal	205.66	133.33	72.33	154.25%	1,065.60	1,600.00	(534.40)	66.60%
Web / VOD / Int / CaTV / Phone	1,995.16	2,333.33	(338.17)	85.51%	15,804.34	28,000.00	(12,195.66)	56.44%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	118,391.13	112,679.58	5,711.55	105.07%	661,499.69	1,352,155.00	(690,655.31)	48.92%
Net Income	(114,406.36)	28.76	(114,435.12)	-397796.80%	(201,638.41)	345.00	(201,983.41)	-58445.92%

ZCIP - Andover	69,933.75
ZCIP - Anoka	69,668.88
ZCIP - Champlin	66,435.38
ZCIP - Master Control Equipment	59,877.42
ZCIP - Mobile Vehicles & Equipment	14,561.17
ZCIP - Office Equipment	8,948.54
ZCIP - Portable Field Equipment	41,482.20
ZCIP - Ramsey	64,319.60
	<u>5,310.40</u>
	<u>395,226.94</u>

Monday, Oct 17, 2022 07:39:29 AM GMT-7 - Accrual Basis

QCTV Bank Reconciliation
July 2022

Beginning Balance - 4M Statement	2,146,517.80
Less: Cleared Checks/Withdrawals	(193,975.79)
Plus: 4M Fund Interest	2,372.42
Plus: Bank Deposits/Credits	490.85
Bank Balance	\$1,955,405.28
Book Balance	1,955,405.28
Adjusted Book Balance	1,955,405.28
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

July 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
07/01/2022	14182	Amazon	-937.28
07/01/2022	14183	Associated Bank	-134.62
07/01/2022	14184	Barna, Guzy & Steffen, LTD	-65.00
07/01/2022	14185	HealthEquity Inc.	-495.81
07/01/2022	14186	Huebsch	-53.86
07/01/2022	14187	Joe G. Ruhland	-469.03
07/01/2022	14188	Kennedy & Graven, Chartered	-438.00
07/01/2022	14189	Osseo, Maple Grove, Champlin, Dayton Press	-66.35
07/01/2022	14190	Sterling Trophy	-145.50
07/01/2022	14191	Strategic Hawks, llc	-240.00
07/01/2022	W D	Minnesota State Retirement System	-650.00
07/01/2022	W D	PERA	-3,426.86
07/05/2022	14192	HealthEquity Inc.	-340.45
07/15/2022	14193	ACE Solid Waste, Inc.	-205.66
07/15/2022	14194	Alliance for Community Media	-1,000.00
07/15/2022	14195	Alpha Video & Audio Inc.	-12,794.00
07/15/2022	14196	Anoka Area Chamber of Commerce	-400.00
07/15/2022	14197	Associated Bank	-134.62
07/15/2022	14198	AT&T Mobility	-726.37
07/15/2022	14199	B&H Photo-Video	-451.13
07/15/2022	14200	Bottom Line Accounting Services, LLC	-194.75
07/15/2022	14201	CDW Direct	-46.75
07/15/2022	14202	CenterPoint Energy	-44.09
07/15/2022	14203	City of Andover	-1,022.16
07/15/2022	14204	Comcast 2	-488.67
07/15/2022	14205	Comcast Cable	-890.03
07/15/2022	14206	HealthEquity Inc.	-495.81
07/15/2022	14207	Huebsch	-265.88
07/15/2022	14208	Maza Technologies, LLC	-6,995.60
07/15/2022	14209	Monarch Pest Control	-115.00
07/15/2022	14210	Pete C. Andersen	-160.00
07/15/2022	14211	Preferred One Insurance Co.	-6,498.50
07/15/2022	14212	Sportzcast, Inc.	-3,019.00
07/15/2022	14213	T-Mobile	-92.73
07/15/2022	14214	Taylor Johnson-1	-1,184.40
07/15/2022	14215	The Lincoln National Life Ins. Co.	-602.13
07/15/2022	14216	U.S. Bank Corporate	-2,818.46
07/15/2022	14217	Verizon	-120.03
07/15/2022	14218	Xcel Energy	-1,513.85
07/15/2022	14219	Z Systems	-59,770.82
07/15/2022	W D	Minnesota State Retirement System	-650.00
07/15/2022	W D	PERA	-3,405.84
07/29/2022	14220	Associated Bank	-134.62

Quad Cities Communications Commission

Bill Payment List

July 2022

DATE	NUM	VENDOR	AMOUNT
07/29/2022	14221	HealthEquity Inc.	-495.81
07/29/2022	W D	Minnesota State Retirement System	-650.00
07/29/2022	W D	PERA	-3,410.79
Total for Quad Cities Commission			\$ -118,260.26

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

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,230,868.69
- PayPay acct	331.79
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,361,863.77
Accounts Receivable	0.00
Other current assets	8,660.00
Total Current Assets	\$ 3,606,974.25
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,606,974.25
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	31,863.04
Other Current Liabilities	0.35
Total Current Liabilities	\$ 31,863.39
Equity	3,575,110.86
TOTAL LIABILITIES AND EQUITY	\$ 3,606,974.25 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$410,004
Capital Reserves = \$3,196,970.25 (\$4.6M 5-Year Cap Plan)

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

	Aug 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	13.99	41.67	(27.68)	33.57%	351.49	500.00	(148.51)	70.30%
Equipment Grant		5,000.00	(5,000.00)	0.00%	61,856.02	60,000.00	1,856.02	103.09%
Franchise Fees	252,629.36	71,500.00	181,129.36	353.33%	506,122.99	858,000.00	(351,877.01)	58.99%
Interest Income	5,657.42	375.00	5,282.42	1508.65%	14,665.54	4,500.00	10,165.54	325.90%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee	134,523.36	35,750.00	98,773.36	376.29%	269,689.37	429,000.00	(159,310.63)	62.86%
Total Income	392,824.13	112,708.34	280,115.79	348.53%	852,685.41	1,352,500.00	(499,814.59)	63.05%
Expenses								
A-PERA Expense	3,669.15	4,628.08	(958.93)	79.28%	31,627.19	55,537.00	(23,909.81)	56.95%
A-SS/Medicare Expense	3,829.28	4,860.17	(1,030.89)	78.79%	32,845.60	58,322.00	(25,476.40)	56.32%
A-Wages - Full-time	43,431.86	50,566.33	(7,134.47)	85.89%	356,159.10	606,796.00	(250,636.90)	58.70%
A-Wages - Part-time	7,486.39	10,000.00	(2,513.61)	74.86%	78,502.14	120,000.00	(41,497.86)	65.42%
Accounting / HR Services	796.50	1,333.33	(536.83)	59.74%	7,849.35	16,000.00	(8,150.65)	49.06%
Ads/Promos/Sponsorships	3,020.32	916.67	2,103.65	329.49%	4,520.31	11,000.00	(6,479.69)	41.09%
Andover Capital Equipment		416.67	(416.67)	0.00%	82.50	5,000.00	(4,917.50)	1.65%
Announcers Fees	1,120.00	1,333.33	(213.33)	84.00%	9,951.59	16,000.00	(6,048.41)	62.20%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	1,051.70	5,000.00	(3,948.30)	21.03%
Audit		1,375.00	(1,375.00)	0.00%	15,721.93	16,500.00	(778.07)	95.28%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	176.00	208.33	(32.33)	84.48%	176.00	2,500.00	(2,324.00)	7.04%
Building - Cleaning	597.02	500.00	97.02	119.40%	4,758.77	6,000.00	(1,241.23)	79.31%
Building - Insurance		350.00	(350.00)	0.00%	5,062.00	4,200.00	862.00	120.52%
Building - Maintenance	3,250.00	833.33	2,416.67	390.00%	7,942.21	10,000.00	(2,057.79)	79.42%
Building - Supplies	159.23	125.00	34.23	127.38%	966.99	1,500.00	(533.01)	64.47%
Car Allowance	250.00	250.00	0.00	100.00%	2,000.00	3,000.00	(1,000.00)	66.67%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	4,200.00	6,300.00	(2,100.00)	66.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	679.20	5,000.00	(4,320.80)	13.58%
City Sewer & Water	443.58	216.67	226.91	204.73%	1,267.98	2,600.00	(1,332.02)	48.77%
Commission Expense	111.16	208.33	(97.17)	53.36%	344.94	2,500.00	(2,155.06)	13.80%
Consulting Services	6,153.00	5,833.33	319.67	105.48%	16,233.00	70,000.00	(53,767.00)	23.19%
Continuing Education			0.00		1,815.60	0.00	1,815.60	

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

	Aug 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,656.93	1,250.00	406.93	132.55%	10,760.12	15,000.00	(4,239.88)	71.73%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	777.86	1,666.67	(888.81)	46.67%	9,299.80	20,000.00	(10,700.20)	46.50%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	12,822.20	7,666.67	5,155.53	167.25%	54,010.49	92,000.00	(37,989.51)	58.71%
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%	4,704.00	4,800.00	(96.00)	98.00%
Lawn Service	600.00	416.67	183.33	144.00%	3,205.50	5,000.00	(1,794.50)	64.11%
Legal Fees	100.00	1,500.00	(1,400.00)	6.67%	2,665.00	18,000.00	(15,335.00)	14.81%
Licenses and Permits	200.00	250.00	(50.00)	80.00%	450.00	3,000.00	(2,550.00)	15.00%
Meals		83.33	(83.33)	0.00%	800.00	1,000.00	(200.00)	80.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,000.00	10,000.00	(7,000.00)	30.00%
Mileage	111.13	1,000.00	(888.87)	11.11%	2,571.50	12,000.00	(9,428.50)	21.43%
Miscellaneous Expenses	(137.35)	41.67	(179.02)	-329.61%	(361.18)	500.00	(861.18)	-72.24%
Natural Gas	40.57	416.67	(376.10)	9.74%	2,233.91	5,000.00	(2,766.09)	44.68%
Office Supplies / Equipment	37.49	500.00	(462.51)	7.50%	5,309.71	6,000.00	(690.29)	88.50%
Total Payroll Expenses	0.00	0.00	0.00		527.00	0.00	527.00	
Payroll Expenses (ADP/HSA)	280.00	83.33	196.67	336.01%	1,780.00	1,000.00	780.00	178.00%
Postage	24.51	41.67	(17.16)	58.82%	287.75	500.00	(212.25)	57.55%
Printing / Copy Services		41.67	(41.67)	0.00%	72.93	500.00	(427.07)	14.59%
Professional Development	1,422.00	1,833.33	(411.33)	77.56%	14,401.77	22,000.00	(7,598.23)	65.46%
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%	847.05	5,000.00	(4,152.95)	16.94%
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services		166.67	(166.67)	0.00%	503.50	2,000.00	(1,496.50)	25.18%
Snow Plowing Service		500.00	(500.00)	0.00%	3,462.00	6,000.00	(2,538.00)	57.70%
State Unemploy Exp		208.33	(208.33)	0.00%	144.38	2,500.00	(2,355.62)	5.78%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	4,821.41	7,500.00	(2,678.59)	64.29%
Studio Sets	625.28	416.67	208.61	150.07%	625.28	5,000.00	(4,374.72)	12.51%
Subscription Services	1,240.34	1,833.33	(592.99)	67.66%	16,236.62	22,000.00	(5,763.38)	73.80%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%

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

	Aug 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Equipment / Repair	1,351.13	1,250.00	101.13	108.09%	11,103.65	15,000.00	(3,896.35)	74.02%
Vehicle - Insurance		116.67	(116.67)	0.00%	1,331.00	1,400.00	(69.00)	95.07%
Vehicle - Maintenance / Gas	733.78	625.00	108.78	117.40%	3,808.62	7,500.00	(3,691.38)	50.78%
Waste Removal	149.50	133.33	16.17	112.13%	1,215.10	1,600.00	(384.90)	75.94%
Web / VOD / Int / CaTV / Phone	1,996.58	2,333.33	(336.75)	85.57%	17,800.92	28,000.00	(10,199.08)	63.57%
Work Comp Insurance	2,354.00	166.67	2,187.33	1412.37%	2,354.00	2,000.00	354.00	117.70%
Total Expenses	102,329.24	112,679.58	(10,350.34)	90.81%	763,828.93	1,352,155.00	(588,326.07)	56.49%
Net Income	290,494.89	28.76	290,466.13	1010065.68%	88,856.48	345.00	88,511.48	25755.50%

ZCIP - Andover		69,933.75
ZCIP - Anoka		69,668.88
ZCIP - Building	11,000.00	11,000.00
ZCIP - Champlin	3,548.00	69,983.38
ZCIP - Master Control Equipment		59,877.42
ZCIP - Mobile Vehicles & Equipment		14,561.17
ZCIP - Office Equipment		8,948.54
ZCIP - Portable Field Equipment	645.00	42,127.20
ZCIP - Ramsey		64,319.60
	<u>15,193.00</u>	

Monday, Oct 17, 2022 07:39:29 AM GMT-7 - Accrual Basis

QCTV Bank Reconciliation

August 2022

Beginning Balance - 4M Statement	1,955,405.28
Less: Cleared Checks/Withdrawals	(112,594.58)
Plus: 4M Fund Interest	3,513.66
Plus: Bank Deposits/Credits	387,152.72
Bank Balance	\$2,233,477.08
Book Balance	2,233,477.08
Adjusted Book Balance	2,233,477.08
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

August 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/08/2022	14222	ACE Solid Waste, Inc.	-149.50
08/08/2022	14223	Alpha Video & Audio Inc.	-254.00
08/08/2022	14224	B&H Photo-Video	-270.64
08/08/2022	14225	City of Champlin	-443.58
08/08/2022	14226	Greenery Enterprises, Inc.	-1,030.50
08/08/2022	14227	HealthEquity Inc.	-31.60
08/08/2022	14228	Huebsch	-98.28
08/08/2022	14229	James R. Erickson	-240.00
08/08/2022	14230	Joe G. Ruhland	-320.00
08/08/2022	14231	League of MN Cities Insurance Trust	-12,988.00
08/08/2022	14232	NAC Building Solutions	-1,238.02
08/08/2022	14233	Peter James Hayes	-160.00
08/08/2022	14234	Prime Advertising & Design, Inc.	-2,950.32
08/08/2022	14235	Xcel Energy	-1,701.40
08/12/2022	14236	Associated Bank	-134.62
08/12/2022	14237	AT&T Mobility	-726.37
08/12/2022	14238	CenterPoint Energy	-40.57
08/12/2022	14239	City of Andover	-1,053.09
08/12/2022	14240	Gerald S. Thomson	-480.00
08/12/2022	14241	Greenery Enterprises, Inc.	-450.00
08/12/2022	14242	HealthEquity Inc.	-455.81
08/12/2022	14243	Ideal Advertising	-88.00
08/12/2022	14244	League of MN Cities Insurance Trust	-2,354.00
08/12/2022	14245	Securitas Electronic Security Inc.	-422.40
08/12/2022	14246	Strategic Hawks, Ilc	-240.00
08/12/2022	14247	T-Mobile	-92.73
08/12/2022	14248	Timothy Anderson	-160.00
08/12/2022	14249	Vividly Clean Inc.	-597.02
08/12/2022	W D	Minnesota State Retirement System	-650.00
08/12/2022	W D	PERA	-3,513.90
08/24/2022	14250	Comcast 2	-488.99
08/24/2022	14251	Comcast Cable	-891.13
08/24/2022	14252	Coordinated Business Systems, LTD	-21.70
08/24/2022	14253	Greenery Enterprises, Inc.	-3,400.00
08/24/2022	14254	HealthEquity Inc.	-31.60
08/24/2022	14255	Huebsch	-102.03
08/24/2022	14256	Joe G. Ruhland	-80.00
08/24/2022	14257	Kennedy & Graven, Chartered	-100.00
08/24/2022	14258	Peter James Hayes	-80.00
08/24/2022	14259	Preferred One Insurance Co.	-12,997.00
08/24/2022	14260	The Lincoln National Life Ins. Co.	-602.13
08/24/2022	14261	U.S. Bank Corporate	-5,007.42
08/24/2022	14262	Verizon	-120.03

Quad Cities Communications Commission

Bill Payment List

August 2022

DATE	NUM	VENDOR	AMOUNT
08/24/2022	14263	Vividly Clean Inc.	-597.02
08/26/2022	14264	Associated Bank	-134.62
08/26/2022	14265	HealthEquity Inc.	-455.81
08/26/2022	W D	Minnesota State Retirement System	-650.00
08/26/2022	W D	PERA	-3,335.19
Total for Quad Cities Commission			\$ -62,429.02

Quad Cities Communications Commission
Balance Sheet Summary
As of September 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,159,473.56
- PayPay acct	367.39
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,364,365.73
Accounts Receivable	0.00
Other current assets	8,660.00
Total Current Assets	\$ 3,538,116.68
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,538,116.68
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	14,189.34
Other Current Liabilities	0.38
Total Current Liabilities	\$ 14,189.72
Equity	3,523,926.96
TOTAL LIABILITIES AND EQUITY	\$ 3,538,116.68 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$410,004
Capital Reserves = \$3,128,112.68 (\$4.6M 5-Year Cap Plan)

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

	Sep 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	35.60	41.67	(6.07)	85.43%	387.09	500.00	(112.91)	77.42%
Equipment Grant		5,000.00	(5,000.00)	0.00%	61,856.02	60,000.00	1,856.02	103.09%
Franchise Fees		71,500.00	(71,500.00)	0.00%	506,122.99	858,000.00	(351,877.01)	58.99%
Interest Income	6,545.35	375.00	6,170.35	1745.43%	21,210.89	4,500.00	16,710.89	471.35%
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%	269,689.37	429,000.00	(159,310.63)	62.86%
Total Income	6,580.95	112,708.34	(106,127.39)	5.84%	859,266.36	1,352,500.00	(493,233.64)	63.53%
Expenses								
A-PERA Expense	3,864.79	4,628.08	(763.29)	83.51%	35,491.98	55,537.00	(20,045.02)	63.91%
A-SS/Medicare Expense	4,094.49	4,860.17	(765.68)	84.25%	36,940.09	58,322.00	(21,381.91)	63.34%
A-Wages - Full-time	44,067.22	50,566.33	(6,499.11)	87.15%	400,226.32	606,796.00	(206,569.68)	65.96%
A-Wages - Part-time	10,317.89	10,000.00	317.89	103.18%	88,820.03	120,000.00	(31,179.97)	74.02%
Accounting / HR Services		1,333.33	(1,333.33)	0.00%	7,849.35	16,000.00	(8,150.65)	49.06%
Ads/Promos/Sponsorships	402.02	916.67	(514.65)	43.86%	4,922.33	11,000.00	(6,077.67)	44.75%
Andover Capital Equipment		416.67	(416.67)	0.00%	82.50	5,000.00	(4,917.50)	1.65%
Announcers Fees	2,000.00	1,333.33	666.67	150.00%	11,951.59	16,000.00	(4,048.41)	74.70%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	1,183.60	5,000.00	(3,816.40)	23.67%
Audit		1,375.00	(1,375.00)	0.00%	15,721.93	16,500.00	(778.07)	95.28%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	1,091.00	208.33	882.67	523.69%	1,267.00	2,500.00	(1,233.00)	50.68%
Building - Cleaning	597.02	500.00	97.02	119.40%	5,355.79	6,000.00	(644.21)	89.26%
Building - Insurance		350.00	(350.00)	0.00%	5,062.00	4,200.00	862.00	120.52%
Building - Maintenance	260.00	833.33	(573.33)	31.20%	8,202.21	10,000.00	(1,797.79)	82.02%
Building - Supplies	54.61	125.00	(70.39)	43.69%	1,021.60	1,500.00	(478.40)	68.11%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	4,725.00	6,300.00	(1,575.00)	75.00%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	764.10	5,000.00	(4,235.90)	15.28%
City Sewer & Water	444.51	216.67	227.84	205.16%	1,712.49	2,600.00	(887.51)	65.87%
Commission Expense		208.33	(208.33)	0.00%	344.94	2,500.00	(2,155.06)	13.80%
Consulting Services	2,280.00	5,833.33	(3,553.33)	39.09%	18,513.00	70,000.00	(51,487.00)	26.45%
Continuing Education			0.00		1,815.60	0.00	1,815.60	

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

	Sep 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	2,292.38	1,250.00	1,042.38	183.39%	13,052.50	15,000.00	(1,947.50)	87.02%
Emp / Comm Appreciation	1,490.00	208.33	1,281.67	715.21%	1,490.00	2,500.00	(1,010.00)	59.60%
Equip/Repair/Supply/Software	1,690.38	1,666.67	23.71	101.42%	10,990.18	20,000.00	(9,009.82)	54.95%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,343.70	7,666.67	(1,322.97)	82.74%	60,354.19	92,000.00	(31,645.81)	65.60%
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%	4,704.00	4,800.00	(96.00)	98.00%
Lawn Service	450.00	416.67	33.33	108.00%	3,655.50	5,000.00	(1,344.50)	73.11%
Legal Fees	400.00	1,500.00	(1,100.00)	26.67%	3,065.00	18,000.00	(14,935.00)	17.03%
Licenses and Permits		250.00	(250.00)	0.00%	450.00	3,000.00	(2,550.00)	15.00%
Meals	488.80	83.33	405.47	586.58%	1,288.80	1,000.00	288.80	128.88%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,000.00	10,000.00	(7,000.00)	30.00%
Mileage	197.25	1,000.00	(802.75)	19.73%	2,768.75	12,000.00	(9,231.25)	23.07%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(361.18)	500.00	(861.18)	-72.24%
Natural Gas	39.79	416.67	(376.88)	9.55%	2,273.70	5,000.00	(2,726.30)	45.47%
Office Supplies / Equipment	487.44	500.00	(12.56)	97.49%	5,797.15	6,000.00	(202.85)	96.62%
Total Payroll Expenses	0.00	0.00	0.00		527.00	0.00	527.00	
Payroll Expenses (ADP/HSA)	285.00	83.33	201.67	342.01%	2,065.00	1,000.00	1,065.00	206.50%
Postage		41.67	(41.67)	0.00%	287.75	500.00	(212.25)	57.55%
Printing / Copy Services		41.67	(41.67)	0.00%	72.93	500.00	(427.07)	14.59%
Professional Development	2,267.06	1,833.33	433.73	123.66%	16,668.83	22,000.00	(5,331.17)	75.77%
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%	952.92	5,000.00	(4,047.08)	19.06%
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services	164.75	166.67	(1.92)	98.85%	668.25	2,000.00	(1,331.75)	33.41%
Snow Plowing Service		500.00	(500.00)	0.00%	3,462.00	6,000.00	(2,538.00)	57.70%
State Unemploy Exp		208.33	(208.33)	0.00%	144.38	2,500.00	(2,355.62)	5.78%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	5,423.54	7,500.00	(2,076.46)	72.31%
Studio Sets		416.67	(416.67)	0.00%	625.28	5,000.00	(4,374.72)	12.51%
Subscription Services	336.89	1,833.33	(1,496.44)	18.38%	16,573.51	22,000.00	(5,426.49)	75.33%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%

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

	Sep 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Equipment / Repair	(35,917.56)	1,250.00	(37,167.56)	-2873.40%	(24,813.91)	15,000.00	(39,813.91)	-165.43%
Vehicle - Insurance		116.67	(116.67)	0.00%	1,331.00	1,400.00	(69.00)	95.07%
Vehicle - Maintenance / Gas	243.95	625.00	(381.05)	39.03%	4,052.57	7,500.00	(3,447.43)	54.03%
Waste Removal	459.46	133.33	326.13	344.60%	1,674.56	1,600.00	74.56	104.66%
Web / VOD / Int / CaTV / Phone	3,700.33	2,333.33	1,367.00	158.59%	21,501.25	28,000.00	(6,498.75)	76.79%
Work Comp Insurance		166.67	(166.67)	0.00%	2,354.00	2,000.00	354.00	117.70%
Total Expenses	56,592.97	112,679.58	(56,086.61)	50.22%	820,421.90	1,352,155.00	(531,733.10)	60.68%
Net Income	(50,012.02)	28.76	(50,040.78)	-173894.37%	38,844.46	345.00	38,499.46	11259.26%

ZCIP - Andover		69,933.75
ZCIP - Anoka		69,668.88
ZCIP - Building		11,000.00
ZCIP - Champlin	637.38	70,620.76
ZCIP - Master Control Equipment		59,877.42
ZCIP - Mobile Vehicles & Equipment		14,561.17
ZCIP - Office Equipment		8,948.54
ZCIP - Portable Field Equipment	534.50	42,661.70
ZCIP - Ramsey		64,319.60
	<u>1,171.88</u>	<u>411,591.82</u>

Monday, Oct 17, 2022 07:39:29 AM GMT-7 - Accrual Basis

QCTV Bank Reconciliation
September 2022

Beginning Balance - 4M Statement	2,233,477.08
Less: Cleared Checks/Withdrawals	(94,203.43)
Plus: 4M Fund Interest	4,043.39
Plus: Bank Deposits/Credits	34,749.36
Bank Balance	\$2,178,066.40
Book Balance	2,178,066.40
Adjusted Book Balance	2,178,066.40
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

September 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
09/06/2022	14266	Alliance for Community Media	-1,422.00
09/06/2022	14267	Fastsigns	-625.28
09/06/2022	14268	Huebsch	-57.20
09/06/2022	14269	Maza Technologies, LLC	-1,737.20
09/06/2022	14270	Z Systems	-530.60
09/09/2022	14271	Anoka County Union Herald	-71.55
09/09/2022	14272	Associated Bank	-134.62
09/09/2022	14273	City of Andover	-821.01
09/09/2022	14274	HealthEquity Inc.	-455.81
09/09/2022	14275	Ideal Advertising	-88.00
09/09/2022	14276	James R. Erickson	-80.00
09/09/2022	14277	Master Technology Group Inc.	-3,548.00
09/09/2022	14278	Maza Technologies, LLC	-1,737.20
09/09/2022	14279	Roadcase.com	-645.00
09/09/2022	14280	Strategic Hawks, llc	-320.00
09/09/2022	14281	T-Mobile	-92.73
09/09/2022	14282	U.S. Bank Corporate	-3,326.16
09/09/2022	14283	Vividly Clean Inc.	-597.02
09/09/2022	14284	Xcel Energy	-1,656.93
09/09/2022	W D	Minnesota State Retirement System	-650.00
09/09/2022	W D	PERA	-3,576.52
09/19/2022	14285	ACE Solid Waste, Inc.	-148.71
09/19/2022	14286	AT&T Mobility	-726.37
09/19/2022	14287	CenterPoint Energy	-39.79
09/19/2022	14288	City of Champlin	-444.51
09/19/2022	14289	Comcast 2	-488.99
09/19/2022	14290	Comcast Cable	-891.14
09/19/2022	14291	Greenery Enterprises, Inc.	-450.00
09/19/2022	14292	HealthEquity Inc.	-51.60
09/19/2022	14293	Joe G. Ruhland	-240.00
09/19/2022	14294	Monkey Wrench Productions LLC	-534.50
09/19/2022	14295	NAC Building Solutions	-11,000.00
09/19/2022	14296	The Lincoln National Life Ins. Co.	-602.13
09/19/2022	14297	Town Square Television	-3,393.00
09/19/2022	14298	Verizon	-120.03
09/27/2022	14299	Anoka Rotary	-75.00
09/23/2022	14300	Associated Bank	-134.62
09/23/2022	14301	HealthEquity Inc.	-455.81
09/23/2022	W D	Minnesota State Retirement System	-650.00
09/23/2022	W D	PERA	-3,637.71
09/29/2022	14302	Amazon	-1,091.64
09/29/2022	14303	Anoka Area Chamber of Commerce	-100.00
09/29/2022	14304	Coordinated Business Systems, LTD	-51.66

Quad Cities Communications Commission

Bill Payment List

September 2022

DATE	NUM	VENDOR	AMOUNT
09/29/2022	14305	Huebsch	-199.42
09/29/2022	14306	Ideal Advertising	-1,091.00
09/29/2022	14307	Joe G. Ruhland	-320.00
09/29/2022	14308	Kennedy & Graven, Chartered	-400.00
09/29/2022	14309	Monarch Pest Control	-115.00
09/29/2022	14310	Preferred One Insurance Co.	-6,498.50
09/29/2022	14311	Timothy Anderson	-160.00
Total for Quad Cities Commission			\$ -56,283.96

4.3 Executive Director's Report

November 7, 2022

To: Commissioners
From: Karen George, Executive Director
Subject: Executive Director's Report

November 17 commission meeting and 10 am work session

There will be a technology work session beginning at 10 am followed by a commission meeting at 11 am.

Ashpaugh & Sculco CPA Fee Audit

The settlement agreement was executed following commission approval at the September meeting. Awaiting payment from Comcast.

Asphalt replacement delay

The commission tabled the capital request for asphalt replacement. I have reached out to all member cities to explore collaborative projects. This is not feasible. The cities that had/have projects for QCTV to participate in, the costs are higher than the quotes presented to the commission. Due to colder weather, it is no longer possible to complete this project in 2022. I will seek updated quotes next spring and bring back to the commission for capital funds approval.

Core Services and ala carte services request – NOW CALLED 2023 Programming Priorities

The QCTV core services document has been shared with all commissioners. The ala carte services request proposal has been created and was reviewed by the budget committee. The budget committee reviewed the 100 hours of additional city productions proposal. It was declined. The budget committee members will create a list of programming priorities for their respective cities for staff to plan the 2023 production services schedule. Information is requested by the end of October for a budget committee review. A data request on QCTV programming was made and will be provided to the budget committee for review.

Dec 14 strategic planning retreat for staff

Staff will meet December 14 to review 2022 achievements and plan the objectives for 2023. A staff report on 2022 accomplishments will be on the January agenda.

Elections

All election forums videotaped by QCTV have been up on the channel and available VOD prior to election day. The City of Anoka did not move forward with a city-sponsored candidate interview.

City Hall Equipment installations complete

All four city hall council chambers have new equipment. Installations complete as is staff training. Supply chain issues requires equipment substitution. A capital project authorization amendment is on the November commission meeting agenda.

Anoka Halloween Parade

The Grande Day parade coverage went well with a mobile production truck shoot. The single camera live coverage of the Big Parade of Little People was well-received.

Investments

Certificate of Deposit rates have climbed, and I implemented investments as directed by the budget committee with adherence to policy. Two, 6-month CDs in the amount of \$245K each at separate banks: 4.04% and 4.19%. I will revisit in two months for an additional investment and staggering maturity dates.

Wage plan adjustments for Q4 2022

The wage adjustments and annual payroll audit with Andover and nearly complete and targeting an implementation of the 2022 Q4 wage in December. The COLA for 2023 will go into effect on January 1, 2023. Thank you for your support of the adjustments. A 2022 budget amendment is on the November commission meeting agenda.

Supplemental Revenue

The Lexica Phase III report on supplemental revenue was accepted by the commission in September. Additional input from commissioners will be gathered at the November worksession.

Strategic Plan Mid Point

The September meeting, the commission acted not to move forward with a mid-point check in. Stay the course with annual planning and reporting.

Chamber Mixer event

QCTV hosted a Chamber Mixer at the studio on September 14. It was well attended, and folks enjoyed coming to the studio.

Commission / Staff appreciation event

The commission/staff appreciation event was held at a Twins game on September 29. Thank you to all that attended.

MACTA Legislative Project

I have been appointed to the MACTA board to complete the remaining one year of an existing term and co-lead the Legislative Committee. MACTA has engaged a Public Policy PR firm to

lead an effort to modernize the funding structure supporting community television. This is a statewide effort and supports QCTV's efforts of sustainability.

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.

Action Requested: Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

October 31, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of October, we produced 15 live government meetings; 6 were cancelled.

Regular productions included 4 live episodes of *The Post* that includes 22 pre-produced stories and a live report during each weekly show. Here is a rundown of the stories we produced promoting our member cities:

October 5:

Andover- Community Center Update

Anoka- Soles 4 Souls, Anoka High School Tennis Team

Champlin- Cooking with Cory

Ramsey- Meet Brian Hagen

Sports Recap

Live shot from Ramsey

October 12:

Andover- Farmers Market

Anoka- AMU employees go to Florida

Champlin- Mayor Karasek says Goodbye, CPHS Swim and Diving Team

Ramsey- Fire Dept. Open House

Sports Recap

Live shot from Champlin

October 19:

Andover- Eveland Family Farm

Anoka- Highway 10 Update

Champlin- Police/Fire Dept. Open House

Ramsey- New control room at City Hall

Sports Recap

Live shot from Andover

October 26:

Andover- Promo for U of M/SCSU Hockey game

Anoka- Anoka County Historical Society Ghost Tour

Champlin- promote Mississippi Crossings Showcase event

Ramsey- Pearson Family Farm

Sports Recap

Live shot from Anoka

These stories were re-deployed on social media per our strategic plan.

In working with the Minnesota State High School League and our sister cities we added to our channel guidelines:

“QCTV can provide tape-delay broadcast of section playoff games with no licensing fee if QCTV does not generate any income off these events. Any generation of income from these events would move QCTV into the “commercial production” category of the MSHSL’s media policy and require the payment of licensing fees. These fees vary by event and playoff round. QCTV partners with other local stations to provide live and tape-delayed coverage of local teams on QCTV’s Community Channel. QCTV has an agreement with other stations to only share the content owners stream links in order to direct all traffic and views to the owners’ link. Stations will not generate their own stream links of another stations broadcast.”

We produced *The Chamber Report* in our studio.

In local sports we produced 9 games. (football and volleyball)

We carried 4 high school games produced by sister stations.

We added several Candidate Forums to our website produced by our sister cities that affect our voters:

Anoka County Attorney's office, Anoka County Sheriff's office, Senate 35, House 35A, and House 35 B.

We produced a show with the local League of Women Voters titled *Spotlight on Issue: Elections 2022*.

We produced live coverage of several of Anoka's Halloween events: *The Big Parade of Little People, The Ambassador Coronation, and the Grande Day Parade*. There was significant interest in these events- during the Grande Day Parade, there were people watching from three different cities in Mexico as well as other U.S. Cities. On Monday October 31st, 1700 people had watched the Grande Day Parade on YouTube, 950 watched the Big Parade of Little People, and over 700 watched the coronation.

Procured programming including an episode of *Inside Health Care*.

Testimonial this month:

"Billy- Pam Bowman just sent me the interview you did with us and we wanted to say thank you. It turned out really well. You did a nice job showing what we offer."

- Dawn Purtle, Manager of Peterson Shoes in Anoka

"Billy- Big kudos to a great interview of the AMU worker's trip to Florida. You do wonderful work and you go over and above in your research and it is very appreciated!"

- Pam Bowman, Communications Manager, City of Anoka

“Leslie- I want to say thank you for the nice video you did on the White Rabbit Kitchen and Food Truck. We all think it turned out great and I’ve had at least a dozen people tell me they saw the video and some came to the restaurant because of it so thank you!

- Rob Michaletz, The White Rabbit Kitchen and Food Truck

“Karen and Katherine: Thank you so much for all of your help with the North Metro Mayors Candidate Forum. I really appreciate your work and look forward to working with you again in the future.”

- Troy Olsen, North Metro Mayors Association

QCCCC Agenda Item

4.3.1 Operations Report

September 30, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of September, we produced 17 live government meetings; 2 were cancelled.

We produced several Candidate Forums including:

9/14/22: With the North Metro Mayors Association

- District 31 Senate
- House District 31B
- House District 31 A

9/15/22: With League of Women Voters ABC

- Anoka City Council
- Anoka Mayor

9/19/22: With League of Women Voters ABC

- House District 31A
- Andover City Council

9/21/22: Champlin Women of Today/ League of Women Voters ABC

- Champlin Mayor
- Champlin City Council- Ward 1
- Champlin City Council Ward 2

9/21/22: League of Women Voters ABC

- Ramsey City Council Ward 1
- Ramsey City Council Ward 3
- Ramsey City Council At Large

Regular productions included 4 live episodes of *The Post* that includes 29 pre-produced stories and a live report during each weekly show. Here is a rundown of the stories we produced promoting our member cities:

September 7:

Anoka- Cook Out with Cops
Andover- Christian Brothers Automotive
Champlin- Shedfest Promo
Ramsey- Happy Days Promo
Sports Recap
Anoka County Master Gardeners
Live shot from Ramsey

September 14:

Anoka- New Roundabouts
Andover- Water Update by Jim Dickenson, Mrs. Taco
Champlin- Chronicle news
Ramsey- Happy Days Recap
Sports Recap
Anoka County Master Gardeners
National Voting Day Promo
Live shot from Champlin

September 21:

Anoka- What's My Job: Darin Berger
Andover- What's My Job: Lucas Virchow, At the Half- Cross Country Team
Champlin- Road Construction
Ramsey- New Pavement Tool
Chamber of Commerce Fall Montage
Sports Recap
Anoka County Master Gardeners
Live shot from Anoka

September 28:

Anoka- Coats for Cops

Andover- Fire Dept. Open House

Champlin- Police/Fire Open House Promo

Ramsey- What's My Job: Scott Berscheid

Sports Recap

Anoka County Master Gardeners

Live shot from Andover

These stories were re-deployed on social media per our strategic plan.

We produced live coverage of The Happy Days Parade in Ramsey. Local Ramsey residents Josh Jungling and Jon Oblinger volunteered as co-hosts of the annual event.

We used our drone to gather footage of Anoka Police Department's Eric Groebner's final tribute as the department and townspeople showed up to pay their final respects.

We produced *The Chamber Report* and *QC Cooks* in our studio. We produced *Game Sharks* and *The District Court Show* via Zoom.

We produced a facilitated access show with Anoka County's SHIP (statewide health improvement partnership) program. The show is titled *SHIP-shape: Let's make the healthy choice the easy choice*. The host was public health educator Cole Hanson and his guests were Jessi Gurr of Iceberg Web Design, K.C. Kye of K-Mama Hot Sauce, and Susan Yee of Rum River.

We hosted an Anoka Area Chamber of Commerce Mixer event that was very successful. We produced testimonials for *The Chamber Report* and invited guests to tell us their favorite things about autumn, which ran in *The Post*.

In local sports we produced 6 games (football, volleyball, and soccer.) We completed our *At the Half* program that features Anoka High School Girls Tennis, Andover Boys and Girls Cross Country, and Champlin Park Girls Swimming and Diving. We recruited a high school student to host the show.

We carried 6 high school games produced by sister stations and 5 Saints games.

Procured programming including an episode of *Inside Health Care* and *Democratic Visions*.

Testimonial this month:

“Katherine- Amazing show you did for us. So wonderfully executed by Winter!”

- Cole Hanson, SHIP Health Education, Anoka County

“Thank you QCTV! You did such a nice job on the Mixer. You are all rock stars!”

- Pete Turock, President, Anoka Area Chamber of Commerce

“We love working with QCTV!”

- Jody Anderson, League of Women Voters ABC

QCCCC Agenda Item
4.3.2 Technology Report

November 2, 2022

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

General Items:

Champlin control room project was completed on time and ready by September 6th. CJ trained Champlin staff on the use of the reprogrammed Crestron control in Chambers to host non-cablecast meetings in the Chambers.

Ramsey install started September 28th and will be completed before October 11th city council meeting.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

Ongoing I-Net signal problems from Anoka City Hall to QCTV. QCTV staff are notifying Comcast technicians as the problems are seen. This has not affected any city meetings. The I-Net signal is the back-up for the better quality LiveU transmission system.

Action Requested: None.

4.3.2 Technology Report

November 2, 2022

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

General Items:

Installation and programming of new equipment at Ramsey finished October 10th. City Council held their scheduled meeting October 11th. After input from Ramsey staff, QCTV adjusted the size of the Picture in Picture windows (PiPs) for the presentation displays.

QCTV started testing a second Closed Captioning solution in the second half of October. Municipal Captioning is loaning a Link encoder and ENCO is loading an enCaption computer. Staff are archiving files for comparison with other captioning system. Technology and Production staff will continue to evaluate the two systems in November.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

Anoka I-Net signal problem has reoccurred a few times this month. Signal degrades and then disappears for minutes to several hours at a time. QCTV is continuing to alert Comcast about these outages through the I-Net Help Line. Primary means of transmission is still the QCTV purchased LiveU. The I-Net signal is the back-up. 0020

Action Requested: None.

November 7, 2022

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: November 2022 Social Media & Communications Report

QCTV continues to post daily to Facebook, Instagram, Twitter, and 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. Fall sports came to an end, and I worked on several football games. At these games, I posted Reels to Instagram, posted live score updates on Twitter, tagged teams/athletes in highlights from the game, and assisted with graphics/audio in the truck.

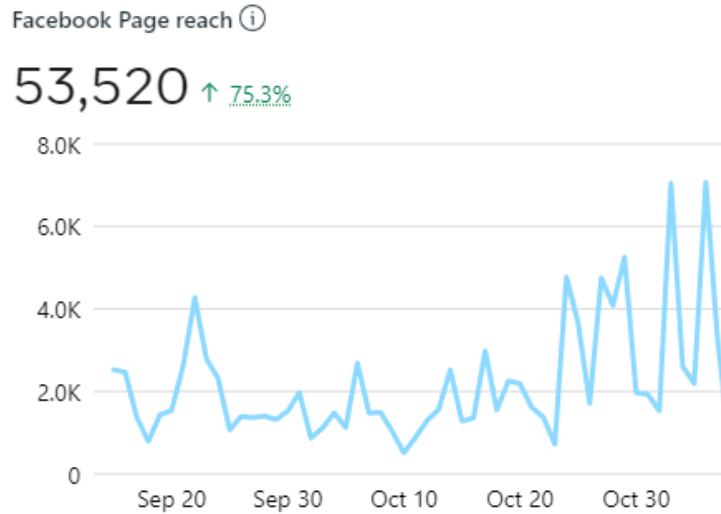
We increased our presence at Anoka Halloween this year. We drove our cargo van in the Anoka Halloween Grande Day Parade as a sponsor of the event. We placed a sign on the truck which read “Tag your photos #AnokaHalloween to be featured on QCTV” to encourage parade-goers to send in content for us to spotlight. This was successful, and I received enough photos to assemble a package of the pictures which I posted to Facebook/YouTube and aired in the 11/2/22 episode of *The Post*. Additionally, I was on the shoot, taking photos, and updating Twitter/Instagram accounts in real-time.

QCTV produced thirteen candidate forums in collaboration with the League of Women Voters – Anoka, Blaine, Coon Rapids chapter, and the Metropolitan Mayors Association. These candidate forums were uploaded to YouTube and generated strong community engagement. Per QCTV program guidelines, these videos were switched to “unlisted”/hidden after Election Day. Forums were also posted to our website and likewise removed after Election Day.

QCTV has started monetizing its content on YouTube with ads. Since turning monetization on in late August, we have made over \$250.00. These are strong numbers; however, it should be noted that we historically generate more views during the autumn months. Between football games, Anoka Halloween, and election forums, we tend to see significantly more views during this time of year. It is possible that we will see a drop in revenue in future reports as viewership spikes level off.

As usual, I have provided some key analytics from various platforms below. All data represents activity/growth between the date of the last Commission meeting (Sept 15th, 2022) and the date of writing this report (November 7th, 2022).

Facebook Reach:

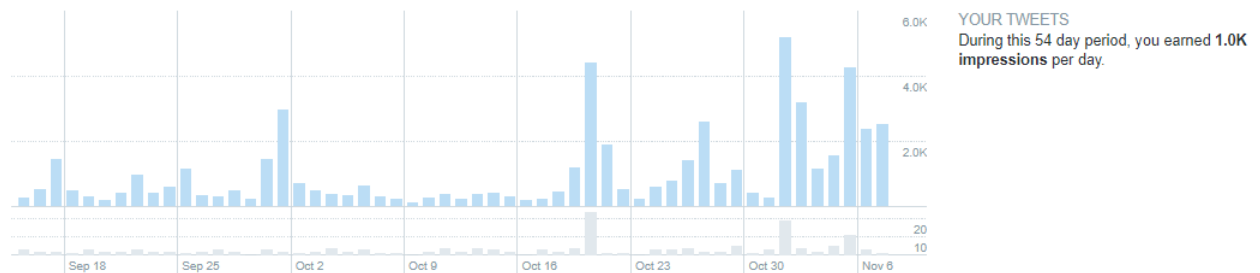


Facebook Followers: 3,087 (80 new):







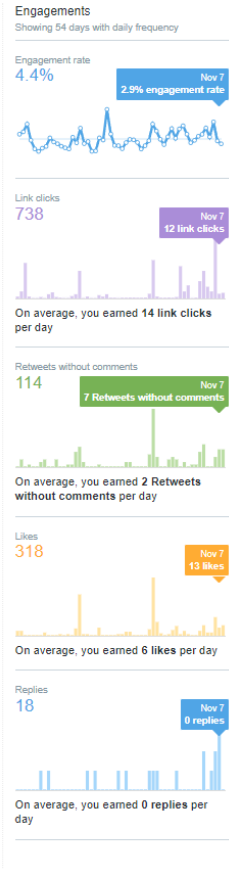
Twitter Impressions:

Your Tweets earned **52.6K impressions** over this **54 day period**



Top Tweets:

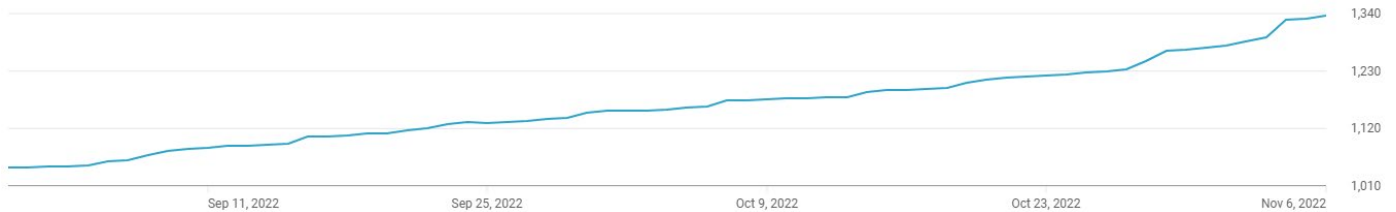
Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	QCTV @qctv · Nov 5	We're thrilled to be covering the U of M vs St. Cloud State Women's Hockey game LIVE from the @Andover_MN Community Center on Monday! 🎙️ 📺		3,702	101	2.7%
		Tune in LIVE at 6:45 pm with us to catch all the action! Click below to watch on YouTube!				
		#AndoverMN #GWH #HuskiesHockey #QCTV				
		View Tweet activity				
	QCTV @qctv · Oct 28	Andover Boys Soccer is going to state! 🏆 📺		3,673	237	6.5%
		Join us LIVE at 7:30 pm when they take on @EHSBoysSoccer! Due to MSHSL restrictions, this will be an audio-only broadcast. Click below to listen on YouTube!				
		youtu.be/JKJGKL2_hil				
		@AndHSHuskies				
		#HuskyNation #RollSkies #QCTV pic.twitter.com/b5t5M1SITF				
		View Tweet activity				
	QCTV @qctv · Nov 2	We're thrilled to be covering the 7AAAAA Championship game FRIDAY! 🏆 📺		2,344	230	9.8%
		Watch LIVE at 7:00 when @AndoverHuskies play @ElkRiverEksFBI Thanks to Andover Football As. for sponsoring our coverage!				
		youtu.be/u3Ml44bMILU				
		@AndHSHuskies				
		#RollSkies #HuskyNation #AndoverMN #QCTV				
		View Tweet activity				
	QCTV @qctv · Sep 30	Football: @AndoverHuskies take a huge win over Buffalo, 59-7.		2,243	265	11.8%
		#1 Sam Musungu ties the MSHSL state record for the most receiving touchdowns with five on the night!				
		@AndHSHuskies @andoverad pic.twitter.com/H3i3DuJ1FM				
		View Tweet activity				



YouTube Subscribers – 1,336 (248 new):

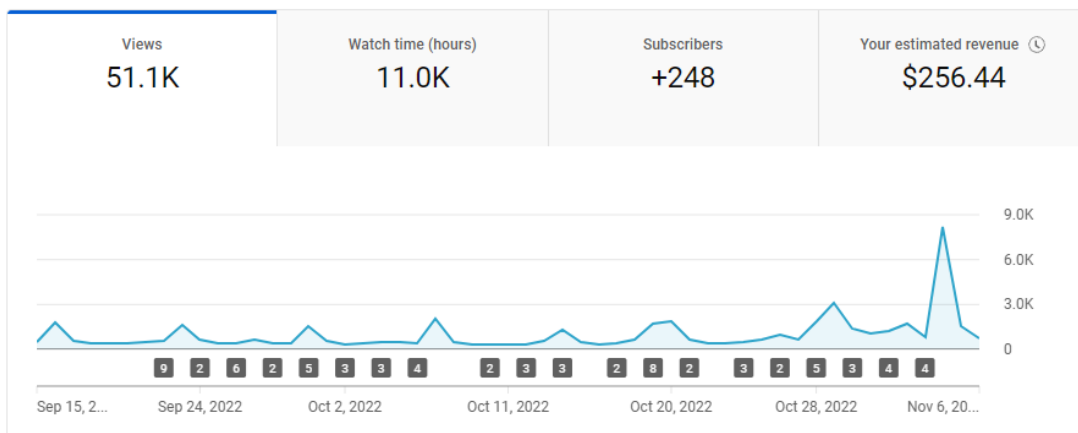
Channel growth
Total subscribers

Sep 1 – Nov 6, 2022
Custom

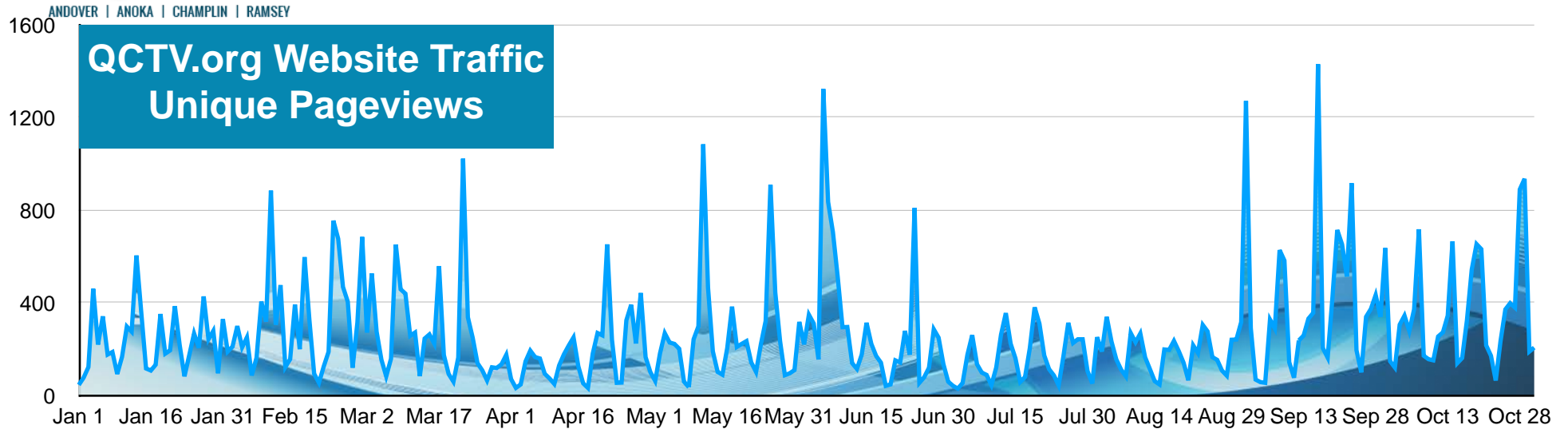


YouTube Views:

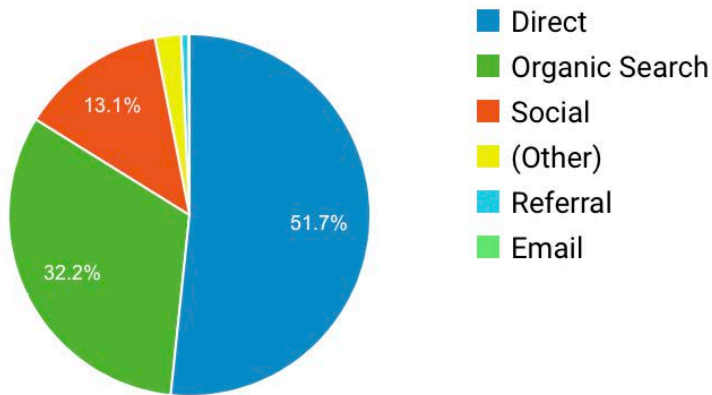
In the selected period, your channel got 51,080 views



2022 January through October Stats



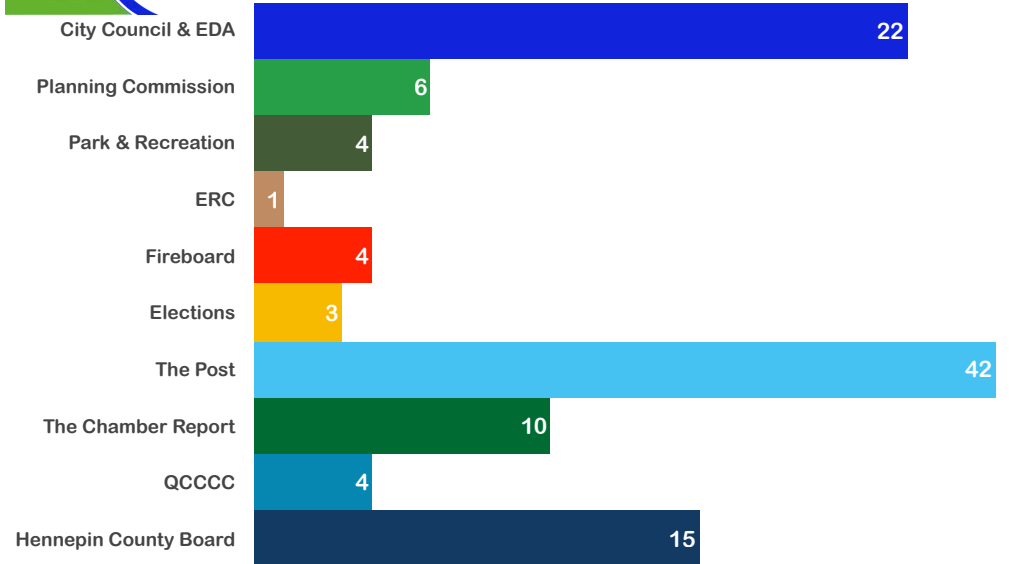
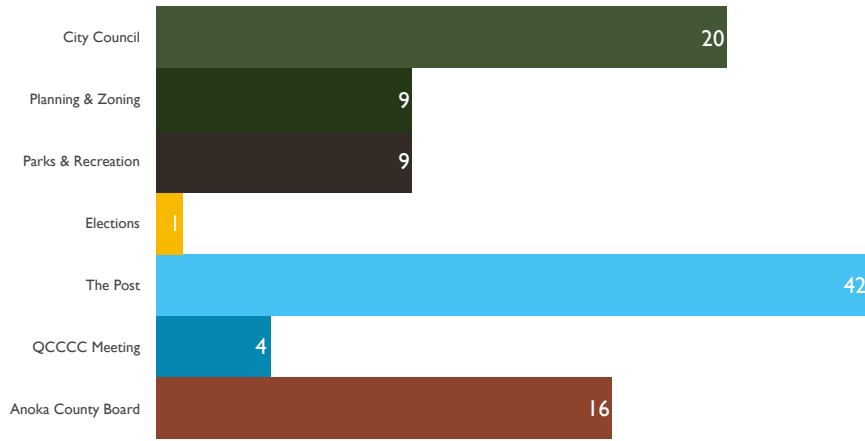
Top Channels



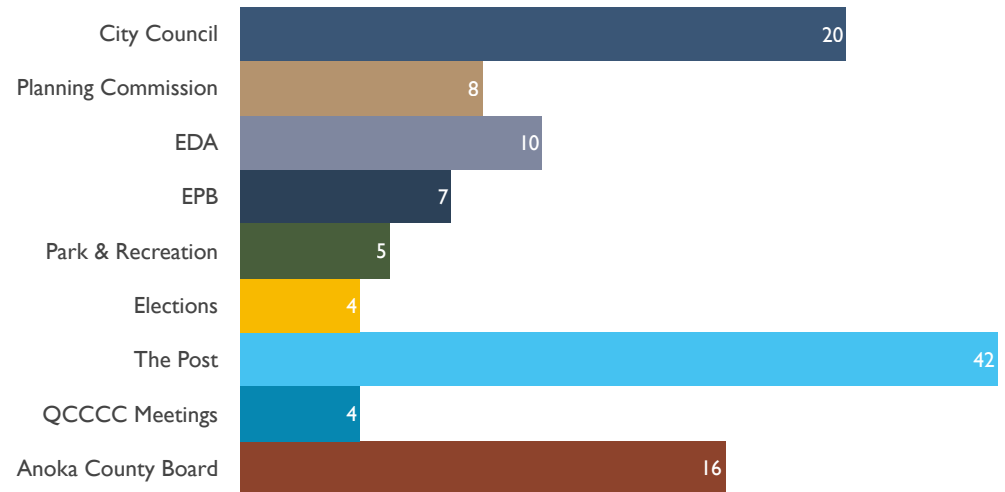
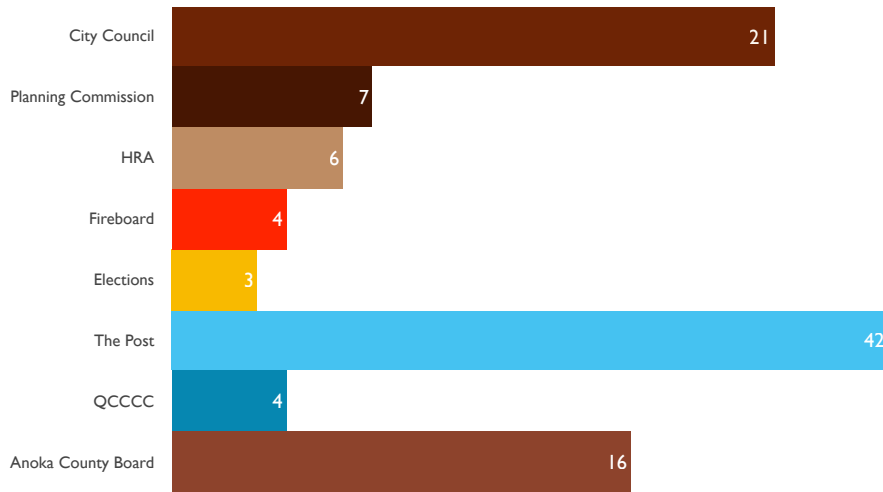
How did people find us and what page did they go to most?

Top Ways Users Find QCTV		
1	Direct	13,067
2	Web Search	8,147
3	Social Media	3,304
4	Other - Feedburner	593
5	Referral - from other sites	166
6	Email	21

Top 10 Pages		
1	Homepage	18,166
2	Live - Community Channel	6,425
3	Sports	6,112
4	Ramsey	3,059
5	Anoka	2,767
6	Andover	1,952
7	Program Guide	1,810
8	The Post	1,754
9	Champlin	1,314
10	Programs	1,179



City Channel Programming

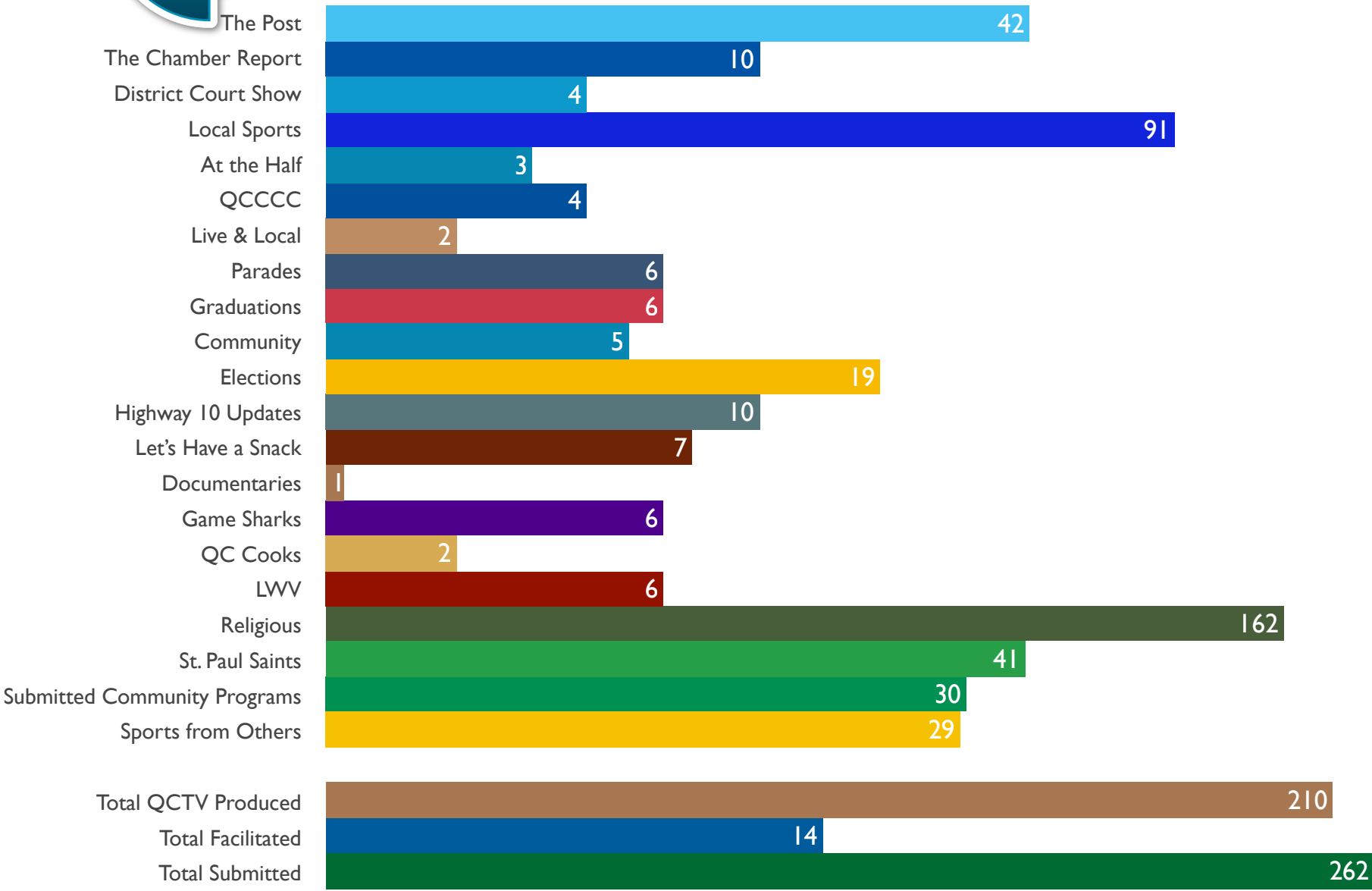


170 City Meetings Produced

Jan - Oct 2022



Community Channel Programming



Jan - Oct 2022

5.1 Capital Request – Captioning

November 4, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Capital Purchase Request – Closed Captioning Equipment

General Overview:

Technology staff received direction from the Cable Commission to evaluate captioning options for the four city channels and return to the Commission with a purchasing recommendation. QCTV Technology and Production staff looked at options from three vendors and tested solutions from two of them.

Pricing from Municipal Captioning, a captioning broker:

Municipal Captioning provided options from three different manufacturers and secured demonstration devices for QCTV to test. The recommended solution - considering value, reliability, and quality of captions - has a price of \$49,761 per city channel.

Recommendation:

A hybrid of equipment from ENCO and Link provide the best value for the features QCTV needs. After evaluating the options, QCTV staff recommend the enCaption solution from ENCO with encoding hardware from Link Electronics.

Capital Budget:

In the QCTV Five Year Capital Plan, staff identified Closed Captioning as an area to invest in and \$250,000 was budgeted for capital expenditures. Commission approved the five-year plan, but all purchases are brought to the Commission for individual approval.

Action Requested:

Approve purchase of four captioning encoders and processors for \$199,044.00 plus 5% for any additional expenses.

Additional Options for Action

- Purchase one additional system to be used for the Community Channel (15/859). Approve purchase of five captioning encoders and processors for \$248,805.00 plus 5%.
- Direct staff to provide more information
- Delay action for future consideration

November 4, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Capital Request – Camera/Tripod Equipment

General Overview:

QCTV producers still rely on camcorders and tripods to cover current events. The Panasonic camcorders were purchased in 2018 and are still useable but the tripods are five years or older and need to be replaced. requested one DSLR/cinema style camera to use with the four camcorders currently in use. The Canon C70 is a mirrorless video camera with a look like a handheld SLR camera. The C70 uses detachable lenses.

Staff recommendations:

Purchase five tripod systems that include a video head and carbon fiber legs, five padded tripod bags. Purchase a Canon C70 camera and lenses.

Capital Budget:

This is a planned capital expense and sufficient funds exist. The amount budgeted in the Five-Year Capital Plan is \$23,000. QCTV received competitive quotes.

Action Requested:

Approve purchase of camera, lenses and tripods up to \$17,230.35 plus 5% for freight or necessary accessory items.

Additional Options for Action

- Direct staff to provide more information
- Delay action for future meeting

November 4, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Capital Request – City Meeting Equipment Replacement - Cost Adjustment

General Overview:

At their January meeting, the Cable Commission approved capital expenditures to replace city meeting equipment in each member city. The amount approved from the Five-year Capital Plan was \$191,995.60 plus 5% for miscellaneous needs and shipping. Almost all of the equipment was delivered on time and has been installed. One exception is a back-ordered audio embedder for each system. The manufacturer has continued to have supply issues and there is no estimated ship date. The replacement product is almost \$700.00 more per unit. Lowest quote received is for \$6,911.50 plus shipping.

Staff recommendations:

To complete the project, staff recommend purchasing a similar product from a different manufacturer. The replacement product is more expensive and requires Commission action.

Capital Budget:

The amount budgeted in the Five-Year Capital Plan was \$500,000.00. An additional \$6,911.50 added to the \$191,995.60 will still be below the originally budgeted amount.

Action Requested:

Approve purchase of five Ross openGear cards for \$6,911.50 plus up to 5% for shipping.

Options for Action

- Delay action until 2023 and receive update on backorder status
- Delay action and direct staff to research a different solution

QCCCC Agenda Item

5.4 2022 Budget Amendment

November 8, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: 2022 Budget Amendment

Wages FT and PT

The Quad Cities Cable Communications Commission adopts an annual operating budget.

The commission approved the 2023 operating budget on September 17, 2022, which included wage adjustments for Q4 2022 and COLA for 2023.

Staff calculated budget impact of the 2022 Q4 wage adjustment.

Wages Fulltime:

Wage Adjustment Impact	TYD	Expected Exp.	2022 Budget
\$4,043	\$466,673	\$560,000	\$606,796

A budget amendment of \$4,042.

Based on estimates, sufficient budget exists.

Wages Parttime:

Wage Adjustment Impact	YTD	Expected Exp.	2022 Budget
\$2,185	\$106,799	\$130,000	\$120,000

A budget amendment of \$10,000.

The budget amendment is higher due to the wage adjustment for parttime employees implemented in fall 2019, however, budget was not increased due to COIVD impact of fewer productions. 2022 saw a return to full production schedule.

PERA Fulltime and Parttime:

Wage Adjustment Impact	YTD	Expected Exp.	2022 Budget
\$468	\$41,324	\$50,500	\$55,537

A budget amendment of \$1,238.

Based on estimates, sufficient budget exists.

One parttime employee may exceed the PERA Exclusion for a budget impact of \$770.

FICA Fulltime and Parttime:

Wage Adjustment Impact	YTD	Expected Exp.	2022 Budget
\$477	\$43,240	\$52,000	\$58,322

A budget amendment of \$477.

Based on estimates, sufficient budget exists.

Action Requested: Motion to amend the 2022 Operating Budget.

Budget Line Item: Wages Fulltime

A budget amendment of \$4,042.

Budget Line Item: Wages Parttime

A budget amendment of \$10,000.

Budget Line Item: PERA

A budget amendment of \$1,238.

Budget Line Item: SS/Medicare

A budget amendment of \$477.

5.5 Technology Projects 2022 Outlook

November 7, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Technology Projects 2022 Outlook update

Overview:

Background

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

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

(Nearly Complete)

Equipment for all four cities and the backup system has been installed. One product is still backordered. A capital request is included on the November Commission meeting agenda. Technology staff completed installation in Andover on April 4th. Technology staff completed installation in Anoka June 6th. Installation in Champlin by September 6th. Equipment installation at Ramsey City Hall was completed October 10th.

Auxiliary Meeting Equipment

(Completed)

This project was city driven. A capital expense request was approved by the Commission on March 17th. Equipment grant requests have been received and paid to all four of the member cities. The City of Anoka purchased equipment with the funds and have used the equipment in their work session room. Andover and Champlin have used the new Creston programming and production equipment to host neighborhood meetings live in Zoom.

Website Rebuild (www.qctv.org)**(Ongoing)**

QCTV launched the current version of the website in January of 2016. Technology staff looked at other stations' websites to identify best practices and features. QCTV staff identified changes and upgrades to make. Staff created a detailed development site map with rough sketches of redesigned pages. Project will be cost quoted and return to the commission for approval.

Master Control Equipment (Cablecast)**(Completed)**

After the Commission approved the capital expense request, the equipment was ordered and installed in June.

Closed Captioning**(Ongoing)**

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 tested a new option from Cablecast on several live City Council meetings. Ease of use was good but accuracy was lower than expected. Technology staff started a demonstration of service and equipment called enCaption from ENCO Systems in late October. There is some integration with Cablecast system and accuracy is better than CableCast. A capital expense request is included on the November Commission meeting agenda.

Action Requested: None.