

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

September 21, 2023, 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 May 18, 2023 commission regular meeting minutes and worksession meeting minutes.

4.1.2. Approval of the June 13, 2023 Executive Committee meeting minutes.

4.1.3. Approval of the September 11, 2023 Executive Committee meeting minutes.

4.2. Treasurer

4.2.1. April, May, June, July Financial Reports

4.3. Executive Director

4.4. Commission Organizational Items

5. General Business

5.1. Liability Waiver

5.2. 2024 Operating Budget and 5-Year Capital Plan

5.3. 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 WORK SESSION OF MAY 18, 2023

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 10:00 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; Jessica Tesdall, 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; and CJ Luck, Master Control Operator.

APPROVE AGENDA – 3

The agenda was approved as presented.

ANNUAL PROGRAMMING UPDATE - 4

Ms. George provided a snapshot of the Strategic Plan highlighting the 2022 key performance indicators. She also provided an update on the order the objectives from the plan were worked on by staff.

Mr. Sommer provided an overview of the City meeting coverage during 2022.

Ms. Lenaburg provided an overview of the 2022 elections coverage.

Mr. Sommer reviewed the City playback content as well as the community channel and QCTV+ playback programming.

Ms. Lenaburg provided an overview of the 2022 national awards that QCTV received.

Mr. Burke provided an overview of the website traffic from 2016 through 2022, noting the shift in traffic once some of the videos were converted to the YouTube platform. He also reviewed the 2022 metrics from YouTube including the monetization that has been turned on. He provided additional metrics from Facebook and Twitter.

Ms. George provided a snapshot of the Strategic Plan showing the 2023 initiatives and schedule for work. She reported that closed captioning has been launched and commended staff for that work.

Commissioner Skogquist asked for more information on how the AI learns different words, like tricky street names.

Mr. Luck provided additional details on how they work to update the captioning and teach the AI.

Ms. George noted that all four cities have the assisted listening devices available for residents in attendance that may request that equipment. She reviewed the 2023 programming objectives based on the direction from the Budget Committee.

Ms. Lenaburg provided an overview of the City programming options available through programs such as The Post, Live and Local, City Matters, and the Bulletin Board.

Mr. Burke provided information on the Communications Committee, which meets quarterly.

Ms. George provided a 2024 elections outlook, highlighting the different partners that QCTV works with. Positive feedback received was also reviewed. She also reviewed the different staff members of QCTV.

Commissioner Lee thanked Ms. George and her staff for the excellent work that they do for each member city. He commented that this is probably the most well-run organization that he is involved in as a member of the city.

Commissioner Skogquist appreciated that the organization was able to tweak its direction to provide content to a wider audience and in shorter segments.

Ms. George moved to the programming guidelines to review the changes that have been made. Staff reviewed the proposed changes and the Commission agreed with those changes.

Mr. Burke provided an overview of the sponsorship guidelines.

Commissioners Lee and Skogquist understood the perspective of certain prohibitions but noted that Federal is a large contributor to Anoka and Anoka also has municipal liquor stores.

Ms. George provided an example of a sponsorship that may run.

Chair Barthel stated that he would not see any reason that firearms/ammunition or alcohol could not be sponsors.

Commissioner Tesdall commented that with school shootings it could be tone deaf to have a firearm sponsor.

Commissioner Skogquist stated that perhaps there is a way to not place those sponsorships on those school programs.

Mr. Burke noted that the School District also has restrictions on sponsorships and would not allow those types of sponsors.

Ms. George noted that they will be testing the Chamber Report with sponsorships and asked for direction on whether firearms/ammunition and alcohol would be allowed to sponsor.

Commissioner Woestehoff stated that he would prefer to mirror the sponsorship guidelines of the School District. He stated that if those other sponsors are going to be allowed, he would encourage higher pricing.

Commissioner Specht commented that he does not oppose allowing those additional sponsors as suggested by Anoka.

Ms. George stated that she would like to move forward to see which businesses are interested in sponsoring and pausing on those types of businesses at this time.

Commissioner Skogquist stated that there will need to be more discussion on this as the line becomes blurry with restaurants that serve alcohol.

OTHER – 5

None.

ADJOURN – 6

Time of adjournment 10:58 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

MINUTES OF THE REGULAR MEETING OF MAY 18, 2023

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; Jessica Tesdall, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: None.

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

APPROVAL OF AGENDA – 3

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

8 eyes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1 Approval of meeting minutes from January 19, 2023

Motion was made by Dickinson and seconded by Woestehoff to approve the January 19, 2023 minutes as presented.

8 eyes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. December, January, February, March Financial Reports

Commissioner Skogquist provided a summary of the reports noting receipt of the Comcast settlement as well as funds paid for municipal captioning.

Motion was made by Dickinson and seconded by Woestehoff to accept the December, January, February, March Financial Reports.

8 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George stated that her report compiles the information provided in the monthly reports. She provided an update on the attempt to modernize funding and noted the work they are doing to promote nonprofits on PSA Day. She noted the upcoming retirement of Katherine Lenaburg and advised that John Sommer has accepted a position with Alpha and wished them both well. She noted the additional reports within her information and also read some positive feedback received.

Chair Barthel congratulated Ms. Lenaburg and Mr. Sommers.

4.4 Commission Organizational Items

Chair Barthel noted that the July Board meeting is often canceled and there was discussion about canceling it ahead of time this year. He stated that if a decision were needed, they could call together the Executive Committee as each city is represented on that Committee.

Motion was made by Heitkamp seconded by Specht to cancel the July meeting and authorize Executive Committee power to act between meetings.

8 ayes – 0 nays. Motion carried.

GENERAL BUSINESS – 5

5.1 2022 Audit

Ms. George stated that Redpath has completed the 2022 audit, noting that it once again ran smoothly.

Andy Herring, Redpath and Company, presented the results of the 2022 audit reported a clean or unmodified opinion with no internal control or compliance findings. He provided additional details on the audit process and reviewed the

letter of required communications to those charged with governance. He provided a brief summary of fund balance and welcomed any questions.

Chair Barthel thanked Mr. Herring and staff for the excellent audit.

Motion was made by Dickinson and seconded by Skogquist to accept the 2022 Audit Report.

8 ayes – 0 nays. Motion carried.

5.2 5 Year Capital Plan Update

Ms. George commented that the Commission last reviewed this plan in September and a number of projects had been delayed following COVID and with price increases. She stated that staff recently attended a conference and then revised the plan. She stated that the next three years have been updated, and the capital expenditure funds would also be moved into the general fund, which is one of the requested actions.

Commissioner Dickinson noted that they also wanted to smooth out the capital plan to remove the peaks that existed.

Motion was made by Dickinson and seconded by Skogquist to approve the updated CIP.

8 ayes – 0 nays. Motion carried.

Ms. George stated that the Budget Committee reviewed the updated CIP in detail in order to then set the CIP grant amount for the cities.

Commissioner Skogquist stated that they used the updated numbers for the next three years for capital improvements and the revenues and expenses have begun to balance themselves out. He stated that they agreed that the \$20,000 grant amount should continue.

Motion was made by Skogquist and seconded by Dickinson to approve the Budget Committee recommendation for the 2023 member city CIP grant of \$20,000 per city payable in January 2024.

8 ayes – 0 nays. Motion carried.

5.3 2023 Operating Budget Amendment

Ms. George stated that with the updated CIP for 2023, they would need to amend the operating budget for the increase in the amount of \$787,000. She noted that

the individual projects would still come before the Commission for consideration and approval.

Motion was made by Dickinson and seconded by Skogquist to amend the 2023 Operating Budget by \$787,000.

8 ayes – 0 nays. Motion carried.

5.4 Capital Request – Parking Lot Mill/Overlay

Ms. George stated that this item was before the Commission last fall, but they paused the project in attempt to partner with a city project in order to obtain cost savings. She noted that they were unable to partner but have received updated numbers from the contractors.

Motion was made by Woestehoff and seconded by Tesdall to approve pavement replacement with Superior Sealcoat in the amount of \$29,268.

8 ayes – 0 nays. Motion carried.

5.5 Capital Request - HVAC

Ms. George stated that they have been on a plan to replace the HVAC equipment.

Mr. Sommer stated that this request would replace AC unit one and furnace unit one. He stated that this is one of the last residential style furnaces, with only one more left.

Commissioner Heitkamp asked if a second quote is required through purchasing guidelines.

Ms. George stated that if desired, they could obtain a second quote. She stated that typically staff brings additional quotes but they have had difficulty in finding a vendor to work with them.

Mr. Sommer stated that they would be happy to find another company but have not found another company that would work with them.

Commissioner Heitkamp stated that he would be happy to provide the contractor that Champlin works with.

Mr. Sommer suggested that the motion be to approve this amount and if the second quote were lower, they could move forward with that.

Motion was made by Heitkamp and seconded by Dickinson to approve the purchase recommended by staff to replace the furnace, condensing unit and coil at a cost not to exceed \$11,500.

8 ayes – 0 nays. Motion carried.

5.6 Capital Request – Computer Workstations

Mr. Sommer stated that they have been replacing the workstations on a rotational schedule. He stated that they have looked to update the existing machines, but it was determined that it would be better to replace those machines. He stated that he attempted to receive three estimates, but one contractor has not responded. He noted that if the third contractor came in with a lower estimate, they could be chosen.

Chair Barthel noted that this quote is lower than the budgeted amount.

Commissioner Woestehoff commented that this is a competitive bid. He encouraged staff to match the warranty period to the replacement cycle.

Mr. Sommer commented that Dell is offering the fifth year free.

Motion was made by Woestehoff and seconded by Tesdall to approve the purchase of four Dell computers not to exceed \$14,900.

8 ayes – 0 nays. Motion carried.

5.7 Capital Request – Web Site

Ms. George stated that they last rebuilt the website in 2016. She thanked technology staff that have been working on this.

Mr. Burke stated that the RFP was sent to 13 different vendors and five quotes were received. He explained how the quotes were reviewed and scored with Iceberg Website Design scoring the highest with the lowest fee.

Chair Barthel asked for details on the difference in cost noted in the memorandum.

Mr. Burke replied that the webstore and ecommerce were higher priced, and it was determined that those items would remain as is and therefore were removed from the bid.

Commissioner Woestehoff commented that it is clear that the ecommerce could be added at a later date if desired.

Chair Barthel stated that he likes that there were a lot of local bids and was excited to see a local company being chosen.

Motion was made by Woestehoff and seconded by Skogquist to direct staff to execute a contract with Iceberg Website Design for the update of QCTV's website, not to exceed the capital budget of \$40,000.

8 ayes – 0 nays. Motion carried.

5.8 Other

None.

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 EXECUTIVE COMMITTEE MEETING OF JUNE 13, 2023

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 2:30 p.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Matt Woestehoff, Ramsey; Jamie Barthel, Andover; and Bret Heitkamp, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director.

JUNETEENTH HOLIDAY – 3

Ms. George commented that she recommends that this holiday be approved for this year with a change to the policy to follow.

Motion was made by Heitkamp and seconded by Woestehoff to approve the recognition of the Juneteenth holiday for 2023.

4 ayes – 0 nays. Motion carried.

HVAC REPLACEMENT – 4

Ms. George commented that she asked the company to install both units and the company replied that they would be able to do so and also provide a cost savings.

Commissioner Heitkamp asked if there was anything wrong with unit three.

Ms. George replied that there is nothing wrong with the units, but they are over 20 years old, and the Commission directed a schedule of replacement. She noted that the decision could be made to delay the replacement of unit three for an additional year if desired.

Commissioner Heitkamp asked the status of units two and four.

Ms. George replied that one was replaced last year and the other the year before.

Motion was made by Heitkamp and seconded by Woestehoff to approve \$9,800 to replace units one and unit three.

4 ayes – 0 nays. Motion carried.

SERVER CHANGES – 5

Ms. George stated that she has been meeting with the IT consultant in preparation for the departure of Mr. Sommer. She stated that the redundancy is provided by a unit at the Champlin City Hall and that unit is in need of replacement. She stated that it was scheduled to occur this fall, but she would like to request that occur this summer.

Commissioner Woestehoff commented that this current solution will perhaps last another five years, and a long-term plan should be created by whoever comes into the IT position.

Motion was made by Woestehoff and seconded by Heitkamp to approve a not to exceed amount of \$3,500 for office server replacement.

4 ayes – 0 nays. Motion carried.

PERSONNEL UPDATES – 6

Ms. George provided an update on personnel with the departures of Mr. Sommer and Ms. Lenaburg and a parental leave for Taylor Johnson. She provided an update on the weekly staff meetings that she has been holding and staffing duties.

Commissioner Skogquist asked how the adding and shifting of responsibilities has been received by staff.

Ms. George commented that they did increase staff wages. She believed that the producers are welcoming the autonomy. She noted that the weekly meetings are also helping to open communications. She commented that she has become the direct supervisor for staff.

Commissioner Woestehoff asked for details on the budget impacts for these positions being vacated.

Ms. George replied that both staffing positions would have a PTO payout. She provided additional details on contracted IT services.

Commissioner Woestehoff commented that contracting for IT services could fall under the salary threshold and there would be a savings as that position would not require benefits. He commented that he would prefer to pay producers higher wages to ensure quality programming.

Chair Barthel agreed and noted that he does like the flatter organizational model.

Commissioner Skogquist agreed as well.

Commissioner Heitkamp commented that hopefully these employees see this as a great opportunity.

Ms. George commented that the employees have been very supportive and are willing to step up. She commented that she has been working on succession planning and has begun to implement some of those items. She commented that in looking towards the future she sees benefit in flexible leave policies. She stated that Taylor has put in for his parental leave in anticipation of the birth of his child and provided details on how that position will be staffed in his absence. She stated that she will be sending an email to the City Administrators summarizing the staffing transitions and priorities during that transition period.

TELEWORK UPDATE – 7

Ms. George commented that the telework policy was reviewed by legal counsel and deemed appropriate for current needs.

Commissioner Woestehoff commented that editing is a fairly autonomous task and does not require collaboration. He stated that he would support a liberal telework policy.

Commissioner Skogquist commented that he is okay with the proposal for now, but would also support a broader, more flexible telework policy. He noted that would allow the organization to continue to attract talent in the market as well.

Commissioner Heitkamp commented that the Champlin remote work policy is working very well and provided some details on that policy.

Commissioner Woestehoff asked if all employees are salaried.

Ms. George provided details on the employees that are salaried and those that are paid hourly.

Commissioner Woestehoff commented that for hourly employees, flexibility can be good, as they can get their work done and 40 hours in Monday through Thursday and have Friday off.

Commissioner Heitkamp asked and received confirmation that Microsoft Teams is used by the organization. He asked if Ms. George has the ability to implement telework on an employee-by-employee basis or how that is done.

Ms. George replied that it is position based and the policy states that no single job at QCTV could be done 100 percent remote. She commented that employees must be within 100-mile radius in case there is a special meeting that needs coverage. She commented that while technology does allow for collaboration, this is an environment that also requires creativity.

Commissioner Heitkamp provided details on the remote work agreements that Champlin uses. He asked if the expectations are clear on what the employee should be doing while working remotely.

Ms. George commented that it is specific as it is approved by her for specific times.

Chair Barthel stated that when they look at how they change in the future, there should be guidelines that go along with the policy.

Commissioner Woestehoff provided details on how his employer utilizes telework and how that is implemented.

COMMISSION ORGANIZATIONAL ITEMS – 8

- 8.1 Committees**
- 8.2 Stipend**
- 8.3 Meeting Schedule**

Chair Barthel commented that he has noticed a few things in his time as Chair that he would like to discuss with the committee. He commented that during his time as Chair they have not had an Executive Committee meeting, but they have held personnel and budget committee meetings, even though those groups cannot make decisions. He suggested moving to a model where the full Commission would meet quarterly, eliminating the personnel and budget committees, and utilizing the Executive Committee to hold the other meetings that would be necessary to make decisions. He used the example of a planned equipment expenditure that is included in the budget and could simply be approved by the Executive Committee. He commented that he would want to ensure that the bylaws state that the Executive Committee is staffed with one person from each member city. He commented that currently the meeting stipend is \$40. He stated

that if they meet quarterly, they could eliminate the stipend for the Commission meeting and instead provide a stipend for the Executive Committee for the work that they do. He commented that the secretary probably has the lower scope of work while the Chair and Treasurer have more duties.

Ms. George commented that the organization is in a very different place than it was when she came on board in 2012. She provided details on the bylaws and noted that if this change is made, the agendas would need to be published and minutes would be required. She commented that she would work with the attorney to amend the bylaws if this is the direction the group would like to go.

Commissioner Heitkamp commented that he believes that the Commission should still receive a stipend. He stated that he would be interested in seeing more about this change.

Commissioner Woestehoff stated that his only concern would be if there is something that needs to be addressed in a timely manner but noted that if that could be done by the Executive Committee, he would support the change.

Commissioner Skogquist also agreed with Commissioner Heitkamp. He agreed that perhaps some of the duties mentioned could be handled by the Executive Committee versus the Commission. He stated that he would also be interested in seeing more information on how duties would be allocated. He supported the Commission receiving a stipend, as elected officials are already asked to donate a lot of their time on various committees.

Chair Barthel stated that on average he spends about eight hours per month on QCTV matters. He noted that he is paid the same in stipend as someone that just shows up to the meeting. He noted that the Treasurer also puts in a fair amount of time.

Commissioner Skogquist agreed it could make sense to discuss stipend for Commission versus Executive Committee members.

Chair Barthel stated that he and Ms. George can begin to draft a document that can be sent to the Executive Committee for review and comment.

OTHER – 9

No comments.

ADJOURN – 10

Time of adjournment 3:21 p.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF SEPTEMBER 11, 2023

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 9:00 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Matt Woestehoff, Ramsey; Jamie Barthel, Andover; and Bret Heitkamp, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director.

BUDGET 2024 – 3

Ms. George stated that the purpose today is to receive feedback prior to bringing the proposed budget to the Commission. She noted that she has reviewed the draft budget with the Treasurer prior to this meeting. She provided details on personnel related expenses and asked for input on the wage scale.

Commissioner Skogquist asked where the producers would fall that would maximize the steps.

Ms. George identified where those employees would be proposed to fall on the wage scale and provided additional justification on that placement.

Commissioner Heitkamp asked about the policy for exempt employees and time off.

Ms. George reviewed QCTV policy details for compensatory time off.

Commissioner Heitkamp asked about the overtime impact for non-exempt employees.

Ms. George reviewed QCTV policy details for exempt and non-exempt.

Chair Barthel clarified that the intent of the Executive Committee is to make decisions, rather than reviewing everything that will go forward to the full Commission. He reiterated that it is not the job of the Committee to review every little detail but to manage the Executive Director and review her recommendations. He noted that the larger items can go forward to the full Commission, with the Committee making the decisions on the smaller items.

Ms. George provided details on remote work opportunities and the Committee agreed with a start date of January 1, 2024 with potential testing in December. She provided an update on the AV Engineer position candidates. The Committee provided consensus on the pay scale that would be acceptable for the position.

Ms. George provided research on Commission compensation in the metro area.

Commissioner Skogquist commented that he would support keeping the compensation the same, counting the Executive Committee meetings as special meetings.

Ms. George informed the committee that there are monthly meetings between herself and the Chair.

Chair Barthel acknowledged that he and Commissioner Skogquist spend additional time with Ms. George on different topics. He asked if the stipend should be higher for the Committee meetings.

Commissioner Heitkamp commented that he would be fine with the stipend being the same but would be concerned with the message if the stipend is higher for the Committee.

Ms. George noted that there is a Commission meeting in September, and she can create a staff report for the Commission to review and discuss. She noted a potential increase to the stipend could be considered as the last increase was in 2014.

Chair Barthel commented that he would support increasing to \$50 or \$60 as the Commission meeting is typically 30 minutes.

Ms. George summarized the consensus to raise the stipend to \$60 for Commission and Committee meetings. She noted that she will include additional items for discussion such as Chair and Treasurer meetings.

Commissioner Woestehoff noted that it could make sense to have a higher stipend for Executive Committee meetings because they are typically at least twice as long as a Commission meeting.

Motion was made by Skogquist and seconded by Woestehoff accepting the staffing adjustments as proposed.

4 ayes – 0 nays. Motion carried.

Motion was made by Barthel and seconded by Skogquist to incorporate weekly telework opportunity as discussed.

4 ayes – 0 nays. Motion carried.

Motion was made by Heitkamp and seconded by Barthel to authorize the Executive Director to offer a salary up to step six for the AV Engineer position.

4 ayes – 0 nays. Motion carried.

Ms. George noted additional operating budgeting information that was included in the packet as well as trend information from previous years. She reported a balanced budget with some funds allocated back towards capital improvements. She highlighted a brief overview of some of the items within the operational budget. She also highlighted the five-year capital spending plan noting that focus was spent on 2024 and 2025. She noted that \$20,000 for member cities was built into the budget for 2024 and confirmed support of the Committee.

COMMISSION ORGANIZATIONAL ITEMS – 4

4.1 Stipend Research

No additional comments.

4.2 Meeting Schedule 2024

No additional comments.

OTHER – 5

No comments.

ADJOURN – 6

Motion was made by Woestehoff and seconded by Skogquist to adjourn the meeting.

4 ayes – 0 nays. Motion carried.

Time of adjournment 10:09 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission

Balance Sheet Summary

As of April 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,865,726.47
- PayPay acct	335.60
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,637,138.10
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,508,450.17
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,508,450.17
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	34,852.04
Other Current Liabilities	134.59
Total Current Liabilities	\$ 34,986.63
Equity	3,473,463.54
TOTAL LIABILITIES AND EQUITY	\$ 3,508,450.17 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,008,450.17 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Apr 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	17.80	20.83	(3.03)	85.45%	69.70	250.00	(180.30)	27.88%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees		77,916.67	(77,916.67)	0.00%	0.00	935,000.00	(935,000.00)	0.00%
Interest Income	19,575.99	83.33	19,492.66	23492.13%	46,238.49	1,000.00	45,238.49	4623.85%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee		40,364.83	(40,364.83)	0.00%	131,814.38	484,378.00	(352,563.62)	27.21%
Total Income	19,593.79	123,833.58	(104,239.79)	15.82%	245,001.30	1,486,003.00	(1,241,001.70)	16.49%
Expenses								
A-PERA Expense	4,243.66	4,813.17	(569.51)	88.17%	16,896.40	57,758.00	(40,861.60)	29.25%
A-SS/Medicare Expense	4,367.76	5,054.58	(686.82)	86.41%	17,009.37	60,655.00	(43,645.63)	28.04%
A-Wages - Full-time	47,556.06	52,589.00	(5,032.94)	90.43%	177,646.29	631,068.00	(453,421.71)	28.15%
A-Wages - Part-time	10,445.07	11,250.00	(804.93)	92.85%	48,408.16	135,000.00	(86,591.84)	35.86%
Accounting / HR Services		1,375.00	(1,375.00)	0.00%	3,992.02	16,500.00	(12,507.98)	24.19%
Ads/Promos/Sponsorships	990.00	916.67	73.33	108.00%	2,744.99	11,000.00	(8,255.01)	24.95%
Andover Capital Equipment	278.65	416.67	(138.02)	66.88%	483.17	5,000.00	(4,516.83)	9.66%
Announcers Fees	320.00	1,333.33	(1,013.33)	24.00%	7,486.10	16,000.00	(8,513.90)	46.79%
Anoka Capital Equipment	772.35	416.67	355.68	185.36%	1,734.37	5,000.00	(3,265.63)	34.69%
Audit	16,100.00	1,375.00	14,725.00	1170.91%	16,100.00	16,500.00	(400.00)	97.58%
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	614.93	500.00	114.93	122.99%	2,441.81	6,000.00	(3,558.19)	40.70%
Building - Insurance		433.33	(433.33)	0.00%	4,557.00	5,200.00	(643.00)	87.63%
Building - Maintenance	3,197.40	833.33	2,364.07	383.69%	4,751.71	10,000.00	(5,248.29)	47.52%
Building - Supplies	110.44	125.00	(14.56)	88.35%	723.49	1,500.00	(776.51)	48.23%
Car Allowance	250.00	250.00	0.00	100.00%	1,000.00	3,000.00	(2,000.00)	33.33%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	2,100.00	6,300.00	(4,200.00)	33.33%
Champlin Capital Equipment	363.55	416.67	(53.12)	87.25%	822.77	5,000.00	(4,177.23)	16.46%
City Sewer & Water		216.67	(216.67)	0.00%	473.55	2,600.00	(2,126.45)	18.21%
Commission Expense		208.33	(208.33)	0.00%	(52.00)	2,500.00	(2,552.00)	-2.08%
Consulting Services		5,833.33	(5,833.33)	0.00%	4,140.00	70,000.00	(65,860.00)	5.91%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Apr 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service		1,250.00	(1,250.00)	0.00%	4,351.16	15,000.00	(10,648.84)	29.01%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	756.14	1,666.67	(910.53)	45.37%	5,321.69	20,000.00	(14,678.31)	26.61%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,232.31	8,963.00	(1,730.69)	80.69%	40,736.06	107,556.00	(66,819.94)	37.87%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees	460.00	1,250.00	(790.00)	36.80%	460.00	15,000.00	(14,540.00)	3.07%
Licenses and Permits	100.00	250.00	(150.00)	40.00%	550.00	3,000.00	(2,450.00)	18.33%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	1,288.01	1,000.00	288.01	128.80%	2,295.80	12,000.00	(9,704.20)	19.13%
Miscellaneous Expenses		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Natural Gas	459.56	500.00	(40.44)	91.91%	1,899.08	6,000.00	(4,100.92)	31.65%
Office Supplies / Equipment	246.34	500.00	(253.66)	49.27%	626.41	6,000.00	(5,373.59)	10.44%
Payroll Expenses (ADP/HSA)	285.00	83.33	201.67	342.01%	1,115.00	1,000.00	115.00	111.50%
Postage		41.67	(41.67)	0.00%	98.70	500.00	(401.30)	19.74%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development	2,962.90	2,083.33	879.57	142.22%	9,006.62	25,000.00	(15,993.38)	36.03%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	746.41	416.67	329.74	179.14%	1,279.79	5,000.00	(3,720.21)	25.60%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services		166.67	(166.67)	0.00%	159.00	2,000.00	(1,841.00)	7.95%
Snow Plowing Service	562.50	500.00	62.50	112.50%	5,430.00	6,000.00	(570.00)	90.50%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	3,010.65	7,500.00	(4,489.35)	40.14%
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	452.20	1,833.33	(1,381.13)	24.67%	13,804.64	22,000.00	(8,195.36)	62.75%
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%	164.62	15,000.00	(14,835.38)	1.10%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Apr 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance		166.67	(166.67)	0.00%	883.00	2,000.00	(1,117.00)	44.15%
Vehicle - Maintenance / Gas		625.00	(625.00)	0.00%	2,006.04	7,500.00	(5,493.96)	26.75%
Waste Removal	162.55	150.00	12.55	108.37%	660.48	1,800.00	(1,139.52)	36.69%
Web / VOD / Int / CaTV / Phone	2,101.12	2,333.33	(232.21)	90.05%	8,091.68	28,000.00	(19,908.32)	28.90%
Work Comp Insurance	162.00	200.00	(38.00)	81.00%	162.00	2,400.00	(2,238.00)	6.75%
Total Expenses	108,714.04	118,019.74	(9,305.70)	92.12%	425,113.43	1,416,237.00	(991,123.57)	30.02%
Net Income	(89,120.25)	5,813.84	(94,934.09)	-1532.90%	(180,112.13)	69,766.00	(249,878.13)	-258.17%

ZCIP - Andover	20,000.00
ZCIP - Anoka	20,000.00
ZCIP - Champlin	20,000.00
ZCIP - Ramsey	20,000.00
	<u>80,000.00</u>

Wednesday, May 17, 2023 12:38:56 PM GMT-7 - Accrual Basis

Quad Cities Communications Commission

Bill Payment List

April 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
04/07/2023	14569	ACE Solid Waste, Inc.	-162.55
04/07/2023	14570	Andover High School	-450.00
04/07/2023	14571	Associated Bank	-134.62
04/07/2023	14572	AT&T Mobility	-688.14
04/07/2023	14573	City of Champlin	-160.99
04/07/2023	14574	Comcast Cable	-919.40
04/07/2023	14575	Gerald S. Thomson	-136.46
04/07/2023	14576	Greenery Enterprises, Inc.	-562.50
04/07/2023	14577	HealthEquity Inc.	-463.51
04/07/2023	14578	Huebsch	-54.61
04/07/2023	14579	Maza Technologies, LLC	-1,737.20
04/07/2023	14580	Sterling Trophy	-48.00
04/07/2023	14581	Strategic Hawks, Ilc	-160.00
04/07/2023	14582	T-Mobile	-123.64
04/07/2023	14583	U.S. Bank Corporate	-2,581.57
04/07/2023	14584	Vividly Clean Inc.	-614.93
04/07/2023	14585	Xcel Energy	-1,443.48
04/07/2023	W D	Minnesota State Retirement System	-650.00
04/07/2023	W D	PERA	-4,016.90
04/14/2023	14586	Alliance for Community Media	-590.00
04/14/2023	14587	Amazon Capital Services	-872.74
04/14/2023	14588	CenterPoint Energy	-459.56
04/14/2023	14589	City of Andover	-1,257.98
04/14/2023	14590	Comcast 2	-494.30
04/14/2023	14591	HealthEquity Inc.	-23.70
04/14/2023	14592	NAC Building Solutions	-1,006.91
04/14/2023	14593	Verizon	-120.03
04/21/2023	14594	Associated Bank	-134.62
04/21/2023	14595	HealthEquity Inc.	-463.51
04/21/2023	14596	The Lincoln National Life Ins. Co.	-602.13
04/21/2023	W D	Minnesota State Retirement System	-650.00
04/21/2023	W D	PERA	-3,904.62
Total for Quad Cities Commission			\$ -25,688.60

QCTV Bank Reconciliation
April 2023

Beginning Balance - 4M Statement	1,946,664.91
Less: Cleared Checks/Withdrawals	(83,425.48)
Plus: 4M Fund Interest	5,672.37
Plus: Bank Deposits/Credits	
Bank Balance	\$1,868,911.80
Book Balance	1,868,911.80
Adjusted Book Balance	1,868,911.80
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Balance Sheet Summary

As of May 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,128,820.32
- PayPay acct	349.59
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,641,008.46
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,775,428.37
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,775,428.37
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,782.49
Other Current Liabilities	134.58
Total Current Liabilities	\$ 23,917.07
Equity	3,751,511.30
TOTAL LIABILITIES AND EQUITY	\$ 3,775,428.37 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,275,428.37 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	May 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 13.99	\$ 20.83	\$ (6.84)	67.16%	\$ 83.69	\$ 250.00	\$ (166.31)	33.48%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees	248,478.36	77,916.67	170,561.69	318.90%	248,478.36	935,000.00	(686,521.64)	26.58%
Interest Income	10,527.27	83.33	10,443.94	12633.23%	56,765.76	1,000.00	55,765.76	5676.58%
Miscellaneous Income	0.24	41.67	(41.43)	0.58%	0.24	500.00	(499.76)	0.05%
PEG Fee	131,814.38	40,364.83	91,449.55	326.56%	131,814.38	484,378.00	(352,563.62)	27.21%
Total Income	390,834.24	123,833.58	267,000.66	315.61%	504,021.16	1,486,003.00	(981,981.84)	33.92%
Expenses								
A-PERA Expense	4,307.86	4,813.17	(505.31)	89.50%	21,204.26	57,758.00	(36,553.74)	36.71%
A-SS/Medicare Expense	4,655.88	5,054.58	(398.70)	92.11%	21,665.25	60,655.00	(38,989.75)	35.72%
A-Wages - Full-time	47,374.76	52,589.00	(5,214.24)	90.08%	225,021.05	631,068.00	(406,046.95)	35.66%
A-Wages - Part-time	13,891.90	11,250.00	2,641.90	123.48%	62,300.06	135,000.00	(72,699.94)	46.15%
Accounting / HR Services	853.10	1,375.00	(521.90)	62.04%	4,845.12	16,500.00	(11,654.88)	29.36%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	2,744.99	11,000.00	(8,255.01)	24.95%
Andover Capital Equipment		416.67	(416.67)	0.00%	483.17	5,000.00	(4,516.83)	9.66%
Announcers Fees	1,680.00	1,333.33	346.67	126.00%	9,166.10	16,000.00	(6,833.90)	57.29%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	1,866.27	5,000.00	(3,133.73)	37.33%
Audit		1,375.00	(1,375.00)	0.00%	16,100.00	16,500.00	(400.00)	97.58%
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	614.93	500.00	114.93	122.99%	3,056.74	6,000.00	(2,943.26)	50.95%
Building - Insurance		433.33	(433.33)	0.00%	4,557.00	5,200.00	(643.00)	87.63%
Building - Maintenance	115.00	833.33	(718.33)	13.80%	4,866.71	10,000.00	(5,133.29)	48.67%
Building - Supplies	56.09	125.00	(68.91)	44.87%	779.58	1,500.00	(720.42)	51.97%
Car Allowance	250.00	250.00	0.00	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	2,625.00	6,300.00	(3,675.00)	41.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	907.67	5,000.00	(4,092.33)	18.15%
City Sewer & Water	152.78	216.67	(63.89)	70.51%	626.33	2,600.00	(1,973.67)	24.09%
Commission Expense	112.68	208.33	(95.65)	54.09%	60.68	2,500.00	(2,439.32)	2.43%
Consulting Services	2,760.00	5,833.33	(3,073.33)	47.31%	6,900.00	70,000.00	(63,100.00)	9.86%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	May 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	2,943.56	1,250.00	1,693.56	235.48%	7,294.72	15,000.00	(7,705.28)	48.63%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	104.34	1,666.67	(1,562.33)	6.26%	5,426.03	20,000.00	(14,573.97)	27.13%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,232.31	8,963.00	(1,730.69)	80.69%	47,968.37	107,556.00	(59,587.63)	44.60%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service	2,235.96	416.67	1,819.29	536.63%	2,235.96	5,000.00	(2,764.04)	44.72%
Legal Fees	696.00	1,250.00	(554.00)	55.68%	1,182.00	15,000.00	(13,818.00)	7.88%
Licenses and Permits		250.00	(250.00)	0.00%	550.00	3,000.00	(2,450.00)	18.33%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	312.77	1,000.00	(687.23)	31.28%	2,608.57	12,000.00	(9,391.43)	21.74%
Miscellaneous Expenses	(250.32)	41.67	(291.99)	-600.72%	(250.32)	500.00	(750.32)	-50.06%
Natural Gas	294.41	500.00	(205.59)	58.88%	2,193.49	6,000.00	(3,806.51)	36.56%
Office Supplies / Equipment	149.06	500.00	(350.94)	29.81%	775.47	6,000.00	(5,224.53)	12.92%
Wages	501.50		501.50		501.50	0.00	501.50	
Payroll Expenses (ADP/HSA)	297.00	83.33	213.67	356.41%	1,412.00	1,000.00	412.00	141.20%
Postage	16.20	41.67	(25.47)	38.88%	114.90	500.00	(385.10)	22.98%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development	2,720.04	2,083.33	636.71	130.56%	11,726.66	25,000.00	(13,273.34)	46.91%
Publications	76.75	41.67	35.08	184.19%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,385.75	5,000.00	(3,614.25)	27.72%
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services	202.00	166.67	35.33	121.20%	361.00	2,000.00	(1,639.00)	18.05%
Snow Plowing Service		500.00	(500.00)	0.00%	5,430.00	6,000.00	(570.00)	90.50%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	3,612.78	7,500.00	(3,887.22)	48.17%
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	1,224.78	1,833.33	(608.55)	66.81%	15,029.42	22,000.00	(6,970.58)	68.32%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	68.73	1,250.00	(1,181.27)	5.50%	233.35	15,000.00	(14,766.65)	1.56%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	May 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance		166.67	(166.67)	0.00%	883.00	2,000.00	(1,117.00)	44.15%
Vehicle - Maintenance / Gas	159.80	625.00	(465.20)	25.57%	2,165.84	7,500.00	(5,334.16)	28.88%
Waste Removal	162.55	150.00	12.55	108.37%	823.03	1,800.00	(976.97)	45.72%
Web / VOD / Int / CaTV / Phone	2,018.65	2,333.33	(314.68)	86.51%	10,110.33	28,000.00	(17,889.67)	36.11%
Work Comp Insurance		200.00	(200.00)	0.00%	162.00	2,400.00	(2,238.00)	6.75%
Total Expenses	99,440.96	118,019.74	(18,578.78)	84.26%	524,580.39	1,416,237.00	(891,656.61)	37.04%
Net Income	291,393.28	5,813.84	285,579.44	5012.06%	(20,559.23)	69,766.00	(90,325.23)	-29.47%
ZCIP - Andover		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Anoka		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Building		18,208.33	(18,208.33)	0.00%	0.00	218,500.00	(218,500.00)	0.00%
ZCIP - Champlin		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Master Control Equipment		13,333.33	(13,333.33)	0.00%	0.00	160,000.00	(160,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
ZCIP - Office Equipment	13,319.52	7,208.33	6,111.19	184.78%	13,319.52	86,500.00	(73,180.48)	15.40%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Studio		13,250.00	(13,250.00)	0.00%	0.00	159,000.00	(159,000.00)	0.00%
	\$ 13,319.52	\$ 65,583.34	\$ (52,263.82)	185%	\$ 93,319.52	\$ 787,000.00	\$ (693,680.48)	415%

Quad Cities Communications Commission

Bill Payment List

May 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
05/01/2023	14597	B&H Photo-Video	-723.60
05/01/2023	14598	Coordinated Business Systems, LTD	-73.26
05/01/2023	14599	Fastsigns	-1,114.60
05/01/2023	14600	Huebsch	-110.44
05/01/2023	14601	Kennedy & Graven, Chartered	-460.00
05/01/2023	14602	League of MN Cities Insurance Trust	-162.00
05/01/2023	14603	NAC Building Solutions	-2,775.00
05/01/2023	14604	NATOA	-990.00
05/01/2023	14605	Osseo, Maple Grove, Champlin, Dayton Press	-76.75
05/01/2023	14606	Securitas Electronic Security Inc.	-422.40
05/01/2023	14607	United Health Care	-7,444.01
05/05/2023	14608	Associated Bank	-134.62
05/05/2023	14609	HealthEquity Inc.	-463.51
05/05/2023	14610	Joe G. Ruhland	-320.00
05/05/2023	14611	T-Mobile	-123.64
05/05/2023	W D	Minnesota State Retirement System	-650.00
05/05/2023	W D	PERA	-4,070.47
05/17/2023	14612	ACE Solid Waste, Inc.	-162.55
05/17/2023	14613	Amazon Capital Services	-264.96
05/17/2023	14614	AT&T Mobility	-688.14
05/17/2023	14615	CenterPoint Energy	-294.41
05/17/2023	14616	City of Andover	-869.30
05/17/2023	14617	City of Champlin	-152.78
05/17/2023	14618	Comcast Cable	-879.14
05/17/2023	14619	Gerald S. Thomson	-240.00
05/17/2023	14620	HealthEquity Inc.	-23.70
05/17/2023	14621	Maza Technologies, LLC	-1,765.20
05/17/2023	14622	ODP Business Solutions, LLC	-29.99
05/17/2023	14623	Redpath and Company	-16,100.00
05/17/2023	14624	The Lincoln National Life Ins. Co.	-602.13
05/17/2023	14625	U.S. Bank Corporate	-3,314.96
05/17/2023	14626	Verizon	-120.05
05/17/2023	14627	Vividly Clean Inc.	-614.93
05/17/2023	14628	Xcel Energy	-1,491.54
05/19/2023	14629	Associated Bank	-134.62
05/19/2023	14630	Barna, Guzy & Steffen, LTD	-26.00
05/19/2023	14631	Comcast 2	-494.30
05/19/2023	14632	HealthEquity Inc.	-463.51
05/19/2023	14633	Kennedy & Graven, Chartered	-345.00
05/19/2023	14634	United Health Care	-7,444.01
05/19/2023	W D	Minnesota State Retirement System	-650.00
05/19/2023	W D	PERA	-3,970.89
Total for Quad Cities Commission			\$ -61,256.41

QCTV Bank Reconciliation
May 2023

Beginning Balance - 4M Statement	1,868,911.80
Less: Cleared Checks/Withdrawals	(123,720.18)
Plus: 4M Fund Interest	6,656.91
Plus: Bank Deposits/Credits	380,350.05
Bank Balance	\$2,132,198.58
Book Balance	2,132,198.58
Adjusted Book Balance	2,132,198.58
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Balance Sheet Summary

As of June 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,988,320.28
- Google AdSense	75.82
- PayPay acct	485.35
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,650,772.32
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,644,903.77
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,644,903.77
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,823.76
Other Current Liabilities	1,842.22
Total Current Liabilities	\$ 14,665.98
Equity	3,630,237.79
TOTAL LIABILITIES AND EQUITY	\$ 3,644,903.77 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,144,903.77 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission

Budget vs. Actuals: FY 2023 - FY23 P&L

January - December 2023

	Jun 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 135.76	\$ 20.83	\$ 114.93	651.75%	\$ 219.45	\$ 250.00	\$ (30.55)	87.78%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees		77,916.67	(77,916.67)	0.00%	248,478.36	935,000.00	(686,521.64)	26.58%
Interest Income	22,373.55	83.33	22,290.22	26849.33%	79,139.31	1,000.00	78,139.31	7913.93%
Miscellaneous Income	1,106.28	41.67	1,064.61	2654.86%	1,106.52	500.00	606.52	221.30%
PEG Fee		40,364.83	(40,364.83)	0.00%	131,814.38	484,378.00	(352,563.62)	27.21%
Total Income	23,615.59	123,833.58	(100,217.99)	19.07%	527,636.75	1,486,003.00	(958,366.25)	35.51%
Expenses								
A-PERA Expense	5,817.44	4,813.17	1,004.27	120.87%	27,021.70	57,758.00	(30,736.30)	46.78%
A-SS/Medicare Expense	8,160.23	5,054.58	3,105.65	161.44%	29,825.48	60,655.00	(30,829.52)	49.17%
A-Wages - Full-time	84,421.96	52,589.00	31,832.96	160.53%	309,443.01	631,068.00	(321,624.99)	49.03%
A-Wages - Part-time	23,498.82	11,250.00	12,248.82	208.88%	85,798.88	135,000.00	(49,201.12)	63.55%
Accounting / HR Services	2,138.04	1,375.00	763.04	155.49%	6,983.16	16,500.00	(9,516.84)	42.32%
Ads/Promos/Sponsorships	500.00	916.67	(416.67)	54.55%	3,244.99	11,000.00	(7,755.01)	29.50%
Andover Capital Equipment		416.67	(416.67)	0.00%	483.17	5,000.00	(4,516.83)	9.66%
Announcers Fees	1,559.30	1,333.33	225.97	116.95%	10,725.40	16,000.00	(5,274.60)	67.03%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	1,998.17	5,000.00	(3,001.83)	39.96%
Audit		1,375.00	(1,375.00)	0.00%	16,100.00	16,500.00	(400.00)	97.58%
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	614.93	500.00	114.93	122.99%	3,671.67	6,000.00	(2,328.33)	61.19%
Building - Insurance		433.33	(433.33)	0.00%	4,557.00	5,200.00	(643.00)	87.63%
Building - Maintenance	39.91	833.33	(793.42)	4.79%	4,906.62	10,000.00	(5,093.38)	49.07%
Building - Supplies		125.00	(125.00)	0.00%	779.58	1,500.00	(720.42)	51.97%
Car Allowance	250.00	250.00	0.00	100.00%	1,500.00	3,000.00	(1,500.00)	50.00%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	3,100.00	6,300.00	(3,200.00)	49.21%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	992.57	5,000.00	(4,007.43)	19.85%
City Sewer & Water	496.73	216.67	280.06	229.26%	1,123.06	2,600.00	(1,476.94)	43.19%
Commission Expense		208.33	(208.33)	0.00%	60.68	2,500.00	(2,439.32)	2.43%
Consulting Services		5,833.33	(5,833.33)	0.00%	6,900.00	70,000.00	(63,100.00)	9.86%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,490.35	1,250.00	240.35	119.23%	8,785.07	15,000.00	(6,214.93)	58.57%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Jun 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	2,824.62	1,666.67	1,157.95	169.48%	8,250.65	20,000.00	(11,749.35)	41.25%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	4,718.01	8,963.00	(4,244.99)	52.64%	52,686.38	107,556.00	(54,869.62)	48.99%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service	533.09	416.67	116.42	127.94%	2,769.05	5,000.00	(2,230.95)	55.38%
Legal Fees	546.00	1,250.00	(704.00)	43.68%	1,728.00	15,000.00	(13,272.00)	11.52%
Licenses and Permits	300.00	250.00	50.00	120.00%	850.00	3,000.00	(2,150.00)	28.33%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	379.58	1,000.00	(620.42)	37.96%	2,988.15	12,000.00	(9,011.85)	24.90%
Miscellaneous Expenses	(188.10)	41.67	(229.77)	-451.40%	(438.42)	500.00	(938.42)	-87.68%
Natural Gas	90.67	500.00	(409.33)	18.13%	2,284.16	6,000.00	(3,715.84)	38.07%
Office Supplies / Equipment	39.44	500.00	(460.56)	7.89%	814.91	6,000.00	(5,185.09)	13.58%
Total Payroll Expenses	0.00	0.00	0.00		501.50	0.00	501.50	
Payroll Expenses (ADP/HSA)	302.00	83.33	218.67	362.41%	1,714.00	1,000.00	714.00	171.40%
Postage	40.20	41.67	(1.47)	96.47%	155.10	500.00	(344.90)	31.02%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development	886.45	2,083.33	(1,196.88)	42.55%	12,713.11	25,000.00	(12,286.89)	50.85%
Publications		41.67	(41.67)	0.00%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,491.71	5,000.00	(3,508.29)	29.83%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services		166.67	(166.67)	0.00%	361.00	2,000.00	(1,639.00)	18.05%
Snow Plowing Service		500.00	(500.00)	0.00%	5,430.00	6,000.00	(570.00)	90.50%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	447.81	625.00	(177.19)	71.65%	4,060.59	7,500.00	(3,439.41)	54.14%
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	486.52	1,833.33	(1,346.81)	26.54%	15,515.94	22,000.00	(6,484.06)	70.53%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	1,126.05	1,250.00	(123.95)	90.08%	1,359.40	15,000.00	(13,640.60)	9.06%
Vehicle - Insurance		166.67	(166.67)	0.00%	883.00	2,000.00	(1,117.00)	44.15%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Jun 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Maintenance / Gas	327.67	625.00	(297.33)	52.43%	2,493.51	7,500.00	(5,006.49)	33.25%
Waste Removal	161.13	150.00	11.13	107.42%	984.16	1,800.00	(815.84)	54.68%
Web / VOD / Int / CaTV / Phone	1,982.49	2,333.33	(350.84)	84.96%	12,092.82	28,000.00	(15,907.18)	43.19%
Work Comp Insurance		200.00	(200.00)	0.00%	162.00	2,400.00	(2,238.00)	6.75%
Total Expenses	144,789.10	118,019.74	26,769.36	122.68%	669,469.49	1,416,237.00	(746,767.51)	47.27%
Net Income	\$ (121,173.51)	\$ 5,813.84	\$ (126,987.35)	-2084.23%	\$ (141,832.74)	\$ 69,766.00	\$ (211,598.74)	-203.30%
ZCIP - Andover		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Anoka		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Building		18,208.33	(18,208.33)	0.00%	0.00	218,500.00	(218,500.00)	0.00%
ZCIP - Champlin		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Master Control Equipment		13,333.33	(13,333.33)	0.00%	0.00	160,000.00	(160,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
ZCIP - Office Equipment		7,208.33	(7,208.33)	0.00%	13,319.52	86,500.00	(73,180.48)	15.40%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Studio		13,250.00	(13,250.00)	0.00%	0.00	159,000.00	(159,000.00)	0.00%
	\$ -	\$ 65,583.34	\$ (65,583.34)	0.00%	\$ 93,319.52	\$ 787,000.00	\$ (693,680.48)	11.86%

Quad Cities Communications Commission

Bill Payment List

June 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
06/02/2023	14635	Associated Bank	-100.00
06/02/2023	14636	Coordinated Business Systems, LTD	-45.52
06/02/2023	14637	HealthEquity Inc.	-463.51
06/02/2023	14638	Huebsch	-56.09
06/02/2023	14639	James R. Erickson	-480.00
06/02/2023	14640	Joe G. Ruhland	-720.00
06/02/2023	14641	Minnesota Assoc. of Community Telecommunications	-1,000.00
06/02/2023	14642	Monarch Pest Control	-115.00
06/02/2023	14643	T-Mobile	-123.64
06/02/2023	14644	Timothy Anderson	-240.00
06/02/2023	14645	U.S. Bank Corporate	-988.40
06/02/2023	W D	Minnesota State Retirement System	-650.00
06/02/2023	W D	PERA	-4,024.39
06/15/2023	14646	ACE Solid Waste, Inc.	-161.13
06/15/2023	14647	AT&T Mobility	-688.14
06/15/2023	14648	CenterPoint Energy	-90.67
06/15/2023	14649	City of Champlin	-157.29
06/15/2023	14650	HealthEquity Inc.	-23.70
06/15/2023	14651	Maza Technologies, LLC	-15,084.72
06/15/2023	14652	The Lincoln National Life Ins. Co.	-447.81
06/15/2023	14653	Timesavers	-202.00
06/15/2023	14654	Vividly Clean Inc.	-614.93
06/15/2023	14655	Xcel Energy	-1,452.02
06/16/2023	14656	HealthEquity Inc.	-463.51
06/16/2023	W D	Minnesota State Retirement System	-650.00
06/16/2023	W D	PERA	-3,668.77
06/22/2023	14657	Anoka Area Chamber of Commerce	-500.00
06/22/2023	14658	Barna, Guzy & Steffen, LTD	-351.00
06/22/2023	14659	Comcast 2	-494.30
06/22/2023	14660	Comcast Cable	-879.14
06/22/2023	14661	Gerald S. Thomson	-480.00
06/22/2023	14662	Mark's Lawn Service Inc.	-2,235.96
06/22/2023	14663	Minnesota State High School League	-300.00
06/22/2023	14664	United Health Care	-4,929.71
06/22/2023	14665	Verizon	-120.03
06/30/2023	14666	HealthEquity Inc.	-463.51
06/30/2023	14667	Minnesota Assoc. of Community Telecommunications	-100.00
06/30/2023	W D	Minnesota State Retirement System	-250.00
06/30/2023	W D	PERA	-3,166.07
Total for Quad Cities Commission			\$ -46,980.96

QCTV Bank Reconciliation June 2023

Beginning Balance - 4M Statement	2,132,198.58
Less: Cleared Checks/Withdrawals	(156,303.34)
Plus: 4M Fund Interest	12,609.69
Plus: Bank Deposits/Credits	1,030.46
Bank Balance	\$1,989,535.39
Book Balance	1,989,535.39
Adjusted Book Balance	1,989,535.39
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission
Balance Sheet Summary
As of July 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,911,415.92
- Google AdSense	580.94
- PayPay acct	503.15
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,655,794.47
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,573,544.48
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,573,544.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,743.01
Other Current Liabilities	134.58
Total Current Liabilities	\$ 12,877.59
Equity	3,560,666.89
TOTAL LIABILITIES AND EQUITY	\$ 3,573,544.48 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$500,000
Capital Reserves = \$3,073,544.48 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Jul 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 17.80	\$ 20.83	\$ (3.03)	85.45%	\$ 237.25	\$ 250.00	\$ (12.75)	94.90%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees		77,916.67	(77,916.67)	0.00%	248,478.36	935,000.00	(686,521.64)	26.58%
Interest Income	12,430.53	83.33	12,347.20	14917.23%	91,569.84	1,000.00	90,569.84	9156.98%
Miscellaneous Income	505.12	41.67	463.45	1212.19%	1,611.64	500.00	1,111.64	322.33%
PEG Fee		40,364.83	(40,364.83)	0.00%	131,814.38	484,378.00	(352,563.62)	27.21%
Total Income	12,953.45	123,833.58	(110,880.13)	10.46%	540,590.20	1,486,003.00	(945,412.80)	36.38%
Expenses								
A-PERA Expense	3,432.53	4,813.17	(1,380.64)	71.32%	30,454.23	57,758.00	(27,303.77)	52.73%
A-SS/Medicare Expense	3,702.80	5,054.58	(1,351.78)	73.26%	33,528.28	60,655.00	(27,126.72)	55.28%
A-Wages - Full-time	35,098.68	52,589.00	(17,490.32)	66.74%	344,541.69	631,068.00	(286,526.31)	54.60%
A-Wages - Part-time	16,115.31	11,250.00	4,865.31	143.25%	101,914.19	135,000.00	(33,085.81)	75.49%
Accounting / HR Services		1,375.00	(1,375.00)	0.00%	6,983.16	16,500.00	(9,516.84)	42.32%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	3,244.99	11,000.00	(7,755.01)	29.50%
Andover Capital Equipment		416.67	(416.67)	0.00%	483.17	5,000.00	(4,516.83)	9.66%
Announcers Fees	720.00	1,333.33	(613.33)	54.00%	11,445.40	16,000.00	(4,554.60)	71.53%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	2,130.07	5,000.00	(2,869.93)	42.60%
Audit		1,375.00	(1,375.00)	0.00%	16,100.00	16,500.00	(400.00)	97.58%
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	614.93	500.00	114.93	122.99%	4,286.60	6,000.00	(1,713.40)	71.44%
Building - Insurance		433.33	(433.33)	0.00%	4,557.00	5,200.00	(643.00)	87.63%
Building - Maintenance	582.40	833.33	(250.93)	69.89%	5,489.02	10,000.00	(4,510.98)	54.89%
Building - Supplies	411.06	125.00	286.06	328.85%	1,190.64	1,500.00	(309.36)	79.38%
Car Allowance	250.00	250.00	0.00	100.00%	1,750.00	3,000.00	(1,250.00)	58.33%
Cell Phone - Allowance	425.00	525.00	(100.00)	80.95%	3,525.00	6,300.00	(2,775.00)	55.95%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,077.47	5,000.00	(3,922.53)	21.55%
City Sewer & Water	528.66	216.67	311.99	243.99%	1,651.72	2,600.00	(948.28)	63.53%
Commission Expense	72.82	208.33	(135.51)	34.95%	133.50	2,500.00	(2,366.50)	5.34%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Jul 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	4,447.50	5,833.33	(1,385.83)	76.24%	11,347.50	70,000.00	(58,652.50)	16.21%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,641.81	1,250.00	391.81	131.34%	10,426.88	15,000.00	(4,573.12)	69.51%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	620.18	1,666.67	(1,046.49)	37.21%	9,370.38	20,000.00	(10,629.62)	46.85%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	3,605.77	8,963.00	(5,357.23)	40.23%	56,292.15	107,556.00	(51,263.85)	52.34%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service	1,102.58	416.67	685.91	264.62%	3,871.63	5,000.00	(1,128.37)	77.43%
Legal Fees	65.00	1,250.00	(1,185.00)	5.20%	1,793.00	15,000.00	(13,207.00)	11.95%
Licenses and Permits		250.00	(250.00)	0.00%	850.00	3,000.00	(2,150.00)	28.33%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	396.50	1,000.00	(603.50)	39.65%	3,384.65	12,000.00	(8,615.35)	28.21%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(438.42)	500.00	(938.42)	-87.68%
Natural Gas	41.15	500.00	(458.85)	8.23%	2,325.31	6,000.00	(3,674.69)	38.76%
Office Supplies / Equipment	7.58	500.00	(492.42)	1.52%	822.49	6,000.00	(5,177.51)	13.71%
Total Payroll Expenses	0.00	0.00	0.00		501.50	0.00	501.50	
Payroll Expenses (ADP/HSA)	292.00	83.33	208.67	350.41%	2,006.00	1,000.00	1,006.00	200.60%
Postage	25.00	41.67	(16.67)	60.00%	180.10	500.00	(319.90)	36.02%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development	3,139.23	2,083.33	1,055.90	150.68%	15,952.34	25,000.00	(9,047.66)	63.81%
Publications		41.67	(41.67)	0.00%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,597.67	5,000.00	(3,402.33)	31.95%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services	159.00	166.67	(7.67)	95.40%	520.00	2,000.00	(1,480.00)	26.00%
Snow Plowing Service		500.00	(500.00)	0.00%	5,430.00	6,000.00	(570.00)	90.50%
State Unemploy Exp	3.20	208.33	(205.13)	1.54%	3.20	2,500.00	(2,496.80)	0.13%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Jul 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	388.49	625.00	(236.51)	62.16%	4,449.08	7,500.00	(3,050.92)	59.32%
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	1,464.04	1,833.33	(369.29)	79.86%	16,979.98	22,000.00	(5,020.02)	77.18%
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%	1,359.40	15,000.00	(13,640.60)	9.06%
Vehicle - Insurance		166.67	(166.67)	0.00%	883.00	2,000.00	(1,117.00)	44.15%
Vehicle - Maintenance / Gas	105.25	625.00	(519.75)	16.84%	2,598.76	7,500.00	(4,901.24)	34.65%
Waste Removal	161.13	150.00	11.13	107.42%	1,145.29	1,800.00	(654.71)	63.63%
Web / VOD / Int / CaTV / Phone	1,982.44	2,333.33	(350.89)	84.96%	14,075.26	28,000.00	(13,924.74)	50.27%
Work Comp Insurance		200.00	(200.00)	0.00%	162.00	2,400.00	(2,238.00)	6.75%
Total Expenses	81,924.80	118,019.74	(36,094.94)	69.42%	751,993.84	1,416,237.00	(664,243.16)	53.10%
Net Income	\$ (68,971.35)	\$ 5,813.84	\$ (74,785.19)	-1186.33%	\$ (211,403.64)	\$ 69,766.00	\$ (281,169.64)	-303.02%
ZCIP - Andover		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Anoka		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Building		18,208.33	(18,208.33)	0.00%	50,568.00	218,500.00	(167,932.00)	23.14%
ZCIP - Champlin		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Master Control Equipment		13,333.33	(13,333.33)	0.00%	0.00	160,000.00	(160,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
ZCIP - Office Equipment		7,208.33	(7,208.33)	0.00%	26,582.02	86,500.00	(59,917.98)	30.73%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Studio		13,250.00	(13,250.00)	0.00%	0.00	159,000.00	(159,000.00)	0.00%
	0.00	65,583.34	(65,583.34)		157,150.02	787,000.00	(629,849.98)	

Quad Cities Communications Commission

Bill Payment List

July 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
07/11/2023	14668	ACE Solid Waste, Inc.	-161.13
07/11/2023	14669	AT&T Mobility	-688.14
07/11/2023	14670	City of Champlin	-339.44
07/11/2023	14671	Coordinated Business Systems, LTD	-39.44
07/11/2023	14672	Rlgpacks	-1,126.05
07/11/2023	14673	T-Mobile	-123.64
07/11/2023	14674	Vividly Clean Inc.	-614.93
07/11/2023	14675	Xcel Energy	-1,490.35
07/14/2023	14676	HealthEquity Inc.	-2,714.76
07/14/2023	W D	Minnesota State Retirement System	-250.00
07/14/2023	W D	PERA	-3,236.95
07/24/2023	14677	Barna, Guzy & Steffen, LTD	-546.00
07/24/2023	14678	CenterPoint Energy	-41.15
07/24/2023	14679	City of Andover	-2,178.24
07/24/2023	14680	Comcast 2	-494.25
07/24/2023	14681	Comcast Cable	-879.14
07/24/2023	14682	HealthEquity Inc.	-19.75
07/24/2023	14683	Huebsch	-171.12
07/24/2023	14684	James R. Erickson	-160.00
07/24/2023	14685	Joe G. Ruhland	-679.30
07/24/2023	14686	Mark's Lawn Service Inc.	-533.09
07/24/2023	14687	Minnesota Unemployment Ins.	-3.20
07/24/2023	14688	Strategic Hawks, Ilc	-240.00
07/24/2023	14689	The Lincoln National Life Ins. Co.	-388.49
07/24/2023	14690	Timesavers	-159.00
07/24/2023	14691	U.S. Bank Corporate	-4,680.07
07/24/2023	14692	Verizon	-120.03
07/28/2023	14693	Amazon Capital Services	-499.55
07/28/2023	14694	Coordinated Business Systems, LTD	-7.58
07/28/2023	14695	HealthEquity Inc.	-428.89
07/28/2023	14696	Huebsch	-226.95
07/28/2023	14697	Maza Technologies, LLC	-1,765.20
07/28/2023	14698	Monarch Pest Control	-160.00
07/28/2023	14699	United Health Care	-3,679.26
07/28/2023	W D	Minnesota State Retirement System	-250.00
07/28/2023	W D	PERA	-3,170.46
Total for Quad Cities Commission			\$ -32,265.55

QCTV Bank Reconciliation
July 2023

Beginning Balance - 4M Statement	1,989,535.39
Less: Cleared Checks/Withdrawals	(71,116.49)
Plus: 4M Fund Interest	7,408.38
Plus: Bank Deposits/Credits	-
Bank Balance	\$1,925,827.28
Book Balance	1,925,827.28
Adjusted Book Balance	1,925,827.28
Difference:	\$0.00

Completed by: MK

QCCCC Agenda Item

4.3 Executive Director's Report

September 15, 2023

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

Commission Meeting September 21

The regular commission meeting is September 21, 11 am at the City of Anoka. The primary action item is the 2024 operating budget.

Executive Committee meetings

The Executive Committee met on June 13 and September 11. The minutes are enclosed in the September commission meeting agenda packet.

Awards List for 2022!

The complete awards list is on the website and printed here:

- Award of Honor: "[Football 7AAAAA Championship](#)" - Presented by NATOA
- Award of Honor: "[Walking With Goldens](#)" - Presented by NATOA
- Overall Excellence - Award of Honor: "QCTV: A Year in Review" - Presented by NATOA
- Overall Excellence: Hometown Media Award - Presented by the Alliance for Community Media
- Sports Coverage Live Competition Access Center Professional: "[Football Section 7AAAAA Championship](#)" - Hometown Media Award - Presented by the Alliance for Community Media
- Silver Award - Television General Documentary: Short Form (Under 40 min) "[Walking with Goldens](#)" - Presented by the 44th Annual Telly Awards
- Silver Award - Television General-Pets & Animals "[Walking with Goldens](#)" - Presented by the 44th Annual Telly Awards
- Silver Award - Local TV General-Public Service/PSA "[Choice, Inc.](#)" - Presented by the 44th Annual Telly Awards
- Bronze Award - Television General News or News Feature "[Pearson Family Farm Says Goodbye](#)" - Presented by the 44th Annual Telly Awards
- Bronze Award - Television Series-Series: Video Journalism "The Post" - Presented by the 44th Annual Telly Awards
- Bronze Award - Television General-Live Events "[Football Section 7AAAAA Championship](#)" - Presented by the 44th Annual Telly Awards
- Bronze Award - Television General-Sports "[Football Section 7AAAAA Championship](#)" - Presented by the 44th Annual Telly Awards

- Bronze Award - Television General-Pets & Animals "[Ticknor Hill](#)" - Presented by the 44th Annual Telly Awards
- Bronze Award - Television General-Corporate Image "[Anoka Federal Ammo](#)" - Presented by the 44th Annual Telly Awards
- Bronze Award - Television General-Sports "[Andover Girls Hockey Locker Room Reveal](#)" - Presented by the 44th Annual Telly Awards

NATOA Overall Excellence Award

I will accept the Honorable Mention for Overall Excellence Award from NATOA in early October. Our sister station CTN will also receive an honorable mention in this category. This is in addition to the prestigious Overall Excellence Award QCTV received from ACM earlier this summer.

HVAC replacement

Completed.

Parking lot pavement project

Completed.

Server install

Completed.

Producer Computers

Completed.

Web site project moving forward

Contract executed. Kick off meeting is September 19.

2022 Audit

The audit has been filed with the state.

2024 Budget

The 2024 operating budget was completed and is before the commission for action at the September meeting.

John Sommer and Taylor Johnson departure

Two employees accepted new positions and left QCTV. Taylor Johnson vacated the Mobile Production Coordinator position after 10 years with QCTV. He accepted a position as Design Engineer at AVI-SPL. John Sommer vacated the Technology Manager position after 6 years with QCTV. John accepted a position as Design Engineer at Alpha Video. We wish both Taylor and John all the best in their future careers and a big thank you for their leadership and accomplishments while at QCTV.

Ryan Musch appointed temporary mobile production coordinator

Part-time employee Ryan Musch was appointed to fill the mobile production coordinator role. Recruitment and hire to be completed fall 2023.

Staff changes

Shout out to the entire QCTV team for stepping up this summer with the staff transitions. Each and every staff member has helped QCTV deliver core services during the departure of three seasoned employees.

A/V Engineer hired

Patrick Cook will serve as the A/V Engineer beginning October 16. He brings 39 years of community television engineering leadership and collaboration. The past 20 years he has been on the leadership team at CTV/Nine North. Patrick has experience as an engineer for television equipment and signal delivery; an innovator of creative solutions and is committed to helping others succeed, learn, and grow using emerging technology tools and resources. He brings a lifelong passion for community television and looks forward to serving our member cities.

Patrick is excited to join the QCTV team saying:

"I have enjoyed working with you and your staff over the years as the opportunities have arisen. I have always been impressed by the philosophy, attitude, and atmosphere of the organization."

Candidate Forum – LWV

On September 14, the LWV held their school board candidate forums at QCTV. The three forums were completed that night and posted for viewing. Early feedback indicates this is an efficient way to produce the forums.

Live & Local

June 28 – Live and Local Champlin

August 2 – Live and Local Ramsey.

August 30 – Live and Local Andover

September 27 – Live and Local Anoka

Graduations

The six graduation events went well. QCTV collaborated with sister station CTN for sharing our truck and their crew as the graduation schedule was not conducive to keeping our crew there all day/night with Coon Rapids High School event in the middle of our two high schools. Great job on collaboration by both staffs.

Parades completed

The Champlin Father Hennepin Days parade, the Andover Fun Fest parade, and the Ramsey Happy Days parade were covered live and are available VOD.

Fall Sports season

The fall sports season is in full swing. Friday night football continues to attract high numbers of engagement.

Supplemental Revenue - Sponsorships

A specific sponsorship appeal has been crafted for support of The Chamber Report show and there is a potential annual sponsor identified.

5-Year CIP update

Staff is updated the CIP outlook for the next two years. Projecting an outlook to 2028 will occur with the new A/V Engineer.

City Surveys

Morris Leatherman was consulted to craft new questions for city surveys. The single question regarding QCTV will be included in the Champlin survey and provided to member cities for any other surveys in the future.

MACTA Legislative Initiative

MACTA is expected to engage a firm to assist with bringing a 2024 legislative proposal to modernize the funding structure supporting community television. This is a statewide effort and supports QCTV's goals of sustainability. I am co-chair of the legislative committee that is leading this effort. Late in the 2023 Minnesota legislative session, Senate Bill 3039 and House Bill 3261 were introduced levying a 1% sales tax on all digital products across the state to fund community television. There was no further movement of the bills.

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.

June 26, 2023

To: Karen George, Executive Director

From: CJ Luck, Master Control Operator

Subject: May 2023 Technology Report

General Items:

At the May commission meeting, the commission selected the website proposal from Iceberg Web Design and directed staff to enter into a contract with them to update the QCTV website. The contract is pending review with the QCTV legal team, but once it is executed, the work would tentatively start in September.

We have upgraded the software to the latest version which caused some VODs to no longer work. The engineering team from Cablecast was able to help us update code both in Cablecast and on our website to restore the VOD functionality. When the website is updated, it will use the newer API, which should help prevent this in the future.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Ramsey: The layout scaler from the presentation system failed and would no longer boot. John worked with Alpha Support and Corio Support re-flashed the firmware and get it working again.

Comcast Equipment

On 5/25 during a Ramsey City Council meeting, all Comcast internet to the QCTV studio dropped. I was able to switch from our LiveU feed from city hall to the backup INET feed. Even though our web streams of the channels were inaccessible, all cable channels remained up, and the meeting remained on the air. The service was restored several hours later without staff intervention.

Action Requested: None.

QCCCC Agenda Item

Technology Report

July 17, 2023

To: Karen George, Executive Director

From: CJ Luck, Master Control Operator

Subject: June-July 2023 Technology Report

General Items:

After John's departure from QCTV on 6/14, I've been picking up a few projects that have been ongoing for a while.

I've connected with Cindy Harris from the Anoka-Hennepin School District to address some issues with their channel regarding aspect ratio and passing caption data to Comcast. I've been able to show her some features of Cablecast that she wasn't aware of as well. I will connect with her again in August to help her improve the look of the bulletins on their channel.

After the completion of the City Hall Equipment updates last year, we started adding additional connectivity to the city control rooms, which include the ability for city staff to access our recordings of city meetings and other interconnections between the city network and the QCTV network at city hall. We started with Ramsey after the completion of the update and have recently worked with the City of Anoka and Metro I-NET to make those changes at Anoka.

Improvements have been made to the accuracy of our captioning units. Lists have been made of the names of the council members and commissioners for the meetings we cover and the staff members that are likely to appear at those meetings. I have fed that list and a list of street names from each city into our caption units, which should increase their accuracy.

Equipment Issues:**QCTV Equipment**

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

On 6/14, the INET from Anoka City Hall to QCTV and the INET feed from the Sandburg Education Center to Comcast failed. John contacted Comcast. The next day a tech checked the equipment at QCTV, and then at City Hall. I followed up with them on Friday, and both feeds had been restored. Further adjustments were made to the Anoka City Hall feed after it was restored to eliminate some hum from the audio.

On 7/24, the INET from Anoka City Hall to QCTV failed. I contacted Comcast and they put in a ticket and said it would probably not get fixed until the next day. The next day Comcast informed me that a fuse somewhere in the field had blown and they replaced it which restored the feed.

Action Requested: None.

August 10, 2023

To: Karen George, Executive Director

From: CJ Luck, Master Control Operator

Subject: August 2023 Technology Report

General Items:

I met with Cindy Harris with the Anoka-Hennepin School District again to show her ways she can improve the look of the Bulletin Boards on their channel as discussed last month. I will check in with her again in a month and see if there is anything she would like assistance with at that time.

I met with Metro-INET to finalize some network configurations in the Control Room at Anoka City Hall as discussed last month.

I have implemented software upgrades to our Cablecast playback system to the latest version. QCTV is now a beta tester of Cablecast, and therefore has both the newest possible version of the software with the newest features first, and an increased ability to be in contact with their engineers when problems arise.

Ryan and I visited our friends at our sister station CCX Media to look at the technology they are using for video transport from their remote shoots and from their city halls. We got a tour of their building and got to connect with their engineers. We gained a lot of information that will help us with future technology purchases.

Equipment Issues:

QCTV Equipment

On 8/22, the temperature sensor in the server room alarmed showing a temperature above 85 degrees F. The temperature outside the building was over 90 degrees F that day. The mini split A/C unit in the server room was still functioning but was not keeping up. I turned off non-essential equipment and opened the server room door to let cool air from the rest of the building in for a few days until the temperature outside cooled off and the server room temperature returned to normal. All equipment appears to be functioning normally.

City Equipment

No issues to report for this period.

Comcast Equipment

On 8/29, the INET feed from Anoka City Hall dropped. I contacted Comcast that day, and they were able to confirm that there was no signal at the hub from both Anoka City Hall and Sandburg Education Center. The next day, Comcast was able to restore both feeds. Comcast reported they had to replace some failed field equipment to restore the feeds.

No city meetings were affected by this outage.

Action Requested: None.

September 15, 2023

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: September 2023 Social Media & Communications Report

QCTV continues to post daily on Facebook, Instagram, and Twitter (X), and weekly on LinkedIn. Over the summer, we also created a Threads account (Meta's alternative to Twitter/X) but we have not begun to post there regularly. This is mostly because it is not yet able to connect with Hootsuite, the tool we use to plan and schedule our social media posts in advance. 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 and graduations generated high viewership, as expected. Activity across all platforms decreased during the summer months but ticked up considerably during the first weeks of the fall. This is consistent with trends from years past.

QCTV began monetizing its YouTube channel nearly one year ago. Since then, I had ongoing issues getting paid out on our earnings. I am pleased to report that after months of deliberation with Google I was able to get our earnings paid. Once we were paid, I began generating monthly reports to send to Melissa at the City of Andover detailing our earnings and when deposits were made into our bank accounts. From this report forward, I will provide analytics on our YouTube earnings.

QCTV continues to seek sponsors for its programming and is in talks with a local business to sponsor *The Chamber Report*. At the time of writing, details are not finalized, but a local business has expressed serious interest in a 12-month sponsorship of the program to begin in November of this year. More details will be provided to the Commission as they are finalized.

At the last Commission meeting, the Commission approved Iceberg Web Design as the vendor to rebuild QCTV's website. Since that meeting, a contract with Iceberg has been signed. QCTV determined it was best to delay the project start date to mid-late September due to staffing transitions. We have a project kickoff meeting with Iceberg scheduled for September 19th with work to begin shortly thereafter.

I continue to meet quarterly with communication staff from each of our member cities. Our last meeting was July 20th where we discussed staff transitions at QCTV, *Live and Local* updates, QCTV's recent awards, and the rollout of Threads, among other topics.

During the staff transitions at QCTV I took on new responsibilities to make up for the absences of Katherine Lenaburg and John Sommar. These include but are not limited to assigning producers to government meetings, reviewing stories/shows before they are aired, participating in weekly production meetings, and coding/managing bills from the technology department.

QCTV won several awards at the Tellys and at the Hometown Media awards this year. To share this news with our communities, I created a press release for our member cities and for local papers. News of our awards appeared in each of our member-cities' publications as well as in the Champlin-Dayton Press:



As usual, I have provided some key analytics from various platforms below. All data represents activity/growth between the date of writing my last report May 4th, 2023), and the date of writing this one (September 15th, 2023).

Facebook Reach:

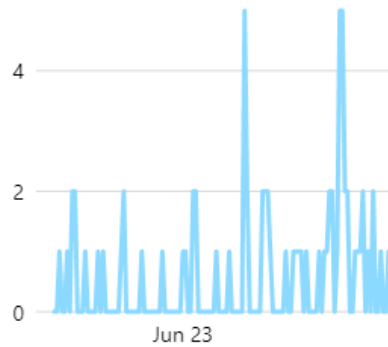


Facebook Followers: 3,414 (137 new):

New likes and follows

Facebook Page new likes ⓘ

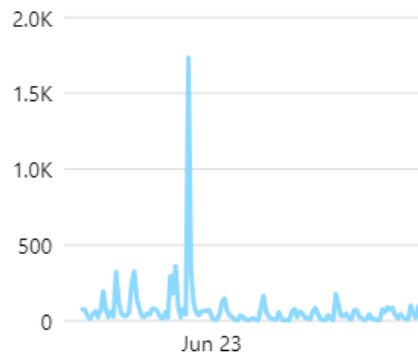
76 ↑ 10.1%



Instagram Reach:

Instagram reach ⓘ

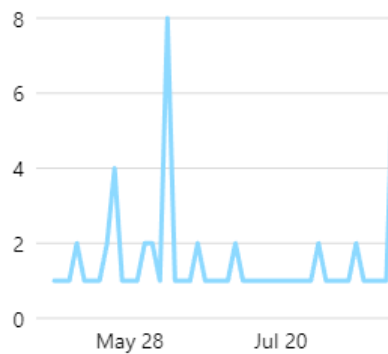
4,991 ↑ 7.7%



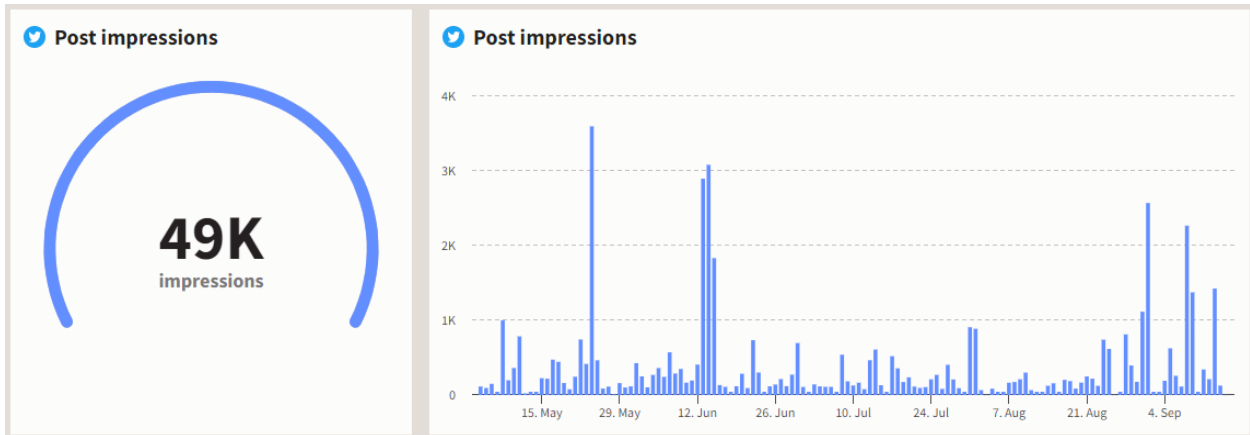
Instagram Followers: 359 (70 new):

New Instagram followers ⓘ

70 ↓ 15.7%



Twitter Impressions:



Top Tweets:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	<p>QCTV @qctv · Sep 8</p> <p>We've got an incredible Friday night football game coming up tonight! 🍷 🍔</p> <p>Tune in LIVE at 7:00 pm to see @mwscarletfb take on @AndoverHuskies! Click below to watch with us!</p> <p>youtube.com/live/-eZi6d7oZ...</p> <p>@AndHSHuskies</p> <p>#HuskyNation #RollSkies #QCTV</p> <p>pic.twitter.com/j9ryZEIECR</p> <p>View Tweet activity</p>			2,094	252	12.0%
	<p>QCTV @qctv · Sep 12</p> <p>In an exciting back and forth game @FLRANGERS defeats @AndoverVB 3-2 in high school volleyball</p> <p>pic.twitter.com/p0hrAcDabj</p> <p>View Tweet activity</p>			1,367	80	5.9%
	<p>QCTV @qctv · Sep 8</p> <p>Big Friday night game at Andover High School, as Andover Huskies Football falls 21-35 to Mankato West</p> <p>pic.twitter.com/OxGunCMpY7</p> <p>View Tweet activity</p>			1,272	48	3.8%
	<p>QCTV @qctv · Jun 29</p> <p>Blaine with a 5-1 victory over Andover</p> <p>pic.twitter.com/WkDsJ9pEln</p> <p>View Tweet activity</p>			573	65	11.3%
	<p>QCTV @qctv · Jul 13</p> <p>Amazing catch by @samhuber17 ! St. Michael vs. Champlin American Legion</p> <p>pic.twitter.com/snd3TuL0Fg</p> <p>View Tweet activity</p>			495	176	35.6%

Engagements

Showing 91 days with daily frequency

Engagement rate
3.3%

Sep 15
4.0% engagement rate



Link clicks

408

Sep 15
3 link clicks



On average, you earned 4 link clicks per day

Retweets without comments

56

Sep 15
0 Retweets without comments



On average, you earned 1 Retweets without comments per day

Likes

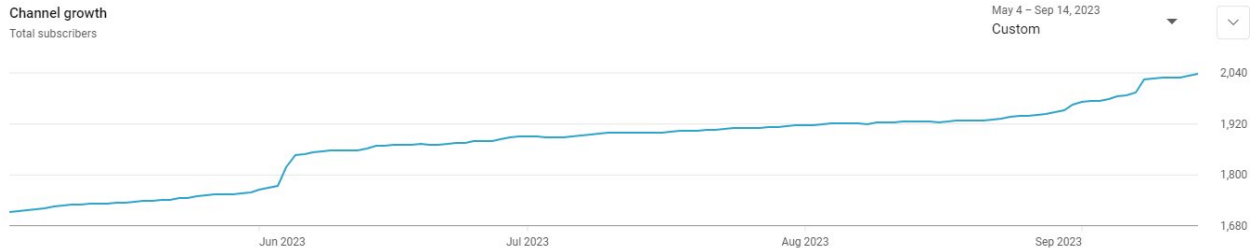
163

Sep 15
0 likes



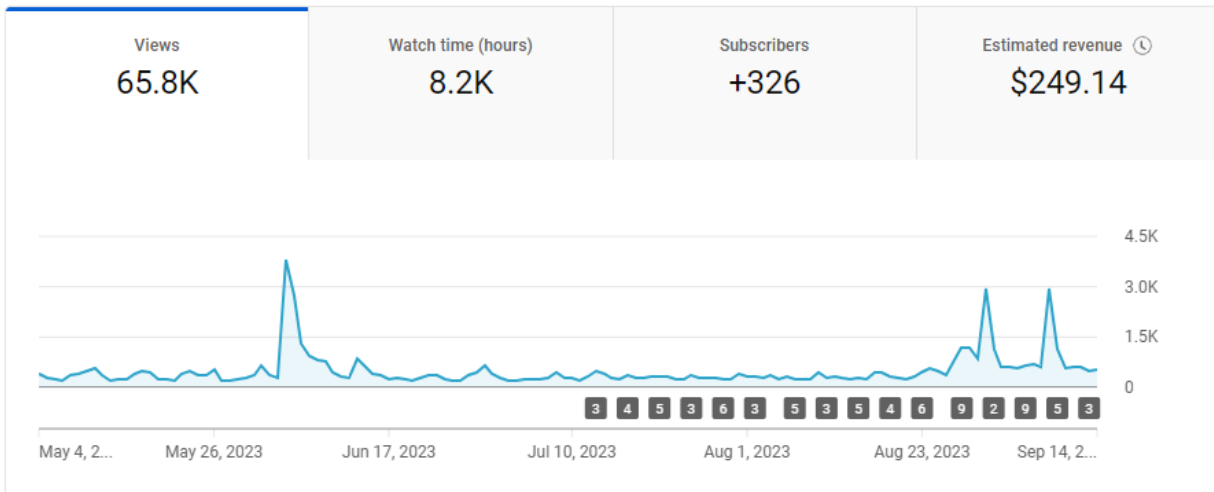
On average, you earned 2 likes per day

YouTube Subscribers – 2,038 (325 new):



YouTube Views:

In the selected period, your channel got 65,750 views



YouTube Earnings:



QCCCC Agenda Item

5.1 Liability Coverage Waiver

September 8, 2023

To: Commissioners

From: Karen George, Executive Director

Subject: Liability Coverage Waiver

QCCCC obtains liability coverage from the League of Minnesota Cities Insurance Trust. The governing board must take action on a decision to waive or not waive monetary limits on tort liability. Upon the advice of QCCCC's financial services provider City of Andover, it is recommended QCCCC not waive the monetary limits.

Action Requested: Approval designating QCCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Quad Cities Cable Communications Commission

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

QCCCC Agenda Item

5.2 2024 Budget and 5-year Capital Plan

September 14, 2023

To: Commissioners

From: Karen George, Executive Director

Subject: 2024 Budget and 5-year Capital Plan

The 2024 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a executive committee meeting and is recommended for approval.

The attachments detail:

- 2024 Proposed Revenue and Expense – includes 2023 budget comparison with comments
- 2019-2022 Revenue History
- 2019-2022 Expense History
- 5-Year Capital Equipment Spending Plan

Note: The proposed budget does not include expense in the contingency line item.

The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 and 2018 it was a capital grant of \$20,000 per member city per year. For 2019 and 2020 it was a capital grant of \$40,00 per member city per year. The 2021 – 2023 the capital grant was \$20,000 per member city. Following the 2022audit, the Budget Committee met to review CIP payments to member cities and recommended city capital fund payments for 2024 be \$20,000 each to come from the capital plan reserves. The Executive Committee will meet following the 2023 audit to determine a recommended amount for 2025.

The 5-Year Capital Plan is enclosed for your review. Requests for capital funds are approved by the commission as projects are scheduled. Due to the technology manager staffing transition, the 5-year outlook does not include 2028 projection.

The Budget Committee also recommends that adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building

investment fund, QCTV capital investment fund, emergency fund, and unrestricted fund. Details may be found in the quarterly investment report.

Action Requested:

Approval of the 2024 Operating Budget, the member city capital grant of \$20,000 payable in January of 2024, and the 2024 planned capital investment.

Financial Records Disclosure

Financial records of the Quad Cities Cable Communications Commission (QCCCC) are maintained at Andover City Hall, 1685 Crosstown Boulevard NW, Andover, MN 55304. Financial custodians are Karen George, Executive Director, and Lee Brezinka, Andover Assistance Finance Director. The financial statements are audited annually by Redpath and Company.

	2024 Proposed	2023 YTD	2023 Budget	Difference
Income		*	*	
Duplication Revenue	\$ 250.00	\$ 219.45	\$ 250.00	No change
Equipment Grant	\$ 70,000.00	\$ 66,878.73	\$ 64,875.00	Increase
Franchise Fees *	\$ 935,000.00	\$ 496,307.50	\$ 935,000.00	No change
Interest Income	\$ 40,000.00	\$ 79,139.31	\$ 1,000.00	Increase
Miscellaneous Income	\$ 500.00	\$ 1,106.52	\$ 500.00	No change
PEG Fee	\$ 484,378.00	\$ 263,095.74	\$ 484,378.00	No change
Uncategorized Income				
Total Income	\$ 1,530,128.00	\$ 906,747.25	\$ 1,486,003.00	
Expenses				
A PERA	\$ 56,664.00	\$ 32,156.97	\$ 57,758.00	Decrease
A SS/Medicare Expense	\$ 57,798.00	\$ 35,940.66	\$ 60,655.00	Decrease
A Wages - Full-time	\$ 612,025.00	\$ 405,396.55	\$ 631,068.00	Decrease
A Wages - Part-time	\$ 143,500.00	\$ 73,494.17	\$ 135,000.00	Increase
Accounting / HR Services	\$ 16,500.00	\$ 8,052.18	\$ 16,500.00	No change
Ads/Promos/Sponsorships	\$ 11,000.00	\$ 6,189.04	\$ 11,000.00	No change
Andover CIP	\$ 5,000.00	\$ 483.17	\$ 5,000.00	No change
Announcers Fees	\$ 16,000.00	\$ 11,525.40	\$ 16,000.00	No change
Anoka CIP	\$ 5,000.00	\$ 2,130.07	\$ 5,000.00	No change
Audit	\$ 17,000.00	\$ 16,100.00	\$ 16,500.00	Increase
Bank Fees / CC Fees	\$ 250.00		\$ 250.00	No change
Brand Apparel	\$ 2,500.00		\$ 2,500.00	No change
Building - Cleaning	\$ 7,200.00	\$ 4,901.53	\$ 6,000.00	Increase
Building - Insurance	\$ 6,833.00	\$ 4,557.00	\$ 5,200.00	Increase
Building - Maintenance	\$ 10,000.00	\$ 5,489.02	\$ 10,000.00	No change
Building - Supplies	\$ 1,500.00	\$ 1,190.64	\$ 1,500.00	No change
Car Allowance	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00	No change
Cell Phone - Allowance	\$ 6,600.00	\$ 3,100.00	\$ 6,300.00	Increase
Champlin CIP	\$ 5,000.00	\$ 1,077.47	\$ 5,000.00	No change
City Sewer & Water	\$ 3,000.00	\$ 1,651.72	\$ 2,600.00	Increase
Commission Expense	\$ 2,500.00	\$ 133.50	\$ 2,500.00	No change
Consulting Services	\$ 70,000.00	\$ 11,347.50	\$ 70,000.00	No change
Contingency Fund	\$ -			
Duplication Expenses	\$ 250.00		\$ 250.00	No change
Electric Service	\$ 20,000.00	\$ 10,426.88	\$ 15,000.00	Increase
Emp / Comm Appreciation	\$ 2,500.00		\$ 2,500.00	No change
Equip/Repair/Supply/Software	\$ 20,000.00	\$ 9,370.38	\$ 20,000.00	No change
Federal Unempl Expense	\$ 850.00		\$ 850.00	No change
Health Insurance	\$ 86,457.00	\$ 56,385.39	\$ 107,556.00	Decrease
Insurance - Deductibles	\$ 500.00		\$ 500.00	No change
Insurance - Liability / Bonds	\$ 5,000.00	\$ 3,220.00	\$ 5,800.00	Decrease
Lawn Service	\$ 7,000.00	\$ 3,871.63	\$ 5,000.00	Increase
Legal Fees	\$ 15,000.00	\$ 1,728.00	\$ 15,000.00	No change
Licenses and Permits	\$ 3,000.00	\$ 850.00	\$ 3,000.00	No change
Meals	\$ 1,000.00		\$ 1,000.00	No change
Memberships - NATOA / Others	\$ 10,000.00	\$ 4,840.00	\$ 10,000.00	No change
Mileage	\$ 7,000.00	\$ 2,988.15	\$ 12,000.00	Decrease
Miscellaneous Expenses	\$ 500.00	\$ (438.42)	\$ 500.00	No change
Natural Gas	\$ 3,500.00	\$ 2,366.56	\$ 6,000.00	Decrease
Office Supplies / Equipment	\$ 6,000.00	\$ 822.49	\$ 6,000.00	No change
Parking Lot Maintenance	\$ -			
Payroll Expenses	\$ -	\$ 501.50		
Payroll Expenses (ADP/HSA)	\$ 3,000.00	\$ 2,006.00	\$ 1,000.00	Increase
Postage	\$ 500.00	\$ 199.63	\$ 500.00	No change
Printing / Copy Services	\$ 500.00	\$ 12.87	\$ 500.00	No change
Professional Development	\$ 27,000.00	\$ 14,889.31	\$ 25,000.00	Increase
Publications	\$ 500.00	\$ 76.75	\$ 500.00	No change
Ramsey CIP	\$ 5,000.00	\$ 1,597.67	\$ 5,000.00	No change
Reimbursements	\$ -	\$ 2,151.06		
Sales Tax	\$ 250.00	\$ 25.00	\$ 250.00	No change
Secretary Services	\$ 2,000.00	\$ 520.00	\$ 2,000.00	No change
Snow Plowing Service	\$ 6,500.00	\$ 5,430.00	\$ 6,000.00	Increase
State Unemploy Exp	\$ 2,500.00	\$ 3.20	\$ 2,500.00	No change
STD / LTD / Life Insurance	\$ 7,500.00	\$ 4,449.08	\$ 7,500.00	No change
Studio Sets	\$ 3,500.00	\$ 1,443.94	\$ 5,000.00	Decrease
Subscription Services	\$ 22,000.00	\$ 17,057.53	\$ 22,000.00	No change
Temp Staff Services	\$ 1,500.00		\$ 1,500.00	No change
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 1,359.40	\$ 15,000.00	No change
Vehicle - Insurance	\$ 1,500.00	\$ 883.00	\$ 2,000.00	Decrease
Vehicle - Maintenance / Gas	\$ 7,500.00	\$ 2,598.76	\$ 7,500.00	No change
Waste Removal	\$ 2,400.00	\$ 1,304.99	\$ 1,800.00	Increase
Web / VOD / Int / CaTV / Phone	\$ 28,000.00	\$ 13,507.15	\$ 28,000.00	No change
Work Comp Insurance	\$ 2,600.00	\$ 162.00	\$ 2,400.00	Increase
Total Expenses	\$ 1,386,677.00	\$ 950,176.51	\$ 2,203,237.00	
Net Operating Income	\$ 143,451.00	\$ (43,429.26)	\$ (717,234.00)	

	2022		2021		2020		2019	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income								
Duplication Revenue	\$440.98	\$ 500.00	\$ 1,587.05	\$ 500.00	\$ 2,313.12	\$ 500.00	\$ 1,022.29	\$ 500.00
Equipment Grant	\$61,856.02	\$ 60,000.00	\$ 60,897.53	\$ 60,000.00	\$ 60,116.02	\$ 59,000.00	\$ 58,649.78	\$ 58,000.00
Franchise Fees	\$1,015,895.79	\$ 858,000.00	\$ 1,087,889.65	\$ 858,000.00	\$ 1,016,129.84	\$ 858,000.00	\$ 1,028,693.11	\$ 858,000.00
Interest Income	\$47,593.21	\$ 4,500.00	\$ 4,901.75	\$ 10,000.00	\$ 25,392.52	\$ 30,000.00	\$ 52,984.33	\$ 30,000.00
Miscellaneous Income	\$37,551.38	\$ 500.00	\$ 5,146.82	\$ 1,000.00	\$ 2,787.04	\$ 1,000.00	\$ 2,434.89	\$ 500.00
PEG Fee	\$540,355.65	\$ 429,000.00	\$ 552,525.03	\$ 429,000.00	\$ 545,480.33	\$ 429,000.00	\$ 553,739.82	\$ 429,000.00
Uncategorized Income	\$163,283.62							
Total Income	\$1,866,976.65	\$ 1,352,500.00	\$ 1,712,947.83	\$ 1,358,500.00	\$ 1,652,218.87	\$ 1,377,500.00	\$ 1,697,524.22	\$ 1,376,000.00

Expenses Account	2022		2021		2020		2019	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
A-PERA	\$ 49,219.79	\$ 55,537.00	\$ 43,727.83	\$ 53,607.00	\$ 46,015.72	\$ 45,000.00	\$ 42,239.29	\$ 45,000.00
A-SS/Medicare Expense	\$ 52,891.51	\$ 58,322.00	\$ 47,811.19	\$ 56,295.00	\$ 47,606.91	\$ 49,925.00	\$ 46,654.58	\$ 49,925.00
A-Wages - Full-time	\$ 570,536.90	\$ 606,796.00	\$ 569,874.50	\$ 585,880.00	\$ 573,288.66	\$ 532,695.00	\$ 529,666.82	\$ 532,695.00
A-Wages - Part-time	\$ 130,146.28	\$ 120,000.00	\$ 74,432.05	\$ 120,000.00	\$ 64,069.75	\$ 119,922.00	\$ 92,460.11	\$ 119,922.00
Accounting / HR Services	\$ 12,239.73	\$ 16,000.00	\$ 12,834.40	\$ 16,000.00	\$ 12,223.05	\$ 15,300.00	\$ 16,093.48	\$ 15,300.00
Ads/Promos/Sponsorships	\$ 8,957.93	\$ 11,000.00	\$ 10,511.47	\$ 9,000.00	\$ 7,320.78	\$ 11,000.00	\$ 8,108.36	\$ 11,000.00
Andover Capital Equipment	\$ 82.50	\$ 5,000.00	\$ 822.98	\$ 5,000.00	\$ 325.00	\$ 5,000.00	\$ 1,017.27	\$ 5,000.00
Announcers Fees	\$ 15,623.84	\$ 16,000.00	\$ 10,607.42	\$ 12,000.00	\$ 8,852.16	\$ 13,000.00	\$ 9,549.04	\$ 13,000.00
Anoka Capital Equipment	\$ 1,579.30	\$ 5,000.00	\$ 4,222.25	\$ 5,000.00	\$ 2,889.93	\$ 5,000.00	\$ 2,853.96	\$ 5,000.00
Audit	\$ 15,721.93	\$ 16,500.00	\$ 15,200.00	\$ 16,500.00	\$ 14,881.00	\$ 16,500.00	\$ 14,582.00	\$ 16,500.00
Bank Fees / CC Fees	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00
Brand Apparel	\$ 1,307.00	\$ 2,500.00	\$ 1,716.00	\$ 2,500.00	\$ 489.00	\$ 2,500.00	\$ 2,487.00	\$ 2,500.00
Building - Cleaning	\$ 7,146.85	\$ 6,000.00	\$ 4,905.40	\$ 6,000.00	\$ 6,077.69	\$ 7,000.00	\$ 7,331.95	\$ 7,000.00
Building - Insurance	\$ 5,062.00	\$ 4,200.00	\$ 4,150.00	\$ 3,800.00	\$ 3,709.00	\$ 3,000.00	\$ 2,952.00	\$ 3,000.00
Building - Maintenance	\$ 8,624.61	\$ 10,000.00	\$ 6,484.42	\$ 10,000.00	\$ 7,914.91	\$ 10,000.00	\$ 11,572.22	\$ 10,000.00
Building - Supplies	\$ 1,333.54	\$ 1,500.00	\$ 1,522.02	\$ 1,500.00	\$ 739.36	\$ 2,000.00	\$ 1,588.62	\$ 2,000.00
Car Allowance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Cell Phone - Allowance	\$ 6,300.00	\$ 6,300.00	\$ 6,120.00	\$ 6,300.00	\$ 6,150.00	\$ 7,500.00	\$ 7,475.00	\$ 7,500.00
Champlin Capital Equipment	\$ 1,332.26	\$ 5,000.00	\$ 3,684.61	\$ 5,000.00	\$ 1,018.80	\$ 5,000.00	\$ 1,912.32	\$ 5,000.00
City Sewer & Water	\$ 2,587.61	\$ 2,600.00	\$ 2,797.42	\$ 2,600.00	\$ 2,855.91	\$ 2,600.00	\$ 2,394.52	\$ 2,600.00
Commission Expense	\$ 2,781.57	\$ 2,500.00	\$ 2,508.40	\$ 2,500.00	\$ 1,315.90	\$ 5,000.00	\$ 4,681.63	\$ 5,000.00
Consulting Services	\$ 28,517.00	\$ 70,000.00	\$ 34,960.00	\$ 70,000.00	\$ 22,360.00	\$ 75,000.00	\$ 38,587.50	\$ 75,000.00
Contingency Fund	\$ -	\$ -	\$ (6.80)	\$ 10,000.00	\$ -	\$ 32,618.00	\$ -	\$ 32,618.00
Duplication Expenses	\$ -	\$ 250.00	\$ 517.75	\$ 250.00	\$ 125.36	\$ 500.00	\$ 303.06	\$ 500.00
Electric Service	\$ 17,525.58	\$ 15,000.00	\$ 13,287.72	\$ 16,000.00	\$ 12,228.78	\$ 18,000.00	\$ 14,242.48	\$ 18,000.00
Emp / Comm Appreciation	\$ 1,490.00	\$ 2,500.00	\$ 260.00	\$ 2,500.00	\$ 667.92	\$ 2,500.00	\$ 876.93	\$ 2,500.00
Equip/Repair/Supply/Software	\$ 23,500.29	\$ 20,000.00	\$ 16,978.57	\$ 30,000.00	\$ 13,553.12	\$ 40,000.00	\$ 10,008.47	\$ 40,000.00
Federal Unempl Expense	\$ -	\$ 850.00	\$ -	\$ 850.00	\$ -	\$ 850.00	\$ -	\$ 850.00
Health Insurance	\$ 73,766.99	\$ 92,000.00	\$ 78,424.20	\$ 103,386.00	\$ 79,803.89	\$ 94,480.00	\$ 87,684.78	\$ 94,480.00
Insurance - Deductibles	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
Insurance - Liability / Bonds	\$ 4,704.00	\$ 4,800.00	\$ 4,808.00	\$ 5,300.00	\$ 4,986.00	\$ 5,000.00	\$ 4,900.00	\$ 5,000.00
Lawn Service	\$ 4,830.50	\$ 5,000.00	\$ 4,344.00	\$ 5,000.00	\$ 4,388.00	\$ 5,000.00	\$ 4,961.00	\$ 5,000.00
Legal Fees	\$ 4,530.00	\$ 18,000.00	\$ 6,498.75	\$ 25,000.00	\$ 8,567.25	\$ 25,000.00	\$ 5,239.84	\$ 25,000.00
Licenses and Permits	\$ 1,050.00	\$ 3,000.00	\$ 1,200.00	\$ 3,000.00	\$ 560.00	\$ 2,000.00	\$ 784.00	\$ 2,000.00
Meals	\$ 238.30	\$ 1,000.00	\$ 228.00	\$ 1,000.00	\$ 353.73	\$ 1,000.00	\$ 1,042.74	\$ 1,000.00
Memberships - NATOA / Others	\$ 5,325.00	\$ 10,000.00	\$ 11,125.00	\$ 10,000.00	\$ 7,230.00	\$ 10,000.00	\$ 5,470.00	\$ 10,000.00
Mileage	\$ 3,884.00	\$ 12,000.00	\$ 6,385.18	\$ 12,000.00	\$ 8,868.59	\$ 9,000.00	\$ 6,874.16	\$ 9,000.00
Miscellaneous Expenses	\$ 57.07	\$ 500.00	\$ 7,203.51	\$ 500.00	\$ 2,146.95	\$ 1,000.00	\$ 2,112.05	\$ 1,000.00
Natural Gas	\$ 3,693.79	\$ 5,000.00	\$ 2,911.68	\$ 5,000.00	\$ 1,930.54	\$ 6,800.00	\$ 2,370.71	\$ 6,800.00
Office Supplies / Equipment	\$ 6,678.19	\$ 6,000.00	\$ 3,769.02	\$ 6,000.00	\$ 5,752.47	\$ 6,000.00	\$ 5,751.70	\$ 6,000.00
Parking Lot Maintenance	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 3,200.00	\$ -	\$ 3,200.00
Payroll Expenses	\$ 527.00	\$ 1,000.00	\$ 187.00	\$ -	\$ 252.50	\$ -	\$ -	\$ -
Payroll Expenses (ADP/HSA)	\$ 2,895.00	\$ -	\$ 968.39	\$ 1,200.00	\$ 1,247.50	\$ 2,400.00	\$ 1,530.00	\$ 2,400.00
Postage	\$ 373.69	\$ 500.00	\$ 276.70	\$ 500.00	\$ 340.74	\$ 1,000.00	\$ 1,064.16	\$ 1,000.00
Printing / Copy Services	\$ 120.12	\$ 500.00	\$ 275.85	\$ 500.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Professional Development	\$ 22,002.56	\$ 22,000.00	\$ 6,202.20	\$ 22,000.00	\$ 4,689.06	\$ 22,000.00	\$ 11,929.15	\$ 22,000.00
Publications	\$ -	\$ 500.00	\$ 116.90	\$ 500.00	\$ 159.00	\$ 500.00	\$ -	\$ 500.00
Ramsey Capital Equipment	\$ 1,464.93	\$ 5,000.00	\$ 2,870.68	\$ 5,000.00	\$ 1,584.24	\$ 5,000.00	\$ 2,303.51	\$ 5,000.00
Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	\$ 99.00	\$ 250.00	\$ 144.00	\$ 250.00	\$ 63.00	\$ 500.00	\$ 73.00	\$ 500.00
Secretary Services	\$ 921.75	\$ 2,000.00	\$ 915.75	\$ 2,000.00	\$ 1,184.00	\$ 2,500.00	\$ 1,015.75	\$ 2,500.00
Snow Plowing Service	\$ 6,360.50	\$ 6,000.00	\$ 3,872.50	\$ 6,000.00	\$ 2,737.50	\$ 5,000.00	\$ 7,803.75	\$ 5,000.00
State Unemploy Exp	\$ 144.38	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 57.95	\$ 2,500.00
STD / LTD / Life Insurance	\$ 6,627.80	\$ 7,500.00	\$ 6,829.11	\$ 7,500.00	\$ 6,997.94	\$ 7,500.00	\$ 6,991.25	\$ 7,500.00
Studio Sets	\$ 1,449.30	\$ 5,000.00	\$ 125.99	\$ 5,000.00	\$ -	\$ 10,000.00	\$ 673.71	\$ 10,000.00
Subscription Services/Electronic	\$ 20,409.96	\$ 22,000.00	\$ 19,298.98	\$ 22,000.00	\$ 18,178.43	\$ 22,000.00	\$ 22,003.77	\$ 22,000.00
Temp Staff Services	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 2,500.00	\$ 150.00	\$ 2,500.00
Vehicle - Equipment / Repair	\$ 15,991.83	\$ 15,000.00	\$ 5,031.86	\$ 15,000.00	\$ 13,870.26	\$ 15,000.00	\$ 11,460.98	\$ 15,000.00
Vehicle - Insurance	\$ 1,331.00	\$ 1,400.00	\$ 1,332.00	\$ 2,000.00	\$ 1,292.00	\$ 4,000.00	\$ 1,300.00	\$ 4,000.00
Vehicle - Maintenance / Gas	\$ 4,784.80	\$ 7,500.00	\$ 2,064.23	\$ 8,000.00	\$ 1,527.37	\$ 8,000.00	\$ 8,464.66	\$ 8,000.00
Waste Removal	\$ 2,134.59	\$ 1,600.00	\$ 1,574.26	\$ 1,500.00	\$ 1,552.64	\$ 2,000.00	\$ 1,366.96	\$ 2,000.00
Web / VOD / Int / CaTV / Phone	\$ 35,627.05	\$ 28,000.00	\$ 33,307.60	\$ 22,000.00	\$ 28,580.93	\$ 22,000.00	\$ 17,104.40	\$ 22,000.00
Work Comp Insurance	\$ 2,354.00	\$ 2,000.00	\$ 1,742.00	\$ 2,000.00	\$ 1,872.00	\$ 2,300.00	\$ 1,853.00	\$ 2,300.00
SUBTOTAL:	\$ 1,201,885.12							
ZCIP - Andover	\$ 135,192.11							
ZCIP -Anoka	\$ 134,927.24							
ZCIP - Building	\$ 11,000.00							
ZCIP - Champlin	\$ 135,879.10							
ZCIP - Master Control Equipment	\$ 59,877.42							
ZCIP - Mobile Vehicles & Equip	\$ 14,561.17							
ZCIP - Office Equipment	\$ 8,948.54							
ZCIP - Portable Field Equipment	\$ 61,959.20							
ZCIP - Ramsey	\$ 134,058.67							
ZCIP - Studio								
Operating Income	\$ 1,866,976.65	\$ 1,352,500.00	\$ 1,712,947.83	\$ 1,358,500.00	\$ 1,652,218.87	\$ 1,376,000.00	\$ 1,697,524.22	\$ 1,376,000.00
Total Expenses	\$ 1,898,288.57	\$ 1,352,155.00	\$ 1,106,962.94	\$ 1,356,968.00	\$ 1,070,395.24	\$ 1,337,340.00	\$ 1,096,975.59	\$ 1,337,340.00
Net Operating Income*	\$ (31,311.92)	\$ 345.00	\$ 605,984.89	\$ 1,532.00	\$ 581,823.63	\$ 38,660.00	\$ 600,548.63	\$ 38,660.00

*Net Income allocated to fund reserves in two areas: Operation Reserves and Capital Reserves.
5-Year Capital Improvement Plan is \$3.4 Million



QCTV Five Year Capital Equipment Spending Plan

	2023	2024	2025	2026	2027	Extended
Building	\$ 60,000.00	\$ 285,000.00	\$ 20,000.00	\$ -	\$ 75,000.00	\$ 440,000.00
Portable Field Equipment	\$ 68,000.00	\$ 10,000.00	\$ 28,000.00	\$ 8,000.00	\$ 65,000.00	\$ 179,000.00
City Equipment	\$ 80,000.00	\$ 110,000.00	\$ 135,000.00	\$ 1,315,000.00	\$ 80,000.00	\$ 1,720,000.00
Office	\$ 40,500.00	\$ 66,500.00	\$ 20,500.00	\$ 30,500.00	\$ 64,000.00	\$ 222,000.00
Studio	\$ 58,000.00	\$ 260,500.00	\$ 52,500.00	\$ 205,000.00	\$ 40,000.00	\$ 616,000.00
Mobile - Vehicles and Equipment	\$ 15,000.00	\$ 235,000.00	\$ 390,000.00	\$ 22,000.00	\$ 40,000.00	\$ 702,000.00
Master Control Equipment	\$ 125,000.00	\$ 40,000.00	\$ 230,000.00	\$ 80,000.00	\$ 51,000.00	\$ 526,000.00
Total	\$ 446,500.00	\$ 1,007,000.00	\$ 876,000.00	\$ 1,660,500.00	\$ 415,000.00	\$ 4,405,000.00

Category Building
Budget Code ZCIP - Building

Description

Item	2023	2024	2025	2026	2027	
Architectural Study						
Roof Replacement		\$ 250,000.00				
Building Furniture						
Carpet (office & studio)						
HVAC Replacement	\$ 10,000.00		\$ 20,000.00			
Parking Lot	\$ 50,000.00					
Building Lighting (interior/exterior)					\$ 75,000.00	
Network/Video Cabling/Security		\$ 35,000.00				
Other						
Total	\$ 60,000.00	\$ 285,000.00	\$ 20,000.00	\$ -	\$ 75,000.00	\$ 440,000.00

Category Portable Field Equipment
Budget Code ZCIP - Portable Field Equipment

Description

Item	2023	2024	2025	2026	2027	
Field ENG Cameras/Tripods			\$ 22,000.00			
Remote System (Switcher and Cameras)	\$ 65,000.00				\$ 30,000.00	
Gimbals and DSLR			\$ 5,000.00		\$ 30,000.00	
POV cameras			\$ 1,000.00			
Microphones	\$ 3,000.00			\$ 3,000.00		
Other		\$ 10,000.00		\$ 5,000.00	\$ 5,000.00	
Total	\$ 68,000.00	\$ 10,000.00	\$ 28,000.00	\$ 8,000.00	\$ 65,000.00	\$ 179,000.00

Category City Equipment

Budget Codes : ZCIP - Anoka ZCIP - Champlin ZCIP - Ramsey ZCIP - Andover

Description

Item	2023	2024	2025	2026	2027
Presentation System				\$ 600,000.00	
Audio System			\$ 40,000.00		
Lighting System					
HD video transmission		\$ 30,000.00			
Production Equipment (Switcher, Cameras)				\$ 600,000.00	
Conversion and Distribution			\$ 15,000.00		
Rack Cabinets or Desk				\$ 35,000.00	
Andover*					
Anoka*					
Champlin*					
Ramsey*					
Member City Payments (\$20K per City)	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Total	\$ 80,000.00	\$ 110,000.00	\$ 135,000.00	\$ 1,315,000.00	\$ 80,000.00
					\$ 1,720,000.00

*Note: \$5,000 is allocated annually for each city in the Operating Budget for miscellaneous equipment repairs and minor replacements.

Category Office
Budget Code ZCIP - Office Equipment
Description

Item	2023	2024	2025	2026	2027	
Laptop Computers	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	
Computer Workstations	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	
Network Switches, Access Points		\$ 6,000.00		\$ 10,000.00	\$ 10,000.00	
Network Printer / Scanner					\$ 5,000.00	
Servers	\$ 15,000.00	\$ 15,000.00				
Building Monitors/Displays	\$ 10,000.00					
Website Updates/Upgrades		\$ 30,000.00	\$ 5,000.00	\$ 5,000.00	\$ 30,000.00	
Other		\$ -				
Total	\$ 40,500.00	\$ 66,500.00	\$ 20,500.00	\$ 30,500.00	\$ 64,000.00	\$ 222,000.00

Category : Studio

Budget Code ZCIP - Studio

Description Equipment for the studio, located in the studio, the studio control room or the machine room. Supports Studio shoots.

Item	2023	2024	2025	2026	2027	
Studio Cameras				\$ 200,000.00		
PTZ Bump Cam and contoller			\$ 7,500.00			
Video Playback	\$ 20,000.00					
Video Switcher			\$ 30,000.00			
Program Capture Devices		\$ 4,500.00				
Graphics Computer	\$ 30,000.00				\$ 35,000.00	
Audio (Sound Board and Equipment)		\$ 26,000.00				
Intercom		\$ 25,000.00				
Monitors (Multiviewers)			\$ 5,000.00			
Waveform/Vectorscope			\$ 5,000.00			
Smaller Rackmount Monitors						
Video/Audio Cabling						
Audio/Video Distribution/Conversion						
Video Router						
Router Control Panels	\$ 3,000.00					
Set/Curtain/Furniture		\$ 150,000.00				
Studio Lights		\$ 50,000.00				
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 58,000.00	\$ 260,500.00	\$ 52,500.00	\$ 205,000.00	\$ 40,000.00	\$ 616,000.00

Category Mobile - Vehicles and Equipment
Budget Code ZCIP - Truck
Description

Item	2023	2024	2025	2026	2027	
Replay System		\$ 120,000.00				
Audio				\$ 7,500.00		
Camera(s), CCU, RCP and Accesories			\$ 360,000.00			
Microphones				\$ 1,000.00		
Main Graphics Computer		\$ 35,000.00				
Tripod Replacements		\$ 20,000.00				
Fiber optic upgrades	\$ 10,000.00		\$ 25,000.00			
Scorebox Replacement						
LiveU Replacement		\$ 15,000.00				
POV Camera Replacements				\$ 3,500.00		
Video Switcher					\$ 35,000.00	
Truck Rewiring/ Conversion Cards/ Distribution Amps		\$ 15,000.00				
Video Router		\$ 20,000.00				
Truck Graphics Wrap Replacement						
Monitor Display Replacement		\$ 5,000.00				
Master and back-up Recording Decks				\$ 5,000.00		
Ford F550 Production Truck*						
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 15,000.00	\$ 235,000.00	\$ 390,000.00	\$ 22,000.00	\$ 40,000.00	\$ 702,000.00

*Note: Production Truck may need to be replaced as soon as 2023 at an approximate cost of \$200,000.00

Category Master Control Equipment
Budget Code ZCIP - Master Control Equipment

Description Includes channel playback, transmission, and conversion equipment

Item	2023	2024	2025	2026	2027	
HD File Playback Machine(s)			\$ 60,000.00			
Fiber access to Connect Anoka County						
SAN, DAM, MAM Back-up Storage		\$ 35,000.00	\$ 10,000.00		\$ 20,000.00	
Off-site Redundancy			\$ 20,000.00		\$ 12,000.00	
Video Patchbays and Wiring			\$ 5,000.00			
Video Router		\$ 5,000.00		\$ 75,000.00		
Conversion/Distribution Amps					\$ 14,000.00	
Live Channel Encoders						
Channel CG/ Bulletin Board						
Digital Waveform/Vectorscope w. eye pattern			\$ 120,000.00			
Multiviewer Replacement			\$ 10,000.00			
Closed Captioning	\$ 120,000.00					
Other	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 125,000.00	\$ 40,000.00	\$ 230,000.00	\$ 80,000.00	\$ 51,000.00	\$ 526,000.00