

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

December 18, 2014, 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 November 20, 2014 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. October Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Transfer of Ownership
 - 5.2. 2015 Budget
 - 5.3. Petty Cash Policy
 - 5.4. Other
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 20, 2014

CALL TO ORDER – 1

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

ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; Tim Cruikshank, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; and Eric Johnson, Champlin.

Commissioners absent and excused: Bret Heitkamp, Champlin.

Others present included Karen George, Executive Director.

APPROVAL OF AGENDA – 3

Motion was made by Trude and seconded by Cruikshank to approve the agenda as presented.

7 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from October 16, 2014

Commissioner Trude noted on page two, under general business, the third paragraph, it should state, "...reimbursed as through the letter of credit..." On page three, the second paragraph, it should state, "...have a renewal process that has been ~~kicked off~~ started of their franchises and a proposed..." On page three, Inet should be spelled I-Net. On page four, the fourth paragraph, it should state, "...authorized ~~by file~~..." On page four, the sixth paragraph, it should state, "...to continue to enter ~~on~~ into good faith negotiations..." On page four, the sixth

paragraph, it should state, "...with an update rather than ~~to~~ authorize something and she wished they would continue negotiations.

Motion was made by Trude and seconded by Dickinson to approve the October 16, 2014 minutes as amended.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. September Financial Reports

Commissioner Dickinson had nothing further to report, noting that the organization is on track.

Motion was made by Dickinson and seconded by LeTourneau to accept the September Financial Reports.

7 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George stated that things have been moving along smoothly, noting that the forum programming for the elections have been completed. She advised that some of the forums were placed on YouTube to allow for additional views and noted that the viewing information was included in the report.

Commissioner Trude stated that the League of Minnesota Voters spoke highly of the cooperative staff at QCTV.

GENERAL BUSINESS – 5

5.1 Transfer of Ownership

Ms. George stated that there have been issues with the I-net but noted that Comcast has been very responsive with repairs and issues. She stated that the financial consultant study, that QCTV is a part of, is expected to be completed in the first part of December. She stated that Mr. Vose reported that the legal and technical review also left some questions unanswered but did receive information that answered some of those questions. She stated that once the Commission takes action on the transfer of ownership, the action would be moved forward to the City Council for each member city. She advised that the reimbursement fees would be included in any Resolution regarding the transfer of ownership.

Acting Chair Ulrich questioned the timeline for the City Council action and whether someone from QCTV would be making a presentation.

Ms. George stated that they asked Comcast to delay the deadline from January 15th to February to allow for additional time to make presentations to each member City Council and had been advised that would be considered on a case-by-case basis. She believed that the timeline is still fluid but noted that she will have additional information once the financial report is received.

Commissioner Trude referenced the issue of reimbursement and whether the costs would be pushed down to Comcast customers.

Ms. George stated that the reimbursement cost issue has been forwarded to the Comcast corporate office for response but she has not received a response. She reported that there has been a total of less than \$5,000 in costs for this issue thus far, which does not include the organization's payment for the financial consultant review.

5.2 Capital Equipment Purchase – Playback System

Ms. George presented the capital request. She stated that there are two choices, which would include a full upgrade at a cost of \$98,430 or a partial upgrade at a cost of \$47,000. She stated that staff recommends a full upgrade at this time rather than replacing things piece by piece. She noted that the full upgrade is still rather low-cost compared to the capital equipment budgeted amount.

Commissioner Johnson referenced the plus or minus ten percent and stated that he would be more comfortable with a range of five percent.

Motion was made by Trude and seconded by Johnson to authorize the purchase of capital equipment of a playback system full upgrade in the amount of \$98,430, plus or minus five percent.

7 ayes – 0 nays. Motion carried.

5.3 Other

Ms. George played a three-minute highlight reel of recent programming. She stated that the QCTV website also has a promotional video featuring new programming.

ADJOURN – 6

Time of adjournment 11:27 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of October 31, 2014

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,288,564.90
- PayPay acct	733.18
- US Bank Reserve	5,000.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,294,298.08
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,294,298.08
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	58,169.57
Other Current Liabilities	-26.34
Total Current Liabilities	\$ 58,143.23
Equity	1,236,154.85
TOTAL LIABILITIES AND EQUITY	\$ 1,294,298.08

Quad Cities Communications Commission
Budget vs. Actuals: 2014 Budget - FY14 P&L
 January - October, 2014

	Oct 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	237.28	208.00	29.28	114.08%	2,671.97	2,080.00	591.97	128.46%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	42,180.00	(42,180.00)	0.00%
Franchise Fees	242,609.16	74,340.00	168,269.16	326.35%	733,185.52	743,400.00	(10,214.48)	98.63%
Interest Income	13.64	8.00	5.64	170.50%	134.53	80.00	54.53	168.16%
Miscellaneous Income		416.00	(416.00)	0.00%	4,122.61	4,160.00	(37.39)	99.10%
PEG Fee	121,304.67	37,170.00	84,134.67	326.35%	366,593.07	371,700.00	(5,106.93)	98.63%
Total Income	364,164.75	116,360.00	247,804.75	312.96%	1,106,707.70	1,163,600.00	(56,892.30)	95.11%
Expenses								
Accounting / HR Services	807.14	1,500.00	(692.86)	53.81%	13,183.36	15,000.00	(1,816.64)	87.89%
Ads/Promos/Sponsorships	913.85	570.00	343.85	160.32%	4,889.66	5,700.00	(810.34)	85.78%
Andover Capital Equipment		416.00	(416.00)	0.00%	829.94	4,160.00	(3,330.06)	19.95%
Announcers Fees	520.00	1,436.00	(916.00)	36.21%	6,650.00	14,360.00	(7,710.00)	46.31%
Anoka Capital Equipment	153.79	416.00	(262.21)	36.97%	992.26	4,160.00	(3,167.74)	23.85%
Audit		1,216.00	(1,216.00)	0.00%	14,600.00	12,160.00	2,440.00	120.07%
Software	300.14	4,157.00	(3,856.86)	7.22%	18,305.54	41,570.00	(23,264.46)	44.04%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	410.00	(410.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	1,660.00	(1,660.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	4,076.50	4,160.00	(83.50)	97.99%
Building - Insurance	2,091.00	241.00	1,850.00	867.63%	3,667.00	2,410.00	1,257.00	152.16%
Building - Maintenance	36.17	583.00	(546.83)	6.20%	3,855.42	5,830.00	(1,974.58)	66.13%
Building - Supplies	92.72	250.00	(157.28)	37.09%	1,366.93	2,500.00	(1,133.07)	54.68%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	2,500.00	0.00	100.00%
Cell Phone - Allowance	75.00	241.00	(166.00)	31.12%	1,245.00	2,410.00	(1,165.00)	51.66%
Champlin Capital Equipment		416.00	(416.00)	0.00%	445.15	4,160.00	(3,714.85)	10.70%
City Sewer & Water	360.81	333.00	27.81	108.35%	1,851.99	3,330.00	(1,478.01)	55.62%
Commission Expense		291.00	(291.00)	0.00%	2,250.79	2,910.00	(659.21)	77.35%
Software	1,173.33	2,385.00	(1,211.67)	49.20%	10,285.97	23,850.00	(13,564.03)	43.13%
Consulting Services		4,166.00	(4,166.00)	0.00%	10,250.00	41,660.00	(31,410.00)	24.60%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	21,660.00	(21,660.00)	0.00%
Dues and Subscriptions			0.00		99.00	0.00	99.00	
Duplication Expenses		300.00	(300.00)	0.00%	1,095.48	3,000.00	(1,904.52)	36.52%
Electric Service	1,205.12	1,458.00	(252.88)	82.66%	13,047.45	14,580.00	(1,532.55)	89.49%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	1,447.16	2,080.00	(632.84)	69.58%

Quad Cities Communications Commission
Budget vs. Actuals: 2014 Budget - FY14 P&L
 January - October, 2014

	Oct 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Federal Unempl Expense	35.58		35.58		1,064.03	0.00	1,064.03	
Health Insurance	3,583.99	2,733.00	850.99	131.14%	30,762.47	27,330.00	3,432.47	112.56%
Health Insurance - Opt Out		400.00	(400.00)	0.00%	1,200.00	4,000.00	(2,800.00)	30.00%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	410.00	(410.00)	0.00%
Insurance - Liability / Bonds	5,946.00	580.00	5,366.00	1025.17%	10,589.00	5,800.00	4,789.00	182.57%
Lawn Service	530.92	291.00	239.92	182.45%	4,456.33	2,910.00	1,546.33	153.14%
Legal Fees	417.50	2,500.00	(2,082.50)	16.70%	10,315.06	25,000.00	(14,684.94)	41.26%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,380.00	(1,380.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	830.00	(830.00)	0.00%
Meals	41.28	83.00	(41.72)	49.73%	875.83	830.00	45.83	105.52%
Memberships - NATOA / Others	1,688.32	456.00	1,232.32	370.25%	4,299.48	4,560.00	(260.52)	94.29%
Mileage	844.95	416.00	428.95	203.11%	3,596.57	4,160.00	(563.43)	86.46%
Miscellaneous Expenses		375.00	(375.00)	0.00%	215.29	3,750.00	(3,534.71)	5.74%
Natural Gas	56.21	191.00	(134.79)	29.43%	2,315.08	1,910.00	405.08	121.21%
Office Supplies / Equipment	291.34	708.00	(416.66)	41.15%	3,088.77	7,080.00	(3,991.23)	43.63%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	4,160.00	(4,160.00)	0.00%
Payroll Expenses (ADP)	493.55	433.00	60.55	113.98%	4,448.95	4,330.00	118.95	102.75%
PERA	3,662.28	4,281.00	(618.72)	85.55%	28,148.48	42,810.00	(14,661.52)	65.75%
Postage	56.88	83.00	(26.12)	68.53%	680.75	830.00	(149.25)	82.02%
Printing / Copy Services		166.00	(166.00)	0.00%	1,592.60	1,660.00	(67.40)	95.94%
Professional Development	100.00	1,425.00	(1,325.00)	7.02%	10,248.62	14,250.00	(4,001.38)	71.92%
Publications		59.00	(59.00)	0.00%	0.00	590.00	(590.00)	0.00%
Ramsey Capital Equipment	20.36	416.00	(395.64)	4.89%	537.69	4,160.00	(3,622.31)	12.93%
Sales Tax		166.00	(166.00)	0.00%	561.00	1,660.00	(1,099.00)	33.80%
Secretary Services	131.00	150.00	(19.00)	87.33%	1,289.00	1,500.00	(211.00)	85.93%
Snow Plowing Service		250.00	(250.00)	0.00%	3,205.00	2,500.00	705.00	128.20%
SS/Medicare Expense	4,010.98	4,518.00	(507.02)	88.78%	33,355.46	45,180.00	(11,824.54)	73.83%
State Unemploy Exp	26,282.13		26,282.13		48,558.25	0.00	48,558.25	
STD / LTD / Life Insurance	936.12	387.00	549.12	241.89%	4,088.44	3,870.00	218.44	105.64%
Studio Sets		166.00	(166.00)	0.00%	542.90	1,660.00	(1,117.10)	32.70%
Subscription Services	55.00	250.00	(195.00)	22.00%	2,551.31	2,500.00	51.31	102.05%
Temp Staff Services	2,240.00		2,240.00		2,240.00	0.00	2,240.00	
Vehicle - Equipment / Repair	414.53	1,577.00	(1,162.47)	26.29%	8,547.99	15,770.00	(7,222.01)	54.20%
Vehicle - Insurance	2,831.00	250.00	2,581.00	1132.40%	4,680.00	2,500.00	2,180.00	187.20%

Quad Cities Communications Commission
Budget vs. Actuals: 2014 Budget - FY14 P&L
 January - October, 2014

	Oct 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Maintenance / Gas	123.30	525.00	(401.70)	23.49%	2,138.99	5,250.00	(3,111.01)	40.74%
Wages - Full-time	47,670.74	28,367.00	19,303.74	168.05%	333,077.14	283,670.00	49,407.14	117.42%
Wages - Part-time	5,287.59	0.00	5,287.59		16,142.40	0.00	16,142.40	
Wages - PT - Comm Prog		4,071.00	(4,071.00)	0.00%	17,461.93	40,710.00	(23,248.07)	42.89%
Wages - PT - Gov't Prog		8,203.00	(8,203.00)	0.00%	30,254.48	82,030.00	(51,775.52)	36.88%
Wages - PT - Office Support		2,504.00	(2,504.00)	0.00%	9,143.99	25,040.00	(15,896.01)	36.52%
Wages - PT - Sports Prog		6,880.00	(6,880.00)	0.00%	20,616.94	68,800.00	(48,183.06)	29.97%
Wages - PT - Tech Support		5,721.00	(5,721.00)	0.00%	18,100.66	57,210.00	(39,109.34)	31.64%
Waste Removal	119.05	108.00	11.05	110.23%	1,670.34	1,080.00	590.34	154.66%
Web / VOD / Int / CaTV / Phone	1,088.18	1,350.00	(261.82)	80.61%	11,853.73	13,500.00	(1,646.27)	87.81%
Work Comp Insurance		258.00	(258.00)	0.00%	4,503.00	2,580.00	1,923.00	174.53%
Total Expenses	117,345.50	105,597.00	11,748.50	111.13%	809,952.55	1,055,970.00	(246,017.45)	76.70%
Net Operating Income	246,819.25	10,763.00	236,056.25	2293.22%	296,755.15	107,630.00	189,125.15	275.72%
Net Income	246,819.25	10,763.00	236,056.25	2293.22%	296,755.15	107,630.00	189,125.15	275.72%
ZCIP - Andover					12,197.10			
ZCIP - Anoka					12,197.10			
ZCIP - Champlin					12,197.10			
ZCIP - Network Servers					6,782.65			
ZCIP - Ramsey					12,197.10			
ZCIP - Studio	12,656.16				12,656.16			
					<u>68,227.21</u>			
Andover Capital Equipment					47,750.00			
Anoka Capital Equipment					25,764.00			
Champlin Capital Equipment					30,000.00			
Ramsey Capital Equipment					50,000.00			
					<u>153,514.00</u>			
					<u>1,031,693.76</u>			

QCTV Bank Reconciliation
October 2014

Beginning Balance - 4M Statement	1,071,563.72
Less: Cleared Checks/Withdrawals	(143,437.34)
Plus: 4M Fund Interest	13.64
Plus: Bank Deposits/Credits	363,986.33
Bank Balance	\$1,292,126.35
Book Balance	1,292,126.35
Adjusted Book Balance	1,292,126.35
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 10/31/2014

Reconciled on: 11/20/2014 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,071,563.72
Checks and Payments cleared	-143,437.34
Deposits and Other Credits cleared	+363,999.97
Statement Ending Balance	1,292,126.35
Uncleared transactions as of 10/31/2014	-3,561.45
Register Balance as of 10/31/2014	1,288,564.90
Uncleared transactions after 10/31/2014	-70,830.56
Register Balance as of 11/20/2014	1,217,734.34

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/25/2014	Bill Payment	10491	Anoka Area Chamber of Commerce	-100.00
09/26/2014	Bill Payment	10536	The Lincoln National Life Ins. Co.	-483.14
09/26/2014	Bill Payment	10528	City of Andover	-12,197.10
09/26/2014	Bill Payment	10529	City of Anoka	-12,197.10
09/26/2014	Bill Payment	10530	City of Champlin	-12,197.10
09/26/2014	Bill Payment	10531	City of Ramsey	-12,197.10
09/26/2014	Bill Payment	10535	Peter J. Turok	-75.00
09/26/2014	Bill Payment	10533	Multichannel News	-249.00
10/03/2014	Bill Payment	W/D	CitiStreetMN	-300.00
10/03/2014	Bill Payment	W/D	PERA	-2,247.97
10/03/2014	Bill Payment	10543	Preferred One Insurance Co.	-3,416.03
10/03/2014	Bill Payment	10544	Verizon Wireless	-70.29
10/03/2014	Bill Payment	10537	Comcast Cable	-20.36
10/03/2014	Bill Payment	10538	David A. Billehus	-80.00
10/03/2014	Bill Payment	10540	Market Place Plus, LLC	-404.95
10/03/2014	Bill Payment	10539	Holiday Station	-173.67
10/03/2014	Bill Payment	10542	Peter J. Turok	-75.00
10/03/2014	Bill Payment	10541	Monarch Pest Control	-112.64
10/03/2014	Journal	10A - 2014MK		-13,504.42
10/03/2014	Journal	10A - 2014MK		-4,903.47
10/03/2014	Journal	10A - 2014MK		-166.15
10/09/2014	Bill Payment	10548	G & B Environmental, Inc	-116.49
10/09/2014	Bill Payment	10547	Comcast Cable	-170.92
10/09/2014	Bill Payment	10552	Kennedy & Graven, Chartered	-2,131.61
10/09/2014	Bill Payment	10550	Image Lawncare Services, Inc.	-679.05
10/09/2014	Bill Payment	10551	Joe G. Ruhland	-75.00
10/09/2014	Bill Payment	10554	Xcel Energy	-1,382.25
10/09/2014	Bill Payment	10553	Timesavers	-131.00
10/09/2014	Bill Payment	10549	Huebsch	-55.60
10/09/2014	Bill Payment	10545	A+ Cleaning Service, Inc.	-407.65
10/09/2014	Bill Payment	10546	ACE Solid Waste, Inc.	-119.05
10/16/2014	Bill Payment	10558	City of Champlin	-360.81
10/16/2014	Bill Payment	10560	Comcast Cable	-140.61
10/16/2014	Bill Payment	10555	BizzyWeb, LLC	-15,839.38
10/16/2014	Bill Payment	10556	CenterPoint Energy	-56.21
10/16/2014	Bill Payment	10559	Comcast 2	-452.18
10/16/2014	Bill Payment	10557	City of Andover	-831.98
10/16/2014	Bill Payment	10561	Joe G. Ruhland	-100.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/17/2014	Bill Payment	W/D	CitiStreetMN	-300.00
10/17/2014	Bill Payment	W/D	PERA	-2,432.80
10/17/2014	Journal	10B - 2014MK		-13,324.88
10/17/2014	Journal	10B - 2014MK		-5,196.41
10/17/2014	Journal	10B - 2014MK		-161.25
10/27/2014	Bill Payment	10564	Carl E. Anderson	-80.00
10/27/2014	Bill Payment	10572	Peter J. Turok	-150.00
10/27/2014	Bill Payment	10573	Preferred One Insurance Co.	-3,661.09
10/31/2014	Bill Payment	W/D	PERA	-2,138.70
10/31/2014	Journal	10C - 2014MK		-13,068.33
10/31/2014	Journal	10C - 2014MK		-4,703.60
Total				-143,437.34

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/02/2014	Deposit		Lori Ebel	30.00
10/28/2014	Deposit		Ronald Koval	15.00
10/28/2014	Deposit		Rachel Roberts	15.00
10/28/2014	Deposit		David Koehne	12.50
10/28/2014	Deposit		Comcast	76,766.31
10/28/2014	Deposit		Comcast	38,383.19
10/28/2014	Deposit		Comcast	45,304.74
10/28/2014	Deposit		Comcast	22,652.42
10/28/2014	Deposit		Comcast	64,890.23
10/28/2014	Deposit		Comcast	32,445.06
10/28/2014	Deposit		Comcast	55,647.88
10/28/2014	Deposit		Comcast	27,824.00
10/31/2014	Journal	10D - 2014MK		13.64
Total				363,999.97

Additional Information

Uncleared Checks and Payments as of 10/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2013	Bill Payment	10010	City of Anoka	-125.00
10/27/2014	Bill Payment	10574	Pro Staff	-716.80
10/27/2014	Bill Payment	10563	Bret Heitkamp	-80.00
10/27/2014	Bill Payment	10566	James Dickinson	-120.00
10/27/2014	Bill Payment	10568	John Letourneau	-80.00
10/27/2014	Bill Payment	10569	Julie Trude	-80.00
10/27/2014	Bill Payment	10570	Kurtis G. Ulrich	-120.00
10/27/2014	Bill Payment	10575	The Lincoln National Life Ins. Co.	-452.98
10/27/2014	Bill Payment	10571	Pete C. Andersen	-40.00
10/27/2014	Bill Payment	10562	Amazon	-1,125.52
10/27/2014	Bill Payment	10567	Joe G. Ruhland	-75.00
10/27/2014	Bill Payment	10565	David A. Billehus	-80.00
10/31/2014	Bill Payment	W/D	CitiStreetMN	-300.00
10/31/2014	Journal	10C - 2014MK		-166.15
Total				-3,561.45

Uncleared Checks and Payments after 10/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
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<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/06/2014	Bill Payment	10584	ECM Publisher	-898.85
11/06/2014	Bill Payment	10592	Pro Staff	-1,523.20
11/06/2014	Bill Payment	10596	Verizon Wireless	-70.08
11/06/2014	Bill Payment	10582	Comcast Cable	-335.12
11/06/2014	Bill Payment	10578	Anoka Area Chamber of Commerce	-15.00
11/06/2014	Bill Payment	10590	Market Place Plus, LLC	-404.95
11/06/2014	Bill Payment	10577	ACE Solid Waste, Inc.	-141.57
11/06/2014	Bill Payment	10580	B&H Photo-Video	-3,326.95
11/06/2014	Bill Payment	10585	Holiday Station	-123.30
11/06/2014	Bill Payment	10589	LMCIT	-10,868.00
11/06/2014	Bill Payment	10588	Kennedy & Graven, Chartered	-417.50
11/06/2014	Bill Payment	10597	Xcel Energy	-1,205.12
11/06/2014	Bill Payment	10579	AVS Inc.	-9,656.16
11/06/2014	Bill Payment	10587	Image Lawncare Services, Inc.	-530.92
11/06/2014	Bill Payment	10595	U.S. Bank Corporate	-306.26
11/06/2014	Bill Payment	10583	David S. Washburn	-75.00
11/06/2014	Bill Payment	10586	Huebsch	-55.60
11/06/2014	Bill Payment	10593	Timesavers	-131.00
11/06/2014	Bill Payment	10594	Trans Alarm	-376.83
11/06/2014	Bill Payment	10591	Minnesota Unemployment Ins.	-26,282.13
11/06/2014	Bill Payment	10576	A+ Cleaning Service, Inc.	-407.65
11/06/2014	Bill Payment	10581	City of Andover	-998.30
11/14/2014	Bill Payment	W/D	CitiStreetMN	-300.00
11/14/2014	Bill Payment	W/D	PERA	-2,090.71
11/14/2014	Bill Payment	10599	MN Association of Community Telecommunications Adm	-1,750.00
11/14/2014	Bill Payment	10598	Anoka Ramsey Community College	-1,995.00
11/19/2014	Bill Payment	10608	Scott Blommer	-17.50
11/19/2014	Bill Payment	10602	City of Champlin	-80.63
11/19/2014	Bill Payment	10607	Pro Staff	-834.40
11/19/2014	Bill Payment	10601	CenterPoint Energy	-115.25
11/19/2014	Bill Payment	10603	Comcast 2	-452.22
11/19/2014	Bill Payment	10605	Markertek Video Supply	-444.95
11/19/2014	Bill Payment	10606	Pierce	-2,284.94
11/19/2014	Bill Payment	10600	Amazon	-2,797.64
11/19/2014	Bill Payment	10604	Image Lawncare Services, Inc.	-455.92
Total				-71,768.65

Uncleared Deposits and Other Credits after 10/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/07/2014	Deposit		Jeff	150.00
11/07/2014	Deposit		Scott Nelson	15.00
11/07/2014	Deposit		Erhart Legal, LLC	150.00
11/07/2014	Deposit		MN State HS League	60.00
11/19/2014	Deposit		Terry Lovaas	563.09
Total				938.09

QCCCC Agenda Item

4.3 Executive Director's Report

December 10, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

MACTA financial analysis of SpinCo draft report

The financial consultants have provided a draft report to legal counsel. A full report for commission review will be available in late December. Please see agenda item 5.1 for more information on the transfer of ownership.

Franchise renewal

The franchise renewal process includes a comprehensive needs assessment. The commission directed staff to conduct a financial audit and a technical audit of the current franchisee, Comcast. The financial audit report is in draft form and will be received by the commission soon. The technical audit is still in process with a report expected in the first quarter.

Web site development continues

The web site development project is on track with completion expected first quarter 2015. The navigational structure and wireframes are in process.

City equipment installations

The city V-Desks are in the process of installation. The cities of Ramsey and Anoka have been completed. We have encountered a few glitches with the equipment and the company has been responsive.

Budget planning

Staff has been preparing the 2015 budget and completed a 2014 year-end analysis due to the budget impact of the reorganization. Please see agenda item 5.2

Monthly reports

Attached to this agenda item are the operations and technology updates and the November statistical report.

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

December 9, 2014

To: Karen George, Executive Director
From: Katherine Lenaburg, Operations Manager
Subject: Operations Update

Community Storytelling continues at QCTV. “Live and Local: A Hometown Holiday” was produced live from Mickman Brothers Nursery in Ham Lake. The program features the best of our four cities at the holidays including a behind-the-scenes look at Mickman’s vast wreath production which is a national fundraising project. Local Chamber of Commerce member Michelle Hudak hosted the show and we pre-produced segments on unique shopping places in the four cities, a visit with Santa Claus, local theater opportunities in December, holiday treats, outdoor activities for the family, etc. The Lake Country Chorus, a local choir, provided live Christmas carols.

City meetings were covered in four cities as well as the District 11 School Board meeting and Cable Commission meeting.

Winter sports coverage started with girls’ hockey and girls’ basketball games. Our sports schedule includes 20 games- boys and girls basketball and boys and girls hockey. We have several different local announcers that rotate and that has been successful. Pre-production is just finishing up on a new “In The Game” sports show that features local athletes and coaches in basketball and hockey as well as other sports like curling and gymnastics.

We also produced our regular monthly programs: “News and Views”, “The Chamber Report”, and “The District Court Show”. New episodes of “It’s Your History” and “The Sheriff’s Show” were produced.

Other community programs produced include “Antique Appraisal with Mark. F. Moran” and PSA Day in Champlin.

We are also producing a series of public service announcements, promos for our shows, and station ID's. We will continue to do this on a regular basis. Other marketing promotions include "What's New at The Q You Ask" which features highlights of upcoming programs at QCTV. We also did several holiday greeting promos to run on the website and in our programs.

We met with the State President of League of Women Voters to discuss producing a PSA that will attract young people to the organization. We are in scriptwriting discussions with them now. We also met with the local ABC chapter of The LWV to discuss a studio talk show on the local efforts of the pollinator project. We are in pre-production for that program set to be produced in mid-December. After the first of the year, we plan to work with LWV to do another talk show to discuss their efforts.

Action: None.

QCCCC Agenda Item

4.3.2 Technology Report

December 2, 2014

To: Karen George, Executive Director

From: Steve Ulrich

Subject: November 2014 Technology Report

Equipment Issues:

City Equipment:

- New Vdesk unit installed at Ramsey. Balance of new units to be replaced during December.
- Install cameras & associated wiring at Champlin Ice Arena.

Comcast:

- 11/07 & 11/10 Repeated failure of CCOR unit which provides the fiber interface. This prevented i-Net connectivity. Comcast replaced defective parts with other used parts. Now resolved.

Studio Equipment:

- 11/13/2014 QCTV-6 video issue. Video lockup. Replaced motherboard. Resolved.
- 11/20/2014 QCTV-7 intermittent shutdown. Update software. Resolved.
- Run new wiring between Studio and Control Room. Identify old wiring. Remove unused wiring.
- Remove old equipment and racks from Control Room.
- Install new TriCaster switch

Web Site:

- Updated BizzyWeb on proposed wire frames.

November Projects:

- Relocated & consolidated video and audio distribution bricks.
- Rewiring of audio distribution to Comcast demark.
- Web site maintenance & updates requested by staff.
- Budget request for new Playback Servers & associated equipment.
- Make & install custom camera mounts.

December Planned Projects:

- Vdesk installations.
- Complete Studio upgrade.
- New web site development.
- Planned computer maintenance.
- Server documentation.
- Video Server Upgrades – order product.

Ongoing Projects:

- NAS file maintenance.
- PB center rewiring and equipment relocation.
- Finalize Playback equipment wiring documentation.
- Off site backup.

Action: None.

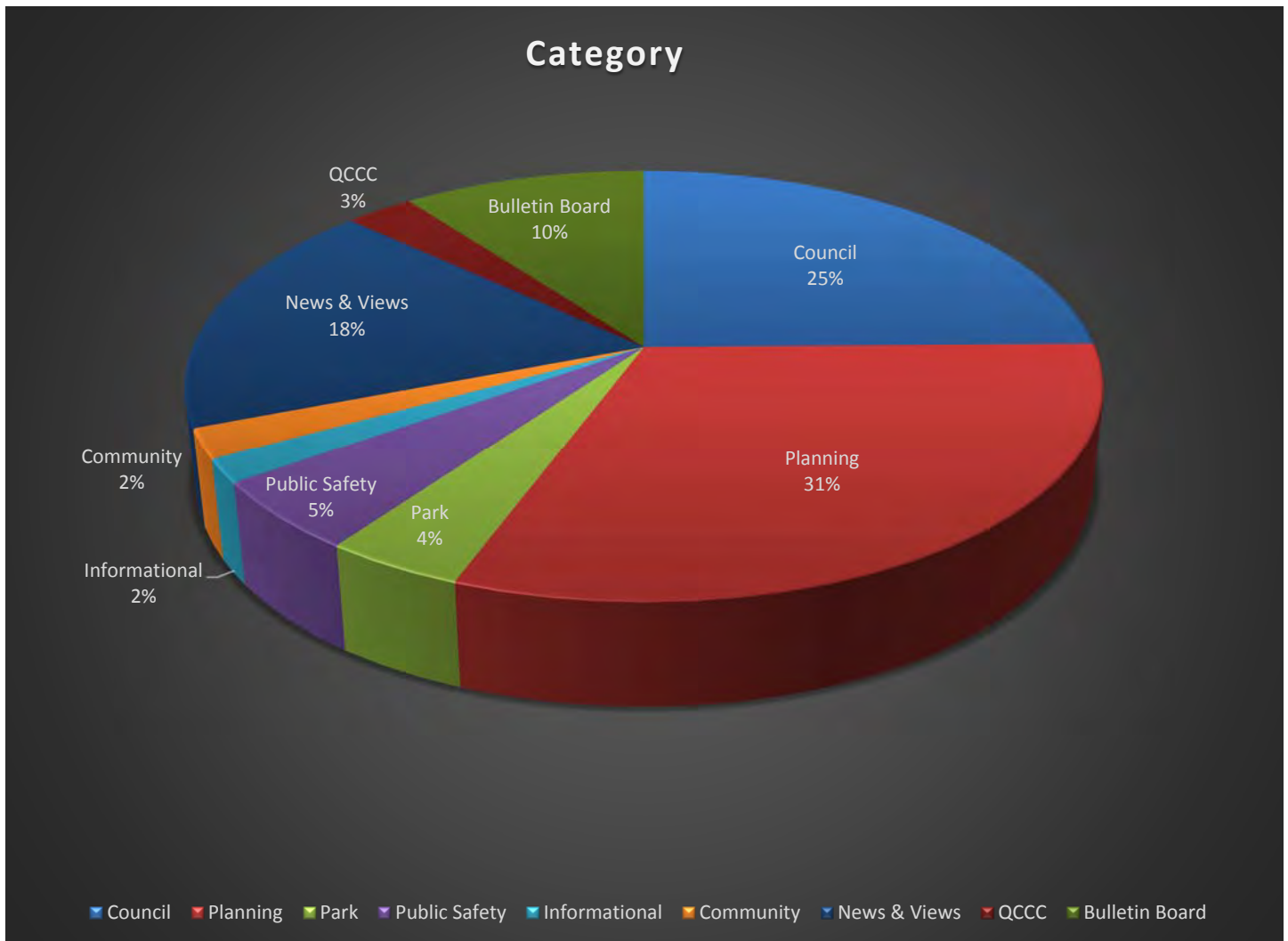
Andover Channel & Web Statistics

November 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 872	New Shows: 7	Total Hours: 73:23	Total Hits: 872
Total Time: 646:37	New Time: 6:57	Saturation: 10.2%	
Saturation: 89.8%	All Shows: 19	New Andover: 49	
	All Time: 13:21	New All Cities: 344	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
11/6/2014	News and Views - September	1:00:00
10/7/2014	News and Views - October	1:05:00
11/20/2014	QCCC	0:27:29
10/22/2014	QCCC	0:53:46

Channel Up Time: 99.44%		
Issues	Percentage	Hours
Maintenance:	0%	0
File:	0%	0
Server:	.56%	4:00
Power Out:	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	11/18/2014	Council	1:44:09	40	69:26:00
City Council Meeting	11/5/2014	Council	0:41:40	84	58:20:00
City Council Meeting	10/22/2014	Council	1:55:36	26	50:05:36
Planning Commission	11/11/2014	Planning	2:37:04	85	222:30:40
Park & Recreation Meeting	11/20/2014	Park	0:15:53	39	10:19:27
Park & Recreation Meeting	10/16/2014	Park	0:10:05	118	19:49:50
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	75	37:30:00
Andover City Update	7/10/2014	Informational	0:15:30	49	12:39:30
League of Women Voters - Mayor and Council Forum	10/9/2014	Community	1:09:15	14	16:09:30
News and Views - September **	11/6/2014	News & Views	1:00:00	48	48:00:00
News and Views Andover Segment	11/6/2014	News & Views	0:13:42	245	55:56:30
News and Views - October **	10/7/2014	News & Views	1:05:00	11	11:55:00
News and Views Andover - October	10/7/2014	News & Views	0:15:48	48	12:38:24
Quad Cities Cable Commission **	11/20/2014	QCCC	0:27:29	10	4:34:50
Quad Cities Cable Commission **	10/22/2014	QCCC	0:53:46	18	16:07:48
Meet Brett Angell	7/17/2014	PSA	0:01:41	8	0:13:28
Meet Dave Carlberg	7/17/2014	PSA	0:01:32	3	0:04:36
Meet Dave Berkowitz	7/17/2014	PSA	0:01:20	5	0:06:40
Meet Brian Kraabel	7/17/2014	PSA	0:01:08	8	0:09:04

** Shared with multiple cities

13:20:38 934 646:36:53

Total Programming Hours:	646:36:53
Total Bulletin Board Hours:	73:23:07
Total Runs:	934
September Total Time:	720:00:00
Web Hits:	872

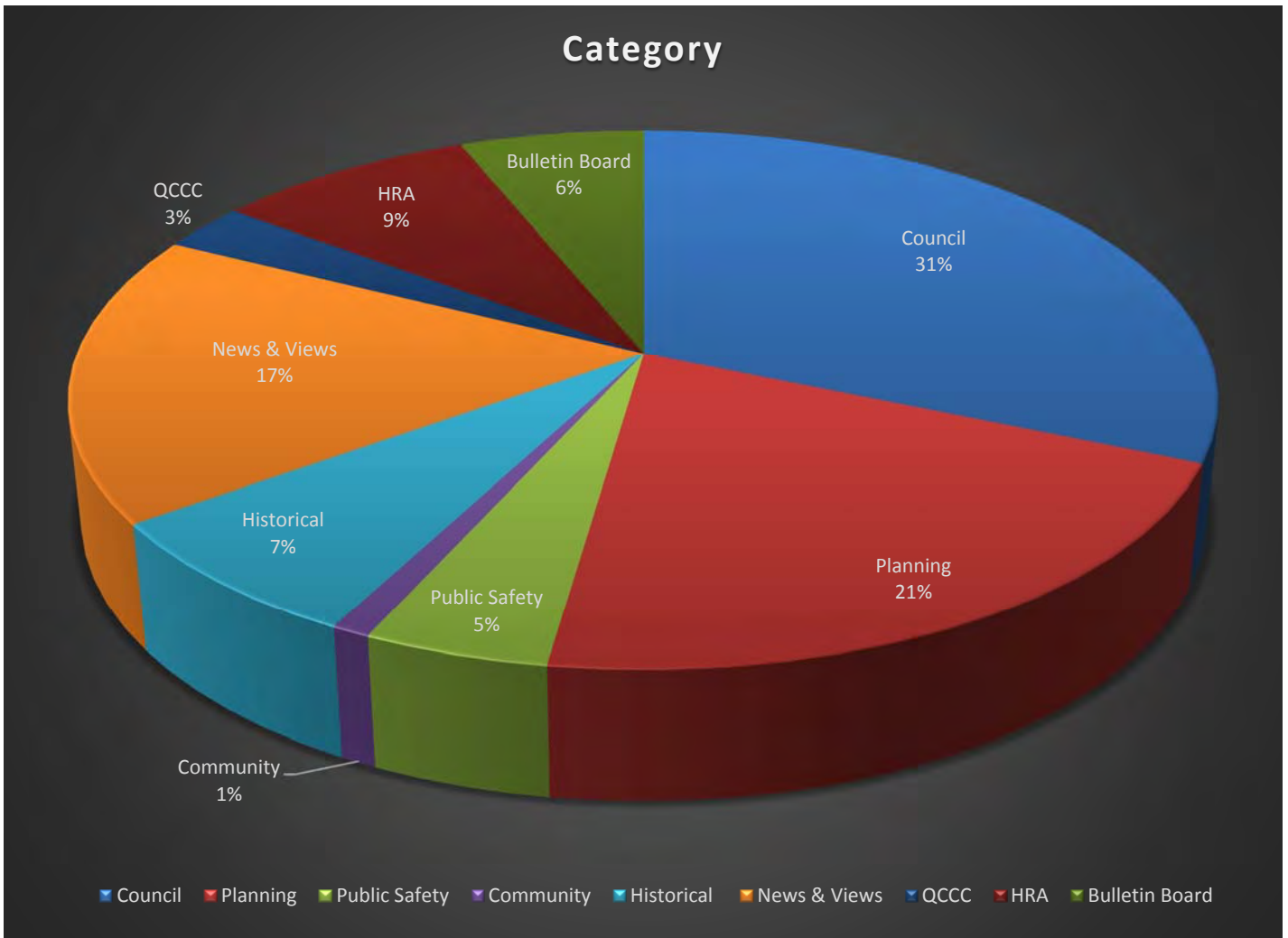
Anoka Channel & Web Statistics

November 2014

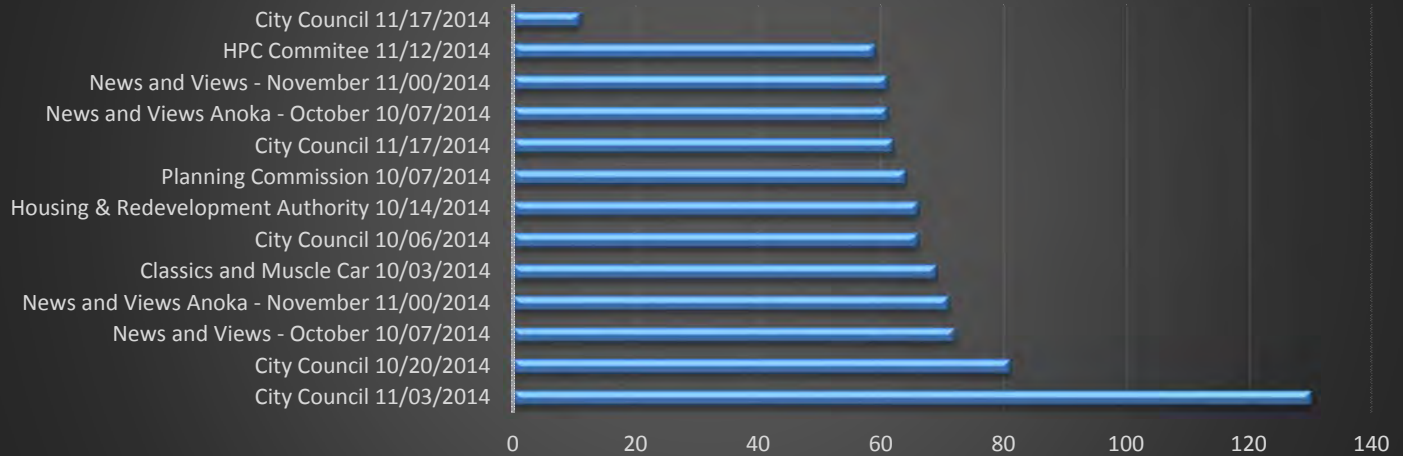
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 828	New Shows: 6	Total Hours: 44:00	Total Hits: 873
Total Time: 675:59	New Time: 6:36	Saturation: 6.1%	
Saturation: 93.9%	All Shows: 17	New Anoka: 50	
	All Time: 14:31	New All Cities: 344	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
11/6/2014	News and Views - November	1:00:00
10/7/2014	News and Views - October	1:05:00
11/20/2014	Quad Cities Cable Commission - Nov	0:27:29
10/22/2014	Quad Cities Cable Commission - Oct	0:53:47

Channel Up Time: 99.8%%		
Issues	Percentage	Hours
Maintenance:	0	0
File:	0	0
Server:	0.2%	1:30
Power Out:	0	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	11/17/2014	Council	1:31:18	56	85:12:48
City Council Meeting	11/4/2014	Council	2:39:57	48	127:57:36
Anoka City Council 10-20-2014	10/21/2014	Council	1:08:50	4	4:35:20
City Council Meeting	10/7/2014	Council	0:39:40	12	7:56:00
Planning Commission	10/7/2014	Planning	1:56:32	77	149:33:04
Parks Overview	9/18/2013	Park	0:04:44	26	2:03:04
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	62	31:00:00
Anoka-Champlin Joint Fire Board	9/10/2014	Public Safety	0:09:40	7	1:07:40
LWV - Anoka Council Candidate Forum	10/16/2014	Community	0:28:52	14	6:44:08
Historic Preservation Committee	11/12/2014	Historical	0:42:08	75	52:40:00
News and Views - November **	11/6/2014	News & Views	1:00:00	49	49:00:00
News and Views Anoka - November	11/6/2014	News & Views	0:14:15	232	55:06:00
News and Views - October **	10/7/2014	News & Views	1:05:00	9	9:45:00
News and Views Anoka - October	10/7/2014	News & Views	0:17:02	40	11:21:20
Quad Cities Cable Comm. - Nov **	11/20/2014	QCCC	0:27:29	11	5:02:19
Quad Cities Cable Comm. - Oct **	10/22/2014	QCCC	0:53:47	17	15:14:19
Housing & Redevelopment Authority	10/14/2014	HRA	0:41:35	89	61:40:55
** Shared With Multiple Cities			14:30:49	828	675:59:33

Total Programming Hours:	675:59:33
Total Bulletin Board Hours:	44:00:27
Total Runs:	828
October Total Time:	720:00:00
Web Hits:	873

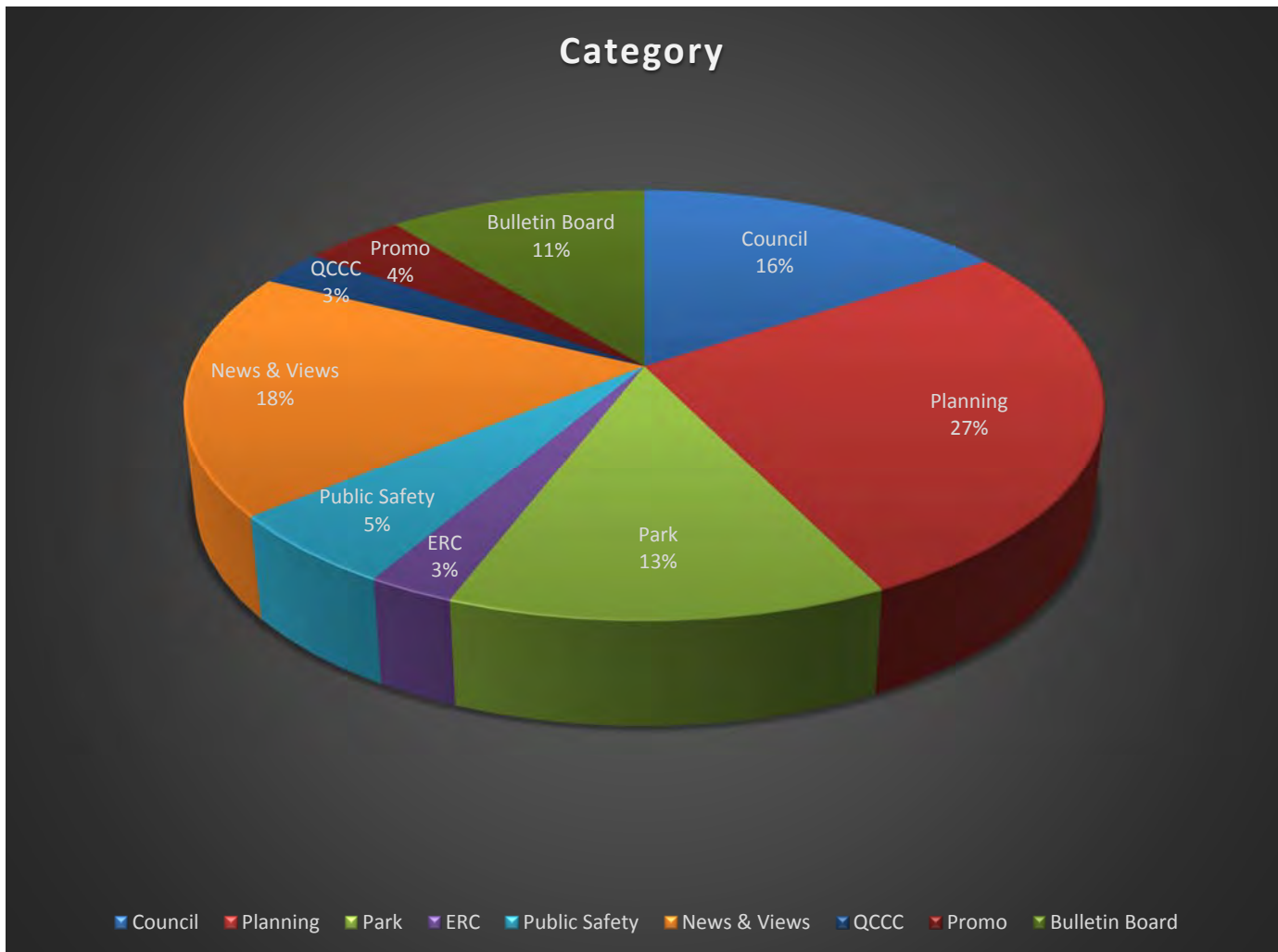
Champlin Channel & Web Statistics

November 2014

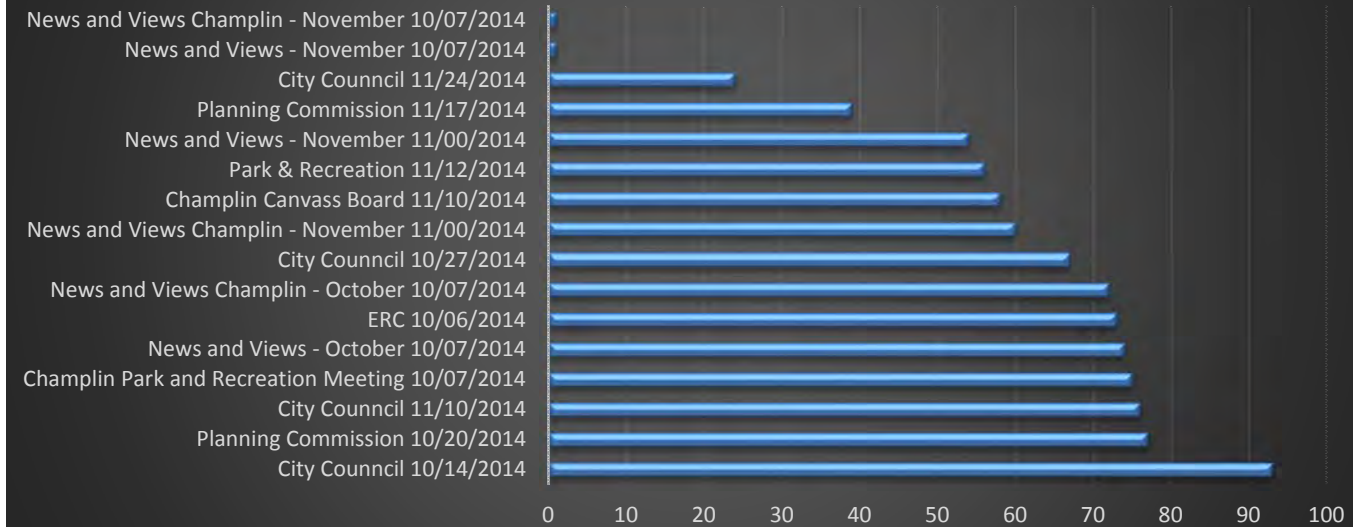
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1347	New Shows: 9	Total Hours: 77:46	Total Hits: 900
Total Time: 642:13	New Time: 4:00	Saturation: 10.8%	
Saturation: 89.2%	All Shows: 21	New Champlin: 53	
	All Time: 9:44	New All Cities: 344	

Shared with multiple cities		
10/3/2014	The Sheriff Show	0:30:00
9/10/2014	Anoka-Champlin Joint Fire Board	0:09:40
11/6/2014	News and Views - November	1:00:00
10/7/2014	News and Views - October	1:05:00
11/20/2014	Quad Cities Cable Commission - Nov	0:27:29
10/22/2014	Quad Cities Cable Commission - Oct	0:53:47
11/8/2013	Texting can wait	0:01:01

Channel Uptime 99.86%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	0.14%	1:00
Other::	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	11/24/2014	Council	0:11:35	64	12:21:20
City Council Meeting	11/11/2014	Council	0:37:53	116	73:14:28
City Council Meeting	10/27/2014	Council	0:23:26	68	26:33:28
Planning Commission	11/17/2014	Planning	0:30:24	125	63:20:00
Planning Commission	10/21/2014	Planning	1:10:15	112	131:08:00
Park & Recreation Meeting	11/12/2014	Park	0:23:47	162	64:12:54
Park & Recreation Meeting	10/7/2014	Park	0:25:05	70	29:15:50
Environmental Resources Commission	10/6/2014	ERC	0:38:33	29	18:37:57
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	72	36:00:00
Anoka-Champlin Joint Fire Board **	9/10/2014	Public Safety	0:09:40	8	1:17:20
Public Safety Building Tour	1/14/2014	Public Safety	0:03:23	41	2:18:43
News and Views - November **	11/6/2014	News & Views	1:00:00	45	45:00:00
News and Views Champlin - November	11/6/2014	News & Views	0:18:55	178	56:07:10
News and Views - October **	10/7/2014	News & Views	1:05:00	12	13:00:00
News and Views Champlin - October	10/7/2014	News & Views	0:18:21	57	17:25:57
Quad Cities Cable Comm - Nov **	11/20/2014	QCCC	0:27:29	11	5:02:19
Quad Cities Cable Comm - Oct **	10/22/2014	QCCC	0:53:47	16	14:20:32
Champlin Department Update	11/13/2014	Promo	0:25:00	70	29:10:00
Champlin Parks Virtual Tour	8/26/2013	Promo	0:05:52	8	0:46:56
Champlin Canvass Board	11/11/2014	PSA	0:04:28	28	2:05:04
Texting can wait **	11/8/2013	PSA	0:01:01	55	0:55:55

** Shared with multiple cities

9:43:54 1347 642:13:53

Total Programming Hours:	642:13:53
Total Bulletin Board Hours:	77:46:07
Total Runs:	1347
October Total Time:	720:00:00
Web Hits:	900

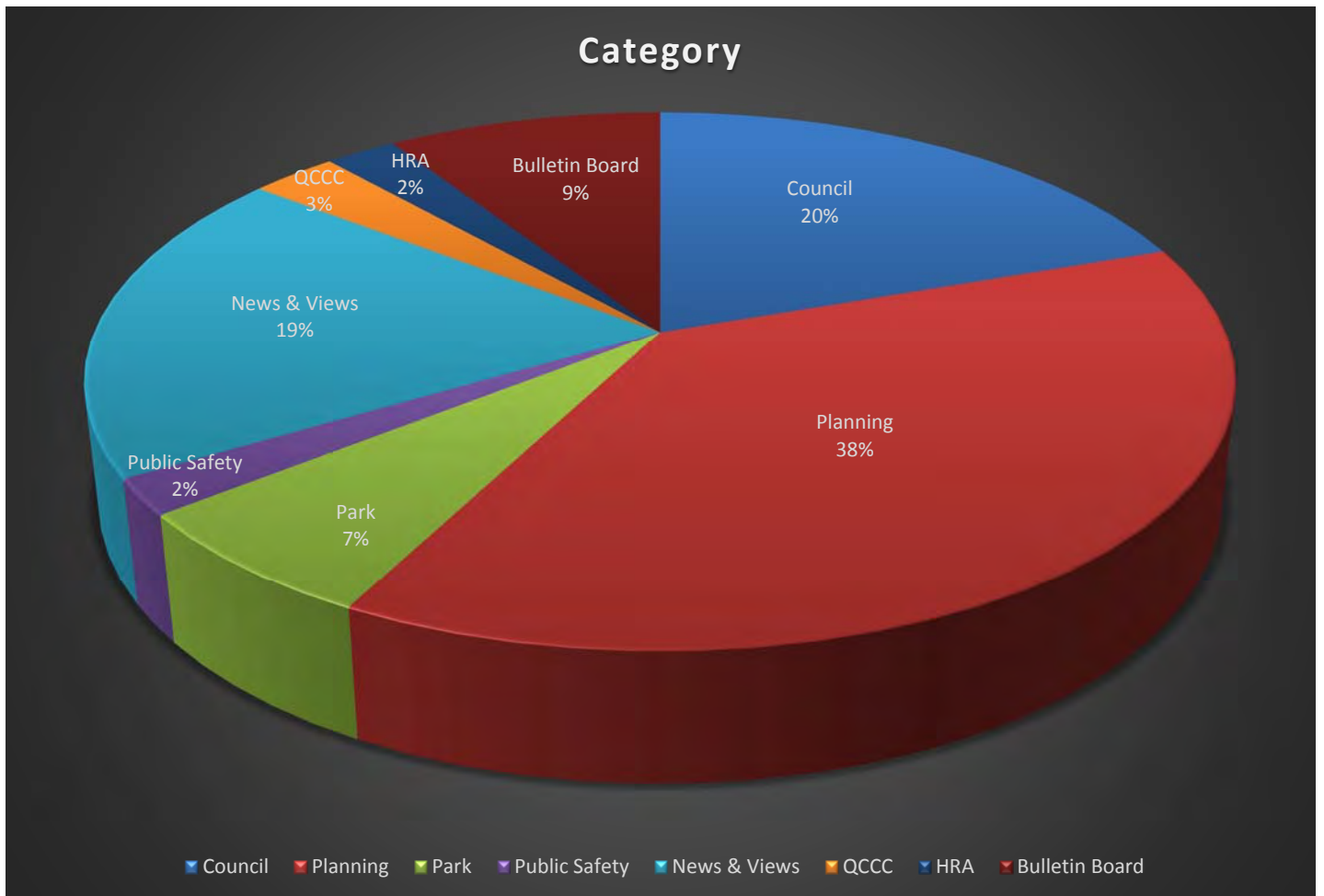
Ramsey Channel & Web Statistics

November 2014

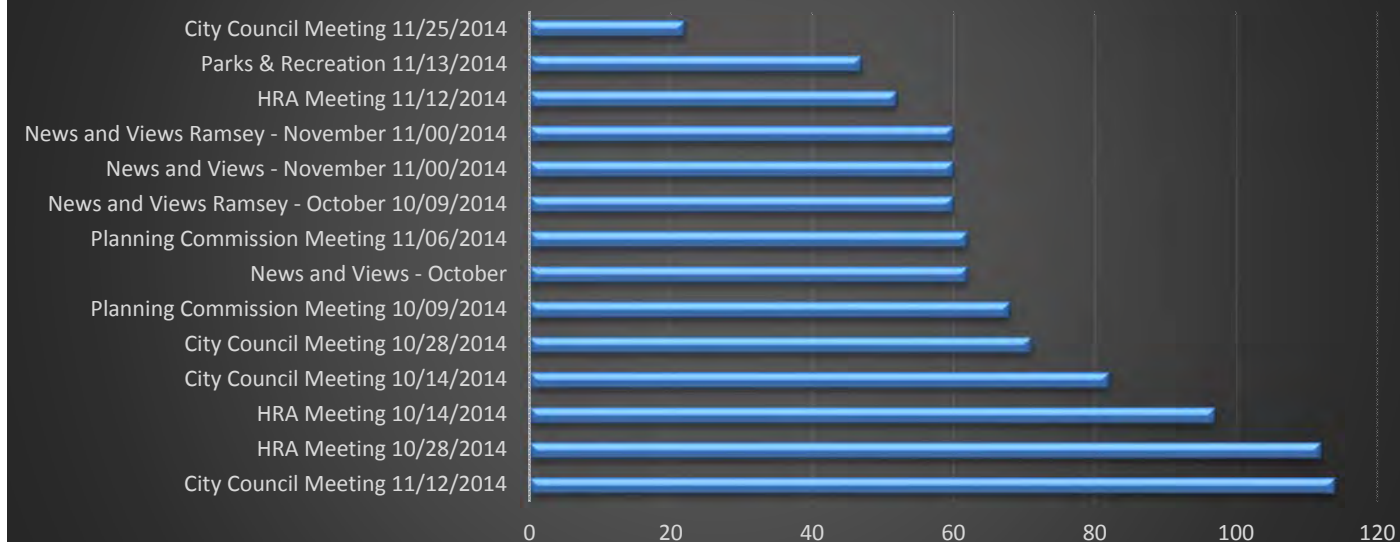
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 893	New Shows: 8	Total Hours: 65:53	Total Hits: 969
Total Time: 654:07	New Time: 5:38	Saturation: 9.2%	
Saturation: 90.8%	All Shows: 18	New Ramsey: 58	
	All Time: 12:47	New All Cities: 344	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
11/6/2014	News and Views - November	1:00:00
10/7/2014	News and Views - October	1:05:00
11/20/2014	Quad Cities Cable Commission	0:27:29
10/17/2014	Quad Cities Cable Commission	0:54:05
12/12/2013	Distracted Driving	0:01:26
11/1/2013	It can wait	0:01:21

Channel Uptime 99.86%		
Issues	Percentage	Hours
Maintenance:	0%	0
File:	0%	0
Server:	0.14%	1:00
Other:	0%	0



Web Hits



Detail

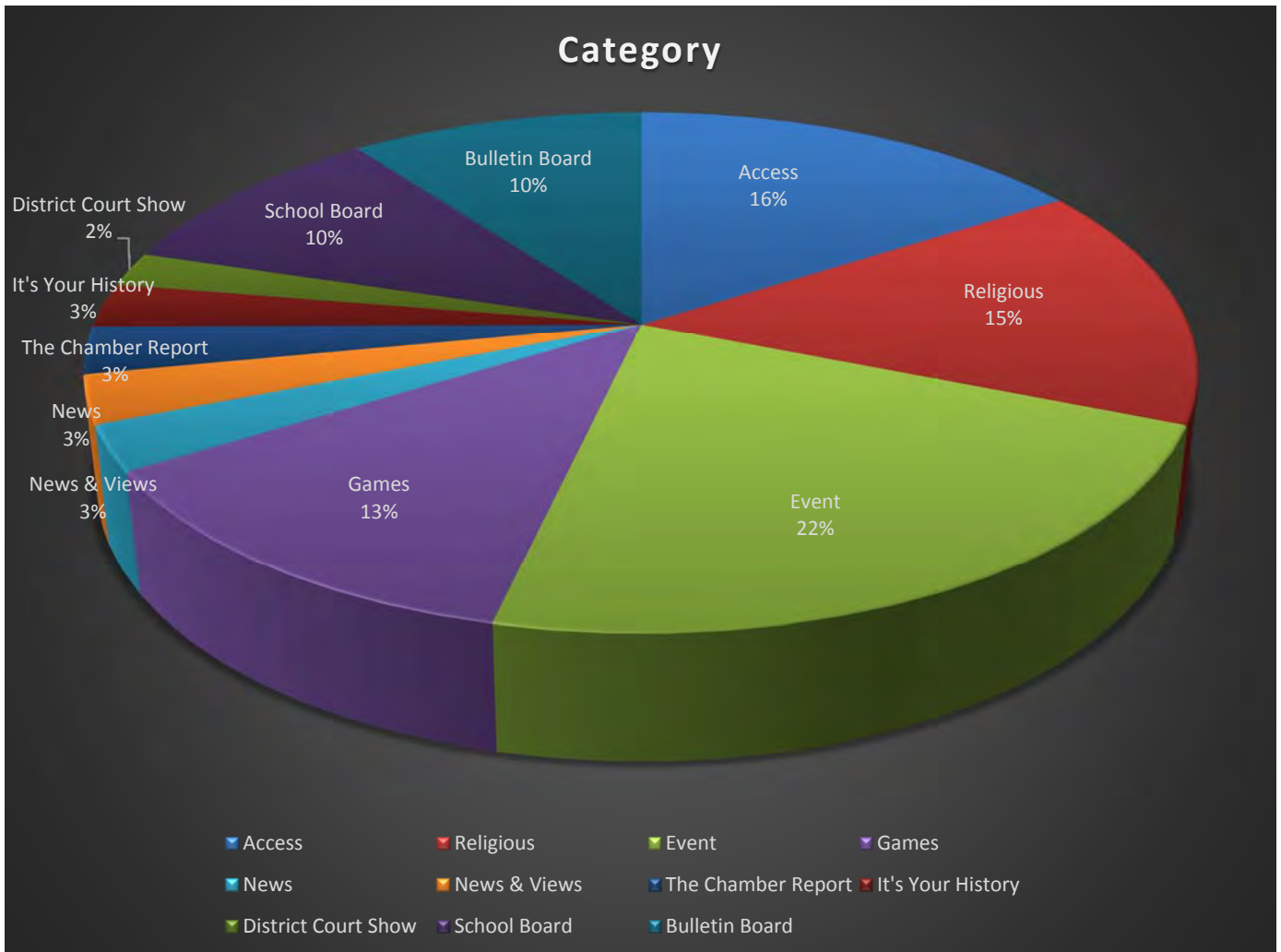
Title	Event Date	Category	Time	Plays	Total
City Council Meeting	11/25/2014	Council	0:23:05	26	10:00:10
City Council Meeting	11/12/2014	Council	1:08:00	57	64:36:00
City Council Meeting	10/28/2014	Council	1:07:19	59	66:11:41
Planning Commission	11/7/2014	Planning	1:42:27	121	206:36:27
Planning Commission	10/10/2014	Planning	2:16:22	29	65:54:38
Park & Recreation Meeting	11/13/2014	Park	0:33:21	86	47:48:06
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	31	15:30:00
News and Views - November **	11/6/2014	News & Views	1:00:00	48	48:00:00
News and Views Ramsey - November	11/6/2014	News & Views	0:15:53	272	72:00:16
News and Views - October **	10/7/2014	News & Views	1:05:00	9	9:45:00
News and Views Ramsey - October	10/7/2014	News & Views	0:16:50	25	7:00:50
Quad Cities Cable Commission **	11/20/2014	QCCC	0:27:29	12	5:29:48
Quad Cities Cable Commission **	10/17/2014	QCCC	0:54:05	17	15:19:25
Ramsey Highway 10 Update	6/13/2014	PSA	0:39:10	3	1:57:30
Distracted Driving **	12/12/2013	PSA	0:01:26	25	0:35:50
It can wait **	11/1/2013	PSA	0:01:21	12	0:16:12
Housing & Redevelopment Authority	11/12/2014	HRA	0:05:53	10	0:58:50
Housing & Redevelopment Authority	10/28/2014	HRA	0:18:57	51	16:06:27
** Shared With Multiple Cities			12:46:38	893	654:07:10

Total Programming Hours:	654:07:10
Total Bulletin Board Hours:	65:52:50
Total Runs:	893
Ramsey Total Time:	720:00:00
Web Hits:	969

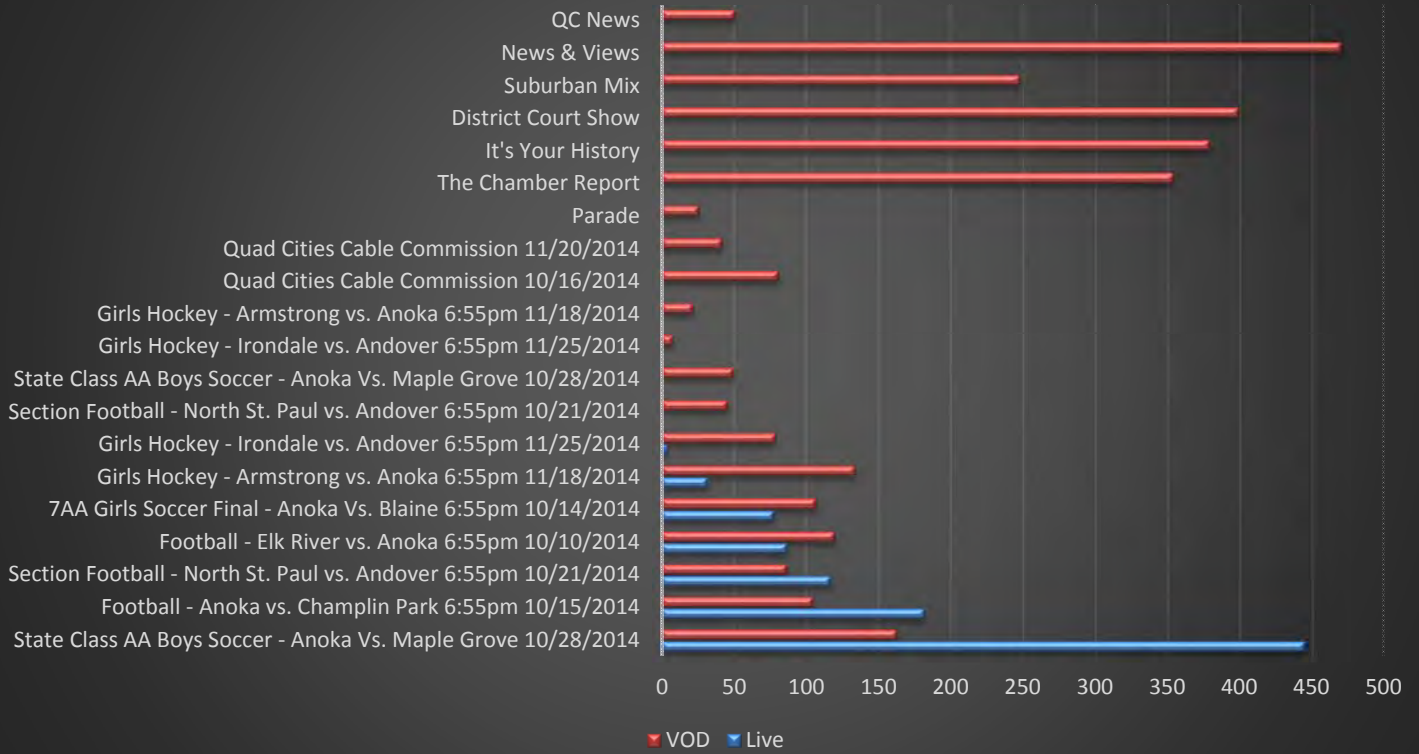
Community Channel 15 November 2014

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	969	New Shows	39	Total Hours:	72:01	Total VOD Hits:	2971
Total Time:	647:59	New Time:	29:37	Saturation:	10%	Total Live Hits:	945
Saturation:	90%	All Shows:	125	New Bulletins	344		
		All Time:	76:04				

Channel Uptime 99.8%		
Issues	Percentage	Hours
Maintenance	0%	0
File:	0%	0
Server:	0.2%	1:30
Power Out:	0%	0



Web Hits



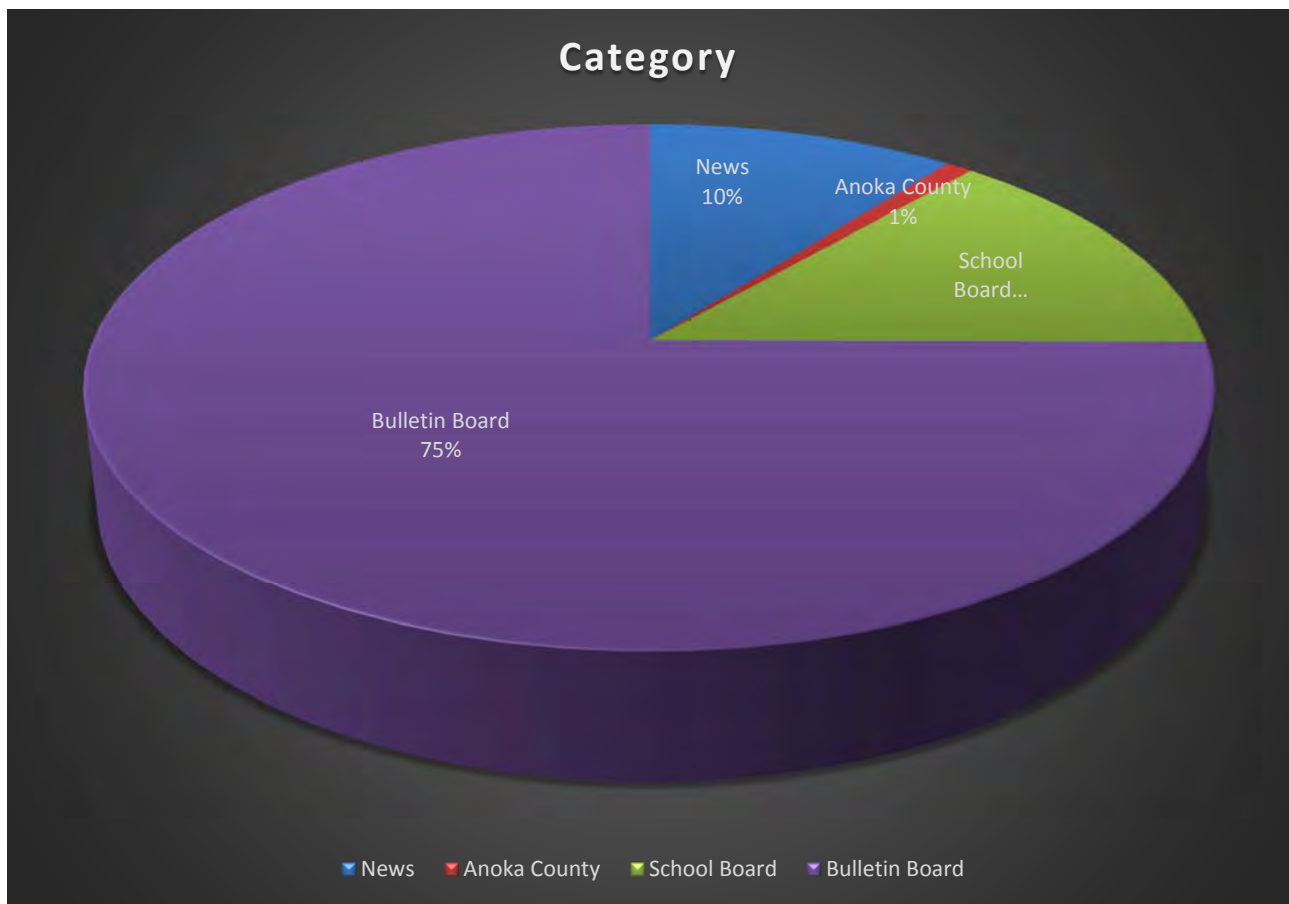
- Detail available upon request

Community Channel 19

November 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	138	New Shows:	4	Total Hours:	539:06
Total Time:	180:54	New Time:	5:06	Saturation:	74.8%
Saturation:	25.2%	All Shows	17	New Bulletins:	67
		All Time:	18:10		

Channel Uptime %		
Issues	Percentage	Hours
Maintenance	0%	0
File:	0%	0
Server:	0%	0
Power Out:	0%	0



Detail

Title	Event Date	Category	Time	Plays	Total
Quad Cities Cable Commission - Nov.	11/25/2014	News	0:27:29	5	2:17:25
News and Views - November	11/6/2014	News	1:00:00	26	26:00:00
Quad Cities Cable Commission - Oct	10/30/2014	News	0:53:47	23	20:37:01
News and Views - October	10/7/2014	News	1:05:00	5	5:25:00
League of Women Voters - 10th District Judge Candidate Forum	9/26/2014	News	1:00:00	3	3:00:00
North Metro Mayors Association Candidate Forum - House District 35A	9/26/2014	News	0:54:23	3	2:43:09
North Metro Mayors Association Candidate Forum - House District 35B	9/26/2014	News	0:13:15	3	0:39:45
League of Women Voters - Anoka County Candidates Forum	9/26/2014	News	0:42:01	3	2:06:03
League of Women Voters - Soil and Water Conservation Candidates	9/26/2014	News	0:31:51	3	1:35:33
LWV - Anoka Council Candidate Forum	10/16/2014	News	0:38:24	3	1:55:12
League of Women Voters - Andover Mayoral and Council Candidate Forum	10/8/2014	News	1:09:15	3	3:27:45
League of Women Voters - Champlin Mayoral Candidate Forum	10/2/2014	News	1:16:50	3	3:50:30
League of Women Voters - State House District 36A	10/2/2014	News	0:37:30	3	1:52:30
Anoka County Board of Commissioners - Nov	11/20/2014	Anoka County	0:43:39	9	6:32:51
Anoka-Hennepin School Board Meeting	11/24/2014	School Board	2:55:00	6	17:30:00
Anoka County Board of Commissioners - Oct	10/27/2014	Anoka County	1:01:26	15	15:21:30
Anoka-Hennepin School Board Meeting	10/27/2014	School Board	3:00:00	22	66:00:00

18:09:50 138 180:54:14

Total Prog. Hours: 180:54:14

Total Bulletin Board Hours: 539:05:46

Total Run 138

November Total Time: 720:00:00

November 2014 YouTube Statistics

Total Views: 585
Minutes Watched: 4690

Detail

Video	Views	Minutes Watched	Avg. View Duration
09 23 2014 LWV 10th Judicial District Candidate Forum	149 (26%)	1,938 (41%)	13:00
Rebel Classic Marching Bands 2014	67 (12%)	330 (7.0%)	4:55
News & Views November 2014	63 (11%)	315 (6.7%)	5:00
Ramsey City Council Ward 1, Ward 3, and At Large Candidates	50 (8.5%)	394 (8.4%)	7:52
News and Views HD October 2014	43 (7.4%)	65 (1.4%)	1:30
Child Safety Awareness	43 (7.4%)	151 (3.2%)	3:30
Champlin Mayoral and Ward 1 & 2 Council Member Candidate Forum	31 (5.3%)	540 (12%)	17:25
Antique Appraisal with Mark F Moran	16 (2.7%)	214 (4.6%)	13:22
NMMA Candidate Forum - District 35 A	14 (2.4%)	75 (1.6%)	5:20
Its Your History October 2014	13 (2.2%)	56 (1.2%)	4:18
Live and Local: Back to School Special	11 (1.9%)	75 (1.6%)	6:51
09-22-2014 Anoka County Candidate Soil and Conservation Forum	10 (1.7%)	50 (1.1%)	5:01
Minnesota State Representative Dist. 36A Candidate Forum	10 (1.7%)	105 (2.2%)	10:27
Andover Mayor and Council Ward 1 & 2 Forum Candidate Forum	9 (1.5%)	176 (3.7%)	19:30
It's Your History - The 1st Minnesota Infantry of the Civil War	7 (1.2%)	73 (1.6%)	10:29
The Serakos Story	7 (1.2%)	45 (1.0%)	6:23
Twin Cities Comcast subscribers, has your cable quit working?	6 (1.0%)	4 (0.1%)	0:43
Library on the Go	5 (0.9%)	13 (0.3%)	2:37
Fresh and Local - Champlin Farmers Market	5 (0.9%)	6 (0.1%)	1:13
Serakos Story Clip - N&V Version	3 (0.5%)	3 (0.1%)	1:01
Andover - A Greener Read Recycling	3 (0.5%)	6 (0.1%)	2:05
Happy Holidays from QCTV!	3 (0.5%)	1 (0.0%)	0:16
Sheriff Show October/November 2014	2 (0.3%)	8 (0.2%)	3:47

Crash Simulation held at Anoka Hennepin Technical Collage	2 (0.3%)	1 (0.0%)	0:38
News & Views - September 2014	2 (0.3%)	4 (0.1%)	1:55
10-09-2014 Anoka City Council Member at Large Forum	2 (0.3%)	4 (0.1%)	2:02
09 25 2014 NMMA Candidate Forum 35 B	2 (0.3%)	23 (0.5%)	11:24
Sheriff Show - August 2014	2 (0.3%)	2 (0.0%)	0:58
10-09-2014 Minnesota House District 35A Candidate Forum	1 (0.2%)	0 (0.0%)	0:18
Lyric Arts Wall Mural	1 (0.2%)	0 (0.0%)	0:28
09-22-2014 Anoka County Candidate Forum	1 (0.2%)	4 (0.1%)	4:03
Farmers Market Vendor Showcase	1 (0.2%)	2 (0.0%)	2:18
Fire of the Heart ... an Andover Couples Journey	1 (0.2%)	12 (0.2%)	11:40

QCCCC Agenda Item

5.1 Comcast Cable Franchise Transfer of Ownership

December 10, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Comcast Cable Franchise Transfer of Ownership

Transfer of Ownership to Midwest Cable

The transfer of ownership process began with the Comcast-delivered FCC 394 forms received on June 18, 2014.

The commission has 120 days to complete its review unless the timeline is tolled within the first 30 days because the filing is inaccurate or incomplete. The commission timely questioned the accuracy and completeness of the Form 394. Comcast has extended the deadline for commission action to February 13, 2015. Please note that any action the commission takes must then go before each member city council for action.

The commission, working cooperatively with other metro-area cable commissions through MACTA, has asked for additional information and clarifications regarding the proposed transferee company. The financial consultants have filed a draft report with legal counsel and a final report for commission review is expected in late December.

Attorney Bob Vose has reviewed two documents: the Comcast / GreatLand Connections Transition Services Agreement and the GreatLand Connections / Charter Services Agreement. Vose reports that these documents confirm that, should the spin-off to GreatLand Connections occur, Charter will be intimately involved in operating the cable system serving the Quad Cities area.

Non-Compliance Issues with Comcast

Staff has been monitoring franchise non-compliance issues over the past 18 months. We have been working cooperatively to resolve the issues prior to a transfer of ownership of the cable franchise.

There are three issues:

- Non-compliance with the franchise to provide PEG Channels at 6 MHz.
 - Commission staff and legal counsel are discussing resolution options with company representatives.
- Non-compliance with the franchise to provide reimbursement of commission costs associated with a transfer of ownership request.
 - Commission staff and legal counsel have discussed the reimbursement issue with Comcast Corporate and GreatLand Connections legal counsel.
- Non-compliance with the franchise to provide I-Net services.
 - Two I-Net feeds have been restored. The third connection is at Castle Field (outdoor venue) and will be repaired in the spring.

Action Requested:

Staff wishes to provide the opportunity to respond to commission questions and hearing input, but no direction is required at this time.

QCCCC Agenda Item

5.2 Budget Approval

December 10, 2013

To: Commissioners

From: Karen George, Executive Director

From: 2015 Operating Budget

The 2015 Proposed Operating Budget and 2014 year-end estimate are attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting.

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.

Action Requested:

Approval of the 2015 Operating Budget.

DRAFT 2015 Budget

REVENUE	2015 PROPOSED
DUPLICATION REVENUE	\$ 2,500.00
EQUIPMENT GRANT	\$ 55,000.00
FRANCHISE FEES	\$ 874,248.00
INTEREST INCOME	\$ 100.00
MISC. INCOME	\$ 5,000.00
PEG FEES	\$ 437,125.00
TOTALS:	\$ 1,373,973.00
EXPENSES	2015 PROPOSED
FULL TIME WAGES	
(13 Employees)	\$ 550,246.00
PART TIME WAGES	
(2 AP and 12 PA = 4 FTE)	\$ 90,979.00
<i>Sub total</i>	<i>\$ 641,225.00</i>
HEALTHCARE INSURANCE PREMIUMS	\$ 67,609.00
PERA	\$ 43,317.00
SOCIAL SECURITY/Medicare	\$ 49,055.00
STD/LTD/LIFE INSURANCE	\$ 6,054.00
FEDERAL UNEMPLOYMENT	\$ 1,500.00
STATE UNEMPLOYMENT	\$ 5,000.00
WORKERS COMP INSURANCE	\$ 2,500.00
<i>Sub total</i>	<i>\$ 175,035.00</i>
BUILDING EXPENSES	
BUILDING CLEANING	\$ 6,000.00
BUILDING INSURANCE	\$ 2,900.00
BUILDING MAINTENANCE	\$ 7,000.00
BUILDING SUPPLIES	\$ 3,000.00
CITY SEWER AND WATER	\$ 3,500.00
ELECTRIC SERVICE	\$ 18,000.00
LAWN SERVICE	\$ 5,000.00
NATURAL GAS SERVICE	\$ 3,500.00
PARKING LOT/Exterior MAINTENANCE	\$ 5,000.00
SNOW SERVICE	\$ 5,000.00
WASTE REMOVAL	\$ 2,000.00
<i>Building Expenses Sub total</i>	<i>\$ 60,900.00</i>
OPERATING EXPENSES	
ACCOUNTING/HR SERVICES	\$ 18,000.00
ADS/PROMOS/SPONSORSHIPS	\$ 6,850.00
ANNOUNCERS FEES	\$ 10,000.00
AUDIT	\$ 13,000.00
A/V EQUIP/REPAIR/SUPPLY/SOFTWARE	\$ 24,000.00
BANK CHARGES/CC FEES	\$ 500.00
BRAND MARKETING	\$ 2,000.00
CAR ALLOWANCE	\$ 3,000.00
COMMISSION EXPENSES	\$ 3,500.00
COMPUTER EQUIP/REPAIR/SUPPLY/SOFT	\$ 37,340.00

DRAFT 2015 Budget

CONSULTING SERVICES	\$ 50,000.00
CONTINGENCY FUND	\$ 26,000.00
DUPLICATION SUPPLIES	\$ 2,500.00
EMP/COMM APPRECIATION	\$ 2,500.00
INSURANCES (Liability/Assets)	\$ 6,964.00
INSURANCES (Deductables Paid)	\$ 500.00
LEGAL	\$ 30,000.00
LEGISLATIVE LOBBYING	\$ 1,660.00
LICENSES/PERMITS	\$ 1,000.00
MEALS	\$ 1,000.00
MILEAGE REIMBURSEMENT	\$ 6,000.00
MISC. EXPENSES	\$ 1,000.00
MOBILE PHONE ALLOWANCE	\$ 6,660.00
MEMBERSHIPS NATOA/OTHER	\$ 5,480.00
OFFICE SUPPLIES/EQUIP/PROGRAM	\$ 10,000.00
PAYROLL EXPENSES (ADP)	\$ 5,200.00
POSTAGE	\$ 1,000.00
PRINT/COPY SERVICES	\$ 2,000.00
PROFESSIONAL DEVELOPMENT	\$ 17,100.00
PUBLICATIONS	\$ 500.00
SALES TAX	\$ 2,000.00
SECRETARIAL SERVICES	\$ 1,800.00
STUDIO SETS	\$ 2,000.00
TEMP. STAFFING SERVICES	\$ 5,000.00
VEHICLE EQUIP/REPAIR	\$ 17,000.00
VEHICLE INSURANCE	\$ 3,000.00
VEHICLE MAINTENANCE/GAS	\$ 8,000.00
WEB/VOD/INT/CATV/PHONE	\$ 16,000.00
CITY CIP (maintenance expenses)	\$ 20,000.00
<i>Operating Expenses Sub total</i>	<i>\$ 370,054.00</i>
TOTAL	\$ 1,247,214.00
OPERATING FUND Net	\$ 126,759.00

Capitla Budget for 2015

Production Van	\$469,214.00
Field Equipment	\$32,000.00
City Equipment	\$27,000.00
Edit Suites	\$8,499.00
Network Servers	\$9,433.00
Playback	\$0.00
Workstations	\$9,775.00
Studio	\$21,500.00
Building (unspent from 2014)	\$15,000.00
Total	\$592,421.00

Budget 2015 Notes

Revenues

No significant changes. Estimated reduction in franchise fess and PEG fees due to decline in cable subscriber numbers.

Expenses

Wage

Personnel plan changes from 2014 fully budgeted. A decrease from previous staffing structure.

Benefits

Increase in healthcare premium due to Affordable Care Act increase and an increase in the number of fulltime employees receiving benefits.

Building

No significant changes.

Operating

Announcer fees reduced due to use of staff and volunteers.

Audit reduced due to competitive quotes.

AV reduced to reflect operating expenses, capital expenses moved to capital.

Computer increased due to cloud computing services charges.

Mileage reimbursement increase due to staffing structure change.

Mobile phone allowance increase due to staffing structure change.

Office supplies increase due to coding of program expenses to line item.

Vehicle repair slight decrease due to actual.

Vehicle maintenance increase due to actual.

2014 EOY Projection

REVENUE	2014 Approved	2014 EOY Estimate	Notes
DUPLICATION REVENUE	\$ 2,500.00	\$ 2,500.00	No Change
EQUIPMENT GRANT	\$ 50,618.00	\$ 50,618.00	No Change
FRANCHISE FEES	\$ 892,090.00	\$ 892,090.00	No Change
INTEREST INCOME	\$ 100.00	\$ 100.00	No Change
MISC. INCOME	\$ 5,000.00	\$ 5,000.00	No Change
PEG FEES	\$ 446,046.00	\$ 446,046.00	No Change
TOTALS:	\$ 1,396,354.00	\$ 1,396,354.00	No Change
EXPENSES	2014 Approved	2014 EOY Estimate	
FULL TIME WAGES			
ED (1) Dir. (3) Specialist (1) Producer (1)	\$ 340,412.00	\$ 385,000.00	Increase
PART TIME WAGES			
Government Programming			
A-P (4) Assistants (4)	\$ 98,441.00	\$ 30,254.48	Decrease
Community Programming/Commercial Productions			
A-P (8) Assistants (4)	\$ 48,858.00	\$ 17,461.93	Decrease
Sports Programming			
A-P (12) Assistants (4)	\$ 82,565.00	\$ 20,616.94	Decrease
Tech Support			
Assistants (5)	\$ 68,656.00	\$ 18,100.66	Decrease
Office Support			
Receptionists (2)	\$ 30,053.00	\$ 9,143.99	Decrease
FLEX PLAN ACCOUNTS (HSA)	\$ -	\$ -	Eliminate
HEALTHCARE INSURANCE PREMIUMS	\$ 32,800.00	\$ 41,450.00	Increase
HEALTHCARE INSURANCE OPT OUT	\$ 4,800.00	\$ 1,200.00	Decrease
PERA	\$ 51,383.00	\$ 31,505.00	Decrease
SOCIAL SECURITY	\$ 54,216.00	\$ 38,662.00	Decrease
STD/LTD/LIFE INSURANCE	\$ 4,644.00	\$ 4,644.00	No Change
WORKERS COMP INSURANCE	\$ 3,100.00	\$ 4,500.00	Increase
BUILDING EXPENSES			
BUILDING CLEANING	\$ 5,000.00	\$ 5,000.00	No Change
BUILDING INSURANCE	\$ 2,894.00	\$ 2,894.00	No Change
BUILDING MAINTENANCE	\$ 7,000.00	\$ 7,000.00	No Change
BUILDING SUPPLIES	\$ 3,000.00	\$ 3,000.00	No Change
CITY SEWER AND WATER	\$ 4,000.00	\$ 3,000.00	Decrease
ELECTRIC SERVICE	\$ 17,500.00	\$ 17,500.00	No Change
LAWN SERVICE	\$ 3,500.00	\$ 5,000.00	Increase
NATURAL GAS SERVICE	\$ 2,300.00	\$ 2,750.00	Increase
PARKING LOT/Exterior MAINTENANCE	\$ 5,000.00	\$ 500.00	Decrease
SNOW SERVICE	\$ 3,000.00	\$ 5,000.00	Increase
WASTE REMOVAL	\$ 1,300.00	\$ 2,000.00	Increase
OPERATING EXPENSES			
ACCOUNTING/HR SERVICES	\$ 18,000.00	\$ 18,000.00	No Change
ADS/PROMOS/SPONSORSHIPS	\$ 6,850.00	\$ 6,850.00	No Change
ANNOUNCERS FEES	\$ 17,240.00	\$ 10,000.00	Decrease
AUDIT	\$ 14,600.00	\$ 14,600.00	No Change
A/V EQUIP/REPAIR/SUPPLY/SOFTWARE	\$ 49,890.00	\$ 49,890.00	No Change
BANK CHARGES/CC FEES	\$ 500.00	\$ 500.00	No Change
BRAND APPAREL	\$ 2,000.00	\$ -	Decrease
CAR ALLOWANCE	\$ 3,000.00	\$ 3,000.00	No Change

2014 EOY Projection

COMMISSION EXPENSES	\$ 3,500.00	\$ 3,500.00	No Change
COMPUTER EQUIP/REPAIR/SUPPLY/SOFT	\$ 28,630.00	\$ 28,630.00	No Change
CONSULTING SERVICES	\$ 50,000.00	\$ 55,000.00	Increase
CONTINGENCY FUND	\$ 26,000.00	\$ 26,000.00	Uncumbrered
DUPLICATION SUPPLIES	\$ 3,600.00	\$ 3,600.00	No Change
EMP/COMM APPRECIATION	\$ 2,500.00	\$ 2,500.00	No Change
INSURANCES (Liability/Assets)	\$ 6,964.00	\$ 6,964.00	No Change
INSURANCES (Deductables Paid)	\$ 500.00	\$ 500.00	No Change
LEGAL	\$ 30,000.00	\$ 30,000.00	No Change
LEGISLATIVE LOBBYING	\$ 1,660.00	\$ 1,660.00	No Change
LICENSES/PERMITS	\$ 1,000.00	\$ 1,000.00	No Change
MEALS	\$ 1,000.00	\$ 1,000.00	No Change
MILEAGE REIMBURSEMENT	\$ 5,000.00	\$ 5,000.00	No Change
MISC. EXPENSES	\$ 4,500.00	\$ 500.00	Decrease
MOBILE PHONE ALLOWANCE	\$ 2,900.00	\$ 1,500.00	Decrease
MOBILE PHONE REIMBURSEMENTS	\$ -	\$ -	Eliminate
MEMBERSHIPS NATOA/OTHER	\$ 5,480.00	\$ 5,480.00	No Change
OFFICE SUPPLIES/EQUIP	\$ 8,500.00	\$ 5,000.00	Decrease
PAYROLL EXPENSES (ADP)	\$ 5,200.00	\$ 5,200.00	No Change
POSTAGE	\$ 1,000.00	\$ 1,000.00	No Change
PRINT/COPY SERVICES	\$ 2,000.00	\$ 2,000.00	No Change
PROFESSIONAL DEVELOPMENT	\$ 17,100.00	\$ 14,000.00	Decrease
PUBLICATIONS	\$ 710.00	\$ 710.00	No Change
SALES TAX	\$ 2,000.00	\$ 2,000.00	No Change
SECRETARIAL SERVICES	\$ 1,800.00	\$ 1,800.00	No Change
STUDIO SETS	\$ 2,000.00	\$ 2,000.00	No Change
SUBSCRIPTION SERVICES	\$ 3,000.00	\$ 3,000.00	No Change
VEHICLE EQUIP/REPAIR	\$ 18,930.00	\$ 18,930.00	No Change
VEHICLE INSURANCE	\$ 3,000.00	\$ 3,000.00	No Change
VEHICLE MAINTENANCE/GAS	\$ 6,300.00	\$ 6,300.00	No Change
WEB/VOD/INT/CATV/PHONE	\$ 16,210.00	\$ 16,210.00	No Change
CITY CIP maintenance/annual expenses	\$ 20,000.00	\$ 5,000.00	Decrease
Federal Unemployment		\$ 1,200.00	Addition
State Unemployment		\$ 53,500.00	Addition
Part-time P.A. Wages		\$ 25,000.00	Addition
Temp. Staffing Services		\$ 12,000.00	Addition
TOTALS:	\$ 1,267,486.00	\$ 1,109,707.00	
OPERATING FUND Net	\$ 128,868.00	\$ 286,647.00	

Capital Outlay - Use of Reserves

Andover CIP	\$47,750.00
Andover City Equipment	\$14,540.00
Anoka CIP	\$25,764.00
Anoka City Equipment	\$14,540.00
Champlin CIP	\$30,000.00
Champlin City Equipment	\$14,540.00
Ramsey CIP	\$50,000.00
Ramsey City Equipment	\$14,540.00
QCTV - Network Servers	\$6,782.65
QCTV - Studio Upgrade	\$12,900.00
Capital Totals	\$231,356.65

QCCCC Agenda Item

5.3 Petty Cash Procedures

December 10, 2013

To: Commissioners

From: Karen George, Executive Director

From: Petty Cash Procedures

The purpose is to establish an internal control system for a petty cash fund on site at QCTV offices. The petty cash fund will be used for incidental purchases by QCTV employees and for making change for customers paying cash for DVD purchases in person. The proposed petty cash procedures were reviewed at a budget committee meeting.

Action Requested:

Approval of the Petty Cash Procedures.



PETTY CASH PROCEDURES

PURPOSE

To establish an internal control system for a petty cash fund for QCTV and to ensure an appropriate level of fiduciary responsibility. The use of the petty cash fund will be for small incidental cash purchases by employees of QCTV, for items such as postage, office supplies, or other small purchases for the benefit of QCTV operations. In addition, the fund will be used to make change for customers paying by cash for DVD sales.

PROCEDURES

The petty cash fund is available to QCTV staff to make small purchases or reimbursements in cash using the following guidelines:

1. The assigned front desk employee for QCTV shall be the custodian of the petty cash fund and will be the only person other than the Executive Director to have access to the cash.
2. The custodian shall be responsible for reconciling the fund on a weekly basis and submitting an expense report to the Executive Director.
3. The Executive Director will arrange for replenishment of the petty cash fund once a month or sooner if needed by making a reimbursement request to accounts payable. The reimbursement request will include an expense report with supporting receipts and a corresponding budget code for each transaction.

ACCOUNTING CONTROLS

The following guidelines will govern the use and keeping of the petty cash fund.

1. The petty cash fund will not exceed the amount of \$ 250.00.

2. The petty cash fund will be kept by the custodian. The custodian and the Executive Director will be the only persons with access to the funds. Payment for items costing over \$ 50.00 must be made by check rather than reimbursed through petty cash.
3. Withdrawals from the petty cash fund will be made only by completing a petty cash voucher. The voucher must state the date an amount of the withdrawal, the reason the cash was withdrawn, the budget code to which the expense should be charged, and the name and signature of the person receiving the cash. The voucher shall also contain the signature of the custodian or Executive Director approving the withdrawal.
4. Supporting documentation (receipts, invoices) must be attached to each voucher.
5. The petty cash fund may only be used for purchases or other transactions for the benefit of QCTV.
6. No staff member shall be allowed to cash personal checks in the petty cash fund of QCTV.
7. Under no circumstances shall staff members be permitted to borrow from petty cash or change funds for personal use.

Misuse of the Petty Cash Fund will result in disciplinary action, up to and including termination.



PETTY CASH VOUCHER

Date 7/22/2014

Number 001

Amount \$10.00

Sample Voucher

Description _____

Charged to _____

Received by _____

Approved by _____



PETTY CASH VOUCHER

Date [Date]

Number [Number]

Amount \$[Amount]

Description _____

Charged to _____

Received by _____

Approved by _____

