

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

December 19, 2013, 10:00 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 21, 2013 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. October Financial Report
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Comcast – Administrative Late Fee Restructuring
 - 5.2. Monthly Statistical Report
 - 5.3. Programming Reports
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 21, 2013

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 10:05 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 (arrived at 10:07 a.m.); Jim Dickinson, Andover; Julie Trude, Andover; Eric Johnson, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: None.

Others present included Karen George, Executive Director; Scott Flynn, Technical Director; and Susan Huston, Government Affairs Director.

APPROVAL OF AGENDA – 3

Motion was made by Johnson and seconded by Dickinson 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 and Workshop meeting minutes from October 17, 2013

Motion was made by Dickinson and seconded by Letourneau to approve the October 17, 2013 minutes as presented.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. September Financial Report

Commissioner Dickinson provided a summary of the financial report and recommend acceptance of the report.

Commissioner Trude asked for additional information regarding equipment reimbursement.

Commissioner Ulrich arrived.

Chair Heitkamp thanked the City of Andover for their financial and human resources assistance.

Motion was made by Letourneau and seconded by Anderson to accept the September Financial Report.

8 eyes – 0 nays. Motion carried

4.3 Executive Director

Ms. George briefly reviewed her report and thanked staff for their assistance in the five year capital improvement plan. She advised that the organizational assessment process is on track to be complete by the end of the year. She advised that the roof repairs were not able to be complete prior to a leak occurring and noted that an insurance claim has been filed. She confirmed that the leak was in a noncritical area and has been repaired.

Motion was made by Ulrich seconded by Dickinson to accept the Executive Director's report.

8 eyes – 0 nays. Motion carried

GENERAL BUSINESS – 5

5.1 Award Presentations

5.1.1 NATOA – Presentation to local Fire Departments

Ms. George stated that the organization recently received three awards from NATOA, which were presented in September. She advised that a third place award in public safety was received as well as two honorable mentions for sports and technology. She introduced staff members that were present and asked that

they come forward with the three Fire Chiefs, from Andover, Anoka and Champlin, to receive the award.

Chair Heitkamp stated that this has been a unique opportunity and believed the awards were a reflection of the time spent and the programming that went forward.

Commissioner Trude stated that she regularly watches the programming and hopes that others do too. She referenced the fire tips that are provided through the programming, which can assist in preventing fires and accidents. She hoped that more live shots could be incorporated in the next year.

Chair Heitkamp presented the awards to the Fire Chiefs and staff members.

5.1.2 NATOA – Honorable Mention – Sports and Technology

Ms. George stated that unfortunately Bruce Chaffee could not be present to receive his honorable mention for sports programming and stated that Scott Flynn is present to receive the honorable mention for technology.

Chair Heitkamp presented the award to Scott Flynn.

5.2 PSA Day

Ms. George stated that 13 PSAs were created on the PSA Day, which QCTV hosted and advised that a written report was included in the Commission packet on the event and the plans to continue the event into the future. She introduced Steve Griffiths who took advantage of the day.

Steve Griffiths thanked the Commission for their time. He stated that he was thrilled to take part in the PSA Day as a member of a small nonprofit group. He stated that he was the first person to take advantage of the opportunity and was given 30 minutes to shoot his PSA with the assistance of QCTV staff. He advised that his organization was going through a name change and the time was right to make the announcement through QCTV. He stated that he was also provided with a copy of the PSA to post on their Facebook and webpages. He advised that the PSA is the most viewed video on their Facebook page and has been very helpful for his organization. He appreciated that the QCTV staff went the extra mile to help out his organization.

5.2.1 Presentation of local PSA

Ms. George played the PSA created for Impact Services.

Commissioner Trude stated that she appreciates that QCTV is reaching out to the community in this way and believed that PSAs are a better use than the bulletin. She hoped to see this program grow in the future. She also believed that staff was probably able to pick up some new skills throughout this process as well.

Commissioner Ulrich stated that building community was mentioned in the Strategic Plan and believed that this was a great method to incorporate that item. He thanked staff for their efforts.

Ms. George stated that QCTV may incorporate member cities into the next PSA that could highlight city services.

5.3 Operating Budget and DRAFT Five Year Capital Budget Adoption

Ms. George stated that the 2014 proposed operating budget has gone before the Budget Committee.

Commissioner Dickinson stated that the Budget Committee did review the proposed 2014 operating budget line by line and was able to incorporate the experience of the past year into the process as well. He explained that history would need to be developed in order to better gauge the budget but believed the process is improving.

Chair Heitkamp stated that he discussed the format of the budget with Ms. George and noted that he finds it helpful to have historical information for the line items as well as the percentage difference from 2013 to 2014.

Ms. George noted that the 2013 budget was a net zero while the 2014 budget has a \$128,868 projection back to the operating reserves. She referenced the two year payback of the capital improvements to the member cities and noted that will come from the reserves rather than the operating budget. She confirmed that the 2014 budget is a decrease from the 2013 budget.

Commissioner Trude questioned if staff would build the reserves through cost savings.

Ms. George highlighted a number of items that will come in under budget for 2013.

Chair Heitkamp referenced the proposed projection of the 2014 budget that will establish a capital reserve as well as an operating reserve.

Commissioner Dickinson explained that the organization would need to have a reserve to carry the organization for up to four months, rather than six months for

a municipality. He explained that the capital reserve would need to be funded. He explained that this is still a work in progress because the previous budgets beyond 2013 cannot be used for comparison purposes; noting that historical information would be available going into the third year budgeting process.

Motion was made by Ulrich and seconded by Trude to approve the 2014 operating budget as presented.

8 ayes – 0 nays. Motion carried.

Ms. George referenced the five year capital budget plan that will take the organization from 2014 through 2018. She explained that the first three years are weighted to account for the high definition services at member city halls.

Commissioner Dickinson stated that the Budget Committee did review each item individually in order to fully understand each item, as well as the lifespan for each equipment item. He advised that the improvements have been staggered in order to prevent equipment needing to be replaced all at once.

Chair Heitkamp stated that the Commission has spent a lot of time setting the course for high definition and asked for a target date.

Ms. George referenced the top portion of the first page, which provides a snapshot of the first three years and summarized those line items.

Chair Heitkamp commended the Budget Committee for their efforts not only with the operating budget but also in developing the capital budget.

Commissioner Trude confirmed that the Commission would be kept in the loop as this moves forward.

Commissioner Cruikshank confirmed that there is interest in updating equipment at the city halls, which could be further looked into.

Motion was made by Dickinson and seconded by Ulrich to approve the draft five-year capital budget as presented.

8 ayes – 0 nays. Motion carried.

5.4 Comcast Encryption

Ms. George stated that this past Tuesday the Comcast encryption occurred with all the subscribers. She advised that two inquiries were received in the office, which were properly routed. She thanked Comcast for their notification in addition to the notification that was presented on QCTV. She reported that from

her perspective the transition went very smoothly and commended Comcast for their creation of a dedicated telephone line to handle universal service calls.

5.5 Monthly Statistical Report

Ms. George had no additional comments.

5.6 Programming Reports

Ms. George advised that there has been a staffing change that has caused a retooling of the Promo Show, which was previously airing.

Scott Flynn played a video of the new version titled "What's New at the Q" that staff has created. He noted that this program is created each week to highlight the weekly activities. He advised that the program is linked to social media sites as well as the QCTV website as well.

Commissioner Trude complimented staff and believed that the program is a great improvement from the bulletin board.

ADJOURN – 6

Time of adjournment 11:02 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of October 31, 2013

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	1,006,816.43
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,006,816.43
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,006,816.43
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	15,312.35
Other Current Liabilities	3,716.93
Total Current Liabilities	\$ 19,029.28
Equity	987,787.15
TOTAL LIABILITIES AND EQUITY	\$ 1,006,816.43

**Quad Cities Communications Commission
Budget vs. Actuals: Budget 2013 - FY13 P&L
January - October, 2013**

	Oct 2013				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Discounts given (deleted-1)		0.00	0.00		0.00	0.00	0.00	
Duplication Revenue	911.30	208.00	703.30	438.13%	7,274.22	2,080.00	5,194.22	349.72%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	42,180.00	(42,180.00)	0.00%
Franchise Fees	241,426.20	74,340.00	167,086.20	324.76%	718,858.08	743,400.00	(24,541.92)	96.70%
Interest Income	10.08	8.00	2.08	126.00%	99.89	80.00	19.89	124.86%
Miscellaneous Income	1,950.00	2,500.00	(550.00)	78.00%	5,400.09	25,000.00	(19,599.91)	21.60%
PEG Fee	120,713.14	37,170.00	83,543.14	324.76%	359,428.80	371,700.00	(12,271.20)	96.70%
Total Income	365,010.72	118,444.00	246,566.72	308.17%	1,091,061.08	1,184,440.00	(93,378.92)	92.12%
Expenses								
Accounting / HR Services	1,786.61	1,500.00	286.61	119.11%	11,322.44	15,000.00	(3,677.56)	75.48%
Ads/Promos/Sponsorships	125.00	737.00	(612.00)	16.96%	2,774.00	7,370.00	(4,596.00)	37.64%
Advertising			0.00		39.81	0.00	39.81	
Andover Capital Equipment	96.66		96.66		1,532.66	0.00	1,532.66	
Announcers Fees	1,825.00	1,371.00	454.00	133.11%	11,800.00	13,710.00	(1,910.00)	86.07%
Anoka Capital Equipment	96.66		96.66		1,076.24	0.00	1,076.24	
Audit		1,308.00	(1,308.00)	0.00%	15,740.00	13,080.00	2,660.00	120.34%
AV Equip / Repair / Supply / Software	9,320.11	8,623.00	697.11	108.08%	13,451.93	86,230.00	(72,778.07)	15.60%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	236.48	410.00	(173.52)	57.68%
Brand Apparel	662.00	208.00	454.00	318.27%	844.20	2,080.00	(1,235.80)	40.59%
Building - Cleaning	407.65	526.00	(118.35)	77.50%	3,707.21	5,260.00	(1,552.79)	70.48%
Building - Insurance	2,364.00	241.00	2,123.00	980.91%	4,293.00	2,410.00	1,883.00	178.13%
Building - Maintenance	112.64	583.00	(470.36)	19.32%	3,261.52	5,830.00	(2,568.48)	55.94%
Building - Supplies	260.20	250.00	10.20	104.08%	1,475.31	2,500.00	(1,024.69)	59.01%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	2,500.00	0.00	100.00%
Cell Phone - Allowance	210.00	75.00	135.00	280.00%	2,110.00	750.00	1,360.00	281.33%
Cell Phone - Reimbursement		166.00	(166.00)	0.00%	0.00	1,660.00	(1,660.00)	0.00%
Champlin Capital Equipment	91.67		91.67		2,845.40	0.00	2,845.40	
City Sewer & Water	1,418.60	375.00	1,043.60	378.29%	2,523.61	3,750.00	(1,226.39)	67.30%
Commission Expense		291.00	(291.00)	0.00%	2,591.98	2,910.00	(318.02)	89.07%
Computer Equip / Repair / Supply / Software	2,937.49	3,125.00	(187.51)	94.00%	6,932.32	31,250.00	(24,317.68)	22.18%
Conference Participation	230.00		230.00		230.00	0.00	230.00	
Consulting Services	600.00	2,708.00	(2,108.00)	22.16%	9,160.74	27,080.00	(17,919.26)	33.83%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	21,660.00	(21,660.00)	0.00%
Duplication Expenses	262.17	466.00	(203.83)	56.26%	1,647.85	4,660.00	(3,012.15)	35.36%

**Quad Cities Communications Commission
Budget vs. Actuals: Budget 2013 - FY13 P&L
January - October, 2013**

	Oct 2013				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	1,141.05	1,166.00	(24.95)	97.86%	14,234.73	11,660.00	2,574.73	122.08%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	717.07	2,080.00	(1,362.93)	34.47%
Federal Unempl Expense	48.00		48.00		1,277.37	0.00	1,277.37	
Health Insurance	2,687.58	2,600.00	87.58	103.37%	29,285.41	26,000.00	3,285.41	112.64%
Health Insurance - Opt Out	400.00	400.00	0.00	100.00%	4,000.00	4,000.00	0.00	100.00%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	410.00	(410.00)	0.00%
Insurance - Liability / Bonds	6,964.00	635.00	6,329.00	1096.69%	12,051.00	6,350.00	5,701.00	189.78%
Lawn Service	787.41	291.00	496.41	270.59%	4,311.40	2,910.00	1,401.40	148.16%
Legal Fees	577.00	833.00	(256.00)	69.27%	4,646.93	8,330.00	(3,683.07)	55.79%
Legislative Lobbying		83.00	(83.00)	0.00%	1,660.00	830.00	830.00	200.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	830.00	(830.00)	0.00%
Meals	24.47	83.00	(58.53)	29.48%	699.77	830.00	(130.23)	84.31%
Memberships - NATOA / Others	110.00	456.00	(346.00)	24.12%	3,575.00	4,560.00	(985.00)	78.40%
Mileage	823.51	1,000.00	(176.49)	82.35%	4,553.05	10,000.00	(5,446.95)	45.53%
Miscellaneous Expenses		375.00	(375.00)	0.00%	253.43	3,750.00	(3,496.57)	6.76%
Natural Gas	31.07	166.00	(134.93)	18.72%	1,785.90	1,660.00	125.90	107.58%
Office Supplies / Equipment	154.62	1,258.00	(1,103.38)	12.29%	5,809.98	12,580.00	(6,770.02)	46.18%
Operating Transfer Out		1,666.00	(1,666.00)	0.00%	0.00	16,660.00	(16,660.00)	0.00%
Parking Lot Maintenance		416.00	(416.00)	0.00%	2,477.00	4,160.00	(1,683.00)	59.54%
Payroll Expenses (ADP)	376.95	433.00	(56.05)	87.06%	4,749.30	4,330.00	419.30	109.68%
PERA	7,661.58	4,281.00	3,380.58	178.97%	41,673.14	42,810.00	(1,136.86)	97.34%
Postage	122.25	83.00	39.25	147.29%	604.64	830.00	(225.36)	72.85%
Printing / Copy Services	83.67	208.00	(124.33)	40.23%	177.40	2,080.00	(1,902.60)	8.53%
Professional Development		1,425.00	(1,425.00)	0.00%	9,727.57	14,250.00	(4,522.43)	68.26%
Publications		59.00	(59.00)	0.00%	227.17	590.00	(362.83)	38.50%
Ramsey Capital Equipment	193.17		193.17		1,319.18	0.00	1,319.18	
Sales Tax		41.00	(41.00)	0.00%	1,311.15	410.00	901.15	319.79%
Secretary Services	321.90	150.00	171.90	214.60%	1,278.85	1,500.00	(221.15)	85.26%
Snow Plowing Service		208.00	(208.00)	0.00%	2,826.25	2,080.00	746.25	135.88%
SS/Medicare Expense	4,063.36	4,518.00	(454.64)	89.94%	40,065.88	45,180.00	(5,114.12)	88.68%
STD / LTD / Life Insurance	360.58	387.00	(26.42)	93.17%	3,576.98	3,870.00	(293.02)	92.43%
Studio Sets		341.00	(341.00)	0.00%	0.00	3,410.00	(3,410.00)	0.00%
Subscription Services	55.00	815.00	(760.00)	6.75%	2,531.90	8,150.00	(5,618.10)	31.07%
Vehicle - Equipment / Repair		2,091.00	(2,091.00)	0.00%	85.53	20,910.00	(20,824.47)	0.41%
Vehicle - Insurance	2,773.00	250.00	2,523.00	1109.20%	4,713.00	2,500.00	2,213.00	188.52%

**Quad Cities Communications Commission
Budget vs. Actuals: Budget 2013 - FY13 P&L
January - October, 2013**

	Oct 2013				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Maintenance / Gas	149.05	833.00	(683.95)	17.89%	2,945.78	8,330.00	(5,384.22)	35.36%
Voiceover			0.00		240.00	0.00	240.00	
Wages - Full-time	25,892.81	28,367.00	(2,474.19)	91.28%	264,045.78	283,670.00	(19,624.22)	93.08%
Wages - PT - Comm Prog	4,257.59	4,071.00	186.59	104.58%	44,701.46	40,710.00	3,991.46	109.80%
Wages - PT - Gov't Prog	8,167.65	8,203.00	(35.35)	99.57%	81,092.50	82,030.00	(937.50)	98.86%
Wages - PT - Office Support	2,240.93	2,479.00	(238.07)	90.40%	23,353.87	24,790.00	(1,436.13)	94.21%
Wages - PT - Sports Prog	6,716.90	7,054.00	(337.10)	95.22%	49,424.79	70,540.00	(21,115.21)	70.07%
Wages - PT - Tech Support	6,515.67	8,882.00	(2,366.33)	73.36%	70,285.47	88,820.00	(18,534.53)	79.13%
Waste Removal	108.55	106.00	2.55	102.41%	1,226.54	1,060.00	166.54	115.71%
Web / VOD / Int / CaTV / Phone	934.51	1,970.00	(1,035.49)	47.44%	9,560.84	19,700.00	(10,139.16)	48.53%
Work Comp Insurance		225.00	(225.00)	0.00%	5,005.00	2,250.00	2,755.00	222.44%
Total Expenses	107,800.29	114,250.00	(6,449.71)	94.35%	860,184.71	1,142,500.00	(282,315.29)	75.29%
Net Operating Income	257,210.43	4,194.00	253,016.43	6132.82%	230,876.37	41,940.00	188,936.37	550.49%
Net Income	257,210.43	4,194.00	253,016.43	6132.82%	230,876.37	41,940.00	188,936.37	550.49%
City CIP Payments								
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>			

QCTV Bank Reconciliation
October 2013

Beginning Balance - 4M Statement	767,876.76
Less: Cleared Checks/Withdrawals	(136,618.31)
Plus: 4M Fund Interest	10.08
Plus: Bank Deposits	364,996.38
Bank Balance	\$996,264.91
Book Balance	996,264.91
Adjusted Book Balance	996,264.91
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Reconciliation Report

Quad Cities Commission, Period Ending 10/31/2013

Reconciled on: 11/22/2013 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	767,876.76
Checks and Payments cleared	-136,618.31
Deposits and Other Credits cleared	+365,006.46
Statement Ending Balance	996,264.91
Uncleared transactions as of 10/31/2013	-22,407.45
Register Balance as of 10/31/2013	1,000,807.10
Cleared transactions after 10/31/2013	-26,949.64
Uncleared transactions after 10/31/2013	-41,279.56
Register Balance as of 11/22/2013	932,577.90

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/02/2013	Bill Payment	10033	Thad Goff	-225.00
08/09/2013	Bill Payment	10045	Thad Goff	-75.00
08/30/2013	Bill Payment	10059	NATOA	-650.00
09/13/2013	Bill Payment	10071	Anoka Area Chamber of Commerce	-100.00
10/04/2013	Bill Payment	W/D	CitiStreetMN	-1,325.00
10/04/2013	Bill Payment	W/D	PERA	-3,717.50
10/04/2013	Bill Payment	10084	City of Anoka	-25,764.00
10/04/2013	Bill Payment	10094	Tightrope Media Systems	-551.00
10/04/2013	Bill Payment	10087	Holiday Station	-320.31
10/04/2013	Bill Payment	10086	G & B Environmental, Inc	-116.49
10/04/2013	Bill Payment	10088	Kennedy & Graven, Chartered	-1,297.60
10/04/2013	Bill Payment	10093	Presto Graphics	-45.53
10/04/2013	Bill Payment	10091	Newegg Inc.	-105.95
10/04/2013	Bill Payment	10089	Laura E. Houle	-280.00
10/04/2013	Bill Payment	10081	ACE Solid Waste, Inc.	-108.55
10/04/2013	Bill Payment	10092	Preferred One Insurance Co.	-3,361.43
10/04/2013	Bill Payment	10082	Century Link	-260.02
10/04/2013	Bill Payment	10083	City of Andover	-896.23
10/04/2013	Bill Payment	10095	Verizon Wireless	-50.08
10/04/2013	Bill Payment	10085	Comcast Cable	-175.61
10/04/2013	Bill Payment	10090	LMCIT	-3,058.00
10/04/2013	Bill Payment	10096	Xcel Energy	-1,650.82
10/04/2013	Journal	10A- 2013LB		-6,504.56
10/04/2013	Journal	10A- 2013LB		-21,034.97
10/04/2013	Journal	10B- 2013LB		-189.65
10/07/2013	Bill Payment	10098	Carl E. Anderson	-40.00
10/07/2013	Bill Payment	10097	Bret Heitkamp	-40.00
10/07/2013	Bill Payment	10100	Eric Johnson	-40.00
10/07/2013	Bill Payment	10102	James Dickinson	-40.00
10/07/2013	Bill Payment	10104	Julie Trude	-40.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/07/2013	Bill Payment	10103	John Letourneau	-40.00
10/07/2013	Bill Payment	10101	Huebsch	-55.60
10/07/2013	Bill Payment	10099	Comcast Cable	-822.05
10/07/2013	Bill Payment	10105	Newegg Inc.	-186.44
10/18/2013	Bill Payment	W/D	CitiStreetMN	-1,325.00
10/18/2013	Bill Payment	W/D	PERA	-3,626.80
10/18/2013	Journal	10C- 2013LB		-19,647.27
10/18/2013	Journal	10C- 2013LB		-6,240.19
10/18/2013	Journal	10D- 2013LB		-187.30
10/21/2013	Bill Payment	10121	U.S. Bank Corporate	-1,285.36
10/21/2013	Bill Payment	10114	Job Foundation/Tech Dump	-150.00
10/21/2013	Bill Payment	10119	Section 6AAAAA/5AAAAA	-150.00
10/21/2013	Bill Payment	10120	Sectional Hockey Tournaments	-250.00
10/21/2013	Bill Payment	10107	A+ Cleaning Service, Inc.	-407.65
10/21/2013	Bill Payment	10109	Anoka Area Chamber of Commerce	-125.00
10/21/2013	Bill Payment	10108	Amazon	-1,785.95
10/21/2013	Bill Payment	10111	Comcast Cable	-40.72
10/21/2013	Bill Payment	10112	Costco	-110.00
10/21/2013	Bill Payment	10115	Market Place Plus	-424.90
10/21/2013	Bill Payment	10110	CenterPoint Energy	-31.07
10/21/2013	Bill Payment	10113	Image Lawncare Services, Inc.	-684.81
10/21/2013	Bill Payment	10117	Newegg Inc.	-29.26
11/01/2013	Journal	11A - 2013LB		-20,503.97
11/01/2013	Journal	11A - 2013LB		-6,445.67
Total				-136,618.31

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/02/2013	Deposit		Jeff	20.00
10/02/2013	Deposit		RMS	850.00
10/09/2013	Deposit		El Gato Con Botas Lrn Ctr	12.00
10/09/2013	Deposit		Terry O'Connell	673.85
10/09/2013	Deposit		Therese Weierke	17.50
10/09/2013	Deposit		Gloria Crane	37.55
10/09/2013	Deposit		Charlie Roemhild	53.64
10/21/2013	Deposit		Fifth Avenue Dental, PA	1,100.00
10/24/2013	Deposit		MN State HS League	15.00
10/24/2013	Deposit		Keystrategies, LLC	10.00
10/24/2013	Deposit		Balloons Galore & More	15.00
10/24/2013	Deposit		Scott Blommer	17.50
10/24/2013	Deposit		James Bendtsen	17.50
10/24/2013	Deposit		James Bendtsen	17.50
10/24/2013	Deposit		Comcast	45,984.10
10/24/2013	Deposit		Comcast	22,992.08
10/24/2013	Deposit		Comcast	76,722.44
10/24/2013	Deposit		Comcast	38,361.28
10/24/2013	Deposit		Comcast	64,308.60
10/24/2013	Deposit		Comcast	32,154.31
10/24/2013	Deposit		Comcast	54,411.06

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/24/2013	Deposit		Comcast	27,205.47
10/31/2013	Journal	10E- 2013LB		10.08
Total				365,006.46

Additional Information

Uncleared Checks and Payments as of 10/31/2013

<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
10/07/2013	Bill Payment	10106	Thad Goff	-450.00
10/21/2013	Bill Payment	10116	Monarch Pest Control	-112.64
10/30/2013	Bill Payment	10134	North Metro Mayors Association	-250.00
10/30/2013	Bill Payment	10122	Amazon	-1,044.32
10/30/2013	Bill Payment	10125	City of Anoka	-14.67
10/30/2013	Bill Payment	10138	Timesavers	-192.90
10/30/2013	Bill Payment	10129	Holly Hansen Consulting	-100.00
10/30/2013	Bill Payment	10130	Huebsch	-62.36
10/30/2013	Bill Payment	10126	City of Champlin	-1,418.60
10/30/2013	Bill Payment	10128	FanFare Promotions	-662.00
10/30/2013	Bill Payment	10136	Thad Goff	-375.00
10/30/2013	Bill Payment	10132	MACTA	-230.00
10/30/2013	Bill Payment	10135	Preferred One Insurance Co.	-3,361.43
10/30/2013	Bill Payment	10137	The Lincoln National Life Ins. Co.	-479.80
10/30/2013	Bill Payment	10123	Century Link	-263.56
10/30/2013	Bill Payment	10139	Verizon Wireless	-50.08
10/30/2013	Bill Payment	10127	Comcast Cable	-175.61
10/30/2013	Bill Payment	10133	Market Place Plus	-424.90
10/30/2013	Bill Payment	10124	City of Andover	-880.55
10/30/2013	Bill Payment	10131	LMCIT	-12,101.00
Total				-22,774.42

Uncleared Deposits and Other Credits as of 10/31/2013

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/31/2013	Deposit		Winston Lane	45.00
10/31/2013	Deposit		Neil Turner	10.00
10/31/2013	Deposit		Nancy Blaska	15.00
10/31/2013	Deposit		Tom Schacht	15.00
10/31/2013	Deposit		Patrick Surma	15.00
10/31/2013	Deposit		Pat Walker	15.00
10/31/2013	Deposit		Travis Ness	177.00
10/31/2013	Deposit		Marilyn	10.73
10/31/2013	Deposit		Radio Shack	64.24
Total				366.97

Uncleared Checks and Payments after 10/31/2013

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/01/2013	Bill Payment	W/D	CitiStreetMN	-1,325.00
11/01/2013	Bill Payment	W/D	PERA	-3,741.70
11/01/2013	Journal	11B- 2013LB		-194.35
11/08/2013	Bill Payment	10150	Kennedy & Graven, Chartered	-70.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/08/2013	Bill Payment	10143	Comcast Cable	-437.33
11/08/2013	Bill Payment	10146	Holiday Station	-149.05
11/08/2013	Bill Payment	10144	David Steinberg	-360.00
11/08/2013	Bill Payment	10145	Greg Cipperly	-40.00
11/08/2013	Bill Payment	10151	Laura E. Houle	-200.00
11/08/2013	Bill Payment	10152	Marie Granquist	-400.00
11/08/2013	Bill Payment	10155	U.S. Bank Corporate	-602.30
11/08/2013	Bill Payment	10156	Xcel Energy	-1,141.05
11/08/2013	Bill Payment	10149	Image Lawncare Services, Inc.	-787.41
11/08/2013	Bill Payment	10148	Huebsch	-55.60
11/08/2013	Bill Payment	10153	Timesavers	-129.00
11/08/2013	Bill Payment	10147	Holly Hansen Consulting	-500.00
11/08/2013	Bill Payment	10140	A+ Cleaning Service, Inc.	-407.65
11/08/2013	Bill Payment	10142	ACE Solid Waste, Inc.	-108.00
11/08/2013	Bill Payment	10154	Trans Alarm	-128.28
11/08/2013	Bill Payment	10141	ABC Newspapers	-56.00
11/15/2013	Bill Payment	W/D	CitiStreetMN	-1,325.00
11/15/2013	Bill Payment	W/D	PERA	-3,658.93
11/21/2013	Bill Payment	10166	Huebsch	-41.73
11/21/2013	Bill Payment	10159	Barna, Guzy & Steffen, LTD	-507.00
11/21/2013	Bill Payment	10165	Full Compass System, LTD	-2,897.00
11/21/2013	Bill Payment	10168	Jeffrey Nelson	-400.00
11/21/2013	Bill Payment	10163	CWC Inc.	-2,200.00
11/21/2013	Bill Payment	10171	Sterling Trophy	-130.16
11/21/2013	Bill Payment	10162	City of Champlin	-750.86
11/21/2013	Bill Payment	10160	CenterPoint Energy	-55.41
11/21/2013	Bill Payment	10164	EPA Audio Visual, Inc	-7,255.00
11/21/2013	Bill Payment	10169	MCEA	-125.00
11/21/2013	Bill Payment	10170	Newegg Inc.	-3,220.36
11/21/2013	Bill Payment	10172	The Lincoln National Life Ins. Co.	-479.80
11/21/2013	Bill Payment	10157	Amazon	-2,389.00
11/21/2013	Bill Payment	10161	City of Andover	-1,139.86
11/21/2013	Bill Payment	10158	B&H Photo-Video	-4,042.16
11/21/2013	Bill Payment	10167	Image Lawncare Services, Inc.	-580.92
Total				-42,030.91

Uncleared Deposits and Other Credits after 10/31/2013

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/06/2013	Deposit		Terry O'Connell	673.85
11/14/2013	Deposit		Gordon & Susan Palmer	30.00
11/14/2013	Deposit		Kim Kettler	15.00
11/14/2013	Deposit		Paul Klein	17.50
11/21/2013	Deposit		Dan Miller	15.00
Total				751.35

QCCCC Agenda Item

4.3 Executive Director's Report

December 12, 2013

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Quad Cities Community Television is the destination for community programming and it is exciting to be a part of the team delivering live, video-on-demand and cablecast stories of what's happening in Andover, Anoka, Champlin, and Ramsey.

CAP Act introduced in Senate

Sens. Tammy Baldwin (D-Wis.) and Ed Markey (D-Mass.) have introduced a bill, the Community Access Preservation (CAP) Act, that would ensure public, educational and government access channels and programming. Attached to this report is the press release with more information.

Communications Act to be re-written in a multi-year effort

The House Commerce Committee announced in early December the intent to re-write the Federal Communications Act regulating television, telephone and Internet services. See attached article published by *The Hill*.

Access Channels

Quad Cities Cable Communications Commission provided notice to Comcast regarding the apparent non-compliance of the franchise agreement in the provision of 6 MHz channels. Legal counsel Robert Vose and Executive Director Karen George met with Comcast representatives to discuss the issue. A copy of the letter is attached.

Sales Tax Exemption update

Enclosed is the fact sheet from the Minnesota Department of Revenue. It explains how the sales tax exemption applies to local government. The Quad Cities Cable Communications Commission does NOT qualify for the sales tax exemption.

Budget implementation

The 2014 operating budget approved in November is ready for input. Staff will move forward with establishing a separate operating reserve equal to one-quarter

revenues and establish a capital account for the 5-Year Capital budget approved by the commission.

Organizational Assessment project

Holly Hansen Consulting is moving forward with an organizational structure, staffing plan, and developing job descriptions. The personnel committee will review and provide input before coming back to the commission for action. The project is on track for completion by the end of December 2013.

Personnel Policy updating

As part of the organizational assessment, the personnel policy is slated for updating. The policy draft is based on the League of Minnesota Cities model policy. The personnel committee is reviewing the policy draft.

Building maintenance

There was a moderate roof leak in the reception area and studio control room last October. The roof repairs have been completed and an insurance claim has been filed.

New telephone system

New telephone systems have been researched and QCTV will lease from business partner Comcast for telephone equipment and monthly service. The new system is scheduled for installation on January 7, 2014.

Chaffee to attend Leadership Academy

Bruce Chaffee will attend the Anoka-Ramsey/Anoka Area Chamber of Commerce Leadership Academy this spring. QCTV was the recipient of a \$500 scholarship to reduce the cost of the tuition.

Action Requested: None.

CAP Act is Introduced in the Senate!

The Alliance for Community Media (ACM) praises Senator Tammy Baldwin and Senator Edward Markey for continuing to champion Community Media by introducing the Community Access Preservation (CAP) Act and commends American Community Television (ACT) for their diligence in getting the CAP Act introduced.

The press release from the websites of Senator Baldwin and Senator Markey:

U.S. Senators Tammy Baldwin and Edward Markey Preserve Public Access to Local Television Channels, Ensure Diversity of Programming.

Tuesday, December 10, 2013

Washington, DC - U.S. Senators Tammy Baldwin (D-WI) and Edward Markey (D-MA) today introduced the Community Access Preservation (CAP) Act, legislation to ensure public access to local television programming.

"The 80-plus public, educational, and governmental access channels in the state of Wisconsin deliver invaluable public programming on a daily basis, commercial free and with the sole purpose of informing and educating our communities," said Baldwin. "As local budgets tighten and television delivery methods change, we must ensure that our local public access channels are able to continue to reflect local interests and bring diverse programming to the public."

"PEG access stations are televised town squares where local citizens can see and hear what is happening in their own community, and respond with their own voices to the issues affecting their cities and towns," said Markey. "I have long admired the goals of education and participation heralded by these TV channels, and I will continue to support the work of these vital local resources."

Across the country, there are over 2,000 public, educational, and governmental (PEG) studios/operations and an estimated 5,000 PEG channels. In a time of media consolidation, these local, non-commercial access channels bring unique voices, perspectives, and programming to communities. Local school districts operate PEG channels to feature school board meetings and forums, homework helpers, interviews, lectures, and sporting events not otherwise broadcast on television. And religious programming represents 20-40 percent of local access programming.

PEG channels receive no federal funding. The Telecommunications Act of 1996 grants municipalities the right to assess a small franchise fee, which is paid to local or state governments to support community media centers. Several states, while intending to preserve PEG and community media, have adopted statewide video franchising standards that have devastated PEG funding. Since 2005, PEG access channels have suffered severe setbacks as a result of these statewide franchising

laws passed in 23 states. These laws took away a local community's ability to negotiate with cable operators, resulting in six states - Wisconsin, Florida, Georgia, Ohio, Iowa, and Missouri - losing all funding for PEG channels in 2012. In addition, in 2007, the FCC ruled, subject to some important exceptions, that PEG franchise fees could only be used for facilities and equipment, and not for operating expenses. As a result, many communities are closing PEG facilities because, while they have equipment, there are no funds to operate them.

The CAP Act amends the Cable Act to ensure that PEG fees can be used for any purpose, including paying employee salaries. The legislation reaffirms that cable operators must deliver PEG channels to subscribers without additional charges, and via channel placement with the same quality, accessibility and functionality as provided to local television broadcast stations. Finally, it requires operators to provide the support required under state laws, or the support historically provided for PEG, or up to 2 percent of gross revenue, whichever is greater. The CAP Act costs nothing, will address the severe challenges faced by PEG access channels and local community media, and will save thousands of jobs across the country.

"Congress, through the cable acts of 1984 and 1992, intended to make sure that local communities could have PEG access channels and funding in return for the cable operators' use of public rights-of-way," said John Rocco, President, American Community Television. This legislation will restore what Congress intended and helps to secure a local community's ability to use these channels to communicate. We want to thank Senator Baldwin and Senator Markey for working together to save these channels."

"Wisconsin needs the CAP Act," said Mary Cardona, Executive Director of Wisconsin Community Media. "In 2007, state franchise legislation eliminated PEG funding. Since then, citizen-produced local programming has withered while local governments strive to retain coverage of local affairs. Some key public access centers in the state have closed their doors. The CAP Act will restore support for the community programming residents want. The continuing erosion of community television services in the state has been of great concern to Wisconsin Community Media and we could not be more thrilled at the re-introduction of the CAP Act by Senators Baldwin and Markey."

"In a time when religious programming face increasing challenges to its voice being given an equal platform, PEG channels offer a venue for these programs to be accessed," said Bishop John C. Wester, Diocese of Salt Lake City and chair of the USCCB Committee on Communications. "This is of particular importance for the elderly, disabled or homebound who long to remain connected to their religious communities but are unable to take part in their religious or community activities."

The CAP Act is supported by the Alliance for Community Media (ACM), American Community Television, The National Association of Telecommunications Officers

and Advisors (NATOA), The National Association of Counties (NACo), The National League of Cities, The United States Conference of Mayors, Americans for the Arts, and the U.S. Conference of Catholic Bishops.

From the FCC Web Site:

Public, Educational, and Governmental Access Channels ("PEG Channels")

Pursuant to Section 611 of the Communications Act, local franchising authorities may require cable operators to set aside channels for public, educational, or governmental ("PEG") use.

Public access channels are available for use by the general public. They are usually administered either by the cable operator or by a third party designated by the franchising authority.

Educational access channels are used by educational institutions for educational programming. Time on these channels is typically allocated among local schools, colleges and universities by either the franchising authority or the cable operator.

Governmental access channels are used for programming by local governments. In most jurisdictions, the local governments directly controls these channels.

PEG channels are not mandated by federal law, rather they are a right given to the franchising authority, which it may choose to exercise. The decision whether to require the cable operator to carry PEG channels is up to the local franchising authority. If the franchise authority does require PEG channels, that requirement will be set out in the franchise agreement between the franchising authority and the cable operator.

Franchising authorities may also require cable operators to set aside channels for educational or governmental use on institutional networks, i.e., channels that are generally available only to institutions such as schools, libraries, or government offices.

Franchising authorities may require cable operators to provide services, facilities, or equipment for the use of PEG channels.

In accordance with applicable franchise agreements, local franchising authorities or cable operators may adopt on their own, non-content-based rules governing the use of PEG channels. For example:

- Rules may be adopted for allocating time among competing applicants on a reasonable basis other than the content of their programming.
- Minimum production standards may be required.

- Users may be required to undergo training.

Federal law permitted a cable operator to prohibit the use of a PEG channel for programming that contains obscene material, sexually explicit conduct, indecency, nudity, or material soliciting or promoting unlawful conduct. However, the U.S. Supreme Court determined that this law was unconstitutional. Therefore, cable operators may not control the content of programming on public access channels with the exception that the cable operator may refuse to transmit a public access program, or a portion of the program, which the cable operator reasonably believes contains obscenity.

PEG channel capacity that is not in use for its designated purpose may, with the franchising authority's permission, be used by the cable operator to provide other cable services. Franchising authorities are directed by federal law to prescribe rules governing when this use is permitted.

For additional information

Any questions or comments about PEG channels on a particular system should be directed to the cable operator or the local franchising authority, and not to the Federal Communications Commission. The name and telephone number of your franchising authority should appear on your cable bill, or should be available through your cable operator. With very limited exceptions, the Federal Communications Commission is not responsible for enforcing the federal statute governing PEG channels.

December 3, 2013


Source: [Hill, The](#)

Author: [Brendan Sasso](#)

Location: House Commerce Committee, 45 Independence Ave SW 2123 Rayburn House Office Building, Washington, DC, 20515, United States

The leaders of the House Commerce Committee announced that they will begin re-writing the Communications Act, a foundational law that regulates the television, telephone and Internet industries.

Updating the act will be a multi-year effort, and each potential change will likely prompt intense lobbying from powerful industry groups. The Communications Act, which outlines the power of the Federal Communications Commission, dates back to 1934, and was last updated in 1996. House Commerce Committee Chairman Fred Upton (R-MI) said the communications and technology sectors were "stalwarts of our national economy" throughout the economic downturn. "We must ensure that our laws make sense for today but are also ready for the innovations of tomorrow," he said. Rep. Greg Walden (R-OR), the chairman of the subcommittee on Communications and Technology, said that when the Communications Act was last updated 18 years ago, "no one could have dreamed" of the coming advances in the Internet. The committee will begin its review with a series of hearings and white papers in 2014.

[House to re-write foundational communications law](#) 

[Chairmen Upton and Walden Announce Plans to Update the Communications Act](#)

[\(press release\)](#) 

[Statement \(FCC Commissioner Pai\)](#) 

[Statement \(AT&T\)](#) 

[House Lawmakers Launch Process to Update Aging Communications Laws](#)

[\(AdWeek\)](#) 

[Upton, Walden Plan To Update Comm. Act \(TVNewsCheck\)](#) 

[Hold onto your hats: Congress wants to tackle the telecommunications laws again](#)

[\(GigaOm\)](#) 



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November 12, 2013

Karly B. Werner
Government Affairs Senior Manager
Comcast- Twin Cities Region
10 River Park Plaza
St. Paul, MN 55107

**Re: *Quad Cities Communications Commission (QCCC);
Access Channels***

Dear Ms Werner:

Earlier this year, the QCCC inquired about changes that had apparently been made to the local PEG access channels required by the QCCC members' franchises. In response, you explained that Comcast had changed the frequency of PEG channels throughout the metro area including the Quad Cities area. You indicated that the final location of the relocated PEG channels is 99 (117 MHz). This change was completed without advance notice to the QCCC.

In addition, Comcast has converted the PEG channels from analog to digital. We understand that Comcast is compressing the QCCC's PEG channels. As a result, Comcast is apparently not providing each of the QCCC's PEG channels over 6 MHz of bandwidth.

The QCCC franchises require the PEG channels to be delivered as 6 MHz analog channels. Specifically, Section 6.1.2 of the franchise(s) provides:

The Grantee shall continue to dedicate and make available four (4) 6 MHz analog video channels for public, educational, governmental and religious use. The four (4) 6 MHz PEG Access Channels shall be allocated as follows on the Effective Date of this Franchise:

- 6.1.2.1 one (1) full-time 6 MHz analog video channel for Noncommercial City Government Access Channel use, designated, constructed and activated for discrete transmissions;
- 6.1.2.2. one (1) full-time 6 MHz analog video channel for Noncommercial Public Access Channel use;

6.1.2.3. two (2) full-time 6 MHz analog video channels for Noncommercial Public, Educational, religious and/or Government Access Channel use, to be programmed by the Commission in its sole discretion.

In accordance with these requirements, Section 1 defines “educational access channel,” “governmental access channel,” and “public access channel(s)” as “any 6 MHz channels on the System...”

At your earliest convenience, please explain Comcast’s position concerning its apparent non-compliance with the QCCC’s franchises. The QCCC reserves and does not waive its rights in relation to this issue. Please feel free to contact me with questions.

Very truly yours,



Robert J. V. Vose

RJV:jms

cc: Karen George, QCCC

Local Governments – Cities, Counties, and Townships

176

Sales Tax Fact Sheet 176

This fact sheet explains sales tax exemptions that apply to local governments.

What's New in 2013

Starting Jan. 1, 2014, cities and counties are exempt from sales and use tax on purchases used to provide certain government services. Townships have had this exemption since Oct. 1, 2011.

Cities and counties must pay sales and use tax on their taxable purchases made through Dec. 31, 2013.

Minnesota Statutes, section 297A.70, subdivision 2, allows local governments to buy some goods and services without paying sales and use tax.

Purchases of items or services are exempt if they are used to provide local government services that are not generally provided by a private business.

Cities, Counties, and Townships

For purposes of this exemption, “local governments” means only cities, counties, and townships (towns). It may include some cooperative agreements.

Local governments acting under an agreement authorized by statute – such as the Joint Powers Act (Minnesota Statutes, section 471.59) – may claim the exemption for their joint activities **only** if:

- the agreement is limited to Minnesota cities, counties, townships, school districts or some combination of them; and
- the city, county, or town includes financial information for the joint activities in its financial report to the State Auditor.

Note: Local governments acting under an agreement authorized by statute and financed by public funds do **not** qualify for this exemption if the joint activity financial information was reported to the State Auditor as a “special district” in 2012. (As opposed to reporting

as a city, county, or town or a component of a city, county or town.)

Nontaxable (Exempt) Purchases

To qualify for this exemption, purchases must meet the following requirements:

- The purchases are “inputs,” used to provide government services. (See examples, below, and Other Taxable Purchases, next page.)
- The purchases are not used as inputs to services that are generally provided by a private business. (See Taxable Purchases, on next page.)
- The purchases are billed to, and paid directly by, the local government. (Employee purchases that are reimbursed are taxable.)

For example, purchases used to provide the following government services would be exempt:

- Housing services
- Sewer and water services
- Wastewater treatment services
- Ambulance services
- Public safety services
- Correctional services
- Chore or homemaking services for residents who are elderly or disabled
- Road and street maintenance and lighting

For each eligible purchase, local governments must give the seller a fully completed exemption certificate (Form ST3). Select “B” as the reason for exemption.

Examples of what local governments can buy exempt:

- Gravel, sand, salt, and salt/sand mixtures
- Lawn care, tree, bush, and stump removal services
- Office supplies, equipment, and telephone service

- Machinery and equipment, accessories for public safety, and road and bridge maintenance
- Motor vehicles for certain uses (see Motor Vehicles, next column)
- Fuel and construction materials (see below)

Fuel. Local governments are exempt only from sales and use tax on fuel when used to provide exempt services. But they still must pay the state road tax on gasoline, undyed diesel or dyed diesel fuel used for taxable purposes.

Construction materials. Local governments are exempt from sales tax on purchases of construction materials for their own use, such as materials to upgrade their correctional facility. (For more information, see Contracts to Improve Real Property, next page.)

Purchases of culverts the government will install into real property are exempt from sales tax. But if they sell culverts at retail to landowners – without installation – the sale is taxable. (They may purchase the culverts exempt for resale by selecting “H” as the reason for exemption on Form ST3.)

Taxable Purchases

The exemption does **not** apply to purchases used to provide services that are generally provided by a private business. Examples include:

- Liquor stores
- Gas and electric utilities
- Golf courses
- Marinas
- Health and fitness centers
- Campgrounds
- Cafes
- Laundromats
- Waste management

Local governments must pay tax on purchases used to provide these services or others that are generally provided by a private business.

Some mixed-use facilities, such as a community center or sports center, may provide both exempt and taxable services. (See Allocating Sales Tax, next page.)

Other Taxable Purchases

The local government exemption does not apply to:

- Purchases of lodging, prepared food, candy, soft drinks, and alcoholic beverages.
- Solid Waste Management Tax
- Certain cemetery-related purchases by a city, county or town with a municipal cemetery. Examples include equipment, furniture, office supplies, and computers.

But lawn maintenance services for the cemetery burial grounds are exempt – such as mowing, raking, and tree or bush trimming. (For more information, see Fact Sheet 121, Lawn and Garden Care, Tree and Bush Service, Landscaping.)
- From July 1-December 31, 2013, purchases of taxable repair labor for certain equipment and machinery. (For more information, see Fact Sheet 152B, Labor – Repair for Businesses.)

Motor Vehicles

Local governments can buy certain motor vehicles exempt from the state’s motor vehicle sales tax. These include:

- Municipal fire trucks, marked police patrol vehicles, and ambulances that do not have to be registered.
- Road maintenance vehicles (for townships only). This includes snowplows, dump trucks, and others used exclusively for road maintenance – except for automobiles, vans or pickup trucks.
- Transit vehicles used by public or private transit operators, such as city or town buses and vehicles used to provide special transportation services for elderly or disabled residents. To qualify for this exemption, the transit operator must:
 - receive financial assistance or reimbursement under Minnesota Statutes, sections 174.24 or 473.384; or
 - operate under Minnesota Statutes, sections 174.29, 473.388, or 473.405.

Allocating Sales Tax

Some local government purchases may be used to provide both exempt services and taxable services (those generally provided by a private business).

In such cases, the local government may allocate the purchase and pay tax on the taxable portion.

You must use a reasonable method of allocation and keep business records that clearly identify how you determined the tax.

Examples

- A city purchases office supplies for all of its agencies. Some of the supplies are used to provide exempt services, such as housing or public safety; some are used to provide taxable services, such as a city-owned liquor store or golf course.

The city may allocate the sale to determine what portion of the purchase is being used for non-exempt services and is therefore taxable. The city then pays use tax on that portion.

- A county owned ice arena is also available for non-ice activities or events such as trade shows, craft shows, or private parties. Utilities such as water and electricity used for the ice rink are exempt. But utilities used for the non-ice activities or events are taxable.

The county may allocate usage of the utilities between the (exempt) ice rink and (taxable) non-ice activities. The county then pays use tax on the portion used for non-ice activities.

Contracts to Improve Real Property

This exemption does not apply to material purchases when a local government hires a contractor under a lump-sum contract that includes both labor and materials.

Contractors do not charge sales tax to their customers on construction contracts. Instead, contractors must pay sales or use tax on the cost of all materials, supplies, and equipment to complete the construction contract unless authorized to act as the local government's purchasing agent.

For more information on construction contracts and how to appoint a contractor as a purchasing agent, see Fact Sheet 128, Contractors, and Revenue Notice 95-05, Construction Contracts—Purchasing Agent Exemption.

Local Taxes

Local governments are exempt from local general sales or use taxes. However, they must pay other types of local taxes, such as restaurant, liquor, or lodging taxes.

References

- M. S. 297A.67, subd. 25, Maintenance of cemetery grounds
- M. S. 297A.68, subd. 19, Petroleum products
- M. S. 297A.70, subd. 2, Sales to government
- M. S. 297A.70, subd. 3, Sales of certain goods and services to governments
- M. S. 297B.03, Exemptions
- Revenue Notice 95-05, Construction Contracts – Purchasing Agent Exemption
- Revenue Notice 12-08, Exemption for Towns

Other Fact Sheets You May Need

- 121, Lawn and Garden Care, Tree and Bush Service, Landscaping
- 123, Athletic Facilities, Recreational Areas, Resorts, and Campgrounds
- 128, Contractors
- 142, Sales to Governments
- 152B, Labor – Repair and Maintenance for Businesses



10 River Park Plaza
St. Paul, MN 55107

Karen George
Executive Director
Quad Cities Communications Commission
12254 Ensign Avenue North
Champlin, MN 55316

November 26, 2013

RE: Administrative Late Fee Restructuring

Dear Karen:

In accordance with the section in your franchise regarding late fees, Comcast is requesting your approval for a restructuring of our late fee. The Company is proposing to implement this revised late fee structure to cover additional costs incurred in dealing with late paying customers. The current fee of \$8.00 has not been changed since 2010.

Comcast conducted a Twin Cities Region Cost Study using data for a one-year period ending August 31, 2013 to determine the costs incurred from late bill payments. The study concluded that the estimated net cost to the Company per late fee was greater than \$13.00. The study contains confidential, trade secret information, and can be made available for your review with the proper protections.

At this time, Comcast is proposing a restructuring of late fees to provide for an administration fee in the amount of \$9.50 in place of the current fee of \$8.00. Effective with your approval, Comcast proposes to assess a late fee of \$9.50 if payment is not received by day 38 of the billing cycle. Another late fee is assessed if payment is not received by day 68.

We strongly believe that customers who pay on time should not have to subsidize the fees associated with customers who do not pay on time. The Company's late fee approach addresses the concerns of people who miss their payment by a few days and who believe they should not incur the same late fee as those who pay later in time.

The fee is not a revenue source for Comcast. The fee is collected to reduce operating costs that are incurred from late paying customers. A fee assessment for late payment is not unique to Comcast. Late fees are charged by other companies that provide services on a month-to-month basis, including Xcel Energy, CenterPoint Energy and Century Link. Cities commonly assess a late payment fee per month on unpaid balances of water or sewer bills.

Comcast is requesting that you address this matter at your next scheduled meeting, December 19, 2013, in order for us to apply the fee uniformly across the metro area. Most franchises do not require approval by the city or commission and we wish to comply with the requirement in your area. Customers in your community will receive a bill message 30 days prior to the implementation of the new fee.

Should you have any questions or concerns on this matter, please do not hesitate to contact me at 651-493-5777.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carly B. Werner', written over a light blue horizontal line.

Carly B. Werner
Director, Government Affairs
Comcast - Twin Cities Region

COMCAST PRODUCTS AND SERVICES PRICE LIST

Serving the cities of: Bloomington, Fridley, Shakopee, Chaska, Jackson, Louisville, Carver, Minneapolis, St. Louis Park, Richfield, Eden Prairie, Minnetonka, Hopkins, Edina, Burnsville, Eagan, Bayport, Oak Park Heights, Stillwater, Baytown Township, Stillwater Township, Columbia Heights, Hilltop, Pine Springs, Hugo, Gem Lake, Landfall, Coon Rapids, River Falls, Hudson, North Hudson, Township, Town of River Falls, Troy, Lakeland, Lakeland Shores, St. Croix Beach, St. Mary's Point, Afton, West Lakeland, Hastings, Denmark Township, Brooklyn Center, Hannover, Brooklyn Park, Crystal, Golden Valley, Maple Grove, New Hope, Osseo, Plymouth, Robbinsdale, Corcoran, Hamel, Rogers, Medicine Lake, Hanover/Wright, St. Paul, Arden Hills, Falcon Heights, Lauderdale, Little Canada, Mounds View, New Brighton, North Oaks, Roseville, St. Anthony, Shoreview, Blaine, Centerville, Circle Pines, Ham Lake, Lexington, Lino Lakes, Spring Lake Park, Inver Grove Heights, Lilydale, Mendota, Mendota Hts, South St. Paul, Sunfish Lake, West St. Paul, Andover, Anoka, Champlin, Ramsey, Oak Grove, Birchwood, Dellwood, Grant, Lake Elmo, Mahtomedi, Maplewood, North St. Paul, Oakdale, Vadnais Heights, White Bear Lake, White Bear Township, Willernie, Prescott, Cottage Grove, Woodbury, Newport, St. Paul Park, Grey Cloud Island

Dear Valued Customer,

At Comcast we are committed to constantly improving your entertainment and communications experience, and we continue to invest in making your services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting January 1, 2014, new prices will apply to select* Video and Internet services and equipment as described in this notice.

We want to make sure you are getting the most out of your XFINITY services. Here are some highlights of the many services available to you:

- XFINITY On Demand™ – gives you thousands of top shows, hit movies and more—with **90% FREE**.
- XFINITY Internet delivers the fastest in-home Wi-Fi for all rooms on all devices. Get reliably fast speeds with the most coverage in your home – even during peak use periods - so everyone can get online and do more all at the same time.
- We invite you to visit our new and improved website at www.comcast.com/myaccount, where you can:
 - Manage your account preferences and equipment settings, pay your bill, manage appointments, and get help whenever you need it.
 - Watch your favorite programs online, set your DVR, and add your favorite shows to your Queue.
 - Plus, visit our mobile site from your smartphone to manage appointments, check your balance, and receive text alerts.

Of course, we back up our services with the Comcast Customer Guarantee (visit www.comcast.com/guarantee for details). We promise to provide you a consistently superior experience, including 24/7 customer service, two-hour appointment windows and on-time arrival—or we'll credit you \$20 or give you a free premium channel for three months.

Still have questions? Feel free to visit us at www.comcast.com/questions or call us at 1-877-508-5498. Thank you for choosing Comcast. We value you as a customer, and look forward to continuing to serve you.

**If you are currently receiving services on a promotional basis, under a minimum term agreement associated with a specific rate, or in the guaranteed period of one of our SurePrice™ plans, the prices for those specific services will not be affected during the applicable period.*

Certain services available separately or as a part of other levels of service. Service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown are for residential service only and do not include federal, state and local taxes, FCC user and franchise fees or Regulatory Recovery fees or other related costs, and are subject to change. Not all services are available in all areas. If you are a video service customer and you own a compatible digital converter or CableCARD device, please call 1-800-XFINITY for pricing information or visit www.comcast.com/equipmentpolicy. After a notice of an increase in rates, you may change your level of service at no additional charge for a period of 30 days from the effective date of the change. Otherwise, a fee may apply. Please refer to your billing statement for your Local Franchise Authority's name and address.

DIGITAL SERVICES (per month)

	Current Price	New Price
Digital Economy	\$34.95	\$37.95
Digital Starter	\$68.99	\$71.99
Digital Preferred	\$86.99	\$89.99
Digital Preferred Plus	\$116.49	\$121.49
Digital Premier	\$136.49	\$142.49
MultiLatino Max	\$59.95	\$64.95
MultiLatino Ultra	\$76.90	\$82.95

BASIC AND DIGITAL ANCILLARY SERVICES (per month)

	Current Price	New Price
Additional Outlet Service	\$9.25	\$9.95
with HD	\$9.25	\$9.95
with AnyRoom® DVR Service	\$9.25	\$9.95
SBTN (Vietnamese)	\$14.95	\$14.99
TV Asia (South Asian)	\$14.95	\$14.99
Zee TV (South Asian)	\$14.95	\$14.99
TV Asia & Zee TV (South Asian)	\$24.95	\$24.99

TRIPLE PLAY PACKAGES (per month)

	Current Price	New Price
Starter XF Triple Play	\$144.95	\$149.95
Preferred XF Triple Play	\$154.95	\$159.95
HD Preferred XF Bundle	\$164.95	\$169.95
HD Preferred Plus XF Bundle	\$184.95	\$189.95
HD Premier XF Bundle	\$214.95	\$219.95
HD Complete XF Bundle	\$244.95	\$249.95
XH PF Starter Triple Play Bundle	\$144.95	\$149.95
XH PF Preferred Triple Play Bundle	\$154.95	\$159.95
XH PF HD Preferred Triple Play Bundle	\$164.95	\$169.95
XH PF HD Preferred Plus Triple Play Bundle	\$184.95	\$189.95
XH PF HD Premier Triple Play Bundle	\$214.95	\$219.95
XH PF HD Complete Triple Play Bundle	\$244.95	\$249.95
XH PM Starter Triple Play Bundle	\$154.95	\$159.95
XH PM Preferred Triple Play Bundle	\$164.95	\$169.95
XH PM HD Preferred Triple Play Bundle	\$174.95	\$179.95
XH PM HD Preferred Plus Triple Play Bundle	\$194.95	\$199.95
XH PM HD Premier Triple Play Bundle	\$224.95	\$229.95
XH PM HD Complete Triple Play Bundle	\$254.95	\$259.95
Economy Triple Play XF	\$89.85	\$92.85

5010-5090, 5100-5190, 5200-5290, 5300-5390, 5400-5430, 5490, 5500-5590, 5600-5690, 5700-5790, 5800-5870, 5900-5970, 6000, 6010, 6100-6140, 6200-6220, 6300-6330

SAADF0BN

BULK TENANT - ACTIVE

	Current Price	New Price
Tenant Digital Preferred Plus	\$52.50	\$53.00
Tenant Digital Premier	\$72.50	\$73.00
Tenant Preferred XF Triple Play	\$99.95	\$104.95
Tenant HD Preferred XF Bundle	\$109.95	\$114.95
Tenant HD Preferred Plus XF Bundle	\$129.95	\$134.95
Tenant HD Premier XF Bundle	\$159.95	\$164.95
Tenant HD Complete XF Bundle	\$189.95	\$194.95

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTION (per month unless noted)**DIGITAL SERVICES**

	Current Price	New Price
Additional Outlet — SD DVR	\$19.20	\$19.90
Premium Package (HBO + Showtime + Starz)	\$30.00	\$35.00
Digital Preferred Package with HBO	\$106.98	\$104.99

TRIPLE PLAY PACKAGES

	Current Price	New Price
Value Bundle	\$123.89	\$126.89
Value Plus Bundle	\$145.89	\$150.89
Starter Bundle	\$160.89	\$165.89
Preferred Bundle	\$178.89	\$183.89
Preferred Plus Bundle	\$208.39	\$215.39
Premier Bundle	\$237.64	\$246.39

DOUBLE PLAY PACKAGES

	Current Price	New Price
Double Play Bundle (Performance Internet + Voice Unlimited) — when subscribing to video service	\$91.90	\$93.90
Double Play Bundle (Performance Internet + Voice Unlimited)	\$96.90	\$98.90
Starter Bundle with Economy Internet	\$98.94	\$101.94
Starter Bundle with Voice Unlimited — when subscribing to Internet service	\$108.94	\$111.94
Starter Bundle (with Voice Unlimited)	\$113.94	\$116.94
Starter Bundle with Performance Internet	\$115.42	\$125.94
Starter Bundle with Performance Internet	\$115.94	\$125.94
Starter Bundle with Performance Internet	\$116.15	\$125.94
Starter Bundle with Performance Internet	\$116.16	\$125.94
Starter Bundle with Performance Internet	\$116.32	\$125.94
Starter Bundle with Performance Internet	\$116.69	\$125.94
Starter Bundle with Performance Internet	\$116.84	\$125.94
Starter Bundle with Performance Internet	\$116.90	\$125.94
Starter Bundle with Performance Internet	\$116.94	\$125.94
Starter Bundle with Performance Internet	\$117.01	\$125.94
Starter Bundle with Performance Internet	\$117.11	\$125.94
Starter Bundle with Performance Internet	\$117.13	\$125.94
Starter Bundle with Performance Internet	\$117.35	\$125.94
Starter Bundle with Performance Internet	\$118.44	\$125.94
Starter Bundle with Performance Internet	\$120.94	\$125.94
Preferred Bundle with Voice Unlimited — when subscribing to Internet service	\$126.94	\$129.94
Preferred Bundle with Voice Unlimited	\$131.94	\$134.94
Preferred Bundle with Performance Internet	\$138.94	\$143.94
Preferred Bundle with HBO + Performance Internet	\$153.94	\$158.94
Premier Bundle with Voice Unlimited	\$181.44	\$187.44
Premier Bundle with Performance Internet	\$188.44	\$196.44
MultiLatino Max Bundle with Voice Unlimited	\$104.90	\$109.90
MultiLatino Max Bundle with Performance Internet	\$111.90	\$114.95
MultiLatino Max Bundle with Voice Unlimited	\$128.85	\$129.95

INTERNET

	Current Price	New Price
Additional E-Bill Account Fee	\$1.49	\$1.99
2-4 Additional IPs	\$9.00	\$9.95
Ultra Internet Service (with XFINITY TV or Voice Service)	\$61.95	\$63.95
Ultra Internet Service (XFINITY Internet Service Only)	\$74.95	\$76.95

MULTILATINO PAQUETE TRIPLE (per month)

	Current Price	New Price
MultiLatino Max Triple Play	\$139.95	\$149.95
MultiLatino Ultra Triple Play	\$149.95	\$159.95
MultiLatino Ultra HD Triple Play	\$159.95	\$169.95
MultiLatino Ultra HD Plus Triple Play	\$179.95	\$189.95
MultiLatino Total HD Triple Play	\$209.95	\$219.95

DOUBLE PLAY PACKAGES (per month)

	Current Price	New Price
Starter XF Double Play	\$119.95	\$125.94
Preferred XF Double Play	\$134.95	\$143.94

XFINITY INTERNET (per month)

	Current Price	New Price
Performance Internet (with XFINITY TV or Voice Service)	\$51.95	\$53.95
Blast! ® Internet (with XFINITY TV or Voice Service)	\$61.95	\$63.95
Performance Internet (XFINITY Internet Service Only)	\$64.95	\$66.95
Blast! ® Internet (XFINITY Internet Service Only)	\$74.95	\$76.95
Voice/Data Modem Rental	\$7.00	\$8.00
Wireless Gateway	\$7.00	\$8.00
Reactivation Fee — No In-Home visit required (per occurrence)	\$5.00	\$6.00
Upgrade/Downgrade of Service — No in-home visit required (per occurrence)	\$5.00	\$2.99

XFINITY VOICE (per month)

	Current Price	New Price
Voice/Data Modem Rental	\$7.00	\$8.00
Non-Listed Number	\$1.00	\$2.00
Non-Published Number	\$2.45	\$2.50
Non-Published Number	\$4.95	\$2.50
Reactivation Fee — No In-Home visit required (per occurrence)	\$5.00	\$6.00
Upgrade/Downgrade of Service — No in-home visit required (per occurrence)	\$5.00	\$2.99



Comcast Cable
10 River Park Plaza
St. Paul, MN 55107

December 3, 2013

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

RE: 2014 Price Changes

Dear Karen:

I am writing to make a correction to my November 26, 2013 letter. Digital Preferred customers will have a price increase on January 1, 2014. The correct rate increase was noticed on the rate card that was enclosed with the November 26, 2013 letter and with customer notifications.

If you have any questions about these changes, please feel free to call me directly at 651-493-5777.

Sincerely,

Karly Werner
Director, Government Affairs
651-493-5777
karly_werner@cable.comcast.com



November 26, 2013

Karen George
Executive Director
Quad Cities Cable Commission
12254 Ensign Avenue North
Champlin, MN 55316

RE: Important Information—Price Changes

Dear Karen

At Comcast, we are committed to constantly improving our customers' entertainment and communications experience in your communities and we continue to invest in making their services even better. As we make these and other investments, we periodically need to adjust prices due to increases we incur in programming and other business costs. Starting January, 2014, new prices will apply to select* Video and Internet services and equipment. Enclosed please find the following bill message customers will receive beginning December 1, 2014.

Please know that customers currently receiving Limited Basic, Digital Preferred, DVR or Internet Essentials services will see no price changes at this time.

Bloomberg TV, a 24-hour business and financial news television network, will be moving from channel 251 to channel 103. The Oprah Winfrey Network will move from channel 103 to channel 120. Bloomberg TV will be available on any XFINITY TV level of service.

We promise to continue to provide our customers with a consistently superior experience, including 24/7 customer service, two-hour appointment windows and on-time arrival—or we'll credit the customer \$20 or provide a free premium channel for three months. We back up our services with the Comcast Customer Guarantee (visit www.comcast.com/guarantee for details).

If you have any questions or need more information about these changes please feel free to call me directly at 651-493-5777.

Sincerely,

Karly Werner
Director, Government Affairs
karly_werner@cable.comcast.com

cc: Customer Notice

**If a customer is currently receiving services on a promotional basis, or under a minimum term agreement associated with a specific rate, the prices for those specific services will not be affected during the applicable period.*

QCCCC Agenda Item

5.1 Comcast Late Fee

December 17, 2013

To: Commissioners

From: Karen George, Executive Director

Subject: Comcast Administrative Late Fee Restructuring

Comcast has requested commission approval for a rate adjustment on the late fee assessed cable subscribers. The current late fee is \$8 and is proposed to change to \$9.50. The notice for commission approval is set forth in Section 5.9 of the franchise agreement. Attached is a memo from legal counsel Bob Vose as he is unavailable and cannot attend the commission meeting.

Action Requested: Approve Comcast request for late fee rate adjustment.

Kennedy

&

Graven

CHARTERED

470 Pillsbury Center
200 South Sixth Street
Minneapolis MN 55402

(612) 337-9300 telephone
(612) 337-9310 fax
<http://www.kennedy-graven.com>

MEMORANDUM

To: Quad Cities Communications Commission
From: Bob Vose
Date: December 17, 2013
Re: Late Fee Increase

Comcast requests that the Commission approve an increase in the administrative fee that is imposed on customers that pay their cable bill late. Such fee is imposed when a customer fails to pay the amount invoiced by day 38 of their billing cycle. Comcast seeks to increase the current late fee from \$8 to \$9.50. The last late fee increase took place in 2010, when the fee was increased from \$7 to \$8.

Comcast indicates that change is being made metro-wide. Comcast has provided a redacted copy of a cost study concluding that late payments cause Comcast to incur administrative and related costs that exceed \$8 per payment.

BACKGROUND

Section 5.9 of the member cities' franchises states:

Fees for the late payment of bills shall not be assessed until after the Service has been fully provided. Late fee amounts on file with the Commission shall not be adjusted by the Grantee without the Commission's prior approval.

This franchise language does not identify a test or standard for approving late fee increases. Identical language is contained in other Comcast franchises in the Minneapolis/St. Paul metro. This language was negotiated because, shortly prior to renewal of several metro-area franchises, Comcast's predecessor imposed a late fee for the first time without advance notice to the franchising authority. This resulted in some subscriber confusion. In practice, metro-area franchising authorities have approved requested late fee increases since this language was negotiated.

Comcast includes the revenues generated by late fees in its calculation of "gross revenues." Accordingly, franchise fees are paid on late fee revenues.

COMMISSION ACTION

Comcast has properly notified the Commission of the requested late fee increase in accordance with the franchise(s). Comcast has also provided a justification for the proposed increase. Absent a detailed review and analysis of Comcast's cost study by an accountant or other qualified expert, I am not aware of any reasons to deny the requested increase.

QCCCC Agenda Item
5.2 Monthly Stats Report

December 12, 2013

To: Commissioners

From: Karen George, Executive Director

Subject: Statistical Report

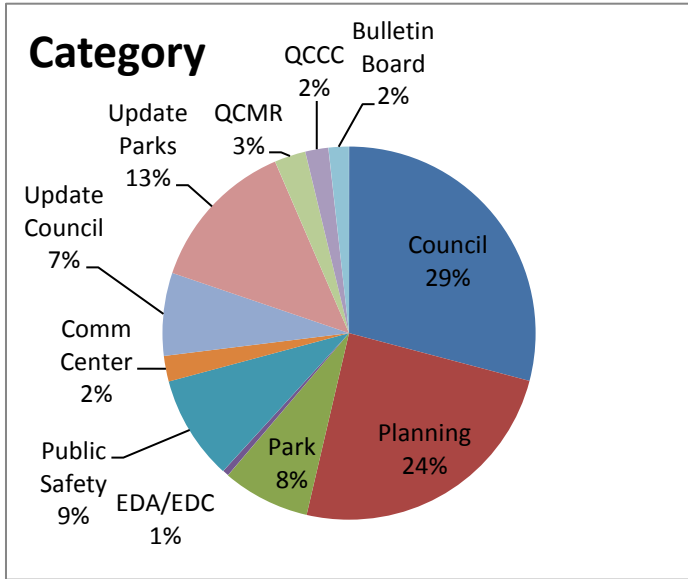
Attached you will find the November program statistical reports.

Action Requested: None.

Andover Channel & Web Statistics

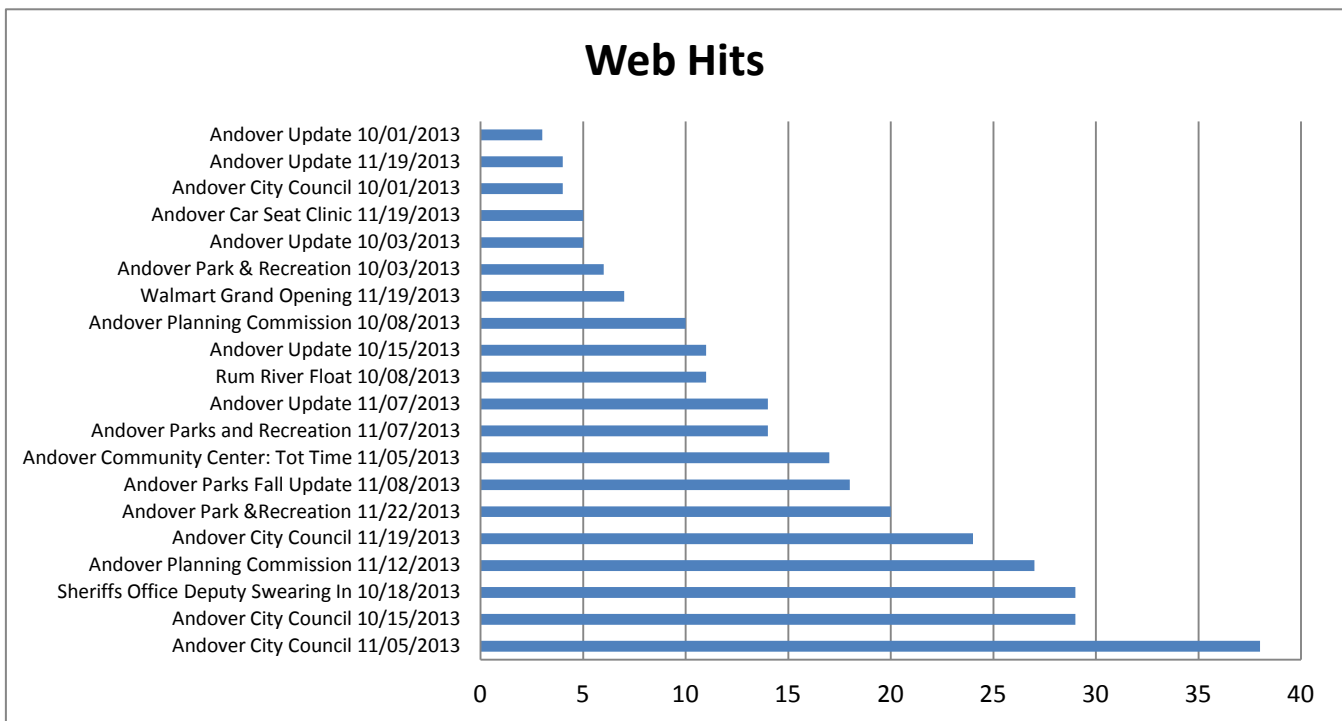
November 2013

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 2323	New Shows: 15	Total Hours: 12:43	Total Hits: 296
Total Time: 707:17	New Time: 9:12	Saturation: 1.76%	
Saturation: 98.2%	All Shows: 29		
	All Time: 17:45		



Channel Up Time 99.08%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.92%	6:39
Other:	0	0

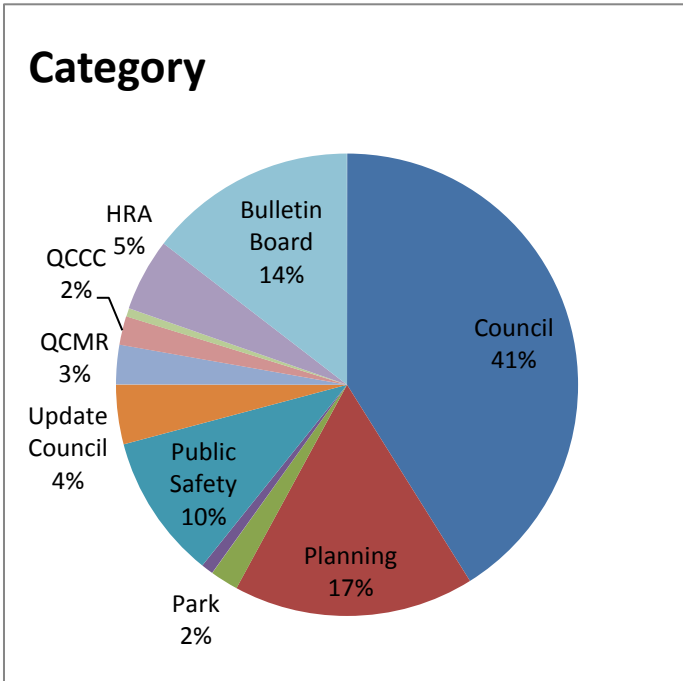
Shared With Multiple Cities		
10/22/2013	Sheriff Off ice Swearing-In	0:24:19
10/1/2013	Sheriff Show	0:13:29
8/29/2013	Sheriff Show	0:09:33
8/20/2013	Public Safety Talk	0:47:00
10/24/2013	QCMR	0:16:29
10/11/2013	QCMR	0:13:58
9/27/2013	QCMR	0:10:45
10/17/2013	QCCC	0:44:22



Anoka Channel & Web Statistics

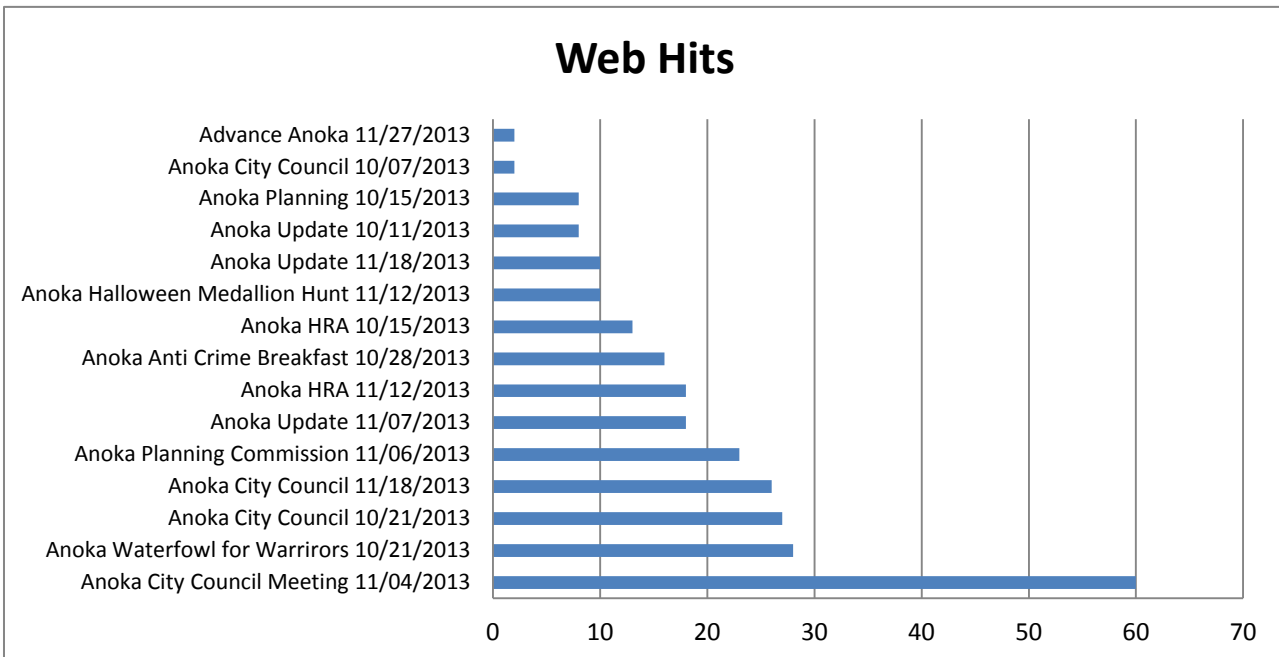
November 2013

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 899	New Shows: 12	Total Hours: 104:44	Total Hits: 269
Total Time: 615:16	New Time: 8:15	Saturation: 14.5%	
Saturation: 85.45%	All Shows: 25		
	All Time: 16:44		



Channel Up Time: 97.72%		
Issues	Percentage	Hours
Scheduling:	0	0
File:	1.36%	9:52
Server:	0.92%	6:39
Other:	0	0

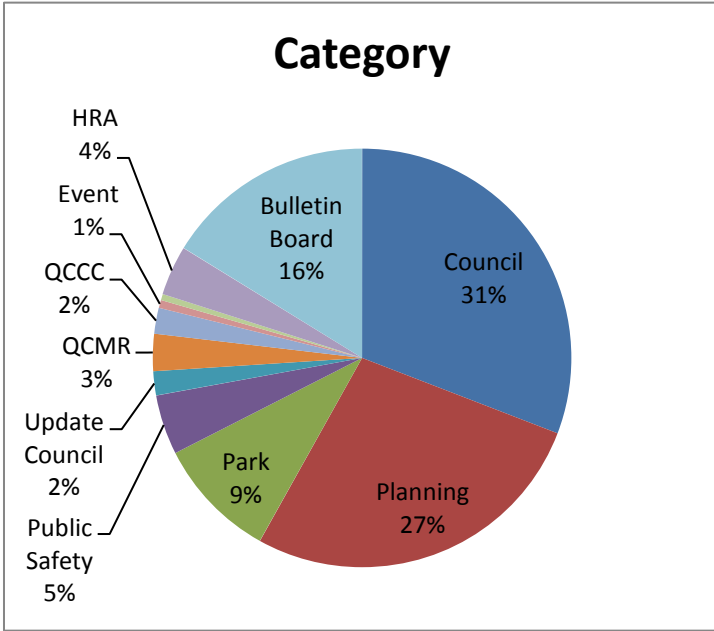
Shared with multiple cities		
11/6/2013	Public Safety Talk	0:30:13
11/1/2013	Sheriff Show	0:13:24
10/23/2013	Sheriff Office Swearing-In	0:24:19
10/1/2013	Sheriff Show	0:13:29
8/20/2013	Public Safety Talk	0:47:00
11/15/2013	QCMR	0:14:29
10/24/2013	QCMR	0:16:29
11/21/2013	QCCC	0:57:22
10/17/2013	QCCC	0:44:22



Ramsey Channel & Web Statistics

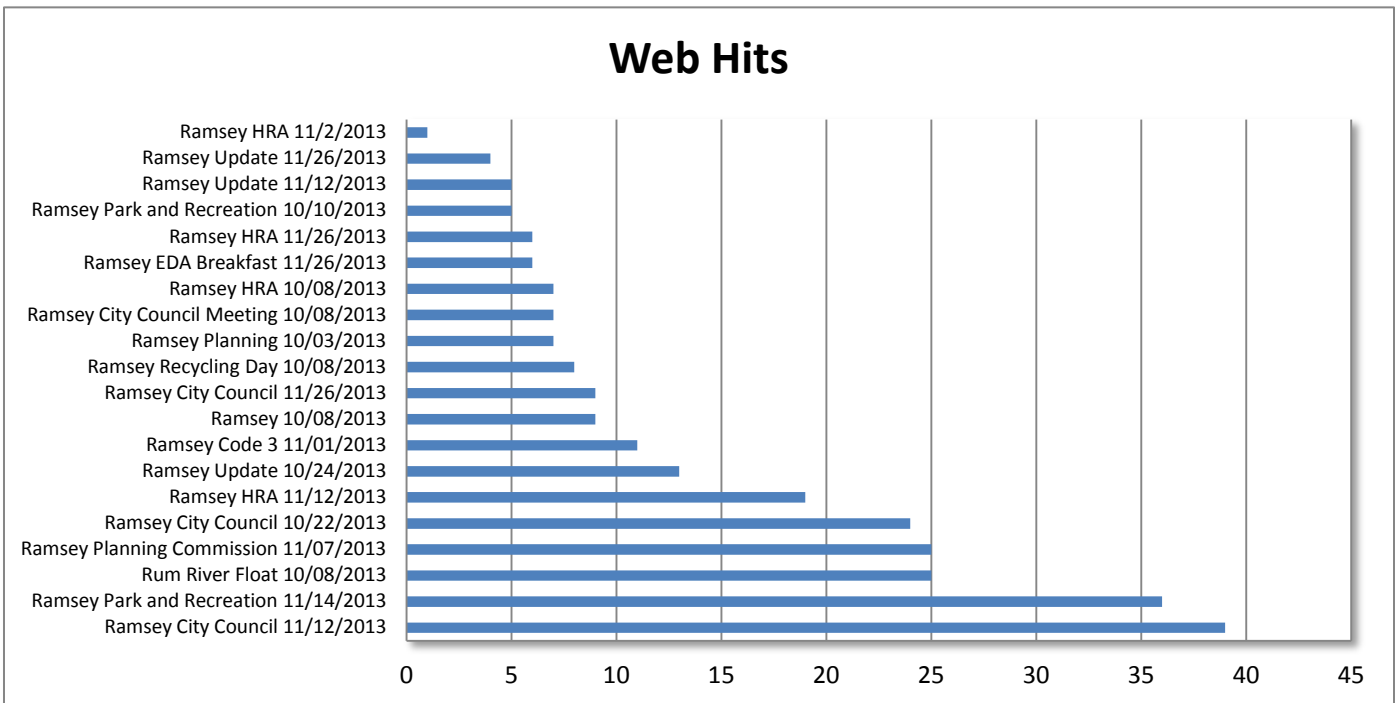
November 2013

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1032	New Shows: 15	Total Hours: 116:46	Total Hits: 266
Total Time: 603:13	New Time: 10:08	Saturation: 16.22%	
Saturation: 83.78%	All Shows: 25		
	All Time: 16:32		



Channel Uptime 99.08%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0	0
Server:	0.92%	6:39
Other:	0	0

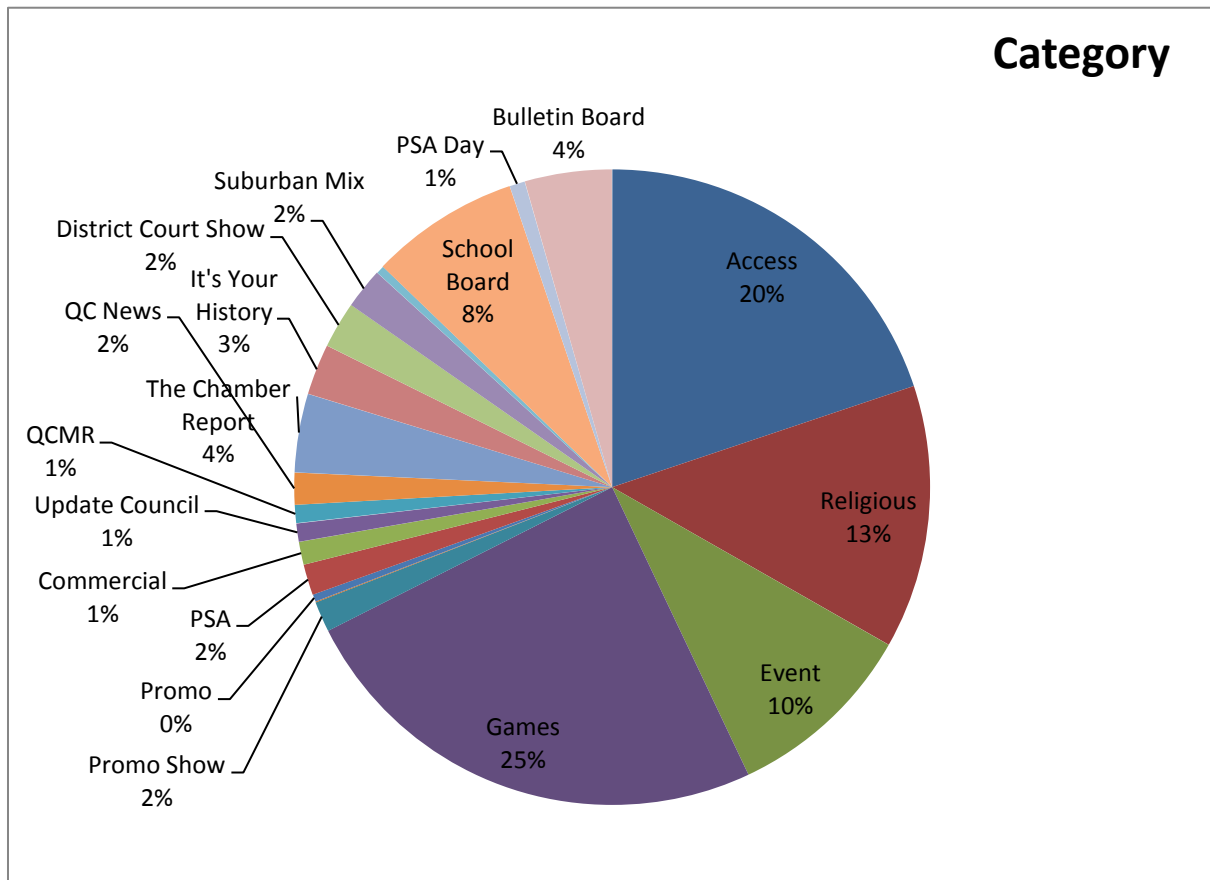
Shared with Multiple Cities		
11/6/2013	Public Safety Talk	0:30:13
11/1/2013	Sheriff Show	0:13:24
10/23/2013	Sheriff Off Swearing-In	0:24:19
8/20/2013	Public Safety Talk	0:47:00
11/15/2013	QCMR	0:14:29
10/24/2013	QCMR	0:16:29
11/21/2013	QCCC	0:57:22
10/17/2013	QCCC	0:44:22



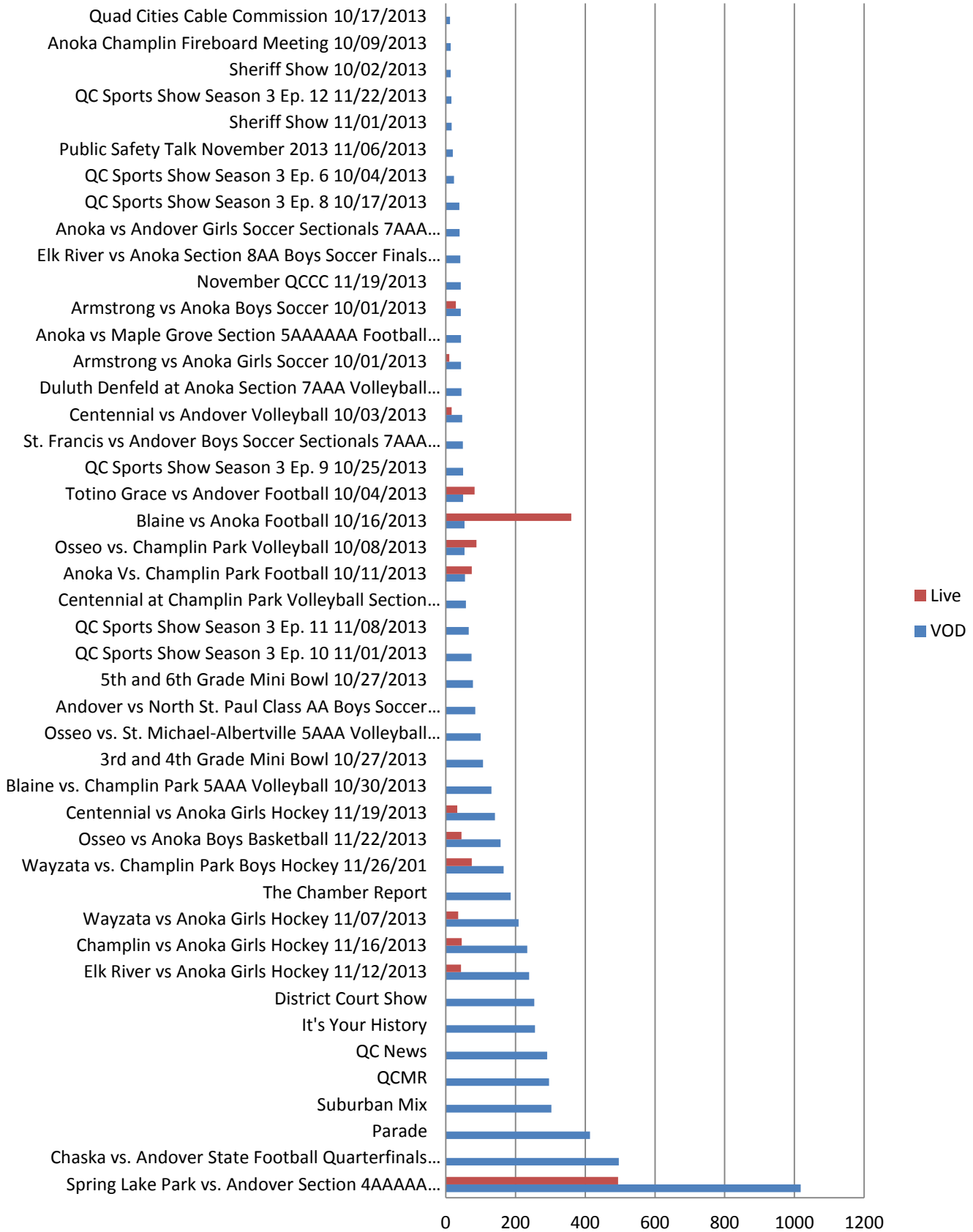
Community Channel 15 November 2013

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 2075	New Shows: 74	Total Hours: 31:59	Total VOD Hits: 6175
Total Time: 688:01	New Time: 52:54	Saturation: 4.44%	Total Live: 1435
Saturation: 95.56%	All Shows: 161		
	All Time: 101:24		

Channel Uptime 99.59%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0.41%	2:58
Server:	0%	0
Other:	0%	0



Web Hits

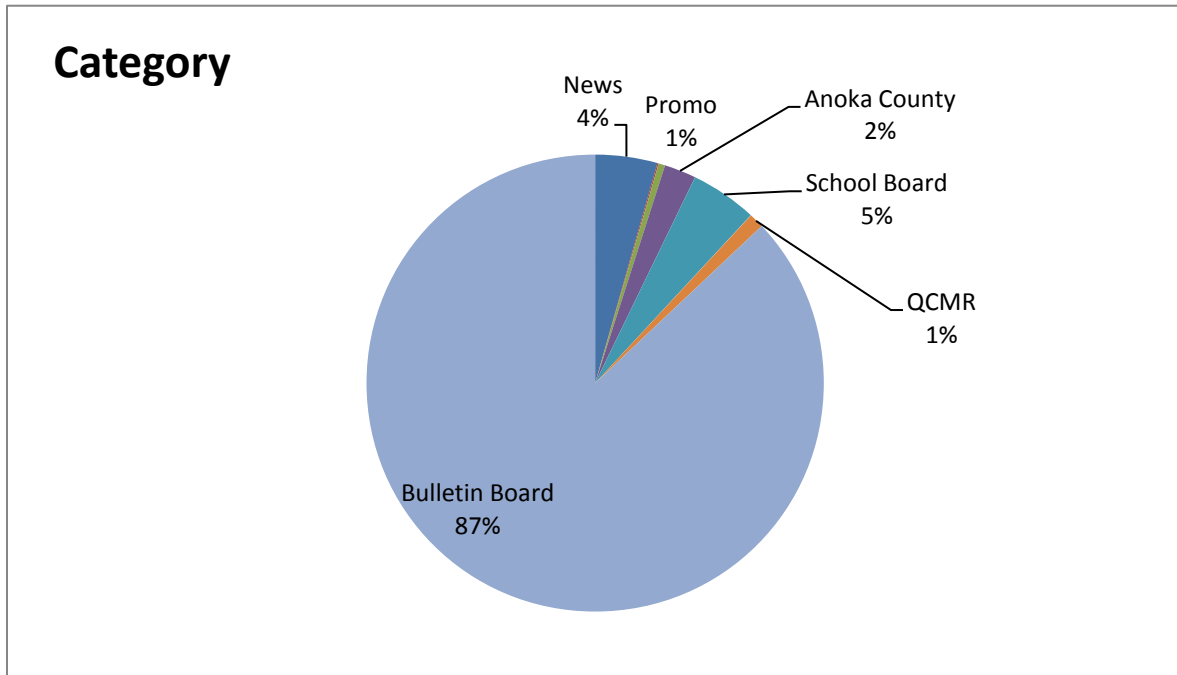


Community Channel 19

November 2013

Playback:		Shows:		Bulletin Board:	
Total Runs:	183	New Shows:	12	Total Hours:	626:32
Total Time:	93:28	New Time:	7:44	Saturation:	87%
Saturation:	13%	All Shows:	18		
		All Time:	15:26		

Channel Uptime 99.65%		
Issues	Percentage	Hours
Scheduling	0	0
File:	0.35%	2:34
Server:	0	0
Other:	0	0



QCCCC Agenda Item

5.3 Programming Reports

December 12, 2013

To: Commissioners

From: Karen George, Executive Director

Subject: Programming Reports (November)

Programming reports submitted by:
Government Programming Director Susan Huston
Sports Director Bruce Chaffee
Community Affairs/Creative Services Director Terry Lovaas
Computer Specialist Scott Flynn
Media Producer Tim Rick

These reports are provided for information on QCTV activities. Please feel free to contact me regarding these reports.

Action Requested: None.

MEMORANDUM

TO: QCTV Board of Directors
FROM: Susan Huston, Government Director,
Quad Cities Community Television
DATE: Monday, December 09, 2013
RE: November 2013

ISD 11 •

During the month of November, we recorded two school board meetings at the Sandburg building. We have met with school district staff from to discuss the programming on our educational channel 18. Currently, it is not reflective of an educational channel, but the regular programming of two of our sister stations. We continue to work with the Anoka Hennepin school district staff to make educational programming a priority on our educational channel.

In December we are scheduled to record one school board meeting.

Bulletin Boards •

Each month we receive requests to create bulletin boards. Our reception staff creates them to promote city meetings and the meeting agendas. City events and public safety announcements are also among the many bulletin boards created each month.

In November, we had a total of 179 bulletin boards that played. There were 39 new community and city event bulletin boards, 74 bulletin board slides containing city agenda information, and 33 that carried over from October to November. We also have 33 bulletin boards that are part of the regular rotation that we don't touch unless there is a change (i.e. new contact information for a councilmember). So we are down about 20 from last month.

Contest Entries •

We have entered four video pieces into the Telly Awards Contest. Those pieces include two different Public Service Announcements on distracted driving, Castle Field and an Environmental informational piece.

Facts provided by Telly Awards: *Founded in 1979, the Telly Awards is the premier award honoring outstanding local, regional, and cable TV commercials and programs, as well as the finest video and film productions, and web commercials, videos and films. The Telly Awards annually showcases the best work of the most respected advertising agencies, production companies, television stations, cable operators, and corporate video departments in the world. The Telly Awards is a widely known and highly respected national and international competition and receives over 12,000 entries annually from all 50 states and many foreign countries.*

Staffing Changes •

Taylor Johnson, our Andover Associate Producer has accepted a full time position with KSTP. His last day is December 11, 2013.

Andover

During the month of November we had 15 new programs, with a total of 9 hours and 2 minutes.

Meetings:

City Council (11/05)

Planning Commission Meeting (11/12)

Park and Recreation Meeting (11/07)

City Council (11/19)

Cable Commission (11/21)

Park and Recreation Meeting (11/21)

New Programming:

1. Sheriff Show

- New Deputy Training
- Explosive Training with Canines
- Dangers of Thin Ice
- Ted Foss Law, “Move Over”

2. Tot Time

3. Public Safety Talk

4. Council Update

- Councilmember Sheri Bukkila came in to review the meeting of November 5

5. Fall Parks Update

6. Quad Cities Municipal Report: *(featured stories)*

- Pickle ball at the Community Center
- Wal-Mart Grand Opening

7. Car Seat Clinic

8. Wal-Mart Grand Opening

9. Council Update

- Mayor Mike Gamache reviewed the meeting of November 19

What we are working on:

Community Center Update

Holiday Lights Recycling

Sledding Hills

Public Works Winter reminders

Anoka

During the month of November we had 12 new programs, with a total of 8 hours and 14 minutes.

Meetings:

City Council (11/04)

Planning Commission Meeting (11/06)

Housing and Redevelopment (11/12)

City Council (11/19)

Cable Commission (11/21)

New Programming

2. Sheriff Show (*featured topics*)

- New Deputy Training
- Explosive Training with Canines
- Dangers of Thin Ice
- Ted Foss Law, “Move Over”

3. Public Safety Talk

4. Council Update

- Mayor Phil Rice came in to review the meeting of November 4

5. Halloween Medallion Hunt

6. Quad Cities Municipal Report: (*featured stories*)

- Halloween Review
- Holiday Tree Lighting Promo

7. Council Update

- Councilmember Carl Anderson came in to review the meeting of November 18.

8. Advance Anoka (*features pieces*)

- Caribou Coffee, Rum River Shores, Ticknor Hill, Willow Gallery & Gifts, Celebrate Anoka, Health Partner Grand opening, Halloween Recap, Water Fowl for Warriors Hunt, and upcoming Holiday events

What we are working on

Christmas Tree Lighting

Winter Driving Safety

Parking Area Designations

D.A.R.E. graduation

Champlin

During the month of November we had 14 new programs, with a total of 4 hours and 51 minutes.

Meetings:

Environmental Resource Commission (No)
City Council (11/12)
Park and Recreation (11/13)
Planning Commission (11/18)

Cable Commission (11/21)
City Council (11/26)
Committee of the Whole (11/26)

New Programming

1. Public Safety Talk, fourth edition
 - Host: Anoka County Sheriff Jim Stuart.
 - Topic: A review on cold weather safety procedures both in the home and on the roadways
2. Texting: it can wait
 - PSA on distracted driving, this is being entered in the Telly Award Contest
3. Andrews Park Update
 - Parks and Facilities Manager, Charlie Lehn reviews the progress on Andrews Park
4. Council Update
 - Mayor ArMand Nelson reviewed the Meeting of November 12
5. Quad Cities Municipal Report: (*featured stories*)
 - Park Renovation
 - Ice Forum Improvement
6. Community Development Update
 - John Cox introduces a new business and a new development that is coming to Champlin
7. Ice Forum Update
 - Nick Powell reviews the recent improvements
8. Ginza's Sushi Ribbon Cutting

What we are working on

Crime Prevention Fund
Engineer Update
Update on the Mill Pond Dam area

Police Ride-a-long
Shop with a Cop
Police Department Tour

Ramsey

During the month of November we had 15 new programs, with a total of 10 hours and 7 minutes.

Meetings:

Planning Commission (11/07)

City Council Meeting (11/12)

Housing and Redevelopment Authority (11/12)

Park and Recreation Meeting (11/15)

Cable Commission (11/21)

City Council Meeting (11/27)

Housing and Redevelopment Authority (11/27)

New Programming

2. It Can Wait

- PSA on distracted driving, this is being entered in the Telly Award Contest

3. CODE 3

4. Sheriff Show

- New Deputy Training
- Explosive Training with Canines
- Dangers of Thin Ice
- Ted Foss Law, “Move Over”

5. Public Safety Talk, fourth edition

- Host: Anoka County Sheriff Jim Stuart.
- Topic: A review on cold weather safety procedures both in the home and on the roadways

6. Quad Cities Municipal Report: *(featured stories)*

- Taste of Community Recap
- Christmas Light Recycling

7. Your Council Your Community: November 12

- Council member John Le Tourneau and City Administrator Kurt Ulrich reviewed recent events in Ramsey

8. EDA Networking Breakfast

9. Your Council Your Community: November 26

- Council member Mark Kuzma and Mayor Sarah Strommen review recent activities

What we are working on:

Business Spotlight

Strategic Plan with the Mayor

CODE 3, crime mapping

Christmas Tree recycling

Police Department Facebook page

Code Enforcement

TO: Board of Directors
FROM: Bruce Chaffee, Sports Director
DATE: December 10, 2013

The month of November is the transitional time for high school athletes between the fall and winter seasons. Usually, football and volleyball teams complete their seasons before the hockey and basketball season start. Not this year, I televised a girls' hockey game on November 7, two days before the last football game. And if the Andover football team would have won, I would have televised another hockey game. Never in all my years have I not finished the fall season before the winter games started.

Programming Totals (November):

- 4 - Girls Hockey Games
- 2 - Football Games
- 1 - Boys Hockey Game
- 1 - Boys Basketball Game

Totals Hours of New Programming (November):

16.35 hours of new programming.

A few highlights from the past month:

November Andover football games were hugely successful for the station. According to our web streaming stats, both broadcasts produced this season's highest "hits" or "views" totals. Since QCTV cannot track Arbitron Ratings from our cable viewing audience, the web tracking stats (hits or views) we gather can give us a pretty good idea how popular the broadcast. The November 1st game had over 1,500 hits and the November 9th game had nearly 700. To put that into perspective, the girls' hockey game sandwich in between had a view total of 217, which normally I would champion. Typically, though, I would expect to see numbers range from 100 to 200 for football. An average soccer or volleyball match is in the 50 to 100 range.

Web streaming numbers for the 5 hockey games in November are averaging 200 views. Again, significantly better than the fall sports average for soccer and volleyball. The numbers do show people love their hockey in Minnesota.

Not to dwell only on our web stream success, we also show games on Channel 15. On November 1, in what was a very exciting game between the Andover Huskies and the

Spring Lake Park Panthers, QCTV cablecasted the section final game live on Channel 15. What makes this a big deal? QCTV does live games all the time. QCTV's production was also shown live in the CTN and North Metro viewing area using the V-Brick. All three community television stations had resident connections to the two teams involved, so our viewing audience capabilities were roughly tripled with this community television partnership. Looking back at the successful web streaming report, I can only imagine what the Channel 15 Arbitron Ratings would be for that night.

On Monday, December 9, the sports crew crossed-over to the community side of QCTV and broadcasted a band concert from the Champlin Park High School Auditorium. The concert performers included the Jackson Middle School 7th and 8th grade bands, as well as the symphonic band from Champlin Park High School; a large event to say the least. Having the production done with the mobile van allowed the event to be web streamed live on qctv.org. I contacted the Music Department Co-Leader Sieglinde Grivna the week before to enlist her help in publicizing the live web streaming of the concert. Needless to say, she was very excited about our coming and the ability for extended family and friends to watch live on-line.

Was it a success? That night we had 83 viewers on-line watching live. Currently, as I write this report, we've had 473 hits to our web site for Monday night's concert. Yes, I would say it was a success. Here's an email we received the next day:

Terry, I am not sure you are the correct person to send this to but I want to say 'Thank You' to QCTV for broadcasting the Jackson concert tonight live so my husband and I were able to not only see and hear it but it also allowed us to see our grand-daughter performing and we are 165 miles away.

Thank you so much and Merry Christmas and Happy Holidays to all of you.

*Larry and Mary Beth Hunsinger
23334 Gray Wolf Dr
Akeley, MN 56433*

Briefly looking ahead, Christmas and New Year's Day fall in the middle of the week. That means high school sports' competition is limited during that time. After December 19, QCTV Sports will not cover another game until January 3. This little break in the schedule gives me some time to do some minor equipment repairs and van maintenance.

MEMORANDUM

TO: Commission Directors
FROM: Terry W. Lovaas, Community Affairs Director / Creative Services Director
DATE: December 19, 2013

Community Affairs

Ongoing programming:

<i>The History Show</i>	History of Ham Lake
<i>The District Court Show</i>	Mentally Ill People within the Criminal System
<i>The Chamber Report</i>	Wrapping up 2013 / Member Profiles
<i>Suburban Mix</i>	Cooking at Truffles & Tortes / Fashion @ Jenson's / Holiday Hair Styles / Christmas Music with Kimberly Brown
<i>QC NEWS</i>	2 new episodes
<i>Updates</i>	Updates were produced for Anoka (1), Andover (1), Champlin (1) and Andover Parks & Recreation (1)

Programming Totals:

We produced 11 new programs for a total of 9 hours.

November Community Events:

While we did not produce any special events in November, *The Amazing Race* program was completed and began airing in mid-November.

December Events:

We'll be covering these holiday concerts at our area high schools.

December 10 th	Anoka	Orchestra Concert
December 17 th	Andover	Choir Concert

Bruce Chaffee (Sports) covered the CPHS Band Concert on December 9th and it was sent out LIVE on the internet. Here's an email I got the next day:

Terry, I am not sure you are the correct person to send this to but I want to say 'Thank You' to QCTV for broadcasting the Jackson concert tonight live so my husband and I were able to not only see and hear it but it also allowed us to see our grand-daughter performing and we are 165 miles away.

Thank you so much and Merry Christmas and Happy Holidays to all of you.

*Larry and Mary Beth Hunsinger
23334 Gray Wolf Dr
Akeley, MN 56433*

imbhunsin@msn.com

As you may recall, these concerts become our traditional programming for Christmas Day.

Creative Services

Ad Sales:

Simonson's Salon is our only current client.

I have had several meetings schedule with Jeff Conner (Courtyards of Andover) but due to his recurring illness (and my vacation at the end of November) we have yet to connect. I will keep trying to get a meeting with him to see how we can help him promote his business.

We completed the videotaping of the ERC videos. Originally, we had scheduled a full day of studio taping. However, due to dropping several segments and the on-air skills of the presenter, we were able to complete all the segments in 5 hours. Now, the editing begins.

PSA Day

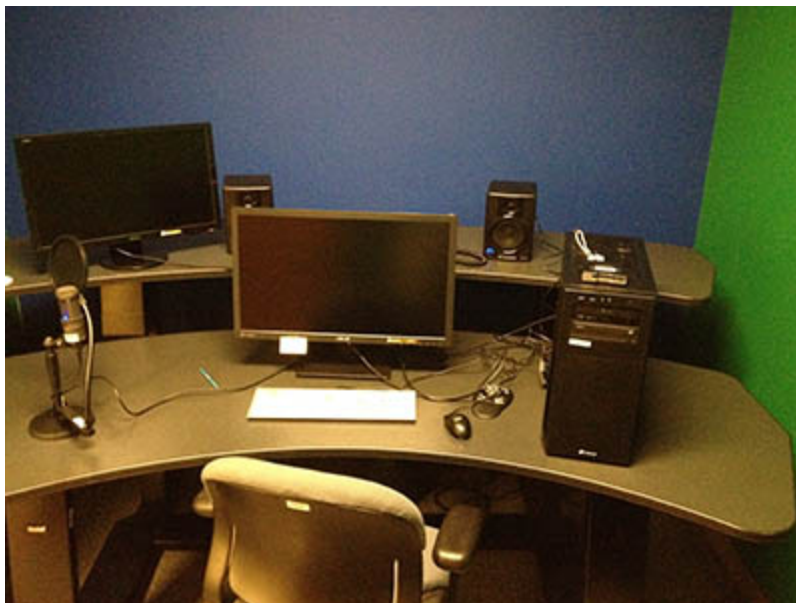
Now that our first-ever PSA Day is done (and a rousing success!), we will be creating PSAs for our member cities. We're starting with Ramsey, with planning in December and shooting/editing in January.

MEMORANDUM

TO: QCTV Board of Directors
FROM: Scott Flynn, Head Tech
DATE: December 5, 2013

Projects and Events

The tech department has been hard at work finishing the year end capital improvement project purchases. One of the upgrades we have completed is for one of QCTV's edit suites. After discussions with staff over features, the direction they want to take with the editing software, and comparing costs with Apple vs Windows based machine, the edit system is Windows based Adobe Premiere. The system has been designed with the needed power to handle HD quality and high speed green screen processing. Below is a picture of the new setup.



Playback Channel Uptime

Channel uptime was excellent this month at 97.72% to 99.65% uptime. You will find this information in the channel statistics included in your packet.

City/District Tech Services Report

Only five issues have been logged for the month of November.

Anoka had three issues: On November 4, the document camera was not working. It was discovered during an equipment check. The communications port was incorrectly wired during the upgrade. On November 6, the VDesk was not generating lower thirds. Rushworks was called to correct the issue. On November 12, the internet in the controlled room was not working. The cable modem was restarted and corrected the issue.

In Andover, only one issue was logged. The audio being recorded by the Vdesk was low. Rushworks was contacted and instructions were sent to correct the issue.

In Ramsey, only one issue was logged. The Vdesk reported a RAID issue. The repair utility found no issue, and we cloned the drives as a precaution.

Tech Department Work Stats

Attached to the end of this report is the Tech Department Work Stats for November 2013. This month, the tech department had 34% for community, 20% for government related support, 3% for sports and 43% for organization wide support. By category, the majority of work was tech related at 43% followed by playback related at 26%.

Web Statistics

The qctv.org website had 236,683 total hits for pages and videos for the month of November. With our web streaming, the top three spots for government hits was taken by Anoka with 60 hits for the 11/04 City Council Meeting, 39 hits for the 11/12 Ramsey City Council Meeting and 36 for the 11/05 Andover City Council Meeting. Spring Lake Park vs Andover Section 4AAAAA of 11/1 had almost 500 live hits and over 1000 on-demand hits.

Complete web streaming statistics are attached to your packet.

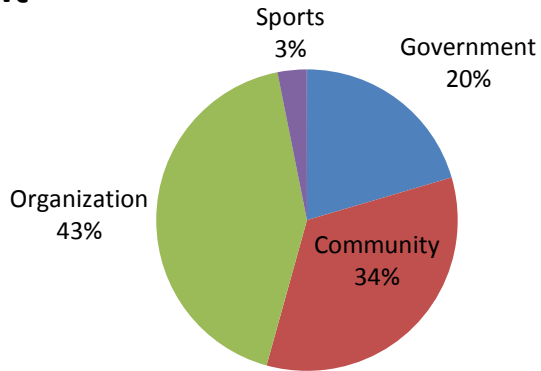
Social Media Promotions

The Tech Department post on Twitter and Facebook to alert the community of new and interesting videos, features, and happenings at QCTV. Currently there are 182 followers on Twitter, down 2 since last month. On Facebook, we are down 2 likes, bringing our total followers to 214. YouTube had 1,955. minutes of view time and 671. total views.

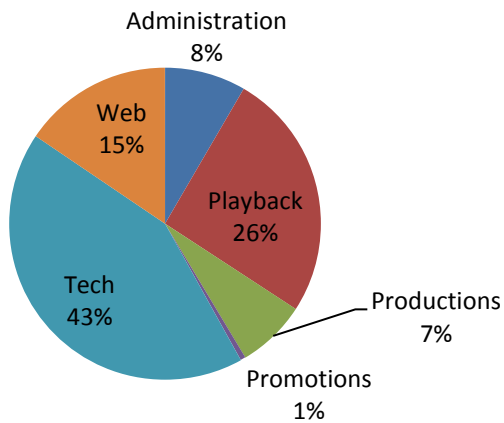
Tech Department Work Stats

November 2013

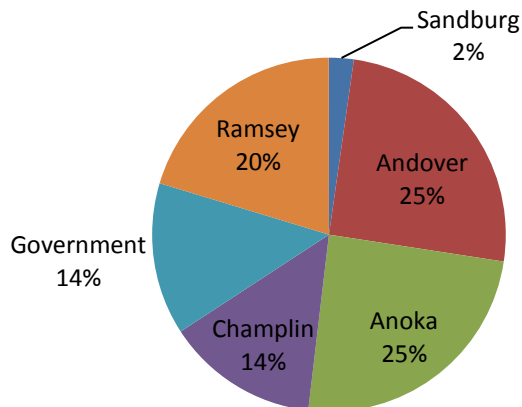
By Department



By Category



Government Breakdown



MEMORANDUM

To: Board of Directors
From: Tim Rick, Media Producer
Date: November 6, 2013

The bulk of this report will be on the QCTV graphics I've recently finished, am working on and will soon be starting. I'm in the process of working on the following six items.

- 1) Design and create new generic QCTV Pop Up Display
- 2) Design and create new 10' set piece for the city of Ramsey
- 3) Design and create new 10' set pieces for the cities of
- 4) Compress videos for Telly Awards entry
- 5) New District Court open
- 6) New The Chamber Report open

I'm almost done with the designing of the first two items and just need to get final feedback from our producers before dropping off the graphics at Fastsigns for printing. I've also made significant progress on item number three. Mock ups have been made for all four cities so when the time comes to move on a 10' set we'll be able to implement it very quickly.

Over the last few days I've been compressing videos QCTV will be submitting to the Telly Awards. They have a 50 MG or less file requirement so I've taken on the duty of conversion to MP4 files under 50 MG. The last two items on my work flow list are rather self explanatory so I will not go into detail on them.

Here is a list of some projects I've completed since my last report:

- 1) Edited new 15 second Anoka Open
- 2) Designed and created new pop up displays for each of our four cities
- 3) Contacted high school coaches for possible production of winter sport highlight videos
- 4) Edited new Quad Cities Municipal Report open & new intro side bar graphics
- 5) Edited new Quad Cities Municipal Report close/credits
- 6) Customer transfers

I'll discuss briefly what I've completed since my last report. All four cities now have shorter opens, the last one I finished was for the city of Anoka. This was due to a computer crash a few years ago which resulted in me loosing all the working files. Thus I had to start from scratch and rebuild it. Great news! Each city now has their very own pop up display, I've notice two of our city producers have already taken them out in the field. They turned out great and I'm eager to see the many ways they are used.

I've also made a few QCMR graphic changes which you can see in items four and five. The open is already being used and the intro side bar graphics and new close/credits will be making their appearance in the very near future. My guess is in the next QCMR. It's been a lot of fun to continue to hone the QCMR and to see it improve with each passing show. It really has come a long way in these last few months.

I've continued my duties as the Studio Manager. This includes setting up the studio prior to shoots and helping out when needed. And I've been working on transfer orders as they come in.

Tim Rick
QCTV Media Producer

DECEMBER 06, 2013

At Telecom Prom, New FCC Chair Keeps 'Em Laughing

Among the leaders of federal regulatory agencies, the chairman of the Federal Communications Commission has a unique job requirement: He has to be funny - at least for one night.

New FCC chair Tom Wheeler gamely rose to the occasion at the Federal Communications Bar Association's annual Chairman's Dinner last night at the Washington Hilton, delivering a self-deprecating speech that kept the crowd laughing.

More than 1,600 lawyers, lobbyists and professionals gathered for the so-called telecom prom - a four-course dinner followed by remarks from the chairman, a former venture capitalist and lobbyist for the cable and wireless industries who was sworn in as the head of the FCC on Nov. 4.

Wheeler gently poked fun at his age (he is 67) and the fact he's not a lawyer. He suggested that rather than citing cases (e.g. FCC v. Pacifica), attorneys meeting with him should cite football games (e.g. Ohio State v. Michigan)—but only those where Ohio State won.

He also offered tips for how to lobby him. "Understand the priorities of the new chair," he said. "For example, if he's a grandfather, don't wait to ask him to pull out the pictures of the grandchildren." Wheeler then displayed a photo of his toddler grandson Melvin on the giant projection screen behind him. "I'm not saying oohing and aahing over the grandkids will get you the spectrum allocation you want," he said. "But it won't hurt."

Another tip: "Appeal to the chairman's intellectual interests. It's a funny line just all by itself," he said. "For instance, poking holes in an opponent's logic is OK. But saying it is as dumb as General McClellan's refusal to pursue Lee after Antietam is inspired. And what's more, it gives the chairman an opportunity to talk about the Civil War instead of what you want to talk about."

Some of the biggest laughs came when he touted his book, "Mr. Lincoln's T-Mails: How Abraham Lincoln Used the Telegraph to Win the Civil War." Would it be shameless sucking up for those seeking to lobby him to quote from it? No, it would not, he said.

However, showing up with a case of books for him to autograph would be going too far. At the same time, the projection screen flashed a photo of Wilkinson Barker Knauer managing partner Bryan Tramont (chief of staff at the FCC under Chairman Michael Powell) holding up a copy of the book in supplication. He also made a thinly veiled reference to the upcoming spectrum auction, where dominant carriers AT&T and Verizon may be limited in what they can buy in order to provide an opening to smaller rivals.

"There's a good supply of good wine here tonight, but it's a limited supply, so AT&T and Verizon, we're going to have to ask you to limit" it, he said. "T-Mobile and Sprint—go ahead guys...but would you show up and buy something? But of course, we want to thank the broadcasters for sharing."

Wheeler was introduced by FCBA President Joseph Di Scipio, vice president, legal and FCC compliance at Fox Television Stations Inc., who announced that the bar association raised a

record \$140,000 from its charity auction in November. The bulk of the money goes to Horizons Greater Washington, which provides year-round academic enrichment to low-income children.

Posted by [Jenna Greene](#) on December 06, 2013 at 11:51 AM |

Charter Prices Inspire Washington City to Consider its Own Network

Mon, December 09, 2013 | Posted by Igonzalez



Ellensburg, located in central Washington, is considering the pros and cons of a municipal fiber network. A big pro for the community of 18,000 is the ability to predict costs rather than depend on Charter Communications. Charter wants to begin charging \$10,300 per month for municipal connectivity it previously supplied at no cost in return for access to the public rights-of-way.

The Ellensburg Daily Record [recently reported](#) that the City Council unanimously passed the first reading of an ordinance that will allow the city to establish a telecommunications utility. The city began using Charter's fiber optic network in 1997 as part of the city's [franchise](#) agreement. Educational institutions, public safety, and the county public utilities district also use the network. Ellensburg owns and operates its own [electric](#) and [natural gas utilities](#). Energy Services Director Larry Dunbar was quoted:

"It's clearly in the city's best interest to just build it on its own and own it, compared to leasing it," he said.

The community needs approximately 15 miles of fiber optic network to replace Charter's [institutional network](#). The two parties are still negotiating and may still reach an agreement for a new contract although the article reports:

In June, Council directed the city to solicit vendor proposals for building a city network, and Dunbar said the city is close to granting the contract.

He declined to share a total cost because contract negotiations are ongoing, but said it makes more sense for the city to build the network now rather than pay in perpetuity, he said.

"A telecommunications network is like a 35-year endeavor," he said. "If we would have done a lease, we could have bought two or three networks over 35 years."

Local median KIMA TV recently covered the story:

We would go further and note the many more advantages of owning rather than leasing. When the city owns the fiber network, it can expand it to connect local businesses and/or residents who feel that Charter is not meeting their needs. The network can be expanded at low cost over time in conjunction with other projects, for instance as part of an effort to create a new commercial or industrial park. Owning provides much more flexibility than leasing, particularly with a massive and inflexible corporation like Charter.

Comcast Takes on iTunes With 'Xfinity TV Store'

PLATFORM OPENS FOR BUSINESS ONLINE, ON SET-TOPS

By: JEFF BAUMGARTNER Dec 02 2013 - 12:00am

PLATFORM OPENS FOR BUSINESS ONLINE, ON SET-TOPS

Comcast has entered the hyper-competitive electronic sellthrough (EST) market with the debut of the Xfinity TV Store, a new service offering the direct sale of movies and TV shows via the Web and set-top boxes.

Although Comcast enters that market with a built-in base of about 21.6 million video subscribers and more than 20.2 million broadband customers in tow, it will be playing from behind. Way behind.

In 2012, Apple's iTunes Store was by far the dominant player in EST video, representing 65% of the movie market, and 67% of the market for TV shows, according to The NPD Group. For the period of June through August of this year, the iTunes share of the EST movies market was a still-commanding 61%, followed by Amazon Instant Video (15%), the Sony PlayStation Store (7%), Vudu and Xbox Video (4% each) and Google Play (3%). The EST market also includes the recently launched M-GO and Target Ticket services.

FIRST MSO IN EST

Comcast is the first incumbent U.S. cable operator to launch an EST service. Verizon Communications's FiOS TV platform has been in the game since 2010 with Flex View, an EST and video-on-demand multiscreen service that now touts a for-sale library of more than 10,000 movies and north of 30,000 TV shows, according to the company.

Comcast's Xfinity TV Store offered a much smaller library as of Nov. 22 — at least 170 movies and just seven TV series (*Bates Motel*, *Chicago Fire*, *Covert Affairs*, *Grimm*, *Hannibal*, *Mad Men* and *Suits*) — but expects to expand that total rapidly.

In the early going, Comcast allows customers to buy movies and TV shows via the set-top box and its Webbased store (www.xfinity.com/store). The operator has also launched the Xfinity On Demand Purchases app for iOS and Android devices that plays back purchased titles, but does not yet enable in-app purchases.

Customers are allowed to stream purchased titles on up to three devices, such as computers, mobile phones or tablets, at any given time, according to Comcast. Up to three different devices can be registered to a customer's account to download purchased movies for playback while on the go.

Although Comcast won't overtake any of the existing EST video players anytime soon, Verizon's work in the market shows that pay TV operators can build some tangible financial benefits with just a small fraction of the market.

FLEX VIEW LESSONS

Verizon has seen the average EST revenue per FiOS TV customer quadruple since the company first launched the product in 2011, spokesman Bill Kula said. "From our research, FiOS customers who use Flex View on demand are three times less likely to churn than customers who do not use the service," he said.

The tel co had about 1% of the EST movie market on a national basis, according to NPD Group EST data from June through August of this year, the first report from the researcher to include Flex View data (at Verizon's request). It had a 6% share in the FiOS TV footprint, but not among FiOS customers, Kula said. "Assuming an average 35% market share, the 6% translates to a 17% market share among FiOS TV customers," he added.

Kula said Verizon's biggest EST growth spurt occurred in the second half of last year, when studios began to support windows that made titles available for electronic sale before they were available for rent or purchase on DVD or Blu-ray. Comcast's new store will also benefit from the earlier EST window.

Multi Channel News December 2, 2013

Comcast, Twitter Go Social With 'SEEiT'

By: JEFF BAUMGARTNER Dec 02 2013 - 12:00am

Comcast's attempt to build viewership ratings through the use of social media officially got underway late last month with a big Twitterverse push to debut "SEEiT," a feature that essentially turns a Twitter "card" into a virtual remote control that can tune directly to a channel, set up a DVR recording or fire up a TV Everywhere application.

In its initial "preview" form, the SEEiT button has begun to appear in the Twitter app for iOS-powered devices for a select number of shows on NBCUniversal channels, including Syfy's *Haven* and *Naked Vegas*.

Now, when Comcast TV subscribers click on a tweet with the embedded SEEiT component, they'll be presented with a menu of options, including the ability to tune directly to the channel if the show is currently airing, set a DVR recording for later viewing, watch the show on video-on-demand or jump directly to a TV Everywhere app. Among the SEEiT features marked as "coming soon": the ability to set reminders and to receive text messages when specific shows are airing.

Twitter is the launch partner for the Comcast-developed SEEiT platform. Comcast Cable's chief business development officer, Sam Schwartz, told *Multichannel News* in October that the SEEiT button will eventually show up on other apps and websites.

The SEEiT button is expected to show up more frequently on Twitter in the weeks and months ahead, as it will also be used to promote other networks and shows from the NBCUniversal stable, including NBC's *The Voice*, *The Blacklist*, *Chicago Fire*, *The Michael J. Fox Show*, *Sunday Night Football* and *Today*; USA Network's *Psych* and *Suits*; and the upcoming coverage of the Sochi Olympics.

SEEiT will eventually support additional shows from CNBC, MSNBC, Bravo, Oxygen, E!, Esquire Network and The Golf Channel. Comcast said it is working on SEEiT deals with other programmers.

Time Warner Cable has said it's looking into supporting SEEiT, but has not announced any formal commitment.

Multi Channel News December 2, 2013

From Tupelo to 30 Rock

Comcast Marks A Half-Century Of Growth, Innovation
By: K.C. NEEL Nov 18 2013 - 12:00am
Comcast Marks A Half-Century Of Growth, Innovation



Comcast may be celebrating its 50th anniversary this month, but chairman and CEO Brian Roberts isn't spending a lot of time looking back. He's much more interested in trying to figure out what's in store for the company his dad, Ralph Roberts, built up over half a century.

In fact, the company's new slogan — "Welcome to What's Next" — embodies Brian Roberts's attitude about moving forward.

"It's a phrase that is constantly on my mind," Roberts told *Multichannel News* earlier this fall. "Where do we go from here? We are growing in so many different ways and the opportunities are tremendous and lots of fun."

JOURNEY FROM TUPELO

Founder Ralph Roberts, Julian Brodsky and Dan Aaron embarked on a journey in the fall of 1963 that would turn one small cable system in Elvis Presley's hometown of Tupelo, Miss., into one of the world's largest and most successful media conglomerates. The three men had different personalities and skill sets, but together they built a terrific car.

Indeed, in his 2001 memoir, *Take the Measure of the Man*, co-written by David A. Long (Veritas Press), Aaron said Brodsky was always stepping on the gas; Aaron was always pounding on the brakes; and Roberts was calmly steering the wheel. It sounds chaotic, and even a bit dangerous, but it worked.

Ralph Roberts always had a vision that was bigger than his company at the time. "When we only had five or six employees, he was always drawing up tables of organization with 30 or 40 people," Aaron wrote in his book. "When he had 30 or 40 people, he was making organizational charts for 100 people. He was always looking at the future."

Roberts's son, Brian, who is now at the wheel, has the same proclivities. The car his dad drove has been supercharged and Roberts has assembled a strong pit team that makes sure its engine runs smoothly at breakneck speeds. He is always thinking about what's around the next bend in the road and is not shy when it comes to taking risks.

The younger Roberts was at the helm in 2001, when Comcast outwitted several wellheeled competitors to acquire AT&T Broadband, and in 2009, when he bargained for a controlling interest in NBCUniversal.

Comcast has become a leading adopter and developer of new technologies that afford customers more ways to use its network or consume more of its content. "We change every day, and we take what's working and keep improving it," Brian Roberts said. "The key to success is to continue taking chances or risk getting run over."

ENTERING GENERATION X1

The younger Roberts's latest gambit is more of a technology play than a big business deal, but it is no less strategic. Comcast's X1 platform could transform the cable industry, giving operators a standards-based, upgradable platform to launch the industry's next generation of products and services. It expects to have the technology available in all its markets by the end of the year.

Comcast is now also talking to other operators about licensing the X1 technology, a move executives believe will better prepare cable to compete against its telephone and satellite rivals. Brian Roberts is also a big believer in cloud technology, a key piece of X1.

"Our video business is really exciting," he said. "I believe you'll see more innovation in the next five years than we've seen in the last 50. Most of the innovation will be on our X1 platform, and it will be great for customers."

Roberts may see good things down the road for Comcast (this year's *Multichannel News* Operator of the Year), but the company has had a pretty good run leading up to tomorrow's opportunities. Cable revenue has grown an average of 6% per quarter for the past 10 periods, as its publicly traded peers struggled to eke out an average of 4.7% growth over that span. At the same time, Comcast has averaged 6.8% operating cashflow growth over the period, compared to an average of 1.17% for the other publicly traded MSOs.

The company has trimmed its video subscriber rolls, although it missed analysts' targets in the third quarter. It has been a leader in telephony, adding 372,000 new voice customers this year alone. That also holds true for high-speed data, as Comcast has signed up some 620,000 cable-modem customers this year.

Comcast went public on June 30, 1972, at \$7 a share and the stock has had quite a run. According to Brodsky, the company's retired vice chairman, 1,000 of those \$7 shares would be worth more than \$6.5 million today.

Shares of the company's stock traded at lifetime highs and the stock has rallied 29% in 2013, outperforming the rise in the Standard & Poor's 500 Index during the same period. Comcast's Class-A shares closed Nov. 11 at \$47.35, close to its 52-week high of \$48.90 earlier this year.

VALUATION MILESTONE

The company is currently valued at \$100 billion, according to *The Philadelphia Inquirer*. Comcast processes more than 1 million job applications a year and is currently home to more than 129,000 full- and part-time employees.

It's difficult to create a family environment in an enterprise of that size, but Brian Roberts and his lieutenants work hard to make sure people have positive career opportunities from day one through retirement. The company routinely rotates staffers to different departments so they can receive a well-rounded base of knowledge about the business.

When Comcast took over NBCUniversal two years ago, then-chief operating officer Steve Burke (now CEO of NBCU) met with NBCU staffers in a Town Hall and talked up the potential of combining NBCU content with Comcast's distribution and technology assets. He predicted in a chat with *NBC Nightly News* anchor Brian Williams that it would soon be clear Comcast is "a company people are glad to be a part of."

Comcast's foundation is based on video subscribers, and a lot of attention is still paid to how many customers are gained or lost each quarter. But video is beginning to take a back seat to other parts of the business.

Brian Roberts is convinced that in the not-too-distant future, Comcast will have more broadband subscribers than video customers. He's happy with the cable unit's financial performance and technological advancements, but wants to see improvements in customer service.

"We are incredibly focused on continuing to improve the customer experience. It is our No. 1 priority," he said.

Ralph Roberts has been asked many times if he envisioned Comcast morphing into the behemoth it has become today.

"If you had told me 50 years ago that Comcast would grow into the company it is today, I wouldn't have believed it," the MSO's founder replied.

"In 1963, it was just a wonderful idea," Roberts continued. "And now, I am so proud of the company we have become, and grateful to the many, many people who helped us grow along the way. I think Comcast is an example of what you can do when you put your nose to the grindstone, take some smart risks, and work with incredibly wonderful people. I can't wait to see what happens next."

GREAT MENTORS

Brian Roberts is grateful for the mentoring he received throughout his career and for the close relationship he has managed to maintain with his dad. The duo has been so successful that business colleges all across the country use Comcast as a model for succession planning and execution.

"I am the lucky beneficiary of my father Ralph Roberts, and Julian Brodsky and Dan Aaron, who wanted to see me succeed above all else," the younger Roberts said. "It's hard to express what their confidence and mentoring really meant to me. It allowed me to take risks. I was nurtured and empowered rather than squashed."

"My father wanted Comcast to grow and become an IBM," he added. "Julian wanted financial integrity for the company and Dan had the heart of the employees and customers. Those ingredients gave the company and me an amazing launch pad."

Multichannel News celebrates Comcast's 50th anniversary with a look back at the company's progression and expansion from a small, independently owned cable company run by three smart guys, each with different skill sets, into the multi media powerhouse it is today.

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Multi Channel News November 18, 2013



NATOA Congratulates Bunnie Riedel and American Community Television (ACT) for the months of hard work in getting the Community Access Preservation Act (CAP Act) introduced in the Senate. Below is ACT's press release with more information.

December 10 , 2013
For immediate release



**Senator Tammy Baldwin (WI) and Senator Edward Markey (MA)
Introduce the Community Access Preservation Act (CAP Act)**

Senator Tammy Baldwin (WI) and Senator Edward Markey (MA), jointly introduced legislation today that will help preserve Public, Educational and Government (PEG) access television channels across the country. The introduction of the Community Access Preservation Act (the CAP Act), was hailed by American Community Television (ACT) as critical to saving hundreds of channels as well as jobs in the twenty-two states that passed statewide or state-issued franchising laws since 2005.

"ACT has been working with these offices and many others to create a solution that will reverse the harm done to PEG access television," said John Rocco, President of American Community Television. "The CAP Act is critical to the survival of these important local television channels. We are already losing channels and could lose many more if we don't restore the intent of the Cable Act."

Wisconsin was amongst those hardest hit by statewide or state-issued cable franchising laws passed since 2005. Funding for PEG channels has been eliminated in Arkansas, Florida, Georgia, Idaho, Iowa, Kansas, Missouri, Nevada, Ohio, South Carolina and Wisconsin. ACT estimates as many as five hundred PEG channels in these states are at risk of shut-down. And cable run PEG channel operations were closed in several states, to include over fifty closures in California.

"Congress, through the cable acts of 1984 and 1992, intended to make sure that local communities could have PEG access channels and funding in return for the cable operators' use of public rights-of-way," said Rocco. "This legislation will restore what Congress intended and helps to secure a local community's ability to use these channels to communicate. We want to thank Senator Baldwin and Senator Markey for working together to save these channels."

For over forty-five years, PEG access television has aired local government meetings, community events, educational and nonprofit programming, as well as individual programming. It is estimated there are over 5,000 PEG access channels in the United States with over two million hours of locally produced original programming each year.

ACT worked closely with the United States Conference of Catholic Bishops in this advocacy effort. The CAP Act is also supported by the National Association of Telecommunications Officers and Advisors; the Board of Church and Society of the United Methodist Church; Americans for the Arts and dozens of municipal leagues and local governments around the country.

For more information on the CAP Act or PEG access television, contact John Rocco, President at john@acomunitytv.org or Bunnie Riedel, Executive Director at riedel@acomunitytv.org or by calling 410-992-4976.

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Rock-ing the Video World

Rockefeller Introduces OTT-Friendly Reform Bill

By: John Eggerton Nov 18 2013 - 12:06am

Rockefeller Introduces OTT-Friendly Reform Bill



WASHINGTON — If Sen. Jay Rockefeller (D-W.Va.) has his way — and that’s a big “if” — over-the-top video providers would get access to programming rights similar to those given to satellite operators in the 1992 Cable Act in an effort to make them more competitive with cable MVPDs.

Rockefeller introduced an omnibus video-reform bill that was over the top in more ways than one. Literally, it was a bill to boost the competitiveness of online video providers by giving them a path to multichannel video-programming distributor (MVPD) citizenship. It was also over the top in the sense that it was wide-ranging and hit at least one key hot button that will make the measure hard for Republicans to swallow.

Asked if the bill had any GOP support, a Rockefeller spokesperson would only say the bill “starts a long overdue conversation about these issues.”

The bill’s goal is to ensure that cable operators and their affiliated over-the-top services cannot disadvantage online competitors. Aides to the senator conceded the bill was meant to be a conversation starter, and it was. Cable operators, for their part, suggested that online video providers were already doing quite well.

“Services like Netflix already have almost 30 million U.S. subscribers — far larger than any single multichannel video provider,” the National Cable & Telecommunications Association said in a statement. “In addition, Hulu, iTunes, Amazon Prime, Redbox, Vudu, Vimeo, Boxee, Roku, Apple TV and YouTube are providing consumers with increasing options for competitive entertainment choices, facilitated in large part by massive ongoing investments in broadband networks. In a world marked by such dynamism and robust competition, prudent policy dictates the removal of regulatory obstacles for all instead of creating marketplace disparities that would ‘cherry-pick’ rights and obligations for some.”

Given that those Rockefeller aides also described the measure as essentially imposing 1992 satellite regulations on Internet delivery, the bill is unlikely to draw support from Republicans, who are looking for fewer regulations on everyone and have argued against transplanting old regulatory regimes onto new delivery systems.

The bill, like the a la carte bill from Sen. John McCain (R-Ariz.) before it, is more likely to be a catalyst for debate in the run-up to the Satellite Television Extension and Localism Act (STELA) than something that hits President Obama’s desk, but it provided plenty to talk about.

That included not requiring over-the-top providers to pay retransmission-consent fees or subjecting them to local franchising authorities. But the bill was a bit of a grab bag, ranging into copyright issues, usage-based pricing and more.

Following are some of the highlights — or lowlights, depending on one’s perspective — of a bill that would make the following changes to the Communications Act:

- Internet-service providers would have to provide plain-language disclosures in any ads of whatever the Federal Communications Commission decides consumers need to know about the service and must provide a laundry list of disclosures to their subscribers about everything from actual upload and download speeds to a “projected monthly bill.”
- The FCC would have to set up a usage-based billing monitoring regime to ensure ISPs are accurately gauging that use, and ISPs could not use usage-based billing to disadvantage competing OVDs.
- None of the bill’s provisions affect contracts struck before Dec. 1, but they would apply to any contract renewals.

- The bill makes it unlawful for either broadcast networks or stations to refuse to negotiate with OVDs for carriage or to limit which platforms or devices can access the content. The FCC would have to define and apply a “goodfaith” negotiation standard.
- Broadcasters can’t provide OVDs with a materially different signal than what it broadcasts. [Editor’s Note: The McCain a la carte bill has a similar provision.]
- An antenna-rental service [i.e., Aereo] shall be exempt from paying retransmission-consent fees, though it would have to pay a compulsory license for the underlying programming.
- In a nod to net neutrality, the bill would not allow an ISP to “block, degrade or otherwise impair any content provided by an online video distributor.”
- The bill states that any OVD that provides programming “in a manner reasonably equivalent to a multichannel video programming distributor may elect to be treated as a nonfacilities- based multichannel-video programming distributor.” But OVDs that elect that option will not be subject to franchising authorities, syndicated exclusivity or network nonduplication requirements, and can deliver out-ofmarket TV stations if a consumer wants them.

Multi Channel News November 18, 2013