

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

January 15, 2015, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of December 18, 2014 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. November Financial Reports
 - 4.3. Executive Director
 - 4.4. Commission Organization
- 5. General Business**
 - 5.1. Transfer of Ownership
 - 5.2. Other
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF DECEMBER 18, 2014

CALL TO ORDER – 1

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

ROLL CALL– 2

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

Commissioners absent and excused: None.

Others present included Karen George, Executive Director; and Steve Ulrich, Technology Director.

APPROVAL OF AGENDA – 3

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

8 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from November 20, 2014

Commissioner Dickinson noted on page two, under the Executive Director's Report, it should state, "...League of Minnesota Women Voters..."

Motion was made by Trude and seconded by Dickinson to approve the November 20, 2014 minutes as amended.

8 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. October Financial Reports

Commissioner Dickinson reported that everything is looking good, noting that additional capital improvements were completed during 2014.

Motion was made by Ulrich and seconded by Cruikshank to accept the October Financial Reports as presented.

8 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George stated that it has been a busy month at QCTV. She reported that a draft report of the financial analysis is being reviewed by the Commission Attorney and a report will be available at the January meeting. She reported that recording equipment has been installed at all member city halls and advised that staff has been busy with budget planning.

The report was accepted as presented.

GENERAL BUSINESS – 5

5.1 Transfer of Ownership

Ms. George stated that the transfer has been slower than expected. She provided an update on the MACTA study and advised that a final report is not yet available but hoped to receive the report in January.

Chair Heitkamp stated that there has been discussion behind the scenes regarding this issue. He commended Ms. George and the Commission Attorney for their hard work and efforts. She advised that Comcast has responded to the I-Net concerns and advised that Castle Field is on the docket for repair in the spring.

5.2 2015 Budget

Ms. George stated that she is presenting the 2015 budget for Commission approval. She noted that an end of year projection, or estimate, was included for 2014 in order to provide additional information on all of the changes that occurred during the year.

Commissioner Dickinson stated that the end of year projection assists in providing a baseline for 2015. He stated that a good history of financial information has not been available for prior years because of issues that existed and were being corrected, as well as the restructuring of the organization.

Commissioner Ulrich asked for additional information regarding the policy in place for the distribution of excess funds.

Ms. George noted that in the past there had been a motion to refund those capital funds to the member cities. She explained that in the past, a motion had been made by the Board but the funds had not actually been paid out. She reported that staff had reviewed the past 10 years and had spread that repayment over two years. She stated that the Board had made the decision to not fund city capital payments in 2015-2016. She advised that the Board had made the decision to reevaluate the matter when the franchise renewal is complete.

Chair Heitkamp confirmed that any excess funds would go into the fund balance for 2015.

Motion was made by Dickinson and seconded by LeTourneau to approve the 2015 budget.

8 ayes – 0 nays. Motion carried.

5.3 Petty Cash Policy

Ms. George stated that the issue of petty cash had been monitored and staff believes that a petty cash fund to cover incidental staff purchases is required.

Commissioner Dickinson reported that the procedures were reviewed and recommended for approval from the Finance Committee.

Motion was made by Dickinson and seconded by Trude to approve the petty cash procedures.

8 ayes – 0 nays. Motion carried.

5.4 Other

Ms. George played a short video clip that promotes the content of QCTV.

ADJOURN – 6

Time of adjournment 11:19 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

QCTV Bank Reconciliation
November 2014

Beginning Balance - 4M Statement	1,292,126.35
Less: Cleared Checks/Withdrawals	(108,137.78)
Plus: 4M Fund Interest	16.27
Plus: Bank Deposits/Credits	938.09
Bank Balance	\$1,184,942.93
Book Balance	1,184,942.93
Adjusted Book Balance	1,184,942.93
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 11/30/2014

Reconciled on: 12/19/2014 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,292,126.35
Checks and Payments cleared	-108,137.78
Deposits and Other Credits cleared	+954.36
Statement Ending Balance	1,184,942.93
Uncleared transactions as of 11/30/2014	-9,325.34
Register Balance as of 11/30/2014	1,175,617.59
Uncleared transactions after 11/30/2014	32,164.27
Register Balance as of 12/19/2014	1,207,781.86

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/27/2014	Bill Payment	10574	Pro Staff	-716.80
10/27/2014	Bill Payment	10563	Bret Heitkamp	-80.00
10/27/2014	Bill Payment	10566	James Dickinson	-120.00
10/27/2014	Bill Payment	10568	John Letourneau	-80.00
10/27/2014	Bill Payment	10569	Julie Trude	-80.00
10/27/2014	Bill Payment	10570	Kurtis G. Ulrich	-120.00
10/27/2014	Bill Payment	10575	The Lincoln National Life Ins. Co.	-452.98
10/27/2014	Bill Payment	10571	Pete C. Andersen	-40.00
10/27/2014	Bill Payment	10562	Amazon	-1,125.52
10/27/2014	Bill Payment	10567	Joe G. Ruhland	-75.00
10/27/2014	Bill Payment	10565	David A. Billehus	-80.00
10/31/2014	Bill Payment	W/D	CitiStreetMN	-300.00
10/31/2014	Journal	10C - 2014MK		-166.15
11/06/2014	Bill Payment	10584	ECM Publisher	-898.85
11/06/2014	Bill Payment	10592	Pro Staff	-1,523.20
11/06/2014	Bill Payment	10596	Verizon Wireless	-70.08
11/06/2014	Bill Payment	10582	Comcast Cable	-335.12
11/06/2014	Bill Payment	10578	Anoka Area Chamber of Commerce	-15.00
11/06/2014	Bill Payment	10590	Market Place Plus, LLC	-404.95
11/06/2014	Bill Payment	10577	ACE Solid Waste, Inc.	-141.57
11/06/2014	Bill Payment	10580	B&H Photo-Video	-3,326.95
11/06/2014	Bill Payment	10585	Holiday Station	-123.30
11/06/2014	Bill Payment	10589	LMCIT	-10,868.00
11/06/2014	Bill Payment	10588	Kennedy & Graven, Chartered	-417.50
11/06/2014	Bill Payment	10597	Xcel Energy	-1,205.12
11/06/2014	Bill Payment	10579	AVS Inc.	-9,656.16
11/06/2014	Bill Payment	10587	Image Lawncare Services, Inc.	-530.92
11/06/2014	Bill Payment	10595	U.S. Bank Corporate	-306.26
11/06/2014	Bill Payment	10583	David S. Washburn	-75.00
11/06/2014	Bill Payment	10586	Huebsch	-55.60
11/06/2014	Bill Payment	10593	Timesavers	-131.00
11/06/2014	Bill Payment	10594	Trans Alarm	-376.83
11/06/2014	Bill Payment	10591	Minnesota Unemployment Ins.	-26,282.13
11/06/2014	Bill Payment	10576	A+ Cleaning Service, Inc.	-407.65
11/06/2014	Bill Payment	10581	City of Andover	-998.30
11/14/2014	Bill Payment	W/D	CitiStreetMN	-300.00
11/14/2014	Bill Payment	W/D	PERA	-2,090.71
11/14/2014	Bill Payment	10599	MN Association of Community Telecommunications Adm	-1,750.00
11/14/2014	Journal			-144.10

Quad Cities Communications Commission
Balance Sheet Summary
As of November 30, 2014

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,175,617.59
- PayPay acct	733.18
- US Bank Reserve	5,000.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,181,350.77
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,181,350.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,316.72
Other Current Liabilities	-26.35
Total Current Liabilities	\$ 8,290.37
Equity	1,173,060.40
TOTAL LIABILITIES AND EQUITY	\$ 1,181,350.77

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

	Nov 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	710.00	208.00	502.00	341.35%	3,381.97	2,288.00	1,093.97	147.81%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	46,398.00	(46,398.00)	0.00%
Franchise Fees		74,340.00	(74,340.00)	0.00%	733,185.52	817,740.00	(84,554.48)	89.66%
Interest Income	16.27	8.00	8.27	203.38%	150.80	88.00	62.80	171.36%
Miscellaneous Income		416.00	(416.00)	0.00%	4,122.61	4,576.00	(453.39)	90.09%
PEG Fee		37,170.00	(37,170.00)	0.00%	366,593.07	408,870.00	(42,276.93)	89.66%
Total Income	726.27	116,360.00	(115,633.73)	0.62%	1,107,433.97	1,279,960.00	(172,526.03)	86.52%
Expenses								
Accounting / HR Services	1,014.05	1,500.00	(485.95)	67.60%	14,197.41	16,500.00	(2,302.59)	86.04%
Ads/Promos/Sponsorships		570.00	(570.00)	0.00%	4,889.66	6,270.00	(1,380.34)	77.99%
Andover Capital Equipment		416.00	(416.00)	0.00%	829.94	4,576.00	(3,746.06)	18.14%
Announcers Fees	190.00	1,436.00	(1,246.00)	13.23%	6,840.00	15,796.00	(8,956.00)	43.30%
Anoka Capital Equipment	153.79	416.00	(262.21)	36.97%	1,146.05	4,576.00	(3,429.95)	25.04%
Audit		1,216.00	(1,216.00)	0.00%	14,600.00	13,376.00	1,224.00	109.15%
AV Equip / Repair / Supply / Software	218.77	4,157.00	(3,938.23)	5.26%	18,524.31	45,727.00	(27,202.69)	40.51%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	451.00	(451.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	1,826.00	(1,826.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	4,484.15	4,576.00	(91.85)	97.99%
Building - Insurance		241.00	(241.00)	0.00%	3,667.00	2,651.00	1,016.00	138.33%
Building - Maintenance	2,809.17	583.00	2,226.17	481.85%	6,664.59	6,413.00	251.59	103.92%
Building - Supplies	403.14	250.00	153.14	161.26%	1,770.07	2,750.00	(979.93)	64.37%
Car Allowance	250.00	250.00	0.00	100.00%	2,750.00	2,750.00	0.00	100.00%
Cell Phone - Allowance	75.00	241.00	(166.00)	31.12%	1,320.00	2,651.00	(1,331.00)	49.79%
Champlin Capital Equipment		416.00	(416.00)	0.00%	445.15	4,576.00	(4,130.85)	9.73%
City Sewer & Water	80.63	333.00	(252.37)	24.21%	1,932.62	3,663.00	(1,730.38)	52.76%
Commission Expense	3.99	291.00	(287.01)	1.37%	2,254.78	3,201.00	(946.22)	70.44%
Computer Equip / Repair / Supply / Software	2,592.20	2,385.00	207.20	108.69%	12,878.17	26,235.00	(13,356.83)	49.09%
Consulting Services		4,166.00	(4,166.00)	0.00%	10,250.00	45,826.00	(35,576.00)	22.37%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	23,826.00	(23,826.00)	0.00%
Dues and Subscriptions			0.00		99.00	0.00	99.00	
Duplication Expenses	29.95	300.00	(270.05)	9.98%	1,125.43	3,300.00	(2,174.57)	34.10%
Electric Service	1,010.66	1,458.00	(447.34)	69.32%	14,058.11	16,038.00	(1,979.89)	87.66%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	1,447.16	2,288.00	(840.84)	63.25%
Federal Unempl Expense	4.12		4.12		1,068.15	0.00	1,068.15	

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

	Nov 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Health Insurance	4,240.09	2,733.00	1,507.09	155.14%	35,002.56	30,063.00	4,939.56	116.43%
Health Insurance - Opt Out		400.00	(400.00)	0.00%	1,200.00	4,400.00	(3,200.00)	27.27%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	451.00	(451.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	10,589.00	6,380.00	4,209.00	165.97%
Lawn Service	455.92	291.00	164.92	156.67%	4,912.25	3,201.00	1,711.25	153.46%
Legal Fees	2,406.78	2,500.00	(93.22)	96.27%	12,721.84	27,500.00	(14,778.16)	46.26%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,518.00	(1,518.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	913.00	(913.00)	0.00%
Meals		83.00	(83.00)	0.00%	875.83	913.00	(37.17)	95.93%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	4,299.48	5,016.00	(716.52)	85.72%
Mileage	393.68	416.00	(22.32)	94.63%	3,990.25	4,576.00	(585.75)	87.20%
Miscellaneous Expenses	40.00	375.00	(335.00)	10.67%	255.29	4,125.00	(3,869.71)	6.19%
Natural Gas	115.25	191.00	(75.75)	60.34%	2,430.33	2,101.00	329.33	115.67%
Office Supplies / Equipment	100.03	708.00	(607.97)	14.13%	3,188.80	7,788.00	(4,599.20)	40.95%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	4,576.00	(4,576.00)	0.00%
Payroll Expenses (ADP)	298.00	433.00	(135.00)	68.82%	4,746.95	4,763.00	(16.05)	99.66%
PERA	2,270.34	4,281.00	(2,010.66)	53.03%	30,418.82	47,091.00	(16,672.18)	64.60%
Postage	38.13	83.00	(44.87)	45.94%	718.88	913.00	(194.12)	78.74%
Printing / Copy Services	171.99	166.00	5.99	103.61%	1,764.59	1,826.00	(61.41)	96.64%
Professional Development	1,995.00	1,425.00	570.00	140.00%	12,243.62	15,675.00	(3,431.38)	78.11%
Publications		59.00	(59.00)	0.00%	0.00	649.00	(649.00)	0.00%
Ramsey Capital Equipment	20.36	416.00	(395.64)	4.89%	558.05	4,576.00	(4,017.95)	12.20%
Sales Tax		166.00	(166.00)	0.00%	561.00	1,826.00	(1,265.00)	30.72%
Secretary Services	131.00	150.00	(19.00)	87.33%	1,420.00	1,650.00	(230.00)	86.06%
Snow Plowing Service	900.00	250.00	650.00	360.00%	4,105.00	2,750.00	1,355.00	149.27%
SS/Medicare Expense	2,396.56	4,518.00	(2,121.44)	53.04%	35,752.02	49,698.00	(13,945.98)	71.94%
State Unemploy Exp			0.00		48,558.25	0.00	48,558.25	
STD / LTD / Life Insurance	784.70	387.00	397.70	202.76%	4,873.14	4,257.00	616.14	114.47%
Studio Sets		166.00	(166.00)	0.00%	542.90	1,826.00	(1,283.10)	29.73%
Subscription Services	55.00	250.00	(195.00)	22.00%	2,606.31	2,750.00	(143.69)	94.77%
Temp Staff Services	2,556.96		2,556.96		4,796.96	0.00	4,796.96	
Vehicle - Equipment / Repair	1,327.85	1,577.00	(249.15)	84.20%	9,875.84	17,347.00	(7,471.16)	56.93%
Vehicle - Insurance		250.00	(250.00)	0.00%	4,680.00	2,750.00	1,930.00	170.18%
Vehicle - Maintenance / Gas	429.09	525.00	(95.91)	81.73%	2,568.08	5,775.00	(3,206.92)	44.47%
Wages - Full-time	29,822.96	28,367.00	1,455.96	105.13%	362,900.10	312,037.00	50,863.10	116.30%

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

	Nov 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Wages - Part-time	1,856.76	0.00	1,856.76		17,999.16	0.00	17,999.16	
Wages - PT - Comm Prog		4,071.00	(4,071.00)	0.00%	17,461.93	44,781.00	(27,319.07)	38.99%
Wages - PT - Gov't Prog		8,203.00	(8,203.00)	0.00%	30,254.48	90,233.00	(59,978.52)	33.53%
Wages - PT - Office Support		2,504.00	(2,504.00)	0.00%	9,143.99	27,544.00	(18,400.01)	33.20%
Wages - PT - Sports Prog		6,880.00	(6,880.00)	0.00%	20,616.94	75,680.00	(55,063.06)	27.24%
Wages - PT - Tech Support		5,721.00	(5,721.00)	0.00%	18,100.66	62,931.00	(44,830.34)	28.76%
Waste Removal	141.57	108.00	33.57	131.08%	1,811.91	1,188.00	623.91	152.52%
Web / VOD / Int / CaTV / Phone	1,093.22	1,350.00	(256.78)	80.98%	12,946.95	14,850.00	(1,903.05)	87.18%
Work Comp Insurance		258.00	(258.00)	0.00%	4,503.00	2,838.00	1,665.00	158.67%
Total Expenses	63,284.36	105,597.00	(42,312.64)	59.93%	873,236.91	1,161,567.00	(288,330.09)	75.18%
Net Operating Income	(62,558.09)	10,763.00	(73,321.09)	-581.23%	234,197.06	118,393.00	115,804.06	197.81%
Net Income	(62,558.09)	10,763.00	(73,321.09)	-581.23%	234,197.06	118,393.00	115,804.06	197.81%
ZCIP - Andover					12,197.10			
ZCIP - Anoka					12,197.10			
ZCIP - Champlin					12,197.10			
ZCIP - Network Servers					6,782.65			
ZCIP - Ramsey					12,197.10			
ZCIP - Studio	536.36				13,192.52			
					<u>68,763.57</u>			
Andover Capital Equipment					47,750.00			
Anoka Capital Equipment					25,764.00			
Champlin Capital Equipment					30,000.00			
Ramsey Capital Equipment					50,000.00			
					<u>153,514.00</u>			
					<u>1,095,514.48</u>			

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
		11A - 2014MK		
11/14/2014	Journal	11A - 2014MK		-4,446.21
11/14/2014	Journal	11A - 2014MK		-11,446.40
11/19/2014	Bill Payment	10602	City of Champlin	-80.63
11/19/2014	Bill Payment	10607	Pro Staff	-834.40
11/19/2014	Bill Payment	10601	CenterPoint Energy	-115.25
11/19/2014	Bill Payment	10603	Comcast 2	-452.22
11/19/2014	Bill Payment	10605	Markertek Video Supply	-444.95
11/19/2014	Bill Payment	10606	Pierce	-2,284.94
11/19/2014	Bill Payment	10600	Amazon	-2,797.64
11/19/2014	Bill Payment	10604	Image Lawn care Services, Inc.	-455.92
11/28/2014	Bill Payment	W/D	PERA	-2,136.84
11/28/2014	Journal	11B - 2014MK		-12,236.63
11/28/2014	Journal	11B - 2014MK		-4,535.00
Total				-108,137.78

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/07/2014	Deposit		Jeff	150.00
11/07/2014	Deposit		Scott Nelson	15.00
11/07/2014	Deposit		Erhart Legal, LLC	150.00
11/07/2014	Deposit		MN State HS League	60.00
11/19/2014	Deposit		Terry Lovaas	563.09
11/30/2014	Journal	11C - 2014MK		16.27
Total				954.36

Additional Information

Uncleared Checks and Payments as of 11/30/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2013	Bill Payment	10010	City of Anoka	-125.00
11/14/2014	Bill Payment	10598	Anoka Ramsey Community College	-1,995.00
11/19/2014	Bill Payment	10608	Scott Blommer	-17.50
11/26/2014	Bill Payment	10614	Preferred One Insurance Co.	-4,317.19
11/26/2014	Bill Payment	10615	The Lincoln National Life Ins. Co.	-1,347.79
11/26/2014	Bill Payment	10616	Verizon Wireless	-75.08
11/26/2014	Bill Payment	10609	B&H Photo-Video	-649.99
11/26/2014	Bill Payment	10610	Image Lawn care Services, Inc.	-468.75
11/26/2014	Bill Payment	10612	Monarch Pest Control	-112.64
11/26/2014	Bill Payment	10611	Joe G. Ruhland	-75.00
11/26/2014	Bill Payment	10613	Pete C. Andersen	-40.00
11/28/2014	Bill Payment	W/D	CitiStreetMN	-300.00
11/28/2014	Journal	11B - 2014MK		-153.90
Total				-9,677.84

Uncleared Deposits and Other Credits as of 11/30/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/26/2014	Deposit		Kelly LaVelle	15.00
11/26/2014	Deposit		Anoka Soccer Booster Club	337.50
Total				352.50

Uncleared Checks and Payments after 11/30/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/05/2014	Bill Payment	10625	Pro Staff	-1,722.56
12/05/2014	Bill Payment	10617	CBG Communications, Inc.	-603.09
12/05/2014	Bill Payment	10624	Presto Graphics	-128.34
12/05/2014	Bill Payment	10618	Comcast Cable	-194.51
12/05/2014	Bill Payment	10623	Market Place Plus, LLC	-404.95
12/05/2014	Bill Payment	10622	Markertek Video Supply	-134.90
12/05/2014	Bill Payment	10620	Holiday Station	-283.14
12/05/2014	Bill Payment	10628	Xcel Energy	-1,010.66
12/05/2014	Bill Payment	10621	Huebsch	-194.98
12/05/2014	Bill Payment	10619	David S. Washburn	-75.00
12/05/2014	Bill Payment	10626	Timesavers	-131.00
12/05/2014	Bill Payment	10627	Verified Credentials	-40.00
12/12/2014	Bill Payment	10640	Pro Staff	-515.20
12/12/2014	Bill Payment	10638	Markertek Video Supply	-120.25
12/12/2014	Bill Payment	10635	Costco	-147.83
12/12/2014	Bill Payment	10630	ACE Solid Waste, Inc.	-23.43
12/12/2014	Bill Payment	10634	Comcast Cable	-140.61
12/12/2014	Bill Payment	10641	U.S. Bank Corporate	-703.36
12/12/2014	Bill Payment	10637	Image Lawncare Services, Inc.	-431.25
12/12/2014	Bill Payment	10629	A+ Cleaning Service, Inc.	-407.65
12/12/2014	Bill Payment	10633	Comcast 2	-452.22
12/12/2014	Bill Payment	10632	City of Andover	-858.43
12/12/2014	Bill Payment	10639	Pete C. Andersen	-40.00
12/12/2014	Bill Payment	10636	David S. Washburn	-75.00
12/12/2014	Bill Payment	10631	CenterPoint Energy	-542.64
12/19/2014	Bill Payment	10647	Jake R Bailey	-57.75
12/19/2014	Bill Payment	10653	Pro Staff	-873.60
12/19/2014	Bill Payment	10644	City of Champlin	-86.35
12/19/2014	Bill Payment	10645	Creative Forms & Concepts	-69.59
12/19/2014	Bill Payment	10650	Markertek Video Supply	-224.64
12/19/2014	Bill Payment	10649	Kennedy & Graven, Chartered	-2,406.78
12/19/2014	Bill Payment	10642	Amazon	-4,634.92
12/19/2014	Bill Payment	10643	B&H Photo-Video	-7,408.98
12/19/2014	Bill Payment	10654	Verizon Wireless	-70.29
12/19/2014	Bill Payment	10648	Joe G. Ruhland	-75.00
12/19/2014	Bill Payment	10651	Pete C. Andersen	-80.00
12/19/2014	Bill Payment	10646	David A. Billehus	-40.00
12/19/2014	Bill Payment	10652	Peter J. Turok	-75.00
Total				-25,483.90

Uncleared Deposits and Other Credits after 11/30/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/03/2014	Deposit		Comcast	55,045.17
12/03/2014	Deposit		Amy Siegel	62.50
12/03/2014	Deposit		Barna, Guzy & Steffen, LTD	32.50
12/12/2014	Deposit		Jeff	250.00
12/17/2014	Deposit		League of MN Cities	2,258.00
Total				57,648.17

QCCCC Agenda Item

4.3 Executive Director's Report

January 8, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Transfer of Ownership

Please see agenda item 5.1 for more information on the transfer of ownership.

Franchise renewal

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

Web site development continues

The web site navigational structure has been finalized and the vendor is making progress on back-end integration work.

City equipment installations

The city V-Desks are all installed.

Playback Center Upgrade

Equipment has been ordered and installation expected in early February.

Monthly reports

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

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

January 6, 2015

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

Local programming at QCTV included an hour special called “The Pollinator Advocacy Program” produced in conjunction with The League of Women Voters- ABC. (Anoka, Blaine, Coon Rapids.) This show was produced in the QCTV studio, hosted by LWV Member Gretchen Sabel and included a panel of guests talking about the importance of pollinators in our community. About 30 people in the studio audience were able to ask questions of the panel and afterward they signed up for various committees. The LWV was pleased with the show and it was placed on the prisma system so other local cable systems in the Twin Cities can play it back on their systems.

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

Winter sports coverage continued with hockey and basketball games. Production was complete on a new “In The Game” sports show that features local athletes and coaches.

QCTV covered the “Armstrong Interchange Appreciation Event” which featured Ramsey Mayor Sarah Strommen, Governor Mark Dayton, Representative Michelle Bachman, Senator Amy Klobuchar, and Congressman Tom Emmer.

We also produced our regular programs: “News and Views”, and “The Chamber Report”, “It’s Your History”, and “Townfolk”.

Other projects in progress: “The Sheriffs Show”, “PSA Day in Anoka”, “Live and Local: Let’s Get Fit!”, and a new program called “The Local Show”.

We continue to produce a series of public service announcements, promos for our shows, and station ID's. Other marketing promotions include "What's New at The Q You Ask" which features highlights of upcoming programs at QCTV and is run on our website and channels.

Action: None.

QCCCC Agenda Item

4.3.2 Technology Report

January 6, 2015

To: Karen George, Executive Director

From: Steve Ulrich

Subject: December 2014 Technology Report

Equipment Issues:

City Equipment:

- New Vdesk units installed at Anoka, Andover & Champlin. Considerable rewiring was required at the Andover location. We have experienced some software issues with the new units which the vendor is working on. Overall the installations went well and the product performs much better than the old units.

Comcast:

- No new issues during December.

Studio Equipment:

- Install new monitors in Control Room.
- Order balance of Control Room audio interface gear.
- Rework QCTV-24 to handle studio lighting.

Web Site:

- Updated BizzyWeb on proposed wire frames.

December Projects:

- Complete Control Room upgrades.

- Finalize and order Playback Room equipment.
- Order upgrades for staff PCs.

January Planned Projects:

- Playback Room server upgrades and rewiring.
- New web site development.
- Planned computer maintenance/upgrades.
- Server documentation.

Ongoing Projects:

- NAS file maintenance.
- Equipment documentation.
- Off site backup.

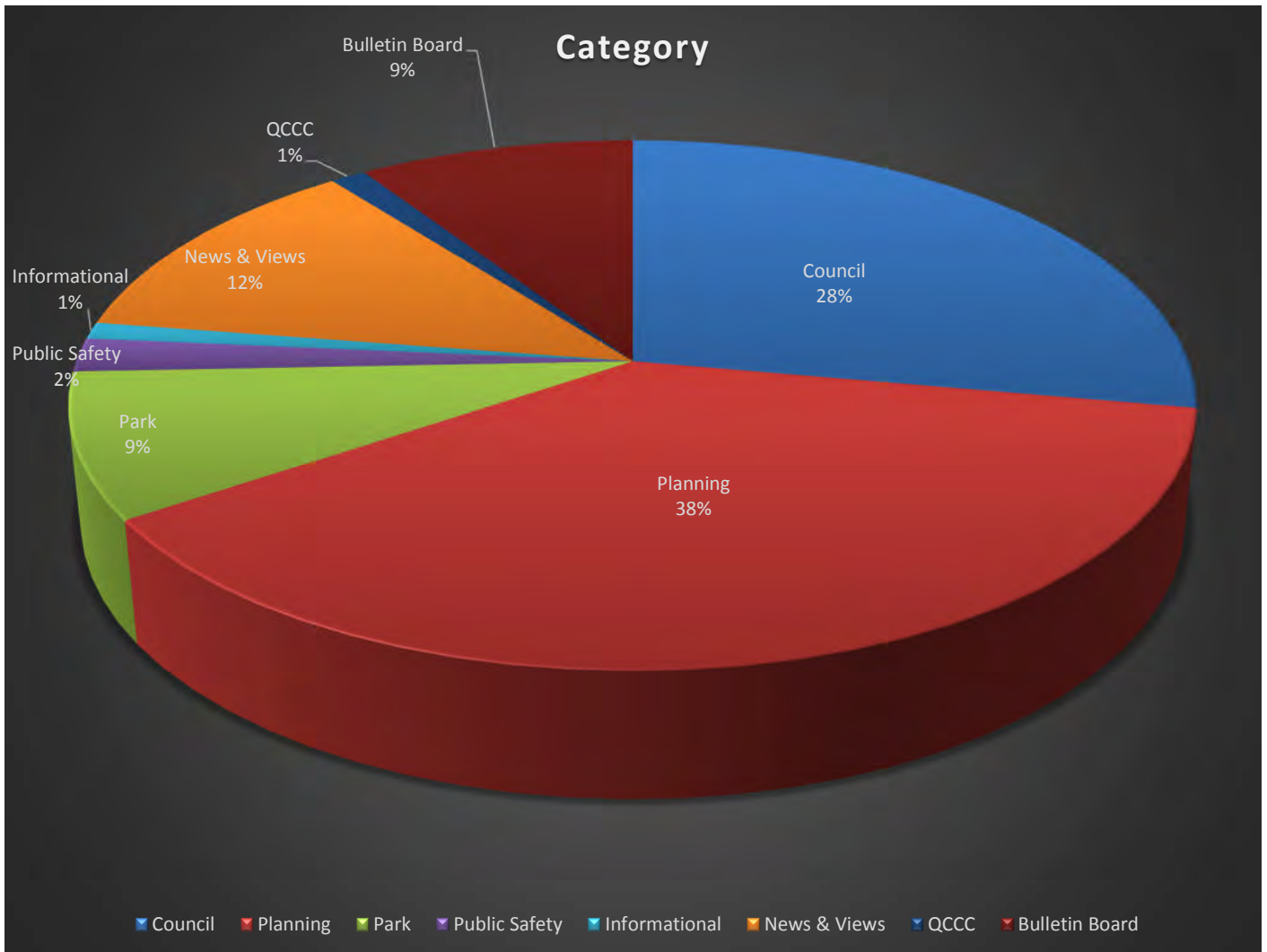
Action: None.

Andover Channel & Web Statistics December 2014

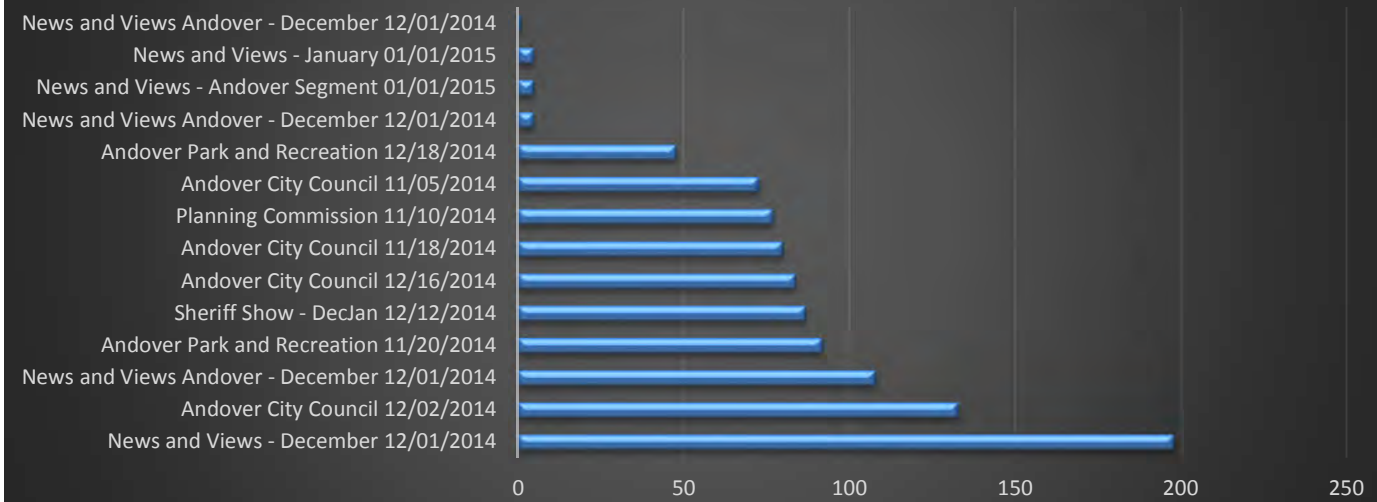
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 651	New Shows: 8	Total Hours: 68:53	Total Hits: 996
Total Time: 675:07	New Time: 7:32	Saturation: 9.3%	
Saturation: 90.7%	All Shows: 20	New Andover: 48	
	All Time: 13:04	New All Cities: 271	

Shared With Multiple Cities		
12/2/2014	The Sheriff Show	0:29:34
1/1/2015	News and Views - Jan	1:00:00
12/1/2014	News and Views - Dec	1:00:00
12/18/2014	QCCC - Dec	0:17:26
11/20/2014	QCCC - Jan	0:27:29

Channel Up Time: 99.6%		
Issues	Percentage	Hours
Maintenance:	0%	0
File:	0%	0
Server:	0.4%	3
Power Out:	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	12/16/2014	Council	1:29:13	58	86:14:34
City Council Meeting	12/2/2014	Council	2:02:17	53	108:01:01
City Council Meeting	11/18/2014	Council	1:44:09	7	12:09:03
Planning Commission	11/11/2014	Planning	2:37:04	107	280:06:08
Park & Recreation Meeting	12/19/2014	Park	0:56:09	50	46:47:30
Park & Recreation Meeting	11/20/2014	Park	0:15:53	71	18:47:43
The Sheriff Show **	12/2/2014	Public Safety	0:29:34	31	15:16:34
Andover City Update	7/10/2014	Informational	0:15:30	29	7:29:30
News and Views - Jan **	1/1/2015	News & Views	1:00:00	2	2:00:00
News and Views - Dec **	12/1/2014	News & Views	1:00:00	60	60:00:00
News and Views Andover - Dec	12/1/2014	News & Views	0:16:30	101	27:46:30
Quad Cities Cable Commission - Dec **	12/18/2014	QCCC	0:17:26	13	3:46:38
Quad Cities Cable Commission - Nov **	11/20/2014	QCCC	0:27:29	11	5:02:19
Meet Brett Angell	7/17/2014	PSA	0:01:41	13	0:21:53
Meet Todd Haas	7/17/2014	PSA	0:03:44	6	0:22:24
Meet Dave Carlberg	7/17/2014	PSA	0:01:32	7	0:10:44
Meet Dave Berkowitz	7/17/2014	PSA	0:01:20	12	0:16:00
Meet Kameron Kytönen	7/17/2014	PSA	0:01:38	1	0:01:38
Meet Kevin Starr	7/17/2014	PSA	0:01:58	6	0:11:48
Meet Brian Kraabel	7/17/2014	PSA	0:01:08	13	0:14:44

** Shared with multiple cities

13:04:15 651 675:06:41

Total Programming Hours:	675:06:41
Total Bulletin Board Hours:	68:53:19
Total Runs:	651
December Total Time:	744:00:00
Web Hits:	996

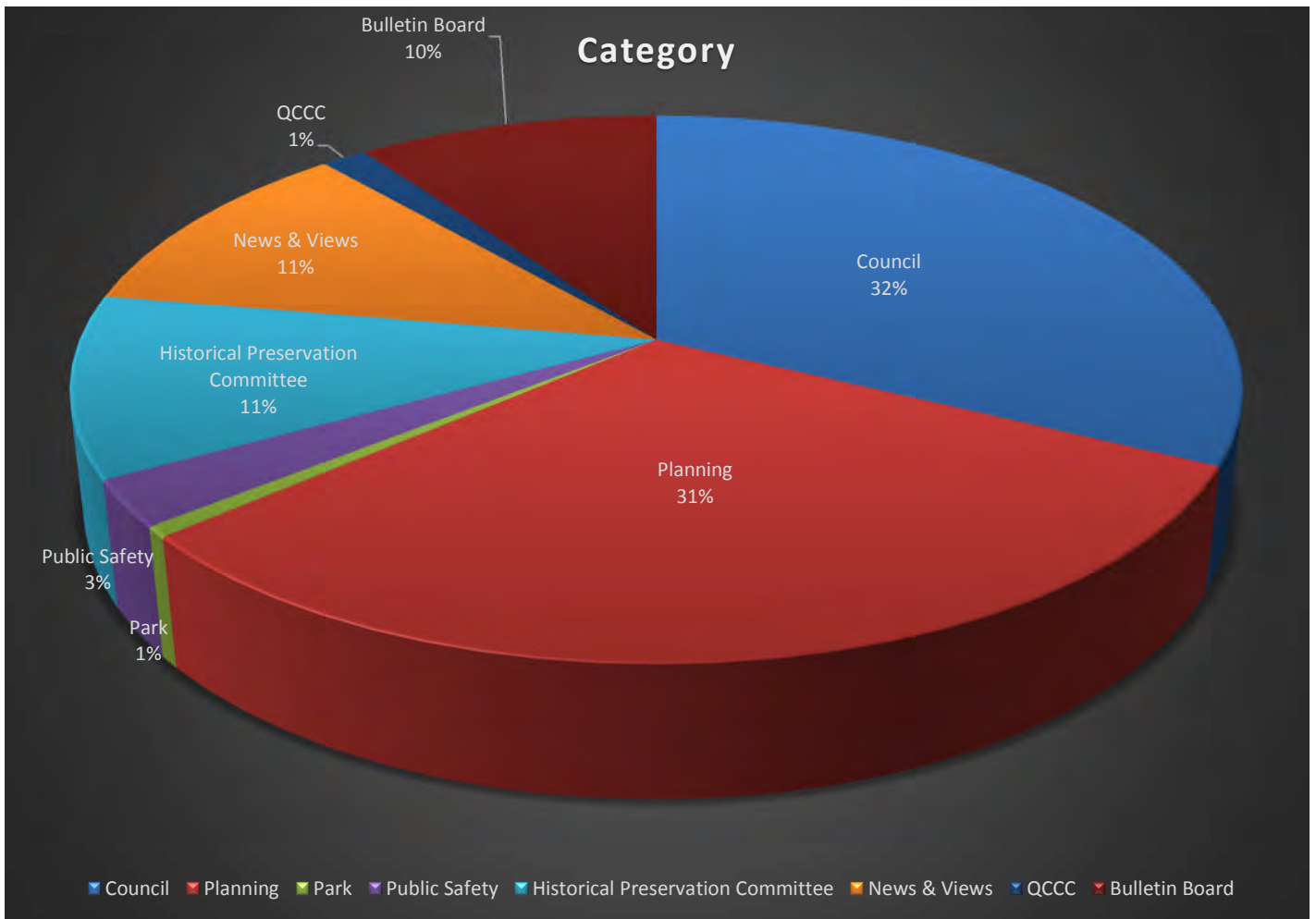
Anoka Channel & Web Statistics

December 2014

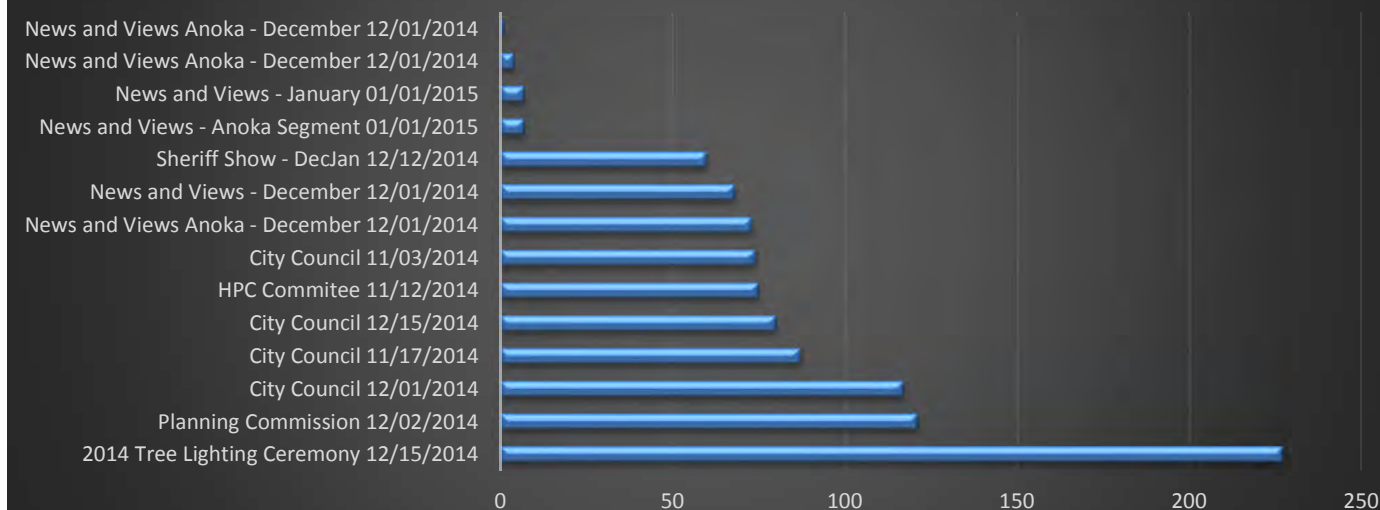
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 671	New Shows: 9	Total Hours: 73:03	Total Hits: 1001
Total Time: 670:57	New Time: 8:52	Saturation: 9.8%	
Saturation: 90.2%	All Shows: 17	New Anoka: 46	
	All Time: 14:58	New All Cities: 271	

Shared With Multiple Cities		
12/1/2014	News and Views - Dec	1:00:00
12/18/2014	QCCC - Dec	0:17:26
11/20/2014	QCCC - Nov	0:27:29

Channel Up Time: 99.63%%		
Issues	Percentage	Hours
Maintenance:	0	0
File:	0	0
Server:	0.37%	2:45
Power Out:	0	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	12/15/2014	Council	2:19:54	62	144:33:48
City Council Meeting	12/1/2014	Council	1:32:22	57	87:44:54
City Council Meeting	11/17/2014	Council	1:31:18	4	6:05:12
Planning Commission	12/2/2014	Planning	1:50:08	121	222:06:08
Planning Commission	10/7/2014	Planning	1:56:32	5	9:42:40
Parks Overview	9/18/2013	Park	0:04:44	59	4:39:16
The Sheriff Show - Dec	12/2/2014	Public Safety	0:29:34	36	17:44:24
The Sheriff Show - Oct	10/3/2014	Public Safety	0:30:00	5	2:30:00
Historic Preservation Committee	11/12/2014	Historical Presv.	0:42:08	113	79:21:04
News and Views - Anoka - Jan	1/1/2015	News & Views	1:00:00	1	1:00:00
News and Views - Dec **	12/1/2014	News & Views	1:00:00	61	61:00:00
News and Views Anoka - December	12/1/2014	News & Views	0:18:55	58	18:17:10
News and Views Anoka - November	11/6/2014	News & Views	0:14:15	2	0:28:30
Quad Cities Cable Commission **	12/18/2014	QCCC	0:17:26	14	4:04:04
Quad Cities Cable Commission **	11/20/2014	QCCC	0:27:29	15	6:52:15
2014 Anoka Tree Lighting Ceremony	12/15/2014	Promo	0:01:30	53	1:19:30
Housing & Redevelopment Authority	10/14/2014	HRA	0:41:35	5	3:27:55
			14:57:50	671	670:56:50

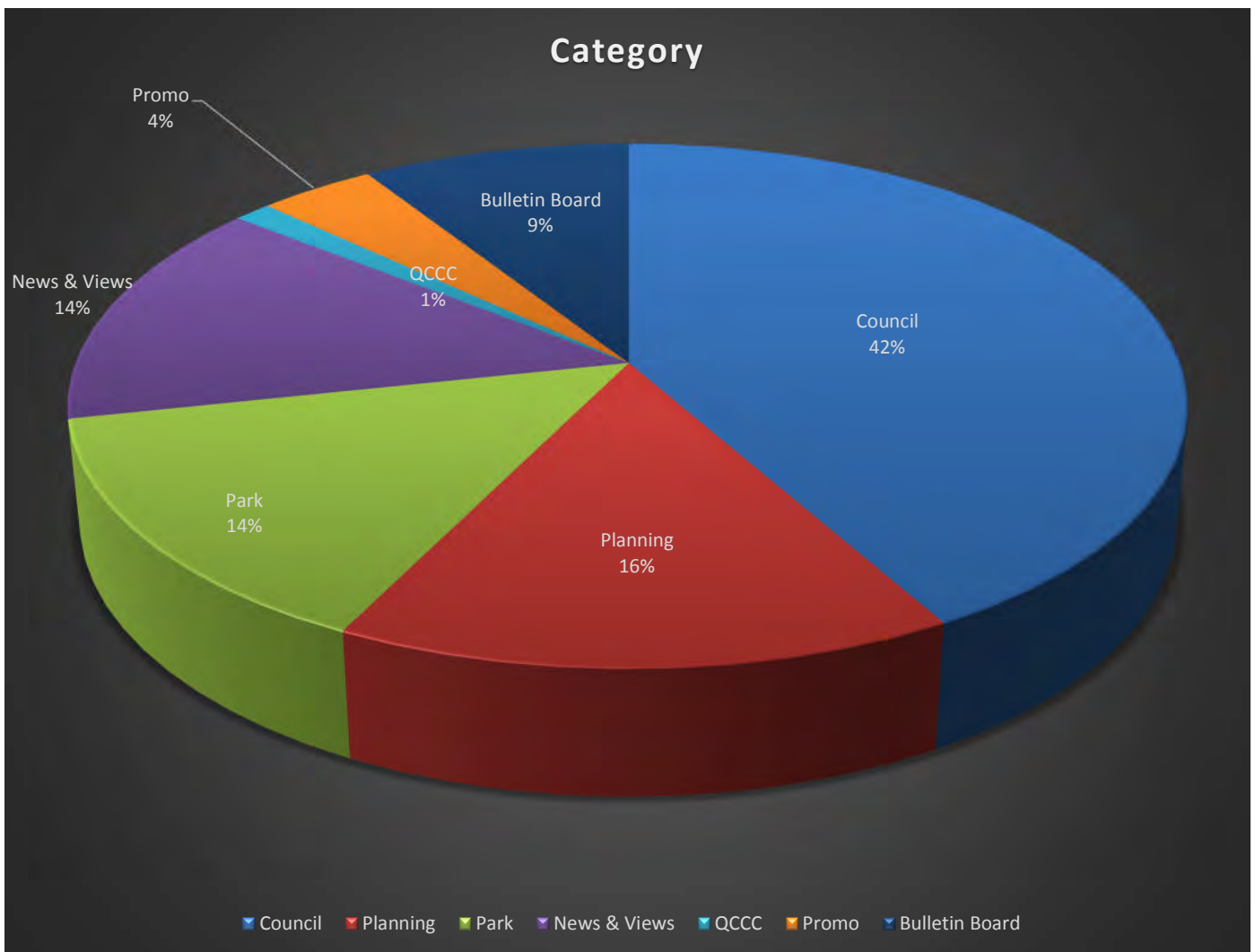
Total Programming Hours: 670:56:50
Total Bulletin Board Hours: 73:03:10
Total Runs: 828
December Total Time: 744:00:00
Web Hits: 1001

Champlin Channel & Web Statistics December 2014

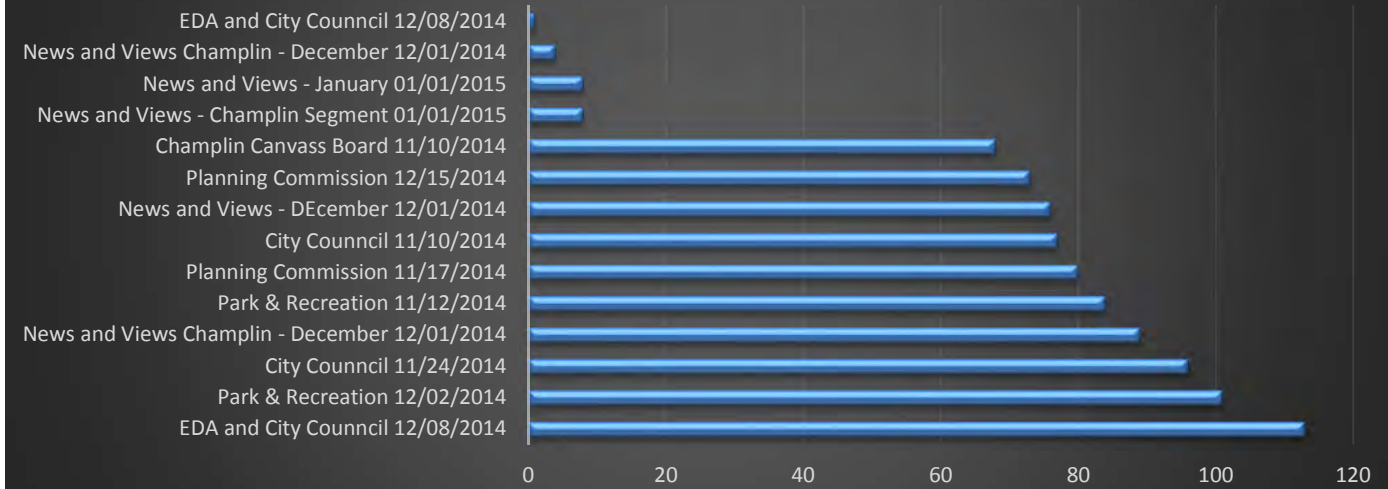
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 899	New Shows: 6	Total Hours: 67:07	Total Hits: 878
Total Time: 676:53	New Time: 5:54	Saturation: 9.1%	
Saturation: 90.9 %	All Shows: 16	New Champlin: 44	
	All Time: 9:29	New All Cities: 241	

Shared With Multiple Cities		
10/3/2014	The Sheriff Show	0:30:00
12/1/2014	News and Views - Dec	1:00:00
11/6/2014	News and Views - Nov	1:00:00
12/18/2014	QCCC - Dec	0:17:26
11/20/2014	QCCC - Nov	0:27:29

Channel Uptime 99.6 %		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	0.4%	3
Other::	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
EDA and City Council Meeting	12/8/2014	Council	2:50:30	104	295:32:00
City Council Meeting	11/24/2014	Council	0:11:35	79	15:15:05
Planning Commission	12/15/2014	Planning	0:50:00	70	58:20:00
Planning Commission	11/17/2014	Planning	0:30:24	110	55:44:00
Park & Recreation Meeting	12/2/2014	Park	0:39:07	151	98:26:37
Park & Recreation Meeting	11/12/2014	Park	0:23:47	20	7:55:40
The Sheriff Show **	10/3/2014	Public Safety	0:30:00	1	0:30:00
Public Safety Building Tour	1/14/2014	Public Safety	0:03:23	25	1:24:35
News and Views - Dec **	12/1/2014	News & Views	1:00:00	60	60:00:00
News and Views Champlin - Dec	12/1/2014	News & Views	0:15:09	170	42:55:30
News and Views - Nov **	11/6/2014	News & Views	1:00:00	2	2:00:00
Quad Cities Cable Commission - Dec **	12/18/2014	QCCC	0:17:26	7	2:02:02
Quad Cities Cable Commission - Nov **	11/20/2014	QCCC	0:27:29	16	7:19:44
Champlin Department Update	11/13/2014	Promo	0:25:00	70	29:10:00
Champlin Canvass Board	11/11/2014	PSA	0:04:28	1	0:04:28
Texting can wait	11/8/2013	PSA	0:01:01	13	0:13:13

** Shared With Multiple Cities 9:29:19 899 676:52:54

Total Programming Hours:	676:52:54
Total Bulletin Board Hours:	67:07:06
Total Runs:	899
December Total Time:	744:00:00
Web Hits:	878

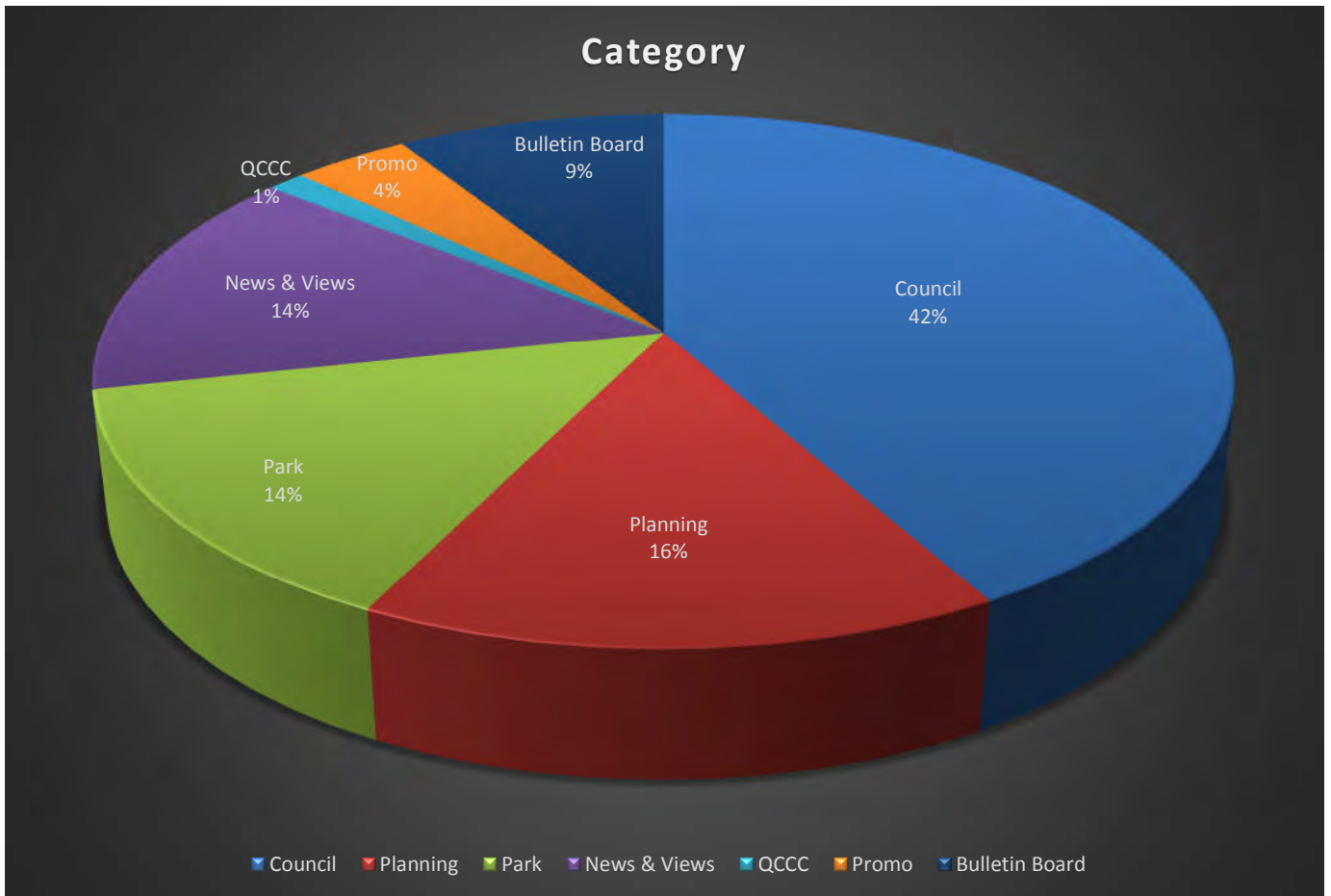
Ramsey Channel & Web Statistics

December 2014

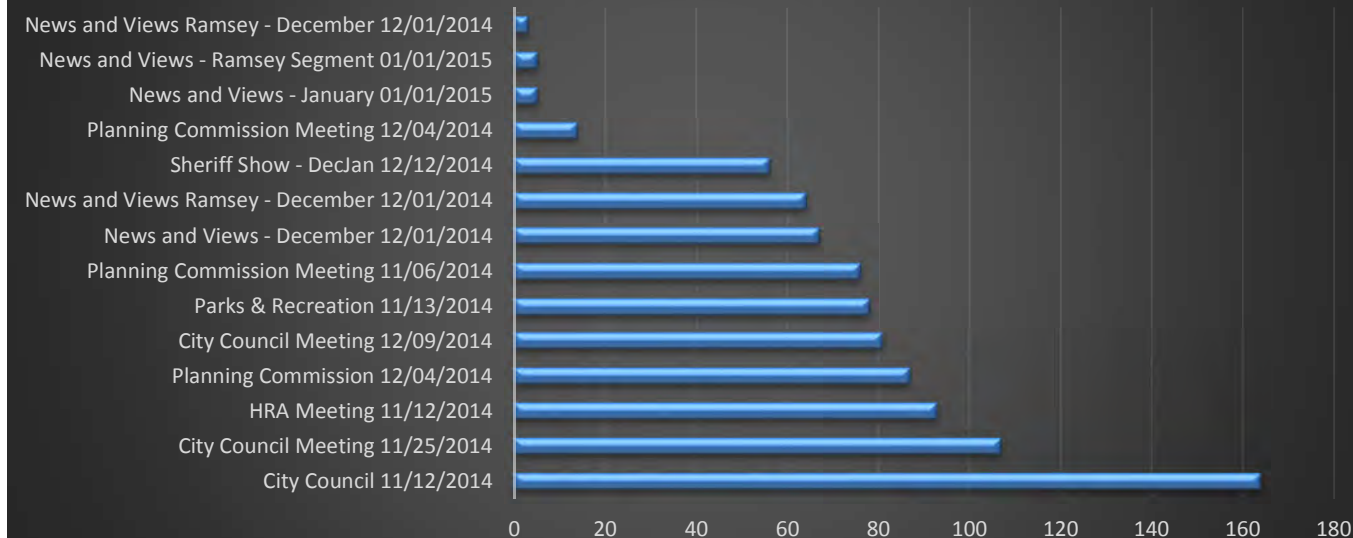
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 713	New Shows: 6	Total Hours: 42:51	Total Hits: 900
Total Time: 701:09	New Time: 5:54	Saturation: 9%	
Saturation: 91%	All Shows: 18	New Ramsey: 37	
	All Time: 12:47	New All Cities: 271	

Shared With Other Cities		
12/2/2014	The Sheriff Show - Dec	0:29:34
10/3/2014	The Sheriff Show - Oct	0:30:00
1/1/2015	News and Views - Jan	1:00:00
12/1/2014	News and Views - Dec	1:00:00
11/6/2014	News and Views - Nov	1:00:00
12/18/2014	QCCC - Dec	0:17:26
11/20/2014	QCCC - Nov	0:27:29
12/12/2013	Distracted Driving	0:01:26
11/1/2013	It can wait	0:01:21

Channel Uptime 99.47%		
Issues	Percentage	Hours
Maintenance:	0%	0
File:	0%	0
Server:	0.53%	4
Other:	0%	0



Web Hits



Detail

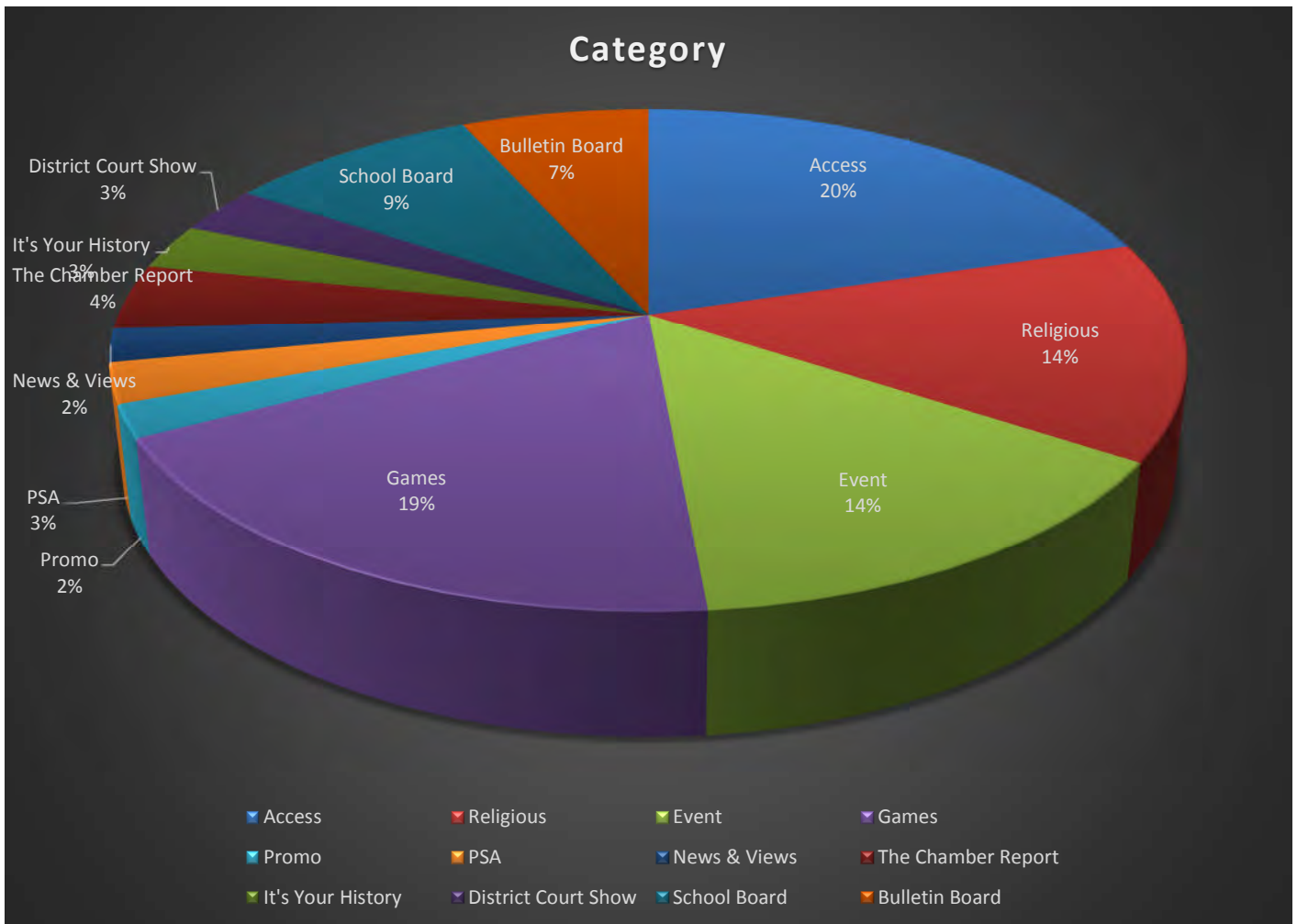
Title	Event Date	Category	Time	Plays	Total
City Council Meeting	12/9/2014	Council	2:29:42	86	214:34:12
City Council Meeting	11/25/2014	Council	0:23:05	63	24:14:15
Planning Commission	12/4/2014	Planning	1:56:26	117	227:02:42
Planning Commission	11/7/2014	Planning	1:42:27	22	37:33:54
Park & Recreation Meeting	11/13/2014	Park	0:33:21	123	68:22:03
The Sheriff Show - Dec **	12/2/2014	Public Safety	0:29:34	35	17:14:50
The Sheriff Show - Oct **	10/3/2014	Public Safety	0:30:00	2	1:00:00
News and Views - Jan **	1/1/2015	News & Views	1:00:00	2	2:00:00
News and Views - Ramsey	1/1/2015	News & Views	0:16:15	4	1:05:00
News and Views - Dec **	12/1/2014	News & Views	1:00:00	57	57:00:00
News and Views Ramsey- December	12/1/2014	News & Views	0:16:30	107	29:25:30
News and Views - Nov **	11/6/2014	News & Views	1:00:00	3	3:00:00
News and Views Ramsey - November	11/6/2014	News & Views	0:15:53	14	3:42:22
Quad Cities Cable Comm - Dec **	12/18/2014	QCCC	0:17:26	14	4:04:04
Quad Cities Cable Comm - Nov **	11/20/2014	QCCC	0:27:29	16	7:19:44
Distracted Driving **	12/12/2013	PSA	0:01:26	10	0:14:20
It can wait **	11/1/2013	PSA	0:01:21	6	0:08:06
Housing & Redevelopment Authority	11/12/2014	HRA	0:05:53	32	3:08:16
** Shared With Other Cities			12:46:48	713	701:09:18

Total Programming Hours:	701:09:18
Total Bulletin Board Hours:	42:50:42
Total Runs:	713
December Total Time:	744:00:00
Web Hits:	900

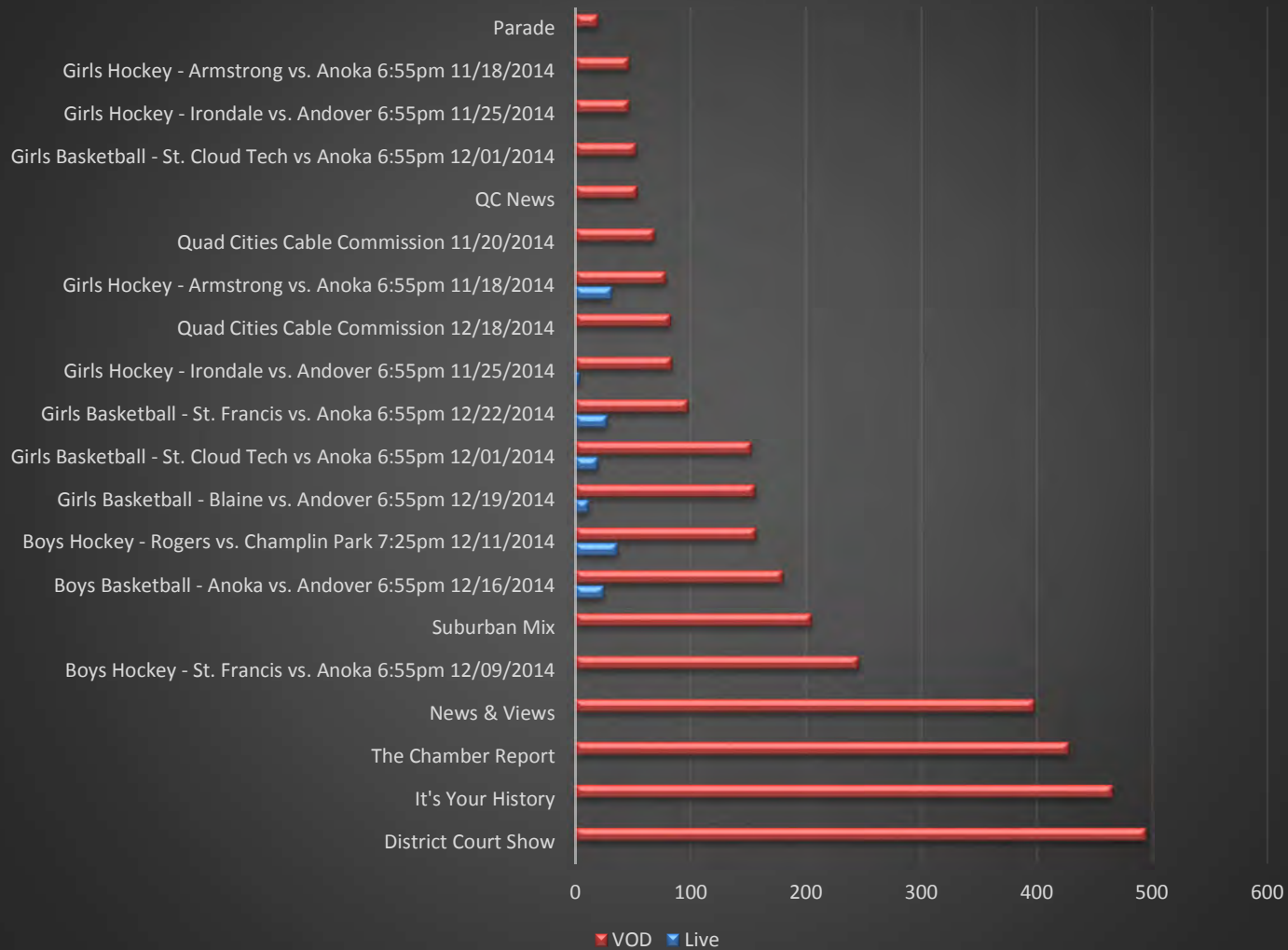
Community Channel 15 December 2014

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1096	New Shows 53	Total Hours: 49:32	Total VOD Hits: 3518
Total Time: 694:28	New Time: 37:59	Saturation: 6.7 %	Total Live Hits: 158
Saturation: 93.3%	All Shows: 122	New Bulletins 271	
	All Time: 72:07		

Channel Uptime 99.76%		
Issues	Percentage	Hours
Maintenance	0%	0
File:	0%	0
Server:	0.23%	1:45
Power Out:	0%	0



Web Hits

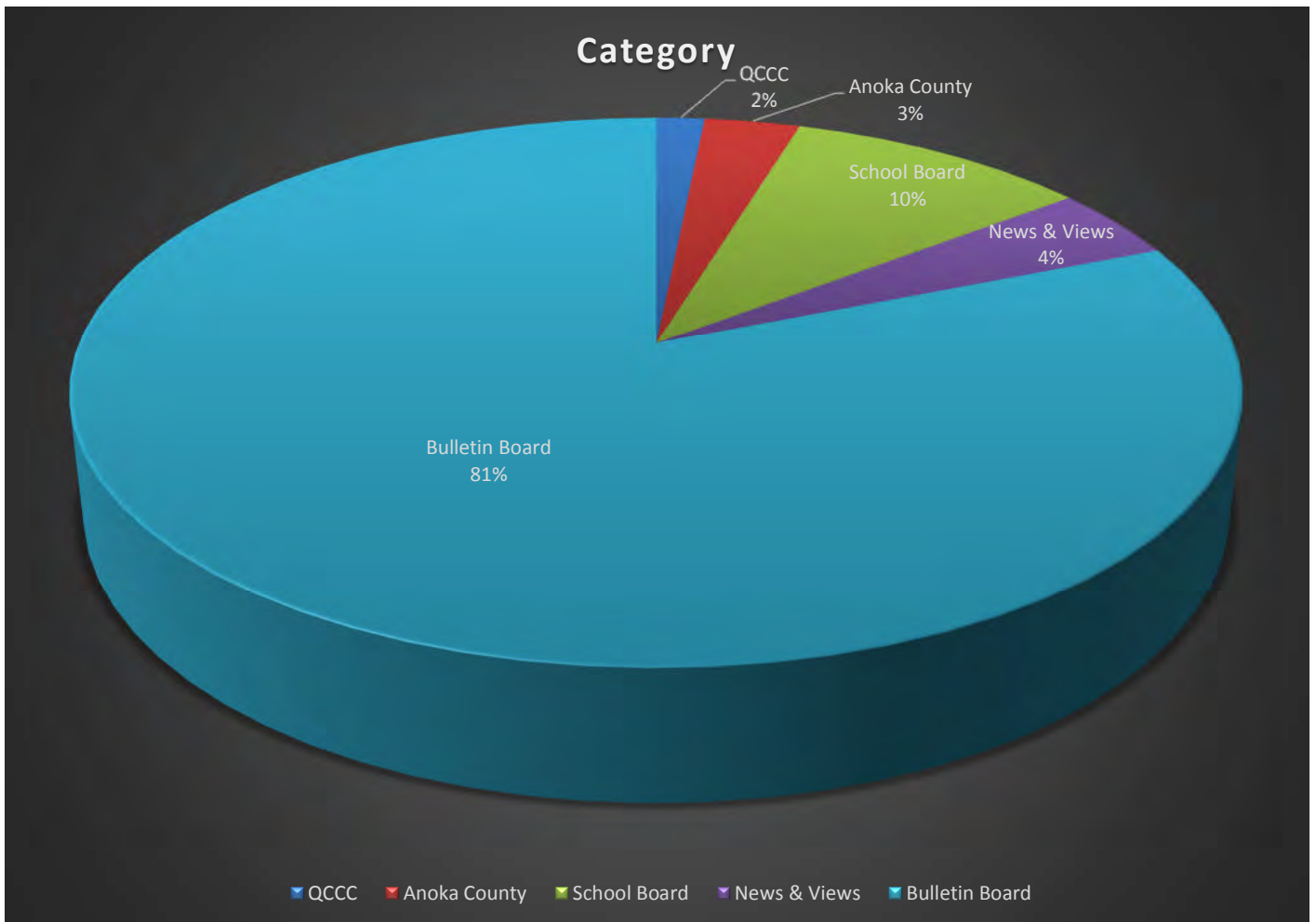


- **Detail available upon request**

Community Channel 19 December 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	124	New Shows:	2	Total Hours:	603:17
Total Time:	140:43	New Time:	2:28	Saturation:	81.1%
Saturation:	18.9 %	All Shows:	6	New Bulletins:	271
		All Time:	7:33		

Channel Uptime 100 %		
Issues	Percentage	Hours
Maintenance	0%	0
File:	0%	0
Server:	0%	0
Power Out:	0%	0



Detail

Title	Event Date	Category	Time	Plays	Total
Quad Cities Cable Commission - Nov	11/25/2014	QCCC	0:27:29	18	8:14:42
Quad Cities Cable Commission - Dec	12/18/2014	QCCC	0:17:26	12	3:29:12
Anoka County Board of Commissioners	11/20/2014	Anoka County	0:43:39	32	23:16:48
Anoka-Hennepin School Board Meeting	12/12/2014	School Board	2:09:00	18	38:42:00
Anoka-Hennepin School Board Meeting	11/24/2014	School Board	2:55:00	12	35:00:00
News and Views - December	11/25/2014	News & Views	1:00:00	32	32:00:00
			7:32:34	124	140:42:42

Total Program Hours:	140:42:42
Total Bulletin Board Hours:	603:17:18
Total Run	124
December Total Time:	744:00:00

December 2014 YouTube Statistics

Total Views: 848
Minutes Watched: 5835

Detail

Video	Views	<u>Estimated minutes watched</u>
Sheriff Show Dec 2014/Jan 2015	438 (52%)	3,417 (59%)
Live and Local Hometown Holiday	106 (13%)	952 (16%)
Antique Appraisal with Mark F Moran	42 (5.0%)	459 (7.9%)
News & Views November 2014	33 (3.9%)	139 (2.4%)
LWV ABC Pollinator Advocacy Project HD	30 (3.5%)	251 (4.3%)
It's Your History December Civil War	27 (3.2%)	110 (1.9%)
News and Views December HD	24 (2.8%)	53 (0.9%)
Rebel Classic Marching Bands 2014	22 (2.6%)	124 (2.1%)
News & Views January 2015	20 (2.4%)	43 (0.7%)
It's Your History - The 1st Minnesota Infantry of the Civil War	11 (1.3%)	59 (1.0%)
Its Your History October 2014	10 (1.2%)	15 (0.3%)
Lyric Arts Wall Mural	8 (0.9%)	1 (0.0%)
Child Safety Awareness	7 (0.8%)	26 (0.4%)
09 23 2014 LWV 10th Judicial District Candidate Forum	7 (0.8%)	42 (0.7%)
Twin Cities Comcast subscribers, has your cable quit working?	5 (0.6%)	3 (0.1%)
Fire of the Heart ... an Andover Couples Journey	5 (0.6%)	17 (0.3%)
Champlin Mayoral and Ward 1 & 2 Council Member Candidate Forum	4 (0.5%)	7 (0.1%)
The Serakos Story	4 (0.5%)	3 (0.0%)
Sheriff Show October/November 2014	4 (0.5%)	2 (0.0%)
In the Game - Winter Episode	3 (0.4%)	1 (0.0%)
NMMA Candidate Forum - District 35 A	3 (0.4%)	22 (0.4%)
Happy Holidays from QCTV!	3 (0.4%)	1 (0.0%)
Anoka County 4-H Showcase	3 (0.4%)	4 (0.1%)

1 1 What's New at the Q You Ask	3 (0.4%)	7 (0.1%)
Andover - A Greener Read Recycling	3 (0.4%)	5 (0.1%)
Andover - A Greener Read Recycling	3 (0.4%)	5 (0.1%)
Fresh and Local - Champlin Farmers Market	2 (0.2%)	10 (0.2%)
Crash Simulation held at Anoka Hennepin Technical Collage	2 (0.2%)	1 (0.0%)
10-09-2014 Minnesota House District 35A Candidate Forum	2 (0.2%)	3 (0.1%)
Library on the Go	2 (0.2%)	0 (0.0%)
It's Your History - Remembering Scott LaDoux	2 (0.2%)	1 (0.0%)
Live and Local: Back to School Special	2 (0.2%)	0 (0.0%)
News & Views - September 2014	1 (0.1%)	0 (0.0%)
09 25 2014 NMMA Candidate Forum 35 B	1 (0.1%)	0 (0.0%)
10-09-2014 Anoka City Council Member at Large Forum	1 (0.1%)	2 (0.0%)
News and Views October 2014	1 (0.1%)	0 (0.0%)
Anoka Co-op	1 (0.1%)	0 (0.0%)
News & Views	1 (0.1%)	2 (0.0%)
Allina Groundbreaking Ceremony Champlin	1 (0.1%)	0 (0.0%)
Minnesota State Representative Dist. 36A Candidate Forum	1 (0.1%)	1 (0.0%)

QCCCC Agenda Item

4.4 Commission Organization Items

January 6, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Commission Organization Items

The commission elects officers and appoints committee members the first quarter of each year following a city election. The items below confirm the organizational items for 2015 unless otherwise acted upon by the commission.

Meeting date and time

The Quad Cities Cable Communications Commission meets the third Thursday of each month at 11 am in the City of Anoka Council Chambers. See attachment.

Commissioner per diem

The commissioners receive per diem payments for attending commission and committee meetings. Commissioners per diem rates for 2015-16 are:

Commission meeting or work session: \$40 per meeting

Commission committee meeting (*when not combined with regular meeting*): \$40.

Commission Officers

Chair – Bret Heitkamp

Vice-Chair – Kurt Ulrich

Secretary – Carl Anderson

Treasurer – Jim Dickinson

Committee appointments

Personnel Committee

Julie Trude, Andover

Carl Anderson, Anoka

Bret Heitkamp, Champlin

Kurt Ulrich, Ramsey

Budget Committee

Jim Dickinson, Andover

Tim Cruikshank, Anoka

Eric Johnson, Champlin

John LeTourneau, Ramsey

Action Requested:

Elect commission officers and appoint committee assignments.

**Quad Cities Cable Communications Commission
2015 Meeting Plan**

January 15

Commission Meeting

February 19

Commission Meeting

March 19

Work Session: Programming

Commission Meeting

April 16

Commission Meeting

May 21

Personnel Committee Meeting

Commission Meeting

June 18

Commission/Employee Appreciation

Commission Meeting

July 16

Commission Meeting

August 20

Commission Meeting

September 17

Work Session: Technology

Commission Meeting

October 15

Budget Committee Meeting

Commission Meeting

November 19

Commission Meeting

December 17

Commission Meeting

5.1 Comcast Cable Franchise Transfer of Ownership

January 8, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Comcast Cable Franchise Transfer of Ownership

Transfer of Ownership to Midwest Cable

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

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

The commission, working cooperatively with other metro-area cable commissions through MACTA, has asked for additional information and clarifications regarding the proposed transferee company. The financial consultants have filed a draft report with legal counsel and are revising the report with new information provided by the companies involved.

Action Requested: None.