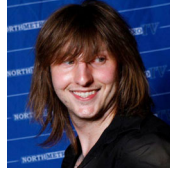


Video Production



Municipal Producer, Trevor Scholl, completed three productions in April. Programs include an episode of the public safety employee profiles and a Center Stage Centerville episode. In addition to those programs, Trevor assisted on the production of Arrive Alive 2023. Programs were also produced by Danika Peterson, Eric Nelson, and T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

▪ April Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Meet the Staff: SLP SRO Imig	Trevor Scholl	00:05:26
Center Stage Centerville: NorBella Senior Living	Trevor Scholl	00:01:30
Walk for Animals 2023	Trevor Scholl	00:01:51
Arrive Alive 2023	T.J. Tronson	01:14:05
Anoka County Board Meeting (4/11/23)	T.J. Tronson	01:11:49
Anoka County Board Meeting (4/25/23)	T.J. Tronson	01:08:28

Some projects that Trevor is working on or is scheduled to produce include:

- Blaine Police Department community outreach events
- Public safety employee profiles, fire departments
- Summer Mayor's Minutes
- City summer events
- Business profiles
- Rookery show
- Blaine Facebook live town halls

Equipment Consulting/Technical Support



Blaine

- No assistance required.
- ### **Centerville**

- 4.14.2023: Problems with settings on Tricaster switcher. In an attempt to adjust for the audio slider being down, a bunch of buttons got pushed on the Tricaster which changed the switcher and graphics settings. Went to city hall and went through all the settings to put back to original program. Reviewed audio settings and troubleshooting with Teresa. Took picture of what the settings should be. Ordered a converter to replace one that keeps acting up. Recommended running a test of the system with Michele half an hour before meetings.

Circle Pines

- No assistance required.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

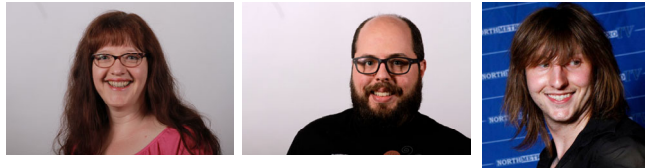
Lino Lakes

- No assistance required.

Spring Lake Park

- No assistance required.

Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in April:

Title	Producer	Runtime
Blaine City Council Meeting (4/3/23)	T.J. Tronson	02:12:54
Blaine Planning Commission Meeting (4/12/23)	T.J. Tronson	00:30:32
Blaine City Council Meeting (4/17/23)	Trevor Scholl	02:44:14
Blaine Natural Resources Conservation Board Meeting (4/18/23)	Trevor Scholl	01:50:34
Blaine Park Board Meeting (4/25/23)	Trevor Scholl	01:23:02
Centerville Planning & Zoning Meeting (4/4/23)	John Murphy	00:47:01
Centerville Park & Rec Meeting (4/5/23)	John Murphy	02:06:02
Centerville City Council Meeting (4/12/23)	Teresa Bender	01:37:05
Centerville EDA Meeting (4/19/23)	John Murphy	02:13:16
Centerville City Council Meeting (4/26/23)	Teresa Bender	01:27:15
Circle Pines Park Board Meeting (4/4/23)	Ray Flint	00:22:30
Circle Pines City Council Meeting (4/11/23)	Ray Flint	01:45:33

Circle Pines Utility Commission Meeting (4/19/23)	Ray Flint	00:37:47
Circle Pines City Council Meeting (4/25/23)	Ray Flint	01:04:14
Ham Lake City Council Meeting (4/3/23)	Eric Nelson	00:03:20
Ham Lake City Council Meeting (4/17/23)	Danika Peterson/David Little	00:28:55
Ham Lake Planning Commission Meeting (4/24/23)	Danika Peterson/David Little	00:08:00
Lexington City Council Meeting (4/6/23)	Lexington Staff	00:28:29
Lexington City Council Meeting (4/20/23)	Lexington Staff	00:19:54
Lino Lakes City Council Meeting (4/10/23)	Anne Serwe	00:18:09
Lino Lakes City Council Meeting (4/24/23)	Anne Serwe	00:19:55
Lino Lakes Environmental Board Meeting (4/26/23)	Anne Serwe	01:02:38
Spring Lake Park City Council Meeting (4/3/23)	Ray Flint	00:35:54
Spring Lake Park City Council Meeting (4/17/23)	Ray Flint	00:57:43
Centennial Fire District Steering Committee Meeting (4/20/23)	Ray Flint	01:54:15
25 New Programs		27:19:11 New Hours

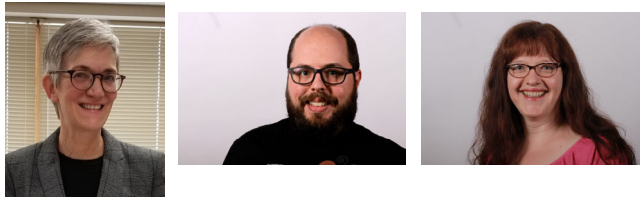
Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table below outlines how many times a longer-length video program was entered into the Tightrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	173	324:47:35
Centerville	88	101:59:48
Circle Pines	158	180:58:14
Ham Lake	60	17:31:47
Lexington	94	40:04:44
Lino Lakes	67	47:04:08
Spring Lake Park	89	71:34:44
Totals:	729 Program Playbacks	784:01:00 Hours of Video Programming on Channels

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the Carousel units, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any short videos that are displayed. The following work was done for City Carousel units in April:

- **Blaine**
 - Transcoded and uploaded 1 video to Carousel.
- **Centerville**
 - Transcoded and uploaded 2 videos to Carousel.
- **Circle Pines**
 - Transcoded and uploaded 1 video to Carousel.
- **Ham Lake**
 - Transcoded and uploaded 1 video to Carousel.
- **Lexington**
 - Transcoded and uploaded 1 video to Carousel.
 - Updated population data on Brightsign.
- **Lino Lakes**
 - Transcoded and uploaded 1 video to Carousel.
- **Spring Lake Park**
 - Transcoded and uploaded 2 videos to Carousel.
 - Created 7 new Carousel slides.

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Next, the meeting is linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in April:

- **Blaine**
 - 5 meetings bookmarked and placed on VOD.
- **Centerville**
 - 5 meetings bookmarked and placed on VOD.
- **Circle Pines**
 - 4 meetings bookmarked and placed on VOD.
- **Ham Lake**
 - 3 meetings bookmarked and placed on VOD.
- **Lexington**
 - 2 meeting placed on VOD.

- **Lino Lakes**
- 3 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
- 2 meetings bookmarked and placed on VOD
- **Centennial Fire District**
- 1 meeting placed on VOD

Administrative



Issues dealt with in April include processing the 1st quarter Comcast franchise and PEG fee reports, beginning the transition to an accounting firm, more work toward increasing funding, and moving forward with Digital Connection Committee activities.

1st Quarter Comcast Franchise and PEG Fee Reports

- Received the Comcast first quarter franchise fee and PEG fee payments and reports.
- Franchise fees were \$15,312 lower than they were in the 4th quarter of 2022. However, the 2023 Q1 franchise fees are \$200 higher than they were in the 3rd quarter of 2022. The 4th quarter fee in 2022 was unusually high.
- PEG fees decreased by \$3,529.
- Created 2023 spread sheets for PEG fees received, franchise fees received, and gross revenues.
- Entered data into spreadsheets.

Transition to Accounting Service

- Request recommended additions to accounting proposal from Carpenter, Evert & Associates. (CEA)
- Contact clients of CEA for experiences with CEA.
- Send updated accounting proposal to Mark Statz for approval.
- Signed contract and sent to Carpenter, Evert & Associates.
- Attended meetings to organize transition.
- Included Danika Peterson in training for new accounting responsibilities.
- CEA transferred accounting data from Sage/Peachtree to Quickbooks.

Digital Connection Committee Progress

- Attended meetings with Office of Broadband Development.
- Assigned Eric Houston responsibility for managing committee.
- Have organized listening sessions.
- Have created survey and distribution methods.
- Currently gathering data.

Strategic Plan Update

- Transition from Rose to accounting service underway. Complete transition scheduled to be done by mid-May.
- Using data garnered from Digital Inclusion Committee to pivot to classes for community groups having issues with internet/apps/devices.
- Researching grants geared toward services helping with the above issues, in particular seniors.
- Including Danika Peterson and Eric Houston in the 2024 budget preparation process.

Miscellaneous

- Email staff anniversary and current pay/step level information to Operations Committee.
- Return email to Dale Stoesz regarding Adobe software capabilities.
- Received and documented monthly Comcast subscriber reports.
- Read April Legal Report.
- Read industry articles.