



NORTH SUBURBAN COMMUNICATIONS COMMISSION
November 1, 2012
NSCC/NSAC
2670 Arthur Street, Roseville, MN

6:00 p.m. – NSCC/NSAC Budget Work Session

7:00 p.m. – Regular Meeting

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Public Forum (10 Minutes)
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Reports
 - A. Executive Director's Report
 - B. Cable Company Report
- VII. General Business
 - A. Treasurer's Report – September 2012
- VIII. Announcements
- IX. Adjournment

Please call the office if you are unable to attend the meeting.

Next Regular Meeting – December 6, 2012

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
2012 BUDGET**

10/31/2012
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	2011	2012	2012	2012	2013	Percent
	ACTUAL	Budget	Jan-Oct	Estimated	Proposed	Change
		Proposed	Y-T-D	Total	Budget	
REVENUES						
City Contributions	338,468	345,237	345,237	345,237	355,591	3.0%
Interest Income	685	1,000	538	700	1,000	0.0%
Scholarship Grant	95,828	98,703	101,156	101,156	106,214	7.6%
Reimbursements	6,691	6,800	6,840	6,840	6,900	1.5%
Misc. Income	106	0	43,702	43,702	0	0.0%
Transfer from Reserves	0	86,068	0	0	0	0.0%
<i>Total Revenues</i>	441,779	537,808	497,475	497,635	469,705	-12.7%
EXPENSE SUMMARY						
Personal Services	122,406	127,015	95,406	123,390	127,895	0.0%
Operating Expenses	329,330	396,393	329,324	391,190	445,680	0.0%
Capital Expenses	6,900	14,400	1,116	11,000	27,500	0.0%
<i>Total Expenses</i>	458,636	537,808	425,846	525,580	601,075	11.8%
NET REVENUE (LESS EXPENSES)	-16,858	0	71,629	-27,945	-131,370	

City Contributions -- Although we had been increasing the city contributions by 10% each year since 2002 in order to build the Commission's reserve funds to a healthier level, the increase in 2009 was 3% and in 2010 was 2% in recognition of current and anticipated economic challenges to the member cities. No increase was budgeted for 2011. The amount budgeted for 2012 represents a 2% increase. A 3% increase is proposed for 2013 to cover franchise renewal.

Scholarship Grant -- This amount increases by the percentage increase in Standard Basic rate for the previous year. The actual increase from 2011 to 2012 was 5.6%. The 2013 budget estimate is for 5%.

Reimbursements -- The funds in this account are from Ramsey County's use of the 1-Net. It increases in the middle of the year by the amount of increase in the Consumer Price Index.

	2011	2012	2012	2012	2013	Percent
	ACTUAL	Budget	Jan-Oct	Estimated	Proposed	Change
		Proposed	Y-T-D	Total	Budget	
Personal Services						
Full-Time Salaries	96,776	98,000	75,911	98,000	99,960	2.0%
Part-Time Salaries	0	0	0	0	0	0.0%
Retirement	4,644	4,351	2,222	4,410	4,500	3.4%
Health/Life Insurance	12,431	14,000	9,705	12,800	13,500	-3.6%
SUI (Unemployment)	581	1,200	474	568	675	-43.8%
Workers Compensation	232	500	717	712	760	52.0%
FICA	7,742	8,105	6,378	6,900	8,500	4.9%
<i>Total Personal Services</i>	122,406	126,156	95,406	123,390	127,895	1.4%

Full-time Salaries -- NSCC pays 50% of the salaries and benefits of the Executive Director, the Administrative Assistant (now Business Manager) and the Technical Services Senior Project Manager. In 2012, salaries for these staff were frozen at 2011 levels. In 2013, we propose a 2% cost-of-living increase.

Retirement -- 4.5% of eligible Full-time and Part-time salaries.

Health/Life Insurance -- Employees pay approximately 20% of the premiums for health, dental and life insurance, plus co-pays.

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	2011	2012	2012	2012	2013	Percent
	ACTUAL	Budget	Jan-Oct	Estimated	Proposed	Change
		Proposed	Y-T-D	Total	Budget	
Operating Expenses						
General						
Printing	1,689	2,000	229	1,000	1,200	-40.0%
Publications	423	250	317	450	500	100.0%
Memberships	3,703	6,000	5,331	6,000	6,500	8.3%
<i>Total General</i>	5,814	8,250	5,877	7,450	8,200	-0.6%
Supplies						
Office Supplies	1,607	1,600	2,091	2,500	1,600	0.0%
I-Net Supplies	0	500	2,490	2,490	3,000	500.0%
Software Supplies	47	1,000	409	500	1,000	0.0%
Volunteer Supplies	741	1,500	494	600	1,000	-33.3%
<i>Total Supplies</i>	2,395	4,600	5,484	6,090	6,600	43.5%
Maintenance						
Office Equipment	812	1,000	607	800	1,000	0.0%
Building/Janitorial	3,294	15,000	11,963	14,355	15,000	0.0%
Network Equipment	15,868	2,000	0	2,000	5,000	150.0%
<i>Total Maintenance</i>	19,973	18,000	12,570	17,155	21,000	16.7%
Travel						
Conferences	12,845	8,000	5,317	8,000	10,000	25.0%
Mileage & Meetings	2,514	2,600	1,885	2,262	2,500	-3.8%
<i>Total Travel</i>	15,358	10,600	7,202	10,262	12,500	17.9%
Tuition & Training	500	750	240	350	500	-33.3%
Utilities	7,262	6,000	4,181	5,017	6,000	0.0%

Printing -- Primarily covers cost (1/4) of monthly newsletter, plus letterhead, etc.

Publications-- Includes several trade publications and 1/2 cost of Pioneer Press, community newspapers, and weekly newsmagazines.

Memberships-- National Association of Telecommunications Officers and Administrators (NATOA), MN Association of Community Telecommunications Administrators (MACTA), New Brighton/Mounds View Rotary Club, and state purchasing group (1/2).

Office Supplies, Building/Janitorial and Utilities -- 20% allocation. In 2012, includes the purchase of chairs and equipment for conference room.)

Net Supplies -- In 2012, we purchased equipment for each of the cities that enables staff to monitor the signal for each of the channel 16's. The 2013 amount will purchase patch cables, media converters and wireless access points for the 1-Net.

Software Supplies-- For 1-Net monitoring software and office software upgrades.

Volunteer Supplies-- Primarily refreshments for monthly meetings and meals for dinner meetings.

Network Equipment Maintenance-- In 2012, a contingency fund for V-Brick and 1-Net switch repair and maintenance. The 2013 amount was increased because we have more older V-Bricks.

Conferences -- Covers the cost of sending staff and Commissioners to the NATOA and MACTA conferences.

Mileage-- 50% car allowance for the Executive Director and 50% mileage reimbursement for the Administrative Assistant/Business Manager and Technical Services Senior Project Manager.

Tuition & Training-- Includes tuition reimbursement for staff plus some miscellaneous workshops.

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2012 BUDGET**

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	2011	2012	2012	2012	2013	Percent
	ACTUAL	Budget	Jan-Oct	Estimated	Proposed	Change
		Proposed	Y-T-D	Total	Budget	
Leases						
Rent	5,089	21,000	16,964	21,000	21,000	0.0%
Miscellaneous	160	500	86	300	500	0.0%
Postage Meter	617	1,200	463	555	150	-87.5%
<i>Total Leases</i>	5,866	22,700	17,512	21,855	21,650	-4.6%
Contractual						
Audit	5,825	5,500	5,800	6,500	6,000	9.1%
Insurance	3,535	5,000	7,868	7,868	8,000	60.0%
Legal Fees	134,898	35,000	156,869	185,000	150,000	328.6%
Cable Service	11,760	13,260	10,050	13,260	13,260	0.0%
Sales Tax	500	3,000	329	400	500	-83.3%
Internet Connection	6,013	6,100	5,019	6,100	6,100	0.0%
Miscellaneous	36,225	45,000	16,679	20,000	50,000	11.1%
<i>Total Contractual</i>	198,756	112,860	202,613	239,128	233,860	107.2%
Communications						
Postage	878	1,000	735	882	1,000	0.0%
Telephone	3,123	4,200	1,864	2,500	3,000	-28.6%
Advertising & Public Information	3,081	1,500	0	500	2,000	33.3%
<i>Total Communications</i>	7,082	6,700	2,599	3,882	6,000	-10.4%
Grants						
Scholarship	42,000		45,000	45,000		
Internships	24,322		26,046	35,000		
<i>Total Grants</i>	66,322	93,518	71,046	80,000	127,370	36.2%
Recruiting	0	0	0	0	2,000	0.0%
Total Operating Expenses	329,330	283,978	329,324	391,190	445,680	56.9%
<p>Rent and Postage Meter -- 20% allocation</p> <p>Legal Fees -- These are fees charged for non-reimbursed legal services. As you can see, they are significantly higher than budgeted for 2012, which can be attributed to protracted negotiations with Comcast on the settlement agreement for the franchise fee audit and legal review involved with the two data requests from Comcast, as well as direct work on franchise renewal</p> <p>Cable Services -- Subscriber fees for Commissioners' and Executive Director's cable service, capped at \$100/month.</p> <p>Misc. Contractual -- Includes 1-Net maintenance services from the City of Roseville's IT staff. The 2013 amount also includes contingency for consulting related to the franchise renewal</p> <p>Telephone -- 20% allocation</p> <p>Advertising & Public Information -- Contingency amount</p> <p>Scholarships/Internships -- This amount increases by the percentage increase in basic rates for the previous year. The increase from 2011 to 2012 was 5.6%. The 2013 budget includes estimated unspent funds from 2012</p> <p>Recruiting -- Contingency amount</p>						

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	2011	2012	2012	2012	2013	Percent
	ACTUAL	Budget	Jan-Oct	Estimated	Proposed	Change
		Proposed	Y-T-D	Total	Budget	
Capital Expenses						
Capital Improvements	0	22,571	740	1,000	2,000	-91.1%
Office Furniture & Equipment	0	3,000	0	0	3,000	0.0%
I-Net Equipment	6,900	10,000	376	10,000	22,500	125.0%
Total Capital Expenses	6,900	35,571	1,116	11,000	27,500	-22.7%
TOTAL EXPENSES	458,636	445,705	425,846	525,580	601,075	34.9%
NET REVENUE (LESS EXPENSES)	-16,858	92,103	71,629	-27,945	-131,370	
<p>Capital Improvements -- For NSCC share (20%) of tenant improvements on new building.</p> <p>Office Furniture & Equipment -- For office equipment and furniture.</p> <p>Net Equipment -- Replacement network switch and optics. One switch (- \$7,500) and optics (2,500) will be purchased this year, and two switches and optics will be purchased in 2013.</p>						

**North Suburban Access Corporation
2013 Budget**

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	2011	2012	2012	2012	2013	Percent
	Actual	Budget	Jan-Oct	Estimated	Budget	Change
			YTD	Total		
Revenues						
Cable Company Grants	1,275,274	1,339,038	1,339,038	1,339,038	1,405,990	5.0%
Interest Income	9,285	2,000	2,571	3,085	3,000	50.0%
Tuition/Training/Misc.	8,800	10,000	11,368	13,600	12,000	20.0%
Reimbursements	29,247	30,000	22,355	30,000	30,000	0.0%
Earned Income	58,403	60,000	45,891	55,000	60,000	0.0%
Donations	1,188	1,000	500	738	1,000	0.0%
Transfer from Reserves	130,000	62,718	0	0	0	-100.0%
<i>Total Revenues</i>	1,512,197	1,504,756	1,421,723	1,441,461	1,511,990	0.5%
Expenses						
Personal Services	822,641	903,306	714,849	906,472	856,000	-5.2%
Operating Expenses	358,459	479,450	364,723	446,487	485,100	1.2%
Capital Expenses	126,808	122,000	100,628	122,000	157,500	29.1%
<i>Total Expenses</i>	1,307,908	1,504,756	1,180,200	1,474,959	1,498,600	-0.4%
Net Revenue (less Expenses)	204,289	1	241,523	-33,498	13,390	
<p>Cable Company Grants -- Increases by a minimum of 5% per year.</p> <p>Interest Income -- Interest on funds at banking institution, effective 2011.</p> <p>Reimbursements -- This item includes reimbursements from those cities and school districts who choose to have NSAC program their channels and/or webstream their meetings. 2012 amount included a 2% increase.</p> <p>Earned Income -- For rental of equipment and/or facilities, for paid production services and for technical services, including webstreaming outside our 10-city service territory.</p> <p>Transfer from Reserves -- Includes transfers from NSAC reserves and/or the Equipment Replacement Fund.</p>						

**North Suburban Access Corporation
2013 Budget**

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	2011 Actual	2012 Budget	2012 Jan-Oct YTD	2012 Estimated Total	2013 Budget	Percent Change
OPERATING EXPENSES						
General						
Printing	5,174	7,000	1,128	1,500	7,200	2.9%
Publications	513	500	132	498	500	0.0%
Memberships	11,293	12,500	10,728	13,788	13,800	10.4%
Entry Fees	3,070	3,000	2,764	3,475	3,500	16.7%
Video Programming	0	150	0	0	150	0.0%
Total General	20,050	23,150	14,752	19,261	25,150	8.6%
Supplies						
Office Supplies	8,539	8,000	11,951	14,500	8,000	0.0%
Video Supplies	14,958	21,000	18,850	21,227	24,000	14.3%
Software	7,640	28,000	12,622	24,172	15,500	-44.6%
Volunteer Program	10,983	14,000	9,446	12,000	12,000	-14.3%
Total Supplies	42,120	71,000	52,869	71,899	59,500	-16.2%
Maintenance						
Office Equipment	3,087	7,000	3,892	4,700	5,000	-28.6%
Video Equipment	17,175	19,000	15,145	18,500	19,000	0.0%
Van Operations	13,244	20,000	11,805	14,250	20,000	0.0%
Building & Janitorial	65,514	65,000	53,811	64,600	65,000	0.0%
Total Maintenance	99,020	111,000	84,653	102,050	109,000	-1.8%
Printing -- Includes 75% of the cost of printing four issues of the newsletter (25% is charged to NSCC), banquet invitations and program, letterhead, and brochures.						
Publications -- Includes 1/2 cost of Pioneer Press, Lillie Suburban and Focus newspapers, and several other miscellaneous publications.						
Memberships -- Includes Channel 6 and Alliance for Community Media, Minnesota Council for Non-Profits, the state purchasing membership, the Roseville Rotary Club, as well as several state associations. For 2013, we are considering the Twin Cities North Chamber of Commerce.						
Entry Fees -- Covers entry fees for Hometown and NATOA Government Access programming awards, plus additional certificates and/or plaques.						
Video Supplies -- Includes purchase of videotapes, batteries, studio lights and props. Increased in 2012 for computer editing peripherals, including hard drives on which video projects are stored.						
Software -- We are on a multi-year cycle for some software. This year includes editing software (Final Cut Pro).						
Office Equip. Maint. -- This account includes maintenance contracts on our servers and network software. (20% NSCC, 80% NSAC in 2011, per new allocation formula)						
Video Equipment Maintenance -- Includes maintenance on our playback system.						
Van Operations -- Includes registration of and maintenance for the production trucks and the mini-van, as well as increased gas purchases. We budgeted the same amount in 2013 as in 2012 as a contingency because of the age of our trucks and because of fluctuations in gas prices.						
Building/Janitorial -- Includes the common area maintenance costs at 2670 Arthur.						

**North Suburban Access Corporation
2013 Budget**

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	2011	2012	2012	2012	2013	Percent
	Actual	Budget	Jan-Oct	Estimated	Budget	Change
			YTD	Total		
Travel						
Conferences	7,870	10,000	9,827	9,827	11,500	15.0%
Mileage & Meals	4,439	4,500	2,630	3,200	3,500	-22.2%
Total Travel	12,309	14,500	12,457	13,027	15,000	3.4%
Tuition & Training						
	1,327	4,000	1,889	2,500	3,750	-6.3%
Utilities						
	34,174	30,000	19,962	24,000	30,000	0.0%
Leases						
Rent	21,107	81,500	69,553	81,500	81,500	0.0%
Postage Machine	2,468	3,000	1,851	2,200	600	-80.0%
Miscellaneous	160	3,000	2,323	2,500	2,500	-16.7%
Total Leases	23,735	87,500	73,727	86,200	84,600	-3.3%
Contractual						
Audit	6,225	6,800	6,550	6,550	6,800	0.0%
Sales Tax	10,927	11,000	11,506	14,000	15,000	36.4%
Accounting & Payroll	3,580	3,800	2,742	3,300	3,800	0.0%
Insurance	11,873	14,000	14,323	14,500	16,000	14.3%
Legal Fees	21,422	20,000	475	6,000	30,000	50.0%
Producers/Trainers	0	0	5,645	7,000	5,700	0.0%
Internet Connection	12,000	12,200	10,500	12,500	12,600	3.3%
Miscellaneous Consultants	19,817	30,000	27,684	33,500	35,000	16.7%
Total Contractual	85,844	97,800	79,425	97,350	124,900	27.7%
<p>Conference -- Includes attendance at Alliance for Community Media conference by 3-4 staff and/or board directors depending on the cost of the conferences, plus attendance at several local/regional conferences.</p> <p>Tuition & Training -- Includes funding for tuition and wellness program reimbursement for staff, as well as for workshops and other staff training.</p> <p>Rent -- The rent allocation for 2670 Arthur Street is 80% CTV/20% NSCC.</p> <p>Misc. Leases -- Includes our music library lease, \$2,300 payable in 3 annual installments.</p> <p>Legal Fees -- The 2011 figure represent legal work on the lease and construction bids at 2670 Arthur Street. This number decreased in 2012, but I have increased the amount in 2013 to help pay for legal fees associated with franchise renewal.</p> <p>Internet Connection -- The cost of our shared DS3 connections \$1,500 per month, split between NSCC (\$500), NSAC (\$500) and our webstreaming clients (\$500). We have been told that this pricing should remain the same for 2011.</p> <p>Misc. Consultants -- Includes an allocation for IT services from the City of Roseville (\$500/month). In 2012, we hired a consultant (The Buske Group) for strategic planning. In 2013, we anticipate paying a portion of consulting fees that may be required for the franchise renewal process.</p>						

**North Suburban Access Corporation
2013 Budget**

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	Actual	Budget	Jan-Oct	Estimated	Budget	Change
			YTD	Total		
Communications						
Postage	4,486	6,000	4,015	5,000	5,200	-13.3%
Telephone	14,334	15,500	11,395	13,700	14,000	-9.7%
Advertising & Promotions	19,528	17,000	9,579	11,500	12,000	-29.4%
Total Communications	38,348	38,500	24,989	30,200	31,200	-19.0%
Recruiting	1,532	2,000	0	0	2,000	0.0%
Total Operating Expenses	358,459	479,450	364,723	446,487	485,100	1.2%
<p>Advertising & Promotion -- Includes print advertising, purchase of t-shirts, parade giveaways, pocket calendars and other promotional items.</p> <p>Recruiting -- Includes advertising for open positions.</p>						

**North Suburban Access Corporation
2013 Budget**

10/29/2012
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	2011 Actual	2012 Budget	2012 Jan-Oct YTD	2012 Estimated Total	2013 Budget	Percent change
Capital Expenses						
Capital Improvements	15,368	10,000	8,630	10,000	25,000	150.0%
Video Equipment	87,051	83,200	74,861	83,200	100,000	20.2%
Office Furniture & Equipment	24,389	28,800	17,137	28,800	32,500	12.8%
Total Capital Expenses	126,808	122,000	100,628	122,000	157,500	29.1%
Total Expenses	1,307,908	1,504,756	1,180,200	1,474,959	1,498,600	-0.4%
Net Revenue (less Expenses)	204,289	1	241,523	-33,498	13,390	
<p>Capital Improvements -- Includes directional and room signage in the new facility, handicapped door opener for interior main entrance, and track lighting for studio control room.</p> <p>Video Equipment -- In 2012, the purchases included a new edit station for staff; 3 new monitors for our public areas; a large monitor for the small conference room; equipment that will enable us to remotely aim our satellite dish; a projector for the large conference room; wireless microphones (4); 2 wireless access points and network switches for the trucks (since the cell phones do not work inside the trucks); 6 new HD camcorders for volunteers (the existing ones are 7 and 8 years old).</p> <p>Office Equipment -- In 2012, included mass data storage; a network switch; new phones (conference room, front desk and office models); and a conference room computer for presentations in large conference room, as well as miscellaneous office equipment. In 2013, includes server storage (\$18,500); a network switch; replacement telephones; and two to three staff computers.</p>						

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NORTH SUBURBAN COMMUNICATIONS COMMISSION
MINUTES
October 4, 2012

I. Call to Order

Commission Vice Chair Steve Beilke called the meeting to order at 7:00 pm at the CTV North Suburbs facility in Roseville.

II. Roll Call

The following Commissioners were in attendance:

Craig Wilson, Arden Hills
Rick Talbot, Falcon Heights
Rick Montour, Little Canada
Barb Haake, Mounds View
Gina Bauman, New Brighton
Steve Beilke, North Oaks
Dan Roe, Roseville

Others Present:

Coralie Wilson, Executive Director
Martin Ludden, Manager of Government Affairs, Comcast

III. Public Forum

No one was present to speak at the public forum.

IV. Approval of Agenda

Ms. Haake moved, seconded by Mr. Talbot, to approve the agenda. The motion was approved unanimously.

V. Approval of Minutes

Mr. Roe moved, seconded by Ms. Haake, to approve the minutes of the September 6, 2012, Commission meeting. The motion was approved with one abstention by Mr. Montour.

VI. Reports

A. Executive Director's Report

Ms. Wilson reported that the Franchise Renewal Committee will be meeting with Comcast on Wednesday October 10, 2012, at the CTV North Suburbs facility. She also reported on the data request #2 requested by Comcast.

Ms. Wilson reported on public policy issues, including an update on the FirstNet national public safety network; the impact of the Baldwin race in Wisconsin on the CAP Act; S.B. 1161 bill in California in relation to IP de-regulation; and upcoming legislation that is anticipated for the next legislative session.

The executive director also reviewed the NATOA conference, including one of the keynote speeches. A link to the keynote speech will be sent to the Commission members.

B. Cable Company Report

Mr. Ludden announced that Comcast outside auditor Mr. Andrew Elson will be at the CTV North Suburbs facility next week for the material for the second data request. Steve Holmes, Vice President of Government Affairs, office will also be in town for the meeting on October 10, 2012, for the preliminary franchise renewal meeting.

Mr. Ludden announced the ribbon cutting event tomorrow, October 5, at the new Xfinity retail facility with a community grand opening on Saturday, October 6.

Mr. Ludden noted that Comcast hosted a Yellow Ribbon Veteran hiring event in September; the year two kick off for Comcast's Internet Essentials program was held at the Minneapolis Public library, and the company added 150 jobs across the Metro.

VII. General Business

A. Treasurer's Report

Ms. Bauman moved, seconded by Ms. Haake, to approve the August 2012 Treasurer's report. The motion was approved unanimously.

VIII. Announcements

No announcements were made.

IX. Adjournment

Mr. Montour moved, seconded by Mr. Roe, to adjourn the meeting. The motion was approved and the meeting adjourned at 7:25 pm. The motion was approved unanimously

Respectfully Submitted

Gina Bauman, Secretary Treasurer

**NSCC Item VI.A.
October 25, 2012**

to: Commissioners
from: Cor Wilson
Executive Director
subject: October Report

Franchise Renewal – Two members of the NSCC Franchise Renewal Committee – Commissioners Jeff Dains and Rick Montour, along with NSCC legal counsel, Steve Guzzetta, and I met with representatives from Comcast on October 10 to informally discuss the renewal process. Emmett Coleman, Karly Werner and Madeline Koch from Comcast’s local government affairs office attended the meeting, along with Steve Holmes from the Western Division government affairs office. To no one’s surprise, public, educational and government access issues, including the channels and support, and the Institutional Network were at the top of both of our lists of concerns. Rather than trying to red-line a franchise document, either theirs or ours, at this time, we agreed to begin developing a “term sheet” for franchise settlement and meet again in early to mid-December. As a follow-up to the Comcast meeting, we have scheduled two Franchise Renewal Committee meetings in November.

In addition, Val Kosky pulled together the documents for Comcast’s second data request. Rather than mailing the documents to him, Andrew Elson came to our offices on October 11, 2012, to review the material and arrange for his own copies (almost 900 pages).

Other Regulatory Activity – On October 12, we sent two data requests to Emmett Coleman, one for a review of the bundled package revenues for January 1, 2012, through September 30, 2012, and one for a review of the non-subscriber franchise fee pass-through for September 1, 2006, through December 31, 2011. The deadline for the company’s response is close-of-business November 9, 2012.

Community Outreach and Information – I met with the members of the Mounds View School Board on October 23 to brief them on the franchise renewal process and its implications for the district and to share information about our youth media program. I will be meeting with the school board for the St. Anthony-New Brighton School District on October 30 and with the Roseville School Board on November 13.

Telecommunications Advisory Committee – We have scheduled a meeting of the Telecommunications Advisory Committee for Wednesday, October 31, 2012.

MACTA Conference – MACTA’s annual conference is scheduled for November 14. Dale Irving and I were members of the planning committee, Pat Cook is speaking on one of the panels, and I have nominated Lori Pulkrabek to serve on the MACTA Board of Directors. In addition, community producer/volunteer Brian Brady of St. Anthony will be accepting an award for public access producer of the year at the conference.

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North Suburban Communications Commission

NSCC Item VII.A.

2012 Financial Report Summary For the Nine Months Ending September 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues					
Interest Income	100.48	538.46	(0.54)	750.00	1,000.00
Cable Co. Scholarships	0.00	101,156.49	(1.02)	98,703.00	98,703.00
Reimbursement	0.00	5,130.36	(0.75)	5,101.00	6,800.00
Misc. Income	0.00	43,702.24	0.00	0.00	0.00
City Contributions	0.00	345,237.01	(1.00)	258,927.75	345,237.00
Transfer from Reserves	0.00	0.00	0.00	64,549.00	86,068.00
Total Revenues	100.48	495,764.56	(0.92)	428,030.75	537,808.00
Expenses Summary					
Personal Services	9,089.96	84,726.74	0.67	95,259.00	127,015.00
Operating Expenses	29,001.79	288,435.45	0.73	297,297.00	396,393.00
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses	0.00	1,115.72	0.08	10,802.00	14,400.00
Total Expenses	38,091.75	374,277.91	0.70	403,358.00	537,808.00
Net	(\$ 37,991.27)	\$ 121,486.65	0.00	24,672.75	0.00

North Suburban Communications Commission

Detail Financial Reports

For the Nine Months Ending September 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	7,435.20	66,975.14	0.68	73,499.00	98,000.00
FICA	603.01	5,677.79	0.70	6,078.00	8,105.00
Retirement	0.00	2,222.39	0.50	3,307.00	4,410.00
Unemployment	40.59	420.33	0.42	750.00	1,000.00
Workers Comp	0.00	712.40	1.42	375.00	500.00
Health/Life Insurance	1,011.16	8,718.69	0.58	11,250.00	15,000.00
Total Personal Services	9,089.96	84,726.74	0.67	95,259.00	127,015.00
Operating Expenses					
General					
Printing	0.00	228.69	0.19	900.00	1,200.00
Publications	66.00 a.	316.99	0.63	374.00	500.00
Memberships	0.00	5,131.00	0.75	5,159.00	6,880.00
Total General	66.00	5,676.68	0.66	6,433.00	8,580.00
Supplies					
I-Net Supplies	0.00	2,490.00	0.62	2,999.00	4,000.00
Office Supplies	(149.87) b.	2,036.11	1.36	1,125.00	1,500.00
Software Supplies	0.00	366.43	0.37	750.00	1,000.00
Volunteer Supplies	0.00	426.21	0.43	751.00	1,000.00
Total Supplies	(149.87)	5,318.75	0.71	5,625.00	7,500.00

a. Publications -- Pioneer Press (1/2)

b. Office Supplies -- Corrected an expense allocation

North Suburban Communications Commission

Detail Financial Reports

For the Nine Months Ending September 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	0.00	606.96	0.51	900.00	1,200.00
Network Equip. Maint.	0.00	0.00	0.00	1,500.00	2,000.00
Building Janitorial	1,152.44	10,779.55	0.67	12,001.00	16,000.00
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Total Maintenance	1,152.44	11,386.51	0.59	14,401.00	19,200.00
Travel					
Conferences	0.00	3,084.42	0.31	7,500.00	10,000.00
Mileage & Meals	158.38	1,699.14	0.65	1,950.00	2,600.00
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Total Travel	158.38	4,783.56	0.38	9,450.00	12,600.00
Tuition & Training					
Tuition & Training	15.00	225.00	0.30	563.00	750.00
Utilities					
Utilities	0.00	3,865.42	0.45	6,376.00	8,500.00
Leases					
Rent	1,696.40	15,267.60	0.73	15,750.00	21,000.00
Miscellaneous	0.00	85.82	0.17	375.00	500.00
Postage Meter	154.20	462.60	0.62	562.50	750.00
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Total Leases	1,850.60	15,816.02	0.71	16,687.50	22,250.00

North Suburban Communications Commission

Detail Financial Reports

For the Nine Months Ending September 30, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual						
Audit	0.00		5,800.00	1.04	4,200.00	5,600.00
Insurance	0.00		7,868.30	1.97	3,000.00	4,000.00
Legal	23,567.50	c.	138,325.50	1.54	67,500.00	90,000.00
Intrnet Connection	500.00		4,500.00	0.74	4,575.00	6,100.00
NSCC SALES TAX	13.16		329.12	0.44	562.50	750.00
Cable Services	1,005.00		9,045.00	0.68	9,945.00	13,260.00
Miscellaneous	637.00	d.	16,053.70	0.18	67,500.00	90,000.00
Total Contractual	25,722.66		181,921.62	0.87	157,282.50	209,710.00
Communications						
Postage	0.00		735.33	0.74	750.00	1,000.00
Telephone	186.58		1,677.16	0.42	3,000.00	4,000.00
Advertising & Promotion	0.00		0.00	0.00	1,201.00	1,600.00
Total Communications	186.58		2,412.49	0.37	4,951.00	6,600.00
Grants						
Scholarships	0.00		45,000.00	0.46	74,027.00	98,703.00
Internships	0.00		12,029.40	0.00	0.00	0.00
Total Grants	0.00		57,029.40	0.58	74,027.00	98,703.00
Recruiting						
Recruiting	0.00		0.00	0.00	1,501.00	2,000.00
Total Operating	29,001.79		288,435.45	0.73	297,297.00	396,393.00

c. Legal Expenses -- Includes costs incurred by Comcast data request

d. Misc. Contractual -- Roseville IT services; bank fees

North Suburban Communications Commission

Detail Financial Reports

For the Nine Months Ending September 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contingency					
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses					
Capital Improvements	0.00	739.72	0.53	1,052.00	1,400.00
Capital Video	0.00	0.00	0.00	0.00	0.00
I-Net Equipment	0.00	376.00	0.04	7,500.00	10,000.00
Office Equipment	0.00	0.00	0.00	2,250.00	3,000.00
Total Capital	0.00	1,115.72	0.08	10,802.00	14,400.00
Total Expenses	38,091.75	374,277.91	0.70	403,358.00	537,808.00

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