



**NORTH SUBURBAN ACCESS CORPORATION  
November 6, 2014  
NSCC/NSAC  
2670 Arthur Street, Roseville, MN  
Regular Meeting  
Immediately following NSCC Meeting**

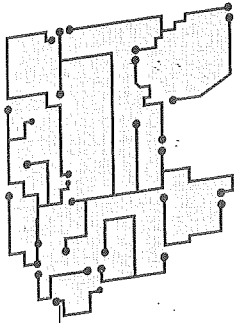
**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of October 9, 2014, Minutes
- V. Reports
  - A. Executive Director
  - B. Production & Outreach Manager
  - C. Senior Technician/Facilities Coordinator
- VI. General Business
  - A. Treasurer's Report – September 2014
  - B. 2015 NSAC Budget -- Finance Committee, C. Wilson
- VII. Announcements
  - A. Crew introductions
- VIII. Adjournment

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

*Next Regular Meeting – December 4, 2014*

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**North  
Suburban  
Communications  
Commission**



**NORTH SUBURBAN ACCESS CORPORATION  
MINUTES  
October 9, 2014**

North Suburban Communications Commission • North Suburban Access Corporation  
2670 Arthur Street • Roseville, MN 55113 • Phone: (NSCC) 651-792-7500 (CTV) 651-792-7515 Fax: 651-792-7501 • www.CTVNorthSuburbs.org

**I. Call to Order**

Board President Steve Beilke called the meeting to order at 8:10 pm at the CTV North Suburbs facility in Roseville.

**II. Roll Call**

The following Board Members were in attendance:

- Craig Wilson, Arden Hills
- Jeff Dains, Lauderdale
- Rick Montour, Little Canada
- Barb Haake, Mounds View, Secretary/Treasurer
- Gina Bauman, New Brighton, Vice President
- Steve Beilke, North Oaks, President
- Dan Roe, Roseville
- Hal Gray, St. Anthony
- Terry Schwerm, Alternated, Shoreview

Others Present:

- Coralie Wilson, Executive Director
- Tim Domke, Production and Outreach Manager
- Pat Cook, Senior Technician/Facilities Coordinator
- Val Kosky, Business Manager

**III. Approval of Agenda**

Mr. Dains moved, seconded by Mr. Wilson, to approve the agenda. The motion was approved unanimously.

**IV. Approval of Minutes**

Mr. Wilson moved, seconded by Mr. Montour, to approve the September 2014 minutes. The motion was approved, with one (1) abstention by Mr. Schwerm.

**V. Reports**

**A. Executive Director**

Ms. Wilson reported that facility usage on Saturdays is under review. There is the possibility that the office may reduce the number of Saturdays that it is open to possibly one (1) Saturday per month. In addition, staff will review evening hours to determine whether there are any that might be eliminated.

**B. Production and Outreach Manager**

Mr. Domke reported that the CTV101 video won a 3<sup>rd</sup> place finish at the NATOA conference. He also noted that CTV won an honorable mention (4<sup>th</sup> place) for a video with a variety of

clips. He noted that these types of awards are a tribute to staff and to the quality of events in member cities.

Mr. Domke reported that election coverage is being scheduled. Seven (7) candidate forums are scheduled with one (1) forum cancelled. He noted that live and taped remote coverage were planned for election night and asked for volunteers to help.

**C. Senior Technician and Facilities Coordinator**

Mr. Cook reported that staff had been busy preparing for the NATOA conference and for election coverage. He noted that, in advance of the NATOA Monster Truck Rally, new flooring had been installed in the white truck.

**VI. General Business**

**A. Treasurer's Report**

Ms. Haake moved, seconded by Mr. Dains, to approve the August 2014 Treasurer's report. The motion was approved unanimously.

**B. 2015 NSAC Budget Discussion**

Ms. Wilson noted that the preliminary budget presented assumes the approval of the extension and transfer by member cities. Line item discussions followed including capital truck upgrades, use of reserves, and rent/operating expense.

Mr. Roe suggested that a five (5) year capital plan would be beneficial and suggested that separating the operating and capital budgets might also be helpful.

**VII. Announcements**

**Crew introductions**

Mr. Beilke introduced the production crew:

Laurie Kemp, Camera

Chelsea Parker, Camera

Chris Kemp, Camera

Kevin Schmitz, Producer, Master Control

Teresa Renneke, Graphics / Audio

Technical Director, Jeff Holmen

Production Assistant, Spencer Knott, Intern

**VIII. Adjournment**

Mr. Roe moved, seconded by Ms. Haake, to adjourn the meeting. The motion was approved, and the meeting adjourned at 9:00 pm.

Respectfully Submitted

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Barb Haake, Secretary/Treasurer

**NSAC Item V.A.  
October 31, 2014**

**to:** Board of Directors  
**from:** Cor Wilson, Executive Director  
**subject:** October Report

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Election Coverage -- Staff is busy preparing for our annual election night coverage. So far, eight of the 10 cities have responded that they will simulcast our program that night. The program starts at 8 p.m., and we expect it will end between 9:30 and 10 p.m. Directors Gina Bauman and Barb Haake, along with Ramsey County Commissioner Mary Jo McGuire will be in the studio reporting results and conducting interviews. At of this afternoon, we have seven confirmed candidates coming into the studio, with another two to three taped interviews, and staff is still working on confirming several more. This is a very large staff and volunteer effort, and we appreciate all of those who participate.

Reduced Saturday Hours – As I mentioned at the October meeting, we pulled the statistics on the activity level in the studio and edit suites on Saturdays to determine whether to reduce the hours that we are open. After reviewing the staff report, we have decided to keep the facility open on the first Saturday of the month, closing all other Saturdays unless there is a special event, such as a workshop. Again, this will not affect our truck or remote productions. The new schedule will go into effect on January 1, 2015.

Producers Club Meeting – Teresa Renneke has scheduled a Producers Club meeting on Tuesday, November 18. I will be talking about the franchise extension and franchise transfer, and Pat Cook will talk about our plans for equipment purchases in 2015 and the transition to HD video production.

Youth Media and Municipal Service – I hope you will take some time to review Tim Domke's and Terri Schultz's reports and note the high levels of activity for youth media and municipal services.

Val Kosky Resignation – I am sad to report that Val Kosky has decided to resign as a full-time staff person effective November 14, 2014, although she will continue to work on a part-time basis to cover routine accounting functions and year-end close and audit preparations probably through February 2015. I have contacted the Personnel Committee to schedule a meeting to begin discussions on the future of this position.

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NSAC Item V.C.  
October 29, 2014

To: Cor Wilson  
Executive Director

From: Tim Domke  
Production and Outreach Manager

Subject: October 2014 Report

**Truck/Remote Productions – (15 productions 10 live 2 cancelations)**

- Public events
  - Roseville Big Band concert at Edinborough Park, Edina – John Rusterholz
  - DEN OÄNDLIGA RESAN "The Eternal Journey", Roseville – Brian Brady
- Educational events
  - St. Anthony High School
    - Sports Programing – 4 events
  - Roseville High School
    - Sports & Concert Programing – 6 events
  - Bethel University
    - Sports Programing – 3 events
- Mini Mobile Production
  - Choral Presentation – Helen Curtis
  - 623 School Board Mtg. – Wayne Powers

**Studio/Misc. Productions – (to name a few)**

- Staff
  - **North Suburban Beat** – (Four shows)
    - Guests/Organizations
      - Remembering Frank Rog
      - Falcon Heights Chili Cook-Off & Fire Dept. Open House
      - Roseville Fire Department BooYa
      - Roseville Volleyball – Monice Burich
      - Mounds View Family Fun Fest promo
      - St. John’s of New Brighton Fall Play
      - Underground Film Fest
      - NATOA “Brian Wilson Award” for Cor Wilson
      - CPY Fundraiser – Beach Party Fiesta
      - Chex Arnaud Bakery
      - Metropolis Rugby – Sean Kelly
      - Lauderdale Halloween Promo
      - UNC Oliver!
      - Behind-the-scenes of What’s Brewin’
  - **Election Coverage**
    - Emailed and called candidates to participate on CTV’s Election Night coverage.
    - New graphics created for CTV’s Election coverage.

- Video packages wrapping up and prepped.
    - Weekly meetings continue regarding Election Night coverage.
    - North Suburban cities had more than eight forums related to our area. In the end, CTV was directly responsible for 3 forums, including: the League of Women Voters (LWV) Lauderdale Forum on 10/06, the LWV House D42A/42B Candidate Forum, and the LWV Roseville Forum on 10/23.
  - **What's Brewin'**
    - Guest organization: Dana Nelson from GiveMN.
- Volunteer Programing
  - Christ the King Church Service
  - Disability Viewpoints
  - The Disease parts 1-4
  - Light On the Gospel
  - Country Music Jubilee – Harbingers Quartet
  - Kiwanis Youth Awards
  - Adventures in Public Speaking
  - WWA Talk Show – Two programs
  - The Lady Pirates of Captain Bree
  - In The District with Blake Huffman
  - Caryn's Fall Rosedale Fashion Show
  - Birds at Feeder
  - CTV Teens in October

**Earned Income – (currently in production or recently completed)**

- River Valley Riders – Completed. Longer version is being considered.
- Two Life Track events coming November 13 and 14.

**Youth Media**

**CreaTV**

Sessions began October 7 and October 8. Each session has full crews for a total of twelve participants. The crews have been certified in field equipment and are learning the basics of media Literacy.

***Make A TV Show Screening***

This group of students wrapped up their summer session on August 19. The students produced four mini-episodes titled *The Disease*. A screening for all participants took place October 2.

**Teen Internships**

CTV Teens was awarded two Right Track interns (funded by the City of Saint Paul), for the 2014-15 school year. The interns began the week of October 6. Currently the interns are assisting the CreaTV staff and developing their first training productions.

Go to [ctvnorthsuburbs.org/teens/about/staff](http://ctvnorthsuburbs.org/teens/about/staff) to learn more about the Right Track interns.



### **Mobile Workshops**

Roseville Area Middle School Unity Center - As an after school option from November 17- December 15, participating teens will create short documentaries.

Emma's Place - Emma's Place youth will create a documentary to coincide with a service project they will be undergoing through the winter. CTV Teens staff and interns will train youth participants in camcorder in November, will assist with production as necessary, and will train participants in editing in January.

Girl Scouts – Local Girl Scout troops will work with a modified Young Lenses program to help get the troop certified in Digital Moviemaking.

### **Education and Outreach**

- **CTV Classes** – 45 Certifications/Attendees
  - **CTV 101**– (4 classes) 11 students including students from Bethel University
  - **Camcorder** – (1 class) 2 students
  - **Basic Truck** – (4 sessions) 4 students and 24 students from Bethel University
  - **Basic Studio** – (1 class) 4 students
  - **Final Cut Pro** – (No class)
  - **Mini Mobile System** – (No session)
- **Producers Club** – No meeting

### **Municipal Services**

- **Production Services**
  - **Roseville** – Halloween Spook-tacular at Harriett Alexander Nature Center.
  - **Mounds View** – Fall Family Fun Festival.
  - **Little Canada** – Recorded additional footage for the Veteran's Memorial Documentary.
  - **Lauderdale/Falcon Heights** – Fire Department Open House.
  - **Arden Hills** – Fall Cleanup Day and State of the City Address.
  - **St. Anthony** – Completed the St. Anthony Village Fest.

### **Marketing and Volunteer Activity**

- **Promotional Activities**
  - **Website** –
    - Created images for the slideshow to promote many activities, including Election Coverage, various classes, and LIVE high school sports.
  - **Print/ Electronic**
    - Prepared informational packets for Twin Cities North Chamber of Commerce event at the Mermaid.
    - Ordered CTV brochures and folders.
    - Sent out three e-newsletters.
  - **Other**
    - NATOA Conference Monster Truck demo
    - NATOA PEG Facility Tour
    - Pictures have been selected and ordered for poster-sized art for the conference rooms and production staff hallway.

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TO: Cor Wilson, Executive Director

FROM: Terri Schultz, Technical Services Manager  
Pat Cook, Senior Technician and Facilities Coordinator

SUBJECT October Report

### **Technical Operations**

- Pat Cook has been working on the HD upgrade plan. He has developed a diagram that shows both historic and future equipment purchases to put everything into context and assist as a guide for the future.
- Pat Cook has been working on preparing election graphics using the new, yet to be installed in the trucks, character generators. The software arrived last week and the machines this week. He is finishing integrating our data with the base graphic elements we received. We have recruited our former intern, Ryan Kroll, to assist us on election night handling the new equipment. He will also assist us in designing graphic packages for the truck events.
- Pat Cook has scheduled our next MPEG-TS meeting. We will have representatives from Sony here to display a couple of their HD camera systems. As many access centers in the area are looking to upgrade their studios and trucks in the near future, having group demos seems to be an efficient way to look at prospective equipment as well as allow us to share group knowledge. The intent is to have other manufacturers present at future meetings.
- Don Swenson's monthly report is included.

### **IT and I-Net Operations**

- Our technical intern, Matt White, has been handling many of the day-to-day IT functions. He has been updating computers to the newest operating system and handling all computer and equipment related requests.
- We have deployed the new Adobe Creative Cloud subscription based software suite that includes the editing and graphic programs used by our production staff.
- A monthly city meeting web stream report is included.

### **City and School Assistance**

- Roseville schools used our mini-mobile system to carry a live school board meeting from the media center at Falcon Heights Elementary School.
- Roseville has asked us to produce a time-lapse video of the lighting preparations at the Oval from November 4 to November 7.
- We have received two VBrick replacement transport devices we budgeted for this year. We will be deploying them in the near future and hope to complete the remaining cities early next year if the budget is approved.
- Don Swenson, Pat Cook and John Sommer met with a systems engineer from AVI at Arden Hills City Hall to discuss their boardroom system.
- John Sommer went to Roseville Police Department to trouble shoot one of their cameras in an interrogation room.

- John Sommer attended the Audio Engineering Society convention in Los Angeles. He had the opportunity to look at various manufacturers' audio boards.

### **Trucks**

- There were 15 truck shoots in October, 9 of which were live.
- CTV participated in the NATOA production truck rally downtown St. Paul.

## October 2014      Don Swenson's Monthly Report

### Trucks

- 1) Blue - Checked announcer intercom set-up, complaint that announcers couldn't hear the truck.
- 2) Blue - Cleaned lens control cable connector to fix a intermittent iris issue.
- 3) Blue - Purple triax was shorted, re-terminated female end.
- 4) Blue - Fixed the drivers side seatbelt tensioner was stuck and would not retract.
- 5) Blue - Filled the engine batteries with water. The low voltage was making the throttle actuator fault out.
- 6) White - Removed all the equipment in the center counsel to ready the truck for the new floor covering. Then reinstalled when it was finished.
- 7) White - Checked Blue camera for a complaint that the iris was pulsating.

### Cities

- 1) Mounds View - Adjusted settings on the CG in the control room to fix a keying issue.

### Misc.

- 1) Helped teach a truck class to a group of Bethel University students.
  - 2) Worked with Midwest Maintenance on two issues. Inoperative lights on the front of the building and a cracked window.
  - 3) Training on live event MC duties,
-

<b>Page Title</b>	<b>Pageviews</b>	<b>Unique Pageviews</b>	<b>Avg. Time on Page</b>
Arden Hills City Council April 28, 2014	4	2	849.50
Arden Hills City Council August 11, 2014	1	1	30.00
Arden Hills City Council August 25, 2014	1	1	16.00
Arden Hills City Council February 10, 2014	1	1	0.00
Arden Hills City Council July 28, 2014	3	2	74.00
Arden Hills City Council June 9, 2014	1	1	0.00
Arden Hills City Council May 27, 2014	1	1	0.00
Arden Hills City Council October 13, 2014	16	13	44.73
Arden Hills City Council October 27, 2014	6	5	373.20
Arden Hills City Council September 29, 2014	21	14	97.00
Arden Hills City Council September 8, 2014	8	6	328.50
Arden Hills Planning Commission February 5, 2014	1	1	38.00
Arden Hills Planning Commission July 10, 2013	1	1	23.00
Arden Hills Planning Commission July 9, 2014	1	1	85.00
Arden Hills Planning Commission June 5, 2013	1	1	56.00
Arden Hills Planning Commission May 8, 2013	1	1	99.00
Arden Hills Planning Commission October 8, 2014	6	3	18.50
Arden Hills Planning Commission September 3, 2014	2	2	54.00
Arden Hills Planning Commission September 4, 2013	1	1	60.00
Lauderdale City Council April 8, 2014	2	2	227.50
Lauderdale City Council August 12, 2014	2	1	93.00
Lauderdale City Council August 26, 2014	2	2	216.00
Lauderdale City Council May 27, 2014	9	6	341.33
Lauderdale City Council October 14, 2014	7	5	73.40
Lauderdale City Council September 23, 2014	8	5	155.00
Lauderdale City Council September 9, 2014	1	1	95.00
Little Canada City Council June 11, 2014	3	3	0.00
Little Canada City Council May 8, 2013	1	1	0.00
Little Canada City Council October 22, 2014	9	6	429.14
Little Canada City Council October 8, 2014	11	8	300.88
Little Canada City Council September 10, 2014	1	1	0.00
Little Canada City Council September 24, 2014	10	9	87.50
Little Canada City Council September 25, 2013	1	1	0.00
Little Canada Parks & Recreation August 7, 2014	1	1	51.00
Little Canada Planning Commission August 14, 2014	1	1	0.00
Maplewood City Council August 11, 2014	2	1	924.00
Maplewood City Council August 25, 2014	1	1	1453.00
Maplewood City Council January 13, 2014	1	1	16.00
Maplewood City Council July 14, 2014	1	1	162.00
Maplewood City Council June 23, 2014	1	1	75.00

Maplewood City Council June 9, 2014	1	1	220.00
Maplewood City Council May 12, 2014	1	1	146.00
Maplewood City Council October 13, 2014	66	51	215.08
Maplewood City Council October 27, 2014	20	19	245.00
Maplewood City Council September 22, 2014	26	22	209.93
Maplewood City Council September 8, 2014	2	2	22.00
Maplewood City Council Workshops October 13, 2014	22	19	115.58
Maplewood City Council Workshops October 27, 2014	4	4	50.00
Maplewood City Council Workshops September 8, 2014	2	2	0.00
Maplewood Community Design Review Board August 26, 2014	8	2	241.83
Maplewood Community Design Review Board June 24, 2014	5	2	179.00
Maplewood Community Design Review Board October 28, 2014	1	1	10.00
Maplewood Economic Development Authority May 12, 2014	1	1	22.00
Maplewood Environmental & Natural Resources Comm. April 21, 2014	1	1	45.00
Maplewood Environmental & Natural Resources Comm. Aug 18, 2014	1	1	56.00
Maplewood Environmental & Natural Resources Comm. Jan 16, 2014	2	2	11.00
Maplewood Environmental & Natural Resources Comm. May 19, 2014	1	1	603.00
Maplewood Environmental & Natural Resources Comm. Oct 20, 2014	2	2	23.00
Maplewood Environmental & Natural Resources Comm. Sep 15, 2014	3	3	144.00
Maplewood Historical Preservation Commission July 10, 2014	1	1	0.00
Maplewood Historical Preservation Commission October 9, 2014	5	4	489.00
Maplewood Historical Preservation Commission September 11, 2014	5	2	93.50
Maplewood Housing & Economic Development Comm. July 9, 2014	2	1	49.00
Maplewood Human Rights Commission October 14, 2014	8	6	644.33
Maplewood Human Rights Commission September 9, 2014	2	2	39.50
Maplewood Parks & Recreation Commission October 15, 2014	3	3	42.00
Maplewood Parks & Recreation Commission September 17, 2014	1	1	0.00
Maplewood Planning Commission October 21, 2014	3	3	0.00
Maplewood Police Civil Service Commission March 6, 2014	3	3	182.00
Mounds View Charter Commission October 9, 2014	8	6	174.43
Mounds View Charter Commission September 11, 2014	1	1	748.00
Mounds View City Council July 14, 2014	2	1	2.00
Mounds View City Council June 23, 2014	2	1	60.50
Mounds View City Council October 13, 2014	13	12	74.00
Mounds View City Council October 14, 2013	2	1	430.00
Mounds View City Council October 27, 2014	3	3	11.00
Mounds View City Council September 22, 2014	10	8	11.00
Mounds View City Council September 8, 2014	4	2	23.00
Mounds View Economic Development Authority October 13, 2014	6	6	13.67
Mounds View Economic Development Authority October 27, 2014	2	2	15.00
Mounds View Economic Development Commission May 23, 2014	1	1	509.00
Mounds View Economic Development Commission October 17, 2014	17	11	322.86
Mounds View Economic Development Commission September 19, 2014	4	3	41.00

Mounds View Parks & Recreation & Forestry Comm. May 22, 2014	2	1	616.00
Mounds View Parks & Recreation & Forestry Comm. October 23, 2014	2	2	17.00
Mounds View Parks & Recreation & Forestry Comm. September 25, 201	1	1	0.00
Mounds View Planning Commission October 1, 2014	5	5	108.33
Mounds View Planning Commission September 17, 2014	1	1	548.00
Mounds View Schools Meetings - CTV North Suburbs	6	6	10.50
Mounds View Schools School Board April 22, 2014	1	1	411.00
Mounds View Schools School Board August 19, 2014	7	7	56.33
Mounds View Schools School Board January 14, 2014	1	1	108.00
Mounds View Schools School Board June 10, 2014	1	1	82.00
Mounds View Schools School Board June 24, 2014	2	2	67.00
Mounds View Schools School Board March 11, 2014	1	1	0.00
Mounds View Schools School Board May 13, 2014	4	4	11.00
Mounds View Schools School Board May 27, 2014	2	2	406.00
Mounds View Schools School Board November 12, 2013	1	1	0.00
Mounds View Schools School Board October 21, 2014	128	109	198.95
Mounds View Schools School Board October 22, 2013	1	1	43.00
Mounds View Schools School Board September 16, 2014	44	40	300.76
Mounds View Street & Utilities Committee October 20, 2014	6	6	234.00
Mounds View Street & Utilities Committee September 15, 2014	2	2	0.00
Mounds View Work Session October 6, 2014	9	9	32.67
North Oaks City Council October 9, 2014	13	11	201.40
North Oaks City Council September 11, 2014	3	3	50.00
North Oaks Planning Commission September 25, 2014	2	2	0.00
North St. Paul City Council August 19, 2014	2	1	554.50
North St. Paul City Council October 21, 2014	13	11	633.00
North St. Paul City Council October 7, 2014	19	18	80.40
North St. Paul City Council September 16, 2014	7	4	500.00
North St. Paul City Council September 2, 2014	4	1	234.00
NSAC NSCC Joint Meeting July 31, 2014	1	1	53.00
NSAC NSCC Joint Meeting October 9, 2014	18	15	31.86
Ramsey / Washington Suburban Cable Commission May 9, 2013	30	24	161.85
Ramsey / Washington Suburban Cable Commission September 11, 2014	6	6	76.67
Roseville City Council April 7, 2014	1	1	50.00
Roseville City Council August 11, 2014	1	1	308.00
Roseville City Council August 18, 2014	2	2	63.00
Roseville City Council August 25, 2014	1	1	22.00
Roseville City Council February 10, 2014	1	1	32.00
Roseville City Council January 27, 2014	1	1	22.00
Roseville City Council July 14, 2014	2	1	12.00
Roseville City Council July 21, 2014	1	1	15.00
Roseville City Council July 22, 2013	2	2	0.00
Roseville City Council March 3, 2014	1	1	165.00



Roseville City Council October 20, 2014	31	30	119.00
Roseville City Council October 27, 2014	7	5	31.67
Roseville City Council October 6, 2014	33	29	122.00
Roseville City Council September 15, 2014	25	21	109.38
Roseville City Council September 22, 2014	12	11	87.86
Roseville City Council September 8, 2014	1	1	28.00
Roseville City Council Special Meetings May 22, 2014	1	1	0.00
Roseville Community Engagement Commission October 9, 2014	8	7	165.00
Roseville Community Engagement Commission September 11, 2014	8	8	36.00
Roseville Ethics Training April 9, 2014	3	3	0.00
Roseville Finance Commission October 14, 2014	9	7	164.25
Roseville Finance Commission September 9, 2014	2	2	149.00
Roseville Housing & Redevelopment Authority August 19, 2014	1	1	0.00
Roseville Housing & Redevelopment Authority January 29, 2014	1	1	28.00
Roseville Housing & Redevelopment Authority November 19, 2013	1	1	20.00
Roseville Housing & Redevelopment Authority October 15, 2013	2	1	184.00
Roseville Housing & Redevelopment Authority October 21, 2014	8	6	295.00
Roseville Housing & Redevelopment Authority September 30, 2014	4	4	44.00
Roseville Human Rights Commission April 16, 2014	1	1	29.00
Roseville Human Rights Commission October 15, 2014	18	17	24.67
Roseville Human Rights Commission September 17, 2014	24	10	449.73
Roseville Parks & Recreation Commission August 5, 2014	1	1	54.00
Roseville Parks & Recreation Commission October 7, 2014	11	6	212.43
Roseville Planning Commission August 6, 2014	1	1	0.00
Roseville Planning Commission October 8, 2014	9	7	98.00
Roseville Public Works & Transportation April 22, 2014	3	3	0.00
Roseville Public Works & Transportation October 28, 2014	3	2	24.00
Roseville Public Works & Transportation September 23, 2014	1	1	0.00
Roseville Variance Board October 8, 2014	3	2	21.33
Shoreview City Council April 21, 2014	2	2	7.00
Shoreview City Council October 20, 2014	4	4	583.67
Shoreview City Council October 6, 2014	11	10	210.75
Shoreview City Council September 15, 2014	7	6	73.00
Shoreview Planning Commission August 26, 2014	1	1	0.00
Shoreview Planning Commission October 28, 2014	4	2	212.33
Shoreview Planning Commission September 23, 2014	5	5	142.00
St. Anthony / NB ISD School Board January 7, 2014	1	1	0.00
St. Anthony / NB ISD School Board October 7, 2014	3	3	701.00
St. Anthony City Council October 14, 2014	3	3	14.00
St. Anthony City Council October 28, 2014	7	1	581.00
St. Anthony City Council September 23, 2014	2	2	588.00
St. Anthony Parks & Recreation Commission September 8, 2014	1	1	32.00

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## North Suburban Access Corporation

2014 Financial Report Summary

For the Nine Months Ending September 30, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Revenues</b>						
Tuition/Training/Misc.	635.42	a.	7,496.65	(0.54)	10,600.00	14,000.00
Cable Company Grants	0.00		1,107,216.84	(0.75)	1,107,217.50	1,476,290.00
Interest Income	204.66		1,945.10	(0.65)	2,135.00	3,000.00
Reimburs/WEBstream	7,720.73		23,162.19	(0.77)	22,500.00	30,000.00
Earned Income	4,924.32	b.	52,419.33	(0.95)	38,000.00	55,000.00
Donations	500.00	c.	500.00	(0.50)	0.00	1,000.00
<b>Total Revenues</b>	<b>13,985.13</b>		<b>1,192,740.11</b>	<b>(0.76)</b>	<b>1,180,452.50</b>	<b>1,579,290.00</b>
<b>Expenses Summary</b>						
Personnel Services	86,226.57		615,670.39	0.71	650,893.00	862,902.00
Operating Expenses	32,754.32		398,807.96	0.73	437,571.99	543,350.00
Capital Expenses	(940.79)		42,545.49	0.36	81,150.00	116,949.00
<b>Total Expenses</b>	<b>118,040.10</b>		<b>1,057,023.84</b>	<b>0.69</b>	<b>1,169,614.99</b>	<b>1,523,201.00</b>
<b>Net</b>	<b>(\$ 104,054.97)</b>		<b>\$ 135,716.27</b>	<b>(2.42)</b>	<b>10,837.51</b>	<b>56,089.00</b>

a. Training Fees/Misc. -- Sale of DVD's; administrative fees

b. Earned Income -- Contracts with the Ramsey/Washington Counties Commission and the Cities of Arden Hills, Roseville and Maplewood.

c. Donations -- Annual contribution from State Farm Insurance, courtesy of volunteer Duane Rivard.

# North Suburban Access Corporation

2014 Detail Financial Report

For the Nine Months Ending September 30, 2014

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Personnel Services</b>						
Full Time Salaries	65,504.99	d.	431,153.50	0.73	449,150.00	590,000.00
Part Time Salaries	6,618.38		54,783.28	0.76	52,000.00	72,000.00
FICA	5,309.96		37,832.97	0.72	38,152.00	52,252.00
Retirement	2,754.34		19,701.24	0.74	19,914.00	26,550.00
Unemployment	243.73		3,297.27	0.72	3,550.00	4,600.00
Workers Comp	269.73		2,643.79	0.88	2,250.00	3,000.00
Health/Life Insurance	5,525.44		66,258.34	0.58	85,877.00	114,500.00
<b>Total Personal Services</b>	<b>86,226.57</b>		<b>615,670.39</b>	<b>0.71</b>	<b>650,893.00</b>	<b>862,902.00</b>
<b>Operating Expenses</b>						
<b>General</b>						
Printing	0.00		543.42	0.22	2,000.00	2,500.00
Publications	0.00		216.56	0.43	350.00	500.00
Memberships	0.00		13,453.00	0.96	13,750.00	14,000.00
Entries Fees	0.00		2,531.00	0.63	4,000.00	4,000.00
Video Programming	0.00		0.00	0.00	150.00	150.00
<b>Total General</b>	<b>0.00</b>		<b>16,743.98</b>	<b>0.79</b>	<b>20,250.00</b>	<b>21,150.00</b>
<b>Supplies</b>						
Office Supplies	391.07		6,937.01	0.92	6,550.00	7,500.00
Video Supplies	1,782.99		13,855.55	0.58	20,350.00	24,000.00
Software Supplies	624.85		9,438.00	0.28	25,349.00	33,800.00
Volunteer Supplies	58.66		7,599.85	0.54	12,050.00	14,000.00
<b>Total Supplies</b>	<b>2,857.57</b>		<b>37,830.41</b>	<b>0.48</b>	<b>64,299.00</b>	<b>79,300.00</b>

d. Full Time Salaries -- September had 3 payrolls.

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Maintenance</b>						
Office Equipment	818.81	e.	2,663.65	0.59	2,400.00	4,500.00
Video Equipment	647.76		14,326.23	0.96	13,300.00	15,000.00
Van Operations	4,485.62	f.	8,991.86	0.47	15,300.00	19,000.00
Building Janitorial	5,315.15		53,297.37	0.87	46,350.00	61,500.00
<hr/>						
Total Maintenance	11,267.34		79,279.11	0.79	77,350.00	100,000.00
<b>Travel</b>						
Conferences	1,460.00	g.	9,805.06	0.75	12,000.00	13,000.00
Mileage & Meals	175.00	h.	2,752.18	0.79	2,630.00	3,500.00
<hr/>						
Total Travel	1,635.00		12,557.24	0.76	14,630.00	16,500.00
<b>Tuition &amp; Training</b>						
Tuition & Training	45.00	i.	1,877.95	0.63	2,250.00	3,000.00
<hr/>						
	45.00		1,877.95	0.63	2,250.00	3,000.00
<b>Utilities</b>						
Utilities	2,399.98		21,309.79	0.71	22,500.00	30,000.00
<hr/>						
	2,399.98		21,309.79	0.71	22,500.00	30,000.00
<b>Leases</b>						
Rent	6,785.60		61,070.40	0.75	61,124.99	81,500.00
Miscellaneous	0.00		2,787.00	0.93	3,000.00	3,000.00
Postage Meter	84.00		252.00	0.50	375.00	500.00
<hr/>						
Total Leases	6,869.60		64,109.40	0.75	64,499.99	85,000.00

e. Office Equip Maint -- Printer/copier (80%)

f. Van Operations -- Includes new floor covering in one truck; August & September fuel.

g. Conferences -- NATOA conference registration (CTV staff)

h. Mileage & Meals -- Executive Director car allowance (50%)

i. Tuition & Training -- Wellness program reimbursement

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Contractual</b>					
Audit	0.00	6,550.00	0.96	6,800.00	6,800.00
Sales Tax	848.50	7,144.00	0.48	11,250.00	15,000.00
Payroll	273.24	3,012.19	0.75	3,168.00	4,000.00
Insurance	769.80	7,611.51	0.90	6,350.00	8,500.00
Legal	0.00	55,021.21	1.10	41,000.00	50,000.00
Producers/Trainers	2,600.00	17,846.75	0.79	17,600.00	22,500.00
Intrnet Connect	1,000.00	9,000.00	0.71	9,450.00	12,600.00
Miscellaneous	685.23	j. 38,839.37	0.78	44,000.00	50,000.00
<b>Total Contractual</b>	<b>6,176.77</b>	<b>145,025.03</b>	<b>0.86</b>	<b>139,618.00</b>	<b>169,400.00</b>
<b>Communications</b>					
Postage	429.94	2,566.14	0.47	3,700.00	5,500.00
Telephone	596.11	7,487.97	0.55	10,125.00	13,500.00
Advertising & Promotion	477.01	k. 9,661.44	0.54	16,350.00	18,000.00
<b>Total Communications</b>	<b>1,503.06</b>	<b>19,715.55</b>	<b>0.53</b>	<b>30,175.00</b>	<b>37,000.00</b>
<b>Recruiting</b>					
Recruiting	0.00	359.50	0.18	2,000.00	2,000.00
<b>Total Operating</b>	<b>32,754.32</b>	<b>398,807.96</b>	<b>0.73</b>	<b>437,571.99</b>	<b>543,350.00</b>

j. Misc Contractual -- Roseville IT services; Dish Network; bank fees

k. Advertising & Promotion -- Brochures and logo pens

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Capital Expenses</b>						
Capital Improvements	0.00		0.00	0.00	10,000.00	10,000.00
Video Equip.	(940.79)	1.	13,091.59	0.17	47,350.00	79,149.00
Office Equipment	0.00		29,453.90	1.06	23,800.00	27,800.00
<b>Total Capital</b>	<b>(940.79)</b>		<b>42,545.49</b>	<b>0.36</b>	<b>81,150.00</b>	<b>116,949.00</b>
<b>Total Expenses</b>	<b>118,040.10</b>		<b>1,057,023.84</b>	<b>0.69</b>	<b>1,169,614.99</b>	<b>1,523,201.00</b>
<b>Net</b>	<b>(\$ 104,054.97)</b>		<b>\$ 135,716.27</b>	<b>(2.42)</b>	<b>10,837.51</b>	<b>56,089.00</b>

I. Video Equipment -- Reflects sale of items from inventory that were billed to the Ctiy of Maplewood.

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**NSCC Item VI.B.  
November 5, 2014**

**to:** Board of Directors  
**from:** Cor Wilson, Executive Director  
**subject:** 2015 NSAC Budget

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The proposed 2015 NSAC Budget, with some revisions discussed at the Finance Committee meeting on Monday, is attached for your review. Val Kosky is still out sick, and I'm reluctant to plug in beginning and ending fund balances without consulting with her. We will take care of that when she comes back into the office. For your information, however, we currently have \$895,800+ in the equipment replacement fund and \$261,890+ in the NSAC reserve account.

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**North Suburban Access Corporation  
2015 Budget  
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	2013 Actual	2014 Budget	2014 YTD Actual (Jan-Sept)	2014 Projected Total	2015 Budget Proposed	Percent Change to 2014 Budget	Percent Change to 2014 Projected
<b>OPERATING SUMMARY</b>							
<b>Revenues</b>							
Cable Company Grants	1,455,990	1,467,290	1,107,217	1,467,290	1,232,524	-16.0%	-16.0%
Interest Income	2,984	3,000	1,945	2,593	2,500	-16.7%	-3.6%
Tuition/Training/Misc.	75,391	14,000	7,497	9,996	10,000	-28.6%	0.0%
Reimbursements	30,032	30,000	23,162	30,883	28,000	-6.7%	-9.3%
Earned Income	52,097	55,000	52,419	65,000	60,000	9.1%	-7.7%
Donations	1,321	1,000	500	1,000	1,000	0.0%	0.0%
<b>Total Revenues</b>	<b>1,617,815</b>	<b>1,570,290</b>	<b>1,192,740</b>	<b>1,576,762</b>	<b>1,334,024</b>	<b>-15.0%</b>	<b>-15.4%</b>
<b>Operating Expenses</b>							
Personal Services	891,218	862,902	615,670	830,497	772,050	-10.5%	-7.0%
Operating Expenses	468,218	543,350	398,808	473,358	511,100	-5.9%	8.0%
<b>Total Operating Expenses</b>	<b>1,359,436</b>	<b>1,406,252</b>	<b>1,014,478</b>	<b>1,303,855</b>	<b>1,283,150</b>	<b>-8.8%</b>	<b>-1.6%</b>
<b>General Fund Net (Excl. Capital)</b>	<b>258,379</b>	<b>164,038</b>	<b>178,262</b>	<b>272,907</b>	<b>50,874</b>	<b>-69.0%</b>	<b>-81.4%</b>
<b>CAPITAL SUMMARY</b>							
<b>Capital Funding Sources</b>							
Transfer from Reserves	0	0	0	0	500,000	na	na
Current Year Revenues**	129,476	116,949	42,546	109,149	15,000	-87.2%	-86.3%
<b>Total Capital Sources</b>	<b>129,476</b>	<b>116,949</b>	<b>42,546</b>	<b>109,149</b>	<b>515,000</b>	<b>340.4%</b>	<b>371.8%</b>
<b>Capital Uses</b>							
Capital Expenditures	129,476	116,949	42,546	109,149	515,000	340.4%	371.8%
<b>Total Capital Uses</b>	<b>129,476</b>	<b>116,949</b>	<b>42,546</b>	<b>109,149</b>	<b>515,000</b>	<b>340.4%</b>	<b>371.8%</b>
<b>Net Revenue (Less Expenses)</b>	<b>128,903</b>	<b>47,089</b>	<b>135,716</b>	<b>163,758</b>	<b>35,874</b>	<b>-23.8%</b>	<b>-78.1%</b>

**Cable Company Grant** -- Increases by a minimum of 5% per year. The amount for 2015 assumes a 20% cut with Shoreview leaving the NSCC.

**Interest Income** -- Interest on funds at banking institution

**Tuition/Training/Misc** -- 2013 amount includes sales tax refund of \$66,295.

**Reimbursements** -- This item includes reimbursements from those cities and school districts in our service area who choose to have NSAC program their channels and/or webstream their meetings. 2014 budget amount included a 2% increase, and we anticipate a 2% increase in 2015. The amount in 2015 is without Shoreview.

**Earned Income** -- for rental of equipment and/or facilities; for paid production and technical services, including webstreaming outside our service territory. This will also include the provision of staff to cover city council meetings for several cities.

**Transfer from Reserves** -- Includes transfers from NSAC reserves and/or the Equipment Replacement Fund.

**Current Year Revenues\*\*** -- A portion of the Total Revenues listed under the Operating Summary that are used to fund capital expenditures. These revenues are listed again in the Capital Summary only in order to balance that Summary. They are not double-counted toward Net Revenue, however.

**North Suburban Access Corporation  
2015 Budget  
DRAFT**

<b>OPERATING DETAIL</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 YTD Actual (Jan-Sept)</b>	<b>2014 Projected Total</b>	<b>2015 Budget Proposed</b>	<b>Percent Change to 2014 Budget</b>	<b>Percent Change to 2014 Projected</b>
<b>Personal Services</b>							
Full-Time Salaries	623,512	590,000	431,154	590,400	550,000	-6.8%	-6.8%
Part-Time Salaries	76,222	72,000	54,783	71,200	74,000	2.8%	3.9%
Retirement	26,023	26,550	19,701	25,947	24,750	-6.8%	-4.6%
Health/Life Insurance	109,633	114,500	66,258	87,500	77,200	-32.6%	-11.8%
Unemployment	3,495	4,600	3,297	3,950	4,600	0.0%	16.5%
Workers Compensation	2,694	3,000	2,644	3,000	3,000	0.0%	0.0%
FICA	49,639	52,252	37,833	48,500	38,500	-26.3%	-20.6%
<b>Total Personal Services</b>	<b>891,218</b>	<b>862,902</b>	<b>615,670</b>	<b>830,497</b>	<b>772,050</b>	<b>-10.5%</b>	<b>-7.0%</b>
<p><b>Full-Time Salaries</b> -- The 2015 Budget includes 2% COLA. The 2015 proposed amount reflects the elimination of two full-time positions within the year.</p> <p><b>Part-Time Salaries</b> -- Includes funding for van technicians and receptionists. Total amount is offset by reimbursements from NSCC for interns (from Scholarship Grant). The 2013 amount includes part-time administrative position, but we eliminated this position in 2014.</p> <p><b>Health/Life Insurance</b> -- Staff pays 20% of the cost of medical insurance, in addition to co-pays for office visits and prescription drugs.</p> <p><b>Retirement</b> -- Per Board policy, the Corporation contribute 4.5% to individual retirement accounts (a SEP, or Simplified Employee Pension plan) for all staff over the age of 21 years who have worked for NSAC in at least two years.</p>							

**North Suburban Access Corporation  
2015 Budget  
DRAFT**

<b>OPERATING DETAIL</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 YTD Actual (Jan-Sept)</b>	<b>2014 Projected Total</b>	<b>2015 Budget Proposed</b>	<b>Percent Change to 2014 Budget</b>	<b>Percent Change to 2014 Projected</b>
<b>OTHER OPERATING EXPENSES</b>							
<b>General</b>							
Printing	828	2,500	543	724	1,000	-60.0%	38.1%
Publications	147	500	217	289	500	0.0%	72.8%
Memberships	11,216	14,000	13,453	14,000	8,000	-42.9%	-42.9%
Entry Fees	3,541	4,000	2,531	2,531	3,000	-25.0%	18.5%
Video Programming	0	150	0	0	0		
<b>Total General</b>	<b>15,732</b>	<b>21,150</b>	<b>16,744</b>	<b>17,544</b>	<b>12,500</b>	<b>-40.9%</b>	<b>-28.8%</b>
<b>Supplies</b>							
Office Supplies	7,540	7,500	6,937	9,249	8,000	6.7%	-13.5%
Video Supplies	19,417	24,000	13,855	16,000	22,000	-8.3%	37.5%
Software	13,157	33,800	9,438	12,584	20,000	-40.8%	58.9%
Volunteer Program	11,226	14,000	7,600	10,133	12,000	-14.3%	18.4%
<b>Total Supplies</b>	<b>51,340</b>	<b>79,300</b>	<b>37,830</b>	<b>47,967</b>	<b>62,000</b>	<b>-21.8%</b>	<b>29.3%</b>
<b>Maintenance</b>							
Office Equipment	4,014	4,500	2,664	3,552	4,000	-11.1%	12.6%
Video Equipment	22,204	19,000	14,326	19,101	20,000	5.3%	4.7%
Van Operations	12,943	15,000	8,992	11,989	12,000	-20.0%	0.1%
Building & Janitorial	61,400	61,500	53,297	71,063	75,000	22.0%	5.5%
<b>Total Maintenance</b>	<b>100,561</b>	<b>100,000</b>	<b>79,279</b>	<b>105,705</b>	<b>111,000</b>	<b>11.0%</b>	<b>5.0%</b>
<p><b>Printing</b> -- Includes banquet invitations and program, letterhead, and brochures.</p> <p><b>Publications</b> -- Includes 1/2 cost of Pioneer Press, Lillie Suburban and Focus newspapers, and several other miscellaneous publications.</p> <p><b>Memberships</b> -- Includes Channel 6 (in 2014), Alliance for Community Media, Minnesota Council for Non-Profits, the state purchasing membership, the Roseville Rotary Club, and the Twin Cities North Chamber of Commerce. We are dropping our Channel 6 membership in 2015.</p> <p><b>Entry Fees</b> -- Covers entry fees for Hometown and NATOA Government Access programming awards, plus additional certificates and/or plaques.</p> <p><b>Video Supplies</b> -- Includes purchase of videotapes, batteries, studio lights and props.</p> <p><b>Software</b> -- We are on a multi-year cycle for some software. This amount includes office, website building and management and video production software.</p> <p><b>Office Equip. Maint.</b>-- This account includes maintenance contracts on our servers and network software. (20% NSCC, 80% NSAC in 2011, per allocation formula)</p> <p><b>Video Equipment Maintenance</b> -- Includes maintenance on our playback system.</p> <p><b>Van Operations</b> -- Includes registration of and maintenance for the production trucks and the mini-van, as well as gas purchases.</p> <p><b>Building/Janitorial</b>-- Includes the common area maintenance costs at 2670 Arthur. (80% NSAC/20% NSCC) We exceeded budget in 2014 primarily because of increases in the lease common area maintenance costs. We also cleaned the carpets this year for the first time since moving in.</p>							

**North Suburban Access Corporation  
2015 Budget  
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<b>OPERATING DETAIL</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 YTD Actual (Jan-Sept)</b>	<b>2014 Projected Total</b>	<b>2015 Budget Proposed</b>	<b>Percent Change to 2014 Budget</b>	<b>Percent Change to 2014 Projected</b>
<b>Travel</b>							
Conferences	16,010	13,000	9,805	10,000	10,000	-23.1%	0.0%
Mileage & Meals	4,214	3,500	2,752	3,669	4,000	14.3%	9.0%
<b>Total Travel</b>	<b>20,224</b>	<b>16,500</b>	<b>12,557</b>	<b>13,669</b>	<b>14,000</b>	<b>-15.2%</b>	<b>2.4%</b>
<b>Tuition &amp; Training</b>	<b>3,022</b>	<b>3,000</b>	<b>1,878</b>	<b>2,504</b>	<b>3,000</b>	<b>0.0%</b>	<b>19.8%</b>
<b>Utilities</b>	<b>26,822</b>	<b>30,000</b>	<b>21,310</b>	<b>28,413</b>	<b>30,000</b>	<b>0.0%</b>	<b>5.6%</b>
<b>Leases</b>							
Rent	81,427	81,500	61,070	81,427	81,500	0.0%	0.1%
Postage Machine	2,787	500	252	336	500	0.0%	48.8%
Miscellaneous	336	3,000	2,787	3,000	3,000	0.0%	0.0%
<b>Total Leases</b>	<b>84,550</b>	<b>85,000</b>	<b>64,109</b>	<b>84,763</b>	<b>85,000</b>	<b>0.0%</b>	<b>0.3%</b>
<b>Contractual</b>							
Audit	6,550	6,800	6,550	6,550	6,800	0.0%	3.8%
Sales Tax	10,594	15,000	7,144	10,716	11,000	-26.7%	2.7%
Accounting & Payroll	3,507	4,000	3,012	4,016	4,500	12.5%	12.1%
Insurance	8,094	8,500	7,612	10,149	10,200	20.0%	0.5%
Legal Fees	45,980	50,000	55,021	60,000	25,000	-50.0%	-58.3%
Producers/Trainers	20,187	22,500	17,847	23,796	25,000	11.1%	5.1%
Internet Connection	12,000	12,600	9,000	12,600	12,600	0.0%	0.0%
Miscellaneous Contractual	31,193	25,000	13,633	18,177	20,000	-20.0%	10.0%
Franchise Renewal Consulting		25,000	25,206	25,206	45,000	80.0%	78.5%
<b>Total Contractual</b>	<b>138,105</b>	<b>169,400</b>	<b>145,025</b>	<b>146,005</b>	<b>160,100</b>	<b>-5.5%</b>	<b>9.7%</b>
<b>Communications</b>							
Postage	3,248	5,500	2,566	3,421	3,500	-36.4%	2.3%
Telephone	13,399	13,500	7,488	9,984	11,000	-18.5%	10.2%
Advertising & Promotions	11,215	18,000	9,662	12,883	18,000	0.0%	39.7%
<b>Total Communications</b>	<b>27,862</b>	<b>37,000</b>	<b>19,716</b>	<b>26,288</b>	<b>32,500</b>	<b>-12.2%</b>	<b>23.6%</b>
<b>Recruiting</b>	<b>0</b>	<b>2,000</b>	<b>360</b>	<b>500</b>	<b>1,000</b>	<b>-50.0%</b>	<b>100.0%</b>
<b>TOTAL OTHER OPERATING EXP</b>	<b>468,218</b>	<b>543,350</b>	<b>398,808</b>	<b>473,358</b>	<b>511,100</b>	<b>-5.9%</b>	<b>8.0%</b>

**Conference** -- Includes attendance at Alliance for Community Media conference by staff and/or board directors depending on the cost of the conferences, plus attendance at several local/regional conferences.

**Tuition & Training** -- Includes funding for workshops and staff training, as well as the wellness program reimbursement for staff.

**Rent** -- The rent allocation for 2670 Arthur Street is 80% CTV/20% NSCC.

**Misc. Leases** -- Includes our music library lease, \$2,300 payable in 3 annual installments.

**Legal Fees** -- The amounts in 2013 and 2014 have been increased to help pay for legal fees associated with franchise renewal. We anticipate that this will not be needed in 2015, but we may need for other legal assistance.

**Producers & Trainers** -- Previously included in part-time salaries.

**Internet Connection** -- The cost of our shared DS3 connections \$1,500 per month, split between NSCC (\$500), NSAC (\$500) and our webstreaming clients (\$500).

**Misc. Contractual** -- Includes an allocation for IT services from the City of Roseville (\$500/month). In 2014, we paid a portion of consulting fees relating to the needs ascertainment that were required for the franchise renewal process. As requested, consulting costs associated with franchise renewal have been split from Miscellaneous Contractual. In 2015, we anticipate splitting the cost (\$20,000) of conducting the telephone survey again with the NSCC.

**Advertising & Promotion** -- Includes print advertising and purchase of promotional items. In 2014, we planned to apply the graphics to the new mini-van. This may, however, be pushed into 2015.

**Recruiting** -- Advertising for open positions.

**North Suburban Access Corporation  
2015 Budget  
DRAFT**

<b>CAPITAL DETAIL</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 YTD Actual (Jan-Sept)</b>	<b>2014 Projected Total</b>	<b>2015 Budget Proposed</b>	<b>Percent Change to 2014 Budget</b>	<b>Percent Change to 2014 Projected</b>
<b>Capital Expenses</b>							
Capital Improvements	11,375	10,000	0	0	10,000	0.0%	na
Video Equipment	113,727	79,149	13,092	79,149	500,000	531.7%	531.7%
Office Furniture & Equipment	4,374	27,800	29,454	30,000	5,000	-82.0%	-83.3%
<b>Total Capital Expenses</b>	<b>129,476</b>	<b>116,949</b>	<b>42,546</b>	<b>109,149</b>	<b>515,000</b>	<b>340.4%</b>	<b>371.8%</b>
<p><b>Capital Improvements</b> -- 2013 included accoustical treatment fo the studio, the edit suites and the large conference room. We do not anticipate any capital improvements in 2014. The budget for 2015 includes a contingency amount.</p>							
<p><b>Video Equipment</b> -- 2014 included: 2 character generators for the trucks; 1 replacement network switch; replacement equipment for playback hardware; 3 used cameras (one from the Domevision auction). For 2015, we anticipate equipment to upgrade one of the trucks and playback system to HD.</p>							
<p><b>Capital Equipment</b> -- 2014 included staff workstations and 2 cinema displays for the lobby bulletin boards.</p>							

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