

**NORTH SUBURBAN COMMUNICATIONS COMMISSION  
2017 BUDGET**

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Budget Summary	2015	2016			2017		
	Actual	Budget	YTD Actual (Jan-Aug)	Projected Actual	Budget	Percent Change to 2016 Budget	Percent Change to 2016 Projected
<b>BEGINNING GENERAL FUND BALANCE</b>	\$107,959	\$216,853	\$216,853	\$216,853	\$290,997		
<b>OPERATING SUMMARY</b>							
<b>Operating Revenues</b>							
City Funding (Cable Subscr. Franch. Fees)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	0.0%	0.0%
Interest Income	\$127	\$150	\$260	\$300	\$300	100.0%	0.0%
Scholarship Grant (Cable Subsr. PEG)	\$93,261	\$96,991	\$93,261	\$93,261	\$93,261	(3.8%)	0.0%
Reimbursements	\$19,074	\$1,815	\$1,815	\$2,815	\$0	(100.0%)	(100.0%)
LMCIT Reimb. For Franchise Renewal		\$60,000	\$0	\$5,600	\$60,000	0.0%	971.4%
Transfer from Reserves for Operating		\$0	\$0	\$0	\$0	na	na
Misc. Income	\$69,961	\$0	\$28,109	\$28,109	\$0	na	(100.0%)
<b>Total Revenues</b>	<b>\$482,423</b>	<b>\$458,956</b>	<b>\$423,445</b>	<b>\$430,085</b>	<b>\$453,561</b>	<b>(1.2%)</b>	<b>5.5%</b>
<b>Operating Expenditures</b>							
Personal Services (see detail below)	\$111,381	\$127,705	\$81,060	\$125,882	\$130,613	2.3%	3.8%
Other Operating Expenses (see detail bel.)	\$221,344	\$320,071	\$148,637	\$220,559	\$322,882	0.9%	46.4%
<b>Total Operating Expenses</b>	<b>\$332,725</b>	<b>\$447,776</b>	<b>\$229,697</b>	<b>\$346,441</b>	<b>\$453,495</b>	<b>1.3%</b>	<b>30.9%</b>
<b>General Fund Net (Excluding Capital)</b>	<b>\$149,698</b>	<b>\$11,180</b>	<b>\$193,748</b>	<b>\$83,644</b>	<b>\$66</b>		
	2015	2016			2017		
	Actual	Budget	YTD Actual (Jan-Aug)	Projected Actual	Budget	Percent Change to 2016 Budget	Percent Change to 2016 Projected
<b>CAPITAL SUMMARY</b>							
<b>Capital Funding Source(s)</b>							
Transfer from Reserves	\$40,804	\$9,500	\$0	\$9,500	\$7,000	(26.3%)	(26.3%)
<b>Total Capital Funding</b>	<b>\$40,804</b>	<b>\$9,500</b>	<b>\$0</b>	<b>\$9,500</b>	<b>\$7,000</b>	<b>(26.3%)</b>	<b>(26.3%)</b>
<b>Capital Uses</b>							
Capital Expenditures (see detail below)	\$40,804	\$9,500	\$824	\$824	\$7,000	(26.3%)	749.5%
<b>Total Capital Uses</b>	<b>\$40,804</b>	<b>\$9,500</b>	<b>\$824</b>	<b>\$824</b>	<b>\$7,000</b>	<b>(26.3%)</b>	<b>749.5%</b>
<b>General Fund Net (Capital Only)</b>	<b>(\$40,804)</b>	<b>(\$9,500)</b>	<b>\$0</b>	<b>(\$9,500)</b>	<b>(\$7,000)</b>		
<b>TOTAL GENERAL FUND NET (Op + Cap)</b>	<b>\$108,894</b>	<b>\$1,680</b>	<b>\$193,748</b>	<b>\$74,144</b>	<b>(\$6,934)</b>		
<b>ENDING GENERAL FUND BALANCE</b>	<b>\$216,853</b>	<b>\$218,533</b>	<b>\$410,601</b>	<b>\$290,997</b>	<b>\$284,063</b>		
<p><b>Beginning Fund Balance</b> -- From 2015 Audit.</p> <p><b>City Contributions</b> -- Since 2009, we had generally been increasing the city contributions to the NSCC by 2-3% per year. The increase in 2012 was 2% and was 3% for 2013 to cover franchise renewal expenses. The increase for 2015 was 2%, less 20% for the City of Shoreview. There was no increase in 2016 and none is proposed for 2017.</p> <p><b>Scholarship Grant</b> -- This amount increase by the percentage increase in the "Standard Basic" rate (or its equivalent) for the previous year. Comcast did not raise basic rates in 2016, and the proposed 2017 budget anticipates no increase.</p> <p><b>Reimbursements</b> -- The funds in this account are from Ramsey County's use of the I-Net. The County continued this arrangement through March 2016. The projected amount for 2016 also includes Comcast's reimbursement for 50% of the cost of the administrative law judge. (approximately \$1,000) A line item has been added for LMCIT's reimbursement of expenses for the franchise renewal administrative hearing. In 2016, this is primarily the administrative law judge and one consultant whose invoices came in late in 2015.</p> <p><b>Misc. Income</b> -- In 2015, 2016 and 2017, this is Comcast's reimbursement for half of the cost of the administrative law judge, as well as the CenturyLink franchise application fee/expense reimbursement.</p> <p><b>Operating Expenses</b> -- Operating expenses in 2015, 2016 and 2017 are higher than normal reflecting legal fees and consulting costs associated with on-going cable franchise renewal negotiations.</p>							

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<b>PERSONAL SERVICES</b>							
Full-Time Salaries	\$87,900	\$100,100	\$64,821	\$101,562	\$103,593	3.5%	2.0%
Part-Time Salaries	\$0	\$0	\$0	\$0	\$0	na	na
Retirement	\$3,066	\$4,505	\$2,280	\$3,310	\$4,662	3.5%	40.8%
Health/Life Insurance	\$12,348	\$14,000	\$8,170	\$12,279	\$13,328	(4.8%)	8.5%
SUI (Unemployment)	\$456	\$500	\$440	\$462	\$480	(4.0%)	3.9%
Workers Compensation	\$603	\$900	\$354	\$500	\$625	(30.6%)	25.0%
FICA	\$7,008	\$7,700	\$4,995	\$7,769	\$7,925	2.9%	2.0%
<b>Total Personal Services</b>	<b>\$111,381</b>	<b>\$127,705</b>	<b>\$81,060</b>	<b>\$125,882</b>	<b>\$130,613</b>	<b>2.3%</b>	<b>3.8%</b>
<p><b>Full-time Salaries</b> -- NSCC pays 50% of the salaries and benefits of the Executive Director, the Business Manager and the Technical Services Senior Project Manager. In 2016, the cost of living adjustment was 2%, and the same percentage is budgeted for 2017.</p> <p><b>Retirement</b> -- 4.5% of eligible Full-time and Part-time salaries.</p> <p><b>Health/Life Insurance</b> -- Employees pay approximately 20% of the premiums for health, dental and life insurance, plus co-pays.</p>							

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<b>OTHER OPERATING EXPENSES</b>							
<b>General</b>							
Printing	\$45	\$500	\$0	\$500	\$500	0.0%	0.0%
Publications	\$564	\$600	\$477	\$600	\$600	0.0%	0.0%
Memberships	\$3,876	\$6,000	\$5,651	\$5,864	\$6,000	0.0%	2.3%
<b>Total General</b>	<b>\$4,485</b>	<b>\$7,100</b>	<b>\$6,128</b>	<b>\$6,964</b>	<b>\$7,100</b>	<b>0.0%</b>	<b>2.0%</b>
<b>Supplies</b>							
Office Supplies	\$982	\$1,000	\$350	\$525	\$750	(25.0%)	42.9%
I-Net Supplies	\$0	\$1,000	\$0	\$500	\$1,000	0.0%	100.0%
Software Supplies	\$85	\$1,250	\$1,113	\$1,120	\$1,250	0.0%	11.6%
Volunteer Supplies	\$965	\$1,200	\$359	\$539	\$750	(37.5%)	39.3%
<b>Total Supplies</b>	<b>\$2,032</b>	<b>\$4,450</b>	<b>\$1,822</b>	<b>\$2,684</b>	<b>\$3,750</b>	<b>(15.7%)</b>	<b>39.7%</b>
<b>Maintenance</b>							
Office Equipment	\$583	\$800	\$366	\$549	\$600	(25.0%)	9.3%
Building/Janitorial	\$17,030	\$18,255	\$10,914	\$16,371	\$19,000	4.1%	16.1%
Network Equipment	\$3,763	\$4,500	\$7,948	\$7,948	\$8,000	77.8%	0.7%
<b>Total Maintenance</b>	<b>\$21,376</b>	<b>\$23,555</b>	<b>\$19,228</b>	<b>\$24,868</b>	<b>\$27,600</b>	<b>17.2%</b>	<b>11.0%</b>
<b>Travel</b>							
Conferences	\$10,290	\$8,000	\$2,600	\$8,000	\$8,000	0.0%	0.0%
Mileage & Meetings	\$2,219	\$2,500	\$1,421	\$2,132	\$2,500	0.0%	17.3%
<b>Total Travel</b>	<b>\$12,509</b>	<b>\$10,500</b>	<b>\$4,021</b>	<b>\$10,132</b>	<b>\$10,500</b>	<b>0.0%</b>	<b>3.6%</b>
<b>Tuition &amp; Training</b>	<b>\$0</b>	<b>\$500</b>	<b>\$173</b>	<b>\$500</b>	<b>\$500</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Utilities</b>	<b>\$6,420</b>	<b>\$7,000</b>	<b>\$4,661</b>	<b>\$6,992</b>	<b>\$7,000</b>	<b>0.0%</b>	<b>0.1%</b>
<p><b>Printing</b> -- Primarily covers cost of letterhead, etc., as well as contingency for formal franchise renewal proceedings.</p> <p><b>Publications</b> -- Includes several trade publications and 1/2 cost of Pioneer Press and community newspapers</p> <p><b>Memberships</b> -- 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).</p> <p><b>Office Supplies, Building/Janitorial and Utilities</b> -- 20% allocation.</p> <p><b>I-Net Supplies</b> -- For any supplies needed to support the use of the I-Net.</p> <p><b>Software Supplies</b> -- For software upgrades for administrative services programs. We upgraded our accounting software in 2016.</p> <p><b>Volunteer Supplies</b> -- Primarily refreshments for monthly meetings and meals for dinner meetings.</p> <p><b>Network Equipment Maintenance</b> -- For any repairs or maintenance to equipment on the I-Net. The 2016 and 2017 amounts include the maintenance agreements on the network equipment.</p> <p><b>Conferences</b> -- Covers the cost of sending staff and Commissioners to the NATOA and MACTA conferences.</p> <p><b>Mileage</b> -- 50% car allowance for the Executive Director and 50% mileage reimbursement for the Business Manager and Technical Services Senior Project Manager.</p> <p><b>Tuition &amp; Training</b> -- Includes wellness program reimbursement for staff plus some miscellaneous workshops.</p>							

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<b>Leases</b>							
Rent	\$20,357	\$23,100	\$14,702	\$23,100	\$23,071	(0.1%)	(0.1%)
Miscellaneous	\$0	\$500	\$0	\$500	\$500	0.0%	0.0%
Postage Meter	\$118	\$125	\$96	\$144	\$150	20.0%	4.2%
<b>Total Leases</b>	<b>\$20,475</b>	<b>\$23,725</b>	<b>\$14,798</b>	<b>\$23,744</b>	<b>\$23,721</b>	<b>(0.0%)</b>	<b>(0.1%)</b>
<b>Contractual</b>							
Audit	\$6,650	\$7,000	\$6,600	\$7,000	\$7,500	7.1%	7.1%
Insurance	\$2,451	\$4,000	\$2,591	\$3,754	\$4,150	3.8%	10.5%
Legal Fees	\$40,632	\$45,000	\$29,994	\$44,991	\$55,000	22.2%	22.2%
Sales Tax	\$3,799	\$2,500	\$1,156	\$1,734	\$2,500	0.0%	44.2%
Internet Connection	\$6,000	\$6,100	\$4,000	\$6,000	\$6,000	(1.6%)	0.0%
Miscellaneous	\$19,478	\$16,000	\$5,359	\$8,039	\$10,000	(37.5%)	24.4%
Franchise Renewal Consulting	\$0	\$60,000	\$0	\$0	\$60,000	0.0%	na
<b>Total Contractual</b>	<b>\$79,010</b>	<b>\$140,600</b>	<b>\$49,700</b>	<b>\$71,518</b>	<b>\$145,150</b>	<b>3.2%</b>	<b>103.0%</b>
<b>Communications</b>							
Postage	\$564	\$650	\$300	\$450	\$300	(53.8%)	(33.3%)
Telephone	\$1,239	\$2,000	\$1,176	\$1,764	\$2,000	0.0%	13.4%
Advertising & Public Information	\$1,069	\$1,000	\$0	\$1,000	\$1,000	0.0%	0.0%
<b>Total Communications</b>	<b>\$2,872</b>	<b>\$3,650</b>	<b>\$1,476</b>	<b>\$3,214</b>	<b>\$3,300</b>	<b>(9.6%)</b>	<b>2.7%</b>
<b>Grants</b>							
Scholarship		\$0	\$0	\$0	\$0	na	na
Internships	\$72,165	\$96,991	\$46,630	\$69,945	\$93,261	(3.8%)	33.3%
<b>Total Grants</b>	<b>\$72,165</b>	<b>\$96,991</b>	<b>\$46,630</b>	<b>\$69,945</b>	<b>\$93,261</b>	<b>(3.8%)</b>	<b>33.3%</b>
<b>Recruiting</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>(50.0%)</b>	<b>na</b>
<b>Total Other Operating Expenses</b>	<b>\$221,344</b>	<b>\$320,071</b>	<b>\$148,637</b>	<b>\$220,559</b>	<b>\$322,882</b>	<b>0.9%</b>	<b>46.4%</b>
<b>DEPRECIATION (non-cash)</b>	<b>\$24,809</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>na</b>	<b>na</b>
<p><b>Rent, Postage Meter, Telephone</b> -- 20% allocation. (Rent increased from \$7.50 to \$8.50/SF on 13,571 SF in 2016.)</p> <p><b>Insurance</b> -- Various allocations between NSCC and NSAC.</p> <p><b>Legal Fees</b> -- Reflects work on Comcast franchise renewal and CenturyLink franchise application. Expenses that exceed the CenturyLink application fee were reimbursed by CenturyLink.</p> <p><b>Misc. Contractual</b> -- Includes allocation of network maintenance services from the City of Roseville's IT staff, Executive Director's cable service reimbursement, bank fees, and consulting not related to franchise renewal.</p> <p><b>Advertising &amp; Public Information</b> -- Primarily for public notices.</p> <p><b>Scholarships/Internships</b> -- The amount increases by the percentage increase in basic rates for the previous year.</p> <p>-----</p> <p><b>Depreciation</b> -- (Not an operating expense.) Non-cash accounting for the change in value of capital items.</p>							

