



July 23, 2025

**TO: NMTC OPERATIONS COMMITTEE**

**RE: APPROVAL OF 2026 NORTH METRO TELECOMMUNICATIONS  
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2026 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2026 is proposed at \$1,437,597. This number represents a \$6,443 decrease over expected expenditures for 2025. The increase includes a 3% COLA increase for staff, step increases, building maintenance costs, an accounting service, and insurance costs.

Budgeted capital costs for 2025 are \$224,750. This number represents a \$6,219 decrease from the 2024 budget. Capital expenditures include video equipment for North Metro TV, office equipment, and \$100,000 to be returned to cities for capital expenditures. Additionally, if the Commission finishes the year with \$50,000 of surplus, that money will also be returned to the cities.

In total, the 2026 budget is \$12,653 lower than the 2025 budget.

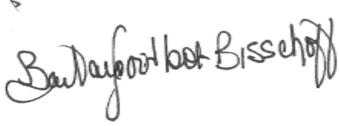
**Recommendation:** That the Member Cities approve the 2026 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget please consult with your Commission director or City Administrator.

I look forward to working with all parties, throughout the remainder of 2025, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2026.

Sincerely,

A handwritten signature in black ink, reading "Barbara Goodboe-Bisschoff". The signature is written in a cursive, flowing style.

Barbara Goodboe-Bisschoff  
Chair, North Metro Telecommunications Commission

Enc.

# 2026 North Metro Telecommunications Commission

## Budget

### Talking Points

#### Overall Organizational Goals

- Support legislation that will update the community television funding model to better reflect current entertainment delivery trends.
- Develop educational services for internet service/devices/software usage.
- Apply for grants to fund broadband educational services.
- Grow commercial productions.
- Continue live and on-demand closed captioning.
- Comply with WCAG AA web standards.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, home-media transfer services, and public access to television production for our cities, schools and general public.

#### Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2026 are estimates based on previous allocations, planned spending for 2025, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2024, multiplied by the PEG fee.
- Other income includes dub fees, home movie transfers, drone, streaming and production services. Interest income is estimated conservatively based on the current market.
- Estimated expenditures include the operating expenses and capital expenses, production and office equipment, and the fee payment to the cities.
- The year end fund balances include:
  - The **Operating reserve** which is set at a minimum of 25% of the operating budget.
  - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
  - The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures.

- The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. With the 5-year franchise extension, these funds won't be needed in the near future.

## **Budget**

- The recommended operating budget for the organization totals \$1,443,254. This number is a \$6,443 decrease compared to last year's operating budget. Decreases were made to overall wages and benefits costs with the recommended Co-Executive Director model. Increases were made administrative costs line items. New expenses include an update to make the website meet federal accessibility requirements, along with ongoing consulting fees and educational opportunities for the Co-Executive Directors.
- Budgeted capital purchases for 2026 are set at \$224,750. Budgeted capital items include a new video player for the control room, a new router for the production truck, equipment contracts, closed captioning contracts, and closed captioning charges. The capital budget also includes routine computer/software upgrades, and software licenses, and \$100,000 in capital equipment support for cities.
- The overall 2026 capital budget is \$6,210 lower than the 2025 capital budget.
- The overall 2026 budget is \$12,653 lower than the 2025 budget.

## **Closing Points**

- North Metro TV provides a variety of valuable services to our member cities in a very cost effective manner. These services include:
  - Program playback and channel management.
  - Closed captioning.
  - Internet streaming of city meetings.
  - Bookmarking city meetings.
  - Podcasting city meetings.
  - Live streaming of city channels and community channels.
  - Provide city channels on Roku and AppleTV via NMTV app.
  - Video equipment repair, maintenance and consulting.
  - Drone services.
  - Video production services.
  - Meeting coverage and troubleshooting.
- The general public also benefits from the services of North Metro TV. These services include:
  - Educational opportunities.
  - Access to professional video production tools.

- Home Movie transfer services.
  - Varied and informative programming about their community, including high school sports, local news, and city meetings.
- Future state and federal legislation could have an impact on future income sources.

# **North Metro Telecommunications Commission 2026 Budget Line-Item Supporting Information**

## **Personnel**

- The recommended 2026 budget follows the recommendation of The Waldron Group to move to a Co-Executive Director model and reduce one full-time staff position.
- The personnel line-item reflects a 3% COLA.
- Part-time staff includes sports and meeting coverage personnel. Employees in the part-time group are used when needed for a sports shoot or to cover a city meeting. The majority of the part-time staff qualify for PERA. They are not eligible for health benefits. Payroll taxes apply.

## **Benefits**

- The NMTC employee benefits package has been budgeted at \$1,400.00 per FT staff per month for 2026, plus the expected PT payroll taxes and PERA costs. This is \$0 more, per person/per month than was budgeted for 2025. The Member City benefits package average for 2024 was \$1,399.80.
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2025.

## **Administrative Expenses**

- Budgeted administrative expenses are \$2,700 higher than 2025. The increases include educational opportunities for the new Co-Executive Directors, as well as ongoing consulting from The Waldron Group.

## **Production Expenses**

- Budgeted production expenses are \$12,800 less than 2025. The need for DVDs, Blu-rays, and disc cases continues to decrease, partially as a result of electronic file transfers.
- The intern budget has been decreased by \$2,000

## **Office Expenses**

- Office expenses are budgeted at \$10,200 more than the 2025 level.
- \$10,000 of the increase is attributed to website accessibility upgrades that put us into federal compliance before the April 2027 deadline.
- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.

- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, drone, and monument sign coverage.
- Office supply line-item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item covers bandwidth which is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed, or an inordinate amount of bandwidth for that purpose. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment. In 2024, there was an unexpected street assessment fee in this line item.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling increased \$6,000 to better reflect recent cost increases.

### **Capital Expenditures**

- The 2026 capital budget currently includes \$108,250 for production equipment, \$8,500 for office systems and software fees, \$8,000 for HVAC improvements, and \$100,000 for city capital expenses.
- The production equipment budget includes annual system contracts, including closed captioning, a new video player for the studio, and a new router for the production truck.
- Fees back to Cities are included as a capital cost.

### **Summary**

- The recommended 2026 Operating budget is \$6,443 lower than the 2025 budget.
- Capital equipment expenditures are budgeted at \$224,750, which is \$6,210 less than the 2025 budget.
- The 2024 HD bond payment was the final payment, and that bond has been paid off.
- It is recommended that fees returned to cities be included in capital expenditures in order to maximize fee payments in the future. This budget includes \$100,000 in fees for city capital expenditures and capital reserves.
- The overall 2026 budget is \$12,653 lower than the 2025 budget.

**North Metro Telecommunications Commission**  
**2026 FINANCIAL SUMMARY**  
**Estimated Fund Balances/Revenues/Expenditures.**

**BEGINNING FUND BALANCES**

Operating Reserve	\$608,709
Accrued Vac, Sick, Comp	\$120,000
Capital Equip. Fund	\$504,155
Vehicle Replacement Fund	\$49,763
Bldg Repair Reserve	\$165,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

**TOTAL: \$1,647,627**

**ESTIMATED REVENUES**

Franchise Fees	\$972,000
PEG Fees	\$480,000
Other Income	\$55,000
Interest Income	\$48,750
Income From Reserve Funds	\$106,597

**TOTAL: \$1,662,347**

**ESTIMATED EXPENDITURES**

Operating Expenses	\$1,437,597
Capital Expenses: Equipment/Bldg	\$124,750
Capital Expenses: Bond Payment	\$0 Paid off in 2024
Capital Expenses: PEG Fees to Cities	\$100,000

**TOTAL: \$1,662,347**

**YEAR END FUND BALANCES**

		Increase(Decrease)
Operating Reserve	\$496,455	-\$106,597
Accrued Vac, Sick, Comp	\$120,000	\$0
Capital Equip. Fund	\$504,155	\$0
Vehicle Replacement Fund	\$49,763	\$0
Bldg Repair Reserve	\$165,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

**TOTAL: \$1,535,373 -\$106,597**



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**2026**  
**North Metro Telecommunications Commission Budget**

	2024 ACTUAL	2025 BUDGET		2026 BUDGET	NOTES
		Budget	April Rev.		
<b>CAPITAL EXPENDITURES</b>					
Video Equipment	144,752	105,960	92,327	108,250	Master Control equipment, live streaming hardware
Computer/Office Equipment/Sftwre	20,042	15,000	10,492	8,500	office systems, software
To equipment reserve fund	200,000	0	0	0	
Vehicles	0	0	0	0	
Building Expenditures	12,409	10,000	0	8,000	HVAC improvements
Bond Payment	230,265	0	0	0	HD Bond Payment
City Capital Expenditures	150,000	100,000	100,000	100,000	Equipment/Equipment Reserves
<b>CAPITAL EXP. TOTAL:</b>	<b>757,468</b>	<b>230,960</b>	<b>202,819</b>	<b>224,750</b>	
<b>GRAND TOTAL:</b>	<b>1,833,367</b>	<b>1,675,000</b>	<b>678,831</b>	<b>1,662,347</b>	

North Metro TV 2026 Computer Budget	
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ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-201		PC	Michele Office Computer	1	1500	1500
2026-202		PC	Ted Office Computer	1	3000	3000
2026-203		PC	Matt Office Computer	1	1500	1500
2026-204		PC	Computer Replacement Parts	1	1000	2000
						8000

North Metro TV 2026 Software Budget	
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## North Metro TV 2026 Recommended Equipment Budget

### Master Control Service & Subscriptions

ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-1	CBL-PLATINUM-4	Tightrope	4 I/O Platinum Support through Tightrope. Loaner, Night Support, Upgrade Assistance	1	4250	4250
2026-2	CBL-PLATINUM-ADDL	Tightrope	Tightrope Additional I/O Annual Software Maintenance Contract for Large Systems (update 10 Needed)	10	550	5500
2026-3	CBL-REFLECT-BND	Tightrope	Cablecast Reflect Live & VOD Stream Server Subscription -	3	2800	8400
2026-4	CBL-REFLECT-LIVE	Tightrope	Cablecast Live Reflect Service	2	1500	3000
2026-5	CBL-CAPTIONING-500	Tightrope	500 Hour Block of Captioning	1	4000	4000
2026-6	CBL-CABLECAST-REN	Tightrope	Subscription Fee to maintain 1 Cablecast OTT channel	2	300	600
2026-7	CBL-ENCO-SUPPORT	Enco	Annual Support Contract for ENCO enCaption server & software	1	6500	6500
2026-8	M-PREM-SUPP-1	Haivision	Premium Maintenance & Support for StreamHub and Pro460	1	7000	7000
						<b>39250</b>

### Master Control Equipment

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
				0	0	0
						<b>0</b>

### Control Room/Studio A

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-20	Evertz Playback Server	Evertz	4 Output Playback Server replacing the Black Storm	1	36000	36000
						<b>36000</b>

### Control Room/Studio B

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						<b>0</b>

### Production Truck

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						<b>0</b>

### Sports Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-50	Ross NK Router	Ross	Ross router to replace 10-year old router in truck	1	20000	20000
						<b>20000</b>

### Public Access

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						<b>0</b>

### News Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						<b>0</b>

### Special Events

ID No.	Model No.	Make	Description	Qty	Unit Price	Total

0

Municipal Services						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
			Various Small Equipment Replacements	1	500	500
						500

Tech Shop Equipment						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-100			Cable Reels, Cable Ends, Small Tools, etc.....			7500
						7500

Various Small Items				
ID No.	Model No.	Make	Description	Total
2026-120	-	-	Small Item Budget	5000
				5000

	Grand Total		108250.00
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