

# Ramsey/Washington Cable Commission

## Summary Report of 2013 Cable Commission Activity



# **Ramsey/Washington Cable Commission**

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### **Intervention/Resolution of Subscriber Complaints**

The Cable Commission office was very active in 2013 helping subscribers and responding to their problems and complaints. Many complaints stemmed from Comcast's implementation of fully digital bandwidth (and elimination of analog video transmissions) that required expanded use of set top boxes (including DTAs), combined with Comcast's confusing/frustrating policies relating to the charges for such DTAs and for "additional outlet service." Further, Comcast recently encrypted all its video services, adding more to the confusion, particularly for PEG Universal Subscribers.

Subscribers who brought problems to the attention of the Cable Commission office received immediate attention and were able to resolve concerns.

Due to the increasing number of products and services available from Comcast, technical changes to the cable system, plus any number of service packages and discounts, this area of Cable Commission business requires continual education and diligence. In that regard, the Cable Commission and its staff continue to study and learn about the details of Comcast's new digital infrastructure, service offerings, hardware, and the related fees. Without that knowledge, it would be impossible to carry out this function. The importance of continuing education about the latest cable technology and services as implemented by Comcast is critical.

### **Franchise Renewal Planning & Preparation**

In 2013 the Cable Commission continued ascertainment/due diligence regarding the various surveying and study for purpose of franchise renewal preparations and related negotiation with Comcast. The Cable Commission has coordinated among multiple parties so as to facilitate these continuing efforts, particularly to ascertain community needs and to review of Comcast performance. This effort has included the Cable Commission's Franchise Renewal Committee, the Commission staff, member municipalities, community institutions, community television constituents, and citizens in general.

In 2014 the Cable Commission's planning effort turns to finalizing needs ascertainment documents and developing a strategic approach with its franchise renewal consultant, Joe Van Eaton of Best, Best & Krieger, a firm recognized nationally for its expertise in the area of municipal cable television franchising and renewals. Mr. Van Eaton is providing the lead in the Cable Commission's negotiations with Comcast.

### **Franchise Administration & Enforcement; Rate Regulation – Attachment A**

The Cable Commission dealt with numerous, complex issues in this area during 2013, with some still pending in 2014. The issues included: Review of Comcast rates and the issuance of a Rate Order; issuance of a franchise violation due to noncompliance by Comcast relative to that Rate Order; issuance of a franchise violation to Comcast for unlawful negative option billing practices; and issuance of a franchise violation to Comcast for failing to make available PEG channel capacity as require by the franchise.

These all are complex matters that required significant, detailed attention on the part of the Cable Commission.

In March of 2014, the Cable Commission won a major victory from the Federal Communications Commission (FCC). The FCC rejected Comcast's appeal of our Cable Commission's 2013 rate regulation order. Attachment A is copy of the FCC's decision.

The decision not only affects Ramsey/Washington area subscribers, but implicates Comcast subscribers nationwide.

### **Technical Innovations**

New developments included planning/implementation of on-line video-on-demand that our municipalities can use to let citizens view city meetings via the internet. This is a free-of-charge technical feature of the Cable Commission's new centralized Master Control system.

Most recently, the Cable Commission been planning/testing centralized, automated playback of municipal meeting telecasts on channel 16 using the same, new Master Control system. This has the potential to reduce the technical work-load of individual cities while improving reliability and performace of meeting playbacks.

### **Government Television Network (GTN) – Attachment B**

The Government Access Division of the Ramsey/Washington Suburban Cable Commission has the primary objectives as listed:

1. To provide direct, professional video production services to the member Cities and Townships of the Commission to enable greater and more sophisticated programming efforts on government access channels.
2. To facilitate and be responsive toward the cable communications interests of Member Cities and Townships and help to meet the cable TV dissemination needs of these entities. This could include:
  - Information affecting residents' health and safety.
  - Information about government services, resources, activities and policies concerning how residents can utilize these services.
  - Information about community events.

3. To coordinate programming and technical aspects of government access cable programming and provide the resources which allow for the creation of unique, municipal cable t.v. channels.

Attachment C includes a log of TV programs produced GTN during 2013 on behalf of its member municipalities. Additionally, Attachment C includes its policy for Municipal Telecasting Equipment Grants and a table summarizing the reimbursements provided to each member municipality.

For more information on GTN, go to [www.gtn.org](http://www.gtn.org) on the Web.

### **On Location TV Channel 19 – Attachment C**

On Location TV on channel 19 is the community events channel operated under the Ramsey Washington Suburban Cable Commission.

On Location TV staff produce everything from local sporting events, plays and concerts to high school graduations and community parades and festivals. On Location TV's tag line "Capturing the COLORS of Our Communities" is at the heart of each and every production created.

On Location TV actively seeks out and creates relationships with local non-profit organizations and the business community to showcase positive stories about people, places and community events found with its twelve member municipalities.

Attachment D contains a log of On Location TV programs produced and aired in 2013. For more information, check out <http://rwcable.com/index.php/ol19> on the Web.

### **Suburban Community Channels Public Access (SCC) Channels 14 & 15 – Attachment D**

Suburban Community Channels is the Cable Commission's public access television opportunity for citizens. SCC offers low cost, hands on training and use of media production equipment to create non-commercial messages and programming for distribution on cable channels 14 and 15 located on the local Ramsey/Washington area cable television system. From the novice to the experienced producer, teenagers to senior citizens, SCC has the staff, knowledge, and the tools to help citizens share their ideas, talents, and message with the community through the medium of television. Attachment E contains a table of 2013 usage statistics for SCC public access. For more information about SCC, check out [www.scctv.org](http://www.scctv.org) on the Web.

# Ramsey/Washington Cable Commission

Victory at Federal Communications Commission

## ATTACHMENT A



**Before the  
Federal Communications Commission  
Washington, D.C. 20554**

In the Matter of	)	File No. CSB-0749-A
	)	North Metro Telecommunications
Comcast Cable Communications, LLC	)	Commission;
	)	North Suburban Communications
Orders Setting Basic Equipment Rates	)	Commission;
	)	Ramsey/Washington Counties Suburban
Appeal of Local Rate Orders and	)	Cable Commission;
	)	South Washington County
Petition for Emergency Stay	)	Telecommunications Commission

**ORDER**

**Adopted: March 18, 2014**

**Released: March 19, 2014**

By the Deputy Chief, Policy Division, Media Bureau:

**I. INTRODUCTION**

1. We dismiss Comcast's appeal of several local cable rate orders with respect to pay-by-phone convenience fees, grant the appeal with regard to charging different rates for different models of converter boxes when equipment costs have been aggregated to calculate a single maximum rate, and deny the appeal with respect to the unbundling of equipment and service rates. On May 14, 2013, Comcast Cable Communications, LLC ("Comcast") filed a consolidated appeal of local cable rate orders issued by four local franchising authorities in Minnesota ("LFAs"). These LFAs are North Metro Telecommunications Commission ("NMTC"), North Suburban Communications Commission ("NSCC"), Ramsey/Washington Counties Suburban Cable Commission ("RWCSCC"), and South Washington County Telecommunications Commission ("SWCTC").<sup>1</sup> Subsequently, Comcast filed a second appeal with regard to a fifth local cable rate order, also issued by NSCC.<sup>2</sup> The appeals were consolidated ("Consolidated Appeal") procedurally at the request of the parties.<sup>3</sup> The local rate orders (together, the "Local Orders") affect several communities in Minnesota and are the result of the LFAs' review of Comcast's 2012 and 2013 FCC Form 1205s ("Comcast 1205s"), which set the maximum permitted rates that Comcast may charge for equipment used to receive the basic service tier ("BST"). Comcast also filed

<sup>1</sup> *Appeal of Local Rate Orders by Comcast Cable Communications, LLC*, filed May 14, 2013 ("First Appeal").

<sup>2</sup> *Comcast Cable Communications, LLC Appeal of the North Suburban Cable Communications Commission Rate Order*, filed June 3, 2013 ("Second Appeal").

<sup>3</sup> See Letter dated March 28, 2013 to John B. Norton, Deputy Chief, Policy Division, Media Bureau from Steven J. Horvitz, Attorney for Comcast and Steven J. Guzzetta, attorney for the LFAs.

requests to stay the Local Orders (“Stay Petitions”).<sup>4</sup> In this Order, we dismiss one issue in the Consolidated Appeal for lack of jurisdiction, deny the Consolidated Appeal in part and grant it in part, remand the Local Orders for further action consistent with this Order, and dismiss the Stay Petitions as moot pursuant to the Cable Act and our rules.<sup>5</sup>

## II. BACKGROUND

2. *Local Rate Appeals.* The Communications Act of 1934, as amended, provides that, where effective competition is absent, rates for the BST and associated equipment are subject to regulation by LFAs.<sup>6</sup> Rates for the BST and equipment should not exceed rates that would be charged by systems facing effective competition, as determined in accordance with Commission regulations for setting rates.<sup>7</sup> If the cable operator fails to meet its burden of proof, has improperly calculated its rates, or is unresponsive to requests for relevant information, the franchising authority may use the “best information available” to review the operator's proposed rates and, if appropriate, adjust them and order refunds.<sup>8</sup>

3. Rate orders issued by LFAs may be appealed to the Commission.<sup>9</sup> In resolving an appeal of a local rate order, the Commission will not conduct a *de novo* review of the rate filings. The Commission will sustain the LFA's decision if it determines that the LFA acted reasonably in applying the Commission's rules.<sup>10</sup>

4. *FCC Form 1205.* LFAs have jurisdiction to regulate the cable operator's rates for the installation and lease of equipment used by subscribers to receive the BST.<sup>11</sup> All equipment in the customer's home used to receive the BST is subject to rate regulation, regardless of whether such equipment is also used to receive other tiers of regulated or unregulated programming services.<sup>12</sup> The

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<sup>4</sup> *Emergency Petition of Comcast Cable Communications, LLC for Immediate Stay of Local Rate Orders*, filed May 14, 2013; and *Comcast Cable Communications, LLC Emergency Petition for Immediate Stay of the North Suburban Cable Communications Commission Rate Order*, filed June 3, 2013. The LFAs filed oppositions to the Stay Petitions on May 21, 2013 and June 7, 2013, and a consolidated opposition (“Consolidated Opposition”) to the Consolidated Appeal on June 18, 2013. Comcast replied to the stay oppositions and also to the Consolidated Opposition (“Consolidated Reply”).

<sup>5</sup> See 47 U.S.C. § 543 (b) (5) (B) and 47 C.F.R. § 76.944.

<sup>6</sup> See 47 U.S.C. §§ 151 et seq.; 47 U.S.C. § 543 (a) (2).

<sup>7</sup> 47 U.S.C. § 543 (b); 47 C.F.R. § 76.922, *et seq.*

<sup>8</sup> 47 C.F.R. § 76.937(d); *Falcon Classic Cable*, 15 FCC Rcd 5717, 5720 (2000) ¶ 10; *Western Reserve Cablevision, Inc.*, 14 FCC Rcd 13391, 13398 (1999).

<sup>9</sup> 47 U.S.C. § 543 (b) (5) (B); 47 C.F.R. § 76.944 (b).

<sup>10</sup> *Implementation of Sections of the Cable Television Consumer Protection and Competition Act of 1992: Rate Regulation*, 8 FCC Rcd 5631, 5731 (1993) (“Rate Order”); 9 FCC Rcd 4316, 4346 (1994) (“Third Reconsideration”). If the Commission reverses a franchising authority's decision, it will not substitute its own decision, but instead will remand the issue to the franchising authority with instructions to resolve the case consistent with the Commission's decision on appeal. *Id.* at 5732.

<sup>11</sup> 47 U.S.C. § 543 (a) (2) (A), (b) (1), (b) (3) (A).

<sup>12</sup> 47 C.F.R. § 76.923 (a). The BST is defined by statute as “any service tier which includes the retransmission of local television broadcast signals.” See 47 U.S.C. § 522 (3). The BST includes, at a minimum, the broadcast signals (except superstations) distributed by the cable operator, along with any public, educational, or government access

(continued...)

covered equipment includes converter boxes, remote control units, and inside wiring. Regulated cable operators that have not been found by the Commission to be subject to effective competition compute cost-based equipment and installation rates annually using FCC Form 1205.<sup>13</sup> The FCC Form 1205s are filed with and are subject to review by the LFAs.

5. *The Consolidated Appeal.* In its Consolidated Appeal, Comcast seeks relief from the Local Orders to the extent they (1) disallow a pay-by-phone convenience fee charged by Comcast to customers who wish to pay their bill over the telephone; (2) require Comcast to have a single rate for different models of converters when the costs for the converters have been aggregated under our rules; and (3) require Comcast to separately calculate and list all rates that are for equipment costs that are included in package rates.

### III. DISCUSSION

#### A. PAY-BY-PHONE FEE

6. We decline to review the reasonableness of the Local Orders with respect to the pay-by-phone convenience fee. In the Local Orders, the LFAs disallow a convenience fee of \$5.99 charged by Comcast to customers who wish to pay their bill over the phone. The LFAs postulate that this fee would have been included in the service rate at the time the cable systems became subject to rate regulation in 1993.<sup>14</sup> The LFAs claim that there is no evidence that the fee was removed or unbundled from the service rate at that time and conclude that charging the fee now would amount to a double recovery of service costs. In its Consolidated Appeal, Comcast argues that the LFAs have exceeded their authority and misapplied the Commission's rate rules by disallowing Comcast's \$5.99 pay-bill-by-telephone convenience fee.<sup>15</sup> Comcast argues that the pay-by-phone option was not available in the relevant systems in 1993 and therefore no costs associated with that option would have been included in the initial rate for cable services.<sup>16</sup> Comcast asks the Commission to reverse that part of the Local Orders that finds that Comcast cannot charge a convenience fee of \$5.99 to subscribers who pay their bill over the telephone.

7. We address this issue first because it involves a question of jurisdiction. Based on our own precedent, and without comment on the merits of either party's arguments, we decline to rule on the reasonableness of the Local Orders with regard to this issue. Instead, we dismiss this part of the Consolidated Appeal because we have determined in previous decisions that these types of fees, such as

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channels required by the local franchising authority, as well as any additional video programming signals or services added to the basic tier by the cable operator. See 47 U.S.C. § 543 (b) (7); 47 C.F.R. § 76.901 (a).

<sup>13</sup> See FCC Form 1205, *Determining Regulated Equipment and Installation Costs* (June 1996). See also 47 U.S.C. § 623 (a) (2) (cable systems subject to effective competition are not subject to rate regulation).

<sup>14</sup> Consolidated Opposition at 29. When establishing initial regulated rates, cable operators computed their total regulated revenue per subscriber from programming tiers and equipment installations and leases and then adjusted this revenue based on benchmarks that reflected competitive rates or by reducing the revenue by the differential between competitive and non-competitive cable systems. Cable operators then removed subscriber equipment and installation costs and allocated the remaining regulated revenue among then-regulated programming tiers to establish programming tier rates. Equipment prices were established using a cost-based methodology. From that point on, service and equipment rate increases were calculated separately. See *Rate Order*, 8 FCC Rcd 5631 (1993).

<sup>15</sup> First Appeal at 2.

<sup>16</sup> *Id.* at 6.



late fees, returned check fees, and other similar miscellaneous subscriber charges, are within the purview of local franchising authorities and not part of our regulatory scheme.<sup>17</sup> A convenience fee charged for a particular payment method chosen by the subscriber falls into this category of miscellaneous fees.<sup>18</sup> Local authorities may regulate such fees if they are permitted to under State or local consumer protection or other law. Therefore, resolution of this issue would be more appropriately addressed through negotiations with or appeal to the LFAs, or appeal to a State or local court.

8. Thus, we dismiss this part of the Consolidated Appeal and decline to rule on the reasonableness of the Local Orders on this issue.

## B. CONVERTER CHARGES

9. We find the Local Orders to be unreasonable with respect to the restriction on separate pricing of aggregated basic-only converters. Our aggregation rules permit an operator to aggregate the costs of basic-only subscribers' equipment.<sup>19</sup> However, the costs of equipment used by basic-only subscribers may not be aggregated with costs of equipment used by non-basic-only subscribers.<sup>20</sup> In its FCC Form 1205, Comcast aggregated its basic-only converters, including both high definition ("HD") and standard definition ("SD") converters. Comcast then set two different rates for its converters, both less than the maximum permitted rate ("MPR") calculated on the FCC Form 1205.

10. In the Local Orders, the LFAs require Comcast to file revised FCC Form 1205s to separately justify Comcast's selected rates for HD and SD converters used by subscribers to the basic tier ("basic-only converters"). The LFAs argue that because Comcast aggregated the costs of its HD and SD basic-only converters in its FCC Form 1205 and calculated a single MPR for basic-only converters, it cannot charge separate rates for its HD and SD basic-only converters.<sup>21</sup> In the Local Orders, the LFAs do not challenge Comcast's aggregation of its basic-only converters but challenge Comcast's ability to charge different prices for the converters once a single MPR has been calculated.<sup>22</sup> Comcast claims that its equipment aggregating and discounting practices are fully consistent with Commission rules and precedent.<sup>23</sup>

11. We have previously addressed the issue of separate pricing of aggregated equipment in the context of non-basic-only equipment. Significantly, we stated that once equipment has been aggregated,

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<sup>17</sup> See, e.g., *Falcon Cablevision*, 11 FCC Rcd 10511 (CSB 1996); *Charter Communications*, 20 FCC Rcd 3503 (MB 2005).

<sup>18</sup> If there were no choice of payment methods, then such a fee might be considered part of the regulated cable service charge because all customers would be required to pay the fee as part of their cable bill.

<sup>19</sup> See *Implementation of Section 301(j) of the Telecommunications Act of 1996, Aggregation of Equipment Costs by Cable Operators*, Report and Order, 11 FCC Rcd 6778, 6789 (1996); 47 C.F.R. § 76.923 (c) (2). See also 47 C.F.R. § 76.923 (c) (1) ("Costs of customer equipment . . . may be aggregated . . . into broad categories . . . of the same type . . . regardless of the levels of functionality . . .")

<sup>20</sup> *Id.*

<sup>21</sup> Consolidated Opposition at 11.

<sup>22</sup> In the Consolidated Opposition the LFAs question Comcast's ability to aggregate the basic-only converters in the first place. However, the LFAs did not challenge the aggregation of the basic-only converters in the Local Orders and we do not address that issue in this Order.

<sup>23</sup> Consolidated Reply at 2.

a cable operator “is under no specific obligation to charge the same price for each item of equipment that, on its Form 1205, is aggregated.”<sup>24</sup> Subsequently, we re-affirmed that holding and found that a cable operator is “not obliged to establish a particular relationship between the rates for its different kinds of aggregated converters.”<sup>25</sup> In other words, once several pieces of equipment of a single type (e.g., converter box) have been grouped together and averaged to determine a single MPR, there is no requirement that a single rate be charged for the equipment or that different rates charged remain in the same proportion to each other as the costs of the equipment. As long as all charges per unit are under or equal to the MPR, and the pricing scheme is not discriminatory,<sup>26</sup> our rules do not prohibit different charges for separate classes of converters. Although the equipment at issue in our prior orders was non-basic-only equipment, the same rationale applies to the basic-only equipment here. The establishment of different prices for aggregated equipment is not prohibited under our rules. The only relevant requirement is that all of the separate prices must be equal to or less than the calculated MPR.

12. In the Local Orders, the LFAs also require Comcast to file revised FCC Form 1205s to separately justify Comcast’s charges for specific models of converters used by subscribers to non-basic tiers of service (“non-basic-only converters”). Comcast denies that it is charging different prices for different models of non-basic-only converters.<sup>27</sup> We need not resolve the factual dispute as to whether Comcast charges different prices for different models of converter boxes in the communities because, as we previously stated in the orders cited above, our rules do not restrict the separate pricing of aggregated converters as long as all rates are less than or equal to the calculated MPR. For this reason, we find the Local Orders to be inconsistent with our precedent and therefore unreasonable with respect to this issue.

### C. EQUIPMENT UNBUNDLING

13. We find the Local Orders to be reasonable with respect to the unbundling of equipment and service prices. In the Local Orders, the LFAs require Comcast to remove all costs for regulated equipment from charges Comcast identifies as the HD Technology Fee, HD DVR Service Fee, and Digital Adapter Additional Outlet Service Fee. In its Consolidated Reply, Comcast offers to separately identify any equipment fees that are included in its service bundles and claims that some of its services do not have an “equipment component.”<sup>28</sup> Comcast also argues that, because the service packages are unregulated, the equipment component need not be separately stated.<sup>29</sup> The LFAs respond that each of the service fees has at some point included equipment as part of its package even if the name of the fee doesn’t reflect the inclusion of equipment.<sup>30</sup>

14. Section 76.923(b) of the Commission’s rules requires cable operators to establish separate equipment and programming rates when setting initial regulated rates, by first unbundling (or separating)

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<sup>24</sup> See *Comcast Cablevision of Dallas, Inc., et al.*, 19 FCC Rcd 10628, 10636 (MB 2004) (approving separate rates for aggregated non-basic equipment).

<sup>25</sup> See *Comcast Cable of Dallas, Inc.*, 19 FCC Rcd 17421, 17424 (MB 2004).

<sup>26</sup> See 47 U.S.C § 543(e).

<sup>27</sup> First Appeal at 6.

<sup>28</sup> Consolidated Reply at 17-18

<sup>29</sup> *Id.* at 23-25.

<sup>30</sup> Consolidated Opposition at 22.

equipment costs from total regulated revenues.<sup>31</sup> As noted above, regulated cable operators computed their total regulated revenue per subscriber, adjusted this revenue to reflect competitive rates, and then removed equipment and installation costs from the reduced revenue. This unbundling of equipment from service allowed equipment rates to be determined using a cost-based methodology, as required by the Cable Act. The statutory scheme of cost-based equipment prices and competitive service rates has not changed; thus the unbundling requirement remains in effect today.<sup>32</sup> Further, Section 629(a) of the Cable Act allows multichannel video programming distributors, including cable operators, to offer subscriber premises equipment for accessing multichannel video programming and other services offered over the system "if the system operator's charges to consumers for such devices and equipment are separately stated and not subsidized by charges for any such service."<sup>33</sup>

15. Although Congress sunset regulation of the cable programming services tier ("CPST") for services provided after March 31, 1999, LFAs were allowed to continue to regulate the BST in systems not found to be subject to effective competition.<sup>34</sup> For regulated cable systems not found to be subject to effective competition, all customer premises equipment used to receive the BST remained regulated, but service charges for the CPSTs became unregulated. As a result, the Commission issued several decisions clarifying that certain non-BST services were now unregulated services.<sup>35</sup> However, the equipment regulations still apply to all the equipment in a subscriber's home that is provided and maintained by the cable operator and that is used to receive the BST, even if it is also used to receive additional tiers of unregulated services.<sup>36</sup> So, even as pricing schemes become more complex with the de-regulation of the CPSTs, the digital transition, and the development of advanced technologies, regulated equipment rates must still be separately calculated and separately listed on rate cards.

16. In light of our equipment unbundling and rate regulation rules, we find the LFAs' requirement that Comcast remove all costs for regulated equipment from Comcast's HD Technology Fee, HD DVR Service Fee, and Digital Adapter Additional Outlet Service Fee as stated in the Local Orders to be reasonable.

#### IV. STAY PETITIONS

17. Because we decide herein the Consolidated Appeal on its merits, we decline to rule on the Stay Petitions and dismiss them as moot.

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<sup>31</sup> 47 C.F.R. § 76.923 (b). See FCC Form 1200, *Setting Initial Maximum Permitted Rates for Regulated Cable Services Pursuant to Rules Adopted February 22, 1994*, "First-Time Filers Form" (May 1994).

<sup>32</sup> We disagree with Comcast's argument that the Commission's CableCARD rule, 47 C.F.R. 76.1205 (b) (5)(ii)(B)(2), supports their claim that the unbundling rules no longer apply. That section reiterates that a cable operator must separately disclose to consumers in a conspicuous manner, with written information, any fees for the rental of CableCARDS and operator-supplied navigation devices. See 47 C.F.R. 76.1205 (b)(5)(i). See also, 47 C.F.R. § 76.1206.

<sup>33</sup> 47 U.S.C. § 549 (a).

<sup>34</sup> 47 U.S.C. § 543 (e) (4).

<sup>35</sup> See *Comcast Cablevision of Dallas, Inc.*, 19 FCC Rcd 10628 (MB 2004); *Comcast Cable of Indiana/Michigan/Texas, Inc.*, 19 FCC Rcd 16344 (MB 2004); *Comcast Cablevision of Dallas, Inc.*, 19 FCC Rcd 22687 (MB 2004)

<sup>36</sup> See 47 C.F.R. § 76.923 (a); see also 47 U.S.C. § 543 (b) (3).

**V. ORDERING CLAUSES**

18. Accordingly, IT IS ORDERED that the Petitions for Emergency Stay ARE DISMISSED AS MOOT.

19. IT IS FURTHER ORDERED that the issue of the \$5.99 convenience fee is dismissed, and, to that extent, the Consolidated Appeal IS DISMISSED IN PART.

20. IT IS FURTHER ORDERED that the Consolidated Appeal IS GRANTED IN PART AND DENIED IN PART, as discussed above, and the Local Orders ARE REMANDED to the local franchising authorities for further action consistent with this Order.

21. This action is taken pursuant to authority delegated by section 0.283 of the Commission's rules, 47 C.F.R. § 0.283.

FEDERAL COMMUNICATIONS COMMISSION

John B. Norton,  
Deputy Chief, Policy Division  
Media Bureau

**2013 Monthly Production Logs**

**Ramsey/Washington Cable Commission**

**Government Television Network (GTN)**

**ATTACHMENT B**



## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	January	30 mn	All cities	Field/pkgs
Lake Area Beat	January	30 mn	WBL	Studio/pkgs
Oakdale Update	January	30 mn	Oakdale	Studio/pkgs
Your Police Report	January	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	January	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	January	30 sec- 1 mn ea.	all cities	post
OBPA	January	30 mn	Oakdale	Single camera
Spotlight on Maplewood	January	30 mn	Maplewood	Studio/pkgs
RWSCC meeting	January	1:30:00	RWSCC- all cities	Live studio
Fish Creek Archeology	January	1 hr	Maplewood Hist.	Field/Post

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	February	30 mn	All cities	Field/pkgs
Lake Area Beat	February	30 mn	WBL	Studio/pkgs
Oakdale Update	February	30 mn	Oakdale	Studio/pkgs
Your Police Report	February	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	February	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	February	30 sec- 1 mn ea.	all cities	post
OBPA	February	30 mn	Oakdale	Single camera
Spotlight on Maplewood	February	30 mn	Maplewood	Studio/pkgs

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	March	30 mn	All cities	Field/pkgs
Lake Area Beat	March	30 mn	WBL	Studio/pkgs
Oakdale Update	March	30 mn	Oakdale	Studio/pkgs
Your Police Report	March	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	March	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	March	30 sec- 1 mn ea.	all cities	post
OBPA	March	30 mn	Oakdale	Single camera
League of Women Voters: Human Trafficking	March	60 min	All cities	WBL City Hall/post
WB Township Annual Meeting	3/12	2:10:00	WB Township	Truck
RWSCC Meeting	3/14	1:30:00	All cities	Studio

Notes: Regular series programs contain from two to eight edited packages each.



## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	April	30 mn	All cities	Field/pkgs
Lake Area Beat	April	30 mn	WBL	Studio/pkgs
Oakdale Update	April	30 mn	Oakdale	Studio/pkgs
Your Police Report	April	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	April	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	April	30 sec- 1 mn ea.	all cities	post
OBPA	April	35 mn	Oakdale	Single camera
Fish Creek Forever	April	30 mn	Maplewood	Post
Open House Promo	April	1:30 min	WB Township	post

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	May	30 mn	All cities	Field/pkgs
Lake Area Beat	May	30 mn	WBL	Studio/pkgs
Oakdale Update	May	30 mn	Oakdale	Studio/pkgs
Your Police Report	May	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	May	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	May	30 sec- 1 mn ea.	all cities	post
OBPA	May	40 mn	Oakdale	Truck
WB Chamber: David Stockman	May	60 min	All cities	Single camera/post
Spotlight on Maplewood	May	30:00	Maplewood	Studio/pkgs
RWSCC Meeting	May	1:30:00	All cities	studio/live
RWSCC Meeting special	May	2:00:00	All cities	Studio

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	June	30 mn	All cities	Field/pkgs
Lake Area Beat	June	30 mn	WBL	Studio/pkgs
Oakdale Update	June	30 mn	Oakdale	Studio/pkgs
Your Police Report	June	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	June	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	June	30 sec-1 mn ea.	all cities	post
Maplewood public works promos	June	3 min ea.	Maplewood	post
Eggs and Issues	June	1:18:00	All cities-Oakdale	Truck
Maplewood Parks Maint. promo	June	1 min	Maplewood	post
Maplewood PSA - Voting precincts	June	5:30	Maplewood	post
Maplewood PSA EMS services	June	5:00	Maplewood	post
Spotlight on Maplewood	June	30:00	Maplewood	Studio/pkgs
Maplewood PSA's Sewer Maint. & Living Streets improvement	June	various	Maplewood	post

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	July	30 mn	All cities	Field/pkgs
Lake Area Beat	July	30 mn	WBL	Studio/pkgs
Oakdale Update	July	30 mn	Oakdale	Studio/pkgs
Your Police Report	July	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	July	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	July	30 sec-1 mn ea.	all cities	post
RWSCC Meeting	July	40 min.	All cities	Studio/live
OBPA	July	1 hr	Oakdale	Truck
New YPR Open	July	1 min	Maplewood	post
Maplewood Parks promo	July	1 min	maplewood	Field/post
RW Metro Watershed Talk	July	56 min	All cities	field/post
Our Water Our Future part 3	July	49 min	all cities	field/post
Maplewood Parks Planning mtng	July	2 hr	Maplewood	

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	August	30 mn	All cities	Field/pkgs
Lake Area Beat	August	30 mn	WBL	Studio/pkgs
Oakdale Update	August	30 mn	Oakdale	Studio/pkgs
Your Police Report	August	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	August	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	August	30 sec- 1 mn ea.	all cities	post
OBPA	August	30 mn	Oakdale	Truck
Spotlight on Maplewood	August	30 min	maplewood	Studio/pkgs

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	Sept	30 mn	All cities	Field/pkgs
Lake Area Beat	Sept	30 mn	WBL	Studio/pkgs
Oakdale Update	Sept	30 mn	Oakdale	Studio/pkgs
Your Police Report	Sept	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	Sept	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	Sept	30 sec-1 mn ea.	all cities	post
RWSCC Meeting	Sept	1:30:00	all cities	studio/live
OBPA	Sept	30 mn	Oakdale	Truck
VHEDC presents: David Horsager	Sept	1 hr	all cities	Field/post
State of the Water address	Sept	2 hr	all cities	Field/post

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	Sept.	30 mn	All cities	Field/pkgs
Lake Area Beat	October	30 mn	WBL	Studio/pkgs
Oakdale Update	October	30 mn	Oakdale	Studio/pkgs
Your Police Report	October	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	October	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	October	30 sec-1 mn ea.	all cities	Post
North St. Paul Resilient Communities	October	1 hour	NSP	Post
OBPA	October	30 mn	Oakdale	Truck
Spotlight on Maplewood	October	30 min	maplewood	Studio/pkgs

Notes: Regular series programs contain from two to eight edited packages each.

## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	November	30 mn	All cities	Field/pkgs
Lake Area Beat	November	30 mn	WBL	Studio/pkgs
Oakdale Update	November	30 mn	Oakdale	Studio/pkgs
Your Police Report	November	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	November	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	November	30 sec- 1 mn ea.	all cities	Post
OBPA	November	30 mn	Oakdale	Truck
VHEDC Annual Business Dinner	November	1:30:00	VH area	Post
Spotlight on Maplewood	November	30 min	Maplewood	Studio/pkgs
RWSCC Meeting	November	2:00:00	All cities	Live/studio
Frac Mining Forum	November	1:45:00	All cities	post

Notes: Regular series programs contain from two to eight edited packages each.



## GTN Program Log 2013

Program	Date	Length	Organization	Type
Northeast Journal	December	30 mn	All cities	Field/pkgs
Lake Area Beat	December	30 mn	WBL	Studio/pkgs
Oakdale Update	December	30 mn	Oakdale	Studio/pkgs
Your Police Report	December	30 mn	Maplewood	Studio/pkgs
North St. Paul Notes	December	30 mn	NSP	Studio/pkgs
YPR, NSP Notes, LAB, NEJ promos for April	December	30 sec- 1 mn ea.	all cities	Post
OBPA	December	30 mn	Oakdale	Truck
Holiday greeting	December	1 min	All cities	post
Spotlight on Maplewood	December	30 min	Maplewood	Studio/pkgs

Notes: Regular series programs contain from two to eight edited packages each.

## **RAMSEY/WASHINGTON COUNTIES CABLE COMMISSION MUNICIPAL TELECASTING EQUIPMENT - GRANT FUNDING POLICY**

**Reserve Fund:** The Municipal Equipment Grant Funding Reserve Fund is created as a reserve within the Commission's general Equipment & Capital Improvements Fund. The source of such funds are capital equipment grant payments received by the Commission from the cable company as required by the Cable Franchise Agreement.

**General Purpose:** The purpose of the Municipal Equipment Grant Funding Reserve Fund is to provide financing for equipment required for telecasting the meetings of member municipalities.

**Gross Amount Reserved:** The total amount reserved for municipal equipment replacement for the 12 member municipalities is \$600,000 (\$50,000 per member municipality), established in accordance with the Commission's 2006 budget.

**Eligible Equipment:** The equipment eligible for funding consists of the essential video production components needed for a complete telecasting system (one per meeting origination site used by each member municipality) for municipal meeting coverage. Such eligible equipment is represented by the attached list of components and minimum technical standards - as the list may be amended by the Commission from time to time. Equipment that does not meet minimum technical standards is not eligible for funding. Municipalities may seek reimbursement for purchases made prior to the enactment of this policy for equipment that is in use and meets eligibility requirements. Municipalities that have not previously chosen to telecast meetings and, therefore, have no equipment must follow this policy in the event they wish to use designated equipment reserve funds of the Commission to obtain telecasting equipment in the future. This policy replaces all previous approaches for use of equipment reserve funds designated by the Commission in support of municipal telecasting equipment.

**Maximum Allocation Per Component:** The maximum funding available for each component is specified by the attached list. The maximum funding allocated for each component is presumed to cover the full cost of equipment to meet the minimum standard specified for each component. If a municipality wishes to use equipment that exceeds the minimum standards and, hence, the maximum funding allocation specified for any particular component, the Commission will contribute only the sum total of the maximum allocation of all components; the municipality is responsible to pay for additional cost.

**Priority Consideration for Commission Processing of Funding Requests:** Funding reserves have been allocated to immediately account for a complete telecast system for each member municipality. While it is not inconceivable that multiple funding requests could be processed at the same time, the Commission, if necessary, will give priority to processing funding requests based upon the age and operating condition of current equipment in use.

**Longevity of Maximum Allocation for Municipalities.** The maximum allocation of \$75,000 for each municipal telecast system will remain reserved until expended pursuant to this policy or until July 1, 2014. After applying this policy, any funds unexpended as of July 1, 2014 will be made available to all member municipalities for financing of municipal production equipment in accordance with the attached list as amended and authorized by the Commission at such time. Such unexpended funds as of July 1, 2014 will be made available to any member municipality at a rate consistent with the weighted vote of members as set forth by the Commission's Joint and Cooperative Agreement (i.e. a municipality that has 12 votes may request and be awarded 12% of unexpended funds).

**Attachment - Specifying Components, Minimum Standards/Assumptions, & Maximum Allocations**

Component	Grant Allocations Per Component Per Telecast Site
<b>Cameras</b> (including camera body, lens, pan/tilt, remote control, cables, and mount for each camera; assumes a quantity of 4 cameras at \$1,900 each) Minimum standard: Panasonic WV-CS954	\$7,600
<b>Production Switcher</b> (assumes a quantity of one @ \$7,000) Minimum standard: Panasonic AG-MX70	\$7,000
<b>Titling CG</b> Minimum standard: Compix (PC card computer) (assumes a quantity of one @ \$3,000)	\$3,000
<b>Video Production Monitors</b> (assumes a production monitor for simultaneous monitoring of each camera, the titling CG, the production switcher preview, and production switcher program output, or a quantity of 7 monitors at a cost of \$500 per monitor) Minimum standard: Marshall LCD production monitors	\$3,500
<b>Video Signal Processing Equipment</b> (general assumption for case-specific signal routing/process needs) Minimum standard: Conventional distribution amps & frame syncs	\$1,500
<b>Audio Signal Mixer, Processing, and Monitoring Equipment</b> Minimum standard: Mackie mixer & speakers (assumes one mixer and two speakers for control room monitoring)	\$2,000
<b>Microphones</b> (assumes a quantity of 10 microphones at a cost of \$150 each) Minimum standard: Shure mics	\$1,500
<b>Equipment for Program Record/Playback/Bulletin Board/Transport</b> (general assumption for video recorder, automated on-channel playback system, on-channel text message generator, and video electronics necessary for transport to cable system) Minimum standard: Various options depending upon specific needs of each municipality. Leightronix Nexus is an example of an all-in-one box system.	\$8,000
<b>Installation supplies</b> (general assumption cables, connectors, etc., for component installation) Amount does not include cost of installation labor or installation fees.	\$1,000
	\$11,650
<b>Sales Tax Reserve</b> (calculated at 6.5% of \$75,000)	\$4,875
<b>TOTAL EQUIPMENT REIMBURSEMENT</b>	<b>\$75,000</b>

RWSCC Municipal Equipment Grant Summary

<b>RWSCC Municipal Equipment Grant Reimbursement Program</b>									
<b>As of 1/1/2014</b>									
<b>Municipality</b>	<b>Beq Balance</b>	<b>Commence</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>	
Birchwood	\$75,000.00	Feb-07	Aug-07	\$37,382.00	\$37,618.00	May-10	\$25,071.14	\$12,545.92	
Dellwood	\$75,000.00				\$75,000.00			\$75,000.00	
Grant	\$75,000.00	Feb-07	Jul-08	\$33,433.16	\$41,566.84	Jan-11	\$7,812.92	\$33,753.92	
Lake Elmo	\$75,000.00	Jan-09	Jun-10	\$44,281.77	\$30,718.23	Dec-10	\$5,273.89	\$25,444.34	
Mahtomedi	\$75,000.00	Jan-07	Sep-07	\$37,382.00	\$37,618.00	Sep-08	\$12,287.29	\$25,330.71	
Maplewood	\$75,000.00	May-06	Sep-06	\$37,382.00	\$37,618.00	Apr-11	\$16,352.00	\$21,266.00	
No. St. Paul	\$75,000.00	Jan-07	Mar-07	\$37,382.00	\$37,618.00	Nov-08	\$12,618.00	\$25,000.00	
Oakdale	\$75,000.00	Sep-06	May-07	\$37,382.00	\$37,618.00	Feb-10	\$37,618.00	\$0.00	
Vadnais Heights	\$75,000.00	Jun-07	Jul-07	\$37,382.00	\$37,618.00	Mar-09	\$12,618.00	\$25,000.00	
White Bear Lake	\$75,000.00	May-06	Sep-06	\$6,924.92	\$68,075.08	May-10	\$39,758.77	\$28,316.31	
White Bear Twp.	\$75,000.00	Dec-07	Dec-08	\$50,000.00	\$25,000.00			\$25,000.00	
Willernie	\$75,000.00				\$75,000.00			\$75,000.00	

<b>Municipality</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>
Birchwood	* May-10	\$840.00	\$11,705.92			\$11,705.92			\$11,705.92
Dellwood			\$75,000.00			\$75,000.00			\$75,000.00
Grant			\$33,753.92			\$33,753.92			\$33,753.92
Lake Elmo			\$25,444.34			\$25,444.34			\$25,444.34
Mahtomedi	Jun-11	\$16,838.23	\$8,492.48	* Jul-11	\$799.23	\$7,693.25	* Mar-12	\$225.00	\$7,468.25
Maplewood	* Jun-11	\$959.95	\$20,306.05			\$20,306.05			\$20,306.05
No. St. Paul	Apr-11	\$17,290.39	\$7,709.61			\$7,709.61			\$7,709.61
Oakdale			\$0.00			\$0.00			\$0.00
Vadnais Heights	Nov-10	\$25,000.00	\$0.00			\$0.00			\$0.00
White Bear Lake	* Feb-12	\$536.53	\$27,779.78			\$27,779.78			\$27,779.78
White Bear Twp.			\$25,000.00			\$25,000.00			\$25,000.00
Willernie			\$75,000.00			\$75,000.00			\$75,000.00

<b>Municipality</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>	<b>Payment</b>	<b>Purchase Amt</b>	<b>Remain'g Bal</b>
Birchwood	* Feb/March-13	\$103.18	\$11,602.74			\$11,602.74			\$11,602.74
Dellwood			\$75,000.00			\$75,000.00			\$75,000.00
Grant	* Dec-12	\$64.65	\$33,689.27			\$33,689.27			\$33,689.27
Lake Elmo			\$25,444.34			\$25,444.34			\$25,444.34
Mahtomedi			\$7,468.25	Dec-13	\$531.37	\$6,936.88			\$6,936.88
Maplewood			\$20,306.05	*Oct-13	\$2,030.82	\$18,275.23			\$18,275.23
No. St. Paul			\$7,709.61			\$7,709.61			\$7,709.61
Oakdale			\$0.00			\$0.00			\$0.00
Vadnais Heights			\$0.00			\$0.00			\$0.00
White Bear Lake			\$27,779.78			\$27,779.78			\$27,779.78
White Bear Twp.	* Nov-12	\$2,853.90	\$22,146.10	*Sept-13	\$81.00	\$22,065.10			\$22,065.10
Willernie			\$75,000.00			\$75,000.00			\$75,000.00

\* - Amount includes RWSCC purchase on behalf of member municipality. Purchase is made to complete installation, enable systems connectivity, etc.

Beginning and remaining balances reflect RWSCC total account authorizations of \$ 75,000. This amount includes original \$50,000 and additional authorization of \$25,000 (March 2010).

The maximum allocation of \$75,000 for each municipal telecast system will remain reserved until expended pursuant to this policy or until July 1, 2014. (Date reflects change by RWSCC on 11.9.13)

**2013 Monthly Production Logs**  
**Ramsey/Washington Cable Commission**  
**On Location TV Channel 19**

**ATTACHMENT C**



# On Location Programming

Program	Date	Length	Organization	Type
Boys Basketball: HM vs Tartan	1/4/13	1:30:00	Tartan High	Truck
Boys Basketball: WBL vs Woodbury	1/8/13	1:30:00	South Campus, WBL	Truck
8th Grade Band Concert	1/10/13	41:32	Central School	Truck
Edgerton School Music	1/10/13	1:00:00	Edgerton Elem.	Truck
Boys Basketball: Maht vs. Richfield	1/1/5/13	1:41:00	Mahtomedi High	Truck
Boys Hockey: Lakeville vs. HM	1/17/13	1:30:00	Hill-Murray	Truck
Boys Hockey: HM vs St. Thomas Acad	1/24/13	1:30:00	HM	Truck
Girls Basketball: S. St. Paul vs. Tartan	1/29/13	1:30:00	Tartan High	Truck
Meet the Author: William Swanson	1/31/13	1:00:00	Ramsey Library	XD Camera
Your Business Matters	1/2/13	0:30:00	WBL Chamber of Commerce	Studio B
YBM Promo	1/2/13	30 Sec.	WBL Chamber of Commerce	Studio B
Local Image	1.3.13	0:30:00	TV 19	Studio B
SportsPath	1/9/13	0:30:00	TV19	Studio B
SportsPath Promo	1/9/13	30 Sec.	TV19	Studio B
SportsPath	1/23/13	0:30:00	TV19	Studio B
SportsPath Promo	1/23/13	00:30:00	TV 19	Studio B

# On Location Programming

Program	Date	Length	Organization	Type
Meet the author: Pamela Houston	2/5/13	1:00:00	Ramsey County Library	XD Camera
Girls Basketball: HM vs. Tartan	2/5/13	1:30:00	TartanHigh	Truck
Knock Out Heart Fatalities	2/8/13	1:34:00	VHEDC	Truck
Girls Hockey: HM vs. Cretin Derham Hall	2/12/13	1:30:00	Hill-Murray	Truck
Boys Hockey: Tartan vs. Mahtomedi	2/14/13	1:33:00	Mahtomedi High	Truck
Cultural Fair program	2/21/13	55:00	Eagle Point Elem.	Truck
Boys Hockey: HM vs. Stillwater	2/26/13	1:38:00	HM	Truck
Girls Basketball: HM vs. St. Paul Highland Park	2/27/13	1:30:00	Hill-Murray	Truck
Your Business Matters	2/6/13	0:30:00	WBL Chamber of Commerce	Studio B
YBM Promo	2/6/13	30 Sec.	WBL Chamber of Commerce	Studio B
Local Image	2/8/13	0:30:00	TV 19	Studio B
SportsPath	2/6/13	0:30:00	TV19	Studio B
SportsPath Promo	2/6/13	30 Sec.	TV19	Studio B
SportsPath	2/20/13	0:30:00	TV19	Studio B
SportsPath Promo	2/20/13	00:30:00	TV 19	Studio B
Inside Health Care	2/5/13	30:00	TV19	Studio B
Inside Health Care Promo	2/5/13	30 Sec.	TV19	Studio B

# On Location Programming

Program	Date	Length	Organization	Type
MN Percussion Drumline "Stars of the North"	3/2/13	1:20:00	MN Percussion Assoc.	Truck
Girls Basketball: Simley vs. Hill-Murray	3/7/13	1:51:00	Hill-Murray	Truck
The Return of the Blues Brothers	3/8/13	1:30:00	WBL Lions Club	Truck
Wildwood 1st Grade Program - 5:30pm	3/19/13	40:00	Wildwood Elem.	XD Camera
Wildwood 1st Gr. Program - 6:45pm	3/19/13	40:00	Wildwood Elem.	XD Camera
Oakdale Elem. Variety Talent Show	3/21/13	1:45:00	Oakdale Elem.	Truck
Edgerton Gr. 3/4 Music Program	3/26/13	1:00:00	Edgerton School	Truck
N. St. Paul Notes	3/28/13	0:30:00	GTN	Truck
Your Business Matters	3/6/13	0:30:00	WBL Chamber of Commerce	Studio B
YBM Promo	3/6/13	30 Sec.	WBL Chamber of Commerce	Studio B
Local Image	3/2/13	0:30:00	TV 19	Studio B
SportsPath	3/6/13	0:30:00	TV19	Studio B
SportsPath Promo	3/6/13	30 Sec.	TV19	Studio B
SportsPath	3/20/13	0:30:00	TV19	Studio B
SportsPath Promo	3/20/13	00:30:00	TV 19	Studio B
Inside Health Care	3/11/13	30:00	TV19	Studio B
Inside Health Care Promo	3/11/13	30 Sec.	TV19	Studio B



# On Location Programming

Program	Date	Length	Organization	Type
Groundwater: The Hidden Resource	4/4/13	2:00:00	Century College	XD Camera
Talent Show	4/9/13	1:22:00	Willow Lane Elem.	Truck
A Touch of Class	4/12/13	1:30:00	A Touch of Class Singers	Truck
Celebration of Excellence	4/24/13	1:22:00	Mahtomedi High School	Truck
Meet the Author: Kent Krueger	4/27/13	1:15:00	Ramsey County Library	XD Camera
Vadnais Heights Dance Recital	4/30/13	1:15:00	City of Vadnais Heights	Truck
Meet the Author: Peter Geye	4/28/13	1:00:00	Ramsey County Library	XD Camera
Your Business Matters	4/3/13	0:30:00	WBL Chamber of Commerce	Studio B
YBM Promo	4/3/13	30 Sec.	WBL Chamber of Commerce	Studio B
Local Image	4/5/13	0:30:00	TV 19	Studio B
SportsPath	4/3/13	0:30:00	TV19	Studio B
SportsPath Promo	4/3/13	30 Sec.	TV19	Studio B
SportsPath	4/17/13	0:30:00	TV19	Studio B
SportsPath Promo	4/17/13	00:30:00	TV 19	Studio B
Inside Health Care	4/2/13	30:00	TV19	Studio B
Inside Health Care Promo	4/2/13	30 Sec.	TV19	Studio B

# On Location Programming

Program	Date	Length	Organization	Type
WBL Excellence Event	5/1/13	1:17:00	WBL High School	Truck
Extravaganza	5/2/13	2:03:00	North High	Truck
OHA 3rd Grade Music	5/3/13	1:00:00	O. H. Anderson Elementary	Truck
Softball: HM vs. North	5/6/13	1:37:00	Hill-Murray	Truck
Meet the Author: Greg Bruegamann	5/1/13	1:02:00	Ramsey County Library	XD Camera
Boys Lacrosse: WBL vs HM	5/10/13	1:30:00	WBL High School	Truck
Harmonic Relief	5/11/13	1:30:00	Harmonic Relief	Truck
Skyview Middle Gr 6 & 7 Choirs	5/14/13	1:00:00	Skyview Middle School	Truck
Century College Graduation	5/17/13	1:55:00	Century College	Truck
Jang-Mi Korean Dance Program	5/18/13	1:33:00	Jang-Mi Korean Dance	XD Camera
Tartan Choir	5/20/13	1:06:00	Tartan High	Truck
J. Stanley & Doris Hill Legacy Award	5/21/13	1:00:00	Century Foundation	XD Camera
Stars Banquet	5/22/13	1:35:00	District 622	Truck
Sunrise Park Middle School - Gr 6 & 7 Choirs	5/28/13	1:00:00	Sunrise Park	XD Camera
The NextStep Graduation	5/29/13	1:00:00	Dist. 622	HVX Camera
Local Image Promo	5/5/13	30 Sec.	OLTV	Studio B
Local Image	5/5/13	0:30:00	TV 19	Studio B
SportsPath	5/8/13	0:30:00	TV19	Studio B
SportsPath Promo	5/8/13	30 Sec.	TV19	Studio B
SportsPath	5/29/13	0:30:00	TV19	Studio B
Your Business Matters	5/14/13	0:30:00	OLTV	Studio B
Inside Health Care	5/7/13	30:00	TV19	Studio B
Inside Health Care Promo	5/7/13	30 Sec.	TV19	Studio B
Your Business Matters - Promo	5/14/13	30 Sec.	OLTV	Studio B

# On Location Programming

Program	Date	Length	Organization	Type
Tartan High Graduation	6/5/13	1:40:19	Tartan H. S.	Truck
North High Graduation	6/6/13	1:24:00	North High	Truck
OBPA	6/6/13	1:00:00	OBPA/GTN	Truck
WBL High Graduation	6/7/13	1:51:00	South Campus, WBL	Truck
Mahtomedi High Graduation	6/8/13	1:49:05	Mahtomedi High	Truck
Our Water, Our Future, Pt. 2 of 3	6/10/13	1:12:24	Century College	XD Camera
Sterns County 17	6/12/13	1:30:00	Oakdale City	Truck
WBL Chamber: Nazie Eftekhari	6/13/13	41:00	WBL Area Chamber of Commerce	XD Camera
Dan Perry & Ice Cream	6/13/13	1:24:00	Marketfest	Truck
WBL Parade	6/14/13	1:31:18	WBL Events	Truck
Dist. 624 Alumni Musical	6/15/13	1:54:00	Dist. 624	XD Camera
The Irresistibles with Mick Sterling	6/20/13	1:34:34	Marketfest	Truck
Will Hale & the Tadpole Parade	6/26/13	1:00:00	Oakdale City	Truck
Alison Scott Band	6/27/13	1:30:00	Marketfest	Truck
Local Image Promo	6/7/13	30 Sec.	OLTV	Studio B
Local Image	6/7/13	0:30:00	TV 19	Studio B
SportsPath	6/12/13	0:30:00	TV19	Studio B
SportsPath Promo	6/12/13	30 Sec.	TV19	Studio B
White Bear Lake Sailing School Promo	June	1 min	all	studio B
Ramsey Co. Fair 100th anniversary promo	June	1 min	all	post
Inside Health Care	6/4/13	30:00	TV19	Studio B
Inside Health Care Promo	6/4/13	30 Sec.	TV19	Studio B
Solid Ground Promo	June	1 min	all	studio B

# On Location Programming

Program	Date	Length	Organization	Type
White Bear Avenue Parade 2013	7/10/13	1:40:00	WBABA	Truck
Meet the Author: Dave Kenney	7/11/13	1:00:00	Ramsey County Library	XD Camera
Marketfest: Andrew Walesch Band	7/11/13	1:30:00	Marketfest	Truck
Our Water, Our Future Pt. 3 of 3	7/16/13	1:00:00	Century College	XD Camera
Oakdale: Rock Gotz	7/17/13	1:17:00	Oakdale City	Truck
Marketfest: High & Mighty	7/18/13	1:30:27	Marketfest	Truck
Oakdale: 7 Cat Swing	7/24/13	1:30:00	Oakdale City	Truck
Marketfest: Free & Easy	7/25/13	1:30:00	Marketfest	Truck
Oakdale: 10:02 Band	7/31/13	1:30:00	Oakdale City	Truck
Local Image Promo	7/5/13	30 Sec.	OLTV	Studio B
Local Image	7/5/13	0:30:00	TV 19	Studio B
Your Business Matters	7/9/13	020:00	WBL Chamber	Studio B
YBM Promo	7/9/13	30 Sec.	WBL Chamber	Studio B
Inside Health Care	7/9/13	30:00	TV19	Studio B
Inside Health Care Promo	7/9/13	30 Sec.	TV19	Studio B

# On Location Programming

Program	Date	Length	Organization	Type
PTATC: Master Final	8/4/13	1:54:00	PTATC	Truck
PTATC: Open Final	8/4/13	1:29:00	PTATC	Truck
The Bluedrifters	8/7/13	1:30:00	City of Oakdale	Truck
Inside Out Band	8/14/13	1:30:00	City of Oakdale	Truck
Martin Luther King & the March on Washington: A Musical Memory	8/15/13	0:50:00	Ramsey County Library	XD Camera
Vadnais Heights Parade	8/18/13	55:31	City of V.H.	Truck
WBL District Opening Convocation 2013	8/27/13	1:34:00	District 624, WBL	XD Camera
Local Image	8/2/13	0:30:00	TV 19	Studio B
Your Business Matters	8/6/13	020:00	WBL Chamber	Studio B
YBM Promo	8/6/13	30 Sec.	WBL Chamber	Studio B
Inside Health Care	8/6/13	30:00	TV19	Studio B
Inside Health Care Promo	8/6/13	30 Sec.	TV19	Studio B

# On Location Programming

Program	Date	Length	Organization	Type
Meet the Author: Jonathan Odell	9/5/13	1:00:00	Ramsey County Library	XD Camera
Football: North vs. Hill-Murray	9/6/13	2:07:00	North High	Truck
Grant Tractor Parade	9/7/13	0:39:49	Grant Township	XD Camera
Girls Soccer: Woodbury vs. WBL	9/12/13	1:32:00	South Campus, WBL	Truck
Century Boys Soccer	9/18/13	1:30:00	Century College	Truck
Fall Round-Up Days Parade	9/19/13	0:33:50	City of N. St. Paul	HVX Camera
Football: St. Thomas vs. Maht.	9/27/13	2:00:00	Mahtomedi HS	Truck
Local Image	9/6/13	0:30:00	TV 19	Studio B
Local Image Promo	9/6/13	30 Sec.	TV19	
Your Business Matters	9/4/13	020:00	WBL Chamber	Studio B
YBM Promo	9/6/13	30 Sec.	WBL Chamber	
Inside Health Care	9/10/13	30:00	TV19	Studio B
Inside Health Care Promo	9/10/13	30 Sec.	TV19	
Promo for "Pustts Fore Ray"	Sept.	1 min	RWSCC	Studio/post

# On Location Programming

Program	Date	Length	Organization	Type
Volleyball: HM vs. Mahtomedi	10/3/13	1:07:00	Hill-Murray	Truck
Live coverage "Putts Fore Ray:	10/4/13	4 hrs	all	Dejero unit
Meet the Author: James Dashner	10/11/13	0:31:31	Ramsey County Library	XD Camera
Boys Soccer - Sect. Final East Ridge vs. North	10/15/13	1:40:40	North High	Truck
WBL Youth Football Championship - 4/5 Gr.	10/20/13	1:30:00	WBL Youth FB Assoc.	HVX Camera
WBL Youth Football Championship - 6th Gr.	10/20/13	1:30:00	WBL Youth FB Assoc.	HVX Camera
WBL Youth Football Championship - 7th Gr.	10/20/13	1:30:00	WBL Youth FB Assoc.	HVX Camera
North Campus Choir	10/22/13	1:00:00	North Campus, WBL	Truck
Silver Harmony Singers	10/26/13	1:00:00	Silver Harmony	Truck
HealthEast's: "Optimal Health and Wellness: It's good business"	10/28/13		HealthEast - St. John's Hospital	XD Camera
Frac Sand Mining: Could It Happen Here?	10/29/13		WB Unitarian Church	
Volleyball: Semi Final: Concordia Acad. Rsvl. vs. HM	10/29/13	1:16:04	Hill-Murray	Truck
Sect. Final: Volleyball: North vs. Roseville	10/31/13	1:30:28	North High	Truck
Segments for SCC Awards	October	various	SCC	post
Local Image	10/5/13	0:30:00	TV 19	Studio B
Local Image Promo	10/8/13	30 Sec.	TV19	
Your Business Matters	10/2/13	020:00	WBL Chamber	Studio B
YBM Promo	10/2/13	30 Sec.	WBL Chamber	
Inside Health Care	10/8/13	30:00	TV19	Studio B
Inside Health Care Promo	10/8/13	30 Sec.	TV19	

# On Location Programming

Program	Date	Length	Organization	Type
VHEDC Annual Dinner Program	11/7/13	1:07:00	VHEDC/GTN	XD Cam
GH: Rochester vs. WBL	11/7/13	1:22:00	WBL High	Truck
Meet the Author: Geoff Herbach	11/8/13	1:00:00	Ramsey County Library	XD Camera
"Masterworks" Choral Concert	11/9/13	0:42:48	Tartan High	Truck
GH: Rogers vs. Mahtomedi	11/12/13	1:30:00	Mahtomedi High	Truck
BH: Tartan vs. St. Louis Park	11/21/13	1:30:00	Tartan High	Truck
Weaver Elementary Music Program	11/26/13	1:00:00	Weaver Elem.	Truck
Local Image	11/1/13	0:30:00	TV 19	Studio B
Local Image Promo	11/4/13	30 Sec.	TV19	
Your Business Matters	11/5/13	020:00	WBL Chamber	Studio B
YBM Promo	11/5/13	30 Sec.	WBL Chamber	
Inside Health Care	11/5/13	30:00	TV19	Studio B
Inside Health Care Promo	11/5/13	30 Sec.	TV19	



# On Location Programming

Program	Date	Length	Organization	Type
Women of Distinction 2013	12/5/13	0:36:22	Century College	XD Cam
Meet the Author: Joseph Helgerson	12/6/13	0:45:00	Washington County Library	XD Cam
Meet the Author: Peter Lerangis	12/19/13	1:00:00	Red Balloon	XD Camera
Lincoln Elem. Gr 1 & 2 Music	12/10/13	0:26:23	Lincoln Elem.	XD Cam
Boys Hockey: Forest Lake vs. WBL	12/12/13	1:58:00	South Campus	Truck
Tartan Choir	12/16/13	1:11:19	Tartan High	Truck
Boys Basketball: Richfield vs. Hill-Murray	12/17/13	1:30:00	Hill-Murray	Truck
Holiday Chemistry Music Show	12/1/8/13	1:30:00	Century College	HVX Camera
Mahtomedi Choir	12/19/13	0:44:16	Mahtomedi H. S.	Truck
Boys Basketball: Tartan vs. Mahtomedi	12/20/13	1:30:00	Mahtomedi H. S.	Truck
Local Image	12/6/13	0:30:00	TV 19	Studio B
Local Image Promo	12/16/13	30 Sec.	TV19	
Your Business Matters	12/4/13	020:00	WBL Chamber	Studio B
YBM Promo	12/4/13	30 Sec.	WBL Chamber	
Inside Health Care	12/3/13	30:00	TV19	Studio B
Inside Health Care Promo	12/3/13	30 Sec.	TV19	
Sports Path	12/4/13	30 min	TV 19	Studio B - Live
Sports Path	12/18/13	30 min	TV 19	Studio B - Live

**2013 Monthly Activity Logs**

**Ramsey/Washington Cable Commission**

**SCC Public Access TV**

**&**

**Technical Support**

**ATTACHMENT D**



# SCC PUBLIC ACCESS

## 2013 Key Statistics

SCC - 2013 Key Stats	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	2013						
													Monthly Average						
Facility - Hours open per month	270	264	290	273	294	280	266	290	282	296	302	272	282						
New SCC programming (ch15) - Recorded	61	50	59	51	62	67	63	61	63	65	67	67	61						
- Live	18	23	24	24	30	28	27	36	32	34	30	29	28						
New SCC programming (ch14) - Recorded	52	45	50	49	54	56	55	57	59	57	54	54	53						
- Live	6	8	8	8	8	10	8	8	10	8	8	9	8						
SCC Program Complaints - Written	0	0	0	0	0	0	0	0	0	0	1	0	<1						
- Verbal	0	0	1	0	0	0	1	1	0	0	0	0	<1						
Field Camera Checkouts - Total # of checkouts	40	64	77	75	80	67	72	73	71	75	64	48	67						
Misc. Field item Checkouts - Total # of checkouts	44	67	93	106	112	81	86	94	65	61	44	58	76						
Studios: A/Nano Studio - Total # of checkouts	48	43	53	57	63	48	50	57	55	61	50	51	53						
- Total use hrs	128	146	167	168	176	142	144	163	165	171	145	146	155						
FCP Editing Suites and - Total # of checkouts	85	98	159	144	126	101	115	112	101	96	101	92	111						
Dub/ Duplication/Mac Lab Room - Total use hrs	270	337	492	480	442	347	378	346	331	302	330	326	365						
Wireless Access - Total # usage	267	301	252	140	121	126	138	91	99	121	120	150	161						
Classes Held - Scheduled and On Demand	3	9	5	5	5	6	4	5	8	8	8	3	6						
Class Certifications	5	29	25	18	14	19	14	10	35	67	28	7	23						
SCC - Year-by-Year Key Stats	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995
	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average	Monthly Average
Facility - Hours open per month	282	273	276	278	278	278	280	279	282	283	286	275	265	266	270	262	268	259	259
New SCC programming (ch15) - Recorded	61	57	59	54	53	57	61	59	59	51	66	71	74	67	44	56	54	33	30
- Live feed: internal/external	28	21	22	26	24	24	16	19	22	20	25	28	30	33	21	above	above	above	above
New SCC programming (ch14) - Recorded	53	52	49	45	47	48	50	46	44	43	above	above	above	above	above	above	above	above	above
- Live feed: internal/external	8	4	12	12	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SCC Program Complaints - Written	<1	<1	0	0	<1	0	0	0	0	0	<1	<2	n/a	n/a	n/a	n/a	n/a	n/a	n/a
- Verbal	<1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Field Camera Checkouts - Total # of checkouts	67	62	81	89	82	79	58	51	47	46	46	46	44	38	36	25	26	27	31
Misc. Field item Checkouts - Total # of checkouts	76	93	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Studios: A/Nano Studio - Total # of checkouts	53	57	60	70	69	66	63	60	60	52	63	60	known	known	known	known	known	known	known
- Total use hrs	155	168	180	215	215	210	213	215	210	178	205	196	222	200	203	135	172	151	140
FCP Editing Suites and - Total # of checkouts	111	137	143	149	118	75	68	71	68	75	87	80	known	known	known	known	known	known	known
Dub/ Duplication/Mac Lab Room - Total use hrs	365	465	481	484	387	263	242	260	261	266	305	278	224	206	225	226	271	281	274
Wireless Access - Total # usage	161	172	103	64	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Classes Held - Scheduled and On Demand	6	5	6	8	7	7	7	5	6	8	7	7	6	6	5	known	known	known	known
Class Certifications	23	14	22	28	19	22	17	15	19	28	24	20	18	19	16	6	10	10	7

# SCC PUBLIC ACCESS

## 2013 Operational Statistics

Facility/Equipment	Jan'13	Feb'13	Mar'13	Apr'13	May'13	Jun'13
<b>Facility – Hours open this month</b>	270	264	290	273	294	280
<b>Programs Produced/Submitted</b>						
- Public Access – Total Submissions	61	50	59	51	62	67
- Public Access – Inside SCC Area	37	30	36	31	37	40
- Public Access – Outside SCC Area	24	20	23	20	25	27
- Public Access – Live Programs	18	23	24	24	30	28
- Religious – Total Submissions	52	45	50	49	54	56
- Religious – Inside SCC Area	19	18	18	18	19	20
- Religious – Outside SCC Area	33	27	32	31	35	36
- Religious – Live Programs	6	8	8	8	8	10
<b>Program playback</b>						
- Ch. 15 Total Program Playbacks	944	890	912	891	896	957
- Ch. 15 Total Programming Hours	588	502	545	501	516	622
- Ch. 14 Total Program Playbacks	458	434	470	447	506	594
- Ch. 14 Total Programming Hours	321	359	358	340	371	454
<b>Program Comments/Complaints</b>						
- Formal Program Complaint	0	0	0	0	0	0
- Program Comment	0	0	1	0	0	0
<b>Field production Tools</b>						
- Total # camcorder checkouts	40	64	77	75	80	67
- SD/HD Camcorders–Tape/SD Card	39	62	76	74	80	66
- DVCPRO/other cams	1	2	1	1	0	1
- Misc. equipment/Accessories	44	67	93	106	112	81
- # Days cameras unavailable	2	0	0	1	2	0
<b>Studio A/Nano Studio</b>						
- Total studios A/nano c/o's	48	43	53	57	63	48
- Total studios A/nano hrs	128	146	167	168	176	142
- Studio A Production use hrs	95	99	117	138	145	111
- Studio A. Production use %	74%	68%	70%	82%	82%	78%
- Studio A Editing use hours	2	2	2	0	0	0
- Studio A Editing use %	2%	1%	1%	0%	0%	0%
- Nano studio Production use hours	31	45	48	30	31	31
- Nano studio Production use %	24%	31%	29%	18%	18%	22%
- Nano studio Editing use hrs	0	0	0	0	0	0
- Nano studio Editing use %	0%	0%	0%	0%	0%	0%
- # Days studios unavailable	0	1	0	0	0	0
<b>Editing Suites/Dub Rack/MacLab</b>						
- Total # edit checkouts	85	98	159	144	126	101
- Total edit facility use hrs.	270	337	492	480	442	347
- Average hours per edit checkout	3.18	3.44	3.09	3.33	3.51	3.44
- Dub/DVD Dup/Mac lab use hours	30	44	108	98	64	47
- Dub/DVD Dup/Mac lab use %	11%	13%	22%	20%	14%	14%
- Final Cut Pro NLE – Gold hrs	101	87	149	159	151	108
- Final Cut Pro NLE – Gold %	37%	26%	30%	33%	34%	31%
- Final Cut Pro NLE – Silver hrs	107	154	147	138	140	134
- Final Cut Pro NLE – Silver %	40%	46%	30%	29%	32%	39%
- Final Cut Pro NLE – Platinum hrs	32	52	88	85	87	58
- Final Cut Pro NLE – Platinum %	12%	15%	18%	18%	20%	17%
- # Days editing suites unavailable	0	0	2	0	0	1
<b>Wireless Access In Facility</b>						
- Total #wireless access	267	301	252	140	121	126
- # Days wireless unavailable	0	0	0	0	0	0
<b>Community Media Classes/Events</b>						
- Total Class Enrollment	5	31	29	21	17	21
- Producer Certifications	5	29	25	18	14	19
- # of scheduled classes	3	6	3	3	5	5
- # of special classes	0	3	2	2	0	1
- # of workshops/Producer Clubs	0	13	0	0	15	0

# SCC PUBLIC ACCESS

## 2013 Operational Statistics

Facility/Equipment	Jul'13	Aug'13	Sep'13	Oct'13	Nov'13	Dec'13
<b>Facility – Hours open this month</b>	264	290	282	296	302	272
<b>Programs Produced/Submitted</b>						
- Public Access – Total Submissions	63	61	63	65	67	67
- Public Access – Inside SCC Area	37	38	40	43	47	48
- Public Access – Outside SCC Area	26	23	23	22	20	19
- Public Access – Live Programs	27	36	32	34	30	29
- Religious – Total Submissions	55	57	59	57	54	54
- Religious – Inside SCC Area	18	20	20	20	18	19
- Religious – Outside SCC Area	37	37	39	37	36	35
- Religious – Live Programs	8	8	10	8	8	9
<b>Program playback</b>						
- Ch. 15 Total Program Playbacks	953	879	910	896	866	887
- Ch. 15 Total Programming Hours	588	565	578	612	602	624
- Ch. 14 Total Program Playbacks	621	656	683	694	596	655
- Ch. 14 Total Programming Hours	588	420	424	455	451	443
<b>Program Comments/Complaints</b>						
- Formal Program Complaint	0	0	0	0	1	0
- Program Comment	1	1	0	0	0	0
<b>Field production Tools</b>						
- Total # camcorder checkouts	72	73	71	75	64	48
- SD/HD Camcorders–Tape/SD Card	71	72	71	75	64	48
- DVCPRO/other cams	1	1	0	0	0	0
- Misc. equipment/Accessories	86	94	65	61	44	58
- # Days cameras unavailable	1	0	0	3	0	0
<b>Studio A/Nano Studio</b>						
- Total studios A/nano c/o's	50	57	55	61	50	51
- Total studios A/nano hrs	144	163	165	171	145	146
- Studio A Production use hrs	115	128	129	135	111	109
- Studio A. Production use %	80%	79%	78%	79%	77%	75%
- Studio A Editing use hours	0	0	0	0	0	0
- Studio A Editing use %	0%	0%	0%	0%	0%	0%
- Nano studio Production use hours	29	35	36	36	34	37
- Nano studio Production use %	20%	21%	22%	21%	23%	25%
- Nano studio Editing use hrs	0	0	0	0	0	0
- Nano studio Editing use %	0%	0%	0%	0%	0%	0%
- # Days studios unavailable	1	1	0	0	0	0
<b>Editing Suites/Dub Rack/MacLab</b>						
- Total # edit checkouts	115	112	101	96	101	92
- Total edit facility use hrs.	378	346	331	302	330	326
- Average hours per edit checkout	3.29	3.09	3.27	3.10	3.27	3.54
- Dub/DVD Dup/Mac lab use hours	37	76	61	26	45	55
- Dub/DVD Dup/Mac lab use %	10%	22%	18%	9%	14%	17%
- Final Cut Pro NLE – Gold hrs	139	90	88	115	112	59
- Final Cut Pro NLE – Gold %	37%	26%	27%	38%	34%	18%
- Final Cut Pro NLE – Silver hrs	136	118	104	110	110	135
- Final Cut Pro NLE – Silver %	36%	34%	31%	36%	33%	41%
- Final Cut Pro NLE – Platinum hrs	66	62	78	51	63	77
- Final Cut Pro NLE – Platinum %	17%	18%	24%	17%	19%	24%
- # Days editing suites unavailable	0	0	0	0	0	1
<b>Wireless Access In Facility</b>						
- Total #wireless access	138	91	99	121	120	150
- # Days wireless unavailable	0	0	0	0	0	0
<b>Community Media Classes/Events</b>						
- Total Class Enrollment	15	10	38	70	30	8
- Producer Certifications	14	10	35	67	28	7
- # of scheduled classes	3	5	3	2	6	3
- # of special classes	1	0	5	6	2	0
- # of workshops/Producer Clubs	7	0	6	0	6	0

## **Municipal Equipment and Program Incident Report: January 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

##### **Lake Elmo:**

Mike S. – Inet outage was reported from City hall. Comcast dispatched to check and issue diagnosed as channel was changed on modulator from Ch. #21 to #22. Mechanical switch on front of modulator may have inadvertently been bumped by cablecaster.

Received 1/15/13            Resolved 1/15/13

Mike S. - Experiencing live feed issue from city hall. Appears to be a combination of the cold weather and the fact that we are trying a live truck test from Aldrich area, impacting adjacent channels. Worked with Comcast to resolve issue.

Received 1/22/13            Resolved 1/29/13

##### **Mahtomedi:**

##### **Maplewood:**

Mike S. - Experiencing live feed issue from city hall. Appears to be a combination of the cold weather and the fact that we are trying a live truck test from Aldrich area, impacting adjacent channels. Worked with Comcast to resolve issue.

Received 1/22/13            Resolved 1/29/13

##### **North St. Paul:**

Mike S. - Contacted Scott Duddeck regarding the audio for city bulletin board has not been on for weeks. Audio was restored immediately after contact with city staff.

Received 1/15/13            Resolved 1/15/13

Mike S. - Experiencing live feed issue from city hall. Appears to be a combination of the cold weather and the fact that we are trying a live truck test from Aldrich area, impacting adjacent channels. Worked with Comcast to resolve issue.

Received 1/22/13            Resolved 1/29/13

##### **Oakdale:**

Mike S. - No video feed from city. GTN programming was routed to Oakdale channel 16. Contacted city staff, Ron Rogstad indicated that there was an electrician working on-site.

Received 1/9/13            Resolved 1/9/13

Mike S. - Experiencing live feed issue from city hall. Appears to be a combination of the cold weather and the fact that we are trying a live truck test from Aldrich area, impacting adjacent channels. Worked with Comcast to resolve issue.

Received 1/22/13            Resolved 1/29/13

##### **Vadnais Heights:**

##### **White Bear Lake:**

##### **White Bear Township:**

##### **Willernie/Grant/Dellwood:**

## **Municipal Program Incident Report**

### **Lake Elmo:**

Brief outage of programming from city hall due to modulator channel change. Resolved  
1/15/13

### **North St. Paul**

Audio for city bulletin board was not on. Resolved.  
1/3/13

### **Oakdale:**

No video feed from city. GTN programming was routed to Oakdale channel 16. Resolved.  
1/9/13

### **Lake Elmo; Mahtomedi; Maplewood; North St. Paul; Oakdale**

Experienced live feed issue from municipal city halls. Issue appears to be a combination of the cold weather and the fact that we are trying a live truck test from Aldrich area, impacting adjacent channels. Resolved with Comcast.  
1/22/13

## **Municipal Equipment and Program Incident Report: February 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Grant/Dellwood/Willernie:**

Mike S. – Repaired Microphone #4 at the Grant town hall.

Received 2/7/13                      Resolved 2/7/13

#### **Birchwood Village:**

#### **Lake Elmo:**

#### **Mahtomedi:**

#### **Maplewood:**

Mike S. – Met with Mychal Fowlds to discuss equipment purchases.

Received 2/7/13                      Resolved 2/7/13

#### **North St. Paul:**

#### **Oakdale:**

Van N. - Tech assistant went on site to try and find and eliminate ground loop in production equipment.

Received 2/22/13                      Resolved 2/22/13

Van N. – Tech assistant went on site to help solve a video phase issue within the city’s production system.

Received 2/19/13                      Resolved 2/19/13

#### **Vadnais Heights:**

Mike S. – Provided phone support to cablecaster Jeff at 6:45 pm prior to the council meeting to work with him to get the cameras out of color bars.

Received 2/7/13                      Resolved 2/7/13

#### **White Bear Lake:**

Van N. – Tech assistant went on site to replace and install new projector in council chambers.

Received 2/7/13                      Resolved 2/7/13

#### **White Bear Township:**

Mike S. – Met with new cablecaster Kevin Johnson to train on the Township’s production equipment.

Received 2/4/13                      Resolved 2/4/13

## **Municipal Program Incident Report**

No known issues.



## **Municipal Equipment and Program Incident Report: March 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

Van N. - Van replaced the gooseneck on the podium with a newer and longer one.

Received 3/7/13                      Resolved 3/7/13

Mike S. - Received multiple complaints of poor audio. Found limiters on Mic mixers were turned off and also found that microphones were running a little hot as well as the television modulator. Switch settings to normal default. We tested equipment and confirmed good audio operation.

Received 3/12/13                      Resolved 3/13/13

Mike S. - MC staff called Comcast to check the integrity of the analog version of channel 16.

Received 3/13/13                      Resolved 3/13/13

#### **Dellwood/ Grant/Willernie:**

Mike S. - Adjusted Mini-T controller clock to daylight savings time.

Received 3/11/13                      Resolved 3/11/13

#### **Lake Elmo:**

Mike S. - Adjusted Mini-T controller clock to daylight savings time.

Received 3/11/13                      Resolved 3/11/13

#### **Mahtomedi:**

Mike S. - Adjusted Mini-T controller clock to daylight savings time.

Received 3/11/13                      Resolved 3/11/13

#### **Maplewood:**

#### **North St. Paul:**

#### **Oakdale:**

#### **Vadnais Heights:**

Mike S. - Adjusted Mini-T controller clock to daylight savings time.

Received 3/11/13                      Resolved 3/11/13

#### **White Bear Lake:**

Mike S. – City staff called for instructions for using microphones in a meeting without going live.

Received 3/4/13                      Resolved 3/4/13

Mike S. – Performed on Site Leightronix Training for WBL staff.

Received 3/4/13                      Resolved 3/7/13

Mike S. - Adjusted Mini-T controller clock to daylight savings time.

Received 3/11/13                      Resolved 3/11/13

Mike S. - MC called at 6:45 pm to report the cablecaster was unable to produce a live feed. I called Kyle but problem could not be determined. Cablecaster called minutes later to let me know it was now working. I went onsite the following day but could not find any problems with the systems, as all functions seemed to be operating normally

Received 3/12/13                      Resolved 3/13/13.

**White Bear Township:**

Mike S. - Adjusted Mini-T controller clock to daylight savings time.

Received 3/11/13            Resolved 3/11/13

Ted A. – Met with cablecaster Kevin Johnson to re-train on the Township’s production equipment.

Received 3/15/13            Resolved 3/15/13

**Municipal Program Incident Report**

**No known issues.**

## **Municipal Equipment and Program Incident Report: April 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

Mike S. – As a result of the analog cable TV service being permanently brought off-line by Comcast, I contacted Greg Donovan via e-mail to find out if they would need any DTAs for any television sets in the building.

Received 4/10/13            Resolved 4/10/13

Mike S. - Received multiple complaints of poor audio. Found limiters on Mic mixers were turned off and also found that microphones were running a little hot as well as the television modulator. Switch settings to normal default. We tested equipment and confirmed good audio operation.

Received 3/12/13            Resolved 3/13/13

#### **Dellwood/ Grant/Willernie:**

4/24 - I reached out to Kim Points to find out about a call she made to Alpha Video for some equipment needs. She returned my call to tell me she is out for the week and will call me next week to discuss her needs.

Received 4/24/13            Resolved 4/24/13

#### **Lake Elmo:**

Mike S. - As a result of the analog cable TV service being permanently brought off-line by Comcast, I contacted Alyssa MacLeod via e-mail to find out if they would need any DTAs for any television sets in the building. They are requesting one for each television in their chambers.

Received 4/10/13            Resolved 4/10/13

Mike S. - I called Alyssa MacLeod about reported playback and audio issues. During an onsite visit, I determined that her stop commands in the mini-t were STOP commands and not REWIND commands in which DVD recorders require for proper event stops.

Received 4/24/13            Resolved 4/24/13

#### **Mahtomedi:**

#### **Maplewood:**

Mike S. - As a result of the analog cable TV service being permanently brought off-line by Comcast, I contacted Mychal Fowlds to find out if they would need any DTAs for any television sets in the building. Mychal passed this info to Larry Farr and I am awaiting a response.

Received 4/10/13            Resolved 4/10/13

#### **North St. Paul:**

Mike S. - As a result of the analog cable TV service being permanently brought off-line by Comcast, I contacted Scott Duddeck via e-mail to find out if they would need any DTAs for any television sets in the building. Scott called me and said it looks like they already have enough DTAs but will call if they need more.

Received 4/10/13            Resolved 4/10/13

#### **Oakdale:**

Mike S. - As a result of the analog cable TV service being permanently brought off-line by Comcast, I contacted Ron Rogstad via e-mail to find out if they would need any DTAs for any television sets in the building. The city is requesting two.

Received 4/10/13            Resolved 4/10/13

**Vadnais Heights:**

**White Bear Lake:**

Mike S. - As a result of the analog cable TV service being permanently brought off-line by Comcast, I contacted Ellen Richter via e-mail to find out if they would need any DTAs for any television sets in the building.

Received 4/10/13            Resolved 4/10/13

Mike S. - City hall had power surge causing the c-cor fiber transmitter to not come back online. Nathan and Ray went on site to find the unit in the basement per Comcast's instruction. City staff showed Nathan the location of the C-cor. Brent indicated that the c-cor is plugged into a UPS with a dead battery. Upon investigation, Nathan noticed that the c-cor is in fact plugged into a UPS with a dead battery. This happened one month ago, and it was the same issue. After discussion with Nathan, he is going to talk to ted about getting some replacement batteries.

Received 4/23/13            Resolved 4/23/13

**White Bear Township:**

**Municipal Program Incident Report**

**No known issues.**

## **Municipal Equipment and Program Incident Report: May 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

Mike S. - Cable caster Kenny Ronnan and SCC MCC confirmed hearing a radio station in his headphones during a meeting. After trouble shooting, it was discovered the microphones have been re arranged from the traditional left-to-right, numerical order state. There seems to be a problem with Kevin Woolstencroft's mic #6". I will visit onsite to re-solder its connector.

Received 5/2/13                      Resolved 5/2/13

Mike S. - Van is looking into some more intermittent pan/tilt control issues with one of the cameras at Birchwood Hall.

Received 5/14/13                      Resolved 5/14/13

Mike S. - I went onsite to investigate ongoing issues with Camera #1.

Received 5/16/13                      Resolved 5/16/13

Mike S. - There has been some random reports of meetings not playing. It appears that they were simply not scheduled when they should be. I reorganized the playback schedule in the Nexus, and updated some slides on their bulletin board as requested.

Received 5/30/13                      Resolved 5/30/13

Mike S. – MC staff reported intermittent video coming from Birchwood Village. Problem diagnosed as a bad connector on the video line coming from Comcast. I replaced the connector, which seemed to solve issue.

Received 5/31/13                      Resolved 5/31/13

#### **Dellwood/ Grant/Willernie:**

Mike S. - The PowerPoint bulletin board computer at Willernie Hall needed to be rebooted.

Received 5/14/13                      Resolved 5/14/13

Mike S. - MC called city staff to inform her of city council meeting playing is not properly timed and at the end of the meeting as a DVD menu remains on channel for 5-10 minutes.

Received 5/16/13                      Resolved 5/16/13

Mike S. - MC reported over the weekend that he lost DGW bulletin board, but meetings appeared to be running just fine. It turned out the building lost power last Friday, machine repowered.

Received 5/19/13                      Resolved 5/19/13

Mike S. - City PowerPoint computer was in a crashed state. Rebooted without issue. A Comcast tech was on site working in their cable box that has been out for quite some time.

Received 5/22/13                      Resolved 5/22/13

#### **Lake Elmo:**

Mike S. - Noticed in morning city channel was "black". I went to city hall and determined that the Compix, which does double duty as a bulletin board was powered off. I also checked the DVD playback schedules and the end entries were inconsistent and off by up to 1.5 minutes.

Received 5/7/13                      Resolved 5/7/13

Mike S. - The channel was black this morning with audio. City staff thinks the cable casters are forgetting to start the bulletin board after a meeting.

Received 5/14/13                      Resolved 5/14/13

**Mahtomedi:**

Mike S. - Compix lost power over the weekend and I visited site to reboot the computer to get their bulletin board operating again. While here, I rescanned their lobby television in order to receive the new channel like up.

Received 5/19/13            Resolved 5/19/13

Mike S. - The cable box in the control room has been replaced by Comcast technicians with an upgraded model. I rescanned lobby television in order to reflect the new channel 99 alignment.

Received 5/22/13            Resolved 5/22/13

**Maplewood:**

**North St. Paul:**

**Oakdale:**

**Vadnais Heights:**

**White Bear Lake:**

Mike S. - Kyle reported that the top DVD recorder (Panasonic DMR-E18) was not powering up with room. I confirmed the power strip in the rack is causing the problem and should eventually be replaced as the outlets are worn causing the power plugs to be intermittent.

Received 5/16/13            Resolved 5/16/13

Mike S. – MC Staff reported the bulletin board was offline over the weekend, but a site visit to found all to be operating just fine. I put a call in to Comcast to check the Indy feed.

Received 5/19/13            Resolved 5/19/13

Mike S. - The UPS that is hooked up to the C-Cor fiber transmitter lost power again. Nathan showed me where this is located so I know how to address any issues in the future. We moved the power to the fiber transmitter to the “surge protect only” side of the UPS so we stop going off the air, and until the city resolves this issue.

Received 5/28/13            Resolved 5/28/13

**White Bear Township:**

**Municipal Program Incident Report**

**No known issues.**

## **Municipal Equipment and Program Incident Report: June 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

Mike S. – We received another complaint about meetings not playing back as expected. Somehow the controller time was changed to AM to PM causing a 12-hour offset in programming. We reset the time to the current time.

Received 6/14/13            Resolved 6/14/13

#### **Dellwood/ Grant/Willernie:**

Mike S. - The bulletin board computer was off due to widespread power outages over the weekend. I went to DGW to boot the computer since city staff could not be contacted to do so.

Received 6/24/13            Resolved 6/24/13

#### **Lake Elmo:**

Mike S. - I called Alyssa MacLeod to see if they have received their DTAs from Comcast. She confirmed that they did, and city staff installed them themselves.

Received 6/11/13            Resolved 6/11/13

Ted A. – Met with city staff and representatives from Alpha Video to discuss equipment needs and equipment purchases for 2013.

Received 6/11/13            Resolved 6/11/13

Mike S. - Due to the storms, there is no power at Lake Elmo this morning therefore, there is no television transmission-taking place.

Received 6/21/13            Resolved 6/21/13

#### **Mahtomedi:**

Mike S. - Staff contacted city staff to ask about the DTAs recently received from Comcast. City staff had ordered one for each city location regardless if the city needed them or not. Tech staff asked if any other locations within the city (e.g. fire stations) have a location where they may have lost their cable signal due to the switch and to report back to SCC. City staff reported there is no need for any DTAS at this time.

Received 6/10/13            Resolved 6/10/13

Mike S. - Compix was out due to widespread power outages over the weekend. Booted computer. Looked into reports of the document camera breaking up and it turns out it is the same grounding issue as with the other cameras. I will be sending Van out to try and address the issue.

Received 6/24/13            Resolved 6/24/13

Mike S. – Tech staff installed a humbucker (isolation transformer) on the document camera that is now experiencing grounding issues as a temporarily work around. While this will help with this camera, it does not address the overall power issues.

Received 6/24/13            Resolved 6/24/13

#### **Maplewood:**

Ted A. – Met with city staff to discuss equipment needs and equipment purchases for 2013.

Received 6/12/13            Resolved 6/12/13

**North St. Paul:**

**Oakdale:**

**Vadnais Heights:**

**White Bear Lake:**

**White Bear Township:**

Ted A. – Went on site to the Heritage Hall to troubleshoot and eject a DVD that was stuck in a recording device in the production center.

Received 6/21/13              Resolved 5/27/13

**Municipal Program Incident Report**

**No known issues.**



## **Municipal Equipment and Program Incident Report: July 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

Mike S. – 7/15 - Submitted podcast link to the iTunes directory so now users can search for municipal meetings right within iTunes.

Received 7/15/13            Resolved 7/15/13

#### **Dellwood/ Grant/Willernie:**

#### **Lake Elmo:**

Mike S. – 7/15 - Submitted podcast link to the iTunes directory so now users can search for municipal meetings right within iTunes.

Received 7/15/13            Resolved 7/15/13

Mike S. - The analog to digital converter (aka FS2) that is used for both the Lake Elmo and Mahtomedi city hall I-net feeds had a power supply failure. AJA is sending a replacement unit 2nd day air at no charge.

Received 7/31/13            Resolved 7/31/13

#### **Mahtomedi:**

Mike S. – 7/15 - Submitted podcast link to the iTunes directory so now users can search for municipal meetings right within iTunes.

Received 7/15/13            Resolved 7/15/13

Mike S. - The analog to digital converter (aka FS2) that is used for both the Lake Elmo and Mahtomedi city hall I-net feeds had a power supply failure. AJA is sending a replacement unit 2nd day air at no charge.

Received 7/31/13            Resolved 7/31/13

#### **Maplewood:**

Mike S. – Met with city staff to discuss equipment needs, installing LED monitors and monitors for chamber dais.

Received 7/9/13            Resolved 7/9/13

Mike S. - Submitted Equipment suggestions list and diagram to Mychal Fowlds and Ted for review.

Received 7/25/13            Resolved 7/25/13

#### **North St. Paul:**

Mike S. – Contacted city staff to inform them that they were transmitting black on channel 16.

Received 7/9/13            Resolved 7/9/13

Mike S. – 7/15 - Submitted podcast link to the iTunes directory so now users can search for municipal meetings right within iTunes.

Received 7/15/13            Resolved 7/15/13

Pete G. – Contacted city staff to inform them that they were transmitting black on channel 16.

Received 7/24/13            Resolved 7/24/13

**Oakdale:**

Mike S. – 7/15 - Submitted podcast link to the iTunes directory so now users can search for municipal meetings right within iTunes.

Received 7/15/13                  Resolved 7/15/13

**Vadnais Heights:**

Mike S. – 7/15 - Submitted podcast link to the iTunes directory so now users can search for municipal meetings right within iTunes.

Received 7/15/13                  Resolved 7/15/13

**White Bear Lake:**

Mike S. – 7/15 - Submitted podcast link to the iTunes directory so now users can search for municipal meetings right within iTunes.

Received 7/15/13                  Resolved 7/15/13

**White Bear Township:**

**Municipal Program Incident Report**

**No known issues.**

## **Municipal Equipment and Program Incident Report: August 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

**Dellwood/ Grant/Willernie:**

**Lake Elmo:**

**Mahtomedi:**

**Maplewood:**

**North St. Paul:**

**Oakdale:**

Mike S. – Cablecaster contacted me on the evening of 8/7 that he is not able to provide a live feed from city hall for a meeting despite MC receiving the bulletin board. Staff went on site and was unable to recreate the problem. All equipment appears to be fully operational.

Received 8/7/13                      Resolved 8/8/13

**Vadnais Heights:**

**White Bear Lake:**

Mike S. – Video is bleeding into the subcarrier causing buzz in the audio. The signal appears to be OK at the source, so we will make adjustments in master control.

Received 8/14/13                      Resolved 8/14/13

Van N. – Did site visit with Tom, a Comcast maintenance tech, to replace the modulator at City Hall. Van performed all the work and the city of WBL is fully operational.

Received 8/14/13                      Resolved 8/15/13

**White Bear Township:**

#### **All Municipality Activity**

All municipalities were cut over to new i-net demodulator located in our master control. This modulator was originally located in the Comcast Headend but now we have full control over the municipal feeds.

**Activity: August 5- August 9**

All municipalities had updating to firmware on AJA FS2 from v2.0.0.26 to to v2.1.0.13

**Activity: August 22**

### **Municipal Program Incident Report**

**No known issues.**

## **Municipal Equipment and Program Incident Report: September 2013**

### **Municipal Telecasting Equipment – Technical Support Report** **Birchwood Village:**

#### **Dellwood/ Grant/Willernie:**

##### **Lake Elmo:**

Mike S. - Staff noticed DVD menus were being transmitted on the channel. Staff went onsite and determined that there were inconsistent MiniT entries. All entries have been corrected.

Received 9/20/2013                      Resolved 9/20/2013

Mike S. - MC staff noticed no audio from Lake Elmo's production center before their 7pm meeting. MC staff contacted the cablecaster regarding the issue and it was determined the master volume fader was turned off. The meeting was transmitted fine and everything is operational.

Received 9/23/2013                      Resolved 9/23/2013

#### **Mahtomedi**

##### **Maplewood:**

Pete G. – MC contacted cablecaster to let them know that the program audio for the city meeting was not going out over the channel. The issue was corrected by the cablecaster.

Received 9/9/2013                      Resolved 9/9/2013

Pete G. – MC contacted cablecaster to let them know that the program audio for the city meeting was not going out over the channel. The issue was corrected by the cablecaster.

Received 9/16/2013                      Resolved 9/16/2013

Mike S. - Met with Mychal Fowlds and Nick Franzen to get building key for tomorrow's install project and final preparations.

Received 9/24/2013                      Resolved 9/24/2013

Mike S. - Went onsite September 25-27 to install new HDMI over twisted pair cabling for city's presentation equipment.

Received 9/25/2013                      Resolved 9/27/2013

Mike S. - Met with Mychal Fowlds to go over just completed installation. Made adjustments to Compix graphics and recommended that SCC tech staff rebuild computer to current hardware as we've done for other municipalities.

Received 9/30/2013                      Resolved 9/30/2013

#### **North St. Paul:**

##### **Oakdale:**

Mike S. - City staff reported feedback issues with the PA system in the council chambers. Issue was delegated to Van to set up a time with Ron to check it out. Van went onsite, diagnosed the problem, and provided written solution for speakers, volume, and microphones usage.

Received 9/5/2013                      Resolved 9/5/2013

**Vadnais Heights:**

Mike S. - Cablecaster and MC staff call me at home just before the beginning of a meeting to report that the video coming over the live feed is nothing but a "green matte". No solution could be completed but will go onsite immediately next morning.

Received 9/5/2013      Resolved 9/5/2013

Mike S. - Went onsite to diagnose meeting issue. Diagnosed that the "green matte" output was a "stuck" processor on the digital converter of the city's live feed. It appears a physical restart remedied this issue. Also, hooked up the "test output" of the television modulator in the council chambers control room to the cablecasters television monitor. This allows cablecast to monitor the live feed just like they always did very similar before the analog shut off happened.

Received 9/6/2013      Resolved 9/6/2013

Mike S. 9/23 - Ordered new DTAs for city hall. They will be shipped to our address, and will delivered to the city when they arrive.

Received 9/23/2013      Resolved 9/23/2013

**White Bear Lake:****White Bear Township:**

Mike S. 9/16 - Pete sends me an e-mail at 9:13 pm indicating the the bulletin board is not running.

Received 9/16/2013      Resolved 9/16/2013

Nathan H. - Went onsite and restarted iTunes after it was turned off on the computer.

Received 9/16/13      Resolved 9/16/13

Nathan H. - Went onsite and restarted bulletin board computer after the computer was turned off.

Received 9/26/13      Resolved 9/27/13

Nathan H. - Went onsite and turned UPS back on. Purchase sent to replace faulty UPS battery.

Received 9/30/13      Resolved 9/30/13

**Municipal Program Incident Report**

**No known issues.**

## **Municipal Equipment and Program Incident Report: October 2013**

### **Municipal Telecasting Equipment – Technical Support Report** **Birchwood Village:**

#### **Dellwood/ Grant/Willernie:**

Mike S. - Kim Points called me today looking for Pete's contact information regarding getting meetings up for webcasting.

Received 10/7/2013                      Resolved 10/7/2013

#### **Lake Elmo:**

Mike S. - MC staff reported the bulletin board radio station was not working and only outputting static. Via e-mail, I provided city staff Alyssa with support to remedy.

Received 10/2/2013                      Resolved 10/2/2013

Mike S./Nathan H. - City staff contacted us to get a link on their web site for streaming of city meetings. IT staff Nathan is helping provide a customized integration of VOD assets versus the website link all cities are using.

Received 10/15/2013                      Resolved 10/15/2013

#### **Mahtomedi**

Mike S - Cablecaster called to report that the scan converter was intermittent. I went onsite but was unable to recreate the problem. With additional testing, I found the DVI-I input on their switcher could take a computer signal with no need of a scan converter. Will recommend a new scan converter installation to Ted at next tech meeting. This will greatly improve signal quality.

Received 10/14/2013                      Resolved 10/15/2013

Mike S./Nathan H. - City staff contacted us to get a link on their web site for streaming of city meetings. IT staff Nathan is helping provide a customized integration of VOD assets versus the website link all cities are using.

Received 10/15/2013                      Resolved 10/15/2013

Mike S - Cablecaster and MC staff called to report audio was not getting into the MX-100 which prevented audio levels for recording or live feeds of meetings. City cablecaster was given step-by-step instructions of a simple setting change to correct problem discovered by staff earlier.

Received 10/16/2013                      Resolved 10/16/2013

#### **Maplewood:**

Mike S - I received a call from city staff reporting that SCC tech staff broke the city sound system as they could not get audio to his sound system. City staff calls back later to inform me that the issue in question was solved, as it was not plugged in. I went onsite one hour before their planning commission meeting to make sure everything was operating as expected.

Received 10/1/2013                      Resolved 10/1/2013

Mike S. - Continued to wrap up project installation at city hall and completed test of new installation. Sent an email to city staff Mychal Fowlds and Nick Franzen declaring the overall installation to complete, with a punch list that was to be completed by city staff.

Received 10/4/2013

Resolved 10/8/2013

Mike S. - Installed, set up, and tested new updated Compix computer, and rack mounted recently purchased presentation equipment. Work needed to be completed by city staff for project has not been done. I recommended to city staff that control room equipment be controlled by a master power switch.

Received 10/31/2013

Resolved 10/31/2013

**North St. Paul:**

**Oakdale:**

**Vadnais Heights:**

Mike S - MC Staff and cablecaster called regarding inability to get video image from switcher at city hall. Over the phone troubleshooting was tried with no luck. Will troubleshoot tomorrow.

Received 10/16/2013

Resolved 10/16/2013

Mike S - I went onsite to troubleshoot. The switcher was stuck on a black output. I changed the program output on the switcher, which cleared the settings. I put everything back into a "default" position, and everything seemed to test out OK.

Received 10/16/2013

Resolved 10/17/2013

**White Bear Lake:**

**White Bear Township:**

Mike S - Replaced bad UPS battery; Also attended Township meeting to provide technical assistance, training, and answer any questions of meeting cablecaster and township staff.

Received 10/7/2013

Resolved 10/7/2013

**Municipal Program Incident Report**

No known issues.

## **Municipal Equipment and Program Incident Report: November 2013**

### **Municipal Telecasting Equipment – Technical Support Report** **Birchwood Village:**

#### **Dellwood/ Grant/Willernie:**

Mike S. - Changed Leightronix Mini-T clock to Daylight Savings Time as this is not an automated feature.

Received 11/5/2013                      Resolved 11/5/2013

#### **Lake Elmo:**

Mike S. - Changed Leightronix Mini-T clock to Daylight Savings Time as this is not an automated feature.

Received 11/5/2013                      Resolved 11/5/2013

Ted A. - Met with city staff to discuss production and transmission equipment as well as prepared equipment list for city staff

Received 11/20/2013                      Resolved 11/20/2013

Mike S. - Contacted city staff to restart the Compix for the community bulletin board.

Received 11/7/2013                      Resolved 11/7/2013

#### **Mahtomedi**

Mike S. - Changed Leightronix Mini-T clock to Daylight Savings Time as this is not an automated feature.

Received 11/5/2013                      Resolved 11/5/2013

#### **Maplewood:**

#### **North St. Paul:**

Mike S. - Received report that NSP cannot upload their meeting to their Tightrope System. Left city staff Scott Duddeck a voicemail with troubleshooting feedback to reboot his tightrope and call me if there are any issues. In the voicemail I also asked him to call me regarding some kind of audio muting feature they are looking for city equipment.

Received 11/7/2013                      Resolved 11/7/2013

#### **Oakdale:**

#### **Vadnais Heights:**

Mike S. - Changed Leightronix Mini-T clock to Daylight Savings Time as this is not an automated feature.

Received 11/5/2013                      Resolved 11/5/2013

Ted A - Sent information to city staff regarding participation in the test of a centralized master control payout system for RWSCC. Have not heard anything back regarding invitation.

Received 10/16/2013                      Resolved 10/17/2013



**White Bear Lake:**

**White Bear Township:**

**Municipal Program Incident Report**

No known issues.

## **Municipal Equipment and Program Incident Report: December 2013**

### **Municipal Telecasting Equipment – Technical Support Report**

#### **Birchwood Village:**

Mike S - Received report from Ted via Randy LaFoy about a broken microphone cable at the city Hall. Went onsite, brought microphone back to the shop for Van to repair. Re-Installed microphone. Tested and confirmed OK.

Received 12/11/2013                      Resolved 12/19/2013

#### **Dellwood/ Grant/Willernie:**

Mike S. - Pete reports that we are getting a “flat line” from DGW. I determined that the city bulletin board computer is not running, due to power outage yesterday. The computer is restarted along with the bulletin board.

Received 12/5/2013                      Resolved 12/5/2013

#### **Lake Elmo:**

#### **Mahtomedi**

Mike S. - Report that Compix computer has failed. Nathan ordered parts to build a replacement computer. Begin assembly of replacement computer

Received 12/3/2013                      Resolved 12/13/2013

#### **Maplewood:**

#### **North St. Paul:**

Mike S. - Noticed NSP channel 16 was only showing a Windows computer desktop. I called Scott and had him restart his Carousel which relaunched channel.

Received 12/19/2013                      Resolved 12/19/2013

#### **Oakdale:**

#### **Vadnais Heights:**

#### **White Bear Lake:**

#### **White Bear Township:**

Mike S. - Pete reports that there is no bulletin board coming from Heritage Hall. Upon Nathan’s inspection, it appears someone turned on the power management features of the Mac causing it to automatically power off as well as turning off the Wifi, preventing Nathan to “remote in” to check the status of the Mac in question.

Received 12/17/2013                      Resolved 12/17/2013

### **Municipal Program Incident Report**

No known issues.

# Ramsey/Washington Cable Commission

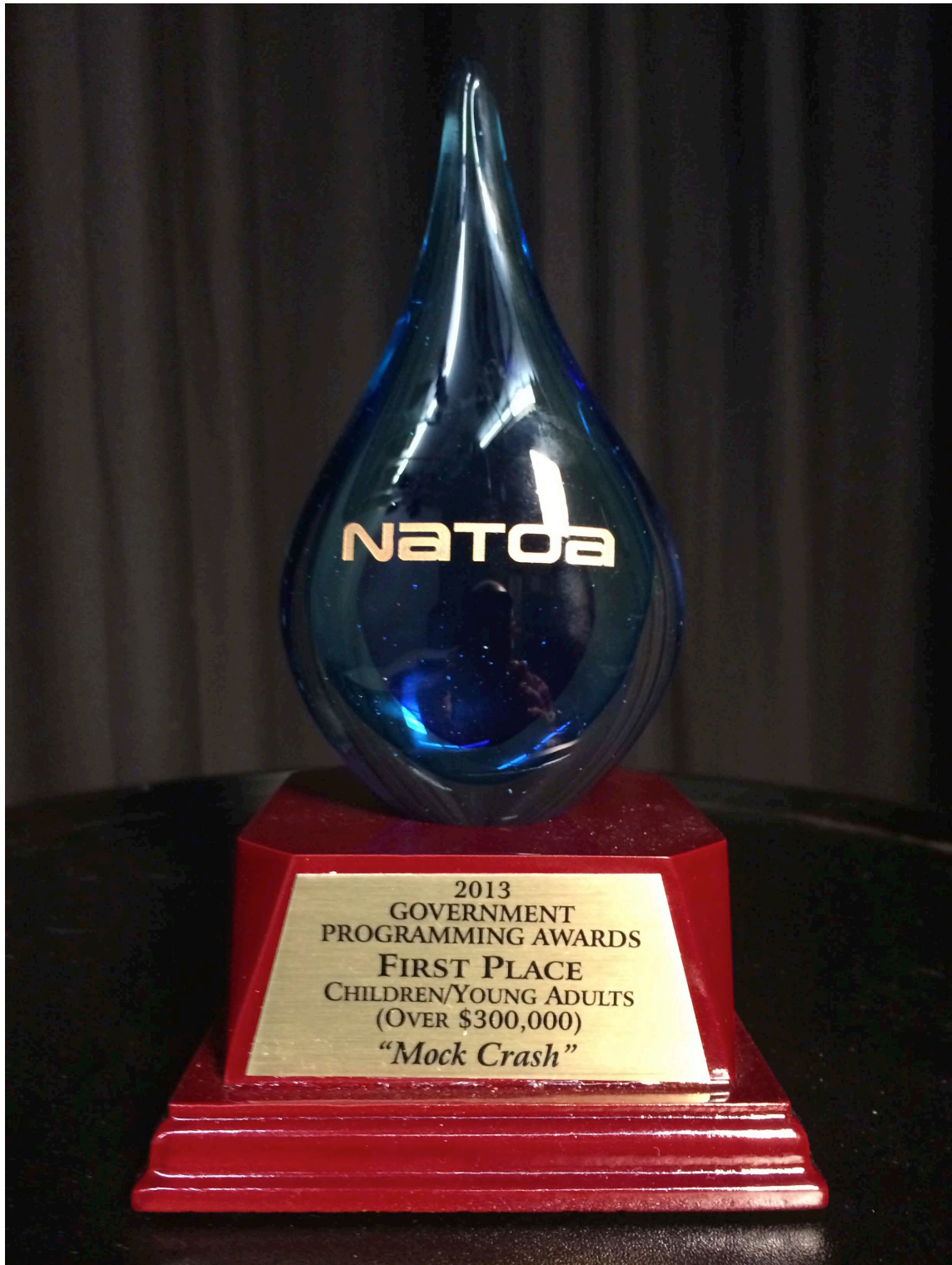
## Recent Awards & Recognition



National Association of Telecommunications Officers & Advisors  
2013 - First Place - Magazine Format Series - "Local Image"  
Ramsey/Washington Cable Commission - On Location TV



National Association of Telecommunications Officers & Advisors  
2013 - First Place - Children/Young Adults - "Mock Crash"  
Ramsey/Washington Cable Commission - GTN





National Association of Telecommunications Officers & Advisors  
2012 - First Place - Overall Excellence in Programming  
Ramsey/Washington Cable Commission - GTN

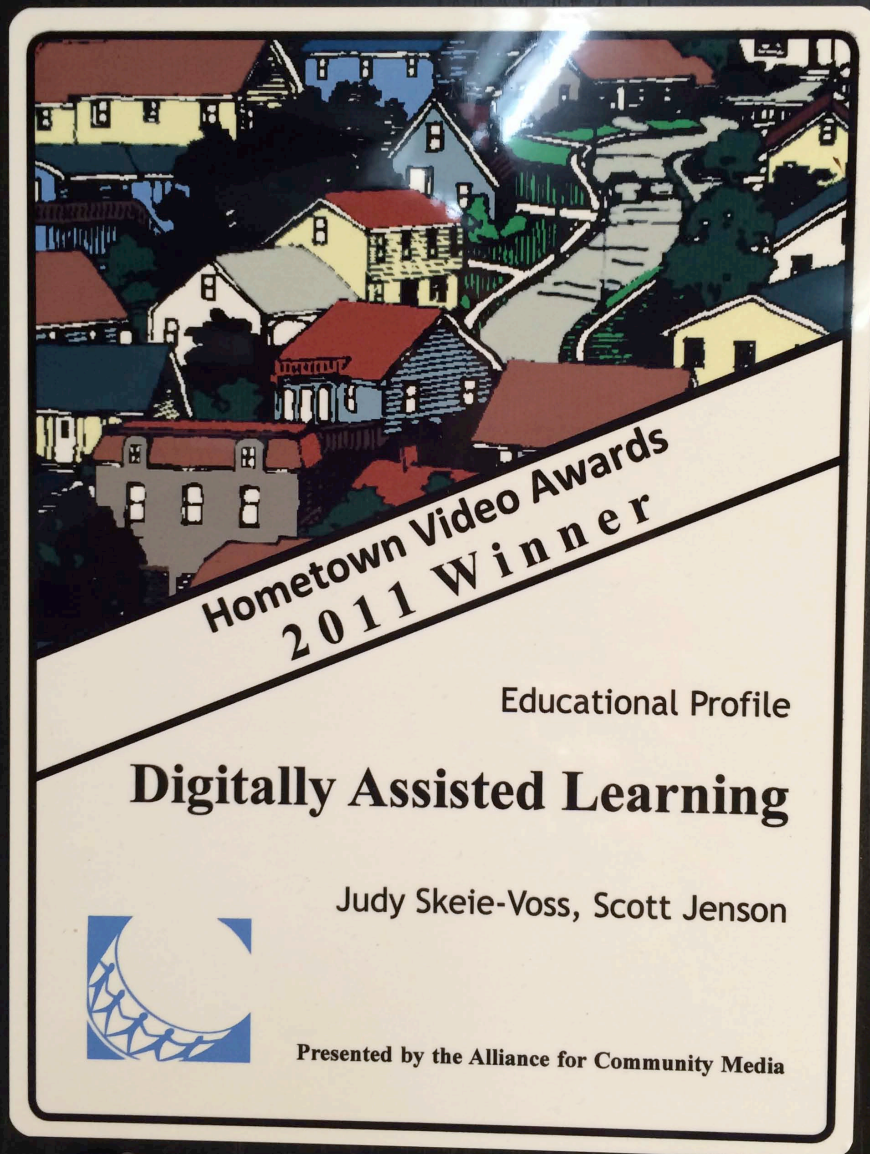


National Alliance For Community Media  
2012 - First Place - Short Subject - "Police Survivors"  
Ramsey/Washington Cable Commission - GTN





National Alliance For Community Media  
2011 - First Place - Educational Profile - "Digitally Assisted Living"  
Ramsey/Washington Cable Commission - On Location TV

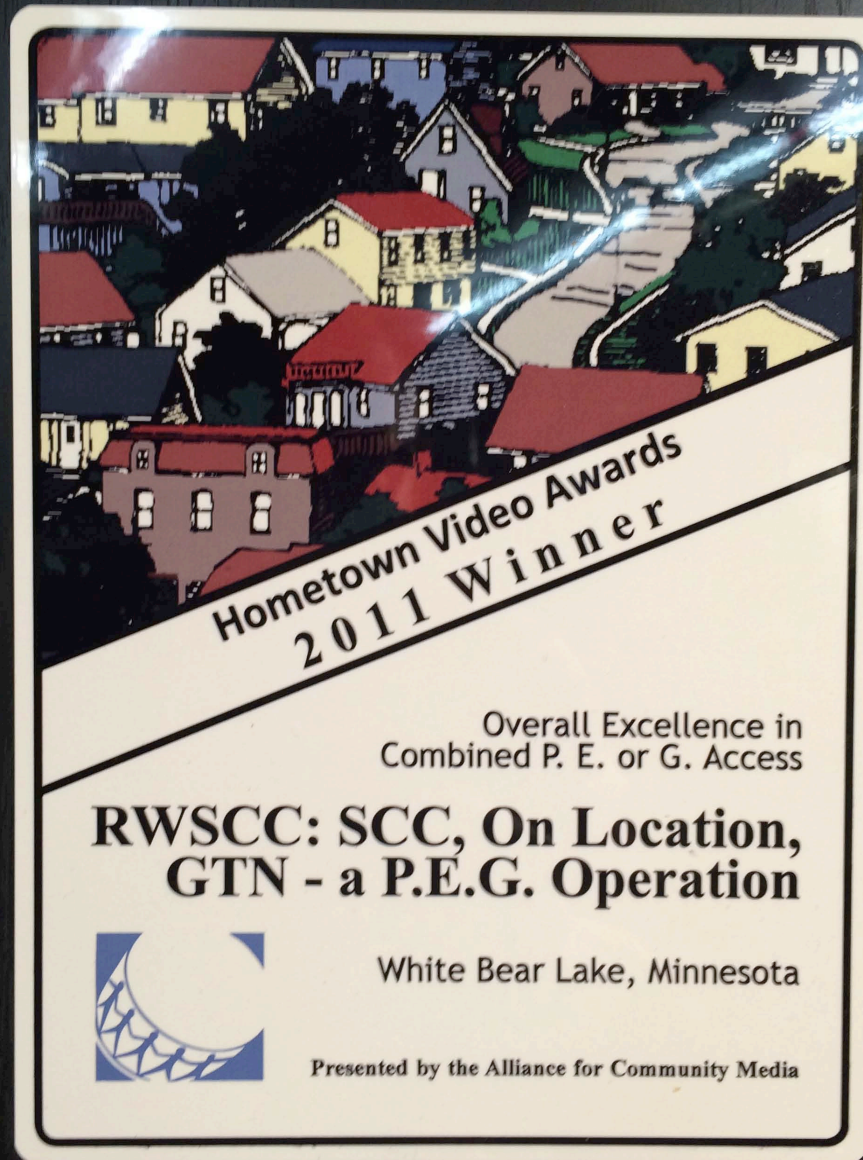




National Association of Telecommunications Officers & Advisors  
2011 First Place - Interview/Talk Show - "Local Image"  
Ramsey/Washington Cable Commission - On Location



National Alliance For Community Media  
2011 - First Place - Overall PEG Operation Excellence  
Ramsey/Washington Cable Commission



Hometown Video Awards  
2011 Winner

Overall Excellence in  
Combined P. E. or G. Access

**RWSCC: SCC, On Location,  
GTN - a P.E.G. Operation**

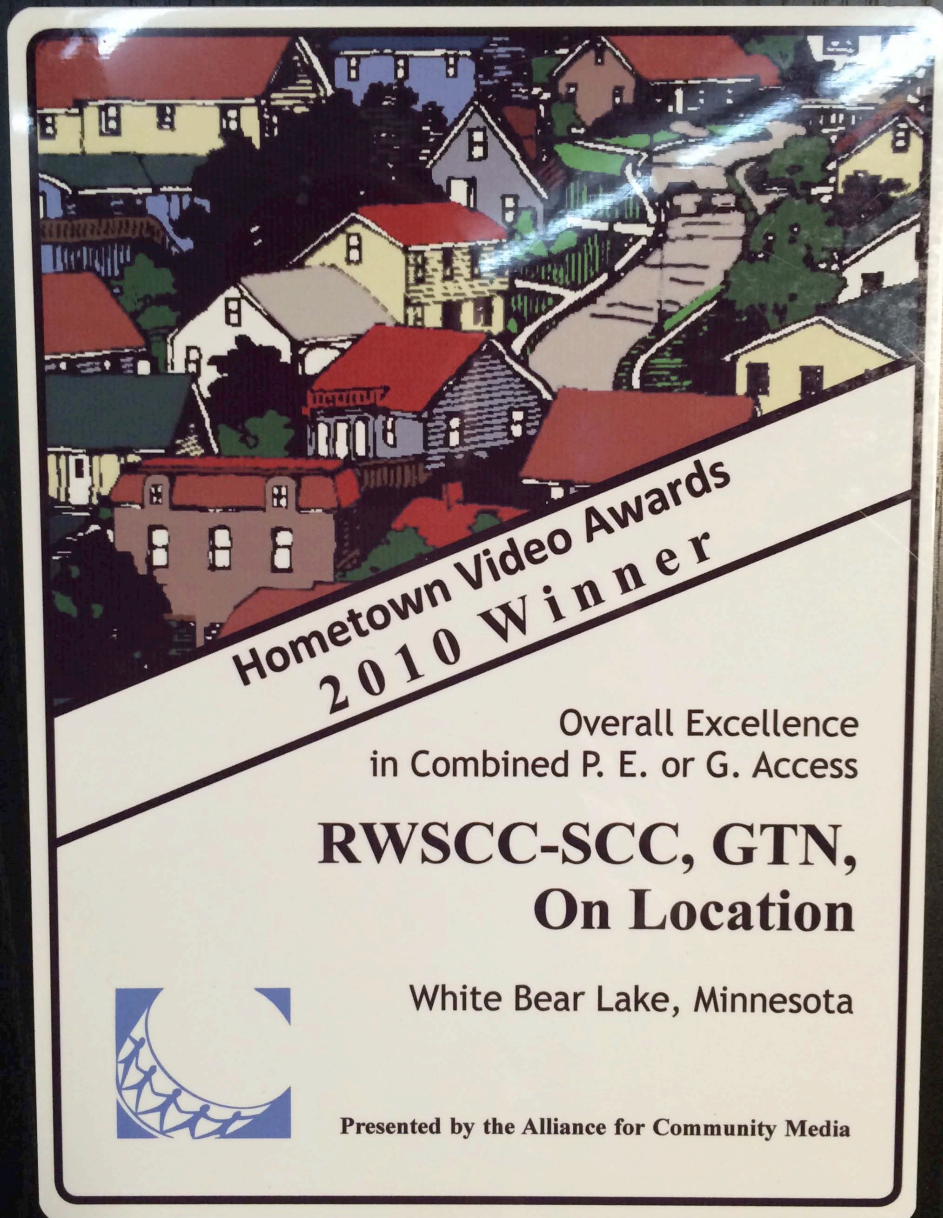


White Bear Lake, Minnesota

Presented by the Alliance for Community Media



National Alliance For Community Media  
2010 - First Place - Overall PEG Operation Excellence  
Ramsey/Washington Cable Commission



**Hometown Video Awards  
2010 Winner**

Overall Excellence  
in Combined P. E. or G. Access

**RWSCC-SCC, GTN,  
On Location**

White Bear Lake, Minnesota



Presented by the Alliance for Community Media

National Academy of Television Arts & Sciences - Upper Midwest Region  
2010 Emmy Award - Health Programming - "Inside Health Care"  
Ramsey/Washington Cable Commission - On Location

