

MT. HOOD CABLE REGULATORY COMMISSION

Representing:

City of Portland
City of Fairview

City of Gresham
City of Wood Village

City of Troutdale
Multnomah County

Commission Members

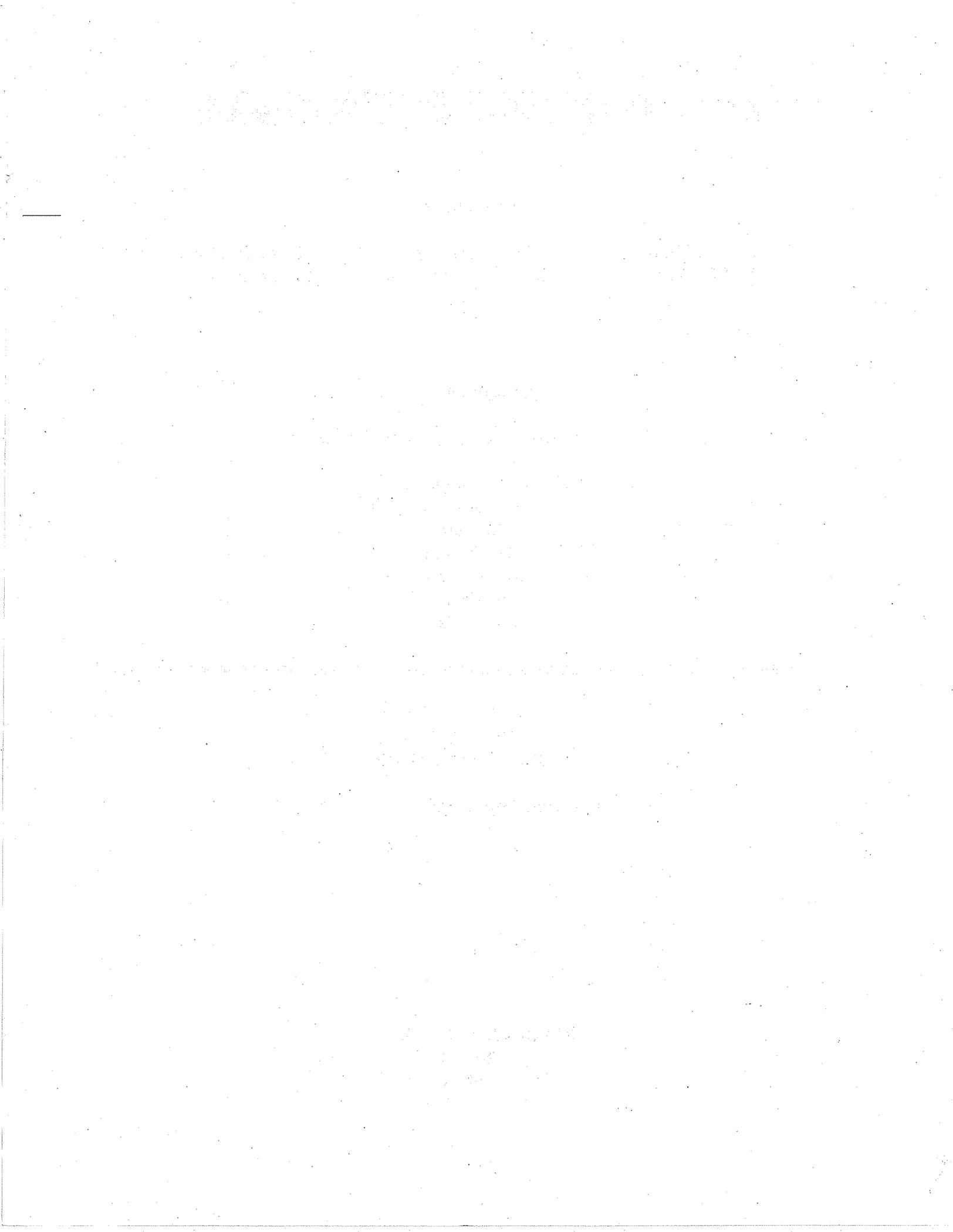
Norman Thomas, Commission Chair

Alan Alexander III
Andrea Cano
Tim Clark
Sue Dicile
Rich Goheen
Bill June
John Kilian

PROPOSED BUDGET FISCAL YEAR 2009-10

Commission Approved: May 18, 2009

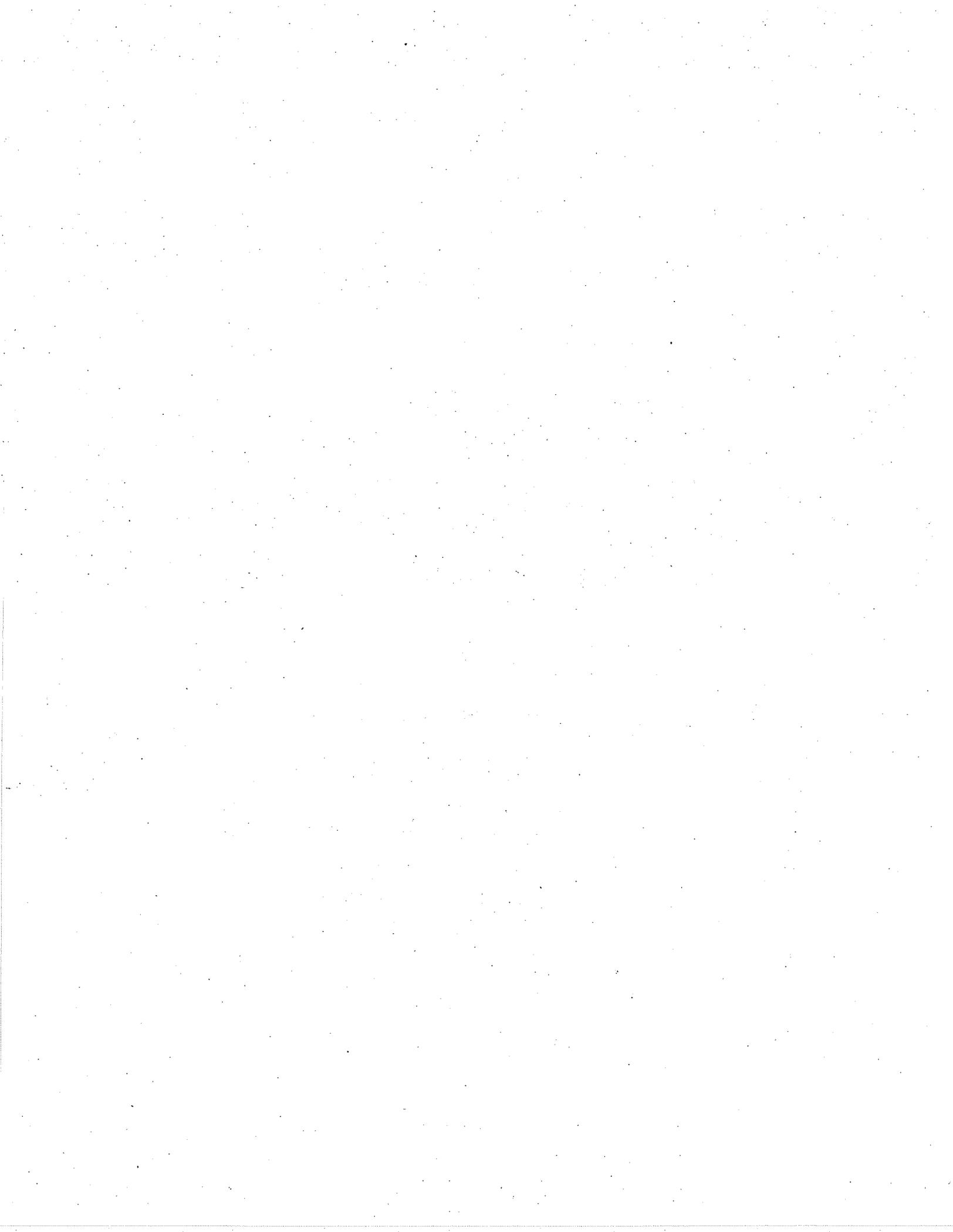
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MT. HOOD CABLE REGULATORY COMMISSION
FY 2009-10 PROPOSED BUDGET

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MT. HOOD CABLE REGULATORY COMMISSION

OVERVIEW

The Mt. Hood Cable Regulatory Commission (MHCRC or Commission) was created by Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village for the purposes of:

- **Advocating for and protecting the public interest in the regulation and development of cable communications systems;**
- **Monitoring and helping resolve cable subscribers' concerns; and,**
- **Facilitating the planning and implementation of community uses of cable communication technologies.**

Each Jurisdiction appoints citizen representatives to the Commission. Over the past year, these appointees have committed hundreds of volunteer hours to fulfill the Commission's mission and to serve the Jurisdictions. They attended approximately 10 Commission meetings and numerous committee meetings, kept abreast of issues of concern to their Jurisdictions, presented information at city council and county commission meetings, and served as liaisons to Portland Community Media (PCM) and MetroEast Community Media (MetroEast).

The Commission contracts for staff through a services agreement with the City of Portland. The Commission funds an equivalent of 3.3 full-time staff positions plus related materials, services and overhead. Each member Jurisdiction provides a portion of its franchise fees from cable services providers to annually fund Commission operational expenses.

2008 ACCOMPLISHMENTS

Conducted Franchise Compliance to Protect the Jurisdictions' and Consumers' Interests

The MHCRC enforces the cable services consumer protection ordinances of Multnomah County, Portland, Gresham, Troutdale, Fairview, and Wood Village. The consumer protection rules require cable companies to notify subscribers, in writing, at least 30 days prior to implementing rate and programming service changes. This requirement assures that subscribers receive accurate information with a minimum period of time to make any desired changes to their service before their next billing cycle. The MHCRC engaged in compliance proceedings with Comcast for two separate incidences related to the 30-day customer notification. The first, regarding the loss of channels on a service tier, resulted in a violation fine, and the second regarding a new fee for customers who choose to pay their bill by phone, resulted in Comcast delaying implementation of the fee so that customers could be adequately notified.

The MHCRC also monitored and enforced various service standards for telephone responsiveness, service outage credits, billing, installation and repair responsiveness, and other consumer protection issues. In 2008, the Commission assisted in the resolution of 272 complaints.

Supported Competitive Services through Franchise Negotiations with new Cable Providers

The MHCRC concluded negotiations on new cable services franchises for two companies (Verizon and Cascade Access). The companies previously offered phone and Internet services in their service areas and sought authority to use the public-right-of-way to offer cable television services in different parts of the County to compete with Comcast. The MHCRC successfully altered resource priorities to address this unanticipated workload requirement and concluded the negotiations within the FY07-09 budget allocations. The MHCRC now regulates five franchise agreements with four companies on behalf of its jurisdictional members, although one of those (Qwest) is not currently offering cable services.

Established Franchise Monitoring and Compliance Systems for New Cable Franchises

The MHCRC diligently established a monitoring system for the requirements contained in the new cable services franchises with Verizon and Cascade Access. The system assisted the MHCRC in identifying a compliance issue related to Verizon not including the local, community access channels in its cable services, as required by the new franchise, when Verizon began offering services. The MHCRC conducted a compliance process and found Verizon in violation of its franchise. The MHCRC's compliance process resulted in Verizon including the local, access channels two months earlier than Verizon's original proposed timeframe and included additional outreach about the local channels to subscribers who received service prior to the channels being included.

Provided a Local Resource for the National Broadcast DTV Transition

The MHCRC continues to be a dependable local resource for information and education support to the general public on broadcast television's transition to digital technology (commonly referred to as DTV). The MHCRC provides regular updates on its website and has organized public DTV transition events. The MHCRC coordinated events in Portland and East County with Oregon Public Broadcasting, the Oregon Association of Broadcasters, Comcast and the FCC. The transition will take place on June 12, 2009.

Funded Projects to Advance Education and Community-Based Technology

The MHCRC directs the Community Access Capital Grant which provides funds for technology projects to community organizations, libraries, educational institutions and local government agencies throughout Multnomah County. The MHCRC oversees implementation and compliance for about 20 grant-funded projects during the year. In 2008, the program granted about \$1.1 million for 11 new community-based projects that will leverage nearly \$1.7 million in matching resources. Newly funded projects included:

- ACE Academy, co-chartered by Centennial, Gresham-Barlow, Parkrose and Reynolds school districts, brings together private sector partners and district teachers to provide at-risk juniors and seniors with hands-on, project-based learning around architecture, construction and engineering. Grant funds will provide students with laptop computers and wireless network capability in order for students and teachers to access curriculum from any of the Academy's four sites.
- The Harriet Tubman Young Women's Leadership Academy, the first all girls, college preparatory public school, located in NE Portland, received grant funding to give young

- women the opportunity to learn media literacy and multi-media production skills through classroom integration of media education training into daily activities.
- Richmond Japanese Immersion Elementary School, a public Pre-K-5 language immersion school, will acquire mobile laptop computer labs to allow all teachers to integrate computer aided curriculum into daily classroom activities.
- To increase public awareness of services offered, Multnomah County Animal Services gained funding to support its production of *Animal Magnetism: Pet TV for Humans*, a half-hour monthly program series aired by MetroEast Community Media.
- Since its creation in 1991, Flying Focus Video Collective has produced videos about underserved communities in the Portland Metro area, resulting in roughly 600 programs with local voices on topics such as civil, human and immigrant rights, environmental justice and domestic violence awareness. The grant provides Flying Focus the technology to preserve programs in a digital format for distribution and exhibition of historical local programming.
- To meet teachers' needs to use primary source materials, the Oregon Historical Society (OHS) launched the OHS Research Services Educational Outreach Project. Grant funds will be used to create and distribute programming, workshops and curriculum to area U.S. History teachers in order to familiarize them with OHS primary source materials and enhance the quality of education provided to high school history students.
- In an effort to close the achievement gap between English as a second language (ESL) students and their native English-speaking classmates, the Portland Public Schools (PPS) ESL/Bilingual Department's eLearning for Teachers project will make high quality professional development more accessible to teachers through interactive online learning tools. The tools are designed to better assist English speaking teachers who teach core curriculum subjects (ie math, English, history, and science) to classes that include ESL students.
- Jefferson High School, a Portland Public School, will use grant funds to revitalize its long-standing video production classes and capabilities through equipment upgrades. In an era of unprecedented technological advancement, the equipment upgrades will provide students an opportunity to keep pace and expand their skills with multimedia production.
- BizTech High School is a public high school created in 2004 as part of the Oregon Small Schools Initiative carried out by E3: Employers for Education Excellence with financial support from the Bill & Melinda Gates Foundation and Meyer Memorial Trust. Grant funds for the BizTech New Technology Initiative will support access to 21st century tools and career-related skills through integration of multi-media technology into BizTech's focused curriculum of business, technology, manufacturing and entrepreneurship.
- Portland Public Schools Television Services (PPS-TVS) will replace its lighting system in the television studio with grants funding. PPS-TVS programs educational Channel 28.
- Portland Public Schools will overhaul its antiquated voice communication system to reduce the disparity of access to communications and collaboration resources for PPS staff, students and parents. Grant funds will be used to replace the existing archaic and unstable phone system with state of the art Internet Protocol Telephony (IPT) service in a percentage of the districts' schools.

Engaged in Partnerships to Provide Network Services More Efficiently

The MHCRC facilitates partnerships and network planning, pursues network assets, and

distributes funds to support the Community Institutional Network (I-Net). The MHCRC developed and continues to facilitate the partnership and network interconnect among Comcast, ComNet (the City of Portland's networking service bureau) and the MHCRC to provide the highest level of service (capacity increased 10 fold) at the least cost (savings of up to 33%). Over 272 schools and public agencies' sites throughout Multnomah County use the I-Net for their data networking and Internet access needs.

Through its collaborative network planning efforts, the MHCRC identified the need to provide each I-Net site with independent power devices to increase the reliability of the network connections during power failures or surges. The MHCRC funded this network upgrade with \$300,000 from the I-Net Capital Fund which installed Uninterruptible Power Systems ("UPS") devices at all current I-Net user sites.

Local governments and schools continue to need new connections to the I-Net. In 2008, the MHCRC funded ten new connections to the I-Net from three different agencies.

Managed Direct Service Contracts for Community Media Resources (MetroEast & PCM)

The MHCRC manages contracts with MetroEast Community Media and Portland Community Media (PCM), non-profit organizations that facilitate use of technology and communications resources by the community in order to promote broad participation in civic and cultural life. These non-profits provide direct services to a diverse group of individuals, nonprofits, community organizations and government agencies. In 2008, both organizations saw an increase in the number of new video programs and in the community use of facilities and equipment. Media services were used by a wide variety of cultural, ethnic and underserved communities including: Hispanic, Pacific Islanders, Romanian, Russian, Arab, Persian, Ethiopian, Eritrean, African-American and Korean groups. The MHCRC also oversees the community access benefits provided by Comcast and Verizon under their franchise agreements.

Led Advocacy Efforts to Protect Local Authority and Public Services

The MHCRC participated in several Federal Communication Commission (FCC) and legislative processes in order to advocate for local control and resources derived from private use of the public right-of-ways.

- The MHCRC sent letters to Oregon's congressional delegation in support of maintaining cable franchising, localism and fees for IP Video providers as Congress takes up the re-write of the 1996 Telecommunications Act. The MHCRC continues to outline for key Congressional representatives the public interest benefits that the Jurisdictions have been able to provide the citizens of Multnomah County through cable franchising that reflect local community needs.
- The MHCRC filed comments on behalf of its member jurisdictions in the Federal Communications Commission (FCC) Hearings on Localism and Media Consolidation and the Broadcast Localism (MB Docket 04-233) proceedings.
- The MHCRC joined other national organizations and local governments to appeal the FCC Franchising Order in the Sixth Circuit Court.

MHCRC PRIORITIES AND STRATEGIC APPROACH

The proposed MHCRC budget responds to several changes in the MHCRC's operating environment and workload requirements. In developing its strategic approach, the MHCRC considered several factors that are impacting the Commission's work:

- 1) An additional active franchise (Verizon) that serves only a portion of the MHCRC's jurisdiction; whereas in the past, Comcast universally served all the MHCRC's jurisdictions;
- 2) The requirement to conduct a community technology needs ascertainment to serve as a basis for the Comcast franchise renewal (the Comcast franchise expires December 2010); and the related fact that cable companies no longer fund renewal processes (as was the case in the 1990s); and
- 3) The depressed economy; and the resulting loss of MHCRC administrative support staff position due to budget reductions for FY09-10 budget.

The Commission established two priorities to focus its resources over the next 18-24 months:

- Maintain the Commission's core responsibility of franchise management and regulation;
- Conduct a high-quality community technology needs ascertainment and franchise renewal process with Comcast.

The MHCRC also revisited the original funding formula for the Commission that determines the percentage split between the East County Jurisdictions and Portland to fund the MHCRC's annual budget (the formula was last updated in 1993). This was mainly driven by the shift in staff resources required for franchise regulation and enforcement of the new Verizon cable services franchise agreement with the East County Jurisdictions. Based on a recommendation from its Finance Committee, the MHCRC updated the funding formula to reflect current work requirements and resource distribution. The update resulted in a one percent shift in funding support from Portland to the East County jurisdictions (collectively). The proposed percentage in the 2009-10 budget is 65% of the MHCRC's budget to be funded by Portland and 35% to be funded by the East County jurisdictions (collectively).

In addition to cable franchise regulation and enforcement, the MHCRC will focus its resources on the renewal of the Comcast cable services franchise agreements with the Jurisdictions, which expire in December 2010. Under federal law, any public benefit obligation contained in a renewed franchise agreement must be based on a demonstrated community need. The proposed budget supports current staff resources and some limited consulting resources to design and implement the ascertainment and to negotiate franchises. The anticipated outcome of dedicating these resources is a well-planned, inclusive community needs ascertainment that will provide a sound legal basis to negotiate the breadth and depth of community benefits the MHCRC's constituencies have come to expect. The last ascertainment was conducted in 1994-95.

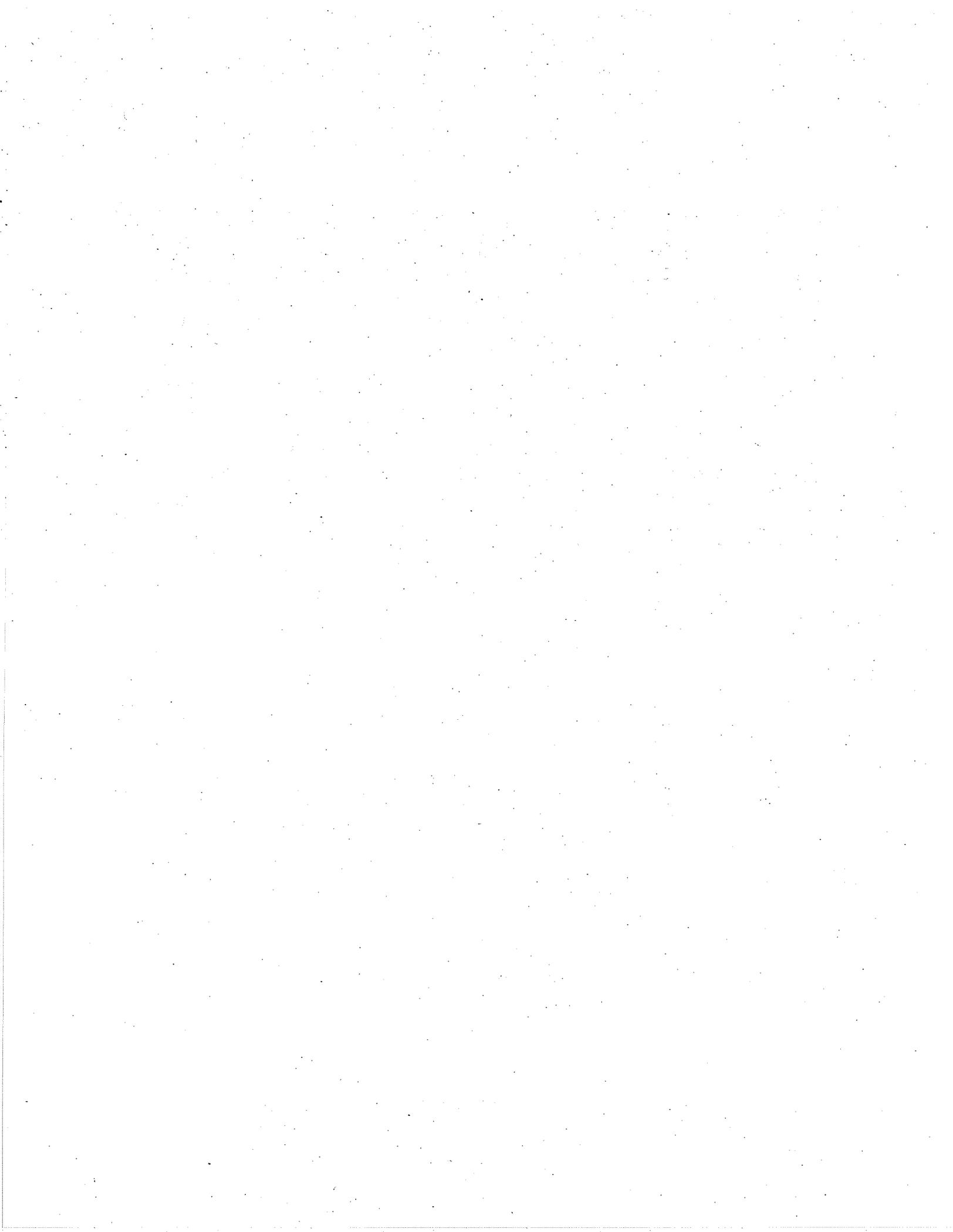
The Commission acknowledges that the policy and regulatory work of the Commission is undertaken in a very dynamic communications technology environment. Consequently, the Commission retains flexibility to modify or revise the Goals and Objectives as may be required from time to time. The MHCRC will adopt its 2009-10 goals and objectives at its meeting on June 15, 2009. Please refer to the MHCRC's website (www.mhcr.org) for current and updated goals and objectives.

BUDGET OVERVIEW

According to the Intergovernmental Agreement (IGA) among the Jurisdictions which created the MHCRC, the Commission must gain approval of its budget by every member Jurisdiction. The MHCRC's Finance Committee, comprised of four Commissioners, developed a detailed FY 2009-10 budget in consultation with its staff. On May 18, 2009, the Commission approved the proposed budget to forward to the Jurisdictions for consideration. The MHCRC provides the proposed budget to the Cities' and County's staff in advance of the City Councils' and the County Commission's consideration of the budget.

The Commission's Budget contains two budget documents: a Financial Summary and the Line Item Budget. The Budget also provides four appendixes that include more detailed information.

Franchise fee revenues overall are projected to increase by about 5 percent. The proposed budget represents a decrease of about 4 percent in expenditures. The decrease is mostly attributable to the MHCRC reducing its staff by 0.5 FTE.



FINANCIAL SUMMARY

The Commission's FY 2009-10 Financial Summary is presented on page 10. A large portion of the Commission's overall resources are funds collected from the cable companies and the expenditures are the disbursement of those funds to the member Jurisdictions, the community access providers (Portland Community Media (PCM) and MetroEast Community Media (MetroEast) and Community Access Capital Grant recipients. These disbursements are governed by the IGA and by the cable services franchises.

The amount of Commission resources from year to year is dependent on the gross revenues of the cable companies since franchise fees, the Community Access Capital Grant fund revenues and the Access Corporation Capital fund revenues are based on a percentage of the companies' gross revenues.

The Commission's **Revenue Resources** include:

First, the Commission collects all cable services franchise fee revenue for Gresham, Troutdale, Fairview, Wood Village and Multnomah County. The total projected revenues are \$1,256,827 in FY 2009-10;

Second, the MHCRC collects funds from the City of Portland for its share of the Commission's operating budget. The FY 2009-10 City of Portland share is \$283,591;

Third, the Commission administers two programs funded by two percent of Comcast's gross revenues totaling over \$2.4 million: Access Corporation Capital Fund and the Community Access Capital Grant; and

Fourth, the beginning fund balance and the interest on Commission funds.

Expenditures include:

First, franchise fee payments to the Jurisdictions. The franchise fee payments to the Jurisdictions are the total amount of franchise fees the MHCRC collects on behalf of Gresham, Troutdale, Fairview, Wood Village and Multnomah County less the amount each Jurisdiction contributes to the Commission's Operating Budget and the community access payments to MetroEast and PCM in accordance with the IGA.

Second, all MHCRC member jurisdictions contribute a portion of franchise fees to the Commission's Operating Budget (\$447,801). This is a 4 percent decrease from the current year budget. The net contribution totals \$440,775, after deducting the balance of the FY 2007-08 budget. Each Jurisdiction's net contribution is outlined below:

Gresham	\$107,714	Fairview	\$10,570
Troutdale	\$16,474	Wood Village	\$3,230
Multnomah County	\$11,668	Portland	\$283,591

The proportional funding allocation is based on the methodology adopted by the MHCRC. Greater detail is available on the cost allocation worksheet which appears in Appendix Two.

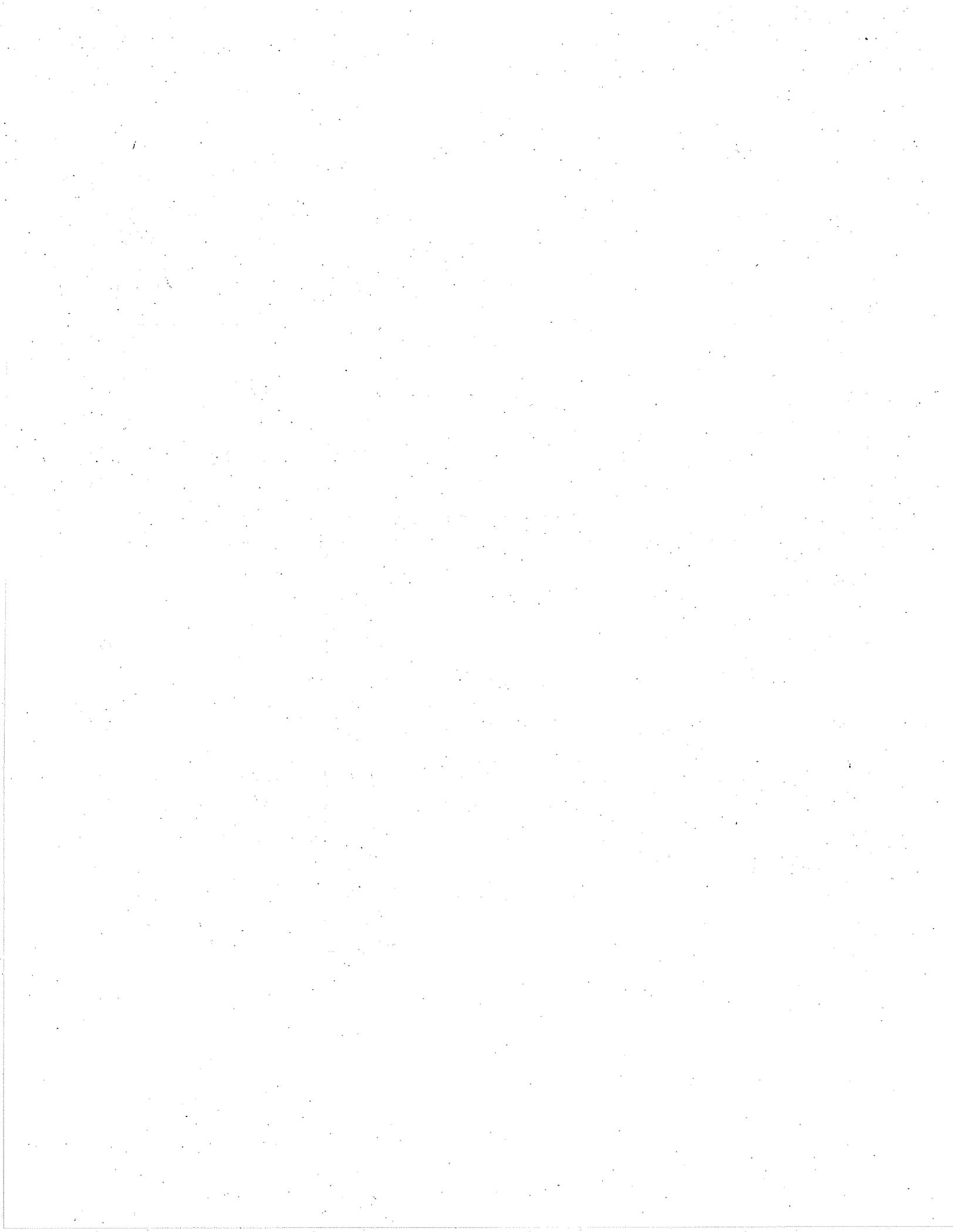
Third, community access and access corporation capital payments to MetroEast and PCM for operational and capital budgets of the community programming centers in Gresham and Portland. These payments are made in accordance with the IGA and the cable services franchise agreements.

Fourth, the Community Access Capital Grant program. These expenditures support the annual grant program.

FINANCIAL SUMMARY
FY 2009-10

RESOURCES	2006-07 Actual	2007-08 Actual	2008-09 Revised	2009-10 Proposed
Beginning Fund Balance	3,367,179	4,443,465	5,235,894	3,424,337
E. County Franch. Fees	1,048,501	1,107,942	1,071,243	1,182,655
Multnomah West Franch. Fees	56,548	68,652	61,240	74,172
Portland Share of Operating Bud. (1)	282,689	88,768	68,328	283,591
Interest	171,765	181,699	112,000	32,000
Community Access Capital Grant	1,219,478	1,265,537	1,205,495	1,239,338
Access Corporation Capital Revenue	1,176,923	1,265,538	1,205,495	1,239,338
Compliance Revenue	0	43,899	0	0
Total Resources	3,955,904	4,022,035	3,723,801	4,051,094
Total	\$7,323,083	\$8,465,500	\$8,959,695	\$7,475,431
REQUIREMENTS				
EXPENDITURES				
Franchise Fee Balance to Jurisdictions	301,496	315,315	298,305	353,075
Community Access Pmt, E. County (MetroEast)	622,780	664,765	642,746	678,060
Community Access Pmts, Mult. West (PCM)	33,002	51,579	36,744	42,015
MHCRC Operating Budget	426,392	463,679	509,385	447,801
Grant / I-Net Operating Budget	109,750	107,177	165,618	165,027
Access Corporation Capital	999,264	1,049,345	1,205,495	1,239,337
Community Access Capital	385,996	799,525	1,400,000	1,500,000
Community Access Capital-Contingency	————	————	1,518,966	2,252,106
Personnel Serv. Expended in Portland GF (1)		(221,779)	(241,901)	
Total Expenditures	\$2,878,680	\$3,229,606	\$5,535,358	\$6,677,421
Ending Fund Balance	4,443,465	5,235,894	3,424,337	798,010
Total	\$7,322,145	\$8,465,500	\$8,959,695	\$7,475,431

(1) City of Portland share of MHCRC budget is included in these two line items.



LINE ITEM BUDGET - SUMMARY

The Commission's FY 2009-10 Line Item Budget provides detail for expenditures included in the Financial Summary.

The proposed budget includes a staffing level of 3.30 FTE. This staffing level allows the Commission to maintain its core programs and address additional workload requirements (as described in the Budget Overview), which include:

- ❑ **Monitoring and enforcing cable franchises;**
- ❑ **Administering the Community Access Capital Grant program;**
- ❑ **Implementing the Community Institutional Network;**
- ❑ **Overseeing community access resources;**
- ❑ **Advocating for the Jurisdictions in legislative, federal and state proceedings;**
- ❑ **Providing sound financial management; and**
- ❑ **Conducting an inclusive and legally sound community needs ascertainment.**

The total FY 2009-10 proposed expenditures is \$4,425,315 and contingency of \$2,252,106 for the disbursement of prior year capital grants. The total consists of expenditures funded by dedicated revenues either under the IGA or the franchise agreement in the amount of \$6,229,620, and \$447,801 in Commission's operating expenditures funded by Jurisdictional contributions from the franchise fees.

**LINE ITEM BUDGET - SUMMARY
FISCAL YEAR 2009 -10**

Expenditure Classification	Actual FY 2006-07	Actual FY 2007-08	Adopted FY 2008-09	Proposed FY 2009-10
511000 Employees	254,366	229,329	298,904	283,325
517000 Benefits	103,001	91,182	118,033	103,202
Total Personal Services	\$357,367	\$320,511	\$416,937	\$386,527
521000 Professional Services	63,773	52,427	82,500	91,000
529000 Miscellaneous Services	8,730	2,361	1,200	8,200
Pass Through Payments (PEG & Fr.Fee Bal)	2,342,793	2,402,795	3,417,875	3,837,087
531000 Office Supplies	546	1,259	1,825	1,825
532000 Operating Supplies	461	2,608	4,500	4,000
541000 Education	3,473	4,673	3,600	3,600
542000 Local Travel	294	518	1,400	1,000
543000 Out-of-Town Travel	4,997	5,540	7,000	4,000
549000 Miscellaneous	8,728	5,489	9,692	8,165
Total External Materials & Svcs	\$2,433,795	\$2,477,669	\$3,529,592	\$3,958,877
551000 Fleet Services	70	26	156	141
552000 Printing/Distribution	8,168	8,791	7,707	7,716
553000 Facilities Services	25,132	24,256	10,853	12,099
554000 Information Technology (IT)	20,602	20,156	17,000	19,282
556000 Insurance	8,243	9,116	8,243	9,800
558312 Legal Advice	10,521	10,900	11,205	12,205
Total Internal Materials & Svcs	\$72,736	\$73,245	\$55,164	\$61,243
Total Materials & Services	\$2,506,531	\$2,550,914	\$3,584,756	\$4,020,120
572101 General Fund Overhead	14,782	15,748	14,669	18,668
571100 Contingency	0	0	1,518,996	2,252,106
Total Other	14,782	15,748	1,533,665	2,270,774
Funds expended in Portlnd General Fund	0	(221,779)	(241,901)	
Total	\$2,878,680	\$2,665,394	\$5,535,358	\$6,677,421
Professional Services	Acct: 521000	Pass Through Payments		Acct: 529000
Operating Budget	28,000	Comm. Access Capital		1,500,000
Capital Fund Budget	63,000	East County Fr. Fee Balance		720,075
Total	91,000	Access Corporation Capital		1,239,337
				3,459,412

APPENDIX ONE

FY 2009-10 BUDGET DETAIL

The Budget Detail includes three documents: the MHCRC Operating Budget; the MHCRC Operating Budget with PEG and I-Net expenditures less PEG grants and Pass Through Payments; and an Operating Budget Line Item Detail.

Operating Budget

This document presents the MHCRC's "Operating Budget" funded by contributions from the member Jurisdictions. The proposed operating budget has a 4 percent decrease from the current fiscal year (FY08-09) budget.

A detail of each Jurisdiction's contribution is included in Appendix Two.

MHCRC Operating Budget with PEG and I-Net

This document includes the administrative budget for managing the PEG grants and I-Net in addition to the MHCRC's "Operating Budget" funded by contributions of the member Jurisdictions.

MHCRC Operating Budget Line Item Detail

This document is the highest level of detail of MHCRC's Operating Budget including the I-Net and PEG administrative expenditures. In this document, individual expenditures are itemized within each line item.

Please note: The expenditures under the Grants/I-Net column are funded by revenues dedicated, either in the IGA or the franchise agreements, to a particular use (pass through payments, access corporation capital and grants).

COMMISSION OPERATING BUDGET
Funded by Jurisdictions
Fiscal Year 2009-10

Acct.	Title	FY 2006-07 Actual	FY 2007-08 Actual	FY 2008-09 Adopted	FY 2009-10 Proposed
5110	Employees	200,143	229,329	242,173	226,260
5170	Benefits	81,649	91,182	94,905	81,412
Personnel Services		\$281,792	\$320,511	\$337,078	\$307,672
5210	Professional Services	52,667	32,316	19,500	28,000
5290	Miscellaneous Services	8,729	2,361	1,200	8,200
5310	Office Supplies	546	1,259	1,825	1,825
5320	Operating Supplies	461	2,608	4,500	4,000
5410	Education	3,458	4,628	3,000	3,000
5420	Local Travel	294	518	1,400	1,000
5430	Out-of-Town Travel	4,997	5,540	6,000	3,000
5490	Miscellaneous	6,369	3,534	6,692	5,165
External Materials and Services		\$77,521	\$52,764	\$44,117	\$54,190
5510	Fleet Services	70	26	156	141
5520	Print/Distribution	7,298	8,406	6,125	6,162
5530	Facilities Services	19,931	29,535	8,625	9,662
5540	Information Technology (IT)	14,322	22,740	13,511	15,398
5560	Insurance/Workers Comp	6,497	9,116	6,551	7,826
558312	Legal Advice	7,190	7,500	7,805	9,948
Internal Services		\$55,308	\$77,323	\$42,773	\$49,138
572101	GF Overhead	11,771	13,082	11,658	14,908
575101	COLA	0	0	10,679	4,400
571100	Contingency	0	0	19,180	17,493
Cable Fund Services		\$ 11,771	\$ 13,082	\$ 41,517	\$ 36,801
Total-Funded by Jurisdictions		\$426,392	\$463,680	\$465,485	\$447,801

**COMMISSION OPERATING BUDGET WITH PEG AND I-NET
(Funded by Jurisdictions and other Dedicated Resources) *
FY 2009-10**

Acct.	Title	FY 2008-09 Adopted	FY 2009-10 Proposed
5110	Employees	298,904	283,325
5170	Benefits	118,033	103,202
Personnel Services		\$416,937	\$386,527
5210	Professional Services	82,500	91,000
5290	Miscellaneous Services	1,200	8,200
5310	Office Supplies	1,825	1,825
5320	Operating Supplies	4,500	4,000
5410	Education	3,600	3,600
5420	Local Travel	1,400	1,000
5430	Out-of-Town Travel	7,000	4,000
5490	Miscellaneous	9,692	8,165
External Materials and Services		\$111,717	\$121,790
5510	Fleet Services	156	141
5520	Print/Distribution	7,707	7,716
5530	Facilities Services	10,853	12,099
5540	Information Technology (IT)	17,000	19,282
5560	Insurance/Workers Comp	8,243	9,800
558312	Legal Advice	11,205	12,205
Internal Services		\$55,164	\$61,243
572101	Overhead	14,669	18,668
571100	COLA	13,437	7,106
571100	Contingency	19,180	17,493
571100	Contingency Reserve-Discretionary	43,899	0
Cable Fund Services		\$ 91,185	\$ 43,267
TOTAL		\$675,003	\$612,827
Total funded by dedicated PEG resources plus Conting., Reserve.		\$ 209,517	\$ 165,027
Total funded by Jurisdictions		\$ 465,486	\$ 447,801

*** Dedicated funds and resources:**

1. Interest from MHCRC Fund Balance

2. Dedicated PEG Capital Funds

OPERATING BUDGET - LINE ITEM DETAIL

Fiscal Year 2009-10

Proposed

Line Item	Description FY 2009-10 FY 2008-09			
		Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total	
5110	<i>Employees :</i>							
	Director	0.50	59,349	2,473	61,822	55,469	2,311	57,780
	Dep. Director	0.50	45,323	2,893	48,216	43,665	2,787	46,452
	Financial Analyst	0.50	28,585	12,251	40,836	27,535	11,801	39,336
	Program Manager	0.80	41,182	22,175	63,357	43,072	23,192	66,264
	Program Specialist	1.00	51,821	17,274	69,094	49,917	16,639	66,556
	Office Support Sp III	0.00				22,516		22,516
	Total	3.30	\$226,260	\$57,065	\$283,325	\$242,173	\$56,731	\$298,904
5170	<i>Benefits:</i>							
	Director	0.50	18,214	759	18,973	18,640	777	19,417
	Dep. Director	0.50	15,809	1,009	16,818	16,273	1,039	17,312
	Financial Analyst	0.50	10,723	4,595	15,318	11,004	4,716	15,720
	Program Manager	0.80	15,621	8,412	24,033	17,503	9,425	26,928
	Program Specialist	1.00	21,045	7,015	28,060	21,515	7,172	28,686
	Office Support Sp III	0.00				9,970	0	9,970
	Total	3.30	\$81,412	\$21,790	\$103,202	\$94,905	\$23,128	\$118,033
	Personnel Services Total		\$307,672	\$78,855	\$386,527	\$337,079	\$79,858	\$416,937
5210	<i>Professional Services:</i>							
	Engineering Tech. Services		2,000	40,000	42,000	3,000	40,000	43,000
	Outreach		2,000	20,000	22,000	2,000	20,000	22,000
	Outside Legal Services		4,000	0	4,000	2,000	0	2,000
	Financial Services		16,000	3,000	19,000	9,000	3,000	12,000
	MetroEast Sponsorship		500		500	0		0
	MHCRC and Staff Retreat		3,500		3,500	3,500		3,500
	Total		\$28,000	\$63,000	\$91,000	\$19,500	\$63,000	\$82,500
5290	<i>Miscellaneous Services :</i>							
	Administrative Support		7,000	0	7,000	0	0	0
	Mail Delivery Service		1,200	0	1,200	1,200	0	1,200
	Total		\$8,200	0	\$8,200	\$1,200	\$0	\$1,200
5310	Office Supplies		\$ 1,825	\$ -	\$1,825	\$ 1,825	0	\$1,825
5320	<i>Operating Supplies:</i>							
	Printer, Fax, & other supplies		2,500	0	2,500	2,500	0	2,500
	Software Upgrade		1,000	0	1,000	1,000	0	1,000
5350	Data Processing Equip.		500		500	1,000		1,000
	Total		\$4,000	\$0	\$4,000	\$4,500	0	\$4,500
5410	<i>Education:</i>							
	Computer Training		0	0	0	1,000	0	1,000
	Cable Regulatory Training		3,000	600	3,600	2,000	600	2,600
	Total		\$3,000	\$600	\$3,600	\$3,000	600	\$3,600

OPERATING BUDGET - LINE ITEM DETAIL

Fiscal Year 2009-10

Proposed

Line Item	Description	FY 2009-10			FY 2008-09		
		Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total
5420	Local Travel	1,000	0	1,000	1,400	0	1,400
5430	Out of Town Travel	3,000	1,000	4,000	6,000	1,000	7,000
5490	Miscellaneous:						
	NATO - Membership	1,100	0	1,100	1,100	0	1,100
	ACM - Membership	750	0	750	750	0	750
	Grantmakers of Oregon	0	2,000	2,000	0	2,000	2,000
	Subscriptions:						0
	Multichannel News	0	0	0	900	0	900
	Oregonian	80	0	80	80	0	80
	Gresham Outlook	85	0	85	85	0	85
	Law Journal Press	600	0	600	600	0	600
	West Group	350	0	350	350	0	350
	Lexis Nexis	1,000	0	1,000	1,400	0	1,400
	Parking; MHCRC & Customers	600	0	600	800	0	800
	Refreshments for MHCRC meetings	600	1,000	1,600	627	1,000	1,627
	Total	\$5,165	\$3,000	\$8,165	\$6,692	\$3,000	\$9,692
	Total External M & S	\$54,190	\$67,600	\$121,790	\$44,117	\$67,600	\$111,717
	<i>Internal Service:</i>						
5510	Fleet Services	141	0	141	156	0	156
5520	Print/Distribution	6,162	1,554	7,716	6,125	1,582	7,707
5530	Facilities Services	9,662	2,437	12,099	8,625	2,228	10,853
5,540	Information Technology (IT)	15,398	3,884	19,282	13,511	3,489	17,000
5,561	Insurance and Claims	4,958	1,251	6,209 Included below		0
5566	Workers Comp	2,868	723	3,591	6,551	1,692	8,243
558312	Legal Advice	9,948	2,257	12,205	7,805	3,400	11,205
	Total Internal Svcs	\$49,138	\$12,105	\$61,243	\$42,773	\$12,391	\$55,164
572101	Overhead	14,908	3,760	18,668	11,658	3,011	14,669
571100	COLA - EC Share	4,400	2,706	7,106	10,679	2,758	13,437
571100	Contingency	17,493	0	17,493	19,180	0	19,180
	Total Other	\$36,801	\$6,466	\$43,267	\$41,517	\$5,769	\$47,286
	Operating Budget	\$447,801			\$465,486	\$165,618	\$631,104
	Contingency Reserve		0	0	43,899		43,899
	Dedicated Fund Resources		\$165,027			\$ 165,618	
	Total			\$612,827	509,385		\$675,003

APPENDIX TWO

BUDGET ALLOCATION BY JURISDICTION

All member Jurisdictions contribute to the operation of the MHCRC. For FY 2009-10, the Commission used the funding methodology adopted by the Jurisdictions. The methodology is based on an agreed upon shared percentage of the Commission's operating costs between Portland and the East County Jurisdictions. The East County share is then allocated among Fairview, Gresham, Troutdale, Wood Village and Multnomah County based on the number of cable subscribers in each Jurisdiction. The MHCRC updated the funding formula for FY2009-10 budget to more accurately reflect current work requirements and resource distribution (see page 5 for more detail).

**BUDGET ALLOCATION BY JURISDICTION
COMMISSION OPERATING BUDGET
FY 2009-10**

Operating Budget Total: \$ 447,801

JURISDICTION		FY 2008-09 Adopted	FY 08-09 %%	FY 2009-10 Proposed	FY 09-10 %%	Credit Balance FY 07-08	Net Juris. Appr.
Portland	Subscriber Distribution	\$308,617	66.3%	\$289,775	65%	6,184	\$ 283,591
E. County	No. Of Subs Perc. Distr.						
Gresham	20,725 71.8%	\$109,986	23.6%	\$113,410	25.3%	\$5,698	\$107,712
Multnomah Co.	2,343 8.1%	\$14,344	3.1%	\$12,821	2.9%	\$1,153	\$11,668
Troutdale	3,169 11.0%	\$17,646	3.8%	\$17,341	3.9%	\$867	\$16,474
Fairview	2,015 7.0%	\$11,524	2.5%	\$11,026	2.5%	\$456	\$10,570
Wood Village	626 2.2%	\$3,369	0.7%	\$3,426	0.8%	\$196	\$3,230
E. County Total	28,878 100.0%	\$156,869	33.7%	\$ 158,025	35%	\$ 8,370	\$ 149,655
Total		\$465,486	100.0%	\$447,800	100.0%	\$ 14,554	\$ 433,246

**MT HOOD CABLE REGULATORY COMMISSION
CABLE SUBSCRIBERSHIP**

Jurisdictions	Jul-07	Jul-08	FY 2009-10 Distribution	Percentage Incr./Decr
E. County				
Gresham	19,652	20,725	71.8%	5.5%
Multnomah Co. E & W	2,563	2,343	8.1%	-8.6%
Troutdale	3,153	3,169	11.0%	0.5%
Fairview	2,059	2,015	7.0%	-2.1%
Wood Village	602	626	2.2%	4.0%
E. County Total	28,029	28,878	100.0%	3.0%
Portland	123,228	126,516		2.7%
Total MHCRC Subscribers	151,257	155,394		2.7%
Source: Comcast Subscriber Penetration Report				
July-07				
July-08				

APPENDIX THREE

FRANCHISE FEE REVENUE AND DISBURSEMENT DETAIL

**FRANCHISE FEE REVENUES AND DISBURSEMENTS
FY 2009-10
PROPOSED**

Jurisdictions	Franchise Fees	Net Budget Appropriation	MetroEast	PCM	Payments to Jurisdictions
Portland		283,591		\$909,697	
GRESHAM	878,738	107,714	527,243		243,781
MULTNOMAH CO., EAST	49,289	11,668	29,573		8,048
MULTNOMAH CO., WEST	74,172	N/A	N/A	44,503	29,669
TROUTDALE	140,911	16,474	84,547		39,890
FAIRVIEW	88,108	10,570	52,865		24,673
WOOD VILLAGE	25,608	3,230	15,365		7,013
Total, East County	\$1,256,827	\$149,656	\$709,593	\$44,503	\$353,075
Total		\$433,247	-	\$954,200	-

FY 2009-10 Budget less FY 2007-08 Credit Balance

Jurisdictions	FY 2009-10 Proposed	Credit Balance FY 07-08	Net Budg. Approp. FY 2009-10
PORTLAND	289,775	6,184	283,591
GRESHAM	113,412	5,698	107,714
MULTNOMAH CO.	12,821	1,153	11,668
TROUTDALE	17,341	867	16,474
FAIRVIEW	11,026	456	10,570
WOOD VILLAGE	3,426	196	3,230
Sub Total, East County	\$158,025	\$8,370	\$149,656
Total	\$447,801	\$14,554	\$433,247

FRANCHISE FEE BALANCE TO JURISDICTIONS

Jurisdictions	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Revised Proj	FY 09-10 Projection	Increase/ (decr) 08/09 vs., 09/10
GRESHAM	211,500	241,435	233,148	243,781	\$10,634
MULTNOMAH CO., EAST	5,767	4,381	6,174	8,048	\$1,874
MULTNOMAH CO., WEST	24,015	28,578	19,128	29,669	\$10,541
TROUTDALE	36,322	36,219	36,339	39,890	\$3,552
FAIRVIEW	23,259	23,009	22,722	24,673	\$1,952
WOOD VILLAGE	6,852	7,147	6,604	7,013	\$409
Total	\$307,715	\$340,769	\$324,114	\$353,075	\$28,961

APPENDIX FOUR

ACCESS DISBURSEMENT DETAIL (MetroEast and PCM)

The Commission administers two contracts with the community access providers that serve the Jurisdictions. Attachment 1 presents the FY 2009-10 budget for MetroEast Community Media (MetroEast). MetroEast serves the East Multnomah County area. Attachment 2 presents the FY 2009-10 budget for Portland Community Media (PCM). PCM serves the City of Portland area.

The access providers receive funding for both operations and capital expenditures. The majority of PCM's operational resources is based on a contract between PCM and the City of Portland and is not included in the MHCRC's budget. MetroEast receives operational resources, in accordance with the IGA that created the Commission, based on 60 percent of the franchise fees for the East County area. Both organizations receive access corporation capital funding from franchise resources dedicated for this use.

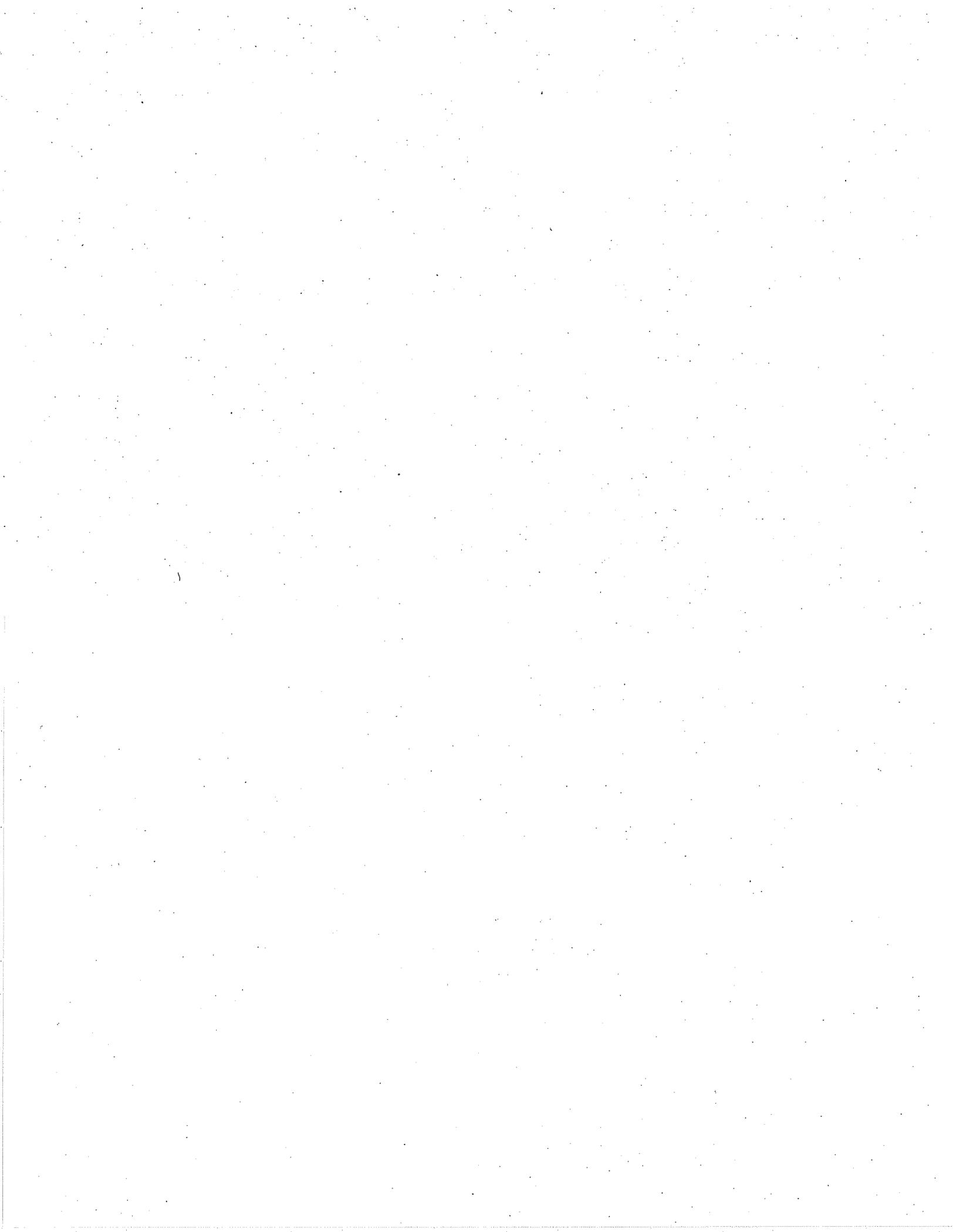
A summary chart of Access Resources is included below.

1. MetroEast Community Media:

60 % of East County Cable Franchise Fees	\$ 678,060
<u>Access Corporation Capital</u>	<u>\$ 557,348</u>
Total	\$1,255,408

2. Portland Community Media:

City of Portland General Fund	\$ 909,697
60% of West Multnomah County	\$ 42,015
<u>Access Corporation Capital</u>	<u>\$ 661,989</u>
Total	\$ 1,612,701



Attachment 1

METROEAST COMMUNITY MEDIA BUDGET

FISCAL YEAR 2009-10



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METROEAST CHANNELS
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11	CAN
	<i>Community Access Network</i>
21	<i>MetroEast Television</i>
22	<i>MetroEast Community Affairs</i>
23	<i>Portland Community Media</i>
27	<i>Educational Access (East Metro Only)</i>
28	<i>Educational Access</i>
29	<i>MetroEast Program Guide Community Bulletin Board Oregon Public Affairs Network</i>
30	<i>MetroEast Municipal</i>

METROEAST COMMUNITY MEDIA FY 2009-10 BUDGET NARRATIVE

MetroEast Community Media, East Metro's truly local electronic media, pursues its mission of building community through media by promoting broad participation in civic and cultural life through the effective use and understanding of community media. A non-profit organization, MetroEast provides East Metro residents, community organizations, local governments, and schools free and low cost access to the medium of television and other means of distribution, media literacy training, and video production. MetroEast and citizen-produced programming is distributed to over 65% of East Metro households and over 400,000 households in the Portland metropolitan region. MetroEast produces city council meetings and work sessions and other government and community meetings as well as programming used as educational and informational tools at meetings, community forums and classroom settings.

WHAT WE DO

MetroEast produces and facilitates programming with many diverse partners and on wide-ranging topics. MetroEast partnered with over 200 community organizations and will facilitate about 4,500 hours of programming in FY 2009-10, including:

- Live and taped coverage of East Metro local governments, including city council and planning commission meetings and budget and special hearings as well as the Rockwood Water PUD, and Metro.
- Working with educational partners in East Multnomah County to produce programs on academic and extracurricular activities in local schools, coverage of school board meetings and programs on school safety.
- Provided the only regular electronic media coverage of East Metro area events and public affairs.
- Increasing citizen involvement through programs such as *Candidate Speak Out*, a live call-in for local candidates, and *Community Hotline*, a live call-in program where community organizations provide information and answer questions about their services.
- The Oregon Learning Lab for Information and Education (OLLIE,) a mobile facility for use by schools and community groups that provides access to training and tools to use technology to improve learning and build community.

Community television and beyond.



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Network*

*30
MetroEast Municipal*

- Coverage of local community events such as the Gresham Area Chamber of Commerce's benefit breakfast and public affairs forums, Gresham's *Teddy Bear Parade*, *Senior Showcase*, *Civic Agenda* and *MetroEast Outlook*.

HOW WE DO IT

MetroEast makes these services possible through training, access to equipment, staff support and program production. For the past several years, use of MetroEast facilities and hours of programming produced at MetroEast has increased; these trends continued this year continued. In FY 2009-10, MetroEast will:

- Offer training to 650 people in 125 classes
- Produce and facilitate 4,500 hours of programming by, for and about East Metro, its residents and their concerns and issues
- Have 300 volunteers give 10,000 hours of their time to MetroEast and the community
- Loan equipment to community members who are creating programming for and about the East Metro area for more than 2,200 days
- Provide more than 75 hours of staff assistance and support to the public each week, an annual total of more than 3,900 hours.

PREPARING FOR THE FUTURE

MetroEast's strategic plan is based on information gathered from a community needs assessment and includes the following strategic directions:

- Building community through media by incorporating a broadened range of media tools, including diversified delivery systems, and serving as a community gathering space for opportunities for face-to-face dialogue.
- Innovating in our practices and processes by challenging ourselves to create new ways of doing business, including expanding partnerships and researching best and emerging practices in the field.
- Catalyzing diverse and responsive programming by facilitating and creating additional community issue forums and other programming that directly responds to East Metro area community needs:
- Improving visibility and awareness by articulating the benefits of MetroEast programming and services based on understanding audience/constituent needs and wants.

Community television and beyond.



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MetroEast Municipal

- Developing partnerships to diversify funding by seeking grant funding, earned income and other opportunities to supplement cable-related resources.
- Making it easy by lowering the technical threshold to aid the participation of diverse individuals, community groups and local governments and creating ways to “meet groups where they are” as a starting point for their involvement.
- Administering and governing with accountability through board and staff development, planning, and financial oversight.

MetroEast is continuing to pursue these strategic directions through new activities such as providing training and access to new methods of program distribution and producing new programs designed to increase public knowledge about the activities of East Metro local governments.

MetroEast is developing plans for a community needs assessment FY 2009-10 in preparation for franchise renewal negotiations with Comcast. The information gained through this assessment will be used to develop a strategic plan that will continue MetroEast’s high standards of service to the community.

THE NUMBERS

As with almost every other non-profit organization, school district and local government, MetroEast has responded to the faltering economy with significant budget cuts. And, as is usually the case, it’s MetroEast employees who have borne the brunt of those cuts.

Personnel expenditures have been reduced by over 9% over this year’s budget and are slightly lower than actual expenditures were for FY 2007-08. These cuts were accomplished by freezing salaries, eliminating MetroEast’s contribution to employee’s retirement plan, not filling vacant positions, and by some employees taking leave-without-pay. These measures have decreased MetroEast personnel costs by more than 9% over the current fiscal year budget.

The consulting line has decreased because MetroEast has withdrawn from the Oregon Learning Lab for Information and Education (OLLIE) project. MetroEast reimbursed Portland Community Media for the cost of salaries and benefits for OLLIE through its consulting line. With the elimination of those expenses, MetroEast consulting costs have decreased.

Other significant decreases have come in:

- Education & Training and Travel which have been eliminated for FY 2009-10

Community television and beyond.



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MetroEast Municipal

- Food and Business Meals have decreased by more than one third
- Printing and postage costs have decreased by more than 50 percent due to moving to an electronic newsletter

These reductions will save over \$28,000 compared to the current fiscal year budget.

Overall, MetroEast's non-capital budget will decrease by 10% from FY 2008-09.

Capital expenditures in FY 2009-10 will remain similar to previous years with one exception. In constructing its new facility, MetroEast used over \$900,000 of unrestricted non-capital for building costs. Line item 8090 (Building Loan Transfer) reflects a partial repayment of those funds to non-capital revenue and expenditures. Other payments for the building are reflected in line items 8011, 8013, 8014, 8015. Long-term debt reduction (8014) and long-term interest (8011) can vary significantly from year-to-year due to the provisions of the loans used to finance MetroEast's building.

Community television and beyond.

PROPOSED BUDGET
METROEAST COMMUNITY MEDIA
FY 2009-10

	ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	PROJECTED YEAR END 2008-09	PROPOSED BUDGET 2009-10
INCOME:					
4130 Franchise Fees, Multnomah	\$ 564,772	\$ 659,381	\$ 642,746	\$ 700,639	\$ 678,060
4090 Interest	17,403	127	100	930	1,000
4270 Activity Fees/Fees for Service	150	14,323	14,000	14,802	17,500
4200 Other	27,500	42,597	49,000	7,884	11,480
4172 Capital Funds	4,500	458,304	559,834	559,834	577,348
4162 Investment Fund Withdrawal	458,304	417,241	298,860	339,550	0
4905 Building Loan Transfer	250,337	0	0	0	194,397
TOTAL OPERATING INCOME	\$ 1,322,966	\$ 1,591,973	\$ 1,564,540	\$ 1,623,639	\$ 1,479,785
EXPENSES:					
Personnel					
7020 Full-Time Salaries	\$ 470,863	\$ 458,448	\$ 523,846	\$ 500,166	\$ 492,552
7030 Part-Time Salaries	78,677	92,278	83,539	99,433	92,943
7050 Taxes & Fringe Benefits	150,014	152,038	157,920	164,479	117,099
Total Personal Services	\$ 699,554	\$ 702,764	\$ 765,305	\$ 764,078	\$ 702,594
Operations					
6020 Accounting	\$ 15,187	\$ 15,747	\$ 16,500	\$ 14,500	\$ 15,000
6041 Consulting	44,418	39,672	56,000	54,000	39,500
6051 Dues & Subscriptions	14,138	12,681	14,000	11,113	12,000
6060 Educational Program Acquisition	(334)	0	300	400	0
6061 Education & Training	9,633	3,889	8,055	6,000	0
6062 Business Meals/Related	1,775	1,164	2,500	2,740	1,000
6063 Ed. Tuition Reimbursement	0	0	200	0	0
6064 Events	0	2,372	2,500	975	0
6070 Food	8,269	9,294	8,500	11,000	6,000
6100 Insurance	40,231	41,076	45,000	45,143	49,000
6110 Janitorial	9,649	9,600	9,800	9,642	10,400
6130 Legal	4,863	7,587	5,500	1,250	4,500
6131 Local Travel & Mileage	2,179	1,605	2,860	2,299	2,222
6140 Maintenance Supplies	649	1,307	1,673	2,021	1,486
6160 Office Supplies	3,231	4,561	4,145	5,594	3,782
6161 Operating Supplies	9,099	6,026	7,776	6,838	6,915
6170 Personnel Recruitment	0	2,914	1,272	978	0
6171 Phones	7,926	8,576	8,923	8,234	11,177
6172 Postage	7,129	5,336	7,371	4,969	6,000
6173 Printing	13,166	13,380	11,819	8,428	3,400
6174 Marketing/Promotion	9,615	7,271	6,929	5,604	3,000
6190 Repairs & Maintenance	7,285	5,929	5,105	6,703	4,258
6211 Travel	5,838	3,769	5,340	1,324	0
6220 Utilities and Maintenance	15,715	17,096	16,400	17,468	17,359
6230 Vehicle Maintenance	405	349	500	296	344
Total Materials & Services	\$ 230,066	\$ 221,201	\$ 248,968	\$ 227,519	\$ 197,343

PROPOSED BUDGET
METROEAST COMMUNITY MEDIA
FY 2009-10

		ACTUAL 2006-07	ACTUAL 2007-08	BUDGET 2008-09	PROJECTED YEAR END 2008-09	PROPOSED BUDGET 2009-10
	Capital					
8001	Misc. Debt Expense	\$ 3,750	\$ 3,780	\$ 0	\$1,085	\$ 3,750
8002	Books	0	250	125	131	125
8003	Maintenance Supplies	0	0	3,000	0	500
8004	Office Supplies	2,839	3,230	2,200	175	1,000
8005	Operating Supplies	11,880	1,238	4,687	225	1,500
8006	Repairs & Maintenance	0	2,944	1,000	0	1,000
8007	Media/Videotape	2,667	1,468	1,500	1,650	1,500
8008	Equipment lease - Debt Reductio	27,185	30,027	33,165	33,165	35,577
8009	Equipment lease - Interest	13,092	10,250	7,112	7,112	4,700
8011	Interest - Short Term Loans	61,333	378,000	44,281	41,846	67,473
8013	Interest - Long Term Loan	63,761	49,172	113,781	89,505	74,406
8014	Debt Reduction - Short Term Loa	160,000	10,665	146,216	320,000	43,254
8015	Debt Reduction - Long Term Loa	10,666	61,938	24,831	11,732	10,666
8030	Leasehold Improvements	19,131	3,384	11,500	713	5,000
8016	Building Maintenance Fund	11,000	11,000	11,500	11,500	0
8040	Office Equipment	33,240	16,173	25,000	10,000	25,000
8050	Office Furnishings	1,908	1,560	10,000	2,100	7,500
8060	Production & Maintenance Equip	138,582	68,061	120,000	65,000	100,000
8090	Building Loan Transfer	0	0	0	0	194,397
	Total Capital	\$ 561,034	\$ 653,140	\$ 559,898	\$ 595,939	\$ 577,348
	TOTAL OPERATING EXPENSE	\$ 1,490,654	\$ 1,577,105	\$ 1,574,171	\$ 1,587,536	\$ 1,477,285

METROEAST COMMUNITY MEDIA
FY 2009-10 PEG BUDGET
LINE ITEM EXPLANATION

INCOME:

4130 Multnomah Franchise Fees

Five percent of gross revenue of Comcast for East Multnomah County system, of which MetroEast receives 60 percent.

4090 Interest

Income projected on current interest rates.

4200 Other

Tape duplication, refunds, special events, underwriting, donations.

4270 Activity/Fees for Service

Moneys from activity fees and charging for MetroEast services.

4172 Capital Funds

Moneys from franchise capital revenues dedicated to PEG access providers.

4162 Investment Withdrawal

Withdrawals from MetroEast's investment fund.

4905 Building Loan Transfer

Internal transfer of capital funds to operations to reimburse operations funds spent on building construction.

EXPENSES:

7020 Full-time Salaries.

Salaries for full-time employees.

7030 Part-time Salaries

Salaries for part-time employees.

7050 Taxes & Benefits

Includes pension plan contribution, insurances, FICA, Tri-Met and state unemployment tax.

6020 Accounting

Cost of annual audit and accounting support services.

6041 Consulting

Outside professional services except for accounting, graphics, legal, janitorial and equipment repair.

6051 Dues and Subscriptions

Cable, magazine and newspaper subscriptions, professional memberships.

6060 Educational Program Acquisition

Purchase, rental, or licensing fee for any acquired programming.

6061 Education and Training

Training and education for nine Board members and fifteen employees.

6062 Business Meals/Related

Meals purchased for business-related purposes.

6063 Education Tuition Reimbursement

Costs for tuition reimbursement.

6064 Events

Speakers fees, facility rental and other costs associated with special events.

6070 Food

Food for volunteer crews working on MetroEast productions and for events.

6100 Insurance

Workers' Compensation, Volunteer, Liability (including property and auto), Excess Liability, Media Special Perils, Officers and Directors, Pension Board.

6110 Janitorial

Janitorial services.

6130 Legal

Attorney's fees for consultation and advice.

6131 Local Travel and Mileage

Employee reimbursement for business-related mileage and parking.

6140 Maintenance Supplies

Supplies used to repair and maintain equipment that last less than one year.

6160 Office Supplies

Items that are less than \$100 and that last less than one year.

6161 Operating Supplies

Production-related items that are less than \$100 and last less than one year.

6170 Personnel Recruitment

Advertising for position openings.

6171 Phones

Includes regular and cellular service.

6172 Postage:

All outgoing postage, express services, parcel shipping and other shipping.

6173 Printing

Printing done outside including newsletter, invitations, handbook, forms.

6174 Marketing and Promotion

Advertising (except job openings), promotional items, marketing surveys and services.

6190 Repairs and Maintenance

Routine and emergency maintenance.

6211 Travel

Transportation to regional and national conferences and seminars.

6220 Utilities and Maintenance

Utilities, including water and electricity and building maintenance.

6230 Vehicle Maintenance

Maintenance and repairs for two vehicles.

8001 Miscellaneous Debt Expense

Fees for building loan.

8002 Books

Training books, videos, and other books.

8003 Maintenance Supplies

Supplies used to repair and maintain equipment that last less than one year.

8004 Office Supplies

Items that are less than \$100 and that last less than one year.

- 8005 Operating Supplies**
Production-related items that are less than \$100 and last less than one year.
- 8006 Repairs & Maintenance**
Routine and emergency maintenance.
- 8007 Media/Videotape**
Video and audio media (e.g., video tape, DVDs)
- 8008 Debt Reduction - Equipment Lease**
Reduction of principle on equipment lease
- 8009 Interest - Equipment Lease**
Interest payments on equipment lease.
- 8011 Interest - Short Term Loans**
Interest payments on short term loans
- 8013 Interest on Long Term Loan**
Interest payments on Key Bank Loan
- 8014 Debt Reduction - Short Term Loans**
Payments on principle of short term loans.
- 8015 Debt Reduction - Long Term Loan**
Payments on Key Bank loan principle.
- 8016 Building Maintenance Fund**
Funds for future maintenance costs.
- 8020 Building Construction**
Construction costs for new facility.
- 8021 Property Taxes**
Property taxes paid to Multnomah County.
- 8030 Leasehold Improvements**
Improvements to MetroEast building.
- 8016 Building Maintenance Fund**
Funds set aside for major long-term maintenance (e.g., roof replacement.)
- 8040 Office Equipment**

Office equipment in excess of \$100 such as computers, copiers, fax machines.

8050 Office Furnishings

Items in excess of \$100 such as desks, chairs, cabinets, bookcases, file cabinets.

8060 Production and Maintenance Equipment:

Items in excess of \$100 for production, playback and engineering. Includes funds for emergency purchases. See attached for detail.

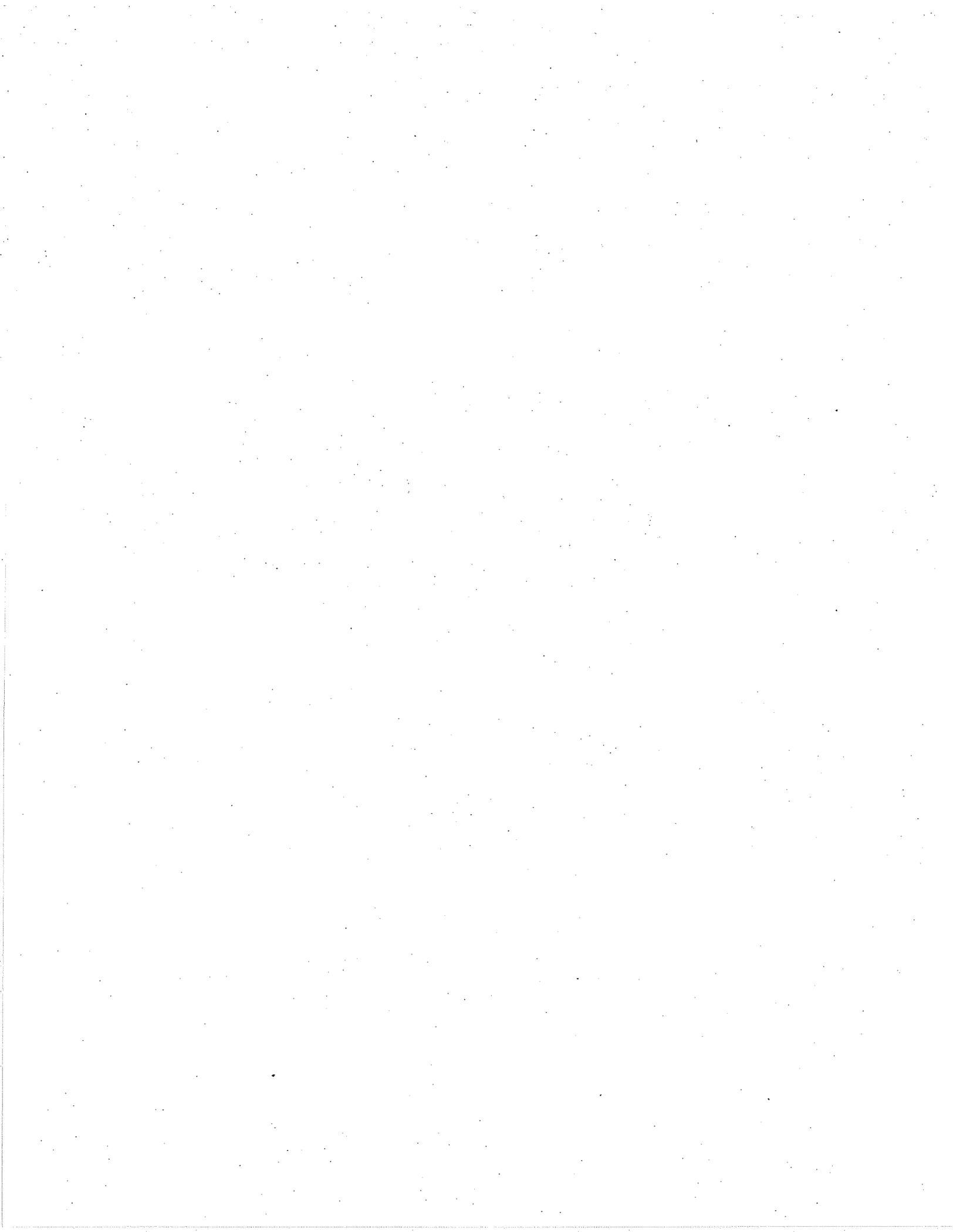
8090 Building Loan Transfer

Transfer of capital funds to reimburse operations funding used for building construction.

Attachment 2

PORTLAND COMMUNITY MEDIA BUDGET

FISCAL YEAR 2009-10





PORTLAND COMMUNITY MEDIA
2766 NE Martin Luther King Jr. Blvd Portland, OR 97212
Phone 503 288-1515 Fax 503 288-8173 www.pcmtv.org

TO: MHCRC FINANCE COMMITTEE
FROM: SYLVIA McDANIEL, CHIEF EXECUTIVE
DATE: APRIL 29, 2009
SUBJECT: PORTLAND COMMUNITY MEDIA (PCM) BUDGET

On April 28, 2009, the Portland Community Media (PCM) Board of Directors unanimously approved PCM's operating and capital budget for FY 2009-2010. The budget anticipates operations funding levels from the City of Portland to decrease by 2-5 percent and capital budget appropriations will increase.

For the first time, the PCM operations budget figures reflect the "real" cost of doing business. Over the years, PCM has had to re-adjust its operations budget mid-year to reflect actual expenses, reflecting a 30-50 percent budget expense gain. Fixed costs, such as electricity and natural gas, have always outpaced PCM's proposed utility budget, helping to create a year-end deficit. Mostly, the demand for services continues to rise and PCM has kept its obligation to ensure that Portlanders have:

- A forum for free speech
- An outlet for local government to connect to its community and voters
- The ability for underserved populations to have access to technology and digital communications

PCM has had to be realistic about its budget, and as a result will realize a budget increase of about 20% in 2009-2010 because of PCM's need to:

- Re-adjust salaries due to pay discrepancies.
- Hire critical personnel that would include a Development Director, who can enhance PCM's fund diversity, and an Executive Assistant that can support the Chief Executive.
- Market and promote PCM (PCM's low visibility is often a criticism of supporters).
- Participate in community surveys that support the cable franchise and city contract negotiations.
- Improve capacity in the Multimedia Services Division, PCM's "cash cow" or revenue source that can generate additional business contracts.
- Enhance channel content, quality and visibility, particularly on CityNet 30 (government channel), POP29 public interest and 22 & 23 access channels.
- Heighten outreach that would secure community satellite sites for PCM to offer additional multimedia training and content production, targeting underserved populations such as communities of color, ESL populations and those that are economically disadvantaged. PCM calls this outreach model "SmartAccess." SmartAccess is designed to offer increased capacity, cost-effectively.
- Ensure that the youth populations have access to long-term resources and linkages such as multimedia and communications careers and jobs via PCM multimedia education.

Revenue Assumptions:

PCM anticipates it will generate new revenue over and above the City operations funding of \$886,372 from these sources: PCM Multimedia Services contracts, Corporate and Foundation Grants, Federal appropriates, Income from Investment of Capital Funds, New Services Revenue, PCM Media Education Revamp, Sale of outdated capital equipment, and Energy credits. In that respect, PCM has also

proposed a 25% increase on the revenue side to make up for the increase in budget expenses. PCM anticipates it will generate the 25% revenue increase as follows:

4100—Special Projects: \$40,000

PCM Multimedia Services has developed a strong reputation as an affordable provider of fee-for-service productions supporting nonprofits, government and special projects. Presently, the department averages \$100K annually from projects that come by word-of-mouth, referrals and long-time partnerships. This year, Multimedia Services received three new clients (that were referred), which generated an additional \$20,000.

- Multimedia Services will collaborate with the Development Director to design a strategy to identify new clients and contracts to include small business, industry (e.g. manufacturing), corporate presentations, RFP's, business-to-business and infomercials.
- Multimedia Services anticipates it will need to procure five to six new clients and/or contracts to reach the goal of \$40K additional revenue.

4300—Media Education (adults, small business and nonprofits): \$52,000

PCM Multimedia Education is very popular and experiences class attendance at full capacity and waiting lists.

- Multimedia Education Managers will expand the capacity of the Media Education program by offering a myriad of multimedia classes.
- The goal is to expand program capacity, utilizing around 20-30 independent contract trainers.
- Trainers will have a variety of skills that include bilingual and curriculum development. There is funding for bilingual education, an area that PCM has yet to target.
- Essentially, the overall goal is to develop a sustainable program that pays for itself. PCM has already laid the foundation with its current Multimedia Education and Training program.

4325—Youth Media Education (ages 10-18 includes partner orgs.): \$105,000

PCM will hire a Youth Media Manager, who will report to the Development Director. The ideal manager will have fund and program development skills.

- PCM has revamped its Youth Media program in order to reduce costs, which again includes a CTC Youth Media Vista approved by the federal government CTC Vista Project.
- Youth Media will have wider funding opportunities. For example, PCM has had opportunities to submit funding requests to new funding sources such as Oregon Federal Appropriations (Sponsored by Senators Wyden & Merkley), Children's Investment Fund (CIF) and Worksystems, Inc. PCM will also resubmit a second LOI to the Gates Foundation.
- PCM has relationships with foundations for its Youth Media program that will be re-cultivated.
- Current grant proposals pending are approximately \$3M over three years.

4355—Grants/Capacity Building: \$110,000

PCM has hired a full-time Development Director. The Development Director will:

- Design, implement and manage a comprehensive development strategy.
- Organize Board Development Committee and identify realistic funding strategies.
- Re-cultivate and secure funding and business development relationships (contracts).
- Funding diversification strategy will be implemented and target foundations, corporations, donors, sponsorship, event fundraising, new business and program development.

4409—Energy Savings Project: \$52,000

PCM Development and Finance Team will:

- Identify and utilize available energy tax credits flow through,
- Seek and procure Green Grants for green capital projects (e.g. stimulus programs and State of Oregon CDCC program),

- o Participate in recycling and return reward programs.

4585—User Fees: \$10,000

PCM has surpassed the \$10,000 activity fee goal in 2008/2009 and will continue into 2009-2010.

4830—Gain of Sale: \$35,000

PCM will begin to replace and sell its depreciated equipment reducing costly repairs.

The salary line item in the operations budget has trended upward since 2004 due to the community's demand for services and PCM's commitment to meeting demand. With respect to PCM's present and next year's budgets, the Leadership Team can expressly identify the reason for the increase as follows:

- We have the need for vital positions that were not budgeted in last year's budget. They include the Development Director, Executive Assistant and Finance support.
- We have adjusted some salaries due to salary discrepancies; some managers were making less than frontline staff. Salary review determined inequality in frontline position salaries.
- We are revamping some positions that can support increasing program revenue and sustainability.
- We have increased staffing in Multimedia Services with the intention of heightening new client contracts.

Capital Funding Assumptions

The total funding allocated for PCM increased to \$661,989. PCM has allocated Capital funds to:

- Implement a plan for additional operational space by October 2009.
- Upgrade production systems to replace aging equipment and for energy efficiency.
- Establish SmartAccess education sites and equipment for programming at neighborhood sites.
- Renovate and upgrade Main building and Annex.
- Develop plan for long-term occupancy and usage of Annex.
- Upgrade public access equipment, increase storage capacity and production quality and integrate for server-based environment.
- Upgrade Media Education field and class equipment and increase storage capacity and integrate for server based environment.
- Improve and upgrade portable equipment to take on diverse production projects.
- Continue implementation of Access 2.0 to adopt and integrate new technology, improving delivery of services to community members.
- Significantly expand Youth Media equipment to serve youth in after school programs at partner sites.

PORTLAND COMMUNITY MEDIA

OPERATING & CAPITAL BUDGETS 2005-2010

APPROVED-4/28/09

REVISED
5/6/2009
APPROVED
BUDGET
2009-2010

Account		ACTUAL 2006-2007	ACTUAL 2007-2008	APPROVED BUDGET 2008-2009	MIDYEAR PROJECTED BUDGET 2008-2009	APPROVED BUDGET 2009-2010
#	REVENUE:					
4000	Contract City Portland	774,846	867,292	896,322	872,996	909,697
4005	Franchise Mult. West	41,531	37,637	36,744	36,744	36,744
4100	Special Projects	91,273	93,505	110,000	90,000	130,000
4200	Community Service	6,970	6,226	10,000	10,000	10,000
4214	Access 2.0 Operating Support			28,160	28,160	28,160
4215	New Services Revenue			10,000	2,000	2,000
4250	Contributions	969	54,730	15,000	2,000	2,000
4300	Media Education	17,504	22,712	9,000	12,000	52,000
4301	MetroEast Ollie Reimbursement	33,722	39,220	41,007	41,007	
4325	Portland Youth Media	74,095	6,000	55,000	25,000	105,000
4326	Adventures Kit Revenue	160				
4355	Grants/Capacity Building			10,000	10,000	110,000
4400	Board Community Fundraising	14,955		10,000	10,000	10,000
4409	Energy Savings Project					50,000
4410	Misc Income	2,954	10,916	4,000	2,000	2,000
4412	Damages paid for equipment	108	423			
4580	Tape / Disk Sales	18,038	16,573	20,000	14,000	14,000
4581	Dubbing	3,298	2,150	2,000	2,000	2,000
4585	User fees				8,000	10,000
4710	Checking Acct. Interest	4,724	3,983	2,000	2,000	2,000
4711	Interest on Capital Funds	72	2	40,000	20,000	20,000
4715	Investment Fund Income	28	14			
4805	Interest USB Bonds/Notes	1,034	328	25,000	20,000	20,000
4806	REIT Distribution Income		28,142			
4810	Dividends Investment	66,240	109,939	75,000	50,000	50,000
4830	Gain of Sale	8,775				35,000
4909	Capital Grant Income	540,960	565,001	645,661	645,661	661,989
4911	Capital Grant Access 2.0		324,160	62,000		
4998	Investment Funds Used			149,341		
	Total Operational & Capital Revenues	1,702,257	2,188,953	2,256,235	1,903,568	2,262,590

Resources from loan on Building 250,000

Total Resources available for 2009/2010 (excluding investment account operational funds) 2,512,590

Other Operational Funds available in investment account 2009/2010 600,000

Total Resources available for 2009/2010 3,112,590

REVISED
5/6/2009
PROPOSED
BUDGET
2009-2010

Account		ACTUAL 2006-2007	ACTUAL 2007-2008	APPROVED BUDGET 2008-2009	MIDYEAR ADJUSTED 2008-2009	PROPOSED BUDGET 2009-2010
#	EXPENSES:					
	STAFF RELATED					
5000	Payroll Wages- F/T - P/T	737,114	783,657	1,000,106	1,000,106	1,088,363
5002	Wages- On-Call					120,000
5100	Payroll Taxes F/T - P/T	73,116	78,121	97,366	97,366	105,555
5102	Payroll Taxes- On Call					12,060
5110	403 (B) Contributions	12,075	11,374	16,000	16,000	42,012
5111	Medical & Dental Insurance	86,438	115,783	155,252	155,252	191,040
5112	Life & Disability Insurance	5,590	3,520	5,000	5,000	10,710
5200	Employee Recruitment	511	18,432	3,000	2,000	2,000
5300	Training & Education - Staff	5,884	10,441	20,000	20,000	20,000
5350	Training & Education - Board	1,715	638	5,500	5,500	5,500
5400	Travel - local	36	96			
5401	Travel - out of town	10,705	15,132	12,000	12,000	12,000

PORTLAND COMMUNITY MEDIA

OPERATING & CAPITAL BUDGETS 2005-2010

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REVISED
5/6/2009
APPROVED
BUDGET
2009-2010

Account		ACTUAL 2006-2007	ACTUAL 2007-2008	APPROVED BUDGET 2008-2009	MIDYEAR PROJECTED BUDGET 2008-2009	APPROVED BUDGET 2009-2010
5500	Payroll Service	17,774	19,390	15,000	15,000	15,000
5501	Crew Food	199	132	1,500	1,000	1,000
	Subtotal	951,158	1,056,716	1,330,724	1,329,224	1,625,240

Account

#	GENERAL OVERHEAD					
6001	MCTV Education Dist.	17,403				
6010	Accounting Audit	15,495	9,390	10,000	10,000	10,000
6020	Legal	1,741	8,434	10,000	10,000	10,000
6080	Computer Consulting	25,548	31,817	10,000	3,000	3,000
6090	Professional Services-admin	11,518	14,794	17,000		13,000
6091	Production Professional Expenses				3,000	3,000
6095	Portland Youth Media	33	164	5,000	5,000	5,000
6096	Ollie Expenses	45,883	34,396	25,000	10,000	10,000
6098	VISTA OLLIE Expenses	5,903	6,441	10,400	10,400	10,400
6097	Ollie Expenses MetroEast	9,016	875			
6099	VISTA PCM Expenses			10,400	10,400	10,400
6151	Needs Assessment					5,000
6152	Board Planning			1,000	1,000	1,000
6178	News letter-community connect	1,884	779			
6200	Office Supplies	19,992	16,692	12,000	15,000	15,000
6290	Charity Contribution	2,500			2,500	2,500
6300	Printing - Outsourced	2,278	6,165	5,000	5,000	5,000
6301	Printing - InHouse	8,493	5,665	6,000	6,000	6,000
6400	Postage & Shipping	5,091	6,404	6,000	6,000	6,000
6410	Miscellaneous Expenses	(1,215)		250	250	250
6500	Vehicle Fuel	3,983	3,881	5,000	5,000	5,000
6505	Vehicle Parking	1,974	1,697	3,000	3,000	3,000
6580	Video Tapes	26,304	25,546	15,000	15,000	15,000
6670	Marketing & Advertising - New					25,000
6672	Advertising & Promo (Old)	7,390	1,047	2,000	5,150	
6701	Pagers & Cell Phones	6,014	6,614	6,000	6,000	6,000
6702	Internet Access	384	7,570		12,000	12,000
6703	Phone General	5,434	10,424	10,000	10,000	10,000
6708	Interest Miscellaneous	90				
6710	Computer Software	515	700	800	800	800
6712	Albina Bank Loan Charges	3,958				18,000
6715	Bank Charges	5,456	15,924	8,000	10,000	10,000
6720	Dues & Subscriptions	1,214	6,336	6,000	6,000	6,000
6729	Fees	6,179	2,723	2,000	2,000	2,000
6730	Fees/Video/Entry Fees	480	130	500	500	500
6800	Hospitality	23,545	14,468	12,000	12,000	12,000
	Subtotal	264,484	239,076	198,350	185,000	240,850

Account

#	EQUIPMENT RELATED					
7000	Repair - parts	9,983	8,882	14,000	14,000	14,000
7005	Repair- Headend Expense	876	761	500	500	500
7010	Repair - small tools	2,757	3,999	1,000	1,000	1,000
7015	Repair - sub-contractor	33,241	44,367	26,500	26,500	26,500
7016	Repair City Council Chambers	147	100	1,000	1,000	1,000
7020	Replacement bulbs	1,980	1,082	1,500	1,500	1,500

PORTLAND COMMUNITY MEDIA

OPERATING & CAPITAL BUDGETS 2005-2010

APPROVED-4/28/09

REVISED
5/6/2009
APPROVED
BUDGET
2009-2010

Account		ACTUAL 2006-2007	ACTUAL 2007-2008	APPROVED BUDGET 2008-2009	MIDYEAR PROJECTED BUDGET 2008-2009	APPROVED BUDGET 2009-2010
7030	Replacement batteries	110	233	1,500	1,500	1,500
	Subtotal	49,094	59,424	46,000	46,000	46,000

Account						
#	BUILDING RELATED					
7500	Janitor Service- Main Building	5,040	4,043	3,500	3,500	3,500
7502	Janitor Service - Annex	1,315	1,480		4,000	4,000
7510	Janitorial Supplies	2,880	3,561	1,500	4,500	4,500
7620	Electricity	20,987	20,149	19,000	19,000	19,000
7622	Electricity Building # 2	1,690	2,036	2,500	2,500	2,500
7635	Garbage Removal	817	847	1,500	1,500	1,500
7640	Other Utilities	2,306	2,544	2,000	2,000	2,000
7642	Other Utilities # 2	825	932	2,000	2,000	2,000
7645	Natural Gas	4,034	4,509	2,500	2,500	2,500
7646	Natural Gas # 2	3,191	2,793	1,500	1,500	1,500
7650	Vehicle Maintenance	2,290	3,997	2,500	2,500	2,500
7660	Landscape Maintenance	808	1,440	1,500	1,500	1,500
7670	Building Maintenance	4,724	4,035	5,000	5,000	5,000
7680	Security Service	1,313	2,103	1,500	1,500	1,500
	Subtotal	52,219	54,469	46,500	53,500	53,500

Account						
#	OWNERSHIP COSTS					
9000	Insurance - liability	37,608	28,555	27,000	27,000	27,000
	Subtotal	37,608	28,555	27,000	27,000	27,000

Account						
#	CAPITAL EXPENSE:					
1630	Production equipment	540,960	565,001	645,661	645,661	656,661
	Access 2.0 Grant		162,500	62,000	62,000	
	Transfer to Operations for salaries associated with capital projects		-74,403	-100,000	(100,000)	(141,989)
	TOTAL CAPITAL EXPENSE	540,960	653,098	607,661	607,661	514,672
	Total Operational Expenses	1,354,563	1,438,240	1,648,574	1,640,724	1,992,590
	Total Operational & Capital Expenses	1,895,523	2,091,338	2,256,235	2,248,385	2,507,262
	Estimated Net Income					
	NET INCOME (LOSS) Before Capital for wages adjustm		97,615		(344,817)	(141,989)
	NET INCOME (LOSS) After Capital for wages adjustment				(244,817)	0.00
	2009/2010 Revenue Resources over expenses					0.00
	Total Resources available for 2009/2010					3,112,590