

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

In the Matter of Approving the )  
Consolidated Cable Communi- ) **R E S O L U T I O N**  
cations Commission Proposed FY ) 94- 70  
1994-95 Budget )

WHEREAS, the mission of the Consolidated Cable Communications Commission is to enforce and administer cable television franchise agreements for the jurisdictions of the cities of Portland, Gresham, Troutdale, Fairview, Wood Village and Multnomah County; to oversee contracts for community access television and for other public service obligations of the franchises; and to act as a source of information and advocacy on matters related to cable communications for the member jurisdictions and their citizens; and

WHEREAS, the Intergovernmental Agreement requires that each jurisdiction review the Commission's proposed budget prior to April 1st; and

WHEREAS, the attached FY 1994-95 Proposed Cable Communications Commission Budget has been extensively reviewed by the Commission and by a budget subcommittee of the Commission; and


WHEREAS, the Commission unanimously approved the budget on January 18, 1994 for submission to each jurisdiction; now therefore

IT IS HEREBY RESOLVED, that the Consolidated Cable Communications Budget for FY 1994-95 is approved.

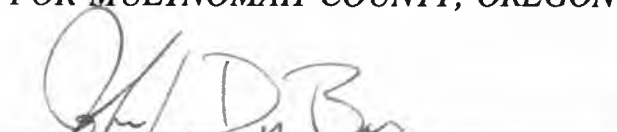
DATED this 21st day of April, 1994.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
Beverly Stein, Chair

REVIEWED:  
LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
John L. DuBay

# CONSOLIDATED CABLE COMMUNICATIONS COMMISSION

*City of Portland*

*City of Gresham*

*City of Troutdale*

*Multnomah County*

*City of Fairview*

*City of Wood Village*

## PROPOSED BUDGET FISCAL YEAR 1994-95

JANUARY 1994

### COMMISSIONERS:

Jack Adams

Barbara Rutherford Crest

Larry Micohn

Ken Osuna

J. Dennis Quail

Rose Read

Jan Shearer

David C. Olson, Director

**CONSOLIDATED CABLE COMMUNICATIONS COMMISSION**  
**FY 94-95 PROPOSED BUDGET**

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## **CONSOLIDATED CABLE COMMUNICATIONS COMMISSION FY 1994-95 BUDGET**

### **Overview**

In February of 1993 six jurisdictions - Portland, Gresham, Troutdale, Fairview, Wood Village and Multnomah County - created the Consolidated Cable Communications Commission (CCCC).

The mission of the Consolidated Cable Communications Commission (CCCC) is to enforce and administer cable television franchise agreements for the Jurisdictions of Portland, Gresham, Troutdale, Fairview, Wood Village and Multnomah County; to oversee contracts for community access television and for other public service obligations of the franchises; and to act as a source of information and advocacy on matters relative to cable communications for the member Jurisdictions and their citizens. The Commission will be changing its name effective July 1, 1994 to the Mount Hood Cable Regulatory Commission.

The major workload challenges for fiscal year 1994-95 include:

Conduct the Paragon Franchise Renewal. The renewal process will include ascertaining community needs and reviewing the past performance of the cable operator. There will be extensive community, public access and jurisdictional involvement;

Oversee the public access programs and assist them with planning for the future;

Develop a plan for the Public Development Fund. The Commission established the \$250,000 Public Development Fund to encourage public agencies to use the Institutional Network. The monies will not be available after 1998;

Develop an outreach plan for the participating jurisdictions;

Standardize the annual compliance review of the cable companies; and

Conduct Rate Regulation proceedings.

### **Revenues**

Revenue sources include:

First, the Commission collects all cable television franchise fee revenue from Gresham, Troutdale, Fairview, Wood Village and Multnomah County. These revenues are projected at \$578,701 in FY 1994-95;

Second, the Commission administers the proceeds from the East Paragon Settlement Fund which totals approximately \$2.36 million. These monies are being disbursed to the access providers. The Settlement Fund results from a 1989 payment by KBLCOM and Rogers Cablesystem to the Multnomah Cable Regulatory Commission (MCRC) for settlement of certain obligations of the East Multnomah Franchise Agreement, including operational support for Multnomah Community Television, production of locally-oriented programming (East Metro Edition) and the Program in Community Television at Mt. Hood Community College. The funds are being disbursed in order to continue these three programs past 1998 (which is the life of the franchise agreement).

Third, all participating jurisdictions contribute a total of \$362,865 to the operation of the CCCC as follows:

Portland	\$226,577
Gresham	\$ 85,335
Multnomah County	\$ 33,044
Troutdale	\$ 10,911
Fairview	\$ 3,926
Wood Village	\$ 3,072

The methodology for funding the operation of the Commission is based on three determining areas - function, cost allocation unit and percentage distribution of cost. The methodology may be adjusted during the annual budget process. Units are those elements which trigger the costs of each function (e.g. the number of franchise agreements, jurisdictions, contracts, subscribers, etc.). The percentage distribution is the estimated percentage of total resources (personnel, materials, and services) used to address a program function area (staff estimates that 40 percent of total resources will be required to enforce the franchise agreements). A summary of the cost allocation worksheet appears in Appendix One.

Fourth, the Public, Educational and Government Capital Cable Access Fund (funded by TCI for the City of Portland)

Fifth, the Commission administers the cable companies' funding of the annual consumer survey conducted by the Commission.

Sixth, the Commission receives interest on its funds and beginning fund balance.

A detailed summary of the revenue sources is attached in Appendix One.

### **Expenditures**

The largest expenditures in this budget are for early disbursement of the Settlement Funds for Multnomah Community Television for access and local origination programming, and for the Program in Community Television at Mt. Hood Community College. The CCCC is recommending early disbursement of the funds in order to continue the programs past 1998.

Other major expenditures included within this budget are: franchise fee payments to the jurisdictions; grant funds to Multnomah Community Television (MCTV) for access programming; funds for grant recipients from the Capital Cable Access Fund and Cable Regulatory Office expenses.

The franchise fee payments to the jurisdictions are the total amount of fees collected for Gresham, Troutdale, Fairview, Wood Village and Multnomah County less the amount each jurisdiction contributes to MCTV and the Commission staff support expenses.

Cable Regulatory Office proposed expenditures have increased by 6% from the current year operating budget. A line item detail of all expenditures is attached in Appendix One.

# CONSOLIDATED CABLE COMMUNICATIONS COMMISSION

Fiscal Year 1994-95

## Financial Summary

<b>RESOURCES</b>	<b>1991-92 Actuals</b>	<b>1992-93 Actuals</b>	<b>1993-94 Adopted</b>	<b>1994-95 Proposed</b>
Beginning Balance	4,400,079	4,040,831	3,428,581	2,743,984
Cable Revenues *	620,247	708,235	1,266,558	
E.County Cable Franch. Fees				560,701
Access Revenue-Annexed PDX **				131,070
Portland Share of Admin. Bud.				226,577
Reimb.Cable Co.(Paragon Ren. & Cust. Survey)				117,500
PEG Fund ***				250,000
TCI Multnomah West				18,000
Interest	292,500	193,500	154,286	108,413
Portland General Fund	195,290	181,369	Consolidated	Consolidated
<b>Total Resources</b>	<b>\$5,312,826</b>	<b>\$4,942,566</b>	<b>\$4,849,425</b>	<b>\$4,156,245</b>
<b>REQUIREMENTS</b>	<b>1991-92 Actuals</b>	<b>1992-93 Actuals</b>	<b>1993-94 Adopted</b>	<b>1994-95 Proposed</b>
<b>EXPENDITURES</b>				
Jurisdictional Payments	0	181,941	144,478	98,792
Mt. Hood Comm. College, S.F. Disburseme	100,000	108,000	113,000	495,174
Multnomah Community TV - Sp. Access	787,952	882,975	983,545	
Access Payments, E. County				336,421
Annexed Portland				131,070
Settlement Fund Disbursement				1,855,359
Multnomah Comm. TV , LO, S.F. Disburse	123,000	129,000	128,750	501,864
Consolidated Cable Commun. Comm.	412,256	381,658	345,783	356,868
Paragon Renewal & Customer Survey				117,500
PEG Fund Exp.				250,000
PCA, 40% TCI Multnomah				7,200
<i>Total</i>	<i>\$1,423,208</i>	<i>\$1,683,574</i>	<i>\$1,715,556</i>	<i>\$4,150,248</i>
Contingency	20,000	16,000	6,000	5,997
Unappropriated Balance(S.F Reimb. by 7/1/	3,923,277	3,470,783	3,127,869	0
<b>Total Requirements</b>	<b>\$5,366,485</b>	<b>\$5,170,357</b>	<b>\$4,849,425</b>	<b>\$4,156,245</b>

\* Cable Revenues are individually listed for FY 94-95

\*\* Commission has an advisory role in expending PEG Fund.

\*\*\* MCTV access payment for PDX annexed areas is subject to final approval by the Portland City Council.

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06-Jan-94

# CONSOLIDATED CABLE COMMUNICATIONS COMMISSION

FISCAL YEAR 1994-95 PRO LINE ITEM DETAIL

<i>Expenditure Classification</i>	<i>Actual FY 91-92 *</i>	<i>Adopted FY 92-93 *</i>	<i>Adopted FY 93-94</i>	<i>Proposed FY 94-95</i>
511000 Full-Time Employees	\$148,448	\$152,515	\$146,274	153,322
514000 Overtime	348	286	500	500
517000 Benefits	52,486	61,882	54,115	60,115
<b>Total Personal Services</b>	<b>\$201,282</b>	<b>\$214,683</b>	<b>\$200,889</b>	<b>\$213,937</b>
521000 Professional Services	\$72,139	\$39,574	\$37,303	159,500
523000 Equipment Rental	0	921		
524000 Repair & Maintenance			1,600	1,700
529000 Miscellaneous Services **	1,202,714	1,302,389	1,371,173	3,676,880
531000 Office Supplies	987	1,586	1,000	1,000
532000 Operating Supplies	1,703	849	900	1,600
541000 Education	9,273	3,334	2,040	750
542000 Local Travel			0	600
543000 Out-of-Town Travel	10,742	8,152	6,000	1,900
549000 Miscellaneous	3,524	2,618	4,435	2,880
<b>Total External Materials &amp; Svcs</b>	<b>\$1,301,082</b>	<b>\$1,359,423</b>	<b>\$1,424,451</b>	<b>\$3,846,810</b>
551000 Fleet Services	\$1,217	\$1,553	\$1,040	1,038
552000 Printing/Distribution	19,508	12,950	8,507	12,000
553000 Facilities Services	8,619	8,980	10,624	9,513
554000 Communications	5,046	4,572	3,734	4,675
555000 Data Processing	455	238	380	339
556000 Insurance	15,542	4,230	5,931	4,236
<b>Total Internal Materials &amp; Svcs</b>	<b>\$50,387</b>	<b>\$32,523</b>	<b>\$30,216</b>	<b>\$31,801</b>
<b>Total Materials &amp; Services</b>	<b>\$1,351,469</b>	<b>\$1,391,946</b>	<b>\$1,454,667</b>	<b>\$3,878,611</b>
564000 Equipment	8,282		3,000	700
572101 General Fund Overhead Transfer			57,000	57,000
Contingency			6,000	5,997
<b>Total Appropriation</b>	<b>\$1,561,033</b>	<b>\$1,606,629</b>	<b>\$1,721,556</b>	<b>\$4,156,245</b>

\* Portland and MCRC combined budget.

\*\* MCTV payment for annexed Portland is subject to final approval by the Portland City Council

<u>529000 Miscellaneous Service - DETAIL</u>	<u>FY 94-95</u>	<u>521000 Professional Services</u>	<u>FY 94-95</u>
Administrative Budget	1,000	Administrative Budget	42,000
Access Payment, Annexed Portland	131,070	Reimbursement from Cable Companies:	
Access Payment, E. County	336,421	Paragon Renewal	100,000
Settlement Fund Disbursement:		Customer Satisfaction Survey	17,500
Mt. Hood Comm. College	495,174	<b>TOTAL</b>	<b>159,500</b>
MCTV Special Access	1,855,359		
MCTV Local Origination	501,864		
Jurisdictional Payments fr. Franch. fees	98,792		
PCA, 40% of Mult. West	7,200		
<u>PEG Fund</u>	<u>250,000</u>		
<b>TOTAL</b>	<b>3,676,880</b>		

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**APPENDIX ONE**  
**CABLE REGULATORY OFFICE**  
**FY 94-95 BUDGET**



**CABLE REGULATORY BUDGET**  
**FY 1994-5**  
**Budget Narrative**

Cable Regulatory proposed expenditures have increased by 6% from the current year operating budget. A line item detail of all expenditures is attached. A three year history of expenditures and revenues for Cable Regulation is included for your information.

Budget Development Process

The detailed budget was developed and evaluated by the Administrative Standing Committee of the Consolidated Cable Communications Commission (CCCC). The Committee used a modified zero-based approach to developing the budget. The process involved developing a budget at 95% of the current year budget and a series of optional service level increments called "decision packages". A total of eight decision packages were evaluated. Five of the decision packages are recommended for funding.

Expenditures

The proposed budget significantly reduces expenditures for travel (down 68%), education (down 63%), subscriptions (down 35%) and capital (down 77%). Increases include: personnel services (up 6%), professional services (up 16%, see detail below) and internal services (facilities, phones, printing, up 5%).

The CCCC is recommending funding of the following decision packages:

- Paragon Franchise Renewal (estimated \$100,000 cost will be paid by Paragon);  
Staff estimates that a joint Paragon Franchise Renewal will cost approximately \$100,000. In consideration of pursuing a joint franchise renewal the Commission has asked Paragon to pay for the renewal.
- Financial Analysis for rate regulation (\$7,600);  
Rate regulation is extremely complex and will require additional financial analysis resources next fiscal year.
- Existing staff position (.3 of position);  
As part of the modified zero-based approach to budgeting .3 of a staff position was reduced. This restores the position which will allow staffing for the CCCC's three Standing Committees.
- I-NET Technical Assistance (\$10,000);  
This will provide technical assistance to the jurisdictions in order to fully expend the \$250,000 Public Development Fund.
- Efficiency package (\$1,950);  
This package will provide funds to upgrade the cable complaints workstation (allowing

staff to enter complaints directly into the computer) and includes a computer software upgrade allowing staff to integrate narrative and graphs, thereby becoming more efficient.

The Proposed Budget provides for 3 full-time equivalent positions, associated materials and services, and overhead. The Office of Cable Communications and Franchise Management manages two programs: Cable Regulation and Utility Franchise Management. There are 5 staff positions within the Office. The equivalent of 3 full-time positions will focus on cable on behalf of the Commission with the other two full-time equivalent positions focusing on Utility Franchise Management (the Utility Franchise Management Program is funded by the City of Portland). The detail of the positions appears later in this Appendix.

#### Funding Allocation

All participating jurisdictions contribute to the operation of the Consolidated Cable Communications Commission which is staffed by the Office of Cable Communications and Franchise Management of the City of Portland. The methodology for funding the operation of the Commission is based on three determining areas function, cost allocation unit and percentage distribution of cost. The methodology may be adjusted during the annual budget process. Units are those elements which trigger the costs of each function (e.g. the number of franchise agreements, jurisdictions, contracts, subscribers, etc.). The percentage distribution is the estimated percentage of total resources (personnel, materials, and services) used to address a program function area (staff estimates that 40 percent of total resources will be required to enforce the franchise agreements). A summary of the cost allocation worksheet is attached.

#### Revenues

The Cable Regulatory Office has five revenue sources: beginning balance, jurisdictional contributions based on the cost allocation methodology, funding by Paragon of franchise renewal costs, funding from the cable companies for the annual consumer survey and interest on cable office funds.

# CONSOLIDATED CABLE COMMUNICATIONS COMMISSION

*City of Portland*  
*Multnomah County*

*City of Gresham*  
*City of Fairview*

*City of Troutdale*  
*City of Wood Village*

## FY 1994-95 Proposed Operating Budget CABLE REGULATORY OFFICE

Acct.	Title	FY 91-92 Actual	FY 92-93 Actual	FY 93-94 Adopted	FY 94-95-94 Proposed
5110	Full-Time Employees	148,448	146,021	146,274	153,322
5140	Overtime	347	476	500	500
5170	Benefits	52,486	57,252	54,115	60,115
	<b>Personal Services</b>	<b>201,282</b>	<b>203,750</b>	<b>200,889</b>	<b>213,937</b>
5210	Professional Services *	72,139	39,574	37,303	159,500
5240	Repair & Maintenance	0	1,619	1,600	1,700
5290	Miscellaneous Services	2,572	473	1,400	1,000
5310	Office Supplies	987	952	1,000	1,000
5320	Operating Supplies	1,703	1,524	900	1,600
5410	Education	9,273	714	2,040	750
5430	Out-of-Town Travel	10,742	2,381	6,000	2,500
5490	Miscellaneous	3,524	2,743	4,435	2,880
	<b>External Materials and Services</b>	<b>100,940</b>	<b>49,980</b>	<b>54,678</b>	<b>170,930</b>
5510	Fleet Services	1,217	989	1,040	1,038
5520	Print/Distribution	19,508	11,429	8,507	12,000
5530	Facilities Services @	8,619	9,060	10,624	9,513
5540	Communications Services	5,046	4,452	3,734	4,675
5550	Data Processing Services @	455	323	380	339
5560	Insurance @	15,542	4,034	5,931	4,236
	<b>Internal Services</b>	<b>50,387</b>	<b>30,287</b>	<b>30,216</b>	<b>31,801</b>
5640	Capital Outlay	8,282	0	3,000	700
	Capital Outlay	8,282	667	3,000	700
	<b>T O T A L</b>	<b>360,890</b>	<b>284,683</b>	<b>\$288,783</b>	<b>\$417,368</b>
	Overhead/Indirect Costs	51,366	56,937	57,000	57,000
	<b>Tot. Budget Plus OH/Indirect Costs</b>	<b>412,256</b>	<b>341,620</b>	<b>\$345,783</b>	<b>\$474,368</b>
	Contingency	0	16,000	\$6,000	\$5,997
	<b>TOTAL</b>	<b>412,256</b>	<b>357,620</b>	<b>\$351,783</b>	<b>\$480,365</b>
	<b>JURISDICTIONS CONTRIBUTION</b>				<b>\$362,865</b>

\* Includes \$117,500 for consumer survey which will be reimbursed by the cable companies

@ Represents 60% of Total Cable Office's budget, other 40% goes to Utility Program

**CONSOLIDATED CABLE COMMUNICATIONS COMMISSION**  
**FY 1994-95 PROPOSED BUDGET, LINE ITEM DETAIL**

		FY 93-94 Adopted	FY 94-95 Proposed
5110	Full-Time Employees		
	Director 0.5	30,899	33,088
	Dep. Director 0.5	28,340	29,246
	Financial Analyst 0.5	22,695	23,810
	Hearings Clerk 0.5	17,039	17,039
	Program Coordinator 1.0	47,301	50,139
	<b>Total</b>	<b>\$146,274</b>	<b>\$153,322</b>
5140	Overtime		
	Hearings Clerk	\$500	\$500
5170	Benefits		
	Director 0.5	10,679	11,679
	Dep. Director 0.5	10,191	11,191
	Financial Analyst 0.5	8,772	9,772
	Hearings Clerk 0.5	7,208	8,208
	Program Coordinator 1.0	17,265	19,265
	<b>Total</b>	<b>\$54,115</b>	<b>\$60,115</b>
	<b>Personal Services, Total</b>	<b>\$200,889</b>	<b>\$213,937</b>
5210	Professional Services		
	Technical Service(E. Paragon & TCI Franch. Requirement)	7,000	7,000
	I-Net Technical Assistance		10,000
	Financial Service(All Cable Franchises)	17,303	25,000
	Paragon Renewal	0	100,000
	Consumer Survey(Paragon & TCI Franchise requirement, reimbursed by the cable companies)	10,000	17,500
	Annual Planning Retreat Facilitator	1,000	
	Legal Services	2,000	
	<b>Total</b>	<b>\$37,303</b>	<b>\$159,500</b>
5240	Repair & Maintenance		
	Computer Hardware Maint.	1,200	1,400
	Typewriter	250	300
	Other	150	
	<b>Total</b>	<b>\$1,600</b>	<b>\$1,700</b>
5290	Miscellaneous Services		
	Temp. Clerical Suppt	900	500
	Courier Service, Federal Express, & UPS	500	500
	<b>Total</b>	<b>\$1,400</b>	<b>\$1,000</b>
5310	Office Supplies	<b>\$1,000</b>	<b>\$1,000</b>
5320	Operating Supplies,		
	Printer, Fax, & other supplies	400	600
	Software Upgrade(Windows)	500	1,000
	<b>Total</b>	<b>\$900</b>	<b>\$1,600</b>
5410	Education		
	Computer Training	300	250
	Continuing Education(1992 Cable Act Worksh. for 3)	690	
	Seminar/Conference Fees, Regional		
	NATOA, Regional & National	800	500
	ACM	250	
	<b>Total</b>	<b>\$2,040</b>	<b>\$750</b>

**CONSOLIDATED CABLE COMMUNICATIONS COMMISSION  
FY 1994-95 PROPOSED BUDGET, LINE ITEM DETAIL**

	FY 93-94 Adopted	FY 94-95 Proposed
5420 local Travel		600
5430 Out-of-Town Travel		
NATOA Regional for One	900	800
NATOA National Conference for One	2,200	1,100
NATOA Board Meeting for One	900	
ACM Board Meeting for One	900	
ACM National Conference for One	1,100	
<b>Total</b>	<b>\$6,000</b>	<b>\$2,500</b>
5490 Miscellaneous		
Memberships:		
NATOA	1,425	450
ACM	250	250
Oregon State bar	155	
Parking; CCCC, & Customers	500	700
Subscriptions:		
Multichannel News	385	385
Wall Street Journal	70	
Oregonian	70	70
Gresham Outlook	35	35
Cable Television Law	600	600
Cable TV Fact Book	395	
Cable Monitor	300	300
TV Host	60	
Refreshments for CCCC meetings	120	90
Awards and Premiums	70	
<b>Total</b>	<b>\$4,435</b>	<b>\$2,880</b>
<b>Total, External M &amp; S</b>	<b>\$54,678</b>	<b>\$170,930</b>
Internal Service (Estimated)		
5510 Fleet Services	1,040	1,038
5520 Print/Distribution	8,507	12,000
5530 Facilities Services(Rent)	10,624	9,513
5540 Communications Services:		
Assigned Equipment	2,093	3,000
Long Distance	1,040	1,000
Cellular Phone	275	300
Telecommunication Service Charge	200	225
Gen. Svc. Overhead	126	150
5550 Data Processing Services:		
Service charge	380	339
5560 Insurance/Worker's Comp.	5,931	4,236
<b>Total, Internal Svcs(Estimated)</b>	<b>\$30,216</b>	<b>\$31,801</b>
5,640 Capital Outlay		
Printer	3,000	
Customer Service Work Station		700
<b>Total</b>	<b>\$288,783</b>	<b>\$417,368</b>
Overhead	57,000	57,000
Contingency 2% of Total less reimb. funds	6,000	5,997
<b>G. Total</b>	<b>\$351,783</b>	<b>\$480,365</b>

*Jurisdiction's Contribution*

**341,783**

**362,865**

\* \$117,500, Paragon renewal and consumer survey costs will be reimbursed by cable companies

# CONSOLIDATED CABLE COMMUNICATIONS COMMISSION

## Cost Allocation Worksheet

**REVISED**

**FY 1994-95 Budget : \$362,865**

Functions	Cost Allocation Unit	.....Cost Distribution .....		.... No. of Units ....			.... Cost Distribution ....		
		Percentage	Amount	Total	PCRC	MCRC	Unit Cost	PCRC	MCRC
1. Complex Franchise Reg./Negotiation/Enforc.	No. of Franchises	40.0%	145,146	3.17	2.17	1.00	\$45,787	99,359	45,787
2. Consumer Issues	No. of Subscribers	20.0%	72,573	134,074.0	102,654.0	31,420	\$0.54	55,566	17,007
3. Monitoring Access and PCTV	No. of Contracts	10.0%	36,287	3.0	1.0	2	\$12,095.50	12,096	24,191
4. Liaison with Jurisdiction	No. of Jurisdiction	10.0%	36,287	6.0	1.0	5	\$6,047.75	6,048	30,239
5. FCC/Legislation	No. of Subscribers	10.0%	36,287	134,074.0	102,654.0	31,420	\$0.27	27,783	8,504
6. Administration	Prop. to 1.2.3 & 4	10.0%	36,287	1.0	61.5%	38.5%	Prop. to 1-4	22,317	13,970
<b>Total</b>		<b>100.0%</b>	<b>\$362,865</b>					<b>\$223,167</b>	<b>\$139,698</b>

### Cost Savings Comparison

	No. of Subs *	MCRC % Dist.	FY 93-94 Budget	FY 1994-95 Budget(Prop)	Jurisd. Incr./((Decr.)	
					Amount	Percentage
Portland	102,654		\$209,757	\$226,577	\$16,820	8.0%
E. County(former MCRC)	31,420	100.0%	132,026	136,288	\$4,262	3.2%
Gresham	19,193	61.1%	\$74,126	\$85,335	\$11,209	15.1%
Multnomah Co. **	8,199	26.1%	\$42,170	\$33,044	(\$9,126)	-21.6%
Troutdale	2,454	7.8%	\$9,347	\$10,911	\$1,564	16.7%
Fairview	883	2.8%	\$3,402	\$3,926	\$524	15.4%
Wood Village	691	2.2%	\$2,981	\$3,072	\$91	3.1%
<b>Total</b>	<b>134,074</b>		<b>\$341,783</b>	<b>\$362,865</b>	<b>\$21,082</b>	<b>6.2%</b>

\* Subscriber Activity Reports from Paragon , TCI & Columbia, effective 11/30/93.

As of July 1, 1994, Portland would have 106,864 subscribers, and the Multnomah County would have 3989 due to the anticipated annexation of 4,210 subscribers on 6/30/93.

\*\* The cost of regulating 4,210 subscribers to be annexed as of July 1, 1994 will be transferred to City of Portland from Multnomah County.

The cost per subscriber is \$0.81 , which represents the cost of functions 2 & 5.

No. of subscribers anticipated to be annexed

4,210

Total cost of functions 2 & 5.

\$0.81

Cost absorbed by City of Portland for the annexed subscribers.

\$3,410

**CONSOLIDATED CABLE COMMUNICATIONS COMMISSION(CCCC)**

**Resources and Disbursements**

**FY 1994-95**

<b>Jurisdictions</b>	<b>Franchise Fees</b>	<b>Contribut. to Oper. Bud.</b>	<b>MCTV Payments</b>	<b>PCTV</b>	<b>Jurisdictional Payments</b>	<b>PCA</b>
<b>PORTLAND *</b>		226,577	131,070		N/A	
Consumer Survey (Reimb. by Cable CO.)		17,500				
Paragon Renewal(Reimb. by Cable CO.)		100,000				
PEG Fund(TCI)		250,000				
<b>TOTAL</b>		<b>\$594,077</b>	<b>\$131,070</b>			
<b>E. County(Former MCRC)</b>						
GRESHAM	340,120	85,335	204,072		50,713	
MULTNOMAH CO.	145,785	33,044	87,471		25,270	
MULTNOMAH CO, TCI WEST	18,000				10,800	7200
TROUTDALE	45,151	10,911	27,091		7,149	
FAIRVIEW	15,406	3,926	9,244		2,236	
WOOD VILLAGE	14,239	3,072	8,543		2,624	
<b>TOTAL</b>	<b>\$578,701</b>	<b>\$136,288</b>	<b>\$336,421</b>	<b>\$0</b>	<b>\$98,792</b>	<b>\$7,200</b>
<b>East County S.F. Disbursements:</b>						
Grant, MCTV Access			1,855,359			
Local Origination, MCTV			501,864			
PCTV				495,174		
<b>East Co. Settl. Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,357,223</b>	<b>\$495,174</b>	<b>\$0</b>	<b>\$0</b>
<b>Grant Total</b>	<b>\$578,701</b>	<b>\$730,365</b>	<b>\$2,824,714</b>	<b>\$495,174</b>	<b>\$98,792</b>	<b>\$7,200</b>

\* MCTV payment from Portland is subject to final approval by the Portland City Council

\*\* Detail, East County Settlement Fund

FY 93-94

<b>Resources:</b>	
Beginning Balance	2,743,984
Interest	108,413
<b>Total</b>	<b>\$2,852,397</b>
<b>Requirements:</b>	
MCTV Special Access, Reimbursement	1,855,359
MCTV LO, Reimbursement	501,864
PCTV, Reimbursement	495,174
<b>Total</b>	<b>\$2,852,397</b>

summ9495

06-Jan-94

**APPENDIX TWO**  
**MT. HOOD COMMUNITY COLLEGE**  
**PROGRAM IN COMMUNITY TELEVISION**  
**FY 1994-95 BUDGET**



**MT.  
HOOD  
COMMUNITY  
COLLEGE****MEMO**

26000 S.E. STARK ST., GRESHAM, OREGON 97030 • (503) 667-8422 • FAX (503) 667-7389

Dr. Paul E. Kreider, *President***DATE** Tue, Jan 11, 1994**TO:** Consolidated Cable Communication Commission**FROM:** Jack Schommer**SUBJECT:** PCTV FY 94/95 budget

The Program in Community Television represents a unique educational opportunity, developed by the East County Jurisdictions, the cable company and Mt Hood Community College. This partnership offers college level training in the area of community television to about 50 students enrolled in the television and community television programs at MHCC. Currently 12 second year CTV students are working toward AAS degrees.

The Community Television curriculum offers a degree program over a sequence of six terms and a variety of speciality workshops in aspects of television and community access. Classroom study and practical experiences are combined to prepare the student to use the numerous and innovative applications of cable television as a community communication tool.

In addition to basic course work in video production, management techniques and community outreach there are areas of study which involve the student in volunteer management, program promotion, community advocacy, needs assessment and technology integration. From an introduction to basic cable systems through advanced video production the student is given a broad based understanding of cable television and community communications.

Currently over half of our nation's homes and an increasing number of foreign nations are utilizing cable television technology. This medium offers a unique means of access to issues locally as well as globally. Through community television cable has assumed an active role in the home, workplace, school and community organizations. It's unlimited potential to serve both the public and private sectors depends largely on trained people who can educate potential users, identify resources and then coordinate the communication process. This is the goal of the Program in Community Television.

PCTV Budget Proposal 1994-95

		<b>FY 93-94 Budget</b>	<b>FY 94-95 Proposed</b>	<b>Year to date</b>
<b>Revenue [MCRC]</b>		<b>\$113,000.00</b>	<b>\$405,915.29</b>	<b>\$82,353.72</b>
Carryover		<b>\$23,740.29</b>	<b>\$0.00</b>	
2105	Sal. Instructor F/T	\$38,548.43	\$38,566.00	\$0.00
2111	Sal. Instructors P/T	\$1,200.00	\$1,000.00	\$0.00
2120	Sal. Instructor Summer	\$1,000.00	\$1,000.00	\$0.00
2409	Sal. Maint Tech	\$5,000.00	\$5,000.00	\$0.00
2900	Sal. Students	\$15,000.00	\$0.00	\$0.00
3000	Fringe-General	\$17,804.34	\$17,337.72	\$0.00
<b>PERSONNEL</b>		<b>\$78,552.77</b>	<b>\$62,903.72</b>	<b>\$0.00</b>
4000	Supplies-Office	\$600.00	\$400.00	\$0.00
4005	Supplies-Graphic Serv.	\$800.00	\$500.00	\$0.00
4010	Supplies-instruction	\$5,000.00	\$3,000.00	\$0.00
4400	Education/Travel	\$4,000.00	\$1,000.00	\$0.00
4605	Cont. Serv - Personal	\$1,000.00	\$3,000.00	\$0.00
4645	Cont. Serv. - Phone	\$500.00	\$550.00	\$0.00
7000	Repair & Replacement	\$16,547.23	\$1,000.00	\$0.00
<b>SUPPLIES &amp; SERVICES</b>		<b>\$28,447.23</b>	<b>\$9,450.00</b>	<b>\$0.00</b>
8030	Capital Outlay	\$6,000.00	\$10,000.00	\$0.00
<b>CAPITAL</b>		<b>\$6,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>
<b>total</b>		<b>\$113,000.00</b>	<b>\$82,353.72</b>	<b>\$0.00</b>

## FY 94/95 CTV budget proposal narrative 1/4/94

### Revenue

This amount reflects the settlement money plus 93/94 carryover minus the 93/94 budgeted amount.

### Personnel

We're proposing to change the student salary line item. As part of a long term financial plan it was determined that students would be better served by offering tuition/scholarship money instead of paid internships. We found that for a student to offset tuition costs through paid internships too many hours were required. This change will allow a student to receive tuition and have the time to study.

### Supplies & Services

As part of the long range planning process we've cut back in three areas. *Supplies Instruction* has been set at a minimum amount, that will cover music license agreements and basic memberships in the Alliance for Community Media and the Association of Independent Film and Video Producers. *Travel* is at a level that will allow one major conference every other year and attendance at regional ACM meetings every year. *Contracted Services* will continue to bring outside speakers to the college and is the area where student tuition money is budgeted. In the past *Repair/Replacement* was used to zero budget. With the settlement agreement the college would keep excess money in an interest earning account.

### Capital

Some Hi8 camcorder and editing equipment is scheduled for purchase in the coming year to round out the field production capabilities.

**APPENDIX THREE**  
**PORTLAND CABLE ACCESS**  
**FY 1994-95 BUDGET**

## PORTLAND CABLE ACCESS TELEVISION

### 1994-95 OPERATING BUDGET

The operating budget approved by the Board of Directors maintains PCA's existing service level with respect to public access and provides for modest staffing adjustments for government access applications.

During the course of 1993-94 PCA reduced open hours for public access due to funding reductions and actively pursued collaborations with other not-for-profits and Oregon ED-NET. These collaborations included work with the Oregon State Bar, The Associated General Contractors, Oregon Credit Unions and the Bureau of Land Management.

We continued providing live, ongoing coverage of the Portland School Board's meetings, METRO Council meetings and carried out numerous projects on behalf of the City including CONVERSATIONS WITH COUNCIL, coverage of Portland Progress Board meetings and the League of Women Voters. Other municipal and educational projects have been summarized in our quarterly reports.

PCA opened a simple cuts only post production facility at Wilson High School and we are conducting training at this location for west Portland residents. PCA acted as the final judging site for the Hometown USA Video Awards competition and was the training and production site for AND STILL CLIMBING, a public access production which won first place in the documentary category in an international competition hosted and organized by the American Film Institute.

In the second half of this fiscal year PCA will activate a government access channel on behalf of the City. This channel will carry most all municipal programming currently produced within the City including City Council coverage, the Mayor's Forum (produced by Paragon

Cable TV), Multnomah County Commissioners, METRO Council and the Portland School Board. Modest changes to staffing in the next fiscal year will provide the means to develop and program this channel.

**PORTLAND CABLE ACCESS**

**1994-95 REVENUE SUMMARY**

The budget submitted is based on the following revenue projections for fiscal year 1994-95:

FRANCHISE FEE REVENUE	\$ 659,785
DELAUNAY CONTRACT	12,060
TAPE AND DISK SALES	5,000
SPECIAL PROJECTS	20,000
<u>INTEREST - INVESTMENTS</u>	65,000
<u>TOTAL</u>	<u>\$ 761,845</u>

40% of the franchise fee revenue collect by the City from local cable operators is targeted for PCA funding per PCA's contract with the City of Portland. Interest income is from PCA's investments and miscellaneous income is from tapes sales and duplications and special projects. The Delaunay contract is a contract on property located at 5507 N. Lombard in north Portland.

**PORTLAND CABLE ACCESS**  
**1994-95 BUDGET**  
**LINE ITEM NARRATIVE**

**SALARIES: \$452,205** This category includes administrative staff (3 FTE), production and training (5.5 FTE), programming (4.5 FTE), municipal (2.5 FTE), engineering (2 FTE). This represents all full and part time staff.

**BENEFITS: \$69,480** Benefits include pension contributions (8% of annual salaries) and premiums for group medical, dental, life and disability insurance.

**PAYROLL TAXES: \$39,925** Payroll taxes include PCA's FICA contribution, worker's compensation insurance and unemployment insurance.

**EMPLOYEE RECRUITMENT AND TEMPORARY OUTSIDE HELP: \$15,500** These categories include recruitment costs and outside contractors responsible for programming Amiga computers (4) used as fall back video sources for channels 11, 27, 33 and the Community Bulletin Board on channel 34.

**TRAINING AND EDUCATION - BOARD AND STAFF: \$6,500** These line items include funds budgeted for board and staff training and retreat expenses. Such training includes ongoing diversity training, computer training and fees associated with job related continuing education and conferences such as the national and regional Alliance for Community Media.

**LOCAL AND OUT OF TOWN TRAVEL: \$7,000** Local travel (\$1,000) provides reimbursement for employees called upon to use their own vehicles as part of their job. Out of town travel covers travel and accommodation costs for attendance at the national and regional Alliance for Community Media and the National Association of Broadcasters.

**HOSPITALITY: \$2,250** Hospitality covers expenses associated with a portion of the annual volunteer recognition event and simple food supplies for shoots organized by PCA for volunteers.

**BOARD OF DIRECTORS: \$1,000** This line item covers miscellaneous costs associated with the Board of Directors meetings and facilitation of PCA's annual planning meeting.

**ACCOUNTING: \$14,000** Accounting covers the costs associated with PCA's annual audit, preparation and review of monthly investment and financial reports and monitoring and maintenance of fixed assets records and inventory.

**LEGAL: \$3,500** Legal covers fees paid to legal counsel for legal advice.

**COMPUTER PROGRAMMING: \$250** This line item covers the costs associated with programming upgrades required by software vendors.

**OTHER PROFESSIONAL SERVICES: \$8,000** This line item provides funding for monitoring of investments by Progressive Securities.

**SERVICES: \$5,750** These categories provide funding for janitorial services, security services, photographic services and miscellaneous outside services, i.e., sign language interpretation for hearing impaired persons.

**UTILITIES AND EQUIPMENT RENTAL: \$19,225** Utilities include electricity, phone services and lines charges, water, sewer, cable and rental of a postage meter.

**REPAIR AND MAINTENANCE: \$21,500** These line items include costs associated with maintaining PCA's production truck, buildings and grounds, production and programming equipment and other repairs and maintenance applicable to operations.

**OFFICE SUPPLIES: \$6,000** This line item provides office supplies associated with a staff of 17.5 FTE and preparation of materials for meetings for a 15 member Board of Directors.

**VIDEOTAPES, REPLACEMENT LAMPS, BATTERIES AND SMALL TOOLS AND EQUIPMENT: \$17,750** These line items provide funds for acquisition of videotapes for programming, production/training and municipal programming (\$8,000), replacement lamps for studio instruments (\$4,000), batteries (\$250) and small tools and equipment required for production, programming and engineering (\$5,500).

**PRINTING AND DUPLICATION: \$10,000** Printing and duplication includes costs associated with printing for all departments and the Board of Directors. It also includes costs associated with newsletters and programming guide information.

**POSTAGE: \$6,000** Postage includes costs associated with administrative and departmental postage and mailing for the newsletter.

**OTHER EXPENSES: \$3,550** These categories include gas charges for the truck, dues and subscriptions, fees for membership, i.e., Alliance for Community Media, miscellaneous expenses and bank service charges.

**INSURANCE: \$23,000** This category includes insurance premiums for vehicles, buildings, equipment, building, property and liability.

**ADVERTISING: \$4,500** This line item includes costs associated with program promotion and PCA's annual volunteer recognition event.

**INTEREST EXPENSE: \$22,500** This total includes interest expense for PCA's mortgage at 2766 NE ML King Boulevard.

**FIXED ASSETS: \$2,000** This is the total for principal payments on the mortgage at 2766 NE ML King Boulevard.



PORTLAND CABLE ACCESS

JOB TITLES AND SALARY

FY 1993/94

GENERAL MANAGER	\$38,948 - 49,708
ADMINISTRATIVE COORDINATOR	\$19,828 - 25,306
FISCAL COORDINATOR	\$19,828 - 25,306
TECHNICAL COORDINATOR	\$28,326 - 36,152
MUNICIPAL PROGRAMMING COORDINATOR	\$23,431 - 29,905
OUTREACH AND VOLUNTEER COORDINATOR	\$19,828 - 25,306
PRODUCTION/TRAINING COORDINATOR	\$23,431 - 29,905
PROGRAMMING COORDINATOR	\$23,431 - 29,905
ACCESS TECHNICIAN	\$16,288 - 20,788
MASTER CONTROL TECHNICIAN	\$16,288 - 20,788
MUNICIPAL PROGRAMMING ASSISTANT	\$16,288 - 20,788
TECHNICAL ASSISTANT	\$16,288 - 20,788
SECRETARY/RECEPTIONIST	\$16,288 - 20,788
DATA ENTRY CLERK/BOOKKEEPER	

This represents a 3.50% cost of living increase approved by the Board of Directors, September 8, 1993 - effective July 1, 1993.

PORTLAND CABLE ACCESS TELEVISION  
BUDGET COMPARISON

ACCOUNT		90-91 BUDGET/SPENT	91-92 BUDGET/SPENT	92-93 BUDGET/SPENT	93-94 BUDGET	94-95 PROPOSED BUDGET
501	Salaries	283556	387616	421257	396448	452205
		77				
511	Payroll Taxes	31411	45185	43936	36416	39925
512	Pension Contributions	21669	26104	30428	29341	31855
513	Med/Dent/Life/Dis Insurance	25713	34849	37779	35417	37625
521	Employee Recruitment	808	715	1209	500	500
522	Temporary Outside Help	19399	18165	13670	15000	15000
531	Training & Education - Staff	1869	1814	3926	5000	5000
532	Training & Education - Board	2091	295	758	1500	1500
541	Local Travel	621	1046	755	1000	1000
542	Out of Town Travel	4195	2955	7295	4324	6000
543	Hospitality	3212	7568	2476	2250	2250
544	Board of Directors	17	242	95	500	1000
601	Accounting	30540	14433	30927	14000	14000
602	Legal	5823	4890	3261	3500	3500
603	Computer Programming	0	0	1455	250	250
604	Other Professional Services	7990	7313	3351	10000	8000
621	Janitorial Service	2700	2415	2930	2725	3000
622	Security Service	968	1080	1875	1500	1750
623	Photographic Services	480	1129	5	250	250
624	Data Processing	0	84	268	0	0
625	Other Outside Services	0	0	1335	0	750
631	Electricity	9415	8915	10446	10000	10000
632	Telephone	3810	4798	8200	7500	6500
633	Other Utilities	3790	3207	2263	2225	2225
641	Equipment Rental	510	479	563	500	500
651	Repair & Maint-Vehicles	801	547	31	1500	1000
652	Repair & Maint-Bldgs/Grounds	4810	5024	4793	2000	2000
653	Repair & maint-Equipment	7707	8506	7378	15000	16500
654	Other Repairs & Maintenance	1164	2228	2612	2000	2000
661	Office Supplies	3923	4682	5079	6000	6000
662	Video Tapes	5426	4985	5195	7000	8000
663	Replacement Bulbs	3031	3108	4488	5000	4000
664	Batteries	295	219	140	250	250
665	Small Tools & Equipment	5666	11252	6407	5000	5500
671	Printing and Duplication	7000	8838	6233	9500	10000
672	Postage and Shipping	5115	5025	4112	5500	6000
681	Vehicle Expense	428	652	261	500	500
682	Computer Software	0	166	0	0	0
683	Dues and Subscriptions	375	968	642	500	750
684	Fees	1829	942	1063	750	1250
685	Insurance	21211	23048	23728	22465	23000
686	Property Taxes	4707	4287	0	0	0
687	Advertising	3226	156	436	6500	4500
688	Miscellaneous Expenses	1223	508	612	250	750
700	Interest Expense	33300	32347	22797	21320	22500
702	Bank Service Chrgs.	0	33	234	0	300
					0	
	TOTAL ACCRUED BUDG/EXP	572201	693838	726704	691181	759385
	FIXED ASSETS					
163	Building Improvements	73286	19560	101411	1014	0
164	Production Equipment	92113	151546	91785	50011	0
165	Programming Equipment	27212	19045	3397	12323	0
166	Office Equip, Furn & Fxtrs	35009	6865	84175	0	0
167	Vehicles	58403	0	0	0	0
	TOTAL FIXED ASSETS BUDG/EXP	286023	197016	280768	63348	0
252	Principal Payments - Mortgages	3698	4963	3718	1820	2000
	TOTAL BUDG/EXP	861922	895817	1011190	756449	761385

## PORTLAND CABLE ACCESS TELEVISION

94-95 OPERATING BUDGET  
BUDGETED AMOUNTS

ACCOUN	GEN BUDGET	PROD	PROG	OUT/ VOL	TRAIN	GOV'T	SECNOR PRJS	NE FAX	NORTH FAX	BUDGET TOTAL
501 Salaries	108223	128869	129692	0	28044	57377	0	0	0	452205
511 Payroll Taxes	9505	11429	11480	0	2490	5021	0	0	0	39925
512 Pension Contributions	8357	9032	8842	0	2147	3477	0	0	0	31855
513 Med/Dent/Life/Dis Insurance	7055	11523	11523	0	2821	4703	0	0	0	37825
521 Employee Recruitment	500	0	0	0	0	0	0	0	0	500
522 Temporary Outside Help	0	0	14000	0	0	1000	0	0	0	15000
531 Training & Education - Staff	5000	0	0	0	0	0	0	0	0	5000
532 Training & Education - Board	1500	0	0	0	0	0	0	0	0	1500
541 Local Travel	1000	0	0	0	0	0	0	0	0	1000
542 Out of Town Travel	6000	0	0	0	0	0	0	0	0	6000
543 Hospitality	1500	0	0	750	0	0	0	0	0	2250
544 Board of Directors	1000	0	0	0	0	0	0	0	0	1000
601 Accounting	14000	0	0	0	0	0	0	0	0	14000
602 Legal	3500	0	0	0	0	0	0	0	0	3500
603 Computer Programming	250	0	0	0	0	0	0	0	0	250
604 Other Professional Services	8000	0	0	0	0	0	0	0	0	8000
621 Janitorial Service	0	0	0	0	0	0	0	3000	0	3000
622 Security Service	0	0	0	0	0	0	0	1750	0	1750
623 Photographic Services	0	0	0	250	0	0	0	0	0	250
624 Data Processing	0	0	0	0	0	0	0	0	0	0
625 Other Outside Services	750	0	0	0	0	0	0	0	0	750
631 Electricity	0	0	0	0	0	0	0	10000	0	10000
632 Telephone	0	0	0	0	0	0	0	6500	0	6500
633 Other Utilities	0	0	0	0	0	0	0	2225	0	2225
641 Equipment Rental	500	0	0	0	0	0	0	0	0	500
651 Repair & Maint-Vehicles	0	1000	0	0	0	0	0	0	0	1000
652 Repair & Maint-Bldgs/Grounds	0	0	0	0	0	0	0	2000	0	2000
653 Repair & maint-Equipment	0	12500	4000	0	0	0	0	0	0	16500
654 Other Repairs & Maintenance	1000	1000	0	0	0	0	0	0	0	2000
661 Office Supplies	6000	0	0	0	0	0	0	0	0	6000
662 Video Tapes	0	3500	2000	0	0	2500	0	0	0	8000
663 Replacement Bulbs	0	4000	0	0	0	0	0	0	0	4000
664 Batteries	0	250	0	0	0	0	0	0	0	250
665 Small Tools & Equipment	0	3500	1500	0	0	0	0	500	0	5500
671 Printing and Duplication	5000	0	0	5000	0	0	0	0	0	10000
672 Postage and Shipping	3500	0	0	2500	0	0	0	0	0	6000
681 Vehicle Expense	0	500	0	0	0	0	0	0	0	500
682 Computer Software	0	0	0	0	0	0	0	0	0	0
683 Dues and Subscriptions	750	0	0	0	0	0	0	0	0	750
684 Fees	1250	0	0	0	0	0	0	0	0	1250
685 Insurance	11500	8000	0	0	0	0	0	3500	0	23000
686 Property Taxes	0	0	0	0	0	0	0	0	0	0
687 Advertising	500	0	0	4000	0	0	0	0	0	4500
688 Miscellaneous Expenses	750	0	0	0	0	0	0	0	0	750
700 Interest Expense	0	0	0	0	0	0	0	22500	0	22500
702 Bank Service Chrgs.	300	0	0	0	0	0	0	0	0	300
TOTAL ACCRUED - EXPENSES	207190	195103	183037	12500	35502	74078	0	51975	0	759385
FIXED ASSETS										
163 Building Improvements	0	0	0	0	0	0	0	0	0	0
164 Production Equipment	0	0	0	0	0	0	0	0	0	0
165 Programming Equipment	0	0	0	0	0	0	0	0	0	0
166 Office Equip, Furn & Fxtrs	0	0	0	0	0	0	0	0	0	0
167 Vehicles	0	0	0	0	0	0	0	0	0	0
FIXED ASSETS-QTR EXPENSES										
252 Principal Payments - Mortgages	0	0	0	0	0	0	0	2000	0	2000
TOTAL - FIXED ASSETS	0	0	25	0	0	0	0	2000	0	2000
TOTAL BUDGET	207190	195103	183037	12500	35502	74078	0	53975	0	761385

**APPENDIX FOUR**  
**MULTNOMAH COMMUNITY TELEVISION**  
**FY 1994-95**  
**ACCESS AND LOCAL ORIGINATION BUDGETS**

12 January, 1993

TO: Consolidated Cable Communications Commission  
From: Rob Brading  
Re: MCTV FY 1994-95 Budget

The attached MCTV FY 1994-95 Budget has been recommended for approval to the MCTV Board by the Finance Committee. The full Board will take action on the budget at its January 19 meeting.

### **Revenues**

Projected MCTV revenues from franchise fees have decreased for FY 1993-94. Other funds come from the Settlement funds that come from the sale of the franchise from Rogers Cable to Paragon Cable. Revenues are also derived from interest, an administrative fee charged to LO programming for services, and other sources, including special events and fees for services.

### **Expenditures**

Major changes in MCTV's FY 1994-95 budget from FY 1993-94 include:

#### **Reductions**

- Consulting by 25%,
- Education and Training by 69%,
- Local Mileage and Travel by 40%,
- Office Supplies by 12.5%,
- Telephone by 20%,
- Postage by 14%,
- Printing by 32%,
- Travel by 54%.

#### **Increases**

- Insurance by 5%,
- Legal by 25% to provide for additional expenses in refranchising,
- Maintenance Supplies by 25% for extended life of equipment and increased use,
- Operation Supplies by 47% because of increased use of MCTV facilities
- Rent by 4%
- Videotape by 8% because of increased use of MCTV

Personnel expenses will increase 3.5% in FY 1994-95. These expenses have been limited by streamlining administrative work and introducing team management to MCTV's largest department, the Public Access Department.

A new line item, 6064 (Events), has been added to allow MCTV to track expenses for special events such as speakers on media literacy and the effect of television violence on children. Many of these events will pay for themselves with revenues reflected in line item 4200 (Other).

**MULTNOMAH COMMUNITY TELEVISION Budget, FY 1994-95**

		ACTUAL	ACTUAL	ACTUAL	ACTUAL-4 MO	BUDGET	PROPOSED
		1990-91	1991-92	1992-93	1993-94	1993-94	BUDGET
							1994-95
	<b>INCOME:</b>						
	Carry-Over						
4152	Access Support	\$ 359,500	\$ 370,000	407,000	\$141,000	\$ 423,000	\$ 451,200
4130	Franchise Fees, Multnomah	317,846	351,892	367,330	93,621	414,755	336,421
4140	Franchise Fees, Portland	62,618	61,898	122,535	29,136	84,997	131,070
4090	Interest	22,724	21,709	16,933	3,233	10,000	10,000
4200	Other	10,994	25,857	5,100	2,321	4,500	5,800
4120	Administration-LO	23,400	24,600	25,000	8,333	25,000	20,000
	<b>TOTAL OPERATING INCOME</b>	<b>\$ 797,082</b>	<b>\$ 855,956</b>	<b>\$ 943,898</b>	<b>\$ 277,643</b>	<b>\$ 962,252</b>	<b>\$ 954,491</b>
	<b>Funds:</b>						
	Equipment Replacement Fund					\$ 124,358	\$ 172,072
	Building Fund					151,355	158,548
	<b>TOTAL INCOME</b>					<b>\$ 1,237,965</b>	<b>\$ 1,285,111</b>

**MULTNOMAH COMMUNITY TELEVISION Budget, FY 1994-95**

		ACTUAL	ACTUAL	ACTUAL	ACTUAL-4 MO	BUDGET	PROPOSED
		1990-91	1991-92	1992-93	1993-94	1993-94	BUDGET
							1994-95
	<b>EXPENSES:</b>						
7020	Full-Time Salaries	\$ 231,766	\$ 275,067	\$ 325,645	\$ 124,904	\$ 371,226	\$ 404,591
7030	Part-Time Salaries	121,249	117,501	92,904	26,365	97,954	80,885
7050	Taxes & Fringe Benefits	82,616	91,222	96,742	47,849	117,295	121,369
	<b>Total Personal Services</b>	<b>\$ 435,631</b>	<b>\$ 483,790</b>	<b>\$ 515,291</b>	<b>\$ 199,118</b>	<b>\$ 586,475</b>	<b>\$ 606,845</b>
6020	Accounting	\$ 2,438	\$ 3,086	\$ 3,462	\$ 175	\$ 5,050	\$ 5,215
6030	Books	481	504	230	333	825	500
6040	Cable Installations					0	0
6041	Consulting	6,526	12,220	13,184	7,038	20,400	15,300
6051	Dues & Subscriptions	2,882	5,394	6,697	1,949	6,855	6,699
6060	Educational Program Acquisition	275	0	1,785	910	2,825	2,800
6061	Education & Travel	13,679				0	0
6061	Education & Training		9,560	12,214	6,376	18,150	5,625
6063	Ed. Tuition Reimbursement			189		1,000	500
6062	Business Meals/Related	882	1,259	2,111	818	1,750	1,430
6064	Events						2,500
6070	Food	6,916	2,996	7,938	498	5,500	5,200
6080	Graphics	329	1,670	1,580	737	3,625	3,250
6100	Insurance	24,542	25,453	24,313	2,705	31,993	33,593
6110	Janitorial	2,157	7,994	7,980	1,995	8,592	7,980
6130	Legal	4,430	7,993	25,440	3,735	10,000	12,500
6131	Local Travel & Mileage	3,051	4,651	3,297	832	5,405	3,270
6140	Maintenance Supplies	7,417	6,978	10,680	3,540	10,000	12,500
	Transfer To LO		1,113				
6160	Office Supplies	6,447	7,362	5,210	1,412	8,000	7,000
6161	Operation Supplies	4,409	4,794	8,820	4,220	9,200	13,500
6170	Personnel Recruitment	1,779	11,962	2,554	304	1,000	1,000
6171	Phones	5,291	4,363	5,049	1,581	7,500	6,000
6172	Postage	6,249	5,713	7,992	2,090	9,250	8,000
6173	Printing	16,145	9,084	12,656	4,546	20,000	13,550
6174	Marketing/Promotion	3,352	5,923	6,747	1,270	12,500	12,000
6190	Repairs & Maintenance	4,414	7,579	2,265	1,966	5,500	5,900
6200	Rent, Utilities, Maintenance	19,959	17,992	17,494	6,673	21,000	21,744
6211	Travel		1,366	7,007	2,674	10,750	4,950
6230	Vehicle Maintenance	1,951	2,028	862	656	1,600	1,950
6231	Videotape	4,883	9,641	8,506	3,363	9,320	10,320
	<b>Total Materials &amp; Services</b>	<b>\$ 150,884</b>	<b>\$ 178,678</b>	<b>\$ 206,262</b>	<b>\$ 62,396</b>	<b>\$ 247,590</b>	<b>\$ 224,776</b>

**MULTNOMAH COMMUNITY TELEVISION Budget, FY 1994-95**

		ACTUAL	ACTUAL	ACTUAL	ACTUAL-4 MO	BUDGET	PROPOSED
		1990-91	1991-92	1992-93	1993-94	1993-94	BUDGET
							1994-95
8020	Building				\$ 0	\$ 7,193	\$ 17,452
8030	Leasehold Improvements	4,843	27,480	0	0	2,500	3,000
8040	Office Equipment	8,794	6167	14607	2,769	8,461	7,000
8050	Office Furnishings	6,106	1288	852	629	300	1,400
8060	Production & Maintenance Equip.	31,984	48,968	38465	497	109,733	94,018
	Total Capital	\$ 51,727	\$ 83,903	\$ 53,924	\$ 3,895	\$ 128,187	\$ 122,870
	TOTAL OPERATING EXPENSES	\$ 638,242	\$ 746,371	\$ 775,477	\$265,409	\$ 962,252	\$ 954,491
	Unexpended Balance:						
	Equipment Replacement Fund					\$ 124,358	172,072
	Building Fund					151,355	158,548
	TOTAL EXPENSES					\$ 1,237,965	\$ 1,285,111



# **MULTNOMAH COMMUNITY TELEVISION**

## **1993 - 1994 BUDGET**

### **LINE ITEM EXPLANATION**

#### **INCOME:**

##### **4152            Access Support**

A portion of settlement funds from the sale of Rogers Cable TV to Paragon Cable, invested by Multnomah County and received from the Consolidated Cable Communications Commission (CCCC).

##### **4130            Franchise Fees, Multnomah**

5% of total gross revenue of Paragon Cable for the East Multnomah County system, of which MCTV receive 60%. The CCCC receives the funds and passes through payments to MCTV. Income projections provided by Paragon Cable and the CCCC.

##### **4140            Franchise Fees, Portland**

MCTV serves a portion of the east Portland Paragon Cable system regulated by the CCCC. MCTV receives a 40% split of franchise fees in this area, with income projections provided by Paragon Cable and the CCCC.

##### **4090            Interest**

Income projected based on current interest rates.

##### **4200            Other**

Tape duplication, refunds, tape sales, special events.

##### **4120            Administration-LO**

Pass-through payment made from the Locally Oriented Programming to budget to MCTV for administrative, engineering, and marketing and promotional services.

Educational Programming		Salary Range
Educational Programming Director		\$ 18,907-27,602
Educational Producer		\$ 14,976-21,258
Public Access		
Training Coordinator		\$ 17,236-24,939
Production Specialist		\$ 14,976-21,258

**7030 Part-Time**

Salaries for part-time employees. Includes the following staff by department:

Playback Operator		Salary Range
Playback Operator	.8 FTE	\$ 11,149-15,708
Government Programming		
Production Specialist	.6 FTE	\$ 8,986-12,755
Intern	.4 FTE	\$ 4,368- 4,674
Intern	.4 FTE	\$ 4,368- 4,674
Educational Programming		
Production Specialist	.4 FTE	\$ 5,990- 8,503
Intern	.5 FTE	\$ 5,460- 5,843
Public Access		
Production Specialist	.8 FTE	\$ 11,981-17,006
Production Specialist	.8 FTE	\$ 11,981-17,006
Production Specialist	.8 FTE	\$ 11,981-17,006
Engineering		
Facilities Assistant	.2 FTE	\$ 1,976- 2,080

**7050 Taxes and Fringe Benefits**

Figured as 25% of full- and part-time salaries. (Includes pension plan contribution, medical and dental insurance, life and disability insurance, employer-contributed FICA, Tri-Met tax, and state unemployment tax.)

**6070            Food**

Food for volunteer crew members working on MCTV productions; for special volunteer recognition events.

**6080            Graphics**

Outside contract work for graphic services for print, video and promotional items.

**6100            Insurance**

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

**6110            Janitorial**

Janitorial services (excluding those services provided by Mt. Hood Community College.)

**6130            Legal**

Attorney's fees, costs for legal filings.

**6131            Local Travel and Mileage**

Gas and parking for vehicles, employee mileage reimbursement.

**6140            Maintenance Supplies**

Materials used to maintain and install production, engineering and office equipment; parts used to construct items for production, playback and engineering.

**6160            Office Supplies**

Items less than \$100 that are not production-related and are primarily used in an office setting (e.g., pencils, paper, clipboards, bulletin boards.)

**6161            Operating Supplies**

Items less than \$100 that are production-related (e.g., adapters, duct tape, lamps.)

**6231            Videotape**

Blank videotape (VHS, SVHS, 3/4", 3/4" SP.)

**8030            Leasehold Improvements**

Improvements to MCTV building such as mini-blinds and carpeting.

**8040            Office Equipment**

Office equipment items in excess of \$100 such as computers, copiers, fax machines, phones, printers, etc. Includes software upgrades, RAM upgrades, new software, tape backup, scanner.

**8050            Office Furnishings**

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

**8060            Production and Maintenance Equipment**

Items in excess of \$100 in production, playback and engineering.