

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 00-087**

Approval of the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2000-2001

**The Multnomah County Board of Commissioners Finds:**

- a. The Mt. Hood Cable Regulatory Commission was formed by Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village to advocate for and protect the public interest in the regulation and development of cable communication systems.
- b. The Mt. Hood Cable Regulatory Commission has approved a Mt. Hood Cable Regulatory Commission budget for fiscal year 2000-2001 and forwarded this budget to Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village for approval.

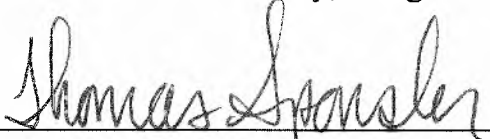
**The Multnomah County Board of Commissioners Resolves:**

1. The Mt. Hood Cable Regulatory Commission budget for fiscal year 2000-2001 is approved.

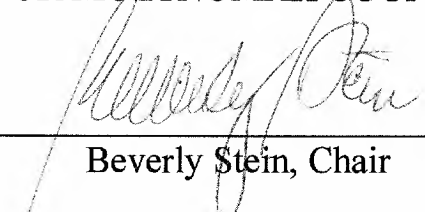
ADOPTED this 1st day of June, 2000.



Thomas Sponsler, County Attorney  
For Multnomah County, Oregon

  
Thomas Sponsler, County Attorney

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Beverly Stein, Chair

City of Fairview  
City of Portland

City of Gresham  
City of Troutdale

Multnomah County  
City of Wood Village

## MT. HOOD CABLE REGULATORY COMMISSION

**PROPOSED BUDGET  
FISCAL YEAR 2000-01**

**JANUARY 2000**

**COMMISSIONERS:**

Norman Thomas, Chair  
Alan Alexander III  
Rich Goheen  
Royal Harshman  
Robert Kreinberg  
Ruth Miles  
Stan Saunders  
Sue Dicile

David C. Olson, Director

City of Fairview  
City of Portland

City of Gresham  
City of Troutdale

Multnomah County  
City of Wood Village



**MT. HOOD CABLE REGULATORY COMMISSION  
FY 2000 – 2001 PROPOSED BUDGET**

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## MT. HOOD CABLE REGULATORY COMMISSION

### OVERVIEW

The Mt. Hood Cable Regulatory Commission (MHCRC) was formed 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 which make use of the public right of way.**

Each of the Commission member jurisdictions appoints citizen representatives to the Commission. Over the past year, these citizen appointees have committed hundreds of volunteer hours to fulfill the Commission's mission. They have attended over 15 Commission and 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 Cable Access (PCA) and Multnomah Community Television (MCTV).

The Commission contracts for staff through a services agreement with the City of Portland. The Commission funds an equivalent staff of three and one-half positions, plus related materials and services, overhead and capital. Each of the member jurisdictions provides a portion of their franchise fees from cable services providers to annually fund the Commission.

### ACCOMPLISHMENTS DURING 1999

#### Frame and Advance the debate on Open Access

- Led the nation in requiring "open access" to Internet via cable; won the first round of the AT&T lawsuit. In recommending approval of the transfer of the TCI Cable franchise to AT&T, the MHCRC was the first in the nation to impose an "open access" requirement, which obliged AT&T to allow its customers to choose their own Internet Service Provider ("ISP") on the cable system, without being required to first go through AT&T's affiliate and 'paying twice' to reach the customer's preferred ISP. AT&T sued and Portland and Multnomah County won in the first round. A decision from the Ninth Circuit (AT&T appealed) is expected sometime in 2000. The MHCRC's leadership in promoting competition in cable Internet services via "open access" has been recognized around the nation.

#### Administer Grant Funds for Community Use

- Through the Community Access Capital Grant program, the MHCRC granted nearly \$630,000 for community communications projects that will assist public agencies, libraries, schools, colleges and non-profit organizations throughout Multnomah County by promoting the use and availability of advance cable system technologies at low cost to meet organizational communication needs. Grants included: Mt. Hood Community College (\$270,000), Portland Community College (\$141,294), Portland Cable Access (\$79,333), School District #1 (\$106,268), Northwest Film Center (\$30,383).

### Provide Consumer Protection

- Assisted in the resolution of 892 complaints from cable subscribers.
- Regulated the basic rates of local cable companies which resulted in lower basic rates or minimal increases to subscribers.

### Ensure State-of-the-Art Technology of the Cable Systems

- Oversaw the initial design and planning of AT&T's upgraded cable system which is anticipated to be completed by December 2000, including the I-Net.

### Produced an award-winning video: Right of Way: Protecting the Public's Lifeline

- In cooperation with the League of Oregon Cities, MCTV, PCA and CCTV, produced an award-winning video. The video was used to educate lawmakers about the importance of local management of the right of way, the authority to require compensation and the value of franchise fees to local communities.

## **FISCAL YEAR 2000-2001 BUDGET HIGHLIGHTS**

In FY 2000-2001, the Commission will continue to provide high quality services efficiently and effectively, including utilizing interest on the grant funds to administer the Community Access Capital Grant program. Other efficiencies implemented include: using our World-Wide Web Page to distribute information and receive complaints; relying more on Commissioners for liaison with access organizations; and receiving on-line publications instead of costly print subscriptions. Franchise fee revenues are projected to increase 5% over the revised current year revenue forecast and proposed expenditures are up approximately 3.9%.

## **GOALS AND OBJECTIVES FOR FISCAL YEAR 2000-2001**

Since its inception, the MHCRC has engaged in a planning process in order to set goals and objectives, evaluate its structure and operations, and anticipate future circumstances which might impact the Commission and its member jurisdictions. The Commission established the following goals and objectives for FY 2000-2001.

**Goal I:** *Effectively administer cable television franchise agreements to serve our member jurisdictions.*

### Objectives:

1. Conduct effective cable rate regulation which meets the spirit and intent of federal legislation and FCC rules.
2. Identify and address franchise compliance issues in response to and, when possible, prior to cable company actions.
3. Provide consumer protection for citizens and subscribers in cable television matters by helping to resolve complaints, enforcing customer service standards and addressing other consumer-related franchise compliance issues.

4. Complete revisions to the customer service standards including the adoption of ordinances by all local jurisdictions.
5. Continue to analyze changes in technology and the mergers of telecommunications and cable companies in order to inform the jurisdictions and other stakeholders about how those changes may affect consumers and the local public benefits of the franchise agreements.
6. Conduct franchise fee and PEG fee financial review to ensure full payment from cable companies.
7. Develop and conduct process to certify completion of system upgrade for: Eastside Portland franchise area (upgrade deadline July 1, 2000); East County franchise area (upgrade deadline December 31, 2000); and Westside Portland franchise area (upgrade deadline March 31, 2001).

**Goal II: *Ensure access to and use of current and new services available through the cable system technology by citizens, local governments and community institutions.***

Objectives

1. Conduct and evaluate grant-making process to allocate capital funds under the AT&T cable franchise agreements dedicated for the development of public, educational and governmental uses of the cable system technology in a way which ensures that the funds are distributed in accordance with the grant purpose and criteria.
2. Monitor projects which have received grant funding to ensure compliance with the project goals and objectives and accountability for grant funds.
3. Oversee AT&T cable system upgrades in a way which ensures that the upgraded Institutional Network serves local governments, schools, libraries, Oregon Ed-Net and designated access providers (completion of East County I-Net: December 31, 2000; completion of Westside I-Net: March 31, 2001).
4. Develop and oversee a marketing and management plan for the Institutional Network.
5. Monitor the cable companies' and access providers' transitions to digital video transmission to ensure that the new delivery technology meets the spirit and intent of the public benefits contained in the franchises.
6. Manage access provider contracts with Portland Community College, Portland Public Schools, Portland Cable Access and Multnomah Community Television.
7. Allocate capital funds for Portland Cable Access and Multnomah Community Television.
8. Collaborate with organizations, at the federal, state and local levels, to advocate for the community's access to cable system technology.
9. Manage the transition of access services and funding in annexed areas from Multnomah Community Television to Portland Cable Access.



10. Manage activation of digital channels for community access programming.
11. Encourage development and deployment of broadband services using cable system technology, including high speed internet access, on an open, accessible and nondiscriminatory basis throughout the franchise areas.

**Goal III: *Communicate, educate and respond in a timely and accurate manner to our jurisdictions, cable subscribers and the general public regarding communications technology policy and regulatory issues.***

Objectives

1. Communicate in a way which supports the following priority criteria: A) jurisdiction officials and key jurisdiction staff are informed about communications technology policy and regulatory issues and understand what is at stake; and B) interested stakeholders view the Commission as an important source of information.
2. Support our member jurisdictions in implementing FCC rules and federal laws related to cable and telecommunications.

**GOAL IV: *Advocate for continued local authority regarding cable franchises and use of the public rights of way by communication providers.***

Objectives

1. Continue cross-jurisdictional collaborations for information-sharing and coordinated strategies.
2. Partner with other area regulatory commissions on issues of common concern in light of having one cable services company which serves multiple jurisdictions contiguous to the MHCRC's service area.
3. Continue to participate in national issues that impact our local communities.
4. Advocate for open, nondiscriminatory access to cable system broadband technology on behalf of consumers and internet service providers; defend local authority to impose pro-competitive open-access conditions in cable transfer, renewal and other local processes; support Portland and Multnomah County in defending against lawsuit by AT&T attacking local authority to impose "open access" condition.

**Goal V: *Operate the Cable Regulatory Office and the Commission efficiently and effectively.***

Objectives

1. Fulfill Intergovernmental Agreement and Rules of Procedure administrative responsibilities.
2. Plan and conduct Commission meetings in a way which respects the volunteer nature of Commission positions and keeps Commissioners informed about telecommunications issues.

3. Continue annual strategic planning and evaluation.

## REVENUE AND EXPENDITURE HIGHLIGHTS

- **Revenue sources 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 \$838,238 in FY 2000-01 or a 5% increase over the revised current year forecast.

**Second**, all participating jurisdictions contribute a portion of \$365,069 to the operation of the MHCRC. The net contribution totals \$355,690, after deducting the balance of the FY 1999 budget (\$8,044). Each jurisdiction's net contribution is outlined below:

Fairview	\$ 4,946	Portland	\$239,994
Gresham	\$81,368	Troutdale	\$ 13,457
Multnomah County	\$14,571	Wood Village	\$ 2,690

The allocation for funding the operation of the Commission is based on the methodology used in the FY 1999-2000 Budget plus an average of 3.9%. Greater detail is available on the cost allocation worksheet which appears in Appendix One.

**Third**, the Commission administers two programs funded by a percentage of gross revenues of AT&T totaling over \$1.4 million: Access Corporation Capital Fund and the Community Access Capital Grant Fund.

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

- **Expenditures**

The Cable Regulatory Office administrative expenditures have increased by 3.9% (excluding reimbursements) from the current year operating budget. A line item detail of all expenditures is attached in Appendix One.

Major expenditures include: franchise fee payments to the jurisdictions; franchise fee payments to Multnomah Community Television (MCTV) for access programming; payments for the Access Corporation Capital Fund and the Community Access Capital Grant, and cable regulatory administrative 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 administrative support expenses.



**MT. HOOD CABLE REGULATORY COMMISSION**

**Fiscal Year 2000-01**

**Financial Summary**

<b>RESOURCES</b>	<b>1997-98 Actual</b>	<b>1998-99 Actual</b>	<b>1999-00 Revised</b>	<b>2000-01 Proposed</b>
Beginning Balance	1,536,610	677,516	1,429,194	779,097
E.County Cable Franch. Fees	687,938	734,333	776,260	815,074
Access Revenue-Annexed PDX	163,232	180,557	193,547	0
Portland Share of Admin. Bud.	184,765	205,722	232,872	239,107
TCI Multnomah West	26,223	29,622	22,061	23,164
Interest	68,889	58,776	32,000	32,000
PEG Community Capital Grant	661,440	754,803	713,805	746,827
PEG Fund - Access Corporation Capital	274,071	691,370	713,805	746,827
<b>Total Resources</b>	<b>\$3,603,168</b>	<b>\$3,332,699</b>	<b>\$4,113,544</b>	<b>\$3,382,096</b>
<b>REQUIREMENTS</b>	<b>1997-98 Actual</b>	<b>1998-99 Actual</b>	<b>1999-00 Adopted</b>	<b>2000-01 Proposed</b>
<b>EXPENDITURES</b>				
Franchise Fee Balance to Jurisdictions	197,737	224,636	209,054	218,264
Community Access Payments, E. County	403,763	433,237	465,757	489,044
Community Access Payments, Annexed Portland	229,163	180,557	193,547	Switch to PCA
Settlement Fund - Mt. Hood Comm. College	159,181	Paid Off	Paid Off	Paid Off
Settlement Fund - MCTV Special Access	588,355	Paid Off	Paid Off	Paid Off
Settlement Fund - MCTV Local Origination	149,795	Paid Off	Paid Off	Paid Off
MHCRC Administrative Budget	277,219	312,744	351,240	365,069
PEG Comm. Capital Grants Admin, Personal	44,070	46,602	47,322	56,844
PEG Comm. Capital Grants Admin, M & S			146,775	128,825
PCA, 60% TCI Multnomah	12,699	10,490	13,236	13,898
Paragon Renewal	1,032	0	0	0
PEG Community Capital Grant	540,179	183,567	750,000	850,000
PEG Capital Grant Encumbrance *		0	443,711	
PEG Access Corporation Capital	322,459	511,672	713,805	746,827
<b>Total Admin Budg. &amp; Pass Through Pmts.</b>	<b>\$2,925,652</b>	<b>\$1,903,505</b>	<b>\$3,334,447</b>	<b>\$2,868,771</b>
Unappropriated Balance	677,516	1,429,194	779,097	513,325
<b>Total Requirements</b>	<b>\$3,603,168</b>	<b>\$3,332,699</b>	<b>\$4,113,544</b>	<b>\$3,382,096</b>

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27-Mar-00

\* Encumbered from FY 98-99

**MT. HOOD CABLE REGULATORY COMMISSION**  
**FISCAL YEAR 2000-01**  
**LINE ITEM SUMMARY**

Expenditure Classification	Actual FY 97-98	Actual FY 98-99	Adopted FY 99-00	Proposed FY 2000-01
511000 Full-Time Employees	159,553	173,353	194,732	194,805
521000 Part-Time Employees	5,796	1,025	0	0
514000 Overtime	1,202	1,188	900	1,200
517000 Benefits	63,785	66,162	70,429	80,565
<b>Total Personal Services</b>	<b>\$230,336</b>	<b>\$241,728</b>	<b>\$266,061</b>	<b>\$276,570</b>
521000 Professional Services *	856,173	429,804	1,727,205	1,746,927
524000 Repair & Maintenance	533	2,000	1,500	1,500
529000 Miscellaneous Services **	1,743,219	1,104,417	885,395	725,006
531000 Office Supplies	659	1,082	1,700	1,500
532000 Operating Supplies	4,044	5,601	3,000	3,350
541000 Education	7,056	1,475	2,400	2,400
542000 Local Travel	418	0	900	600
543000 Out-of-Town Travel	1,611	4,041	3,800	4,000
549000 Miscellaneous	3,411	5,202	4,675	5,550
<b>Total External Materials &amp; Svcs</b>	<b>\$2,617,125</b>	<b>\$1,553,623</b>	<b>\$2,630,575</b>	<b>\$2,490,833</b>
551000 Fleet Services	119	35	415	415
552000 Printing/Distribution	6,934	9,829	10,427	10,984
553000 Facilities Services	14,873	15,526	17,763	14,129
554000 Communications	40,762	5,431	10,504	11,231
555000 Data Processing	2,490	3,922	4,552	11,176
556000 Insurance	4,953	4,852	5,026	10,924
558000 Treasury Services	1,364	1,188	828	768
558312 Rate Regulation Legal Advic	2,285	1,336	1,450	1,541
<b>Total Internal Materials &amp; Svcs</b>	<b>\$73,779</b>	<b>\$42,118</b>	<b>\$50,965</b>	<b>\$61,168</b>
<b>Total Materials &amp; Services</b>	<b>\$2,690,904</b>	<b>\$1,595,741</b>	<b>\$2,681,540</b>	<b>\$2,552,001</b>
556000 Capital Replacement Fund			3,000	\$3,000
572101 General Fund Overhead	4,411	19,432	15,636	18,031
571100 Contingency	0	0	24,500	19,169
<b>Total</b>	<b>\$2,925,651</b>	<b>\$1,856,901</b>	<b>\$2,990,737</b>	<b>\$2,868,771</b>
<u>Less PEG Grant and Pass Through</u>			<u>2,639,497</u>	<u>\$2,503,702</u>
<u>Jurisdictional Share</u>			<u>\$351,240</u>	<u>\$365,069</u>

Professional Services *		Miscellaneous Services **	
	<b>FY 2000-01</b>		<b>FY 2000-01</b>
Professional Svcs. Admin.	32,100	Misc. Svcs. Admin.	3,800
Access Corporation	746,827	PEG Operating, E. County	489,044
PEG/I-Net Administration	118,000	Fran. fee Bal to Juris. 2000-01	218,264
Grant Appropriation	850,000	PCA, 60% of Mult. West	13,898
<b>TOTAL, Line Item 5210</b>	<b>\$1,746,927</b>	<b>TOTAL, Line Item 5290</b>	<b>\$725,006</b>
Grant Fund Allocation	\$1,714,827	Pass Through Payments	\$721,206
<b>TOTAL, Grants, Pass Through Pmts and PEG Adm. (Non-Admin.)</b>		<b>\$2,503,702</b>	

**APPENDIX ONE**  
**CABLE REGULATORY OFFICE**  
**FY 2000 – 2001 BUDGET**

## **CABLE REGULATORY ADMINISTRATIVE BUDGET FY 2000-2001 Budget Narrative**

The Cable Regulatory Office administrative expenditures (non-reimbursable) have increased by 3.9% from the current year's 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 by staff and the Budget and Finance Committee in January and approved by the Mt. Hood Cable Regulatory Commission (MHCRC) on January 24, 2000.

### **Expenditures**

The proposed budget provides for three and one-half positions, associated materials and services, and overhead. The proposed budget maintains the core programs of the Commission, which are:

- 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 communications technologies, which make use of the public right of way.

Staff will continue to focus on building an effective working relationship with AT&T to further the Commission's goals and objectives.

The proposed administrative budget consists of expenditures funded by both grant funds (reimbursable) and contributions from the jurisdictions (non-reimbursable). Significant changes (non-reimbursable) from FY 1999-2000 include: an increase in financial consulting to perform a financial review of cable company franchise fees (~\$4,000); an increase in liability due to the AT&T lawsuit (~\$6,000); and an increase in data processing (~\$1000).

The Office of Cable Communications and Franchise Management manages two programs: Cable Regulation and Utility Franchise Management. There are six staff positions within the Office. The equivalent of three and one-half positions focus on cable on behalf of the Commission and the other two and one-half positions focus 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 Mt. Hood Cable Regulatory Commission which is staffed by the City of Portland's Office of Cable Communications and Franchise Management. The Commission uses a funding methodology based on the prior year's funding plus an average of increase of 3.9%. A summary of the cost allocation is attached.

### **Revenues**

The Cable Regulatory Office has five revenue sources: beginning balance, jurisdictional contributions based on the cost allocation methodology, Community Access Capital Grant Funds, Access Corporation Capital Funds, and interest on cable fund balance.

**MT. HOOD CABLE REGULATORY COMMISSION**

**MHCRC ADMINISTRATION, GRANT AND I-NET  
FY 2000-01**

Acct.	Title	FY 97-98 Actual	FY 98-99 Actual	FY 99-00 Revised	FY 2000-01 Proposed
5110	Full-Time Employees	159,553	173,353	194,732	194,805
5120	Part-Time Employees	5,796	1,025		0
5140	Overtime	1,202	1,188	900	1,200
5170	Benefits	63,785	66,162	70,429	80,565
<b>Personnel Services</b>		<b>\$230,336</b>	<b>\$241,728</b>	<b>\$266,061</b>	<b>\$276,570</b>
5210	Professional Services	25,469	34,972	163,400	150,100
5240	Repair & Maintenance	533	2,000	1,500	1,500
5290	Miscellaneous Services	1,402	2,417	3,800	3,800
5310	Office Supplies	659	1,082	1,700	1,500
5320	Operating Supplies	3,237	5,601	3,000	3,350
5410	Education	7,056	1,327	2,400	2,400
5420	Local Travel	418	0	900	600
5430	Out-of-Town Travel	1,611	4,041	3,800	4,000
5490	Miscellaneous	3,411	4,927	4,675	5,550
<b>External Materials and Services</b>		<b>\$43,796</b>	<b>\$56,367</b>	<b>\$185,175</b>	<b>\$172,800</b>
5510	Fleet Services	119	35	415	415
5520	Print/Distribution	6,934	9,528	10,427	10,984
5530	Facilities Services	14,873	15,526	17,763	14,129
5540	Communications Services	10,677	5,431	10,504	11,231
5550	Data Processing Services	2,490	3,922	4,552	11,176
5560	Insurance	4,953	4,852	5,026	10,924
559307	Treasury Services	1,363	1,188	828	768
558312	Rate Regulation Legal Advice	1,336	1,336	1,450	1,541
<b>Internal Services</b>		<b>\$42,745</b>	<b>\$41,818</b>	<b>\$50,965</b>	<b>\$61,168</b>
5640	Capital Outlay	\$0	\$0	\$3,000	\$3,000
<b>TOTAL</b>		<b>\$316,877</b>	<b>\$339,913</b>	<b>\$505,201</b>	<b>\$513,538</b>
	Overhead	4,411	19,432	15,636	18,031
	Contingency	0	0	24,500	19,169
<b>Tot. Budget Plus OH &amp; Conting.</b>		<b>\$316,877</b>	<b>\$359,345</b>	<b>\$545,337</b>	<b>\$550,738</b>
<b>Less Grant/ I-Net Administration</b>		<b>44,070</b>	<b>46,602</b>	<b>194,097</b>	<b>185,669</b>
<b>Total Jurisdictions' Share</b>		<b>\$272,807</b>	<b>\$312,743</b>	<b>\$351,240</b>	<b>\$365,069</b>
<b>Percentage Increase/ -Decrease</b>			<b>14.6%</b>	<b>12.3%</b>	<b>3.9%</b>

**MT HOOD CABLE REGULATORY COMMISSION**

**MHCRC ADMINISTRATION  
FY 2000-01**

<b>Acct.</b>	<b>Title</b>	<b>FY 2000-01 Proposed</b>
5110	Full-Time Employees	137,961
5120	Part-Time Employees	0
5140	Overtime	1,200
5170	Benefits	80,565
<b>Personnel Services</b>		<b>\$219,726</b>
5210	Professional Services	32,100
5240	Repair & Maintenance	1,500
5290	Miscellaneous Services	3,800
5310	Office Supplies	1,500
5320	Operating Supplies	3,350
5410	Education	2,400
5420	Local Travel	600
5430	Out-of-Town Travel	4,000
5490	Miscellaneous	5,250
<b>External Materials and Services</b>		<b>\$54,500</b>
5510	Fleet Services	415
5520	Print/Distribution	6,984
5530	Facilities Services	12,445
5540	Communications Services	10,870
5550	Data Processing Services	8,844
5560	Insurance	10,924
559307	Treasury Services	768
558312	Rate Regulation Legal Advice	1,541
<b>Internal Services</b>		<b>\$52,791</b>
5640	Capital Outlay	\$3,000
<b>TOTAL</b>		<b>\$330,017</b>
Overhead		15,882
Contingency		19,169
<b>Tot. Budget Plus OH &amp; Conting.</b>		<b>\$365,069</b>

MT. HOOD CABLE REGULATORY COMMISSION

PROPOSED BUDGET, LINE ITEM DETAIL

			FY 2000-01			FY 99-00		
Line Item No.	Description		Proposed	Grants / I-Net	Proposed W/ Grant	Revised	Grants / I-Net	Revised with Grant
5110	Full-Time Employees :							
	Director	0.50	39,453	1,721	41,174	38,298	2,742	41,040
	Dep. Director	0.45	24,694	2,138	26,832	25,546	4,542	30,088
	Financial Analyst	0.50	19,410	7,901	27,311	19,669	7,548	27,217
	Hearings Clerk	0.50	17,953	3,014	20,967	17,496	2,993	20,489
	Program Manager	0.70	13,061	29,338	42,399	24,693	17,563	42,256
	Program Coordinator	0.75	23,390	12,732	36,122	21,708	11,934	33,642
	<b>Total</b>	<b>3.40</b>	<b>\$137,961</b>	<b>\$56,844</b>	<b>\$194,805</b>	<b>\$147,410</b>	<b>\$47,322</b>	<b>\$194,732</b>
5140	Overtime- Hearings Clerk		1,200		1,200	900		900
5170	Benefits:							
	Director	0.50	13,925	0	13,925	13,800		13,800
	Dep. Director	0.45	10,539	0	10,539	11,710		11,710
	Financial Analyst	0.50	10,639	0	10,639	10,525		10,525
	Hearings Clerk	0.50	14,805	0	14,805	9,096		9,096
	Program Manager	0.70	15,852	0	15,852	11,529		11,529
	Program Coordinator	0.70	14,805	0	14,805	13,769		13,769
	<b>Total</b>		<b>\$80,565</b>	<b>0</b>	<b>80,565</b>	<b>\$70,429</b>		<b>\$70,429</b>
	<b>Personnel Services, Total</b>		<b>\$219,726</b>	<b>\$56,844</b>	<b>\$276,570</b>	<b>\$218,739</b>	<b>\$47,322</b>	<b>\$266,060</b>
5210	Professional Services:							
	Eng. Tech. Assistance			100,000	100,000		120,000	120,000
	Grant Technical Assistance			4,000	4,000		5,000	5,000
	I-Net Marketing			10,000	10,000		10,000	10,000
	Financial Service		29,500	4,000	33,500	24,000	2,000	26,000
	Annual Planning Retreat Facilitator		2,600	0	2,600	2,400	0	2,400
	<b>Total</b>		<b>\$32,100</b>	<b>\$118,000</b>	<b>\$150,100</b>	<b>\$26,400</b>	<b>\$137,000</b>	<b>\$163,400</b>
5240	Repair & Maintenance:							
	Data Processing Equipments		1,500	0	1,500	1,500	0	1,500
	<b>Total</b>		<b>\$1,500</b>	<b>0</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>0</b>	<b>\$1,500</b>
5290	Miscellaneous Services :			0			0	
	Temp. Clerical Suppt		2,000	0	2,000	2,000	0	2,000
	Mail Delivery Service		1,800	0	1,800	1,800	0	1,800
	<b>Total</b>		<b>\$3,800</b>	<b>0</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>0</b>	<b>\$3,800</b>
5310	Office Supplies		\$ 1,500	-	\$1,500	\$ 1,500	200	\$1,700
5320	Operating Supplies:							
	Printer, Fax, & other supplies		2,150	0	2,150	2,000	0	2,000
	Software Upgrade		1,200	0	1,200	1,000	0	1,000
	<b>Total</b>		<b>\$3,350</b>	<b>\$0</b>	<b>\$3,350</b>	<b>\$3,000</b>	<b>0</b>	<b>\$3,000</b>
5410	Education:			0			0	
	Computer Training		1,000	0	1,000	1,000	0	1,000
	NATOA, Regional & National		900	0	900	900	0	900
	ACM		500	0	500	500	0	500
	<b>Total</b>		<b>\$2,400</b>	<b>\$0</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>0</b>	<b>\$2,400</b>



MT. HOOD CABLE REGULATORY COMMISSION

PROPOSED BUDGET, LINE ITEM DETAIL

PROPOSED BUDGET, LINE ITEM DETAIL		FY 2000-01			FY 99-00		
Line Item No.	Description	Proposed	Grants / I-Net	Proposed W/ Grant	Revised	Grants / I-Net	Revised with Grant
5420	Local Travel	600	0	600	600	300	900
5430	Out-of-Town Travel :		0				
	NATOA Regional	1,200	0	1,200	1,200	0	1,200
	NATOA National Conference	1,600	0	1,600	1,400	0	1,400
	Alliance for Community Media	1,200	0	1,200	1,200	0	1,200
	Total	\$4,000	\$0	\$4,000	\$3,800	0	\$3,800
5490	Miscellaneous:						
	NATOA - Membership	650	0	650	600	0	600
	ACM - Membership	550	0	550	500	0	500
	Subscriptions:		0			0	
	Multichannel News	650	0	650	600	0	600
	Oregonian	80	0	80	80	0	80
	Gresham Outlook	40	0	40	40	0	40
	Cable Television Law	700	0	700	700	0	700
	Cable TV Fact Book	700	0	700		0	
	Cable Monitor	400	0	400	400	0	400
	Community Media Review	100	0	100	100	0	100
	Parking; MHCRC & Customers	900	0	900	900	0	900
	Refreshments for MHCRC meetings	480	300	780	480	275	755
	Total	\$5,250	\$300	\$5,550	\$4,400	\$275	\$4,675
Total, External M & S		\$54,500	\$118,300	\$172,800	\$47,400	\$137,775	\$185,175
Internal Service:							
5510	Fleet Services	415	0	415	415	0	415
5520	Print/Distribution	6,984	4,000	10,984	6,427	4,000	10,427
5530	Facilities Services	12,445	1,684	14,129	17,763	0	17,763
5540	Communications Services:						
	Assigned Equipment	2,670	361	3,031	2,704	0	2,704
	Long Distance	1,600	0	1,600	1,000	0	1,000
	Cellular Phone	1,200	0	1,200	1,400	0	1,400
	Telecomm., Billable	5,400	0	5,400	400	5,000	5,400
5550	Data Processing Services:						
	Corporate Applications	4,177	565	4,742	2,479	0	2,479
	Bureau Specific Services	4,667	1,767	6,434	2,073	0	2,073
5560	Insurance/Worker's Comp.	10,924	0	10,924	5,026	0	5,026
	Treasury Services	768	0	768	828	0	828
558312	Rate Regulation Legal Advice	1,541	0	1,541	1,450	0	1,450
Total, Internal Svcs		\$52,791	\$8,377	\$61,168	\$41,965	\$9,000	\$50,965
5640	Capital Replacement Fund	3,000	0	3,000	3,000	0	3,000
572101	Overhead	15,882	2,149	18,031	15,636	0	15,636
571100	Contingency	19,169	0	19,169	24,500	0	24,500
Total Other		\$35,051	\$2,149	\$37,200	\$40,136	\$0	\$40,136
Jurisdictions' Appropriation		\$365,069			\$351,240		
Grant and I-Net Administration			\$185,669			\$ 194,097	
Total MHCRC Budget				\$550,738			\$545,336

**COST ALLOCATION BY JURISDICTION  
FY 2000-01**

FISCAL YEAR 2000-01			\$351,240		\$365,069			
JURISDICTION			FY 98-99 Adopted	FY 98-99 %%	FY 2000-01 Proposed	FY 2000-01 %%	CREDIT BA FY 98-99	NET 2000-01 JURIS. APPR.
Portland			\$217,761	66.3%	\$242,041	66.3%	2,048	239,993
E. County	No. Of Subs	Perc. Distr.					\$5,996	
Gresham	23,100	68.9%	\$76,088	23.2%	\$84,731	23.2%	\$3,364	\$81,367
Multnomah Co.	4,494	13.4%	\$15,158	4.6%	\$16,484	4.5%	\$1,913	\$14,571
Troutdale	3,785	11.3%	\$12,628	3.8%	\$13,883	3.8%	\$426	\$13,457
Fairview	1,391	4.1%	\$4,221	1.3%	\$5,102	1.4%	\$156	\$4,946
Wood Village	771	2.3%	\$2,592	0.8%	\$2,828	0.8%	\$138	\$2,690
E. County Total	33,541	100.0%	\$110,687	33.7%	123,028	33.7%	5,996	117,031
TOTAL	33,541		\$328,448	100.0%	\$365,069	100.0%	8,044	357,024
Grant Fund and I-Net Administration			\$69,802		\$185,669			
Total Budget			\$398,250		\$550,738			

MT HOOD CABLE REGULATORY COMMISSION  
CABLE SUBSCRIBERSHIP  
USED FOR FY 1999-00

	FY 99-00	FY 2000-01	Percentage Increase	FY 99-00 Distribution
<b><u>E. County</u></b>				
Gresham	22,913	23,100	0.8%	68.9%
Multnomah Co. + W. Multn.	4,474	4,494	0.4%	13.4%
Troutdale	3,794	3,785	-0.2%	11.3%
Fairview	1,397	1,391	-0.4%	4.1%
Wood Village	765	771	0.8%	2.3%
<b>E. County Total</b>	<b>33,343</b>	<b>33,541</b>	<b>0.6%</b>	<b>100.0%</b>
Portland	121,445	121,406	-0.0%	
<b>Total MHCRC Subscribers</b>	<b>154,788</b>	<b>154,947</b>	<b>0.1%</b>	
Subscriber Counts as of December 31, 1998				

**MT. HOOD CABLE REGULATORY COMMISSION**  
**Resources and Disbursements**  
**FY 2000-01**

Jurisdictions	Franchise Fees	Net Contribution to Oper. Bud. *	MCTV Payments	PCA	Balance to Jurisdictions
PORTLAND		239,994	0		N/A
GRESHAM	578,769	81,368	347,261		150,140
MULTNOMAH CO.	86,623	14,571	51,974		20,078
MULTNOMAH CO, TCI WEST	23,164	0		13,898	9,266
TROUTDALE	95,544	13,457	57,326		24,761
FAIRVIEW	31,725	4,946	19,035		7,744
WOOD VILLAGE	22,413	2,690	13,448		6,275
Sub Total, East County	\$838,238	\$117,032	\$489,044	\$13,898	\$218,264
Total	\$838,238	\$357,025	\$489,044	\$13,898	

**FY 2000-01 Budget less FY 98-99 Budget Balance**

Jurisdictions	FY 2000-01 Budget	Credit Balance FY 98-99 Budg.	Net Contrib. to Oper. Bud. *
PORTLAND	242,041	2,048	239,994
GRESHAM	84,731	3,364	81,368
MULTNOMAH CO.	16,484	1,913	14,571
MULTNOMAH CO, TCI WEST	0	0	0
TROUTDALE	13,883	426	13,457
FAIRVIEW	5,102	156	4,946
WOOD VILLAGE	2,828	138	2,690
Sub Total, East County	\$123,028	\$5,996	\$117,032
Total	\$365,069	\$8,044	\$357,025

**FRANCHISE FEE BALANCE TO JURISDICTIONS: FY 1999-2000 Vs. 2000-2001**

		FY 99-00	FY 2000-01	
<b>Note:</b>	Jurisdictions	Bal. To Jurisd.	Bal. To Jurisd.	Increase/ - decr.
The franchise fees growth are projected at 5%. Historically, the rate of growth is between 8 and 10 percent. The conservative approach is used due to the ongoing changes in the telecommunications industry.	GRESHAM	\$144,704	150,140	5,436
	MULTNOMAH CO.	\$18,202	20,078	1,876
	MULTNOMAH -West	\$8,824	9,266	442
	TROUTDALE	\$23,850	24,761	911
	FAIRVIEW	\$7,466	7,744	278
	WOOD VILLAGE	\$6,008	6,275	267
		\$209,054	\$218,264	\$9,210

**MT HOOD CABLE REGULATORY COMMISSION  
PEG ACCESS RESOURCES  
FY 2000-01**

The PEG Fund Budget consisted of the following sections:

<b>1 PEG Operating Appropriations</b>	PCA:	a) Appropriation from City of Portland General Fund to PCA (Based on the formula in the PCA/City of Portland cont	\$ 957,947	
		b) 60% of West Multnomah Cable Franchise Fees	\$ 13,515	
			<u>\$ 971,462</u>	
	MCTV:	60% of East County Cable Franchise Fees		
	<b>TOTAL PEG OPERATING</b>		<u>\$ 489,044</u>	<u>\$ 1,460,506</u>

<b>2 PEG Capital Grants</b>	The Cable Companies pays 3% of their Gross Revenues as PEG Fee. They are distributed as follows			
	<u>I-Net Project</u>	The funds are kept and managed by the Cable Company. NOT in MHCRC Budget.		
	1%	\$ 746,827		
	<u>Access Corporation Capital</u>	Distributed to PCA and MCTV based on the methodology approved by the MHCRC.		
	1%	PCA MCTV	419,960 <u>326,867</u>	<u>\$ 746,827</u>
1%	<u>Community Capital Grant</u>	This one percent is distributed to non-profit organization through application and approval process. It also absorb administrative expenditures for the grant and I/Net (Materials and Services only)		<u>\$ 746,827</u>
	<b>Total, PEG Capital Grants</b>			<u>\$ 1,493,655</u>

**TOTAL, PEG OPERATING, ACCESS CORP. & COMMUNITY CAPITAL GRANT** \$ 2,954,161

\* Cable franchise fees are received quarterly.  
The five percent cable franchise fees paid to the City of Portland goes to the City of Portland General Fund.

The five percent cable franchise fees paid to the East County Jurisdiction is disbursed as follows  
60% goes to MCTV PEG Operating  
Pays MHCRC its portion of Administrative Budget, quarterly  
Remainder of the cable franchise fees are paid to each jurisdiction quarterly.

\*\* PEG Capital Funds are in addition to the five percent franchise fees

**APPENDIX TWO**  
**MULTNOMAH COMMUNITY TELEVISION**  
**FY 2000 – 2001 BUDGET**



**Multnomah  
Community  
Television**

*Serving East  
Multnomah County*

*Located at Mt. Hood  
Community College*

26000 S.E. Stark St.  
Gresham, OR 97030  
**503/667-7636**  
**FAX 503/667-7417**

**Programming  
Services:**

- Public Access •
- Educational •
- Government •
- Community •
- East Metro Edition •

**MCTV Channels**  
*Seen on Paragon  
Cable:*

**11**

**CAN**

Community Access  
Network

**21**

**MCTV**

Multnomah Community  
Television

**22**

Community Bulletin Board  
Live NASA Missions  
(East County Only)

**30**

**MPAC**

Multnomah Public Affairs

**31**

Educational Access  
MHCC Telecourses  
(East County Only)

**33**

Portland Cable Access

**53**

Mind Extension University  
Adult Education Courses

**58**

MCTV Program Guide  
Video Newsletter  
(East County Only)

6 January 2000

To: MHCRC Finance Committee  
From: Rob Brading  
Re: Proposed MCTV FY 2000-01 Budget

MCTV's proposed FY 2000-01 budget is attached. This budget was approved by the MCTV finance committee on December 8 and will be considered by the MCTV Board at its January 19 meeting.

## REVENUES

MCTV revenues decreased substantially in FY 1998-99 and will decrease again in FY 2000-01. In FY 1998-99, monies from the Settlement Fund, which was created when Rogers Cable sold its franchise to Paragon and was to be spent to zero at the end of the old franchise, ran out. Funds received from the Settlement Fund provided operating moneys to MCTV for MCTV's public, education and government (PEG) and local origination programming. Changes in federal law prevented these funding in the new franchise. In response to FY 98-99 revenue cuts, 25 percent of MCTV's PEG access staff were laid off and LO programming (East Metro Edition) was shut down.

FY 2000-01 funding will decrease because MCTV will no longer receive funds from the areas of Multnomah County which were annexed by Portland after 1983. With the rebuild of the cable system, the annexed areas will be served by Portland Cable Access, which will receive those revenues. MCTV will continue to provide educational access services to the five school districts which straddle the Portland city limit and, through an agreement with PCA, will receive 25% of the revenues services (4140) from the annexed areas to provide these educational.

## SUMMARY OF MCTV FUNDING

FY 1997-98 -- 2000-01

FY 1997-98	\$1,298,408
FY 1998-99	\$ 654,601
FY 1999-00	\$ 659,303 (projected)
FY 2000-01	\$ 528,456 (projected)

Investment Fund Withdrawal (4162) comes from the Settlement Funds saved and invested by MCT. The Investment Fund was to be spent to zero at the end of the current franchise in 2010. As of December 7, 1998, the MCTV Endowment stood at \$2,321,378. Although a withdrawal of







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**FAX 503/667-7417**

\$104,514 was budgeted for the current fiscal year, none of those funds have been used and projections indicate that they will not be spent this year.

Funds from LO (4182) is the residue from the LO contract that the MHCRC transferred to MCTV for LO projects. The total transferred was \$32,129. In FY 98-00 those funds have been used to produce election coverage of candidates and ballot measures and to cover local events that MCTV would not otherwise have been able to videotape. MCTV has made a commitment that these funds will last at least five years.

The dedicated capital fund (4172) in the new franchise created a substantial increase in MCTV capital funding. None of the Capital line can be moved to Materials and Services or Personal Services because capital funds must be spent on items that last at least a year. Some Materials and Services lines (e.g., books, video tape) were moved to Capital as have portions of some others (e.g., operating supplies, maintenance supplies).

## EXPENSES

### Programming Services:

- Public Access
- Educational
- Government
- Community
- East Metro Edition

### MCTV Channels *Seen on Paragon Cable:*

**11**

**CAN**

Community Access  
Network

**21**

**MCTV**

Multnomah Community  
Television

**22**

Community Bulletin Board  
Live NASA Missions  
(East County Only)

**30**

**MPAC**

Multnomah Public Affairs

**31**

Educational Access  
MHCC Telecourses  
(East County Only)

**33**

Portland Cable Access

**53**

Mind Extension University  
Adult Education Courses

**58**

MCTV Program Guide  
Video Newsletter  
(East County Only)

Expenditures for FY 2000-01 are projected to be similar to FY 1999-00. Most line items have decreased slightly to reflect FY 1999-00 expenditures. One exception is insurance which is expected to increase due to increasing rates and because of an increased inventory of equipment.

Debt reduction (8008) and Interest on Debt (8009) reflects lease expenditures for three of MCTV's non-linear edit stations.

Major capital expenses for FY 99-00 include the purchase of a digital server for play back, a copier, and a passenger van and continued lease payments on MCTV's digital editing stations.

If you have before the Finance Committee's January 13 meeting, please call me 491-7636, ext. 318.



MCTV BUDGETS, 1997-2001

		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	PROPOSED
		1996-97	1997-98	1998-99	1999-00	1999-00	BUDGET
						(to 12/31/99)	2000-01
	INCOME:						
4152	Access Support	\$ 561,000	\$ 588,355				
4130	Franchise Fees, Multnomah	386,312	403,763	\$ 433,237	\$ 465,756	\$ 225,557	\$ 477,956
4140	Franchise Fees, Portland	214,425	188,355	221,364	193,547	96,774	50,500
4090	Interest	11,014	14,188	15,580	5,000	8,210	10,000
4270	Activity Fees/Fees for Service	9,474	4,702	5,711	5,464	4,968	5,997
4200	Other	28,558	13,975	43,439	15,000	28,033	35,000
4120	Administration-LO	20,000	20,000	0	0		0
4172	Capital Funds			377,628	326,616	161,808	325,250
4800	Equipment Loan			247,988			0
4162	Investment Fund Withdrawal			0	104,514		223,277
4182	Funds from LO			230	6,000	0	6,000
	TOTAL OPERATING INCOME	\$ 1,230,784	\$ 1,233,338	\$ 1,345,177	\$ 1,121,897	\$ 525,350	\$ 1,133,980
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	PROPOSED
		1996-97	1997-98	1998-99	1999-00	1999-00	BUDGET
						(to 12/1/99)	2000-01
	EXPENSES:						
	Personnel						
7020	Full-Time Salaries	\$ 480,728	\$ 534,179	\$ 390,468	\$ 435,839	\$ 196,528	\$ 441,824
7030	Part-Time Salaries	34,747	47,262	37,529	38,906	23,116	54,126
7050	Taxes & Fringe Benefits	123,602	121,346	106,290	118,686	49,743	123,988
	Total Personal Services	\$ 639,077	\$ 702,787	\$ 534,287	\$ 593,431	\$ 269,387	\$ 619,938
	Operations						
6020	Accounting	\$ 10,734	\$ 10,677	\$ 15,727	\$ 14,000	\$ 17,127	\$ 12,000
6030	Books	483	286				
6041	Consulting	16,424	13,420	5,423	14,000	7,740	12,000
6051	Dues & Subscriptions	10,606	7,070	10,643	9,800	6,447	10,200
6060	Educational Program Acquisition	860	519	240	1,200	0	800
6061	Education & Training	10,453	13,888	9,166	10,000	6,970	9,500
6062	Business Meals/Related	1,900	2,471	2,254	1,500	1,601	2,000
6063	Ed. Tuition Reimbursement	0	0	0	400	0	400
6064	Events	0	0	0	1,000	0	0
6070	Food	5,357	5,125	5,471	4,750	1,720	5,500
6080	Graphics	33	0	0	0	0	0
6100	Insurance	29,779	25,121	28,777	28,500	20,575	30,792
6110	Janitorial	7,315	8,255	6,420	6,000	2,675	6,600
6130	Legal	1,131	1,899	5,590	7,500	1,582	5,000
6131	Local Travel & Mileage	5,821	3,224	3,140	4,800	1,246	3,100
6140	Maintenance Supplies	8,490	6,970	1,674	8,250	5,196	5,000
6160	Office Supplies	5,870	5,809	4,944	6,000	1,796	5,500
6161	Operation Supplies	8,366	5,449	6,443	7,200	3,041	6,750
6170	Personnel Recruitment	848	355	671	1,000	671	1,000
6171	Phones	10,434	9,588	8,304	11,000	3,359	9,000
6172	Postage	7,655	9,580	8,406	9,500	4,602	9,000
6173	Printing	17,653	12,505	11,214	12,500	4,458	12,000
6174	Marketing/Promotion	7,155	6,143	8,806	7,000	3,245	7,000
6190	Repairs & Maintenance	3,854	3,697	1,642	3,200	1,353	3,200
6200	Rent, Utilities, Maintenance	20,700	22,464	26,568	25,000	13,284	27,600
6211	Travel	7,725	3,458	3,416	6,500	2,164	4,250
6230	Vehicle Maintenance	135	453	535	1,000	353	600
6231	Videotape	5,876	6,225			0	
	Total Materials & Services	\$ 205,657	\$ 184,651	\$ 175,474	\$ 201,600	\$ 111,205	\$ 188,792

## MCTV BUDGETS, 1997-2001

	Capital						
8001	Misc. Debt Expense		\$	300			
8002	Books			59	\$	500	\$ 148 \$ 500
8003	Maintenance Supplies			0		1,650	4,303 1,700
8004	Office Supplies			2,705		1,500	952 1,500
8005	Operation Supplies			582		1,800	2,213 1,800
8006	Repairs & Maintenance			0		800	0 0
8007	Videotape			30,055		7,000	9,026 7,000
8008	Debt Reduction			43,649		0	19,492 48,317
8009	Interest on Debt			18,486		0	11,576 13,818
8030	Leasehold Improvements	0	0	1,450	0	12,116	1,500
8040	Office Equipment	6,393	680	24,172	36,200	16,186	40,000
8050	Office Furnishings	1,772	0	1,046	1,650	3,894	2,500
8060	Production & Maintenance Equip.	3,590	0	352,064	275,516	260,127	206,614
	Total Capital	\$ 11,755	\$ 680	\$ 474,568	\$ 326,616	\$ 340,034	\$ 325,250
9000	Savings to Endowment	\$ 374,295	\$ 150,000	\$ 0			
	TOTAL OPERATING EXPENSES	\$ 1,230,784	\$ 1,038,118	\$ 1,184,329	\$ 1,121,647	\$ 720,626	\$ 1,133,980
							\$ 1,133,980

**MULTNOMAH COMMUNITY TELEVISION**  
**FY 2000-01 PEG BUDGET**  
**LINE ITEM EXPLANATION**

**INCOME:**

**4152 Special Access Funding**

Portion of Settlement Funds from the sale of Rogers Cable to Paragon. All funds dispersed to MCTV during the life of previous franchise.

**4130 Franchise Fees, Multnomah**

5% of gross revenue of Paragon Cable for East Multnomah County system, of which MCTV receives 60%.

**4140 Franchise Fees, Portland**

MCTV provides educational services to six East County school districts that overlap into Portland. Through an agreement with Portland Cable Access, MCTV receives a portion of franchise fees from this area.

**4090 Interest**

Income projected on current interest rates.

**4200 Other**

Tape duplication, refunds, special events, underwriting.

**4270 Activity/Fees for Service**

Moneys from activity fees and charging for MCTV services.

**4172 Capital Funds**

Moneys from franchise capital revenues dedicated to PEG access providers.

**4162 Investment Withdrawal**

Withdrawals from MCTV's investment fund.

**4182 Fund from LO**

Funds from LO (4182) is the residue from the LO contract that the MHCRC transferred to MCTV for LO projects.

**EXPENSES:**

**7020 Full-time Salaries.**

Salaries for full-time employees.

**7030 Part-time Salaries**

Salaries for part-time employees.

**7050            Taxes & Benefits**

Figured as 25% of full-time salaries. Includes pension plan contribution, insurances, FICA, Tri-Met and state unemployment tax.

**6020            Accounting**

Cost of annual audit and accounting support services.

**6030            Books**

Training books, videos, and other books.

**6041            Consulting**

Outside professional services except for accounting, legal, graphics, 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 MCTV productions and for events.

**6080            Graphics**

Video and print services used in connection with promotional items.

**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.

**6200 Rent, Utilities and Maintenance**

Payments made to Mt. Hood Community College for building (includes utilities and College services.)

**6211 Travel**

Transportation to regional and national conferences and seminars.

**6230 Vehicle Maintenance**

Maintenance and repairs for two vehicles.

**6231 Videotape**

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

**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 Videotape**

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

**8030 Leasehold Improvements**

Improvements to MCTV building.

**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.

**9000 Investment Fund**

Funds set aside for use after end of the current franchise in 1998. As of December 7, 1999 the fund was \$2,300,000.



# MULTNOMAH COMMUNITY TELEVISION

FY 2000-01

## CAPITAL PURCHASE PLAN

Municipal Robotic Camera Systems (Troutdale and Multnomah County)	\$127,291
Video Server	\$ 80,000
Mini-Mobile Rebuild	\$ 50,000
Digital Network Printer/Copier	\$ 35,000
IS Hardware/Software Upgrades	\$ 15,000
Production Equipment Improvements/Upgrades	<u>\$ 17,959</u>
Total Capital Projects	\$325,250

## **MCTV FY 2000-01 CAPITAL PURCHASE PLAN**

Capital funding available in the new franchise has allowed MCTV to purchase labor-saving technology that is allowing MCTV to increase services. MCTV has also used capital funding to upgrade existing equipment and to move into the digital age. In the past year, capital funds have been used for:

- computer upgrades, giving staff more powerful tools for post production
- a generator which will provide power for the entire MCTV facility in the event of a power outage
- robotic camera systems in Gresham and Fairview City Council Chambers, allowing increased coverage of East Metro local governments
- a fourth Sony ES-7 non-linear editing station to meet demand.

Capital expenditures for FY 2000-01 will be used to upgrade equipment and to purchase equipment that frees staff for production services.

### **Municipal Robotic Camera Systems**

Robotic camera systems will be installed in Troutdale City Council and Multnomah County Commission Chambers. Installation of these systems in Gresham and Fairview Council Chambers has allowed MCTV to produce more government programming with fewer staff.

\$127,291

### **Video Server**

Video server provides capacity for a day's programming to be played back without constant staff presence. Using a video server will free up to one FTE for production.

\$ 80,000

### **Mini-Mobile Rebuild**

Mini-mobile unit is over ten years old. Unit needs to be redesigned, rebuilt and equipment replaced and updated.

\$ 50,000

### **Digital Network Printer/Copier**

MCTV's current copier is almost eight years old and is becoming increasingly less reliable.

\$ 35,000

**IS Hardware/Software Upgrades**

Continuing MCTV's upgrade of staff computers, networking capacity, and data base upgrade.

\$ 15,000

**Production Equipment Improvements/Upgrades**

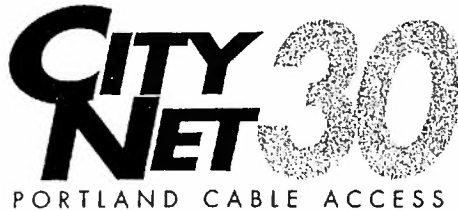
Studio dimmer, additional studio lights, staff field light kit, field VCR upgrade, camera platforms, voice over noise control, radio microphone system upgrades, lens shields, audio boom, audio board upgrade.

\$ 17,959

Total FY 2000-01 Capital Projects

\$325,250

**APPENDIX THREE  
PORTLAND CABLE ACCESS  
FY 2000 – 2001 BUDGET**



**RECEIVED**  
JAN 07 2000

**OFFICE DE CABLE COMMUNICATIONS  
CITY DE PORTLAND**

January 5, 2000

Sebastian Rodrigues  
1120 S.W. Fifth Ave, Rm. 704  
Portland, OR. 97204-3711

Re: Portland Cable Access  
Organizational Budget FY 2000-01

Dear Mr. Rodrigues;

I respectfully submit to you two budgets for your review.

I have included a large format spreadsheet detailing our organizational budget, line by line, so that comparisons can be made with our current fiscal year budget

The first budget is the FY 2000-2001 PCA Organizational Budget of \$1,075,000. The budget was approved at the Portland Cable Access Board of Directors, January 4, 2000. This budgets reflects the transition of the Annexed areas of Portland that PCA will now be offering PEG services to, which was previously served by MCTV.

To review the key points in this budget may I bring your attention to several items?

PCA has created a few new budget line items, which will offer additional clarity and offer better budget oversight potential. Budget spread sheets from FY 1999-2000 will not match up precisely with spreadsheets for FY 2000-01 due to a few new divisions.

Line Item #4000: PCA's organizational budget increases this year due to the transfer of the Annexed areas from MCTV to PCA's service area.

Line Item #4998: No use of PCA Investment funds is contemplated in this budget. The use of the Investment Fund does offer additional community service potential and will be subject of Board review, when necessary.

Line Item #5000: The budget reflects enhanced service to the community by using some of the new revenues to increase the hours of our playback/programming staff. Currently we have one, ½ FTE, which in this proposal will be expanded to a full time FTE. Adding depth to the Programming Department will bring enhanced programming line-ups and serve our viewership with increased program presentations.

Another important facet of this budget will be the addition of a full time, Outreach Coordinator, into our Media Education Department. This position, when filled next July,

will become a vital link between newly educated PCA students and existing, experienced PCA clients and producers. We have determined that class training does not completely prepare all new media students for typical PCA studio and MPV (Mobile Production Vehicle) productions. The Outreach Coordinator will be the link, and primary point of contact, for students emerging from our training programs. The Outreach person will have the responsibility to make frequent contact with new producers. The Outreach Coordinator will assist them in gaining early hands-on program production training reinforcement. Making calls for volunteers to help fill series productions, in our studios, will be of great benefit to many. The Outreach Coordinator will also focus on making new external community contacts. Making new friends and seeking interested NPO groups, while actively presenting PCA goals and mission, using on-site demonstrations of our services, will bring to PCA many new and undeserved clients.

Line Item #5000: In this budget are potential salary adjustments, beyond normal cost-of-living increases, for some staffers (up to a possible 5% merit increase) is planned. There has been no merit or one-time only bonus awards made to staff for over a year. Staff retention is an important key for our continued growth, and several staffers are worthy of increased compensation. Due to the confidential aspects of staff salaries, breakout information will only be presented to Directors, for their review, at the Fincom/Execom meetings.

Line Items #5300 & 5350: Staff and Board training allocations have returned to funding levels typical of previous budgets. New technologies mandate strong staff training allocations.

Line Items #5401 & 6800: PCA does not include any out-of-town travel expenses or outreach activities to the business community in this budget. Previously business outreach activities involved hospitality expenses and are not present in this draft. Funds previously committed to these line items are now allocated to our legal expenses. Should a current, pending, legal issue be completely resolved, prior to the enactment of this budget, staff will then move the Board to re-allocate, to out-of-town travel and business outreach projects, additional resource allotments. Travel to the Alliance for Community Media, national and regional conferences, for any staff or directors, has not been funded. Travel to NAB, National Association of Broadcasters, for equipment evaluation is not projected in this budget.

Line Item #6001: PCA will for the next two years make a payment of 25% of the Annexed Area funding to MCTV so that they can continue to offer service to educational clients in this zone. The payment is approximately \$50,000. The educational district boundaries, in the Annexed areas, do not match those of The City of Portland

Line Item #6020: Traditionally PCA budgets for approximately \$5,000 in annual legal expenses. This budget currently has \$20,000 allocated to legal expenses.

Line Item #6150: Funding allocation for a Year 2000, PCA printed annual report has been included in this budget. Our last printed report for FY 98-99 proved to be an important outreach project to the business community and is used extensively in our PCA Orientations. Requests for information about PCA from potential clients and granting agencies have made a printed annual report essential

Line Item #6178 & 6179: Funding for two printed mailings has been restored in this budget. The Portland Cable Access Connector publication, sent quarterly to over 3,000 interested parties will be re-activated in this budget. The PCA producer/client focused printed mailing, The Techno Times will be sent to our producer community informing them of specific operational enhancements and procedure improvements when necessary.

I am available to discuss, in depth, with you any allocation item.

Thank you for taking the time to review these documents.

Respectfully,



Rob Skelton

Encl.





# PORTLAND CABLE ACCESS TELEVISION

January 4, 2000

PCA CHANNELS

To Whom It May Concern:

11  
Community Access Network  
Serving the metro area

27  
Public Access  
Serving the east metro area

30  
CityNet 30  
Serving the City of Portland

33  
Public Access  
Serving Multnomah County

Portland Cable Access respectfully submits our Capital Purchase Plan for FY 2000-01. We have also included, for your review, Capital Purchase Plans for years including FY 1999-2002.

A large portion of our plan concerns the migration to digital technology. The end product of digitalization will deliver to the community, vastly superior programs produced at Portland Cable Access. However the process of re-equipping the entire organization is both costly and labor intensive.

Portland Cable Access weighs our capital policies as follows:

There are numerous forces at play in the consideration of capital policies. PCA has established a substantial investment in operational technologies. PCA is also required to maintain equipment as well as a substantial on air presence. Additionally, vehicles and property must be managed.

PCA capital expenditures have been prioritized and are listed in order of importance:

1. Maintenance of existing physical plant: including building and infrastructure.
2. Maintenance of existing production equipment: including vehicles.
3. Replacement of equipment when no longer repairable.
4. Purchase equipment designed to maintain current operations.
5. Purchase equipment to reflect user driven or staff technological change.
6. Purchase equipment to modernize our technology to more closely resemble current industrial production capacities.
7. Analyze current and future technologies appropriate to our position as a PEG access provider.

#### BOARD

Lew Frederick, President  
Celeste Carey, V. President  
Jackie Van Nice, Treasurer  
Ken Berry  
Sharon Genasci  
Omar Halvorson  
Stuart Kaplan  
Bob Phillips  
Rod Pitman  
Joy Smith  
Henry Yu

#### EXECUTIVE DIRECTOR

Robert Skelton

*The mission of  
Portland Cable Access  
is to promote broad  
participation in civic and  
cultural life by encouraging  
effective use and  
understanding of  
community media.*

2766 NE MARTIN LUTHER KING JR BLVD. PORTLAND, OR 97212  
PHONE (503) 288-1515 FAX (503) 288-8173 Email: rskelton@pcatv.org

# **Portland Cable Access**

FY 1999-2002  
Capital Purchase Plans

January 4, 2000

## **Portland Cable Access**

FY 1999-2000  
Capital Purchase Plan

<b>A- Digital Edit Migration</b>	<b>\$128,000</b>
<b>B- Public Access Production Cameras</b>	<b>\$30,000</b>
<b>C- Public Access Digital Decks - DV format</b>	<b>\$36,000</b>
<b>D- Public Access Studio Production Switchers</b>	<b>\$30,000</b>
<b>E- Video Streaming Demonstration</b>	<b>\$32,000</b>
<b>F- Building Reserve</b>	<b>\$5,000</b>
<b>G- Computer &amp; Office Systems</b>	<b>\$10,000</b>
<b>H- New Addition Project Pay Down</b>	<b>\$45,000</b>
<b>I- Digital D-9 Public Access Tapes</b>	<b>\$17,000</b>
<b>Total 1999-2000 Capital Projects</b>	<b>\$333,000</b>

Revised  
November 1, 1999

# Revised FY 1999-2000 PCA Capital Purchase Plan

11/1/99

## Projects A - I

### **A- Digital Edit Migration**

Analog 3/4"SP decks have reached the end of their service life. Sony is abandoning this format. New digital format JVC D-9 edit record decks and dubbing stations are need for the first phase to replace analog technology.

16x\$8,000      \$128,000

### **B- Public Access Production Cameras**

Several additional public access cameras will fill out our equipment needs. It is planned to purchase digital camcorders during the fiscal year when pricing fits budgetary allotments.

5x\$6,000      \$30,000

### **C- Public Access Digital Decks - DV format**

Digital decks will allow producers to use their own digital cameras at PCA. This is a similar model to PCA's transition to high-8 several years ago.

3x\$12,000      \$36,000

### **D- Public Access Studio Production Switchers**

The current studio switchers are 9 years old and have exceeded the life expectancy of this equipment by several years. Exchange agreements with the manufacturer are available. The current units control panels would be modified to work with the new digital compatible switchers. The switcher would then allow full digital pathways when available. It also allows transcoding of digital and analog signals.

2x\$15,000      \$30,000

### **E- Video Streaming Demonstration**

"Project One" video streaming by end of the fiscal year. Server and basic digital path for net streaming would need approximately 3 months to establish. Video streaming has several additional distribution variables that will be resolved when the project is fully deployed. First tests aprox. Jan 2000.

\$32,000

### **F- Building Reserve**

Building exterior front door rain awing and reserve fund

\$5,000

### **G- Computer & Office Systems**

Additional (2) workstations, ram upgrades, and public access teleprompting system for Studio A

\$10,000

### **H- New Addition Project Pay Down**

Continuation of addition pay-down for new public access conference room and adjoining digital editing/narration recording rooms

\$45,000

### **I- Digital D-9 Public Access Tapes**

PCA will offer, for limited editing time periods, digital D-9 tapes to public access producers. This will enable producers and community groups access and help during the transition to the new and more costly tape formats. These tapes will be available for several years of use and re-use by the public.

\$17,000

### **FY 1999-2000 PCA Capital Purchase Plan**

**Total 1999-2000 Capital Projects**

**\$333,000**

## **Portland Cable Access**

FY 2000-2001  
Capital Purchase Plan

<b>A- Public Access Production Cameras</b>	<b>\$20,000</b>
<b>B- Public Access Studio Monitors</b>	<b>\$10,000</b>
<b>C- Digital Decks for Public Access Edit Rooms</b>	<b>\$35,000</b>
<b>D- Digital Video Presentation Decks for Playback</b>	<b>\$44,000</b>
<b>E- Character Generating Systems for Channels</b>	<b>\$30,000</b>
<b>F- Satellite System Upgrade</b>	<b>\$30,000</b>
<b>G- Automated Server System for Playback</b>	<b>\$114,000</b>
<b>H- Building Maintenance</b>	<b>\$10,000</b>
<b>I- Computer &amp; Office Systems</b>	<b>\$10,750</b>
<b>J- New Addition Project Pay Down</b>	<b>\$45,000</b>
<b>K- Public Access Studio Audio Upgrade</b>	<b>\$6,000</b>
<b>L- Building UPS</b>	<b>\$63,132</b>
<b>Total 2000-2001 Capital Projects</b>	<b>\$417,882</b>

January 4, 2000

## **FY 2000-2001 PCA Capital Purchase Plan**

### **Projects A - L**

#### **A- Public Access Production Cameras**

Digital field cameras will be purchased. These cameras will be for advanced users that have demonstrated the skills necessary to operate such systems. These cameras will enhance the production quality and on-air PCA program presentations. The exact model and make have not been determined due to the rapid development and price drops currently in the market place. PCA will purchase the best possible equipment for the allocated funds in September of 2000.

4x\$5,000      \$20,000

#### **B- Public Access Studio Monitors**

All 8-inch Sony monitors should be retubed replaced in Studio A & B.

10x\$1000      \$10,000

#### **C- Digital Video Source Decks for Public Access Edit Rooms**

Digital source decks that can access newly acquired Public Access Production cameras (see Project A) will have to be purchased and installed in all edit rooms.

5x\$7,000      \$35,000

#### **D- Digital Video Presentation Decks for Playback**

Digital playback decks must be used for digitally produced programming. As we migrate to the D-9 digital format the replacement of the old, un-useable ¾ SP decks is mandatory for us to continue multi-channel presentations.

8x\$5,500      \$44,000

#### **E- Character Generating Systems for Channels**

Ancient Amiga CG computers, currently used for on-air bulletin boards, must be changed this year. The Amigas have a very limited quantity of message pages. We have requests that exceed our ability to share valuable community notices. To offer better service to the community, there are several excellent choices available, such as Scala, driven by an NT based OS. We will purchase equipment that will deliver messages to four of our channels, while having a CG Public Access creation station located in our offices. This will be more effective for our bulletin board users and PCA staff. This will be the last major computerized portion of PCA equipment to migrate to the NT platform.

5x\$6,000      \$30,000

#### **F- Satellite System Upgrade**

Reliance on satellite delivered programming mandates the purchase of two new satellite dishes and receivers. This acquisition will solve digital signal reception concerns. Special digital receivers will be necessary for PCA to received digital transmissions. Building engineering and city permits will be needed and will be completed in conjunction with Project L, the UPS system also located on the PCA roof.

2 @ \$15,000      \$30,000

### **G- Automated Tape Loading and Archive Server System for Playback**

Video server hybrid systems are available for medium to high repetition programming. This will dovetail into other playback methods, including separated streaming for the Internet. This project includes installation, travel to the manufactures site in Texas, and education training for the operating staff. Staff will need to learn the new systems operational rules, and only the manufacturer can provide this training.

\$114,000

### **H- Building Maintenance**

Complete interior two color painting. Last painting was 8 years ago.

\$10,000

### **I- Computer & Office Systems**

Two new complete administrative NT 500 MHz. workstations, plus one spare back up NT workstation and system hardware maintenance.

\$10,750

### **J- New Addition Project Pay Down**

Continuation of addition pay-down for new public access conference room and adjoining digital editing/narration recording rooms

\$45,000

### **K- Public Access Studio Audio Upgrade**

The audio components and telephone interconnects shall be upgraded in this capital project. Outdated analog audio supply systems that couple PCA telephone on-air call-in links will be rebuilt in both public access studios. Call-ins from interested viewers, during live television programs are a vital and much used production technique at PCA.

\$6,000

### **L- Uninterrupted Power Supply**

This project is to insure the longest possible life for our new digital equipment. Project L will avoid costly repairs and channel interruptions caused by electrical surges and irregular voltage feeds. The UPS project will protect all of the equipment in the PCA facility. Currently, only the Master Control (playback room) has UPS safety equipment. Reliance on small, single, strip plugs with unreliable voltage detection systems will not protect our investment. This project will be managed in three phases:

- A: Electrical design of system and City permit process \$ 8,132
- B. On-site electrical improvement and circuitry refinements \$15,000
- C. Large UPS for entire PCA facility, to be located on roof \$40,000

Total for UPS Project L

\$63,132

### **FY 2000-2001 PCA Capital Purchase Plan**

**Total 2000-2001 Capital Projects**

**\$417,882**



# **Portland Cable Access**

FY 2001-2002  
Capital Purchase Plan

<b>A- Production Department Cameras</b>	<b>\$34,000</b>
<b>B- Public Access Production Cameras</b>	<b>\$44,000</b>
<b>C- Digital Video Decks for Playback</b>	<b>\$48,000</b>
<b>D- Channel Distribution Router</b>	<b>\$75,000</b>
<b>E- Public Access Studio Monitors</b>	<b>\$11,000</b>
<b>F- Workspace Lighting</b>	<b>\$15,000</b>
<b>G- Office Floor Coverings</b>	<b>\$20,000</b>
<b>H- Computer Server and File System</b>	<b>\$45,400</b>
<b>I- New Addition Project Pay Down</b>	<b>\$32,000</b>
<b>K- Building maintenance reserve fund</b>	<b>\$7,882</b>
<b>L- Building Exterior Painting</b>	<b>\$10,600</b>
<b>M- Studio Lighting – dimmers</b>	<b>\$20,000</b>
<b>N- Vehicle – rolling stock</b>	<b>\$30,000</b>
<b>O- Parking Lot resurfacing</b>	<b>\$10,000</b>
<b>P- Graham &amp; MLK sidewalk replacement</b>	<b>\$ 5,000</b>
<b>Q- Office furnishing, chairs</b>	<b>\$10,000</b>
<b>Total 2001-2002 Capital Projects</b>	<b>\$417,882</b>

January 4, 2000

## **FY 2001-2002 PCA Capital Purchase Plan**

### **Projects A – L**

#### **A- Production Department Cameras**

Production department cameras should be replaced with new digital technology. This camera must be professional production quality, not limited to industrial level.

2x\$17,000      \$34,000

#### **B- Public Access Production Cameras**

All advanced production cameras for public use should be replaced. These will be digital cameras priced at these funding levels. The exact manufacturer and options are not available at this time.

4x\$11,000      \$44,000

#### **C- Digital Video Decks for Playback**

Additional digital playback decks are needed to finalize the transfer to digital technology.

8x\$6,000      \$48,000

#### **D- Channel Distribution Router**

Terminal room will need router and distribution system replaced after 18 years of service. Parts are not available for DA's and router is no longer made.

\$75,000

#### **E- Public Access Studio Monitors**

All remaining Panasonic and Videotek 13" must be replaced.

10X\$1100      \$11,000

#### **F- Workspace Lighting**

We will replace all fluorescent fixtures (originally installed in mid 1980s) with energy efficient models. Lighting in the common areas, control rooms, editing rooms and all offices shall be upgraded in this project. This project shall proceed the replacement of floor coverings (Project G)

\$15,000

#### **G- Office Floor Coverings**

The floor coverings will be switched out due to wear and permanent stains. Floor coverings will be renewed in all common areas, control rooms, editing room and offices. Existing floor coverings were originally installed in 1989. Extensive interior moving included in this estimate of this project. Facility will be closed for one week during this project. This project will follow the completion of Project F, Workspace lighting.

\$20,000

#### **H- Computer Server and File System**

PCA plans to enhance and replace most of the existing computer network and work station hardware. The equipment will be over five years old and fully depreciated. Specific name brands or system types are not available at this time. The recommendation of the Ultrastar 72ZX hard drive, recently introduced by IBM, with 73 gigabytes may be affordable to PCA at the time of purchase. We are budgeting for systems at the same price point, as the systems currently in place at PCA. We believe

price drops, inherent in this field, will occur before we make brand and price specifications.

PCA currently has a dual Pentium 250 MHz server, with zip, CD and 8 mm tape back up drives, performing all network functions. This machine will be relegated as an exchange server to augment the new larger proposed Microsoft 2000 server product. PCA will replace 133 MHz and 166 MHz, 64 ram, NT workstations with present day affordable technology. We estimate that the 500 MHz chip set with 256 ram will be quite common at the time of purchase.

1-Large multi drive, NT Server with back up capability.  
Back up format undeclared.

	Budgeted	\$ 8,000
12-NT workstations @ \$1,300/per	Budgeted	\$15,700
12 color computer monitors @\$350/per	Budgeted	\$ 4,200
1-24 port switch	Budgeted	\$ 1,500
1-ethernet to fiber module box	Budgeted	\$ 1,000
	Sub Total	\$30,400

PCA also plans at this time to connect many locations in our Intranet using pre-installed fiber optical connections. Fiber optical links will be made between all editing rooms, studios and remote production vehicle (when truck is garaged at PCA). These fiber optical connections will enable high-speed transfers of image files to the PCA headend/master control room and to the PCA server network.

The rapid advance in fiber optical file transfer protocols and the choice of associated equipment are yet to be determined by PCA engineering. Costs for connecting editing rooms with computer and programming master control areas are approximated.

Fiber optical network cards for studio and editroom computers, with optical routing equipment, are estimated for this proposal not to exceed:

		\$10,000
OS software and user licensing	Budgeted	\$ 5,000
<b>TOTAL Computerization Project</b>		<b>\$45,400</b>

#### **I-New Addition Project Pay Down**

This will be the final pay-down for new public access conference room and adjoining digital editing/narration recording rooms

\$32,000

#### **K- Building maintenance reserve fund**

Due to several large interior and exterior PCA building enhancements this fund reserve will be available for unseen capital refinements need to complete Projects F, G, L, O and P.

\$7,882

#### **L- Building Exterior Painting**

The building exterior painting, including the interior of the garage to seal out water, will be started at the conclusion of the parking lot asphalt project and the Graham Street sidewalk replacement project. It is anticipated that the installation of the new satellite dishes on the roof combined with the large uninterrupted power supply system located on the roof will leave scuffs and rewiring conduit in need of painting, etc. The last exterior

painting was completed in 1996. Exterior painting is on a five-year maintenance schedule. \$10,600

#### **M- Studio Lighting**

Public Access programming will be enhanced with the installation of full lighting grid dimmers in our studio. This will permit lighting designs more in line with industrial and broadcast presentations. This long awaited studio upgrade will also decrease the time needed for lighting set-ups and make series presentations more consistent in visual quality. The studio will be deactivated for two weeks during this installation.

\$20,000

#### **N- Vehicle – rolling stock**

Replacement of the 15-passenger crew van with a new similar sized vehicle. The current vehicle will be five years old and approaching long term and expensive maintenance related issues. The current vehicle will be sold and that fund will be used to purchase a small, extremely economical inter-urban vehicle for PCA staff use. The large van does not fit into parking lots and is too large for one or two person transportation events. Site checks, staff pick-ups and drops at City Hall, are just a few of the uses for a small inter-urban passenger vehicle. The larger vehicle will be used for full production on-location assignments and equipment pick-ups.

\$30,000

#### **O- Parking Lot resurfacing**

PCA will resurface, with new asphalt, the facility parking lot in this project. The surface has had numerous cracks filled with temporary fix material for over five years. The surface has been re-oiled but this project will insure a safe, well-drained surface for many years to come. Parking and handicap stripping is an additional part of this project. The resurfacing project will be completed, prior to the building being repainted.

\$10,000

#### **P- MLK & Graham Street sidewalk replacement**

The sidewalk beginning at our most easterly boarder on MLK and extending to our front door on Graham Street need replacement. Damage associated with tree roots and ancient pre-PCA sidewalk cuts have permitted water to undermine and damage the sidewalk. The ADA corner ramp will be maintained in the upgrade process.

\$ 5,000

#### **Q- Office Furnishings**

Office chairs used in the editing rooms, studio control rooms, lobby and all offices have reached their full service life. Originally installed in the mid-1980s many of the backs of the office chairs are worn out, permanently stained, or in very poor condition. This project will replace the most worn chairs and seek replacement furnishings, which are also used, on sets for guests appearing on PCA programs.

\$10,000

**FY 2001-2002**

**Total 2001-2002 Capital Projects**

**\$417,882**

**PROPOSED BUDGET**  
**July 1, 1999 - June 30, 2000**  
**PCA**

#8

modified by board on 12/09/99

**PROPOSED BUDGET**  
**July 1, 1999 - June 30, 2000**

PRESENT ACCOUNT		BUDGET 99/00	ADMIN	PROD OVERHEAD	C.S	S.P	PROGM	TECH	TRAIN	ENGIN	FACILITY
#	REVENUE	TOTAL									
4000	CONTRACT CITY PORTLAND	730,923	730,923	-	-						CONTRACT CITY PORTLAND
4005	franchise mult. West	10,000	10,000	-							franchise mult. West
4100	Special Projects	87,950			2,950	85,000					Special Projects
4300	TRAINING INCOME	8,000							8,000		TRAINING INCOME
4410	Misc. Income	2,426	-	-				2,426	-	-	Misc. Income
4580	Tape/Disk Sales	12,050						7,050	5,000		Tape/Disk Sales
4581	Dubbing	2,000		2,000	-						Dubbing
4700	Contract Interest (Delauney)	9,087	9,087								Contract Interest (Delauney)
4710	Checking Acct. Interest	3,000	3,000						-		Checking Acct. Interest
4998	I.F. TIED TO LEGAL	30,000	30,000								
4998	I.F. Allowance 11-1-99	3,000	3,000		-						I.F. Allowance 11-1-99
4998	I.F. - cs omsi on tv	10,500	10,500								
4998	I.F. - cs baroque orchestra	3,760	3,760								
4998	I.F. - cs audubon project	500	500		-						
4999	carry forward	(22,936)	(22,936.00)								carry forward
	<b>TOTAL REVENUE</b>	<b>890,260</b>	<b>777,834</b>	<b>2,000</b>	<b>2,950</b>	<b>85,000</b>	<b>-</b>	<b>9,476</b>	<b>13,000</b>	<b>-</b>	<b>- TOTAL REVENUE</b>

**EXPENSES**

**STAFF RELATED**

5000	payroll wages	493,065	130,375	94,489	49,834	-	91,914	61,240	23,146	42,067	
5999	PAYROLL TRANSFERS	(0)		(65,000)	46,161	18,839			2,000	(2,000)	
8080	Security Service	650									

**EXPENSES**

**STAFF RELATED**

payroll wages

**DIRECT VIDEO PRODUCTION**

8030	Script writer	15,800	-		3,300	12,500					
8040	On air talent	6,238	-		300	5,938					
8050	videographer	14,000			-	14,000					
8060	photographic services	-			-	-					
8070	graphic design	3,010			910	2,100					
8071	CLOSED CAPTION	1,285				1,285					
8072	AUDIO SWEETEN	2,933			850	2,083					
8111	cable signal distribution	7,440			1,200	6,240					
8121	Equipment Rental	1,037	-	-	937	100					
8201	PROPS	1,117			817	300					

**DIRECT VIDEO PRODUCTION**

Script writer  
On air talent  
videographer  
photographic services  
graphic design  
CLOSED CAPTION  
AUDIO SWEETEN  
cable signal distribution  
Equipment Rental  
PROPS

**OWNERSHIP COSTS**

9000	Insurance - LIAB.	16,000	-								16,000
9820	Interest Exp. Self-financed	15,000	-								15,000
	<b>TOTAL OF EXPENSES</b>	<b>890,260</b>	<b>234,047</b>	<b>62,650</b>	<b>116,704</b>	<b>67,000</b>	<b>115,275</b>	<b>92,752</b>	<b>37,934</b>	<b>96,297</b>	<b>67,600</b>

**OWNERSHIP COSTS**

Insurance - LIAB.  
Interest Exp. Self-financed

net before depreciation

(0)	543,787	(60,650)	(113,754)	18,000	(115,275)	(83,276)	(24,934)	(96,297)	(67,600)	net before depreciation
	ADMIN	production overhead	staff direct comm. Serve	staff direct \$ enterprise	PROGM	TECH	TRAIN	ENGIN	FACILITY	

PROPOSED BUDGET  
July 1, 2000 - June 30, 2001  
PCA

PROPOSED BUDGET  
July 1, 2000 - June 30, 2001

PRESENT ACCOUNT #	REVENUE	#1 as of 12-09-99 budget 99/00		PROPOSED BUDGET 00/01		ADMIN	PROD OVERHEAD	C.S	S.P	PROGM	TECH	TRAIN	ENGIN	FACILITY	
		total	TOTAL												
4000	CONTRACT CITY PORTLAND	730,923	957,947	953,453	-	-	-	-	-	-	-	-	-	-	CONTRACT CITY PORTLAND
4005	franchise mult. West	10,000	13,515	13,515	-	-	-	-	-	-	-	-	-	-	franchise mult. West
4100	Special Projects	87,950	80,000	-	-	-	-	-	80,000	-	-	-	-	-	Special Projects
4300	TRAINING INCOME	8,000	6,000	-	-	-	-	-	-	-	-	6,000	-	-	TRAINING INCOME
4410	Misc. Income	2,426	1,032	-	-	-	-	-	-	-	1,032	-	-	-	Misc. Income
4580	Tape/Disk Sales	12,050	15,000	-	-	-	-	-	-	-	8,000	7,000	-	-	Tape/Disk Sales
4581	Dubbing	2,000	2,000	-	2,000	-	-	-	-	-	-	-	-	-	Dubbing
4700	Contract Interest (Delauney)	9,087	-	-	-	-	-	-	-	-	-	-	-	-	Contract Interest (Delauney)
4710	Checking Acct. Interest	3,000	4,000	4,000	-	-	-	-	-	-	-	-	-	-	Checking Acct. Interest
4998	investment funds used	47,760	-	-	-	-	-	-	-	-	-	-	-	-	investment funds used
4999	carry forward	(22,936)	-	-	-	-	-	-	-	-	-	-	-	-	carry forward
	<b>TOTAL REVENUE</b>	<b>890,260</b>	<b>1,075,000</b>	<b>970,968</b>	<b>2,000</b>	<b>-</b>	<b>80,000</b>	<b>-</b>	<b>9,032</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>TOTAL REVENUE</b>

EXPENSES													EXPENSES
STAFF RELATED													STAFF RELATED
5000	payroll wages	493,065	572,431	139,558	101,675	60,000	-	111,973	64,940	48,946	45,339		payroll wages
5999	PAYROLL TRANSFERS	-	-		(95,000)	70,000	25,000			3,000	(3,000)		
5100	Payroll Taxes	41,850	57,243	13,956	10,168	6,000	-	11,197	6,494	4,895	4,534	-	Payroll Taxes
5110	Pension Contributions	35,377	43,394	11,165	8,134	2,400	-	8,958	5,195	3,916	3,627	-	Pension Contributions
5111	Medical & Dental Insurance	48,313	58,616	14,017	11,600	-	-	12,083	11,600	6,896	2,420	-	Medical & Dental Insurance
5112	life and disability insurance	7,988	9,555	2,843.04	1,830.15	-	-	2,015.51	1,168.93	881.03	816.10	-	life and disability insurance
5200	Employee Recruitment	200	400	400								-	Employee Recruitment
5300	Training & Education - Staff	1,500	6,000	1,500	1,500	1,500	3,000	1,000	1,000	500	500		Training & Education - Staff
8111	cable signal distribution	7,440	6,500	-	-	1,000	300						
8121	Equipment Rental	1,037	1,300	-	-	1,000	300						Equipment Rental
8201	PROPS	1,117	800			500	300						PROPS
OWNERSHIP COSTS													OWNERSHIP COSTS
9000	Insurance - LIAB.	16,000	20,000	10,000								10,000	Insurance - LIAB.
9820	Interest Exp. Self-financed	15,000	7,350	5,390								1,960	Interest Exp. Self-financed
TOTAL OF EXPENSES		890,260	1,075,000	276,279	47,656	199,362	65,000	149,327	111,047	77,983	100,686	47,660	TOTAL OF EXPENSES
net before depreciation		-	0	694,689	(45,656)	(199,362)	15,000	(149,327)	(102,015)	(64,983)	(100,686)	(47,660)	net before depreciation
		<div>ADMIN      production overhead      staff direct comm. Serve      staff direct      PROGM      TECH      TRAIN      ENGIN      FACILITY</div>											