



**Multnomah County Oregon**

## **Board of Commissioners & Agenda**

*connecting citizens with information and services*

### **BOARD OF COMMISSIONERS**

**Ted Wheeler, Chair**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

Phone: (503) 988-3308 FAX (503) 988-3093

Email: [mult.chair@co.multnomah.or.us](mailto:mult.chair@co.multnomah.or.us)

**Maria Rojo de Steffey, Commission Dist. 1**

501 SE Hawthorne Boulevard, Suite 600  
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Phone: (503) 988-5220 FAX (503) 988-5440

Email: [district1@co.multnomah.or.us](mailto:district1@co.multnomah.or.us)

**Jeff Cogen, Commission Dist. 2**

501 SE Hawthorne Boulevard, Suite 600  
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Phone: (503) 988-5219 FAX (503) 988-5440

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**Lisa Naito, Commission Dist. 3**

501 SE Hawthorne Boulevard, Suite 600  
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Phone: (503) 988-5217 FAX (503) 988-5262

Email: [district3@co.multnomah.or.us](mailto:district3@co.multnomah.or.us)

**Lonnie Roberts, Commission Dist. 4**

501 SE Hawthorne Boulevard, Suite 600  
Portland, Or 97214

Phone: (503) 988-5213 FAX (503) 988-5262

Email: [lonnie.j.roberts@co.multnomah.or.us](mailto:lonnie.j.roberts@co.multnomah.or.us)

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### **JUNE 12 & 14, 2007 BOARD MEETINGS FASTLOOK AGENDA ITEMS OF INTEREST**

Pg 2	9:00 a.m. Tuesday Executive Session
Pg 2	9:30 a.m. Thursday Opportunity for Public Comment on Non-Agenda Matters
Pg 3	9:30 a.m. Thursday Public Hearing and Consideration of a Resolution Approving the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2007-2008
Pg 3	9:40 a.m. Thursday Resolution Adopting a Policy to Reduce Benzene Pollution
Pg 3	9:55 a.m. Thursday Approval of 2007-2009 Community Corrections Plan and Intergovernmental Agreement
Pg 3	10:00 a.m. Thursday Resolution Establishing Fees and Charges for Chapter 23, Human Services, of the Multnomah County Code

Thursday meetings of the Multnomah County Board of Commissioners are cable-cast live and taped and may be seen by Cable subscribers in Multnomah County at the following times:

Thursday, 9:30 AM, (LIVE) Channel 30  
Saturday, 10:00 AM, Channel 29  
Sunday, 11:00 AM, Channel 30  
Tuesday, 8:00 PM, Channel 29

Produced through MetroEast Community Media  
(503) 667-8848, ext. 332 for further info  
or: <http://www.mctv.org>

Tuesday, June 12, 2007 - 9:00 AM  
Multnomah Building, Sixth Floor Commissioners Conference Room 635  
501 SE Hawthorne Boulevard, Portland

## **EXECUTIVE SESSION**

- E-1 The Multnomah County Board of Commissioners will meet in Executive Session Pursuant to ORS 192.660(2)(d),(e) and/or (h). Only Representatives of the News Media and Designated Staff are allowed to attend. News Media and All Other Attendees are Specifically Directed Not to Disclose Information that is the Subject of the Session. No Final Decision will be made in the Session. Presented by County Attorney Agnes Sowle. 15-30 MINUTES REQUESTED.
- 

Thursday, June 14, 2007 - 9:30 AM  
Multnomah Building, First Floor Commissioners Boardroom 100  
501 SE Hawthorne Boulevard, Portland

## **REGULAR MEETING**

### **CONSENT CALENDAR - 9:30 AM**

#### **DEPARTMENT OF COUNTY HUMAN SERVICES**

- C-1 Budget Modification DCHS-28 Reclassifying a Program Development Technician to a Data Analyst in Mental Health and Addiction Services Division, Quality Management, as Determined by the Class/Comp unit of Central Human Resources

#### **DEPARTMENT OF COUNTY MANAGEMENT**

- C-2 Budget Modification DCM-12 Reclassifying Positions in Information Technology, Finance and Risk Management and Facilities and Property Management, as Determined by the Class/Comp Unit of Central Human Resources

### **REGULAR AGENDA**

#### **PUBLIC COMMENT - 9:30 AM**

Opportunity for Public Comment on non-agenda matters. Testimony is limited to three minutes per person. Fill out a speaker form available in the Boardroom and turn it into the Board Clerk.

### **NON-DEPARTMENTAL - 9:30 AM**

- R-1 Public Hearing and Consideration of a RESOLUTION Approving the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2007-2008
- R-2 RESOLUTION Adopting a Policy to Reduce Benzene Pollution
- R-3 RESOLUTION Consenting to Chair Appointment of Scott Taylor as Director of the Department of Community Justice

### **DEPARTMENT OF COMMUNITY JUSTICE – 9:55 AM**

- R-4 Approval of 2007-2009 Community Corrections Plan and Intergovernmental Agreement

### **DEPARTMENT OF COUNTY HUMAN SERVICES – 10:00 AM**

- R-5 RESOLUTION Establishing Fees and Charges for Chapter 23, Human Services, of the Multnomah County Code and Repealing Resolution No. 02-014

### **DEPARTMENT OF HEALTH – 10:05 AM**

- R-6 NOTICE OF INTENT to Submit a Proposal to the Health Resources and Services Administration HIV Early Intervention Services (EIS) Program Ongoing Expansion Funds for Current Part C Grantees Grant Competition

### **BOARD COMMENT**

Opportunity (as time allows) for Commissioners to provide informational comments to Board and public on non-agenda items of interest or to discuss legislative issues.

# **JUNE 14, 2007 UNANIMOUS CONSENT ITEM**

**MAY I HAVE A MOTION FOR CONSIDERATION  
OF A UNANIMOUS CONSENT ITEM?**

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
CONSIDERATION OF A UNANIMOUS CONSENT  
ITEM**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?  
THE MOTION FAILS  
OR  
THE CONSIDERATION IS APPROVED**

## **DEPARTMENT OF COUNTY HUMAN SERVICES – 9:30 AM**

**UC-1 NOTICE OF INTENT to Submit a Grant Application to the US Department  
of Justice for Funding for Years 3 and 4 of the Multnomah County Safe Start  
Project - Promising Approaches for Children Exposed to Violence**

**COMMISSIONER \_\_\_\_\_ MOVES  
COMMISSIONER \_\_\_\_\_ SECONDS  
APPROVAL OF UC-1**

**CHIQUITA ROLLINS EXPLANATION, RESPONSE  
TO QUESTIONS**

**OPPORTUNITY FOR PUBLIC TESTIMONY**

**OPPORTUNITY FOR BOARD COMMENTS**

**ALL IN FAVOR, VOTE AYE, OPPOSED \_\_\_\_?**

**THE MOTION FAILS  
OR  
THE NOTICE OF INTENT IS APPROVED**



## **Commissioner Jeff Cogen, District 2**

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### **MULTNOMAH COUNTY OREGON**

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501 SE Hawthorne, Suite 600

Portland, Oregon 97214

(503) 988-5219 phone

(503) 988-5440 fax

[www.co.multnomah.or.us/cc/ds2/](http://www.co.multnomah.or.us/cc/ds2/)

[district2@co.multnomah.or.us](mailto:district2@co.multnomah.or.us)

## **MEMORANDUM**

**TO:** Chair Ted Wheeler  
Commissioner Maria Rojo de Steffey  
Commissioner Lisa Naito  
Commissioner Lonnie Roberts  
Clerk of the Board Deb Bogstad

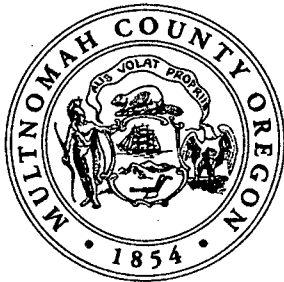
**FROM:** Marissa Madrigal  
Chief of Staff to Commissioner Jeff Cogen

**DATE:** 5/31/2007

**RE:** Board Meeting Excused Absences

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Commissioner Cogen will be out of the office from June 14, 2007 returning Monday, June 25, 2007.



**Maria Rojo de Steffey**  
Multnomah County Commissioner, District 1

Suite 600, Multnomah Building  
501 SE Hawthorne Boulevard  
Portland, Oregon 97214

Phone: (503) 988-5220  
FAX: (503) 988-5440  
Email: district1@co.multnomah.or.us

## MEMORANDUM

TO: Chair Ted Wheeler  
Commissioner Jeff Cogen  
Commissioner Lisa Naito  
Commissioner Lonnie Roberts  
Clerk of the Board Deb Bogstad

FROM: April Fernandes - Staff Assistant to Commissioner Maria Rojo de Steffey

DATE: June 4, 2007

RE: June 12 If needed Board Briefing and June 14 Regular Board meeting excuse memo

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Commissioner Rojo de Steffey will be unable to attend the June 12, 2007 If needed Executive Session and/or Board Briefing and the June 14, 2007 regular Board meeting.

NO BRIEFING NEEDED  
ON 6.12.07 - just  
EXECUTIVE SESSION &  
REGULAR MEETING ON  
6.14.07



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (long form)

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-1 DATE 06/14/07  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: C-1  
Est. Start Time: 9:30 AM  
Date Submitted: 05/31/07

### BUDGET MODIFICATION: DCHS - 28

**Agenda Title:** Budget Modification DCHS-28 Reclassifying a Program Development Technician to a Data Analyst in Mental Health and Addiction Services Division, Quality Management, as Determined by the Class/Comp Unit of Central Human Resources

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

Requested Meeting Date:	<u>June 14, 2007</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept of County Human Services</u>	Division:	<u>Mental Health &amp; Addiction</u>
Contact(s):	<u>Kathy Tinkle</u>		
Phone:	<u>505 988-3691</u>	Ext.	<u>26858</u>
		I/O Address:	<u>167/620</u>
Presenter(s):	<u>Consent Calendar</u>		

### General Information

#### 1. What action are you requesting from the Board?

The Department of County Human Services recommends approval of budget modification DCHS-28 reclassifying a position in Mental Health & Addiction Services Division (MHASD), Quality Management.

#### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

This modification reflects a Class/Comp decision on a reclassification request initiated by the employee in Mental Health & Addiction Services Division, Quality Management (QM), program offer #25053. Employee was directed to submit a reclassification request after discovery that the QM position had not been included in Class/Comp review of data related positions. Class/Comp reviewed the submitted job duties and descriptions and agreed that a Data Analyst classification was the best fit for the position. The purpose of this position and main job duties are as follows:

Developing & maintaining performance measure reports.

Analyzing data extracts provided by the Third Party Administrator (PH Tech).

Providing technical assistance to MHASD Business Operations staff.

Resolving Raintree eligibility load duplicate eligibility issues.

Training staff on Third Party Administrator insurance eligibility applications.

Researching and resolving data integrity issues.

Per Human Resources Class/Comp: "The incumbent performs complex technical and analytical work in the design, development and maintenance of automated information systems. The duties and responsibilities include major responsibility for ad-hoc reporting, problem solving, analyzing and summarizing data. These duties do not fit within the Program Development Technician classification and are a better fit in the Data Analyst classification."

**3. Explain the fiscal impact (current year and ongoing).**

This reclassification is retroactive to July 1, 2006 and increases the MHAS personnel expense budget by \$6,052 in the current fiscal year. The increased FY07 personnel cost is offset by a like reduction in the division's professional services budget.

The actual FY07 financial impact (current salary versus reclass salary) of the reclassification is an increase of \$6,903 in personnel expense.

Ongoing personnel costs will continue to increase, as the pay scale for a Data Analyst (\$42,720 - \$52,534) is higher than the pay scale for a Program Development Technician (\$33,700 - \$41,489).

**4. Explain any legal and/or policy issues involved.**

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age marital status, disability, political affiliations, sexual orientation, or any other non-merit factor.

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A



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## ATTACHMENT A

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### Budget Modification

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If the request is a **Budget Modification**, please answer all of the following in detail:

- What revenue is being changed and why?

N/A

- What budgets are increased/decreased?

The Risk Management budget decreases by \$166.

- What do the changes accomplish?

Approval of a classification decision from Human Resources Class/Comp initiated by the employee.

- Do any personnel actions result from this budget modification? Explain.

Reclassification of a 1.0 FTE Program Development Technician to a Data Analyst in Mental Health & Addiction Services, Quality Management - program offer 25053.

- How will the county indirect, central finance and human resources and departmental overhead costs be covered?

N/A

- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

N/A

- If a grant, what period does the grant cover?

N/A

- If a grant, when the grant expires, what are funding plans?

N/A

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: DCHS - 28**

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### Required Signatures

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**Elected Official or  
Department/  
Agency Director:**



**Date:** 05/31/07

**Budget Analyst:**



**Date:** 06/04/07

**Department HR:**

**Date:** \_\_\_\_\_

**Countywide HR:**



**Date:** 06/05/07

Budget Modification ID: **DCHS-28 MH QM Reclass****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

Budget/Fiscal Year: 2007

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Program Offer	Cost Center	WBS Element						
1	20-80	82020	40	25053		MA SA QM 20	50190	(628,603)	(634,655)	(6,052)		IG-OP-Fed Thru State
2	20-80	82020	40	25053		MA SA QM 20	60000	399,483	404,190	4,707		Base [704014]
3	20-80	82020	40	25053		MA SA QM 20	60130	128,194	129,705	1,511		Salary Related
4	20-80	82020	40	25053		MA SA QM 20	60140	100,926	100,760	(166)		Insurance
5												
6	20-80	82020	40	25054		MA SA BA 20	50190	(323,826)	(317,774)	6,052		IG-OP-Fed Thru State
7	20-80	82020	40	25054		MA SA BA 20	60170	157,366	151,314	(6,052)		Professional Services
8												
9	72-10	3500	20		705210		50316		166	166		Svc Reim F/S to Risk Mgmt
10	72-10	3500	20		705210		60330		(166)	(166)		Claims Paid
11												
12												
13												
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28												
29												
										0	0	Total - Page 1
										0	0	GRAND TOTAL

**Budget Modification: DCHS-28 MH QM Reclass**

**ANNUALIZED PERSONNEL CHANGE**

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

						ANNUALIZED			
PO#	Job #	HR Org	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
25053	6020	63311	Program Development Tech	704014	(1.00)	(41,621)	(13,356)	(12,940)	(67,917)
25053	6073	63311	Data Analyst	704014	1.00	46,328	14,867	12,774	73,969
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
TOTAL ANNUALIZED CHANGES					0.00	4,707	1,511	(166)	6,052

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective 7-01-06

						CURRENT YEAR			
PO#	Job #	HR Org	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
25053	6020	63311	Program Development Tech	704014	(1.00)	(41,621)	(13,356)	(12,940)	(67,917)
25053	6073	63311	Data Analyst	704014	1.00	46,328	14,867	12,774	73,969
									0
									0
									0
									0
									0
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									0
									0
									0
									0
									0
									0
									0
TOTAL CURRENT FY CHANGES					0.00	4,707	1,511	(166)	6,052



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF COUNTY  
MANAGEMENT  
CENTRAL HUMAN RESOURCES  
CLASSIFICATION/COMPENSATION UNIT

MULTNOMAH BUILDING  
501 SE HAWTHORNE BLVD, 4<sup>th</sup> floor  
PORTLAND OR 97214

PHONE (503) 988-5015  
FAX (503) 988-3009  
TDD (503) 988-5170

To: Joan Rice, DCHS, Quality Management MHSF (167/1/520)  
From: Candace Busby, Class/Comp Unit, Central HR (503/4)  
Date: May 16, 2007  
Subject: Reclassification Request # 638

This reclassification request was held pending completion of FY 2006-07 Class Comp Study #1 which consisted of Data Technician, Data Analyst, Data Analyst Senior, Business Analyst and Business Analyst Senior classifications. This study was approved on May 14, 2007, therefore we have completed our review of your request and the decision is outlined below. The effective date is the same as for those involved in the study.

## **Request Information:**

Date Request Received: February 1, 2007  
Current Classification: Program Development Technician  
Job Class Number: 6020 Pay Grade: 15

Position Number: 704014  
Requested Classification: Data Analyst  
Job Class Number: 6073 Pay Grade: 25

Request is: ☒ Approved as Requested

Effective Date: July 1, 2006

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners approval. This decision is considered preliminary until such approval is received.

## **Position Information:**

- ☐ Vacant - see New / Vacant Section  
☒ Filled & incumbent reclassified - see Employee Information Section  
☐ Filled & incumbent not reclassified with position See New/Vacant Section

## **Employee Information:**

Name of Incumbent Employee: John Anhaack

New Job Class Seniority Date: August 1, 2006

	Date	Class Title	JCN	Grade	Step	Rate	Union / Mgmt / Exec.
Old	6/30/06	Program Development Technician	6020	15	8	\$18.77	Local 88
New	7/1/06	Data Analyst	6073	25	1	\$21.72	Local 88
Step	8/10/06		6073	25	2	\$22.34	Local 88

Employees who are reclassified with their position will be placed within the salary range for the new classification. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 4-10.

Any compensation or seniority adjustments after the effective date will be processed by Department Human Resources staff in accordance with applicable bargaining agreement or MC Personnel Rule 2-80 and 4-10.

## **Reason for Classification Decision:**

The incumbent performs complex technical and analytical work in the design, development and maintenance of automated information systems. The duties and responsibilities include major responsibility for ad-hoc reporting, problem solving, analyzing and summarizing data. These duties do not fit within the Program Development Technician classification and are a better fit in the Data Analyst classification.

**Appeal Rights:**

The outcome of a reclassification request may be appealed under Article 18 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

If you have any questions, please feel free to contact me at 503-988-5015 extension 24422.

cc: Employee  
HR Maintainer/Consultant  
Local 88  
Class Comp File Copy



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (long form)

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 06/14/07  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: C-2  
Est. Start Time: 9:30 AM  
Date Submitted: 05/31/07

### BUDGET MODIFICATION: DCM-12

**Budget Modification DCM-12 Reclassifying Positions in Information Technology, Finance and Risk Management and Facilities and Property Management, as Determined by the Class/Comp Unit of Central Human Resources**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

Requested Meeting Date: June 14, 2007 Amount of Time Needed: Consent Calendar  
Department: County Management Division: DCM Director's Office  
Contact(s): Bob Thomas  
Phone: (503) 988-4283 Ext. 84283 I/O Address: 503/531  
Presenter(s): NA

### General Information

#### 1. What action are you requesting from the Board?

The department is requesting the Board approve a budget modification relating to the reclassification of three positions in the Information Technology, Finance & Risk Management, and Facilities & Property Management divisions that were approved by the Central Class/Comp Unit.

#### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The Department of County Management is asking the Board to approve the reclassification and position requests for the following positions:

##### 1. Information Technology

Position Title (Old)	Position Title (New)	Position Number	FTE
System Administrator	Development Analyst Sr	700500	No FTE Change

This IT position has been reclassified by Class Comp to a job class at the same pay range. This position's duties have evolved through time and a reevaluation of those duties has indicated the change from Systems Administrator to Development Analyst Sr is appropriate.

This position is budgeted for FY 2007 in program offer 72071A Information Technology – Application Services and for FY 2008 in offer 72078 - Information Technology -Enterprise Applications. No changes to the program's results are expected.

## **2. Finance & Risk Management**

Position Title (Old)	Position Title (New)	Position Number	FTE
Human Resources Analyst 2	Human Resources Analyst Sr	706638	No FTE Change

When this position became vacant recently, management updated the position's description of duties and responsibilities and requested a re-evaluation by Class Comp of the position's assigned job level. Upon review, Central Class Comp has reclassified the position to the Human Resources Analyst Sr job class. The position is responsible for supporting current safety objectives in multiple departments, conducts investigations of accidents and initiates corrective action, provides independent judgment and serves as a subject matter expert for loss prevention and safety. This action moves the position from a represented to non-represented status.

This position is budgeted for FY 2007 in program offer 72015 Loss Prevention and Safety and for FY 2008 in offer 72017 Loss Prevention and Safety. No direct changes to the program's results are expected.

## **3. Facilities & Property Management**

Position Title (Old)	Position Title (New)	Position Number	FTE
HVAC Engineer	Building Automation System Specialist	705289	No FTE Change

The technology of building operations has evolved in recent years. The County now operates most of its buildings remotely or via computer controlling heating and ventilation systems. This position's duties were examined and determined to be different than any existing County job class. Central Class Comp has approved the reclassification of this HVAC Engineer position to the new job class of Building Automation System Specialist. After negotiation with Local 701, Operating Engineers, the classification description was accepted and the pay rate finalized.

This position is budgeted for FY 2007 in program offer 72044 Facilities Maintenance & Operations and for FY 2008 in offer 72044 Facilities Maintenance & Operations. No changes to the program's results are expected.

### **3. Explain the fiscal impact (current year and ongoing).**

Budget modification detail is attached. The reclassification requests are being accomplished within current resources. The IT position change does not involve a salary change. The Finance & Risk Management position change has no FY 2007 impacts, but will have higher costs to the County in the future since the new job class has a higher upper salary range (\$6,013 annual dollars higher). The Facilities position involves an increase in \$2,030 in personal services this fiscal year with a matching reduction in materials and services to balance. Next year this position will have a higher salary (estimated \$8,008 increase).



**4. Explain any legal and/or policy issues involved.**

The reclassifications for which approval is sought in this request, have been reviewed by the Classification/Compensation Unit and the positions have been found to be wrongly classed. By contract and under our personnel rules, we are required to compensate employees appropriately based on these findings.

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

**5. Explain any citizen and/or other government participation that has or will take place.**

NA

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## ATTACHMENT A

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### Budget Modification

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If the request is a Budget Modification, please answer all of the following in detail:

- **What revenue is being changed and why?**  
Risk Management Fund revenue is increased by \$197 from service reimbursements.
- **What budgets are increased/decreased?**  
The Risk Management Fund's budget is increased by \$197 from service reimbursements.
- **What do the changes accomplish?**  
This Board action enacts changes in classification approved by Class Comp.
- **Do any personnel actions result from this budget modification? Explain.**  
Yes, see above.
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**  
NA
- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**  
NA
- **If a grant, what period does the grant cover?**
- **If a grant, when the grant expires, what are funding plans?**

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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BUDGET MODIFICATION: DCM-12

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### Required Signatures

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Elected Official or  
Department/  
Agency Director:

*Carol M. Ford*

Date: 05/22/07

Budget Analyst:

*Chris H*

Date: 05/22/07

Department HR:

*Paul R. Quigley*

Date: 05/23/07

Countywide HR:

*Jessica J. Busby*

Date: 05/22/07

Budget Modification ID: **DCM-12****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with MERLIN.

**Budget/Fiscal Year: 2007**

Line No.	Fund Center	Fund Code	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
				Internal Order	Cost Center	WBS Element						
1	72-50	3505	0020		902210		60000	795,874	797,261	1,387		Increase Permanent
2	72-50	3505	0020		902210		60130	248,795	249,240	445		Increase Salary Related
3	72-50	3505	0020		902210		60140	216,336	216,533	197		Increase Insurance Benefits
4	72-50	3505	0020		902210		60240	85,000	82,970	(2,030)	0	Decrease Supplies
5	72-10	3500	0020		705210		50316		(197)	(197)		Insurance Revenue
6	72-10	3500	0020		705210		60330		197	197	0	Offsetting expenditure
7									0			
8									0			
9									0			
10									0			
11									0			
12									0			
13									0			
14									0			
15									0			
16									0			
17									0			
18									0			
19									0			
20									0			
21									0			
22									0			
23									0			
24									0			
25									0			
26									0			
27									0			
28									0			
29									0			
										0	0	Total - Page 1
										0	0	GRAND TOTAL





## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

### Board Clerk Use Only

Meeting Date: 6/14/07  
Agenda Item #: R-1  
Est. Start Time: 9:30 AM  
Date Submitted: 05/14/07

**Agenda Title:** RESOLUTION Approving Mt. Hood Cable Regulatory Commission (MHCRC)  
Fiscal Year 2007-2008 Budget

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

Date Requested: June 14, 2007 Time Requested: 10 mins  
Commissioner Lonnie Roberts  
Department: Non-Departmental Division:  
Contact(s): David C. Olson  
Phone: 503.823.4188 Ext. 503.823.4188 I/O Address: 106/1305  
Presenter(s): Andrea Cano and David C. Olson

### General Information

1. What action are you requesting from the Board?  
Adopt Resolution Approving MHCRC FY2007-2008 Budget.
2. Please provide sufficient background information for the Board and the public to understand this issue.  
MHCRC is made up of the cities of Fairview, Gresham, Portland, Wood Village, Troutdale and Multnomah County (Jurisdictions). Its mission is to:
  - Advocate for and protect the public interest in the regulation and development of cable communications systems;
  - Monitor and help resolve cable subscriber concerns; and
  - Facilitate the planning and implementation of community uses of cable communication technologies that make use of the public right of way.

**3. Explain the fiscal impact (current year and ongoing).**

\$21,541	for staffing the MHCRC
\$58,102	in funding for Multnomah Community Television (MCTV)
\$37,637	In funding for Portland Community Media (PCM)
\$117,280	Total

The estimated franchise fee revenue to Multnomah County's general fund is approximately \$37,550 during FY 2007-2008.

**4. Explain any legal and/or policy issues involved.**

None.

**5. Explain any citizen and/or other government participation that has or will take place.**

MHCRC must obtain budget approval from all participating jurisdictions.

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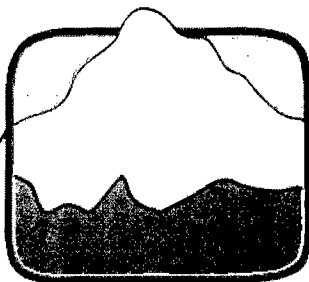
**Required Signatures**

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**Department/  
Agency Director:**



**Date:** 05/14/07



## MT. HOOD CABLE REGULATORY COMMISSION

1120 SW Fifth Ave. #1305 • Portland, OR 97204

Phone: (503) 823-5385 • Fax (503) 823-5370

Email: [www.mhcrc.org](http://www.mhcrc.org)

Serving Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale and Wood Village

May 7, 2007

Deborah Bogstad  
Multnomah County  
501 SE Hawthorne Blvd., Suite 600  
Portland, OR 97214

Dear Deb:

The Mt. Hood Cable Regulatory Commission (MHCRC) presents the enclosed FY2007-08 budget request for Board consideration on Thursday, June 14 and recommends approval. The budget has been extensively reviewed by the MHCRC and by a budget subcommittee of the MHCRC. The MHCRC unanimously approved the budget on April 23, 2007 for submission to each jurisdiction.

County Board appointed MHCRC Commissioner, Andrea Cano, and David C. Olson, MHCRC Director, will attend the meeting to answer any questions the Board may have.

Should you need additional information, please do not hesitate to contact me.

Sincerely,

Rebecca Gibbons  
Program Specialist



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Approving the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2007-2008

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

- a. The Mt. Hood Cable Regulatory Commission (MHCRC) was formed by Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village (Cities) to advocate for and protect the public interest in the regulation and development of cable communication systems.
- b. The MHCRC has approved a budget for Fiscal Year 2007-2008 and forwarded this budget to Multnomah County and the Cities for approval.

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

1. The Mt. Hood Cable Regulatory Commission budget for Fiscal Year 2007-2008 is approved.

ADOPTED this 14th day of June 2007.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

---

Ted Wheeler, Chair

**REVIEWED:**

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Agnes Sowle, County Attorney

SUBMITTED BY:  
Commissioner Lonnie Roberts, District 4

# MT. HOOD CABLE REGULATORY COMMISSION

## Representing:

City of Portland  
City of Fairview

City of Gresham  
City of Wood Village

City of Troutdale  
Multnomah County

## Commission Members

Norman Thomas, Commission Chair

Alan Alexander III  
Andrea Cano  
Sue Dicile  
Rich Goheen  
Bill June  
Stan Saunders

---

## PROPOSED BUDGET FISCAL YEAR 2007-08

Director: David C. Olson

Commission Approved: April 23, 2007

# **MT. HOOD CABLE REGULATORY COMMISSION**

## **FY 2007-08 PROPOSED BUDGET**

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## **MT. HOOD CABLE REGULATORY COMMISSION**

### **OVERVIEW**

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

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

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

The Commission contracts for staff through a services agreement with the City of Portland. The Commission funds an equivalent of 3.25 full-time staff positions plus related materials, services and overhead. Each member Jurisdiction provides a portion of its franchise fees from cable services providers to annually fund Commission operational expenses.

### **2006 ACCOMPLISHMENTS**

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

The MHCRC monitors and enforces various service standards for telephone responsiveness, service outage credits, billing, installation and repair responsiveness, and other consumer protection issues. In 2006, the Commission assisted in the resolution of 281 complaints. The Commission also oversaw enforcement of insurance and bonding issues, technical standards, emergency override requirements, and universal service issues.

#### **Engaged in Partnerships to Provide Network Services More Efficiently**

The MHCRC facilitates partnerships and network planning, pursues network assets, and distributes funds to support the Community Institutional Network (I-Net). The MHCRC has overseen the deployment of I-Net assets worth over \$6.5 million and an annual fund of nearly \$1 million. The MHCRC developed and continues to facilitate the interconnect between the I-Net and the City of Portland's IRNE. This interconnect partnership provides the highest level of service (capacity increased 10 fold) at the least cost (savings of up to 33%) to 272 schools and public agencies throughout Multnomah County for critical communications needs.

### **Funded Projects to Advance Education and Community-Based Technology**

The MHCRC directs the Community Access Capital Grant which provides funds for technology projects to community organizations, libraries, educational institutions and local government agencies throughout Multnomah County. A recent evaluation of the grant program found that 76% of all grant awards resulted in educational benefits for students, teachers, parents and schools; 32% benefited governmental agencies, which in turn also provided more efficient and cost effective services for the general public; and 16% served ethnically diverse communities or citizens with special needs. Nearly half the grantees reported their grant awards served as a catalyst to form new partnerships and to attract new funding. The MHCRC oversees implementation and compliance for about 15 grant-funded projects during the year. In 2006, the program granted nearly \$800,000 for seven new community-based projects that will leverage over \$1.6 million in matching resources. Newly funded projects included:

- ◆ In consultation with the Portland Association of School Librarians and Multnomah County Library, Portland Public Schools (PPS) will overhaul its antiquated system for circulation, research and accessibility of library materials in all 83 school-based libraries. Upon project completion, students and educators will have online access to physical and web-based resources and materials offered by any one of PPS's libraries in addition to Multnomah County libraries. PPS's greatly increased network capacity through use of the I-Net has made this application possible.
- ◆ For the past ten years, Caldera has assisted students from low-income families to receive out-of-school learning and mentoring to prepare for college and careers in creative technology fields. Students have worked alongside talented professional artists and designers from well-known, local companies such as Nike and Wieden+Kennedy. Through the grant, Caldera will expand its multi-media and digital video technology capacity available for student use.
- ◆ With its RoboCam Studio project, MetroEast Community Media will lower the technological barriers faced by many community groups and individuals who want to use media to tell their stories. The grant provided funding for a simple-to-use video production studio and editing system.
- ◆ The Skanner Foundation is establishing the North Portland Multi-Media Training Center in partnership with Portland Community Media (PCM) to provide multi-media and media literacy training services in the heart of Portland's African American community.
- ◆ Through the grant, Lewis Elementary School's 4th and 5th grade students will experience the thrills of digital storytelling by integration of digital production technology into the school's strategies for teaching expository and narrative writing. The project enhances not only students' literacy skills, but to also increases students' skills in creative and critical thinking and media literacy.
- ◆ Portland YouthBuilders (PYB) offers an array of educational, vocational and community service programs in support of students earning high school or general equivalency diplomas. The grant will enable PYB to integrate digital video and web-based media into its current curriculum in order to improve training and job readiness skills necessary for students to obtain entry-level employment in today's working environment.

The MHCRC also upgraded its on-line tool for grantees to apply for grant funds. The application tool is integrated with the on-line reporting and grant compliance tool in order to create more efficient methods for organizations to apply for grants and for data collection used for ongoing evaluation of the program's effectiveness.

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

The MHCRC manages contracts with Portland Community Media (PCM) and MetroEast Community Media, non-profit organizations that facilitate use of technology and communications resources by the community in order to promote broad participation in civic and cultural life. These non-profits provide direct services to a diverse group of individuals, nonprofits, community organizations and government agencies. In 2006, both organizations saw an increase in the number of new video programs and in the community use of facilities and equipment. Media services were used by a wide variety of cultural, ethnic and underserved communities including, Hispanic, Pacific Islanders, Romanian, Russian, Arab, Persian, Ethiopian, Eritrean, African-American and Korean groups.

The MHCRC also oversees the community access benefits provided by Comcast under its franchise agreement. As a result of the MHCRC's leadership, local community access programming is now listed on Comcast's TV guide channel and included in the new digital guides. The MHCRC also secured an agreement for access programming to be included on Comcast's video-on-demand digital service provided free to digital subscribers.

### **Led Advocacy Efforts to Protect Local Authority and Public Services**

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

- The MHCRC was the only local government consortium in Oregon to file both initial and reply comments in the FCC's Notice of Proposed Rulemaking on video competition and local franchising. Other local governments praised the MHCRC comments for being insightful and thorough. The FCC rulemaking challenged local government authority and asserted that local governments were a barrier to competitive video entry into the marketplace. The MHCRC also participated in FCC proceedings on cable ownership and the AT&T - BellSouth merger.
- The MHCRC was active nationally to oppose Congressional pre-emption efforts. Six bills were introduced that challenged local franchising and community benefits. The MHCRC, other local governments and public interest groups were successful in defeating passage of a bill. The MHCRC worked strategically with other local governments and state and national organizations to advocate in Congress for the Jurisdictions' authority to levy taxes and fees, obtain fair compensation for private use of the public rights-of-way, and preserve various public interest obligations. Advocacy efforts included MHCRC letters and resolutions to Congress, Jurisdictional resolutions opposing federal pre-emption efforts, presentations before civic groups, community access programs outlining the community impact of the proposed legislation, and multiple meetings with Oregon's Congressional delegation.

### **Enhanced Website for Ease-of-Use by the Public**

The MHCRC continued to enhance its website ([www.mhcr.org](http://www.mhcr.org)) to enable stakeholders and the public easier and increased access to information. The site includes basic information about MHCRC business (meeting agendas, minutes, committees, etc.), consumer protection and complaint resolution processes, local community media resources, advocacy and legislative activities and more. Visit the site and find out for yourself.

## MISSION STATEMENT

The Mt. Hood Cable Regulatory Commission advocates for and protects the public interest in the regulation and development of cable communications systems in Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale and Wood Village; monitors and helps resolve cable subscribers' concerns in these jurisdictions; and participates in the planning and implementation of community use of communications technologies which make use of the public right of way.

## GOALS AND OBJECTIVES

(July 1, 2007 – June 30, 2008)

The Commission acknowledges that the policy and regulatory work of the Commission is undertaken in a very dynamic communications technology environment. Consequently, the Commission retains flexibility to modify or revise these Goals and Objectives as may be required from time to time.

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

### Objectives

1. Identify and address franchise compliance issues in response to and, when possible, prior to cable company actions.
2. 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.
3. 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.
4. Pursue regulatory and legal processes to ensure fair compensation and correct accounting for franchise fee payments under franchises regarding use of right-of-way by cable company to deliver converged and bundled services (cable TV, internet and telephone).
5. Analyze video providers's digital telephone service and advise Jurisdictions on local authority and options.
6. Continue to monitor the emerging issues, and the experience of cable TV subscribers in the Jurisdictions and nationwide, relative to the company's privacy policy and practices.
7. Design a community needs ascertainment and begin implementation in order to prepare for the renewal process for the Portland and Multnomah East franchises, which expire December 31, 2010.

**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 annual, competitive grant-making processes for the Community Access Capital Grant program to support the development of public, educational and governmental uses of cable system technology in a way that ensures that the grant funds are distributed in accordance with the grant purpose and criteria.
2. Assess stakeholder and community needs and develop special grant initiatives or funding tiers that respond to identified needs.
3. Monitor projects that have received grant funding to ensure compliance with the project goals and objectives and accountability for grant funds.
4. Collect and analyze evaluative data for grant program.
5. Design and produce a Community Access Capital Grant annual report.
6. Manage and oversee Community Institutional Network (I-Net) planning within available funds in order to leverage this public resource as a low cost, high quality tool for public organizations to communicate, inform and deliver services to their constituencies.
7. Develop an I-Net capital fund expenditure plan based on the I-Net stakeholder future needs ascertainment.
8. Manage access provider contracts with Portland Community Media and MetroEast Community Media.
9. Allocate capital funds for Portland Community Media and MetroEast Community Media.
10. Explore creative public and community opportunities arising through local adoption of digital technology for both content development and distribution.
11. Collaborate with organizations, at the federal, state and local levels, to advocate for the community's access to cable system technology.
12. 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.
13. Support and encourage the access providers to integrate new production and distribution technologies and trends into its public access services.

**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 with jurisdictions' elected officials and key staff in order to educate them about communications technology policy and regulatory issues and what's at stake for our communities.
2. Conduct outreach to interested stakeholders so that they view the Commission as an important source of information.



3. Support our member jurisdictions in implementing FCC rules and federal laws related to cable and telecommunications.
4. Provide recommendations, if necessary, to the Jurisdictions to update the Intergovernmental Agreement (IGA) regarding the Commission's roles and responsibilities in light of changes in regulations and/or service delivery by communication providers.
5. Cultivate a more productive relationship between Portland commissioners and City elected officials.
6. Support and provide resources for the development of Commissioners' education and expertise.

**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 on issues of common concern.
2. Participate in national discussions regarding the potential re-write of telecommunications and cable legislation in order to advocate for and preserve existing and new public interest benefits.
3. Respond to any 2007 State legislation regarding cable and telecommunications issues.
4. Participate in litigation and FCC proceedings on behalf of our jurisdictions' and citizens' interests.
5. Participate in statewide committees or groups who address local government authority, management and control of public rights of way.
6. Advocate for open, nondiscriminatory access to cable system broadband technology.
7. Work with NATOA to include a panel exploring how to extend communications public benefits across all delivery platforms at the 2007 Fall National Conference in Portland.
8. Host a reception, along with other Northwest cities, for cable commissioners, elected officials and others at the NATOA 2007 National Conference.

**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 that respects the volunteer nature of Commission positions and is in accordance with Oregon Open Meeting laws.
3. Continue annual strategic planning and evaluation.
4. Present an annual budget request to the Jurisdictions that supports the Commission's mission and respects the Jurisdictions' budget considerations.

## **BUDGET OVERVIEW**

According to the Intergovernmental Agreement (IGA) among the Jurisdictions which created the MHCRC, the Commission must gain approval of its annual budget by every member Jurisdiction. The MHCRC's Finance Committee, comprised of three Commissioners, developed a detailed FY 2007-08 budget in consultation with its staff. On April 23, 2007, the Commission approved the proposed budget to forward to the Jurisdictions for consideration. The MHCRC provides the proposed budget to the Cities' and County's staff in advance of the City Councils' and the County Commission's consideration of the budget.

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

The proposed budget represents an increase of about 13 percent over the current year budget. Franchise fee revenues are projected to increase by about six percent.

The proposed increase mainly funds staff resources necessary to conduct a community needs ascertainment required by Federal law as the basis for public benefits of renewed franchise agreements. In addition, the MHCRC Jurisdictions, most likely, will have two new cable services franchise agreements (Verizon and Qwest) by the Fall of 2007 to regulate and ensure public benefit implementation in our local communities. The MHCRC expects an increased workload as these companies upgrade their systems in the public right of way and rollout services.

The cable services franchise agreements between the Jurisdictions and Comcast expire in December 2010. Under federal law, any public benefit obligation contained in a renewed franchise agreement must be based on a demonstrated community need. Although franchise negotiations and the Jurisdictions' approval processes will take place in FY2009-10, the MHCRC must conduct a community needs ascertainment and public hearings well in advance of those negotiations. Current MHCRC staff has the specialized expertise and knowledge in this area, but does not have the time available to maintain current core services and accomplish the new ascertainment and franchise negotiation workload. The draft budget supports hiring a 2-yr, limited term, part-time employee to conduct project support and administrative work, in order to free up current staff resources to design and implement the ascertainment and to negotiate and process renewed franchises with the six MHCRC jurisdictions. The last ascertainment was conducted in 1994-95.

The anticipated outcome of adding the staff resources is a well-planned, inclusive community needs ascertainment that will provide a sound legal basis to negotiate the breadth and depth of community benefits the MHCRC's constituencies have come to expect in exchange for cable companies' private use of the public right of way.

## **FINANCIAL SUMMARY**

The Commission's FY 2007-08 Financial Summary is presented on page 9. A large portion of the Commission's overall resources are funds collected from the cable company and the expenditures are the disbursement of those funds to the member Jurisdictions, the community access providers (Portland Community Media (PCM) and MetroEast Community Media (MetroEast) and Community Access Capital Grant recipients. These disbursements are governed by the IGA and by the cable services franchises.

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

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

**First**, the Commission collects all cable services franchise fee revenue for Gresham, Troutdale, Fairview, Wood Village and Multnomah County. The total projected revenues are \$1,071,514 in FY 2007-08;

**Second**, the MHCRC collects funds from the City of Portland for its share of the Commission's operating budget. The FY 2007-08 City of Portland share is 318,597;

**Third**, the Commission administers two programs funded by two percent of Comcast's gross revenues totaling over \$2.1 million: Access Corporation Capital Fund and the Community Access Capital Grant; and

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

**Expenditures** include:

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

**Second**, all MHCRC member jurisdictions contribute a portion of franchise fees to the Commission's Operating Budget (\$480,539). This is a 13 percent increase from the current year budget. The net contribution totals \$472,575, after deducting the balance of the FY 2005-06 budget (\$7,964). Each Jurisdiction's net contribution is outlined below:

Gresham	\$102,222	Fairview	\$9,977
Troutdale	\$16,510	Wood Village	\$3,728
Multnomah County	\$21,541	Portland	\$318,597

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

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

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

**FINANCIAL SUMMARY**  
**FY 2007-08**

<b>RESOURCES</b>	<b>2004-05 Actual</b>	<b>2005-06 Actual</b>	<b>2006-07 Adopted</b>	<b>2007-08 Proposed</b>
Beginning Fund Balance	2,240,271	2,383,979	3,367,178	2,487,477
E. County Franch. Fees	922,668	1,206,839	936,961	1,013,520
Multnomah West Franch. Fees	54,825	78,165	55,378	57,993
Portland Share of Operating Bud.	248,290	257,438	278,307	318,597
Interest	53,037	100,333	58,000	88,000
Community Access Capital Grant	973,181	1,294,846	999,261	1,056,766
Access Corporation Capital Revenue	972,568	1,294,846	999,261	1,056,766
<b>Total Resources</b>	<b>3,224,568</b>	<b>4,232,467</b>	<b>3,327,168</b>	<b>3,591,642</b>
<b>Total</b>	<b>\$5,464,839</b>	<b>\$6,616,446</b>	<b>\$6,694,346</b>	<b>\$6,079,119</b>
<b>REQUIREMENTS</b>				
<b>EXPENDITURES</b>				
Franchise Fee Balance to Jurisdictions	281,317	355,212	262,269	271,786
Community Access Pmt, E. County (MetroEast)	553,601	724,104	564,772	608,113
Community Access Pmts, Mult. West (PCM)	32,895	37,437	33,227	37,637
MHCRC Operating Budget	354,800	366,019	424,381	480,539
Grant / I-Net Operations	58,555	68,356	75,087	93,668
Grant / I-Net Capital	45,070	57,438	86,757	70,379
Community Access Capital Grants	757,995	401,393	850,000	1,000,000
Grants Encumbrances	-	0	896,941	882,847
Access Corporation Capital	972,328	1,219,308	999,261	1,049,345
Access Corporation Capital -Live Origination	24,300	0	0	0
Contingency Reserve -Discretionary		20,000	14,173	0
<b>Total Expenditures</b>	<b>\$3,080,860</b>	<b>\$3,249,268</b>	<b>\$4,206,869</b>	<b>\$4,494,314</b>
Ending Fund Balance	2,383,979	3,367,178	2,487,477	1,584,805
<b>Total</b>	<b>\$5,464,839</b>	<b>\$6,616,446</b>	<b>\$6,694,346</b>	<b>\$6,079,119</b>

## **LINE ITEM BUDGET - SUMMARY**

The Commission's FY 2007-08 Line Item Budget provides detail for expenditures included in the Financial Summary.

The proposed budget increases the staffing level from 3.25 full-time equivalent staff positions to 3.75. This staffing level allows the Commission to maintain its core programs and address additional workload requirements (as described in the Budget Overview), which include:

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

The total FY 2007-08 proposed expenditures is \$4,494,314. The total consists of expenditures funded by dedicated revenues either under the IGA or the franchise agreement in the amount of \$4,013,775, and \$480,539 in Commission's operating expenditures funded by Jurisdictional contributions from the franchise fees.

**LINE ITEM BUDGET - SUMMARY  
FISCAL YEAR 2007-08**

<b>Expenditure Classification</b>	<b>Actual FY 2004-05</b>	<b>Actual FY 2005-06</b>	<b>Adopted FY 2006-07</b>	<b>Proposed FY 2007-08</b>
511000 Employees	235,758	243,058	251,862	283,036
517000 Benefits	77,635	89,985	103,202	111,483
<b>Total Personal Services</b>	<b>\$313,393</b>	<b>\$333,043</b>	<b>\$355,064</b>	<b>\$394,519</b>
521000 Professional Services	25,777	28,265	88,699	83,500
529000 Miscellaneous Services	1,124	30,797	3,200	3,200
Pass Through Payments (PEG & Fr.Fee Bal)	2,422,121	2,737,662	2,709,529	2,966,881
531000 Office Supplies	971	598	1,500	1,500
532000 Operating Supplies	1,913	899	3,700	5,600
541000 Education	787	1,841	1,200	5,200
542000 Local Travel	54	53	800	1,200
543000 Out-of-Town Travel	6,845	5,241	2,950	6,150
549000 Miscellaneous	16,243	7,205	13,415	14,190
<b>Total External Materials &amp; Svcs</b>	<b>\$2,475,835</b>	<b>\$2,812,561</b>	<b>\$2,824,993</b>	<b>\$3,087,421</b>
551000 Fleet Services	41	0	104	156
552000 Printing/Distribution	7,605	8,145	8,190	8,914
553000 Facilities Services	22,504	23,885	23,910	28,683
554000 Communications	3,330	Consolidated in IT .....		
555000 Data Processing	23,000	Consolidated in IT .....		
554000 Information Technology (IT)	N/A	31,870	14,432	21,335
556000 Insurance	9,140	9,830	8,305	8,956
559300 Human Resources	3,573	3,877	3,719	0
558312 Legal Advice	9,476	9,476	10,521	10,900
<b>Total Internal Materials &amp; Svcs</b>	<b>\$78,669</b>	<b>\$87,083</b>	<b>\$69,181</b>	<b>\$78,944</b>
<b>Total Materials &amp; Services</b>	<b>\$2,554,504</b>	<b>\$2,899,644</b>	<b>\$2,894,174</b>	<b>\$3,166,365</b>
575707 Capital Grant Transfer to BTS	201,656	0	0	0
572101 General Fund Overhead	11,307	16,581	13,843	17,590
571100 Contingency *	0	0	943,788	915,840
<b>Total Other</b>	<b>212,963</b>	<b>16,581</b>	<b>957,631</b>	<b>933,430</b>
<b>Total</b>	<b>\$3,080,860</b>	<b>\$3,249,268</b>	<b>\$4,206,869</b>	<b>\$4,494,314</b>
<b>Professional Services</b>	<b>Acct: 521000</b>	<b>Pass Through Payments</b>		<b>Acct: 529000</b>
Operating Budget	21,500	Community Access Payments		271,786
Capital Fund Budget	62,000	East County Fr. Fee Balance		645,750
Total	83,500	Access Corporation Capital		1,049,345
		Comm. Access Capital Grant		1,000,000
		Total		2,966,881

\* Includes encumbered funds of \$882,847 from Capital Grants awarded in prior years

## **APPENDIX ONE**

### **FY 2007-08 BUDGET DETAIL**

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

#### **Operating Budget**

This document presents the MHCRC's "Operating Budget" funded by contributions from the member Jurisdictions. The proposed operating budget is 13 percent increase from the current fiscal year budget.

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

#### **MHCRC Operating Budget with PEG and I-Net**

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

#### **MHCRC Operating Budget Line Item Detail**

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

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

**COMMISSION OPERATING BUDGET**  
**Funded by Jurisdictions**  
**FY 2007-08**

Acct.	Title	FY 2005-06 Actual	FY 2006-07 Adopted	FY 2007-08 Proposed
5110	Employees	193,171	199,247	228,087
5170	Benefits	71,516	80,730	89,332
<b>Personnel Services</b>		<b>\$264,687</b>	<b>\$279,977</b>	<b>\$317,419</b>
5210	Professional Services	7,777	26,699	21,500
5290	Miscellaneous Services	30,798	3,200	3,200
5310	Office Supplies	598	1,500	1,500
5320	Operating Supplies	899	3,700	5,600
5410	Education	1,826	1,200	5,200
5420	Local Travel	53	800	1,200
5430	Out-of-Town Travel	4,241	2,950	6,150
5490	Miscellaneous	4,786	11,165	11,940
<b>External Materials and Services</b>		<b>\$50,978</b>	<b>\$51,214</b>	<b>\$56,290</b>
5510	Fleet Services	0	104	156
5520	Print/Distribution	7,332	6,358	7,183
5530	Facilities Services	19,062	18,562	23,114
5540	Communications Services	Consolidated in IT	Consolidated in IT	Consolidated in IT
5550	Data Processing Services	Consolidated in IT	Consolidated in IT	Consolidated in IT
5540	Information Technology (IT)	13,355	11,204	17,193
5560	Insurance	7,651	6,447	7,217
559300	Human Resources	2,909	2,887	0
558312	Legal Advice	6,476	7,190	7,500
<b>Internal Services</b>		<b>\$56,785</b>	<b>\$52,752</b>	<b>\$62,364</b>
572101	GF Overhead	13,569	10,746	14,175
575101	COLA	0	10,347	11,218
571100	Contingency	0	19,345	19,072
<b>Cable Fund Services</b>		<b>\$ 13,569</b>	<b>\$ 40,438</b>	<b>\$ 44,465</b>
<b>Total</b>		<b>\$386,019</b>	<b>\$424,381</b>	<b>\$480,539</b>

13.2%



**COMMISSION OPERATING BUDGET WITH PEG AND I-NET**  
**(Funded by Jurisdictions and other Dedicated Resources \* )**  
**FY 2007-08**

Acct.	Title	FY 2006-07 Adopted	FY 2007-08 Proposed
5110	Employees	251,862	283,036
5170	Benefits	103,202	111,483
<b>Personnel Services</b>		<b>\$355,064</b>	<b>\$394,519</b>
5210	Professional Services	88,699	83,500
5290	Miscellaneous Services	3,200	3,200
5310	Office Supplies	1,500	1,500
5320	Operating Supplies	3,700	5,600
5410	Education	1,200	5,200
5420	Local Travel	800	1,200
5430	Out-of-Town Travel	2,950	6,150
5490	Miscellaneous	13,415	14,190
<b>External Materials and Services</b>		<b>\$115,464</b>	<b>\$120,540</b>
5510	Fleet Services	104	156
5520	Print/Distribution	8,190	8,914
5530	Facilities Services	23,910	28,683
5540	Information Technology (IT)	14,432	21,335
5560	Insurance	8,305	8,956
559300	Human Resources	3,719	0
558312	Legal Advice	10,521	10,900
<b>Internal Services</b>		<b>\$69,181</b>	<b>\$78,944</b>
572101	Overhead	13,843	17,590
571100	COLA	13,328	13,921
571100	Contingency	19,345	19,072
571100	Contingency Reserve-Discretionary **	14,173	0
<b>Cable Fund Services</b>		<b>\$ 60,689</b>	<b>\$ 50,583</b>
<b>TOTAL</b>		<b>\$600,398</b>	<b>\$644,586</b>
Dedicated PEG resources and Conting., Reserve.		\$ 176,017	\$ 164,047
Total funded by Jurisdictions		\$ 424,381	\$ 480,539

**\* Dedicated funds and resources:**

1. Interest from MHCRC Fund Balance

2. Dedicated PEG Capital Funds

**\*\* Balance from Compliance Revenues and Other Non-Jurisdictional Resources.**

**OPERATING BUDGET LINE ITEM DETAIL  
PROPOSED**

		..... FY 2007-08 .....			..... FY 2006-07 .....		
Line Item	Description	Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total
5110	<i>Employees :</i>						
	Director 0.50	53,457	2,227	55,684	50,076	2,086	52,162
	Dep. Director 0.45	38,269	2,443	40,712	37,134	2,370	39,504
	Financial Analyst 0.50	26,813	11,491	38,304	25,981	11,135	37,116
	Program Manager 0.80	41,941	22,583	64,524	40,646	21,886	62,532
	Program Specialist 1.00	48,612	16,204	64,816	45,411	15,137	60,548
	Admin Specialist 0.50	18,996	0	18,996	0	0	0
	<b>Total 3.75</b>	<b>\$228,087</b>	<b>\$54,949</b>	<b>\$283,036</b>	<b>\$199,248</b>	<b>\$52,614</b>	<b>\$251,862</b>
5170	<i>Benefits:</i>						
	Director	17,594	733	18,327	17,610	734	18,344
	Dep. Director	14,047	897	14,944	14,337	915	15,252
	Financial Analyst	10,601	4,543	15,144	10,828	4,640	15,468
	Program Manager	16,856	9,076	25,932	17,215	9,269	26,484
	Program Specialist	20,706	6,902	27,608	20,741	6,914	27,655
	Admin Specialist	9,528	0	9,528	0	0	0
	<b>Total</b>	<b>\$89,332</b>	<b>\$22,151</b>	<b>\$111,483</b>	<b>\$80,731</b>	<b>\$22,472</b>	<b>\$103,203</b>
	<b>Personnel Services Total</b>	<b>\$317,419</b>	<b>\$77,100</b>	<b>\$394,519</b>	<b>\$279,979</b>	<b>\$75,086</b>	<b>\$355,065</b>
5210	<i>Professional Services:</i>						
	Engineering Tech. Services	4,000	49,000	53,000	5,836	49,000	54,836
	I-Net / Grant Outreach	0	8,000	8,000	0	8,000	8,000
	Financial Services - MHCRC	9,000	5,000	14,000	17,363	5,000	22,363
	NATOA Sponsorship	5,000	0	5,000	0	0	0
	MHCRC and Staff Retreat	3,500	0	3,500	3,500	0	3,500
	<b>Total</b>	<b>\$21,500</b>	<b>\$62,000</b>	<b>\$83,500</b>	<b>\$26,699</b>	<b>\$62,000</b>	<b>\$88,699</b>
5290	<i>Miscellaneous Services :</i>						
	Temp. Clerical Support	2,000	0	2,000	2,000	0	2,000
	Mail Delivery Service	1,200	0	1,200	1,200	0	1,200
	<b>Total</b>	<b>\$3,200</b>	<b>0</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$0</b>	<b>\$3,200</b>
5310	Office Supplies	\$ 1,500	\$ -	\$1,500	\$ 1,500	0	\$1,500
5320	<i>Operating Supplies:</i>						
	Printer, Fax, & other supplies	2,000	0	2,000	1,500	0	1,500
	Software Upgrade	1,100	0	1,100	700	0	700
5350	Data Processing Equip.	2,500		2,500	1,500		1,500
	<b>Total</b>	<b>\$5,600</b>	<b>\$0</b>	<b>\$5,600</b>	<b>\$3,700</b>	<b>0</b>	<b>\$3,700</b>
5410	<i>Education:</i>						
	Computer Training	1,200	0	1,200	400	0	400
	Cable Regulatory Training	4,000	0	4,000	800	0	800
	<b>Total</b>	<b>\$5,200</b>	<b>\$0</b>	<b>\$5,200</b>	<b>\$1,200</b>	<b>0</b>	<b>\$1,200</b>

**OPERATING BUDGET LINE ITEM DETAIL  
PROPOSED**

		..... FY 2007-08 .....			..... FY 2006-07 .....		
Line Item	Description	Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total
5420	Local Travel	1,200	0	1,200	800	0	800
5430	Out of Town Travel	\$6,150	\$0	\$6,150	\$2,950	0	\$2,950
5490	Miscellaneous:						
	NATO - Membership	900	0	900	900	0	900
	ACM - Membership	575	0	575	500	0	500
	Grantmakers of Oregon	0	1,750	1,750	0	1,750	1,750
	Subscriptions:						
	Multichannel News	900	0	900	900	0	900
	Telecommunity	5,000	0	5,000	5,000	0	5,000
	Oregonian	80	0	80	80	0	80
	Gresham Outlook	85	0	85	85	0	85
	Aspen Publishers	600	0	600	300	0	300
	Law Journal Press	600	0	600	300	0	300
	Precursor	350	0	350	350	0	350
	West Group	350	0	350	350	0	350
	Lexis Nexis	800	0	800	800	0	800
	Parking; MHCRC & Customers	1,100	0	1,100	1,100	0	1,100
	Refreshments for MHCRC meeting	600	500	1,100	500	500	1,000
	<b>Total</b>	<b>\$11,940</b>	<b>\$2,250</b>	<b>\$14,190</b>	<b>\$11,165</b>	<b>\$2,250</b>	<b>\$13,415</b>
	<b>Total, External M&amp;S</b>	<b>\$56,290</b>	<b>\$64,250</b>	<b>\$120,540</b>	<b>\$51,214</b>	<b>\$64,250</b>	<b>\$115,464</b>
	Internal Service:						
5510	Fleet Services	156	0	156	104	0	104
5520	Print/Distribution	7,183	1,731	8,914	6,358	1,832	8,190
5530	Facilities Services	23,114	5,569	28,683	18,562	5,348	23,910
5,540	Information Technology (IT)	17,193	4,142	21,335	11,204	3,228	14,432
5560	Insurance/Worker's Comp.	7,217	1,739	8,956	6,447	1,858	8,305
559300	Human Resources	0	0	0	2,887	832	3,719
558312	Legal Advice	7,500	3,400	10,900	7,190	3,331	10,521
	<b>Total, Internal Svcs</b>	<b>\$62,364</b>	<b>\$16,580</b>	<b>\$78,944</b>	<b>\$52,751</b>	<b>\$16,429</b>	<b>\$69,181</b>
572101	GF Overhead	14,175	3,415	17,590	10,744	3,097	13,841
571100	COLA	11,218	2,703	13,921	10,347	2,981	13,328
571100	Contingency	19,072	0	19,072	19,345	0	19,345
	<b>Total Other</b>	<b>\$44,465</b>	<b>\$6,118</b>	<b>\$50,583</b>	<b>\$40,436</b>	<b>\$6,078</b>	<b>\$46,514</b>
	<b>Operating Budget</b>	<b>\$480,539</b>			<b>\$424,381</b>		
	<b>Dedicated Fund Resources</b>		<b>\$164,047</b>			<b>\$ 161,843</b>	
	<b>Total</b>			<b>\$644,586</b>			<b>\$586,224</b>

## **APPENDIX TWO**

### **BUDGET ALLOCATION BY JURISDICTION**

All member Jurisdictions contribute to the operation of the MHCRC. For FY 2007-08, the Commission used the funding methodology adopted by the Jurisdictions. The methodology is based on an agreed upon shared percentage of the Commission's operating costs between Portland and the East County Jurisdictions. The East County share is then allocated among Fairview, Gresham, Troutdale, Wood Village and Multnomah County based on the number of cable subscribers in each Jurisdiction.

**BUDGET ALLOCATION BY JURISDICTION  
COMMISSION OPERATING BUDGET  
FY 2007-08**

Operating Budget Total:     **\$ 480,539**

<b>JURISDICTION</b>			<b>FY 2006-07 Adopted</b>	<b>FY 06-07 %%</b>	<b>FY 2007-08 Request</b>	<b>FY 06-07 %%</b>	<b>Credit Balance FY 05-06</b>	<b>Net Juris. Appr.</b>
<b>Portland</b>	Subscriber Distribution		<b>\$258,114</b>	<b>66.3%</b>	<b>\$318,597</b>	<b>66.3%</b>	<b>3,057</b>	<b>\$ 315,540</b>
<b>E. County</b>	<b>No. Of Subs</b>	<b>Perc. Distr.</b>						
Gresham	19,309	66.4%	\$87,975	22.6%	\$107,562	22.4%	\$4,396	\$103,166
Multnomah Co.	4,065	14.0%	\$18,190	4.7%	\$22,644	4.7%	\$920	\$21,724
Troutdale	3,121	10.7%	\$14,478	3.7%	\$17,386	3.6%	\$755	\$16,631
Fairview	1,871	6.4%	\$7,293	1.9%	\$10,423	2.2%	\$377	\$10,046
Wood Village	705	2.4%	\$3,262	0.8%	\$3,927	0.8%	\$172	\$3,755
<b>E. County Total</b>	<b>29,071</b>	<b>100.0%</b>	<b>\$131,198</b>	<b>33.7%</b>	<b>\$ 161,942</b>	<b>33.7%</b>	<b>\$ 6,620</b>	<b>\$ 155,322</b>
<b>Total</b>			<b>\$389,312</b>	<b>100.0%</b>	<b>\$480,539</b>	<b>100.0%</b>	<b>\$ 9,677</b>	<b>\$ 470,862</b>

**MT HOOD CABLE REGULATORY COMMISSION  
CABLE SUBSCRIBERSHIP**

<b>Jurisdictions</b>	<b>Jul-05</b>	<b>Jul-06</b>	<b>FY 2007-08 Distribution</b>	<b>Percentage Incr./Decr</b>
<b>E. County</b>				
Gresham	19,075	19,309	66.4%	1.2%
Multnomah Co. + W. Mu	4,016	4,065	14.0%	1.2%
Troutdale	3,084	3,121	10.7%	1.2%
Fairview	1,832	1,871	6.4%	2.1%
Wood Village	716	705	2.4%	-1.5%
<b>E. County Total</b>	<b>28,723</b>	<b>29,071</b>	<b>100.0%</b>	<b>1.2%</b>
<b>Portland</b>	<b>115,146</b>	<b>118,644</b>		<b>3.0%</b>
<b>Total MHCRC Subscribe</b>	<b>143,869</b>	<b>147,715</b>		<b>2.7%</b>
<b>Source: Comcast Subscriber Penetration Report</b>				

## **APPENDIX THREE**

### **FRANCHISE FEE REVENUE AND DISBURSEMENT DETAIL**

**FRANCHISE FEE REVENUES AND DISBURSEMENTS**  
**FY 2007-08**  
**PROPOSED**

Jurisdictions	Franchise Fees	Net Budget Appropriation	MetroEast	PCM	Payments to Jurisdictions
<b>Portland</b>		<b>318,597</b>		<b>\$798,292</b>	
GRESHAM	706,701	102,222	424,021		180,458
MULTNOMAH CO., EAST	96,837	21,541	58,102		17,194
MULTNOMAH CO., WEST	57,993	N/A	N/A	37,637	20,356
TROUTDALE	115,035	16,510	69,021		29,504
FAIRVIEW	68,962	9,977	41,377		17,608
WOOD VILLAGE	25,985	3,728	15,591		6,666
<b>Total, East County</b>	<b>\$1,071,514</b>	<b>\$153,978</b>	<b>\$608,113</b>	<b>\$37,637</b>	<b>\$271,786</b>
<b>Total</b>	<b>-</b>	<b>\$472,575</b>	<b>-</b>	<b>\$835,929</b>	<b>-</b>

**FY 2007-08 Budget less FY 2005-06 Credit Balance**

Jurisdictions	FY 2007-08 Proposed	Credit Balance FY 05-06	Net Budg. Approp. FY 2007-08
<b>PORTLAND</b>	<b>318,597</b>		<b>318,597</b>
GRESHAM	107,562	5,340	102,222
MULTNOMAH CO.	22,644	1,103	21,541
TROUTDALE	17,386	876	16,510
FAIRVIEW	10,423	446	9,977
WOOD VILLAGE	3,927	199	3,728
<b>Sub Total, East County</b>	<b>\$161,941</b>	<b>\$7,964</b>	<b>\$153,978</b>
<b>Total</b>	<b>\$480,539</b>	<b>\$7,964</b>	<b>\$472,575</b>

**FRANCHISE FEE BALANCE TO JURISDICTIONS:**

Jurisdictions	FY 04-05 Actual	FY 05-06 Actual	FY 06-07 Projection	FY 07-08 Projection	Increase/ (decr) 08
GRESHAM	186,608	180,923	174,172	180,458	\$6,286
MULTNOMAH CO., EAST	19,675	18,443	16,664	17,194	\$530
MULTNOMAH CO., WEST	21,930	24,479	20,000	20,356	\$356
TROUTDALE	30,287	30,074	28,205	29,504	\$1,299
FAIRVIEW	16,828	18,983	16,683	17,608	\$925
WOOD VILLAGE	5,989	6,078	6,545	6,666	\$121
	<b>\$281,317</b>	<b>\$278,980</b>	<b>\$262,269</b>	<b>\$271,786</b>	<b>\$9,517</b>

3.6%

## APPENDIX FOUR

### ACCESS DISBURSEMENT DETAIL (MetroEast and PCM)

The Commission administers two contracts with the community access providers that serve the Jurisdictions. Attachment 1 presents the FY 2007-08 budget for MetroEast Community Media (MetroEast). MetroEast serves the East Multnomah County area. Attachment 2 presents the FY 2007-08 budget for Portland Community Media (PCM). PCM serves the City of Portland area.

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

A summary chart of Access Resources is included below.

1. MetroEast: Community Access Payment:

60 % of East County Cable Franchise Fees	\$ 608,113
<u>Access Corporation Capital</u>	<u>\$ 484,339</u>
Total	\$1,092,452

2. PCM: Community Access Payment:

City of Portland General Fund	\$ 865,118
60% of West Multnomah County	\$ 37,637
<u>Access Corporation Capital</u>	<u>\$ 565,006</u>
Total	\$ 1,467,761



**Attachment 1**

**METROEAST COMMUNITY MEDIA BUDGET**

**FISCAL YEAR 2007-08**

## **METROEAST COMMUNITY MEDIA FY 2007-08 BUDGET NARRATIVE**

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

### **WHAT WE DO**

MetroEast produces and facilitates programming with many diverse partners and on wide-ranging topics. MetroEast partnered with over 200 community organizations and facilitated over 3000 hours of programming in FY 2006-07, including:

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

- Coverage of local community events such as the *Celebration of Cultures*, the Gresham Area Chamber of Commerce's benefit breakfast, Gresham's *Teddy Bear Parade*, *Senior Showcase*, and *Rose City News*.

## **HOW WE DO IT**

MetroEast makes these services possible through training, access to equipment, staff support and program production. For the past several years, use of MetroEast facilities and hours of programming produced at MetroEast has increased; these trends continued this year. In FY 2007-08, MetroEast will:

- Offer training to 650 people in 125 classes
- Produce and facilitate more than 3000 hours of programming by, for and about East Metro, its residents and their concerns and issues
- Have 300 volunteers give 10,000 hours of their time to MetroEast and the community
- Loan equipment to community members who are creating programming for and about the East Metro area for more than 2,200 days
- Provide more than 75 hours of staff assistance and support to the public each week, an annual total of more than 3,900 hours.

## **PREPARING FOR THE FUTURE**

In FY 2004-05 MetroEast completed the development of its strategic plan, based on information gathered from a community needs assessment. In preparation for the Comcast cable franchise renewal, the plan will be updated during the coming fiscal year. Strategic directions set by MetroEast include:

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

- Improving visibility and awareness by articulating the benefits of MetroEast programming and services based on understanding audience/constituent needs and wants.
- Developing partnerships to diversify funding by seeking grant funding, earned income and other opportunities to supplement cable-related resources.
- Making it easy by lowering the technical threshold to aid the participation of diverse individuals, community groups and local governments and creating ways to “meet groups where they are” as a starting point for their involvement.
- Administering and governing with accountability through board and staff development, planning, and financial oversight.

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

## **THE NUMBERS**

After several years of stable expenditures, MetroEast’s non-capital expenditures will increase slightly more than usual. The OLLIE director, a collaboration between MetroEast and Portland Community Media (see above), is a PCM employee. MetroEast’s share of the Director’s salary is found in 6041, Consulting.

Capital expenditures have fluctuated significantly over the past few years due to property acquisition and other expenditures (e.g., architectural fees, building permits) for MetroEast’s new facility. Construction of the new facility was completed in November of 2005 and became fully operational in the spring of 2006. (Building payments are reflected in line items 8011, 8013, 8014, 8015.)

The increase in revenue line item 4200 (Other) is, using a conservative approach, based on recent success in finding grant funding for OLLIE.

Significant changes in expenditures include:

Higher personnel costs driven by increased health insurance rates and the need to provide competitive wages in a tighter job market.

PROPOSED BUDGET  
METROEAST COMMUNITY MEDIA  
FY 2007-08

		ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	ACTUAL 2006-07 (2/20/07)	PROPOSED BUDGET 2007-08
<b>INCOME:</b>						
4130	Franchise Fees, Multnomah	\$ 553,601	\$ 550,997	\$ 564,772	\$ 307,768	\$ 583,008
4140	PCM Educational Services Supp	0	40,647	17,403	8,702	0
4090	Interest	525	600	150	66	100
4270	Activity Fees/Fees for Service	14,898	30,000	27,500	12,137	18,000
4200	Other	12,567	10,000	4,500	126,073	49,100
4172	Capital Funds	435,436	442,509	458,303	229,152	484,339
4162	Investment Fund Withdrawal	366,559	294,500	250,337	140,616	282,791
4182	Loan Proceeds	244,594	460,000	0		0
	<b>TOTAL OPERATING INCOME</b>	<b>\$ 1,628,180</b>	<b>\$ 1,829,253</b>	<b>\$ 1,322,965</b>	<b>\$ 824,513</b>	<b>\$ 1,417,338</b>
		ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	ACTUAL 2006-07 (2/20/2007)	PROPOSED BUDGET 2007-08
<b>EXPENSES:</b>						
<b>Personnel</b>						
7020	Full-Time Salaries	\$ 396,453	\$ 467,216	\$ 444,840	\$ 304,964	\$ 483,376
7030	Part-Time Salaries	75,462	54,976	99,898	50,838	90,861
7050	Taxes & Fringe Benefits	137,917	143,100	141,632	95,396	160,786
	<b>Total Personal Services</b>	<b>\$ 609,832</b>	<b>\$ 665,292</b>	<b>\$ 686,370</b>	<b>\$ 451,198</b>	<b>\$ 735,023</b>
<b>Operations</b>						
		ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	ACTUAL 2006-07 (2/20/2007)	PROPOSED BUDGET 2007-08
6020	Accounting	\$ 15,069	\$ 15,500	\$ 16,500	\$ 15,187	\$ 17,000
6041	Consulting	18,673	25,526	26,336	37,257	35,793
6051	Dues & Subscriptions	10,329	10,885	12,000	8,465	12,000
6060	Educational Program Acquisition	450	300	300	(384)	300
6061	Education & Training	9,822	8,935	6,350	5,506	7,051
6062	Business Meals/Related	1,370	2,500	2,500	830	2,250
6063	Ed. Tuition Reimbursement	0	0	200	0	200
6064	Events	0	1,000	1,000	50	1,000
6070	Food	5,199	8,000	8,000	3,863	8,000
6080	Graphics	0	2,500	2,500	0	0
6100	Insurance	39,075	37,500	40,250	33,992	42,000
6110	Janitorial	7,020	7,500	10,200	6,450	9,000
6130	Legal	1,541	4,000	4,000	4,863	4,000
6131	Local Travel & Mileage	2,391	1,037	1,356	963	2,120
6140	Maintenance Supplies	1,989	958	1,162	649	1,588
6160	Office Supplies	3,164	1,871	2,130	2,027	2,930
6161	Operation Supplies	8,455	3,410	4,419	6,062	4,500
6170	Personnel Recruitment	(102)	1,000	1,000	0	1,000
6171	Phones	6,537	7,500	4,192	4,594	7,150
6172	Postage	5,685	7,000	3,885	3,685	5,900
6173	Printing	9,487	4,300	5,338	8,547	6,250
6174	Marketing/Promotion	5,114	2,461	6,000	4,168	5,000
6190	Repairs & Maintenance	3,406	1,616	1,974	3,725	2,300
6200	Rent, Utilities, Maintenance	43,092	16,315	0	0	0
6211	Travel	3,420	4,900	4,200	2,297	5,544
6220	Utilities and Maintenance	385	0	12,000	10,430	14,500
6230	Vehicle Maintenance	0	500	500	0	500
	<b>Total Materials &amp; Services</b>	<b>\$ 201,571</b>	<b>\$ 177,014</b>	<b>\$ 178,292</b>	<b>\$ 163,226</b>	<b>\$ 197,876</b>

PROPOSED BUDGET  
METROEAST COMMUNITY MEDIA  
FY 2007-08

	Capital	ACTUAL 2004-05	ACTUAL 2005-06	BUDGET 2006-07	ACTUAL 2006-07 (2/20/07)	PROPOSED BUDGET 2007-08
8001	Misc. Debt Expense	\$ 4,110	\$ 0	\$ 0	\$ 3,750	\$ 5,000
8002	Books	0	175	175	0	175
8003	Maintenance Supplies	0	2,954	500	0	3,000
8004	Office Supplies	1,630	407	652	1,619	800
8005	Operation Supplies	0	764	610	10,264	800
8006	Repairs & Maintenance	0	0	860	0	1,000
8007	Videotape	1,347	500	500	2,323	1,000
8008	Equipment lease - Debt Reductio	0	0	27,412	17,822	30,027
8009	Equipment lease - Interest	0	0	12,866	9,030	10,250
8011	Interest Short Term Loans	0	28,428	67,850	31,851	47,776
8013	Interest Long Term Loan	29,977	32,005	53,785	42,907	116,517
8014	Debt Reduction - Short Term Loa	36,913	31,899	111,976	75,000	73,436
8015	Debt Reduction - Long Term Loa	0	5,646	15,117	7,110	23,658
8020	Building	551,906	678,363	0	0	0
8021	Property Taxes	4,424	0	0	0	0
8030	Leasehold Improvements	0	0	5,000	6,130	5,000
8016	Building Maintenance Fund			11,000	0	11,000
8040	Office Equipment	17,175	20,000	25,000	16,126	25,000
8050	Office Furnishings	290	10,000	25,000	0	10,000
8060	Production & Maintenance Equip	10,804	105,984	100,000	117,331	120,000
	Total Capital	\$ 658,576	\$ 917,125	\$ 458,303	\$ 341,262	\$ 484,439
	TOTAL OPERATING EXPENSE	\$ 1,469,979	\$ 1,759,431	\$ 1,322,965	\$ 1,190,857	\$ 1,417,338

**METROEAST COMMUNITY MEDIA**  
**FY 2007-08 PEG BUDGET**  
**LINE ITEM EXPLANATION**

**INCOME:**

**4130 Multnomah Franchise Fees**

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

**4140 PCM Educational Services Support**

MetroEast provides educational services to six East County school districts that overlap into Portland. Through an agreement with Portland Community Media, MetroEast received payment for services provided for these areas.

**4090 Interest**

Income projected on current interest rates.

**4200 Other**

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

**4270 Activity/Fees for Service**

Moneys from activity fees and charging for MetroEast services.

**4172 Capital Funds**

Moneys from franchise capital revenues dedicated to PEG access providers.

**4162 Investment Withdrawal**

Withdrawals from MetroEast's investment fund.

**4182 Loan Proceeds**

Proceeds from building loans.

**EXPENSES:**

**7020 Full-time Salaries.**

Salaries for full-time employees.

**7030 Part-time Salaries**

Salaries for part-time employees.

**7050 Taxes & Benefits**

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

**6020        Accounting**

Cost of annual audit and accounting support services.

**6041        Consulting**

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

**6051        Dues and Subscriptions**

Cable, magazine and newspaper subscriptions, professional memberships.

**6060        Educational Program Acquisition**

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

**6061        Education and Training**

Training and education for nine Board members and fifteen employees.

**6062        Business Meals/Related**

Meals purchased for business-related purposes.

**6063        Education Tuition Reimbursement**

Costs for tuition reimbursement.

**6064        Events**

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

**6070        Food**

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

**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.

**6220 Utilities and Maintenance**

Utilities, including water and electricity and building maintenance.

**6230 Vehicle Maintenance**

Maintenance and repairs for two vehicles.

**8001 Miscellaneous Debt Expense**

Fees for and interest on building loan.

**8002 Books**

Training books, videos, and other books.

**8003 Maintenance Supplies**

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

**8004 Office Supplies**

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

**8005 Operating Supplies**

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

**8006 Repairs & Maintenance**

Routine and emergency maintenance.

**8007 Videotape**

Blank videotape (Digital, VHS, SVHS)

**8008 Debt Reduction - Equipment Lease**

Reduction of principle on equipment lease

**8009 Interest - Equipment Lease**

Interest payments on equipment lease.

**8011 Interest - Short Term Loans**

Interest payments on short term loans

**8013 Interest on Long Term Loan**

Interest payments on Key Bank Loan

**8014 Debt Reduction - Short Term Loans**

Payments on principle of short term loans.

**8015 Debt Reduction - Long Term Loan**

Payments on Key Bank loan principle.

**8016 Building Maintenance Fund**

Funds for future maintenance costs.

**8020 Building Construction**

Construction costs for new facility.

**8021      Property Taxes**

Property taxes paid to Multnomah County.

**8030      Leasehold Improvements**

Improvements to MetroEast building.

**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.

**8080      Equipment Search in Progress**

Expenses associated with research on specific equipment acquisitions.

**9000      Investment Fund**

Funds invested during pre-1998 franchise to sustain services during current franchise.

**Attachment 2**

**PORTLAND COMMUNITY MEDIA BUDGET**

**FISCAL YEAR 2007-08**



2766 NE MLK JR. BLVD.  
PORTLAND, OR 97212

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FX [503] 288-8173

www.pcmtv.org

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Andrea Cano  
MHCRC LIAISON

EXECUTIVE DIRECTOR  
Carl Kuchorski

RECEIVED  
APR 16 2007

OFFICE OF CABLE COMMUNICATIONS  
CITY OF PORTLAND

April 5, 2007

Norm Thomas, Chair  
Mt Hood Cable Regulatory Commission  
1120 SW Fifth Ave., Suite 1305  
Portland, OR 97204

Dear Norm,

Enclosed are the operating and capital budgets for Portland Community Media for FY 2007-2008 as approved by the Board of Directors.

The operating budget was drafted with the following assumptions:

1. City Contract base funding is \$798,292
2. One Budget Add Package project is included at \$66,826 which will result in one new FTE for the Youth Media program to increase the number of youth served.
3. The total city funding, base and add package, is \$865,118.
4. Earnings from the Investment Fund of up to \$100,000 may be used for operating expenses
5. PCM and MetroEast will continue to share the foundation revenue and operating expenses of the OLLIE project.

Capital funds will be used to:

- 1) implement a plan for additional operational space;
- 2) continue implementing the recommendations of the Technical Assessment Report over three years;
- 3) upgrade production systems to replace aging equipment and for energy efficiency;
- 4) establish multimedia production and education sites and equipment for programming from neighborhood sites;
- 5) improve programming and media creation opportunities for nonprofits, neighborhoods, schools, and youth; and,
- 6) engage the business community for programming, sponsorships, underwriting and other financial support.

11 21 22 23 29 30



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Marshall Runkel  
Fred Schoich

Andrea Cano  
MHCRC LIASON

EXECUTIVE DIRECTOR  
Carl Kucharski

PCM appreciates the ongoing support of the MHCRC and looks forward to working with the Commission in the future as community media evolves in our community.

If you have any questions please feel free to contact me.

Sincerely,

Carl Kucharski  
Executive Director

Cc: David Olson, Julie Omelchuck, Sebastian Rodriguez

11 21 22 23 29 30

## **PORTLAND COMMUNITY MEDIA**

### **1. OVERVIEW OF PORTLAND COMMUNITY MEDIA**

Portland Community Media (PCM), a 501(c) 3 organization, is the PEG Access center serving Portland, Oregon.

PCM cablecasts non-commercial television with responsibility for programming six channels: 11, 21, 22, 23, 29 and CityNet 30. Channel 11 (the Community Access Network) reaches more than 400,000 cable subscriber households in five counties in two states—Multnomah, Washington, Columbia and Clackamas counties in Oregon and Clark County in Washington.

#### **Community Programming**

Portland Community Media's channels carry programs that span a wide variety of interests, created by members of the community and cablecast in seven languages. Content includes current events, community affairs, neighborhood issues, religion entertainment, cultural events, program serving special communities and a wide range of special interest programming. Formats include newscasts, talk shows, educational programs and documentaries. In addition, PCM provides a free video bulletin board service for community announcements on channels 11, 22 and 23.

#### **Government and Special Projects Programming**

PCM's flagship channel, CityNet 30, cablecasts coverage of all the meetings of the Portland City Council, the Multnomah County Commission, and the Metro Regional Government. Other government and civic programming included City Club of Portland, Portland Development Commission and events such as Vision PDX, Chiefs Forum, and the Charter Review.

#### **Community Media Education**

Portland Community Media's education program provides training, tools and support that enable community members to examine media critically, conceive and create digital media, and effectively produce programs for public access distribution.

PCM provides hands-on, project-based media education programs for the general public. Media Education courses include field and studio-based production; multimedia and digital storytelling; component classes for studio camera, audio, graphics and lighting, and field audio and lighting; linear and non-linear editing; and workshops for mini-mobile production and using the five-camera production vehicle.

PCM actively collaborates with youth organizations in the Portland area including the Police Activities League (PAL), SUN (Schools Uniting Neighborhoods) Schools, New Avenues for Youth, the I Have a Dream Foundation and Girls Inc.

## **2. FACILITIES AND EQUIPMENT**

Portland Community Media owns and operates out of an 8,765 sq ft building with a garage that houses a five camera production truck. There are two studios available, 2,000 sq ft and 500 sq ft. In-house editing occurs in five editing rooms which house tape-based and non-linear editing equipment. Tape-based editing accommodates a variety of formats such as 3/4" U-Matic, SVHS, DV Cam and D-9. The non-linear Apple desk tops use Final Cut Pro as the editing program.

PCM has a variety of portable equipment for community use including 20 camcorders such as the Sony PD-150 and 250 units, tripods, lighting kits, microphones and monitors. For editing, PCM checks out 5 Apple Power Books and 10 I-Books with Lacie hard drives for nonlinear editing.

Three dubbing systems in the facility accommodate multiple formats including DVD production. Three satellite dishes acquire additional programming.

The multi-camera production truck is also "checked out" to community users under the supervision of a staff person. There is a nominal fee to cover direct operating expenses such as gas, oil and parking. The fee can be waived for cause. PCM also provides two mini-mobile units, i.e., smaller, compact, mobile multi-camera production units. Other than the production truck and mini mobile, the use of PCM's facility and equipment is without charge.

PCM also operates youth media services. In partnership with MetroEast Community Media, OLLIE (Oregon Learning Lab for Information Education) and Adventures in Television provide media education and technology training for under-served youth in Multnomah County schools, in after-school and community-based programs and in summer services. OLLIE and Adventures in Television use Panasonic camcorders and I-Books for production and post-production by young people grades 6 through 12.

PCM has access to a number of sites around the community for the transmission of live programming including City Hall and other city and county government buildings. Several other community sites are part of PCM's Neighborhood Communications Network. Those community sites have the capabilities of producing multimedia productions and/or transmitting them live to PCM and, in turn, to all cable subscribers. The NCN sites include the Interstate Firehouse Cultural Center, the Hollywood Theatre, a nonprofit theater, Ethos Inc, a nonprofit that provides music education to children, the Hilton Hotel, and community parks.



**Get Centered!**—an initiative of Metro Regional Government to support a multi year campaign dedicated to helping visionary developers, architects and elected officials spur investment and build vibrant downtown areas

**Columbia River Crossing Task Force**-- aimed at improving mobility, reliability, and accessibility for car, freight, transit, bicycle, and pedestrian users of the I-5 corridor.

**Charter Review Commission**-- Commission examining and making recommendations on the City's form of government and reforming Civil Service rules.

#### **4. EXAMPLE COMMUNITY PARTNERSHIPS**

##### **Transforming Homelessness in Portland Project: A partnership with Southeast Uplift, p:ear and Portland Community Media**

Southeast Uplift Neighborhood Program is a non-profit coalition of 20 neighborhoods in southeast and northeast Portland. In 2006, Southeast Uplift received a grant from the Bureau of Community and Housing Development to implement a year long project called "The Pathway Project: Public Awareness Transforming Homelessness in Portland". As part of the project, PCM partnered with Southeast Uplift to produce *Transforming Homelessness in "Portland: What Can You Do?"*, a ten minute video produced by local homeless and housed community members.

PCM developed, designed and implemented a custom media education program for SE Uplift staff and volunteers. In a series of classes, participants learned how to create and produce a short documentary in the field. The video was developed and produced in conjunction with p:ear, a local nonprofit arts program serving homeless youth, and homeless individuals, who received stipends for their work on the program.

The video opened with a community screening at PCM, Feb 20<sup>th</sup>, 2007 to an audience of both housed and homeless community members and was followed by a panel discussion with members from each of the three participating organizations. DVD's were available for distribution to a wide variety of community organizations and classrooms, along with an accompanying "Transforming Homelessness: What Works" guide. The video was then cablecast on PCM's public access channels.

Partnership with PCM allowed Southeast Uplift and partnering organization p:ear to reach a wide community audience through a video production, produced in collaboration with members of the homeless community, with a compelling message and offering avenues for public involvement and action.

##### **VisionPDX: A community led visioning partnership in collaboration with the City of Portland**

VisionPDX is a City-supported, community-led initiative to create a vision for Portland for the next 20 years and beyond. The project provides an opportunity for all Portlanders to share their hopes and ideas for the future.

## **5. COMMUNITY GROUPS OR AGENCIES FOR WHICH PCM PROVIDED MEDIA SERVICES OR SUPPORT IN 2006**

### **Programming Produced Under the Auspices of PCM (examples)**

■ Susan G. Komen Walk for the Cure ■ Southeast Uplift ■ Domestic Violence Summit ■ Oregon Peace Institute ■ Portland Genocide Awareness Coalition ■ Autism Research and Resources ■ Center for Intercultural Organizing ■ International Federation for Alternative Research in Aids ■ Grace Life Fellowship ■ AIDS Walk 2006 ■ Cracked Pots ■ NEXT Generation of Youth Leaders ■ Japanese American Citizen's League ■ Oregon NIKKIE Legacy Center ■ Flying Focus Video ■ Muslim Educational Trust ■ Code Pink

### **Media Education (examples)**

■ Rebuilding Center ■ SE Uplift ■ Community Cycling Center ■ 3-D Museum ■ Rock and Roll Camp for Girls ■ Do Jump Theater ■ Vancouver Police Activities League ■ Matt Dishman Community Center ■ Oregon Department of Skate ■ People's Food Cooperative ■ Ethos Music Center ■ Free Geek

### **Youth Media Education**

Services were provided to 27 classrooms at seventeen sites in four school districts as well as in partnership with youth serving community organizations. Community partners in 2006 included ■ New Avenues for Youth (serving homeless youth in downtown Portland) ■ Police Activities League of Portland ■ East County Senior Projects ■ I Have a Dream Foundation ■ Morrison Center Breakthrough School (serving youth receiving substance abuse treatment) ■ Portland Impact ■ Metropolitan Family Service ■ Girls Inc. of NW Oregon ■ Portland Parks and Recreation ■ Catholic Social Services El Programa Hispano

### **Community Bulletin Board Services (examples)**

■ American Lung Association ■ Africa Aids Response ■ Ahmadiyya Muslim Community of Oregon ■ Amnesty International USA Group 48 ■ Child Abuse Survivor Group ■ Circle of the Living Earth/AIWP ■ Columbia Slough Watershed Council ■ Community Cycling Center ■ Community Energy Project ■ Earth and Spirit Council ■ Eighty Eight Keys Foundation ■ Elder Resource Alliance and Friendly House ■ Veterans for Peace Chapter 72 ■ African Film Festival ■ Wings of a Dove ■ Julia West House ■ Mercy Healing Center ■ Oregon Historical Society ■ Self Enhancement Inc.

### **Programming Produced Directly By PCM (examples)**

■ Oregon Public Affairs Network ■ Oregon ARM, Alliance to Reform Media ■ Willamette Week ■ Oregon Bus Project ■ Urban Land Institute ■ NAMI (National Alliance on Mental Illness) ■ 1000 Friends of Oregon ■ North/North East Business Association ■ Well Arts Institute ■ Portland Development Commission ■ Fair Housing Council of Oregon ■ VisionPDX ■ Children's Investment Fund ■ PAX-TV ■ City Club of Portland ■ City of Portland: Police Bureau, Office of Management and Finance, Office of the Mayor, Auditor's Office, Planning Commission, Portland Department of Transportation, Bureau of Environmental Services, Bureau of Development Services, Bureau of Innovation ■ METRO Regional Government ■ Portland Development Commission

**PORTLAND COMMUNITY MEDIA  
OPERATING & CAPITAL BUDGETS 2003-2008**

		ACTUAL	ACTUAL	ACTUAL	BUDGET	REVISED	PROJECTED
		2002-2003	2003-2004	2004-2005	2005-2006	BUDGET	BUDGET
Account						2006-07	2007-2008
#	REVENUE:						
4000	Contract City Portland	767,492	748,278	741,828	756,355	774,763.00	865,118.00
4005	Franchise Mult. West	26,905	26,164	32,895	32,416	33,227.00	37,637.00
4100	Special Projects	8,410	25,000	26,421	22,500	85,000.00	85,000.00
4200	Community Service	6,530		6,660	12,500	10,000.00	10,000.00
4250	Contributions					5,000.00	5,000.00
4300	Media Education	16,095	21,000	14,781	22,000	9,000.00	9,000.00
4301	MetroEast Ollie Reimbursement				18,900	36,638.00	36,638.00
4325	Adventures In TV/Ollie			11,370	20,000	70,000.00	50,000.00
4326	Adventures Kit Revenue			1,394			
4350	CMRD		8,000			-	-
4355	Grants/Capacity Building				47,500		
4400	Board Community Fund Raising			2,188		10,000.00	10,000.00
4410	Misc Income	5,947	1,000	26,808	17,800	2,000.00	2,000.00
	Energy Savings Project						
4412	Damages paid for equipment	15		289			
4580	Tape / Disk Sales	18,539	20,500	17,973	23,000	20,000.00	20,000.00
4581	Dubbing	2,989	5,920	2,299	26,000	2,000.00	2,000.00
4700	Contract Interest - Delauney						
4710	Checking Acct. Interest	3,642	7,000	3,058	1,000	2,000.00	2,000.00
4715	Investment Fund Income	2,478		826			
4800	Interest Investments	2,545					
4805	Interest USB Bonds/Notes	29,932		33,783			
4810	Dividends Investment	484		27,150			
4811	Earnings Domini Investments	1,909					
4812	Lease Revenues				12,000		
4820	Interest - Internal						
4830	Gain of Sale	(33,409)		21,638			
4831	Unrealized Gain / Loss	19,435					
4908	PEG Capital grant-Sound track						
4909	Capital Grant income	566,635	496,968	308,710	526,982	540,958.00	565,006.00
4910	Capital Grant Ollie			102,957			
4998	Investment Funds Used		85,482	119,835	119,835	100,000.00	100,000.00
	<b>TOTAL REVENUE</b>	<b>1,446,572</b>	<b>1,445,312</b>	<b>1,502,863</b>	<b>1,658,788</b>	<b>1,700,586.00</b>	<b>1,799,399.00</b>
	<b>EXPENSES:</b>						
		ACTUAL	ACTUAL	ACTUAL	BUDGET	REVISED	PROJECTED
Account		2002-03	2003-2004	2004-2005	2005-2006	BUDGET	BUDGET
#	STAFF RELATED					2006-07	2007-2008
5000	Payroll Wages	481,034	522,348	579,782	644,407	746,210.00	764,215.00
5100	Payroll Taxes	46,916	54,323	60,877	78,726	64,773.00	74,680.00
5110	403 (B) Contributions	12,686	11,500	18,620	19,609	11,000.00	11,000.00
5111	Medical & Dental Insurance	60,126	64,638	68,250	73,032	88,523.00	101,000.00
5112	Life & Disability Insurance	5,742	6,346	6,500	6,000	3,548.00	3,548.00
5200	Employee Recruitment	311	2,000	1,000	1,000	1,500.00	1,500.00
5300	Training & Education - Staff	9,259	10,000	10,000	20,500	5,000.00	10,500.00
5350	Training & Education - Board	1,550		-		-	10,500.00
5400	Travel - local	124	500	500	200	-	-
5401	Travel - out of town	4,066	4,000	3,000	5,000	5,000.00	5,000.00
5500	Payroll Service	2,954	2,400	3,000	3,600	6,500.00	6,000.00
5501	Payroll Service	663	700	1,000	1,500	500.00	1,000.00
5501	Payroll Service						
	<b>Subtotal</b>	<b>625,432</b>	<b>678,755</b>	<b>752,529</b>	<b>853,574</b>	<b>932,554.00</b>	<b>988,943.00</b>

		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Account		2002-2003	2003-2004	2004-2005	2005-2006	2006-07	2007-2008
						REVISED	PROJECTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Account		2002-03	2003-2004	2004-2005	2005-2006	2006-07	2007-2008
#	GENERAL OVERHEAD						
6001	MCTV Education Dist.	40,193	40,781	39,850	40,647	40,647.00	-
6010	Accounting Audit	10,999	9,000	10,000	8,000	9,000.00	9,000.00
6011	Inventory			500	500	-	-
6020	Legal	928	5,000	5,000	2,000	2,000.00	2,000.00
6080	Computer Consulting	13,396	5,000	3,000	2,000	2,000.00	5,000.00
6090	Professional Services-admin	5,693	3,000	4,000	29,630	8,000.00	8,000.00
6096	Ollie Expenses					18,000.00	18,000.00
6098	VISTA Expenses					7,500.00	9,200.00
6100	CMRD Expenses		8,000			-	-
6095	Adventures In TV			30,000	10,000	5,000.00	5,000.00
6150	Annual Report			500		-	-
6151	Needs Assessment	14,297		5,000		1,000.00	-
6152	Board Planning	4,000			1,000	1,000.00	1,000.00
6178	News letter-community connect		2,000	2,400	3,600	1,500.00	1,000.00
6179	News letter-tecno times					-	-
6200	Office Supplies	4,605	5,000	7,000	6,600	8,000.00	8,000.00
6290	Charity Contribution					2,500.00	-
6300	Printing - Outsourced	355	2,000	2,000	2,000	500.00	1,000.00
6301	Printing - InHouse	3,562	3,100	3,000	4,000	4,500.00	5,000.00
6400	Postage & Shipping	1,920	3,000	4,000	4,000	4,000.00	4,000.00
6410	Miscellaneous Expenses	2,716		2,000	1,500	250.00	250.00
6500	Vehicle Fuel	2,571	3,300	4,000	4,000	4,000.00	4,500.00
6505	Vehicle Parking	633	750	1,000	1,450	1,500.00	2,000.00
6580	Video Tapes	26,096	32,000	35,000	20,000	17,000.00	17,000.00
6581	Dubbing				500	-	-
6670	Marketing					-	-
6672	Advertising & Promo	175	10,000	15,000	5,000	5,000.00	5,000.00
6701	Pagers & Cell Phones	5,861	5,000	4,000	4,000	5,700.00	5,700.00
6702	Internet Access	2,245	5,000	4,000	2,000	-	-
6703	Phone General	10,396	7,000	8,000	8,000	4,800.00	4,800.00
6708	Interest Miscellaneous	9		100		-	-
6710	Computer Software	1,440	700	3,000		200.00	500.00
6712	Albina Bank Loan Charges					2,500.00	-
6715	Bank Charges	2,099	1,800	1,800	3,000	2,000.00	2,000.00
6720	Dues & Subscriptions	3,899	4,000	4,000	3,000	1,000.00	3,000.00
6729	Fees	3,731		2,000	2,000	2,000.00	2,000.00
6730	Fees/Video/Entry Fees	250	1,000	1,000	500	500.00	500.00
6800	Hospitality	3,895	2,000	5,000	10,000	10,000.00	8,500.00
	Subtotal	165,966	158,431	206,150	178,927	171,597.00	131,950.00
						REVISED	PROJECTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Account		2002-03	2003-2004	2004-2005	2005-2006	2006-07	2007-2008
#	EQUIPMENT RELATED						
7000	Repair - parts	3,294	6,000	5,000	5,000	7,000.00	14,000.00
7005	Repair- Headend Expense	1,268		1,000	500	500.00	500.00
7010	Repair - small tools	2,334	500	500	1,000	1,000.00	1,000.00
7015	Repair - sub-contractor	20,638	30,000	28,000	18,000	26,500.00	26,500.00
7016	Repair City Council Chambers	1,999		2,000	1,000	-	1,000.00
7020	Replacement bulbs	1,096	3,000	3,000	2,500	1,000.00	1,500.00
7030	Replacement batteries	1,362	1,500	1,500	1,500	1,500.00	1,500.00
	Subtotal	31,990	41,000	41,000	29,500	37,500.00	46,000.00
Prepared Feb 20 2007						REVISED	PROJECTED

		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Account		2002-2003	2003-2004	2004-2005	2005-2006	2006-07	2007-2008
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Account		2002-03	2003-2004	2004-2005	2005-2006	2006-07	2007-2008
#	BUILDING RELATED						
7500	Janitor Service	4,817	2,000	1,500	2,500	2,000.00	3,500.00
7510	Janitorial Supplies	2,563	3,000	2,500	1,500	1,500.00	1,500.00
7620	Electricity	21,526	17,000	14,000	14,000	19,000.00	19,000.00
7622	Electricity Building # 2				6,000	2,500.00	2,500.00
7635	Garbage Removal	912	1,500	1,500	1,000	1,000.00	1,000.00
7640	Other Utilities	2,310	2,500	3,000	1,000	1,000.00	1,500.00
7642	Other Utilities # 2					1,000.00	1,500.00
7645	Natural Gas	821	2,000	1,500	1,500	2,500.00	2,500.00
7646	Natural Gass # 2					2,500.00	1,500.00
7650	Vehicle Maintenance	692	2,000	3,000	2,000	2,500.00	2,500.00
7660	Landscape Maintenance	2,295	800	800	1,200	-	-
7670	Building Maintenance	5,042	3,000	4,000	3,000	5,000.00	5,000.00
7680	Security Service	1,238	700	800	800	1,000.00	1,500.00
	Subtotal	42,216	34,500	32,600	34,500	41,500.00	43,500.00
						REVISED	PROJECTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Account		2002-03	2003-2004	2004-2005	2005-2006	2006-07	2007-2008
#	OWNERSHIP COSTS						
9000	Insurance - liability	26,984	26,600	27,000	30,000	24,000.00	24,000.00
9100	Bad debts					-	-
9820	Interest expense-self financed	4,941				-	-
	Contingency					-	-
	Subtotal	31,925	26,600	27,000	30,000	24,000.00	24,000.00
						REVISED	PROJECTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Account		2002-03	2003-2004	2004-2005	2005-06	2006-07	2007-2008
#	CAPITAL EXPENSE:						
1630	Production equipment	555,998	496,968	536,893	526,982	540,958.00	565,006.00
1640	Playback equipment						
	TOTAL CAPITAL EXPENSE	555,998	496,968	536,893	526,982	540,958.00	565,006.00
	TOTAL EXPENSES	1,453,526	1,436,254	1,596,172	1,653,483	1,748,109.00	1,799,399.00
	NET					(47,523.00)	-

# Portland Community Media

## CAPITAL BUDGET

### FY 2007 - 2008

The allocation for capital expenditures is \$565,006. The proposed capital budget focuses on the following objectives:

- Begin implementation of a plan for additional operational space;
- Continued implement of recommendations from the Technical Assessment;
- Upgrading production systems to replace aging equipment and for energy efficiency;
- Establishing multimedia production and education sites and equipment for programming from neighborhood locations;
- Improving programming and media creation opportunities for nonprofits, neighborhoods, schools, and youth; and,
- engaging the business community for programming, sponsorships, underwriting and other financial support.

#### CAPITAL BUDGET DETAIL

##### Public Access

Studio Camera Replacement - 6 X \$25,000	\$150,000.00	
Subtotal		\$150,000.00

##### Technical Assessment Implementation

Technology Assessment Implementation	\$250,000.00	
Subtotal		\$250,000.00

##### Production

Field Camera Replacement - 2 X \$30,000	\$ 60,000.00	
Subtotal		\$ 60,000.00

##### Administration

Computers and Office Machines	\$ 22,000.00	
Telephone System Upgrade	\$ 3,000.00	
Revised ACCPAC Accounting System	\$ 3,000.00	
Subtotal		\$ 28,000.00

##### Personnel

Expenses related to capital projects for the following:

Executive Director  
 Managing Director  
 Finance Director  
 Engineer

Subtotal		\$ 58,598.00
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**Contingency**

Other	\$ 18,408.00	
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Subtotal		\$ 18,408.00
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<b>TOTAL</b>		<b>\$565,006.00</b>
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BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 07-119**

Approving the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2007-2008

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

- a. The Mt. Hood Cable Regulatory Commission (MHCRC) was formed by Multnomah County and the cities of Fairview, Gresham, Portland, Troutdale and Wood Village (Cities) to advocate for and protect the public interest in the regulation and development of cable communication systems.
- b. The MHCRC has approved a budget for Fiscal Year 2007-2008 and forwarded this budget to Multnomah County and the Cities for approval.

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

1. The Mt. Hood Cable Regulatory Commission budget for Fiscal Year 2007-2008 is approved.

ADOPTED this 14th day of June 2007.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Agnes Sowle, County Attorney

SUBMITTED BY:

Commissioner Lonnie Roberts, District 4





# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (long form)

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # UC-1 DATE 06/14/07  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: UC-1  
Est. Start Time: 9:30 AM  
Date Submitted: 06/12/07

**Agenda Title:** **NOTICE OF INTENT to Submit a Grant Application to the US Department of Justice for Funding for Years 3 and 4 of the Multnomah County Safe Start Project - Promising Approaches for Children Exposed to Violence**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

<b>Requested Meeting Date:</b>	<u>June 14, 2007</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>County Human Services</u>	<b>Division:</b>	<u>Domestic Violence</u>
<b>Contact(s):</b>	<u>Chiquita Rollins</u>		
<b>Phone:</b>	<u>503-988-4112</u>	<b>Ext.</b>	<u>84112</u>
<b>Presenter(s):</b>	<u>Chiquita Rollins, Annie Neal</u>		
<b>I/O Address:</b>	<u>167/1/630</u>		

### General Information

**1. What action are you requesting from the Board?**

The Domestic Violence Coordinator's Office, Department of County Human Services, is requesting approval to submit a grant application to the US Department of Justice for funding for Years 3 and 4 of the Multnomah County Safe Start Project.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

In 2005, Multnomah County was awarded a two-year *Safe Start Promising Approaches* grant from US Department of Justice, Office of Juvenile Justice & Delinquency Prevention (OJJDP). The Multnomah County Safe Start Project is currently implementing a collaborative response to domestic violence and child maltreatment, and is participating in a national evaluation including Multnomah County and 14 other Safe Start Promising Approaches sites across the country. The current grant provides funding for contracted domestic violence victim services and parent-child specialist services focused on the impact of domestic violence on children 0-6 years old. Services are co-located at and working collaboratively with the Gresham Child Welfare Office. It also provides .25 FTE Multnomah County staff time to manage the grant requirements, develop the Promising Approaches program, and carry out local data collection for the national evaluation. Current operations are included in Program Offer 25040A, Domestic Violence Victim Services &

Coordination. Although the current, two-year grant is due to end September 30, 2007, we will be seeking, with funder support, a no-cost extension to adjust for the long planning process prior to starting services in this project. OJJDP invited current Safe Start Promising Approaches grantees to submit a new funding application for an additional two years to continue the project.

**3. Explain the fiscal impact (current year and ongoing).**

Currently, we receive \$210,000 annually from OJJDP, which supports .25 FTE Program Development Specialist, contracted services, a portion of staff M&S, indirect and client assistance funds. The renewal application, also for \$210,000 annually, will support the same level of contracted services, .15 FTE Program Development Specialist, .43 Research Assistant, limited M&S, indirect costs and client assistance.

**4. Explain any legal and/or policy issues involved.**

This grant has a significant evaluation component to determine what works to prevent future victimization of children and mitigation of the impact of victimization of children, 0-6 years old.

**5. Explain any citizen and/or other government participation that has or will take place.**

The Multnomah Promising Approaches project was developed collaboratively with the Gresham Branch of the Oregon Department of Human Services Child Welfare Office; Listen To Kids; Volunteers of America Home Free; Catholic Charities' El Programa Hispano; Portland State University; and Multnomah County Domestic Violence Coordinator's Office. Additional feedback is provided through the cooperative grant agreement with OJJDP; and by the RAND Corporation as the agency contracted by the OJJDP to lead the national evaluation.

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## ATTACHMENT A

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### Grant Application/Notice of Intent

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If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- **Who is the granting agency?**

US Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention

- **Specify grant (matching, reporting and other) requirements and goals.**

**Match:** no match required

**Reporting:** quarterly financial reports and semi-annual narrative progress reports to the funding agency.

This is a Cooperative Agreement with Office of Justice Programs, OJJDP that includes "special conditions." We expect the following same special conditions will be included in any future awards:

7. *OJJDP's participatory role in the project is as follows:*

- a) Review and approve major work plans, including changes to such plans, and key decisions pertaining to project operations.*
- b) Review and approve major project-generated documents and materials used in the providing of project services. Provide guidance in significant project planning meetings, and participate in project-sponsored training events or conferences.*

14. *"The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons and with the concurrence of OJP. OJP will not unreasonably withhold concurrence. All successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resumé."*

**National Evaluation:** Quarterly process evaluation reports and monthly data submission required for the national evaluation.

- **Explain grant funding detail – is this a one time only or long term commitment?**

This is a one-time only, two-year commitment.

- **What are the estimated filing timelines?**

The application must be electronically submitted to OJJDP by 5:00 pm on June 15, 2007. This Notice of Intent is late because the funding agency invited the existing Safe Start Promising Approaches grantees to apply for two additional years of funding on June 8, 2007.

- **If a grant, what period does the grant cover?**

October 1, 2007 to September 30, 2009.

- **When the grant expires, what are funding plans?**

The Multnomah County Safe Start Partners will develop sustainability plans to identify the components of the program that may be continued when funding ends.

- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**

Indirect costs will be included in the grant budget.

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## ATTACHMENT B

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### Required Signatures

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Elected Official  
or Department/  
Agency Director:

*John Linker for Joanne Fuller*

Date: 06/12/07

Budget Analyst:

*Michael D. Gaspin*

Date: 06/12/07

Department HR:

*Joi E. Dot*

Date: 06/12/07



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (short form)

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: R-2  
Est. Start Time: 9:40 AM  
Date Submitted: 06/04/07

**Agenda Title:** RESOLUTION Adopting a Policy to Reduce Benzene Pollution

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

**Requested Meeting Date:** June 14, 2007 **Amount of Time Needed:** 10 mins  
**Department:** Non-Departmental **Division:** Commissioner Jeff Cogen  
**Contact(s):** Karol Collymore  
**Phone:** 503-988-6786 **Ext.** 86786 **I/O Address:** 503/600  
**Presenter(s):** Rich Swift, Office of County Management and Molly Chidsey, Sustainability Office

### General Information

**1. What action are you requesting from the Board?**

Approval of Benzene Reduction Policy

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

The resolution Adopting County Policies to Reduce Benzene Pollution passed on April 26, 2007 mandated the office of county management and the sustainability office to create a policy to reduce idling in County Fleet vehicles. This is the final policy direction required to be finished by June 5, 2007.

**3. Explain the fiscal impact (current year and ongoing).**

No impact.

**4. Explain any legal and/or policy issues involved.**

This policy affects all Fleet vehicles in Multnomah County.

**5. Explain any citizen and/or other government participation that has or will take place.**

Private business partners including: Elephants Deli, Hoffman Construction Inc., Legacy Health Systems, Neil Kelly, New Seasons Markets, Providence Hospitals and Temp-Control Mechanical Corp. have agreed to take part in our idling reduction plan.

### Required Signature

Elected Official or  
Department/  
Agency Director:

Date: June 1, 2007

# MULTNOMAH COUNTY BENZENE REDUCTION POLICY

As required by Multnomah County Resolution No 07-073

## I. PURPOSE

The purpose of this policy is to protect the public health and environment by reducing emissions of benzene while conserving fuel and reducing engine wear.

## II. APPLICABILITY

This policy applies to all County Fleet vehicles and commercial vehicles delivering to County owned and leased facilities.

## III. RATIONALE

Multnomah County has a primary duty of protecting public health, including the quality of air that residents breathe. The county's Sustainability Principles, adopted in 2004, state that the county will: "Take necessary precautions to prevent toxic pollution and waste through proactive measures."<sup>1</sup> More specifically, the Toxics Reduction Strategy, adopted by the Board of County Commissioners in 2006, committed the county to implementing "a comprehensive idle reduction program that includes vendors and contractors servicing the city and county" by 2010 in order to minimize particulate matter and other emissions of concern from county vehicles and equipment.<sup>2</sup>

Currently, atmospheric benzene, a known carcinogen, is well above safe levels in many Oregon communities. Exposure to this chemical can cause lung damage and respiratory problems and also exacerbates asthma and existing allergies. The principal source of atmospheric benzene is from automobile exhaust and vapors from gasoline transfer.

As part of the County's commitment to public health and air quality, this policy was developed to reduce engine idling and eliminate the practice of topping off in Fleet vehicles. Turning off the engine when not in use and practicing proper fueling technique will reduce the release of harmful benzene compounds into the atmosphere. This will enhance environmental quality and reduce health risks.

This policy also has financial benefits. Eliminating unnecessary engine idling saves fuel and reduces engine wear and maintenance costs. Proper fueling technique prevents fuel recirculation and fuel spills, which results in efficient fuel use and savings at the pump.

## IV. DEFINITIONS

- (a) Idling: running the vehicle engine at any location while the vehicle is stationary
- (b) Topping off: attempting to dispense gasoline in to a motor vehicle fuel tank after the dispensing nozzle has shut off automatically
- (c) Fuel recirculation: pumping fuel into underground storage tanks to prevent fuel spillage and vapor loss when a vehicle is "topped off"

## V. REQUIREMENTS

### (a) IDLING

Effective immediately, Multnomah County employees shall reduce idling time to no more than twenty seconds in all County Fleet vehicles and commercial vehicles (Res 07-073) unless a public safety issue is present or considered imminent.

## EXCEPTIONS

This idling restriction policy shall not apply to:

<sup>1</sup> Multnomah County Sustainability Principles, 2004.

[www2.co.multnomah.or.us/jsp/Public/EntryPoint?ct=7eecd87476cc010VgnVCM1000003bc614acRCRD](http://www2.co.multnomah.or.us/jsp/Public/EntryPoint?ct=7eecd87476cc010VgnVCM1000003bc614acRCRD)

<sup>2</sup> City of Portland - Multnomah County Toxics Reduction Strategy, 2006.

[www2.co.multnomah.or.us/jsp/Public/EntryPoint?ch=54372609c4d7c010VgnVCM1000003bc614acRCRD](http://www2.co.multnomah.or.us/jsp/Public/EntryPoint?ch=54372609c4d7c010VgnVCM1000003bc614acRCRD)

- i. Police, fire, ambulance, public safety, military, other emergency or law enforcement vehicles, or any vehicle being used in an emergency capacity
- ii. Vehicles that are stopped by traffic congestion, an official traffic control device or signal, or at the direction of a law enforcement official
- iii. Vehicles engaged in an operation for which the engine power is necessary for an associated alternate work function and alternative means cannot be made available. For example, vehicles that must idle to operate auxiliary equipment such as cooling units, pumps, compressors, or lifts
- iv. Vehicles and equipment that are being serviced, where idling is required for diagnosis or repair
- v. Vehicles undergoing state or federal inspection, where idling is required as part of the inspection

**(b) TOPPING OFF**

Effective immediately, Multnomah County employees shall eliminate topping off at all County fueling gasoline stations on County premises and at commercial or cardlock fueling stations.

**VI. GUIDANCE**

- (a) If you are going to be stopped for more than 10 seconds, turn your engine off (except in traffic). Idling your vehicle for more than 10 seconds uses more fuel than it would take to restart your engine.
- (b) Reduce warm-up idling to 20 seconds. Avoid high speeds and rapid acceleration for the first five miles or so to allow all moving parts of your vehicle to warm up.

**VII. ADDITIONAL REQUIREMENTS**

**(a) STAFF EDUCATION:**

As part of this policy Fleet Management will notify all County staff of the new procedures and will provide education to all new employees

**(b) NOTIFICATION**

Fleet Management will ensure proper instructional signage at:

- i. Loading docks and other areas where there is an increased potential for idling
- ii. Fuel pumps (Do Not Top Off & No Idling)
- iii. Vehicle gas cap (Do Not Top Off)
- iv. Inside the vehicle cabin (No Idling)

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

**Adopting a Policy to Reduce Benzene Pollution**

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

- a. Protecting public health is a primary duty of Multnomah County, requiring it to take timely and appropriate actions to ensure that residents have clean air to breathe.
- b. The level of benzene, a known carcinogen, is well above safe levels in many Oregon communities.
- c. The principal source of this benzene in the ambient air is from automobile exhaust and the transfer of gasoline.
- d. The US Environmental Protection Agency (EPA) has recently adopted a rule to limit the level of benzene in gasoline in the Northwest by 2012. After 2012, the level of benzene in the Northwest will still be two times higher than the national safe average.
- e. The reduction of benzene vapors from idling engines and burning gas from tanks that are topped off can further reduce the levels in the ambient air around schools and provide improved air quality for residents.

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

1. To reduce benzene vapors by requiring county vehicle operators to limit idling time to no more than one minute whenever reasonably possible, and prohibit topping off at county-owned fuel stations.
  - a. This policy should be written by the Office of County Management; specifically the Office of Sustainability and Fleet Management.
  - b. The Office of Sustainability and Fleet Management will present the Board with a final policy to be executed immediately no later than June 7, 2007.
2. Multnomah County will partner with the following private entities that are working to diminish idling whenever reasonably possible from their fleet vehicles and topping off of gasoline tanks:
  - a. Elephants Deli
  - b. Hoffman Construction Inc.



- c. Legacy Health Systems
  - d. Neil Kelly
  - e. New Seasons Markets
  - f. Providence Hospitals
  - g. Temp-Control Mechanical Corp.
3. To work with its private partners and the Oregon Toxics Alliance to educate and encourage county residents and schools to reduce idling and topping off.
4. To direct the Chair will implement this policy and provide a report to the Board no later than June 7, 2007.

ADOPTED this 14th day of June, 2007.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Agnes Sowle, County Attorney

SUBMITTED BY:

Jeff Cogen, Commissioner, District 2

**BOGSTAD Deborah L**

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**From:** BOGSTAD Deborah L  
**Sent:** Tuesday, June 12, 2007 10:11 AM  
**To:** COLLYMORE Karol  
**Cc:** SOWLE Agnes; MACK Thomas M; LASHUA Matthew; LIEUALLEN Matt; ROCHE Hector R; WEST Kristen; FERNANDES April; WILLER Barbara; WESSINGER Carol M; MADRIGAL Marissa D; PETERSON Sam; BOWEN-BIGGS Tara C; KARNES Ana; NAITO Terri W; Jeff COGEN; Lisa Naito; Lonnie Roberts; Maria ROJO DE STEFFEY; Ted WHEELER  
**Subject:** RE: Idle Reduction/Benzene policy

No problem, Karol. Please let your presenters know not to come this Thursday.

On Thursday the 12th, the **Commissioners will move, second and vote to reschedule the Resolution Adopting a Policy to Reduce Benzene Pollution to Thursday, June 28.**

Thank you.

**Deb Bogstad, Board Clerk**  
**Multnomah County Commissioners**  
**501 SE Hawthorne Boulevard, Suite 600**  
**Portland, Oregon 97214-3587**  
**(503) 988-3277 phone**  
**(503) 988-3013 fax**  
**deborah.l.bogstad@co.multnomah.or.us**  
**<http://www.co.multnomah.or.us/cc/index.shtml>**

-----Original Message-----

**From:** COLLYMORE Karol  
**Sent:** Monday, June 11, 2007 12:58 PM  
**To:** KARNES Ana; BOGSTAD Deborah L  
**Subject:** Idle Reduction/Benzene policy

Good afternoon –

Something annoying – I apologize in advance – we've got to move the resolution approving the idle reduction policy needs to move to the 28<sup>th</sup>. Jeff is going to be gone this week and doesn't want to miss it. Let me know what I should do.

Thanks!

**Karol Collymore**

*Communications and Project Manager*

**Multnomah County Commissioner Jeff Cogen, Dist. 2**

503.988.6786 *direct*

503.988.5440 *fax*

[karol.collymore@co.multnomah.or.us](mailto:karol.collymore@co.multnomah.or.us)

[www.commissionercogen.com](http://www.commissionercogen.com) (COMING SOON)



# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (short form)

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: R-3  
Est. Start Time: 9:50 AM  
Date Submitted: 06/05/07

**Agenda Title:** RESOLUTION Consenting to Chair Appointment of Scott Taylor as Director of the Department of Community Justice

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

Requested Meeting Date: June 14, 2007 Amount of Time Needed: 5 mins  
Department: Non-Departmental Division: Chair Ted Wheeler  
Contact(s): Bill Farver  
Phone: 503 988-5066 Ext. 85066 I/O Address: 503/600  
Presenter(s): Chair Ted Wheeler

### General Information

**1. What action are you requesting from the Board?**

Approval of Resolution Consenting to Chair Appointment of Scott Taylor as Director of the Department of Community Justice.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

Multnomah County Charter Section 6.10(3) provides that Chair appointment of department heads (directors) is subject to consent of a majority of the Board. The Chair appoints Scott Taylor as Director of the Department of Community Justice effective July 16, 2007.

**3. Explain the fiscal impact (current year and ongoing).**

N/A

**4. Explain any legal and/or policy issues involved.**

Multnomah County Charter Section 6.10(3).

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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**Required Signature**

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Elected Official or  
Department/  
Agency Director:

TED WHEELER

Date: 06/05/07

**Scott Taylor**  
[REDACTED]

**Community Corrections Chief ( 2004-Present),  
(Salary \$8,400 monthly) 50 staff.**

- Administer the statewide community corrections act and distribution of state funds.
- Direct Linn and Douglas county community corrections services
- Direct Interstate COMPACT for the state of Oregon
- Guide the alternative incarceration programs within DOC and community
- Deputy of Transitional Services Division

**ASSISTANT DIRECTOR, PROGRAMS DIVISION (2000-2004 )AND COMMUNITY  
CORRECTIONS (1995-2000) 500-600 STAFF**

*Responsibilities*

- Oversight of Intake and Assessment Center, Medical Services, Mental Health Services, Educational Programs, Work-Based Education, Religious Services, and Alcohol and Drug Treatment Programs for all inmates within the Oregon Department of Corrections
- Statewide management of Community Corrections, including Probation, Parole and Release Services
- Budget development and management of up to \$200M per biennium
- Co-Chairman of Labor/Management Committee
- Development of legislative initiatives, interaction with legislators and governor, and presentation of testimony
- Creation and implementation of numerous initiatives and deliverables as a result of work with state and local partners

*Special Projects*

**Actual Cost Workload study**

Lead effort that included time study of all 36 counties, collection of county and state budget expenditures, combined to form the basis of the Governors Budget Request for 07-09 Community Corrections budget.

**AIP Intensive A&D**

Development and legislative passage of act that expanded Alternative Incarceration Program to include Intensive Alcohol and Drug Treatment Program.

**Sex Offender pre-release Unit**

Developed Concept and created proposal for Governors Budget Policy Package for the operation of a sex offender pre-release program. Implemented program prior to legislative funding.

PREVIOUS PROFESSIONAL EXPERIENCE	<p><b><u>Implementation of Community Corrections Partnership Act</u></b></p> <p>This act transferred all probation and parole services to county control, constructed 1,800 local custody beds, established local supervisory authorities and required local public safety advisory boards, and created funding mechanisms for implementing all of the above. It also required the transfer of over 300 field staff from state to county employment.</p> <p><b><u>Transition Project</u></b></p> <p>This project involved over 30 organizations and 500 individuals in the 2-year development of a model re-entry process for both the state and county inmates. Duties included sponsorship and management of project management staff, and coordination and collaboration with other stakeholders, to develop specific implementation plans and gain approval from Department of Corrections Executive Staff, Parole Board and Association of Community Corrections Directors and Oregon Sheriffs Association. Based on the model developed, Oregon was selected by the National Institute of Corrections as the test site for a national re-entry project.</p> <p><b><u>Administrator Community Corrections Oregon DOC, 1989-1995,</u></b>  <b><u>500 Employees.</u></b></p> <p>Direct operation of state probation and parole offices, Jail Inspector.</p> <p><b><u>Supervisor, Clackamas County Community Corrections, 1981-1989,</u></b>  <b><u>10-20 employees.</u></b></p> <p>Range of responsibilities from supervisor to work release manager in a variety of special assignments.</p> <p><b><u>Pre-sentence Investigator, Oregon Department of Corrections, 1979-81.</u></b></p> <p><b><u>Prison Counselor, Oregon State Department of Corrections, 1977-79</u></b></p> <p><b><u>Human Resource Assistant 2, Oregon Corrections Division, 1975-77</u></b></p> <p><b><u>Juvenile Institution Security Staff, Maclaren School for boys, 1974-75</u></b></p>
EDUCATION	<ul style="list-style-type: none"> <li>• B.S. Police Science and Administration, <i>Washington State University</i></li> <li>• B.A. Sociology with social work focus, <i>Washington State University</i></li> <li>• Masters in Public Administration, <i>Portland State University</i></li> </ul>
PERSONAL INFORMATION	<ul style="list-style-type: none"> <li>• FAMILY: Married 33 years, 2 sons</li> <li>• ACTIVITIES: Pilot, golf, marathons, triathlons, interested in sports and outdoor activities in general</li> </ul>

**Additional  
Accomplishments**

**Evidence Based Practices**

Legislation was passed in the 03-05 Oregon legislature that requires 5 state agencies to connect funding to evidence based programs. I sit on the statewide coordinating council and take the lead within the Oregon Department of Corrections for its implementation. Oversee the statewide training of line staff both county and state in evidence based practices. Oversee the administration of the CPAI on all institution and county programs.

**Oregon Classification and Case Management System**

I took a leadership role in designing and implementing statewide and standardized risk assessment in community corrections, leading to the system's ability to focus resources on those offenders at greatest risk to re-offend. State budget policy also was changed to focus resources and correctional interventions on the highest risk offenders, a research based practice.

**Intermediate Community Sanctions**

I worked with local criminal justice system partners to develop a structured system of imposing intermediate sanctions in response to violations of community supervision. We developed legislation to support the administrative sanctions process. Developed and delivered statewide training to implement this system change. This policy resulted in substantial savings in both court costs and prison costs.

**SB 1145, Changes to the Community Corrections Act**

1995 Senate Bill 1145 significantly changed the operation of community corrections in Oregon. Worked with county partners in drafting the legislation and took the lead for the state in implementation. We designed an inclusive and participatory process for implementation and solving system problems. I was also responsible for issues such as the transfer of more than 400 employees, property identification, and construction of over 1,500 local custody beds.

**Transition Project**

I initiated the Transition Project, a multi-agency and statewide effort to improve the success of offender's transition from prison to community. This project has become a national model supported by the National Institute of Corrections.

**Oregon Accountability Model**

The Oregon Accountability Model is a strategy of the entire Department of Corrections. However, it began as an improvement in inmate assessment followed by an effort to improve the effectiveness of correctional interventions delivered in prison. This continues as a guiding principle in the department's strategy.

**Victim Notification**

Initiated and supported the development of the automated victim notification system now in operation across the state for prisons, jails, and community corrections.

**Sex Offender Supervision Network**

Initiated and supported the development of this statewide network group. This group is recognized for its leadership at the Oregon Legislature and it has been a resource to practitioners in other states. The model has been replicated for other corrections issue networks in Oregon.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Consenting to Chair Appointment of Scott Taylor as Director of the Department of Community Justice

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

- a. Multnomah County Charter Section 6.10(3) provides that Chair appointment of department heads (directors) is subject to consent of a majority of the Board.
- b. The Chair appoints Scott Taylor as the Director of the Department of Community Justice effective July 16, 2007.

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

1. In accordance with Multnomah County Charter Section 6.10(3), the Board consents to the appointment of Scott Taylor as the Director of the Department of Community Justice.

ADOPTED this 14th day of June 2007.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

\_\_\_\_\_  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Agnes Sowle, County Attorney

SUBMITTED BY:  
Ted Wheeler, County Chair



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 07-120**

Consenting to Chair Appointment of Scott Taylor as Director of the Department of Community Justice

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

- a. Multnomah County Charter Section 6.10(3) provides that Chair appointment of department heads (directors) is subject to consent of a majority of the Board.
- b. The Chair appoints Scott Taylor as the Director of the Department of Community Justice effective July 16, 2007.

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

1. In accordance with Multnomah County Charter Section 6.10(3), the Board consents to the appointment of Scott Taylor as the Director of the Department of Community Justice.

ADOPTED this 14th day of June 2007.




BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Agnes Sowle, County Attorney

SUBMITTED BY:  
Ted Wheeler, County Chair



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-4 DATE 06/14/07  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: R-4  
Est. Start Time: 9:55 AM  
Date Submitted: 05/22/07

**Agenda Title:** **Approval of 2007-2009 Community Corrections Plan and Intergovernmental Agreement**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

<b>Date Requested:</b>	<u>June 14, 2007</u>	<b>Time Requested:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Dept. of Community Justice</u>	<b>Division:</b>	<u>Director's Office</u>
<b>Contact(s):</b>	<u>Robb Freda-Cowie</u>		
<b>Phone:</b>	<u>503 988-5820</u>	<b>Ext.:</b>	<u>85820</u>
<b>Presenter(s):</b>	<u>Steve Liday</u>		
<b>I/O Address:</b>	<u>503 / 250</u>		

### General Information

#### 1. What action are you requesting from the Board?

The Department of Community Justice requests the Board's approval of the 2007-2009 Community Corrections plan and Intergovernmental Agreement, which provides the basis for the county's community corrections grant from the state of Oregon (through the Department of Corrections). The Grant provides dollars to supervise, sanction and treat adult offenders on parole and post-prison supervision; supervise and locally sanction offenders sentenced to one year or less in prison (the local control population). It also supports the efforts of the Local Public Safety Coordinating Council (LPSCC).

The attached Intergovernmental Agreement (IGA) with the Oregon Department of Corrections executes Multnomah County's County Corrections Grant for the 2007-2009 biennium. It also contains the Department of Community Justice's 2007-2009 Community Corrections Plan. The plan describes adult supervision, sanction, and treatment system enhancements that have been made over the last two years, as well as changes planned for the 2007-2009 biennium. The Community Corrections Plan also outlines system services funded through all revenues, including state Community Corrections grant funding, County General Fund, supervision fees, and grants.

#### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action effects and how it impacts the results.

The Governor's proposed budget funds community corrections statewide at \$239M for the 2007-2009 biennium. This increase is derived from a new funding formula, which is based on actual county costs to supervise offenders who in the community and to jail felons who are sentenced a year or less in prison. The new formula includes county costs to provide drug treatment and other evidence-based services that have been proven to be effective in lower the rates that offenders commit new crimes.

At this time, the state budget has yet to be finalized. Until the state budget is passed, it is unclear how much in community corrections funding Multnomah County will receive through this IGA with the Department of Corrections for the 2007-2009 Biennium.

**3. Explain the fiscal impact (current year and ongoing).**

If the Governor's budget is passed, it would result in an increase in funding for Multnomah County of approximately \$5.5M for the Biennium. However, the Joint Ways and Means Co-Chairs' budget proposes to fund community corrections statewide at \$225.3M for the Biennium, which would result in reduction of 2.8M in community corrections funds for Multnomah County (DCJ, MCSO and LPSCC) from what the Governor has proposed. Under the Co-Chairs' plan, the Actual Cost Study results would be implemented in year two of the Biennium and would re-set the baseline level of funding into future biennia.

**4. Explain any legal and/or policy issues involved.**

The community corrections plan was developed in accordance with the requirements of ORS 423.525 and 423.535, which require a community corrections plan as part of each county's application for state funding. 423.560 specifies that each local public safety coordinating council is to develop and recommend a community corrections plan to the Board of County Commissioners (a letter of transmittal from LPSCC is attached). In addition, the Oregon Department of Corrections (DOC) and the statutes referenced above require that the community corrections plan for the 2007-2009 include a letter of approval from the county governing board.

**5. Explain any citizen and/or other government participation that has or will take place.**

The Community Corrections plan reflects the priorities of the Multnomah County the Board of County Commissioners, the Local Public Safety Coordinating Council and the LPSCC Court Work Group. It has been approved by LPSCC.

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**Required Signatures**

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Department/  
Agency Director:



Date: May 14, 2007

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**Multnomah County Community Corrections Budget Summary**  
**2007-2009 Biennium**  
**Community Corrections State Grant Funds**

<b>Program Name</b>	<b>State Grant Funds</b>	<b>Inmate Welfare Release Subsidy Fund</b>	<b>County/Other Funds</b>	<b>Total</b>
Administration/Director's Office			2,998,352	2,998,352
Adult Services Division			3,077,218	3,077,218
Administration/Business Services			3,279,046	3,279,046
Administration -- Employee, Community and Clinical Services			4,227,430	4,227,430
Quality Systems Mgmt & Evaluationn			1,077,856	1,077,856
Administration/Information Services			7,953,476	7,953,476
PRSP/Recog Program			6,225,584	6,225,584
Felony Field Supervision	23,725,938		2,871,947	26,597,885
Adult Field Supervision Support	2,346,533		2,531,936	4,878,469
High Risk Drug Unit	1,435,727		716,468	2,152,195
Sex Offender Services	151,673		1,198,460	1,350,133
Supervision/Misdemeanor Field Supervision			4,541,488	4,541,488
Other Programs -- DULL Supervision	207,788		26,594	234,382
Other Programs -- Enhanced Bench Probation			546,226	546,226
Other Programs/Domestic Violence Unit	807,273		2,980,540	3,787,813
Other Programs -- Family Services Unit	260,724		1,965,760	2,226,484
Other Programs/Drug Diversion Program			1,658,594	1,658,594
Other Programs/Community Service -- Formal Supervision	1,112,173		418,746	1,530,919
Other Programs/Community Service -- Community Court & Bench Probation	287,088		578,520	865,608
Day Reporting Center	2,347,839		1,083,992	3,431,831
Other Programs/Electronic Monitoring			579,348	579,348
Other Programs/Londer Learning Center	1,384,978		80,000	1,464,978
Other Programs/Mental Health Services			2,286,972	2,286,972
Substance Abuse/Residential Treatment (Men & Women)			11,232,391	11,232,391
Substance Abuse/Outpatient Treatment			978,288	978,288
Transitional Services Unit/Housing	922,551	126,302	4,139,496	5,188,349
Transitional Services Unit/Offender Services	190,645		1,008,328	1,198,973
Supervision/Corrections Health			4,085,021	4,085,021
Supervision/Local Control Jail Beds	18,451,390		15,644,058	34,095,448
Administration/Local Public Safety Coordinating Council	450,947		30,000	480,947
<b>Fund Total</b>	<b>54,083,267</b>	<b>126,302</b>	<b>90,022,135</b>	<b>144,231,704</b>

★ 61 PAGE PLAN is  
ON YOUR G DRIVE  
AGENDA  
PACKET

**COUNTY COMMUNITY CORRECTIONS  
2007-2009 BIENNIUM COMMUNITY CORRECTIONS PLAN**

Department of Corrections 2575 Center St. NE Salem, OR 97310	<i>For Office Use Only</i>	
	Date Received:	
	Time Received:	
<b>County : Multnomah County</b>	Date:	June 15, 2007
<b>Address: Multnomah County Department of Community Justice</b> 501 SE Hawthorne Blvd. Suite 250 Portland, Oregon 97214 Telephone: 503.988.3701 Fax: 503.988.6895 E-mail: steve.g.liday@co.multnomah.or.us		
<b>Community Corrections Director/Manager: Steve Liday</b> Address: 501 SE Hawthorne Blvd Suite 250 Portland, Oregon 97214 Telephone: 503.988.3701 Fax: 503.988.6895 E-mail: steve.g.liday@co.multnomah.or.us		
<b>Sheriff: Bernie Giusto</b> Address: 501 SE Hawthorne Blvd, Suite 350 Portland, Oregon 97214 Telephone: 503.988.4300 Fax: 503.988.4320 E-mail: sheriff@mcso.us		
<b>Jail Manager: Ron Bishop</b> Address: 501 SE Hawthorne Blvd, Suite 350 Portland, Oregon 97214 Telephone: 503.988.4300 Fax: 503.988.4320 E-mail: ron.bishop@mcso.us		
<b>Supervisory Authority: Steve Liday, Interim Community Corrections Director</b> Address: 501 SE Hawthorne Blvd Suite 250 Portland, Oregon 97214 Telephone: 503.988.3701 Fax: 503.988.6895 E-mail: steve.g.liday@co.multnomah.or.us		
<b>Supervisory Authority: Bernie Giusto, Sheriff</b> Address: 501 SE Hawthorne Blvd, Suite 350 Portland, Oregon 97214 Telephone: 503.988.4300 Fax: 503.988.4320 E-mail: sheriff@mcso.us		
<b>LPSCC Contact: Judith Shiprack, Coordinator</b> Address: 501 SE Hawthorne Blvd., Suite 600 Portland Oregon 97214 Telephone: 503.988.5894 Fax: 503.988.5262 E-mail: Judith.C.Shiprack@co.multnomah.or.us		
<b>BUDGET:</b>		
State Grant Funds		\$54,083,267
County General Funds:		\$85,084,317
Supervision Fees		\$2,939,846
Client Fees		\$179,806
Parole Hearings		\$86,848
Other Funds		\$1,761,318
Inmate Welfare Release Subsidy Funds		\$126,302
<b>Total Budget:</b>		<b>\$144,261,704</b>



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (short form)

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: R-5  
Est. Start Time: 10:00 AM  
Date Submitted: 05/30/07

**Agenda Title:** RESOLUTION Establishing Fees and Charges for Chapter 23, Human Services, of the Multnomah County Code and Repealing Resolution No. 02-014

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

Requested Meeting Date: June 14, 2007 Amount of Time Needed: 10 minutes  
Department: Department of County Human Services Division: Aging and Disability Services  
Contact(s): Mary Shortall  
Phone: 503-988-3620 Ext. 83770 I/O Address: 167/1/510  
Presenter(s): Mary Shortall

### General Information

**1. What action are you requesting from the Board?**

Department of County Human Services is recommending approval of this resolution to add a criminal record check fee and raise the licensing bed fee for Adult Care Homes. Additionally, raising the bed fee will require Oregon Department of Human Services approval; the criminal record check fee does not require state approval.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**  
25022A ADS Adult Care Home Program

Multnomah County licenses 560 Adult Care Homes (ACH) a year, providing 2,516 beds for people who qualify for nursing home care. These beds are licensed under state law and county ordinance, providing 24 hour supervision and care. They provide an affordable care alternative for people who would otherwise have expensive nursing home care as their only alternative.

Reductions in County staffing over the last three years are starting to impact the quality of care in Adult Care Homes. Training for ACH providers and licensing staff was cut last year; monitoring staff are reporting an increasing trend in problems with quality of care; and the resident satisfaction survey conducted this year showed a reduction of 6% in the satisfaction with care homes. The annual training conference was eliminated last year due to the loss of full time training staff

capacity. ACH providers are expressing concerns about the loss of the conference and loss of direct contact with staff in providing technical assistance. Some ACH providers are now saying that they would pay higher fees if ADS could build this staff capacity again.

The proposed fee increases include:

1. Charge for criminal record checks. Currently, the ACH Program processes about 4,800 criminal record checks a year and does not charge for this service. These criminal record checks are done for all operators, caregivers, frequent visitors, family members age 16 and over who live or work in the home, and for resident managers and substitute caregivers. A fee of \$15 on record checks associated with yearly licensing will generate \$70,000 per year. A reduced fee that will not exceed \$45 will be established for immediate family members that do not provide care in the Adult Care Home.
2. Adult Care Home providers are currently charged a \$40 licensing bed fee a year. This fee has not been raised since 1996. The Oregon Department of Human Services (DHS) must approve license fees higher than the fee in state statute. DHS will approve higher local fees if the fees are used to enhance services and improve quality of care. The licensing bed fee will be increased by \$20 for a total of \$60 per bed per year, generating \$50,000 per year.

This additional revenue will restore a training position to full time; restore a .50 licensing position to full time; and add a monitor to provide more responsive technical assistance to ACH providers.

**3. Explain the fiscal impact (current year and ongoing).**

Effective July 1, 2007 this change will generate additional revenue that was anticipated and included in the FY08 budget for Program Offer 25022A.

**4. Explain any legal and/or policy issues involved.**

Implementing this request necessitates adopting the enclosed resolution and obtaining approval from DHS for the fee increase. We have received verbal approval from DHS to increase the bed fees and expect formal written approval prior to this resolution being before the Board. The proposal has been reviewed by the County Attorney's office.

**5. Explain any citizen and/or other government participation that has or will take place.**


The ACH Program staff has discussed this action with ACH Operators over the past several months at regular monthly provider meetings. A survey was sent to each program operator that indicated fee increases were under consideration in the future. Operators were asked to comment on proposed fee increases and to offer suggestions for service increases. Of 54 respondents (a 10% return rate) only 5 were unwilling to pay fees to add services. They were interested in seeing the training conference restored, increasing the turn around time on criminal record checks and having staff available to answer questions directly through telephone contact. Additionally, a mailing was sent to each program operator informing them that this fee increase request would be made to the Board of County Commissioners.

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**Required Signature**

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Elected Official or  
Department/  
Agency Director:



Date: 05/30/07

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. \_\_\_\_\_**

Establishing Fees and Charges for Chapter 23, Human Services, of the Multnomah County Code and Repealing Resolution No. 02-014

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

- a. The Multnomah County Code provides that the Board shall establish certain fees and charges by resolution.
- b. The Board adopted Resolution 02-014 establishing fees for MCC Chapter 25 on January 31, 2002.
- c. It is necessary to update the Adult Care Home license fee by adding a criminal records check fee, increasing the bed fee and the maximum bed fees and repealing Resolution 02-014.
- d. The resident manager and substitute caregiver approval fees and charges established by Resolution 02-014 remain the same.

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

1. The fees and charges for Chapter 23, Human Services, of the Multnomah County Code are set as follows:

Section 23.607. LICENSE FEE (Adult Care Homes).

(a) Criminal Records Check Fee:

- (1) Except as provided in subsection (2) below, there is a fee of \$15 per record check for each person who is required to undergo a criminal record check under MCAR 023-070-400 et seq.
- (2) The cumulative fee under subsection (1) for immediate family members of the operator who do not provide care shall not exceed \$45 per home per year.

(b) Bed Fee: Fee of \$60 per bed per year up to a maximum of \$300 per year.



(c) Resident Manager Application Fee: Fee of \$25 for each resident manager application submitted for review by the Adult Care Home Program.

(d) Caregiver Application Fee: Fee of \$10 for each caregiver application submitted for review by the Adult Care Home Program.

2. This resolution takes effect and Resolution 02-014 is repealed on July 1, 2007.

ADOPTED this 14th day of June, 2007.

BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

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Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By \_\_\_\_\_  
Patrick W. Henry, Assistant County Attorney

SUBMITTED BY:

Joanne Fuller, Director of the Department of County Human Services

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 07-121**

Establishing Fees and Charges for Chapter 23, Human Services, of the Multnomah County Code and Repealing Resolution No. 02-014

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

- a. The Multnomah County Code provides that the Board shall establish certain fees and charges by resolution.
- b. The Board adopted Resolution 02-014 establishing fees for MCC Chapter 25 on January 31, 2002.
- c. It is necessary to update the Adult Care Home license fee by adding a criminal records check fee, increasing the bed fee and the maximum bed fees and repealing Resolution 02-014.
- d. The resident manager and substitute caregiver approval fees and charges established by Resolution 02-014 remain the same.

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

1. The fees and charges for Chapter 23, Human Services, of the Multnomah County Code are set as follows:

Section 23.607. LICENSE FEE (Adult Care Homes).

(a) Criminal Records Check Fee:

- (1) Except as provided in subsection (2) below, there is a fee of \$15 per record check for each person who is required to undergo a criminal record check under MCAR 023-070-400 et seq.
- (2) The cumulative fee under subsection (1) for immediate family members of the operator who do not provide care shall not exceed \$45 per home per year.

(b) Bed Fee: Fee of \$60 per bed per year up to a maximum of \$300 per year.

(c) Resident Manager Application Fee: Fee of \$25 for each resident manager application submitted for review by the Adult Care Home Program.

(d) Caregiver Application Fee: Fee of \$10 for each caregiver application submitted for review by the Adult Care Home Program.

2. This resolution takes effect and Resolution 02-014 is repealed on July 1, 2007.

ADOPTED this 14th day of June, 2007.

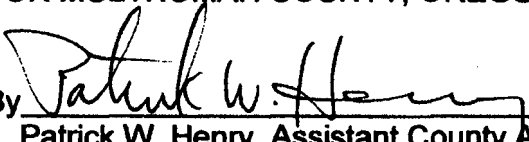
BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON



  
Ted Wheeler, Chair

REVIEWED:

AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

By   
Patrick W. Henry, Assistant County Attorney

SUBMITTED BY:

Joanne Fuller, Director of the Department of County Human Services



## MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST

APPROVED : MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R-6 DATE 06/14/07  
DEBORAH L. BOGSTAD, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 06/14/07  
Agenda Item #: R-6  
Est. Start Time: 10:05 AM  
Date Submitted: 06/06/07

**Agenda Title:** **NOTICE OF INTENT to Submit a Proposal to the Health Resources and Services Administration HIV Early Intervention Services (EIS) Program**  
**Ongoing Expansion Funds for Current Part C Grantees Grant Competition**

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

<b>Requested Meeting Date:</b>	<u>June 14, 2007</u>	<b>Amount of Time Needed:</b>	<u>5 minutes</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>HIV Health Services Center, Integrated Clinical Services</u>
<b>Contact(s):</b>	<u>Jodi Davich</u>		
<b>Phone:</b>	<u>503-988-3663</u>	<b>Ext.</b>	<u>26561</u>
	<b>I/O Address:</b>	<u>160/9</u>	
<b>Presenter(s):</b>	<u>Jodi Davich, Manager, HIV Health Services Center</u>		

### General Information

**1. What action are you requesting from the Board?**

The Health Department requests approval to submit a proposal to the Health Resources and Services Administration (HRSA) to increase our annual Ryan White Program Part C grant by \$200,000.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

MCHD has provided medical care to HIV infected individuals from the onset of HIV disease, through its primary care clinics. To respond to the growing number of HIV/AIDS clients, and the demand for specialized care from "expert" providers, MCHD applied for and was awarded Ryan White Title III Early Intervention funds in 1990 which established the HIV Health Services Center (HIV Clinic). In last year's reauthorization of the Ryan White CARE Act, Title III was renamed Part C.

73% of Oregon's HIV/AIDS cases (over 4,000 persons) live in the HIV Clinic service area. HIV/AIDS prevalence increased approximately 7.8% from 2004 to 2005, fueling a continuing public health problem. During the past 12 months, the HIV Clinic served over 770 low-income PLWH

(People Living With HIV/AIDS). The HIV Clinic will serve over 800 patients in 2007—this is 20% of the total PLWH residing in the Ryan White Transitional Grant Area (Multnomah, Washington, Clackamas, Columbia, Yamhill, and Clark counties) and 9% more clients than served in 2006. HIV Clinic patients are likely to be socially stigmatized, economically deprived, and burdened by co-morbid illnesses such as TB, Hepatitis and cancer. Additionally, our client population is aging and their average number of diagnoses has increased steadily from an average of 6.7 diagnoses per client in 1995 to an average of 9.2 diagnoses per client in 2005. When compared to the general population, our patients are five times more likely to be below 100% of the poverty level; almost nine times more likely to be homeless; and twice as likely to be substance abusers and to suffer from mental illness.

The HIV Health Services Center's base Ryan White Part C (formerly Title III) grant award has not received an increase since 2003. Not only has the base grant award not increased since that time, for the past two grant periods, the base was slightly reduced due to federal budget shortfalls. Federal support has not kept up with the increasing number of clients seen by the HIV Clinic. HRSA is now conducting a grant competition which is limited to current grantees, including Multnomah County, to provide ongoing expansion funds. We are eligible to apply for up to \$200,000. If funded, this would increase our annual base award to \$937,188. The additional funds will be used to support clinical services that are stretched thin in the areas such as mental health, office support (front desk and billing), and lab services. These funds can not be used to supplant existing resources.

**3. Explain the fiscal impact (current year and ongoing).**

We proposed to request an increase of \$200,000 to our base grant award. The increase to the base funding will be ongoing.

**4. Explain any legal and/or policy issues involved.**

No legal or policy issues are involved.

**5. Explain any citizen and/or other government participation that has or will take place.**

None.

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## ATTACHMENT A

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### Grant Application/Notice of Intent

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If the request is a Grant Application or Notice of Intent, please answer all of the following in detail:

- **Who is the granting agency?**  
Health Resources and Services Administration (HRSA).
- **Specify grant (matching, reporting and other) requirements and goals.**  
This is an ongoing expansion funding opportunity for current Part C grantees, in order to support increased costs of care including increased numbers of patients and unmet need for early intervention services in the community. This expansion will focus on core medical services as specified in the legislation as reauthorized in 2006. The maximum award will be \$200,000 per year. Successful applicants will receive an ongoing expansion, which will be added to the grantee's base award. Funding beyond the first year is dependent on the availability of appropriated funds for Part C EIS, satisfactory grantee performance, and a determination that continued funding is in the best interest of the government. Ryan White Program funds are intended to be the payer of last resort, and cannot be used to supplement payments for covered services from other sources such as Medicaid, Medicare, private insurance, or other grant programs. There is no matching requirement.
- **Explain grant funding detail – is this a one time only or long term commitment?**  
We will request an increase of \$200,000 to our base grant award. The increase to the base funding will be ongoing.
- **What are the estimated filing timelines?**  
The grant application is due June 18, 2007.
- **If a grant, what period does the grant cover?**  
It is anticipated that grant awards will be made by September 1, 2007. Although the HIV Clinic's regular Part C grant cycle is January 1 to December 31, the first project period will be a shortened period, September 1, 2007 to December 31, 2007. We will have the opportunity to carryover any unexpended funds from our first \$200,000 into the next year.
- **When the grant expires, what are funding plans?**  
This is an ongoing revenue stream.
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**  
These costs will be incorporated into the project budget.

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## ATTACHMENT B

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### Required Signatures

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Elected Official or  
Department/  
Agency Director:

*Lillian Shirley*  
\_\_\_\_\_  
/kj

Date: 06/06/07

Budget Analyst:

*Debraha*  
\_\_\_\_\_

Date: 06/06/07

## BOGSTAD Deborah L

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**From:** BOWEN-BIGGS Tara C  
**Sent:** Monday, June 11, 2007 12:48 PM  
**To:** ROJO DE STEFFEY Maria; COGEN Jeff; NAITO Lisa H; ROBERTS Lonnie J; WHEELER Ted  
**Cc:** FERNANDES April; MARTINEZ David; MADRIGAL Marissa D; WESSINGER Carol M; NAITO Terri W; PETERSON Sam; WEST Kristen; ROCHE Hector R; BOGSTAD Deborah L; WILLER Barbara; KARNES Ana  
**Subject:** Executive Session has been moved to Thursday

Please note that the Tuesday June 12<sup>th</sup> Executive Session has been **rescheduled to Thursday June 14<sup>th</sup>**, immediately following the regular board meeting. Thank you.

### *Tara Bowen-Biggs*

Staff Assistant  
Multnomah County Chair Ted Wheeler  
501 SE Hawthorne, Suite 600  
Portland, OR 97214  
ph. (503)988-3953  
fax (503)988-3093  
[tara.c.bowen-biggs@co.multnomah.or.us](mailto:tara.c.bowen-biggs@co.multnomah.or.us)

6/12/2007





# MULTNOMAH COUNTY

## AGENDA PLACEMENT REQUEST (short form)

### Board Clerk Use Only

Meeting Date: 6/12/07  
Agenda Item #: E-1  
Est. Start Time: 9:00 AM  
Date Submitted: 06/07/07

**Agenda Title:** Executive Session Pursuant to ORS 192.660(2)(d),(e)and/or(h)

*Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.*

Requested Meeting Date: June 12, 2007 Amount of Time Needed: 15-30 minutes  
Department: Non-Departmental Division: County Attorney  
Contact(s): Agnes Sowle  
Phone: 503 988-3138 Ext. 83138 I/O Address: 503/500  
Presenter(s): Agnes Sowle and Invited Others

### General Information

**1. What action are you requesting from the Board?**

No final decision will be made in the Executive Session.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

Only representatives of the news media and designated staff are allowed to attend. Representatives of the news media and all other attendees are specifically directed not to disclose information that is the subject of the Executive Session.

**3. Explain the fiscal impact (current year and ongoing).**

**4. Explain any legal and/or policy issues involved.**

ORS 192.660(2)(d),(e)and/or(h)

**5. Explain any citizen and/or other government participation that has or will take place.**

### Required Signature

Elected Official or  
Department/  
Agency Director:

Date: 06/07/07