

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

**RESOLUTION NO. 2010-077**

Approval of the Mt. Hood Cable Regulatory Commission Budget for Fiscal Year 2010-2011

**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 2010-2011 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 2010-2011 is approved.

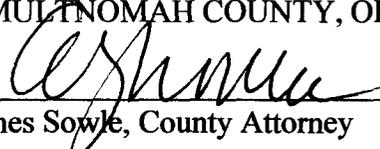
ADOPTED this 10th day of June 2010.



BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

  
\_\_\_\_\_  
Jeff Wogen, Chair

REVIEWED:  
AGNES SOWLE, COUNTY ATTORNEY  
FOR MULTNOMAH COUNTY, OREGON

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

# Mt. Hood Cable Regulatory Commission

## PROPOSED BUDGET FISCAL YEAR 2010-11

Commission Approved: May 24, 2010

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### Representing:

City of Portland  
City of Fairview

City of Gresham  
City of Wood Village

City of Troutdale  
Multnomah County

### Commission Members

Alan Alexander III, Commission, Chair  
Norman Thomas  
Andrea Cano  
Clark Santee  
Sue Dicile  
Rich Goheen  
Leif Hansen  
John Kilian

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MT. HOOD CABLE REGULATORY COMMISSION  
FY 2010-11 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 seven 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 regulates and oversees cable service franchises with four companies, serving the following areas:

- Comcast: Portland, Gresham, Troutdale, Fairview, Wood Village and Multnomah County
- Verizon: Gresham, Troutdale, Fairview and Wood Village
- Qwest: Portland
- Cascade Access: unincorporated east Multnomah County

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

## 2009 ACCOMPLISHMENTS

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

The MHCRC enforces the cable services consumer protection ordinances of Multnomah County, Portland, Gresham, Troutdale, Fairview, and Wood Village. The MHCRC engaged in compliance proceedings with Comcast for not meeting telephone answering standards and appointment timeframes. Verizon had several issues for franchise enforcement, which the MHCRC addressed. Those included, among others, failure to meet installation standards and not providing a sample subscriber bill for the MHCRC service area. The MHCRC also monitored and enforced various service standards for telephone responsiveness, service outage credits, billing, installation and repair responsiveness, and other consumer protection issues. Comcast and the MHCRC reached an agreement about Comcast discontinuing its FM radio service and processed a franchise modification to implement the agreement. In 2009, the Commission assisted in the resolution of 335 complaints.

## **Completed a Major Study on Community Communications Technology**

The Commission undertook a ground-breaking study of our local communities' communications technology needs and interests. The study included both cable related aspects and also broader technology issues. It also queried on the impact of the current cable franchise public benefits, such as the Institutional Network (I-Net), the Community Access Capital Grant, and the local community media centers and assets. The study focused on six key questions and included six categories:

### **KEY QUESTIONS**

- 1) What is the level of communications technology in our communities today?
- 2) What are our communities' immediate (up to 3 years) communications technology needs?
- 3) What are our communities' future (3-15 years) communications technology needs?
- 4) What are the differences in communications technology needs and interests among our communities?
- 5) What is the role of local government in meeting the communications technology related needs of our community?
- 6) What has been the impact within our communities of existing public benefit requirements of the cable communications franchise agreement?

### **Categories**

Access to Technology  
Content  
System Capacity  
Economic Development  
Civic/Community Engagement  
Regulation in the Public Interest

The six key questions provided overarching guidance about what would be examined in each of the ascertainment categories. The key questions were supported by six categories that reflect the critical areas of focus for the ascertainment.

The topics to be covered in each category were established through associated elements. For example, the Access to Technology category included the following elements: geographic accessibility; affordability; equity; adoption/literacy; capacity/speed; mobility; and digital inclusion.

One of the Commission's goals for the study was to reflect the broad and diverse voices of our communities. In order to address inclusion, the Commission deployed a multitude of data collection methods, including a scientific phone poll; online surveys; focus group discussions and interviews.

The study provides key data and knowledge which will inform the potential public benefits to be included in a renewed cable services franchise with Comcast, which expires December 2010. The Commission encourages everyone to view the study results and key findings at: <http://www.mhrc.org/yourvoice.html>.

### **Evaluated Comcast's Performance of Franchise Obligations**

Part to the franchise renewal process under federal law is to conduct an evaluation of the cable company's performance of its obligations contained in its local franchise agreement. The MHCRC's performance evaluation found that, overall, the regulatory structure and the informal processes developed between Comcast and the MHCRC have worked well over the years to address franchise violations and issue. The evaluation report, conducted by an outside consultant, identified several areas to address during franchise renewal discussions and possibly within the obligations of a renewed franchise.

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

The MHCRC directs the Community Access Capital Grant which provides funds for technology projects to community organizations, libraries, educational institutions and local government agencies throughout Multnomah County. The MHCRC oversees implementation and compliance for about 30 grant-funded projects during the year. In 2009, the program granted about \$1.5 million for 11 new community-based projects that will leverage nearly \$3 million in matching resources. Newly funded projects included:

- Portland Community Media's SmartAccess project engages the general public, local non-profit organizations and schools to use multi media methods of communication in a variety of formats and distribution platforms. The project targets underserved areas and constituencies at partnership sites.
- Through the Global Portland Voices Project, the Center for Intercultural Organizing (CIO) aims to remove social, economic, linguistic, cultural and political barriers to community involvement by making local community media more accountable and accessible to immigrant and refugee populations. CIO is purchasing video production equipment, creating an on-site media studio and post-production lab and providing video production trainings to its constituencies.
- Wisdom of the Elders (WOTE) plans to record and preserve oral tradition and cultural arts of exemplary indigenous elders, historians, storytellers and song carriers in order to regenerate the greatness of culture among native peoples. The project hopes, by featuring exemplary role models from the regional Native American community, to supplement mental health and addiction prevention efforts.
- Building on a program previously funded by the MHCRC, Ethos will upgrade its studio and mobile equipment with professional grade wireless technology to reduce the costs associated with producing multiple camera, music-based content. Ethos uses the I-Net to broadcast "Ethos Live", a weekly show featuring local musicians. By professionally filming and producing music concerts, recitals, master musician workshops, and community music events, Ethos will provide music education programs to many Multnomah County youth.
- Caldera's Careers in Creative Technology program assists students from low-income families to receive arts education, out-of-school learning and mentoring to prepare for careers in creative technology fields. This grant built on a previous grant which provides equipment and mentoring for students to worked alongside professionals from well-known, local companies such as Nike, Wieden+Kennedy and Ziba Design, and with artists in photography, the written work and video production.

- 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 help PYB expand its digital video and web-based media curriculum in order to improve training and job readiness skills necessary for students to obtain entry-level employment in today's working environment.
- Lewis Elementary and Sellwood Middle School received a grant from the MHCRC in 2006 to teach digital storytelling by integration of digital production technology into the school's strategies for teaching expository and narrative writing. With additional funding the project extends the program to the entire Cleveland Cluster feeder (four schools: Duniway, Lewis, Llewellyn and Sellwood) and hopes to enhance not only students' literacy skills, but to also increase students' skills in creative and critical thinking and media literacy. The project will benefit students and educators by capitalizing on students' fascination with technology to enhance and enliven instruction.
- With its Digital Video Switcher Project, Portland Public Schools Television Services (PPS-TVS) will move another step closer to completing its new studio. With the new equipment, PPS-TVS will increase studio programming for Channel 28 viewers and save time and money for in-house productions.
- Portland Public Schools takes another step closer to completing an overhaul of its antiquated voice communication system to reduce the disparity of access to communications and collaboration resources for PPS staff, students and parents. In this second phase of the project, grant funds will be used to replace the existing archaic and unstable phone system with state of the art Internet Protocol Telephony (IPT) service at 22 schools (700 classrooms).
- Hosford International Middle School, a Portland Public School serving 560 middle school students, is the only public middle school that boasts two language immersion programs. Despite its many educational successes, Hosford is sorely lacking up-to-date computer systems. The acquisition of mobile technology labs allows any given classroom to have access to the Institutional Network (I-Net), thus enabling educators to more effectively reach and teach students by incorporating a computer aided curriculum into daily classroom activities.
- For Multnomah Education Service District (MESD), the cost of provisioning and supporting basic telephone service now exceeds the cost of provisioning and supporting a computer. Therefore, with grant support MESD will replace its current legacy phone system with an Internet Protocol based phone system that predicts a return on its \$240,000 investment in 2.2 years. The new system would utilize existing I-Net connectivity between MESD sites.

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

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

The MHCRC facilitated a major upgrade to the capacity available to schools, libraries, and public agency sites over the I-Net. The upgrade resulted in a site's capacity going from 100Mbps to 400 Mbps with no additional cost to these entities! The MHCRC funded this network upgrade with \$426,000 from the I-Net Capital Fund. The project installed new edge devices at all current I-Net user sites, which replaced edge devices that were beyond "end of life" expectancy.

Local governments and schools continue to need new connections to the I-Net. In 2009, the MHCRC funded ten new connections to the I-Net from three different agencies.

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

The MHCRC manages contracts with MetroEast Community Media and Portland Community Media (PCM), non-profit organizations that facilitate use of technology and communications resources by the community in order to promote broad participation in civic and cultural life. These non-profits provide direct services to a diverse group of individuals, nonprofits, community organizations and government agencies. In 2009, 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, Verizon and Cascade Access under their franchise agreements.

#### **Processed Franchise Transfer from Verizon to Frontier**

In May, Verizon announced its intention to transfer ownership of its cable, internet and phone (except wireless) to Frontier Communications. In accordance with the franchise agreement, the MHCRC undertook a process to evaluate the transfer based on the technical, legal and financial qualifications to fulfill the current franchise obligations. The Commission recommended that the effected jurisdictions approve the transfer request, with several conditions which protected subscribers' and the jurisdictions' interests. The jurisdictions unanimously approved the MHCRC's recommendation.

#### **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 submitted comments in the National Broadband Plan proceedings in support of local authority to provide for public broadband.
- The MHCRC sent letters to Vice President Biden and to FCC Chairman Julius Genachowski in response to Right-of-Way Preemption Efforts in the National Broadband Plan opposing the inclusion of a federal standard for compensation for use of public property in the National Broadband Plan. The MHCRC continues to outline for key Congressional representatives the public interest benefits that the Jurisdictions have been able to provide the citizens of Multnomah County through cable franchising that reflect local community needs.

## MHCRC PRIORITIES AND STRATEGIC APPROACH

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

- 1) The resources (both staff and consulting) required to successfully negotiate a renewed franchise agreement with Comcast, and to facilitate the franchise approval process with all the MHCRC jurisdictions; and the related fact that cable companies no longer fund renewal processes (as was the case in the 1990s);
- 2) The depressed economy; and the resulting loss of MHCRC administrative support staff position last year due to budget reductions;
- 3) The desire to retain the remaining 3.3 FTE; and
- 4) The additional reduction to the MHCRC's operating budget for FY2010-11.

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

- Maintain the Commission's core responsibility of franchise management and regulation;
- Conduct the franchise renewal process with Comcast.

The MHCRC will focus its resources on the renewal of the Comcast cable services franchise agreements with the Jurisdictions, which expire in December 2010. Under federal law, any public benefit obligation contained in a renewed franchise agreement must be based on a demonstrated community need. The commission dedicated its resources in the current fiscal year to conduct a well-planned, inclusive community needs ascertainment study that will provide a sound legal basis to negotiate the breadth and depth of community benefits the MHCRC's constituencies have come to expect.

However, the work has just begun. MHCRC staff is now engaged in negotiations with Comcast for updated franchise terms (recall that the current franchise obligations are about 15 years old). In addition to staff resources, the Commission will need one-time funding for legal, technical and financial expertise in order to adequately represent the MHCRC, its jurisdictions and their constituencies in the negotiations. The proposed MHCRC budget includes a total amount of \$46,000 for these one-time costs.

## GOALS AND OBJECTIVES

Approved: May 24, 2010

Effective: July 1, 2010 – June 30, 2011

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. Conduct a review of Verizon's allocation of gross revenues and franchise fees among the four cities in order to establish an accurate baseline method.
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 companies to deliver converged and bundled services (cable TV, internet and telephone).

**Goal II:** *Successfully negotiate cable services franchise agreements with Comcast, on behalf of the MHCRC jurisdictions, that address cable-related community technology needs and interests and consumer protection issues and trends.*

### Objectives

1. To gain public input and comment on potential public benefits of a renewed franchise agreement.
2. To provide the jurisdictions with a recommendation for action on a franchise agreement no later than November 1, 2010.

**Goal III:** *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. Monitor projects that have received grant funding to ensure compliance with the project goals and objectives and accountability for grant funds.
  3. Manage and oversee Community Institutional Network (I-Net) planning and fund 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.
  4. Manage access provider contracts with Portland Community Media and MetroEast Community Media.
  5. Allocate capital funds for Portland Community Media and MetroEast Community Media.
  6. Explore creative public and community opportunities arising through local adoption of digital technology for both content development and distribution.
  7. Collaborate with organizations, at the federal, state and local levels, to advocate for the community's access to cable system technology.
  8. Negotiate a renewed contract with MetroEast Community Media, which reflects the communities' communications technology needs and interests identified through the "Your Voice" ascertainment study.
  9. Provide the Portland City Council with a recommendation, no later than May 31, 2011, for a renewed contract with Portland Community Media, which reflects the communities' communications technology needs and interests identified through the "Your Voice" ascertainment study.

**Goal IV:** *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 our communities so that they are empowered to participate in the Comcast franchise renewal process.
3. Support our member jurisdictions in implementing FCC rules and federal laws related to cable and telecommunications.
4. Support and provide resources for the development of Commissioners' education and expertise.

**Goal V:** *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 statewide committees or groups that address local government authority, management and control of public rights of way.
3. Prepare for and participate in the 2011 Oregon State Legislative session including a possible statewide telecommunications tax proposal.
4. Participate in litigation and FCC proceedings on behalf of our jurisdictions' and citizens' interests.
5. Participate in national policy discussions in order to advocate for and preserve existing and new public interest benefits, including the Community Access Preservation Act (CAP Act – HR 3745) to preserve PEG channels and funding.

**Goal VI:** *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. Conduct annual strategic planning and goal-setting process.
4. Conduct annual MHCRC evaluation of staff services.
5. 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 budget by every member Jurisdiction. The MHCRC's Finance Committee, comprised of three Commissioners, developed a detailed FY 2010-11 budget in consultation with its staff. On May 24, 2010, the Commission approved the proposed budget to forward to the Jurisdictions for consideration. The MHCRC provides the proposed budget to the Cities' and County's staff in advance of the City Councils' and the County Commission's consideration of the budget.

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

Franchise fee revenues overall are projected to increase by about two percent (2%). However, the proposed budget contains a one-time cost (\$46,000) for needed expertise related to the Comcast franchise renewal (see previous discussion in MHCRC PRIORITIES AND STRATEGIC APPROACH). This results in about an eight percent (8%) increase in the MHCRC's FY2010-11 budget. Excluding this one-time cost, the budget represents a decrease of about two percent (2%) in expenditures from the current fiscal year.

## FINANCIAL SUMMARY

The Commission's FY 2010-11 Financial Summary is presented on page 13. A large portion of the Commission's overall resources are funds collected from the cable companies and the expenditures are the disbursement of those funds to the member Jurisdictions, the community access providers (Portland Community Media (PCM) and MetroEast Community Media (MetroEast) and Community Access Capital Grant recipients. These disbursements are governed by the IGA and by the cable services franchises.

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

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

**First**, the Commission collects all cable services franchise fee revenue for Gresham, Troutdale, Fairview, Wood Village and Multnomah County from Comcast and Verizon cable franchises. The total projected revenues are \$1,475,557 in FY 2010-11;

**Second**, the MHCRC collects funds from the City of Portland for its share of the Commission's operating budget. The FY 2010-11 City of Portland share is \$311,900;

**Third**, the Commission administers two programs funded by two percent of Comcast's gross revenues and 3% of Verizon's gross revenues totaling over \$2.9 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 (\$483,132). This is an eight percent (8%) increase from the current year budget, due to the one-time cost budgeted for Comcast renewal. The net contribution totals \$479,912, after deducting the balance of the FY 2008-09 budget. Each Jurisdiction's net contribution is outlined below:

Gresham	\$121,265	Fairview	\$11,547
Troutdale	\$18,452	Wood Village	\$3,467
Multnomah County	\$13,281	Portland	\$311,900

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 2010-11**

<b>RESOURCES</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Revised</b>	<b>2010-11 Proposed</b>
Beginning Fund Balance	4,443,465	5,800,106	5,837,979	4,593,906
E. County Franch. Fees, Comcast	1,107,942	1,153,079	1,202,655	1,402,523
E. County Mult West Franch. Fees, Comcast	68,652	74,525	86,116	73,035
E. County Franch. Fees, Verizon	na	68,880	195,333	205,004
Portland Share of Operating Bud. (1)	307,419	289,730	289,775	311,900
Interest	181,699	46,219	88,000	58,000
Community Access Capital Grant	1,265,537	1,369,348	1,397,000	1,459,824
Access Corporation Capital Revenue	1,265,538	1,369,348	1,410,067	1,500,825
Compliance Revenue	43,899	0	0	0
<b>Total Resources</b>	<b>4,240,686</b>	<b>4,371,129</b>	<b>4,668,946</b>	<b>5,011,111</b>
<b>Total</b>	<b>\$8,684,151</b>	<b>\$10,171,235</b>	<b>\$10,506,925</b>	<b>\$9,605,017</b>
<b>REQUIREMENTS</b>				
<b>EXPENDITURES</b>				
Franchise Fee Balance to Jurisdictions	315,315	369,038	404,507	422,211
Community Access Pmt, E. County (MetroEast)	664,765	733,175	787,123	841,514
Community Access Pmts, Mult. West (PCM)	51,579	44,715	51,670	43,821
MHCRC Operating Budget	463,679	462,264	447,801	483,132
Grant / I-Net Operating Budget	107,177	120,063	165,027	171,453
Access Corporation Capital	1,049,345	1,205,495	1,239,337	1,418,823
Community Access Capital	232,185	1,398,506	1,500,000	1,500,825
Community Access Capital-Contingency			1,317,554	1,064,000
<b>Total Expenditures</b>	<b>\$2,884,045</b>	<b>\$4,333,256</b>	<b>\$5,913,019</b>	<b>\$5,945,779</b>
Ending Fund Balance	5,800,106	5,837,979	4,593,906	3,659,238
<b>Total</b>	<b>\$8,684,151</b>	<b>\$10,171,235</b>	<b>\$10,506,925</b>	<b>\$9,605,017</b>

## LINE ITEM BUDGET - SUMMARY

The Commission's FY 2010-11 Line Item Budget provides detail for expenditures included in the Financial Summary.

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

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

The total FY 2010-11 proposed expenditure is \$5,945,779 and contingency of \$1,064,000 for the disbursement of prior year capital grants. The total consists of expenditures funded by dedicated revenues either under the IGA or the franchise agreement in the amount of \$5,462,647, and \$483,132 in Commission's operating expenditures funded by Jurisdictional contributions from the franchise fees.

**LINE ITEM BUDGET - SUMMARY  
FISCAL YEAR 2010-11**

Line Item	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Adopted	FY 2010-11 Proposed
511000 Employees	306,428	266,446	283,325	301,722
517000 Benefits	91,182	93,124	103,202	109,189
<b>Total Personal Services</b>	<b>\$397,610</b>	<b>\$359,570</b>	<b>\$386,527</b>	<b>\$410,911</b>
521000 Professional Services	52,427	84,649	91,000	30,900
529000 Miscellaneous Services	2,361	3,637	8,200	7,600
Pass Through Payments (PEG & Fr.Fee Bal)	2,402,795	4,064,613	3,837,087	4,227,194
531000 Office Supplies	1,259	3,914	1,825	1,500
532000 Operating Supplies	2,608	303	4,000	2,800
541000 Education	4,673	2,584	3,600	1,600
542000 Local Travel	518	854	1,000	1,400
543000 Out-of-Town Travel	5,540	5,101	4,000	2,600
549000 Miscellaneous	5,489	3,210	8,165	6,730
<b>Total External Materials &amp; Svcs</b>	<b>\$2,477,670</b>	<b>\$4,168,865</b>	<b>\$3,958,877</b>	<b>\$4,282,324</b>
551000 Fleet Services	26	26	141	141
552000 Printing/Distribution	8,791	9,891	7,716	8,802
553000 Facilities Services	24,256	8,737	12,099	12,389
6540 EBS Services	na	na	na	15,481
554000 Information Technology (IT)	20,156	16,373	19,282	15,341
556000 Insurance/Workers Comp	9,116	6,549	9,800	8,522
559300 Human Resources	0	0	0	0
558312 Legal Advice	10,900	7,805	12,205	15,464
<b>Total Internal Materials &amp; Svcs</b>	<b>\$73,245</b>	<b>\$49,381</b>	<b>61,243</b>	<b>\$76,140</b>
<b>Total Materials &amp; Services</b>	<b>\$2,550,915</b>	<b>\$4,218,246</b>	<b>\$4,020,120</b>	<b>\$4,358,464</b>
572101 General Fund Overhead	15,748	15,172	18,668	14,328
57100 Contingency Operation and I-Net Admin.				52,076
571100 Contingency-Capital Grant				1,064,000
<b>Fund Level Services</b>	<b>15,748</b>	<b>15,172</b>	<b>18,668</b>	<b>1,130,404</b>
Comcast Renewal (One-time)				46,000
<b>Total</b>	<b>\$2,964,273</b>	<b>\$4,592,988</b>	<b>\$4,425,315</b>	<b>\$5,945,779</b>
<b>Professional Services</b>	<b>Acct: 521000</b>	<b>Pass Through Payments</b>	<b>Acct: 529000</b>	
Operating Budget	12,900	Community Access Payments	885,335	
Capital Fund Budget	18,000	East County Fr. Fee Balance	422,211	
		Access Corporation Capital	1,418,823	
		Comm. Access Capital Grant	1,500,825	
<b>Total</b>	<b>30,900</b>	<b>Total</b>	<b>4,227,194</b>	
* Includes encumbered funds for Community Access Capital Grants awarded in prior years.				

# APPENDIX ONE

## FY 2010-11 BUDGET DETAIL

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

### **Operating Budget**

This document presents the MHCRC's "Operating Budget" funded by contributions from the member Jurisdictions. The proposed operating budget has an eight percent (8%) increase from the current fiscal year (FY09-10) due to the one-time cost for Comcast franchise renewal. Excluding this one-time cost (\$46,000), the budget represents a decrease of about two percent (2%) in expenditures from the current fiscal year.

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

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

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

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

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

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

**COMMISSION OPERATING BUDGET**  
**Funded by Jurisdictions**  
**Fiscal Year 2010-11**

Acct.	Title	FY 2007-08 Actual	FY 2008-09 Actual	FY 2009-10 Adopted	FY 2010-11 Proposed
5110	Employees	229,329	266,446	226,260	236,390
5170	Benefits	91,182	93,124	81,412	84,531
<b>Personnel Services</b>		<b>\$320,511</b>	<b>\$359,570</b>	<b>\$307,672</b>	<b>\$320,921</b>
5210	Professional Services (1)	32,316	22,456	28,000	12,900
5290	Miscellaneous Services	2,361	3,637	8,200	7,600
5310	Office Supplies	1,259	3,914	1,825	1,500
5320	Operating Supplies	2,608	303	4,000	2,800
5410	Education	4,628	2,584	3,000	1,000
5420	Local Travel	518	854	1,000	1,400
5430	Out-of-Town Travel	5,540	5,101	3,000	1,600
5490	Miscellaneous	3,534	2,806	5,165	3,730
<b>External Materials and Services</b>		<b>\$52,764</b>	<b>\$41,655</b>	<b>\$54,190</b>	<b>\$32,530</b>
5510	Fleet Services	26	26	141	141
5520	Print/Distribution	8,406	9,891	6,162	7,131
5530	Facilities Services	29,535	8,737	9,662	9,769
6540	EBS Services	na	na	na	12,974
5540	Information Technology (IT)	22,740	16,373	15,398	12,011
5560	Insurance/Workers Comp	9,116	6,549	7,826	7,178
558312	Legal Advice	7,500	7,805	9,948	12,116
<b>Internal Services</b>		<b>\$77,323</b>	<b>\$49,381</b>	<b>\$49,137</b>	<b>\$61,320</b>
572101	GF Overhead	13,082	11,658	14,908	10,286
575101	COLA	0	0	4,400	0
571100	Contingency	0	0	17,493	12,076
<b>Fund Level Expenditures</b>		<b>\$ 13,082</b>	<b>\$ 11,658</b>	<b>\$ 36,801</b>	<b>\$ 22,362</b>
Comcast Renewal (One-time)		na	na	na	\$ 46,000
<b>Total-Funded by Jurisdictions</b>		<b>\$463,680</b>	<b>\$462,264</b>	<b>\$447,800</b>	<b>\$483,132</b>

Funds encumbered from prior year  
(from contingency reserve and admin. budget)

\$ 62,193  
\$ 524,457

**COMMISSION OPERATING BUDGET WITH PEG AND I-NET  
(Funded by Jurisdictions and other Dedicated Resources) \*  
FY 2010-11**

Acct.	Title	FY 2009-10 Adopted	FY 2010-11 Proposed
5110	Employees	283,325	301,722
5170	Benefits	103,202	109,189
<b>Personnel Services</b>		<b>\$386,527</b>	<b>\$410,911</b>
5210	Professional Services	91,000	30,900
5290	Miscellaneous Services	8,200	7,600
5310	Office Supplies	1,825	1,500
5320	Operating Supplies	4,000	2,800
5410	Education	3,600	1,600
5420	Local Travel	1,000	1,400
5430	Out-of-Town Travel	4,000	2,600
5490	Miscellaneous	8,165	6,730
<b>External Materials and Services</b>		<b>\$121,790</b>	<b>\$55,130</b>
5510	Fleet Services	141	141
5520	Print/Distribution	7,716	8,802
5530	Facilities Services	12,099	12,389
5540	Information Technology (IT)	19,282	15,341
6540	EBS Services	na	15,481
5560	Insurance / Workers Comp.	9,800	8,522
558312	Legal Advice	12,205	15,464
<b>Internal Services</b>		<b>\$61,243</b>	<b>\$76,140</b>
572101	Overhead	18,668	14,328
571100	COLA	7,106	0
571100	Contingency	17,493	52,076
<b>Fund Level Services</b>		<b>\$ 43,267</b>	<b>\$ 66,404</b>
Comcast Renewal (One-time)		na	46,000
<b>TOTAL</b>		<b>\$612,827</b>	<b>\$654,585</b>
Total funded by dedicated PEG resources plus Conting., Reserve		\$ 165,027	\$ 171,453
Total funded by Jurisdictions		\$ 447,800	\$ 483,132

**\* Dedicated funds and resources:**

1. Interest from MHCRC Fund Balance

2. Dedicated PEG Capital Funds

\*\* Resource from compliance revenues

**OPERATING BUDGET - LINE ITEM DETAIL**

Fiscal Year 2010-11

Proposed

Line Item	Description	..... FY 2010-11 .....			..... FY 2009-10 .....			
		Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total	
5110	<i>Employees :</i>							
	Director	0.50	61,793	2,575	64,368	59,349	2,473	61,822
	Dep. Director	0.50	47,822	5,314	53,136	45,323	2,893	48,216
	Financial Analyst	0.50	27,020	14,800	41,820	28,585	12,251	40,836
	Program Manager	0.80	45,786	24,654	70,440	41,182	22,175	63,357
	Program Specialist	1.00	53,969	17,990	71,958	51,821	17,274	69,095
	<b>Total</b>	<b>3.30</b>	<b>\$236,390</b>	<b>\$65,332</b>	<b>\$301,722</b>	<b>\$226,260</b>	<b>\$57,066</b>	<b>\$283,326</b>
5170	<i>Benefits:</i>							
	Director	0.50	19,036	793	19,829	18,214	759	18,973
	Dep. Director	0.50	16,308	1,812	18,120	15,809	1,009	16,818
	Financial Analyst	0.50	10,226	5,602	15,828	10,723	4,595	15,318
	Program Manager	0.80	16,891	9,095	25,986	15,621	8,412	24,033
	Program Specialist	1.00	22,070	7,357	29,426	21,045	7,015	28,060
	<b>Total</b>	<b>3.30</b>	<b>\$84,531</b>	<b>\$24,658</b>	<b>\$109,189</b>	<b>\$81,412</b>	<b>\$21,790</b>	<b>\$103,202</b>
	<b>Personnel Services, Total</b>		<b>\$320,921</b>	<b>\$89,990</b>	<b>\$410,911</b>	<b>\$307,672</b>	<b>\$78,856</b>	<b>\$386,528</b>
5210	<i>Professional Services:</i>							
	Engineering Tech. Services		1,000	10,000	11,000	2,000	40,000	42,000
	Outreach		1,000	5,000	6,000	2,000	20,000	22,000
	Outside Legal Services		1,000	0	1,000	4,000		4,000
	Financial Services		6,400	3,000	9,400	16,000	3,000	19,000
	MetroEast Sponsorship		0		0	500		500
	MHCRC Retreat		3,500		3,500	3,500	0	3,500
	<b>Total</b>		<b>\$12,900</b>	<b>\$18,000</b>	<b>\$30,900</b>	<b>\$28,000</b>	<b>\$63,000</b>	<b>\$91,000</b>
5290	<i>Miscellaneous Services :</i>							
	Temp. Clerical Suppt		7,000	0	7,000	7,000	0	7,000
	Mail Delivery Service		600	0	600	1,200	0	1,200
	<b>Total</b>		<b>\$7,600</b>	<b>0</b>	<b>\$7,600</b>	<b>\$8,200</b>	<b>\$0</b>	<b>\$8,200</b>
5310	Office Supplies		\$ 1,500	\$ -	\$1,500	\$ 1,825	0	\$1,825
5320	<i>Operating Supplies:</i>							
	Printer, Fax, & other supplies		1,200	0	1,200	2,500	0	2,500
	Software Upgrade		500	0	500	1,000	0	1,000
5350	Data Processing Equip.		1,100		1,100	500		500
	<b>Total</b>		<b>\$2,800</b>	<b>\$0</b>	<b>\$2,800</b>	<b>\$4,000</b>	<b>0</b>	<b>\$4,000</b>
5410	<i>Education:</i>							
	Computer Training		0	0	0	0	0	0
	Cable Regulatory Training		1,000	600	1,600	3,000	600	3,600
	<b>Total</b>		<b>\$1,000</b>	<b>\$600</b>	<b>\$1,600</b>	<b>\$3,000</b>	<b>\$600</b>	<b>\$3,600</b>

**OPERATING BUDGET - LINE ITEM DETAIL**

**Fiscal Year 2010-11**

**Proposed**

Line Item	Description	..... FY 2010-11 .....			..... FY 2009-10 .....		
		Commission Operation	Grant / I-Net	Total	Commission Operation	Grants / I-Net	Total
5420	Local Travel	1,400	0	1,400	1,000	0	1,000
5430	Out of Town Travel	\$1,600	\$1,000	\$2,600	\$3,000	1,000	\$4,000
5490	Miscellaneous:						
	NATOA - Membership	1,200	0	1,200	1,100	0	1,100
	ACM - Membership	600	0	600	750	0	750
	Grantmakers of Oregon	0	2,000	2,000	0	2,000	2,000
	Subscriptions:						
	Wall Street Journal	100	0	100	0	0	0
	Oregonian	80	0	80	80	0	80
	Gresham Outlook	0	0	0	85	0	85
	Law Journal Press	800	0	800	600	0	600
	West Group	0	0	0	350	0	350
	Lexis Nexis	300	0	300	1,000	0	1,000
	Parking; MHCRC & Customers	350	0	350	600	0	600
	Refreshments for MHCRC meeting	300	1,000	1,300	600	1,000	1,600
	<b>Total</b>	<b>\$3,730</b>	<b>\$3,000</b>	<b>\$6,730</b>	<b>\$5,165</b>	<b>\$3,000</b>	<b>\$8,165</b>
	<b>Total, External M &amp; S</b>	<b>\$32,530</b>	<b>\$22,600</b>	<b>\$55,130</b>	<b>\$54,190</b>	<b>\$67,600</b>	<b>\$121,790</b>
	<i>Internal Service:</i>						
5510	Fleet Services	141	0	141	141	0	141
5520	Print/Distribution	7,131	1,671	8,802	6,162	1,554	7,716
5530	Facilities Services	9,769	2,620	12,389	9,662	2,437	12,099
5540	Information Technology (IT)	12,011	3,330	15,341	15,398	3,884	19,282
6540	EBS Services	12,974	2,507	15,481	new beginning fy 10-11		
5560	Insurance / Worers Comp	7,178	1,344	8,522	7,826	1,974	9,800
558312	Legal Advice	12,116	3,348	15,464	9,948	2,257	12,205
	<b>Total, Internal Svcs</b>	<b>\$61,320</b>	<b>\$14,820</b>	<b>\$76,140</b>	<b>\$49,136</b>	<b>\$12,106</b>	<b>\$61,243</b>
572101	Overhead	10,286	4,042	14,328	14,908	3,760	18,668
571100	COLA	0	0	0	4,400	2,706	7,106
571100	Contingency	12,076	40,000	52,076	17,493	0	17,493
	<b>Fund Level Expenditures</b>	<b>\$22,362</b>	<b>\$44,042</b>	<b>\$66,404</b>	<b>\$36,801</b>	<b>\$6,466</b>	<b>\$43,267</b>
	Comcast Renewal (One-time)	\$46,000	\$0	\$46,000			
	<b>Total</b>	<b>\$483,132</b>			<b>\$447,800</b>		
	<b>Budget - Dedicated Funds</b>		<b>\$171,453</b>			<b>\$ 165,028</b>	
	<b>TOTAL</b>			<b>\$654,585</b>			<b>\$612,828</b>

## **APPENDIX TWO**

### **BUDGET ALLOCATION BY JURISDICTION**

All member Jurisdictions contribute to the operation of the MHCRC. For FY 2010-11, the Commission used the funding methodology adopted by the Jurisdictions. The methodology is based on an agreed upon shared percentage of the Commission's operating costs between Portland and the East County Jurisdictions. The East County share is then allocated among Fairview, Gresham, Troutdale, Wood Village and Multnomah County based on the number of cable subscribers in each Jurisdiction. The MHCRC updated the funding formula for FY2010-11 budget to more accurately reflect current work requirements and resource distribution (see page 5 for more detail).

**BUDGET ALLOCATION BY JURISDICTION  
COMMISSION OPERATING BUDGET  
FY 2010-11**

Operating Budget Total:	\$	437,132	
One-time Renewal Cost:	\$	46,000	(1)
<b>Total</b>		<b>483,132</b>	

JURISDICTION			FY 09-10 Adopted	FY 09-10 %%	FY 10-11 Proposed	FY 10-11 %%	Credit Balance FY 08-09	Net Juris. Appr.
<b>Portland</b>	Subscriber Distribution		\$289,775	65.0%	\$314,036	65.0%	2,136	\$ 311,900
<b>E. County</b>	No. Of Subs	Perc. Distr.						
Gresham	22,344	72.2%	\$113,410	25.3%	\$122,026	25.3%	\$761	\$121,265
Multnomah Co.	2,450	7.9%	\$12,821	2.9%	\$13,380	2.8%	\$99	\$13,281
Troutdale	3,401	11.0%	\$17,341	3.9%	\$18,574	3.8%	\$122	\$18,452
Fairview	2,129	6.9%	\$11,026	2.5%	\$11,627	2.4%	\$80	\$11,547
Wood Village	639	2.1%	\$3,426	0.8%	\$3,490	0.7%	\$23	\$3,467
<b>E. County Total</b>	<b>30,963</b>	<b>100.0%</b>	<b>\$158,024</b>	<b>35.0%</b>	<b>\$ 169,096</b>	<b>35.0%</b>	<b>\$ 1,085</b>	<b>\$ 168,011</b>
<b>Total</b>			<b>\$447,800</b>	<b>100.0%</b>	<b>\$483,132</b>	<b>100.0%</b>	<b>\$ 3,221</b>	<b>\$ 479,911</b>

(1) This is one-time funding appropriated for covering the costs associated with the Comcast Cable Franchise renewal

**MT HOOD CABLE REGULATORY COMMISSION  
CABLE SUBSCRIBERSHIP**

Jurisdictions	Jun-08	Jun-09	FY 2010-11 Distribution	Percentage Incr./Decr
<b>E. County</b>				
Gresham	20,725	22,344	72.2%	7.8%
Multnomah Co. E & W	2,343	2,450	7.9%	4.6%
Troutdale	3,169	3,401	11.0%	7.3%
Fairview	2,015	2,129	6.9%	5.7%
Wood Village	626	639	2.1%	2.1%
<b>E. County Total</b>	<b>28,878</b>	<b>30,963</b>	<b>100.0%</b>	<b>7.2%</b>
<b>Portland</b>	<b>127,380</b>	<b>132,283</b>		<b>3.8%</b>
<b>Total MHCRC Subscribers</b>	<b>156,258</b>	<b>163,246</b>		<b>4.5%</b>
<b>Source:</b> Comcast Subscriber Penetration Report, June 30, 08 & July 30, 09 Verizon Franchise Fee Report, Qtr. Ending June 30, 2009 Cascade Access Franchise Fee Report, Qtr. Ending June 30, 2009				

**APPENDIX THREE**

**FRANCHISE FEE REVENUE AND DISBURSEMENT DETAIL**

**FRANCHISE FEE REVENUES AND DISBURSEMENTS  
FY 2010-11  
PROPOSED**

Jurisdictions	Franchise Fees	Net Budget Appropriation	MetroEast	PCM	Payments to Jurisdictions
Portland		311,900			
GRESHAM	1,052,164	121,265	631,298		299,601
MULTNOMAH CO., EAST	48,184	13,281	28,910		5,992
MULTNOMAH CO., WEST	73,035	N/A	N/A	43,821	29,214
TROUTDALE	171,129	18,452	102,678		50,000
FAIRVIEW	101,889	11,547	61,134		29,209
WOOD VILLAGE	29,156	3,467	17,494		8,196
<b>Total, East County</b>	<b>\$1,475,557</b>	<b>\$168,012</b>	<b>\$841,514</b>	<b>\$43,821</b>	<b>\$422,211</b>
<b>Total</b>	<b>-</b>	<b>\$479,912</b>	<b>-</b>	<b>\$43,821</b>	<b>-</b>

**FY 2010-11 Budget less FY 2008-09 Credit Balance**

Jurisdictions	FY 2010-11 Proposed	Credit Balance FY 08-09	Net Budg. Approp. FY 2010-11
<b>PORTLAND</b>	<b>314,036</b>	<b>2,136</b>	<b>311,900</b>
GRESHAM	122,026	761	121,265
MULTNOMAH CO.	13,380	99	13,281
TROUTDALE	18,574	122	18,452
FAIRVIEW	11,627	80	11,547
WOOD VILLAGE	3,490	23	3,467
<b>Sub Total, East County</b>	<b>\$169,096</b>	<b>\$1,085</b>	<b>\$168,012</b>
<b>Total</b>	<b>\$483,132</b>	<b>\$3,221</b>	<b>\$479,912</b>

**FRANCHISE FEE BALANCE TO JURISDICTIONS:**

Jurisdictions	FY 07-08 Actual	FY 08-09 Actual	FY 09-10 Projection-Revised	FY 2010-11 Projection	Increase/ (decr) 09/10 vs. 10/11
GRESHAM	241,435	259,393	282,986	299,601	\$16,615
MULTNOMAH CO., EAST	4,381	6,158	8,464	5,992	(\$2,472)
MULTNOMAH CO., WEST	28,578	30,172	34,446	29,214	(\$5,232)
TROUTDALE	36,219	41,538	44,657	50,000	\$5,343
FAIRVIEW	23,009	24,799	26,240	29,209	\$2,969
WOOD VILLAGE	7,147	6,977	7,714	8,196	\$482
	<b>\$340,769</b>	<b>\$369,037</b>	<b>\$404,507</b>	<b>\$422,211</b>	<b>\$17,704</b>

## APPENDIX FOUR

### ACCESS DISBURSEMENT DETAIL (MetroEast and PCM)

The Commission administers two contracts with the community access providers that serve the Jurisdictions. Attachment 1 presents the FY 2009-10 budget for MetroEast Community Media (MetroEast). MetroEast serves the East Multnomah County area. Attachment 2 presents the FY 2010-11 budget for Portland Community Media (PCM). PCM serves the City of Portland area.

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

A summary chart of Access Resources is included below.

#### 1. MetroEast Community Media:

60 % of East County Cable Franchise Fees	\$ 841,514
<u>Access Corporation Capital</u>	<u>\$ 551,002</u>
Total	\$1,392,516

#### 2. Portland Community Media:

City of Portland General Fund	\$ 864,154
60% of West Multnomah County	\$ 43,821
<u>Access Corporation Capital</u>	<u>\$ 867,821</u>
Total	\$ 1,775,796

**Attachment 1**

**METROEAST COMMUNITY MEDIA BUDGET**

**FISCAL YEAR 2010-11**

## METROEAST COMMUNITY MEDIA FY 2010-11 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. And, the fall of 2010, MetroEast will launch KZME, a noncommercial radio station.

MetroEast and citizen-produced programming is distributed to over 65% of East Metro households and over 400,000 households in the Portland metropolitan region. MetroEast produces city council meetings and work sessions and other government and community meetings as well as programming used as educational and informational tools at meetings, community forums and classroom settings.

### WHAT WE DO

MetroEast produces and facilitates programming with many diverse partners and on wide-ranging topics. MetroEast partnered with over 200 community organizations and will facilitate about 4,500 hours of programming in FY 2010-11, 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.
- The only regular electronic media coverage of East Metro area events and public affairs.
- Fostering 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.
- Coverage of local community events such as the Gresham Area Chamber of Commerce's benefit breakfast and public affairs forums, Gresham's *Teddy Bear Parade*, *Senior Showcase*, *Civic Agenda* and *MetroEast Outlook*.

## **HOW WE DO IT**

MetroEast provides these services by creating access to technology, training to effectively use that technology and transmission of the programs created. For the past several years, use of MetroEast facilities and hours of programming has continued at high levels. In FY 20010-11, MetroEast anticipates that it will:

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

## **PREPARING FOR THE FUTURE**

Working with the results of the MHCRC's needs ascertainment and its own survey of East Metro nonprofit public benefit organizations, MetroEast is in the process of developing a strategic plan to continue its high standards of service to the community. The plan will be completed in late 2010 and implementation will begin in early 2011.

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

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

- 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**

As with almost every other non-profit organization, school district and local government, MetroEast responded to the faltering economy in FY 2009-10 with significant budget cuts. MetroEast employees bore the brunt of those cuts. Thanks to a somewhat healthier economic outlook, MetroEast has been able to partially restore some funding in areas that were cut.

Overall, the FY 2010-11 budget looks more like previous years than the crisis year of FY 2009-10. But, while MetroEast’s financial situation has improved, the impact of the cuts made last year continue. The flat line in personnel expenditures and the decrease in operating expenditures reflect the loss of a part-time position as well as MetroEast’s share of the OLLIE coordinator and VISTA so the recovery from the financial shock of last year is far from complete.

Proposed personnel expenses (7020, 7030, 7050) restore MetroEast's contribution to the employee 401(k.) Modest raises and the restoration of some promised salary increases that people deferred to help deal with the financial crunch are also included. The increase in personnel expenses from FY 08-09 to FY 10-11 is less than 3% overall.

Proposed operating expenses restore funding for education and training (6061) and some associated travel (6211) and add back funding for marketing and promotion (6174) and food (6070), a critical tool for rewarding and retaining volunteers. Because of the dissolution of the OLLIE partnership due to the financial crisis, consulting (6041) costs are significantly less than in the past few years. Overall, operating expenses are the same as the current fiscal year and less

than in previous years.

The reallocation of capital funding between MetroEast and Portland Community Media significantly decreases MetroEast's capital revenue. The primary impact of the decrease will be to slow the repayment of the line of credit used to finance MetroEast's building (8011, 8014.) The repayment of non-capital funds used for building construction will continue but at a lower rate than in FY 2009-10. The annual contribution to the building maintenance fund (8016) is also restored. Projected expenditures for production and maintenance equipment (8060) are increased to fund the long over due refurbishing of MetroEast's primary studio. Leasehold improvements (8030) has increased to install automatic doors at MetroEast's main entrance and to install French drains to decrease the chance of flooding in MetroEast's facility.

**METROEAST COMMUNITY MEDIA**  
**FY 2010-11 PEG BUDGET**  
**LINE ITEM EXPLANATION**

**INCOME:**

**4130 Multnomah Franchise Fees**

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

**4090 Interest**

Income projected on current interest rates.

**4200 Other**

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

**4270 Activity/Fees for Service**

Moneys from activity fees and charging for MetroEast services.

**4172 Capital Funds**

Moneys from franchise capital revenues dedicated to PEG access providers.

**4162 Investment Withdrawal**

Withdrawals from MetroEast's investment fund.

**4905 Building Loan Transfer**

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

**EXPENSES:**

**7020 Full-time Salaries.**

Salaries for full-time employees.

**7030 Part-time Salaries**

Salaries for part-time employees.

**7050 Taxes & Benefits**

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

**6020 Accounting**

Cost of annual audit and accounting support services.

**6041 Consulting**

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

**6051 Dues and Subscriptions**

Cable, magazine and newspaper subscriptions, professional memberships.

**6060 Educational Program Acquisition**

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

**6061 Education and Training**

Training and education for nine Board members and fifteen employees.

**6062 Business Meals/Related**

Meals purchased for business-related purposes.

**6063 Education Tuition Reimbursement**

Costs for tuition reimbursement.

**6064 Events**

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

**6070 Food**

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

**6100 Insurance**

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

**6110 Janitorial**

Janitorial services.

**6130 Legal**

Attorney's fees for consultation and advice.

**6131 Local Travel and Mileage**

Employee reimbursement for business-related mileage and parking.

**6140 Maintenance Supplies**

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

**6160 Office Supplies**

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

**6161      Operating Supplies**

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

**6170      Personnel Recruitment**

Advertising for position openings.

**6171      Phones**

Includes regular and cellular service.

**6172      Postage:**

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

**6173      Printing**

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

**6174      Marketing and Promotion**

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

**6190      Repairs and Maintenance**

Routine and emergency maintenance.

**6211      Travel**

Transportation to regional and national conferences and seminars.

**6220      Utilities and Maintenance**

Utilities, including water and electricity and building maintenance.

**6230      Vehicle Maintenance**

Maintenance and repairs for two vehicles.

**8001      Miscellaneous Debt Expense**

Fees for building loan.

**8002      Books**

Training books, videos, and other books.

**8003      Maintenance Supplies**

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

**8004      Office Supplies**

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

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

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

**8050 Office Furnishings**

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

**8060 Production and Maintenance Equipment:**

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

**8090 Building Loan Transfer**

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



PROPOSED BUDGET  
METROEAST COMMUNITY MEDIA  
FY 2010-11

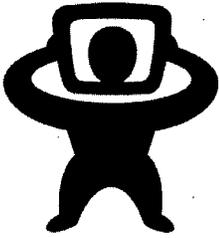
	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	ACTUAL 2009-10 3/31/2010	PROPOSED BUDGET 2010-11
6211 Travel	2,808	3,420	5,126	5,838	3,789	1,324	0	265	3,975
6220 Utilities and Maintenance				15,715	17,096	17,265	17,359	15,195	18,242
6230 Vehicle Maintenance	525	0	60	405	349	286	344	641	332
Total Materials & Services	\$ 194,026	\$ 201,571	\$ 220,004	\$ 230,066	\$ 221,201	\$ 226,644	\$ 199,843	\$ 148,888	\$ 199,051
Capital									
8001 Misc. Debt Expense	\$ 12,647	\$ 4,110	\$ 4,910	\$ 3,750	\$ 3,780	\$ 1,085	\$ 3,750	\$ 0	\$ 3,750
8002 Books	72	0	40	0	250	131	125	0	150
8003 Maintenance Supplies	0	0	0	0	0	0	500	0	500
8004 Office Supplies	761	1,630	12,487	2,839	3,230	406	1,000	874	1,475
8005 Operation Supplies	1,289	0	943	11,880	1,238	170	1,500	1,486	1,605
8006 Repairs & Maintenance	0	0	121	0	2,944	0	1,000	17,955	3,000
8007 Videotape	6,329	1,347	1,232	2,667	1,468	2,196	1,500	901	1,500
8008 Equipment lease - Debt Reduction	0	0	17,238	27,185	30,027	33,166	35,577	27,130	16,371
8009 Equipment lease - Interest	24,523	0	6,256	13,092	10,250	7,110	4,700	3,078	411
8011 Interest Short Term Loans	0	29,977	58,855	61,333	378,000	28,375	67,473	10,987	24,167
8013 Interest Long Term Loan	0	36,913	36,873	63,761	49,172	56,874	74,406	40,546	48,613
8014 Debt Reduction - Short Term Loans	8,950	0	102,000	160,000	10,665	289,595	43,254	0	75,380
8015 Debt Reduction - Long Term Loan	0	0	10,490	10,666	61,938	10,666	10,666	7,999	18,335
8020 Building	211,185	551,906	1,279,594	0	0	0	0	0	0
8021 Property Taxes	4,257	4,424	0	0	0	0	0	0	0
8030 Leasehold Improvements	0	0	0	19,131	3,384	713	5,000	90	31,000
8036 Building Maintenance Fund	0	0	0	11,000	11,000	0	0	0	12,000
8040 Office Equipment	3,991	17,175	25,902	33,240	16,173	9,975	25,000	12,972	25,000
8050 Office Furnishings	0	290	13,045	1,908	1,560	0	7,500	1,770	2,500
8060 Production & Maintenance Equip.	9,965	10,804	30,084	138,582	68,061	53,688	100,000	52,767	181,471
8090 Building Loan Transfer	0	0	0	0	0	0	194,397	0	103,774
Total Capital	\$ 283,967	\$ 658,576	\$ 1,600,070	\$ 561,034	\$ 653,140	\$ 494,050	\$ 577,348	\$ 178,563	\$ 551,002
TOTAL OPERATING EXPENSES	\$ 1,123,322	\$ 1,469,979	\$ 2,395,135	\$ 1,490,654	\$ 1,577,105	\$ 1,490,353	\$ 1,479,785	\$ 876,544	\$ 1,540,626

**Attachment 2**

**PORTLAND COMMUNITY MEDIA BUDGET**

**FISCAL YEAR 2010-11**

# PORTLAND COMMUNITY MEDIA FY 2010-11 BUDGET NARRATIVE



## About Portland Community Media

The mission of Portland Community Media is to promote broad participation in civic and cultural life by encouraging effective use and understanding of community media. PCM has served the citizens of Portland since 1981, providing training and tools for individuals and organizations to use cable television and other media as a means of communication, civic involvement, artistic and cultural expression and community development.

PCM offers media education, facilities and equipment for community members to produce community programming for cablecast on PCM's public access cable television channels and through new media outlets.

Portland Community Media also provides services to non-profit and community organizations to develop and use media to share their mission and services with the community. 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.

## What's New in FY 2010-11?

On May 13, 2010, the Portland Community Media (PCM) Board of Directors unanimously approved PCM's operating and capital budget for FY 2010-11. The budget assumptions reflect realistic expectations for revenue from the City of Portland for operations and capital, earned income projections based on historic patterns and conservative estimates of support from grants, contributions and corporate underwriting already underway.

The budget considers a reduction of 4% in operations support from the City of Portland and an increase of \$230,910 in capital revenue from the adopted 2009-2010 budget. This increase is due, in part, to incorporating the five school districts within the City of Portland into the calculation for the allocation in PCM's service area for distribution of franchise fees for capital.

In addition, the PCM FY 2010-2011 budget responds to current conditions in the economy and adjusts the management of resources and fiscal controls by expanding the detailed line items for expenditures of capital funds. Overall, a reduction of \$698,573 is described in PCM's FY 2010-11 budgets from the previous fiscal year.

## **What PCM Does**

### **Government and Community Productions**

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 including City Club of Portland, Portland Development Commission and events such as The Portland Plan, Transportation Summit and other civic interest programs.

In addition, PCM offers production services to non-profit, educational and other government organizations and produces and broadcasts Portland events such as parades, concerts and educational forums.

### **Multimedia Education Reaches Out to Engage Our Community**

Portland residents interested in producing local, non-commercial television have access to PCM's state-of-the-art equipment and facilities. On a yearly average, more than 200 independent producers create over a thousand hours of innovative programming for airing on CAN11, ITN22 and ITN23 on Comcast.

Courses include field and studio production; multimedia and digital storytelling; studio-based camera, audio, graphics and lighting; field audio and lighting; linear and non-linear editing; and mini-mobile production. In response to community interest, courses in Social Media, Social Networking and Do it Yourself Video production, utilizing consumer grade cameras, have been added to our course catalog.

### **SmartAccess™ Partners**

The Multimedia Education department also supports our SmartAccess partnerships with local non-profits, by offering training workshops at the partner locations at a discount. This innovative new program has successfully reached out to serve a broader diversity of the community and has expanded our service delivery to more and different parts of Portland through our partnerships with the Office of Neighborhood Involvement and their Diversity and Civic Leadership partners and with Sisters of the Road.

### **Youth Media Goes Inside the Classroom**

Portland Youth Media (PYM) introduces youth in grades 5-12 to the world of multimedia by partnering with local schools, after-school programs and community-based organizations to provide an Introduction to Multimedia workshop. Inside the classroom, students learn skills such as team building, problem-solving, critical thinking

and communication, as well as, how to use professional multimedia equipment to complete their projects.

PYM has included a Career Development and Job Readiness program, which trains students on becoming certified SmartAccess Junior Technicians after completing the introductory course.

### **Community Access to Media**

PCM is your window to diverse communities in the Portland Metro area. On our six cable channels, viewers will discover unique shows from a new point of view not seen anywhere else. PCM cablecasts locally produced and satellite video programs on Comcast Cable channels: CAN11, PUB21, ITN22, ITN23, POP29 (Pulse of Portland) and CityNet30 (local government and public affairs). Viewers can watch POP29 and CityNet30 online at [www.pcmtv.org](http://www.pcmtv.org) or download shows at Comcast "Get Local" On Demand.

### **What's New in FY 2010-11?**

Over the last few years the Board of Directors and Leadership of PCM described and began to implement a visionary approach to meet the demands of changes in the regulatory and technology environment. Last year the budget proposal included ambitious goals for increasing revenue and program capacity in areas that would attract grants and increased staffing levels to meet these goals.

However, PCM met *challenges* in achieving the ambitious goals because of a number of factors, including:

- The economic recession resulted in brokerages limiting redemption of investment income
- The philanthropic climate reduced grant support and resulted in funds not being realized
- A laxity of internal controls to manage the resources within PCM resulted in cash flow shortfall for operations in the last quarter of the current fiscal year

In January 2010, PCM implemented an adjustment in spending when it became clear that the benchmarks for revenue had not occurred. The adjustments included a reduction in staff expenses through terminations, reductions in wages and hours for some employees, as well as closing the facility for one day each week.

The current budget responds to these challenges and visionary goals by supporting a foundation for future growth while streamlining revenue and expenses to support current obligations and agreements. The FY 2010-2011

budget reflects a return to historic service delivery methods for PEG Access by a balanced distribution of revenue and expenses across service areas.

**Revenue Assumptions:**

4100—Special Projects: \$175,000

- PCM Multimedia Services (MMS) has developed a strong reputation as an affordable provider of fee-for-service productions supporting nonprofits, government and special projects. In the current year, MMS has billed in excess of \$170,000 through contracts and special projects.
- Based on performance in the current fiscal year, the MMS department will be able to generate the \$175,000 to achieve this revenue goal for FY 2010-2011.

4300—Media Education (adults, youth and nonprofits): \$20,000

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

- Multimedia Education (MME) will continue to provide project-based workshops in digital technologies utilizing staff and independent contract trainers in specialty areas.
- The \$20,000 revenue goal is reflective of actual net revenue anticipated from workshops and special projects.

4325—Portland Youth Media (ages 10-18 includes partner orgs.): \$55,000

PCM re-structured the OLLIE Program in the current fiscal year and added a career development component as part of the planning for future support. The new Portland Youth Media Program (PYM) has generated interest and partnerships through special projects.

- PYM currently has commitments for funding from partners to provide summer camps and after-school programs beginning in September which will generate \$10,000 toward this revenue target.
- The remainder of the anticipated revenue for this line item comes from grants and underwriting opportunities already in negotiation or applications that are pending.

**Expenditure Assumptions and Adjustments**

5000 – Staff Related Expenses: \$900,419

Staffing levels are reduced in this budget with a restoration of historic service levels to support PEG Access, the current capital grants for SmartAccess and Access 2.0. This budget provides the support for the following activities and assumptions:

- Balanced distribution of funds across functional departments to meet goals

- Approximately \$200,000 in staff costs per department (P, E, G and Administration)
- Retention of adequate staffing levels to perform core services
  - Establishes a baseline 18.10 FTE for regular employees (FT & PT)
- Limits the use of on-call crew for special projects (cost neutral – paid by contract)
- Support in Executive and Business Office (Administration and Information Technology)
  - Manage modernization of technical systems
  - Enhance internal financial controls by hiring expertise in accounting

#### **Capital Funding Assumptions**

The total funding allocated for PCM increased to \$892,899. This budget plan recognizes an expansion of line item descriptions of capital expenditures by PEG Access allocation, and for each capital grant. In addition, capitalized salaries, and support for the different functional and program objectives are described and accounted for in this budget document and will be tracked over time by each cost center and account. PCM has allocated Capital funds to:

- Upgrade production systems to replace aging equipment and for energy efficiency.
- Upgrade public access equipment, increase storage capacity and production quality and integrate for server-based environment.
- Continue modernization of equipment in playback to support the move to automated systems to reduce instances of “system failure” on cable channels.
- Continue to support partnership agreements for SmartAccess by responding to needs for equipment for production and training.

Portland Community Media FY 2010-11 Operating and Capital Budget responds to the community by reorganizing delivery of service to historic PEG Access methods to meet current obligations. This adjustment to the budget provides for a modest operational reserve of \$41,199.





Account	Per Audited Financials	Per Audited Financials	Approved	Revised	Adopted	NOTES
90xx	2007-2008	2008-2009	2009-2010	2009-2010	2010-2011	
SmartAccess Funds	0			300,000	75,000	assumes SmartAccess funds tied up in the REITs will be released in FY 2010-11
Payment of Loan to Capital					114,143	
<b>TOTAL CAPITAL INCOME</b>					<b>1,082,042</b>	
<b>TOTAL OPS. &amp; CAPITAL INCOME</b>	<b>1,996,000</b>	<b>2,289,288</b>	<b>3,112,590</b>	<b>3,125,340</b>	<b>2,414,017</b>	
	ACTUAL	ACTUAL	APPROVED BUDGET	PROJECTED BUDGET	PROPOSED BUDGET	
<b>EXPENSES</b>	2007-2008	2008-2009	2009-2010	2009-2010	2010-2011	
<b>STAFF RELATED</b>						
5000	853,657	1,008,499	1,088,363	1,000,000	764,603.15	Supports a return to historic service delivery for PEG Access; supports 18.10 FTE
5002			120,000	70,000	65,000	on-call wages were not recognized in 2007/08 or 2008/09 as separate line items
5100	78,121	99,073	105,555	97,366	77,067	
5102			12,060	7,000	7,150	
5110	11,374	12,561	42,012	40,000	13,000	
5111	115,783	120,288	191,040	170,000	100,000	
5112	3,520	3,721	10,710	10,000	5,000	
5200	18,432	4,629	2,000	2,000	2,000	
5300	10,441	2,489	20,000	5,000	3,000	
5350	638	2,534	5,500	0	1,500	
5401	15,227	10,346	12,000	12,000	5,000	
5500	19,390	21,852	15,000	15,000	15,000	
5501	132	555	1,000	1,000	500	

	Per Audited Financials	Per Audited Financials	Approved	Revised	Adopted	
	ACTUAL	ACTUAL	APPROVED	PROJECTED	ADOPTED	NOTES
Account	2007-2008	2008-2009	BUDGET	BUDGET	BUDGET	
			2009-2010	2009-2010	2010-2011	
Transfer to Capital for salaries associated with capital projects	(70,000)	(77,333)		(70,000)		Funds to support capital projects transferred to line items 1650; 1644; 1668. Modifications in the amounts from FY 2007/08 and Revised FY 2010/11 are due to capitalized salaries for Capital PEG Access, SmartAccess and an extension of the grant term for Access 2.0
Subtotal	1,056,715	1,209,214	1,625,240	1,359,366	(145,000) 913,820	
#						
GENERAL OVERHEAD						
6010 Accounting Audit	9,390	10,603	10,000	10,000	20,000	
6020 Legal	8,434	1,254	10,000	5,000	12,000	
6080 Computer Consulting	31,816		3,000	2,500	3,000	
6090 Professional Services-admin-contract	14,794	27,083	13,000	7,000	20,000	
6091 Production Professional Expenses	0		3,000	3,000	1,000	
6092 Independent Contractors (ME/Events)	0				7,000	
6095 Portland Youth Media (PYM)	164		5,000	10,000	5,000	
6096 Ollie Expenses/Portland Youth Media (OLD)	34,396	9,447	10,000	n/a	n/a	
6098 VISTA OLLIE/PYM Expenses	7,317	5,715	10,400	0	0	
6099 VISTA PCM Expenses	0	12,285	10,400	0	0	
6151 Needs Assessment	0		5,000	5,000	0	
6152 Board Planning	0	739	1,000	2,500	1,000	
6178 Newsletter CC	779				N/A	
6200 Office Supplies	16,692	25,904	15,000	15,000	10,000	
6290 Advocacy/Government Relations	0	2,500	2,500	2,500	3,000	

Account	Per Audited Financials		Per Audited Financials	Approved		Revised	Adopted	NOTES
	ACTUAL	2007-2008		5/29/2009	2/23/2010			
			ACTUAL	APPROVED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET		
6300	Printing - Outsourced	6,165	4,594	5,000	5,000	5,000		
6301	Printing - InHouse	5,665	6,470	6,000	6,000	5,000		
6400	Postage & Shipping	6,404	4,310	6,000	6,000	5,000		
6410	Miscellaneous Expenses (Peg Media)	0		250	500	500		
6500	Vehicle Fuel	3,881	2,789	5,000	5,000	5,000		
6505	Vehicle Parking	1,697	1,358	3,000	3,000	1,500		
6580	Video Tapes	25,546	22,712	15,000	15,000	(15,000)		moves to CAPITALIZED expense for SD CARDS with useful life > 1 year
6670	Marketing & Fund Development	0		25,000	25,000	5,000		
6672	Advertising & Promo (Old)	1,047	689	n/a	n/a	n/a		
6701	Pagers & Cell Phones	6,614	6,164	6,000	6,000	5,000		
6702	Internet Access	7,570	12,501	12,000	12,000	8,000		reduction due to switching service costs for POP29 streaming
6703	Phone General	10,424	11,873	10,000	10,000	10,000		
6710	Computer Software	700		800	800	(3,000)		moves to CAPITALIZED expense for financial software Sage ACCPac with a useful life of > 1 year
6712	Loan Charges	0		18,000	0	0		
6715	Bank Charges	15,924	8,797	10,000	10,000	10,000		
6720	Dues & Subscriptions	6,336	5,087	6,000	6,000	3,000		reduction due to limiting and cancelling subscriptions on periodicals
6729	Fees	2,723	7,065	2,000	2,000	2,000		
6730	Fees/Video/Entry Fees	130		500		0		
6800	Hospitality	14,468	10,334	12,000	12,000	5,000		
60xx	Payment of Loan from Operations					114,143		

Account	#	Description	Per Audited Financials		Per Audited Financials		Approved		Revised		Adopted		NOTES
			2007-2008	2008-2009	2008-2009	2009-2010	5/29/2009	2/23/2010	2/23/2010	5/11/2010			
			ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	PROJECTED	BUDGET	ADOPTED	BUDGET		
		Subtotal	239,076	200,273	200,273	240,850	186,800	248,143					
		EQUIPMENT RELATED											
7000		Repair - parts	8,882	11,024	11,024	14,000	14,000	10,000					
7005		Repair- Headend Expense	762	797	797	500	500	500					
7010		Repair - small tools	3,999	3,384	3,384	1,000	1,000	3,500					
7015		Repair - sub-contractor	44,367	33,598	33,598	26,500	26,500	30,000					
7016		Repair City Council Chambers	100			1,000	1,000	500					
7020		Replacement bulbs	1,082	840	840	1,500	1,500	1,200					
7030		Replacement batteries	233	70	70	1,500	1,500	500					
		Subtotal	59,425	49,713	49,713	46,000	46,000	46,200					
		BUILDING RELATED											
7500		Janitor Service - Main Building	4,043	8,969	8,969	3,500	18,700	10,500					
7502		Janitor Service - Annex	1,480	5,277	5,277	4,000		4,000					
7510		Janitorial Supplies	3,561	4,672	4,672	4,500		3,000					
		Subtotal	20,149	20,600	20,600	19,000	31,400	24,000					
7620		Electricity	2,036	4,416	4,416	2,500		3,000					
7622		Electricity Building # 2	847	1,067	1,067	1,500		1,577					
7635		Garbage Removal	2,544	2,166	2,166	2,000	12,000	5,000					
7640		Other Utilities	932	837	837	2,000		1,000					
7642		Other Utilities # 2	4,509	4,804	4,804	2,500		4,500					
7645		Natural Gas	2,793	2,624	2,624	1,500		2,500					
7646		Natural Gas # 2											

anticipates some savings based on solar energy project

	Per Audited	Per Audited	Approved	Revised	Adopted	
	Financials	Financials	5/29/2009	2/23/2010	5/11/2010	
	ACTUAL	ACTUAL	APPROVED	PROJECTED	ADOPTED	NOTES
			BUDGET	BUDGET	BUDGET	
Account	2007-2008	2008-2009	2009-2010	2009-2010	2010-2011	
7650	3,997	1,660	2,500	2,500	2,500	
7660	1,440	393	1,500		800	
7670	4,035	8,394	5,000	25,800	9,000	
7680	2,103	1,701	1,500	2,200	1,500	
	<b>54,469</b>	<b>67,580</b>	<b>53,500</b>	<b>92,600</b>	<b>72,877</b>	
#						
#						
9000	28,556	26,242	27,000	27,000	27,879	
	28,556	26,242	27,000	27,000	27,879	
	<b>1,438,241</b>	<b>1,553,022</b>	<b>1,992,590</b>	<b>1,711,766</b>	<b>1,308,919</b>	
#						
16xx					80,209	
1620-	2,736	47,853			25,000	
1622-	130,097	195,472			10,000	
1630-	270,556	436,019	274,000	274,000	298,690	
1640-	10,333	38,758	87,000	87,000	208,000	this would include funds for a new router for the PESA conversion to replace the MATCO
1647-	14,839	5,854	102,000	102,000	50,000	
1650-	29,790	150,554	136,661	141,989	118,000	includes software and SD Cards with >1 year shelf life

