



Mt. Hood Cable Regulatory Commission

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

MEETING NOTIFICATION

May 20, 2024

6:30 p.m.

In-Person: MetroEast Conference Room, 829 NE 8th Street, Gresham, OR 97030

- Or -

Virtually: Join Zoom Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84816573895?pwd=R1BkdGlwTURqWUhgN044dFJxWUpGQT09>

Meeting ID: 848 1657 3895

Passcode: 954237

One tap mobile

+14086380968,,84816573895# US (San Jose)

+16694449171,,84816573895# US

- Roll Call
- Agenda Review
- Disclosures
- Public Comment (non-agenda items)
- Community Media Center Updates
 - MetroEast
 - Open Signal
- Franchisee Activity Report
 - Zply
 - Comcast

***CONSENT AGENDA – NO DISCUSSION**

All items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.

- C1. March 18, 2024 Meeting Minutes
- C2. April 23, 2024 Mini Retreat Minutes
- C3. FY 24-25 MHCRC Goals and Objectives



REGULAR AGENDA

- *R1. FY 2024-25 MHCRC Fund Budget Proposal 35 min
- Finance Committee report & recommendation
 - Open Signal budget presentation
 - MetroEast Community Media budget presentation
- *R2. Community Technology Grant Agreements: 2024 Cycle 25 min
- | | | |
|----|--|--------------|
| A. | Southwest Somali Community | \$61,839.00 |
| B. | 1 World Chorus | \$70,531.00 |
| C. | Alberta House | \$38,476.00 |
| D. | Caldera | \$41,708.00 |
| E. | Hand2Mouth Theater | \$57,900.00 |
| F. | Other 98% Lab (Mosquito Fleet PDX) | \$40,948.00 |
| G. | Portland Community College | \$81,227.00 |
| H. | Swingin' Sounds | \$16,345.00 |
| I. | The Arc Portland Metro | \$12,364.00 |
| J. | The North Northeast Business Association
DBA Soul District Business Association | \$104,177.00 |
| K. | Underscore | \$83,995.00 |
- *R3. Off Cycle grant request 5 min
- | | | |
|----|-------------------|----------|
| A. | The Media Project | \$25,392 |
|----|-------------------|----------|
- *R4. I-Net End Fund Agreement Spending Proposal 10 min
- Staff Activity
 - Annual report
 - Commissioner appointments
 - Officer elections
 - Jurisdiction budget schedule
 - Legislative Advocacy Report
 - Franchise Renewal
 - Franchise Compliance Program Update
 - Consumer Protection Report
 - Committee Reports
 - Finance Committee
 - Equity Committee
 - Policy Committee
 - City of Portland Charter Reform Liaison
 - Open Signal Board Appointee
 - MetroEast Board Appointee
 - New Business; Commissioner Open Comment



Meeting Schedule:

- June 17, 2024 – Hybrid In-Person hosted by Open Signal
- July – Recess
- August – Recess

- Budget Presentation Schedule:
 - Fairview: Wednesday, June 5, 7 pm Dennerline
 - Portland: Wednesday, June 12, TC 9:45 am DeGraw and Goodlow
 - Gresham: Tuesday, June 18, 6 pm Wagner (on consent)
 - Wood Village: Tuesday, June 25, 6 pm Harden
 - Troutdale: Tuesday, June 25, 7 pm Thomas/Designee
 - Multnomah County: Thursday, June 27, 9:30 am DeGraw

- Public Comment

- Adjourn

*Denotes possible action item

Please notify the MHCRC no less than five (5) business days prior to our event for ADA accommodations at 503-823-5385, by the City of Portland's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735-2900.

.....



CONSENT AGENDA – NO DISCUSSION

All items listed on the consent agenda may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.



Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – Zoom and Open Signal, Portland, Oregon

March 18, 2024 Meeting Minutes -- DRAFT

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

Present: Chair DeGraw, Vice Chair Harden; Commissioner Dennerline; Commissioner Goodlow, Commissioner Wagner

Absent: Commissioner Studenmund (excused), Commissioner Thomas (excused); Commissioner Roche (excused)

Staff: Eric Engstrom, BPS Deputy Director; Rebecca Gibbons, MHCRC Staff/Operations Director; Andrew Speer, Utility Manager; Laura Dyer, Compliance Analyst; Douglas Imaralu, MHCRC Financial Analyst; Kevin Block, Policy Analyst; Kathleen Lefebvre, Administrative Specialist

- Agenda Review: Chair DeGraw seeks Commissioner approval to move *R2 agenda item before R1 due to schedules and time constraints. Commissioners agree.
- Staff updates:
Eric Engstrom welcomes Douglas Imaralu, MHCRC Financial Analyst who started with MHCRC in January. Engstrom also announces the hire of a new Chief Technology Officer, Seema Kumar, who will start later in March.
- Disclosures: Vice Chair Harden discloses MetroEast partnered with Springdale Job Corp center, which is Vice Chair Harden's employer. Vice Chair Harden noted that students with Springdale Job Corp have recently taken courses at MetroEast.
- Public Comment (non-agenda items): Craig Wood is in attendance and requests to make comments after Executive Session.
- Adjourn to enter Executive Session: 6:45 pm-7:30 pm
The MHCRC entered Executive Session to consult with the Commission's legal counsel regarding the MHCRC's legal rights and duties regarding franchise renewal, as provided under ORS 192.660(2)(f).

Reconvene: Chair DeGraw reconvened at 7:30 pm

*CONSENT AGENDA – NO DISCUSSION

Items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.





Mt. Hood Cable Regulatory Commission

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

C1. January 22, 2024 Meeting Minutes

MOTION: Commissioner Harden moved to approve the Consent Agenda. Commissioner Dennerline seconded.

VOTE: 5-0 passed

REGULAR AGENDA

*R2. Community Technology Grant Agreements: 2024 Cycle

In Rana DeBey's absence, Gibbons gave an overview and shared background of the five full grant applications up for approval. DeBey has negotiated agreements with five of the 30 applicants Commissioners moved forward during the January meeting. Subsequently two organizations have withdrawn, leaving a total of 28 applications for potential funding. Gibbons gives an overview of the following five grants up for approval:

A. Outside the Frame	\$83,814
B. Northwest Documentary	\$47,968
C. Roots and Beats Project (Immutable Studio)	\$68,944
D. NAAME (Voices of Wisdom)	\$81,100
E. Wild Diversity	\$42,935

Discussion

Commissioner Dennerline inquires how many production hours in total has Outside the Frame created. Staff will reach out and report back.

MOTION: Commissioner Dennerline moved to approve the following grant agreements: Outside the Frame for the total amount of \$83,814; Northwest Documentary for the total amount of \$47,968; Roots and Beats Project (Immutable Studio) for the total amount of \$68,944; NAAME (Voices of Wisdom) for the total amount of \$81,100; Wild Diversity for the total amount of \$42,935. Commissioner Goodlow seconded.

VOTE: 5-0 passed

R1. MHCRC Strategic Planning Process

Gibbons introduces NEX Strategies Managing Partners Autumn Carter and Reed Wagner. NEX Strategies is the firm who is launching the MHCRC strategic plan. NEX Strategies has been working over the last couple of months to launch the strategic planning process, which entails engaging with the community on the future of the Commission. Currently, Autumn and Reed are conducting interviews with Commissioners and will soon be embarking on providing educational sessions with Jurisdictions around the work that MHCRC is doing and ultimately possible updates to the IGA. It is anticipated the strategic planning process will be over a 9-month time period.

Autumn Carter, Managing Partner, shares that NEX Strategies, LLC, focuses on organizational development primarily within the public sector as well as non-profits organizations. Their work focuses on organizations who are navigating change and those who aim to bring all their resources and objectives into alignment for long term success. Along with a focus on clearly defining objectives for organizations.





Mt. Hood Cable Regulatory Commission

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

Reed Wagner, NEX Strategies Managing Partner, shares that he started his career in satellite distribution and media and then moved into streaming technology work. Reed notes that organizational development usually results into leadership training and development, with an outcome of community building. Reed expects those consequences from the MHCRC Strategic Plan.

Autumn shares the Strategic Planning overview slides. Autumn expressed excitement for the opportunity to bridge NEX Strategies' background interest in policy development in the public sector and taking that to strategically think about MHCRC's future. Autumn shares the project overview, anticipated timeline and roles and responsibilities.

Project overview: This strategic planning initiative aims to evaluate MHCRC's operations, strategy, and focus for alignment with the current and future needs of the jurisdictions and communities it serves.

Anticipated timeline: Phase 1: Education and Initial Assessment which will take place January through March. Phase 2: Stakeholder Engagement & In-Depth Analysis will take place April through August. Phase 3: Findings & Recommendations will take place September through December.

Roles and Responsibilities: Commission: Provide leadership and guidance for process; Assess and deliberate strategic factors; engage jurisdictions and other stakeholders. Staff: Coordinate and engage commission, jurisdictions, and community members; provide subject matter expertise. Consultants: Help shape strategic planning process; Interview stakeholders; analyze content and offer insights; facilitate discussions.

Discussion

Reed Wagner notes that Commissioner interviews are currently taking place, and anticipated this phase will finish soon. Interviews with the Community Media Centers will occur soon. Commissioner Harden expressed how vital it is that we clearly define to jurisdictions the importance of MHCRC's support of Community Access TV during the strategic planning process. Commissioners expressed excitement and appreciation for the work that NEX Strategies is embarking upon.

- Community Media Center Updates:
 - John Lugton, MetroEast's Director of Production Services, shared updates which included a recently completed equipment install at the City of Fairview. Over the next year MetroEast will update the facility equipment at the five municipalities it serves. MetroEast produces approximately 200 meeting per year and therefore the equipment needs updating on a regular basis. MetroEast recently received a 2-year Miller grant for their education department programming in middle and high schools, including summer programs. AmeriCorps volunteer produced a show titled "Producers Corner" which features diverse voices in Multnomah County. Lugton shares the production department recently partnered with the non-profits Juntos NW and Fresh Out, a portion of the funding coming from Oregon Health Authority.

Daniela Serna, Open Signal's Director of Communications and Distribution, screen shared a PowerPoint presentation. Serna shares a recap of Open Signal's work in 2023 and expresses appreciation to the Commission for their support as Open Signal celebrates the completion of





Mt. Hood Cable Regulatory Commission

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

their 42nd year in service. Serna shared a short clip from one of these projects titled [Equity in STEM, by Bianca Cha-Camp](#). Among other events throughout 2023, Serna shares that in early 2023, the Community Media team supported a Youth Studio Production in collaboration with the community youth organization Lil Afraka. Director of Community Media, Katmeow García began collaborations with additional non-profit partners like Street Roots, Pacific Northwest Family Circle and African Youth Community Organization, providing trauma-informed media education instruction and field production workshops. Katmeow also worked with Trash for Peace and Wisdom of the Elders to initiate and support their MHCRC community grant projects. Serna expresses that Open Signal has deep appreciation for MHCRC, the support it provides advances equity in media and keeps the spotlight on local communities, cultures, and creative organizations.

Commissioner Goodlow emphasizes how important the work of Community Media Centers is in the community.

- Franchisee Activity Report
 - Zply – not in attendance
 - Comcast – Tim Goodman noted that Comcast is continuing the ACP wind down and notifying partners. Comcast hosted an SEI Trailblazer event at the end of February, an after-school high school program. Commissioner Harden seeks clarification about new FCC broadband speed requirements. Goodman notes that conversation is ongoing.
- Public Comment (non-agenda items): Craig Wood is present to provide follow up testimony from his January's meeting testimony. Craig Wood explains to the Commission the backstory of his January in-person public testimony and requests an update from Tim Goodman. Goodman sought clarification and offers his direct phone number to resolve. Craig Wood will work directly with Tim Goodman.

Staff Activity

- Legislative Advocacy Report – Kevin Block referred to the policy memo included in the meeting packet and reported updates on FCC NFPRM on Junk Fees, FCC All-In Pricing Rules and Federal Legislation Update.
- FY24-25 Budget Process – Eric Engstrom reported more information on the next phase of the FY25 City budget is forthcoming.
- Franchise Compliance Update – Andrew Speer reported his team is working with MetroEast and Open Signal on encoder equipment. Speer also noted that there is movement with current negotiations with Comcast and will continue to report to the Commission with updates.
- Cable Complaint Summary Report – Laura Dyer shared a report and highlighted the dates on the report and noted these reports will be produced quarterly out of data collected and provided by 311. Dyer ensured that Staff would report unresolved cases.





Mt. Hood Cable Regulatory Commission

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

- April Mini Retreat – Kathleen Lefebvre confirms the April Mini-Retreat date/time with Commissioners will be Tuesday, April 23rd from 4:30-8:30 pm located at The Portland Building.

Committee Reports

- Finance Committee – April 8 4:00 pm - 5:00 pm and May 7 4:00 pm - 5:00 pm
- Equity Committee – none.
- Policy Committee – none.
- City of Portland Charter Reform Liaison – none.
- Open Signal Board Appointee – none.
- MetroEast Board Appointee – none.

New Business; Commissioner Open Comment – Commissioner Wagner inquires if the Mini-Retreat will be hybrid and Staff confirms the MHCRC Mini-Retreat will be hybrid.

Next MHCRC Meetings:

- April 23, 2024 Mini-Retreat – In-Person The Portland Building (and hybrid)
- May 20, 2024 Regular Meeting – Hybrid In-Person hosted by MetroEast
- June 17, 2024 Regular Meeting – Hybrid In-Person hosted by Open Signal

Adjourned: 8:57 PM

Respectfully submitted,
Kathleen Lefebvre





Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION
Hybrid – The Portland Building – Portland, OR
April 23, 2024 Retreat Minutes -- DRAFT

SUMMARY MINUTES

Call to Order: 4:30 PM

Commissioners Present: Julia DeGraw, Scott Harden, Leslie Goodlow, Norm Thomas, Richard Roche, Cherri Wagner, and Jeff Dennerline

Absent: Carol Studenmund (excused)

Staff Present: Seema Kumar, Rebecca Gibbons, Andrew Speer, Laura Dyer, Douglas Imaralu, Rana DeBey, Kevin Block, Eric Engstrom, and Kathleen Lefebvre

Retreat Goals

1. a shared understanding of the responsibilities, challenges, opportunities, and internal and external dynamics impacting the MHCRC,
2. an agreed-upon approach for working with jurisdictions to make decisions related to the future of the MHCRC, and
3. clear direction for commissioners, staff, and consultants to facilitate and undertake an effective strategic planning process.

FY24-25 Goals & Objectives

Rebecca Gibbons led the Commission through a review of the proposed FY 24-25 Commission's Goals and Objectives. The following are proposed changes from the prior year Commission's Goals and Objectives:

- Goal I: Advocate for continued local authority regarding cable franchises and use of the public rights of way by communication providers.
 - Present recommendations to the Jurisdictions on updates to the current IGA.
 - Present recommendations to the Jurisdictions about the future role, authority, and structure of an IGA among the jurisdictions responsive to the changing policy and technology landscape, cable franchising regulatory and funding issues and what's at stake for our communities.
- Goal II: Effectively negotiate and administer cable services franchise agreements to serve member jurisdictions and their residents.
 - Conduct an audit of franchise and PEG fees payments for the past three years.





Mt. Hood Cable Regulatory Commission

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

- Goal III: Focus the community grants program on key impacts for addressing needs and equity issues identified by the community/stakeholders to guide the financial investment of capital funds in the community.
 - Convene grantees in a shared learning event that builds awareness of the ecosystem of organizations working with video technology and to solicit feedback on the grantmaking process.
- Goal IV: no changes
- Goal V: Lead Commission operations efficiently and effectively
 - Engage in the City of Portland's Charter Reform decision-making process on the placement and structure of the MHCRC staff services within the City of Portland to ensure transparency and continued provision of a high level of service to MHCRC's stakeholders and communities.

Gibbons shares a draft MHCRC 24-25 Goals and Objectives and encourages Commissioners to offer input on Staff's focus for the coming year particularly around Strategic Planning and public policy. The final draft of the 24-25 Goals and Objectives will be presented for approval at the May Regular meeting as part of the budgeting process.

Discussion

Commissioners appreciate the additional language and clarity of all proposed 24-25 MHCRC Goals and Objectives. It was also noted that the discussion during tonight's Executive Session will further inform the MHCRC 24-25 Goals and Objectives. Commissioners highlight the Minnesota bill and if it passes then Goal II has the possibility to be impacted. There was also a reminder that each MHCRC city does have a separate franchise agreement with the cable companies. Chair DeGraw seeks input from the Community Media Centers. Courtney Rae from Open Signal seeks clarification on how the Commission is strategizing around accessing the internet streaming fee. Gibbons noting this can be captured in Goal I with public right of way advocacy around the shift in technology, the regulatory landscape and potential revenue streams. The Commission discusses right of way fees for various providers and the FCC rules and the interplay between jurisdictions and state oversight.

Context Setting – Operating and Fund Budget Forecast, Rebecca Gibbons, Strategic Planning Manager

Following the review and discussion of the MHCRC 24-25 Goals and Objectives, Gibbons shares a PowerPoint to present the Operating and Fund Budget Forecast. It was noted that it is difficult to predict the PEG fee revenue decline. The Commissioners agree that keeping the Community Media Centers fiscally supported is an MHCRC priority.

Context Setting - the IGA & Legal/Policy Framework, Reed Wagner, Managing Partner at NEX Strategies shares a PowerPoint and gives an overview of the Strategic Planning Process Goals, which includes the following: educate the MHCRC jurisdictions about the work of MHCRC; determine the future cable and telecommunication system needs of MHCRC; develop a long-





Mt. Hood Cable Regulatory Commission

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

term strategy to meet the cable, telecommunications system, and community media needs of the jurisdictions; and create recommendations for a new IGA to govern aforementioned priorities.

Reed shares the current IGA with the group, gives an overview, and guides Commissioners through IGA education and forecasting the possible updates to the current IGA. Commissioners seek clarification if the IGA notes oversight of broadband, and future adjustments. The discussion noted that historically the work of Commission has shifted over the last 20 years.

Context Setting - Commissioner Interview Themes, Reed Wagner, Managing Partner at NEX Strategies shares a PowerPoint to review and highlight the 6 Commissioner interview themes: Theme #1 Strategic Alignment and Clarity; Theme #2: Revenue Streams and Financial Stability; Theme #3 Jurisdiction Engagement and Outreach; Theme #4 External Influences and Opportunities; Theme #5 Advocating for the Public Interest; Theme #6 The Future of Community Media. The Commission discusses and dives deeper into each theme.

Jurisdiction Engagement Strategy – Reed Wagner leads the discussion on how each Commissioner and jurisdiction would like to be engaged during the Strategic Planning efforts and seeks guidance on level of support each Commissioner needs. There was consensus that each Commissioner would like to be involved when discussions are taking place at each their respective jurisdiction.

Adjourn to enter into Executive Session: 7:35 pm-8:20 pm

The MHCRC entered into executive session to consult with the Commission's legal counsel regarding the MHCRC's legal rights and duties regarding franchise renewal, as provided under ORS 192.660(2)(f).

Reconvene: 8:20 pm

Adjourn: 8:21 pm

Respectfully submitted,
Kathleen Lefebvre





Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEM #C3

For Commission Meeting: May 20, 2024

“FY 24-25 MHCRC Goals and Objectives.”

Recommendation

Staff recommends that the Commission adopt FY 24-25 Goals and Objectives.

Background

Staff developed the proposed FY 24-25 goals and objectives, considering issues identified by the Commission at its mini planning retreat held in April. In addition, staff has included objectives responding to anticipated workload items contained in the MHCRC Finance Committee proposed FY 24-25 budget.

Attachment: Draft FY 24-25 Goals and Objectives

Prepared By: Rebecca Gibbons

May 14, 2024





Mt. Hood Cable Regulatory Commission

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

MISSION

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 (Jurisdictions); provides consumer protection and complaint resolution assistance to cable subscribers; and participates in the planning and implementation of community uses of communications technologies.

GOALS AND OBJECTIVES

Effective: July 1, 2024 – June 30, 2025

The Commission acknowledges that its policy and regulatory work is undertaken in a 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: *Advocate for continued local authority regarding cable franchises and use of the public rights of way by communication providers.*

Objectives

1. Present recommendations to the Jurisdictions on updates to the current IGA.
2. Present recommendations to the Jurisdictions about the future role, authority, and structure of an IGA among the jurisdictions responsive to the changing policy and technology landscape, cable franchising regulatory and funding issues and what's at stake for our communities.
3. Continue cross-jurisdictional collaborations for information sharing and coordinated strategies on issues of common concern.
4. Participate in statewide committees or groups that address local government authority, management, and control of public rights of way, such as the Oregon Broadband Advisory Council and League of Oregon Cities public policy committee.
5. Monitor and participate in FCC proceedings on behalf of our jurisdictions' and citizens' interests.
6. Advocate for local authority and public interest benefits at the federal legislative level.

Goal II: *Effectively negotiate and administer cable services franchise agreements to serve member jurisdictions and their residents.*

Objectives





Mt. Hood Cable Regulatory Commission

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

1. Negotiate cable services franchise agreements with Comcast that address cable-related community technology needs and interests and consumer protection issues and trends.
2. Manage cable provider market exit and entry that support jurisdictional interests and community needs.
3. Identify and address franchise compliance issues in response to and, when possible, prior to cable company actions.
4. Provide consumer protection for community members and subscribers in cable service matters by helping to resolve complaints, enforcing customer service standards and addressing other consumer-related franchise compliance issues.
5. Conduct an audit of franchise and PEG fees payments for the past three years.

Goal III: *Focus the community grants program on key impacts for addressing needs and equity issues identified by the community/stakeholders to guide the financial investment of capital funds in the community.*

Objectives

1. Conduct the annual Community Technology Grants round to continue development of public, educational, and governmental uses of cable system technology.
2. Convene grantees in a shared learning event that builds awareness of the ecosystem of organizations working with video technology and to solicit feedback on the grantmaking process.
3. Explore grant-making opportunities that utilize community access and PEG Capital funds to support the development of public, educational, and governmental uses of cable system technology consistent with the grant purpose and criteria.
4. Monitor projects that have received grant funding to ensure compliance with project goals and objectives and accountability for grant funds.

Goal IV: *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. Manage and ensure compliance with the terms of grant agreements with Open Signal and MetroEast Community Media.
2. Monitor and ensure accountability for capital funds paid to Open Signal and MetroEast Community Media.
3. Collaborate with organizations, at the federal, state, and local levels to advocate for the community's access to cable system technology.
4. Partner with the City of Portland and Multnomah County and other community groups in developing and implementing strategic actions and initiatives in support of the Digital Equity Action Plan.





Mt. Hood Cable Regulatory Commission

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

Goal V: *Lead Commission operations efficiently and effectively.*

Objectives

1. Engage in the City of Portland's Charter Reform decision-making process on the placement and structure of the MHCRC staff services within the City of Portland to ensure transparency and continued provision of a high level of service to MHCRC's stakeholders and communities.
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. Conduct annual MHCRC Fund Audit and transmit it to the Oregon Secretary of State's Office.
6. Present an annual budget request to the Jurisdictions that supports the Commission's mission and respects the Jurisdictions' budget considerations.



REGULAR AGENDA



Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEM #R1

For Commission Meeting: May 20, 2024

“MHCRC FY 2024-25 Fund Budget Proposal”

Finance Committee Recommendation

The MHCRC Finance Committee recommends that the Commission adopt the FY 2024-25 MHCRC Budget and forward it to the member Jurisdictions with a recommendation for approval.

Background

Staff and Douglas Imaralu (financial analyst assigned to the Bureau of Planning and Sustainability’s Community Technology Division and MHCRC Finance Manager) worked with the MHCRC Finance Committee direction and input to develop the draft FY24-25 MHCRC Fund Budget and supporting documents. The Finance Committee met April 8 and May 7, 2024, to develop the MHCRC FY 2024-25 Budget recommendation for the full Commission consideration.

Under the IGA, all MHCRC member jurisdictions must approve the MHCRC annual budget for it to be effective July 1. If this action is not complete by July 1, the IGA provides that the current fiscal year budget less 10% is in effect until the new fiscal year budget is approved. The MHCRC has gained annual jurisdictional budget approval by June every year since the IGA effective date.

Staff has reserved agenda placement on all Jurisdictions’ meeting agendas. Staff will provide each Commission member with a budget packet prior to the meetings, which will include talking points, the Fund Budget, any jurisdiction-related materials, and the MHCRC Annual Report.

BUDGET HIGHLIGHTS

MHCRC FUND BUDGET (Attachment 1, page 6)

Franchise Fees and PEG/I-Net Fees: Staff has used trend data and actual revenues through Q2 FY23-24 to forecast fee amounts for the FY2024-25 budget. The Q3 FY23-24 payments are due May 15 and staff will update budget documents after receipt of these payments, if needed. The declining trend of cable subscribers has impacted fee revenues significantly. Current data shows that the declining trend will continue and the revenue forecast for the FY2024-25 budget development cycle took into consideration the possibility of losing revenues from Zipy by the end of Q2 FY 2024-25.

The MHCRC and staff will need to closely monitor payments amounts and notify the Jurisdictions and MetroEast (due to operations payments based on franchise fees) as the decline continues.



Jurisdictional appropriation carryover amounts: The MHCRC franchise administration program would not fully expend the jurisdictional appropriations in FY 2023-24. The proposed FY 2024-25 budget reallocates the amount to the MHCRC Operations Budget.

Interest Income: The interest amount for FY 2023-24 on the MHCRC Fund is currently projected to be about 45% more than actual amount for the previous fiscal year. This will be another area to monitor as the fiscal year progresses.

FY24-25 PEG Fee Capital Funding: The MHCRC Fund Budget reflects the direction from the Finance Committee to maintain capital funding levels to both Community Media Centers (Open Signal and MetroEast). Additionally, the Committee voted to provide a supplemental capital allocation to MetroEast to account for a capital maintenance project. The combined total capital funding for FY24-25 is \$2,292,723.

FY24-25 Operating Funding to MetroEast: MetroEast’s annual operating funds will include the portion of West Multnomah County franchise fees previously paid to Open Signal as MetroEast incurs the hard costs to produce the regular County Commission meetings, budget meetings, other County-related programs, and election coverage.

MHCRC OPERATING BUDGET (Attachment 1, page 9)

The MHCRC Operating Budget is comprised of two program level budgets: Franchise Administration and Capital Compliance (see Attachment 2 for details).

The Capital Compliance program budget remains largely status quo for FY24-25.

The Franchise Administration program budget reflects the most recent MHCRC Special Appropriation amount from the City of Portland to calculate the jurisdictional appropriation resources. This amount represents a 1.8% decrease from an amount representative of a “current service level” budget.

Available budget resources for the Franchise Administration program budget are bolstered by under expenditures of jurisdictional appropriations in two past fiscal years. The program budget also includes \$135,914 from the MHCRC Fund interest income, which balances the resources to expenditures.

Professional Services: The Operating Budget reflects future-focused planning, one-time projects, and priorities discussed during the MHCRC’s annual planning retreat in April.

In addition to annual “status quo” services (MHCRC annual report, annual retreat, general legal counsel, and franchise fee/PEG fee audits of cable company payments), the Professional Services line item for the Franchise Administration program and carryover funds includes the following:

- \$140,712 – Outside Special Legal Counsel and consulting support for Comcast franchise renewal negotiations, and public policy/advocacy

- \$50,000 - Outside financial review of MHCRC Fund (true-up with City's SAP financial data-reporting/ PEG/I-Net Fee tracking-budgeting spreadsheets/ annual Financial Statements, etc.)
- \$75,000 - Strategic planning services to support the Commission's review of the IGA and strategic planning with the Jurisdictions

Attachment 2 represents the impact on the MHCRC Interest Fund to cover the Franchise Administration program budget.

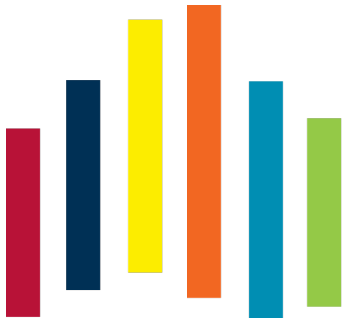
Financial services support for the MHCRC: Currently, BPS Community Technology Division allocates 4.0 FTE program positions to support MHCRC work along with internal services support. The Office of Management and Finance (OMF) currently provides financial and some administrative support services to the MHCRC programs through an interagency agreement.

Attachments

Attachment 1: MHCRC FY24-25 Budget - Proposed

Attachment 2: Fund Interest tracking spreadsheet

Prepared By: Douglas Imaralu
May 15, 2024



MHCRC

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

MHCRC FUND BUDGET FISCAL YEAR 2024-25 PROPOSED

Members

Julia DeGraw, Chair
Scott Harden, Vice Chair
Jeff Dennerline
Leslie Goodlow
Rich Roche
Carol Studenmund
Norman Thomas
Cherri Wagner

Prepared By:
Eric Engstrom, Deputy Director
Douglas Imaralu, Finance Manager
Rebecca Gibbons, Strategic Initiatives Manager
503-823-2005
www.mhcr.org



MHCRC 1120 SW 5th Ave. Suite 405 Portland, Oregon 97204
www.mhcr.org

INTRODUCTION

The Mt. Hood Cable Regulatory Commission (MHCRC) 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 communication systems.**
- **Providing consumer protection and cable subscribers' complaint resolution; and,**
- **Facilitating the planning and implementation of community uses of cable communication technologies.**

Each Jurisdiction appoints citizen representatives to the MHCRC. Over the past year, these appointees, with staff support, have committed hundreds of hours to deeply understand the issues and local impacts of an ever-evolving technology, regulatory and business model landscape.

They attended numerous MHCRC meetings, committee meetings and work sessions, kept abreast of issues of concern to their Jurisdictions, presented information at city council and county commission meetings, and served as ex officio Board members for Open Signal and MetroEast Community Media (MetroEast), all in service to the Jurisdictions and their communities.

The MHCRC regulates and oversees cable service franchises with two companies, serving the following areas:

Comcast: Portland, Gresham, Troutdale, Fairview, Wood Village, and Multnomah County
Ziplay Fiber: Gresham, Troutdale, Fairview, and Wood Village

The MHCRC contracts for staff and other support services through a services agreement with the City of Portland. The MHCRC funds an equivalent of 4.0 full-time (FTE) staff positions plus related materials, services, financial and administrative costs. Each member Jurisdiction annually contributes to the MHCRC's operating budget. The Jurisdictions' fund about half the operating budget and other MHCRC resources fund the remaining portion.

The MHCRC focuses on community needs as it navigates today's legal and public policy landscape to steward existing public benefits, while also exploring possibilities and opportunities in our quickly changing technology environment to help ensure a sound and vital digital future for all our communities.

Please refer to the MHCRC's FY 2022-23 Annual Report and website (www.mhcr.org) for more detail about MHCRC activities and accomplishments.



MHCRC 1120 SW 5th Ave. Suite 405 Portland, Oregon 97204
www.mhcr.org

MHCRC FY 2024-25 FUND BUDGET

BUDGET PROCESS

According to the Intergovernmental Agreement (IGA) among the Jurisdictions that created the MHCRC, the MHCRC must gain approval of its Fund Budget by every member Jurisdiction.

BUDGET OVERVIEW

The MHCRC FY 2024-25 Fund Budget is presented on page 6.

Nearly all the MHCRC's resources are funds collected from the cable companies and the expenditures are the disbursement of those funds to the member Jurisdictions, the community media providers (MetroEast and Open Signal), and the Community Grants recipients. These disbursements are governed by the IGA and by the cable services franchise agreements.

Fund Resources

The amount of MHCRC resources from year to year largely depends on franchise fee and PEG/ I-Net fee payments from cable companies for their private use of public right-of-way to provide cable TV services. Cable company payments are based on a percentage of the company's gross revenues derived from cable TV services. The FY 2024-25 Fund resources are projected based on cable company actual payments through 2nd Quarter FY 2023-24. FY2024-25 Fund resources are projected to be \$451,439 less than FY2023-24 (calculated with the combined total of franchise and PEG fees). This budget includes a beginning fund balance of \$1,808,897.

Detail on each Fund resource follows:

Franchise Fees: The MHCRC collects cable services franchise fees, based on 5% of the companies' gross revenues for cable TV service, for Gresham, Troutdale, Fairview, Wood Village, and Multnomah County from Comcast and Ziplly Fiber cable franchises. The MHCRC uses historical trend data and actual payments through 2nd Quarter FY23-24 to project anticipated FY24-25 franchise fees.

Operating Budget Appropriation - Portland: The MHCRC collects funds from the City of Portland for its share of the MHCRC's operating budget. The other MHCRC Jurisdictions' appropriations are allocated from the cable services franchise fees collected by the MHCRC (detail contained in Appendix 1, page 8).

Interest Earned: The MHCRC collects interest on its Fund. Interest revenue is projected to have an increase when compared to the returns of the last 2 years.

PEG/I-Net Capital Fee: All franchised cable companies pay 3% of their gross revenues related to TV services to the MHCRC as dedicated funding for capital costs of providing community media



and technology services to the community (see specific disbursements under Fund Expenditures below). A small portion also funds MHCRC’s compliance program costs to administer, oversee, and disburse the capital funds.

Beginning Balance: The FY24-25 beginning balance projection is attributable to the following:

- Interest cumulative balance: \$1,202,593
- Compliance Program carryover: \$606,304
- Community Grants carryover/encumbrances: \$52,340
- Community Grants/community media capital contingency: \$800,000

Fund Expenditures

Nearly all of the MHCRC’s expenditures are the disbursement of franchise fees and PEG/I-Net Capital Fees governed by the IGA and by the cable services franchises.

Franchise Fee Balance to the Jurisdictions: This line-item expenditure is calculated based on the total amount of franchise fees the MHCRC collects and subtracting the amount each Jurisdiction appropriates to the MHCRC Operating Budget and the amount of community media payments to MetroEast and Open Signal in accordance with the IGA (detail contained in Appendix 1, page 8).

MHCRC Operating Budget: This expenditure represents the total MHCRC Operating Budget (resources and line-item detail contained in Appendix 1, page 9).

The MHCRC has opted to carry-over unused budget funding from FY23-24 to facilitate one-time costs, including personnel costs, Comcast franchise renewal negotiations, and a strategic planning process with the Jurisdictions to guide possible changes to the IGA and the MHCRC after FY24-25.

Community Media Operating Payments: In accordance with the IGA, the MHCRC distributes 60% of the East County Jurisdictions’ franchise fees to MetroEast and 60% of West Multnomah County franchise fees to Open Signal. These dedicated funds are used to provide media and technology services to the community (detail contained in Appendix 2, page 11).

Community Media Capital: The MHCRC distributes a portion of the PEG/I-Net Capital fee from the cable companies to support the capital needs of MetroEast and Open Signal. These payments are made in accordance with the IGA and the cable services franchise agreements (detail contained in Appendix 2, page 11).

Community Grants: The MHCRC is the grant-making body for the Community Grants program on behalf of member jurisdictions. The Community Grants program supports an annual competitive grant process called the Community Technology Grants and special funding initiatives. Grants are funded through the PEG/I-Net Capital fee revenues from the cable companies and are made in accordance with the IGA and the cable services franchise



agreements.

The Community Grants program provides funds for technology projects to nonprofit organizations, libraries, educational institutions, and local government agencies throughout Multnomah County to produce video content to be shared on the community media center channels to support project-related goals and objectives. Over 74% of grants made in the last five years (2018-2023) have focused on supporting grantees which are led by, informed by, and/or directly benefitting BIPOC communities facing current and historical policies and practices that have resulted in disparities. The grant-funded projects addressed barriers that limit or prevent individuals and communities from accessing services, information, communication tools and/or training.

Contingency: Separate from the Community Grants/community media capital contingency, the MHCRC annually budgets a fund contingency amount (about 10% of the total Operations Budget) to cover unanticipated community needs and opportunities. For FY24-25, the MHCRC has decided to not budget for this line item. The budget currently includes enough resources in encumbrance carryover.



**MHCRC FUND BUDGET
FISCAL YEAR 2024-25**

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Adopted	2024-25 Proposed
RESOURCES					
E. County Franch. Fees, Comcast	\$1,337,257	\$1,337,459	\$1,296,372	\$1,328,435	\$1,167,819
E. County Franch. Fees Mult West, Comcast	\$104,185	\$103,957	\$100,975	\$93,059	\$96,257
E. County Franch. Fees, Ziply Fiber	\$136,396	\$102,531	\$69,952	\$48,766	\$45,133
Operating Budget Appropriation-Portland	\$294,418	\$348,545	\$344,396	\$354,728	\$345,600
Interest Earned*	\$95,194	\$58,380	\$140,502	\$146,122	\$275,586
PEG / I-Net Capital Fee	\$4,338,687	\$4,246,471	\$4,071,934	\$4,020,151	\$3,609,427
Total Resources	\$6,306,138	\$6,197,343	\$6,024,131	\$5,991,261	\$5,539,822
Beginning Fund Balance	\$3,129,131	\$2,212,420	\$2,037,853	\$1,947,977	\$1,808,897
Unspent Comm Technology Grants	\$297,488	\$166,926	\$102,555	\$171,594	\$52,340
Unspent TechSmart Initiative Grants	\$6,913,886	\$1,663,489	\$542,812		
Unallocated balance		\$2,293,913	\$5,280,618	\$4,865,417	\$5,519,423
Total	\$16,646,643	\$12,534,091	\$13,987,968	\$12,976,249	\$12,920,482
EXPENDITURES					
MHCRC Operating Budget	\$1,254,868	\$1,249,431	\$704,421	\$1,520,797	\$1,494,461
Franchise Fee Balance to Jurisdictions	\$472,590	\$429,899	\$401,477	\$363,987	\$290,610
Community Media Pmt, E. County (MetroEast)	\$884,189	\$863,994	\$819,790	\$773,346	\$663,547
Community Media Pmt, Mult. West (MetroEast)*					\$51,509
Community Media Pmt, Mult. West (Open Signal)	\$62,511	\$62,375	\$60,585	\$56,759	
Community Media Capital (MetroEast/OS)*	\$2,083,120	\$1,566,576	\$2,610,600	\$2,290,365	\$2,292,723
I-Net Grants					
Community Technology Grants	\$869,211	\$925,409	\$1,292,621	\$2,000,000	\$1,000,000
TechSmart Initiative Grants					
Community Grants Contingency				\$800,000	\$800,000
Total Expenditures	\$5,626,489	\$5,097,683	\$5,889,494	\$7,805,254	\$6,592,850
Net Change in Fund Balance	\$11,020,153	\$7,436,408	\$8,098,474	\$5,170,995	\$6,327,632
Total	\$16,646,643	\$12,534,091	\$13,987,968	\$12,976,249	\$12,920,482



APPENDIX ONE

FRANCHISE FEE REVENUE AND DISBURSEMENT DETAIL

MHCRC OPERATING BUDGET-LINE-ITEM DETAIL

JURISDICTIONAL APPROPRIATIONS BY JURISDICTION



MHCRC 1120 SW 5th Ave. Suite 405 Portland, Oregon 97204
www.mhcr.org

FRANCHISE FEE REVENUES AND DISBURSEMENTS
FY24-25 Estimate

Jurisdictions	Franchise Fee Revenues	MetroEast Appropriation	Open Signal Appropriation	MHCRC Budget Appropriation	Payments to Jurisdictions
Portland*	\$4,325,538		\$1,053,543	\$345,600	
MULTNOMAH CO., EAST	59,971	35,983		17,662	6,327
MULTNOMAH CO., WEST	85,848	51,509		N/A	34,340
GRESHAM	811,480	486,888		131,822	192,783
TROUTDALE	134,455	80,673		21,310	32,474
FAIRVIEW	77,471	46,483		11,204	19,785
WOOD VILLAGE	22,534	13,520		4,113	4,901
Total, East County	\$1,191,759	\$715,056	\$0	\$186,111	\$290,610
Grand Total	\$5,517,297	\$715,056	\$1,053,543	\$531,711	\$290,610

*Information purposes only: MHCRC does not collect franchise fee revenues for or disburse Open Signal operational funds from the City of Portland.

FRANCHISE FEE DISBURSEMENTS to EAST COUNTY JURISDICTIONS - Prior Years:

Jurisdictions	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Proposed	FY 2024-25 Proposed
MULTNOMAH CO., EAST	15,799	16,188	12,463	11,203	10,165	6,327
MULTNOMAH CO., WEST	41,961	41,674	41,582	41,075	39,578	34,340
GRESHAM	318,208	321,130	289,966	272,883	251,547	192,783
TROUTDALE	52,566	52,735	48,570	45,820	42,130	32,474
FAIRVIEW	32,833	32,570	29,523	28,086	26,457	19,785
WOOD VILLAGE	8,123	8,293	7,795	7,404	6,587	4,901
TOTAL	\$469,490	\$472,590	\$429,899	\$406,471	\$376,463	\$290,610



MHCRC 1120 SW 5th Ave. Suite 405 Portland, Oregon 97204
www.mhccr.org

MHCRC FY24-25 OPERATING BUDGET- Line-Item Detail

Detail	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
	Actual	Actual	Actual	Adopted	Proposed
Expenditures					
Personnel - MHCRC Admin	410,853	591,481	482,333	786,554	618,140
Indirect Personnel - Bureau Support	0	0	0	0	160,474
Total Personnel Services	\$410,853	\$591,481	\$482,333	\$786,554	\$778,614
External Fund Audit	12,024	15,000	14,490	15,600	15,900
Professional Services	372,923	99,657	150,875	146,300	83,712
Legal Services	N/A ⁽¹⁾			53,000	57,000
Miscellaneous Services	5,161	8,413	837	6,750	19,500
Office/Operating Supplies	2,894	4,611	3,173	5,905	3,418
Education	6,280	130	7,565	14,975	4,149
Local Travel	0		28	500	500
Out-of-Town Travel	0		3,533	2,700	3,934
Miscellaneous	2,980	902	3,269		6,150
Total External Materials & Services	\$402,263	\$128,713	\$183,769	\$266,430	\$194,263
Fleet Services	0			0	
Print/Distribution	582	224		0	
Facilities Services	37,439	68,889	28,134	64,187	
EBS Services	0	0		0	
Information Technology (IT)	17,113	1,637	778	34,845	
Insurance/Workers Comp	4,296			11,248	
Technical Accounting IA	9,000		8,179	15,000	
Mgmt Services (Bus Ops) IA	0	4,980		0	
Other	0	0	1,228	0	100,850
Total Internal Services*	\$68,429	\$75,730	\$38,319	\$125,280	\$100,850
GF Overhead	9,609	25,000		25,000	
Contingency - General	53,285	0	0	147,533	
Encumbrance Carryover	21,041	0	161,000	170,000	420,734
Total Fund Level Expenditures	\$ 83,935	\$ 25,000	\$ 161,000	\$ 342,533	\$ 420,734
Total Expenditures	\$ 965,480	\$ 820,923	\$ 865,421	\$ 1,520,797	\$ 1,494,461
Franchise Admin. Program Expenses	614,299	485,091	300,730	958,376	667,628
Capital Fund Compliance Expenses	351,181	335,832	403,691	392,421	406,102
Encumbrance Carryover	0	0	161,000	170,000	420,734
Resources					
Appropriation from Jurisdictions	472,590	536,223	529,840	545,734	531,711
Year-end Balance - Carry over	0	0	161,000	170,000	420,734
Year-end Vacancy - Savings	0	0	0	114,598	
Interest Revenue Allocation	147,608	58,380	92,586	298,044	135,914
Appropriation from Fund Compliance	433,868	433,868	407,194	392,421	406,102
Total Resources	\$ 1,054,066	\$1,028,471	\$1,190,620	\$ 1,520,797	\$ 1,494,461
Year-End Operations Balance	\$ 88,586	\$ 207,548	\$ 325,199	\$ -	

*Total IMS includes Indirect Personnel (\$160,474) and Bureau of Planning and Sustainability (BPS) internal services share of rent, facilities, IT, fleet services, etc. (\$100,850). Grand total \$261,324



**PERSONNEL ALLOCATIONS
MHCRC OPERATING BUDGET
FY 2024-25**

Position	FY 2023-24 Adopted	FY 2024-25 Proposed
Strategic Initiatives Mgr	0.3	0.3
Administrative Spec	1.0	1.0
Community Grants Mgr	1.0	1.0
Community Engagement & Policy Spec	0.1	0.2
Finance Mgr*	0.8	0.0
Policy Coordinator II	0.8	0.4
Program Coordinator - Compliance	0.3	0.5
Cable Utility Franchise Mgr - Compliance	0.3	0.4
Community Tech Chief (fka Deputy Director)	0.2	0.3
Director*	0.1	0.0
FTE Total	4.9	4.0

*Finance Mgr and Director positions included in IMS service fees



APPENDIX TWO COMMUNITY MEDIA DISBURSEMENT DETAIL (MetroEast and Open Signal)

The MHCRC administers two grant agreements with the community media organizations that serve the MHCRC-member Jurisdictions. MetroEast Community Media (MetroEast) serves the cities and communities of Gresham, Troutdale, Fairview, and Wood Village and east Multnomah County areas. Open Signal serves the City of Portland and the west Multnomah County areas.

The community media organizations receive funding for both operations and capital expenditures. Most of Open Signal’s operational resources come from a grant agreement between Open Signal and the City of Portland and are, therefore, not included in the MHCRC’s Fund Budget (the amount is included below for informational purposes). MetroEast receives operational resources, in accordance with the IGA that created the MHCRC, based on 60 percent of the cable franchise fees for the east Multnomah County area. Open Signal also receives an amount in accordance with the IGA for the west Multnomah County area. Both organizations receive capital funds from the MHCRC Fund Budget, derived from PEG/I-Net Capital fee.

Both MetroEast and Open Signal are nonprofit organizations with governing Boards of Directors. These Boards annually develop and adopt budgets. FY2024-25 draft budget summaries are included in this Appendix to provide more detail for the community media expenditures in the MHCRC Fund Budget.

SUMMARY OF COMMUNITY MEDIA DISBURSEMENTS

MetroEast Community Media:

Operations Funding: East/West County Franchise Fees	\$ 715,056
Capital Funding: MHCRC	\$ 946,379
<u>Capital Funding: MHCRC special project</u>	<u>\$ 218,000</u>
Total	\$ 1,879,435

Open Signal:

Operations Funding: Portland General Fund	\$ 1,053,543
Capital Funding: MHCRC	<u>\$ 1,128,344</u>
Total	\$ 2,181,887



MHCRC 1120 SW 5th Ave. Suite 405 Portland, Oregon 97204
www.mhcr.org



MetroEast FY24-25 Proposed Budget

May 14, 2024

Fiscal Year 2023-2024 Highlights

We are grateful for the support provided by the Mt. Hood Cable Regulatory Commission.

We continued to provide coverage for our jurisdictions Gresham, Fairview, Troutdale, Wood Village City Councils, and Multnomah County Commissioners. We have also continued to produce and cablecast meetings for the Reynolds and Gresham Barlow School Districts.

The last fiscal year was very successful for MetroEast media education and digital inclusion programming. Our new Media Cohort model allowed us to focus on historically underserved groups. As a byproduct of our new focus, we secured more grants (from both the Marie Lamfrom and Collins Foundation), and additional earned revenue. Our Mobile Media Lab continues to be a mainstay of our efforts to, literally, meet participants where they are at. It features an inclusive design representing the diverse East County community we serve. The van serves as a billboard for MetroEast at the media popup and tabling events we attend. We received a Grant from the Miller Foundation, focused on youth media education, which will help us continue this work. Regarding Digital Inclusion, we continue to work with the Rosewood Initiative to provide digital inclusion workshops on internet and device basics to immigrant and refugee communities.

MetroEast received a Community Technology grant to develop a scheduling software tool we can deploy to replace a system built on Microsoft programs that are no longer supported. We hope to create a next-generation tool that will expand our abilities to modernize this prolonged and time-consuming process. This project is slated for completion in Fall 2024.

The Production team is underway on two initiatives. As part of our Diversity, Equity, and Inclusion work, we have facilitated captioning for all our projects. Captioning, for municipal meetings, is also being facilitated by our IT Department. We have just started our second round of BIPOC contractors. This program aims to provide BIPOC contractors with more industry and production experience. We have currently seen two of our previous program participants gain work in the industry. The team just received three Hometown Media Awards from the Alliance for Community Media. Winning entries include Follow the Water, East Metro Steam Partnership Inaugural E-sports Championship, and in the category of Instructional/Training the Community Technology Grant, a short piece we made in conjunction with the MHCRC to explain the initial steps of applying for the grant. We continue to partner with the League of Women Voters who share our commitment to civic engagement. We have also embarked on a project with Juntos NW and FreshOut to record the stories of black and brown communities whose experiences have been shaped by the many changes to N and NE Portland.

Thank you.



FY24-25 Budget Overview

OPERATIONS BUDGET

INCOME: The draft budget reflects the declining operations revenue from East County franchise fees. Starting in FY 24-25, MetroEast will receive the West Multnomah County franchise fees (new line item) previously paid to Open Signal as MetroEast incurs the hard costs to produce the regular County Commission meetings, budget meetings, other County-related programs, and election coverage. In addition, the Board and staff are slowly growing our capacity to diversify revenue in other areas, such as earned revenue, grants, and fundraising. The FY24-25 projections in these areas are conservative estimates based mostly on known commitments or ongoing revenue sources.

EXPENSES: Our people are our strength and payroll and benefits are the largest portion of MetroEast’s operations budget. Our emphasis on technology and media services and culturally-responsive education requires retaining and hiring staff with unique expertise and experience. The budget maintains the current number of FTE (11.5 FTE), includes a cost-of-living increase, retains status-quo benefits, and provides professional development resources. Other expenses mostly support either operational needs (ie. financial services, utilities, legal expertise, financial audit, etc.) or our cohort-model education services (food, translation services, childcare, gas, etc.).

CAPITAL BUDGET

INCOME

Capital income is the baseline amount provided for in the MetroEast/MHCRC grant agreement and additional one-time capital funds (\$218,000) to address a critical need to replace the building’s roof.

EXPENSES

One of the most significant expenses (\$100,000 of the Equipment line item) will be completing the upgrade of operating systems at the four city halls and the County Commission chambers. Other capital projects include: Reroofing the building, remodeling bathrooms to offer gender-neutral bathrooms, main studio control room core upgrades to support 4k production, and increasing our iPad library resources and fleet. Capital expenses will also cover general building upkeep, annual IT support and internal software contract, and equipment replacements and upgrades.

The FY24-25 budget anticipates spending \$73,725 of our reserves to cover all the necessary capital expenses to provide services and maintain our building and assets.



DRAFT MetroEast Community Media FY 24/25 Budget

	22/23	23/24	24/25
	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>
OPERATIONS BUDGET			
INCOME			
Franchise Fees, East Multnomah County	832,424	773,346	663,547
Franchise Fees, West Multnomah County	—	—	51,509
Sponsorships	0	10,020	5,000
Operating Grants	81,443	99,600	120,000
Contributions	4,104	4,000	4,000
In-Kind	18,000	18,000	18,000
Education Services	15,542	12,000	12,000
Production Services	77,446	96,000	102,701
Memberships	3,211	3,000	3,000
Other	20,879	19,306	65,000
Interest	111	130	130
Total Operating Income	1,053,159	1,035,402	1,044,887
EXPENSES			
Payroll & Benefits	947,457	957,326	994,500
<i>Less: Capitalized Wages</i>	<i>(171,979)</i>	<i>(199,508)</i>	<i>(259,477)</i>
Adjusted Total Personnel	775,478	757,818	735,023
Franchise Fees, West Multnomah County to Open Signal	—	—	5,000
Communications, Utilities & Maintenance	80,604	80,861	81,362
Dues & Subscriptions	4,734	4,939	4,939
Professional Development	666	6,600	6,600
Business Expenses, Bank Charges and Fees	1,423	1,138	4,988
Insurance	59,143	77,661	64,010
Marketing and Events	2,620	7,950	4,950
Supplies, Printing, Shipping and Postage, Production Expenses, Misc	8,530	14,000	12,125
Contractors and Professional Services	106,278	149,700	198,222
SaaS (Software as a Service)	10,163	9,250	10,000
Travel & Transportation	2,192	9,020	9,320
Meals and Entertainment	4,614	8,250	11,550
<i>Less: Capitalized Overhead</i>	<i>(104,424)</i>	<i>(91,614)</i>	<i>(174,657)</i>
Total Operating Expenses	952,021	1,035,572	973,432
Operating Income (Loss)/covered by reserves	101,138	(170)	71,455
CAPITAL BUDGET			
INCOME			

DRAFT MetroEast Community Media FY 24/25 Budget

	22/23	23/24	24/25
	<i>Actual</i>	<i>Budget</i>	<i>Budget</i>
MHCRC Capital Funding	1,262,717	916,146	946,379
Other Capital Grants	0	0	218,000
Total Capital Funds Received	1,262,717	916,146	1,164,379
EXPENSES			
Capitalized Wages & Benefits	171,979	199,508	259,477
Contractor & Installation	16,904	21,195	10,500
Equipment	142,743	405,738	340,900
Furniture	0	0	2,500
Building Improvements	19,106	35,000	315,071
Mortgage and Capital Leases	713,141	—	—
Micro Mobile Production Unit	—	60,000	—
Vehicles	1,842	0	0
Software Development & Licensing	91,877	103,091	135,000
Overhead	104,424	91,614	174,657
Total Capital Expenditures	1,262,016	916,146	1,238,104
MHCRC Capital Increase (Decrease) in grant liability acct	701	0	(73,725)
TOTAL INCOME	2,315,876	1,951,548	2,209,266
TOTAL EXPENSES/EXPENDITURES	2,214,037	1,951,718	2,211,536
TOTAL GAIN (LOSS)	101,840	(170)	(2,270)

Operating Budget Narrative

FY2024 - 2025

Overview

The budget is prepared with the anticipation that Open Signal will retain high capacity staff at a living wage and continue to expand in-person services post-pandemic. In alignment with our grant agreements with the City of Portland, MHCRC, grant making foundations, and in service of our community and mission organizational activities will continue to focus on equity and those typically marginalized and underserved in the community.

Revenue

Gross operating revenue is expected to increase by 10.48% in FY 24-25 compared to the prior period. This is due to additional one-time operating funding anticipated from the City of Portland for City Hall technology upgrades due to the Charter Reform. Traditional revenue sources amount to a 5.52% decrease due to Open Signal's pending waiver of the west Multnomah Franchise Fees back to Metro East, reduced projections of individual giving in an election year, and revenue from non-inventory sales of old vehicles.

Operating Expenses

Gross operating expenses are expected to increase by 7.54% detail below

Personnel Expenses

Personnel expenses are expected to increase 10.39% due to annual 3% COLA increases to all staff, recent staff promotions, scheduled pay increases, and an overall 2 FTE increase year over year. Our contractor expense is expected to increase by 52.18% due to additional budget for crew needed for productions and marketing for our new Partnered Media department.

Operating Expenses

Non personnel expenses are expected to decrease by 7.04% compared to last fiscal year. This is due to a \$36k downward adjustment of annual depreciation expense, budget for organizational development was moved to contract expense, and small tools budget was reduced, to be offset with the purchase of fixed assets with capital funds. Adjustments were made for the inflation, utility rates, and the potential for insurance rate changes.

Budget Net

Open Signal expects to pass a balanced budget pending final adjustments of our cash carry forward and grant award notifications received prior to May 9 2024, when the Board of Director's conducts its final budget review and vote. Should these final revenue adjustments require us to reduce expenditures, we could look to reduce contract expenses associated with the new Partnered Media department until additional funding can be secured.

open signal
Operating Budget

FY 24-25	FY 24-25 Budget	FY 23-24 Reforecast Budget	Difference	Notes
Revenue				
4000 Direct Contributions				
Total 4000 Direct Contributions	\$ 54,560	\$ 68,615	\$ (14,055)	
4200 Non-Government Grants				
Total 4200 Non-Government Grant	\$ 382,000	\$ 327,500	\$ 54,500	
4300 Government Grants				
4331 Capital Local Grant Releases	\$ 1,128,344	\$ 1,374,219	\$ (245,875)	
4332 Operating Local Grants	\$ 1,053,534	\$ 1,110,921	\$ (57,387)	
Total 4300 Government Grants	\$ 2,181,878	\$ 2,485,140	\$ (303,262)	Less Multnomah West fees to Metro East
5000 Government Contracts/Fees				
Total 5000 Government Contracts/Fees	\$ 356,000	\$ 25,425	\$ 330,575	Additional Charter Reform work. PS work moved from Program Sales
5100 Program Sales & Fees				
Total 5100 Program Sales & Fees	\$ 260,264	\$ 299,592	\$ (39,328)	Some PS work moved to gov't contract. Less studio rental revenue.
5400 Revenue From Sales				
Total 5400 Revenue From Sales	\$ (610)	\$ 82,960	\$ (83,570)	Less sale of vehicles
5800 Special Events				
Total 5800 Special Events	\$ 2,050	\$ 2,000	\$ 50	
5890 Special Events - Direct Costs				
Total 5890 Special Events - Direct Costs	\$ (5,150)	\$ 4,950	\$ (10,100)	
TOTAL FOR SPECIAL EVENTS				
Total 5999 Misc. Revenue	\$ (3,100)	\$ (2,950)	\$ 10,150	
5999 Misc. Revenue				
Total 5999 Misc Revenue	\$ -	\$ 310	\$ (310)	
Total Revenue	\$ 3,230,992	\$ 3,286,592	\$ (45,300)	10.48% Increase, If no charter reform it would be a decrease of 5.52%
Expenditures				
7000 Grants & Direct Assistance				
Total 7000 Grants & Direct Assistance	\$ 4,030	\$ 3,780	\$ 250	
7200 Salaries & Related Expenses				
Total 7200 Salaries & Related Expenses	\$ 2,054,252	\$ 1,805,074	\$ 249,178	10.39% increase. Additional 2 FTE, new promotions, scheduled pay increases, 3% COLA increases
7500 Contract Service Expenses				
Total 7500 Contract Service Expenses	\$ 302,526	\$ 246,576	\$ 55,950	Increase of 52.18%. Additional expenses for new Partnered Media department
8100 Non-personnel Expenses				
Total 8100 Non-personnel Expenses	\$ 620,006	\$ 741,593	\$ (121,587)	16.46% decrease. Depreciation expense down and some moved to facility depreciation, more MHCRC Cap to fixed assets vs small tools
8200 Facility Expenses				
Total 8200 Facility Expenses	\$ 259,583	\$ 218,786	\$ 40,797	18.65% increase. Depreciation expense increase.
8300 Travel & Conference Expenses				
Total 8300 Travel & Conference Expenses	\$ 48,185	\$ 37,461	\$ 10,724	Increase in conferences, increase in gas & parking w/additional vehicle
8400 Other Program Specific Expenses				
Total 8400 Other Program Specific Expenses	\$ 13,150	\$ 6,323	\$ 6,827	Increase in marketing supplies
8500 Other Expenses				
Total 8500 Other Expenses	\$ 91,096	\$ 104,932	\$ (13,836)	Org development moved to contractor
Total Expenditures	\$ 3,392,828	\$ 3,164,524	\$ 228,303	7.54% Increase
Net Operating Revenue	\$ (161,836)	\$ 122,067	\$ (273,603)	-6.95%
9000 Restricted Revenue				
Total 9000 Restricted Revenue	\$ -	\$ -	\$ -	
9100 Donated Goods & Services Revenue				
Total 9100 Donated Goods & Services Revenue	\$ -	\$ -	\$ -	
9200 Investment Activity				
Total 9200 Investment Activity	\$ 24,000	\$ -	\$ 24,000	
9300 Other Income				
Total 9300 Other Income	\$ -	\$ -	\$ -	
9400 Donated Goods & Services Expense				
Total 9400 Donated Goods & Services Expense	\$ -	\$ -	\$ -	
Total Other Income & Expenses				
Total 9400 Donated Goods & Services Expense	\$ 24,000	\$ -	\$ 162,361	
Adjustments				
Operating Cash Carried Forward from Prior Year	\$ 650,000	\$ 585,985	\$ 64,015	Subject to change
Capital Cash Carried Forward from Prior Year	\$ -	\$ 901,581	\$ (901,581)	
Reserved for Fixed Asset Purchases	\$ (512,164)	\$ (1,569,525)		
Allocate 2% of Operating Revenue to Reserve	\$ -	\$ (34,331)	\$ 34,331	Removed as we have met the \$500K currently required in our policy
Surplus (Deficit):	\$ 0.00	\$ 5,777	\$ (914,477)	
Depreciation & Amortization	\$ 614,000			Supposed to be used to spend on capital purchases but since we don't use it, it rolls over as cash to operating purchases
Surplus (Deficit): w/out Depreciation Expense	\$ 614,000			

Capital Budget Narrative

FY 2024 - 2025

Overview

Open Signal's capital spending this year is focused on the expansion of our partnered media services. As we begin to develop new public and partnership programs we will need to purchase additional production equipment. We will continue to upgrade our studios. We are also planning for some replacements and upgrades to our building.

Land and Land Improvements

Budget: \$2,000.00

There are no expected land improvements in this fiscal year. A small budget was set aside for any unexpected expenses.

Building and Building Improvements

Budget: \$35,000.00

We plan to renovate our production services edit suite. A small budget was set aside for any unexpected expenses.

Production Equipment

Budget: \$365,000.00

We will be purchasing additional equipment to support partner programs and the expansion of our partner media, production services, cohort and

studio workshops. There will also be a budget reserved for the upkeep of City Hall equipment.

Computers

Budget: \$20,000.00

We will be hiring at least 2 new staff in this fiscal year and will supply them with work computers and phones as needed for their positions.

Vehicles

Budget: \$500.00

There are no expected vehicle purchases in this fiscal year. A small budget was set aside for any unexpected expenses.

Office Equipment and Furniture

Budget: \$2,000.00

There will be some furniture purchases for new staff as well as purchases for our Edit Suite renovation project. A small budget has been set aside for unexpected office equipment & furniture costs.

Software and Other Intangibles

Budget: \$182,494.00

There are no plans to add additional software in this fiscal year. We have set aside a budget for our anticipated software contract renewal costs.

Open Signal

Capital Budget Workbook

Fiscal Year 24-25

\$ 1,128,344 FY 24-25 Capital Budget
 \$ - FY 23-24 Carry Forward
 \$ 1,128,344 Total Budget

Lead	Projects	Quarter	Budget	Reconciled	Remaining	Status	Notes
Land & Land Improvement							
	Totals MHCRC - Land & Land Improvement		\$2,000.00	\$0.00	\$2,000.00		
Building & Building Improvement							
	Totals MHCRC - Building & Building Improvement		\$35,000.00	\$0.00	\$35,000.00		
Production Equipment							
	Totals MHCRC - Production Equipment		\$365,000.00	\$0.00	\$365,000.00		
Computers							
	Totals MHCRC - Computer		\$20,000.00	\$0.00	\$20,000.00		
Vehicles							
	Totals MHCRC - Vehicles		\$500.00	\$0.00	\$500.00		
Office Equipment & Furniture							
	Totals MHCRC - Office Equipment & Furniture		\$2,000.00	\$0.00	\$2,000.00		
Software & Other Intangibles							
	Totals MHCRC - Software & Other Intangibles		\$182,494.00	\$0.00	\$182,494.00		
Capitalized Wages							
	Totals MHCRC - Capitalized Wages		\$352,098.00	\$0.00	\$352,098.00		Includes padding since we're doing quarterly surveys now.
Capital Overhead							
	Totals MHCRC - Capital Overhead		\$169,252.00	\$0.00	\$169,252.00		15% of capital payment from city
Total Budgeted:			\$1,128,344.00	\$0.00	\$1,128,344.00	\$0.00	Overage

	Fixed Asset Calculation	
? Amount Carried forward per MHCRC Report	-\$521,350.00 Backout Overhead & Wages	\$0.00 FY 25-26 Carry Forward
? Audit Final #	-\$54,830.00 Backout Software in OPS	\$0.00 Unallocated Budget (Contingency)
? Audit Correction	-\$40,000.00 Backout Small tools in OPS	\$0.00 Total Overage if budgets remain
	\$512,164.00 Total available for Fixed Assets	Current Unspent Budget (potentially avail to cover total overage if projects are paused)
		\$521,350.00
		-\$616,180.00

Interest Fund Balance - history
Earnings and Expenditures by Fiscal Year

A=Actual
E=Estimated

Fiscal Year	Interest Earned	Net Admin. Expenditures	Change	Cumulative Balance	
			Beginning Balance	\$196,968	A
2005-06	\$100,333	(\$99,294)	\$1,039	\$198,007	A
2006-07	\$171,764	(\$92,312)	\$79,452	\$277,458	A
2007-08	\$181,699	(\$92,771)	\$88,928	\$366,386	A
2008-09	\$126,158	(\$109,703)	\$16,455	\$382,842	A
2009-10	\$71,976	(\$98,233)	(\$26,257)	\$356,585	A
2010-11	\$32,395	(\$109,045)	(\$76,650)	\$279,935	A
2011-12	\$34,324	(\$129,708)	(\$95,384)	\$184,550	A
2012-13	\$30,329	(\$66,281)	(\$35,952)	\$148,599	A
2013-14	\$43,567	\$0	\$43,567	\$192,165	A
2014-15	\$57,577	\$0	\$57,577	\$249,742	A
2015-16*	\$91,898	\$0	\$91,898	\$341,640	A
2016-17	\$136,434	\$0	\$136,434	\$478,075	A
2017-18	\$184,274	\$0	\$184,274	\$662,348	A
2018-19	\$291,297	\$0	\$291,297	\$953,646	A
2019-20*	\$265,053	\$0	\$265,053	\$1,218,698	A
2020-21	\$95,194	(\$147,608)	(\$52,414)	\$1,166,285	A
2021-22	\$58,380	(\$58,380)	(\$0)	\$1,166,284	A
2022-23	\$151,352	(\$92,586)	\$58,766	\$1,225,050	E
2023-24	\$269,081	(\$298,044)	(\$28,963)	\$1,196,087	E



Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEMS #R2

For Commission Meeting: May 20, 2024

“Community Technology Grant Agreements: 2024 Cycle”

Recommendation:

Staff recommends that the Commission approve the following 11 Community Technology grant agreements:

A. SW Somali Community	\$61,839
B. 1 World Chorus	\$70,531
C. Alberta House	\$38,476
D. Caldera	\$41,708
E. Hand2Mouth Theater	\$57,900
F. Other 98% Lab (Mosquito Fleet)	\$40,948
G. Portland Community College	\$81,227
H. Swingin’ Sounds	\$16,345
I. The Arc Portland Metro	\$12,364
J. The North Northeast Business Association dba Soul District DA	\$104,177
K. Underscore	\$83,995

Background:

At its January meeting, the Commission selected 30 Pre-Applications to invite to apply for funding. Following the Commission’s decision, MHCRC staff began to engage all 30 applicants in a process to complete full grant applications and contracts. In follow-up to specific Commissioner comments at the January meeting, staff has collaborated with applicants to make suggested revisions to the pre-applications including clearly defining measurable outcomes and evaluation measures, expanding on programmatic details surrounding beneficiaries, and the development of a detailed project budget that would more clearly identify the matching resources necessary to successfully implement the project.

Three organizations (Torus, Portland Public Schools, Mater Dei Radio) have since withdrawn their applications from consideration in the 2024 Community Technology Grants Cycle.

MHCRC staff has reached agreement with eleven applicants on final grant agreements recommended for approval for a total amount of \$609,510 in grant funds.

At the March meeting, the Commission approved five grant agreements for a total of \$325,493. If all grants recommended for approval at tonight’s meeting are approved, the Commission will have awarded a total of \$935,003 so far this year for the Community Technology Grants cycle.



An additional \$495,244.35 has been approved in off-cycle grants and grant amendments for FY23-24, bringing the Commission’s grand total for this fiscal year so far to \$1,430,247.

As part of the normal grantmaking process, Comcast is given the opportunity to review all final grant applications and contracts prior to staff moving the contracts forward for Commission consideration.

Grant Agreements for Approval - Summaries:

A. SW Somali Community

Recommendation:

“Approve the Community Technology Grant Agreement with SW Somali Community for a total of \$61,839.”

Background:

Final Grant Request: \$61,839 (Pre-Application Grant Request: \$67,860)

Final Total Project Budget: \$123,678 (Pre-Application Total Project Budget: \$135,720)

Public Benefit Area: Improving Community Involvement

The “Empowering East African Immigrant and Refugee Youths in East Portland through Digital Inclusion and Cultural Storytelling” project seeks to serve up to 300 youth, ages 10-17, and 40 adults over a period of two years through weekend workshops and summer camps. Staff will receive initial training on video production through MetroEast Community Media. Funds will be used to purchase technology for video production including cameras, editing software and multimedia equipment which will enable youth participants to create and share video content via the cable channels. SW Somali Community intends to produce a minimum of 40 short films and four longer form programs that showcase the stories and lives of the East African Immigrant community in the greater Portland area. Not only are the videos a creative outlet for youth and adults, but they also help the broader community to know and understand better the lives of immigrant communities.

Attachment: Draft Community Technology Grant Agreement with SW Somali Community

B. 1 World Chorus

Recommendation:

“Approve the Community Technology Grant Agreement with 1 World Chorus for a total of \$70,531.”

Background:

Final Grant Request: \$70,531 (Pre-Application Grant Request: \$65,963)
Total Project Budget: \$150,996 (Pre-Application Total Project Budget: \$132,043)

Public Benefit Area: Reducing Disparities

The “Big Up Music Show” project seeks to empower kids to create video content that amplifies their voices and stories from their unique perspectives. 1 World Chorus will work with cohorts of BIPOC youth, ages 10 to 21, throughout Northeast Portland, in ten-week residencies where they will learn technical skills in audio and video production by working in teams to write, cast, produce, and promote music videos, live performances and guest interviews. Students produce up to three videos each residency. 1 World Chorus will work with organizations Peace Village to build social/emotional skills and I Am More, who will provide real work application opportunities for older youth. Created videos from each residency will be edited together to create full episodes of the “Big Up Show” and will be shared with both MetroEast Community Media and Open Signal cable channels.

1 World Chorus is an established community partner of the MHCRC. Previous grants were awarded to the organization in 2018 and 2021. All grant outcomes were met satisfactorily.

Attachment: Draft Community Technology Grant Agreement with 1 World Chorus.

C. Alberta House

Recommendation:

“Approve the Community Technology Grant Agreement with Alberta House for a total of \$38,476.”

Background:

Final Grant Request: \$38,476 (Pre-Application Grant Request: \$50,961)
Final Total Project Budget: \$106,916 (Pre-Application Total Project Budget: \$101,922)

Public Benefit Area: Reducing Disparities

The “Telling Our Story: Highlighting Portland’s Black Personal and Community History” project seeks to produce a full-length documentary focused on the life of Portland native Henry Lee Shambry, who was an integral part of the civil rights movement and worked alongside Dr. Martin Luther King, Jr. The film will relate Shambry’s experiences to more modern examples of racism and overcoming adversity as a Black man in the U.S. The film will be shared out for community distribution via Open Signal. Post-production, Alberta House will host a live screen, community conversations, and an educational initiative both capturing and using produced video content. Crew for the production of the film will be drawn from the local BIPOC community. Ultimately, Alberta House hopes to continue their work to reduce the disparity of

visibility within the community by highlighting important Black personal and community historical stories through additional video projects.

Attachment: Draft Community Technology Grant Agreement with Alberta House.

D. Caldera

Recommendation:

“Approve the Community Technology Grant Agreement with Caldera for a total of \$41,708.”

Background:

Final Grant Request: \$41,708 (Pre-Application Grant Request: \$40,805.10)

Final Total Project Budget: \$83,414.98 (Pre-Application Total Project Budget: \$81,617.04)

Public Benefit Area: Reducing Disparities

The “Caldera Youth Media” project seeks to serve a cohort of 50 underserved, primarily BIPOC learners and provide them with 200 hours of multimedia focused technical training and programming over 12 workshops and four summer learning sessions. The project seeks to engage learners in storytelling through still and moving images, exposing them to skills-building in media arts and providing a platform for them to share their personal narratives and stories. The workshops will coalesce into a group project at the end in which work captured through different formats will be compiled, and a short film produced for community screening, and shared out via Open Signal’s cable channels. Caldera’s project serves not only as a platform for creative expression, but also as a catalyst for social change, striving to bridge the digital divide and empower learners to become agents of their own narratives with the confidence to navigate an increasingly digital world.

Caldera received a grant from the MHCRC in 2023. The project is on track to close this summer (2024) and all grant outcomes have met satisfactorily.

Attachment: Draft Community Technology Grant Agreement with Caldera.

E. Hand2Mouth Theater

Recommendation:

“Approve the Community Technology Grant Agreement with Hand2Mouth Theater for a total of \$57,900.”

Background:

Final Grant Request: \$57,900 (Pre-Application Grant Request: \$50,763)
Final Total Project Budget: \$118,700 (Pre-Application Total Project Budget: \$103,713)

Public Benefit Area: Improving Community Involvement

The “Home/Land: Displacement, Banned Lives and Belonging in Portland” project seeks to build on existing success with classroom-based education programming offered to students in underserved public middle and high schools. Hand2Mouth Theater will launch a Youth Devising Residency (YDR) program for 30 youth ages 14 to 19. This year-long program will match participants with professional theater artists, technical designers, and arts administrators to create and produce unique performance pieces, videos, and short films based on their unique perspectives. The YDR students will mentor younger students throughout the year in the school-based workshops and summer camps. This new media/film component will reach upwards of 700 youth and asks participants to highlight themes related to issues of displacement through their films. Possible topics include perspectives on the themes of banned books, banned lives, displaced people, and what belonging looks like. The produced 15 to 18 short films will be distributed via the cable channels and shared via community screenings.

Attachment: Draft Community Technology Grant Agreement with Hand2Mouth Theater.

F. Other 98% Lab* (Mosquito Fleet PDX)

**Other 98% Lab is a fiscal sponsor for Mosquito Fleet PDX*

Recommendation:

“Approve the Community Technology Grant Agreement with Other 98% Lab for a total of \$40,948.”

Background:

Final Grant Request: \$40,948 (Pre-Application Grant Request: \$60,000)
Final Total Project Budget: \$115,788 (Pre-Application Total Project Budget: \$120,000)

Public Benefit Area: Improving Community Involvement

Mosquito Fleet PDX has been operating in the St. Johns Community for over three years with a mission to increase community access to waterways to foster a deep, organic connection to nature and encourage people to get involved in protecting our ecosystems. The “Support for Mosquito Fleet PDX’s Kayaking + River Education Video Series” project seeks to produce a series of engaging and informative training videos on basic skills required to get in a kayak and get out on the water. Topics will include kayak anatomy, gear overview, how to prepare for a paddle, paddling techniques, and more. In addition, Mosquito Fleet PDX will produce a longer-form video to provide context about kayaking on the Willamette River, highlighting the historical and current harms impacting the river and surrounding communities from

industrialization. Staff will produce 8 to 12 videos during the project period, which will be shared out on their website, social media and via Open Signal’s cable channels.

Attachment: Draft Community Technology Grant Agreement with Other 98% Lab (Mosquito Fleet PDX)

G. Portland Community College

Recommendation:

“Approve the Community Technology Grant Agreement with Portland Community College for a total of \$81,227.”

Background:

Final Grant Request: \$81,227 (Pre-Application Grant Request: \$81,227)

Final Total Project Budget: \$229,741 (Pre-Application Total Project Budget: \$229,741)

Public Benefit Area: Reducing Disparities

The “Technology to Support Career-Readiness for PCC Multimedia Students” project seeks to upgrade equipment to support twelve courses which typically enroll upwards of 350 students. The purchased equipment will include video cameras and lighting for studio classes as well as technology to expand 3D modeling and animation production. This new, industry standard equipment will benefit students by allowing them to learn on the same equipment that is used in professional broadcasting and animation studios and provides valuable workforce development. The project also benefits the larger community as multimedia students create documentary and narrative projects that support diverse organizations, causes, and stories. PCC distributes student-made content via Open Signal and its own cable channel 327.

PCC is an established community partner of the MHCRC. Previous grants were awarded to the organization in 2018, 2020 and 2022. All grant outcomes have been met satisfactorily.

Attachment: Draft Community Technology Grant Agreement with Portland Community College.

H. Swingin’ Sounds

Recommendation:

“Approve the Community Technology Grant Agreement with Swingin’ Sounds for a total of \$16,345.”

Background:

Final Grant Request: \$16,345 (Pre-Application Grant Request: \$81,227)

Final Total Project Budget: \$20,000 (Pre-Application Total Project Budget: \$200,000)

Public Benefit Area: Improving Service Delivery

The “Swingin’ Sounds Recording and Video” project seeks to support music instruction at five schools within the Portland area. This free program will provide services to an estimated 350 students between the ages of 11 and 18. The project aims to provide quality video and audio recordings to document the program and associated events, which will be shared out via the community media center cable channels. The purchased technology will also allow Swingin’ Sounds to provide rehearsal recordings and portfolio materials to be used for future academic or professional applications. A minimum of 20 video recordings from student performances, program instructor presentations, community performances, and community presentations will be captured and shared out via the cable channels, thereby supporting equitable digital access to music education and providing a highly visible platform for the work of students to be seen.

Attachment: Draft Community Technology Grant Agreement with Swingin’ Sounds.

I. The Arc Portland Metro

Recommendation:

“Approve the Community Technology Grant Agreement with The Arc Portland Metro for a total of \$12,364.”

Background:

Final Grant Request: \$12,364 (Pre-Application Grant Request: \$27,727)

Final Total Project Budget: \$42,278 (Pre-Application Total Project Budget: \$55,454)

Public Benefit Area: Reducing Disparities

The “Hello, World! Untold Stories from the Portland Metro IDD Community” project seeks to empower adults who experience intellectual and/or developmental disabilities to share their stories and perspectives through the creation of video content. Staff will participate in a series of a minimum of 12 learning sessions on best practices for equipment use and video creations. Then, at minimum five participants will receive training with staff on how to use filming and editing equipment before selecting topics/themes and leading all aspects of content creation. The community will choose their own topics, but examples suggested include: what people should know about living with a disability, a day in my life, and what does accessibility really mean. A series of twelve videos will ultimately be distributed via the cable channels. Participants will gain valuable technical skills and an outlet for raising awareness and familiarity of the experiences & perspectives of the IDD community.

Attachment: Draft Community Technology Grant Agreement with The Arc Portland Metro.

J. The North Northeast Business Association dba Soul District Business Association

Recommendation:

“Approve the Community Technology Grant Agreement with The North Northeast Business Association dba Soul District Business Association for a total of \$104,177.”

Background:

Final Grant Request: \$104,177 (Pre-Application Grant Request: \$104,177)

Final Total Project Budget: \$224,777 (Pre-Application Total Project Budget: \$210,000)

Public Benefit Area: Reducing Disparities

The “PDX Black Rose Community Centered Media Project: Bridging Economic Disparities for Black-Owned Businesses and Youth Entrepreneurs of Color” project aims to bridge the gap faced by BIPOS entrepreneurs by using state of the art film and video technology to leverage the power of community media. Grant-funded technology will be used to upgrade/expand an existing gear library to fully equip both in-house and mobile video production studios. Over a period of 30 months, NNEBA will train 20 BIPOC youth/adult film participants in filmmaking techniques and production processes. They program participants will work to create a series of 100 short films which will be aired on the cable channels via Open Signal. The short films will seek to challenge existing narratives, dispel stereotypes, and promote the economic potential of Black-owned businesses and youth entrepreneurs of color. Topics for video content include workshops, mentorship programs and networking opportunities all designed to enhance business skills, financial literacy, and access to influential leaders.

NNEBA dba Soul District Business Association is an established community partner of the MHCRC. Previous grants were awarded to the organization in 2016 and 2020. All grant outcomes have been met satisfactorily.

Attachment: Draft Community Technology Grant Agreement with The North Northeast Business Association dba The Soul District.

K. Underscore

Recommendation:

“Approve the Community Technology Grant Agreement with Underscore for a total of \$83,995.”

Background:

Final Grant Request: \$83,995 (Pre-Application Grant Request: \$83,600)

Final Total Project Budget: \$173,720 (Pre-Application Total Project Budget: \$167,200)

Public Benefit Area: Reducing Disparities

The “Amplifying Indigenous Stories & Voices” project seeks to leverage the transformative power of video and digital media technology to serve Portland’s native community. Central to the project is implementation of 8-weeks of hands-on training in the art and craft of video storytelling and journalism for a minimum of 24 Native American high school students. Youth participants will work collaboratively to produce storyboards, shoot and edit videos, and conduct interviews; the produced videos will be shared via the community media centers’ cable channels. Simultaneously, Underscore will utilize grant-funded equipment to produce and distribute 24 professionally produced pieces that amplify Native voices, perspectives, and experiences. Topics/themes include elders sharing historical narratives and cultural teachings, adults discussing current challenges and achievements, and overall reflections of the diverse experiences of Portland’s Native community. Underscore will continue to share content with the cable channels, and build upon established community partnerships with The Oregonian, OPB, and NAYA.

Attachment: Draft Community Technology Grant Agreement with Underscore.

NOTE: Draft Grant Agreements and Attachments provided in separate PDF due to document size.

Prepared by:
Rana DeBey
May 10, 2024



Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEM #R3

For Commission Meeting: May 20, 2024

“Off-Cycle Grant Request: The Media Project”

Background

The MHCRC acknowledges that opportunities can rise unexpectedly, particularly in the current economic climate, and that community organizations, governments, and educational institutions need to act fast to secure funding for projects that meet ever-changing communication needs. Incorporating intentional responsive grantmaking opportunities outside of the MHCRC’s annual competitive cycle increases the MHCRC’s equity-centered practices by allowing applicants to request funds at the time of their greatest need, rather than on a funder’s timeline.

The MHCRC updated the “Special Funding Request” (aka Off-Cycle) grant program by streamlining the process and updating materials in May 2021 and has awarded six grants through this program since that time.

In accordance with the Off-Cycle grant process, The Media Project submitted a Letter of Interest (LOI) to MHCRC staff in late March. Staff deemed that the proposed request met the Off-Cycle grant eligibility criteria and was time-sensitive in nature. The LOI was sent to the MHCRC Equity Committee for consideration. Committee members agreed that staff should move forward with presenting the application to the full MHCRC for funding.

Budget Note: The MHCRC Off-Cycle grant program was originally approved by Commissioners to utilize the Community Grants Contingency Funds (annually allocated at \$800,000/fiscal year) in order to make grant awards or ending-balance funds unspent by Community Technology Grants requests.

Project Summary: The Media Project

Grant Request: \$25,392

Total Project Budget: \$54,892

Public Benefit Area: Improving Community Involvement

Recommendation:

Staff recommends that the Commission approve an Off-Cycle grant with The Media Project for the “Chasing Chimeras” project for a total of \$25,392.

Project Description:



MHCRC 1120 SW 5th Ave. Suite 405 Portland, Oregon 97204
503.823.5385 info@mhcr.org www.mhcr.org

The Media Project has been producing audio and film projects about climate change, frontline communities impacted by fossil fuel development and human rights issues for many years. The current documentary project, “Chasing Chimeras: The Lure of Unproven Climate Solutions,” focuses on the environmental justice and climate impacts that “so-called” green energy projects are having on the communities neighboring these ventures. The hour-long documentary will tell the stories of people living in the crosshairs of these proposals, working to expose the dangers that these projects pose to their lives, homes, communities and the planet. In particular, the documentary will examine the struggle to stop Zenith Energy from expanding its oil-by-rail operation in Portland’s Critical Energy Infrastructure Hub. The completed video will be streamed online, screened at local movie theaters & schools, and aired on the cable channels to raise awareness of the issues, and broaden the reach of the film.

The project is time sensitive because it is dealing with climate-related regulatory decisions that are being determined before the end of the year. The Media Project seeks to contribute to the community conversation through distribution of the film, in order to get the story out while there is still time for informed public input into the decision-making processes.

The Media Project has been working on this project for several months but have a critical need to upgrade their equipment to complete the project. They have mostly been recording audio interviews and filming on borrowed cameras and seek to completely revamp their video studio before they start post-production (where the current equipment is 17 years old and obsolete). Grant funds will be used to purchased upgraded professional equipment, and to replace two key components of the audio studio, which are discontinued and no longer supported.

After the project period ends, the equipment will continue to be used by medimakers at The Media Project for the creation and distribution of local news media content.

Prepared by: Rana DeBey
May 10, 2024

As a normal part of the grantmaking process, Comcast staff are provided the opportunity to review the draft grant contracts in advance of the MHCRC meetings.

Attachments:

Draft Grant Agreement: The Media Project



GRANT AGREEMENT NO.

This Grant Agreement is between the Mt. Hood Cable Regulatory Commission (“COMMISSION”) and The Media Project (or “GRANTEE”) in an amount not to exceed \$25,392 to support the “Chasing Chimeras Documentary” project.

RECITALS:

1. GRANTEE submitted a grant application for the FY 2023-24 Community Technology Grants Program competitive grants process and following COMMISSION review, was recommended for funding.
2. The COMMISSION now desires to award a grant to GRANTEE in an amount not to exceed \$25,392.

THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I – SCOPE OF WORK/OUTCOME MEASURES

GRANTEE agrees to implement the “Chasing Chimeras Documentary” project as described in ATTACHMENT A: Scope of Work/Grant Application, which by this reference are incorporated herein and made a part hereof. GRANTEE shall not use the Grant funds for any purposes other than those set forth in Attachment A.

ARTICLE II – AGREEMENT PERIOD

This Agreement becomes effective on June 1, 2024, unless GRANTEE fails to sign and return the Agreement to the COMMISSION within thirty (30) days of COMMISSION action to approve the Agreement, in which event this Agreement shall be null and void. The term of this Agreement is through, and including, May 31, 2025, unless extended or earlier terminated under the terms of this Agreement.

ARTICLE III – SPECIFIC CONDITIONS OF THE GRANT

- A. **Publicity:** During the term of this Grant Agreement, GRANTEE shall use its best efforts to mention the COMMISSION’s grant funding in publicity regarding the program(s) that will be supported by the grant funds.

Any publicity regarding the project shall indicate that the project was made possible by a Grant from the COMMISSION through funds provided by the cable companies. Grantee shall notify the Project Manager before releasing information about the Grant to the press or other news media. The COMMISSION may include information regarding the Grant in periodic public reports.

- B. **Records:** GRANTEE shall account for the Grant funds separately in its books of accounts. GRANTEE shall charge only Grant-related expenditures against Grant funds.

Grantee agrees to keep accurate and complete financial records that will enable the COMMISSION to easily determine the use of Grant funds and the allocation method of Matching Funds committed by GRANTEE and Project Partners in the Grant for the project for six (6) years after COMMISSION makes final grant payment, GRANTEE has made final report, or the termination date of this Agreement, whichever is later. GRANTEE shall provide COMMISSION prompt access to these records upon request and permit copying as COMMISSION may require.

- C. COMMISSION Grant Manager: COMMISSION hereby appoints Rana DeBey to act as its Project Manager with regard to this Agreement. COMMISSION may, from time to time, designate another person to act as the Commission Project Manager and will inform GRANTEE in writing of any change in Project Manager.

Attn: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland
Bureau of Planning & Sustainability
1810 SW 5th Ave, Suite 710
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

- D. GRANTEE Project Manager: GRANTEE hereby appoints Barbara Bernstein to act as its Project Manager regarding this Agreement. GRANTEE may, from time to time, designate another person to act as the GRANTEE Project Manager and will inform COMMISSION in writing of any change in Project Manager.

Attn: Barbara Bernstein
Producer
c/o The Media Project
1214 SE Flavel
Portland, OR 97202
Email: mediapro1@comcast.net

- E. Payment: The COMMISSION Project Manager is authorized to approve work, billings, and invoices submitted pursuant to this grant and to carry out all other COMMISSION actions referred to herein in accordance with this Agreement.
- F. Reports: GRANTEE shall submit Interim Status Reports and a Final Status Report (collectively referred to as 'Report(s)') to the Project Manager using the COMMISSION's online grants management system. The Reports shall include both programmatic and financial information as established by the COMMISSION. For a Report to be acceptable to the Project Manager, the GRANTEE shall document and clearly describe the progress of the grant scope in accordance with the reporting schedule defined below.

Interim Status Reporting periods are June 1, 2024 through November 30, 2024. Interim Status Reports are due within thirty (30) days of the end of each reporting period.

GRANTEE shall submit a Final Status Report no later than April 30, 2025.

Interim and Final Status Reports shall include an accurate and complete financial report of Grant fund and Matching fund expenditures. The Report shall include copies of receipts or other evidence of payment for actual grant funded capital costs incurred by GRANTEE related to the Grant. Reported expenses will be charged against the advanced funds and will be made after review and approval of the status reports.

The Project Manager, at her/his sole discretion, may require additional programmatic information or financial documentation of Grant project expenditures. GRANTEE shall make its books, general organizational and administrative information, documents, papers and records that are related to this Agreement or GRANTEE's performance of services related to this Agreement available for inspection by the Project Manager or other COMMISSION representatives during reasonable business hours following five (5) business days advance written notification from the Project Manager.

GRANTEE shall immediately provide notice in writing by electronic mail to the Project Manager when GRANTEE anticipates or realizes any deviation in the Grant project which may result in GRANTEE's inability to complete the Grant project as originally submitted and approved by the COMMISSION.

- G. Project and Fiscal Monitoring: The COMMISSION and the Project Manager shall monitor the GRANTEE's performance on an as needed basis to assure compliance with this Agreement. Such monitoring may include, but is not limited to, on site visits at reasonable times, telephone interviews and review of required reports. Monitoring will cover both programmatic and fiscal aspects of the Grant. The frequency and level of monitoring will be determined by the Project Manager. GRANTEE shall remain fully responsible at all times for performing the requirements of this Agreement.

ARTICLE IV -- PAYMENTS

- A. The amount of this grant award is \$25,392. Upon submission of an invoice from GRANTEE, and upon certification by the Project Manager that the invoice is in accordance with this Agreement, the \$25,392, as specified in the invoice, within thirty (30) days after receipt of the invoice.
- B. GRANTEE shall submit the invoice online through the COMMISSION's online grants management system using the status report module, and shall be on GRANTEE's letterhead, signed and dated by an authorized representative of GRANTEE and addressed to "MHCRC c/o City of Portland." The invoice shall include an invoice number, the title of the Grant project and the total grant amount authorized by the Grant. If the Project Manager finds that the invoice is not in accordance with this Agreement, the Project Manager shall notify the GRANTEE of the reason(s) for the disallowance and non-payment.
- C. GRANTEE agrees to operate the program as described in the GRANTEE's grant application and to expend funds in accordance with the approved budget, unless the GRANTEE receives prior written approval from the COMMISSION'S Grant Manager to modify the program or the budget.

- D. If for any reason GRANTEE receives a grant payment under this Grant Agreement and does not use grant funds, provide required services or take any actions required by the Grant Agreement the COMMISSION may, at its option terminate, reduce or suspend any grant funds that have not been paid and may, at its option, require GRANTEE to immediately refund to the COMMISSION the amount improperly expended or received by GRANTEE.
- E. Grant payments under this Agreement may be used only to provide the services or take the actions listed previously in this Grant Agreement and shall not be used for any other purpose.
- F. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, the COMMISSION's payment of funds under this grant may be terminated, suspended or reduced.
- G. The majority of expenditures (a minimum of 90%) made from Grant funds for Grant project capital costs must be made at least sixty (60) days prior to the expiration of this Agreement.
- H. GRANTEE shall repay to the COMMISSION, thirty (30) days prior to the expiration date of this Agreement, any Grant funds that have not been expended for Grant purposes.
- I. GRANTEE will keep vendor receipts and evidence of payment for materials and services and time records and evidence of payment for program wages, salaries, and benefits, and GRANTEE services. All such receipts and evidence of payments will promptly be made available to the Grant Manager or other designated persons, upon request. At a minimum, such records shall be made available and will be reviewed as part of the annual monitoring process.
- J. Prevailing wages. State of Oregon, Bureau of Labor and Industries (BOLI) wage rates are required for certain contracts that total \$50,000 and above. If GRANTEE's project is subject to the prevailing wage requirements, GRANTEE will comply with the prevailing wage requirements of ORS 279C.800 through 279C.870 and any other applicable prevailing wage requirements contained in ORS 279C, Oregon administrative rules, or Commission code.
- K. Prevailing wage indemnity. GRANTEE AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS COMMISSION, ITS EMPLOYEES, OFFICERS, AND AGENTS, FROM AND AGAINST ANY CLAIM, SUIT, OR ACTION, INCLUDING ADMINISTRATIVE ACTIONS, THAT ARISE OUT OF GRANTEE'S FAILURE TO COMPLY WITH ORS 279C.800 TO 279C.870 AND ANY APPLICABLE ADMINISTRATIVE RULES OR POLICIES.

ARTICLE V -- GENERAL GRANT PROVISIONS

- A. Cause for Termination; Cure. It shall be a material breach and cause for termination of this Agreement if GRANTEE uses grant funds outside of the scope of this Agreement, or if GRANTEE fails to comply with any other term or condition or to perform any obligations under this Agreement within thirty (30) days after written notice from COMMISSION. If the breach is of such nature that it cannot be completely remedied within the thirty (30) day cure period,

GRANTEE shall commence cure within the thirty (30) days, notify COMMISSION of GRANTEE's steps for cure and estimated time table for full correction and compliance, proceed with diligence and good faith to correct any failure or noncompliance, and obtain written consent from COMMISSION for a reasonable extension of the cure period.

- B. No Payment or Further Services Authorized During Cure Period. During the cure period, COMMISSION is under no obligation to continue providing additional grant funds notwithstanding any payment schedule indicated in this Agreement. GRANTEE shall not perform services or take actions that would require COMMISSION to pay additional grant funds to GRANTEE. GRANTEE shall not spend unused grant funds and such unused funds shall be deemed held in trust for COMMISSION. GRANTEE shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.
- C. Termination for Cause. Termination for cause based on GRANTEE's misuse of grant funds shall be effective upon notice of termination. Termination for cause based on failure to comply or perform other obligations shall be effective at the end of the 30-day period unless a written extension of cure period is granted by COMMISSION. GRANTEE shall return all grant funds that had not been expended as of the date of the termination notice. All finished or unfinished documents, data, studies, and reports prepared by GRANTEE under this Agreement shall, at the option of COMMISSION, become the property of COMMISSION; and GRANTEE may be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination, in a sum not to exceed the grant funds already expended.
- D. Penalty for Termination for Cause. If this Agreement is terminated for cause, COMMISSION, at its sole discretion, may seek repayment of any or all grant funds tendered under this Agreement, and decline to approve or award future grant funding requests to GRANTEE.
- E. Termination by Agreement or for Convenience of Commission. COMMISSION and GRANTEE may terminate this Agreement at any time by mutual written agreement. Alternatively, COMMISSION may, upon thirty (30) days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, GRANTEE shall return any grant funds that would have been used to provide services after the effective date of termination. Unless the Parties agree otherwise, GRANTEE shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds.
- F. Changes in Anticipated Services. If, for any reason, GRANTEE's anticipated services or actions are terminated, discontinued or interrupted, COMMISSION's payment of grant funds may be terminated, suspended or reduced. GRANTEE shall immediately refund to COMMISSION any unexpended grant funds received by GRANTEE.
- G. Amendment. The Grant Manager is authorized to execute amendments to the scope of the services or the terms and conditions of this Agreement, provided the changes do not increase COMMISSION's financial risk. Increases to the grant amount must be approved by the COMMISSION unless the COMMISSION

delegated authority to amend the grant amount authorizing this Agreement. Amendments to this Agreement, including any increase or decrease in the grant amount, must be in writing and executed by the authorized representatives of the Parties and approved to form by the COMMISSION's Attorney.

- H. Non-discrimination; Civil Rights. In carrying out activities under this Agreement, GRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. GRANTEE shall take actions to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, handicap, familial status, sexual orientation or national origin. Actions shall include but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

GRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices, which state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. GRANTEE shall incorporate the foregoing requirements of this section in all other agreements for work funded under this Agreement, except agreements governed by Section 204 of Executive Order 11246.

- I. Audit. COMMISSION, either directly or through a designated representative, may conduct financial or performance audit of the billings and services under this Agreement or GRANTEE records at any time during this Agreement and during the six (6) year period established above in Article III.B. As applicable, audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office. If an audit discloses that payments to GRANTEE exceeded the amount to which GRANTEE was entitled, then GRANTEE shall repay the amount of the excess to COMMISSION.

Because grant funds are derived from the cable franchises, the cable companies may conduct a financial review or audit of GRANTEE for the purpose of verifying whether use of capital grant funds is in accordance with the requirements of cable franchises related to use of capital grant funds. If the COMMISSION receives notice from a cable company in accordance with the terms of the cable franchises of such audit or review, the COMMISSION's Project Manager shall notify GRANTEE within five (5) business days of receiving the notice, and shall identify to GRANTEE the relevant financial records of GRANTEE that the cable company seeks to review. The scope of such audit or review of GRANTEE shall be consistent with the terms of the applicable cable franchise. GRANTEE agrees to make such relevant financial records available to cable company's authorized representative for inspection and copying. Such records shall be reviewed during normal business hours at a time and place made available by GRANTEE. The COMMISSION's Project Manager shall promptly provide GRANTEE with written notice of the audit or review's conclusions.

- J. Indemnification. GRANTEE shall hold harmless, defend, and indemnify COMMISSION, and its officers, agents and employees against all claims, demands, actions, and suits (including all costs) brought against any of them

arising from actions or omissions of GRANTEE and/or its contractors in the performance of this Agreement.

- K. Grantee's Contractor; Non-Assignment. If GRANTEE utilizes contractors to complete its work under this Agreement, in whole or in part, GRANTEE shall require any of its contractors to agree, as to the portion contracted, to fulfill all obligations of the Agreement as specified in this Agreement. However, GRANTEE shall remain obligated for full performance hereunder, and COMMISSION shall incur no obligation other than its obligations to GRANTEE hereunder. This Agreement shall not be assigned or transferred in whole or in part or any right or obligation hereunder, without prior written approval of COMMISSION.
- L. Independent Contractor Status. GRANTEE, and its contractors and employees are not employees of COMMISSION and are not eligible for any benefits through COMMISSION, including without limitation, federal social security, health benefits, workers' compensation, unemployment compensation, and retirement benefits. GRANTEE will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder.
- M. Oregon Laws and Forum. This Agreement shall be construed according to the laws of the State of Oregon without regard to its provisions regarding conflicts of law. Any litigation between COMMISSION and GRANTEE arising under this Agreement or out of work performed under this Agreement shall occur in Multnomah County court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the State of Oregon.
- N. Compliance with Law. GRANTEE and all persons performing work under this Agreement shall comply with all applicable federal, state, and local laws and regulations, including reporting to and payment of all applicable federal, state and local taxes and filing of business license. If GRANTEE is a 501(c)(3) organization, GRANTEE shall maintain its nonprofit and tax-exempt status during this Agreement.
- O. Severability. COMMISSION and GRANTEE agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.
- P. No Other Obligations: GRANTEE acknowledges that, except for the Grant, the COMMISSION has no obligation to provide, and the COMMISSION has not led GRANTEE to believe in any way (whether expressly or by implication) that the COMMISSION will provide any additional or future assistance, financial or otherwise, either to GRANTEE or for the Grant project.
- Q. Merger. This Agreement contains the entire agreement between COMMISSION and GRANTEE and supersedes all prior written or oral discussions or agreements. There are no oral or written understandings that vary or supplement the conditions of this Agreement that are not contained herein.
- R. Third Party Beneficiaries. There are no third-party beneficiaries to this Agreement and may only be enforced by the Parties.

- S. Electronic Transaction; Counterparts. The Parties agree that they may conduct this transaction, including any amendments, by electronic means, including the use of electronic signatures. This Agreement, and any amendment, may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument.
- T. NOTICE: Notices to Grantee under this Grant Agreement shall be sent to GRANTEE at the following address:

Attn: Elaine Velazquez
Executive Director
c/o The Media Project
1214 SE Flavel
Portland, OR 97202
Email: mediapro1@comcast.net

With a copy to:

Attn: Barbara Bernstein
Producer
c/o The Media Project
1214 SE Flavel
Portland, OR 97202
Email: mediapro1@comcast.net

NOTICE: Notices to Grantor under this Grant Agreement shall be sent to COMMISSION at the following address:

Attn: Rana DeBey, Project Manager:
Mt. Hood Cable Regulatory Commission
c/o City of Portland
Bureau of Planning & Sustainability
1810 SW 5th Ave, Suite 710
Portland, OR 97201
Email: rana.debey@portlandoregon.gov

SIGNATURES:

COMMISSION

GRANTEE

Name: Julia DeGraw
Title: Chair,
Mt. Hood Cable
Regulatory Commission
(MHCRC)

Name: Elaine Velazquez
Title: Executive Director
The Media Project

Date: _____

Date: _____

APPROVED AS TO FORM:

Commission Attorney,
Mt. Hood Cable Regulatory
Commission (MHCRC)

CHASING CHIMERAS Proposal for MHCRC Grant

- Nonprofit Organization: The Media Project
- Grant amount Requested: \$25,392

Public Benefit Area

This project falls under “Improving Community Involvement.”

Project Description

As we experience the existential crisis of climate chaos there are two paths we can take. We can make dramatic changes that meaningfully reduce carbon emissions. Or we can accept the fossil fuel industry’s self-serving climate solutions—renewable diesel, hydrogen, renewable natural gas, biofuels, carbon capture and storage and carbon offsets. *Chasing Chimeras: The Lure of Unproven Climate Solutions*, an hourlong documentary, tells stories of people living in the crosshairs of these proposals, working to expose the dangers that these projects pose to their lives, homes, communities and the planet. In contrast to fossil fuel industry solutions, the documentary examines the need to implement verified and trusted renewable energy sources (wind, solar and geothermal), energy conservation and nature-based carbon capture and storage solutions that take advantage of natural carbon sinks such as old growth forests and wetlands.

The documentary focuses on the environmental justice and climate impacts these so-called green energy projects are having on the communities neighboring these ventures. In particular we look at how the struggle to stop Zenith Energy from expanding its oil-by-rail operation in Portland’s Critical Energy Infrastructure Hub, has been stymied by the company’s claim that in five years it will start shipping so-called renewable diesel in place of the fossil fuel it has been transporting. On that basis the City of Portland changed course and granted Zenith a land use permit that it had previously denied. The documentary questions Zenith’s claims that renewable diesel is safer to ship than fossil fuels, and has a lower carbon footprint. The documentary explores how city, state and federal governments and regulatory agencies have been swayed by the fossil fuel industry’s self-promotion as purveyors of clean, low-carbon energy. It scrutinizes how low carbon fuel standards in Oregon, California and Washington encourage and fund renewable diesel, biogas and hydrogen development, while disincentivizing adoption of proven climate solutions.

We also tell the story of Houston-based NXT Clean Fuels' efforts to industrialize prime farmland along the Columbia Estuary, by building a massive renewable diesel refinery on valuable cropland. The documentary features farmers opposed to this proposed development and how it is already affecting their ability to farm.

We will use the latest technology to tell these stories, filming with a high quality 4K camera and top of the line recording gear, and doing post-production on the latest Mac Studio M3 computers, with Final Cut Pro and Pro Tools. This grant would fund the upgrade of our video and audio studios and the purchase of field equipment (camera and audio field recorder) so that we have access to the latest equipment and software for production and post-production.

The finished video content will be a 55-minute documentary that we will share with Community Media Centers. Airing *Chasing Chimeras* on community media channels will help us connect with a diversity of audiences, who are unaware of the issues we are presenting, and broaden the reach of our film. The film will also be streamed online and screened at local movie theaters.

Measurable Project Outcomes

Public education – Producing a powerful documentary that is accessible to a wide audience, consisting of people both acquainted and unacquainted with the fallacies and dangers of relying on questionable climate solutions, (biofuels, carbon capture & storage, carbon credits and offsets and hydrogen) rather than developing and implementing proven green energy solutions. This will be measured by the number of theatrical, school and community screenings, cablecasts on community media channels, online views and shares of the video, increased traffic to our website, number of sponsoring organizations for each screening, responses to sharing the video with the community media center, reviews and measurable audience responses.

Community Engagement – Mount campaigns to initiate community activity that pressures the city, county and state to require peer reviewed substantiated research about environmental, public health, safety and economic advantages of their transition away from crude oil to other fuels.

Media coverage – achieve widespread media coverage (newspaper, broadcast and online media) about the issues featured in the film.

Evaluation Plan

We will measure the success of our public education goals by having at least 10 theatrical, 20 school and 50 community screenings, 1,000 online views and 300 shares of

the video. This also includes airings on community media center channels and promotion of the video by 20 partner organizations. Our goal is to have 200 – 300 attendees for theatrical screenings and 50 – 100 attendees for community and school screenings. We are aiming to have 20 co-sponsorships (3 – 5 per screening). We are striving to increase traffic to our website by 25%.

We will measure the success of community engagement project outcomes by hosting 15 community events that raise awareness about the issues in the film. Our goal is to involve 50 neighborhood associations and civic organizations in participating in campaigns to pressure the city, county and state to address the threat of specious climate solutions that are currently ignored. Our target is to get 50 groups and 300 individuals to sign onto letter-writing and phone-in campaigns, petition signatures, Letters To the Editor and public hearing testimonies in support of the issues raised in the film.

Our goal is to get 5 articles published in regional print and online media about the film and the issues it addresses. Successful media coverage will also be determined by radio interviews on KBOO and OPB and coverage of the issues addressed in the film on at least 1 local TV station.

Project Start and End Dates

The project starts on June 1, 2024 and will be completed by May 31, 2025.

Timeline

June 1 – August 31, 2024

- Conduct film interviews and record public hearings and other public events in Portland, Clatskanie, Salem, Eugene and San Francisco Bay Area.
- Shoot B-roll in these locations

September 1 – October 31, 2024

- Log footage
- Begin post-production
- Create website

November 1, 2024 – January 31, 2025

- Complete editing
- Feedback sessions with community members and fellow media artists

- Compose and record music
- Sound Mix and sweetening
- Final Mastering
- Have DCP made

February 1 – May 31, 2025

- Post video on Vimeo and stream it through project webpage
- Air on community media center channels
- Promotion on local and regional media, listservs and email blasts
- Theatrical and community screenings in Portland, Salem, Eugene and Astoria
- Compile measurable outcomes
- Final Evaluation

Why This Project is Time Sensitive

This project is time sensitive because it is dealing with climate-related regulatory decisions that are being determined before the end of the year. These decisions impact whether or not Zenith Energy will receive a permit from DEQ to proceed to increase oil train traffic along the Columbia River and through Portland neighborhoods, and state regulatory decisions that could allow NXT Clean Fuels to build a controversial renewable diesel refinery in Port Westward, near Clatskanie, which will destroy farmland and potentially contaminate the Columbia Estuary. We want to be able to get this story out while there is still time for informed public input into the decision-making processes.

We have been working on this project for several months but need to upgrade our equipment to complete the project. So far we have mostly been recording audio interviews and filming on borrowed cameras or an iPhone. We need to completely revamp our video studio before we start post-production because its current equipment is 17 years old and obsolete and we need a decent camera to complete filming. We need to replace two key components of the audio studio, which are discontinued and no longer supported, as well upgrade the computer. We also need to buy Final Cut Pro and upgrade our Pro Tools setup. Most of the filming and about half the interviews have not been completed but need to be by fall.

Organization's Work in this Area

The Media Project has been producing audio and film projects about climate change, frontline communities impacted by fossil fuel development and human rights issues for many years. Since 2013, we have produced a series of documentaries about fossil fuel struggles around the Northwest: Alberta Tar Sands; the Tesoro-Savage oil-by-rail terminal proposed for Vancouver, WA; Kalama Methanol; Tacoma LNG and Jordan Cove LNG. Our most recent production is *Once a Braided River*, (2023) about how Portland

abused and degraded the river that runs through it and the movement to reclaim the North Reach of the Willamette for humans and wildlife that depend upon its well-being. It streams online and has been shown to sold out crowds at Portland's Cinema 21 and St. Johns Twin Cinemas and continues to be shown at numerous community events.

**CHASING CHIMERAS
PROJECT BUDGET NARRATIVE**

REVENUE					
Regional Arts & Culture Council	5,000				
Fund for Investigative Journalism	2,500				
Washington Conservation Education Fund	2,000				
Individual donors	3,000				
Total Revenue from other sources	\$12,500				
EXPENSES		Cost	Inkind	Subtotals	MHCRC
Personel					
Producer /writer /editor: 500 hours @ \$50/hour	\$8,000	\$17,000	\$25,000		
Travel					
Auto travel - Portland - Berkeley, CA, 1250 miles round trip X 2 @ .50/mile	1,250				
Auto travel - Portland - Eugene (1 trip) 230 miles round trip @.50/mile	115				
Airfare 1 round trip PDX - Washington, DC	840				
Hotel DC /Stauton, VA (3 nights)	885				
Auto travel - Portland - Astoria, OR 220 miles round trip X .50/mile	110			3,200	
Equipment					
Mac Studio Max (1 TB SSD/64GB RAM) X 2 @\$2,600					5200
AJA iOX3 Professional Video I/O					1055
AJA V2Digital					439
Avid DB25-XLRM digisnake					81
Canon XA70 UHD 4K30 Camcorder					2,510
Canon EOS 8A Mirrorless Camera w/lens					1,899
Canon LP-E17 Lithium-Ion Battery Pack					60
SanDisc 4 TB thunderbolt SSD @\$400 (2)					800
Dell P2723QE 27" Monitor @\$400 (3)					1200
Samsung 4TB SSD @\$400 (3)					1200
Apple Keyboard					189
Final Cut Pro					300
Motion					50
JVC ProHD 21.5" Broadcast Studio Monitor					1995
Pro Tools Carbon					4200
Sonnet AVB - thunderbolt adapter					150
Avid S1					1495
iPad 10.9"					479
avid proi tools dock					1195
SD MixPre3-II					895

**CHASING CHIMERAS
PROJECT BUDGET NARRATIVE**

Bookkeeping	950		950	
Office Supplies				
Paper, computer and office supplies	245			
Audio Supplies:				
SD cards (64 Gb) 3 @ \$17	54			
Flash Drives (128gb USB 3.1) 3 @ \$16	51			
Supplies Subtotal			350	
TOTALS	\$12,500	\$17,000	\$29,500	\$25,392



Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEM #R4

For Commission Meeting: May 20, 2024

“I-Net End Fund Agreement Spending Proposal”

Recommendation

Staff recommends that the Commission direct staff to move forward with entering into agreements with Comcast to spend the remaining I-Net End Fund resource in a manner that is substantially similar to the Spending Proposal.

Background

In August 2023, the MHCRC and Comcast entered into an I-Net End Fund Administration Agreement that outlined the expenditure of the fund for digital equity related purposes. The Agreement awarded \$2 million of the almost \$4.1 million available to Free Geek to deliver digital equity programs and services throughout the county, with a focus on east county, and \$100,000 for Affordable Connectivity Program adoption support. In addition, \$87,000 has been set aside to support hiring Pacific Research and Evaluation (PRE) to assist with evaluating and reporting of the impact of this joint venture.

Staff and Comcast have been engaged in discussions about the use of the remaining funds and will present a proposed Spending Plan for Commission input.

Prepared By: Rebecca Gibbons
May 15, 2024



INFORMATION ONLY



Mt. Hood Cable Regulatory Commission

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

MEMORANDUM

For Commission Meeting: May 2024

To: Mt. Hood Cable Regulatory Commission

From: Kevin Block

RE: May 2024 Policy Update

+++++

FCC “Net Neutrality” Order

At the FCC’s April 25th, 2024 meeting they voted 3-2 to reclassify broadband as a telecommunications service and therefore reinstate federal regulation of the service. The decision explicitly waived federal regulation of rates.

As of right now, the largest impact of this decision is triggering a long legal battle between the FCC and industry groups. This decision also gives the FCC authority to preempt local and state regulatory authorities; however, they have given no indication that they are willing to flex this authority. For example, California currently has its own “Net Neutrality” law that is stricter than the rules set forth by the FCC.

For the time being staff will continue to monitor this issue and the ensuing legal battle. If an avenue for advocacy or engagement arises staff will inform the commissioners.

FCC NFPRM on “Junk Fees”

On December 13, 2023 the FCC voted to consider a Notice of Proposed Rulemaking that would propose rules to protect consumers from video service junk fees. This rulemaking would prevent providers from charging early termination fees or billing cycle fees to consumers who are cancelling their service. The FCC is proposing this on the grounds that the fees are anti-competitive and qualify as customer service regulation.

The MHCRC participated in a coalition through BBK to submit comments and reply-comments in support of the rulemaking. Both are attached in your packet. Based on the “All-in” pricing rulemaking experience. Staff’s best estimate is that the FCC will vote on adopting the rules in 6-9 months.

FCC Vote on “All-in” Pricing Rules

At the March 14th FCC Open Meeting the Commission voted to adopt the “All-in” pricing rules proposed in the Summer of 2023. These rules will require cable and Direct Broadcast Satellite (DBS) providers to aggregate prices in bills and advertising materials to full “All-in”



prices. The “All-in” price would include any fees such as broadcast retransmission and regional sports broadcast fees, but it does exclude franchise fees.

The MHCRC participated in a coalition through BBK to submit comments and reply-comments in support of the rulemaking. Additionally, MHCRC staff sent a letter to the FCC commissioners applauding the adoption of the rules.

Update for May 2024: In its report and order regarding this decision the FCC incorrectly states that PEG capital costs are considered part of franchise fees. This is in direct conflict with the Telecommunications Act of 1984. Staff have agreed to participate in the same coalition that we submitted comments through to submit a Petition for Reconsideration to the FCC to clarify this mistake.

Federal Legislation Update

Bundling the federal legislation update in one section here as the current situation on Capital Hill makes it highly unlikely that anything other than basic necessity funding bills pass in the coming months.

The Federal bills of primary concern to the MHCRC are:

- *HR 907 – Protecting Community Television Act (Support)*
 - The Act would amend the Communications Act of 1934 to limit the definition of franchise fees to only a tax, fee, or other monetary assessment. This would prevent franchisees from including in-kind services such as PEG channels as part of the franchise fee.
- *HR 3557 – American Broadband Deployment Act (Oppose)*
 - Eliminates cable franchise renewals, thereby removing ability of state or local communities to enforce franchise obligations such as build-out, customer service, and PEG
 - Allows cable franchisees to modify the terms of franchise agreements and to renege on cable franchises
 - Affirmatively grants cable operators the right to provide non-cable services while prohibiting localities from imposing any fees on cable operators’ revenue from non-cable services
 - Implements unnecessary shot-clocks and limits the ability of localities to modify requirements based on current and future needs

Cable Complaints Summary



3/12/2024 [calendar icon] 5/10/2024 [calendar icon]

Comcast

Complaints Avg Days to Solve
20 **4.0**

Complaints by Issue

Issue Type	Count of Tickets
Billing/Cost	12
Installation/Repair	1
Other	3
Phones	0
Service Quality	4
Total	20

Ziplay

Complaints Avg Days to Solve
2 **14.0**

Complaints by Issue

Issue Type	Count of Tickets
Billing/Cost	1
Installation/Repair	1
Other	0
Phones	0
Service Quality	0
Total	2

Complaint Volume by Zip Code

