



TAKE CONTROL OF THE MEDIA

MetroEast FY25-26 Draft Budget

May 19, 2025

MetroEast Community Media receives operations and capital funding through the Mt. Hood Regulatory Commission to provide media and technology services in the East Multnomah County area, including Gresham, Fairview, Wood Village and Troutdale and unincorporated Multnomah County. MHCRC funding supports MetroEast as a community-centered media organization committed to diversity, equity and opportunity.

About MetroEast

Our Mission

MetroEast provides access to media and technology to invigorate civic engagement, inspire diverse voices, and strengthen community life.

Our Core Values

- Digital Equity, Accessibility and Inclusion
- Partnership and Collaboration
- Creativity and Intellectual Freedom
- Civic Engagement and Democracy

Who We Are/ What We Do

- We are a premier digital media and video production nonprofit known for our state of the art technology, our award-winning productions team, and our versatile facility.
- We are mobile; we provide media education designed by and for our communities and at local partner locations, delivering access to relevant technology and training that helps our community tell their stories.
- We are committed to digital inclusion; we focus on ensuring that traditionally underserved communities have access to digital content, training, and tools.
- We provide a welcoming space where our community can celebrate the media arts and the diverse voices of those we serve.
- Local schools, nonprofits and governments rely on us as an essential service provider and partner for digital literacy training, access to technology, and video production needs.

Strategic Priorities and Goals - FY 2024-2027

(Adopted April 2023)

To uphold our vision while honoring our values and commitment to equity, MetroEast will continue pursuing four broad strategic priorities and associated goals over the next two fiscal years:

1. Focus offerings on digital access driven by interests of priority communities*
2. Increase visibility and engagement with priority communities
3. Grow and diversify income
4. Develop a culture of shared leadership and responsibility

*MetroEast's "**Priority Communities**" are BIPOC and low-income residents as these people have historically been underserved by the media and faced significant barriers to using and accessing technology. MetroEast defines "**User Communities of Interest**" as our local municipalities, school districts, nonprofit organizations and other government entities.

FY25-26 Budget Overview

The MetroEast Board and staff developed the draft FY25-26 budget guided by the following key factors in our operating environment:

- **Staffing**

Our people are our strength and payroll is 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 support and professional development of staff is key to our success. The Board believes to retain high quality staff, we must provide reasonable pay and work loads. Although operations revenues from franchise fees have continued to decline, the draft budget supports staff in several ways:

- The budget includes a 3% cost-of-living increase for all staff, retains medical and other benefits, and provides professional development resources.
- The Board and staff Leadership Team developed our three-year strategic plan to focus services on our priority communities and diversifying revenue. We have been and will continue to tweak all aspects of the organization and services, while honoring our commitment to not further stress the capacity of staff.

- **Diminishing Franchise Fee Revenue**

The draft budget reflects the declining operations revenue from East County franchise fees based on forecasts provided by MHCRC staff. MetroEast is continuing to address this decline by growing our capacity to diversify revenue - one of our strategic priorities for 2023-27. Both staff and the Board have engaged around this priority and we are beginning to see an increase in earned revenue and fundraising in the current fiscal year. We understand that building capacity for sustainable fundraising takes time, but we are encouraged by our successful efforts thus far.

OPERATIONS BUDGET

Revenue Highlights

Over the last few years we received lower amounts of operations revenue from the Franchise Fee than initially projected by the MHCRC staff. To be conservative, our budget reflects a 6.5% decrease from the FY25-26 MHCRC staff projection.

One of our strategic priorities for 2023-27 is to grow and diversify revenue but this takes capacity-building for both staff and the Board. We continue to cultivate additional income streams, based mostly on known resources (ie, either commitments or ongoing revenue sources). Although some of our efforts may enhance income in the upcoming year, we chose to take a conservative approach to our projections. Projected non-MHCRC revenue sources include, but are not limited to, sponsorships, grants, education fees, production services, sale of depreciated equipment, and space rental. The draft budget retains the ongoing services of a contracted grant writer.

Expense Highlights

Personnel is the largest expense in the operations budget. The draft budget includes the same FTE (10.5) as the current fiscal year, a 3% COLA increase, and status quo employee benefits. 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.) and production services (ie. government meetings and programs).

CAPITAL BUDGET

Revenue Highlights

Capital income is the amount provided for in the MetroEast/MHCRC grant agreement for the upcoming fiscal year.

Expense Highlights

Other capital projects include: Completing our bathroom conversion project, studio control room core upgrades to support 4k production, and increasing our laptop, iPad library resources, and camera fleet. Capital expenses will also cover general building upkeep, annual IT support, internal software contract, and equipment replacements and upgrades.

Capital Reserve Drawdown

The draft FY 2025-26 budget anticipates drawing from our capital reserve amount to cover necessary capital expenditures to provide services and maintain our building and technology assets. This puts our reserve critically low to be able to address unanticipated emergency capital needs.

We anticipate having about \$390,000 in capital contingency reserves at the end of June 2025. The draft budget anticipates spending \$35,636 of our capital reserves to cover all the necessary capital expenses in FY25-26.

MetroEast Draft Budget FY25-26

4 DONATED REVENUE			
4000	Direct Contributions		
	4010	Individual Contributions	
	4020	Board Contributions	
	4030	Corporate Contributions	
Total for Direct Contributions			

4200	Non-Government Grants		
	4210	Grants without Restrictions	
	4220	Grants with Restrictions	
	4230	MHCRC Funds	
	4231	Capital Releases	
	4232	Operating Funds	
	4230	Total MHCRC	
Total for Non-Government Grants			

4300	Government Grants		
	4320	State Grants	
	4330	Local Government Grants	
Total for Government Grants			
TOTAL FOR DONATED REVENUE			

5 EARNED REVENUE			
5100	Program Sales & Fees		
	5110	Program Service Fees	
	5120	Membership Fees	
	5130	Sponsorships	
	5140	Production Services	
	5150	Admin Fees	
	5160	Tower Rental	
	5170	Education Services	
Total for Program Revenue			

5800	Special events		
TOTAL FOR SPECIAL EVENTS			

5999	Misc. Revenue		
TOTAL EARNED REVENUE			

TOTAL INCOME			
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2024/2025 Budget		2025/2026 Budget	
DONATED REVENUE			
	4,000		4,200
			800
			1,000
	4,000		6,000

	10,000		10,000
	110,000		103,000
	1,164,379		378,264
	715,056		653,932
	1,879,435		1,032,196
	1,999,435		1,145,196

			10,000
			7,000
	-		17,000
	2,003,435		1,168,196

EARNED REVENUE			
	-		1,000
	3,000		3,000
	5,000		3,000
	96,000		96,000
	4,000		-
	2,701		-
	12,000		12,000
	122,701		115,000

	-		5,550

	65,000		12,000
	187,701		138,550

	\$2,191,136		\$1,306,746
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MetroEast Draft Budget FY25-26

		2024/2025 Budget	2025/2026 Budget
7	EXPENSES - GRANTS, SALARIES & CONTRACTORS		
7200	Salaries & Related Expenses		
	Total for Salaries & Related Expenses	\$734,885	\$717,781
7500	Contract Service Expenses		
	Total for Contract Service Expenses	133,222	146,000
	TOTAL FOR GRANTS, SALARIES, & CONTRACTORS	868,107	863,781
8	NON PERSONNEL EXPENSES		
8100	Nonpersonnel Expenses		
	Total for Nonpersonnel Expenses	530,967	137,280
8200	Facility Expenses		
	Total for Facility Expenses	355,991	90,096
8300	Travel & Conference Expenses		
	Total for Travel & Conference Expenses	20,870	6,500
8400	Other Org Specific Expenses		
	8430 Software Licensing	10,000	104,000
	8440 Film Festival Fees		650
	Total for Other Org Specific Expenses	10,000	104,650
8500	Other Expenses		
	Total for Other Expenses	145,487	91,594
	TOTAL NONPERSONNEL EXPENSES	1,063,315	430,120
	TOTAL EXPENSES	\$1,931,423	\$1,293,902
	TOTAL NET OPERATING INCOME	\$259,714	\$12,845
9	OTHER INCOME AND EXPENSES		
9200	Investment Activity		
	Total for Investment Activity	130	28,101
	TOTAL OTHER INCOME AND EXPENSES	(\$259,347)	\$28,101
	TOTAL NET INCOME	\$367	\$40,946

MetroEast Draft Budget FY25-26

2024/2025 Budget

2025/2026 Budget

10 Anticipated Capital Expenditures		
1600	Capital Source	
		Merrill Lynch Carry-Forward
		MHCRC Capitalized Overhead
		MHCRC Capitalized Wages & Benefits
		MHCRC Capital Funds
		MHCRC Roof Carry-Forward
Capital Available		

Anticipated Capital Expenditures		
	391,016	391,016
	174,657	146,642
	259,477	231,622
	512,242	599,346
	218,000	82,000
	1,555,392	1,450,626

1600	Capital Spend	
		Building Improvements
		Capitalized Overhead
		Capitalized Wages & Benefits
		Contractor and Installation
		Equipment
		Software Development & Licensing
		Vehicles
		Roof (remaining from previous year)
Capital Spend		

	315,071	119,000
	174,657	172,265
	259,477	231,622
	10,500	17,195
	269,675	300,300
	135,000	122,864
	-	50,000
	218,000	82,000
	1,382,380	1,095,246

TOTAL NET Capital	
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\$173,012	\$355,380
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