



# Mt. Hood Cable Regulatory Commission

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

## MEETING NOTIFICATION

**October 17, 2022**

**6:30 p.m.**

**In-Person: Open Signal, 2766 NE MLK Jr. Blvd, Portland**

**- Or -**

**Virtually: Join Zoom Meeting**

<https://us02web.zoom.us/j/87375984202?pwd=TW5EN040S0tDYXBCcmVHSC9sVHY0UT09>

Meeting ID: 873 7598 4202

Passcode: 509880

One tap mobile

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## AGENDA

- Roll Call
- Agenda Review
- Disclosures
- Public Comment (non-agenda items)
- Community Media Center Updates
  - MetroEast
  - Open Signal
- Franchisee Activity Report
  - Ziplly
  - 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. September 19, 2022 Meeting Minutes



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

**REGULAR AGENDA**

R1. FY2020-21 MHCRC Year-End Financial Report (unaudited) (information only) 15 min

\*R2. Contract Amendment: Pacific Research & Evaluation 5 min

- Staff Activity Reports and Updates
  - Comcast and Ziplly Cable Franchise Renewal Negotiations
  - NATOA Conference
  - Staffing/Operations
  
- Committee Reports
  - Finance Committee
  - Equity Committee
  - Policy Committee
  - Open Signal Board Appointee
  - MetroEast Board Appointee
  
- New Business; Commissioner Open Comment  
Meeting Schedule:
  - November 2022: Recess
  - December 19, 2022 – Hybrid: In-person hosted by MetroEast
  - January 23, 2023 (4<sup>th</sup> Monday due to holiday) - Hybrid: In-person hosted by Open Signal
  - February 2023 – Annual Planning Retreat (TBD)
  - March 20<sup>th</sup>, 2023 – Hybrid: In-person hosted by MetroEast
  - April 2023: Recess
  - May 15, 2023 – Hybrid: In-person space hosted by Open Signal
  - June 26, 2023 (4<sup>th</sup> Monday due to holiday) – Hybrid In-person hosted by MetroEast
  
- 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.*

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MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – virtual or MetroEast Community Media – Portland OR

September 19, 2022 Meeting Minutes –[DRAFT](#)

## SUMMARY MINUTES

**Call to Order 6:30 PM**

### Roll Call

*Present:* Commissioner DeGraw, Commissioner Thomas, Commissioner Wagner, Vice Chair Dennerline, Chair Studenmund

*Absent:* Commissioner Goodlow, Commissioner Roche

### Agenda Review

- Disclosures: None reported.
- Public Comment (non-agenda items): No public comment.
- Community Media Center Updates:
  - MetroEast was represented by John Lugton and Jessica Liu. Lugton reported the MetroEast Board is now up to 7 members. Lugton said the Board is supportive of MetroEast moving to a Leadership Team structure like Open Signal. Liu shared a PowerPoint presentation and went through education projects and production efforts. MetroEast completed another digital inclusion class, “Welcome to Computers” with Wood Village. Liu said the normal 8-week class was condensed into 6-weeks and participants decide what they want to learn, such as how to pay bills, set up and use email, etc. MetroEast is also working with The Rosewood Initiative, which received a Digital Inclusion Fund Grant from the City of Portland Office for Community Technology for Digital Navigation services. MetroEast works with Rosewood participants, most of whom are Latinx, Rohingya, or Nepali, to first complete a Welcome to Computers class. The participants then moved on to produce a “Sense of Place” video focused on their culture and food. A group of Nepali women are working to create a series of cooking videos. MetroEast has started a Digital Literacy Club with Rosewood participants, who engaged in a virtual art night, how to use apps on the iPad, how to upload and download files, and to use the Library’s book request. Lui went on to describe MetroEast’s youth media programs including a YouTube and TikTok camp, summer pop-ups, summer camps in the park, mobile media lab roll out, and community-based events, and working with several schools. Lui said staff have serviced equipment and are upgrading cameras to 4K. Lui said staff is working on a new model of media education





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that will focus on a cohort model. Lui said the shift in model of delivery of classes is designed to better serve community needs in the way they engage and receive training that will result in better skill attainment.

- Open Signal was represented by Rebecca Burrell, Director of Strategy. Burrell shared a PowerPoint presentation featuring summer highlights. Open Signal staff attending the Alliance for Community Media conference in Chicago and participated in conference sessions focused on succession planning, presenting Open Signal's Leadership Team model, and pursuing value driven fundraising. Burrell said Open Signal staff member CatMeow presented on delivering trauma informed education. Burrell said Open Signal staff continue to be intentional in how they deliver classes and who they are serving to best meet the needs of the marginalized community members. Open Signal has seen great success with their cohort model that delivers intensive training and customized support to complete a project. Burrell said the Production Services department is very busy as more events are convening in-person. The department is co-led by 3 managers, and they have hired 5 on-call staff, a few of whom are graduates from the cohort trainings. Burrell shared some of the public agency partners they are working with: Metro, Portland Art Museum, Portland Charter Commission, city offices: Civic Life and Parks & Rec. Open Signal celebrated its 40<sup>th</sup> Anniversary with a community event. Open Signal is recognized national as a anchor for regional community media centers. Burrell said staff meets and collaborates with regional and national media centers and continues to build comradery and to be a leader and innovator in these spaces.

- Franchisee Activity Reports
  - Ziplly: No Report Provided.
  - Comcast: No Report Provided.

## **\*CONSENT AGENDA – NO DISCUSSION**

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C1. June 27, 2022 Meeting Minutes

**MOTION:** Commissioner Dennerline moved to approve the June 27, 2022 Meeting Minutes. Commissioner Thomas seconded.

**VOTE:** 5-0 passed

## **REGULAR AGENDA**

\*R1. Launch the 2023 Community Technology Grant Cycle





# Mt. Hood Cable Regulatory Commission

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DeBey said staff recommends the Commission establish a 2023 grant round pre-application deadline of December 5, 2022 and allocate \$1,200,000 for Community Technology Grants.

**MOTION:** Commissioner Dennerline moved to approve the launch of the 2023 Community Technology Grant Cycle. Commissioner Thomas seconded.

**VOTE:** 5-0 passed

**\*R2. Off-Cycle Grant Requests: Portland Community College and Open Signal**

DeBey said staff is recommending the Commission approve off-cycle grants to Portland Community College Open Signal. DeBey said staff recommends the Commission establish a 2023 grant round pre-application deadline of December 5, 2022 and allocate \$1,200,000 for Community Technology Grants. DeBey said both entities submitted a Letter of Interest to MHCRC staff in August. DeBey said staff reviewed the proposals and vetted them with the Commission's Equity Committee, who supported staff moving forward to bring full grant applications and contracts to the Commission for consideration.

DeBey gave an overview of each grant proposal purpose and funding requested as outlined in the meeting packet.

In response to a question from Thomas regarding Open Signal's use of its capital funds provided under the franchise agreements, DeBey said she reached out to Open Signal staff to discuss this matter prior to the meeting. In response, Open Signal shared that they are taking on a series of major initiatives this fiscal year that will make full use of the existing capital funds, including upgrades to their lobby and other public spaces, a major website overhaul, upgrades to the production services fleet, and to the parking lot.

**MOTION:** Commissioner Thomas moved to approve the off-cycle grant to Portland Community College for \$31,281 in support of the "PCCTV Channel Infrastructure Update" Project.

Commissioner Dennerline seconded.

**VOTE:** 5-0 passed

**MOTION:** Commissioner Dennerline moved to approve the off-cycle grant to Open Signal for \$199,573 in support of the "Media Production Studio Upgrade" Project.

Commissioner DeGraw seconded.

**VOTE:** 5-0 passed

- Staff Updates
  - Franchise Renewal: Gibbons said staff and Comcast are still negotiating renewal terms and in the meantime are operating under the "evergreen" clause in the franchise, which





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- ensures the terms and conditions of the existing franchise remain in place until the renewed franchise is approved.
- NATOA conference: Gibbons said Director Perez will present staff learnings from the conference at the October Commission meeting.
- FY21-22 MHCRC Fund Audit Schedule: Wong said the Fund Audit Schedule will be in the same timeline as previous years', with the beginning dates scheduled to start in mid-October and conclude in December. The main groups and personnel that will assist in this year's audit includes Accounting: Kevin Sanders and Cynthia Carlile and Moss Adams: Keith Simovic and Nick Rowlands.
- FY22-23 Budget Process: Wong said the Budget Process is scheduled to begin in late March and be ready for the review of the MHCRC Commissioners in May. This will follow the release of the figures for Special Appropriations by the City of Portland and full adoption of Portland's budget in February.
- FY21-22 Consumer complaints: Gibbons said staff continue to handle subscriber complaints but will delay reports to the Commission until a new Executive Assistant can be hired.
- Community Media Center Contract Renewal: DeBey said staff has held kick-off meetings with Open Signal and MetroEast. DeBey said staff anticipates bringing forward multi-year renewal contracts for Commission consideration in March.
- Committee Reports
  - Finance Committee: No report.
  - Equity Committee: No report.
  - Policy Committee: DeGraw said the Committee met in August to discuss the proposed plan for engaging a consultant to conduct strategic planning. DeGraw said she plans to meet with Director Perez on the scope of work.
  - Open Signal Board Appointee: DeGraw said the September Board meeting was inclusive and engaging. DeGraw praised the culture of the Open Signal Board and their relationship with staff. DeGraw said a new Board Treasure was brought onboard.
  - MetroEast Board Appointee: Commissioner Dennerline praised the new board and staff for continuing to move the organization forward.
- New Business; Commissioner Open Comment
  - Chair Studenmund reviewed the meeting schedule.
- Public Comment: None

**Adjourned:** 7:33 PM

Respectfully submitted,

Rebecca Gibbons

Strategic Initiatives Manager



## **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: October 17, 2022

FY2021-22 MHCRC Year-End Financial Report – Unaudited

### **Staff Recommendation**

Information Only

### **Background/Discussion**

The City of Portland administers the financial matters of the Mt. Hood Cable Regulatory Commission (MHCRC) through an Intergovernmental Service Agreement. The City of Portland established a separate agency fund (MHCRC Fund) for the Commission to fiscally manage its revenues and expenditures. The MHCRC Fund includes the revenue collection and expense disbursement of cable franchise fees, the PEG/I-Net Fee, and the MHCRC annual operations budget.

The purpose of the Annual Year-End Financial Report-Unaudited is to provide the MHCRC an informal report about the MHCRC's financial activities and status of certain elements of the MHCRC's Fund at year end. This report is intended as informational only.

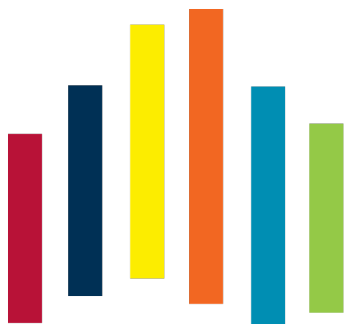
The MHCRC's annual audited financial statements provide an outside audit and technical accounting status of the MHCRC Fund. The MHCRC Finance Committee annually reviews and approves the Fund financial statements, and the full Commission accepts the annual audit, at the December MHCRC meeting.

**Attachments:** FY2021-22 MHCRC Year-End Financial Report (Unaudited)

Prepared By: Michael Wong  
October 12, 2022



**MHCRC** 1120 SW 5<sup>th</sup> Ave. Suite 405 Portland, Oregon 97204  
503.823.5385 info@mhcr.org www.mhcr.org



# MHCRC

*Serving Multnomah County and the Cities of  
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## **MHCRC YEAR-END FINANCIAL REPORT – FY 2021-22 (Unaudited)**

The purpose of the annual Year-End Financial Report (unaudited) is to provide the MHCRC an informal, informational report about the MHCRC's financial activities and status of certain elements of the MHCRC's Fund at year end. This report is intended as informational. The MHCRC's annual audited financial statements provide an outside audit and technical accounting status of the MHCRC Fund.

### **The annual year-end Financial Report consists of the following:**

#### Page 2: Fiscal Year 2021-22 Overview

- Financial overview for the fiscal year.
- High level summary of MHCRC Fund activities.

#### Pages 3-7: Trend Analysis, Resources and Disbursements

- Cable Franchise Fee Trend
- Cable TV Subscriber Trend
- Franchise Fee Disbursements -- East County Jurisdictions
- Franchise Fee Disbursements – City of Portland
- Funding Support for Community Media Centers & Community Grants

#### Page 8: MHCRC's Operations Budget to Actual

This section summarizes the MHCRC's budget-to-actual operations budget, including revenues and expenditures by administrative/regulatory and capital fund compliance programs.

#### Page 9: Fund Interest Balance History

This section details the interest earned on the MHCRC Fund and the amount expended during a fiscal year for the MHCRC operational budget.

#### Page 10: Revenues and Disbursements by Major Categories

This section itemizes revenues, expenditures, and allocations by major categories:

- Cable Franchise Fees
- MHCRC PEG/I-Net Fee Capital Fund

#### Page 11: Revenues Comparison, FY 2020-21 vs. FY 2021-22

This section compares the MHCRC FY 2021-22 revenues and community media organizations' funding to the previous fiscal year.

#### **Prepared By:**

Michael Wong, MHCRC Finance Manager

## Overview

### REVENUES:

The MHCRC oversaw the collection of \$7,077,453 in cable franchise fees for FY 2021-22. Both Portland and the East Multnomah County jurisdictions continued the decline in franchise fees, which began in FY 2017-18 and is now less than the amount collected ten years ago. For example, Portland's fees have seen about a 2.1% decrease in the last fiscal year. For the East County jurisdictions, franchise fees have decreased by 0.6% in FY 2019-20 and 2.3% in FY 2021-22.

The MHCRC also collected \$4,246,471 in PEG/I-Net Fee revenues from the cable franchises, a 2.1% decrease from the previous fiscal year. The MHCRC Fund gained \$58,380 in interest revenue for FY 2021-22.

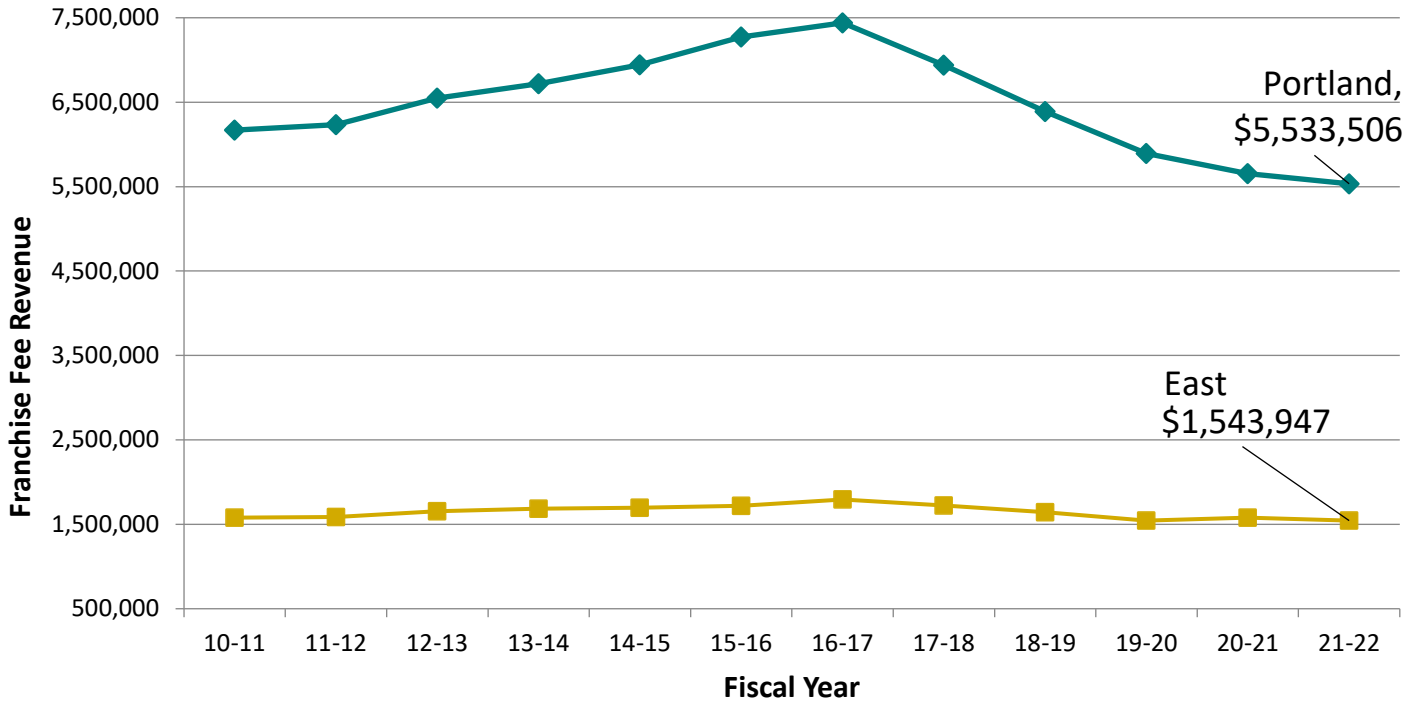
### EXPENDITURES:

- **MHCRC Operations Budget:** The MHCRC underspent its Operations budget mostly related to delayed legal expenses for franchise negotiations that are currently expected to take place in FY2022-23. This has been included in the FY2022-23 budget.
- **Community Media Funding:** The MHCRC oversaw the disbursement of operational and capital dollars for the two community media centers as follows:
  - a) MetroEast Community Media: \$863,994 from East County franchise fees, a reduction of 2.3% from the previous fiscal year, and \$626,630 in capital funds.
  - b) Open Signal: \$955,594 from the City of Portland general fund, an increase of 2.0%, \$62,375 from West Multnomah County franchise fees, and \$939,946 in capital funds.
- **Community Technology Grants Awards:** In FY 21-22, the MHCRC granted \$925,409 to 13 organizations through the Community Technology Grants program.

### PEG/I-NET FEE CAPITAL FUND SUMMARY:

The MHCRC PEG/I-Net Fee capital fund is a component of the discrete MHCRC Fund managed within the City of Portland's financial system. The capital fund compliance program budget, community media capital, and grants are funded by these dollars. At the end of FY 2021-22, the fund had \$1,430,858 in remaining balance for the capital compliance program.

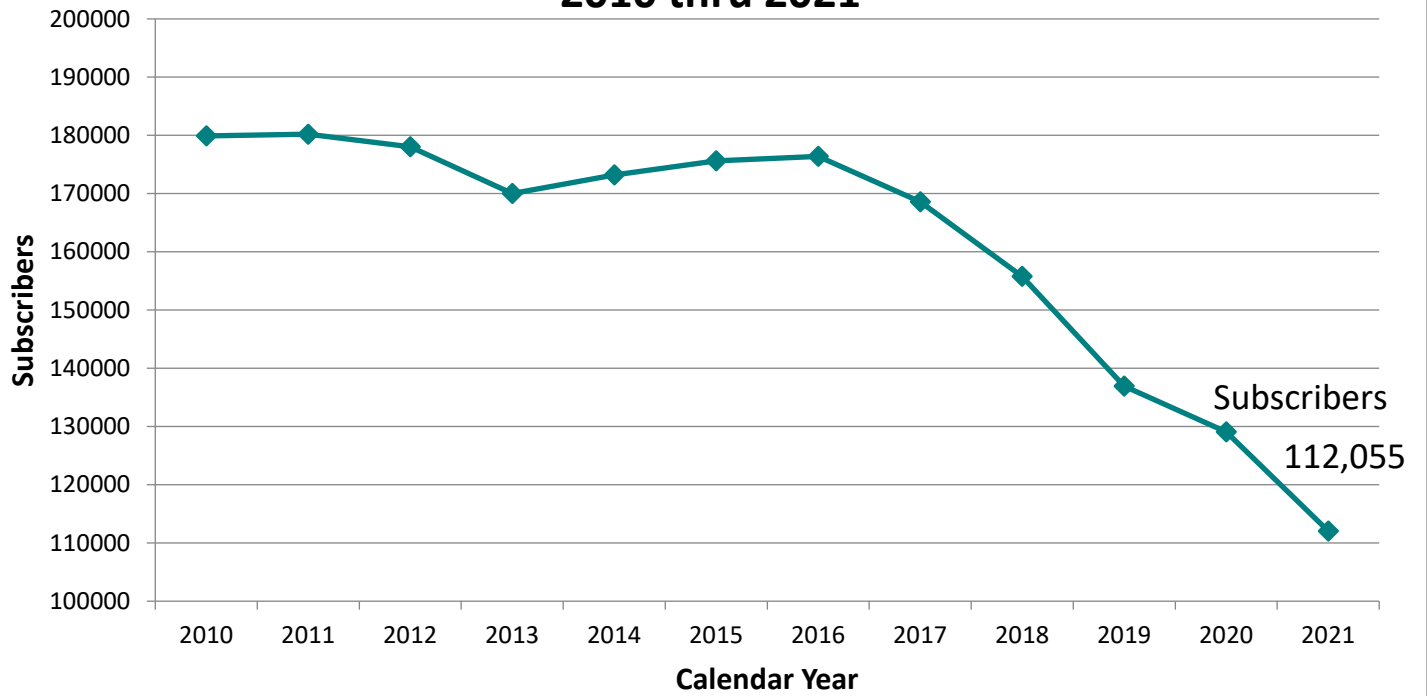
## Cable Franchise Fee Trend FY2010-11 thru FY2021-22



### Cable Franchise Fee Trend

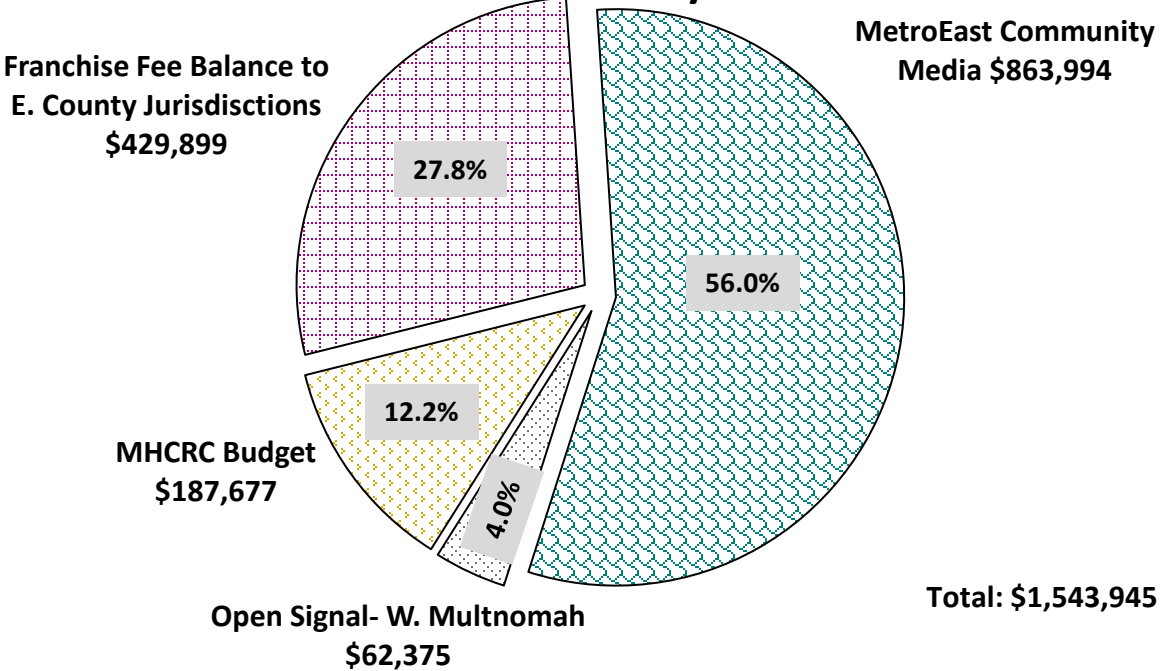
Franchise Fee Revenue		
Portland	East County	Fiscal Year
\$6,170,000	\$1,580,000	10-11
\$6,232,244	\$1,586,137	11-12
\$6,548,700	\$1,654,359	12-13
\$6,719,325	\$1,685,059	13-14
\$6,944,159	\$1,696,654	14-15
\$7,270,259	\$1,718,578	15-16
\$7,439,910	\$1,793,829	16-17
\$6,937,752	\$1,724,113	17-18
\$6,389,707	\$1,643,235	18-19
\$5,892,358	\$1,543,947	19-20
\$5,653,308	\$1,577,838	20-21
\$5,533,506	\$1,543,947	21-22

## Cable TV Subscribers 2010 thru 2021

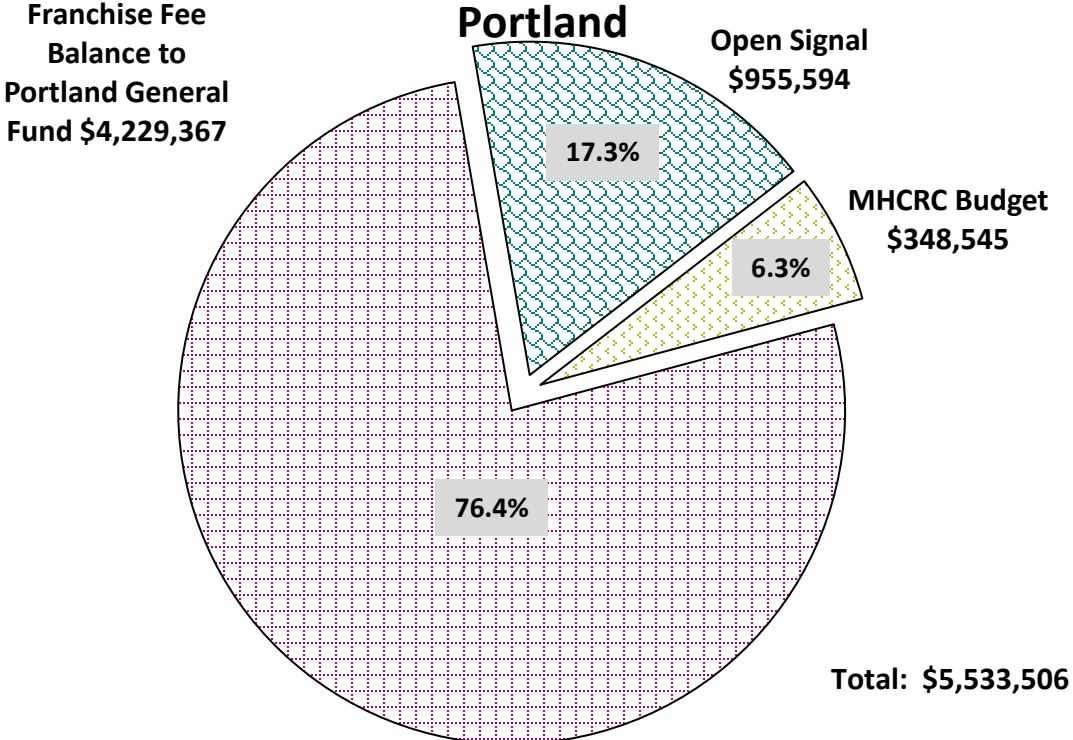


Subscribers	Year
179,884	2010
180,204	2011
178,032	2012
169,997	2013
173,206	2014
175,616	2015
176,396	2016
168,575	2017
155,782	2018
136,923	2019
129,044	2020
112,055	2021

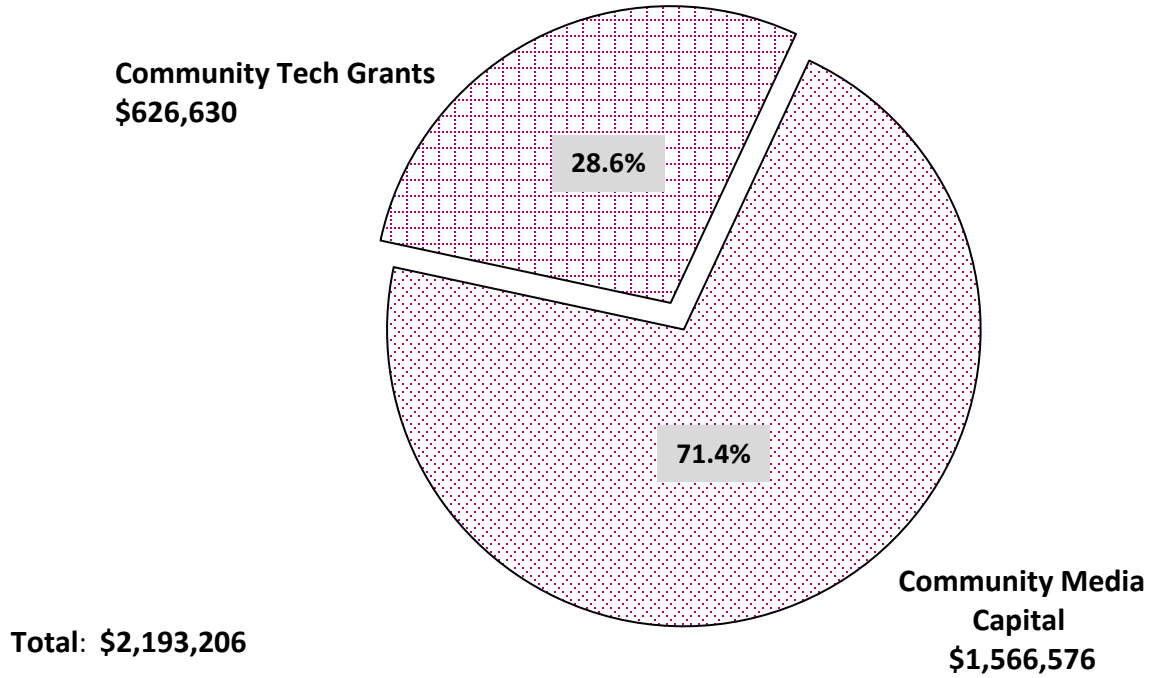
**Cable Franchise Fee Disbursements  
FY 2021-22  
East County**



**Cable Franchise Fee Disbursements  
FY2021-22  
Portland**



## Funding Support for Community Media & Grants FY2021-22 (based on PEG Funds)



**MHCRC Operations Budget to Actual - Revenues and Expenditures  
FY2021-22**

<b>MHCRC Administrative / Regulatory Program</b>		
<b>Revenues</b>	<b>Budget</b>	<b>Actual</b>
City of Portland Appropriation	\$348,545	\$348,545
East County Appropriations	187,678	187,677
FY 20-21 Carryover		
Interest Revenue Allocation	146,797	58,380
<b>Total Revenues</b>	<b>\$683,020</b>	<b>\$594,602</b>
<b>Expenditures</b>		
Personnel	\$368,103	\$319,402
Professional Services	174,000	82,793
External Materials & Services	20,209	12,540
External Fund Audit	5,403	5,403
Internal Materials & Services	39,503	43,353
GF Overhead (annual)	13,750	13,750
Contingency	62,052	0
<b>Total Expenditures</b>	<b>\$683,020</b>	<b>\$477,240</b>
<b>Net Unspent Juris Appropriations</b>	<b>\$0</b>	<b>\$117,362</b>

<b>MHCRC Capital Fund Compliance Program</b>		
<b>Revenues</b>	<b>Budget</b>	<b>Actual</b>
Fund Compliance Admin	\$566,411	\$433,868
<b>Total Revenues</b>	<b>\$566,411</b>	<b>\$433,868</b>
<b>Expenditures</b>		
Personnel Services	\$325,921	\$272,079
Professional Services	118,810	9,013
External Materials & Services	12,500	1,516
External Fund Audit	9,597	9,597
Internal Materials & Services	36,800	32,377
GF Overhead	11,250	11,250
Contingency	51,533	0
<b>Total Expenditures</b>	<b>\$566,411</b>	<b>\$335,832</b>
<b>Net Compliance Program</b>	<b>\$0</b>	<b>\$98,036</b>



**Interest Fund Balance history**

**FY 2005-06 through FY 2021-22**

*A=Actual*

<b>Fiscal Year</b>	<b>Interest Earned</b>	<b>Net Admin. Program</b>	<b>Change</b>	<b>Cumulative Balance</b>	<b>A</b>
			Beg. Balance	\$196,968	A
FY2005-06	\$100,333	(\$99,294)	\$1,039	\$198,007	A
FY2006-07	\$171,764	(\$92,312)	\$79,452	\$277,458	A
FY2007-08	\$181,699	(\$92,771)	\$88,928	\$366,386	A
FY2008-09	\$126,158	(\$109,703)	\$16,455	\$382,841	A
FY2009-10	\$71,976	(\$98,233)	(\$26,257)	\$356,584	A
FY2010-11	\$32,395	(\$109,045)	(\$76,650)	\$279,934	A
FY2011-12	\$34,324	(\$129,708)	(\$95,384)	\$184,550	A
FY2012-13	\$30,329	(\$66,281)	(\$35,952)	\$148,598	A
FY2013-14	\$43,567	\$0	\$43,567	\$192,165	A
FY2014-15	\$57,577	\$0	\$57,577	\$249,742	A
FY2015-16	\$91,898	(\$4,949)	\$86,949	\$336,691	A
FY2016-17	\$136,434	\$0	\$136,434	\$473,125	A
FY2017-18	\$184,274	\$0	\$184,274	\$657,399	A
FY2018-19	\$291,297	\$0	\$291,297	\$948,696	A
FY2019-20	\$265,053	\$0	\$265,053	\$1,213,749	A
FY2020-21	\$95,194	(\$58,380)	\$36,814	\$1,250,563	A
FY2021-22	\$58,380	(\$58,380)	\$0	\$1,250,563	A

**MHCRC Fund - Revenues and Disbursements by Major Categories  
FY2021-22**

<b>Cable Franchise Fee Revenues and Expenditures - MHCRC Fund</b>		
<b>Revenues</b>		
Comcast	\$1,441,416	
Frontier/ZiPLY	102,531	
		<b>Total Revenues</b>
		<b><u>\$1,543,947</u></b>
<b>Expenditures</b>		
Franchise Fee Balance to East County Jurisdictions	\$429,898	
MetroEast - Franchise Fees, East County	863,994	
PCM - Franchise Fees, Multnomah West	62,375	
MHCRC Admin. Budget, East County Share	187,680	
		<b>Total Expenditures</b>
		<b><u>\$1,543,947</u></b>

<b>MHCRC PEG-I-Net Fee Revenues - Capital Expenditures/Allocations</b>		
		<b>Beginning Balance</b>
		<b>\$7,699,147</b>
<b>Revenues</b>		
PEG/I-Net Fee		
		<b>Total Revenues</b>
		<b><u>\$ 4,246,471</u></b>
<b>Expenditures</b>		
Capital Fund Compliance Program	335,832	
Community Media Capital	1,566,576	
		<b>Total Expenditures</b>
		<b><u>\$1,902,408</u></b>
<b>Grants Awarded</b>		
I-Net Capital Grants	0	
Community Technology Grants	925,409	
TechSmart Grants	0	
		<b>Total Grants Awarded</b>
		<b><u>\$925,409</u></b>
		<b>* Available Balance</b>
		<b><u>\$9,117,801</u></b>

<b>* Available Balance - Detail</b>		
Fund Compliance Program	\$1,430,858	
PEG/I-Net fee rev	\$7,686,943	
		<b>Available Balance</b>
		<b><u>\$ 9,117,801</u></b>

**Revenues - Actuals Comparison**

**Fiscal Year 2020-21 vs 2021-22**

<b>Cable Franchise Fees</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>FY2021-22</b>	<b>Change</b>	<b>% change</b>
Portland	\$ 6,389,707	\$ 5,892,358	\$ 5,653,308	\$ 5,533,506	\$ (119,802)	-2.1%
East County, Comcast	\$ 1,425,934	\$ 1,403,971	\$ 1,441,443	\$ 1,441,416	\$ (27)	0.0%
East County, Frontier (Zipty)*	\$ 216,979	\$ 183,626	\$ 136,396	\$ 102,531	\$ (33,864)	-24.8%
<b>Franchise Fees Total</b>	<b>\$ 8,032,620</b>	<b>\$ 7,479,955</b>	<b>\$ 7,231,147</b>	<b>\$ 7,077,453</b>	<b>\$ (153,693)</b>	<b>-2.1%</b>
PEG/I-Net Fees	\$ 4,795,297	\$ 4,488,043	\$ 4,338,687	\$ 4,246,471	\$ (92,216)	-2.1%
Fund Interest	\$ 291,297	\$ 265,053	\$ 95,194	\$ 58,380	\$ (36,814)	-38.7%

\* Cascade and CenturyLink were included in these totals prior to their exits in FY2019-20 and FY2020-21 respectively.

**Community Media Centers Payments - Actuals Comparison**

**Fiscal Year 2020-21 vs 2021-22**

<b>Open Signal</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>FY2021-22</b>	<b>Change</b>	<b>% change</b>
Portland General Fund	912,514	929,587	936,857	955,594	\$ 18,737	2.0%
Multnomah West Franchise Fees	63,149	62,940	62,511	62,375	\$ (136)	-0.2%
Community Media Capital	881,426	902,580	1,249,872	939,946	\$ (309,926)	-24.8%
<b>Total</b>	<b>1,857,089</b>	<b>1,895,107</b>	<b>2,249,240</b>	<b>1,957,915</b>	<b>\$ 354,133</b>	<b>15.7%</b>

<b>MetroEast Community Media</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>FY2021-22</b>	<b>Change</b>	<b>% change</b>
East County Franchise Fees	923,540	889,618	884,189	863,994	\$ (20,195)	-2.3%
Community Media Capital	587,616	601,719	833,248	626,630	\$ (206,618)	-24.8%
<b>Total</b>	<b>1,511,156</b>	<b>1,491,337</b>	<b>1,717,437</b>	<b>1,490,624</b>	<b>\$ 226,100</b>	<b>13.2%</b>



# Mt. Hood Cable Regulatory Commission

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

## **COVER SHEET – AGENDA ITEM R2**

For Commission Meeting: October 17, 2022

Grant Amendment: Pacific Research & Evaluation (PRE)

### **Staff Recommendation**

Staff recommends that the Commission approve an amendment to the current contract with consultant Pacific Research & Evaluation, LLC for the scope of work as described.

### **Background/Discussion**

The Commission originally approved the agreement with Pacific Research & Evaluation, LLC. (PRE) in 2015 to assist the Commission in the design and annual research components of the TechSmart Initiative for Student Success. Section 18 of the contract requires that any amendments to the contract, including those to the scope of work, must be made by written amendment and approved by the Commission to be valid.

Due to a shift in the previously agreed upon scope of work as stated in PRE's previous Amendment, PRE now has available funds on their contract. At the same time, staff recognized some related community engagement activities not previously identified. In order to capture these already allocated resources, staff is proposing that PRE now further their engagement with current and previous grantees around future funding initiatives through leading a series of focus groups and a subsequent community-wide survey.

PRE is uniquely qualified to undertake this work on behalf of the Commission. They were originally contracted to assist the Commission in the design and implementation of evaluation activities related to (at the time) the Commission's new funding program, the TechSmart Initiative for Student Success. They were asked to work collaboratively with MHCRC staff to gather and analyze data, and to prepare and present reports about findings for the Commission's benefit, and we have had a successful working relationship with them since 2014. They also performed a program review of the Community Technology Grants Program under a separate contract with the Commission in 2021. As such, PRE has substantial experience with the MHCRC programs and grantee community.

This Amendment requires no additional funding.

**Attachments:** Pacific Research & Evaluation, LLC Amendment (Draft)

Prepared By: Rana DeBey  
October 6, 2022



**CONTRACT AMENDMENT 5  
FOR  
Evaluation Services for MHCRC Grants in Public Education**

Pacific Research and Evaluation, LLC, (“Consultant”), and the Mt. Hood Cable Regulatory Commission, (the “Commission”) have an existing contract for the provision of services. Consultant and the Commission have agreed upon terms for amending the contract (“Contract Amendment”) for the purpose of furthering their engagement with current and previous grantees around future funding initiatives. Now, therefore, the parties agree to the following terms:

1. Due to a shift in the previously agreed upon scope of work as stated in Amendment 4, Consultant has available funds on the contract. The Commission has recognized related community engagement activities not previously identified. Initially, Consultant was contracted to assist the Commission in the design and implementation of evaluation activities related to the Commission’s new funding program, the TechSmart Initiative for Student Success. Consultant was asked to work collaboratively with MHCRC staff to gather and analyze data, and to prepare and present reports about findings for the Commission’s benefit. Consultant has also performed a program review of the Community Technology Grants Program under a separate contract with the Commission. As such, Consultant has substantial experience with the MHCRC programs and grantee community. Consultant is uniquely qualified to undertake similar work on behalf of the Commission.
2. Previously unanticipated work is necessary as described in the Scope of Work identified in Attachment 1 to this Contract Amendment.
3. No additional compensation is necessary in order to complete the attached Scope of Work.

All other terms and conditions of the contract shall remain unchanged and in full force and effect.

This Contract Amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same contract amendment.

The parties agree the Commission and Consultant may conduct this transaction by electronic means, including the use of electronic signatures.

**PACIFIC RESEARCH & EVALUATION, LLC**

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Mt. HOOD CABLE REGULATORY COMMISSION**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Carol Studenmend, MHCRC Chair

Approved as to Form:

By: \_\_\_\_\_  
MHCRC Legal Counsel

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

## ATTACHMENT 1 – Pacific Research & Evaluation Contract Amendment 5

### Scope of Work

#### Project Purpose:

Pacific, Research, and Evaluation (PRE) will host four virtual focus groups on behalf of the MHCRC, to gain input from identified community members on the direction of future funding initiatives. Participants will be compensated for their time to attend the sessions. After working with MHCRC staff to design the purpose of the focus groups, PRE staff will lead groups of community members in discussions about: the background on the commission and its authority; the funding restrictions; examples of past funding initiatives and awarded grant projects; possible pathways for future funding initiatives; and namely, to ask, what else could we do with these funds? What need is there in our communities?

Following the focus groups, PRE staff will provide notes of the information gathered to the MHCRC staff. In addition, PRE staff will draft a survey based on the community feedback gathered during the focus group discussions. The survey will be sent out to the broader community to continue to gain feedback on future funding initiatives. MHCRC staff will distribute the survey. PRE staff will do a review of survey responses. Last, PRE will provide an analysis report that details community-identified needs surrounding future funding initiatives, public benefit areas, and any additional themes that arose in the focus group sessions and the survey responses. The intended audience for the report is the MHCRC staff and Commission.

#### MHCRC staff will:

- Provide a list of names and contact information of individuals to invite to the focus groups
- Provide content necessary to lead the focus groups (past grant awards, possible ideas of future funding initiatives, e.g.)
- Distribute the survey to community members through email listservs; provide survey data to PRE staff for analysis
- Provide timely responses to PRE staff in additional requests for information

#### TIMELINE:

- October → PRE staff + MHCRC staff will hold meetings to draft content & identify key questions for focus groups  
MHCRC staff will provide a list of names and contact information of individuals to invite to the focus groups
- November → PRE staff will hold the focus groups (4 sessions, approximately 8 to 10 participants per session)
- December → PRE staff will provide notes from the sessions to MHCRC staff  
PRE staff will provide a survey to MHCRC for the purposes listed above. MHCRC staff will distribute the survey. MHCRC staff will provide survey data to PRE.
- January → PRE will provide an analysis report that details community-identified needs surrounding future funding initiatives, public benefit areas, and any additional themes that arose in the focus group sessions and the survey responses.