

City of Fayetteville Staff Review Form

2018-0225

Legistar File ID

5/1/18

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Doug Bankston

4/12/18

MEDIA SERVICES (060)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Recognize contract production revenue of \$9,470 from the Community Access Television (dba Your Media) Trust Account and approve a budget adjustment to increase related promotional activities and minor equipment budgets.

Budget Impact:

1010.060.0600-5348.00

1010.060.0600-5210.00

Account Number

51022.1101

Project Number

1010 General Fund

Fund

Public Access Television Fees

Project Title

Budgeted Item? Yes

Current Budget \$ 4,758.00

Funds Obligated \$ -

Current Balance \$ 4,758.00

Does item have a cost? No

Item Cost

Budget Adjustment Attached? Yes

Budget Adjustment \$ 9,470.00

Remaining Budget \$ 14,228.00

V20180321

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF MAY 1, 2018

TO: Mayor and City Council

THRU: Susan Norton, Director of Communications & Marketing

FROM: Doug Bankston, Director of Media Services

DATE: April 12, 2018

SUBJECT: Recognizing Receipt of Public Access Fees and Approval of a Budget Adjustment

RECOMMENDATION:

Approval of a budget adjustment in the amount of \$9,470 from the Community Access Television (dba Your Media) Trust Account to recognize Public Access activity revenue to allow expenditure for promotional activities in 2018 and for a studio wall correction kit for Fayetteville Public Television.

BACKGROUND:

Community Access Television, dba Your Media, is the City's contracted third party public access service provider.

DISCUSSION:

Community Access Television, dba Your Media, holds a Trust Account into which revenue from public contract productions, media sales, DVD copies, digital transfers and other services is deposited. This revenue is periodically used for promotional and other activities for Fayetteville Public Television (FPTV). FPTV trust account funds will be used for 2018 promotional activities and for a Pro Cyc cyclorama wall kit to repair an incorrect curved corner radius and to add proper wall to floor transitions. The current wall, built many years ago, was not built to proper studio specification.

Per the City's 2018 contract with Your Media:

Your Media may charge a fee for the following items or activities utilizing equipment, facilities or resources owned or controlled by the City of Fayetteville:

1. Training workshops and seminars that are conducted utilizing City of Fayetteville resources.
2. The sale of blank recording media.
3. Transfer and/or duplication services.
4. Other small items, such as t-shirts or other promotional items, as approved by the City of Fayetteville Communications Director.

5. Video production services. If production services are provided, the following conditions apply:
 - a. These services and activities will be referred to as “contract production”.
 - b. All programming produced through contract production activity must be telecast on the Public Access Television channel.
 - c. Contract production may include studio production activity at the Television Center and related activity, including pre- and post-production.
 - d. Your Media shall charge rates adequate to cover the basic costs of production. Service rates will be reviewed and approved by the Director of Media Services on an annual basis.
 - e. Your Media will utilize a standard contract document for each agreement to provide contract production services. This contract document will be approved by the Director of Media Services.
 - f. All fees charged for providing contract production services will be collected at the point Your Media delivers the final product for which it was contracted.
 - g. All monies collected for providing production services will be utilized to support Fayetteville Public Access services or capital improvements as approved by the City Council and following applicable City of Fayetteville policies and procedures.
6. In addition to charging a fee for services described above, Your Media may generate revenue utilizing equipment, facilities, or resources owned or controlled by the City of Fayetteville through:
 - a. Fundraising activities designed to raise funds to support the operations or capital improvements of the Public Access channel.
 - b. Acquisition of grants or awards dedicated to support the operations or capital improvements of the Public Access channel.

If Your Media generates or collects any revenue through activities as allowed in this contract, or otherwise approved by the City, utilizing equipment, facilities, or resources owned or controlled by the City of Fayetteville, Your Media will ensure:

1. All monies collected for such services will be deposited into and all checks shall be made payable to the “FPTV Trust” which shall contain only those funds.
2. Your Media’s manager shall ensure proper accounting of all such revenues collected and shall report such accounting monthly to the Director of Media Services.
3. All funds within the “FPTV Trust” may only be expended through City Council Resolution authorizing the receipt of funds into the Television Center budget and approving any necessary Budget Adjustments. Normal bank fees related directly to the use of this trust account may be paid with trust account funds without prior authorization.
4. Proper accounting and records of services provided, fees charged and monies collected for services will be kept by Your Media, in a manner approved by the Director of Media Services.

BUDGET/STAFF IMPACT:

Approval of the Budget Adjustment will increase the Media Services Minor Equipment account by \$5,950 and the Promotional Activities account by \$3,520.

Attachments:

Budget Adjustment for revenue.