

**Fayetteville Advertising and
Promotion Commission**

May 20, 2024

Location: Fayetteville Town Center, 15 W. Mountain Street

Commissioners: Chrissy Sanderson, Chair, Tourism & Hospitality Representative
Katherine Kinney, Tourism & Hospitality Representative
Todd Martin, Tourism & Hospitality Representative
Elvis Moya, Tourism & Hospitality Representative
Andrew Prysby, Commissioner at-large
Sarah Bunch, City Council Representative
Mike Wiederkehr, City Council Representative

Staff: Molly Rawn, CEO

Agenda

- I. Call to order at 2:00 p.m.
- II. Old Business
 - A. Review and approval of April minutes.
- III. New Business
 - A. CEO Report. Molly Rawn. An executive overview of the previous month
 - B. Financial Report. Jennifer Walker, Vice President of Finance
 - C. Vote. Employee Handbook Additions. *The attached handbook includes two new leave policies, Military Leave and Leave Without Pay, pgs 7-8.*
 - D. Vote. Budget Revision. *Staff is providing a budget revision for the commission to approve.*
 - E. Vote. Exterior AV Upgrade at Fayetteville Town Center. *Staff recommends the commission approve a quote from Commercial Audio Systems for budgeted AV upgrades. The quote plus a 10% contingency is \$53,787.82. Memo and quote attached.*
 - F. Vote. Oven purchase at Fayetteville Town Center. *Staff recommends the commission approve a quote from Markham Restaurant Supply for 2 convection ovens to replace existing ovens which are at end of life. The quote plus a 15% contingency is \$23,421.97. Memo and quote attached.*
 - G. Additions to the agenda may be added upon request from a majority of the commissioners.
- IV. Adjourn

Fayetteville Advertising and Promotion Commission

Minutes April 22, 2024

Fayetteville Town Center

Commissioners

Present:

Chair Chrissy Sanderson, Tourism & Hospitality Representative
Mike Wiederkehr, City Council Representative
Katherine Kinney, Tourism & Hospitality Representative
Sarah Bunch, City Council Representative
Andrew Prysby, Commissioner at-large

Commissioners

Absent:

Todd Martin, Elvis Moya

Staff:

Molly Rawn, CEO (absent) Jennifer Walker, VP of Finance, Sarah King, VP of Marketing and Communications

I. Chair Sanderson called the meeting to order at 2:00 pm and declared a quorum.

II. Old Business

A. Chair Sanderson presented the March minutes for approval and Commissioner Kinney made a motion which was seconded by Mike Wiederkehr to approve the minutes as presented.

B. Roll call attendance reflected that Commissioners Martin and Moya are absent. VP Walker stood in the place of CEO Rawn who was absent.

III. New Business

A. CEO Report

VP Walker presented this report, highlighting a few of the items. She stated that we are planning to bring a budget revision to the May commission meeting to reflect personnel changes and to show a decrease in spending in some areas to reflect a lower than budgeted HMR revenue to date.

On the Master Tourism Plan, we are winding down the first section called Get Clear and will begin the next phase, "Get Moving." This phase is more internally focused, but please know work is continuing. She pointed out all of the events we were involved in during the weekend of April 5-6 including the US Pro Cup at Centennial Park, a press tour for international travel journalists, the NCAA Gymnastics Regionals, Razorback baseball, NCAA track tournament and many more including the opening weekend of the Farmers Market on the square.

Additionally, we distributed 10,000 eclipse glasses through hotels and attractions such as the Botanical Gardens and through our Visitors Center.

We are updating some of our marketing collateral items and also we have some new light pole banners in production. Additionally, we have a new Hootboard in the Visitors Center- it is a digital visitors kiosk.

The town center has hosted 29 meetings since the commission last met

and the roof repair is almost complete with solar panels to come next. We've also done some repair work on gutters at Walker Stone House.

She pointed out the long list of events we've funded so far this year in the enclosed Community Event Incentives report. We've allocated \$51,000 thus far in 2024.

To close, she stated that upcoming events included the Downtown Fayetteville Coalition Annual Meeting next Monday April 29th, the return of First Thursday on May 2nd, UA Graduation Saturday, May 11th, the inaugural Strawberry Festival on Sunday May 19th and Walmart Shareholders June 5-7.

B. Financials

VP Walker stated that the March financials were in the agenda packets. The target budget for expenses and revenue for March is 25%. With total revenue YTD \$1,285,727, we are 4% below our target. Total expenses are at \$1,240,007 or 22%, we are 3% under budget.

With HMR tax collections 3% below the seasonally adjusted budget, we are projecting to come to the May commission meeting with a budget revision to address this current decrease.

The balance sheet for March shows \$4.9 million dollars in cash and investments and the unearned revenue for the town center is \$371,000.

C. Vote. Fayetteville Town Center Chair Purchase

VP Walker presented this voting item of 1,200 chairs from Mity Lite with a quote of \$141,228.50 which includes all taxes, freight and fees. This expense comes from our capital budget and was included in the 2024 budget.

Commissioner Wiederkehr asked what our life expectancy on chairs are and Tyler Wilson stated that we've had the current chairs for 20 years. A benefit to this purchase is that we can order replacement parts to repair any of the Mity Lite chairs when needed.

Commissioner Bunch asked what we would do with the old chairs and Wilson said we'd keep 50 for outdoor use and we will then contact local agencies to donate the remainder.

Commissioner Katherine made the motion to accept the quote from Mity Lite for the replacement of event chairs and authorize the CEO to spend up to \$155,351.35, which represents the cost of the quote plus a 10% contingency. Commissioner Prysby seconded the motion which was approved unanimously.

D. Marketing Updates

Director of Brand Strategy Ashley Cane introduced Anne Davis with Outright Media. Anne then shared highlights and strategies behind their first advertising campaign they are launching for Experience Fayetteville.

The primary goal of this campaign is to increase awareness of Fayetteville as an attractive long weekend travel destination. This campaign will run from April through December and is built on the themes of outdoor recreation, food & drink and arts and culture and are targeting geographic areas with nonstop flights to NWA, including Colorado, Chicago, Dallas/Ft Worth and also road trippers.

Outright was able to secure 10% in added-value impressions with media partners, allowing us to stretch the campaign budget further to maximize visibility and impact.

The campaign concept is “Day and Night” to reflect the various experiences you can have in Fayetteville, sunrise to starlight. The campaign is adaptable and will be flexible for the longer time we will be running it.

Anne pointed out that the standard display features “Favoriteville” and that about high impact display ads are more interactive – the expandable banner ads were demonstrated. She then shared the reactive ads which change as you scroll through them. She then shared the online video example. They are planning a video shoot in May to get video for these specific ads and other uses.

The report was appreciated, especially the interactive display ads and Commissioner Prysby asked specifics of the marketing plan. It was stated that we are looking forward to future months’ reporting so we can see the impact of this campaign.

E. Downtown Fayetteville Coalition Presentation

Kelly Rich, Director of Downton Initiatives began by inviting all the commissioners to attend the annual meeting which is next Monday the 29th at the town center. You will learn more about our strategic plan and that process at the meeting. She stated they will also be adding two more board members to the current nine at the annual meeting.

She then gave an update on the organization’s goals and accomplishments. These included creating a strategic plan, securing additional staff, hosting several activations such as Open Streets during Lights of the Ozarks and Phantasma in the lower ramble and festivals.

Additionally, Rich shared that they were also working on projects to beautify downtown such as repairing light pole banner hardware and will be launching a façade enhancing program with a 50% match to help business owners do updates to the exterior of their property such as signage, awning etc.

The commissioners were complementary of the progress and appreciative of the update.

F. Adjourn

Commissioner Sanderson asked if there were any additions or announcements.

With no further business, Chair Sanderson adjourned the meeting.

Minutes submitted by Amy Stockton, Director of Operations, Experience Fayetteville

Executive Summary

- Our VP of Sales, Tina Archer-Cope, was given special recognition by the Employer Support of the Guard and Reserve, a program of the United States Office of the Secretary of Defense. Experience Fayetteville was named a “Patriotic Employer” as nominated by one of our own employees, Sergeant Dell Hall.
- Molly traveled to Chicago in early May with AR Tourism, Little Rock, Bentonville and Jonesboro as part of a state-wide effort to promote Arkansas as an outdoor and culinary destination.
 - It was free to participate in the event, Experience Fayetteville was responsible for travel costs only.
- Personnel Updates: Madison Hurley, Fayetteville Town Center’s Event Services Manager, has moved on to a new role in the area. We wish her luck.
 - Megan Oswald, formerly our Event Services Coordinator, has been promoted to the management role.
 - We are now hiring for an Event Services Coordinator level II.
- April collections were lower than expected: YTD we down 10% year-over-year
 - We don’t yet have an accurate number for April collections as the city’s launch of the new online payment platform has resulted in a significant number of late payments.
 - We met with city accounting staff and are working to remedy that. They were incredibly helpful.
- Hotel occupancy percentage is down 6% year to date; 53.3% vs 56.9% Jan-March, meanwhile the average daily room rate is only up 2% at \$112.32.
- Overall, our revenue is 5% below target. We have brought forward a mid-year budget revision containing lower projected revenue and decreased expenses.
 - I do not foresee needing to make additional cuts, but we have a contingency plan in place if revenue does not improve as we enter Q3.

Hotel Occupancy Rates	Thurs April 4	Friday April 5	Sat April 6	Sun April 7	Mon April 8
2024	87.6	94.4	93.5	61.0	54.1
2023	56.1	58.8	46.3	32.0	50.1
Percent Change	56.3	60.5	102.0	90.5	7.9

Tourism Activity

- Our team has been actively prospecting new business, reaching out to 25+ NEW contacts across all markets.
- Tina attended Sports ETA with 40 appointments and has been following up and inputting information into IDSS from this tradeshow.

- Visitors Center welcomed 1,161 visitors in April from the Caribbean Islands, New Zealand, Germany, Spain, France, England, Costa Rica, India, Ireland, and Australia.
 - Less than 1% increase from April 2023 (1,155)
- **April 24th-26th** ARNIGP Conference hosted at the Town Center with participants staying at the Staybridge and The Graduate.
 - We incentivized this group with \$5,000 with an estimated impact of
 - Experience Fayetteville helped with the kickoff reception at the Touch Down Club and provided welcome bags and onsite guidance during the conference.

Marketing

- The Marketing team hosted Outright for a photo and video shoot May 10-11. Locations included: Arsagas at the Mill, Dickson Street Books, Art Court, Razorback Baseball, George's Majestic Lounge, Farmers Market, The Greenway, Folk school of Fayetteville, Crisis Brewing, Arkadia Retrocade, Mount Sequoyah, Theatre Squared, Woodstone Pizza and more.
- As reported at the April commission meeting, our digital campaign has launched.
- There were **494 events** on the EF calendar in April alone
- Launched new landing page on Experience Fayetteville website for users visiting from ArkansasRazorbacks.com in partnership with Outright and Pixel Perfect.
- We are at work on a revision of the **Downtown tearaway map** – should be printed in May. The new version will highlight attractions and make it easier to find 127 downtown businesses and 10 attractions.
- We are updating the **Dining Guide** and expect to publish the online guide the first week in June.
 - This uses a searchable format and could serve as the basis for a future printed dining guide, separate from the Visitors Guide.

Fayetteville Town Center

- Since our last meeting, the Fayetteville Town Center has successfully hosted twenty-seven events, including two weeks dedicated to AP testing for Fayetteville High School and a four-day conference for ARNIGP.
- We extend our gratitude to the commission for approving the projector upgrades in February. The feedback has been overwhelmingly positive, with numerous compliments on the improved image quality.
- Anna Claire, Town Center marketing coordinator, developed a zero-waste event stamp, enabling our clients to promote their events as zero waste, enhancing the environmental credentials of both the event and our venue.
- Griffin Stroupe, our Director of Sales, attended the monthly ASAE luncheon in Little Rock and met with representatives from eight different state associations.

April Collections
(March Activity)

\$35,545 + \$240,031
Lodging Restaurant

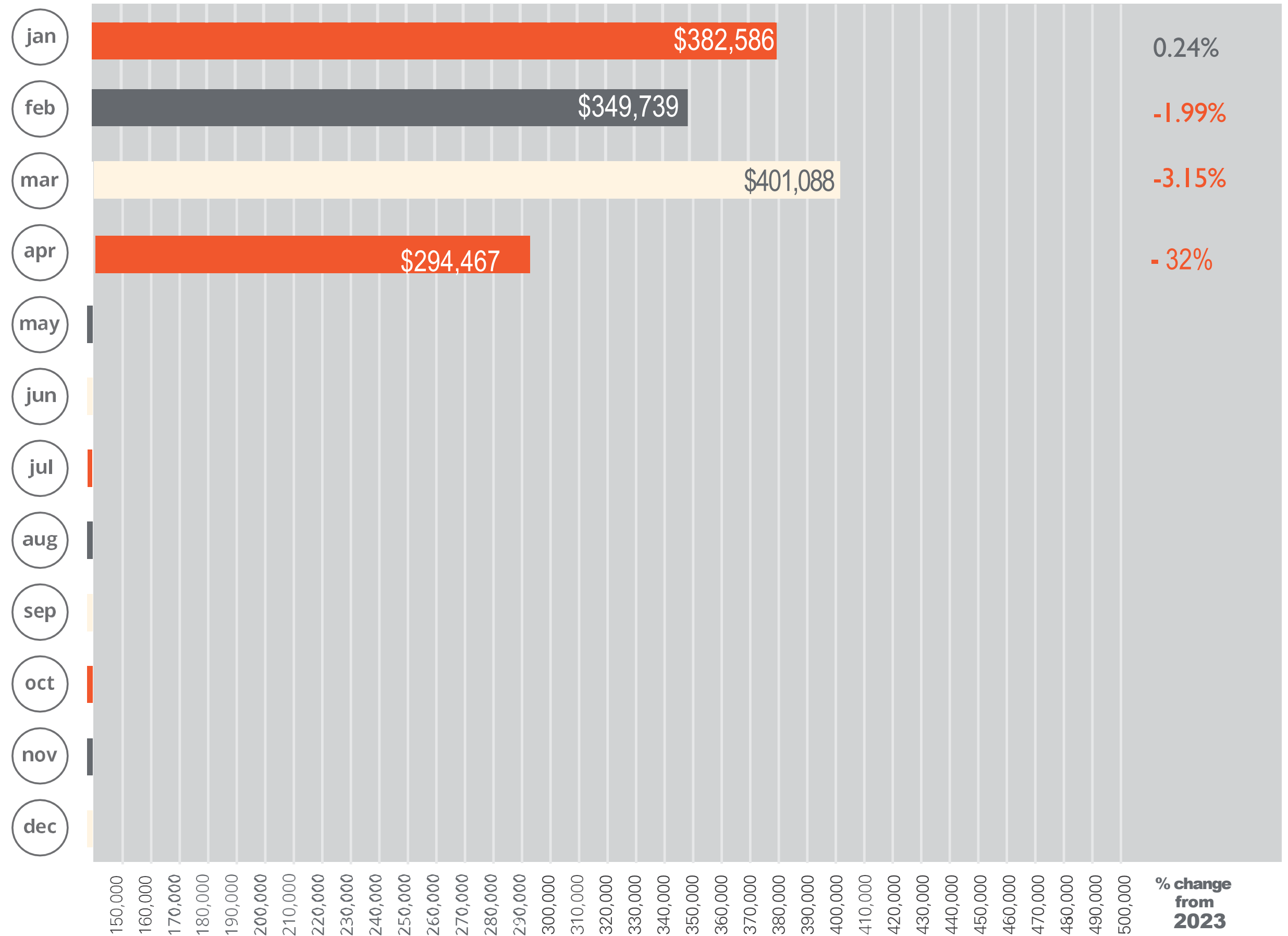
\$18,891
Prior Dues Collected

\$294,467
Total HMR Collected

Previous YTD HMR A&P Tax Collection Totals

2021	2022	2023	2024
\$1,131,838	\$1,353,120	\$1,588,033	\$1,427,880
7%	19.5%	17.4%	-10%
% change over previous year			

Monthly A&P Tax Collections 2024**



** This represents one half of the total HMR collections. The other half supports the Parks and Recreation department.

Memo



To: Molly Rawn, CEO, Experience Fayetteville
Fayetteville Advertising & Promotion Commissioners

From: Jennifer Walker, VP Finance, Experience Fayetteville

Date: May 10, 2024

Re: Financial Statements – April 2024

This packet contains Experience Fayetteville Financial Statements for the month ended April 30, 2024. The following reports are included in the packet:

- Summary P&L Financials for month ended April 30, 2024
- Balance Sheet for month ended April 30, 2024

Target Budget April – 33%

Revenue target 33% of budget or higher by the end of April 2024.

Expenditures target 33% or lower at April 2024.

Total Revenue YTD: \$1,723,302 or 28%; We are 5% below target.

Tax Receipts - \$1,427,880 (5% below budget ytd)

Town Center - \$248,207 (7% above budget ytd)

Other - \$47,216

Total Operating Expenditure YTD: \$1,881,570 or 30%; this is 3% under budget.

EF Main - \$1,543,295

Town Center - \$338,275

HMR tax – YTD April Collections (March activity) are 11% below the seasonally adjusted budget. *Please note – the City of Fayetteville has moved to an online collection system for HMR tax revenue, which became mandatory in April 2024. At the time of reporting, nearly 1/3 of businesses had not yet reported monthly HMR revenue. We fully expect this revenue to rebound in the next few months while businesses adapt to the new process.*

Operating Net Loss is (\$158,268) year to date.

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ April 30, 2024

	CONSOLIDATED			
	Year-to-Date			
	Actual	Budget	Over/(Under) Budget	% of Budget
Revenue				
Hotel, Motel, Restaurant Taxes Revenue	1,427,880	5,208,000	(3,780,120)	27.4%
Rental Revenue	231,367	578,340	(346,973)	40.0%
Event Revenue	18,286	69,000	(50,714)	26.5%
Visitor Center Store Revenue	9,811	46,500	(36,689)	21.1%
Parking Revenue	12,952	27,000	(14,048)	48.0%
Advertising Revenue	1,600	3,500	(1,900)	45.7%
Grant/Other Revenue	-	210,000	(210,000)	0.0%
Interest and Investment Revenue	21,406	25,100	(3,694)	85.3%
Total Revenue	1,723,302	6,167,440	(4,444,138)	27.9%
Expenses				
Operating Expenses				
Rental Expenses	23,330	231,500	(208,170)	10.1%
Event Expenses	29,081	124,550	(95,469)	23.3%
Visitor Center & Museum Store	10,698	53,619	(42,921)	20.0%
Personnel	615,926	2,085,144	(1,469,218)	29.5%
Sales & Marketing	640,848	1,530,042	(889,194)	41.9%
Office and Administrative	243,927	862,617	(618,690)	28.3%
Bond Payments	232,600	700,000	(467,400)	33.2%
Contribution to Capital Reserves	-	100,000	(100,000)	0.0%
Other Tourism Support - Community, Art Court, DFC	85,160	311,500	(226,340)	27.3%
TheatreSquared Contribution	-	200,000	(200,000)	0.0%
Total Operating Expenses	1,881,570	6,198,972	(4,317,402)	30.4%
Net Operating Income/(Loss)	(158,268)	(31,532)	(126,736)	501.9%
Other Income				
Unrealized Gain/(Loss) on Investments	(90,996)			0.0%
Other Expenses				
FFE & Improvements	69,175	971,000	(901,825)	7.1%
Depreciation Expense	74,111			0.0%
Cost of Goods Sold	1,762			0.0%
Net Income/(Loss) (without CX Grants)	(394,312)	(1,002,532)	699,215	39.3%

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ April 30, 2024

	Experience Fayetteville			
	Year-to-Date			
	Actual	Budget	Over/(Under) Budget	% of Budget
Revenue				
Hotel, Motel, Restaurant Taxes Revenue	1,427,880	5,208,000	(3,780,120)	27.4%
Rental and Event Revenue	14,440	55,350	(40,910)	26.1%
Visitor Center Store Revenue	9,811	46,500	(36,689)	21.1%
Advertising Revenue	1,600	3,500	(1,900)	45.7%
Grant & Other Revenue	-	210,000	(210,000)	0.0%
Interest and Investment Revenue	21,365	25,000	(3,635)	85.5%
Total Revenue	1,475,096	5,548,350	(4,073,254)	26.6%
Expenses				
Operating Expenses				
Event Expenses	21,985	89,550	(67,565)	24.6%
Visitor Center & Museum Store	10,698	53,619	(42,921)	20.0%
Personnel	408,902	1,412,532	(1,003,630)	28.9%
Sales & Marketing	639,719	1,494,392	(854,673)	42.8%
Office and Administrative	144,231	489,312	(345,081)	29.5%
Bond Payments	232,600	700,000	(467,400)	33.2%
Contribution to Capital Reserve	-	100,000	(100,000)	0.0%
Other Tourism Support - Community, Art Court, DFC	85,160	311,500	(226,340)	27.3%
TheatreSquared Contribution	-	200,000	(200,000)	0.0%
Total Operating Expenses	1,543,295	4,850,905	(3,307,610)	31.8%
Net Income/(Loss) Before Other Revenue and Expenses	(68,200)	697,445	(765,645)	-9.8%
Other Income				
Unrealized Gain/(Loss) on Investments	(90,996)	-	(90,996)	0.0%
Other Expenses				
FFE & Improvements	22,406	511,000	(488,594)	4.4%
Depreciation Expense	34,377			
Cost of Goods Sold	1,762			
Net Income/(Loss)	(217,741)	186,445	(313,191)	-116.8%

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ April 30, 2024

	Town Center			
	Year-to-Date			
	Actual	Budget	Over/(Under) Budget	% of Budget
Revenue				
Rental Revenue	231,367	578,340	(346,973)	40.0%
Event Revenue	3,846	13,650	(9,804)	28.2%
Parking Revenue	12,952	27,000	(14,048)	48.0%
Interest and Investment Revenue	41	100	(59)	41.2%
Total Revenue	248,207	619,090	(370,883)	40.1%
Expenses				
Operating Expenses				
Rental Expenses	23,330	231,500	(208,170)	10.1%
Event Expenses	7,096	35,000	(27,904)	20.3%
Personnel	207,023	672,612	(465,589)	30.8%
Sales & Marketing	1,129	35,650	(34,521)	3.2%
Office and Administrative	99,697	373,305	(273,608)	26.7%
Total Operating Expenses	338,275	1,348,067	(1,009,792)	25.1%
Net Income/(Loss) Before Other Revenue and Expenses	(90,068)	(728,977)	638,909	12.4%
Other Expenses				
FFE & Improvements	46,769	460,000	(413,231)	89.8%
Depreciation Expense	39,734			0.0%
Net Income/(Loss)	(176,571)	(1,188,977)	1,012,406	14.9%

Fayetteville A&P Commission

Balance Sheet

As of April 30, 2024

ASSETS

Current Assets

Cash		3,632,806
Investments		1,124,288
Accounts Receivable		555,240
Prepaid Expenses		31,167
Deposits		28,369
Inventory Asset		22,067
Total Current Assets		5,393,937

Other Assets

Capital Assets		
Furniture & Fixtures	169,248	
Equipment	756,009	
EF/CVB Building	940,410	
EF/CVB Land	198,621	
Building Additions	1,451,322	
Walker-Stone House	1,174,064	
Vehicles	122,860	
Construction in Progress	19,205	
Accumulated Depreciation	(1,765,045)	
Total Other Assets		3,066,694

TOTAL ASSETS

8,460,631

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	121,963	
Unearned Revenue	328,415	
Total Liabilities		450,378

Equity

Unreserved Fund Balance	6,158,051	
Operating Reserve	1,000,000	
Capital Reserve	1,100,000	
Temporarily Restricted Funds	126,817	
Net Revenue		
Gain/(Loss) on Investments	(90,996)	
Net Revenue without Cyclocross	(303,317)	
Net Revenue for Cyclocross	19,698	(374,615)
Total Equity		8,010,253

TOTAL LIABILITIES AND EQUITY

8,460,631

Fayetteville A&P Commission

Memo

To: Fayetteville Advertising and Promotion Commissioners

From: Molly Rawn, CEO, Fayetteville A&P

Date: May 15, 2024

Re: Employee Handbook amendments

Background:

The employee handbook for Experience Fayetteville is updated annually or as needed by the CEO and Director of Operations to ensure it remains up to date with current policies and procedures.

We are bringing the handbook to the commission for adoption of two new policies:

- **Military Leave.** The current version of the handbook does not have a policy for military leave. We must update the handbook to include this policy in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The policy, as written, has been reviewed by HR and legal counsel for compliance.
- **Leave without pay.** The current version of the handbook does not have a policy for Leave without pay (LWOP). For the development of this policy, staff consulted with My HR Professionals, our contracted payroll and HR company. The proposed policy is based on the state's LWOP policy (Office of Personnel Management policy 55, amended September 2023).

Budgetary Impact:

No immediate impact to the budget.

Recommendation:

We recommend the commission adopt the handbook as presented.

Fayetteville Advertising and Promotion Commission

Employee Handbook

EXPERIENCE **FAYETTEVILLE**



FAYETTEVILLE
TOWN CENTER

Fayetteville Advertising and Promotion Commission Employee Handbook

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I. Introduction and Welcome

Welcome to your employment with the Fayetteville, Arkansas Advertising and Promotion Commission. The Fayetteville Advertising and Promotion Commission is the overarching organization which governs Experience Fayetteville and the Fayetteville Town Center.

This Employee Handbook is designed to help new and current team members become familiar with the Fayetteville Advertising & Promotion Commission employment practices, policies, and benefits. These policies and practices were developed to build and support a high-performing, engaged team.

No Employee Handbook can answer every question, and all team members are encouraged to discuss any concerns with their supervisor or the CEO.

Policies in this handbook supersede all previous employee handbooks and memos and apply to all employees, across all units. While each unit of the Fayetteville A&P Commission may have policy and procedure manuals specific to their location, those manuals are in addition to these policies and in no way replace or invalidate the policies in this handbook.

Thank you for joining our team! We look forward to working with you.

A. Establishment of the Commission

Established by a state of Arkansas statute, the A&P Commission is the governing body charged with overseeing the Advertising and Promotion tax. Because this tax is funded by lodging facilities and business who sell prepared foods, it is often referred to as the Hotel, Motel, Restaurant Tax or HMR tax. The Fayetteville Advertising and Promotion tax is generated by:

1 percent (1%) tax on the portion of the gross receipts or gross proceeds received from the renting, leasing or otherwise furnishing of hotel, motel, or short-term condominium rental accommodations for sleeping, meeting, or party room facilities for profit in the City of Fayetteville, but such accommodations shall not include the rental or lease of such accommodations for periods of thirty (30) days or more.

1 percent (1%) tax on prepared food and non-alcoholic beverage sold by restaurants, cafes, cafeterias, delis, drive-in restaurants, carry-out restaurants, convenience stores, grocery stores delis, and all other establishments in Fayetteville engaged in the selling of prepared food and non-alcoholic beverages for on or off-premises consumption.

B. Governance and Structure

The Fayetteville Advertising and Promotion Commission is governed by a commission composed of seven commissioners: Four are owners or managers of businesses in the tourism industry (at least 3 must be owners or managers of hotels, motels, or restaurants). Two are members of the governing body of the city. One is from the public-at-large.

The commission is responsible for hiring a Chief Executive Officer, who is ultimately responsible for carrying out the operations of the organization, including managing the employment of all employees.

C. Our Units

Experience Fayetteville is the city's destination marketing organization responsible for bringing about economic development through tourism.

Fayetteville Town Center is a public event facility operated by Experience Fayetteville. The Town Center is the premier convention facility in Fayetteville, Arkansas, and exceeds the expectations of our clients and community through exemplary service.

II. Employment

A. Equal Opportunity Employment

Fayetteville A&P Commission provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, marital status, amnesty, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, benefits, compensation, and training.

B. Nature of Employment

All employment and compensation with Fayetteville A&P Commission is "at-will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the Commission or yourself, except as otherwise provided by law.

C. Public Employees

All employees, across all units, of the Fayetteville Advertising and Promotion Commission are public employees and are held to the standards of such. Specifically, most all of the information about job duties is open to the public under the Freedom of Information Act (FOIA). This includes, but is not limited to, salary disclosures, the contents of work-related emails and text messages, memos and other work products, and in some circumstances may include aspects of your personnel file including performance reviews and records of disciplinary action. The Fayetteville Advertising and Promotion Commission has an attorney of record who advises the Commissioners and CEO to ensure we are in compliance with the FOIA.

D. Classifications of Employment

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime. Changes to an employee's exempt status may only be made by the CEO.

Exempt employees are those who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. Changes to an employee's exempt status may only be made by the CEO.

Full-time: Employees who work between 30 and 40 hours per week on a continuous, regular basis. Full-time employees are eligible for the full benefits package as described in section IV. Full-time employees may be either exempt or non-exempt.

Part-time: Employees who work less than a full-time schedule are considered part-time. Part-time employees are eligible for some of the benefits described in section IV.

Temporary/Seasonal: Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project are considered temporary/seasonal employees. Employment assignments in this category are of a limited duration. Temporary Employees are not eligible for benefits.

III. Payroll and Attendance

A. Payroll

The Fayetteville A&P Commission will pay employees in accordance with a regular schedule. Currently payroll is processed on a semi-monthly basis. Pay periods are as follows:

8th – 23rd of each month, paid on the last day of the month.

24th – 7th of each month, paid on the 15th.

When either the last day of the month or the 15th falls on a weekend, payroll is distributed on the business day immediately preceding or immediately following the pay date.

B. Attendance

Due to the nature of our work in our community, there may be days where employees are not in the office during the traditional 8 a.m. – 5 p.m. every day. It is the employee's responsibility to keep their supervisor informed of their whereabouts in a manner that is acceptable to that supervisor. Fayetteville A&P Commission reserves the right to assume employees not reporting to work at the scheduled time are late. Excessive lateness may result in disciplinary action, up to and including termination.

Absence from work without notifying your supervisor for three (3) consecutive days may be considered a voluntary resignation.

C. Timekeeping System

By law, the Commission is obligated to keep accurate records of time worked by employees. All employees (exempt and nonexempt) are required to use the implemented timekeeping system (currently Swipe Clock) to record their hours worked and their leave.

Employees are responsible for their own time records. If you make an error on your time record, you must submit a correction via the timekeeping system.

Employees will be made aware of their work schedule by their supervisor. It is the employee's responsibility to be on-site, clocked in, and ready to work at their scheduled start time.

Nonexempt employees are required to clock in and out for payroll and attendance purposes. The swipe clock records will be used to track attendance for exempt employees. Off-the-clock work is strictly prohibited.

D. Overtime

Nonexempt employees are permitted to work overtime only with prior authorization from their direct supervisor. Nonexempt employees who work overtime without prior authorization may be subject to disciplinary procedures.

E. Weather Related Closings

The Advertising and Promotion Commission rarely closes all units due to weather. The decision to close all units is at the discretion of the CEO. In this instance, the CEO will communicate with the head of each unit via email, call, or text. It is each unit head's responsibility to communicate closings to their subordinate staff.

Due to the unique nature of each unit, Fayetteville Town Center, and Experience Fayetteville may make differing decisions during inclement weather. Policies are specific to each location and are more particularly outlined in procedures manuals for each unit. If the unit remains open, employees who do not report to work during inclement weather will not be paid unless vacation or floating holiday time is used. The option to work from home must be approved by the supervisor.

IV. Leave and Benefits

A. Leave

1. Holiday pay

Full-time and regular part-time employees are eligible for holiday pay upon hire. Fayetteville A&P Commission is closed in observance of the following three (3) Holidays:

- New Year's Day
- Thanksgiving Day
- Christmas Day

When a recognized holiday falls on a Saturday or Sunday, the Commission will observe it as does the City of Fayetteville. The CEO will announce to the staff when a particular holiday will be observed.

2. Floating Holiday

Due to the distinct needs of Experience Fayetteville and Fayetteville Town Center, employees may be scheduled or elect to work on other holidays. As such, full-time employees are granted an additional eight (8) floating holidays, per calendar year, to be used on days of the employees choosing, for a total of eleven (11) paid holidays. Floating holidays may not be partial days, but count as a full day of eight (8) hours.

Floating holidays do not roll over from year to year. The balance of unused holiday leave will not be paid out upon resignation or termination.

3. Vacation

Full-time employees are eligible to receive vacation time provided that they have completed 30 days of employment. Vacation requests must be submitted to their supervisor at least two weeks in advance. The vacation accrual policy for full-time employees is as follows:

Length of Employment	Vacation Time
30 Days	80 hours
3rd anniversary	120 hours
9th anniversary	160 hours

Unused vacation time expires at the employee's anniversary.

The balance of earned but unused vacation (up to a total of one (1) week/ 40 hours) will be paid upon resignation if two working weeks' notice of resignation is given and completed. If two working weeks' notice is not given or completed, or if you are terminated for any reason, the balance of vacation will be forfeited. If an employee quits or is terminated prior to completion of their working one year of continuous full-time service, there is no accumulation of vacation time.

4. Sick Leave

Full-time employees are eligible for forty-eight (48) hours of paid sick leave per calendar year and part-time employees are eligible for twenty-four (24) hours of paid sick leave per calendar year. Sick leave is available upon hire and may be used during an illness to care for the employee themselves, or the following family members: their spouse or partner, parent, grandparent, grandchild, child, step-child or the parent, grandparent, grandchild, child or step-child of their spouse or partner. Sick leave may also be used for the employee's medical or dental appointments or medical or dental appointments of family members as defined above.

Sick leave must be taken in a minimum of two (2) hour increments. If time off is needed for an appointment, employees should make the request at least a week in advance. Employees must notify their supervisor by phone call, text, or email if they will be out due to illness. Employees absent for three (3) or more consecutive days are required to provide a physician's statement for each occurrence.

Sick leave does not roll-over from year to year. The balance of unused sick leave will not be paid out upon resignation or termination.

5. Community Service Leave

Full-time employees are eligible for 8 hours of paid time off per calendar year to volunteer for a non-profit organization. These 8 hours are allotted at the beginning of the calendar year and expire on December 31 and may not be carried over to the next calendar year.

Details on the process, procedure, and eligibility requirements of community service pay are outlined in Appendix A.

6. Parental Leave

Full-time employees are eligible for 4 weeks of paid parental leave for the birth and care of a newborn child or upon the employee's adoption of a child. Eligibility includes biological parents and domestic partners. This leave must occur within one year following the birth or adoption of the child.

In order to ease the transition back to full-work, employees who have given birth may elect up to 2 additional weeks of half-time work.

If one of the 3 official paid holidays occurs during parental leave, the holiday will run concurrent and will not be added to the parental leave. Vacation, sick, and floating holiday leave may be combined with parental leave. Parental leave runs concurrent with a medical leave of absence, and will not be added to the medical leave time.

7. Funeral and Bereavement Leave

The Fayetteville Advertising and Promotion Commission allows up to three (3) paid days off for a death in your immediate family as defined by: spouse or partner, parent, grandparent, grandchild, child, step-child, sibling, or the parent, grandparent, grandchild, child or step-child, or sibling of their spouse or partner.

The Fayetteville Advertising and Promotion Commission reserves the right to request documentation of the death (e.g. obituary). Both full-time and part-time employees are eligible for Funeral or Bereavement Leave.

8. Jury Duty

Fayetteville Advertising and Promotion Commission supports employees called to fulfill their civic duty to serve on a jury. Full-time and part-time employees may collect up to two (2) days or 16 hours of paid time for jury duty.

Employees eligible for paid jury duty leave will be compensated at their base rate of pay for the number of hours they would normally have worked. Absences due to jury duty lasting beyond two days will be handled at the discretion of the CEO.

Employees receiving a jury duty summons should show it to their supervisor as soon as possible so arrangements can be made to accommodate possible absence from work.

Employees released from jury duty with at least two (2) hours remaining in the work day are to return to work for the remainder of the day.

9. Military Leave

Full-time employees who are uniformed service members are eligible for paid leave up to 15 days, plus necessary travel time, for National Guard and Reserves annual training requirements or for other duties performed in an official duty status in any one calendar year. Any unused training leave time can accumulate up to 30 days of total leave a year.

In addition, eligible employees who are called to duty in emergency situations by the governor or by the president of the United States, shall be granted paid leave not to exceed 30 working days, after which leave without pay will be granted.

Finally, if an employee is called into active duty or is deployed, unpaid leave with no time constraints is granted per USERRA guidelines.

Employees needing to take military leave should give their supervisor and human resources as much advance notice as possible in order to ensure Fayetteville A&P Commission can maintain proper coverage while employees are away. Fayetteville A&P Commission complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). If you have any questions regarding your rights under this Act, please contact human resources.

10. Employee Leave Without Pay Policy (LWOP)

Experience Fayetteville recognizes that circumstances may arise in which an employee navigates life events that may necessitate an extended absence from work. In these circumstances employees may request leave without pay (LWOP).

Requests for such absences will be evaluated on a case-by-case basis with the employee, the employee's supervisor(s), and the CEO. In the event the LWOP request is made by the CEO, the request will be evaluated by the A&P Commission.

Approval or disapproval of requests for leave without pay will be determined based upon impact on the organization's operation and mission and whether approval would create an undue hardship.

Eligibility

Full-time employees, employed for a minimum of one-year, are eligible for LWOP as part of a medical leave of absence. For LWOP unrelated to medical leave, full-time employees must be employed for a minimum of three years and must be in good standing, with no performance improvement plans in place.

Duration

LWOP is limited to twelve weeks in a calendar year.

Insurance and Benefits

The employee may continue to participate in group insurance programs while on LWOP. Within six months of their return from LWOP, employees will be responsible for repayment of their portion of insurance premiums that are in arrears. During LWOP, the employer will not make matching retirement contributions on behalf of the employee.

The employee will be reinstated with full rights at the end of the LWOP period. A returning employee's leave accrual rate will not be affected by periods of LWOP.

Additional information, including the LWOP request form, is available in Appendix B of this handbook.

B. Benefits

The Fayetteville Advertising Promotion provides a range of benefit programs to eligible employees. Certain legally required programs such as Social Security, workers' compensation, state disability, and unemployment insurance cover all employees in the manner required by law.

1. Health Insurance

Full-time employees are eligible for the company health plan on the first day of the month after completing 30 days of employment.

The Fayetteville Advertising and Promotion Commission pays for 80% of employee monthly health insurance premiums and 60% of the monthly premiums for employee's eligible dependents. Enrollment in the plan may occur only upon hire, during the open enrollment period, or during a "qualifying event." Enrollment forms are available through human resources.

For more details, including specific policy details and what constitutes a "qualifying event," refer to the information provided to you upon hire or contact human resources.

2. Dental and Vision Insurance

Full-time employees are eligible for the company dental and vision plan on the first day of the month after completing 30 days of employment.

The Fayetteville Advertising and Promotion Commission pays for 100% of employee monthly dental and vision insurance premiums. Eligible dependents may be added to the dental and or vision policy; the employee is responsible for dependent's premiums. Enrollment forms are available through human resources.

For more details, including specific policy details, refer to the information provided to you upon hire or contact human resources.

3. Life Insurance

Full-time employees are eligible for the company life insurance policy on the first day of the month after completing 30 days of employment. The Fayetteville Advertising and Promotion Commission pays 100% of employee life insurance premiums. Employees must name a beneficiary on the enrollment form. Forms are available through human resources.

For more details, including the policy amount and specific policy details, refer to the information provided to you upon hire or contact human resources.

4. Retirement Plan

Full-time employees are eligible to enroll in the organization's retirement plan on the first day of the month after completing 30 days of employment.

Contributions made to an employee's 457(b) are matched, up to a certain percentage, by the organization into a 401(a) account; the employee must contribute to receive this match. The company contribution is 100% vested upon the employee's three-year work anniversary while the employee's contribution is 100% vested upon enrollment.

Enrollment details will be provided when an employee is eligible, and contributions can be changed at any time. For more details, including the policy amount and specific policy details, refer to the information provided to you upon hire or contact human resources.

5. Workers' Compensation Insurance

The Fayetteville Advertising and Promotion Commission carries workers' compensation insurance on all employees in accordance with the requirements of applicable federal and state law. The workers' compensation program covers injuries or illnesses sustained in the course and scope of employment.

Employees must immediately inform their supervisor about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible,

employees will qualify for workers' compensation benefits as quickly as well as enabling Fayetteville Advertising and Promotion Commission to investigate the matter promptly.

Neither Fayetteville A&P Commission nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the organization.

V. Policies and Expectations

A. Training and Professional Development

Fayetteville A&P Commission encourages all employees to take advantage of continuing education and professional development to further their job specific training. Whenever possible, funds are budgeted for such endeavors.

As opportunities become available for professional development, your supervisor will present them to you. Employees may also bring professional development opportunities to the attention of their supervisor for consideration. Each opportunity is reviewed on a case-by-case basis.

B. Parking

Parking policies may vary for each unit and are more particularly outlined in the procedures manual.

Full time employees are given a parking pass to the Fayetteville Town Center parking deck and are expected to park there or in other lots near the A&P premises. From time to time, due to availability, a pass may not be provided. Keep in mind that the parking spaces adjacent to or in front of Experience Fayetteville are for clients and visitors only.

From time to time, we recognize employees may need to park adjacent to the building for short periods of time. These instances are acceptable so long as the employee primarily uses the deck. Habitual use of these spaces is unfair to our neighbors on the square. Employees experiencing difficulty with the parking arrangement should discuss it with the CEO or human resources.

C. Driving Policy

If you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations that may be incurred. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent. Employees who are involved in an accident while driving for company business should let their supervisor know immediately.

D. Personal Appearance & Dress Code

It is important for all employees to project a professional image while at work by being appropriately attired for the job being performed. The Fayetteville A&P Commission is confident that employees will use their best judgment regarding attire and appearance. Appropriate attire will vary across each unit and depending on the employee's job. Appropriate attire prohibits the following:

1. Articles of clothing exhibiting offensive language, racial slurs, or explicit content is prohibited and the employee will be asked to change.
2. Political attire. T-shirts or other items such as buttons or stickers endorsing a specific political party or candidate for office may not be worn to work. If such items are worn to work, the employee will be asked by their supervisor to immediately change. Time to change clothing will be off the clock. Refusal to comply with this policy will result in disciplinary action.

E. Procedure for Handling Complaints

If an employee has a complaint regarding a colleague, they should first discuss it directly with the other individual. Every attempt to resolve it in that way without escalating it. If not resolved at that level, the employee should discuss it with their direct supervisor. If not resolved at that level, the employee should bring it to the attention of the CEO.

If the complaint is in regard to the behavior of the CEO, bring the complaint to the HR staff person (if one is on staff) or HR provider (currently SPMI). If this action is not sufficient, the employee may bring it to the attention of the Chair of the Advertising and Promotion Commission for resolution, but only *after* it has been brought to the attention of the HR staff person or HR provider.

F. Social Media Policy

This policy governs the publication of and commentary on social media by employees. For the purposes of this policy, social media means any facility for online publication and commentary, including blogs, and social networking sites such as Facebook, LinkedIn, Instagram and YouTube. Importantly, nothing in this policy is intended to prohibit employees from discussing on Social Media, in a truthful manner, the terms and conditions of their employment as permitted by applicable law.

The same principles and guidelines found in Fayetteville A&P Commission's Policies on Harassment apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.

Express only your personal opinions. Never represent yourself as a spokesperson for Fayetteville A&P Commission. If the Commission is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Commission, co-workers, or people working on behalf of the Commission.

Employees of the Fayetteville Advertising and Promotion Commission are under no obligation to follow, friend, or interact with their colleagues, supervisors, or commissioners on any social media platform.

The Fayetteville Advertising and Promotion Commission reserves the right to restrict all non-work-related postings to social media during work hours. Excessive use of social media platforms for non-work purposes during the workday may lead to disciplinary action, up to and including termination.

G. Use of Commission Property

The Fayetteville A&P Commission's e-mail, Internet, and Telephone systems are to be used for business purposes only.

You should not have an expectation of privacy in e-mails sent or Internet usage, and should not consider these records private or confidential.

Fayetteville A&P Commission's e-mail and Internet systems should not be used to access any discriminatory, defamatory, or threatening web sites (e.g. pornographic sites, hate speech, criminal skills, illegal drugs, etc.). You are prohibited from using the Commission's e-mail or internet systems to perform any act which is illegal or otherwise in violation of any applicable federal, state, or local laws.

Failure to comply with this policy will result in appropriate disciplinary action, which may include termination of employment. Any non-compliance that is in violation of state or federal legislation may also result in penalties specified by the law.

H. Finances

1. Use of Company Credit Cards

Company issued credit cards are the property of Fayetteville A&P Commission and should be

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used for Company business only. Receipts for purchases made with Company issued credit cards should be coded and turned in immediately. If you are travelling, receipts are to be turned in within 3 days of your return to work. As a general rule, the commission does not pay for, or reimburse alcoholic beverages for consumption by employees.

Abuse of the company credit card in the form of personal charges will result in disciplinary action, up to and including termination. Accidental charges are to be reported to the CEO and the Finance Manager immediately.

2. Reimbursement

Pre-approved reimbursement for charges on one's personal card will be made promptly. The Fayetteville Advertising and Promotion Commission is not obligated to reimburse employees for expenses incurred that were not pre-approved or were not necessary for performing one's duties or for carrying out a program or endeavor of the commission.

VI. Employee Review, Improvement, and Termination

A. Employee Performance Reviews

Within one week of employment, job change or promotion, every employee will be given job descriptions which detail the requirements and expectations of the position for which the employee was hired. The Fayetteville Advertising and Promotion Commission will measure your job performance against these objectives.

Employee performance reviews will usually be conducted once a year, either during the month of the employee's anniversary or in the 4th quarter of the year.

After every evaluation, employees will have the opportunity to review and discuss their job objectives with their supervisor. Job descriptions will be rewritten if needed.

Salaries are administered by the CEO based on budget allocations; all salary or wage increases must be approved by the CEO. A positive performance review is not a guarantee of an increase in salary or wage.

Because wages are reviewed on an ongoing basis, the Fayetteville A & P Commission does not grant "cost of living" increases.

B. Employee Performance Improvement

Each and every employee contributes to the success or failure of Fayetteville A&P Commission. We expect everyone to perform to the highest level possible. Each employee is personally accountable for their own choices and behavior. Poor job performance can lead to disciplinary action, up to and including termination. All of us make mistakes from time to time, but it is wrong to conceal a mistake. If you do make a mistake, notify the CEO or your supervisor immediately. The problems resulting from a hidden mistake are often more serious than the mistake itself.

Our discipline system is designed to provide a structured process that improves performance and/or prevents recurrence of undesirable employee behavior. Our 3 step Discipline System is consistent with human resource best practices.

Step 1: Verbal warning

Step 1 creates an opportunity for the immediate supervisor to meet with an employee to discuss

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a performance, conduct, or attendance issue. The supervisor is responsible for clearly articulating the employee's performance gap or unacceptable behavior and clarifying what the employee needs to do to improve performance or resolve the issue.

Step 2: Written warning

Step 2, the written warning, is a performance intervention that occurs when poor performance in a particular area continues after a verbal warning. A written warning is a detailed document detailing the performance issue, potential consequences if not addressed, and recommended course of action. The supervisor is accountable for documenting the discussion. The employee will be provided a copy of the written warning to sign before it is placed in their personnel file.

Step 3: Counselling session and performance improvement plan

Step 3 is a serious performance intervention that occurs when poor performance in a particular area continues despite a written warning or warnings. Counselling sessions involve three people; the employee, the employee's supervisor and a representative from Human Resources.

The supervisor will start by discussing all issues in detail. Once there is consistent understanding of the performance issue, the discussion will focus on what the employee needs to do to address their issues and become a high performing contributor.

Within 3 business days of the counselling session, the employee will be presented with a performance improvement plan (PIP). The PIP will include specific measures the employee can take to correct performance concerns and a timeline for these measures to be implemented in order for them to maintain employment with the Fayetteville Advertising and Promotion Commission.

Both the employee and supervisor must sign the performance improvement plan, which will be placed in the employee's personnel file.

The duration of a PIP is typically 4 to 8 weeks depending on the performance issue and what is required to close performance/capability gaps.

The ideal outcome of a PIP is a committed employee who consistently meets and exceeds performance expectations.

Step 4: Recommendation for termination of employment

The last step in the progressive discipline procedure is a recommendation to terminate employment. Employment termination recommendations must be approved by the CEO or, in the case of termination of the CEO, the A&P Commission.

The Fayetteville Advertising and Promotion Commission reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Employees may be terminated without prior notice or disciplinary action.

VII. Conflicts of Interest and Outside Employment

A. Conflict of Interest

Employees have an obligation to perform their duties in a way that avoids any conflicts of interests *and* minimizes the perception of conflicts of interest. Although we cannot list every activity or relationship that would create either an actual conflict of interest or the potential conflict of interest, examples of activities that violate this policy include the following: working for a competitor, customer, or vendor as a part-time employee, full-time employee, consultant, or independent contractor, or in any other capacity; working for, sitting on the board of, or owning interest in an organization receiving funding from the Fayetteville A&P Commission; organizing an event receiving funding from the Fayetteville A&P Commission; using the resources of Fayetteville A&P Commission for personal gain;

B. Disclosing Conflict of Interest

In cases where there is a potential conflict of interest, it is the duty of the employee to disclose their interest. The employee must disclose any interest in the organization or entity that may benefit from the person's association with Fayetteville A&P Commission. Each employee will complete a Disclosure of Conflict form upon hire and on an annual basis thereafter. An employee may request to update their information and complete a new disclosure at any time and shall do so as soon as a potential conflict of interest arises.

C. Complimentary Tickets and Passes

From time to time, Fayetteville Advertising and Promotion Commission employees may have the opportunity to participate in a community event at no cost. This participation is acceptable provided that the employee is attending the event as part of their official job duties to advertise and promote the city of Fayetteville and its environs or for professional development. In these instances, the CEO will inform employees of this opportunity and assign specific employees to attend.

D. Outside Employment

Authorized outside employment is permissible if it does not interfere, compete, or conflict with Fayetteville A&P Commission's interests and provided it does not hinder the employee's ability to meet the responsibilities and demands of their Fayetteville A&P Commission required work.

Full-time employees are required to notify, in writing, their supervisor prior to engaging in outside employment. Approval may later be withdrawn if it is believed to be in the best interests of Fayetteville A&P Commission. Refusal to comply with a request to discontinue outside employment may result in termination of employment at Fayetteville A&P Commission. Fayetteville A&P Commission encourages outside involvement in community, industry, and charitable activities, including directorships in non-profit community organizations, as long as they do not cause conflicts of interest or create demands that interfere with the job.

E. Employment of Relatives

The hiring of relatives is prohibited if the employment of such an individual would result in the creation of an actual conflict of interest. Generally, this bars the hiring or employment of an employee's relative for full-time positions within the same unit or for positions that would be

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directly supervised by the current employee. In all cases of hiring relatives of current employees, the CEO must be made aware of the relationship prior to the hiring and has final approval on the hire.

F. Relationships in the Workplace

The Fayetteville Advertising and Promotion Commission does not allow a person in a romantic relationship to work for or supervise the other person in that relationship. This policy applies to all employees regardless of their gender or sexual orientation.

An employee may not directly work for a relative or supervise a relative. For this policy, a relative is defined as any person who is related to the employee by blood or marriage or who is a member of the employee's household.

If two employees become relatives or start a romantic relationship and one of them supervises the other, the supervisor is required to immediately inform the CEO of the relationship. The employees will be asked to decide which one of them wishes to be transferred to another available position. If they do not make the decision, the organization will decide which employee will be transferred or, if necessary, terminated from employment.

The organization reserves the right to act if an actual or potential conflict of interest arises involving relatives or persons involved in a romantic relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

VIII. Positive Working Environment

A. Drug and Alcohol-Free Workplace

The Fayetteville Advertising and Promotion Commission is committed to providing a workplace that is safe and provides the proper environment to ensure a productive workforce.

This policy applies to applicants, employees, and contract personnel. Under this policy, the following conduct is prohibited:

Use, possession, sale, purchase, or transfer of illegal drugs while on the job or while on Fayetteville Advertising and Promotion Commission property. Use or possession of alcohol or illegal drugs while operating Advertising and Promotion Commission vehicles. This includes rental vehicles paid for by the A&P. Being under the influence of alcohol or illegal drugs while on the job or while on A&P property. Working while under the influence of a legal drug if safety is compromised or if job performance is affected. Abuse of legal drugs while on the job, including but not limited to, distribution, abusive use, or selling.

B. Smoking and Tobacco Use Policy

It is the policy of Fayetteville A&P Commission to comply with all applicable federal, state, and local regulations regarding tobacco use and to provide a work environment that promotes productivity and the well-being of its employees.

In keeping with this philosophy, we maintain a tobacco-free work environment. The use of tobacco products is not permitted anywhere inside any buildings, structures, or means of transportation owned by the Commission. For the purpose of this policy, "tobacco products" include any type of cigarette, cigar, smokeless tobacco, and electronic cigarettes or "E-

cigarettes". Any employee who violates this policy is subject to disciplinary action, up to and including termination.

If you do smoke or use tobacco products, please do so in designated smoking/tobacco use areas only. Each unit has specific policies regarding where employees may and may not smoke subject to the laws and regulations governing their specific locations. Some locations may be smoke free entirely.

C. Workplace Violence

Employees are expected to refrain from fighting or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all organization's premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a visitor, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats or actual violence should be reported as soon as possible to an immediate supervisor. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

D. Harassment

Fayetteville A&P Commission Policy will not tolerate behavior that is considered harassing, coercive, or disruptive, both in the workplace and between employees after hours. This includes harassment based on race, ethnicity, sexual orientation, gender identity, age, disability, religion, national origin or any other characteristic protected by State or Federal law. This Policy applies to all employees.

E. Sexual Harassment

Sexual harassment is a particular type of harassment. Sexual harassment includes, but is not limited to, making unwelcome sexual advances (verbal or physical) and requests for sexual favors when either: submission to such conduct is made an explicit or implicit term or condition of employment; or submission to or rejection of such conduct by an individual is used as a basis for tangible employment actions or decisions; or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Some examples of conduct which may constitute prohibited harassment are: explicit sexual propositions; unwelcome physical touching; obscene gestures; sexually explicit pictures, objects or computer programs; vulgar or obscene jokes; racial, religious or national origin epithets, jokes or signs; demeaning comments about a person's disability. Sexual Harassment can occur between two people of the same gender.

F. Reporting Harassment

If you experience or witness sexual or other unlawful harassment in the workplace, it is your responsibility to report it immediately to any of the following:

Your Immediate Supervisor
The CEO
Human Resources staff if applicable

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My HR Professionals Human Resources Department: 479-474-7752 or 800-940-8706

Fayetteville A&P Commission will promptly investigate such reports and take such appropriate, corrective action as may be warranted. Employees who violate this Workplace Harassment Policy are subject to discipline up to and including immediate termination.

Fayetteville A&P Commission's Policy prohibits retaliation against employees who in good faith report incidents of sexual or other types of prohibited harassment, or who become involved in investigation of a harassment complaint.

Appendix A: Community Service Pay

Appendix A: Fayetteville Advertising and Promotion Commission Employee Handbook

Community Service Pay

It is the desire of the A&P Commission to foster and encourage a community minded spirit. In addition to the above, full-time employees are eligible for (8) hours of paid time off per calendar year to volunteer at a non-profit organization. Employees are to provide documentation to their supervisor of their volunteer time. This 8 hours is allotted at the beginning of the calendar year and expires on December 31 and may not be carried over to the next calendar year.

All full-time employees of Fayetteville A&P Commission are eligible to participate in this program. There is no minimum service requirement for participation in this program. Employees can choose a charity of their choice or work together with other employees on a team effort.

- The hours may be used in four (4) hour increments
- Volunteering for non-profit organizations under the management of the A&P Commission does not qualify for leave
- Requests for leave must be made two weeks in advance and require supervisor AND CEO approval
- Documentation of the community service must be provided to your supervisor upon your return
- You may not accrue overtime hours due to this work
- Political activity supporting a specific candidate or political party is not eligible
- The volunteer activity must occur during M-F 8 a.m. – 5 p.m.
- You must not be paid or compensated by the organization for which you are volunteering

Examples of appropriate uses for Community Service Leave

- Building a house for Habitat for Humanity
- Donating your time at a food bank
- Cleaning up a highway or park as part of an organized Adopt a Park or Highway program
- Planting a garden at your child's school
- Delivering meals on wheels
- Participating in Big Brother/Big Sister programs

Inappropriate Uses of Community Service Leave

- Door to door canvassing for petition signing
- Volunteering at an event for a for profit business
- Attending a board meeting for a board you sit on
- Coaching your child's sports team
- Attending your child's PTA conference
- Any volunteer work done while on vacation
- Enrollment in an academic course
- Attending a professional development, continuing education, religious, or personal interest conference

Memo



To: Molly Rawn, CEO, Experience Fayetteville
Fayetteville Advertising & Promotion Commissioners

From: Jennifer Walker, VP Finance, Experience Fayetteville

Date: May 15, 2023

Re: 2024 Budget Revision

The attached budget revision is presented by Experience Fayetteville staff for consideration.

The revised budget includes:

Consolidated Revenue \$6,046,855
Consolidated operating expenditures \$6,056,732
Net Operating Revenue (\$9,877)
Capital Expenditures \$971,000

The following documents are included for review:

1. Summary of Consolidated Budgeted revenue and expenditures (1 page)
2. Detailed Experience Fayetteville Budget (3 pages)
3. Detailed Fayetteville Town Center Budget (3 pages)

The revised budget reduces HMR Tax Revenue by approximately 3.5%. Minor adjustments are included throughout the budget. Notable changes include a reduction to Visitors Guide printing and an increase to Computer hardware for firewall expenses. Fayetteville Town Center includes minor increases to revenue and expense reductions. Overall, the net operating loss is reduced to \$9,877 and there are no proposed changes to capital expenditures.

Staff Recommendation: A vote to adopt the attached 2024 Revised Operating Budget.

Fayetteville A&P Commission
Consolidated Budget
2024 Budget Adjustment-Proposed

Account Number	Account Name	Consolidated ORIGINAL 2024	Consolidated REVISED 2024	Consolidated VARIANCE (Rev vs Orig Budget)	Consolidated % Variance
REVENUE					
40000	Revenue				
41000	Hotel, Motel, Restaurant Taxes	5,208,000	\$ 5,031,000	(177,000)	-3%
42000	Rental Income	587,340	605,255	17,915	3%
43000	Event Income	60,000	60,000	-	0%
44000	Sales	46,500	46,500	-	0%
45000	Parking Revenue	27,000	35,000	8,000	30%
46000	Advertising Income	3,500	4,000	500	14%
48000	Other Revenue	210,000	210,000	-	0%
49000	Interest Income	25,100	55,100	30,000	120%
	TOTAL REVENUE	6,167,440	\$ 6,046,855	(120,585)	-2%
EXPENSE					
50000	Rental/and Event Expenses	409,669	\$ 398,219	(11,450)	-3%
60000	Payroll and Related Expenses	2,085,144	2,060,934	(24,210)	-1%
70000	Operating Expenses	2,390,159	2,286,079	(104,080)	-4%
80000	Tourism Support	511,500	511,500	-	0%
90000	Other Expenses	800,000	800,000	-	0%
	TOTAL EXPENSE	6,196,472	\$ 6,056,732	(139,740)	-2%
	Net Revenue/(Loss)	(29,032)	\$ (9,877)	19,155	0%
77800	FFE Improvements	971,000	\$ 971,000	-	0%

Total Request from Capital Reserves & fund balance 1,000,032 \$ 980,877

Fayetteville A&P Commission
Experience Fayetteville - Main
2024 Budget Adjustment-Proposed

Account Number	Account Name	Experience Fayetteville 2024 ORIGINAL Budget	Experience Fayetteville 2024 REVISED Budget	Variance Revised vs. Original	EF % Change Revised vs. Original
REVENUE					
40000	Revenue				
41000	Hotel, Motel, Restaurant Taxes	5,208,000	5,031,000	-177,000	-3%
41100	HMR Taxes	5,163,500	4,986,500	-177,000	-3%
41200	PY HMR	44,500	44,500	0	0%
42000	Rental Income	9,000	0	(9,000)	0%
42300	Alcohol Sales	9,000	0	-9,000	0%
43000	Event Income	46,350	46,350	0	0%
43100	1st Thursday Income	32,650	32,650	0	0%
43200	LOTO Income	13,700	13,700	0	0%
44000	Sales	46,500	46,500	0	0%
44200	Visitor Store Sales	46,500	46,500	0	0%
44210	Regular Store Sales	42,000	42,000	0	0%
44220	Consignment Sales	4,500	4,500	0	0%
46000	Advertising Income	3,500	4,000	500	14%
46200	Banner Income	3,500	4,000	500	14%
48000	Other Revenue	210,000	210,000	0	0%
48200	Other Revenue	125,000	125,000	0	0%
48800	Other Grants / DSAC	85,000	85,000	0	0%
49000	Interest Income	25,000	55,000	30,000	120%
49001	Investment Account Interest	10,000	25,000	15,000	150%
49002	Checking Account Interest	15,000	30,000	15,000	100%
	TOTAL REVENUE	5,548,350	5,392,850	-155,500	-3%
EXPENSE					
50000	Rental/and Event Expenses	143,169	150,719	7,550	5%
51000	Rental Expenses	3,000	0	-3,000	
51310	Alcohol	3,000	0	-3,000	-100%
52000	Event Expenses	86,550	97,100	10,550	12%
52100	1st Thursday Expenses	45,000	53,776	8,776	20%
52200	LOTO Expenses	32,900	37,900	5,000	15%
52400	Other Event Expenses	8,650	5,424	-3,226	-37%
53200	Visitors Center	53,619	53,619	0	0%
53210	Goods for Sale	33,470	33,470	0	0%
53220	Store Supplies	16,149	16,149	0	0%
53300	Consignment Sales Expenses	4,000	4,000	0	0%
60000	Payroll and Related Expenses	1,412,532	1,397,504	-15,028	-1%
61000	Wages	1,097,056	1,100,437	3,381	0%
62000	Payroll Tax Expense	85,227	85,715	488	1%
62100	Federal (941) Payroll Taxes	80,832	80,945	113	0%
62300	SUTA	4,395	4,770	375	9%

Fayetteville A&P Commission
Experience Fayetteville - Main
2024 Budget Adjustment-Proposed

Account Number	Account Name	Experience Fayetteville 2024 ORIGINAL Budget	Experience Fayetteville 2024 REVISED Budget	Variance Revised vs. Original	EF % Change Revised vs. Original
63000	Benefits	186,379	189,351	2,972	2%
63100	Health and Other Employee Insur	128,673	130,831	2,158	2%
63200	Company Retirement Contributio	52,706	53,520	814	2%
63300	Car Allowance	5,000	5,000	0	0%
64000	Contract Labor	36,500	17,000	-19,500	-53%
65000	Payroll Processing Fees	7,370	5,000	-2,370	-32%
70000	Operating Expenses	1,983,704	1,881,424	-102,280	-5%
71000	Marketing	951,512	896,592	-54,920	-6%
71100	Advertising Expenses	382,800	382,800	0	0%
71110	Agency Advertising	300,000	300,000	0	0%
71120	Non-Agency Advertising	82,800	82,800	0	0%
71200	Agency Retainer and PR	231,720	236,720	5,000	2%
71250	Mobile Marketing (Van)	9,672	9,672	0	0%
71300	Promotion	207,900	218,200	10,300	5%
71310	Marketing Programs	95,600	105,600	10,000	10%
71315	Photo & Video	65,000	68,600	3,600	6%
71350	Banners	47,300	44,000	-3,300	-7%
71400	Printing	93,000	24,000	-69,000	-74%
71410	Visitors Guide	60,000	0	-60,000	-100%
71420	Other Brochures	33,000	24,000	-9,000	-27%
71500	Website	12,720	14,000	1,280	10%
71600	Mailings	13,700	11,200	-2,500	-18%
72000	Sales and Development	542,880	514,325	-28,555	-5%
72100	Promotional Items	35,000	25,000	-10,000	-29%
72300	Groups	15,000	6,000	-9,000	-60%
72400	Sports and Cycling	129,500	127,000	-2,500	-2%
72500	Meetings	95,360	94,000	-1,360	-1%
72600	Memberships	27,375	27,375	0	0%
72700	Tourism & Client Devel.	240,645	234,950	-5,695	-2%
73000	Office and Administrative	191,414	181,809	-9,605	-5%
73100	Office Expenses	44,554	39,379	-5,175	-12%
73110	Office Supplies	6,500	6,500	0	0%
73120	Office Equipment Leases	5,650	5,650	0	0%
73130	Office Equipment Purchases	3,500	3,500	0	0%
73140	Subscriptions	11,004	11,004	0	0%
73150	Employee Relations	11,675	6,500	-5,175	-44%
73160	Training	5,600	5,600	0	0%
73170	Postage & Shipping	625	625	0	0%
73200	Fees	3,200	3,200	0	0%
73210	Bank Service Charges	400	400	0	0%
73220	Credit Card Fees	2,800	2,800	0	0%
73400	Business Taxes & Licenses	2,000	2,000	0	0%

Fayetteville A&P Commission
Experience Fayetteville - Main
2024 Budget Adjustment-Proposed

Account Number	Account Name	Experience Fayetteville 2024 ORIGINAL Budget	Experience Fayetteville 2024 REVISED Budget	Variance Revised vs. Original	EF % Change Revised vs. Original
73500	Accounting, Audit & Legal	37,500	37,500	0	0%
73510	Accounting Fees	500	500	0	0%
73520	Audit Fees	30,000	30,000	0	0%
73530	Legal Fees	7,000	7,000	0	0%
73900	Collection Expenses	104,160	99,730	-4,430	-4%
74000	Travel	50,925	42,925	-8,000	-16%
74100	Lodging	23,725	17,725	-6,000	-25%
74200	Mileage	5,725	5,725	0	0%
74300	Transportation	14,675	12,675	-2,000	-14%
74400	Meals Out of Town	6,800	6,800	0	0%
75000	IT Expenses	104,577	115,377	10,800	10%
75100	Computer Hardware	9,600	21,600	12,000	125%
75200	Software	37,619	36,419	-1,200	-3%
75300	IT Support and Consulting	57,358	57,358	0	0%
76000	Insurance	27,896	27,896	0	0%
76100	Insurance - Building	23,396	23,396	0	0%
76200	Insurance - W/C	4,500	4,500	0	0%
77000	Facilities	114,500	102,500	-12,000	-10%
77100	Rent	2,000	0	-2,000	-100%
77200	Internet & Telephone	15,000	15,000	0	0%
77300	Utilities	21,000	21,000	0	0%
77310	Electric	14,000	14,000	0	0%
77320	Gas	4,500	4,500	0	0%
77330	Water	2,500	2,500	0	0%
77400	Repairs and Maintenance	65,000	55,000	-10,000	-15%
77500	Janitorial Supplies	1,500	1,500	0	0%
77600	Maintenance Contracts	10,000	10,000	0	0%
80000	Tourism Support	511,500	511,500	0	0%
80100	Community Event Incentives	130,000	130,000	0	0%
80200	Prior Year Grants	0			
80300	Theatre Squared Contribution	200,000	200,000	0	0%
80400	Dickson Street Art Court	85,000	85,000	0	0%
80900	Downtown Fayetteville Coalition	96,500	96,500	0	0%
90000		800,000	800,000	0	0%
90100	Bond Payments	700,000	700,000	0	0%
90200	Contribution to Capital Reserves	100,000	100,000	0	0%
TOTAL EXPENSE		4,850,905	4,741,147	-109,758	-2%
Net Revenue/(Loss)		697,445	651,703	-45,742	-7%
Funded out of Unreserved Fund Balance:					
77800	FFE - Improvements	511,000	511,000	0	0%

Fayetteville A&P Commission
Fayetteville Town Center Detail
2024 Budget Adjustment-Proposed

Account Number	Account Name	Town Center 2024 ORIGINAL Budget	Town Center 2024 ESTIMATED ACTUAL	Town Center 2024 REVISED Budget	Variance Revised vs. Original	EF % Change Revised vs. Original
REVENUE						
42000	Rental Income	578,340	620,000	605,255	26,915	5%
42100	Facility Rental	394,065	410,000	400,000	5,935	2%
42200	Rental Items	34,020	60,000	55,000	20,980	62%
42300	Alcohol Sales	68,775	65,000	68,775	0	0%
42400	Rental Services	81,480	85,000	81,480	0	0%
43000	Event Income	13,650	13,000	13,650	0	0%
43400	Other Event Income	13,650	13,000	13,650	0	0%
45000	Parking Revenue	27,000	35,000	35,000	8,000	30%
45100	Parking Machine Revenue	12,000	15,000	15,000	3,000	25%
45200	Parking Lease Revenue	15,000	20,000	20,000	5,000	33%
49000	Interest Income	100	120	100	0	0%
49002	Checking Account Interest	100	120	100	0	0%
TOTAL REVENUE		619,090	668,120	654,005	34,915	6%
EXPENSE						
50000	Rental/and Event Expenses	266,500	199,500	247,500	(19,000)	-7%
51000	Rental Expenses	231,500	169,500	214,500	(17,000)	-7%
51200	Linens	27,000	20,000	20,000	(7,000)	-26%
51300	Alcohol and Bar Supply	94,500	79,500	94,500	0	0%
51310	Alcohol	85,000	70,000	85,000	0	0%
51320	Bar Supplies	9,500	9,500	9,500	0	0%
51400	Rental Services	110,000	70,000	100,000	(10,000)	-9%
52000	Event Expenses	35,000	30,000	33,000	(2,000)	0%
52400	Other Event Expenses	35,000	30,000	33,000	(2,000)	0%
60000	Payroll and Related Expenses	672,612	663,431	663,431	(9,181)	-1%
61000	Wages	481,501	455,599	455,599	(25,902)	-5%
62000	Payroll Tax Expense	38,634	36,909	36,909	(1,725)	-4%
62100	Federal (941) Payroll Taxes	35,829	33,879	33,879	(1,950)	-5%
62300	SUTA	2,805	3,030	3,030	225	8%
63000	Benefits	69,802	65,872	65,872	(3,930)	-6%
63100	Health and Other Employee Insur	48,689	46,010	46,010	(2,679)	-6%
63200	Company Retirement Contributio	21,113	19,862	19,862	(1,251)	-6%
64000	Contract Labor	78,000	100,000	100,000	22,000	28%
65000	Payroll Processing Fees	4,675	5,050	5,050	375	8%
70000	Operating Expenses	408,955	392,655	404,655	(4,300)	-1%
71000	Marketing	26,500	26,500	20,200	(6,300)	-24%
71100	Advertising Expenses	5,000	5,000	5,000	0	0%
71120	Non-Agency Advertising	5,000	5,000	5,000	0	0%

Fayetteville A&P Commission
Fayetteville Town Center Detail
2024 Budget Adjustment-Proposed

Account Number	Account Name	Town Center 2024 ORIGINAL Budget	Town Center 2024 ESTIMATED ACTUAL	Town Center 2024 REVISED Budget	Variance Revised vs. Original	EF % Change Revised vs. Original
71300	Promotion	16,500	16,500	11,500	(5,000)	-30%
71310	Marketing Programs	14,000	14,000	10,000	(4,000)	-29%
71315	Photo and Video	2,500	2,500	1,500	(1,000)	-40%
71400	Printing	3,800	3,800	2,500	(1,300)	-34%
71420	Other Brochures	3,800	3,800	2,500	(1,300)	-34%
71500	Website	1,200	1,200	1,200	0	0%
72000	Sales and Development	9,150	9,650	9,150	0	0%
72100	Promotional Items	4,000	4,000	4,000	0	0%
72600	Memberships	2,650	2,650	2,650	0	0%
72700	Tourism & Client Devel.	2,500	3,000	2,500	0	0%
73000	Office and Administrative	46,244	49,644	46,244	0	0%
73100	Office Expenses	34,944	35,344	34,944	0	0%
73110	Office Supplies	3,300	3,300	3,300	0	0%
73120	Office Equipment Leases	6,844	6,844	6,844	0	0%
73130	Office Equipment Purchases	17,000	17,000	17,000	0	0%
73140	Subscriptions	100	500	100	0	0%
73150	Employee Relations	4,500	4,500	4,500	0	0%
73160	Training	3,000	3,000	3,000	0	0%
73170	Postage & Shipping	200	200	200	0	0%
73200	Fees	3,000	6,000	3,000	0	0%
73220	Credit Card Fees	3,000	6,000	3,000	0	0%
73400	Business Taxes & Licenses	8,300	8,300	8,300	0	0%
73500	Accounting, Audit & Legal					
73530	Legal Fees					
74000	Travel	10,900	10,900	9,900	(1,000)	-9%
74100	Lodging	4,400	4,400	3,400	(1,000)	-23%
74200	Mileage	2,900	2,900	2,900	0	0%
74300	Transportation	2,500	2,500	2,500	0	0%
74400	Meals Out of Town	1,100	1,100	1,100	0	0%
75000	IT Expenses	12,350	12,350	15,350	3,000	24%
75100	Computer Hardware	4,050	4,050	7,050	3,000	74%
75200	Software	7,500	7,500	7,500	0	0%
75300	IT Support and Consulting	800	800	800	0	0%
76000	Insurance	6,105	6,105	6,105	0	0%
76100	Insurance - Building	6,105	6,105	6,105	0	0%
77000	Facilities	297,706	277,506	297,706	0	0%
77100	Rent	20,706	20,706	20,706	0	0%
77200	Internet & Telephone	25,000	24,000	25,000	0	0%

Fayetteville A&P Commission
Fayetteville Town Center Detail
2024 Budget Adjustment-Proposed

Account Number	Account Name	Town Center 2024 ORIGINAL Budget	Town Center 2024 ESTIMATED ACTUAL	Town Center 2024 REVISED Budget	Variance Revised vs. Original	EF % Change Revised vs. Original
77300	Utilities	117,800	117,800	117,800	0	0%
77310	Electric	85,000	85,000	85,000	0	0%
77320	Gas	25,000	25,000	25,000	0	0%
77330	Water	7,800	7,800	7,800	0	0%
77400	Repairs and Maintenance	70,000	60,000	70,000	0	0%
77500	Janitorial Supplies	35,000	25,000	35,000	0	0%
77600	Maintenance Contracts	29,200	30,000	29,200	0	0%
TOTAL EXPENSE		1,348,067	1,255,586	1,315,586	(32,481)	-2%
Net Revenue/(Loss)		(728,977)	(587,466)	(661,581)	67,396	-9%
Funded out of Unreserved Fund Balance:						
77800	FFE Improvements	460,000	460,000	460,000	0	0%

Fayetteville A&P Commission

Memo

To: Molly Rawn, CEO, Fayetteville Advertising and Promotion Commission;
Fayetteville Advertising and Promotion Commissioners

From: Tyler Wilson, Executive Director, Fayetteville Town Center
Miletus Callahan-Barile, Facilities Manager, Fayetteville Town Center

Date: May 15, 2024

Re: Exterior AV Upgrade at Fayetteville Town Center

Background:

The Fayetteville Town Center is continuing its AV upgrade project to enhance the quality of our audio-visual system in our event space. Phase 1 was completed in February with the installation of new projectors. To fully meet modern standards and align with market expectations, additional enhancements are necessary including the integration of a new central operating system, connection capabilities with the existing outdoor speakers, and the introduction of wireless connectivity.

Three quotes were sought and staff recommends Commercial Audio Systems, the vendor that completed the first phase of the upgrades.

This proposed system will ensure our facilities are on par with leading venues in the industry.

Budgetary Impact:

This project has been budgeted for as a capital expense in 2024. The quote from Commercial Audio Systems is within budget at \$53,788 which includes the quoted \$48,898 plus a 10 percent contingency.

The quote is included in the packet.

Recommendation:

Staff recommends the commission authorize the CEO to approve the quote from Commercial Audio Systems and allocate up to \$53,788 for this project.



COMMERCIAL AUDIO SYSTEMS

Fayetteville Town Center

Audio system and Control refresh

Rack relocate

5/9/2024

<u>Quantity</u>	<u>Brand</u>	<u>Model</u>	<u>Description</u>
1	Crestron	CP4N	Control System Processor
3	Crestron	DM-NVX-E20-2G-W-T	Video Transmitter
3	Crestron	DM-NVX-360	Video Receiver
1	QSC	Core 110F	Audio Processor
1	QSC	CX-Q 2K4	Power Amplifier
1	Lowell	LWR-1623	Wall Mount Rack
1	Lowell	LFD-16FV	Fully Vented Locking Front Door
1	Middle Atlantic	UPS8-2000	UPS
1	Netgear	GSM4230UP-100NAS	AV Network Switch
3	Liberty	24-4P-L6ASH-BLK	Video Cable
4	Crestron	DM-NAX-BTIO-1G	Bluetooth/Aux Receiver
1	CAS	misc	misc, parts, connectors, rack parts
39	CAS	LB	Installation
1	CAS	PGM	System Programming and Design
Subtotal		\$45,209.39	
Sales Tax:		\$3,688.63	
Total:		\$48,898.02	

**Fayetteville A&P
Commission**

Memo

To: Molly Rawn, CEO, Fayetteville Advertising and Promotion Commission; Fayetteville Advertising and Promotion Commissioners

From: Tyler Wilson, Executive Director, Fayetteville Town Center

Date: May 15, 2024

Re: Fayetteville Town Center Oven Purchase

Background:

The Fayetteville Town Center's convection ovens are currently in a state of disrepair, significantly impacting our ability to host catered events effectively and efficiently. After a thorough assessment, it has been determined that the ovens are beyond their service life and repair is not a cost-effective option.

Three quotes were obtained and staff recommends we accept the quote from Markham Restaurant Supply due to the comprehensive warranty and compatibility with the existing kitchen set up.

Budgetary Impact:

The cost for the new ovens is \$20,367 including all associated taxes, freight, and installation fees.. FTC did not initially plan for oven replacement in the 2024 capital budget, however \$23,422 has been included in the revised budget, which includes the quoted \$20,367 plus a 15% contingency to cover unforeseen expenses related to the installation.

Recommendation:

We recommend that the commission accept the quote for the replacement ovens at the stated price and authorize the CEO to allocate funds up to \$23,422.



Quote

04/25/2024

To:
 FAYETTEVILLE TOWN CENTER
 MILETUS
 512-470-8808 (Contact)

Project:
 FAYETTEVILLE TOWN
 CENTER/CONV OVENS

From:
 Markham Restaurant Supply, Inc.
 Chad Miesner
 420 South Fresno Street
 P. O. Box 6356
 Ft. Smith, AR 72906-----
 (479)782-3233
 (479)782-3233 15 (Contact)

PRICE INCLUDES FREIGHT, DELIVERY AND SETTING-IN-PLACE READIED FOR FINAL UTILITY CONNECTIONS BY OTHERS.

Item	Qty	Description	Sell	Sell Total
1	2 ea	CONVECTION OVEN, GAS Duke Manufacturing Model No. E102-G Convection Oven, gas, double-deck, standard depth, thermostatic controls, with 8" high stainless steel legs & adjustable stainless steel feet, stainless steel front, painted steel cabinet, 50/50 stainless steel independent doors, (2) windows, (5) racks & (13) rack positions per deck, porcelain interior, (200°-500°F), 60 minute dial timer with buzzer & (2) speed fan	9,195.00	18,390.00
	2 ea	NAT Natural Gas		
	2 ea	115v/60/1-ph, 3.5 amps, with cord & plug, per deck		
			ITEM TOTAL:	18,390.00
			Merchandise	18,390.00
			Tax 10.75%	1,976.93
			Total	20,366.93

Acceptance: _____ Date: _____
 Printed Name: _____



Your Solutions Partner

Specifications

F.O.B. Sedalia, Missouri 65301



E102-G

(Shown w/optional casters)

OPTIONS:

- Double Stack-Ship Assembled
- Porcelain Drip Tray
- Extra Oven Racks
- Natural or Propane
- Casters

DUKE MANUFACTURING CO.

2305 N. Broadway

St. Louis, MO 63102

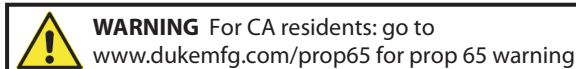
800.735.3853 Toll Free

314.231.5074 Fax

www.dukemfg.com

SS-1065 E-Series Double-Gas

Specification subject to change



Approval Stamp(s):

PRODUCT INFORMATION:

PROJECT: _____

ITEM: _____

QUANTITY: _____

MODEL:

Duke Convection Ovens

"E" Series - Double Deck - Gas

- **E102-G** Double deck, standard depth

STANDARD FEATURES

- 5 racks/13 rack positions per oven
- Porcelain interior
- Stainless steel front
- Painted sides and top
- 50/50 stainless steel doors
- 8" angular painted legs/ adjustable feet
- 2 speed fan

OVEN SECTION

- Double pane glass both doors
- 1 ½" insulation on bottom, sides and back
- 3" insulation on top
- Interior lights

OVEN CONTROLS

- Power off/cook switch
- Dial type thermostat - 200o - 500oF
- 1-hour dial timer, electric buzzer

BURNER SYSTEM

- 40,000 BTU
- High output atmospheric burner system
- Main gas shut off valve
- Built-in gas regulator

Certifications

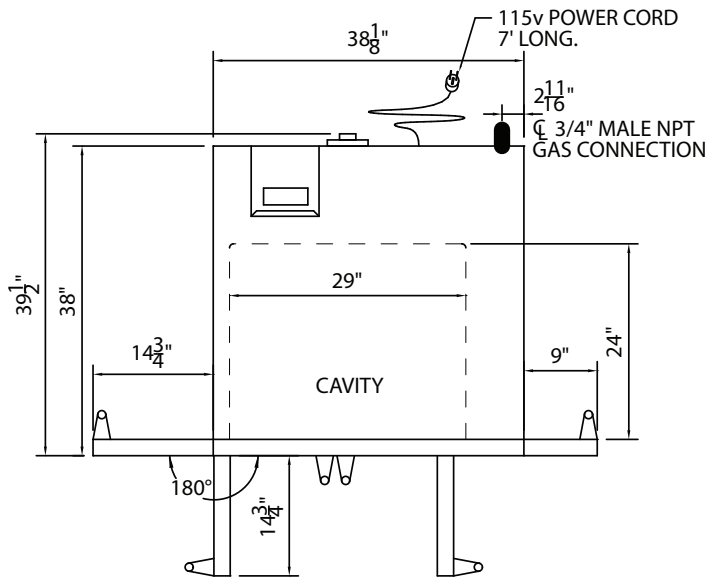


DUKE CONVECTION OVENS

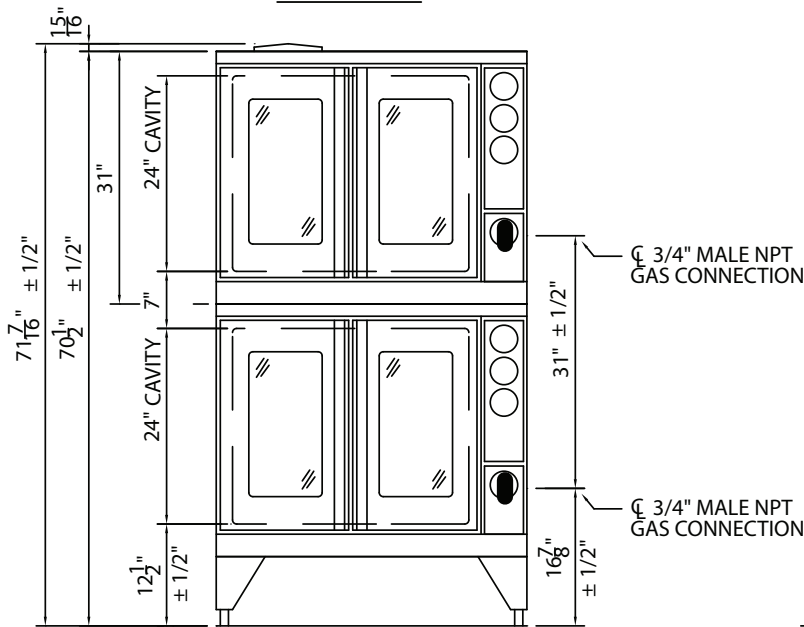
"E" SERIES - DOUBLE DECK - GAS

A.I.A. File No. 35-C-13

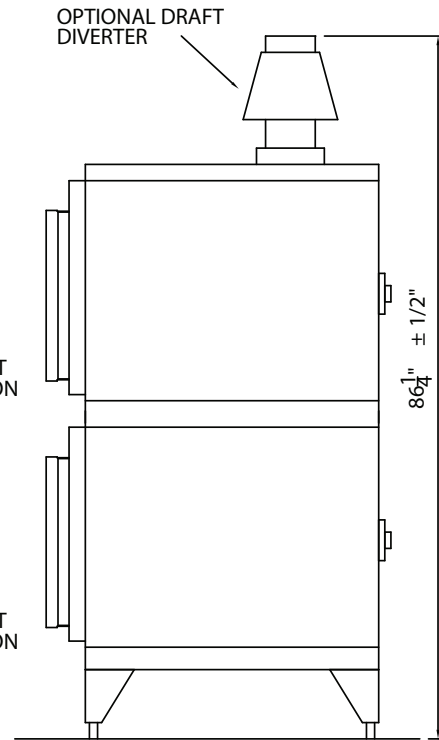
Catalog No. DCO-EGASD



TOP VIEW



FRONT VIEW



RIGHT SIDE VIEW

Gas Specifications		
E102-G	BTU/Hour	40,000
Regulated gas pressure required 3.5"WC natural /10"WC propane		
Combustible surface clearance - 1" side, 1" rear, 6" floor		
● Gas connection		
3/4" Gas connection		
Electrical requirements: 3.5 Amps/ 115V		
Standard 115V units supplied with 5' cord and plug		

Specify gas type
Specify altitude over 2000 feet

DUKE CONVECTION OVENS - "E" SERIES - DOUBLE - GAS

DIMENSIONS:

Freight Class: 85

Model	Height		Width		Depth		Cube ft. crated	Weight	
	in.	cm	in.	cm	in.	cm		lbs.	kg
E102-G	70 1/2	179.1	38	96.5	39 1/2	100.3	69.7	1080	490.9



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