

City of Fayetteville Staff Review Form

2015-0414

Legistar File ID

10/6/15

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

Douglas Bankston

9/18/15

Communications & Marketing /
Communications & Marketing Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of a contract between the City and Washington County for the City's Media Services Division to record, telecast, stream and video-on-demand archive the County's Quorum Court meetings and County Services, Public Works, Personnel, Jail/Law Enforcement/Courts and Ordinance Review Committee meetings for the period of one (1) year.

Budget Impact:

Account Number	Fund
Project Number	Project Title
Budgeted Item? <u>NA</u>	Current Budget \$ -
	Funds Obligated \$ -
	Current Balance \$ -
Does item have a cost? <u>NA</u>	Item Cost
Budget Adjustment Attached? <u>NA</u>	Budget Adjustment
#	Remaining Budget \$ -

V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:



CITY COUNCIL AGENDA MEMO

MEETING OF OCTOBER 6, 2015

TO: Mayor Jordan and City Council

THRU: Don Marr, Chief of Staff
Susan Norton, Director of Communications

FROM: Douglas Bankston, Director of Media Services

DATE: September 18, 2015

SUBJECT: Approval of a contract between the City and Washington County for the City's Media Services Division to record, telecast, stream and video-on-demand archive the County's Quorum Court meetings and County Services, Public Works, Personnel, Jail/Law Enforcement/Courts and Ordinance Review Committee meetings and a .25 FTE increase to cover such meetings.

RECOMMENDATION:

City staff recommends approval of the attached contract and the .25 FTE increase for the City's Media Services Division to record, telecast, stream and make available through video on demand additional Washington County meetings as specified in the contract.

BACKGROUND:

In June 2015, the Washington County Judge's Office contacted the City's Media Services Division to discuss the possibility of recording more of the County's meetings beyond just the Quorum Court. Media Services records the Quorum Court and any Special Quorum Court meetings utilizing the County's video and audio recording system, then telecasts and streams those meetings to the public on the Fayetteville Government Channel and makes those meetings available to the public through video on demand. The County requests that the additional meetings to be recorded include: County Services Committee, Public Works Committee, Personnel Committee, Jail/Law Enforcement/Courts Committee, and Ordinance Review Committee.

DISCUSSION:

Media Services staff analyzed the County's meetings for the entire year 2014 to determine the requirements for fulfilling the County's request. Based on 2014, the County held 91 meetings that would have been recorded. Eighteen (18) of those were canceled due to lack of discussion items. Staff determined that Media Services staff levels, currently at 3.25 FTE, would need to increase by .25 to 3.5 FTE to perform these services for the County. The County will pay the City \$750 per month to subsidize the cost of increasing the .25 FTE to a .5 FTE and its related increase in salary, meaning the increase to .5 FTE will not impact the City's 2016 budget. The .5 FTE does not qualify for benefits. Assistant City Attorney Blake Pennington drafted a contract between the City and the County for this service, with review and input from County Attorney Steve Vega. The City's Telecommunications Board reviewed the proposal and contract and voted to recommend the contract to the City Council. During the September 10, 2015, members of the Quorum Court voted eleven (11) to two (2) with one (1) abstention in favor of contracting

with the City's Media Services Division to record the County's additional meetings. With the .25 staff FTE increase, County meetings will not conflict with City meetings. As stipulated in the contract, City meetings will maintain priority status. The contract term is for one (1) year, renewable on a per-year basis.

BUDGET/STAFF IMPACT:

The increase from .25 to .5 FTE already has been included with the 2016 budget. The County will pay the City \$750 per month to subsidize the cost of increasing the .25 FTE to a .5 FTE and its related increase in salary, meaning the increase to .5 FTE will not impact the City's 2016 budget. The .5 FTE does not qualify for benefits.

ATTACHMENTS:

Staff Review Form

Staff Memo

Video Services Contract

VIDEO SERVICES CONTRACT

THIS CONTRACT is made by and between the City of Fayetteville (“City”) and Washington County (“County”), and the parties agree as follows:

1. **Term.** The term of this contract shall be one year from the last date the contract is executed by the parties below.
2. **Payment.** County agrees to pay City \$750.00 per month for the services described in Section 3 below.
3. **City’s Rights and Responsibilities.**
 - a. City shall make available a qualified staff member for up to forty (40) hours per month for the purpose of recording and telecasting the entirety of all regular and special meetings of the following bodies:
 - i. Quorum Court
 - ii. County Services Committee
 - iii. Public Works Committee
 - iv. Personnel Committee
 - v. Jail/Law Enforcement/Courts Committee
 - vi. Ordinance Review Committee
 - b. City shall provide five (5) copies of each meeting to County on DVD. Additional copies shall be provided upon request at a cost of \$2.00 per disc.
 - c. City shall make recordings of all covered meetings available to the public through City’s video on demand service within twenty-four (24) hours after the meeting has adjourned. Videos will remain archived in the same manner as City meeting recordings. If City changes video on demand services, County’s archived videos will be migrated to the new system at no cost to County.
 - d. City shall telecast all covered meetings on the Fayetteville Government Channel, including live telecast of all regular and special Quorum Court meetings that do not conflict with City meetings that have been previously scheduled to be telecast live.
 - e. City shall provide all equipment necessary to record meetings not held in the Quorum Court chamber. City shall not be required to live telecast any meeting not held in the Quorum Court chamber.
 - f. City shall provide the same level of care for County property as is provided similar City owned property.
 - g. City may, at its own option, record or telecast additional meetings at the request of County.
4. **County’s Rights and Responsibilities.**
 - a. County shall purchase and install a Kramer 104LN 1x4 Composite Video Line Amplifier, Differential Input as a replacement for the existing Tecnec Video

Differential Amplifier within thirty days of the last date of execution of this contract.

- b. County shall make every effort to hold covered meetings in the Quorum Court chamber and understands that video and audio quality will be negatively impacted if meetings are recorded in another room.
 - c. County shall provide the City with access to County's recording and telecast equipment when covered meetings are held in the Quorum Court chamber. If County equipment is damaged because of normal wear and tear or otherwise through no fault of City, County shall be responsible for repairing or replacing the equipment.
 - d. County may request that additional meetings be recorded and telecast by the City but understands that City is under no obligation to cover any meetings not listed above.
5. **Contract Amendments.** Changes, modifications or amendments to the scope, price or fees dictated by this Contract shall not be allowed without a prior formal Contract amendment approved by the Mayor and the City Council of Fayetteville and by the County Judge and the Quorum Court of Washington County **in advance** of the change.

IN WITNESS WHEREOF, the parties hereto have caused their signatures to be set by their authorized representative effective the date set forth below.

WASHINGTON COUNTY

CITY OF FAYETTEVILLE

Marilyn Edwards, County Judge

Lioneld Jordan, Mayor

Date: _____

Date: _____

ATTEST:

ATTEST:

Becky Lewallen, County Clerk

Sondra E. Smith, City Clerk-Treasurer