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Tuesday, July 28, 2009 8:18 PM  
City Council - All; callaghan.dover.city.council@gmail.com; David Scott  
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Cable Access Committee Recommendation - Status of School Operation  
City-School Cable Access Shared Services Outline.pdf

ct:  
ments:

vening, the School Board indicated via a straw vote of 3-2 that they were not willing to take on the administration  
egration of the cable access channels into the school operations at this time. As you will recall, securing a  
rship between the School Board and City Council to assume operations of the access channels had been  
mended last fall by the Ad-Hoc Cable Access Committee that was previously appointed by the City Council (see  
d).

concern for most School Board members appeared to be related to the School Department assuming a financial  
on that may not be fully funded by the City Council. Although service expectations and funding requirements were  
d to be specified up front in a shared services agreement to be entered into between both the City Council and  
Board, some expressed concern that the School Board would still be put in a position of having to divert additional  
from their current budget to support the access channel operations. Other concerns expressed by various School  
members included the need to focus attention on other School issues including resolving continuing "Need of  
ment" designations and the lack of a proposed curriculum with specific benefits to the Schools involving school  
d students in the access channel operations. Although not feasible at this time, it appeared that there may be  
to revisit the School Department's involvement once the High School renovations are being undertaken as  
ted in the next few years.

at School Department operation of the access channels is no longer viable at this time, I will be inviting members  
iginal Ad-Hoc Cable Access Committee to reconvene and consider supporting an alternative approach. In doing  
n to ask for their assistance with continuing to guide the build out and operations of improved access facilities for  
ernmental and educational purposes. As the build out and continued access channel operations will now need to  
nistered and operated by City personnel, I anticipate moving forward in the next several weeks with recruiting for  
nistrator to coordinate the build-out and expanding operations of Channel 22 as was budgeted in our FY10  
will provide further updates and anticipate seeking Council approval in the near future for various policy related  
s and technical related services as we progress with finally making long overdue improvements to our access  
capabilities.

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## Ad-Hoc Cable Access Committee Recommendations

1. City Manager and School Superintendent develop and secure approval of a Multi-Year Agreement between City Council and School Board
  - a. City Council to contract with and commit to provide annual funding for School Board to administer/operate Local Cable Access Channels/Facilities providing a basic level of programming services (broadcast live public meetings from City Hall and McConnell Center, schedule recorded play back of meetings and pre-recorded local interest videos)
  - b. Written agreement to include provisions addressing
    - i. Scope of Service
      1. School to hire and supervise employee(s) to administer and operate available governmental and educational access channels as allowed by franchise agreement:
        - a. existing Governmental Channel (ch 22)
        - b. new Educational Channel (ch tbd)
        - c. potential third Channel (ch tbd)
      2. To the extent possible (and at discretion of School Board), provide opportunities for students to participate and learn from involvement in producing governmental and educational content for playback on access channels
    - ii. Funding
      1. Multi-year City Council commitment for duration of cable franchise agreement to provide annual funding to School Board based upon Franchise Fee and other available sources
      2. Multi-year School Board Commitment to secure State School Building Aid to offset costs for facility construction at McConnell Center and High School
      3. Annual budget with appropriations made by City Council into School administered Cable Access Special Revenue Fund
    - iii. Public Oversight
      1. Formation of Standing Committee to develop and implement operational policies, provide ongoing oversight and report to/advise School Board
        - a. Membership
        - b. Terms
        - c. Authority/Charge
    - iv. Administrative Attachment/Support
      1. Budget, accounting, purchasing authority, personnel, payroll, insurances through School
    - v. Insurance
      1. personnel, equipment, facilities insured through School
    - vi. Indemnification
      1. to the extent required to protect School Board and City Council

- vii. Termination
    - 1. Notice to correct default, prior to termination
    - 2. If terminated by Council, provide assurances for School Board
    - 3. If terminated by School Board, provide assurances for City Council
  - viii. Term
    - 1. Duration of franchise agreement FY2008-FY2018
    - 2. Renewal provisions
- 2. Formation of Joint Building Committee for McConnell Center Studios
  - a. Appoint existing Ad-Hoc Cable Access Committee to function as JBC (equal Council/School reps, one additional member may be required)
  - b. Council appropriates funds to proceed with renovation of McConnell meeting room/studio
- 3. Following the establishment of the basic operations of access channels as required by shared services/funding agreement with City Council, School Board, at sole discretion, may choose to pursue possibility of expanding scope of access channel operations to include CTC Integration and construct CTC/High School Studio
  - a. Curriculum/program offerings
  - b. Supplemental Tuition Revenue opportunity
  - c. Secure CTC/High School Studio Building Aid/Grants – in conjunction with High School renovations

## Funding of City Council/School Board Cable Access Shared Services Agreement

Comcast was obligated by renewal of cable franchise agreement to collect and provide City with 3% franchise fee during calendar year 2008 which has since been reduced to 2.75% (est. \$225,000/yr) and remains at this level through at least 2017.

The franchise fee funds are intended to support the construction and operation of governmental and educational access channels and integration of media content with internet services primarily benefiting the Dover cable system subscribers.

Access studio origination locations are established in the cable franchise agreement to be located at City Hall, McConnell Center and High School. Space is currently allocated in the McConnell Center to be outfitted to serve as central control location for production and broadcasting on both government and education channels. Per the School Department, space is currently not available in the High School and can be addressed in conjunction with future planned renovations.

The School Department has applied for and been approved to access 40% State of NH School Building Aid reimbursement for construction costs related to school studio related facilities located in the McConnell Center. An additional opportunity also exists to access further Building Aid reimbursement and state/federal grants for facilities to be located in the High School in conjunction with the future planned renovations/additions to the building.

### Funding Availability

#### Revenue (FY08-FY09):

Franchise Fee Payments:	03/31/2008	\$ 26,728
	09/08/2008	\$ 72,068
	12/??/2008	\$ 72,243
	03/13/2009	\$ 74,452
	05/14/2009	<u>\$ 65,775</u>
Total received to date		\$311,266

#### Expenses (FY08-FY09):

Channel 22 PT Camera Operators (wages/taxes)	\$ 43,790
Web Access Programmer (wages/taxes)	\$ 42,595
Operating Supplies	\$ 415
Equipment Repair/Replacement	\$ 2,300
McConnell Center Rent	<u>\$ 41,785</u>
Total expended to date	\$130,855
Current Funds Available	<u>\$180,411</u>

Estimated Upfront Capital Expense

McConnell Studio Fit-out (BPS estimate)	\$265,000	
Meeting Room/Production Studio Furnishings	\$ 50,000	
Broadcast Production Equipment	<u>\$ 50,000</u>	
Total Construction Cost	\$365,000	325,000

Utilizing currently available funds in combination with State Building Aid Commitment for 40% of McConnell Center Meeting Room/Studio construction costs, currently yields an upfront capital expense allowance of \$300,685.

Utilizing a conservative estimate of quarterly Franchise Fee payments of \$56,250 (\$225,000 annually) less \$20,000 to support current/interim quarterly operating costs for status quo CH22 operations, provides additional \$36,250 each quarter to be set aside towards available funds for upfront capital costs.

Operating Budget Following Construction and upon Transition of Operations

Estimated Annual Operating Revenues

Franchise Fee (conservative estimate of \$56,250/quarter)	\$225,000
Less Web Access Programmer retained by City departments	<u>(\$ 25,000)</u>
Total Annual Operating Revenue	\$200,000

Estimated Annual Operating Expense

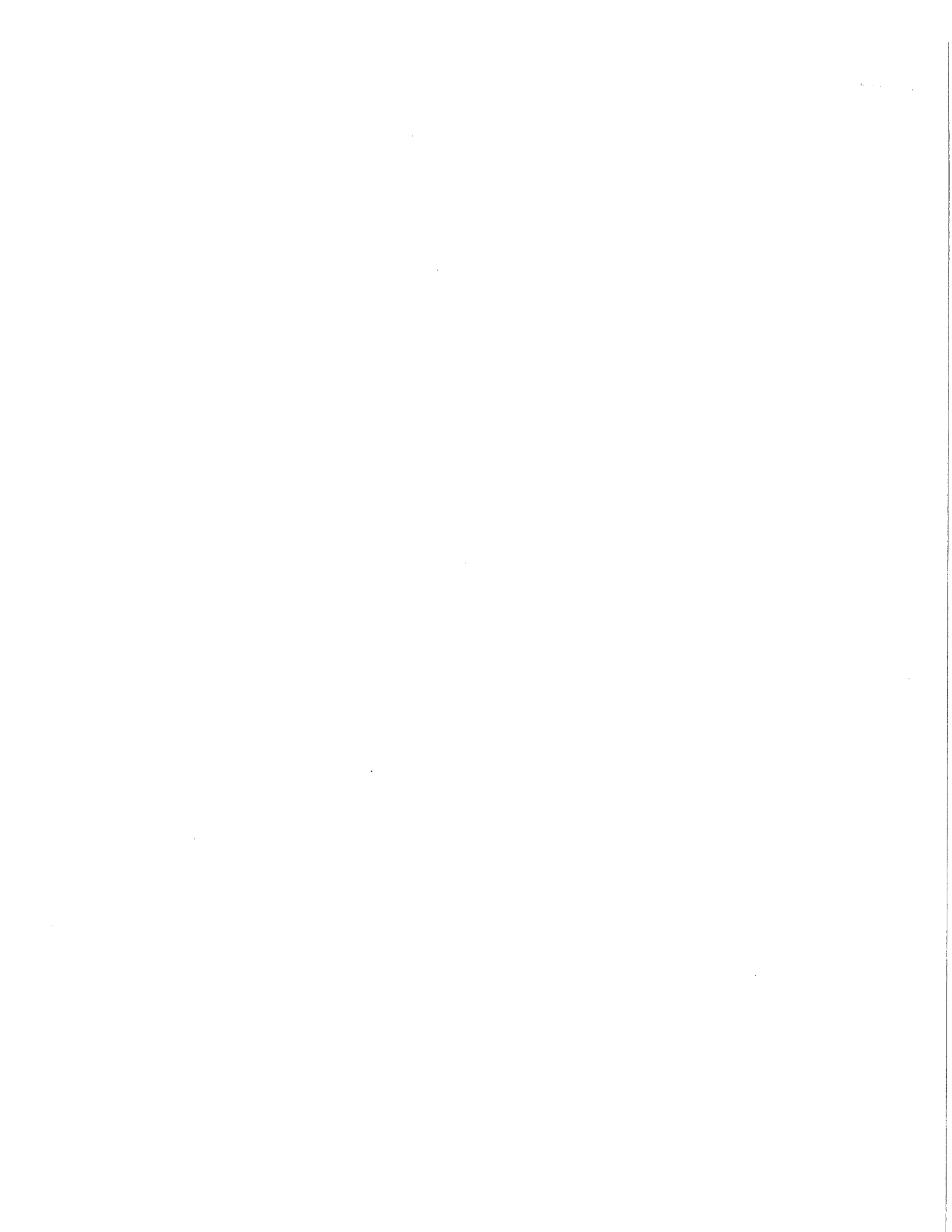
Media Access Coordinator (full-time \$51,203 base wage w/benefits)	\$ 69,124
Camera Operators/Production Staff (part-time w/o benefits)	\$ 25,056
Operating Supplies	\$ 5,000
McConnell Center Rent*	\$ 25,000
Equipment Purchase/Upgrade	\$ 25,000
Reserve for future HS studio construction/equipment/budget adjustments	<u>\$ 50,820</u>
Total Annual Operating Expense	\$200,000

**City of Dover**  
**Fiscal Year 2009 Budget**  
 July 1, 2009 - June 30, 2010

**Appropriations**

**6100 DoverNet Fund**  
**Other Financing Sources/Uses**  
**49200 Internal Service**

Account	Description	Prior Year Actual	Current Year Budget	Dept Request	City Mgr Proposed	\$ Change	% Change
<b>Personal Services</b>							
4110	Regular Salaried Employees	106,155	162,523	172,235	172,235	9,712	6.0
	Director of Info Tech				64,090		
	IT Administrator RFT 40hr/wk				61,132		
	Media Access Coordinator RFT 40hr/wk				51,203		
	457 Match Incentive Plan				130		
	CM - FY10 Wage Freeze & Reduction				(4,320)		
4115	Regular Hourly Employees	8,101	36,644	41,342	41,342	4,698	12.8
	Web Services Administrator RPT 16hr/wk				20,626		
	Television Broadcast Operator RPT20h/wk				20,880		
	CM Reduction - FY10 Wage Freeze				(164)		
4160	Severance Pay	326	0	0	0	0	0.0
4170	Longevity Pay	0	600	600	600	0	0.0
	Payment for years of service				600		
	2 @ 5-9 years						
4211	Health Insurance	12,625	30,194	32,726	32,726	2,532	8.4
	Medical Premiums to LGC HealthTrust				33,652		
	Average GMR 11.7%						
	CM Reduction				(926)		
4212	Dental Insurance	786	1,612	1,672	1,672	60	3.7
	Dental Premiums to LGC HealthTrust				1,672		
	Average GMR 3.7%						
4213	Life Insurance	136	264	270	270	6	2.3
	Life Premiums to LGC HealthTrust				270		
4220	FICA	6,905	11,804	12,644	12,644	840	7.1
	Cost of FICA - 6.20% of wages				12,907		
	CM Reduction				(263)		
4225	Medicare	1,615	2,761	2,957	2,957	196	7.1
	Cost of Medicare - 1.45% of wages				3,019		
	CM Reduction				(62)		
4230	Retirement	4,980	9,649	10,098	10,098	449	4.7
	Cost of NH Retirement System payments				10,259		
	Employer Contributin Rates						
	Employee 9.09%						
	Police 12.68%						
	Fire 16.05%						
	CM Reduction				(161)		
4240	Staff Development	1,995	3,000	3,000	3,000	0	0.0
	Staff Development				3,000		
4260	Workers Comp Insurance	0	63	63	63	0	0.0



## **MEDIA SERVICES COORDINATOR**

### **JOB SUMMARY**

This is a professional position responsible for performing a variety of duties related to the integration of the community's media. It is expected that this person will have strong administrative, communications and creative skills. The Media Services Coordinator will be expected to utilize the available communication tools and manage the city's cable access television facilities (CATV) and their channels.

### **SUPERVISION RECEIVED**

Works for the Director of Information Technology

### **SUPERVISION EXERCISED**

Supervises assigned employees

### **EXAMPLES OF DUTIES**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class.)

1. Works with appropriate officials to develop material to educate the public regarding the operations and services of municipal government as well as particular issues of a current nature.
2. Oversees the administration of the City's CATV governmental and educational access facilities and channels.
3. Identifies and creates opportunities for new and recurring programs.
4. Develops relationships within the community and works with appropriate groups to encourage the development of programming, on all of the community's public and educational access channels, in the public interest.
5. Works with appropriate officials from the city government including Schools to identify the training needs of elected, appointed, and volunteer officials/employees and to determine how those needs can be facilitated by the resources that are available through the city's CATV facilities.
6. Promotes growth for the CATV channels in the form of actively producing video of city-related events, encouraging volunteer involvement in operations of governmental and educational use of CATV facilities.
7. Works with appropriate officials to implement media based training, oversees the

implementation of training programs and evaluates programs' effectiveness.

8. Recommends suggestions for improvement to the CATV communication infrastructure and is responsible for developing, in conjunction with the Director of Information Technology, the annual CATV access operation and capital budgets.
9. Identifies and evaluates new and current media for its value in helping to achieve the community's communication goals.
10. Works closely with the Cable Access Advisory Committee in developing recommendations for operations and maintenance of City's CATV facilities and channels.
11. Serves as staff support for the Cable Access Advisory Committee.
12. Coordinates citizens' complaints concerning CATV and works with the CATV provider to resolve concerns, as appropriate.
13. Responsible for organizing and assigning video recording and/or broadcast equipment and ensures that it is in proper working order.
14. Assists with production of video programming for various city government entities, including Schools.
15. Coordinates an equipment inventory and maintenance program for the City's video recording, editing and broadcast equipment.
16. Keeps current with applicable laws, rules and regulations related to cable television, public access television, video recording and related issues.
17. Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Comprehensive knowledge and skills in the field of communications with particular expertise in Cable Access TV field revolving around the public sector. Strong administrative and creative skills.

### **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's degree or any combination of a lesser degree and three years experience in related field. Strong written and oral communication skills. Any equivalent education and/or experience that demonstrates the possession of the required knowledge, skills, and abilities.

### **WORKING CONDITIONS**

Works with and interacts with different employees, public officials, and citizens of the

community. Handle administrative and supervisory functions in an efficient manner.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

**ENVIRONMENT:** Inside: 90 %      Outside: 10%

**EQUIPMENT USED:**

Computer, telephone, calculator, copy and FAX machine, dictating equipment, video cameras, video and audio recording equipment, video and audio editing equipment, CATV broadcast equipment, and related equipment.

**HAND MANIPULATION**

Grasping: Frequently required

Handling: Frequently required

Torquing: Occasionally required

Fingering: Frequently required

**LICENSURE/CERTIFICATION REQUIREMENTS:**

None

**Specific Vocational Preparation Requirement(s):**

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.

- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

## **PHYSICAL ACTIVITY REQUIREMENTS**

### **PRIMARY PHYSICAL REQUIREMENTS**

LIFT up to 10 lbs.: Frequently required  
LIFT 11 to 25 lbs.: Occasionally required  
LIFT 26 to 50 lbs.: Occasionally required  
LIFT over 50 lbs.: Rarely required

CARRY up to 10 lbs.: Frequently required  
CARRY 11 to 25 lbs.: Occasionally required  
CARRY 26 to 50 lbs.: Occasionally required  
CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Occasionally required  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Occasionally required

PUSH/PULL: Occasionally required

### **OTHER PHYSICAL CONSIDERATIONS**

Twisting: Rarely required  
Bending: Occasionally required  
Crawling: Not required  
Squatting: Rarely required  
Kneeling: Not required  
Crouching: Not required  
Climbing: Not required  
Balancing: Not required

### **WORK SURFACE(S)**

Standard office desk and chair, carpet and tile floors



→ Draft legal agreement for development  
→ meet w/ school & VTA → start holiday and