



## FINANCE DEPARTMENT

Urbana Public Television

### *Memorandum*

**TO:** Mayor Laurel Lunt Prussing and Members of the City Council

**FROM:** Ronald Eldridge, Comptroller, Finance Department

**DATE:** May 5, 2008

**SUBJECT:** Motion to Adopt the Revised Urbana Public Television Public Access Policies and Procedures Manual and Extend the UPTV Fee Waiver

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#### **Item Description**

The Urbana Public Television Public Access Policies and Procedures Manual contains the regulations that UPTV members agree to follow regarding the production and broadcast of public access programming on PEG Channel 6. The Extension of the UPTV Fee Waiver would extend a previous decision by the City Council and waive fees throughout the franchise negotiation process.

#### **Additional Information**

Exhibit A includes the revision to Section 3.9 suggested by the Council during the C.O.W. on April 28, 2008. The additions to Section 3.9 are as follows: "UPTV will assist members with the transfer of VHS or MiniDV tapes to the requested DVD format."

#### **Recommendation**

Staff recommends that the City Council adopt the revised UPTV Policies and Procedures and continue the membership fee waiver through the franchise negotiation process.

Prepared by:  
Kate Gorman, UPTV Station Manager

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Exhibit A: Revision to Section 3.9 of the UPTV Policies and Procedures

## UPTV OPERATIONAL POLICIES AND PROCEDURES

**Section: Public Access Programming    Section No. 3.9    Page 1 of 1**

**Subject: Requirements**

**Effective: February 2008**

**Purpose:** To establish technical requirements for media submitted for broadcast on UPTV.

**Policy:** Programs may be submitted in the following formats: DVD, live, or satellite. UPTV will assist members with the transfer of VHS or MiniDV tapes to the requested DVD format.

DVD's must be compatible with UPTV equipment. A copy should be made and then submitted, as UPTV will keep the submitted DVD for its archives.

The program media must be in excellent physical condition. Damaged media will be rejected.

The name of the program must be clearly marked on the media and media container, along with the name of the program submitter.