**HARDIN COUNTY EDUCATIONAL**

**AND COMMUNITY TELEVISION**

**& EDUCATIONAL RESOURCE CENTER**

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**Dale Mings**

Japanese Language/Multicultural Teacher &

Educational Programming Facilitator

# Hardin County Educational and Community Television

**Production Service Agreement**

**Working Meetings and Regular Meetings for July 2014- June 2015**

To: J. J. Duvall, Mayor of Radcliff

Date: May 22, 2014

This agreement addresses the July 2014-June 2015 production service cost Hardin County Educational and Community expends to videotape and facilitate the programming of Radcliff City Council Meetings on the local public, educational and government access cable channels.

Production and facilitation costs have slightly increased because of staffing and transportation costs. Facilitation and administration of government programming and maintenance of equipment is not funded in part by any cable company. HCEC-TV is a division of the Hardin County Schools, and the school board provides funding for the Hardin County Schools’ educational programming and facilitation. Each county and city government agency utilizing HCEC-TV production services for meeting coverage is charged a fee for production, facilitation and administrative costs of its’ government agency coverage. Administration time, staffing costs, and transportation fees have increased. Meetings are held after regular business hours and require time to edit resulting in overtime compensation for staff.

HCEC-TV is a non-profit organization, unlike other local media providers, and is therefore unable to solicit advertising dollars for this production service. Currently, Elizabethtown City Council, Hardin County Fiscal Court and Hardin Memorial Health Board, Radcliff City Council government agencies utilize HCEC-TV production services for meeting coverage.

HCEC-TV’s video services contracted for the capturing of the Radcliff City Council Meeting requires a single staff member, using a single camera, with pre and postproduction set up and equipment removal, editing, playback facilitation and administration of the schedule.

## If you have any questions, please call Gina Ryan, Director of HCEC-TV at 769-8855.

## HARDIN COUNTY EDUCATIONAL AND COMMUNITY TELEVISION

**(A DIVISION OF HARDIN COUNTY SCHOOLS)**

**RADCLIFF CITY COUNCIL WORKING/REGULAR MEETINGS July 2014-June 2015**

(HCEC-TV will schedule six airtimes of the Radcliff City Council Meeting to occur the week following the meeting**.** Airtimes will begin airing the following week of the meeting on Monday, Wednesday and Friday at 7:00 a.m., Monday at 7 p.m., Wednesday at 9 p.m. and Friday at 7 p.m. on Brandenburg Telecom, Comcast Cable, Insight Cable. Estimated total access of cable subscribers with Comcast, Insight and Brandenburg Telecom is approximately 80,000 homes in areas of Hardin, LaRue, Meade, Breckinridge and Grayson Counties.

**Itemized Production Service Fee of Videotaping/Facilitation of Meetings:**

 Personnel (requires overtime), travel

 Equipment set up, videotaping meeting, tear down, post production (2.5 hrs. minimum)

 Editing (capturing, graphics, filler footage, DVD fabrication) (1 hr. minimum)

 Programming Facilitation (weekly publicizing/distribution scheduling)

 Administration (master control playback facilitation)

 Regular equipment repair and maintenance

 $110.00 per hour projected time (Working Meetings-1:00-3:30 p.m.

Regular Meetings-6:00 p.m.-8:30 p.m.-includes travel/post editing/facilitation media)

 (12 working meetings and 12 regular meetings per year/2.5 hrs. minimum per meeting) ($275.00 per meeting- 24 meetings per year. No cost for the DVD) $6600.00

## Projected Fee for working/regular meeting coverage-July 2014-June 2015

## Total: $6600.00

 **Radcliff will receive a complimentary DVD copy of “Issues and Insights” that features Radcliff topics.**

**Expenses not included/projected:**

 **Special Radcliff City Council Meetings** **($110.00 per hour/min. 1.5 hour charge)**

 **Length of meeting beyond 1.5 hours on tape**, to include executive meeting time that videographer is requested to stay and videotape possible after action items expense will increase by time involved.

 **Additional DVD copies** **of meetings** ($10 per DVD).

**Contract Agreement Signatures:**

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**(Hardin County Board of Education Chairman) (Date)**

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**(Radcliff Mayor or City Council Representative) (Date)**