**Hardin County Educational & Community Television Production Service Agreement**

**Elizabethtown City Council Meetings July 1, 2016-June 30, 2017**

To: Edna Berger, Mayor of Elizabethtown

Date: 1 March 2016

This contract agreement addresses the July 1, 2016- June 30, 2017 production service cost Hardin County Educational and Community expends to videotape and facilitate the programming of Elizabethtown City Council regular voting meetings on the local government access cable channels.

The Hardin County Schools recently hired a new Associate Superintendent of Finances Services, and he has requested HCEC TV to include an additional fee for the creation, facilitation and maintenance of web based MPEG files of the local government meetings that have been archived on the HCS HCEC TV website. Facilitation and administration of government programming and maintenance of equipment and website service 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 increase annually. Meetings are held after regular business hours, requiring staff to perform production and editing the content the evening of the meeting.

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, Hardin Memorial Hospital Board and Radcliff City Council government agencies utilize HCEC-TV production services for meeting coverage.

The Elizabethtown City Council contracts with the HCS Board of Education to have HCEC -TV for a single staff member to perform services: single camera, pre/postproduction set up/removal, editing, graphics, music licensing, DVD and MPEG fabrication, playback facilitation, administration of the schedule and video archiving on HCEC TV website. The website maintenance will be to archive the product on HCEC TV website for one calendar year. The meetings that are no longer on the website will still be available on the server for up to a three year period. HCEC TV and the Hardin County Schools are not liable if equipment malfunctions/fails to capture the meeting, but will facilitate a graphic PowerPoint slide presentation of the meetings’ minutes. If a meeting is cancelled, there will be no charge for that cancellation.

# HARDIN COUNTY EDUCATIONAL AND COMMUNITY TELEVISION

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

Production Service Fee Agreement for Elizabethtown City Council Regular Meetings

July 1, 2016-June 30, 2017

(Based on six airtimes the week of the meeting-Monday at 9pm-Monday at 11am)

**Itemized Production Service Fee of Videotaping Regular Meetings and website archive facilitation:**

 Personnel (requires overtime), travel to and from meeting location

 Equipment set up, videotaping, tear down (minimum 1.5 hours)

 Editing (titles, ending graphics, credits, DVD fabrication-1 hour to edit)

 Programming Facilitation (weekly publicizing/distribution scheduling)

 Administration (master control playback facilitation)

 Regular equipment repair and maintenance

 $115.00 per hour pre/post production projected time (4:00 p.m.-6:30 p.m.)

(regular meetings per year/2.5 hour minimum per meeting-$287.50)

24 mtgs x $287.50=$6900

Facilitation and maintenance of Government Meeting Website-$25 per mtg.

 24 mtgs x $25=$600

## Projected cost for July 1, 2016-June 30, 2017 Total: $7500.00

Each meeting will air a minimum of six times on the following cable channels: Comcast, Brandenburg Telecom and Time Warner beginning on the Monday night of the meeting at 9:00 p.m., Wednesday, Friday and Monday at 11:00 a.m., Wednesday at 7 :00 p.m. and Friday at 11:00 p.m. and streamed/archived on the Hardin County Schools HCEC TV website. Airdates are published in *The News-Enterprise* newspaper weekly and posted on the Hardin County Schools HCEC TV Website [www.hardin.k12.ky.us/tvp/default.htm](http://www.hardin.k12.ky.us/tvp/default.htm). A large number of the public receives the schedule via email, website and local newspapers.

* **Elizabethtown will also receive a complimentary DVD copy of “Issues and Insights” that features Elizabethtown each month.**

**Expenses not included/projected:**

* Special City Council Meetings ($115.00 per hour/minimum 1 hour charge)
* Length of City Council Meeting extending after 6 p.m. ($115.00 per hour)
* DVD additional meeting copies requested ($10 DVD)

The Elizabethtown City Council agrees to defend, indemnify and hold harmless the Hardin County Schools, the Hardin County Board of Education, and Hardin County Educational & Community Television from any and all liability, claim, action, damage, expense, and loss of any kind (including attorney’s fees) caused by or arising out of: (1) HCEC-TV’s providing broadcast and media services, including but not limited to single camera, pre/postproduction set up/removal, editing, graphics, music licensing, DVD and MPEG fabrication, playback facilitation, administration of the schedule and video archiving on HCEC-TV website; (2) the exercise by HCEC-TV of any of the rights granted by the Elizabethtown City Council herein; (3) the Elizabethtown City Council’s breach or alleged breach of any provision hereof or any statement, action or failure to act by the Elizabethtown City Council during or in connection with HCEC-TV’s broadcast and media services; and (4) the Elizabethtown City Council’s violation of any law, rule or regulation.

**Approval Signatures:**

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

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**(Mayor of the City of Elizabethtown) (Date)**