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

**Radcliff City Council Work Meetings and Regular Meetings**

**July1, 2016- June 30, 2017**

To: Mike Weaver, Mayor of Radcliff

Date: 1 March 2016

This 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 Radcliff City Council Working and Regular Meetings on the local public, educational and government access cable channels and the HCEC TV website.

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fee for the creation, facilitation and maintenance of web based MPEG files of the local government meetings that have been archived on the HCS HCEC TV website.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 and Hardin Memorial Health Board, Radcliff City Council government agencies utilize HCEC-TV production services for meeting coverage.

The Radcliff City Council contracts with 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’s 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

**RADCLIFF CITY COUNCIL WORKING/REGULAR MEETINGS July 1, 2016-June 30, 2017**

HCEC-TV will schedule six airtimes for the Radcliff City Council Work Meetings and six airtimes for the Regular Meetings to occur on the Wednesday following the meeting**.** Airtimes for the Work Session will begin airing Wednesday at 7 a.m. and for Regular Meetings on Wednesday at 9:00 p.m. The work session meetings will also air: Wednesday at 9:00 p.m., Friday and Monday at 7:00 a.m. and 7:00 p.m. The regular meetings will also air: Friday and Monday at 7:00 a.m. and 7:00 p.m. and Wednesday at 7:00 a.m. Estimated total access of cable subscribers with Comcast, Time Warner 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 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 for work session (4:00 p.m.-6:30 p.m.) and for regular meetings (6:00 p.m.-8:30 p.m.) (work session and 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

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

**Expenses not included/projected:**

 **Special Radcliff City Council Meetings** **($115.00 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).

The Radcliff 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 Radcliff City Council herein; (3) the Radcliff City Council’s breach or alleged breach of any provision hereof or any statement, action or failure to act by the Radcliff City Council during or in connection with HCEC-TV’s broadcast and media services; and (4) the Radcliff City Council’s violation of any law, rule or regulation.

**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)**