



WHEATON PARK DISTRICT MEETING COVERAGE SERVICE AGREEMENT

The City of Wheaton Communications Department will provide recorded coverage of the regular Wheaton Park District meetings which fall on the third Wednesday of each month and are held in the Wheaton City Council Chambers. The service provided and related costs are described below. Payment shall be made by check to City of Wheaton within 30 days of delivery of each meeting DVDs.

This agreement shall expire on **December 31, 2013**. Thirty (30) days prior to the expiration of the agreement, the services will be re-evaluated by all parties. **If the performance of the services is found to be satisfactory, the agreement may be renewed for an additional year ending December 31, 2014.** If the agreement is extended, the cost may be updated if the service changes significantly from the original agreement.

SERVICES

Recording of meetings for video/television requires three to four hours of set-up, testing, editing and finalizing. Meeting fees would be calculated on a base rate per meeting plus personnel costs (the length of meeting, rounded to quarter hours, using the formulas below).

Record Meetings for Playback on Cable/Video and Streaming via WPD Website:

Preparation for meetings includes the following:

- Preproduction
 - a. Set up production server to recording
 - b. Set and test router destinations: Server/DVD recorder
 - c. Test microphones/set mixer
 - d. Test record to server
- Production
 - a. Record meeting (switching, monitor audio)
 - b. Record meeting to Granicus streaming server
- Post-production
 - a. Prepare for Cable/Video (Set- up, route, trim and record to playback server)
 - b. Prepare and post to streaming service (trim digital video, upload, check link)
 - c. Review and Schedule to WCTV17
 - d. Provide DVD and link to posted meeting to Park District

Fees and Personnel cost:

Meeting Fee/Base cost = \$250 per meeting

Streaming fees – includes preparation, uploading, storage and providing link - \$50 per meeting

Personnel cost = $X * \$20$ per hour (X = Length of actual meeting)

Example: A one hour meeting would be \$320 (\$250 + \$50 + \$20).


Notes: Meetings are covered gavel to gavel, unless closed session is required, in which case, meeting will be terminated at that point. Special accommodations such as supplying extra microphones, special setups, extra editing, etc. are not covered and will be charged accordingly.

SIGNED



City of Wheaton

9/12/13
Date



Wheaton Park District Executive Director

9/12/13
Date
