

27 RIVERSIDE ROAD • RIVERSIDE, ILLINOIS 60546-2299 • 708/447/2700 • FAX: 708/447/2704

October 21, 2015

Ms. Margie Schuler
Executive Secretary
Riverside Public Schools - District 96
63 Woodside Road
Riverside, IL 60546

Re: Memorandum of Understanding between the Village of Riverside
and Riverside Public School District 96 for the Filming and Broadcast
of District 96 Board of Education Meetings

Dear Margie,

At their Regular Meeting on Thursday, October 15, 2015, the Village Board of Trustees approved the attached Resolution and Intergovernmental Agreement. Once the Board of Education has reviewed and approved the Agreement, please keep one copy for your records and return the other copy to my attention. It is my understanding that the District 96 Board will consider this matter at their November 17, 2015 meeting.

Kind regards,

Cathy Haley
Village Clerk

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF RIVERSIDE AND THE BOARD OF EDUCATION OF RIVERSIDE PUBLIC SCHOOLS DISTRICT NO. 96 FOR THE FILMING AND BROADCAST OF DISTRICT 96 BOARD OF EDUCATION MEETINGS BY RIVERSIDE TV

WHEREAS, the Village is a "unit of local government" and District 96 is a "school district" under Article VII, Section 10 of the 1970 Constitution of the State of Illinois and are authorized by that section to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, the parties are "public agencies" under the Illinois Intergovernmental Cooperation Act (5 ILCS 220/2), and that Act authorizes the Parties to jointly exercise and enjoy any power or powers, privileges or authority exercised or which may be exercised by the other and to contract with one another for that purpose (5 ILCS 220/3, 5);

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Riverside, Cook County, Illinois, that the President and Clerk hereby authorized to enter into an Intergovernmental Agreement with the Riverside Township, Cook County, Illinois for the filming and broadcasting of Township meetings.

APPROVED this 15th day of October, 2015, pursuant to a roll call vote as follows:

AYES: Bellone, Collins, Lunsden, Pollock, Seding
NAYS: None Hamilton
ABSENT: None

APPROVED this 15th day of October, 2015, by the Village President of the Village of Riverside, and attested by the Village Clerk, on the same day.

Benjamin Sills
Village President

ATTEST:
Cathy Haley
Village Clerk

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE
OF RIVERSIDE AND RIVERSIDE SCHOOL DISTRICT 96
RELATIVE TO FILMING OF RIVERSIDE SCHOOL DISTRICT 96 MEETINGS**

This Intergovernmental Agreement ("Agreement") is made and entered into this 15th day of October, 2015, by and between the Village of Riverside, Cook County, Illinois, an Illinois municipal corporation ("Village") and Riverside School District 96, Cook County, Illinois, an Illinois public school district ("District 96") (the "Parties");

WHEREAS, the Parties hereto are units of local government and Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and

WHEREAS, the Village currently has a Cable Television Commission ("Cable Commission") that, among other things, provides local access cable TV coverage of local events, including public meetings; and

WHEREAS, District 96 holds periodic public meetings which it desires to have recorded on video and broadcast on Comcast local channel 6, and on-demand viewing via YouTube, Riverside TV and the District 96 website; and

WHEREAS, the Cable Commission has submitted a proposal to District 96 relative to recording and broadcasting District 96 meetings, including costs of reimbursement to the Cable Commission for such recording and broadcasting (the "Proposal"). A copy of the Proposal is attached hereto as **Exhibit A** and made a part hereof.

WHEREAS, it is the desire of the Parties to have the Cable Commission create video recordings of public meetings held by District 96, and for District 96 to reimburse the Cable Commission for the costs of doing so, all pursuant to the terms and conditions of the Proposal and this Intergovernmental Agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for other good and valuable consideration, **IT IS AGREED AS FOLLOWS:**

1. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.

2. The Cable Commission shall create video recordings of certain public meetings of District 96 Board meetings during the term of this Agreement as outlined in and pursuant to the terms and conditions set forth in the Proposal attached as **Exhibit A**.

3. Public meetings of the District 96 Board meetings recorded by the Cable Commission shall be broadcast on Comcast local channel 6 and available for on-demand viewing via YouTube, Riverside TV and the District 96 Website, all pursuant to the terms and conditions set forth in the Proposal attached as **Exhibit A**.

4. District 96 shall reimburse the Cable Commission for the costs of recording as outlined in and pursuant to the terms and conditions set forth in the Proposal attached as **Exhibit A**.

5. Where a request by District 96 for recording conflicts with obligations of the Cable Commission to record Village Board meetings or with other existing Cable Commission commitments, the Cable Commission shall advise District 96 of the conflict and will not be obligated to provide recording services. In the event that the Cable Commission does not record a District 96 meeting due to such conflict, or otherwise does not have the necessary equipment and personnel available to record a particular District 96 meeting, the Village shall not charge District 96 for any costs associated with such meeting. The Village is entitled to reimbursement for its fixed costs in addition to a \$75 cancellation fee in the event that a meeting is cancelled by District 96 due to a lack of a quorum or for any other reason and District 96 provides less than 24-hour notice.

6. The term of this Agreement shall run from the Effective Date until such time that the Parties agree to terminate or amend the Agreement. Either party may terminate this Agreement at any time upon sixty (60) days written notice to the other party.

7. This Agreement may not be amended except pursuant to a written instrument signed by both Parties.

8. If any one or more of the provisions of this Agreement shall be held by a court of competent jurisdiction in a final judicial action to be void, voidable, or unenforceable, then this entire Agreement shall be null and void.

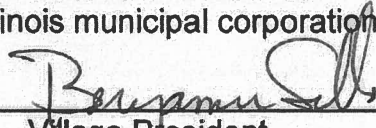
9. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

10. This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of Illinois.

11. This Agreement, along with the Proposal attached hereto as **Exhibit A** and made a part hereof, contain the entire understanding between the Parties with respect to the subject matter herein. There are no representations, agreements, or understandings (whether oral or written) between or among the Parties relating to the subject matter of this Agreement which are not fully expressed herein.

IN WITNESS WHEREOF, the Village of Riverside and Riverside School District 96 have caused this Agreement to be executed by their duly designated officers, the date and year set forth on page 1 hereof.

VILLAGE OF RIVERSIDE,
an Illinois municipal corporation

By: 
Village President

Attest:


Village Clerk

Riverside School District 96,
an Illinois public school district

By: _____
President, Board of Education

Attest:

Board Secretary

EXHIBIT A

PROPOSAL, DATED _____, FROM RIVERSIDE TV (RIVERSIDE CABLE
COMMISSION) FOR VIDEO RECORDING OF THE DISTRICT 96 SCHOOL BOARD
MEETINGS AT THE
HAUSER LIBRARY FOR DELAYED BROADCAST

(ATTACHED)



Riverside Cable Commission

October 12, 2015

Exhibit A

Video Recording of the District 96 School Board Meetings at the Hauser Library for Delayed Broadcast

Overview: This proposal is to video record the meetings on location at the Hauser Library using RiversideTV's remote camera with multiple microphone sound recording for broadcast on Comcast local channel 6 and on-demand viewing via YouTube, RiversideTV and the District 96 websites.

This proposal includes:

- 2 paid production assistants on site for the shoot to set up the equipment, make sure the room is set up to predetermined specifications, shooting of the meeting, and breakdown and storage of our equipment.
- 1 paid production supervisor to oversee all scheduling of production assistants as well as management of all post-production work required to make the D96 Board Meetings available live and on-demand via YouTube, the D96 website and the RiversideTV website.
- 1 paid production assistant to handle the post-production necessary to convert files, add titles, compress the video file and upload it to the server for on-demand viewing on websites.
- Broadcasting of the pre-recorded D96 meetings will require a minimum of 3 days of post-production time prior to airing on Comcast. At this point will make the on-demand video link available to District 96 for use on their website, and updating of the Riverside Cable Commission Website with current meeting link.
- Video Production of District 96 Board Meetings on the 3rd Tuesday of each month with a start time of 7:30 pm.

Fixed costs per meeting include: Equipment set up prior to the meeting, break down and packing of equipment following the meeting, and post production that includes file transfer to YouTube and D96, incorporating of video into the RiversideTV website, and live streaming of the D96 Board Meetings via YouTube.

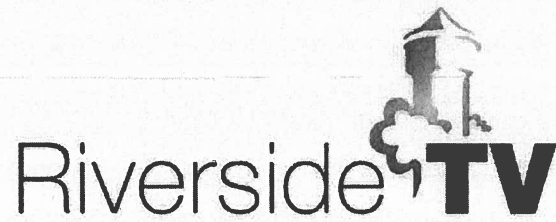
\$160 per meeting for 2015/2016 school year, every school year thereafter the fixed costs will increase by 5%.

Variable cost per meeting includes: Actual video/audio recording of the event/meeting.

\$95 per hour for 2015/2016 school year, every school year thereafter the hourly rate for the variable costs will increase by 5%.

Example: If a Committee Meeting is held in the same room, on the same day directly before to the school board meeting there is the fixed cost fee and then the hours required between the set up time and the break down start time. For example: a 1.5 hour Committee Meeting starting at 6 pm followed directly by a 3 hour School Board Meeting starting at 7:30 pm would cost (fixed costs) + (committee meeting) + (school board meeting).

Example 2: A Committee Meeting hold on it's own day and time will require consideration of Riverside TV's standing commitments to shoot the Riverside Village Board Meetings on the first and 3rd Thursdays of the month and the Riverside Township Meetings on the 2nd Tuesday of the month. **A 10 day notice for non scheduled School Board Committee Meetings is required.** The cost for 1.5 hour committee meeting is (fixed cost) + (committee meeting).



Riverside Cable Commission

Billing / Schedule

The Village will bill District 96 on a quarterly basis.

Meeting Cancellation: If a scheduled D96 meeting shoot is cancelled with less than a 24-hour notice, the Village is entitled to reimbursement for its fixed costs in addition to a \$75 cancellation fee.

This agreement between District 96 and the Village of Riverside will automatically renew annually and will end when either party agrees to terminate the agreement with a 60-day written notice to the other party.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Cathy Haley, Clerk of the Village of Riverside, in the County of Cook and State of Illinois, do hereby certify that the annexed and foregoing is a true and correct copy of that certain Resolution now on file in my Office, entitled:

2015 - RESOLUTION NO. 52

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF RIVERSIDE AND THE BOARD OF EDUCATION OF RIVERSIDE PUBLIC SCHOOLS DISTRICT NO. 96 FOR THE FILMING AND BROADCAST OF DISTRICT 96 BOARD OF EDUCATION MEETINGS BY RIVERSIDE TV

which Resolution was passed by the Board of Trustees of the Village of Riverside at a Regular Village Board Meeting on the 15th day of October, 2015, at which meeting a quorum was present, and approved by the President of the Village of Riverside on the 15th day of October, 2015.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Riverside was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Riverside, and that the result of said vote was as follows, to-wit:

AYES: Ballerine, Collins, Lumsden, Pollock, Sedung
NAYS: None Hamilton
ABSENT: None

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Riverside, this 15th day of October, 2015.

Cathy Haley
Village Clerk

[SEAL]

VILLAGE OF RIVERSIDE

BOARD MEETING

AGENDA ITEM -HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF RIVERSIDE AND THE BOARD OF EDUCATION OF RIVERSIDE PUBLIC SCHOOLS DISTRICT NO. 96 FOR THE FILMING AND BROADCAST OF DISTRICT 96 BOARD OF EDUCATION MEETINGS BY RIVERSIDE TV

AGENDA No.:

VI. J

MEETING DATE: OCTOBER 15, 2015

Village President, Benjamin Sells: _____

LEGAL REVIEW:

Village Attorney: _____

RECOMMENDED FOR BOARD ACTION:

Village Manager: *Jeff Francis*

ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):

The Riverside Cable Commission was created in 1998 to oversee the operation of local access cable programming activities within Riverside. Since its inception, the Commission has increased its program offerings from power point presentations of the community calendar to showcasing community events and projects, to live broadcasts of Village Board meetings and recording and broadcasting Riverside Township and Board of Education meetings.

ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):

In an effort to improve government transparency, the Cable Commission began recording and broadcast of Riverside Public School District 96 Board of Education meetings on Riverside TV in 2013. The original Intergovernmental Agreement between Riverside TV and District 96 expired on August 31, 2014; however, both parties have continued to uphold the terms of the agreement and wish to enter into another agreement to formalize this ongoing project. The Board of Education will consider this updated IGA at their October 20, 2015 meeting.

ACTION PROPOSED:

Motion to approve a resolution authorizing the Village President to enter into an Intergovernmental Agreement between the Village of Riverside and the Board of Education of Riverside Public Schools District No. 96 for the filming of District 96 Board of Education meetings by Riverside TV