



City of Muscatine



MUSCATINE CITY COUNCIL

Agenda Item Summary – Regular Meeting

Date June 2, 2022

STAFF

Carol Webb, City Administrator

SUBJECT

Agreement between the City of Muscatine and Eastern Iowa Community College District/Muscatine Community College to provide video production and cablecast services for Fiscal Years 2022 through 2025.

EXECUTIVE SUMMARY

Presented for the City Council's consideration is approval of a video production and cablecast service 28E agreement between the City of Muscatine and the Eastern Iowa Community College District/Muscatine Community College. This agreement provides the City with video production and cablecast services. In exchange for these services, the City will provide an annual allocation of \$17,145 in FY23, \$17,659 in FY24, and \$18,188 in FY25 to the College.

STAFF RECOMMENDATION

Staff recommends approval of the agreement.

BACKGROUND/DISCUSSION

As part of the agreement, the College will provide the following services:

- The College will operate *Civic TV Access Channel 2(702)* for the City including the scheduling and playback of city council meetings and special city events.
- The College will provide a qualified technical crew person for the production of any live meetings:
- Provide technical expertise in the development of special event and program production:

The College will be paid a base fee for the production of council/board meetings and management of the access channels. This fee will be paid on or about July 1st of each year of the agreement. *Each subsequent year of the contract, the base fee will be increased 3%.*

DOC #2022-0237

Agenda Item 11M

CITY FINANCIAL IMPACT

The cost of this service is included in the Council-approved FY23 budget.

ATTACHMENTS

Proposed Video and Cablecast Services agreement



EASTERN IOWA COMMUNITY COLLEGES

CLINTON ♦ MUSCATINE ♦ SCOTT

AN AGREEMENT BETWEEN
EASTERN IOWA COMMUNITY COLLEGE DISTRICT/
MUSCATINE COMMUNITY COLLEGE
AND
THE CITY OF MUSCATINE

In accordance with Chapter 28E of the Code of Iowa and for the purpose of providing video production and cablecast services, Muscatine Community College/Eastern Iowa Community College District, for the city of Muscatine, subject to the approval of their respective governing boards, have entered into the following agreement:

1. **ADMINISTRATION:** This agreement will be administered by Muscatine Community College, part of Eastern Iowa Community College District.
2. **FINANCING:** An agreed upon base fee shall be paid on or about July 1st of each fiscal year, with all other services paid on an as contracted and completed basis. The College will furnish quarterly reports accounting for production and cablecast services used during the previous quarter.
3. **FACILITY:** This agreement is intended to be a consortium arrangement with the college responsible for studio, equipment maintenance and provision of access to equipment for responsible parties as needed.
4. **MATERIALS:** Materials as required for cablecast and archives shall be ordered by the College and charged to the contract. A quarterly "Materials Used" report will be furnished to all parties upon request.
5. **EQUIPMENT:** Muscatine Community College will maintain a current inventory list and is responsible for the daily and long-term maintenance of all equipment covered under this agreement. It is further agreed that additional capital equipment purchases may be necessary to ensure production and cablecast quality. No equipment shall be purchased without the agreement of both parties.
6. **TRANSPORTATION:** Cost of mileage incurred in the facilitation of this contract is included in the base contract cost as provided in paragraph 2.
7. **COMMUNICATION:** Each of the parties shall identify an individual to represent the respective parties on a day-to-day basis with quarterly updates furnished by the college to the City. These persons will be named separately from this contract.
8. **STARTING DATE:** This agreement replaces the existing 28E Agreement and will be effective July 1, 2022 for three years and ending June 30, 2025.
9. **EVALUATION:** This agreement is subject to evaluation on an annual basis by all parties. Termination of the agreement may occur based on the outcome of an evaluation but all parties must be notified prior to July 1 of any year within the agreement.
10. **OTHER:** The fee structure, reporting criteria, and evaluation are attached and considered to be a part of this agreement. (see attachment "A" pages 1 & 2)


Eastern Iowa Community College District

7/18/2022
Date

City of Muscatine

Date

Resources

(Attachment A- Pg. 1)

1. The City will continue to provide the City Council Chamber at City Hall for the cablecasting and streaming of School Board, City Council meetings and other governmental bodies as the need arises.
2. The City will continue to have resources of near similar dollar value to purchase services from the College as in the previous years of the agreement.
3. City Council Meeting broadcasts will be displayed on Machlink Fiber / Civic TV Access Channel 2 (702) and streamed to the city's YouTube Channel. Municipal Announcements and Information will be created and displayed on Civic TV Access Channel 2 (702) between programming.

Requests for Services

1. The College will operate one channel for the City:
Civic TV Access Channel 2(702)