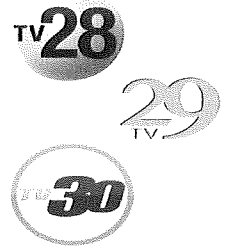


Tri-Valley Community Television



MEMO OF UNDERSTANDING

Client: Livermore Area Recreation and Park District

Overview of Project:

Tri-Valley Community Television (TVCTV) will provide services to the Livermore Area Recreation and Park District (LARPD) that will include the recording, delayed television broadcast, streaming, video on demand, web hosting and chapterizing of provided agenda/minutes.

Service Detail:

This agreement includes equipment, crew, travel, setup and teardown for Board of Directors meetings located at 4444 East Ave., Livermore. A tape delayed broadcast of the meeting will occur on TVCTV three full business days from the original meeting date or sooner if possible. Streaming will also be available at this time via www.tv30.org on mobile devices or computers. The meeting will repeat a minimum of four times in a month on TVCTV.

The service will also include the encoding necessary for Video on Demand on a web page that will be developed for LARPD (Client). Video on Demand of the meeting is expected to be available four full business days following the meeting. A web page will be hosted as part of this contract on www.tv30.org and include all of the meetings taped during the term of the agreement or unless otherwise requested. Those meetings will continue to be available on the site for one calendar year or until the expiration of the agreement. Chapterizing of these meetings hosted on the web site is included. Defined, chapterizing will include target video links to items on the Meeting Agenda provided by Client and if desired target video links to the Minutes also provided by the Client. Client to provide the Agenda in a word document to TVCTV within 24 (twenty-four) hours of the conclusion of the meeting and within 48 (forty-eight) hours from when the minutes are approved. Client may provide a link to the LARPD page on TVCTV's web site on the LARPD web site.

To assist LARPD in gaining their own analytical data from video on demand meetings, TVCTV will provide an encoded video file to Client's webmaster for Client to post to their chosen hosting service. Client will be responsible for costs incurred by their hosting service and providing TVCTV the information needed to provide the encoded file.

A DVD for archiving or other purposes will be provided to Client at conclusion of each meeting or as soon as possible.

Fees:

The fees for the services noted above are as follows:

1. Fees are hourly and based on the most current rate card. The 2019-2020 rate card is attached herein.
2. Video on Demand storage of more than one year will be assessed an additional fee.

Scheduling and Cancellation:

The overall services listed in this MOU shall begin on 8/28 2019 and remain in effect until otherwise cancelled by TVCTV or Client. Thirty days notice of intent to cancel in writing is required by either party.

TVCTV has reserved the second and fourth Wednesday of each month for Client's meetings. Client to provide TVCTV a calendar of the meeting dates for the next 365 (three hundred and sixty-five) days when production is requested. If dates are not the second and fourth Wednesday of the month, TVCTV will make every effort to accommodate the change of schedule with usual services or with modified services, however TVCTV can not guarantee coverage will be possible.

Should Client need to cancel a specific meeting they will notify TVCTV no less than 48 (forty-eight) hours in advance. Notification of cancellation not provided within 48 (forty-eight) hours is subject to partial or full charge for the meeting. In this case TVCTV reserves the right to not offer an opportunity for a make good or rescheduled meeting. It is Client's responsibility to ensure notice was received by TVCTV to not incur a four hour crew fee as noted on the rate card.

Additional Terms:

Requests for additional meetings or other services will incur an additional fee and be quoted upon request.

Initial Client: Patricia A. Lord

Date: August 20, 2019

Initial TVCTV: Melissa J. Smith

Date: 8/20/19

Tri-Valley Community Television
 2019—2020 Rate Card
 for
LARPD MEETINGS



Description of Service:

Fee:

Standard Tri-Valley TV Meeting Production and Broadcast	
<i>For regularly scheduled meetings, fees for production include use of camera(s), audio equipment and van as available(3). The below fees do not include public address systems (PA) including mixers, mics or speakers.</i>	
Supervising Producer	\$25.46 per meeting hour ⁽⁴⁾
Crew at meeting as required	\$25.13 per person per hour ⁽⁵⁾
Engineering required to ready for Broadcast	\$24.57 per hour
Recorded Broadcast	\$125 oto per meeting ⁽¹⁾
Post production as requested by Client	\$24.57 per hour ⁽²⁾
Web Video on Demand (VOD)	\$155 per meeting ⁽⁶⁾
Chapterizing of Agenda only <i>(add on to VOD purchase)</i>	\$65 per meeting
Chapterizing of Minutes only and storage of up to one year <i>(add on to VOD purchase)</i>	\$75 per meeting

Additional information:

This rate card will be effective for meetings beginning July 1, 2019 until further notice. Tri-Valley Community Television reserves the right to change rates upon 30 days notice to Client. Invoices are due upon receipt unless other arrangements have been made.

Rates published herein are for LARPD Meetings only. Please contact Tri-Valley TV for current rates for productions other than these Meetings.

Please request in advance rates and availability for meetings off site at other locations other than the LARPD Board room. Please let us know services desired i.e.; record only, live broadcasting , mics, PA etc. A live broadcast will require a stable Ethernet connection of 12 Mbps up and additional crew.

Although Tri-Valley TV strives to provide excellent production, Tri-Valley TV is not responsible for the quality of productions when using Client's equipment and set-up.

- Broadcast fee is "oto"** one time only per meeting. A per run broadcast fee is not assessed. Average regular meeting will broadcast a minimum of six times before the next regular meeting. The most current meeting will broadcast exclusively unless otherwise requested.
- Post production as requested by Client.** Production changes made after the meeting at the Client's request such as graphics added, meeting edited, etc.
- For regularly scheduled meetings.** To guarantee availability, Client meetings should be booked as far in advance as possible with Tri-Valley TV. Tri-Valley TV will schedule the use of the standard crew, camera and audio equipment set-up for your meeting unless otherwise notified by Client. If your meeting usually requires use of the production van, this will also be taken into account. Tri-Valley TV does not guarantee equipment or crew will be available unless otherwise confirmed in writing by Tri-Valley TV. Should you have your meeting on a different day, different location or require additional equipment for a special meeting, additional fees may apply. Client will be notified of additional charges as soon as possible in advance of the production.
- \$25.46 per meeting hour.** Client will be charged for meeting time only, not for set up or break down time. Travel time will be charged if Supervising Producer needs to travel to meeting due to an emergency which was out of Tri-Valley TVs control. Example: client's equipment breaks down. Work performed less than one hour will be charged in thirty-minute increments.
- \$25.13 Crew per person, per hour.** Includes travel , setup and tear down time. Typical on site Crew may include Camera operators, Van operators, Graphics and Audio operators. Two crew members are standard however crew members vary as needed per production. A minimum of two hours will be charged for on site crew for all productions. Work performed for more than two hours will be charged in thirty-minute increments. It is Client's responsibility to provide written notice of cancellation to Tri-Valley TV at least 24 business hours (M-F) in advance of the meeting start time. If cancellation is not received within this time frame Tri-Valley TV reserves the right to charge a minimum four hour crew fee.
- If desired VOD of meeting on TVCTV web site by clicking on LARPD logo. Meeting will not be saved but updated with the most current meeting.

4663 Bernal Ave. Suite B, Pleasanton, Ca. 94566.....925.462.3030.....www.tv30.org

7/2019