MEMORANDUM OF UNDERSTANDING
PROVISION OF VIDEOTAPING SERVICES FOR
CHRISTIANSBURG TOWN COUNCIL MEETINGS

THIS MEMORANDUM OF UNDERSTANDING entered into the ____ day of _____, 2010, by and between THE TOWN OF CHRISTIANSBURG AND THE COUNTY OF MONTGOMERY.

WITNESSETH

WHEREAS, the Town of Christiansburg is in need of videotaping services for its Town Council meetings held at the Municipal Building on the first and third Tuesdays of each month at 7:30 p.m. and certain other public meetings as determined by Town Council during budget deliberations and other special times; and

WHEREAS, the Town of Christiansburg intends to rebroadcast Town Council meetings on-demand via the web and pursue the acquisition of a local government cable channel to serve the citizens of Christiansburg; and

WHEREAS, the Town of Christiansburg and the County of Montgomery desire to move forward to start the groundwork for the sharing of television and web programming of mutual interest to the residents of the Town of Christiansburg and the County of Montgomery; and

WHEREAS, the County of Montgomery has the available needed video camera equipment and expertise to videotape the meetings of Town Council.

NOW, THEREFORE, in acknowledgment of good and valuable consideration and the mutual understanding contained herein, the Town of Christiansburg and the County of Montgomery hereby agree as follows:

SECTION 1. Employment of Video Services.

1. The Town of Christiansburg agrees to pay the County for the services of one videographer employed by the County of Montgomery for the purpose of videotaping the meetings of Town Council at a cost of $35 hourly and at a total cost expected not to exceed $4,200 annually. The County shall notify the Town if the costs are expected to exceed $4,200.
2. The Town of Christiansburg shall be responsible for providing for and paying the cost of mini-DVs and DVDs for recordings of the meetings.
3. Montgomery County shall provide the Town within one working day of the meeting a DVD of each recorded Council meeting suitable for standard definition broadcasting.
4. Montgomery County shall invoice the Town of Christiansburg on a monthly basis with documentation of hours worked and any materials, such as DVDs, provided.
5. The videographer shall remain an employee of the County and shall report and work under the general supervision of Montgomery County.

6. In the event meetings are held at the same time, Montgomery County shall provide a substitute videographer, when feasible.
7. The Christiansburg's Public Relations Officer and the County PIO shall serve as the liaisons in reference to oversight of this MOU and any questions regarding services provided under this MOU.

SECTION 2. Terms

1. This MOU is for a term not to exceed 12 months unless extended by mutual agreement by the Town of Christiansburg and the County of Montgomery. If the need for videographer services cause payments to exceed $4,200 within the 12 month period, this MOU may be amended to reflect a new projected annual cost, subject to approval by both entities.