



EXECUTIVE DEPARTMENT

Information Technology Division

Memorandum

To: Mayor Marlin and Council Members
CC: Carol Mitten, Phyllis Clark
From: Sanford Hess
Regarding: Resolution for an Inter-Governmental Agreement with the Housing Authority of
Champaign County
Date: April 5, 2022

This Resolution will re-establish an Inter-Governmental Agreement (IGA) that was in place from 2019 – 2020. The IGA describes Media Services that Urbana Public Television (UPTV) will provide to the Housing Authority of Champaign County (HACC).

The key elements of the IGA are:

- UPTV will record and broadcast HACC meetings.
- HACC has the option to request additional video/media services from UPTV.
- Time spent by UPTV staff for HACC will be billed based on the current Schedule of Fees.

Similar agreements are in place with the Urbana Park District, Urbana School District 116, Urbana Free Library, and the Regional Planning Commission.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE HOUSING
AUTHORITY OF CHAMPAIGN COUNTY AND THE CITY OF URBANA FOR
MEDIA PRODUCTION SERVICES**

This Intergovernmental Agreement (hereinafter, “IGA”) by and between the Housing Authority of Champaign County (hereinafter, the “Housing Authority”), a body politic and corporate, and the City of Urbana (hereinafter, the “City”), a home rule unit of municipal government, (collectively, hereinafter, the “Parties”) is made and entered into and is effective as of the latest date appearing below.

WHEREAS, pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and 5 ILCS 220/1, *et seq.*, the Parties can enter into agreements that provide for joint cooperation by and among the Parties; and

WHEREAS, the Parties wish to enter into this IGA in order for the City to provide cost-effective media production services for and on behalf of the Housing Authority.

NOW, for good, valuable and mutual consideration, which each Party acknowledges, having in hand received and for the mutual exchange of the terms, conditions, and covenants contained in this IGA, the Parties agree as follows:

Section 1 – Responsibilities of the Housing Authority:

I. For public hearings and meetings:

The Housing Authority shall:

- a. Provide an annual schedule of such public hearings and meetings for which the City’s broadcast services are requested. Provide any changes to the annual schedule seventy two (72) hours before the amended meeting date and time for City staffing and equipment availability to be arranged. Broadcast services are defined as the video recording, audio visual support, post-production, and digital distribution online and on the City of Urbana’s television channel of the meetings.
- b. Provide adequate time and space in the hearing/meeting room for City staff to set up, operate, and remove their equipment.
- c. Provide adequate parking for City staff near the building in which the hearing/meeting will be held so that City staff can conveniently load and unload the City’s equipment and transport the same to the hearing/meeting room.
- d. Obtain any and all written consents in the event that a consent or consents of a third-person or third-persons is or are required to be obtained prior to including or using that third-person’s name, personal information, likeness, or video or photographic image in

any media and/or broadcast service to be undertaken or provided by the City to the Housing Authority.

- e. Assure that each hearing, meeting, or broadcast for which City staff and equipment shall be used shall be appropriate and not in violation of any third-person's intellectual property rights including, but not necessarily limited to, copyrights, trademarks, service marks, or patents.
- f. Pay to the City the fees outlined in Addendum A appended to and incorporated into this IGA.

II. For other media production services:

- a. Provide a detailed description of the requested media services with sufficient time for City staffing and equipment availability to be arranged. The detailed description for each event for which media services are requested shall include the nature of the event, the location of the event, the date and start and finish times of the event, the onsite location where the City's staff will operate the City's media equipment, and any other information the City deems appropriate in order for the City to evaluate the Housing Authority's request for said media services.
- b. Sign an estimate of production services hours, including planning, recording, and editing of media.
- c. Pay the fees outlined in Addendum A.

III. Interference with services: At all times when the City is providing media services of any type, regardless of the reason for or location of such media services, the Housing Authority shall not unreasonably interfere with the set-up, operation of media equipment, and take-down of such media equipment unless such interference is for the purpose of preserving human life, health, or safety or to protect property from damage.

Section 2 – Responsibilities of the City of Urbana:

I. For public hearings and meetings and other media production services:

The City shall:

- a. Provide such ongoing technical consultation to the Housing Authority prior to and during the execution of media production and/or broadcast services as the City deems

appropriate with the goal of assuring that high quality media production and/or broadcast services are provided to the Housing Authority;

- b. Provide estimates to the Housing Authority of production services hours, including planning, recording, and editing of media in advance of the City's provision of such media and/or broadcasting services. Actual fees will be assessed in 30-minute increments according to the Addendum A. In the event that the Housing Authority seeks to retain the City to provide media and/or broadcast services for events or for a scheduled series of meetings and/or events, the City will provide the Housing Authority with an estimate of the fees the City will charge for the group or series of meetings and/or events prior to this IGA becoming effective.
- c. Notify appropriate Housing Authority staff of scheduling conflicts or other issues. Media services will be provided within the staff time availability, equipment capabilities, and staff technical abilities.
- d. Perform the agreed-upon media production and/or broadcast services to the technical standards of City of Urbana staff.
- e. Maintain an accurate record of production services hours, including planning, recording, and editing of media.

In the event that City staff and/or City media and/or broadcast equipment become unavailable for the Housing Authority's meeting or event and such unavailability is due to some act or omission on the part of the City, any payments received by the City from the Housing Authority for the anticipated by cancelled media and/or broadcast services shall be refunded to the Housing Authority. In the event that the City is unable to provide any of the media and/or broadcast services contemplated by this IGA and such inability is due to any act, omission, or cancellation on the Housing Authority's part, the City shall remain entitled to payment as if those services were rendered by the City, since the City will have scheduled to have City staff and equipment available to undertake the performance of the planned media and/or broadcast services to, for, or on behalf of the Housing Authority.

Section 3 – Term and Termination:

This IGA shall remain in full force and effect for a period of one (1) year commencing with the latest date appearing below and shall renew automatically for successive one (1) year

terms until one of the Parties seeks to terminate this IGA. Either Party may terminate this IGA by giving written notice to the other Party of the one Party's intent to terminate and such notice shall provide the effective date of termination which shall be at least thirty (30) days prior to the expiration of the initial term of this IGA or any renewal term. Neither Party can terminate this IGA where such termination is to take effect prior to the next automatic renewal date of this IGA.

Section 4 – Authority to Enter into this IGA:

Each Party to this IGA represents and warrants that the person who has executed this IGA on behalf of the respective Party is duly authorized to do so as of the date the person executed this IGA.

Section 5 – Sole Agreement; Amendment:

This IGA shall constitute the sole agreement by and between the Parties pertaining to media production services and shall supersede and replace any prior agreement, whether oral or in writing, by and between the Parties regarding the same. This IGA may be amended or modified only by a writing duly executed by the Parties hereto and such amendment or modification, if any, shall be deemed effective as of the date the last Party executes any such amendment or modification.

Section 6 – Default and Waiver:

In the event any Party ("Non-Defaulting Party") believes that the other Party ("Defaulting Party") is in default of any term, provision or covenant of this IGA, the Non-Defaulting Party shall send written notice to the Defaulting Party that describes the nature of the alleged default and identifies the section of this IGA believed to be in default. The Defaulting Party shall, within fourteen (14) days of receipt of any notice of default, (i) cure the default identified in the notice of default; (ii) provide the Non-Defaulting Party with a timeframe in which to cure the default if the default cannot be cured within the aforesaid fourteen (14) day period; or (iii) provide the Non-Defaulting Party written evidence insofar as why the Defaulting Party believes it is not in default as described in the notice of default. Any failure by a Party to notify another Party of the latter's default shall not constitute a waiver of such default.

Section 7 – Governing Law; Dispute Resolution:

The laws of the State of Illinois shall govern any action for breach or to enforce, construe, or interpret this IGA. Any action for breach or to enforce, construe, or interpret this IGA shall be initiated and maintained in the Circuit Court for the Sixth Judicial Circuit, Champaign County,

Illinois. However, prior to the initiating any such litigation, the Parties shall undertake good faith efforts to negotiate a resolution of any dispute regarding this IGA.

Section 8 – Notices:

Any notice required to be given in this IGA shall be deemed effective as follows:

- i. If notice is provided by First Class U.S. Mail, such notice shall be deemed effective four (4) business days after placement of such notice with the United States Postal Service if such notice is placed in a properly addressed and stamped envelope.
- ii. If notice is provided by facsimile, such notice shall be deemed effective the business day after transmission of such facsimile if the sender’s fax machine provides a printed receipt evidencing the intended recipient’s receipt of the facsimile and if no such receipt is available, then the notice shall be deemed effective four (4) business days after its transmission.
- iii. If by personal or courier service delivery, such notice shall be deemed effective the business day after said notice was delivered to the recipient.
- iv. If by e-mail, such notice shall be deemed effective on the day the e-mail was sent unless such e-mail was sent after 4:00 p.m. Central Time in which case said e-mail shall be deemed effective on the next business day.

Notice to the City of Urbana shall be to:
UPTV Station Manager
City of Urbana
400 South Vine Street
Urbana, IL 61801

Notice to the Housing Authority shall be to:
Executive Director
Housing Authority of Champaign County
2008 North Market Street
Champaign, IL 61822

Section 9 – Invalidity of IGA:

If any court of competent jurisdiction determines that this IGA is unlawful or invalid in whole for any reason, this IGA shall terminate. If any court of competent jurisdiction determines that one or more, but not all, provisions of the IGA are unlawful or invalid for any reason, the Parties shall endeavor to negotiate an amendment to this IGA that is consistent with any court finding but which will allow the Parties to effectuate the overall purpose of this IGA.

Section 10. – Indemnification; Consents:

Each Party shall indemnify, hold harmless, and defend the other Party and that other Party's elected and appointed officials, officers, employees, agents, and representatives from and against any actions, claims, suits, causes of action, judgments, liabilities, orders, decrees, and defendants that arise out of the other Party's intentional, willful, wanton, grossly negligent, or negligent acts or omissions that causes any personal injury, bodily injury, or damages to any person or property. Further, the Housing Authority shall indemnify, hold harmless and defend the City and its elected and appointed officials, employees, agents, and representatives from and against any actions, claims, suits, causes of action, judgments, liabilities, orders, decrees, and defendants that arise out of the other Party's intentional, willful, wanton, grossly negligent, or negligent acts or omissions by the Housing Authority concerning the Housing Authority's misappropriation of any person's intellectual property rights including, but not necessarily limited to copyrights, trademarks, service marks, and/or patents.

[Signature Page Follows.]

IN WITNESS WHEREOF, the Parties hereto, pursuant to authority given by their respective governing bodies, have caused these presents to be executed by their duly authorized officers, duly attested, on the dates set forth below.

HOUSING AUTHORITY OF CHAMPAIGN COUNTY, ILLINOIS

By: _____ Date : _____
Lily Walton, Executive Director

CITY OF URBANA, ILLINOIS

By: _____ Date: _____
Diane Wolfe Marlin, Mayor

Attest: _____ Date: _____
Phyllis D. Clark, City Clerk

Addendum A – Schedule of Fees

The Schedule of Fees that applies to the contract will always be the current effective Schedule maintained by the City and available on its website, or from the Finance Department.

RESOLUTION NO. 2022-04-####

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH
THE HOUSING AUTHORITY OF CHAMPAIGN COUNTY FOR MEDIA
PRODUCTION SERVICES**

WHEREAS, Article VII, Section 10(a), of the Illinois Constitution, 1970, and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize intergovernmental cooperation in any manner not prohibited by law or ordinance; and

WHEREAS, the Housing Authority of Champaign County (“Housing Authority”) and the City of Urbana (“City”) desire to execute an intergovernmental agreement to allow the City to provide cost effective video recording, audio visual support, production, broadcast, and other services (collectively, “media production services”) for and on behalf of the Housing Authority as herein provided; and

WHEREAS, Section 5 of the Intergovernmental Cooperation Act, 5 ILCS 220/5, requires the governing body of each party to an intergovernmental agreement to approve such agreement; and

WHEREAS, the Urbana City Council, after due consideration, finds that approval of an intergovernmental agreement with the Housing Authority for media production services is in the best interests of the residents of the City and is desirable for the welfare of the City’s government and affairs.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1.

An Intergovernmental Agreement between the Housing Authority of Champaign County and the City of Urbana for Media Production Services, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2.

The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

PASSED BY THE CITY COUNCIL this ____ day of _____, ____.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this _____ day of _____, ____.

Diane Wolfe Marlin, Mayor