



MEMORANDUM

TO: Community Relations Committee

FROM: Stephanie Calvillo
Communications and Marketing Coordinator

DATE: March 4, 2026

SUBJECT: Meeting Recording and Broadcasting Services – Update

Background

At a previous meeting, staff provided an overview of the Village's evaluation of options for the continued recording and broadcasting of Village Board and Plan Commission meetings. The review was initiated due to changes in broadcast support staffing and the need to ensure reliable meeting coverage and continued public access.

This memo provides a follow-up update on the trial period with an external vendor and shares a proposed service agreement for the Committee's review and feedback.

Trial Service Update

Since October 2025, the Village has been working with SunCom to record Village Board and Plan Commission meetings on a per-meeting basis. The trial period has continued through February 2026.

During this time, SunCom has demonstrated strong reliability and responsiveness, stepping in to provide consistent meeting coverage during a period of reduced internal staffing capacity. Staff have found the vendor dependable and flexible in supporting meeting operations.

Throughout the trial period, staff also encountered several equipment-related challenges associated with the Village's existing broadcast equipment. SunCom has been helpful in troubleshooting these issues and is currently working with staff to identify improvements to equipment and processes that could support a smoother and more reliable recording experience moving forward. Staff anticipate that updating certain equipment will help address many of the issues experienced during recent meetings.

Proposed Agreement Overview and Vendor Experience

Based on the positive experience during the trial period, SunCom has provided a proposed service agreement for consideration. A copy of the proposed agreement is included for the Committee's review.

Under the proposed agreement, SunCom would provide audio-visual production services for Village Board meetings, Plan Commission meetings, and other public meetings or events as assigned. The agreement would establish SunCom as an independent contractor responsible for producing and managing meeting recordings while utilizing Village equipment for meetings held at Village Hall.

The agreement outlines a one-year initial term beginning January 1, 2026, with automatic annual renewals unless terminated by either party.

Compensation is structured on a per-meeting basis. Base meeting production services are listed at \$350 per meeting, with additional hourly rates applicable for extended meetings, technical services, or other specialized production needs.

SunCom currently provides similar services to a number of municipal clients in the region, including Elmhurst, Darien, La Grange, Lisle, Oak Brook, Orland Park, Orland Township, Villa Park, and Wood Dale. Several of these communities have worked with the vendor for multiple years.

Staff Recommendation

Staff believes the trial period has demonstrated that contracting for meeting recording services is a practical and reliable solution given current staffing limitations and operational needs. SunCom has been responsive and collaborative during the evaluation period and has provided support in identifying improvements to the Village's recording setup.

Staff is sharing the proposed agreement with the Committee to gather feedback and determine whether the Committee is supportive of moving forward with a formal contract for meeting recording and broadcasting services.