

DURHAM COUNTY SCOPE OF SERVICES FY 2025-26

Board of County Commissioner Cablecast, and Video Production Services

Velasquez Digital Media Communications, LLC will provide to Durham County Government; recording and live stream regular monthly Durham County Board of Commissioner regular business meetings, Work Sessions and Joint City/BOE Work Sessions in the Commissioners Chamber; create a calendar of events from staff provided information; production/edit services of the In Touch With Durham County TV show.

Commissioner cable meetings

Velasquez Media will perform pre-meeting readiness activities in the BOCC meeting room in the County Admin building.

A two-person crew will staff broadcast meetings of the BOCC Regular meetings, Work Sessions & Joint City/BOE meetings. The crew is comprised of one Technical Director and one CG operator.

Regular Business meetings the crew will arrive 90 minutes before meeting start (expected to be 5:30 p.m.) Work Session meetings the crew will arrive 60 minutes before meeting start. (expected to be 8am)

Velasquez Media will work at the direction of the Clerk to the Board or the Public Information/Governmental Affairs Office.

Crew will conduct pre-meeting equipment checks and routine troubleshooting to make sure all systems are operational before the broadcast of any BOCC meeting. Director will connect and start encoder for live stream.

Velasquez Media will monitor signal of meeting airing on Spectrum cable feed and YouTube live stream. Velasquez Media will confirm that Clerk staff is receiving a feed for Granicus for broadcasted BOCC meetings.

During BOCC meetings, Velasquez Media will operate the county's cameras, mics and related switching equipment to ensure broadcast quality image and sound within the capabilities of equipment.

- Point the cameras at individuals as they speak during broadcast meetings.
- Ensure TV audience can view the media materials from presentations during the live meetings.
- Ensure that audio is at an appropriate audible level with all microphones at all times, within capabilities of the equipment.
- Operate the character generator by inputting standard agenda data supplied by the Clerk to the Board and display during the broadcast meetings.
- Record meetings on the County hard drive and stream to DCo YouTube account.
- Follow written documentation of all steps required to minimally operate the video/broadcast system.

County Announcements for cable

Create two Durham County Calendar of Events; One copy with sound and one without sound. County staff will provide the full content of announcements by the 20th of each month. VDMC will convert and create an appropriate audio track for use on Cable TV.

County TV SHOW

Produce and edit final production format of "In Touch with Durham County," Public affairs TV show. Production includes crew. Video file will include captioning for DTN and internet.

SPECIAL PROJECTS

Special tapings, in addition to the ones listed will be handled on a case-by-case basis at the request of the Public Information/Governmental Affairs Office.

DELIVERABLES

Delivery of regular and work session public meetings of the BOCC are digital. One copy will be streamed and archived live on the Durham County YouTube channel. One back up copy will be recorded on the local County hard drive.

Delivery of "In Touch with Durham County" will be digital. A captioned file will be supplied for cable casting. A downloadable link of the final edit will be emailed to: DTN for cable repeats: the staff of the Public Information/Governmental Affairs Office.

County Bulletin Boards / Calendar of Events will be delivered digitally as follows; an email with a downloadable link of; One copy with sound for DTN and one without sound to County staff.

This estimate of cost is based on the following: the posted BOCC meeting dates for FY 25-26 and 8 Joint City or BOE meetings.

Estimate for 45 total meetings for live public BOCC meetings at a rate of \$1700/meeting (5.5 hour minimum) for a estimated total of \$76,500.

Please note that any partial hour over the 5.5 hour mark will be invoiced at \$310 an hour up to the 8 hour mark. After 8 hours the rate is \$400 an hour.

Cancellation fee is \$620 if cancelled within 24hrs of meeting start time.

Maintenance, Research and Consulting will be provided at \$150/hour. Only charged as requested with a 2 hour minimum charged.

Estimated COSTS for service minimum is \$151,596 for FY 25-26

Estimated COSTS for minimum service with a Special Project is \$166,596

Item	Monthly	Yearly
BOCC live public meetings	\$6375	\$76,500
Produce - In Touch TV show, 12 episodes	\$4500	\$54,000
Edit/Captioning - In Touch TV Show, 12 episodes	\$1500	\$18,000
Dco Calendar with sound/no sound, 12 months	\$258	\$3096
Special Project as requested		\$15,000
	\$12,633	\$166,596