



## **DURHAM COUNTY SCOPE OF SERVICES FY 2024-25**

Board of County Commissioner Cablecast, and video production Services

Velasquez Digital Media Communications, LLC will provide to Durham County Government; record and live stream regular monthly Durham County Board of Commissioner regular business meetings and work sessions; 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 virtual and in-person meetings of the BOCC Regular meetings, BOCC work sessions as well as six joint BOCC meetings. The crew is comprised of one Technical Director, one CG operator.

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

Work Session & Joint 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 Newtek Tricaster Hard drive and stream to DCo YouTube account.

### **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 and equipment. 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 computer 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 posted BOCC meeting dates for FY 24-25 Estimate for 55 total meetings for live public BOCC meetings at a rate of \$800/meeting (5 hour minimum) for a estimated total of \$44,000

Any partial hour over the 5 hour mark will be invoiced at \$160 an hour up to the 8 hour mark. After 8 hours the rate is \$240 an hour.

COSTS for service minimum is \$97,190 for FY 24-25

SERVICE ITEM	FY 24-25 MIN COSTS
BOCC live public meetings	\$44,000
Produce - In Touch TV show, 6 episodes	\$27,000
Edit - In Touch TV Show, 6 episodes	\$7,200
Caption - In Touch TV Show, 6 episodes	\$1,410
DCo Calendar with sound/no sound, 12 months	\$2,580
Special Project as requested	\$15,000
<b>Minimum</b>	<b>\$97,190</b>