

**ACTION ITEM  
BOARD OF SUPERVISORS**

**DATE** February 19, 2008

**TO** Board of Supervisors

**FROM** Cathy Riddle *CR*  
Public Information Manager

**ISSUE** Consider Authorizing the Televising of Board of Zoning Appeals Meetings

**RECOMMENDATION** Approval

**BUDGET IMPACT** Budget in Account 100-1101-401-33 20, \$2,500  
(February – June 2008)

**ATTACHMENTS** (2)

[1] Background Report [2] Reso/Ord/Proc # R08-133

[ ] [ ] Reso/Ord/Proc #

[ ] [ ] Reso/Ord/Proc #

**REVIEW:** [X] County Administrator's Office *[Signature]*  
[X] Legal *[Signature]*  
[X] Budget *[Signature]*

- [X] Consent Agenda [ ] Other Business [ ] Public Hearing
- [ ] Discussion Item [ ] Presentation [ ] Unfinished Business
- [ ] New Business

**PRESENTATION BY** N/A

**ELECTION DISTRICT** N/A

### **BACKGROUND REPORT**

Meetings of the Board of Supervisors and Planning Commission are broadcast live on Comcast Channel 23 and Cox Channel 24. Both meetings are also played back later in the week in which the meetings occurred. The Board has directed staff to determine the cost of broadcasting the Board of Zoning Appeals (BZA) meeting, which takes place on the fourth Tuesday of each month at 7:00 p.m. in the Board Chambers.

The County has contracted with VTS Productions to broadcast and play back the Board of Supervisors meetings and the Planning Commission meetings. The County's contract with VTS provides for 12 months of broadcasting services for Board of Supervisors and Planning Commission meetings from July 2007-June 2008. The contract is not based on a set number of meetings.

The cost for VTS to broadcast BZA meetings live and to play them back on Comcast Channel 23 and Cox Channel 24 is \$500.00 per month beginning in February 2008 and ending June 30, 2008. This would include the following:

- Operator's salary of \$90 per hour. VTS conducts market survey at least twice a year, by phone and on the Internet, and has determined that operator salaries in the Washington D.C. area are \$150 - \$175, and in Richmond, \$110 - \$125. VTS used these salaries to arrive at the \$90 per hour figure.
- Programming costs to program the equipment in the VTS studio and in the "control room" of the Board Chambers to broadcast the meeting, and then set up for re-broadcasting the meeting at a later date.
- Technical support, which involves setting up for a meeting (this would also include setting up at a remote location, i.e., a school, if required) and time in the VTS and/or "control room" of the Board Chambers to address broadcasting or equipment problems should they arise.
- Materials such as DVDs and the repair or replacement of equipment.
- Taping and broadcasting of "extra" meetings if required.
- Profit for VTS.

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 19th day of February 2008

MEMBERS

VOTE

George H Schwartz, Chairman  
M S "Joe" Brito, Vice Chairman  
Harry E Crisp II  
Mark Dudenhefer  
Paul V Milde III  
Cord A Sterling  
Bob T Woodson

On motion of , seconded by , which carried by a vote of , the following was adopted

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR  
TO AMEND A CONTRACT WITH VTS PRODUCTIONS TO BROADCAST  
LIVE AND REPLAY THE MEETINGS OF THE BOARD OF ZONING  
APPEALS

WHEREAS, the County currently has a contract with VTS Productions to broadcast live the meetings of the Board of Supervisors and the Planning Commission on Comcast Channel 23 and Cox Channel 24, and

WHEREAS, both meetings are played back later in the week in which the meetings occurred on these same channels, and

WHEREAS, the Board desires to keep citizens informed about government meetings, programs and issues, and

WHEREAS, the County's government cable channels are one tool to facilitate the dissemination of information to Stafford residents,

WHEREAS, the Board desires to broadcast the meetings of the Stafford Board of Zoning Appeals, and

WHEREAS, the cost to broadcast live and replay the Board of Zoning Appeals meetings will cost \$2,500 through FY 2008,

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 19<sup>th</sup> day of February, 2008, that the County Administrator be and he hereby is authorized to amend a contract with VTS Productions to broadcast live and replay the meetings of the Stafford County Board of Zoning Appeals on the County's cable channels in an amount not to exceed Two Thousand Five Hundred Dollars (\$2,500)

AJR CR mfl