



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
POLICY AND PROCEDURE**

JON P. MACGILLIS, ASLA, ZONING DIRECTOR

PPM # ZO-O-023

Effective: 04/17/17

SUBJECT: Audio & Visual Recordings, Broadcasting on Channel 20 Web Casting of Zoning Commission Hearings and Zoning Meetings

PURPOSE: To establish procedures for ensuring the live broadcasting or webcasting on Palm Beach County Channel 20 or County Web Pages of specific Zoning Monthly Hearings and Meetings such as: Zoning Commission (ZC) -Live on Channel 20, Land Development Regulatory Advisory Board (LDRAB), and Development Review Officer (DRO), which are held in the Planning Zoning & Building (PZB) Ken Rogers Hearing Room (VC-1W-47) and are Webcasted live on the Web.

PROCEDURES: Procedures prior to the Hearing/Meeting:

1. At the beginning of each calendar year, the Zoning Customer Service Manager shall send individual appointments through Outlook for each hearing/meeting date to the following recipients: PZBHELPDESK, ISSAPBSA, and FDO-ESS-Support; include Channel 20 Division for the ZC Public Hearings/Meetings. This email appointment will establish each hearing/meeting date as an appointment on the recipient's Outlook calendar. The following information shall be included in the body of the email:
 - a. The hearing/meeting date, start and end time, room location and contact information which shall include staff's phone number in case of questions or issues.
 - b. Instruct support staff that their assistance is needed and they should arrive 15 minutes prior to the start time to set-up and ensure there are no technical issues with the equipment.

Procedures on the Day of the Hearing / Meeting:

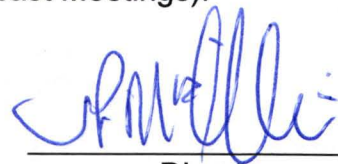
1. Prior to the start of each hearing / meeting, Zoning Staff shall retrieve the "equipment box" for the hearing room (VC-1W-47) from the PZB Security Desk, located on the first floor at the main entrance to the building.

Note: The equipment box contains the following: remote for the Projector, batteries, cordless microphones and related operating equipment for the hearing room. At the end of each hearing / meeting the equipment box shall be returned with all items to the PZB Security Desk.

2. Zoning Staff shall be responsible for providing FDO-ESS-Support Staff with a Compact Disc (CD) to record the audio backup of the hearing or meeting. FDO-ESS Support will be present at start of each hearing or meeting to test the audio equipment and provide support during the hearing or meetings. In the event FDO-ESS Support staff cannot be present Zoning staff will operate the audio equipment. An instruction sheet is located on the Dias next to the audio recorder.
3. Any equipment that is not working properly shall be reported immediately to the Customer Service Manager to process a Problem Tracking (PTS) request to be submitted to FDO-ESS to troubleshooting the malfunction. All television equipment is maintained by Public Affairs, PBC Channel 20 Television Station. All audio equipment is maintained by Facilities Development and Operations, Electronic Service Section (FDO-ESS).

Procedures after a Hearing / Meeting:

1. Zoning staff will receive an email from PZBHelpdesk with the location of the final video and/or audio file.
2. Zoning Staff shall save the video file in the Zoning Webcast directory under the meeting type and year, (U:\Zoning\ADMIN\Zoning Webcast Meetings).
3. Zoning Staff will review the video, edit and then convert the video file into MP4 format. Any issues found on the video, such as, poor quality of the audio, or video lighting shall be reported by email to PZBHelpdesk, and copied to the Zoning Director and the Supervisor of the section that conducted the hearing/meeting.
4. Within 1 week of the Hearing/Meeting Zoning Staff shall load the video file to the PZBFTP Site (<ftp://151.132.50.52>) for posting to the Zoning Web page. In the event the video is damaged; only the audio file will be placed on the Zoning Web page.
5. Zoning Staff shall save the video file in the Zoning Webcast directory under the meeting type and year, (U:\Zoning\ADMIN\Zoning Webcast Meetings).



Director

Supersession History:

PPM# ZO-O-023, Issued: 12/01/05

PPM# ZO-O-023, Revised: 04/17/17

U:\Zoning\ADMIN\PPM's\DRAFTs\ZO-O-023 Video & Webcasting of Zoning Meetings on the Web\Final