

# MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC# **531-2016**

LETTER TO COMMISSION

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: December 9, 2016

SUBJECT: **USE OF AUDIO VISUAL EQUIPMENT IN THE COMMISSION CHAMBERS FOR PRESENTATIONS DURING PUBLIC MEETINGS**

The purpose of this Letter to Commission is to advise the Mayor and Commission of new guidelines designed by the Office of Communications for showing presentations, images, videos or any other audio visual communications in the commission chambers during public meetings.

During recent commission meetings we have experienced a number of technical issues with the audio visual (AV) equipment in the chambers. As we all work to be efficient and effective during commission meetings, the forced breaks in the meetings to set up the AV for unexpected presentations, or other videos or images, are the cause of unnecessary delays.

In an effort to allow staff to provide timely set-up of these presentations, as well as allow us an opportunity to review any content prior to showing it at public meeting, effective January 1, 2017 anyone (general public as well as city staff) wishing to use the AV equipment must submit their presentation, video, or link 24 hours prior to the meeting in order to have the opportunity to have it played during the meeting.

The following changes will be taking place to ensure this:

1. The laptop that currently resides at the podium will be moved into the control room and the AV cable will be removed from the podium.
2. People wishing to have something shown during public meetings must submit their requests 24 hours prior to the meeting by:
  - a. Email at: [communications@miamibeachfl.gov](mailto:communications@miamibeachfl.gov)
  - b. Hand delivered on a jump drive or CD to the communications office at 1701 Meridian Avenue, Miami Beach, FL 33139
  - c. IT is working on a cloud-based or FTP option for uploading

When submitting the items to be presented they must reference the item number in the title and be in either PDF, PowerPoint or .MP4 format, or a link to an online video.

The communications department will also work with the Clerk's office to ensure that the public notices and agendas remind the public of these new procedures.

We look forward to assisting in making sure that commission meetings run as efficiently and effectively as possible.

JLM/MM/TD