

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

**SUBJECT: CABLE TELEVISION AND SATELLITE SERVICE IN COUNTY
FACILITIES**

PPM#: CW-O-088

ISSUE DATE

March 30, 2018

EFFECTIVE DATE

March 30, 2018

PURPOSE:

To establish policy and procedures for providing cable television or satellite television service in new and existing County facilities.

UPDATES:

Future updates to this PPM are the responsibility of the Facilities Development & Operations Department.

AUTHORITY:

CW-O-001, as may be amended;
CW-L-030, as may be amended.

DEFINITIONS:

CATV- Cable Television
CID – Capital Improvements Division
ESS – Electronics Services and Security Division
FDO – Facilities Development & Operations Department
PM – Project Manager with the Capital Improvements Division
SATV- Satellite Television

POLICY:

It is the policy to standardize the deployment of cable television service in County facilities through the requirement that FDO/ESS be responsible for all new or expanded service requests as well as the processing of requests for repair and maintenance of existing service. ESS has been designated as the resource manager for CATV and SATV and will evaluate and ensure that these services are provided in the most cost effective and technically efficient manner. Limited basic

CATV service is the standard service that should be provided for unless a programmatic need is justified. SATV is to be used only where CATV is unavailable.

APPLICATION

The Department of Airports shall have the same authority as FDO/ESS to proceed with new or expanded service requests as well as process requests for repair and maintenance of existing service in all airport facilities, as determined to be necessary by the Department of Airports. With regard to new and expanded cable installations within buildings or spaces occupied by Department of Airports employees, the Department of Airports shall comply with the intent of this PPM in terms of the extent of distribution of cable services to employee occupied spaces.

PRE-APPROVED LOCATIONS FOR CATV AND SATV SERVICE:

Approved locations for CATV and SATV service in County-owned facilities are as follows:

Board of County Commissioners Offices

Commissioners
County and Assistant County Administrators
Department and Assistant Department Directors
Division Directors
Public Affairs
Public Information Officer
Training Rooms
Formal Break Rooms
Conference Rooms
Cafeterias
Post-Disaster Emergency Command Offices
*Community and Recreation Centers
*Senior Centers
*Libraries

Sheriff and Fire Rescue Offices

Sheriff
Colonels
Majors
Public Information Officer
Substation Captains
Substation Line-Up and Training Rooms
Jail Facility Commanders
Jail Emergency Command Offices
Dispatch and Communications Center
Fire Rescue Administrator
Deputy Chiefs

* Buildings require additional justification as noted in the procedures section of this document.

REQUEST PROCEDURES:

All CATV and SATV requests are to be made using the project intake process. The project intake form can be found at <http://pbcportal.pbcgov.org/fdo/Forms/Forms/AllItems.aspx>.

The requestor is to identify whether or not any existing service exists and make and model of any televisions set to confirm compatibility with new digital requirements. All requested locations need to have room number and current use identified on request. In addition to the request for approval, a detailed justification will be required for all areas: 1) outside of those listed above and/or 2) any requests in public view.

For locations noted with an asterisk (*), additional justification needs to be provided with the request. This justification should include all program requirements which identify the daily operation or function with the Department or Agency and are the basis for the justification in areas which are within public view.

PROCEDURE:

1. New Construction:

- A. CATV/SATV requirements need to be identified in the facility program. ESS will determine if the requested service is within a pre-approved location or will require a separate justification. Installation expense will be paid for out of the project budget and ESS will notify the CID Project Manager (PM) of the estimated installation costs associated with the requested service.
- B. ESS will verify that all of the CATV/SATV endpoint locations meet PPM requirements.
- C. The PM will coordinate right-of-way issues direction with the Engineering Department.
- D. CID will direct the design team to identify cable distribution system and provide location for head end equipment.
- E. ESS will coordinate with the CATV/SATV provider and order the service.
- F. Exterior cable work will be completed by the service provider at their own expense or if there a charge for this work it will be paid for from the project budget and will be included in the estimate provided to the PM by ESS.
- G. Interior cable work will be completed by a certified CATV/SATV sub-contractor.

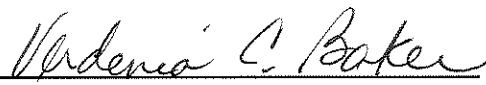
- H. Acceptance testing will be completed by ESS.
2. Existing Facilities with CATV/SATV service:
- A. The processing of all CATV/SATV Service Requests is the responsibility of ESS. All requests should be made directly by the point of contact to FDO-ESS-Support@pbcgov.org.
 - B. ESS will verify that all of the CATV/SATV endpoint locations meet PPM requirements.
 - C. Interior cable work will be completed by a certified CATV/SATV sub-contractor approved by ESS.
 - D. Acceptance testing will be completed by ESS.
3. Existing Facilities without CATV/SATV service:
- A. CATV/SATV installation expense will be paid for by the requesting agency or department.
 - B. ESS will verify that all of the CATV/SATV endpoint locations meet PPM requirements.
 - C. The PM will coordinate right-of-way issues direction with the Engineering Department.
 - D. ESS will identify cable distribution system and provide location for head end equipment.
 - E. ESS will coordinate with the CATV/SATV provider and order the service.
 - F. Exterior cable work will be completed by the service provider at their own expense.
 - G. Interior cable work will be completed by a certified CATV/SATV sub-contractor.
 - H. Acceptance testing will be completed by ESS.
4. Televisions are the responsibility of the requesting agency or department.

FEES AND PAYMENTS FOR CATV OR SATV SERVICE:

All fees and payments for CATV or SATV are the responsibility of the requesting agency or department either directly or indirectly and will be charged as any other utility. Should any Constitutional Office /State Agency decide they want any CATV or SATV enhanced services, all

costs will be the responsibility of the Constitutional Office/State Agency and all requirements of the PPM are to be followed.

If any requested locations are within public view locations, a commercial account for service will be required and all costs for the monthly service charges are the responsibility of the requesting agency or department.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History
PPM# CW-O-088, dated 6/12/2013