

# Memorandum



**Date:** September 21, 2010

**To:** Honorable Chairman Dennis C. Moss and  
Members  
Board of County Commissioners

**From:** George M. Burgess  
County Manager

**Subject:** Supplemental Information Regarding the Fiscal Impact of Televising/Webcasting PHT meetings

Agenda Item No. 12R2

On June 10, 2010, the Health, Public Safety and Intergovernmental Committee (HPSIC) discussed an ordinance amending Section 25A-3 of the Code of Miami-Dade County requiring the Public Health Trust (PHT) to hold and televise its regular monthly meetings in the County Commission chambers. Several questions were asked at that time. This report addresses the concerns raised.

## Current operations

Regular meetings of the Board of Trustees of the Public Health Trust (PHT) are held at Jackson Memorial on the third Monday of each month at 3:00 PM. These meetings are aired live on Miami-Dade TV (MDTV) and streamed on the Internet using the County's webcasting system. Since the necessary fiber optics are in place to broadcast these meetings, the Enterprise Technology Services Department (ETSD) is not involved with the programming. In order to accomplish this, Jackson Memorial uses an outside video production company to film the meetings and provide the County with the output necessary for TV and Internet coverage. Should these meetings run after normal working hours, the County incurs non-budgeted overtime expenses at rate of \$50 per hour for one individual in order to manage the live airing, webcasting and archiving of the meeting through its conclusion.

In the event of a scheduling conflict whereby the Board of County Commissioner's (BCC) and the PHT Board of Trustees need to meet at the same time, the BCC meeting takes priority and is aired on MDTV. However, both the BCC meeting and the PHT meetings can be simultaneously webcast live on the Internet. The PHT meeting can then be rebroadcasted on MDTV at a later date.

## Proposed ordinance

The proposed ordinance would relocate PHT Board of Trustee meetings from the current location to the Commission Chambers. A fiscal impact was provided for this ordinance indicating that when meetings take place outside of regular working hours, overtime expenses would be incurred for three individuals at an hourly rate for each of approximately \$50 to \$64. In this scenario, the PHT would no longer require the services of an outside video production firm as these services would be provided by County staff responsible for meeting coverage in the chambers. The PHT currently pays the outside video production firm \$6,000 to cover each monthly meeting.

It should be noted that this scenario may add scheduling complexities when the Chambers is needed for other purposes. If a conflict does arise, the PHT meeting would need to be rescheduled.

## Additional options

Two other scenarios were discussed at the HPSIC and the associated fiscal impact is provided below.

Holding the PHT Board of Trustee meetings in the SPCC 18<sup>th</sup> floor conference rooms

These conference rooms do not have the necessary connection to broadcast or webcast a meeting and there would be an estimated cost of approximately \$5,000 to establish this capability. Moreover, the rooms do not have the audio/visual equipment required for televising or webcasting a meeting. Because of this, it would be necessary for the PHT to continue to utilize the services of the outside video production company. It should be noted that the acoustics in these rooms may be problematic for PHT Board of Trustee meetings.

Expanding coverage to include PHT committee meetings

PHT committee meetings are not currently televised or webcast. These meetings occur monthly, normally on Tuesdays, starting at 7:00AM and ending at 5:30 PM or later. There are times when certain committee meetings are held on different days due to committee member scheduling conflicts. In addition, the committee meetings are often held simultaneous to each other in different meeting rooms. These factors could add an expense to providing coverage of these meetings.

To proceed with this, it would be necessary for the PHT to secure the services of the video production company for additional hours at an estimated cost of \$160,000 annually. This estimate does not include ad hoc financial committee meetings, sustainability meetings or any committees that meet on days other than the full committee day.

Additionally, in most instances, these Committee meetings would take place simultaneous to BCC meetings; therefore, it would not be possible to air live on MDTV, although they could be streamed live over the Internet. There would be a further fiscal impact to the County should these meetings run after normal working hours, as the County incurs non-budgeted overtime expenses at rate of \$50 per hour for one individual in order to manage the live airing over the webcast and archiving of these meetings through its conclusion.

  
Assistant County Manager