

OFFICE OF MANAGEMENT AND BUDGET

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MEMORANDUM

December 22, 2020

TO: Board of County Commissioners

FROM: Norman Foster, Director *Norman Foster*
Office of Management and Budget

SUBJECT: Fiscal Impact Statement Re: Proposed Ordinance Amending Section 1-233 of the Broward County Code of Ordinances, Pertaining to Quorums for Advisory Boards and other Boards

Summary

The proposal amends section 1-233 of the Broward County Code of Ordinances, Pertaining to Quorums for Advisory Boards and other Boards. Under the current ordinance, the number of members needed to constitute a quorum on any advisory or other board is a majority of the total appointed board members, and a quorum is established based on the number of members who are physically present at a meeting. Thereafter, members who are not physically present may attend and participate in such meeting by telephone.

Under this proposal, the section would be amended to allow both members physically present and members participating in a meeting using Communications Media Technology (CMT) to be counted in determining whether a quorum is present during a declared state or local emergency. Additionally, it would allow members to use CMT, such as telephonic, video conferencing, and other electronic transmission of audio, video, etc. instead of limiting participation to telephones.

Fiscal Impact

In order for the Office of Public Communications (OPC) Audio-Visual team to support advisory board meetings with remote participation in Government Center East rooms 301, 302, 422 and 430 through collaborative meeting tools such as Zoom, Skype and WebEx, these must be integrated into the County's audio-visual systems. Doing so requires an initial one-time investment in hardware, as well as labor for programming and wiring, which would allow for the integration of audio and video between in-room and remote participants to support the agency recording of the meeting. Rooms 422, 430, and 302 are frequently used, and host multiple meetings weekly. Currently, room 301 does not offer audio-visual support. OPC believes that room 301 would be utilized more if it were equipped with built-in audio-visual capabilities and scheduling of boards may be easier if multiple rooms were available.

The Enterprise Technology Services (ETS) Division will be responsible for connections of internet access and any additional hardware for data streams.

The total estimated costs for the County to utilize CMT in rooms 301, 302, 422, and 430 would be \$117,514, including an additional estimated \$60,000 for room 301 for hardware, software, programming, wiring and installation in that additional room. This cost estimate was provided by OPC and ETS.

<u>Office of Public Communication (OPC)</u>	Up to \$97,000
Hardware, including computer (\$4,300) and capture card (\$2,700):	\$7,000
Labor – programming and wiring:	\$30,000
Room 301, estimated at	\$60,000

<u>Enterprise Technology Services (ETS)</u>	Up to \$20,514
Network Switches (2)	\$15,080
Cabling work	\$2,074
Cabling contractor Labor	\$1,400
Workstations (2)	\$1,960

Staff needs to support advisory and other board meetings will depend on the schedule of meetings and the use of CMT. Some staff will be needed to oversee installation of new equipment and initial configuration. Once the CMT equipment is installed, and training provided, a heavy level of support is not generally needed for these meetings.

Please note that this does not change the way government meetings will be broadcast over cable (Comcast, Advanced, U-Verse). Those participating live will be shown on camera. Those participating remotely, a photo of the individual “On the Phone” will be shown, with connectivity between the AT&T conference line and the collaboration tool established by AT&T at the request of our AV team.

NF:cm