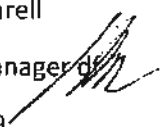


**MEMORANDUM**

**TO:** Mayor England  
Vice Mayor Kostka  
Commissioner George  
Commissioner Samora  
Commissioner Rumrell

**FROM:** Max Royle, City Manager 

**DATE:** December 18, 2019

**SUBJECT:** St. Augustine Port, Waterway, and Beach Commission: Request for City to Video Its Meetings

**INTRODUCTION**

The St. Augustine Port, Waterway, and Beach Commission holds its regular meeting on the third Tuesday of each month, starting at 3:00 p.m. and ending usually before 5:00 p.m., though on occasion a meeting has lasted until 5:30 p.m. The Port Commission must vacate the room by 5:30 because the City's Planning Board starts its monthly meeting at 6:00 p.m.

Also, from time to time, especially when the Port Commission adopts its annual budget, it must hold additional meetings on other days of the week, such as a Thursday. The budget meetings usually begin at 5:00 p.m.

The Port Commission has asked the City staff whether it could video its meetings. The set up would be the use of a single camera and the creation of a DVD which the Port Commission's secretary would have shown later on the Port Commission's own YouTube channel.

The City's Information Technology Manager, Mr. Anthony Johns, has discussed the Port Commission's request with the members at two recent meetings and has written the attached memo, in which he estimated that the cost of videoing the meetings would be \$100 an hour, which the Port Commission would have to pay the City.

He also informed the Port Commission at the December 17<sup>th</sup> meeting of his recommendation to you that the City not video the Port Commission's meetings because of the need for the City's limited IT staff (two persons) to work on City IT matters and troubleshoot problems, large and small, that the City's departments may experience during a workweek. Also, sometimes both IT staff members are out because one may be on vacation and the other may be ill.

The Port Commission has asked that you review its request.

**ACTION REQUESTED**

It is that you discuss the attached memo with Mr. Johns and decide whether to allow the use of City IT staff and equipment to video the Port Commission meetings.

If you do decide to allow the videoing, then the City Attorney will need to prepare an agreement that lists the terms of the arrangement, the per-hour cost that might include overtime, has a clause that the videoing is dependent on whether the City has staff available to do it and allows either party to cancel the agreement by 30 days' notice.

We also suggest the agreement state that the per-hour cost may be increased by the Consumer Price Index each year, starting in October. The CPI could be the rate determined by the Department of Labor for all cities in the South during the 12 months between July and the following June. This would give the Port Commission time to include the increase in its next fiscal year budget.

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## MEMORANDUM

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**TO:** MAX ROYLE, CITY MANAGER

**FROM:** ANTHONY JOHNS, IT MANAGER

**SUBJECT:** UPDATE - FILMING PORT AND WATERWAY MEETINGS

**DATE:** DECEMBER 2, 2019

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As requested, I'm providing this update to my initial response regarding filming St. Augustine Port Waterway & Beach District meetings. The cost to film District meetings is approximately \$50.00 per meeting in staff time, plus \$50.00 per hour equipment cost. The cost covers two hours of staff time to setup and process the resultant recording of a single stationary camera view, the hardware use, and for staff to provide the district with a DVD of the recording or upload the video to a streaming service of the District's choosing, after the fact. The cost does not include additional cameras, overlays, live streaming or play of any kind, or captioning. If this item progresses, I would suggest this (\$100) as a minimum fee as well. This is not a change from what was previously provided, but a clarification of what may have been misunderstood.

After discussion with each of the department heads and informal agreement, I would additionally provide the following information. It is my intent, if this goes before the City Commission for approval, to provide a recommendation against the City moving forward with this. If the Commission approves the request of the District, my recommendation is the single option listed. If the District intends to pursue this further, they may wish to have a representative express their view in person or by letter.

I can elaborate on reasonings or costs provided if necessary and will be present at the District's December 17<sup>th</sup> meeting. If the Board would like to call on me for any explanation, I will be happy to appear in front of them at that time.