

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

## MINUTES CITY OF PALATKA October 10, 2013

Proceedings of a regular meeting of the City Commission of the City of Palatka, Florida, held on the 10<sup>th</sup> day of October, 2013.

**PRESENT:**

Mayor	Vernon Myers
Commissioner	Mary Lawson Brown
Commissioner	Allegra Kitchens
Commissioner	Phil Leary
Commissioner	James Norwood, Jr.

Also Present: City Manager Michael J. Czymbor; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Finance Director Matt Reynolds; Police Chief Gary Getchell; Fire Chief Mike Lambert; Planning Director Thad Crowe, Airport Manager John Youell; Grants/Projects Manager Jonathan Griffith and Main Street Manager Charles Rudd

**CALL TO ORDER:** - Mayor Myers called the meeting to order at 6:00 p.m.

**INVOCATION** – Commissioner Norwood

**PLEDGE OF ALLEGIANCE** – Chief Getchell

**APPROVAL OF MINUTES** – 9/12/13 Executive Session and 9/26/13 Regular Meeting – Commissioner Norwood moved to adopt the minutes as read. Commissioner Kitchens seconded the motion, which passed unopposed.

1. **PUBLIC RECOGNITION/PRESENTATIONS:**

**PROCLAMATION** – **Clint Snyder Appreciation Day** – October 20, 2013 – Clint Snyder was present to receive the proclamation, which was read and presented by Mayor Myers in honor of his 92<sup>nd</sup> Birthday. Mr. Snyder said when he got out of the military in January of 1946 he came to Palatka, and he and his late wife Elizabeth have been involved in events with the City and County ever since. He will continue to do so until he can't. He thanked the Commission, staff and volunteers for their work and said everyone he's called upon to provide help have done so. Next year, they hope to commission a Veteran's Mural in conjunction with the BOCC. This will be a seven-panel mural on a County building downtown which will commemorate seven wars and military actions ending with Iraq and Afghanistan and starting with WWI. The title will be "Remember those who have followed; honor those who have served." There are 4,000 veterans in Putnam County representing all branches of service.

**PROCLAMATION – Red Ribbon Week – October 23 – 31, 2013 –** David Powell, Chairman of the Board of Directors, Putnam County Anti-Drug Coalition, was present to receive the proclamation, which was read and presented by Mayor Myers. Invited the public to participate in the Red Ribbon community event to be held at Theobold Park, and hopes all will participate in Red Ribbon Week activities.

**EMPLOYEE RECOGNITION –** Promotion of Detective Brad Forsythe to Sergeant – Palatka PD - Chief Gary Getchell introduced Brad Forsythe, who is being promoted to sergeant. He read his bio, noting he's been with the PD for eight years. He began as a patrol officer and is an outstanding officer with a distinguished record. He was named outstanding detective in 2012 and 2013 and was crime stoppers officer of the year in 2013. They took applications from within the department for sergeant. They are interviewed by a 3-person panel and must pass a rigorous screening process which includes education and achievement. Candidates are ranked, and Sgt Forsythe scored in the top 3 candidates for sergeant. When this vacancy came open, he applied, and was awarded the position. Sgt. Forsythe maintains a cool head which is what is needed in times of duress.

**PARKS DEPT. RECOGNITION – 5<sup>TH</sup> Annual Veteran's Appreciation Bass Tournament –** Mayor Myers said he received recognition from the organizers and was presented with a plaque for the Parks & Recreation Department. He asked that the plaque be presented to Mr. Chandler.

## 2. PUBLIC COMMENTS

Christy Sanford, 312 Dodge Street, said she was taught to believe that the Police Department is there to protect and serve. She does not believe the surveillance cameras are there to protect and serve. She has not received a ticket; she knows others who have. When she first heard about these cameras, she pictured people being photographed speeding off the bridge and through the red lights. She did not picture good drivers being punished for not stopping completely on a right hand turn. This money is being taken out of the community and is going to Tallahassee. Whole courtrooms full of people are contesting these tickets and they are being thrown out. People who don't know they can contest these tickets are paying these tickets out of fear. This is not good for Palatka's economy. She does not go downtown anymore in order to avoid those lights. They should reconsider these red light cameras.

## 3. CONSENT AGENDA:

- a. **Adopt Resolution No. 2013-10-1** authorizing the execution of Passero Associates' W.O. #13-37 in an amount not to exceed \$19,900 for Professional Services for South Apron and Fencing, Taxiway F, North Apron and Runway 27 Approach
- b. **Adopt resolution No. 2013-10-2** authorizing the execution of Passero Associates' S.A. #13-39 in an amount not to exceed \$70,250 for Transient Apron (North) and Taxiway D Relocation
- c. **Adopt Resolution No. 2013-10-3** authorizing the execution of Passero Associates W.O. #13- 37U for Phase 3 - sand and fill dirt borrow from Airport dry pond area
- d. **Adopt Resolution No. 2013-10-4** authorizing the execution of an agreement with Ayres & Associates Scope of Work in the amount of \$12,000 for the design, permitting and construction administration related to the repair of the reuse mainline at St. Johns Avenue and State Road 19
- e. **Adopt Resolution No. 2013-10-5** authorizing the execution of Rudd Jones & Associates, P.E. Supplemental Agreement in the amount of \$46,100 for Bidding and Construction Administration of Riverfront Park Boat Launch Expansion and Bulkhead
- f. **Adopt Resolution No. 2013-10-6** supporting the amendment to the Public School Facilities Coordinated Land Use and Public School Facility Planning Interlocal Agreement

- g. **Adopt Resolution 2013-10-7** accepting a Purchase and Sale Agreement and Deposit Receipt for vacant property on S. 11th Street owned by the City of Palatka and authorize the City Manager and City Clerk to execute it on behalf of the City
- h. **Introduce Form 8B, Memorandum of Voting Conflict** into the record filed by Commissioner Mary Lawson Brown on vote taken on July 11, 2013, - Consent Agenda Item 3(d)
- i. **Introduce Form 8B, Memorandum of Voting Conflict** into the record filed by Commissioner James Norwood, Jr. on vote taken August 28, 2013 – Consent Agenda Item 3(a)
- j. **Set Halloween Trick or Treat Date and Time** for Thursday, October 31, 2013 from 6:00 p.m. to 8:00 p.m.

Commissioner Brown moved to pass all items on Consent as presented. Commissioner Leary seconded the motion, which passed unopposed.

- 4. **COMMUNITY REDEVELOPMENT AGENCY - 10/10/13 Meeting Items** for approval; **Resolution No. 2013-10-8** adopting revisions to the Building Improvement Grant (BIG) program – In view of action taken at the 10/10/13 CRA meeting, Commissioner Norwood moved to table to a time certain of October 24, 2013. Commissioner Kitchens seconded the motion, which passed unopposed.

#### **PUBLIC HEARINGS:**

- 5. **ORDINANCE** amending Fire Pension Plan Benefit Amount - Chapter 175 Extra Multiplier - 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY REVISING SECTION 2-240(b), FIREFIGHTER BENEFIT GROUP PENSION AMOUNT FORMULA; AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Leary seconded the motion. There being no comments or discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary Norwood and Mayor Myers, yes; Nays, none. The Ordinance was declared passed on first reading.
- 6. **ORDINANCE** amending Palatka Police Officers' Pension Plan Benefit Amount - Chapter 185 Extra Benefit Multiplier- 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY REVISING SECTION 2-250.185(b), POLICE OFFICER BENEFIT GROUP PENSION AMOUNT FORMULA; AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Kitchens seconded the motion. There being no comments or discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary Norwood and Mayor Myers, yes; Nays, none. The Ordinance was declared passed on first reading.
- 7. **ORDINANCE** amending the General Employees' Pension Plan to raise the retirement age to 55, amending membership requirements to increase the amount of hours worked annually, and deleting the automatic 75% post retirement survivor benefit -2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY AMENDING Ch 2, DIV 4, THE CITY OF PALATKA GENERAL EMPLOYEES RETIREMENT PLAN; AMENDING SECTION 2-163(a), MEMBERSHIP, TO REVISE THE REQUIRED NUMBER OF HOURS WORKED; AMENDING SECTION 2-168 (b), NORMAL RETIREMENT CONDITIONS, BENEFIT GROUP GENERAL TO RAISE THE NORMAL RETIREMENT AGE

TO 55 FOR MEMBERS WHO HAVE NOT ATTAINED AGE 50 BY SEPTEMBER 30, 2014; TO DELETE SECTION 2-172, POST-RETIREMENT SURVIVOR PENSION; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on second reading for adoption. Commissioner Leary seconded the motion. There being no comments or discussion, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary Norwood and Mayor Myers, yes; Nays, none. The Ordinance was declared adopted.

8. **PRESENTATION & DISCUSSION** on needed changes to Tree Protection and Landscaping standards (Article VI of Zoning Code) and to Buffering standards (Article VII, Zoning Code) - Thad Crowe, Planning Director, said his Department has been working on these changes for some time. Currently standards exempt single and 2-family homes. There are seven tables for buffering standards. It's a one-size fits all Code and contains wasted landscaping requirements for areas that are not visible to the public. They need landscaping on commercial corridors. Far too many shrubs are required. Pruning standards are not clearly stated. No xeriscaping is required, and some requirements are burdensome. There are no standards to beautify or shade parking lots. Palatka is a Tree City; trees increase property value and absorb carbon dioxide. They cool streets, break up "heat islands" and soak up rainwater and prevent water pollution. They increase property values & slow traffic. People linger and shop where trees are.

Mr. Crowe said the City is in need of a tree & landscape code that strategically accomplishes goals of urban canopy restoration and buffering/screening of uncomplimentary uses, while maximizing limited resources. Many of these are written to try to achieve shade covering; a good example of this type of coverage is Barrington Apartments. One-third of the property is shaded. Many other cities have put an emphasis on tree canopy requirements. Gainesville has promoted tree planting. Palatka Mall and Home Depot parking lots have very little in the way of trees; these are huge parking lots. Trees will attract people to the City. They have proposed various housekeeping measures to clean up the ordinance.

Mr. Crowe said they currently don't provide direction on native plantings. They need to adopt a plant list. Tree mitigation means replacing a certain portion of trees that are cleared from a site. They need to replace the "brightline" requirements with a sliding scale. When you develop a site you can't keep all the trees and they understand that. Mr. Crowe showed a graphic to highlight this concept, saying the Family Dollar proposed at Palm & Crill is a good example of preserving tree canopy and mitigation.

They need to provide pruning standards to ensure health & survival of required parking lot and buffer trees. They reduced the new tree canopy height from 10 to 8 feet and increased open space percentage from 25 sf to 50 sf per 500 sf of paved area to require parking lot shading.

Commissioner Leary asked if they will have a list of trees they don't encourage, such as sycamore trees, which plug storm drains. Mr. Crowe said they have a table that allows for parking lot trees, which they can narrow down further. Commissioner Norwood asked if they address aesthetics and safety. Mr. Crowe said they require certain distances from power lines and infrastructure, and will look at trees that lose limbs and cause damage. For buffers they require evergreen trees, as these are year-round buffers. They've also tightened up the maintenance section so they can enforce replacement of dying trees. This has been vetted before the Tree Committee. Commissioner Brown asked if they are working with FPL on not butchering trees. Mayor Myers noted FP&L trims trees to protect infrastructure. There is a scientific method to it.

Mr. Crowe said they are increasing the size of a landscape islands from 100 sf to 160 sf to provide for better health of urban trees. This will allow for existing trees to substitute for new parking lot shade trees when intent is met (new trees must be planted when old ones die).

Urban trees versus rural trees are not very large and don't have a large "drip line." They clarify that a shade tree is required in each landscape island. As to xeriscaping, they are requiring that parking lot trees require low or medium watering standards. They want to require a shade island per every 10 parking spaces; at this time it is 12. They want the ability to transfer landscaped areas for car lots to other parts of the site and integrate storm water areas into the landscape design. Terminal islands will define parking rows, which also provides safety. They don't want to have trees blocking the vision when entering an intersection. Non-native plants are allowed by permit. Proportional and incremental compliance with parking lot and buffer landscaping for existing non-compliant properties is triggered by conditional use, expansion and change of use. He wants to slowly bring non-complying properties into compliance.

For conditional uses they propose one tree per 4,000 sf of parking lot area. For existing uses that are expanding, it is proportional as well; they propose meeting whatever percentage of requirement is in proportion to the expansion. If they expand 30%, they comply at 30%. One tenant in a multi-tenant shopping center should not be responsible for bringing the entire site up to Code; at this time, one tenant that applies for a conditional use has to bring the entire center up to Code. The owner can be required to bring a certain percentage up to code. Commissioner Leary asked how that affects parking where the required parking is reduced by compliance with the Code. Mr. Crowe said they can leverage parking from on-street and adjacent lots. Mr. Holmes said he has concerns with this from several different perspectives. He cited the Middleton Shopping Center and an instance where one tenant asking for a conditional use would trigger an upgrade for the entire shopping center. Mr. Crowe said they would work with the owner to develop a long-term master plan to achieve compliance with the landscape code and "chip away" at non-compliance. Commissioner Leary said he is in favor of this for revitalization through landscaping, but he is concerned about the recent Supreme Court case decision which states there has to be a reasonable nexus between the property and the requirement. Mr. Holmes said he worries about the expense for someone who is coming in on a rental basis. A few thousand dollars in landscaping requirements can be a 'make or break' factor on the decision. This is just a consideration.

Commissioner Kitchens concurred with Commissioner Leary and Mr. Holmes, saying they want to encourage business to come in, but they are making it more expensive for them to do so. They held a workshop on March 20 last year; the minutes state Commissioner Leary recommended Mr. Crowe come back with a matrix showing the size business and cost. Mr. Crowe said the City's commercial corridors are very blighted; this affects their ability to attract businesses to come and open here. They have to start somewhere. His approach is incremental. Otherwise, blighted places like Middleton Plaza will never change.

As to buffer types, Mr. Crowe said there is a default buffer which is a minimal buffer between commercial buffers. They don't need shrubs there; they just want trees for shade. For a vehicular use buffer, they want hedges. Roadway buffers don't need hedges and shrubs, just trees. Uncomplimentary use buffers want as much landscaping between them as possible, such as buffers between residential and commercial uses. They can get more planning 'bang for the buck' by shortening the buffer width; the default buffer is 8' wide, one-third of linear green space, and states canopy trees should be spaced minimum 50' apart. Much of the unseen landscaping in the rear of the building is wasted. They don't need a continuous hedge or green space; they can break that up, which allows traffic to flow between commercial properties. Trees create an attractive boulevard look. An uncomplimentary use buffer is offset by canopy trees and hedges; you have a difficult time seeing through that. A streetyard buffer is 15% of the area between front r/w property line and front wall of landscape area.

He proposes one buffering table as opposed to the seven or eight tables they now have. This is a simplified table that frees up more room for development by taking a more rational approach to planning. They will allow "double counting" of buffers. He'd like to use the Tree

Committee more and as a body that assists staff to hear appeals or alternative methods of meeting ordinance intent. Commissioner Kitchens said the Tree Committee is a Committee. Mr. Crowe has replaced references to the BZOA with Tree Committee everywhere in the proposed ordinance. If the Tree Committee is to act as a quasi-judiciary board, they will have a problem because a member of the Tree committee sits on the Planning Board. The Tree Committee needs to advise, not make decisions on appeals. Mr. Crowe said he understands her point, and said when you get into the tree/landscape ordinance they need someone to give them guidance. Staff has too much 'power,' and it's nice to have a relief valve. BZOA members don't have the type of background needed to make these decisions. Commissioner Leary said it would be nice to have some expertise from the Tree Committee for back-up; however, staff needs to keep the "power" in order to expedite permitting. Commissioner Kitchens said she has no problem with staff making decisions with the Tree Committee being advisory. The BZOA should keep making decisions on issues they now make decisions on. The Tree Committee shouldn't act as a quasi-judicial board hearing appeals. Commissioner Leary said that power can be vested in Staff. Commissioner Norwood concurred with Commissioner Kitchens and Leary. He does not believe the members of the Tree Committee signed on to hear appeals. Staff needs the authority to hear appeals. Mr. Holmes said staff shouldn't hear appeals. If staff makes the initial decision, there should be a body for an appeal of staff's decision.

Regarding screening parking lots, Mr. Crowe said they need to achieve street trees, median landscaping, and transform concrete bound roadways like Reid Street into beautiful commercial corridors through an incremental process. Commissioner Leary said if a property can't voluntarily comply with regulations, they could put money into a pot to allow transformation of adjacent property. Mr. Crowe said that is the point of offsite mitigation. Commissioner Kitchens said an existing business would not be affected if they don't apply for a conditional use, an addition or parking lot expansion, or change of use unless the building has been vacant for six months.

Mr. Crowe said this is a base; in the future they may want to look at reducing the six month grandfathering period, increasing change of use, conditional use, and expansion of landscaping improvements over time. They may want to provide grant money for this. They want to coordinate public landscaping improvements. They need a template for commercial corridors to create a master plan for reforestation to move forward on. Commissioner Leary said he'd like to see the Tree Committee work towards public/private partnerships to move this forward.

Mr. Crowe put up a slide that showed a comparison entitled Ordinance Cost Impact giving an example of a business that could come into Middleton Plaza. What he proposes would cost a fraction of what it now costs; the business would be required to put in one shade tree. Under the current Code under this scenario it would cost \$70,000 for one business to bring the parking lot up to code. Under the proposed code, it would cost \$1,243. This is achievable. They require a 2" canopy tree for this. They would chip away at the non-compliance. At this time they don't require a professional nursery to do the work. Another slide was shown for a business that wanted to expand its size by 50%. Their proposal is more reasonable to require 3 shade trees and 3 landscape islands. Current cost is around \$30,000; what they propose would cost around \$3,800. Another example was given for a brand-new commercial business. The current code costs around \$11,000 to achieve compliance; the proposal would reduce that by around \$1,000. When doubling the size of the building, the current code would cost around \$6,906; the proposed code will cost exactly the same but long-term maintenance cost is reduced, and it creates more canopy. Mr. Crowe distributed an example of current code versus proposed code cost impact examples, saying this discourages conditional use and new construction as the Code stands now.

Commissioner Kitchens said they need to schedule a public workshop on this as soon as possible. If a business owner expands their business, they will fall under this new ordinance. Commissioner Leary asked if they are communicating with the Chamber. Discussion ensued regarding scheduling of a public workshop at Price Martin Center. Commissioner Kitchens stated every business in the City should be invited. It was noted the cost to contact every business in the City would be prohibitive. Newspaper advertisement would be more cost effective.

Christy Sanford, 312 Dodge Street, said regarding not having landscape requirements for car sales or leasing businesses, that is wrong and should be required. She goes to Gainesville at least once a week and those businesses manage to have trees all around their properties. Tree damage to cars is an unwarranted concern. Regarding a statement made earlier as to the necessity of having a Tree Committee, she said because Palatka is a Tree City USA, they are required to have a Tree Committee, which is charged with promoting tree canopy and the health of trees.

## **9. CITY MANAGER AND ADMINISTRATIVE REPORTS**

**G-P Environmental Center Public Input** - Mr. Czymbor said they are holding a public-input session concerning the G-P Environmental Center at 5:30 next Tuesday at the Price-Martin Center. This is to take input on the design and curriculum. The architect and curriculum designer will be there to talk about what they want to accomplish and will take public input. Commissioner Norwood said he can see taking public comment on the building, but the curriculum is controlled by GP. Mr. Czymbor said the contract calls for public feedback on the curriculum and exhibits. They will take critical and positive feedback on the facility as well as the curriculum. Commissioner Kitchens said the environmental advisory committee is meeting in private at the Chamber at 4:00 p.m. that date, also, and asked how they can meet in private?

Mr. Holmes said any board that provides input to a public body is subject to Sunshine laws under the public meeting statutes. He has provided a memo addressing this. The distinction is whether the board is merely a fact-finding board, or whether they are providing advice to the Commission. If, in the process of considering potential plans and options, that advisory committee rejects some options and accepts some options, the Attorney General has said they are ferreting out options, which is a decision-making act. Fact-finding boards receive facts and regurgitate facts without opinion. They are trying to work this out with G-P. They don't want to run afoul of the Sunshine Laws. He's provided a memo which contains cites and cases with AG opinions and they are trying to reach an agreement with GP on this issue. They are dealing with GP and their attorneys to reach a consensus. The City Manager is monitoring this.

Mr. Czymbor said tomorrow they are meeting with Poseidone representatives, their attorneys and the surety company to restart the Water Taxi rehabilitation process.

**Presentation Showing Proposed Layout for Blue Crab Festival** - Charles Rudd said he is now a tri-chair for the Blue Crab Festival. Festivals are an important component of any revitalization strategy. The Blue Crab Festival is a gem; it is tough to get a festival of this size and popularity. The site of the Festival has been a "moving target" with redevelopment. The old high-rise site was used for the beer and entertainment tents for the past two years. They are looking for a new site for those. The entertainment tent is an important component. They need to keep equipment set up and dry and keep people shaded. The only spot this fits is next to the City Dock between the Dock and Presbyterian Church. In the future when the park is redone there is room in that same area but closer to the Riverfront in the park area. The smaller beer tent will be located next to it. They want to solidify this before they start taking vendor locations. They can consider landing the helicopter near the clock tower. The carnival can be made smaller.

Commissioner Kitchens said this is too close to the residential areas. For the first 20-odd years the entertainment tent was on the 100 block. She'd like to see it relocated to the 100 block. The helicopter rides make a lot of money for the festival. She doesn't want to see the entertainment tent moved closer to residential areas. Landing the helicopter next to the Clock Tower will affect the landscaping. Mr. Rudd said this is the only location that will accommodate the tent due to its sizes. Discussion ensued on moving the helicopter landing to the new parking lot, and the noise generated by the helicopter. Regarding donations, Mr. Rudd said Blue Crab will continue to make donations to civic groups who help work the festival. They partner with non-profits to do selling of wares and to provide services. The City will see financial statements for Blue Crab. Their fiscal year ends on the 31<sup>st</sup>.

Mr. Czymbor said he's officially requested a copy of the financial statement. This is a golden opportunity to restructure the revenue opportunities and their partnership, and make the festival completely transparent. He applauds Mr. Rudd for getting involved.

#### **10. COMMISSIONER COMMENTS**

Commissioner Brown asked if they can look at the calendar to plan a little better for commissioners who are going to be out of town for meeting. She sometimes has conflicts with League business. She noted they have had extra called meetings because Commissioner Norwood was going to be out of town.

#### **11. ADJOURN – There being no further business to discuss, the meeting was adjourned at 7:40 p.m. upon a motion by Commissioner Kitchens.**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105