



**West Palm Beach
Community Redevelopment Agency**

Special Meeting

PASS/FAIL AGENDA

**April 20, 2020
4:00 P.M.**

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, WITHIN THREE DAYS PRIOR TO ANY PROCEEDING, CONTACT THE CITY CLERK'S OFFICE, 401 CLEMATIS STREET, WEST PALM BEACH, FLORIDA 33401, {(561) 822-1210}

**MAYOR
KEITH A. JAMES**

**CITY COMMISSION
PRESIDENT KELLY SHOAF**

**COMMISSIONER CHRISTINA LAMBERT
COMMISSIONER CHRISTY FOX**

**COMMISSIONER CORY NEERING
COMMISSIONER JOSEPH A. PEDUZZI**

**ADMINISTRATION
INTERIM CRA EXECUTIVE DIRECTOR, ALLISON JUSTICE
CITY ATTORNEY, KIMBERLY ROTHENBURG
TREASURER, MARK A. PARKS
CITY CLERK, HAZELINE CARSON**

1. ROLL CALL

CIVILITY AND DECORUM: The City of West Palm Beach is committed to civility and decorum by its officials, employees and members of the public who attend this meeting. The City Code, Secs. 2-31(8), 2-31(18) and 2-31(22), provides in pertinent part:

- Officials shall be recognized by the Chair and shall not interrupt a speaker.
- Public comment shall be addressed to the City Commission as a whole and not to any individual on the dais or in the audience.
- Displays of anger, rudeness, ridicule, impatience, lack of respect and personal attacks are strictly prohibited.
- Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted.
- Offenders may be removed from the meeting.

COMMENTS FROM THE PUBLIC FOR NON-AGENDA ITEMS:

COMMENTS FROM THE BOARD:

ADDITIONS / DELETIONS / REORGANIZATION OF AGENDA:

RESOLUTIONS (2-8):

2. **Resolution No. 20-19 APPROVED approving an amended Term Sheet for the Development of the Anchor Site and Lease Agreement with Immocorp Ventures.**

RESOLUTION NO. 20-19: A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING AN AMENDED TERM SHEET FOR DEVELOPMENT OF THE ANCHOR SITE AND ESTABLISHING THE BASIC TERMS FOR NEGOTIATION OF A PROPERTY DEVELOPMENT AND LEASE AGREEMENT WITH IMMOCORP VENTURES, LLC; GRANTING OWNERS CONSENT FOR THE APPLICATION OF DEVELOPMENT APPROVALS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Agenda Cover Memorandum No.: 22084

Staff Recommended Motion:

Approve Resolution No. 20-19.

Background:

The CRA issued an ITN #17-18-501 for the purchase/lease and development of the Anchor Site in Northwood Village. The CRA Board heard presentations from interested developers and selected Immocorp Ventures, LLC with which to negotiate the development and lease of the Anchor Site. Resolution 19-31 approving the original term sheet, was approved on 8/26/2019. Immocorp Ventures did not execute the original Term Sheet and requested revisions. Through further negotiation, modifications were made to the original term sheet, which require CRA Board approval.

A general description of the terms is as follows: Development of a mixed use project that will incorporate approximately 350 Residential Units (approximately 250,000 square feet), 48,000 square feet of commercial retail and office space, 10,000 square feet of neighborhood supermarket space, a parking garage with approximately 450 parking spaces and a minimum of 10,000 square feet of public plaza and open space incorporating a public art component. The developer will enter into a lease agreement with the CRA for a period of 50 years, with an option to purchase the property for the total sum of \$4,000,000. The purchase price may be forgiven by the CRA provided the project is timely completed. The CRA will reimburse the developer for permit and other development fees, in an amount totaling \$1,000,000.

Construction will take place in no more than two phases. After completion of each phase of construction, the developer will have the right to purchase the completed portion. The CRA will forgive the purchase price if completion occurs within agreed timeline. If completion occurs outside of agreed schedule, the developer will have the option to purchase that phase for a price of \$28/SF. Construction shall be substantially completed according to the project schedule to be established in the Property Development and Lease Agreement, but not beyond 72 months from a signed Development Agreement.

Concept Plan: To be submitted to CRA within 3 months of the Effective Date of the Development Agreement.

Application for Government Approvals: To be submitted to CRA for approval within 6 months of the CRA approval of Concept Plan, and any amendments.

Governmental Approvals: To be obtained within 12 months after application; provided that the CRA may, in its reasonable discretion, extend the deadline by 6 months upon prior written request by the Developer, including an explanation for the additional time required and specific steps to be taken to promptly obtain the Governmental Approvals, In the event of any challenge to any of the Governmental Approvals, such time shall be extended until completion of all such challenges.

Phase I

Building Permit Application: To be submitted to City within 6 months after obtaining Governmental Approvals.

Outside Possession Date: 6 months after submission of Building Permit Application; however, the CRA may, in its reasonable discretion, extend the deadline by 3 months upon prior written request by the Developer, including an explanation for the additional time required and specific steps to be taken to promptly obtain the Building Permit.

Construction – Phase I

Commencement of Site Clearance: No later than 60 days after compliance with Pre-Construction requirements.

Commencement of Vertical Construction: No later than 90 days after compliance with Pre-Construction requirements.

Certificate of Occupancy Issued: No later than 24 months after Commencement of Vertical Construction.

Phase II

Building Permit Application: To be submitted to City no later than 18 months after obtaining Governmental Approvals; and may be extended with both parties' consent.

Outside Possession Date: 6 months after submission of Building Permit Application; however, the CRA may, in its reasonable discretion, extend the deadline by 3 months upon prior written request by the Developer, including an explanation for the additional time required and specific steps to be taken to promptly obtain the Building Permit.

Construction – Phase II

Commencement of Site Clearance: No later than 60 days after compliance with Pre-Construction requirements of Phase 2.

The CRA Advisory Board approved the amended Term Sheet on 3/27/20.

Resolution No. 20-19 approves the Term Sheet, authorizes the negotiation of a Property Development Agreement and Lease, and grants Owner's Consent for the submittal of applications for development approvals for the Project.

CRA DISTRICT: Northwood/Pleasant City District.

COMMISSION DISTRICT: Commission District 1: Commissioner Kelly Shoaf.

Fiscal Note:

Fiscal impact is contingent upon project completion deadlines.

3. **Resolution No. 20-24 APPROVED authorizing the execution of a Ground Lease with Cohen Brothers Realty Corporation of Florida, LLC, for the development of the "tent site" at 801 S. Dixie Highway.**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY, APPROVING GROUND LEASE WITH COHEN BROTHERS REALTY CORPORATION OF FLORIDA, LLC, FOR THE DEVELOPMENT OF PROPERTY KNOWN AS THE "TENT SITE" LOCATED AT 801 S. DIXIE HIGHWAY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Agenda Cover Memorandum No.: 22085

Staff Recommended Motion:

Approve Resolution No. 20-24.

Background:

On December 3, 2017, the CRA issued Request for Qualifications No. 17-18-404 for the lease and development of a multi-use project of significant impact and prominence on the site commonly known as the Tent Site. Four responses were initially received by the CRA. After a competitive process, which included public hearings and deliberations by the CRA Board, on June 4, 2018, the CRA Board authorized staff to negotiate with Cohen Brothers Realty Corporation, LLC. ("Developer") the basic terms and conditions for such development.

On May 6, 2019, by Resolution No. 19-21, the CRA Board approved a Letter of Intent for the ground lease of the Tent Site (the "LOI"), which approved the basic terms for further development of the lease and development agreement.

Consistent with the LOI and pursuant to the CRA Board's authorization, CRA staff and Developer's representatives negotiated a Ground Lease for the construction, development, operation and maintenance of a Class A Office Building(s) with the following terms:

- Developer will construct Class-A Office Building(s) of no less than 400,000 sq. ft. which shall qualify, at a minimum, for LEED silver certification. The project will include parking and retail space, along with distinctive landscaping/green space and double wide sidewalks.
- Lease Term: 49 years, with option to review for 2 additional terms of 25 years each, not to exceed 99 years.
- Base Rent: Initial Base Rent shall be \$1,028,000 per year. Base Rent shall be adjusted annually based on the Consumer Price Index. On the twenty-fifth anniversary of the Rent Commencement Date, and prior to the commencement of each Renewal Term, the Base Rent shall be recalculated based on the then-current appraised value of the Leased Property.

- Equal Opportunity participation. 5% of the cost of the Developer Improvements shall be performed by MWBE firms; 10% of the cost of the Developer Improvements shall be performed by Local Workforce; 5% of the cost of the Developer Improvements shall be performed by Service Disabled Veterans businesses; and 15% of the cost of the Developer Improvements shall be performed by Small Businesses.
- Schedule: Approximately 18-24 months to obtain zoning approvals, building permits and other governmental approvals. Site preparation work to commence within 60 days of obtaining permits, with vertical construction to commence within 90 days of completion of the site preparation work. Construction to be completed within 36 months after commencement.
- Option to Purchase. Developer will have the option to purchase the Leased Property which may be exercised at any time for a period of 10 years after the rent commencement date. If Developer elects to exercise the Option, the purchase price for the Leased Property will be the fair market value of the Leased Property based on appraisal.

The concept plan for development will come to the CRA Board for approval within three (3) months of the execution of the attached agreement.

Resolution No. 20-24 approves the Ground Lease for the Tent Site with Cohen Brothers Realty Corporation of Florida, LLC.

CRA District: City Center / Downtown District.

COMMISSION DISTRICT: Commission District 3: Commissioner Christy Fox.

Fiscal Note:

Initial Base Rent shall be \$1,028,000 per year. Base Rent shall be adjusted annually based on the Consumer Price Index.

4. **Resolution No. 20-26 APPROVED approving an interlocal agreement between the West Palm Beach Community Redevelopment Agency and the City of West Palm Beach for funding the operation of the Blue Line Trolley service.**

RESOLUTION NO. 20-26: A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY AND THE CITY OF WEST PALM BEACH TO PROVIDE FOR ALLOCATION OF FUNDING FROM THE AGENCY FOR THE OPERATION OF THE BLUE LINE TROLLEY SERVICE FOR FY 19-20 AND FY 20-21; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Agenda Cover Memorandum No.: 22086

Staff Recommended Motion:

Approve Resolution No. 20-26.

Background:

The City entered into a Trolley Operating Agreement dated November 3, 2017, with Molly's Trolleys of West Palm Beach, Inc., which was subsequently assigned to Hoffmann PB Trolley's, LLC, to provide Trolley services within the City. The purpose of the Blue Line trolley is to connect downtown West Palm Beach with the Historic Northwest, Pleasant City and Northwood Village, for the purpose of supporting increased economic development. The CRA has supported and funded the operation of a trolley route, known as the Blue Line for a number of years.

The interlocal agreement allows the CRA to fund the continued operations of the Blue Line Trolley Service for the remainder of FY 19-20, September 30, 2020, and provides funding for FY 20-21. The CRA, DDA, and Palm Beach Outlets had previously funded portions of this route over the last several years. Due to a decrease in funding from the Palm Beach Outlets and inconsistent and low ridership numbers, the City is in the process of modifying the Blue Line Route to eliminate the Palm Beach Outlets and add stops within the Historic Northwest and Pleasant City, which both reside within the CRA. The proposed Route is attached, will run from 11AM to 10PM each Thursday through Sunday and have shorter wait times than the current route. The City will also use the two new trolleys, it purchased and just received, on the Blue Line, which will reduce costs and add consistency to the trolley service.

The DDA has agreed to continue funding the modified Blue Line route and has agreed to contribute \$30,000 through September 30, 2020. The DDA will re-evaluate its funding at the conclusion of this fiscal year. Estimated costs for the CRA for the remainder of FY 19-20 are \$110,000, but will not exceed \$120,000, which has been previously budgeted, and \$211,000 for the period of October 1, 2020 through September 30, 2021.

Companion Resolution No. 103-20 will be presented to the West Palm Beach City Commission.

Resolution No. 20-26 approves a funding agreement for the CRA to fund the Blue Line Trolley route through the end of FY 20-21.

COMMISSION DISTRICT: District 3: Commissioner Christy Fox.

Fiscal Note:

Approval will provide funding from the CRA to the City in an amount not to exceed \$120,000 in FY19-20 and \$211,000 in FY20-21.

5. **Resolution No. 20-27 APPROVED approving a funding interlocal agreement between the City of West Palm Beach and the West Palm Beach Community Redevelopment Agency for repaving a portion of Flagler Ave. from north of 3rd Street to south of Banyan Boulevard.**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING A PROJECT FUNDING INTERLOCAL AGREEMENT BETWEEN THE CITY OF WEST PALM BEACH AND THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY FOR THE FUNDING OF THE REPAVING OF A PORTION OF FLAGLER DRIVE; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Agenda Cover Memorandum No.: 22087

Staff Recommended Motion:

Approve Resolution No. 20-27.

Background:

The CRA's Strategic Finance Plans for the Downtown/City Center District identifies target project areas and specific redevelopment activities and funding mechanisms for such projects. The CRA's Strategic Finance Plans for the City Center/Downtown CRA District, identifies the downtown core as a target area with focus on the redevelopment of the Old City Hall and Helen Wilkes Sites.

The Old City Hall and Helen Wilkes Sites are completing redevelopment. The Ben hotel has been constructed and the office, restaurant, retail and residential component of the project will be completed in the near future. To support the patrons, residents and workers of this new development, a portion of Flagler Drive, from north of 3rd Street to south of Banyan Boulevard needs to be repaved.

The total cost of the repaving is estimated at \$275,698.50; the developer of the Old City Hall/Helen Wilkes sites, Navarro Lowrey, Inc., has agreed to contribute \$15,964. The City of West Palm Beach will fund the amount of \$232,144.50. The City will contract for and manage the repaving.

The CRA wishes to fund a portion of the repaving in an amount not to exceed \$27,570.

Resolution No. 20-27 approves a Project Funding Agreement with the City of West Palm Beach committing \$27,570 to the repaving of a portion of Flagler Drive. This Agreement shall establish the authority for the City to access and encumber CRA funds for the repaving.

Companion Resolution No. 114-20 will be presented to the City Commission for approval.

CRA District: Downtown/City Center.

COMMISSION DISTRICT: District 3: Commissioner Christy Fox.

Fiscal Note:

\$27,570 from the Downtown/City Center Budget.

6. **Resolution No. 20-28 APPROVED approving a funding agreement between the West Palm Beach Community Redevelopment Agency and the City of West Palm Beach to contribute funding to the COVID-19 Recovery Assistance Program to provide loans to small businesses within the CRA Districts.**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING A FUNDING INTERLOCAL AGREEMENT BETWEEN THE CITY OF WEST PALM BEACH AND THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY FOR A FUNDING CONTRIBUTION TOWARD THE COVID-19 ECONOMIC DEVELOPMENT RECOVERY ASSISTANCE PROGRAM FOR SMALL BUSINESSES; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Agenda Cover Memorandum No.: 22088

Staff Recommended Motion:

Approve Resolution No. 20-28.

Background:

Due to the severe economic impact of the COVID-19 pandemic, financial assistance will be required to assist West Palm Beach businesses to recover. The City established a COVID-19 Recovery Assistance Program by Resolution No. 100-20 in the form of a loan fund as a response to the impact the pandemic is having on the economy. Valley National Bank operates the Recovery Assistance Program for the City. The application and underwriting process are administered by the Urban League.

The West Palm Beach Downtown Development Authority contributed \$50,000 for use in funding the Recovery Assistance Program loans for eligible businesses in the DDA's district; and

Loans: The Recovery Assistance Program loans are micro-loans of amounts not to exceed \$10,000. Loans are offered with interest rates not exceeding 2%. Repayment terms do not exceed ten (10) years. The loans may be used to cover rent, loans, utilities and payroll expenses that are associated with a closure or significant reduction in gross revenue as a result of the COVID-19 pandemic.

Eligible applicants are:

- Small businesses located within the Northwood/Pleasant City CRA or Downtown/City Center CRA (Historic Northwest and Brelsford Park).

- Established business that has been in operation for a pre-determined period of time.
- Annual gross revenues not exceeding \$1 million and with 10 or less employees.
- Severely and directly impacted by the economic downturn resulting from the pandemic.
- For the CRA funding, eligible applicants must also be located within the Northwood/Pleasant City District or the Historic Northwest and Brelsford Park areas of the Downtown/City Center District (DDA funding covers the downtown businesses).

The CRA is offering a total of \$60,000 (\$30,000 for the Downtown/City Center CRA and \$30,000 for the Northwood/Pleasant City CRA).

Resolution No. 20-28 approves the interlocal Funding Agreement contributing to the COVID-19 Recovery Assistance Program and allowing the City to utilize the CRA funds for establishing loans to small businesses within the CRA Districts.

CRA DISTRICTS: Northwood/Pleasant City District and Downtown/City Center District.

Commission District 1: Commissioner Kelly Shoaf.

Commission District 3: Commissioner Christy Fox.

Fiscal Note:

Budgeted redevelopment incentives: \$30,000 from Downtown City Center CRA and \$30,000 from Northwood Pleasant City CRA.

7. **Resolution No. 20-29 APPROVED AS AMENDED approving the creation of the Emergency Small Business Relief Grant Program for the Downtown/City Center CRA and the Northwood/Pleasant City CRA.**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY CREATING THE EMERGENCY SMALL BUSINESS RELIEF GRANT PROGRAM FOR THE NORTHWOOD/PLEASANT CITY AND THE DOWNTOWN/CITY CENTER COMMUNITY REDEVELOPMENT AREAS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Agenda Cover Memorandum No.: 22089

Staff Recommended Motion:

Approve Resolution No. 20-29.

Background:

The Community Redevelopment Agency (“CRA”) undertakes activities for community redevelopment and to remedy blight in Downtown/City Center Community and Northwood/Pleasant City Community Redevelopment Areas of the City of West Palm Beach. The CRA’s Redevelopment Plan and Strategic Finance Plans for the Downtown/City Center District and for the Northwood/Pleasant City District identify various programs to support redevelopment activities and funding mechanisms for such programs.

The COVID-19 pandemic is creating harsh economic consequences to small businesses throughout the state, including the City of West Palm Beach. Currently, the businesses within the West Palm Beach CRA are faced with unprecedented hardships with the current COVID-19 pandemic. During this crisis, the CRA has reviewed current grant and incentive programs to fill the current needs of the business community. Many businesses have been forced to close temporarily or are working at a limited capacity. Assistance with rent payments, utility bills and payroll among other expenses are currently needed to help businesses survive during or reopen after the COVID-19 pandemic subsides.

The West Palm Beach Community Redevelopment Agency desires to create the Emergency Small Business Relief Grant Program to assist in retaining certain vital businesses within the Northwood/Pleasant City CRA and the Downtown City Center CRA that may have economic difficulties resulting from the COVID-19 pandemic by providing small grants to these businesses in order to prevent the slum and blight caused by failed businesses.

The Emergency Small Business Relief Grant Program is to assist up to 20 businesses in the Downtown/City Center CRA and 20 businesses in the Northwood/Pleasant City CRA. Program details and requirements are summarized as follows:

- Grant Amount: Up to \$1,500
- Total Funding Availability: \$30,000 (NWPC CRA) \$30,000 (CCCRA)

Eligible Businesses: Business which meet the following criteria may submit applications for the Program:

1. The Business must employ less than 10 Full Time Employees;
2. The Business must be in business and operating for at least one year;
3. The Business must have no more than one (1) other location and shall not be part of a national chain or franchise;
4. The Business must be located within the Downtown/City Center CRA District;
5. The primary use of the Business property must be Commercial;

6. Owner/Operator or Applicant shall have no outstanding liens, violations, pending litigation with the City of West Palm Beach or the WPB CRA or any unpaid real and/or tangible personal property taxes;
7. Applicable City of West Palm Beach/county/state licenses must be up to date;
8. The Business must be registered with the Florida SBDC Network;
9. The Business must have applied for at least one(1) of the following programs:
 - a. U.S. SBA Economic Injury Disaster Loan (EIDL)
 - b. WPB Small Business Loan
 - c. Paycheck assistance program
 - d. Florida Small Business Emergency Bridge Loan
10. More than one application submitted for the same business, business owner, family member, or partners will not be considered.

Resolution No. 20-29 creates the Emergency Small Business Relief Grant Program.

Commission District 1: Commissioner Kelly Shoaf.

Commission District 3: Commissioner Christi Fox.

Fiscal Note:

Budgeted redevelopment incentives: \$30,000 from Downtown/City Center and \$30,000 from Northwood/Pleasant City.

8. **Resolution No. 20-30 APPROVED AS AMENDED authorizing waiver of rent payments for the eight (8) tenants at Lot 23 for the months of May and June 2020 due to economic impacts of COVID-19 Pandemic.**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE WEST PALM BEACH COMMUNITY REDEVELOPMENT AGENCY WAIVING RENT PAYMENTS FOR THE MONTHS OF MAY AND JUNE 2020 FOR TENANTS OCCUPYING RENTAL UNITS AT THE CRA-OWNED PROPERTY LOCATED AT 608 AND 610 23RD STREET DUE TO THE ECONOMIC IMPACT OF THE CORONAVIRUS PUBLIC HEALTH CRISIS/COVID-19 PANDEMIC; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Agenda Cover Memorandum No.: 22090

Staff Recommended Motion:

Approve Resolution No. 20-30.

Background:

The CRA owns two (2) four-unit buildings adjacent to Blum Park located at 608 and 610 23rd Street which were branded as Lot 23. Since December 16, 2016, the CRA has partnered with the Creative Center for Education (“CCE”) to manage the Lot 23 Community Arts Program (CAP)/Artist in Residence Program (AIR), which were aimed at community outreach and youth mentorship. In conjunction with its partnership with CCE, the CRA manages eight (8) rental units at Lot 23 which are occupied by local artists. The rent for the residential units is subsidized through the artists' participation in the Lot 23 Artists in Residence Program. Each tenant is required a minimum of 16-20 hours per month in the AIR program which benefits the residents located in the Northwood/Pleasant City CRA boundary.

The coronavirus (COVID-19) pandemic has thrust the community into unknown territory, with many facing both health and economic impacts. Due to restrictions in social gatherings, the artists are not hosting classes, and some have experienced lapses in their regular jobs. The CRA requests to waive rent payments for the Lot 23 tenants for the months of May and June 2020, with regular rent payment resuming July 1st, 2020.

The CRA requests approval of Resolution No. 20-30.

District 1: Commissioner Kelly Shoaf.

Fiscal Note:

No payments for 2 months are a reduction in CRA lease revenue totaling \$5600.

ADJOURNMENT:

NOTICE: IF ANY PERSON DECIDES TO APPEAL ANY DECISION OF THE CITY COMMISSION AT THIS MEETING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR THAT PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY OF WEST PALM BEACH DOES NOT PREPARE OR PROVIDE SUCH A RECORD.