

MINUTES

REGULAR MEETING - COMMUNITY REDEVELOPMENT AGENCY BOARD (CRA)

October 1, 2014

Minutes of the Regular Meeting of the Community Redevelopment Agency Board of The City of Daytona Beach, Florida, held on Wednesday October 1, 2014 at 4:30 p.m., in the Commission Chambers, City Hall, 301 South Ridgewood Avenue, Daytona Beach, Florida.

1. Roll Call.

Commissioner Paula Reed	Present
Commissioner Carl Lentz	Present
Commissioner Pamela Woods	Present
Commissioner Kelly White	Present
Commissioner Robert Gilliland	Present
Commissioner Patrick Henry	Present
Mayor Derrick Henry	Present

Also Present:

James V. Chisholm, City Manager
Marie Hartman, City Attorney
Jennifer L. Thomas, City Clerk

2. Commissioner Henry led the invocation.
3. Commissioner Reed led the Pledge of Allegiance to the Flag.
4. Adopted/Minutes of the September 17, 2014 Regular Meeting of the Community Redevelopment Agency Board held at 6:00 p.m., in the Commission Chambers, City Hall, 301 South Ridgewood Avenue, Daytona Beach, Florida.

It was moved by Commissioner Gilliland to approve the Minutes. Seconded by Commissioner Reed. The motion passed 7-to-0 with the breakdown as follows:

Commissioner Reed	Yea
Commissioner Lentz	Yea
Commissioner Woods	Yea
Commissioner White	Yea
Commissioner Gilliland	Yea
Commissioner Henry	Yea
Mayor Henry	Yea

5. AGENDA APPROVAL

James V. Chisholm, City Manager, read the Agenda changes:

No changes.

It was moved by Commissioner Gilliland to approve the Agenda. Seconded by Commissioner Henry. The motion passed 7-to-0 with the breakdown as follows:

Commissioner Reed	Yea
Commissioner Lentz	Yea
Commissioner Woods	Yea
Commissioner White	Yea
Commissioner Gilliland	Yea
Commissioner Henry	Yea
Mayor Henry	Yea

6. CITIZENS

Camille Butler, 956 Orange Avenue, Daytona Beach, FL stated she had concerns about losing business with the Orange Avenue construction.

Corwin Butler/Abraham, 956 Orange Avenue, Daytona Beach, FL, stated he had concerns about the construction on Orange Avenue. He didn't understand why the construction was taking so long.

7. ADMINISTRATIVE ITEMS

- 7A. Adopted/Resolution No. CRA 14-08 exercising the second and final one-year renewal option with the Salvation Army, 1555 LPGA Boulevard, Daytona Beach, FL 32117, to continue the Downtown Streets Team Program (Resolution No. CRA 12-16); and authorizing the expenditure of Redevelopment Funds in the amount of \$40,000. The program is consistent with the Downtown/Balough Road and Main Street Redevelopment Plans goals, objectives and policies. City Clerk Thomas read the Resolution by title only. A RESOLUTION EXERCISING THE OPTION TO RENEW THE DOWNTOWN STREETS TEAM FUNDING AGREEMENT WITH THE SALVATION ARMY FOR AN ADDITIONAL AND FINAL ONE-YEAR PERIOD ENDING SEPTEMBER 30, 2015; APPROVING THE EXPENDITURE OF TAX INCREMENT FUNDS IN THE AMOUNT OF \$20,000 FROM THE DOWNTOWN REDEVELOPMENT AREA TRUST FUND AND THE AMOUNT OF \$20,000 FROM THE MAIN STREET REDEVELOPMENT AREA TRUST FUND; AUTHORIZING THE CHAIR AND CITY CLERK TO EXECUTE THE RENEWAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

No discussion.

It was moved by Commissioner Gilliland to adopt the Resolution. Seconded by Commissioner White. The motion passed 7-to-0 with the breakdown as follows:

Commissioner Reed	Yea
Commissioner Lentz	Yea
Commissioner Woods	Yea
Commissioner White	Yea
Commissioner Gilliland	Yea
Commissioner Henry	Yea
Mayor Henry	Yea

- 7B. Adopted/Resolution No. CRA 14-09 authorizing the expenditure of redevelopment funds for the lowest responsive and responsible bid, in the amount of \$99,350, with Saboungi Construction, Inc., 290 A North U.S. Highway 1, Ormond Beach, FL for a Prototype 'E' Waste Enclosures. A series of prototype waste enclosures were explored in order to ensure that the Beach Street retail/commercial property owner requirements would provide the user program criteria that established the 'basis of design' in developing a Downtown Waste Management Masterplan. City Clerk Thomas read the Resolution by title only. A RESOLUTION EXERCISING THE OPTION TO RENEW THE DOWNTOWN STREETS TEAM FUNDING AGREEMENT WITH THE SALVATION ARMY FOR AN ADDITIONAL AND FINAL ONE-YEAR PERIOD ENDING SEPTEMBER 30, 2015; APPROVING THE EXPENDITURE OF TAX INCREMENT FUNDS IN THE AMOUNT OF \$20,000 FROM THE DOWNTOWN REDEVELOPMENT AREA TRUST FUND AND THE AMOUNT OF \$20,000 FROM THE MAIN STREET REDEVELOPMENT AREA TRUST FUND; AUTHORIZING THE CHAIR AND CITY CLERK TO EXECUTE THE RENEWAL AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

No discussion.

It was moved by Commissioner White to adopt the Resolution. Seconded by Commissioner Reed. The motion passed 7-to-0 with the breakdown as follows:

Commissioner Reed	Yea
Commissioner Lentz	Yea
Commissioner Woods	Yea
Commissioner White	Yea
Commissioner Gilliland	Yea
Commissioner Henry	Yea
Mayor Henry	Yea

7C. Adopted/Resolution No. CRA 14-10 authorizing the expenditure of Redevelopment Funds, in an amount not to exceed \$37,513.51, for the conversion of the Sickler Drive overhead power utility to underground utility. The City of Holly Hill is undertaking a project to relocate overhead utilities contiguous to Sickler Drive at the intersection with North Beach Street at the city limit between Holly Hill and The City of Daytona Beach. That project provides the City the opportunity to relocate the existing overhead electrical lines on Sickler Drive from the north city limit to Sickler Park at a significant savings over undertaking a stand-alone project. City Clerk Thomas read the Resolution by title only. A RESOLUTION APPROVING THE EXPENDITURE OF TAX INCREMENT FUNDS FROM THE BALLOUGH ROAD REDEVELOPMENT AREA TRUST FUND IN THE AMOUNT OF \$37,513.51 FOR UNDERGROUND FACILITIES CONVERSION ON SICKLER DRIVE IN THE BALLOUGH ROAD REDEVELOPMENT AREA; AND PROVIDING AN EFFECTIVE DATE.

No discussion.

It was moved by Commissioner White to adopt the Resolution. Seconded by Commissioner Gilliland. The motion passed 7-to-0 with the breakdown as follows:

Commissioner Reed	Yea
Commissioner Lentz	Yea
Commissioner Woods	Yea
Commissioner White	Yea
Commissioner Gilliland	Yea
Commissioner Henry	Yea
Mayor Henry	Yea

7D. Discussion – Orange Avenue Construction Project. City Clerk Thomas read the Item by title only. COMMUNITY REDEVELOPMENT AGENCY (CRA) BOARD DISCUSSION ON THE ORANGE AVENUE CONSTRUCTION PROJECT.

James V. Chisholm, City Manager stated that Mr. McLemore would provide a review of the project.

Ron McLemore, Deputy City Manager/Operations stated all road projects to varying degrees have impacts on property owners. The state law requires that in order to do a road project, a City has to develop a Maintenance of Traffic Plan (MOT) specifying signage and circulation to maintain access. We are required by law to maintain access to all properties. The current MOT plan was adopted although it has road closures included in it, it maintains access to all properties and it is by far the least intrusive option that we have for this project. There is very limited right of way and you have to construct the project between the curb lines. Inside that right of way there are all kinds of utilities that includes gas, a huge stormwater line down the middle of the road and it is impossible to build in the two lane sections without closing the entire road. There were numerous meetings held regarding the MOT Plan and invitations were sent by mail along with follow-up phone calls to property owners. On June 23rd a notice to proceed went to the contractor and August 25th the first complete closure was initiated. During this time the contractor and City Staff maintained communication with the property owners daily. We have responded in several ways by putting additional signage, two electronic message boards on Nova and the funding approval from the City Manager for

10-01-14

additional way finding signage due in by next Wednesday. We would like the Commission's approval and consideration for promoting an advertising plan to keep people informed that the businesses are open. The report provided for you today was intended to highlight the pertinent questions that you would need to consider in trying to develop some type of financial planning and give you an operational model of what it might look like if you decided to go in that direction. There are three major questions that we have to deal with and the first one is your support of a City advertising program and secondly should the Commission maintain current project program or amend it with some type of business retention financial assistance program.

Commissioner Reed stated I would like for you to define an advertising program and what would that entail.

Mr. McLemore stated we would get it into the newspapers to remind people that the businesses are open and what the routing is.

Commissioner Henry asked how much money do you think this would be.

Mr. McLemore stated it can operate within the City Manager's \$25,000 authority and if it doesn't then we will need to do more.

Commissioner Henry asked will this money come out of the Community Redevelopment Agency (CRA).

Mr. McLemore stated yes it would.

Commissioner Woods stated he can authorize the spending without our approval.

Commissioner Gilliland stated since it's not in the master plan he may not be able to authorize it without the CRA approval.

Reed Berger, Redevelopment Director stated we do allow for advertising as a part of the plan, so there is a place for advertising costs.

Commissioner Woods asked why we can't have this come out of our project or did we not budget for these kind of things at all.

Mr. McLemore stated the project fund is principally the loan plus a certain amount of money the County put in for us taking over the road but nothing in that budget allowed for this situation. The loan money cannot be spent for this but it can be spent for construction.

Commissioner Reed asked if our contingency funds be spent for this.

Mr. McLemore stated there is some money in there for construction contingencies.

Mr. Chisholm stated there is money in that budget that we can put to it but how the project ends up in the end could impact the finish of the project.

Commissioner Woods stated she was not comfortable using the CRA money for this and we should have had these signs up before we started. The meetings were important to have and the blue signs are helping but felt we did not do enough early into the project.

Commissioner White asked are we talking about public information advertising or advertising for certain businesses. We need to implement a very proactive public information plan and create better signage.

Mr. Chisholm stated the initial phase of the street closure will be about three blocks and down a couple of blocks and as they finish the first three they will move down the next sequence of blocks. Theoretically it the plan stated that the road would be totally closed to traffic for a 90 day period and those businesses have been impacted the most during that time. As you move down as the project continues and due to the width of the road, you will not encounter the same problems. The problems they are having is the depth of the drainage pipes, they are not the normal six foot depths and are significantly larger at the bottom end because this is where the drainage exits. The most significant issues are happening right now because as you go towards Ridgewood and beyond they will have more space; the roads are larger so there will always be two lanes open and the majority of retail and commercial business is in the area they are currently working in.

Mr. McLemore stated that many of the utilities are not where they should be and that's common in these situations but prior to the rain they were on schedule; this is a very complicated job in this area.

Commissioner Lentz asked how long do you anticipate the entrance to Orange Avenue off of Nova Road being closed.

Mr. McLemore stated at the end of this first section which should take about 90 days plus or minus according to weather, then that section will be open all the way to Nova Road.

Commissioner Gilliland stated it's been about month so two months from now, the end of November it is should be open.

Mr. McLemore stated approximately 90 days depending on weather.

Commissioner Reed stated there are seven increments of these 90 days down Orange Ave and this is just the first.

Mr. McLemore stated they will come in two to three block sections.

Commissioner Lentz stated an advertising program is a good idea depending on the cost structure of it not only because it will help the businesses during construction but it helps them recuperate some of the losses they have, either way they are going to have losses and we understand that so beyond the two years we've advertised them so their business is stronger after the two years than it possibly would have been and that's the goal of this project.

10-01-14

Commissioner White asked if the only reason for the delays has been the rain was the contractor on schedule and can they make up those days.

Mr. McLemore stated the rain has been the main problem and if it stays dry it's possible that they can make up time but he could not say factual that it would happen, they are going to try to get out of there as soon as possible.

Mayor Henry stated this is not an easy situation for him and he understands how everyone feels but he doesn't want to throw money away on advertising. The cost point might be right if the increased publicity would help but what folks are really after is survival.

Commissioner White stated the only thing that will work is to get done so whatever we can do to get this done even if it cost more.

Mr. McLemore stated I can't say that marketing effort will help the business or not, we spend a lot of money on advertising with the assumption that it will.

Mr. Chisholm stated signage will help and that's a big thing we talking about way finding signs over to International Speedway Boulevard (ISB) and off of Nova Road to get people back there. It's not going to totally solve any issues associated with that traffic because we are closing the road.

Commissioner Woods stated signs are a big deal being down there before the signs went up it was very confusing and now that there are enough signs it is making it easier for people to navigate.

Mr. McLemore stated the additional signage that Mr. Chisholm signed off on today came from meeting with the property owners.

Commissioner Woods stated that's good however we should have had done it before we started.

Commissioner Reed asked can we move on for advertising.

Mayor Henry stated sure.

Commissioner Gilliland stated can we have a formal plan and budget brought back on that since everyone seems to show some interest.

Mr. Chisholm stated we would have to bring the budget back to the table.

Commissioner Gilliland stated he would like to see some more detail about timing and budget; it sounds like a few thousand dollars a month minimum for two years about \$50,000 investment for the next few years.

Mr. McLemore stated the purpose tonight was to see if there was interest to move forward with it.

10-01-14

Commissioner Reed stated as we move further up Orange Avenue there aren't businesses as great in numbers that would be impacted, right now we have professional and personal business that are being impacted right now.

Commissioner Gilliland stated once you're on Orange Avenue coming from Nova it will be a lot easier to direct people to a business in that third or fourth block than it is right now. People are not getting off Nova onto a side street to get to the businesses that are being impacted right now. It will get better we just have to figure out a way to survive these next couple of months.

Commissioner Henry asked are there any plans to do night work to get this first phase done.

Mr. McLemore stated no.

Mr. Chisholm stated we are in neighborhoods and that's part of the issue; will it be more disruptive so the first thing is to work seven days a week, stretch the construction time through and any type of night work may create more problems.

Commissioner White stated she wasn't aware of any residential in this area.

Mr. McLemore stated the contractor stated cannot do night work safely because of very deep cuts that makes it very difficult to do at night. There is also active gas lines on that street and if they are not clearly identified and valved off or if you hit one before it is valved off a lot of people will get hurt.

Mr. Chisholm stated but we could do it seven days a week.

Mr. McLemore stated I would assume we could if we are willing to pay.

Commissioner Henry stated he is ok with seven days a week so we can get this section open, Orange Avenue through Nova Road.

Commissioner Woods asked are we doing seven days a week.

Mr. McLemore stated no we are not.

Commissioner Reed stated no, we are asking can we.

Commissioner Gilliland asked can we get some budget numbers on this and will they be paying time and half or double time to extend beyond the work unless they hire another crew who will work weekends. If we are talking about using some of these funds we set aside to get Dr. Martin Luther King Jr. Boulevard (MLK) done, every time we go down this path we are jeopardizing MLK. We need to be aware that the discussion we are having is that this money has to come from somewhere and if we jack up construction cost where is the money going to come from.

Commissioner Reed asked can we negotiate some of the rain days they weren't able to work into working weekends.

Mr. McLemore stated they won't do that according to contract.

Mr. Chisholm stated they have a pretty good contract but we just need to work with them to find that out.

Mr. McLemore stated we will work with them to find out if they can do that.

Commissioner Lentz stated if we could get some blue signs on the corner of Nova and Bellevue saying enter here verses going all the way to ISB and the sign cost is minimal.

Mr. Chisholm stated we could do that for the plaza and property on south side.

Mr. McLemore asked are we going forward.

Mayor Henry stated we are definitely going forward with signage advertising but as for other advertising we do need to get a budget plan together.

8. COMMENTS/INQUIRIES FROM THE COMMUNITY REDEVELOPMENT AGENCY - CITY MANAGER AND CITY ATTORNEY REPORT.

Commissioner Gilliland stated we are going plan the budget for seven days a week.

Mayor Henry stated yes, only through the first section. The next question was should the Commission maintain the current project program budget or amend the current project program.

James V. Chisholm, City Manager stated that's what we've been talking about; advertising and the changes we're considering right now is all a part of that.

Ron McLemore, Deputy City Manager/Operations asked the Commission if they wanted to move forward with some type of financial assistance program and if so we can move right on through or if you don't want to make a decision until you've heard the rest of the report we can do that as well.

Mayor Henry stated he was in favor of researching a financial assistance program option.

Mr. McLemore clarified to the Commission that this was put together as a starting point for discussion so you could see the difficult questions that are involved in putting something together. This is by no means a final recommendation. The five major questions we have to address are: A is - what type assistance program should be utilized, B is - which businesses should receive the assistance; C - how much assistance should be given; D - when should the assistance or grants be made available; E - how much would the program cost.

Commissioner Woods asked what type of documentation would be required to receive assistance.

Mr. McLemore stated that would fall under question A.

Mr. Chisholm stated Mr. McLemore was going to cover some of that. There is not a clear process for identifying the impact that will work in every case.

Mr. McLemore stated there were three possibilities. The first would be a direct grant program and it's the most difficult to target specifically to where the need may be. When you start handing out money the line grows quick with those that want it and how you document that becomes a difficult process to manage. However; the grant programs are the fastest and easiest to administer money to the people but there are pros and cons to all of these options. Loans require business owners to go into a partnership with The City of Daytona Beach (because we are the lending entity) and specifically says to a business; if you don't have a need where you're willing to pay back a loan, you don't want to be in line with your hand out. This process also gives some discipline to who does get the money. There is a difference in receiving money out right, than to say I want to receive a loan and agree to pay it back. The third option is the reimbursement for losses which is very complex because the proof of loss becomes the document. The proof of loss has to be scrutinized and be a valid statement which would involve taxes, reports and things people don't want to talk about; it also takes a lot more time. Proof of loss loans are very common in redevelopment area; so what is most important documenting the need or getting the money out as quickly as possible.

Commissioner Henry asked Mr. McLemore what's the major drawback with the loan program.

Mr. McLemore stated setting up the loan documents. It can be done and then you have to collect the loans and try to get whatever collateral indicated within the loan documents.

Commissioner Gilliland stated whatever the Commission chooses to do, it is going to be done at each segment as we move to the east; we can't just offer it in one segment and skip the others.

Mr. McLemore stated they tried to base their model on the grant assistance program because it's the quickest way of getting money to the people. The money should be targeted to those peoples who are having the most severe customer access issues to their businesses. We want to target the retail businesses and some service businesses that have retail components located in the section between Nova Road and the railroad tracks, reasons being from the tracks forward you will always have two lanes open; while from the tracks back to Nova Road they have the complete closure and are going to get hit the worst. The closure may be in place for 90 to 120 days at most.

Mr. Chisholm asked if the model was built on retail only.

Mr. McLemore stated yes but also some service industries with a retail component. It does not include light industrial, residential or businesses by appointment. As we ask ourselves how much assistance should be given, we came up with a formula that relates to the building's square footage. They modeled it on \$8 per square foot for 90 days and not to exceed \$1,000 in any one month or \$3,000 in a three months period. The maximum any business should have over the three months period will be \$3,000; if it's \$4,000 or \$5,000, that's a decision for the Commission. It would not be a major expense on the CRA fund.

Mr. Chisholm asked Mr. McLemore what the total number was estimated based on his model.

Mr. McLemore stated if you use only the businesses that we just talked about and the minimum \$3,000 for three months, it would be about \$40,000. He would go as far as to estimate \$50,000 or less to do that.

Commissioner Reed asked how many increments are there from Nova Road to the railroad tracks.

Mr. McLemore stated he thought there were seven in the entire project.

Commissioner Reed stated she thought seven included all the way to Beach Street.

Mr. McLemore stated Mark Veenstra is the Owners Representative and the Project Engineer that represents us. He explained the table chart to the Commission. He will probably be targeting the first of the month following the month the construction is initiated or basically one month in arrears with administrative time involved. As for the cost of the grant money, it would depend on how much the Commission will approve and how many people will be eligible. For all 68 affected agencies, the cost would be around \$200,000.

Commissioner Reed stated there goes Dr. Martin Luther King, Jr. Boulevard (MLK).

Mr. McLemore stated if it were for \$4,000, it would be around \$275,000; for \$5,000 it be around \$350,000.

Commissioner Reed stated by looking at this first increment, this is supposed to reflect the current businesses that have both sides of the street closed. There are three businesses on this list that are not in that area.

Commissioner Gilliland stated he was saying for those three types of businesses for the entire three and a half segments.

Mr. McLemore stated correct.

Commissioner Woods clarified to Commissioner Reed they are referring to retail.

Mr. McLemore stated all of the top ones are the retail and all of the others are in that other segment.

10-01-14

Mr. Chisholm stated you have three classifications; retail, personal services and professional.

Commissioner Reed stated she thought she was looking at the ones impacted right now. The \$39,000 would be all of those from Nova Road to Segrave Avenue.

Commissioner Woods stated that is if you went with the model they are proposing.

Mr. McLemore stated that money would be for the top 16 businesses.

Commissioner Reed stated the top 16 would be in Midtown and receive the money. The others would get nothing even though they are in the Nova Road to Segrave Avenue area.

Mr. McLemore stated they would if you add them back onto the list.

Commissioner Woods asked if there had been a project of this nature and was compensation awarded.

Mr. McLemore stated no.

Commissioner Woods stated the businesses were negatively impacted and they had to endure it.

Mr. McLemore stated we need to think real hard about this because of what the impact may be in the future for other projects. He was open to some alternate ideas.

Commissioner White asked what we could replicate if we were ever in this bind again other than pushing hard on the contractor. Other projects are due to start and we would like to see something that could be across the board; maybe that seven day cost and better wayfinding.

Mr. McLemore stated the biggest problem with this project is the closure of the road from both sides at the very west end which does not always happen in all projects.

Mayor Henry stated he could not recall if the other businesses suffered as much in previous projects as this one does right now.

Commissioner White stated the one resolve for this is to get it done and as quickly as possible. The grant money may not be enough to sustain some or all of the businesses and could be applied to further the project along in a faster manner.

Commissioner Reed stated she would like to see them advance on looking at grants and loans.

Commissioner Lentz stated his recommendation regarding loans was that it's a time consuming process and the grant money would be a better way to go.

10-01-14

Commissioner Gilliland stated to have the businesses produce sales tax receipts from the last two Octobers and this one coming and to check the difference ... he would not like to see the grant money be given to businesses that may not stay open especially for some businesses that do more sales in dollars than the monthly \$1,000 would help.

Mr. McLemore stated we will still need to establish the cap.

Mr. Chisholm stated we have some pertinent information that we will put together and produce to you. He asked if there was any other information he would need to gather for the Commission.

Commissioner Gilliland stated he thought it was important to quantify this number and need some type of formula to ultimately determine the losses whether it's through the sales tax receipts, income statements or tax returns in order to move forward.

Mr. McLemore stated the loan process would be time consuming and take beyond the 90 day period before any money would be released.

Mayor Henry stated to Mr. McLemore that he has a lot of work to do. We need answers to a tough decision that will be fair and we really do care. It is a complex issue for this Commission and we will come to decision to help them out.

Mr. Chisholm stated while we are trying to expedite this process, if we need to quantify the loss for an impacted business then we can start doing that now. If this will be an element in any approach we take, we can notice the owners that they will need to have this information ready as a requirement so we may start collecting it.

Mayor Henry stated he would support this idea but if it became a burden to some businesses he could support it even though the owner information was not available.

Commissioner Lentz stated to Mr. McLemore put forth a tremendous effort to publicly notice the Orange Avenue project several times through various methods to the citizens and business community and those meetings were not well attended. You worked very hard in getting the word out and asked if the upcoming projects could be noticed better in the future beyond was what done this time.

Mr. McLemore stated we really tried to get the notification out for this project.

Mayor Henry stated we did drop the ball on some of this; we learned and we can do better.

Commissioner Reed stated we also have to quantify who is or is not qualified for a potential grant.

Commissioner Woods stated we are not that far along yet.

Mayor Henry asked for any other further comments from the City Commission.

10-01-14

There were no further comments.

9. ADJOURNMENT

There being no further discussion or comments the meeting was adjourned at 5:37 p.m.


DERRICK L. HENRY
Chair

ATTEST:


JENNIFER L. THOMAS
City Clerk

Adopted: January 21, 2015

RECORD REQUIRED TO APPEAL: In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the Community Redevelopment Agency Board makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript, or you may buy a cd of the meeting for \$2.00 at the City Clerk's office. Copies of cds are only made upon request. The City is not responsible for any mechanical failure of the recording equipment.