



VILLAGE OF PINECREST
Village Council Meeting

REGULAR MEETING MINUTES

TUESDAY, SEPTEMBER 8, 2015, 6:00 P.M.

PINECREST MUNICIPAL CENTER/COUNCIL CHAMBER
12645 PINECREST PARKWAY
PINECREST, FLORIDA

I. CALL TO ORDER/ROLL CALL OF MEMBERS: The meeting was called to order by the mayor at 6:00 p.m. Present were the following:

Councilmember Cheri Ball
Councilmember Doug Kraft
Councilmember James E. McDonald
Vice Mayor Bob Ross
Mayor Cindy Lerner

Village Manager Yocelyn Galiano
Village Clerk Guido Inguanzo
Village Attorney Mitchell Bierman

II. PLEDGE OF ALLEGIANCE: The mayor led the Pledge of Allegiance.

III. CONSENT AGENDA: The following items were presented per the Council's consent agenda policy pursuant to Ordinance 2014-6:

- Minutes of July 7, 2015 (Regular)
- Minutes of August 19, 2015 (Workshop)
- A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AWARDING A BID TO MAGGOLC, INC. FOR DRAINAGE IMPROVEMENT PROJECT; PROVIDING FOR AN EFFECTIVE DATE. (2015-33)



- A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, DIRECTING THE MANAGER TO ESTABLISH THE POLICE STATION AS A SAFE HAVEN FOR ANYONE SEEKING TO COMPLETE A CRAIGSLIST TRANSACTION OR SIMILAR TRANSACTION RELATED TO A CLASSIFIED ADVERTISEMENT WEBSITE; PROVIDING FOR AN EFFECTIVE DATE. (2015-34)
- A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AWARDED INSURANCE AND ANCILLARY SERVICES TO WORLD RISK MANAGEMENT, LLC; PROVIDING FOR AN EFFECTIVE DATE. (2015-35)

Vice Mayor Ross made a motion approving the consent agenda items. The motion was seconded by Councilmember McDonald and adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The following item was withdrawn from the consent agenda by Councilmember Kraft and considered separately by the Council:

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AUTHORIZING THE USE OF FORFEITURE FUNDS FROM THE LAW ENFORCEMENT TRUST FUND FOR THE ESTABLISHMENT OF A POLICE CANINE PROGRAM; PROVIDING FOR AN EFFECTIVE DATE.

Councilmember McDonald made a motion adopting the resolution. The motion was seconded by Vice Mayor Ross. Resolution 2015-36 was adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The following item was withdrawn from the consent agenda by Vice Mayor Ross and considered separately by the Council:

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, APPROVING ADMINISTRATIVE ORDER 2015-1 RELATING TO STORMWATER UTILITY FEES; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Ross made a motion adopting the resolution. The motion was seconded by Councilmember McDonald. Resolution 2015-37 was adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The following item was withdrawn from the consent agenda by the mayor and considered separately by the Council:

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, AWARDED OPERATION OF FARMERS MARKET AT PINECREST GARDENS TO GREEN MARKET CO-OP; PROVIDING FOR AN EFFECTIVE DATE.

Councilmember Ball made a motion rejecting the sole proposal and directing the manager to issue a new RFP. The motion was seconded by the mayor and adopted by a 4 – 1 voice vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, and Mayor Lerner voting Yes; Vice Mayor Ross voting No.

IV. AGENDA/ORDER OF BUSINESS: There were no changes to the agenda.

V. BUDGET HEARING: The Council discussed the following matters relating to the 2014-2015 Operating and Capital Budget at 6:00 p.m. time certain:

The manager made a presentation regarding the proposed budget.

The Council discussed the following resolution:

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, ADOPTING THE TENTATIVE MILLAGE RATE OF THE VILLAGE OF PINECREST FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2015 PURSUANT TO FLORIDA STATUTE 200.065 (TRIM BILL); SETTING A DATE FOR A FINAL PUBLIC HEARING TO ADOPT THE FINAL MILLAGE RATE; PROVIDING FOR PUBLICATION OF PUBLIC NOTICE; PROVIDING FOR AN EFFECTIVE DATE.

The clerk announced that the proposed tentative millage rate of 2.3 was 4.4315% greater than the roll-back rate of 2.2024.

Vice Mayor Ross made a motion adopting the resolution. The motion was seconded by Councilmember McDonald. Resolution 2015-38 was adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The clerk announced that the public hearing to adopt the final millage rate is scheduled for September 21, 2015.

The clerk read the following ordinance, on first reading, by title:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA, ADOPTING AN OPERATING AND CAPITAL OUTLAY BUDGET WITH EXPENDITURES IN THE AMOUNT OF \$27,995,430 FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2015 THROUGH SEPTEMBER 30, 2016 PURSUANT TO FLORIDA STATUTE 200.065 (TRIM BILL); PROVIDING FOR AN EFFECTIVE DATE.

The Council discussed the following budget items:

- Addition of patrol officer/community service aide positions
- Implementation of *license plate readers* at entry ways
- Cypress Hall renovations
- Senior citizen on-demand transportation
- Florida League of Cities membership

Councilmember McDonald made a motion to draw \$495,000 from reserves to implement a license plate reader program. The motion was seconded by Vice Mayor Ross and adopted by a 4 – 1 voice vote. The vote was as follows: Councilmembers Ball, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes; Councilmember Kraft voting No.

Councilmember Ball made a motion adding four new patrol officer positions with the costs to be off-set by splitting the costs of the Cypress Hall renovations over a two year period. The motion was seconded by the mayor and adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

Councilmember McDonald made a motion adopting the ordinance on first reading and amended budget. The motion was seconded by Vice Mayor Ross and adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The clerk announced the second reading of the ordinance for September 21, 2015.

Jim Crosland, the Village's labor counsel, and Samuel Ceballos, the Chief of

Police, participated in discussions with the Council.

The following members of the public addressed the Council on the tentative millage rate and proposed budget: Jeffrey Grannof, 9601 Southwest 68 Avenue; Mel Mackler, 12100 Southwest 64 Avenue; Bruce Wilner, 6255 Southwest 98 Street; Constantin Mendieta, 6463 Southwest 106 Street; Karen Ross, 6701 Southwest 94 Street; Trinidad Aguire, 9005 Southwest 68 Avenue; Evin Cotaras, 9500 Southwest 61 Court; Lissette Tirse, 6125 Moss Ranch Road; Ines Nicholls, 6425 Southwest 120 Street; Nina Mendieta, 6463 Southwest 106 Street; Rolando Ruiz, 6950 Southwest 109 Terrace; Veronica Matzner, 5875 Southwest 97 Street; Georgia Ruiz, 6200 Southwest 116 Street; Luis Mertz, law enforcement officer; Heleen Kronberg, 5845 Southwest 111 Terrace; Erwin Acle, 13320 Southwest 83 Avenue; Stedman Stahl, 10680 Northwest 25 Street, Miami, representing the PBA; Rebeca Watford, 7550 Southwest 130 Street; Rick Tobin, 6545 Southwest 118 Street; Athanassios Tsoukas, 8000 Southwest 120 Street; and Albert De Rojas, 6045 Southwest 120 Street.

VI. SPECIAL PRESENTATIONS: There were no special presentations.

VII. ORDINANCES: The clerk read the following ordinance, on second reading, by title:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 30, LAND DEVELOPMENT REGULATIONS, BY AMENDING ARTICLE 3, DEVELOPMENT APPROVAL PROCEDURES, CONCERNING UNITY OF TITLE PROVISIONS; AMENDING ARTICLE 4, ZONING DISTRICT REGULATIONS, CONCERNING PERMITTED, CONDITIONAL AND PROHIBITED USES IN THE BU-1, BU-1A, BU-2, AND BU-3 COMMERCIAL ZONING DISTRICTS; AND AMENDING ARTICLE 5, ADDITIONAL REGULATIONS, CONCERNING DIVISION 5.1, LOTS, CONCERNING DIVISION 5.19, APPEARANCE OF SITE AND STRUCTURES, PROVIDING NEW DESIGN AND DEVELOPMENT REQUIREMENTS FOR PARKING GARAGES (NEW DIVISION 5-31); PROVIDING FOR ZONING IN PROGRESS; PROVIDING FOR CONFLICT, SEVERABILITY, INCLUSION IN THE CODE OF ORDINANCES, AND AN EFFECTIVE DATE. (Deferred from July 7, 2015)

The mayor opened the public hearing. Jerry Proctor, 1450 Brickell Avenue, Miami, and Karen Ross, 6701 Southwest 94 Street, addressed the Council.

The following provisions of the ordinance were amended:

- General Retail Sales and Services (change to 1.25 acres)
- Unity of Title (add "covenant in lieu of title" language)
- Parking Garages (strike #9 relating to top floor)

Councilmember McDonald made a motion adopting the amended ordinance. The motion was seconded by Councilmember Ball. Ordinance 2015-7 was adopted by a 4 - 1 roll call vote. The vote was as follows: Councilmembers Ball, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes; Councilmember Kraft voting No.

The clerk read the following ordinance, on second reading, by title:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA, AMENDING THE CODE OF ORDINANCES, CHAPTER 30, LAND DEVELOPMENT REGULATIONS, BY AMENDING ARTICLE 3, DEVELOPMENT APPROVAL PROCEDURES, CONCERNING DIVISION 3.9, APPEALS FROM DECISIONS OF THE ZONING BOARD; AMENDING ARTICLE 5, ADDITIONAL REGULATIONS, CONCERNING DIVISION 5.9, APPEARANCE OF SITE AND STRUCTURES; AMENDING ARTICLE 6, ENVIRONMENTAL REGULATIONS, CONCERNING DIVISION 6.1, LANDSCAPE REGULATIONS, DIVISION 6.2, TREE PRESERVATION AND PROTECTION, AND DIVISION 6.15, STORMWATER MANAGEMENT; AND AMENDING ARTICLE 9, RULES OF CONSTRUCTION AND DEFINITIONS, CONCERNING DIVISION 9.2, DEFINITION OF TERMS; PROVIDING FOR CONFLICT, SEVERABILITY, INCLUSION IN THE CODE OF ORDINANCES, AND AN EFFECTIVE DATE.

The mayor opened the public hearing. The following addressed the Council: Mike Radell, 200 South Biscayne Boulevard, Miami; Dean, 13580 Southwest 67 Avenue; and Steven Silverman, 9900 Southwest 72 Court.

The ordinance was amended as follows:

- FAR definition to include language relating to transferring non-utilized FAR on ground floor to the second floor.

Vice Mayor Ross made a motion adopting the amended ordinance. The motion was seconded by Councilmember Kraft. Ordinance 2015-8 was adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The clerk read the following ordinance, on second reading, by title:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA AMENDING CHAPTER 30, "LAND DEVELOPMENT REGULATIONS," BY AMENDING ARTICLE 9. "RULES OF CONSTRUCTION AND DEFINITIONS", DIVISION 9.2. "DEFINITION OF TERMS," CONCERNING DEFINITIONS RELATED TO MEDICAL MARIJUANA USES; AMENDING DIVISION 4.7. "NORTH PINECREST BUSINESS ALTERNATIVE DISTRICT (NPBAD)," CONCERNING MEDICAL MARIJUANA RETAIL CENTER CONDITIONAL USES IF LOCATED IN SPECIFIED ZONING DISTRICTS; CREATING DIVISION 5.31, "MEDICAL MARIJUANA RETAIL CENTERS" TO PROVIDE SPECIFIC USE REGULATIONS; AMENDING DIVISION 5.22 "OFF-STREET PARKING" CONCERNING OFF-STREET PARKING REQUIREMENTS FOR MEDICAL MARIJUANA RETAIL CENTERS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened the public hearing. There were no speakers present.

Councilmember McDonald made a motion adopting the ordinance. The motion was seconded by Councilmember Ball. Ordinance 2015-9 was adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The clerk read the following ordinance, on second reading, by title:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 16, "OFFENSES AND MISCELLANEOUS PROVISIONS," TO CREATE SECTION 16-2, "PUBLIC CONSUMPTION OF MARIJUANA" TO PROHIBIT THE SMOKING, INGESTION OR CONSUMPTION OF MARIJUANA IN PUBLIC; BY AMENDING CHAPTER 28, "TAXATION" TO CREATE ARTICLE VI, "MARIJUANA BUSINESSES," TO PROVIDE REGULATIONS, RESTRICTIONS

AND PROCEDURES FOR THE OPERATION OF MEDICAL MARIJUANA RETAIL CENTERS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened the public hearing. There were no speakers present.

Councilmember Ball made a motion adopting the ordinance. The motion was seconded by Councilmember McDonald. Ordinance 2015-10 was adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The clerk read the following ordinance, on second reading, by title:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA, AMENDING CHAPTER 30 "LAND DEVELOPMENT REGULATIONS" OF THE VILLAGE CODE OF ORDINANCES BY AMENDING ARTICLE 6 "ENVIRONMENTAL REGULATIONS" TO INCLUDE "LANDSCAPER REGISTRATION" AND "TREE CUTTING PERMIT REQUIREMENTS,"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened the public hearing. There were no speakers present.

Councilmember Kraft made a motion adopting the ordinance. The motion was seconded by Councilmember McDonald. Ordinance 2015-11 was adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

The clerk read the following ordinance, on second reading, by title:

AN ORDINANCE OF THE VILLAGE OF PINECREST, FLORIDA; AMENDING THE 2014-2015 OPERATING AND CAPITAL OUTLAY BUDGET (3rd QUARTER); PROVIDING FOR AN EFFECTIVE DATE.

The mayor opened the public hearing. There were no speakers present.

Councilmember McDonald made a motion adopting the ordinance. The motion was seconded by Councilmember Ball. Ordinance 2015-12 was

adopted by a unanimous roll call vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

VIII. REPORTS AND RECOMMENDATIONS: The manager submitted the following communiqués to the Council:

- September 2015 Follow-up Report
- Monthly Department Reports
- Pinecrest People Mover Ridership Report
- Sotloff Memorial Garden Dedication
- Water Mains Extension Policy Update
- Certificate for Excellence in Financial Reporting

The Council discussed a request for lien mitigation in connection with non-compliance of code enforcement matters and expired permits for the property located at 10600 Southwest 69 Avenue for fines, interest and penalties in the amount of \$224,538. Milena Gonzalez, the property owner, proffered a settlement in the amount of \$10,000. The attorney was directed to conduct a title search and the matter was deferred to September 21st.

The clerk submitted the names of the following appointments to the 2015-16 Youth Advisory Council requiring Council confirmation pursuant to Resolution 2012-46:

- Gabriela Aklepi
- Matthew Barocas
- Josh Benzadon
- Elijah Bogdansky
- Sean Bunce
- Caitlyn Chong
- Katherine Cohen
- Marina Dovenberg
- Michelle Fernandez
- Abigail Hason
- Talia Hason
- Maisy Lam
- Camille Garcia-Mendoza
- Lucian Kraft Pita
- Mathew Solomon
- Sebastian Stanham
- Kent Trespalacios
- Sofia Vinueza
- Mallory Watford
- Ellie Zhang

By unanimous consent, the appointees were confirmed.

By unanimous consent, the Council adopted the following meeting schedule for Fiscal Year 2015-2016:

- Tuesday, October 13, 2015
- Monday, November 10, 2015
- Tuesday, December 8, 2015
- Tuesday, January 12, 2016
- Tuesday, February 9, 2016
- Tuesday, March 8, 2016
- Tuesday, April 12, 2016
- Tuesday, May 10, 2016
- Tuesday, June 14, 2016
- Tuesday, July 12, 2016
- August – Summer Recess
- September – TBA

The clerk submitted a copy of the following proclamations issued by the mayor pursuant to Resolution 96-32:

- Coach Jill Ellis Day (September 8, 2015)
- Hunger Awareness Month (September 2015)

IX. RESOLUTIONS: The Council discussed the following resolution:

A RESOLUTION OF THE VILLAGE OF PINECREST, FLORIDA, APPROVING THE PLACEMENT OF A HISTORIC MARKER RECOGNIZING THE HISTORICAL SIGNIFICANCE OF THE MIAMI SERPENTARIUM AND FOUNDER BILL HAAST; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Ross made a motion adopting the resolution. The motion was seconded by Councilmember McDonald. Resolution 2015-39 was adopted by a unanimous voice vote. The vote was as follows: Councilmembers Ball, Kraft, McDonald, Vice Mayor Ross, and Mayor Lerner voting Yes.

X. PLANNING: The following proceeding was held by the Council pursuant to Chapter 2 (Article VI) of the Code of Ordinances:

All witnesses giving testimony were sworn-in by the clerk.

Hearing Number 2015-0908-1. Eduardo Cusco (8131 SW Investment, LLC), the applicant, requested approval of a preliminary subdivision plat ("Pinecrest Field Chalets Subdivision") for the division of property and creation of two (2) duplex

residential lots (Lot 1 is proposed to be 9,487.42 square feet in area and Lot 2 is proposed to be 12,893.93 square feet in area) for the property located at 8131 Southwest 124 Street.

Marisela Pomenta, 8131 Southwest 124 Street, representing the applicant, addressed the Council.

Planning Director Olmsted gave an oral report, based on staff's memorandum of September 1, 2015, recommending approval of the request subject to the following conditions:

- Submittal of a Title Commitment showing all easements and encumbrances prior to consideration of the final plat;
- Confirmation of final review and approval of the proposed preliminary plat including any proposed revisions by the Miami-Dade County Water and Sewer Department, Department of Economic and Regulatory Resources, Public Works and Waste Management Department, and Fire Rescue Department prior to submittal of a final plat;
- Demolition of all non-conforming structures inconsistent with the setback requirements of the Land Development Regulations;
- All proposed and required water, sewer, electric, telephone, gas, and drainage easements shall be shown on the final plat pursuant to the requirements of Division 8.2, subparagraphs (k) and (x);
- All required utilities shall be installed underground;
- Design and construction of swales within the adjacent Southwest 82 Avenue and Southwest 124 Street rights-of-way consistent with requirements of the Village's Department of Public Works;
- Indication of extension of existing partial sidewalks adjacent to both Southwest 82 Avenue and Southwest 124 Street on the final plat (Note: The pedestrian crosswalk ramp at the intersection will need to be improved to include the detectable warning pad);
- Review and approval of a stormwater management plan by the Village prior to consideration of the final plat;
- Submittal of an environmental impact report indicating the existence of any protected species at the time of review of the final plat, prior to the commencement of any construction;
- Review and approval of a separate tree removal permit prior to the removal of any trees on the subject property or within the adjoining road right-of-way;
- Indication of required water and sewer lines and connections shall be shown on the final plat;
- Indication of telephone, electric, gas, and cable utility providers on the final plat;
- Submittal of a traffic study and demonstration of compliance with the Village's traffic concurrency requirements prior to review of the final plat;
- Additional tree plantings will be required in the right-of-way swale areas of Southwest 82 Avenue and Southwest 124 Street, consistent with requirements of the Village's Land Development Regulations. Required trees shall be planted consistent with an approved landscaping plan, to be reviewed and approved prior to the issuance of building permits;

- Correction of required side setback information to reflect requirements of the RU-2 zoning district requirements; and
- All new driveways will require a driveway connection permit from the Village prior to construction.

The mayor opened the public hearing. The following addressed the Council: Juan Cardenal, 8101 Southwest 124 Street; Maria Castro, 12645 Southwest 81 Avenue; Sara Turtel, 12685 Southwest 81 Avenue; and Phil Sidran, 7971 Southwest 122 Street.

Councilmember McDonald made a motion adopting staff's recommendation and that a required traffic impact study be subject to peer review and include a review of limiting orientation of structures to 82nd Avenue. The motion was seconded by Councilmember Ball and adopted by a 3 - 2 roll call vote. The vote was as follows: Councilmembers Ball, McDonald and Vice Mayor Ross voting Yes; Councilmember Kraft and Mayor Lerner voting No.

XI. SCHEDULE OF FUTURE MEETINGS: The following schedule of future meetings was presented to the public:

- VILLAGE COUNCIL (SPECIAL)
MONDAY, SEPTEMBER 21, 2015, 6:00 P.M.
- VILLAGE COUNCIL (WORKSHOP)
TUESDAY, OCTOBER 6, 2015, 6:00 P.M.
- VILLAGE COUNCIL
TUESDAY, OCTOBER 13, 2015, 6:00 P.M.

XI. ADJOURNMENT: Councilmember Kraft made a motion extending the charter-mandated midnight deadline to 1:00 a.m. The motion was seconded by Vice Mayor Ross and adopted by unanimous consent.

The meeting was adjourned at 12:45 a.m.

Respectfully submitted:



Guido H. Inguanzo, Jr., CMC
Village Clerk

Approved by the Village Council
this 13th day of October, 2015:



Cindy Lerner
Mayor

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE VILLAGE COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT A MEETING OR HEARING, THAT PERSON WILL 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 (FLORIDA STATUTES).