

BROWARD COUNTY OFFICE OF URBAN PLANNING AND REDEVELOPMENT

PUBLIC SCHOOL FACILITY PLANNING

**Staff Working Group Meeting**

**Minutes**

September 19, 2008

9:30 a.m. - 12 Noon

Broward County Governmental Center - Room 329F

**1. Call to Order and Roll Call**

Mr. Akagbosu called the Staff Working Group (SWG) meeting to order at 9:45 a.m. Linda Houchins took roll call, and the following Members were in attendance:

- Akagbosu, Chris                      The School Board of Broward County
- Allen, Ingrid                         Town of Davie
- Blake-Boy, Barbara                Broward County Planning Council
- Cunniff, Heather                    City of Lauderdale
- Dokuchitz, Peter                    City of Wilton Manors
- Eichner, Shelley                    City of West Park and City of Weston
- Ferguson, Jerry                     City of Deerfield Beach
- Fink, Chuck                         City of Pembroke Park
- Frank, David                        City of Pembroke Pines
- Hall, Lorri                            City of Miramar
- Hickey, Jim                         City of Coral Springs
- Mertens-Black, Lorie                City of Hollywood
- Ross, Peter                         Broward County
- Silva, Eric                         City of Fort Lauderdale
- Swing, Brad                        City of Sunrise
- Teetsel, Dawn                      Town of Southwest Ranches
- Wood, Matt                         City of Cooper City
- Yarbrough, Reagan                City of Oakland Park
- Zelch, Lisa                         City of Plantation

Others in attendance at the meeting were as follows:

- Amoruso, Glenn                    Broward County
- Biederman, Brandon                Buildings Association of South Florida
- Gabriel, Alan                        Cadre Attorney, The School Board of Broward County
- Hamilton, Leander                 City of Hollywood
- Harris, Karen                        The School Board of Broward County
- Sesodia, Jo                         City of Sunrise
- Wight, Lisa                         The School Board of Broward County

## 2. Addition(s) to the September 19, 2008 Agenda

There were no additions to the September 19, 2008 agenda.

## 3. Approval of Minutes - May 23, 2008

Heather Cunniff asked that the minutes reflect that her name is spelled Cunniff. Dave Frank made a motion to approve the minutes of the May 23, 2008 meeting as amended. Matt Wood seconded the motion, and the motion passed unanimously.

## 4. Subcommittee Reports

### 4.1 Annual Report Subcommittee

- **Draft 2008 Annual Report on the Implementation of the Amended ILA**

Mr. Akagbosu suggested a schedule for the 2008 Annual Report. The schedule was to revise the Draft Report today, finalize the Report at the regularly scheduled December 2008 SWG meeting, and formally transmit the final Report to the Oversight Committee in January 2009. He advised that additional language, which had been added after the September 4, 2008 Subcommittee meeting was reflected by underlines. Mr. Akagbosu deferred to Peter Ross who chaired the Subcommittee. Mr. Ross discussed the draft Annual Report page by page focusing on the highlighted sections, which were the areas that require resolution. Below are the changes that the SWG Members made to the Draft Report:

- **Section 2.1** - After brief discussions, there was a general consensus that in lieu of attaching the meeting attendance sheet as Attachment A, language should be added to say that the Committee meets regularly, with quorum always met, and to identify those Municipalities which have not attended any of the meetings. It was also agreed that Section 2.1 would be kept highlighted.
- **Section 4.4** - Mr. Akagbosu talked about the importance of providing growth and development trends data to the School District prior to the deadline so that student enrollment projections could be updated. School District Staff would follow up with the Municipalities via email requesting Municipalities that have not provided the information to the District's School Boundaries Department to do so.
- **Section 7.2** - After brief discussions regarding the three Municipalities that have not taken action to include a School Board Representative on their Local Planning Agency (LPA), it was agreed that only the entities that are not in compliance with the Subsection would be highlighted throughout the document.
- **Section 8.1(c)** - After brief discussions regarding Local Governments transmittal of amendments for School District review, it was stated that the timeframes provided for in the Amended ILA are unrealistic. There was consensus that language be added to both the main body of the Report and also to the Summary which accompanies the Report to state that the timeframes are unrealistic. It was suggested that members should notify School District staff of any corrections or updates to the Subsection. Brief discussions followed regarding Attachment E and problem with meeting the required timeframes. It was agreed that SWG Members would check Attachment E for accuracy and advise School District staff of any necessary changes prior to the December 5, 2008 SWG meeting. School District staff agreed to follow up with the Municipalities that were not present at the meeting to determine if the information is accurate. It was suggested that



a comment be added to Attachment E stating that the timeframes have been a problem and should be reconsidered in the future.

- **Section 8.2(b)** – Mr. Akagbosu stated that the key component of this Subsection was that after the School District has reviewed a project, the pertinent local governments are required to send written notice to the District no later than fifteen days after the project receives final approval or is denied. He stated that notification should be provided on a monthly basis even if no projects were approved or denied. Brief discussions followed regarding the Subsection and Attachment F. Mr. Ross stated that plats are the County’s responsibility, and said that he felt the Attachment was confusing. The Group agreed that there should be one Attachment for plats and another Attachment for site plans. Discussions followed regarding school impact fee waivers, building permits, site plans and the School District’s process for maintaining accurate data. It was agreed that developments reviewed for public school concurrency, for the sole purpose of applying for school impact fee waivers should not be listed in Attachment F, and quarterly reports to the School District regarding development application approvals or denials would replace the requested monthly reports. Mr. Ross asked the Municipalities to give as much information regarding Attachment F as possible to the School District before the December 2008 SWG meeting.
- **Section 8.4(a)** - Mr. Akagbosu stated that the School District did not meet the thirty day deadline in regard to transmittal of the Adopted District Educational Facilities Plan (DEFP), and therefore the Subsection should remain highlighted.
- **Section 8.6(a)** – Mr. Akagbosu said that this Subsection is tied to the issues that were brought before the Oversight Committee and which have not been resolved. After brief discussions, the general direction was to clarify the language in the Report and not highlight this Subsection.
- **Section 8.11(a)** – Mr. Ross stated that the Subcommittee had agreed to make this Subsection a factual statement regarding the Oversight Committee’s recommendations. After a brief discussion, it was agreed that this Subsection would not be highlighted.
- **Section 8.11(b)** – It was the consensus of the Group that this Subsection would not be highlighted, and the language would reflect quarterly reports instead of monthly reports.
- **Section 8.13(b)(c)** – It was agreed that this Subsection would not be highlighted, and the underlined sections would be deleted.
- **Section 8.17** – It was agreed to add “not applicable” to this Subsection.
- **Section 9.2** – Mr. Akagbosu stated that the School District has not made a presentation on collocation and shared use to the School Board and as such, the Subsection should remain highlighted. Mr. Ross added that as far as what is stated in the ILA, collocation is encouraged and that efforts are being made in that regard.

Mr. Ross said that if any Municipality had issues with any of the Attachments to the Draft Annual Report, they should contact School District staff with that information. Mr. Akagbosu said that based upon what was agreed upon, a Summary of the Matrix would be provided to the Subcommittee for review and brought before the SWG at the December 2008 meeting.



## **5. Old Business**

### **5.1 Feedback from the August 13, 2008 Oversight Committee Meeting**

#### **5.1.1 Rounding Issue Regarding Exempt Residential Development**

Mr. Akagbosu stated that the back-up information for Sections 5.1.1, 5.1.2 and 5.1.3 would be reflected in a letter signed by the Oversight Committee Officers. He said that the letter is awaiting Mayor Wexler's signature, would be mailed next week, and that the SWG Members would receive a copy of the letter by email. Peter Ross talked about the rounding issue, and he stated that the motion approved by the Oversight Committee Members was that .5 and above should be rounded up to 1.

#### **5.1.2 Exempt Residential Development**

Mr. Ross stated that the Oversight Committee's motion on the exempt issue was that it would be the School District's responsibility to make the determination of whether a residential development is exempt until such time as the rounding issue is resolved.

#### **5.1.3 Vested Residential Development**

Mr. Ross stated that the Oversight Committee had determined that the vested residential development determination should remain the responsibility of the Local Government, and per the ILA, it was the responsibility of the Local Governments to notify School District staff when that determination is made.

Brief discussions followed regarding the above three issues and the amendment process.

#### **5.1.4 Staff Working Group Ex-Officio Membership on the Oversight Committee**

Mr. Akagbosu advised that at the August 13, 2008 Oversight Committee meeting, Committee Member Stermer requested that a member of the SWG sit on the Oversight Committee as a non-voting Member. He said that the request would be added to the next Oversight Committee meeting agenda.

#### **5.1.5 Concurrency 101**

Mr. Akagbosu stated that it was the desire of the Oversight Committee to educate the public regarding public school concurrency. He said that a document had been created with help from the School District's Communications and Media Relations Department entitled School Concurrency 101. He said that the Oversight Committee had requested that School Concurrency 101 be provided to the Editorial Boards, Municipal elected officials, and parents. It was agreed that providing the document to the Editorial Boards would be held off until after the elections. Mr. Akagbosu said that School District staff would be working with the Government Relations Department to disseminate the information to the Municipal elected officials, and added that School Concurrency 101 is now located on the School District website. He advised that the intent is to educate the public in regard to public school concurrency.

## **5.2 Staff Working Group By-Laws**

Mr. Akagbosu talked about the changes that had been made to the SWG By-Laws at the May 23, 2008 SWG meeting. He suggested changing the language in the last sentence of Article III, Section 2, from "The SWG will provide the minutes from the SWG to the Oversight Committee" to "The SWG will provide the approved minutes from the SWG to the Oversight Committee". Brief discussions followed regarding timing, and Shelley Eichner made a motion to amend the language in the By-Laws to say "provide draft and approved minutes" to that section of the By-Laws. Dave Frank seconded the motion and the motion passed unanimously. Dave Frank suggested that language on the draft minutes provided to the Oversight Committee should reflect that the minutes are a draft and not approved.

## **5.3 Provision of Staff Working Group Minutes to the Oversight Committee**

It was agreed that draft and approved minutes from the SWG meetings would be provided to the Oversight Committee.

## **5.4 Subsection 9.2 - Collocation and Shared Use: List of Planned Local Government Public Facilities**

Mr. Akagbosu said that the Amended ILA requires that information on collocation should be provided at SWG meetings and subsequently to School District staff to enable collocation of the Local Government Public Facility with Broward County School Facilities.

## **6. New Business**

### **6.1 Subcommittee on the Effectiveness of Public School Concurrency**

Mr. Akagbosu talked about Subsection 2.2 of the Annual Report addressing the assessment of the effectiveness of public school concurrency. Brief discussions followed regarding whether it was necessary to provide an additional report for this Subsection. Lisa Wight read Subsection 2.2 of the Amended ILA. Mr. Ross said that he felt the Annual Report satisfied the requirements of Subsection 2.2 and that a separate report was not necessary. Everyone agreed that an additional report was not necessary, and requested that language be added to Subsection 2.2 stating that the Annual Report satisfies the requirement. Mr. Ross also advised that Glenn Amoruso is working on the annual update of the school element.

## **7. Next Staff Working Group Meeting**

### **7.1 December 5, 2008 (Regularly Scheduled Quarterly Meeting)**

Mr. Akagbosu advised that the next SWG meeting is scheduled for December 5, 2008. He also said that the next Oversight Committee meeting is scheduled for October 29, 2008. Mr. Ross said that Glenn Amoruso is working on the data analysis with the School District for the annual updates to the Comprehensive Plan, and that the County is in the process of updating the population projections which includes school enrollment projections, but that they will not be completed this year.




8. **Adjourn**

Dave Frank made a motion to adjourn. Matt Wood seconded the motion, and the meeting was adjourned at 11:25 a.m.

Respectfully submitted by:

  
Linda Houchins, Recording Secretary

  
Chris Akagbosu, Chair