

**THE SECOND AMENDED INTERLOCAL AGREEMENT FOR
PUBLIC SCHOOL FACILITY PLANNING
STAFF WORKING GROUP MEETING**

**Minutes
September 6, 2012
9:30 a.m. - 11:30 a.m.**

Broward County Governmental Center, Room 302 and 302A

1. Call to Order and Roll Call

Glenn Amoruso, Vice Chair, called the Staff Working Group (SWG) meeting to order at 9:35 a.m. He advised that the Chair, Shelley Eichner, was on vacation and that he would be the Chair for the meeting. Linda Houchins took roll call, and the following members were in attendance:

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| • Amoruso, Glenn | Broward County |
| • Buckeye, Rick | City of Oakland Park |
| • Carpenter, Paul | City of Coral Springs |
| • Collins, Robert | City of Hallandale Beach |
| • Davis-Hernandez, Tanya | City of North Lauderdale |
| • Dokuchitz, Peter | City of Plantation |
| • Ferguson, Gerald | Town of Deerfield Beach |
| • Fink, Charles | Town of Pembroke Park |
| • Frost, Tamara | City of Parkland |
| • Hall, Lorri | City of Miramar |
| • Kalin, Rachel | South Florida Regional Planning Council |
| • Lajoie, Corinne Church | City of Dania Beach |
| • Louie, Linda | City of Tamarac |
| • Pinney, Andrew | City of Margate |
| • Quigley, David | Town of Davie |
| • Stoudemire, Scott | City of Coconut Creek |
| • Von Stetina, Deanne | Broward County Planning Council |
| • Wight, Lisa | Broward County School Board |
| • Williams, Sharon | City of Pembroke Pines |
| • Zarzycki, Beth | City of Sunrise |

Others in attendance at the meeting were as follows:

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| • Beck, Joe | Broward County School Board |
| • Boardman, Gregory | Broward County School Board |
| • Coyle, Matt | Broward County |

A brief discussion followed, and it was determined that there was a quorum present for the meeting.

2. Addition(s) to the September 6, 2012 Agenda

There were no additions to the September 6, 2012 Agenda.

3. Approval of the Final Agenda for the September 6, 2012 meeting

Gerald Ferguson made a motion to approve the final Agenda for the September 6, 2012 SWG meeting. Sharon Williams seconded the motion, and the motion passed unanimously.

4. Approval of Minutes – June 7, 2012

Lisa Wight made a motion to approve the minutes of the June 7, 2012 SWG meeting. Rick Buckeye seconded the motion, and the motion passed unanimously.

5. Subcommittee Reports

5.1 Draft 2012 Annual Interlocal Agreement Status Report Subcommittee

Ms. Wight advised that one of the main functions of the SWG is to create an Annual Report every year to record the successes and/or failures of the Amended Interlocal Agreement (ILA). She said that the SWG Subcommittee met in August 2012 and reviewed every section of the ILA to determine whether each section had been sufficiently met. Ms. Wight said that the draft 2012 Annual Status Report will be approved by the SWG at the next scheduled meeting and then transmitted to the Oversight Committee for adoption. Brief discussions followed regarding the draft Report, and the only change made was to Attachment "D", the City of Tamarac adopted their Comprehensive Plan Amendments and Land Development Code on July 11, 2012. Ms. Wight advised the members to look at all of the Exhibits to make sure that everything was correct. Mr. Amoruso advised that Broward County will be doing their Land Development Regulations by the end of 2012.

Ms. Wight said that the only relevant issue brought up at the Subcommittee meeting was that at previous SWG meetings there were discussions as to whether the Municipalities could adopt by reference the District Educational Facilities Plan (DEFP). Mr. Amoruso advised that the Statute previously said that when referencing the DEFP, the year and page number must also be referenced, but that reference is no longer required. He stated that now the Municipalities can adopt the DEFP by stating that the currently adopted version of the DEFP is annually amended. Ms. Wight advised that the DEFP was adopted September 5, 2012. She requested the email addresses of any new SWG members so that they could be put on the distribution list to get the information. Mr. Amoruso said that some of the Municipalities may not have amended their Comprehensive Plans with the latest school element changes, which deleted several provisions from years past, and said that after the County had adopted the element and had taken down the strike through and underlined version from the County website. He advised that the County has put that version back on the website along with a matrix of the changes so that the Municipalities could see what the changes were. Additionally, he said that Broward County adopted their Comprehensive Plan in March 2012. Mr. Amoruso advised that this year House Bill 7207 had removed many of the requirements for the data analysis, and the County has eliminated many maps and some sections of the support document. He said to call Matt Coyle or himself, if there were any questions. Mr. Amoruso said that now that the new DEFP has been adopted, the annual update will start over again.

Ms. Wight requested that the Municipalities look at all the attachments to make sure their information is updated and correct. Sharon Williams advised that on the Municipal Quarterly Report regarding approved residential Land Use Plan Amendments, Pembroke Pines', Estates at Mayfair received final approval on April 18, 2012.

6. Old Business

6.1 New Collocation Facilities

The Municipalities had no new collocation facilities to report.

6.2 Status - Broward County and Municipal Comprehensive Plans and Land Development Codes/Regulations

There was no discussion on this item.

6.3 Update on Broward County and Municipalities Evaluation and Appraisal Report

There was no discussion on this item.

6.4 Article VI of the Amended ILA, Supporting Infrastructure - Notice to Municipalities Regarding On-Site and Off-Site Improvement

Ms. Wight stated that at the last Oversight Committee meeting Debby Eisinger, the Mayor of Cooper City, had a complaint regarding Article VI stating that she felt the Article had not been sufficiently met because of a School District construction project which created disorder in the Cooper City community. She said that as a result of that complaint, she wanted the issue discussed at the next Oversight Committee meeting. The Committee also requested that the SWG discuss and produce improvements to the notification procedures so that something like that would not happen again. Ms. Wight continued that at the last SWG meeting, Mr. Boardman advised what the current notification procedures were and the changes that were being made to those procedures.

Mr. Boardman advised that since the last SWG meeting, a change had been implemented. He said that in addition to copying the Mayor on all Notices to Proceed and contracts the School District submits, the SWG members are also being copied. Ms. Wight said that at the last meeting there was some discussion about making a list of which projects would receive notice and which projects would not receive notice, but that this is the change that has been put in place. She suggested that if any problems arise as a result of the change, they may need to revisit or improve upon the procedure. Ms. Wight said that the Oversight Committee had requested that Thomas Linder, Facilities and Construction Management, and his staff attend the next Oversight Committee to discuss the procedures that are in place. Mr. Boardman said the new procedure has already been implemented, and that the SWG members will get notice of anything that is not general maintenance and any project that requires a contractor to be hired. He said that there will be thirty days advance notice on the projects. Mr. Boardman also stated that on any major project or major improvements, the Municipalities will be involved in the Development Review Committee (DRC) process in the earlier phases. He advised that a Notice to Proceed letter would be sent on such projects as a new roof or a bathroom renovation, but for a major improvement the Municipalities would be part of the DRC process. Mr. Boardman said that was informed by staff that in the case of the Cooper City High School project, the City was involved in the DRC process, they knew the process was going to start, but that they probably did not know when the process would begin, and that is where the breakdown occurred.

Tamara Frost, City of Parkland, requested an alternate, more central location for the SWG meetings. Mr. Amoruso said the issue of a more central location for the SWG meetings had come up at the last SWG meeting. He said the County had looked into having the meetings at the Governmental Center West location, but the rooms were already booked for this date. He said that he would continue to look at rooms in the west location. Brief discussions followed, and Ms. Frost made a motion to have the SWG meetings at an alternate, more central location for the SWG meetings. Beth Zarzycki seconded

the motion. After further discussions, Mr. Amoruso said he would book the first available room at the County's west location. The Committee agreed that the County's west location would be their first choice, and if a room is not available there, the meetings would take place at the County's east location. Everyone agreed.

7. New Business

7.1 School Board Policy 1161 - Cost Recovery Refunds

Ms. Wight advised that there are some changes being made to School Board Policy regarding cost recovery funds. She said that one of the changes, which she discussed at the last meeting, was the implementation of a non-refundable one time staff processing fee which was implemented in July 2012. Additionally, she said that the second change has to do with the cost recovery deposits that the applicants pay to cover the cost of the School District cadre attorney. The language in the Policy will be changed to state that 1) if the cost recovery account has a balance of \$100.00 or less, it will not be refunded, and 2) after the School District has made two attempts in writing to ascertain the information needed to process a refund, the balance in the account will be forfeited after one year. Mr. Wight will share the language with the SWG once it has been vetted through the School Board.

7.2 Municipal Certificate of Occupancy Reports with SBBC Numbers

Ms. Wight said she was happy to report that all of the Municipalities have provided the Certificate of Occupancy (CO) information that was requested by the deadline; however, some CO's did not have the School Board number (SBBC) on them. She stated that the School District needs the SBBC number in order to identify the projects. Ms. Wight said that the way the information on CO data is reported on the report does not always match the information that she has in her database to identify them as the same project. She stated that if the project was approved after 2008 and has a residential component that generates students it should have an SBBC number with it. She requested that if any SWG member receives an email from her, to fill out the information and email it back to her.

8. Next Staff Working Group Meeting

8.1 December 6, 2012 (Regularly Scheduled Quarterly Meeting)

Vice Chair Amoruso advised that the next SWG meeting is scheduled for December 6, 2012. He said that he would try to book the Bienes Ceremonial Room on the 6th Floor of the Main Library or Room 302 at the Governmental Center for the meeting.

9. Adjourn

Vice Chair Amoruso adjourned the meeting at 10:10 a.m.

Respectfully submitted by:


Shelley Eichner, Chair


Linda Houchins, Recording Secretary