

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

**Final Minutes
September 1, 2016
9:30 a.m. – 11:30 a.m.**

**City of Plantation, Development Services Building
401 NW 70th Terrace, 1st Floor Conference Room
Plantation, Florida 33317**

1. Call to Order and Roll Call

Shelley Eichner, Chair, called the September 1, 2016 Staff Working Group (SWG) meeting to order at 9:32 a.m. Linda Houchins took roll call, and the following members were in attendance:

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| • Buckeye, Rick | City of Oakland Park |
| • Carpenter, Paul | City of Coral Springs |
| • Davis-Hernandez, Tanya | City of North Lauderdale |
| • Dokuchitz, Peter | City of Plantation |
| • Eichner, Shelley | Cities of Weston and West Park |
| • Forelle, Sara | Broward County |
| • Goldstein, Matthue | City of Miramar |
| • Johnson, Ann | City of Deerfield Beach |
| • Leven, Susan | City of Parkland, Town of Southwest Ranches |
| • Marks, Scott | Town of Pembroke Park |
| • Moore, Roberta | City of Wilton Manors |
| • Munoz, Diego | City of Tamarac |
| • Pinney, Andrew | City of Margate |
| • Stoudenmire, Scott | City of Coconut Creek |
| • Swing, Brad | City of Sunrise |
| • Tappen, Lorraine | City of Fort Lauderdale |
| • Teetsel, Dawn | Broward County Planning Council |
| • Wight, Lisa | Broward County Public Schools |
| • Williams, Sharon | City of Pembroke Pines |
| • Wood, Matt | City of Cooper City |

2. Addition(s) to the September 1, 2016 Agenda

There were no additions to the September 1, 2016 agenda.

3. Approval of the Final Agenda for the September 1, 2016 Meeting

Brad Swing made a motion to approve the final agenda for the September 1, 2016 meeting. Rick Buckeye seconded the motion, and the final agenda was approved unanimously.

4. Approval of Minutes from the June 2, 2016 Meeting

Sharon Williams made a motion to approve the minutes from the June 2, 2016 SWG meeting. Susan Leven seconded the motion, and the minutes were approved unanimously.

5. Subcommittee Reports

5.1 Review of Draft 2016 Annual Report on the Implementation of the Second Amended Interlocal Agreement for Public School Facility Planning

Lisa Wight advised that the draft 2016 Annual Status Report on the Implementation of the Second Amended Interlocal Agreement (SILA) was the first draft for the 2016 calendar year, and is a tally of everything that has happened up to the present time. She stated that the highlighted sections may change prior to December 2016. Ms. Wight said that certain things are anticipated to happen on a particular date, and language had been added to reflect those things. She added that the only section needing resolution (yellow) was those municipalities that have not amended their comprehensive plans to be consistent with the SILA. Ms. Wight advised that some projects are receiving municipal approvals without school concurrency determinations, and if that were to continue, that section of the Report may require resolution. She said that making sure that school facilities are in place prior to final approval is the most important thing that public school concurrency does. Ms. Wight said that most municipalities have been very cooperative in trying to rectify those situations. Chair Eichner requested that School District staff email the SWG members reminding them of their responsibilities in regard to reporting final approvals.

Ms. Wight stated that it was too early at this time to include the summary which will accompany the Report, but that it would be added to the draft Report reviewed at the December 2016 SWG meeting. Ms. Wight went through the draft report as follows:

- Page 6, Section 3.1 – Ms. Wight said that language from the County indicated that in 2016 they would initiate the process of updating the countywide population projections. Ms. Forelle advised that the County is in the process of hiring a second demographer, and will be emailing a survey in the next few months to different agencies and communities asking what they would like to see in a future forecasting model. She stated that the updates would be done every two years. Ms. Wight advised that the update should be shared with the SWG and that language would be reflected in the Report when it occurs.
- Page 7, Section 4.1 - Ms. Wight said the Tentative District Educational Facilities Plan (DEFP) was shared with the SWG members on July 11, 2016 with a request for comments. She advised that the DEFP is scheduled for the second reading on September 7, 2016.
- Page 8, Section 4.4 – Ms. Wight said the School District Benchmark Enrollments Count comes out the first Monday after Labor Day, and said it was very important that the Municipal Certificate of Occupancy data and trends reports be submitted to the Demographics & Student Assignments Department before that time. She advised that the municipal data is factored into the District's five-year projections which are used for all the reviews and projections.
- Page 9, Section 5.2 – Ms. Wight said that the language in this section reflects that the District is repurposing several sites as part of its effort to address under-enrollment.
- Page 11, Section 7.2 and 7.3 – Ms. Wight said the section reflects Land Use Plan Amendments completed and Local Planning Agency meetings the District attended or were invited to attend.
- Page 14, Section 8.1(b) – Ms. Wight said that the language stated in the DEFP was adopted on September 7, 2016 and that a digital copy will be transmitted to the County and the Municipalities as soon as it is available.

- Page 15, Section 8.1(d) – Ms. Wight advised that this section contained language regarding the Third Amendment to the SILA. She said that a School Board Workshop is scheduled in October 2016 regarding the Third Amendment.
- Page 29, Section 11.1 – Ms. Wight said that the language states a future occurrence regarding Oversight Committee appointments and reappointments.

Ms. Wight requested that all SWG members review the draft 2016 Annual Status Report attachments to make sure that the data is accurately reflected for each municipality. She thanked Sara Forelle, Tanya Davis-Hernandez and Sharon Williams for being a part of the Subcommittee.

6. Old Business

6.1 Feedback from the June 10, 2016 Oversight Committee Meeting

Ms. Wight advised that the primary reason the Oversight Committee met in June 2016 was to provide a recommendation on the alternate Level of Service (LOS) standard option. She stated that the Oversight Committee formally supported the option and voted to move it forward for a School Board recommendation. Ms. Wight gave the history regarding the alternate LOS and said that the School Board would be the initiating party for the Third Amendment. She advised that the item is scheduled for a School Board Workshop on October 11, 2016. Ms. Wight said that if the School Board directs staff to move forward with the Third Amendment, staff estimated the School Board would take formal action in December 2016.

Ms. Wight said that a draft of the proposed Third Amendment to the ILA would be available prior to the anticipated December 2016 School Board meeting regarding the Third Amended ILA. Additionally, she said that the SWG would have sixty days to review the draft and provide comments, and that the proposed Third Amendment would be reviewed by the Oversight Committee for a recommendation of approval. She stated that after the Oversight Committee, the proposed Third Amendment would go back to the School Board for official adoption. Ms. Wight said after School Board adoption, the Third Amendment would go to the County for adoption, and then to each municipality. She advised that during this process, the District would be issuing letters to each City Manager and that the SWG members should expect questions regarding the Third Amendment. Discussions followed regarding timeframes for the proposed Third Amendment to the ILA. Ms. Wight stated that before the regular School Board Meeting in December 2016, the SWG would receive the link to all of the data, and anticipated that the SWG would be reviewing the documents at the March 2017 SWG meeting. Discussions continued regarding the proposed Third Amendment to the ILA and the general timeline of events.

Ms. Wight talked about the alternate LOS, and said that the District defines school type based on what exists at each school site. She stated that if a school has the equivalent of at least 10% of its permanent capacity available onsite in relocatables, the LOS for that school would be 100% gross capacity (including relocatables). Ms. Wight said that if a school has less than the equivalent of 10% of its permanent capacity available onsite in relocatables, the LOS for that school would be 110% permanent capacity. She said that the alternate LOS plan would allow each school to use capacity that is already on the site for purposes of meeting public school concurrency. Ms. Wight stated that every year the District goes through a process to fund and remove portables that are not needed and that over 20 years old. She said that the Portable Plan is in the District Educational Facilities Plan (DEFP) under Appendix B.

6.2 Status – Third Amendment of the Second Amended Interlocal Agreement for Public School Facility Planning

This item was discussed under Section 6.1 above.

6.3 New Collocation Facilities

The municipalities had no new collocation facilities to report.

6.4 Status – Broward County and Municipal Comprehensive Plans and Land Development Codes/Regulations

There were no updates on Item 6.4.

6.5 Update on Broward County and Municipalities Evaluation and Appraisal Report

There were no updates on Item 6.5.

7. New Business

7.1 Survey Regarding Sidewalks

Ms. Wight said that her Department at the School District has been trying to deal with problems regarding sidewalk gaps in routes to and from schools. She stated that there are two ways to address making sure that development happens with the current amenities for students who walk to school; 1) retroactively and 2) regulatorily. A survey was distributed, and Ms. Wight asked each member to complete it. She said that she wanted to know what the municipalities had in place to ensure that sidewalks do not have gaps. Ms. Wight said she would like to share best practices, create better partnerships and become more proactive.

Ms. Forelle mentioned that the Metropolitan Planning Organization had a pedestrian advisory subcommittee which had recently hired someone to look at complete streets. She said that subcommittee would be a potential way of elevating the issue and making sure that connectivity with sidewalks is included in the planning process. Ms. Forelle also stated that Broward County received a grant to begin addressing mobility projects. Ms. Wight advised that she needed help from the cities to identify the problems. Discussions followed regarding strengthening the language in the Broward County Comprehensive Plan regarding safe routes to schools, ADA Transition Plans which are required for municipal federal funds, enforcement of those Plans, and communication within municipalities. Ms. Wight stated that the District had not had successful funding for safe routes to schools since 2009. She said that she would like the municipalities to provide guidance and recommendations regarding each municipality and leverage what funding may be available to address the issues.

Chair Eichner said that she had spoken with the City Attorney for Weston, and she suggested that the survey be reworded. She said that the City Attorney said it was not appropriate to identify in writing safe versus unsafe conditions. After brief discussions, Ms. Wight said that she would rewrite the survey and email it to the SWG members.

7.2 Broward Next Impact on Land Use Plan Amendment Process

Ms. Wight stated that the Broward Next project had made some wonderful steps forward in bringing the land use plan up to today's planning mindset. She said they are condensing and streamlining various land use designations and also expanding plat exemptions. Ms. Wight said that projects that would have normally gone through a land use or platting process at the county level may now be returned back to the jurisdiction of the municipalities. She advised that there may be situations where the District may be doing reviews strictly at the city level. Additionally, she said that Broward Next would also be looking at the Public School Facilities Element and making changes there.

8. Next Staff Working Group Meeting

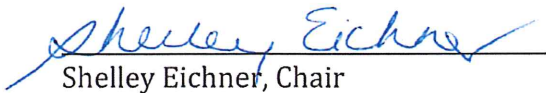
8.1 December 1, 2016 (Regularly Scheduled Quarterly Meeting)

Chair Eichner advised that the next SWG meeting was scheduled for December 1, 2016 and would be held at the City of Plantation, Development Services Building.

9. Adjourn

Sara Forelle made a motion to adjourn the meeting. Peter Dokuchitz seconded the motion, and the meeting was adjourned at 10:15 a.m.

Respectfully submitted by:


Shelley Eichner, Chair


Linda Houchins, Recording Secretary