

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

**Final Minutes
December 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 December 1, 2016 Staff Working Group (SWG) meeting to order at 9:34 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 |
| • Coyle, Matthew | Town of Davie |
| • Davis-Hernandez, Tanya | City of Lauderdale Lakes |
| • Dokuchitz, Peter S. | City of Plantation |
| • Eichner, Shelley | Cities of Weston and West Park |
| • Forelle, Sara | Broward County |
| • Jefferson, Althea | City of Hallandale Beach |
| • Johnson, Ann | City of Deerfield Beach |
| • Leven, Susan | City of Parkland and Town of Southwest Ranches |
| • Marks, Scott D. | City of Pembroke Park |
| • Moore, Roberta | City of Wilton Manors |
| • Pinney, Andrew | City of Margate |
| • Stoudenmire, Scott | City of Coconut Creek |
| • Swing, Bradley D. | City of Sunrise |
| • Wight, Lisa | Broward County Public Schools |
| • Williams, Sharon | City of Pembroke Pines |
| • Wood, Matthew | City of Cooper City |

Others in attendance at the SWG meeting were as follows:

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| • Cardana, Juliana | Town of Lauderdale-By-The-Sea |
| • Disbury, Andrew | City of North Lauderdale |

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

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

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

Brad Swing made a motion to approve the final agenda for the December 1, 2016 meeting. Sharon Williams seconded the motion, and the final agenda was approved unanimously.

4. Approval of Minutes from the September 1, 2016 Meeting

Sharon Williams made a motion to approve the minutes from the September 1, 2016 SWG meeting. Peter Dokuchitz seconded the motion, and the minutes were approved unanimously.

5. Subcommittee Reports (None)

6. Old Business

6.1 Canceled - October 19, 2016 Oversight Committee Meeting

Chair Eichner advised that the Oversight Committee meeting scheduled for October 19, 2016 had been canceled. Lisa Wight stated that the meeting had been canceled by the chair because a scheduled School Board Workshop regarding the Alternate Level of Service Standard (LOS) concept had been postponed to November 14, 2016, and that issue was the main topic for the Oversight Committee meeting.

Ms. Wight advised that the School Board Workshop was held on November 14, 2016, and feedback from the School Board had been to move forward with the Alternate LOS concept. She stated that the draft Third Amendment of the Interlocal Agreement (ILA) was being reviewed by the District's cadre attorney, and that it should be scheduled for the January 18, 2017 School Board meeting to formally commence the amendment process. Ms. Wight stated that the amendment procedures listed in the ILA state that after School Board approval, the draft Third Amendment would be transmitted to the SWG for feedback. She said that the SWG has already reviewed the concept and language for the Alternate LOS. She said that after SWG approval, the Amendment would move forward to the Oversight Committee and then to the School Board for adoption. Ms. Wight stated that staff would also reach out to the Municipalities to apprise them of the Amendment. She said it is important for the District to communicate and be transparent with all parties. Brief discussions followed. Ms. Wight said that District staff would make a presentation to each municipality. She said she was currently working with the District's IT Department to add a PowerPoint presentation online. She also talked about the timeline for the Third Amendment. She said that if there were many questions and feedback that might require changes to the Amendment, a special SWG meeting may be necessary.

6.2 Adoption and Formal Transmittal of the 2016 Annual Report on the Implementation of the Second Amended Interlocal Agreement for Public School Facility Planning

Chair Eichner advised that the adoption and formal transmittal of the 2016 Annual Report would need to be voted on. She asked if there were any comments, questions, or changes. Ms. Wight advised that there are three sections of the ILA having violations in the 2016 Report:

1. Amendment of Land Development Regulations
2. Participation at the SWG meetings – Ms. Wight said that the SWG meetings are a place where planners have an opportunity to understand and communicate the school planning issues, and that all municipalities need to attend the meetings. She advised

that in 2015, correspondence was sent to those municipalities that were not attending the meetings, and that the Chair had also reached out to the municipalities individually, and still participation has waned in 2016. Ms. Wight said that she felt that this section was an appropriate violation, and those municipalities that year after year continually do not participate should now be called out.

3. Development Trends Report – Ms. Wight stated that the Report is a very important data piece that the District requires from each municipality. She advised that four (4) municipalities did not send that report, and therefore, this Section is a violation.

Matt Wood made a motion to adopt and formally transmit the 2016 Annual Report on the Implementation of the Second Amended ILA to the Oversight Committee. Brad Swing seconded the motion, and the motion passed unanimously.

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

This item was discussed in Section 6.1 above.

6.4 New Collocation Facilities

The municipalities had no new collocation facilities to report.

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

Sara Forelle advised that the Broward Next project had been transmitted to the state agencies for review. She said that there is still an opportunity for all the communities to review and provide comments. Ms. Forelle stated that following the adoption, the portions of the plan that affect the municipalities would need to be considered for the comprehensive plan amendments, if necessary. She said that Broward County was in the process of updating their comprehensive plan. Ms. Forelle advised that Broward County was beginning the process of updating the forecast model. She said that surveys would be sent via survey monkey to the municipalities for feedback on the model and would also be on the website. Ms. Forelle said that Broward County would like to create a group to meet and use as a sounding board as the forecast model is developed. She said if anyone was interested, please sign up via the survey monkey or contact her directly. Ms. Forelle also stated that the update of the forecast model in 2012 was reflective of the recession, and she said that there have been many changes since that time, and anticipated growth will influence the planning processes. Ms. Forelle said she anticipated adoption of the county-wide land use plan in late winter or early spring, and the Broward County comprehensive plan is anticipated to be adopted in the fall of 2017.

6.6 Update on Broward County and Municipalities Evaluation and Appraisal Report

There were no updates for Section 6.6.

6.7 Revised Survey Regarding Sidewalks

Ms. Wight said that the sidewalks survey had been revised in accordance with comments made at the last SWG meeting. She said that the Metropolitan Planning Organization (MPO) is the agency

which handles transportation funding regionally. She said that the MPO sent out a notification regarding a safe routes to schools application which is due by the end of December 2016. Ms. Wight said that the MPO had suggested that the District partner with the City of Hallandale Beach who is very proactive in addressing pedestrian issues and had some of the leg work already completed. She said that the District and the City of Hallandale Beach are trying to get an application in by the deadline. Ms. Wight stated that the survey would help assess where there might be issues and opportunities to pursue grant funding. She stated that the survey would be able to gauge what the issues are and what the cities' interests might be in addressing those issues for next year. Ms. Wight said that she had the full support of the District's Safety, Grants Writing, and Growth Management Departments to work with the cities to apply for the grants. She advised that the cities are the applicants for the grant funding. Ms. Wight said the survey would give a baseline of identifying not only hazardous walking conditions but also issues such as sidewalk improvements, bike lanes, etc. Brief discussions followed regarding the complete streets projects, and additional funding sources. Ms. Wight asked to be kept in the loop regarding funding sources. She also requested that all the municipalities take the time to complete the survey.

7. New Business

7.1 Student Enrollment Projections

Ms. Wight stated that every December the District formally communicates the update of the enrollment projections for the upcoming five (5) year period. She advised that the projections have been completed and are on the District website at the Demographics and Student Assignments Department. She said that the student enrollments, not including charter schools, had increased slightly. Ms. Wight stated that the biggest increase was in the charter schools which have increased by approximately 10,000 students, the biggest increase being at the elementary school level. She said that the Florida Statute had passed a student choice bill. Ms. Wight said the District would be revising the student projections in the spring and specifically looking at the effects of school choice on enrollment. Discussions followed regarding student choice, magnet schools and Student Success Opportunity Schools (SSOS).

7.2 Student Generation Rate/School Impact Fee Study 2016/2017 Update

Ms. Wight advised that the ILA requires that the Student Generation Rate/School Impact Fee (SGR/SIF) Study be updated every three (3) years, and she said that the District has begun that process. She said that the RFP release date was October 2016 and the consultant, Tindale, Oliver and Associates had been selected on November 3, 2016. Ms. Wight stated that the contract should be approved by the School Board at the December 20, 2016 School Board meeting. She said there was a proposed timeline on the District website. Ms. Wight said that Rick Buckeye has been the SWG appointee on the Standing Committee for the SGR/SIF Study and asked if he would like to continue on the Committee. After answering in the affirmative, Paul Carpenter made a motion to nominate Rick Buckeye to continue on the Standing Committee. Sharon Williams seconded the motion, and the motion passed unanimously.

8. Next Staff Working Group Meeting

8.1 March 2, 2017 (Regularly Scheduled Quarterly Meeting)

Chair Eichner advised that the next SWG meeting was scheduled for March 2, 2017, unless a special meeting became necessary to discuss the Third Amendment of the ILA. Ms. Wight said there should not be any surprises in the Third Amendment. She stated that instead of 100% of gross capacity, there will be the alternate LOS capacity language which the SWG has already approved, and also that the references and statutes will be updated or removed.

Andrew Disbury asked if the Safe Routes to School Survey could be posted online and filled out electronically. Ms. Wight said that the Survey is already online, but that she would inquire to see if it would be possible to have the form so that it could be filled out electronically.

9. Adjourn

Chair Eichner wished everyone a Happy Holiday and Happy New Year and adjourned the meeting at 10:22 a.m.

Respectfully submitted by:



Shelley Eichner, Chair



Linda Houchins, Recording Secretary