

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

**Final Minutes
March 2, 2017
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 March 2, 2017 Staff Work Group (SWG) meeting to order at 9:35 a.m. Linda Houchins took roll call, and the following members were in attendance:

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| • Barszewski, Maggie | City of Pompano Beach |
| • Brightbill-Dasari, Rebekah | City of Parkland |
| • Buckeye, Rick | City of Oakland Park |
| • Carpenter, Paul | City of Coral Springs |
| • Matthew Coyle | Town of Davie |
| • Dokuchitz, Peter | City of Plantation |
| • Eichner, Shelley | Cities of West Park and Weston |
| • Forelle, Sara | Broward County |
| • Goldstein, Matthue | City of Miramar |
| • Jefferson, Althea | City of Hallandale Beach |
| • Leiva, Fernando | City of Lauderdale Lakes |
| • Marks, Scott D. | Town of Pembroke Park |
| • Moore, Roberta | City of Wilton Manors |
| • Pinney, Andrew | City of Margate |
| • Power, Eric M. | City of Deerfield Beach |
| • Reed-Holguin, Tammy | City of North Lauderdale |
| • 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 | School Board of Broward County |
| • Williams, Sharon | City of Pembroke Pines |
| • Wood, Matthew | City of Cooper City |

Others in attendance at the SWG meeting were as follows:

- | | |
|----------------------|--------------------------------|
| • Beck, Joseph | School Board of Broward County |
| • Schwartz, Jonathan | Broward College |

2. Election of Officers

Chair Eichner opened the floor for nominations for the position of chair of the SWG. Matt Wood nominated Shelley Eichner to remain chair. Sharon Williams seconded the motion. There were no other nominations for chair, and Chair Eichner closed nominations. The motion passed unanimously. Chair Eichner opened the floor for nominations for the position of vice chair. Sharon Williams nominated Lisa Wight to remain vice chair, and

Rick Buckeye seconded the motion. There were no other nominations for vice chair, and the nominations were closed. The motion passed unanimously.

3. Election of Staff Working Group (SWG) Ex Officio on the Oversight Committee

Chair Eichner opened the floor for nominations for the SWG ex-officio member on the Oversight Committee. Lisa Wight nominated Shelley Eichner to remain the SWG ex-officio member on the Oversight Committee. Sharon Williams seconded the motion. There were no other nominations, and Chair Eichner closed nominations. The motion passed unanimously.

4. Addition(s) to the March 2, 2017 Agenda

There were no additions to the March 2, 2017 SWG agenda.

5. Approval of the Final Agenda for the March 2, 2017 Meeting

Lisa Wight made a motion to approve the final agenda for the March 2, 2017 meeting. Peter Dokuchitz seconded the motion, and the motion passed unanimously.

6. Approval of Minutes from the December 1, 2016 Meeting

Sharon Williams made a motion to approve the minutes from the December 1, 2016 SWG meeting. Matt Wood seconded the motion, and the minutes were approved unanimously.

7. Subcommittee Reports (None)

8. Old Business

8.1 Feedback from the January 11, 2017 Oversight Committee Meeting

Lisa Wight stated that the October 2016 Oversight Committee meeting had been canceled because the Committee wanted the School Board Workshop on the Third Amendment of the Interlocal Agreement (ILA) to take place before they met. Ms. Wight said that the Workshop had been held on November 14, 2016, and subsequently the School Board took action on January 18, 2017, to formally commence the amendment process. She said that at the January 11, 2017 Oversight Committee meeting, the Committee reviewed the Third Amendment progress and also discussed the update of the Student Generation Rate/School Impact Fee Study.

8.2 Recommendation – Proposed Third Amended and Restated ILA

Chair Eichner stated that the SWG needed to review the Third Amended and Restated Interlocal Agreement for Public School Facility Planning (ILA) and make a recommendation to the Oversight Committee. Ms. Wight said that the back-up document was the actual working draft of the language that the SWG spent the past year reviewing and discussing. She said that if there were any proposed changes, improvements or questions, the members should voice them as the document is reviewed. Ms. Wight stated that the main change to the document was to the Level of Service Standard (LOS) which is currently 100% of gross capacity (permanent capacity plus portable capacity) until the end of the 2018/19 school year at which time the LOS reverts back to 110% permanent capacity only. She said that the alternate LOS would allow the higher of either LOS, depending on what is available on the school campus. Ms. Wight said that the alternate LOS provided the most flexibility for the municipalities and the communities and would best keep the school boundaries intact without putting excessive pressure on the educational operations of schools.

Chair Eichner shared that the Oversight Committee understands the role that the SWG plays as the technical planners who understand the implications from a policy perspective in implementing public

school concurrency, and they value the opinion of the SWG. She stated that the Oversight Committee wants consensus and a positive recommendation from the SWG before they make their recommendation to the School Board. Chair Eichner said as the Committee goes through the Third Amendment ILA, if there are any comments, concerns or questions, they should speak up and they would be conveyed to the Oversight Committee. Ms. Wight added that the alternate LOS is a fairly technical and nuanced concept, and that it would be a challenge educating the municipal administrations when a vote is needed on a concept that they may not understand. She stated that she is putting together a presentation that will be made available for use to encourage the City Commissioners to review and have as an introduction to the Third Amended and Restated ILA. Chair Eichner advised that the Agreement must be approved by at least 75% of the Municipalities and 50% of the population of Broward County. She said that there were three Municipalities that did not sign the Second Amended ILA. Chair Eichner suggested that the presentation include an overview on the implications of what will happen if the Second Amended ILA does not get amended.

Ms. Wight went through the document page by page to summarize the changes as follows:

- Page 3 – Calendar of important dates was taken out (was Appendix B) and Appendix C was now Appendix B.
- Page 4-7 – Added whereas clauses to explain the genesis of why the amendment is needed and also changes to the whereas clause where statutes have changed and references are obsolete.
- Page 8 – Changing the name of the amendment so that there will be one document where everything in the document is current, and also there was a statute change.
- Page 9-10 – Calendar of important dates taken out, and the changes to reflect more flexibility regarding hard and fast requirements.
- Page 12 – Changes to statutes.
- Page 13 – Name change.
- Page 14 – Review period changed from forty-five (45) days to thirty (30) days.
- Page 15 – Struck references relating to the old LOS and make consistent with new LOS.
- Page 16-18 – Name change.
- Page 19 – Old phrase was made more general.
- Page 20 – Removed references to permanent capacity.
- Page 21 – Reflects changes to the Capital Improvements Element and name changes.
- Page 22-23 – Ms. Wight explained the new alternate LOS process for the purpose of establishing a uniform, District-wide LOS for public schools of the same type – School Type A is a bounded elementary, middle or high school that has the equivalent of at least 10% of its permanent FISH capacity available onsite in relocatables; the LOS will be 100% gross capacity (including relocatables) and School Type B will be a bounded elementary, middle or high school that has less than the equivalent of 10% of its permanent FISH capacity available onsite in relocates and the LOS shall be 110% permanent FISH capacity. Ms. Wight said the LOS shall be achieved and maintained within the period covered by the five year schedule of capital improvements. Paul Carpenter, City of Coral Springs, asked if the Third Amendment would make the number of relocatables the city has permanent. He asked whether 10% of the capacity would be allowed to be relocatables in either school type. Ms. Wight said that all the portables are allowed, but if there is not at least 10% of permanent capacity also available in relocatables, then the LOS would be 110% permanent capacity. She continued that if there are relocatables on campus that are equivalent to at least 10% or more of permanent capacity, then all of the relocatables on that campus would count toward LOS. Ms. Wight said that the School District has been making efforts to remove relocatables which is an annual process and is a part of the District Educational Facilities Plan (DEFP). She said that if a community, the school principal, and the School Board have satisfactory seats on the campus and feel that they are needed, there is no requirement to remove them and the school would be able to continue to use the relocatables as capacity. Mr. Carpenter said that may be an issue with the City of Coral Springs. Ms. Wight said that the issue of whether or not the LOS based on 110% permanent capacity or 100% gross capacity would not force the removal of portables. She said that this was specific only to what counts for development. She advised that portable removal depends on available funding and the need for the relocatables.

- Page 24 - Removal of statement regarding the closure of charter schools was taken out at the request of the Demographics and Student Assignments Department.
- Page 25-27 – Name change.
- Page 28 – The Twentieth Day Enrollment projections were changed to the first Monday after Labor Day and the name was changed to the Benchmark Day Enrollment. Joseph Beck, Demographics and Student Assignments Department, advised that enrollment does not fluctuate very much after Labor Day, and moving the day forward gives a jump on providing the enrollment projections earlier.
- Page 29 – Name change and calendar of dates removed.
- Page 30 – Removal of hard and fast rules.
- Page 31, 34, 36-45 – Name change.

Ms. Wight requested that the members review the signature pages for accuracy. Chair Eichner asked if there were any comments, concerns or changes to the Third Amendment. Seeing none, she asked that a motion be entertained. Rick Buckeye made a motion to recommend to the Oversight Committee that they move forward with the Third Amended and Restated ILA. Peter Dokuchitz seconded the motion, and the motion passed unanimously. Lorraine Tappen stated that the City of Fort Lauderdale was recommending the change to the ILA based upon the recommendation of the City's Education Advisory Board, and said that they appreciated the presentation that District staff had given them. She said that the City looks forward to continuing to work with District staff on creating emphasis on downtown schools to enhance the family atmosphere based on all the plans entered into this school year.

Ms. Wight advised that the SWG recommendation would be presented to the Oversight Committee at the April 12, 2017 meeting. She said that if the Oversight Committee endorses the Third Amendment, it would go to the School Board for adoption in approximately June 2017. Ms. Wight said that after adoption by the School Board, the Third Amended and Restated ILA would be sent to the County for approval and then individually to each Municipality. She advised that it had taken approximately ten (10) months for the Municipal approval process for the Second Amended ILA. Ms. Wight advised that District staff would be present at all City Commission meetings, and that online tools would also be available for the planners to share with their administration. She said if there were still questions prior to the Commission meetings, District staff would work to be available. Ms. Wight advised that she had already met with the City of Miramar and was scheduled to meet with the planners at the City of Lauderdale Lakes to present the requirements and processes of development approval as it related to public school concurrency. Matthew Goldstein advised that Ms. Wight's meeting with the City of Miramar's planning staff had been very educational and helpful. Brief discussions followed regarding the alternate LOS and relocatables.

Chair Eichner requested that a status update for the Third Amended and Restated ILA be placed on the agenda starting with the June 2017 SWG meeting.

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

Ms. Wight advised that a new consultant had been hired by the District for the update of the 2016/17 Student Generation Rate/School Impact Fee (SGR/SIF) Study. She said that for the previous update, presentation had been given to the SWG, but because the SWG presentation was not included in the new consultant's contract, a presentation would not be provided for the 2016/2017 update. Ms. Wight stated that a formal presentation would be provided at the Oversight Committee's regularly scheduled meeting on April 12, 2017, to the Broward County Planning Council later in April 2017, and also at a public workshop. She recommended that the SWG members attend one of those meetings if they desired a formal presentation. Ms. Wight stated the consultant is still in the data collection stage, and that a draft is not yet available. She said that the source data for the Updated Study is predominately coming from Broward County and the consultants may ask the County for clarification regarding the data. Sara Forelle commented that the County had provided most of the requested information.

Ms. Wight advised that Rick Buckeye is the municipal representative on the Standing Committee for the update of the Study. Mr. Buckeye said that based on the SGR/SIF Study Update timeline, the draft Report would be available by May 4, 2017. Chair Eichner said that based on that timeline, the draft Study should

be added to the June 2017 SWG meeting. She stated that it was important that each municipality review the draft Report. Brief discussions followed regarding the update of the Study. Ms. Forelle stated that the County was working on the population forecast allocation model for Broward County, and that a workshop was scheduled for March 9, 2017 at 2:00 p.m. at the Broward County Governmental Center, 115 South Andrews Avenue in Room 301. Ms. Forelle said that notification had been sent to the planning managers and/or city managers of all local jurisdictions. She stated that the projections show that the county will grow by 370,000 people between 2017 and 2045. Ms. Forelle stated that the workshop would address where growth is expected within the individual communities.

8.4 Survey Regarding Sidewalks

Ms. Wight said that she had received surveys back from four (4) municipalities. She said that the survey would demonstrate the existence of the right regulatory framework to show how development is approved and the requirements of development to provide pedestrian amenities in areas where connectivity to schools is essential. Ms. Wight stated that the survey would identify those areas where there may be gaps in the pedestrian network and that an analysis could be done to identify where those gaps are and if there are opportunities to retroactively fix those gaps. She said that sometimes a lack of funding is the impediment to fixing existing gaps. Ms. Wight stated that there are opportunities for municipalities and the School District to partner together to obtain grant funding. She said that the survey would give an inventory of those opportunities. She gave an example of how the District had partnered together with the City of Hallandale Beach to submit a grant application. Ms. Wight stated that the District had dedicated three (3) staff members from the Grants Department, the Safety Department and the Facility Planning and Real Estate Department to help provide resources to work with the municipalities to obtain grant funding. She commended the City of Pembroke Pines for identifying the schools, the locations and where the gaps occurred on their survey. She requested that the cities provide as much detailed information as possible on the survey. Ms. Wight stated that she would invite the District's Safety Department to attend a SWG meeting to provide information on what they do and how they can assist and get involved. Brief discussions followed regarding the survey information and available funding. Ms. Wight encouraged all members to return their surveys.

8.5 New Collocation Facilities

The municipalities had no new collocation facilities to report.

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

Althea Jefferson stated that the City of Hallandale Beach received a technical assistance community grant from DEO for a redevelopment plan along Hallandale Beach Boulevard. She advised that a community meeting was scheduled for March 16, 2017. Ms. Jefferson said that the Evaluation and Appraisal Report (EAR) determination letter had been done last fall and the City is working with a consultant to complete the EAR as well as an amendment to the Regional Activity Center requesting additional units from the County.

8.7 Update on Broward County and Municipalities Evaluation and Appraisal Report

This was discussed in Item 8.6 above.

9 New Business

There was no new business.

10. Next Staff Working Group Meeting

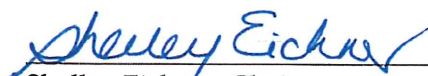
10.1 June 1, 2017 (Regularly Scheduled Quarterly Meeting)

Chair Eichner advised that the next SWG meeting was scheduled for June 1, 2017. She said that information regarding the Third Amended and Restated ILA and also an update on the SGR/SIF Study would be available for that meeting.

11. Adjourn

Matt Wood made a motion to adjourn the SWG meeting. Sharon Williams seconded the motion, and the meeting was adjourned at 10:30 a.m.

Respectfully submitted by:



Shelley Eichner, Chair



Linda Houchins, Recording Secretary