

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

Minutes
June 7, 2012
9:30 a.m. – 11:30 a.m.

Broward County Governmental Center, Room 302 and 302A

1. Call to Order and Roll Call

Chair Eichner called the Staff Working Group (SWG) meeting to order at 9:40 am. 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 |
| • Davis-Hernandez, Tanya | City of North Lauderdale |
| • Dolan, Jean | City of Pompano Beach |
| • Eichner, Shelley | Cities of West Park and Weston |
| • Fink, Charles | City of Pembroke Park |
| • Hall, Lorri | City of Miramar |
| • Lajoie, Corinne | City of Dania Beach |
| • Loggins, Heather | Town of Southwest Ranches |
| • Pinney, Andrew | City of Margate |
| • Stoudenmire, Scott | City of Coconut Creek |
| • Suarez, Sarah | City of Hallandale Beach |
| • Swing, Brad | City of Sunrise |
| • Von Stetina, Deanne | Broward County Planning Council |
| • Wight, Lisa | Broward County School Board |
| • Wood, Matt | City of Cooper City |
| • Zelch, Lisa | City of Plantation |

Others in attendance at the meeting were as follows:

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| • Beck, Joseph | Broward County School Board |
| • Boardman, Greg | Broward County School Board |
| • Coyle, Matt | Broward County |
| • Ramsay, Carson | Broward County School Board |
| • Smith, Micah | Broward County |

2. Addition(s) to the June 7, 2012 Agenda

There were no additions to the June 7, 2012 agenda.

3. Approval of the Final Agenda for the June 7, 2012 meeting

The final agenda for the June 7, 2012 meeting was approved unanimously.

4. Approval of Minutes – March 1, 2012

Glenn Amoruso made a motion to approve the minutes of the March 1, 2012 SWG meeting. Brad Swing seconded the motion, and the motion passed unanimously.

5. Subcommittee Reports (NONE)

6. Old Business

6.1 Feedback from the April 11, 2012 Oversight Committee Meeting

Chair Eichner advised that the major issue at the April 11, 2012 Oversight Committee meeting was the approval of the 2011 Annual Status Report. She said there was much discussion on one of the items of the Report dealing with the coordination and communication between the School Board and the Municipalities when there are on-site and off-site improvements at particular schools. She stated that this item would be discussed under New Business, Item No. 7.3.

Chair Eichner asked the people who had been invited to attend the SWG meeting to introduce themselves, and they were as follows:

- Greg Boardman, Facilities Department, Broward County School Board
- Joe Beck, School Boundaries Department, Broward County School Board

6.2 New Collocation Facilities

The Municipalities had no new collocation facilities to report.

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

Lisa Wight said that this item was in reference to Attachment “D” of the Annual Status Report. She advised that if there have been any changes regarding the Land Development Regulations (LDR) or Comprehensive Plans to be consistent with the Second Amended ILA, to please advise. There were the following additions or changes to Attachment “D”:

- City of Weston will adopt their LDR’s at second reading on June 18, 2012
- City of Coconut Creek adoption date for Comprehensive Plan Amendments was January 12, 2012, and the LDR adoption date was April 26, 2012
- City of Dania Beach LDR adoption date was May 8, 2012

6.4 Update on Broward County and Municipalities Evaluation and Appraisal Report

There was no discussion on this topic.

6.5 Issues Relating to Section 8.13(g)(6) of the ILA

Ms. Wight said that this item was on the agenda because the School District has added a new template to the quarterly report which will give the District information when extensions have been given to projects in a particular quarter. Additionally, she will provide a list of all projects and the status of those projects that have been reviewed by the School District. She stated that she has received good feedback, and that the list has been working very well. Ms. Wight advised that the second quarter report will be E-mailed at the end of June, 2012.

6.6 Issues Relating to Certificates of Occupancy

Joe Beck stated that the cities will be receiving a request for Certificates of Occupancy next week. Ms. Wight advised that there is a new field this year that will be requesting the School Board number. She said that any residential projects that are being approved in the cities should have been reviewed by the School District even if the projects were exempt, and would have a School Board number. Ms. Wight requested that SWG members communicate to the department filling out the Certificate of Occupancy form that the School Board number should be added to the form. There were brief discussions regarding the contact list.

7. New Business

7.1 Annual Interlocal Agreement Report Committee

Chair Eichner said that a committee needed to be formed to work on the 2012 Annual Status Report. Discussions followed, and the following members volunteered to be on the Committee:

- Lisa Wight, Broward County School Board
- Glenn Amoruso, Broward County
- Tanya Davis-Hernandez, City of North Lauderdale
- Lorri Hall, City of Miramar

Ms. Wight volunteered to coordinate the meetings.

7.2 School District Implementation of Fees Regarding Binding Agreements

Ms. Wight said that the School District has a cost recovery fee that is currently being charged to recoup the cost for the District's cadre attorney to process binding agreements for developers. She said there is a one-time fee that has been established in School Board Policy that has not been collected because of the economic slowdown. Additionally, as of July 1, 2012 a one-time fee of \$2,100 will be required in addition to cost recovery fees.

7.3 Article VI of the Amended ILA, Supporting Infrastructure – Notice to Municipalities Regarding On-Site and Off-Site Improvements

Chair Eichner said that the issue of notices to municipalities regarding on-site and off-site improvements came up at the Oversight Committee meeting when the Mayor of Cooper City commented that Cooper City High School was going through a major renovation, and there were no meetings between the School District and Cooper City officials, and the mayor felt that the School District could be doing a better job of coordination and communication. Chair Eichner said that the Oversight Committee directed the SWG to meet with the School District's Facilities Department to get a better understanding of the School District's processes regarding construction projects. Ms. Wight added that there are more statutory and School Board Policy requirements for new school sites and fewer requirements for renovations on existing sites. Greg Boardman from the School District's Facilities Department said that each project is unique. He stated that at this time there is no formal process for submitting drawings to the municipalities. He said that every time the District initiates a new contract or issues a notice to proceed to a contractor, the Contracts Department issues a letter to the city's mayor.

Discussions followed regarding coordination within the cities, who should be notified within the cities, and the appropriate time the notices should be sent. It was suggested that the SWG members receive the notice to proceed. Mr. Boardman said that he felt that when the notice to proceed is sent out it is

too late because there is no time for public input, and that a courtesy notice should be sent to the cities at the Phase 3/50% stage. He agreed to copy the city's SWG member on that correspondence. Discussions followed regarding major and minor improvements. Mr. Boardman advised that a sign is posted on the property for every major addition that is done. Chair Eichner summarized by saying that the cities will receive notification from the School District when the renovation is outside the building and non-maintenance related. She said that at the September 2012 SWG meeting, the members can develop a notification procedure to present to the Oversight Committee at their October 2012 meeting. She requested that Mr. Boardman provide a list of items where notices would be given versus items where notices would not be given for Ms. Wight, for discussion at the September 2012 SWG meeting.

Mr. Boardman talked about connection fees between the School District and the cities. He said that the District is exempt from connection fees, but because the cities are hurting financially they are requesting connection fees from the School District. He asked for input regarding this issue from the SWG members. The SWG members said that School District and city connection fees are not a SWG issue.

Ms. Wight had the following announcements:

- Due to changes in the District's organizational chart, beginning July 1, 2012, the Growth Management Department will no longer be under the Facilities Department and will be known as the Portfolio Management and Services Department.
- The School District will be issuing conditional School Capacity Availability Determination (SCAD) letters because of timing issues relating to the platting process.
- Per the Amended ILA, the School Board designee should receive notice of the Local Planning Agency (LPA) meetings, but because of staff turnover in the cities, the School District has not been receiving notices of the LPA meetings when there is an appropriate item on the agenda.

8. Next Staff Working Group Meeting

8.1 September 6, 2012 (Regularly Scheduled Quarterly Meeting)

Chair Eichner advised that the next SWG meeting will be September 6, 2012. Brad Swing requested that the meetings be held in a more central location or, in the alternative, members be able to appear by teleconference. After a brief discussion, Glenn Amoruso and Lisa Wight said they would look into alternating between the present location and the County's building in the west part of the county. They said they would report back on that issue at the September SWG meeting.

9. Adjourn

Chair Eichner adjourned the meeting at 10:12 a.m.

Respectfully submitted by:


Shelley Eichner, Chair


Linda Houchins, Recording Secretary