

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

**Final Minutes  
September 3, 2015  
9:30 a.m. – 11:30 a.m.**

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

**1. Call to Order and Roll Call**

Chair Eichner called the September 3, 2015 Staff Working Group (SWG) meeting to order at 9.40 a.m. Linda Houchins took roll call, and the following members were in attendance:

- |                          |                                 |
|--------------------------|---------------------------------|
| • Buckeye, Rick          | City of Oakland Park            |
| • Carpenter, Paul        | City of Coral Springs           |
| • Davis-Hernandez, Tanya | City of North Lauderdale        |
| • Dokuchitz, Peter S.    | City of Plantation              |
| • Eichner, Shelley       | City of West Park               |
| • Eichner, Shelley       | City of Weston                  |
| • Jefferson, Althea      | City of Hallandale Beach        |
| • Johnson, Ann           | City of Tamarac                 |
| • Kalus, Evy             | Broward County                  |
| • Lodge, Thomas          | City of Fort Lauderdale         |
| • Marks, Scott D.        | Town of Pembroke Park           |
| • Smith, Garrett         | City of Deerfield Beach         |
| • Stoudenmire, Scott     | City of Coconut Creek           |
| • Swanson, Eric          | City of Lauderdale Lakes        |
| • Swanson, Eric          | City of Parkland                |
| • Swanson, Eric          | Town of Southwest Ranches       |
| • Swing, Bradley D.      | City of Sunrise                 |
| • 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 meeting were as follows:

- |                 |                                |
|-----------------|--------------------------------|
| • Harris, Karen | School Board of Broward County |
|-----------------|--------------------------------|

**2. Addition(s) to the September 3, 2015 Agenda**

There were no additions to the September 3, 2015 agenda.

### **3. Approval of the Final Agenda for the September 3, 2015 Meeting**

Sharon Williams made a motion to approve the final agenda for the September 3, 2015 meeting. Brad Swing seconded the motion, and the motion passed unanimously.

### **4. Approval of Minutes from the May 7, 2015 Meeting**

Matt Wood made a motion to approve the minutes from the May 7, 2015 meeting. Sharon Williams seconded the motion, and the minutes were approved unanimously.

### **5. Subcommittee Reports**

#### **5.1 Review the Draft 2015 Annual Report on the Implementation of the Second Amended Interlocal Agreement for Public School Facility Planning**

Chair Eichner thanked the Subcommittee members for reviewing and preparing the Draft 2015 Annual Report. Lisa Wight advised that the Draft Report was the same format used in previous years. She stated that the color coding was an internal code regarding cells that will continue to be updated throughout the year and would be removed for the final Report. Ms. Wight said there had not been many questions or discussions at the Subcommittee meeting, but that updated changes had been made. She stated that the Report anticipates the future adoption of the Third Amended Interlocal Agreement for Public School Facility Planning (ILA). She requested that the Municipalities look at the attachments to make sure that the Cities' actions are accurately reflected. Ms. Wight advised that the final version of the Report would be on the agenda at the December 2015 SWG meeting for final adoption before being presented to the Oversight Committee for their approval and adoption. Chair Eichner said that if there were any additions or changes to the attachments to email Linda Houchins, and she will make the changes.

Ms. Wight stated that there had been staff turnover in several Municipalities and there had been some issues. She said that the quarterly reports have been very helpful in uncovering projects that were not reviewed for public school concurrency. Ms. Wight said that every City has been very cooperative and that she appreciated the help and support of the Cities. Chair Eichner said that having the quarterly report forms emailed to the Municipalities had made it very easy for them to fill out and return.

### **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**

Mr. Wight stated that the Comprehensive Plan and Land Development Code would be discussed by Jo Sesodia in the Broward Next portion of the meeting.

#### **6.3 Update on Broward County and Municipalities Evaluation and Appraisal Report**

There were no updates to the Broward County and Municipalities Evaluation and Appraisal Reports.

#### **6.4 Status - Third Amendment of the Amended Interlocal Agreement for Public School Facility Planning**

Ms. Wight advised that the Oversight Committee had canceled its July 2015 meeting and that the Committee would be meeting in October 2015, at which time a vote would be taken to support or not support the Third Amended ILA as initiated by the School Board. She stated that the SWG had approved the draft and moved it forward to the Oversight Committee. Ms. Wight said that if the Third Amendment is approved by the Oversight Committee, it would go to the School Board for formal adoption in approximately November or December 2015, and then be forwarded to Broward County for their approval. She said that once the District and the County have approved the Amendment, it would move forward to the Municipalities for City Commission approval which would take place within the next six to nine months. Ms. Wight said that the District has a presentation prepared for the local governments and that staff would make themselves available to explain the Amendment to the Municipalities. She advised that the main change to the ILA was a change in the Level of Service (LOS) Standard to gross capacity without a sunset date.

### **7. New Business**

#### **7.1 Broward Next: Public School Facilities Element Update**

Ms. Wight advised that Broward County will be rewriting its Comprehensive Plan and looking at each element therein including the Public School Facilities Element. She said that if there is school concurrency it must have components such as a LOS Standard, a Capital Plan, and intergovernmental coordination. Ms. Wight said that the Cities use the County's template for the Public School Facilities Element as well as the supporting documents and wanted to make sure that any proposed changes would consider the impact to the Cities. She said that hopefully the SWG members would participate with the County to ensure coordination with the Cities. Ms. Wight said that Jo Sesodia could go into greater detail about Broward Next and the rewrite of the entire Plan.

Brief discussions followed. Dawn Teetsel with the Broward County Planning Council advised that two Workshops would be held on September 16 and September 21, 2015, with the Broward Next work wrapping up at the end of 2016. She stated that the Planning Council would be rewriting the land use portion of the Plan and the County and Ms. Sedodia's department would be rewriting the rest of the Comprehensive Plan to streamline and remove outdated references and make the Plan more user friendly. Ms. Teetsel said that the draft form of the Plan would be sent to all the Municipalities for review and comments. She said that if anyone was not on the email list, to see her, and she would add the email to the Broward Next email list. She said that the County is moving forward with rewriting the Plan and hopes that everyone will participate. Ms. Wight said that one of the planning issues that the School District is looking at is the connectivity to schools and the intent to make sure that the children have a safe and proper access to pedestrian amenities that connect to the schools. She said that is one issue that she would like the SWG to look at and give good ideas and examples of what other Cities have done, and replicate the models that work.

#### **7.2 Adoption of District Educational Facilities Plan**

Ms. Wight advised that adoption of the new District Educational Facilities Plan was scheduled for September 8, 2015.

### 7.3 Easement Procedures

Karen Harris, Property Coordination, in the Facility Planning and Real Estate Department of the School District said she was in attendance at the meeting to advise the Cities of the easement process. She advised that the first step in the process was to send the easement request to Shelley Meloni, Director of Preconstruction at [shelley.meloni@browardschools.com](mailto:shelley.meloni@browardschools.com) and copy [Karen.Harris@browardschools.com](mailto:Karen.Harris@browardschools.com). Ms. Harris stated that Ms. Meloni's contact number was 754-321-1500. She said that the Preconstruction Department reviews the easements to make sure everything is in place and would get in contact with the person requesting the easement if anything was needed. Ms. Harris said that once that process has been completed, then the easement comes to her for processing to the School Board. She requested that if the SWG member was not the one handling easements, that they give the contact information to the person who does handle them.

## 8. Next Staff Working Group Meeting

### 8.1 December 3, 2015 (Regularly Scheduled Quarterly Meeting)

Chair Eichner advised that the next regularly scheduled SWG meeting would be held on December 3, 2015. After a brief discussion regarding the venue for the meeting, it was decided that the meeting would continue to be held at the City of Plantation. Chair Eichner thanked the City of Plantation for hosting the SWG meetings.

## 9. Adjourn

Chair Eichner adjourned the meeting at 10:00 a.m.

Respectfully submitted by:

  
Shelley Eichner, Chair

  
Linda Houchins, Recording Secretary