

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

**Final Minutes
June 2, 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

Lisa Wight, Vice Chair, called the June 2, 2016 Staff Working Group (SWG) meeting to order at 9:40 a.m. and advised that Chair Shelley Eichner would not be attending the meeting. 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 |
| • Collins, Robert | Cities of West Park and Weston |
| • Davis-Hernandez, Tanya | City of North Lauderdale |
| • Dokuchitz, Peter | City of Plantation |
| • Forelle, Sara | Broward County |
| • Goldstein, Matt | City of Miramar |
| • Johnson, Ann | City of Deerfield Beach |
| • Leroy, Vanessa | Hallandale Beach |
| • Leven, Susan | City of Parkland and Town of Southwest Ranches |
| • Marks, Scott D. | 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 | 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:

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| • Beck, Joseph | School Board of Broward County |
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2. Addition(s) to the June 2, 2016 Agenda

There were no additions to the June 2, 2016 agenda.

3. Approval of the Final Agenda for the June 2, 2016 Meeting

Matt Wood made a motion to approve the final agenda for the June 2, 2016 meeting. Sharon Williams seconded the motion, and the motion passed unanimously.

4. Approval of Minutes from the March 3, 2016 Meeting

Sharon Williams made a motion to approve the minutes from the March 3, 2016 meeting. Matt Wood seconded the motion, and the minutes were approved unanimously.

5. Subcommittee Reports (None)

6. Old Business

6.1 Feedback from the April 13, 2016 Oversight Committee Meeting

Lisa Wight said that because of the importance of the Third Amendment to the Interlocal Agreement (ILA), and because there was not a full complement of the Committee at the April 13, 2016 meeting, the members decided to defer the issue of the LOS options to a special meeting scheduled for June 10, 2016. She said the Committee should make a recommendation at that meeting of which option they support. Ms. Wight said there were discussions regarding the technicalities of each option, and the Committee asked for a legal opinion regarding what the consequences would be if Public School Concurrency (PSC) were eliminated from the ILA. She said that the Committee also requested additional information regarding impact fees. Ms. Wight said that once the Oversight Committee made its recommendation, the recommendation would move forward to the School Board to formally initiate amendment of the ILA. She invited the SWG members to attend the June 10, 2016 meeting.

Ms. Wight said that certain municipalities had asked the District to make a presentation on the Level of Service Standard (LOS) options at either their City Commission or Educational Advise Board (EAB). She said that the District had made a presentation to the Fort Lauderdale's EAB and the City's EAB chose Option 1, the alternate LOS option. She said that there were only a few municipalities remaining that did not have an opinion.

Sara Forelle asked what the consequences would be if the Oversight Committee did not choose an option at the June 10, 2016 meeting. Ms. Wight said that the District would continue to use the guidelines and procedures that are currently in place. Joseph Beck talked about the boundary process. He said that the School Board favors phase-out boundary changes which means that the boundary process needs to be initiated four years in advance of when the school needs to be in compliance. He advised that there had been a school boundary workshop on May 24, 2016 to bring forward upcoming pressing boundary issues that needed the Board's attention for the upcoming school year and that the only schools that had imminent boundary issues were the Parkland elementary schools.

Ms. Wight said that one of the requirements in the ILA states that when the tentative District Educational Facilities Plan (DEFP) moves forward, the municipalities have an opportunity to review it and provide comments. She said that process would happen this summer. She advised that once the DEFP is adopted, the schools would receive new LOS deadlines which will be posted in the District's Planning Tool. Ms. Wight stated that the Planning Tool is on the District website and shows the deadlines for each school to meet the LOS. She said that the LOS capacity numbers in school years 2019/20 and 2020/21 are different than 2017/18 because the LOS will be moving from 100% of gross capacity to 110% of permanent capacity. She advised that adoption of the DEFP would be in September 2016.

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

There was no discussion on this item.

6.4 Update on Broward County and Municipalities Evaluation and Appraisal Report

Ms. Wight advised that the City of Sunrise had started their Evaluation and Appraisal Report (EAR) process on June 1, 2016 and invited the District to participate. Additionally, she said that the City of Fort Lauderdale was also going through their EAR process and had identified schools as a major issue. She said the District would be working with the City to help strategize on how to address the issue as a community. Ms. Wight stated that the District would like the opportunity to participate and provide feedback in the Municipal EAR process. Robert Collins advised that the City of Weston had finished their draft and thanked Ms. Wight for her help. Ms. Wight advised that Broward County had the latest updates of the data and analysis for the Public School Facilities Element available online at the County's comprehensive planning page listed underneath the Element. A brief discussion followed regarding the Public School Facilities Element.

7. New Business

7.1 Annual Interlocal Agreement Report Committee

Ms. Wight stated that each year a Subcommittee is formed to draft the Annual Status Report. She stated that last year the following SWG members had been on the Annual Interlocal Agreement Report Committee: Lisa Wight, Evy Kalus, Sharon Williams, Tanya Davis-Hernandez and Althea Jefferson. Ms. Wight asked for volunteers for the Subcommittee and Lisa Wight, Sara Forelle, Sharon Williams and Tanya Davis-Hernandez agreed to serve on the Committee. Ms. Wight said that the Subcommittee would meet in August 2016 to assemble a draft Report.

7.2 Public School Concurrency Determinations as a prerequisite for development approval

Ms. Wight advised that PSC determinations are a prerequisite for development approval. She stated that some municipalities are approving developments that have not been reviewed for PSC. Ms. Wight reminded the SWG that before any projects move forward for approval, there needs to be a PSC determination stating that school capacity is not an issue. Additionally, she said that she

appreciated the feedback on the Quarterly Reports stating which projects are active and which projects are expired.

8. Next Staff Working Group Meeting

8.1 September 1, 2016 (Regularly Scheduled Quarterly Meeting)

Ms. Wight advised that the next SWG meeting was scheduled for September 1, 2016. She said that the first draft of the 2016 Annual Status Report should be available for review at that time.

Mr. Beck stated that the ILA requires that the District collect residential Certificate of Occupancies (CO's) from all municipalities. He said that a Memorandum will be emailed to each municipality within the next two weeks containing a blank forecast form and a map of the traffic analysis zones in each municipality. Mr. Beck asked that the form be returned prior to August 31, 2016 and include the unit type, bedroom mix and number of units of any ongoing or forecasted residential developments occurring in the cities for each of the upcoming five years. He stated that the information was very important because it would be used by the District to produce the enrollment projections which would ensure that adequate public school space is available in each city. He said if anyone had any questions, they could contact him. Brief discussions followed regarding the cities contact person.

Ms. Wight said it was important to fill in the SBBC Number field so that the District would be able to identify each project.

9. Adjourn

Lisa Wight adjourned the SWG meeting at 10:00 a.m.

Respectfully submitted by:


Lisa Wight, Vice Chair


Linda Houchins, Recording Secretary