

# **PROCEDURAL MANUAL FOR THE IMPLEMENTATION OF THE PUBLIC SCHOOLS INTERLOCAL AGREEMENT AND SCHOOL CONCURRENCY**

**July 2009**

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# STUDENT ENROLLMENT AND POPULATION PROJECTIONS

## 1. *Interlocal Agreement Reference:*

Section 2, Policy 1.1.1. - The Metropolitan Planning Organization's Technical Coordinating Committee (TCC) staff will annually utilize established procedures to develop population growth projections for each Traffic Analysis Zone in the County, which will be provided to the Parties. The School District will use this data along with student enrollment, birth rates, Florida Department of Education projections, and other relevant data to project student enrollment.

### *Procedural Notes and Details:*

Population growth projections will be provided annually to the parties listed in **Appendix C** in electronic format. Student projections will be developed for each school facility for the 5-year planning period and for each school type for the long range planning period (twenty years).

### *Agency Responsible:*

Pinellas County Technical Coordinating Committee

### *When Action Occurs:*

Annually

### *School District Point Person:*

Marshall Touchton

### *Local Government Point Person:*

See Distribution List

## 2. *Interlocal Agreement Reference:*

Section 2 - The preliminary student enrollment projections, and how they are developed, will be provided to the TCC and all Local Governments for review and comments at least thirty (30) days prior to the establishment of final enrollment projections.

### *Procedural Notes and Details:*

Projections to be developed each year and distributed electronically to the Local Government Planning Department and to the TCC by November 1<sup>st</sup> for review and comment.

### *Agency Responsible:*

School District

### *When Action Occurs:*

To TCC and local governments by November 1<sup>st</sup>

### *School District Point Person:*

Marshall Touchton

### *Local Government Point Person:*

See Distribution List

**3. *Interlocal Agreement Reference:***

Section 2 - Final enrollment projections will be provided to all Local Governments within ten days of being established.

***Procedural Notes and Details:***

Final enrollment projections will be established each year by the School District's Pupil Assignment Department and distributed electronically to the TCC and the Distribution List (**Appendix C**) within ten (10) days of being established (by November 1<sup>st</sup>).

***Agency Responsible:***

School District

***When Action Occurs:***

To TCC and local governments by November 1<sup>st</sup>.

***School District Point Person:***

Marshall Touchton

***Local Government Point Person:***

See Distribution List

# COORDINATING AND SHARING OF INFORMATION

## Notification about Proposed School Facility Changes

### 1. *Interlocal Agreement Reference:*

Section 3a - School Board will notify all Local Governments of all proposed school facility changes, such as new construction, remodeling, renovations, closures or change in type of school, as set forth in the Public Schools Interlocal Agreement.

### *Procedural Notes and Details:*

Notification will be in electronic format and sent to the Local Government contacts. In the case of emergency school closures, notification will be sent to the Local Government that the public school facility has been closed.

### *Agency Responsible:*

School District

### *When Action Occurs:*

As it occurs

### *School District Point Person:*

Frank Frail

### *Local Government Point Person:*

Contact Affected Local Government

## Five Year Educational Plant Survey

### 1. *Interlocal Agreement Reference:*

Section 3a - The School Board will notify each Local Government of the initiation of the Five-Year Plant Survey and request comments and recommendations for consideration in the development of the survey at least 30 days prior to the submittal to the School Board.

### *Procedural Notes and Details:*

Notification to Local Government City Manager will be in writing, and notification to Local Government staff contact will be in electronic format.

### *Agency Responsible:*

School District

### *When Action Occurs:*

August

### *School District Point Person:*

Fred Matz & Frank Frail

### *Local Government Point Person:*

See Distribution List

**2. *Interlocal Agreement Reference:***

Section 3a - Each Local Government may provide comments and recommendations to assist in developing the final recommendations to be submitted to the School Board for approval.

***Procedural Notes and Details:***

Such comments will be in writing and mailed to the School District.

***Agency Responsible:***

Local Governments

***When Action Occurs:***

August

***School District Point Person:***

**TBD**

***Local Government Point Person:***

See Distribution List

**3. *Interlocal Agreement Reference:***

Section 3a - Each Local Government will be provided with a copy of the recommendations concerning the Survey at the time they are provided to the School Board. Each Local Government will be notified of the date and time of the meeting at which the School Board will take action to approve the survey.

***Procedural Notes and Details:***

A hard copy of the recommendations will be provided to each Local Government administration and an electronic copy will be provided to each Local Government staff contact.

***Agency Responsible:***

School District

***When Action Occurs:***

August

***School District Point Person:***

Fred Matz

***Local Government Point Person:***

See Distribution List

**4. *Interlocal Agreement Reference:***

Section 3a - The School District will provide copies of the approved Five-Year Plant Survey to each Local Government within ten days of approval.

***Procedural Notes and Details:***

A hard copy of the approved Survey will provided to each Local Government administration and an electronic copy will be provided to each Local Government staff contact.

The School District will provide an updated electronic version of the Educational Plant Survey to each of the Local Governments, incorporating any amendments to the Survey that may have been passed throughout the previous year.

*Agency Responsible:*  
School District

*When Action Occurs:*  
October

*School District Point Person:*  
Fred Matz

*Local Government Point Person:*  
See Distribution List

## **Five Year Work Program**

### **1. *Interlocal Agreement Reference:***

Section 3a - The School Board will notify the Distribution List contacts (see **Appendix C**) of each Local Government, of the initiation of the annual update to the Five-Year Work Program and request comments and recommendations for consideration in the development of the survey at least 30 days prior to the submittal to the School Board.

#### *Procedural Notes and Details:*

Notification to Local Government administrations will be in writing and notification to Local Government staff contact will be in electronic format.

*Agency Responsible:*  
School District

*When Action Occurs:*  
August

*School District Point Person:*  
Fred Matz & Frank Frail

*Local Government Point Person:*  
See Distribution List

### **2. *Interlocal Agreement Reference:***

Section 3a - Each Local Government may provide comments and recommendations to assist in developing the final recommendations to be submitted to the School Board for approval.

#### *Procedural Notes and Details:*

Written comments will be mailed to the School District following the receipt of the request for comments from the School District.

*Agency Responsible:*  
Local Government

*When Action Occurs:*  
August

*School District Point Person:*  
Fred Matz & Frank Frail

*Local Government Point Person:*  
See Distribution List

**3. *Interlocal Agreement Reference:***

Section 3a - Each Local Government will be provided with a copy of the recommendations concerning the Work Program at the time they are provided to the School Board. Each Local Government will be notified of the date and time of the meeting at which the School Board will take action to approve the Work Program.

*Procedural Notes and Details:*

A hard copy of the recommendations will be provided to each Local Government City Manager and an electronic copy will be provided to each Local Government staff contact (**Appendix C**).

*Agency Responsible:*  
School District

*When Action Occurs:*  
August

*School District Point Person:*  
Fred Matz

*Local Government Point Person:*  
See Distribution List

**4. *Interlocal Agreement Reference:***

Section 3a - The School Board will adopt the annual update to the Five-Year Work Program no later than October 1<sup>st</sup> or each year, and copies of the approved Five-Year Work Program will be provided to each Local Government within ten days of approval.

*Procedural Notes and Details:*

A hard copy of the approved Survey will be provided to each Local Government City Manager and an electronic copy will be provided to each Local Government staff contact (**Appendix C**).

*Agency Responsible:*  
School District

*When Action Occurs:*  
October

*School District Point Person:*  
Fred Matz

*Local Government Point Person:*  
See Distribution List

**5. *Interlocal Agreement Reference:***

Section 3a -. Upon adoption of the Five-Year Work Program by the School Board, each Local Government with a PSFE shall consider amendments to their Capital Improvements Element to incorporate the updated Five-Year Work Program by December 1<sup>st</sup> of each year.

***Procedural Notes and Details:***

The Five-Year Work Program may be incorporated by reference.

***Agency Responsible:***

Local Governments

***When Action Occurs:***

Annually, by December 1st

***School District Point Person:***

N/A

***Local Government Point Person:***

See Distribution List

## **Land Use Plan Amendments or Rezoning that Change Residential Densities**

**1. *Interlocal Agreement Reference:***

Section 3b – Policy 1.1.2.-. Each Local Government will inform the School District in advance of the final approval of land use plan amendments or rezonings that change residential densities that may impact public schools with sufficient time for School District review and comment.

***Procedural Notes and Details:***

Notification will be in writing.

***Agency Responsible:***

Local Governments

***When Action Occurs:***

As they occur

***School District Point Person:***

Marshall Touchton

***Local Government Point Person:***

See Distribution List

**2. *Interlocal Agreement Reference:***

Section 3b – Such notification, where appropriate, and if known, should *include the proposed site plan that indicates the location, size, the number and types of units (number of bedrooms), price range of units, any deed restrictions that may impact student population, the build-out timeframe, and other information as may be appropriate.*

***Procedural Notes and Details:***

Notification will be in writing.

*Agency Responsible:*  
Local Governments

*When Action Occurs:*  
As they occur

*School District Point Person:*  
Marshall Touchton

*Local Government Point Person:*  
See Distribution List

**3. *Interlocal Agreement Reference:***

Section 3b – Comments provided by the School District will identify how the School District will meet the anticipated public school demand associated with proposed approval or changes based on the Five-Year Facilities Work Program.

*Procedural Notes and Details:*

Comments, if any, will be provided by the School District in writing and will be included in the annual L.O.S. report.

*Agency Responsible:*  
School District

*When Action Occurs:*  
Included in the LOS Report; see 13B of the Interlocal Agreement

*School District Point Person:*  
Marshall Touchton

*Local Government Point Person:*  
See Distribution List

## **Local Government Major Infrastructure Projects that May Impact Public Schools**

**1. *Interlocal Agreement Reference:***

Section 3b – Policy 1.1.3. Each Local Government will inform the School District in advance of the final approval of major infrastructure projects that may impact public schools with sufficient time for School District review and comment.

*Procedural Notes and Details:*

Notification to the School District will be in writing. School District comments, if any, will be in writing.

*Agency Responsible:*  
Affected Local Governments

*When Action Occurs:*

As they occur

*School District Point Person:*

**TBD**

*Local Government Point Person:*

See Distribution List

## **School District Notification to Local Government of the Need for On-site and Off-site Improvements to Support New, Proposed Expansions, or Redevelopment of Existing Schools**

**1. *Interlocal Agreement Reference:***

Section 5 – Policy 1.1.4. The School District will notify each Local Government of the need for on-site or off-site improvements to support new, proposed expansion, or redevelopment of existing schools within the jurisdiction of that Local Government.

Thereafter, representatives of the School District and the affected Local Government will meet and determine the responsibility for making such improvements and identify other agencies that should be involved. The parties will then meet with the other agencies to coordinate the completion of on-site and off-site improvements.

*Procedural Notes and Details:*

Notification will be to Local Government City Manager and will be in writing.

*Agency Responsible:*

School District

*When Action Occurs:*

As they occur

*School District Point Person:*

**TBD**

*Local Government Point Person:*

Affected Local Governments

# PROCEDURE FOR CONSIDERING AMENDMENTS TO THE PSFE AND THE ADOPTED LEVEL-OF-SERVICE STANDARD

## 1. *Interlocal Agreement Reference:*

Section 10a – Policy 1.4.4. Should a Local Government desire to amend their PSFE, or should the School Board desire to have Local Governments consider a proposed amendment to their PSFE, they shall notify their intent in writing to the Pinellas Schools Collaborative and to all Local Governments with a PSFE by January 31<sup>st</sup>. The notice shall specify the proposed amendments to the PSFE and all data and analysis supporting the proposed amendments.

### *Procedural Notes and Details:*

Notification to the Collaborative will be in writing and notification to each Local Government will be in electronic format.

### *Agency Responsible:*

Initiating Agency

### *When Action Occurs:*

By January 31<sup>st</sup>

### *School District Point Person:*

Jim Robinson

### *Local Government Point Person:*

Affected Local Governments

## 2. *Interlocal Agreement Reference:*

Section 10b – The proposed amendments to the PSFE shall be reviewed by the Collaborative during the annual oversight process described in Section 15 of the Public Schools Interlocal Agreement (**Appendix B**). The Collaborative will request a review and recommendation from the Work Group prior to making a determination. The Collaborative shall also solicit comments from the Parties.

### *Procedural Notes and Details:*

Any comments from the Parties to the Collaborative will be in writing.

### *Agency Responsible:*

N/A

### *When Action Occurs:*

Annual meeting in May; other meetings held as-needed.

### *School District Point Person:*

Jim Robinson

### *Local Government Point Person:*

Affected Local Governments

## 3. *Interlocal Agreement Reference:*

Section 10b – The proposed amendment shall be provided to the Parties at least sixty (60) days prior to the Collaborative's determination. If a Party has concerns with the proposed amendment, the Party should provide reasons for its concerns, and specify conditions or modifications that may result in the Party recommending approval of the proposed amendment.

*Procedural Notes and Details:*

A hard copy of the proposed amendments will be provided to the Local Government City Manager. The proposed amendments will be provided electronically to each of the contacts on the distribution list.

*Agency Responsible:*

TBD

*When Action Occurs:*

As it occurs

*School District Point Person:*

TBD

*Local Government Point Person:*

See Distribution List

**4. *Interlocal Agreement Reference:***

Section 10c – After receiving a recommendation from the Work Group and comments from the Parties, the Collaborative shall render a determination on whether the adopted PSFE should be amended as proposed, amended as proposed with modifications, or not be amended.

*Procedural Notes and Details:*

A recommendation from the Workgroup will be given at a scheduled meeting of the Collaborative and all comments provided will be in writing by the Pinellas County Planning Department acting on behalf of the Workgroup.

*Agency Responsible:*

TBD

*When Action Occurs:*

During a meeting to be scheduled as necessary by the County planning director.

*School District Point Person:*

Distribution List

*Local Government Point Person:*

Distribution List

**5. *Interlocal Agreement Reference:***

Section 10d – If the Collaborative determines that the proposed amendment, or a modified version of the proposed amendment, is appropriate and should be incorporated into the Local Government comprehensive plans, the Collaborative shall notify each Party and the Local Governments shall initiate the Plan amendment process to consider amending their Plans.

*Procedural Notes and Details:*

The Pinellas County Planning Department, acting on behalf of the Collaborative, will notify each Local Government contact (**Appendix C**) electronically, of any proposed amendments approved by the Collaborative for incorporation into the PSFE.

*Agency Responsible:*

Pinellas County Planning Department

*When Action Occurs:*

As it occurs.

*School District Point Person:*

TBD

*Local Government Point Person:*

See Distribution List

**6. *Interlocal Agreement Reference:***

Section 10e – If the Collaborative determines that the proposed amendment is not appropriate and should not be incorporated into the Local Government comprehensive plans, the Collaborative shall notify each Party of its decision, and the Local Governments shall consider this recommendation if they initiate a Plan amendment process to consider amending their Plan.

*Procedural Notes and Details:*

The Pinellas County Planning Department, acting on behalf of the Collaborative, will notify each Local Government contact (**Appendix C**) electronically, of any decisions made by the Collaborative regarding the amendment of the PSFE.

*Agency Responsible:*

Pinellas County Planning Department

*When Action Occurs:*

As it occurs.

*School District Point Person:*

See Distribution List

*Local Government Point Person:*

See Distribution List

**7. *Interlocal Agreement Reference:***

Section 10f – If a Party disagrees with the decision of the Collaborative, they may utilize the conflict resolution provision provided in Section 14 of the Public Schools Interlocal Agreement (**Appendix B**). If each Party agrees that a proposed amendment is appropriate through the dispute resolution process, the Local Government shall initiate the Plan amendment process to consider amending their Plan.

*Procedural Notes and Details:*

*See Section 14 of the Interlocal Agreement*

*Agency Responsible:*

Local Government

*When Action Occurs:*

As it occurs

*School District Point Person:*

See Distribution List

*Local Government Point Person:*

See Distribution List

**8. *Interlocal Agreement Reference:***

Section 10g – Policy 1.2.3. The above procedure shall also be utilized when considering amendments to the adopted Level-of-Service (LOS) Standard to ensure it remains uniform throughout the district and that the school concurrency system continues to be financially feasible.

*Procedural Notes and Details:*

See Section 10g of the Interlocal Agreement.

*Agency Responsible:*

Local Government

*When Action Occurs:*

As it occurs

*School District Point Person:*

See Distribution List

*Local Government Point Person:*

See Distribution List

**9. *Interlocal Agreement Reference:***

Section 10g – Decisions on whether to amend the LOS Standard shall at a minimum, take into consideration the Five-Year Work Program and the proposed amendment's impact on the financial feasibility of the PSFE and the concurrency management system.

*Procedural Notes and Details:*

See Section 10g of the Interlocal Agreement

*Agency Responsible:*

Local Government

*When Action Occurs:*

As it occurs

*School District Point Person:*

See Distribution List

*Local Government Point Person:*

See Distribution List

# MODIFICATIONS TO CONCURRENCY SERVICE AREAS

## 1. *Interlocal Agreement Reference:*

Section 12 – Policy 1.2.5. The School Board shall maximize utilization of student capacity through program and/or boundary adjustments and shall annually institute necessary program and/or boundary adjustments or provide additional capacity to ensure that each Concurrency Service Area will, in the aggregate, operate at the adopted Level-of-Service Standard throughout the Five-year Work Program, as amended. Boundary adjustments to the Concurrency Service Areas shall be based on consideration of the following factors:

- Transportation Costs
- Provisions of the Bradley Settlement Agreement
- Projected growth and demographic changes
- Municipal boundaries
- Other relevant factors

### *Procedural Notes and Details:*

The School District shall propose changes and adjustments annually and notify each local government contact before any final decision is made on the changes and adjustments.

### *Agency Responsible:*

School District

### *When Action Occurs:*

As it occurs

### *School District Point Person:*

TBD

### *Local Government Point Person:*

See Distribution List

## 2. *Interlocal Agreement Reference:*

Section 12 – Policy 1.2.6. Should the School Board propose to modify a Concurrency Service Area, or to redefine the Concurrency Service Area as a different type of area, it shall do so by public rulemaking in accordance with Section 120.54, Florida Statutes. The School Board shall submit any such modification to alternative dispute resolution if it is properly invoked by the plaintiffs in accordance with the terms of the Bradley Settlement Agreement, a copy of which is available upon request by calling the School Board attorney.

### *Procedural Notes and Details:*

The School District shall notify each local government contact of any changes proposed to the Concurrency Service Areas either electronically or in writing, and supply maps showing the proposed boundary changes.

### *Agency Responsible:*

School District

### *When Action Occurs:*

As it occurs

### *School District Point Person:*

TBD

### *Local Government Point Person:*

See Distribution List

## APPROVAL AND CHANGES TO THE PROCEDURAL MANUAL

### 1. *Public School Facilities Element Reference:*

Policy 1.4.5. - The Local Governments and the School District shall coordinate in establishing a procedural manual for implementation of school concurrency. This manual and any subsequent changes to the manual will be developed by the School Planning Workgroup and approved by the Pinellas Schools Collaborative.

#### *Procedural Notes and Details:*

The Workgroup will present any proposed changes to the Procedural Manual to the Collaborative in writing, at a regularly scheduled meeting of the Collaborative. Such proposals will be developed by the Workgroup, and compiled by Pinellas County Planning Department staff for distribution to the Collaborative.

#### *Agency Responsible:*

Pinellas County Planning Department

#### *When Action Occurs:*

As they occur.

#### *School District Point Person:*

See Distribution List

#### *Local Government Point Person*

See Distribution List

# IMPLEMENTATION OF SCHOOL CONCURRENCY

## Development Tracking System

When a site plan is received by a local government, the information is to be entered into the web-based development tracking system to receive a School Concurrency Approval and for tracking purposes. Please see the User Manual (**Appendix G**) for detailed information on using the web-based Development Tracking System to implement school concurrency.

## Mitigation Procedures

If the School District determines that there is no capacity available in either the CSA in which a site plan is located, or in an adjacent CSA, the District will change the status of the site plan to 'Mitigation' and the mitigation process will begin.

The District will make contact with the local government to retrieve the information regarding the developer of a site plan, and schedule a meeting with that developer, inviting the local government to attend that meeting as well. The District will then negotiate with the developer to determine appropriate mitigation for the impact of the development, in accordance with the Public Schools Interlocal Agreement.

Once mitigation is determined and agreed upon by both the District and the developer, the District will change the status of the site plan to 'Concurrency Determined' within the development tracking system, and the local government may then issue a School Concurrency Approval for the site plan.

## LOS Report

Each year in November, the School District will prepare and distribute an annual Level of Service (LOS) Report to all members of the School Planning Workgroup. This Report will include the following data:

- Existing capacity for each public school facility (including charter schools)
- An explanation of the existing capacity factors
- Enrollment data for each public school facility (based on the final fall student counts)
- 5-year enrollment and capacity data for each public school facility
- 10-year and 20-year enrollment projections for each school type (elementary, middle, high)
- CSA of each public school facility

This Report will be distributed to all Workgroup members electronically.

## Development and Approval of Student Generation Rates

The School District will regularly review the student generation rates utilized for calculating the anticipated number of public school students that would be generated by a site plan. Should the District determine that the generation rates need to be revised, the District will present to the

Workgroup the reasons for the proposed change and receive comments from Workgroup members before any changes are finalized.

### **Procedures for Closing or Deleting a Site Plan**

School Concurrency Approvals are only valid for a period of 24 months. After that time, the concurrency status of a site plan will automatically change to 'Expired'. This status simply informs the local government that the approval time frame for the site plan has passed, but the reserved student stations will not be released back into the available capacity. It is up to the local government to close out the site plan and release the student stations reserved by it.

If a development is nearing completion and the site plan will soon receive its remaining Certificates of Occupancy, the local government may leave the site plan with its 'Expired' status and simply close out the site plan when all of the COs have been issued. If a development is still proceeding but is still a significant amount of time away from receiving the remaining COs for the site plan, the local government must close out the site plan and the developer must re-apply for a School Concurrency Approval for the units that have not yet received a CO. It is advised that the local government utilize the 'Notes' feature to capture why a site plan may be closed before all of the COs for the project have been issued.

If a site plan is entered into the development tracking system, has received a School Concurrency Approval, and the developer abandons the site plan project, the local government may close the site plan. It is advised that the local government utilize the 'Notes' feature within the development tracking system to capture why the site plan was closed without having received any COs.

If a site plan is entered into the development tracking system and has not yet received a School Concurrency Approval, the local government may delete that site plan from the tracking system.

It is important to note that any site plans closed or deleted from the system are only removed from the viewing of the local governments. All data will be stored by the system. Those site plans accidentally removed can be retrieved by calling the Pinellas County BTS Customer Support Center at (727) 464-3619.

## APPENDIX A

### DEFINITIONS

**Additional Capacity** means school facilities that will be in place or under actual construction within three years based on the Five-Year Work Program.

**Available Capacity** shall be calculated based on the following formula:

$$\text{Available Capacity} = [\text{FISH School Capacity} + \text{Additional Capacity}] - [\text{Enrollment} + \text{Vested Students}]$$

**Bradley Settlement Agreement** means the 1) Amended Order granting Unitary Status in the areas of facilities and resources, transportation, and administrative staff assignment, entered August 30, 1999; 2) Stipulation for Unitary Status in the areas of extracurricular activities, faculty assignments, student assignment, relative quality of education and mandatory injunction, file December 22, 1999; 3) Amended Stipulation for Unitary Status in the areas of extracurricular activities, faculty assignment, student assignments, relative quality of education and mandatory injunction, filed June 29, 2000; and 4) Amended Final Order withdrawing Federal supervision and granting Unitary Status to the public schools of Pinellas County, Florida, entered August 16, 2000.

**Concurrency Service Area** means the areas of the County within which the level of service will be measured for school concurrency purposes. The boundaries of these areas shall be adopted by the School Board. The initial Concurrency Service Areas will be represented by the Choice Attendance Areas, which are areas of the County designated by the School Board for purpose of student assignment.

**Educational Plant Survey or the Five-Year Plant Survey** means the systematic study of educational and ancillary plants of the School Board conducted at least every five years to evaluate existing facilities and plan for future facilities to meet proposed program needs. (see Section 1013.35, F.S.)

**Effective Date** means the date as of which school concurrency will be applied to residential site plans or final residential subdivision approvals, after the Public School Facility Element (PSFE) and land development regulations implementing the PSFE are in effect for all Partner Local Governments.

**Enrollment** means the official student enrollment count of the fall semester.

**Existing Level of Service** shall be calculated for each Concurrency Service Area and shall be based on the following formula:

$$\text{LOS} = \frac{\text{Student Enrollment} + \text{Vested Students}}{[\text{FISH School Capacity} + \text{Additional Capacity}]}$$

**Five-year Facilities Work Program or Five Year Work Program** means the document created by the School District to assist it as it plans, proposes, and prioritizes its current and five-year capital outlay needs. (see Section 1013.35, F.S.)

**FISH (Florida Inventory of School Houses)** means the inventory numbering system used by the Florida Department of Education for parcels, buildings, and rooms in public educational facilities.

**Level-of-Service Standard** establishes the minimum service level that will be provided by public school facilities in Pinellas County. The LOS Standard is applied consistently district-wide and is established within both the Public Schools Interlocal Agreement and the Public School Facilities Element.

**Local Government or Local Governments** for the purposes of this manual means the County and all of the municipalities required to implement School Concurrency.

**Public School Facilities Element (PSFE)** means the element required to be adopted in local government comprehensive plans by Section 163.3177 (12), F.S., for those communities that are required to implement a school concurrency program.

**Remodeling** As defined in the Florida Building Code, Chapter 4, Section 423.5., means the changing of existing facilities by rearrangement of space and/or change of use.

**Renovations** As defined in the Florida Building Code, Chapter 4, Section 423.5., means the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment. The use and occupancy of the spaces remain the same.

**Residential Approvals** means residential site plans or final residential subdivision approvals.

**School Capacity and Level of Service Report-** means the report annually prepared by the School District to calculate the existing level of service and the Available Capacity within each Concurrency Service Area.

**Vested Students** means the estimated number of students that would be generated from Residential Approvals after the Effective Date (see Section 13.a.i. of the Public Schools Interlocal Agreement) less the number of Vested Students represented by the dwelling units of the Residential Approvals that (1) received certificates of occupancy since the Effective Date when preparing the first School Capacity and Level of Service Report or since the preparation date of the previous Report when preparing the second and subsequent Reports and are located in a residential development that received School Concurrency Approval, or (2) had their School Concurrency Approval expire.

**APPENDIX B**  
**PUBLIC SCHOOLS INTERLOCAL AGREEMENT**

**APPENDIX C**  
**LIST OF CONTACTS**

## **APPENDIX D**

# **PUBLIC SCHOOL FACILITIES ELEMENT GOALS, OBJECTIVES, AND POLICIES**

**APPENDIX E**  
**SCHOOL CONCURRENCY FLOW CHART**

## APPENDIX F

### ANNUAL CALENDAR OF KEY DATES FOR IMPLEMENTATION OF SCHOOL CONCURRENCY

<p><b>January</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> <li>• By 31<sup>st</sup>-should an L.G. desire to amend the PSFE, or should the S.D. want the L.G.s to consider an amendment, they shall notify the Collaborative of their intent in writing by this date</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> </ul>
<p><b>April</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> <li>• Annual meeting of the Collaborative</li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> </ul>
<p><b>July</b></p>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>• S.D. will notify each L.G. of the initiation of the Survey and Work Program and receive comments</li> <li>• Each L.G. provides comments to the S.D., if applicable</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> </ul>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>• The S.D. will provide copies of any changes made to the Plant Survey to each L.G.</li> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> <li>• 1<sup>st</sup>-The S.D. will adopt an annual update of the Work Program no later than Oct. 1 and provide copies to each L.G. within 10 days of approval</li> <li>• Every 5 years, the S.D. will provide each L.G. with a copy of the new adopted Survey</li> <li>• S.D. will prepare the LOS Report</li> <li>• 1<sup>st</sup>-S.D. will distribute FISH school capacity data to each L.G. of the schools within its jurisdiction</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> <li>• 30<sup>th</sup>-S.D. will distribute the LOS Report to each L.G. before this date</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> each L.G. will amend their CIE to incorporate the latest 5-year Work Program</li> <li>• 1<sup>st</sup> – School District update student enrollment data in the tracking system</li> <li>•</li> </ul>

**Unassigned**

- When annual student enrollment projections will be developed by the School District (within the LOS report???)
- Annual notification of changes to school facilities (or as they occur??)
- Copies of final Work Program and Plant Survey to be distributed to local governments by...
- School Board annually analyze concurrency service areas and make changes, if necessary

## **APPENDIX G**

### **USER MANUAL FOR THE DEVELOPMENT TRACKING SYSTEM**