SUMMARY OF PINELLAS SCHOOLS COLLABORATIVE
MEETING OF MAY 6, 2009

The meeting was held on Wednesday, May 6, 2009, in the Planning Department Conference Room. Those in attendance were:

Members Present:

Susan Latvala	Pinellas County (Chairman)
Steve Kochick	City of Madeira Beach
Bill Dudley	City of St. Petersburg
Doug Mullis	Citizen Representative
Carol Cook	Pinellas County School Board
Peter Dalacos	City of Tarpon Springs
Michael Bessette	Pinellas County Schools
Julie Ward Bujalski	City of Dunedin (arrived at 9:08 a.m.)

Members Absent:

Gigi Arntzen	City of Largo
George Cretekos	City of Clearwater
Jerry Mullins	PSTA/Pinellas Park
Nina Bandoni	City of Safety Harbor
Suzanne Vale	City of Oldsmar
John Counts	City of Seminole
Mary Stull	City of Gulfport
Mike Finnerty	City of St. Pete Beach

Others Present:

Dave Sadowsky	Pinellas County Attorney's Office
Chelsea Ross	Pinellas County Planning Department
Liz Freeman	Pinellas County Planning Department
Sarah Ward	Pinellas County Planning Department/MPO
Gina Harvey	Pinellas County Planning Department/MPO
Jason Graziano	Pinellas County Business Technology Services (BTS)
Carol Stricklin	City of Largo
Al Navaroli	Building/DRS
David Skrelunas	FDOT
Paul Geisz	City of St. Petersburg
Marshall Touchton	Pinellas County School District
Jeff Dow	City of Pinellas Park
Tom Washburn	Pinellas County Public Works
Ron Rinzivillo	City of Safety Harbor
Brian Smith	Pinellas County Planning Department
Carolyn Kuntz	MPO/Recorder

I. CALL TO ORDER
Chairman Latvala called the meeting to order at 9:02 a.m.

II. APPROVAL OF JANUARY 7, 2009 MEETING MINUTES
Mr. Mullis moved, Vice Mayor Kochick seconded, and motion carried to approve the January 7, 2009 minutes.

III. ANNUAL REPORT ON THE STATUS OF IMPLEMENTING PUBLIC SCHOOL CONCURRENCY IN PINELLAS COUNTY
Mr. Smith indicated the Committee meets in May to receive a status as part of their coordination oversight responsibility.

Chelsea Ross, Pinellas County Planning Department, indicated each local government has adopted their Public School Facilities Element except Tarpon Springs, which is currently being reviewed by the Department of Community Affairs and should be adopted by the end of the summer. All local governments have amended their Land Development Regulations (LDR) except five, which are as follows:

- ➢ Clearwater is scheduled to amend the LDR June 4;
- ➢ St. Pete Beach had the first reading of their ordinance on April 14;
- ➢ Seminole went to their Local Planning Agency last month;
- ➢ Gulfport adopted their Public School Facilities Element last month and will be amending their LDR early summer; and
- ➢ Tarpon Springs will begin the process as soon as their Element is adopted.

All local governments should have their LDRs amended by the end of the summer so they can begin implementation by the beginning of the next school year. They have been working on the Residential Development Tracking System in coordination with Pinellas County's Business Technology Services (BTS) Department. A test site was developed and the local governments have been logging in to learn to use it. BTS is currently working on the live system and it should be ready for use within a few weeks. The status of school capacity is that it is sufficient for any anticipated development that might occur over the next couple of years. The next steps include continuing to work on the Residential Development Tracking System, the remaining local governments will continue to amend their LDRs, and Tarpon Springs will be adopting their Public School Facilities Element soon. Since the Element was recently adopted, the Work Group is not recommending any changes at this time; however, with the school closures, next year, they will be amending the map that was adopted into the Element and editing the unadopted portions that pertain to the School Five Year Work Program and school capacity.

Ms. Cook moved, Vice Mayor Kochick seconded, and motion carried to accept the report.

At this time, 9:08 a.m., Commissioner Bujalski arrived

IV. <u>PROCEDURE FOR REVIEWING SITE PLANS FOR PUBLIC SCHOOL PROJECTS</u>

Mr. Smith indicated the idea is that schools would coordinate with local governments for any school improvements or construction. The main function of the Collaborative Committee is to provide the coordination between the School System and the 13 local governments with schools. Staff is trying to make sure there is good communication when a school improvement occurs. The intent is not necessarily to have a unified approach but to make sure there is some sort of review process in place. Seminole doesn't have a review process; Madeira Beach and Safety Harbor have a staff review; Clearwater, St. Petersburg, and Pinellas County have staff review and/or a Development Review Board/ Commission or Board of Adjustment approval at a public hearing; and Gulfport has a public hearing by the Planning and Zoning Board and their City Council. Staff is still waiting to hear from all 13 local governments, will get back with some (including Seminole), and will compile a table of everyone's processes, contacts, etc., for use by the School District staff.

Al Navaroli, Pinellas County Building/DRS Department, briefly reviewed Pinellas County's procedure for reviewing a school site plan. He noted, however, that the School System has not replaced staff who are no longer there and were accustomed to dealing with this process. This results in the local governments not receiving development information in advance from the School System.

Ms. Cook stated the School System needs to assign a staff member this task. Mr. Smith added this would not involve a considerable amount of time but someone needs to be assigned so this can be a coordinated process. He will work with the School System on this.

Mr. Bessette agreed the School System has lost knowledgeable personnel and this task now falls under his responsibility. He requested information as to what each local government wanted and their contact person to make sure this coordination is taking place.

Ms. Cook noted it was too late to request retroactive approval but they could let the local governments know what is being contracted to let them know what is going on in case there are issues associated.

Mr. Navaroli agreed, at this point, it would be difficult to take the school improvements back through a public hearing process (e.g., through the Board of Adjustment) and it would cause a delay of several months. He recommended that whatever has been approved to continue but, from this point forward, to put the process back on track.

Mr. Smith concluded staff will coordinate and follow-up with the School System.

*At this time, Ms. Ross introduced Jason Graziano of the Pinellas County Business Technology Services (BTS). Mr. Graziano indicated the software system is complete and the plan is for it to go live on May 15 and available to the local jurisdictions May 18, 2009, for use. They are in the process of tweaking the system and have distributed it to the local governments to begin testing to make sure the system works the way it was anticipated. To date, they have received a lot of positive feedback. He briefly walked through the system as to what can be expected – showing the home page, the left side shows site plans, and the right side shows permits. The core of the system is a page representing the school data received from the Pinellas County School District. The left side indicates the concurrency service areas as to how the schools are grouped, with each area having the capacity and enrollment data received form the School District. This data is updated at the beginning of the school year and then updated monthly going forward. The right two columns of the Capacity table are reserve columns to aggregate the site plans and the seats those site plans will use, with the available capacity column on the right being adjusted downward as a result.

Ms. Cook indicated students who had previously been home-schooled or attended private school are coming back into the public school system. Mr. Touchton announced the School District fell below 103,000 actively-enrolled students for the first time since around 1998, with school enrollment still declining. Ms. Ross added the capacity and enrollment data will be updated monthly in order to catch students who move in or out of the County. Once a Certificate of Occupancy has been issued, those student stations reserved from capacity will be released back into the total excess capacity and become available for other development projects to draw from. It will be assumed the students for whom those seats were reserved are then included in the enrollment data. It was indicated these are current numbers with the capacity and enrollment data received from the School District's October count. Mr. Graziano noted, when the system goes live, they will reload the current figures to make sure the information is up to date. There was some discussion regarding the difference in student numbers, noting certain student seats are not included, such as drop-out programs, ESC centers, etc.

Mr. Graziano continued, noting the local Building Department will work with the development as a new project goes through the site plan process. He demonstrated the test program to show the process from beginning to end. The Building Department will enter the screen with the site plan information, make sure the address has a parcel ID, enter the unit count, and the system will calculate and automatically determine the elementary/middle/school area that address belongs to and the available seats and how many seats will be required based on the number of units entered as a formula. The system calculates the amounts with formulas from the School System. Once the information has been inputted and the system calculates the number of student seats required, there are options that indicate whether enough seats are available or all submissions of 25 net units or more must go to the School District for a

determination. If the site plan has 25 or more net units or there is a capacity issue, the determination button is selected, it goes into a 'Submitted' status on the School District's queue so they can determine if capacity is available. A receipt is given at the end of the process indicating the information has been submitted to the School District for a determination and then the School District and Building Department will be in contact to complete the process. If the project is under 25 net units and there are enough student stations available, the local government will be able to generate a School Concurrency Approval right away, reserve the necessary student stations and print off a receipt for their records.

Mr. Smith added it's a countywide system so all jurisdictions will be using the same information.

Upon query, Mr. Graziano responded the addresses are pulled from the County's GIS to include all addresses in the County. He will research with the GIS group as to why the demonstration indicated St. Petersburg instead of Gulfport. Mr. Touchton suggested the variable might be pulling the mailing address jurisdiction instead of the actual municipality. Mr. Graziano noted there are two values for addresses – one is the actual jurisdiction and the other is the mailing address. He would check to make sure the information indicates the responsible jurisdiction.

There was some general discussion.

Upon request by Chairman Latvala, Mr. Graziano provided a brief overview of the various projects his department is working on. Chairman Latvala provided a brief review of the approval process that takes place when BTS is requested to work on a project.

V. ADJOURNMENT
There being no further business, the meeting was adjourned at 9:39 a.m.