Public Schools Development Tracking System

User Manual

As of July 2009

C:\Documents and Settings\Plndf24\Local Settings\Temporary Internet Files\OLK11A\User Manual.doc

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INTRODUCTION

In 2005, the Florida Legislature passed Senate Bill 360, mandating that concurrency be established for public school facilities not granted an exemption. School concurrency requires that a community's adopted level-of-service standard for public schools be met, or a developer executes a legally binding commitment to provide mitigation proportionate to the demand created by the proposed development, before development orders are issued. The Florida Statutes require that local governments that have exceeded a certain minimum level of growth over the past five years develop and adopt a Public School Facilities Element, which forms the basis for implementing school concurrency and other subjects addressed in the updated Public Schools Interlocal Agreement.

School concurrency in Pinellas County will be implemented using a development tracking system. This web-based application will be used to keep real-time data regarding the available student capacity in the Pinellas County School District and the number of student stations that are being proposed for development. Actual student enrollment figures are updated on a monthly basis.

When site plans are filed with Pinellas County or one if the non-exempt municipalities, a check must be made to make sure that the school system can handle the predicted increase in students on the School District facilities.

The GIS system is used to match site plans with school concurrency service areas. The number of requested, available, and allocated seats is tracked by the system

FUNCTIONAL REQUIREMENTS

Getting Started and Getting Help

Security for this system is provided by the Pinellas County eDirectory, a repository of User ID's and their passwords.

All users of the system must have a User ID created in eDirectory. The BTS Customer Support Center will require that the Pinellas County Planning Department call in to request all new accounts. Each user of the system can then call in to request services on their account such as reset/change password or updates to any personal information. Periodic password changes will be required.

For technical support, call the Pinellas County BTS Customer Support Center at (727) 464-3619.

For questions related to user access, policies or procedures, contact the Pinellas County Planning Department at (727) 464-8200.

Login Screen

Through this screen, the local government will sign in to access the development tracking website. Enter login information and click on the 'Login' button.

Main Menu

The Home (main menu) screen provides links to all of the system screens and functions. Select the appropriate task from the list.

Check Capacity/Enter Site Plan

Select this task in order to check for the availability of school capacity. Through this screen, the user can reserve capacity, or just check for available capacity without actually reserving student stations.

Review Site Plans

This will allow the user to see all of the site plans that have been entered into the system corresponding with their jurisdiction. You may also view submission details, as well as update or delete submissions.

CSA Inquiry

This page will display enrollment and capacity details for all Concurrency Service Areas in a table format to allow for quick viewing of available capacity.

Enter Permits

Use this screen to enter Residential Building Permits which have been issued a Certificate of Occupancy.

Review Permits

View permits by jurisdiction or permit number. You may select a permit to view or update.

Upload File

Upload Site Plan or Permit data.
Note: This feature is not enabled at this time.

Pinellas County
Planning
School Concurrency
PINELLAS COUNTY, FLORIDA
Home
Change Password
Help
Logoff
School Concurrency
Check Capacity / Enter Site Plan
Use this screen to search school capacity based on an address or parcel ID. You may then review capacity and/or continue to enter a new site plan.
Review Site Plans
Review submissions by Jurisdiction and Concurrency Service Areas (CSA). You may also view submission details, as well as update or delete submissions.
CSA Inquiry
Display enrollment and capacity details for all Concurrency Service Areas (CSA).
Permits
Enter Permits
Use this screen to enter Residential Building Permits which have been issued a Certificate of Occupancy. You may also enter Residential Demolition permits.
Review Permits
View permits by jurisdiction, permit number, or type. You may select a permit to view or update.
Upload File
Upload Site Plan or Permit data.
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COMMON FEATURES

Description

Navigation Bar – also called a menu bar, this appears near the top of all screens. It contains hyperlinks back to the home screen, the help contents, and also a logoff selection. Icons are used on the navigation bar for print and export functions.

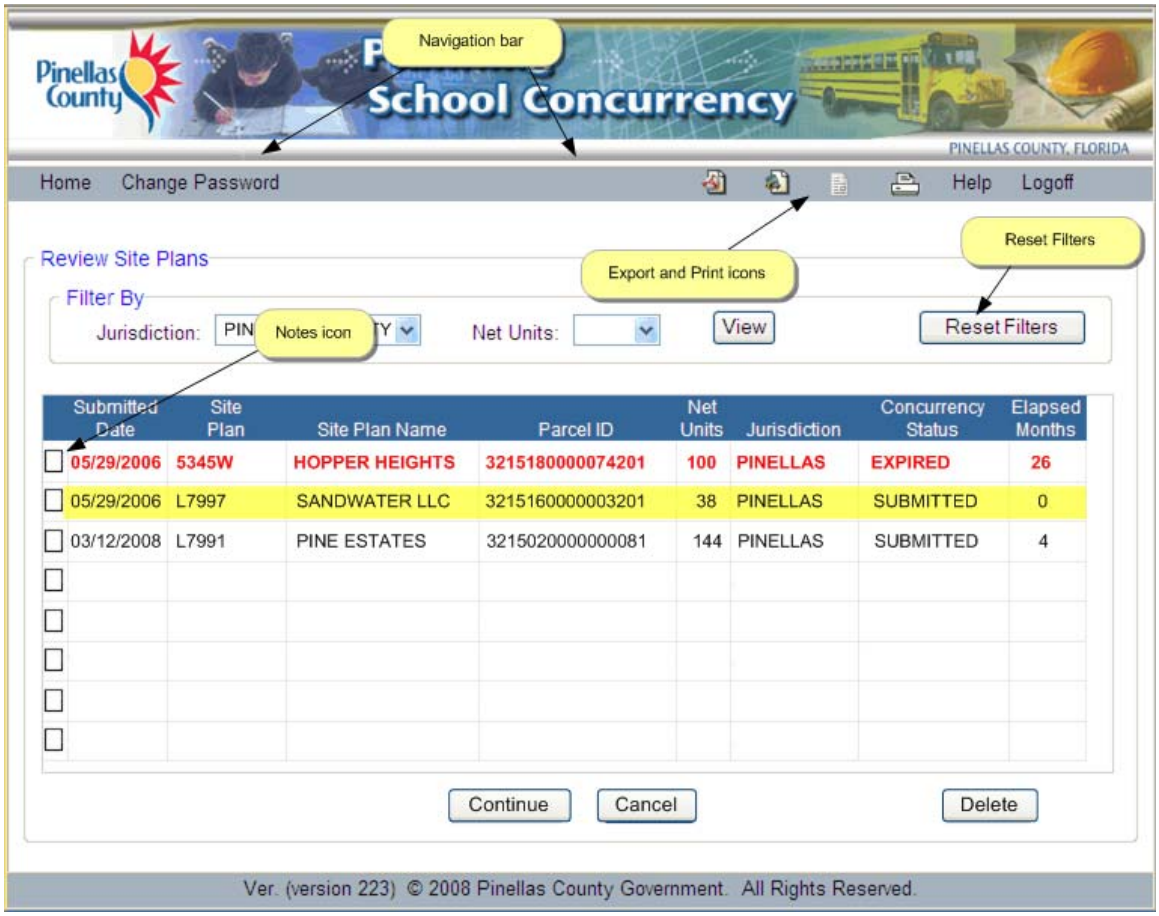
Sorting Data Grids – various screens present data in a tabular format so the user can scroll through large amounts of data. The column headings provide the ability to sort the table data by the contents of any particular column.

Filtering Data Grids – the system allows for tabular data to be filtered by criteria such as jurisdiction, status, etc. Wherever these filtering criteria are present, a Reset Filters selection is available to reset filters to their default state.

Notes Icon – miscellaneous notes can be entered for a site plan. A blank piece of paper indicates that there are currently no attached notes. A pencil above a piece of paper covered with writing indicates that there are existing notes.

Printer Icon – brings up the School Concurrency status form for a selected site plan. If the site plan has received School Concurrency Approval, an Approval form will pop up for printing, complete with Approval Date. If the site plan has not yet received School Concurrency Approval, the form that pops up will list the date submitted and other details associated with the site plan.

Pinellas County Logo – Clicking on the Pinellas County logo links to the Pinellas County Internet home page.


Navigation bar
School Concurrency
PINELLAS COUNTY, FLORIDA
Home
Change Password
Help
Logoff
Export and Print icons
Reset Filters
Review Site Plans
Filter By
Jurisdiction:
Notes icon
Net Units:
View
Reset Filters
Submitted Date
Site Plan
Site Plan Name
Parcel ID
Net Units
Jurisdiction
Concurrency Status
Elapsed Months
05/29/2006 5345W HOPPER HEIGHTS 3215180000074201 100 PINELLAS EXPIRED 26
05/29/2006 L7997 SANDWATER LLC 3215160000003201 38 PINELLAS SUBMITTED 0
03/12/2008 L7991 PINE ESTATES 3215020000000081 144 PINELLAS SUBMITTED 4
Continue
Cancel
Delete
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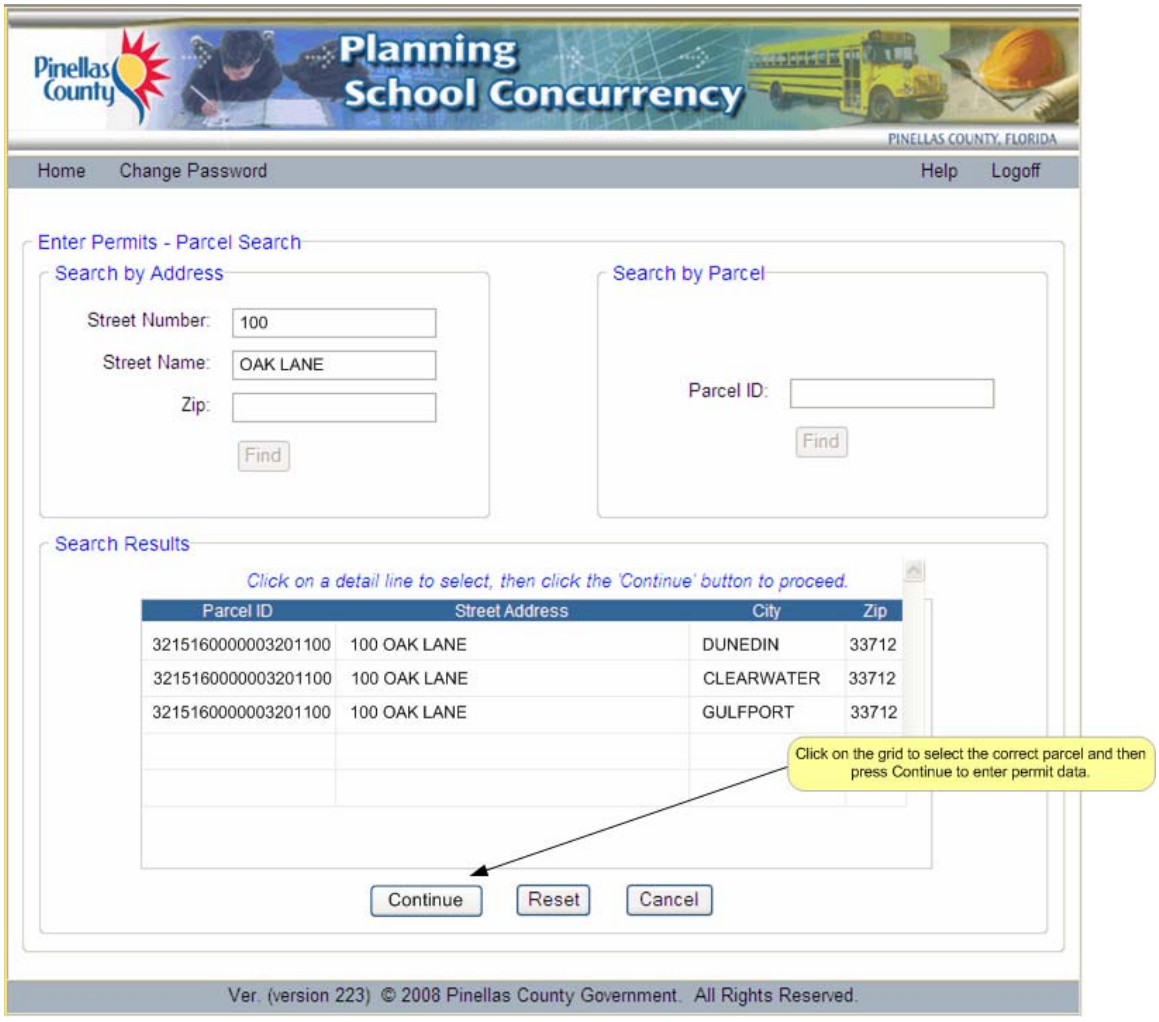
CHECK CAPACITY/ENTER SITE PLAN

The following information describes the available system functions for entering site plans and reviewing site plan information. Below are the steps that need to be taken every time a new site plan is entered into the system and school concurrency must be determined.

Parcel Search

The user may search for a parcel of land by either address or parcel ID (enter numbers only, no dashes).

When the correct parcel is found, click on the row to highlight the correct line, and click on the 'Continue' button to reach the Capacity Report screen where school concurrency numbers are displayed.



Capacity Report

This screen will collect information to determine if capacity exists for the site plan, and how the school concurrency approval process should proceed.

The Capacity Report screen shows available seats within the related Concurrency Service Areas. Through GIS mapping, each parcel of land will be defined as belonging to a single elementary CSA, middle school CSA, and high school CSA. Depending on the number of net units developed, some number of seats will be required from each CSA. After entering the number of net units, pressing the 'Calculate' button will display the exact number of seats required. **'Net units'** is a number derived by subtracting the number of units demolished on a site (if any) from the total number of units to be developed.

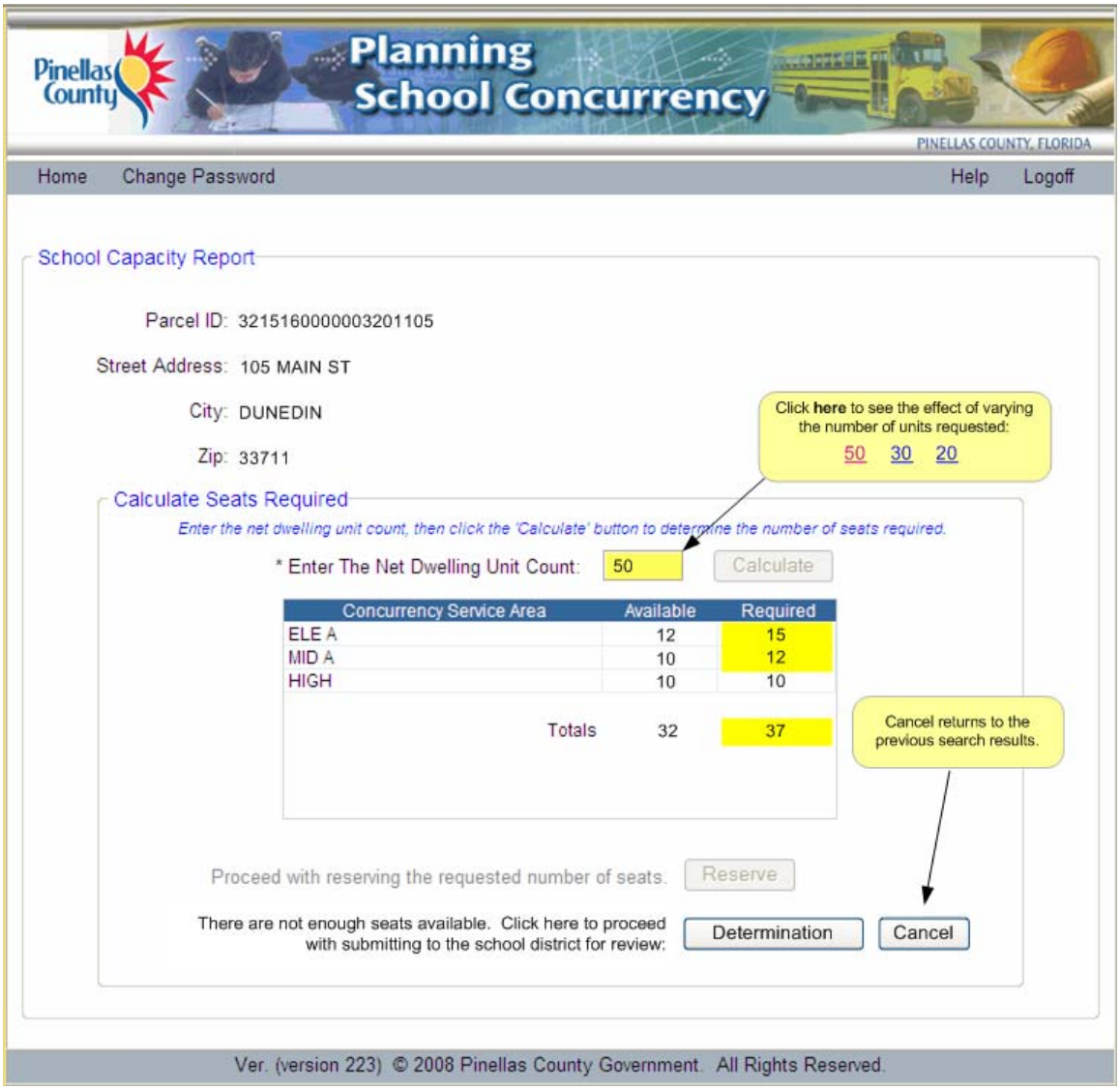
At any time the user may...

- Press the Cancel button and return to the Parcel Search screen.
- Change the number of **net** units and re-calculate.

If there is a sufficient number of seats available, and if the net dwelling unit count is *less than 25,* the Reserve button will be activated and the user may press it to reserve the required student stations.

If there is a sufficient number of seats available, and if the unit count is *25 or greater*, the 'Determination' button will be activated and then the user may press it.

If there is not a sufficient number of seats available, regardless of the net unit count entered, the 'Determination' button will be activated and the user may then press it.


Pinellas County
Planning
School Concurrency
PINELLAS COUNTY, FLORIDA
Home
Change Password
Help
Logoff
School Capacity Report
Parcel ID: 3215160000003201105
Street Address: 105 MAIN ST
City: DUNEDIN
Zip: 33711
Click here to see the effect of varying the number of units requested:
50 30 20
Calculate Seats Required
Enter the net dwelling unit count, then click the 'Calculate' button to determine the number of seats required.
* Enter The Net Dwelling Unit Count: 50
Calculate
Concurrency Service Area | Available | Required
ELE A | 12 | 15
MID A | 10 | 12
HIGH | 10 | 10
Totals | 32 | 37
Cancel returns to the previous search results.
Proceed with reserving the requested number of seats.
Reserve
There are not enough seats available. Click here to proceed with submitting to the school district for review:
Determination
Cancel
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Submission Screens

This is the screen where the actual details of the site plan will be entered into the system in order to appropriately reserve student capacity. Based on the button activated and pressed on the Capacity Report screen, there will be one of two variations of the submission screen presented. They are ‘Reserve Seats’ or ‘Submit for Determination’.

At each of the screens the following data entry fields are presented:

- Site Plan Number (required)
- Site Plan Name (required)
- Proposed Use (required)
- Actual Number of Units (required)
- Description

The **Actual Number of Dwelling Units** refers to the number of units that are included in the site plan application. If there were any units on the property demolished or destroyed after the effective date of implementing school concurrency (*include date when known)*, credits will be given for those units and will be valid from the Effective Date (see glossary). Subtract the number of demolished or destroyed units from the number of **actual** units (noted on the site plan application) to determine the **net unit count** and to determine how many units must be reviewed for public school concurrency. The **net unit count** cannot be more than the **actual number of units**.

Refer to the glossary for a list of the available Proposed Use categories.

Enter the pertinent data into each of the required fields and click on either ‘Reserve’ or ‘Determination’, whichever is activated.

If the ‘Reserve’ button is activated, the site plan had less than 25 net dwelling units and there is available capacity. The system will then allow the user to print a copy of the School Concurrency Approval Form for their records (form will pop-up automatically, or click on the printer icon at any time after site plan details are entered). When submitted, the system will automatically update the concurrency status to 'Approved’.

If the ‘Determination’ button is activated, the site plan is either larger than 25 net dwelling units or there is insufficient available capacity and the site plan is being submitted to the School District for their review. The system will then allow the user to print a copy of the submission details for their records (form will pop-up automatically, or click on the printer icon at any time after site plan details are entered). The School District will then receive a notification email that there is a site plan requiring their review. The District must then review the request within 25 days, determine if capacity is available or allocate the required number of seats, and may subsequently update the concurrency status to 'Concurrency Determined'. The local government will then receive a notification alerting them of the status change for the site plan, and they can then change the status to

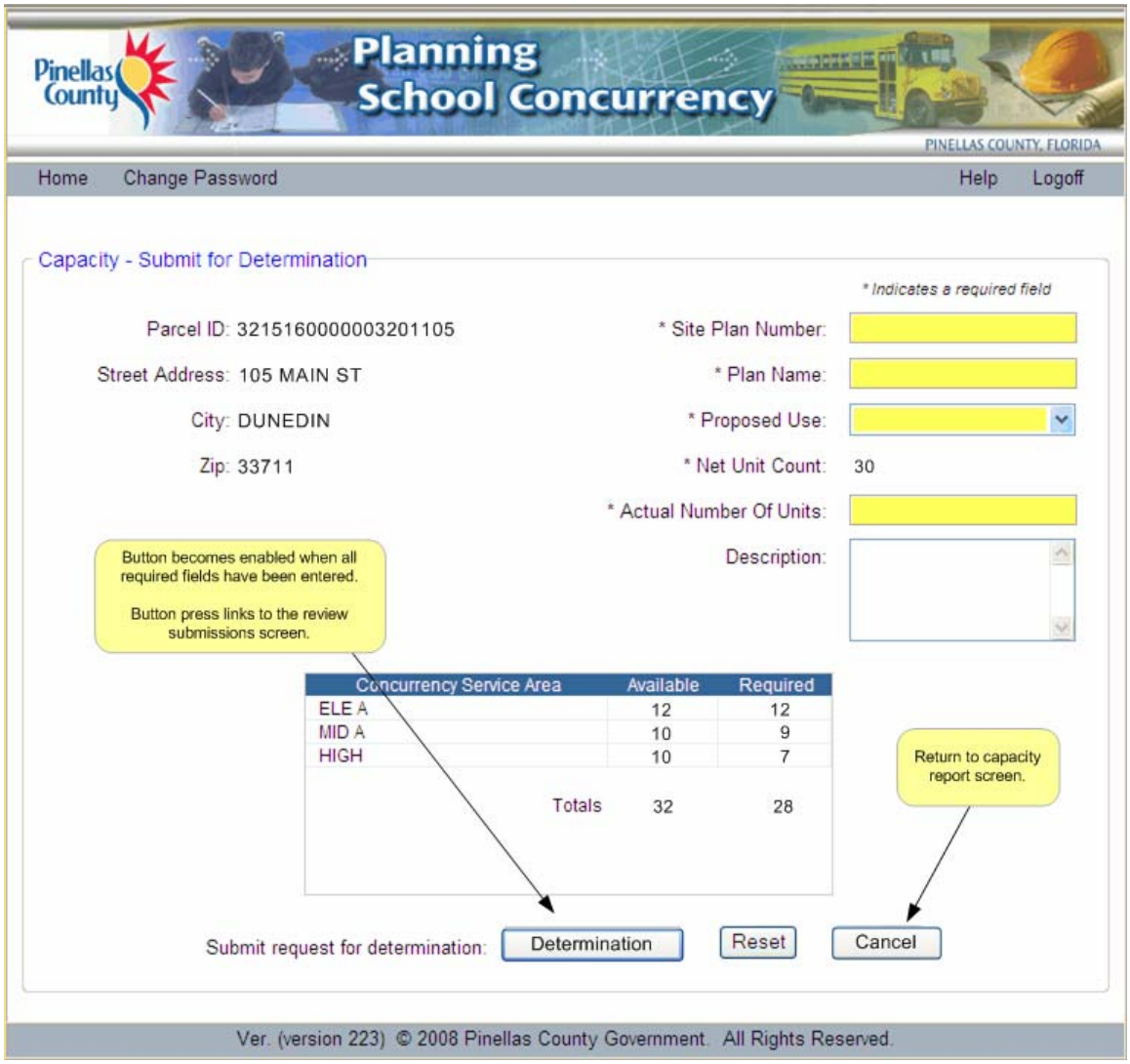
‘Approved’ and print out a School Concurrency Approval form (available by clicking on the printer icon).

If the School District determines that there is no available capacity within the Concurrency Service Area or adjacent Concurrency Service Areas, the School District will update the status to ‘Mitigation’ and the mitigation process will begin (see Procedural Manual for more information on the procedures for determining mitigation). Once mitigation has been determined, the School District will update the status to ‘Concurrency Determined’ and the local government will receive a notification email that a School Concurrency Approval can now be issued and the form is available from the development tracking system.

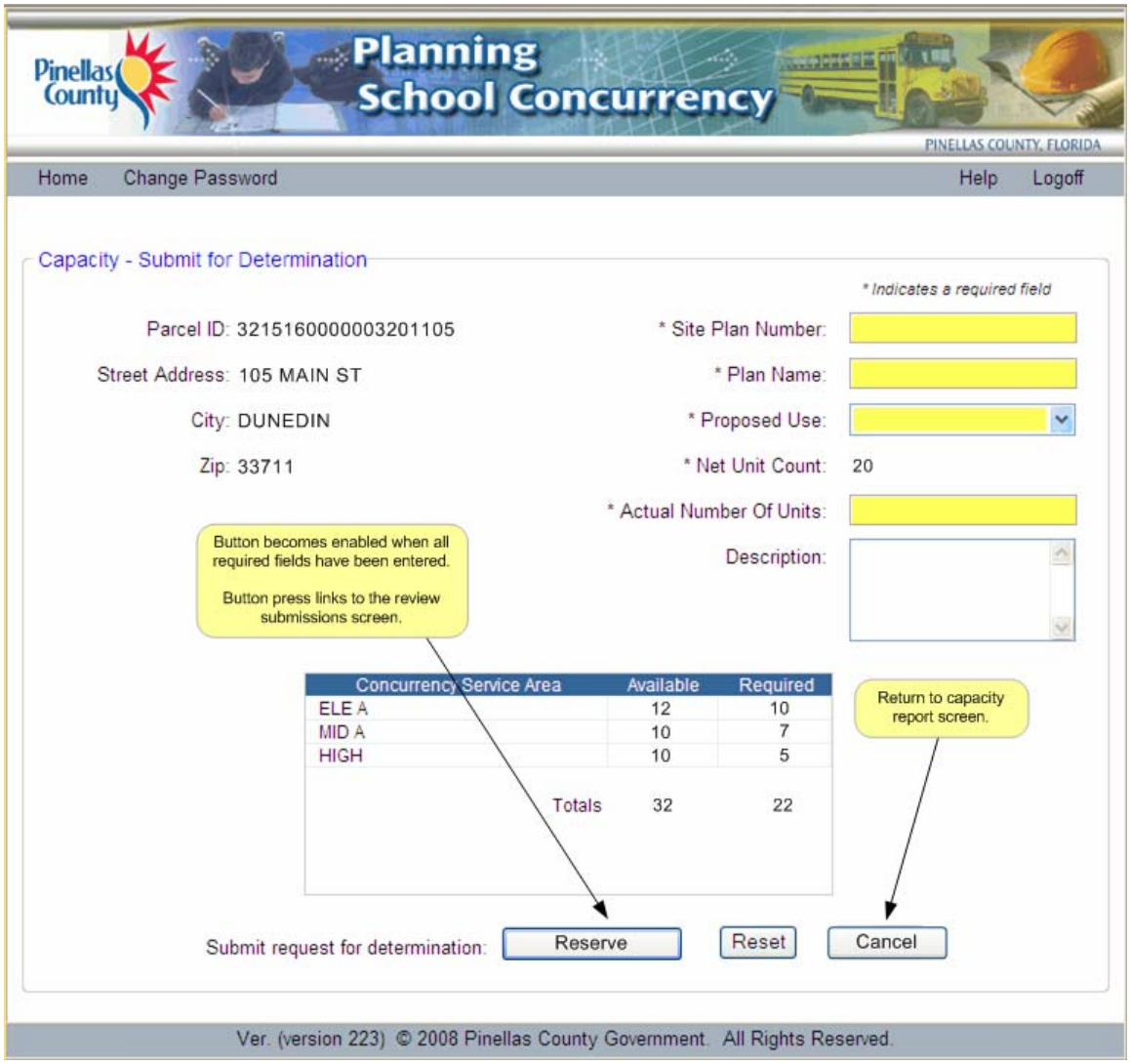
The user may also click on the ‘Cancel’ button at any time on this screen to exit this screen without reserving student stations or submitting information to the School District. Clicking this button will return you to the Capacity Report Screen.

Once the status on a site plan is changed, the local government authorized users will receive an email notification regarding the change and can access the development tracking system to retrieve the School Concurrency Approval Form. This can be done by following the instructions to review site plans in 2.3.4.

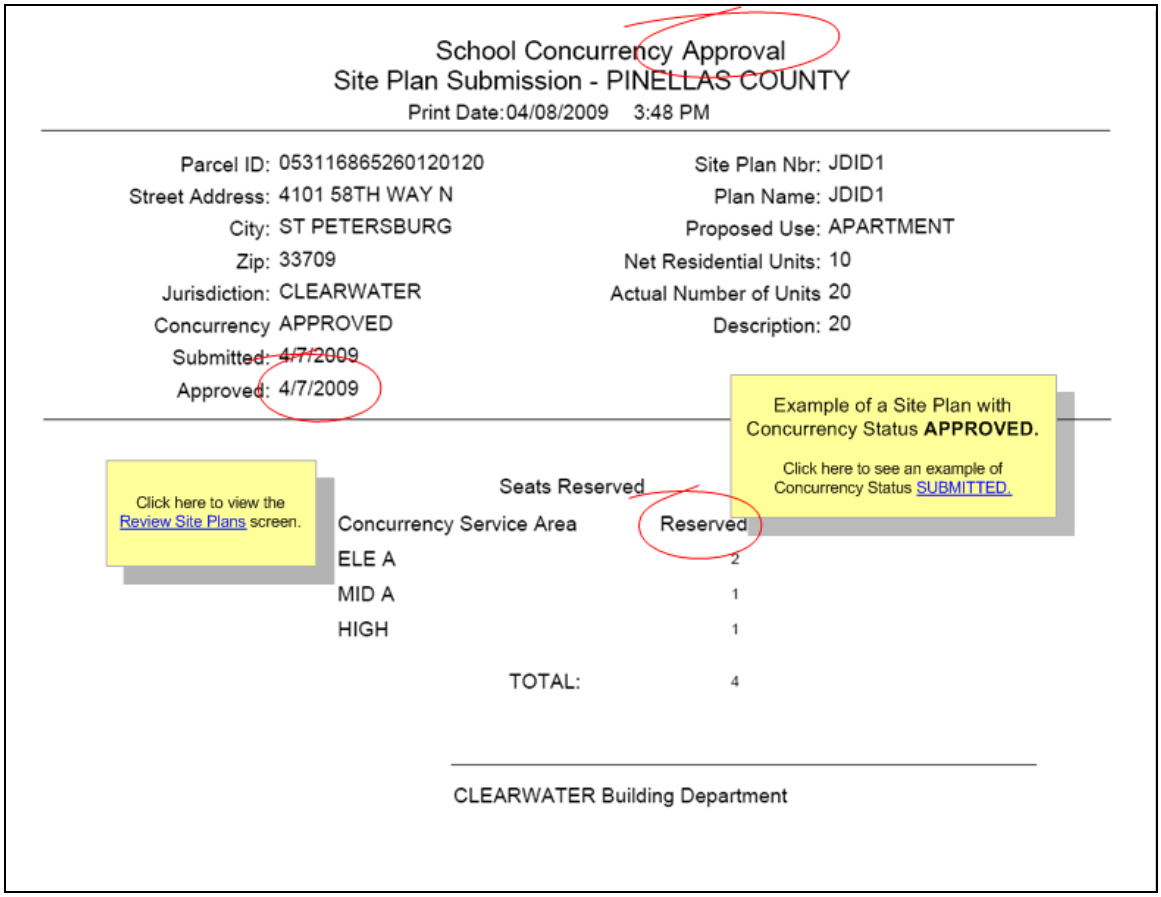
Submit for Determination Screen



Reserve Seats Screen



Site Plan Submission/School Concurrency Approval Form



School Concurrency Approval
Site Plan Submission - PINELLAS COUNTY
Print Date:04/08/2009 3:48 PM

Parcel ID: 053116865260120120
Street Address: 4101 58TH WAY N
City: ST PETERSBURG
Zip: 33709
Jurisdiction: CLEARWATER
Concurrency APPROVED
Submitted: 4/7/2009
Approved: 4/7/2009

Site Plan Nbr: JDID1
Plan Name: JDID1
Proposed Use: APARTMENT
Net Residential Units: 10
Actual Number of Units 20
Description: 20

Example of a Site Plan with Concurrency Status **APPROVED.**

Click here to see an example of Concurrency Status SUBMITTED.

Click here to view the Review Site Plans screen.

Seats Reserved

Concurrency Service Area	Reserved
ELE A	2
MID A	1
HIGH	1
TOTAL:	4

CLEARWATER Building Department

Review Site Plans

The site plans which have been entered into the system are available for viewing and editing at the Review Site Plans screen. The information displayed may be printed, or exported to a local file in one of three formats: CSV (comma delimited), XLS (tab delimited), and TXT (plain text).

Once a user receives a notification email that the status of a site plan has been changed, they can enter this screen through the Main Menu, to access the site plan data and make any changes, if necessary.

Site Plans will be excluded from the Review Site Plan Screen Logic if any of the following situations are true:

- If the Concurrency Status for the site plan was set to Closed status by the associated local government.
- If the site plan was deleted from the system by the associated local government.

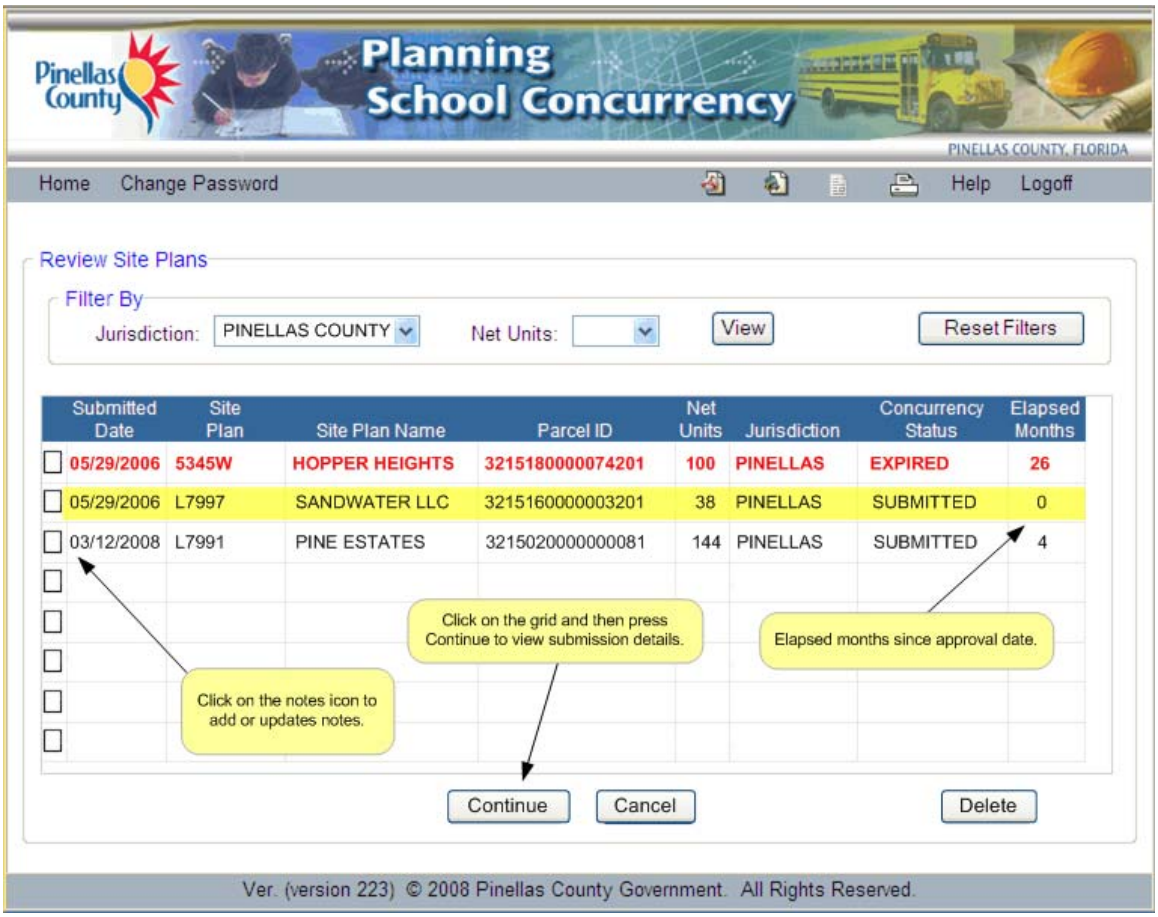
Users may view only the submissions from their jurisdiction. The School District and Pinellas County Planning Department can view submissions from all jurisdictions.

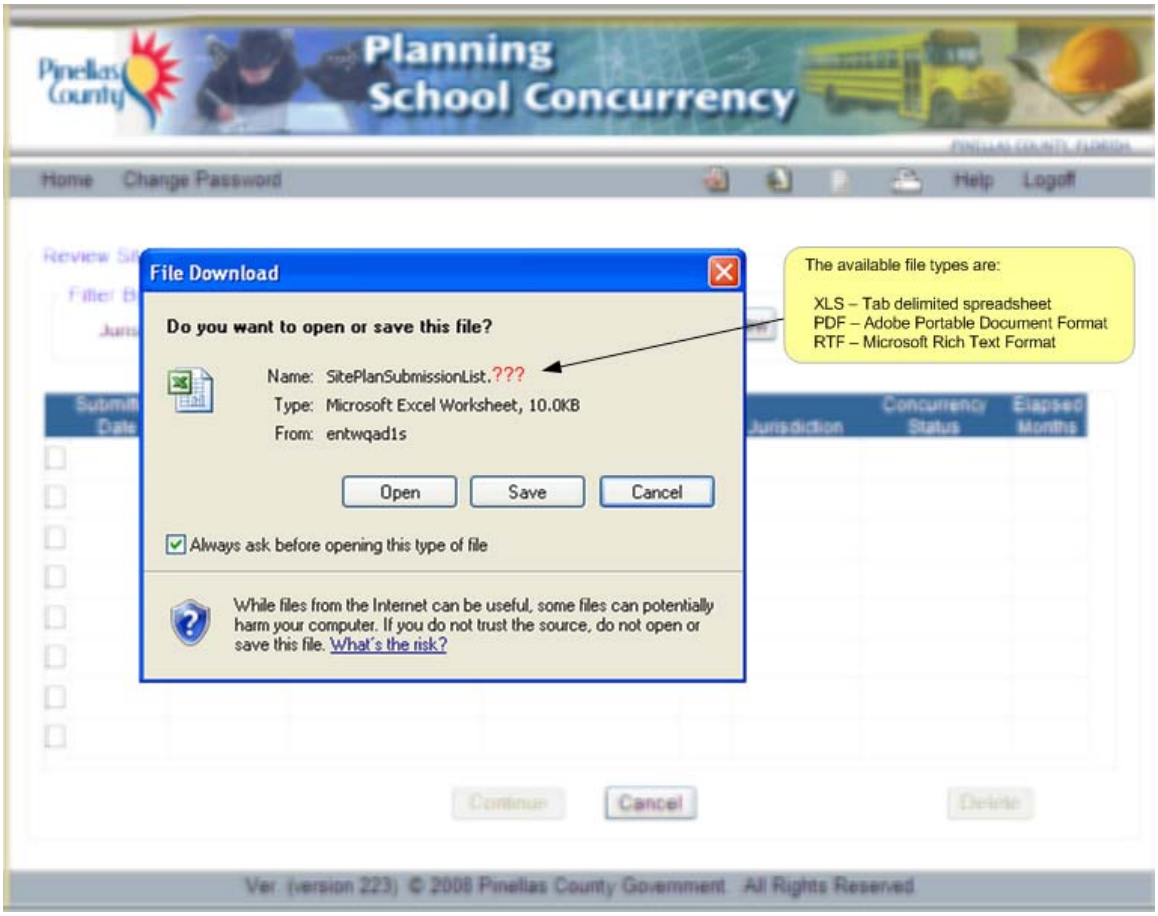
A Notes icon appears on each detail line. A blank piece of paper indicates that there are currently no attached notes. A pencil above a piece of paper covered with writing indicates that there are existing notes. Clicking this icon allows the user to add miscellaneous notes to a Site Plan. An example of notes include reasons for a site plan closing before receiving Certificates of Occupancy, pertinent details not included in the required fields, etc.

Selecting a line and pressing the Update button will bring up the 'Site Plan Submission Details' page where a user can review or edit site plans already entered into the development tracking system.

Click on the Printer Icon to retrieve and print either the School Concurrency Approval form, or the Site Plan submission details, depending upon the status of the site plan.

Review Site Plans Screen





School Concurrency
Site Plan Submission - PINELLAS COUNTY

Jurisdiction GULFPORT **Date Printed** 04/08/2009
Net Units All **Page** 1

Submitte	Plan	Site Plan Name	Parcel ID	Net	Jurisdictio	Concurrency Status	Elapsed Months
3/16/200	1006	1006	1629159257400700	20	GP	APPROVED	0
3/16/200	1005	1005	1629159257400700	20	GP	APPROVED	0

Submission Details

Local governments will be updating the following data elements on (or available from) this screen:

- Concurrency Status
- Site Plan Number
- Plan Name
- Net Unit Count (see glossary)
- Actual Number of Units (see glossary)
- Description
- Permits (using the Add Permits button)
- Notes

The School District will be updating the following data elements on (or available from) this screen:

- Concurrency Status
- CSA Allocation (using the CSA Allocation button)
- Notes

Please refer to the sections of this document entitled User Rights by Jurisdiction and User Rights by Concurrency Status for a complete explanation of the rules governing updates for Concurrency Status and Net Residential Units.

Each of the following functions is described more fully in a subsequent section of this document.

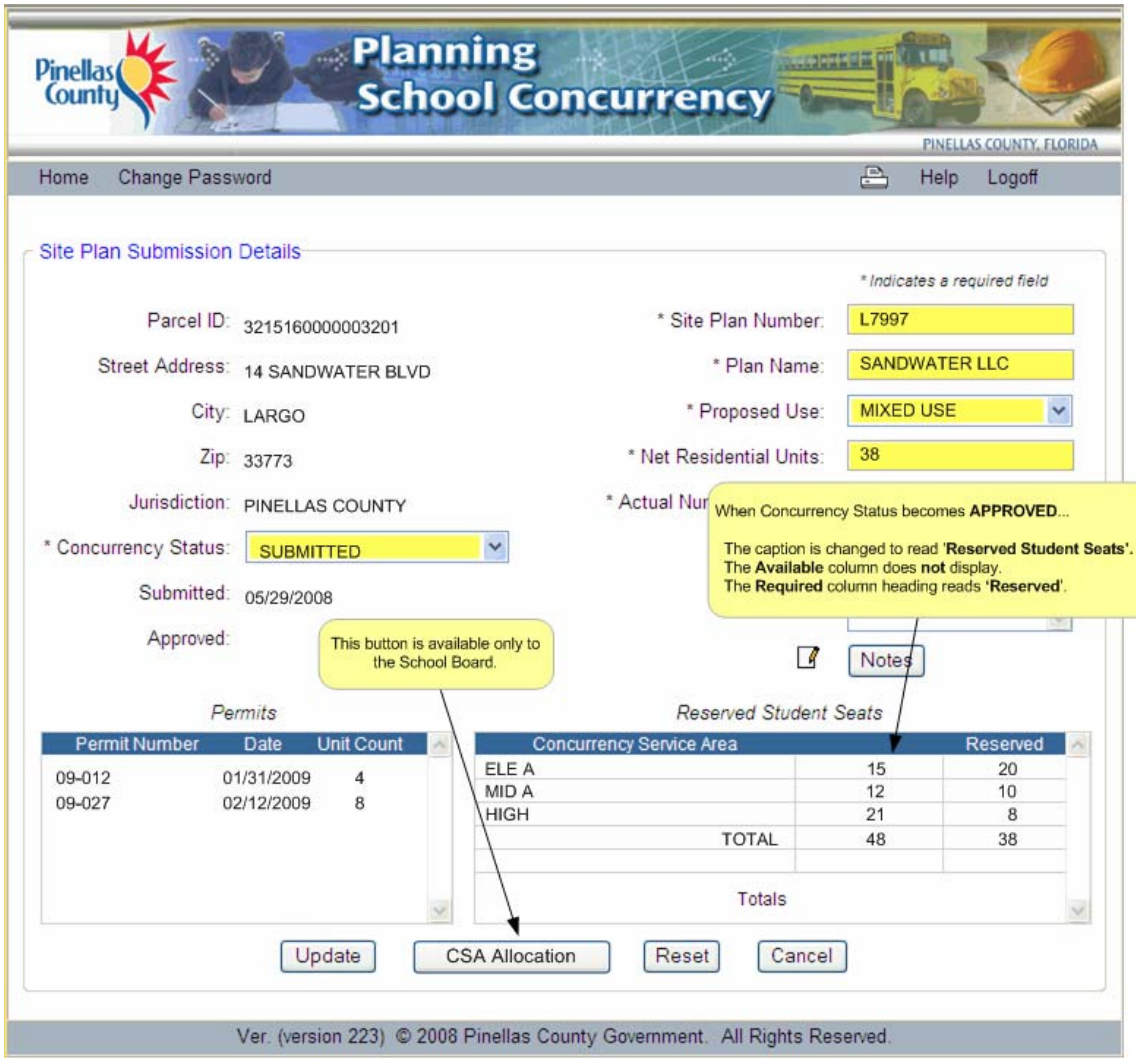
CSA Allocation button - Brings up a screen where the School District will have the ability to manually change the CSA allocation.

Notes button - Clicking the Notes button allows the user to view or add miscellaneous notes to a Site Plan.

Add Permits button - used for updating the list of permits associated with the Site Plan.

Print Icon - Print the submission details School Concurrency Status Report or the School Concurrency Approval Form.

Submission Details Screen



CSA Allocation

This function will only be accessible to the School District. The District user will log into the system, click on 'Review Site Plans', select the appropriate site plan, and click on 'Update'.

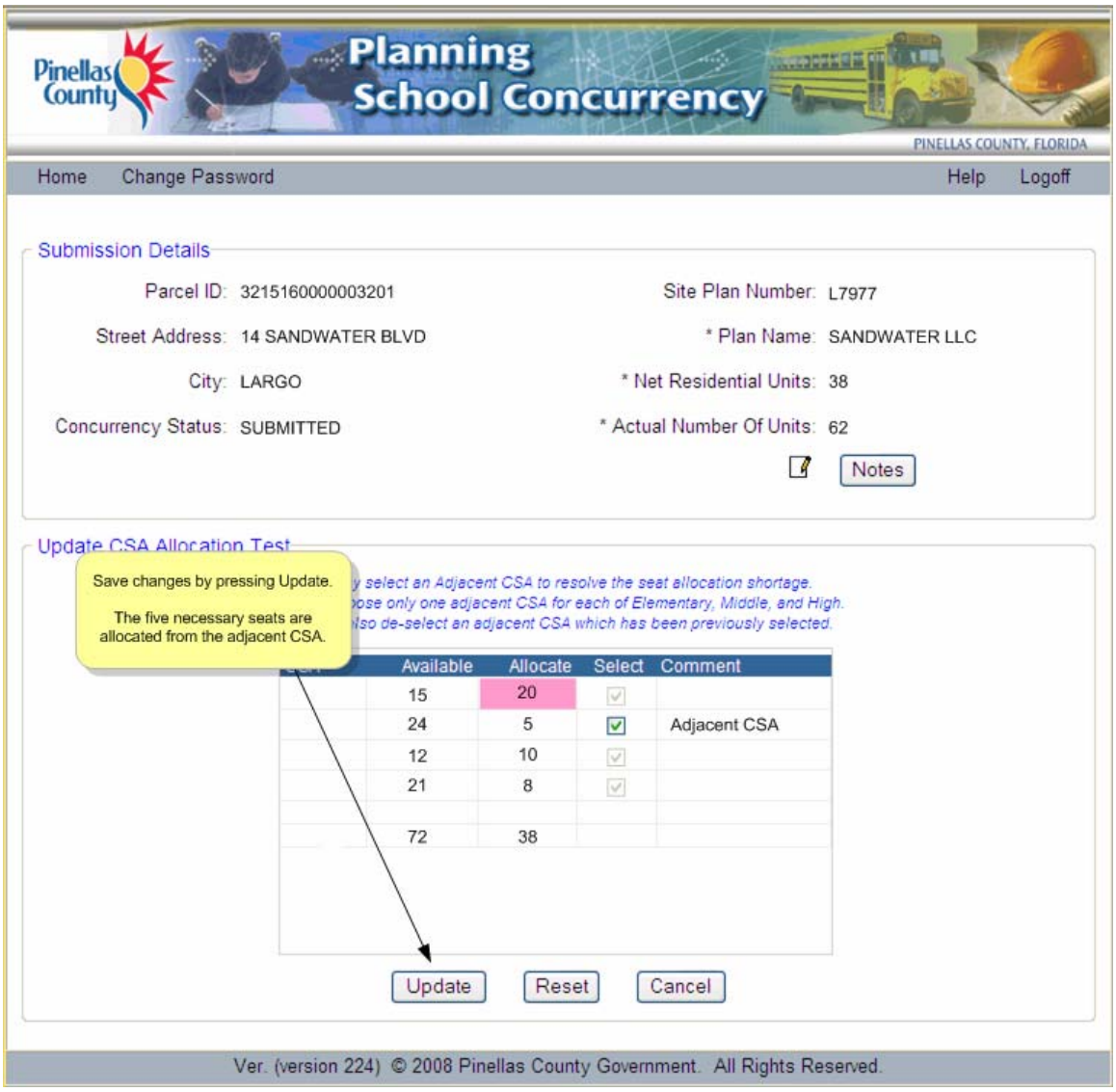
The user may then click the CSA Allocation button which appears at the Submission Details screen. This displays the CSA Allocation screen. At the CSA Allocation screen, the School District may allocate seats for more than one Concurrency Service Area to satisfy a concurrency request.

Displayed are the CSA's where the parcel is located, along with all adjacent CSA's. Any combination of CSA's may be selected to satisfy the concurrency request. This can be done by:

1. Clicking on the CSA line in a grid – this will bring the line up at the middle part of the screen for update.
2. Changing the Selection flag and/or the number of seats to allocate.
3. Clicking the Update button.

Only the allocation numbers may be changed. This action does not update the concurrency status. Changing the status is done at the Site Plan Details screen. The District user must also update the concurrency status after allocating the seats.

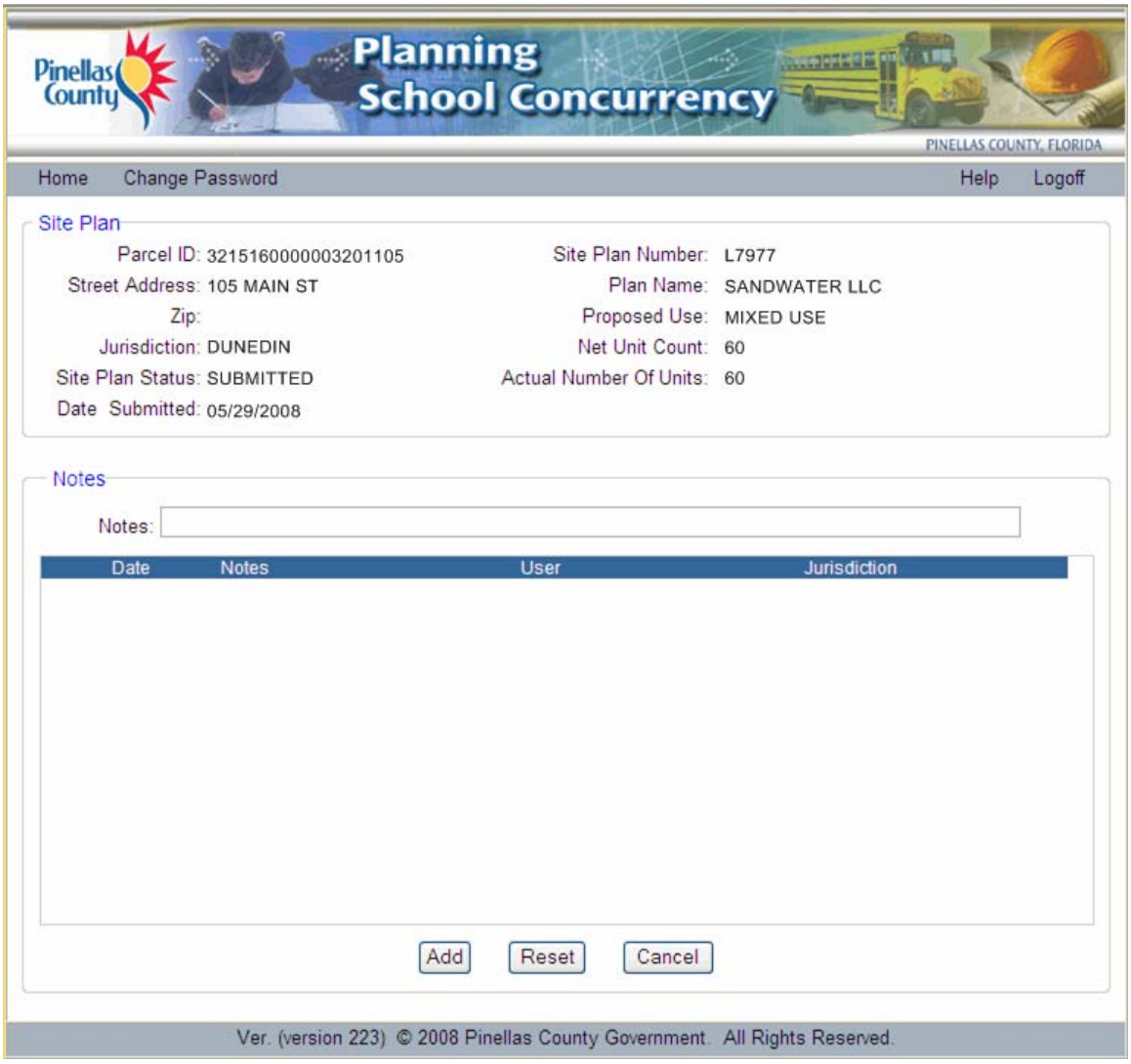
CSA Allocation Screen



Notes

Miscellaneous notes can be associated with a site plan. At the Review Site Plans and Submission Details screens, an icon is used to mark a link to the Notes screen. A blank piece of paper indicates that there are currently no attached notes. A pencil above a piece of paper covered in writing indicates that there are existing notes.

Use this feature to include any pertinent information not included in the required fields. Also use this to capture the reasons for the closing of any site plans that have not received any Certificates of Occupancy.



CSA Inquiry

At this screen, the user may view the following information for each CSA:

CSA Type and Number
Enrollment Capacity
Actual Enrollment
Number of Seats Reserved
Net Capacity

This enrollment information will be updated on a monthly basis and the number of vested or 'reserved' student stations will be updated daily, as they are entered into the system. This page can be used as a quick reference to check on the current status of student capacity within each of the various CSAs.

ENTER PERMITS

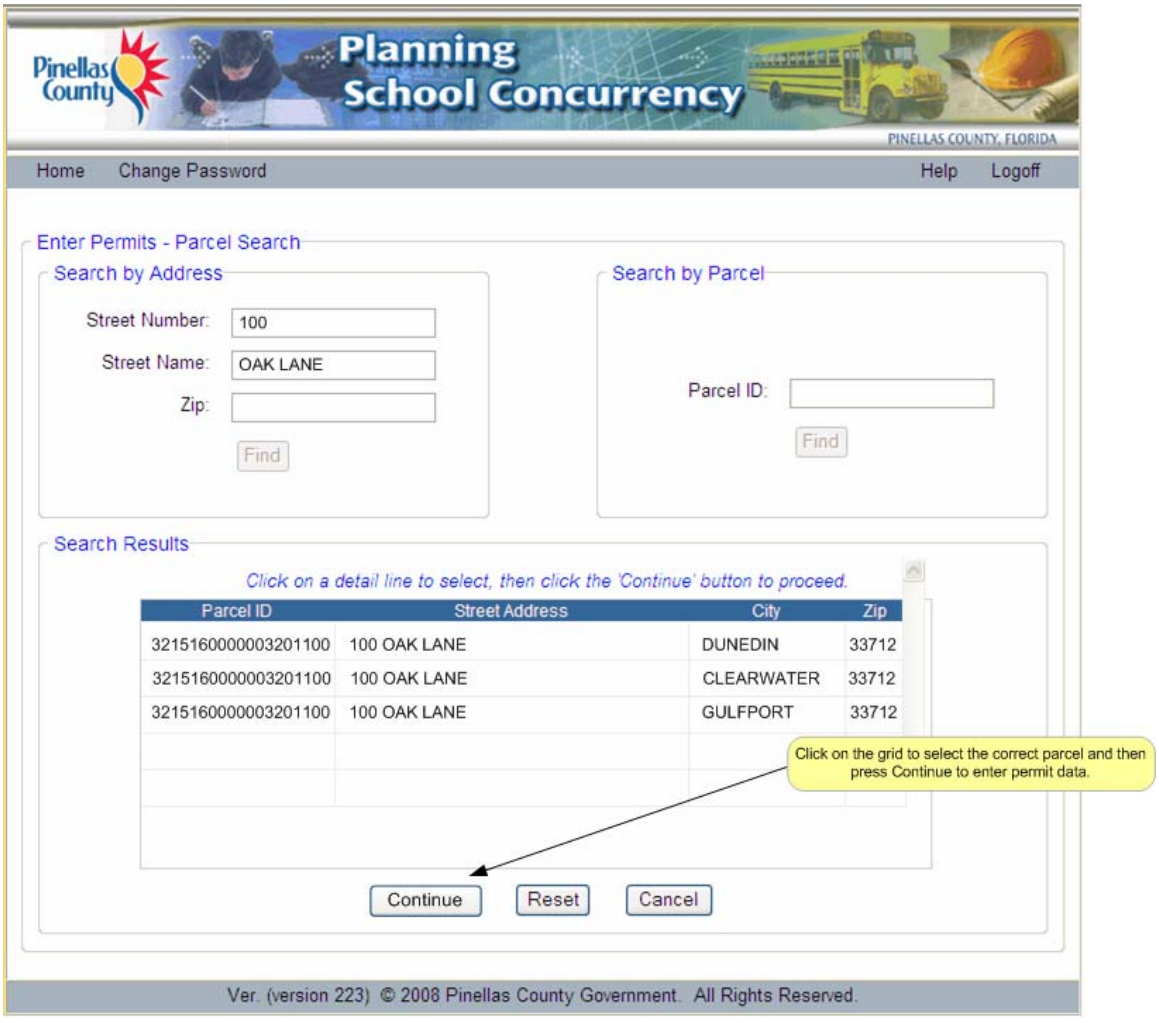
The following screens describe the system functions available for entering permit data into the system.

Note that the same permit number may be entered one or many times for a given jurisdiction.

Enter Permits - Find Site Plan

Information about Certificates of Occupancy must be entered into the system.

Before this data can be entered, the related parcel of land must be identified. The user will click on the Enter Permits button from the main page. The user may search for the site plan by either address or parcel ID. Highlight the appropriate site plan in the Search Results table, and click on the Continue button to continue to the Enter Permits screen where additional information can be entered.



Enter Permit Details

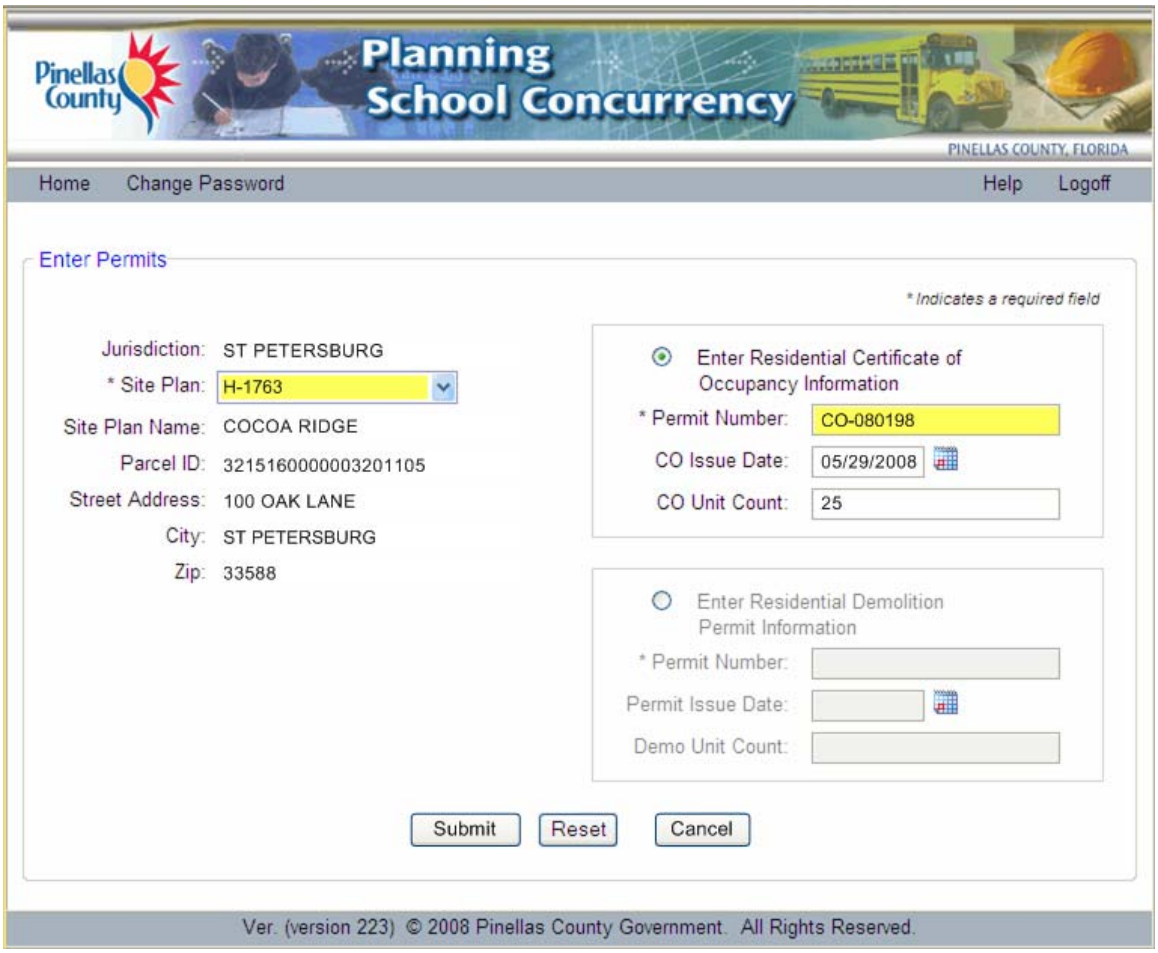
At this screen, information about Certificates of Occupancy (associated with a building permit) or demolition permits are entered into the system. For each, a permit number, issue date, and unit count must also be entered. A given permit number may be entered into the system multiple times. A site plan number must also be entered at this stage, in order to connect the permits with the appropriate site plan, and therefore, with the appropriate parcel.

It is not necessary to enter each individual certificate of occupancy for a site plan. If there are 25 certificates of occupancy issued on one date for a site plan, one certificate of occupancy may be entered, as long as *ALL* units covered by the certificates of occupancy on that date are entered into the system at once.

Note that the system will keep track of the total number of units issued a certificate of occupancy (CO Unit Count) entered for a site plan. The system will not accept the entry of a CO Unit Count which causes this total to exceed the actual number of units entered for a site plan.

Once a permit is entered into the system, 'Add Successful' will appear at the top of the page, and the system will automatically direct the user to the Review Permits screen. The associated permits will now be visible under the Submission Details screen, by clicking on 'Review Site Plans' from the main page and selecting the appropriate site plan to review.

Permit Details Screen



Review Permits

The permits which have been entered into the system are available for viewing at the Review Permits screen, which can be accessed from the main page. The list is filtered automatically by jurisdiction; each jurisdiction may see only those permits for its own jurisdiction. The School District may see permits for all jurisdictions.

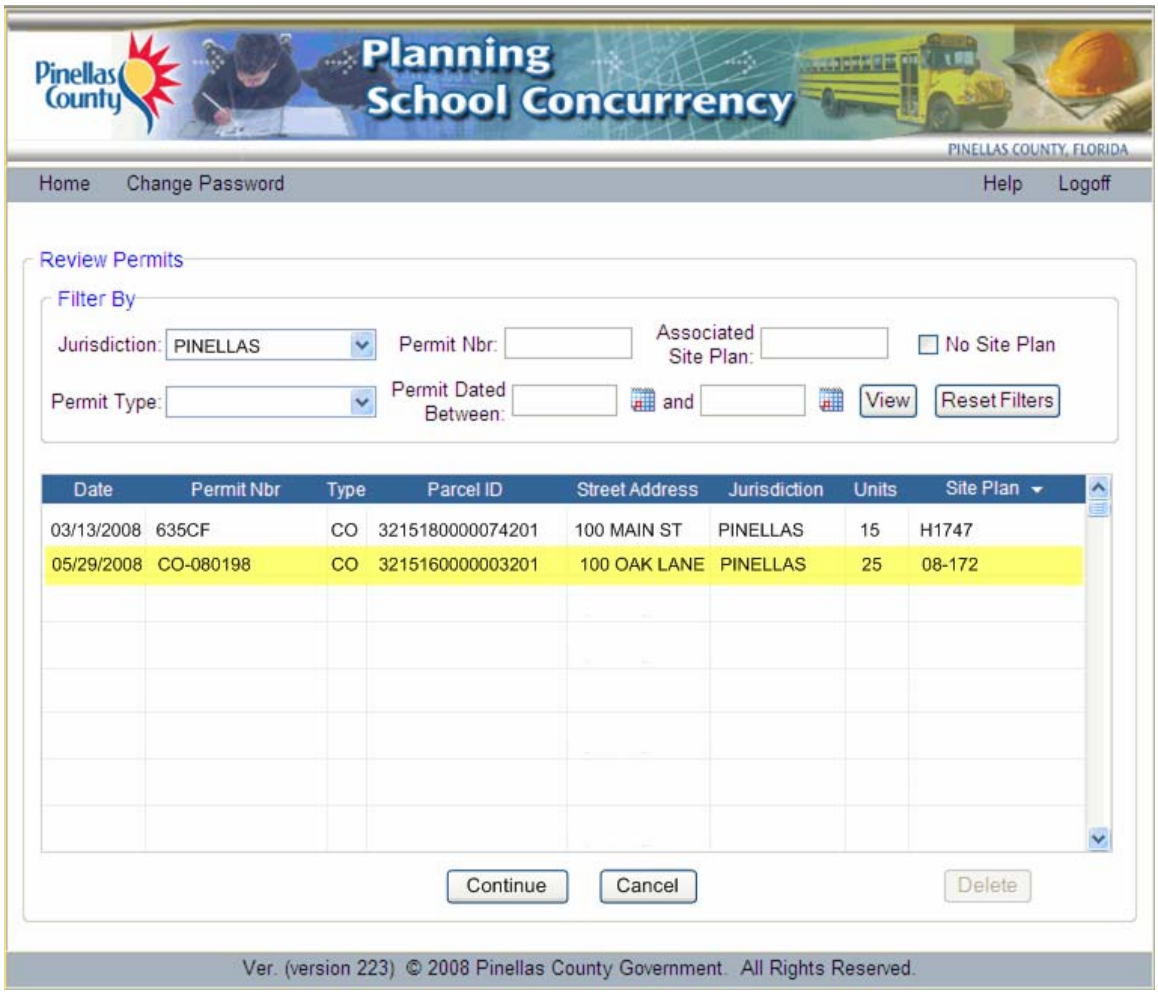
The other filtering options available are:

- Permit Type
- Permit From/To dates
- Permit Number
- Associated Site Plan
- No Site Plan

Selecting a line and pressing the Update button will bring up the permit details for review and/or update.

If a site plan number is unknown and the permit cannot be associated with one, the user may go to the 'Review Site Plans' screen from the main page, select the appropriate site plan, click 'Update', and on the next screen, select the 'Add Permits' button. A window will pop up with a list of permits that have not yet been associated with a site plan. Select the permit associated with the site plan, and click on 'Add' to add it to the site plan.

Review Permits Screen

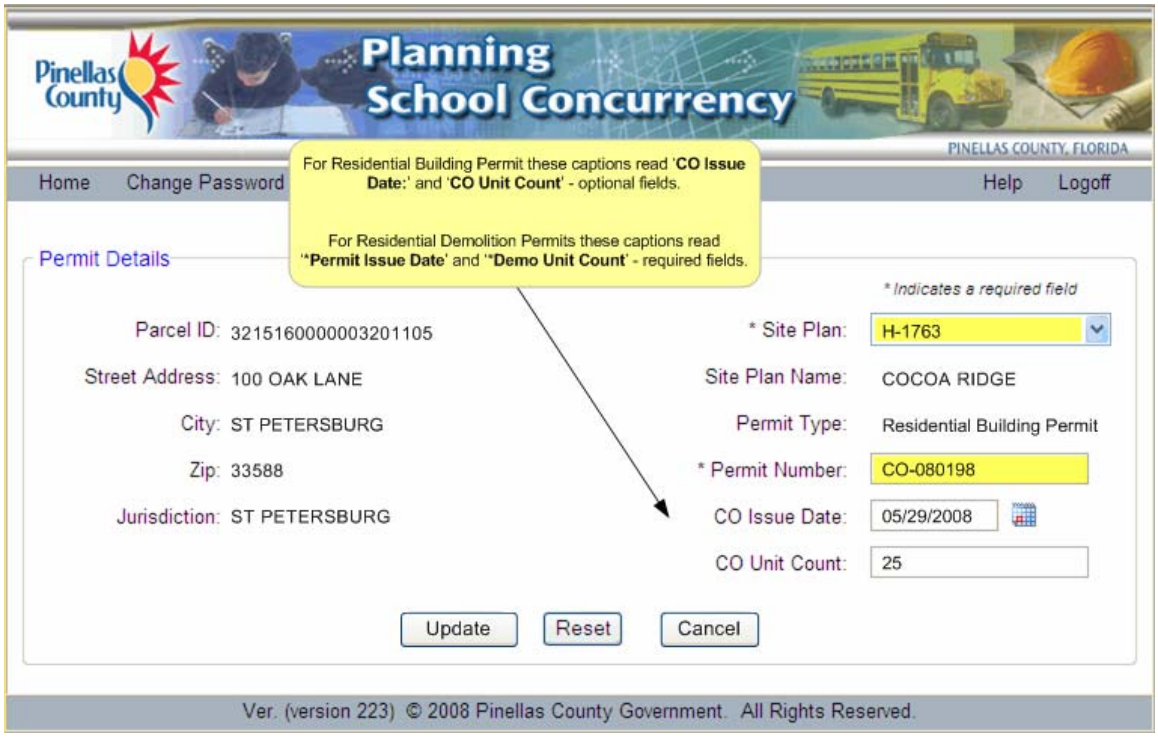


Permit Details

At the Permit Details screen the following fields are available for update:

- Site Plan Number
- Site Plan Name
- Permit Type
- Permit Number
- Permit Date

By entering site plan data, a permit can be linked to the appropriate site plan. If the user is unsure of the site plan number, locate the appropriate site plan by clicking on 'Review Site Plans' and finding the site plan with the parcel ID which matches that of the permit. If the parcel ID number has changed, it will be necessary to determine what the parcel ID of the original site plan was in order to correctly attach the permit and keep



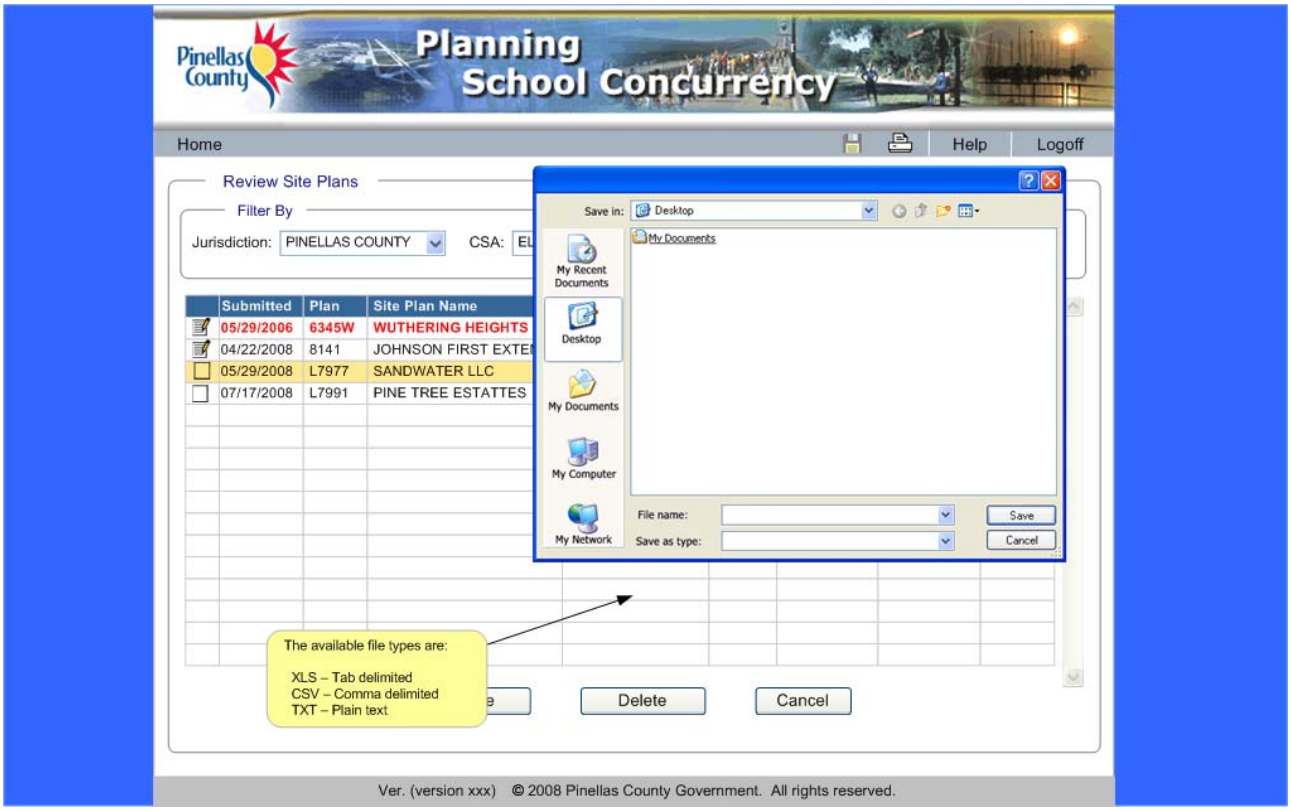
UPLOAD

Note: This function is not available at this time.

At this screen files containing a large volume of data may be uploaded into the system. Each file may contain data for either site plans or permits.

The files are renamed when stored in the system, ensuring that there will be no naming conflicts for the file upload. The files are processed into the system on a daily schedule, and alerts are returned to the user via email indicating the success or failure of the upload operation.

FTP access will also be provided as a means of uploading site plan or permit data into the system.



Closing a Site Plan

Expired Site Plans

To close out a site plan, the local government user will log in and click on 'Review Site Plans'. The Expired site plans for that jurisdiction will be listed at the top of the list of outstanding site plans. Click on and highlight the appropriate site plan, and click 'Update'; this will bring you to the Submission Details screen. Here, change the status of the site plan to 'Closed'. This will remove the site plan from the list of site plans for your jurisdiction and release the student stations reserved by that site plan back into the available capacity. Note that the development tracking system will continue to store site plans that have been closed. If a site plan is accidentally closed, please call the Pinellas County BTS Customer Support Center at (727) 464-3619.

Abandoned Site Plans

If a developer abandons a project and the associated site plan, the site plan must also be removed from the tracking system. In this case, the user may type in 'Notes' to explain why the site plan is closing without having received any certificates of occupancy, and the site plan should be closed according to the same procedure listed above, in 2.5.1. Note that the development tracking system will continue to store site plans that have been closed. If a site plan is accidentally closed, please call the Pinellas County BTS Customer Support Center at (727) 464-3619.

Deleting a Site Plan

Site plan records can be deleted if the site plan is withdrawn before a School Concurrency Approval is given. Login to the tracking system and click on Review Site Plans. Select the appropriate site plan from the list and click on 'Delete'. This will remove the site plan from the list of site plans for that jurisdiction. Note that the development tracking system will continue to store site plans that have been deleted. If a site plan is accidentally deleted, please call the Pinellas County BTS Customer Support Center at (727) 464-3619.

EMAIL ALERTS AND NOTIFICATIONS

The following alerts and notifications will be provided by this system. All emails will be sent from the address: schoolconcurrency.org.

CSA Threshold Alert

This email alert is sent when there is less than 3% net capacity remaining for a CSA. It is sent to all users registered for all jurisdictions.

Net capacity is computed by subtracting CSA enrollment and vested seats from total capacity.

Vested seats are computed by aggregating the number of vested seats for all site plans in the CSA. Site Plans will be excluded when:

-the Concurrency Status for a site plan was set to Closed by the local government having jurisdiction

-the site plan was deleted from the system by the local government having jurisdiction.

Concurrency Expiration Alert

This alert is sent when the approved concurrency status of a site plan is nearing expiration. It is sent to all users registered for the site plan jurisdiction.

'Nearing expiration' is defined as those site plans where the Approved concurrency status:

-is aged 18 months
-is aged 22 months
-is aged 24 months

Exclude any site plans which:

-Are in Concurrency Status 'Closed'
-Have been flagged as deleted

Site Plan and Permit Notifications

The following site plan and permit notifications are generated by the system. Each of these alerts is sent to the users registered to the associated site plan or permit jurisdiction.

-School Concurrency Site Plan Added
-School Concurrency Site Plan Updated
-School Concurrency Site Plan Deleted
-School Concurrency – Residential Site Plan File Errors
-School Concurrency – Residential Permit File Errors

In addition, when a site plan is updated so that the Concurrency Status is set to APPROVED, an email is sent to both the jurisdiction and the Pinellas County Planning Department.

SYSTEM ACCESS RIGHTS

Rights to add and update data in the system are governed by:

-The jurisdiction to which a user belongs
-For site plans, the site plan concurrency status

User Rights by Jurisdiction

This section describes access rights controlled by jurisdiction. Jurisdictions are the Pinellas County School District, Pinellas County Planning Department, or one of the thirteen municipal or county building departments.

Local Governments may:

-Add, update, and delete site plans for their jurisdiction
-Add, update, and delete permits for their jurisdiction

These functions are available from the Home screen under the headings:

-Check Capacity/Enter Site Plan
-Review Site Plans
-Enter Permits
-Review Permits
-Upload File

The **School District** may:

-Determine concurrency and seat allocation for site plans from all jurisdictions
-Update the Concurrency Status of site plans from all jurisdictions
-View capacity details for Concurrency Service Areas

These functions are available from the Home screen under the headings:

-Review Site Plans
-CSA Inquiry

The **Pinellas County Planning Department** may:

-View site plan and permit data for all jurisdictions

These functions are available from the Home screen under the headings:

-Review Site Plans
-Review Permits
-CSA Inquiry

User Rights by Concurrency Status

Site plans have a Concurrency Status in the system which will be one of the following values. Depending on the site plan concurrency status, certain data fields may or may not be available for update.

Submitted – This is the initial concurrency status for a site plan that has been submitted by a building department. Only the School District can make further updates to the concurrency status field once it has assumed the value of Submitted. The associated building department can still update all other site plan details, except that the Net Unit County may on be adjusted downward.

Concurrency Determined – Only the School District may assign this status. This status may only be assigned when the current concurrency status is either Submitted or Mitigation. This status is set when review is complete, capacity is adequate, and seats have been reserved. Only the associated building department can make further updates to the concurrency status field once it has assumed the value of Concurrency Determined.

Mitigation – Only the School District may assign this status. This status may only be assigned when the currency concurrency status is Submitted. This status is set when review is complete and adequate capacity is NOT available. Mitigation will follow between the developer and the School District.

Approved – Only the associated building department may assign this status. This status may only be assigned when the current concurrency status of the site plan is either Concurrency Determined or Expired.

Expired – This status is set by the system when the Approved concurrency status has aged past 24 months since the approval date. In this status the number of seats reserved for the site plan remains in effect. It is not until the status is set to Closed that the seats are no longer reserved. A local government may also set this status, but only if the current Concurrency Status is Concurrency Determined or Approved.

Closed – Only the local government may assign this status. This status may be assigned only when the current concurrency status is Approved, Concurrency Determined, or Expired. When the status is set to Closed, seats are no longer reserved.

GLOSSARY

Actual Number of Dwelling Units means the actual number of dwelling units that are included in a site plan application.

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

Attendance Area means a geographical area that contains a number of schools for parents to consider for their child. Each area contains, to the extent possible, equivalent academic offerings to all students in that area, an equal distribution of exceptional student education programs, racial balances that comply with the court order and distances that are reasonable for transportation purposes.

Available Capacity shall be calculated based on the following formula:

Available Capacity =
[FISH School Capacity + Additional Capacity] – [Enrollment + Vested Students]

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.

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 or LOS shall be calculated for each Concurrency Service Area and shall be based on the following formula:

[LOS = Student Enrollment + Vested Students] / [FISH School Capacity
+ Additional Capacity]

Five-year Facilities Work Program or the 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.

FISH School Capacity- means the number of students that may be housed in a facility at any given time based on State Requirements of Educational Facilities (SREF).

Level-of-Service Standard or LOS 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—means Pinellas County and all of the municipalities within the County.

Net Dwelling Unit Count - the reduced number of dwelling units that is reviewed for school concurrency when a property receives credit for dwelling units that are demolished or destroyed after the effective date of implementation of school concurrency (*insert effective date when determined)*. The net dwelling unit count for a property is calculated by subtracting the number of demolished or destroyed dwelling units on a property from the actual number of units that would be constructed on that property according to the site plan application. Credits for existing dwelling units that are destroyed or demolished may not be transferred to another property but may be used on abutting property if part of the same residential site plan or final residential subdivision approval.

Partner Local Governments- Includes Pinellas County and the municipalities within Pinellas County that are a party to the Public Schools Interlocal Agreement. This term in the Public School Facilities Element is equivalent to the term 'Local Governments' as used in the Public Schools Interlocal Agreement.

Pinellas Schools Collaborative- the group consisting of two elected representatives from the School Board and one elected representative from each of the partner local governments. The Collaborative shall review and consider amendments to the Public School Facilities Element, shall meet to consider the implementation of the Public Schools Interlocal Agreement and school concurrency, propose amendments for improvement if deemed necessary, and shall have any other powers specifically assigned to it pursuant to the Public Schools Interlocal Agreement.

Proportionate Share Mitigation- means a legally binding commitment by a developer to provide mitigation proportionate to the demand for public school facilities to be created by a proposed development**,** if school capacity is not available to meet the impact of the development. The proportionate share mitigation amount shall be calculated using the following formula for each school level:

> Multiply the number of additional new student stations required for mitigation of the estimated demand for public school facilities created by the proposed Residential Approval by the average cost per student station using the actual construction cost being experienced by the School District for student stations at the time when proportionate share mitigation is accepted plus the inclusion of land costs, if any.

Proposed Use Categories are the categories of dwelling units that are available for selection within the development tracking system. The categories available are as follows:

- *Apartment* means a rented room or a suite of rooms occupied, or which is intended or designed to be occupied, as the home or residence of one individual, family, or household, for housekeeping purposes.
- *Attached Single Family* means a dwelling unit on a single lot or parcel attached to one or more one-family dwellings by a common vertical wall.

- *Condominium* means a form of individual ownership of a dwelling unit within a larger complex of units, together with an undivided interest in the common area and facilities which serve the multi-unit project
- *Detached Single Family* means a dwelling unit on an individual lot, in a single structure not attached to any other dwelling by any means and designed for or occupied exclusively by one family.
- *Duplex/Triplex* means two or three dwelling units contained in one structure on a single lot or parcel and attached by common vertical walls.
- *Mixed Use* means a project that combines single-use buildings, typically on distinct parcels, in a range of land uses in one planned development project, although combining both vertical and horizontal mix of uses can also occur. The overall project must result in a *walkable area* and there must be significant physical and functional integration of the different uses. These projects may occur within a large-scale or neighborhood-scale mixed-use area or they may be located in a more suburban setting.
- *Mobile Home* includes all types of manufactured housing, which are constructed in a factory and built in accordance with the U.S. Department of Housing and Urban Development Code.

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.

Public Schools Interlocal Agreement — means the Interlocal Agreement filed with the Pinellas County Board Clerk on April 24, 2007 between the Pinellas County School Board, Pinellas County, and the twelve municipalities within Pinellas County that are required to implement school concurrency per Section 163.31777(1), F.S., or as it may subsequently be amended.

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.

School Planning Workgroup- the group consisting of staff from each of the partner local governments, the School District, and the Pinellas Planning Council that provides support to the Pinellas Schools Collaborative.

Type of School - means an elementary, middle or high school.

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.

PUBLIC SCHOOLS INTERLOCAL AGREEMENT (ATTACHED)