

Ms. Perla Tabares Hantman, Chair

**SUBJECT: AMENDMENT TO BOARD RULE 6Gx13- 7B-1.06 TO INCORPORATE A
SITE SELECTION AND ACQUISITION PROCESS**

To ensure that all relevant and applicable state law and School Board (Board) policies are adhered to, specifically as they pertain to site selection and acquisition, it is appropriate for the Board to incorporate into the above referenced Rule, a site selection and acquisition process, copy attached. This will not only ensure that in the future, identification of school sites and site acquisition are conducted in a thorough and comprehensive way, but also that the Board will have all the information needed to make reasonable and sound business decisions.

ACTION PROPOSED BY

MS. PERLA TABARES HANTMAN:

That The School Board of Miami-Dade County, Florida, direct the Superintendent and the School Board Attorney, to take the necessary steps to incorporate into Board Rule 6Gx13- 7B-1.06 the site selection and acquisition process described in Attachment 1.

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION SITE ACQUISITION PROCESS & MILESTONES

Phase 1.

Based on the 5-Year CIP Work Program (WP), at least 12 months prior to the projected construction of a school facility, prepare Form 1, for the applicable Region's review and sign-off. This Form identifies the general search boundaries for the proposed school, any relevant educational, recreational, and community requirements that may be applicable, minimum required site size, schools to be relieved by the proposed new school, and projected construction date per the WP.

Timeframe: Allow two weeks for review and approval of each form by the appropriate Region Superintendent and Deputy Superintendent of Operations.

Phase 2.

Based on the information submitted by the Region(s), identify all known available sites that meet the Region's approved parameters, including Board-owned sites, properties designated for donation to the School District, properties set aside by developers/property owners for purchase by the District, as approved by the Board, and properties owned by public entities which might be made available to the District under cooperative partnerships. This information shall be recorded on Form 2.

Timeframe: Allow four weeks for preparation of a property inventory for each site. Submit the information to the appropriate Region(s) Superintendent and the Deputy Superintendent of Operations, and allow two weeks for their review, input and preliminary sign-off on the inventory.

Phase 3.

Complete Form 3 for each site recommended for further research by the Region Superintendent and Deputy Superintendent of Operations, and contact the owner(s) of each site in writing advising of the District's interest and requesting authorization for access. Where access is granted, request an OEF inspection by a District approved UBCI/EFCO consultant (see attached form: FM 5457).

Timeframe: Allow up to ten weeks for completion of this task. Actual time may be shortened or extended, depending on the number of properties involved, extent of investigation required (including preliminary jurisdictional determinations), property owner response, and turn-around time from the UBCI/EFCO consultant.

Phase 4.

Convene a meeting of the Site and Construction Planning Committee (SCPC), formerly the Site Selection Committee, to present preliminary findings and obtain input. The meeting shall be advertised as prescribed under the applicable Board rules, and specifically notify the potentially impacted property owners. Through the Committee process, reduce the number of eligible sites to five. If less than five sites were initially identified, reduce the number of sites to three.

Timeframe: Allow four weeks for meeting preparation.

Phase 5.

Following the SCPC's meeting, Staff shall conduct additional due diligence, and present such information to the Committee for final review. At this second meeting, the Committee shall reduce the list of sites to no more than three and rank them in order of preference.

Timeframe: Allow ten weeks for meeting preparation (appraisal(s), and/or survey, and/or soil borings). The owners of the sites on the final list shall be invited to attend the meeting and participate.

Phase 6.

Submit the final list of properties to the Superintendent of Schools for review and approval of the preferred site, and prepare a Board item on the recommended site's acquisition, requesting authorization to negotiate with the property owner(s). Where the selected site's property owner has refused to consider a sale to the School District, the feasibility of eminent domain shall also be discussed in the Board item. The District's eminent domain legal counsel shall be consulted on these matters.

Timeframe: Allow up to six weeks for review and preparation of Board item.

Phase 7.

Negotiate with property owner(s) or proceed with eminent domain, as authorized by the Board.

Timeframe: Allow up to six weeks for negotiations to conclude, where the proposed purchase does not involve eminent domain. Where eminent domain is proposed, a plan of action shall be prepared by the District's eminent domain legal counsel.

Average total time required for site selection and purchase (except where eminent domain is involved): 11 months

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION

SITE BOUNDARY SURVEY FORM

Date: _____

Region: _____

State designation of proposed school: _____

Proposed construction date (per 5-year WP): _____

General search boundaries for proposed school (attach map if desired):

Northern boundary: _____

Southern boundary: _____

Western boundary: _____

Eastern boundary: _____

Minimum required site size: _____

Schools to be relieved:

Special educational considerations, which affect site selection and should be considered:

Special recreational considerations, which affect site selection and should be considered:

Special community considerations, which affect site selection and should be considered:

Approved:

Region Superintendent

Deputy Superintendent of School Operations

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION

SITE EXPANSION SURVEY FORM

Date: _____

Region: _____

Site location: _____

School impacted: _____

Proposed use: _____

Proposed construction date (per 5-year WP): _____

Special educational considerations, which affect site selection and should be considered:

Special recreational considerations, which affect site selection and should be considered:

Special community considerations, which affect site selection and should be considered:

Approved:

Region Superintendent

Deputy Superintendent of School Operations

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION

SITE INVENTORY REPORT

Date: _____

Region: ____

State designation of proposed school: _____

Site location:

Site square footage/acreage: _____

Ownership:

Is property designated for donation to the School Board? If yes, by whom and when?

Is property set aside for purchase by the School Board? If yes, by whom and when?

If property is owned by a public entity, has partnership been explored? If yes, provide details.

Completed by:

Reviewed by:

Print name and initial

Print name and initial

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION

SITE CHARACTERISTICS REPORT

Site Location:

Checklist:

(Write Y for YES, N for NO, N/A for NOT APPLICABLE, and N/K for NOT KNOWN, next to each of the following items. Where needed, attach additional information or back-up materials)

1. Site is adequate in size _____
2. The site is adequate to relieve one or more schools listed on *SITE BOUNDARY SURVEY FORM* _____
3. Site has been set aside or reserved for donation or for purchase by District _____
4. Site is accessible for student pick-up/drop-off and removed as far as possible from through traffic roads _____
5. Site's location would further multi-ethnic distribution of students _____
6. Site will have long-range effects on attendance boundaries of surrounding schools _____
7. Site is available for sale _____
8. Residents' relocation would be required _____
9. Surrounding land uses are sufficiently established/known to ensure site location is appropriate _____
10. Site is compatible with county/municipal master plan _____
11. Site is adjacent to existing or proposed public recreation area which would facilitate joint use _____
12. There are existing or potential incompatible land uses in the area _____ (List)
13. There is sufficient road capacity or improvements are planned already _____. If not, estimated improvement cost is \$ _____
14. The site is free and/or removed from physical barriers, such as canals, railroad, major roads, industrial/commercial or other non-residential areas _____
15. Based on the preliminary information available, the site is free of environmental or zoning problems _____
16. The site is away from the airport approach zone or other noise restricted areas _____
17. Site has no utility easements encumbrances _____
18. Utilities are available (water, sewer, fire flow) _____. If not, estimated cost is \$ _____
19. Road dedications are in place _____
20. The site does not need fill _____. If fill is needed, estimated cost is \$ _____
21. Site is free of structures _____. If not, estimated cost to remove is \$ _____
22. Waste collection services are readily available _____
23. Title is clear based on preliminary title search _____
24. Traffic control devices are available _____. If not, estimated cost is \$ _____
25. Special site features that make this site desirable _____
26. Anticipated land cost is \$ _____
27. Anticipated land preparation costs are \$ _____