



# MEETING MINUTES

**Date:** April 11, 2022  
**By:** Karen Black  
**Re:** Capital Outlay Committee Meeting

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Meeting Date: April 11, 2022  
Meeting Time: 1:30 PM  
Meeting Location: Brevard County Public Schools Educational Services Facility  
2700 Judge Fran Jamieson Way, Viera, FL  
Board Room

Attendees: Voting Attendees:

Peggy Busacca	City of Titusville (Member)
Christie Anderson	City of Cocoa Beach (Vice Chair)
Mark Ryan	City of Indian Harbour Beach (Member)
Christy Fischer	City of West Melbourne (Chair)
Todd Corwin	City of Melbourne (Alternate)
David Lindemann	Brevard Public Schools (Member)
Brenda Defoe-Surprenant	City of Cape Canaveral (Member)
Alexandra Bernard	City of Palm Bay (Member)
Brittany Retherford	City of Satellite Beach (Alternate)
Brian Lock	Brevard County (Member)
Michael Casey	Town of Indialantic (Member)
Paul Body	City of Cocoa (Member)
Jason Mahaney	Town of Grant-Valkaria (Member)

Non-Voting Attendees:

Karen Black	Brevard Public Schools
Jennifer Wells	Brevard Public Schools
Keith Neterer	Brevard County (Alternate)
Billy Prasad	Brevard County (Alternate)
Wendy Knippel	Brevard Public Schools
Kathy Stillson	Haskell

**1. Call to Order**

Ms. Fischer called the meeting to order at 1:30 PM.

Note: This meeting of the Capital Outlay Committee was publicly advertised in Florida Today on April 6, 2022. This meeting was audio recorded.

**2. Pledge of Allegiance**

All attendees stood and recited the Pledge of Allegiance.

**3. Introductions**

**Roll Call**

Ms. Fischer initiated roll, all attendees introduced themselves and are listed above. A quorum was present.

**4. Approval of Agenda**

Ms. Bernard made a motion to approve the agenda, seconded by Ms. Busacca. The motion passed unanimously.

**5. Approval of Minutes of January 10, 2022, COC Meeting**

Ms. Busacca made a motion to approve the minutes of the January 10, 2022, meeting, seconded by Ms. Bernard. The motion passed unanimously.

**6. Standing Agenda Items**

Capital Outlay Committee (COC) Appointment Updates

Ms. Black thanked new COC officers:

Christy Fischer as Chair

Christy Anderson as Vice Chair

David Lindemann as Secretary

The Committee welcomed new representative, Mr. Brian Lock, Assistant Director Planning and Development for Brevard County as member and planners, Mr. Keith Neterer and Mr. Billy Prasad as alternates. The Committee also welcomes a new representative for the City of Cocoa, Mr. Paul Body, Senior Planner as member.

School Board Local Planning Agency (LPA) Representatives

Ms. Black informed the Committee that representatives are needed for multiple local planning agencies. She is currently reaching out to School Board Members seeking

volunteers to fill positions in Melbourne, Rockledge, Titusville, West Melbourne, Melbourne Beach, Indialantic, Grant-Valkaria, and Malabar. She noted a pending meeting with a possible volunteer for the City of Titusville.

Please forward contact information for any recommended candidates to Karen Black.

## **7. Brevard Public Schools Capital Projects Updates**

Mr. Lindemann thanked everyone for their participation which is very helpful to staff in keeping all the projects moving. He gave an update on the following construction projects.

The Career and Technical Education (CTE), Fire Fighter's Training Academy addition to Palm Bay Magnet Senior High School. The scope of the project is to convert an existing space previously used as outdoor dining into lab space for the program. The cost of this project is projected to be under budget which will free funds that could be used for other projects.

South Lake Elementary, north area Choice school will receive an 8-classroom addition. One classroom per grade level.

A cafetorium project at Mims Elementary School will enlarge the capacity of the school's cafeteria and double as an auditorium. The new building will be a hurricane shelter. Design for the project will be provided by BPRH and construction services will be by Wharton-Smith, Inc.

Viera High School is currently operating at 100% capacity. A new building, which will contain approximately 250-300 student stations, CTE space, BLAST program (a program serving persons with disabilities teaching life skills), 10 classrooms and 3 science labs will be constructed in a space originally planned for building expansion. The estimated cost of the project is \$10 million dollars.

The new middle school will be constructed on the property next to Viera High School which the District owns. Construction costs are higher than in the past. The Board may consider loan options to fund the middle school project to accommodate students in the Viera area beginning in School Year 2024-2025, with the expectation that impact fee revenue would be used to pay off the debt.

In addition, the District is exploring the possible need for a building addition at West Melbourne School of Science due to a long waiting list of students.

A new centrally located transportation and maintenance facility is being considered. This single facility will combine two existing facilities, Satellite Beach Bus Compound and the Pineapple Avenue facility in Melbourne, into one centrally accessible location. The District has engaged a real estate broker to search for a valid site. A civil engineer has determined a minimum of 14 acres will be needed, to include a stormwater management area. This

site will consist of parking for 150 buses, a transportation facility for maintenance and repair, a few offices and storage. A location in the area between U.S. 192 and the new Ellis Road interchange close to the main routes of transportation is preferred.

Mr. Lindemann stated the District is saving impact fees for a new elementary school in the south area of the County in the next five years.

## **8. Facilities Planning Report**

### **School Concurrency Applicate Update**

Ms. Black stated that the District has received 7 final development applications in 2022 through March, consisting of 1462 planned residential units (805 single family units and 657 multi-family units) to date this year. She added that 42% of the units are planned within the City of Palm Bay; 29% within the City of Melbourne; 16% within the City of Rockledge; and 13% are in unincorporated Brevard County.

The District has reviewed 17 preliminary development concurrency determination applications to date in 2022 through the end of March. A total of 4,227 potential residential units, of which 3,175 (75%) are proposed multi-family units. Over half (64%) of the multi-family units currently in the planning process are for projects located within the City of Palm Bay.

### **Student Accommodation Plan**

Ms. Black defined the purpose of the Student Accommodation Plan (SAP) as an annual report detailing existing and projected student enrollment along with an analysis of school capacities, which the District uses to ensure adequate and appropriate facilities are available to accommodate the students and programs planned for the following school year.

Ms. Black reviewed the highlights of this year's SAP:

- A new section was added to the plan to include a comprehensive overview of the facility needs for all programs, including BLAST, CTE, Adult and Community Education, as well as Brevard Virtual School.
- Approved Attendance Boundary Changes. One was approved for School Year 2022-2023; Meadowlanes to Discovery Elementary School. Three changes were approved under a two-year phase in plan, whereas, the change will not go into effect until school year 2023-2024.
- Relocatable classroom changes will be implemented at Quest Elementary and McAuliffe Elementary Schools. To improve the total capacity utilization numbers of these schools, the District will place underutilized relocatable classrooms into surplus by changing the locks. The relocatable classrooms will remain on campus but will be available should the District need to move them to another school.

- Student membership data is illustrated in Section 9 with many charts and graphs. Ms. Black reviewed fall student membership, Brevard County demographics and student membership projections.

Ms. Black noted that the SAP will be available on the District's Planning & Project Management webpage. All planning reports are available on the site.

Ms. Bernard motioned to adjourn the Capital Outlay Committee Meeting at 2:30 pm in order to hold the Educational Facilities Impact Fee Benefit District Advisory Committee meeting, then reconvene immediately following that meeting. Seconded by Mr. Mahaney. The motion carried unanimously.

### **Call to Order**

Ms. Fischer called the meeting to reconvene at 2:45 pm

The meeting continued with Agenda Item 8. Facilities Planning Report

### **Educational Plant Survey**

Ms. Black stated that the District's Educational Plant Survey, which is a report due to the Florida Department of Education (FLDOE) every five years, expires in June, 2023. The District is considering drafting the report in house over the next several months. A copy will be submitted to committee members prior to the School Board approval and submittal to FLDOE.

### **Student Generation Multiplier**

Ms. Black reviewed the process the Committee has taken to meet the requirements of the Interlocal Agreement for Public School Facility Planning and School Concurrency, whereas, every five years the Student Generation Multiplier rates (SGM) contained in Appendix "A" must be reviewed, not necessarily amended, but reviewed to ensure that they reflect rates applicable to current housing trends. Ms. Black has drafted a recommendation report containing the analysis, methodology, and recommendations for amending Appendix "A", a copy was emailed to the committee prior to the meeting for review.

Ms. Black reviewed the methodology outlined in the proposed Amended Appendix "A" which determined the recommended SGM rates as follows:

	Single Family	Condo	Mobile Home	Multi-Family
Elementary	0.24	0.01	0.11	0.11
Middle	0.07	0.004	0.02	0.02
High	0.12	0.002	0.03	0.05
Total	0.43	0.02	0.16	0.18

Following the overview of the analysis and review of the recommendation report, a brief discussion took place about current trends

Ms. Bernard motioned to approve Amended Appendix 'A', School District Student Generation Multiplier, seconded by Mr. Mahaney. The motion carried unanimously.

**11. Tentative 2022 COC Meeting Schedule**

2022 Meeting Schedule:

Monday, July 11, 2022, at 1:30 PM

Monday, October 17, 2022, at 1:30 PM

**12. Additional Discussion**

The Committee had a brief discussion on whether the Capital Outlay Committee meeting should be held after the Educational Facilities Impact Fee Benefit District Advisory Committee meeting in the future due to the shorter length of time needed to complete that meeting. Since information presented at the Capital Outlay Committee meeting is useful to the Impact Fee meeting, it was suggested to keep the existing format. Following the discussion, the committee agreed to continue to hold the Capital Outlay Committee meeting prior to the Impact Fee meeting.

**13. Adjournment**

Ms. Fischer adjourned the meeting at 2:45 PM.

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David Lindemann, Secretary

End of Minutes