



AGENDA
May 11, 2016 1:00 p.m.
315 Court Street – 5th Floor
Board Assembly Room
Clearwater, FL 33756

THE METROPOLITAN PLANNING ORGANIZATION AND PLANNING COUNCIL FOR PINELLAS COUNTY



Pinellas County Metropolitan Planning Organization Agenda

310 Court Street, 2nd Floor, Clearwater, FL 33756 (727) 464-8250 Fax (727) 464-8201

I. CALL TO ORDER

II. INVOCATION AND PLEDGE

III. CITIZENS TO BE HEARD

Citizen comments to the MPO are invited on items or concerns not already scheduled for public hearing on today's agenda. Please limit comments to three minutes.

IV. CONSENT AGENDA

- A. Approval of Minutes – Meeting of April 13, 2016
- B. Approval of MPO-FDOT Agreement and Amendments
- C. Approval of MPO Certification Statement
- D. Committee Appointment – CAC

V. PUBLIC HEARING ITEM

- A. Proposed Amendments to the FY 2015-16 – 2019/20 Transportation Improvement Program

VI. PRESENTATION AND/OR ACTION ITEMS

- A. PSTA Activities Report – Update
- B. Updated Transportation Alternatives Criteria – Action
- C. Unified Planning Work Program – Action
- D. Complete Streets (FDOT) – Presentation
- E. U. S. 19 Corridor Safety Study – Presentation
- F. Roundabout – Presentation

VII. REPORTS/UPDATE

- A. Director's Report
 - 1. Performance Based Outcome Driven Planning Process (deferred from April)
 - 2. SPOTlight Update

VIII. INFORMATIONAL ITEMS

- A. Correspondence
- B. Other

IX. ADJOURNMENT



Pinellas Planning Council Agenda

310 Court Street, 2nd Floor, Clearwater, FL 33756 (727) 464-8250 Fax (727) 464-8212

I. CALL TO ORDER

II. CONSENT AGENDA

- A. Minutes of the March 9, 2016 Meeting
- B. Minutes of the April 13, 2016 Meeting
- C. CPA Actions for April 2016
- D. Preliminary June 2016 Agenda
- E. Correspondence and PAC Agenda Action Sheet (Draft)

III. PUBLIC HEARINGS – To begin at 3:00 P.M. or as soon thereafter as agenda permits

- A. Public Hearing Format Announcement and Oath
- B. Amendments to the Countywide Plan Map
 - Subthreshold Amendments
 - 1. Case CW 16-14 – Pinellas County
 - 2. Case CW 16-15 – City of Safety Harbor
 - Regular Amendments
 - 3. Case CW 16-16 – City of Safety Harbor

IV. EXECUTIVE DIRECTOR ITEMS

- A. Annual Audit Fiscal Year 2014-15 - Acceptance and Distribution
- B. FY 17 Work Program Draft
- C. Verbal Reports

V. OTHER BOARD BUSINESS

- A. Chairman/Member Items

VI. ADJOURNMENT

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. At least seven days prior to the meeting, please contact: the Office of Human Rights, 400 S. Ft. Harrison Avenue, Suite 500, Clearwater, FL 33756. Telephone: (727)464-4880 or TDD: (727)464-4062.

This meeting is scheduled to be aired live and replayed in Pinellas County on Bright House channel 637, WOW channel 18 and Verizon channel 44.

If you have Bright House Cable, you must have digital cable to access channel 637. If you do not have digital cable and want to watch your government television station, please call Bright House Customer Service at 727-329-5020 for more information.

You can also watch PCC TV (formerly Pinellas 18) live on the Internet or view archived videos at: www.pinellascounty.org/media.

CONSENT AGENDA

A. Approval of Minutes – Meeting of April 13, 2016

ATTACHMENT: [Minutes of April 13, 2016](#)

B. Approval of MPO-FDOT Agreement and Amendments

The Florida Department of Transportation (FDOT) has been working with all of the MPOs in Florida regarding agreements involving the responsibilities for cooperative carrying out the Federal Highway Administration (FHWA) portion of the metropolitan planning process and accomplishing the transportation planning requirements of state and federal law, specifically relating to pass through financial assistance.

FDOT has put together, with input from the MPOs and the Florida Metropolitan Planning Organization Advisory Council (MPOAC), a drafted new agreement with the MPOs. This agreement will include both Planning (PL) and Surface Transportation Program (STP) funding. The agreement duration mirrors the Unified Planning Work Program (UPWP) cycle, beginning on July 1, 2016 and expiring on June 30, 2018. The UPWP will constitute the Scope of Work for the agreement.

In order to execute the new agreement, the MPO is required to amend the existing agreements with FDOT for PL and STP funds. This amendment will modify the existing agreements to expire on June 30, 2016. **Staff recommends execution of the MPO Agreement, amendment to the Transportation Planning Funds Joint Participation Agreement for PL, and amendment to the Transportation Planning Funds Joint Participation Agreement for STP**

ATTACHMENTS: [MPO Agreement](#)
[Amendment to the Joint Participation Agreement \(PL\)](#)
[Amendment to the Joint Participation Agreement \(STP\)](#)

C. Approval of MPO Certification Statement

Pursuant to federal requirements, the Florida Department of Transportation and the MPO annually perform a review of the certification status of the metropolitan transportation planning process. The certification review for the current year was completed on January 21, 2016. Attached is the Joint Certification Statement resulting from that review, as well as the summary. **MPO staff recommends the MPO accept the certification statement.**

ATTACHMENTS: [Joint MPO/FDOT Certification Summary MPO Certification Statement](#)

CONSENT AGENDA (CONTINUED)

D. Approval of Committee Appointments

- **Citizens Advisory Committee**

The CAC currently has an At Large opening. The MPO had received several applications from interested individuals and made appointments at the May meeting. Since the May meeting, staff was notified by one of the appointees he wouldn't be able to fulfill his obligation and resigned from the CAC. Staff, therefore, recommends the appointment of Norris Varkalhoff be appointed to fill the At Large vacancy. **MPO staff recommends the appointment of Norris Varkalhoff an At Large representative on the CAC.**

ATTACHMENTS: [CAC Membership Listing](#)
[Norris Varkalhoff Application](#)

Pinellas MPO: 05/11/16

**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
MINUTES – MEETING OF APRIL 13, 2016**

The Pinellas County Metropolitan Planning Organization, created by the State of Florida in accordance with Title 23 United States Code, Section 134 and Chapter 339.175 Florida Statutes, met in regular session on Wednesday, April 13, 2016 in the chambers of the Pinellas County Commission, 315 Court Street, Clearwater, Florida.

MEMBERS PRESENT

Jim Kennedy	– <i>Chairman</i> – Councilman, City of St. Petersburg
John Morrone	– <i>Vice Chairman</i> – Board of County Commissioners
Doreen Caudell	– <i>Treasurer</i> – Councilmember, City of Clearwater
Cookie Kennedy	– <i>Secretary</i> – Commissioner, City of Indian Rocks Beach, representing the beach communities of Belleair Beach, Belleair Shore, Indian Rocks Beach, Indian Shores, Madeira Beach, North Redington Beach, Treasure Island, Redington Beach, Redington Shores, St. Pete Beach
Sandra Bradbury	– Mayor, City of Pinellas Park
Julie Bujalski	– Mayor, City of Dunedin, representing PSTA
Dave Eggers	– Board of County Commissioners (arrived at 1:55 p.m.)
Cliff Merz	– Commissioner, City of Safety Harbor, representing Safety Harbor/ Oldsmar/Tarpon Springs
Darden Rice	– Councilmember, City of St. Petersburg
Karen Seel	– Board of County Commissioners (arrived at 1:08 p.m.)
Tom Shelly	– Deputy Mayor, Town of Belleair, representing the in land communities of Belleair, Belleair Bluffs, Gulfport, Kenneth City, Seminole, South Pasadena
Michael Smith	– Commissioner, City of Largo
John Tornga	– Commissioner, City of Dunedin
Brian Beaty, non-voting advisory	– (representing the Secretary, Florida Department of Transportation District 7)

MEMBERS ABSENT

None

OTHERS PRESENT

Whit Blanton – MPO Executive Director
Sarah Ward – Pinellas County MPO
Al Bartolotta – Pinellas County MPO
Rodney Chatman – Pinellas County MPO
Dave Sadowsky – County Attorney's Office
Lori Marable – FDOT
Cassandra Borchers – PSTA
Commissioner Janet Long - Pinellas County BCC
Tom Whalen – City of St. Petersburg
Evan Mory – City of St. Petersburg
Tom Washburn – Pinellas County Engineering
Vivian Peters – Citizen
Avera Wynne – TBRPC
Sean Sullivan – TBRPC
Nancy McKibben - Pinellas County Public Works Transportation Engineering
Anthony Matonti – TBARTA
Valerie Brookens – Largo
Tom Nocera – BeachTran, LLC
Dana White – Big Sea Design Group
Adrianna – Big Sea Design Group
Maria – Big Sea Design Group
Rebecca Stysly - Pinellas County MPO
Chelsea Favero – Pinellas County MPO

Sarah Perch – Pinellas County MPO
Carolyn Kuntz – MPO Recorder

I. **CALL TO ORDER**

Chairman Kennedy called the meeting to order at 1:00 p.m.

II. **INVOCATION AND PLEDGE**

Commissioner Cookie Kennedy performed the invocation and led the Pledge of Allegiance.

III. **WELCOME NEW MPO MEMBER REPRESENTING INLAND COMMUNITIES (TOM SHELLEY)**

The MPO welcomed Belleair Commissioner Tom Shelly representing the Inland Communities. Everyone on the dais introduced themselves.

IV. **CITIZENS TO BE HEARD**

Tom Nocera, BeachTran, LLC, 3173 Drew Street, Clearwater, provided comments regarding NASA developed technology and funded by *Google's* Chairman called Sky Tram as a potential solution to transportation issues, especially as it relates to the congestion to the beaches. He showed a rendering of the concept and provided details of the system, noting it is solar powered. He requested an opportunity to present this concept on a future agenda.

V. **CONSENT AGENDA**

A. Approval of Minutes – Meeting of March 9, 2016

B. Approval of Resolution Establishing Travel Reimbursement Rates

C. Approval of Committee Appointments – CAC: Steven Beal representing Largo, Jack Nazario representing Gulfport/Kenneth City/Seminole/Belleair/South Pasadena, and Michael Lehman and Carson Zimmer representing At Large; BPAC: Frank Lopez representing Largo and Jim Parent representing St. Pete Beach; TCC: Danny Taylor representing the City of Pinellas Park with an Alternate of Kathy Gademer; and LCB: Vivian Peters reappointed representing the Over 60 Age Group

Commissioner Seel arrived at 1:08 p.m.

Mr. Blanton noted staff is in the process of formalizing the appointment process for the Citizens Advisory Committee and they are looking at the best procedure to evaluate candidates when there is more than one citizen interested in serving in a specific area. Staff will continue to reach out to local governments and communities to identify minority candidates to be involved. Once the procedure is finalized, staff will bring it back to the MPO.

Councilmember Caudell moved, Mayor Bradbury seconded, and motion carried to approve the minutes (Vote 12-0).

VI. **PRESENTATION AND/OR ACTION ITEMS**

A. **Introduction of New Tampa Bay Regional Planning Council (TBRPC) Executive Director Sean Sullivan**
Sean Sullivan, TBRPC Executive Director, introduced himself as the new Executive Director for the Tampa Bay Regional Planning Council and provided some background information. He began working with TBRPC in January of this year. He distributed a brochure that identifies services TBRPC offers.

B. **PSTA Activities Report – Update**

Mayor Bujalski as the PSTA representative provided an update on PSTA-related activities, noting PSTA recently approved a three-year contract with the PSTA employee union. Mayor Bujalski invited the Board to attend the grand opening of the new transit center on April 28 at 1:00 p.m. at the southeast corner of Roosevelt Boulevard and U.S. 19. She reported on the meeting with Congressional members that PSTA staff and PSTA board members, along with HART representatives, attended on March 13 -15 where PSTA

discussed their innovative partnership with Uber and the PSTA/HART application for TIGER funds for the regional farebox system and mobile app. Mayor Bujalski requested letters of support from all local governments for the regional farebox system. PSTA Chairman Darden Rice asked that they receive the support letters soon due to the deadline for the TIGER application.

C. Tampa Hillsborough Expressway Authority (THEA) – Presentation

Joe Waggoner, THEA Executive Director, reviewed a PowerPoint presentation that included a short video. The PowerPoint provided an overview of the Expressway Authority, community investments, information on the West Selmon extension project to Gandy Boulevard, and a bus toll lane concept that would follow the New Starts guideline working with FDOT. The extension would be a two-lane facility built within the existing right-of-way to and from Gandy Bridge connecting the Selmon Expressway and would remove between 30% to 40% traffic off Gandy Boulevard onto the extension. During an evacuation, they would use reversible lanes to assist with evacuating people out of Pinellas County.

MPO Board members made various comments regarding the bus toll concept, evacuations, connected vehicle technology, and Gandy Boulevard in Pinellas County, including the segment near the dog track where a traffic signal will disrupt free-flowing travel. The Board asked Mr. Waggoner to send the link to the legislation he referred to that allowed THEA to operate regionally. In addition, Councilmember Caudell encouraged everyone to access Thea's website for information on autonomous vehicles. Mr. Waggoner agreed to forward the requested information. Mr. Blanton commented on the possibility that the extension of the Selmon Expressway to Gandy Boulevard would be going at the same time as the anticipated construction of the Tampa Bay Express project in 2019 and that Gandy Boulevard would serve as maintenance of traffic during that construction. Mr. Waggoner responded that THEA is working closely with FDOT. The Board invited Mr. Waggoner to attend the Gateway listening session on May 16.

****During discussion, Commissioner Eggers arrived at 1:55 p.m. and Councilmember Caudell left at 1:58 p.m.****

D. Strategic Intermodal System (SIS) Needs Plan – Update

Lori Marable, FDOT SIS Coordinator, reviewed a PowerPoint presentation on the Strategic Intermodal System (SIS) Needs Plan Update. The PowerPoint described the purpose of the plan that is to identify the unfunded major transportation capacity improvements needed for designated and proposed Strategic Intermodal System (SIS) facilities, projects are identified as unconstrained needs, summarized coordination and outreach activities, funding strategy, and schedule. FDOT will bring the plan to the MPO at their September or October meeting for approval. Ms. Marable highlighted the SIS facilities in Pinellas County.

****During the presentation, Councilmember Caudell returned at 2:00 p.m.****

Commissioner Seel noted that a facility must be removed from the SIS in order for facilities to be added, noting a segment of U.S. 19 near Gandy Boulevard will be removed from the SIS in order to add the Roosevelt Connector and Gateway Express to the SIS.

E. Proposed Modification to the MPO Long Range Transportation Plan (LRTP) – Action

Following Mr. Blanton's description of the proposed modification to the MPO's 2040 Long Range Transportation Plan LRTP) to address waterborne ferry service, aerial propelled service, and bike share as transportation options, *Councilmember Caudell moved, Commissioner Kennedy seconded, and motion carried to approve the modification (Vote 13-0).*

F. Transportation Alternatives (TA) Program – Update

Brian Beaty, FDOT, indicated FDOT has made modifications to the Transportation Alternatives (TA) Program. FDOT is no longer in the position to be able to fund cost overruns for TA projects. In the past, they were able to find money to cover those costs. Mr. Beaty reviewed a PowerPoint presentation that provided an overview of the modifications. FDOT will work closely with the local governments in order to receive good estimates for projects. Although FDOT requires engineer-level estimates, projects were being programmed with planning-level estimates that caused projects to be inadequately funded. FDOT has

changed the process to make it more efficient and developed a TA addendum that each local government must fill out that has a TA project on the candidate list. All projects funded and in the Work Program are grandfathered under the old process. An application validation form is for use on project applications that have been submitted to FDOT but not funded and requires updated staff hour design and engineering estimates and updated certification/signature page. The reason is to make sure those with budget authority are aware of the cost of the project and that FDOT will only fund the project for the amount in the application and that any cost overruns will be paid by the local government. This also allows the local government to enter into a maintenance agreement with FDOT as needed and the local government will follow all state and federal requirements. The intent is to have projects that are ready on the priority list. The updated application is for funding programmed out five years with an application deadline of March 31 to FDOT to allow FDOT enough time to do a feasibility review and program the projects in the Five Year Work Program. Since FDOT was late in getting the addendum out to the local governments, they have extended the deadline to April 30. The new application form includes a new certification/signature page and staff hour design and engineer estimates. FDOT has a link to a tool that helps the local governments determine the staff hour design estimate. FDOT will update design and construction costs to make sure the appropriate amount is programmed in the Work Program. FDOT will make the local government aware of the final amount for the project that's included in the LAP agreement.

Mr. Blanton noted there are only a few of the larger local governments that are LAP certified and the smaller local governments will need to be sponsored by a LAP certified local government to get TA projects done. The MPO can help with guidance and direction. Mr. Blanton suggested a more strategic approach to advance projects on the TA priority list that would further the MPO's mission of economic development. Mr. Beaty noted they had a meeting with the County staff and they are open to discussions regarding sponsoring smaller local governments. Mr. Beaty added that regional trail projects that are on the TA priority list must also be on the Office of Greenways and Trails map in order to qualify for SUNTrail funding. Mr. Blanton noted there is a TMA priority list for TA projects as well that that will be prioritized.

The MPO wanted to ensure the local governments wouldn't be responsible for increases in cost estimates for design or construction until the project has been programmed. Mr. Beaty responded that FDOT annually updates the cost estimates until the project has been programmed. Before the local government signs the agreement that includes the cost estimates, the local government has an opportunity to review the cost estimates and either agree or disagree with the estimate. Based on discussion, Mr. Blanton suggested that the MPO discuss a process to deal with cost overruns at a future meeting. Commissioner Smith requested FDOT to make a presentation at their City Commission meeting.

****During discussion, Commissioner Kennedy left at 2:37 p.m. and returned at 2:39 p.m.****

G. City of St. Petersburg Resolutions – Possible Action (Walk On Item)

Evan Mory, Director of Transportation for the City of St. Petersburg, presented the two resolutions the St. Petersburg City Council passed at their March 17 meeting. The first resolution (No. 2016-128) concerns the SUNTrail and asks FDOT to adopt eligibility and selection criteria for the SUNTrail network and to work with the Florida Greenways and Trails Council to prioritize funding for the completion of the Southwest Coastal Regional Trail that includes portions of the Pinellas Trail. Mr. Mory placed a couple maps on the overhead that showed the local regional trails and the regional trail network. Mr. Mory indicated that the Southwest Coastal Regional Trail was ranked Number 3 and the City is looking for funding to move forward as quickly as possible. There is \$25 million a year designated for trail projects that is divided into thirds with one-third for the Coast-to-Coast Trail, one-third for the top ranked trails, and one-third for the remainder of the trails. Following some discussion, Mr. Mory presented the second resolution (No. 2016-129) that requests the Pinellas County Board of County Commissioners to implement the recommendations for the Project Development and Environment Study for the San Martin Bridge Over the Riviera Bay that includes a portion of the Pinellas Trail in St. Petersburg in a timely manner and a request for a capital improvement project to add bike lanes on the San Martin Boulevard on both sides of the bridge that will connect to other trails in the area. Mr. Mory showed several maps of the area and a conceptual design of the facility. Mr. Mory thanked the County staff for their work on the bridge development.

Following Mr. Mory's review, *Councilmember Caudell moved and Councilmember Rice seconded a motion to support both resolutions.* Following further discussion, *the motion carried (Vote 13-0).*

VII. Reports/Update

A. Director-s Report

1. Performance Based Outcome Driven Planning Process

This item was deferred to the May meeting.

2. SPOTlight Update

Mr. Blanton updated the Board on the recent listening sessions for U.S. 19 and thanked staff for their hard work in putting this together. It was suggested that another listening session be held for the mid-county area of U.S. 19. The Board also asked staff to make presentations at community and chamber meetings already scheduled. Mr. Blanton indicated that FDOT's response letter regarding the MPO's U.S. 19 request is expected soon.

VIII. PPC/MPO JOINT ITEMS FOR APPROVAL (this item was taken up after Items VIIIB and IXA)

A. Support Services Memorandum of Understanding (MOU) With Pinellas County Clerk for Meeting Minutes – Action

Mr. Blanton reported the staff who prepares the MPO minutes is retiring; therefore, staff worked with the Clerk's Office to prepare a Memorandum of Understanding for the Clerk's Office to handle the MPO minutes in addition to the PPC minutes that they are already transcribing. The agreement is for one year and then can be re-evaluated after that time.

Commissioner Morroni moved, Commissioner Kennedy seconded, and motion carried to authorize the Executive Director to sign the Memorandum of Understanding with the Clerk and then re-evaluate after one year (Vote 12-0).

B. Big Sea – Presentation of Brand Unveiling

Dana White, Project Director, Adriana, Creative Director, and Maria, Communications and Content Director, all of the Big Sea Design Group, reviewed a PowerPoint presentation that highlighted the brand identity elements for the unified PPC/MPO. Some discussion followed regarding the name and some of the elements, especially the colors for the logo and the expense of utilizing more than one color. Mr. Blanton assured the Board they would be cost conscious.

IX. INFORMATIONAL ITEMS

A. Tampa Bay TMA Leadership Group Meeting of April 8, 2016

Mr. Blanton reported they received the Scope of Service for the premium transit study and that the TMA Leadership Group was omitted from the scope. HART is leading the study that is being funded by FDOT and he has provided his comments to HART. HART will go through the Request for Proposals process and they hope to have a vendor selected after July 1.

During Mr. Blanton's report, Commissioner Seel left at 3:15 p.m.

B. Correspondence

The fatalities map is included in the agenda packet.

C. Other

There was no other business.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:15 p.m.

Jim Kennedy, Chairman

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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Financial Project No.: 439338-1-14-01 & 439338-1-14-02 (item-segment-phase-sequence)	Fund: PL & SU Function: 215	FLAIR Approp.: 088854 FLAIR Obj.: 780000
	Federal Award Identification No. (FAIN): 0057 (54)	Org. Code: 55072010730
Contract No.:	MPO DUNS No.: 135944887	Vendor No.: F592931456002
CFDA Number & Title: 20.205 Highway Planning & Construction		

THIS METROPOLITAN PLANNING ORGANIZATION AGREEMENT (Agreement) is made and entered into on this **1st day of July, 2016**, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, **11201 N. McKinley Dr, Tampa, FL 33612** and the **Pinellas County Metropolitan Planning Organization (MPO)**, whose address is **310 Court Street, 2nd Floor, Clearwater, FL 33756**, and whose Data Universal Numbering System (DUNS) Number is: **135944887** (collectively the "parties").

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

- Authority:** The MPO and the Department have authority to enter into this Agreement pursuant to 23 U.S.C. 134, 23 Code of Federal Regulations (CFR or C.F.R.) §450 and Section 339.175, Florida Statutes (F.S.), which, require the Department and the MPO to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.
- Purpose of the Agreement:** The purpose of this Agreement is to pass through financial assistance through the Department in the form of FHWA funds to the MPO for the completion of transportation related planning activities set forth in the Unified Planning Work Program (UPWP) of the MPO (Project), state the terms and conditions upon which FHWA funds will be provided, and set forth the manner in which work tasks and subtasks within the UPWP will be undertaken and completed. The Project is more fully described in the UPWP, which is attached and incorporated into this Agreement as Exhibit "A".
- Scope of Work:** The UPWP, Exhibit "A", constitutes the Scope of Work for this Agreement.
- Project Cost:** The total budgetary ceiling for the Project is **\$3,347,790**. The budget, including tasks, is summarized below and detailed in the UPWP, Exhibit "A". The budget may be modified by mutual agreement as provided for in paragraph 7, Amendments.

The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. No work shall begin before the Agreement is fully executed and a "Letter of Authorization" is issued by the Department. The total of all authorizations shall not exceed the annual budgetary ceiling established below and shall be completed within the term of this Agreement:

FINANCIAL PROJECT NO.	FISCAL YEAR	AMOUNT
439338-1-14-01 (PL)	2017	\$ 1,007,904
439338-1-14-01 (PL)	2018	\$ 1,124,147
439338-1-14-02 (STP)	2017	\$ 1,013,739
439338-1-14-02 (STP)	2018	\$ 202,000

- Term of Agreement:** This Agreement shall have a term of two (2) years. This Agreement shall begin on the later of **July 1, 2016** or the date the Agreement is fully executed, whichever is later and expire on **June 30, 2018**. If the Agreement is fully executed after **July 1, 2016**, then the term of the Agreement shall be less than two (2) years and the Agreement shall expire on **June 30, 2018**. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.
- Renewals and Extensions:** This Agreement shall not be renewed or extended.

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- 7. Amendments:** Amendments may be made during the term of this Agreement. Any amendment must be in writing and signed by both parties with the same formalities as the original Agreement.

A. Modifications versus Amendments to the UPWP: Modifications and amendments to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of the FHWA approved work tasks. If the MPO makes a modification to the UPWP budget, then the MPO shall immediately send any such modifications to the Department. The Department will then forward the modifications to FHWA. Each budget category subtotal and individual line item costs contained in this Agreement are only estimates. The total budgetary ceiling cannot be exceeded, but shifts between budget categories and budget line items are acceptable and shall not require an amendment of the UPWP or this Agreement. Changes in the scope of an approved work task, the addition or deletion of an approved work task, or changes altering the total funding of an FHWA approved UPWP shall be considered amendments to the UPWP. Amendments to the UPWP must be approved by FHWA. Proposed amendments to the UPWP shall be filed with the Department. Within a reasonable amount of time, the Department shall review and transmit the proposed UPWP amendment and supporting documents to the FHWA with a recommendation for approval or denial. Transmittal of the proposed UPWP amendment and supporting documents to FHWA may be delayed by the Department due to the MPO failing to include all documentation required for the UPWP amendment. The Department shall immediately forward to the MPO all correspondence that the Department receives from FHWA with regard to the proposed UPWP amendment. If FHWA approves the amendment to the UPWP then this Agreement and supporting documentation must be amended immediately following such approval.

8. General Requirements:

- A.** The MPO shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, the Interlocal Agreement establishing the MPO, and all applicable laws.
- B.** Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State laws, the regulations in 23 C.F.R. and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. If FHWA or the Department determines that any amount claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the MPO in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists, Federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in Project costs in part or in total. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- C.** The MPO's financial management system must comply with the requirements set forth in 2 CFR §200.302, specifically:
- i. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received.
 - ii. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§200.327 Financial reporting and 200.328 Monitoring and reporting program performance.
 - iii. Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
 - iv. Effective control over, and accountability for, all funds, property, and other assets.
 - v. Comparison of expenditures with budget amounts for each Federal award.
 - vi. Written procedures to implement the requirements of §200.305 Payment.
 - vii. Written procedures for determining the allowability of costs in accordance with Subpart E—Cost Principles of this part and the terms and conditions of the Federal award.

9. Compensation and Payment:

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- A. The Department shall reimburse the MPO for costs incurred to perform services satisfactorily during a monthly or quarterly period in accordance with Scope of Work, Exhibit "A". Reimbursement is limited to the maximum amount authorized by the Department. The MPO shall submit a request for reimbursement to the Department on a quarterly or monthly basis. Requests for reimbursement by the MPO shall include an invoice, an itemized expenditure report, and progress report for the period of services being billed that are acceptable to the Department. The MPO shall use the format for the invoice, itemized expenditure report and progress report that is approved by the Department. The MPO shall provide any other data required by FHWA or the Department to justify and support the payment requested.
- B. Pursuant to Section 287.058, Florida Statutes, the MPO shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described in Exhibit "A".
- C. Invoices shall be submitted by the MPO in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in Exhibit "A". Deliverables must be received and accepted in writing by the Department's Grant Manager prior to payments.
- D. The Department will honor requests for reimbursement to the MPO for eligible costs in the amount of FHWA funds approved for reimbursement in the UPWP and made available by FHWA. The Department may suspend or terminate payment for that portion of the Project which FHWA, or the Department acting in lieu of FHWA, may designate as ineligible for federal-aid. In regard to eligible costs, whichever requirement is more strict between federal and State of Florida requirements shall control. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.
- E. Supporting documentation must establish that the deliverables were received and accepted in writing by the MPO and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in the UPWP, Exhibit "A", was met. All costs charged to the Project, including any approved services contributed by the MPO or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- F. Bills for travel expenses specifically authorized in this Agreement shall be documented on the Department's Contractor Travel Form No. 300-000-06 or on a form that was previously submitted to the Department's Comptroller and approved by the Department of Financial Services. Bills for travel expenses specifically authorized in this Agreement will be paid in accordance with Section 112.061 Florida Statutes.
- G. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. If the Department determines that the performance of the MPO fails to meet minimum performance levels, the Department shall notify the MPO of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The MPO shall, within sixty (60) days after notice from the Department, provide the Department with a corrective action plan describing how the MPO will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the MPO shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the MPO resolves the deficiency. If the deficiency is subsequently resolved, the MPO may bill the Department for the retained amount during the next billing period. If the MPO is unable to resolve the deficiency, the funds retained may be forfeited at the end of the Agreement's term.
- H. An invoice submitted to the Department involving the expenditure of metropolitan planning funds ("PL funds") is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business days of receipt by the Department for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the MPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the

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Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice.

- I. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the MPO's general accounting records and the project records, together with supporting documents and records, of the consultant and all subconsultants performing work on the project, and all other records of the Consultants and subconsultants considered necessary by the Department for a proper audit of costs.
- J. The MPO must timely submit invoices and documents necessary for the close out of the Project. Within 90 days of the expiration or termination of the grant of FHWA funds for the UPWP, the MPO shall submit the final invoice and all financial, performance, and related reports consistent with 2 CFR §200.
- K. The Department's performance and obligation to pay under this Agreement is also contingent upon FHWA making funds available and approving the expenditure of such funds.
- L. In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

- M. **Disallowed Costs:** In determining the amount of the payment, the Department will exclude all Project costs incurred by the MPO prior to the effective date of this Agreement, costs incurred by the MPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the MPO that where official audits by the federal agencies or monitoring by the Department discloses that the MPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the MPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the MPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the MPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the MPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the MPO. This includes omission or deficient documentation of costs and charges, untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- N. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments

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due for work or services done under any agreement which it has with the MPO owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department. Any determination by the Department made pursuant to this section of the Agreement is subject to the conflict and dispute resolution process set forth in Section 14 of this Agreement.

- O. Indirect Costs:** A state or federally approved indirect cost rate may be applied to the Agreement. If the MPO does not have a federally approved indirect cost rate, a rate up to the de minimis indirect cost rate of 10% of modified total direct costs may be applied. The MPO may opt to request no indirect cost rate, even if it has a federally approved indirect cost rate.

10. Procurement and Contracts of the MPO

- A.** The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 2 CFR §200.
- B.** It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the MPO, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the MPO's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the MPO will involve the Department, to an extent to be determined by the Department, in the consultant selection process for all projects funded under this Agreement. In all cases, the MPO shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- C.** The MPO shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of federal-aid funds.

11. Audit Reports: The administration of resources awarded through the Department to the MPO by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The MPO shall comply with all audit and audit reporting requirements as specified below.

- A.** In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Agreement. By entering into this Agreement, the MPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The MPO further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- B.** The MPO, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i.** In the event the MPO expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the MPO must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "B", Federal Financial Assistance (Single Audit Act)**, to this Agreement provides the required Federal award identification information needed by the MPO to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the MPO must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit

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conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

- ii. In connection with the audit requirements, the MPO shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the MPO is exempt from Federal audit requirements for that fiscal year. However, the MPO must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the MPO's audit period for each applicable audit year. In the event the MPO expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the MPO's resources obtained from other than Federal entities).
- iv. The MPO must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the MPO's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the MPO fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the MPO or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the Federal award;
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 - 5. Withhold further Federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this Federal award, the MPO shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the MPO's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller
605 Suwannee Street, MS 24
Tallahassee, Florida 32399-0450

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FDOTSingleAudit@dot.state.fl.us

- C. The MPO shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The MPO shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.

- 12. Termination or Suspension:** The Department may, by written notice to the MPO, suspend any or all of the MPO's obligations under this Agreement for the MPO's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected. The Department will provide written notice outlining the particulars of suspension.

The Department may terminate this Agreement at any time before the date of completion if the MPO is dissolved or if federal funds cease to be available. In addition, the Department or the MPO may terminate this Agreement if either party fails to comply with the conditions of the Agreement. The Department or the MPO shall give written notice to all parties at least ninety (90) days prior to the effective date of termination and specify the effective date of termination.

The parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the parties shall agree upon the termination conditions.

Upon termination of this Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc., prepared by the MPO shall, at the option of the Department, be delivered to the Department.

The Department shall reimburse the MPO for those eligible expenses incurred during the Agreement period that are directly attributable to the completed portion of the work covered by this Agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The MPO shall not incur new obligations for the terminated portion after the effective date of termination.

The Department reserves the right to unilaterally cancel this Agreement for refusal by the MPO or any consultant, sub-consultant or materials vendor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement unless the records are confidential or exempt.

The conflict and dispute resolution process set forth in Section 14 of this Agreement shall not delay or stop the Parties' rights to terminate the Agreement.

- 13. Remedies:** Violation or breach of Agreement terms by the MPO shall be grounds for termination of the Agreement. Any costs incurred by the Department arising from the termination of this Agreement shall be paid by the MPO.

This Agreement shall not be considered as specifying the exclusive remedy for any dispute, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

- 14. Conflict and Dispute Resolution Process:** This section shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. If possible, the parties shall attempt to resolve any dispute or conflict within thirty (30) days of a determination of a dispute or conflict. This section shall not delay or stop the Parties' rights to terminate the Agreement. In addition, notwithstanding that a conflict or dispute may be pending resolution, this section shall not delay or stop the Department from performing the following actions pursuant to its rights under this Agreement: deny payments; disallow costs; deduct the value of ineligible work from subsequent reimbursement requests, or; offset pursuant to Section 9.N of this Agreement.

- A. **Initial Resolution:** The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the MPO - the Staff Director.

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- B. Resolution by Senior Agency Official:** If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the **Pinellas County MPO** - the Chairperson of the MPO.
- C. Resolution of Conflict by the Agency Secretary:** If the conflict is not resolved through conflict resolution pursuant to the provisions, "Initial Resolution" and "Resolution by Senior Agency Official" above, the conflict shall be resolved by the Secretary for the Department of Transportation or their delegate. If the MPO does not agree with the resolution provided by the Secretary for the Department of Transportation, the parties may pursue any other remedies set forth in this Agreement or provided by law.
- 15. Disadvantaged Business Enterprise (DBE) Policy and Obligation:** It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The MPO and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

16. Compliance with Federal Conditions and Laws:

- A.** The MPO shall comply and require its consultants and subconsultants to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the MPO is in compliance with, and will require its consultants and subconsultants to comply with, all requirements imposed by applicable federal, state, and local laws and regulations.
- B.** The MPO shall comply with the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable and include applicable required provisions in all contracts and subcontracts entered into pursuant to this Agreement.
- C. Title VI Assurances:** The MPO will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the MPO pursuant thereto, including but not limited to the requirements set forth in Exhibit "C", Title VI Assurances. The MPO shall include the attached Exhibit "C", Title VI Assurances, in all contracts with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.
- D. Restrictions on Lobbying** The MPO agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the MPO, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the MPO to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The MPO shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch or a state agency.

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E. The MPO must comply with FHWA's Conflicts of Interest requirements set forth in 23 CFR §1.33.

17. Restrictions, Prohibitions, Controls, and Labor Provisions: During the performance of this Agreement, the MPO agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement :

- A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- B. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- C. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the MPO.
- D. Neither the MPO nor any of its contractors and consultants or their subcontractors and subconsultants shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the MPO or the entities that are part of the MPO during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the MPO, the MPO, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the MPO or the locality relating to such contract, subcontract or arrangement. The MPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors and consultants to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the MPO or of the locality during his or her tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the MPO and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- E. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

18. Miscellaneous Provisions

A. Public Records:

- i. The MPO shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the MPO in conjunction with this Agreement, unless such documents are exempt from public access or are confidential pursuant to state or federal law. Failure by the MPO to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Department.
- ii. In addition, the MPO shall comply with the requirements of section 119.0701, Florida Statutes.

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- B. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the provisions of this Agreement..
 - C. In no event shall the making by the Department of any payment to the MPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the MPO and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
 - D. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
 - E. By execution of the Agreement, the MPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
 - F. Nothing in the Agreement shall require the MPO to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the MPO will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the MPO to the end that the MPO may proceed as soon as possible with the Project.
 - G. The MPO shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the MPO and FHWA requires reimbursement of the funds, the MPO will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
 - H. The MPO:
 - i. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by MPO during the term of the contract; and
 - ii. shall expressly require any contractor, consultant, subcontractors and subconsultants performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor or subconsultant during the contract term.
 - I. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
 - J. The parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
 - K. This Agreement and any claims arising out of this Agreement shall be governed by the laws of the United States and the State of Florida.
- 19. Exhibits:** The following Exhibits are attached and incorporated into this Agreement:
- A. Exhibit "A", UPWP
 - B. Exhibit "B", Federal Financial Assistance (Single Audit Act)
 - C. Exhibit "C", Title VI Assurances

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day, month and year set forth above.

MPO
Pinellas County
Metropolitan Planning Organization

MPO Name

Florida Department of Transportation

Signatory (Printed or Typed)

Debbie Hunt

Department of Transportation

Signature

Signature

Title

Director of Transportation, District 7

Title



Legal Review
MPO

Legal Review
Department of Transportation

EXHIBIT B

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: [20.205](#)

CFDA Title: HIGHWAY PLANNING AND CONSTRUCTION
Federal-Aid Highway Program, Federal Lands Highway Program

***Award Amount:** \$ 3,347,790

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate: N/A

****Award is for R&D:** No

*The federal award amount may change with supplemental agreements

**Research and Development as defined at §200.87, 2 CFR Part 200

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
www.ecfr.gov

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse.xhtml>

MAP-21 – Moving Ahead for Progress in the 21st Century, P.L. 112-141
www.dot.gov/map21

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.fsrs.gov

Exhibit "C"

TITLE VI ASSURANCES

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") **Title 49, Code of Federal Regulations, Part 21**, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
METROPOLITAN PLANNING AGREEMENT

525-010-02
PROGRAM MANAGEMENT
OGC-05/15
Page 2 of 2

- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, or *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.
- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**AMENDMENT TO THE TRANSPORTATION PLANNING FUNDS
JOINT PARTICIPATION AGREEMENT**

Financial Project No.: 259397-1-14-16 <small>(item-segment-phase-sequence)</small>	Fund: PL Function: 615 Federal No.: 0057 (52) DUNS No.: 135944887	FLAIR Approp.: 088854 FLAIR Obj.: 780000 Org. Code: 55072010730 Vendor No.: VF592931456002
Contract No.: A5209		
CFDA Number & Title: 20.205 Hwy Planning		CSFA Number & Title: _____

THIS AMENDMENT TO THE JOINT PARTICIPATION AGREEMENT (Amendment) made and entered into on this **30th** day of **June 2016**, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, **11201 N. McKinley Dr, Tampa, FL 33612** and the **Pinellas County Metropolitan Planning Organization**, whose address is **310 Court Street, 2nd Floor, Clearwater, FL 33756**.

RECITALS

WHEREAS, the Department and the MPO on **July 23, 2014** entered into a Transportation Planning Funds Joint Participation Agreement, hereinafter called the "Agreement", whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. The duration of the Agreement is modified. The Agreement will expire on June 30, 2016.
2. Any remaining services within the UPWP for the Agreement that have not been completed prior to June 30, 2016, will be included in the UPWP for the forthcoming Metropolitan Planning Agreement between the Department and the MPO that is expected to commence on July 1, 2016.
3. The total amount for services performed under the Agreement must be decreased by \$0.
4. The final invoice for the Agreement must be submitted by the MPO to the Department no later than August 31, 2016.
5. Other than as expressly set forth above, the terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Amendment on behalf of the referenced legal entities.

The remainder of this page intentionally left blank.

Signed, Sealed and Delivered in the presence of:

MPO
**Pinellas County
Metropolitan Planning Organization**

MPO Name

Florida Department of Transportation

Signatory (Printed or Typed)

Debbie Hunt

Department of Transportation

Signature

Signature

Title

Director of Transportation, District 7

Title

Witness

Witness

Signature

Signature



Legal Review

Legal Review
Department of Transportation

**AMENDMENT TO THE TRANSPORTATION PLANNING FUNDS
JOINT PARTICIPATION AGREEMENT**

Financial Project No.: 430015-1-14-02 (item-segment-phase-sequence)	Fund: SU	FLAIR Approp.: M230
Contract No.: ARE07	Function: 215	FLAIR Obj.: 780000
CFDA Number & Title: 20.205 Hwy Planning	Federal No.: 9045 147	Org. Code: 55072010730
	DUNS No.: 135944887	Vendor No.: VF592931456002
	CSFA Number & Title:	

THIS AMENDMENT TO THE JOINT PARTICIPATION AGREEMENT (Amendment) made and entered into on this **30th** day of **June 2016**, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, **11201 N. McKinley Dr, Tampa, FL 33612** and the **Pinellas County Metropolitan Planning Organization**, whose address is **310 Court Street, 2nd Floor, Clearwater, FL 33756**.

RECITALS

WHEREAS, the Department and the MPO on **October 27, 2015** entered into a Transportation Planning Funds Joint Participation Agreement, hereinafter called the "Agreement", whereby the Department passed through Federal funds to the MPO to assist the MPO in performing transportation planning activities set forth in its Unified Planning Work Program (UPWP).

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. The duration of the Agreement is modified. The Agreement will expire on June 30, 2016.
2. Any remaining services within the UPWP for the Agreement that have not been completed prior to June 30, 2016, will be included in the UPWP for the forthcoming Metropolitan Planning Agreement between the Department and the MPO that is expected to commence on July 1, 2016.
3. The total amount for services performed under the Agreement must be decreased by **\$811,739**.
4. The final invoice for the Agreement must be submitted by the MPO to the Department no later than August 31, 2016.
5. Other than as expressly set forth above, the terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the undersigned parties have executed this Amendment on behalf of the referenced legal entities.

The remainder of this page intentionally left blank.

Signed, Sealed and Delivered in the presence of:

MPO
**Pinellas County
Metropolitan Planning Organization**

MPO Name

Florida Department of Transportation

Signatory (Printed or Typed)

Debbie Hunt

Department of Transportation

Signature

Signature

Title

Director of Transportation, District 7

Title

Witness

Witness

Signature

Signature



Legal Review

Legal Review
Department of Transportation



Florida Department of Transportation

**JOINT CERTIFICATION STATEMENT ON THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

Pursuant to the requirements of 23 U.S.C. 134(k)(5), 23 CFR 450.334(a), the Department and the Metropolitan Planning Organization (MPO) have performed a review of the certification status of the metropolitan transportation planning process for the Pinellas MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities

TYPE OF CERTIFICATION REVIEW

☒ **FDOT Certification Standard/Modified Review**

Included in this certification package are digital attachments of the noteworthy achievements or products resultant from those activities consistent with the federal transportation planning requirements. The contents of this Joint Certification Statement have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on January 21, 2016.

☐ **Federal Certification Quadrennial Review/FDOT Review**

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package has been reviewed by the MPO and accurately reflects the results of the joint certification review meeting held by FHWA, FTA, FDOT, and the MPO held on.

Based on a joint review and evaluation, the Florida Department of Transportation (FDOT) and the Pinellas MPO recommend that the metropolitan transportation planning process for the Pinellas MPO be certified.

Paul Steinman, PE
District Seven Secretary
Florida Department of Transportation

MPO Chairman (or designee)
Pinellas MPO

Date

Date



Florida Department of Transportation

RICK SCOTT
GOVERNOR

11201 N. McKinley Drive
Tampa, FL 33612

JIM BOXOLD
SECRETARY

JOINT MPO/FDOT CERTIFICATION SUMMARY

Pinellas Metropolitan Planning Organization

The annual Joint FDOT/MPO Certification review meeting was held on January 21, 2016, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. The Pinellas County MPO is in compliance with federal and state guidelines for metropolitan transportation planning.

The following is a summary of the Department's findings.

Notable Achievements

- The MPO hired its first Executive Director to oversee the independent MPO & Pinellas Planning Council, which now operate as a combined Board. The Executive Director led the Board toward the establishment of the Strategic Planning and Operations Topics ("SPOTlight" Initiative), which identified three emphasis areas to be focused on during the next 2-year UPWP period. They are: *U.S. Highway 19 Corridor*; *Enhancing Beach Access*; and *Gateway/Mid-County Master Plan*. Each emphasis area contains: Objectives; Activities; Work Plan Elements; and Key Agency Partners. The Board members enthusiastically endorsed the "SPOTlight" Initiative. The MPO and staff are commended for their efforts.
- MPO staff worked with FDOT to incorporate mandatory statewide modifications in financial management of FHWA planning funds. Invoicing process will become more efficient, and reduced human errors. Staff participated in several statewide forums and continues to respond professionally to changes in state contract management guidelines such as making the Unified Planning Work Program (UPWP) the work scope of the Transportation Planning Funds Agreement/Contract. The MPO staff worked closely with FDOT on Transportation Alternatives process enhancements with a cooperative spirit.
- The MPO expanded its public outreach by creating an informal transportation blog. The blog postings are written in a non-technical, conversational tone about topics of interest to the public. Excellent platform to amplify details on topics.

- The MPO Board actively participates in the regional Transportation Management Area Leadership Group. This forum has been an excellent impetus toward collaboration by Pinellas, Hillsborough and Pasco County MPOs to identify its regional priorities with one voice.

Recommended Actions

- Consider sharing with the public the analysis those congestion management projects for which performance measures will show the success of the improvement.
- Continue to refine the MPO process for vetting every Transportation Alternative Program project application to ensure only complete applications are prioritized and submitted to FDOT.
- Continue to encourage the County to sponsor Local Agency Program (LAP) projects brought forward by a smaller, non-LAP Certified municipalities.

Corrective Actions

- None were observed.

CITIZENS ADVISORY COMMITTEE MEMBERSHIP LIST

St. Petersburg Area

- | | |
|-------------------|------------|
| 1. Daryl Krumsieg | (11/13/13) |
| 2. R. Lee Allen | (10/10/12) |
| 3. Cathy Lasky | (10/08/08) |
| 4. Robby Thompson | (02/13/13) |

Clearwater Area

- | | |
|-----------------------|------------|
| 5. Neil McMullen (VC) | (04/13/11) |
| 6. Karen Cunningham | (02/10/16) |

Dunedin Area

- | | |
|-----------------|------------|
| 7. Leslie Viens | (07/09/14) |
| 8. Bob Henion | (04/14/10) |

Pinellas Park and Mid-County Area

- | | |
|--------------------------|------------|
| 9. Edward Ameen | (03/09/16) |
| 10. David L. Carson, Jr. | (03/12/08) |

Largo Area

- | | |
|----------------------------|------------|
| 11. Joe Falanga (Chairman) | (06/10/09) |
| 12. Steven Beal | (04/13/16) |

Beaches Area

- | | |
|-----------------------|------------|
| 13. Deborah Schechner | (12/08/10) |
| 14. Terri Novitsky | (12/09/15) |

Gulfport, Kenneth City, Seminole, Belleair, So. Pasadena, Belleair Bluffs Area

- | | |
|------------------|------------|
| 15. Jack Nazario | (02/13/13) |
|------------------|------------|

Tarpon Springs, Oldsmar, Safety Harbor Area

- | | |
|------------------|------------|
| 16. Larry Roybal | (02/09/11) |
| 17. Becky Afonso | (07/13/11) |

At Large

- | | |
|--|------------|
| 18. Kim Marston (Oldsmar) | (02/11/15) |
| 19. Vivian Peters (Largo) | (03/11/15) |
| 20. Patricia Rodriguez (Palm Harbor) | (12/09/15) |
| 21. Norris Varkalhoff (Dunedin)(to be appointed (05/11/16) MPO meeting | |
| 22. Carson Zimmer (Clearwater) | (04/13/16) |
| 23. Karen Mullins (Dunedin) | (07/09/14) |
| 24. Tammy Vrana (Safety Harbor) | (05/13/15) |
| 25. Deborah Malone (Tarpon Springs) | (06/10/15) |
| 26. Jake Stowers (Largo) | (10/14/15) |



CITIZENS ADVISORY COMMITTEE MEMBER APPLICATION

Name: Varkalhoff Norris

Last First Middle

Home Address: 2386 Lake Heather Hgts Dunedin, FL 34698

Street (Apt.) City, State Zip

Work Address: 3201 Scherer Dr St. Petersburg FL 33716

Street (Apt.) City, State Zip

7277338241 7275401900 7272523402 nvarkalhoff@gmail.com

Home Telephone Work Telephone Mobile Telephone E-mail Address

Do you prefer to be contacted/receive documents at your home or work address? Home ☒ Work ☐

Date of Birth: 01/07/1969

Education	Name and Location	Degree	Major/Subjects of Study
High School			
College or University	St Petersburg College	enrolled in BA program	Public Safety
Specialized Training, License or Certificate	National Highway Inst., Transit Safety Inst., FEMA FDOT, Carrier Safety Administration, FTA	Certificates Certifications	Transit Safety and Security Professional
Other Education	World Safety Organization	CSSD	Certified Safety and Security Director

If you are appointed, do you know of any reason whatsoever why you will not be able to attend regularly scheduled meetings or otherwise fulfill your CAC Member duties? Yes ☐ No ☒

If "Yes", please explain: _____

The following information will be used to satisfy Equal Opportunity reporting and research requirements.

Male ☒ Female ☐

White ☒ Hispanic ☐ African American ☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander ☐

Have you ever been convicted of a felony or misdemeanor offense? Yes ☐ or No ☒ If so, please explain (You may omit minor traffic violations and offenses committed as a minor).

Please explain why are you interested in serving on the CAC. (Attach a sheet to the application if you need more space.)
please see attached sheet

Applications may be submitted electronically, by e-mail, FAX or mail. E-mail address: mpo@pinellascounty.org
Fax: (727)464-8212 Mailing Address: Pinellas County PPC/MPO, 310 Court St., Clearwater, FL 33756.

Dear MPO Board,

My name is Norris Varkalhoff, I am certified Safety and Security Director from World Safety Organization (in transit), and

I've been working for public transit for the last 15 years.

I've been safely taking care of and transporting hundreds of people every day from 2003 to present.

I was blessed to be involved and educate myself in NHI, TSI, FTA, FEMA, MCSA, FDOT, NTI organizations for the last decade, the knowledge I received I implement in my work with people and it gives me ideas for future implementations; Also I continue to gain knowledge in Public Safety from St. Pete College BA program in Public Safety.

I'd like to make this world a safer place and I am a strong believer that safety starts from yourself and your family. I will do everything in my power to implement my knowledge and experience into helping others (from the students to the seniors) keeping them safe on the roads.

I like what I am doing and I learn from people every day.

Thank you for giving me this opportunity to present myself to your Board, I hope that our work together towards safer Pinellas County will be successful and if my assistance is needed to MPO, I would be honored to share my expertise with all of you.

Sincerely,
Norris Varkalhoff WSO-CSSD

PUBLIC HEARING ITEM

A. Proposed Amendments to the FY 2015/16 – 2019/20 Transportation Improvement Program (TIP)

The Florida Department of Transportation (FDOT) is proposing two amendments to the Pinellas County FY 2015/16 – FY 2019/20 Transportation Improvement Program (TIP). The proposed amendments are described below.

1. FPN# 4343041 –Bus and Bus Facilities Program Section 5339 Program Grant

The Pinellas Suncoast Transit Authority (PSTA) has received an FY 2015/16 allocation of \$1.4 million in Federal Transit Administration (FTA) Section 5339 grant funds. These are capital funds for the replacement, rehabilitation and purchasing of buses and/or related equipment and facilities. The TIP Amendment is needed to satisfy plan consistency requirements and to receive federal authorization of the funds.

2. FPN# 4245012 – Interstate Express Lanes on I-275 (SR 93) from South of 118th Avenue North to South of 4th Street North

This project is the Pinellas County portion of the regional [Tampa Bay Express](#), which is a system of tolled express lanes that will be added to I-275 to connect Pinellas County to the network of express lanes planned for the Tampa Bay Region (Tampa Bay Express map attached). The proposed amendment advances construction from FY 2019/20 to FY 2016/17 and adds \$1 million in FY 2015/16 for the design phase and \$98 million in FY 2016/17 for the design-build phase of the project.

Approval of the proposed amendment would also change the project limits. The current project limits are from south of 118th Avenue North to south of 4th Street North. The proposed limits extend from south of Gandy Boulevard (SR 694) to north of 4th Street North. The attached map shows the current and proposed project limits.

The Tampa Bay Express project includes the addition of new interstate toll lanes on I-275 in the Tampa Bay area. The Gateway Express is not part of the Tampa Bay Express project but is connected to it. Express lanes are intended to reduce congestion and delays, and provide greater mobility and predictability in calculating travel time. The project is identified in the 2040 Long Range Transportation Plan (LRTP).

The Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC) reviewed the proposed TIP amendments at their April meetings. Both committees recommended that the MPO approve the Bus and Bus Facilities Program Section 5339 Program Grant amendment. The TCC also recommended MPO approval of the Interstate Express Lanes amendment. The CAC did not take action on the Interstate Express Lanes amendment and requested a presentation from FDOT on the project at a future meeting.

ATTACHMENTS: [TIP Amendment Forms](#)
[TIP Amendment Map](#)
[Tampa Bay Express Map](#)

ACTION: Following a public hearing, the MPO to approve TIP amendments by roll call

Pinellas MPO: 05/11/16

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code.

The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Transportation Improvement Program Amendment
FY2015/16 - 2019 /20

STIP Amendment Number:

** This STIP is in an MPO Area **

** This STIP is Administered by the Federal Transit Administration (FTA) ** TIP Page Number: Attached

On **Wednesday, May 11, 2016**, the **Pinellas MPO** Metropolitan Planning Organization amended the Transportation Improvement Program that was developed and adopted in compliance with Title 23 and Title 49 in a continuing, cooperative and comprehensive transportation planning process as a condition to the receipt of federal assistance. By signature below, the MPO representative certifies that the TIP amendment was adopted by the MPO Board as documented in the supporting attachments. **This amendment will be subsequently incorporated into the MPOs TIP for public disclosure.**

The amendment does not adversely impact the air quality conformity or financial constraints of the STIP.

The STIP Amendment is consistent with the Adopted Long Range Transportation Plan. (Page Number: **TABLE 5-12, Pg %-31**)

This document has not been approved

Metropolitan Planning Organization Chairman or Designee

[Pinellas MPO](#)

This document has not been approved

Federal Aid Management Manager or Designee

This document has not been approved

FDOT District Representative or Designee District **07**

This document has not been approved

Federal Authorization

STIP amendment criteria:

A - The change adds new individual projects to the current STIP

An air conformity determination must be made by the MPO on amended projects within the non-attainment or maintenance areas

E - The MPO is not in an air quality non-attainment or maintenance area.

Project Name **434304-1 PSTA SECTION 5339 CAPITAL ACTIVITIES**

Status	ITEM	Ver	Description	< FY 2016	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	> FY 2020	All Years
Original STIP				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Proposed Project	434304 1	G1	PSTA SECTION 5339 CAPITAL ACTIVITIES PSTA FTA SECTION 5339; BUS/BUS FACILITIES PROGRAM MANAGED BY PINELLAS COUNTY								
	FTA	CAP		1,439,358.00	1,446,219.00	0.00	0.00	0.00	0.00	0.00	2,885,577.00
Funding Source After Change				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Funding Source Balance Before Change				1,439,358.00	1,446,219.00						2,885,577.00
Funding Source Balance After Change											
Net Change to Funding Source				-1,439,358.00	-1,446,219.00						-2,885,577.00
Proposed Project Before Change											
Proposed Project After Change				1,439,358.00	1,446,219.00						2,885,577.00
Net Change to Project				1,439,358.00	1,446,219.00						2,885,577.00
Net Change to Funding Source				-1,439,358.00	-1,446,219.00						-2,885,577.00
Net Change to Proposed Project				1,439,358.00	1,446,219.00						2,885,577.00
Net Change to STIP											

The development of this application has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The reports generated from this application do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code.

The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Transportation Improvement Program Amendment
FY2015/16 - 2019 /20

STIP Amendment Number:

** This STIP is in an MPO Area **

TIP Page Number: Attached

On **Wednesday, May 11, 2016**, the **Pinellas MPO** Metropolitan Planning Organization amended the Transportation Improvement Program that was developed and adopted in compliance with Title 23 and Title 49 in a continuing, cooperative and comprehensive transportation planning process as a condition to the receipt of federal assistance. By signature below, the MPO representative certifies that the TIP amendment was adopted by the MPO Board as documented in the supporting attachments. **This amendment will be subsequently incorporated into the MPOs TIP for public disclosure.**

The amendment does not adversely impact the air quality conformity or financial constraints of the STIP.

The STIP Amendment is consistent with the Adopted Long Range Transportation Plan. (Page Number:5-19)

This document has not been approved
Metropolitan Planning Organization Chairman or Designee
[Pinellas MPO](#)
This document has not been approved
Federal Aid Management Manager or Designee

This document has not been approved
FDOT District Representative or Designee District 07
This document has not been approved
Federal Authorization

STIP amendment criteria:

F - The change results in a cost increase that is greater than 20% AND greater than \$2 million.

An air conformity determination must be made by the MPO on amended projects within the non-attainment or maintenance areas

E - The MPO is not in an air quality non-attainment or maintenance area.

Project Name **424501 2 - I-275 (SR93) FROM S OF GANDY BLVD TO N OF 4TH ST**

Status	ITEM	Ver	Description	< FY 2016	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	> FY 2020	All Years
Original STIP	424501 2	AD	I-275 (SR 93) FROM S OF 118TH AVENUE N TO S OF 4TH ST N 6 TO 8 LANES, TBX SEGMENT 2 MANAGED BY FDOT *SIS*								
		*		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Proposed Project	424501 2	G1	I-275 (SR 93) FROM S OF GANDY BLVD TO N OF 4TH ST N 6 TO 8 LANES, TBX SEGMENT 2 MANAGED BY FDOT *SIS*								
		DI	DSB	0.00	0.00	4,107,396.00	0.00	0.00	0.00	0.00	4,107,396.00
		DIH	DSB	0.00	0.00	792,209.00	0.00	0.00	0.00	0.00	792,209.00
		SIBF	DSB	0.00	0.00	91,785,710.00	0.00	0.00	0.00	0.00	91,785,710.00
		DI	PE	0.00	997,616.00	1,222,335.00	0.00	0.00	0.00	0.00	2,219,951.00
Funding Source After Change	190437 1	AD	STATEWIDE CONTINGENCY FUND MANAGED BY FDOT *SIS*								
		DI	CST	0.00	15,901,887.00	62,482,801.00	39,893,987.00	6,418,450.00	63,917,447.00	87,245,966.00	275,860,538.00
	254479 1	AD	INHOUSE CONTINGENCY DO NOT ,REPEAT DO NOT , OPEN THIS ITEM FOR CHARGES!!!! MANAGED BY FDOT								
		DIH	CST	0.00	311,032.00	371,269.00	3,029,388.00	437,181.00	1,727,206.00	0.00	5,876,076.00
	415223 6	AD	SIB FEDERAL INFRASTRUCTURE BANK MANAGED BY FDOT								
		SIBF	CST	0.00	0.00	4,598,129.00	100,000,000.00	100,000,000.00	100,000,000.00	0.00	304,598,129.00
Funding Source Balance Before Change					17,210,535.00	165,359,849.00	142,923,375.00	106,855,631.00	165,644,653.00	87,245,966.00	685,240,009.00
Funding Source Balance After Change					16,212,919.00	67,452,199.00	142,923,375.00	106,855,631.00	165,644,653.00	87,245,966.00	586,334,743.00
Net Change to Funding Source					-997,616.00	-97,907,650.00					-98,905,266.00
Proposed Project Before Change											
Proposed Project After Change					997,616.00	97,907,650.00					98,905,266.00
Net Change to Project					997,616.00	97,907,650.00					98,905,266.00
Net Change to Funding Source					-997,616.00	-97,907,650.00					-98,905,266.00
Net Change to Proposed Project					997,616.00	97,907,650.00					98,905,266.00
Net Change to STIP											

NOTE: ** 1 Attached documents found **

 [424501-2_L RTP.pdf.pdf](#) (Size: 183 Kbytes)

**PROPOSED AMENDMENT
TO THE
TAMPA BAY EXPRESS
PROJECT, SEGMENT 2**

**STATE FIVE YEAR
TENTATIVE WORK PROGRAM:
FY 2015/16 - FY 2019/20**

***Proposed Project Description
North of 4th St N***

***Current Project Description
South of 4th St N***

***Current Project Description
South of 118th Ave N***

***Proposed Project Description
South of Gandy Blvd***

58TH ST N

49TH ST N

SR 688 | ULMERTON RD

126TH AVE N

40TH ST N

34TH ST N

SCHERER DR

SR 686

BRYAN DAIRY RD | 118TH AVE N

GATEWAY EXPRESS

ROOSEVELT BLVD

4TH ST N

GANDY BRIDGE

GANDY BLVD

102ND AVE N

38TH ST N

16TH ST N | FRONTAGE RD

94TH AVE N

83RD AVE N

DR MARTIN LUTHER KING JR ST N



March 23, 2016



- █ **1. Gateway Expressway**
(2 Tolled Lanes, can be used by all vehicles)
- █ **2. I-275, Gateway Connection to HFB**
(1 Express Lane)
- █ **3. NB Howard Frankland Bridge Replacement**
(1 Express Lane)
- █ **4. I-275/SR 60 Interchange Reconstruction**
(2 Express Lanes)
- █ **5. I-275 from Westshore Area to Downtown**
(2 Express Lanes)
- █ **6. I-4/I-275 Interchange Reconstruction**
(2 Express Lanes)
- █ **7. I-275, north of Interchange to Bearss Ave.**
(1 Express Lane)
- █ **8. I-4, east of Interchange to Plant City**
(1 Express Lane)
- ▬ **Transit Corridor**

Note: Trucks prohibited on Express Lanes

www.tampabayexpress.com

 FDOT West Central - Tampa Area

 FDOT District 7  @myFDOT_Tampa

MPO AGENDA ITEM VI A-F

PRESENTATION AND/OR ACTION ITEMS

A. PSTA Activities Report – Update

This item includes a report from the board member representing the Pinellas Suncoast Transportation Authority (PSTA). This report will provide an opportunity for the PSTA representative to share information concerning planning initiatives, partnerships and collaboration and other relevant matters with the MPO board.

ATTACHMENT: None

ACTION: None required, informational item

Pinellas MPO: 05/11/16

PRESENTATION AND/OR ACTION ITEMS

B. Updated Transportation Alternatives Criteria – Action

In March, 2015, the Technical Coordinating Committee (TCC) was asked to review and consider updating the Transportation Alternatives (TA) Program ranking criteria. The criteria was most recently applied by the advisory committees in 2010 to rank new TA Program applications received at that time. The TCC formed a TA Program Subcommittee to review the criteria. The Subcommittee, which included representatives from the Citizens Advisory Committee (CAC) and Bicycle Pedestrian Advisory Committee (BPAC) as well as the TCC, convened on April 6, 2015 and recommended some minor changes to the criteria. Following the subcommittee meeting, additional changes were recommended by MPO, Pinellas Planning Council and City of St. Petersburg staff.

These proposed modifications, which are shown on the attachment, were subsequently placed on hold in order to provide the newly unified MPO/PPC Board with an opportunity to review the process of prioritizing projects. The Board began discussion on this at their September 21, 2015 visioning session. The advisory committees and Board will continue the discussion in the coming months. Although this effort is not directly addressing the TA Program, it will likely affect the scale of projects that will be considered for future TA priority lists.

The proposed ranking criteria more closely aligns the procedure for evaluating TA Program applications with the goals and objectives of the Long Range Transportation Plan and Countywide Plan. Therefore, although the effort to review the prioritization of major projects is still in process, it would be appropriate to update the TA Program ranking criteria at this time. The TCC and CAC recommended that the MPO approve the proposed criteria at their April meetings.

ATTACHMENT: [TA Program Ranking Criteria \(Proposed Changes in Strike-Through/Underline\)](#)

ACTION: MPO to review and approve ranking criteria

Pinellas MPO: 05/11/16

**Transportation Alternatives (TA) Project Ranking Criteria
With Changes Proposed by MPO, Pinellas Planning Council
and City of St. Petersburg Staff**

May 18, 2015

Shown below are the criteria utilized by the MPO advisory committees in 2010 for scoring and ranking Transportation Enhancement Program project applications with changes recommend by the TA Subcommittee on April 6, 2015 and subsequent changes proposed by MPO staff on April 22. It also includes proposed revisions submitted by the Pinellas Planning Council (PPC) on April 24 and by the City of St. Petersburg on May 12. Changes recommended by the subcommittee are shaded in gray. Revisions proposed by the PPC and St. Petersburg are in yellow and green, respectively. Also included in the subcommittee recommendations was a proposal to change the total points assigned to each category from 4 to 5. The criteria are intended for use in the ranking of Transportation Alternative (TA) project applications received in 2014 and later.

Community Benefit: ~~Will Impact of the project improve/enhance on the neighborhood and/or community's quality of life~~ afforded by in the surrounding neighborhood or community. (e.g. enhances or demonstrates the potential to produce positive impact on the neighborhood's vitality and/or economy, improves safety, scenic resources [beautification, education] within neighborhood, etc.)? (Up to 5 points).

- 1) *Destination - Project provides access to* a neighborhood or community shopping center, major destination point (e.g., major employer, park, city hall/courthouse, shopping mall, recreational/sports facility, museum, library, hospital, school, transit terminal, airport). [0-1 point]
- 2) *Safety - Project addresses a safety concern or improves safety of existing condition affecting pedestrians or bicyclists.* [0-1 point]
- 3) *Environment – Project preserves/protects environmentally sensitive lands or provides air quality benefit.* [0-1 point] [moved to countywide benefit category]
- 4) *Low income/at-risk – Project serves a low-income/at-risk neighborhood as identified by latest Census data.* [0-1 point]
- 5) *Education – Project provides educational benefits.* [0-1 point]

Countywide Benefit: ~~Will the~~ The extent to which the proposed project provides County-wide benefit ~~beyond those enjoyed within that provided to the community. (e.g. enhances or demonstrates opportunity to enhance County's overall economic vitality; project will benefit and/or be accessible to citizens and visitors on a Countywide basis)?~~ (Up to 5 points).

- 1) *Trip Destination – Project provides access to a regional destination point (e.g., major shopping mall, regional employment center, county or state park, St. Petersburg-Clearwater International Airport,* major *museum, sports stadium, college).* [0-2 points]

- 2) Inter-jurisdictional – Project allows for bicycle/pedestrian travel between two or more jurisdictions. Inter-jurisdictional also applies to connections with neighboring counties. [0-2 point]
- 3) Inter-county – Project allows for bicycle/pedestrian travel between Pinellas and neighboring county. [0-2 points]
- 4) Environment – Project preserves/protects environmentally sensitive lands or provides air quality benefit.

St. Petersburg comment regarding #3 – “penalizes communities not located adjacent to neighboring County.”

Connectivity Value: Will the proposed project provide an Opportunity to improve/enhance intermodal connection or contribute to a network of bicycle and pedestrian facilities. (Up to 5 points). (e.g. promotes or enhances access to public transit service, facilities/amenities, pedestrian ways, bikeways and waterways within and through adjoining jurisdictions)?

- 1) Transit – Provides access to a bus stop or transit terminal [0-2 points]
- 2) Other Bike/Ped facility – Provides connection to an existing sidewalk, bike lane or trail [0-1 point]
- 3) Airport – Provides access to an airport [0-1 point]
- 4) Waterway – Provides access to a sea port, cruise or ferry service [0-1 point]

Conforms with the Long Range Transportation Plan (L RTP) and Countywide Plan. : Does The extent to which the proposed project conforms with the MPO's L RTP which aims to create an intermodal transportation network that preserves the existing transportation infrastructure, enhances the region's economic competitiveness and improves travel choices to ensure connectivity and mobility.? The L RTP considers all principal modes of transportation as an integrated system including highways, public transportation, bikeways, pedestrian facilities, and primary activity centers or intermodal hubs that connect these modes? Does the proposed project conform with the Countywide Plan by improving multimodal transportation facilities in centers and corridors where the highest concentrations of population and jobs are planned? (Up to 5 points).

- 1) Closing Gap –Closes an existing gap in the trail, bike lane or sidewalk network [0-2 points]
- 2) Targeted employment area Center – Provides for bicycling or walking to be a viable mobility choice within or to a targeted employment area center as designated on identified in the Countywide Plan. [0-1 point]
- 3) Activity Center - Provides for bicycling or walking to be a viable mobility choice within or to an activity center as designated on identified in the Countywide Plan. [0-1 point]
- 4) Multimodal Corridor - Provides for bicycling or walking to be a viable mobility choice along a multimodal corridor as designated on identified in the Countywide Plan. [0-1 point]

St. Petersburg comments. Regarding #1 – “Considered in previous category.”
Regarding category – “Seems that each of these are already covered in the categories above. Should be: conform? – yes +5, - no +0.”

Local Commitment Matching Funds and/or Community Support : Does the proposed project show funding/other commitment, and/or community support (e.g. local matching share of project cost; known public support; history of sponsor's ability to follow through/carry out agreed role during project implementation/completion, etc.)? (Up to 5 points).

St. Petersburg comment – “Use language recommended by subcommittee.”

- 1) Funding Commitment – Sponsoring jurisdiction is providing a local funding match for the project. [0-2 points]
- 2) In-kind Support – Sponsoring jurisdiction is providing in-kind support for the project. [0-1 point]
- 3) Community Support – Documentation provided showing support for the projected from citizens in affected neighborhood(s). [0-2 points]

PRESENTATION AND/OR ACTION ITEMS

C. Unified Planning Work Program – Action

As required by federal and state law, the Unified Planning Work Program (UPWP) identifies all transportation planning activities to be undertaken by the MPO over the next two fiscal years, including tasks identified by the Pinellas Suncoast Transit Authority (PSTA) and the Florida Department of Transportation (FDOT) District 7 Office. The UPWP also identifies federal, state and local planning funds allocated for each of the tasks included in the MPO planning program. In addition to executing the policies and objectives of the MPO Long Range Transportation Plan, the UPWP supports the national planning priorities set forth by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and FDOT.

The table below shows a summary of funding included in the UPWP.

	FY 2016/17	FY 2017/18
FHWA Planning Funding (PL)	\$1,007,904	\$1,124,147
FHWA Surface Transportation Program Funding (STP-SU)	\$1,013,739*	\$202,000
FTA Section 5305 (federal only)	\$730,657**	\$406,520
FTA Section 5305 State Match	\$91,332	\$50,815
FTA Section 5305 Local Match	\$91,332	\$50,815
Commission for the Transportation Disadvantaged	\$38,474	\$38,474
FTA Section 5307***	\$500,000	\$400,000

* These funds include un-encumbered funds from FY 2015/16

** FTA Section 5305 in FY 2016/17 includes estimated remaining funds from FY 2015/16 and the FY 2016/17 allocation

*** PSTA receives these funds directly from FTA for planning purposes

At their meeting on March 9, 2016, the MPO approved a draft FY 2016/17 – 2017/18 UPWP for review by the Federal Transit and Highway Administration agencies and the Florida Department of Transportation. Comments received from the review agencies with corresponding staff responses are included in the appendix of the attached.

Also attached is Resolution 16-4 which must be executed and submitted with the final UPWP to FDOT by May 15. In addition to authorizing submittal of the UPWP, the resolution permits the executive director to execute supporting and related documents, such as UPWP amendments and assurances. The Board will be informed of such actions as they occur.

ATTACHMENTS: [FY 2016/17 – 2017/18 UPWP \(via link: UPWP MPO Resolution #16-4\)](#)

ACTION: MPO to approve MPO Resolution and FY 2016/17-2017/18 UPWP
Pinellas MPO: 05/11/16

UNIFIED PLANNING WORK PROGRAM (UPWP)

For the Pinellas Area Transportation Study

July 1, 2016 – June 30, 2018

Prepared by:

The Pinellas County Metropolitan Planning Organization

310 Court Street

Clearwater, Florida 33756

727-464-8250

www.pinellascounty.org/mpo

Preparation of this document was financed by the Federal Highway Administration, the Federal Transit Administration, the Florida Department of Transportation and the Pinellas County Metropolitan Planning Organization.

Federal Highway Administration: Highway Planning and Construction Grant (PL), Catalog of Federal Domestic Assistance (CFDA) 20.205; Financial Project Number (FPN) 439338-1-14-01; Federal Aid Project Number 0057(54). Federal Highway Administration: Surface Transportation Program (STP), CFDA 20.205; FPN 439338-1-14-02, Federal Aid Project Number 0057(54). Federal Transit Administration: Federal Transit Technical Studies Grant, CFDA 20.205, FPN 402514-1-14-17, Federal Aid Number 1001-2016-X.

In accordance with Title VI of the Civil Rights Act of 1964, the MPO does not discriminate based upon race, color, national origin, sex, religion and disability in the execution of the tasks and activities of this Unified Planning Work Program.

**Pinellas County
Metropolitan Planning Organization**

Jim Kennedy, Chair
City of St. Petersburg

John Morroni, Vice Chair
Pinellas County Board of County Commissioners

Joanne “Cookie” Kennedy, Secretary
Representing the Beach Communities*

Doreen Caudell, Treasurer
City of Clearwater

Sandra Bradbury
City of Pinellas Park

Tom Shelly
Representing the six inland communities**

Julie Ward Bujalski
City of Dunedin, representing PSTA

Darden Rice
City of St. Petersburg

Dave Eggers
Pinellas County Board of County Commissioners

Karen Seel
Pinellas County Board of County Commissioners

Cliff Merz
Representing Tarpon Springs, Safety Harbor and
Oldsmar

Michael Smith
City of Largo

John Tornga
City of Dunedin

Whit Blanton, FAICP
Executive Director

Adopted May 11, 2016

**Beach communities include the cities of Belleair Beach, Belleair Shore, Indian Rocks Beach, Madeira Beach, North Redington Beach, Treasure Island, Redington Beach, Redington Shores, St Pete Beach*

*** Inland communities include the cities of Belleair, Belleair Bluffs, Gulfport, Kenneth City, Seminole, South Pasadena*

COST ANALYSIS CERTIFICATION

Cost Analysis Certification as required by Section 216.3475, Florida Statutes:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

District MPO Liaison (Grant Manager)

Signature

Date

AUTHENTICATION

The Pinellas County Metropolitan Planning Organization, in regular session, on May 11, 2016, adopted by FYs 2016/17 – 2017/18 Unified Planning Work Program (UPWP) for the Pinellas County Urbanized Area.

Jim Kennedy, Chair
Pinellas County
Metropolitan Planning Organization

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INTRODUCTION

The Unified Planning Work Program (UPWP) outlines Federal and State funded transportation planning activities and corresponding end products anticipated to occur July 1, 2016 – June 30, 2018. This includes highway, transit, bicycle, pedestrian, freight movement and aviation planning activities, as well as transportation support and monitoring activities (e.g., collection and observation of land use, socioeconomic and road inventory data) to be conducted by the Pinellas County Metropolitan Planning Organization (MPO). The UPWP applies to the Pinellas Area Transportation Study area, which encompasses Pinellas County.

MPOs are required to adopt UPWPs pursuant to Federal and State law (Chapter 339 Florida Statutes). The objective of the UPWP is to ensure a continuing, coordinated and comprehensive approach to planning for the full spectrum of transportation needs within the urban area and to ensure coordination with adjacent urban areas and the region. This includes providing leadership and coordinating with stakeholders, neighboring counties and MPOs, public transportation providers, the Tampa Bay Regional Planning Council (TBRPC), the Tampa Bay Area Regional Transportation Authority (TBARTA), and the Florida Department of Transportation (FDOT).

The UPWP is developed based on public and stakeholder input. The draft UPWP was reviewed by the Technical Coordinating Committee (TCC) and Citizen's Advisory Committee (CAC). Through the TCC, the MPO asks for input regarding local transportation planning projects. The Tampa Bay Transportation Management Area (TMA) Leadership Group, and the TBARTA Chair's Coordinating Committee (CCC) also provided input into the UPWP. Draft and adopted versions of the UPWP are posted on the MPO website and in committee and Board agenda packets. Notice of meetings involving the review and adoption of the UPWP are provided through social media and on the website. A draft UPWP was reviewed at the February 24, 2016 TCC meeting, the February 25, 2016 CAC meeting and March 9, 2016 MPO Board meeting. The public is open to comment at all MPO Board meetings.

As required by Federal and State law, the UPWP sets forth planning objectives and line item budget amounts for each MPO planning task. It includes a discussion of planning priorities, activities, budget allocation methodology, and the organizational and management structure of the MPO. Work activity and corresponding end products associated with each task is provided on the itemized task pages. The appendices include summary budget tables, FDOT District 7 planning activities, and Title VI, Disadvantaged Business Enterprise (DBE), Non-Discrimination policy and certification information.

Regarding Federal law, President Obama signed the Fixing America's Surface Transportation (FAST) Act in December, 2015. The FAST Act has a five-year term. It is the successor to the 2012 Moving Ahead for Progress in the 21st Century (MAP-21) Act. The FAST Act retained many of the planning requirements and programs of MAP-21.

In 2014, the MPO and Pinellas Planning Council (PPC) became a consolidated agency pursuant to Chapter 2012-245, Laws of Florida. The PPC was established by a special act of the State Legislature (Chapter 88-464, Laws of Florida) as a countywide land use planning agency. The merger of the MPO and PPC was intended to integrate transportation and land use planning in the County, with the shared responsibility of maintaining and implementing the Countywide Plan as well as the transportation planning functions

identified in FAST and corresponding State statutes. The Countywide Plan guides and coordinates the land use planning activities of the County's 25 local governments.

The mission of the MPO/PPC is to align funding and technical resources with a vision and corresponding actions aimed at creating more economically sustainable and livable communities within Pinellas County. The agency's initial planning efforts will revolve around "Pinellas SPOTlight," a strategic initiative that focuses on the Gateway area, US Highway 19, and beach access. Pinellas SPOTlight is further discussed under planning priorities and the new special project planning task.

Regarding funding, the UPWP is financed by four grant programs. These include Federal Transit Administration (FTA) Section 5305, Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Surface Transportation programs and the Florida Transportation Disadvantaged Trust Fund. Section 120 of Title 23, U.S.C., permits a state to use certain roll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased by up to 100% to the extent credits are available. The "soft match" amount being utilized to match the FHWA funding in the UPWP is \$155,729 in FY 2016/17 and \$201,617 in FY 2017/18. "Soft Match" for FHWA funds equates to 18.07%. The FDOT provides a 10% match for the FTA Section 5305 funding and Pinellas County provides a 10% local match for the FTA Section 5305 funding.

MPO expenditures under the UPWP are assigned as direct costs. This includes personnel services (e.g., staff salaries, fringe benefits and other deductions), consultant services, travel and other direct expenses. Indirect costs are not calculated.

PLANNING PRIORITIES

This UPWP addresses the priorities of the MPO/PPC and also those of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Florida Department of Transportation (FDOT).

Local Priorities

The MPO/PPC SPOTlight initiative was discussed, reviewed and adopted by the board on December 9, 2015. The SPOTlight areas call for enhancing beach access, and developing a vision for US 19 and a master plan for the Gateway/Mid-County area. The MPO/PPC anticipates focusing on these emphasis areas over the next two years, concurrent with the UPWP cycle.

Each of the emphasis area projects has a land use and transportation component, involves local and regional partnerships across multiple jurisdictional lines, and seeks to address County and regional accessibility and mobility options. The MPO/PPC is developing and implementing work plans for each area. While the emphasis areas will have individual work plans, each will include public outreach, economic analysis, and planning activity associated with safety, multimodal access, land use, community character and health, resilience and sustainability, and emerging technologies. These will be collaborative efforts that include multiple partner agencies and groups.

Planning efforts for Pinellas SPOTlight will coincide with UPWP activity addressing other needs and priorities. These efforts are detailed on the task pages. The MPO/PPC anticipates continuing the SPOTlight planning efforts, including the monitoring of outcomes, beyond the UPWP cycle. The MPO Board will be asked to define new or continue current SPOTlight emphasis areas in 2018.

Federal Priorities

Prior to the adoption of the FAST Act, FHWA and FTA identified three planning emphasis areas for all MPOs to consider and incorporate into their planning documents for FY 2015/16. These planning emphasis areas are described below.

- **MAP-21 Implementation:** *Transition to Performance-based Planning and Programming.* FHWA and FTA are encouraging state DOTs and MPOs to develop a performance management approach to transportation planning and programming.

The MPO currently utilizes performance measures to evaluate the effectiveness of its Long Range Transportation Plan (LRTP), Public Participation Plan (PPP), Congestion Management Process and Transportation Disadvantaged (TD) Service Plan. Over the next two years, the MPO will refine its performance measures and targets to help guide its plans and programs, such as the LRTP and Transportation Improvement Program (TIP), linking the funding of projects with the desired outcomes for transportation and land use.

- **Regional Models of Cooperation:** *Ensure a Regional Approach to Transportation Planning by Promoting Cooperation and Coordination across Transit Agency, MPO and State Boundaries.* A

coordinated approach to transportation planning provides opportunities to work towards common goals and capitalize on shared opportunities.

The Pinellas County MPO has several established partners within the County and region. These include FDOT, TBARTA, TBRPC and PSTA. They are parties to the Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement with the MPO. In addition, the MPO participates in the Tampa Bay TMA Leadership Group and the CCC. The MPO works closely with TBARTA. Some of the MPO's advisory committees participate in joint meetings with their counterparts in Hillsborough and Pasco County. For example, the Pinellas Bicycle Pedestrian Advisory Committee (BPAC) meets periodically with the Hillsborough and Pasco BPAC and members of the Pinellas County Transportation Disadvantaged Local Coordinating Board (LCB) meet quarterly with Pasco and Hillsborough County LCB members on the Transportation Disadvantaged Tri-County Subcommittee.

The MPO also works with other MPOs in the region and FDOT in the regional modeling process. The MPO and FDOT work together on collaborative studies such as the US 19 Corridor Study, funded jointly by the two agencies. A Tri-County Premium Transit Study will be conducted in FY 2016/17, funded by FDOT through the Hillsborough Area Regional Transit Authority (HART). The study will cover the Tampa Bay TMA and involve other transportation providers and planning agencies as well as the Pinellas MPO and Tampa Bay TMA Leadership Group.

- ***Ladders of Opportunities: Access to Essential Services.*** This concerns Identifying and addressing transportation connectivity gaps that present barriers to people needing to access essential services, such as employment, health care, schools/education, and recreation. This is critically important to improving the economic viability of the County as well as the quality of life afforded to its citizens.

Through implementation of its PPP, the MPO emphasizes reaching out to environmental justice communities, areas with higher than average concentrations of low-income and minority populations. The MPO/PPC maintains key contact information for community organizations in environmental justice communities. Staff participates in public events in these communities, providing information and collecting input on its plans and programs. The MPO also prepares a Title VI Plan that documents how disadvantaged citizens are able to participate in its planning process.

The MPO is the designated planning agency for the Pinellas County Transportation Disadvantaged (TD) Program. In this role, the MPO works to ensure low income and physically and mentally impaired citizens can gain access to TD Program services. In addition, as a direct recipient of FTA grant funds, the MPO administers the Job Access and Reverse Commute (JARC) and New Freedom programs in the County. The funds are utilized to provide transportation services to people with disabilities and employment trips to low-income persons. Lastly, MPO staff serves on a regional review committee assigned to evaluate projects seeking FTA Section 5310 Program funding in the urbanized area. The 5310 Program serves the transportation needs of elderly individuals and those with disabilities.

The Federal government also identifies planning factors for MPOs to consider and incorporate into their plans and activities. The 2040 Long Range Transportation Plan (LRTP) utilized the eight planning factors set forth in MAP-21 as guiding factors. The eight MAP-21 planning factors, as they apply to the UPWP

tasks, are shown below. The FAST Act included the addition of two planning factors, which are addressed after the MAP-21 planning factors. FHWA and FDOT have indicated that further guidance will be coming on the two new planning factors.

MAP 21 Planning Factors

1. **Economic Vitality:** Support the economic vitality of the metropolitan area.
2. **Safety:** Increase the safety of the transportation system for motorized and non-motorized users.
3. **Security:** Increase the security of the transportation system for motorized and non-motorized users.
4. **Accessibility:** Increase accessibility and mobility of people and freight.
5. **Environment:** Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. **Connectivity:** Enhance the integration and connectivity of the transportation systems, across and between modes, for people and freight.
7. **Efficient Management:** Promote efficient management and operations.
8. **Preservation:** Emphasize the preservation of the existing transportation system.

UPWP Tasks		Factors							
		1	2	3	4	5	6	7	8
1.1	Program Development and General Administration		X			X		X	
2.1	Public Participation		X		X	X			
3.1	Monitoring Activities	X	X	X	X	X	X	X	X
4.1	Systems Planning	X	X	X	X	X	X	X	X
5.1	Transportation Improvement Program Development and Maintenance	X	X		X	X	X	X	X
6.1	Long Range Planning and Environmental Sustainability	X	X	X	X	X	X	X	X
7.1	Statewide and Regional Planning and Coordination Activities	X	X	X	X	X	X	X	X
8.1	Special Projects	X	X		X	X	X		X

The MAP-21 planning factors are also reflected in the six goal statements of the 2040 LRTP, which are listed below. As the MPO developed the LRTP goal statements, the MAP-21 planning factors and the 2060 Florida Transportation Plan were reviewed to ensure that the local vision for Pinellas County is consistent with Federal and State goals. The relationship between the MAP-21 Planning Factors, 2060 Florida Transportation Plan Goals and the 2040 LRTP goals is illustrated in Figure 4-2 of the MPO Long Range Transportation Plan (LRTP) (<http://www.pinellascounty.org/mpo/LRTP40/LRTP40.pdf>).

MPO Long Range Transportation Plan Goals

1. Support and further economic development.
2. Provide a balanced and integrated multi-modal transportation system for local and regional travel.

3. Provide for a safe and secure transportation system for all users.
4. Provide for, manage and operate an efficient transportation system.
5. Encourage public participation and ensure that the transportation plan and other MPO planning activities reflect the needs of the community, including those that are traditionally underserved.
6. Enhance quality of life and promote sustainability.

The FAST Act added two more planning factors, which are shown below. FHWA and FDOT have indicated that further guidance will be forthcoming on the two new planning factors. Both of the factors are incorporated into the UPWP tasks.

FAST Act Planning Factors

- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation and
- Enhance travel and tourism.

State Priorities

The 2015 State of Florida Planning Emphasis Area is **Advancing Multi-Modal Transportation Planning**. MPOs are encouraged to consider advancing multi-modal and complete street features in all future transportation improvements.

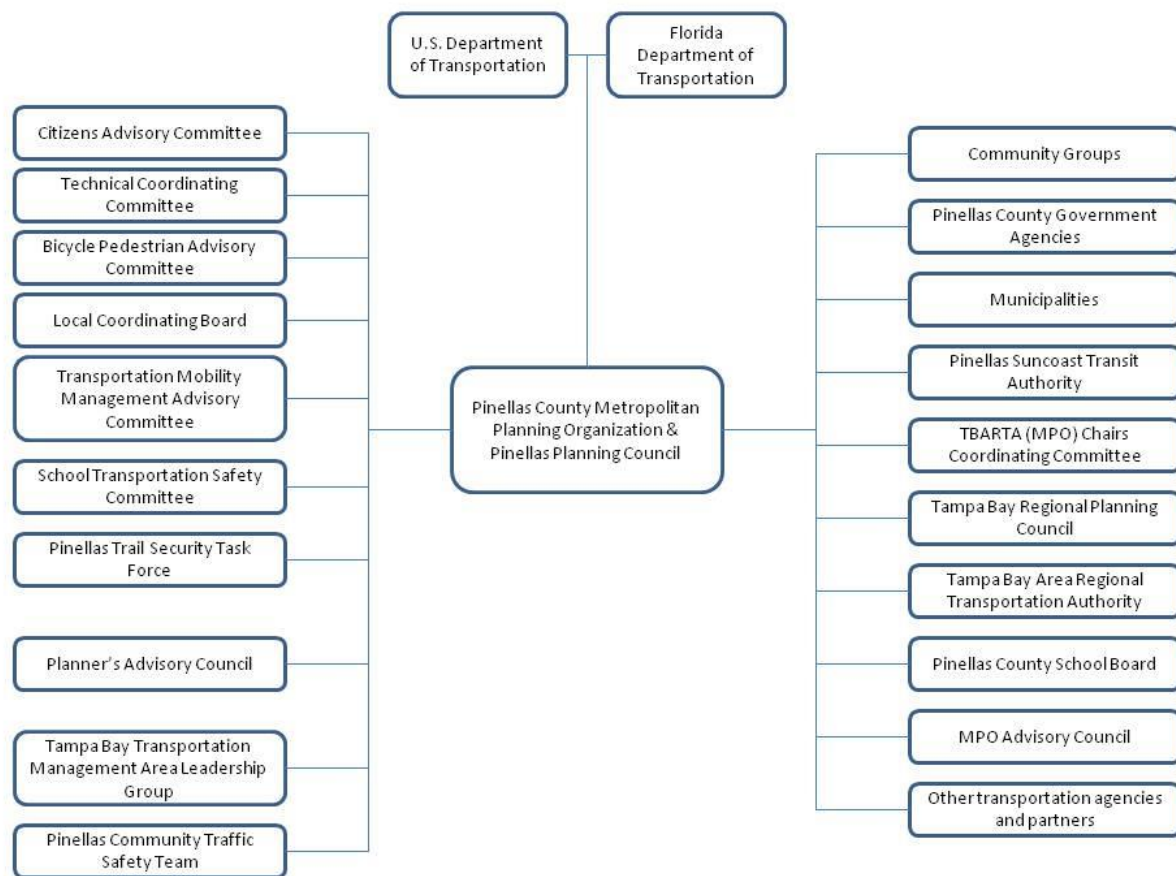
- **Freight.** FDOT has developed and is implementing a Freight and Mobility and Trade Plan that defines policies and investments that will enhance Florida's economic development efforts in the future. It is important to consider this plan when exploring and planning for future freight transportation investments. The MPO/PPC participates in FDOT's freight planning efforts through the Goods Movement Advisory Committee (GMAC). In addition, the MPO/PPC considers the needs of freight movement and economic development in its long range planning efforts. These will also be important considerations in the SPOTlight area work plans.
- **Transit.** Where appropriate, MPOs should consider transit-oriented development, exclusive bus lanes, bus rapid transit, transit expansion, new starts alternatives and other transit options when planning for transportation system enhancements. FDOT's Public Transit Office provides information and support for these activities. The MPO/PPC works closely with PSTA to ensure transit needs are addressed in its planning efforts. One such effort that is planned for FY 2016/17 will involve a study of transfer locations and their relationship to adjacent land uses and street networks.
- **Complete Streets.** FDOT has implemented a Complete Streets policy that is targeted to promote safety, quality of life and economic development in the implementation of its Work Program. Consideration should be given to pursuing complete street policies. The MPO/PPC is currently developing a program that would assist local governments with the design and implementation of complete streets projects.
- **Bicycle/Pedestrian.** FDOT is committed to addressing the challenge of improving safety for pedestrians and bicyclists. In 2010, they established the Florida Bicycle and Pedestrian Council. The Council promotes the livability, health and economic benefits of bicycle and pedestrian

activity by serving as a forum to provide guidance to the FDOT, its partners and other stakeholders on policy matters and issues affecting these travel modes in Florida. FDOT also has implemented a Pedestrian and Bicycle Safety Program and has worked with Florida MPOs to develop individual pedestrian safety action plans (PSAP). Pinellas County's 2009 PSAP is considered to be a model for other MPOs and is noted as a resource in the 2015 State Planning Emphasis Area bulletin. In addition to its PSAP, the MPO maintains a Bicycle and Pedestrian Master Plan, promotes safety education, and works with local governments to expand the development of bicycle and pedestrian facilities across the County.

ORGANIZATION AND MANAGEMENT

The MPO and PPC boards share the same membership, but are two distinct legal entities. Staff support for the MPO is provided pursuant to an agreement with the Pinellas Planning Council. The MPO and PPC share an executive director, who reports directly to the board. Most professional staff members are primarily assigned to either the MPO or PPC. However, MPO and PPC staff members often work jointly on projects involving land use and transportation elements.

Advisory Committees. Decision-making by the MPO relies extensively on the efforts of its advisory committees. The committees provide a forum for discussion and input from local planners, engineers, citizens, law enforcement, school board officials and other community and regional representatives. They also help to ensure that local planning efforts are coordinated with those of the MPO/PPC and regional and State agencies. The chart below shows the MPO's relationship with its advisory committees and partner agencies.



Agreements. There are five core agreements that frame the operations of the MPO. These are listed below.

- *Interlocal Agreement for the Creation of the Metropolitan Planning Organization*
This purpose of this agreement is to re-establish the MPO and recognize the boundary and reapportionment approved by the Governor. It includes a listing of the MPO's major responsibilities. The interlocal agreement was made and entered on October 15, 2014 and remains in effect until terminated.
- *Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement*
This agreement provides for cooperation with public transportation system operators, intergovernmental coordination with the Regional Planning Council, and provides for dispute resolution. The agreement was made and entered on January 28, 2015 and automatically renews every five years.
- *FHWA-Funded Agreement*
The FHWA-Funded Agreement referenced above is an agreement between FDOT and the MPO for the purpose of passing through FHWA funds, including Planning (PL) and Surface Transportation Program (STP) funds, for the completion of transportation related planning activities set forth in this UPWP. Previously, the MPO and FDOT had separate agreements for PL and STP funding, which expired on June 30, 2016. The FHWA-Funded Agreement includes the UPWP as Exhibit A and lasts for the duration of the UPWP, July 1, 2016 (or the date the agreement is fully executed if after July 1, 2016) through June 30, 2018.
- *Chairs Coordinating Committee Interlocal Agreement*
The MPO has an interlocal agreement with the other mpos in the west central Florida region for the Chairs Coordinating Committee in order to plan and coordinate within the region. The original interlocal agreement was executed on January 19, 2010. Since then, there have been several amendments, the latest one occurring in 2015.
- *Interlocal Agreement for Staff and Support Services*
The MPO and PPC have an agreement for the two agencies to provide to one another the professional and administrative support staff and services deemed necessary to carry out an efficient and integrated transportation and land use planning program on behalf of Pinellas County. The agreement began on December 14, 2014 and extends until terminated.

In addition to these agreements, the MPO contracts with organizations receiving FTA funding through the Jobs Access Reverse Commute and New Freedom programs, general planning consultants and other entities that work with or provide services to the MPO. Pursuant to an annual agreement with the MPO, PSTA is allocated \$100,000 (including State and local match funds) of the MPO's FTA 5305 funds.

Operational Procedures and Bylaws. The MPO's role and responsibilities are established by Title 23 U.S. Code and Chapter 339, Florida Statutes. The MPO operates based upon these rules.

The MPO elects four officers each year, a chairman, vice chairman, treasurer and secretary. The MPO Board meets monthly on the second Wednesday of every month at 1 p.m. on the 5th floor of the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida. All meetings are open to the public and are

broadcast live on Pinellas County TV and on the MPO and Pinellas County websites. Past meeting videos are also available on the website. On occasion, MPO meetings may be cancelled or moved. In such circumstances, ample public notice is provided. The Public Participation Plan (PPP) details the MPO's process regarding procedures for informing the public of its meetings and opportunities for comment.

In January, 2016, the MPO/PPC Board adopted new operating procedures. These procedures address the board's organization, including membership, terms of office and duties and rules of procedure for meetings and hearings. It also addresses the authority and responsibilities of the MPO and PPC, and associated advisory committees. The MPO/PPC also maintains an Internal Control Structure Policy Manual, approved by the board in October 2015 that outlines procedures addressing staffing, insurance, financial procedures and interlocal agreements.

The MPO's 5305 application, certifications and assurances, DBE Program Policy statement, Title VI/ Nondiscrimination statement and documents are available in the appendices.

PLANNING ACTIVITIES AND TASKS

As set forth in Federal and State law, the UPWP reports on recently completed work as well as current and anticipated tasks and associated end products. This section provides summary information on the MPO tasks identified in the UPWP.

Program Development and General Administration

General administration and program development activities include grant management, development and update of the UPWP, maintenance and administration of agreements and activity related to financial and audit matters. In FYs 2014/15 and 2015/16, the MPO worked with PPC staff to integrate administrative functions, including fiscal management, accounting and personnel tasks. Program development and general administration also includes professional development activities, such as attending conferences and training sessions and administration of the Continuity of Operations Plan (COOP) for emergency situations and disaster planning. Lastly, it includes updating the Disadvantaged Business Enterprise (DBE) and Title VI programs.

Public Participation

Public participation and outreach is a cornerstone of the MPO planning program. It is an integral element of nearly all the UPWP tasks. The MPO is continually exploring ways to improve the effectiveness of its public involvement activities which are carried out in accordance with its Public Participation Plan (PPP). The PPP contains the MPO's public participation goals and objectives, describes its outreach tools and strategies and establishes measures to gauge the Plan's effectiveness. In 2015, the MPO/PPC embarked on a rebranding effort and development of a communications strategy. This included the selection of a new name and logo. Work also began on the development of a new website and a blog was established featuring stories on various transportation and land use topics prepared by staff.

In 2015, the MPO conducted an evaluation of its Public Participation Plan (PPP). The PPP was subsequently amended in February 2016 to address the recommendations of the evaluation as well as the findings of the most recent quadrennial certification and to reflect current public involvement practices. Changes to the MPO's public involvement program that will be forthcoming as a result of the PPP amendments include expanded use of social media, increase in the use of citizen surveys, and joint MPO/PPC publications. Public involvement activities in FY 2016/17 and 2017/18 will include implementation of the PPP amendments. The PPP is available on the MPO website (see link below).

<http://www.pinellascounty.org/mpo/PublicInvolvement/PPP.pdf>.

Monitoring Activities

The MPO regularly collects and analyzes data related to the County's transportation facilities and services as well as socioeconomic and land use trends. This activity is further described below.

Socioeconomic and Land Use Data Activities. The MPO works with socioeconomic and land use data primarily for the purpose of refining and validating the regional traffic demand model, which projects future travel demand. In 2013 and 2014, as part of the 2040 LRTP development, the MPO completed a scenario planning effort that included the development of three different sets of socioeconomic data

projections based on different transportation service investments. Socioeconomic and land use data will be reviewed and analyzed for the SPOTlight planning efforts.

Transportation System Monitoring and Database Management. Monitoring transportation system conditions and planned improvements for all modes of travel allows the MPO to better understand how the system is performing from year to year. The MPO collects and analyzes an assortment of data including crash incidents, traffic counts, transit ridership, and inventories of sidewalk, bike lane, trail facilities and roads for purposes of monitoring the County's transportation system. The MPO utilizes this data to produce its biennial State of the System Report, which assesses the performance of the County's transportation system, and an annual crash report that provides a resource to gauge the safety of its road network.

Systems Planning

Systems planning efforts revolve around accommodating the transportation needs of all users, including transit riders, bicyclists and pedestrians from the standpoint of safety, operational efficiency and accessibility. System planning tasks also address the needs of the disadvantaged and underserved. Lastly, this category includes technical support the MPO provides to local governments.

Congestion Management, Safety and Operations. Improving operational efficiency and safety while reducing congestion on the County's transportation corridors is a primary objective of this task. The MPO's Congestion Management Process (CMP) falls under this task and calls for monitoring areas of high congestion, implementing countermeasures to reduce congestion in these areas, and incorporating strategies and goals that reduce congestion on the overall transportation system. As part of the CMP, the MPO works with its partner agencies to implement and support transportation demand management strategies that reduce the incidence of single occupant vehicle travel, such as vanpooling and ridesharing.

Safety planning efforts include participating in road safety audits (RSAs), conducting corridor studies and developing safety action plans. High crash locations are carefully studied and assessed in coordination with MPO partners. As noted under transportation system monitoring and database management, detailed crash reports are prepared on an annual basis and a monthly fatal crash map is produced and distributed in the agenda packets of the MPO Board and advisory committees. Safety planning efforts link transportation system performance to the Strategic Highway Safety Plan and provide valuable information on crashes involving vulnerable users, land departure, aggressive driving and distracted driving. The MPO monitors progress towards achieving CMP performance metrics.

One area of significant importance that falls under congestion management and safety and operations is resiliency planning. The MPO is working with Pinellas County and the Tampa Bay Regional Planning Council (TBRPC) on a project intended to identify at-risk infrastructure, including transportation assets, and select adaptation/mitigation strategies designed to make those asset-types more resilient to a changing climate. One of the aims of the project is to incorporate its findings into the L RTP.

Corridor Studies. Through its Congestion Management System and related work, the MPO periodically identifies corridors that require more detailed study and analysis to address conditions adversely affecting its operation. Such conditions could include a high concentration of crashes, severe backlog in peak hour periods or lack of pedestrian or bicycle facilities. As the most heavily traveled arterial road in the County with a disproportionate share of its crash incidents, US Highway 19 has garnered special attention as well as substantial capital investment to improve its operational efficiency as well as the safety of its users. In

FY 2014/15, a US Highway 19 Corridor Study was launched to address the safety of pedestrians, bicyclists and transit users. The study area extends from the Shoppes at Park Place in Pinellas Park to the Pinellas/Pasco County line. The study is jointly funded by FDOT and the MPO and involves the participation of PSTA and the local governments with jurisdiction in the study area. The MPO also began a corridor study later in FY 2014/15 on Park Boulevard and 113th Street in Seminole. This study is aimed at analyzing and addressing safety, access management and operational issues along these corridors in the vicinity of the old Seminole Mall site, which is being redeveloped. These studies will conclude by FY 2015/16.

Public Transportation Planning. The MPO/PPC and PSTA are working together to support and enhance Pinellas County's transit system. PSTA recently developed its Path Forward plan, a phased process to evaluating the current bus system while identifying a path toward achieving a future vision of improved transit service in Pinellas County. The MPO/PPC also worked with PSTA and the City of St. Petersburg in 2015 to realign transit routes in downtown St. Petersburg. The MPO/PPC has been working with PSTA in recent years to support the development of the Central Avenue Bus Rapid Transit (BRT) project and to secure Federal funding for it. Through this task, Section 5305 funds are also provided to PSTA for the agency's planning activity.

In January, 2016, the MPO/PPC Board and PSTA Board held their first joint work session in many years. At the session, the boards discussed priorities and began to touch on how the agencies could work together to enhance mutual planning and project implementation efforts. Another work session is planned for July, 2016. The MPO/PPC and PSTA are exploring additional opportunities to expand and enhance public transportation services in the County and region. A joint MPO/PPC-PSTA study in FY 2016/17 will identify strategies to improve the accessibility and safety of bus transfer stations through improvements to the transportation system and land use design.

Transportation Disadvantaged Planning. As noted previously, the MPO is the designated official planning agency (DOPA) for the Transportation Disadvantaged (TD) Program. The daily operation of the program is handled by PSTA, the designated community transportation coordinator (CTC). The responsibilities of the CTC and DOPA are set forth in Chapter 427, F.S. and Rule 41-2, F.A.C. As the DOPA, the MPO annually reviews and evaluates the TD Program under the auspices of the LCB. Staff support to the LCB is provided by the MPO.

In 2014, the MPO expanded its TD planning activities with the establishment of the Tri-County LCB Subcommittee. Through the Subcommittee, the MPO and its LCB have begun to address regional issues affecting disadvantaged citizens. This includes working with TBARTA to include considerations for the transportation disadvantaged population in their Master Plan. In addition, the Subcommittee has established regional priorities for the TD Program and has begun working with local legislative delegations to raise awareness of the program and the needs of the people it serves.

Staff members of the Pinellas, Pasco and Hillsborough MPOs also serve on the region's Section 5310 grant program review committee. The committee evaluates applications for Section 5310 funds and recommends funding awards to FDOT District 7, which is responsible for managing the program in the Tampa Bay region.

Bicycle and Pedestrian Planning. The MPO's bicycle and pedestrian planning activities center on the goal of these travel options becoming viable transportation options in the County for commuting as well as recreational purposes. The MPO's activity in this area follows the "3E" approach which includes education, enforcement and engineering. The education aspect focuses on improving public awareness of laws and

behaviors that affect the safety of bicyclists and walkers. The MPO publishes and distributes literature promoting bicycle and pedestrian safety, such as its Discover Pinellas and Walk Smart brochures on an ongoing basis. The MPO also promotes and participates in bicycle and pedestrian safety events of other agencies such as St. Petersburg's bike rodeos and Walkwise Tampa Bay.

The MPO coordinates with local governments, police departments and the Sheriff's Office on the enforcement of bicycle and pedestrian safety laws. This mainly occurs through the Bicycle Pedestrian Advisory Committee (BPAC), which includes law enforcement personnel among its membership. The BPAC addresses safety hazards around the County and involves local government staff as well as law enforcement officers to help identify and implement counter measures to reduce the occurrence of crashes. In 2015, the MPO also worked with the City of St. Petersburg to install security cameras on a section of the Pinellas Trail within the City where some bicyclists had been assaulted.

Regarding engineering, the MPO relies on its Bicycle Pedestrian Master Plan to guide the expansion of bike lanes, trails and sidewalks throughout the County to increase the accessibility of these travel modes while encouraging more people to walk and bike. One of the most significant projects identified in the Plan, the Tri-County Trail, began construction in 2015. The trail connects northeast Pinellas County with Starkey Wilderness Park in Pasco County and is part of the Florida Coast to Coast Connector Trail. When completed, this trail will extend from Pinellas County to Titusville on the east coast of Florida.

The centerpiece of the Bicycle Pedestrian Master Plan is the Pinellas Trail Loop, 20 miles of which remains to be constructed. In 2015, the MPO and Pinellas County prepared and submitted a joint application for TIGER grant funding to complete the Loop. Although the grant application was unsuccessful, it has fueled efforts by local officials and legislators to pursue other funding options for the project. The MPO will be actively working with its partner agencies in FY 2016/17 to assist in this effort.

The MPO also engaged in a partnership effort in 2015 with the Pinellas County Health Department to encourage walking through the Partnerships to Improve Community Health (PICH) grant program. The PICH program is a 3-year initiative that supports implementation of strategies to improve the health of communities and reduce the prevalence of chronic disease. Pinellas County has been awarded PICH funds to develop and install wayfinding signs for the County Park system along the Pinellas Trail. Work associated with this grant program is expected to continue in FY 2016/17 and 2017/18.

Another major initiative that began in 2015 was the MPO's Countywide Bike Share Study, which evaluated opportunities for a countywide bike share program. The initial study effort was completed and presented to the MPO/PPC Board in February, 2016. In FY 2016/17, MPO staff will continue efforts to examine the feasibility of and logistics involved with implementing a countywide bike share program. This will include evaluating locations that present the best potential for a successful bike share system.

Also in FY 2016/17, the MPO will begin implementation of a complete streets program intended to create more bicycle and pedestrian friendly environments on non-State roads. The program will award Federal funds through a competitive grant process to local governments for complete streets projects within their jurisdictions. The MPO will manage and administer the program.

Local Government Technical Assistance

The MPO/PPC assists local government comprehensive and transportation planning efforts on an ongoing basis. This includes the provision of transportation system data as well as technical support related to the administration of the countywide Multimodal Impact Fee Ordinance. In March, 2016, the Board of County Commissioners adopted amendments to the Transportation Impact Fee Ordinance, including changing the name to the Multi-modal Impact Fee Ordinance. The main purpose of the amendments was to incorporate the recommendations of the 2013 MPO Mobility Plan, which advanced new requirements for addressing the traffic impacts of development projects in accordance with the 2011 Community Planning Act. These requirements replaced transportation concurrency management programs, which were repealed through the adoption of ordinances amending local comprehensive plans and land development codes. In FY 2015/16 and 2016/17, the MPO will assist local governments in their efforts to implement the Mobility Plan amendments and to participate in the Complete Streets Program discussed under Systems Planning.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is developed annually and adopted by the MPO in June. This effort involves the review of the FDOT Tentative Work Program which is incorporated in the TIP upon its adoption. The TIP is also updated in the fall to include the work programs of the local governments. In addition to work associated with the annual adoption and fall update, the MPO annually reviews its TIP priority lists. These lists identify the MPO's highest priority projects for State and Federal funding, including the Surface Transportation Program (STP) and the Transportation Alternatives (TA) Program. In the fall of 2015, the MPO/PPC began to engage its advisory committees and board members in discussions about modifying the TIP priority lists to allow transit, bicycle and pedestrian projects to be funded with Surface Transportation Program (STP) monies. These funds have traditionally been allocated to major road capacity projects such as US Highway 19 and Ulmerton Road.

In FY 2016/17, the MPO is expected to begin implementing a process for including multimodal projects in the TIP project priority list. In addition, MPO staff will continue to work with local governments in their efforts to secure Safe Routes to School (SRTS) funding and to review the TA Program priority list and project evaluation criteria. Consideration will also be given to re-opening the TA priority list to accept new project applications. Lastly, the MPO will continue to work with Hillsborough and Pasco MPO staff members and FDOT to develop annual regional priority lists for TA projects.

Long Range Plan and Environmental Sustainability

The MPO adopted the 2040 LRTP in December 2014. Development of the Plan included a scenario planning effort, which involved evaluating different land use and growth patterns based on alternative transportation investments. It also included the identification of anticipated future revenue sources, and development of a list of cost feasible transportation improvement projects to address the existing and projected needs of the County and region.

In addition, the MPO utilized Geographic Information System (GIS) tools to overlay proposed transportation projects on environmental lands (wetlands, hydric soils and sea grasses) to identify potential impacts the LRTP projects would have on the natural environment. MPO staff also met with officials from the Southwest Florida Water Management District (SWFWMD) to discuss the projects proposed for inclusion in the LRTP and options for potential environmental mitigation. Additionally,

potential sea level rise impacts on Pinellas County were mapped using the “high” scenario developed by the United States Army Corps of Engineers.

Public involvement activities carried out throughout the development of the 2040 LRTP reached more than 12,000 people over a two-year period. These activities included a series of focus group meetings targeting specific segments of the population, charrettes, an eTownHall event that reached more than 9,300 people, meetings with businesses and landowners, utilization of the TellUsPinellas online discussion forum, presentations to neighborhood groups, and staff attendance and participation at various public events around the County.

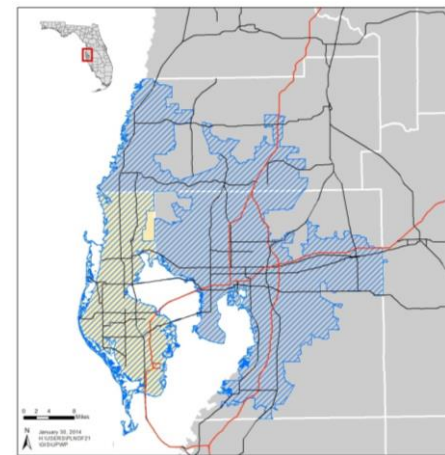
All projects identified in the LRTP were screened through the Efficient Transportation Decision Making (ETDM) process, or were classified as “exempt” projects. The ETDM process is utilized when new projects are identified for the LRTP prior to the initial engineering phase.

Regarding air quality, with the recent announcement from the US Environmental Protection Agency (EPA) that the National Ambient Air Quality Standards for ground-level ozone was strengthened from 75 parts per billion (ppb) to 70 ppb, it is anticipated that Pinellas County will remain in attainment for all air quality standards. MPO/PPC staff will continue to monitor the air quality readings in Pinellas County and the Tampa Bay area to ensure the region remains in attainment and make adjustments, as deemed necessary.

During this UPWP cycle, the MPO/PPC will begin efforts to develop the 2045 LRTP. This will include development of the LRTP scope and early technical work, such as socioeconomic data collection and analysis, and completing plans for the SPOTlight emphasis areas. The 2045 LRTP is scheduled for adoption in late 2019.

Regional Planning

The MPO has many partners in the regional transportation planning process. This includes the Tampa Bay Transportation Management Area (TMA) Leadership Group. The Tampa Bay TMA Leadership Group was established in 2013 and focuses on the urbanized area of Pinellas, Hillsborough and Pasco counties. The Tampa Bay TMA Leadership Group includes three elected officials from the three MPO boards and provides a forum for the Tampa Bay metropolitan area to speak with a unified voice in discussions about transportation projects and funding resources. The Tampa Bay TMA Leadership Group is an advisory body to each of the three MPOs. The Leadership Group meets about five times per year and recommends regional priority projects to the MPO boards. It discusses regional transportation subjects, such as the forthcoming FDOT funded Tri-County Premium Transit Study, which will be led by Hillsborough Area Regional Transit (HART). A TMA staff group meets on a regular basis to provide support and facilitate the Leadership Group meetings.



Tampa Bay TMA

The MPO is also involved in regional transportation planning efforts through the TBARTA MPO Chair’s Coordinating Committee (CCC). The CCC was established to address the region’s transportation needs through the support and cooperation of its member agencies, partner entities and advisory committees. The CCC is comprised of chairpersons from the six member MPOs, including Hernando/Citrus, Hillsborough, Pasco, Pinellas, Polk and Sarasota/Manatee. The CCC establishes project priorities for

regional multi use trails and other candidate transportation projects for funding through the Transportation Regional Incentive Program established by the Florida Legislature. The CCC MPOs contribute \$5,000 each to TBARTA for support and administration of the CCC.

The MPO also works with the MPO Advisory Council (MPOAC) and FDOT to monitor current and proposed legislative matters. The MPOAC, funded by the Florida MPOs, provides support and a voice for the MPOs. The MPOAC meets regularly with staff and MPO board representatives. The MPOAC actively monitors proposed legislation affecting transportation and land use in the County and region.

Special Projects

Much of the work associated with the three emphasis areas encompassed in Pinellas SPOTlight will be identified in the UPWP as special projects. This work will revolve around developing a vision for the US 19 Corridor, a master plan for the Gateway/Mid-County Area, and enhancing access to and within the vicinity of the Gulf beaches. Individual work plans will be developed for each emphasis area. They will involve a wide range of participants and involve an extensive public outreach effort to ensure the direction of the projects reflect the interests and desires of the affected communities. Each work plan will include the following steps:

- Imagine – define the problem(s), convene partners, and develop a working vision;
- Explore and Discover – review data, trends, and conditions to identify needs and strategies;
- Test – determine which strategies are effective and have community support;
- Set the Course – confirm the vision, strategies and actions, and set performance targets; and
- Convey Understanding – document the actions, tell the story, and evaluate effectiveness.

Initial work on enhancing beach access has already begun with a focus on improving access from downtown Clearwater to Clearwater Beach, a regional attractor and one of the County's major activity centers. A group of stakeholders has begun meeting to discuss initial efforts. The beach access project will result in specific recommendations and priority actions that enhance safe and convenient multimodal access for residents, tourists and visitors and employees to and along the Gulf beaches. It will also identify appropriate and complementary redevelopment opportunities that will result in a mix of uses at the desired scale of development.

The vision for US 19 will build upon and enhance previous planning efforts along the corridor, including the US 19 Corridor Study which is in progress. Key collaborators on this project will include Pasco County, FDOT, PSTA and the local governments. It will also include extensive public outreach and engagement, along with technical analysis to determine complementary transportation and land use strategies that help strengthen the regional and local economy. The result will be an overall vision that addresses the corridor's challenges and opportunities and guides future development.

The master plan for the Gateway/Mid-County area will focus on building partnerships to guide future development and multimodal connectivity. The plan is intended to support and sustain Pinellas County's economic growth based on adequate and resilient infrastructure. It will guide the identification of transportation project priorities and public infrastructure necessary to sustain future development and economic growth in the area. This includes reinforcing the role of regional transit, cultivating public-private partnerships, improving multimodal connectivity and planning for resilient infrastructure capacity.

BUDGET ALLOCATION METHODOLOGY

The process of allocating budgetary funds to the tasks in the UPWP for the next two fiscal years begins with an assessment of the status of each task included in the current year UPWP. This assessment involves determining the extent of the work completed, unfinished projects and activities that need to take place in the upcoming fiscal years. Simultaneously, staff determines new tasks or activities needed that were not considered in the current UPWP. For example, the SPOTlight emphasis area concepts were established during 2015 and needed to be accounted for in this UPWP. Unfinished work from the current fiscal year that is not anticipated to be complete before the next fiscal year and planned activity for the next two fiscal years comprise the basis from which available funds are allocated.

Determining the amount of funds allocated to the different tasks is based on the priority of the activities involved and the amount of staff and/or consultant work necessary to complete the tasks. Priorities are generally set by the MPO Board and Federal and State mandates in the form of legislative acts or rules.

UPWP Task 1.1: Program Development and General Administration

PURPOSE: Provide administrative support necessary to carry out MPO plans and programs.

PREVIOUS WORK: Activities listed below occurred during FYs 2014/15 and 2015/16 on an ongoing basis unless otherwise noted.

1. Maintained a comprehensive, continuing and coordinated transportation planning process
2. Held properly noticed meetings
3. Developed, compiled and distributed monthly MPO Board and advisory committee agenda packages
4. Integrated MPO and PPC boards and associated functions, hired an executive director, and updated board procedures and internal control policies
5. Procured and utilized appropriate equipment and software to perform planning functions efficiently and effectively
6. Maintained grant funding accounts properly
7. Applied successfully for FTA Section 5305 grant and completed certifications for FY 2015/16 and 2016/17 (Spring 2015 and 2016)
8. Completed annual certification review
9. Updated Continuity of Operations Plan (COOP) to ensure future disaster planning efforts are being planned for and tested
10. Completed and adopted annual audit report (Winter 2015 and 2016)
11. Updated Title VI Program (Spring 2016)
12. Maintained an updated DBE Program
13. Adopted FY 2016/17-2017/18 UPWP (Spring 2016)
14. Procured and monitored General Planning Consultant (GPC) contracts
15. Calculated fringe and indirect rates (December/January 2014/15)

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Provide support, technical assistance and materials to MPO Board and committees
2. Prepare and distribute MPO materials, including agenda packages, meeting minutes, resolutions, plans and documents
3. Procure necessary capital equipment, furniture, software and support to maintain and enhance the MPO's capacity to support its activities. For the replacement of equipment, any single purchase exceeding \$5,000 must receive preapproval.
4. Execute all applicable administrative and technical procedures in support of MPO programs
5. Administration activities and grants support
6. Carry out activities necessary to maintain annual DBE requirements and progress towards goals
7. Complete MPO certification requirements in compliance with FAST Act, as well as other relevant Federal and State requirements, including addressing any FHWA, FTA or FDOT comments
8. Update the COOP, as needed, to ensure future disaster planning efforts are being prepared for and tested (Spring 2017 and 2018)
9. Comply with Americans with Disabilities Act (ADA) and Title VI requirements, as well as any other applicable Federal requirements (e.g. Title VIII)
10. Maintain and update Title VI Program, as necessary
11. Maintain and update DBE Goal and Program, as necessary
12. Work associated with managing GPC contracts
13. Pursue and secure grant funding

14. Develop, update and maintain agreements and tasks associated with grant funding and general operations of the MPO
15. Calculate, analyze and maintain financial data, including records of receipts and expenditures for all MPO planning funds
16. Prepare and submit progress reports and invoices
17. Carry out work associated with the audit process, including documentation preparation, meetings and auditor selection, as necessary. Audit services are listed as “consultant” in the budget tables, based on auditor spending from prior years.
18. Procure necessary equipment, furniture, software and support to maintain and enhance the MPO’s capacity to support its activities
19. Support direct expenses, including rent, leases, equipment & furnishings, telephone, mail, advertisement notices, printing/reproduction, office supplies/materials, intergovernmental services, communications, risk management, fleet operations and maintenance, reference and education, administrative hearings, board activities, and contingency
20. Prepare FYs 2018/19 and 2019/20 UPWP (December 2017 – May 2018)
21. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences. Memberships are organizational and not individual.
22. Work associated with 2017 quadrennial certification

END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.

1. MPO Board and advisory committees (as needed)
2. Capital equipment, furniture, software and support to maintain and enhance the MPO’s capacity to support its activities (as needed)
3. MPO program administration and support (ongoing)
4. Grant applications, certification, awards and administration (ongoing)
5. DBE requirements and progress towards goals (ongoing)
6. Completed MPO certification requirements in compliance with FAST Act, as well as other relevant Federal and State requirements, including addressing any FHWA, FTA or FDOT comments (as needed)
7. COOP (Spring 2017 and 2018)
8. Compliance with Americans with Disabilities Act (ADA) and Title VI requirements, as well as any other applicable Federal requirements (e.g. Title VIII) (ongoing)
9. Title VI Program (as needed)
10. DBE Goal and Program (as needed)
11. GPC contracts, including rates and amendments (ongoing)
12. Agreements and related tasks associated with grant funding and general operations (ongoing)
13. Maintained records of receipts and expenditures for all MPO planning funds, including prepare invoices and progress reports (ongoing)
14. Audit report, including background materials, reports and auditor procurement (as needed)
15. FYs 2018/19 and 2019/20 UPWP (December 2017 – May 2018)
16. Professional training, seminars, meetings, workshops and conferences attended, including organization membership (as needed)
17. Quadrennial certification in 2017 (Spring 2017)
18. Direct expenses to support MPO (ongoing)

RESPONSIBLE AGENCY/AGENCIES: MPO, PPC

1.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization
FY 2016/17 Budget Table

TASK 1.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$175,000										\$175,000	\$0	\$0	\$175,000
	MPO fringe, benefits and other deductions	\$92,750										\$92,750	\$0	\$0	\$92,750
	Subtotal	\$267,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$267,750	\$0	\$0	\$267,750
B. Consultant Services															
	Contract/Consultant Services	\$20,900										\$20,900	\$0	\$0	\$20,900
	Subtotal	\$20,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$20,900	\$0	\$0	\$20,900
C. Travel															
	Travel Expenses	\$800										\$800	\$0	\$0	\$800
	Subtotal	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$800	\$0	\$0	\$800
D. Other Direct Expenses															
	Rent	\$47,108										\$47,108	\$0	\$0	\$47,108
	Equipment & Furnishings	\$17,000										\$17,000	\$0	\$0	\$17,000
	Telephone	\$5,000										\$5,000	\$0	\$0	\$5,000
	Mail	\$2,500										\$2,500	\$0	\$0	\$2,500
	Advertising Notice	\$8,000										\$8,000	\$0	\$0	\$8,000
	Printing/Reproduction	\$15,500										\$15,500	\$0	\$0	\$15,500
	Office Supplies/Materials	\$5,000										\$5,000	\$0	\$0	\$5,000
	Intergovernmental Services*	\$75,000										\$75,000	\$0	\$0	\$75,000
	Communications											\$0	\$0	\$0	\$0
	Risk Management	\$6,500										\$6,500	\$0	\$0	\$6,500
	Fleet O&M (plus vehicle replacement)	\$3,300										\$3,300	\$0	\$0	\$3,300
	Reference & Education**	\$6,000										\$6,000	\$0	\$0	\$6,000
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities	\$2,000										\$2,000	\$0	\$0	\$2,000
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$192,908	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$192,908	\$0	\$0	\$192,908
	Total	\$482,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$482,358	\$0	\$0	\$482,358

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 1.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP - SU)		FTA New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$178,934								\$178,934	\$0	\$0	\$178,934
	MPO fringe, benefits and other deductions		\$94,835								\$94,835	\$0	\$0	\$94,835
	Subtotal	\$0	\$273,769	\$0	\$0	\$0	\$0	\$0	\$0		\$273,769	\$0	\$0	\$273,769
B. Consultant Services														
	Contract/Consultant Services		\$21,000								\$21,000	\$0	\$0	\$21,000
	Subtotal	\$0	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0		\$21,000	\$0	\$0	\$21,000
C. Travel														
	Travel Expenses		\$800								\$800	\$0	\$0	\$800
	Subtotal	\$0	\$800	\$0	\$0	\$0	\$0	\$0	\$0		\$800	\$0	\$0	\$800
D. Other Direct Expenses														
	Rent		\$47,108								\$47,108	\$0	\$0	\$47,108
	Equipment & Furnishings		\$17,000								\$17,000	\$0	\$0	\$17,000
	Telephone		\$5,000								\$5,000	\$0	\$0	\$5,000
	Mail		\$2,500								\$2,500	\$0	\$0	\$2,500
	Advertising Notice		\$8,000								\$8,000	\$0	\$0	\$8,000
	Printing/Reproduction		\$15,500								\$15,500	\$0	\$0	\$15,500
	Office Supplies/Materials		\$5,000								\$5,000	\$0	\$0	\$5,000
	Intergovernmental Services*		\$75,000								\$75,000	\$0	\$0	\$75,000
	Communications										\$0	\$0	\$0	\$0
	Risk Management		\$6,500								\$6,500	\$0	\$0	\$6,500
	Fleet O&M (plus vehicle replacement)		\$3,300								\$3,300	\$0	\$0	\$3,300
	Reference & Education**		\$6,000								\$6,000	\$0	\$0	\$6,000
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities		\$2,000								\$2,000	\$0	\$0	\$2,000
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$192,908	\$0	\$0	\$0	\$0	\$0	\$0		\$192,908	\$0	\$0	\$192,908
	Total	\$0	\$488,477	\$0	\$0	\$0	\$0	\$0	\$0		\$488,477	\$0	\$0	\$488,477

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships

UPWP Task 2.1: Public Participation

PURPOSE: Develop and implement public participation strategies for MPO plans and programs, consistent with Federal and State requirements.

PREVIOUS WORK: Activities listed below occurred during FYs 2014/15 and 2015/16 on an ongoing basis unless otherwise noted.

1. Updated Public Participation Plan (Spring 2016)
2. Developed public participation performance measures (Spring 2016)
3. Updated Discover Pinellas brochure
4. Participated in pedestrian and bicycle events, including Pedestrian Safety Awareness Week, Bike Month, Walk to School Day and the Bike Florida Tour
5. Reviewed MPO plans and documents with MPO advisory committees
6. Adopted 2040 LRTP with extensive public involvement efforts (December 2014)
7. Held regular CAC meetings
8. Maintained www.TellusPinellas.com
9. Developed and maintained an agency blog
10. Maintained agency social media accounts (Facebook, Twitter and LinkedIn)
11. Participated in community events and meetings
12. Maintained database of outreach activities
13. Updated agency website

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Support and conduct MPO Board, workshops, committee and subcommittee meetings that are properly noticed and open to the public
2. Review, evaluate and update the Public Participation Plan
3. Participate in bicycle and pedestrian educational events
4. Employ MPO advisory committees to review plans and documents, including the LRTP, UPWP, TIP and CMP reports and corridor studies
5. Participate in meetings of community and business organizations, including workshops and open houses
6. Update and distribute outreach materials, including documents and maps, informational literature and graphics
7. Continue to utilize social media and web-based applications to promote the MPO's activities, current events, plans and programs, and expand network of communications
8. Update and maintain web-based applications
9. Maintain the public involvement activity database
10. Update orientation materials
11. Develop and implement MPO/PPC communications strategy
12. Develop and maintain integrated MPO and PPC website
13. Participate in community events such as Stetson University Health Fair, Heritage Village Folk Festival, USF Harbor Walk and Citizens Alliance for Progress Family Night Out
14. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences

END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Staff assistance to MPO Board and advisory committees, including preparation of graphics and reports (ongoing)
2. Public Participation Plan Evaluation Report (Spring 2018)
3. Updated materials for public distribution and outreach (as needed)
4. Event participation (as needed)
5. MPO Board, advisory committee and subcommittee workshops, meetings and review (as needed)
6. Integrated MPO/PPC website that includes interactive features, maps, adopted plans and related documents, and MPO/advisory committee agenda packets (ongoing)
7. CAC orientation presentation (Fall 2016 and 2017)
8. MPO/PPC communications strategy (ongoing)

RESPONSIBLE AGENCY/AGENCIES: MPO/PPC

2.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization
FY 2016/17 Budget Table

TASK 2.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$20,000	\$17,196	\$22,060	\$2,758	\$2,758	\$16,987	\$2,123	\$2,123			\$76,243	\$4,881	\$4,881	\$86,005
	MPO fringe, benefits and other deductions	\$10,600	\$9,114	\$11,692	\$1,461	\$1,461	\$9,003	\$1,125	\$1,125			\$40,409	\$2,587	\$2,587	\$45,583
	Subtotal	\$30,600	\$26,310	\$33,752	\$4,219	\$4,219	\$25,990	\$3,249	\$3,249	\$0		\$116,652	\$7,468	\$7,468	\$131,588
B. Consultant Services															
	Contract/Consultant Services	\$12,546		\$40,000	\$5,000	\$5,000						\$52,546	\$5,000	\$5,000	\$62,546
	Subtotal	\$12,546	\$0	\$40,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0		\$52,546	\$5,000	\$5,000	\$62,546
C. Travel															
	Travel Expenses	\$400										\$400	\$0	\$0	\$400
	Subtotal	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$400	\$0	\$0	\$400
D. Other Direct Expenses															
	Rent											\$0	\$0	\$0	\$0
	Equipment & Furnishings											\$0	\$0	\$0	\$0
	Telephone											\$0	\$0	\$0	\$0
	Mail											\$0	\$0	\$0	\$0
	Advertising Notice											\$0	\$0	\$0	\$0
	Printing/Reproduction											\$0	\$0	\$0	\$0
	Office Supplies/Materials											\$0	\$0	\$0	\$0
	Intergovernmental Services*											\$0	\$0	\$0	\$0
	Communications											\$0	\$0	\$0	\$0
	Risk Management											\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)											\$0	\$0	\$0	\$0
	Reference & Education**											\$0	\$0	\$0	\$0
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities											\$0	\$0	\$0	\$0
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$43,546	\$26,310	\$73,752	\$9,219	\$9,219	\$25,990	\$3,249	\$3,249	\$0		\$169,598	\$12,468	\$12,468	\$194,534

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** Reference & Education refers to items relating to conferences, workshops and organization memberships

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 2.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP -SU)		FTA New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$47,000		\$5,000	\$28,000	\$3,500	\$3,500			\$80,000	\$3,500	\$3,500	\$87,000
	MPO fringe, benefits and other deductions		\$24,910		\$2,650	\$14,840	\$1,855	\$1,855			\$42,400	\$1,855	\$1,855	\$46,110
	Subtotal	\$0	\$71,910	\$0	\$7,650	\$42,840	\$5,355	\$5,355	\$0		\$122,400	\$5,355	\$5,355	\$133,110
B. Consultant Services														
	Contract/Consultant Services										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
C. Travel														
	Travel Expenses		\$400								\$400	\$0	\$0	\$400
	Subtotal	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0		\$400	\$0	\$0	\$400
D. Other Direct Expenses														
	Rent										\$0	\$0	\$0	\$0
	Equipment & Furnishings										\$0	\$0	\$0	\$0
	Telephone										\$0	\$0	\$0	\$0
	Mail										\$0	\$0	\$0	\$0
	Advertising Notice										\$0	\$0	\$0	\$0
	Printing/Reproduction										\$0	\$0	\$0	\$0
	Office Supplies/Materials										\$0	\$0	\$0	\$0
	Intergovernmental Services*										\$0	\$0	\$0	\$0
	Communications										\$0	\$0	\$0	\$0
	Risk Management										\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)										\$0	\$0	\$0	\$0
	Reference & Education**										\$0	\$0	\$0	\$0
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities										\$0	\$0	\$0	\$0
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$0	\$72,310	\$0	\$7,650	\$42,840	\$5,355	\$5,355	\$0		\$122,800	\$5,355	\$5,355	\$133,510

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships

UPWP Task 3.1: Monitoring Activities

PURPOSE: Update, maintain, monitor and analyze transportation, socioeconomic and land use data to support the MPO's planning efforts.

PREVIOUS WORK: Activities listed below occurred during FYs 2014/15 and 2015/16 on an ongoing basis unless otherwise noted.

1. Updated socioeconomic and land use data sets
2. Coordinated efforts among MPOs and FDOT District 7 in the utilization of the regional transportation analyses
3. Utilized consistent data with Tampa Bay MPOs in L RTPs
4. Coordinated land use and transportation planning in Pinellas County and Tampa Bay region
5. Collected transportation data, including traffic and road inventory, crash records, transit and pedestrian safety statistics, and trail activity counts, and updated MPO database, accordingly
6. Updated the annual traffic count map (August 2014 and 2015)
7. Improved the Geographic Information System (GIS) files and utilization of transportation planning applications
8. Provided quality control and updates to the crash records database
9. Updated the annual Crash Data Report, with information as available
10. Provided crash data, reports, maps, etc. as requested
11. Increased use of real time data for ITS applications
12. Conducted trail user surveys (Spring 2014)
13. Published annual Level of Service Report (October 2014 and 2015)
14. Published 2040 Traffic Forecast Volumes (January 2016)
15. Participated and compiled information pertaining to Road Safety Audits
16. Coordination with Pinellas County Public Works regarding roadway functional classification, right-of-way, and sidewalk layers
17. Reviewed FDOT Travel Time Monitoring Report for select State and County roads

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Assist FDOT District 7 with activities involving the maintenance of the Regional Transportation Analysis (RTA) process
2. Provide socioeconomic data to jurisdictional partners and other agencies for related planning efforts
3. Coordinate planning efforts with the PPC to ensure the continuing and dynamic linkage between transportation and land use planning
4. Develop and analyze land use and socioeconomic data for use in reports and studies, such as the State of the System, corridor studies and Pinellas SPOTlight
5. Continue to monitor and collect relevant data to the Pinellas County transportation system, in cooperation with FDOT District 7 and local governments
6. Prepare annual traffic count map (August 2016 and 2017)
7. Update sidewalk inventory
8. Review related planning documents, as needed
9. Collect data in support of pedestrian and bicycle safety studies conducted under the Bicycle and Pedestrian Planning Task
10. Continue Transportation System Database quality control
11. Collect real time data for ITS applications

12. Maintain Transportation System Database with information on existing and planned multi-modal routes, facilities and conditions
13. Update as needed traffic volume forecasts for 2040
14. Produce annual Level of Service Report
15. Produce annual Crash Data Report
16. Continue to collect and compile trail activity counts
17. Continue to participate in the collection of data for Road Safety Audits (RSA) and produce corresponding map identifying RSA locations
18. Reconcile FDOT fatal crash data with fatalities that are reported by local law enforcement agencies
19. Monitor and analyze crash data related to all modes of public school transportation
20. Continue to review FDOT Travel Time Monitoring Report for select State and County roads
21. Support data collection and maintenance, including WebCDMS (WebCDMS services are provided by consultants and estimated not to exceed \$57,000 over two years)
22. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences

END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Consistent use of data between MPO LRTPs in Tampa Bay region (ongoing)
2. Coordination of land use and transportation planning in Pinellas County and Tampa Bay region (as needed)
3. Updated and maintained data for reporting and study purposes (as needed)
4. Updated transportation system and crash database (as needed)
5. Annual traffic count map (August 2016 and 2017)
6. Updated sidewalk, trail and bicycle facility inventory (as needed)
7. Up-to-date data, reports and maps (as needed)
8. Maintain forecasted traffic volume counts for 2040 (as needed)
9. Level of Service Report (October 2016 and 2017)
10. Crash Data Report (June 2017 and 2018)
11. State of the System Report (July 2017)
12. Road Safety Audit location map (ongoing)
13. WebCDMS (ongoing)

RESPONSIBLE AGENCY/AGENCIES: MPO, PPC, FDOT

3.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization
FY 2016/17 Budget Table

TASK 3.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$25,000	\$37,339	\$24,000	\$3,000	\$3,000	\$24,000	\$3,000	\$3,000			\$110,339	\$6,000	\$6,000	\$122,339
	MPO fringe, benefits and other deductions	\$13,250	\$19,790	\$12,720	\$1,590	\$1,590	\$12,720	\$1,590	\$1,590			\$58,480	\$3,180	\$3,180	\$64,840
	Subtotal	\$38,250	\$57,129	\$36,720	\$4,590	\$4,590	\$36,720	\$4,590	\$4,590	\$0		\$168,819	\$9,180	\$9,180	\$187,179
B. Consultant Services															
	Contract/Consultant Services	\$30,000										\$30,000	\$0	\$0	\$30,000
	Subtotal	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$30,000	\$0	\$0	\$30,000
C. Travel															
	Travel Expenses	\$200										\$200	\$0	\$0	\$200
	Subtotal	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$200	\$0	\$0	\$200
D. Other Direct Expenses															
	Rent											\$0	\$0	\$0	\$0
	Equipment & Furnishings											\$0	\$0	\$0	\$0
	Telephone											\$0	\$0	\$0	\$0
	Mail											\$0	\$0	\$0	\$0
	Advertising Notice											\$0	\$0	\$0	\$0
	Printing/Reproduction											\$0	\$0	\$0	\$0
	Office Supplies/Materials											\$0	\$0	\$0	\$0
	Intergovernmental Services*											\$0	\$0	\$0	\$0
	Communications											\$0	\$0	\$0	\$0
	Risk Management											\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)											\$0	\$0	\$0	\$0
	Reference & Education**											\$0	\$0	\$0	\$0
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities											\$0	\$0	\$0	\$0
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$68,450	\$57,129	\$36,720	\$4,590	\$4,590	\$36,720	\$4,590	\$4,590	\$0		\$199,019	\$9,180	\$9,180	\$217,379

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** Reference & Education refers to items relating to conferences, workshops and organization memberships.

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 3.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP -SU)		FTA New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$22,353		\$2,000	\$64,000	\$8,000	\$8,000			\$88,353	\$8,000	\$8,000	\$104,353
	MPO fringe, benefits and other deductions		\$11,847		\$1,060	\$33,920	\$4,240	\$4,240			\$46,827	\$4,240	\$4,240	\$55,307
	Subtotal	\$0	\$34,200	\$0	\$3,060	\$97,920	\$12,240	\$12,240	\$0		\$135,180	\$12,240	\$12,240	\$159,660
B. Consultant Services														
	Contract/Consultant Services		\$27,000								\$27,000	\$0	\$0	\$27,000
	Subtotal	\$0	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0		\$27,000	\$0	\$0	\$27,000
C. Travel														
	Travel Expenses		\$200								\$200	\$0	\$0	\$200
	Subtotal	\$0	\$200	\$0	\$0	\$0	\$0	\$0	\$0		\$200	\$0	\$0	\$200
D. Other Direct Expenses														
	Rent										\$0	\$0	\$0	\$0
	Equipment & Furnishings										\$0	\$0	\$0	\$0
	Telephone										\$0	\$0	\$0	\$0
	Mail										\$0	\$0	\$0	\$0
	Advertising Notice										\$0	\$0	\$0	\$0
	Printing/Reproduction										\$0	\$0	\$0	\$0
	Office Supplies/Materials										\$0	\$0	\$0	\$0
	Intergovernmental Services*										\$0	\$0	\$0	\$0
	Communications										\$0	\$0	\$0	\$0
	Risk Management										\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)										\$0	\$0	\$0	\$0
	Reference & Education**										\$0	\$0	\$0	\$0
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities										\$0	\$0	\$0	\$0
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$0	\$61,400	\$0	\$3,060	\$97,920	\$12,240	\$12,240	\$0		\$162,380	\$12,240	\$12,240	\$186,860

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

UPWP Task 4.1: Systems Planning

PURPOSE: Improve the operating efficiency and safety of the County's transportation system for all travel modes including the automobile, bicycling, walking, transit use, rail and freight carrying trucks. In addition, this task seeks to improve the mobility of transportation disadvantaged citizens and reduce the incidence of single occupant vehicles.

PREVIOUS WORK: Activities listed below occurred during FYs 2014/15 and 2015/16 on an ongoing basis unless otherwise noted.

1. Activities associated with implementation of the CMP
2. Produced 2014 State of the System Report (June 2015)
3. Produced 2015 Crash Data Report (June 2016)
4. Conducted Safety, Management, and Operations Study on Park Boulevard from Seminole Boulevard to 113th Street and 113th Street from Park Blvd. to 86th Avenue North (May 2016)
5. Initiated US 19 Corridor Study (2015)
6. Participated in planning and outreach activities associated with the proposed intersection improvements on Alt. US 19 in Downtown Palm Harbor
7. Completed RSAs at various locations
8. Updated Truck Route Plan and Freight Mobility Plan in cooperation with partner agencies
9. Participated in Tampa Bay Goods Movement Advisory Committee
10. Reviewed State and County transportation projects for freight-related impacts
11. Adopted Transit Development Plan (TDP)
12. Conducted planning activity associated with Greenlight Pinellas and PSTA's Path Forward Plan
13. Incorporated ITS technologies in transit system
14. Ensured consistency between local plans, transit plans, and the LRTP
15. Supported commuter vanpool program, including Park and Ride and bus transfer facilities
16. Supported and conducted committee meetings, including the Bicycle Pedestrian Advisory Committee, Local Coordinating Board, School Transportation Safety Committee and Transportation Mobility Management Advisory Committee (formerly Intelligent Transportation System Committee) and Pinellas Trail Security Task Force
17. Updated Transportation Disadvantaged Service Plan (TDSP) (2015 and 2016)
18. Monitored services of the TD Program and evaluated Community Transportation Coordinator (CTC) performance (2014 and 2015)
19. Held annual public hearings of the TD Program (February 2015 and 2016)
20. Monitored the pedestrian and bicycle components of the LRTP, including the maintenance of a county-wide sidewalk, bicycle facility and trail inventory
21. Conducted educational programs for school children on bicycle and pedestrian safety and participated in the annual Pedestrian Safety Awareness Week, Walk to School Day, Bike Month and Bike to Work Day
22. Approved amendments to Bicycle Pedestrian Master Plan to reflect local plans and address intra and inter-county travel needs
23. Contributed towards regional trail activities and development, including participation in the Coast to Coast Connector Trail Leadership Team
24. Distributed Discover Pinellas bicycle/trail facility brochure and foldout maps
25. Carried out activities associated with the Tri-County Trail Design-Build Project
26. Carried out activities associated with implementation of the Pinellas Trail Loop Plan including the TIGER VII grant application for funds needed to complete the project (May 2015)

27. Participated in Bike/Walk Tampa Bay activities
28. Initiated work on Complete Streets Program framework for local government technical assistance and grant funding (2015)
29. Participated in the FDOT Safe Access to Transit Study (2015)
30. Completed the Pinellas Trail Users Survey Report (October 2015)
31. Worked on inter-jurisdictional standardizing of intersection treatments at trail crossings
32. Worked with Pinellas County and the City of Tarpon Springs to develop solutions to correct coastal erosion along portions of the Elfer's Spur Trail
33. Convened BPAC subcommittees to assist in the development of a Bike Share Feasibility Study for Pinellas County (2015 and 2016) and to analyze electric-assist bicycle technologies, regulations and implications of their use on the Pinellas Trail (2015 and 2016)
34. Participated in joint committee meetings with partner MPOs
35. Provided technical assistance to local governments in development of comprehensive plan and land development code amendatory ordinances related to implementation of the MPO Mobility Plan
36. Provided technical assistance to local governments in the application of the Multimodal Impact Fee Ordinance (TIFO)

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Provide staff services and technical support to advisory committees and subcommittees
2. Coordinate with FDOT and local/regional agency partners, including work related to intergovernmental studies and major projects
3. Activity associated with implementation of Park Boulevard/113th Street Safety, Management, and Operations Study
4. Completion of US 19 Corridor Study
5. Develop and implement the CMP, including the following:
 - a. Participation in statewide initiatives addressing CMP development;
 - b. Development of performance measures for CMP projects;
 - c. Maintenance of CMP safety studies, assessments and monitoring of project implementation;
 - d. Review of previously studied CMP corridors using transportation demand management and ITS strategies, and assessment of relevant performance measures;
 - e. Ensure coordination with other CMPs in the region;
 - f. Update CMP projects in the TIP, as needed;
 - g. Development of plan for implementing CMP projects in LRTP update;
 - h. Identification of congested roadways for future study;
 - i. Identification of system-level performance measures to be used for evaluation of effectiveness of congestion management strategies and development of project-level performance measures;
 - j. Conduct congestion management meetings and workshops with County and city representatives;
 - k. Conduct and implement corridor strategy plans as identified through CMP; and
 - l. Re-evaluation of existing CMP strategies and goals.
6. Continue to support ride sharing, vanpool programs and other TDM strategies, including providing technical assistance to local government and TBARTA TDM activities
7. Produce the 2015 State of the System Report (July 2016) and utilize this report to identify congested roadways and strategies for addressing recurring and non-recurring congestion

8. Produce annual Crash Data Reports to better understand and address the trends in terms of crash types, contributing factors, affected demographic groups, times, and locations of the crashes.
9. Conduct RSAs in coordination with local and regional entities, assessments of high crash intersections and participate in safety, congestion management and operations corridor studies, including Alternate US 19 and SR 595/Pasadena Avenue studies
10. Carry out activities associated with the review of traffic calming/management plans
11. Carry out ITS activities including the following:
 - a. Update inventory of countywide ITS infrastructure;
 - b. Review TIP to determine compatibility and consistency of scheduled ITS projects with Tampa Bay Regional Architecture and National ITS Architecture;
 - c. Integrate ITS technologies into transit operations and activities; and
 - d. Monitor implementation of ATMS projects
12. Carry out activity associated with addressing freight movement needs including the following:
 - a. Processing amendments to the Truck Route Plan, as necessary;
 - b. Continue to review State and local roadway projects for impacts related to the efficient movement of freight;
 - c. Continue to participate in the Tampa Bay Goods Movement Advisory Committee; and
 - d. Provide input to the Tampa Bay Regional Strategic Freight Plan.
13. Conduct public transportation planning efforts including the following:
 - a. Update transit planning studies and documents, including the TDP and studies of premium and alternative forms of public transportation;
 - b. Analyze fare revenues and categories;
 - c. Develop FTA Section 5307 Program of Projects;
 - d. Evaluate bus shelter and other transit amenity needs;
 - e. Utilize technology to enhance transit service and amenities;
 - f. Develop schedule for bus and capital replacements;
 - g. Land use and accessibility study of transfer facility locations;
 - h. Conduct transit service planning outreach and activities;
 - i. Project development study for Central Avenue Bus Rapid Transit and related projects;
 - j. Review and monitor plans for transit consistency with other planning documents; and
 - k. Work associated with capital purchases and planning grant funding.
14. Coordinate planning between transportation systems and land use, including the following:
 - a. Conduct and carry out activities related to planning for future transit center development, transit access and connectivity among modes; and
 - b. Activity related to improving bus stop accessibility for bicyclists and pedestrians.
15. Conducting TD Program, planning activity including the following:
 - a. Evaluate services to the TD population to ensure adequacy of service and compliance with applicable Federal and State policies and monitor unmet needs of TD community;
 - b. Provide staff assistance to PSTA in their role as the CTC;
 - c. Provide outreach information to agencies and individual serving TD Program customers;
 - d. Update the TDSP annually and as needed;
 - e. Conduct annual CTC evaluation; and
 - f. Conduct annual LCB public hearings.
16. Administer and manage FTA grants and provide oversight to subgrantees
17. Develop a Pinellas Trail users count program utilizing automatic trail counters
18. Continue to support the activities of Bike/Walk Tampa Bay especially as it relates to establishing consensus support for Vision Zero in Pinellas County

19. Continue to work with the Pinellas County School Board, law enforcement and roadway maintaining jurisdictions to identify and correct, where feasible, hazardous walking conditions for public school students
20. Conduct bicycle and pedestrian activities including the following:
 - a. Maintain and implement the Bicycle Pedestrian Master Plan;
 - b. Monitor implementation of bicycle, trail and pedestrian facility projects including the Tri-County Trail;
 - c. Carry out activities related to implementation of the Pinellas Trail Loop Plan;
 - d. Evaluate trail crossings at intersections for needed improvements;
 - e. Monitor, analyze and report on pedestrian and bicycle crash data;
 - f. Sponsor and participate in educational programs, including elementary school safety training;
 - g. Implement recommendations from bicycle and pedestrian planning documents, including Pedestrian Safety Action Plan and Bicycle Pedestrian Crash Report;
 - h. Coordinate on regional/inter-county projects, such as Coast-to-Coast Connector Trail
21. Provide technical assistance to local governments as follows:
 - a. Review transportation-related amendments of local comprehensive plans to determine consistency with MPO documents, including the LRTP and TIP;
 - b. Work with local governments to address the transportation needs of community redevelopment areas (CRAs) and other disadvantaged communities (e.g., Ridgecrest, Lealman); and
 - c. Support local government implementation and application of Mobility Plan amendments and Multimodal Impact Fee Ordinance.
22. Development and implementation of Complete Streets Program
23. Support outreach efforts related to systems planning
24. Development and implementation of sustainability planning efforts, including goals related to improving environmental, economic, and social sustainability, and conduct ongoing monitoring activities to identify progress towards goals
25. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences

END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Committee meetings and materials (as needed)
2. Systems planning materials and documents integrated into other MPO plans and programs, such as the LRTP and TIP (as needed)
3. Implementation of CMP, including list of CMP project priorities in the TIP (November 2016 and 2017), detailed analysis of “hot spots” and congested corridors identified through CMP, and congestion management performance measurement evaluation (June 2017 and 2018)
4. State of the System Report (July 2017)
5. Crash Data Reports (June 2016 and 2017)
6. Implementation of corridor and operations study and transit service planning recommendations (as needed)
7. Coordination of ITS projects between local and regional governments/agencies and FDOT (ongoing)
8. Completed RSAs (as needed)
9. Updated Truck Route Plan and Freight Mobility Plan in cooperation with FDOT, Pinellas County and municipal governments (as needed)

10. Transit planning documents, including TDP (ongoing)
11. FTA Section 5307 Program of Projects (as needed)
12. FTA Small Starts submittal package for Central Avenue Bus Rapid Transit project
13. Transit amenity system and bus and capital replacement schedule (as needed)
14. Coordinated land use and transportation planning (ongoing)
15. Land use and transit accessibility study (Fall 2016)
16. TDSP (June 2017 and 2018)
17. CTC Evaluation (November 2016 and 2017)
18. FTA grant management and administration (ongoing)
19. Participation in educational programs relating to bicycle and pedestrian safety, including elementary school safety training, Pedestrian Safety Awareness Week, Walk to School Day, Bike Month, and Bike to Work Day (as needed)
20. Implementation of policies and projects from the Bicycle Pedestrian Master Plan and Pedestrian Safety Action Plan and safety improvements identified in Bicycle Pedestrian Crash Report and related studies (ongoing)
21. Consistent application of Multimodal Impact Fee Ordinance throughout Pinellas County (ongoing)
22. Complete streets technical assistance resources (manual, workshops etc.) (as needed)
23. Complete streets funding program for local governments (ongoing)

RESPONSIBLE AGENCY/AGENCIES: MPO, FDOT, PSTA, PPC

4.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization
FY 2016/17 Budget Table

TASK 4.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$60,000	\$177,511	\$40,000	\$5,000	\$5,000	\$51,497	\$6,437	\$6,437	\$38,474		\$329,008	\$49,911	\$11,437	\$390,356
	MPO fringe, benefits and other deductions	\$31,800	\$94,081	\$21,200	\$2,650	\$2,650	\$27,293	\$3,412	\$3,412	\$0		\$174,374	\$6,062	\$6,062	\$186,497
	Subtotal	\$91,800	\$271,592	\$61,200	\$7,650	\$7,650	\$78,790	\$9,849	\$9,849	\$38,474		\$503,382	\$55,973	\$17,499	\$576,853
B. Consultant Services															
	Contract/Consultant Services		\$180,000	\$48,000	\$6,000	\$6,000	\$82,544	\$10,318	\$10,318		\$500,000	\$810,544	\$16,318	\$16,318	\$843,180
	Subtotal	\$0	\$180,000	\$48,000	\$6,000	\$6,000	\$82,544	\$10,318	\$10,318	\$0	\$500,000	\$310,544	\$16,318	\$16,318	\$843,180
C. Travel															
	Travel Expenses	\$900										\$900	\$0	\$0	\$900
	Subtotal	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$900	\$0	\$0	\$900
D. Other Direct Expenses															
	Rent											\$0	\$0	\$0	\$0
	Equipment & Furnishings											\$0	\$0	\$0	\$0
	Telephone											\$0	\$0	\$0	\$0
	Mail											\$0	\$0	\$0	\$0
	Advertising Notice											\$0	\$0	\$0	\$0
	Printing/Reproduction											\$0	\$0	\$0	\$0
	Office Supplies/Materials											\$0	\$0	\$0	\$0
	Intergovernmental Services*											\$0	\$0	\$0	\$0
	Communications											\$0	\$0	\$0	\$0
	Risk Management											\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)											\$0	\$0	\$0	\$0
	Reference & Education**											\$0	\$0	\$0	\$0
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities											\$0	\$0	\$0	\$0
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$92,700	\$451,592	\$109,200	\$13,650	\$13,650	\$161,334	\$20,167	\$20,167	\$38,474	\$500,000	\$1,314,826	\$72,291	\$33,817	\$1,420,933

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** Reference & Education refers to items relating to conferences, workshops and organization memberships

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 4.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP -SU)		New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$131,444		\$2,699	\$65,412	\$8,177	\$8,177	\$38,474		\$199,555	\$46,651	\$8,177	\$254,382
	MPO fringe, benefits and other deductions		\$69,665		\$1,430	\$34,668	\$4,334	\$4,334	\$0		\$105,764	\$4,334	\$4,334	\$114,431
	Subtotal	\$0	\$201,109	\$0	\$4,129	\$100,080	\$12,510	\$12,510	\$38,474		\$305,319	\$50,984	\$12,510	\$368,813
B. Consultant Services														
	Contract/Consultant Services				\$24,000	\$80,000	\$10,000	\$10,000		\$400,000	\$504,000	\$10,000	\$10,000	\$524,000
	Subtotal	\$0	\$0	\$0	\$24,000	\$80,000	\$10,000	\$10,000	\$0	\$400,000	\$504,000	\$10,000	\$10,000	\$524,000
C. Travel														
	Travel Expenses		\$900								\$900	\$0	\$0	\$900
	Subtotal	\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0		\$900	\$0	\$0	\$900
D. Other Direct Expenses														
	Rent										\$0	\$0	\$0	\$0
	Equipment & Furnishings										\$0	\$0	\$0	\$0
	Telephone										\$0	\$0	\$0	\$0
	Mail										\$0	\$0	\$0	\$0
	Advertising Notice										\$0	\$0	\$0	\$0
	Printing/Reproduction										\$0	\$0	\$0	\$0
	Office Supplies/Materials										\$0	\$0	\$0	\$0
	Intergovernmental Services*										\$0	\$0	\$0	\$0
	Communications										\$0	\$0	\$0	\$0
	Risk Management										\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)										\$0	\$0	\$0	\$0
	Reference & Education**										\$0	\$0	\$0	\$0
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities										\$0	\$0	\$0	\$0
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$0	\$202,009	\$0	\$28,129	\$180,080	\$22,510	\$22,510	\$38,474	\$400,000	\$810,219	\$60,984	\$22,510	\$893,713

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

UPWP Task 5.1: Transportation Improvement Program (TIP) Development and Maintenance

PURPOSE: Develop and maintain the TIP pursuant to Federal and State requirements while ensuring its consistency with the LRTP and local comprehensive plans.

PREVIOUS WORK: Activities listed below occurred during FYs 2014/15 and 2015/16 on an ongoing basis unless otherwise noted.

1. Adopted TIP consistent with LRTP and in accordance with State and Federal legislation
2. Updated TIP to reflect County and municipal work programs
3. Updated web-based TIP application
4. Utilized LRTP to identify potential transportation improvement projects
5. Updated project priority lists in the TIP
6. Updated TIP-related TAP Priority List Status Report

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Develop the TIP in coordination with FDOT, local governments, citizens and transportation providers and in accordance with State and Federal laws
2. Review and submit funding priorities for Federal programs (annual)
3. Ensure consistency between the TIP and the LRTP including identification of transportation improvement projects and phasing for implementation based on the LRTP
4. Coordinate with FDOT in the development of their Five-Year Work Program
5. Publish listing of previously funded Federal aid projects in the TIP
6. Maintain TIP web-based application
7. Update priority lists in the TIP and provide support for developing and maintaining these priorities
8. Provide guidelines and coordinate with local governments on projects for inclusion in the TIP, including the TAP
9. Assist local governments in their efforts to apply for SRTS funding
10. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences

END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Adopted TIP consistent with the LRTP and in accordance with State and Federal legislation (July 2016 and 2017)
2. Updated TIP reflecting County and municipal work programs (November 2016 and 2017)
3. Web-based TIP application (ongoing)
4. Utilization of the LRTP to identify potential transportation improvement projects (as needed)
5. Updated County and regional priority lists, including TAP Priority List and Status Report (as needed)

RESPONSIBLE AGENCY/AGENCIES: MPO

5.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization FY 2016/17 Budget Table

TASK 5.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$65,000										\$65,000	\$0	\$0	\$65,000
	MPO fringe, benefits and other deductions	\$34,450										\$34,450	\$0	\$0	\$34,450
	Subtotal	\$99,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$99,450	\$0	\$0	\$99,450
B. Consultant Services															
	Contract/Consultant Services											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
C. Travel															
	Travel Expenses	\$100										\$100	\$0	\$0	\$100
	Subtotal	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$100	\$0	\$0	\$100
D. Other Direct Expenses															
	Rent											\$0	\$0	\$0	\$0
	Equipment & Furnishings											\$0	\$0	\$0	\$0
	Telephone											\$0	\$0	\$0	\$0
	Mail											\$0	\$0	\$0	\$0
	Advertising Notice											\$0	\$0	\$0	\$0
	Printing/Reproduction											\$0	\$0	\$0	\$0
	Office Supplies/Materials											\$0	\$0	\$0	\$0
	Intergovernmental Services*											\$0	\$0	\$0	\$0
	Communications											\$0	\$0	\$0	\$0
	Risk Management											\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)											\$0	\$0	\$0	\$0
	Reference & Education**											\$0	\$0	\$0	\$0
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities											\$0	\$0	\$0	\$0
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$99,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$99,550	\$0	\$0	\$99,550

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** Reference & Education refers to items relating to conferences, workshops and organization memberships.

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 5.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP -SU)		FTA New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$65,147								\$65,147	\$0	\$0	\$65,147
	MPO fringe, benefits and other deductions		\$34,528								\$34,528	\$0	\$0	\$34,528
	Subtotal	\$0	\$99,675	\$0	\$0	\$0	\$0	\$0	\$0		\$99,675	\$0	\$0	\$99,675
B. Consultant Services														
	Contract/Consultant Services										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
C. Travel														
	Travel Expenses		\$100								\$100	\$0	\$0	\$100
	Subtotal	\$0	\$100	\$0	\$0	\$0	\$0	\$0	\$0		\$100	\$0	\$0	\$100
D. Other Direct Expenses														
	Rent										\$0	\$0	\$0	\$0
	Equipment & Furnishings										\$0	\$0	\$0	\$0
	Telephone										\$0	\$0	\$0	\$0
	Mail										\$0	\$0	\$0	\$0
	Advertising Notice										\$0	\$0	\$0	\$0
	Printing/Reproduction										\$0	\$0	\$0	\$0
	Office Supplies/Materials										\$0	\$0	\$0	\$0
	Intergovernmental Services*										\$0	\$0	\$0	\$0
	Communications										\$0	\$0	\$0	\$0
	Risk Management										\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)										\$0	\$0	\$0	\$0
	Reference & Education**										\$0	\$0	\$0	\$0
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities										\$0	\$0	\$0	\$0
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$0	\$99,775	\$0	\$0	\$0	\$0	\$0	\$0		\$99,775	\$0	\$0	\$99,775

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

UPWP Task 6.1: Long Range Plan and Environmental Sustainability

PURPOSE: Develop and maintain a long-range transportation plan according to Federal regulations that is consistent with the State Implementation Plan and Clean Air Act Amendments, providing for a safe, secure and energy efficient multi-modal transportation system.

PREVIOUS WORK: Activities listed below occurred during FYs 2014/15 and 2015/16 on an ongoing basis unless otherwise noted.

1. Updated TAZ boundary network
2. Developed and analyzed performance measurements for the transportation system and transportation planning activities
3. Adopted 2040 LRTP (December 2014)
4. Amended LRTP as necessary to accommodate projected travel needs and demands
5. Conducted public outreach events for LRTP
6. Developed and followed LRTP Public Involvement Plan
7. Developed LRTP public outreach materials
8. Updated data for monitoring air quality

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Conduct limited small area traffic evaluations
2. Assess changing conditions and identify and evaluate transportation improvements that may be necessary to meet the County's changing transportation needs
3. Carry out activities necessary to address comments of FHWA resulting from the MPO certification process
4. Develop performance metrics to link the programming of LRTP projects into the TIP to desired outcomes.
5. Monitor and evaluate implementation of LRTP policies and measures of effectiveness
6. Implement LRTP projects through the TIP
7. Develop scope for the 2045 LRTP (Fall 2017)
8. Develop Public Involvement Plan for the 2045 LRTP (Spring 2018)
9. Develop socioeconomic data for the 2045 LRTP (Spring 2018)
10. Conduct a scenario planning analysis for the 2045 LRTP (Spring/Summer 2018)
11. Participate in the review of the Pinellas County Emissions Inventory for ozone precursors and greenhouse gasses in coordination with the Pinellas County and the Florida Department of Environmental Protection
12. Monitor VMT and mobile source emissions, trends on vehicle type, fuel usage and air toxics in coordination with the Pinellas County Division of Air Quality
13. Conduct and participate in ETDM screening, as needed
14. Coordinate with FDOT and other partners to develop system-wide performance measures and targets to satisfy requirements of the FAST Act
15. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences

END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Compliance with comments regarding certification (as needed)

2. Updated TAZ boundary network (as needed)
3. Scope for the 2045 LRTP (Fall 2017)
4. Developed and analyzed performance measurements for the transportation system and transportation planning activities (as needed)
5. LRTP amendments necessary to accommodate projected travel needs and demands (as needed)
6. Amended and Modified 2040 LRTP (as needed)
7. Consistency between LRTP, local government comprehensive plans and Florida Transportation Plan (FTP) (ongoing)
8. LRTP compliant with FHWA and FTA rules to implement requirements of the FAST Act and/or subsequent legislation and the 1990 Clean Air Act Amendments (ongoing)
9. System-wide performance measures (ongoing)
10. Public involvement events for LRTP, including scenario planning, community workshops, and staff presentations at civic and business group meetings (as needed)
11. 2045 LRTP Public Involvement Plan (Spring 2018)
12. Public outreach materials (e.g. newsletters, fact sheets, surveys, web-based communications) associated with LRTP (as needed)
13. Updated data for monitoring air quality, including VMT reports, emissions and potential areas of concern for air quality (as needed)
14. Socioeconomic datasets for 2045 scenarios (Summer 2018)

RESPONSIBLE AGENCY/AGENCIES: MPO, PPC

6.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization FY 2016/17 Budget Table

TASK 6.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$10,000	\$8,556	\$8,000	\$1,000	\$1,000	\$16,000	\$2,000	\$2,000			\$42,556	\$3,000	\$3,000	\$48,556
	MPO fringe, benefits and other deductions	\$5,300	\$4,535	\$4,240	\$530	\$530	\$8,480	\$1,060	\$1,060			\$22,555	\$1,590	\$1,590	\$25,735
	Subtotal	\$15,300	\$13,091	\$12,240	\$1,530	\$1,530	\$24,480	\$3,060	\$3,060	\$0		\$65,111	\$4,590	\$4,590	\$74,291
B. Consultant Services															
	Contract/Consultant Services	\$25,000										\$25,000	\$0	\$0	\$25,000
	Subtotal	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$25,000	\$0	\$0	\$25,000
C. Travel															
	Travel Expenses	\$500										\$500	\$0	\$0	\$500
	Subtotal	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$500	\$0	\$0	\$500
D. Other Direct Expenses															
	Rent											\$0	\$0	\$0	\$0
	Equipment & Furnishings											\$0	\$0	\$0	\$0
	Telephone											\$0	\$0	\$0	\$0
	Mail											\$0	\$0	\$0	\$0
	Advertising Notice											\$0	\$0	\$0	\$0
	Printing/Reproduction											\$0	\$0	\$0	\$0
	Office Supplies/Materials											\$0	\$0	\$0	\$0
	Intergovernmental Services*											\$0	\$0	\$0	\$0
	Communications											\$0	\$0	\$0	\$0
	Risk Management											\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)											\$0	\$0	\$0	\$0
	Reference & Education**											\$0	\$0	\$0	\$0
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities											\$0	\$0	\$0	\$0
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$40,800	\$13,091	\$12,240	\$1,530	\$1,530	\$24,480	\$3,060	\$3,060	\$0		\$90,611	\$4,590	\$4,590	\$99,791

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** Reference & Education refers to items relating to conferences, workshops and organization memberships.

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 6.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP -SU)		FTA New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$62,369		\$26,641	\$16,000	\$2,000	\$2,000			\$105,010	\$2,000	\$2,000	\$109,010
	MPO fringe, benefits and other deductions		\$33,056		\$14,120	\$8,480	\$1,060	\$1,060			\$55,655	\$1,060	\$1,060	\$57,775
	Subtotal	\$0	\$95,425	\$0	\$40,761	\$24,480	\$3,060	\$3,060	\$0		\$160,665	\$3,060	\$3,060	\$166,785
B. Consultant Services														
	Contract/Consultant Services										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
C. Travel														
	Travel Expenses		\$500								\$500	\$0	\$0	\$500
	Subtotal	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0		\$500	\$0	\$0	\$500
D. Other Direct Expenses														
	Rent										\$0	\$0	\$0	\$0
	Equipment & Furnishings										\$0	\$0	\$0	\$0
	Telephone										\$0	\$0	\$0	\$0
	Mail										\$0	\$0	\$0	\$0
	Advertising Notice										\$0	\$0	\$0	\$0
	Printing/Reproduction										\$0	\$0	\$0	\$0
	Office Supplies/Materials										\$0	\$0	\$0	\$0
	Intergovernmental Services*										\$0	\$0	\$0	\$0
	Communications										\$0	\$0	\$0	\$0
	Risk Management										\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)										\$0	\$0	\$0	\$0
	Reference & Education**										\$0	\$0	\$0	\$0
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities										\$0	\$0	\$0	\$0
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$0	\$95,925	\$0	\$40,761	\$24,480	\$3,060	\$3,060	\$0		\$161,165	\$3,060	\$3,060	\$167,285

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

UPWP Task 7.1: Statewide and Regional Planning and Coordination Activities

PURPOSE: Maintain and enhance the ongoing multi-county collaborative transportation planning process and participate in other regional and statewide planning activities and organizations that have an impact on the regional multimodal transportation system.

PREVIOUS WORK: Activities listed below occurred during FYs 2014/15 and 2015/16 on an ongoing basis unless otherwise noted.

1. Participated in regular and special meetings of the Tampa Bay Regional Planning Council (TBRPC); Florida MPO Advisory Council; Tampa Bay Area Regional Transportation Authority (TBARTA); Corridor Management entities for Courtney-Campbell Causeway and Suncoast Parkway; Florida Aviation System Planning Process; Tampa Bay Partnership; and Florida Transportation Commission (Ongoing)
2. Held public meetings of the CCC, Joint CAC, Regional Multi-Use Trails Committee, and MPO Staff Directors (Ongoing). Held a joint coordination meeting with the Central Florida MPO Alliance (Annually)
3. Participated in the Regional Transportation Interagency Exchange facilitated by FDOT (Ongoing)
4. Participated in the development and implementation of the Tampa Bay Regional Strategic Freight Plan with the FDOT Regional Goods Movement Advisory Committee (Ongoing)
5. Maintained the Regional GIS transportation database (Ongoing)
6. Reviewed the existing UPWP tasks structure and developed regional UPWP tasks (biennially)
7. Compared projects in the FDOT Tentative Work Program with the list of cost-affordable transportation improvements and priorities in the Regional LRTP (Annually)
8. Reviewed and updated the technical prioritization of candidate projects for Transportation Regional Incentive Program (TRIP) and Transportation Alternatives funding (Annually or as needed)
9. Developed the CCC High Priority Major Transportation Initiatives (2015)
10. Updated CCC Regional CMP and State of the System Report (2012)
11. Updated the regional Public Participation Plan in coordination with TBARTA to develop a joint public engagement process (2012-13). Supported the activities of TBARTA, provided input and review for developing the TBARTA Master Plan (2013) and various multimodal regional corridor studies (Ongoing)
12. Updated the Regional LRTP, to the 2040 horizon year, including highway, transit, and multi-use trail elements, and prepared amendments and brochures (2015)
13. Provided input into the development of the Florida SIS 2040 Cost Feasible Plan (2013)
14. Updated the CCC Interlocal Agreement, Bylaws and Procedures (2013-14)
15. Hosted Florida Greenways and Trails Foundation statewide meeting (2015)
16. Consolidated the Regional LRTP with the TBARTA Master Plan, including highway, transit and multiuse trail elements (2015)
17. Consolidated planning activities of the CCC and TBARTA and public meeting schedules, and reducing the required number of meetings (2015)
18. Formed the Tampa Bay Transportation Management Area (TMA) Leadership Group, and produced a TMA Profile document and maps. Also developed a prioritization process and priorities ratified by all three MPOs (2013)
19. Updated the Regional Needs Assessment / Tri-County Access Plan, a Locally Coordinated Human Services Transportation Plan (2014)
20. Reviewed and ranked applications for funding (Annually)
21. Participated in the Federal Certification of the Tampa Bay Transportation Management Area (2014)

22. Participated in the Technical Review Team Meetings (TRT) for the Tampa Bay Regional Planning Model & other tools (ongoing – monthly)

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Participate in the Florida MPO Advisory Council activities and meetings to share best practices, conduct statewide research tasks, and stay abreast of statewide policy changes
2. Provide input to the Florida Transportation Commission on issues affecting the West Central Florida area
3. Annually review Transportation Regional Incentive Program (TRIP) and regional multiuse trails priorities, prioritize candidate projects and make a recommendation to the TBARTA CCC Board
4. Support regional transit planning in coordination with TBARTA, FDOT, and local transit agencies
5. Support regional performance measures
6. Coordinate project implementation phasing during development of the State Tentative Work Programs and the individual MPO TIPs to ensure progress toward implementation of the Regional LRTP (annually)
7. Develop/refine regional priority lists as needed and required
8. Continue to coordinate with the FDOT Regional Goods Movement Advisory Committee on the implementation of the Tampa Bay Regional Strategic Freight Plan
9. Provide input on the Florida SIS and the Florida Transportation Plan
10. Participate in Scenic Highway Corridor Management entities for the Courtney-Campbell Causeway and the Suncoast Parkway
11. Develop an interagency coordination agreement for air quality planning as/if required by nonattainment airshed designation(s) or other Federal regulatory action. As needed, support the air quality planning process and monitor mobile source emissions
12. Support regional coordination and intra-regional access to pedestrian and cycle facilities and initiatives
13. Coordinate regional rideshare and vanpool program planning with TBARTA and Transportation Management Organizations
14. Participate in the Technical Review Team (TRT) for the Tampa Bay Regional Planning Model and other modeling and forecasting tools to ensure seamless travel demand analyses across County borders
15. Participate in the Florida Model Task Force for consistent travel demand analysis methods and technical advances statewide
16. Refine and update regional GIS layers and databases for the eight counties. Consider/research an online GIS tool for public use
17. Update and maintain the congestion management process (CMP) and database including supporting multi-county CMP initiatives and corridor studies. Implement strategies based on the CMP tool box and implement into the LRTP as appropriate. Consider forming a CMP subcommittee.
18. Regional Multi-Use Trail mapping and priorities including Coast to Coast, SUNTrail Program coordination and support
19. Provide a forum to ensure products, processes, and activities are consistent with and among coordinating MPOs
20. Integrate regional perspectives within MPO presentations to the local community
21. Review the existing UPWP tasks structure and develop regional UPWP tasks
22. Continue to implement strategies for engaging the public in accordance with the Regional PPP Tools include a website, printed materials, and other strategies in the PPP. In addition, provide allowances for public participation activities.

23. Conduct a review of the effectiveness of the regional public-involvement process and the LEP and Title VI policies in coordination with TBARTA CCC
24. Provide administrative and staff support to the following groups and their subcommittees: Tampa Bay TMA Leadership Group, an advisory committee to the Hillsborough, Pasco, and Pinellas MPOs; TBARTA CCC; and TBARTA MPO Staff Directors meetings: Support at a minimum includes: arranging for venues and conference calls, prepare and distribute agendas and meeting packets, follow up on agenda items as needed/directed including coordination with partner agencies, monitor update schedule for regional documents and coordinate the drafting, review, and final distribution of updated documents. Other tasks include maintaining up-to-date distribution list, posting materials online and other administrative tasks as needed.
25. Update the TMA Profile as needed including a review of cross-county trip making
26. Annually update list of TMA Leadership Group major project priorities and Transportation Alternatives priorities
27. Participate in regional studies, including the Tri-County Premium Transit Study, led by HART
28. Hold tri-county Meetings of the Transportation Disadvantaged Local Coordinating boards and of the Bicycle Pedestrian Advisory Committees
29. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences

END PRODUCT: The end products listed below are produced on an ongoing basis unless noted otherwise.

1. Participation in other regional and statewide organizations' planning activities to provide the West Central Florida regional needs and perspective (as needed)
2. Reports regarding regional and statewide planning activities that may impact the West Central Florida area (as needed)
3. Local plan consistency with regional and State plans (ongoing)
4. Cross-county continuity in transportation facilities (ongoing)
5. District-wide travel demand models (ongoing)
6. Comments on proposed regional and State plans and DRI's (as needed)
7. Implementation of the Tampa Bay Regional Strategic Freight Plan (ongoing)
8. A comprehensive, up-to-date, and easily accessible regional transportation website (ongoing)
9. An update to the FDOT District 1 elements of the Regional LRTP in collaboration with the TBARTA Master Plan update (schedule to be coordinated with TBARTA) (as needed)
10. Public meetings of the TBARTA CCC, and MPO Staff Directors, including an annual meeting of the CCC and Central Florida Alliance (On-going)
11. Updated list of regional TRIP and multi-use trails priorities (Annually)
12. Regional task sheets in UPWPs (Annually)
13. Public meetings of the Tampa Bay TMA Leadership Group, and planning products as directed by the members including:
 - a. Contract for administrative services (as needed)
 - b. Tri-County future land use map (as needed)
 - c. Public engagement in support of regional transit corridors and studies utilizing informational materials and/or multi-media tools (as needed)
 - d. Priorities for major projects and Transportation Alternatives (annually) and FTA Section 5310 funding (as needed)
 - e. Updated TMA Profile (as needed)
 - f. Tri-County Premium Transit Study

14. Contract for administrative services for TBARTA (ongoing)
15. Regional Congestion Management Process (CMP) Priorities and Products (as needed)
16. Transportation Disadvantaged Local Coordinating Board Subcommittee Meetings (quarterly)

RESPONSIBLE AGENCY/AGENCIES: Pinellas MPO, Hillsborough MPO, Pasco MPO, Hernando Citrus MPO, Sarasota Manatee MPO, Polk TPO, TBARTA, TBRPC

7.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization
FY 2016/17 Budget Table

TASK 7.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$30,000	\$10,000	\$8,000	\$1,000	\$1,000	\$8,000	\$1,000	\$1,000			\$56,000	\$2,000	\$2,000	\$60,000
	MPO fringe, benefits and other deductions	\$15,900	\$5,300	\$4,240	\$530	\$530	\$4,240	\$530	\$530			\$29,680	\$1,060	\$1,060	\$31,800
	Subtotal	\$45,900	\$15,300	\$12,240	\$1,530	\$1,530	\$12,240	\$1,530	\$1,530	\$0		\$85,680	\$3,060	\$3,060	\$91,800
B. Consultant Services															
	Contract/Consultant Services	\$5,000	\$15,000									\$20,000	\$0	\$0	\$20,000
	Subtotal	\$5,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$20,000	\$0	\$0	\$20,000
C. Travel															
	Travel Expenses	\$3,000										\$3,000	\$0	\$0	\$3,000
	Subtotal	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$3,000	\$0	\$0	\$3,000
D. Other Direct Expenses															
	Rent											\$0	\$0	\$0	\$0
	Equipment & Furnishings											\$0	\$0	\$0	\$0
	Telephone											\$0	\$0	\$0	\$0
	Mail											\$0	\$0	\$0	\$0
	Advertising Notice											\$0	\$0	\$0	\$0
	Printing/Reproduction											\$0	\$0	\$0	\$0
	Office Supplies/Materials											\$0	\$0	\$0	\$0
	Intergovernmental Services*											\$0	\$0	\$0	\$0
	Communications											\$0	\$0	\$0	\$0
	Risk Management											\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)											\$0	\$0	\$0	\$0
	Reference & Education**											\$0	\$0	\$0	\$0
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities											\$0	\$0	\$0	\$0
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$53,900	\$30,300	\$12,240	\$1,530	\$1,530	\$12,240	\$1,530	\$1,530	\$0		\$108,680	\$3,060	\$3,060	\$114,800

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** Reference & Education refers to items relating to conferences, workshops and organization memberships.

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 7.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP -SU)		FTA New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$30,392		\$10,000	\$8,000	\$1,000	\$1,000			\$48,392	\$1,000	\$1,000	\$50,392
	MPO fringe, benefits and other deductions		\$16,108		\$5,300	\$4,240	\$530	\$530			\$25,648	\$530	\$530	\$26,708
	Subtotal	\$0	\$46,500	\$0	\$15,300	\$12,240	\$1,530	\$1,530	\$0		\$74,040	\$1,530	\$1,530	\$77,100
B. Consultant Services														
	Contract/Consultant Services		\$5,000								\$5,000	\$0	\$0	\$5,000
	Subtotal	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0		\$5,000	\$0	\$0	\$5,000
C. Travel														
	Travel Expenses		\$3,000								\$3,000	\$0	\$0	\$3,000
	Subtotal	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0		\$3,000	\$0	\$0	\$3,000
D. Other Direct Expenses														
	Rent										\$0	\$0	\$0	\$0
	Equipment & Furnishings										\$0	\$0	\$0	\$0
	Telephone										\$0	\$0	\$0	\$0
	Mail										\$0	\$0	\$0	\$0
	Advertising Notice										\$0	\$0	\$0	\$0
	Printing/Reproduction										\$0	\$0	\$0	\$0
	Office Supplies/Materials										\$0	\$0	\$0	\$0
	Intergovernmental Services*										\$0	\$0	\$0	\$0
	Communications										\$0	\$0	\$0	\$0
	Risk Management										\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)										\$0	\$0	\$0	\$0
	Reference & Education**										\$0	\$0	\$0	\$0
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities										\$0	\$0	\$0	\$0
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$0	\$54,500	\$0	\$15,300	\$12,240	\$1,530	\$1,530	\$0		\$82,040	\$1,530	\$1,530	\$85,100

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

UPWP Task 8.1: Special Projects

PURPOSE: To develop and support initiatives associated with special projects such as Pinellas SPOTlight

PREVIOUS WORK: This task is new for the FYs 2016/17-2017/18 UPWP.

REQUIRED ACTIVITIES: The activities listed below are ongoing unless otherwise noted.

1. Develop a Vision for the US 19 Corridor
 - a. Research and report on relevant plans and projects, trends, issues and opportunities
 - b. Develop a working vision map
 - c. Conduct a market assessment and economic profile
 - d. Develop transit concept plan
 - e. Conduct scenario analysis to assess implications and outcomes alternative land use plans
 - f. Determine policies, strategies and actions to achieve the preferred vision and outcomes
 - g. Conduct outreach to engage stakeholders and citizens
2. Develop a Master Plan for the Gateway/Mid-County Area
 - a. Conduct outreach to engage stakeholders and citizens to build support for comprehensive, coordinated approach to improving multimodal connectivity in the area
 - b. Define planning boundary and potential sub-districts or focal points of the area
 - c. Define alternative land use scenarios for how the area may evolve and grow
 - d. Develop scope for project
 - e. Establish Transportation Management Organization
 - f. Conduct land use and market analysis for Gateway area
 - g. Develop context by focusing attention on key issues, opportunities and options for the area
 - h. Identify a suitable location for intermodal center activities
3. Enhance safe and convenient beach community access
 - a. Define beach access issues, barriers, needs and opportunities through a summit or listening session with stakeholders and key business leaders
 - b. Develop a working vision map
 - c. Identify appropriate and complementary redevelopment of areas that are suitable for mixed use, pedestrian-oriented development
 - d. Conduct outreach to engage public and private stakeholders
 - e. Evaluate all modes of travel available to the beaches and along the beach corridor
 - f. Identify mixed use areas that are underutilized
 - g. Identify appropriate redevelopment strategies, as appropriate
 - h. Evaluate applicable local government plans and policies
 - i. Develop design criteria and redevelopment regulations that are supportive of mobility, access and safety for all transportation users
 - j. Collect weekday and weekend traffic count data along Gulf Boulevard and the east-west roadways that lead to the Gulf Beaches
 - k. Evaluate the feasibility of implementing bike sharing on the Gulf Beaches
 - l. Evaluate access issues and develop consistent treatments that improve continuity and safety.
 - m. Update the data and cost estimates contained in the 2010 Clearwater Beach to Downtown Clearwater Evaluation of Transit Alternatives Project

4. Conduct corridor plans in areas identified as high need through systems planning efforts
5. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences
6. Coordination with Pinellas County and other stakeholders to conduct Pinellas County Assessment of Vulnerability to the Impacts of Sea Level Rise and Infrastructure Resiliency Plan
7. Hold a summit to recognize contributing parties to the Pinellas SPOTlight emphasis areas, show plans and visions and discuss next steps

END PRODUCTS:

1. US 19 vision
 - a. Vision map (December 2016)
 - b. Work plan (September 2016)
 - c. Economic profile (March 2017)
 - d. Transit concept and operations plan (June 2017)
 - e. Scenario analysis (May 2017)
 - f. Policies, strategies and actions (August 2017)
2. Gateway area master plan
 - a. Project scope (October 2016)
 - b. Planning boundary, including potential sub-areas or districts (May 2017)
 - c. Market assessment (June 2017)
 - d. Identification of alternative land use scenarios (December 2018)
 - e. Gateway/Mid-County area steering committee established (December 2016)
 - f. Outreach targeted to businesses and residents in the Gateway/Mid-County area (Ongoing)
 - g. Identified Gateway/Mid-County area intermodal facility location (2018)
 - h. Transportation management organization (2018)
3. Beach access
 - a. Work plan (July/August 2016)
 - b. Vision map (November 2016)
 - c. Beach access issues, barriers, needs and opportunities defined (January 2017)
 - d. Identification of underutilized mixed uses (January 2017)
 - e. Identification of redevelopment strategies (February 2017)
 - f. Develop design criteria and redevelopment regulations (March 2017)
 - g. Updated Clearwater Beach to Downtown Clearwater Transit Alternatives Study (July 2017)
 - h. Strategy/action plan to address issues, barriers and needs (July 2017)
4. Pinellas SPOTlight summit (2018)
5. Corridor plans (as needed)
6. Pinellas County Assessment of Vulnerability to the Impacts of Sea Level Rise and Infrastructure Resiliency Plan (Summer 2018)

RESPONSIBLE AGENCY/AGENCIES: MPO, PPC, FDOT, PSTA, local governments

8.1 BUDGET TABLES

Pinellas County Metropolitan Planning Organization
FY 2016/17 Budget Table

TASK 8.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
				GO673			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$30,000	\$50,551	\$32,000	\$4,000	\$4,000	\$35,497	\$4,437	\$4,437			\$148,048	\$8,437	\$8,437	\$164,922
	MPO fringe, benefits and other deductions	\$15,900	\$26,792	\$16,960	\$2,120	\$2,120	\$18,813	\$2,352	\$2,352			\$78,465	\$4,472	\$4,472	\$87,409
	Subtotal	\$45,900	\$77,343	\$48,960	\$6,120	\$6,120	\$54,310	\$6,789	\$6,789	\$0		\$226,513	\$12,909	\$12,909	\$252,331
B. Consultant Services															
	Contract/Consultant Services	\$80,000	\$357,975	\$31,026	\$3,878	\$3,878	\$91,446	\$11,431	\$11,431			\$560,446	\$15,309	\$15,309	\$591,064
	Subtotal	\$80,000	\$357,975	\$31,026	\$3,878	\$3,878	\$91,446	\$11,431	\$11,431	\$0		\$560,446	\$15,309	\$15,309	\$591,064
C. Travel															
	Travel Expenses	\$700										\$700	\$0	\$0	\$700
	Subtotal	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$700	\$0	\$0	\$700
D. Other Direct Expenses															
	Rent											\$0	\$0	\$0	\$0
	Equipment & Furnishings											\$0	\$0	\$0	\$0
	Telephone											\$0	\$0	\$0	\$0
	Mail											\$0	\$0	\$0	\$0
	Advertising Notice											\$0	\$0	\$0	\$0
	Printing/Reproduction											\$0	\$0	\$0	\$0
	Office Supplies/Materials											\$0	\$0	\$0	\$0
	Intergovernmental Services*											\$0	\$0	\$0	\$0
	Communications											\$0	\$0	\$0	\$0
	Risk Management											\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)											\$0	\$0	\$0	\$0
	Reference & Education**											\$0	\$0	\$0	\$0
	Administrative Hearing											\$0	\$0	\$0	\$0
	Board/Council Activities											\$0	\$0	\$0	\$0
	Contingency											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$126,600	\$435,318	\$79,986	\$9,998	\$9,998	\$145,756	\$18,219	\$18,219	\$0		\$787,659	\$28,218	\$28,218	\$844,095

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

**Pinellas County Metropolitan Planning Organization
FY 2017/18 Budget Table**

TASK 8.1														
Budget Category	Budget Category Description	FHWA (PL)		FHWA (STP -SU)		FTA New 5305			TD	FTA Section 5307	Total Federal	Total State	Total Local	TOTAL
		16/17	17/18	16/17	17/18	FTA	State	Local						
A. Personnel Services														
	MPO staff salaries		\$32,060		\$70,000	\$32,000	\$4,000	\$4,000			\$134,060	\$4,000	\$4,000	\$142,060
	MPO fringe, benefits and other deductions		\$16,992		\$37,100	\$16,960	\$2,120	\$2,120			\$71,052	\$2,120	\$2,120	\$75,292
	Subtotal	\$0	\$49,052	\$0	\$107,100	\$48,960	\$6,120	\$6,120	\$0		\$205,112	\$6,120	\$6,120	\$217,352
B. Consultant Services														
	Contract/Consultant Services										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
C. Travel														
	Travel Expenses		\$700								\$700	\$0	\$0	\$700
	Subtotal	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$0		\$700	\$0	\$0	\$700
D. Other Direct Expenses														
	Rent										\$0	\$0	\$0	\$0
	Equipment & Furnishings										\$0	\$0	\$0	\$0
	Telephone										\$0	\$0	\$0	\$0
	Mail										\$0	\$0	\$0	\$0
	Advertising Notice										\$0	\$0	\$0	\$0
	Printing/Reproduction										\$0	\$0	\$0	\$0
	Office Supplies/Materials										\$0	\$0	\$0	\$0
	Intergovernmental Services*										\$0	\$0	\$0	\$0
	Communications										\$0	\$0	\$0	\$0
	Risk Management										\$0	\$0	\$0	\$0
	Fleet O&M (plus vehicle replacement)										\$0	\$0	\$0	\$0
	Reference & Education**										\$0	\$0	\$0	\$0
	Administrative Hearing										\$0	\$0	\$0	\$0
	Board/Council Activities										\$0	\$0	\$0	\$0
	Contingency										\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
	Total	\$0	\$49,752	\$0	\$107,100	\$48,960	\$6,120	\$6,120	\$0		\$205,812	\$6,120	\$6,120	\$218,052

*Intergovernmental services are provided by Pinellas County and include budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services for technology and electronic support, Legal services, Clerk Financial and Board Records.

** Reference & Education refers to items relating to conferences, workshops and organization memberships.

SUMMARY BUDGET TABLES

This section includes summary tables providing a line item statement of tasks and associated fund allocations. These tables are listed below.

- Agency Participation for FY 2016/17
- Agency Participation for FY 2017/18
- Funding Sources for FY 2016/17
- Funding Sources for FY 2017/18
- Estimates of expenditures for prior year (FY 2015/16)

Pinellas County MPO
Agency Participation Table FY 2016/17
Adopted May 11, 2016

ALL TASKS							
TASK	FHWA	FTA	FDOT	Local Match	CTD	TOTAL	Funds for consultant services included in task totals
1.1 Program Development and General Administration	\$482,358	\$0	\$0	\$0	\$0	\$482,358	\$20,900
2.1 Public Participation	\$69,856	\$99,742	\$12,468	\$12,468	\$0	\$194,534	\$62,546
3.1 Monitoring Activities	\$125,579	\$73,440	\$9,180	\$9,180	\$0	\$217,379	\$30,000
4.1 Systems Planning	\$544,292	\$770,534	\$33,817	\$33,817	\$38,474	\$1,420,933	\$843,180
5.1 Transportation Improvement Program Development and Maintenance	\$99,550	\$0	\$0	\$0	\$0	\$99,550	\$0
6.1 Long Range Planning and Environmental Sustainability	\$53,891	\$36,720	\$4,590	\$4,590	\$0	\$99,791	\$25,000
7.1 Statewide and Regional Planning and Coordination Activities	\$84,200	\$24,480	\$3,060	\$3,060	\$0	\$114,800	\$20,000
8.1 Special Projects	\$561,918	\$225,741	\$28,218	\$28,218	\$0	\$844,095	\$591,064
TOTAL	\$2,021,643	\$1,230,658	\$91,332	\$91,332	\$38,474	\$3,473,439	\$1,592,690

Pinellas County MPO
Agency Participation Table FY 2017/18
Adopted May 11, 2016

ALL TASKS							
TASK	FHWA	FTA	FDOT	Local Match	CTD	TOTAL	Funds for consultant services included in task totals
1.1 Program Development and General Administration	\$488,477	\$0	\$0	\$0	\$0	\$488,477	\$21,000
2.1 Public Participation	\$79,960	\$42,840	\$5,355	\$5,355	\$0	\$133,510	\$0
3.1 Monitoring Activities	\$64,460	\$97,920	\$12,240	\$12,240	\$0	\$186,860	\$27,000
4.1 Systems Planning	\$230,139	\$580,080	\$22,510	\$22,510	\$38,474	\$893,713	\$524,000
5.1 Transportation Improvement Program Development and Maintenance	\$99,775	\$0	\$0	\$0	\$0	\$99,775	\$0
6.1 Long Range Planning and Environmental Sustainability	\$136,685	\$24,480	\$3,060	\$3,060	\$0	\$167,285	\$0
7.1 Statewide and Regional Planning and Coordination	\$69,800	\$12,240	\$1,530	\$1,530	\$0	\$85,100	\$5,000
8.1 Special Projects	\$156,852	\$48,960	\$6,120	\$6,120	\$0	\$218,052	\$0
TOTAL	\$1,326,148	\$806,520	\$50,815	\$50,815	\$38,474	\$2,272,772	\$577,000

Pinellas County MPO
Funding Sources FY 2016/17
Adopted May 11, 2016

ALL TASKS															
TASK	FHWA (PL)	FHWA (STP - SU)*	FTA 5305						TD	FTA Section 5307**	Total Federal	Total State	Total Local	Soft Match	TOTAL
			GO673			New 5305									
			FTA	State	Local	FTA	State	Local							
1.1 Program Development and General Administration	\$482,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$482,358	\$0	\$0	\$87,162	\$482,358
2.1 Public Participation	\$43,546	\$26,310	\$73,752	\$9,219	\$9,219	\$25,990	\$3,249	\$3,249	\$0	\$0	\$169,598	\$12,468	\$12,468	\$7,869	\$194,534
3.1 Monitoring Activities	\$68,450	\$57,129	\$36,720	\$4,590	\$4,590	\$36,720	\$4,590	\$4,590	\$0	\$0	\$199,019	\$9,180	\$9,180	\$12,369	\$217,379
4.1 Systems Planning	\$92,700	\$451,592	\$109,200	\$13,650	\$13,650	\$161,334	\$20,167	\$20,167	\$38,474	\$500,000	\$1,314,826	\$72,291	\$33,817	\$16,751	\$1,420,933
5.1 Transportation Improvement Program Development and Maintenance	\$99,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99,550	\$0	\$0	\$17,989	\$99,550
6.1 Long Range Planning and Environmental Sustainability	\$40,800	\$13,091	\$12,240	\$1,530	\$1,530	\$24,480	\$3,060	\$3,060	\$0	\$0	\$90,611	\$4,590	\$4,590	\$7,373	\$99,791
7.1 Statewide and Regional Planning and Coordination Activities	\$53,900	\$30,300	\$12,240	\$1,530	\$1,530	\$12,240	\$1,530	\$1,530	\$0	\$0	\$108,680	\$3,060	\$3,060	\$9,740	\$114,800
8.1 Special Projects	\$126,600	\$435,318	\$79,986	\$9,998	\$9,998	\$145,756	\$18,219	\$18,219	\$0	\$0	\$787,659	\$28,218	\$28,218	\$22,877	\$844,095
TOTAL	\$1,007,904	\$1,013,739	\$324,137	\$40,517	\$40,517	\$406,520	\$50,815	\$50,815	\$38,474	\$500,000	\$3,252,301	\$129,806	\$91,332	\$181,423	\$3,473,439

* FHWA (STP-SU) funds include \$811,739 funds FY 2015/16 carryover funds (FY 2014/15-15/16 UPWP Revision #9).

**FTA Section 5307 dollars indicate the amount of funds the Pinellas Suncoast Transit Authority anticipates spending on planning activities:

Pinellas County MPO
Funding Sources FY 2017/18
Adopted May 11, 2016

ALL TASKS														
TASK	FHWA (PL)*		FHWA (STP -SU)		FTA New 5305			TD	FTA Section 5307**	Total Federal	Total State	Total Local	Soft Match	TOTAL
	16/17	17/18	16/17	17/18	FTA	State	Local							
1.1 Program Development and General Administration	\$0	\$488,477	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$488,477	\$0	\$0	\$88,268	\$488,477
2.1 Public Participation	\$0	\$72,310	\$0	\$7,650	\$42,840	\$5,355	\$5,355	\$0	\$0	\$122,800	\$5,355	\$5,355	\$13,066	\$133,510
3.1 Monitoring Activities	\$0	\$61,400	\$0	\$3,060	\$97,920	\$12,240	\$12,240	\$0	\$0	\$162,380	\$12,240	\$12,240	\$11,095	\$186,860
4.1 Systems Planning	\$0	\$202,009	\$0	\$28,129	\$180,080	\$22,510	\$22,510	\$38,474	\$400,000	\$810,219	\$60,984	\$22,510	\$36,503	\$893,713
5.1 Transportation Improvement Program Development and Maintenance	\$0	\$99,775	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99,775	\$0	\$0	\$18,029	\$99,775
6.1 Long Range Planning and Environmental Sustainability	\$0	\$95,925	\$0	\$40,761	\$24,480	\$3,060	\$3,060	\$0	\$0	\$161,165	\$3,060	\$3,060	\$17,334	\$167,285
7.1 Statewide and Regional Planning and Coordination Activities	\$0	\$54,500	\$0	\$15,300	\$12,240	\$1,530	\$1,530	\$0	\$0	\$82,040	\$1,530	\$1,530	\$9,848	\$85,100
8.1 Special Projects	\$0	\$49,752	\$0	\$107,100	\$48,960	\$6,120	\$6,120	\$0	\$0	\$205,812	\$6,120	\$6,120	\$8,990	\$218,052
TOTAL	\$0	\$1,124,147	\$0	\$202,000	\$406,520	\$50,815	\$50,815	\$38,474	\$400,000	\$2,132,668	\$89,289	\$50,815	\$203,133	\$2,272,772

* FHWA PL funding based on carryforward of \$258,984 from FY 2015/16

** FTA Section 5307 dollars indicate the amount of funds the Pinellas Suncoast Transit Authority anticipates spending on planning activities

Prior Year Funding Table

PINELLAS COUNTY MPO
FY 2015/16 UNIFIED PLANNING WORK PROGRAM PROPOSED FUNDING SOURCES AND TASK COSTS
Adopted May 14, 2014, Amended March 2016

	FHWA PL			FHWA STP ARE07 (exp. Jun. 30, 2017)	FTA 5305									FTA 5307	CTD G0251 (exp. Jun. 30, 2016)	Total Federal	Total State	Total Local	Total Element	
	AS209 (exp. Jun. 30, 2016)		PL FY 15/16 and 14/15 Remaining Combined		ARA87 (exp. Dec. 31, 2015)			ARJ71 (exp. Jun. 30, 2016)			GO673 (FY 2015/16)									
	FY 15/16	FY 14/15 Remaining			Federal	State	Local	Federal	State	Local	Federal	State	Local							
ADMINISTRATION																				
1.1 Program Development & General Admin.	\$ 200,000	\$ 30,052	\$ 230,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,052	\$ -	\$ -	\$ 230,052
Subtotal	\$ 200,000	\$ 30,052	\$ 230,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,052	\$ -	\$ -	\$ 230,052
PUBLIC PARTICIPATION																				
2.1 Public Participation Program	\$ 90,000	\$ -	\$ 90,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 41,254	\$ 5,157	\$ 5,157	\$ 60,000	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 210,254	\$ 12,657	\$ 12,657	\$ 235,568
Subtotal	\$ 90,000	\$ -	\$ 90,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ 41,254	\$ 5,157	\$ 5,157	\$ 60,000	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 210,254	\$ 12,657	\$ 12,657	\$ 235,568
MONITORING ACTIVITIES																				
3.1 Land Use & SE Data	\$ 15,000	\$ 9,642	\$ 24,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,642	\$ -	\$ -	\$ 24,642
3.2 Trans. System Monitoring & Database Mgmt.	\$ 80,000	\$ -	\$ 80,000	\$ 16,245	\$ 5,121	\$ 640	\$ 640	\$ 27,877	\$ 3,485	\$ 3,485	\$ 40,148	\$ 5,019	\$ 5,019	\$ -	\$ -	\$ 169,392	\$ 9,143	\$ 9,143	\$ 187,678	
3.3 Financial Resource & Legislative Monitoring	\$ 10,000	\$ 5,184	\$ 15,184	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,184	\$ -	\$ -	\$ 15,184	
Subtotal	\$ 105,000	\$ 14,827	\$ 119,827	\$ 16,245	\$ 5,121	\$ 640	\$ 640	\$ 27,877	\$ 3,485	\$ 3,485	\$ 40,148	\$ 5,019	\$ 5,019	\$ -	\$ -	\$ 209,218	\$ 9,143	\$ 9,143	\$ 227,505	
SYSTEMS PLANNING																				
4.1 Congestion Mgmt., Safety & Ops. Planning	\$ 105,000	\$ 27,111	\$ 132,111	\$ 15	\$ 195,808	\$ 24,476	\$ 24,476	\$ 19,881	\$ 2,485	\$ 2,485	\$ 10,000	\$ 1,250	\$ 1,250	\$ -	\$ -	\$ 357,815	\$ 28,211	\$ 28,211	\$ 414,237	
4.2 Public Trans. Planning	\$ 55,000	\$ 22,038	\$ 77,038	\$ 1,142	\$ 468	\$ 58	\$ 58	\$ 102,834	\$ 12,854	\$ 12,854	\$ 143,426	\$ 17,928	\$ 17,928	\$ 1,214,985	\$ -	\$ 1,539,893	\$ 30,841	\$ 30,841	\$ 1,601,575	
4.3 Transp. Disadvantaged (TD) Program Planning	\$ 20,000	\$ -	\$ 20,000	\$ 19,000	\$ -	\$ -	\$ -	\$ 3,868	\$ 484	\$ 484	\$ 21,859	\$ 2,732	\$ 2,732	\$ -	\$ 38,699	\$ 64,727	\$ 41,915	\$ 3,216	\$ 109,858	
4.4 Bicycle & Pedestrian Planning	\$ 65,000	\$ 55,799	\$ 120,799	\$ 22,873	\$ -	\$ -	\$ -	\$ 1,924	\$ 241	\$ 241	\$ 20,000	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 165,596	\$ 2,741	\$ 2,741	\$ 171,077	
4.5 Local Government Technical Assistance	\$ 55,858	\$ 10,395	\$ 66,253	\$ 1,000	\$ -	\$ -	\$ -	\$ 18,750	\$ 2,344	\$ 2,344	\$ 34,420	\$ 4,303	\$ 4,303	\$ -	\$ -	\$ 120,423	\$ 6,646	\$ 6,646	\$ 133,716	
4.6 Miscellaneous Technical Studies	\$ 5,000	\$ 16,217	\$ 21,217	\$ 1,045	\$ 1,038	\$ 130	\$ 130	\$ 1,925	\$ 241	\$ 241	\$ 2,000	\$ 250	\$ 250	\$ -	\$ -	\$ 27,225	\$ 620	\$ 620	\$ 28,466	
Subtotal	\$ 305,858	\$ 131,559	\$ 437,417	\$ 45,075	\$ 197,313	\$ 24,664	\$ 24,664	\$ 149,183	\$ 18,648	\$ 18,648	\$ 231,705	\$ 28,963	\$ 28,963	\$ 1,214,985	\$ 38,699	\$ 2,275,679	\$ 110,974	\$ 72,275	\$ 2,458,928	
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)																				
5.1 TIP Development & Maintenance	\$ 73,000	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,000	\$ -	\$ -	\$ 73,000	
Subtotal	\$ 73,000	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,000	\$ -	\$ -	\$ 73,000	
LONG RANGE PLANNING																				
6.1 Long Range Plan & Air Quality	\$ 50,000	\$ -	\$ 50,000	\$ 14,194	\$ -	\$ -	\$ -	\$ 49,961	\$ 6,245	\$ 6,245	\$ 7,500	\$ 938	\$ 938	\$ -	\$ -	\$ 121,655	\$ 7,183	\$ 7,183	\$ 136,020	
Subtotal	\$ 50,000	\$ -	\$ 50,000	\$ 14,194	\$ -	\$ -	\$ -	\$ 49,961	\$ 6,245	\$ 6,245	\$ 7,500	\$ 938	\$ 938	\$ -	\$ -	\$ 121,655	\$ 7,183	\$ 7,183	\$ 136,020	
REGIONAL PLANNING																				
7.1 Particip. In Regional & Statewide Activities	\$ 45,000	\$ 19,727	\$ 64,727	\$ 4,000	\$ 2,048	\$ 256	\$ 256	\$ 29,563	\$ 3,695	\$ 3,695	\$ 30,000	\$ 3,750	\$ 3,750	\$ -	\$ -	\$ 130,339	\$ 7,701	\$ 7,701	\$ 145,742	
7.2 West Central Florida MPOs CCC	\$ 65,000	\$ 33,309	\$ 98,309	\$ 2,000	\$ 1,183	\$ 148	\$ 148	\$ 29,941	\$ 3,743	\$ 3,743	\$ 30,000	\$ 3,750	\$ 3,750	\$ -	\$ -	\$ 161,433	\$ 7,641	\$ 7,641	\$ 176,715	
Subtotal	\$ 110,000	\$ 53,036	\$ 163,036	\$ 6,000	\$ 3,232	\$ 404	\$ 404	\$ 59,505	\$ 7,438	\$ 7,438	\$ 60,000	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ 291,773	\$ 15,342	\$ 15,342	\$ 322,457	
Grand Total	\$ 933,858	\$ 229,474	\$ 1,163,332	\$ 100,514	\$ 205,666	\$ 25,708	\$ 25,708	\$ 327,780	\$ 40,972	\$ 40,972	\$ 399,353	\$ 49,919	\$ 49,919	\$ 1,214,985	\$ 38,699	\$ 3,411,631	\$ 155,299	\$ 116,600	\$ 3,683,530	

NOTES
5307 - transit planning dollars (direct from FTA to PSTA) and include \$834,210 in current grants and \$380,775 in FY 2015 grants
FHWA PL (AS209) Grand Total Amount is comprised of FY 2016 allocation of \$933,858, plus unexpended FY 2015 funds totaling \$229,474.74
FHWA STP (ARE07) Grand Total Amount is comprised of FY 2016 allocation of \$350,000, plus unexpended FY 2014 and FY 2015 funds totaling \$562,253.28
UPWP FY 2014/15 and 2015/16

APPENDICES

Appendix A: Internal Work Program

Pinellas County MPO Work Program

Begin = Project/program begins Com. = Committees
MPO = MPO Board End = Project/program ends
Due = Project/program due date, if any

Project	FY 2016/17												FY 2017/18											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
5305 grant application										Begin	Due											Begin	Due	
DBE Goal, Program	Begin	Due	Due																					
UPWP																	Begin			Com	MPO		MPO	
Coop										Begin	End											Begin	End	
Certification						Begin		End																
Audit					Begin		MPO										Begin		MPO					
Public Participation Plan Evaluation																			Begin		Com		MPO	
Public Participation Plan Update																							Begin	
Traffic Count Map	Com	MPO									Begin		Com	MPO									Begin	
LOS Report	Begin		Com	MPO									Begin		Com	MPO								
Crash Report									Begin		Com	MPO									Begin		Com	MPO
State of the System Report									Begin				MPO											
CMP Project Priorities																								
Transit Transfer study			Com	MPO																				
TDSP Minor & Major Update										Begin	LCB	MPO	Begin		LCB	MPO								
CTC evaluation			Begin		LCB	MPO									Begin		LCB	MPO						
Pinellas Trail User Survey & Report																								
Complete Streets Program						Begin		Com	MPO									Begin		Com		MPO		
TIP	MPO			Com	MPO							Com	MPO			Com	MPO							
Annual Priority Lists		Com	MPO											Com	MPO									
Public Involvement Plan for 2045 LRTP																	Begin				End			
2045 LRTP Socioeconomic Data development																		Begin			End			
Scenario planning analysis for 2045 LRTP																				Begin				
TMA Regional Priority Lists			MPO							Begin						MPO							Begin	
Vision for the US 19 Corridor																								
Master Plan for the Gateway/Mid-County Area																								
Enhance Beach Access																								

Ongoing efforts not listed: CCC Support, Grants administration, MPO Board Meetings, Committees (CAC, TCC, BPAC, TMA Leadership Group, LCB, TriCounty LCB Subcommittee, STSC, ITS, PTSTF, Joint Bike Ped) etc.

May 2, 2016

Pinellas County MPO Work Program for SPOTlight Areas

Project	FY 2016/17												FY 2017/18											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Vision for US 19																								
Vision map																								
Work plan																								
Economic profile																								
Transit concept and operations plan																								
Scenario analysis																								
Policies, strategies and actions																								
Gateway/Mid County Area Master Plan																								
Project scope																								
Planning boundaries with potential sub-areas or districts																								
Market assessment																								
Identification of alternative land use scenarios																								
Steering committee established																								
Identify intermodal facility location																								
Establish transportation management organization																								
Enhancing Beach Access																								
Work plan																								
Define issues, barriers, needs and opportunities																								
Vision map																								
Strategy/action plan																								
Travel mode evaluation																								
Identify underutilized mixed use areas																								
Identify redevelopment strategies																								
Establish design criteria and redevelopment regulations																								
Update Clearwater Beach to downtown Clearwater Transit Alternatives Study																								
Pinellas SPOTlight Summit																								

May 2, 2016

Appendix B: D7 Planning Activities



Florida Department of Transportation

District Seven

PLANNING ACTIVITIES

Access Management

Assist in reviewing and commenting on driveway access as it relates to local government planning initiatives, Project Development and Environment (PD&E) Studies, corridor studies, access management plans, zoning requirements, development agreements, Work Program and Developer projects along State Highway System (SHS) facilities and access management standards.

Air Quality Analysis

Assist the Metropolitan Planning Organizations (MPOs) in performing Air Quality Conformity Determination Analysis for their Long Range Transportation Plans, Transportation Improvements Programs and associated amendments. Assist the MPOs in evaluating the air quality impacts of individual transportation improvements and programs. [U.S. E.P.A. did not modify the NAAQS as anticipated; therefore the Tampa Bay airshed remains in attainment. This activity is not required at this time.]

Bicycle and Pedestrian Activities

Maintain a comprehensive database of bicycle and pedestrian facilities on the State Road system. Assist in review and commenting on bicycle, pedestrian, and transit plans. Identify gaps and list possible improvements. Evaluate potential corridors and the adaptability for bike lanes.

Community/Government Liaison

Provide policy, technical advice, administrative support, overall coordination, cooperation and assistance to District Seven MPO staffs, MPO Boards, local governments, and community; including full participation in technical and staff support for advisory committees. Assist MPOs in conducting effective on-going transportation planning programs and processes, developing, maintaining and implementing plans and programs which meet State and Federal requirements, and promote coordination, cooperation, and consistency among their planning processes and programs. Major programs include the Unified Planning Work Program, Transportation Improvement Priorities and Transportation Improvement Program, Long Range Transportation Plans, Public Participation Plan, and Congestion Management Process. Conduct annual Joint Certification with the MPOs. Coordinate and facilitate implementation of the Transportation Alternatives Program.

Corridor Planning Studies

Conduct studies of major corridors to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive action plan for improving the corridor.



Florida Department of Transportation

District Seven

On the Strategic Intermodal System (SIS) and SHS, these studies include the development of strategies and plans for implementing and maintaining SIS and SHS standards such as those for Level-of-Service, interchange spacing and access management. This may include preparation of action plans, master plans, corridor studies, and others as identified.

Design Traffic Forecast

Develop and update traffic projections for state highway corridors and supporting regional roadways. These traffic projections are necessary to support the road design for capacity and operational improvements and the pavement design for resurfacing.

Development of Regional Impact

Assist in reviewing, monitoring, updating and providing support for Development of Regional Impacts. The District will review developments of regional impact (DRIs) pursuant to Rule 73C-40, Florida Administrative Code, and Sub-DRIs to ensure that developer proportionate share mitigation or proportionate fair share mitigation is requested to offset impacts to the roadway network as related to the SIS and SHS. In all of these areas, the District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with the Florida Department of Transportation (FDOT) Central Office staff, if necessary.

Efficient Transportation Decision Making (ETDM) Process

The ETDM process was designed to accomplish the streamlining objectives that were identified in Moving Ahead for Progress in the 21st Century Act (MAP-21). The District will implement the ETDM process in a five county area. The District ETDM Coordinator will coordinate training and provide guidance to the MPOs and District staff on the implementation of the ETDM process. Each MPO will designate an MPO ETDM Coordinator to work closely with the District ETDM Coordinator and Environmental Technical Advisory Team agency representatives so that the MPO can fully participate in all aspects of ETDM.

Comprehensive Plan Amendments

The District will review amendments made to local government comprehensive plans and comment on their potential impact to transportation facilities of state importance in accordance with Chapter 163.3184, Florida Statutes, which may include the SIS and the SHS. The District typically coordinates the review process as needed with the Department of Economic Opportunity (DEO), the Regional Planning Councils (RPC), local governments, and with FDOT Central Office staff if necessary.



Florida Department of Transportation

District Seven

Intelligent Transportation Systems (ITS) Planning

The Department will support the MPO's efforts to plan the ITS program and to structure ITS into their respective organizations. These ITS planning activities include developing an ITS Management Plan and Program Plan for each county, developing the MPO's capability to manage the Regional ITS Architecture and developing ITS programs and projects for the MPO's Long Range Transportation Plan and Transportation Improvement Program. Further, this support includes integrating intra-regional ITS deployment and operations, as well as assuring that intra-regional and inter-regional operations are coordinated.

Interchange Analysis

Conduct analysis of interchanges to identify and evaluate travel issues, and determine the effectiveness and impacts of proposed alternatives to address those issues. The results may range from a set of recommended improvements that address specific problems to a comprehensive rebuild of the interchange for improving the safety and operation of the ramps and the entire interchange. Provide coordination with the Federal Highway Administration and technical support and review for interchange operations, interchange modification, and new interchanges.

Level-of-Service

Identify roadways that have a deficient Level-of-Service (LOS) for existing and future conditions; determine level of need and determine timing of improvements. Assist Citrus, Hillsborough, Hernando, Pasco and Pinellas County staff in the update of their Level-of-Service analysis to current conditions and with Level-of-Service issues and training. Review and participate in the development of Action Plans/Corridor Studies on Level-of-Service issues. Advise and assist the Metropolitan Planning Organization(s), the Regional Planning Council and Local Government Staff. Apply LOS for Transportation Concurrency, where it is utilized, and Comprehensive Plan Amendment reviews. Update the database, charts and maps.

Long Range Transportation Plan (LRTP) Update and Maintenance

Provide technical and policy advisory assistance to the District MPOs in developing, updating and maintaining their LRTP through a coordinated and consistent effort using a single regional travel demand forecasting model, a single regional planning database and a mutually agreed upon set of modeling and planning assumptions. Provide State and Federal revenue forecasts and District transportation costs.

Conduct corridor studies, sub-area studies, and special transportation studies to support the on-going maintenance, update and implementation of the MPOs adopted LRTPs. This includes modeling support and other technical assistance, as needed, for Project Development and Environment and other special studies.

Develop, validate and maintain a set of systems planning models, land use allocation models and other analytical tools needed by the Department and MPOs to maintain their Long Range Transportation Plans and other planning studies and analysis. Models are used to validate the Tampa Bay Regional Planning Model and Tampa Bay Regional



Florida Department of Transportation

District Seven

Land Use Allocation Model, including initial design and development of enhancements and initial testing of model performance and also validate special modeling techniques and analysis methodologies, as needed, for corridor, sub-area and special transportation studies.

Review the overall performance of the Tampa Bay Regional Planning Model and the Tampa Bay Regional Land Use Allocation Model in the maintenance of the MPOs Long Range Transportation Plans and in the conduct of corridor and sub-area transportation studies to identify needed model enhancements and refinements.

Assist the MPOs with developing their long range transportation plan by integrating the Strategic Intermodal System Second Five-Year Work Program and Cost Feasible Plan.

Mapping/Database Development

Create maps of the District's multi-modal facilities using GIS and ArcMap®. This includes maps of the FDOT Five-Year Work Program showing capacity projects, resurfacing projects, public transit and other special areas. For each Legislative District in District 7, capacity and resurfacing project maps are produced. Maps of existing bicycle and pedestrian facilities are also produced. GIS maps of all past PD&E Studies, with a summary of the recommended improvements are maintained by the District. Provides technical support to other FDOT disciplines and areas as requested.

Multi-Modal Systems

Multi-Modal Systems is the conduit that provides research and technical assistance to District agencies and MPOs concerning guidance and administration of State and Federal grants with the purpose of presenting economic growth through various multi-modal opportunities. Monitor and provide input on proposed and adopted State and Federal legislative issues related to transportation programs. Review and analyze availability of innovative financing methods and techniques for agency use. Participate in agencies' planning activities and coordinate agencies' planned freight movement and public transportation improvements with the Department's roadway improvement projects. Coordinate and participate in the development and implementation of the Strategic Intermodal System.

Multi-Modal Transportation Studies

Conduct or provide technical assistance for Multi-modal transportation studies and other special transportation analysis and interactive transit/technology application research studies when those opportunities become available. The specific studies will be identified as needs arise.

Regional Goods Movement Study

Develop an overall coordinated regional strategy for addressing goods movement needs in the Tampa Bay Region. Identify and assess the needs and issues of major regional freight activity centers (including major intermodal facilities) and regional significant freight corridors, through a series of sub-area and corridor studies. Conduct inventories of the characteristics of goods movement in the Tampa Bay Region. Assist the MPOs in establishing on-



Florida Department of Transportation

District Seven

going Goods Movement Management Systems to address goods movement issues and advance goods movement programs and improvements to the MPO.

Regional Transportation Planning Coordination

Support and participate in all levels of regional coordination and proposed activities among the Tampa Bay Area Regional Transportation Authority (development of a regional transportation master plan) and District MPOs including the MPO Chair's Coordinating Committee (broad level policy direction for development of the regional transportation system); the MPO Director's Coordination Team (coordination of MPOs planning programs and proposed activities); the Tampa Bay Regional Planning Model Technical Review Team (coordination of the development and update of the MPOs Long Range Transportation Plans).

Provide on-going technical and policy advisory assistance to the MPOs in the development of regional planning products, including the Tampa Bay Regional Profile, the Tampa Bay Regional Roadways Strategic Plan and the Tampa Bay Regional Congestion Management System Plan.

Maintain a database of existing (2010) socioeconomic and travel characteristics for District MPOs, including information on population, dwelling units, hotel/motel units, school enrollment, current land uses, traffic counts, transit usage, special generators activity, and other variables essential to the validation and operation of the Tampa Bay Regional Planning Model.

Travel Characteristics

Prepare and conduct surveys and analysis to maintain a current set of travel characteristics of the Tampa Bay area needed to validate planning models and provide needed data for plan updates, corridor and sub-area studies and special transportation studies.

Consultants may assist with tasks listed.

Appendix C: Acronyms/Abbreviations

ACRONYMS COMMONLY USED BY THE MPO

AADT – AVERAGE ANNUAL DAILY TRAFFIC – The total volume of traffic on a highway segment for one year, divided by the number of days in the year.

ADA – AMERICANS WITH DISABILITIES ACT – Federal legislation outlining specific rights of persons with disabilities, and providing that publicly funded mass transit agencies must provide complementary paratransit service within the fixed-route service area to those persons unable to use fixed-route service because of a disability.

ATMS – ADVANCED TRAFFIC MANAGEMENT SYSTEM – An Intelligent Transportation System process that employs a variety of detectors, cameras, and communication systems to monitor traffic, optimize signal timings on major arterials, and control the flow of traffic.

BPAC – BICYCLE PEDESTRIAN ADVISORY COMMITTEE –MPO appointed committee comprised of representatives of various government agencies, law enforcement officials and private citizens interested in bicycle and pedestrian issues. The BPAC advises the MPO in the process of planning and developing bicycle and pedestrian facilities and promoting bicycle use and walking in Pinellas County.

BRT – BUS RAPID TRANSIT – A flexible high performance form of rapid transit that combines features of rail systems with those of over-the-road vehicles, and is characterized by being able to operate in special purpose lanes or on city streets. BRT stations are used as a link between the community and the transit system. Service is frequent enough that passengers do not need a schedule. Moreover, service is integrated with other regional transportation systems, enhancing mobility and promoting intermodal connectivity. ITS technology keeps track of vehicles, provides passengers with updated travel information, and improves safety.

CAC – CITIZENS ADVISORY COMMITTEE – Private citizens representing municipal area and at-large membership appointed by the MPO to review transportation issues and topics that will be considered by the MPO. The CAC forwards recommendations to the MPO regarding these issues and topics.

CMP – CONGESTION MANAGEMENT PROCESS – A systematic process designed to emphasize effective management of existing transportation facilities through the use of travel demand and operational strategies.

FDOT – FLORIDA DEPARTMENT OF TRANSPORTATION – Formed in 1969, FDOT is a decentralized agency responsible for the development, maintenance and regulation of public transportation systems and facilities in the state. The mission of FDOT is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

FHWA - FEDERAL HIGHWAY ADMINISTRATION – The federal agency that develops regulations, policies and guidelines to achieve safety, economic development and other goals of FHWA programs through the construction and improvements of the nation's transportation infrastructure and highway system.

FTA – FEDERAL TRANSIT ADMINISTRATION – The agency that develops policy on public transit issues and allocates capital and operating funds for public transit projects.

HART - HILLSBOROUGH AREA REGIONAL TRANSIT – The Hillsborough County transit agency.

ITS – INTELLIGENT TRANSPORTATION SYSTEMS – Encompass a broad range of communications based information, control and electronics technologies. When integrated into the transportation system infrastructure, and in vehicles themselves, these technologies help monitor and manage traffic flow,

reduce congestion, provide alternate routes to travelers, enhance productivity, respond to incidents, adverse weather or other road capacity constricting events.

LCB - LOCAL COORDINATING BOARD – A 15 member board comprised of representatives of the MPO Board, social service agencies, PSTA, private transportation providers, School District, FDOT and citizens responsible for governing the Pinellas County Transportation Disadvantaged Program.

LOS – LEVEL OF SERVICE – A qualitative measure of roadway performance expressed in letter grades ranging from A through F, with A roads operating under optimum free-flow conditions and F roads operating under the most deficient conditions characterized by forced-flow traffic with considerable delays.

L RTP - LONG RANGE TRANSPORTATION PLAN – A long-range (20 to 25-year) strategy and capital improvement program developed to guide the effective investment of public funds in transportation facilities that takes into account all major modes of transportation including automobile, bicycle, air, rail, surface freight, and pedestrian travel. In air quality maintenance areas, the plan is updated every five years and may be amended as a result of changes in federal, state and local funding, socioeconomic conditions, major improvement studies, congestion management process plans, interchange justification studies and environmental impact studies. Pinellas County MPO is currently working on the 2040 L RTP, scheduled to be adopted in December 2014.

MAP-21 – MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT - the 2012 federal surface transportation legislation (Public Law 112-141) that authorized federal-aid highway and transit programs. MAP-21 sets forth funding and associated requirements for the MPOs and transportation improvement projects. The Act took effect on October 1, 2012, replacing the 2005 federal surface transportation legislation known as the Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU)

MPO – METROPOLITAN PLANNING ORGANIZATION –an agency created under federal and state law to provide a forum for cooperative decision-making in regard to regional transportation issues. Membership includes elected and appointed officials representing local jurisdictions and transportation agencies.

MPOAC - METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL – A statewide organization created by the Florida Legislature to augment the role of the individual MPOs in the cooperative transportation planning process. The MPOAC assists MPOs in carrying out the urbanized area transportation planning process by serving as the principal forum for collective policy decisions.

PD&E - PROJECT DEVELOPMENT AND ENVIRONMENT STUDY – A process developed to ensure that the design of transportation projects appropriately reflects and incorporates the unique engineering and community characteristics of the area. The FDOT created the process to ensure that projects receiving Federal aid follow the policies and procedures outlined in the National Environmental Policy Act.

PIE – ST PETE-CLEARWATER INTERNATIONAL AIRPORT – The only international, commercial service airport in Pinellas County.

PPP – PUBLIC PARTICIPATION PLAN - A guideline for public involvement activities to be conducted by the MPO. The PPP contains the goals and policies of the MPO for actively engaging the public in the transportation planning process, and is reviewed and updated at least every three years.

PSAP – PEDESTRIAN SAFETY ACTION PLAN - A plan developed by community stakeholders that is intended to improve pedestrian safety in the community.

PSTA - PINELLAS SUNCOAST TRANSIT AUTHORITY – The Pinellas County transit agency.

PTSTF – PINELLAS TRAIL SECURITY TASK FORCE – A Pinellas County MPO advisory committee composed of elected officials, law enforcement officials and County staff. The Task Force monitors and addresses issues related to safety on the Pinellas Trail.

ROW – RIGHT OF WAY – A type of easement, either granted or reserved, over the land for transportation and/or utility purposes.

SIS - STRATEGIC INTERMODAL SYSTEM – A transportation system comprised of facilities and services of statewide and interregional significance, including appropriate components of all modes.

STP - SURFACE TRANSPORTATION PROGRAM –one of the key funding programs in MAP-21. The STP provides funds for capital projects that may include pedestrian and bicycle as well as road improvements. STP funds received through the Pinellas County MPO are used primarily to fund major road projects.

SRTS – SAFE ROUTES TO SCHOOL PROGRAM – funding program that helps communities address school transportation needs while encouraging more students to walk or bicycle to school. The SRTS Program provides funding for projects such as sidewalks, shared-use paths, flashing beacons and median refuge islands. SRTS guidelines require that proposed projects meet an identified need that is preventing children from walking or biking safely to and from school. The SRTS Program became part of the Transportation Alternatives (TA) Program under MAP-21 in October 2012.

STSC - SCHOOL TRANSPORTATION SAFETY COMMITTEE - The School Transportation Safety Committee was established by the MPO in 1998. The STSC is made up of representatives of the School Board, Board of County Commissioners and local municipalities. The STSC was formed to consider transportation and safety matters that involve both the School Board and local jurisdictions.

TA – TRANSPORTATION ALTERNATIVES – Provides funding for programs and projects defined as transportation alternatives, including pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility. Under MAP-21, the Transportation Enhancements (TE) Program was replaced by the TAP. The Recreational Trails, and Safe Routes to Schools programs were also placed under the TAP under MAP-21.

TBARTA - TAMPA BAY AREA REGIONAL TRANSPORTATION AUTHORITY –Created by the Florida State Legislature in 2007 to develop and implement a Regional Transportation Master Plan for the seven-county West Central Florida region consisting of Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas and Sarasota Counties. The authority's purpose is to improve mobility and expand multimodal transportation options for passengers and freight throughout the seven-county region.

TBRPC – TAMPA BAY REGIONAL PLANNING COUNCIL – One of eleven regional planning councils in Florida, established by the Legislature to coordinate planning for the 43 jurisdictions in the Tampa Bay region. Specific duties include environmental management, water quality, emergency preparedness planning, economic analysis, and hurricane evacuation planning.

TCC - TECHNICAL COORDINATING COMMITTEE – Over 30 member committee representing local governments, the School District, PSTA, the Pinellas Planning Council, and Pinellas County that assists the MPO by reviewing transportation plans and programs and making recommendations based on their technical adequacy.

TD - TRANSPORTATION DISADVANTAGED – Those persons who, because of physical or mental disability, income status, or age are unable to transport themselves or to purchase transportation and are, therefore, dependent on others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities. These persons also include children who are handicapped or high risk or at risk as defined in Ch. 411, F.S.

TDM - TRANSPORTATION DEMAND MANAGEMENT – Using various techniques, such as vanpooling, increasing transit use, and telecommuting, to reduce the demand for single-occupant-vehicle travel and vehicle-miles traveled (VMT).

TDP - TRANSIT DEVELOPMENT PLAN – PSTA's planning, development and operational guidance document required for Florida Public Transit Block Grant funding. The TDP is used in creating the mass transit elements of the MPO Long Range Transportation Plan, the TIP and the FDOT Work Program.

TIP - TRANSPORTATION IMPROVEMENT PROGRAM – A five-year program of transportation improvements adopted annually by the MPO that incorporates state and federal work programs along with the capital improvement programs/elements of local governments within the MPO's jurisdiction.

TMA - TRANSPORTATION MANAGEMENT AREA – Urbanized areas with populations of over 200,000 are designated as TMAs. This subjects it to planning requirements under MAP-21. The Tampa Bay TMA encompasses a population of approximately 2,441,770 people and includes portions of Hillsborough, Pasco counties and nearly all of Pinellas County. Transportation plans and programs within a TMA must be based on a continuing and comprehensive planning process carried out by the MPO in cooperation with the state and transit operators. It must include a congestion management process and be certified by FHWA and FTA.

TOD – TRANSIT ORIENTED DEVELOPMENT – Compact, mixed use development within walking distance of public transportation.

TPA – TAMPA INTERNATIONAL AIRPORT – Largest airport in the Tampa Bay region.

TRIP – TRANSPORTATION REGIONAL INCENTIVE PROGRAM – A Florida program that provides state funds to local governments to improve regionally significant transportation facilities.

UPWP – UNIFIED PLANNING WORK PROGRAM – Identifies all transportation planning activities under the auspices of the MPO that are to receive federal funding and state grant monies.

USDOT – UNITED STATES DEPARTMENT OF TRANSPORTATION – Federal agency that oversees federal highway, air, railroad, and maritime and other transportation administration functions.

VMT - VEHICLE MILES TRAVELED - An estimation of the number of miles driven on the roadway network during an average day, and is a relevant measure for identifying travel habits within an urbanized area. VMT is measured by multiplying the average (mean) of the total average annual daily traffic volume (AADT) by the length of the segment, in centerline miles.

Appendix D: 5305 Application, Certs & Assurances

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 01/27/2016	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: 1001	
8. APPLICANT INFORMATION:		
* a. Legal Name: Pinellas County Metropolitan Planning Organization (MPO)		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 592931456		* c. Organizational DUNS: 1359448870000
d. Address:		
* Street1:	310 Court Street	
Street2:	<input type="text"/>	
* City:	Clearwater	
County/Parish:	<input type="text"/>	
* State:	FL: Florida	
Province:	<input type="text"/>	
* Country:	USA: UNITED STATES	
* Zip / Postal Code:	33756-5137	
e. Organizational Unit:		
Department Name: Pinellas County MPO		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	<input type="text"/>	* First Name: Alicia
Middle Name:	<input type="text"/>	
* Last Name:	Parinello	
Suffix:	<input type="text"/>	
Title:	Program Planner	
Organizational Affiliation: <input type="text"/>		
* Telephone Number:	727-464-5693	Fax Number: <input type="text"/>
* Email:	aparinello@pinellascounty.org	

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="B: County Government"/>			
Type of Applicant 2: Select Applicant Type: <input type="text"/>			
Type of Applicant 3: Select Applicant Type: <input type="text"/>			
* Other (specify): <input type="text"/>			
* 10. Name of Federal Agency: <input type="text" value="Federal Transit Administration"/>			
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="20.505"/>			
CFDA Title: <input type="text" value="Metropolitan Transportation Planning"/>			
* 12. Funding Opportunity Number: <input type="text"/>			
* Title: <input type="text" value="Metropolitan Planning Program"/>			
13. Competition Identification Number: <input type="text"/>			
Title: <input type="text"/>			
14. Areas Affected by Project (Cities, Counties, States, etc.): <div> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>			
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Transportation planning in support of the Pinellas Urbanized Area FY 16/17 Unified Planning Work Program."/>			
Attach supporting documents as specified in agency instructions. <div> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>			

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="406,520.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="50,815.00"/>
* d. Local	<input type="text" value="50,815.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="508,150.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

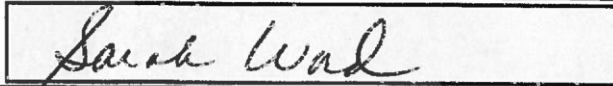
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:Prefix: * First Name: Middle Name: * Last Name: Suffix: * Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES FOR FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS

(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Pinellas MPO

Applicant agrees to comply with applicable provisions of Categories 01 – 23. ✓

OR

Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	_____
02.	Lobbying.	_____
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Hiring Preferences	_____

FTA FISCAL YEAR 2016 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2016 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital (Formula Award))

AFFIRMATION OF APPLICANT

Name of the Applicant: Pinellas MPO

Name and Relationship of the Authorized Representative: Jim Kennedy, Chairman

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2016, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during federal fiscal year 2016.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: [Signature] Date: 3-15-16
Name: Jim Kennedy
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Pinellas MPO

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: [Signature] Date: 3/10/16
Name: Chelsea Hardy
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

DEBARMENT AND SUSPENSION CERTIFICATION

As required by the United States Department of Transportation (USDOT) regulation on Government wide Debarment and Suspension at 49 CFR 29.510.

- (1) The Pinellas County MPO hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
 - (d) Have not, within a three-year period preceding this certification, had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) The Pinellas County MPO also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the USDOT.

Pinellas County MPO
MPO

3-19-16

Date


MPO Chairperson (or designee)

Jim Kennedy
Print Name

LOBBYING CERTIFICATION FOR GRANTS, LOANS AND COOPERATIVE AGREEMENTS

In accordance with Section 1352 of Title 31, United States Code, it is the policy of the Pinellas County MPO, that:

- (1) No Federal or state appropriated funds have been paid or will be paid by or on behalf of the Pinellas County MPO to any person for influencing or attempting to influence an officer or employee of any Federal or state agency, or a member of Congress or the state legislature in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The Pinellas County MPO, shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants and contracts and subcontracts under grants, subgrants, loans, and cooperative agreement), which exceeds \$100,000, and that all such subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Pinellas County MPO
MPO


MPO Chairperson (or designee)

3-9-16
Date

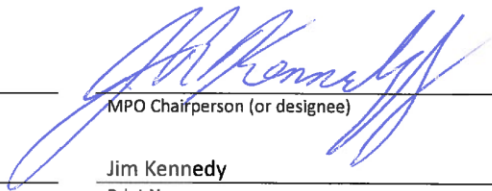
Jim Kennedy
Print Name

Appendix E: DBE Program Policy Statement

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

- (1) It is the policy of the Pinellas County MPO that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of MPO contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.
- (2) The Pinellas County MPO, and its consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the (insert name of MPO) in a non-discriminatory environment.
- (3) The Pinellas County MPO shall require its consultants to not discriminate on the basis of race, color, national origin and sex in the award and performance of its contracts. This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

Pinellas County MPO
MPO


MPO Chairperson (or designee)

3-9-16
Date

Jim Kennedy
Print Name

Appendix F: Title VI/NonDiscrimination Policy Statement, ADA Complaint Procedure and LEP

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

The Pinellas County MPO assures the Florida Department of Transportation that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The Pinellas County MPO further agrees to the following responsibilities with respect to its programs and activities:

- (1) Designate a Title VI Liaison that has a responsible position within the organization and access to the Recipient's Chief Executive Officer.
- (2) Issue a policy statement signed by the Chief Executive Officer, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in languages other than English.
- (3) Insert the clauses of Appendix A of this agreement in every contract subject to the Acts and the Regulations.
- (4) Develop a complaint process and attempt to resolve complaints of discrimination against sub-recipients. Complaints against the Recipient shall immediately be forwarded to the FDOT District Title VI Coordinator.
- (5) Participate in training offered on Title VI and other nondiscrimination requirements.
- (6) If reviewed by FDOT or USDOT, take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) calendar days.
- (7) Have a process to collect racial and ethnic data on persons impacted by your agency's programs.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the Recipient.

Pinellas County MPO
MPO

Date

3-9-16

MPO Chairperson (or designee)

Jim Kennedy
Print Name

The MPO's Title VI Plan, ADA Complaint Procedures, Limited English Proficiency (LEP) Plan, DBE Goal Methodology and DBE Goal Announcement are all available at:
<http://www.pinellascounty.org/mpo/library.htm#dbe>.

Appendix G: Joint Certification Statement



Florida Department of Transportation

**JOINT CERTIFICATION STATEMENT ON THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

Pursuant to the requirements of 23 U.S.C. 134(k)(5), 23 CFR 450.334(a), the Department and the Metropolitan Planning Organization (MPO) have performed a review of the certification status of the metropolitan transportation planning process for the Pinellas County MPO with respect to the requirements of:

1. 23 U.S.C. 134 and 49 U.S.C. 5303;
2. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 C.F.R. Part 21;
3. 49 U.S.C. 5332 prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
4. Section 1101(b) of MAP-21 (Public Law 109-59) and 49 C.F.R. Part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
5. 23 C.F.R. Part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
6. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and the regulations found in 49 C.F.R. Parts 27, 37, and 38;
7. The Older Americans Act, as amended (42 U.S.C. 6101) prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
8. Section 324 of 23 U.S.C. regarding the prohibition of discrimination on the basis of gender; and
9. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 C.F.R. Part 27 regarding discrimination against individuals with disabilities

TYPE OF CERTIFICATION REVIEW

☒ **FDOT Certification Standard/Modified Review**

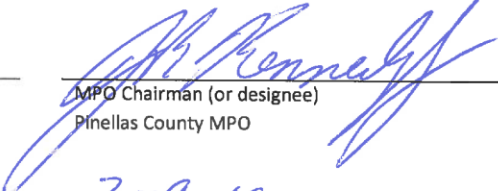
Included in this certification package are digital attachments of the noteworthy achievements or products resultant from those activities consistent with the federal transportation planning requirements. The contents of this Joint Certification Statement have been reviewed by the MPO and accurately reflect the results of the joint certification review meeting held on 1/21/2016.

☐ **Federal Certification Quadrennial Review/FDOT Review**

Included in this certification package is a summary of noteworthy achievements by the MPO, attachments associated with these achievements, and a list of any recommendations and/or corrective actions. The contents of this Joint Certification Package has been reviewed by the MPO and accurately reflects the results of the joint certification review meeting held by FHWA, FTA, FDOT, and the MPO held on insert date.

Based on a joint review and evaluation, the Florida Department of Transportation (FDOT) and the Pinellas County MPO recommend that the metropolitan transportation planning process for the Pinellas County MPO be certified.

Paul Steinman, PE
District Seven Secretary
Florida Department of Transportation


MPO Chairman (or designee)
Pinellas County MPO

Date

3-9-16
Date

Appendix H: Joint Certification Summary



Florida Department of Transportation

RICK SCOTT
GOVERNOR

11201 N. McKinley Drive
Tampa, FL 33612

JIM BOXOLD
SECRETARY

JOINT MPO/FDOT CERTIFICATION SUMMARY

Pinellas Metropolitan Planning Organization

The annual Joint FDOT/MPO Certification review meeting was held on January 21, 2016, as required by federal guidelines to assess the MPO's compliance with the federal transportation planning process and applicable state laws. The Pinellas County MPO is in compliance with federal and state guidelines for metropolitan transportation planning.

The following is a summary of the Department's findings.

Notable Achievements

- The MPO hired its first Executive Director to oversee the independent MPO & Pinellas Planning Council, which now operate as a combined Board. The Executive Director led the Board toward the establishment of the Strategic Planning and Operations Topics ("SPOTlight" Initiative), which identified three emphasis areas to be focused on during the next 2-year UPWP period. They are: *U.S. Highway 19 Corridor*; *Enhancing Beach Access*; and *Gateway/Mid-County Master Plan*. Each emphasis area contains: Objectives; Activities; Work Plan Elements; and Key Agency Partners. The Board members enthusiastically endorsed the "SPOTlight" Initiative. The MPO and staff are commended for their efforts.
- MPO staff worked with FDOT to incorporate mandatory statewide modifications in financial management of FHWA planning funds. Invoicing process will become more efficient, and reduced human errors. Staff participated in several statewide forums and continues to respond professionally to changes in state contract management guidelines such as making the Unified Planning Work Program (UPWP) the work scope of the Transportation Planning Funds Agreement/Contract. The MPO staff worked closely with FDOT on Transportation Alternatives process enhancements with a cooperative spirit.
- The MPO expanded its public outreach by creating an informal transportation blog. The blog postings are written in a non-technical, conversational tone about topics of interest to the public. Excellent platform to amplify details on topics.

- The MPO Board actively participates in the regional Transportation Management Area Leadership Group. This forum has been an excellent impetus toward collaboration by Pinellas, Hillsborough and Pasco County MPOs to identify its regional priorities with one voice.

Recommended Actions

- Consider sharing with the public the analysis those congestion management projects for which performance measures will show the success of the improvement.
- Continue to refine the MPO process for vetting every Transportation Alternative Program project application to ensure only complete applications are prioritized and submitted to FDOT.
- Continue to encourage the County to sponsor Local Agency Program (LAP) projects brought forward by a smaller, non-LAP Certified municipalities.

Corrective Actions

- None were observed.

Appendix I: Travel Resolution

RESOLUTION #16-3

A RESOLUTION OF THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION (MPO) ESTABLISHING THE MPO TRAVEL RATE POLICY

WHEREAS, Florida Statutes Section 112.061(14) allows MPOs to establish rates that vary from the standard state per diem rates by enactment of a resolution, and provided that the rates apply uniformly to all travel by that entity,

WHEREAS, the Code of Federal Regulations (2 CFR 200.474), Travel costs, states that such costs are to be: normally allowed in like circumstances for all of the non-federal entity's activities; in accordance with the entity's written travel reimbursement policies; and considered necessary and reasonable, and

WHEREAS, The Code of Federal Regulations (2 CFR 200, Subpart E- Cost Principles) allows for setting an in-state travel rate and establishes that out-of-state travel should use Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.

NOW, THEREFORE, BE IT RESOLVED, by the Pinellas County Metropolitan Planning Organization as follows:

1. The MPO has the authority to establish its travel rate structure, which applies to all in-state travel, including federally reimbursed and non-federally funded travel.
2. MPO funded in-state travel is considered necessary and reasonable.
3. MPO funded out-of-state travel shall follow the Federal per diem rates or actual expenses, as justified by the Federal Travel Regulations.
4. The MPO, for in state travel, shall follow the guidelines for payment and/or reimbursement of travel expenses for Pinellas County Officers and Employees.

In the regular meeting of the Pinellas County Metropolitan Planning Organization duly assembled on this 13th day of April, 2016, Doreen Caudell offered the foregoing Resolution and moved its adoption, which was seconded by Sandra Bradbury, and the final vote was as follows:

AYES: Mayor Bujalski, Commissioner Tunnga, Commissioner Shelly, Commissioner Kennedy,
Councilmember Caudell, Commissioner Morroni, Commissioner Seel, Councilmember Rice,
NAYS: none Mayor Bradbury, Commissioner Perez, Councilman Kennedy,
Commissioner Smith

Absent and not voting: Dave Eggers

APPROVED AS TO FORM

By: 
Office of the County Attorney

By: 

Jim Kennedy, Chair
Pinellas County
Metropolitan Planning Organization

Appendix J: Other Non-Federal Local Agency and Municipal Planning Projects

Local governments in Pinellas County were asked through the Technical Coordinating Committee (TCC) to provide information for anticipated transportation planning projects, including those funded through non-Federal local agency and municipal planning projects. Below is the original email. Follow up reminders were mentioned at TCC meetings. None of the local governments provided a project.

Perch, Sarah R

From: Funicello, Anne F
Sent: Monday, November 16, 2015 3:46 PM
To: Funicello, Anne F
Cc: Bartolotta, Al; Favero, Chelsea; Perch, Sarah R
Subject: FW: Unified Planning Work Program (UPWP) - Request for upcoming transportation planning activities

TCC Members,

Forwarding a request from Sarah Perch.

Anne

Anne Funicello

Pinellas County MPO/PPC

Phone (727) 464-5648

afunicello@pinellascounty.org

All government correspondence is subject to the public records law.

The Pinellas County MPO is currently working on a biannual update of the Unified Planning Work Program (UPWP) for state fiscal years 2016/17 and 2017/18. The MPO is required by law to develop and maintain the UPWP, which identifies how the funds received for transportation planning projects in Pinellas County are budgeted. One of the UPWP requirements is to identify local government transportation planning activities (e.g., studies, research, data collection) anticipated to occur within the next two fiscal years utilizing state, local or federal funds. Examples of such activities include road safety audits, public surveys related to transportation issues, multi-modal corridor studies and traffic operation evaluations. If your agency is expecting to conduct any transportation planning activities such as these from July 1, 2016 to June 30, 2018, please provide the information listed below to Sarah Perch (sperch@pinellascounty.org) by **December 18, 2015**.

- (1) Name of the study and a short description of work to be accomplished;
- (2) The cost, or the approximate cost, of the study;
- (3) The source(s) of funding used to pay for the study; and
- (4) Which municipality/agency is conducting the study.

Feel free to contact Sarah with any questions regarding this request.

Thank you for your cooperation,

Sarah Perch, AICP

Principal Planner

Pinellas County Metropolitan Planning Organization (MPO)

310 Court Street, Clearwater, FL 33756

Phone (727) 464-5695

sperch@pinellascounty.org

Follow Pinellas County MPO:



<http://www.pinellascounty.org/mpo>

Share your transportation ideas at www.telluspinellas.com.

All government correspondence is subject to the public records law.

Appendix K: Review Agency Comments and Staff Responses

AGENCY COMMENTS ON DRAFT FY 2016/17 AND 2017/18 UPWP

Agency	Section	Page	Comment	MPO Response
FDOT	Introduction	2	Soft Match – please add a statement here describing the percent of the soft match to this discussion (such as “Soft Match for FHWA funds equates to 18.07%.”)	Language has been added
FDOT	Agreements	9	This section should be updated to reflect the expiration of the existing PL JPA and other FHWA-funded agreements, and the execution of the new MPO agreement.	Language has been added
FDOT	Cover and Title Page	n/a	Includes correct CFDA number	Numbers have been updated
FDOT	Cover and Title Page	n/a	Includes Federal Aid Project Number, FM Number, Name of MPO and funding agencies	Numbers and names have been updated
FDOT	Cover and Title Page	n/a	Final UPWP includes an approved signature or MPO resolution and the date of MPO Board Action	This is included on page ii
FDOT	Table of Contents	n/a	Remove rows showing funding in District Planning Activities	Rows have been removed
FDOT	Introduction	1	Description of Public Involvement Process used in development of UPWP	Paragraph 3 of the Introduction discusses the public involvement process in the UPWP development. Additional language has been added to this paragraph
FDOT	Work Program Task Sheets	n/a	Show who is responsible for each product	This is discussed at the end of each task
FDOT	Work Program Task Sheets	n/a	Show completion dates	Completion dates have been added to end products that did not have them
FDOT	Work Program Task Sheets	58-59	Add task name and Pinellas MPO at top of Funding Task spreadsheet	This has been added

Agency	Section	Page	Comment	MPO Response
FDOT	Work Program Task Sheets	31-38	Consider adding task required activity whereby the MPO develops an outreach/education campaign to support the development of a premium transit system in the Tampa Bay area. Expand task 4.1, end product 13(a).	Public outreach has been added to task 4.1 and is included in task 2.1. Support for the premium transit study is in task 7.1. Task 4.1, end product 13 has been expanded.
FDOT	Work Program Task Sheets	31-38	Add an activity that addresses the Central Ave BRT study	This has been added to task 4.1
FDOT	Work Program Task Sheets	20	Task 1.1, Required Activities 19, shows payment of memberships. You may use FHWA funds for organizational memberships, but not individual memberships (2 cfr 200.454)	Language for task 1.1, required activities 19 has been updated to reflect this
FDOT	Agency Participation	56-57	Add MPO name and adoption date at the top of agency participation spreadsheet	This has been added
FDOT	Funding Source	58-59	Add MPO name at the top of funding spreadsheet. Also add date adopted, amended, modified someplace	This has been added
FDOT	Funding Source	58-59	Show footnote with STP & PL allocation and carryforward amount (clearly defines totals)	This has been added
FDOT	Work Program Task Sheets	19-22	Administration Task	An additional required activity has been added to task 1.1 (#5)
FDOT	Work Program Task Sheets	19-22	Equipment rentals and leases are included by tasks	An additional required activity has been added to task 1.1 (#19) and to task 1.1 end products (#18)
FHWA	Work Program Task Sheets	21	What kinds of services are provided through the intergovernmental services?	Intergovernmental services are those that are provided by Pinellas County that

Agency	Section	Page	Comment	MPO Response
				are provided on an as-needed basis. This includes budget assistance through the Office of Management and Budget, Human Resources assistance, Business and Technology Services, legal services and Clerk Financial and Board Records
FHWA	Work Program Task Sheets	21	What is included in “reference” for the line item Reference and Education?	“Reference and education” has been updated to clarify what is included
FHWA	General	n/a	Overall staff is commended for a very detailed and comprehensive planning document	Thank you
FHWA	Planning Priorities	3-4	Compliments to the staff for detailing how you are currently addressing the Federal Emphasis Areas	Thank you
FHWA	Agreements	9	What are the expiration dates for the agreements listed?	The agreement information has been updated
FHWA	General	n/a	Please note that for the replacement of equipment, any single purchase exceeding \$5000 must get preapproval.	Noted. Language has been added to task 1.1
FHWA	General	n/a	All Agreements or Certifications including Debarment and Suspension, Contracts, Grants, and Cooperative Agreements, Title VI Nondiscrimination Policy Statement and Disadvantaged Business Enterprise (DBE) statements should be signed and dated, and	These are included in the final document

Agency	Section	Page	Comment	MPO Response
			included in the final copy of the document.	
FHWA	General	n/a	Tasks that involve consultant participation should provide enough detail (such as proposed scope, work to be accomplished for each project, anticipated completion dates, and project costs) about what the consultant responsibilities are concerning the activities to be undertaken using federal-aid funds. If that is not possible at this time, prior to the MPO's use of PL funds for these types of planning projects or activities, the District should forward a copy of the scope of services, the anticipated cost, and completion date to the FHWA for review. It will continue to be the responsibility of the District and MPO to ensure that all activities undertaken as part of these tasks are eligible and are allowable costs.	Noted. While not all of the details are currently available for tasks that involve consultant participation, language has been added to tasks where this information is known (task 1.1, 3.1)
FTA	General	n/a	FTA has reviewed the draft UPWP and the subject document appears to satisfy the requirements of 23 U.S.C. 134, 49 U.S.C. 5303 and 2 CFR Part 200. We look forward to receiving the final document.	Thank you

RESOLUTION #16-4

**A RESOLUTION OF THE PINELLAS COUNTY METROPOLITAN PLANNING
ORGANIZATION (MPO) APPROVING THE FYS 2016/17 AND 2017/18
UNIFIED PLANNING WORK PROGRAM**

WHEREAS, the Pinellas County Metropolitan Planning Organization (MPO) is the designated entity responsible for transportation planning in Pinellas County, and is also the designated official planning agency in coordinating transportation for the transportation disadvantaged; and

WHEREAS, the MPO has developed a Unified Planning Work Program for Fiscal Years 2016/17 and 2017/18, as required by 23 Code of Federal Regulations (CFR) Section 450.308 and Florida Statutes Section 339.175(9).

NOW, THEREFORE, BE IT RESOLVED, by the Pinellas County Metropolitan Planning Organization as follows:

1. The Unified Planning Work Program for Fiscal Years 2016/17 and 2017/18 is approved and authorized to be submitted to state and federal agencies.
2. The Executive Director is authorized to develop and execute all supporting and program objective related grant applications, participation agreements, reimbursement requests, amendments to the UPWP and assurances, and to authorize expenditures in support of said document.

In the regular meeting of the Pinellas County Metropolitan Planning Organization duly assembled on this 11th day of May, 2016, _____ offered the foregoing Resolution and moved its adoption, which was seconded by _____, and the final vote was as follows:

AYES:

NAYS:

Absent and not voting:

By: _____
Jim Kennedy, Chair
Pinellas County
Metropolitan Planning Organization

APPROVED AS TO FORM

By: 
Office of the County Attorney

PRESENTATION AND/OR ACTION ITEMS

D. Complete Streets (FDOT) – Presentation

The Florida Department of Transportation's (FDOT) Complete Streets Policy, adopted in September 2014, states that FDOT will routinely, plan, design, construct, reconstruct, and operate a context-sensitive transportation network that works for all modes of travel. FDOT has since developed a Complete Streets Implementation Plan in partnership with the national not-for-profit organization Smart Growth America, to guide the Department's efforts to implement the Complete Streets Policy moving forward. FDOT staff will provide an overview of the Complete Streets Implementation Plan, and the Department's efforts to ensure that future transportation decisions and investments address the needs of all users of the transportation network.

ATTACHMENT: [FDOT Complete Streets Policy](#)

ACTION: None required, informational item

Pinellas MPO: 05/11/16



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

POLICY

Effective: September 17, 2014

Office: Design Director

Topic No.: 000-625-017-a

COMPLETE STREETS

It is the goal of the Department of Transportation to implement a policy that promotes safety, quality of life, and economic development in Florida. To implement this policy, the Department will routinely plan, design, construct, reconstruct and operate a context-sensitive system of "Complete Streets." While maintaining safety and mobility, Complete Streets shall serve the transportation needs of transportation system users of all ages and abilities, including but not limited to:

- Cyclists
- Freight handlers
- Motorists
- Pedestrians
- Transit riders

The Department specifically recognizes Complete Streets are context-sensitive and require transportation system design that considers local land development patterns and built form. The Department will coordinate with local governments, Metropolitan Planning Organizations, transportation agencies and the public, as needed to provide Complete Streets on the State Highway System, including the Strategic Intermodal System.

This **Complete Streets Policy** will be integrated into the Department's internal manuals, guidelines and related documents governing the planning, design, construction and operation of transportation facilities.

A handwritten signature in black ink, appearing to read "Ananth Prasad", written over a horizontal line.

Ananth Prasad, P.E.
Secretary

PRESENTATION AND/OR ACTION ITEMS

E. U.S. 19 Corridor Safety Study – Presentation

The U.S. Highway 19 corridor is one of the three emphasis areas included in the Forward Pinellas SPOTlight initiative. The MPO is currently participating in and co-sponsoring the U.S. 19 Corridor Study with FDOT. This study involves the identification of bicycle and pedestrian safety and transit access improvements on the corridor. A final report on the U.S. 19 Corridor study is anticipated for Board presentation in June.

With this study nearing completion, the Citizens Advisory Committee (CAC) recently requested an update on the status of the interchange and overpass improvements planned for the corridor. In response to this request, FDOT presented information on the planned corridor improvements to the CAC and the Technical Coordinating Committee (TCC) at their April meetings. This presentation along with a brief summary of the Corridor Study will be provided to the Board.

ATTACHMENT: None

ACTION: None required, informational item

Pinellas MPO: 05/11/16

PRESENTATION AND/OR ACTION ITEMS

F. Roundabout – Presentation

FDOT has placed added emphasis on the development and construction of modern roundabouts statewide and has directed each District office to include two projects on state highways in their 5-Year Work Program for implementing roundabouts. Modern roundabouts reduce fatalities by more than 90%, injuries by 76% and all crashes by 35%. Modern roundabouts are more efficient by reducing stopping and creating less delay. Cost effective benefits include installation, maintenance and operations (no signals), and reduced pavement. A big reason that roundabouts are so much safer is that there are fewer conflict points - for motorists the number drops from 32 to 8, while for pedestrians the number is reduced by two-thirds, improving safety for all users.

Ken Sides, PE, PTOE, CNU-a, is a senior Professional Engineer with Sam Schwartz Engineering in Tampa, a certified Professional Traffic Operations Engineer and an accredited member of the Congress of New Urbanism. He has been project manager for two dozen constructed modern roundabouts, and is a member of both the TRB and ITE Roundabout Committees. Mr. Sides will provide a presentation with respect to roundabouts as a design alternative.

ATTACHMENT: None

ACTION: None required, informational item

Pinellas MPO: 05/11/16

REPORTS/UPDATE

A. Director's Report

1. Performance Based Outcome Driven Planning Process

The Pinellas County MPO will undertake a process over the next several months to update and refine the criteria and performance measures used to track the progress of transportation project priorities and planning activities toward achieving desired land use and transportation outcomes for Pinellas County. The goal of this effort is to examine how to best ensure that the projects and programs undertaken by the PPC/MPO and its partners advance the unified agency's mission to align transportation and land use resources and plans that support a compelling vision for our communities and our region.

The basis for that effort will be the 2040 Long Range Transportation Plan and the recently-adopted Countywide Land Use Plan. We will begin working with the Technical Coordinating Committee and other advisory committees later this spring to review existing goals and identify measures of effectiveness and criteria that help achieve integrated land use and transportation planning outcomes. Those efforts will guide development of alternatives and recommendations for consideration by the PPC/MPO Board later this year. A key step in that process is the joint board workshop scheduled on July 29 with the Pinellas Suncoast Transit Authority Board of Directors, with the objective of identifying a suitable process for developing multimodal project priorities for state and federal funding.

ATTACHMENT: None

2. SPOTlight Update

PPC/MPO staff held listening sessions for the US 19 corridor vision and enhancing beach community access emphasis areas in April and early May. We have been coordinating with Pinellas County Planning Department staff to scope a work plan for the US 19 corridor, and plan to begin that work later this month. We are continuing to collect baseline conditions data for all three emphasis areas. In addition, we developed an outline for a scope of services for the Gateway/Mid-County Master Plan, and met with the Florida Department of Transportation, Pinellas County Economic Development, Pinellas County Planning, and the City of St. Petersburg to get feedback and input on the scope of work. We have additional meetings planned with the cities of Largo and Pinellas Park, and have met with major employers to discuss the initiative, including Jabil and Triad Retail. We are working to develop a funding partnership for the Gateway/Mid-County Master Plan to accomplish specific objectives outlined by stakeholder agencies.

In addition, we have been working with PSTA to develop a scope of services for a joint project to evaluate the potential for mixed-use redevelopment and improved accessibility at PSTA's bus transfer locations. MPO staff will lead this effort and expects to begin this spring.

ATTACHMENT: [Bus Transfer Locations Concept](#)

ALIGNING REDEVELOPMENT & MULTIMODAL TRANSPORTATION FOR AN ACCESSIBLE PINELLAS COUNTY

A Strategic Plan for the Pinellas Suncoast Transit Authority's Bus Transfer Locations

March 16, 2016

Project Concept

Identifying and realizing opportunities to improve accessibility, or the ability of people to reach goods, services, and activities using a variety of transportation modes, is a key strategy for integrating land use and transportation in Pinellas County. Pinellas County is relatively densely populated and considered close to built out, with a focus on redevelopment and infill development for economic growth. But to truly leverage those redevelopment opportunities for broad economic growth, it is imperative to have a complementary focus on improving multimodal accessibility throughout the County. Encouraging redevelopment of more compact, walkable community activity centers with safe, reliable transportation would help manage congestion, improve economic opportunity, and foster a healthier environment for everyone.

One opportunity for realizing this potential is the location and design of Pinellas Suncoast Transit Authority's (PSTA) transfer points, where two or more bus routes converge. Many of the current transfer locations are not well-defined as focal points of mixed use, compact development and do not present a safe, inviting pedestrian environment, which are important factors for encouraging transit ridership.

This project will evaluate opportunities for redevelopment, as well as improved non-auto accessibility and enhanced safety, at PSTA transfer points and their surrounding areas, and will develop site-specific strategies for the enhancement or relocation of transfer areas for selected opportunity sites. Working in partnership with the PSTA, the Pinellas Planning Council and Pinellas County Metropolitan Planning Organization (PPC/MPO) will carry out this project with four main objectives in mind.

1. Improving Service Accessibility, Comfort and Efficiency

Offering frequent and efficient bus service with customer amenities will make PSTA's operations more attractive, and will help better manage travel demand on Pinellas roadways through increased in ridership. Transfer points should be proximate to destinations, and need ease of access for transit vehicles while maintaining schedule adherence and providing support for drivers.

2. Maximizing Redevelopment Potential through Land Use and Transportation

Transit should be a centerpiece of successful activity centers at various scales, from neighborhood retail to regional employment centers. That takes partnering with local governments to enable transit to function as part of an integrated land use and transportation area plan with incentives for compact, mixed use development.

3. Achieving a Multimodal Transportation Network for Pinellas County

Transfer areas should function as multimodal hubs, providing seamless transition between travel modes, served by a confluence of pedestrian and bicycle facilities that help to increase mode share among non-auto travel options. Transfer areas also need to complement automobile access and parking.

4. Increasing Safety for Pedestrians, Motorists, and Bicyclists

Increasing safety and reducing conflicts between pedestrians, bicyclists, and motorists is a cornerstone of project's efforts, along with improving the convenience, connectivity and comfort of those using transit. This entails proper lighting and clear, direct pathways that can accommodate all users from the transfer location to the doors of adjacent buildings.

Phased Approach

The PPC/MPO will take a phased approach to the project, with deliverable work products at the end of each phase. All phases will be closely coordinated with PSTA, including use of shared data resources and review of work products through a series of meetings to jointly review findings and develop recommendations.

I. Phase I - Screening

In the initial bus transfer location screening phase, a study management team composed of members from the PPC/MPO and PSTA will establish screening criteria and identify areas of special interest and opportunity. Bus transfer locations determined to be the best suited for mixed use redevelopment and improved accessibility will move on to a more detailed site location planning and evaluation process in the subsequent phase.

A. Develop a Study Management Team

A study management team will be organized and consist of PPC/MPO and PSTA staff. This team will provide guidance and feedback throughout the phase, and establish a time and format for meetings necessary to carry out the project. At the first meeting, the team will finalize a schedule and milestones for deliverables. The team will develop an analysis framework to accomplish study outcomes. The PPC/MPO's project manager will give regular updates to members of the study management team, as well as the PPC/MPO's advisory committees when appropriate. The team will solicit input from the MPO's Technical Coordinating Committee and PPC's Planners Advisory Committee at key points in the study process. The study management team will meet at least twice during the Phase I screening process, and up to four times during Phases II and III.

B. Develop Screening Criteria

The study management team will assess the availability and types of data needed to support the screening evaluation, formalize a refined analysis framework, and determine features in the natural and built environment critical to the project's success. The study management team will clarify roles and responsibilities for data collection and assembly. A list of criteria will be established that gives guidance for the subsequent study and geographic information systems (GIS) analysis.

The geographic framework will be countywide around defined PSTA bus transfer sites, and analysis would be conducted at a quarter-mile and half-mile radial distance. PPC/MPO staff will perform a GIS analysis to show bus transfer sites in context with their surrounding land use, with the objective of identifying those with supportive land use and urban form characteristics, and the greatest

redevelopment potential. A GIS analysis will include input from the study management team, and potential screening variables are listed below.

Land Use - Activity Centers, Target Employment Centers, and other activity generators; Community Redevelopment Agency boundaries; vacant parcels, areas with transit-supportive density, diversity and design characteristics and supporting regulations

Transportation Network - street network density, regional connectivity, bicycle facilities, sidewalks and proximity to off road trails

Transit Service and Operations - bus route structure, frequency and span of service, circulation, layover points, boarding and alighting

Safety - visibility, physical environment, driving speeds, crash data, lighting

Demographics - socio-economic characteristics, vulnerable or transportation disadvantaged populations (e.g., the elderly, age 18-below, low-income), automobile ownership

C. Initial Coordination with Local Governments

Many of the transfer locations are not currently considered focal points of mixed use, compact development and redevelopment, and sometimes lack safe and convenient pedestrian accessibility. Local governments could help identify opportunities to work with private landowners, or use public property for potential redevelopment for a PSTA transfer facility. The PPC/MPO will coordinate with local governments to identify existing plans, development proposals, or potential partnerships for public-private redevelopment.

As part of this task, the PPC/MPO will work with local governments to refine the screening criteria as necessary and to identify special interest areas, such as locations where current redevelopment or capital improvement projects are in place, planned or programmed. Preference will be given to special interest areas in the screening phase to support local redevelopment activities that create density, diversity, and design that supports transit.

Task I.C will conclude with one information session presented to each the Technical Coordinating Committee and Planners Advisory Committee, as well as continued direct outreach with local governments.

D. Screening and Evaluation

A GIS analysis will incorporate screening criteria identified in Tasks I.A - I.C, to measure the redevelopment and accessibility potential of bus transfer locations countywide. Locations will be measured for their suitability as a transit hub and for proximity to mixed used development.

The PPC/MPO staff will develop an evaluation matrix that uses the variables defined earlier in this phase to create a scoring framework for organize existing and potential bus transfer areas. The evaluation matrix for bus transfer locations based on the GIS analysis inputs will be categorized into the classifications below.

Optimum	Transfer site is situated in a compact mixed use area, with high accessibility, with enhanced safety measures in place.
Standard	Transfer site is appropriately located in proximity of compact mixed-use, but accessibility or safety could be improved.

Deficient	Transfer site is not located in a compact mixed use area, and lacks basic accessibility or safety features.
Proposed New	A potential site with no bus transfer station, but possesses an excellent compact mixed use area, that is highly accessible, with safety features in place.

E. Work Product:

At the conclusion of Phase I, the work product will identify opportunity areas to create accessible, safe bus transfer locations that are well located in proximity to compact mixed use areas. A summary evaluation matrix with site classifications and characteristics, a presentation of major findings, and a GIS mapping analysis highlighting opportunity areas will be presented to the PPC/MPO's advisory committees and PSTA's Transit Riders Advisory Committee, and made available to members of the study management team for reference.

II. Phase II - Site Analysis and Coordination

The opportunity areas identified in Phase I will continue on to a more detailed site analysis. Prior to beginning this phase, the PPC/MPO and PSTA will meet to review the Phase I outcomes and make a decision about which opportunity sites will entail development of a conceptual master plan. During Phase II, coordination between the PPC/MPO, PSTA, and local governments will be used to develop a site analysis for bus transfer locations, detailing current conditions and identifying locations for bus facilities, amenities and transportation network improvements improving accessibility and safety.

A. Coordination with Local Government

This task entails assessing compatibility with surrounding land uses, identifying potential funding sources, and working with local governments, land owners and businesses to develop concept plans for each opportunity area. Coordination with local governments will be used to identify plans already in place at the local level that align with redevelopment goals, and the creation or enhancement of a bus transfer location site. Coordination with local governments will identify supportive strategies for the opportunity areas, such as:

Capital Improvements - projects planned, programmed or already in place to improve the needs of the community

Public/Private Partnerships - where investors have the option to "buy into" transit redevelopment opportunities as a development mitigation strategy, or as an incentive to achieve higher densities

Special Land Uses - special land use designations, like community redevelopment areas, that utilize tax increment financing for civic improvements that can provide a revenue stream to support transit facility needs, and connectivity and access objectives in the area

B. Operational Assessment

PSTA staff will take the lead on this task. Strengthening and streamlining PSTA's future service network with more frequent and efficient services and customer amenities will help make PSTA's operations more attractive. Transfer location hubs with amenities allow for an ease of transition while commuting by bus to access places of business, entertainment, and work. An operational assessment for selected opportunity areas will occur in this task, addressing bus routing and circulation, boarding and alighting location, and the ability of the route schedules to accommodate the transfer location. Proposed changes to transfer locations require detailed analysis on how the changes would affect individual bus routes and overall system timing. This requires coordination

between the bus stop, transit route schedules and layover need, the connecting transportation network and nearby land uses.

C. Site Master Plan

The site master plan will address an area of $\frac{1}{4}$ to $\frac{1}{2}$ mile surrounding a proposed bus transfer opportunity area, and will be composed of a bus transfer location that meets redevelopment criteria and land use objectives, aligns with existing or potential regional transportation connections, reflects support from public and private entities, and contributes to a safe, accessible environment for all users. Selected opportunity sites will go onto a more site-specific analysis to develop a concept plan that strengthens the relationship between redevelopment and multimodal transportation accessibility. The master plan will also define roles and responsibilities of state and/or local government, private landowners or developers to achieve desired outcomes.

PPC/MPO staff will review local comprehensive plans and land development codes to help guide preparation of a conceptual site master plan for each opportunity site. Beyond location of the transfer facility and its relationship to planned build-out of the area, the master plan will include considerations for storm water management, parking, sidewalks, landscaping, and utility connections. A street analysis will be conducted for each opportunity site, addressing circulation, connectivity, destination accessibility, increased modal share and safety. Specific capital projects and changes in comprehensive plans or land development codes will be defined.

D. Work Product:

At the conclusion of Phase II, the work product entails a site master plan for transit transfer hub locations detailing current conditions and specifying mechanisms for redevelopment, and improved multimodal access between the transfer facility and surrounding land development activities. Using the Countywide Plan's urban design principles as a guide, graphic design products, like 2D and 3D renderings, will be created for bus transfer master plan sites around a half-mile radius, and the typical section will include considerations for location, size and density, intensity of use, and best practices. A memorandum will be created for each master plan site and presented to the study management team for review and refinement. The PPC/MPO will work closely with the relevant local government staff to develop, review and refine the master plan.

III. Phase III - Recommendations

Phase III contains a synthesis of findings detailing opportunities for public/private investment, land use considerations, multimodal accessibility, transit circulation and operations, as well as design renderings for bus transfer locations at defined opportunity areas.

A. Synthesis of Findings

The PPC/MPO will prepare a findings report that contains the final selection of bus transfer location sites, outlines current conditions, specifies mechanisms for redevelopment and improved multimodal accessibility, and provides site-specific redevelopment strategies. The report will identify capital projects for each site and an estimate of potential project costs, as well as potential sources of revenue. Projects identified through this process will be eligible for funding through various federal, state or local programs, including those managed by the MPO.

This task entails preparation of a draft final report that documents the analysis steps and findings from the preceding tasks. All draft components will be reviewed by staff team members and revised as needed based on input.

B. Priority Projects and Timeline

The PPC/MPO will define priorities for each site, and a priority list for all sites overall. Priority sites, and the priority list will identify near, mid, and long term projects and tasks. Projects that can be started within the next two years are considered near term; mid-term projects will be within a 3-5 year time frame; and long-term projects are five years or more out.

It is anticipated that the study will begin in May 2016 and run through early 2017. Phase I should be complete by July 2016; Phase II is expected to be completed by January 2017; and Phase III will be completed by March 2017.

C. Presenting of Findings

A final presentation and report will be prepared and presented to members of local government, the Technical Coordinating Committee, Planners Advisory Committee, Citizens Advisory Committee, Bicycle Pedestrian Advisory Committee, Transit Riders Advisory Committee, the PSTA's Planning Committee, and the PPC/MPO Board for review acceptance. PPC/MPO staff will make presentations to appropriate local governments if requested.

INFORMATIONAL ITEMS

A. Correspondence

ATTACHMENT: [Fatalities Map](#)

B. Other

At this time, the MPO may take up other matters that might be identified by the members.

Pinellas MPO: 05/11/16

Pinellas County Major Road Network

Pasco County



Hillsborough County



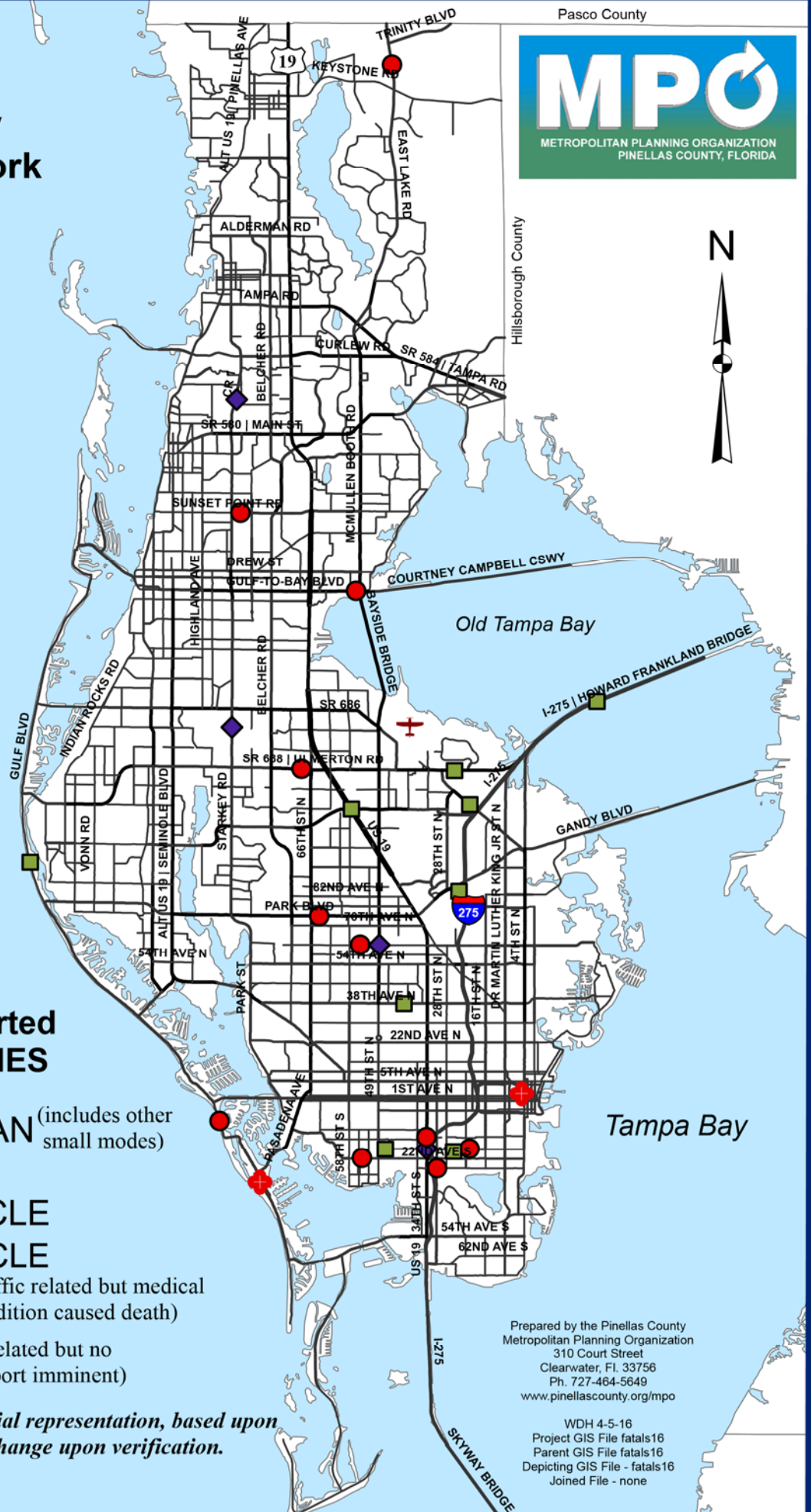
Gulf
of
Mexico

YEAR 2016
(thru April 4th)

Locations of Reported TRAFFIC FATALITIES

- PEDESTRIAN (includes other small modes)
- ✕ BICYCLE
- ◆ MOTORCYCLE
- AUTO-VEHICLE
- + MEDICAL (traffic related but medical condition caused death)
- OTHER (traffic related but no crash report imminent)

NOTE: Graphic not an official representation, based upon initial reporting, subject to change upon verification.



Prepared by the Pinellas County
Metropolitan Planning Organization
310 Court Street
Clearwater, FL 33756
Ph. 727-464-5649
www.pinellascounty.org/mpo

WDH 4-5-16
Project GIS File fatalities16
Parent GIS File fatalities16
Depicting GIS File - fatalities16
Joined File - none

<u>CRASHES DATAID ROADWAY</u>	<u>LOCATION</u>	<u>DESC</u>	<u>DATE</u>	<u>FATAL</u>
1 006F16 STARKEY RD	BLOCK	MC	1/16/2016	1
1 004F16 49TH ST N	BLOCK	MC	1/20/2016	1
1 009F16 CR 1	BURNHAM LN	MC	1/30/2016	1
1 016F16 34TH ST S	18TH AVE S (delayed fatality)	MC	2/19/2016	1
1 014F16 5TH ST N	2ND AVE N (delayed >30 day fatal)	MED	1/19/2016	1
1 010F16 GULF BLVD	70TH AVE	MED	2/2/2016	1
1 002F16 62ND AVE N	BLOCK	PED	1/5/2016	1
1 003F16 ULMERTON RD	AUDREY LANE	PED	1/7/2016	1
1 007F16 26TH AVE S	31ST ST S	PED	1/26/2016	1
1 011F16 GULFPORT BLVD	BLOCK	PED	2/3/2016	1
1 013F16 EAST LAKE RD	AT ST ANDREWS BLVD	PED	2/21/2016	1
1 018F16 34TH ST S	BLOCK	PED	2/28/2016	1
1 019F16 18TH AVE S	BLOCK	PED	3/3/2016	1
1 020F16 GULF BLVD	BLOCK	PED	3/5/2016	1
1 024F16 PARK BLVD	BLOCK (delayed fatality)	PED	3/9/2016	1
1 022F16 SUNSET PT RD	BLOCK	PED	3/12/2016	1
1 026F16 GULF-TO-BAY BLVD	W OF McMULLEN BOOTH RD	PED	4/4/2016	1
1 001F16 ROOSEVELT BLVD	W OF I-275	VEH	1/1/2016	1
1 005F16 18TH AVE S	E OF 49TH ST S	VEH	1/19/2016	1
1 008F16 38TH AVE N	41ST ST N	VEH	1/27/2016	1
1 012F16 ULMERTON RD	NEAR CARILLON PKWY (delayed fatal)	VEH	2/15/2016	1
1 017F16 I-275 HOWARD FRANKLAND	MILEPOST 34	VEH	2/28/2016	1
1 015F16 US19 HWY FRONTAGE RD	BRYAN DAIRY RD	VEH	2/29/2016	1
1 021F16 197TH AVE	E OF GULF BLVD	VEH	3/9/2016	1
1 023F16 15TH AVE S	BLOCK	VEH	3/12/2016	1
1 025F16 GANDY BL NEAR I-275	CEMETERY POND	VEH	3/31/2016	3

PINELLAS COUNTY

INITIAL REPORTING

of Traffic Fatalities
thru April 4, 2016

28 FATALITIES INCLUDING MEDICALS

26 FATALITIES EXCLUDING MEDICALS

28 CRASHES INCLUDING MEDICALS

26 CRASHES EXCLUDING MEDICALS

0 OTHER TRAFFIC RELATED FATALITIES

BUT NO IMMINENT CRASH REPORT

11 AUTO-VEHICLE FATALITIES

42%

9 AUTO-VEHICLE CRASHES

VULNERABLE ROAD USERS

4 MOTORCYCLE FATALITIES

15% of all traffic fatalities

4 MOTORCYCLE CRASHES

0 BICYCLE FATALITIES

0% of all traffic fatalities

0 BICYCLE CRASHES

11 PEDESTRIAN FATALITIES

42% of all traffic fatalities (includes other small modes)

11 PEDESTRIAN CRASHES

15 VULNERABLE USER FATALITIES

15 VULNERABLE USER CRASHES

58% Vulnerable/total fatalities

(medical crashes not included)

NOTE

Table not an official representation,
based upon initial reporting,
subject to change upon verification.

Pinellas County MPO



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Agenda Item
I.*

Call to Order

I. RECOMMENDATION

Council proceed as outlined below.

II. BACKGROUND

Call to Order of the Pinellas Planning Council.

Board Action:

CPA Action:



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Agenda Item
II.A-E*

Consent Agenda

I. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, approve Consent Agenda – Items A through E.

II. BACKGROUND

It is approved procedure to place routine items under the Consent Agenda for approval with no discussion.

The Consent Agenda has been expanded to include those routine report items identified below. If an item requires discussion, that item may be removed from the Consent Agenda at the request of any member of the Board, discussed, and acted upon separately.

The Consent Agenda includes the following:

- A. Minutes of the March 9, 2016 Meeting
- B. Minutes of the April 13, 2016 Meeting
- C. Countywide Planning Authority (CPA) Actions for April 2016
- D. Preliminary Agenda for June 2016
- E. Correspondence and PAC Agenda Action Sheet (Draft)

Board Action:

CPA Action:



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Consent Agenda
Item
II.A*

March 2016
Minutes

I. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, approve minutes of the March 9, 2016 meeting.

II. BACKGROUND

Board minutes from the March 9, 2016 meeting are attached for your approval.

Board Action:

CPA Action:

MINUTES OF THE MEETING OF THE
PINELLAS PLANNING COUNCIL
March 9, 2016

The Pinellas Planning Council (PPC) met in regular session in the County Commission Assembly Room, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, at 3:12 P.M. with the following members present:

Jim Kennedy, Chairman, City of St. Petersburg Councilmember
John Morroni, Vice-Chairman, Pinellas County Commissioner
Joanne “Cookie” Kennedy, Secretary, City of Indian Rocks Beach Commissioner
Representing Beach Communities
Doreen Hock-DiPolito, Treasurer, City of Clearwater Councilmember
Julie Ward Bujalski, City of Dunedin Mayor
Representing Pinellas Suncoast Transit Authority (PSTA)
Sandra Bradbury, City of Pinellas Park Mayor
Dave Eggers, Pinellas County Commissioner
Cliff Merz, City of Safety Harbor Commissioner
Representing Oldsmar, Safety Harbor, and Tarpon Springs
Kevin Piccarreto, Town of Belleair Deputy Mayor
Representing Inland Communities
Darden Rice, City of St. Petersburg Councilmember
Karen Williams Seel, Pinellas County Commissioner (Late Arrival)
John Tornga, City of Dunedin Commissioner

Not Present:

Michael Smith, City of Largo Commissioner

Also Present:

Whit Blanton, Executive Director, PPC
Michael C. Crawford, Planning Division Manager, PPC
Tina M. Jablon, PPC Staff
Chelsea D. Hardy, Assistant County Attorney
Other interested individuals
Lynn M. Abbott, Board Reporter, Deputy Clerk

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes of the February 10, 2016 Meeting
 - B. Financial Statement for February 2016
 - C. CPA Actions for February 2016
 - D. Preliminary April 2016 Agenda
 - E. Correspondence and PAC Agenda Action Sheet (Draft)
- III. PUBLIC HEARINGS – To begin at 3:00 P.M. or as soon thereafter as agenda permits
 - A. Public Hearing Format Announcement and Oath
 - B. Amendments to the Countywide Plan Map
 - Subthreshold Amendments
None
 - Regular Amendments
 - 1. Case CW 16-8 – Pinellas County
- IV. REPORTS/OTHER ACTION
 - A. Amendment to PAC Bylaws
- V. EXECUTIVE DIRECTOR ITEMS
 - A. Preliminary Budget Discussion for FY 17
 - B. Verbal Reports
- VI. OTHER COUNCIL BUSINESS
 - A. Chairman/Member Items
- VII. ADJOURNMENT

CALL TO ORDER

Chairman Kennedy called the meeting to order at 3:12 P.M. and welcomed those in attendance.

CONSENT AGENDA – APPROVED

Chairman Kennedy presented the Consent Agenda items, as follows:

- A. Minutes of the February 10, 2016 Meeting
- B. Financial Statement for February 2016
- C. CPA Actions for February 2016
- D. Preliminary April 2016 Agenda
- E. Correspondence and PAC Agenda Action Sheet (Draft)

Commissioner Morroni moved, seconded by Councilmember Hock-Dipolito and carried, that Consent Agenda Items A through E be approved (Vote 11–0).

PUBLIC HEARINGS

- A. Public Hearing Format Announcement and Oath

Upon request by the Chairman, all persons planning to give testimony were duly sworn by the Deputy Clerk.

- B. Amendments to the Countywide Plan Map

SUBTHRESHOLD AMENDMENTS - None

REGULAR AMENDMENTS

PUBLIC HEARING: CASE CW 16-8, A PROPOSAL BY PINELLAS COUNTY TO AMEND THE COUNTYWIDE PLAN MAP FROM EMPLOYMENT (E) AND TARGET EMPLOYMENT CENTER OVERLAY (TEC) TO RESIDENTIAL LOW MEDIUM (RLM) – APPROVED

Pursuant to legal notice published in the February 20, 2016 issue of the *Tampa Bay Times* as evidenced by affidavit of publication filed with the Clerk, public hearing was held on Case CW 16-8, a proposal by Pinellas County to amend the Countywide Plan Map from E and TEC to RLM, re 1.1 acre m.o.l., located at the southwest corner of 135th Place North and Palm Way.

Mr. Crawford referred to aerial and ground-level photographs and the zoning and land use map, pointed out the location of the subject area, and provided a brief overview of the application. He

March 9, 2016

related that the vacant property is proposed to be redeveloped with a single family residence at a later date.

Referring to the Countywide Plan Map and various photographs, Mr. Crawford discussed the surrounding land uses and related that the subject property is currently designated as E with a TEC Overlay; and that the County has determined that the site has the potential to accommodate employment-based uses and could be developed in a manner consistent with the Countywide Rules; whereupon, he indicated that staff's recommendation is to deny the land use change and retain the overlay, noting that the proposed amendment is not consistent with the Relevant Countywide Considerations.

Mr. Crawford indicated that the Countywide Rules encourage the maintenance of the Employment categories, noting that the Employment designation depicts areas that are developed with or appropriate to be developed with a wide range of employment uses, including primary industries that have customer bases beyond Pinellas County, and allows for flex space and uses that have minimal external impacts. He described the TEC Overlay area, noting that with the current configuration, the site could provide for Target Employment uses; and that the acreage is sufficient with good access, although it is located in a residential area.

Mr. Crawford discussed site access, noting that Palm Way accesses the site and travels down to Ulmerton Road; that industrial employment-type uses access Palm Way from the north and west; that residential uses access Palm Way from the east; and that Ulmerton Road is a Level of Service F, noting that if the designation was changed to Residential, the number of trips on that roadway would go from 236 potential daily trips down to 67.

* * * *

Commissioner Seel entered the meeting at 3:24 P.M.

* * * *

Mr. Crawford discussed staff's conclusions with regard to the five criteria used to determine whether the Employment category should be changed; whereupon, he reiterated his recommendation that the Council deny the requested change to Residential Low Medium and retain the Employment category and the Target Employment Center Overlay on the site.

Discussion ensued, and in response to concerns and queries by the members, Commissioners Seel and Morroni briefly explained the reasons behind the Board of County Commissioners' unanimous approval of the amendment; whereupon, Commissioner Eggers related that the subject area is

struggling as an industrial use due to poor access, noting that the Target Industry designation doesn't necessarily fit the area.

Responding to query by Mayor Bradbury, Mr. Crawford explained that a property designated RLM allows for ten units per acre, noting that the subject site is 1.1 acre; and that the request is for one single family home. At the request of the Chairman, he briefly described the process for approval of an amendment at the local and countywide levels and related possible outcomes for approval or denial of the application.

In response to query by Chairman Kennedy, Planners Advisory Committee (PAC) Chair Marcie Stenmark indicated that PAC had voted 10 to 1 to recommend denial and commented that the majority felt that the property could transition to future employment; that it is important to preserve the site as Employment; and that access could potentially be provided from other sites, rather than from the residential street.

Upon the Chairman's call for the applicant local government, Planning Director Gordon Beardslee appeared and related that the applicant lives on the east portion of the property and wishes to build a home for his daughter for care-taking purposes on the west portion; that the parcel has two land use designations; that the east side is designated Residential and the west is Employment; and that a zoning overlay recently approved by the County Commission restricts the subject property to one single family home. He indicated that traffic leaving the area is prohibited from turning east on Ulmerton Road, due to its recent widening; that there is a 90-degree turn where 135th Place turns north into Palm Way; and that there is only 60 feet of frontage, which is a limitation on developing the area as an employment use.

In response to queries by the members, Mr. Beardslee clarified that the applicant combined the parcels several years ago; that the property was originally amended from Commercial and Agricultural to Industrial and then to Employment; that the property was never categorized as Residential; and that the applicant has lived on the property for over 40 years. He explained the difference between a zoning overlay and a development agreement, and indicated that the zoning overlay could only be modified through the public hearing process, noting that the restriction travels with the property.

Responding to the Chairman's call for proponents, Teresa Wescott Lavrinc, Largo, appeared and indicated that her father is the owner of the property, and explained the importance of living close so that she can care for him. She discussed the area's poor access and traffic issues, and informed the Board that her father has no intention of using the property for industrial purposes; and that converting the land to residential is a viable alternative use.

March 9, 2016

Ralph Wescott, Largo, appeared and provided background information, noting that he built his house in 1967 and purchased the adjacent property in 1977; and that he combined the two properties and homesteaded the land due to high taxes. He related that he was led to believe that the rezoning would be no problem when the process started, and thanked the Board for consideration of his request.

No one appeared in response to the Chairman's call for opponents of the request.

Following discussion, Mayor Bradbury indicated that the Property Appraiser lists the property as one parcel, and Mr. Beardslee clarified that the property could be reverted back to Employment through the public hearing process if an owner wanted to sell it in the future.

Mr. Crawford indicated that PAC had discussed the reconfiguration of Ulmerton Road and that the other employment uses west of the site have the same access and turning configuration to confront as the subject parcel; that employment-based or industrial properties commonly have lower values and vacancies; and that more properties are being chosen for transition to residential development. In response to queries by Commissioner Tornga, he related that Pinellas County tries to maintain its Employment classification for economic purposes; that precedent may be set for parcels in north county from a Countywide Planning Map perspective; and that he has never experienced a situation similar to the current case.

Responding to queries by the members, Mr. Crawford provided a brief history of the property, noting that a house could not be built under the current Employment category.

Chairman Kennedy closed the public hearing; whereupon, Deputy Mayor Piccarreto moved, seconded by Mayor Bujalski, that Case CW 16-8 be approved, and discussion ensued regarding the uniqueness of the situation, the unity of title, the development restriction applied by the local government, and the PAC recommendation.

Upon a roll call vote, the motion carried unanimously (Vote 12-0).

Following the vote, Chairman Kennedy acknowledged the hard work of everyone involved throughout the process.

* * * *

Commissioner Seel left the meeting at 4:05 P.M.

* * * *

REPORTS AND OTHER ACTION

A. Amendment to PAC Bylaws

Mr. Blanton indicated there is a need to revise the bylaws, which have not been updated since 2014, which was prior to the Special Act unifying the Metropolitan Planning Organization and the PPC. He related that the changes will clarify how a quorum is achieved and clean up some non-controversial language; whereupon, Mr. Crawford noted that the changes will give PAC better direction and recognize the Board's expansion to 19 members, including representatives from the Pinellas Suncoast Transit Authority and the Department of Transportation.

Referring to the second paragraph of Section 4, Chairman Kennedy suggested that the last sentence be revised to read "...submitted to, and approved by, the Council on an annual basis, or as needed," to avoid having to vote on the item every year; whereupon, Commissioner Eggers moved, seconded by Mayor Bujalski and carried, that the amendment to the PAC Bylaws be approved as amended (Vote 11-0).

EXECUTIVE DIRECTOR ITEMS

A. Preliminary Budget Discussion for Fiscal Year 2017

Mr. Blanton provided a brief overview of the preliminary Fiscal Year 2017 budget, noting that the information is to be submitted to the County Office of Management and Budget by March 17, 2016. Referring to a chart titled *Unassigned Fund Balances*, a copy of which has been filed and made a part of the record, he related that the Council had directed staff to begin spending down the fund balance beginning in Fiscal Year 2010; and that, due to delays related to the unification and hiring of the Executive Director and increased property tax revenue, the balance began to rise in Fiscal Year 2015.

Mr. Blanton indicated that the Fiscal Year 2017 budget will continue the long-term trend of spending down the Unassigned Fund Balance; that the required ten percent contingency will increase due to the unification; and that the Fund is used to assist with cash flow for paying bills, noting that grants do not come in at a steady pace because of federal or state issues or changes in allocation methods and rules.

Mr. Blanton related that there is a good program in place to spend the unassigned dollars; that the PPC has brought an array of consultants on board; and that he is comfortable with reducing the

March 9, 2016

millage rate from .0160 to .0150, noting that a further reduction could necessitate an increase as early as Fiscal Year 2018 if spending continues as expected.

Commissioner Eggers commended Mr. Blanton for considering the millage rate reduction and concurred with his proposal for a graduated reduction of the Unassigned Fund Balance. Commissioner Morroni congratulated Messrs. Blanton and Crawford for the good jobs that they are doing, noting that saving money is a big reason why the MPO and the PPC were combined. Mayor Bradbury agreed, cautioning the Council to keep a small amount of the Fund in reserves to help some of the smaller communities in case of an emergency, and Mr. Blanton discussed how the MPO and PPC work together and contribute to each other's success.

Thereupon, Councilmember Hock-Dipolito moved, seconded by Commissioner Tornga and carried unanimously, that the Preliminary Fiscal Year 2017 Budget be approved (Vote 11-0).

OTHER COUNCIL BUSINESS

Chairman/Member Items

The members thanked Deputy Mayor Piccarreto for his service on the Council.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:15 P.M.

Chairman



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Consent Agenda
Item
II.B*

April 2016
Minutes

I. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, approve minutes of the April 13, 2016 meeting.

II. BACKGROUND

Board minutes from the April 13, 2016 meeting are attached for your approval.

Board Action:

CPA Action:

MINUTES OF THE MEETING OF THE
PINELLAS PLANNING COUNCIL
April 13, 2016

The Pinellas Planning Council (PPC) met in regular session in the County Commission Assembly Room, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, at 3:34 P.M. with the following members present:

Jim Kennedy, Chairman, City of St. Petersburg Councilmember
John Morroni, Vice-Chairman, Pinellas County Commissioner
Joanne “Cookie” Kennedy, Secretary, City of Indian Rocks Beach Commissioner
Representing Beach Communities
Doreen Caudell, Treasurer, City of Clearwater Councilmember
Sandra Bradbury, City of Pinellas Park Mayor
Julie Ward Bujalski, City of Dunedin Mayor
Representing Pinellas Suncoast Transit Authority (PSTA)
Dave Eggers, Pinellas County Commissioner
Cliff Merz, City of Safety Harbor Commissioner
Representing Oldsmar, Safety Harbor, and Tarpon Springs
Darden Rice, City of St. Petersburg Councilmember
Tom Shelly, Town of Belleair Commissioner
Representing Inland Communities
Michael Smith, City of Largo Commissioner
John Tornga, City of Dunedin Commissioner

Not Present:

Karen Williams Seel, Pinellas County Commissioner

Also Present:

Whit Blanton, Executive Director, PPC
Michael C. Crawford, Planning Division Manager, PPC
Linda Fisher, PPC Staff
Tina M. Jablon, PPC Staff
Brendan Mackesey, Assistant County Attorney
Other interested individuals
Christopher Bartlett, Board Reporter, Deputy Clerk

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes of the March 9, 2016 Meeting (not available)
 - B. Financial Statement for March 2016
 - C. CPA Actions for March 2016
 - D. Preliminary May 2016 Agenda
 - E. Correspondence and PAC Agenda Action Sheet (Draft)
- III. PUBLIC HEARINGS – To begin at 3:00 P.M. or as soon thereafter as agenda permits
 - A. Public Hearing Format Announcement and Oath
 - B. Amendments to the Countywide Plan Map
 - Subthreshold Amendments
 - 1. Case CW 16-11 – City of St. Petersburg
 - 2. Case CW 16-13 – City of St. Petersburg
 - Regular Amendments
 - 3. Case CW 16-9 – Pinellas County
 - 4. Case CW 16-10 – Pinellas County
 - 5. Case CW 16-12 – City of St. Petersburg
- IV. REPORTS/OTHER ACTION
 - A. Truth in Annexation Online Worksheet – Update for 2015/2016 Fiscal Year
 - B. Planned Scope of Services for Land Development Code Evaluation of Accessibility
- V. EXECUTIVE DIRECTOR ITEMS
 - A. Preliminary Budget for FY 2017 – Review and Refinement
 - B. Verbal Reports
- VI. OTHER COUNCIL BUSINESS
 - A. Chairman/Member Items
- VII. ADJOURNMENT

CALL TO ORDER

Chairman Kennedy called the meeting to order at 3:34 P.M. and welcomed those in attendance.

CONSENT AGENDA – APPROVED

Chairman Kennedy presented the Consent Agenda items, as follows:

- A. Minutes of the March 9, 2016 Meeting (not available)
- B. Financial Statement for March 2016
- C. CPA Actions for March 2016
- D. Preliminary May 2016 Agenda
- E. Correspondence and PAC Agenda Action Sheet (Draft)

Mr. Blanton stated that the Financial Statement for March 2016 needs to be corrected and should be pulled from the agenda; whereupon, Commissioner Shelly moved, seconded by Councilmember Caudell and carried, that Consent Agenda Items C through E be approved (Vote 12–0).

PUBLIC HEARINGS

- A. Public Hearing Format Announcement and Oath

Upon request by the Chairman, all persons planning to give testimony were duly sworn by the Deputy Clerk.

- B. Amendments to the Countywide Plan Map

SUBTHRESHOLD AMENDMENTS

PUBLIC HEARING: CASE CW 16-11, A PROPOSAL BY THE CITY OF ST. PETERSBURG TO AMEND THE COUNTYWIDE PLAN MAP FROM PUBLIC/SEMI-PUBLIC (P/SP) TO MULTIMODAL CORRIDOR (MMC) – APPROVED

Pursuant to legal notice published in the March 26, 2016 issue of the *Tampa Bay Times* as evidenced by affidavit of publication filed with the Clerk, public hearing was held on Case CW 16-11, a proposal by the City of St. Petersburg to amend the Countywide Plan Map from P/SP to MMC, re 3.1 acres m.o.l., located at 2331 9th Avenue North.

Mr. Crawford provided a brief overview of the case and indicated that the proposed amendment is subthreshold; that the site is currently occupied by the Edward White Hospital; and that the applicant wishes to redevelop the property as an Assisted Living Facility; whereupon, he

April 13, 2016

recommended approval of the request. Planners Advisory Committee (PAC) Chair Marcie Stenmark stated that the Committee recommended approval of the item.

Upon the Chairman's call for the applicant local government, Cate Lee, City of St. Petersburg Planning and Economic Development, thanked PPC staff and clarified that the current owners are considering a variety of uses for the property. No one appeared in response to the Chairman's call for opponents.

In response to query by Mayor Bradbury, Mr. Crawford stated that multi-family use would comply with Multimodal Corridor guidelines, and Ms. Lee concurred, noting that the property will move to Planned Redevelopment Mixed Use on the local map; whereupon, Chairman Kennedy closed the public hearing.

Commissioner Eggers moved, seconded by Mayor Bradbury and carried, that Case CW 16-11 be approved as recommended by staff (Vote 12-0).

PUBLIC HEARING: CASE CW 16-13, A PROPOSAL BY THE CITY OF ST. PETERSBURG TO AMEND THE COUNTYWIDE PLAN MAP FROM PUBLIC/SEMI-PUBLIC (P/SP) TO RESIDENTIAL LOW MEDIUM (RLM) – APPROVED

Pursuant to legal notice published in the March 26, 2016 issue of the *Tampa Bay Times* as evidenced by affidavit of publication filed with the Clerk, public hearing was held on Case CW 16-13, a proposal by the City of St. Petersburg to amend the Countywide Plan Map from P/SP to RLM, re 1.4 acres m.o.l., located immediately south of 3651 71st Street North.

Mr. Crawford provided a brief overview of the proposal, noting that the property is currently used as a basketball court associated with the Church of the Brethren; that the applicant wishes to divide the property into three residential dwelling lots; and that staff recommends approval of the amendment.

Upon Chairman Kennedy's request, Ms. Stenmark indicated that PAC recommended approval of the item. Responding to the Chairman's call for the applicant local government, Cate Lee, City of St. Petersburg Planning and Economic Development, thanked PPC staff and related that current guidelines provide for as many as five lots on the property without a variance; and that the proposal includes three lots approximately 80 to 85 feet wide.

No one appeared in response to the Chairman's call for opponents; whereupon, Chairman Kennedy closed the public hearing. Commissioner Morroni moved, seconded by Commissioner Shelly and carried, that Case CW 16-13 be approved as recommended by staff (Vote 12-0).

REGULAR AMENDMENTS

PUBLIC HEARING: CASE CW 16-9, A PROPOSAL BY PINELLAS COUNTY TO AMEND THE COUNTYWIDE PLAN MAP FROM RESIDENTIAL LOW MEDIUM (RLM) TO PUBLIC/SEMI-PUBLIC (P/SP) – APPROVED

Pursuant to legal notice published in the March 26, 2016 issue of the *Tampa Bay Times* as evidenced by affidavit of publication filed with the Clerk, public hearing was held on Case CW 16-9, a proposal by Pinellas County to amend the Countywide Plan Map from RLM to P/SP, re 2.5 acres m.o.l., located at 2159, 2167, and 2175 McMullen Booth Road.

Mr. Crawford referred to aerial and street-level photographs and the Countywide Plan Map, pointed out the location of the subject area, described surrounding land uses, and provided a brief overview of the proposal. He indicated that a single family home and an Assisted Living Facility (ALF) exist on the property; that the applicant proposes to develop a separate ALF on the remaining vacant portion; and that the proposed amendment would allow the County to limit the number of beds to 60 via its Conditional Use process, where up to 94 beds would normally be allowed.

In response to query by the members, Mr. Crawford stated that the proposal is consistent with the Scenic/Noncommercial Corridor guidelines and would not impact any other relevant countywide considerations; and that staff recommends its approval, with an additional recommendation that Pinellas County give special consideration to the improvement of the site with respect to the Scenic/Noncommercial Corridor Master Plan. Upon the Chairman's request, Ms. Stenmark indicated that PAC recommended approval of the staff recommendations.

No one appeared in response to the Chairman's call for proponents or opponents; whereupon, Chairman Kennedy closed the public hearing.

Mayor Bradbury moved, seconded by Commissioner Merz and carried, that Case CW 16-9 be approved as recommended by staff (Vote 12–0).

PUBLIC HEARING: CASE CW 16-10, A PROPOSAL BY PINELLAS COUNTY TO AMEND THE COUNTYWIDE PLAN MAP FROM RESIDENTIAL VERY LOW (RVL) TO PUBLIC/SEMI-PUBLIC (P/SP) – APPROVED

Pursuant to legal notice published in the March 26, 2016 issue of the *Tampa Bay Times* as evidenced by affidavit of publication filed with the Clerk, public hearing was held on Case CW 16-

April 13, 2016

10, a proposal by Pinellas County to amend the Countywide Plan Map from RVL to P/SP, re 9.4 acres m.o.l., located on the north side of Keystone Road, 100 feet east of Ranch Road.

Mr. Crawford referred to aerial and street-level photographs and the Countywide Plan Map, pointed out the location of the subject area, described surrounding land uses, and provided a brief overview of the proposal. He indicated that the site would accommodate a proposed private school with 400 students; that a cul-de-sac and stormwater retention system exist on the otherwise vacant property; and that the property was gated in preparation for a residential subdivision that was proposed and never built.

Responding to query by Commissioner Morroni, Mr. Crawford indicated that no structures exist on the proposed site; and that County staff has reviewed and is comfortable with the potential traffic impact in the area; whereupon, he stated that PPC staff recommends approval, with an additional recommendation that Pinellas County give special consideration to the improvement of the site with respect to the Scenic/Noncommercial Corridor Master Plan. Upon Chairman Kennedy's request, Ms. Stenmark indicated that PAC recommended approval of the staff recommendations.

Upon the Chairman's call for the applicant local government, Pinellas County Zoning Manager Glenn Bailey related that the proposal would consolidate three of the school's existing locations into one; and that the Council of North County Neighborhoods supports the amendment. Responding to query by Commissioner Tornga, Mr. Bailey indicated that the site is 9.4 acres; and that an eight-foot wall runs along the perimeter of the property and will remain in place.

Upon the Chairman's call for proponents of the amendment, Attorney Katie Cole, Hill Ward Henderson, appeared and stated that she represents Solid Rock School; and that a number of proponents spoke at the local government hearing, many of whom are present in the audience today. No one appeared in response to the Chairman's call for opponents.

Responding to query by Mayor Bujalski, Mr. Crawford indicated that the property is located in a rural subsection of the Scenic/Noncommercial Corridor; that exceptions can be made to allow public/semi-public uses; and that the proposal would not change the character of the corridor; whereupon, Chairman Kennedy closed the public hearing.

Commissioner Tornga moved, seconded by Commissioner Shelly and carried, that Case CW 16-10 be approved as recommended by staff (Vote 12-0).

PUBLIC HEARING: CASE CW 16-12, A PROPOSAL BY THE CITY OF ST. PETERSBURG TO AMEND THE COUNTYWIDE PLAN MAP FROM RESIDENTIAL MEDIUM (RM) TO OFFICE (O) – APPROVED

Pursuant to legal notice published in the March 26, 2016 issue of the *Tampa Bay Times* as evidenced by affidavit of publication filed with the Clerk, public hearing was held on Case CW 16-12, a proposal by the City of St. Petersburg to amend the Countywide Plan Map from RM to O, re 0.3 acre m.o.l., located on the south side of 77th Avenue, 140 feet east of Dr. Martin Luther King Jr. Street North.

Mr. Crawford referred to aerial photographs and the Countywide Plan Map, pointed out the location of the subject area, described surrounding land uses, and provided a brief overview of the proposal. He noted that the property sits in a Coastal High Hazard Area (CHHA) which requires a regular amendment; and that the proposal is consistent with CHHA guidelines. He indicated that the site is currently a temporary parking lot for the adjacent office; and that the owners of the property may utilize the site for an additional office in the future; whereupon, he stated that staff recommends approval. Upon the Chairman's request, Ms. Stenmark indicated that PAC recommended approval of the item.

Upon Chairman Kennedy's call for the applicant local government, Cate Lee, City of St. Petersburg Planning and Economic Development, related that the Fossil Park Neighborhood Association is in support of this application. No one appeared in response to the Chairman's call for opponents.

In response to query by Commissioner Eggers, Ms. Lee indicated that the parking lot has been used under Special Exception for the past 30 years; and that no further intrusion into residential areas is anticipated; whereupon, Chairman Kennedy closed the public hearing.

Commissioner Morroni moved, seconded by Commissioner Merz and carried, that Case CW 16-12 be approved as recommended by staff (Vote 12-0).

REPORTS AND OTHER ACTION

A. Truth in Annexation Online Worksheet – Update for 2015-2016 Fiscal Year

Ms. Fisher reviewed the updated Truth in Annexation Online Worksheet, indicating that it is a means for unincorporated residents to estimate changes in their taxes and fees after annexation; and that the worksheet was first created in 2001 and has been available on PPC's website since

2006; whereupon, she provided a demonstration of how to complete the worksheet, examples of its calculations, and other information.

B. Planned Scope of Services for Land Development Code Evaluation for Accessibility

Mr. Blanton discussed improving accessibility for door-to-door traffic and noted that requirements vary greatly between local governments; that many do not address accessibility at that level; and that often requirements for landscaping, stormwater, and parking are unintentional barriers to access. He noted that areas of opportunity should be identified where access is not being addressed; and that knowing best practices in Pinellas County and around the country would be helpful from an educational standpoint; whereupon, he offered an example of where accessibility improvements have and have not been incorporated into specific sites.

Mr. Blanton stated that one goal would be to provide specialized training to staff who perform site plan reviews; that it would increase consistency when applying code; and that training could be provided as an informal work session. He related that one of the recently hired general planning consultants would be chosen to review the various land development codes within the county in preparation for the workshop; and that the consultant fee would be around \$20,000.

Mr. Blanton indicated that partnering with PSTA for the workshop would help establish recommendations and guidance that support transit access; whereupon, Mayor Bradbury stated that getting everyone involved would ensure consistency throughout the various jurisdictions.

EXECUTIVE DIRECTOR ITEMS

A. Preliminary Budget for Fiscal Year 2017 – Review and Refinement

Mr. Blanton stated that after meeting with County staff the following adjustments have been added to the preliminary budget for Fiscal Year 2017; and that additional adjustments would be forthcoming.

- Intergovernmental Services line item has increased to \$89,200.
- Salary and Benefits line items reflect adjustments to account for staff time split between PPC and MPO, including anticipated staff positions to be filled.

In response to query by Commissioner Morroni, Mr. Blanton stated that a temporary position overseeing MPO committees has been filled and is accounted for at roughly 90 percent MPO; that

April 13, 2016

a permanent position is currently open; and that the PPC position held by Tina Jablon will shift and include more MPO tasks as she will be the board liaison for both entities moving forward. He noted that today's decision to have the Clerk record minutes for both entities will also have an effect on how time is split between them.

B. Verbal Reports – None.

OTHER COUNCIL BUSINESS

Chairman/Member Items

Commissioner Merz thanked staff and stated that the new hotlinks within the electronic agendas were extremely handy in navigating the often large amount of data within each packet.

Commissioner Morroni stated that he will be attending the MPO weekend in May. Mr. Blanton noted that others have also signed up to attend.

Mr. Blanton related that the Floridians for Better Transportation will hold a summit on July 19 regarding autonomous vehicles; and that a discounted price is available to those members planning to attend.

Commissioner Cookie Kennedy indicated that a Beach Access Listening Session will be held on May 3 at the Madeira Beach City Hall from 9 to 11 A.M.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:11 P.M.

Chairman



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Consent Agenda
Item
II.C*

*CPA Actions
April 2016*

I. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, receive report on CPA actions and discuss as appropriate (information only – no action required).

II. BACKGROUND

This information is presented in order to better and more systematically apprise the Council of final action by the Board of County Commissioners/Countywide Planning Authority on matters that have been considered by the Council.

At its April 12, 2016 meeting, the CPA took the following actions:

PUBLIC HEARINGS

Subthreshold Plan Map Amendment:

- None

Regular Plan Map Amendment:

- Case CW 16-8, a Pinellas County case located at the southwest corner of 135th Place North and Palm Way. The Board **approved** the amendment from Employment and Target Employment Center Overlay to Residential Low Medium (vote 7-0).

REGULAR AGENDA

- None

Board Action: None Required

CPA Action: None Required



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Consent Agenda
Item
II.D*

*Preliminary
June 2016
Agenda*

I. RECOMMENDATION

Forward Pinellas review, make any suggestions it determines appropriate, and approve the preliminary June 2016 agenda.

II. BACKGROUND

We are working to more fully unify the Pinellas Planning Council and Metropolitan Planning Organization meetings and agendas in June. Therefore, the preliminary agenda is still a work in progress. We will provide it as soon as it is available.

Board Action:

CPA Action:



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Consent Agenda
Item
II.E*

*Correspondence
April 2016*

I. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, receive and discuss as appropriate.

April Correspondence

1. Letter sent March 31, 2016 to Marcie Stenmark, Community Development Director, City of Safety Harbor, RE: Draft Safety Harbor Land Development Code Amendment.
2. Sample letter dated April 8, 2016 as sent to all local governments RE: Notice of Public Hearings for Amendment to the Countywide Rules.
3. Letter dated March 28, 2016 from the City of Oldsmar appointing Marie Dauphinais, Director of Planning and Redevelopment, as the point of contact for SPOTlight.
4. Notice received April 12, 2016 from Pinellas County RE: Upcoming Public Hearing to Adopt a Resolution approving the St. Pete Beach Community Redevelopment Area Plan.
5. Letter dated April 12, 2016 from Gordon Beardslee, Pinellas County Planning Director, RE: April 2016 PPC Agenda.
6. Memo sent April 12, 2016 from the PPC to Glenn Bailey, Pinellas County Zoning Section Manager, RE: April 12, 2016 CPA meeting Follow-up for Case CW 16-8 (cc: Gordon Beardslee, Director of Planning, Pinellas County).
7. Letters sent April 15, 2016 to Mark Woodard, Pinellas County Administrator (cc: Gordon Beardslee, Planning Director; Glenn Bailey, Zoning Manager; Emerald Garden Real Estate, Inc.; A.E.C.; Kamran, Dori & Parviz Rouhani; Joel Tew, Esq.; Michele Fasnacht, Director, Solid Rock School; Richard Marcel, The Sustainability Group, LLC; C&K Safety Harbor, LLC), RE: Cases CW 16-9 and CW 16-10 PPC Meeting Follow-up.

Planners Advisory Council Agenda Action Sheet

Draft PAC minutes from the May 2, 2016 meeting.

Board Action: None Required

CPA Action: None Required



310 Court Street, Clearwater, FL 33756-5137
Telephone 727-464-8250 ~ Fax 727-464-8212
www.pinellasplanningcouncil.org

COUNCIL MEMBERS

Councilmember Jim Kennedy, *Chair*
Commissioner John Morroni, *Vice-Chair*
Commissioner Joanne "Cookie" Kennedy, *Secretary*
Councilmember Doreen Caudell, *Treasurer*
Mayor Sandra Bradbury
Mayor Julie Ward Bujalski
Commissioner Dave Eggers
Commissioner Cliff Merz
Councilmember Darden Rice
Commissioner Karen Williams Seel
Commissioner Tom Shelly
Commissioner Michael Smith
Commissioner John Tornega

April 8, 2016

Ms. Christine Torok, Town Clerk
Town of Belleair
901 Ponce de Leon Blvd.
Belleair, FL 33756

RE: Notice of Public Hearings for Amendment to the Countywide Rules

Whit Blanton, FAICP
Executive Director

Dear Ms. Torok:

Please be advised that the Pinellas County Board of County Commissioners, acting pursuant to its countywide planning authority, will consider amendments to the Countywide Rules regarding Target Employment Centers, Transferable Development Rights and Temporary Lodging Intensity Standards and consider adopting an ordinance effectuating the same.

You are hereby notified that such action will be heard at two public hearings as follows:

Tuesday, May 10, 2016 at 9:30 a.m. or thereafter
Tuesday, May 24, 2016 at 6:00 p.m. or thereafter

Both public hearings will be held in the **Board of County Commissioners Assembly Room, 5th Floor, Pinellas County Courthouse, 315 Court St., Clearwater, FL 33756.**

Interested parties may appear at the meetings and speak on the proposed ordinance. Please note that any written materials to be considered at public hearing should be submitted not later than seven days prior to the date of public hearing.

Please contact us at the address or telephone number listed above with any questions.

Sincerely,

Whit Blanton, FAICP
Executive Director

cc: Micah Maxwell, Town Manager, Town of Belleair
Commissioner Tom Shelly, Pinellas Planning Council Representative

PAC AGENDA – SUMMARY AGENDA ACTION SHEET

DATE: MAY 02, 2016

ITEM	ACTION TAKEN	VOTE
I. <u>MINUTES OF REGULAR PAC MEETING OF APRIL 04, 2016</u>	Motion: Dean Neal Second: Fred Metcalf	12-0
II. <u>REVIEW OF PPC AGENDA FOR MAY 11, 2016 MEETING</u> A. <u>Subthreshold Countywide Plan Map Amendments</u> 1. Case CW 16-14 – Pinellas County	Motion: Dean Neal Second: Marie Dauphinais	12-0
2. Case CW 16-15 – City of Safety Harbor	Motion: Lauren Matzke Second: Dean Neal	12-0
B. <u>Regular Countywide Plan Map Amendments</u> 1. Case CW 16-16 – City of Safety Harbor	Motion: Dean Neal Second: Mark Ely	12-0
C. <u>CPA Actions – April 2016</u>	None – Information Only	
III. <u>OLD BUSINESS</u>	None	
IV. <u>OTHER PAC BUSINESS/PAC DISCUSSION AND UPCOMING AGENDA</u> A. SPOTlight Emphasis Areas Update B. Complete Streets Program	A. Mike Crawford briefed the PAC on the results of the April 11, 2016 U.S. 19 Listening Sessions that were held and reminded of the dates and times for the upcoming Beach Access and Gateway/Mid-County Sessions. B. Chelsea Favero provided an overview of the Complete Streets Program. She defined available funding, timelines, the criteria for qualifying for the funding and addressed any questions. Mike Crawford called for future topics to be suggested for PAC Extra! Mike Crawford discussed the transitioning of the Pinellas Planning Council to Forward Pinellas.	
V. <u>ADJOURNMENT</u>	The meeting was adjourned at 2:00 p.m.	

Respectfully Submitted,

PAC Chairman

Date



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

PPC Meeting
May 11, 2016

*Agenda Item
III.B.1*

Case - CW 16-14
Pinellas County

I. AMENDMENT INFORMATION

From: Residential Low Medium (RLM)

To: Office (O)

Area: 0.7 acres m.o.l.

Location: 1003 Virginia Avenue

II. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, recommend to the Countywide Planning Authority that the proposed map amendment to Office be approved.

III. BACKGROUND

This proposed amendment is submitted by Pinellas County and seeks to reclassify an area totaling 0.7 acres from RLM (allowing 10 residential dwelling units per acre) to Office. This amendment qualifies as a subthreshold amendment, because it is less than five acres in size and meets the balancing criteria.

The subject amendment area includes a single family home. The surrounding adjacent parcel locations, and to the north and south have similar zoning designations as those requested. No development or redevelopment is expected as a result of this amendment, however, the applicant would like the option to market the site as an office-ready property for sale in the future.

IV. FINDINGS

Staff submits the following findings in support of the recommendation for approval:

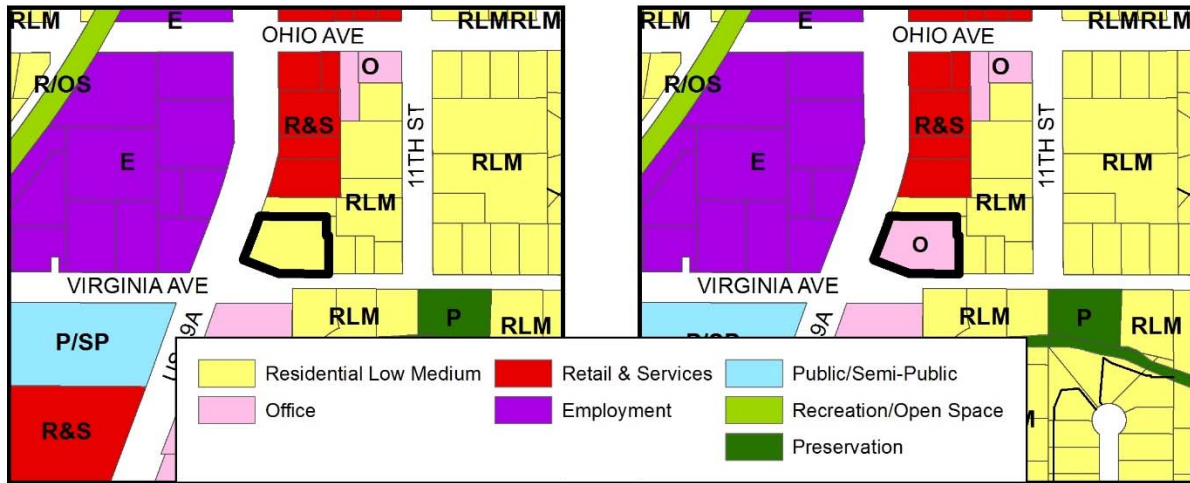
The proposed amendment qualifies as a Tier II subthreshold amendment (Type A); and The proposed amendment to O recognizes both the current and proposed uses for the area and is consistent with the criteria for utilization of this category.

Board Action:

CPA Action:

SUBJECT: Case CW 16-14 – Pinellas County

The Board and Countywide Planning Authority (CPA) may, upon a majority vote of members present and constituting a quorum, remove a subthreshold amendment from the subthreshold portion of the agenda for separate consideration, in which event the amendment may be discussed and acted upon at that same meeting or continued to the next available meeting with an analysis of any issues identified by the Board or CPA.

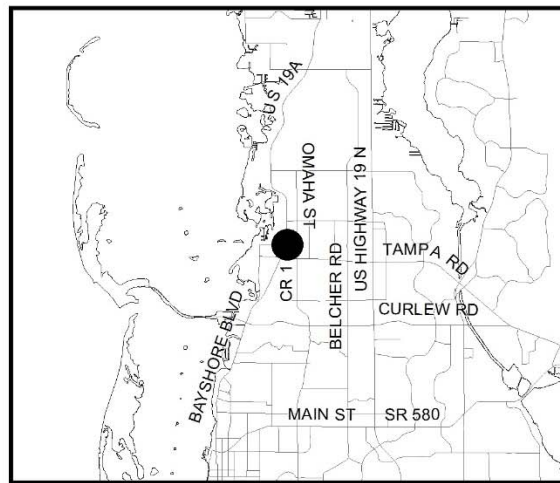


Current Future Land Use

Proposed Future Land Use



Aerial



Location

V. PLANNERS ADVISORY COMMITTEE

At the Planners Advisory Committee meeting on May 2, 2016, the members discussed and recommended approval of staff recommendation by a vote of 12-0 (see Draft Planners Advisory Committee Summary Action Sheet included with the consent agenda under correspondence).

VI. MEETING DATES

Planners Advisory Committee, May 2, 2016 at 1:30 p.m.

Forward Pinellas, May 11, 2016 at 3:00 p.m.

Countywide Planning Authority, June 7, 2016 at 9:30 a.m.



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

PPC Meeting
May 11, 2016

*Agenda Item
III.B.2*

Case - CW 16-15
Safety Harbor

I. AMENDMENT INFORMATION

From: Residential Low Medium (RLM)

To: Recreation/Open Space (R/OS), Preservation (P)

Area: 8.4 acres m.o.l.

Location: Southside of Dr. Martin Luther King Jr. Street, east of McMullen Booth Road

II. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, recommend to the Countywide Planning Authority that the proposed map amendment to R/OS and P be approved.

III. BACKGROUND

This proposed amendment is submitted by the City of Safety Harbor and seeks to reclassify an area totaling 8.4 acres from RLM (allowing 10 residential dwelling units per acre) to R/OS and P. Because the amendment is to the R/OS and P categories, it qualifies as a Type B subthreshold amendment without acreage limitation.

The subject amendment area includes a former horse stable. The property has been donated to the City for future public recreational use. The Preservation designation is sought in order to protect the wetland area along the southern side of the property.

IV. FINDINGS

Staff submits the following findings in support of the recommendation for approval:

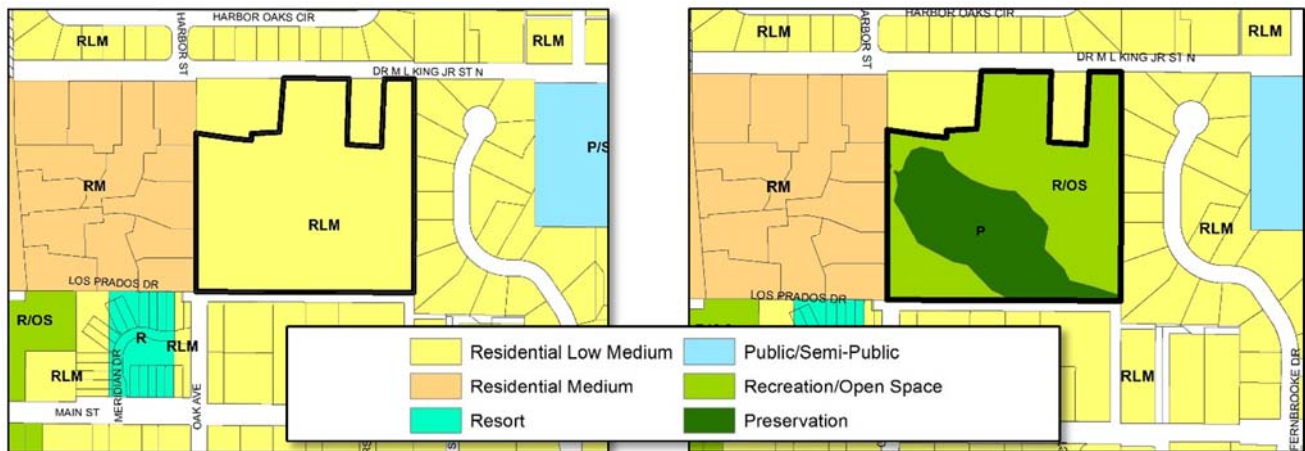
The proposed amendment qualifies as a Tier II subthreshold amendment (Type B); and The proposed amendment to R/OS and P recognizes both the current and proposed uses for the area and is consistent with the criteria for utilization of this category.

Board Action:

CPA Action:

SUBJECT: Case CW 16-15 – Safety Harbor

The Board and Countywide Planning Authority (CPA) may, upon a majority vote of members present and constituting a quorum, remove a subthreshold amendment from the subthreshold portion of the agenda for separate consideration, in which event the amendment may be discussed and acted upon at that same meeting or continued to the next available meeting with an analysis of any issues identified by the Board or CPA.



Current Future Land Use

Proposed Future Land Use



Aerial



Location

V. PLANNERS ADVISORY COMMITTEE

At the Planners Advisory Committee meeting on May 2, 2016, the members discussed and recommended approval of staff recommendation by a vote of 12-0 (see Draft Planners Advisory Committee Summary Action Sheet included with the consent agenda under correspondence).

VI. MEETING DATES

Planners Advisory Committee, May 2, 2016 at 1:30 p.m.

Forward Pinellas, May 11, 2016 at 3:00 p.m.

Countywide Planning Authority, June 7, 2016 at 9:30 a.m.



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

PPC Meeting
May 11, 2016

*Agenda Item
III.B.3*

Case - CW 16-16
Safety Harbor

I. AMENDMENT INFORMATION

From: Public/Semi-Public (P/SP) and Preservation (P)

To: Recreation/Open Space (R/OS), Public/Semi-Public (P/SP), and Preservation (P)

Area: 10 acres m.o.l.

Location: West of intersection of Green Springs Drive and Marshall Street

II. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, recommend to the Countywide Planning Authority that the proposed map amendment to Recreation/Open Space, Public/Semi-Public, and Preservation be approved. Separately and in addition, it is requested that the City address an inconsistent designation for a Preservation area on the parcel immediately to the south of the subject site.

III. BACKGROUND

This proposed amendment is submitted by the City of Safety Harbor and seeks to reclassify a parcel from P/SP (4.3 acres) and P (5.7 acres) to R/OS (6.6 acres), Public/Semi-Public (0.3 acres), and Preservation (3.1 acres). The subject site is vacant. As part of a 2014 development agreement between the City and Harborside Christian Church, which is located immediately to the west of the subject site, this property was conveyed to the City to be designated as a preserve area, including a passive park on the Recreation/Open Space areas.

If approved, in addition to carrying out the terms of the development agreement, this amendment will rectify an existing inconsistency on the subject parcel on the City's Future Land Use Map (see Attachment 1 for an explanation). It is also requested that the City address a second inconsistency on an adjacent parcel.

Board Action:

CPA Action:

IV. FINDINGS

Staff submits the following findings in support of the recommendation for approval:

- A. The Recreation/Open Space, Public/Semi-Public, and Preservation categories recognize the environmental characteristics on site and the proposed use of the site, and are consistent with the criteria for utilization of these categories; and
- B. The proposed amendment either does not involve, or will not significantly impact, the remaining relevant countywide considerations.

Please see accompanying attachments and documents in explanation and support of the findings.

In consideration of and based upon a balanced legislative determination of the Relevant Countywide Considerations, as they relate to the overall purpose and integrity of the Countywide Plan, it is recommended that the proposed Recreation/Open Space, Public/Semi-Public, and Preservation Countywide Plan Map categories be approved. Separately and in addition, it is requested that the City address an inconsistent designation of a Preservation area on the parcel immediately to the south of the subject site.

V. PLANNERS ADVISORY COMMITTEE

At the Planners Advisory Committee meeting on May 2, 2016, the members discussed and recommended approval of staff recommendation by a vote of 12-0 (see Draft Planners Advisory Committee Summary Action Sheet included with the consent agenda under correspondence).

VI. LIST OF MAPS & ATTACHMENTS

- Map 1 Location
- Map 2 Current Countywide Plan & Jurisdiction Map
- Map 3 Aerial
- Map 4 Current Countywide Plan Map
- Map 5 Proposed Countywide Plan Map

Attachment 1 Staff Analysis

**VII. SUPPORT DOCUMENTS – available only at www.pinellasplanningcouncil.org
(see May 2016 Agenda and then click on corresponding case number).**

Support Document 1 Disclosure of Interest Form

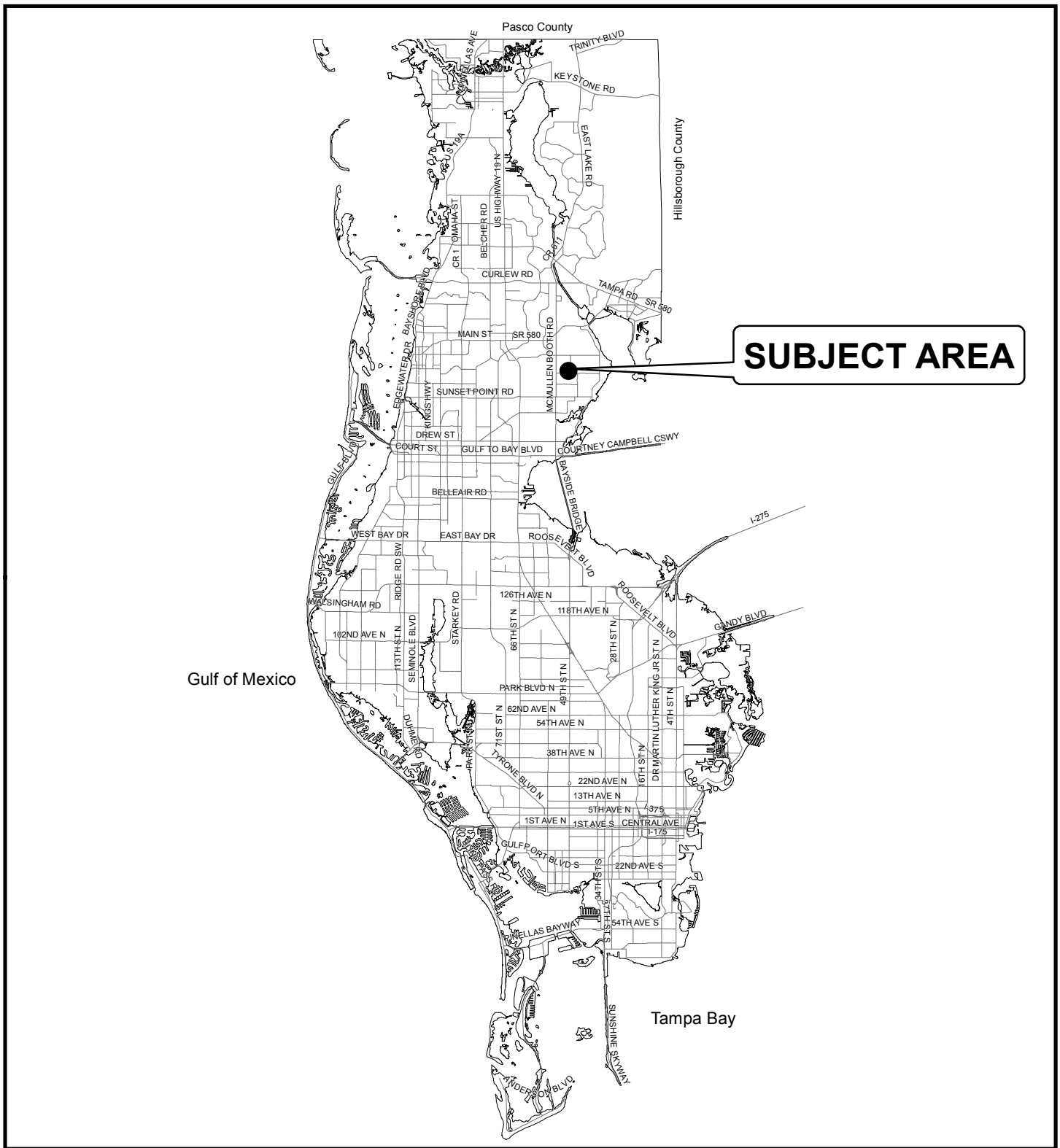
Support Document 2 Local Government Application

VIII. MEETING DATES

Planners Advisory Committee, May 2, 2016 at 1:30 p.m.

Forward Pinellas, May 11, 2016 at 3:00 p.m.

Countywide Planning Authority, June 7, 2016 at 9:30 a.m.



Map 1 - Location

CASE #: CW16-16

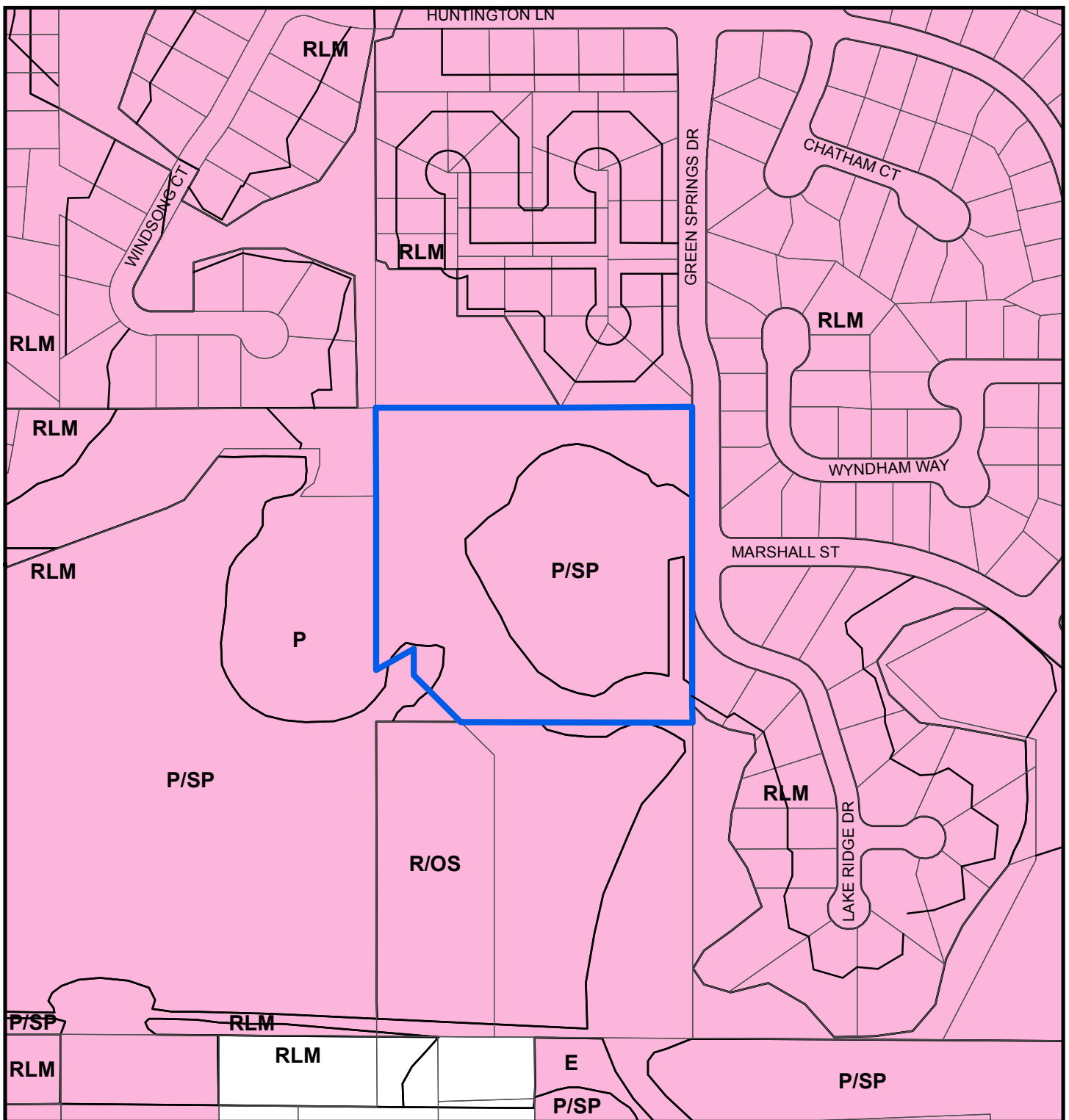
FROM: Public/Semi-Public and Preservation

AREA: 10 Acres

JURISDICTION: Safety Harbor

TO: Recreation/Open Space, Public/Semi-Public and Preservation





Map 2 - Current Countywide Plan Map & Jurisdictional Map

CASE #: CW16-16

FROM: Public/Semi-Public and Preservation

AREA: 10 Acres

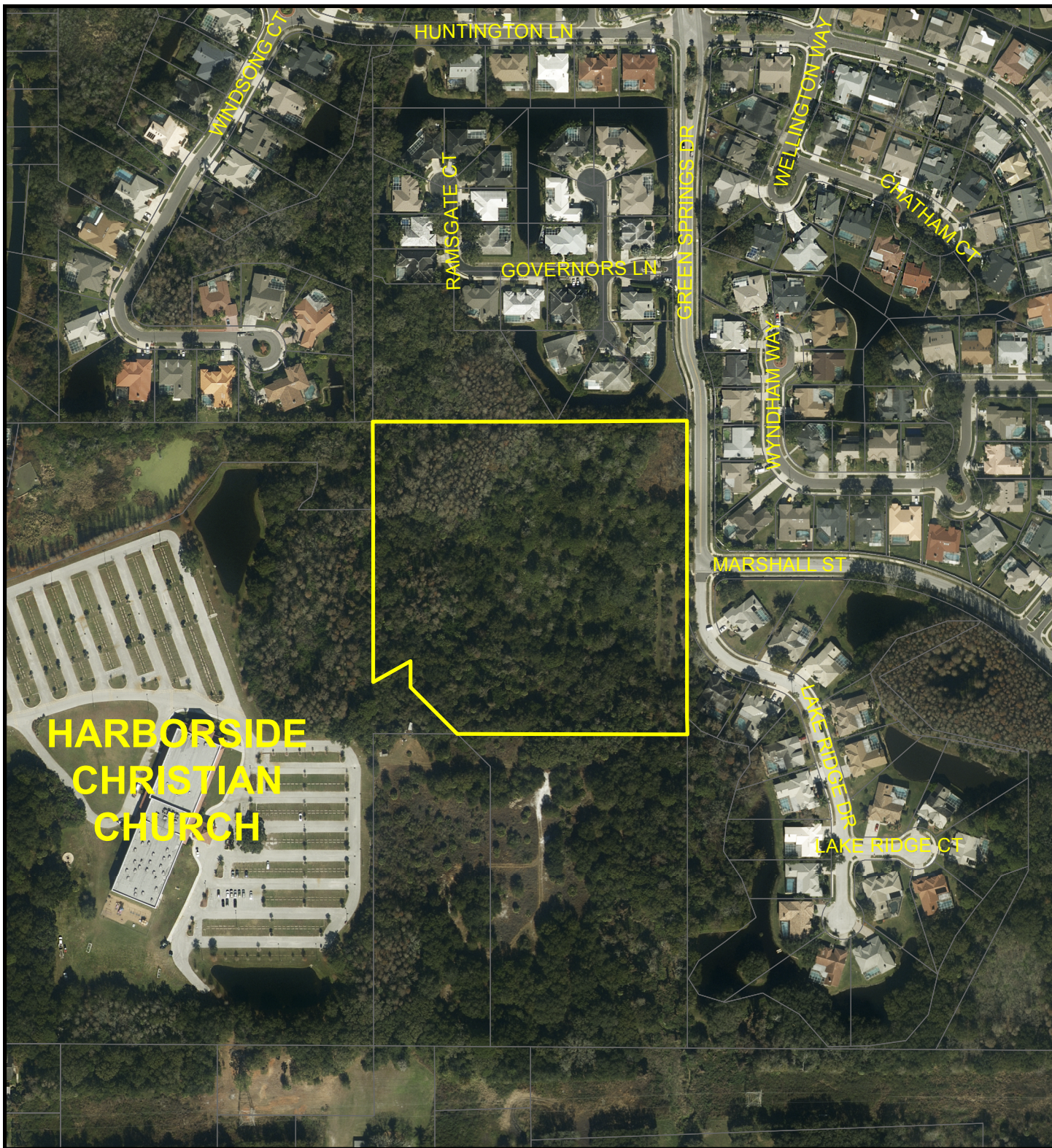
JURISDICTION: Safety Harbor

TO: Recreation/Open Space, Public/Semi-Public and Preservation

LEGEND: Safety Harbor Unincorporated



0 100 200 400 Feet



Map 3 - Aerial

CASE #: CW16-16

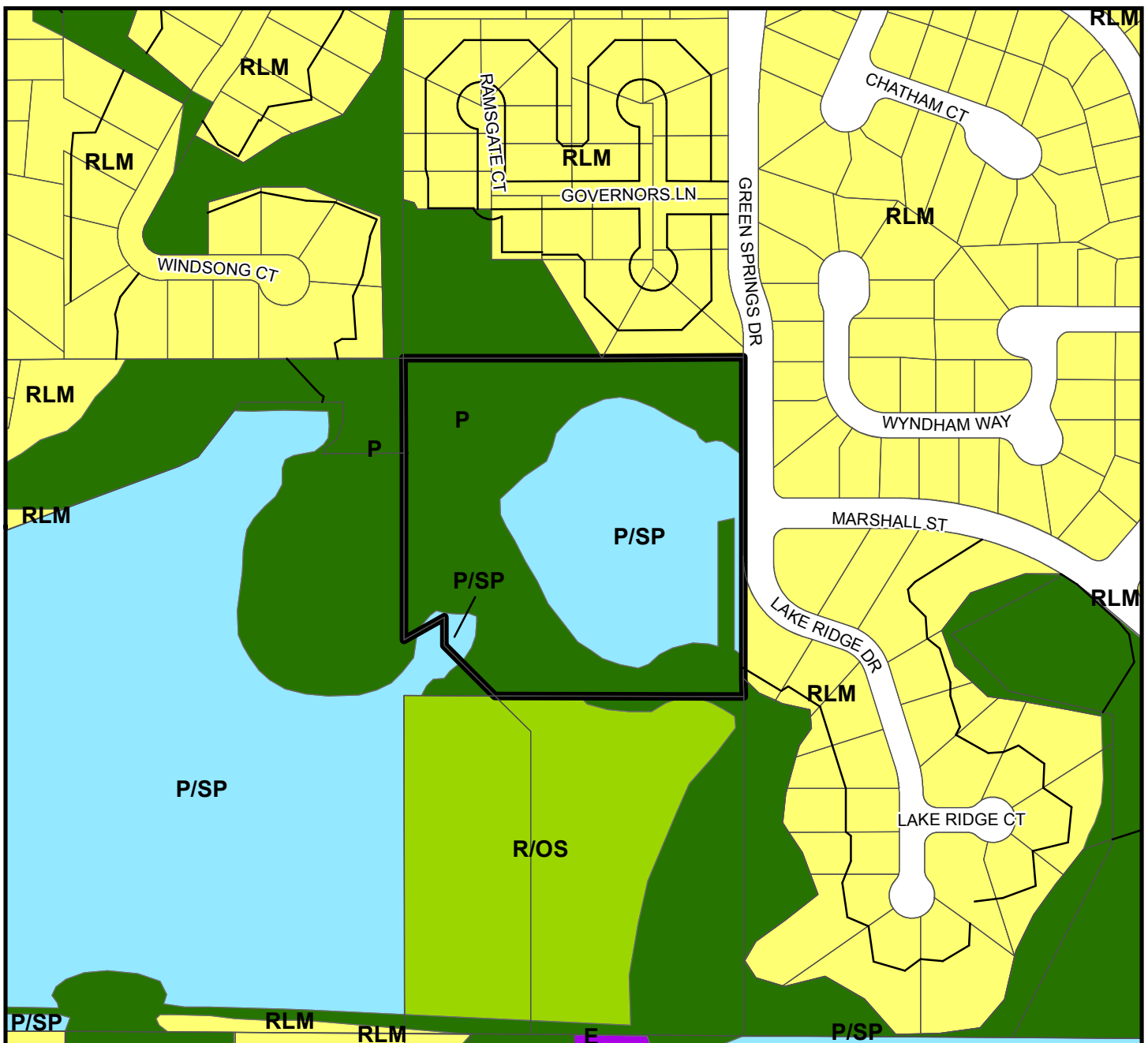
FROM: Public/Semi-Public and Preservation

AREA: 10 Acres






JURISDICTION: Safety Harbor

TO: Recreation/Open Space, Public/Semi-Public and Preservation





Plan Map Categories

	Residential Low Medium		Recreation/Open Space
	Employment		Preservation
	Public/Semi-Public		

Map 4 - Current Countywide Plan Map

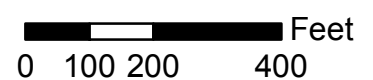
CASE #: CW16-16

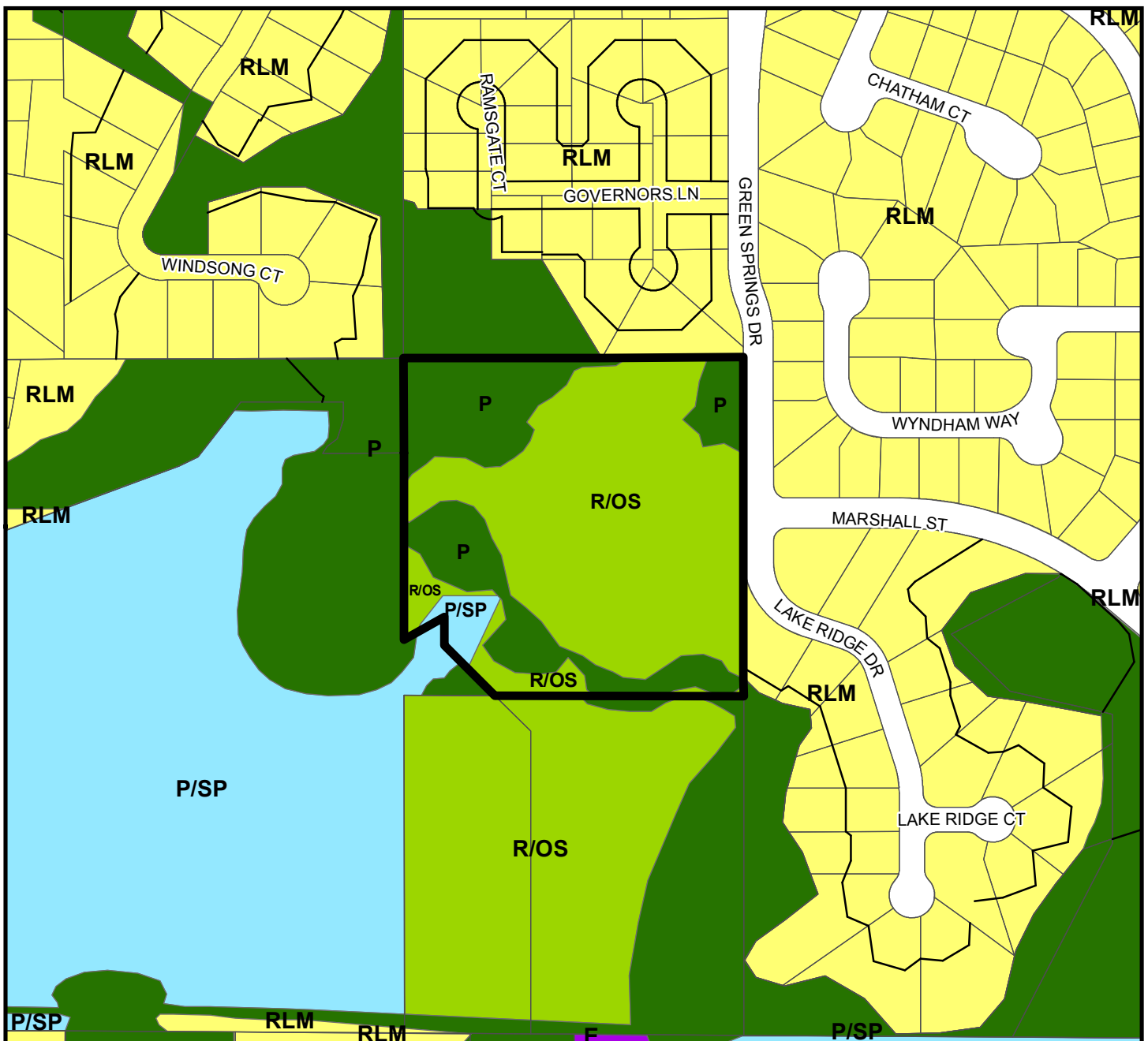
FROM: Public/Semi-Public and Preservation

AREA: 10 Acres






JURISDICTION: Safety Harbor

TO: Recreation/Open Space, Public/Semi-Public and Preservation





Plan Map Categories

	Residential Low Medium		Recreation/Open Space
	Employment		Preservation
	Public/Semi-Public		

Map 5 - Proposed Countywide Plan Map

CASE #: CW16-16

FROM: Public/Semi-Public and Preservation

AREA: 10 Acres

JURISDICTION: Safety Harbor

TO: Recreation/Open Space, Public/Semi-Public and Preservation



0 100 200 400 Feet

CW 16-16 Forward Pinellas Staff Analysis

Relevant Countywide Considerations:

- 1) **Consistency with the Countywide Plan and Rules** – The proposed amendment is submitted by the City of Safety Harbor and seeks to reclassify a parcel totaling 10 acres. The proposed amendment seeks to amend the parcel from Public/Semi-Public (4.3 acres) and Preservation (5.7 acres) to Recreation/Open Space (6.6 acres), Public/Semi-Public (0.3 acres), and Preservation (3.1 acres).

The current and proposed Public/Semi-Public (P/SP) category is intended to recognize institutional and transportation/utility uses that serve the community or region, especially larger facilities having acreage exceeding the thresholds established in other plan categories, and which are consistent with the need, character, and scale of such uses relative to the surrounding uses, transportation facilities, and natural resource features. The proposed P/SP area (to remain after amendment) is for a small access area to the Harborside Christian Church.

The current and proposed Preservation category is intended to recognize natural resource features worthy of preservation and those areas of the county that are now used, or are appropriate to be used, for the conservation, production, and management of the regional potable water supply and the supporting infrastructure, consistent with the natural resources of the area.

The proposed Recreation/Open Space category is intended to recognize areas appropriate for public and private open spaces and recreational facilities that serve the community or region, as well as natural and man-made conditions which contribute to the active and passive open space character and recreation use of such locations.

The subject site is vacant. As part of a 2014 development agreement between the City and Harborside Christian Church, which is located immediately to the west of the subject site, this property was conveyed to the City to be designated as a preserve area, including a passive park on the Recreation/Open Space areas.

It should be noted that the City's Future Land Use Map designation for a portion of the subject property is currently Residential Suburban, which is inconsistent with the Countywide Plan Map designation of Public/Semi-Public for that area. If approved, the proposed amendment will eliminate the inconsistency.

In addition, the City's Future Land Use Map shows an inconsistent boundary for the Preservation category on the parcel immediately to the south of the subject site. While

not formally a part of this request to amend the Countywide Plan Map, the inconsistency needs to be addressed pursuant to Article 3 of the Countywide Rules.

The proposed amendment can be deemed consistent with this Relevant Countywide Consideration.

- 2) **Adopted Roadway Level of Service (LOS) Standard** – The amendment area is not located on roadway operating at an LOS of “F.” Additionally, due to the reduction in Public/Semi-Public acreage, the difference in expected traffic generated between the existing and the proposed categories is a decrease of approximately 267 vehicle trips per day.

Therefore, the proposed amendment can be deemed consistent with this Relevant Countywide Consideration.

- 3) **Location on a Scenic/Noncommercial Corridor (SNCC)** – The amendment area is not located on a SNCC, so those policies are not applicable.

- 4) **Coastal High Hazard Areas (CHHA)** – The amendment area is not located in a CHHA, so those policies are not applicable.

- 5) **Designated Development/Redevelopment Areas** – The amendment area is not located in, nor does it impact, a designated development or redevelopment area, so those policies are not applicable.

- 6) **Adjacent to or Impacting an Adjoining Jurisdiction or Public Educational Facility** – The amendment area is not adjacent to another jurisdiction or to a public educational facility, so those policies are not applicable.

Conclusion:

The proposed amendment from Public/Semi-Public and Preservation to Recreation/Open Space, Public/Semi-Public, and Preservation is deemed consistent with the Relevant Countywide Considerations found in the Countywide Rules.

PINELLAS PLANNING COUNCIL
COUNTYWIDE PLAN MAP AMENDMENT - DISCLOSURE OF INTEREST STATEMENT

SUBMITTING LOCAL GOVERNMENT: _____

LOCAL GOVERNMENT CASE NUMBER: _____

PROPERTY OWNERS/REPRESENTATIVE (include name and address):

ANY OTHER PERSONS HAVING ANY OWNERSHIP INTEREST IN THE SUBJECT PROPERTY:

Interests: Contingent Absolute

Name/Address:

Specific Interest Held:

INDICATION AS TO WHETHER A CONTRACT EXISTS FOR SALE OF SUBJECT PROPERTY, IF SO:

Contract is: Contingent Absolute

All Parties To Contract:

Name/Address:

INDICATION AS TO WHETHER THERE ARE ANY OPTIONS TO PURCHASE SUBJECT PROPERTY, IF SO:

All Parties To Option:

Name/Address

ANY OTHER PERTINENT INFORMATION WHICH APPLICANT MAY WISH TO SUBMIT PERTAINING TO REQUESTED PLAN MAP AMENDMENT:

PINELLAS PLANNING COUNCIL
APPLICATION FOR COUNTYWIDE PLAN MAP AMENDMENT

Countywide Plan Map Information

1. Current Countywide Plan Category(ies) _____
2. Proposed Countywide Plan Category(ies) _____

Local Future Land Use Plan Map Information

1. Requesting Local Government _____
2. Local Map Amendment Case Number _____
3. Current Local Land Use Category(ies) _____
4. Current Local Zoning Designation(s) _____
5. Proposed Local Land Use Category(ies) _____
6. Proposed Local Zoning Designation(s) _____

Site and Parcel Information

1. Parcel number(s) of area(s) proposed to be amended - Sec/Twp/Rng/Sub/Blk/Lot
(and/or legal description, as necessary) _____
2. Location/Address _____
3. Acreage _____
4. Existing use(s) _____
5. Existing density and/or floor area ratio _____
6. Proposed use/name of project (if applicable) _____

Local Action

1. Date local ordinance was considered at public hearing and authorized by an affirmative vote of the governing body for transmittal of, and concurrence with, the local government future land use plan map amendment. _____
2. If the local government chooses to submit a development agreement in support of this application, the date the agreement was approved at public hearing by the legislative body. Any development agreement submitted as part of an application for Countywide Plan Map amendment may become a condition of approval of the amendment and will be subject to the provisions of Section 6.1.6 of the Countywide Rules. _____

Other Items to Include

1. Copy of local ordinance.
2. If applicable, a copy of the development agreement approved by the legislative body and executed by the applicant property owner and other private party(ies) to the agreement.
3. PPC Disclosure of Interest Form.
4. Local government staff report.
5. Local plan and zoning maps showing amendment area.
6. If applicable, proposed demarcation line for environmentally sensitive areas.

Forms available online at www.pinellasplanningcouncil.org/amendment.htm



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Agenda Item
IV.A.*

*Annual Audit
FY15*

I. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, review and accept the Annual Financial Statements and Regulatory Reports for the year ended September 30, 2015; authorize Executive Director to file as is required with the Auditor General; and transmit copy of same to the Board of County Commissioners.

II. BACKGROUND

The Special Act, Chapter 2012-245, Laws of Florida, requires an annual independent audit. In accordance with that requirement, CliftonLarsonAllen (CLA) completed their audit (Attachment 1) for FY15. This audit is typically presented to the Board in February, however this year the final draft was postponed until necessary Florida Retirement System information was provided by the state.

The Comprehensive Annual Financial Report (Annual Audit) includes the following major components:

- Independent Auditors' Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Supplementary Information
- Regulatory Reports

Copies of the Letter to the Governing Body (Attachment 2) and the full Financial Report (Attachment 1) are attached, as submitted by CLA, and in a form for acceptance and filing.

Upon acceptance by the Council, a copy will be filed with the Board of County Commissioners and is required to be filed with the Auditor General of the State of Florida.

A representative from CLA will present an audit summary at the May meeting.

Board Action:

CPA Action:

PINELLAS COUNTY PLANNING COUNCIL

**A COMPONENT UNIT OF
PINELLAS COUNTY, FLORIDA**

**BASIC FINANCIAL STATEMENTS AND
REGULATORY REPORTS**

YEAR ENDED SEPTEMBER 30, 2015



**PINELLAS COUNTY PLANNING COUNCIL
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**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
COUNCIL MEMBERS AND ADMINISTRATION
SEPTEMBER 30, 2015**

COUNCIL MEMBERS: OCTOBER 1, 2014 – SEPTEMBER 30, 2015

<i>Chair</i>	<i>Jim Kennedy Councilmember, City of St. Petersburg</i>
<i>Vice-Chair</i>	<i>John Morroni Commissioner, Pinellas County</i>
<i>Treasurer</i>	<i>Doreen Hock-DiPolito Councilmember, City of Clearwater</i>
<i>Secretary</i>	<i>Joanne Kennedy Commissioner, City of Indian Rocks Beach</i>
	<i>Kevin Piccarreto Deputy Mayor, Town of Belleair</i>
	<i>John Tornga Commissioner, City of Dunedin</i>
	<i>Sandra Bradbury Mayor, City of Pinellas Park</i>
	<i>Cliff Merz Commisssioner, City of Safety Harbor</i>
	<i>Darden Rice Coucilmember, City of St. Petersburg</i>
	<i>Karen Williams Seel Commissioner, Pinellas County</i>
	<i>Dave Eggers Commissioner, Pinellas County</i>
	<i>Julie Ward Bujalski Mayor, City of Dunedin, representing PSTA</i>
	<i>Michael Smith Commissioner, City of Largo</i>

ADMINISTRATION

Whit Blanton, FAICP
Executive Director

INDEPENDENT AUDITORS' REPORT

Members

Pinellas County Planning Council
A Component Unit of Pinellas County, Florida
Clearwater, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and general fund of the Pinellas County Planning Council (the Council), a component unit of Pinellas County, Florida (the County) as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Council as of September 30, 2015, and the respective changes in financial position, thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As described in Note 14 to the financial statements, the Council adopted the provisions of Governmental Accounting Standards Board Statement (GASBS) No. 68, *Accounting and Financial Reporting for Pensions – an Amendment of GASB Statement No. 27*, which was subsequently amended by GASBS No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. As a result of implementation of GASBS No. 68, the Council reported a restatement for the change in accounting principle. The auditors' opinion was not modified with respect to this restatement.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of proportionate share of net pension liability, and schedule of employer pension contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Members
Pinellas County Planning Council
A Component Unit of Pinellas County, Florida

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated REPORT DATE, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

CliftonLarsonAllen LLP

Tampa, Florida
REPORT DATE

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2015**

This section of the Pinellas County Planning Council's (the Council's) annual financial report presents a narrative overview and an analysis of the financial activities of the Council for the fiscal year ended September 30, 2015.

Financial Highlights

- The assets and deferred outflows of resources of the Council exceeded its liabilities and deferred inflows of resources at September 30, 2015 by \$256,933 (net position). This amount may be used to meet the Council's ongoing obligations to citizens and creditors. Net position increased by \$57,773 from the previous fiscal year.
- As of September 30, 2015, the Council's general fund reported an ending fund balance of \$745,076, an increase of \$156,065 from the previous fiscal year.
- Fund balance has been assigned in an amount equal to approximately 27% of total fund balance. The amount of assigned fund balance represents the current year fund balance projected to be used to balance the subsequent year's operating budget.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Council's basic financial statements. The financial section of this report consists of three parts: Independent Auditors' Report, required supplementary information which includes the management's discussion and analysis (this section), and the basic financial statements. The basic financial statements include two kinds of statements that present different views of the Council:

Government-Wide Financial Statements

The government-wide financial statements provide both long-term and short-term information about the Council's overall financial status. These statements use a format similar to a private sector business. They include a statement of net position and a statement of activities.

The statement of net position presents information on the Council's assets, deferred inflows of resources, liabilities, and deferred outflows of resources. Net position, the difference between these assets, deferred inflows of resources, liabilities, and deferred outflows of resources, are a useful way to measure the Council's financial health.

The statement of activities presents information showing how the Council's net position changed during this fiscal year. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid. This statement separates program revenue (charges for services, grants, and contributions) from general revenue (including taxes), which shows the extent to which each program must rely on taxes for funding.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2015**

Overview of the Financial Statements (Continued)

Fund Financial Statements

Traditional users of governmental financial statements will find the fund financial statements' presentation more familiar. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Council, like other governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Council uses one governmental fund to account for its operations.

The Council follows Governmental Accounting Standard Board (GASB) Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The reporting standard establishes a hierarchy for fund balance classifications and the constraints imposed on the uses of those resources.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, this set of financial statements focuses on events that produce near-term inflows and outflows of spendable resources as well as on the balances of spendable resources available at the end of the fiscal year and is a narrower focus than the government-wide financial statements.

By comparing functions between the two sets of statements for governmental funds and governmental activities, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison.

The Council adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the general fund in order to present budgetary compliance.

The financial statements also include notes. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2015**

Financial Analysis of the Government as a Whole

As noted earlier, changes in net position over time can be a useful indicator of a government's financial position. At the end of the fiscal year ended September 30, 2015, the assets of the Council exceeded the liabilities by \$256,933.

Unrestricted net position may be used to meet the Council's ongoing obligations to citizens and creditors. At the end of the current fiscal year, the Council reported positive balances in all categories of net position.

Following is a comparison of the Council's net position as of September 30, 2015 and 2014:

	2015	2014
Cash and Investments	\$ 618,541	\$ 600,859
Taxes and Other Receivables	16,189	15,500
Due from Pinellas County Metropolitan Organization	175,773	
Prepaid Expenses	-	3,512
Capital Assets	15,573	-
Total Assets	826,076	619,871
Deferred Outflows of Resources	- 395,536	-
Accounts Payable	\$ 12,756	\$ 20,824
Accrued Wages and Benefits	52,671	10,036
Accrued Rent Payable	30,829	47,412
Compensated Absences	182,258	55,905
Net Pension Liability	600,209	-
Total Liabilities	878,723	134,177
Deferred Outflows of Resources	85,956	-
Net Position:		
Invested in Capital Assets	15,573	-
Unrestricted	241,360	485,694
Net Position	\$ 256,933	\$ 485,694

Governmental activities increased the Council's net position by \$57,773 primarily as a result of increased property tax revenue.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2015**

Following is a comparison of the Council's statement of activities for the years ending September 30, 2015 and 2014:

	2015	2014
REVENUES		
Program Revenues:		
Charges for Services	\$ 972,455	\$ 5,730
General Revenues:		
Property Taxes	930,070	874,534
Investment Earnings	1,270	38
	<hr/>	<hr/>
Total Revenues	1,903,795	880,302
EXPENSES		
Planning Expenses	1,846,022	864,768
	<hr/>	<hr/>
INCREASE IN NET POSITION	57,773	15,534

Financial Analysis of the Council's General Fund

As noted earlier, the Council uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. Governmental funds provide information on near-term inflows, outflows, and balances of spendable resources. This information is useful in assessing the Council's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the Council's net resources available for spending at the end of the fiscal year.

As of September 30, 2015, the Council's general fund reported an ending fund balance of \$745,076, an increase of \$156,065 in comparison with the previous fiscal year. Of this amount, \$547,376 or 73% is considered unassigned. The remainder fund balance has been assigned to finance next years' operations.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2015**

Economic Factors/ Currently Known Facts, Decisions or Conditions

The Council does not foresee any major economic conditions that may adversely affect the Council's future financial position. The Council's Board is keeping apprised of the property values when budgeting; these directly impact the Council's primary source of funding (i.e., ad valorem tax revenue). As of March 2016, the Pinellas County Office of Management and Budget has estimated that tax revenues for fiscal year 2017 will increase by approximately 5%, or \$47,600 using the Council's current millage rate of 0.0160. The Council is considering lowering its millage for FY17 to 0.0150, which would slightly lower the tax revenues by \$15,900. The Unassigned Fund Balance will be utilized during FY17 to balance the budget, as the attempt to reduce this balance during FY15 was not entirely successful due to a number of factors, including the late-year hiring of the unified Executive Director that was budgeted for the entire fiscal year.

The unification with the Pinellas County Metropolitan Planning Organization (MPO) occurred during fiscal year 2014 and the Council continues to see savings from this effort. Additionally, the budgets of the two entities are being unified as per the Council and MPO Staff Services Agreement.

Requests for Information

This financial report is designed to provide a general overview of Pinellas County Planning Council's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed as follows:

Michael Crawford, AICP
Interim Executive Director
Pinellas County Planning Council
310 Court Street
Clearwater, Florida 33756

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2015**

	<u>Governmental Activities</u>
ASSETS	
Current Assets:	
Cash and Investments	\$ 618,541
Taxes and Other Receivables	16,189
Due From Pinellas County Metropolitan Planning Organization	<u>175,773</u>
Total Current Assets	810,503
Noncurrent Assets:	
Capital Assets, Net of Accumulated Depreciation	<u>15,573</u>
Total Assets	<u>826,076</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension Related Amounts	<u>395,536</u>
Total Assets and Deferred Outflows of Resources	<u>1,221,612</u>
LIABILITIES	
Current Liabilities:	
Accounts Payable	\$ 12,756
Accrued Wages and Benefits	52,671
Accrued Rent Payable - Current Portion	17,358
Compensated Absences - Current Portion	<u>20,312</u>
Total Current Liabilities	103,097
Non Current Liabilities:	
Accrued Rent Payable - Noncurrent Portion	13,471
Compensated Absences - Noncurrent Portion	161,946
Net Pension Liability	<u>600,209</u>
Total Noncurrent Liabilities	<u>775,626</u>
Total Liabilities	<u>878,723</u>
DEFERRED INFLOWS OF RESOURCES	
Pension Related Amounts	<u>85,956</u>
Total Liabilities and Deferred Inflows of Resources	<u>964,679</u>
NET POSITION	
Invested in Capital Assets	15,573
Unrestricted	<u>241,360</u>
Total Net Position	<u>\$ 256,933</u>

See accompanying Notes to Basic Financial Statements.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2015**

	Governmental Activities
EXPENSES	
Planning:	
Personal Services	\$ 1,662,976
Materials and Service	127,784
Rent	25,755
Property Appraiser and Tax Collector Commissions	26,965
Depreciation	2,542
	<hr/>
Total Program Expenses - Planning	1,846,022
 PROGRAM REVENUES	
Charges for Services - Planning	<hr/> 972,455
Net Program Expenses	(873,567)
 GENERAL REVENUE	
Property Taxes	930,070
Investment Income	<hr/> 1,270
Total General Revenue	<hr/> 931,340
 INCREASE IN NET POSITION	57,773
Net Position, Beginning of Year, As Restated (Note 14)	<hr/> 199,160
 NET POSITION, END OF YEAR	 <hr/> <hr/> \$ 256,933

See accompanying Notes to Basic Financial Statements.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
BALANCE SHEET – GENERAL FUND
SEPTEMBER 30, 2015**

ASSETS

Cash and Investments	\$ 618,541
Taxes and Other Receivables	16,189
Due From Pinellas County Metropolitan Planning Organization	<u>175,773</u>
Total Assets	<u><u>\$ 810,503</u></u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts Payable	\$ 12,756
Accrued Wages and Benefits	<u>52,671</u>
Total Liabilities	65,427

Fund Balances:

Assigned to:	
Subsequent Year's Budget	197,700
Unassigned	<u>547,376</u>

Total Fund Balances	<u>745,076</u>
Total Liabilities and Fund Balances	<u><u>\$ 810,503</u></u>

See accompanying Notes to Basic Financial Statements.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET – GENERAL FUND
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2015**

Total Fund Balance for the General Fund		\$ 745,076
Total Net Assets Reported for Governmental Activities in the Statement of Net Assets is Different Because:		
Capital assets used in the general fund are not financial resources and therefore are not reported in governmental funds.		
Capital Assets	\$ 28,667	
Less: Accumulated Depreciation	<u>(13,094)</u>	15,573
Deferred outflows of resources related to net pension liabilities do not have a current financial resources focus and, therefore, are not recognized in the governmental fund statements		395,536
Compensated absences that are not due and payable in the current period, therefore, are not reported in the fund statements.		(182,258)
Net pension liabilities are not due and payable in the current period and, therefore, are not reported in the fund statements.		(600,209)
Operating lease transactions were not reported in the fund statements since there was no amount due for payment; however, in the statement of activities, they are reported as expenses as they increase the liabilities on the statement of net position.		(30,829)
Deferred inflows of resources related to net pension liabilities do not have a current financial resources focus and, therefore, are not recognized in the governmental fund statements		<u>(85,956)</u>
Net Position of Governmental Activities		<u><u>\$ 256,933</u></u>

See accompanying Notes to Basic Financial Statements.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – GENERAL FUND
YEAR ENDED SEPTEMBER 30, 2015**

REVENUES

Pinellas County Property Taxes	\$ 930,070
Charges for Services - Shared Services	965,827
Contract Services	6,628
Net Investment Activity	1,270
	<hr/>

Total Revenues	1,903,795
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EXPENDITURES

Payroll, Taxes and Benefits	1,532,528
Office Rent	42,336
Contractual Support Services	68,554
Property Appraiser and Tax Collector Commissions	26,965
Advertising Notice	18,366
Accounting and Audit	15,190
Printing and Reproduction	3,233
Equipment Rental and Other	490
Office Supplies and Materials	3,130
Telephone	2,909
Reference and Education	2,946
Risk Management	2,480
Travel	2,923
Fleet	539
Mail	1,424
Miscellaneous	5,602
Capital Outlay	18,115
	<hr/>

Total Expenditures	1,747,730
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NET CHANGE IN FUND BALANCE

156,065

Fund Balance, Beginning of Year

589,011

FUND BALANCE, END OF YEAR

\$ 745,076

See accompanying Notes to Basic Financial Statements.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE – GENERAL FUND
TO THE STATEMENT OF ACTIVITIES
YEAR ENDED SEPTEMBER 30, 2015**

Net Change in Fund Balance - General Fund \$ 156,065

Amounts Reported for Governmental Activities in the Statement of Activities
are Different Because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.

Expenditures for Capital Assets	\$ 18,115	
Less: Current Year Depreciation	<u>(2,542)</u>	15,573

Compensated absences that are not due and payable in the current period and, therefore, are not reported in the funds. This amount represents the change in compensated absences in the current year.		(126,353)
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Net effect of pension related expenses which decrease net position:		(4,093)
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Operating lease payments are recorded as expenditures when amounts become due for payment; however, in the statement of activities, they are reported as expenses under the straight line basis.

Change in Net Position of Governmental Activities		<u><u>\$ 57,773</u></u>
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**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 1 ORGANIZATION AND REPORTING ENTITY

The Pinellas County Planning Council (the Council), a component unit of Pinellas County, Florida (the County) is authorized under Chapters 88-464, and 90-396, of the Laws of Florida. The Council's purpose is to formulate and execute objectives and policies necessary for the orderly growth, development and environmental protection of Pinellas County as a whole. The Council serves as an advisory board and provides preliminary recommendations on proposed changes to the adopted Countywide Future Land Use Plan. The Board of County Commissioners, sitting as the Countywide Planning Authority, can overrule the Council with a super majority vote (majority plus one).

The Board of County Commissioners of Pinellas County also has the right to review the Council's budget, and increase or reduce it as it deems necessary. Based on the control the County Commissioners of Pinellas County have over the Council, as described above, the Council is considered a component unit of Pinellas County, Florida, in accordance with Statement 39 of the *Governmental Accounting Standards Board of the Financial Accounting Foundation* (GASB), as amended. The Council has considered any entities for which it has oversight and there are none meeting the criteria for inclusion in their financial statements.

Membership of the Planning Council

The Council is composed of the same membership as the Pinellas County Metropolitan Planning Organization, including three members appointed from the Pinellas County Board of County Commissioners, two members from the City of St. Petersburg, and one member from the Pinellas Suncoast Transit Authority, and one member representing the following municipalities: Clearwater, Dunedin, Largo, Oldsmar, Pinellas Park, Safety Harbor, Tarpon Springs. The Council also has one member representing the municipalities of Belleair, Belleair Bluffs, Gulfport Seminole, and South Pasadena (the "Inland" communities), and one member representing the "Beach" communities of Belleair Beach, Belleair Shore, Indian Shores, Indian Rocks Beach, Treasure Island, Madeira Beach, North Redington Beach, Redington Beach, Redington Shores, and St. Pete Beach.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Council have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles in the United States of America. The more significant of the Council's accounting policies are described below.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all activities of the government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Separate financial statements are provided for the general fund.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes and interest associated with current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

The Council reports the general fund as a major governmental fund, which represents the Council's sole operating fund and accounts for all financial resources of the Council.

Cash and Investments

Cash includes amounts on hand and in demand deposit accounts.

The Council's investment policy is to maintain funds in near-cash investments, which yield the highest possible return within the limitations established by Florida Statutes and Pinellas County, Florida, ordinances. Investments are stated at fair value.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

Capital assets, which include furniture and equipment, are reported in governmental activities in the government-wide financial statements. The Council defines capital assets as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased. Donated capital assets are recorded at estimated market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the assets' lives are not capitalized.

The Council's furniture and equipment is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Office Equipment	5
Computer Equipment and Software	3

Receivables

No substantial losses are anticipated from present receivable balances, therefore, no allowance for uncollectible accounts is deemed necessary.

Compensated Absences

It is the Council's policy to permit employees to accumulate earned but unused annual leave. All annual leave is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Pensions

In the government-wide statement of net position, liabilities are recognized for the Council's proportionate share of each pension plan's net pension liability. For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) and additions to/deductions from FRS's and HIS's fiduciary net position have been determined on the same basis as they are reported by the FRS and HIS plans. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds of employee contributions are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The deferred outflows of resources reported in the Council's statement of net position represent changes in actuarial assumptions, the net difference between projected and actual earnings on Health Insurance Subsidy Program investments, changes in the proportion and differences between the Council's contributions and proportionate share of contributions, and the Council's contributions subsequent to the measurement date, relating to the Florida Retirement System Pension Plan and the Retiree Health Insurance Subsidy Program. These amounts will be recognized as increases in pension expense in future years.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The deferred inflows of resources reported in the Council's statement of net position represent the difference between expected and actual economic experience, the net difference between projected and actual earnings on Florida Retirement System Pension investments, and changes in the proportion and differences between the Council's contributions and proportionate share of contributions relating to the Florida Retirement System Pension Plan and the Retiree Health Insurance Subsidy Program. These amounts will be recognized as reductions in pension expense in future years.

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources in the government-wide financial statements. Net position invested in capital assets consist of capital assets, net of accumulated depreciation. The Council does not have any related long-term debt used to acquire capital assets. Net position is reported as restricted in the government-wide financial statement when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments. The Council has no assets subject to restriction.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

New Accounting Pronouncements

For the year ended September 30, 2015, the financial statements include the impact of adoption of Governmental Accounting Standards Board Statement (GASBS) No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27* (GASBS 68) and GASBS No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB Statement No. 68* (GASBS 71).

GASBS 68 addresses accounting and financial reporting for pensions provided to governmental employees through pension plans that are administered by trusts. The Council participates in the Florida Retirement System that is administered by the State of Florida. Under this standard, the Council is required to report a net pension liability, pension expense, and pension-related deferred inflows and outflows of resources based on its proportionate share of the collective amounts for all the governments in the Florida Retirement System. GASBS 71 is required to be applied simultaneously with the provisions of GASBS 68. The objective of this Statement is to address an issue regarding application of the transition provisions of GASBS 68. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or non-employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability.

NOTE 3 CASH AND INVESTMENTS

Cash and investments consisted of the following at September 30, 2015:

Petty Cash on Hand	\$ 100
Bank Deposits	520,609
Florida State Board of Administration - Local Government Investment Pool	<u>97,832</u>
Total Cash and Investments	<u><u>\$ 618,541</u></u>

Deposits

At September 30, 2015, the bank balance of the Council's operating deposits was \$645,480.

Deposits are covered by federal depository insurance and, for the amount in excess of such federal depository insurance, by the State of Florida's Security for Public Deposits Act (the Act). Provisions of the Act require that public deposits may only be made at qualified public depositories. The Act requires each qualified public depository to deposit with the State Chief Financial Officer acting as State Treasurer, eligible collateral equal to or in excess of the required collateral as determined by the provisions of the Act. In the event of a failure by a qualified public depository, losses in excess of federal depository insurance and proceeds from the sale of the securities pledged by the defaulting depository are assessed against the other qualified public depositories of the same type as the depository in default.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Investments

The Council does not have its own investment policy and, therefore, follows Section 218.415, Florida Statutes, regarding the investment of public funds. The Council's excess deposits are invested entirely in the State of Florida State Board Administration (SBA) Local Government Investment Pool. The SBA manages Florida PRIME, a 2a-7-like pool. A 2a-7-like pool is not registered with the Securities and Exchange Commission (SEC) as an investment company, but has a policy that it operates in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which regulates money market funds. Therefore, Florida PRIME operates essentially as a money market fund and the Council's position in Florida PRIME is considered to be equivalent to its fair value. Florida PRIME is rated by Standard & Poor's with a current rating of AAAM. The investment policy of Florida PRIME is to manage the weighted average maturity to 60 days or less. As of September 30, 2015, the Council had \$97,832 deposited in Florida PRIME.

NOTE 4 PROPERTY TAXES

The Council is funded through the assessment of ad valorem property tax as approved by the Board of County Commissioners, not to exceed one-sixth mil. The Council's ad valorem tax was levied at 0.0160 mil at October 1, 2014 on property with a gross taxable value of \$59,327,791,165.

Under Florida law, the valuation and assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector.

All property is reassessed according to its fair market value at January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of state statutes.

All taxes are due and payable on November 1 (levy date) of each year or as soon thereafter as the assessment roll is certified and delivered to the County Tax Collector. All unpaid taxes become delinquent on April 1 (lien date) following the year in which they are assessed. Discounts are allowed for early payments at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January and 1% in the month of February. The taxes paid in March (due date) are without discount.

Delinquent taxes on real property bear interest at 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest at 18% per year or at any lower- rate bid by the buyer.

The certificate holder may make application for a tax deed on any unredeemed tax certificates after a period of two years.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 4 PROPERTY TAXES (CONTINUED)

Because of the Pinellas County Tax Collector's efficient system for selling tax certificates and remitting the proceeds to the Council, any delinquent or uncollected real property taxes at year-end are immaterial. Tangible personal property taxes remaining delinquent at September 30 are recorded as receivable, less an allowance for uncollected amounts. Based on prior experience, the Council has always been able to fully collect on property taxes. The County's tax calendar is as follows:

Valuation Date:	January 1
Levy Date:	November 1
Due Date:	March 31, Succeeding Year
Lien Date:	April 1, Succeeding Year

NOTE 5 RISK MANAGEMENT

As of September 30, 2015, the Council had not separately established a Risk Management Fund or Pool. As a component unit of Pinellas County, Florida, insurance coverage is provided entirely through the County's risk management pool for property, general liability, employee liability and workers' compensation coverage.

NOTE 6 TRANSACTIONS WITH PINELLAS COUNTY, FLORIDA

Throughout the fiscal year, the Council incurs various operating expenditures relating to services provided by the County to the Council. Such services include the following: medical, life, and disability insurance coverage, legal services, risk management services, printing and reproduction services, and telecommunications. Also, the Council receives payments from municipalities located within Pinellas County for contractual support services (Interlocal Agreements).

NOTE 7 CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2015 was as follows:

	Balance September 30, 2014	Additions	Deletions	Balance September 30, 2015
Capital Assets Being Depreciated:				
Furniture and Office Equipment	\$ 10,552	\$ 18,115	\$ -	\$ 28,667
Less: Accumulated Depreciation	<u>10,552</u>	<u>2,542</u>	<u>-</u>	<u>13,094</u>
Capital Assets Being Depreciated, Net	<u>\$ -</u>	<u>\$ 15,573</u>	<u>\$ -</u>	<u>\$ 15,573</u>

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 8 OPERATING LEASE

The Council entered into a five-year operating lease agreement beginning July 2012 and extending to June 2017. The Council paid no rent for the first two years of the lease. The Council recorded accrued rent payable in the amount of \$30,829 on a straight-line basis in the government-wide statements, which is included in total rent expense for the year. The lease may be cancelled by the Council with a 90-day written notice. If the lease is cancelled before the completion of the five-year term, the Council shall pay all deferred rent from year one and year two of the lease.

NOTE 9 COMPENSATED ABSENCES

Hours of annual leave are earned by employees for each year of service to the Council. There is no maximum limitation on the number of annual leave hours which may be accrued. Upon separation from service, employees shall receive lump sum payment for all unused annual leave up to a maximum of three times the employee's annual accrual rate for annual leave. Such payment shall be made at the employee's regular rate of pay at the time of separation. The change in compensated absences liability is summarized as follows:

	Balance September 30, 2014	Additions	Used	Balance September 30, 2015	Amount Due in One Year
Compensated Absences	\$ 55,905	\$ 240,920	\$ 114,567	\$ 182,258	\$ 20,312

NOTE 10 PENSION PLANS

Background

The Florida Retirement System (FRS) was created by Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing multiple-employer defined benefit pension plan, to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the Council are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of the two cost-sharing, multiple-employer defined

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Background (continued)

benefit plans and other nonintegrated programs. A comprehensive annual financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services' Web site (www.dms.myflorida.com).

The Council's pension expense totaled \$97,396 for both the FRS Pension Plan and HIS Plan for the year ended September 30, 2015.

Florida Retirement System Pension Plan

Plan Description

The Florida Retirement System Pension Plan (FRS Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a Deferred Retirement Option Program (DROP) for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Elected County Officers Class* – Members who hold specified elective offices in local government.
- *Senior Management Service Class (SMSC)* – Members in senior management level positions.
- *Special Risk Class* – Members who are special risk employees, such as law enforcement officers, meet the criteria to qualify for this class.

Employees enrolled in the FRS Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the FRS Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service, except for members classified as special risk who are eligible for normal retirement benefits at age 55 or at any age after 25 years of service. All members enrolled in the FRS Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service, except for members classified as special risk who are eligible for normal retirement benefits at age 60 or at any age after 30 years of service. Employees enrolled in the FRS Plan may include up to 4 years of credit for military service toward creditable service. The FRS Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The FRS Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the FRS Plan to defer receipt of monthly benefit payments while continuing employment with an FRS participating employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Benefits Provided

Benefits under the FRS Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following chart shows the percentage value for each year of service credit earned:

Class, Initial Enrollment, and Retirement Age/Years of Service:	% Value
Regular Class members initially enrolled before July 1, 2011	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement up to age 63 or up to 31 years of service	1.63
Retirement up to age 64 or up to 32 years of service	1.65
Retirement up to age 65 or up to 33 years of service	1.68
Regular Class members initially enrolled on or after July 1, 2011	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement up to age 66 or up to 34 years of service	1.63
Retirement up to age 67 or up to 35 years of service	1.65
Retirement up to age 68 or up to 36 years of service	1.68
Elected County Officers	3.00
Senior Management Service Class	2.00
Special Risk Regular	
Service from December 1, 1970, through September 30, 1974	2.00
Service on and after October 1, 1974	3.00

As provided in Section 121.101, Florida Statutes, if the member is initially enrolled in the FRS before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member is initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. FRS Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Contributions

The Florida Legislature establishes contribution rates for participating employers and employees. Effective July 1, 2011, all FRS Plan members (except those in DROP) are required to make 3% employee contributions on a pretax basis. The employer contribution rates by job class for the periods from October 1, 2014 through June 30, 2015 and from July 1, 2015 through September 30, 2015, respectively, were applied to employee salaries as follows: Regular—7.37% and 7.26%; Special Risk Administrative Support—42.07% and 32.95%; Special Risk—19.82% and 22.04%; Senior Management Service—21.14% and 21.43%; Elected Officers—43.24% and 42.27%; and DROP participants—12.28% and 18.75%. These employer contribution rates include 1.20% and 1.26% HIS Plan subsidy for the periods October 1, 2014 through June 30, 2015 and from July 1, 2015 through September 30, 2015, respectively. The Council's contributions to the FRS Plan were \$78,447 for the year ended September 30, 2015.

Pension Costs

At September 30, 2015, the Council reported a liability of \$327,453 for its proportionate share of the FRS Plan's net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015. The Council's proportion of the net pension liability was based on the Council's contributions received by FRS during the measurement period for employer payroll paid dates from July 1, 2014, through June 30, 2015, relative to the total employer contributions received from all of FRS's participating employers. At June 30, 2015, the Council's proportion was 0.00254%, which was an increase of 0.00101% from its proportion measured as of June 30, 2014.

For the year ended September 30, 2015, the Council recognized pension expense of \$61,395 for its proportionate share of FRS's pension expense. In addition, the Council reported its proportionate share of FRS's deferred outflows of resources and deferred inflows of resources from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual		
Economic Experience	\$ 34,569	\$ 7,766
Changes in Actuarial Assumptions	21,734	-
Net Difference Between Projected and Actual		
Earnings on Pension Plan Investments	-	78,190
Changes in Proportion and Differences Between		
Council Contributions and Proportionate Share		
of Contributions	188,410	-
Council Contributions Subsequent to the		
Measurement Date	26,443	-
Total	<u>\$ 271,156</u>	<u>\$ 85,956</u>

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Pension Costs (Continued)

\$26,443 reported as deferred outflows of resources related to pensions resulting from Council contributions to the FRS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended September 30, 2016. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

Year Ended September 30	Amount
2016	\$ 21,973
2017	21,973
2018	21,973
2019	21,973
2020	21,973
Thereafter	48,892

Actuarial Assumptions

The total pension liability in the July 1, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60% per year
Salary Increases	3.25%, Average, Including Inflation
Investment Rate of Return	7.65%, Net of Pension Plan Investment Expense, Including Inflation

Mortality rates were based on the Generational RP-2000 with Projection Scale BB. The actuarial assumptions used in the July 1, 2015, valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation, as outlined in the FRS Plan's investment policy, and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Actuarial Assumptions (continued)

Asset Class	Target Allocation	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1%	3.2%	3.1%	1.7%
Fixed Income	18%	4.8%	4.7%	4.7%
Global Equity	53%	8.5%	7.2%	17.7%
Real Estate (Property)	10%	6.8%	6.2%	12.0%
Private Equity	6%	11.9%	8.2%	30.0%
Strategic Investments	12%	6.7%	6.1%	11.4%
Totals	100%			
Assumed Inflation - Mean		2.6%		1.9%

Discount Rate

The discount rate used to measure the total pension liability was 7.65% for the FRS Plan. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified in statute. Based on that assumption, each of the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Pension Liability Sensitivity

The following presents the Council's proportionate share of the net pension liability for the FRS Plan, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

Description	1% Decrease	Current Discount Rate	1% Increase in Discount Rate
FRS Plan Discount Rate	6.65%	7.65%	8.65%
Council's Proportionate Share of the FRS Plan			
Net Pension Liability	\$ 848,504	\$ 327,453	\$ (106,148)

Pension Plan Fiduciary Net Position

Detailed information about the FRS Plan's fiduciary's net position is available in a separately-issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report. That report may be obtained through the Florida Department of Management Services website at <http://www.dms.myflorida.com>.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Retiree Health Insurance Subsidy Program

Plan Description

The Retiree Health Insurance Subsidy Program (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

Benefits Provided

For the fiscal year ended June 30, 2015, eligible retirees and beneficiaries received a monthly HIS payment of \$5 for each year of creditable service completed at the time of retirement, with a minimum HIS payment of \$30 and a maximum HIS payment of \$150 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS Plan benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which may include Medicare.

Contributions

The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2015, the contribution rate was 1.26 percent of payroll pursuant to section 112.363, Florida Statutes. The Council contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled. The Council's contributions to the HIS Plan were \$14,857 for the year ended September 30, 2015.

Pension Costs

At September 30, 2015, the Council reported a liability of \$272,756 for its proportionate share of the HIS Plan's net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015. The Council's proportion of the net pension liability was based on the Council's contributions received during the measurement period for employer payroll paid dates from July 1, 2014, through June 30, 2015, relative to the total employer contributions received from all participating employers. At June 30, 2015, the Council's proportion was 0.00267%, which was a decrease of 0.00122% from its proportion measured as of June 30, 2014.

For the year ended September 30, 2015, the Council recognized pension expense of \$36,002 for its proportionate share of HIS's pension expense. In addition, the Council reported its proportionate share of HIS's deferred outflows of resources and deferred inflows of resources from the following sources:

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Pension Costs (continued)

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	\$ -	\$ -
Changes in Actuarial Assumptions	21,459	-
Net Difference Between Projected and Actual Earnings on HIS Program Investments	148	-
Changes in Proportion and Differences Between Council Contributions and Proportionate Share of Contributions	96,756	-
Council Contributions Subsequent to the Measurement Date	6,017	-
Total	<u>\$ 124,380</u>	<u>\$ -</u>

\$6,017 reported as deferred outflows of resources related to pensions resulting from Council contributions to the FRS Plan subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized as an increase (decrease) in pension expense as follows:

Year Ended June 30	Amount
2016	\$ 18,788
2017	18,788
2018	18,788
2019	18,788
2020	18,788
Thereafter	24,423

Actuarial Assumptions

The total pension liability in the July 1, 2015, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.60% per year
Salary Increases	3.25%, Average, Including Inflation
Municipal Bond Rate	3.80%

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

Actuarial Assumptions (continued)

Mortality rates were based on the Generational RP-2000 with Projection Scale BB. The actuarial assumptions used in the July 1, 2015, valuation were based on the results of an actuarial experience study for the period July 1, 2008, through June 30, 2013.

Discount Rate

The discount rate used to measure the total pension liability was 3.80% for the HIS Plan. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate selected by the HIS Plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index.

Pension Liability Sensitivity

The following presents the Council's proportionate share of the net pension liability for the HIS Plan, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Council's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

Description	1% Decrease	Current Discount Rate	1% Increase in Discount Rate
HIS Plan Discount Rate	2.800%	3.80%	4.800%
Council's Proportionate Share of the HIS Plan Net Pension Liability	\$ 310,792	\$ 272,756	\$ 241,039

Pension Plan Fiduciary Net Position

Detailed information about the HIS Plan's fiduciary's net position is available in a separately-issued FRS Pension Plan and Other State-Administered Systems Comprehensive Annual Financial Report. That report may be obtained through the Florida Department of Management Services website at <http://www.dms.myflorida.com>.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

FRS Investment Plan

The Florida State Board of Administration (SBA) administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA's annual financial statements and in the State of Florida Comprehensive Annual Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. Council employees participating in DROP are not eligible to participate in the Investment Plan. Employer and employee contributions, including amounts contributed to individual member's accounts, are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Benefit terms, including contribution requirements, for the Investment Plan are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contribution rates that are based on salary and membership class (Regular Class, Elected County Officers, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.04 percent of payroll and by forfeited benefits of plan members. Allocations to the investment member's accounts during the 2014-15 fiscal year, as established by Section 121.72, Florida Statutes, are based on a percentage of gross compensation, by class, as follows: Regular class 6.30%, Special Risk Administrative Support class 7.95%, Special Risk class 14.00%, Senior Management Service class 7.67% and County Elected Officers class 11.34%. These allocations include a required employee contribution of 3% of gross compensation for each member class.

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Non-vested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2015, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the Council.

After termination and applying to receive benefits, the member may rollover vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided; the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 10 PENSION PLANS (CONTINUED)

FRS Investment Plan (continued)

guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The Council's Investment Plan pension expense totaled \$14,989 for the year ended September 30, 2015. Employee contributions to the Investment Plan totaled \$6,127 for the fiscal year ended September 30, 2015.

NOTE 11 POST-EMPLOYMENT BENEFITS

The Council does not provide any post-retirement health care benefits. Post-employment health care benefits are made available to the Council's terminated employees in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Under COBRA, the Council is required to offer an election to terminating participants to decrease or terminate participants, their spouses or dependents or to continue coverage in the health plan provided by the Council. The cost of coverage that the Council may charge the participant may not exceed 102% of the applicable premium. The Council's Other Post-Employment Benefit (OPEB) liability is considered immaterial since there are no employer contributions or premium or claim payments made on behalf of retirees.

NOTE 12 FUND BALANCE REPORTING

There are two major types of fund balances, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are either (a) not in spendable form or; (b) legally contractually required to be maintained intact. At September 30, 2015, the Council did not have any nonspendable fund balance. In addition to the nonspendable fund balance, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: Amounts that can be spent only for the specific purposes stipulated by: (a) external resource providers such as creditors (by debt covenants), grantors, contributors, or laws or regulations of other Councils; or (b) imposed by law through constitutional provisions or enabling legislation.
- Committed: Amounts that can be used only for the specific purposes determined by a formal action of the Council's highest level of decision-making authority.
- Assigned: Amounts intended to be used by the Council for specific purposes. Assigned fund balance represents the amount that is not restricted or committed. The intent shall be expressed by the Council. At September 30, 2015, the Council had \$197,700 of assigned fund balance, which represents the amount needed to eliminate the projected deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures and budgeted contingency reserve over expected revenues.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTES TO BASIC FINANCIAL STATEMENTS
SEPTEMBER 30, 2015**

NOTE 12 FUND BALANCE REPORTING (CONTINUED)

- Unassigned: This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes. At September 30, 2015, unassigned fund balance is \$547,376. It is the goal of the Council to achieve and maintain an unassigned fund balance equal to or greater than 10% of expenditures to cover unexpected expenditures and revenue shortfalls from year to year.

The Council's policy is to apply expenditures against restricted fund balance, committed fund balance, assigned fund balance and unassigned fund balance, in that order, under circumstances where a particular expenditure can be made from more than one fund classification.

NOTE 13 DUE FROM PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

The Council and the Pinellas County Metropolitan Planning Organization (MPO) have historically operated as two distinct entities. On December 10, 2014, the Council and the MPO entered into the Interlocal Agreement for Staff and Support Services (Agreement). Prior to the Agreement, the MPO utilized the employees of the Pinellas County Board of County Commissioner's Planning Department. Upon execution of the Agreement, those employees and related payroll processing of the MPO were assumed by the Council. The Agreement identifies payroll and other expenses that are to be shared between the Council and the MPO.

For the year ended September 30, 2015, the amount of reimbursement received from the MPO for shared services totaled \$796,682. As of September 30, 2015, the amount owed from the MPO relating to charges for shared services was \$175,773.

NOTE 14 CHANGE IN ACCOUNTING PRINCIPLE

During the year ended September 30, 2015, the Council adopted GASB Statement No. 68 *Accounting and Financial Reporting for Pensions*, and the related GASB Statement No. 71 *Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68*. These pronouncements require the restatement of the September 30, 2014 net position of the governmental activities as follows:

	Governmental Activities
Net Position, September 30, 2014, as Previously Reported	\$ 485,694
Cumulative Effect of Application of GASB 68, Net Pension Liability	(229,343)
Cumulative Effect of Application of GASB 68, Deferred Inflows of Resources and Deferred Outflows of Resources on Pension Related Amounts	(68,381)
Cumulative Effect of Application of GASB 71, Deferred Outflow of Resources for Council Contributions Made to the Plan Subsequent to the Measurement Date During Fiscal Year Ending September 30, 2014	11,190
Net Position, September 30, 2014, as Restated	\$ 199,160

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED SEPTEMBER 30, 2015**

	General Fund Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance- Favorable (Unfavorable)
REVENUES				
Pinellas County Property Taxes	\$ 908,380	\$ 954,400	\$ 930,070	\$ (24,330)
Projected Fund Balance Carryforward	335,960	335,960	135,870	(200,090)
Net Investment Activity	1,150	1,150	1,270	120
Contract Services	15,000	15,000	6,628	(8,372)
Charges for Services	-	841,000	965,827	124,827
Total Revenues	1,260,490	2,147,510	2,039,665	(107,845)
EXPENDITURES AND RESERVES				
Payroll, Taxes and Benefits	674,000	1,494,000	1,532,528	(38,528)
Contractual Support Services	75,000	95,000	68,554	26,446
Legal Services	5,000	5,000	-	5,000
Office Rent	43,000	43,000	42,336	664
Equipment Rental and Furnishings	15,000	25,000	17,940	7,060
Telephone	4,000	4,000	2,909	1,091
Mail	4,000	4,000	1,424	2,576
Advertising Notice	40,000	30,000	18,366	11,634
Printing and Reproduction	17,000	17,000	3,233	13,767
Office Supplies and Materials	9,000	9,000	3,130	5,870
Property Appraiser and Tax Collector Commissions	38,000	38,000	26,965	11,035
Risk Management	2,000	2,000	2,480	(480)
Travel	9,000	9,000	2,923	6,077
Fleet O&M	-	1,000	539	461
Reference and Education	5,000	5,000	2,946	2,054
Accounting and Audit	15,000	15,000	15,190	(190)
Administrative Hearing	4,000	4,000	-	4,000
Council Activities	2,000	2,000	-	2,000
Contingency	3,000	3,000	5,602	(2,602)
10% of Expenditures (Budgeted Contingency)	96,400	180,500	-	180,500
Total Expenditures	1,060,400	1,985,500	1,747,730	237,770
EXCESS OF REVENUES OVER EXPENDITURES	<u>\$ 200,090</u>	<u>\$ 162,010</u>	<u>\$ 291,935</u>	<u>\$ 129,925</u>

Note A - Budget-to-Actual Reconciliation

An Explanation of the Differences Between Budgetary Inflows and Revenues
Determined in Accordance with Generally Accepted Accounting Principles Follows:

Actual Amounts (Budgetary Basis) "Revenue" from the Budgetary Comparison Schedule	\$ 2,039,665
Differences - Budget to GAAP:	
Projected Fund Balance Carryforward from the Prior Year is a Budgetary Resources but is Not a Current Year Revenue for Financial Reporting Purposes	(135,870)
Total Revenue as Reported on the Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Funds	<u>\$ 1,903,795</u>

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
NOTE TO STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED SEPTEMBER 30, 2015**

NOTE 1 BUDGET COMPLIANCE

Budgets

On or before July 1 of each year, the Council's Executive Director prepares a budget, which includes requested appropriations for the next fiscal year.

The proposed budget is presented to the Council members on or before July 31 for review. The Council approves the budget at a public meeting and transmits it to the Board of County Commissioners for approval and certification of the millage rate at a public hearing, as provided by law.

Expenditures may not legally exceed budgeted appropriations at the fund level. Any revision that alters the total expenditures must be approved by a majority of the Council members. In instances where budget appropriations and estimated revenues have been revised during the year, the budget data presented in the financial statements represents final authorized amounts. Unexpended appropriations lapse at year-end. All deliberations on the budget by the Council shall be done at meetings open to the public.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
SCHEDULE OF PROPORTIONATE SHARE OF THE
NET PENSION LIABILITY
YEAR ENDED SEPTEMBER 30, 2015**

Florida Retirement System Pension Plan

2015

Council's Proportion of the Net Pension Liability	0.002535182%
Council's Proportionate Share of the Net Pension Liability	\$ 327,453
Council's Covered-Employee Payroll	\$ 625,764
Council's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Its Covered-Employee Payroll	52.33%
Plan Fiduciary Net Position as a Percentage of the total Pension Liability	92.00%

Note: The Amounts Presented for Each Fiscal Year were Determined as of June 30.

Note: Information is required to be presented for 10 years. However, until a full 10-year trend is compiled, the Council will present information for only those years for which information is available.

Retiree Health Insurance Subsidy Program

2015

Council's Proportion of the Net Pension Liability	0.002674486%
Council's Proportionate Share of the Net Pension Liability	\$ 272,756
Council's Covered-Employee Payroll	\$ 811,399
Council's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Its Covered-Employee Payroll	0.00%
Plan Fiduciary Net Position as a Percentage of the total Pension Liability	0.50%

Note: The Amounts Presented for Each Fiscal Year were Determined as of June 30.

Note: Information is required to be presented for 10 years. However, until a full 10-year trend is compiled, the Council will present information for only those years for which information is available.

**PINELLAS COUNTY PLANNING COUNCIL
A COMPONENT UNIT OF PINELLAS COUNTY, FLORIDA
SCHEDULE OF CONTRIBUTIONS
YEAR ENDED SEPTEMBER 30, 2015**

Florida Retirement System Pension Plan

	<u>2015</u>
Contractually Required Contribution	\$ 78,447
Contributions in Relation to the Contractually Required Contribution	(78,447)
Contribution Deficiency (Excess)	<u>\$ -</u>
Council's Covered-Employee Payroll	\$ 859,715
Contributions as a Percentage of Covered Employee Payroll	9.12%

Note: The Amounts Presented for Each Fiscal Year were Determined as of September 30.

Note: Information is required to be presented for 10 years. However, until a full 10-year trend is compiled, the Council will present information for only those years for which information is available.

Retiree Health Insurance Subsidy Program

	<u>2015</u>
Contractually Required Contribution	\$ 14,857
Contributions in Relation to the Contractually Required Contribution	(14,857)
Contribution Deficiency (Excess)	<u>\$ -</u>
Council's Covered-Employee Payroll	\$ 1,063,959
Contributions as a Percentage of Covered Employee Payroll	1.40%

Note: The Amounts Presented for Each Fiscal Year were Determined as of September 30.

Note: Information is required to be presented for 10 years. However, until a full 10-year trend is compiled, the Council will present information for only those years for which information is available.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Members

Pinellas County Planning Council

A Component Unit of Pinellas County, Florida
Clearwater, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of Pinellas County Planning Council, as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise Pinellas County Planning Council's basic financial statements, and have issued our report thereon dated REPORT DATE.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Pinellas County Planning Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pinellas County Planning Council's internal control. Accordingly, we do not express an opinion on the effectiveness of Pinellas County Planning Council's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Members
Pinellas County Planning Council
A Component Unit of Pinellas County, Florida

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pinellas County Planning Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pinellas County Planning Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

Tampa, Florida
REPORT DATE

MANAGEMENT LETTER

Members
Pinellas County Planning Council
A Component Unit of Pinellas County, Florida
Clearwater, Florida

Report on the Financial Statements

We have audited the financial statements of the Pinellas County Planning Council, as of and for the fiscal year ended September 30, 2015 and have issued our report thereon dated REPORT DATE.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550 Rules of the Florida Auditor General.

Other Reports and Schedule

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, Section 601, regarding compliance requirements with Chapter 10.550, Rule of the Auditor General. Disclosures in those reports, which are dated REPORT DATE, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information is disclosed in the notes to the financial statements.

Financial Condition

Section 10.554(1)(i)5.a., Rules of the Auditor General, requires that we report the results of our determination as to whether or not the Council has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Council did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Financial Condition (Continued)

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Council's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Annual Financial Report

Section 10.554(1)(i)5.b., Rules of the Auditor General, requires that we report the results of our determination as to whether the annual financial report for the Council for the fiscal year ended September 30, 2015, filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2015. In connection with our audit, we determined that these two reports were in agreement.

Special District Component Units

Section 10.554(1)(i)5.d, Rules of the Auditor General, requires that we determine whether or not a special district that is a component unit of a county, municipality, or special district, provided the financial information necessary for proper reporting of the component unit, within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. The Council does not have any component units.

Other Matters

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Directors and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Tampa, Florida
REPORT DATE

INDEPENDENT ACCOUNTANTS' REPORT

Board of Members
Pinellas County Planning Council
Clearwater, Florida

We have examined the Pinellas County Planning Council's (Council) compliance with Section 218.415, Florida Statutes, regarding the investment of public funds during the year ended September 30, 2015. Management is responsible for the Council's compliance with those requirements. Our responsibility is to express an opinion on the Council's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the Council's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Council's compliance with specified requirements.

In our opinion, the Council complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2015.

This report is intended solely for the information and use of the Council and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Tampa, Florida
REPORT DATE

310 Court Street, Clearwater, FL 33756-5137
Telephone 727-464-8250 ~ Fax 727-464-8212
www.pinellasplanningcouncil.org

May 4, 2016

CliftonLarsonAllen LLP
201 North Franklin Street, Suite 2500
Tampa, Florida 33602

This representation letter is provided in connection with your audits of the financial statements of Pinellas County Planning Council, which comprise the respective financial position of the governmental activities and the general fund as of September 30, 2015 and the respective changes in financial position then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of September 30, 2015, the following representations made to you during your audit:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 19, 2015, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP. The financial statements include all properly classified funds and other financial information of the primary government as required by generally accepted accounting principles to be included in the financial reporting entity.
- We acknowledge and have fulfilled our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions used by us in making accounting estimates are reasonable.

We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions used in making those estimates, and we believe the estimates (including those measured at fair value) and the significant assumptions used in making those accounting estimates are reasonable.

- Significant estimates have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP. Significant estimates are estimates at the financial statement date that could change materially within the next year.
- Related party relationships and transactions, including, but not limited to, revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events occurring subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
- We have not identified or been notified of any uncorrected financial statement misstatements.
- We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed in accordance with U.S. GAAP.
- Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
- Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the financial statement date and have been reduced to their estimated net realizable value.
- We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility. Impairment loss and insurance recoveries have been properly recorded.
- We believe that the actuarial assumptions and methods used to measure pension liabilities and costs for financial accounting purposes are appropriate in the circumstances.
- We are unable to determine the possibility of a withdrawal liability in a multiple-employer benefit plan.
- We do not intend to compensate for the elimination of postretirement benefits by granting an increase in pension benefits.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - Complete minutes of the meetings of the governing board and related committees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with, or deficiencies in, financial reporting practices.
 - All communications from regulatory agencies, grantors, lenders, and other funding sources concerning noncompliance with the provisions of laws, regulations, contracts, and grant agreements.
 - Access to all audit or relevant monitoring reports, if any, received from funding sources.
- All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.

- We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations and provisions of contracts and grant agreements, or abuse whose effects should be considered when preparing financial statements.
- We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments, that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- There are no other material liabilities or gain or loss contingencies that are required to be accrued or disclosed in accordance with U.S. GAAP.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral, except as made known to you and disclosed in the financial statements.
- We have a process to track the status of audit findings and recommendations.
- We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to Pinellas County Planning Council, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- The entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- We are responsible for determining whether we have received, expended, or otherwise been the beneficiary of any federal awards during the period of this audit. No federal award, received directly from federal agencies or indirectly as a subrecipient, was expended in an amount that cumulatively totals from all sources \$500,000 or more. For this representation, "award" means financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal


awarding agencies or indirectly from pass-through entities. It does not include procurement contracts, user grants, or contracts used to buy goods or services from vendors.

- We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- The financial statements properly classify all funds and activities.
- Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- Provisions for uncollectible receivables have been properly identified and recorded.
- Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported..
- Capital assets are properly capitalized, reported, and, if applicable, depreciated.
- We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- We understand that you prepared the trial balance for use during the audit and that your preparation of the trial balance was limited to formatting information into a working trial balance based on management's chart of accounts.
- In regards to the preparation of the financial statements and related notes services performed by you, we have:
 - Made all management judgments and decisions and assumed all management responsibilities.
 - Designated an individual who possesses suitable skill, knowledge, or and/or experience to understand and oversee the services.
 - Evaluated the adequacy and results of the services performed.
 - Accepted responsibility for the results of the services.

Examination Services

In connection with your examination of the investments for the year ended September 30, 2015, for the purpose of expressing an opinion that the investments are in compliance with the requirements of Section 218.415, we confirm, to the best of our knowledge and belief, the following representations made to you during your engagement.

- We are responsible for the investments for compliance with the requirements of Section 218.415.
- For the year ended September 30, 2015, the investments are in compliance with the requirements of Section 218.415, Florida Statutes.
- We have disclosed to you all known matters contradicting, or that may contradict, the investments and we have disclosed to you all communications from regulatory agencies affecting the investments.
- There have been no communications from regulatory agencies, internal auditors, and other independent practitioners or consultants relating to the investments including communications received between September 30, 2015, and the date of this letter.
- There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- We have made available to you all information and records that we believe are relevant to the investments.
- There are no material transactions that have not been properly recorded in the accounting records underlying the investments.
- We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
- We have no knowledge of any fraud, allegations of fraud, or suspected fraud involving management, employees who have significant roles in internal control, or others where the fraud could have an effect on the investments including any communications from employees, former employees, analysts, regulators, or others.
- We have responded fully to all inquiries made to us by you during the engagement.
- No events have occurred subsequent to September 30, 2015 that would require adjustment to or modification of the investments.
- Your report is intended solely for the information and use of management, those charged with governance, and the Auditor General, State of Florida, and is not intended to be and should not be used by anyone other than those specified parties.

Signature:  Title: Executive Director

Signature: Michael C. Cangul Title: Plan. DN. Mgr.



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

PPC Meeting
May 11, 2016

*Agenda Item
IV.B.*

*Annual Work
Program FY17*

I. RECOMMENDATION

Forward Pinellas, sitting as the Pinellas Planning Council, review, discuss, and provide direction as necessary on the FY17 Work Program.

II. BACKGROUND

Attached for the Board's information and review is an outline of the proposed work program for FY17 (Attachment 1). The work program continues to focus on carrying out the newly adopted Countywide Plan and integration with the Metropolitan Planning Organization (MPO). This includes significant work put forth towards carrying out the Council's SPOTlight Pinellas initiatives.

III. LIST OF ATTACHMENTS

Attachment 1 Annual Work Program Overview – Discussion Outline

Board Action:

CPA Action:

ANNUAL WORK PROGRAM OVERVIEW

This outline of the Annual Work Program for Fiscal Year 2016-17 (FY17) is organized under three major functional headings as follows:

- Countywide Planning;
- Local Planning Coordination and Assistance; and
- Agency Operations

The individual tasks to be carried out under each of these three functional headings are outlined below for review and approval by Forward Pinellas, sitting as the Pinellas Planning Council (PPC).

I. COUNTYWIDE PLANNING

A. Countywide Plan Implementation

1. In coordination with local governments and the Metropolitan Planning Organization (MPO), prioritize Activity Center and Multimodal Corridor planning;
2. Identify and prioritize Countywide Plan provisions that meet the objectives of the 2014 Economic Innovation and Leadership Symposium; and
3. Integrate the Countywide Plan provisions with the SPOTlight Pinellas Enhancement Areas.

B. Countywide Plan Monitoring and Refinement

1. Periodically review the Countywide Rules to ensure that they meet the goals of the Countywide Plan Strategies and other countywide initiatives;
2. Provide for the ongoing interpretation and administration of the Countywide Rules, as well as identification and consideration of amendments as requested by local government, the Board, and the Countywide Planning Authority;
3. Maintain an inventory of intensity standard adjustments, supplemental recommendations, Countywide Plan Map amendments, year-end land use category acreage counts, and other countywide planning data, and prepare reports on an annual or other periodic basis.

C. Countywide Plan Map and Data Resources

1. Make copies of the Countywide Plan Map available to local governments on an annual or more frequent basis and make the map series available on the Forward Pinellas' website;
2. Coordinate, manage, and enhance the geographic information systems (GIS) database for the production and improved utilization of the Countywide Plan Map and associated data, in coordination with the Pinellas County Enterprise GIS Bureau;
3. Enhance the collection, organization, evaluation and distribution of key information on land use, demographic, and economic factors relevant to the countywide planning process and local government; and
4. Explore the development of new capabilities that build upon the existing GIS database, including 3D mapping visualization and land use scenario modeling software.

D. Interagency Coordination

1. Provide for ongoing coordination of Countywide Plan implementation and refinement with the MPO Long Range Transportation Plan and other transportation planning efforts;
2. Ensure that implementation of the Countywide Plan is coordinated with the efforts of Pinellas County Economic Development;
3. Track and provide information regarding state growth management legislation as a resource to local governments and as it pertains to the countywide planning process; and
4. Provide for ongoing coordination of the Countywide Plan with other county, regional, and state agencies, including expanded opportunities for enhanced coordination and collaboration as a function of the Countywide Plan and other countywide initiatives.

II. LOCAL PLANNING COORDINATION AND ASSISTANCE

A. Review and Coordination of Local Government Plan Amendments

1. Review and process requests for Countywide Plan Map amendments;
2. Review local amendments to future land use plan maps, comprehensive plans, and land development regulations for consistency with the Countywide Plan;

3. Provide assistance and coordination to local governments as needed to ensure that local plan and code amendments achieve and maintain consistency with the Countywide Plan;
4. Review and inventory local plans and other implementing regulations governing Activity Centers and Multimodal Corridors, and prepare reports on an annual or other periodic basis; and
5. Maintain a library of current local comprehensive plans and regulations.

B. Review and Coordination of Annexations

1. Inventory, coordinate, and periodically report data on voluntary and involuntary annexations; and
2. Maintain an online worksheet providing tax and fee information associated with residential annexations.

C. Local Government Assistance

1. Provide routine technical assistance to local governments to assist in coordinating their local planning efforts with the Countywide Plan;
2. Produce and maintain plan, zoning, and special purpose maps for local governments, including coordination with the Pinellas County Enterprise GIS Bureau as applicable, pursuant to our Mapping Services and Interlocal Agreement; and
3. Provide technical assistance for special projects or specified ongoing services on an as requested/as available basis, including facilitation of the concepts in the Countywide Plan, pursuant to our Interlocal Agreement for Planning Services.

III. AGENCY OPERATIONS

A. Administration and Management

1. Integration of the organizational structure, administration, and finances of Forward Pinellas, including:
 - a. Working with internal teams, roles, and responsibilities;
 - b. Connecting with external partners (e.g., working with leaders, stakeholders, and partners that can assist us in carrying out our program);
 - c. Updating and revising agendas, office procedures, outreach and communication tools; and

- d. Carrying out our agency rebranding and communication strategy development and implementation;
2. Provide for the coordination of Forward Pinellas' representation and functions with its member local governments and the Board of County Commissioners pursuant to its countywide planning authority (CPA), including an ongoing system of reporting to and soliciting feedback from both local government and the CPA;
3. Maintain and update annual and five-year work programs;
4. Oversee and integrate individual parts of the annual work program based upon Forward Pinellas' direction;
5. Prepare, review and coordinate approval of budget process by the PPC and Board of County Commissioners;
6. Prepare and administer interlocal agreements for planning and mapping services with local governments;
7. Coordinate preparation, review and acceptance of annual audit under the contract with independent auditor; and
8. Administer Forward Pinellas' operations including personnel, finance and office oversight based on Board's approved work program, budget, and operating procedures.

B. Integrate PPC Role and Procedures with Emerging Issues

1. Continue to coordinate and refine the role of Forward Pinellas and the CPA under the Special Act and the countywide planning process in response to emerging issues as authorized by the Board;
2. Review and update the PPC Strategic Plan as appropriate;
3. Identify, assess and participate, as may be appropriate, in any realignment of governance structure and service delivery responsibilities as mutually agreed to by Forward Pinellas and the CPA;
4. Address any legal, administrative or financial process that may be required relative to the consideration of any revised organizational structure involving Forward Pinellas;
5. Maintain and coordinate pertinent educational and reference materials for the Board and local governments; and
6. Provide such other staff assistance, as need and opportunity present themselves, based on the Board's direction.

C. Communication and Outreach

1. Prepare the PPC newsletter and mandatory annual report to communicate Forward Pinellas' activities to local governments, other agencies, and the public;
2. Maintain and enhance Forward Pinellas' website to include current information related to the countywide planning process; and
3. Coordinate communication and outreach efforts with those of the MPO.

SUMMARY

This outline of the work program reflects Forward Pinellas' objectives, sitting as the PPC, for work to be undertaken and will be the basis for establishing the respective timing of each major work item. It shall serve as the overall direction to staff in carrying out its functions during FY17, and will be refined during the course of the year based on input from the Board and in concert with the budget.



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Agenda Item
IV.C*

Verbal Reports

I. RECOMMENDATION

Forward Pinellas receive and discuss verbal reports (information only - no action required).

II. BACKGROUND

Those items that do not require a written staff report or that have arisen subsequent to the preparation of the agenda will be covered by the Executive Director for the information of, and discussion by, the Board as is appropriate.

Board Action:

CPA Action:



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Meeting
May 11, 2016

*Agenda Item
V.A*

*Other Board
Business*

I. RECOMMENDATION

Board identify and discuss as determined appropriate.

II. BACKGROUND

The Board members typically bring up items of interest other than those on the regular agenda.

Board Action:

CPA Action: