

**Intergovernmental Coordination Element
Data Guideline Document**

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Introduction

The purpose of the Intergovernmental Coordination Element (ICE) as set forth in Section 9J-5.015, Florida Administrative Code (F.A.C.), is to establish consistent and responsive methods for local governments to relate to one another and implement effective growth management programs. The ways in which local governments relate include regulations, permitting, review of comprehensive plans and development proposals, and coordination of regional initiatives. Each local government is required to address its plans for intergovernmental coordination within its comprehensive plan.

Section 9J-5.015, F.A.C., requires the following data to be collected in preparation of an ICE:

- (1) An inventory of all adjacent local governments, school boards, other units of local government providing services but not having regulatory authority over the use of land, water management districts, regional planning agencies, state agencies with which the local government coordinates, regional and state agencies with land use or environmental regulatory authority, and authorities, independent special districts, and utility companies which provide services within the local jurisdiction.
- (2) A brief description of the existing coordination mechanism indicating the subject, the nature of the relationship, and the office with primary responsibility for coordination.

Section 9J-5.015, F.A.C., also contains requirements for analysis of the data collected. Analysis requirements include:

- (1) Describing the effectiveness of existing coordination mechanisms, such as intergovernmental agreements, joint planning and service agreements, and joint meetings or workgroups used to further intergovernmental coordination.
- (2) Identify specific problems and needs within each of the comprehensive plan elements which would benefit from additional or improved intergovernmental coordination and means for resolving those problems and needs.
- (3) Coordination of local comprehensive plans with regional policy plans in order to evaluate the needs for additional planning coordination.

How to Record the Data

- 1) From Table 1, select all of the state and regional agencies, local governments, and independent special districts with which your jurisdiction coordinates. Make certain that you include any local governments, including other counties, which are adjacent to your jurisdiction. Record your selections in the first column of your template table (see Page 10 for a copy of the template table).
- 2) In Table 2, you will find certain coordination activities that are common to most jurisdictions in Pinellas County. If these activities are part of the intergovernmental coordination efforts of your jurisdiction, enter the information for each agency into columns 2, 3, and 4 of your template table.
- 3) For specific intergovernmental coordination activities with agencies selected from Table 1 which are not addressed by the information in Table 2, fill in columns 2, 3, and 4 of your template table with information on the Office of Primary Responsibility, the Subject, and the Nature of Relationship for each agency.
- 4) Finally, you need to record the existing method of coordination for each of the intergovernmental coordination activities in your template table. Examples of methods of coordination may include participation in a formal committee or task force; participation in issue-specific informal workgroups; written communications to exchange information, coordination or report/solve problems; telephone or individual meetings to exchange information, or providing formal documents (such as plan amendments, development review applications, reports, studies, or ordinances) for review and comment.

How to Use the Data in an Analysis

Now that a specific table of intergovernmental coordination activities has been prepared for your jurisdiction, you will use this data to prepare an analysis of the effectiveness of the intergovernmental coordination activities.

- 1) For each activity entry in your table, write a couple of sentences to describe the entry.

For Example (using Row 1 of Table 2): The Town of _____ transmits proposed comprehensive plan amendments to the Department of Community Affairs, Division of Community Planning, for review. The Town Clerk mails the transmittal package directly to the Plan Processing Team, and coordinates with the assigned DCA planner to answer any questions about the proposed amendments.

- 2) To those sentences, add a description as to whether the existing coordination methods are effective and identify any that are not.
- 3) If coordination methods need improvement, describe how to improve them.

Table 1. Inventory of Local Governments, Governmental Agencies, & Utilities

Jurisdiction/District	Type of Entity
Florida Department of Community Affairs (DCA)	State Agency
Florida Department of Transportation (FDOT) – District 7	State Agency
Florida Department of Environmental Protection (FDEP)	State Agency
Florida Department of State	State Agency
Department of Health	State Agency
Florida Fish and Game Conservation Commission	State Agency
Public Service Commission	State Agency
Southwest Florida Water Management District (SWFWMD)	State Agency
Tampa Bay Regional Planning Council (TBRPC)	Regional Agency
Pinellas Planning Council	County Agency
Pinellas Metropolitan Planning Organization	County Agency
Town of Belleair	Local Government
City of Belleair Beach	Local Government
City of Belleair Bluffs	Local Government
Town of Belleair Shore	Local Government
City of Clearwater	Local Government
City of Dunedin	Local Government
City of Gulfport	Local Government
City of Indian Rocks Beach	Local Government
Town of Indian Shores	Local Government
Town of Kenneth City	Local Government
City of Largo	Local Government
City of Madeira Beach	Local Government
Town of North Redington Beach	Local Government
City of Oldsmar	Local Government
City of Pinellas Park	Local Government
Town of Redington Beach	Local Government

Jurisdiction/District	Type of Entity
Town of Redington Shores	Local Government
City of Safety Harbor	Local Government
City of St. Pete Beach	Local Government
City of St. Petersburg	Local Government
City of Seminole	Local Government
City of South Pasadena	Local Government
City of Tarpon Springs	Local Government
City of Treasure Island	Local Government
Pinellas County	Local Government
Pinellas County School Board	Local Government
Tampa Bay Water Authority	Regional Water Supplier
East Lake Tarpon Special Fire Control District	Independent Special District
Lealman Special Fire Control District	Independent Special District
Palm Harbor Special Fire and Rescue Control District	Independent Special District
Pinellas Suncoast Fire and Rescue District	Independent Special District
Greater Seminole Area Special Recreation District	Independent Special District
Pinellas Park Water Management District	Independent Special District
Pinellas Suncoast Transit Authority	Independent Special District
Clearwater Cay Community Development District	Independent Special District
Clearwater Downtown Development Board	Independent Special District
Eastlake Oaks Community Development District	Independent Special District
Pinellas County Housing Authority	Independent Special District
Pinellas County Educational Facilities District	Dependent Special District
Pinellas County Emergency Medical Services Authority	Dependent Special District
City of Tarpon Springs Community Redevelopment Agency	Dependent Special District
Clearwater Community Redevelopment Agency	Dependent Special District
Clearwater Housing Authority	Dependent Special District
Crescent Lake Dependent Special District	Dependent Special District

Jurisdiction/District	Type of Entity
Dunedin Community Redevelopment Agency	Dependent Special District
Dunedin Housing Authority	Dependent Special District
Forty-Ninth Street Corridor Redevelopment District	Dependent Special District
Gulfport Waterfront Community Redevelopment Agency	Dependent Special District
Housing Authority of Tarpon Springs	Dependent Special District
Housing Finance Authority of Pinellas County	Dependent Special District
Largo Community Redevelopment Agency	Dependent Special District
Old Northeast Dependent Special District	Dependent Special District
Oldsmar Community Redevelopment Agency	Dependent Special District
Pinellas County Industrial Development Authority	Dependent Special District
Pinellas Park Community Redevelopment District	Dependent Special District
Round Lake Dependent Special District	Dependent Special District
Safety Harbor Community Redevelopment Agency	Dependent Special District
St. Petersburg Redevelopment Agency	Dependent Special District
St. Petersburg Housing Authority	Dependent Special District

Source: Pinellas County. "Service Delivery in Pinellas County: An Inventory and Assessment of Service Delivery Agreements." January 29, 2004.

www.myflorida.com

www.floridaspecialdistricts.com;

Table 2. Intergovernmental Coordination Activities

Coordination Activities				
Agency	Office with Primary Responsibility	Subject	Nature of Relationship	Existing Coordination Method
Department of Community Affairs (DCA)	Community Planning	Comprehensive Plans	Review & Regulation	
	Emergency Management	Community Emergency Response Team (CERT)	Administration	
		National Flood Insurance Program	Administration	
	Housing & Community Development	Florida Building Codes	Administration	
		Community Development Block Grant (CDBG), Community Services Block Grant (CSBG), Florida Communities Trust (FCT)	Grants	
		Special Districts	Technical Assistance	
Department of Environmental Protection (DEP)	Florida State Clearinghouse	Florida Coastal Management Program	Permitting	
		Coastal Zone Management Act	Permitting	
		National Historic Preservation Act	Permitting	
		National Environmental Policy Act (NEPA)	Permitting	
	Bureau of Petroleum Storage Systems	Storage Tank Regulation	Permitting	
	Hazardous Waste Management	Hazardous Waste Generators	Permitting	
	Air Resource Management	Air Permitting	Permitting	
	Water Resource Management	Beach Permitting	Permitting	
		Coastal Construction Control Line	Permitting	

Coordination Activities				
Agency	Office with Primary Responsibility	Subject	Nature of Relationship	Existing Coordination Method
Department of Environmental Protection (DEP) (cont)		National Pollutant Discharge Elimination System (NPDES)	Permitting	
		Underground Injection Control Program	Permitting	
		Wastewater Facilities	Permitting	
		Total Maximum Daily Load (TMDL) Water Quality Restoration	Permitting	
Department of State	Office of Cultural and Historical Programs	Compliance Review	Review	
		Florida Master Site File	Review	
Department of Health	Environmental Health	Onsite Sewage Program	Technical Assistance	
Florida Fish and Wildlife Conservation Commission	Commission Boating Division	Alligator Lake Boat Ramp	Ownership	
Southwest Florida Water Management District (SWFWMD)	SWFWMD	Environmental Resource Permit (ERP)	Permitting	
		Water Use Permit (WUP)	Permitting	
		Well Construction Permit	Permitting	
		Regional Water Supply Planning	Review	
		Flood Insurance Rate Map (FIRM) update	Regulatory	
		Reclaimed water projects	Permitting	
		Tampa Bay/Anclote River Comprehensive Watershed Management Plan	Regulatory	

Coordination Activities				
Agency	Office with Primary Responsibility	Subject	Nature of Relationship	Existing Coordination Method
Tampa Bay Regional Planning Council (TBRPC)	TBRPC	Local Emergency Planning Committee	Coordination	
	TBRPC	Agency on Bay Management	Coordination	
	TBRPC	Development of Regional Impact (DRI) Review	Regulatory	
	TBRPC	Tampa Bay Prepares	Coordination	
	TBRPC	Clearinghouse	Review	
Pinellas Planning Council (PPC)	PPC	Countywide Plan	Regulatory	
	PPC	Pinellas by Design	Advisory	
	PPC	Annexations	Review	
Pinellas Metropolitan Planning Organization (MPO)	MPO	Long-Range Transportation Plan	Regulatory	
	MPO	Transportation Improvement Plan	Regulatory	
Pinellas County	Planning Department	Comprehensive Plan Amendment Review	Review	
	Community Development Department	Affordable Housing Programs	Service	
	Environmental Management	National Pollutant Discharge Elimination System (NPDES)	Regulatory	
	Environmental Management	Total Maximum Daily Load (TMDL) Water Quality Restoration	Regulatory	
	Environmental Management	Environmental Permitting	Permitting	

Coordination Activities				
Agency	Office with Primary Responsibility	Subject	Nature of Relationship	Existing Coordination Method
Pinellas County School Board	School Board	School Concurrency	Regulatory	
	School Board	School Facility Siting	Coordination	
	School Board	Joint Use Facilities	Interlocal Agreement	
Tampa Bay Water Authority	Tampa Bay Water	Water Supply	Plan Coordination	

Sources: www.pinellascounty.org - Pinellas County
www.tbrpc.org – Tampa Bay Regional Planning Council
www.myflorida.org – Florida State Government
www.swfwmd.state.fl.us – Southwest Florida Water Management District
www.pinellas.k12.fl.us - Pinellas County School District
www.pinellascounty.org/mpo - Pinellas County Metropolitan Planning Organization
www.co.pinellas.fl.us/ppc - Pinellas Planning Council

Template Table

Coordination Activities				
Agency	Office with Primary Responsibility	Subject	Nature of Relationship	Existing Coordination Method

Other Data Sources

“Service Delivery in Pinellas County: An Inventory and Assessment of Service Delivery Agreements.” Pinellas County Planning Department, January 29, 2004.