



**INTEGRATED TRANSPORTATION AND LAND USE
FOR THE PINELLAS COMMUNITY**



**AGENDA OF THE
METROPOLITAN PLANNING ORGANIZATION AND PINELLAS PLANNING COUNCIL
WEDNESDAY, MARCH 9, 2016 AT 1:00 P.M.
BOARD ASSEMBLY ROOM – 5th FLOOR
CLEARWATER COURTHOUSE
315 COURT STREET, CLEARWATER, FLORIDA**

*Please note that the Pinellas County Metropolitan Planning Organization (MPO) and Pinellas Planning Council (PPC) are separate legal entities that include the same membership. The members will conduct their MPO meeting proceedings first, followed by the PPC meeting items. The MPO portion of the meeting will begin at 1:00 pm and the PPC agenda may start at the conclusion of the MPO agenda; however PPC public hearings will begin at 3:00 pm, or thereafter as the agenda permits.



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. PRESENTATION OF PLAQUE TO OUTGOING BOARD MEMBER – KEVIN PICCARRETO

V. CONSENT AGENDA

- A. Approval of Minutes – Meeting of February 10, 2016
- B. Approval of Title VI Program
- C. Approval of Crash Data Management System Contract With Tindale-Oliver
- D. Approval of Committee Appointments – LCB, BPAC, CAC, TCC
- E. Approval of Resolution Regarding De-obligation of UPWP Funding

VI. PRESENTATION AND/OR ACTION ITEMS

- A. Draft FY 2016/17 – 2017/18 Unified Planning Work Program – Transmittal Action
- B. FY 2014/15 MPO Audit Report – Acceptance
- C. Proclamation Recognizing March as Florida Bicycle Month – Action
- D. St. Petersburg Resolution Concerning I-275 Improvements – Action
- E. Confirm Tampa Bay TMA Leadership Group Purpose and Organization Statement – Action
- F. Support of PSTA/HART Application for the Regional Fare Collection Project for TIGER Funding – Action
- G. Clearwater's Resolution Concerning Funding to Update the 2010 Transit Alternative Study – Information
- H. Current Water Borne Transportation Plans and Operations – Update
- I. Committee Recommendations (CAC)
 - 1. Full Membership for TBARTA CAC Ex-Officio Representatives
 - 2. Downtown to Beach Park and Ride Transit Options Proposal
- J. Regional Trails – Update
- K. PSTA – Update

- VII. **REPORTS/UPDATE**
 - A. Legislative Report
 - B. Director's Report
 - 1. SPOTlight Update
 - VIII. **PPC/MPO JOINT ITEMS FOR APPROVAL/INFORMATION**
 - A. General Planning Consultant Selection – Action
 - IX. **INFORMATIONAL ITEMS**
 - A. Committee Vacancies
 - B. Correspondence
 - C. Other
 - X. **ADJOURNMENT**
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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 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**

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least seven days prior to the meeting.

CONSENT AGENDA

A. Approval of Minutes – Meeting of February 10, 2016

ATTACHMENT: Minutes of February 10, 2016

B. Approval of Title VI Program

As a direct recipient of Federal Transit Administration (FTA) funds, the Pinellas County Metropolitan Planning Organization (MPO) is required to submit a Title VI Program to the FTA every three years. This document highlights the MPO's efforts with regards to Title VI compliance. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal assistance.

The Title VI Program addresses provision related to the Limited English Proficiency (LEP) Program pursuant to Presidential Executive Order 13166. This Order is intended to ensure that programs and activities that are provided in English are accessible to LEP persons and do not conflict with Title VI's prohibition against discrimination based on national origin. Presidential Executive Order 12898 is also addressed in the Title VI Program. This Order addresses environmental justice in minority and low-income populations.

The current Title VI Program letter of concurrence was sent from the FTA to the MPO on May 28, 2013 and is set to expire on May 31, 2016. FTA requires that the MPO submit an updated Title VI Program by April 1, 2016. Attached is a proposed updated Title VI Program. Changes to the Program include: the US Census information from the 2010-2014 American Community Survey, replacing data from the 2006-2010 American Community Survey; figures from the 2040 Long Range Transportation Plan, replacing those from the 2035 Long Range Transportation Plan; updated Public Participation Plan information; and the latest MPO committee information.

MPO staff recommends approval of Resolution #16-1 adopting the proposed Title VI Program.

ATTACHMENTS: Proposed MPO Title VI Program
MPO Resolution #16-1

C. Approval of Crash Data Management System Contract With Tindale-Oliver

Tindale-Oliver & Associates (TOA) is a planning and engineering firm that provides transportation, community planning and design, transit and public finance services to public sector clients throughout the United States. Since 1999, TOA has been an industry-leader in crash data reporting, which coincided with the development of a proprietary crash data management system. TOA's proprietary crash data management system has evolved over the years and is currently used by various agencies and organizations, including the Florida Department of Transportation (FDOT), as well as numerous cities, counties, and MPO's around the State of Florida. TOA's primary tool for crash data management and analysis is the web-based crash data management system, or WebCDMS. WebCDMS is a dynamic crash data management system whose capabilities include; automated Geographic Information System (GIS) crash mapping, crash record selection, automated collision diagrams, specialized reporting, data exports (KML, shapefile, Excel, PDF), access to scanned crash reports, hot spot analysis, counter measures, intersection and corridor crash rates, and dashboard functionality.

Since 2010, the Pinellas County MPO has worked with TOA and WebCDMS to analyze crash data for various purposes including; development of the annual Crash Data Report, Long Range Transportation Plan (LRTP), State of the System Report (SOS), Congestion Management Process

CONSENT AGENDA (CONTINUED)

- C. **Approval of Crash Data Management System Contract With Tindale-Oliver (Continued)** (CMP), Road Safety Assessments (RSA), corridor studies, roadway/intersection design support, signal warrant analysis, and project prioritization. The Pinellas County MPO also works with our local partners to provide WebCDMS data and analysis in support of local safety initiatives. A good example of an effective use of crash data is High Visibility Enforcement (HVE) programs that are conducted by local law enforcement agencies. The funding justification for HVE is based on crash data which has resulted in these programs being strategically deployed throughout Pinellas County to correct certain types of unsafe bicyclist, pedestrian or motorist behavior at our most dangerous intersections and corridors. Furthermore, as the Pinellas County MPO moves forward with the Pinellas SPOTlight Emphasis Area work plans, it will be imperative that access to a dynamic crash data management system is maintained. This will ensure that our planning efforts include a thorough analysis of Pinellas County's crash data, which will be used to develop effective countermeasures that improve safety on U.S. 19, the mid-county area, and along the Gulf Beaches.

Pinellas County MPO staff has researched other crash data management system service providers and found no firms in the region that offer this service. For example, the University of Florida maintains a crash data management system but its capabilities are very limited when compared to WebCDMS. Furthermore, the University of Florida's system is not utilized by local law enforcement or other local government agencies.

Currently, the Pinellas County MPO pays TOA \$1,549.58 per month for WebCDMS maintenance, crash data management, and crash location services. The current 12-month agreement also includes a line-item for crash rate development and reporting, as well as a line-item for up to 20 hours of "on-call" support to help staff with additional trainings, analysis, or report generation. The length of the new agreement will cover a 27-month period, which coincides with the effective period of the FY 2016/17-2017/18 Unified Planning Work Program (UPWP) cycle. The Pinellas County MPO and TOA have negotiated a monthly fee of \$1,549.43, which covers WebCDMS maintenance, data management, and location services. This fee is less than the current fee for the same service. The new scope of services also includes line-items for up to 45 hours of "on-call" support and traffic volume management and crash rate calculation services. The fee for these tasks is also generally consistent with the current work authorization.

Pinellas County MPO staff has concluded that TOA is best equipped for this service due to the following reasons: TOA is the only known firm in the region capable of providing in-depth crash data management and analysis, a fair cost structure has been negotiated that is consistent with previous agreements, and TOA's experience working on numerous safety initiatives with various partners in Pinellas County and throughout the Tampa Bay area. **MPO staff recommends approval of this Sole-Source Justification for the Pinellas County MPO to enter into a contract with TOA for WebCDMS Maintenance, Data Management, Crash Location, and Support services.**

ATTACHMENTS: Draft Contract with TOA
WebCDMS Scope of Services and Fee Estimate

CONSENT AGENDA (CONTINUED)

D. Approval of Committee Appointments (LCB, BPAC, CAC, TCC)

- **Local Coordinating Board**
With the retirement of Jim Calloway in March; the Agency for Health Care Administration (AHCA) is requesting Aaron Lounsberry be appointed as their representative. **MPO staff recommends the appointment of Aaron Lounsberry as the AHCA representative on the LCB.**
- **Bicycle Pedestrian Advisory Committee**
PSTA is requesting Kristina Tranel be added as an alternate on the BPAC. **MPO staff recommends the appointment of Kristina Tranel one of PSTA's alternates (in addition to Heather Sobush) on the BPAC.**
- **Citizens Advisory Committee**
Mayor Bradbury supports the appointment of Edward Ameen as a Mid-County/Pinellas Park representative on the CAC. **MPO staff recommends the appointment of Edward Ameen as a Mid-County/Pinellas Park representative on the CAC.**
- **Technical Coordinating Committee**
Pinellas County Planning Department is requesting Caroline Lanford be appointed as their representative on the TCC, with Scott Swarengen as the alternate. **MPO staff recommends the appointment of Caroline Lanford as the representative and Scott Swarengen as the alternate on the TCC.**

ATTACHMENTS: LCB Membership Listing
BPAC Membership Listing
CAC Membership Listing
Edward Ameen's Application and Backup
TCC Membership Listing
Letter Dated February 22, 2016 From Gordon Beardslee

E. Approval of Resolution Regarding De-obligation of Unified Planning Work Program Funding

In May 2014, the MPO approved the State Fiscal Year (FY) 2014/15 and 2015/16 Unified Planning Work Program (UPWP). The UPWP is mandated by federal and state law and identifies all transportation planning activities and corresponding funding allocations in the MPO planning program. The 2014/15 – 2015/16 UPWP includes unused STP funds that need to be rolled forward to the 2016/17 – 2017/18 UPWP. The proposed UPWP for the next two fiscal years, 2016/17 and 2017/18, is the subject of an action item scheduled later in this agenda.

In order to access Surface Transportation Program (STP) funds in the first year of the 2016/17 – 2017/18 UPWP, the MPO must de-obligate them from the FY 2014/15 – 2015/16 UPWP, which is currently in effect. This requires an amendment to the 2014/15 – 2015/16 UPWP. Based on the funding needs identified in the preparation of the FY 2016/17 – 2017/18 UPWP, staff is requesting that \$811,739 of STP funding be de-obligated from the current UPWP.

The attached resolution authorizes the MPO Executive Director to de-obligate the requested funding and also to prepare and submit a corresponding UPWP amendment. **MPO staff recommends approval of the resolution.**

ATTACHMENTS: Resolution 16-2

Pinellas MPO: 03/09/16

**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
MINUTES – MEETING OF FEBRUARY 10, 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, February 10, 2016 in the chambers of the Pinellas County Commission, 315 Court Street, Clearwater, Florida.

MEMBERS PRESENT

- Jim Kennedy – *Chairman* – Councilman, City of St. Petersburg
- John Morrone – *Vice Chairman* – Board of County Commissioners
- Doreen Hock-DiPolito – *Treasurer* – Councilmember, City of Clearwater
- Cookie Kennedy – *Secretary* – 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 (arrived at 1:06 p.m.)
- Julie Bujalski – Mayor, City of Dunedin, representing PSTA
- Dave Eggers – Board of County Commissioners
- Cliff Merz – Commissioner, City of Safety Harbor, representing Safety Harbor/Oldsmar/Tarpon Springs

- Kevin Piccarreto – Deputy Mayor, Town of Belleair, representing the in land communities of Belleair, Belleair Bluffs, Gulfport, Kenneth City, Seminole, South Pasadena

- Darden Rice – Councilmember, City of St. Petersburg
- Karen Seel – Board of County Commissioners
- 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

OTHERS PRESENT

- Whit Blanton – MPO Executive Director
- Sarah Ward – Pinellas County MPO
- Al Bartolotta – Pinellas County MPO
- Rodney Chatman – Pinellas County MPO
- Chelsea Hardy – County Attorney's Office
- Brian Beaty – FDOT
- John Gilberto – Cherry Bekaert
- Lauren Martin – Cherry Bekaert
- Julie Bond – Center for Urban Transportation Research
- Heather Sobush – PSTA
- Bob Bray – City of Pinellas Park
- Evan Morey – City of St. Petersburg
- Tom Whalen – City of St. Petersburg
- Kyle Simpson – City of St. Petersburg
- Paul Bertels – City of Clearwater
- Casey Morse – Pinellas County Public Works, Transportation
- Erick Trull – Coast Bike Share
- Ray Chiaramonte – TBARTA
- Chelsea Favero – Pinellas County MPO
- Brian Smith – BPAC Chairman
- Sarah Perch – Pinellas County MPO
- Carolyn Kuntz – MPO Recorder

I. CALL TO ORDER

Chairman Kennedy called the meeting to order at 1:02 p.m.

II. INVOCATION AND PLEDGE

Councilmember Rice performed the invocation and led the Pledge of Allegiance.

****Mayor Bradbury arrived at 1:06 p.m.****

Everyone on the dais introduced themselves.

III. CITIZENS TO BE HEARD

There were no citizens who came forward to be heard.

IV. CONSENT AGENDA

- A. **Approval of Minutes – Meeting of January 13, 2016**
- B. **Approval of Gannett Fleming Invoice**
- C. **Approval of CAC Bylaw Modification**
- D. **Approval of Committee Appointments – Mimi Jefferson as an education representative on the Local Coordinating Board and Karen Cunningham as a Clearwater representative on the Citizens Advisory Committee**

Commissioner Merz moved, Mayor Bradbury seconded, and motion carried to approve the minutes (Vote 13-0).

V. PUBLIC HEARING ITEMS

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

Brian Beaty, FDOT, summarized the two proposed amendments to the Transportation Improvement Program (TIP). The first amendment is a Bus Facilities Section 5337 Program Grant for \$16,571 that will be used towards maintenance. The second amendment is for a safety project at the intersection of S.R. 686/Roosevelt Boulevard at Lake Carillon Drive that will add an additional right-turn lane into the complex at a cost of \$398,020. These projects will not impact existing projects in the TIP.

There was some discussion clarifying the intersection project.

Upon call for public hearing, no one came forward. The public hearing was closed.

Regarding the Bus Facilities Section 5337 Program Grant, ***Commissioner Morroni moved, Commissioner Kennedy seconded, and motion carried to approve the amendment by roll call vote (Vote 13-0).***

Regarding the intersection project, ***Commissioner Morroni moved, Commissioner Kennedy seconded, and motion carried to approve the amendment to the TIP by roll call vote (Vote 13-0).***

B. Amendment to the Surface Transportation Program Project Priorities List

Chelsea Favero, MPO staff, indicated that the Board approved a modification to the LRTP last month to include I-175 at 4th Street as an unfunded need. In order for it to be eligible for funding; the project needs to be included on the Surface Transportation Program (STP) Priority List; therefore, staff included it at the bottom of the list along with a footnote indicating that STP funding will not be used for this project; however, its inclusion on the priority list would make it eligible for other funding.

Upon call for public hearing, no one came forward. The public hearing was closed.

Commissioner Seel moved, Councilmember Rice seconded, and motion carried to approve the amendment to the STP Priority List by roll call vote (Vote 13-0).

C. Amendments to the Long Range Transportation Plan

Chelsea Favero, MPO staff, explained that this was an amendment to the Long Range Transportation Plan (LRTP) to move the Central Avenue Bus Rapid Transit project from the unfunded Transit Vision Plan into the Cost Feasible Plan.

Upon call for public hearing, no one came forward. The public hearing was closed.

Councilmember Hock-DiPolito moved, Commissioner Seel seconded, and motion carried to approve the amendment to the LRTP by roll call vote (Vote 13-0).

D. Public Participation Plan Update – Action

Al Bartolotta, MPO staff, explained the board received an in depth presentation on the plan at their July meeting. He reviewed comments received from the public, advisory committees, and federal review officials. The changes include:

- Referencing efforts of the unification of the MPO and PPC, such as a common website and public participation outreach materials;
- Response to federal review agencies to expand information as to how citizens can get involved and/or participate with the advisory committees;
- Update current efforts regarding social media tools and strategies;
- Further explanation as to how and when the public can get involved with the Long Range Transportation Plan and the Transportation Improvement Program process (including notification information); and
- An appendix detailing the strategies and quantitative measures based on comment from the federal review agencies, including ways to reach out to the underserved areas.

Mr. Blanton added that staff continues to seek assistance in identifying minority candidates for the advisory boards, including those communities with transportation challenges. Staff will be bringing changes to the appointment process for the Citizens Advisory Committee at a future meeting to make it a more formal process. The appointment process will be reflected in future materials, including the Public Participation Plan.

Upon call for public hearing, no one came forward. The public hearing was closed.

Commissioner Kennedy moved, Councilmember Rice seconded, and motion carried to approve the updated Public Participation Plan (Vote 13-0).

VI. PRESENTATION AND/OR ACTION ITEMS

A. FY 2014/15 MPO Audit – Action

John Gilberto and Lauren Marten, both of Cherry Bekaert, provided an overview of the results of the FY 2014/15 MPO Audit. They explained the audit is not complete due to a question regarding an adjustment relating to the amount due to the Pinellas Planning Council (PPC). He asked that any printed copies of the audit report be passed to the MPO staff and that a final audit report will be transmitted once the issue is addressed. A question recently arose that the amount due to the PPC recorded in the financial statements is not correct and they are looking at that amount. Mr. Gilberto reported that they followed the Generally Accepted Auditing Standards OMB Circular A-133 and Section 218.415 of the Florida Statutes and the result is a clean opinion, which means everything included in the audit report is true and materially presented to the best of their knowledge. He explained how they tested the major federal grants and internal controls. Ms. Martin reported on key factors and assumptions that were found to be reasonable and reviewed the adjustments necessary. They did not find any misstatements or uncorrected statements. Ms. Marten reported that the audit was an unmodified report issued on compliance under OMB Circular

A-133 and Chapter 10.650, *Rules of the Auditor General of the State of Florida*, the MPO was considered a high risk auditee as defined by OMB Circular A-133, no deficiencies were identified in the federal or state programs tested, and the data collection form is scheduled to be completed by February 29, 2015. The MPO is a high risk auditee due to a finding two years ago, which will go away next year based on two years of a clean report. Ms. Marten summarized the changes that will begin next year for federal awards after December 26, 2014. The intent behind the changes is to reduce the administrative costs to those agencies that receive federal grants. Mr. Gilbert added that this will affect all entities nationwide and raises the threshold for a single audit to \$750,000.

Mr. Blanton stated that the final report will be on the March MPO agenda for action.

B. Bike Share Feasibility Study – Action

Rodney Chatman, MPO staff, reviewed a PowerPoint presentation that provided information on the bike share feasibility study. He explained that the Bicycle Pedestrian Advisory Committee (BPAC) formed a subcommittee to look at the feasibility of a bike share program in Pinellas County that could be implemented on a countywide basis. The presentation reviewed the purpose of the study, implementation consideration, methodology, conclusions, and recommendations. The study concluded that bike share is appropriate for portions of Pinellas County where bike sharing makes sense. The challenges include securing funding/sponsorships, developing implementation plan/organization structure, land development regulations, and addressing the “car” culture. The opportunities include an active biking community, positive feedback from the community and stakeholders, numerous tourist destinations, and good bike infrastructure. The study concluded that it should be an administrative non-profit with private operating contractors business model and should be a 4th generation bike share system. There should be an implementation plan with the first phase in the greater downtown Clearwater area and would enhance beach access by providing a mobility option along Gulf Boulevard. The recommendations from the study are that there should be a Bike Share Implementation Task Force and the MPO should coordinate the implementation plan with participating municipalities.

Chairman Kennedy announced that the City of St. Petersburg will be holding a meeting at the Public Service and Infrastructure Building on February 25 at 9:15 a.m. to discuss the potential of their bike share program.

Considerable discussion followed regarding the potential of the bike share program, how it could affect existing bike shop businesses and how they can work with such a program, making sure it's a seamless experience from jurisdiction to jurisdiction, bike share would help solve the first mile/last mile issue for transit since there is a shortage of bike racks on buses, bike share would help solve mobility issues such as access across the bridge from Clearwater to Clearwater Beach and back, adaptability of the program from a single area to a larger area (incremental approach), discussion regarding the Tampa bike share program and the proposal for St. Petersburg (Evan Morey, St. Petersburg, and Eric Trull, Coast Bike Share, were in attendance and provided additional information in response to questions from board members.), make presentations on bike share program to beach communities (BIG-C, non-profits, etc.), presentation to City of Clearwater, importance of getting the bike share program started as quickly as possible, the bike share program needs to be regional, importance of delivering the message to the communities, discussion of safety component and the number of bicyclists being killed (the MPO is considering a Vision Zero approach), discussion with ferry to allow bikes to cross (Eric agreed to work with the ferry), portability of the bike stations (customizable), begin discussions regarding a comprehensive safety program (Commissioner Seel met with Bert Valery and Brian Smith), connect people to jobs and students to colleges, look at return on investment, making sure there are adequate bikes where needed, noting there is no foolproof way in dealing with liability or risk.

Mr. Blanton summarized the discussion: the MPO would like to begin an outreach to identify potential non-profit entities and engage the willingness and desire of local communities and bring back a financial plan.

There was further discussion that staff should begin looking at the beaches and communities where the Pinellas Trail is located and plays an important role; that it should be a valid evaluation at a location that is well suited for a bike share program and implemented properly, and to also look at areas where there are parking issues such as downtown areas where bike share could be an option to supplement trolley and other modes.

During discussions, Commissioner Eggers, Councilmember Hock-DiPolito, and Commissioner Morroni left and returned

C. Committee Recommendations

1. Courtney Campbell Trail Amenities (BPAC) – Action

Mr. Blanton indicated that staff is requesting this item be deferred to allow additional time to coordinate with the County regarding additional amenities for the Courtney Campbell Trail. Commissioner Seel requested staff to check with Hillsborough County on what they're doing.

Commissioner Morroni moved, Commissioner Seel seconded, and motion carried to defer the recommendation (Vote 13-0).

2. Safety Improvements to Rosery Road in Largo (BPAC) – Action

Brian Smith, BPAC Chairman, reported the Committee reviewed the safety issues for bicycles and pedestrian crossing at Rosery Road and Alternate 19 and the Committee would like to commend Largo for their support to provide a safer situation.

Commissioner Eggers moved, Commissioner Kennedy seconded, and motion carried to approve the PTAC recommendation to transmit a letter to Largo thanking them for their efforts to improve vulnerable user safety along Rosery Road and Missouri Avenue (Vote 13-0).

3. Staffing Needs for Pinellas Trail User Safety and Security (PTSTF) – Action

Mr. Blanton indicated that staff is requesting this item be deferred to allow additional time to coordinate with the County regarding staffing needs for the Pinellas Trail.

Commissioner Seel moved, Councilmember Rice seconded, and motion carried to defer the recommendation (Vote 13-0).

D. Tampa Bay TMA Leadership Group Meeting of February 5, 2016

Mr. Blanton indicated the Tampa Bay TMA Leadership Group is assisting in the Scope for the Tri-County Premium Transit Study that is being led by HART with FDOT providing the funding. They are in the process of scheduling meetings to discuss scoping that effort. TBARTA and other MPO staffs will also be assisting with the scope. The scope will be brought back to the TMA Leadership Group at their April meeting. The TMA Leadership Group also discussed clarifying their purpose and organization where their advisory recommendations will be brought to the individual MPOs for action. The TMA Group also received a presentation on the extension of the Selmon Expressway from Tampa to the Gandy Bridge.

Chairman Kennedy added that Gandy Boulevard is an evacuation route and the Selmon Expressway extension is expected to be completed in 2020. They are able to complete one lane in each direction without requiring additional right-of-way.

E. Vision Zero – Presentation

Julie Bond, Center for Urban Transportation Research, reviewed a PowerPoint presentation on Vision Zero. Prior to her presentation, she invited anyone interested in a tour of the bike

share program for the University of South Florida to contact her. Vision Zero is a concept that recognizes that traffic fatalities are preventable and is a commitment to ensure that no one is killed in traffic. Cities that adopt Vision Zero set out to end traffic deaths within a specific timeframe. She reviewed different Vision Zero plans in New York, Fort Lauderdale, and Tampa. The Pinellas MPO is incorporating Vision Zero in their emphasis SPOTlight areas. The Bike/Walk Tampa Bay is a regional coalition and was formed to unite people working to positively impact biking and walking in the Tampa Bay area. The first summit was held December 2 and the next summit is scheduled for June in Pinellas County. She reviewed the priorities from the December 2 summit for education, encouragement, engineering, enforcement, and evaluation.

During the presentation, Councilmember Hock-DiPolito left at 3:09 p.m.

Discussion followed as to how to implement Vision Zero and to get on the map, whether a county could be included on the map in addition to the cities (Ms. Bond indicated she would check), the importance of working with and involving all entities to make this successful, the importance of providing outreach to the community, making it a grassroots effort, inclusion of teenagers as an at-risk group as a focus (Ms. Bond responded she would work with the high schools), suggestion of a draft resolution that could be presented to the communities that explains Vision Zero.

During discussion, Commissioner Eggers left at 3:26 p.m.

During discussion, Commissioner Seel left at 3:27 p.m.

F. SPOTlight Update

Mr. Blanton indicated the information is in the agenda packet.

1. Gateway – Update

2. U.S. 19 – Update

Mr. Blanton reported staff met with FDOT and they are planning on incorporating safety measures into the design of U.S. 19 intersections. FDOT will be making a presentation to the MPO on the safety measures at a future meeting. Mr. Blanton indicated they are working with the County on a land use plan for unincorporated Pinellas County along U.S. 19. FDOT has selected a design for the next intersections on U.S. 19 and Mr. Blanton requested FDOT to delay the design for a year to allow time on the land use plan with Pinellas County. The issue is that FDOT already selected a consultant and is in the process of negotiating a scope. Staff has questions on the cost/benefit ratio and requested a value engineering study. MPO staff will report back to the MPO.

3. Beach Access – Update

Mr. Blanton reported that the City of Clearwater will have a work session on Friday to look at all strategies to improve access to the beach, which will include asking Clearwater to be a champion of the bus rapid transit concept over the Memorial Causeway Bridge. They will also be talking about the Jolley Trolley enhancements, aerial cable car transit, etc.

Commissioner Eggers returned at 3:31 p.m.

The three listening sessions have been confirmed: March 23, April 11, and May 16. Mr. Blanton asked whether the board members were okay to hold two listening sessions for U.S. 19 on the same day or whether they should look at another day.

The members noted March 23 was spring break and asked that staff look at another date.

Commissioner Seel returned at 3:32 p.m.

G. PSTA – Update

Mayor Bujalski, as the PSTA representative, indicated PSTA staff is in Tallahassee and that they are working with the Chamber to look at grant funding options for the Clearwater Beach to the Tampa International Airport express. The Central Avenue Bus Rapid Transit is moving forward. She will email her report to staff.

VII. REPORTS/UPDATE

A. Executive Director Report

Mr. Blanton thanked everyone who attended the joint PSTA/MPO workshop and noted the next meeting is scheduled for July 29. He and Ms. Ward attended a Greenways and Trails Foundation meeting last week in Tampa and Pinellas County won an award. Ms. Ward will be attending the meeting on February 29 in Gainesville where they will be discussing the next round of funding for the SUNTrail program. There is \$25 million set aside annually for the SUNTrail program. The Greenways and Trail Council will make the decision for the next round of funding in March. Pinellas County MPO is requesting that they fund the Pinellas Trail Loop. MPO staff is seeking funding through FDOT for the pedestrian overpass at S.R. 60. Mr. Blanton reported that Chairman Kennedy and Commissioner Kennedy signed a letter to Senator Nelson highlighting the SPOTlight emphasis areas for enhancing beach access and the Vision Zero initiative. They are anticipating a visit with the Senator in Washington, DC, to get his support. He will send a copy of the letter to the board members via email.

B. Legislative Update

The legislative update was given as a part of the Executive Director's report.

VIII. INFORMATIONAL ITEMS

A. Committee Vacancies

There is a vacancy on the Bicycle Pedestrian Advisory Committees in the beach area. Anyone interested in serving is encouraged to contact staff or a board representative.

B. Correspondence

The fatalities map is included in the agenda packet.

C. Other

There was no other business.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:37 p.m.

Jim Kennedy, Chairman

**The Pinellas County
Metropolitan Planning Organization**

**Title VI Program
Related to Transportation Planning Activities**

March 9, 2016



www.pinellascounty.org/mpo

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Appendix C – Title VI Complaint Procedure and Forms

Appendix D – List of Title VI Investigations, Complaints, and Lawsuits

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Appendix F – MPO Committee Makeup

1. TITLE VI NONDISCRIMINATION POLICY STATEMENT

The Pinellas County MPO assures the U.S. Department of Transportation and 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. In addition, the Pinellas County MPO assures the Florida Department of Transportation that no person shall be discriminated on the basis of sexual orientation, in accordance with Pinellas County Code Chapter 70, as amended.

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 Executive Director;
2. Issue a policy statement signed by the Executive Director, which expresses a commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public;
3. Such information shall be published where appropriate in languages other than English;
4. Insert the clauses of *Appendix A* of this agreement in every contract subject to the Acts and the Regulations;
5. 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 VII Title VI Coordinator;
6. Participate in training offered on Title VI and other nondiscrimination requirements;
7. 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; and
8. 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.

Dated _____

by _____
Whit Blanton, FAICP, Executive Director, Pinellas County MPO

2. OBJECTIVES

As a direct recipient of Federal Transit Administration (FTA) funds, the Pinellas County Metropolitan Planning Organization (MPO) is required to submit a Title VI compliance report to the FTA Region 4 office every three years. This document highlights the MPO's efforts with regards to Title VI compliance.

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. To address these federal requirements, the MPO has developed a Title VI Plan, a Limited English Proficiency Plan (LEP) and an Environmental Justice Plan. The following sections provide a summary of the MPO activities relating to those requirements.

3. GENERAL REQUIREMENTS

As part of the Pinellas County Metropolitan Planning Organization (MPO) Title VI Program, the MPO maintains certain reporting requirements and provides the Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) the following information regarding these reporting requirements. In addition to the General Requirements below, which are required of all recipients of Federal aid, Metropolitan Planning Organizations must respond to additional requirements related to planning of federally funded transportation projects, and program administration, which are addressed at the end of this section.

REQUIREMENT TO PROVIDE TITLE VI ASSURANCES

The MPO will submit its Title VI Assurance as part of its Certifications and Assurances submission to FDOT, FHWA and FTA. The MPO will collect Title VI Assurances from sub recipients prior to passing through FTA funds.

REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM

The MPO, as the countywide transportation planning agency and a FTA designated recipient, has a policy not to discriminate against any person with respect to an MPO program, activity or service. To ensure compliance with this policy, the MPO developed a Title VI Program pursuant to Title VI of the Civil Rights Act of 1964 as amended. The MPO's Title VI program defines what

Title VI is, includes a written process on how to file a Title VI complaint should one arise, and describes the complaint investigation process.

REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

The MPO's policy is not to discriminate against any person with respect to an MPO program or service. This commitment is incorporated into all public outreach efforts to engage all segments of the population in the transportation planning process. The MPO actively provides information regarding its Title VI obligations to the public using a variety of methods. Information, such as reference to the FTA circulars and the MPO Title VI and LEP programs and complaint procedure, is available, upon request at the MPO office, on the MPO website and is provided to staff, citizens, consultants, subgrantees, and contracted transportation providers. Notice of non-discrimination policy is included in all MPO contracts, public meeting, and bid advertisements. The MPO requires of itself and each subgrantee to certify each year that there have been no Title VI complaints or lawsuits.

As a policy, MPO staff is educated on the Title VI requirements including how to assist a person who is limited English proficient. The FTA non-discrimination clauses are included in all consultant contracts and subgrantee agreements, as shown in Appendix A.

The Title VI notice to the public is included in Appendix B. The notice is available on the MPO's website and posted in the MPO office.

Title VI information is also included in MPO publications and documents, such as on agendas, newsletters, the 2040 Long Range Transportation Plan, the Transportation Improvement Program and the Unified Planning Work Program.

REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES AND COMPLAINT FORM

The MPO has developed procedures for Title VI complaints that may be filed against the MPO and for making these procedures available to members of the public upon request. Subrecipients are required to have such procedures and shall be encouraged to adopt the MPO's complaint procedures.

A copy of the MPO's Title VI Complaint Procedures, including the complaint form, is included in Appendix C. The MPO Title VI Coordinator is Alicia Parinello, Program Planner, Pinellas County Metropolitan Planning Organization, 310 Court Street, Clearwater, FL 33756.

REQUIREMENT TO RECORD AND REPORT TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

In compliance with 49 CFR Section 21.9(b), the MPO (and any sub-recipient) shall prepare and maintain a list of any active investigations conducted by entities other than the FTA or FHWA, lawsuits, or complaints naming the MPO (or sub-recipient) alleging discrimination on the basis of race, color, national origin, sex, creed, disability or income status. This list shall include the date the investigation, lawsuit, or complaint was filed and received by the MPO, a summary of the allegation(s), the status of the investigation, lawsuit or complaint, and actions taken by the MPO (or sub-recipient) in response to the investigation, lawsuit, or complaint.

The MPO maintains a file for Title VI complaints, investigations and lawsuits. To date, there have been no Title VI complaints, investigations, or lawsuits filed against the MPO. A list is provided in Appendix D.

REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

The MPO seeks out and considers viewpoints of low-income, minority, elderly, disabled, LEP, ethnic and religious groups in the course of conducting public outreach and involvement activities in regards to transportation planning activities. The MPO has in place a Public Participation Plan, see Appendix E, which includes an objective to involve the traditionally underserved in transportation planning issues.

Public Outreach Activities:

- **MPO Website and Publications:** The MPO has developed a website that includes a host of information on MPO planning activities including the Title VI and LEP programs. The Title VI complaint procedure and complaint forms are accessible on the website. MPO board meetings are broadcast live and are video archived on the website also. The MPO can supply most documents, upon request, in a variety of alternative formats. Documents that have a wide distribution such as the 2040 Long Range Transportation Plan brochure have been translated to Spanish. When conducting public meetings and workshops, staff tries to anticipate the targeted audience and have translators and suitable materials in alternative formats available.
- **Public Meetings/Workshops:** Major MPO projects and studies may include a public workshop to provide opportunities for citizens to learn about various plans or programs and to provide comment. Workshops are held in public buildings located on roads that are served by PSTA buses. They are typically advertised through press releases, direct mailings, posters, webpage announcements and the *Tampa Bay Times*. Times, locations and methods for distributing information about the event are based on the location of the affected area and availability of individuals, businesses and other interested parties.

All MPO sponsored meetings or workshops are conducted in ADA accessible locations and are easily accessible by transit. Availability of language assistance stated in English and Spanish is included in each meeting and workshop notice.

- **Public Hearings:** The MPO conducts formal public hearings to provide opportunities for citizen input on MPO programs and transportation planning activities. Public hearings are conducted annually for TD Program review and the adoption of the Transportation Improvement Program. Public hearings are also conducted for updated editions of the Long Range Transportation Plan. Public hearing notices are placed in the local newspapers, mailed and emailed to the MPO's mailing list, and posted in the MPO office and on the website. Information on language assistance in English and Spanish is included in each notice.
- **Surveys:** MPO staff utilizes survey instruments on its website, distributed through email and at various workshops to collect public input. Surveys are also used for the Long Range Transportation Plan updates. They are often tailored to garner information from targeted populations such as transit riders, the elderly and minority persons. Staff considers the needs of those who cannot read or write and will verbally read the survey and record the respondent's comments. Surveys have also been made available in alternative formats such as in large type, Braille and Spanish.

REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSON

The purpose of this limited English proficiency policy guidance is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance.

EXECUTIVE ORDER 13166

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency." (See 65

FR 50123, August 16, 2000 DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and governments such as the MPO, private and non-profit entities and subrecipients.

LEP INTRODUCTION

The Pinellas County Metropolitan Planning Organization (MPO) has developed this LEP to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to MPO programs as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available and information for future plan updates.

In developing the plan while determining the MPO's extent of obligation to provide LEP services, the MPO undertook a U.S. Department of Transportation four factor LEP analysis which considers the following: 1) The number or proportion of LEP persons eligible in the county to be served or likely to encounter an MPO program, activity or service; 2) the frequency with which LEP individuals come in contact with an MPO program; 3) the nature and importance of the program, activity or service provided by the MPO to the LEP population; and 4) the resources available to the MPO and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

FOUR FACTOR ANALYSIS:

1. The number or proportion of LEP persons eligible to be served or likely to encounter an MPO program, activity or service.

The MPO examined the US Census Bureau's 2010-2014 American Community Survey data and was able to determine that approximately 13.4%, or 118,290, of the Pinellas County population age 5 and older spoke a language other than English at home and 5.3%, or 47,108, reported that they speak English "less than very well". The most spoken language besides English in Pinellas County is Spanish, with 6.2% of the population speaking Spanish at home.

2. The frequency with which LEP individuals come in contact with an MPO program, activity or service.

The MPO assesses the frequency at which staff has or could possibly have contact with LEP persons. This includes documenting phone inquiries and surveying public meeting attendees. From January 1, 2006 to Dec 31, 2016, the MPO recorded 14 requests for language assistance: two for informal Spanish speaking interpretation, one for informal Spanish translation of an MPO document, two requests for American Sign Language, one for Braille translation of an MPO document and eight requests for staff to read a document because the persons were unable to read. All requests received were fulfilled.

3. The nature and importance of the program, activity or service provided by the MPO to LEP community.

Since there is a large geographic concentration of Hispanics in Clearwater, the MPO contacted the YWCA Hispanic Outreach Operation (Centro de Apoyo Hispano de YWCA) in Clearwater, for help in identifying which MPO programs would be of importance to a Hispanic LEP person. The Hispanic Outreach Operation identified transportation as a major concern for their clients stating many do not drive and rely on public transit, walking or biking. To help accommodate the Hispanic population, the county's transit operator, the Pinellas Suncoast Transit Authority (PSTA), has translated its system route map and many brochures and the MPO has also translated several bicycle and pedestrian safety brochures into Spanish.

Many Hispanic Outreach Operation clients are economically disadvantaged and are eligible to receive low cost transportation services through the MPO's Transportation Disadvantaged Program (TD) Program. PSTA, as the TD Program's management entity, and its taxi cab and wheelchair provider subcontractors, have Spanish speaking staff readily available to provide language assistance.

4. The resources available to the MPO and overall costs.

The MPO assessed its available resources that could be used for providing LEP assistance. This assessment included identifying what staff and volunteer language interpreters are readily available, how much a professional interpreter and translation service would cost, and which documents should be translated. It also involved taking an inventory of available organizations that the MPO could partner with for outreach and translation efforts, examining which financial and in-kind sources could be used to provide assistance and determining what level of staff training is needed.

After analyzing the four factors the MPO developed the plan outlined in the following section for assisting persons of Limited English Proficiency.

HOW TO IDENTIFY AN LEP PERSON WHO NEEDS LANGUAGE ASSISTANCE

Below are procedures for identifying persons who may need language assistance:

- Examine records requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings;
- When MPO sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply;
- Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in sheet table. While staff may not be able to provide translation assistance at this meeting, the cards are an excellent tool to identify language needs for future meetings. Also, have the cards available at the MPO office reception area; and
- Post a notice of available language assistance at MPO reception area.

LANGUAGE ASSISTANCE MEASURES

When an interpreter is needed, in person or on the telephone, the MPO shall first determine what language is required. Staff can provide Spanish, French and German informal verbal interpretation. Spanish V/TDD service is available through the Pinellas County Office of Human Rights. The phone number is 727-464-4062 (V/TDD).

Staff may be able to assist with written communications and small MPO document translation requests from LEP persons.

The 2040 Long Range Transportation Plan Summary Report and the Title VI complaint form are available in Spanish. The Transportation Disadvantaged Program application is also available in Spanish. Trail surveys were provided in English and Spanish during the last trail survey.

MPO STAFF TRAINING

All MPO staff is provided with the LEP Plan and educated on procedures and services available. This information will also be part of the MPO staff orientation process for new hires. Training topics are listed below:

- Understanding the Title VI LEP responsibilities;
- What language assistance services the MPO offers;
- Use of LEP "I Speak Cards";

- How to access a staff interpreter;
- Documentation of language assistance requests;
- How to handle a complaint; and
- The importance of educating subrecipients on the MPO's LEP program responsibilities and their obligation to provide language assistance.

PROVIDING NOTICE OF AVAILABLE LANGUAGE SERVICE TO LEP PERSONS

- Post signs that language assistance is available in public.

OUTREACH TECHNIQUES

- If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices, fliers, advertisements and agendas will be printed in an alternative language, such as Spanish.
- When placing a general public meeting notice, staff will insert **“Un traductor del idioma español estará disponible”** This means “A Spanish translator will be available”. Or if not sure of the need, staff should insert, **“Si usted necesita la ayuda de un traductor del idioma español, por favor comuníquese con la (insert staff name) al teléfono (727) 464-8200, cuando menos 48 horas antes de la junta”** which asks persons who need Spanish language assistance to make arrangements with the MPO within two days of the publication notice.
- Spanish speaking staff or a hired interpreter should be on hand at public meetings intended for gathering public input.

MONITORING AND UPDATING THE LEP PLAN

At a minimum, the MPO will follow the Title VI Program update schedule for the LEP Plan. The next required Title VI Program update must be forwarded to the FTA by April 1, 2016. The questions listed below will be considered in updating the LEP Plan.

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population in Pinellas County?
- Has there been a change in the types of languages where translation services are needed?

- Is there still a need for continued language assistance for previously identified MPO programs and are there other programs that should be included?
- Have the MPO's available resources, such as technology, staff and financial costs changed?
- Has the MPO fulfilled the goals of the LEP Plan?
- Were any complaints received?

DISSEMINATION OF THE MPO LIMITED ENGLISH PROFICIENCY PLAN

The MPO posts the LEP Plan on its website at www.pinellascounty.org/mpo.

Any person, including social service, non-profit and law enforcement agencies and other community partners with internet access will be able to access the plan. For those without personal internet service, all Pinellas County libraries offer free internet access. Copies of the LEP Plan are provided to the Pinellas County Office of Human Rights, the Florida Department of Transportation, Federal Highway Administration, the Federal Transit Administration and any person or agency requesting a copy. Each MPO subrecipient is provided a copy and informed of the importance of providing language assistance. LEP persons may obtain copies/translations of the plan upon request.

Any questions or comments regarding LEP should be directed to MPO staff at 727-464-8250 or mpo@pinellascounty.org.

PINELLAS COUNTY SELECT POPULATION CHARACTERISTICS

Table 1. 2010 Pinellas County Population, General Characteristics

General Characteristics	Estimate	Percent
Total Pinellas County Population	916,542	
Male	440,009	48.0
Female	476,533	52.0
Median age (years)	46.2	(X)
Under 5 years	42,349	4.6
18 years and over	753,654	82.2
65 years and over	194,099	21.2
<i>One race</i>	896,526	97.8
White	752,892	82.1
Black or African American	94,745	10.3
Hispanic or Latino (of any race)	73,241	8.0
American Indian and Alaska Native	2,892	0.3
Asian	27,229	3.0
Native Hawaiian and Other Pacific Islander	810	0.1
Some other race	18,039	2.0
<i>Two or more races</i>	20,016	2.2

Source: US Census Bureau 2010 Census

An '(X)' means that the estimate is not applicable or not available from the US Census Bureau

The general population characteristics have experienced slight changes from 2010 Census. According to the 2010-2014 American Community Survey, the total Pinellas County population is 925,030, 47.9% male and 52.1% female. 4.6% of the population is under five years old, 82.6% is 18 years and over, and 22.1% is 65 years and over. On the next page is a table from the 2010-2014 American Community Survey displaying the Pinellas County population by race.

Table 2. 2010-2014 Pinellas County Population, by Race

	Estimate	Percent
White	767,248	82.9
Black or African American	95,649	10.3
American Indian and Alaska Native	2,423	0.3
Asian	28,733	3.1
Native Hawaiian and Other Pacific Islander	765	0.1
Two or more Races	21,151	2.3
<i>Hispanic or Latino (of any race)</i>	78,298	8.5

Source: US Census Bureau 2010-2014 American Community Survey

Table 3. 2014 Pinellas County Population, Economic Characteristics

Economic Characteristics	Estimate	Percent
In labor force (population 16 years and over)	462,056	59.0
Mean travel time to work in minutes (workers 16 years and over)	23	(X)
Median household income (in 2014 inflation-adjusted dollars)	45,574	(X)
Median family income (in 2014 inflation-adjusted dollars)	60,514	(X)
Per capita income (in 2014 inflation-adjusted dollars)	29,617	(X)
Families below poverty level	(X)	9.7
Individuals below poverty level	(X)	14.3

Source: US Census Bureau 2010-2014 American Community Survey

An '(X)' means that the estimate is not applicable or not available from the US Census Bureau

Table 4. 2014 Pinellas County Population, 2010-2014 Languages Spoken At Home

2010-2014 LANGUAGES SPOKEN AT HOME		
Pinellas County Population 5 years and over	882,636	
Speak English only	764,346	86.6%
Language other than English spoken at home	118,290	13.4%
Speak English less than "very well"*	47,108	6.2%
Spanish		
Persons 5 years and over who speak Spanish at home	54,322	6.2%
Speak English less than "very well"*	22,808	2.6%
Indo-European		
Persons 5 years and over who speak Indo-European language at home	41,776	4.7%
Speak English less than "very well"*	13,537	1.5%
Asian and Pacific Islander languages		
Persons 5 years and over who speak Asian and Pacific Islander languages at home	17,864	2.0%
Speak English less than "very well"*	9,339	1.1%
Other Languages		
Persons 5 years and over who speak other languages at home	4,328	0.5%
Speak English less than "very well"*	1,424	0.2%

Source: US Census Bureau 2010-2014 American Community Survey

*Of total population

MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

The MPO continues to strive to ensure that its advisory committees reflect the demographic composition of Pinellas County. To compensate for or supplement the membership of the advisory committees, the MPO has conducted targeted outreach to minority and low income populations. For example, the MPO has reached out to Pinellas County’s Hispanic Outreach Center, the City of Clearwater’s YWCA Hispanic Outreach Operation (Centro de Apoyo Hispano de YWCA), the Clearwater Police Department’s Hispanic outreach officer, the Tampa Bay Black Business Investment Corporation, the Hispanic Business Initiative Fund of Florida (HBIF) and the Ridgecrest Community in southwest Largo. The CAC has one Hispanic member and the remaining members are white, non-Hispanic. Previously, the CAC membership included black or African American members. The MPO is conducting outreach to promote greater diversity in its membership. There are currently two vacancies on the CAC. Exactly half of the CAC is female and half is male.

Tables depicting the membership of non-elected committees are included as Appendix F.

PROVIDING ASSISTANCE TO SUBRECIPIENTS

Title 49 CFR Section 21.9(b) states that if “a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.” Primary recipients should assist their subrecipients in complying with DOT’s Title VI regulations, including the general reporting requirements. Assistance shall be provided to the subrecipient as necessary and appropriate by the primary recipient. Primary recipients should provide the following information to subrecipients; such information, forms, and data may be kept in a central repository and available for all subrecipients:

- Sample notices to the public informing beneficiaries of their rights under DOT’s Title VI regulations, procedures on how to file a Title VI complaint, and the recipient’s Title VI complaint form.
- Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient, and when the primary recipient expects the subrecipient to notify the primary recipient of complaints received by the subrecipient.
- Demographic information on the race and English proficiency of residents served by the subrecipient. This information will assist the subrecipient in assessing the level and

quality of service it provides to communities within its service area and in assessing the need for language assistance.

- Any other recipient-generated or obtained data, such as travel patterns, surveys, etc., that will assist subrecipients in complying with Title VI.

MPO Education:

- Each subrecipient/subgrantee is provided with plan documents and/or internet links to the MPO's Title VI plan. The plan includes information on informing their beneficiaries of their rights under Title VI and procedures on how to file a complaint. The MPO can also provide demographic information upon request.
- Subgrantees are provided with applicable FTA circulars. In the past, a binder with all applicable FTA circulars including Title VI C 4702.1B. was provided to JARC and New Freedom subgrantees.

MONITORING SUBRECIPIENTS

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations, primary recipients must monitor their subrecipients for compliance with the regulations. Importantly, if a subrecipient is not in compliance with Title VI requirements, then the primary recipient is also not in compliance.

1. In order to ensure the primary and subrecipient are in compliance with Title VI requirements, the primary recipient shall undertake the following activities:
 - a. Document its process for ensuring that all subrecipients are complying with the general reporting requirements of this circular, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service if a transit provider.
 - b. Collect Title VI Programs from subrecipients and review programs for compliance. Collection and storage of subrecipient Title VI Programs may be electronic at the option of the primary recipient.
 - c. At the request of FTA, in response to a complaint of discrimination, or as otherwise deemed necessary by the primary recipient, the primary recipient shall request that subrecipients who provide transportation services verify that their level and quality of FTA C 4702.1B Chap. III-11 service is provided on an equitable basis. Subrecipients that are fixed route transit providers are responsible for reporting as outlined in Chapter IV of this Circular.

MPO Enforcement:

- Each MPO subrecipient/subgrantee contract or agreement includes the Civil Rights clauses (see Appendix A) and the internet link to the MPO's Title VI plan.
 - Each subgrantee is required to certify annually that their organization has not had any Title VI complaints or active lawsuits with respect to service or other transit benefits.
 - The MPO Title VI Officer monitors the flow down of Title VI requirements associated with the subrecipient/subgrantee's third party contracts.
 - The MPO Title VI Officer collects Title VI Programs from subrecipients and reviews programs for compliance.
2. When a subrecipient is also a direct recipient of FTA funds, that is, applies for funds directly from FTA in addition to receiving funds from a primary recipient, the subrecipient/direct recipient reports directly to FTA and the primary recipient/designated recipient is not responsible for monitoring compliance of that subrecipient. The supplemental agreement signed by both entities in their roles as designated recipient and direct recipient relieves the primary recipient/designated recipient of this oversight responsibility.

DETERMINATION OF SITE OR LOCATION OF FACILITIES

Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin."

Per FTA Circular 4702.1B, "facilities" included in this provision are defined narrowly to exclude bus shelters, which are transit amenities; or larger projects such as bus stations or guideways subject to the NEPA process. Rather this section includes, but is not limited to, storage facilities, maintenance facilities, operations centers, etc.

The MPO acknowledges its responsibility to complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. This process would include outreach

to persons potentially impacted by the siting of facilities. The Title VI equity analysis would compare the equity impacts of various siting alternatives, and occur before the selection of the preferred site.

REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST

The MPO will provide information other than that required by Circular 4702.1B to FTA upon request, should it be necessary to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

4. REQUIREMENTS SPECIFIC TO METROPOLITAN PLANNING ORGANIZATIONS

REQUIREMENT THAT METROPOLITAN PLANNING ACTIVITIES COMPLY TITLE VI

The MPO recognizes that all metropolitan transportation planning activities must comply with 49 U.S.C. Section 5303, Metropolitan Transportation Planning, as well as subpart C of 23 CFR part 450, Metropolitan Transportation Planning and Programming. In its regional transportation planning capacity, the MPO will submit to FDOT, FTA and FHWA the following.

A) ALL REQUIREMENTS SET OUT IN CHAPTER III (GENERAL REQUIREMENTS)

Section III (General Requirements) above.

B) A DEMOGRAPHIC PROFILE OF THE METROPOLITAN AREA

Pinellas County has the highest population density of any county in the state, with approximately 3,100 people per square mile. Population growth in Pinellas County decreased slightly in the past decade, resulting in a permanent population of 916,542 in 2010. The median age of residents increased to 46.3, higher than the national average, and the average household size continued to decline to 2.16, with families making up about 56.3% of all households. In addition, 67.4% of households were owner-occupied and 17.4% of housing units were vacant.

Of the total population, more than 21% is comprised of minority populations. This is an increase of over 5.5% since 2000. Table 4 below shows the demographic makeup of Pinellas County and the changes that have taken place from 2000 to 2010.

Table 5. Demographic Profile and Changes

	2000 Total Population	2010 Total Population	% Increase in Population from 2000	% of Total Population in 2000	% of Total Population in 2010
Black or African American	82,384	94,745	15.00%	8.94%	10.28%
Asian	18,783	27,148	44.53%	2.04%	3%
American Indian and Alaska Native	2,719	2,892	6.36%	0.30%	0.31%
Native Hawaiian or Other Pacific Islander	484	810	67.36%	0.05%	0.09%
Hispanic	42,128	73,241	73.85%	4.57%	7.95%
Total Minority Population	146,498	198,836	35.73%	15.90%	21.58%
Total Permanent Population	921,482	916,542	-0.54%		

Source: 2010 Decennial Census

Based on data retrieved from the 2010-2014 American Community Survey 5-Year Estimates, an analysis of low-income populations was conducted for Pinellas County. The overall rate of poverty in Pinellas County during this time was 14.3%. This compares to a rate of about 12.1% in 2010. Looking at poverty from an age perspective, the average poverty level for those under 18 years of age is 21.6%, compared with 14.2% for those aged 18-64 and 9.0% for those 65 years of age and older. A look at poverty level by ethnicity shows that individuals that identify as being a part minority groups in Pinellas County are more likely to be in poverty than those that identify as White Alone. The table below provides a summary analysis of the relationship between ethnicity and poverty in Pinellas County.

Table 6. Population Summary Data Analysis

Population Group	Total Population for Poverty Determination	Population Below Poverty Level	Percent of Population Below Poverty Level
White	755,404	90,394	12.0
Black or African American	93,231	29,277	31.4
American Indian and Alaska Native	2,377	437	18.4
Asian	28,617	3,630	12.7
Native Hawaiian or Other Pacific Islander	754	121	16.0
Some other Race	8,932	2,567	28.7
Two or more Races	20,806	4,154	20.0
<i>Hispanic or Latino (of any race)</i>	<i>77,136</i>	<i>17,268</i>	<i>22.4</i>

Source: 2010-2014 American Community Survey 5-Year Estimates: Poverty Status in the Past 12 Months

C) A DESCRIPTION OF THE PROCEDURES BY WHICH THE MOBILITY NEEDS OF MINORITY POPULATIONS ARE IDENTIFIED AND CONSIDERED WITHIN THE PLANNING PROCESS;

As stated in the Public Participation Plan, “the MPO engages the County’s underserved through its participation in community events, meetings and workshops that serve their neighborhoods. The MPO also utilizes libraries within these areas to display information about the LRTP and provides survey forms there for residents to provide their comments on transportation issues of concern.” Objective 6 of the Public Participation Plan is to “involve traditionally underserved persons, including minority, low-income, elderly or those addressed by the Americans with Disabilities Act (ADA) in transportation planning issues.” The MPO considers the needs of minority populations through plan development and outreach.

The MPO has developed a Census-based Environmental Justice (EJ) profile identifying the locations of the EJ population groups and conducts targeted public outreach in those areas. For the 2040 Plan outreach, MPO staff will utilize this information to ensure traditionally underserved citizens have ample opportunity to participate in the planning process. To help engage minority populations, the MPO has previously reached out to Pinellas County’s Hispanic

Outreach Center, the City of Clearwater's YWCA Hispanic Outreach Operation (Centro de Apoyo Hispano de YWCA), the Clearwater Police Department's Hispanic outreach officer, the Tampa Bay Black Business Investment Corporation and the Hispanic Business Initiative Fund of Florida (HBIF). This has resulted in the addition of a Hispanic member serving on the CAC. The MPO continues to strive to ensure that its advisory committees reflect the demographic composition of Pinellas County. The CAC is now half male and half female.

The MPO gauges the level of involvement by low-income and minority citizens in the number of meaningful responses they provide to MPO staff at public events and meetings within their neighborhoods. Having staff interact with these groups when such events or meetings are held within their neighborhoods has proven to be the best method of ensuring their participation in the MPO public involvement process. Another strategy that has proven very effective has been to coordinate with case workers affiliated with social service organizations that work with underserved citizens to meet their sustenance needs. MPO staff has participated in human service coalition meetings as part of its Transportation Disadvantaged Program activity and through these opportunities have been able to better connect with those living in and providing services to low-income and minority populations.

D) DEMOGRAPHIC MAPS THAT SHOW THE IMPACTS OF THE DISTRIBUTION OF STATE AND FEDERAL FUNDS IN THE AGGREGATE FOR PUBLIC TRANSPORTATION PROJECTS;

As a part of the development of the Long Range Transportation Plan (LRTP), the MPO performs an Environmental Justice analysis. This is a spatial analysis to identify the level of transportation investment in areas of the county with high minority and low income populations. Census tracts were utilized to conduct the analysis, with data provided by the Decennial Census and the American Community Survey. The transportation projects analyzed are those that are identified as being Cost Feasible in the adopted 2040 LRTP. The maps from the 2040 LRTP showing the impacts of these Cost Feasible investments relative to identified Environmental Justice areas are included below. Environmental Justice areas are defined as those census tracts where either the minority population exceeds 21.06% of the population (countywide average) and/or the population below the poverty line is greater than 20%. For the purposes of this analysis, data from both the 2006-2010 ACS and the 2010 Decennial Census were utilized.

See Figures 1 through 4.

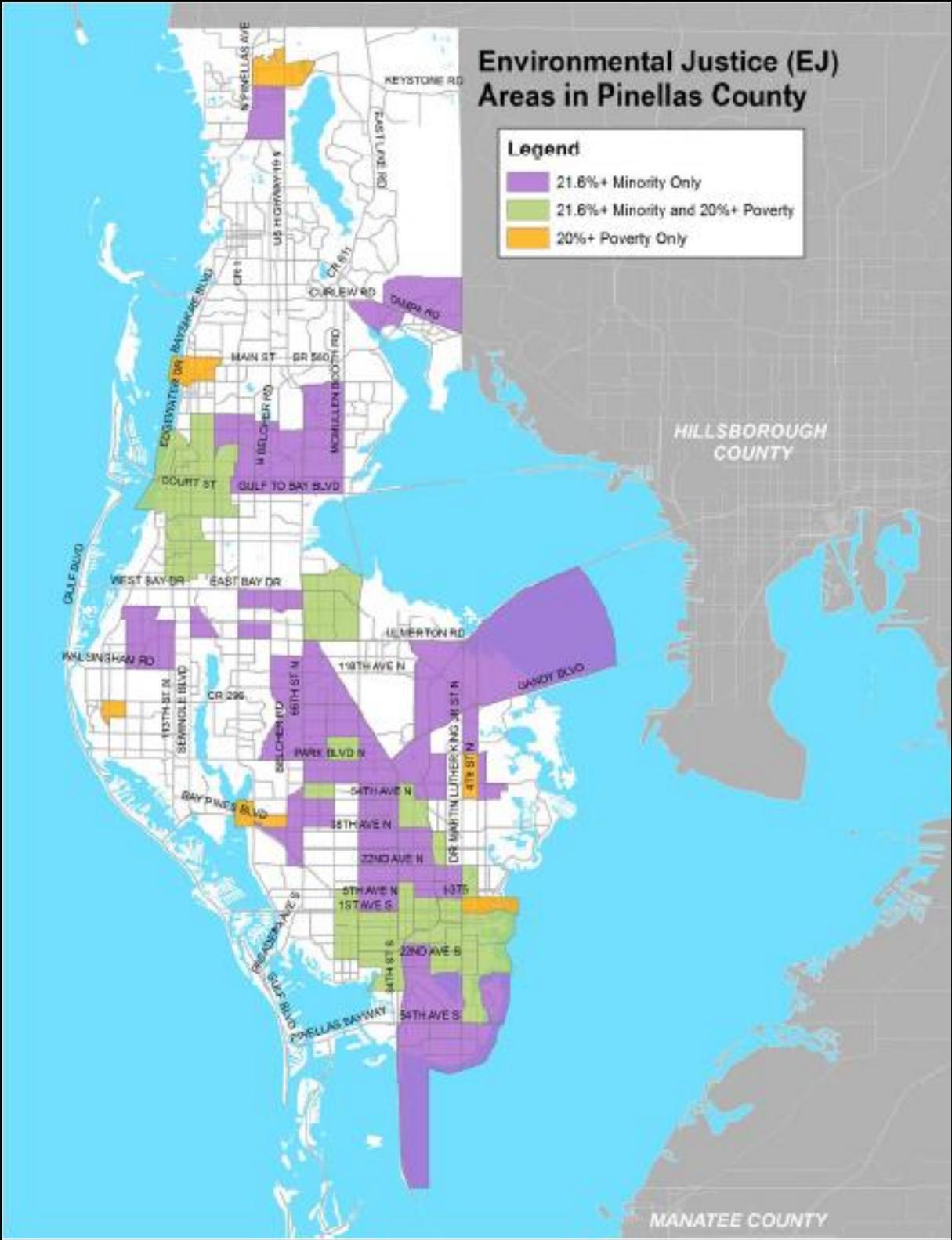


Figure 1

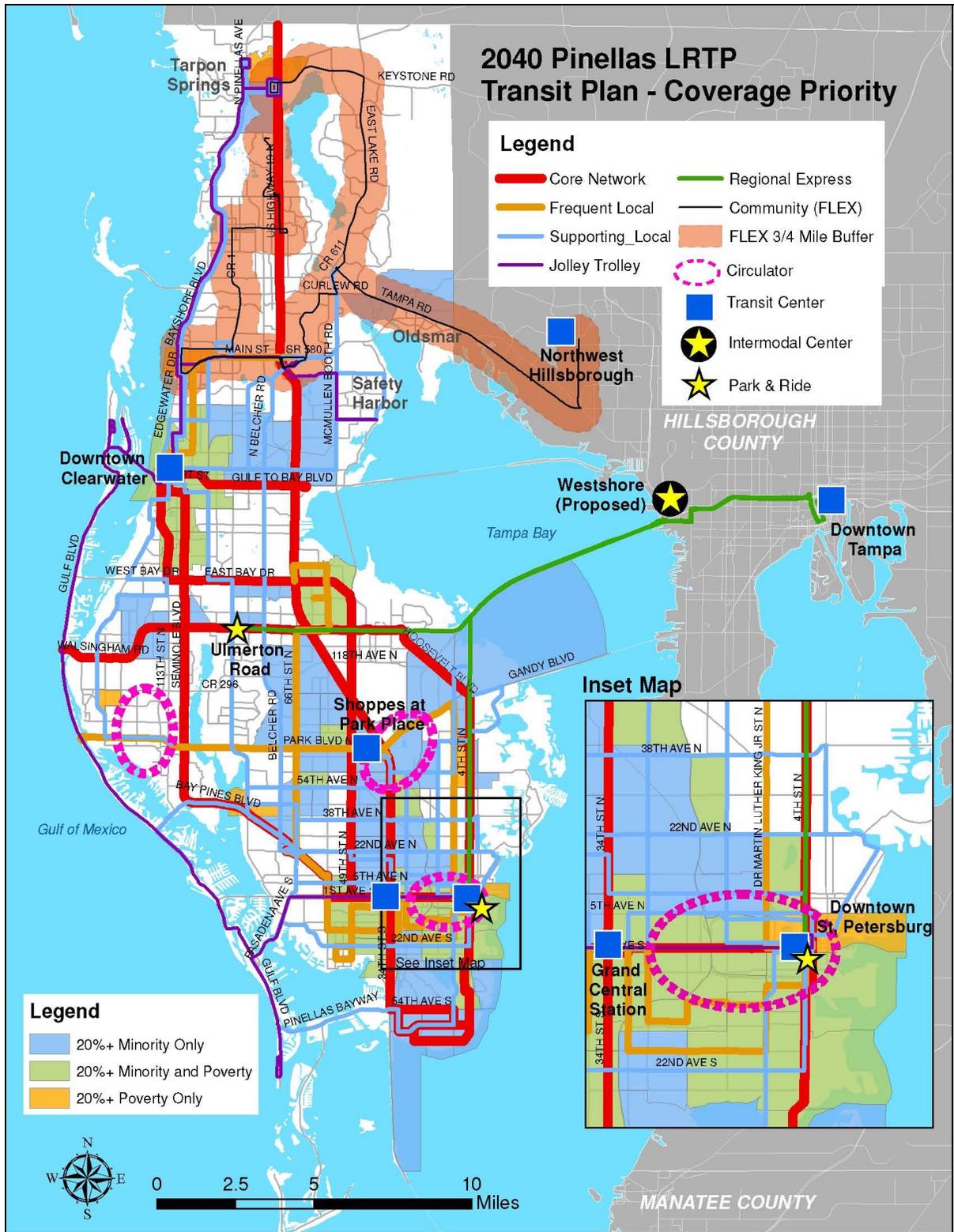


Figure 2

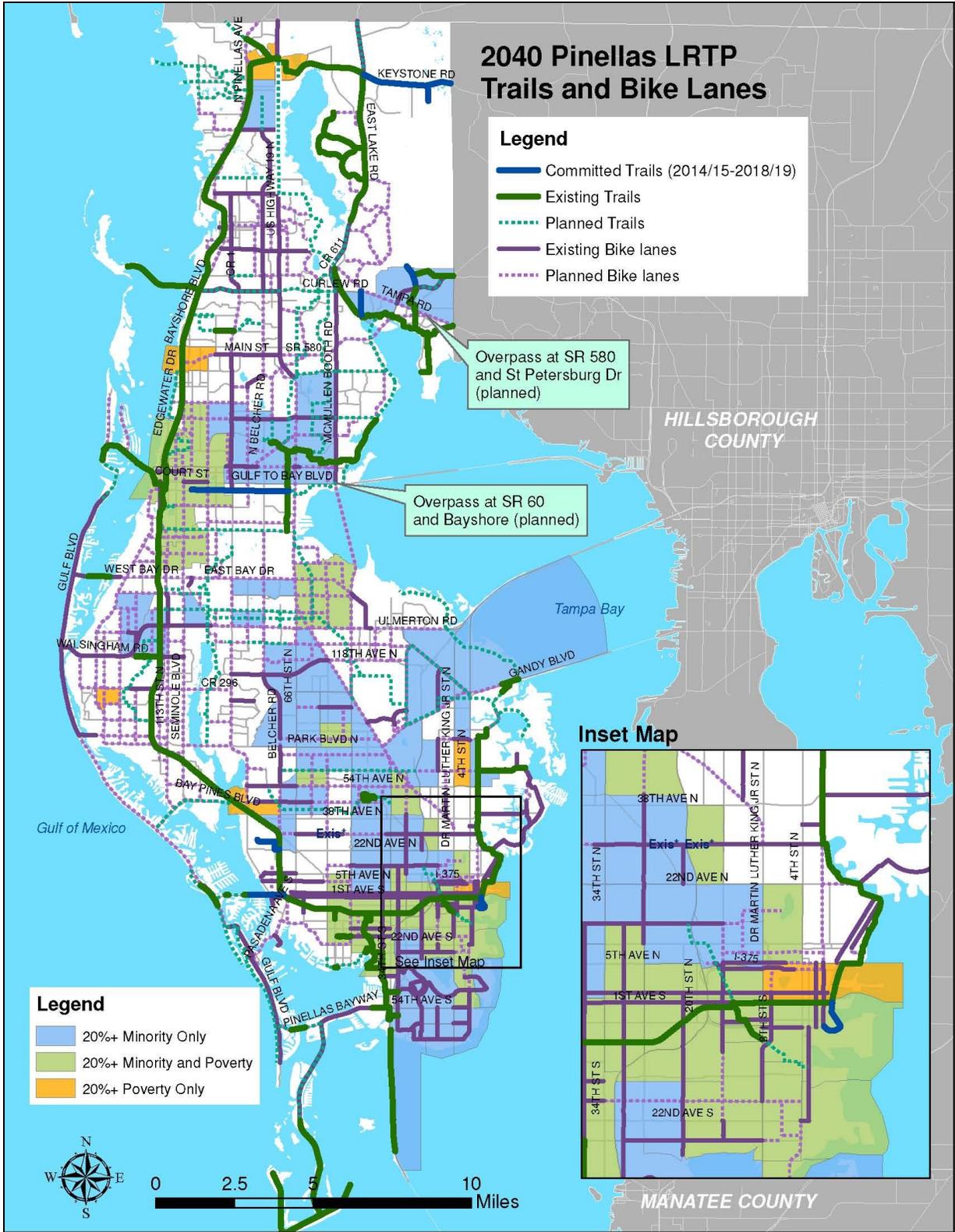


Figure 3

E) ANALYSIS OF THE MPO'S TRANSPORTATION SYSTEM INVESTMENTS THAT IDENTIFIES AND ADDRESSES ANY DISPARATE IMPACTS;

On the next page is a table, followed by a series of charts, presenting the distribution of future spending on roadway, transit, and walking and cycling projects in areas designated as meeting the criteria for environmental justice and the remainder of the county.

This analysis shows that although nearly 60% of the county's population is in areas not designated as meeting environmental justice criteria, nearly two-thirds of roadway spending is in environmental justice areas. Spending for transit is roughly 50% in both the Core and the Coverage Transit scenarios. This would suggest that as future projects are advanced into construction, review of community and environmental impacts should continue and be measured to ensure that minority and low-income communities are not disproportionately impacted by transportation projects. Spending in and of itself is not an indicator of negative impacts on a community. Providing both roadway and transit investment is an indicator that the mobility and accessibility needs of the community were considered by the MPO in developing the 2040 LRTP.

Table 7. Transportation Investment Per Capita

	EJ Areas	Non-EJ Areas	Total
Population	370,328	546,214	916,542
Percent of Population	40.4%	59.6%	100%
Committed Highways (2015-2019)	\$615,670,000	\$709,900,000	\$1,325,570,000
Per Capita	\$1,662	\$1,300	\$1,446
Mileage	12.7	23.2	35.9
Cost Feasible Highways (2020–2040)	\$966,250,668	\$614,695,962	\$1,580,946,630
Per Capita	\$2,609	\$1,125	\$1,725
Mileage	24.6	12.3	36.9
Cost Feasible "Core" Transit Plan (2020–2040)	\$969,449,785	\$1,370,089,747	\$2,339,539,532
Per Capita	\$2,618	\$2,508	\$2,553
Mileage	196	277	473
Cost Feasible "Coverage" Transit Plan (2020–2040)	\$1,029,232,056	\$1,310,307,476	\$2,339,539,532
Per Capita	\$2,779	\$2,399	\$2,553
Mileage	249	317	566
Cost Feasible Trails (2020–2040)	\$23,091,642	\$49,871,538	\$72,161,381
Per Capita	\$62.35	\$89.84	\$78.73
Mileage	39.8	98.9	138.7
Cost Feasible Bike lanes (2020-2040)	158.3	188.4	346.7

**Population in EJ Areas in
Pinellas County**

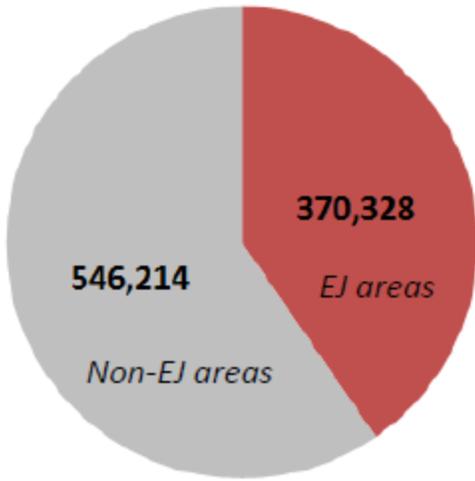
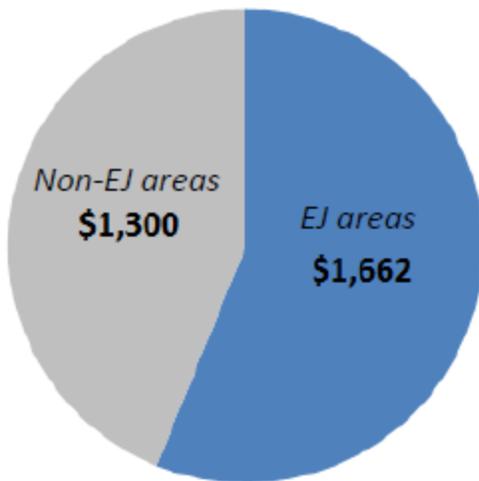


Figure 5

**Per Capita Committed Highways
Spending**



**Per Capita 2020-2040
Highways Spending**

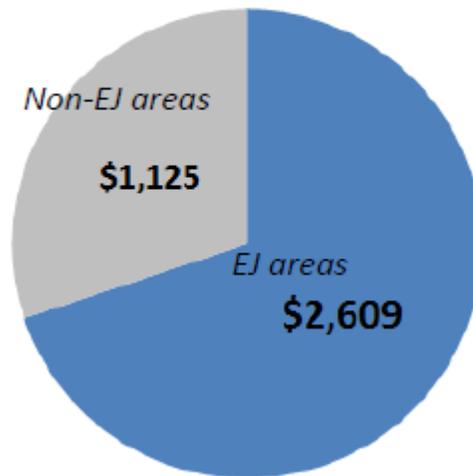
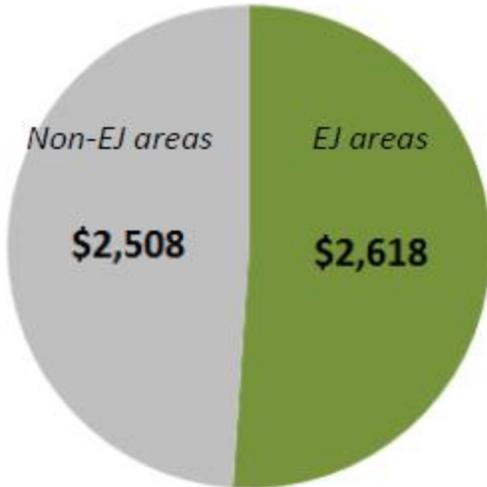


Figure 6

**Per Capita "Core" Option
Transit Spending**



**Per Capita "Coverage" Option
Transit Spending**

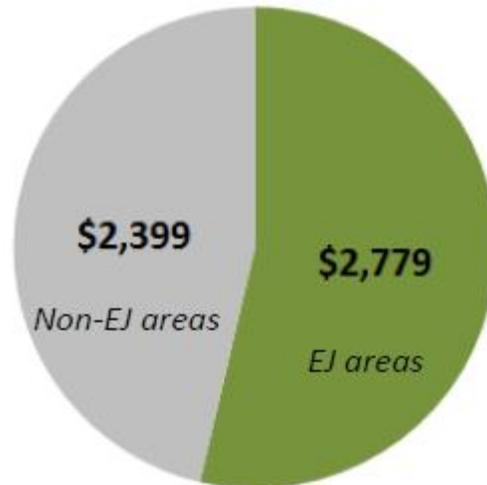
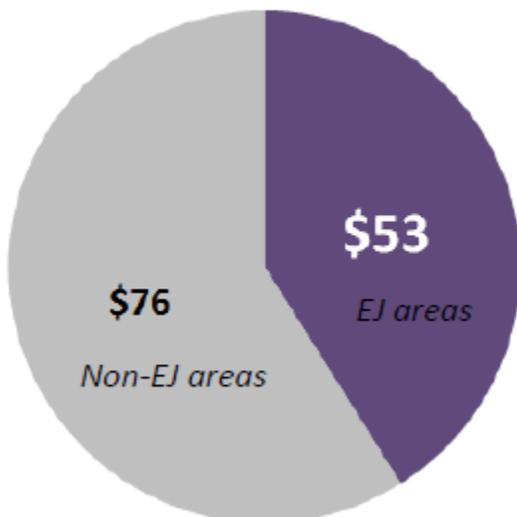


Figure 7

Per Capita Trails Spending



Bicycle Lanes Mileage

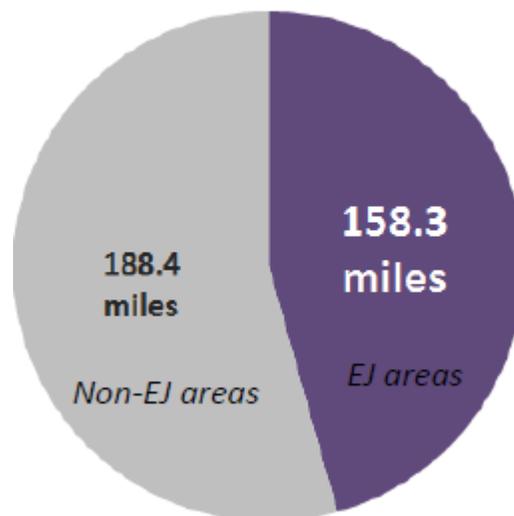


Figure 8

F) DESCRIPTION OF THE PROCEDURES THE AGENCY USES TO ENSURE NONDISCRIMINATORY PASS-THROUGH OF FTA FINANCIAL ASSISTANCE;

The MPO passes federal funds to sub-recipients without regard to race, color or national origin and the MPO assures that minority populations are not being denied the benefits of or excluded from participation in these programs.

When the MPO administered JARC and New Freedom projects, eligible projects to be considered for JARC and New Freedom funding were determined from an area wide competitive selection process and must be derived from the TCAP and meet the intent of the programs. A selection committee consisting of a member from each of the three MPOs, the Florida Department of Transportation (FDOT) and the Tampa Bay Regional Planning Council (TBRPC) reviewed and scored all applications using the established criteria. The committee then developed a ranking of projects based on these scores.

The MPO does not anticipate administering program like JARC and New Freedom again in the future, since FDOT currently administers the FTA Section 5310 program. However, if the MPO were to administer a program in the future, the JARC and New Freedom project process would be utilized as a model.

G) DESCRIPTION OF THE PROCEDURES THE AGENCY USES TO PROVIDE ASSISTANCE TO POTENTIAL SUBRECIPIENTS IN A NONDISCRIMINATORY MANNER.

To provide assistance to potential subrecipients on how to provide programs and services in a non-discriminatory manner, the MPO uses the following procedures:

- Provide each applicant with the MPO's notice to the public informing people of their rights under Title VI
- Provide each applicant with the MPO's procedures on how to file a Title VI complaint
- Provide technical assistance and education to applicants with regards to any Title VI question
- Reply to questions of the application process in a manner that does not give any applicant an "edge" over any other applicant
- Provide relevant Title VI demographic information to applicants

REQUIREMENT FOR PROGRAM ADMINISTRATION

The MPO passes federal funds to sub-recipients without regard to race, color or national origin and the MPO assures that minority populations are not being denied the benefits of or

excluded from participation in these programs. The MPO will provide the following information upon request:

- A record of funding requests received from private non-profit organizations, State or local governmental authorities, and Indian tribes. The record shall identify those applicants that would use grant program funds to provide assistance to predominantly minority populations. The record shall also indicate which applications were rejected and accepted for funding.
- A description of how the MPO develops its competitive selection process or annual program of projects submitted to FTA as part of its grant applications. This description shall emphasize the method used to ensure the equitable distribution of funds to subrecipients that serve predominantly minority populations, including Native American tribes, where present.
- A description of the MPO's criteria for selecting entities to participate in an FTA grant program.

APPENDIX A

Required Consultant and Subgrantee Title VI Contract Clauses

As a policy, the following civil rights clauses regarding non-discrimination are included in all MPO contracts and subgrantee agreements:

1. CIVIL RIGHTS - The following requirements apply to this AGREEMENT:

Nondiscrimination - In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332:

“The CONSULTANT or SUBGRANTEE shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The CONSULTANT or SUBGRANTEE shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the CONSULTANT or SUBGRANTEE to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy, as the MPO deems appropriate.”

Each subcontract the CONSULTANT or SUBGRANTEE signs in regards to this federal aid PROJECT must include the assurance in this paragraph (see 49 CFR 26.13(b)). The CONSULTANT or SUBGRANTEE agrees to comply with applicable federal implementing regulations and other implementing requirements FTA may issue. In addition to the above assurance, the CONSULTANT or SUBGRANTEE shall not discriminate on the basis of sexual orientation, in accordance with Pinellas County Code Chapter 70 as amended.

Equal Employment Opportunity - The following equal employment opportunity requirements apply to this AGREEMENT:

(1). Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the PROJECT. The CONSULTANT or SUBGRANTEE agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed,

national origin, sex, or age. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.

(2). Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634 and Federal transit law at 49 U.S.C. § 5332, the CONSULTANT or SUBGRANTEE agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.

(3). Disabilities – In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the CONSULTANT or SUBGRANTEE agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the CONSULTANT or SUBGRANTEE agrees to comply with any implementing requirements FTA may issue.

(4). Access to Services for Persons with Limited English Proficiency – To the extent applicable and except to the extent that FTA determines otherwise in writing, the CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 Fed. Reg. 6733 et seq., January 22, 2001. The MPO's LEP Plan is available at the MPO office or may be viewed on-line at: <http://www.pinellascounty.org/mpo/PDFs/DBETitleIV/lep.pdf>.

(5). Environmental Justice – The CONSULTANT or SUBGRANTEE agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

(6). Drug or Alcohol Abuse-Confidentiality and Other Civil Rights Protections – To the extent applicable, the CONSULTANT or SUBGRANTEE agrees to comply with the confidentiality and other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 et seq., with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 201 et seq., and any amendments to these laws.

(7). Other Nondiscrimination Laws – The CONSULTANT or SUBGRANTEE agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. The CONSULTANT or SUBGRANTEE also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

APPENDIX B

Notifying the Public of Rights Under Title VI

The Pinellas County Metropolitan Planning Organization

The Pinellas County Metropolitan Planning Organization does not discriminate on the basis of race, color or national origin in administration of its programs, activities or services. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the MPO.

For more information on the MPO's civil rights program, and the procedures to file a complaint, contact 727-464-8250; email mpo@pinellascounty.org; or visit our office at 310 Court Street, Clearwater, FL 33756. For more information, visit www.pinellascounty.org/mpo.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, contact (727) 464-4062.

Si se necesita información en otro idioma, llame (727) 464-4062.

APPENDIX C

**PINELLAS COUNTY MPO DISCRIMINATION COMPLAINT PROCEDURE
(Revised March 18, 2013)**

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As a sub-recipient of the Florida Department of Transportation, the Pinellas County Metropolitan Planning Organization (MPO) has in place a Title VI complaint procedure.

The Pinellas County MPO investigates complaints received no more than 180 days after the alleged incident.

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, by any Pinellas County Metropolitan Planning Organization's (MPO) programs or activities, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. (Note: If you believe you have been discriminated against by another branch of the Pinellas County Government, please contact the Pinellas County Office of Human Rights at 727.464.4880). All written complaints received by the MPO shall be referred immediately by Alicia Parinello to the FDOT's District Seven Title VI Coordinator for processing in accordance with approved State procedures.

Written complaints may be sent to:

Pinellas County MPO
310 Court Street
Clearwater, FL 33756

Verbal and non-written complaints received by the MPO shall be resolved informally by the MPO's Title VI Specialist. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant(s) request(s) to file a formal written complaint, the Complainant shall be referred by the MPO's Title VI Specialist to the FDOT's District Seven Title VI Coordinator for processing in accordance with approved State procedures.

The MPO's Title VI Specialist will advise the FDOT's District Seven Title VI Coordinator within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the FDOT's District Seven Title VI Coordinator:

- Name, address, and phone number of the Complainant.
- Name (s) and address(es) of the Respondent.
- Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
- Date of alleged discriminatory act(s).

- Date complaint received by the MPO.
- A statement of the complaint.
- Other agencies (state, local or Federal) where the complaint has been filed.
- An explanation of the actions the MPO has taken or proposed to resolve the allegation(s) raised in the complaint.

Within ten (10) Calendar days, the MPO's Title VI Specialist will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the FDOT's Equal Opportunity Office (EOO).

Within sixty (60) calendar days, the MPO's Title VI Specialist will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the MPO Interim Executive Director.

Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the MPO Interim Executive Director will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the FDOT's EOO, if they are dissatisfied with the final decision rendered by the MPO. The MPO's Title VI Specialist will also provide the FDOT's District Seven Title VI Coordinator with a copy of this decision and summary of findings.

The MPO's Title VI Specialist will maintain a log of all verbal and nonwritten complaints received by the MPO. The log will include the following information:

- Name of Complainant.
- Name of Respondent.
- Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).
- Date verbal or non-written complaint was received by the MPO.
- Date MPO notified the FDOT's District Seven Title VI Coordinator of the verbal or non-written complaint.
- Explanation of the actions the MPO has taken or proposed to resolve the issue raised in the complaint.

FORMULARIO DE QUEJA
(Condado de Pinellas)

Nombre de la persona discriminada	Número de teléfono (Residencia)	Número de teléfono (Trabajo)		
Dirección de residencia (Número y calle, número de departamento)	Ciudad, estado, y código postal de residencia			
Nombre de la persona que discriminó contra usted, y nombre de la dependencia (si los sabe)				
Dirección de la persona o dependencia que discriminó contra usted	Ciudad, estado y código postal de la persona o dependencia que discriminó contra usted			
Fecha del incidente discriminatorio.				
Causa de la discriminación:				
<input type="checkbox"/> Raza	<input type="checkbox"/> Retaliación	<input type="checkbox"/> Sexo	<input type="checkbox"/> Estado Civil	<input type="checkbox"/> Religión
<input type="checkbox"/> Color de Piel	<input type="checkbox"/> Nacionalidad (Idioma)	<input type="checkbox"/> Edad	<input type="checkbox"/> Impedimento Físico o Impedimento Mental	<input type="checkbox"/> Otro
<p>Explique claramente como sucedió la discriminación y quienes participaron en ella. Incluya en su explicación cualquier conocimiento que tenga de tratamiento diferente a otras personas. Adjunte cualquier otro escrito relacionado con su caso.</p>				
Firma			Fecha	

TITLE VI AND RELATED STATUTES
DISCRIMINATION COMPLAINT AGAINST THE PINELLAS COUNTY MPO

Name	Telephone (home)	Telephone (work)
Address:	City, State, Zip Code	
Name of MPO Staff Person that You Believe Discriminated Against You:		
Address:	City, State, ZIP Code	
Date of Alleged Incident:		
You were discriminated because of:		
<input type="checkbox"/> Race	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Sex
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin (Language)	<input type="checkbox"/> Age
<input type="checkbox"/> Familial Status		<input type="checkbox"/> Religion
<input type="checkbox"/> Disability		<input type="checkbox"/> Other
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case:		
Signature		Date

APPENDIX D

List of Title VI Investigations, Complaints, and Lawsuits

The MPO maintains a file for Title VI complaints, investigations and lawsuits. To date, there have been no Title VI complaints, investigations, or lawsuits filed against the MPO.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

APPENDIX E

Public Participation Plan

The Public Participation Plan was last adopted by the MPO Board on February 10, 2016 and is available at:

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

APPENDIX F

MPO Committee Makeup (as of February 2016)

MPO committee membership varies and, depending on the committee, may include citizens and/or those representing local governments or other staff positions. In classifying race, the MPO follows the definitions utilized by the U.S. Census Bureau, which adheres to the Office of Management and Budget standards on race and ethnicity. Committee membership is listed for those committees that include citizens in their membership and may address public transportation.

CITIZENS ADVISORY COMMITTEE		
	Race	Gender
<u>St. Petersburg Area</u>		
1. Dary Krumsieg	White	Male
2. Lee Allen	White	Male
3. Cathy Lasky	White	Female
4. Robby Thompson	White	Male
<u>Clearwater Area</u>		
5. Neil McMullen	White	Male
6. Karen Cunningham	White	Female
<u>Dunedin Area</u>		
7. Leslie Viens	White	Female
8. Bob Henion	White	Male
<u>Pinellas Park and Mid-County Area</u>		
9. (Vacant)		
10. David Carson	White	Male
<u>Largo Area</u>		
11. Joe Falanga	White	Male
12. Harriet Crozier	White	Female
<u>Beaches Area</u>		
13. Deborah Schechner	White	Female
14. Terri Novitsky	White	Female
<u>Gulfport, Kenneth City, Seminole, Belleair, So. Pasadena, Belleair Bluffs Area</u>		
15. Paul Ziegler	White	Male
<u>Tarpon Springs, Oldsmar, Safety Harbor Area</u>		
16. Larry Roybal	White	Male
17. Becky Afonso	White	Female
<u>At Large Area</u>		
18. Kim Marston	White	Male
19. Vivian Peters	White	Female
20. Patricia Rodriguez*	White	Female
21. Jack Nazario	White	Male
22. (Vacant)		
23. Karen Mullins	White	Female
24. Tammy Vrana	White	Female
25. Deborah Malone	White	Female
26. Jake Stowers	White	Male
* Hispanic		

BICYCLE PEDESTRIAN ADVISORY COMMITTEE		
	Race	Gender
<u>St. Petersburg Area (St. Pete/Gulfport/So Pasadena/Tierra Verde)</u>		
1. Camille Stupar	White	Female
2. Kimberly Cooper	White	Female
3. Geri Raja	White	Female
<u>Clearwater Area</u>		
4. Chip Haynes	White	Male
5. Robert Yunk	White	Male
6. Win Dermody	White	Male
<u>Dunedin Area</u>		
7. Ed Hawkes	White	Male
<u>Pinellas Park and Mid-County</u>		
8. Ronald Rasmussen	White	Male
9. Byron Virgil Hall, Jr.,	White	Male
<u>Largo Area</u>		
10.		
11. Georgia Wildrick	White	Female
<u>North County Area (Tarpon Springs/Palm Harbor/Ozona/Oldsmar/Safety Harbor)</u>		
12. Tom Ferraro	White	Male
13. Becky Afanso	White	Female
<u>At Large Area</u>		
14. Paul Kurtz	White	Male
15. Mike Siebel	White	Male
16. Brian Smith (Chairman)	White	Male
17. Lynn Bosco	White	Female
18. Steve Lasky	White	Male
19. Charles Martin		
20. Annette Sala		
<u>Seminole Area</u>		
21. Jim Wedlake	White	Male
<u>Beach Communities</u>		
22. Bert Valery	White	Male
23. Vacant		
<u>Sheriff's Office /Police/Law Enforcement Representatives</u>		
24. Pinellas Park - Vacant		
25. St Petersburg Police Dept. - Vacant		
26. Largo Police Dept. - Vacant		
27. Sheriff's Office - Eric Gibson	White	Male
28. Clearwater Police Dept. - Vacant		
<u>PSTA Representative</u>		
29. Chris Cochran (Heather Sobush - alternate)	White	Male
<u>School System Representative</u>		
30. Tom McGinty	White	Male
<u>Technical Support</u>		
31. St. Petersburg -Lucas Cruse	White	Female
32. MPO Bike/Ped Coordinator		
33. Public Works - Tom Washburn (Alternates - Gina Harvey and Casey Morse)	White	Male
34. County Parks & Conservation Resources (Lyle Fowler)	White	Male
35. Clearwater - Felicia Donnelly	White	Female
36. City of Largo -Valerie Brookens (Christine McLachlan Alternate)	White	Female
37. TBARTA - Anthony Matonti (Michael Case and Ramond Chiramonte Alternates)	White	Male
38. Christopher Speece (FDOT)	White	Male

Transportation Mobility Management Advisory Committee (TMMAC)		
	Race	Gender
Paul Bertels	White	Male
Ken Jacobs	White	Male
Tim Funderburk	White	Male
Joan Rice	White	Female
Richard Eggers	White	Male
Tom Whalen	White	Male
Joe Falanga	White	Male
Jerry Karp	White	Male
Nick Fritsch	White	Male
TMMAC includes citizens, local government staff and elected officials.		

Local Coordinating Board for the Transportation Disadvantaged			
Name	Representing	Race	Gender
Patricia Johnson	Elected Official	White	Female
Joe Santini	Medical Community	White	Male
Jim Callaway	AHCA	White	Male
Jason Martino	FL Dept Elder Affairs	White	Male
John Palumbo	Dept Children/Families	White	Male
Danny Gorman	citizen, user	White	Male
Don Shepherd	Workforce Board	White	Male
Brian Scott	citizen	White	Male
Ross Silvers, non-voting member	Public Transportation	White	Male
Michael Hill	Veterans Services	Black or African American	Male
Joseph DiDomenico	Persons W/Disabilities	White	Male
Jane Walker	Community Action	White	Female
Allen Weatherilt	Provider for Profit	White	Male
Vivian Peters	Over 60	White	Female
Delquanda Turner	Children at Risk	Black or African American	Female
Elba Lopez *	FDOT	White	Female
Rachel Jacobs	Div. Blind Services	White	Female
* Hispanic			

RESOLUTION #16-1

A RESOLUTION OF THE PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION AUTHORIZING THE SIGNING AND SUBMISSION OF THE 2016 TITLE VI PROGRAM AND SUPPORTING DOCUMENTATION TO THE FEDERAL TRANSIT ADMINISTRATION.

WHEREAS, the Federal Transit Administration requires that all direct and primary recipients document their compliance with Title VI requirements by submitting a Title VI Program once every three years, and

WHEREAS, the Pinellas County Metropolitan Planning Organization must approve the Title VI Program prior to submission to the Federal Transit Administration.

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

1. The MPO has the authority to submit the 2016 Title VI Program.
2. The Chair, or his designee, is hereby authorized to sign the Title VI Program transmittal letter.
3. The MPO authorizes the Executive Director to sign any and all assurances, warranties, certification and other documents which may be required in connection with the 2016 Title VI Program.

In a regular meeting of the Pinellas County Metropolitan Planning Organization duly assembled on this 9th day of March, 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, Chairman
Pinellas County
Metropolitan Planning Organization

APPROVED AS TO FORM

By: Chelsea Mauzy
Office of the County Attorney

AGREEMENT FOR CRASH DATA MANAGEMENT SYSTEM MAINTENANCE

This agreement, (“**AGREEMENT**”), is made and entered into this _____ day of _____, 2016, by and between the Pinellas County Metropolitan Planning Organization (“**MPO**”), an agency of the State of Florida, and Tindale Oliver of 1000 North Ashley Drive, Suite 100, Tampa, FL 33602 hereafter called the **CONSULTANT**.

WITNESSETH:

WHEREAS, the MPO did determine that the **CONSULTANT** is fully qualified to render the services contracted and as outlined herein; and

WHEREAS, the MPO does hereby retain the **CONSULTANT** to furnish said services as identified in the Exhibit “A”, attached hereto and made a part hereof; and

WHEREAS, the **CONSULTANT** has expressed willingness and ability to provide aforementioned services.

NOW, THEREFORE, the MPO and the **CONSULTANT** in consideration of the mutual covenants hereinafter set forth agree as follows:

SECTION 1. SERVICES.

1.0 The services described and provided for under Exhibit A (Scope of Services) constitutes the Scope of Services to be performed by the **CONSULTANT** under this **AGREEMENT**.

1.1 WORK EFFORT REQUIREMENT

Services to be rendered by the **CONSULTANT** shall be commenced subsequent to proper and full execution of the **AGREEMENT** and an approved task work order.

Individual project assignments, herein referred as the **TASK WORK ORDER**, shall be authorized and assigned by the MPO’s Executive Director under the direction of an assigned project manager. The **CONSULTANT** agrees to perform professional services associated with the requested work in accordance with the terms of the Exhibit A. The Executive Director or assigned project manager shall furnish the **CONSULTANT** a Notice to Proceed specifying the work to be done and the type and amount of compensation for each task, or group of tasks, authorized under this **AGREEMENT**. The **CONSULTANT** shall commence no work until receipt of a Notice to Proceed.

In connection with professional services to be rendered pursuant to this **AGREEMENT**, the **CONSULTANT** further agrees:

1.1.1 To maintain an adequate staff of qualified personnel on the **TASK WORK ORDER** at all times to ensure its completion within the term specified in Exhibit A & Exhibit C (Hourly Rates).

- 1.1.2 To provide progress reports to the MPO's Executive Director or assigned project manager upon request and at intervals established by the MPO. The MPO will be entitled at all times to be advised, at its request, as to the status of work being done by the **CONSULTANT** and of the details thereof.
- 1.1.3 To hold all pertinent data and other work-related products open to the inspection of the MPO's Executive Director or assigned project manager.
- 1.1.4 That all services must meet the intent, goals and objectives as required by state and federal regulations.

1.2 **KEY PERSONNEL**

- 1.2.1 The **CONSULTANT** shall maintain an adequate and competent professional staff so as to enable the **CONSULTANT** to timely perform under this **AGREEMENT**. The **CONSULTANT** agrees that whenever, for any reason, one or more of the key personnel assigned to a **TASK WORK ORDER** are unavailable for performance under this **AGREEMENT**, the MPO may require the **CONSULTANT** to replace such individual(s) with an individual(s) of substantially equal abilities and qualifications.

In accordance with the above, the **CONSULTANT** shall submit to the MPO a resume giving the full name, title, qualifications, and experience for all successors and/or new persons prior to assignment of such personnel to perform work under this **AGREEMENT**. Prior written consent of the MPO/PPC is required before the **CONSULTANT** may utilize said new personnel to perform work associated with the **AGREEMENT**.

- 1.2.2 The **CONSULTANT** agrees to acquire and maintain sufficient legal, financial, technical, and managerial capacity to plan, manage and complete the **TASK WORK ORDER**.
- 1.2.3 The **CONSULTANT'S** personnel must be qualified and available in giving expert testimony and depositions and capable of making court appearances if requested by the MPO.
- 1.2.4 The **CONSULTANT** may associate with it such specialists for the purpose of its services hereunder (hereinafter **SUBCONSULTANTS**), without additional cost to the MPO other than those costs negotiated within the limits and terms of this **AGREEMENT**. Should the **CONSULTANT** desire to utilize **SUBCONSULTANTS**, the **CONSULTANT** is fully responsible for the satisfactory completion of all subcontracted work.

The **CONSULTANT** must require in all subcontracts that the **SUBCONSULTANT** is bound by all the terms of this **AGREEMENT**, including, but not limited to, the MPO's right to secure materials or services from the **SUBCONSULTANT** which might be a part of the **SUBCONSULTANT's** work production.

The **CONSULTANT**, however, shall not assign or transfer any work under this **AGREEMENT** to other than the **SUBCONSULTANTS** listed in Exhibit C without the written consent of the MPO. It is understood and agreed that the MPO will not, except for such services so designated in Exhibit A, or as may be approved by the MPO, if applicable, permit or authorize the **CONSULTANT** to perform the contract work with other than its own organization and named **SUBCONSULTANTS**.

1.2.5 The **CONSULTANT** must state in all subcontracts that services performed by any such SUBCONSULTANT shall be subject to the Professional Consultant Work Performance Evaluation System as defined in Chapter 14-75, Florida Administrative Code.

1.2.6 *Standards of Conduct* - The **CONSULTANT** is bound by the standards of conduct provided in applicable Florida Statutes and applicable rules of the Board of Professional Regulation as they relate to work performed under this **AGREEMENT**. These Statutes will by reference be made a part of this **AGREEMENT** as though set forth in full. The **CONSULTANT** agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this **AGREEMENT**.

1.3 **GENERAL CONDITIONS**

1.3.1 The **CONSULTANT** agrees to begin the **TASK WORK ORDER** work in a timely manner after receiving the Notice to Proceed from the MPO's Executive Director or assigned project manager. The **CONSULTANT** agrees to complete the overall **TASK WORK ORDER** - after having received the Notice to Proceed from the MPO's Executive Director or assigned project manager.

1.3.2 The **CONSULTANT** shall fully coordinate work activities with the MPO and, as necessary, the Florida Department of Transportation (FDOT), the Commission for the Transportation Disadvantaged (CTD) the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), Pinellas County Board of County Commissioners in its capacity as the Countywide Planning Authority and other involved agencies and vendors.

1.3.3 In the event that data are lost due to fault of the **CONSULTANT** or its SUBCONSULTANTS, the MPO will not be billed. In addition, as recompense for said lost data, the **CONSULTANT** will perform additional data collection at no cost commensurate (i.e., on a one-to-one basis) with the amount of lost information.

1.3.4 Chain of custody for all data must be adequately maintained and documented.

1.3.5 All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

SECTION 2. SUBMITTAL FOR PAYMENT REQUIREMENTS.

2.0 The **CONSULTANT** shall submit electronic invoices on a monthly basis. All invoices must include a progress report showing the actual tasks performed and their relationship to the fee claimed. Invoices based on an approved Lump Sum Fee shall include a table showing the percentage complete by task and the total budget amount. Invoices based on an Upset Limit Fee shall include a table with the hourly rates, time worked and direct expenses itemized and included as backup. Each invoice must include a transmittal letter signed by the **CONSULTANT'S** project manager stating that the submittal package is complete, and all pertinent calculations and details have been checked for accuracy and completion. Incomplete invoice submittals and invoices not properly prepared (mathematical errors, billing not reflecting actual work done, no signature, etc.) shall be returned to the **CONSULTANT** for correction. All progress reports and invoices shall be e-mailed to the attention of the MPO's Executive Director, wblanton@pinellascounty.org or his MPO staff designee.

- 2.1.1 Invoice submittals shall include a Disadvantaged Business Enterprise (DBE) utilization schedule. DBE usage and payments must be included on the invoice as a separate line item and be supported with the DBE's original invoice. Proof of payment from the **CONSULTANT** to the DBE is required.
- 2.1.2 The MPO may request additional information and evidence to support any and all invoices for fees claimed to be earned by the **CONSULTANT** before the MPO processes the invoices for payment.
- 2.1.4 The MPO in no way obligates itself to check the **CONSULTANT'S** work and further is not responsible for maintaining **TASK WORK ORDER** schedules.
- 2.1.5 Pursuant to Florida Statute §337.162, all licensed and duly registered professionals under the employ or in contract of the **CONSULTANT** and associated with this **AGREEMENT** shall be held accountable for the quality of services provided. All final plans, documents, reports, studies, and other data prepared by the **CONSULTANT** or associated parties will bear the proper professional endorsements.
- 2.1.6 The actual acceptance by the MPO of any submittal, including the final acceptance of the **TASK WORK ORDER** documents and reports provided for in this **AGREEMENT**, shall neither constitute nor imply any review or approval by the MPO of the services performed by the **CONSULTANT** under the provisions of this **AGREEMENT** but shall indicate only the MPO's acceptance of the **CONSULTANT'S** affirmation of compliance with the provisions and intent of this **AGREEMENT**.

2.2 **TASK WORK ORDER MANAGEMENT SCHEDULE**

- 2.2.1 A **TASK WORK ORDER** management schedule for each assigned task shall be prepared by the **CONSULTANT** and approved by the MPO's Executive Director or assigned project manager. The schedule shall include a time line, proposed scope of services, a budget sheet with the staff job classifications, number of staff hours with the associated approved rates and any additional expenses (such as printing costs) associated with the **TASK WORK ORDER**.
- 2.2.2 The schedule shall be in accordance with each assigned task for work associated with Exhibit A.
- 2.2.3 Any document and/or deliverable relating to the **TASK WORK ORDER** including, but not limited to, reports, maps, database collections, etc., must be provided to the MPO in the original electronic format in which they were produced (i.e. MS Word, Excel, etc.) and in a .pdf file unless otherwise specified by the MPO. All documents must be in a format which is readily accessible by devices to aid the visually disabled and must also be in a web accessible format. All data used within a document or report must have the data source identified with a footnote at the bottom of the page or notation at the bottom of a table or graph at the point of reference. Final **TASK WORK ORDER** payment due to the **CONSULTANT** may be withheld until the original electronic form of all documents and deliverables is received by the assigned project manager.

It shall be the responsibility of the **CONSULTANT** to ensure at all times that sufficient time remains in the **TASK WORK ORDER** schedule within which to complete services on the **TASK WORK ORDER**. In the event there have been delays which would affect the **TASK WORK ORDER** completion date, the **CONSULTANT** shall submit a written request a minimum of six weeks before the expiration of the **AGREEMENT** to the MPO which identifies the reason(s) for the delay, the amount of time related to each reason, specific indication as to

whether or not the delays were concurrent with one another, and a plan/schedule to mitigate the delay. The MPO will review the request and make a determination as to granting all or part of the requested extension or revised plan/schedule. MPO may grant to the **CONSULTANT**, by "Letter of Time Extension," an extension of time for performance, equal to the aforementioned delays but not to extend beyond one (1) year from the date of expiration of this **AGREEMENT**.

In the event time for performance expires and the **CONSULTANT** has not requested, or if the MPO has denied, an extension of the **TASK WORK ORDER** schedule completion date, partial progress payments will be stopped on the date time expires. No payment shall be made for work performed subsequent to the completion date unless a time extension is granted or all work has been completed and accepted by the MPO.

SECTION 3. SERVICES TO BE FURNISHED BY THE MPO.

3.0 Non-Appropriation - In the event that conditions arise, such as lack of available funds, which in the MPO's opinion make it advisable and in the public interest to immediately terminate this **AGREEMENT**, it may do so upon written notice. The MPO, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void and no money may be paid on such agreement. Accordingly, the PPC and MPO's performance and obligation to pay under this **AGREEMENT** is contingent upon appropriation by the FDOT, CTD, FHWA or FTA.

3.1 The MPO shall provide the **CONSULTANT** copies of all existing previously prepared files/documents pertinent to the **TASK WORK ORDER**, which the MPO may have in its possession, when available. However, the onus is on the **CONSULTANT** to research, design, implement, hire or acquire any component or any part of the project thereof deemed to be requisite for the satisfactory completion of the said task or any phase of the **TASK WORK ORDER**.

Under no circumstances will the MPO be held liable or negligent for the perceived inability of any of its employees to locate, retrieve, furnish, supply or provide any of the requested files as needed by the **CONSULTANT**.

3.2 MPO personnel shall coordinate all releases of information to the public or any other outside agencies. The **CONSULTANT** or its SUBCONSULTANTS agrees that it shall make no statements, press releases, or publicity releases concerning this **AGREEMENT** or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this **AGREEMENT**, or any particulars thereof, during the period of the **AGREEMENT** without first notifying the MPO and securing its prior written consent.

SECTION 4. SCHEDULE OF PAYMENTS.

4.0 Upon Board or Executive Director approval of submitted invoices, as applicable, the MPO shall make payments as invoiced to the **CONSULTANT** in accordance with the following terms. These terms are applicable to all fees incurred, including Upset Limit and Lump Sum Fees.

- 4.1 The MPO agrees to pay the **CONSULTANT** compensation as detailed in Section 5.0. Invoices for fees or other compensation for services and expenses shall be submitted to the MPO in detail sufficient for a proper pre-audit and post-audit.
- 4.2 The general cost principles and procedures for the negotiation and administration, and the determination or allowance of costs under this **AGREEMENT**, shall be as set forth in the Code of Federal Regulations; Titles 23, 48, and 49; and other pertinent federal and state regulations as applicable. In the event there is a conflict between state regulations and federal regulations, the more restrictive of the applicable regulations will govern.

SECTION 5. COMPENSATION TO THE CONSULTANT.

- 5.0 The MPO agrees to pay the **CONSULTANT** for the performance of authorized services described in Exhibit A through individual **TASK WORK ORDERS**.
- 5.1 The MPO and the **CONSULTANT** shall negotiate an Upset Limit or Lump Sum Fee for each **TASK WORK ORDER**. The fees shall be determined in accordance with the following provisions:
- 5.2 The upset limit or lump sum amount established for each assignment shall be the agreed personnel effort required for performance of the services at the approved hourly rates as specified in Exhibit C, plus the cost of negotiated expenses.
- 5.3 The approved hourly rates per job classification for the prime **CONSULTANT** and any **SUBCONSULTANT** to be applied to this **AGREEMENT** are specified in Exhibit C. Approved hourly rates in Exhibit C may be re-negotiated during renewal of the contract.

SECTION 6. COMPENSATION ELEMENTS.

- 6.0 The negotiated fee for each **TASK WORK ORDER** will compensate the **CONSULTANT** for all allowable costs related to the authorized services; salaries, overhead, fringe benefits, expenses, operating margin and FCCM, which is included in the loaded rate specified in Exhibit C.

6.1 METHOD OF PAYMENT

Upon Board approval, the **CONSULTANT** shall be compensated for services approved by the MPO in connection with the performance of authorized services for each **TASK WORK ORDER** as follows. Invoicing standards as described in Sections 2.0 and 4.0 are applicable to the Upset Limit Fee and Lump Sum Fee:

A. Upset Limit Fee

Payments shall be made for the approved hourly rates with the direct expenses itemized for reimbursement, not to exceed the upset limit amount approved by the MPO Executive Director or assigned project manager.

B. Lump Sum Fee

Payments for lump sum fee task authorizations shall be made in an amount equal to the percentage by task of lump sum work that has been satisfactorily performed as approved by the MPO Executive Director or assigned project manager.

SECTION 7. SATISFACTORY PERFORMANCE.

- 7.0** All services to be provided by the **CONSULTANT** under the provisions of this **AGREEMENT**, including services to be provided by **SUBCONSULTANTS**, shall be performed to the reasonable satisfaction of the MPO's Executive Director.
- 7.1** The **CONSULTANT** shall pay the MPO all losses, damages, expenses, costs, and attorneys' fees, including appellate proceedings that the MPO sustains by reason of any default, any negligent act, error or omission, including patent infringements on the part of said **CONSULTANT** in connection with the performance of this **AGREEMENT**. By signing this **AGREEMENT**, the **CONSULTANT** waives any right to reciprocal attorney's fees due to budgetary limitations imposed on local government entities under Chapter 129, Florida Statutes.

SECTION 8. CONSULTANT'S ACCOUNTING RECORDS.

- 8.0** The **CONSULTANT** agrees to establish and maintain for the **TASK WORK ORDER** a set of accounts within the framework of an established accounting system and procedures that can be identified with the **TASK WORK ORDER**, in accordance with applicable Federal Regulations and other requirements that the FDOT, CTD, FHWA and FTA may impose. The **CONSULTANT** agrees that all checks, payrolls, invoices, contracts, vouchers, expenses, orders, or other accounting documents related in whole or in part to the **TASK WORK ORDER** shall be clearly identified, readily accessible, and available to the MPO upon its request and, to the extent feasible, kept separate from documents not related to the **TASK WORK ORDER**.
- 8.1** All costs charged to the **TASK WORK ORDER**, including any approved services contributed by the **CONSULTANT** or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges.
- 8.2** The **CONSULTANT** agrees to refrain from drawing checks, drafts, or orders for goods or services to be charged against the **TASK WORK ORDER** until the **CONSULTANT** has received and filed in its records a properly signed voucher describing in proper detail the purpose for the expenditure.
- 8.3** The **CONSULTANT** shall require all **SUBCONSULTANTS**, insurance agents, and material suppliers (payees) to comply with the provisions of this **AGREEMENT** by insertion of requirements of this **AGREEMENT** in written agreements between the **CONSULTANT** and such payees. Failure to include such provisions shall be reason to exclude some or all of the related payee's costs from the amount payable to the **CONSULTANT** pursuant to this **AGREEMENT**.

SECTION 9. REPORTING, RECORD RETENTION, AND ACCESS.

- 9.0 The **CONSULTANT'S** records shall be open to inspection and subject to examination, audit, and/or reproduction during normal working hours by the MPO's agent or authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments, or claims submitted by the **CONSULTANT** or any of his payees pursuant to the execution of the **AGREEMENT**. These records shall include, but not be limited to, accounting records, written policies and procedures, **SUBCONSULTANT** files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this **AGREEMENT**. They shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this **AGREEMENT**.
- 9.1 For the purpose of such audits, inspections, examinations and evaluations, the MPO's agent or authorized representative shall have access to said records from the effective date of the **AGREEMENT**, for the duration of work, and until five (5) years after the date of final payment by the MPO to the **CONSULTANT** pursuant to this **AGREEMENT**.
- 9.2 The MPO's agent or authorized representative shall have access to the **CONSULTANT'S** facilities and all necessary records in order to conduct audits in compliance with this Section. The MPO's agent or authorized representative shall give the **CONSULTANT** reasonable advance notice of intended inspections, examinations, and/or audits.
- 9.3 The **CONSULTANT** agrees that all reports and other documents or information intended for public availability developed under this **TASK WORK ORDER** and required to be submitted to the MPO must be prepared and submitted in the original electronic format and in accordance with requirements that the MPO may specify, understanding that the MPO reserves the right to request records in other formats.
- 9.4 The **CONSULTANT** agrees to maintain intact and readily accessible all data, documents, reports, accounting records, contracts, and supporting materials relating to the **TASK WORK ORDER** that the federal government, the state government or the MPO may require during the course of the **TASK WORK ORDER** and for five years thereafter. Upon request, the **CONSULTANT** and **SUBCONSULTANTS** agree to permit the Secretary of Transportation; the Comptroller General of the United States; and, if appropriate, the State of Florida or their authorized representatives to inspect all **TASK WORK ORDER** work, materials, payrolls, and other data, and to audit the books, records, and accounts of the **CONSULTANT** and its **SUBCONSULTANTS** pertaining to the **TASK WORK ORDER** as required by 49 U.S.C. § 5325(g).
- 9.5 The **CONSULTANT** agrees to prepare and make available a comprehensive report or reports on the results of the **TASK WORK ORDER**, the conclusions reached, and the methods used, as requested.

SECTION 10. TASK WORK ORDER COMPLETION AND AUDIT.

- 10.0 Within sixty (60) calendar days of the **TASK WORK ORDER's** completion date or termination, the **CONSULTANT** agrees to submit a final Financial Status Report, a certification of **TASK WORK ORDER** expenses, and third party audit reports, as applicable.

SECTION 11. OWNERSHIP OF TASK WORK ORDER DOCUMENTS.

- 11.1** All records, electronic files, documents, tracings, plans, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by the **CONSULTANT** under this **AGREEMENT** are the property of, the MPO without restriction or limitation on their use and shall be made available upon request to the MPO at any time. All such documents shall be delivered to the MPO upon completion or termination of this **AGREEMENT**. The **CONSULTANT** at its own expense may retain copies for its files and internal use.
- 11.2** The **CONSULTANT** shall not publish or copyright any materials and products or patent any invention developed under this **AGREEMENT** in whole or in part, or in any manner or form. The MPO will have the right to visit the site for inspection of the work and the drawings of the **CONSULTANT** at any time. Unless changed by written agreement of the parties, said site shall be Tindale Oliver of 1000 North Ashley Drive, Suite 100, Tampa, FL 33602.
- 11.3** Any and all reports, documents provided or created in connection with this **AGREEMENT** are and shall remain the property of the Pinellas County MPO. In the event of termination of this **AGREEMENT**, any reports, photographs, surveys, and other data and documents prepared by **CONSULTANT**, whether finished or unfinished, shall become the property of the MPO and shall be delivered to the MPO's Executive Director within seven (7) days of termination of the **AGREEMENT** by either party.

SECTION 12. INSURANCE COVERAGE AND INDEMNIFICATION.

- 12.1** The **CONSULTANT** shall procure, pay for, and maintain at least the following insurance coverages and limits. Said insurance shall be evidenced by delivery to the MPO of one (1) Certificate of Insurance executed by the insurers listing coverages and limits, expiration dates and terms of policies and all endorsements whether or not required by the MPO, and listing all carriers issuing said policies; and (2) upon request, a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of the **AGREEMENT**.
- 12.2** Worker's Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident.
- 12.3** Comprehensive General Liability Insurance including, but not limited to, Independent Consultant, Contractual Premises-Operation, and Personal Injury covering the liability assumed under indemnification provisions of this **AGREEMENT**, with limits of liability for personal injury and/or bodily injury, including death of not less than \$500,000, each occurrence; and property damage of not less than \$100,000 each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
- 12.4** Professional Liability Insurance (including Errors and Omissions) with minimum limits of \$1,000,000 per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the **TASK WORK ORDER** with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu

of "tail coverage," **CONSULTANT** may submit annually to the MPO a current Certificate of Insurance proving that insurance remains in force throughout the same three (3) year period.

12.5 Comprehensive Automobile and Truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$500,000 each occurrence for bodily injury including death and property damage of not less than \$100,000 each occurrence. (Combined Single Limits of not less than \$500,000 each occurrence will be acceptable unless otherwise stated.) Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.

12.6 Each insurance policy shall include the following conditions by endorsement to the policy:

a.) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage or limits, a notice thereof shall be given to the MPO's Executive Director by certified mail. The **CONSULTANT** shall also notify the MPO's Executive Director, in a like manner, within twenty-four (24) hours after receipt of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said **CONSULTANT** from its insurer; and nothing contained herein shall absolve **CONSULTANT** of this requirement to provide notice.

b.) Companies issuing the insurance policy, or policies, shall have no recourse against the MPO for payment of premiums or assessments for any deductibles, which are at the sole responsibility and risk of **CONSULTANT**.

c.) The term MPO in this Section 12 shall include the MPO, all its members, its officers, and staff while acting on behalf of the MPO.

d.) The MPO shall be endorsed to the required policy, or policies, as an additional insured, exclusive of Professional Liability Insurance.

e.) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by the MPO, to any such future coverage, or to the MPO's Self-Insured Retentions of whatever nature.

f.) The **CONSULTANT** hereby waives subrogation rights for loss or damage against the MPO.

g.)The **CONSULTANT** does hereby agree to indemnify, defend, save and hold harmless the MPO and all the members of its Board, its officers, and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, expenses, attorney's fees, and judgments of every nature and description, including claims for property damage and claims for injury or death of persons, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, bylaws, ordinance, order or decree brought or recovered against it by reason of any act of negligence or omission of the **CONSULTANT**, its agents, or employees, except only such injury or damage as shall have been occasioned by the sole negligence of the MPO. Nothing herein shall purport to waive the MPO's sovereign immunity as provided in §768.28, Florida Statutes.

SECTION 13. FEDERAL CLAUSE REQUIREMENTS.

The following federally required clauses, incorporated herein by this reference, apply to this **AGREEMENT**:

1. Fly America Requirements
2. Civil Rights Requirements
3. Disadvantaged Business Enterprise (DBE)
4. Energy Conservation Requirements
5. Clean Water Requirements
6. Recycled Products
7. Lobbying
8. No Government Obligation to Third Parties
9. Program Fraud and False or Fraudulent Statements and Related Acts
10. Government-Wide Debarment and Suspension
11. Incorporation of Federal Transit Administration (FTA) Terms
12. Access to Records
13. Federal Changes
14. Termination

1. Fly America Requirements - The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

2. Civil Rights Requirements

a. Nondiscrimination - In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332:

*“The **CONSULTANT** shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The **CONSULTANT** shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the **CONSULTANT** to carry out these requirements is a material breach of this **AGREEMENT**, which may result in the termination of this **AGREEMENT** or such other remedy, as the MPO deems appropriate.”*

Each subcontract the **CONSULTANT** signs in regards to this **TASK WORK ORDER** must include the assurance in this paragraph (see 49 CFR 26.13(b)). The **CONSULTANT** agrees to comply with applicable federal and state implementing regulations and other implementing requirements the Federal Transit Administration (FTA), FDOT or CTD may issue. In addition to the above assurance, the Operator shall not discriminate on the basis of sexual orientation, in accordance to Pinellas County Code Chapter 70 as amended. In connection with this Agreement,

the undersigned will complete and submit Exhibit E "Title VI/Nondiscrimination Policy Statement", in accordance with its instructions.

b. Equal Employment Opportunity - The following equal employment opportunity requirements apply to this **AGREEMENT**:

(1). Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the **CONSULTANT** agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the **TASK WORK ORDER**. The **CONSULTANT** agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the **CONSULTANT** agrees to comply with any implementing requirements FTA may issue.

(2). Age - In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634 and Federal transit law at 49 U.S.C. § 5332, the **CONSULTANT** agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the **CONSULTANT** agrees to comply with any implementing requirements FTA may issue.

(3). Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the **CONSULTANT** agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the **CONSULTANT** agrees to comply with any implementing requirements FTA may issue.

(4). Access to Services for Persons with Limited English Proficiency – To the extent applicable and except to the extent that FTA determines otherwise in writing, the **CONSULTANT** agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. § 2000d-1 note, and with the provisions of U.S. DOT Notice, "DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries," 66 *Fed. Reg.* 6733 *et seq.*, January 22, 2001. The MPO's LEP Plan is available at the MPO office or may be viewed on-line at: <http://www.pinellascounty.org/mpo/PDFs/DBETitleIV/lep.pdf>.

(5). Environmental Justice – The **CONSULTANT** agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

(6). Other Nondiscrimination Laws – The **CONSULTANT** agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. The **CONSULTANT** also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

3. Disadvantaged Business Enterprise – This **AGREEMENT** is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The MPO's overall goal for FY 2014-2016 DBE participation is 4.4% and is applicable to this **AGREEMENT**. This requirement reflects the availability of willing and able DBEs who are registered with the State of Florida that would be expected to participate in MPO and its **CONSULTANTs** contracts absent the effects of discrimination.

The **CONSULTANT** shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted **AGREEMENT**. Failure by the **CONSULTANT** to carry out these requirements is a material breach of this **AGREEMENT**, which may result in the termination of this **AGREEMENT** or such other remedy as the MPO deems appropriate.

The **CONSULTANT** is required to pay its subcontractors/SUBCONSULTANTs performing work related to this **AGREEMENT** for satisfactory performance of that work no later than 30 days after the **CONSULTANT's** receipt of payment for that work from the MPO. In addition, the **CONSULTANT** may not hold retainage from its **CONSULTANT**.

The **CONSULTANT** must promptly notify the MPO, whenever a DBE performing work related to this **AGREEMENT** is terminated or fails to complete its work, and must make good faith efforts to engage another DBE to perform at least the same amount of work. The **CONSULTANT** may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the MPO.

Information on the MPO's DBE Program requirements is available at the MPO offices and on-line at: <http://www.pinellascounty.org/mpo>.

More information on the State of Florida DBE Program, including an application and available DBE bidders list may be found at:

http://www.dot.state.fl.us/equalopportunityoffice/New_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf.

4. Energy Conservation - The **CONSULTANT** agrees to the extent applicable, to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

5. Clean Water – The **CONSULTANT** agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The **CONSULTANT** agrees to report each violation to the MPO and understands and agrees that the MPO will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

The **CONSULTANT** also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

6. Recycled Products – Recovered Materials - The contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

7. Lobbying – Clause and specific language therein are mandated by 49 CFR Part 19.

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - **CONSULTANTs** who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." The **CONSULTANT** agrees that no Federal appropriated funds have been paid or will be paid by or on the behalf of the **CONSULTANT**, to any person for influencing or attempting to influence any officer or any 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 Federal appropriated funds have been paid by the **CONSULTANT** 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 will complete and submit Exhibit F Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The Agency shall require that the language of this section be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all SUBCONSULTANTS shall certify and disclose accordingly, pursuant to Exhibit F (Certification Regarding Lobbying).

8. No Obligation by the Federal Government to Third Parties – The MPO and **CONSULTANT** acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying **AGREEMENT**, absent the express written consent by the Federal Government, the Federal Government is not a party to this **AGREEMENT** and shall not be subject to any obligations or liabilities to the MPO, **CONSULTANT**, or any other party (whether or not a party to that **AGREEMENT**) pertaining to any matter resulting from the underlying **AGREEMENT**.

The **CONSULTANT** agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

9. Program Fraud and False or Fraudulent Statements and Related Acts - The **CONSULTANT** acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this **TASK WORK ORDER**. Upon execution of the underlying **AGREEMENT**, the **CONSULTANT** certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA

assisted project for which this **TASK WORK ORDER** work is being performed. In addition to other penalties that may be applicable, the **CONSULTANT** further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the **CONSULTANT** to the extent the Federal Government deems appropriate.

The **CONSULTANT** also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the **CONSULTANT**, to the extent the Federal Government deems appropriate.

The **CONSULTANT** agrees to include the above two clauses in each subcontract financed in whole or in part with federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

10. Government-Wide Debarment and Suspension - This **AGREEMENT** is a covered transaction for purposes of 49 CFR Part 29. As such, the **CONSULTANT** is required to verify that none of the **CONSULTANT**, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The **CONSULTANT** is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting this **AGREEMENT**, the **CONSULTANT** certifies as follows:

The certification in this clause is a material representation of fact relied upon by the MPO. If it is later determined that the **CONSULTANT** knowingly rendered an erroneous certification, in addition to remedies available to the MPO, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The **CONSULTANT** agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The **CONSULTANT** further agrees to include a provision requiring such compliance in its lower tier covered transactions and will review the “Excluded Parties Listing System” at the following Internet address: <http://epls.arnet.gov> before entering into any third party or subagreement.

11. Incorporation of Federal Transit Administration (FTA) Terms – The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding **AGREEMENT** provisions. All contractual provisions required by DOT, as set forth in [FTA Circular 4220.1F](#) are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this **AGREEMENT**. The **CONSULTANT** shall not perform any act, fail to perform any act, or refuse to comply with any MPO requests which would cause the MPO to be in violation of the FTA terms and conditions.

12. Access to Records - Upon request, the **CONSULTANT** agrees to permit the Secretary of Transportation; the MPO; the Comptroller General of the United States; and, if appropriate or their authorized representatives to inspect all **TASK WORK ORDER** work, materials, payrolls, and other data, and to audit the books, records, and accounts of the **CONSULTANT** and Third Party contractors pertaining to the **TASK WORK ORDER** as required by 49 U.S.C. § 5325(g).

13. Federal Changes – The **CONSULTANT** shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the FTA [Master Agreement](#), as they may be amended or promulgated from time to time during the term of this **AGREEMENT**. The **CONSULTANT**'s failure to so comply shall constitute a material breach of this **AGREEMENT**.

14. Termination – All services are to be performed by the **CONSULTANT** to the satisfaction of the MPO's Executive Director based on the requirements of Exhibit A. The MPO's Executive Director shall decide all questions and disputes, of any nature whatsoever, that may arise in the execution and fulfillment of the services provided for under this **AGREEMENT**.

a. Convenience (General Provision) The MPO may terminate this **AGREEMENT**, in whole or in part, at any time upon thirty day's (30) written notice to the **CONSULTANT**. The **CONSULTANT** shall be paid its costs, including **AGREEMENT** close-out costs, and profit on work performed up to the time of termination. The **CONSULTANT** shall promptly submit its invoice to the MPO for costs incurred up to the effective date of termination, provided **CONSULTANT** has not been previously reimbursed for such costs.

b. Termination for Default [Breach or Cause] (General Provision) If the **CONSULTANT** fails to perform in the manner called for in the **AGREEMENT**, if the **CONSULTANT** is indicted or has direct information issued against him for any crime arising out of or in conjunction with any work being performed for or on behalf of the MPO, if the **CONSULTANT** is placed in either voluntary or involuntary bankruptcy, or if the **CONSULTANT** fails to comply with any other provisions of the **AGREEMENT**, the MPO may terminate this **AGREEMENT** for default. Termination shall be effected by serving a notice of termination on the **CONSULTANT** setting forth the manner in which the **CONSULTANT** is in default. The **CONSULTANT** will only be paid the **AGREEMENT** price for services performed in accordance with the manner of performance set forth in the **AGREEMENT**.

If it is later determined by the MPO that acts beyond the **CONSULTANT**'S control led to the breach or default, including but not limited to a strike, fire, or flood, the MPO, after setting up a new delivery of performance schedule, may allow the **CONSULTANT** to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) The MPO in its sole discretion may, in the case of a termination for breach or default, allow the **CONSULTANT** within thirty (30) days of said notice of termination in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If the **CONSULTANT** fails to remedy to MPO satisfaction the breach or default of any of the terms, covenants, or conditions of this **AGREEMENT** within thirty (30) days after receipt by the **CONSULTANT** of written notice from the MPO setting forth the nature of said breach or default, the MPO shall have the right to terminate the **AGREEMENT** without any further obligation to the **CONSULTANT**. Any such termination for default shall not in any way operate to preclude the MPO from also pursuing all available remedies against the **CONSULTANT** and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that the MPO elects to waive its remedies for any breach by **CONSULTANT** of any covenant, term or condition of this **AGREEMENT**, such waiver by the MPO shall not limit the MPO's remedies for any succeeding breach of that or of any other term, covenant, or condition of this **AGREEMENT**.

SECTION 14. PROHIBITION AGAINST CONTINGENT FEE.

- 14.0 The **CONSULTANT** warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the **CONSULTANT**, to solicit or secure this **AGREEMENT** and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the **CONSULTANT**, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this **AGREEMENT**.

SECTION 15. TRUTH IN NEGOTIATIONS.

- 15.0 In connection with this agreement, the **CONSULTANT** is required to complete Exhibit D "Truth in Negotiations" certificate.

SECTION 16. SUCCESSORS AND ASSIGNS.

- 16.0 The **CONSULTANT** shall not assign or transfer its interest in this **AGREEMENT** without the written consent of the MPO.

SECTION 17. DEBARMENT AND SUSPENSION.

- 17.0 This **AGREEMENT** is a covered transaction for purposes of 49 CFR Part 29. As such, the **CONSULTANT** is required to verify that none of the **CONSULTANT**, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The **CONSULTANT** is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting this **AGREEMENT**, the **CONSULTANT** certifies as follows:

The certification in this clause is a material representation of fact relied upon by the MPO. If it is later determined that the **CONSULTANT** knowingly rendered an erroneous certification, in addition to remedies available to the MPO, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The **CONSULTANT** agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The **CONSULTANT** further agrees to include a provision requiring such compliance in its lower tier covered transactions and will review the "Excluded Parties Listing System" at the following Internet address: <http://epls.arnet.gov> before entering into any third party or subagreement.

Failure to comply with this provision of the **AGREEMENT** shall be considered a material breach and shall be grounds for immediate termination of the **AGREEMENT**.

SECTION 18. INDEPENDENT CONSULTANT

- 18.0 The **CONSULTANT** acknowledges that it is functioning as an independent **CONSULTANT** in performing under the terms of this **AGREEMENT**, and it is not acting as an employee of MPO.

SECTION 19. NOTICE AND CONTACTS.

- 19.0 All notices required by law and by this **AGREEMENT** to be given by one party to the other shall be in writing and shall be sent to the following respective addressees:

MPO:

Whit Blanton, MPO Executive Director
310 Court Street, 2nd Floor
Clearwater, FL 33756

CONSULTANT:

Name
Address
City/State/Zip
Phone
Email

If a different representative is designated after execution of this **AGREEMENT**, notice of the new addressees will be made in writing.

SECTION 20. CONFLICT OF INTEREST.

- 20.0 By accepting award of this **AGREEMENT**, the **CONSULTANT**, which shall include its Executive Directors, officers and employees, represents that it presently has no interest in and shall acquire no interest, either directly or indirectly, in any business or activity which would conflict in any manner with the performance of services required hereunder, including as described in the **CONSULTANT'S** own professional ethical requirements. An interest in a business or activity which shall be deemed a conflict includes, but is not limited to, any direct or indirect financial interest in any of the material and equipment manufacturers, suppliers, distributors, or consultants who will be eligible to supply material and equipment for the **TASK WORK ORDER** for which furnishing its services is required hereunder.
- 20.1 The **CONSULTANT** further covenants and agrees that, when a former MPO employee is employed by the **CONSULTANT**, the **CONSULTANT** will require that strict adherence by the former employee of, Section 112.3185, Florida Statutes, is a condition of employment of said former employee. These Statutes will by reference be made a part of this **AGREEMENT** as though set forth in full. The **CONSULTANT** agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this **AGREEMENT**.
- 20.2 Representation of an applicant of a local site plan or proposed amendment of a zoning or future land use map designation by the **CONSULTANT** may be considered a conflict of interest if the MPO is providing technical assistance to the applicable local government. Approval by MPO staff is necessary prior to **CONSULTANT** agreeing to represent a developer in support of a request seeking future land use map/zoning amendments or site plan approval from local governments within Pinellas County.

- 20.3** If, in the sole discretion of the MPO's Executive Director or designee, a conflict of interest is deemed to exist or arise during the term of the **AGREEMENT**, the MPO's Executive Director or designee may cancel this **AGREEMENT**, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the MPO.

SECTION 21. EFFECTIVE DATE, EXTENT AND TERM OF AGREEMENT.

- 21.0** This **AGREEMENT** will become effective upon proper and final execution, as reflected by the date first written above (Effective Date).
- 21.1** The **TASK WORK ORDER** assignment must be completed by **June 30, 2018**, and invoiced by **July 15, 2018**.

SECTION 22. PUBLIC ENTITY CRIMES.

- 22.0** The **CONSULTANT** is directed to the Florida Public Entity Crimes Act, Section 287.133, Florida Statutes, specifically Section 2(a), and the MPO's requirement that the **CONSULTANT** comply with it in all respects prior to and during the term of the **AGREEMENT**, as provided in Exhibit B (Public Entities Crime Form).

SECTION 23. DOCUMENTS COMPRISING AGREEMENTS.

- 23.0** This **AGREEMENT** represents, together with all Exhibits, the entire written **AGREEMENT** between the MPO and the **CONSULTANT** and may be amended only by written instrument signed by both the MPO and the **CONSULTANT**.

SECTION 24. FINAL CLOSEOUT.

- 24.0** The MPO may perform or have performed a final audit of the records of the **CONSULTANT** and any or all SUBCONSULTANTS to support the compensation paid the **CONSULTANT** for the **TASK WORK ORDER**. The audit would be performed as soon as practical after completion and acceptance of all contracted services. The final payment to the **CONSULTANT** may be adjusted for audit results.
- 24.1** Subsequent to the satisfactory completion of all services, a Certificate of Completion shall be prepared stating the total compensation due the **CONSULTANT**, the amount previously paid, and the difference, if any. Upon execution of the Certificate of Completion, the **CONSULTANT** shall either submit a final invoice for any amount due or refund to the MPO any overpayment, provided the net difference is not zero.

SECTION 25. GOVERNING LAW AND AGREEMENT EXECUTION.

The laws of the federal government and the State of Florida shall govern this **AGREEMENT**.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

PINELLAS METROPOLITAN PLANNING ORGANIZATION

Attest:

By: _____
Whit Blanton, FAICP
MPO Executive Director

By: _____
Councilmember Jim Kennedy
MPO Chairman

By: _____
Commissioner Joanne "Cookie" Kennedy
MPO Secretary

Approved as to form:


By: _____
Chelsea Hardy
Assistant County Attorney

Tindale Oliver

Attest:

By: _____

Print Name: _____

Title: _____

EXHIBIT A

SCOPE OF SERVICES

Task 1 - WebCDMS Maintenance, Data Management, and Crash Location

This task provides for availability, system and data maintenance, and data management services for the Pinellas County Metropolitan Planning Organization (MPO) WebCDMS web-based crash data management system. Services included in this task are as follows:

1.01: System Maintenance: Tindale Oliver, (Consultant) shall host, maintain, and provide tape back-up services for the WebCDMS application, crash database, and scanned crash report image archive. Should the WebCDMS system become unavailable due the Consultant's loss of network connectivity or hardware failure during normal working hours (8 – 5, MTWTF), the Consultant shall notify the Pinellas MPO Project Manager via phone or email, provide an estimated timeframe for system restoration, and make all reasonable attempts to restore the WebCDMS service within five working days. Maintenance activities which require the system to be shut-down during normal working hours will be avoided/minimized, but if necessary, will be coordinated with the MPO Project Manager in advance. From time to time the Consultant may elect to provide enhancements to the WebCDMS application and will notify the MPO Project Manager prior to implementing enhancements and will provide documentation and training related to the enhancements as necessary.

1.02: Database Management: The Consultant will upload data and scanned crash report images received from the MPO (or its crash data vendors) as on a monthly basis or as received from the MPO. As part of this process, the Consultant will notify the MPO Project Manager by email when data and scanned crash report images are received, including the number of records, number missing or extra images, and the date range of the records received. The Consultant will then post the records and images to the WebCDMS database and/or notify the MPO of significant issues with the data or images (e.g. corrupt database files, significant missing records or images) within ten (10) working days of receipt.

1.03. Crash Location Service: As part of the Database Management process, the Consultant shall apply database automation to assign crash records with a reference node (intersection) identification number based on the crash location information included in the crash data records. Based on past performance, it is estimated that approximately 50 percent of MPO crashes can be located in this way. The Consultant shall utilize up to twenty hours per month of crash data technician staff effort to perform the following crash location services:

a. Within thirty (30) days of receiving crash data and scanned images, the Consultant shall review available crash location data and scanned report images for crashes coded as Fatal, Incapacitating Injury, Bicycle, Pedestrian, or Motorcycle to verify the automated node assignment or assign a node ID, if none was assigned through the automated location process. A list/spreadsheets of Fatal, Incapacitating Injury, Bicycle, Pedestrian, and Motorcycle crashes which the Consultant cannot locate (generally due to incomplete data or missing crash report images) will be compiled and transmitted to the MPO Project Manager on a quarterly basis.

b. Within sixty (60) days of receiving crash data and scanned images, the Consultant shall review available crash location data and scanned report images for crash records which were not assigned a node through the automated process in the following order of priority until the remainder of the available crash data technician effort allocation is consumed:

1. Fatal crashes
2. Bicycle, pedestrian, and motorcycle crashes
3. Injury crashes
4. Possible injury and property damage crashes

Based on past MPO crash data characteristics and the allocation of twenty (20) hours of crash data technician effort per month it is expected that 85 percent of all crashes will be assigned a Node ID and that at least 95 percent of Fatal, Incapacitating Injury, Bicycle, Pedestrian, and Motorcycle crashes will be assigned a Node ID.

In addition to crash data technician staff, the Consultant will:

- supervise the data entry staff,
- conduct quarterly crash data audits (to verify completeness of data based on historic trends)
- post XY data provided by the FDOT safety office on a quarterly basis/as available and provide a report listing crashes where FDOT XY locations differ significantly from node locations,
- will post corrected crash node assignments or node descriptor changes provided by the MPO Project Manager within five (5) working days of receipt.

Task 2 – On-Call Support

The Consultant will provide up to 45 hours of technical assistance to the MPO Project Manager to assist in producing the MPO's Crash Facts reports, additional WebCDMS user training, and/or GIS

and database administration support to MPO staff or other public agency staff included in the WebCDMS user group. Use of technical assistance or training allocations will be approved in advance in writing by the MPO Project Manager and will be in addition to any support or WebCDMS modifications resulting from software “bugs”/issues.

Task 3 – Traffic Volume Management and Crash Rate Calculation

Tindale Oliver will update traffic volumes on all segments and intersections with data provided by Pinellas County. Tindale Oliver will also QA/QC the new information. The updated information will be available through the WebCDMS application via the Crash Rates tool.

EXHIBIT B

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES ON
PUBLIC ENTITY CRIME**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

By _____
(print this individual's name and title)

for _____
(print name of entity submitting statements)

whose business address is _____

and if applicable whose Federal Employer Identification Number (FEIN) is _____

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn Statement:

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

AND (Please indicate which additional statement applies).

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Print Name:

Title:

City of _____

STATE OF FLORIDA

Sworn and subscribed before me this ____ day of _____, 2016 by

_____ who is Personally known to me _____

Or who produced identification - _____
(Type of Identification)

(Signature) Notary Public—State of Florida

(Printed, typed or stamped commissioned name of notary public)

My commission expires _____ (SEAL)

EXHIBIT C

HOURLY RATES

Consultant (or Subconsultant) Name: Tindale Oliver

	Hourly Rates¹
Personnel Classification	Year 1 and 2²
Project Manager	\$53.17
Computer Programmer	\$42.48
GIS Specialist	\$23.03
Planner Intern	\$12.36
Clerical	\$20.91

(1) Unloaded (does not include overhead, fringe benefits, facility capital cost of money, operating margin or out-of-pocket expenses)

(2) Hourly Rates may be re-negotiated at the discretion of the PPC/MPO.

CONSULTANT will utilize a **308.5%** multiplier to cover overhead, fringe benefits, facility capital cost of money, operating margin and out of pocket expenses.

EXHIBIT D

TRUTH-IN-NEGOTIATION CERTIFICATE

In compliance with this Agreement dated _____, between the MPO and the Consultant, the Consultant herewith certifies that:

- 1) The rates of compensation and other factual unit costs supporting the compensation are accurate, complete, and correct at the time of contracting.
- 2) Any and all limitations on current or future years' contract fees, including any arrangements under which fixed limits on fees will not be subject to reconsideration if unexpected accounting issues are encountered, are disclosed herein.
- 3) Any and all services to be provided under the above-referenced Agreement at rates or terms that are not customary are described herein.

Hourly compensation rate is as specified in Exhibit C of this Agreement.
Standard compensation rate for this type engagement is as negotiated.

CONSULTANT

By: _____

Date: _____

EXHIBIT E

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

The _____ (Name of Consultant) assures the Florida Department of Transportation and the MPO 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 (collectively referred to as the “Acts”) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The _____ (Name of Consultant) 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 Consultant’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 Consultant’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 associated regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination. Complaints against the Consultant 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 firm’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 Consultant.

Dated _____

By _____
Print Name:
Title _____

TITLE VI APPENDIX A of EXHIBIT E

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

- (1.) **Compliance with Regulations:** The Consultant 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 Agreement.
- (2.) **Nondiscrimination:** The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subConsultants, including procurements of materials and leases of equipment. The Consultant 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 Subconsultants, including Procurements of Materials and Equipment:** In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Consultant 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, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information the Consultant shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the 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 Consultant'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, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.

(6.) **Incorporation of Provisions:** The Consultant shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a sub-Consultant or supplier as a result of such direction, the Consultant 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 Consultant may request the United States to enter into such litigation to protect the interests of the United States.

EXHIBIT F

49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements *(To be submitted with each bid or offer exceeding \$100,000)*

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any 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 [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification 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.

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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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 such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Consultant, _____ (name), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ (signature)

Print Name: _____

Title: _____

Date: _____



Pinellas County MPO WebCDMS Maintenance, Data Management, Crash Location, and Support

(March 9th 2016 through June 30th 2018)

Scope of Services:

Task 1 - WebCDMS Maintenance, Data Management, and Crash Location

This task provides for availability, system and data maintenance, and data management services for the Pinellas County Metropolitan Planning Organization (Pinellas MPO) WebCDMS web-based crash data management system. Services included in this task are as follows:

1.01: System Maintenance: Tindale-Oliver and Associates, (Consultant) shall host, maintain, and provide tape back-up services for the WebCDMS application, crash database, and scanned crash report image archive. Should the WebCDMS system become unavailable due the Consultant's loss of network connectivity or hardware failure during normal working hours (8 – 5, MTWTF), the Consultant shall notify the Pinellas MPO Project Manager via phone or email, provide an estimated timeframe for system restoration, and make all reasonable attempts to restore the WebCDMS service within five working days. Maintenance activities which require the system to be shut-down during normal working hours will be avoided/minimized, but if necessary, will be coordinated with the Pinellas MPO Project Manager in advance. From time to time the Consultant may elect to provide enhancements to the WebCDMS application and will notify the Pinellas MPO Project Manager prior to implementing enhancements and will provide documentation and training related to the enhancements as necessary.

1.02: Database Management: The Consultant will upload data and scanned crash report images received from the MPO (or its crash data vendors) as on a monthly basis or as received from the MPO. As part of this process, the Consultant will notify the Pinellas MPO Project Manager by email when data and scanned crash report images are received, including the number of records, number missing or extra images, and the date range of the records received. The Consultant will then post the records and images to the WebCDMS

database and/or notify the Pinellas MPO of significant issues with the data or images (e.g. corrupt database files, significant missing records or images) within ten (10) working days of receipt.

1.03. Crash Location Service: As part of the Database Management process, the Consultant shall apply database automation to assign crash records with a reference node (intersection) identification number based on the crash location information included in the crash data records. Based on past performance, it is estimated that approximately 50 percent of Pinellas MPO crashes can be located in this way. The Consultant shall utilize up to twenty hours per month of crash data technician staff effort to perform the following crash location services:

a. Within thirty (30) days of receiving crash data and scanned images, the Consultant shall review available crash location data and scanned report images for crashes coded as Fatal, Incapacitating Injury, Bicycle, Pedestrian, or Motorcycle to verify the automated node assignment or assign a node ID, if none was assigned through the automated location process. A list/spreadsheet of Fatal, Incapacitating Injury, Bicycle, Pedestrian, and Motorcycle crashes which the Consultant cannot locate (generally due to incomplete data or missing crash report images) will be compiled and transmitted to the Pinellas MPO Project Manager on a quarterly basis.

b. Within sixty (60) days of receiving crash data and scanned images, the Consultant shall review available crash location data and scanned report images for crash records which were not assigned a node through the automated process in the following order of priority until the remainder of the available crash data technician effort allocation is consumed:

1. Fatal crashes
2. Bicycle, pedestrian, and motorcycle crashes
3. Injury crashes
4. Possible injury and property damage crashes

Based on past Pinellas MPO crash data characteristics and the allocation of twenty (20) hours of crash data technician effort per month it is expected that 85 percent of all crashes will be assigned a Node ID and that at least 95 percent of Fatal, Incapacitating Injury, Bicycle, Pedestrian, and Motorcycle crashes will be assigned a Node ID.

In addition to crash data technician staff, the Consultant will:

- supervise the data entry staff,
- conduct quarterly crash data audits (to verify completeness of data based on historic trends)
- post XY data provided by the FDOT safety office on a quarterly basis/as available and provide a report listing crashes where FDOT XY locations differ significantly from node locations,

- will post corrected crash node assignments or node descriptor changes provided by the Pinellas MPO Project Manager within five (5) working days of receipt.

Task 2 – On-Call Support

The Consultant will provide up to 45 hours of technical assistance to the Pinellas MPO Project Manager to assist in producing the Pinellas MPO's Crash Facts reports, additional WebCDMS user training, and/or GIS and database administration support to Pinellas MPO staff or other public agency staff included in the WebCDMS user group. Use of technical assistance or training allocations will be approved in advance in writing by the Pinellas MPO Project Manager and will be in addition to any support or WebCDMS modifications resulting from software "bugs"/issues.

Task 3 – Traffic Volume Management and Crash Rate Calculation

TindaleOliver will update traffic volumes on all segments and intersections with data provided by Pinellas County. TindaleOliver will also QA/QC the new information. The updated information will be available through the WebCDMS application via the Crash Rates tool.

Schedule and Budget:

The tasks described above shall be completed for a total fee of **\$55,758.58** as described in the attached effort estimate (Figure 1). Task 1, WebCDMS Maintenance, Data Management, and Location Services, shall be invoiced on a monthly basis at a rate of **\$1,549.43** per month for a total of **\$41,834.66**. Task 2 shall be invoiced on a monthly basis as it is consumed. It is not to exceed **\$5,898.05**.

Task 1 shall provide for WebCDMS availability, maintenance, and data management **from March 9, 2016 through June 30, 2018 (27 months)**. Task 2 shall run concurrent with Task 1.

Task 3 will be completed within one month of receipt of the new traffic volume information. The total cost for this task will be at **\$8,025.87 (\$2,675.29 per calendar year update)**. A progress report will be provided upon completion of this task.

Other Terms:

Consistent with the original implementation of the WebCDMS, all crash data and scanned crash report images shall remain the sole property of the Pinellas MPO and shall not be released to any external agency (except those authorized as users of the WebCDMS by the MPO) or used by the Consultant for business purposes without the written consent of the MPO Project Manager. The Consultant shall take reasonable measures to

ensure that the WebCDMS site/database is secure from unauthorized use but shall not be responsible for the misuse of user accounts/passwords provided to the MPO.

The Pinellas MPO may terminate this agreement without cause upon 30 days written notice to the Consultant. The Pinellas MPO will be responsible for payment of the Consultant’s work performed until the end of that 30 day period, but not the remainder of the term of the agreement. In addition, should the Pinellas MPO elect to terminate the WebCDMS service prior to the term specified herein, upon written request by the MPO Project Manager, the Consultant will provide a copy of the WebCDMS database and scanned report image archive on suitable media and after a review period of 30 days shall delete all Pinellas MPO crash data files and scanned crash report images from its production servers and archives. Such request shall release the Consultant from any contractual obligation established in this scope of services to host and maintain the WebCDMS for the Pinellas MPO.

In the event that sufficient budgeted funds are not available for a new fiscal period, the Pinellas MPO shall notify the Consultant of such occurrence and the Agreement shall terminate on the last day of the then current fiscal period without penalty or expense to the Pinellas MPO.

Figure 1: Task Effort Estimate

	Project Manager	Computer Programmer	GIS Specialist	Planner Intern	Clerical	Total Hours	Total Effort	Total Cost	Monthly Cost
	\$ 53.17	\$ 42.48	\$ 23.03	\$ 12.36	\$ 20.91				
Task 1 - WebCDMS Data Management and Subscription	5	112	42	592	12	763	\$ 13,558.91	\$ 41,834.66	\$ 1,549.43
1.01 - System Maintenance	5	56	0	0	12	73	\$ 2,895.65	\$ 8,934.24	\$ 330.90
1.02 - Database Management	0	28	0	52	0	80	\$ 1,832.16	\$ 5,652.95	\$ 209.37
1.03 - Crash Location Service	0	28	42	540	0	610	\$ 8,831.10	\$ 27,247.48	\$ 1,009.17
Task 2 - On-Call Support	0	45	0	0	0	45	\$ 1,911.60	\$ 5,898.05	N/A
Task 3 - Traffic Volume Management - System Update	6	30	18	48	0	102	\$ 2,601.24	\$ 8,025.87	N/A
Total Authorization Totals:	11	187	60	640	12	910	\$ 18,071.75	\$ 55,758.58	

LOCAL COORDINATING BOARD
FOR THE TRANSPORTATION DISADVANTAGED

Chairman

Patricia Johnson (Chair – 2/18/2014)

Agency for Health Care Administration – Area 5 Medicaid Office

Aaron Lounsberry (03/09/2016)

Citizens

Danny Gorman (04/08/15)

Brian Scott (Vice Chair - 3/10/2010) (reappointed 3/12/14)

FL Dept. of Elder Affairs

Jason Martino (Alternate: Vacant)

Persons with Disabilities

Joseph DiDomenico (6/10/2015)

Pinellas County Dept. of Veterans Services

Michael Hill

Pinellas Suncoast Transit Authority

Patricia Johnson (3/13/13)

Ross Silvers (Alternate: Vacant)

Transportation Provider for Profit

Allen Weatherilt (Alternate: Nick Cambas) (2/09/00) (reconfirmed 5/14/08 MPO) (reconfirmed May 11, 2011)
(reconfirmed both May 8, 2014)

Community Action Agency

Jane Walker (reconfirmed July 2011 MPO)

Over 60

Vivian Peters (10/10/2012)

Public Education

Mimi Jefferson (02/10/2016)

Department of Children and Families

John Palumbo (06/08/2011)

Donna Lytwyn (Alternate)

Children at Risk

Delquanda S. Turner (07/10/2013)

Division of Blind Services

Rachel Jacobs (9/11/2013)

Career Source Pinellas

Don Shepherd (03/12/2014)

Local Medical Community

Joseph Santini (to be appointed (07/08/2015) MPO meeting)

Technical Support – Florida Department of Transportation (FDOT)

Elba Lopez (Alternate: Katina Kavouklis)

BICYCLE PEDESTRIAN ADVISORY COMMITTEE MEMBERSHIP LIST**Voting****St. Petersburg Area (St. Pete/Gulfport/So Pasadena/Tierra Verde)**

1. Camille Stupar (01/13/16)
2. Kimberly Cooper (10/13/99)
3. Geri Raja (VC) (09/09/09)

Clearwater Area

4. Chip Haynes (04/13/11)
5. Robert Yunk (02/09/05)
6. Win Dermody (03/12/14)

Dunedin Area

7. Ed Hawkes (11/18/98)

Pinellas Park and Mid-County

8. Ronald Rasmussen (12/13/06)
9. Byron Virgil Hall, Jr., (12/13/06)

Largo Area

10. Holly DeSha (01/14/15)
11. Georgia Wildrick (08/16/06)

North County Area (Tarpon Springs/Palm Harbor/Ozona/Oldsma/Safety Harbor)

12. Tom Ferraro (04/09/03)
13. Becky Afonso (10/08/14)

At Large Area

14. Paul Kurtz (12/11/13)
15. Mike Siebel (03/14/12)
16. Brian Smith (Chairman) (12/12/12)
17. Lynn Bosco (11/14/12)
18. Steve Lasky (11/14/12)
19. Charles Martin (04/08/09)
20. Annette Sala (03/12/14)

Seminole Area

21. Jim Wedlake (05/12/10)

Beach Communities

22. Bert Valery (10/1983-10/1998) (reappointed 07/10/02)
23. -----VACANT----- (/ /)

Technical Support

1. County Traffic Department (Tom Washburn – primary, Gina Harvey and Casey Morse – alternates)
2. County Parks and Conservation Resources (Lyle Fowler – primary, Spencer Curtis – alternate)
3. PSTA Chris Cochran (Chris Cochran – primary; Heather Sobush and Kristina Tranel – alternates)
4. City of Clearwater (Felicia Donnelly)
5. City of St. Petersburg (Lucas Cruse as representative and Cheryl Stacks as alternate)
6. City of Largo (Valerie Brookens as representative and Christine McLachlan as alternate)
7. Pinellas County School System (Tom McGinty)
8. TBARTA (Anthony Matonti – primary; Michael Case 1st alternate and Ramond Chiramonte 2nd alternate)
9. Pinellas County Health Department (Megan Carmichael)
10. CUTR (Julie Bond as representative and Richard Hartman as alternate)
11. Sunstar Paramedics (Charlene Cobb, Community Outreach Coordinator)

Sheriff's Office /Police/Law Enforcement Representatives

1. Pinellas Park Police Dept.
2. St Petersburg Police Dept.
3. Largo Police Dept.
4. Sheriff's Office – Deputy Eric Gibson
5. Clearwater Police Dept.

Non-Voting Technical Support

Christopher Speece (FDOT)

Edward Ameen

Cell (727) 460-2442 | eameen1@tampabay.rr.com

PROFILE

Accomplished Senior Operations Management Professional with extensive Marketing, Finance, Planning and Compliance, Supply Chain, and Strategic Sourcing expertise. Results-driven Entrepreneur and Visionary with broad experience dealing with all levels of organizational management; a strong emphasis establishing sustainable revenues and maximizing returns in underperforming markets including the Fast Food/Hospitality/Restaurant, Non-Profit, and Communications industries. Proven history and success increasing profitability, improving performance, and cultivating productivity in sensitive, fast-paced environments and a highly competitive industry. Seeking an immediate position with opportunities to lend my expertise to help your company strategically grow.

CAREER SPOTLIGHT

- Executive leadership designing, building, and managing exceptional organizations to perform and provide services in multiple industries
 - Directly responsible for customizing and executing strategic action plans to drive profitability, performance, productivity, and employee/customer satisfaction

KEY MANAGEMENT AREAS

**Staffing Development & Performance
Decision Maker, Prioritize & Delegate
Multi-site Operations Management
Identifying Growth Opportunities**

**Strategic Planning & Scheduling
Territory Growth Development
Cash Flow & Cost Containment
P&L & Budget Management**

**Organizational Leadership
Inspections/Evaluations
Operational Efficiency**

PROFESSIONAL ATTRIBUTES

- Hard-driving, results-oriented professional, capable of significantly contributing to increasing company performance and profits
- Strong analytical and management skills, leadership qualities, and solid technical communication abilities
- Highly organized, with the ability to multi-task in a fast-paced environment, responds quickly and effectively to problems
- Multi-faceted professional, providing management experience with the ability to effectively communicate across all organizational levels
- Ability to work independently and take initiative in a team in order to meet larger team goals
- Thorough knowledge of OSHA regulations, experienced in safety inspections
- Generates a high degree of respect and trust rapidly from various operating units, including corporate staff, investors, and clients. Established and maintained significant loyal and profitable relationships during tenure

NOTABLE ACCOMPLISHMENTS

- ❖ Successful owner of 7 McDonald's Restaurants, sold for a profit, 1998
- ❖ Enjoyed success as Executive member of multiple high-profile philanthropic organizations
- ❖ Recipient of numerous industry commendations and awards including
 - Tampa Bay Lightning Community Hero, 2013
 - PARC Magnetic Men Award, 2009
 - Florida Governor's Point of Light Award, 2007
 - National Points of Light Award, 2006
 - United Way Volunteer of the Year in Leadership, Tampa Bay, 2006
 - William S. "Bill" Belcher Award Winner, All Children's Hospital Foundation, 1998
 - City of Madeira Beach, Business Leader of the Year Award, 1987
 - Up & Comers Award for Entrepreneurship, Tampa Bay, 1987
 - St. Petersburg Beach, Citizen of the Year, 1986
 - Outstanding Young Men of America Award (second award), 1982
 - Ronald McDonald Award, Owner/Operator of the Year, 1981
 - Outstanding Young Men of America Award, 1973

EXPERIENCE**1970 - Current**

Successful owner, principal member and key strategist on multiple executive teams. Responsible for P&L numbers and strategy for future projects and company direction. Direct all aspects of Category Management, Restaurant Operations, and Supply Chain.

2013 - 2015 Managing Partner, By Nature's Plan, Pinellas County, FL
2012 - 2013 Interim President, Mahaffey Theater Foundation, Pinellas County, FL
2007 - 2014 President, Blue Flame Consulting, Pinellas County, FL
2000 - 2003 Director/President, CellQuest, Inc., Pinellas County, FL
2000 - 2003 Director/President, RAWM Trading Co., Pinellas County, FL
1992 - 2003 Director, Bank of St. Petersburg, Inc., Pinellas County, FL
1978 - 1998 Owner/Operator, McDonald's (7 Locations), Pinellas County, FL
1970 - 1978 Manager/Supervisor/Owner, McDonald's, Northwest, OH

MILITARY

1966 - 1972 U. S. Marine Corps, Honorable Discharge

PERFORMANCE LIST

- Generate new business, maintain positive relationships with existing clients, and service key accounts
- Confer with company officials to develop methods and procedures to increase sales, expand markets, and promote business/Maintain knowledge of market conditions, competitors, and trends
- Define account needs and assist in product training and service issues

PROFESSIONAL DEVELOPMENT

McDonald's Hamburger University, Oakbrook, IL

Restaurant Management degree

Cuyahoga Community College, Cleveland, OH

Hospitality Management

PROFESSIONAL ASSOCIATIONS

Former Board Member, St. Petersburg Free Clinic

Former Trustee, Director, Coast Guard Foundation

Founding Director/Chairman of the Board, Ronald McDonald House Charities of Tampa Bay

Former Vice President/President, McDonald's Tampa Bay Co-op

Former Florida Representative, McDonald's Operators National Advertising

Former Director/Chairman of Board, McDonald's Operators Self Insurance Fund (OSIF)

Former Trustee, Mahaffey Theater Foundation

Former Coast Guard Foundation Dinner Chair

Former Director, All Children's Health System

Former Capital Campaign Chairman, All Children's Hospital Foundation

Member, American Legion Post 14

Former Board Member, Gulf Beaches of Tampa Bay Chamber of Commerce

Former Trustee/Chairman of the Board, All Children's Hospital, Inc.

Former Founding Trustee/Chairman of the Board, All Children's Hospital Foundation

Former Treasurer/President, St. Pete Beach Chamber of Commerce

Former Board Member, Florida Power Business Advisory Council

Former Board Member/Officer, Treasure Island Chamber of Commerce

Former Board Member/President, Madeira Beach Chamber of Commerce

Former Board Member, Better Business Bureau

Former Chairman of President's Council, Pinellas Suncoast Chamber of Commerce

Former Board Member, Police Athletic League

Member, Marine Corps League

TECHNICAL COORDINATING COMMITTEE MEMBERSHIP LIST

<u>REPRESENTATIVE</u>	<u>ALTERNATE</u>	<u>REPRESENTATIVE</u>	<u>ALTERNATE</u>
<u>Pinellas County Public Works (Traffic)</u> Ken Jacobs	Tom Washburn/Gina Harvey	<u>Pinellas County Public Works (Eng.)</u> Brent Hall	Greg Cutrone
<u>Pinellas County Planning</u> Caroline Lanford	Scott Swearengen	<u>Pinellas County Environmental Management</u> Ajaya Satyal	
<u>Pinellas County School Board</u> Mike Burke		<u>St. Petersburg/Clearwater International Airport</u> None	None
<u>Pinellas Suncoast Transit Authority</u> Heather Sobush (VC)	Christopher Cochran		
<u>Department of Environmental Protection</u> None	None	<u>Tampa Bay Regional Planning Council</u> Avera Wynne	Vacant
<u>TBARTA</u> Anthony Matonti	Michael Case/Ray Chiaramonte	<u>Beach Communities</u> None	
<u>Clearwater Planning Department</u> Katie See	Lauren Matzke	<u>Clearwater Engineering</u> Bennett Elbo	Himanshu Patni
<u>Clearwater Traffic Operations</u> Paul Bertels	Cory Martens	<u>Dunedin Planning</u> Lucy Fuller	Greg Rice
<u>Dunedin Traffic Engineering</u> Joan Rice (Chair)	Jorge Quintas, PE	<u>Gulfport</u> Mike Taylor	Fred Metcalf
<u>Indian Rocks Beach</u> Danny Taylor	None	<u>Largo Community Development</u> Frances Leong	Robert Klute
<u>Largo Community Development – Engineering</u> Rafal Cieslak	Chuck Mura	<u>Oldsmar</u> Marie Dauphinais	Michele Parisano
<u>Pinellas Park Planning Department</u> Bob Bray	Dean Neal	<u>Pinellas Park Storm Water and Transportation</u> Brent Perkey	David Chase
<u>Safety Harbor</u> <u>Dept</u> Michael Schoderbock	Marcie Stenmark	<u>St. Pete Engineering and Capital Improvements</u> Tim Funderburk	Mike Frederick
<u>St. Petersburg Planning and Economic Development Dept</u> <u>Dept</u> Tom Whalen	Rick MacAulay	<u>St. Pete Transportation & Parking Management</u> Cheryl Stacks	Evan Mory
<u>St. Pete Beach</u> None	Chelsey Welden	<u>Seminole</u> Mark Ely	Jan Norsoph
<u>Tarpon Springs Planning</u> Michelle Orton	Heather Urwiller	<u>FDOT (technical support)</u> Brian Beaty	

**BOARD OF COUNTY
COMMISSIONERS**

Dave Eggers
Pat Gerard
Charlie Justice
Janet C. Long
John Morroni
Karen Williams Seel
Kenneth T. Welch



February 22, 2016

Pinellas County Metropolitan Planning Organization
ATTN: Whit Blanton, Executive Director
310 Court Street
Clearwater, Florida 33756

RE: Appointment to the Technical Coordinating Committee

Dear ^{Whit}Mr. Blanton:

The Pinellas County Planning Department would like to make a couple changes to our representative appointments to the Pinellas County Metropolitan Planning Organization (MPO) Technical Coordinating Committee (TCC). Please accept Ms. Caroline Lanford as the primary representative and Mr. Scott Swearengen as the alternate. It is our desire that such changes take effect prior to or on the TCC's regularly scheduled March 23rd, 2016, meeting date.

Please let me know if you have any questions.

Sincerely,

Gordon Beardslee, Planning Director
Pinellas County Planning Department

cc: Scott Swearengen
Caroline Lanford
file

GRB:ss

Pinellas County Planning
310 Court Street
Clearwater, FL 33756
Main Office: (727) 464-8200
FAX: (727) 464-8201
V/TDD: (727) 464-4062

www.pinellascounty.org



MPO #16- 2

**A RESOLUTION OF THE PINELLAS COUNTY
METROPOLITAN PLANNING ORGANIZATION
AUTHORIZING AN AMENDMENT TO THE 2015/2016
UNIFIED PLANNING WORK PROGRAM, DE-OBLIGATING SURFACE
TRANSPORTATION PROGRAM FUNDING FOR FY 2015/16**

WHEREAS, the UPWP is mandated by federal and state law, and identifies all transportation planning activities in the MPO planning program; and

WHEREAS, the UPWP must include all federal, state and local planning funds that the MPO receives, allocated to individual tasks and summarized in budget tables; and

WHEREAS, the Pinellas County Metropolitan Planning Organization (MPO) approved the 2014/15 and 2015/16 Unified Planning Work Program (UPWP) in May 2014, and amended the UPWP in September 2014, July 2015 and October 2015;

WHEREAS, the UPWP may be modified or amended when the MPO needs to make text or funding changes; and

WHEREAS, Surface Transportation Program (STP) funding may be identified for de-obligation so that the funding is available for the first year of the next UPWP; and

WHEREAS, the de-obligation of MPO STP funding requires an amendment to the FY 2015/16 UPWP to adjust funding levels to account for the de-obligated funding and affected tasks.

NOW, THEREFORE, BE IT RESOLVED that the Pinellas County Metropolitan Planning Organization:

1. Authorizes the MPO Executive Director to de-obligate up to \$811,739 of STP funding currently available in the FY 2015/16 UPWP; and

2. Authorizes the MPO Executive Director to prepare and submit an amendment to the 2015/16 UPWP reflecting the de-obligated funding.

In a regular meeting of the Pinellas County Metropolitan Planning Organization duly assembled on this the 9th day of March, 2016, _____ offered the foregoing Resolution and moved its adoption, which was seconded by _____, and the final vote was as follows:

AYES:

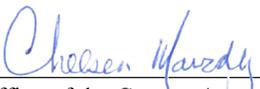
NAYS:

Absent and not voting:

Jim Kennedy, Chairman
Pinellas County
Metropolitan Planning Organization

APPROVED AS TO FORM

By:



Office of the County Attorney

PRESENTATION AND/OR ACTION ITEMS

A. Draft FY 2016/17 – 2017/18 Unified Planning Work Program – Transmittal Action

The Unified Planning Work Program (UPWP) identifies all transportation planning activities the MPO will undertake over the next two state fiscal years, from July 1, 2016 through June 30, 2018. This includes tasks identified by the Pinellas Suncoast Transit Authority (PSTA) and the Florida Department of Transportation (FDOT). The UPWP is required by state and federal law.

The UPWP includes descriptions of all MPO planning tasks supported by state and federal grant programs and corresponding funding allocations. It also identifies anticipated end products and timeframes for each task. Summary budget tables providing line item funding amounts for the tasks by funding category are included in the UPWP. Major activities included in the FY 2016/17 – 2017/18 UPWP are listed below.

- Implementation of recently amended Public Participation Plan
- Development of socioeconomic data for the 2045 Long Range Transportation Plan
- Implementation of Pinellas SPOTlight and associated Emphasis Areas
- Initiation of Complete Streets program
- Transit transfer area analysis in partnership with PSTA
- Follow on work associated with Countywide Bike Share
- Local government support in the implementation of the MPO Mobility Plan

The Citizens Advisory Committee and the Technical Coordinating Committee approved the draft FY 2016/17 – 2017/18 UPWP at their February meetings. Pending MPO approval, it will be transmitted to state and federal review agencies. Comments received from the review agencies, advisory committee members and others will be incorporated in the final UPWP, which is scheduled for MPO adoption in May.

ATTACHMENT: Draft FY 2016/17 – 2017/18 UPWP

ACTION: Approve draft UPWP for transmittal to state and federal review agencies

Pinellas MPO: 03/09/16

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.

Catalog of Federal Domestic Assistance (CFDA) Number 20.205 – Highway Planning and Construction Grant – Federal Highway Administration. 20.505 – Federal Transit Technical Studies Grant (Metropolitan Planning). Financial Project Number 259397-1-14-16 and Federal Aid Project Number 0057(52).

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 Morrone, Vice Chair
Pinellas County Board of County Commissioners

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

Doreen Hock-DiPolito, Treasurer
City of Clearwater

Sandra Bradbury
City of Pinellas Park

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 Sores, 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).

Development of the UPWP is dependent on input from the Technical Coordinating Committee (TCC), Citizen's Advisory Committee (CAC), Tampa Bay Transportation Management Area (TMA) Leadership Group, and the TBARTA Chair's Coordinating Committee (CCC), as well as other local agencies and the MPO Board. Draft and adopted versions of the UPWP are posted on the MPO website. 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.

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. 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.

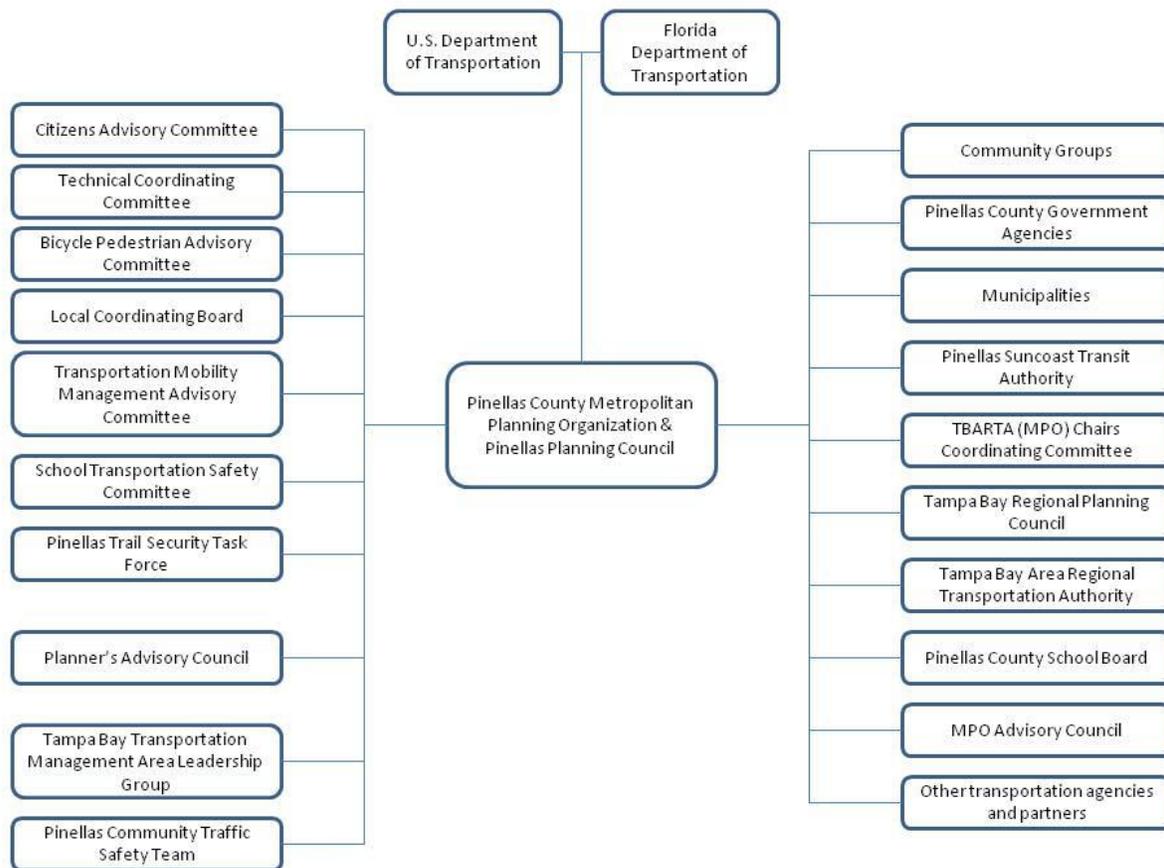
- **Freight.** FDOT has developed and is implementing a Freight and Mobility and Trade Plan that defines policies and investments that will enhance Florida's economic development efforts in the future. It is important to consider this plan when exploring and planning for future freight transportation 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 four core agreements that frame the operations of the MPO. These are listed below.

- *Interlocal Agreement for the Creation of the Metropolitan Planning Organization*
- *Intergovernmental Coordination Review and Public Transportation Coordination Joint Participation Agreement*
- *Planning Grant (PL) Joint Participation Agreement*
- *Chairs Coordinating Committee Interlocal Agreement*

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. In addition, 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 LRTP.

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.

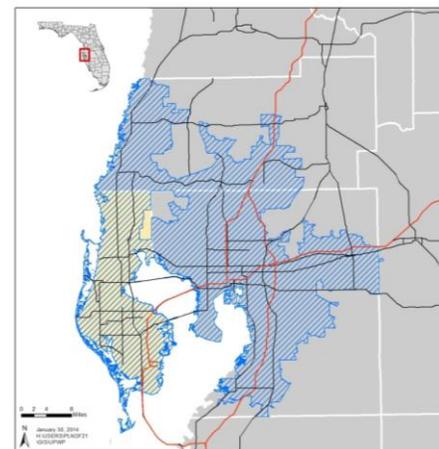
All projects identified in the LRTP were screened through the Efficient Transportation Decision Making (ETDM) process, or were classified as “exempt” projects. The ETDM process is utilized when new projects are identified for the LRTP prior to the initial engineering phase.

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
4. Execute all applicable administrative and technical procedures in support of MPO programs
5. Carry out activities necessary to maintain annual DBE requirements and progress towards goals
6. 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
7. Update the COOP, as needed, to ensure future disaster planning efforts are being prepared for and tested (Spring 2017 and 2018)
8. Comply with Americans with Disabilities Act (ADA) and Title VI requirements, as well as any other applicable Federal requirements (e.g. Title VIII)
9. Maintain and update Title VI Program, as necessary
10. Maintain and update DBE Goal and Program, as necessary
11. Work associated with managing GPC contracts
12. Pursue and secure grant funding
13. Develop, update and maintain agreements and tasks associated with grant funding and general operations of the MPO

14. Calculate, analyze and maintain financial data, including records of receipts and expenditures for all MPO planning funds
15. Prepare and submit progress reports and invoices
16. Carry out work associated with the audit process, including documentation preparation, meetings and auditor selection, as necessary
17. Procure necessary equipment, furniture, software and support to maintain and enhance the MPO's capacity to support its activities
18. Prepare FYs 2018/19 and 2019/20 UPWP (December 2017 – May 2018)
19. Attendance, registration, membership and travel costs related to professional training, seminars, meetings, workshops, and conferences
20. 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
2. Capital equipment, furniture, software and support to maintain and enhance the MPO's capacity to support its activities
3. MPO program administration and support
4. Grant applications, certification, awards and administration
5. DBE requirements and progress towards goals
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
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)
9. Title VI Program
10. DBE Goal and Program
11. GPC contracts, including rates and amendments
12. Agreements and related tasks associated with grant funding and general operations of the MPO
13. Maintained records of receipts and expenditures for all MPO planning funds, including prepare invoices and progress reports
14. Audit report, including background materials, reports and auditor procurement
15. FYs 2018/19 and 2019/20 UPWP (December 2017 – May 2018)
16. Quadrennial certification in 2017

RESPONSIBLE AGENCY/AGENCIES: MPO, PPC

1.1 BUDGET TABLES

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
				GO256			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$173,723										\$173,723	\$0	\$0	\$173,723
	MPO fringe, benefits and other deductions	\$92,073										\$92,073	\$0	\$0	\$92,073
	Subtotal	\$265,796	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$265,796	\$0	\$0	\$265,796
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	\$480,404	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$480,404	\$0	\$0	\$480,404

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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

RESPONSIBLE AGENCY/AGENCIES: MPO/PPC

2.1 BUDGET TABLES

FY 2016/17 Budget Table

TASK 2.1

Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						FTA Section 5307	Total Federal	Total State	Total Local	TOTAL	
				GO256			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$19,050	\$17,196	\$22,060	\$2,758	\$2,758	\$16,000	\$2,000	\$2,000			\$74,306	\$4,758	\$4,758	\$83,821
	MPO fringe, benefits and other deductions	\$10,097	\$9,114	\$11,692	\$1,461	\$1,461	\$8,480	\$1,060	\$1,060			\$39,382	\$2,521	\$2,521	\$44,425
	Subtotal	\$29,147	\$26,310	\$33,752	\$4,219	\$4,219	\$24,480	\$3,060	\$3,060	\$0		\$113,688	\$7,279	\$7,279	\$128,246
B. Consultant Services															
	Contract/Consultant Services			\$40,000	\$5,000	\$5,000						\$40,000	\$5,000	\$5,000	\$50,000
	Subtotal	\$0	\$0	\$40,000	\$5,000	\$5,000	\$0	\$0	\$0	\$0		\$40,000	\$5,000	\$5,000	\$50,000
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	\$29,547	\$26,310	\$73,752	\$9,219	\$9,219	\$24,480	\$3,060	\$3,060	\$0		\$154,088	\$12,279	\$12,279	\$178,646

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 LRTPs
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. 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
2. Coordination of land use and transportation planning in Pinellas County and Tampa Bay region
3. Updated and maintained data for reporting and study purposes
4. Updated transportation system and crash database
5. Annual traffic count map (August 2016 and 2017)
6. Updated sidewalk, trail and bicycle facility inventory
7. Up-to-date data, reports and maps
8. Maintain forecasted traffic volume counts for 2040
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

RESPONSIBLE AGENCY/AGENCIES: MPO, PPC, FDOT

3.1 BUDGET TABLES

FY 2016/17 Budget Table

TASK 3.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						FTA Section 5307	Total Federal	Total State	Total Local	TOTAL	
				GO256			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										\$0	\$0	\$0	\$0	
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
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	\$38,450	\$57,129	\$36,720	\$4,590	\$4,590	\$36,720	\$4,590	\$4,590	\$0	\$169,019	\$9,180	\$9,180	\$187,379	

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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		\$40,000		\$2,000	\$64,000	\$8,000	\$8,000			\$106,000	\$8,000	\$8,000	\$122,000
	MPO fringe, benefits and other deductions		\$21,200		\$1,060	\$33,920	\$4,240	\$4,240			\$56,180	\$4,240	\$4,240	\$64,660
	Subtotal	\$0	\$61,200	\$0	\$3,060	\$97,920	\$12,240	\$12,240	\$0		\$162,180	\$12,240	\$12,240	\$186,660
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		\$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 includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 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. Review and monitor plans for transit consistency with other planning documents; and
 - i. 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. 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
2. Systems planning materials and documents integrated into other MPO plans and programs, such as the LRTP and TIP
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 recommendations
7. Coordination of ITS projects between local and regional governments/agencies and FDOT
8. Completed RSAs
9. Updated Truck Route Plan and Freight Mobility Plan in cooperation with FDOT, Pinellas County and municipal governments
10. Future transit planning documents, including TDP
11. FTA Section 5307 Program of Projects
12. Transit amenity system and bus and capital replacement schedule
13. Coordinated land use and transportation planning
14. Land use and transit accessibility study (Fall 2016)
15. TDSP (June 2017 and 2018)

16. CTC Evaluation (November 2016 and 2017)
17. FTA grant management and administration
18. 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
19. 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
20. Consistent application of Multimodal Impact Fee Ordinance throughout Pinellas County
21. Complete streets technical assistance resources (manual, workshops etc.)
22. Complete streets funding program for local governments

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

4.1 BUDGET TABLES

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
				GO256			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$50,000	\$177,511	\$40,000	\$5,000	\$5,000	\$51,497	\$6,437	\$6,437	\$38,699		\$319,008	\$50,136	\$11,437	\$380,581
	MPO fringe, benefits and other deductions	\$26,500	\$94,081	\$21,200	\$2,650	\$2,650	\$27,293	\$3,412	\$3,412	\$0		\$169,074	\$6,062	\$6,062	\$181,197
	Subtotal	\$76,500	\$271,592	\$61,200	\$7,650	\$7,650	\$78,790	\$9,849	\$9,849	\$38,699		\$488,082	\$56,198	\$17,499	\$561,778
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	\$77,400	\$451,592	\$109,200	\$13,650	\$13,650	\$161,334	\$20,167	\$20,167	\$38,699	\$500,000	\$1,299,526	\$72,516	\$33,817	\$1,405,858

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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	\$38,699		\$199,555	\$46,876	\$8,177	\$254,607
	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	\$38,699		\$305,319	\$51,209	\$12,510	\$369,038
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	\$38,699	\$400,000	\$810,219	\$61,209	\$22,510	\$893,938

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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
4. Utilization of the LRTP to identify potential transportation improvement projects
5. Updated County and regional priority lists, including TAP Priority List and Status Report

RESPONSIBLE AGENCY/AGENCIES: MPO

5.1 BUDGET TABLES

FY 2016/17 Budget Table

TASK 5.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						FTA Section 5307	Total Federal	Total State	Total Local	TOTAL	
				GO256			New 5305								
				FTA	State	Local	FTA	State	Local						TD
A. Personnel Services															
	MPO staff salaries	\$63,249										\$63,249	\$0	\$0	\$63,249
	MPO fringe, benefits and other deductions	\$33,522										\$33,522	\$0	\$0	\$33,522
	Subtotal	\$96,771	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96,771	\$0	\$0	\$96,771
B. Consultant Services															
	Contract/Consultant Services											\$0	\$0	\$0	\$0
	Subtotal	\$0	\$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	\$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	\$0
	Total	\$96,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96,871	\$0	\$0	\$96,871

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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

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

RESPONSIBLE AGENCY/AGENCIES: MPO, PPC

6.1 BUDGET TABLES

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
				GO256			New 5305								
				FTA	State	Local	FTA	State	Local						
A. Personnel Services															
	MPO staff salaries	\$5,000	\$8,556	\$8,000	\$1,000	\$1,000	\$16,000	\$2,000	\$2,000			\$37,556	\$3,000	\$3,000	\$43,556
	MPO fringe, benefits and other deductions	\$2,650	\$4,535	\$4,240	\$530	\$530	\$8,480	\$1,060	\$1,060			\$19,905	\$1,590	\$1,590	\$23,085
	Subtotal	\$7,650	\$13,091	\$12,240	\$1,530	\$1,530	\$24,480	\$3,060	\$3,060	\$0		\$57,461	\$4,590	\$4,590	\$66,641
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	\$33,150	\$13,091	\$12,240	\$1,530	\$1,530	\$24,480	\$3,060	\$3,060	\$0		\$82,961	\$4,590	\$4,590	\$92,141

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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
2. Reports regarding regional and statewide planning activities that may impact the West Central Florida area
3. Local plan consistency with regional and State plans
4. Cross-county continuity in transportation facilities
5. District-wide travel demand models
6. Comments on proposed regional and State plans and DRI's
7. Implementation of the Tampa Bay Regional Strategic Freight Plan
8. A comprehensive, up-to-date, and easily accessible regional transportation website
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)
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
 - b. Tri-County future land use map
 - c. Public engagement in support of regional transit corridors and studies utilizing informational materials and/or multi-media tools
 - d. Priorities for major projects and Transportation Alternatives (annually) and FTA Section 5310 funding
 - e. Updated TMA Profile
 - f. Tri-County Premium Transit Study

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

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

7.1 BUDGET TABLES

FY 2016/17 Budget Table

TASK 7.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						FTA Section 5307	Total Federal	Total State	Total Local	TOTAL	
				GO256			New 5305								
				FTA	State	Local	FTA	State	Local						TD
A. Personnel Services															
	MPO staff salaries	\$26,619	\$10,000	\$8,000	\$1,000	\$1,000	\$8,000	\$1,000	\$1,000		\$52,619	\$2,000	\$2,000	\$56,619	
	MPO fringe, benefits and other deductions	\$14,108	\$5,300	\$4,240	\$530	\$530	\$4,240	\$530	\$530		\$27,888	\$1,060	\$1,060	\$30,008	
	Subtotal	\$40,727	\$15,300	\$12,240	\$1,530	\$1,530	\$12,240	\$1,530	\$1,530	\$0	\$80,507	\$3,060	\$3,060	\$86,627	
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	\$48,727	\$30,300	\$12,240	\$1,530	\$1,530	\$12,240	\$1,530	\$1,530	\$0	\$103,507	\$3,060	\$3,060	\$109,627	

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 (December 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
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

FY 2016/17 Budget Table

TASK 8.1															
Budget Category	Budget Category Description	FHWA (PL)	FHWA (STP -SU)	FTA 5305						FTA Section 5307	Total Federal	Total State	Total Local	TOTAL	
				GO256			New 5305								
				FTA	State	Local	FTA	State	Local						TD
A. Personnel Services															
	MPO staff salaries	\$12,096	\$50,551	\$32,000	\$4,000	\$4,000	\$35,497	\$4,437	\$4,437		\$130,144	\$8,437	\$8,437	\$147,018	
	MPO fringe, benefits and other deductions	\$6,411	\$26,792	\$16,960	\$2,120	\$2,120	\$18,813	\$2,352	\$2,352		\$68,976	\$4,472	\$4,472	\$77,920	
	Subtotal	\$18,507	\$77,343	\$48,960	\$6,120	\$6,120	\$54,310	\$6,789	\$6,789	\$0	\$199,120	\$12,909	\$12,909	\$224,938	
B. Consultant Services															
	Contract/Consultant Services	\$41,407	\$357,975	\$31,026	\$3,878	\$3,878	\$91,446	\$12,375	\$12,375		\$521,853	\$16,253	\$16,253	\$554,359	
	Subtotal	\$41,407	\$357,975	\$31,026	\$3,878	\$3,878	\$91,446	\$12,375	\$12,375	\$0	\$521,853	\$16,253	\$16,253	\$554,359	
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	\$60,614	\$435,318	\$79,986	\$9,998	\$9,998	\$145,756	\$19,163	\$19,163	\$0	\$721,673	\$29,161	\$29,161	\$779,996	

*Intergovernmental services includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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 includes Office of Management and Budget, Human Resources, Business and Technology Services, Legal, Clerk Financial and Board Records

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)

Agency Participation Table FY 2016/17

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	\$480,404	\$0	\$0	\$0	\$0	\$480,404	\$20,900
2.1 Public Participation	\$55,856	\$98,232	\$12,279	\$12,279	\$0	\$178,646	\$50,000
3.1 Monitoring Activities	\$95,579	\$73,440	\$9,180	\$9,180	\$0	\$187,379	\$0
4.1 Systems Planning	\$528,992	\$770,534	\$33,817	\$33,817	\$38,699	\$1,405,858	\$843,180
5.1 Transportation Improvement Program Development and Maintenance	\$96,871	\$0	\$0	\$0	\$0	\$96,871	\$0
6.1 Long Range Planning and Environmental Sustainability	\$46,241	\$36,720	\$4,590	\$4,590	\$0	\$92,141	\$25,000
7.1 Statewide and Regional Planning and Coordination Activities	\$79,027	\$24,480	\$3,060	\$3,060	\$0	\$109,627	\$20,000
8.1 Special Projects	\$495,932	\$225,741	\$29,161	\$29,161	\$0	\$779,996	\$554,359
TOTAL	\$1,878,902	\$1,229,147	\$92,087	\$92,087	\$38,699	\$3,330,922	\$1,513,439

Agency Participation Table FY 2017/18

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	\$0
4.1 Systems Planning	\$230,139	\$580,080	\$22,510	\$22,510	\$38,699	\$893,938	\$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	\$38,699	\$2,272,997	\$550,000

Funding Sources FY 2016/17

ALL TASKS															
TASK	FHWA (PL)	FHWA (STP - SU)*	FTA 5305						TD	FTA Section 5307**	Total Federal	Total State	Total Local	Soft Match***	TOTAL
			GO256			New 5305									
			FTA	State	Local	FTA	State	Local							
1.1 Program Development and General Administration	\$480,404	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$480,404	\$0	\$0	\$86,809	\$480,404
2.1 Public Participation	\$29,547	\$26,310	\$73,752	\$9,219	\$9,219	\$24,480	\$3,060	\$3,060	\$0	\$0	\$154,088	\$12,279	\$12,279	\$5,339	\$178,646
3.1 Monitoring Activities	\$38,450	\$57,129	\$36,720	\$4,590	\$4,590	\$36,720	\$4,590	\$4,590	\$0	\$0	\$169,019	\$9,180	\$9,180	\$6,948	\$187,379
4.1 Systems Planning	\$77,400	\$451,592	\$109,200	\$13,650	\$13,650	\$161,334	\$20,167	\$20,167	\$38,699	\$500,000	\$1,299,526	\$72,516	\$33,817	\$13,986	\$1,405,858
5.1 Transportation Improvement Program Development and Maintenance	\$96,871	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96,871	\$0	\$0	\$17,505	\$96,871
6.1 Long Range Planning and Environmental Sustainability	\$33,150	\$13,091	\$12,240	\$1,530	\$1,530	\$24,480	\$3,060	\$3,060	\$0	\$0	\$82,961	\$4,590	\$4,590	\$5,990	\$92,141
7.1 Statewide and Regional Planning and Coordination Activities	\$48,727	\$30,300	\$12,240	\$1,530	\$1,530	\$12,240	\$1,530	\$1,530	\$0	\$0	\$103,507	\$3,060	\$3,060	\$8,805	\$109,627
8.1 Special Projects	\$60,614	\$435,318	\$79,986	\$9,998	\$9,998	\$145,756	\$19,163	\$19,163	\$0	\$0	\$721,673	\$29,161	\$29,161	\$10,953	\$779,996
TOTAL	\$865,163	\$1,013,739	\$324,137	\$40,517	\$40,517	\$405,010	\$51,570	\$51,570	\$38,699	\$500,000	\$3,108,049	\$130,786	\$92,087	\$155,729	\$3,330,922

* FHWA (STP-SU) funds are based on anticipated funds remaining from FY 2015/16 and FY 2016/17 allocation

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

***PL Soft match is provided by FDOT utilizing toll credits and are not included in the overall total

Funding Sources FY 2017/18

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	\$38,699	\$400,000	\$810,219	\$61,209	\$22,510	\$36,503	\$893,938
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	\$38,699	\$400,000	\$2,132,668	\$89,514	\$50,815	\$203,133	\$2,272,997

* FHWA PL funding is based on anticipated unencumbered funds and anticipated PL allocation for FY 2017/18

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

*** PL Soft match is provided by FDOT utilizing toll credits and are not included in the overall total

Prior Year Funding Table (to be included in Final UPWP if needed, showing prior year funds and billing)

APPENDICES (all appendices to be included in final UPWP)

Appendix A: Internal Work Program

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



Florida Department of Transportation

District Seven

studies and analysis. Models are used to validate the Tampa Bay Regional Planning Model and Tampa Bay Regional 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



Florida Department of Transportation

District Seven

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-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.

Funding Source

Federal Funds – FHWA SPR-PL-1	
Year 1 (2016/17)	\$ 865,163
Year 2 (2017/18)	\$ 1,124,147

Appendix C: Acronyms/Abbreviations

Appendix D: 5305 Application, Certs & Assurances

Appendix E: DBE Program Policy Statement

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

Appendix G: Joint Certification Statement

Appendix H: Joint Certification Summary

Appendix I: Travel Resolution

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

Appendix K: Review Agency Comments and Staff Responses

PRESENTATION AND/OR ACTION ITEMS

B. FY 2014/15 MPO Audit Report – Acceptance

At the last meeting, the MPO's auditor Cherry Bekaert, presented the 2014/15 Audit Report but noted that based on recent communications with the Pinellas Planning Council's auditor an adjustment was necessary. Therefore, they requested that MPO members return the draft reports distributed in the agenda packets, with the understanding that a new report would be issued for action by the MPO at the March meeting. The adjustment noted at last month's meeting has been made and the final report is presented for acceptance by the MPO Board.

ATTACHMENT: FY2014/15 MPO Audit Report

ACTION: MPO to accept Audit Report

Pinellas MPO: 03/09/16

Board Members
Pinellas County Metropolitan Planning Organization
Clearwater, Florida

We have audited the financial statements of the governmental activities and each major fund of Pinellas County, Florida, Metropolitan Planning Organization ("MPO") as of and for the year ended September 30, 2015, and the related notes to the financial statements, and have issued our report thereon dated February 19, 2016. Professional standards require that we provide you with information about our responsibilities under Generally Accepted Auditing Standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of OMB Circular A-133; the Single Audit Act Amendments of 1996; and and section 218.415, *Florida Statutes*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 21, 2015. Professional standards also require that we communicate to you the following information related to our audit.

SIGNIFICANT AUDIT FINDINGS

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the MPO are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended September 30, 2015. We noted no transactions entered into by the MPO during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

The financial statements as of and for the year ending September 30, 2015, as previously issued on January 27, 2016 have been reissued to reflect a subsequent discovery of facts that became known to the auditor after the report release date relating to intergovernmental transactions. The effects of these reclassifications on the previously issued financial statements are as follows:

	As Previously Reported	Change	As Reissued
Governmental Activities / General Fund - Liabilities			
Due to Pinellas County, FL	\$ 899,695	\$ 125,640	\$ 1,025,335
Due to Pinellas Planning Council	\$ 456,412	\$ (280,640)	\$ 175,772
Governmental Activities Net Position / General Fund - Fund Balance			
Unrestricted Net Position / Assigned Fund Balance	\$ -	\$ 155,000	\$ 155,000
Governmental Activities / General Fund - Change in Net Position / Fund Balance			
Intergovernmental Revenue	\$ 195,867	\$ 39,006	\$ 234,873
Intergovernmental Expenditures	\$ -	\$ 9,646	\$ 9,646
Transportation Expenditures	\$ 196,830	\$ (125,640)	\$ 71,190

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the MPO's financial statements were:

Management's estimate of the useful lives of property and equipment is based on management's analysis of the asset's intended use and the useful life of similar assets.

Management estimate that no provision is needed for possible unallowable reimbursable expenditures that would need to be paid back to the grantor agency.

We evaluated the key factors and assumptions used to develop these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as the result of audit procedures were corrected by management:

An adjustment to reclassify amounts received from Pinellas County from a liability to the Pinellas Planning Council to intergovernmental revenue in the amount of \$155,000.

An adjustment to reverse the accrual for compensated absences in the amount of \$136,245.

An adjustment to correctly state accrued payroll related to employer taxes and benefits in the amount of \$10,605.

An adjustment to close unassigned fund balance in the general fund to the working capital from Pinellas County in the amount of \$9,646.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 19, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the MPO's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the MPO's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Facts discovered subsequent to report release date of January 27, 2016 prompted the recall, revision, and restatement of the financial statements now dated February 19, 2016. As a result, our audit report dated February 19, 2016 includes an emphasis-of-matter paragraph in relation to this restatement, further described in footnote 10 of the MPO's financial statements.

OTHER MATTERS

We applied certain limited procedures to management's discussion and analysis, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

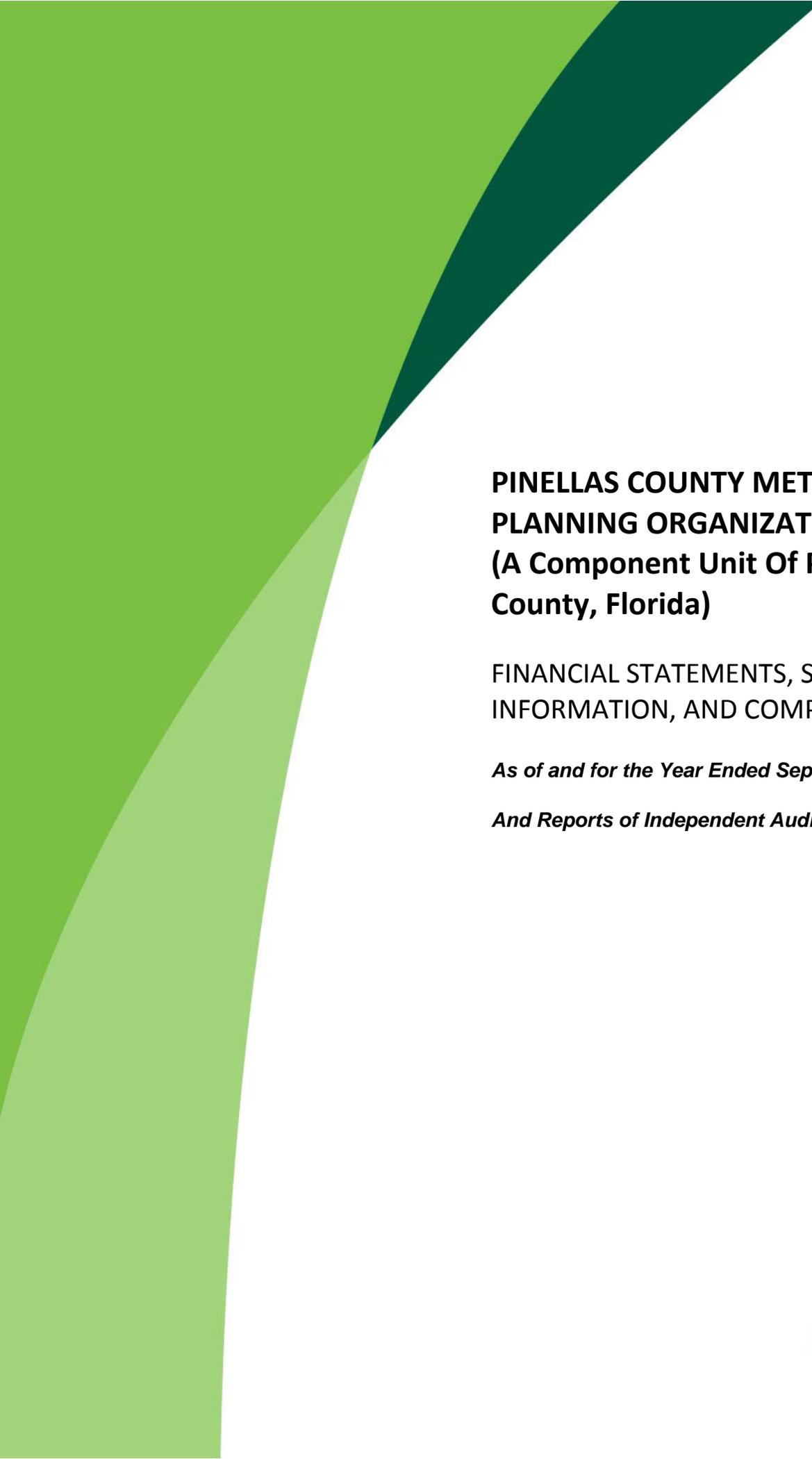
We were engaged to report on the schedule of expenditures of federal awards and state financial assistance, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

RESTRICTION ON USE

This information is intended solely for the use of the MPO Board and management of the MPO and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Cherry Bekant LLP". The signature is written in a cursive style.

Tampa, Florida
March 4, 2016



**PINELLAS COUNTY METROPOLITAN
PLANNING ORGANIZATION
(A Component Unit Of Pinellas
County, Florida)**

FINANCIAL STATEMENTS, SUPPLEMENTARY
INFORMATION, AND COMPLIANCE REPORTS

As of and for the Year Ended September 30, 2015

And Reports of Independent Auditor

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
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Report of Independent Auditor

Board of Directors
Pinellas County Metropolitan Planning Organization
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 each major fund of the Pinellas County Metropolitan Planning Organization (the "MPO"), a component unit of Pinellas County, Florida, as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the MPO'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.

Auditor's 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 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 auditor's 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 each major fund of the Pinellas County Metropolitan Planning Organization, 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.

Other Matters

Restatement

As discussed in Note 10 to the financial statements, the 2015 financial statements as of and for the year ending September 30, 2015, as previously issued on January 27, 2016 have been revised to correct a misstatement based on subsequently discovered facts relating to intergovernmental transactions. Our opinion is not modified with respect to that matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-6 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Pinellas County Metropolitan Planning Organization's basic financial statements. The schedule of expenditures of state financial assistance is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audit of States, Local Governments, and Non-profit Organizations*.

The schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 19, 2016 on our consideration of the Pinellas County Metropolitan Planning Organization'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 results 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 Pinellas County Metropolitan Planning Organization's internal control over financial reporting and compliance.



Tampa, Florida
February 19, 2016

MANAGEMENT'S DISCUSSION AND ANALYSIS

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2015

The Pinellas County Metropolitan Planning Organization (the "MPO") serves as the transportation planning agency for Pinellas County, Florida. It is a component unit of Pinellas County, Florida, and maintains a separate operating account to carry out its day-to-day transportation planning activities. For all of fiscal year 2014 and the first quarter of fiscal year 2015, overhead and staff support was provided by the Pinellas County Board of County Commissioners' ("BCC") Planning Department. The MPO reimbursed the BCC to help offset these expenditures, with the unreimbursed portion representing the local match for various grants. Since December 2014, staff and support services to the MPO have been provided by the Pinellas Planning Council (PPC). The MPO reimburses the PPC from its grant revenue for these services. The BCC now provides a cash match for the local share of the MPO's federal planning grants. In addition to the BCC, the MPO receives funding from the Federal Highway Administration, the Florida Department of Transportation, the State of Florida Commission for the Transportation Disadvantaged and the Federal Transit Administration.

The MPO's annual financial report presents a narrative overview and an analysis of the financial activities of the MPO as of and for the fiscal year ended September 30, 2015.

Financial Highlights

- The assets of the MPO exceeded its liabilities at September 30, 2015 by \$202,516 (net position). Net position increased by \$165,206 from the previous fiscal year.
- As of September 30, 2015, the MPO's general fund reported an ending fund balance of \$155,000, an increase of \$155,000 from the previous fiscal year.
- As of September 30, 2015, the MPO's special revenue fund reported an ending fund balance of \$40,798, an increase of \$12,803 from the previous fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the MPO's basic financial statements. These basic statements consist of three sections: government-wide financial statements, fund financial statements, and the notes to the financial statements.

Government-Wide Financial Statements

The government-wide financial statements provide both long-term and short-term information about the MPO'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 MPO's assets and liabilities. Net position, the difference between these assets and liabilities, are a useful way to measure the MPO's financial health.

The statement of activities presents information showing how the MPO'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.

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 MPO, like other governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The MPO uses a special revenue fund to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures relating to its federal and state grant awards. The MPO uses a general fund to account for all activities of the MPO, except for those included within the Special Revenue Fund.

**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
MANAGEMENT'S DISCUSSION AND ANALYSIS**

SEPTEMBER 30, 2015

Governmental Funds

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.

Budgetary information is not included in the accompanying financial statements as the MPO is not required to legally adopt a budget for its General or Special Revenue Fund.

Notes to Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements can be found on pages 13 through 19 of this report.

Government-Wide Financial Analysis

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 MPO exceeded liabilities by \$202,516. At the end of the current fiscal year, the MPO reported a positive fund balance in the restricted and unrestricted category of net position.

Following is a comparison of the MPO's net position as of September 30, 2015 and 2014:

	2015	2014
Cash	\$ 987,446	\$ 1,007,012
Grants Receivable	808,231	827,943
Capital Assets (Net of Accumulated Depreciation)	<u>6,718</u>	<u>9,315</u>
 Total Assets	 1,802,395	 1,844,270
Accounts Payable and Other Liabilities	262,558	254,318
Due to Other Governments	<u>1,337,321</u>	<u>1,552,642</u>
 Total Liabilities	 <u>1,599,879</u>	 <u>1,806,960</u>
 Net Position:		
Net investment in Capital Assets	6,718	9,315
Restricted	40,798	27,995
Unrestricted	<u>155,000</u>	<u>-</u>
 Net Position	 <u>\$ 202,516</u>	 <u>\$ 37,310</u>

Governmental activities increased the MPO's net position by \$165,206 during the year ended September 30, 2015.

**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
MANAGEMENT'S DISCUSSION AND ANALYSIS**

SEPTEMBER 30, 2015

Following is a comparison of the MPO's statement of activities for the years ended September 30, 2015 and 2014:

	<u>2015</u>	<u>2014</u>
REVENUES		
Program Revenues:		
Transportation Grants	\$ 2,675,947	\$ 4,491,045
Intergovernmental	264,873	26,097
General Revenue	963	720
Total Revenues	<u>2,941,783</u>	<u>4,517,862</u>
EXPENSES		
Transportation and General Government	<u>2,776,577</u>	<u>4,521,159</u>
INCREASE (DECREASE) IN NET POSITION	165,206	(3,297)
Net Position - Beginning of Year	<u>37,310</u>	<u>40,607</u>
NET POSITION - END OF YEAR	<u>\$ 202,516</u>	<u>\$ 37,310</u>

Grant revenue for the fiscal year ended September 30, 2015 decreased from \$4,491,045 to \$2,675,947, a 40% decrease from 2014. The schedules of expenditures of federal awards and state financial assistance detail the individual grant expenditures made during the fiscal year ended September 30, 2015. It is important to note that some grant fiscal year periods differ from the financial statement period. Grant funding levels vary from year to year depending on specially funded and earmarked projects. For the fiscal year ended September 30, 2015, grant related transportation expenditures decreased by \$1,744,582 or 39% from the previous fiscal year.

The reduction in special revenue fund expenditures is due to the changes in level of expenditures on the part of subgrantees. The MPO serves as the designated recipient for the Federal Transit Administration's Jobs Access Reverse Commute and New Freedom grant programs. Pursuant to agreements, funds from those programs are passed on to subgrantees. Subgrantee expenditures were substantially higher from these programs in 2014 as compared to 2015, resulting in a 39% percent reduction in special revenue fund expenditures.

Financial Analysis of the MPO's Funds

As noted earlier, the MPO 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 MPO's financing requirements.

The MPO's general fund's due to Pinellas County, Florida is the balance of working capital previously funded by Pinellas County for the MPO's operations. The preliminary unassigned excess or deficit of revenues over expenditures in the general fund is closed out to this working capital balance through an adjustment to general fund intergovernmental revenues or expenditures. Historically, the general fund has had a zero fund balance because all changes in fund balance were unassigned. During FY15, the MPO's management assigned \$155,000 for local government technical assistance, resulting in an assigned fund balance.

As of September 30, 2015, the MPO's special revenue fund reported an ending fund balance of \$40,798, an increase of \$12,803 from the previous fiscal year. All of the MPO's special revenue fund balance is restricted for grant programs.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION MANAGEMENT'S DISCUSSION AND ANALYSIS

SEPTEMBER 30, 2015

Currently Known Facts, Decisions, or Conditions

In 2010 local elected officials in Pinellas County concluded that it was desirable to integrate transportation and land use planning at the countywide level, and that the most effective way to accomplish that was through unification of the policy boards and staff of the Metropolitan Planning Organization (MPO) and the Pinellas Planning Council (PPC). The PPC is a countywide land use planning agency created in 1988 by a Special Act of the Florida Legislature. The unification of the MPO and the PPC was completed with the seating of the combined board in the fall of 2014 and the transfer of employees to the PPC from the Pinellas County Planning Department in December of 2014. Prior to the unification the MPO contracted with the Pinellas County Planning Department for staff services. With the unification, the employees who provided services to the MPO were transferred to the PPC and in December 2014 a staff and support services agreement was executed between the MPO and PPC, wherein the PPC now provides the services to the MPO. The MPO and PPC remain separate legal entities governed by a unified policy board.

Requests for Information

This financial report is designed to provide a general overview of the MPO'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:

Whit Blanton, FAICP
Executive Director
Pinellas County Metropolitan Planning Organization
310 Court Street
Clearwater, Florida 33756

FINANCIAL STATEMENTS

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
STATEMENT OF NET POSITION

SEPTEMBER 30, 2015

ASSETS

Cash	\$	987,446
Grants Receivable		808,231
Capital Assets, Net		6,718
Total Assets		<u>1,802,395</u>

LIABILITIES

Accounts Payable and Accrued Expenses		262,558
Due to Pinellas County, FL		1,025,335
Due to Pinellas Planning Council		175,772
Due to Other Governments		136,214
Total Liabilities		<u>1,599,879</u>

NET POSITION

Net Investment in Capital Assets		6,718
Restricted		40,798
Unrestricted		<u>155,000</u>
Total Net Position	\$	<u>202,516</u>

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
STATEMENT OF ACTIVITIES

YEAR ENDED SEPTEMBER 30, 2015

PROGRAM EXPENSES	
Transportation	\$ 2,764,334
Intergovernmental	9,646
Depreciation	2,597
Total Program Expenses	<u>2,776,577</u>
PROGRAM REVENUES	
Transportation Grants	2,675,947
Intergovernmental	264,873
Total Program Revenues	<u>2,940,820</u>
NET PROGRAM REVENUES	164,243
GENERAL REVENUES	
Miscellaneous Revenue	<u>963</u>
Total General Revenues	<u>963</u>
INCREASE IN NET POSITION	165,206
Net Position - Beginning of Year	<u>37,310</u>
NET POSITION - END OF YEAR	<u><u>\$ 202,516</u></u>

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
BALANCE SHEET - GOVERNMENTAL FUNDS

SEPTEMBER 30, 2015

	Major Funds		Total
	General	Special Revenue	Governmental Funds 2015
ASSETS			
Cash	\$ 987,446	\$ -	\$ 987,446
Due from Other Funds	340,524	-	340,524
Grants Receivable	-	808,231	808,231
Total Assets	\$ 1,327,970	\$ 808,231	\$ 2,136,201
LIABILITIES AND FUND BALANCE			
Liabilities:			
Accounts Payable and Accrued Expenses	\$ -	\$ 262,558	\$ 262,558
Due to Other Funds	-	340,524	340,524
Due to Pinellas County, FL	860,984	164,351	1,025,335
Due to Pinellas Planning Council	175,772	-	175,772
Due to Other Governments	136,214	-	136,214
Total Liabilities	1,172,970	767,433	1,940,403
Fund Balance:			
Restricted	-	40,798	40,798
Assigned	155,000	-	155,000
Total Fund Balance	155,000	40,798	195,798
Total Liabilities and Fund Balance	\$ 1,327,970	\$ 808,231	\$ 2,136,201

**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
 RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
 TO THE STATEMENT OF NET POSITION**

SEPTEMBER 30, 2015

Total Governmental Fund Balance	\$ 195,798
<p>Amounts reported for governmental activities in the Statement of Net Position are different because:</p>	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund statements	6,718
Net Position of Governmental Activities	\$ 202,516

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS

YEAR ENDED SEPTEMBER 30, 2015

	Major Funds		Total
	General	Special Revenue	Governmental Funds 2015
REVENUES			
Transportation Grants	\$ -	\$ 2,675,947	\$ 2,675,947
Intergovernmental	234,873	30,000	264,873
Miscellaneous Revenue	963	-	963
Total Revenues	<u>235,836</u>	<u>2,705,947</u>	<u>2,941,783</u>
EXPENDITURES			
Current:			
Intergovernmental	9,646	-	9,646
Transportation	71,190	2,693,144	2,764,334
Total Expenditures	<u>80,836</u>	<u>2,693,144</u>	<u>2,773,980</u>
EXCESS OF REVENUES OVER EXPENDITURES	155,000	12,803	167,803
Fund Balance - Beginning of Year	<u>-</u>	<u>27,995</u>	<u>27,995</u>
FUND BALANCE - END OF YEAR	<u>\$ 155,000</u>	<u>\$ 40,798</u>	<u>\$ 195,798</u>

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

YEAR ENDED SEPTEMBER 30, 2015

Net Change in Fund Balance - Governmental Funds	\$	167,803
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p> <p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays expenses in the current period. This difference is comprised of:</p>		
Depreciation Expense during Fiscal Year	(2,597)	(2,597)
Change in Net Position of Governmental Activities	\$	165,206

NOTES TO FINANCIAL STATEMENTS

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2015

Note 1—Organization and reporting entity

The Pinellas County Metropolitan Planning Organization (the "MPO"), a component unit of Pinellas County, Florida, was established in 1977 following the passage of the Federal Highway Act of 1974. The MPO is authorized pursuant to Florida Statutes, Section 339.175. The purpose of the MPO is to develop plans, policies and priorities that guide local decision making on transportation issues. Principal responsibilities include the development of a 20-year Long Range Transportation Plan ("LRTP"), a 5-year Transportation Improvement Program ("TIP") and related transportation planning studies and projects.

The MPO is governed by a thirteen member board of elected officials representing municipal governments, the Pinellas County Board of County Commissioners ("BCC"), and the Pinellas Suncoast Transit Authority ("PSTA"). The Florida Department of Transportation ("FDOT"), District 7 Office, is represented on the board by the District Secretary, or a designee, who is a technical advisor. The MPO's Executive Director oversees the MPO's daily operations and reports to the board. The MPO has considered any entities for which it has oversight and there are none meeting the criteria for inclusion in their financial statements.

Statement No. 61, *The Financial Reporting Entity: Omnibus, an amendment of Statements No 14 and No 34* of the Governmental Accounting Standards Board ("GASB") requires that these financial statements present the MPO (the component unit) and disclose its primary government, Pinellas County, Florida. Component units generally are legally separate entities for which a primary government is financially accountable. In addition, the primary government is able to impose its will upon the component unit or there is a possibility that the component unit may provide specific financial benefits or impose specific burdens on the primary government. The MPO has been determined to be a component unit of Pinellas County, Florida.

Note 2—Summary of significant accounting policies

Basis of Presentation - The financial statements of the MPO have been prepared in accordance 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 government's accounting policies are described below.

Government-Wide and Fund Financial Statements - The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the government. The MPO only has governmental activities and does not engage in any business-type activities.

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. Program revenues include operating grants and intergovernmental revenues supplied by Pinellas County. General revenues include investment earnings and miscellaneous income.

Separate financial statements are provided for governmental funds. Fund financial statements are presented for the MPO's general and special revenue funds, both of which are considered to be major funds.

General Fund - The General Fund is used to account for all activities of the MPO except for those included within the Special Revenue Fund.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2015

Note 2—Summary of significant accounting policies (continued)

Special Revenue Fund - The Special Revenue Fund is used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures relating to the MPO's federal, state, and local grant awards.

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. 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 MPO considers revenues to be available generally if they are collected within 60 days of the end of the current fiscal period, unless collections are delayed beyond a normal time of receipt due to unusual circumstances. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Budgets - Budgetary information is not included in the accompanying financial statements as the MPO is not required to legally adopt a budget for its General or Special Revenue Fund.

The MPO is required to prepare a Biennial Unified Planning Work Program which identifies the planning budget and planning activities to be undertaken during the program year, which generally runs from July 1 to June 30 to coincide with the state's fiscal year.

Cash - Cash includes amounts on hand and in demand deposit accounts. The MPO'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 ordinances.

Due to/from Other Funds - During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and service type transactions are classified as "due to and from other funds."

Eliminations have been made for amounts due to and due from within the governmental funds.

Grants Receivables - No substantial losses are anticipated from present receivable balances, therefore, no allowance for uncollectible accounts is deemed necessary.

Capital Assets - Capital assets—which include furniture and equipment with an initial cost of \$1,000 or more and an estimated useful life of more than one year—are reported in governmental activities in the government-wide financial statements. Capital assets are recorded at their historical cost if purchased. Donated capital assets are recorded at estimated market value at the date of donation. For the fund financial statements, capital assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2015

Note 2—Summary of significant accounting policies (continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

The MPO's furniture and equipment is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Estimated Useful Life</u>
Office Furniture and Equipment	5

Use of Estimates - The preparation of financial statements requires management to make use of estimates that affect reported amounts. Actual results could differ from estimates.

Fund Equity - The GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* ("GASB 54"), effective for reporting periods after June 15, 2010. The statement establishes fund balance classifications, provides for a hierarchy of spending constraints for spendable resources and requires disclosure of nonspendable and spendable resources. The MPO has disclosed information about fund balance reporting in a subsequent note to the financial statements.

Net Position - Net position represents the difference between assets and liabilities in the government-wide financial statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation. The MPO 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.

Subsequent Events - In preparing these financial statements, the MPO has evaluated events and transactions for potential recognition or disclosure through February 19, 2016, the date the financial statements were available to be issued.

Note 3—Deposits

At September 30, 2015, the carrying amount of the MPO's deposits was \$987,446 and the bank balance was \$1,195,525. 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 METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2015

Note 4—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 equipment	\$ 36,661	\$ -	\$ (2,000)	\$ 34,661
Less: Accumulated depreciation	<u>(27,346)</u>	<u>(2,597)</u>	<u>2,000</u>	<u>(27,943)</u>
Total capital assets being depreciated, net	<u>\$ 9,315</u>	<u>\$ (2,597)</u>	<u>\$ -</u>	<u>\$ 6,718</u>

Depreciation expense for the year ended September 30, 2015 was \$2,597.

Note 5—Due to other governments

Due to Pinellas County, FL - Prior to December 14, 2014, the MPO utilized the employees of the Pinellas County Board of County Commissioner's ("BCC") Planning Department, and received certain other services for a fixed fee of \$1,150,000 annually. The amount paid to the BCC for the year ended September 30, 2015 for these shared services was \$215,404. Certain tasks performed by those employees were reimbursed under various federal and state transportation planning grants based on actual hours worked. Occasionally, this reimbursement was in excess of the fixed \$1,150,000 annually paid to the BCC. The cumulative outstanding balance owed to the BCC for these specific excess revenues totaled \$164,351 as of September 30, 2015.

Prior to the unification between the MPO and the Pinellas Planning Council ("PPC") effective December 14, 2014, a working capital balance was established with the BCC so that the MPO had an independent financial function. The cash balance would be remitted to the BCC if the operations of the MPO were terminated. The MPO currently uses this working capital balance for operations, since the MPO needs the working capital to cover operations until it receives grant reimbursements. A description of the activity for the amounts owed to Pinellas County, Florida is provided below.

	Balance September 30, 2014	Increases	Decreases	Balance September 30, 2015
Personnel related excess revenues	\$ 164,351	\$ -	\$ -	\$ 164,351
General accounts payable	27,500	-	(27,500)	-
Shared services	287,500	215,404	(502,904)	-
Due to Pinellas County, Florida - Special Revenue Fund	<u>479,351</u>	<u>215,404</u>	<u>(530,404)</u>	<u>164,351</u>
Working capital balance	851,338	9,646	-	860,984
Due to Pinellas County, Florida - General Fund	<u>851,338</u>	<u>9,646</u>	<u>-</u>	<u>860,984</u>
Total Due to Pinellas County, Florida	<u>\$ 1,330,689</u>	<u>\$ 225,050</u>	<u>\$ (530,404)</u>	<u>\$ 1,025,335</u>

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2015

Note 5—Due to other governments (continued)

Due to Pinellas Planning Council - Beginning after December 14, 2014, the MPO began utilizing the employees of the Pinellas Planning Council ("PPC") at actual cost. For the year ended September 30, 2015, the amount paid to the PPC for these contracted employee costs were \$877,848. The total owed to the PPC for contracted employee costs amounts to \$175,772 as of September 30, 2015.

Due to Other Governments - The remaining amount included in Due to Other Governments relates to money owed to the City of St. Petersburg and PSTA. On September 30, 2015, this amount totaled \$136,214.

Note 6—Commitments

The MPO has entered into contracts with several transportation engineering firms and planning consultants in order to fulfill the work under various grants administered by the State of Florida. Incomplete portions of these contracts, which are not required to be fully spent as of September 30, 2015 totaled approximately \$3,006,021. Although these contracts represent commitments of the MPO, the great majority of revenues expended under these will, in turn, be reimbursable under grants already awarded to the MPO. A relatively small portion is expected to be subsidized by Pinellas County, in accordance with local matching fund requirements of the grants.

Note 7—Contingencies

Grant monies received and disbursed by the MPO are for specific purposes and are subject to review and audit by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon prior experience, the MPO does not believe that such disallowances, if any, would have a material effect on the financial position of the MPO.

Note 8—Fund balance reporting

The MPO follows policies under GASB 54, which provides a more structured classification of fund balance and improves the usefulness of fund balance reporting to the users of the MPO's financial statements. The reporting standard establishes a hierarchy for fund balance classifications and the constraints imposed on the uses of those resources.

GASB 54 provides for 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.

The MPO has classified its fund balance with the following hierarchy:

Nonspendable – Nonspendable fund balances will be maintained if they are either: (a) not in spendable form or; (b) legally contractually required to be maintained intact. No amounts are classified as nonspendable as of September 30, 2015.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2015

Note 8—Fund balance reporting (continued)

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: external resource providers (i.e., granting agencies such as Florida Department of Transportation, Commission for the Transportation Disadvantaged, Federal Highway Administration, Federal Transit Administration or similar external entities); or (b) imposed by law through constitutional provisions or enabling legislation. Amounts classified as restricted on the statement of net position total \$40,798 as of September 30, 2015.
- *Committed* - Amounts that can be used only for the specific purposes determined by a formal action of the MPO's governing board, the MPO's highest level of decision making authority. Commitments may be changed or lifted only by the MPO's governing board taking the same formal action that imposed the constraint originally. No amounts are classified as committed as of September 30, 2015.
- *Assigned* - Amounts that include spendable fund balance amounts established by the Executive Director of the MPO that are intended to be used for a specific purpose that are neither considered restricted or committed. The intent for these funds shall be authorized by the MPO's governing board or granting authority or the MPO official to which the MPO's governing board delegates that authority. As of September 30, 2015, \$155,000 is classified as assigned on the statement of net position for the purposes of local government technical assistance.
- *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. No amounts are classified as unassigned as of September 30, 2015.

The MPO's policy is to apply expenditures against restricted fund balance first, then committed, then assigned, and then unassigned under circumstances where a particular expenditure can be made from more than one fund classification.

Note 9—Risk management

As of September 30, 2015, the MPO 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 employee liability and workers' compensation coverage. For the year ended September 30, 2015, the MPO paid \$6,470 to Pinellas County for coverage.

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2015

Note 10—Previously Issued Financial Statements

The financial statements as of and for the year ending September 30, 2015, as previously issued on January 27, 2016 have been reissued to reflect a subsequent discovery of facts that became known to the auditor after the report release date relating to intergovernmental transactions. The effects of these reclassifications on the previously issued financial statements are as follows:

	As Previously Reported	Change	As Reissued
Governmental Activities / General Fund - Liabilities			
Due to Pinellas County, FL	\$ 899,695	\$ 125,640	\$ 1,025,335
Due to Pinellas Planning Council	\$ 456,412	\$ (280,640)	\$ 175,772
Governmental Activities Net Position / General Fund - Fund Balance			
Unrestricted Net Position / Assigned Fund Balance	\$ -	\$ 155,000	\$ 155,000
Governmental Activities / General Fund - Change in Net Position / Fund Balance			
Intergovernmental Revenue	\$ 195,867	\$ 39,006	\$ 234,873
Intergovernmental Expenditures	\$ -	\$ 9,646	\$ 9,646
Transportation Expenditures	\$ 196,830	\$ (125,640)	\$ 71,190

SUPPLEMENTARY INFORMATION

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2015

	<u>Federal CFDA Number</u>	<u>Federal Grant Number</u>	<u>FPN/ State Number</u>	<u>Program Expenditures</u>	<u>Transfer to Subrecipients</u>
FEDERAL GRANTOR I PASS THROUGH GRANTOR AWARD					
<i>U.S. Department of Transportation - Federal Highway Administration</i>					
<u>Pass through Florida Department of Transportation:</u>					
Highway Planning and Construction					
Metropolitan Planning Program					
Federal Section 1107 (PL) Funds	20.205	A5209	259397 1 14 16	\$ 766,871	\$ -
Federal Highway Administration					
Highway Planning Grant					
Surface Transportation Program Funds	20.205	ARE07	430015 1 14 02	182,440	-
Total Program / Cluster				949,311	-
Total Federal Highway Administration				949,311	-
<i>U.S. Department of Transportation - Federal Transit Administration</i>					
<u>Direct Program:</u>					
Federal Transit- Capital Investment Grants					
Congressional Earmark (FTA 5309 - Intermodal)	20.500	FL-03-0322-00	N/A	111,937	111,937
Federal Transit- Capital Investment Grants					
Congressional Earmark (FTA PMI 5307)	20.500	FL-90-X822	N/A	230,216	230,216
Federal Transit- Capital Investment Grants					
Congressional Earmark (FTA 5309 - Central Ave)	20.500	FL-04-0134-01	N/A	14,801	14,801
Federal Transit- Capital Investment Grants					
Congressional Earmark (FTA PMI 5309)	20.500	FL-04-0156-00	N/A	41,394	41,394
Total Program / Cluster				398,348	398,348
<u>Direct Program:</u>					
Public Transportation Research Grants (FTA 5312)	20.514	FL-26-0023-00	N/A	1,828	1,828
Total Program				1,828	1,828
<u>Pass through Florida Department of Transportation:</u>					
Metropolitan Transportation Planning					
Section 5305 (ARA87)	20.505	ARA87	402514 1 14 14	321,464	-
Metropolitan Transportation Planning					
Section 5305 (ARJ71)	20.505	ARJ71	402514 1 14 15	143,563	-
Total Program				465,027	-

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2015

	<u>Federal CFDA Number</u>	<u>Federal Grant Number</u>	<u>FPN/ State Number</u>	<u>Program Expenditures</u>	<u>Transfer to Subrecipients</u>
<i>U.S. Department of Transportation - Federal Transit Administration (continued)</i>					
<u>Direct Program:</u>					
Transit Services Programs Cluster					
Job Access - Reverse Commute	20.516	FL-37-X033-03	N/A	221,617	206,444
Job Access - Reverse Commute	20.516	FL-37-X078	N/A	<u>102,248</u>	<u>102,248</u>
Total Program				<u>323,865</u>	<u>308,692</u>
New Freedom Program	20.521	FL-57-X009-05	N/A	336,613	336,613
New Freedom Program	20.521	FL-57-X045	N/A	<u>128,808</u>	<u>128,808</u>
Total Program				<u>465,421</u>	<u>465,421</u>
Total Transit Services Programs Cluster				<u>789,286</u>	<u>774,113</u>
Total Federal Transit Administration				<u>1,654,489</u>	<u>1,174,289</u>
Total Department of Transportation				<u>2,603,800</u>	<u>1,174,289</u>
Total Federal Awards				<u>\$ 2,603,800</u>	<u>\$ 1,174,289</u>

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

YEAR ENDED SEPTEMBER 30, 2015

	<u>State CSFA Number</u>	<u>State Project Number</u>	<u>FPN/ State Number</u>	<u>Program Expenditures</u>	<u>Transfer to Subrecipients</u>
<i>Florida Department of Transportation</i>					
<u>Direct Program:</u>					
Commission for the Transportation Disadvantaged (CTD) Planning Grant Program	55.002	AR123	432029 1 14 01	\$ 29,798	\$ -
Commission for the Transportation Disadvantaged (CTD) Planning Grant Program	55.002	GO251	432029 1 14 01	<u>7,353</u>	<u>-</u>
Total Program				<u>37,151</u>	<u>-</u>
Total Florida Department of Transportation				<u>37,151</u>	<u>-</u>
Total State Financial Assistance				<u>\$ 37,151</u>	<u>\$ -</u>

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

YEAR ENDED SEPTEMBER 30, 2015

Note 1—Summary of significant accounting policies

The accounting policies and presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance of the Pinellas County Metropolitan Planning Organization (the "MPO") have been designed to conform to the accounting principles generally accepted in the United States of America, and the reporting and compliance requirements of OMB Circular A-133 and Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General.

Reporting Entity - Federal awards and financial assistance received directly from federal agencies, the State of Florida or pass-through entities are included to satisfy audit requirements of OMB Circular A-133 and Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General of the State of Florida. The schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance includes all federal and state awards earned by the MPO.

Basis of Accounting - Basis of accounting refers to when expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The accrual basis of accounting is followed for the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance.

Note 2—Contingencies

Grant monies received and disbursed by the MPO are for specific purposes and are subject to review and audit by the grantor agencies. Such audits may result in requests for reimbursement due to disallowed expenditures. Based upon prior experience, the MPO does not believe that such disallowances, if any, would have a material effect on the financial position of the MPO.

COMPLIANCE REPORTS

**Report of Independent Auditor 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***

Board of Directors
Pinellas County Metropolitan Planning Organization
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 each major fund of the Pinellas County Metropolitan Planning Organization (the "MPO"), a component unit of Pinellas County, Florida, as of and for the year ended September 30, 2015, and the related notes to the financial statements, which collectively comprise the MPO's basic financial statements, and have issued our report thereon dated February 19, 2016. That report recognizes that the financial statements as previously issued January 27, 2016, were revised to correct a misstatement based on subsequently discovered facts.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the MPO'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 the MPO's internal control. Accordingly, we do not express an opinion on the effectiveness of the MPO'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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the MPO'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 the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Cherry Bekant LLP". The signature is written in a cursive, flowing style.

Tampa, Florida
February 19, 2016

**Report of Independent Auditor on Compliance for Each Major
Program and on Internal Control Over Compliance
Required by OMB Circular A-133**

Board of Directors
Pinellas County Metropolitan Planning Organization
A Component Unit of Pinellas County, Florida
Clearwater, Florida

Report on Compliance for Each Major Federal Program

We have audited the Pinellas County Metropolitan Planning Organization's (the "MPO"), a component unit of Pinellas County, Florida, compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the MPO's major federal programs for the year ended September 30, 2015. The MPO's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the MPO's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance 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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the MPO's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the MPO's compliance.

Opinion on Each Major Federal Program

In our opinion, the MPO complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2015.

Report on Internal Control Over Compliance

Management of MPO is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the MPO's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the MPO's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Cherry Bekant LLP

Tampa, Florida
February 19, 2016

PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2015

PART I—SUMMARY OF AUDITOR’S RESULTS

Financial Statement Section

Type of auditor's report issued:	<u>Unmodified</u>		
Internal control over financial reporting:			
Material weakness(es) identified?	<u> </u> yes	<u> x </u> no	
Significant deficiency(ies) identified not considered to be material weakness(es)?	<u> </u> yes	<u> x </u> none reported	
Noncompliance material to financial statements noted?	<u> </u> yes	<u> x </u> no	

Federal Awards Section

Internal control over major programs:			
Material weakness(es) identified?	<u> </u> yes	<u> x </u> no	
Significant deficiency(ies) identified not considered to be material weakness(es)?	<u> </u> yes	<u> x </u> none reported	
Type of auditor's report on compliance for major programs:	<u>Unmodified</u>		
Any audit findings disclosed that are required to be reported in accordance with Section 510 (a) of Circular A-133	<u> </u> yes	<u> x </u> no	

Identification of the major federal program:

CFDA Number	Name of Program or Cluster
20.505	Metropolitan Transportation Planning
20.516 and 20.521	Transit Services Programs Cluster

Dollar threshold used to determine Type A and Type B programs:	<u>\$300,000</u>
Auditee qualified as low-risk auditee?	<u> </u> yes <u> x </u> no

**PINELLAS COUNTY METROPOLITAN PLANNING ORGANIZATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)**

YEAR ENDED SEPTEMBER 30, 2015

PART II—SCHEDULE OF FINANCIAL STATEMENT FINDINGS

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.

There were no financial statement findings required to be reported in accordance with *Government Auditing Standards*.

PART III—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs, related to the audit of major federal programs, as required to be reported by OMB Circular A-133.

There were no findings required to be reported by OMB Circular A-133.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

A Summary Schedule of Prior Audit Findings is not necessary since there were no prior audit findings.

Independent Auditor's Management Letter

Board of Directors
Pinellas County Metropolitan Planning Organization
A Component Unit of Pinellas County, Florida
Clearwater, Florida

Report on the Financial Statements

We have audited the financial statements of the Pinellas County Metropolitan Planning Organization, a component unit of Pinellas County, Florida, (the "MPO") as of and for the fiscal year ended September 30, 2015 and have issued our report thereon dated February 19, 2016. That report recognizes that the financial statements as previously issued January 27, 2016, were revised to correct a misstatement based on subsequently discovered facts.

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; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.550, Rules of the Auditor General.

Other Reports and Schedule

We have issued our Report of Independent Auditor 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*, Report of Independent Auditor on Compliance for Each Major Federal Program and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Report of Independent Accountant on Compliance with Local Investment Policies, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated February 19, 2016, 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. No recommendations were made in the preceding 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 Note 1 to the financial statements.

Financial Condition

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires a statement be included as to whether or not the MPO 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, the results of our tests did not indicate that the MPO met any of the conditions described in Section 218.503(1), Florida Statutes.

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 MPO'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.

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. In connection with our audit we determined that the MPO provided the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

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

The purpose of this management letter is to communicate certain matters prescribed by Chapter 10.550, Rules of the Auditor General. Accordingly, this management letter is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Cherry Bekant LLP".

Tampa, Florida
February 19, 2016

**Report of Independent Accountant on Compliance with
Local Investment Policies**

Board of Directors
Pinellas County Metropolitan Planning Organization
A Component Unit of Pinellas County, Florida
Clearwater, Florida

Report on Compliance

We have examined the Pinellas County Metropolitan Planning Organization's (the "MPO"), a component unit of Pinellas County, Florida, compliance with the local government investment policy requirements of Section 218.415, *Florida Statutes*, during the year ended September 30, 2015. Management is responsible for the MPO's compliance with those requirements. Our responsibility is to express an opinion on the MPO's compliance based on our examination.

Scope

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 MPO'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 MPO's compliance with specified requirements.

Opinion

In our opinion, the MPO complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2015.



Tampa, Florida
February 19, 2016

PRESENTATION AND/OR ACTION ITEMS

C. Proclamation Recognizing March as Florida Bicycle Month – Action

The State of Florida recognizes March as Florida Bicycle Month. Florida Bicycle Month represents an opportunity for bicycling advocates throughout the state to raise awareness, increase safety education, and encourage the public to try bicycling. The Florida Bicycle Month designation was adapted from the League of American Bicyclists' (<http://www.bikeleague.org/>) celebration of National Bicycle Month which occurs annually in May. The national designation was established in 1956 to showcase the many benefits of bicycling — and encourage more people to use this form of active transportation.

ATTACHMENT: Florida Bicycle Month Proclamation

ACTION: MPO to recognize March as Florida Bicycle Month

Pinellas MPO: 03/09/16

Proclamation

RECOGNIZING MARCH 2016 AS FLORIDA BICYCLE MONTH

WHEREAS, bicycling plays an important role in the lives of millions of Florida's residents and visitors by providing means to travel to work, school, and parks, and is a popular form of recreation and exercise; and

WHEREAS, bicycling helps encourage eco-tourism, historical and environmental preservation through recognizing the importance of Florida's natural resources; and

WHEREAS, bicycle and pedestrian safety has been elevated to a critical priority of the Florida Department of Transportation in order to reduce fatalities and serious injuries on Florida's roadways; and

WHEREAS, the Florida Department of Transportation, the Pinellas County Metropolitan Planning Organization and many local governments throughout the state have adopted goals and policies to develop a multimodal transportation system that supports transportation alternatives; and

WHEREAS, bicycling promotes health and wellness and is an important part of encouraging all citizens to develop habits of physical activity to become or stay fit, avoid obesity, and reduce the risk of many chronic diseases and conditions; and

WHEREAS, the Florida Greenways and Trails System Plan advances the creation and sustainability of bicycling trails by establishing a connected trails system that enhances Florida's economy through redevelopment, tourism, health, alternative transportation, recreation, conservation, and quality of life; and

WHEREAS, Pinellas County and local jurisdictions have committed funds to complete the construction of more than 180-miles of bicycle lanes and about 100-miles of multi-use trails; and

WHEREAS, bicycles provide an alternate and economical means of transportation to work, thus increasing access to employment, provide mobility for those without access to a motor vehicle, increases existing road and parking capacity when people choose bicycling for utilitarian trips, and reducing the number of automobiles on roadways reduces emissions and air pollution;

NOW, THEREFORE, BE IT RESOLVED that the Pinellas County Metropolitan Planning Organization recognizes March 2016 as *Florida Bicycle Month*, and encourages all residents and visitors to take advantage of this special observance and to be more aware of cyclists on local streets, highways, greenways and trails.

Adopted this _____ Day of _____, 2016.

Chairman

PRESENTATION AND/OR ACTION ITEMS

D. St. Petersburg Resolution Concerning I-275 Improvements – Action

Attached for action by the MPO is a resolution from the City of St. Petersburg requesting the Florida Department of Transportation (FDOT) to fund improvements identified in the I-275 Project Development & Environment (PD&E) study and to implement additional measures to reduce congestion on I-275 within the City of St. Petersburg. The I-275 PD&E identified a number of improvements needed to address lane continuity and other safety and operational issues on I-275 in St. Petersburg. The City also requests that FDOT identify improvements necessary to remediate current congestion and plan for capacity improvements to reduce future congestion on I-275 from Gandy Boulevard to 5th Avenue South. The City is seeking MPO support for its resolution.

ATTACHMENT: Letter Dated February 23, 2016 to Whit Blanton from St. Petersburg City Clerk Transmitting Resolution No 2016-49 Re Continuity of Managed Lanes on I-275

ACTION: MPO to support City's resolution or take other action as deemed appropriate

Pinellas MPO: 03/09/16



City of St. Petersburg

Post Office Box 2842
St. Petersburg, Florida 33731 2842
Channel 35 WSPN-TV
Telephone 727 893 7171

February 23, 2016

Pinellas County MPO/PPC Executive Director Whit Blanton
310 Court Street
Clearwater, FL 33756

Re: City Council of St. Petersburg Resolution No. 2016-49

Dear Mr. Blanton:

Pursuant to City Council of St. Petersburg Resolution No. 2016-49; enclosed please find a copy of City Council of St. Petersburg Resolution No. 2016-49, which was passed on February 4, 2016.

If you have any questions regarding this transmittal, please do not hesitate to contact my office at any time.

Sincerely,

Chan Srinivasa
City Clerk

Enclosures

cc: Honorable Arthenia Joyner, Florida Senate
Honorable Jeff Brandes, Florida Senate
Honorable Jack Latvala, Florida Senate
Honorable Larry Ahern, Florida House of Representatives
Honorable Dwight Dudley, Florida House of Representatives
Honorable James Grant, Florida House of Representatives
Honorable Chris Latvala, Florida House of Representatives
Honorable Kathleen Peters, Florida House of Representatives
Honorable Darryl Rouson, Florida House of Representatives
Honorable Chris Spowls, Florida House of Representatives
Jim Boxold, Secretary, Florida Department of Transportation
Continued on Page 2

Paul Steinman, District 7 Secretary, Florida Department of Transportation
Honorable Chair and Members of the St. Petersburg City Council
Ramond A. Chiaramonte, Executive Director, TBARTA

NO. 2016-49

A RESOLUTION REQUESTING THE FLORIDA DEPARTMENT OF TRANSPORTATION TO FUND THE IMPROVEMENTS IDENTIFIED IN THE I-275 PD&E STUDY; REQUESTING THE FLORIDA DEPARTMENT OF TRANSPORTATION TO IMPLEMENT ADDITIONAL MEASURES TO REDUCE CONGESTION ON I-275 WITHIN THE CITY OF ST. PETERSBURG; INSTRUCTING THE CITY CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO CERTAIN ENTITIES AND PEOPLE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of St. Petersburg ("City") has a transportation system that includes roadways, highways and interstate systems under the control of the Florida Department of Transportation ("Department"); and

WHEREAS, the City has a strong interest in providing public rights-of-way that are safe, efficient and cost-effective multimodal transportation systems that are accessible to all residents and visitors, preserves neighborhoods, protects natural resources, and promotes economic development; and

WHEREAS, the St. Petersburg City Council received a presentation from the Department on December 17, 2015 regarding the I-275 Project Development and Environment Study ("PD&E Study") that the Department is conducting to evaluate the need for capacity and operational improvements along I-275 from south of 54th Avenue South to north of 4th Street North; and

WHEREAS, the presentation included information that detailed how the Department is considering three distinct sections along the I-275 corridor, with two sections located south of Gandy Boulevard and the Tampa Bay Express "Starter Project" toll lanes plan for I-275 from south of Gandy Boulevard to north of 4th Street; and

WHEREAS, the Department has indicated that its current five-year work program includes full funding for the design and construction of the Tampa Bay Express "Starter Project" toll lane project but has not included design or construction funding to improve any other sections of the interstate within city limits; and

WHEREAS, the Pinellas County Metropolitan Planning Organization's 2015 Level of Service Report identifies I-275 from Gandy Boulevard to 5th Avenue South as a Deficient Roadway due to not meeting level of service or volume to capacity ratio standards; and

WHEREAS, an approach that provides no funds to improve the level of service in the sections designated as deficient, while programming funds to increase capacity and level of service in the section north of Gandy Boulevard to the edge of Tampa Bay which is not currently deficient, may be considered inconsistent with the Department and City goals to reduce congestion on I-275; and

WHEREAS, during the December 17, 2015 presentation City Council members expressed appreciation for the Department's work on I-275, the Gateway Expressway and the Gandy Overpass at 4th Street and MLK but articulated their remaining concern that the toll lane Starter Project and the Gateway Expressway project would have the unintended consequence of accelerating vehicle use to the deficient section, which may exacerbate the existing traffic congestion.

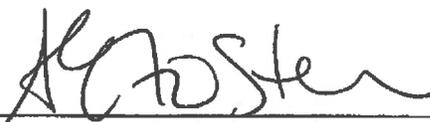
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that this Council hereby requests the Department to act as follows:

- (1) To identify improvements necessary to remediate current congestion and plan for capacity improvements to reduce future congestion on I-275 from Gandy Boulevard to 5th Avenue South (the currently deficient segment) and continuing south through the City.
- (2) To seek and allocate where possible all available sources of funding to initiate design and construction of the improvements called for in the PD&E study for the entire project limits.

BE IT FURTHER RESOLVED that this Council hereby instructs the City Clerk to transmit a copy of this Resolution to the Florida Department of Transportation Secretary, the District 7 Secretary of the Department, the City of St. Petersburg's congressional delegation in Tallahassee, the TBARTA Executive Director, and the Executive Director of the Pinellas County Planning Council/Metropolitan Planning Organization.

This resolution shall become effective immediately upon its adoption.

Adopted at a regular session of the City Council held on the 4th day of February, 2016.



Amy Foster, Chair-Councilmember
Presiding Officer of the City Council

ATTEST: 

Chan Srinivasa, City Clerk



PRESENTATION AND/OR ACTION ITEMS

E. Confirm Tampa Bay TMA Leadership Group Purpose and Organization Statement – Action

At its February meeting, the Transportation Management Area (TMA) Leadership Group modified its Purpose and Organization Statement to clarify the decision making process and the group's role as it relates to the member MPOs. Modifications also included changes to the meeting time and location. The TMA Leadership Group is advisory. As such, its actions must be confirmed or approved by the member MPOs. The modified document is attached. Staff recommends that the MPO accept the changes.

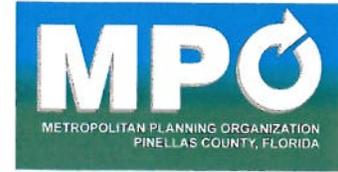
ATTACHMENT: Modified Tampa Bay TMA Leadership Group Purpose and Organization Statement

ACTION: MPO to accept changes

Pinellas MPO: 03/09/16



Hillsborough MPO
Metropolitan Planning
for Transportation



Tampa Bay Transportation Management Area (TMA) Leadership Group

Purpose

There is a role for a TMA-focused [group discussion forum](#), not currently performed by any existing transportation organization. That role includes developing regional consensus priorities for the TMA, especially in the allocation of federal & state funds. The group will focus on major cross-county transportation markets and traffic movements, and on helping the Tampa Bay metropolitan area speak with one voice in discussions of regional transportation prioritization issues and financial resources.

First-year tasks will include developing TMA priorities and at least one project that demonstrates that the Leadership Group can effect change. Potential candidates for an initial project include managed lanes with Bus Rapid Transit (BRT) along a major tri-county spine.

Members

The Leadership will comprise three members of each MPO board as voting members, and non-voting advisors from FDOT and TBARTA. [Decision-making will be by consensus](#). The staff support group will comprise staff of these agencies, [transit agencies](#) and the Tampa Bay Regional Planning Council, the latter as needed.

Organization

Meetings of the Tampa Bay TMA Leadership Group will be held approximately every other month, on the first Friday of the month, at 9:00 am, at a central meeting location. Meetings of the TMA staff support group will be held by conference call at 3:30 pm on the ~~first and third~~ [second](#) Fridays of the month ~~prior to each Leadership meeting~~. Each group will have a notification list by mail or e-mail, and interested parties may request to their MPO to be notified of meetings.

The TMA Leadership Group acts in an advisory role to each of the three MPOs, [which will have final approval of TMA work products](#). Leadership members will be responsible for conveying concerns of their respective MPOs to the TMA group, and for conveying TMA group discussion and recommendations back to the MPOs.

This group's work will be staffed jointly by the staff of the three MPOs. ~~Meeting locations and conference calls will be arranged by the Hillsborough MPO, and agenda packets will be distributed by the Pinellas MPO~~. Public notice for meetings will be provided by all three MPOs according to their typical procedures.

PRESENTATION AND/OR ACTION ITEMS

F. Support of PSTA/HART Application for the Regional Fare Collection Project for TIGER Funding – Action

On February 16, 2016 U.S. Transportation Secretary Anthony Foxx announced \$500 million will be made available for transportation projects across the country for the eighth round of Transportation Investment Generating Economic Recovery (TIGER) funding. The Pinellas Suncoast Transit Authority (PSTA) is partnering with the Hillsborough Area Regional Transit (HART) on a joint application for a TIGER grant for a regional farebox project. Project details are included in the attachment. Applications are due April 29, 2016. The project is supported by the MPO Chairs Coordinating Committee, which represents eight counties and six MPOs. PSTA is requesting a letter of support from the MPO.

In anticipation of this new round of TIGER funding, MPO staff asked member local governments and partner agencies to identify potential candidate projects. At this time, issues such as right-of-way ownership, completed environmental documentation and necessary local funding match have resulted in no other viable candidate projects.

Staff recommends the Board support PSTA's request for a letter of support.

ATTACHMENT: Project Summary

ACTION: MPO to authorize staff to draft letter of support

Pinellas MPO: 03/09/16

Regional Fare Collection Project TIGER Grant Application Summary

PSTA is currently with HART and other transit service providers to establish a single fare collection system for the entire Tampa Bay Region. Riders would be able to use a smart phone app or a smart card to ride any of the transit services in Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk and Sarasota counties.

This project demonstrates the commitment of all transit agencies in the Tampa Bay Region to provide the best possible service for our community. It focuses on seamless transit connections between each of the eight counties using a single fare media, replacing and enhancing current farebox technology.

The **goals of the Regional Revenue (Fare) Collection Project** are to implement successful regional fare collection system that:

- Implements a single fare medium for use across all counties in the Tampa Bay region using smart card and mobile application technologies
- Achieves regional interoperability through improved and coordinated management of transit services for the entire region
- Considers equipment and technology needs along with the development of fare policies and structure
- Systematically upgrades existing functionally obsolete fare collection systems for each transit service provider in the Tampa Bay region

The Regional Working Group includes representatives from each of the transit agencies from eight counties in the Tampa Bay region including Citrus, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, and Sarasota plus the Florida Department of Transportation (FDOT) and the Tampa Bay Area Regional Transportation Authority (TBARTA).

Project Funding and support

Through the Regional Working Group partnership, the project has already secured \$2M of the \$12.1M needed to complete the project from the FDOT and TBARTA. The Hillsborough MPO and MPO Chairs Coordinating Committee representing eight counties and six MPOs also supported the project.

Funding Request and TIGER Application

PSTA and HART will be jointly submitting an application for \$10M under the TIGER VIII Notice of Funding Availability to fully fund the project.

PRESENTATION AND/OR ACTION ITEMS

G. Clearwater's Resolution Concerning Funding to Update the 2010 Transit Alternative Study – Information

At its January meeting, the MPO received an update on the 2010 Downtown Clearwater to Clearwater Beach Transit Alternatives Study from staff. The Board directed staff to prioritize updating the study and to work with its stakeholders to identify potential funding sources. On February 12, 2016, staff provided an update to the Clearwater City Council concerning the study. Following the Council presentation, the City adopted a resolution requesting the MPO to prioritize the funding for the study. As this is a component of the MPO/PPC Enhancing Beach Access SPOTlight Emphasis area, funding to update the study is allocated in the MPO's FY2016-2018 Unified Planning Work Program. As such, no action on the resolution is required. The UPWP becomes effective July 1, 2016. Between now and then, staff will work with other project stakeholders (e.g. PSTA, City of Clearwater, FDOT, etc.) to develop the scope of services.

ATTACHMENT: City of Clearwater Resolution No. 16-06

ACTION: None required, informational item

Pinellas MPO: 03/09/16

RESOLUTION NO. 16-06

A RESOLUTION OF THE CITY OF CLEARWATER, FLORIDA, REQUESTING THAT THE METROPOLITAN PLANNING ORGANIZATION PRIORITIZE FUNDS TO UPDATE THE EVALUATION OF TRANSIT ALTERNATIVES STUDY FROM 2010 TO ADDRESS THE NEED FOR ENHANCED MULTIMODAL ACCESS TO CLEARWATER BEACH AND TO IDENTIFY PUBLIC AND/OR PRIVATE SOURCES THAT WILL FULFILL THE LOCAL FUNDING SOURCE REQUIREMENTS TO RECEIVE FEDERAL AND STATE FUNDS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Clearwater Beach is a major destination for tourists, seasonal residents and college and high students during spring break; and,

WHEREAS, demand for access to Clearwater Beach extends beyond the tourist/spring break time period and is becoming more of a year round issue; and,

WHEREAS, the City of Clearwater believes there is a need for enhanced multimodal access to Clearwater Beach; and,

WHEREAS, in 2010 the Metropolitan Planning Organization completed a Downtown Clearwater to Clearwater Beach Evaluation of Transit Alternatives Study; and,

WHEREAS, the Evaluation of Transit Alternatives Study recommended Bus Rapid Transit as the Locally Preferred Alternative for providing enhanced transit service between Downtown Clearwater and Clearwater Beach; and,

WHEREAS, the study assumed the project would be funded through a combination of federal, state and local funds; and,

WHEREAS, the receipt of federal and state funds is contingent upon having local funding sources for both capital and operating expenses; and,

WHEREAS, in 2010 the study recommendations were not advanced due to the lack of a dedicated source of local funding; and,

WHEREAS, there is a need to update the 2010 study data; and,

WHEREAS, the MPO and the Pinellas Planning Council Board (the Board) has identified beach access as a priority emphasis area; and,

WHEREAS, the MPO Board is responsible for establishing project priorities for the expenditure of federal transportation funds; and

WHEREAS, implementation of multimodal access improvements between Downtown Clearwater and Clearwater Beach is a high priority of the City; and,

WHEREAS, in addition to the Downtown Clearwater to Clearwater Beach transit alternatives, the City would like to work with the MPO and its partners including the Pinellas Suncoast Transit Authority, Hillsborough Area Regional Transit, the Florida Department of Transportation and the private sector on other multi-modal access projects including the planned SR60 Express Bus Service from Tampa International Airport to Clearwater Beach, the Regional Premium Transit Study for Pinellas Hillsborough and Pasco Counties, and on private sector initiatives that may include elevated, cable-propelled transit, waterborne transportation and additional surface transportation solutions; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLEARWATER, FLORIDA:

Section 1. That the City of Clearwater hereby requests that the MPO prioritize funding to update the Evaluation of Transit Alternatives Study to meet the requirements for federal and state funds and advance a preferred alternative into subsequent phases of project development and implementation as quickly as practicable.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 18th day of February, 2016.

-George N. Cretekos

George N. Cretekos
Mayor

Approved as to form:

PKA

Pamela K. Akin
City Attorney

Attest:

Rosemarie Call

Rosemarie Call
City Clerk



PRESENTATION AND/OR ACTION ITEMS

H. Current Waterborne Transportation Plans and Operations – Update

Recently, there has been renewed interest in waterborne transportation in the Tampa Bay area. Ferry operations from downtown Clearwater to Clearwater Beach began in 2015. Plans are underway for a pilot project for ferry service between downtown Tampa and downtown St. Petersburg, and the City of Madeira Beach recently issued a Request for Proposals (RFP) for ferry service to John’s Pass, Bay Pines Veteran’s Hospital, Treasure Island and St. Petersburg’s Jungle Prada neighborhood.

Ferry service is offered in a number of other Florida communities, including Fort Lauderdale and Jacksonville, and similar service is under development in Manatee County. Many of these operations rely on public funding for capital and/or operations. The proposed pilot project for service between downtown Tampa and St. Petersburg relies on contributions from both cities and Pinellas and Hillsborough Counties. With this recent interest, one of the questions is what role, if any, should waterborne transportation play in the MPO’s multimodal planning activities. In 2003, the MPO funded a waterborne transportation feasibility study focused on the public benefits such a system might provide when integrated as a part of the county’s transportation network. The 2003 study was focused on opportunities for transportation trips rather than recreational or excursion trips. The study also examined whether there should be public funding of waterborne transportation modes and, if so, what conditions or scenarios need to be considered in making that determination.

The study concluded that the most feasible approach for Pinellas County was to focus on point-to-point, destination-oriented serviced established through a competitive RFP process guided by Pinellas County. It identified logical markets that would support waterborne transportation in Pinellas County, such as downtown Clearwater, downtown St. Petersburg, John’s Pass and other smaller waterfront commercial destinations. It is noteworthy that these are the same areas for which plans for waterborne transportation service are being advanced currently.

The 2003 study was premised on some level of public investment to launch the service. The study concluded that waterborne transportation was feasible for Pinellas County given a minimum level of public investment to initiate and support the service. The initial investment would occur for a three year period to evaluate the utility of the service, and the private sector would have been expected to assume a greater share of the costs after the initial investment was made.

The MPO board acted to receive and file the report and not further pursue it. Considering the recent initiatives and the MPO’s prioritization of beach access, staff is seeking direction from the board concerning its desire to take another look at the feasibility of waterborne transportation and the optional roles that local governments and/or the MPO may need to play.

ATTACHMENTS: 2003 Waterborne Transportation Feasibility Study via link:

<http://www.pinellasplanningcouncil.org/downloads/PinellasWaterborne.pdf>

PowerPoint via link:

<http://www.pinellasplanningcouncil.org/downloads/PinellasWaterbornePPT.pdf>

ACTION: As deemed appropriate based on discussion

PRESENTATION AND/OR ACTION ITEMS

I. Committee Recommendations

1. Full Membership for TBARTA CAC Ex-Officio Representatives

At their February 25, 2016 meeting, the Citizens Advisory Committee (CAC) received an update on the February 17, 2016 Tampa Bay Area Regional Transportation Authority's (TBARTA) CAC meeting. On December 12, 2014, TBARTA amended its bylaws to allow for six ex-officio members to serve as advisors on the TBARTA CAC. This was part of the effort to merge the West Central Florida Chairs Coordinating Committee's (CCC) citizen advisory committee with the TBARTA CAC. In January 2015, two Pinellas County MPO CAC members were appointed to serve on the TBARTA CAC as an ex-officio member and an alternate. Both expressed frustration about continuing to serve only as ex-officio members without the right to vote. They pointed out that the original intent was that the ex-officio members would serve as advisors until a legislative change could be enacted that would enable them to serve as voting members. After discussion, the CAC passed a motion recommending that the MPO Board encourage TBARTA to give full membership to the current ex-officio members so that they can vote during committee meetings.

ATTACHMENT: None

ACTION: Board to encourage TBARTA to give full membership to the current ex-officio members on the TBARTA CAC

2. Downtown to Beach Park and Ride Transit Options Proposal

At its February 25, 2016 meeting, the Citizens Advisory Committee (CAC) received a presentation by Don Ewing, Clearwater Regional Chamber of Commerce board member and Council of North County Neighborhoods President. The Clearwater Regional Chamber of Commerce is proposing the Downtown to Beach Park and Ride Transit Options Project, which is intended to provide multimodal travel options to Clearwater Beach visitors. The purpose of the project is to enable people to park in downtown Clearwater and take a trolley or ferry to the beach. It would help to reduce traffic congestion and beach parking demands, increase the number of visitors to downtown Clearwater, and provide beach goers with enjoyable alternatives to driving. After discussion, the CAC passed a motion recommending that the MPO Board endorse the Downtown to Beach Park and Ride Transit Options Project.

ATTACHMENT: Summary of the Proposed Downtown to Beach Park and Ride Transit Options Project

ACTION: Board to endorse the Downtown to Beach Park and Ride Transit Options Proposal or take other action as deemed appropriate

Pinellas MPO: 03/09/16



Downtown to Beach Park & Ride Transit options February 2016

Project Concept:

Provide for public transit options to divert beach visitors to park downtown and take a trolley / ferry to the beach for their visit instead of driving to the beach. This could be accomplished during peak periods like Spring Break, Holidays and summer which would typically occur on weekends and during high tourist timeframes. The goal would be to provide a park and ride alternative in downtown to the traffic and parking problems at the beach and to enhance the visitor experience. This new capability would utilize current parking lots in downtown Clearwater that are mostly unused during these periods and use the existing Jolley Trolley vehicles and Clearwater Ferry boats to implement the transit to the beach. Ultimately later phases of this project would include providing for a dedicated transit vehicle lane across the Memorial Bridge and Causeway.

Proposal Benefits:

This proposal would alleviate significant vehicles from crossing the bridge, reduce the beach parking demand, increase the number of visitors in the downtown Clearwater area, and provide alternative (fun) transit to the beach and maximize the visitor experience.

Help prevent traffic gridlock during peak periods.

Reduce law enforcement man hours involve in traffic control

Increase awareness of the downtown Cleveland District businesses, Coachman Park and Marina

Service could be used during events and holidays as well to provide park & ride options

Show that Clearwater City Government is responsive to local residents concerns about the traffic created from an over the top successful beach master plan.

Project phase 1 could be implemented in 2016 to meet the Spring Break season

Utilizes native Clearwater businesses to provide the service

Project features - phase 1.

- Implement the service for a trial period of the 2016 Spring Break Season of March & April 2016
- Utilize existing parking lots that are mostly vacant on weekends and weekdays in downtown
 - County parking garage at foot of bridge
 - City Hall lower parking
 - Harborview / Marina parking
 - City garage Garden street
 - City Park street garage



Downtown to Beach Park & Ride Transit options February 2016

- Provide temporary signage and message boards on SR 60 / Court Street to offer reduced / free park and ride options and directions to divert visitors to the parking areas. (If the scarce beach parking during peak season is typically \$30 - \$50 / day and the downtown parking was free, drivers sitting in stop and go traffic would be more inclined to park & ride)
- Jolley Trolley to provide a dedicated parking to beach express route service at frequent enough intervals to manage the demand. Trolleys would stop at each parking area and the marina and then head directly to the beach to drop off at the marina parking lot.
- Clearwater Ferry would also provide transit alternative to get to the beach
- Visitors could choose to ride the Trolley or take the Ferry
- Develop a phone app that visitors could download to guide them to parking lots and show the Trolley route, stops and location of the Trolley (add to the current Jolley Trolley app)

Project Funding:

Phase 1: Funding would be essential and need to be provided for the transit partners delivering the vehicles from downtown to the beach as dedicated vehicles would be required for this service. There would not be any funding required for the parking areas other than the provision for temporary signage to guide visitors to the parking lots. Since this service is related to peak beach visitor periods of spring break (March and April) funding would only be necessary during these time frames.

Future Phases: Future options for increasing the level of this service would require increased level of funding as there would be some construction required to provide the dedicated transit lane service over the Memorial Bridge and Causeway and potentially additional transit vehicles to handle demand. It is our understanding that the MPO Transit Alternatives Study in 2010 identified the following capabilities:

- Memorial Causeway Bridge was designed with capabilities of being reconfigured to support Bus Rapid Transit dedicated lanes.
- Memorial Causeway is wide enough to support addition of a dedicated transit / emergency vehicle transit lane on the south side.
- The small bridge to Clearwater Beach is configured to support police / emergency vehicles and could support the Trolley service temporarily with some reconfiguration required at the exit of the bridge in the Marina parking lot area

Downtown to Beach Park & Ride Transit options February 2016

Transit Partners:

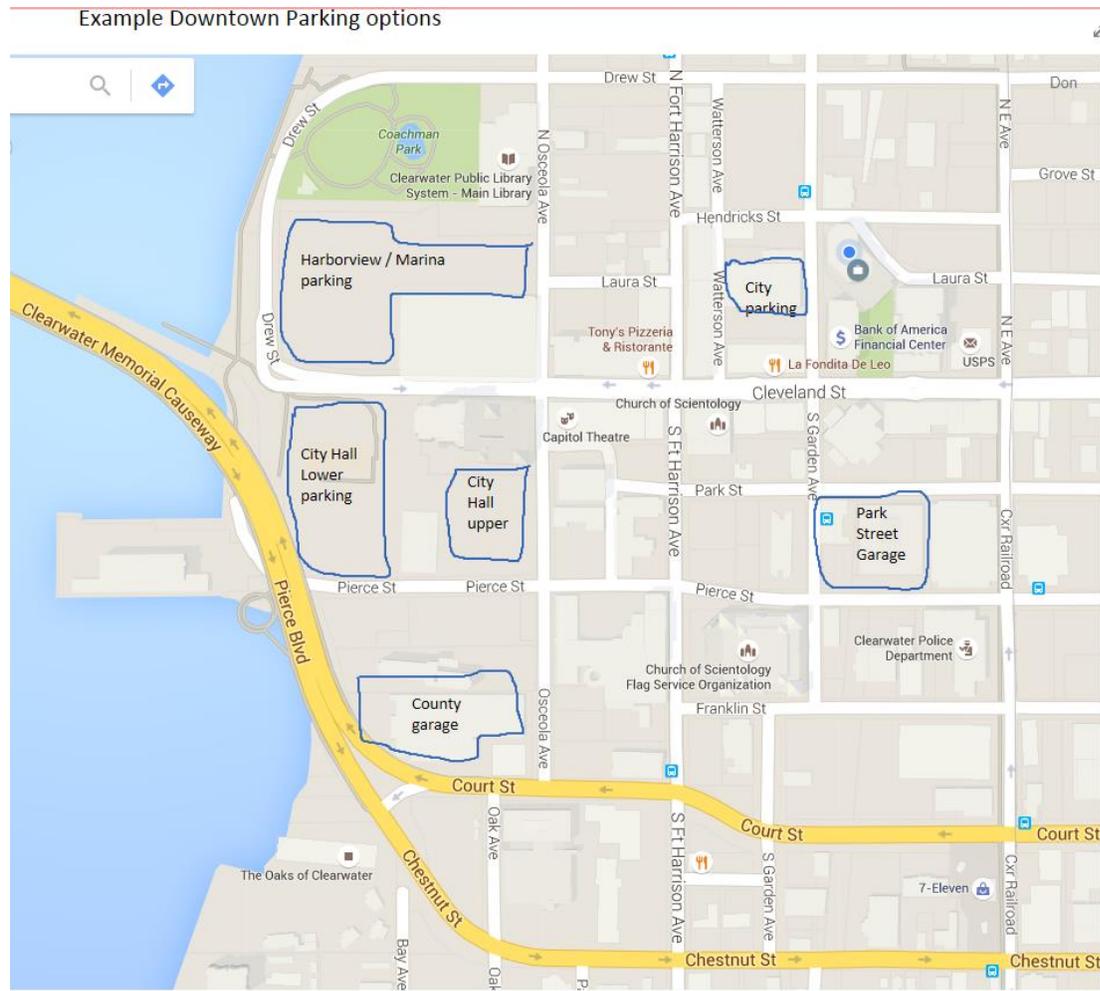


For additional information please contact:

Don Ewing – don@flbss.com

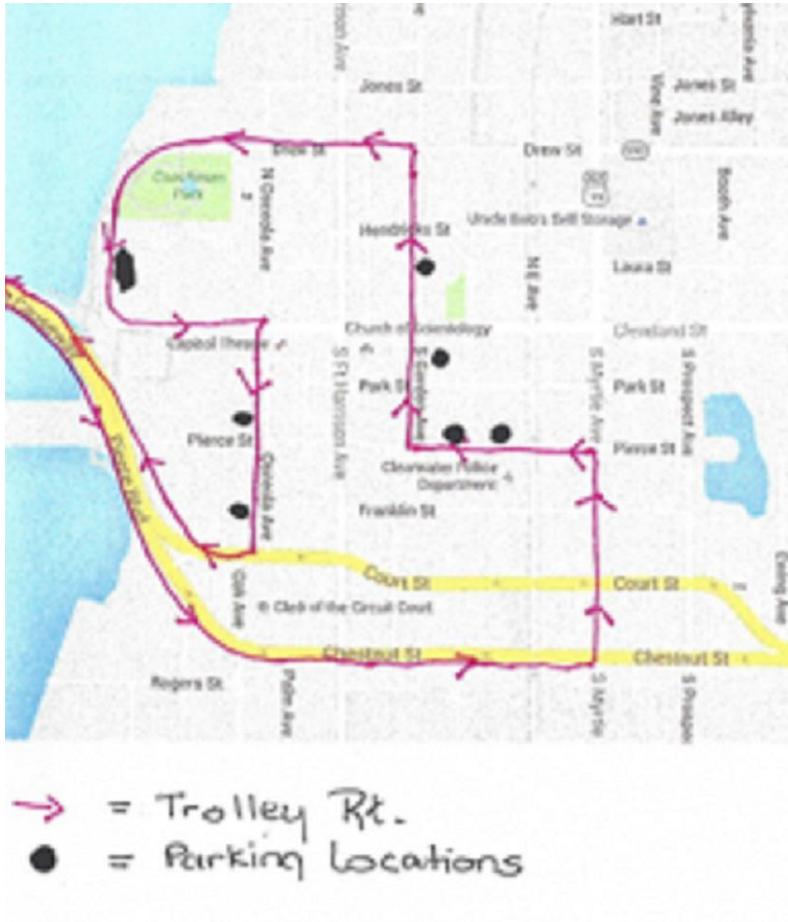
Zachary Thorn - zthorn@clearwaterflorida.org

Possible surface parking lot options in downtown Clearwater



Downtown to Beach Park & Ride Transit options February 2016

Trolley Route and Parking possibilities with marina stop for Ferry





Downtown to Beach Park & Ride Transit options February 2016

Downtown Clearwater Park and Ride Shuttle Route definition

Proposal considerations would include as many of the following downtown parking facilities as allowable for public usage:

- ❖ Parking Facilities across from Police Dept. on Pierce St. (640 and Lot #23 on Pierce) - 474+12
- ❖ Parking Facility on Garden Ave. and Park St. (SunTrust/Atrium) - 370?
- ❖ Parking Facility at 28 N. Garden Ave. (in front of Clearwater Towers) - 250
- ❖ Parking Areas at Coachman (lower Harborview Center) – 168 + 261
- ❖ Parking Areas at 112 S. Osceola (City Hall) – 42 + 63 + open grassy area (100?)
- ❖ County Parking Garage (Trolley Stop must be on Osceola, north of Court St.) – 250?

Potential parking spaces total – 1,990 spots

Tentative Route would be a loop beginning in Downtown Clearwater as follows:

Westbound on Pierce St. (640 and Lot#23 on Pierce)

Right on Garden Ave., stopping at Garden and Park St. (SunTrust/Atrium)

Continue north on Garden, stopping at 28 N. Garden Ave. (in front of Clearwater Towers)

Left on Drew St.

Looping down and around Coachman Park and Marina with drop off for the Ferry passengers

Up and right on Osceola (stopping at 2 locations)

Right on Court St.

Over the bridge, west on the causeway

South from the round-about to Pier 60

*Trolley then circles out and heads north to round-about

East on the causeway and over the bridge toward downtown Clearwater.

Continue east on Chestnut

Left on Myrtle

Left on Pierce and continue loop.



Downtown to Beach Park & Ride Transit options February 2016

Project implementation specifics and service definition:

- Creates a new dedicated Trolley route exclusively for downtown park & ride to beach service while providing for Ferry transit option
- Scalable - Frequency of service – every ½ hour or so as needed (2 – 4 Trolleys)
- No capital investment needed for 2016 to implement – vehicles available (Availability will vary during spring and summer due to prior scheduling)
- Proposed Operating Schedule for 2016 Spring & Summer – 61 days
 - Hours from 10:00 am to 8:00 pm
 - 7 day a week service during Spring Break – March & April
- Ferry service available for discounted rate every ½ hour
- Surface and garage parking on existing lots
- Deploy 4-6 temporary message boards along Gulf to Bay / Court to divert drivers to parking with downloadable app for guidance
- Provide an “app” for parking directions and Trolley location and timing at stops

Project implementation proposed budget:

- Service period for 2016 of 61 days at 10 hours per day = 610 hours
- Cost per Trolley per hour - \$60.75 (Preferred partner rate and current city rate)
- Budgeting for average of 3 Trolleys in service for 61 days = \$111,180 (\$37,060 / Trolley for the 61 days - Service frequency of Trolleys can be adjusted and phased in based upon expected demand. Assuming that 2 – 4 vehicles will be in operation an average of 3 is used. * holiday rates would be higher)
- Budgeting Clearwater Ferry for 61 days at 10 hours per day = \$24,400 - \$48,800 (Ferry would accept the discounted rate @ \$2-\$4? / passenger and be reimbursed by the City. Estimated using 20 passengers per hour as an estimated average)
- Temporary Message Boards – estimated cost of 6 for 2 months @ \$1,000 each - \$12,000
- App development for the parking map & directions / JT route - \$3,000
- PR and Marketing awareness - ?

Estimated Budget for 2016 Spring Break season only - \$150,000 to \$175,000

If implemented, this park & ride service could also be used for the larger Events (23/year) in the downtown and beach to help people get to/from the remote parking.

PRESENTATION AND/OR ACTION ITEMS

J. Regional Trails – Update

The state legislature created the Florida Shared-Use Nonmotorized Trail (SUNTrail) Network in 2015 as a component of the Florida Greenways and Trails System. The statewide network consists of multiuse trails or shared paths physically separated from motor vehicle traffic and constructed with asphalt, concrete or another hard surface which, by virtue of design, location, extent of connectivity or potential connectivity and allowable uses, provides nonmotorized transportation opportunities for bicyclists and pedestrians. For funding of and maintaining projects within the network the Florida Department of Transportation is required to allocate in its program and resource plan a minimum of \$25 million annually. A map of the SUNTrail network is attached. It includes the Pinellas Trail Loop.

The Florida Greenways and Trails Council (FGTC) is tasked with developing funding priorities for the regional trails. The Pinellas Trail Loop is part of a larger regional trail network called the Southwest Florida Regional Coastal Trail that extends from Pinellas County to Collier County. The FGTC met in Gainesville to review the regional trail networks from around the state on February 29th. From the 14 networks presented, seven were advanced for funding consideration. The Southwest Florida Regional Coastal Trail is one of the seven. The FGTC will meet in Tallahassee to prioritize projects for funding on March 31st.

A portion of the funding will be made available for individual trail projects and completion of the Coast to Coast Trail. The selection criteria and funding process for individual trails is attached.

Public Open Houses and Webinars to gather input on the SUNTrail program are being held around the state before the March 31st meeting. A copy of the prioritization criteria and open house notice are attached also.

Staff will provide a brief update on the February 29th meeting and the ongoing coordination with the other members of the Southwest Florida Regional Trail consortium.

ATTACHMENTS: Open House Notice
SUNTrail Network Map
Regional Trails System Criteria
Eligibility Criteria for Individual Trail Projects
Process for Funding Individual Trails

ACTION: None required, information item

Pinellas MPO: 03/09/16



SUN Trail

Public Open Houses and Webinar

Purpose

The Florida Department of Transportation (FDOT) is holding public open houses and a webinar to gather input on the Florida Shared-Use Nonmotorized (SUN) Trail Network Program.

The meetings will begin with an overview presentation of the SUN Trail program, followed by an opportunity for participants to provide input on the prioritization criteria and process for selecting individual trails to be funded by the SUN Trail program. Staff will be available to discuss SUN Trail, answer questions, address individual concerns and accept public comment.

Please visit the project website for more information: www.FloridaSunTrail.com.

Gainesville

Monday, February 29, 2016

6:00-8:00 p.m.

FDOT Gainesville Operations Center Auditorium
5301 NE 39th Avenue
Gainesville, FL 32609

Tampa

Tuesday, March 8, 2016

6:00-8:00 p.m.

FDOT District Seven Auditorium
11201 North McKinley Drive
Tampa, FL 33612

Tallahassee

Tuesday, March 1, 2016

4:00-6:00 p.m.

FDOT Burns Building Auditorium
605 Suwannee Street
Tallahassee, FL 32399

Fort Lauderdale

Wednesday, March 9, 2016

6:00-8:00 p.m.

FDOT District Four Auditorium
3400 West Commercial Boulevard
Fort Lauderdale, FL 33309

Statewide Webinar

Friday, March 4, 2016

12:00 -1:00 p.m. EST

Register at: <https://attendee.gotowebinar.com/register/2983630727599396609>

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the American with Disabilities Act or persons who require translation services (free of charge) should contact Anita Thomas, by phone: (850) 414-4934 or by email: Anita.Thomas@dot.state.fl.us, at least seven days prior to the meeting. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service at (800) 955-8771 (TDD) or (800) 955-8770 (Voice).

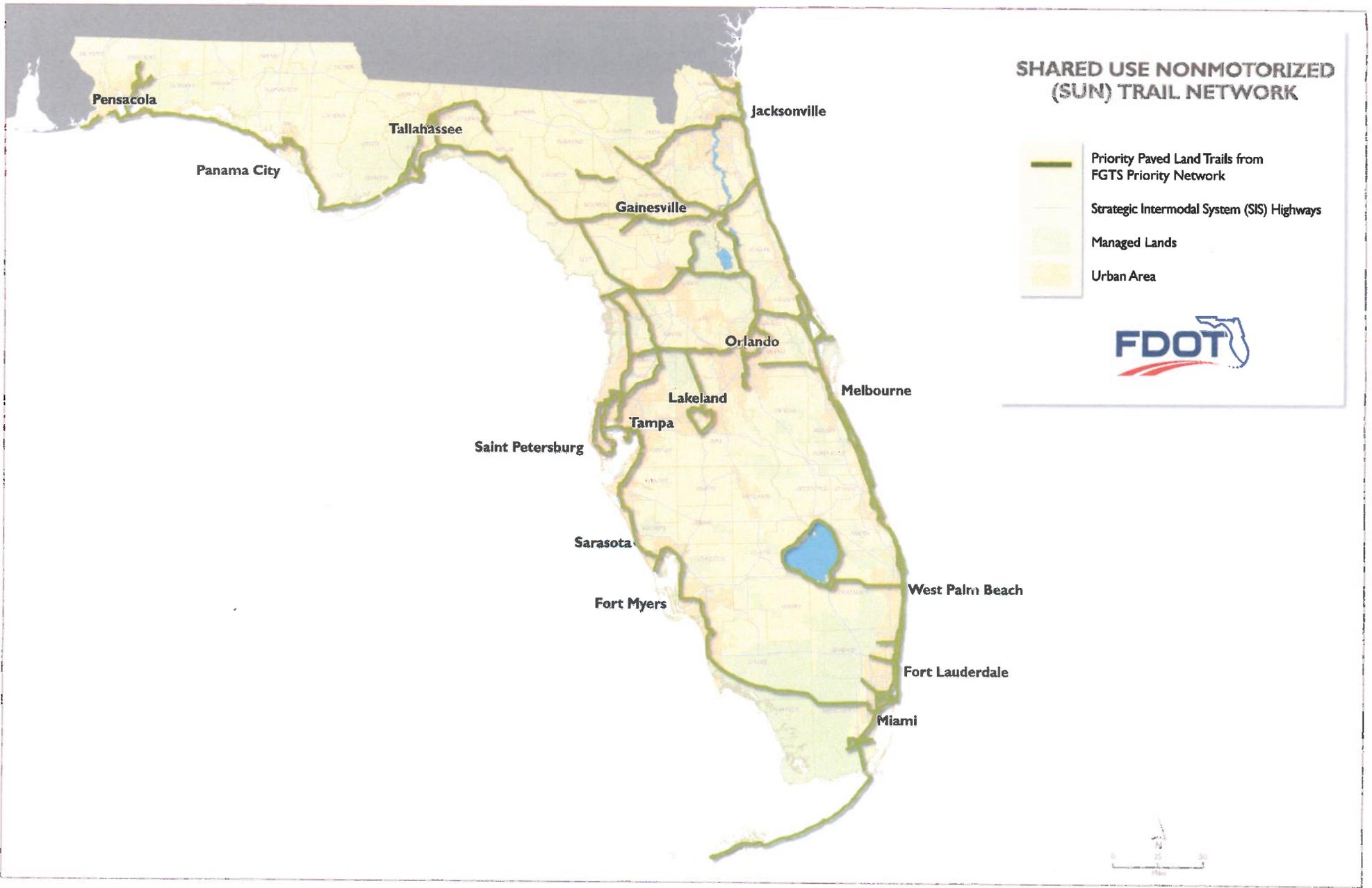
Primary Contact: Robin Birdsong
Primary Phone: (850) 414-4922
Email: Robin.Birdsong@dot.state.fl.us

All comments should be submitted in person at an open house or by emailing Robin.Birdsong@dot.state.fl.us by March 25, 2016.



February 2016

SHARED USE NONMOTORIZED (SUN) TRAIL NETWORK



**Florida Greenways & Trails System
Priority Regional Trail Systems Criteria**

SUNTrail priority regional paved multi-use trail systems will meet the majority of the following criteria:

There is documentation of a regional alliance that demonstrates broad and persistent community support for the regional trail system

The trail system encompasses multiple counties within the FGTS priority system

The trail system serves as a destination and serves destinations

The trail system supports economic development and tourism

It is demonstrated that the trail system is an off-highway facility enhancing safety for non-motorized uses by the public

It is demonstrated that there is prior and/or future public/private investment or commitment for the trail system

There are committed operations and maintenance entities

The trail system connects to and facilitates use of multimodal transportation opportunities

The readiness status of the trail system is available with definable trail segments and project phasing

The trail system is able to be substantially complete or fully programmed within 5 years



SUN Trail Program Eligibility Criteria

DRAFT FOR PUBLIC REVIEW AND COMMENT

Draft Eligibility Criteria for Individual Trail Projects

There are four eligibility criteria a project must meet to receive consideration for SUN Trail funding. The applicable entity will transmit a priority list and project details to the respective Florida Department of Transportation District.

- ▶ **Is the project a paved component of the Florida Greenways and Trails System (FGTS) Priority Land Trail Network, and therefore the SUN Trail Network?**
- ▶ **Is the project identified as a priority by the applicable jurisdiction?**
 - ❖ If the project is within a boundary of a Metropolitan Planning Organization (MPO), it must be a MPO priority.
 - ❖ For areas outside of a MPO boundary, the project is identified priority of the county (inclusive of their cities), tribal government, federal or state managing agency.
- ▶ **Has an entity formally committed to operation of maintenance of the project?**
- ▶ **Is the project consistent with the applicable comprehensive plan or the long-term management plan?**

Primary Contact: Robin Birdsong
Primary Phone: (850) 414-4922
Primary Email: Robin.Birdsong@dot.state.fl.us
Website: www.FloridaSunTrail.com



SUN Trail Program

Process for Funding Individual Trails

DRAFT FOR PUBLIC REVIEW AND COMMENT

Project Identification

- Identification of purpose, location and goals of the project;
- Consistent with the community's vision, plans, and policies;
- Consistent with transparent public involvement procedures.

Project Prioritization

- Identified priority of Metropolitan Planning Organization (MPO).
- Identified priority of the county (inclusive of their cities), tribal government, federal or state managing agency.

Project Selection & Programming

- Priority List and project details submitted to FDOT District by applicable entity;
- District project evaluation and development of draft funding scenario;
- Development of Statewide draft prioritization scenario;
- Upon approval, projects are programmed into appropriate fiscal year of the five year Tentative Work Program.

Primary Contact: Robin Birdsong
Primary Phone: (850) 414-4922
Primary Email: Robin.Birdsong@dot.state.fl.us
Website: www.FloridaSunTrail.com

PRESENTATION AND/OR ACTION ITEMS

K. PSTA – 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: 03/09/16

REPORTS/UPDATE

A. Legislative Report

This item will include a report on any transportation-related legislation or other items of interest to the MPO Board. Attached is the Metropolitan Planning Organization Advisory Council's legislative report for the week ending February 26, 2016. A report for the week ending March 4, 2016 will be emailed to members.

ATTACHMENT: Legislative Update for Week Ending February 26, 2016

Pinellas MPO: 03/09/16

Legislative Update for the week ending 02/26/2016

Today is Day 46 of the regularly scheduled session. This leaves only 14 more days to go. The dominant topic over the next two weeks will be the budget. Each chamber has a budget proposal, they differ by about \$1 Billion and of course the details of each vary. The two chambers will be working on matching up (read compromise) the two proposals so that one budget can be passed by both chambers and sent to the Governor at the end of the session. Budget discussions will begin this weekend.

With the limited time left on the regularly scheduled session, a sense of urgency is being felt in some, but not all, corners of the Capitol. As you can imagine, since not everyone has decided to find a sense of urgency yet there are some strains that are beginning to show. On Tuesday the House calendar had 71 bills up for the day's session. The first bill, a controversial one to be sure, took 2 hours to debate. Yes, the legislators were reminded repeatedly by the Speaker that business must be conducted more quickly. In spite of regular reminders about the amount of time being spent on this one bill and the 70 other bills that had to be dealt with that day, the debate went on. Later in the week, there had been short talk of holding session this weekend, that talk quickly died and legislators left town for their home districts. The pace and length of chamber sessions will increase during these last two weeks, that is a certainty. The House schedule reads "Session 10:30 – Until Completion" for four days next week, some late nights and lots of coffee are in order.

Committee meetings of interest to the membership that took place this week:

Senate General Session
House General Session
Senate Community Affairs Committee
Senate Transportation Committee
House Appropriations Committee
Senate Transportation, Tourism and Economic Development Appropriations Subcommittee

Meetings of interest next week:

House General Session each day except Monday
Senate General Session each day except Monday and Tuesday
Senate Appropriations Committee

Legislation that is of interest to the membership:

Updates are shown in Red

SB 168 – Traffic Infraction Detectors (Brandes). This bill could be re-named the “no more red light cameras bill”. I believe this summarizes the intent of the bill and the bill narrowly passed out of the Transportation Committee after much debate. The Transportation Committee Chair (Brandes) is a strong opponent of red light cameras and he is pushing this bill forward. The next stop for this bill is the Senate Transportation, Tourism and Economic Development Appropriations Subcommittee. Committee Substitute – read 1st time. **No Change**

SB 1372 – Transportation (Flores) – Companion Bill HB1377. This bill contains the provision for Transportation Reinvestment Zones (TRZs). The bill was a late introduction and therefore does not have an analysis. A further read of the bill illuminated a 50% reduction in TRIP funds. The bill has been referred to committees but has not been called by any of the committees. This bill appears to be stalled and is not likely to make it out of the committees. The companion bill is not identical and does not contain a decrease in TRIP funding or the provision for TRZs. **No Change**. See HB 1377 Below. **No Change**

HB 1377 – Expressway Authorities (Nunez) – Companion Bill SB1372. This bill is the companion bill to SB 1372 however the two bills are not identical and really aren't that similar. Senate and House staff have linked the two bills, but they only share a few similarities. At the first committee stop, staff temporarily postponed this bill. It appears stalled for now.

This bill had a strikethrough and rewrite. The strikethrough has been TP'ed (temporarily postponed) in two committees and like the Senate companion bill, this bill looks to be stalled. **No Change**

HB 357 – Traffic Safety (Plasencia) – Companion Bill SB522. Called Chloe's Law. This bill requires Florida DOT to install roadside barriers to shield water bodies contiguous with state roads anywhere there has been a motor vehicle crash that resulted in a drowning death in the past 10 years. The law does provide that the chief engineer can decide to not construct a barrier if the barrier itself will create a greater danger by its presence. The bill also requires DOT to conduct a study related to motor vehicle accidents on state roads contiguous with water bodies and requires DOT to submit the report to Legislature. The bill passed through the Highways and Waterways Safety Subcommittee, it is now in the Transportation and Economic Development Appropriations Subcommittee. It does not appear to have opposition but has undergone some technical and operational amendments. **No Change**

SB 756 – Transportation (Brandes) – This is the FDOT bill and it contains a number of provisions. The bill creates the FDOT Financing Corporation, transfers the Pinellas Bayway System to the Turnpike, increases the funding for the Florida Seaport Transportation and Economic Development Program from \$15M to \$25M, establishes Florida DOT as the lead agency for the NEPA process on highway projects and revises airport zoning regulations. This

bill has passed out of committees without a single dissenting vote and is now on the Senate Floor. This bill was set for a 2nd reading in the Senate and was Temporarily Postponed. **This bill has had several amendments, otherwise no change**

SB 7000 – Developments of Regional Impact (Community Affairs general bill) – This bill would increase the acreage for annexation of “enclaves” from 10 acres to 150 acres. An enclave is any unincorporated improved or developed area lying within a single municipality, or surrounded by a single municipality and a manmade or natural obstacle that permits traffic to enter only through the municipality. This bill has passed out of two committees and is now in the Fiscal Policy Committee. The Fiscal Policy Committee Substitute went through 1st reading in the Senate. **Has passed both Senate Fiscal Committee and Senate Rules Committee. On 2nd reading in the Senate.**

SB 786 – Electric Vehicles (Sachs) – This bill gives a tax exemption for electric vehicles and would require a study of a mileage based user tax. The bill has not been heard in any committee and appears to be stalled. A similar bill is in the House (HB661), it also has not been heard in any committee and appears to be stalled. **No Change.**

SB 416 – Location of Utilities (Flores) – This bill would require a state or local government to bear the responsibility for the cost of relocating utility facilities in public easement if there is not an agreement to the contrary. This bill has passed out of committees and is headed to the Senate floor. The Bill passed the Senate (34-4) and an identical bill in the House is through two committees. **This Bill passed the House (109-4) on 02/24/2016.**

SB 1392 – Transportation (Brandes) – This bill would require traffic control devices in school zones that do not conform to the MUTCD (Manual on Uniform Traffic Control Devices) be removed by Florida DOT. Also makes a number of changes specific to the operation and regulation of autonomous vehicles. One provision requires MPOs to accommodate advances in vehicle technology when developing LRTPs. The bill also raises the population cap for the Small County Outreach Program from 150,000 to 170,000. The population would allow Charlotte, Martin and Santa Rosa counties to be eligible for the SCOP program, under current population limits they are not eligible. The bill passed out of the Transportation Committee and is now in Senate Transportation, Tourism and Economic Development Appropriations Subcommittee and is on the 02/17/2016 agenda. **This Bill passed Senate Transportation, Tourism and Economic Development Appropriations Subcommittee and is now in the Senate Appropriations Committee.**

HB 7027 – Transportation (Rooney – Co-Introducers Artiles and Miller) – This bill will increase funding for the Florida Seaport and Economic Development Program from \$15 Million per year to \$25 Million per Year, give Florida DOT the authority to assume the responsibility for the NEPA process from FHWA and establish the Florida Department of Transportation Financing Corporation. This last provision will give Florida DOT additional financing options to fund the work program by being allowed to borrow money and refinance projects. **This Bill has passed**

the House and has been referred to the Senate Committees for Transportation, Appropriations and the Appropriations Subcommittee for Transportation, Tourism and Economic Development.

REPORTS/UPDATE (CONTINUED)

B. Executive Directive Report

This item will include a report from the Executive Director on items of interest to the MPO Board.

1. SPOTlight Update

The PPC/MPO staff continues to work on the Strategic Planning and Operations Topics initiative (Pinellas SPOTlight) with various activities, including development of work plans and specific scopes of service that will be assigned to one or more General Planning Consultants. Within the last month we have given presentations to the Tampa Bay Beaches Chamber of Commerce, the Central Pinellas Chamber of Commerce and the Clearwater Regional Chamber of Commerce to discuss the Emphasis Areas and take questions.

2. U.S. 19 Corridor Vision

As mentioned last month, our staff met with the Florida Department of Transportation staff at the District Seven office in early February to invite the Department's participation in the visioning effort, discuss work products/outcomes of the current US 19 Safety Study, and review the status of design contracts for the northern section of US 19 from Tampa Road to the Pasco County Line. It was a productive meeting to understand the issues, opportunities and next steps. As a result of that meeting, the Department requested the MPO put its requests in writing. The attached letter has been sent to FDOT and we are looking forward to the Department's response.

In addition, we have scheduled two "listening sessions" for April 11th, from 8-10:30 AM in the northern part of the corridor, and 4-6:30 PM in the southern part of the corridor. Locations have been identified and we will confirm shortly. PPC/MPO staff is working with key organizations to invite stakeholders to participate in the meetings and offer their perspectives on issues, needs and opportunities.

3. Enhancing Beach Access

PPC/MPO staff has begun collecting additional data on traffic volumes and assembling other information related to existing conditions during field review. We participated in a Clearwater City Council work session on the topic of beach traffic, and began coordinating with PSTA and FDOT on work to develop a scope of services to update and revise, as necessary, the 2010 Clearwater Beach to Downtown Clearwater Evaluation of Transit Alternatives Project. We anticipate taking a more comprehensive view of the study corridor, including all of SR 60 in Pinellas County to Westshore and Tampa International Airport. In addition, we are coordinating closely with the FDOT District Seven Safety Office on plans for enhanced visibility and continuity of treatments for bicyclists and pedestrians along Gulf Boulevard.

4. Gateway/Mid-County Master Plan

PPC/MPO staff has begun meeting with local government staff and other agencies to begin development of a scope of services for a master plan addressing infrastructure, multimodal connectivity, redevelopment and resilience. As part of this work, we are focusing on refining the study area boundary and sub-areas that will need specific attention. Our objective is to align various planning and development activities to ensure they proceed in complementary fashion with the master plan.

ATTACHMENT: Letter written to FDOT



February 26, 2016

Debbie Hunt, Director
Transportation Development
Florida Department of Transportation, District Seven
11201 N. Malcolm McKinley Drive
Tampa, Florida 33612

RE: DOT Programmed Improvements to U.S. 19 in Pinellas County

Dear Debbie,

Thank you and your staff for meeting with us earlier this month to discuss the future of U.S. 19 in northern Pinellas County and our shared objectives to improve safety, mobility and accessibility along this important corridor. I appreciate the candid and productive conversation, and the Department's willingness to work with us on the vision for the U.S. 19 corridor as partners.

As you know, the Pinellas Planning Council and Metropolitan Planning Organization (PPC/MPO) Board has selected developing a vision for the U.S. 19 corridor as a key focus for our 2016-18 work program. Our goal is to clarify the vision and reach land use and transportation agreements for the U.S. 19 corridor that will guide sound decisions and specific actions at the federal, state, regional and local level. This effort will seek to align transportation plans and projects in both the short and long term with evolving needs for safety, mobility and access for all users, and ensure that market economics, land use, urban form, and development expectations are part of that equation.

As a follow-up to our recent meeting, we ask the Department to consider the following requests:

1. Postpone for one year the currently scheduled design work on the sections of U.S. 19 from north of Nebraska Avenue to south of Timberlane Road (FPID 433797-1), and from south of Timberlane Road to south of Lake Street (FPID 433796-1). This will enable the PPC/MPO to complete work to develop a compelling, functional and achievable vision for land use and transportation in the U.S. 19 corridor. It will be designed to build consensus *and commitment* for needed transportation projects and development activities in alignment with corridor land use and redevelopment plans.
2. Replace those two 2016 design projects with the section of U.S. 19 from north of C.R. 95 to north of Nebraska Avenue (FPID 433799-1), which is scheduled for design funding in 2017. This includes the interchange at Tampa Road, a key east-west connector route. Tampa Road is a logical terminus of the partially controlled expressway improvements on U.S. 19. It is the last significant east-west arterial with regional connections to justify grade separation in Pinellas County and has a well-documented safety problem that an interchange would help resolve.

3. Conduct an open and transparent Value Engineering assessment of the cost-benefit impacts of constructing grade separated interchanges for U.S. 19 from the area north of Tampa Road (S.R. 584) to the Pasco County line. Given the geographic constraints that Lake Tarpon creates for the corridor on that section and the absence of planned capacity improvements on this facility in Pasco County, there is reason to believe that grade-separated interchanges may not be necessary to meet the safety, mobility and access needs of the corridor and that other alternatives to the existing condition should be explored. The PD&E Study for this corridor was completed in the 1980s. The alternatives rejected and decisions reached almost 30 years ago may not be as obvious today as they were at the time given improvements in technology and how the corridor is evolving.
4. Actively participate in the PPC/MPO planning process for this important Strategic Intermodal System (SIS) corridor as we consider Environmental Justice issues associated with impacts on transportation disadvantaged population groups. The population characteristics of the U.S. 19 corridor include low income, transportation disadvantaged households that depend on public transportation and other non-auto modes of travel.

The MPO's Long Range Transportation Plan and adopted priorities recognize the critical importance of U.S. 19 for regional mobility. It delivers goods to regional markets and is the County's transportation backbone, a north-south spine that connects people to jobs and other destinations throughout Pinellas County and the region. The capacity improvements completed for U.S. 19 over the last two decades have significantly reduced travel delays and are helping to improve safety. Pinellas County has also made significant capacity investments in the corridor over the last two decades to meet the mobility needs associated with growth and development.

We are approaching our forthcoming U.S. 19 work with a technical foundation that will assemble data and analysis in partnership with the Department, Pasco County and our local governments in Pinellas County. In that spirit, the PPC/MPO and the Pinellas County Planning Department have agreed to work together in support of the County's effort to re-evaluate current land uses and development patterns for the unincorporated area of U.S. 19 North. Such efforts have the potential to necessitate updates to the County's Comprehensive Plan Future Land Use Element and Map and associated revisions to their Land Development Code for this area. Most of the land in the corridor is unincorporated, and we will be identifying the potential for employment-based land uses and areas for concentrated mixed-use development that could result in more internal trip capture and greater mode share, thus, further alleviating pressure on U.S. 19.

There are ample reasons to re-evaluate this northern Pinellas County section of U.S. 19. Our review of annual average daily traffic in the corridor – including U.S. 19, McMullen-Booth Road, Belcher Road and C.R. 1 – indicates that traffic volumes have marginally but steadily declined since the late 1990s. That appears to be a long-term trend. With rapid changes in technology to improve transportation efficiency, there is reason to believe that smaller-scale highway projects may be more prudent for this section of U.S. 19 going forward. We intend to update traffic and

Letter to Debbie Hunt
Dated February 26, 2016
Page 3

travel demand forecasts based on planned land uses, socioeconomic trends and transportation network alternatives in the corridor. Our analysis will study the implications of at-grade intersections and grade-separated interchanges and the implications of each.

Perhaps contributing to the traffic volume stagnation, Pasco County has altered its development and infrastructure planning to shift emphasis to the S.R. 54/Little Road corridor. The Pasco MPO has removed major capacity improvements or development density increases affecting U.S. 19 from its Long Range Transportation Plan. Discussions with Pasco MPO staff reveal that the Pasco County Commission is focusing on a Complete Streets strategy for U.S. 19 as opposed to capacity improvements to improve safety, access and economic redevelopment.

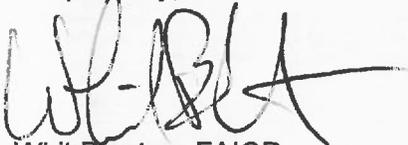
Along those lines, through our current work with the Department on the Bicycle/Pedestrian Access to Transit Safety study of U.S. 19, residents, businesses and elected officials in Tarpon Springs have expressed strong objection to a grade separation for Tarpon Avenue, which they believe will harm businesses and limit access to downtown and the Sponge Docks.

The PPC/MPO is committed to leading a robust, inclusive, and technically sound visioning and plan refinement process for the U.S. 19 corridor. We intend to formally partner with Pinellas County, the Pinellas Suncoast Transit Authority, Pasco County and the Pasco County MPO, as well as the cities along the corridor, to align our plans, programs and capital projects. We also plan a vigorous and sustained stakeholder and public engagement campaign to build consensus and support for regionally wise and locally valuable plans that support and sustain the important functions of the U.S. 19 corridor.

We will involve the Department in the scoping and provide ample opportunities for input and refinement on the scope and as we develop work products. The Department will be invited to participate in every aspect of the corridor visioning and planning process to provide its perspective and analytical insights.

Thank you for your consideration of this request. We look forward to continuing our positive working relationship with District Seven. Please let me know if you have any questions about this letter or further suggestions about how we may best move forward together.

Respectfully,



Whit Blanton, FAICP
Executive Director

Pinellas Planning Council/Pinellas County Metropolitan Planning Organization

PPC/MPO JOINT ITEMS FOR APPROVAL/INFORMATION

A. General Planning Consultant Selection – Action

On January 6, 2016, the Pinellas Planning Council (PPC) and Pinellas County Metropolitan Planning Organization (MPO) released a Request for Proposals (RFP) #16-01 to request that qualified consultants submit proposals for consideration in the competitive selection of professional planning services for fiscal years (FYs) 2016/17 and 2017/18. Professional planning services were sought for five general planning “sub areas,” including multimodal transportation planning and analysis, economic analysis, communications and public involvement, urban design, and land use/redevelopment. These sub areas were created in order to support not only the mandated land use and transportation planning functions, but also the three Pinellas Strategic Planning and Operations and Topics (SPOTlight) for 2016-2018: US 19 Corridor, Beach Access and the Gateway/Mid-County area. Local governments will also be able to use the PPC/MPO’s consultants for services that fall within any of the sub areas by making a request through the PPC/MPO. The firms were allowed to bid on one or more of the five sub areas. A selection committee composed of the MPO, PPC and Pinellas Suncoast Transit Authority (PSTA) staff reviewed and scored the proposals that were submitted by the February 3, 2016 due date.

On February 11, the GPC selection committee agreed on a shortlist of consultant firms based on an evaluation and scoring of proposals submitted by 19 firms. See Table A, attached. The PPC/MPO notified the eight shortlisted firms and required each firm to provide a presentation on February 22 and 23. On February 26, the GPC selection committee ranked the presentations of the eight firms based on individual evaluations of the request for proposal (RFP) submittals and oral presentations of each firm. See Table B, attached. The two evaluation forms that were used to determine scores of the proposal process and presentation process are attached. These scores were combined to determine final rankings.

In consideration of the rankings, the selection committee chose the firms that would be recommended for contracts. These six recommended firms, and their corresponding work areas for which they were evaluated, are shown below and also as Table C, attached.

TABLE C Firms Recommended for Board Approval					
Rank	A. Multimodal Transportation Planning and Analysis	B. Economic Analysis	C. Communications & Public Involvement	D. Urban Design	E. Land Use & Redevelopment
1	Jacobs	HDR	Jacobs	HDR	Jacobs
2	HDR	Jacobs	AECOM	Jacobs	HDR
3	AECOM	Resource Systems Group, Inc. (RSG)	Kimley Horn	Wallace Roberts & Todd (WRT)	
4	Kimley Horn				

The firms listed above are shown in the order of the total points they were awarded by the selection committee in the evaluation process.

Based on the findings of the selection committee, staff recommends that the PPC/MPO Board:

1. Approve the six recommended firms to conduct work on behalf of the PPC/MPO, as outlined in Table C;
2. Approve the attached master sample contract;
3. Authorize the Executive Director to negotiate with the firms to finalize the terms of the contract and to make non-material changes to the master sample contract, if necessary;
4. Authorize the Executive Director to execute the contracts on behalf of the PPC/MPO; and
5. Approve the attached range of hourly rates (Rate Structure). The rates were developed utilizing actual loaded rates provided by each firm and their sub-consultants. The rate classifications have been condensed in order to have a simple rate structure. When developing task work orders, the rate ranges and actual rates for each consultant will be used. The PPC/MPO Board will have the opportunity review and approve task work orders.

ATTACHMENTS: Tables A, B and C (Recommended Firms)
Evaluation Forms
Rate Structure
Master Contract

ACTION: Approve Staff Recommended GPC Firms, Rate Structure, and Master Contract

TABLE A					
Shortlist Process Rankings (Proposal Only)					
Rank	A. Multimodal Transportation Planning and Analysis	B. Economic Analysis	C. Communications & Public Involvement	D. Urban Design	E. Land Use & Redevelopment
1	Jacobs	HDR	AECOM	Jacobs	Jacobs
2	HDR	Resource Systems Group, Inc. (RSG)	Jacobs	Kimley Horn	HDR
3	Kimley Horn	Jacobs	Kimley Horn	HDR	Kimley Horn
4	AECOM	AECOM	HDR	Wallace Roberts & Todd (WRT)	Atkins
5	Tindale Oliver	The Balmoral Group	Atkins	Atkins	WRT
6	Gannett Fleming	Cardno	Kittleson & Associates	Cardno	Cardno
7	Atkins	Agora Partners	WRT	AECOM	Tindale Oliver
8	Cardno	JRB Solutions	Cardno	Tindale Oliver	Calvin, Giordano & Associates
9	Kittleson & Associates	Kittleson & Associates	LSL Planning	Kittleson & Associates	Kittleson & Associates
10	RSG			Florida Design Consultants	Florida Design Consultants
11	ADEAS-Q			ADEAS-Q	LSL Planning
12	CPWG				Agora Partners
13					ADEAS-Q

TABLE B					
Proposal and Presentation Process Rankings (Combined Scores)					
Rank	A. Multimodal Transportation Planning and Analysis	B. Economic Analysis	C. Communications & Public Involvement	D. Urban Design	E. Land Use & Redevelopment
1	Jacobs	HDR	Jacobs	HDR	Jacobs
2	HDR	Jacobs	AECOM	Jacobs	HDR
3	AECOM	Resource Systems Group, Inc. (RSG)	Kimley Horn	Wallace Roberts & Todd (WRT)	Kimley Horn
4	Kimley Horn			Kimley Horn	Atkins
5	Tindale Oliver				

TABLE C					
Firms Recommended for Board Approval					
Rank	A. Multimodal Transportation Planning and Analysis	B. Economic Analysis	C. Communications & Public Involvement	D. Urban Design	E. Land Use & Redevelopment
1	Jacobs	HDR	Jacobs	HDR	Jacobs
2	HDR	Jacobs	AECOM	Jacobs	HDR
3	AECOM	Resource Systems Group, Inc. (RSG)	Kimley Horn	Wallace Roberts & Todd (WRT)	
4	Kimley Horn				

Evaluation Criteria

Shortlist Evaluation Criteria	Range of Total Points	Points Awarded
1. Demonstrated Understanding of the Sub Area The consultant shall demonstrate an understanding of the PPC/MPO's transportation and land use planning needs and requirements as described in the Request for Proposals.	0-20	
2. Proposed Approach to Potential Planning Task Activities, Technical Strengths, Unique Concepts Related to the Sub Area The consultant shall describe the general approach that will be employed to address the client's needs. The consultant shall highlight any relevant technical strength and describe any unique concepts or applications that will be used as they relate to the sub area.	0-30	
3. Experience of Consulting Team The consultant shall describe any experience of the firm similar in nature to the work required by this RFP.	0-25	
4. Ability of Professional Personnel The consultant shall describe the capabilities of key personnel and the project manager that would be assigned to the sub area.	0-20	
5. DBE Certification (prime and/or sub-consultants assigned to sub area) The consultant shall list any firm on the sub area team that is registered as a disadvantaged business enterprise (DBE) and provide documentation of current DBE status. The consultant shall also provide an estimate of the percentage of work that will be assigned to each DBE firm.	0 or 5	
Grand Total:	0-100	

Presentation Evaluation Criteria	Range of Total Points	Points Awarded
1. Experience, Understanding and Approach to the Planning Sub Area Consultant's understanding of the PPC/MPO's transportation and land use planning needs Approach to the sub area tasks Familiarity with planning issues in Pinellas County and region Experience of team and successful projects relative to the tasks identified in RFP	0-35	
2. Project/Team Management Process and procedures to ensure client expectations are met Project manager and staff responsible for the sub area tasks and their roles Ability to handle turnover of key staff and conflicts of interest Effectiveness of team and relationship between prime consultant and sub-consultants	0-30	
3. Presentation Quality and Clarity Oral presentation skills of key staff/team Effectiveness of visual aids (i.e. graphics, writing, appropriate for audience, etc.) Ability to communicate technical information to a lay person Ability to elicit feedback and respond to input/questions	0-35	
Grand Total:	0-100	

PPC/MPO Loaded Rate Structure

Classification	Low	High
Chief Professional/Project Director	\$ 160	\$ 275
Project Manager	\$ 135	\$ 218
Senior Professional	\$ 108	\$ 201
Project Professional	\$ 70	\$ 160
Professional	\$ 71	\$ 133
Senior Specialist	\$ 183	\$ 449
Specialist	\$ 120	\$ 231
Senior Technician	\$ 72	\$ 130
Technician/Analyst	\$ 55	\$ 90
Secretary/Clerical	\$ 55	\$ 81

Loaded (includes overhead, fringe benefits, facility capital cost of money, operating margin or out-of-pocket expenses)



AGREEMENT FOR GENERAL PLANNING SERVICES

This agreement, (“**AGREEMENT**”), is made and entered into this _____ day of _____, 2016, by and between the Pinellas Planning Council, (“**PPC**”), and the Pinellas County Metropolitan Planning Organization (“**MPO**”), collectively referred to as the “**Board**” or “**PPC/MPO**” as necessary, and (name and address of consultant), hereafter called the **CONSULTANT**. The PPC/MPO shall refer to staff while Board shall refer to the governing body of the MPO/PPC.

WITNESSETH:

WHEREAS, the PPC/MPO did determine that the **CONSULTANT** is fully qualified to render the services contracted and as outlined herein; and

WHEREAS, the PPC/MPO does hereby retain the **CONSULTANT** to furnish said services in connection with general planning services of the PPC/MPO as identified in the Exhibit “A”, attached hereto and made a part hereof; and

WHEREAS, the **CONSULTANT** has expressed willingness and ability to provide aforementioned services.

NOW, THEREFORE, the PPC/MPO and the **CONSULTANT** in consideration of the mutual covenants hereinafter set forth agree as follows:

SECTION 1. SERVICES.

1.0 The services described and provided for under Exhibit A (Scope of Services) constitutes the Scope of Services to be performed by the **CONSULTANT** under this **AGREEMENT**.

1.1 WORK EFFORT REQUIREMENT

Services to be rendered by the **CONSULTANT** shall be commenced subsequent to proper and full execution of the **AGREEMENT** and an approved task work order.

Individual project assignments, herein referred as the **TASK WORK ORDER**, shall be authorized and assigned by the PPC/MPO’s Executive Director under the direction of an assigned project manager. The **CONSULTANT** agrees to perform professional services associated with the requested work in accordance with the terms of the Exhibit A. The Executive Director or assigned project manager shall furnish the **CONSULTANT** a Notice to Proceed specifying the work to be done and the type and amount of compensation for each task, or group of tasks, authorized under this **AGREEMENT**. The **CONSULTANT** shall commence no work until receipt of a Notice to Proceed.

In connection with professional services to be rendered pursuant to this **AGREEMENT**, the **CONSULTANT** further agrees:

- 1.1.1 To maintain an adequate staff of qualified personnel on the **TASK WORK ORDER** at all times to ensure its completion within the term specified in Exhibit A & Exhibit C (Hourly Rates).
- 1.1.2 To provide progress reports to the PPC/MPO's Executive Director or assigned project manager upon request and at intervals established by the PPC/MPO. The PPC/MPO will be entitled at all times to be advised, at its request, as to the status of work being done by the **CONSULTANT** and of the details thereof.
- 1.1.3 To hold all pertinent data and other work-related products open to the inspection of the PPC/MPO's Executive Director or assigned project manager.
- 1.1.4 That all services must meet the intent, goals and objectives as required by state and federal regulations.

1.2 KEY PERSONNEL

- 1.2.1 The **CONSULTANT** shall maintain an adequate and competent professional staff so as to enable the **CONSULTANT** to timely perform under this **AGREEMENT**. The **CONSULTANT** agrees that whenever, for any reason, one or more of the key personnel assigned to a **TASK WORK ORDER** are unavailable for performance under this **AGREEMENT**, the PPC/MPO may require the **CONSULTANT** to replace such individual(s) with an individual(s) of substantially equal abilities and qualifications.

In accordance with the above, the **CONSULTANT** shall submit to the PPC/MPO a resume giving the full name, title, qualifications, and experience for all successors and/or new persons prior to assignment of such personnel to perform work under this **AGREEMENT**. Prior written consent of the MPO/PPC is required before the **CONSULTANT** may utilize said new personnel to perform work associated with the **AGREEMENT**.

- 1.2.2 The **CONSULTANT** agrees to acquire and maintain sufficient legal, financial, technical, and managerial capacity to plan, manage and complete the **TASK WORK ORDER**.
- 1.2.3 The **CONSULTANT'S** personnel must be qualified and available in giving expert testimony and depositions and capable of making court appearances if requested by the PPC/MPO.
- 1.2.4 The **CONSULTANT** may associate with it such specialists for the purpose of its services hereunder (hereinafter **SUBCONSULTANTS**), without additional cost to the PPC/MPO other than those costs negotiated within the limits and terms of this **AGREEMENT**. Should the **CONSULTANT** desire to utilize **SUBCONSULTANTS**, the **CONSULTANT** is fully responsible for the satisfactory completion of all subcontracted work.

The **CONSULTANT** must require in all subcontracts that the **SUBCONSULTANT** is bound by all the terms of this **AGREEMENT**, including, but not limited to, the PPC/MPO's right to secure materials or services from the **SUBCONSULTANT** which might be a part of the **SUBCONSULTANT's** work production.

The **CONSULTANT**, however, shall not assign or transfer any work under this **AGREEMENT** to other than the **SUBCONSULTANTS** listed in Exhibit C without the written consent of the PPC/MPO. It is understood and agreed that the PPC/MPO will not, except for such services so designated in Exhibit A, or as may be approved by the PPC/MPO, if applicable, permit or

authorize the **CONSULTANT** to perform the contract work with other than its own organization and named SUBCONSULTANTS.

- 1.2.5 The **CONSULTANT** must state in all subcontracts that services performed by any such SUBCONSULTANT shall be subject to the Professional Consultant Work Performance Evaluation System as defined in Chapter 14-75, Florida Administrative Code.
- 1.2.6 *Standards of Conduct* - The **CONSULTANT** is bound by the standards of conduct provided in applicable Florida Statutes and applicable rules of the Board of Professional Regulation as they relate to work performed under this **AGREEMENT**. These Statutes will by reference be made a part of this **AGREEMENT** as though set forth in full. The **CONSULTANT** agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this **AGREEMENT**.

1.3 GENERAL CONDITIONS

- 1.3.1 The **CONSULTANT** agrees to begin the **TASK WORK ORDER** work in a timely manner after receiving the Notice to Proceed from the PPC/MPO's Executive Director or assigned project manager. The **CONSULTANT** agrees to complete the overall **TASK WORK ORDER** - after having received the Notice to Proceed from the PPC/MPO's Executive Director or assigned project manager.
- 1.3.2 The **CONSULTANT** shall fully coordinate work activities with the PPC/MPO and, as necessary, the Florida Department of Transportation (FDOT), the Commission for the Transportation Disadvantaged (CTD) the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), Pinellas County Board of County Commissioners in its capacity as the Countywide Planning Authority and other involved agencies and vendors.
- 1.3.3 In the event that data are lost due to fault of the **CONSULTANT** or its SUBCONSULTANTS, the PPC/MPO will not be billed. In addition, as recompense for said lost data, the **CONSULTANT** will perform additional data collection at no cost commensurate (i.e., on a one-to-one basis) with the amount of lost information.
- 1.3.4 Chain of custody for all data must be adequately maintained and documented.
- 1.3.5 All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

SECTION 2. SUBMITTAL FOR PAYMENT REQUIREMENTS.

- 2.0 The **CONSULTANT** shall submit electronic invoices on a monthly basis. All invoices must include a progress report showing the actual tasks performed and their relationship to the fee claimed. Invoices based on an approved Lump Sum Fee shall include a table showing the percentage complete by task and the total budget amount. Invoices based on an Upset Limit Fee shall include a table with the hourly rates, time worked and direct expenses itemized and included as backup. Each invoice must include a transmittal letter signed by the **CONSULTANT'S** project manager stating that the submittal package is complete, and all pertinent calculations and details have been checked for accuracy and completion. Incomplete invoice submittals and invoices not properly prepared (mathematical errors, billing not reflecting actual work done, no

signature, etc.) shall be returned to the **CONSULTANT** for correction. All progress reports and invoices shall be e-mailed to the attention of the PPC/MPO's Executive Director, wblanton@pinellascounty.org or his PPC/MPO staff designee.

- 2.1.1 Invoice submittals shall include a Disadvantaged Business Enterprise (DBE) utilization schedule. DBE usage and payments must be included on the invoice as a separate line item and be supported with the DBE's original invoice. Proof of payment from the **CONSULTANT** to the DBE is required.
- 2.1.2 The PPC/MPO may request additional information and evidence to support any and all invoices for fees claimed to be earned by the **CONSULTANT** before the PPC/MPO processes the invoices for payment.
- 2.1.4 The PPC/MPO in no way obligates itself to check the **CONSULTANT'S** work and further is not responsible for maintaining **TASK WORK ORDER** schedules.
- 2.1.5 Pursuant to Florida Statute §337.162, all licensed and duly registered professionals under the employ or in contract of the **CONSULTANT** and associated with this **AGREEMENT** shall be held accountable for the quality of services provided. All final plans, documents, reports, studies, and other data prepared by the **CONSULTANT** or associated parties will bear the proper professional endorsements.
- 2.1.6 The actual acceptance by the PPC/MPO of any submittal, including the final acceptance of the **TASK WORK ORDER** documents and reports provided for in this **AGREEMENT**, shall neither constitute nor imply any review or approval by the PPC/MPO of the services performed by the **CONSULTANT** under the provisions of this **AGREEMENT** but shall indicate only the PPC/MPO's acceptance of the **CONSULTANT'S** affirmation of compliance with the provisions and intent of this **AGREEMENT**.

2.2 **TASK WORK ORDER MANAGEMENT SCHEDULE**

- 2.2.1 A **TASK WORK ORDER** management schedule for each assigned task shall be prepared by the **CONSULTANT** and approved by the PPC/MPO's Executive Director or assigned project manager. The schedule shall include a time line, proposed scope of services, a budget sheet with the staff job classifications, number of staff hours with the associated approved rates and any additional expenses (such as printing costs) associated with the **TASK WORK ORDER**.
- 2.2.2 The schedule shall be in accordance with each assigned task for work associated with Exhibit A.
- 2.2.3 Any document and/or deliverable relating to the **TASK WORK ORDER** including, but not limited to, reports, maps, database collections, etc., must be provided to the PPC/MPO in the original electronic format in which they were produced (i.e. MS Word, Excel, etc.) and in a .pdf file unless otherwise specified by the PPC/MPO. All documents must be in a format which is readily accessible by devices to aid the visually disabled and must also be in a web accessible format. All data used within a document or report must have the data source identified with a footnote at the bottom of the page or notation at the bottom of a table or graph at the point of reference. Final **TASK WORK ORDER** payment due to the **CONSULTANT** may be withheld until the original electronic form of all documents and deliverables is received by the assigned project manager.

It shall be the responsibility of the **CONSULTANT** to ensure at all times that sufficient time remains in the **TASK WORK ORDER** schedule within which to complete services on the **TASK WORK ORDER**. In the event there have been delays which would affect the **TASK WORK ORDER** completion date, the **CONSULTANT** shall submit a written request a minimum of six weeks before the expiration of the **AGREEMENT** to the PPC/MPO which identifies the reason(s) for the delay, the amount of time related to each reason, specific indication as to whether or not the delays were concurrent with one another, and a plan/schedule to mitigate the delay. The PPC/MPO will review the request and make a determination as to granting all or part of the requested extension or revised plan/schedule. PPC/MPO may grant to the **CONSULTANT**, by "Letter of Time Extension," an extension of time for performance, equal to the aforementioned delays but not to extend beyond one (1) year from the date of expiration of this **AGREEMENT**.

In the event time for performance expires and the **CONSULTANT** has not requested, or if the PPC/MPO has denied, an extension of the **TASK WORK ORDER** schedule completion date, partial progress payments will be stopped on the date time expires. No payment shall be made for work performed subsequent to the completion date unless a time extension is granted or all work has been completed and accepted by the PPC/MPO.

SECTION 3. SERVICES TO BE FURNISHED BY THE PPC/MPO.

- 3.0 Non-Appropriation** - In the event that conditions arise, such as lack of available funds, which in the PPC/MPO's opinion make it advisable and in the public interest to immediately terminate this **AGREEMENT**, it may do so upon written notice. The PPC/MPO, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void and no money may be paid on such agreement. Accordingly, the PPC and MPO's performance and obligation to pay under this **AGREEMENT** is contingent upon appropriation by the FDOT, CTD, FHWA or FTA.
- 3.1** The PPC/MPO shall provide the **CONSULTANT** copies of all existing previously prepared files/documents pertinent to the **TASK WORK ORDER**, which the PPC/MPO may have in its possession, when available. However, the onus is on the **CONSULTANT** to research, design, implement, hire or acquire any component or any part of the project thereof deemed to be requisite for the satisfactory completion of the said task or any phase of the **TASK WORK ORDER**.

Under no circumstances will the PPC/MPO be held liable or negligent for the perceived inability of any of its employees to locate, retrieve, furnish, supply or provide any of the requested files as needed by the **CONSULTANT**.

- 3.2** PPC/MPO personnel shall coordinate all releases of information to the public or any other outside agencies. The **CONSULTANT** or its SUBCONSULTANTS agrees that it shall make no statements, press releases, or publicity releases concerning this **AGREEMENT** or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this **AGREEMENT**, or any particulars thereof, during the period of the **AGREEMENT** without first notifying the PPC/MPO and securing its prior written consent.

SECTION 4. SCHEDULE OF PAYMENTS.

- 4.0 Upon Board or Executive Director approval of submitted invoices, as applicable, the PPC/MPO shall make payments as invoiced to the **CONSULTANT** in accordance with the following terms. These terms are applicable to all fees incurred, including Upset Limit and Lump Sum Fees.
- 4.1 The PPC/MPO agrees to pay the **CONSULTANT** compensation as detailed in Section 5.0. Invoices for fees or other compensation for services and expenses shall be submitted to the PPC/MPO in detail sufficient for a proper pre-audit and post-audit.
- 4.2 The general cost principles and procedures for the negotiation and administration, and the determination or allowance of costs under this **AGREEMENT**, shall be as set forth in the Code of Federal Regulations; Titles 23, 48, and 49; and other pertinent federal and state regulations as applicable. In the event there is a conflict between state regulations and federal regulations, the more restrictive of the applicable regulations will govern.

SECTION 5. COMPENSATION TO THE CONSULTANT.

- 5.0 The PPC/MPO agrees to pay the **CONSULTANT** for the performance of authorized services described in Exhibit A through individual **TASK WORK ORDERS**.
- 5.1 The PPC/MPO and the **CONSULTANT** shall negotiate an Upset Limit or Lump Sum Fee for each **TASK WORK ORDER**. The fees shall be determined in accordance with the following provisions:
- 5.2 The upset limit or lump sum amount established for each assignment shall be the agreed personnel effort required for performance of the services at the approved hourly rates as specified in Exhibit C, plus the cost of negotiated expenses.
- 5.3 The approved hourly rates per job classification for the prime **CONSULTANT** and any **SUBCONSULTANT** to be applied to this **AGREEMENT** are specified in Exhibit C. Approved hourly rates in Exhibit C may be re-negotiated during renewal of the contract.

SECTION 6. COMPENSATION ELEMENTS.

- 6.0 The negotiated fee for each **TASK WORK ORDER** will compensate the **CONSULTANT** for all allowable costs related to the authorized services; salaries, overhead, fringe benefits, expenses, operating margin and FCCM, which is included in the loaded rate specified in Exhibit C.

6.1 METHOD OF PAYMENT

Upon Board approval, the **CONSULTANT** shall be compensated for services approved by the PPC/MPO in connection with the performance of authorized services for each **TASK WORK ORDER** as follows. Invoicing standards as described in Sections 2.0 and 4.0 are applicable to the Upset Limit Fee and Lump Sum Fee:

A. Upset Limit Fee

Payments shall be made for the approved hourly rates with the direct expenses itemized for reimbursement, not to exceed the upset limit amount approved by the PPC/MPO Executive Director or assigned project manager.

B. Lump Sum Fee

Payments for lump sum fee task authorizations shall be made in an amount equal to the percentage by task of lump sum work that has been satisfactorily performed as approved by the PPC/MPO Executive Director or assigned project manager.

SECTION 7. SATISFACTORY PERFORMANCE.

- 7.0** All services to be provided by the **CONSULTANT** under the provisions of this **AGREEMENT**, including services to be provided by **SUBCONSULTANTS**, shall be performed to the reasonable satisfaction of the PPC/MPO's Executive Director.
- 7.1** The **CONSULTANT** shall pay the PPC/MPO all losses, damages, expenses, costs, and attorneys' fees, including appellate proceedings that the PPC/MPO sustains by reason of any default, any negligent act, error or omission, including patent infringements on the part of said **CONSULTANT** in connection with the performance of this **AGREEMENT**. By signing this **AGREEMENT**, the **CONSULTANT** waives any right to reciprocal attorney's fees due to budgetary limitations imposed on local government entities under Chapter 129, Florida Statutes.

SECTION 8. CONSULTANT'S ACCOUNTING RECORDS.

- 8.0** The **CONSULTANT** agrees to establish and maintain for the **TASK WORK ORDER** a set of accounts within the framework of an established accounting system and procedures that can be identified with the **TASK WORK ORDER**, in accordance with applicable Federal Regulations and other requirements that the FDOT, CTD, FHWA and FTA may impose. The **CONSULTANT** agrees that all checks, payrolls, invoices, contracts, vouchers, expenses, orders, or other accounting documents related in whole or in part to the **TASK WORK ORDER** shall be clearly identified, readily accessible, and available to the PPC/MPO upon its request and, to the extent feasible, kept separate from documents not related to the **TASK WORK ORDER**.
- 8.1** All costs charged to the **TASK WORK ORDER**, including any approved services contributed by the **CONSULTANT** or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges.
- 8.2** The **CONSULTANT** agrees to refrain from drawing checks, drafts, or orders for goods or services to be charged against the **TASK WORK ORDER** until the **CONSULTANT** has received and filed in its records a properly signed voucher describing in proper detail the purpose for the expenditure.
- 8.3** The **CONSULTANT** shall require all **SUBCONSULTANTS**, insurance agents, and material suppliers (payees) to comply with the provisions of this **AGREEMENT** by insertion of requirements of this **AGREEMENT** in written agreements between the **CONSULTANT** and such payees. Failure to include such provisions shall be reason to exclude some or all of the

related payee's costs from the amount payable to the **CONSULTANT** pursuant to this **AGREEMENT**.

SECTION 9. REPORTING, RECORD RETENTION, AND ACCESS.

- 9.0** The **CONSULTANT'S** records shall be open to inspection and subject to examination, audit, and/or reproduction during normal working hours by the PPC/MPO's agent or authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments, or claims submitted by the **CONSULTANT** or any of his payees pursuant to the execution of the **AGREEMENT**. These records shall include, but not be limited to, accounting records, written policies and procedures, **SUBCONSULTANT** files (including proposals of successful and unsuccessful bidders), original estimates, estimating worksheets, correspondence, change order files (including documentation covering negotiated settlements), and any other supporting evidence necessary to substantiate charges related to this **AGREEMENT**. They shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this **AGREEMENT**.
- 9.1** For the purpose of such audits, inspections, examinations and evaluations, the PPC/MPO's agent or authorized representative shall have access to said records from the effective date of the **AGREEMENT**, for the duration of work, and until five (5) years after the date of final payment by the PPC/MPO to the **CONSULTANT** pursuant to this **AGREEMENT**.
- 9.2** The PPC/MPO's agent or authorized representative shall have access to the **CONSULTANT'S** facilities and all necessary records in order to conduct audits in compliance with this Section. The PPC/MPO's agent or authorized representative shall give the **CONSULTANT** reasonable advance notice of intended inspections, examinations, and/or audits.
- 9.3** The **CONSULTANT** agrees that all reports and other documents or information intended for public availability developed under this **TASK WORK ORDER** and required to be submitted to the PPC/MPO must be prepared and submitted in the original electronic format and in accordance with requirements that the PPC/MPO may specify, understanding that the PPC/MPO reserves the right to request records in other formats.
- 9.4** The **CONSULTANT** agrees to maintain intact and readily accessible all data, documents, reports, accounting records, contracts, and supporting materials relating to the **TASK WORK ORDER** that the federal government, the state government or the PPC/MPO may require during the course of the **TASK WORK ORDER** and for five years thereafter. Upon request, the **CONSULTANT** and **SUBCONSULTANTS** agree to permit the Secretary of Transportation; the Comptroller General of the United States; and, if appropriate, the State of Florida or their authorized representatives to inspect all **TASK WORK ORDER** work, materials, payrolls, and other data, and to audit the books, records, and accounts of the **CONSULTANT** and its **SUBCONSULTANTS** pertaining to the **TASK WORK ORDER** as required by 49 U.S.C. § 5325(g).
- 9.5** The **CONSULTANT** agrees to prepare and make available a comprehensive report or reports on the results of the **TASK WORK ORDER**, the conclusions reached, and the methods used, as requested.

SECTION 10. TASK WORK ORDER COMPLETION AND AUDIT.

- 10.0** Within sixty (60) calendar days of the **TASK WORK ORDER**'s completion date or termination, the **CONSULTANT** agrees to submit a final Financial Status Report, a certification of **TASK WORK ORDER** expenses, and third party audit reports, as applicable.

SECTION 11. OWNERSHIP OF TASK WORK ORDER DOCUMENTS.

- 11.1** All records, electronic files, documents, tracings, plans, specifications, maps, evaluations, reports and other technical data, other than working papers, prepared or developed by the **CONSULTANT** under this **AGREEMENT** are the property of, the PPC/MPO without restriction or limitation on their use and shall be made available upon request to the PPC/MPO at any time. All such documents shall be delivered to the PPC/MPO upon completion or termination of this **AGREEMENT**. The **CONSULTANT** at its own expense may retain copies for its files and internal use.
- 11.2** The **CONSULTANT** shall not publish or copyright any materials and products or patent any invention developed under this **AGREEMENT** in whole or in part, or in any manner or form. The PPC/MPO will have the right to visit the site for inspection of the work and the drawings of the **CONSULTANT** at any time. Unless changed by written agreement of the parties, said site shall be (insert consultant name and address).
- 11.3** Any and all reports, documents provided or created in connection with this **AGREEMENT** are and shall remain the property of the Pinellas County PPC/MPO. In the event of termination of this **AGREEMENT**, any reports, photographs, surveys, and other data and documents prepared by **CONSULTANT**, whether finished or unfinished, shall become the property of the PPC/MPO and shall be delivered to the PPC/MPO's Executive Director within seven (7) days of termination of the **AGREEMENT** by either party.

SECTION 12. INSURANCE COVERAGE AND INDEMNIFICATION.

- 12.1** The **CONSULTANT** shall procure, pay for, and maintain at least the following insurance coverages and limits. Said insurance shall be evidenced by delivery to the PPC/MPO of one (1) Certificate of Insurance executed by the insurers listing coverages and limits, expiration dates and terms of policies and all endorsements whether or not required by the PPC/MPO, and listing all carriers issuing said policies; and (2) upon request, a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of the **AGREEMENT**.
- 12.2** Worker's Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident.
- 12.3** Comprehensive General Liability Insurance including, but not limited to, Independent Consultant, Contractual Premises-Operation, and Personal Injury covering the liability assumed under indemnification provisions of this **AGREEMENT**, with limits of liability for personal injury and/or bodily injury, including death of not less than \$500,000, each occurrence; and property damage of not less than \$100,000 each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an

"occurrence" basis, and the policy shall include Broad Form Property Damage coverage of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.

- 12.4** Professional Liability Insurance (including Errors and Omissions) with minimum limits of \$1,000,000 per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending three (3) years beyond completion and acceptance of the **TASK WORK ORDER** with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage," **CONSULTANT** may submit annually to the PPC/MPO a current Certificate of Insurance proving that insurance remains in force throughout the same three (3) year period.
- 12.5** Comprehensive Automobile and Truck liability covering owned, hired, and non-owned vehicles with minimum limits of \$500,000 each occurrence for bodily injury including death and property damage of not less than \$100,000 each occurrence. (Combined Single Limits of not less than \$500,000 each occurrence will be acceptable unless otherwise stated.) Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.
- 12.6** Each insurance policy shall include the following conditions by endorsement to the policy:
- a.) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage or limits, a notice thereof shall be given to the PPC/MPO's Executive Director by certified mail. The **CONSULTANT** shall also notify the PPC/MPO's Executive Director, in a like manner, within twenty-four (24) hours after receipt of any notices of expiration, cancellation, non-renewal, or material change in coverage received by said **CONSULTANT** from its insurer; and nothing contained herein shall absolve **CONSULTANT** of this requirement to provide notice.
 - b.) Companies issuing the insurance policy, or policies, shall have no recourse against the PPC/MPO for payment of premiums or assessments for any deductibles, which are at the sole responsibility and risk of **CONSULTANT**.
 - c.) The term PPC/MPO in this Section 12 shall include the PPC/MPO, all its members, its officers, and staff while acting on behalf of the PPC/MPO.
 - d.) The PPC/MPO shall be endorsed to the required policy, or policies, as an additional insured, exclusive of Professional Liability Insurance.
 - e.) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by the PPC/MPO, to any such future coverage, or to the PPC/MPO's Self-Insured Retentions of whatever nature.
 - f.) The **CONSULTANT** hereby waives subrogation rights for loss or damage against the PPC/MPO.
 - g.)The **CONSULTANT** does hereby agree to indemnify, defend, save and hold harmless the PPC/MPO and all the members of its Board, its officers, and employees from and against all losses and all claims, demands, payments, suits, actions, recoveries, expenses, attorney's fees, and judgments of every nature and description, including claims for property damage and claims for injury or death of persons, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, bylaws, ordinance, order or decree brought or recovered against it by reason of any act of negligence or omission of the **CONSULTANT**, its agents, or employees, except only

such injury or damage as shall have been occasioned by the sole negligence of the PPC/MPO. Nothing herein shall purport to waive the PPC/MPO's sovereign immunity as provided in §768.28, Florida Statutes.

SECTION 13. FEDERAL CLAUSE REQUIREMENTS.

The following federally required clauses, incorporated herein by this reference, apply to this **AGREEMENT**:

1. Fly America Requirements
2. Civil Rights Requirements
3. Disadvantaged Business Enterprise (DBE)
4. Energy Conservation Requirements
5. Clean Water Requirements
6. Clean Air
7. Recycled Products
8. Lobbying
9. No Government Obligation to Third Parties
10. Program Fraud and False or Fraudulent Statements and Related Acts
11. Government-Wide Debarment and Suspension
12. Incorporation of Federal Transit Administration (FTA) Terms
13. Access to Records
14. Federal Changes
15. Termination
16. Breaches and Dispute Resolution
17. Patent and Rights in Data

1. Fly America Requirements - The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

2. Civil Rights Requirements

a. Nondiscrimination - In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332:

*“The **CONSULTANT** shall not discriminate on the basis of race, age, creed, disability, marital status, color, national origin, or sex in the performance of this contract. The **CONSULTANT** shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of*

*DOT assisted contracts. Failure by the **CONSULTANT** to carry out these requirements is a material breach of this **AGREEMENT**, which may result in the termination of this **AGREEMENT** or such other remedy, as the PPC/MPO deems appropriate.”*

Each subcontract the **CONSULTANT** signs in regards to this **TASK WORK ORDER** must include the assurance in this paragraph (see 49 CFR 26.13(b)). The **CONSULTANT** agrees to comply with applicable federal and state implementing regulations and other implementing requirements the Federal Transit Administration (FTA), FDOT or CTD may issue. In addition to the above assurance, the Operator shall not discriminate on the basis of sexual orientation, in accordance to Pinellas County Code Chapter 70 as amended. In connection with this Agreement, the undersigned will complete and submit Exhibit E “Title VI/Nondiscrimination Policy Statement”, in accordance with its instructions.

b. Equal Employment Opportunity - The following equal employment opportunity requirements apply to this **AGREEMENT**:

(1). Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the **CONSULTANT** agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the **TASK WORK ORDER**. The **CONSULTANT** agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the **CONSULTANT** agrees to comply with any implementing requirements FTA may issue.

(2). Age - In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 621 through 634 and Federal transit law at 49 U.S.C. § 5332, the **CONSULTANT** agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the **CONSULTANT** agrees to comply with any implementing requirements FTA may issue.

(3). Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the **CONSULTANT** agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the **CONSULTANT** agrees to comply with any implementing requirements FTA may issue.

(4). Access to Services for Persons with Limited English Proficiency – To the extent applicable and except to the extent that FTA determines otherwise in writing, the **CONSULTANT** agrees to comply with the policies of Executive Order No. 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C.

§ 2000d-1 note, and with the provisions of U.S. DOT Notice, “DOT Guidance to Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries,” 66 *Fed. Reg.* 6733 *et seq.*, January 22, 2001. The MPO’s LEP Plan is available at the PPC/MPO office or may be viewed on-line at: <http://www.pinellascounty.org/mpo/PDFs/DBETitleIV/lep.pdf>.

(5). Environmental Justice – The **CONSULTANT** agrees to comply with the policies of Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 42 U.S.C. § 4321 note, except to the extent that the Federal Government determines otherwise in writing.

(6). Other Nondiscrimination Laws – The **CONSULTANT** agrees to comply with all applicable provisions of other federal laws, regulations, and directives pertaining to and prohibiting discrimination, except to the extent the Federal Government determines otherwise in writing. The **CONSULTANT** also agrees to include these requirements in each subcontract financed in whole or in part with federal assistance provided by FTA, modified only if necessary to identify the affected parties.

- 3. Disadvantaged Business Enterprise** – This **AGREEMENT** is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The MPO’s overall goal for FY 2014-2016 DBE participation is 4.4% and is applicable to this **AGREEMENT**. This requirement reflects the availability of willing and able DBEs who are registered with the State of Florida that would be expected to participate in MPO and its **CONSULTANTs** contracts absent the effects of discrimination.

The **CONSULTANT** shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted **AGREEMENT**. Failure by the **CONSULTANT** to carry out these requirements is a material breach of this **AGREEMENT**, which may result in the termination of this **AGREEMENT** or such other remedy as the PPC/MPO deems appropriate.

The **CONSULTANT** is required to pay its subcontractors/SUBCONSULTANTs performing work related to this **AGREEMENT** for satisfactory performance of that work no later than 30 days after the **CONSULTANT’s** receipt of payment for that work from the PPC/MPO. In addition, the **CONSULTANT** may not hold retainage from its **CONSULTANT**.

The **CONSULTANT** must promptly notify the PPC/MPO, whenever a DBE performing work related to this **AGREEMENT** is terminated or fails to complete its work, and must make good faith efforts to engage another DBE to perform at least the same amount of work. The **CONSULTANT** may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the PPC/MPO.

Information on the MPO’s DBE Program requirements is available at the PPC/MPO offices and on-line at: <http://www.pinellascounty.org/mpo>.

More information on the State of Florida DBE Program, including an application and available DBE bidders list may be found at: http://www.dot.state.fl.us/equalopportunityoffice/New_Folder/Files/UCP%20MODIFIED%20APPLICATION.pdf.

4. Energy Conservation - The **CONSULTANT** agrees to the extent applicable, to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

5. Clean Water – The **CONSULTANT** agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.* The **CONSULTANT** agrees to report each violation to the PPC/MPO and understands and agrees that the PPC/MPO will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

The **CONSULTANT** also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

6. Clean Air - The **CONSULTANT** agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.* The **CONSULTANT** agrees to report each violation to the PPC/MPO and understands and agrees that the PPC/MPO will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The **CONSULTANT** also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

7. Recycled Products – Recovered Materials - The contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

8. Lobbying – Clause and specific language therein are mandated by 49 CFR Part 19.

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, *et seq.*] - **CONSULTANTs** who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." The **CONSULTANT** agrees that no Federal appropriated funds have been paid or will be paid by or on the behalf of the **CONSULTANT**, to any person for influencing or attempting to influence any officer or any 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 Federal appropriated funds have been paid by the **CONSULTANT** 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 will complete and submit Exhibit F Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The Agency shall require that the language of this section be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all SUBCONSULTANTS shall certify and disclose accordingly, pursuant to Exhibit F (Certification Regarding Lobbying).

9. No Obligation by the Federal Government to Third Parties – The PPC/MPO and **CONSULTANT** acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval

of the solicitation or award of the underlying **AGREEMENT**, absent the express written consent by the Federal Government, the Federal Government is not a party to this **AGREEMENT** and shall not be subject to any obligations or liabilities to the PPC/MPO, **CONSULTANT**, or any other party (whether or not a party to that **AGREEMENT**) pertaining to any matter resulting from the underlying **AGREEMENT**.

The **CONSULTANT** agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

10. Program Fraud and False or Fraudulent Statements and Related Acts - The **CONSULTANT** acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.* and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this **TASK WORK ORDER**. Upon execution of the underlying **AGREEMENT**, the **CONSULTANT** certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this **TASK WORK ORDER** work is being performed. In addition to other penalties that may be applicable, the **CONSULTANT** further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the **CONSULTANT** to the extent the Federal Government deems appropriate.

The **CONSULTANT** also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the **CONSULTANT**, to the extent the Federal Government deems appropriate.

The **CONSULTANT** agrees to include the above two clauses in each subcontract financed in whole or in part with federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

11. Government-Wide Debarment and Suspension - This **AGREEMENT** is a covered transaction for purposes of 49 CFR Part 29. As such, the **CONSULTANT** is required to verify that none of the **CONSULTANT**, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The **CONSULTANT** is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting this **AGREEMENT**, the **CONSULTANT** certifies as follows:

The certification in this clause is a material representation of fact relied upon by the PPC/MPO. If it is later determined that the **CONSULTANT** knowingly rendered an erroneous certification, in addition to remedies available to the PPC/MPO, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The **CONSULTANT** agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The **CONSULTANT** further agrees to include a provision requiring such compliance in its lower tier covered transactions and will review the "Excluded Parties Listing System" at the following Internet address: <http://epls.arnet.gov> before entering into any third party or subagreement.

12. Incorporation of Federal Transit Administration (FTA) Terms – The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding **AGREEMENT** provisions. All contractual provisions required by DOT, as set forth in [FTA Circular 4220.1F](#) are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this **AGREEMENT**. The **CONSULTANT** shall not perform any act, fail to perform any act, or refuse to comply with any MPO requests which would cause the MPO to be in violation of the FTA terms and conditions.

13. Access to Records - Upon request, the **CONSULTANT** agrees to permit the Secretary of Transportation; the PPC/MPO; the Comptroller General of the United States; and, if appropriate or their authorized representatives to inspect all **TASK WORK ORDER** work, materials, payrolls, and other data, and to audit the books, records, and accounts of the **CONSULTANT** and Third Party contractors pertaining to the **TASK WORK ORDER** as required by 49 U.S.C. § 5325(g).

14. Federal Changes – The **CONSULTANT** shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the FTA [Master Agreement](#) as they may be amended or promulgated from time to time during the term of this **AGREEMENT**. The **CONSULTANT**'s failure to so comply shall constitute a material breach of this **AGREEMENT**.

15. Termination – All services are to be performed by the **CONSULTANT** to the satisfaction of the PPC/MPO's Executive Director based on the requirements of Exhibit A. The PPC/MPO's Executive Director shall decide all questions and disputes, of any nature whatsoever, that may arise in the execution and fulfillment of the services provided for under this **AGREEMENT**.

a. Convenience (General Provision) The PPC/MPO may terminate this **AGREEMENT**, in whole or in part, at any time upon thirty day's (30) written notice to the **CONSULTANT**. The **CONSULTANT** shall be paid its costs, including **AGREEMENT** close-out costs, and profit on work performed up to the time of termination. The **CONSULTANT** shall promptly submit its invoice to the PPC/MPO for costs incurred up to the effective date of termination, provided **CONSULTANT** has not been previously reimbursed for such costs.

b. Termination for Default [Breach or Cause] (General Provision) If the **CONSULTANT** fails to perform in the manner called for in the **AGREEMENT**, if the **CONSULTANT** is indicted or has direct information issued against him for any crime arising out of or in conjunction with any work being performed for or on behalf of the PPC/MPO, if the **CONSULTANT** is placed in either voluntary or involuntary bankruptcy, or if the **CONSULTANT** fails to comply with any other provisions of the **AGREEMENT**, the PPC/MPO may terminate this **AGREEMENT** for default. Termination shall be effected by serving a notice of termination on the **CONSULTANT** setting forth the manner in which the **CONSULTANT** is in default. The **CONSULTANT** will only be paid the **AGREEMENT** price for services performed in accordance with the manner of performance set forth in the **AGREEMENT**.

If it is later determined by the PPC/MPO that acts beyond the **CONSULTANT**'S control led to the breach or default, including but not limited to a strike, fire, or flood, the PPC/MPO, after setting up a new delivery of performance schedule, may allow the **CONSULTANT** to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) The PPC/MPO in its sole discretion may, in the case of a termination for breach or default, allow the **CONSULTANT** within thirty (30) days of

said notice of termination in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions.

If the **CONSULTANT** fails to remedy to PPC/MPO satisfaction the breach or default of any of the terms, covenants, or conditions of this **AGREEMENT** within thirty (30) days after receipt by the **CONSULTANT** of written notice from the PPC/MPO setting forth the nature of said breach or default, the PPC/MPO shall have the right to terminate the **AGREEMENT** without any further obligation to the **CONSULTANT**. Any such termination for default shall not in any way operate to preclude the PPC/MPO from also pursuing all available remedies against the **CONSULTANT** and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that the PPC/MPO elects to waive its remedies for any breach by **CONSULTANT** of any covenant, term or condition of this **AGREEMENT**, such waiver by the PPC/MPO shall not limit the PPC/MPO's remedies for any succeeding breach of that or of any other term, covenant, or condition of this **AGREEMENT**.

16. Breaches and Dispute Resolution – All services are to be performed by the **CONSULTANT** to the satisfaction of the PPC/MPO's Executive Director based on the requirements of Exhibit A. The PPC/MPO's Executive Director shall decide all initial questions and disputes, of any nature whatsoever, that may arise in the execution and fulfillment of the services provided for under this **AGREEMENT**. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the **CONSULTANT** mails or otherwise furnishes a written appeal to the PPC/MPO Executive Director.

a. Appeals – After properly submitting an appeal in accordance with the provisions herein, the **CONSULTANT** shall be afforded an opportunity to be heard by the Executive Director and to offer evidence in support of its position. The decision of the PPC/MPO Executive Director shall be binding upon the **CONSULTANT** and the **CONSULTANT** shall abide by the decision.

b. Performance During Dispute - Unless otherwise directed by the PPC/MPO, the **CONSULTANT** shall continue performance under this **AGREEMENT** while matters in dispute are being resolved.

c. Claims for Damages - Should either party to the **AGREEMENT** suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

d. Additional Remedies - After the **CONSULTANT** exhausts all administrative remedies with the MPO/PPC as outlined above, the **CONSULTANT** may appeal to the FTA. Reviews of protests by the FTA are completely discretionary and will be limited to: (1) a grantee's failure to have or follow its protest procedures, or its failure to review a complaint or protest, or (2) violations of Federal law or regulation. An appeal to the FTA must be received within five (5) working days of the date the protestor learned or should have learned of an adverse decision by the grantee or other basis of appeal to FTA. The **CONSULTANT** may also proceed to nonbinding arbitration. The **CONSULTANT** is hereby on notice that if arbitration is pursued, the FTA must concur in any arbitration award before it becomes final and Federal Funds are released. Only if the administrative remedies discussed herein have been exhausted and nonbinding arbitration has been pursued but unsuccessful shall the **CONSULTANT** have the right to bring a claim in a court of competent jurisdiction within the State of Florida. Venue shall be in Pinellas County, Florida.

e. Rights and Remedies - The duties and obligations imposed by the **AGREEMENT** documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the PPC/MPO or **CONSULTANT** shall constitute a waiver of any right or duty afforded any of them under the **AGREEMENT**, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

17. Patent and Rights Data-

A. Rights in Data – The following requirements apply to each contract involving experimental, developmental or research work:

1. The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration.

2. The following restrictions apply to all subject data first produced in the performance of the contract to which this Attachment has been added:

a. Except for its own internal use, the **CONSULTANT** may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may **CONSULTANT** authorize others to do so, without the written consent of the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public; this restriction on publication, however, does not apply to any contract with an academic institution.

b. In accordance with 49 C.F.R. § 18.34 and 49 C.F.R. § 19.36, the Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for "Federal Government purposes," any subject data or copyright described in subsections (2)(b)1 and (2)(b)2 of this clause below. As used in the previous sentence, "for Federal Government purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.

1. Any subject data developed under that contract, whether or not a copyright has been obtained; and

2. Any rights of copyright purchased by the **CONSULTANT** using Federal assistance in whole or in part provided by FTA.

c. When FTA awards Federal assistance for experimental, developmental, or research work, it is FTA's general intention to increase transportation knowledge available to the public, rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless FTA determines otherwise, the **CONSULTANT** performing experimental, developmental, or research work required by the underlying contract to which this Attachment is added agrees to permit FTA to make available to the public,

either FTA's license in the copyright to any subject data developed in the course of that contract, or a copy of the subject data first produced under the contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of the underlying contract, is not completed for any reason whatsoever, all data developed under that contract shall become subject data as defined in subsection (a) of this clause and shall be delivered as the Federal Government may direct. This subsection (c), however, does not apply to adaptations of automatic data processing equipment or programs for the **CONSULTANT**'s use whose costs are financed in whole or in part with Federal assistance provided by FTA for transportation capital projects.

d. Unless prohibited by state law, upon request by the Federal Government, the **CONSULTANT** agrees to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the **CONSULTANT** of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. The **CONSULTANT** shall not be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.

e. Nothing contained in this clause on rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.

f. Data developed by the **CONSULTANT** and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying contract to which this Attachment has been added is exempt from the requirements of subsections (b), (c), and (d) of this clause, provided that the **CONSULTANT** identifies that data in writing at the time of delivery of the contract work.

g. Unless FTA determines otherwise, the **CONSULTANT** agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

3. Unless the Federal Government later makes a contrary determination in writing, irrespective of the **CONSULTANT**'s status (i.e. , a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual, etc.), the **CONSULTANT** agrees to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.

4. The **CONSULTANT** also agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

B. Patent Rights – The following requirements apply to each contract involving experimental, developmental, or research work:

1. General - If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under the contract to which this Attachment has been added, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the **CONSULTANT** agrees to take actions necessary to provide immediate notice and a detailed report to the party at a higher tier until FTA is ultimately notified.
2. Unless the Federal Government later makes a contrary determination in writing, irrespective of the **CONSULTANT**'s status (a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual), the **CONSULTANT** agrees to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.
3. The **CONSULTANT** also agrees to include the requirements of this clause in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

SECTION 14. PROHIBITION AGAINST CONTINGENT FEE.

- 14.0** The **CONSULTANT** warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the **CONSULTANT**, to solicit or secure this **AGREEMENT** and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the **CONSULTANT**, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this **AGREEMENT**.

SECTION 15. TRUTH IN NEGOTIATIONS.

- 15.0** In connection with this agreement, the **CONSULTANT** is required to complete Exhibit D "Truth in Negotiations" certificate.

SECTION 16. SUCCESSORS AND ASSIGNS.

- 16.0** The **CONSULTANT** shall not assign or transfer its interest in this **AGREEMENT** without the written consent of the PPC/MPO.

SECTION 17. DEBARMENT AND SUSPENSION.

- 17.0** This **AGREEMENT** is a covered transaction for purposes of 49 CFR Part 29. As such, the **CONSULTANT** is required to verify that none of the **CONSULTANT**, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The **CONSULTANT** is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting this **AGREEMENT**, the **CONSULTANT** certifies as follows:

The certification in this clause is a material representation of fact relied upon by the PPC/MPO. If it is later determined that the **CONSULTANT** knowingly rendered an erroneous certification, in addition to remedies available to the PPC/MPO, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The **CONSULTANT** agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The **CONSULTANT** further agrees to include a provision requiring such compliance in its lower tier covered transactions and will review the “Excluded Parties Listing System” at the following Internet address: <http://epls.arnet.gov> before entering into any third party or subagreement.

Failure to comply with this provision of the **AGREEMENT** shall be considered a material breach and shall be grounds for immediate termination of the **AGREEMENT**.

SECTION 18. INDEPENDENT CONSULTANT

- 18.0** The **CONSULTANT** acknowledges that it is functioning as an independent **CONSULTANT** in performing under the terms of this **AGREEMENT**, and it is not acting as an employee of PPC/MPO.

SECTION 19. NOTICE AND CONTACTS.

- 19.0** All notices required by law and by this **AGREEMENT** to be given by one party to the other shall be in writing and shall be sent to the following respective addressees:

PPC/MPO:

Whit Blanton, PPC/MPO Executive Director
310 Court Street, 2nd Floor
Clearwater, FL 33756

CONSULTANT:

Name
Address
City/State/Zip
Phone
Email

If a different representative is designated after execution of this **AGREEMENT**, notice of the new addressees will be made in writing.

SECTION 20. CONFLICT OF INTEREST.

- 20.0** By accepting award of this **AGREEMENT**, the **CONSULTANT**, which shall include its Executive Directors, officers and employees, represents that it presently has no interest in and shall acquire no interest, either directly or indirectly, in any business or activity which would conflict in any manner with the performance of services required hereunder, including as

described in the **CONSULTANT'S** own professional ethical requirements. An interest in a business or activity which shall be deemed a conflict includes, but is not limited to, any direct or indirect financial interest in any of the material and equipment manufacturers, suppliers, distributors, or consultants who will be eligible to supply material and equipment for the **TASK WORK ORDER** for which furnishing its services is required hereunder.

- 20.1 The **CONSULTANT** further covenants and agrees that, when a former PPC/MPO employee is employed by the **CONSULTANT**, the **CONSULTANT** will require that strict adherence by the former employee of, Section 112.3185, Florida Statutes, is a condition of employment of said former employee. These Statutes will by reference be made a part of this **AGREEMENT** as though set forth in full. The **CONSULTANT** agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this **AGREEMENT**.
- 20.2 Representation of an applicant of a local site plan or proposed amendment of a zoning or future land use map designation by the **CONSULTANT** may be considered a conflict of interest if the PPC/MPO is providing technical assistance to the applicable local government. Approval by PPC/MPO staff is necessary prior to **CONSULTANT** agreeing to represent a developer in support of a request seeking future land use map/zoning amendments or site plan approval from local governments within Pinellas County.
- 20.3 If, in the sole discretion of the PPC/MPO's Executive Director or designee, a conflict of interest is deemed to exist or arise during the term of the **AGREEMENT**, the PPC/MPO's Executive Director or designee may cancel this **AGREEMENT**, effective upon the date so stated in the Written Notice of Cancellation, without penalty to the PPC/MPO.

SECTION 21. EFFECTIVE DATE, EXTENT AND TERM OF AGREEMENT.

- 21.0 This **AGREEMENT** will become effective upon proper and final execution, as reflected by the date first written above (Effective Date).
- 21.1 This **AGREEMENT** shall be for an initial term of two (2) years, which shall commence upon the Effective Date as defined herein. The **CONSULTANT** shall have the option to renew this **AGREEMENT** for two (2) additional terms of two (2) years each upon mutual written agreement of the Parties.

SECTION 22. PUBLIC ENTITY CRIMES.

- 22.0 The **CONSULTANT** is directed to the Florida Public Entity Crimes Act, Section 287.133, Florida Statutes, specifically Section 2(a), and the PPC/MPO's requirement that the **CONSULTANT** comply with it in all respects prior to and during the term of the **AGREEMENT**, as provided in Exhibit B (Public Entities Crime Form).

SECTION 23. DOCUMENTS COMPRISING AGREEMENTS.

- 23.0 This **AGREEMENT** represents, together with all Exhibits, the entire written **AGREEMENT** between the PPC/MPO and the **CONSULTANT** and may be amended only by written instrument signed by both the PPC/MPO and the **CONSULTANT**.



SECTION 24. FINAL CLOSEOUT.

- 24.0** The PPC/MPO may perform or have performed a final audit of the records of the **CONSULTANT** and any or all **SUBCONSULTANTS** to support the compensation paid the **CONSULTANT** for the **TASK WORK ORDER**. The audit would be performed as soon as practical after completion and acceptance of all contracted services. The final payment to the **CONSULTANT** may be adjusted for audit results.
- 24.1** Subsequent to the satisfactory completion of all services, a Certificate of Completion shall be prepared stating the total compensation due the **CONSULTANT**, the amount previously paid, and the difference, if any. Upon execution of the Certificate of Completion, the **CONSULTANT** shall either submit a final invoice for any amount due or refund to the PPC/MPO any overpayment, provided the net difference is not zero.

SECTION 25. GOVERNING LAW AND AGREEMENT EXECUTION.

The laws of the federal government and the State of Florida shall govern this **AGREEMENT**.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

PINELLAS PLANNING COUNCIL AND PINELLAS METROPOLITAN PLANNING ORGANIZATION

Attest:

By: _____
 Whit Blanton, FAICP
 PPC/MPO Executive Director

By: _____
 Councilmember Jim Kennedy
 PPC/MPO Chairman

By: _____
 Commissioner Joanne “Cookie” Kennedy
 PPC/MPO Secretary

Approved as to form:

By: _____
 Chelsea Hardy
 Assistant County Attorney



[Insert Consultant Name]

Attest:

By: _____

Print Name: _____

Title: _____

EXHIBIT A

SCOPE OF SERVICES

1. Purpose

The Pinellas Planning Council (PPC) and Pinellas County Metropolitan Planning Organization (MPO), collectively referred to as “PPC/MPO”, require the services of consultants to provide support to professional planning services for the PPC, MPO and local government jurisdictions.

The MPO receives grant funding from the Federal Highway Administration, the Federal Transit Administration, the Florida Department of Transportation and the Florida Commission for the Transportation Disadvantaged. The Unified Planning Work Program (UPWP) details the work the MPO performs with this grant funding and is the basis for work conducted under MPO tasks. The PPC has an established budget that may be used to develop work assignments or augment those performed for the MPO to address land use and transportation together. In addition to the mandated land use and transportation planning functions, the PPC/MPO is focused on the integration of land use and transportation planning. The unified organization has identified three Pinellas Strategic Planning and Operations and Topics (SPOTlight) for 2016-2018: US 19 Corridor, Beach Access and the Gateway/Mid-County area. The next section outlines services that may be assigned to Consultant(s) under one or more general planning consultant contracts for the PPC/MPO or participating local governments.

2. Services

The PPC/MPO has five general planning “sub” areas that require the support of general planning consultants including multimodal transportation planning and analysis, economic analysis, communications and public involvement, urban design, and land use/redevelopment. The general planning services that support the PPC/MPO’s land use and transportation planning functions, and are necessary to support all five “sub” areas include, but are not necessarily limited to:

- SPOTlight area planning
- Program development
- Public participation
- Land use and socioeconomic data
- Transportation system monitoring and database management
- Financial resources and legislation monitoring
- Systems planning
- Congestion management, safety and operations
- Public transportation planning
- Transportation disadvantaged planning
- Bicycle and pedestrian planning
- Local government technical assistance
- Corridor planning
- The Transportation Improvement Program (TIP)
- The Long Range Transportation Plan (LRTP)
- Scenario planning
- Environmental planning, including air quality
- Regional planning
- Growth management and comprehensive planning
- Redevelopment planning and regulation
- Countywide Land Use Plan support
- Research, best practices and case studies

Descriptions of the sub area(s) for which the **CONSULTANT** has been awarded are listed below:

(ALL SUB AREAS ARE LISTED FOR REFERENCE BELOW BUT WILL NOT BE IN EVERY FIRM'S SCOPE)

A. Multimodal Transportation Planning and Analysis

The following lists anticipated planning efforts related to multimodal transportation planning and analysis. This includes, but is not limited to:

- Modeling and Simulation
- Bicycle and Pedestrian Activities
- Transit Service and Operations
- Transit Capital Facilities
- Transportation Disadvantaged
- Data Collection, Development and Management
- Access Management
- Mobility and Demand Management
- Parking and Circulation
- Intelligent Transportation Systems
- Waterborne Transportation
- Feasibility Studies
- Complete Streets
- Resilience and Sustainability
- Safety Assessments
- Freight Analysis
- Corridor Studies

B. Economic Analysis

The following lists anticipated economic analysis efforts, which includes, but are not limited to:

- Market Studies or Analysis
- Property or Facility Valuation
- Fiscal Impact Analysis
- Public-Private Partnerships
- Development Finance and Joint Development
- Economic Modeling
- Cost-Benefit Analysis
- Financial Analysis
- Financial/Scenario Planning

C. Communications and Public Involvement

Communication and public involvement support may include, but is not limited to:

- Community Outreach, Engagement and Facilitation
- Graphic Design and Visualization
- Writing, Editing and Digital Publication
- Digital and Thematic Storytelling
- Website Design and Maintenance
- Market and Survey Research
- Public and Media Relations

D. Urban Design

Urban Design efforts may include, but are not limited to:

- Site and Area Master Plans
- Corridor and Streetscape Design
- Visualization/Illustrations
- Wayfinding and Signage
- Parking
- Open Space and Public Realm

E. Land Use and Redevelopment

Land Use and Redevelopment efforts may include, but are not limited to:

- Comprehensive, Activity Center & Multimodal Corridor Plans
- Land Development Codes
- Station Area Plans/Transit Oriented Development
- Interlocal Agreements
- Land Use Analysis
- Growth Management and Comprehensive Planning

EXHIBIT B

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES ON
PUBLIC ENTITY CRIME**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

By _____
(print this individual's name and title)

for _____
(print name of entity submitting statements)

whose business address is _____

and if applicable whose Federal Employer Identification Number (FEIN) is _____

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn Statement:

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

___ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

AND (Please indicate which additional statement applies).

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Print Name:

Title:

City of _____

STATE OF FLORIDA

Sworn and subscribed before me this ____ day of _____, 2016 by

_____ who is Personally known to me _____

Or who produced identification - _____
(Type of Identification)

(Signature) Notary Public—State of Florida

(Printed, typed or stamped commissioned name of notary public)

My commission expires _____ (SEAL)

EXHIBIT D

TRUTH-IN-NEGOTIATION CERTIFICATE

In compliance with this Agreement dated _____, between the MPO and the Consultant, the Consultant herewith certifies that:

- 1) The rates of compensation and other factual unit costs supporting the compensation are accurate, complete, and correct at the time of contracting.
- 2) Any and all limitations on current or future years' contract fees, including any arrangements under which fixed limits on fees will not be subject to reconsideration if unexpected accounting issues are encountered, are disclosed herein.
- 3) Any and all services to be provided under the above-referenced Agreement at rates or terms that are not customary are described herein.

Hourly compensation rate is as specified in Exhibit C of this Agreement.
Standard compensation rate for this type engagement is as negotiated.

CONSULTANT

By: _____

Date: _____

EXHIBIT E

TITLE VI/ NONDISCRIMINATION POLICY STATEMENT

The _____(Name of Consultant) assures the Florida Department of Transportation and the PPC/MPO 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 (collectively referred to as the “Acts”) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity.

The _____(Name of Consultant) 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 Consultant’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 Consultant’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 associated regulations
4. Develop a complaint process and attempt to resolve complaints of discrimination. Complaints against the Consultant 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 firm’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 Consultant.

Dated _____

By _____
Print Name:
Title _____

TITLE VI APPENDIX A of EXHIBIT E

During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “Consultant”) agrees as follows:

- (1.) **Compliance with Regulations:** The Consultant 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 Agreement.
- (2.) **Nondiscrimination:** The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subConsultants, including procurements of materials and leases of equipment. The Consultant 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 Subconsultants, including Procurements of Materials and Equipment:** In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subconsultant or supplier shall be notified by the Consultant of the Consultant’s obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- (4.) **Information and Reports:** The Consultant 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, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information the Consultant shall so certify to the *Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the 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 Consultant’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, and/or the Federal Motor Carrier Safety Administration* may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Consultant under the contract until the Consultant complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.

- (6.) **Incorporation of Provisions:** The Consultant shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the *Florida Department of Transportation*, the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, and/or the *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a sub-Consultant or supplier as a result of such direction, the Consultant 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 Consultant may request the United States to enter into such litigation to protect the interests of the United States.

EXHIBIT F

49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements *(To be submitted with each bid or offer exceeding \$100,000)*

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any 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 [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*.)]

(3) The undersigned shall require that the language of this certification 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.

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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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 such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Consultant, _____ (name), certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

_____ (signature)

Print Name: _____

Title: _____

Date: _____

INFORMATIONAL ITEMS

A. Committee Vacancies

The Bicycle Pedestrian Advisory Committee (BPAC) has a vacancy for the Beaches Area. The BPAC meets monthly on the 3rd Monday at 8:30 a.m. in the 1st Floor Conference Room.

ATTACHMENT: BPAC Membership List (See Item V.D.)

B. Correspondence

ATTACHMENT: Fatalities Map

C. Other

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

Pinellas MPO: 03/09/16



Pinellas County Major Road Network

Gulf of Mexico

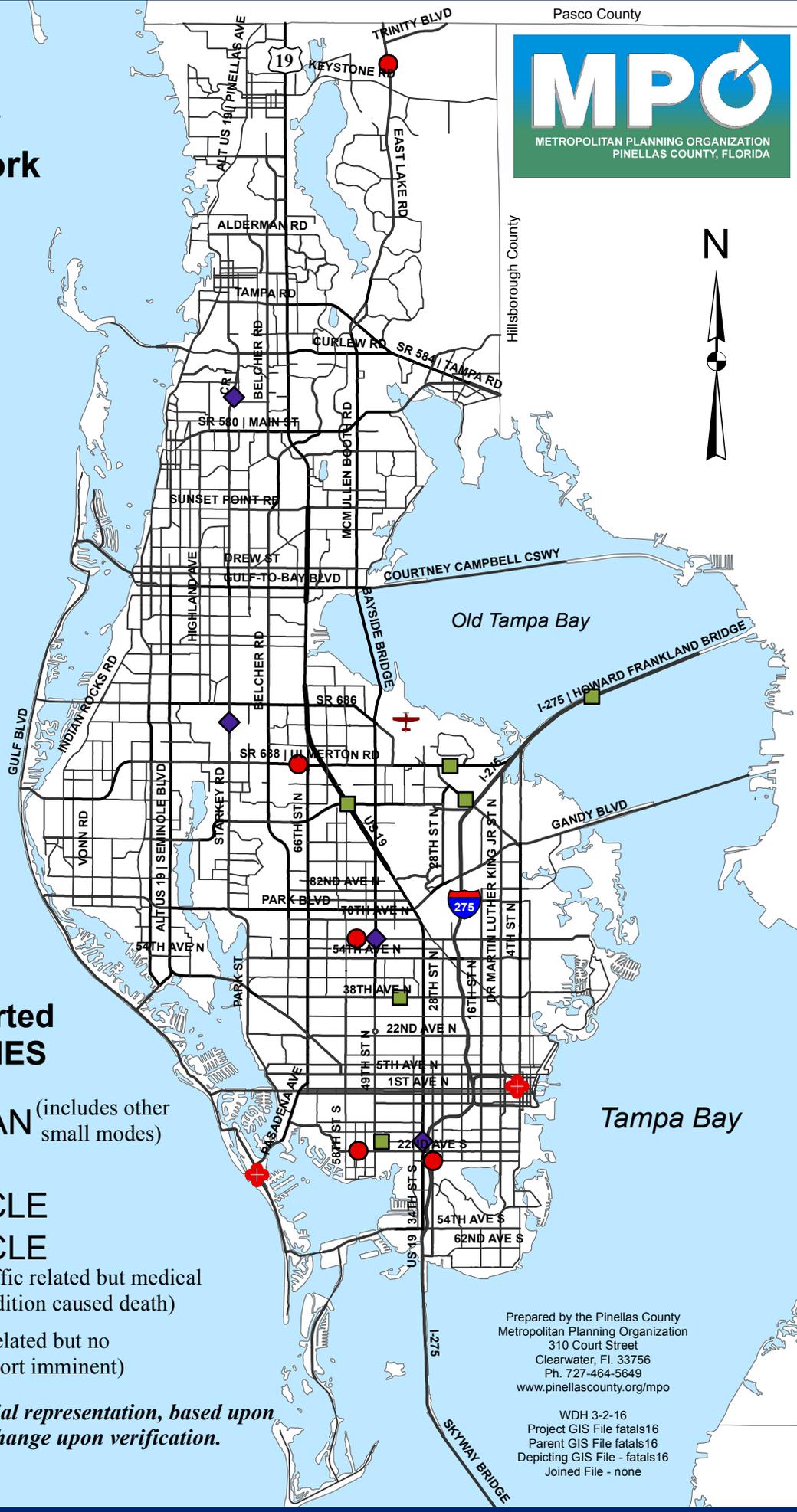


YEAR 2016 (thru March 1st)

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 3-2-16
Project GIS File fatalities16
Parent GIS File fatalities16
Depicting GIS File - fatalities16
Joined File - none

<u>CRASHES</u>	<u>DATAID</u>	<u>ROADWAY</u>	<u>LOCATION</u>	<u>DESC</u>	<u>DATE</u>	<u>FATAL</u>
1	006F16	STARKEY RD	700 BLOCK	MC	1/16/2016	1
1	004F16	49TH ST N	6200 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	5500 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	5400 BLOCK	PED	2/3/2016	1
1	013F16	EAST LAKE RD	AT ST ANDREWS BLVD	PED	2/21/2016	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	VEH	2/15/2016	1
1	015F16	US19 HWY FRONTAGE RD	BRYAN DAIRY RD	VEH	2/29/2016	1
1	017F16	I-275 HOWARD FRANKLAND	MILEPOST 34	VEH	2/28/2016	1

PINELLAS COUNTY

INITIAL REPORTING

of Traffic Fatalities
thru March 1st, 2016

17 FATALITIES INCLUDING MEDICALS

15 FATALITIES EXCLUDING MEDICALS

17 CRASHES INCLUDING MEDICALS

15 CRASHES EXCLUDING MEDICALS

**0 OTHER TRAFFIC RELATED FATALITIES
BUT NO IMMEDIATE CRASH REPORT**

6 AUTO-VEHICLE FATALITIES

40%

6 AUTO-VEHICLE CRASHES

VULNERABLE ROAD USERS

4 MOTORCYCLE FATALITIES

27% of all traffic fatalities

4 MOTORCYCLE CRASHES

0 BICYCLE FATALITIES

0% of all traffic fatalities

0 BICYCLE CRASHES

5 PEDESTRIAN FATALITIES

33% of all traffic fatalities (includes other small modes)

5 PEDESTRIAN CRASHES

9 VULNERABLE USER FATALITIES

9 VULNERABLE USER CRASHES

60% 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



PPC Meeting
March 9, 2016

Agenda Item
I.

Call to Order

I. RECOMMENDATION

Council proceed as outlined below.

II. BACKGROUND

Call to Order of the Pinellas Planning Council.



PPC Meeting
March 9, 2016

Agenda Item
II.A-E

Consent Agenda

I. RECOMMENDATION

Council approve Consent Agenda – Items A through E.

II. BACKGROUND

It is approved Council 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 Council, discussed, and acted upon separately.

The Consent Agenda includes the following:

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

PPC Action:

CPA Action:



PPC Meeting
March 9, 2016

*Consent Agenda
Item
II.A*

February 10, 2016
Minutes

I. RECOMMENDATION

Council approve minutes of the January 13, 2016 meeting.

II. BACKGROUND

Council minutes from the February 10, 2016 meeting are not yet finalized with the Clerk. We expect to be able to provide them in the Council Back-Up.

PPC Action:

CPA Action:



PPC Meeting
March 9, 2016

*Consent Agenda
Item
II.B*

Financial Statement
February 2016

I. RECOMMENDATION

Council approve the financial statement for February 2016.

II. BACKGROUND

The February 2016 financial statement will be provided in the Council Back-Up Memorandum on March 9, 2016.

PPC Action:

CPA Action:



PPC Meeting
March 9, 2016

*Consent Agenda
Item
II.C*

CPA Actions
February 2016

I. RECOMMENDATION

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 February 9, 2016 meeting, the CPA took the following actions:

PUBLIC HEARINGS

Subthreshold Plan Map Amendment:

- Case CW 16-2, a Pinellas County case located at 5825 66th Street North. The Board **approved** the amendment from Public/Semi-Public to Retail & Services (vote 7-0).
- Case CW 16-3, a City of Clearwater case located at 2727 Daniel Street. The Board **approved** the amendment from Residential Low Medium to Office (vote 7-0).

Regular Plan Map Amendment:

- Case CW 16-1, a Pinellas County case located at 13101 South Belcher Road. The Board **approved** the amendment from Residential Low Medium to Residential Medium (vote 7-0).
- Case CW 16-4, a City of Largo case located at 1551 Starkey Road. The Board **approved** the amendment from Employment and Target Employment Center Overlay to Public/Semi-Public and Target Employment Center Overlay (vote 7-0).



PPC Meeting
March 9, 2016

*Consent Agenda
Item
II.D*

Preliminary
April 2016
Agenda

I. RECOMMENDATION

Council review, make any suggestions it determines appropriate, and approve the preliminary April 2016 agenda.

II. BACKGROUND

The preliminary agenda for the April 13, 2016 PPC meeting is attached for your information and comment.

PPC Action:

CPA Action:

PRELIMINARY
AGENDA FOR THE REGULAR MEETING OF THE
PINELLAS PLANNING COUNCIL
1:00 PM* WEDNESDAY, APRIL 13, 2016
5TH FLOOR, PINELLAS COUNTY COURTHOUSE
BOARD ASSEMBLY ROOM
315 COURT STREET, CLEARWATER, FL 33756

* Please note that the Pinellas County Metropolitan Planning Organization (MPO) and Pinellas Planning Council (PPC) will include the same membership, but with the MPO working through their agenda items first, followed by the PPC items. The MPO portion of the meeting will begin at 1:00 pm. PPC public hearings will begin at 3:00 pm, or thereafter as the agenda permits.

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes of the March 9, 2016 Meeting
 - 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
None
 - Regular Amendments
 - 1. Case CW 16-9 – Pinellas County
 - 2. Case CW 16-10 – Pinellas County
- IV. REPORTS/OTHER ACTION
 - A. Truth in Annexation Online Worksheet – Update for 2015/16 Fiscal Year
 - B. Annual Countywide Plan Map Assessment – Status Report for 2015
- V. EXECUTIVE DIRECTOR ITEMS
 - A. FY 16 Mid-Year Budget Report
 - B. Annual Audit Fiscal Year 2014-15 – Acceptance and Distribution
 - C. FY 17 Work Program/Budget Discussion, and FY 17 Budget Forecast
 - D. Verbal Reports
- VI. OTHER COUNCIL BUSINESS
 - A. Chairman/Member Items
- VII. ADJOURNMENT



PPC Meeting
March 9, 2016

*Consent Agenda
Item
II.E*

Correspondence
February 2016

I. RECOMMENDATION

Council receive and discuss as appropriate.

February Correspondence

1. Letter sent February 8, 2016 to Rick MacAulay, Planner II, City of St. Petersburg, RE: Review of Proposed Amendments to the City of St. Petersburg's Comprehensive Plan (City File LGCP-2016-01).
2. Letter received February 9, 2016 from Gordon Beardslee, Pinellas County Planning Director, RE: February 2016 PPC Agenda.
3. Letter sent February 9, 2016 to Timothy Lampkin, City of Treasure Island Planner, RE: Review of Proposed Comprehensive Plan Amendments for Consistency with the Countywide Rules.
4. Letter sent February 9, 2016 from the PPC to Mayor Brown RE: February 9, 2016 CPA Follow-up for Case CW 16-4 (cc: Carol Stricklin, Community Development Director, City of Largo).
5. Letter sent February 9, 2016 from the PPC to Mayor Cretokos RE: February 9, 2016 CPA Follow-up for Case CW 16-3 (cc: Michael Delk, Director of Planning, City of Clearwater).
6. Memos sent February 9, 2016 from the PPC to Glenn Bailey, Pinellas County Zoning Section Manager, RE: February 9, 2016 CPA meeting Follow-up for Cases CW 16-1 and CW 16-2 (cc: Gordon Beardslee, Director of Planning, Pinellas County).
7. Letters sent February 11, 2016 to Mark Woodard, Pinellas County Administrator (cc: Gordon Beardslee, Planning Director; Glenn Bailey, Zoning Manager; Katherine & Louis Kokkinakos; Milan Jovanovic; Barry Berger; Senior Development Partners LLC; Joel Tew, Esq.), RE: Cases CW 16-5, CW 16-6 and CW 16-7 PPC Meeting Follow-up.
8. Letter sent February 24, 2016 to Kathy Gademer, CFM, City of Pinellas Park, RE: Review of Proposed Comprehensive Plan amendment (Ordinance No. 3970).

Planners Advisory Council Agenda Action Sheet

Draft PAC minutes from the February 29, 2015 meeting.

PAC AGENDA – SUMMARY AGENDA ACTION SHEET

DATE: FEBRUARY 29, 2016

ITEM	ACTION TAKEN	VOTE
I. <u>MINUTES OF REGULAR PAC MEETING OF FEBRUARY 1, 2016</u>	<u>Approved</u> Motion: Dean Neal Second: Marshall Touchton	11-0
II. <u>REVIEW OF PPC AGENDA FOR MARCH 9, 2016 MEETING</u> A. <u>Subthreshold Countywide Plan Map Amendments</u> None		
B. <u>Regular Countywide Plan Map Amendments</u> 1. Case CW 16-8 - Pinellas County	<u>Denied</u> Motion: Dean Neal Second: Fred Metcalf	10-1
C. <u>CPA Actions – February 2016</u>	<u>No Action – Information Only</u>	
III. <u>OLD BUSINESS</u>	None	
IV. <u>OTHER PAC BUSINESS/PAC DISCUSSION AND UPCOMING AGENDA</u> A. Amendment to PAC Bylaws B. Discussion of PAC Role C. SPOTlight Emphasis Areas Update D. Truth in Annexation – Update 2016	A. Mike Crawford outlined the changes made to the PAC bylaws to conform to the requirements of the new Special Act. There was some discussion regarding the language relating to the number of votes required for amending the bylaws and removal of the Chairperson. After which, Deal Neal made a motion to approve the amended Bylaws with the suggested changes concerning the votes. That was seconded by Marshall Touchton and carried unanimously by a vote of 11-0. B. Mike Crawford suggested some ideas for adding to the PAC agenda to more fully utilize the talent represented on the committee to be preemptive in bringing topics on emerging issues, code work, site plans and upcoming development for discussion. Discussion ensued among the members about how to utilize the PAC committee forum. There was also discussion regarding PAC members’ role in voting and what those votes represent. The Chair, Marcie Stenmark, queried as to the preferred forum for information sharing (i.e. formal presentations by a municipality or open discussion). The members expressed interest in acquiring more information regarding the intersection of land use and transportation planning, specifically from the TCC. Whit Blanton suggested having a section of the agenda dedicated each month to discuss potential topics of interest to bring back to the PAC.	

	<p>C. Whit Blanton advised there had been a meeting between the MPO and FDOT regarding the US19 Corridor and the need for partnering on the vision for that corridor. He advised that a follow-up letter was written to FDOT requesting a one-year deferral of the design work for two segments of the roadway north of Tampa Road to allow for completion of the vision work in partnership with Pinellas County, and to reassess the planned interchanges for North County. He also outlined the Vision Zero pilot program beginning on Gulf Blvd. He stated this would be a partnership with FDOT, Law Enforcement and the local governments. He stated there are ongoing conversations concerning gondolas and water borne transportation. Lastly, he discussed the upcoming “listening sessions” for the SPOTlight emphasis areas and cited the dates for those.</p> <p>D. Linda Fisher described the Truth in Annexation online worksheet and its purpose. She advised that input from each municipality is needed annually to keep the information accurate and asked that the members get that information back to her.</p> <p>Marcie Stenmark thanked the PPC for maintaining this helpful tool.</p> <p>Mike Crawford thanked Marcie for suggesting the earlier luncheon attended by some PAC members.</p> <p>There was interest expressed in future social events for the members.</p>	
<p>V. <u>ADJOURNMENT</u></p>	<p>The meeting was adjourned at 2:40 p.m.</p>	

Respectfully Submitted,

PAC Chairman

Date

I. AMENDMENT INFORMATION

From: Employment (E) and Target Employment Center Overlay (TEC)

To: Residential Low Medium (RLM)

Area: 1.1 acres m.o.l.

Location: South West Corner of 135th Place North and Palm Way

II. RECOMMENDATION

Council recommend to the Countywide Planning Authority that the proposed map amendment to RLM be denied.

III. BACKGROUND

This proposed amendment has been submitted by Pinellas County and seeks to reclassify an area totaling 1.1 acres from E and TEC to RLM.

The subject amendment area is vacant and is proposed to be redeveloped with a single family residence at a later date. Surrounding existing land uses include light industrial and heavy commercial on three sides, with single family on the fourth. As part of a larger employment area identified as a TEC under the Countywide Rules, the site has the potential to accommodate employment based uses and could be developed in a concentrated and cohesive pattern to facilitate employment uses of countywide significance.

IV. FINDINGS

Staff submits the following findings in support of the recommendation for denial:

- A. The proposed amendment to Residential Low Medium does not recognize the proposed use of the site and is not consistent with the criteria for utilization of these categories; and
- B. The proposed amendment either involves, or will impact, the remaining relevant countywide considerations.

Please see accompanying attachments and documents in explanation and support of the findings.

PPC Action:

CPA Action:

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 Residential Low Medium Countywide Plan Map category be denied.

V. PLANNERS ADVISORY COMMITTEE

At the Planners Advisory Committee meeting on February 29, 2016, the members discussed and recommended approval of staff recommendation for *denial* of Case CW 16-8 by a vote of 10-1 (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

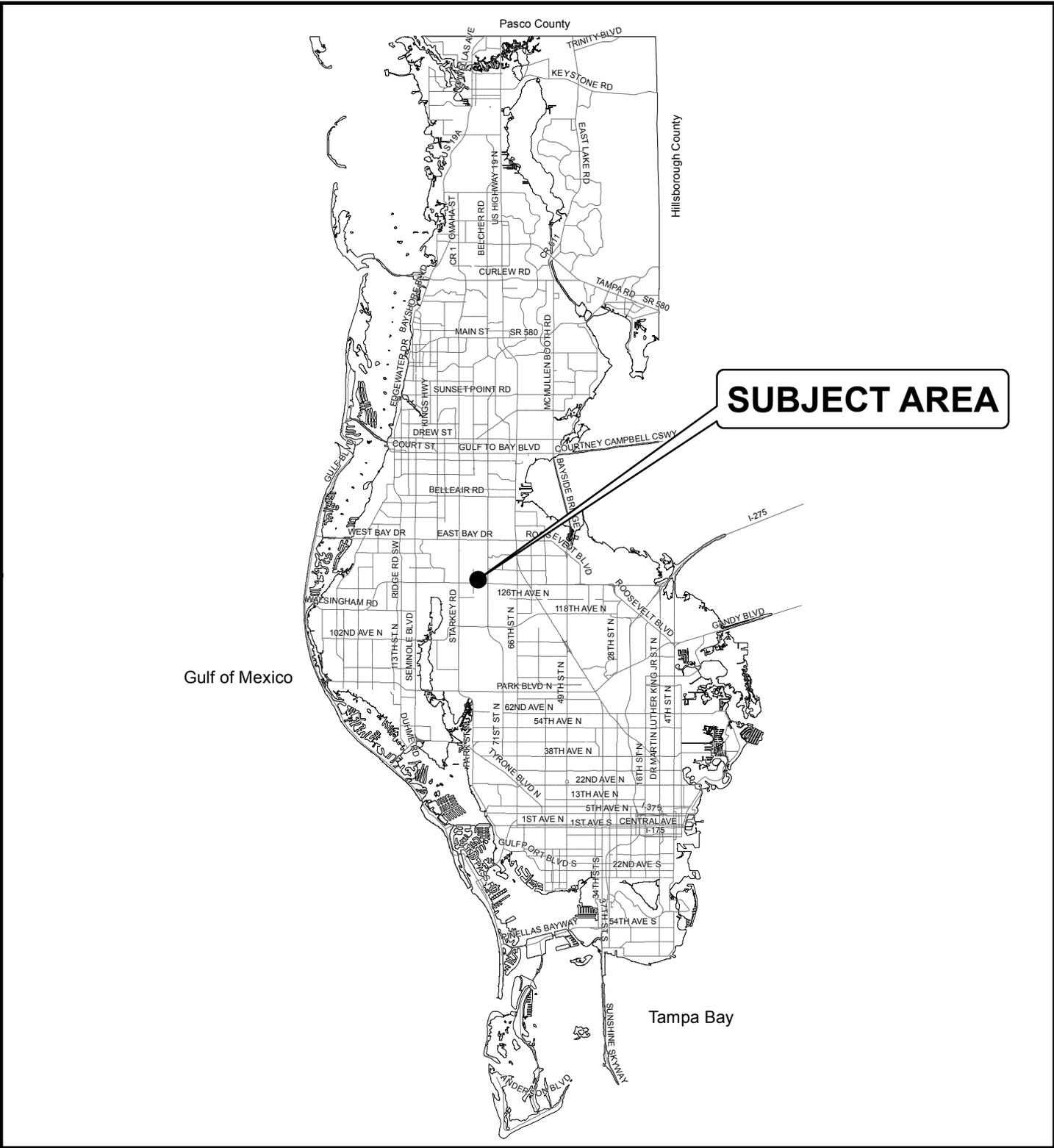
Attachment 1 Council Staff Analysis

VII. SUPPORT DOCUMENTS – available only at www.pinellasplanningcouncil.org (see March 2016 Agenda and then click on corresponding case number).

- Support Document 1 Disclosure of Interest Form
- Support Document 2 Local Government Application

VII. MEETING DATES

- Planners Advisory Committee, February 29, 2016 at 1:30 p.m.
- Pinellas Planning Council, March 9, 2016 at 3:00 p.m.
- Countywide Planning Authority, April 12, 2016 at 9:30 a.m.



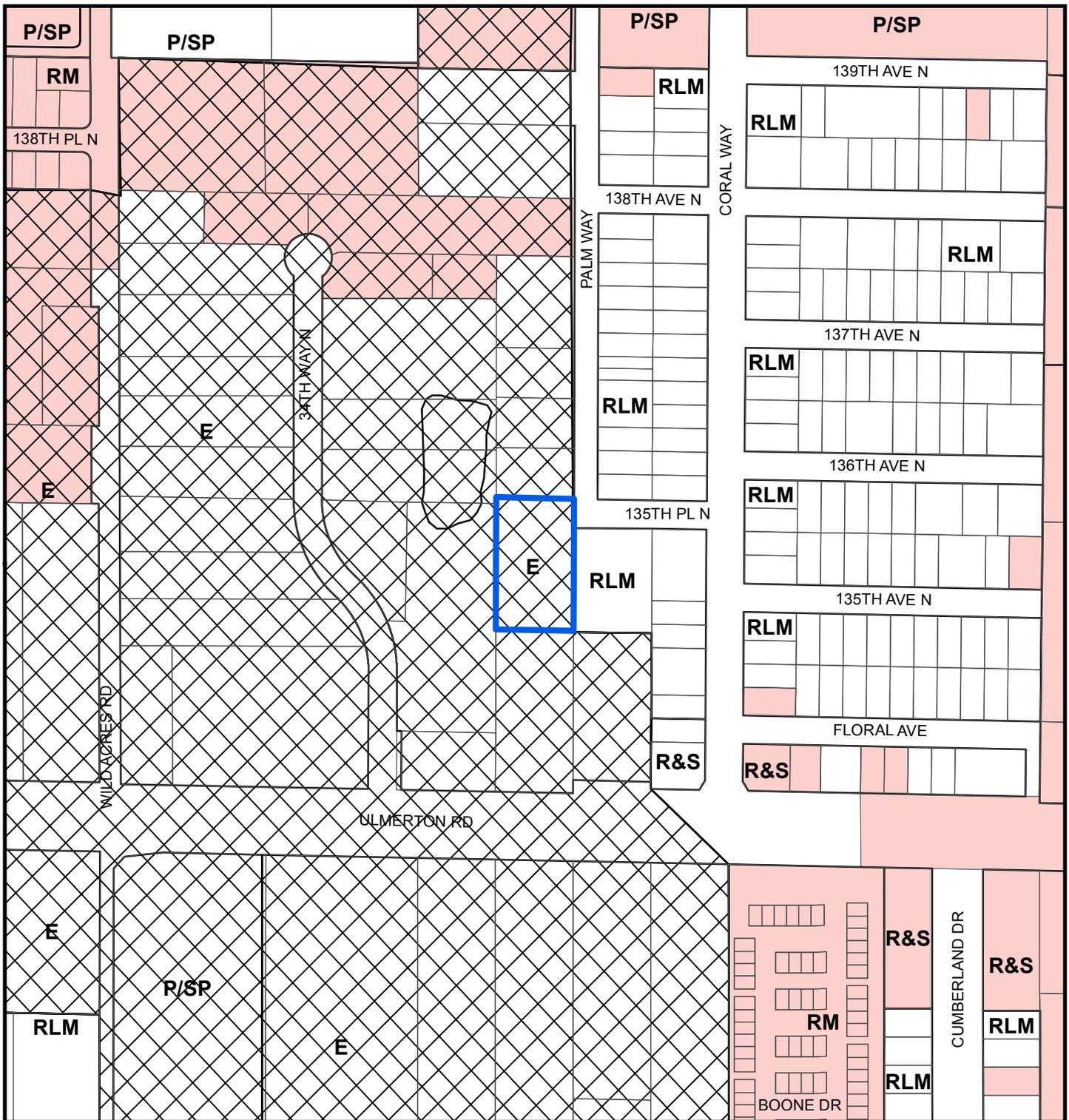
Map 1 - Location

CASE #: CW16-8

FROM: Employment (Target Employment Center) **AREA:** 1.1 Acres

JURISDICTION: Pinellas County **TO:** Residential Low Medium



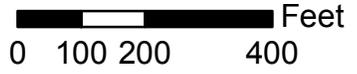


Map 2 - Current Countywide Plan Map & Jurisdictional Map

CASE #: CW16-8 **FROM:** Employment (Target Employment Center) **AREA:** 1.1 Acres

JURISDICTION: Pinellas County **TO:** Residential Low Medium

LEGEND:
 Largo
 Unincorporated





Map 3 - Aerial

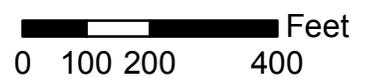
CASE #: CW16-8

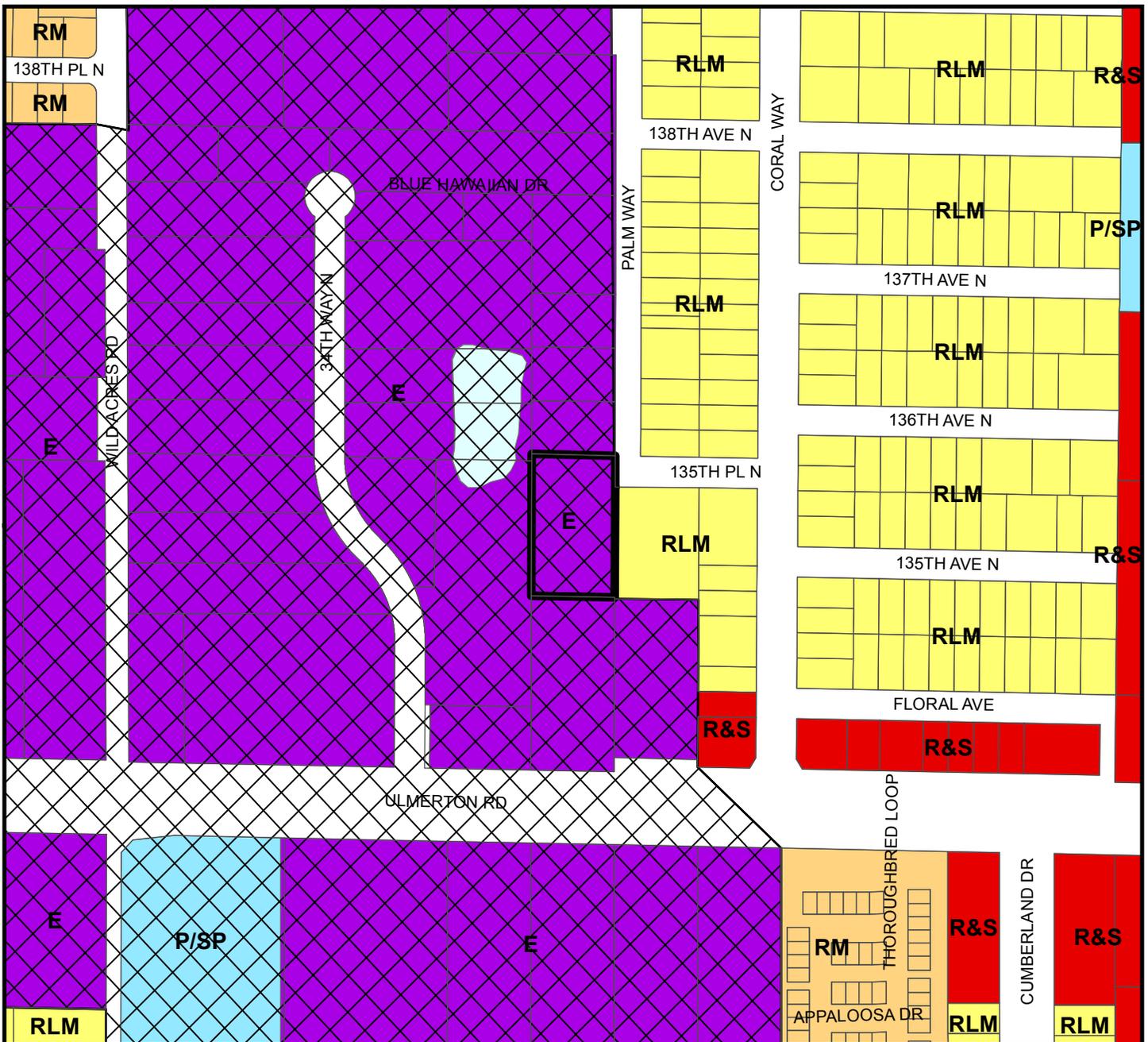
FROM: Employment (Target Employment Center)

AREA: 1.1 Acres

JURISDICTION: Pinellas County

TO: Residential Low Medium





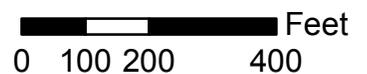
Plan Map Categories

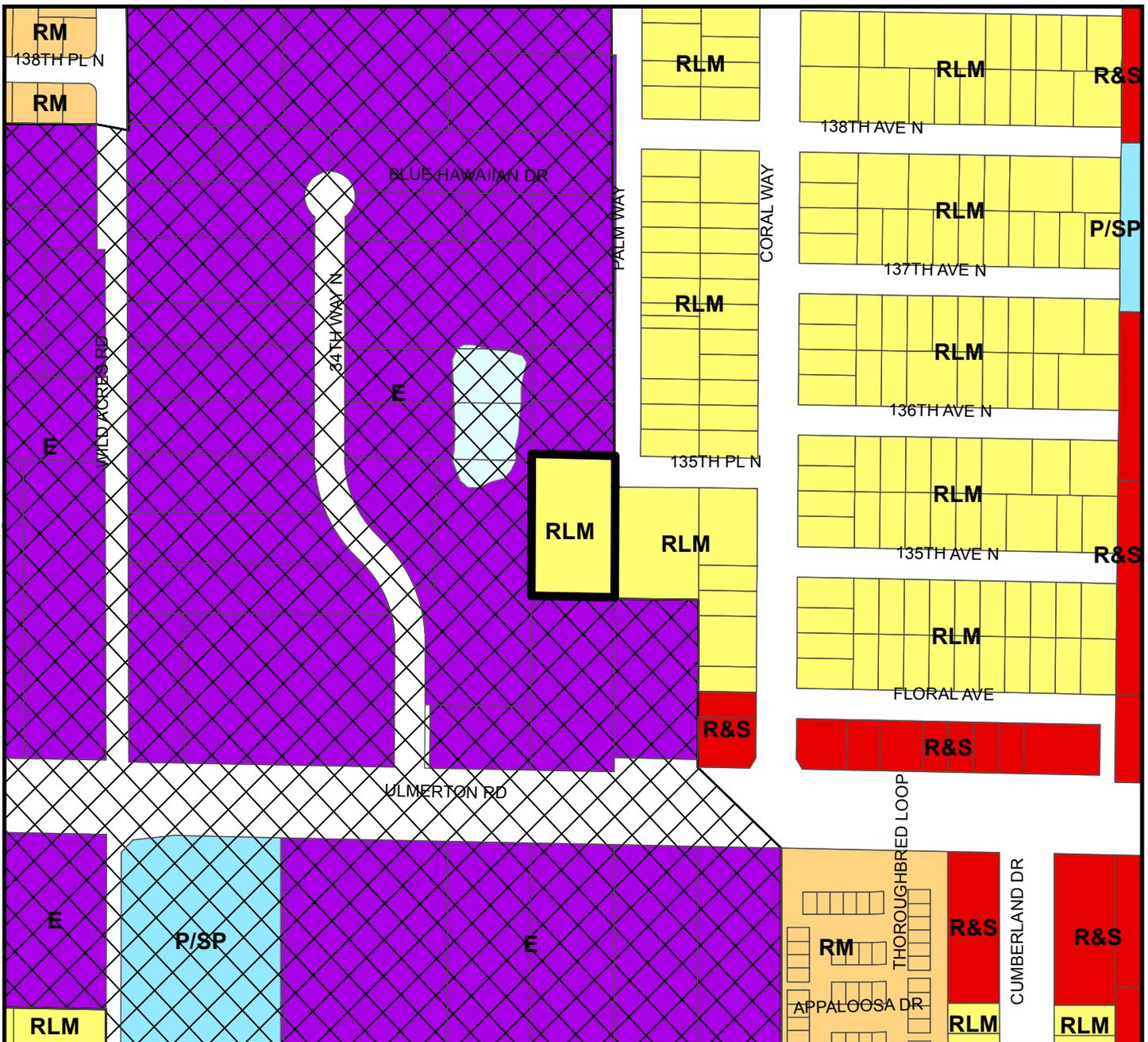
- Residential Low Medium
- Residential Medium
- Retail & Services
- Employment
- Public/Semi-Public
- Target Employment Center

Map 4 - Current Countywide Plan Map

CASE #: CW16-8 FROM: Employment (Target Employment Center) AREA: 1.1 Acres

JURISDICTION: Pinellas County TO: Residential Low Medium





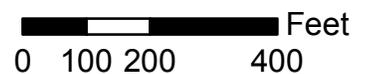
Plan Map Categories

- | | | |
|--|---|---|
|  Residential Low Medium |  Retail & Services |  Public/Semi-Public |
|  Residential Medium |  Employment |  Target Employment Center |

Map 5 - Proposed Countywide Plan Map

CASE #: CW16-8 FROM: Employment (Target Employment Center) AREA: 1.1 Acres

JURISDICTION: Pinellas County TO: Residential Low Medium



Relevant Countywide Considerations:

- 1) **Consistency with the Countywide Plan and Rules** – The proposed amendment is submitted by Pinellas County and seeks to reclassify a parcel totaling 1.1 acres. The proposed amendment is from Employment (E) to Residential Low Medium (RLM). The application also requests to remove the Target Employment Center (TEC) category.

The current E category is used to depict areas that are developed with, or appropriate to be developed with, a wide range of employment uses, including primary industries (i.e., those with a customer base that extends beyond Pinellas County), allowing for flex space, and for uses that have minimal external impacts.

The current TEC category is an overlay used to depict those areas of the county that are now developed, or appropriate to be developed, in a concentrated and cohesive pattern to facilitate employment uses of countywide significance. This TEC overlay is part of a much larger and cohesive employment use area to the north, west, and south. This includes areas south across Ulmerton Road and extending east to encompass the Clearwater-St. Pete Airport. The area is approximately 1,500 acres in size.

With its current designation, therefore, the amendment site could provide for a wide range of employment uses, and the surrounding area already provides significant acreage for heavier commercial and industrial type uses. Additionally, while the adjoining street (Palm Way) provides access to residential uses on the east, it also provides access to a number of employment uses on the west (adjacent and north of the subject parcel).

The proposed RLM category is intended to depict areas that are primarily well-suited for suburban, low density or moderately dense residential uses at a maximum density of 10 dwelling units per acre. There are residences in the surrounding area, including one that is adjacent and to the east. However, the site has employment uses on three sides.

The RLM category is appropriate to locations that are now developed, or appropriate to be developed, in a suburban, low density or moderately dense residential manner; and to recognize such areas as primarily well-suited for residential uses that are consistent with the suburban qualities, transportation facilities, including transit, and natural resources of such areas.

This amendment can be deemed inconsistent with this Relevant Countywide Consideration.

2) **Adopted Roadway Level of Service (LOS) Standard** – The amendment area is located on a undesignated street, Palm Way, that eventually gains access to Ulmerton Road. Ulmerton Road is operating at an LOS of “F.” Additionally, traffic generated by the proposed amendment indicates a decrease in daily trips (236 for E and TEC vs. 67 for RLM). The difference in expected traffic generated between the existing and the proposed categories is a decrease of approximately 186 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 these 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.

6) **Adjacent to or Impacting an Adjoining Jurisdiction or Public Educational Facility** – The amendment area is not adjacent to another jurisdiction, nor does it adjoin or impact a public educational facility.

Therefore, this request can be considered consistent with these Relevant Countywide Considerations.

7) **Reservation of Industrial Land** – The amendment involves the Employment category and is therefore subject to the Countywide Rules criteria regarding conversion of this category. The Council and the Countywide Planning Authority may, at their discretion, consider approving such amendments based on a balancing of the criteria below:

- *Target Employment Opportunities*

The extent to which the uses within the proposed category can potentially provide target employment opportunities, as compared to those that can potentially be available within the current Employment, Industrial, Target Employment Center, or Activity Center (associated with Employment, Industrial, or equivalent category on the local future land use map) plan category.

The proposed RLM category does not allow for target employment opportunities.

The current E designation offers a wide range of allowable target employment uses. The TEC overlay would allow increased intensity for target employment uses.

- Amendment Site Characteristics

Under the current or proposed category, the extent to which the site can continue to support target employment uses due to the site's size, configuration, and physical characteristics, and is able to accommodate the provision of site access, loading, and other necessary site improvements.

The extent to which the proposed site will be, or is now, used for unique and high-priority functions such as water-dependent or working waterfront uses.

The site is vacant and could accommodate a variety of employment uses, similar to the uses to the north of the subject area. Additionally, the site's size of 1.1 acres could provide adequate space for location of an employment use similar to the two or three uses to the north of the subject area.

No unique and high-priority functions are operating or proposed for the site.

- Amendment Area Characteristics

The extent to which the uses within the current or proposed category relate to surrounding and nearby uses and plan classifications, including their compatibility with such uses and plan classifications.

The extent to which industrial uses can benefit from or provide benefit to, adjoining or nearby properties.

The extent to which the proposed site will be used for unique and high-priority functions, including, but not limited to, transit-oriented uses.

The subject area has employment and heavy commercial uses on three sides, and many more to the west, south, and north, with the fourth side occupied by a residential use. The area to the northeast is primarily residential. The conversion of this site to RLM would create a pocket of residential within the Employment category area. As stated, there are other residential areas to the northeast, and these take access from the same roadway as other employment uses north of the subject area (Palm Way). Any future employment use could take access from Palm Way, similar to the other employment uses along Palm Way.

It should be noted that access to the employment and residential uses runs past a number of residences on Coral Way, which is not optimal, as non-residential use access is better suited to traverse non-residential use areas.

There is no transportation oriented unique and high-priority functions operating on or proposed for the site.

- *Supporting Transportation and Infrastructure Characteristics*

The location of the property in relationship to, and the current or proposed uses' need for, access to the arterial and thoroughfare network, mass transit, airport, and rail, as well as other infrastructure and service facilities, including water, sewer, stormwater, and parking, and their respective capacities.

The site is accessed by a two lane local roadway that eventually gains access from Ulmerton Road), which is an arterial roadway.

It appears as though the employment-based subdivision adjacent to the site has a retention pond serving the employment area.

- *Supporting Redevelopment Plans, Special Area Plans, or Planning and Urban Design Principles Implementation Framework*

The extent to which any amendment is included as part of a community redevelopment plan, special area plan, or Planning and Urban Design Principles implementation framework pursuant to Section 6.5.4.6.1 that has evaluated and addressed the potential to support target employment uses in the redevelopment area proposed to be reclassified from an Employment, Industrial, Target Employment Center, or Activity Center (associated with Employment, Industrial, or equivalent category on the local future land use map) designation.

The proposed amendment to the RLM category is not part of a community redevelopment plan or special area plan. The amendment area is owned by the adjacent homeowner and the amendment would accommodate additional residential use.

Conclusion:

On balance, it can be concluded that the requested amendment from Employment and Target Employment Center to Residential Low Medium is deemed inconsistent with the Relevant Countywide Considerations found in the Countywide Rules.

PINELLAS PLANNING COUNCIL
COUNTYWIDE PLAN MAP AMENDMENT - DISCLOSURE OF INTEREST STATEMENT

SUBMITTING LOCAL GOVERNMENT: Pinellas County

LOCAL GOVERNMENT CASE NUMBER: Z/LU-25-10-15

PROPERTY OWNERS/REPRESENTATIVE (include name and address):

Ralph M. Wescott, 3550 135th Place N, Largo, FL 33771

Teresa Wescott Laverne, 1659 Parkside Drive, Clearwater, FL 33756 (represented)

ANY OTHER PERSONS HAVING ANY OWNERSHIP INTEREST IN THE SUBJECT PROPERTY:

Interests: Contingent Absolute

Name/Address: N/A

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: N/A

Name/Address:

INDICATION AS TO WHETHER THERE ARE ANY OPTIONS TO PURCHASE SUBJECT PROPERTY, IF SO:

All Parties To Option: N/A

Name/Address

ANY OTHER PERTINENT INFORMATION WHICH APPLICANT MAY WISH TO SUBMIT PERTAINING TO REQUESTED PLAN MAP AMENDMENT:

Conditional Overlay limiting the use to a single family home and accessory uses.

Forms available online at www.pinellasplanningcouncil.org/amendment.htm

PINELLAS PLANNING COUNCIL
APPLICATION FOR COUNTYWIDE PLAN MAP AMENDMENT

Countywide Plan Map Information

- | | |
|---|--|
| 1. Current Countywide Plan Category(ies) | <u>Employment (Target Employment Center)</u> |
| 2. Proposed Countywide Plan Category(ies) | <u>Residential Low Medium</u> |

Local Future Land Use Plan Map Information

- | | |
|--|-------------------------------|
| 1. Requesting Local Government | <u>Pinellas County</u> |
| 2. Local Map Amendment Case Number | <u>Z/LU-25-10-15</u> |
| 3. Current Local Land Use Category(ies) | <u>Industrial Limited</u> |
| 4. Current Local Zoning Designation(s) | <u>C-3</u> |
| 5. Proposed Local Land Use Category(ies) | <u>Residential Low Medium</u> |
| 6. Proposed Local Zoning Designation(s) | <u>R-4-CO</u> |

Site and Parcel Information

- | | |
|--|---|
| 1. Parcel number(s) of area(s) proposed to be amended - (and/or legal description, as necessary) | <u>Sec/Twp/Rng/Sub/Blk/Lot
portion of 01/30/15/70416/400/1101</u> |
| 2. Location/Address | <u>SW corner of 135th Place N & Palm Way</u> |
| 3. Acreage | <u>1.1</u> |
| 4. Existing use(s) | <u>Subject area vacant; SFD on other portion of parcel</u> |
| 5. Existing density and/or floor area ratio | <u>N/A; C-3 allows 0.50 FAR</u> |
| 6. Proposed use/name of project (if applicable) | <u>N/A</u> |

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. | <u>01/26/2016</u> |
| 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. | <u>N/A</u> |

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



PPC Meeting
March 9, 2016

Agenda Item
IV.A

PAC Bylaws

I. RECOMMENDATION

Council approve Planners Advisory Committee Bylaws.

II. BACKGROUND

The Bylaws of the Council's Planners Advisory Committee (PAC) have not been updated since adoption of the Council's new Special Act in 2014. The new Special Act clarifies the PAC role allows the Council the option to increase the membership by adding a Pinellas Suncoast Transit Authority and Florida Department of Transportation planning department member, in addition to making the ex-officio Pinellas County School District planning department staff member a regular member of the PAC. With the Council determining that it would like to add these new members, the PAC is now increased to 19.

The attached also includes the PAC roster as approved by the Council for 2016, which is reflected as Appendix I to the Bylaws (i.e., unchanged from its December 2015 approved form).

III. PLANNERS ADVISORY COMMITTEE

The Planners Advisory Committee voted unanimously to recommend amending the Bylaws, with the exception of Section 8, which states that 2/3 of the full membership is needed to amend the Bylaws. Therefore, the attached Bylaws have been amended to address their recommendation, and reads that a majority (i.e., a simple majority) of the full membership is necessary to amend the Bylaws. With the current makeup of the PAC (19 members), this changes the required votes needed to amend the bylaws to 10, down from 13.

IV. ATTACHMENTS

- Attachment 1 – PAC Bylaws (underline and strike-thru)
- Attachment 2 – PAC Bylaws in final form (as proposed)
- Attachment 3 – The Council's Special Act

PPC Action:

CPA Action: N/A

BYLAWS

Attachment 1

PLANNERS ADVISORY COMMITTEE (PAC)

~~Approved August 9, 1976~~
~~Revised August 14, 1981~~
~~Revised February 11, 1985~~
~~Revised December 15, 1995~~
~~Revised February 21, 2001~~
~~Revised December 7, 2009~~
March 9, 2016
~~Appendix I as revised December 2015~~

Section 1: Name of Organization

The name of this organization shall be the Planners Advisory Committee (PAC) of the Pinellas Planning Council (Council).

Section 2: Authorization

The ~~Planners Advisory Committee (PAC)~~ was established (~~August 1, 1973~~) pursuant to Section ~~6~~ 7 (2) Chapter ~~73-594~~ 2012-245, as amended (Florida Statutes) as affirmed by Pinellas Planning Council Resolution "Establishing an Advisory Committee of Planning Directors", February 19, 1975.

Section 3: Purpose

~~To advise the Pinellas Planning Council on all technical matters within their jurisdiction including, but not limited to:~~

- ~~A. The preparation and amendment of the Countywide Comprehensive Plan and Rules.~~
- ~~B. The coordination of local government plans and land development regulations with the Countywide Comprehensive Plan and Rules.~~
- ~~C. The review of local government plan amendments considered by the Pinellas Planning Council.~~
- ~~D. Such other matters as may be directed by the PPC from time to time.~~

The PAC may, at the direction of the Council, perform a professional planning review of the Council staff recommendations that are to be acted upon by the Council.

Section 4: Membership

- ~~A. Membership shall include Planning Directors or an authorized designee of the individual municipal government Planning Departments and the designee of the County Planning Department representing the unincorporated areas. Each member agency shall be represented by the Planning Director or an authorized representative.~~

- ~~B. In addition, ex-officio, non-voting members may be appointed to the Committee, including a representative of the School Board and any local government who does not otherwise qualify as a member. Ex-officio members shall be appointed subject to approval of the Committee.~~
- ~~C. Alternative representatives may be designated to act on behalf of Regular members with all the privileges accorded thereto, provided the Alternate is another employee of the Member agency. The attendance roster shall record each regular or alternate member in attendance, as well as any ex-officio member.~~
- ~~D. A membership list shall be established upon adoption of these Bylaws and be included in these Bylaws as Appendix I. Said membership list and revisions thereto shall be submitted to the Council on an annual basis, and should include the agency represented, the title of the representative, and the name of the representative, as well as any ex-officio member.~~

Directors of individual local government land use and planning departments, or their designees, are the members of the PAC. The PAC may also include a representative from the planning departments maintained by the Pinellas County School District, the Pinellas Suncoast Transit Authority, the Florida Department of Transportation, and other agencies as the Council may determine appropriate.

A membership list shall be established upon adoption of these Bylaws. Said membership list and revisions thereto shall be submitted to, and approved by, the Council on an annual basis.

Section 5: Meetings

- A. The ~~Committee~~ PAC shall hold a regularly scheduled meeting monthly at a date, time and place acceptable to a majority of the ~~M~~membership.

- B. The Chairperson may call a special meeting when deemed necessary, in his or her discretion.
- C. A ~~three (3)~~ day ~~written~~ notice shall be given for regular meetings. Special ~~M~~meetings may be called with a minimum of ~~twenty-four (24)~~ hours notice in emergency situations declared by the Chairperson. Agendas shall be prepared prior to all meetings by the ~~P~~lanning Council staff in cooperation with the Chairperson. Tentative agendas for PAC meetings should be mailed or transmitted electronically with meeting notices and records of actions taken at the previous meeting at least ~~three (3)~~ days prior to any regular meeting and at least ~~twenty-four (24)~~ hours prior to any ~~S~~pecial ~~M~~meeting. Members may place items on the tentative agenda by notification to the Chairperson. Any item requiring ~~C~~ommittee PAC action may be brought before the ~~C~~ommittee PAC by any member, even though it is not on the ~~A~~genda. The ~~C~~ommittee PAC shall decide if action is to be taken at that meeting or at a subsequent meeting.
- D. Whenever reports are to be given, copies will be prepared for each member of the ~~C~~ommittee PAC. When possible, said copies should be ~~mailed~~ included with meeting notices.
- E. All meetings of the PAC will be open to the ~~general~~ public and PAC members are subject to Florida's Government in the Sunshine law. However, due to the specialized nature of this technical review committee, participation in these meetings shall be limited to the ~~C~~ommittee PAC and Council staff, or as otherwise approved by consensus of the ~~C~~ommittee PAC. Furthermore, any input deemed appropriate and necessary ~~input (deemed appropriate)~~ should be provided by the designated representative of that governmental jurisdiction/agency responsible for the agenda item.
- F. Minutes of each regular and special meeting shall be prepared in accordance with applicable Florida law.

Section 6: Quorums and Voting

- A. ~~Eight (8) regular or alternate members of the Committee~~ A simple majority of the PAC membership shall constitute a quorum. If a quorum is not present when ~~Committee~~ a PAC recommendation is made, notation of such shall be included within the ~~Committee's~~ PAC's action.
- B. Each member shall have an equal vote, which shall be one vote for the duly authorized regular or alternate member ~~of each local government~~ in attendance.

Section 7: Officers and Duties

- A. A Chairperson and Vice Chairperson of the ~~Committee~~ PAC shall be elected annually at the first regularly scheduled meeting in January, and shall serve until their successors are elected the following year. ~~or when an office is vacated, and shall hold office until their successors are elected.~~ ~~A Recording Secretary of the Committee may also be elected.~~ When a position is vacated before the end of the term, a new member shall be elected to hold office for the expired portion of the vacated term.
- B. Any regular Mmember or authorized designee may nominate or be nominated as an Officer. All elections shall be by the majority vote of Mmembers present.
- C. The Chairperson shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chairperson shall, in coordination with and through the PPG Council staff, be responsible for pertinent ~~Committee~~ PAC correspondence and information releases. ~~The Chairperson shall prepare and transmit a tentative agenda at least three (3) days prior to any regularly scheduled meeting.~~ ~~The Chairperson shall also serve as a liaison between the Planners Advisory Committee~~ PAC, ~~Pinellas Planning Council~~, its Executive Director and ~~their~~ Council staff whenever the need arises. Subcommittees and their ~~C~~chairpersons may be appointed by the Chairperson.
- D. The Chairperson, or any member authorized by the Chairperson, shall serve as

spokesperson for the ~~Planners Advisory Committee~~ PAC.

- E. The Vice Chairperson shall, during the absence of the Chairperson or his/her inability to serve, have and exercise all the duties and powers of the Chairperson. The Vice Chairperson shall also perform such other duties as may be assigned him or her by the Chairperson.
- F. ~~If both the Chairperson and Vice Chairperson are absent from a meeting, the Recording Secretary shall have and exercise all the powers and duties of the Chairperson.~~—In the absence of the Chairperson or Vice Chairperson, ~~or the Recording Secretary~~, his or her alternate may sit as a regular ~~Committee~~ PAC member, but not as Chairperson. In the absence of either the Chairperson or Vice Chairperson, the PAC members present and constituting a quorum may vote to select a Chairperson from among the membership to preside at the meeting(s) until either the Chairperson or Vice Chairperson are in attendance.
- G. If, at any time, the ~~Committee~~ PAC feels that an ~~Officer~~ Chairperson or Vice Chairperson is not performing his or her duties in accordance with Section 7, Subsection C, that ~~Officer~~ Chairperson or Vice Chairperson may be removed from office by a two-thirds vote of the full Membership at a regular meeting, ~~provided that an item to that effect has been distributed in accordance with Section 7, Subsection C of these Bylaws.~~

Section 8: Amendments

These Bylaws may be amended by the affirmative vote of ~~two-thirds~~ the majority of the full membership ~~Regular Members~~ of the ~~Committee~~ PAC, provided a copy of the proposed amendment(s) shall have been sent to every member at least ~~three~~ (3) days before it is to be voted on. All proposed amendments shall be voted on at a regular meeting of the ~~Committee~~ PAC and approved by the ~~Pinellas Planning Council~~.

Section 9: Roberts' Rules

~~Where not otherwise provided in these Bylaws, Roberts' Rules of Order Revised shall govern the conduct of all meetings of the Planners Advisory Committee.~~

Bylaws of the Planners Advisory Committee

Pinellas Planning Council

PINELLAS COUNTY, FLORIDA

March 9, 2016

Bylaws of the Planners Advisory Committee

Pinellas Planning Council

Section 1. NAME OF ORGANIZATION

The name of this organization shall be the Planners Advisory Committee (PAC) of the Pinellas Planning Council (Council).

Section 2. AUTHORIZATION

The PAC was established pursuant to Section 7 (2) Chapter 2012-245, Florida Statutes.

Section 3. PURPOSE

The PAC may, at the direction of the Council, perform a professional planning review of the Council staff recommendations that are to be acted upon by the Council.

Section 4. MEMBERSHIP

Directors of individual local government land use and planning departments, or their designees, are the members of the PAC. The PAC may also include a representative from the planning departments maintained by the Pinellas County School District, the Pinellas Suncoast Transit Authority, the Florida Department of Transportation, and other agencies as the Council may determine appropriate.

A membership list shall be established upon adoption of these Bylaws and be included as Appendix I. Said membership list and revisions thereto shall be submitted to, and approved by, the Council on an annual basis.

Section 5. MEETINGS

- A. The PAC shall hold a regularly scheduled meeting monthly at a date, time and place acceptable to a majority of the membership.
- B. The Chairperson may call a special meeting when deemed necessary, in his or her discretion.
- C. A 3 day notice shall be given for regular meetings. Special meetings may be called with a minimum of 24 hours notice in emergency situations declared by the Chairperson. Agendas shall be prepared prior to all meetings by the Council staff in cooperation with the Chairperson. Tentative agendas for PAC meetings should be mailed or transmitted electronically with meeting notices and records of actions taken at the previous meeting at least 3 days prior to any regular meeting and at least 24 hours prior to any special meeting. Members may place items on the

tentative agenda by notification to the Chairperson. Any item requiring PAC action may be brought before the PAC by any member, even though it is not on the agenda. The PAC shall decide if action is to be taken at that meeting or at a subsequent meeting.

- D. Whenever reports are to be given, copies will be prepared for each member of the PAC. When possible, said copies should be included with meeting notices.
- E. All meetings of the PAC will be open to the public and PAC members are subject to Florida's Government in the Sunshine law. However, due to the specialized nature of this technical review committee, participation in these meetings shall be limited to the PAC and Council staff, or as otherwise approved by consensus of the PAC. Furthermore, any input deemed appropriate and necessary should be provided by the designated representative of that governmental jurisdiction/agency responsible for the agenda item.
- F. Minutes of each regular and special meeting shall be prepared in accordance with applicable Florida law.

Section 6. QUORUMS AND VOTING

- A. A simple majority of the PAC membership shall constitute a quorum. If a quorum is not present when a PAC recommendation is made, notation of such shall be included within the PAC's action.
- B. Each member shall have an equal vote, which shall be one vote for the duly authorized regular or alternate member in attendance.

Section 7: OFFICERS AND DUTIES

- A. A Chairperson and Vice Chairperson of the PAC shall be elected annually at the first regularly scheduled meeting in January, and shall serve until their successors are elected the following year. When a position is vacated before the end of the term, a new member shall be elected to hold office for the expired portion of the vacated term.
- B. Any regular member or authorized designee may nominate or be nominated as an Officer. All elections shall be by the majority vote of members present.
- C. The Chairperson shall preside at all meetings and shall be responsible for the conduct of all meetings. The Chairperson shall, in coordination with and through the Council staff, be responsible for pertinent PAC correspondence and information releases. The Chairperson shall also serve as a liaison between the PAC, Council, its Executive Director and Council staff whenever the need arises. Subcommittees and their chairpersons may be appointed by the Chairperson.
- D. The Chairperson, or any member authorized by the Chairperson, shall serve as spokesperson for the PAC.
- E. The Vice Chairperson shall, during the absence of the Chairperson or his/her inability to serve, have and exercise all the duties and powers of the Chairperson. The Vice Chairperson shall also perform such other duties as may be assigned him or her by the Chairperson.

- F. In the absence of the Chairperson or Vice Chairperson, his or her alternate may sit as a regular PAC member, but not as Chairperson. In the absence of either the Chairperson or Vice Chairperson, the PAC members present, and constituting a quorum, may vote to select a Chairperson from the membership to preside at the meeting(s) until either the Chairperson or Vice Chairperson are in attendance.
- G. If, at any time, the PAC feels that a Chairperson or Vice Chairperson is not performing his or her duties in accordance with Section 7, Subsection C, that Chairperson or Vice Chairperson may be removed from office by a two-thirds vote of the full membership at a regular meeting.

Section 8: AMENDMENTS

These Bylaws may be amended by the affirmative vote of the majority of the full membership of the PAC, provided a copy of the proposed amendment(s) shall have been sent to every member at least 3 days before it is to be voted on. All proposed amendments shall be voted on at a regular meeting of the PAC and approved by the Council.

PAC MEMBERS LIST
2016 PLANNERS ADVISORY COMMITTEE

Appendix 1

OFFICERS

Chairman Marcie Stenmark, City of Safety Harbor
Vice-Chairman Valerie Brookens, City of Largo

MEMBERS

Clearwater	Rep. Alt. Alt.	Michael Delk, Planning Director Gina Clayton, Assistant Planning Director Lauren Matzke, Long Range Planning Manager
Dunedin	Rep. Alt.	Greg Rice, Director of Planning & Development Lael Giebel, Development Services Project Coordinator
Gulfport	Rep. Alt.	Fred Metcalf, Director of Community Development Mike Taylor, Principal Planner
Indian Rocks Beach	Rep.	Danny Taylor, Planning and Zoning Director
Indian Shores	Rep.	Malcolm Green, Building Official
Largo	Rep. Alt.	Valerie Brookens, Strategic Planning Program Planner Robert Klute, Assistant Director of Community Development
Madeira Beach	Rep.	Vacant
Oldsmar	Rep. Alt.	Marie Dauphinais, Director of Planning & Redevelopment Michele Parisano, Planning Administrator
Pinellas County	Rep. Alt. Alt.	Gordon Beardslee, General Planning Administrator Scott Swearengen, Principal Planner Glenn Bailey, Zoning Manager
Pinellas Park	Rep. Alt.	Dean Neal, Zoning Director Anna Weaver, Zoning Coordinator
Redington Shores	Rep.	Mary Palmer, Town Clerk
Safety Harbor	Rep. Alt.	Marcie Stenmark, Community Development Director Michael Schoderbock, Community Planner
St. Petersburg	Rep. Alt. Alt.	Derek Kilborn, Manager, Planning & Econ. Development Dept. Catherine "Cate" Lee, Planner II, Planning & Economic Development Rick MacAulay, Planner II, Planning & Economic Development
St. Pete Beach	Rep. Alt.	Chelsey Welden, Planner II Jennifer Bryla, Community Development Director
Seminole	Rep. Alt.	Mark Ely, Community Development Director Jan Norsoph, City Planner
South Pasadena	Rep. Alt.	Neal Schwartz, Community Improvement Director Ashley Dochinez, Permit Tech./Business Tax Official
Tarpon Springs	Rep. Alt.	Michele Orton, Principal Planner Heather Urwiller, Planning & Zoning Director
Treasure Island	Rep. Alt.	Paula Cohen, Community Improvement Director Tim Lampkin, City Planner
Pinellas County School District	Rep.	Marshall Touchton, Demographic Specialist
FDOT	Rep. Alt. Alt.	Jeffery Dow, Planning Specialist III Dan Santos, Planning Supervisor I Waddah Farah, Transportation Planning Manager
PSTA	Rep. Alt.	Heather Sobush, Planning Manager Chris Cochran, Senior Planner

Local Government	Representative/Alternate Name	Phone	Fax
Clearwater	Michael Delk, Rep. michael.delk@myclearwater.com Gina Clayton, Alt. gina.clayton@myclearwater.com Lauren Matzke, Alt. lauren.matzke@myclearwater.com	562-4561 562-4587 562-4547	562-4865
Dunedin	Greg Rice, Rep. grice@dunedinfl.net Lael Giebel, Alt. lgiebel@dunedinfl.net	298-3199 298-3197	298-3205
Gulfport	Fred Metcalf, Rep. fmetcalf@mygulfport.us Mike Taylor, Alt. mtaylor@mygulfport.us	893-1095	893-1080
Indian Rocks Beach	Danny Taylor, Rep. dtaylor@irbcity.com	517-0404	596-4759
Indian Shores	Malcolm Green, Rep. mgreen@myindianshores.com	474-7786	596-0050
Largo	Valerie Brookens, Rep. vbrooken@largo.com Robert Klute, Rep. rklute@largo.com	587-6749 x7213 586-7490 x7307	587-6765
Madeira Beach	Vacant	391-9951 x255	399-1131
Oldsmar	Marie Dauphinais, Rep. mdauphinais@myoldsmar.com Michele Parisano, Alt. mparisano@myoldsmar.com	813-749-1122	813-855-2730
Pinellas County	Gordon Beardslee, Rep. gbeardsl@pinellascounty.org Scott Swearengen, Alt. sswearengen@pinellascounty.org Glenn Bailey, Alt. gbailey@pinellascounty.org	464-8226 464-5638 464-5640	464-4155 464-3981
Pinellas Park	Dean Neal, Rep. dneal@pinellas-park.com Anna Weaver, Alt. aweaver@pinellas-park.com	541-0756	541-0780
Redington Shores	Mary Palmer, Rep. townclerk@townofredingtonshores.com	397-5538	392-9470
Safety Harbor	Marcy Stenmark, Rep. mstenmark@cityofsafetyharbor.com Michael Schoderbock, Alt. mschoderbock@cityofsafetyharbor.com	724-1555	724-1566
St. Petersburg	Derek Kilborn, Rep. Derek.Kilborn@stpete.org Catherine "Cate" Lee, Alt. catherine.lee@stpete.org Rick MacAulay, Alt. Rick.MacAulay@stpete.org	893-7872 892-5255	892-5001
St. Pete Beach	Chelsey Welden, Rep. cwelden@stpetebeach.org Jennifer Bryla, Alt. jbryla@stpetebeach.org	363-9266 363-9265	363-9222
Seminole	Mark Ely, Rep. mely@myseminole.com Jan Norsoph, Alt. jnorsoph@myseminole.com	398-3108 x106 398-3108 x129	319-6583
South Pasadena	Neal Schwartz, Rep. nschwartz@mysouthpasadena.com Ashley Dochinez , Alt. adochinez@mysouthpasadena.com	343-4192	381-4819
Tarpon Springs	Michelle Orton, Rep. morton@ctsfl.us Heather Urwiller, Alt. hurwiller@ctsfl.us	942-5611	937-1137
Treasure Island	Paula Cohen, Rep. pcohen@mytreasureisland.org Tim Lampkin, Alt. tlampkin@mytreasureisland.org	547-4575 x239 547-4575 x233	547-4582
Pinellas County School District	Marshall Touchton, Rep. touchtonm@PCSB.org Alt. – Vacant	588-5190	547-7172
FDOT	Jeffery Dow , Rep. jeffery.dow@dot.state.fl.us Dan Santos , Alt. daniel.santos@dot.state.fl.us Waddah Farah, Alt. waddah.farah@dot.fl.us	813-975-6429 x7795	813-975-6443
PSTA	Heather Sobush, Rep. HSobush@psta.net Chris Cochran, Alt. ccochran@psta.net	540-1868 540-1812	

CHAPTER 2012-245

Committee Substitute for House Bill No. 869

An act relating to the Pinellas Planning Council, Pinellas County; codifying, amending, reenacting, and repealing special acts relating to the district; reorganizing the council; setting forth the purpose of the council; providing legislative intent that the countywide plan be broadly defined and policy-based; providing that the primary focus of the council will be land use and transportation planning; providing definitions; providing that the membership of the council shall be the same as that of the Pinellas County Metropolitan Planning Organization; providing for the election of officers, meetings of the council, requirements of a quorum, and member expenses; providing for the powers and duties of the council, including revising the required components of the countywide plan, consistent with the stated legislative intent; providing for countywide staff and committees; providing for a budget and annual independent audit; recognizing the countywide planning authority of the Pinellas County Board of County Commissioners as provided by the Pinellas County Charter; providing for the repeal of the existing countywide plan, adoption of a new countywide plan, future amendment of the plan, and standards and procedures for such actions; providing a timetable for consistency review after adoption of a new countywide plan; providing for public hearing and notice requirements; requiring the authority to adopt specific notice standards in the countywide rules; providing for compliance with part II of chapter 163, Florida Statutes; repealing chapters 73-594, 74-584, 74-586, 76-473, 88-464, and 90-396, Laws of Florida; providing an effective date.

WHEREAS, Pinellas County is approaching a built-out condition, and planned redevelopment of the built environment is critical to maintaining and improving the countywide economy and quality of life, and

WHEREAS, given the land constraints within the county, it is recognized that countywide traffic issues cannot be solved by road building alone but must be addressed through a multimodal transportation system, and

WHEREAS, with the Legislature's creation of the Tampa Bay Area Regional Transportation Authority ("TBARTA") in 2007, the provision of enhanced public transit within the county has become a high transportation planning priority, and

WHEREAS, land use patterns are a critical factor in determining whether multimodal transportation, particularly transit, is functional and effective, and

WHEREAS, transportation and land use planning do not exist independently but have a relationship in which each influences the other, and

WHEREAS, both the Updated Countywide Plan for Pinellas County and Pinellas by Design: An Economic Development and Redevelopment Plan for

the Pinellas Community contain planning strategies that call for increased coordination of the land use and transportation planning activities of the Pinellas Planning Council (“PPC”) and the Metropolitan Planning Organization (“MPO”), and

WHEREAS, a Joint Land Use and Transportation Committee (“committee”), consisting of three representatives from the PPC, three representatives from the Board of County Commissioners (BCC), and three representatives from the MPO, was convened in April 2010 to study the potential of integrating transportation and future land use planning at the countywide level, and

WHEREAS, the committee has recommended that the MPO and PPC functions be more closely aligned on transportation and land use issues to create a more streamlined and integrated process, which should identify and eliminate any redundancies, disconnects, or inefficiencies in the current system, and

WHEREAS, the committee recommended that this integrated process include a new Countywide Future Land Use Plan, which establishes a broad, forward-looking land use planning framework, incorporates and guides multimodal transportation planning, and allows sufficient flexibility to accommodate the redevelopment needs of local communities, and

WHEREAS, the committee determined that the most effective way to accomplish these goals would be to unify the membership of the boards of the MPO and the PPC into a single board that would be empowered to carry out the functions of both the MPO and the PPC, and

WHEREAS, it is the recommendation of the committee that the new unified board should continue to consist of elected officials and ensure adequate representation for all local governments within Pinellas County, recognizing that the Pinellas Suncoast Transportation Authority (“PSTA”) will also have a seat on the new board, and

WHEREAS, it was the consensus of the committee that the new unified board be supported by an independent executive director who serves in that capacity exclusively, with staff chosen by that independent director, but with priority given to current employees of the PPC and MPO, and

WHEREAS, the establishment of the new unified board will require reapportionment of the MPO membership, which must be done in conformance with section 339.175, Florida Statutes, and

WHEREAS, the establishment of the new unified board will require an amendment to and reenactment of the PPC’s charter, NOW, THEREFORE,

Be It Enacted by the Legislature of the State of Florida:

Section 1. (1) The reenactment of existing law in this act shall not be construed as a grant of additional authority to or supersede the authority of any entity pursuant to law. Exceptions to law contained in any special act that are reenacted pursuant to this act shall continue to apply.

(2) The reenactment of existing law in this act shall not be construed to modify, amend, or alter any covenants, contracts, or other obligations of the district with respect to bonded indebtedness. Nothing pertaining to the reenactment of existing law in this act shall be construed to affect the ability of the district to levy and collect taxes, assessments, fees, or charges for the purpose of redeeming or servicing bonded indebtedness of the district.

Section 2. Chapters 73-594, 74-584, 74-586, 76-473, 88-464, and 90-396, Laws of Florida, are amended, codified, reenacted, and repealed as provided in this act.

Section 3. The charter for the Pinellas Planning Council, Pinellas County, a dependent special district, is re-created and reenacted to read:

Section 1. County planning council created.—There is created a county-wide planning and coordinating council to be known as the “Pinellas Planning Council,” hereinafter referred to as the “council.” The council shall have common membership and function as a single, unified board with the Pinellas County Metropolitan Planning Organization (“MPO”).

Section 2. Purpose of council; legislative intent.—

(1) The Legislature recognizes the social and economic interdependence of the people residing within Pinellas County and the common interest they share in its future development. The Legislature recognizes the value of considering land use and transportation planning issues concurrently and of coordinating and implementing land use and transportation planning functions in an integrated manner. The Legislature also recognizes that individual plans and decisions heretofore made by local governments within the county have affected the welfare of the entire county as well as neighboring jurisdictions, and, therefore, the Legislature intends that the purpose of this act is to provide for:

(a) The formulation and execution by the council of the strategies necessary for the orderly growth, development, and environmental protection of Pinellas County as a whole, with the focus on those issues deemed to have an impact countywide.

(b) The coordination by the council of planning and development in Pinellas County with regional planning objectives in the Tampa Bay area as developed by such entities as the MPO, the Tampa Bay Regional Planning Council, the Tampa Bay Area Regional Transportation Authority (“TBART”), the Pinellas Suncoast Transit Authority (“PSTA”), the Department of Transportation (“DOT”), and the Department of Economic Opportunity (“DEO”).

(2) The Legislature further recognizes that the future of Pinellas County, its permanent residents, and the millions of tourists who annually visit the county is dependent upon the way the natural resources of land, air, and water are protected and impacted by the built environment and through the use and reuse of land to accommodate the urban development and redevelopment pattern, the transportation system that serves it, and other development activities that are guided by the countywide planning function.

(3) The Legislature intends for the development of a broadly defined, policy-based countywide plan that will focus on countywide issues related to future land use, transportation, and intergovernmental coordination.

(4) The Legislature further intends that this act provide for the coordination by the council of the transportation planning functions undertaken by the MPO with the council's land use planning functions, as expressed in this act, in a manner that more fully integrates these two functions in a complementary manner, as well as a means for the integration of the membership of the boards of the council and MPO, such that a single, unified board shall perform the functions of both the council and the MPO.

Section 3. Definitions.—As used in this act, the term:

(1) “Countywide plan” means materials in such descriptive form, written or graphic, as may be appropriate to the prescription of strategies for the orderly and balanced future development of Pinellas County. The countywide plan is comprised of the countywide plan strategies, the countywide plan map, and the countywide rules in section 6(7).

(2) “Countywide plan map” means the future land use map that designates general categories of land use by type and location to guide the future development pattern and use of land throughout the county.

(3) “Countywide plan strategies” means an overarching set of policies that identify and set forth a plan of action to address those components set forth in section 6(7) and that are collectively used to administer and guide interpretation of the countywide plan map and countywide rules.

(4) “Countywide planning authority” means the board of county commissioners, acting in its capacity as the countywide planning authority, through the exercise of its power under section 2.04(s) of the Pinellas County Charter.

(5) “Countywide rules” and the “rules” mean those rules, standards, and procedures that will implement the countywide plan as provided in section 6(7).

(6) “Existing countywide plan” means that countywide plan, inclusive of the countywide plan strategies, countywide plan map, and countywide rules as adopted by Pinellas County Ordinance 89-4, as amended.

(7) “Land development regulation” means an ordinance enacted by a local government for the regulation of any aspect of development and includes any local government zoning, rezoning, subdivision, or building construction regulation or any other regulation controlling the development of land.

(8) “Local government” means Pinellas County or any municipality within the county.

Section 4. Membership of council.—The council shall be composed of the voting membership of the Pinellas County Metropolitan Planning Organization. The terms of office and appointments to fill vacancies shall be consistent with Florida law governing the MPO.

Section 5. Officers; meetings; records; quorum; expenses.—

(1) The council shall elect one of its members as chairperson, one of its members as vice chairperson, one of its members as treasurer, and one of its members as secretary, each of whom shall serve for the year or until a successor is elected. No person elected chairperson shall serve more than 2 consecutive years in that capacity. Election of officers shall be conducted in concert with the MPO, as provided by Florida law governing the MPO.

(2) The council may meet at least once each month, at such place and at such other times in special session as the council, by a majority vote, shall determine, and at any other time at the call of the chairperson. The council shall adopt, by an affirmative vote of a majority of the voting members of the council, operating procedures for the transaction of business and keep a record of its transactions, resolutions, findings, determinations, recommendations, and orders, which record shall be a public record. Subsequent amendment of the operating procedures shall be by an affirmative vote of a majority of the members present and constituting a quorum.

(3) At all meetings of the council, a quorum shall consist of a simple majority of the full voting membership. No official business of the council may be transacted unless a quorum is present. No vacancy in the council shall impair the right of a quorum of the council to exercise all the rights and perform all the duties of the council. Except as otherwise provided in this act, all actions of the council shall be by a majority vote of those members present.

(4) Members of the council shall be entitled to receive from the council their traveling and other necessary expenses incurred in connection with the business of the council, as provided by law, but they shall draw no salaries or other compensation.

Section 6. Powers and duties.—In the performance of its duties and in the execution of its functions under this act, the council has and shall exercise the following powers and duties:

(1) To maintain a permanent office at the place or places within Pinellas County as it may designate. Additional suboffices may be maintained at such place or places within Pinellas County as it may designate.

(2) To employ and to compensate such personnel, consultants, and technical and professional assistance as it may deem necessary.

(3) To make and enter into contracts and agreements.

(4) To hold public hearings and sponsor public forums.

(5) To sue and to be sued in its own name.

(6) To contract with, accept and expend funds and grants from, and accept and use services from:

(a) The Federal Government or any agency thereof.

(b) The state government or any agency thereof.

(c) The county government or any agency thereof, including the district school board.

(d) The several municipalities in Pinellas County or any agencies thereof.

(e) The Tampa Bay Regional Planning Council and other governmental agencies.

(f) Civic groups and nonprofit agencies.

(7) To develop for countywide planning authority approval a countywide plan that shall be broadly defined, policy-based, and focused on countywide issues and that shall include:

(a) The countywide plan map.

(b) The countywide rules, which shall establish parameters that will be used to determine whether local governments' future land use plans and land development regulations are consistent with the countywide plan map and rules. Each land use category shall, at a minimum, be defined in terms of the types of uses included and specific standards for the density or intensity of use.

(c) The countywide plan strategies, which shall provide policy guidance for the countywide plan map and rules and which shall include:

1. A countywide future land use component that supports a countywide managed growth perspective.

2. A countywide transportation component that supports mass transit and other transportation facilities and that recognizes the responsibilities of the MPO as defined by law and joint agreement.

3. A countywide intergovernmental coordination component that supports enhanced integration of local government land use and transportation planning.

4. Any other component determined by the council and the countywide planning authority to be necessary to establish effective countywide planning in furtherance of the intent of this act.

(8) To coordinate countywide growth management issues and procedures consistent with this act.

(9) To review the countywide plan with the local governments in order to ensure coordination with local goals and policies, identify specific countywide growth management problem areas, and work collaboratively with local governments towards solutions to those identified problems.

(10) When processing amendments to the countywide plan map, to consider the countywide plan strategies and the countywide rules.

(11) To conduct a strategic planning session with the countywide planning authority on an annual basis or at such other intervals as the council and countywide planning authority shall agree upon.

Section 7. Countywide staff and committees.—

(1) Pursuant to section 6(2), the council shall appoint an independent executive director, who shall serve at the pleasure of the council. The employment qualifications and standards for the position of executive director shall be established by the council. The executive director may employ such other staff as may be needed and shall have the sole authority to manage the activities of the staff. Nothing in this act shall prevent the executive director and the staff from being classified or exempt employees of the Pinellas County Unified Personnel System.

(2) Directors of individual local government land use and planning departments, or their designees, are the members of the planners advisory committee. The planners advisory committee may, at the direction of the council, perform a professional planning review of the council staff recommendations that are to be acted upon by the council. The planners advisory committee may also include a representative from the planning departments maintained by the Pinellas County School Board, the PSTA, the DOT, and other agencies as the council may determine appropriate. In addition to the planners advisory committee, the council may appoint such other committees as it deems necessary, which may be comprised of either elected or nonelected officials. The committees provided for in this section may perform such other duties as assigned by the council but may not be involved in the administration or executive functions of the council.

(3) The staff, as recognized in this act, shall prepare all plans or other documents that the council may direct under this act and shall assist any committee and the executive director in day-to-day activities. The staff shall be governed by such operating procedures as may be set forth by the council.

Section 8. Budget, fiscal year, appropriations, contributions; annual audits and reports.—

(1) The executive director of the council shall annually prepare the budget of the council. The budget shall be kept within the limit of funds annually available to the council, and each item in the budget shall be fully explained. The council shall approve and adopt the annual millage rate and budget, and all deliberations on the millage rate and budget by the council shall be done at meetings open to the public. The fiscal year of the council shall be the same as the fiscal year of the Board of County Commissioners of Pinellas County. Notwithstanding the above, the Board of County Commissioners of Pinellas County shall have the right to review the millage rate and budget, raising or reducing either as it deems necessary. In its review of the millage rate and budget, the board of county commissioners shall ensure that the council is funded, at a minimum, at a level that supports the council's powers and duties set forth in section 6.

(2) The Tax Collector of Pinellas County shall remit directly to the council, from the total taxes collected from the millage certified by the Board of County Commissioners of Pinellas County for county purposes, an amount equal to the annual budget but not to exceed one-sixth of a mill on each dollar of the assessed valuation of taxable property made annually by the Property Appraiser of Pinellas County. The funds collected pursuant to this subsection shall only be expended for council purposes.

(3) The council shall cause an annual independent audit to be performed, to be paid for by the council. The council shall also prepare an annual report on its activities as a whole.

Section 9. Countywide planning authority of the board of county commissioners.—The Board of County Commissioners of Pinellas County is vested with countywide planning authority by section 2.04(s) of the Pinellas County Charter. Such authority is limited to the authority provided for in the county charter and as provided in this act.

Section 10. Countywide plan repeal, readoption, and amendment.—

(1) COUNTYWIDE PLAN AND RULES.—

(a) The existing countywide plan is to be repealed and replaced by the adoption of a new, broadly defined, and policy-based countywide plan that conforms to the intent of this act. It is specifically intended that a new countywide plan provide for fewer land use categories than the existing countywide plan. The new countywide plan shall be prepared in collaboration with the member local governments pursuant to a process and timetable established by the council and countywide planning authority. Council staff shall use best efforts to develop a new countywide plan as expeditiously as possible. Before the adoption of a new countywide plan, the existing countywide plan shall remain in full force and effect.

(b) An amendment to the countywide plan map may be initiated by the council only in order to implement the new countywide plan that conforms to the intent of this act. Pursuant to this one-time grant of authority which is

intended to repeal and replace the existing countywide plan map, the council may initiate an amendment to the countywide plan map to place any new plan map categories designated under a new countywide plan on particular parcels of property, as applicable. Such amendment to the countywide plan map initiated by the council shall be sent to the local government with jurisdiction over the subject parcel for comment and review a minimum of 60 days before council action. The manner in which comment, review, and adoption by the local government, if applicable, shall take place shall be set forth in the countywide rules.

(c) The recommendation to repeal and replace the existing countywide plan shall be by an affirmative vote of a majority of the voting members of the council. Any recommendation to subsequently amend the countywide plan shall be by an affirmative vote of a majority of the voting members present and constituting a quorum.

(d) The countywide planning authority action to repeal and replace the existing countywide plan as recommended by the council shall be by a majority vote of the entire countywide planning authority. A majority vote of the members present and constituting a quorum of the countywide planning authority is required to make any subsequent amendment to the countywide plan as recommended for adoption by the council.

(e) Upon adoption by the countywide planning authority, the countywide plan shall have the full force and effect of law countywide. All local governments' future land use plans and land development regulations shall be consistent with the countywide plan map and rules. The countywide planning authority shall have the authority to enforce the countywide plan map and rules.

(2) CONSISTENCY REVIEW.—

(a) As of the effective date of this act, it is acknowledged that the council has recently reviewed each local government's future land use plan and land development regulations for consistency with the existing countywide plan map and rules and has determined each such future land use plan and land development regulation to be consistent with the existing countywide plan map and rules or has outlined the actions necessary to establish such consistency. After a new countywide plan map and rules that conform to the intent of this act are adopted, it is specifically intended that the local governments' individual plans be made consistent with the new countywide plan map and rules, if necessary, either:

1. Simultaneously with the next scheduled amendment, after January 1, 2016, of the local future land use plan and land development regulations pursuant to the evaluation and appraisal review, as required for local plans under part II of chapter 163, Florida Statutes; or

2. Within 3 years after the adoption of the revised countywide plan map and rules.

(b) Local governments' land use categories and corresponding regulations shall be considered to be consistent with the countywide plan map and rules if the local governments' land use categories provide for:

1. Maximum densities and intensities that are equal to or less than the maximum densities and intensities provided by the corresponding countywide plan map categories as set forth in the rules.

2. Some or all of the same permitted uses as enumerated in the corresponding countywide plan map categories.

3. Such other standards, rules, or procedures contained in the countywide rules as are applicable.

(c) If a local government's future land use plan and land development regulations have been determined to be consistent with the countywide plan map and rules, the local future land use plan and land development regulations shall regulate development for the subject property.

(d) It is the intent of this act that land uses, lots, and structures existing on the effective date of this act that may be rendered nonconforming by the adoption of a new countywide plan shall be permitted to continue until such nonconformities are removed or ceased. Such nonconformities shall be administered by the local government with jurisdiction.

(3) COUNTYWIDE PLAN MAP AMENDMENTS.—

(a) Amendments to the adopted countywide plan map relating to a land use designation for a particular parcel of property may be initiated by the local government that has jurisdiction over the subject property. Amendments to any standard, policy, or objective of the countywide plan strategies or the rules may be initiated by the council or any local government.

(b) The council shall have 60 days after the day an application is filed with the council to act on that amendment and forward the recommendation to the countywide planning authority. Action by the council may include recommendation for approval, denial, continuation, or an alternative compromise amendment, any of which shall constitute action by the council within the stipulated 60-day period. Provision for the council to make a recommendation for an alternative compromise amendment shall be as approved and set forth in the rules.

(c) All amendments shall be transmitted to the countywide planning authority with a recommendation by the council. A vote of a majority plus one of the entire countywide planning authority is required to take any action on the proposed amendment that is contrary to the council's recommendation. A recommendation shall be received by the countywide planning authority before it takes action on an amendment.

(d) After action by the countywide planning authority, any substantially affected person, the council, or the local government that initiated the plan

amendment may seek a hearing pursuant to chapter 120, Florida Statutes. Any substantially affected person may participate in the hearing. At the conclusion of the hearing, the hearing officer's recommended order shall be forwarded to and considered by the countywide planning authority in a final hearing. The basis for the countywide planning authority's final decision approving or denying the proposed amendment is limited to the findings of fact of the hearing officer. This paragraph shall only apply to amendments to the countywide plan map.

(e) The council may contract with the Division of Administrative Hearings to provide the hearing officers required by this act. The council shall be responsible for compensating the division for costs incurred by the division in the hearing process. Except as provided in paragraph (d), the council and the countywide planning authority are not subject to chapter 120, Florida Statutes.

(f) An administrative hearing under paragraph (d) is limited to a review of the facts pertaining to the subject property, the countywide plan map, and the rules applicable thereto. An administrative hearing is not the appropriate forum for a constitutional challenge.

(g) Decisions by the countywide planning authority, acting in its capacity under this act, are legislative in nature. Decisions made by the countywide planning authority may be challenged in a court of competent jurisdiction.

Section 11. Public hearing and notice requirements.—

(1) PUBLIC HEARING BEFORE THE COUNCIL.—The council shall hold at least one public hearing to consider recommending the adoption of or an amendment to the countywide plan. More than one public hearing may be held at the discretion of the council. The location of public hearings shall be determined by the council.

(2) PUBLIC HEARING BEFORE THE COUNTYWIDE PLANNING AUTHORITY.—An ordinance adopted by the countywide planning authority that adopts or amends the provisions of the countywide plan shall be enacted or amended pursuant to the following procedure:

(a) For an amendment to the adopted countywide plan map relating to property involving less than 5 percent of the area of the county, the countywide planning authority shall hold a public hearing on the proposed ordinance.

(b) For an adoption of or amendment to the countywide plan strategies or the countywide rules, for an amendment to the adopted countywide plan map relating to the change in a land use designation for property involving 5 percent or more of the area of the county, or for an adoption of the countywide plan map initiated by the council pursuant to section 10(1)(b), the countywide planning authority shall hold two advertised public hearings on the proposed ordinance. At least one of the hearings shall be held after 5 p.m. on a

weekday, and the second hearing shall be held at least 2 weeks after the first hearing.

(3) FORM OF NOTICE.—Notice shall be provided for in accordance with applicable Florida law and as provided for in the rules.

Section 12. Severability.—It is declared to be the intent of the Legislature that if any section, subsection, sentence, clause, or provision of this act is held invalid by any court of competent jurisdiction, the remainder of the act shall not be affected.

Section 13. Part II of chapter 163, Florida Statutes.—Nothing in this act shall be construed to allow the county or any municipality in the county to adopt a local government comprehensive plan required by part II of chapter 163, Florida Statutes, or any amendment to such plan, that does not comply with part II of chapter 163, Florida Statutes, or any applicable rule or regulation adopted by the Department of Economic Opportunity to implement part II of chapter 163, Florida Statutes. In addition, nothing in this act shall be construed to allow any development order, as defined in section 163.3164, Florida Statutes, to be issued by the county or any municipality in the county that is not consistent with the plans adopted pursuant to part II of chapter 163, Florida Statutes, and any applicable rule or regulation adopted by the Department of Economic Opportunity to implement part II of chapter 163, Florida Statutes.

Section 4. Chapters 73-594, 74-584, 74-586, 76-473, 88-464, and 90-396, Laws of Florida, are repealed.

Section 5. This act shall take effect upon becoming a law or upon the final approval of the Pinellas County Metropolitan Planning Organization's reapportionment plan increasing its membership from 11 to 13 members ("the MPO reapportionment plan"), whichever occurs later. The terms of the existing members of the Pinellas Planning Council shall continue until the MPO reapportionment plan becomes effective and the new members are appointed to the council.

Approved by the Governor April 27, 2012.

Filed in Office Secretary of State April 27, 2012.



PPC Meeting
March 9, 2016

Agenda Item
V.A

Preliminary FY17
Budget Discussion

I. RECOMMENDATION

Council receive and discuss the preliminary budget as determined appropriate (for information only – no action required)

II. BUDGETARY SYNOPSIS

We expect to modestly increase expenditures this year in response to the clear direction from Council in late 2015 for the strategic emphasis areas and other initiatives including to Complete Streets, Vision Zero and strengthened partnerships regionally and locally. Our work plans currently in development will position the Pinellas Planning Council/Metropolitan Planning Organization (PPC/MPO) to provide leadership on strategic, countywide, multi-jurisdictional land use and transportation matters and expand technical assistance for individual local governments.

As a result, we are budgeting for additional staff resources in previously unfilled positions to enhance our external communications and messaging, expand our mapping and analysis capabilities, and to consolidate and improve fiscal management. In addition, expenditures will increase due to other factors, including a planned three percent salary increase, increases in employee benefit costs, and the need to provide an adequate budget contingency.

As far as resources to carry out these plans, the Council was told to anticipate an increase in taxable values of five percent for the upcoming fiscal year (FY17). If the current millage rate of 0.0160 is maintained we would see a five percent increase in tax revenues. In addition, according to our preliminary audit figures, our Unassigned Fund Balance (UAFB) has increased by 15 percent over last year.

However, many of you may remember that the Council agreed to utilize its accumulated UAFB starting in FY10 to offset significant reductions in tax revenues that year and for subsequent fiscal years. Then, in FY14 the Council approved an increase in its millage rate with the goal of tax revenues fully covering expenditures in the next 2-3 years, instead of continuing to rely on the Council's UAFB. Revenues now more closely match expenditures, but we have not been able to spend down the fund balance as planned. Therefore, for FY17 staff is looking to reduce our millage rate to a point that is close to the "roll-back" rate, as well as utilize more of the UAFB to cover our expenditures.

PPC Action:

CPA Action:

III. BUDGETARY EXPECTATIONS THUS FAR

Under the County's budget schedule, the Council's preliminary budget information is due to the Office of Management and Budget (OMB) by March 17, 2016. Based on any further direction from Council, staff will prepare this with the understanding that it is in preliminary form and will be reviewed and refined again by the Council over the coming months. Council staff will present the Council's preliminary budget to the Board of County Commissioners in early May.

Here is a summary of the items involved in the FY17 budget:

- The direction applicable to those agencies with separate ad valorem taxing authority is to prepare a budget anticipating a five percent increase in ad valorem tax revenues, translating to a projected increase of about \$47,600 in the Council's ad valorem proceeds as compared to the current year (using the current 0.0160 mils). However, staff proposes to reduce the millage rate to slightly below the "roll-back" rate (i.e., 0.01524 mils) to 0.0150, or a tax revenue reduction of \$15,900.
- When adding the MPO items to the Council's budgeted expenditures (without the budgeted contingency) the result is \$2,703,100 in total expenditures, or an overall increase of \$164,100 from FY16.
- The PPC's budgeted contingency of 10 percent was \$93,970 for FY16, and will show a new figure of \$270,300. Increasing the budgeted contingency to 10 percent of total expenditures, as opposed to only 10 percent of what was formerly only the PPC's portion of the budget, results in an overall expenditure figure of \$2,973,400.

With the Council's input, and as preliminary estimates of ad valorem value are made available from the Property Appraiser by June 1st, as well as MPO estimates of grant funding and expenditure estimates, a first draft of the budget will be refined and coordinated with the annual work program in subsequent meetings with the Council.

IV. MORE DETAIL ON OUR BUDGET

The following will provide more information pertaining to Council revenues and expenditures.

FY17 Revenues

The following revenues (rounded) will be included in the discussion of our FY17 budget:

- Our revenues from taxes for FY17 are expected to be \$952,200 using the lower millage rate of 0.0150 (down \$15,900 from FY16);
- We have an estimated UAFB available from FY15 of about \$533,700 (this does not include Assigned Fund Balance of \$197,700 that is used for such things as our accrued leave balance), representing an increase of about \$84,100 over FY14's fund balance; and
- MPO Charges for Services (formerly titled Intergovernmental Revenue) are in the amount of \$1,665,200, which is an increase of \$75,900 from last fiscal year.

All told we expect to have about \$3,171,700 in revenues available for FY17.

PPC Millage – In keeping with our commitment to utilize our UAFB to keep the tax revenues we generate¹ to a minimum, the Council has kept its millage rate constant over the past number of years (offset by use of the UAFB) as follows. It wasn't until FY14 that the Council approved an increase in the millage rate to coincide more closely with the Council's expenditures over the next three years. This action was successful and so this year we propose to reduce the millage rate to slightly below the "roll-back" rate:

Fiscal Year	Millage Rate	Tax Revenues Generated
FY13	0.0125	646,200
FY14	0.0160	852,600
FY15	0.0160	908,400
FY16	0.0160	968,200
FY17	0.0150	952,200

Local Assistance - Over the past few years we have not received significant amounts of revenue from local assistance, but as we expect to assist local governments in carrying out the Council's Emphasis Areas and continue grant assistance, we should see about the same revenues for FY17 as we did for FY16 (i.e., \$20,000).

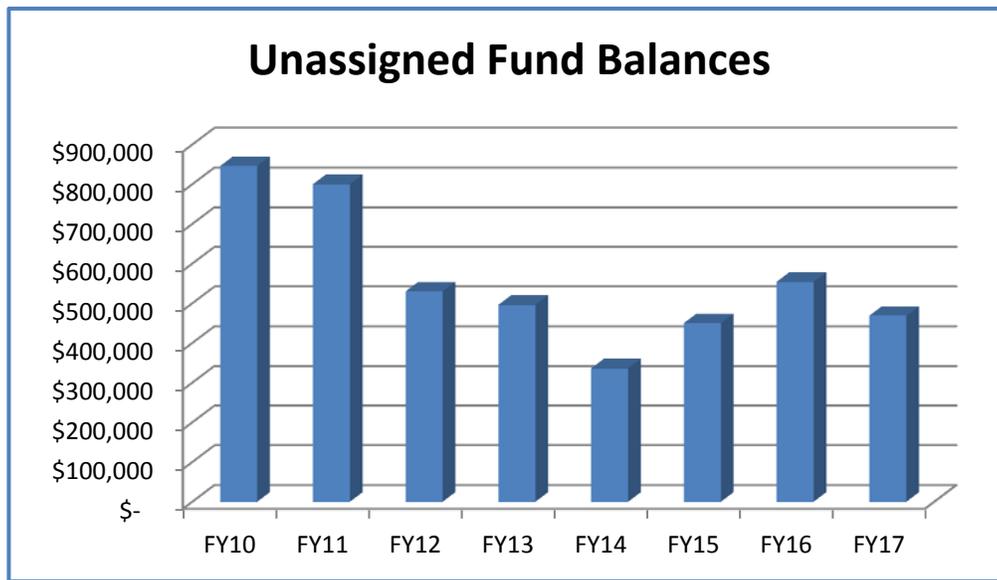
Interest – Interest rates have been low for many years and we do not expect to receive significant interest on our cash investments in the upcoming fiscal year. OMB has us using .07% on our cash balances.

Fund Balance – The Council has reduced the amount of money held in its fund balance over many years. This year we see that the preliminary audit identified an increase of \$84,400.

Following the Council's direction for FY10, we have continually reduced our UAFB (see chart to follow) as a source of funds for balancing our revenues and expenditures. FY15 and FY16 started to see the UAFB increase due to reduced expenditures caused by the delay in unification with the MPO and the subsequent delay in hiring the Executive Director, as well as a few vacancies in other staff positions.

We expect to start FY17 with \$533,700 in our UAFB and we propose to use \$65,100 of this amount to make up for normal expenditures that exceed tax revenues (and the small amount of local assistance and interest revenues). This means we expect to end the fiscal year with \$468,600, assuming we do not need to utilize our 10 percent budgeted contingency. (Note: our 10 percent budgeted contingency typically goes unspent during the year and is then added back to our fund balance at the end of the fiscal year.)

¹ We are required to budget at 95% of expected ad valorem tax revenues.



FY17 Expenditures

The following expenditures are included in the discussion of our FY17 budget:

- About \$2,186,300 in Payroll Account, including salaries and benefits for staff;
- \$516,800 in the Operating Account, an increase of 125,800 from FY16; and
- \$270,300 for budgeted contingency, which typically goes unspent.

All told we expect to account for \$2,973,400 in expenditures, which includes expenditures plus the 10 percent budgeted contingency line item. These expenditures taken from \$3,171,700 in Council resources results in an estimated \$468,600 in our fund balance at the end of FY17.

The Council has two main accounts from which we expend funds: Payroll and Operating. In any given year roughly 80 percent of the budget is dedicated to the Payroll account, while 20 percent is for the Operating account. Under these two main headings there are a total of 21 different line items. This fiscal year we propose to reduce the number of line items to 20, by eliminating the “legal services” and “administrative hearing” line items (moving those expenditures to “Contingency”) and then adding the “Technical Assistance Grants” line item. We also propose to change the “Reference & Education” line item to “Communications, Advocacy, and Education.” This will continue to cover staff professional development, but will also cover costs for coordinating with other entities (e.g., the Florida Department of Economic Opportunity or federal officials).

Payroll Account – This account has showed fluctuation from year to year – mainly due to reductions in our work force and budgeting for accrued leave payout for retirements over the past few years. FY17 will likely see a small increase in these expenditures due to the increased health and other benefit costs, as well as a three percent salary adjustment. Overall cost increases are

projected to be less than two percent because the salaries of long-time retiring employees are expected to be replaced with personnel whose salaries are closer to the position's base salary.

Operating Account – We are seeing an increase in our operating account expenditures. This increase is mainly due to increasing consultant services from \$55,000 for FY16 to \$155,000 for FY17 to be put towards our Emphasis Areas to compliment MPO activities, and by adding a Technical Assistance Grants line item (\$50,000), in part to help fund a portion of the Complete Streets program (it will have a land use/redevelopment component).

Total Expenditures – We expect to see \$2,973,400 for FY 17, up from \$2,633,000 for FY16 (an increase of \$164,100). This includes the 10 percent Budgeted Contingency line item.

V. MPO BUDGETARY ITEMS

As per the Council's Staff Services Agreement with the MPO, the Council has agreed to fund various portions of the MPO's salaries, benefits, and operations. These expenditures are fully reimbursed by the MPO through their various grants, and total an estimated \$1,675,200 for FY17. These are shown in the attached budget in the left column.

In the coming months, Council staff will bring a summary budget to the Council that will show the various other items that the MPO expects to expend, and their revenue sources.

VI. ATTACHMENTS

Attachment 1 FY17 PPC Budget Draft

FY17 PPC Budget Draft

REVENUES			
INCOME ACCOUNT			
Projected Fund Balance		\$	533,700
Interest		\$	600
Tax Revenue		\$	952,220
Local Assistance Contract Services		\$	20,000
MPO Charges for Services (Revenue)		\$	1,665,200
Total Revenues		\$	3,171,720
TOTAL RESOURCES		\$	3,171,720
EXPENDITURES			
PAYROLL ACCOUNT			
	MPO*	PPC	Total
Salaries	\$ 1,163,200	\$ 476,100	\$ 1,639,300
Benefits	\$ 380,300	\$ 166,700	\$ 547,000
Subtotals	\$ 1,543,500	\$ 642,800	\$ 2,186,300
OPERATING ACCOUNT			
	MPO*	PPC	Total
Contractual Support Services		\$ 155,000	\$ 155,000
Technical Assistance Grants		\$ 50,000	\$ 50,000
Rent	\$ 52,700	\$ 24,700	\$ 77,400
Equipment & Furnishings		\$ 10,000	\$ 10,000
Telephone		\$ 3,000	\$ 3,000
Mail		\$ 2,000	\$ 2,000
Advertising Notice		\$ 25,000	\$ 25,000
Printing/Reproduction		\$ 15,000	\$ 15,000
Office Supplies/Materials		\$ 7,000	\$ 7,000
Prop. App. & Tax Coll. Commissions		\$ 30,000	\$ 30,000
Intergovernmental Services	\$ 65,000	\$ 24,200	\$ 89,200
Risk Management		\$ 2,700	\$ 2,700
Travel		\$ 8,000	\$ 8,000
Fleet O&M	\$ 4,000		\$ 4,000
Communications, Advocacy, & Education		\$ 10,000	\$ 10,000
Audit		\$ 15,000	\$ 15,000
Council Activities		\$ 6,000	\$ 6,000
Contingency		\$ 7,500	\$ 7,500
Subtotals	\$ 121,700	\$ 395,100	\$ 516,800
TOTAL EXPENDITURES	\$ 1,665,200	\$ 1,037,900	\$ 2,703,100
* includes MPO costs via PPC/MPO Staff Services agreement			
RESERVES			
RESERVE ACCOUNT			
10% of Expenditures (Budgeted Contingency)		\$	270,310
Ending Unassigned Fund Balance		\$	198,310
Total Reserves		\$	468,620
TOTAL EXPENDITURES + RESERVES			\$ 3,171,720
MILLAGE RATE 0.0150			



PPC Meeting
March 9, 2016

Agenda Item
V.B

Verbal Reports

I. RECOMMENDATION

Council 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 Council as is appropriate.

PPC Action:

CPA Action:



PPC Meeting
March 9, 2016

Agenda Item
VI.A

Other Council
Business

I. RECOMMENDATION

Council identify and discuss as determined appropriate.

II. BACKGROUND

The Councilmembers typically bring up items of interest to the Council other than those on the regular agenda.